

**City of New Smyrna Beach, Florida**



**Budget FY 2011-2012**

**October 1, 2011 through September 30, 2012**

**Mayor**

Adam Barringer

**City Commission**

James W. Hathaway, Vice Mayor, Zone 3

Judy Reiker, Commissioner Zone 1

J. S. Grasty, Commissioner, Zone 2

Lynne Plaskett, Commissioner, Zone 4

**City Manager**

Pam Brangaccio

**City Attorney**

Frank B. Gummey, III

**City Department Directors**

Johnny Bledsoe, City Clerk

Althea Philord, Finance Director

Carol A. Hargy, Personnel Officer

Khalid Resheidat, Assistant City Manager

Gail Henrickson, Planning & Engineering Manager

Elizabeth Yancey, Parks & Recreation Director

Tony Otte, CRA Director

Ronald P. Pagano, Police Chief

David McCallister, Fire Chief

Gary Wintz, Golf Course Manager

**Prepared by: Finance**



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of New Smyrna Beach  
Florida**

For the Fiscal Year Beginning

**October 1, 2010**

*Linda C. Danson* *Jeffrey R. Egan*

President

Executive Director

# City of New Smyrna Beach, Florida

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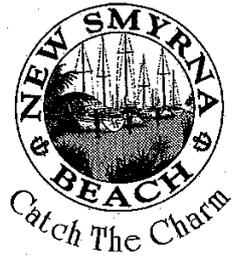
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# City of New Smyrna Beach

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## **Budget Message**

It has been stated that in managing any crisis, the key is to be “deliberative, transparent and focused on outcomes”. This applies to the current fiscal situation in Florida for the state and local governments, with real estate values continuing to decline and other revenues reduced as well. The City of New Smyrna Beach, although recovering fiscally at a better pace than the majority of Volusia County municipalities, still faces challenges to balance the FY 11-12 Budget and beyond.

The City’s Budget process was deliberative and transparent in its focus. City Commission workshops were held, with long-range financial projections discussed, as well as major issues, such as the Fire Services Master Plan. Departments were required to reduce where possible, personnel, operating and capital expenses. Individual line-items were reviewed by the Finance Department, with a defined policy outcome of reducing the amount of tax monies collected below the roll-back rate, without major reductions in services, and continuing a commitment to a wide scope of capital improvements. Achievement of this goal, without any new revenue sources, is an on-going challenge and will require the continued assistance of the City’s Labor Unions (all three contracts are currently in negotiations).

The City has worked very hard to manage the fiscal crisis, to predict the level and impact of decline in tax revenues, focus in on our core mission (policy priorities are reflected in the City Commission’s top ten goals for 2011); inform and involve the community in the discussions, and look for long term savings, rather than non-recurring one-time adjustments.

Key elements of the fiscal strategic planning process have been major long-term expenditure reductions; innovation and continuous work process improvement; private contracts for services, such as street sweeping and right of way mowing; review of revenue estimates as well as expenses; organizational redesign to better utilize existing resources; service consolidation with other governments, such as dispatch, or shared resources within Fire Services; a past stewardship/partnership with City employees on “staying” salary increases and other benefits; and communication with all stakeholders (internal and external).

**FY 11-12 Budget Summary Highlights:**

- The FY 11-12 Adopted General Fund Budget is \$19,410,745, in comparison to FY 10-11 Revised General Fund Budget of \$20,937,804.
- Property taxes total \$7.4M of the \$19.4M General Fund Budget in FY 11-12.
- General Fund staffing total is 171 in FY11-12, a decrease of 5 positions (3%) from 176 in FY10-11.
- The FY 11-12 Adopted City-Wide Budget is \$53,084,626, in comparison to FY 10-11 Revised City-Wide Budget of \$58,626,401.
- Total City-Wide staffing total is 213.5 in FY11-12, a decrease from 214.5 in FY10-11.
- General Fund Reserves are maintained at over 25% of the Fund Expenditures.
- With a millage of 3.4793 utilized in FY11-12, City taxpayers will see a tax decrease of \$350,556 or 4.2% decrease from a Roll-back tax rate of 3.6329. In the last five fiscal years, \$5M in tax relief, i.e. under roll-back rates has occurred.

**Tax Roll “net value changes”**

The Property Appraisers’ July 2011 Tax Roll “net” Value Changes (this excludes new construction and annexations) for New Smyrna Beach, was a decrease of 4.8%. The 2011 Tax Roll “net value” decrease of 4.8% is significantly less in comparison to the 12% decrease in 2009 City of New Smyrna Beach tax roll.

**FY 11-12 Tax Roll and Millage Comparisons:**

A “Net Change” of 4.8% results in an estimated FY11-12 taxable value of \$2,387,638,761, down from the 2010 Tax Roll of \$2,507,947,973, within the City. Declining real estate values are reflected in just values, while the impact of save our homes and additional exemptions are reflected in the taxable value from the Volusia County Property Appraiser. Port Orange, Ormond Beach, and the City of New Smyrna Beach were the three lowest “decreases” of the cities within Volusia County.

In 2010, the City of New Smyrna Beach had a median sale price for single family residences of \$178,000.

However, the City's Final 2011 Tax Roll used for budget purposes (includes new construction and annexations) is 4.23% less than 2010 tax roll values. Roll Back rates provide the same amount of taxes into the General Fund as in FY 10-11; which with a decrease in value would be an increase in tax rate, but not an increase in amount of taxes collected. Below is the five year history of Roll-back Rate vs. the Adopted Tax Rate by the City.

| <u>Fiscal Year</u> | <u>Taxable Value</u> | <u>Ad Valorem Tax Rev.</u> | <u>Roll-Back Rate</u> | <u>Adopted Rate</u> | <u>Difference</u> |
|--------------------|----------------------|----------------------------|-----------------------|---------------------|-------------------|
| 2008               | \$3.7 Billion        | \$11.1M                    | 3.4611                | 3.1000              | -\$1.3M           |
| 2009               | \$3.4 Billion        | \$10.1M                    | 3.52087               | 3.1000              | -\$1.4M           |
| 2010               | \$2.8 Billion        | \$9.4M                     | 3.7499                | 3.4793              | -\$731K           |
| 2011               | \$2.5 Billion        | \$8.3M                     | 3.9412                | 3.4793              | -\$1.1M           |
| 2012               | \$2.4 Billion        | \$7.4M                     | 3.6329                | 3.4793              | -\$350K           |

Total 5 Year-Reduced General Fund Tax Revenue Reduction = \$5M

**Impacts on the FY11-12 Budget:**

**Major Increases:**

- Health Care Costs are estimated at increasing \$64,028.
- Utilities costs at City facilities are increasing \$101,916.
- Gas prices are projected at \$4.00 per gallon, an increase of \$156,826.
- Police Pension contribution increased \$90,876.
- Fire Pension contribution increased \$223,588.

**Reductions:**

Public Safety Dispatch - \$276,000 is the transitional year savings, of transferring from the RCC to the County. The City Commission had discussed maintaining the entire FY10-11 Budget until the Public Hearings in September; this savings is required to reduce the millage rate below roll-back.

Fire Services, through the implementation of the Four Station Master Plan, were able to reduce personnel by four positions in FY 11-12, for a savings of \$439,769.

A vacant Battalion Chief and Firefighter position were authorized for filling in late FY 10-11 to round out the current staffing model.

The State of Florida mandated a 3% contribution to FRS pension rates. The impact to current employees hired prior to the 1996 City Pension Fund, results in a City-wide savings of \$70,684.

Police, Fire and Transportation Impact Fees for non-residential construction have been waived through 2013 to encourage construction in the current economy.

A transfer from the Golf Course for \$50,000 for Indirect Costs, as there appears to be an "operational profit" in FY10-11 and FY11-12. The City Auditors presented options on the past improvement loan to the Golf Course by the General Fund. The City Commission chose to transfer net capital assets of the Golf Course to the General Fund as payment against the loan bringing the balance of the loan to approximately \$750,000.

Indirect Costs were increased to the CRA, as their CIP Program is in "fast gear", and is using considerable General Fund employee assets, especially the Planning Manager, City Engineer, Assistant City Manager and City Manager.

**Personnel Revisions within the FY 11-12 Budget:**

City-wide, total personnel are decreasing from 214.5 to 213.5 full-time equivalents.

Revisions include:

The deletion of four fire services positions, as we continue to staff down at the various stations, from three to two on some response vehicles. A Commander position was deleted as the Police Department has reduced from 2 Commanders to 1, and added a part-time Accreditation Manager. The Code Enforcement Officer position which was 50% funded by the Building and Inspection fund was transferred to the Building and Inspection fund to be partially fund by a General Fund transfer.

Funding of the Airport Manager is 100% within the Airport Fund. In FY10-11 it was 50% funded by the Airport Fund and 50% funded by the General Fund as Assistant Director in Public Works. A reclassification within Public Works to provide for a Maintenance Operation Supervisor and eliminate an Equipment Operator II position to implement the combining of City-wide maintenance functions for improved utilization of staff and equipment resources. Parks Division now reports to the Maintenance Operations Manager.

The Parks department added 2 Building Maintenance Worker II positions to replace the contracted services for park restroom cleaning. An Administrative position was also transferred from Streets within Public Works to the Sanitation Fund.

**Key Budget Points:**

Special events such as the Ed Root 5K run and Flamingo Follies are now budgeted in the General Fund and not as a separate Special Revenue Fund in accordance with the implementation of GASB 54 revised definition of Funds which will be consistent with the CAFR for FY11-12. As well the Marina Fund is now classified as an Enterprise Fund and not a Special Revenue Fund. The Water Taxi Fund is not included in the Adopted Budget for FY11-12 as the water taxi vessels were sold during FY10-11.

The transition from the current public safety dispatch partnership with the Cities of Port Orange and Edgewater to County-wide Dispatch Center. The estimated savings for the City is \$276,000 in FY11-12. Additional savings will be seen in FY12-13, after the transfer of the Records Management Systems in May 2012 to the County.

A phased implementation of the Lorick Consulting Report regarding the City Maintenance Operations is underway. Funding for one-time capital expenditures for replacement equipment; the Budget does not include any replacement capital equipment, which would be funded with one-time transfers throughout the year. The Lorick Study also provided recommendations on equipment utilization and replacement, which are under review by Fleet Maintenance.

The FY11-12 Budget includes our Five-Year Capital Improvement Plan (5-Yr CIP). The 5-Yr CIP is used by City staff and City Commission to track progress of Capital Projects and better understand the breadth of project in-process and completed during each year. The 5-Yr CIP is also available on the City website for residents to review and track progress as projects are updated during the year.

FY11-12 union negotiations are completed with the three City Unions for a savings of \$236,000. Pension revision negotiations are on-going.

There are no salary increases for City employees in the FY11-12 budget. This will be the third fiscal year without increases. All three unions (Police, Fire and LIUNA) agreed to no salary increases. Longevity and personal leave payouts are also recommended for continued suspension in FY11-12. These two benefits have already been either deleted or revised for employees, hired after 2010. Total savings from the Unions in FY10-11 were \$280,000, and \$236,000 in FY11-12.

For the past three years the Sanitation fund has utilized reserves to balance the fund expenditures.

The Solid waste contract renewal options with Waste Pro for an additional 5 years was approved by City Commission on August 23<sup>rd</sup> and includes a rate structure that will help this fund operate without utilizing reserves.

The Building & Inspections Fund operated at a deficit in FY11-12. The fund will end FY10-11 with an operating loss of \$112,000. The majority of the operating loss is attributable to the permitting system upgrade approved in February and a "past stay" on a proposed major permitting fee, as a result of the current litigation. The litigation was settled in the fall of 2011 and fees will increase in December 2011.

The City Commission held a Workshop and Special Meeting on the FY11-12 Budget at 8:00 a.m. on July 27, 2011 at the Brannon Center, to review the departmental budgets and establish the Proposed General Fund and Debt Service millage rates for FY 1-12. Two Budget Town Hall meetings (one on the Mainland and one on the Beachside) were held on August 2 and 16<sup>th</sup> to involve the community.

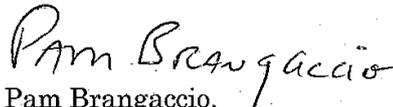
**In Summary:**

I would like to thank the City of New Smyrna Beach employees who contribute, through personal and professional sacrifices and hard work, that allow the City to "hold the line" on budgets. Their hard work is seen in a positive NSB fiscal outlook in FY 13 and beyond, as new construction occurs and annexations come on-line.

Our employees make a great deal of difference in the everyday lives of our residents and it is appreciated. They are part of the community and provide a strong personal connection. We find that when we set high expectations, that we meet or exceed those expectations. With a five year 22% decrease in overall City personnel, and an 11% decrease in the City-wide Budget, expectations have never been higher for City employees. Appreciation also to Finance Director, Ms. Althea Philord, Assistant Finance Director Ms. Lorie Bailey-Brown and their staff who provide a high quality budget document for the City Commission. They also produce the Town Hall meetings, as well as the web-based budget information, with Ms. Sandy Winkler. Ms. Winkler organized the Citizens and Employee Academies as well in 2010 and 2011.

Town Hall meetings are a very important step, as residents move from problem identifiers to problem solvers by engaging in the process, and understanding the budget issues affecting the City.

Sincerely,



Pam Brangaccio,  
City Manager

## **Overview of Expenditures:**

### **General Fund**

Overall, the General Fund expenditures decreased by 7.3% when compared to the prior year revised budget. In the FY2011/2012 budget, General Fund's workforce decreased by 2.8%, and personal services cost decreased by 5%. Operating expenditures decreased by 17% and the capital outlay budget increased 10%. Increase in capital for General Fund is the \$100,000 contribution to Volusia County to repair the Turnbull Bay Bridge.

- **City Commission:** budget slightly increased by 7% in FY2011/2012
- **City Manager:** Total appropriations for this department decreased 2.8%.
- **City Clerk:** budget reduced by 8.5%.
- **Finance Dept:** budget increased 4.75%
- **Information Technology:** budget increased 9.86%. A new Technical Support Analyst position was added to assist with the growing demands of the IT dept.
- **City Attorney:** budget reduced by 1.42%
- **Planning and Engineering Services:** budget was reduced 6.7% primarily in operating decreases
- **General Government:** experienced an increase of \$391,067 due to capital projects in the General Fund such as the Turnbull Bay Bridge and the Multi-Use Trail.
- **Human Resources:** experienced a increase of 4.8%
- **Law Enforcement:** decreased by \$698,442. The decrease is jointly due to the reduction in personnel and operating reductions. A net decrease of 1.5 full time equivalents from the Police Budget including reduction of a Commander position and the addition of a part-time Accreditation Manager.
- **Fire/Rescue Services:** decreased by 14%. The Fire Department's FTE's were reduced by 4 firefighter positions.
- **Public Works:** Four departments fall under the Public Works starting in FY2011-12 with the addition of the Parks Dept.

*Public Works Administration*

Public Works Administration Department budget was reduced by 48% due to the Assistant Public Works Director position transferred to Airport 100%.

*Building and Maintenance*

Building and Maintenance's budget increased 2.7%

*Streets*

Overall, the Streets budget shows a reduction of 3.5%. Two positions were transferred out of the Streets division for FY12. Operating expenses decreased by 17% and capital outlay increased 37%.

*Parks*

Parks added two building maintenance worker II positions for services that were contracted in FY11. Operating expenses were reduced by \$165,533; and capital outlay was decreased \$212,961 for overall decreased budget of 27.5%

- **Recreation and Sports Complex**

*Recreation*

Budget increased 4% primarily due to capital outlay investments.

*Sports Complex*

Sports Complex budget increased 19.8% due to reclassing the supervisor position to a manager and budgeting for capital outlay.

**Other Funds:**

**Stormwater**

Stormwater is managed as a division of the City's Public Works Department. In FY2010-2011 a change in collection from the monthly utility bills to annual tax bills. The fee itself is unchanged from the \$5 a month per ERU for residential units. A new methodology was implemented in FY2010-2011 to calculate stormwater utility fees for commercial properties, which increased revenue by 11%. This fund continues to require a serious discussion on the fee structure, as monies are needed for Phase III of the beach flooding mitigation project (currently under design) as well as other flood-prone areas.

**Special Law Enforcement Trust Fund (SLETF)**

The Law Enforcement Trust Fund receives proceeds from the forfeiture of property related to various police undercover activities that are allocated to municipalities which participate in these programs. State statute requires these proceeds be deposited in a special law enforcement trust fund. In FY2011/2012 the SLETF budget decreased 66.6%. FY2011/2012 appropriation is

based on the projected balance of funds at year end. A portion of the Assistant City Attorney's salary (\$25,000) is allocated to the trust fund, and \$35,000 is budgeted for the Accreditation Manager which is a new addition to the budget. There are no capital items budgeted.

### **Airport**

The revenues collected through rental and user fees are used to maintain and improve the airport facilities and are not used for general government functions; they account for 34% of the revenue source. Major airfield projects are funded in part by the Florida Department of Transportation (FDOT) and the Federal Aviation Administration (FAA). Grant revenues account for 48% of the revenue, which is strictly utilized to complete capital improvements.

Personal services accounts for 4.4% of the Airports operating budget. Operating expenditures make up 48% and Capital improvements accounts for 46% of the Airports FY2011/2012 budget.

### **Impact Fees**

Police, Fire and Transportation Impact Fees for non-residential construction have been waived through 2013 to encourage construction in the current economy.

#### *Police*

The Police Impact Fees Fund accounts for the fiscal activity relating to the City's Law Enforcement impact fees charged for growth-related law enforcement capital improvements. Activities subject to fees include any improvement to land which requires the issuance of a building permit or any changes in the use of a structure which generates additional law enforcement demands. For FY 2011/2012, the revenues were based at the approximate residential rate of \$275. Fees are charged for residential land use and at a rate per square foot for nonresidential land use.

#### *Fire*

The Fire/Rescue Service Impact Fees Fund accounts for the fiscal activity relating to the City's fire/rescue impact fees charged for growth-related fire protection and rescue capital improvements. Activities subject to fees include any improvement to land which requires the issuance of a building permit or any changes in the use of a structure which generates additional fire/rescue demands. For FY 2011/2012, the revenues were based on the residential rate of approximately \$296.

#### *Recreational*

The Park Impact Fees Fund accounts for the fiscal activity relating to the City's park impact fees assessed for growth-related parks and improvements. Activities subject to fees include any improvement to land which requires the issuance of a building permit. For FY2011/2012, the revenues were based at the residential rate of \$131.28.

### *Transportation*

The Transportation Impact Fees Fund accounts for the fiscal activity relating to the City's transportation impact fees charged for growth-related transportation capital improvements. Activities subject to fees include any improvement to land which requires the issuance of a building permit or any changes in the use of a structure which generates additional transportation demands. FY 2011/2012 revenues were based at the residential rate of approximately \$986.

### **Marina**

This operation continues to be self-supporting. We will update our boat slip fees, in relationship to other marinas, if warranted, during the review of FY2011/2012 budget. The primary revenue source is the slip rentals which account for more than 98% of the Marina operational cost. This fund was reclassified as an Enterprise fund for the FY2011/2012 budget

### **Water Taxi**

Water Taxi operations were suspended as of August 2010. The vessels were sold during FY2010/2011; all remaining fund balance will be transferred to the new owner in accordance with the grant used to purchase the vessels.

### **Special Events Fund**

This fund accounted for the revenue supported major events, such as the Art Fiesta, Seaside Fiesta, and other smaller festivals. This fund has been eliminated and these special events are accounted for in the General Fund for FY2011-2012

### **Building & Inspections Fund**

The Building & Inspection Fund reflects permitting fee increases, beginning in January 1, 2012 to support enhancements in services, including a new permit issuance system. The increases have been endorsed by a local industry committee, working with the Chief Building Official. In addition, the budget reflects the revenues and expenditures associated with the registration of vacant structures and nuisance abatement actions.

Building & Inspections budget decreased by 26% for FY2011/2012. This is primarily due to decrease in capital outlay used during the prior year to invest in the permit billing and tracking software.

### **Community Redevelopment Agency**

The revised CRA Master Plan was approved by the CRA Board and City Commission in May 2010. The City Commission approved Southeast Volusia Hospital District TIF exemption in FY2010-2011 which resulted in a loss of revenue to the CRA of approximately \$570,000.

CRA's fund balance finances 84% of CRA's operating budget in FY2011/2012. Personal services account for 3%, operating expenses account for 30%, and capital improvements account for 63% of the overall operating budget.

Included in the CRA budget are incentive programs geared toward economic development and grants and aids funding to encourage revitalizing commercial and residential properties.

### **Capital Projects**

The Capital Projects Fund accounts for the financial resources to be used for the acquisition or construction of major capital facilities other than those financed by proprietary and trust funds. The major activities currently included in these funds are the construction of a police station, a fire station and various sidewalk projects within the City.

Current capital improvements in the Capital Projects fund are backed by a General Obligation Bond approved through voter referendum in 2005. One fire station and city sidewalks are scheduled for completion in FY2011/2012.

### **Golf Course**

In FY2011/2012 budget, Golf Course made no change to its membership fee structure. Golf Course's operating budget decreased 4%. There are no transfers budgeted from the General Fund to the Golf Course in fiscal year 2011/2012.

### **Sanitation**

There is no appropriation of fund balance in FY2011/2012 budget year for the Sanitation fund. The City Commission negotiated renewed contracts that will allow the fund to operate within the budgeted revenues for the year.

### **Fleet**

In FY2011/2012 budget the Fleet fund has a capital cost of \$120,000 for replacement of fuel pipes and pumps. This is the same project budgeted in FY2010-2011 as it was not commenced during the year. The cost will be allocated to the departments, over the next five years, through a surcharge on fuel. The City staff contacted both the County and the School Board and prepared a comparison of completing the needed repairs to the City's fueling system, or becoming a customer of the County or the School Board (the UC is currently a customer of Volusia County).

## **FUND STRUCTURE**

### **GENERAL DESCRIPTION**

The City utilizes a fund structure as outlined in the accounting regulations that govern units of local government. A fund is a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances and changes therein which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations. Funds are divided into various types according to the legal restrictions imposed upon them or the uses to which the funds may be placed. The following is the fund structure contained in the budget.

### **GOVERNMENTAL FUNDS**

Governmental funds are used to account for the City's general government activities. Governmental fund types use the flow of current financial resources measurement focus and modified accrual basis of accounting. Accordingly, the reported fund balances provide an indicator of available, spendable or appropriable resources but may be reserved or designated for specific purposes. Following are the City's governmental funds.

#### **GENERAL FUND**

The General Fund is the City's primary operating fund. This fund accounts for all financial resources, except those that are required to be accounted for in another fund.

#### **SPECIAL REVENUE FUNDS**

The Special Revenue Funds account for the proceeds of specific revenue sources which are legally restricted to expenditures for specific purposes. The following funds are included:

Stormwater Utility Fund  
Special Law Enforcement Trust Fund  
Airport Fund  
Police Impact Fee Fund  
Fire Impact Fee Fund

Park & Recreation Impact Fee Fund  
Community Redevelopment Agency Fund  
Transportation Impact Fee Fund  
Building & Inspection Fund

## **FUND STRUCTURE (continued)**

### **CAPITAL PROJECTS FUNDS**

The Capital Projects Funds account for financial resources to be used for the acquisition or construction of capital facilities and equipment. The following funds are included:

General Obligation Bond Capital Projects

### **DEBT SERVICE FUNDS**

The Debt Service Funds are used to account for the accumulation of resources for, and the payment of, general long-term debt principal and interest. The following funds are included as Debt Service Funds:

|                                       |                              |
|---------------------------------------|------------------------------|
| SRF Sinking Fund                      | 2000B Revenue Bond           |
| State Revolving Fund Loans            | 2005 Revenue Refunding Bond  |
| Florida Municipal Loan Council Series | 2005 General Obligation Bond |

### **PROPRIETARY FUNDS**

The City maintains two types of proprietary funds. The Enterprise Funds are used to account for operations that are financed and operated in a manner similar to private business enterprises, where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. Internal Service Funds are an accounting device used to accumulate and allocate costs internally among the various departments and cost functions. The City uses an Internal Service Fund to account for its vehicle and equipment fleet maintenance facilities and operations.

The City's Proprietary Funds include the following:

City Marina Fund (Reclassified from Special Revenue Fund beginning FY11-12)  
Golf Course Fund  
Sanitation Fund  
Garage Fund

All Funds included in the Comprehensive Financial Report are budgeted and included in the FY2011-12 Budget except for the Pension Funds.

## **SUMMARY OF FINANCIAL POLICIES**

- The City Commission will adopt a balanced budget, that is, the total of estimated receipts, including balances brought forward, shall equal the total of the appropriations.
- The operating budget authorizing expenditure of ad valorem taxes, user charges, fees and other revenues will be adopted annually by the City Commission at fund level.
- The budget for each fund is prepared using the modified accrual basis of accounting with revenues budgeted when available and measurable and expenditures budgeted when the services or goods are received and the liabilities are incurred. The basis of budgeting (modified accrual) is the same as the basis of accounting used in the audited financial statements for Governmental fund financial statements. Proprietary funds are accounted for using the accrual basis of accounting in the audited financial statements. Revenues are recognized when they are earned, and expenses are recognized when they are incurred.
- Capital Outlay is the purchase of fixtures and other tangible personal property of a nonconsumable nature. Capital assets costing more than \$5,000 and having a useful life of more than one year are capitalized.
- A reserve equal to 25% of the current year budget is maintained in the General Fund.
- Following the successful completion of the 1<sup>st</sup> Public hearing, the City advertises and conducts a second Public hearing to adopt a millage rate and budget for each of the taxing entities. These Public hearings are held prior to October 1 each year.
- The City does not have investments or an adopted investment policy other than the policy and investments of the pension fund. The City does not currently have a policy for future capital needs, debt, or revenue.
- The City revised the Purchasing Policy during FY11 increasing the City Manager contract approval to \$25,000 from \$10,000 which is consistent with the Purchase Order authorization level. The revision also increased the threshold for three written quotes from \$1,000 to \$2,500 aligning with the existing purchasing approval levels of the Finance Director. Petty Cash limit was increased from \$500 to \$1,000. Disposal of surplus stock threshold was increased from \$1,000 to \$5,000 consistent with the capitalization threshold. City Manager has authority to sell all surplus stock with value less than \$5,000. Stock with value greater must be approved by City Commission for disposal.

## **BUDGETING PROCESS**

Chapter 200, F.S. as well as the City Charter outlines the budget process beginning with the certification of taxable value by the Property Appraiser on July 1<sup>st</sup>. The Truth in Millage process (TRIM) allows taxpayers and the public to participate in the local legislative process by which ad valorem taxes are levied. The statutes provide for public comment and for the governing body of the taxing authority to explain the reasons for proposed changes in the millage rate and budget. TRIM formalizes the tax levying and budget adoption process by requiring a specific method of calculating the tax rate, the form of notification given to property owners and the public hearing and advertising requirements prior to the adoption of the budget and tax rate.

Department Heads are provided with a Budget Preparation Guide, which provides guidelines and instructions related to submitting operating and capital budgets. Once staff has completed their budget requests based on the goals they want to accomplish in the coming fiscal year they meet with the City Manager and Finance Director to prioritize and refine their budgets. Upon completion of this review and matching with the projected revenues available, the budget is compiled by the Finance Department. Early in July the proposed budget is submitted to the City Commission, who reviews the budget and conducts public workshops to get input on the proposed budget and millage rate.

During the month of September the City Commission conducts two public hearings, the first of which is advertised on the “Notice of Proposed Taxes” sent to all taxpayers. At this hearing the tentative budget and millage rate are adopted. The second hearing is advertised in the newspaper along with a budget summary and the City Commission adopts the final millage rate and budget at this meeting. Below is a calendar, which outlines the public process used in developing the budget.

The Budget Calendar for Fiscal Year 2011-2012 is included on the following page:

**CITY OF NEW SMYRNA BEACH  
OPERATING BUDGET CALENDAR  
FISCAL YEAR 2011 - 2012**

| <u>DATE</u>                                 | <u>DEPARTMENT</u>                           | <u>ACTION</u>  |
|---|---|--|
| March 15 <sup>th</sup> , 2011               | Finance                                     | All Budget Documents to Departments  |
| March 15 <sup>th</sup> -March 28th          | All Departments                             | Prepare Line Item Budgets.   |
| March 28 <sup>th</sup> , 2011               | All Departments                             | <u>Deadline</u> to submit line item budgets  |
| March 28 <sup>th</sup> – April 11th         | All Departments                             | Prepare budget goals & objectives and management discussion sections                       |
| April 18 <sup>th</sup>                      | Manager/Finance                             | Review proposed budgets with department heads.   |
| June 1 <sup>st</sup>                        | Finance                                     | Receipt of preliminary certified property value from property appraiser.                   |
| June 22 <sup>nd</sup>                       | Commission<br>1p.m.-5p.m.                   | Mini Budget Workshop with Commission and provide Commission with proposed budget document. |
| July 1 <sup>st</sup>                        | Finance                                     | Receipt of certified property value from property appraiser.                               |
| July 27 <sup>th</sup>                       | Commission/Departments<br>8a.m. - noon      | Budget workshops: Review proposed budgets with department heads.                           |
| August 2 <sup>nd</sup> and 16 <sup>th</sup> | Commission/Departments<br>6p.m              | Town Hall Meetings   |
| September 14 <sup>th</sup>                  | 1 <sup>st</sup> Public Hearing<br>5:05 p.m. | Tentative on Volusia County and School Board Selected Dates                                |
| September 27 <sup>th</sup>                  | 2 <sup>nd</sup> Public Hearing<br>5:05 p.m. | Tentative on Volusia County and School Board Selected Dates                                |

## **BUDGETING BASIS**

The City budgets for governmental Funds based on the modified accrual basis of accounting. Under this method, revenues (income) are recognized in the period they become measurable and available to finance expenditures of the period and expenditures (expenses) are recorded with incurred with the exception of principal and interest on long term debt, which are recorded when due.

Exceptions to the modified accrual basis of accounting are as follows:

- Encumbrances are treated as expenditures in the year they are encumbered, not when the expenditure occurs.
- Grants are considered to be revenue when awarded, not when earned.
- Contributions from the State for police and fire pensions are not considered to be revenues and expenditures.
- Sales and use taxes are considered to be revenue when received rather than when earned.

The budgets for all proprietary funds, which include Enterprise Funds and Internal Service Funds, are prepared using the accrual basis of accounting, with exceptions listed below. Under this method, revenues are recorded when earned and expenses are recorded at the time liabilities are incurred.

- Capital outlay is budgeted as an expenditure in the year purchased.
- Depreciation is not budgeted.
- Interest capitalized on construction projects is budgeted as interest expense.
- Proceeds from the issuance of debt are considered to be revenues, not an increase in liabilities.
- Encumbrances are treated as expenditures in the year they are encumbered, not when the expense occurs.
- Grants obtained for the construction of assets are considered to be revenues, not capital contributions.
- Receipts of long-term receivables are considered to be revenues, not reductions of the receivable.
- Proceeds from the sale of assets are recognized as revenue; however, the related gain or loss is not.
- Purchases of inventory are considered to be expenditures when purchased, not when sold or used.

### **BUDGET AMENDMENTS**

For the purposes of budgeting, the City defines a balanced budget as occurring when the total sum of money a government collects in a year is equal to the amount it spends on goods, services and debt interest. Policies regarding budget amendments are as follows:

Upon request of the city manager, the city commission may transfer any part of an unencumbered balance of an appropriation to a purpose or object for which the appropriation of the current year has proved insufficient or may authorize a transfer to be made between items appropriated to the same office or department.

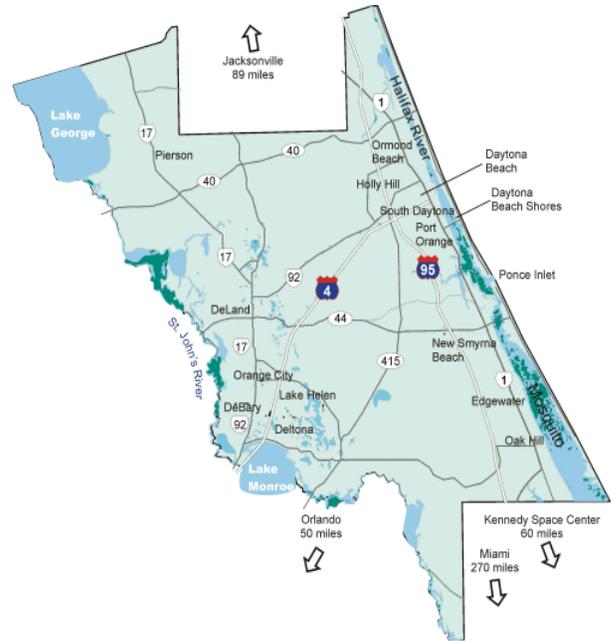
At the close of each fiscal year, the unencumbered balance of each appropriation shall revert to the appropriate fund and shall be subject to future appropriations. Any accruing revenues of the city not appropriated and any balance at any time remaining after the purpose of the appropriation shall have been satisfied or abandoned may from time to time be appropriated by the city commission to such use as will not conflict with any uses for which specifically such revenues accrued.

## CITY PROFILE

New Smyrna Beach is approximately 38 square miles in size and is located on Florida's east coast, in the County of Volusia, just north of Cape Canaveral with easy access to both Interstate 95 and Interstate 4.

- 15 miles south of Daytona Beach
- 50 miles east of Orlando
- 60 miles north of Kennedy Space Center
- 89 miles south of Jacksonville
- 270 miles north of Miami
- Estimated 7 miles of Beach property
- Estimated 10 miles of Riverfront property

The City was created in 1887 by adoption of its first charter, which was eventually replaced by the present charter through Chapter 224.08, Special Acts of Florida, 1943. The legislative branch of the City is composed of an elected five-member City Commission consisting of the Mayor and four commissioners. The mayor is elected for a two year term and each commissioner is elected for a four year term, alternating two zones every two years. On or before the first regularly scheduled meeting in November the commission chooses a vice-mayor from among its membership to serve in the absence of the mayor and shall serve for a one year term.

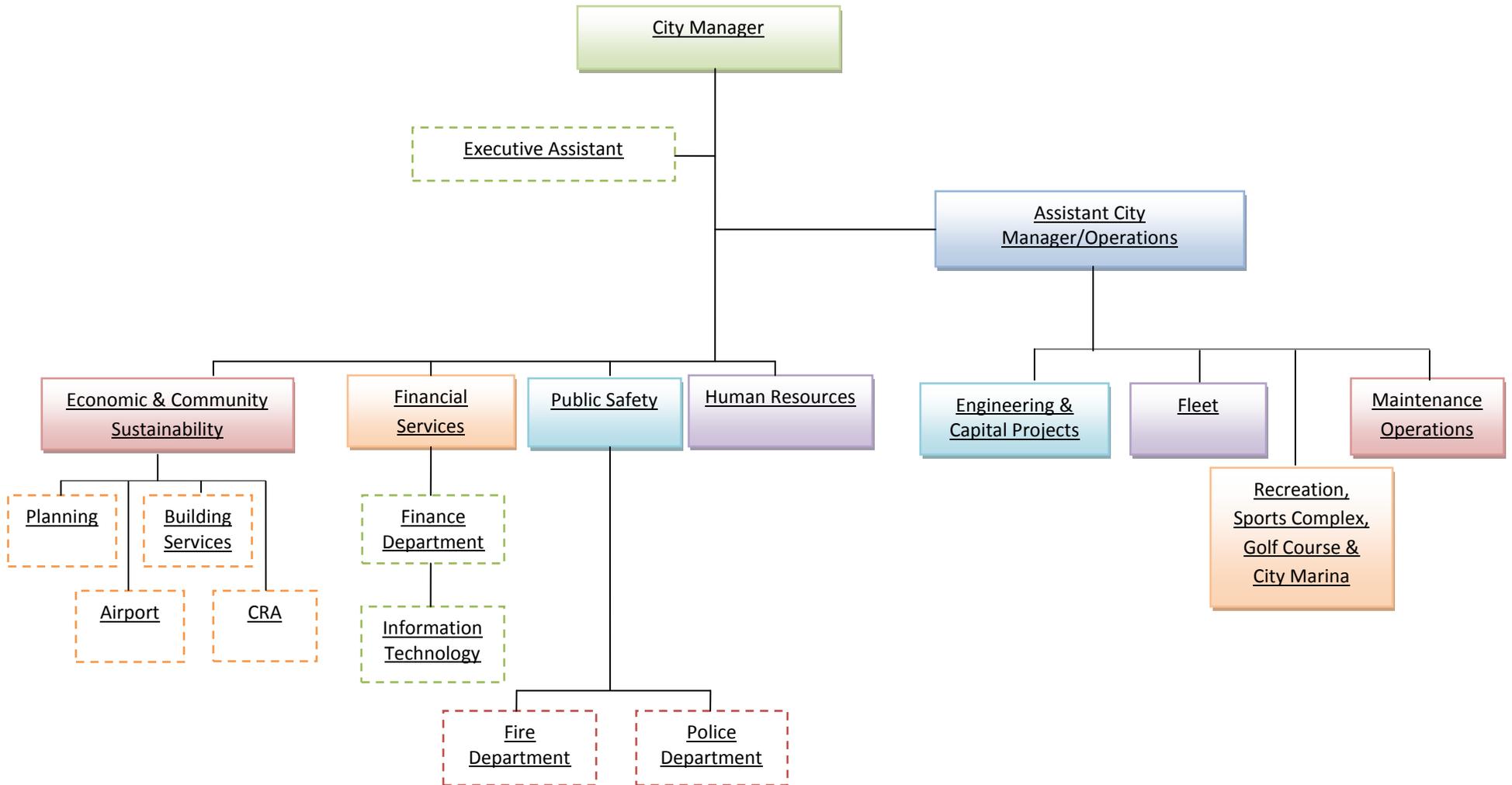


The City Commission is governed by the City Charter and by state and local laws and regulations. The City Commission is responsible for the establishment and adoption of policy. The execution of such policy is the responsibility of the Commission-appointed City Manager.

The Top Ten Taxpayers for 2011 are as follows:

1. Coconut Palms Condo Assoc
2. Venetian Bay of NSB LLC
3. Cathy S Truett TR
4. Wal Mart Stores East LP
5. BellSouth Telecommunication Inc
6. Islander Beach Condo Assoc
7. Lyme Stone Ranch Investors LTD
8. Coconut Palms II Condo Assoc
9. Home Depot USA Inc
10. MMR Holdings LLC

CITY OF NEW SMYRNA BEACH ORGANIZATION CHART  
FY2011-2012



**BUDGET SUMMARY - FULL TIME EQUIVALENT (FTE) HISTORICAL STAFFING SUMMARY**

|                                    | <u>FY08</u>   | <u>FY09</u>   | <u>FY10</u>   | <u>FY11</u>   | <u>FY12</u>   | <u>Change FY11<br/>to FY12</u> |
|------------------------------------|---------------|---------------|---------------|---------------|---------------|--------------------------------|
| <b>GENERAL FUNDS:</b>              |               |               |               |               |               |                                |
| City Commission                    | 5.00          | 5.00          | 5.00          | 5.00          | 5.00          | 0.00                           |
| City Manager                       | 2.00          | 3.00          | 3.00          | 3.00          | 3.00          | 0.00                           |
| City Clerk                         | 2.00          | 2.00          | 2.00          | 2.00          | 2.00          | 0.00                           |
| Finance                            | 7.50          | 6.50          | 6.25          | 5.50          | 5.50          | 0.00                           |
| Information Technology             | 2.00          | 2.00          | 2.00          | 2.00          | 3.00          | 1.00                           |
| Human Resources                    | 2.00          | 2.00          | 2.00          | 2.00          | 2.00          | 0.00                           |
| City Attorney                      | 2.50          | 2.50          | 2.50          | 2.50          | 2.50          | 0.00                           |
| Planning & Engineering Services    | 11.50         | 11.50         | 12.00         | 7.00          | 7.00          | 0.00                           |
| Public Works Administration        | 4.00          | 4.00          | 3.00          | 2.00          | 2.00          | 0.00                           |
| Police Department                  | 65.75         | 66.75         | 67.00         | 58.00         | 56.50         | (1.50)                         |
| Fire Department                    | 51.00         | 49.00         | 50.00         | 44.00         | 40.00         | (4.00)                         |
| Streets Department                 | 19.00         | 16.00         | 16.00         | 14.00         | 12.00         | (2.00)                         |
| Recreation Department              | 18.50         | 17.50         | 17.50         | 9.00          | 9.00          | 0.00                           |
| Parks Department                   | 14.50         | 13.00         | 12.00         | 10.00         | 12.00         | 2.00                           |
| Sports Complex                     | 5.00          | 4.00          | 4.00          | 3.00          | 3.00          | 0.00                           |
| Building & Maintenance             | 10.00         | 9.00          | 9.00          | 7.00          | 7.00          | 0.00                           |
| <b>TOTAL GENERAL FUNDS</b>         | <u>222.25</u> | <u>213.75</u> | <u>213.25</u> | <u>176.00</u> | <u>171.50</u> | <u>(4.50)</u>                  |
| <b>SPECIAL REVENUE FUNDS:</b>      |               |               |               |               |               |                                |
| Airport                            | 2.00          | 2.00          | 3.00          | 3.00          | 4.00          | 1.00                           |
| Building & Inspection Dept.        | 9.00          | 9.00          | 9.00          | 7.00          | 8.00          | 1.00                           |
| Special Law Enforcement Trust      | 0.00          | 0.00          | 0.00          | 0.00          | 0.50          | 0.50                           |
| Community Redevelopment Agency     | 9.50          | 9.50          | 10.00         | 7.00          | 7.00          | 0.00                           |
| <b>TOTAL SPECIAL REVENUE FUNDS</b> | <u>20.50</u>  | <u>20.50</u>  | <u>22.00</u>  | <u>17.00</u>  | <u>19.50</u>  | <u>2.50</u>                    |
| <b>PROPRIETARY FUNDS:</b>          |               |               |               |               |               |                                |
| Golf Course                        | 21.00         | 20.50         | 15.50         | 15.50         | 15.50         | 0.00                           |
| Sanitation                         | 0.00          | 0.00          | 0.00          | 0.00          | 1.00          | 1.00                           |
| Marina                             | 2.00          | 2.00          | 2.00          | 2.00          | 2.00          | 0.00                           |
| Fleet                              | 5.00          | 4.00          | 4.00          | 4.00          | 4.00          | 0.00                           |
| <b>TOTAL PROPRIETARY FUNDS</b>     | <u>28.00</u>  | <u>26.50</u>  | <u>21.50</u>  | <u>21.50</u>  | <u>22.50</u>  | <u>1.00</u>                    |
| <b>TOTAL ALL FUNDS</b>             | <u>270.75</u> | <u>260.75</u> | <u>256.75</u> | <u>214.50</u> | <u>213.50</u> | <u>(1.00)</u>                  |

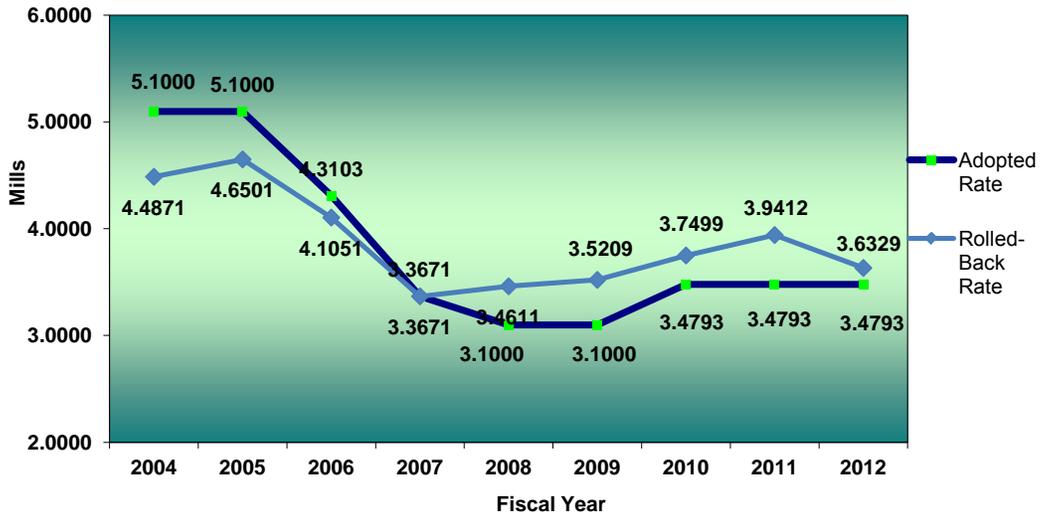
**FUND BALANCE HISTORY BY FUND**

| FUND                         | Description                                     | Fund Balance at<br>09/30/09 | Fund Balance<br>at 09/30/10 | Estimated<br>Fund Balance<br>at 09/30/11 | Estimated<br>Fund Balance<br>at 09/30/12 | % Change |
|------------------------------|---|-----------------------------|-----------------------------|--|--|----------|
| <b>GENERAL FUND</b>          |   |                             |                             |  |  |          |
| 001                          | General Fund                                    | 12,596,783                  | 11,983,774                  | 8,779,277                                | 7,289,482                                | -17%     |
|                              | <b>Total General Fund</b>                       | 12,596,783                  | 11,983,774                  | 8,779,277                                | 7,289,482                                | -17%     |
| <b>SPECIAL REVENUE FUNDS</b> |   |                             |                             |  |  |          |
| 101                          | Stormwater Utility                              | 2,050,350                   | 2,688,784                   | 2,955,038                                | 2,791,095                                | -6%      |
| 103                          | Special Law Enforcement Trust                   | 88,286                      | 76,381                      | 149,568                                  | 113,040                                  | -24%     |
| 104                          | Airport   | 1,456,890                   | 1,550,466                   | 1,033,177                                | 878,901                                  | -15%     |
| 105                          | Police Impact Fees                              | 379,510                     | 475,589                     | 847,506                                  | 1,286,167                                | 52%      |
| 106                          | Fire Impact Fees                                | 190,301                     | 239,551                     | 331,594                                  | 438,207                                  | 32%      |
| 107                          | Parks & Recreational Impact Fees                | 146,761                     | 163,123                     | 137,083                                  | 103,783                                  | -24%     |
| 109                          | Transportation Impact Fees                      | 540,377                     | 684,329                     | 1,046,079                                | 1,411,902                                | 35%      |
| 110                          | Water Taxi                                      | 124,485                     | 31,516                      | 67,868                                   | -  | -100%    |
| 112                          | Special Events                                  | 21,791                      | 48,566                      | -  | -  | 0%       |
| 113                          | Building & Inspections                          | (8,987)                     | 10,315                      | 20,015                                   | (10,889)                                 | -154%    |
| 120                          | Community Redevelopment                         | 10,416,409                  | 11,120,485                  | 10,600,000                               | 5,710,181                                | -46%     |
|                              | <b>Total Special Revenue Funds</b>              | 15,406,173                  | 17,089,104                  | 17,187,928                               | 12,722,385                               | -26%     |
| <b>DEBT SERVICE FUNDS</b>    |   |                             |                             |  |  |          |
| 204                          | Public Improvement Refunding Revenue Bonds      | 26,613                      | 26,667                      | 27,065                                   | 27,469                                   | 1.49%    |
| 205                          | State Revolving Fund Loans                      | 98,995                      | 99,307                      | 99,429                                   | 99,552                                   | 0%       |
| 206                          | Florida Municipal Loan Council Promissory Notes | 112                         | 394                         | 578                                      | 847                                      | 47%      |
| 207                          | State Revolving Fund Sinking Fund               | 130,016                     | 130,410                     | 130,648                                  | 130,886                                  | 0%       |
| 208                          | Capital Improvement Revenue Bonds               | -                           | 1                           | 1  | -  | N/A      |
| 209                          | General Obligation Bonds                        | (40,752)                    | (20,515)                    | 4,762                                    | (1,105)                                  | -123%    |
|                              | <b>Total Debt Service Funds</b>                 | 214,984                     | 236,264                     | 262,483                                  | 257,649                                  | -2%      |
| <b>CAPITAL PROJECTS FUND</b> |   |                             |                             |  |  |          |
| 303                          | General Obligation Bond Projects Fund           | 10,054,064                  | 6,186,568                   | 5,498,998                                | 1,287,844                                | -77%     |
|                              | <b>Total Capital Projects Fund</b>              | 10,054,064                  | 6,186,568                   | 5,498,998                                | 1,287,844                                | -77%     |
| <b>PROPRIETARY FUNDS</b>     |   |                             |                             |  |  |          |
| 401                          | Golf Course                                     | (845,073)                   | (963,827)                   | (943,431)                                | (893,431)                                | -5%      |
| 405                          | Sanitation                                      | 2,161,028                   | 1,991,160                   | 1,754,680                                | 1,878,367                                | 7%       |
| 408                          | Marina  | 293,666                     | 366,840                     | 438,076                                  | 535,189                                  | 22%      |
| 501                          | Garage  | 476,099                     | 563,804                     | 563,804                                  | 505,739                                  | -10%     |
|                              | <b>Total Proprietary Fund</b>                   | 2,085,720                   | 1,957,977                   | 1,813,129                                | 2,025,864                                | 12%      |
| <b>TOTAL FUNDS</b>           |   | \$ 40,357,724               | \$ 37,453,686               | \$ 33,541,815                            | \$ 23,583,224                            | -30%     |

**HISTORY OF ASSESSED PROPERTY VALUATION AND MILLAGE RATES**

| <b>Fiscal Year</b> | <b>Assessed Value Nonexempt</b> | <b>General Fund Millage Rate</b> | <b>Debt Service Millage Rate</b> | <b>Combined Millage Rate</b> |
|--------------------|---------------------------------|----------------------------------|----------------------------------|------------------------------|
| 2003               | 1,481,012,647                   | 5.1000                           | 0.00000                          | 5.1000                       |
| 2004               | 1,663,695,995                   | 5.1000                           | 0.00000                          | 5.1000                       |
| 2005               | 1,952,048,281                   | 5.1000                           | 0.00000                          | 5.1000                       |
| 2006               | 2,209,188,423                   | 4.3103                           | 0.50159                          | 4.8119                       |
| 2007               | 2,845,407,991                   | 3.3671                           | 0.37593                          | 3.7430                       |
| 2008               | 3,743,475,297                   | 3.1000                           | 0.37811                          | 3.4781                       |
| 2009               | 3,750,485,808                   | 3.1000                           | 0.41304                          | 3.5130                       |
| 2010               | 3,443,228,086                   | 3.4793                           | 0.52060                          | 3.9999                       |
| 2011               | 2,845,189,751                   | 3.4793                           | 0.59470                          | 4.0740                       |
| 2012               | 2,507,947,973                   | 3.4793                           | 0.62180                          | 4.1011                       |

**General Fund Rollback Rate vs. Adopted Rate**





## City of New Smyrna Beach, FL

### City Commission Top 10 Goals and Objectives

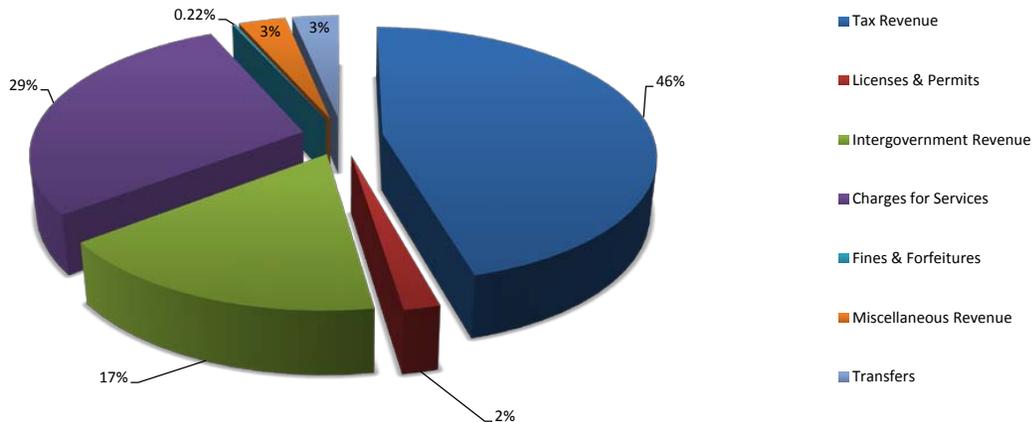
1. **Address Union Pensions** - In 2011, bargaining agreements for three unions covering Police, Fire & Laborers were successfully negotiated resulting in savings of \$236,301. The contracts included a Memorandum of Understanding, that the pension article for Police & Fire would remain open for continued discussions.
2. **Work with Volusia County & Port Orange to review options for Fire Station 23 and 51 Service Areas** - Direction was given to proceed with the new Central Station; the project went out to bid and the architectural contract is under consideration. Station 50 crew relocated to Station 23 until the new Central Station is completed in 2013.
3. **Continue Improvements in Historical Westside** - Projects completed or underway: Mary Avenue Streetscape; Washington Street Streetscape; Myrtle Avenue Streetscape; Business Incubator Program under staff review; Business Academy; One Stop Center; Westside Neighborhood Plan; CDBG Advisory Committee; Babe James Community Center - Playground Equipment, Fence, Electronic Message Sign; Pettis Park -skate area, handicapped parking & walkway.
4. **Market Administrative Office Building Property for Redevelopment** - Requests for Proposals were issued; one proposal was received and rejected. Survey work was completed and is being reviewed. Short term and long term options are under consideration.
5. **Pursue Boat Ramp Project @ Swoope Site** - Awarded Florida Inland Navigational District Grant; submitted application for Ponce DeLeon Grant. Commission approved proposal for the survey, permitting and design portion of the project in December, 2011.
6. **Address I-95 and SR 44 Corridors** - \$1.4 million in grant monies were awarded; bid awarded to implement Wayfinding Signage Plan.
7. **Review the Land Use Map regarding placement of Hotel Facilities** - Adopted ordinance to change FLU designation; submitted amendment to Department of Economic Opportunity (formerly DCA), City currently in appeal period, after which the amendment will be final.
8. **Promote In-Town Residential Living** - A Request for Proposal was issued to market the property @ 103 Faulkner Street which was unsuccessful (this was the former skatepark, shuffleboard court and fire station property). Short term and long term options are under consideration.
9. **Continue partnership for the re-use of the Old High School Site** - Demolition was completed and interior renovations are complete on one building. The Marine Discovery Center and Artist Workshop moved to the site in October.
10. **Complete a long range parking plan for Flagler Avenue** - A Parking Inventory and Initiatives Plan has been completed. A five year lease for 65 parking spaces at Coronado Methodist Church was approved in November, and site plan approval for 28 spaces on City-owned property at Columbus has been submitted and a public hearing will be conducted.

**CITYWIDE REVENUE SUMMARY**

| <b>REVENUE SUMMARY</b>    | <b>2008-09<br/>ACTUAL</b> | <b>2009-10<br/>ACTUAL</b> | <b>2010-11<br/>REVISED</b> | <b>2011-12<br/>ADOPTED</b> | <b>% Change<br/>from 2010-11</b> |
|---------------------------|---------------------------|---------------------------|----------------------------|----------------------------|----------------------------------|
| Tax Revenue               | \$ 20,209,553             | \$ 19,805,643             | \$ 18,016,878              | \$ 17,242,959              | -4.30%                           |
| Licenses & Permits        | 611,350                   | 664,934                   | 826,241                    | 688,821                    | -16.63%                          |
| Intergovernment Revenue   | 6,877,132                 | 6,711,722                 | 7,006,100                  | 6,428,602                  | -8.24%                           |
| Charges for Services      | 9,403,998                 | 9,805,318                 | 11,600,441                 | 10,791,983                 | -6.97%                           |
| Fines & Forfeitures       | 80,941                    | 94,419                    | 101,406                    | 82,051                     | -19.09%                          |
| Miscellaneous Revenue     | 1,650,316                 | 1,438,385                 | 1,542,352                  | 1,250,199                  | -18.94%                          |
| Transfers                 | 1,390,101                 | 1,301,005                 | 1,232,826                  | 1,230,693                  | -0.17%                           |
| Debt Proceeds             | 332,739                   | 124,518                   | 100,000                    | -                          | 0%                               |
| Appropriated Fund Balance | -                         | -                         | 18,200,157                 | 15,369,318                 | -15.55%                          |
|                           | <u>\$ 40,556,129</u>      | <u>\$ 39,945,944</u>      | <u>\$ 58,626,401</u>       | <u>\$ 53,084,626</u>       | <u>-9.45%</u>                    |

| <b>FUND SUMMARY</b>                 | <b>2008-09<br/>ACTUAL</b> | <b>2009-10<br/>ACTUAL</b> | <b>2010-11<br/>REVISED</b> | <b>2011-12<br/>ADOPTED</b> | <b>% Change<br/>from 2010-11</b> |
|-------------------------------------|---------------------------|---------------------------|----------------------------|----------------------------|----------------------------------|
| General Fund                        | \$ 22,456,971             | \$ 21,019,252             | \$ 20,937,804              | \$ 19,410,745              | -7.29%                           |
| Stormwater Fund                     | 2,354,693                 | 1,502,260                 | 3,763,903                  | 2,025,150                  | -46.20%                          |
| Special Law Enforcement Trust Fund  | 27,278                    | 79,688                    | 293,270                    | 98,100                     | -66.55%                          |
| Airport Fund                        | 1,183,034                 | 1,779,636                 | 5,599,396                  | 4,441,013                  | -20.69%                          |
| Impact Fee Funds                    | 190,827                   | 305,644                   | 964,000                    | 258,130                    | -73.22%                          |
| Marina Fund                         | 282,962                   | 284,813                   | 268,000                    | 254,520                    | -5.03%                           |
| Water Taxi Fund                     | 244,920                   | 193,934                   | 19,000                     | -                          | -                                |
| Special Events Fund                 | 81,680                    | 87,034                    | 77,635                     | -                          | -100.00%                         |
| Building & Inspection Fund          | 440,768                   | 472,628                   | 896,935                    | 664,896                    | -25.87%                          |
| Community Redevelopment Agency Fund | 3,454,392                 | 4,488,301                 | 11,401,864                 | 12,475,679                 | 9.42%                            |
| Debt Service Fund                   | 2,692,655                 | 2,710,584                 | 2,625,575                  | 2,619,104                  | -0.25%                           |
| Capital Project Fund                | 68,503                    | 28,610                    | 4,307,975                  | 3,800,000                  | -11.79%                          |
| Golf Course Fund                    | 1,245,112                 | 1,184,006                 | 1,217,776                  | 1,263,060                  | 3.72%                            |
| Sanitation Fund                     | 4,954,841                 | 4,869,453                 | 5,344,017                  | 4,716,224                  | -11.75%                          |
| Fleet Fund                          | 877,493                   | 940,100                   | 909,251                    | 1,058,005                  | 16.36%                           |
| Total Budget                        | <u>\$ 40,556,129</u>      | <u>\$ 39,945,944</u>      | <u>\$ 58,626,401</u>       | <u>\$ 53,084,626</u>       | <u>-9.45%</u>                    |

**Citywide Revenue Summary Fiscal Year 2012**

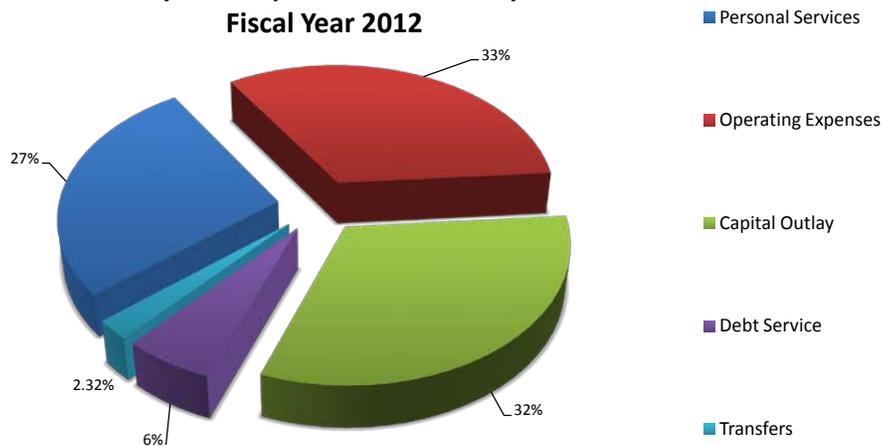


**CITYWIDE EXPENDITURE SUMMARY**

| <b>EXPENDITURE SUMMARY</b> | <b>2008-09<br/>ACTUAL</b> | <b>2009-10<br/>ACTUAL</b> | <b>2010-11<br/>REVISED</b> | <b>2011-12<br/>ADOPTED</b> | <b>% Change<br/>from 2010-11</b> |
|----------------------------|---------------------------|---------------------------|----------------------------|----------------------------|----------------------------------|
| Personal Services          | \$ 17,202,247             | \$ 16,767,291             | \$ 14,956,158              | \$ 14,388,480              | -3.80%                           |
| Operating Expenses         | 13,155,248                | \$ 13,502,476             | \$ 18,964,792              | \$ 17,399,910              | -8.25%                           |
| Capital Outlay             | 9,009,092                 | \$ 8,077,275              | \$ 20,200,532              | \$ 16,944,796              | -16.12%                          |
| Debt Service               | 3,227,447                 | 3,201,964                 | 3,142,218                  | 3,120,747                  | -0.68%                           |
| Transfers                  | 1,390,101                 | 1,301,004                 | 1,362,701                  | 1,230,693                  | -9.69%                           |
| <b>Total Budget</b>        | <b>\$ 43,984,136</b>      | <b>\$ 42,850,010</b>      | <b>\$ 58,626,401</b>       | <b>\$ 53,084,626</b>       | <b>-9.45%</b>                    |

| <b>FUND SUMMARY</b>                 | <b>2008-09<br/>ACTUAL</b> | <b>2009-10<br/>ACTUAL</b> | <b>2010-11<br/>REVISED</b> | <b>2011-12<br/>ADOPTED</b> | <b>% Change<br/>from 2010-11</b> |
|-------------------------------------|---------------------------|---------------------------|----------------------------|----------------------------|----------------------------------|
| General Fund                        | \$ 22,160,098             | \$ 21,632,292             | \$ 20,937,804              | \$ 19,410,745              | -7.29%                           |
| Stormwater Fund                     | 1,881,311                 | 863,828                   | 3,763,903                  | 2,025,150                  | -46.20%                          |
| Special Law Enforcement Trust Fund  | 66,562                    | 91,592                    | 293,270                    | 98,100                     | -66.55%                          |
| Airport Fund                        | 1,093,168                 | 1,686,059                 | 5,599,396                  | 4,441,013                  | -20.69%                          |
| Impact Fees Fund                    | -                         | -                         | 964,000                    | 258,130                    | -73.22%                          |
| Marina Fund                         | 206,320                   | 211,639                   | 268,000                    | 254,520                    | -5.03%                           |
| Water Taxi Fund                     | 336,039                   | 286,903                   | 19,000                     | -                          | -100.00%                         |
| Special Events Fund                 | 66,538                    | 60,260                    | 77,635                     | -                          | -100.00%                         |
| Building & Inspection Fund          | 588,900                   | 453,325                   | 896,935                    | 664,896                    | -25.87%                          |
| Community Redevelopment Agency Fund | 2,454,483                 | 3,784,225                 | 11,401,864                 | 12,475,679                 | 9.42%                            |
| Debt Service Fund                   | 2,697,895                 | 2,689,306                 | 2,625,575                  | 2,619,104                  | -0.25%                           |
| Capital Project Fund                | 5,013,603                 | 3,896,105                 | 4,307,975                  | 3,800,000                  | -11.79%                          |
| Golf Course Fund                    | 1,529,305                 | 1,302,761                 | 1,217,776                  | 1,263,060                  | 3.72%                            |
| Sanitation Fund                     | 5,069,093                 | 5,039,322                 | 5,344,017                  | 4,716,224                  | -11.75%                          |
| Fleet Fund                          | 820,822                   | 852,393                   | 909,251                    | 1,058,005                  | 16.36%                           |
| <b>Total Budget</b>                 | <b>\$43,984,136</b>       | <b>\$ 42,850,010</b>      | <b>\$ 58,626,401</b>       | <b>\$ 53,084,626</b>       | <b>-9.45%</b>                    |

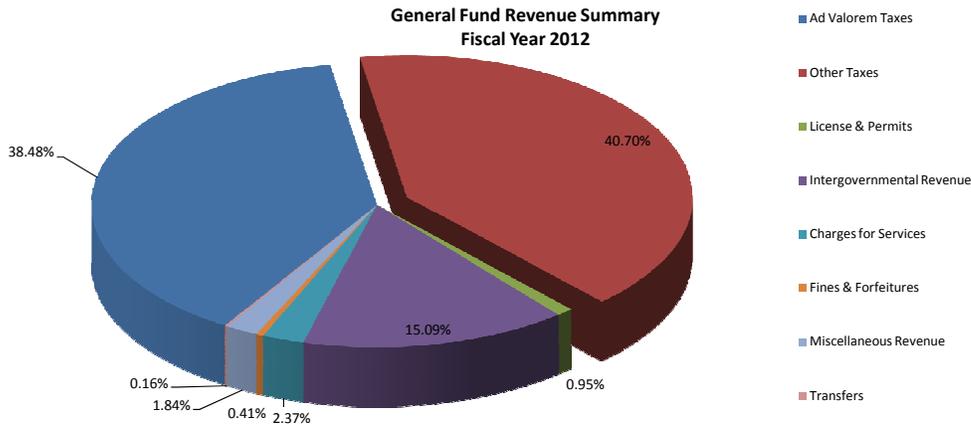
**Citywide Expenditure Summary  
Fiscal Year 2012**



City of New Smyrna Beach, Florida  
 CITY OF NEW SMYRNA BEACH  
 FY2011-2012 ADOPTED BUDGET

**GENERAL FUND**

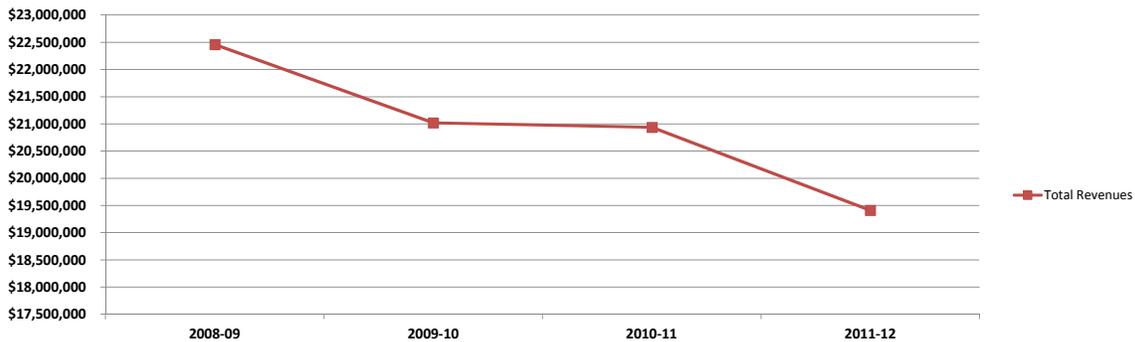
| <b>GENERAL FUND REVENUE SUMMARY</b> | <b>2008-09<br/>ACTUAL</b> | <b>2009-10<br/>ACTUAL</b> | <b>2010-11<br/>REVISED</b> | <b>2011-12<br/>ADOPTED</b> | <b>% Change<br/>from 2010-11</b> |
|-------------------------------------|---------------------------|---------------------------|----------------------------|----------------------------|----------------------------------|
| Ad Valorem Taxes                    | \$ 9,482,407              | \$ 8,864,550              | \$ 7,716,086               | \$ 7,430,551               | -3.70%                           |
| Other Taxes                         | 8,455,859                 | 8,742,451                 | 8,245,402                  | 7,858,171                  | -4.70%                           |
| License & Permits                   | 172,146                   | 193,394                   | 175,850                    | 183,754                    | 4.49%                            |
| Intergovernmental Revenue           | 3,157,642                 | 2,417,962                 | 2,057,065                  | 2,913,227                  | 41.62%                           |
| Charges for Services                | 363,276                   | 303,820                   | 396,193                    | 457,029                    | 15.36%                           |
| Fines & Forfeitures                 | 73,270                    | 86,831                    | 83,265                     | 80,051                     | -3.86%                           |
| Miscellaneous Revenue               | 672,427                   | 379,544                   | 524,492                    | 354,887                    | -32.34%                          |
| Transfers                           | 79,943                    | 30,700                    | 30,700                     | 30,700                     | 0.00%                            |
| Appropriated Fund Balance           | -                         | -                         | 1,708,751                  | 102,375                    | -94.01%                          |
| <b>Total Revenues</b>               | <b>\$ 22,456,971</b>      | <b>\$ 21,019,252</b>      | <b>\$ 20,937,804</b>       | <b>\$ 19,410,745</b>       | <b>-7.29%</b>                    |



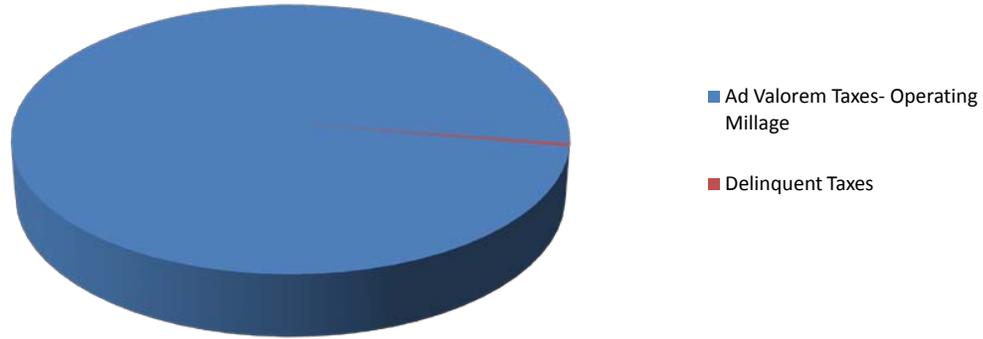
**Management Discussion**

Gross taxable value of property located within the city limits decreased 4.2% from the previous tax year. By adopting the same millage rate as prior year of 3.4793 the City anticipates a decrease of 3.7% in Ad Valorem Taxes for the General Fund. Intergovernmental revenue increases are due to grant revenue awarded for the Multi-use Trail project that is anticipated to be earned during the fiscal year. Increased Charges for Services revenue is due to the Special Events Fund being combined in the General Fund for Fiscal Year 2011-12 in accordance with GASB 54. Special Events were maintained in a Special Revenue Fund in prior years.

**History of Revenues**



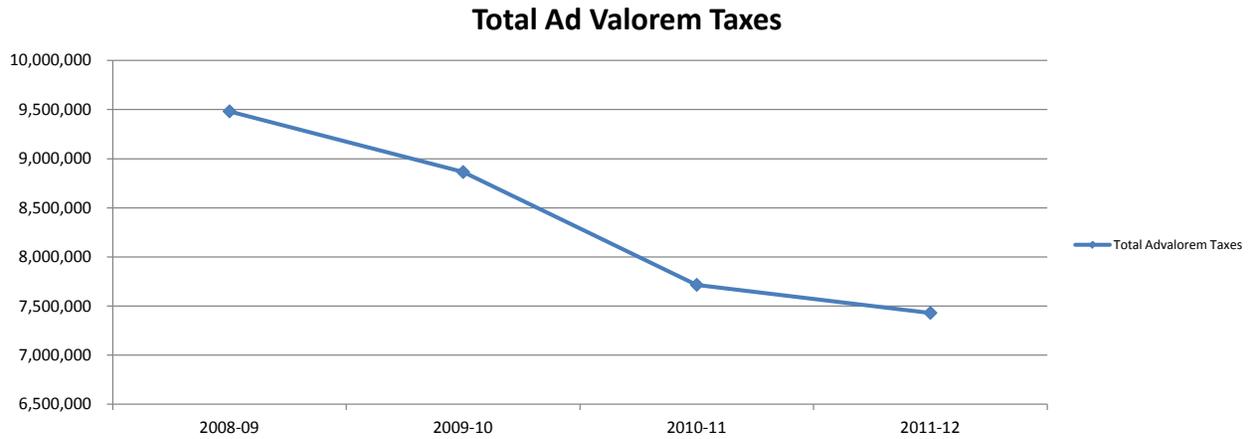
| AD VALOREM SUMMARY                  | 2008-09<br>ACTUAL | 2009-10<br>ACTUAL | 2010-11<br>REVISED | 2011-12<br>ADOPTED | % Change<br>from 2010-11 |
|-------------------------------------|-------------------|-------------------|--------------------|--------------------|--------------------------|
| Ad Valorem Taxes- Operating Millage | \$ 9,436,930      | \$ 8,810,818      | \$ 7,695,967       | \$ 7,405,551       | -3.77%                   |
| Delinquent Taxes                    | 45,477            | 53,732            | 20,119             | 25,000             | 24.26%                   |
| Total Advalorem Taxes               | 9,482,407         | 8,864,550         | 7,716,086          | 7,430,551          | -3.70%                   |



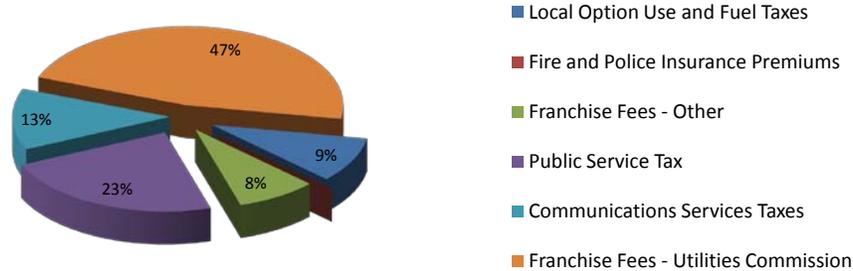
**Management Discussion**

This is the single largest revenue source for the City, accounting for 39% of the total general fund revenue excluding transfers and reserves. The amount of revenue is determined by the taxable values established by the Volusia County Property Appraiser and the millage rate set by the City. The 2011 taxable values are \$2,402,381,957. The 3.4793 mills voted by the City Commission is lower than the rollback rate of 3.6329 (which would provide the same tax levy as the prior year). Ad Valorem Tax revenue decreased 3.7% compared to the prior year.

**History of Revenues**



| OTHER TAXES SUMMARY                   | 2008-09<br>ACTUAL | 2009-10<br>ACTUAL | 2010-11<br>REVISED | 2011-12<br>ADOPTED | % Change<br>from 2010-11 |
|---------------------------------------|-------------------|-------------------|--------------------|--------------------|--------------------------|
| Local Option Use and Fuel Taxes       | \$ 744,338        | \$ 735,828        | \$ 703,793         | \$ 729,705         | 3.68%                    |
| Fire and Police Insurance Premiums    | 419,737           | 453,315           | -                  | -                  | N/A                      |
| Franchise Fees - Other                | 670,505           | 677,790           | 665,791            | 650,364            | -2.32%                   |
| Public Service Tax                    | 1,705,662         | 1,843,561         | 1,750,000          | 1,800,000          | 2.86%                    |
| Communications Services Taxes         | 1,313,811         | 1,198,013         | 1,141,695          | 983,866            | -13.82%                  |
| Franchise Fees - Utilities Commission | 3,601,805         | 3,833,943         | 3,984,123          | 3,694,236          | -7.28%                   |
| Total Other Taxes                     | \$ 8,455,859      | \$ 8,742,451      | \$ 8,245,402       | \$ 7,858,171       | -4.70%                   |



**Management Discussion**

**Local Option Gas Tax**

These 6 cent and 5 cent per gallon taxes county-wide are allocated to the City based upon an inter-local agreement with Volusia County. The distribution formula is based on a population formula that is updated periodically. Budgeted revenues for FY2012 are \$729,705 and are estimated based on state forecasting.

**Franchise Fees - Other**

Franchise fees are levied on certain utilities by the City for the privilege of doing business in the City. Franchise holders include Waste Pro, Southard Recycling and Florida Public Utilities. Most fees are based on gross revenues and fluctuate with changes in consumption and rates charged by the franchise holder. Budgeted franchise fee revenues are \$650,364 and are estimated based on trend analysis of the prior three years.

**Public Service Tax**

A utility tax is charged on homes and businesses located within the City. These taxes are assessed on the total amount of the monthly bills issued to customers by the Utilities Commission for electric service. Budgeted utility tax for 2012 is \$1.8 million, based on trend analysis.

**Communications Services Tax**

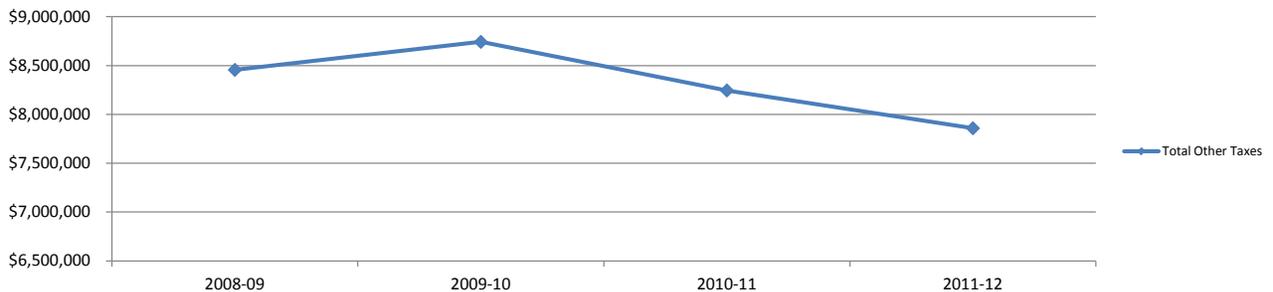
The Simplified Communications Services Tax allows both the state and local communications services tax to be imposed on a broad base of telecommunications and cable services and does not discriminate between services or providers. The tax base includes the transmission of voice, data, audio, video or other information services, including cable services. The State of Florida is responsible for collecting the tax and remitting it to the various local agencies. Estimated revenues for the City for 2012 by the State of Florida are \$983,866.

**Franchise Fees - Utilities Commission**

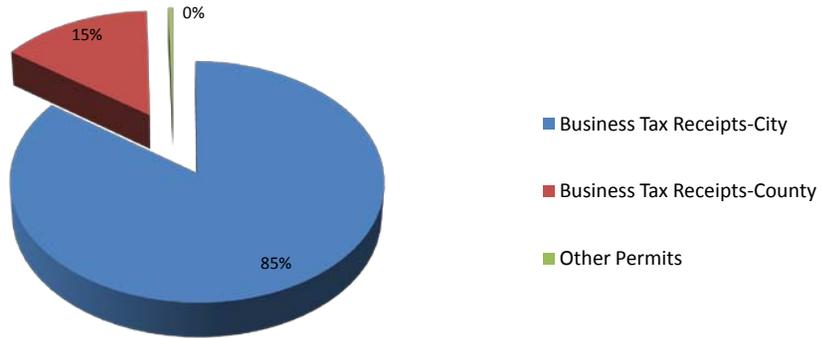
The Utilities Commission of New Smyrna Beach pays franchise fees to the City in accordance with the legislation that created the Commission. The fee imposed is 6% of gross revenues received from the incorporated areas for electricity, water, sewer and reuse. FY12 Budget of \$3,694,236 is based on previous three year actuals.

**History of Revenues**

**Other Taxes**



| LICENSES & PERMITS SUMMARY   | 2008-09<br>ACTUAL | 2009-10<br>ACTUAL | 2010-11<br>REVISED | 2011-12<br>ADOPTED | % Change<br>from 2010-11 |
|------------------------------|-------------------|-------------------|--------------------|--------------------|--------------------------|
| Business Tax Receipts-City   | \$ 149,798        | \$ 156,667        | \$ 154,350         | \$ 156,311         | 1.27%                    |
| Business Tax Receipts-County | 21,476            | 35,791            | 20,700             | 26,643             | 28.71%                   |
| Other Permits                | 906               | 936               | 800                | 800                | 0.00%                    |
| Total Licenses & Permits     | 172,179           | 193,394           | 175,850            | 183,754            | 4.49%                    |



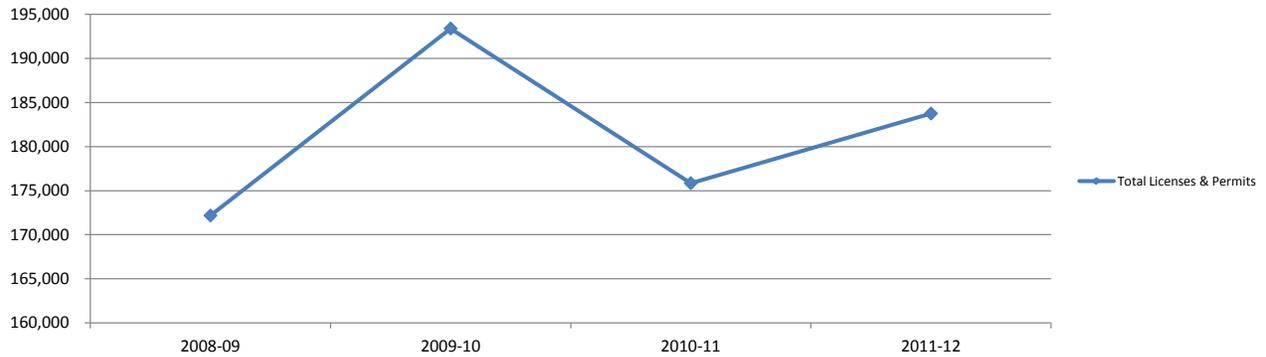
**Management Discussion**

**Business Tax Receipt**

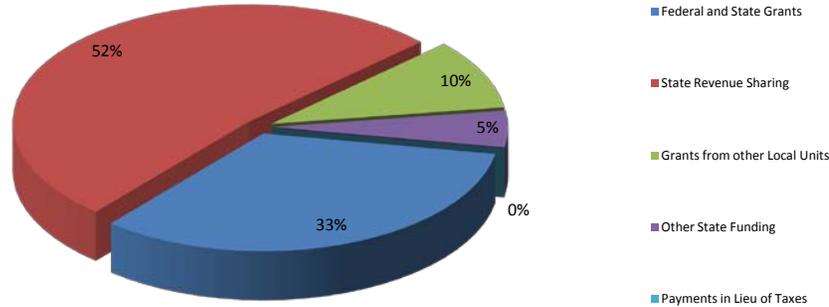
A person or company doing business in the City must have a business tax receipt (formerly called an occupational license). The majority of this revenue is generated from annual renewals and projected income for FY2012 is \$183,754 based on trend analysis.

**History of Revenues**

**Total Licenses & Permits**



| INTERGOVERNMENTAL REVENUE              | 2008-09<br>ACTUAL   | 2009-10<br>ACTUAL   | 2010-11<br>REVISED  | 2011-12<br>ADOPTED  | % Change<br>from 2010-11 |
|--|---------------------|---------------------|---------------------|---------------------|--------------------------|
| Federal and State Grants               | \$ 1,335,664        | \$ 736,867          | \$ 461,463          | \$ 973,535          | 110.97%                  |
| State Revenue Sharing                  | 1,654,407           | 1,539,790           | 1,444,745           | 1,512,144           | 4.67%                    |
| Grants from other Local Units          | -                   | -                   | -                   | 281,153             | N/A                      |
| Other State Funding                    | 138,572             | 141,305             | 138,857             | 146,395             | 5.43%                    |
| Payments in Lieu of Taxes              | 28,999              | -                   | 12,000              | -                   | -100.00%                 |
| <b>Total Intergovernmental Revenue</b> | <b>\$ 3,157,642</b> | <b>\$ 2,417,962</b> | <b>\$ 2,057,065</b> | <b>\$ 2,913,227</b> | <b>41.62%</b>            |



**Management Discussion**

**State Revenue Sharing**

The Municipal Revenue Sharing Program is based on a percentage of taxes and user fees collected by the State of Florida and allocated based on a formula that considers population, sales tax collections and the relative ability to raise revenue. The fiscal year 2012 projection is \$514,613 based on state forecasts.

**State Sales Tax**

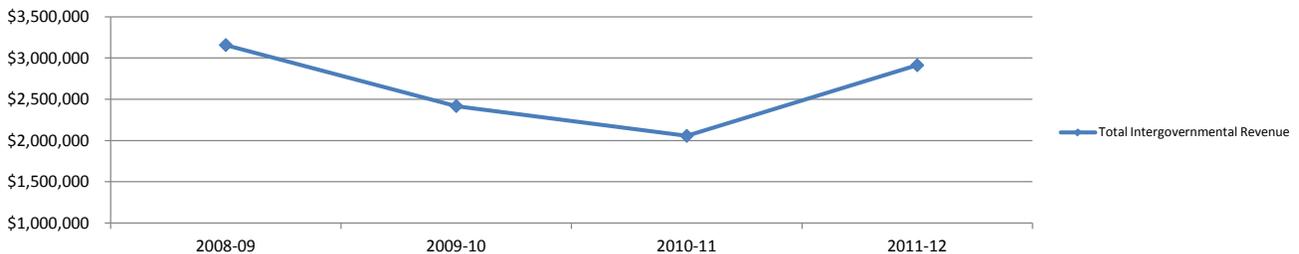
A portion of the state sales tax revenue is distributed directly to the City for the purpose of providing relief from ad valorem and utility taxes and to provide revenue for local programs. The allocation formula is computed by dividing the City's total population by the sum of the county's total population plus two-thirds of the county's unincorporated population. The state forecasted sales tax revenue for the City is \$952,031.

**Federal and State Grants**

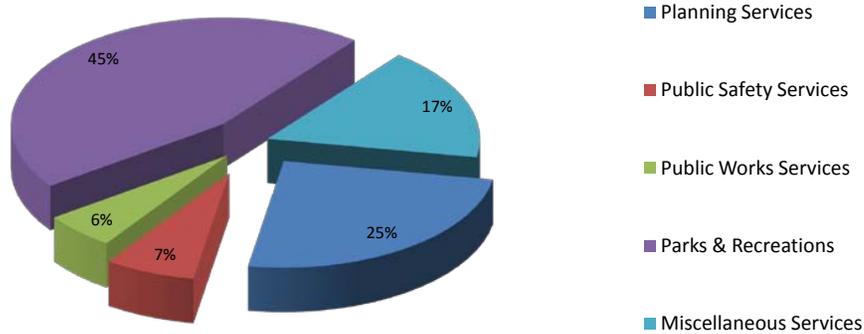
The City expects to receive approximately \$1 million in state and federal grants for various general fund programs and capital projects. Agencies involved include, but are not limited to, the Florida Department of Transportation, US Department of Justice, Florida Inland Navigation District and the Department of Community Affairs. These were estimated based on the grants approved.

**History of Revenues**

**Intergovernmental Revenue**



| CHARGES FOR SERVICES       | 2008-09<br>ACTUAL | 2009-10<br>ACTUAL | 2010-11<br>REVISED | 2011-12<br>ADOPTED | % Change<br>from 2010-11 |
|----------------------------|-------------------|-------------------|--------------------|--------------------|--------------------------|
| Planning Services          | \$ 85,421         | \$ 70,585         | \$ 118,850         | \$ 113,850         | -4.21%                   |
| Public Safety Services     | 33,605            | 27,523            | 33,828             | 31,631             | -6.49%                   |
| Public Works Services      | 21,784            | 16,594            | 33,415             | 25,273             | -24.37%                  |
| Parks & Recreations        | 221,973           | 188,794           | 209,500            | 207,827            | -0.80%                   |
| Miscellaneous Services     | 494               | 323               | 600                | 78,448             | 12975%                   |
| Total Charges for Services | \$ 363,276        | \$ 303,820        | \$ 396,193         | \$ 457,029         | 15.36%                   |



**Management Discussion**

**General Government**

The main component of this category of revenue is development services fees for planning and zoning activities. Fees are charged for funeral escorts, fingerprinting, CPR training, garage sale permits and pet licenses. These revenues represent an insignificant portion of total revenues.

**Recreation**

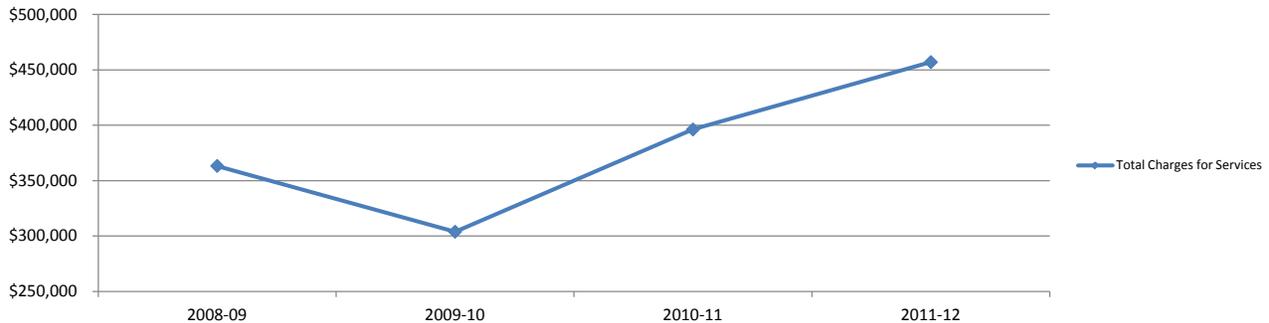
User fees for participants in various classes and sport related activities offered by the Recreation Department are the major source of revenue. This also includes the Summer Fun and school break programs for youth. These fees generally cover all direct costs of running these programs and are estimated based on historical trends.

**Miscellaneous Services**

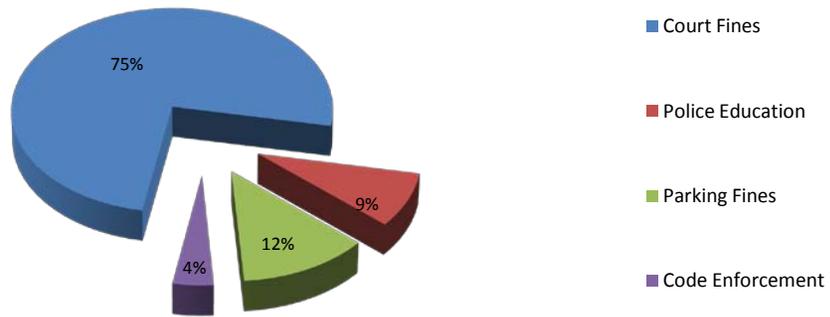
For Fiscal year 2012 Miscellaneous Services includes Pet Licenses as well as Special Events such as the Mayors Challenge and Art Fiesta. Special Events were included in a separate Special Revenue Fund in prior years and is included in the General Fund for FY2012 in accordance with GASB 54 Fund Balance Reporting and Governmental Fund Type Definitions.

**History of Revenues**

**Charges for Services**



| <b>FINES &amp; FORFEITURES</b>       | <b>2008-09<br/>ACTUAL</b> | <b>2009-10<br/>ACTUAL</b> | <b>2010-11<br/>REVISED</b> | <b>2011-12<br/>ADOPTED</b> | <b>% Change<br/>from 2010-11</b> |
|--------------------------------------|---------------------------|---------------------------|----------------------------|----------------------------|----------------------------------|
| Court Fines                          | \$ 54,161                 | \$ 66,283                 | \$ 59,352                  | \$ 60,222                  | 1.47%                            |
| Police Education                     | 6,493                     | 7,023                     | 6,913                      | 6,758                      | -2.24%                           |
| Parking Fines                        | 12,425                    | 7,475                     | 15,000                     | 9,950                      | -33.67%                          |
| Code Enforcement                     | 191                       | 6,050                     | 2,000                      | 3,121                      | 56.05%                           |
| <b>Total Fines &amp; Forfeitures</b> | <b>73,270</b>             | <b>86,831</b>             | <b>83,265</b>              | <b>80,051</b>              | <b>-3.86%</b>                    |



**Management Discussion**

**Court Fines**

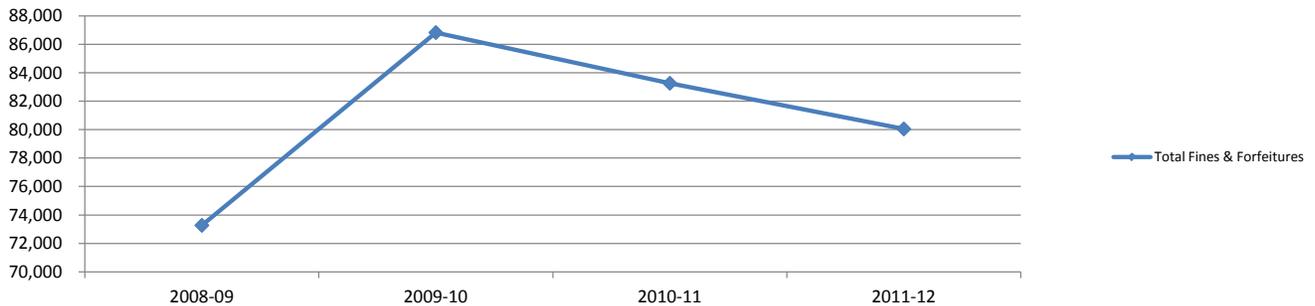
This revenue is the result of fines and penalties imposed by the court system for crimes and parking violations committed in New Smyrna Beach.

**Police Education**

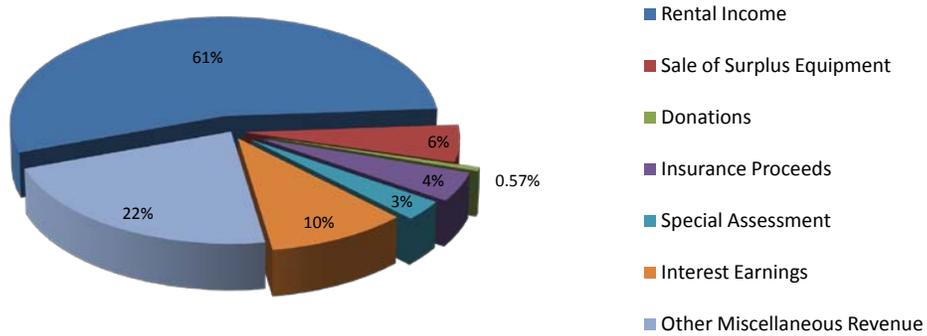
This revenue is derived from a \$2 assessment on all moving traffic violations. The use of this revenue is restricted to police education expenses.

**History of Revenues**

**Fines & Forfeitures**



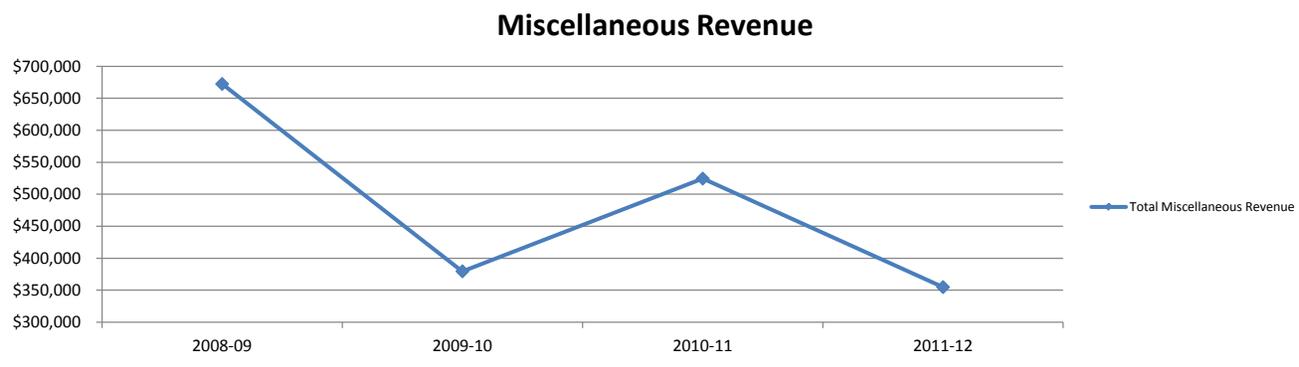
| MISCELLANEOUS REVENUE              | 2008-09<br>ACTUAL | 2009-10<br>ACTUAL | 2010-11<br>REVISED | 2011-12<br>ADOPTED | % Change<br>from 2010-11 |
|------------------------------------|-------------------|-------------------|--------------------|--------------------|--------------------------|
| Rental Income                      | \$ 386,414        | \$ 171,864        | \$ 244,656         | \$ 193,094         | -21.08%                  |
| Sale of Surplus Equipment          | -                 | 77,145            | 10,000             | 20,000             | 100.00%                  |
| Donations                          | 51,443            | 3,711             | 11,000             | 2,016              | -81.67%                  |
| Insurance Proceeds                 | 10,798            | 20,847            | 71,333             | 15,823             | -77.82%                  |
| Special Assessment                 | 36,897            | (15,487)          | 40,000             | 10,705             | -73.24%                  |
| Interest Earnings                  | 98,503            | 77,253            | 67,052             | 35,702             | -46.75%                  |
| Other Miscellaneous Revenue        | 88,372            | 44,212            | 80,451             | 77,547             | -3.61%                   |
| <b>Total Miscellaneous Revenue</b> | <b>\$ 672,427</b> | <b>\$ 379,544</b> | <b>\$ 524,492</b>  | <b>\$ 354,887</b>  | <b>-32.34%</b>           |



**Management Discussion**

**MISCELLANEOUS**  
Miscellaneous income includes any income that is not in one of the other categories and primarily consists of rental income from various city facilities, insurance proceeds and donations.

**History of Revenues**

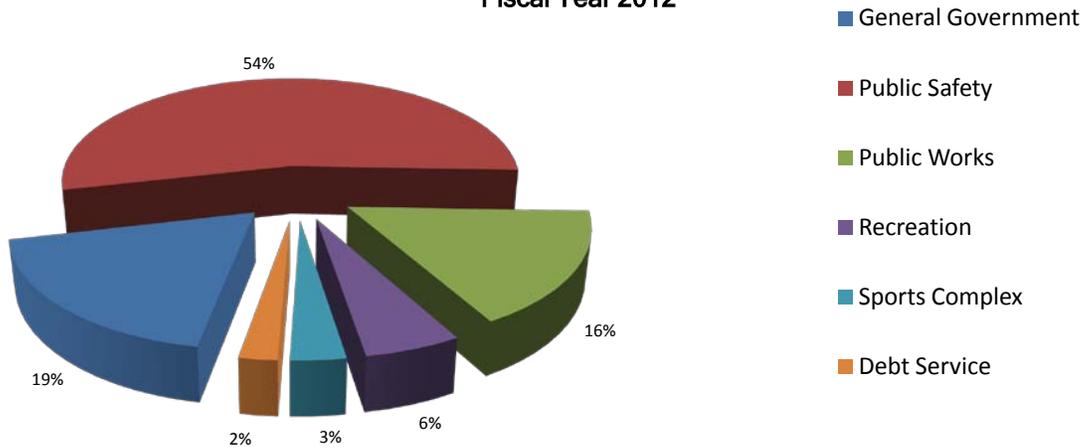


| GENERAL FUND SUMMARY<br>DEPARTMENT BUDGET | 2008-09<br>ACTUAL | 2009-10<br>ACTUAL | 2010-11<br>REVISED | 2011-12<br>ADOPTED | % Change<br>from 2010-11 |
|---|-------------------|-------------------|--------------------|--------------------|--------------------------|
| General Government                        | \$ 3,203,446      | \$ 3,480,248      | \$ 3,102,183       | \$ 3,489,594       | 12.49%                   |
| Public Safety                             | 11,697,032        | 11,787,875        | 11,669,273         | 10,198,816         | -12.60%                  |
| Public Works                              | 4,301,608         | 3,741,918         | 3,521,389          | 3,072,034          | -12.76%                  |
| Recreation                                | 1,354,219         | 1,071,676         | 998,876            | 1,038,666          | 3.98%                    |
| Sports Complex                            | 614,128           | 531,645           | 493,147            | 590,835            | 19.81%                   |
| Debt Service                              | 425,278           | 410,142           | 410,241            | 410,212            | -0.01%                   |
| Transfers                                 | 564,386           | 608,788           | 742,695            | 610,588            | -                        |
| Total Budget                              | \$ 22,160,097     | \$ 21,632,292     | \$ 20,937,804      | \$ 19,410,745      | -7.29%                   |

| GENERAL FUND SUMMARY<br>CATEGORY BUDGET | 2008-09<br>ACTUAL | 2009-10<br>ACTUAL | 2010-11<br>REVISED | 2011-12<br>ADOPTED | % Change<br>from 2010-11 |
|---|-------------------|-------------------|--------------------|--------------------|--------------------------|
| Personal Services                       | \$ 14,925,763     | \$ 14,750,736     | \$ 12,957,375      | \$ 12,304,313      | -5.04%                   |
| Operating Expenditures                  | 4,655,542         | 4,772,597         | 5,223,023          | 4,314,758          | -17.39%                  |
| Capital Outlay                          | 1,589,128         | 1,090,028         | 1,604,470          | 1,770,874          | 10.37%                   |
| Debt Service                            | 425,278           | 410,142           | 410,241            | 410,212            | -0.01%                   |
| Transfers                               | 564,386           | 608,788           | 742,695            | 610,588            | -                        |
| Total Budget                            | \$ 22,160,097     | \$ 21,632,292     | \$ 20,937,804      | \$ 19,410,745      | -7.29%                   |

| GENERAL FUND SUMMARY<br>STAFFING - FTEs | 2008-09<br>BUDGET | 2009-10<br>BUDGET | 2010-11<br>BUDGET | 2011-12<br>BUDGET | Change<br>from 2010-11 |
|---|-------------------|-------------------|-------------------|-------------------|------------------------|
| General Government                      | 34.50             | 34.75             | 29.00             | 30.00             | 1.00                   |
| Public Safety                           | 115.75            | 117.00            | 102.00            | 96.00             | (6.00)                 |
| Public Works                            | 42.00             | 40.00             | 33.00             | 33.00             | 0.00                   |
| Recreation                              | 17.50             | 17.50             | 9.00              | 9.00              | 0.00                   |
| Sports Complex                          | 4.00              | 4.00              | 3.00              | 3.00              | 0.00                   |
| Total Staffing                          | 213.75            | 213.25            | 176.00            | 171.00            | (5.00)                 |

General Fund Expenditure Summary  
Fiscal Year 2012



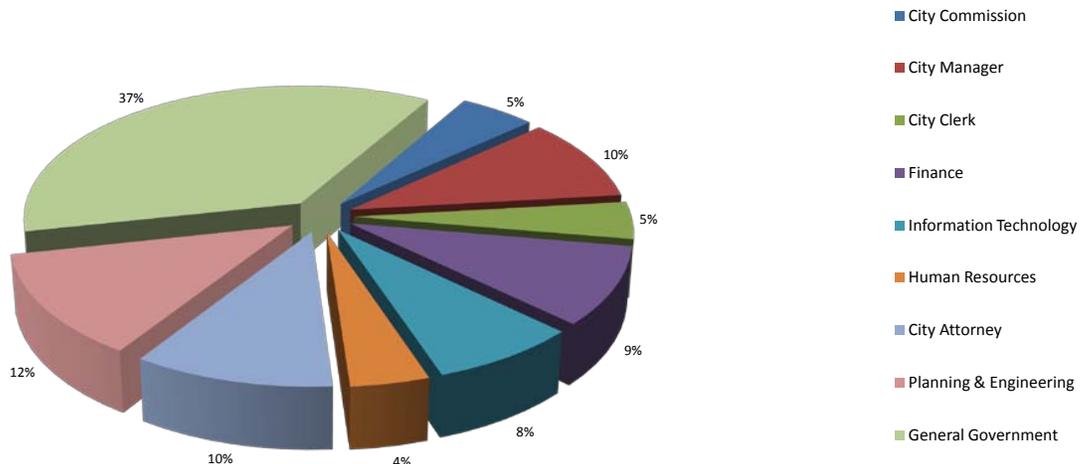
| GENERAL GOVERNMENT SUMMARY<br>CATEGORY BUDGET | 2008-09<br>ACTUAL   | 2009-10<br>ACTUAL   | 2010-11<br>REVISED  | 2011-12<br>ADOPTED  | % Change<br>from 2010-11 |
|---|---------------------|---------------------|---------------------|---------------------|--------------------------|
| Personal Services                             | \$ 2,465,732        | \$ 2,800,571        | \$ 2,033,165        | \$ 2,150,591        | 5.78%                    |
| Operating Expenses                            | 921,728             | 853,512             | 1,080,741           | 1,068,025           | -1.18%                   |
| Capital Outlay                                | 77,795              | 148,665             | 497,975             | 1,149,512           | 130.84%                  |
| Debt Service                                  | 425,278             | 410,142             | 410,241             | 410,212             | -0.01%                   |
| Transfers                                     | 564,386             | 608,788             | 742,697             | 610,588             | 100.00%                  |
| Indirect Cost Allocation                      | (261,810)           | (322,500)           | (509,699)           | (878,534)           | 72.36%                   |
| <b>Total Budget</b>                           | <b>\$ 4,193,109</b> | <b>\$ 4,499,178</b> | <b>\$ 4,255,120</b> | <b>\$ 4,510,394</b> | <b>6.00%</b>             |

| GENERAL GOVERNMENT SUMMARY<br>DEPARTMENT BUDGET | 2008-09<br>ACTUAL   | 2009-10<br>ACTUAL   | 2010-11<br>REVISED  | 2011-12<br>ADOPTED  | % Change<br>from 2010-11 |
|---|---------------------|---------------------|---------------------|---------------------|--------------------------|
| City Commission                                 | \$ 208,331          | \$ 193,599          | \$ 180,885          | \$ 194,013          | 7.26%                    |
| City Manager                                    | 372,470             | 655,320             | 397,087             | 386,089             | -2.77%                   |
| City Clerk                                      | 192,162             | 187,784             | 188,962             | 172,841             | -8.53%                   |
| Finance   | 421,341             | 355,073             | 350,146             | 366,786             | 4.75%                    |
| Information Technology                          | 252,518             | 258,648             | 274,629             | 301,709             | 9.86%                    |
| Human Resources                                 | 154,508             | 151,307             | 152,229             | 159,603             | 4.84%                    |
| City Attorney                                   | 438,654             | 415,401             | 409,351             | 403,555             | -1.42%                   |
| Planning & Engineering                          | 882,684             | 713,825             | 519,072             | 484,081             | -6.74%                   |
| General Government                              | 706,055             | 959,433             | 1,040,062           | 1,431,129           | 37.60%                   |
| Transfers                                       | 564,386             | 608,788             | 742,697             | 610,588             | NA                       |
| <b>Total Budget</b>                             | <b>\$ 4,193,109</b> | <b>\$ 4,499,178</b> | <b>\$ 4,255,120</b> | <b>\$ 4,510,394</b> | <b>6.00%</b>             |

NOTE: Special Events Fund was removed from Special Revenue Funds and included in General Government for FY2011-12 in accordance with GASB 54.

| GENERAL GOVERNMENT SUMMARY<br>STAFFING - FTEs | 2008-09<br>BUDGET | 2009-10<br>BUDGET | 2010-11<br>BUDGET | 2011-12<br>BUDGET | Change<br>from 2010-11 |
|---|-------------------|-------------------|-------------------|-------------------|------------------------|
| City Commission                               | 5.00              | 5.00              | 5.00              | 5.00              | 0.00                   |
| City Manager                                  | 3.00              | 3.00              | 3.00              | 3.00              | 0.00                   |
| City Clerk                                    | 2.00              | 2.00              | 2.00              | 2.00              | 0.00                   |
| Finance                                       | 6.50              | 6.25              | 5.50              | 5.50              | 0.00                   |
| Information Technology                        | 2.00              | 2.00              | 2.00              | 3.00              | 1.00                   |
| Human Resources                               | 2.00              | 2.00              | 2.00              | 2.00              | 0.00                   |
| City Attorney                                 | 2.50              | 2.50              | 2.50              | 2.50              | 0.00                   |
| Planning & Engineering                        | 11.50             | 12.00             | 7.00              | 7.00              | 0.00                   |
| <b>Total Staffing</b>                         | <b>34.50</b>      | <b>34.75</b>      | <b>29.00</b>      | <b>30.00</b>      | <b>1.00</b>            |

General Government Expenditure Summary  
Fiscal Year 2012



## CITY COMMISSION

Enhance, Protect, and Sustain our Communities while being good stewards of our resources.

### Goals & Objectives

1. **Address Union Pensions** - In 2010, the City Commission approved MOUs with Police and Fire for FY 10-11, suspending certain fiscal benefits (\$210,000 total savings) which left open for 2011, negotiations on pensions. Pension Shade meetings with the Commission were held from January to March 2011; negotiations are currently underway with the unions. The City and IAFF have reached a tentative agreement which will be subject to a ratification vote. Additional sessions have been scheduled with LIUNA and Teamsters.
2. **Work with Volusia County, and the City of Port Orange, to review options for Fire Station 23 and 51 Service Areas** - Various service options have been discussed in the past with Volusia County; in May 2011, the City Commission decided to move forward with the construction of a replacement station for Station 50 on property purchased on SR 44. Of note, the City and County units are currently housed together out of County Station 23, while the City's Station 50 is being treated for termites.
3. **Continue to build Historical Westside Programs** - Construction is underway on Mary Avenue Storm water and Streetscaping, with design underway on Washington Street Streetscaping, with bids being reviewed for Myrtle Ave. with construction expected to start the first week of July. The private owners of the Washington Street commercial building are working to clear title to the facility this spring, and the CRA June 8th agenda has a contract for architectural services for assistance on renovating the facility. In 2010, the CRA hired a Community Support Specialist, who began Certified Nursing Assistant (CNA) classes at Babe James. For June 2011, four business planning sessions (from Business Plan development to creating a 501C3), are scheduled with the Center for Business Excellence, at Babe James. The Westside Community Plan was drafted, and monthly community meetings continue with City and CRA staff in attendance, as appropriate.
4. **Successfully Market the AOB Site for Redevelopment** - A RFP was issued in December 2010. One response was received in March 2011 for a restaurant on the site; however, the proposal was rejected by the City Commission in May, after a recommendation from a Citizen Task Force with a stated desire to see a hotel on the property.
5. **Work with multi-partners to construct boat ramps at the Swoope Site** - A partnership is now in place with the City, the Utilities Commission, Florida Inlet Navigation District (FIND), and Volusia County for the development of public boat ramps on a portion of the site. The development of this site includes boat ramps, 52+ parking spaces, and the improvement to the roadway leading to the site from US1. Grant presentations are scheduled for June and July 2011 with FIND and the County.
6. **Address all aspects of the I-95 and SR 44 Corridors** - The City was awarded \$1.4M in federal grant monies for construction of entryway features and median landscaping on SR44 and I-95 (this includes improvements at West Canal and SR44 intersection). The City Commission, in May 2011, approved the conceptual design (Tree Mitigation Funds were available to fund the design). The construction on these two projects is expected to start in January 2012. This item also includes working with FDOT on a corridor study for SR44 to address access, lighting placement, and median cuts, reviewing the SR44 Overlay and identifying infrastructure needs within the area; all of which are underway.
7. **Review the Land Use Map regarding the placement of hotel facilities** - The City Commission, in 2011, approved additional areas on 3rd Ave and on South Atlantic from 8th Street north to Flagler for hotel facilities to be constructed.

**Goals & Objectives (continued)**

8. **Support Canal Street revitalization, as well as the revitalization of US 1, and the development of the FEC property (review of new CRAs as well)** - A RFP has been issued for mixed use proposals for City owned property at Sams and Julia. Responses are due mid-July 2011, but an extension is being requested until September 30th. Numerous property improvement grants have been awarded for Canal Street. A formed-based Zoning Code is being prepared for the CRA District. The EAR included a major amendment for the 180 acres owned by FEC, which was approved by the County and DCA in April 2011.
9. **Continue partnership for the re-use of the old High School Site** - Florida Fish and Wildlife Foundation completed demolition on-site. The MDC and Artist Workshop are preparing to move on-site in Sept 2011. Private and Foundation funding is being sought for Phase II of the project.
10. **Complete a long range parking plan for Flagler** - Flagler Dunes parking lot opened in 2011, but additional leasing and/or purchase options will be reviewed with public/private partnerships a key to affordability. CRA staff is preparing a parking study that incorporates the data collection efforts of Glatting Jackson for the CRA Master Plan Update.

**OPERATING BUDGET COMPARISON**

| CITY COMMISSION<br>BUDGET DESCRIPTION | 2008-09<br>ACTUAL | 2009-10<br>ACTUAL | 2010-11<br>REVISED | 2011-12<br>BUDGET | % Change<br>from 2010-11 |
|---------------------------------------|-------------------|-------------------|--------------------|-------------------|--------------------------|
| Personal Services                     | \$ 165,731        | \$ 169,925        | \$ 158,270         | \$ 173,601        | 9.69%                    |
| Operating Expenses                    | 42,600            | 23,674            | 22,615             | 20,412            | -9.74%                   |
| Total Budget                          | \$ 208,331        | \$ 193,599        | \$ 180,885         | \$ 194,013        | 7.26%                    |

| CITY COMMISSION<br>STAFFING - FTEs | PAY<br>GRADE | 2008-09<br>ACTUAL | 2009-10<br>ACTUAL | 2010-11<br>BUDGET | 2011-12<br>BUDGET | Change<br>from 2010-11 |
|------------------------------------|--------------|-------------------|-------------------|-------------------|-------------------|------------------------|
| Mayor                              | 46A          | 1.00              | 1.00              | 1.00              | 1.00              | 0.00                   |
| Commissioner                       | 46B          | 4.00              | 4.00              | 4.00              | 4.00              | 0.00                   |
| Total Staffing                     |              | 5.00              | 5.00              | 5.00              | 5.00              | 0.00                   |

**Management Discussion – Envisioned Future Vivid Description**

- ✓ “We will build an attractive City that offers exceptional opportunities for her citizens and lifestyles that embrace an enhanced quality of life. Our walking friendly City with her beautiful waterways will engender diverse recreational and economic opportunities for people of all ages. Job opportunities will abound throughout our industrial centers and downtown areas. Beautifully landscaped corridors with attractive signage will refine our City. With a well maintained road system and a transportation network, including train and air transportation. We will boast of sustainable business corridors and office parks. We will possess a hospital district and be a hub for educational enhancement through our schools and colleges. Through our diligence our City will grow and be a place in which people want to live. Our partnerships with educational institutions, governmental entities, community and cultural groups will further be a testament to being responsive to citizen’s needs and proactive in making our vision a reality!”

**CITY MANAGER**

To implement the City Commission’s strategic vision for the City “an attractive City offering exceptional opportunities for her citizens and lifestyles that embrace an enhanced quality of life”

| <b>Performance Indicators</b>                              | <b>FBC Benchmark</b> | <b>FY 09-10 Actual</b> | <b>FY 10-11 Estimated</b> | <b>FY 11-12 Budgeted</b> |
|--|----------------------|------------------------|---------------------------|--------------------------|
| Number of City employees per 1,000 pop.                    |                      | 10.9                   | 9.5                       | 9.4                      |
| Percent of budget decrease over prior year                 |                      | -11.3%                 | -19.5%                    | -5%                      |
| Percent of (decrease)increase in General Fund Millage rate |                      | 12.2%                  | 0%                        | 0%                       |
| Percent below rollback rate                                |                      | 7.2%                   | 11.7%                     | 4.2%                     |
| Grant dollars expended                                     |                      | \$2,978,985            | \$2,000,000               | \$1,119,930              |

**Accomplishments**

- ✓ Expansion of Community Outreach Efforts through Town Hall meetings on the budget and neighborhood issues
- ✓ Second annual Citizens Academy
- ✓ Budget Task Force for FY 2010-11 budget
- ✓ Budget in Brief information, Quarterly Newsletters and Web-site updates
- ✓ First year of the Employee Academy
- ✓ FY2010-11 Budget included agreements with all three employee unions to suspend salary increases and annual payments for longevity and personal leave payouts for \$308,000 in savings. Implementation of a Voluntary Retirement Program with recurring savings of \$744,234 in FY 2010-11.
- ✓ FY2010-11 Budget approved with 3.4793 millage, at 11.7% under rollback with a 23% decrease in the General Fund, reduction in Citywide staff of 44 positions and a \$21.7 million decrease in Citywide budget.
- ✓ Creation of an Economic Development Advisory Board, with adoption of an Economic Development Plan for the City, with expansion of CRA Incentives for businesses and adoption of a Brownfield designation for the CRA. Twenty CRA property improvement grants were approved in 2010.
- ✓ The City joined the new Countywide Public-private Team Volusia economic development initiative in 2010.
- ✓ The City moved forward with its urban strategies, approving numerous annexations with the cooperation of Volusia County and is currently working on a Joint Planning Agreement with Volusia County for future annexations and service areas.
- ✓ The City supported existing neighborhoods through increased building code enforcement, the establishment of a foreclosure register for improvements required on empty homes, a nuisance abatement program, and green building incentives, expansion of historical preservation efforts, along with a new Arts District Overlay Area on tap in the fall of 2011.

### Accomplishments (continued)

- ✓ Approval of a development agreement for the construction of 112 room Hotel for Flagler and approved Master Plan for remaining five years of the CRA. A form based land use code was also underway for the CRA area to encourage redevelopment. Several City-owned sites were proposed for sale for development on North Causeway and Julia Street.
- ✓ CRA funding was approved for capital projects on West Canal, Mary and Orange and Myrtle Avenues, Flagler and Esther beachfront parks, Chamber of Commerce renovation with CRA and County ECHO funds, Riverside Park improvements are under design, and additional leased beach parking at Flagler dunes was opened for the public.
- ✓ Community programs were expanded in Historical Westside with the addition of a Community Program Support Specialist at Babe James Community Center.
- ✓ Way finding signage was funded, with an overall design for Canal, Flagler, and SR 44 approved by the City Commission. Grants were secured for 1.4M for I-95 gateway, with design underway in 2011.
- ✓ Fire Station #53 was completed in 2010, with the new Police Station opened in 2011. A Fire Master Plan was adopted, with design to be underway for a replacement for Fire Station #50 in fall 2011.
- ✓ ECHO grants were secured for the Pioneer pedestrian trail and Phase 1 of the redevelopment of the old New Smyrna Beach High school, in partnership with the Fish and Wildlife Foundation.
- ✓ Planning completed the EAR based amendments, including the water supply element and cleaned up numerous large scale plan amendments with DCA.
- ✓ Various amendments are underway to the land development codes to support the redevelopment of US 1 and streamline the development review process.
- ✓ Engineering and Public Works completed the Duss storm water Project and the Fairway Drive sidewalks, Coronado shuffleboard courts and the North Causeway boat ramps were renovated; Pettis Park was completed with new picnic areas and other amenities, Paige Avenue was paved and renamed Vics Way; South Riverside Drive was resurfaced using federal grant monies and Julia Street storm water project will be completed by august 2011.

### Goals & Objectives

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**OPERATING BUDGET COMPARISON**

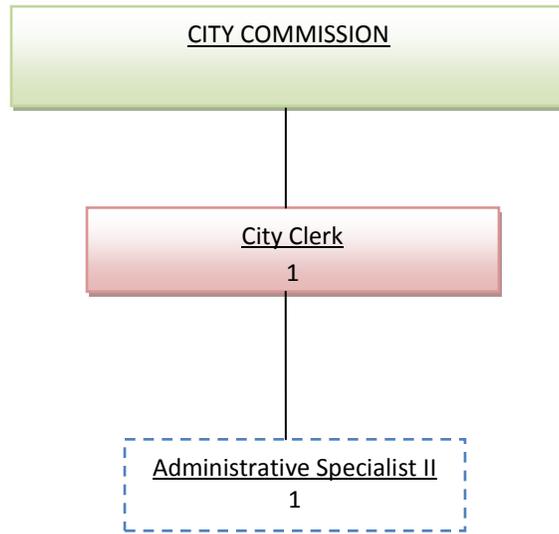
| CITY MANAGER<br>BUDGET DESCRIPTION | 2008-09<br>ACTUAL | 2009-10<br>ACTUAL | 2010-11<br>BUDGET | 2011-12<br>BUDGET | % Change<br>from 2010-11 |
|------------------------------------|-------------------|-------------------|-------------------|-------------------|--------------------------|
| Personal Services                  | \$ 365,196        | \$ 643,381        | \$ 380,615        | \$ 366,698        | -3.66%                   |
| Operating Expenses                 | 7,274             | 11,939            | 16,472            | 19,391            | 17.72%                   |
| Total Budget                       | \$ 372,470        | \$ 655,320        | \$ 397,087        | \$ 386,089        | -2.77%                   |

| CITY MANAGER<br>STAFFING - FTEs   | PAY<br>GRADE | 2008-09<br>ACTUAL | 2009-10<br>ACTUAL | 2010-11<br>BUDGET | 2011-12<br>BUDGET | Change<br>from 2010-11 |
|-----------------------------------|--------------|-------------------|-------------------|-------------------|-------------------|------------------------|
| City Manager                      | 45A          | 1.00              | 1.00              | 1.00              | 1.00              | 0.00                   |
| Assistant City Manager/Operations | 44A          | 1.00              | 1.00              | 1.00              | 1.00              | 0.00                   |
| Executive Assistant               | 14A          | <u>1.00</u>       | <u>1.00</u>       | <u>1.00</u>       | <u>1.00</u>       | <u>0.00</u>            |
| Total Staffing                    |              | 3.00              | 3.00              | 3.00              | 3.00              | 0.00                   |



2011 Citizens Academy

# City Clerk's Office Organizational Chart



## CITY CLERK

The City Clerk's Office is the information source for the citizens of New Smyrna Beach as well as the departments within our municipal organization. Within the scope of this mission, the City Clerk's Department performs three vital core functions - Administering the Legislative Process, Facilitating Public Participation in Governmental Processes and Protecting and Managing the Public Record.

| Performance Indicators   | FBC Benchmark | FY 09-10 Actual | FY 10-11 Projected | FY 11-12 Projected |
|--|---------------|-----------------|--------------------|--------------------|
| Percentage of Agendas completed 4 days before the Commission Meeting |               | 100             | 100                | 100                |
| Percentage of Public Records Requests handled within 72 hours        |               | 90              | 95                 | 95                 |
| Number of documents scanned and maintained electronically annually   |               | 25,000          | 30,000             | 30,000             |
| Number of supplements to the City's code of ordinances               |               | 2               | 2                  | 1                  |
| Percentage of agendas distributed in a timely manner                 |               | 97              | 100                | 100                |

### Accomplishments

- ✓ Published agendas for 53 City Commission meetings.
- ✓ Published the agenda for 1 Animal Control Board meeting.
- ✓ Published agendas for 7 City Budget Task Force meetings.
- ✓ Completed minutes for 53 City Commission meetings.
- ✓ Completed minutes for 5 City Budget Task Force meetings.
- ✓ Reviewed and approved 437 Business Tax License applications.
- ✓ Processed approximately 501 requests for public records/information.
- ✓ Assisted numerous citizens with inquiries regarding City services and opportunities.
- ✓ Processed approximately 186 requests for records retrieval from Iron Mountain, Inc.
- ✓ Coordinated the shipment and storage of approximately 5,521 cubic feet of records at Iron Mountain, Inc.
- ✓ Assisted in the management of the City website by managing the City Commission, City Clerk and Boards and Commissions portions of the website, as well as the quarterly news letter.
- ✓ Successfully archived 23,341 documents into the Laserfiche automated records management system.

## Goals and Objectives

1. Coordinate City Commission/Board agenda process & document City Commission actions efficiently, effectively and timely.
2. Continue to provide exceptional customer service to citizens, employees and public/private officials alike.
3. Continue to professionally, timely and accurately research, coordinate and respond to requests for public records and/or information.
4. Preserve the integrity of official City records by implementing measures to accurately archive at least 25,000 documents into the Laserfiche automated records management system.
5. Implement internal measures and controls necessary to allow for the internal storage and accountability of those City records more commonly utilized and sensitive for the operations of the City by the use of existing resources.
6. Aggressively identify those records meeting statutory requirements for destruction and properly take necessary steps to destroy such records using the most cost effective means available.
7. Continue to enhance the use of the City's official Web Page to keep the public informed.
8. Proactively and aggressively seek more cost effective measures to meet the statutory requirements for public notification of public hearings and other public meetings/ actions through newspapers of general circulation.
9. More effectively manage the process for updating of City Codes and Land Development Regulations by implementing a process to keep customers informed of all ordinances adopted, but pending official codification.
10. Research the effectiveness of current City Boards and Commissions and make appropriate recommendations as to future needs of the City.
11. More effectively address budgetary discrepancies in order to appropriately distribute funding responsibilities for services to the City department responsible for the expenditure in order to more accurately account for expenditures.
12. Manage, communicate and administer the 2012 City Election Cycle for the seats of Mayor and Commissioner for Zones 3 and 4. The 2012 Primary Election will be conducted August 28, 2012, and the General Election will be conducted November 6, 2012.

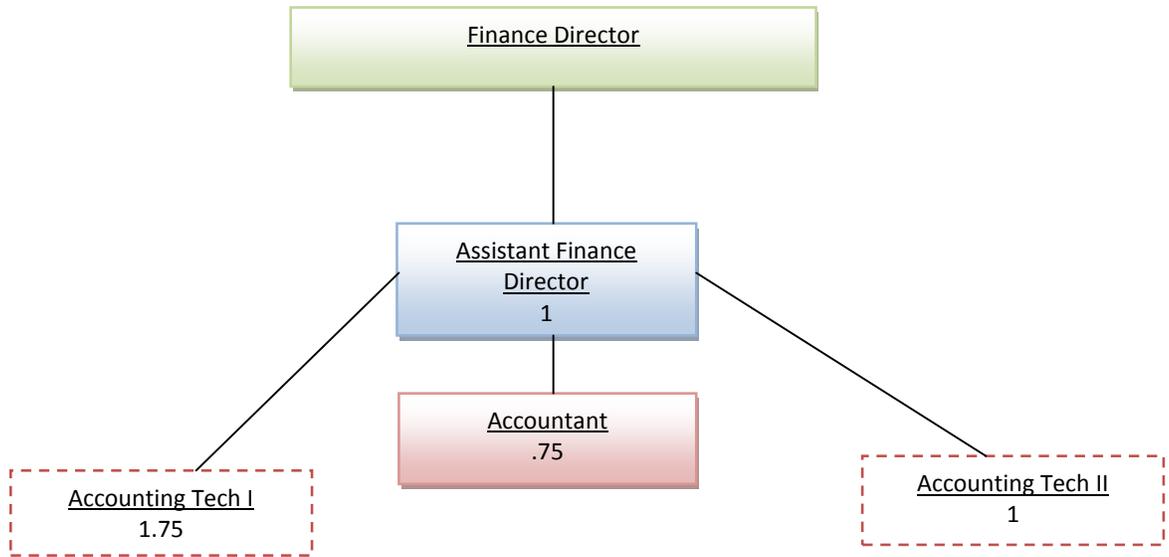
**OPERATING BUDGET COMPARISON**

| CITY CLERK<br>BUDGET DESCRIPTION | 2008-09<br>ACTUAL | 2009-10<br>ACTUAL | 2010-11<br>REVISED | 2011-12<br>ADOPTED | % Change<br>from 2010-11 |
|----------------------------------|-------------------|-------------------|--------------------|--------------------|--------------------------|
| Personal Services                | \$ 97,618         | \$ 95,201         | \$ 93,211          | \$ 94,303          | 1.17%                    |
| Operating Expenses               | 94,544            | 92,584            | 95,751             | 78,538             | -17.98%                  |
| Total Budget                     | \$ 192,162        | \$ 187,785        | \$ 188,962         | \$ 172,841         | -8.53%                   |

| CITY CLERK<br>STAFFING - FTEs | PAY<br>GRADE | 2008-09<br>ACTUAL | 2009-10<br>ACTUAL | 2010-11<br>BUDGET | 2011-12<br>BUDGET | Change<br>from 2010-11 |
|-------------------------------|--------------|-------------------|-------------------|-------------------|-------------------|------------------------|
| City Clerk                    | 27B          | 1.00              | 1.00              | 1.00              | 1.00              | 0.00                   |
| Administrative Specialist II  | 10B          | 1.00              | 1.00              | 1.00              | 1.00              | 0.00                   |
| Total Staffing                |              | 2.00              | 2.00              | 2.00              | 2.00              | 0.00                   |

**Management Discussion - Changes in Services & Budget Variations**

- ✓ The City Clerk function of the City continues to perform with no personnel resources other than the City Clerk and an Administrative Specialist II (which also supports the City Manager and Human Resources Departments). The lack of a Deputy/Assistant City Clerk and Records Management Supervisor/Specialist continues to stifle hopes of meeting established State of Florida guidelines for records management compliance. In spite of such impacts on overall departmental effectiveness, FY 2011/2012 hopes to bring improvements to services provided by the City Clerk's Office to its customers. Changes to current operational practices are designed to improve accountability of taxpayer funds and are outlined below.
- ✓ Current and past budgets revealed sole responsibility for newspaper advertising and records storage costs being that of the City Clerk's Department. FY 2011/2012 will see changes in accountability for such services as a plan will be developed/implemented to charge using departments for services provided for and funded by the City Clerk's Office. These changes will be better account for taxpayer funds by identifying those users responsible for its expenditure.
- ✓ FY 2011/2012 will begin the implementation of a program where applicants for land use and City regulation changes will be charged a fee to reimburse the City for required advertising and/or notification costs associated with applications submitted. Another measure for implementation will be to charge a fee those users the costs associated with records retrieval and storage. These proposed actions will serve to better account for expenditures to meet statutory requirements.



**FINANCE**

The mission of the Finance Department is to responsibly manage the financial affairs of the City by providing efficient internal services, careful investment and debt management, sound financial leadership and professional and courteous support services to other City Departments and the public.

| Performance Indicators   | FBC Benchmark | FY 09-10 Actual       | FY 10-11 Estimated    | FY 11-12 Budgeted     |
|--|---------------|-----------------------|-----------------------|-----------------------|
| Percent credit card/purchasing card dollar volume of entire organization purchasing dollar volume (FBC-PU17) |               | \$136,359<br>EXP 2.3% | \$129,786<br>EXP 1.8% | \$130,800<br>EXP 2.0% |
| GFOA "Certificate of Achievement for Excellence in Financial Reporting"                                      |               | ✓                     | ✓                     | ✓                     |
| Number of grant proposals developed  |               | 15                    | 13                    | 15                    |
| Number of new leases/transfers processed   |               | 1                     | 0                     | 0                     |
| Percent of tenants in compliance with lease agreements   |               | 86%                   | 83%                   | 89%                   |
| Number of renewal business tax receipts issued   |               | 1,787                 | 1,561                 | 1,500                 |
| Number of new business tax receipts issued   |               | 289                   | 160                   | 160                   |

**Accomplishments**

- ✓ 5-Year Capital Improvement Program
- ✓ Utilization of the fixed assets module in Munis Financial Management software
- ✓ Attained first GFOA "Distinguished Budget Presentation Award" for the FY2010-11 Budget

**Goals & Objectives**

- ✓ Promote easy access to financial information
- ✓ Attain the GFOA "Certificate of Achievement for Excellence in Financial Reporting".
- ✓ Issue monthly budget briefs no later than the 20<sup>th</sup> of each month following the closing of each month.
- ✓ Attain the GFOA "Distinguished Budget Presentation Award"
- ✓ Process all City payables on a frequency no later than every 30 days.
- ✓ Process pay to employees within six (6) days of the pay period ending date.
- ✓ Centralize grant management to ensure programmatic compliance with each grantor.
- ✓ Centralize the purchase of office supplies.
- ✓ Implement Uniform Accounting Policies and Procedures Manual.

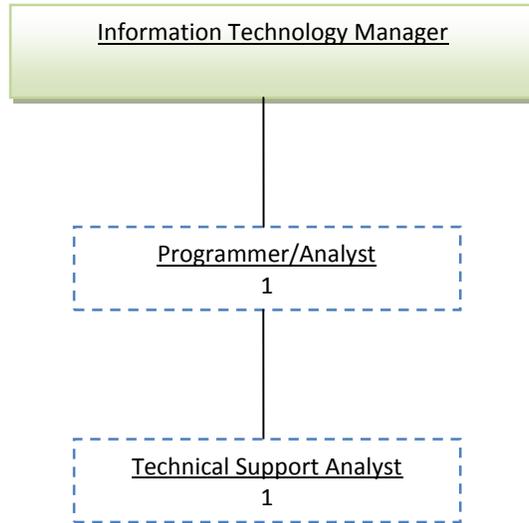
### Goals & Objectives (continued)

- ✓ Obtain a clean Audit of FY2011.
- ✓ Phase remaining departments into benchmarking program.

### OPERATING BUDGET COMPARISON

| FINANCE<br>BUDGET DESCRIPTION | 2008-09<br>ACTUAL | 2009-10<br>ACTUAL | 2010-11<br>REVISED | 2011-12<br>ADOPTED | % Change<br>from 2010-11 |
|-------------------------------|-------------------|-------------------|--------------------|--------------------|--------------------------|
| Personal Services             | \$ 380,247        | \$ 323,142        | \$ 300,169         | \$ 329,507         | 9.77%                    |
| Operating Expenses            | <u>41,094</u>     | <u>31,931</u>     | <u>49,977</u>      | <u>37,279</u>      | <u>-25.41%</u>           |
| Total Budget                  | \$ 421,341        | \$ 355,073        | \$ 350,146         | \$ 366,786         | 4.75%                    |

| FINANCE<br>STAFFING - FTEs | PAY<br>GRADE | 2008-09<br>ACTUAL | 2009-10<br>ACTUAL | 2010-11<br>BUDGET | 2011-12<br>BUDGET | Change<br>from 2010-11 |
|----------------------------|--------------|-------------------|-------------------|-------------------|-------------------|------------------------|
| Finance Director           | 40A          | 1.00              | 1.00              | 1.00              | 1.00              | 0.00                   |
| Assistant Finance Director | 23B          | 1.00              | 1.00              | 1.00              | 1.00              | 0.00                   |
| Accountant                 | 20G          | 1.00              | 0.75              | 0.75              | 0.75              | 0.00                   |
| Accounting Tech III        | 12I          | 1.00              | 1.00              | 0.00              | 0.00              | 0.00                   |
| Accounting Tech II         | 11G          | 1.00              | 1.00              | 1.00              | 1.00              | 0.00                   |
| Accounting Tech I          | 10H          | 1.00              | 1.00              | 1.75              | 1.75              | 0.00                   |
| Intern                     | 05I          | <u>0.50</u>       | <u>0.50</u>       | <u>0.00</u>       | <u>0.00</u>       | <u>0.00</u>            |
| Total Staffing             |              | 6.50              | 6.25              | 5.50              | 5.50              | 0.00                   |



## INFORMATION TECHNOLOGY

The Information Technology Services Department will provide easy to use and secure information processing with reliable communications networks that increase the efficiency and effectiveness of the City of New Smyrna Beach employees that support our entire community.

| Performance Indicators                                | FBC Benchmark | FY 09-10 Actual | FY 10-11 Projected | FY 11-12 Budget |
|---|---------------|-----------------|--------------------|-----------------|
| Total number of workstations                          | IT001         | 238             | 150                | 200             |
| Operating Cost  | IT002         | \$125,010       | \$45,788           | \$88,522        |
| Operating Cost per workstation                        | IT008         | \$525           | \$305              | \$443           |
| Workstations per FTE for entire organization          | IT009         | .92             | .7                 | .9              |
| Percent Operating budget attributed to IT services    | IT010         | 3%              | 25%                | 36%             |
| Percent organization FTEs attributed to IT services   | IT012         | .7%             | .9%                | 1.4%            |
| Number of employees attending computer training class |               | 1               | 2                  | 1               |
| Number of major projects completed                    |               | 50              | 6                  | 6               |
| Percentage of computer work orders completed          |               | 90%             | 95%                | 100%            |
| Percentage of telephone work orders completed         |               | 100%            | 100%               | 100%            |
| Percentage of major projects completed                |               | 60%             | 80%                | 100%            |

### 2011 Accomplishments

- ✓ Brighthouse Connectivity from Cable to Fiber to increase bandwidth and security of the network.
- ✓ Upgraded Office 2003 to Office 2007, including organizing training for 122 employees.
- ✓ Upgrading Antivirus from MacAfee to Trend Micro for a 3 year renewal saving the City 500 over the 3 years with a better product and Installed Barracuda E-mail Archive.
- ✓ Upgraded the Back Up Symantec Renewal - Saving 1,475.00.
- ✓ Leased a Cisco ASA Router to temporally provide a more secure service of the network until the routers are approved and purchased for the Fiber Metro Services.
- ✓ Worked with the Consultant Firm – Revere Group to write a 3-5 year Strategic Plan for the IT Department.
- ✓ Moved PD to the new facility and Fire Station Admin Staff to Station 53.
- ✓ Implement and installed VOIP phone system at the new PD.
- ✓ Install network firewalls at PD and City Hall with failover option.
- ✓ Assist in the Audio and Video Project for the Commission Chamber.

**Goals & Objectives 2012**

1. Training on all the new equipment at the new Police Station.

2. Move the servers from City Hall to the New Police Station

Objective-to provide a safer facility for the City’s network and IT infrastructure in case of a disaster.

3. Implement the VOIP system throughout the City.

Objective-to reduce costs associated with the current Centrex telephone service.

4. Implement VMware server virtualization

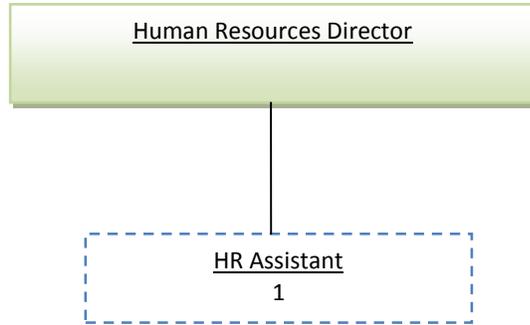
Objective – provide the City with initial steps toward a comprehensive Disaster Recovery, green IT initiative, and virtualization providing a significant hardware and software cost savings.

5. Purchase appropriate hardware and other equipment for Munis upgrade for Building Department, Engineering, Code Enforcement and Planning.

Objective- Upgrading the Munis System from CityView to provide the benefits of a system that integrates with the existing financial and accounting program and can be accessed on-line. This upgrade will also allow the public to submit construction plans, apply for permits and schedule inspections online.

| <b>INFORMATION TECHNOLOGY<br/>BUDGET DESCRIPTION</b> | <b>2008-09<br/>ACTUAL</b> | <b>2009-10<br/>ACTUAL</b> | <b>2010-11<br/>REVISED</b> | <b>2011-12<br/>ADOPTED</b> | <b>% Change<br/>from 2010-11</b> |
|--|---------------------------|---------------------------|----------------------------|----------------------------|----------------------------------|
| Personal Services                                    | \$ 121,945                | \$ 93,139                 | \$ 148,114                 | \$ 208,187                 | 40.56%                           |
| Operating Expenses                                   | 90,546                    | 125,010                   | 45,788                     | 88,522                     | 93.33%                           |
| Capital Outlay                                       | <u>40,027</u>             | <u>40,500</u>             | <u>80,727</u>              | <u>5,000</u>               | <u>-93.81%</u>                   |
| Total Budget   | \$ 252,518                | \$ 258,649                | \$ 274,629                 | \$ 301,709                 | 9.86%                            |

| <b>INFORMATION TECHNOLOGY<br/>STAFFING - FTEs</b> | <b>PAY<br/>GRADE</b> | <b>2008-09<br/>BUDGET</b> | <b>2009-10<br/>BUDGET</b> | <b>2010-11<br/>BUDGET</b> | <b>2011-12<br/>BUDGET</b> | <b>Change<br/>from 2010-11</b> |
|---|----------------------|---------------------------|---------------------------|---------------------------|---------------------------|--------------------------------|
| Information Technology Dir.                       | 20F                  | 0.00                      | 0.00                      | 1.00                      | 1.00                      | 0.00                           |
| Programmer/Analyst                                | 19G                  | 1.00                      | 1.00                      | 1.00                      | 1.00                      | 0.00                           |
| Technical Support Analyst                         | TBD                  | 0.00                      | 0.00                      | 0.00                      | 1.00                      | 1.00                           |
| IT Support Specialist                             | 16A                  | <u>1.00</u>               | <u>1.00</u>               | <u>0.00</u>               | <u>0.00</u>               | <u>0.00</u>                    |
| Total Staffing                                    |                      | 2.00                      | 2.00                      | 2.00                      | 3.00                      | 1.00                           |



**HUMAN RESOURCES**

The mission of the Human Resource Department is to provide quality services and support in recruitment and selection, training, employee relations, labor relations, benefits, compensation and safety to promote the development and retention of its employees to ensure constituents satisfaction.

| <b>Performance Indicators</b>   | <b>FBC Benchmark</b> | <b>FY 09-10 Actual</b> | <b>FY 10-11 Estimated</b> | <b>FY 11-12 Budget</b> |
|---|----------------------|------------------------|---------------------------|------------------------|
| Total Number of FTEs (Labor Force) HR001                                |                      | 256.5                  | 214                       | 213                    |
| Total operating expenditures for expenditures for government HR002      |                      | \$13,502,476           | \$17,989,333              | \$17,399,910           |
| Total employee compensation (salary and overtime) HR011                 |                      | \$11,742,738           | \$9,771,539               | \$9,411,381            |
| Total employee compensation (including benefits) HR012                  |                      | \$16,767,291           | \$14,585,391              | \$14,388,480           |
| Total Retirement Contribution (Labor Force) HR013                       |                      |                        |                           |                        |
| Police  |                      | \$789,047              | \$726,020                 | \$816,896              |
| Fire  |                      | \$1,156,509            | \$777,923                 | \$941,390              |
| Florida Retirement System   |                      | \$190,943              | \$156,992                 | \$78,167               |
| Defined Contribution  |                      | \$288,704              | \$297,096                 | \$315,463              |
| Number of employees receiving tuition reimbursement (Labor Force) HR014 |                      | 5                      | 4                         | TBD                    |
| Percent government expenditures devoted to HR (Labor Force) HR031       |                      | .0007                  | .0006                     | TBD                    |
| Sick hours per FTE HR042  |                      | N/A                    | 619                       | TBD                    |
| Average number of Vacancies HR043                                       |                      | 7                      | 12                        | TBD                    |
| Total labor costs for contracted services and labor HR045               |                      | 300,337                | 266,768                   | TBD                    |
| Health benefit payments per employee (employer-paid) HR046              |                      | 1,544,942              | 1,485,633                 | TBD                    |
| Health benefit payments per retiree (employer-paid) HR047               |                      | 0                      | 28049                     | TBD                    |
| Worker's Compensation Experience Ratio                                  |                      | 1.462                  | .90                       | TBD                    |

**2011 Accomplishments**

- ✓ Negotiated contract agreements with IAFF, Teamsters, and LIUNA.
- ✓ Conducted training programs
- ✓ Modified Benefit Programs resulting in projected savings of \$140,000.
- ✓ Coordinated Annual Health Fair by May 2011.
- ✓ Prepared and offered an Early Retirement Program August 2010.
- ✓ Implemented Personal Leave Donation Program.

**Goals & Objectives**

1. Improve the efficiency and effectiveness of human resources.
  - Maximize the use of services provided by Agent of Record in providing enhanced services with the ability to access benefit information in an effective manner by December 30, 2011.
  
2. Utilize technology to enhance services, communications and productivity.
  - Produce annual Employee Benefit Statement by January 2012.
  - Explore on-line benefit services to enhance benefit communication before September 30, 2012.
  
3. Maintain sound policies to ensure compliance with employment and manage labor costs.
  - Conduct training on the use of Performance Evaluation forms by July 2012.
  
4. Create an environment which will enhance the harmony of our workforce.
  - Participate with the Employee Activities Group to identify programs and activities for employee participation throughout the fiscal year.
  - Negotiate contract agreements with IAFF, Teamsters, and LIUNA.
  - Coordinate Annual Benefit Fair to include Health Fair vendors.
  - Coordinate Annual Employee Recognition Awards Banquet January 2012.

**OPERATING BUDGET COMPARISON**

| <b>HUMAN RESOURCES<br/>BUDGET DESCRIPTION</b> | <b>2008-09<br/>ACTUAL</b> | <b>2009-10<br/>ACTUAL</b> | <b>2010-11<br/>REVISED</b> | <b>2011-12<br/>ADOPTED</b> | <b>% Change<br/>from 2010-11</b> |
|---|---------------------------|---------------------------|----------------------------|----------------------------|----------------------------------|
| Personal Services                             | \$ 138,466                | \$ 144,736                | \$ 141,856                 | \$ 151,899                 | 7.08%                            |
| Operating Expenses                            | 16,042                    | 6,571                     | 10,373                     | 7,704                      | -25.73%                          |
| Total Budget                                  | \$ 154,508                | \$ 151,307                | \$ 152,229                 | \$ 159,603                 | 4.84%                            |

| <b>HUMAN RESOURCES<br/>STAFFING - FTEs</b> | <b>PAY<br/>GRADE</b> | <b>2008-09<br/>BUDGET</b> | <b>2009-10<br/>BUDGET</b> | <b>2010-11<br/>BUDGET</b> | <b>2011-12<br/>BUDGET</b> | <b>Change<br/>from 2010-11</b> |
|--|----------------------|---------------------------|---------------------------|---------------------------|---------------------------|--------------------------------|
| Human Resources Director                   | 34C                  | 1.00                      | 1.00                      | 1.00                      | 1.00                      | 0.00                           |
| HR Assistant                               | 13G                  | 1.00                      | 1.00                      | 1.00                      | 1.00                      | 0.00                           |
| Total Staffing                             |                      | 2.00                      | 2.00                      | 2.00                      | 2.00                      | 0.00                           |

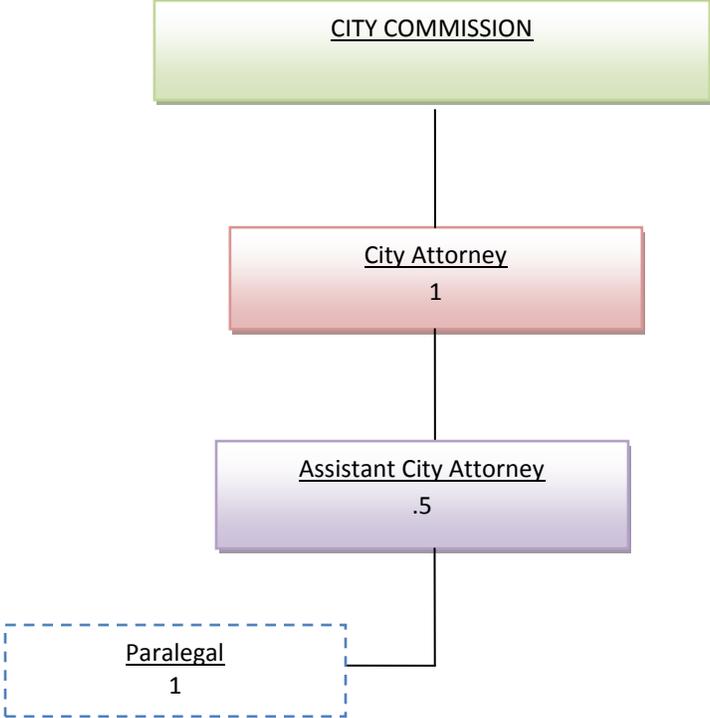
**Management Discussion – Changes in Services & Budget Variations**

- ✓ Reduced operating expenses by 26%.
- ✓ Due to budget constraints, funding of market compensation surveys has been eliminated.
- ✓ Continue pursuit of services at minimal or no cost to the City.
- ✓ Explore partnerships with local entities to identify cost savings opportunities.



Annual Employee Recognition Awards Banquet

City Attorney's Office Organizational Chart



**CITY ATTORNEY**

“To provide legal implementation of the goals and policies set by the City Commission. To represent and counsel the City Commission, appointed boards, City Manager, other officers and employees in their functions.

| <b>Performance Indicators</b>                  | <b>FBC Benchmark</b> | <b>FY 09-10 Actual</b> | <b>FY 10-11 Estimated</b> | <b>FY 11-12 Budget</b> |
|--|----------------------|------------------------|---------------------------|------------------------|
| Number of ordinances and resolutions processed |                      | 62/42                  | 98/50                     | 100/50                 |
| Number of lease agreements processed           |                      | 12                     | 8                         | 10                     |
| Number of forfeiture cases processed           |                      | 25                     | 30                        | 30                     |
| Number of Claims processed                     |                      | 22                     | 38                        | 40                     |
| Number of contracts drafted/processed          |                      | 20                     | 25                        | 25                     |

**Accomplishments**

- ✓ Continued on-site availability for the practice of preventative law.

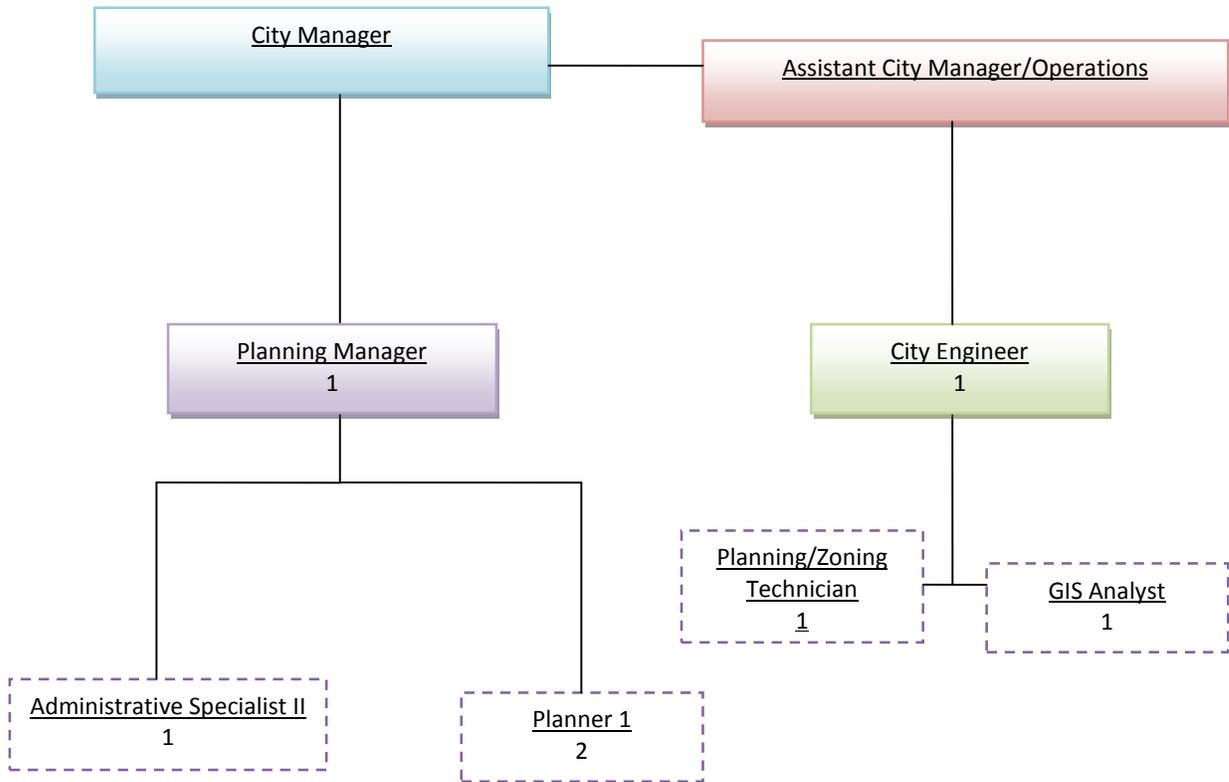
**Goals & Objectives**

1. On an annual basis this office participates in the formulation of 32 regular and additional special City Commission meetings, including the preparation of approximately 160 ordinances and resolutions.
2. Attend approximately 150 public meetings to provide counsel on procedure and substantive actions.
3. Advise officers and employees through meetings, conferences and written communications.
4. Represent the City in various Federal, State and Regional judicial and administrative tribunals.
5. Represent the City in all legal aspects of inter-governmental matters.
6. Provide internal claims administration services and act as liaison to insurance representatives and counsel.
7. Provide on call criminal law and procedure counsel and forfeiture representation to the Police Department.
8. Remain abreast of emerging legal trends through required continuing education.
9. Assist management in achieving compliance and accountability goals.

**OPERATING BUDGET COMPARISON**

| <b>CITY ATTORNEY<br/>BUDGET DESCRIPTION</b> | <b>2008-09<br/>ACTUAL</b> | <b>2009-10<br/>ACTUAL</b> | <b>2010-11<br/>REVISED</b> | <b>2011-12<br/>ADOPTED</b> | <b>% Change<br/>from 2010-11</b> |
|---|---------------------------|---------------------------|----------------------------|----------------------------|----------------------------------|
| Personal Services                           | \$ 386,635                | \$ 396,252                | \$ 373,909                 | \$ 372,688                 | -0.33%                           |
| Operating Expenses                          | <u>52,019</u>             | <u>19,149</u>             | <u>35,442</u>              | <u>30,867</u>              | <u>-12.91%</u>                   |
| Total Budget                                | \$ 438,654                | \$ 415,401                | \$ 409,351                 | \$ 403,555                 | -1.42%                           |

| <b>CITY ATTORNEY<br/>STAFFING - FTEs</b> | <b>PAY<br/>GRADE</b> | <b>2008-09<br/>BUDGET</b> | <b>2009-10<br/>BUDGET</b> | <b>2010-11<br/>BUDGET</b> | <b>2011-12<br/>BUDGET</b> | <b>Change<br/>from 2010-11</b> |
|--|----------------------|---------------------------|---------------------------|---------------------------|---------------------------|--------------------------------|
| City Attorney                            | 44B                  | 1.00                      | 1.00                      | 1.00                      | 1.00                      | 0.00                           |
| P/T Assistant City Attorney              | 43B                  | 0.50                      | 0.50                      | 0.50                      | 0.50                      | 0.00                           |
| Paralegal                                | 13C                  | <u>1.00</u>               | <u>1.00</u>               | <u>1.00</u>               | <u>1.00</u>               | <u>0.00</u>                    |
| Total Staffing                           |                      | 2.50                      | 2.50                      | 2.50                      | 2.50                      | 0.00                           |



## PLANNING AND ENGINEERING

To assist elected and appointed officials and residents in establishing and implementing a long-range vision for future growth of the City and to provide a “one-stop shopping experience” to guide residents, business owners, and developers through the land development process, from conception to completion.

| Performance Indicators   | FBC Benchmark | FY 09-10 Estimated | FY 10-11 Projected                 | FY 11-12 Budget |
|--|---------------|--------------------|------------------------------------|-----------------|
| Funding obtained through Community Development Block Grant program   |               | \$126,750          | \$136,520                          | \$113,995       |
| Comprehensive Plan is in compliance with State requirements Evaluation and Appraisal Report amendments in compliance |               | ×                  | Adoption<br>4/12/11                | ✓               |
| Land use amendments to the Future Land Use map processed   |               | 2                  | 3 – Projected<br>7 - YTD           | 5               |
| Total applications processed (excluding site plans)  |               | 5                  | 10 – Projected<br>25 - YTD         | 10              |
| Amendments to LDR’s to address new issues  |               | 7                  | 15 – Projected<br>15 - YTD         | 15              |
| Number of lineal feet funded through bikeway/pedestrian path grants  |               | 8,200              | 9,000 –<br>Projected<br>0 - YTD    | 1,000           |
| Percentage Future Land Use map amendments found in compliance by DCA & VGMC (new measurement)                        |               | 100%               | 100%                               | 100%            |
| Evaluation and appraisal report determined in compliance by DCA  |               | ✓                  | ✓                                  | ✓               |
| Evaluation and Appraisal Report amendments in compliance   |               | ×                  | ✓                                  | ✓               |
| Number of site plans reviewed  |               | 12                 | 4 – Projected<br>3 - YTD           | 4               |
| Number of projects designed – internal   |               | 3                  | 3 – Projected<br>3 - YTD           | 3               |
| Percentage of projects inspected – in house  |               | 100%               | 90-100 –<br>Projected<br>100 - YTD | 90%             |
| Number of right-of-way permits processed   |               | 49                 | 50-60 –<br>Projected<br>28 – YTD   | 55              |
| Percentage of permits reviewed within 7 days to 3 weeks  |               | 65%                | 70%                                | 70%             |
| Percentage of projects inspected within 3 days   |               | 100%               | 100%                               | 95%             |
| Percentage of right-of-way permits processed within 7 days   |               | 95%                | 95%                                | 90%             |
| Compliance with CRS rating provide FEMA flood determination  |               | 10                 | 15 – Projected<br>9 YTD            | 20              |

## 2011 Accomplishments

- ✓ Completed FDEP and FEMA audits
- ✓ Adoption of required illicit discharge ordinance scheduled for April 12, 2011
- ✓ Chamber of Commerce Phase I restoration work to be completed in May/June 2011
- ✓ On-going monitoring of brownfields grant and site clean-ups city-wide
- ✓ Archaeology and environmental studies for Multi-Use Trail, Phase 1 underway
- ✓ Obtained \$1.3M from Volusia County TPO for landscaping medians along State Road 44 at Interstate 95 and at intersection with Business State Road 44
- ✓ On-going technical assistance to CRA for way-finding signage program
- ✓ Completed North Duss Street intersection improvements
- ✓ Annexed 13 enclave areas within the City by completing a joint planning agreement with Volusia County
- ✓ Initiated negotiations with Volusia County for an Interlocal Service Boundary Agreement that will allow the City to begin annexing and providing services to the “doughnut hole” section in the middle of the City.
- ✓ Have taken first steps to create a sewer assessment district on the south side of State Road 44, between Glencoe Road and Wild Orange Drive.
- ✓ Adopted EAR-based amendments to the Comprehensive Plan on April 12, 2011. Amendments certified by VGMC on April 6, 2011
- ✓ Adopted 10-Year Water Supply Work Plan and associated remedial Comprehensive Plan amendments on April 12, 2011.
- ✓ Annual Historic Preservation Awards
- ✓ Sign committee established to review sign regulations. Two meetings held to date.
- ✓ Consolidated the responsibilities of the Board of Adjustment and Planning and Zoning Board to streamline process and reduce number of potential meetings required for applicants.

## Goals & Objectives

1. On-going re-write of Land Development Regulations following adoption of EAR-based amendments
2. Initiate Neighborhood Coalition to connect neighborhood leaders and groups. Provide technical assistance and information to neighborhood organizations. On-line survey anticipated in May/June 2011. Neighborhood Coalition conference anticipated in January 2012.
3. Create staff liaison program for HOAs. Each planning staff person would be designated as the “point person” for a group of HOAs, providing a consistent point of contact.
4. Begin public input process to expand existing National Register of Historic Places boundaries and/or create local historic districts. This is a follow-up to the Historic Structure Survey update that was completed in FY 09/10.
5. On-going work preparing grants, obtaining permits and approvals for Esther Street Beachfront Park.
6. Initiate bi-monthly citizen workshops to explain processes and frequently asked questions (i.e., tree removals, when permits are needed, when flood insurance is needed, how zoning works, etc.....)
7. Conduct fee review for development applications
8. Complete revisions to planning pages on City’s website to incorporate brochures addressing frequently asked questions
9. Reconfigure land development permit applications to reduce time and complexity associated with the application process.
10. Implement enforceable code language for the Community Rating System.
11. Continue to facilitate FEMA guidelines and reduce repetitive flooding properties.
12. Ongoing implementation of capital improvement projects.
13. Adhere to NPDES guidelines including promulgation of benefits to the public of the stormwater management system.
14. Continue to implement flood control and stormwater management projects.
15. Continue to provide technical assistance to other departments

**OPERATING BUDGET COMPARISON**

| <b>PLANNING DEPARTMENT<br/>BUDGET DESCRIPTION</b> | <b>2008-09<br/>ACTUAL</b> | <b>2009-10<br/>ACTUAL</b> | <b>2010-11<br/>REVISED</b> | <b>2011-12<br/>ADOPTED</b> | <b>% Change<br/>from 2011-12</b> |
|---|---------------------------|---------------------------|----------------------------|----------------------------|----------------------------------|
| Personal Services                                 | \$ 809,894                | \$ 659,754                | \$ 437,021                 | \$ 429,798                 | -1.65%                           |
| Operating Expenses                                | 72,790                    | 52,163                    | 82,051                     | 54,283                     | -33.84%                          |
| Capital Outlay                                    | -                         | 1,908                     | -                          | -                          | N/A                              |
| Total Budget                                      | \$ 882,684                | \$ 713,825                | \$ 519,072                 | \$ 484,081                 | -6.74%                           |

| <b>PLANNING DEPARTMENT<br/>STAFFING - FTEs</b> | <b>PAY<br/>GRADE</b> | <b>2008-09<br/>BUDGET</b> | <b>2009-10<br/>BUDGET</b> | <b>2010-11<br/>BUDGET</b> | <b>2011-12<br/>BUDGET</b> | <b>Change<br/>from 2010-11</b> |
|--|----------------------|---------------------------|---------------------------|---------------------------|---------------------------|--------------------------------|
| Development Services Dir.                      | 41A                  | 1.00                      | 1.00                      | 0.00                      | 0.00                      | 0.00                           |
| City Engineer                                  | 30A                  | 1.00                      | 1.00                      | 1.00                      | 1.00                      | 0.00                           |
| Planning Manager                               | 26A                  | 0.00                      | 0.00                      | 1.00                      | 1.00                      | 0.00                           |
| Chief Planner                                  | 25A                  | 2.00                      | 2.00                      | 0.00                      | 0.00                      | 0.00                           |
| Code Enforcement Supv.                         | 19F                  | 1.00                      | 1.00                      | 0.00                      | 0.00                      | 0.00                           |
| Planner I                                      | 19E                  | 2.00                      | 2.00                      | 2.00                      | 2.00                      | 0.00                           |
| GIS Analyst                                    | 15C                  | 1.00                      | 1.00                      | 1.00                      | 1.00                      | 0.00                           |
| Code Enforcement Officer                       | 13D                  | 1.00                      | 1.00                      | 0.00                      | 0.00                      | 0.00                           |
| Planning & Zoning Tech                         | 12F                  | 1.00                      | 1.00                      | 1.00                      | 1.00                      | 0.00                           |
| Administrative Specialist II                   | 10B                  | 1.00                      | 1.00                      | 1.00                      | 1.00                      | 0.00                           |
| Administrative Specialist I                    | 08F                  | 0.50                      | 1.00                      | 0.00                      | 0.00                      | 0.00                           |
| Total Staffing                                 |                      | 11.50                     | 12.00                     | 7.00                      | 7.00                      | 0.00                           |

**Management Discussion – Changes in Services & Budget Variations**

- ✓ Development application revenues are up from \$32,507 as of March 15, 2010 to \$52,708 on April 9, 2011, indicating a 62% increase in fees from non-City initiated applications over the same period a year ago. The revenue fees do not include application fees waived by the City Commission. The fees collected from Planning and Engineering applications are deposited into the General Fund. A fee review was last conducted in 2007.
- ✓ Although there has been an increase in applications and development activity, Planning and Engineering is proposing to reduce the operating budget by approximately 3% (\$12,200) for FY 2011/12.
- ✓ In FY 09/10, the Planning and Engineering Department eliminated the Chief Planner position. In FY 10/11, the Department began sharing a Planner I position with the Community Redevelopment Agency, reducing staffing levels by 1.5 full-time positions.
- ✓ Additionally, the department had staffing changes in both the part-time Planner I position and the Administrative Specialist position, which has necessitated additional staffing time devoted to recruiting, hiring and training new staff.

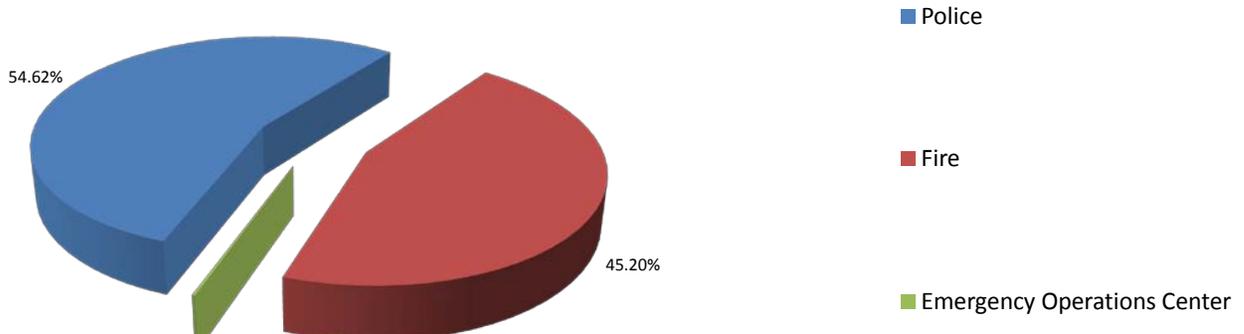
- ✓ Concurrent with completing the EAR-based amendments, planning staff has also been reviewing its internal procedures and has been bringing forward a series of amendments to the City's *Land Development Regulations* that are designed to simplify the process for small business owners and home owners. This process will continue into FY 2011/12.
- ✓ Planning staff also administers the Community Development Block Grant (CDBG) program; prepares and administers ECHO and other grant applications; and prepares agendas and reports for the City Commission, Planning and Zoning Board, Historic Preservation Commission and the proposed CDBG Advisory Board. Planning staff also manage the Esther Street Beachfront Park project, form-based code initiative, redevelopment of the FEC and old high school properties, and development of annexation strategies. Each of these projects were listed on the City Commission's priority Action Item list developed in December 2009. Planning and Engineering staff also review residential and commercial building permit applications and business tax receipt applications for compliance with the *Land Development Regulations*. The Department has been working with the Building Department to hire and train a zoning technician who would take over much of the review currently being done by Planning and Engineering staff. This would free up additional time for Planning and Engineering staff to work on capital projects, City Commission goals and new development projects.

| <b>PUBLIC SAFETY SUMMARY<br/>DEPARTMENT BUDGET</b> | <b>2008-09<br/>ACTUAL</b> | <b>2009-10<br/>ACTUAL</b> | <b>2010-11<br/>REVISED</b> | <b>2011-12<br/>ADOPTED</b> | <b>% Change<br/>from 2010-11</b> |
|--|---------------------------|---------------------------|----------------------------|----------------------------|----------------------------------|
| Police   | \$ 6,313,229              | \$ 6,352,333              | \$ 6,268,808               | \$ 5,570,366               | -11.14%                          |
| Fire   | 5,360,017                 | 5,420,640                 | 5,363,170                  | 4,609,393                  | -14.05%                          |
| Emergency Operations Center                        | 23,786                    | 14,902                    | 37,295                     | 19,057                     | -48.90%                          |
| <b>Total Budget</b>                                | <b>\$ 11,697,032</b>      | <b>\$ 11,787,875</b>      | <b>\$ 11,669,273</b>       | <b>\$ 10,198,816</b>       | <b>-12.60%</b>                   |

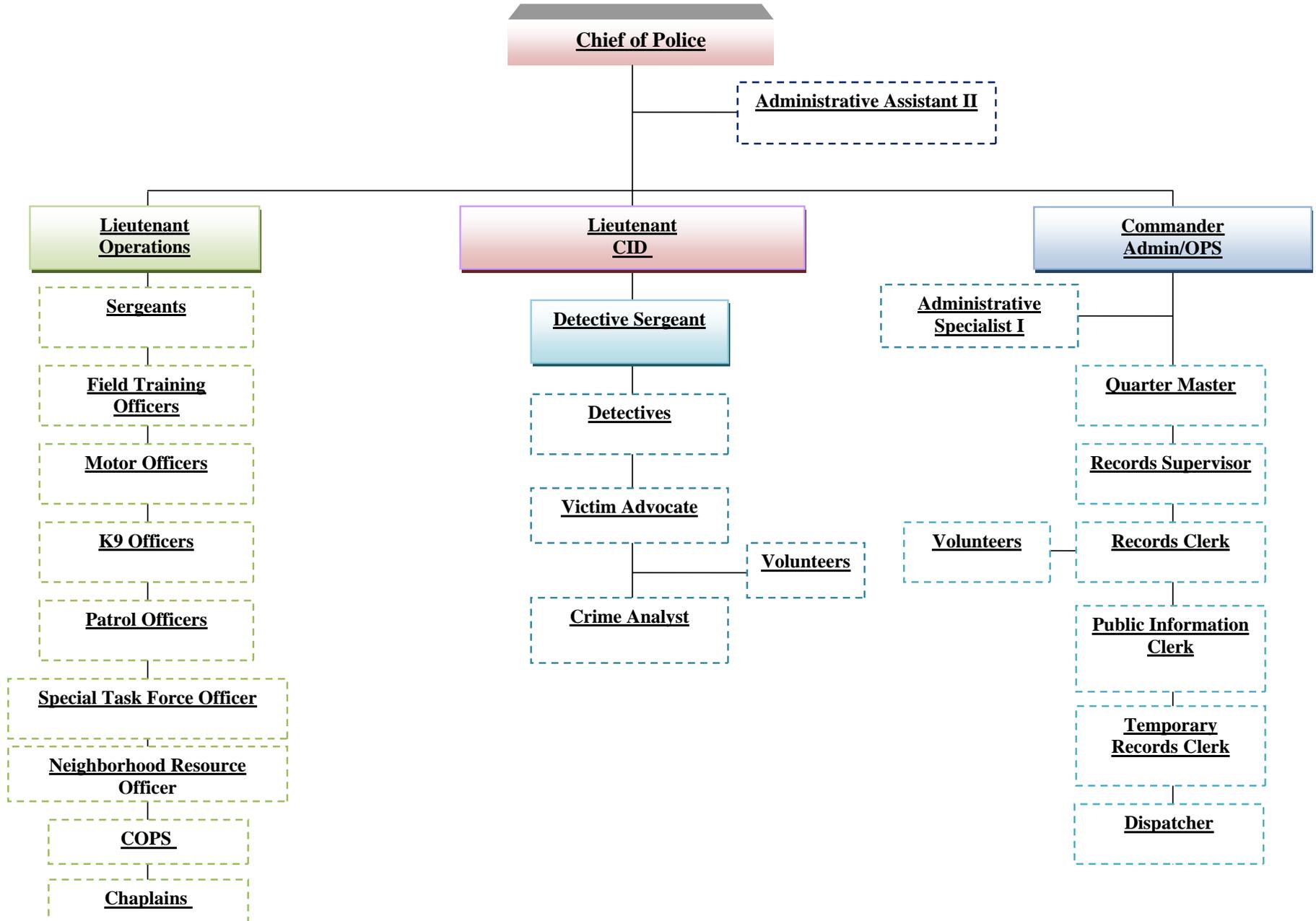
| <b>PUBLIC SAFETY SUMMARY<br/>BUDGET DESCRIPTION</b> | <b>2008-09<br/>ACTUAL</b> | <b>2009-10<br/>ACTUAL</b> | <b>2010-11<br/>BUDGET</b> | <b>2011-12<br/>REQUEST</b> | <b>% Change<br/>from 2010-11</b> |
|---|---------------------------|---------------------------|---------------------------|----------------------------|----------------------------------|
| Personal Services                                   | \$ 9,747,048              | \$ 9,552,270              | \$ 8,977,738              | \$ 8,231,706               | -8.31%                           |
| Operating Expenses                                  | 1,877,296                 | 2,198,427                 | 2,248,274                 | 1,967,110                  | -12.51%                          |
| Capital Outlay                                      | 72,688                    | 37,177                    | 443,261                   | 0                          | -100.00%                         |
| <b>Total Budget</b>                                 | <b>\$ 11,697,032</b>      | <b>\$ 11,787,875</b>      | <b>\$ 11,669,273</b>      | <b>\$ 10,198,816</b>       | <b>-12.60%</b>                   |

| <b>PUBLIC SAFETY SUMMARY<br/>STAFFING - FTEs</b> | <b>2008-09<br/>BUDGET</b> | <b>2009-10<br/>BUDGET</b> | <b>2010-11<br/>BUDGET</b> | <b>2011-12<br/>BUDGET</b> | <b>Change<br/>from 2010-11</b> |
|--|---------------------------|---------------------------|---------------------------|---------------------------|--------------------------------|
| Police   | 66.75                     | 67.00                     | 58.00                     | 56.50                     | 1.50                           |
| Fire   | 49.00                     | 50.00                     | 44.00                     | 40.00                     | 4.00                           |
| <b>Total Staffing</b>                            | <b>115.75</b>             | <b>117.00</b>             | <b>102.00</b>             | <b>96.50</b>              | <b>5.50</b>                    |

Public Safety Expenditure Summary  
Fiscal Year 2012



City of New Smyrna Beach, Florida  
 New Smyrna Beach Police Department  
 2011 – 2012 Organizational Chart



**POLICE DEPARTMENT**

"To Provide the Highest Quality of Service through Commitment, Cooperation and Accountability. Use our mission during these economic times, to protect and preserve the safety and quality of our Citizenry."

| <b>Performance Indicators</b>  | <b>FBC Benchmark</b> | <b>FY 09-10 Actual</b> | <b>FY 10-11 Estimated</b> | <b>FY 11-12 Budget</b> |
|--|----------------------|------------------------|---------------------------|------------------------|
| <b>Organizational:</b>   |                      |                        |                           |                        |
| Adopted, authorized, budgeted sworn members (FBC PO002)              | <b>63.4</b>          | 53                     | 46                        | 45                     |
| Actual sworn full-time employees (FBC PO003)                         | <b>62.4</b>          | 52                     | 44                        | 45                     |
| Budgeted civilian members (FBC PO004)                                | <b>22.35</b>         | 13                     | 11.75                     | 11.75                  |
| Actual civilian (FTE's) (FBC PO005)                                  | <b>22.35</b>         | 13                     | 11.75                     | 11.75                  |
| Sworn supervisors (law enforcement only) (FBC PO006)                 |                      | 7                      | 5                         | 5                      |
| Sworn managers (law enforcement only) (FBC PO007)                    |                      | 5                      | 4                         | 4                      |
| Sworn personnel demographics (FBC PO008-0013) :                      |                      |                        |                           |                        |
| # of sworn Non-minority (white)                                      |                      | 52                     | 43                        | 44                     |
| # of sworn Black   |                      | 1                      | 1                         | 1                      |
| # of sworn Hispanic  |                      | 2                      | 4                         | 4                      |
| # of sworn Asian   |                      |                        |                           |                        |
| # of sworn "Other"   |                      | 1                      |                           |                        |
| # of sworn Female  |                      | 8                      | 7                         | 7                      |
| Sworn personnel education level (FBC PO014-0018) :                   |                      |                        |                           |                        |
| Sworn Members with H.S. only   |                      | 34                     | 33                        | 30                     |
| Sworn Members with 2-year college degree                             |                      | 3                      | 4                         | 6                      |
| Sworn Members with 4-year college degree                             |                      | 13                     | 13                        | 14                     |
| Sworn Members with Masters Degree                                    |                      | 3                      | 3                         | 3                      |
| Sworn Members with Doctoral Degree                                   |                      |                        |                           |                        |
| Sworn law enforcement members available for CFS response (FBC PO019) |                      | 36                     | 35                        | 35                     |
| Civilian members available for CFS response (FBC PO020)              |                      | 0                      | 0                         | 0                      |
| Members assigned to communications (FBC PO021)                       |                      | 1                      | 1                         | 0                      |
| Sworn members assigned to Communications (FBC PO022)                 |                      | 0                      | 0                         | 0                      |
| Civilian members assigned to Investigative Units (FBC PO023)         |                      | 1                      | 1                         | 1                      |
| Members assigned to Crime Scene/forensic duties (FBC PO024)          |                      | 0                      | 0                         | 0                      |
| Sworn members assigned to Traffic Enforcement                        |                      | 4                      | 4                         | 4                      |

City of New Smyrna Beach, Florida

|   |                    |              |           |             |
|---|--------------------|--------------|-----------|-------------|
| (FBC PO025)   |                    |              |           |             |
| Members assigned to Traffic Crash Investigation (FBC PO026)                                     |                    | 4            | 4         | 4           |
| Members assigned to a Community Oriented Policing or Problem Oriented Policing Unit (FBC PO027) |                    | 1            | 1         | 1           |
| Members assigned to Drug Enforcement (FBC PO028)  |                    | 2            | 2         | 2           |
| Members assigned to Crime Analysis (FBC PO029)  |                    | 1            | 1         | 1           |
| Members assigned to Intelligence (FBC PO030)  |                    | 0            | 0         | 0           |
| Members assigned to Homeland Security (FBC PO031)   |                    | 0            | 0         | 0           |
| Members assigned to Vice or Street Crimes (FBC PO032)   |                    | 0            | 0         | 0           |
| Members assigned to local schools (FBC PO033)   |                    | 2            | 2         | 2           |
| Members assigned to Training (FBC PO034)  |                    | 1            | 1         | 1           |
| Members assigned to Crime Prevention Unit (FBC PO035)   |                    | 0            | .5        | .5          |
| Members assigned to K9 Unit (FBC PO036)   |                    | 2            | 2         | 2           |
| Total patrol districts (FBC PO037)  |                    | 7            | 7         | 7           |
| Is your Agency accredited? (FBC PO038)  |                    | No           | No        | Yes         |
| <b>Financial:</b>   |                    |              |           |             |
| Approved budget (FBC PO01)  | <b>\$7,542,966</b> | \$6,101,773  | 5,998,961 | \$5,570,366 |
| Approved local government budget (FBC PO090)  |                    | \$21,707,867 |           |             |
| <b>Operational:</b>   |                    |              |           |             |
| Does the agency have an assigned or take-home vehicle plan? (FBC PO039)                         |                    | Yes          | Yes       | Yes         |
| Special Purpose Vehicles: Law enforcement use vehicles only (FBC PO040)                         |                    | Yes          | Yes       | Yes         |
| Total police vehicles (FBC PO041)   |                    | 59           | 59        | TBD         |
| Aircraft (FBC PO042)  |                    | 0            | 0         | 0           |
| Total Mobile computers (FBC PO043)  |                    | 44           | 44        | TBD         |
| Total police facilities (FBC PO044)   |                    | 1            | 1         | 1           |
| <b>Police Services:</b>   |                    |              |           |             |
| Total number of calls for service (FBC PO049)   | <b>48,337</b>      | 58,294       | TBD       | TBD         |
| Citizen-generated workload (Calls for Service – CFS)(FBC PO50)                                  | <b>15,861</b>      | 19,276       | TBD       | TBD         |
| Pro-active Police Actions (FBC PO053)   | <b>62,618</b>      | 39,018       | TBD       | TBD         |
| Traffic Citations – moving violations only (FBC PO054)  | <b>8,596</b>       | 2,048        | TBD       | TBD         |
| Traffic crashes (FBC PO055)   | <b>1,062</b>       | 870          | TBD       | TBD         |
| Pedestrian fatalities (FBC PO056)   |                    | 0            | TBD       | TBD         |

City of New Smyrna Beach, Florida

|   |               |        |        |        |
|---|---------------|--------|--------|--------|
| Traffic fatalities (FBC PO57)   | <b>1.5</b>    | 3      | TBD    | TBD    |
| Residential population (FBC PO58a)  |               | 23,376 | 23,376 | 24,000 |
| Policing \$ per capita (FBC PO59)   |               | 322.68 | 261.03 | TBD    |
| Percentage of Total Sworn Available for CFS Response (FBC-PO61)   | <b>76</b>     | 59     | 46     | TBD    |
| Percentage of Total Members Available for CFS Response (FBC PO62)   | <b>56.45</b>  | 60     | 46     | TBD    |
| Percentage of Total Sworn Assigned to Investigative Units (FBC-PO63)  | <b>7.63</b>   | 14     | 22     | TBD    |
| Calls requiring police service (CFS) per 1,000 residents (FBC-PO73)   | <b>345</b>    | 824.47 | 840    | TBD    |
| UCR Part 1 Crime rate per 1,000 residents (FBC-PO75)  | <b>44.28</b>  | 1.27   | TBD    | TBD    |
| Total arrests per 1,000 residents (FBC-PO82)  |               | 76.05  | TBD    | TBD    |
| Traffic citations per 1,000 residents (FBC-PO84)  | <b>376.57</b> | 217.80 | TBD    | TBD    |
| Total crashes per 1,000 residents (FBC-PO86)  | <b>53.53</b>  | 37.22  | TBD    | TBD    |
| Traffic fatalities per 1,000 residents (FBC-PO88)   | <b>.07</b>    | 013    | TBD    | TBD    |
| Participation in community group meetings   |               | ✓      | Yes    | TBD    |
| Percentage of policies reviewed and/or modified   |               | 33     | 33     | 33     |
| Number of staff inspections conducted in department involving all components  |               | 2      | 1      | TBD    |
| Attend 80% of all invitations from community groups or assign a command level officer when attendance is not possible |               | ✓      | Yes    | Yes    |
| Maintaining or improving the percentages of cleared cases above national averages<br>National Average                 |               |        |        |        |
| Homicide 62.1%  |               | 100%   | 100%   | 100%   |
| Rape 41.3%  |               | 60%    | 60%    | 60%    |
| Robbery 25.4%   |               | 45.2%  | 45%    | 50%    |
| Aggravated Assault 55.2%  |               | 78.7%  | 80%    | 80%    |
| Burglary 12.7%  |               | 17.8%  | 18%    | 20%    |
| Larceny 18.0%   |               | 23.3%  | 24%    | 25%    |
| Car Theft 13.0%   |               | 61.2%  | 61%    | 62%    |
| Percentage of cases solved  |               | 29.7%  | 30%    | 40%    |
| Number of school children participating in the DARE curriculum  |               | 603    | 600    | 600    |
| Number of victims serviced by the Victim Advocate's Office  |               | 1,266  | 1,270  | 1,300  |
| Number of neighborhoods recognized as a Neighborhood Watch Area   |               | 14     | 14     | 14     |
| Number of traffic safety programs conducted   |               | 2      | TBD    | TBD    |
| Number of narcotics operations, arrests, and search warrants  |               | 39     | TBD    | TBD    |

|   |  |         |     |     |
|---|--|---------|-----|-----|
| Number of officers involved in tactical operations  |  | 9       | TBD | TBD |
| Number of volunteer hours logged by Alumni members  |  | 1,188.5 | TBD | TBD |
| Number of training hours dedicated to high liability topics   |  | 260     | TBD | TBD |
| Percentage of community education programs reviewed for design, purpose, current interest and intended result |  | 2       | TBD | TBD |
| Average number of calls per officer   |  | 1,665   | TBD | TBD |
| Cases assigned for investigation by patrol officers   |  | 292     | TBD | TBD |
| Number of tickets issued  |  | 5,305   | TBD | TBD |

**Communication Response:**

|  |             |      |     |     |
|--|-------------|------|-----|-----|
| High priority call response (call dispatched to unit dispatched) (FBC PO51) Based upon minutes                   | <b>1.86</b> | .41  | TBD | TBD |
| High priority calls response time (unit dispatched to unit on scene – drive time) (FBC PO52) Based upon minutes. | <b>2.48</b> | 1.37 | TBD | TBD |

**Service Area Demographics**

|  |            |        |        |      |
|--|------------|--------|--------|------|
| Primary Schools in jurisdiction (FBC PO45)                               | <b>5.6</b> | 6      | 6      | 6    |
| Secondary Schools in jurisdiction (FBC PO46)                             |            | 1      | 1      | TBD  |
| Large entertainment facilities located in jurisdiction (FBC PO47)        |            | 1      | 1      | 1    |
| Transportation hub located in jurisdiction. Municipal airport (FBC PO48) | <b>.33</b> | 1      | 1      | 1    |
| Police Service –specific population ( FBC GE019)                         |            | 23,422 | 23,376 |      |
| Police Service – specific land area ( Square miles) (FBC GE020)          |            | 38.2   | 38.2   | 38.2 |

**2011 Accomplishments**

1. Able to meet service demands with fewer personnel.
2. Transition to new building including a precision move of evidence and property.
3. Citizen response questionnaires reveal high satisfaction with police service.

## Goals & Objectives

- I. Maintain present level of service and response time with fewer resources.
  - A. Objectives:
    1. Purchase technology to facilitate this goal.
      - a. Provide computers and licenses to Traffic Enforcement Unit, which enables them to answer police call in addition to their traffic duties.
      - b. To provide technology that allows citizens to report minor incidents and crime on line.
- II. Purchase technology that will assist with training (firearms simulator) in order to save personnel costs.
- III. Initiate Reserve Program as well as add volunteers and interns to our workforce.
  - A. Objectives
    1. Initiate investigative aids as using “expert volunteers” to bolster our crime analysis process.
    2. Recruit reserve police officers – 30 hours per week, no benefits.
- IV. Continue accreditation process and anticipate completion by the end of the fiscal year.
- V. Bolster morale:
  - A. Objectives
    1. Maintain support of specialized units
    2. Continue participation in public events
    3. Maintain flexible atmosphere for scheduling
    4. Maintain open door policy
    5. Maintain present level of training
    6. Celebrate successes and accomplishments

## Management Discussion – Changes in Services & Budget Variations

- ✓ The budgetary impact directed to the Police Department is related to personnel reductions. The following impacts will be experienced:
  - Redeployment of assigned duties to accommodate staff retirement which will result in a significant increase in workload to be redistributed among administrative staff..

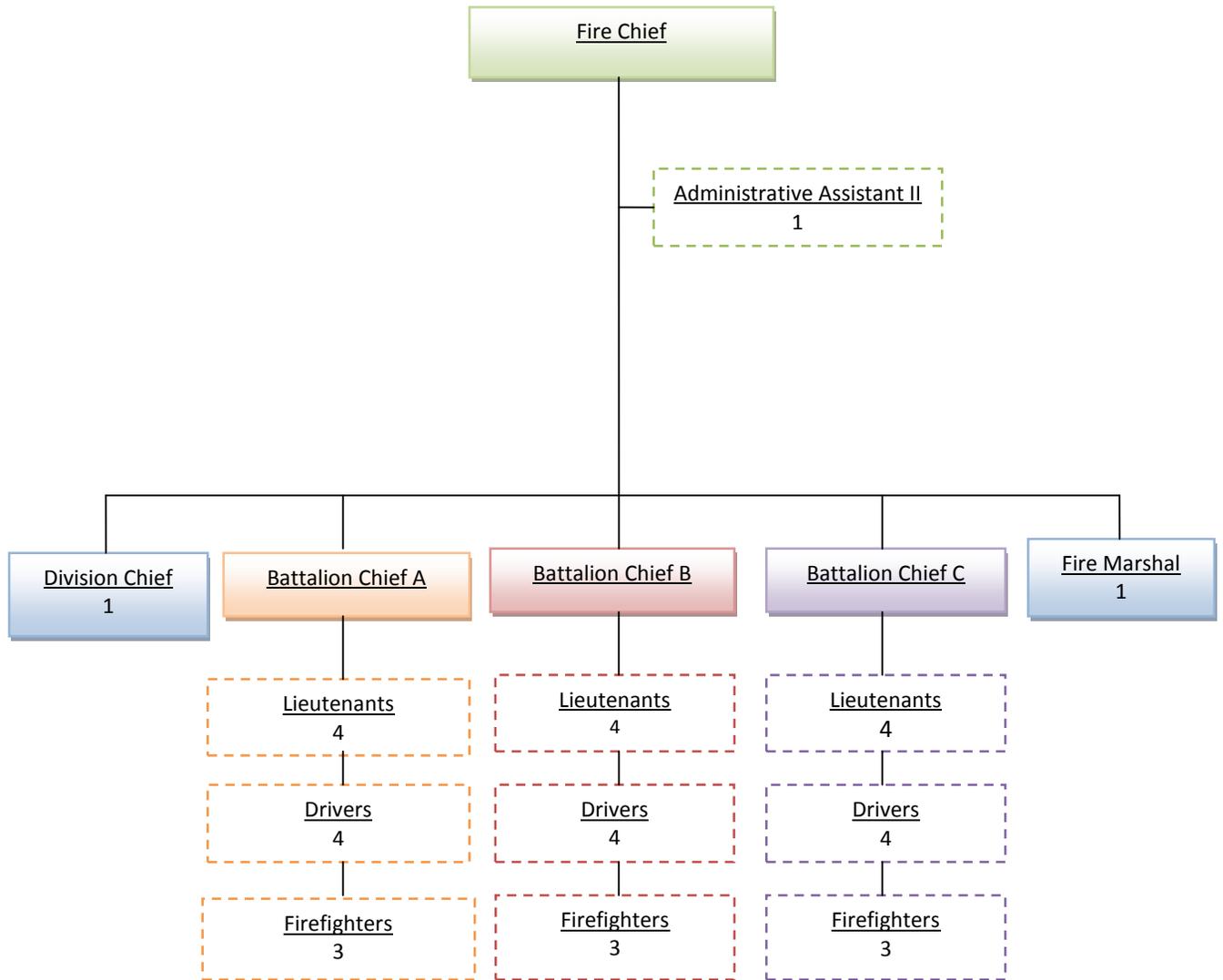
- Specialized programs will be impacted by lack of available personnel. The primary response will be towards calls for service demands and the detection and investigation of criminal activity to insure safety and quality of life for our Citizenry and Visitors.

**OPERATING BUDGET COMPARISON**

| <b>POLICE<br/>BUDGET DESCRIPTION</b> | <b>2008-09<br/>ACTUAL</b> | <b>2009-10<br/>ACTUAL</b> | <b>2010-11<br/>REVISED</b> | <b>2011-12<br/>ADOPTED</b> | <b>% Change<br/>from 2010-11</b> |
|--------------------------------------|---------------------------|---------------------------|----------------------------|----------------------------|----------------------------------|
| Personal Services                    | \$ 4,881,157              | \$ 4,837,570              | \$ 4,614,944               | \$ 4,301,876               | -6.78%                           |
| Operating Expenses                   | 1,364,122                 | 1,491,376                 | 1,625,864                  | 1,268,490                  | -21.98%                          |
| Capital Outlay                       | 67,950                    | 23,387                    | 28,000                     | -                          | -                                |
| Total Budget                         | \$ 6,313,229              | \$ 6,352,333              | \$ 6,268,808               | \$ 5,570,366               | -11.14%                          |

| <b>POLICE<br/>STAFFING - FTEs</b>  | <b>PAY<br/>GRADE</b> | <b>2008-09<br/>BUDGET</b> | <b>2009-10<br/>BUDGET</b> | <b>2010-11<br/>BUDGET</b> | <b>2011-12<br/>BUDGET</b> | <b>Change<br/>from 2010-11</b> |
|------------------------------------|----------------------|---------------------------|---------------------------|---------------------------|---------------------------|--------------------------------|
| Police Chief                       | 43A                  | 1.00                      | 1.00                      | 1.00                      | 1.00                      | 0.00                           |
| Commander                          | 28B                  | 4.00                      | 3.00                      | 2.00                      | 1.00                      | (1.00)                         |
| Lieutenant                         | 26C                  | 0.00                      | 0.00                      | 2.00                      | 2.00                      | 0.00                           |
| Sergeant Detective                 | 20C                  | 0.00                      | 0.00                      | 1.00                      | 1.00                      | 0.00                           |
| Sergeant                           | 20B                  | 7.00                      | 7.00                      | 4.00                      | 4.00                      | 0.00                           |
| Code Enforcement Supervisor        | 19F                  | 0.00                      | 1.00                      | 0.00                      | 0.00                      | 0.00                           |
| Police Officer                     | 14E                  | 21.00                     | 21.00                     | 16.00                     | 15.00                     | (1.00)                         |
| Detective                          | 14F                  | 9.00                      | 9.00                      | 8.00                      | 8.00                      | 0.00                           |
| Police Officer/K9                  | 14G                  | 2.00                      | 2.00                      | 2.00                      | 2.00                      | 0.00                           |
| Police Officer/Motor               | 14H                  | 4.00                      | 4.00                      | 3.00                      | 4.00                      | 1.00                           |
| Police Officer/FTO                 | 14I                  | 4.00                      | 4.00                      | 4.00                      | 4.00                      | 0.00                           |
| Special Task Force Officer         | 14K                  | 1.00                      | 1.00                      | 1.00                      | 1.00                      | 0.00                           |
| Records Clerk Supv.                | 13B                  | 1.00                      | 1.00                      | 1.00                      | 1.00                      | 0.00                           |
| Code Enforcement Officer           | 13D                  | 0.00                      | 1.00                      | 1.00                      | 0.00                      | (1.00)                         |
| Neighborhood Resource Officer      | 13I                  | 1.00                      | 1.00                      | 1.00                      | 1.00                      | 0.00                           |
| Domestic Intervention Advocate     | 12C                  | 1.00                      | 1.00                      | 1.00                      | 1.00                      | 0.00                           |
| P/T Domestic Intervention Advocate | 11F                  | 0.75                      | 0.75                      | 0.75                      | 0.75                      | 0.00                           |
| Crime Analyst                      | 11E                  | 1.00                      | 1.00                      | 1.00                      | 1.00                      | 0.00                           |
| Administrative Specialist II       | 10B                  | 1.00                      | 1.00                      | 1.00                      | 1.00                      | 0.00                           |
| Accreditation Manager              | 20H                  | 0.00                      | 0.00                      | 0.00                      | 0.75                      | 0.75                           |
| Intern                             | 10F                  | 1.00                      | 0.00                      | 0.00                      | 0.00                      | 0.00                           |
| Communications Dispatcher          | 09B                  | 1.00                      | 1.00                      | 1.00                      | 1.00                      | 0.00                           |
| Quarter Master                     | 09E                  | 1.00                      | 1.00                      | 1.00                      | 1.00                      | 0.00                           |
| Administrative Specialist I        | 08F                  | 1.00                      | 1.00                      | 1.00                      | 1.00                      | 0.00                           |
| Police Records Clerk               | 08G                  | 3.00                      | 3.25                      | 3.25                      | 3.00                      | (0.25)                         |
| P/T Public Information Clerk (2)   | 07E                  | 1.00                      | 1.00                      | 1.00                      | 1.00                      | 0.00                           |
| Total Staffing                     |                      | 66.75                     | 67.00                     | 58.00                     | 56.50                     | (1.50)                         |

- A Commander position was deleted and the Code Enforcement Officer was transferred to Building and Inspections Fund. A Police Officer position was transferred to Police Officer/Motor and a Part-time Accreditation Manager was added for FY12.



**FIRE DEPARTMENT**

The Mission of the New Smyrna Beach Fire and Rescue Department is to protect the lives and property of all the citizens and visitors of New Smyrna Beach by providing the highest levels of emergency medical/rescue services, fire prevention and mitigation planning, public education, fire suppression, and overall public assistance, in a SAFE, practical, cost effective and comprehensive approach that leverages economies of scale, partnerships, and sustainable practices.

| Performance Indicators  | FBC Benchmark | FY 09-10 Actual | FY 10-11 Projected | FY 11-12 Budget |
|---|---------------|-----------------|--------------------|-----------------|
| <b>Organizational:</b>  |               |                 |                    |                 |
| Total Budgeted Positions (FBC-FR07)   | 49.75         | 51              | 46                 | 40              |
| Total Fire Rescue Budget (FBC-FR08)   | \$5,015,769   | \$5,134,204     | \$4,841,021        | \$4,609,393     |
| Total Calls Dispatched (FBC-FR53)   | 3,608         | 4,482           | 3,793              | TBD             |
| Citizen Fire Injuries (FBC-FR31)  | 3             | 5               | 2                  | 0               |
| Citizens Fire Death (FBC – FR32)  | .5            | 1               | 0                  | 0               |
| Maintain existing Split Rating of 4/9   |               | Yes             | Yes                | Yes             |
| <b>Financial:</b>   |               |                 |                    |                 |
| Cost per call dispatched (FBC-FR56)   | \$1,311       | \$1,146         | \$1,276            | TBD             |
| Total Estimated Dollar Loss (FBC-FR33)  | \$1,117,740   | \$1,951,499     | \$104,000          | TBD             |
| Total Estimated Dollar Property Saved (FBC-FR34)  | \$14,394,336  | \$10,359,000    | \$1,606,001        | TBD             |
| Unit Hour Cost (ICMA)   |               | \$146.52        | \$138.53           | \$134.49        |
| <b>Fire Services:</b>   |               |                 |                    |                 |
| Number of confirmed fires suppressed by Fire Personnel (FBC-FR30)   | 45            | 48              | 46                 | 46              |
| Residential structure fire incidents confined to room of origin or confined to structure of origin (ICMA)                 |               | 37              | 5                  | TBD             |
| <b>Emergency Medical Services:</b>  |               |                 |                    |                 |
| Total Number of EMS and Rescue calls dispatched (including medical alarms, canceled and no action taken calls) (FBC-FR16) | 2,735         | 3,378           | 2556               | TBD             |
| Cardiac Arrest calls w/ resuscitation efforts regardless of outcome (FBC-FR17)  | 33            | 34              | 38                 | TBD             |
| Cardiac Arrest calls w/ successful Resuscitation (FBC-FR19)   | 4             | 9               | 7                  | TBD             |
| Number of EMS – Rescue calls responded to where ALS is on scene in <9 minutes (FBC-FR26)                                  | 2,237         | 2,878           | 2,143              | TBD             |
| EMS calls dispatched to as percent of total calls (FBC-FR55)  | 78            | 62.8            | 68                 | TBD             |
| Percentage of building fire call response times (turnout + travel) equal to or less than                                  | 86.23         | 53              | 48                 | TBD             |

|  |           |          |           |     |
|--|-----------|----------|-----------|-----|
| 5 minutes (NFPA 1710 benchmark) (FBC-FR44)   |           |          |           |     |
| Percentage of building fire calls (turnout + travel) greater than 5 minutes and equal to or less than 9 minutes (NFPA 1710 benchmark) (FBC-FR45) | 13.77     | 29       | 36        | TBD |
| Percentage of calls that are motor vehicle accidents (MVA)   |           | 10       | 9         | TBD |
| <b>Fire Prevention:</b>  |           |          |           |     |
| Total Expenditures for Fire Prevention, Public Education (FBC FR05)  | \$250,108 | \$10,000 | \$9,000   | TBD |
| Total square footage of buildings subject to fire safety inspections   |           | UTBD     | 2,402,209 | TBD |
| Total square footage of buildings subject to fire safety inspections actually inspected  |           | UTBD     | 1,645,255 | TBD |
| Total number of Citizens of any age touched by a risk reduction or fire prevention activity  |           | 1,119    | 1,237     | TBD |

### 2011 Accomplishments

- ✓ Continued 2010 reduction of line personnel through attrition from 42 to 36 with minimal loss of service to the community by maintaining 4 stations and average response times consistent with prior years
- ✓ Achieved total personnel reduction from 51 to 39 with more anticipated in 2011/12
- ✓ Maintained ISO rating 4-9 after all reductions were accounted for during the 2011 grading process
- ✓ Completed Fire Station 53
- ✓ Contingency Emergency Medical Transport approval was provided by our City Commission
- ✓ Finalized comprehensive revision and updating of all organizational policies and procedures to reflect regional functional consolidation efforts – Implementation and training has been completed
- ✓ Eliminated the Flu-Fighters program to reflect current trends in Healthcare and conserve/redirect resources
- ✓ Participated in several volunteer organization activities such as feeding the homeless
- ✓ Took delivery of a new class A pumper enabling us to downsize the fleet of fire engines
- ✓ Continued comprehensive evaluation and planning to reduce citywide operations from 4 fire stations to 3 resulting from the intended relocation of the central fire station
- ✓ Vetted the viability of emergency medical priority dispatch services through a 180 day evaluation process and found them to not provide anticipated financial savings for taxpayers but retained some modification of response efficiency

## Goals & Objectives

### Ensure Firefighting Resources Sufficient and Functioning to Protect the Lives and Property of Citizens

- Maintain response time averages
- Flow test and maintain all existing water system features used for fire protection
- Maintain current pre-incident plans for all multi-family, commercial, industrial properties
- Further integrate regional operational efficiencies by final unification of policies and procedures AND by integrating Volusia County Fire Services into our system
- Maintain personnel certifications and training as required by governing agencies
- Maintain public awareness regarding to fire safety in the home and smoke detectors
- Maintain all firefighting units, communications systems, and equipment to a full state of readiness at all times
- Share regional fire/rescue/EMS assets to ensure type and amounts of personnel and equipment can be made available during short lead-time emergencies
- Ensure Codes and Standards, maintenance of necessary fire flows/water capacity, and all annual school inspections are accomplished through application of best practices by the Fire Marshal

### Ensure Technical Rescue Resources Sufficient and Functioning to Protect the Lives and Property of Citizens

- Apply local/regional partnerships to maintain responders trained in technical rescue
- Maintain necessary equipment and certifications to apply confined space rescue serving as the local rescue agency for the NSB Utilities
- Complete annual water rescue training
- Advance High-Angle Rescue Training and re-implement prior capabilities

### Ensure Public Education and Outreach Resources Sufficient and Functioning to Protect the Lives and Property of Citizens

- Achieve enhanced sustainability limiting injury, illness, and property damage/loss by informing, educating, and training citizens to protect themselves using an “all hazards approach.”
- Maintain situational awareness for all citizens regarding high hazard conditions or during emergency activations via Local, State and Federal media sources
- Participate in public events, such as street festivals, to enhance existing public safety services and minimize risk to the attendees of those events
- Participate in Citizen’s Academy programs to ensure ready public access to understanding local Fire/Rescue/EMS services – includes High School Medical Academy participation with annual programs

### Ensure Emergency Medical Resources Sufficient and Functioning to Protect the Lives and Property of Citizens

- Maintain Advanced Life Support Services and Licensing in 1<sup>st</sup> tier response
- Recertify all personnel as required
- Enhance purchasing efficiencies through regional partnerships for medical supplies
- Ensure Vaccinations are available to our residents of “at risk” populations by using regional partnership
- Participating in Countywide Data sharing and evaluation

## Goals & Objectives (continued)

### Ensure Hazardous Materials Resources Sufficient and Functioning to Protect the Lives and Property of Citizens

- Maintain 12 State certified Hazardous Materials Technicians
- Continue Countywide relationship with the Volusia County hazmat Team
- Continue equipment sharing with Volusia County Hazmat Team – Hazmat III

### Ensure Personnel Resources Sufficient and Prepared to Protect the Lives and Property of Citizens

- Reduce/eliminate on-the-job injuries and leave time due to injury/illness
- Implement Fitness standards
- Update exams for new hires, Driver/Engineer, Lieutenant, Battalion Chief
- Maintain training hours as required by I.S.O., Recertify Inspectors, Instructors

### Ensure Emergency Management Resources Sufficient and Operational to Protect the Lives and Property of Citizens

- Maintain and educate community on Community Emergency Response Plan
- Ensure all NSB residents actively develop necessary emergency plans for use and protective measures during short and long lead-time emergencies
- Maintain a capable EOC that can readily communicate and inform residents during emergencies
- Integrate emergency preparedness into key stakeholders and local businesses in NSB and our region

### Ensure Timely, Practical, and Current Resources and Functions Sufficient to Protect the Lives and Property of Citizens

- Annual assessment to re-evaluate services and identify updates or necessary demobilization to all resources are maximized where necessary
- Support Citywide Goals such as annexation and Enhanced Partnerships
- Seek opportunities to reduce costs and provide existing services by application of partnerships, best practices, existing system refinement, technology, and system analysis
- Retain and enhance partnerships with local Hospice Agencies to provide proper resources and care types for the users of our services

### Ensure Capital Needs are Sufficiently Implemented to Protect the Lives and Property of Citizens

- Begin Construction of the Central Fire Station
- Evaluate fleet of fire apparatus and eliminate/downsize/replace the units as necessary
- Continue to pursue Volusia County Station 23 Relationship
- Apply for necessary Grant Fund Opportunities as Applicable

### Ensure Participation in Professional Organizations and remain Current with Outside

- Fire Rescue Organizational Developments and Best Practices
- Participate in low cost opportunities to maintain best practices and new technology that could enhance efficiency
- Participate in professional organizations
- Participate in Community Activities and Organizations
- Encourage education with the National Fire Academy, Florida Fire College, and Daytona State College

**OPERATING BUDGET COMPARISON**

| FIRE DEPARTMENT<br>BUDGET DESCRIPTION | 2008-09<br>ACTUAL | 2009-10<br>ACTUAL | 2010-11<br>REVISED | 2011-12<br>ADOPTED | % Change<br>from 2010-11 |
|---------------------------------------|-------------------|-------------------|--------------------|--------------------|--------------------------|
| Personal Services                     | \$ 4,865,894      | \$ 4,714,700      | \$ 4,362,794       | \$ 3,929,830       | -9.92%                   |
| Operating Expenses                    | 489,388           | 692,150           | 594,856            | 679,563            | 14.24%                   |
| Capital Outlay                        | 4,738             | 13,790            | 405,520            | -                  | -100.00%                 |
| Total Budget                          | \$ 5,360,020      | \$ 5,420,640      | \$ 5,363,170       | \$ 4,609,393       | -14.05%                  |

| FIRE DEPARTMENT<br>STAFFING - FTEs | PAY<br>GRADE | 2008-09<br>BUDGET | 2009-10<br>BUDGET | 2010-11<br>BUDGET | 2011-12<br>BUDGET | Change<br>from 2010-11 |
|------------------------------------|--------------|-------------------|-------------------|-------------------|-------------------|------------------------|
| Fire Chief                         | 38A          | 1.00              | 1.00              | 1.00              | 1.00              | 0.00                   |
| Deputy Fire Chief                  | 28A          | 1.00              | 1.00              | 0.00              | 0.00              | 0.00                   |
| Battalion Chief                    | 24A          | 3.00              | 3.00              | 3.00              | 3.00              | 0.00                   |
| Fire Marshall                      | 24B          | 1.00              | 1.00              | 1.00              | 1.00              | 0.00                   |
| Division Chief                     | 24E          | 0.00              | 1.00              | 1.00              | 1.00              | 0.00                   |
| Fire Lt./EMT/PARA                  | 19C          | 6.00              | 7.00              | 7.00              | 8.00              | 1.00                   |
| Fire Lt./EMT                       | 18C          | 6.00              | 5.00              | 5.00              | 4.00              | (1.00)                 |
| Fire Driver/EMT/PARA               | 15B          | 5.00              | 5.00              | 5.00              | 4.00              | (1.00)                 |
| Fire Driver/EMT                    | 14D          | 7.00              | 7.00              | 7.00              | 8.00              | 1.00                   |
| Firefighter/EMT/PARA               | 13H          | 10.00             | 11.00             | 9.00              | 5.00              | (4.00)                 |
| Firefighter/EMT                    | 11D          | 8.00              | 7.00              | 4.00              | 4.00              | 0.00                   |
| Administrative Specialist II       | 10B          | 1.00              | 1.00              | 1.00              | 1.00              | 0.00                   |
| Total Staffing                     |              | 49.00             | 50.00             | 44.00             | 40.00             | (4.00)                 |

**Management Discussion – Changes in Services & Budget Variations**

- ✓ New Smyrna Beach Fire Department and our members understand the current economy as our greatest emergency our community has ever faced and we are fiercely committed to responding in any way we possibly can to lessen the impact. We will provide the very best services with the resources afforded. Expecting this year to begin the worst financial year local government has ever seen, we have taken every opportunity to scrutinize every process and challenge the methods and systems by which we have served this community for more than 30 years. We continue to pursue efficiencies that can provide the necessary relief while maintaining services to a minimum of acceptable levels and will require citizens to significantly increase their participation in safety practices to avoid absorbing more risk.
- ✓ In the 10/11 fiscal year we successfully implemented down-staffing of fire station 50 and 51 because we were able to maintain staffing at station 52 and 53 and run all stations in a coordinated model. We also informally adopted Volusia County station 23 into our primary response criteria to afford our residents the best service at the most affordable price. While this requires more units to respond to achieve required staffing, it is still less expensive than fully staffing all stations. By increasing the number of apparatus on more serious alarms we can still achieve the necessary staffing levels to comply with Florida Law and accepted medical practices. Regionally, all Cities applied similar measures and found success and savings directly attributed to our regional coordination and enhanced support of one another. We are successfully relying on our mutual aid and auto-aid agreements every day to soften this impact on a County-wide scale in an effort to maintain core fire and rescue services to our residents at an affordable cost and a reasonable delivery model. We will continue FY11/12 with a reduced outreach program as all services in each city contract to mirror their community’s needs and continue

## Management Discussion – Changes in Services & Budget Variations (continued)

to attempt to front-load our services with reasonable public education and public information efforts, requiring the residents to take a pro-active role in public safety with the application of best practices keying in on PREVENTION. So far this has been only marginally successful as many residents still choose to rely heavily of public safety agency's ability to respond instead of taking an active role in their own protection.

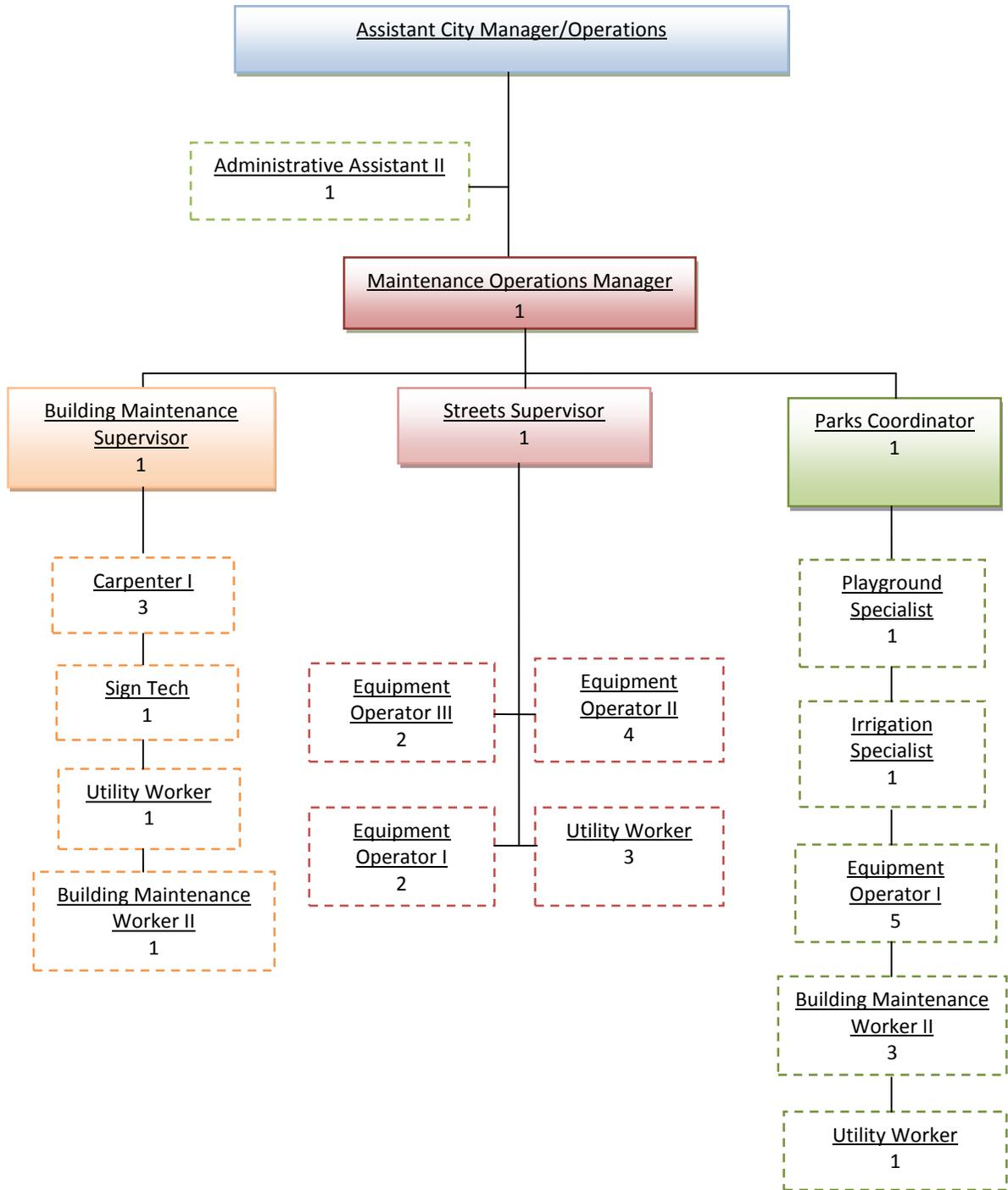
- ✓ In the 2011/12 budget we will need to advance reductions toward the three-station delivery model by constructing the central fire station on the property purchased in 2006. This will enable the closing of station 51 and the reduction of personnel by two more positions already expected through attrition. Challenges to this strategy include a required contract agreement with Volusia County Fire Services and the City of Port Orange to provide fire and EMS response to the areas of the City from the demarcation line between station 50 and 23, approximately Ingham Road, throughout the Western areas of New Smyrna Beach, ending at Hunting Camp Road. At the time of this transmittal proposals have been requested and are awaiting responses from Volusia and Port Orange. Once received, we will complete a cost benefit process. Both agencies will need to participate in order for New Smyrna Beach to implement the closing of the West station. If suitable, both contracts would need to exist until the new central station is constructed and can then take back the existing city areas. This issue will require lengthy discussion by our policy makers. Employee reductions from attrition are ahead of schedule by five employees and are therefore negatively impacting the expected schedule for transitioning the existing 4 station model into a three station delivery model. Potential solutions include: hiring employees as needed and applying attrition in the later/2013 areas of the cycle, close station 51 contracting with Volusia County and Port Orange to take over fire & rescue services from Ingham Road to the Western most boundaries of the City, or to place temporary housing on the "Gerson property" until the new station can be constructed by Jan 2013. Station 51 would remain and serve as a training area, storage location, and emergency operations center for New Smyrna Beach and can re-open as a fire station when the future need arises.
- ✓ Construction of a new central station using funding appropriated by the 2005 Public Safety Bond would allow the residents to:
  - Take advantage of the savings achieved through current construction prices paid by revenue already collected
  - Relocate fire engines/crews to a more strategic location affording the temporary closing of Station 51 with minimal loss of service
  - Encourage future annexations in the desired infill area of New Smyrna Beach
  - Not rehire three firefighters until the West stations emergency call demand returns
  - Provide for future relocation/expansion of Volusia County Station 23 if desired
  - Replace two aging fire stations with a single location and crew
  - Utilize the site and building design already purchased and proven
- ✓ New Smyrna's Fire Millage equivalent continues to be the one of the most desirable in Volusia County, in part due to our significant tax base and because of the aggressive reductions with regard to operations and personnel. In any case, a resident in New Smyrna Beach will pay less for fire/rescue protection than most other communities in Volusia County. The strategy we have outlined in FY 10/11 will be continued in FY11/12, and will make us exceedingly more competitive as we estimate our fire millage will continue to be less than half of the County's. It must be noted that increased growth or annexation to the West would require us to re-establish three daily firefighter positions we are eliminating and to re-open station 51.
- ✓ At greatest risk is the quality of service and innate capability assumed to exist within the New Smyrna Beach Fire Department. Typically the experience level in our department easily outpaced other departments in the County by hundreds of years. Due to recent changes, much of our experience has "retired." As such we are seeing the challenges typically related to a less experienced work force and will need to enhance training and education in an attempt to provide balance within the organization.

**Management Discussion – Changes in Services & Budget Variations (continued)**

- ✓ New costs to our budget are expected to offset any savings we can achieve from reductions in operations and include increased fuel prices, costs previously borne by Volusia County such as physicals, loss of experience resulting in higher training costs, etc. The department has implemented fuel/energy saving policies, personal leave controls significantly, limiting abuse, and overall we are providing for opportunities for employees to become cost conscious and to take an active role to continue to enhance savings and limit waste.
- ✓ As in the prior fiscal year, individual savings in FY 2011/12 will not be substantial on an individual level, but the overall aggregate savings will be important to sustain the existing millage and control future costs. It is again imperative that we successfully engage all citizens and share the importance of citywide public protection and clearly send the message that Public Safety is everyone’s responsibility and is a key element in preserving the quality of life and security of our community.



Firefighters celebrate the grand opening of Fire Station 53



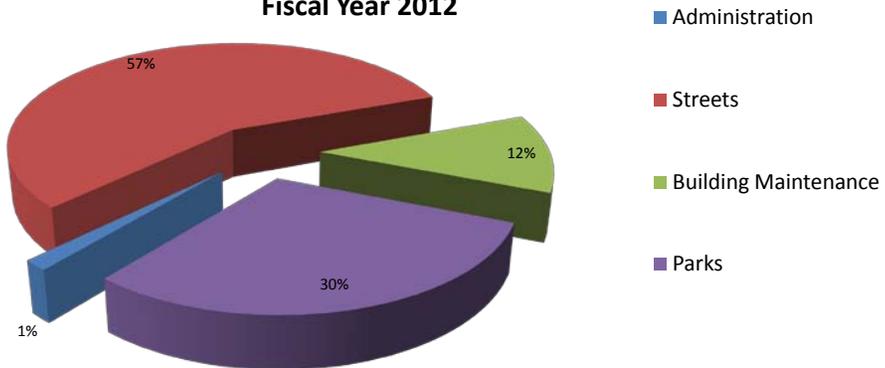
**PUBLIC WORKS**

| <b>PUBLIC WORKS SUMMARY<br/>DEPARTMENT BUDGET</b> | <b>2008-09<br/>ACTUAL</b> | <b>2009-10<br/>ACTUAL</b> | <b>2010-11<br/>REVISED</b> | <b>2011-12<br/>ADOPTED</b> | <b>% Change<br/>from 2010-11</b> |
|---|---------------------------|---------------------------|----------------------------|----------------------------|----------------------------------|
| Administration                                    | \$ 205,090                | \$ 120,335                | \$ 92,267                  | \$ 47,637                  | -48.37%                          |
| Streets   | 1,596,007                 | 1,867,089                 | 1,803,476                  | 1,741,181                  | -3.45%                           |
| Building Maintenance                              | \$ 471,946                | \$ 463,710                | \$ 347,229                 | \$ 356,423                 | 2.65%                            |
| Parks   | <u>2,028,565</u>          | <u>1,290,784</u>          | <u>1,278,417</u>           | <u>926,793</u>             | <u>-27.50%</u>                   |
| Total Budget                                      | \$ 4,301,608              | \$ 3,741,918              | \$ 3,521,389               | \$ 3,072,034               | -12.76%                          |

| <b>PUBLIC WORKS SUMMARY<br/>BUDGET DESCRIPTION</b> | <b>2008-09<br/>ACTUAL</b> | <b>2009-10<br/>ACTUAL</b> | <b>2010-11<br/>REVISED</b> | <b>2011-12<br/>ADOPTED</b> | <b>% Change<br/>from 2010-11</b> |
|--|---------------------------|---------------------------|----------------------------|----------------------------|----------------------------------|
| Personal Services                                  | \$ 1,858,217              | \$ 1,667,738              | \$ 1,369,878               | \$ 1,339,928               | -2.19%                           |
| Operating Expenses                                 | 1,200,282                 | 1,190,824                 | 1,568,797                  | 1,247,198                  | -20.50%                          |
| Capital Outlay                                     | <u>1,243,109</u>          | <u>883,356</u>            | <u>582,714</u>             | <u>484,908</u>             | <u>-</u>                         |
| Total Budget                                       | \$ 4,301,608              | \$ 3,741,918              | \$ 3,521,389               | \$ 3,072,034               | -12.76%                          |

| <b>PUBLIC WORKS SUMMARY<br/>STAFFING - FTEs</b> | <b>2008-09<br/>BUDGET</b> | <b>2009-10<br/>BUDGET</b> | <b>2010-11<br/>BUDGET</b> | <b>2011-12<br/>BUDGET</b> | <b>Change<br/>from 2010-11</b> |
|---|---------------------------|---------------------------|---------------------------|---------------------------|--------------------------------|
| Administration                                  | 4.00                      | 3.00                      | 2.00                      | 2.00                      | 0.00                           |
| Streets   | 16.00                     | 16.00                     | 14.00                     | 12.00                     | (2.00)                         |
| Building Maintenance                            | 9.00                      | 9.00                      | 7.00                      | 7.00                      | 0.00                           |
| Parks   | <u>13.00</u>              | <u>12.00</u>              | <u>10.00</u>              | <u>12.00</u>              | <u>2.00</u>                    |
| Total Staffing                                  | 42.00                     | 40.00                     | 33.00                     | 33.00                     | 0.00                           |

**Public Works Expenditure Summary  
Fiscal Year 2012**



## PUBLIC WORKS ADMINISTRATION

The mission of the Public Works Department of New Smyrna Beach is to respond promptly to customer service concerns, to safeguard the environment and to constantly respect the needs of the citizens. We will attain the mission by providing:

- Safe, efficient,, effective, well maintained roads and stormwater systems
- Comprehensive management of the solid waste reduction, collection, recycling and disposal
- Rehabilitate city buildings, facilities and fleet by being proactive

### 2011 Accomplishments

- ✓ Completed the construction of the Public Safety project Police & Fire stations on Industrial Park Ave
- ✓ N. Myrtle Ave Improvements project- survey, design, coordination with the Historic Westside Community.
- ✓ Preparation of the bid for the Julia Street outfall project.
- ✓ Assisted the City Engineer with the petitions for the paving of Westwood Ave and Fairmont Ave.
- ✓ Assisted the City Engineer with the paving project of Paige Ave.
- ✓ Assisted the City Engineer with the renovation of the exterior of the Chamber of Commerce Building.
- ✓ Initiated the design of the storm sewer pie repair on S. Orange from Lytle to Smith Street.
- ✓ Reducing the repetitive loss list of flooding properties by demolishing two properties; 632 S. Pine Street and 2631 Westwood Ave.
- ✓ Worked with the City Engineer and the consultant on the Cntral Beach Flood Mitigation project phase III.
- ✓ Assisted the CRA to negotiate with the consultant on the improvements of the Flagler Ave boardwalk; repair of the seawall, repair of the pavilion, design for a new restroom, and new design for the parking lot.
- ✓ Assisted the CRA to the selection of Architectural firm for the business incubator at Washington Street.
- ✓ Assisted the City Engineer to construct a pilot project to address a localized flooding in the Quay Assisi area with the corporation of the residents.
- ✓ Assisted staff to initiate and complete the design and bidding of the new restroom at North Beach Park.
- ✓ Worked with the City Manager selecting a consultant to do an efficiency study on Public Works, Parks and Recreation, and Golf course.
- ✓ Worked with staff and Fish & Wildlife on the demolition of the old High school.
- ✓ Worked with staff on establishing a CIP data base.
- ✓ Continue to enhance safety procedures by training
- ✓ Applied for grants for the Swoope site improvements through three agencies; FIND, Fish & Wildlife, and Volusia County Port District.
- ✓ Applied for FIND grant for the repair of seawall and improvements of Riverside Park.
- ✓ Developed action plan for several projects on the priority list that was established by the City Commission on March 9<sup>th</sup>, 2011
- ✓ Assisting other Departments on several key projects

- ✓ Participated with the selection committee to select the new Consultant for the Washington street streetscape
- ✓ Assisted the CRA with two key projects; Mary Ave and Orange St streetscape.
- ✓ Applied for grant through FIND phase II for the dredging of Quay Assisi Calorie Canal
- ✓ Assisting the Police & Fire Departments to secure bid to maintain the grounds at the public safety buildings.
- ✓ Worked with staff, Volusia County traffic Engineer and residents on S. Atlantic on pedestrian safety issues and to submit a grant through TPO for planning and feasibility study on S. Atlantic Ave from 3<sup>rd</sup> Ave to the south city limit.

### Goals & Objectives

1. Enhancing the city's vitality of quality of life
2. Providing high quality and cost effective services to the citizens of New Smyrna Beach
3. Protect the city's natural resources in a manner in compliance with policies, codes and regulations
4. Encourage staff development of public works employees through training and use of latest technology

### OPERATING BUDGET COMPARISON

| ADMINISTRATION<br>BUDGET DESCRIPTION | 2008-09<br>ACTUAL | 2009-10<br>ACTUAL | 2010-11<br>REVISED | 2011-12<br>ADOPTED | % Change<br>from 2010-11 |
|--------------------------------------|-------------------|-------------------|--------------------|--------------------|--------------------------|
| Personal Services                    | \$ 180,968        | \$ 88,401         | \$ 68,282          | \$ 22,312          | -67.32%                  |
| Operating Expenses                   | 24,122            | 23,769            | 23,985             | 25,325             | 5.59%                    |
| Capital Outlay                       | -                 | 8,165             | -                  | -                  | -                        |
| Total Budget                         | \$ 205,090        | \$ 120,335        | \$ 92,267          | \$ 47,637          | -48.37%                  |

| ADMINISTRATION<br>STAFFING - FTEs | PAY<br>GRADE | 2008-09<br>BUDGET | 2009-10<br>BUDGET | 2010-11<br>BUDGET | 2011-12<br>BUDGET | Change<br>from 2010-11 |
|-----------------------------------|--------------|-------------------|-------------------|-------------------|-------------------|------------------------|
| Public Works Director             | 40B          | 1.00              | 1.00              | 0.00              | 0.00              | 0.00                   |
| Maintenance Operation Mgr         | 23A          | 0.00              | 0.00              | 0.00              | 1.00              | 1.00                   |
| Assistant Public Works Dir.       | 23A          | 1.00              | 1.00              | 1.00              | 0.00              | (1.00)                 |
| Administrative Specialist II      | 10B          | 1.00              | 1.00              | 1.00              | 1.00              | 0.00                   |
| Administrative Specialist I       | 08F          | <u>1.00</u>       | <u>0.00</u>       | <u>0.00</u>       | <u>0.00</u>       | <u>0.00</u>            |
| Total Staffing                    |              | 4.00              | 3.00              | 2.00              | 2.00              | 0.00                   |

### Management Discussion – Changes in Services & Budget Variations

- ✓ Assistant Public Works Director position was reclassified to Airport Manager and moved to the Airport.

- ✓ Evaluation of our work order process to digitized and use the most technological system available that would improve efficiency and easy to track.
- ✓ Wok on the recommendations presented by the consultant as a result of the efficiency study that was done on Public Works, Parks & Recreation, and Golf Course. Establish an implementation plan.
- ✓ Update the sidewalk plan.
- ✓ Update the street lighting plan.
- ✓ Establish a priority list on paving roads.



Public Works Administration Building

## STREETS

The Streets Division is responsible for the maintenance of all streets and sidewalks within the city limits to provide safe passage to motorists and pedestrians. This division repairs all asphalt streets, damaged sidewalks, signs pavement markings and right-of-ways.

| Performance Indicators   | FBC Benchmark | FY 09-10 Actual | FY 10-11 Projected | FY 11-12 Budget |
|--|---------------|-----------------|--------------------|-----------------|
| <b>Roads:</b>  |               |                 |                    |                 |
| Number of jurisdictional lane miles (FBC RR01)                                       | 76.37         | 221             | 210                | 210             |
| Total expenditures for asphalt application (in house) (FBC RR02)                     | 10,363        | 10,768.92       | 6,279              | 8,000           |
| Total expenditures for asphalt application (contractual service) (FBC RR03)          |               |                 |                    |                 |
| Customer service request response time for asphalt repairs fiscal year (FBC RR04)    | 175.86        | 5               | 15                 | 15              |
| Total number of asphalt repairs per work orders entire fiscal year (FBC RR05)        | 123           | 250             | 65                 | 100             |
| Total annual expenditures for resurfacing (contractual services) (FBC RR07)          |               | 150,000         | N/A                | 150,000         |
| Average response time (hours) per work order (FBC RR12)                              | 4.95          | 48              | 48                 | 48              |
| Number of work orders received from outside sources (residents or other departments) |               | 587             | 374                | 450             |
| City maintained roads  |               | 159.04          | 159.04             | 159.04          |
| Area of city (sq. miles)   |               | 38.28           | 38.28              | 38.28           |
| Street resurfacing (miles)   |               | 2               | 0                  | 2               |
| Potholes repaired  |               | 250             | 239                | 250             |
| Paved streets (miles)  |               | 198             | 198                | 198             |
| Unpaved streets (miles)  |               | 22              | 12                 | 12              |
| Streetlights   |               | 2,863           | 2,843              | 2843            |
| Traffic signals  |               | 30              | 30                 | 30              |
| Percentage of sidewalk repairs completed within 30 calendar days                     |               | 25              | 40                 | 40              |
| Percentage of street repairs completed within 30 calendar days                       |               | 15              | 80                 | 70              |
| Percentage of potholes filled within 5 days  |               | 10              | 10                 | 10              |
| Number of miles of sidewalks constructed   |               | 3,200           | .6                 | .6              |
| Percentage of DOT quality inspections passed   |               | 98              | 98                 | 98              |

**2011 Accomplishments**

- ✓ Completed annual ditch cleaning throughout the city
- ✓ Continue to enhance safety procedures by training
- ✓ Repairing sidewalks throughout the city
- ✓ Working with the City Engineer on developing the resurfacing list
- ✓ Maintaining our right-of-ways and the contracted areas for FDOT
- ✓ Obtained a grant from the “Safe Routes to School” funds to build a sidewalk on Fairway Dr

**Goals & Objectives**

1. Protect the city’s investment in its roadway, drainage and sidewalk infrastructure through inspection, maintenance and improvement program
2. Enhancing the city’s vitality of quality of life
3. Providing high quality by being efficient and utilized the most cost effective services to the citizens of New Smyrna Beach
4. Protect the city’s natural resources in a manner in compliance with policies, codes and regulations
5. Encourage staff development of public works employees through training and use of latest technology.
6. Continue on being proactive and use preventive maintenance.

**OPERATING BUDGET COMPARISON**

| <b>STREETS<br/>BUDGET DESCRIPTION</b> | <b>2008-09<br/>ACTUAL</b> | <b>2009-10<br/>ACTUAL</b> | <b>2010-11<br/>REVISED</b> | <b>2011-12<br/>ADOPTED</b> | <b>% Change</b> |
|---------------------------------------|---------------------------|---------------------------|----------------------------|----------------------------|-----------------|
| Personal Services                     | \$ 724,863                | \$ 661,295                | \$ 585,151                 | \$ 586,985                 | 0.31%           |
| Operating Expenses                    | 672,505                   | 653,030                   | 960,242                    | 798,958                    | -16.80%         |
| Capital Outlay                        | <u>198,639</u>            | <u>552,764</u>            | <u>258,083</u>             | <u>355,238</u>             | <u>37.64%</u>   |
| Total Budget                          | \$ 1,596,007              | \$ 1,867,089              | \$ 1,803,476               | \$ 1,741,181               | -3.45%          |

| <b>STREETS<br/>STAFFING - FTEs</b> | <b>PAY<br/>GRADE</b> | <b>2008-09<br/>BUDGET</b> | <b>2009-10<br/>BUDGET</b> | <b>2010-11<br/>BUDGET</b> | <b>2011-12<br/>BUDGET</b> | <b>Change</b> |
|------------------------------------|----------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------|
| Streets Supervisor                 | 18B                  | 1.00                      | 1.00                      | 1.00                      | 1.00                      | 0.00          |
| Equipment Operator III             | 11B                  | 3.00                      | 3.00                      | 3.00                      | 2.00                      | (1.00)        |
| Equipment Operator II              | 09C                  | 6.00                      | 6.00                      | 5.00                      | 4.00                      | (1.00)        |
| Equipment Operator I               | 08A                  | 3.00                      | 3.00                      | 2.00                      | 2.00                      | 0.00          |
| Utility Worker                     | 05C                  | <u>3.00</u>               | <u>3.00</u>               | <u>3.00</u>               | <u>3.00</u>               | <u>0.00</u>   |
| Total Staffing                     |                      | 16.00                     | 16.00                     | 14.00                     | 12.00                     | (2.00)        |

An Equipment Operator II position was reclassified to Administrative Specialist I and transferred to the Sanitation Fund. An Equipment Operator III position was reclassified to Maintenance Operations Supervisor and transferred to Public Works Administration.

**Management Discussion – Changes in Services & Budget Variations**

- ✓ An Equipment Operator II position was transferred to Sanitation and reclassified to Administrative Assistant.
- ✓ Due to a shortage in personnel, the response time and/or the occurrence of the following activities has been affected:
  - Maintenance of right-of-ways occurs once a month – in the past it was done once per week or once every 2 weeks
  - Response time to repair potholes or other repairs for the roadway system has increased from 24 hrs to 72 hrs unless it’s absolutely an emergency
  - Grading unpaved roads has decreased as well. Once every 2 weeks and in some cases once every 3 weeks
  - Resurfacing of roadways--the amount of miles resurfaced has decreased from 4 miles per year to 2 miles per year
  - The following repairs are completed as time and manpower allows unless it is an emergency situation:
    - Sidewalk repairs
    - Trip Hazards
    - Mowing
    - Tree Trimming
    - Road Clearing
    - Ditch Cleaning
    - Storm Pipe Cleaning & Maintenance

**BUILDING MAINTENANCE**

The Building Maintenance Division is responsible for maintaining all city facilities and buildings. They are responsible for maintaining all fishing piers, walkways, streets and traffic signs.

| Performance Indicators                                      | FBC Benchmark | FY 09-10 Actual | FY 10-11 Estimated | FY 11-12 Budget |
|---|---------------|-----------------|--------------------|-----------------|
| <b>Building and Maintenance:</b>                            |               |                 |                    |                 |
| Number of work orders received by other departments         |               | 684             | 566                | 566             |
| Number of facilities maintained by the City                 |               | 32              | 32                 | 32              |
| Number of parks maintained                                  |               | 16              | 16                 | 16              |
| Number of fishing piers maintained                          |               | 9               | 9                  | 9               |
| Number of work orders processed                             |               | 684             | 566                | 566             |
| Number of buildings assessed (for preventative maintenance) |               | 18              | 18                 | 18              |

**2011 Accomplishments**

- ✓ Continue on the repair of the Riverside park boardwalk.
- ✓ Continue to enhance safety procedures by training.
- ✓ Continue to work on Airport facilities and hangars including painting, door operation, lighting and general janitorial duties at the tower. Also, assist in the replacement of runway lighting.
- ✓ Continue on updating street signs and traffic control signs. Also, prepare a plan to change all street signs that do not meet the requirements.
- ✓ Assisting other departments on several key projects.
- ✓ Repairing city buildings and facilities throughout the city.
- ✓ Continue preventive maintenance schedule for all city facilities.
- ✓ Completed the remodel of the Building Department at City Hall.
- ✓ Relocated Police and Fire Departments to the new facility.
- ✓ Painted 27 structures at the Sports Complex.
- ✓ Installed 8000 S.F. of decking and handrails at Manatee Park in Riverside Park.
- ✓ Constructed stairs at Skate park, concrete sidewalk and skate path.
- ✓ Constructed sidewalk between Police and Fire department connecting the front parking lot with the back parking lot.

**Goals & Objectives**

1. Enhancing the city’s vitality of quality of life
2. Providing high quality by being efficient and use cost effective services to the citizens of New Smyrna Beach
3. Protect the city’s natural resources in a manner in compliance with policies, codes and regulations
4. Encourage staff development of public works employees through training and use of latest technology

**OPERATING BUDGET COMPARISON**

| <b>BUILDING MAINTENANCE<br/>BUDGET DESCRIPTION</b> | <b>2008-09<br/>ACTUAL</b> | <b>2009-10<br/>ACTUAL</b> | <b>2010-11<br/>REVISED</b> | <b>2011-12<br/>ADOPTED</b> | <b>% Change</b> |
|--|---------------------------|---------------------------|----------------------------|----------------------------|-----------------|
| Personal Services                                  | \$ 412,604                | \$ 412,873                | \$ 293,504                 | \$ 298,820                 | 1.81%           |
| Operating Expenses                                 | 56,293                    | 50,808                    | 53,725                     | 57,603                     | 7.22%           |
| Capital Outlay                                     | <u>3,049</u>              | <u>30</u>                 | <u>-</u>                   | <u>-</u>                   | <u>-</u>        |
| Total Budget                                       | \$ 471,946                | \$ 463,711                | \$ 347,229                 | \$ 356,423                 | 2.65%           |

| <b>BUILDING MAINTENANCE<br/>STAFFING - FTEs</b> | <b>PAY<br/>GRADE</b> | <b>2008-09<br/>BUDGET</b> | <b>2009-10<br/>BUDGET</b> | <b>2010-11<br/>BUDGET</b> | <b>2011-12<br/>BUDGET</b> | <b>Change</b> |
|---|----------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------|
| Building Maintenance Supervis                   | 18A                  | 1.00                      | 1.00                      | 1.00                      | 1.00                      | 0.00          |
| Carpenter II                                    | 13F                  | 1.00                      | 1.00                      | 0.00                      | 0.00                      | 0.00          |
| Sign Technician                                 | 10A                  | 1.00                      | 1.00                      | 1.00                      | 1.00                      | 0.00          |
| Carpenter I                                     | 10C                  | 3.00                      | 3.00                      | 3.00                      | 3.00                      | 0.00          |
| Building Maint. Worker II                       | 07C                  | 1.00                      | 1.00                      | 1.00                      | 1.00                      | 0.00          |
| Utility Worker                                  | 05C                  | <u>2.00</u>               | <u>2.00</u>               | <u>1.00</u>               | <u>1.00</u>               | <u>0.00</u>   |
| Total Staffing                                  |                      | 9.00                      | 9.00                      | 7.00                      | 7.00                      | 0.00          |

**Management Discussion – Changes in Services & Budget Variations**

- ✓ Due to staff and operational budget reductions, the amount of maintenance work normally completed by the Building & Maintenance Division will decrease. The normal maintenance on city facilities will be done on an as needed basis with emergencies being handled first. Obviously the division will be reactive rather than proactive. This will have a significant impact on our facilities in terms of maintenance and the standard up keep.
- ✓ The response time will be effected unless it’s an emergency when dealing with city facilities. The concern is the deterioration of the facilities reducing their life span of the facility or a component of the facility.
- ✓ Our response time to complaints regarding streets markings (stop, street, speed signs, etc.) will be effected as well.

**PARKS**

To provide safe and wholesome leisure activities in an aesthetically pleasing environment throughout the community for the citizens of the City of New Smyrna Beach. These activities; active, passive, cultural and educational, shall be responsive to the community’s needs and carried out in a caring and cost effective manner, according to the direction of the Administration Staff, the Parks and Recreation Board and the City Commission.

| <b>Performance Indicators</b>                           | <b>FBC Benchmark</b> | <b>FY 09-10 Actual</b> | <b>FY 10-11 Projected</b> | <b>FY 11-12 Projected</b> |
|---|----------------------|------------------------|---------------------------|---------------------------|
| Number of passive park acreage                          |                      | 123.53                 | 123.53                    | 123.53                    |
| Number of active park acreage                           |                      | 54.37                  | 53.78                     | 53.78                     |
| Number of parks maintained acreage                      |                      | 177.90                 | 177.31                    | 177.31                    |
| Number of FTEs for park maintenance                     |                      | 12 (Parks)<br>4(CRA)   | 10 (Parks)<br>4 (CRA)     | 10 (Parks)<br>4 (CRA)     |
| Operating Expenditures for park maintenance             |                      | 968,387                | 1,043,971                 |                           |
| Number of passive park acres per 1,000 population       | 3.81                 | 5.40                   | 5.40                      | 5.40                      |
| Number of active park acres per 1,000 population        | 3.04                 | 5.68                   | 5.68                      | 5.68                      |
| Maintenance cost per acre                               | 7,148                | \$5,879                | \$6,076                   |                           |
| All hours paid to park employees-Parks/SC/CRA           |                      | 40,177                 | 23,282                    | 32,000                    |
| Total number of acres in Parks Including Sports Complex |                      | 253.56                 | 252.97                    | 252.97                    |
| Total number of playgrounds                             |                      | 10                     | 10                        | 10                        |
| Number of Tennis Courts                                 |                      | 9                      | 9                         | 9                         |
| Number of Shuffleboard & Lawn Bowling Courts            |                      | 40                     | 40                        | 21                        |
| Number of basketball courts indoors & outdoors          |                      | 9                      | 9                         | 9                         |
| Number of Parks & Picnic Areas                          |                      | 23                     | 23                        | 23                        |
| Approved Budget for Parks                               |                      | \$1,356,811            | \$884,897                 | \$908,173                 |
| Capital Items for Parks                                 |                      | \$322,397              | \$315,830                 | \$3,800                   |
| Number of mowing cycles completed annually              |                      | 52                     | 39                        | 39                        |
| Number of irrigation repairs performed annually         |                      | 2,043                  | 2,200                     | 2,400                     |
| Number of litter removal cycles annually                |                      | 363                    | 363                       | 363                       |
| Number of acres of park land per 1,000 residents        |                      | 11.08                  | 11.05                     | 11.05                     |
| Citizen satisfaction with appearance of parks           |                      | N/A                    | N/A                       | N/A                       |
| Percentage of budgeted capital projects completed       |                      | 80                     | N/A                       | N/A                       |
| Gallons of water consumed                               |                      | N/A                    | N/A                       | N/A                       |

**2011 Accomplishments**

- ✓ Privatized Parks Restroom cleaning.
- ✓ Coronado Shuffleboard completed.
- ✓ New playground at Inlet Shores Park.
- ✓ New border and mulch at Myrtle Ave Park.
- ✓ Resurfaced ramps and added finger piers at East and West Boat Ramps.

**Goals & Objectives**

1. Transfer all trash pick up in parks to Waste Pro.
2. Maintain the highest level of service possible with downsized work force.

**OPERATING BUDGET COMPARISON**

| <b>PARKS<br/>BUDGET DESCRIPTION</b> | <b>2008-09<br/>ACTUAL</b> | <b>2009-10<br/>ACTUAL</b> | <b>2010-11<br/>REVISED</b> | <b>2011-12<br/>ADOPTED</b> | <b>% Change<br/>from 2010-11</b> |
|-------------------------------------|---------------------------|---------------------------|----------------------------|----------------------------|----------------------------------|
| Personal Services                   | \$ 539,782                | \$ 505,170                | \$ 422,941                 | \$ 431,811                 | 2.10%                            |
| Operating Expenses                  | 447,362                   | 463,217                   | 530,845                    | 365,312                    | -31.18%                          |
| Capital Outlay                      | <u>1,041,421</u>          | <u>322,397</u>            | <u>324,631</u>             | <u>129,670</u>             | <u>-60.06%</u>                   |
| Total Budget                        | \$ 2,028,565              | \$ 1,290,784              | \$ 1,278,417               | \$ 926,793                 | -27.50%                          |

| <b>PARKS<br/>STAFFING - FTEs</b> | <b>PAY<br/>GRADE</b> | <b>2008-09<br/>BUDGET</b> | <b>2009-10<br/>BUDGET</b> | <b>2010-11<br/>BUDGET</b> | <b>2011-12<br/>BUDGET</b> | <b>Change<br/>from 2010-11</b> |
|----------------------------------|----------------------|---------------------------|---------------------------|---------------------------|---------------------------|--------------------------------|
| Parks Coordinator                | 17B                  | 1.00                      | 1.00                      | 1.00                      | 1.00                      | 0.00                           |
| Assistant Parks Supervisor       | 14M                  | 1.00                      | 1.00                      | 0.00                      | 0.00                      | 0.00                           |
| Irrigation Specialist            | 11C                  | 1.00                      | 1.00                      | 1.00                      | 1.00                      | 0.00                           |
| Playground Specialist            | 10E                  | 1.00                      | 1.00                      | 1.00                      | 1.00                      | 0.00                           |
| Equipment Operator I             | 08A                  | 6.00                      | 5.00                      | 5.00                      | 5.00                      | 0.00                           |
| Building Maintenance Worker II   | 07C                  | 1.00                      | 1.00                      | 1.00                      | 3.00                      | 2.00                           |
| Utility Worker                   | 05C                  | <u>2.00</u>               | <u>2.00</u>               | <u>1.00</u>               | <u>1.00</u>               | <u>0.00</u>                    |
| Total Staffing                   |                      | 13.00                     | 12.00                     | 10.00                     | 12.00                     | 2.00                           |

Two Building Maintenance Worker II positions were added for restroom cleaning, emptying trash, restocking consumables and opening to the public at 8am. Contracting this service did not yield more efficient or less expensive.

**Management Discussion – Changes in Services & Budget Variations**

- ✓ Implementing the volunteer program in the Parks would assist in reducing maintenance costs. The volunteers would also interact with the public and perform routine inspections of the parks, in order to report any issues that may need to be addressed.

**RECREATION**

To provide safe and wholesome leisure activities in an aesthetically pleasing environment throughout the community for the citizens of the City of New Smyrna Beach. These activities; active, passive, cultural and educational, shall be responsive to the community's needs and carried out in a caring and cost effective manner, according to the direction of the Administration Staff, the Parks and Recreation Board and the City Commission.

| <b>Performance Indicators</b>   | <b>FBC Benchmark</b> | <b>FY 09-10 Actual</b> | <b>FY 10-11 Projected</b> | <b>FY 11-12 Projected</b> |
|---|----------------------|------------------------|---------------------------|---------------------------|
| Total number of Acres maintained by contractors   | 43.62                | 47.274                 | 47.274                    | 47.274                    |
| Number of FTE's for recreation  |                      | 9                      | 8                         | 8                         |
| Operating costs of all recreation programs (personnel & Operating Expenses)                     |                      | \$1,060,147            | \$914,356                 |                           |
| Percent of budget supported by user fees  |                      | 22.71%                 | 22.71%                    | 22.71%                    |
| Number of volunteer hours as percentage of total staff hours                                    | 4.93                 | 29.03%                 | 42.07%                    | 42.07%                    |
| Number of unpaid hours in parks, recreation activities and sports                               |                      | 6,912                  | 7,000                     | 7,000                     |
| Number of participants in programs and open gym – both youth and adult                          |                      | 42,905                 | 41,800                    | 34,000                    |
| All hours worked by recreation employees  |                      | 23,812                 | 16,640                    | 16,640                    |
| Number of Buildings that Parks & Recreation maintain  |                      | 10                     | 10                        | 9                         |
| Revenue from facility rentals   |                      | \$111,055              | \$111,055                 | \$110,000                 |
| Revenue from activity fees  |                      | \$142,667              | \$140,000                 | \$135,000                 |
| Revenue collected from non-resident fees  |                      | \$5,996                | \$5,500                   | \$4,000                   |
| Capital Items for Recreation  |                      | 11,529                 | 2,000                     | 0                         |
| Parks and Recreation Revenue received from endowments, grants and foundations per Capita (ICMA) |                      | 138.85                 | TBD                       | TBD                       |
| Percentage increase/decrease in skateboard park registrations                                   |                      | -55                    | 20                        | TBD                       |
| Number of programs  |                      | 30                     | 30                        | 30                        |
| Number of youth programs  |                      | 17                     | 17                        | 17                        |
| Number of adult programs  |                      | 13                     | 13                        | 13                        |
| Number of special events supported  |                      | 10                     | 8                         | 8                         |
| Public relations releases to promote programs and events  |                      | 32                     | 32                        | 38                        |

### 2011 Accomplishments

- ✓ Joined hands with City of Edgewater and S.E. Volusia Little League to promote more participation and more efficient usage of all facilities in S.E. Volusia.
- ✓ 4-H became a partner at the Babe James Center.
- ✓ Partnered with YMCA to hold classes at the City Gym.
- ✓ Added Mayor's Fitness Challenge
- ✓ Implemented the use of recreation software and will be adding online registrations.

### Goals & Objectives

1. Increase customer confidence and awareness through improving customer service.
2. Streamline all fee structures for all facilities.
3. Work on adding more programs for both youth and adult.

### OPERATING BUDGET COMPARISON

| RECREATION<br>BUDGET DESCRIPTION | 2008-09<br>ACTUAL | 2009-10<br>ACTUAL | 2010-11<br>BUDGET | 2011-12<br>BUDGET | % Change<br>from 2010-11 |
|----------------------------------|-------------------|-------------------|-------------------|-------------------|--------------------------|
| Personal Services                | \$ 651,960        | \$ 541,846        | \$ 476,598        | \$ 441,003        | -7.47%                   |
| Operating Expenses               | 550,090           | 518,301           | 441,758           | 498,209           | 12.78%                   |
| Capital Outlay                   | <u>152,168</u>    | <u>11,529</u>     | <u>80,520</u>     | <u>99,454</u>     | <u>23.51%</u>            |
| Total Budget                     | \$ 1,354,218      | \$ 1,071,676      | \$ 998,876        | \$ 1,038,666      | 3.98%                    |

| RECREATION<br>STAFFING - FTEs  | PAY<br>GRADE | 2008-09<br>BUDGET | 2009-10<br>BUDGET | 2010-11<br>BUDGET | 2011-12<br>BUDGET | Change<br>from 2010-11 |
|--------------------------------|--------------|-------------------|-------------------|-------------------|-------------------|------------------------|
| Parks & Recreation Director    | 34A          | 1.00              | 1.00              | 1.00              | 1.00              | 0.00                   |
| Program Coordinator            | 14L          | 3.00              | 3.00              | 3.00              | 3.00              | 0.00                   |
| Asst. Program Coordinator      | 12A          | 0.00              | 0.00              | 0.00              | 0.00              | 0.00                   |
| Administrative Specialist II   | 10B          | 1.00              | 1.00              | 1.00              | 1.00              | 0.00                   |
| Recreation Leader              | 08B          | 1.00              | 1.00              | 1.00              | 1.00              | 0.00                   |
| Administrative Specialist I    | 08F          | 1.00              | 1.00              | 1.00              | 1.00              | 0.00                   |
| P/T Recreation Leader          | 08I          | 0.50              | 0.50              | 0.00              | 0.00              | 0.00                   |
| Building Maintenance Worker II | 07C          | 1.00              | 1.00              | 0.00              | 0.00              | 0.00                   |
| Utility Worker                 | 05C          | 3.00              | 3.00              | 1.00              | 1.00              | 0.00                   |
| Intersession Worker            | 04A          | <u>6.00</u>       | <u>6.00</u>       | <u>1.00</u>       | <u>1.00</u>       | <u>0.00</u>            |
| Total Staffing                 |              | 17.50             | 17.50             | 9.00              | 9.00              | 0.00                   |

**SPORTS COMPLEX**

To provide safe and wholesome leisure activities in an aesthetically pleasing environment throughout the community for the citizens of the City of New Smyrna Beach. These activities; active, passive, cultural and educational, shall be responsive to the community’s needs and carried out in a caring and cost effective manner, according to the direction of the Administration Staff, the Parks and Recreation Board and the City Commission.

| <b>Performance Indicators</b>              | <b>FBC Benchmark</b> | <b>FY 09-10 Estimated</b> | <b>FY 10-11 Projected</b> | <b>FY 11-12 Budget</b> |
|--|----------------------|---------------------------|---------------------------|------------------------|
| Total number of visitors to Sports Complex |                      | 228,000                   | 234,800                   | 225,000                |
| Total Budget for Sports Complex            |                      | \$629,563                 | \$493,147                 | \$590,835              |
| Capital Items for Sports Complex           |                      | \$14,956                  | 0                         | \$37,000               |

**2011 Accomplishments**

- ✓ Upgraded first phase of the irrigation system.
- ✓ Set up user groups for maintenance responsibilities to offset expenses and reduced staffing.
- ✓ Met with Chamber of Commerce regarding marketing goals for the Sports Complex and a plan for implementing them.

**Goals & Objectives**

1. Joining hands with outside entities to help maintain the Sports Complex while meeting the needs of each sport.
2. Raise the standard of the playing areas at the Sports Complex.
3. Re-visit the fee schedule for outside tournaments utilizing the facility.

**OPERATING BUDGET COMPARISON**

| <b>SPORTS COMPLEX<br/>BUDGET DESCRIPTION</b> | <b>2008-09<br/>ACTUAL</b> | <b>2009-10<br/>ACTUAL</b> | <b>2010-11<br/>REVISED</b> | <b>2011-12<br/>ADOPTED</b> | <b>% Change<br/>from 2010-11</b> |
|--|---------------------------|---------------------------|----------------------------|----------------------------|----------------------------------|
| Personal Services                            | \$ 202,806                | \$ 188,311                | \$ 99,995                  | \$ 141,085                 | 41.09%                           |
| Operating Expenses                           | 367,954                   | 334,033                   | 393,152                    | 412,750                    | 4.98%                            |
| Capital Outlay                               | <u>43,368</u>             | <u>9,300</u>              | -                          | <u>37,000</u>              | <u>N/A</u>                       |
| Total Budget                                 | \$ 614,128                | \$ 531,644                | \$ 493,147                 | \$ 590,835                 | 19.81%                           |

**OPERATING BUDGET COMPARISON**

| <b>SPORTS COMPLEX<br/>STAFFING - FTEs</b> |     | <b>2008-09<br/>BUDGET</b> | <b>2009-10<br/>BUDGET</b> | <b>2010-11<br/>BUDGET</b> | <b>2011-12<br/>BUDGET</b> | <b>Change<br/>from 2010-11</b> |
|---|-----|---------------------------|---------------------------|---------------------------|---------------------------|--------------------------------|
| Sports Complex Maint. Supervisor          | 14N | 1.00                      | 1.00                      | 1.00                      | 0.00                      | (1.00)                         |
| Sports Complex Manager                    | 23A | 0.00                      | 0.00                      | 0.00                      | 1.00                      | 1.00                           |
| Equipment Operator I                      | 08A | <u>3.00</u>               | <u>3.00</u>               | <u>2.00</u>               | <u>2.00</u>               | <u>0.00</u>                    |
|   |     | 4.00                      | 4.00                      | 3.00                      | 3.00                      | 0.00                           |

The Sports Complex Maintenance Supervisor position was reclassified to a Sports Complex Manager position for FY12.

**Management Discussion – Changes in Services & Budget Variations**

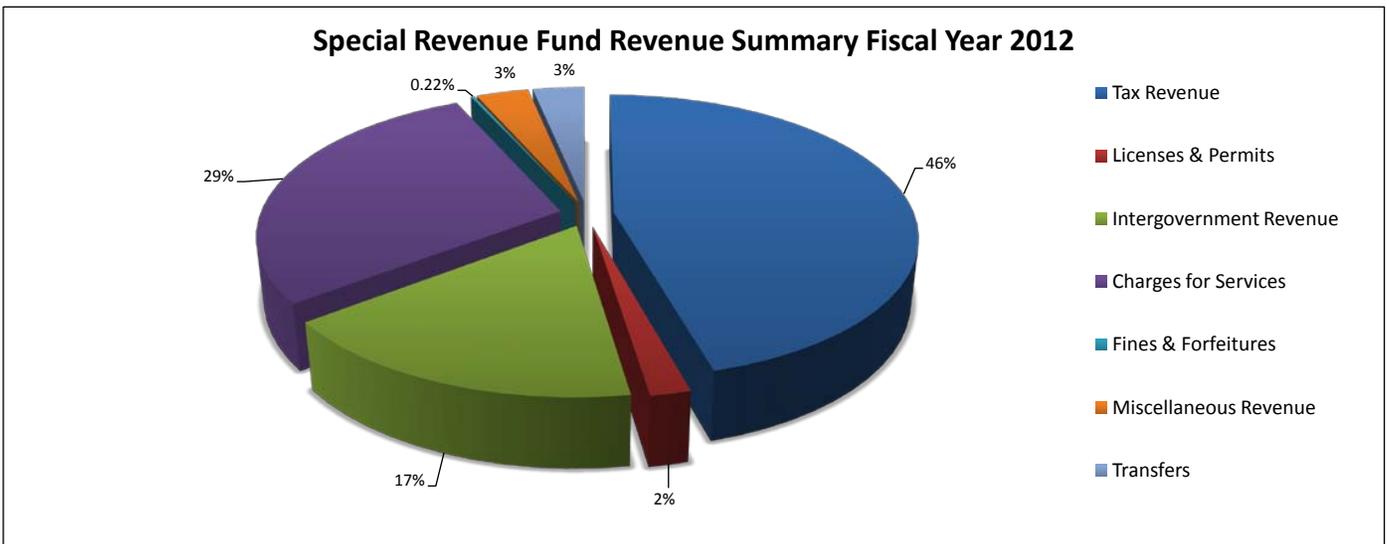
- ✓ Increase amount and frequency of fertilization and pest control; and also limit the amount of practice play on the fields during the growing season to allow the fields time to regenerate and recover.
- ✓ Using volunteers to help maintain playing fields. This would include setting up a Maintenance Support Group of volunteers. These volunteers would receive training in the areas of maintenance that are needed and would provide these services as part of a trade off for usage of the Sports Complex.

**SPECIAL REVENUE FUND REVENUE SUMMARY**

| REVENUE SUMMARY            | 2008-09<br>ACTUAL   | 2009-10<br>ACTUAL   | 2010-11<br>REVISED   | 2011-12<br>ADOPTED   | % Change<br>from 2010-11 |
|----------------------------|---------------------|---------------------|----------------------|----------------------|--------------------------|
| Tax Revenue                | \$ 893,277          | \$ 761,295          | \$ 631,941           | \$ 535,126           | -15.32%                  |
| Licenses & Permits         | 439,204             | 471,540             | 650,391              | 505,067              | -22.34%                  |
| Intergovernment Revenue    | 3,719,490           | 4,293,760           | 4,881,938            | 3,515,375            | -27.99%                  |
| Charges for Services       | 1,708,943           | 2,247,334           | 3,846,140            | 3,116,470            | -18.97%                  |
| Fines & Forfeitures        | 7,671               | 7,587               | 18,141               | 2,000                | -88.98%                  |
| Miscellaneous Revenue      | 876,268             | 1,003,091           | 1,007,561            | 865,983              | -14.05%                  |
| Debt Proceeds              | 332,739             | 124,518             | -                    | -                    | 0.00%                    |
| Transfer from General Fund | -                   | -                   | 129,875              | -                    | 0.00%                    |
| Appropriated Fund Balance  | -                   | -                   | 11,850,016           | 11,422,947           | -3.60%                   |
|                            | <u>\$ 7,977,591</u> | <u>\$ 8,909,126</u> | <u>\$ 23,016,003</u> | <u>\$ 19,962,968</u> | <u>-13.26%</u>           |

| FUND SUMMARY                        | 2008-09<br>ACTUAL   | 2009-10<br>ACTUAL   | 2010-11<br>REVISED   | 2011-12<br>ADOPTED   | % Change<br>from 2010-11 |
|-------------------------------------|---------------------|---------------------|----------------------|----------------------|--------------------------|
| Stormwater Fund                     | 2,354,693           | 1,502,260           | 3,763,903            | 2,025,150            | -46.20%                  |
| Special Law Enforcement Trust Fund  | 27,278              | 79,688              | 293,270              | 98,100               | -66.55%                  |
| Airport Fund                        | 1,183,034           | 1,779,636           | 5,599,396            | 4,441,013            | -20.69%                  |
| Impact Fee Funds                    | 190,827             | 305,644             | 964,000              | 258,130              | -73.22%                  |
| Water Taxi Fund                     | 244,920             | 193,934             | 19,000               | -                    | 0.00%                    |
| Special Events Fund                 | 81,680              | 87,034              | 77,635               | -                    | 0.00%                    |
| Building & Inspection Fund          | 440,768             | 472,628             | 896,935              | 664,896              | -25.87%                  |
| Community Redevelopment Agency Fund | 3,454,392           | 4,488,301           | 11,401,864           | 12,475,679           | 9.42%                    |
| Total Budget                        | <u>\$ 7,977,591</u> | <u>\$ 8,909,126</u> | <u>\$ 23,016,003</u> | <u>\$ 19,962,968</u> | <u>-13.26%</u>           |

**NOTE: Beginning FY2011-12 the Special Events Fund is included with General Fund and the Marina Fund is included with Proprietary Funds in accordance with GASB 54. The Water Taxi Fund is closed as the vessels were sold during FY2010-11.**



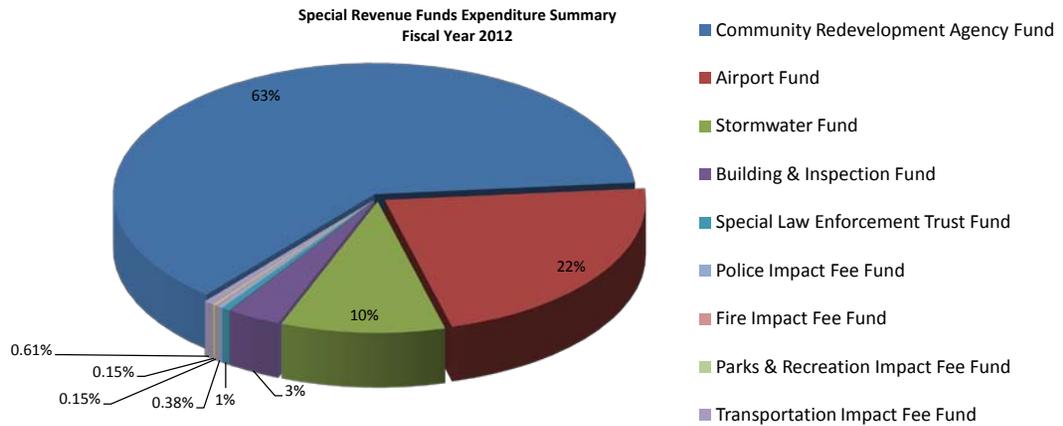
**SPECIAL REVENUE FUNDS**

| <b>SPECIAL REVENUE FUND SUMMARY<br/>FUND BUDGET</b> | <b>2008-09<br/>ACTUAL</b> | <b>2009-10<br/>ACTUAL</b> | <b>2010-11<br/>REVISED</b> | <b>2011-12<br/>ADOPTED</b> | <b>% Change<br/>from 2010-11</b> |
|---|---------------------------|---------------------------|----------------------------|----------------------------|----------------------------------|
| Community Redevelopment Agency Fund                 | \$ 2,454,483              | \$ 3,784,225              | \$ 11,401,864              | \$ 12,475,679              | 9.42%                            |
| Airport Fund  | 1,093,168                 | 1,686,059                 | 5,599,396                  | 4,441,013                  | -20.69%                          |
| Stormwater Fund                                     | 1,881,311                 | 863,828                   | 3,763,903                  | 2,025,150                  | -46.20%                          |
| Building & Inspection Fund                          | 588,900                   | 453,325                   | 896,935                    | 664,896                    | -25.87%                          |
| Special Law Enforcement Trust Fund                  | 66,562                    | 91,592                    | 293,270                    | 98,100                     | -66.55%                          |
| Special Events Fund                                 | 66,538                    | 60,260                    | 77,635                     | -                          | -100.00%                         |
| Police Impact Fee Fund                              | -                         | -                         | 371,000                    | 75,950                     | -79.53%                          |
| Fire Impact Fee Fund                                | -                         | -                         | 92,000                     | 30,480                     | -66.87%                          |
| Parks & Recreation Impact Fee Fund                  | -                         | -                         | 140,000                    | 30,330                     | -78.34%                          |
| Transportation Impact Fee Fund                      | -                         | -                         | 361,000                    | 121,370                    | -66.38%                          |
| Water Taxi Fund                                     | 336,039                   | 286,903                   | 19,000                     | -                          | N/A                              |
| <b>Total Budget</b>                                 | <b>\$ 6,487,001</b>       | <b>\$ 7,226,192</b>       | <b>\$ 23,016,003</b>       | <b>\$ 19,962,968</b>       | <b>-13.26%</b>                   |

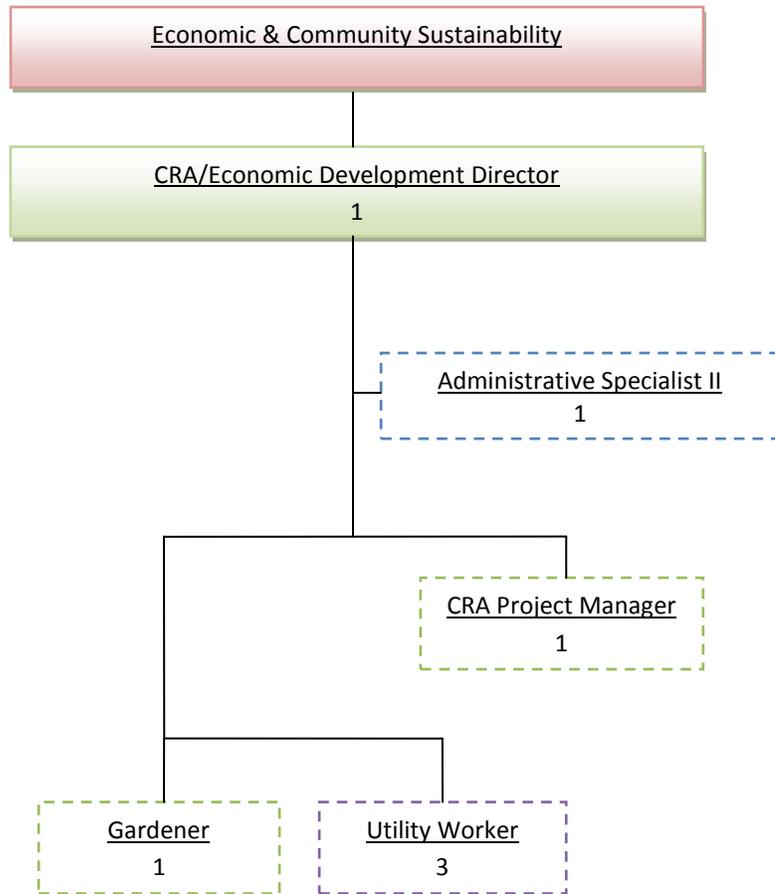
**NOTE: Beginning FY2011-12 Special Events fund is included in the General Fund and Marina Fund is included with Proprietary Funds in accordance with GASB 54. The Water Taxi Fund is closed as the vessels were sold during FY2010-11.**

| <b>SPECIAL REVENUE FUND SUMMARY<br/>CATEGORY BUDGET</b> | <b>2008-09<br/>ACTUAL</b> | <b>2009-10<br/>ACTUAL</b> | <b>2010-11<br/>REVISED</b> | <b>2011-12<br/>ADOPTED</b> | <b>% Change<br/>from 2010-11</b> |
|---|---------------------------|---------------------------|----------------------------|----------------------------|----------------------------------|
| Personal Services                                       | \$ 1,130,581              | \$ 1,029,508              | \$ 1,011,844               | \$ 1,103,476               | 9.06%                            |
| Operating Expenditures                                  | 2,006,104                 | 2,209,524                 | 7,195,628                  | 6,973,856                  | -3.08%                           |
| Capital Outlay  | 2,517,869                 | 3,240,863                 | 14,135,449                 | 11,211,422                 | -20.69%                          |
| Debt Service  | 87,370                    | 84,781                    | 83,776                     | 84,809                     | 1.23%                            |
| Transfers   | 745,077                   | 661,516                   | 589,306                    | 589,405                    | 0.02%                            |
| <b>Total Budget</b>                                     | <b>\$ 6,487,001</b>       | <b>\$ 7,226,192</b>       | <b>\$ 23,016,003</b>       | <b>\$ 19,962,968</b>       | <b>-13.26%</b>                   |

| <b>SPECIAL REVENUE FUND SUMMARY<br/>STAFFING - FTEs</b> | <b>2008-09<br/>BUDGET</b> | <b>2009-10<br/>BUDGET</b> | <b>2010-11<br/>BUDGET</b> | <b>2011-12<br/>BUDGET</b> | <b>Change<br/>from 2010-11</b> |
|---|---------------------------|---------------------------|---------------------------|---------------------------|--------------------------------|
| Community Redevelopment                                 | 9.50                      | 10.00                     | 7.00                      | 7.00                      | 0.00                           |
| Airport   | 2.00                      | 3.00                      | 3.00                      | 3.00                      | 0.00                           |
| Building & Inspection                                   | 9.00                      | 9.00                      | 7.00                      | 7.00                      | 0.00                           |
| <b>Total Staffing</b>                                   | <b>20.50</b>              | <b>22.00</b>              | <b>17.00</b>              | <b>17.00</b>              | <b>0.00</b>                    |



# Community Redevelopment Agency



## COMMUNITY REDEVELOPMENT AGENCY FUND (120)

“To maintain and enhance the Retail and Service Centers that is the Character amenity for the Entire City and Surrounding Region. To identify and implement Public Investments or Policy that will induce quality private investment response in order to reach the desired character and economic potential of the area.”

| Performance Indicators  | FBC<br>Benchmark | FY 09-10<br>Actual | FY 10-11<br>Projected | FY 11-12<br>Projected |
|---|------------------|--------------------|-----------------------|-----------------------|
| Number of businesses applying for property improvement grants       |                  | 16                 | 24                    | 30                    |
| Number of applicants being approved for property improvement grants |                  | 16                 | 22                    | 28                    |
| Number of residential grants approved                               |                  | 2                  | 4                     | 6                     |
| Number of Impact Fee Assistance approved                            |                  | 4                  | 6                     | 6                     |
| Number of Revitalization Grants approved                            |                  | 2                  | 9                     | 10                    |

### FY 2011 Accomplishments

- ✓ Final Adoption of the new CRA Master Plan Update by the City Commission and the CRA
- ✓ Completed the construction of the West Canal Streetscape and Drainage Improvements Project.
- ✓ The Orange Street Streetscape Project and Mary Ave Streetscape Project are now under construction and scheduled for completion later this calendar year.
- ✓ The Washington St Streetscape Project is now in design. Several design questions have been decided by the engineer making a presentation at community meetings and taking a vote of the meeting participants. This project is scheduled to go out to bid this calendar year.
- ✓ The design and permitting of a new seawall for Riverside Park is now underway. It is anticipated that this project will go out to bid this calendar year.
- ✓ New park lighting for Riverside Park is now in design, with assistance from staff at the Utilities Commission. It is anticipated that this project will go out to bid this calendar year.
- ✓ The design for a new seawall for Flagler Boardwalk has now been completed, and the design of modifications for the boardwalk structure and the design of a new restroom building are now underway. This project is scheduled to go to bid and be ready to start construction in November.
- ✓ Progress made with the Myrtle Ave Infrastructure Project by entering into a contract with Parker Mynchenberg to design landscaping features along Myrtle Ave. Staff continues to work with adjacent property owners to obtain necessary easements for the improvements.
- ✓ The Dunn building was demolished and staff is coordinating clean-up activities with staff at the Florida Department of Environmental Protection.

### Accomplishments (continued)

- ✓ The design document for the Wayfinding System was approved by the City Commission. Other elements of the system will be taken to the City Commission and it is anticipated that this project will go out for bid this calendar year.
- ✓ The exterior renovation of the Chamber of Commerce Building is underway and is scheduled to be completed this fiscal year.
- ✓ The Flagler Dunes parking lot project has been completed, which provides additional parking in the Flagler Ave area through a multi-year lease.
- ✓ Continued implementation of the US EPA Grant in the amount of \$400,000. (\$200,000 for the assessment of hazardous-substance contamination and \$200,000 for the assessment of petroleum contamination.) Project sites include Dunn Lumber, Hall and Foley, and a survey of potential sites.
- ✓ The design of the seawall for the Esther Street Park is now underway and is nearing completion. It is anticipated that this phase of the project will be put out to bid this fiscal year.
- ✓ The extension of a contract for the development of a hotel at 207 and 215 Florida Ave. was approved by the City Commission.
- ✓ Staff is in the process of hiring an architectural firm that will assist with the Washington St Business Incubator. In addition to the planning for the rehabilitation of a building to house the program, this project includes the operation of a “Business Academy” to provide training for business owners who are interested in leasing space in the future Business Incubator. Classes are held at the Babe James Center by the Director of the project, a part-time CRA employee.
- ✓ It is anticipated that the planning for the Gateway Landscaping Project will be initiated this fiscal year. The landscape architect is already under contract. The FDOT project for this intersection (US 1 and Canal St) is underway. CRA staff has served as a “technical advisor” for this project for the FDOT.
- ✓ The Form-Based Codes Project is underway, and three public participation meetings have been held. It is anticipated that this project will be nearing completion by the end of the calendar year...
- ✓ CRA staff attends and participates in community meetings for the Historic Westside.
- ✓ CRA staff is in the process of hiring a marketing contractor for the CRA. A contract was approved by the CRA at the April CRA meeting.
- ✓ Implementation of the capital budget in a timely and cost effective manner, with monthly progress reports provided to the CRA Commissioners.
- ✓ Development of additional incentive programs for businesses: The CRA and City Commission have approved a new rental move-in program and are considering an additional incentive program that is larger in scope than the present programs.

**Goals and Objectives**

1. Improvement of the tax base in the CRA district.
2. CRA staff to evaluate business retention & recruitment projects on a case by case basis to develop the best assistance approach to bridge the development gap.
3. Policy and Partnership Activities, including support for the following:
  - Arts Overlay District
  - Enhanced Code Enforcement
  - Streamline Development procedures including coordination with the Utilities Commission
  - Outreach to business groups for marketing, promotions, and event planning

**OPERATING BUDGET COMPARISON**

| <b>CRA SUMMARY<br/>BUDGET DESCRIPTION</b> | <b>2008-09<br/>ACTUAL</b> | <b>2009-10<br/>ACTUAL</b> | <b>2010-11<br/>REVISED</b> | <b>2011-12<br/>ADOPTED</b> | <b>% Change<br/>from 2010-11</b> |
|---|---------------------------|---------------------------|----------------------------|----------------------------|----------------------------------|
| Personal Services                         | \$ 371,651                | \$ 406,952                | \$ 385,713                 | \$ 409,429                 | 6.15%                            |
| Operating Expenses                        | 673,183                   | 596,064                   | 3,580,836                  | 3,852,490                  | 7.59%                            |
| Capital Outlay                            | 1,028,566                 | 2,439,144                 | 7,092,859                  | 7,871,106                  | 10.97%                           |
| Transfers                                 | <u>381,083</u>            | <u>342,065</u>            | <u>342,456</u>             | <u>342,654</u>             | <u>0.06%</u>                     |
| Total Budget                              | \$ 2,454,483              | \$ 3,784,225              | \$ 11,401,864              | \$ 12,475,679              | 9.42%                            |

| <b>CRA SUMMARY<br/>STAFFING - FTEs</b> | <b>PAY<br/>GRADE</b> | <b>2008-09<br/>BUDGET</b> | <b>2009-10<br/>BUDGET</b> | <b>2010-11<br/>BUDGET</b> | <b>2011-12<br/>BUDGET</b> | <b>Change<br/>from 2010-11</b> |
|--|----------------------|---------------------------|---------------------------|---------------------------|---------------------------|--------------------------------|
| CRA Executive Director                 | 36A                  | 1.00                      | 1.00                      | 1.00                      | 1.00                      | 0.00                           |
| CRA Planner 1                          | 19E                  | 1.00                      | 1.00                      | 0.00                      | 0.00                      | 0.00                           |
| CRA Project Mgr                        | 18E                  | 1.00                      | 1.00                      | 1.00                      | 1.00                      | 0.00                           |
| Redevelopment Coordinator              | 12B                  | 1.00                      | 1.00                      | 0.00                      | 0.00                      | 0.00                           |
| Administrative Specialist II           | 10B                  | 0.50                      | 1.00                      | 1.00                      | 1.00                      | 0.00                           |
| Gardener                               | 10G                  | 1.00                      | 1.00                      | 1.00                      | 1.00                      | 0.00                           |
| Equipment Operator I                   | 08A                  | 1.00                      | 1.00                      | 0.00                      | 0.00                      | 0.00                           |
| Utility Worker                         | 05C                  | <u>3.00</u>               | <u>3.00</u>               | <u>3.00</u>               | <u>3.00</u>               | <u>0.00</u>                    |
| Total Staffing                         |                      | 9.50                      | 10.00                     | 7.00                      | 7.00                      | 0.00                           |

**OPERATING BUDGET COMPARISON (continued)**

| <b>CRA REVENUE SUMMARY</b>   | <b>2008-09</b>      | <b>2009-10</b>      | <b>2010-11</b>       | <b>2011-12</b>       | <b>% Change</b>     |
|------------------------------|---------------------|---------------------|----------------------|----------------------|---------------------|
|                              | <b>ACTUAL</b>       | <b>ACTUAL</b>       | <b>REVISED</b>       | <b>ADOPTED</b>       | <b>from 2010-11</b> |
| Tax Revenue                  | \$ 893,277          | \$ 761,295          | \$ 631,941           | \$ 535,126           | -15.32%             |
| Intergovernmental Revenue    | 2,501,125           | 3,598,058           | 2,086,915            | 1,378,901            | -33.93%             |
| Miscellaneous Revenue/Others | 59,990              | 128,948             | 15,000               | 22,230               | 48.20%              |
| Appropriated Fund Balance    | -                   | -                   | 8,638,133            | 10,539,422           | 22.01%              |
| Transfer from General Fund   | -                   | -                   | 29,875               | -                    | -                   |
| <b>Total CRA Revenues</b>    | <b>\$ 3,454,392</b> | <b>\$ 4,488,301</b> | <b>\$ 11,401,864</b> | <b>\$ 12,475,679</b> | <b>9.42%</b>        |

**Management Discussion – Changes in Services & Budget Variations**

It is anticipated that the final five years of the CRA as it is presently constituted will bring:

- ✓ A new sense of urgency, to complete the capital project for which funding is available.
- ✓ A new sense of collaboration, with funding partners, local businesses, and businesses relocation enticements either through an expressed interest or through recruitment and property owners.
- ✓ A new sense of the CRA's role in the larger plan for the City's economic development. The Mayor's new "100 Day Economic Development Plan" includes the CRA as a key participant in a number of initiatives. As such, the CRA is expected to expand its focus, from that of capital project and small business facilitator, to include more strategically planned actions such as business recruitment and the facilitation of property development to achieve goals set for improvement of the tax base in the district.
- ✓ Personnel

The work program for the CRA in FY 2010-2011 will include a great deal of planning expertise to implement the CRA Master Plan Update. Specific projects include the completion of the Form-Based Code, Signage and Wayfinding, a parking study on Flagler Ave, economic development tasks, the scheduling of capital projects, and assistance in the planning of improvements at the intersection of US 1 and Canal Street and other transportation related projects. To best fulfill these diverse planning needs, the CRA has acquired the services of two of the planners in the City's planning department, on a part-time basis to accomplish these tasks.

## Management Discussion – Changes in Services & Budget Variations

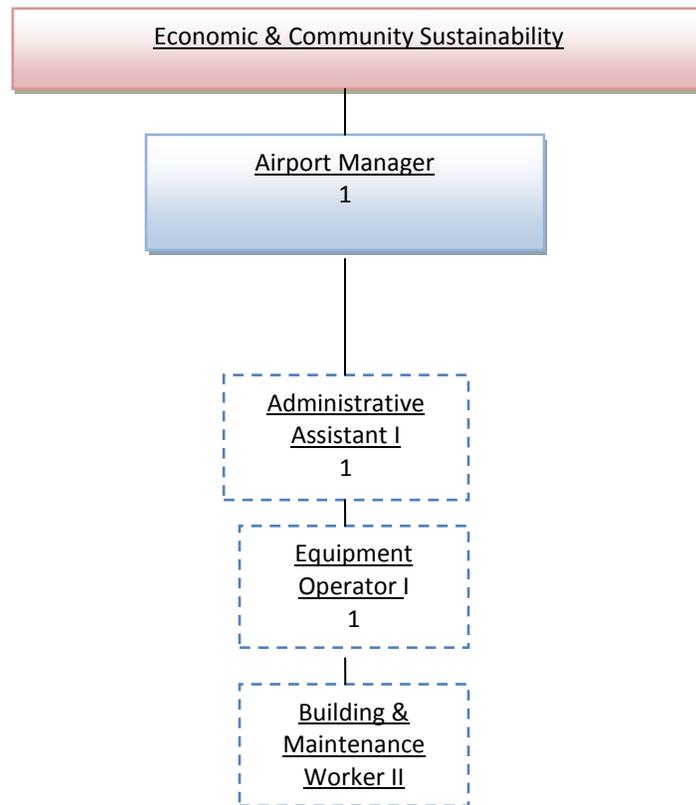
### ✓ Operating Expenditures

Operating Expenditures have been reviewed line by line and adjustments have been made. The consultants line item will increase with the contracts for inspection services and marketing. Consultant expenditures also include work on brown fields (contaminated sites), projects, and business consultants. Travel expenditures include the CRA attendance at the Florida Redevelopment Association annual conference, and street maintenance includes street sweeping for Canal and Flagler Avenues. The expenditure for event insurance for events sponsored by the merchants' groups on both Canal and Flagler Avenues is continued in next year's budget.

### ✓ Capital Expenditures

As noted above, there is activity in every one of the funded capital projects in the CRA Master Plan Update. S high priority for CRA staff is to have all of these capital projects completed by 2015, the final year of the CRA.

# Airport Organizational Chart



**AIRPORT FUND (104)**

New Smyrna Beach Municipal Airport's mission is to enhance and promote safety, ensure security, while promoting economic development for future growth to make the Airport self sufficient.

The Airport serves as a gateway to our community for visitors and businessmen, as well as local residents. We strive to make a first-class lasting impression.

| <b>Performance Indicators</b>  | <b>FBC Benchmark</b> | <b>FY 09-10 Actual</b> | <b>FY 10-11 Projected</b> | <b>FY 11-12 Budget</b> |
|--|----------------------|------------------------|---------------------------|------------------------|
| Percentage of Airport users satisfied with Airport appearance and services |                      | 85%                    | 95%                       | 95%                    |
| Gross revenue from leases – non aviation                                   |                      | \$254,201              | \$254,201                 | 254,588                |
| Gross revenue from leases – aviation                                       |                      | \$498,840              | \$491,688                 | \$598,907              |
| Total number of Hangars  |                      | 86                     | 86                        | 101                    |
| Number of new or amended leases at Airport                                 |                      | 14                     | 16                        | 10                     |
| Number of T-Hangars Leases   |                      | 62                     | 62                        | 77                     |
| Number of Shade Hangars Leases   |                      | 14                     | 14                        | 14                     |
| Number of United Dr Hangar Leases  |                      | 4                      | 4                         | 4                      |
| Number of Land Leases  |                      | 13                     | 14                        | 14                     |
| Number of Ramp Leases  |                      | 6                      | 6                         | 6                      |
| Number of Commercial Buildings   |                      | 10                     | 10                        | 10                     |
| Number of Access Leases  |                      | 4                      | 4                         | 4                      |
| Number of service requests processed                                       |                      | 148                    | 120                       | 100                    |
| Percentage of total available acres leased                                 |                      | 79%                    | 103%                      | 103%                   |
| Number of noise complaints investigated                                    |                      | 298                    | 92                        | 60                     |
| Percentage of noise complaints responded to within 48 hours                |                      | 95%                    | 100%                      | 60%                    |
| Percentage of service request responded to within 3 days                   |                      | 50%                    | 50%                       | 40%                    |
| Number of complaints from airport users                                    |                      | 6                      | 0                         | 0                      |

**2011 Accomplishments**

- ✓ The Airport received an 80% FDOT grant for \$79,520 for the design and construction for engineering services for the apron expansion and fuel farm. The remaining 20% of the cost will be paid for from the Airport fund. The project is currently out to bid and expect construction of the infrastructure will begin in September
- ✓ The Airport completed construction of a 15 unit T-Hangar. The hangar was paid for with 80% FDOT grant for \$743,057 with the remaining 20% to be paid for from the Airport fund.

### 2011 Accomplishments (continued)

- ✓ The Airport completed construction on a new section of Taxiway 'A' and the rehabilitation of a section of Taxiway 'E'. The project was funded with grants – FAA 95% (\$612,750), FDOT 4% (\$24,633), with the remaining 1% to be paid for from the Airport fund.
- ✓ Part 150 Noise Study - A final draft of Phase I & Phase II report has been completed and reviewed by the Airport Advisory Board. A formal public meeting was held. After City Commission approval the report will be sent for review and approval by the FAA.
- ✓ Held our 3<sup>rd</sup> annual New Smyrna Beach Balloon & Sky Fest which attracted over 30,000 visitors over a three day weekend in April.
- ✓ Attended training session offered by the FDOT and FAA to learn the data input process for the new Joint Automated Capital Improvement Plan (JACIP) program.

### Goals and Objectives

1. Maintain the Airport runways, taxiways, and airfield for safety and appearance.
2. Provide a first class aviation facility to the flying public.
3. Work with the Airport Advisory Board and the Economic Development Committee to develop the Airport Industrial park which will provide direct and indirect economic impact to the local economy.
4. Make the Airport/Industrial Park self-sufficient. This is best achieved through the construction of facilities and subsequent rental of those facilities.
5. Attract new aviation and /or industrial businesses to locate at the Airport and /or Industrial Park and attain 100% occupancy of all Airport and Industrial Park facilities.
6. Expand on the success of the annual New Smyrna Beach Balloon & Sky Fest.
7. Apply for grants through the JACIP for funding by the FAA and FDOT for major airfield projects to maintain and improve the existing Airport facilities and infrastructure.

### OPERATING BUDGET COMPARISON

| AIRPORT SUMMARY<br>BUDGET DESCRIPTION | 2008-09<br>ACTUAL | 2009-10<br>ACTUAL | 2010-11<br>REVISED | 2011-12<br>ADOPTED | % Change<br>from 2010-11 |
|---------------------------------------|-------------------|-------------------|--------------------|--------------------|--------------------------|
| Personal Services                     | \$ 132,756        | \$ 129,340        | \$ 159,369         | \$ 194,756         | 22.20%                   |
| Operating Expenses                    | 662,411           | 866,240           | 1,795,432          | 2,135,418          | 18.94%                   |
| Capital Outlay                        | 210,631           | 605,697           | 3,560,819          | 2,026,030          | -43.10%                  |
| Debt Service                          | <u>87,370</u>     | <u>84,781</u>     | <u>83,776</u>      | <u>84,809</u>      | <u>1.23%</u>             |
| Total Budget                          | \$ 1,093,168      | \$ 1,686,058      | \$ 5,599,396       | \$ 4,441,013       | -20.69%                  |

**OPERATING BUDGET COMPARISON (continued)**

| <b>AIRPORT STAFFING - FTEs</b> | <b>PAY GRADE</b> | <b>2008-09 BUDGET</b> | <b>2009-10 BUDGET</b> | <b>2010-11 BUDGET</b> | <b>2011-12 BUDGET</b> | <b>Change from 2010-11</b> |
|--------------------------------|------------------|-----------------------|-----------------------|-----------------------|-----------------------|----------------------------|
| Airport Manager                |                  | 0.00                  | 0.00                  | 0.00                  | 1.00                  | 1.00                       |
| Equipment Operator I           | 08A              | 2.00                  | 1.00                  | 1.00                  | 1.00                  | 0.00                       |
| Building Maintenance Wkr II    | 07C              | 0.00                  | 1.00                  | 1.00                  | 1.00                  | 0.00                       |
| Administrative Specialist I    | 08F              | <u>0.00</u>           | <u>1.00</u>           | <u>1.00</u>           | <u>1.00</u>           | <u>0.00</u>                |
| Total Staffing                 |                  | 2.00                  | 3.00                  | 3.00                  | 4.00                  | 1.00                       |

| <b>AIRPORT REVENUE SUMMARY</b> | <b>2008-09 ACTUAL</b> | <b>2009-10 ACTUAL</b> | <b>2010-11 REVISED</b> | <b>2011-12 ADOPTED</b> | <b>% Change from 2010-11</b> |
|--------------------------------|-----------------------|-----------------------|------------------------|------------------------|------------------------------|
| Intergovernmental Revenue      | \$ 195,381            | \$ 522,708            | \$ 2,247,900           | \$ 2,136,474           | -4.96%                       |
| Charges for Services           | -                     | 468,399               | 1,507,050              | 1,508,000              | 0.06%                        |
| Fines & Forfeitures            | 6,694                 | 7,587                 | 2,000                  | 2,000                  | 0.00%                        |
| Miscellaneous Revenue          | 692,188               | 776,945               | 745,889                | 776,972                | 4.17%                        |
| Interest Earnings              | 24,299                | 3,997                 | -                      | 2,462                  | N/A                          |
| Appropriated Fund Balance      | -                     | -                     | <u>1,096,557</u>       | <u>15,105</u>          | -98.62%                      |
| Total Airport Revenues         | \$ 918,562            | \$ 1,779,636          | \$ 5,599,396           | \$ 4,441,013           | -20.69%                      |



15 New T-Hangars completed April 2011

**STORMWATER FUND (101)**

Stormwater Division is part of the Streets Division. The Streets Division maintains all stormwater systems within the city limits including ditches, swales and pumps where available.

| <b>Performance Indicators</b>  | <b>FBC Benchmark</b> | <b>FY 09-10 Estimate</b> | <b>FY 10-11 Projected</b> | <b>FY 11-12 Projected</b> |
|--|----------------------|--------------------------|---------------------------|---------------------------|
| <b>Stormwater:</b>   |                      |                          |                           |                           |
| Total # of drainage work orders requested by citizens (FBC SD01)   | 39                   | 48                       | 50                        | 50                        |
| Total days between customer requests (FBC SD02)  | 30                   | 5                        | 5                         | 5                         |
| Total linear feet of drainage pipes cleaned (FBC SD03)   | 1,825                | 1,479                    | 1,479                     | 1,500                     |
| Annual expenditures for cleaning pipes (FBC SD04)  | \$11,291             | \$6,803                  | \$15,000                  | \$15,000                  |
| Total square ft of drainage ditches cleaned (FBC SD05)   | 197,387              | 400,957                  | 400,957                   | 400,957                   |
| Total operating expenditures for all drainage repairs and maintenance under jurisdictional responsibility (FBC SD06) | \$99,185             | \$16,875                 | \$14,000                  | \$15,000                  |
| Percentage of storm water ponds maintained per maintenance schedule  |                      | 100                      | 100                       | 100                       |
| Number of retention ponds maintained   |                      | 13                       | 13                        | 13                        |
| Percentage of curb miles swept   |                      | 100                      | 100                       | 100                       |
| Lineal feet of ditches maintained  |                      | 200,479                  | 200,479                   | 200,479                   |
| Number of feet storm sewer cleaned   |                      | 1,479                    | 1,450                     | 1,450                     |
| Number of storm sewer inlets cleaned   |                      | 2,020                    | 2,000                     | 2000                      |
| Number of complaints received (retention ponds, storm sewers and storm sewer inlets)                                 |                      | 18                       | 50                        | 35                        |

**2011 Accomplishments**

- ✓ Completed the Julia Street Water Quality Improvement Outfall Project to improve stormwater quality from Faulkner to Riverside Drive.
- ✓ Completed the Quay Assissi water quality improvement including swales and outfall structure to reduce localized flooding
- ✓ Acquired properties at 2631 Westwood and 632 S. Pine St and demolished structures reducing repetitive loss and increasing manpower during flooding emergencies
- ✓ Repaired stormwater pipes and re-lined several stormwater pipes throughout the city.
- ✓ Helped CRA complete the Mary Ave and S. Orange St streetscape projects
- ✓ Working with the consultant to complete the Master Stormwater Plan for the Isleboro Area

## Goals and Objectives

1. Protect the city's investment in its roadway, drainage and sidewalk infrastructure through inspection, maintenance and improvement program
2. Enhancing the city's vitality of quality of life
3. Providing high quality and cost effective services to the citizens of New Smyrna Beach
4. Protect the city's natural resources in a manner in compliance with policies, codes and regulations
5. Encourage staff development of public works employees through training and use of latest technology

## OPERATING BUDGET COMPARISON

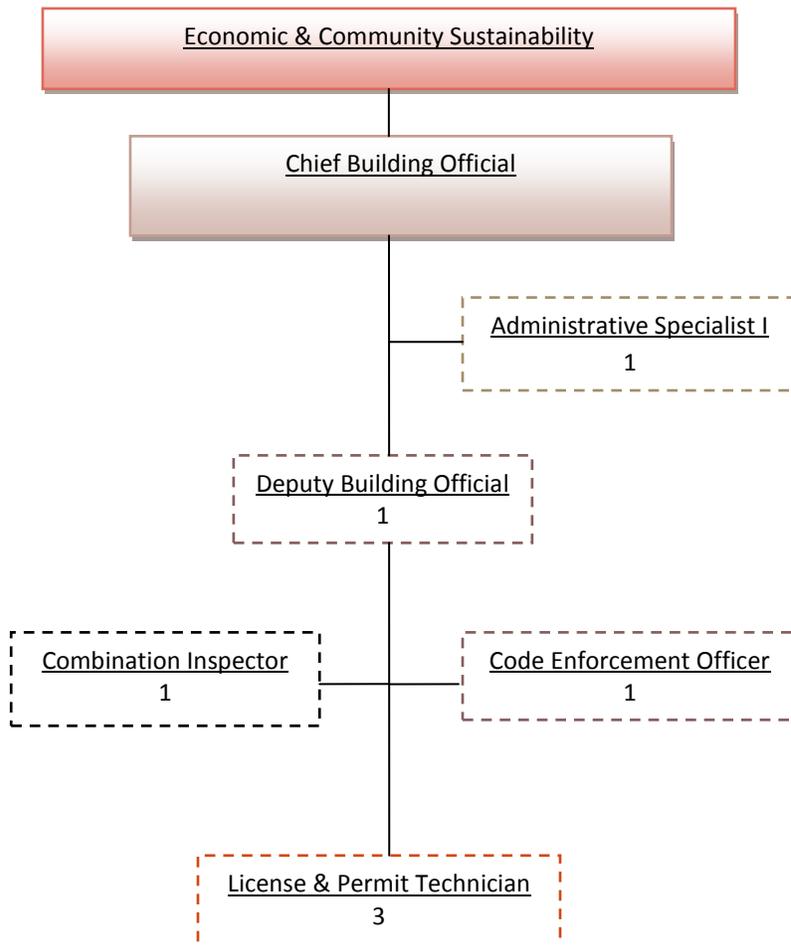
| STORMWATER SUMMARY<br>BUDGET DESCRIPTION | 2008-09<br>ACTUAL | 2009-10<br>ACTUAL | 2010-11<br>REVISED | 2011-12<br>ADOPTED | % Change<br>from 2010-11 |
|--|-------------------|-------------------|--------------------|--------------------|--------------------------|
| Operating Expenses                       | \$ 267,474        | \$ 424,383        | \$ 572,955         | \$ 464,113         | -19.00%                  |
| Capital Outlay                           | \$ 1,259,086      | \$ 119,994        | \$ 2,944,098       | \$ 1,314,286       | -55.36%                  |
| Transfers                                | 354,751           | 319,451           | 246,850            | 246,751            | NA                       |
| Total Budget                             | \$ 1,881,311      | \$ 863,827        | \$ 3,763,903       | \$ 2,025,150       | -46.20%                  |

| STORMWATER REVENUE SUMMARY   | 2008-09<br>ACTUAL | 2009-10<br>ACTUAL | 2010-11<br>REVISED | 2011-12<br>ADOPTED | % Change<br>from 2010-11 |
|------------------------------|-------------------|-------------------|--------------------|--------------------|--------------------------|
| Intergovernmental Revenue    | \$ 737,154        | \$ 172,994        | \$ 547,124         | \$ -               | -100.00%                 |
| Charges for Services         | 1,201,382         | 1,198,614         | 1,331,835          | 1,250,000          | -6.14%                   |
| Miscellaneous Revenue/Others | 75,000            | -                 | -                  | -                  | 0.00%                    |
| Debt Proceeds                | 332,739           | 124,518           | -                  | -                  | 0.00%                    |
| Interest Earnings            | 8,418             | 6,134             | -                  | 4,830              | 0.00%                    |
| Appropriated Fund Balance    | -                 | -                 | 1,884,944          | 770,320            | -59.13%                  |
| Total Stormwater Revenues    | \$ 2,354,693      | \$ 1,502,260      | \$ 3,763,903       | \$ 2,025,150       | -46.20%                  |

## Management Discussion – Changes in Services & Budget Variations

- ✓ There are no grant funded projects included in the FY12 Adopted Budget for Intergovernmental Revenue. Capital Projects total \$1,189,286 and include Fairmont & Westwood Drainage, Arlington Ave Drainage, S. Orange St. Drainage and Central Beach Drainage Improvement Phase III.
- ✓ Funding concerns will delay some major significant drainage projects throughout the city. Also, it would be a problem if an emergency arises where we have to do repairs to the city's drainage systems.

# Building & Inspection Organizational Chart



**BUILDING & INSPECTION FUND (113)**

**Programs:** The primary responsibilities of the Building Department are to administer, implement and enforce State and local land use codes, along with construction regulations within the city of New Smyrna Beach.

**Public Trust:** The Building department effectively manages existing and future development by facilitating the availability of adequate services and facilities, advocating wise use of resources, promoting an awareness and consideration of cultural resources and protecting and enhancing the quality of life in New Smyrna Beach.

**Practices:** Staff provides precise, up-to-date and innovative advice and technical expertise; are “problem solvers” seeking solutions to issues within the framework of regulations; develops a working environment that strives for excellence and exemplary customer service through teamwork, and receives continuous training, career advancement and innovation.

**People:** All members of the public, applicants, decision-makers, and co-workers are treated in a courteous, respectful and professional manner.

| Performance Indicators  | FBC Benchmark | FY 09-10 Actual | FY 10-11 Projected | FY 11-12 Budget |
|---|---------------|-----------------|--------------------|-----------------|
| Number of building inspections per day per inspector (FBC-PG14)                               | 12            |                 |                    |                 |
| Average annual cost per inspection (FBC-PG15)   | 45            |                 |                    |                 |
| Number of building plans reviewed per day per reviewer (residential and commercial)(FBC-PG16) | 5             |                 |                    |                 |
| Average annual cost per plan review (FBC-PG17)  | 126           |                 |                    |                 |
| Number of new single family housing permits reviewed and issued                               |               |                 |                    |                 |
| Number of commercial and multi-family permits issued  |               |                 |                    |                 |
| Number of small permits reviewed  |               |                 |                    |                 |
| Total number of permits reviewed and issued   |               |                 |                    |                 |
| Percentage of inspection service within 24 hours of request unless otherwise requested        |               |                 |                    |                 |
| Percentage of 3 day turnaround time on small permit review                                    |               |                 |                    |                 |
| Percentage of 10 day turnaround time on new residential permit review                         |               |                 |                    |                 |

## Accomplishments

- ✓ Created a Building Department Advisory Committee to advise and make recommendations to the City Manager and Commission on issues affecting the building development. Assist in developing new programs and policies in order to foster the development of New Smyrna Beach and the preservation of structures for those city residents who desire to live in a safe environment. Also, to ensure the permitting process has taken place to provide a fiscally sound, proactive and effective process that is responsive and dependable.

## Goals and Objectives

1. Development of the handouts for residential and commercial customers to help them better understand building permit submittal and construction requirements. (Published plan check checklists and guidance for different type of permits)
2. Improvement of submittal requirements by consolidating requirements of all departments in one document.
3. Monitored and improved customer service through cold calls, meetings and customer satisfaction surveys.
4. Looked at permitting process as the whole, including all the departments and agencies involvement, not just a single department. Established ongoing weekly meetings with representatives from all involved departments on improvement of permitting process, communications, share technology, timelines and goals.
5. Established better internal and external coordination and consistency.
6. Improved plan check and inspection turn-around time.
7. Implemented single hotline number. (Customer calls are answered in an average of 10 seconds)
8. Improved the way we interact with the businesses and residents. Re-evaluated our services from the point of view of our customers such as customer service, efficiency, and responsiveness.
9. Simplified submittal requirements by eliminating drawing submittals for simple remodeling projects, such as kitchen and bathroom remodels and others. In order to eliminate drawing submittals we developed all necessary construction details and information on code requirements for the homeowners.
10. Have an “express plan check” program for a full day. Applicant can receive plan check comments or obtain building permits for small size projects such as single-family residential addition or remodel up to 600 square feet within one hour without an appointment.
11. Offered “plan check by appointment” services for the medium size projects such as residential additions up to 1,000 square feet or tenant improvements up to 10,000 square feet. Such services allow applicants to receive plan review comments or obtain building permit on the date of submittal instead of waiting for two to three weeks.

## Goals and Objectives (continued)

12. Offered “preliminary design review” when requested by an applicant to facilitate the review process prior to submittal of building permit applications. Such service is designed to eliminate repeated re-submittals and allow customers to obtain their building permits sooner.
13. Offered “temporary building permit” for projects with no structural and exterior work and providing courtesy inspections prior to obtaining building permits. Providing such service allows customers to complete their projects on time and improve their building occupancy and start of business operation time schedule.
14. Assigned single point of contact (project coordinator) for every building permit submittal. It allows better streamlining of the permitting process toward common goals and improves coordination with other departments to assure better concurrence.
15. Conducting regularly scheduled meetings with public to address various topics related to building permits and building safety, such as “homeowners night” and various meetings with the industry representatives.
16. Building Department participated and organized “building safety week” by reaching out to community in promoting building safety and educating residents on disaster preparedness and building permit requirements.
17. Implemented “voluntary hurricane upgrade program for homeowners” to make their houses safer. We provide interested homeowners with a prescriptive plan set that may be used to strengthen older homes and for obtaining their building permit. The building department will provide pre-construction and follow-up inspections to ensure that the construction is done properly. The cost of the program, which includes the plan set, permit fees and up to three inspections is only \$240.
18. Implemented disaster response plan. The primary emphasis of this program is to be prepared for a disaster situation such as major hurricanes. Building plan checkers and inspectors have received special in-house training as well as attended state sponsored disaster response training.
19. Continued cross-training of staff by having building inspectors performing plan review of certain type of submittals and having office staff ride along with building inspectors to view inspections and see construction in progress at various stages. Making sure that staff is working smarter resulted in a faster turnaround time.
20. Providing regular in-house training of staff and inviting number of manufacturer and building organizations representatives to participate in the in-house staff training.
21. Established uniformity of codes interpretations and consistency in plan check and inspection.
22. Improved quality of inspections by assigning same building inspector to the project from start to finish and providing quality control by having senior building inspector perform periodic reviews.
23. Utilized technology and automation to enhance department performance.
24. Implemented “digitized” imaging of construction documents for permanent filing allowing instant computerized records access.
25. Created workload indicator and performance targets. Monitored performance and hold staff accountable.

**Goals and Objectives (continued)**

26. Implemented new automated permit information system enabling all departments involved in review process to better track and manage work activities.
27. Make more inspection field time available to inspectors by the use of laptop computers (tough book) in the field that allows full access to relevant information for the inspection, enter inspection results in the field and print inspection results for the customers at the job site.
28. Arranged on line permitting applications for the customers to apply, pay for and obtain simple permits such as water heater from their home or office computer. This service eliminates car trips and saves customer time.
29. Implemented better tracking system for assignments and closure of service requests.
30. Implement new permitting software and developing “on-line” permit process allowing residents and building contractors easier and faster on-line access to permitting information and obtaining number of building permits without leaving their homes or offices.
31. Implement building and safety web site that allows applicant to schedule inspection, receive update on the status of plan submittal, review plan check comments and obtain other general information.

**OPERATING BUDGET COMPARISON**

| <b>BUILDING &amp; INSPECTION SUMMARY</b> | <b>2008-09</b>    | <b>2009-10</b>    | <b>2010-11</b>    | <b>2011-12</b>    | <b>% Change</b> |
|--|-------------------|-------------------|-------------------|-------------------|-----------------|
| <b>BUDGET DESCRIPTION</b>                | <b>ACTUAL</b>     | <b>ACTUAL</b>     | <b>REVISED</b>    | <b>ADOPTED</b>    |                 |
| Personal Services                        | \$ 496,639        | \$ 378,302        | \$ 411,762        | \$ 437,393        | 6.22%           |
| Operating Expenses                       | 92,261            | 75,023            | 317,170           | 204,136           | -35.64%         |
| Capital Outlay                           | -                 | -                 | 168,003           | 23,367            | -86.09%         |
| <b>Total Budget</b>                      | <b>\$ 588,900</b> | <b>\$ 453,325</b> | <b>\$ 896,935</b> | <b>\$ 664,896</b> | <b>-25.87%</b>  |

| <b>BUILDING &amp; INSPECTION</b> | <b>PAY</b>   | <b>2008-09</b> | <b>2009-10</b> | <b>2010-11</b> | <b>2011-12</b> | <b>Change</b> |
|----------------------------------|--------------|----------------|----------------|----------------|----------------|---------------|
| <b>STAFFING - FTEs</b>           | <b>GRADE</b> | <b>BUDGET</b>  | <b>BUDGET</b>  | <b>BUDGET</b>  | <b>BUDGET</b>  |               |
| Chief Building Official          | 27A          | 1.00           | 1.00           | 1.00           | 1.00           | 0.00          |
| Deputy Building Official         | 20E          | 2.00           | 2.00           | 1.00           | 1.00           | 0.00          |
| Combination Inspector            | 15D          | 2.00           | 2.00           | 1.00           | 1.00           | 0.00          |
| License Permit Technician        | 10D          | 3.00           | 3.00           | 3.00           | 3.00           | 0.00          |
| Code Enforcement Officer         | 13D          | 0.00           | 0.00           | 0.00           | 1.00           | 1.00          |
| Zoning & Permit Technician       | 11H          | 0.00           | 0.00           | 0.00           | 1.00           | 1.00          |
| Administrative Specialist I      | 08F          | <u>1.00</u>    | <u>1.00</u>    | <u>1.00</u>    | <u>0.00</u>    | <u>(1.00)</u> |
| <b>Total Staffing</b>            |              | <b>9.00</b>    | <b>9.00</b>    | <b>7.00</b>    | <b>8.00</b>    | <b>1.00</b>   |

- Code Enforcement Officer transferred from Police will be funded 50% by General Fund. The Administrative Specialist I position was reclassified to Zoning & Permit Technician.

| <b>BUILDING &amp; INSPECTION REVENUE SUMMARY</b> | <b>2008-09<br/>ACTUAL</b> | <b>2009-10<br/>ACTUAL</b> | <b>2010-11<br/>REVISED</b> | <b>2011-12<br/>ADOPTED</b> | <b>% Change<br/>from 2010-11</b> |
|--|---------------------------|---------------------------|----------------------------|----------------------------|----------------------------------|
| Total Licenses & Permits                         | \$ 439,204                | \$ 471,540                | \$ 650,391                 | \$ 505,067                 | -22.34%                          |
| Charges for Services                             | -                         | -                         | 105,120                    | 103,470                    | -1.57%                           |
| Fines & Forfeitures                              | -                         | -                         | 16,141                     | -                          | 0.00%                            |
| Miscellaneous Revenue/Others                     | 1,563                     | 1,088                     | 25,283                     | 56,359                     | 122.91%                          |
| Transfer from General Fund                       | -                         | -                         | 100,000                    | -                          | -100.00%                         |
| <b>Total Building &amp; Inspection Revenues</b>  | <b>\$ 440,767</b>         | <b>\$ 472,628</b>         | <b>\$ 896,935</b>          | <b>\$ 664,896</b>          | <b>-25.87%</b>                   |

### Management Discussion – Changes in Services & Budget Variations

- ✓ The Code Enforcement Officer position was moved from Police to Building & Inspections. One half of this position will be funded by the General Fund.
- ✓ Within the following basic functional areas, the Building Department will undertake initiatives that will focus on customer service and efficiencies, as well as enforcement of Florida State Building Standards, Codes, National Pollution Discharge and Elimination System (NPDES) requirements (Storm Water) and, other Florida regulations as related to maintenance, use, additions, alterations and repair of properties and structures in New Smyrna Beach.
- ✓ The division strategically addresses the following on an ongoing basis:
  - Customer service and Permit Center operation;
  - Building Permit Processing by coordinating with other divisions involved in the same;
  - In-House Plan Check;
  - Permit Inspections;
  - Records Management;
  - Life Safety Inspections;
  - Community Outreach & Education;
  - Disaster/Emergency Preparedness, Mitigation, and Recovery.
- ✓ The decrease in projected expenditures in past years is primarily attributable to a reduction in development and the decrease in building permits. The direct result of reduced building activities in the City resulted in less building permit fees and building plan check fees collected. There was a 24.3% decrease in previous years that is attributable to projected significant decrease in revenues related to permit and plan check fees and it is expected that building activities will remain slow. Due to less development activities, the Building Department staff was reduced by 5 to 6 persons.
- ✓ Construction valuation and fees have slipped dramatically over the last few years. Preparing for a recovery, the building department worked with an oversight committee comprising representatives from a local construction trade group, which acknowledged the need to increase fees in order to preserve services. However, caution must be given that even the rate increase does not indefinitely sustain the building department at its current staffing levels without a rebound in the construction industry. And when the industry turns around, the building department wants to be in a position to ensure the building department can respond.
- ✓ Currently, the Building Department permit fee level is about 30 to 40% below those of our surrounding neighbors. Due to current economic conditions and the Department's present fee schedule, permit revenues have declined. The Department will propose a fee increase during FY2011-12 and has budgeted to include such fee increases.

**Management Discussion – Changes in Services & Budget Variations (continued)**

- ✓ The City is unable to efficiently track properties and permits and produce reports that would indicate the activity level at any given moment. The Department updated the financial and permitting software to accomplish this goal as noted in Capital Outlay during FY2010-11.

**SPECIAL LAW ENFORCEMENT TRUST FUND (SLETF)**

The SLETF was established by FS 932.705 and accounts for revenues and expenditures to be used for law enforcement. Revenues are generated from sale of confiscated property and shall be used for school resource officer, crime prevention, safe neighborhood, drug abuse education and prevention programs, or for other law enforcement purposes, which include defraying the cost of protracted or complex investigations, providing additional equipment or expertise, purchasing automated external defibrillators for use in law enforcement vehicles, and providing matching funds to obtain federal grants. The proceeds and interest may not be used to meet normal operating expenses of the law enforcement agency.

**OPERATING BUDGET COMPARISON**

| <b>SLETF SUMMARY<br/>BUDGET DESCRIPTION</b> | <b>2008-09<br/>ACTUAL</b> | <b>2009-10<br/>ACTUAL</b> | <b>2010-11<br/>REVISED</b> | <b>2011-12<br/>ADOPTED</b> | <b>% Change</b> |
|---|---------------------------|---------------------------|----------------------------|----------------------------|-----------------|
| Personal Expenses                           | \$ 20,000                 | \$ 25,000                 | \$ 55,000                  | \$ 60,000                  | 9.09%           |
| Operating Expenses                          | 46,562                    | 11,130                    | 38,600                     | 38,100                     | -1.30%          |
| Capital Outlay                              | -                         | 55,462                    | 199,670                    | -                          |                 |
| Total Budget                                | \$ 66,562                 | \$ 91,592                 | \$ 293,270                 | \$ 98,100                  | -66.55%         |

| <b>SLETF REVENUE SUMMARY</b> | <b>2008-09<br/>ACTUAL</b> | <b>2009-10<br/>ACTUAL</b> | <b>2010-11<br/>REVISED</b> | <b>2011-12<br/>ADOPTED</b> | <b>% Change</b> |
|------------------------------|---------------------------|---------------------------|----------------------------|----------------------------|-----------------|
| Miscellaneous Revenue/Other  | \$ 26,637                 | \$ 79,265                 | \$ 216,889                 | \$ -                       | 0.00%           |
| Interest Earnings            | 641                       | 423                       | -                          | -                          | 0.00%           |
| Appropriated Fund Balance    | -                         | -                         | 76,381                     | 98,100                     | 28.44%          |
| Total SLETF Revenues         | \$ 27,278                 | \$ 79,688                 | \$ 293,270                 | \$ 98,100                  | -66.55%         |

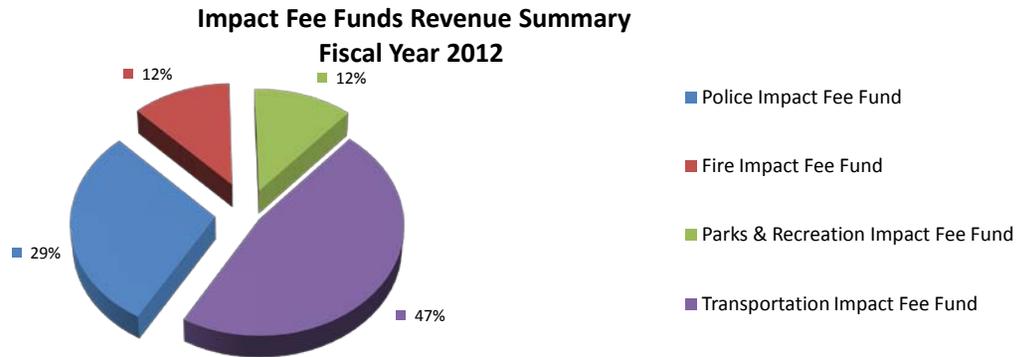
**Management Discussion – Changes in Services & Budget Variations**

- ✓ The FY2010-11 Revised budget includes funds available for capital outlay. During FY 2009-10 one Police Vehicle and a Surveillance Recording System was purchased. During FY2010-11 one Police Vehicle and a Simulator Training Lab were purchased.

**IMPACT FEE FUNDS REVENUE SUMMARY**

| <b>IMPACT FEE FUND REVENUE SUMMARY</b> | <b>2008-09 ACTUAL</b> | <b>2009-10 ACTUAL</b> | <b>2010-11 REVISED</b> | <b>2011-12 ADOPTED</b> | <b>% Change from 2010-11</b> |
|--|-----------------------|-----------------------|------------------------|------------------------|------------------------------|
| Charges for Services                   | \$ 185,075            | \$ 301,394            | \$ 829,000             | \$ 255,000             | -69.24%                      |
| Miscellaneous Revenue                  | 5,752                 | 4,250                 | -                      | 3,130                  | N/A                          |
| Appropriated Fund Balance              | -                     | -                     | 135,000                | -                      | -100.00%                     |
| <b>Total Impact Fee Revenues</b>       | <b>\$ 190,827</b>     | <b>\$ 305,644</b>     | <b>\$ 964,000</b>      | <b>\$ 258,130</b>      | <b>-73.22%</b>               |

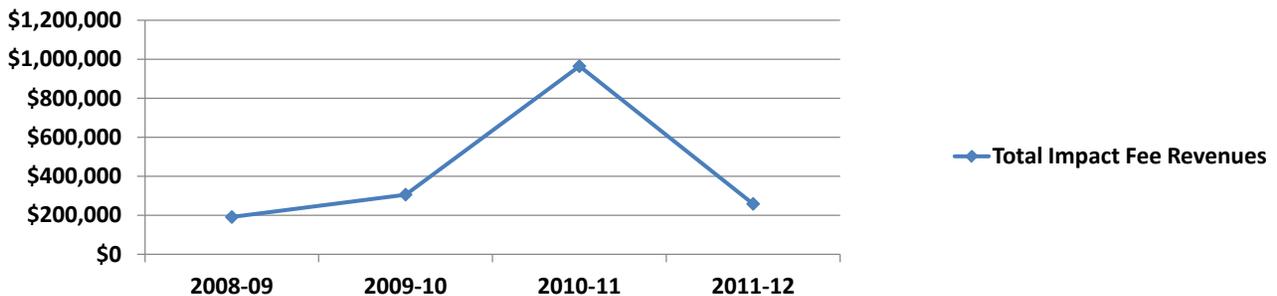
| <b>IMPACT FEE FUND REVENUE SUMMARY</b> | <b>2008-09 ACTUAL</b> | <b>2009-10 ACTUAL</b> | <b>2010-11 REVISED</b> | <b>2011-12 ADOPTED</b> | <b>% Change from 2010-11</b> |
|--|-----------------------|-----------------------|------------------------|------------------------|------------------------------|
| Police Impact Fee Fund                 | \$ 22,835             | \$ 96,079             | \$ 371,000             | \$ 75,950              | -79.53%                      |
| Fire Impact Fee Fund                   | 22,267                | 49,251                | 92,000                 | 30,480                 | -66.87%                      |
| Parks & Recreation Impact Fee Fund     | 9,892                 | 16,362                | 140,000                | 30,330                 | -78.34%                      |
| Transportation Impact Fee Fund         | 135,833               | 143,952               | 361,000                | 121,370                | -66.38%                      |
| <b>Total Impact Fee Revenues</b>       | <b>\$ 190,827</b>     | <b>\$ 305,644</b>     | <b>\$ 964,000</b>      | <b>\$ 258,130</b>      | <b>-73.22%</b>               |



**Management Discussion**

The Impact Fees Fund accounts for the fiscal activity relating to the City's impact fees charged for growth-related capital improvements associated with law enforcement, fire, recreation and transportation functions. Activities subject to fees include any improvement to land which requires the issuance of a building permit or any changes in the use of a structure which generates additional services demands. Fees are charged for residential land use and at a rate per square foot for nonresidential land use. Fees may be appropriated for capital improvements including construction of facilities, acquisition of equipment, construction and equipping of training facilities equipping of vehicles and other equipment.

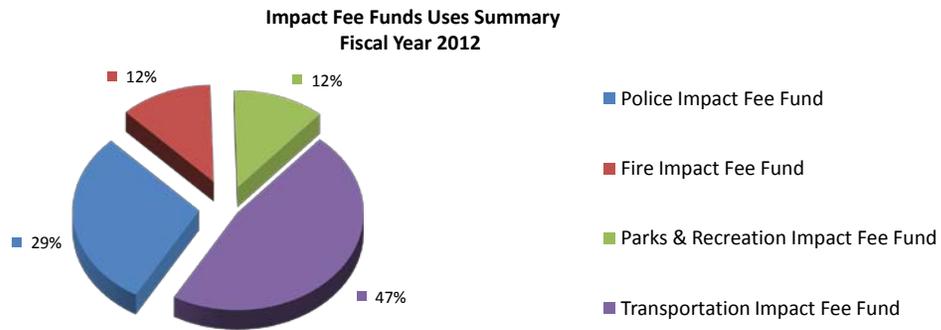
**History of Revenues**



**IMPACT FEE FUNDS EXPENDITURE SUMMARY**

| <b>IMPACT FEE FUND<br/>EXPENDITURE SUMMARY</b> | <b>2008-09<br/>ACTUAL</b> | <b>2009-10<br/>ACTUAL</b> | <b>2010-11<br/>REVISED</b> | <b>2011-12<br/>ADOPTED</b> | <b>% Change<br/>from 2010-11</b> |
|--|---------------------------|---------------------------|----------------------------|----------------------------|----------------------------------|
| Operating Expenses                             | \$ -                      | \$ -                      | 433,000                    | \$ 121,370                 | -71.97%                          |
| Capital Outlay                                 | -                         | -                         | <u>531,000</u>             | <u>136,760</u>             | <u>-74.24%</u>                   |
| Total Impact Fees Funds Expenditures           | \$ -                      | \$ -                      | \$ 964,000                 | \$ 258,130                 | -73.22%                          |

| <b>IMPACT FEE FUND<br/>EXPENDITURE SUMMARY</b> | <b>2008-09<br/>ACTUAL</b> | <b>2009-10<br/>ACTUAL</b> | <b>2010-11<br/>REVISED</b> | <b>2011-12<br/>ADOPTED</b> | <b>% Change<br/>from 2010-11</b> |
|--|---------------------------|---------------------------|----------------------------|----------------------------|----------------------------------|
| Police Impact Fee Fund                         | \$ -                      | \$ -                      | \$ 371,000                 | \$ 75,950                  | -79.53%                          |
| Fire Impact Fee Fund                           | -                         | -                         | 92,000                     | 30,480                     | -66.87%                          |
| Parks & Recreation Impact Fee Fund             | -                         | -                         | 140,000                    | 30,330                     | -78.34%                          |
| Transportation Impact Fee Fund                 | -                         | -                         | <u>361,000</u>             | <u>121,370</u>             | <u>-66.38%</u>                   |
| Total Impact Fees Funds Expenditures           | \$ -                      | \$ -                      | \$ 964,000                 | \$ 258,130                 | -73.22%                          |



**Management Discussion**

There were no expenditures of Impact Fees for FY2008-09 or FY2009-10. The Revised Budget for FY2010-11 covers expenditures of approximately \$40,000 in Parks & Recreation Impact Fee Fund for the North Beach Park Bathroom Renovation. The other Impact Fee Funds did not expend any funds during FY2010-11 and there are no projects anticipated during FY2011-12 for these funds.

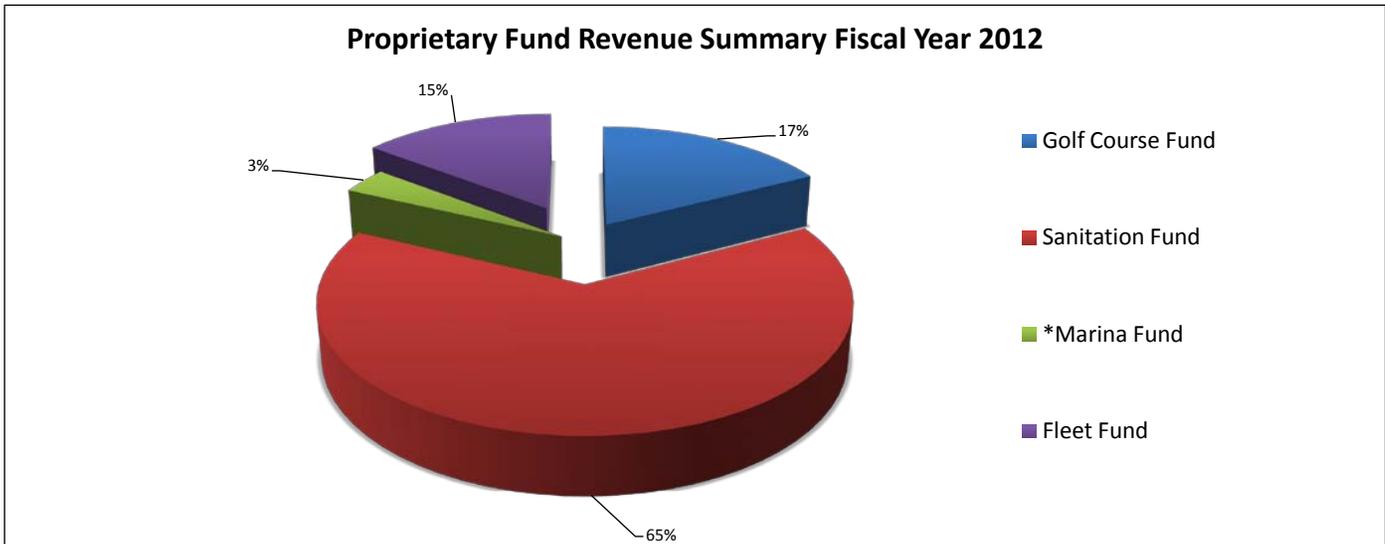


**PROPRIETARY FUND REVENUE SUMMARY**

| <b>REVENUE SUMMARY</b>    | <b>2008-09<br/>ACTUAL</b> | <b>2009-10<br/>ACTUAL</b> | <b>2010-11<br/>REVISED</b> | <b>2011-12<br/>ADOPTED</b> | <b>% Change<br/>from 2010-11</b> |
|---------------------------|---------------------------|---------------------------|----------------------------|----------------------------|----------------------------------|
| Charges for Services      | 7,331,779                 | 7,254,164                 | 7,358,108                  | 7,218,484                  | -1.90%                           |
| Miscellaneous Revenue     | 28,629                    | 24,208                    | 10,300                     | 15,259                     | 48.15%                           |
| Appropriated Fund Balance | -                         | -                         | 370,636                    | 58,066                     | -84.33%                          |
|                           | <u>\$ 7,360,407</u>       | <u>\$ 7,278,373</u>       | <u>\$ 7,739,044</u>        | <u>\$ 7,291,809</u>        | -5.78%                           |

| <b>FUND SUMMARY</b> | <b>2008-09<br/>ACTUAL</b> | <b>2009-10<br/>ACTUAL</b> | <b>2010-11<br/>REVISED</b> | <b>2011-12<br/>ADOPTED</b> | <b>% Change<br/>from 2010-11</b> |
|---------------------|---------------------------|---------------------------|----------------------------|----------------------------|----------------------------------|
| Golf Course Fund    | 1,245,112                 | 1,184,006                 | 1,217,776                  | 1,263,060                  | 3.72%                            |
| Sanitation Fund     | 4,954,841                 | 4,869,453                 | 5,344,017                  | 4,716,224                  | -11.75%                          |
| *Marina Fund        | 282,962                   | 284,813                   | 268,000                    | 254,520                    | -5.03%                           |
| Fleet Fund          | 877,493                   | 940,100                   | 909,251                    | 1,058,005                  | 16.36%                           |
| Total Budget        | <u>\$ 7,360,407</u>       | <u>\$ 7,278,373</u>       | <u>\$ 7,739,044</u>        | <u>\$ 7,291,809</u>        | -5.78%                           |

\*NOTE: Beginning FY2011-12 Marina Fund has been classified as a Proprietary Fund in accordance with GASB 54.



**Management Discussion**

Proprietary Fund revenues are anticipated to be consistent with to be FY2009-10 in total. Marina has seen a slight decline a decrease of approximately \$7,000 from FY09-10 to FY10-11. The Sanitation Fund is not anticipating the use of Fund Balance during FY11-12 with renewed contract for services. Golf Course Fund is anticipating a slight increase in revenues for FY11-12 due to improvements made in the past two years. Fleet is an Internal Service Fund deriving revenues departmental charges.

**PROPRIETARY FUNDS**

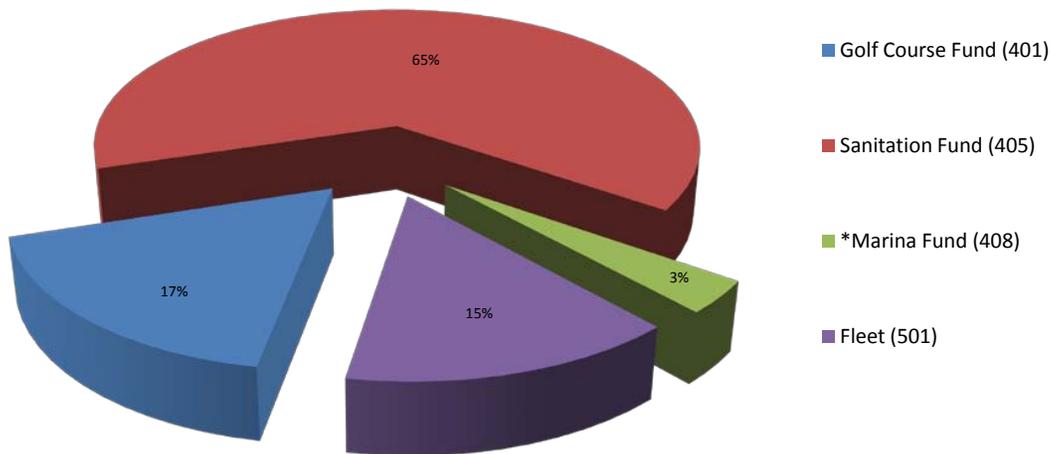
| PROPRIETARY FUNDS<br>FUND NAME (FUND NUMBER) | 2008-09<br>ACTUAL | 2009-10<br>ACTUAL | 2010-11<br>REVISED | 2011-12<br>ADOPTED | % Change<br>from 2010-11 |
|--|-------------------|-------------------|--------------------|--------------------|--------------------------|
| Golf Course Fund (401)                       | \$ 1,529,305      | \$ 1,302,761      | \$ 1,217,776       | \$ 1,263,060       | 3.72%                    |
| Sanitation Fund (405)                        | 5,069,093         | 5,039,322         | 5,344,017          | 4,716,224          | -11.75%                  |
| *Marina Fund (408)                           | 206,320           | 211,639           | 268,000            | 254,520            | -5.03%                   |
| Fleet (501)                                  | 820,822           | 852,393           | 909,251            | 1,058,005          | 16.36%                   |
| Total Budget                                 | \$ 7,625,540      | \$ 7,406,115      | \$ 7,739,044       | \$ 7,291,809       | -5.78%                   |

\*NOTE: Beginning FY2011-12 Marina Fund has been classified as a Proprietary Fund in accordance with GASB 54.

| PROPRIETARY FUNDS SUMMARY<br>CATEGORY BUDGET | 2008-09<br>ACTUAL | 2009-10<br>ACTUAL | 2010-11<br>REVISED | 2011-12<br>ADOPTED | % Change<br>from 2010-11 |
|--|-------------------|-------------------|--------------------|--------------------|--------------------------|
| Personal Services                            | \$ 1,086,214      | \$ 927,680        | \$ 926,133         | \$ 980,691         | 5.89%                    |
| Operating Expenses                           | 6,491,722         | 6,418,108         | 6,515,924          | 6,111,296          | -6.21%                   |
| Capital Outlay                               | -                 | 11,892            | 243,661            | 162,500            | -33.31%                  |
| Debt Service                                 | 16,904            | 17,735            | 22,626             | 6,622              | -70.73%                  |
| Transfer to General Fund                     | 30,700            | 30,700            | 30,700             | 30,700             | 0.00%                    |
| Total Budget                                 | \$ 7,625,540      | \$ 7,406,115      | \$ 7,739,044       | \$ 7,291,809       | -5.78%                   |

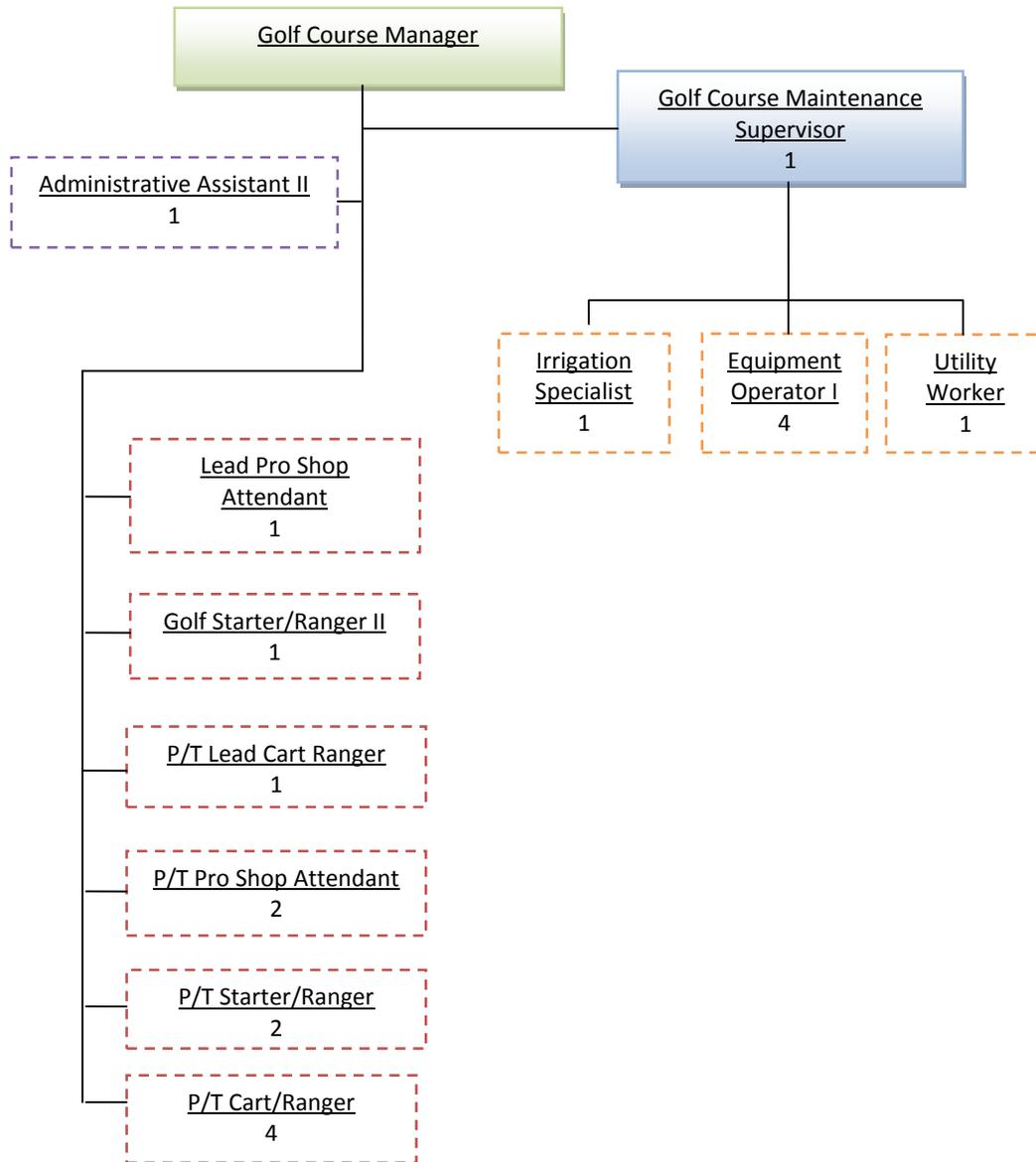
| PROPRIETARY FUNDS<br>STAFFING - FTEs | 2008-09<br>BUDGET | 2009-10<br>BUDGET | 2010-11<br>BUDGET | 2011-12<br>BUDGET | % Change<br>from 2010-11 |
|--------------------------------------|-------------------|-------------------|-------------------|-------------------|--------------------------|
| Golf Course Fund (401)               | 21.00             | 20.50             | 15.50             | 15.50             | 0.00                     |
| Sanitation Fund (405)                | 0.00              | 0.00              | 0.00              | 1.00              | 1.00                     |
| Marina Fund (408)                    | 2.00              | 2.00              | 2.00              | 2.00              | 0.00                     |
| Fleet (501)                          | 5.00              | 4.00              | 4.00              | 4.00              | 0.00                     |
| Total Staffing                       | 28.00             | 26.50             | 21.50             | 22.50             | 1.00                     |

Proprietary Funds Expense Summary  
Fiscal Year 2012



**Management Discussion**

Personal Services increase is due to the transfer of an Administrative Specialist I to the Sanitation Fund from Public Works - Streets. Operating and Capital Outlay decreases are due to the overall cost saving efforts of each fund. Debt Service is for the repayment of loan to the Golf Course Fund for Capital Improvement. The decrease is due to a transfer of net capital assets of the Golf Course Fund to the General Fund during FY10-11 reducing the loan to approximately \$750,000 for future payments. Transfer from Marina Fund to General Fund is consistent with prior years and repays a loan to Marina Fund for capital improvements.



**GOLF COURSE FUND (401)**

The New Smyrna Golf Club is operated as a semi-private golf club. The focus is to stay on budget, to cut expenses whenever possible without sacrificing our quality product and our outstanding customer satisfaction.

| Performance Indicators        | FBC Benchmark | FY09-10 Actual | FY 10-11 Projected | FY 11-12 Budget |
|-------------------------------|---------------|----------------|--------------------|-----------------|
| Number of Members             |               |                |                    |                 |
| Single 50 Memberships         |               | 107            | 86                 | 85              |
| Household 50                  |               | 31             | 31                 | 33              |
| Single Unlimited              |               | 101            | 87                 | 95              |
| Household Unlimited           |               | 52             | 29                 | 34              |
| Number of Private Carts       |               | 39             | 41                 | 41              |
| Number of Prepaid City Carts  |               | 89             | 66                 | 70              |
| Total Number of Rounds Played |               | 31,638         | 50,062             | 51,000          |

**Goals and Objectives**

1. To extend the charm of New Smyrna Beach to its Golf Course. Providing an uplifting golfing experience for its residents and the broader golfing community.
2. A quality product must be provided at all times, as well as efficient, professional customer satisfaction in constant focus. We, the staff, take care of the many visitors our people, our customers.
3. The primary objective is to provide our customers with the finest of facilities and the best service. We will strive to maintain the highest quality condition for our course. To have a well stocked pro shop with the latest merchandise. To have a well maintained golf cart fleet with clean reliable carts.
4. Keeping the fees and membership dues at a competitive level.

**OPERATING BUDGET COMPARISON**

| GOLF COURSE FUND (401)<br>DEPARTMENT BUDGET | 2008-09<br>ACTUAL | 2009-10<br>ACTUAL | 2010-11<br>REVISED | 2011-12<br>ADOPTED | % Change |
|---|-------------------|-------------------|--------------------|--------------------|----------|
| Administration                              | \$ 1,529,305      | \$ 455,634        | \$ 279,959         | \$ 361,826         | 29.24%   |
| Maintenance                                 | -                 | 539,745           | 566,780            | 540,884            | -4.57%   |
| Pro Shop                                    | -                 | 307,382           | 371,037            | 360,350            | -2.88%   |
| Total Budget                                | \$ 1,529,305      | \$ 1,302,761      | \$ 1,217,776       | \$ 1,263,060       | 3.72%    |

**GOLF COURSE - ADMINISTRATION**

| <b>GOLF COURSE ADMINISTRATION<br/>CATEGORY BUDGET</b> | <b>2008-09<br/>ACTUAL</b> | <b>2009-10<br/>ACTUAL</b> | <b>2010-11<br/>REVISED</b> | <b>2011-12<br/>ADOPTED</b> | <b>% Change</b> |
|---|---------------------------|---------------------------|----------------------------|----------------------------|-----------------|
| Personal Services                                     | \$ 772,955                | \$ 100,399                | \$ 120,456                 | \$ 124,932                 | 3.72%           |
| Operating Expenses                                    | 739,446                   | 359,795                   | 133,615                    | 226,772                    | 69.72%          |
| Debt Service  | 16,904                    | 17,735                    | 22,626                     | 6,622                      | -70.73%         |
| Capital Outlay  | -                         | (22,295)                  | 3,262                      | 3,500                      | 7.30%           |
| Total Budget  | \$ 1,529,305              | \$ 455,634                | \$ 279,959                 | \$ 361,826                 | 29.24%          |

| <b>GOLF COURSE ADMINISTRATION<br/>STAFFING - FTEs</b> | <b>PAY<br/>GRADE</b> | <b>2008-09<br/>BUDGET</b> | <b>2009-10<br/>BUDGET</b> | <b>2010-11<br/>BUDGET</b> | <b>2011-12<br/>BUDGET</b> | <b>Change</b> |
|---|----------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------|
| Golf Course Manager                                   | 34B                  | 1.00                      | 1.00                      | 1.00                      | 1.00                      | 0.00          |
| Administrative Specialist II                          | 10B                  | 1.00                      | 1.00                      | 1.00                      | 1.00                      | 0.00          |
| Restaurant Staff                                      | -                    | <u>5.00</u>               | <u>0.00</u>               | <u>0.00</u>               | <u>0.00</u>               | 0.00          |
| Total Staffing  |                      | 7.00                      | 2.00                      | 2.00                      | 2.00                      | 0.00          |

**GOLF COURSE - MAINTENANCE**

| <b>GOLF COURSE MAINTENANCE<br/>CATEGORY BUDGET</b> | <b>2008-09<br/>ACTUAL</b> | <b>2009-10<br/>ACTUAL</b> | <b>2010-11<br/>REVISED</b> | <b>2011-12<br/>ADOPTED</b> | <b>% Change</b> |
|--|---------------------------|---------------------------|----------------------------|----------------------------|-----------------|
| Personal Services                                  | \$ -                      | \$ 375,379                | \$ 322,567                 | \$ 323,451                 | 0.27%           |
| Operating Expenses                                 | -                         | 138,391                   | 198,213                    | 178,433                    | -9.98%          |
| Capital Outlay                                     | -                         | 25,975                    | 46,000                     | 39,000                     | -15.22%         |
| Total Budget                                       | \$ -                      | \$ 539,745                | \$ 566,780                 | \$ 540,884                 | -4.57%          |

| <b>GOLF COURSE MAINTENANCE<br/>STAFFING - FTEs</b> | <b>PAY<br/>GRADE</b> | <b>2008-09<br/>BUDGET</b> | <b>2009-10<br/>BUDGET</b> | <b>2010-11<br/>BUDGET</b> | <b>2011-12<br/>BUDGET</b> | <b>Change</b> |
|--|----------------------|---------------------------|---------------------------|---------------------------|---------------------------|---------------|
| Golf Course Maintenance Supv.                      | 20A                  | 1.00                      | 1.00                      | 1.00                      | 1.00                      | 0.00          |
| Irrigation Specialist                              | 11C                  | 1.00                      | 1.00                      | 1.00                      | 1.00                      | 0.00          |
| Equipment Operator I                               | 08A                  | 4.00                      | 4.00                      | 4.00                      | 4.00                      | 0.00          |
| Utility Worker                                     | 05C                  | <u>1.00</u>               | <u>1.00</u>               | <u>1.00</u>               | <u>1.00</u>               | <u>0.00</u>   |
| Total Staffing                                     |                      | 7.00                      | 7.00                      | 7.00                      | 7.00                      | 0.00          |

**GOLF COURSE – PRO SHOP**

| <b>GOLF COURSE PRO SHOP<br/>CATEGORY BUDGET</b> | <b>2008-09<br/>ACTUAL</b> | <b>2009-10<br/>ACTUAL</b> | <b>2010-11<br/>REVISED</b> | <b>2011-12<br/>ADOPTED</b> | <b>% Change</b> |
|---|---------------------------|---------------------------|----------------------------|----------------------------|-----------------|
| Personnel Services                              | \$ -                      | \$ 148,819                | \$ 193,672                 | \$ 194,400                 | 0.38%           |
| Operating Expenses                              | -                         | 132,262                   | 163,765                    | 165,950                    | 1.33%           |
| Capital Outlay                                  | -                         | 6,119                     | 13,600                     | -                          | -100.00%        |
| Total Budget                                    | \$ -                      | \$ 287,200                | \$ 371,037                 | \$ 360,350                 | -2.88%          |

| <b>GOLF COURSE PRO SHOP<br/>STAFFING - FTEs</b> |     | <b>2008-09<br/>ACTUAL</b> | <b>2009-10<br/>ACTUAL</b> | <b>2010-11<br/>BUDGET</b> | <b>2011-12<br/>BUDGET</b> | <b>Change</b> |
|---|-----|---------------------------|---------------------------|---------------------------|---------------------------|---------------|
| Lead Pro Shop Attendant                         | 10J | 1.00                      | 1.00                      | 1.00                      | 1.00                      | 0.00          |
| Golf Starter/Ranger II                          | 10K | 1.00                      | 1.00                      | 1.00                      | 1.00                      | 0.00          |
| P/T Lead Cart Ranger                            | 08K | 0.00                      | 0.50                      | 0.50                      | 0.50                      | 0.00          |
| P/T Pro Shop Attendant                          | 05F | 1.00                      | 1.00                      | 1.00                      | 1.00                      | 0.00          |
| P/T Starter/Ranger                              | 05B | 1.50                      | 1.50                      | 1.50                      | 1.50                      | 0.00          |
| P/T Cart/Ranger                                 | 05A | <u>2.00</u>               | <u>1.50</u>               | <u>1.50</u>               | <u>1.50</u>               | <u>0.00</u>   |
|   |     | 6.50                      | 6.50                      | 6.50                      | 6.50                      | 0.00          |

**SANITATION FUND (405)**

| Performance Indicators                  | FBC Benchmark | FY 09-10 Actual | FY 10-11 Projected | FY 11-12 Budget |
|---|---------------|-----------------|--------------------|-----------------|
| <b>SANITATION:</b>                      |               |                 |                    |                 |
| Number of tons of recyclables collected |               | 5,946           | 1,743              | 1,750           |
| Number of tons of solid waste collected |               | 17,849          | 15,520             | 15,000          |
| Refuse collected (tons per week)        |               | 348             | 332                | 332             |
| Yard trash (tons per week)              |               | 49              | 64                 | 64              |
| Recyclables collected (tons per week)   |               | 32              | 33                 | 33              |

| SANITATION FUND (405) |  | 2008-09      | 2009-10      | 2010-11      | 2011-12      | % Change |
|-----------------------|--|--------------|--------------|--------------|--------------|----------|
| CATEGORY BUDGET       |  | ACTUAL       | ACTUAL       | REVISED      | ADOPTED      |          |
| Personal Services     |  | \$ -         | \$ -         | \$ -         | \$ 47,759    | N/A      |
| Operating Expenses    |  | 5,069,093    | 5,039,322    | 5,344,017    | 4,544,865    | -14.95%  |
| Contingency           |  | -            | -            | -            | 123,600      | 0.00%    |
| Total Budget          |  | \$ 5,069,093 | \$ 5,039,322 | \$ 5,344,017 | \$ 4,716,224 | -11.75%  |

| SANITATION FUND (405)     |  | 2008-09      | 2009-10      | 2010-11      | 2011-12      | % Change     |
|---------------------------|--|--------------|--------------|--------------|--------------|--------------|
| REVENUE                   |  | ACTUAL       | ACTUAL       | REVISED      | ADOPTED      | from 2009-10 |
| Charges for Services      |  | \$ 4,943,920 | \$ 4,862,934 | \$ 5,049,742 | \$ 4,712,234 | (0.07)       |
| Interest Earnings         |  | 10,921       | 6,519        | -            | 3,990.00     | N/A          |
| Appropriated Fund Balance |  | -            | -            | 294,275      | -            | -            |
| Total Sanitation Revenues |  | \$ 4,954,841 | \$ 4,869,453 | \$ 5,344,017 | \$ 4,716,224 | -11.75%      |

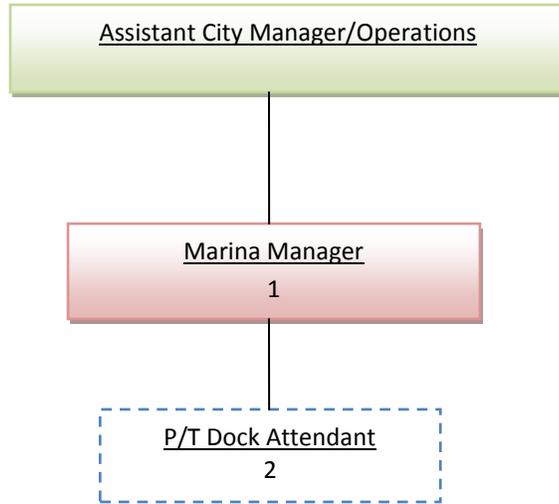
| SANITATION                  |    | 2008-09     | 2009-10     | 2010-11     | 2011-12     | % Change     |
|-----------------------------|----|-------------|-------------|-------------|-------------|--------------|
| STAFFING - FTEs             |    | BUDGET      | BUDGET      | BUDGET      | BUDGET      | from 2010-11 |
| Administrative Specialist I | 8F | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>1.00</u> | <u>1.00</u>  |
| Total Staffing              |    | 0.00        | 0.00        | 0.00        | 1.00        | 1.00         |

- An Equipment Operator II position in Streets division of Public Works was reclassified to Administrative Specialist I and transferred to the Sanitation Fund.

**Management Discussion – Changes in Services & Budget Variations**

An Equipment Operator II position was transferred from Streets to Sanitation and reclassified to Administrative Specialist I. At the August 23, 2011 Commission Meeting renewed the contract with Waste Pro USA, Inc. for an additional 5 years with a minimum Franchise Fee to the City of \$442,280 annually and decreased rates paid to the vendor. The County will bill the City directly for landfill disposal fees.

# City Marina Organizational Chart



**CITY MARINA FUND (408)**

The goal of the New Smyrna Beach City Marina is to maintain a friendly, clean, safe and cost effective waterfront community for the general public, to attract visiting boaters and to promote our local businesses and local attractions.

| Performance Indicators                          | FBC Benchmark | FY 09-10 Actual  | FY 10-11 Projected | FY 11-12 Budget  |
|---|---------------|------------------|--------------------|------------------|
| Total number of boat slips                      |               | 43               | 43                 | 43               |
| Number of slips used by lease customers         |               | 35               | 35                 | 35               |
| Number of slips for transients                  |               | 7+1 service dock | 7+1 service dock   | 7+1 service dock |
| Percentage of transient slips utilized per year |               | 61%              | 50%                | 45%              |
| Number of customers on waiting list for slips   |               | 137              | 100                | 80               |

**Accomplishments**

- ✓ Installed WI/FI capabilities increasing service available to customers
- ✓ Installed Cash Register at the Marina to improve sales tracking capabilities

**Goals and Objectives**

1. Increase transient boater traffic
2. Create better community awareness and involvement as to the benefits of the City Marina

**OPERATING BUDGET COMPARISON**

| MARINA SUMMARY BUDGET DESCRIPTION | 2008-09 ACTUAL | 2009-10 ACTUAL | 2010-11 REVISED | 2011-12 ADOPTED | % Change |
|-----------------------------------|----------------|----------------|-----------------|-----------------|----------|
| Personal Services                 | \$ 84,615      | \$ 80,417      | \$ 79,969       | \$ 81,226       | 1.57%    |
| Operating Expenses                | 91,005         | 100,522        | 107,938         | 142,594         | 32.11%   |
| Capital Outlay                    | -              | -              | 49,393          | -               | -100.00% |
| Transfers                         | 30,700         | 30,700         | 30,700          | 30,700          | 0.00%    |
| Total Budget                      | \$ 206,320     | \$ 211,639     | \$ 268,000      | \$ 254,520      | -5.03%   |

| MARINA STAFFING - FTEs   | PAY GRADE | 2008-09 BUDGET | 2009-10 BUDGET | 2010-11 BUDGET | 2011-12 BUDGET | Change |
|--------------------------|-----------|----------------|----------------|----------------|----------------|--------|
| Marina Manager           | 17E       | 1.00           | 1.00           | 1.00           | 1.00           | 0.00   |
| Part-time Dock Attendant | 09A       | 1.00           | 1.00           | 1.00           | 1.00           | 0.00   |
| Total Staffing           |           | 2.00           | 2.00           | 2.00           | 2.00           | 0.00   |

| <b>MARINA REVENUE SUMMARY</b> | <b>2008-09<br/>ACTUAL</b> | <b>2009-10<br/>ACTUAL</b> | <b>2010-11<br/>REVISED</b> | <b>2011-12<br/>ADOPTED</b> | <b>% Change</b> |
|-------------------------------|---------------------------|---------------------------|----------------------------|----------------------------|-----------------|
| Charges for Services          | \$ 279,805                | \$ 281,817                | \$ 266,800                 | \$ 252,550                 | 1.67%           |
| Miscellaneous Revenues        | <u>3,156</u>              | <u>2,996</u>              | <u>1,200</u>               | <u>1,970</u>               | 64.17%          |
| Total Marina Revenues         | \$ 282,961                | \$ 284,813                | \$ 268,000                 | \$ 254,520                 | -5.03%          |



City Marina

**FLEET MAINTENANCE FUND (501)**

The primary objective of the Fleet Maintenance Division is to provide honest, responsive, effective and efficient fleet services to our user departments; to provide vehicles and equipment that meet the workforce needs that are safe, reliable, and environmentally-sound; to maintain vehicles and equipment in a manner that extends their useful life; to provide related support services that are responsive to the needs of the user departments.

The scope of operation encompasses more than just providing maintenance to the City fleet of over 275 vehicles and pieces of equipment. The division manages the fuel operation, equipment acquisition and disposal, generator maintenance, welding services, car wash services, fixed asset records for newly acquired equipment, and the annual City Auction.

| <b>Performance Indicators</b>   | <b>FBC Benchmark</b> | <b>FY 09-10 Actual</b> | <b>FY 10-11 Estimated</b> | <b>FY 11-12 Budgeted</b> |
|---|----------------------|------------------------|---------------------------|--------------------------|
| Total hours billed to work orders (FBC-FM001)   | <b>17,284</b>        | 5,211                  | 4,358                     | 4,883                    |
| Total hours available for all employees who generate billable hours (FBC-FM002)                         | <b>21,390</b>        | 5,840                  | 6,240                     | 6,240                    |
| Number of regular and reserve vehicles in police fleet on last day of reporting period (FBC-FM006)      | <b>174</b>           | 59                     | 59                        | 55                       |
| Number of regular and reserve apparatus in fire fleet on last day of reporting period (FBC-FM007)       | <b>11.36</b>         | 11                     | 10                        | 10                       |
| Number of regular and reserve vehicles in EMS fleet on last day of reporting period (FBC-FM008)         | <b>2.82</b>          | 1                      | 1                         | 1                        |
| Number of regular and reserve vehicles in solid waste fleet on last day of reporting period (FBC-FM009) | <b>12.64</b>         | 5                      | 5                         | 5                        |
| Total fleet maintenance expenditures for: (FBC-FM016-25)  |                      |                        |                           |                          |
| Police Vehicles   | <b>416,054.83</b>    | 311,404.16             | 311,607.00                | 435,936.00               |
| Fire apparatus  | <b>171,629.31</b>    | 134,739.85             | 213,478.24                | 201,374.00               |
| EMS Vehicles  | <b>19,027.81</b>     | 1,690.26               | 8,352.34                  | 5,393.41                 |
| Solid waste Packers   | <b>217,700.12</b>    | 32,365.93              | 30,154.90                 | 39,029.46                |
| Hours billed as a percentage of hours available (FBC-FM030)   | <b>76.41</b>         | 89.2                   | 70.0                      | 79.0                     |
| Total number of vehicles and heavy equipment in organization (FBC-FM033)                                | <b>503.91</b>        | 327                    | 317                       | 313                      |
| Total fleet maintenance expenditures for all vehicles and heavy equipment (FBC-FM034)                   | <b>2,231,659.49</b>  | 847,512                | 866,204                   | 1,001,932                |
| Total fleet maintenance expenditures per police vehicles (FBC-FM042)                                    | <b>2,593.78</b>      | 4,687                  | 4,700                     | 7,926                    |
| Average fleet maintenance expenditures per vehicle for all vehicles and heavy equipment (FBC-FM044)     | <b>3,281.28</b>      | 2,592                  | 2,732                     | 3,201                    |
| Police Vehicles; Total maintenance expenditures per mile driven (ICMA)                                  |                      | .45                    | .47                       | .79                      |
| Fire Apparatus: Total maintenance expenditures per mile driven (ICMA)                                   |                      | 1.56                   | 1.60                      | 1.84                     |
| Number of direct labor hours worked (75% of total available hours)                                      |                      | 5,027                  | 5,304                     | 5,304                    |
| Number of total available hours (based on full time   |                      | 5,840                  | 6,240                     | 6,240                    |

|   |  |     |     |     |
|---|--|-----|-----|-----|
| working mechanics)  |  |     |     |     |
| Number of unscheduled repairs                                       |  | 640 | 680 | 650 |
| Percentage of time fleet is usable (downtime, annual average basis) |  | 14% | 15% | 15% |

**2011 Accomplishments**

- ✓ Repair underground piping at the main fuel facility to meet DEP compliance.

**Goals and Objectives**

1. Obtain Emergency Vehicle Technician (EVT) certifications to provide in-house services and maintenance on fire truck apparatus.
2. Provide the fleet maintenance staff the technical support and diagnostic training needed to meet the challenges of the constant changes in vehicle technology.
3. Control overall cost of operating and maintaining the aging fleet of vehicles and equipment, to accurately budget for maintenance costs.

| <b>FLEET CATEGORY BUDGET</b> | <b>2008-09 ACTUAL</b> | <b>2009-10 ACTUAL</b> | <b>2010-11 REVISED</b> | <b>2011-12 ADOPTED</b> | <b>% Change from 2010-11</b> |
|------------------------------|-----------------------|-----------------------|------------------------|------------------------|------------------------------|
| Personal Services            | \$ 228,644            | \$ 203,481            | \$ 209,469             | \$ 208,923             | -0.26%                       |
| Operating Expenses           | 592,177               | 646,819               | 579,782                | 729,082                | 25.75%                       |
| Capital Outlay               | -                     | 2,093                 | 120,000                | 120,000                | 0.00%                        |
| <b>Total Budget</b>          | <b>\$ 820,821</b>     | <b>\$ 852,393</b>     | <b>\$ 909,251</b>      | <b>\$ 1,058,005</b>    | <b>16.36%</b>                |

| <b>FLEET STAFFING - FTEs</b> |     | <b>2008-09 BUDGET</b> | <b>2009-10 BUDGET</b> | <b>2010-11 BUDGET</b> | <b>2011-12 BUDGET</b> | <b>Change</b> |
|------------------------------|-----|-----------------------|-----------------------|-----------------------|-----------------------|---------------|
| Fleet Maintenance Supv.      | 19B | 1.00                  | 1.00                  | 1.00                  | 1.00                  | 0.00          |
| Chief Mechanic               | 19A | 1.00                  | 1.00                  | 1.00                  | 1.00                  | 0.00          |
| Mechanic II                  | 12D | <u>2.00</u>           | <u>2.00</u>           | <u>2.00</u>           | <u>2.00</u>           | <u>0.00</u>   |
| <b>Total Staffing</b>        |     | <b>4.00</b>           | <b>4.00</b>           | <b>4.00</b>           | <b>4.00</b>           | <b>0.00</b>   |

| <b>FLEET REVENUE SUMMARY</b> |  | <b>2008-09 ACTUAL</b> | <b>2009-10 ACTUAL</b> | <b>2010-11 REVISED</b> | <b>2011-12 ADOPTED</b> | <b>% Change</b> |
|------------------------------|--|-----------------------|-----------------------|------------------------|------------------------|-----------------|
| Charges for Services         |  | \$ 874,707            | \$ 936,205            | \$ 831,490             | \$ 999,039             | 20.15%          |
| Miscellaneous Revenue        |  | 2,785                 | 3,895                 | 1,400                  | 900                    | -35.71%         |
| Appropriated Fund Balance    |  | -                     | -                     | 76,361                 | 58,066                 | -               |
| <b>Total Garage Revenues</b> |  | <b>\$ 877,492</b>     | <b>\$ 940,100</b>     | <b>\$ 909,251</b>      | <b>\$ 1,058,005</b>    | <b>16.36%</b>   |

**Management Discussion – Changes in Services & Budget Variations**

- ✓ The 2012 fuel budget for all departments is based on 2010 actual costs less adjustments for fleet size reduction, plus the allocated surcharge of \$24,000 for year 2 of the underground piping repairs at the fuel facility. Fuel usage is based on an estimated \$4.50 per gallon, a \$1.50 increase per gallon over FY 2011.

## **DEBT MANAGEMENT**

The City of New Smyrna Beach has entered into several long-term debt obligations where it pledges specific income streams or income derived from the acquired or constructed assets to pay debt service. The City's revenue obligations currently outstanding are the following:

- General Obligation Revenue Bonds, Series 2005
- Capital Improvement Refunding Revenue Bonds, Series 2005
- Public Improvement Refunding Revenue Bonds, Series 1998
- Wachovia Bank Promissory Notes (3)
- State Revolving Fund Loans (4)
- Florida Municipal Loan Council, Series 2000B

The FY 2011-12 budget includes funding for the City's debt obligations. Total debt service is \$3,114,123 including \$1,419,111 in General Obligation Bonds, \$501,844 in Capital Improvement Refunding Revenue Bonds, \$495,019 in Wachovia Bank Promissory Notes, \$246,751 in State Revolving Funds, and \$451,398 in other Revenue Bonds.

In the FY2011-12 budget, funds appropriated for debt service total \$3,114,125. \$410,212 is appropriated in the General Fund, \$84,809 is appropriated in the Airport Fund, and \$2,619,104 is appropriated in the Debt Service Funds. Appropriations include principal, interest and any other fees associated with debt service.

The City has established a practice of paying for capital projects and capital improvements on a "pay-as-you-go" basis using current revenues whenever possible. However, if a project or improvements cannot be financed within the current revenues, the issuance of long-term debt may be utilized to finance the improvements. The City considers the cost versus the benefits of financing and only when the benefits outweigh the costs is the issuance of debt recommended. The City also attempts to refinance outstanding debt if it is determined that the benefit to the City will be realized by reduced interest expense over the remaining life of the debt.

Debt Service coverage and requirements on all outstanding bonds have been met or exceeded, in accordance with the bond resolutions. The City of New Smyrna Beach does not have an official debt management policy adopted by the City Commission. The Constitution of the State of Florida FS Ch 200.181 and City of New Smyrna Beach have set no legal debt limits. The City does not intend to issue any new debt in FY 2011-12. All outstanding debt obligations are included in this document and are summarized in the following Schedule of Debt Service Requirements.

City of New Smyrna Beach, Florida  
**Fiscal Year 2011-2012 Debt Service Summary**

| <u>Description</u>  | <u>Original<br/>Amount</u>      | <u>Final<br/>Maturity</u> | <u>Pledged Source</u>   | <u>Purpose</u>  |
|---|---------------------------------|---------------------------|---|---|
| <b><u>General Obligation and ad valorem</u></b>                   |                                 |                           |   |   |
| <b><u>Debt:</u></b>   |                                 |                           |   |   |
| Series 1998 Public Improvement Refunding Revenue Bonds            | \$ 3,784,000                    | 10/25/2013                | secured by a lien and pledge of the Community Redevelopment Agency's tax increment revenues, non-ad valorem tax revenues and any other revenue appropriated by the City | Refund Portion of 92 Bonds CRA and Flagler Streetscape                                  |
| Series 2005 General Obligations Revenue Bonds                     | \$ 18,330,000                   | 7/1/2024                  | general obligations of the City secured by full faith, credit and taxing power as pledged by the City, the debt service millage for FY11 is .5947                       | Police and Fire Stations, EOC and Sidewalks   |
| <b><u>Special Obligation and Non-ad valorem Revenue Debt:</u></b> |                                 |                           |   |   |
| Series 1997 Promissory note payable to Wachovia Bank              | \$ 1,639,000                    | 11/2/2012                 | secured by general revenue of the City  | Fire Truck, Airport Hangar  |
| Series 1998A Promissory note payable to Wachovia Bank             | \$ 1,170,686                    | 10/25/2013                | secured by general revenue of the City  | Aerial Tower, Airport Hangars, Capital Projects   |
| Series 1999 Promissory note payable to Wachovia Bank              | \$ 5,000,000                    | 4/20/2014                 | secured by general revenue of the City  | Sports Complex, Brannon Center, Airport Commercial Property, Fire Truck, Street Sweeper |
| Series 2000B Florida Municipal Loan Council Revenue Bonds         | \$ 1,985,000                    | 11/1/2015                 | secured by general revenue of the City  | Maintenance Facility for Parks & Recreation, Park Improvements                          |
| Series 2005 Capital Improvements Refunding Revenue Bonds          | \$ 7,335,000                    | 10/1/2029                 | secured by a lien and pledge of the non-ad valorem tax revenues and any other revenue appropriated by the City  | Sports Complex (Phase III, IV), Fire Station and Golf Course Improvements               |
| <b><u>Outstanding Stormwater SRF Loans:</u></b>                   |                                 |                           |   |   |
| 2001 State Revolving Fund promissory note payable                 | \$ 2,254,670                    | 5/15/2020                 | secured by the stormwater utility revenue of the City   | Stormwater Improvements   |
| 2002 State Revolving Fund promissory note payable                 | \$ 670,622                      | 2/15/2023                 | secured by the stormwater utility revenue of the City   | Stormwater Improvements   |
| 2003 State Revolving Fund promissory note payable                 | \$ 532,260                      | 5/15/2024                 | secured by the stormwater utility revenue of the City   | Stormwater Improvements   |
| 2008 State Revolving Fund promissory note payable                 | \$ 466,402                      | 7/15/2028                 | secured by the stormwater utility revenue of the City   | Stormwater Improvements   |
| <b>Total debt obligation in form of bonds and notes:</b>          | <b><u><u>43,167,640</u></u></b> |                           |   |   |

City of New Smyrna Beach, Florida  
**City of New Smyrna Beach**  
**Schedule of Debt Service Requirements**  
**FY 2011-2012**

| <b>Description</b>  | <b>Loan Amount</b> | <b>Fund</b> | <b>FY 2011-2012<br/>Principal<br/>Payment</b> | <b>FY 2011-2012<br/>Interest<br/>Payment</b> | <b>FY 2011-2012<br/>Totals</b> |
|---|--------------------|-------------|---|--|--------------------------------|
| <b><u>General Fund:</u></b>                               |                    |             |   |  |                                |
| Series 1998A Promissory note payable to Wachovia Bank     | \$ 1,170,686       | 001         | 41,362  | 4,388  | 45,750                         |
| Series 1999 Promissory note payable to Wachovia Bank      | \$ 5,000,000       | 001/104     | 320,596                                       | 43,865                                       | 364,461                        |
| <b>Total General Fund Debt Obligations:</b>               |                    |             | <b>361,958</b>                                | <b>48,253</b>                                | <b>410,211</b>                 |
| <b><u>Airport Fund:</u></b>                               |                    |             |   |  |                                |
| Series 1999 Promissory note payable to Wachovia Bank      | \$ 5,000,000       | 001/104     | 54,809  | 7,499  | 62,308                         |
| Series 1997 Promissory note payable to Wachovia Bank      | \$ 1,639,000       | 104         | 20,804  | 1,696  | 22,500                         |
| <b>Total Airport Fund Debt Obligation:</b>                |                    |             | <b>75,614</b>                                 | <b>9,195</b>                                 | <b>84,808</b>                  |
| <b><u>Debt Service Funds:</u></b>                         |                    |             |   |  |                                |
| Series 1998 Public Improvement Refunding Revenue Bonds    | \$ 3,784,000       | 204         | 309,376                                       | 33,278                                       | 342,654                        |
| Series 2000B Florida Municipal Loan Council Revenue Bonds | \$ 1,985,000       | 206         | 85,000  | 23,744                                       | 108,744                        |
| 2001 State Revolving Fund promissory note payable         | \$ 2,254,670       | 207         | 115,697                                       | 37,335                                       | 153,032                        |
| 2002 State Revolving Fund promissory note payable         | \$ 670,622         | 207         | 28,620  | 11,788                                       | 40,408                         |
| 2003 State Revolving Fund promissory note payable         | \$ 532,260         | 207         | 22,904  | 10,408                                       | 33,311                         |
| 2008 State Revolving Fund promissory note payable         | \$ 466,402         | 207         | 13,257  | 6,742  | 20,000                         |
| Series 2005 Capital Improvements Refunding Revenue Bonds  | \$ 7,335,000       | 208         | 235,000                                       | 266,844                                      | 501,844                        |
| Series 2005 General Obligations Revenue Bonds             | \$ 18,330,000      | 209         | 835,000                                       | 584,111                                      | 1,419,111                      |
| <b>Total Debt Service Funds Debt Obligation:</b>          |                    |             | <b>1,644,853</b>                              | <b>974,250</b>                               | <b>2,619,103</b>               |
| <b>Total Debt Obligation FY2011-2012:</b>                 |                    |             | <b>2,082,425</b>                              | <b>1,031,698</b>                             | <b>3,114,123</b>               |

## Capital Equipment Plan

| DESCRIPTION BY FUND<br>AND BY DEPARTMENT        | 2011-12<br>BUDGET        |
|---|--------------------------|
| <b>GENERAL FUND (001)</b>                       |                          |
| <b>Information Technology (51302)</b>           |                          |
| Network Security Monitoring Software            | \$ 5,000                 |
| <b>Streets (54101)</b>                          |                          |
| Dump Truck                                      | \$ 134,000               |
| Grader, 10ft Blade                              | 16,488                   |
|   | <u>\$ 150,488</u>        |
| <b>Recreation (57201)</b>                       |                          |
| Message Board                                   | \$ 24,000                |
| <b>Parks (57202)</b>                            |                          |
| Kubota Truckster with mounted spray rig         | \$ 3,800                 |
| <b>Sports Complex (57501)</b>                   |                          |
| Electrical Control Wiring for Irrigation        | \$ 5,000                 |
| Automated Chemical Application                  | 14,000                   |
| Replace lamps at ball field                     | 18,000                   |
|   | <u>\$ 37,000</u>         |
| <b>Total General Fund (001)</b>                 | <b>\$ 220,288</b>        |
| <b>AIRPORT FUND (104)</b>                       |                          |
| Truck   | \$ 14,000                |
| <b>Total Airport Fund (104)</b>                 | <b>\$ 14,000</b>         |
| <b>COMMUNITY REDEVELOPMENT FUND (120)</b>       |                          |
| Christmas Lights for W. Canal and Flagler Ave   | \$ 100,000               |
| <b>Total Community Redevelopment Fund (120)</b> | <b>\$ 100,000</b>        |
| <b>GOLF COURSE FUND (401)</b>                   |                          |
| Air Conditioning Unit                           | \$ 3,500                 |
| Sand Rake                                       | \$ 19,000                |
| Triplex Green Mower                             | 20,000                   |
| <b>Total Golf Course Fund (401)</b>             | <b>\$ 42,500</b>         |
| <b>Total Capital Outlay</b>                     | <b><u>\$ 376,788</u></b> |

**CAPTIAL IMPROVEMENT PROJECTS**

| <b>PROJECT TITLE<br/>BY FUND</b>       | <b>PROJ<br/>#</b> | <b>PROJECT DESCRIPTION</b>   | <b>2011-12<br/>BUDGET</b> |
|--|-------------------|--|---------------------------|
| <b>General Fund (001)</b>              |                   |  |                           |
| Turnbull Bay Bridge                    | 567209            | Capital Contribution with County to repair the bridge  | \$ 100,000                |
| Myrtle Ave Project                     | 567782            | Landscaping at intersections, replace the sidewalk add new curb and crosswalks.  | 29,875                    |
| Multi-Use Trail                        | 567888            | 2.2 mi Trail over Turnbull Creek with two trail heads including parking and water feature funded with ECHO grant and Volusia TPO   | 1,044,512                 |
| Fairmont & Westwood Paving             | 567808            | Between North St and Conrad Dr addressing flooding issues with installation of new drainage infrastructure and paving  | 204,750                   |
| Babe James Park Improvement            | 567101            | New sign and playground equipment and relocate the fence with funding provided by CDBG (Community Development Block Grant)   | 75,454                    |
| Pettis Park Improvement                | 567839            | Construct Walking Trail around park, repair Racquetball Courts and add new Bicycle Racks with CDBG funding   | 68,000                    |
| Riverside Park Improvements            | 567892            | New furniture and trash recepticles; repair pavillion roof, restroom and pavers  | 57,870                    |
| Total General Fund (001)               |                   |  | \$ 1,580,461              |
| <b>STORMWATER FUND (101)</b>           |                   |  |                           |
| Esther Street Project                  | 567758            | Drainage improvements as part of the overall Esther Street Project funded in the CRA Fund.   | \$ 125,000                |
| Fairmont & Westwood Drainage           | 567808            | Between North St and Conrad Dr addressing flooding issues with installation of new drainage infrastructure   | 300,000                   |
| Arlington Ave Drainage                 | 567915            | Addressing a repetitive loss flood area  | 113,088                   |
| S. Orange St Drainage                  | 567916            | Pipe replacement from Lytle to Smith   | 401,198                   |
| Central Beach Phase III                | 567917            | Addressing flood issues with the area.   | 375,000                   |
| Total Stormwater Fund (101)            |                   |  | \$ 1,314,286              |
| <b>AIRPORT FUND (104)</b>              |                   |  |                           |
| Taxiway E & D and Rehab of 11/29       | 567201            | Rehabilitate Taxiway E (from Delta to 07/25) and D to include resurface of paving, lighting and signage with primarily Federal funds, some State funds and Airport match | \$ 1,707,000              |
| Airport Maintenace Projects            | 567764            | This funding is budgeted for general maintenance projects at the airport such as Hangar repair   | 50,000                    |
| Airport Apron/Fuel Farm                | 567850            | Expand apron and prepare for fuel farm with funding from FDOT  | 255,030                   |
| Total Airport Fund (104)               |                   |  | \$ 2,012,030              |
| <b>CRA FUND (120)</b>                  |                   |  |                           |
| Esther Street Project                  | 567758            | Reconstruct seawall with partial funding from FDEP; Stormwater funding of \$125,000 is allocated for drainage improvements.  | \$ 987,700                |
| Mary Ave Streetscape Project           | 567777            | Streetscape project to address flooding issues from Myrtle Ave to US1. Replacement and new drainage installation completing Phase I and Phase II funding from FDOT       | 548,130                   |
| Flagler Ave Boardwalk Project          | 567778            | Reconstruct seawall and boardwalk, upgrade restroom facilities and parking lot   | 2,193,895                 |
| Washington Street Streetscape Project  | 567781            | Streetscape and Drainage Improvements from Myrtle Ave to US1 reconstruction of the roadway and stormwater system, decroative streetlights, sidewalk and landscaping      | 793,550                   |
| Myrtle Ave Project                     | 567782            | Landscaping at intersections, replace the sidewalk add new curb and crosswalks.  | 265,000                   |
| Orange Street Streetscape              | 567779            | Final costs completing the streetscape, drainage and parking lot imprvements from Lytle Ave to Canal St  | 80,000                    |
| CRA Parking Program                    | 567785            |  | 500,000                   |
| Chamber Restoration Project            | 567842            | Phase II of the Restoration is the interior of the building rehabilitation in the boardroom, lobby and restroom  | 247,340                   |
| Dunn Lumber Demolition                 | 567885            | Maintenance of silt fence and landscaping after demolition of  | 30,534                    |
| Riverside Park Upgrades                | 567895            | Reconstruct Seawall and Boardwalk and replace park lighting  | 1,191,507                 |
| Washington Business District Incubator | 567906            | Rehabilitation of privately owned historical building to be used for public use as an incubator for business start ups in the area                                       | 454,000                   |

City of New Smyrna Beach, Florida

| PROJECT TITLE<br>BY FUND          | PROJ<br># | PROJECT DESCRIPTION  | 2010-11<br>BUDGET           |
|-----------------------------------|-----------|--|-----------------------------|
| <b>CRA FUND (120) (continued)</b> |           |  |                             |
| Gateway Landscaping               | 567908    | Improvements to Gateway corridors designing and erecting wayfinding signs  | 160,450                     |
| Wayfinding and Signage            | 567909    | Replace and install new improved consistent signage throughout the City providing information                                | <u>319,000</u>              |
|                                   |           | Total Community Redevelopment Fund (120)   | \$ 7,771,106                |
| <b>CAPITAL PROJECT FUND (303)</b> |           |  |                             |
| Central Fire Station              | 567794    | One of three fire stations included in the General Obligation Bond issue in 2005.  | \$ 3,000,000                |
| Sidewalks                         | 567726    | Continued improvement and installation of sidewalks throughout the City funded by the General Obligation Bond issue in 2005. | <u>800,000</u>              |
|                                   |           | Total Capital Project Fund (303)   | \$ 3,800,000                |
| <b>GARAGE FUND (501)</b>          |           |  |                             |
| Underground Infrastructure        | 567906    | Upgrade underground piping between fuel tanks and fuel pumps to meet DEP regulations.  | <u>\$ 120,000</u>           |
|                                   |           | Total Garage Fund (501)  | \$ 120,000                  |
| <b>Total Capital Projects</b>     |           |  | <u><u>\$ 16,597,883</u></u> |

City of New Smyrna Beach, Florida

**5-Year Capital Improvement Plan Summary**

| Project Name  | Project Number | Project Description  | Total Project Budget | Actual Expenditures through FY10 | Estimated Expenditures FY11 | Budget FY12 | Budget FY13 | Budget FY14 | Budget FY15 | Budget FY16 | Contact          |
|---|----------------|--|----------------------|----------------------------------|-----------------------------|-------------|-------------|-------------|-------------|-------------|------------------|
| <b>General Fund (001)</b>   |                |  |                      |                                  |                             |             |             |             |             |             |                  |
| <u>Multi-Use Trail</u>  | 567888         | 2.2 mi Trail with two trail heads incl parking and water fountain  | \$1,069,012          | \$700                            | \$23,800                    | \$1,044,512 | \$0         | \$0         | \$0         | \$0         | Khalid Resheidat |
| <u>Babe James Park Improvement</u>  | 567101-1104    | Sign and Playground Equipment  | \$76,467             | \$0                              | \$1,013                     | \$75,454    | \$0         | \$0         | \$0         | \$0         | Gail Henrikson   |
| <u>Pettis Park Improvement</u>  | 567839-1105    | Walking Trail, Skating Area and Handicap Spaces  | \$571,635            | \$470,817                        | \$32,818                    | \$68,000    | \$0         | \$0         | \$0         | \$0         | Gail Henrikson   |
| <u>Park Maintenance (Riverside Park for FY12)</u>                           | 567892         | Maintenance of Parks in the City of New Smyrna Beach such as adding new furniture, recepticles, roofing and signage.               | \$285,490            | \$320                            | \$27,300                    | \$57,870    | \$50,000    | \$50,000    | \$50,000    | \$50,000    | Tom Robert       |
| <u>US1 Gateway Signs</u>  | 567920         | US 1 North and South entry signs   | \$42,000             | \$0                              | \$0                         | \$0         | \$0         | \$0         | \$0         | \$0         | Khalid Resheidat |
| <u>Gateway Features SR44/195 &amp; SR44/Canal St and Landscape Features</u> | 567920         | Landscape features from Hunting Camp to Williamson and Sugar Mill to US 1 Overpass Gateway features at SR44/195 and SR44/Canal St. | \$1,701,800          | \$0                              | \$189,800                   | \$0         | \$1,512,000 | \$0         | \$0         | \$0         | Khalid Resheidat |
| <b>Stormwater Utility Fund (101)</b>  |                |  |                      |                                  |                             |             |             |             |             |             |                  |
| <u>Fairmont &amp; Westwood Drainage &amp; Paving</u>                        | 567808-1106    | Fairmont Ave and Westwood Ave between North Street and Conrad Drive  | \$513,833            | \$6,868                          | \$2,215                     | \$504,750   | \$0         | \$0         | \$0         | \$0         | Kyle Fegley      |
| <u>Arlington Ave Drainage (2500 Block)</u>                                  | 567915         | Address Flooding issues  | \$113,088            | \$0                              | \$0                         | \$113,088   | \$0         | \$0         | \$0         | \$0         | Khalid Resheidat |
| <u>South Orange St. Drainage</u>  | 567916         | Pipe replacement from Lytle to Smith   | \$435,020            | \$0                              | \$33,822                    | \$401,198   | \$0         | \$0         | \$0         | \$0         | Khalid Resheidat |
| <u>Central Beach Drainage Improvement Phase III</u>                         | 567917         | To Design and Permit Phase III of the Drainage Improvements in 3 Sub-Phases  | \$5,108,679          | \$62                             | \$233,617                   | \$375,000   | \$1,500,000 | \$1,500,000 | \$1,500,000 | \$0         | Kyle Fegley      |
| <b>AIRPORT PROJECTS (104)</b>   |                |  |                      |                                  |                             |             |             |             |             |             |                  |
| <u>Airport Taxiway E &amp; D Rehab</u>                                      | 567201         | Rehabilitate Taxiway E (from Delta to 07/25) and D   | \$1,707,000          | \$0                              | \$0                         | \$1,707,000 | \$0         | \$0         | \$0         | \$0         | Rhonda Walker    |
| <u>Airport Maintenance Project</u>  | 567764         | Roof Replacement, Hangar Door Replacement etc.   | \$392,787            | \$92,787                         | \$750                       | \$50,000    | \$50,000    | \$50,000    | \$50,000    | \$50,000    | Rhonda Walker    |
| <u>Airport Apron/Fuel Farm</u>  | 567850-1102    | Expand Apron and prep for Fuel Farm  | \$354,792            | \$0                              | \$846,986                   | \$255,030   | \$0         | \$0         | \$0         | \$0         | Rhonda Walker    |

City of New Smyrna Beach, Florida

**5-Year Capital Improvement Plan Summary**

| Project Name  | Project Number | Project Description   | Total Project Budget | Actual Expenditures through FY10 | Estimated Expenditures FY11 | Budget FY12  | Budget FY13 | Budget FY14 | Budget FY15 | Budget FY16 | Contact            |
|---|----------------|---|----------------------|----------------------------------|-----------------------------|--------------|-------------|-------------|-------------|-------------|--------------------|
| <b>CRA Fund (120)</b>   |                |   |                      |                                  |                             |              |             |             |             |             |                    |
| <u>Esther Park Seawall &amp; Stormwater Improvement Project</u>   | 567758-1108    | Construct New Beachfront Park, including Seawall and Stormwater Improvements  | \$1,669,550          | \$4,800                          | \$152,050                   | \$1,112,700  | \$400,000   | \$0         | \$0         | \$0         | Kyle Fegley        |
| <u>Mary Avenue Streetscape Project Phase I</u>                    | 567777         | Phase I - Streetscape and Drainage Improvements from N Myrtle Ave to US1 (excludes improvements within the FECR R/W which will be constructed under a different phase of work)          | \$1,249,996          | \$131,963                        | \$569,903                   | \$548,130    | \$0         | \$0         | \$0         | \$0         | Michelle Martin    |
| <u>Flagler Boardwalk Improvement</u>                              | 567778-1103    | Reconstruct Seawall and Boardwalk, upgrade Restroom Facilities, upgrade Parking Lot   | \$2,400,000          | \$14,595                         | \$191,510                   | \$2,193,895  | \$0         | \$0         | \$0         | \$0         | Khalid Resheidat   |
| <u>Orange St Streetscape Project</u>                              | 567779         | Streetscape, Drainage, and Parking Lot Improvements from Lyle Ave to Canal Street   | \$938,695            | \$63,830                         | \$774,865                   | \$80,000     | \$0         | \$0         | \$0         | \$0         | Michelle Martin    |
| <u>Washington St Streetscape Project Phase I N. Myrtle to US1</u> | 567781-1201    | Phase I - Streetscape and Drainage Improvements from N Myrtle Ave to US1<br>Phase II - Streetscape and Drainage Improvements from US1 to Riverside Drive                                | \$930,000            | \$10,450                         | \$126,000                   | \$793,550    | \$0         | \$0         | \$0         | \$0         | Michelle Martin    |
| <u>Myrtle Ave Infrastructure Project</u>                          | 567782-1101    | Landscaping at intersections and other possible locations pending obtaining easements, and repair or replace the sidewalk on the west side of N Myrtle Ave from Julia St to Mary Avenue | \$494,875            | \$0                              | \$400                       | \$294,875    | \$0         | \$0         | \$0         | \$0         | Khalid Resheidat   |
| <u>CRA Parking</u>  | 567785         | Leasing of parking spaces, preparing City-owned property for use as parking, purchase additional properties for parking   | \$501,167            | \$1,167                          | \$0                         | \$500,000    | \$0         | \$0         | \$0         | \$0         | Tony Otte          |
| <u>Chamber of Commerce Bldg Rehab</u>                             | 567842         | Exterior Rehabilitation   | \$698,052            | \$47,581                         | \$403,131                   | \$247,340    | \$0         | \$0         | \$0         | \$0         | Kyle Fegley        |
| <u>Dunn Lumber Demolition</u>                                     | 567885         | Demolish 2 Buildings at 533 Canal Street  | \$65,000             | \$0                              | \$34,466                    | \$30,534     | \$0         | \$0         | \$0         | \$0         | Michelle Martin    |
| <u>Riverside Park Seawall &amp; Lighting</u>                      | 567895-1107    | Reconstruct Seawall and Boardwalk and Lighting  | \$1,340,880          | \$105,926                        | \$43,447                    | \$1,191,507  | \$0         | \$0         | \$0         | \$0         | Kyle Fegley        |
| <u>Washington Business District Incubator</u>                     | 567906         | Development of a Business Incubator and Start-ups   | \$479,000            | \$0                              | \$25,000                    | \$454,000    | \$0         | \$0         | \$0         | \$0         | Tony Otte          |
| <u>Gateway Landscaping (US1 at Canal St)</u>                      | 567908         | US 1 and Canal St. Landscaping  | \$160,450            | \$0                              | \$0                         | \$160,450    | \$0         | \$0         | \$0         | \$0         | Michelle Martin    |
| <u>Signage and Wayfinding</u>                                     | 567909         | Erect new Wayfinding Signs  | \$379,000            | \$0                              | \$60,000                    | \$319,000    | \$0         | \$0         | \$0         | \$0         | Tony Otte          |
| <b>Capital Projects Fund (303)</b>                                |                |   |                      |                                  |                             |              |             |             |             |             |                    |
| <u>Central Fire Station</u>                                       | 567794         |   | \$3,001,000          | \$0                              | \$1,000                     | \$3,000,000  | \$0         | \$0         | \$0         | \$0         | Khalid Resheidat   |
| <u>Sidewalks</u>  | 567726         | Continued improvement and installation of sidewalks throughout the City   | \$800,000            | \$0                              | \$0                         | \$800,000    | \$0         | \$0         | \$0         | \$0         | Khalid Resheidat   |
| <b>OTHER CITY PROJECTS</b>  |                |   |                      |                                  |                             |              |             |             |             |             |                    |
| <u>Fleet Underground Infrastructure</u>                           | 567906         | Replace underground piping for the City main fuel farm at Public Works  | \$120,000            | \$0                              | \$0                         | \$120,000    | \$0         | \$0         | \$0         | \$0         | Brenda Hendrickson |
| <u>Turnbull Bay Bridge</u>  | 567209         | Capital contribution with County to repair the bridge   | \$100,000            | \$0                              | \$0                         | \$100,000    | \$0         | \$0         | \$0         | \$0         | Khalid Resheidat   |
| <u>Canal Calore Dredging</u>                                      | 567201         | To dredge the mouth of the Canal Calore off of the ICW  | \$30,000             | \$0                              | \$0                         | \$0          | \$0         | \$0         | \$0         | \$0         | Khalid Resheidat   |
| <u>Swoop Site Boat Ramp and Parking</u>                           | TBD            | To provide boat launching facility and trailer parking  | \$216,440            | \$0                              | \$0                         | \$0          | \$0         | \$0         | \$0         | \$0         | Khalid Resheidat   |
| <b>TOTAL</b>  |                |   | \$27,945,709         | \$971,866                        | \$3,773,893                 | \$16,597,883 | \$3,512,000 | \$1,600,000 | \$1,600,000 | \$100,000   |                    |

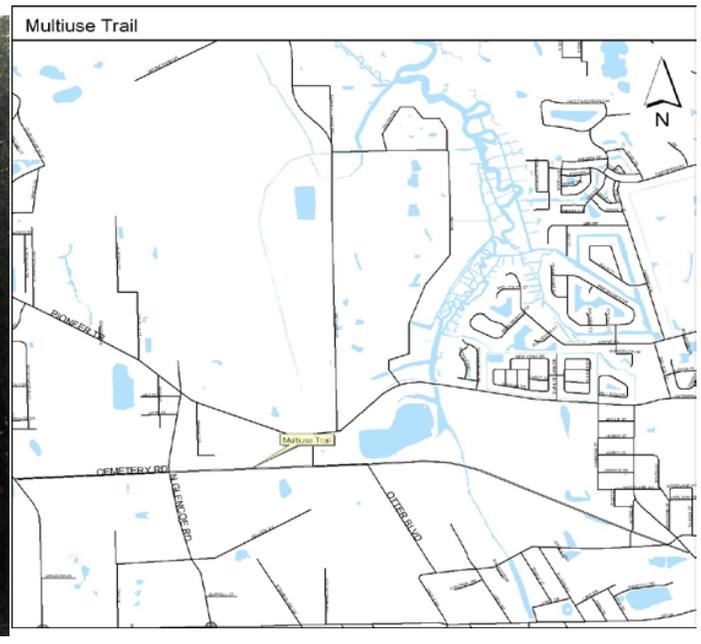
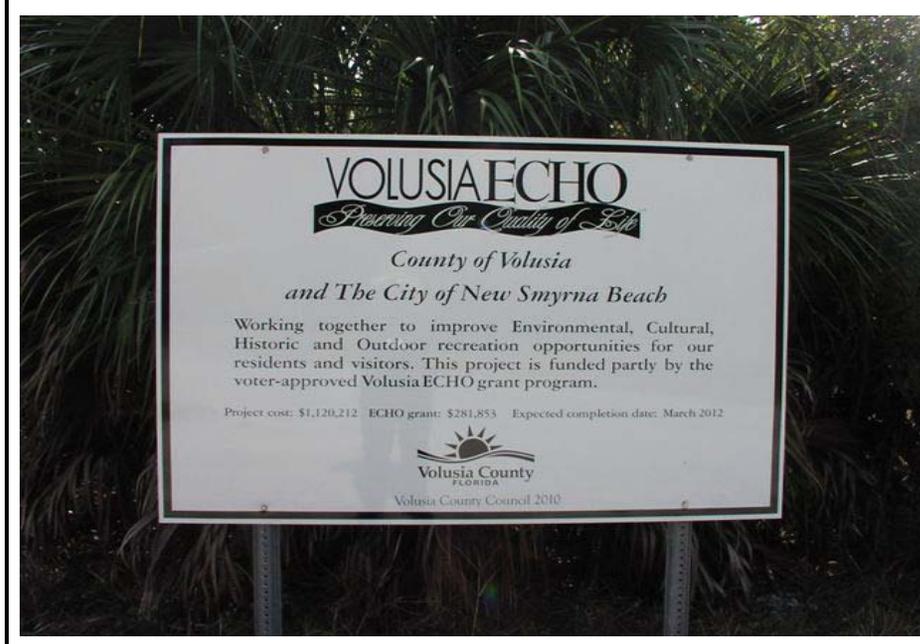
City of New Smyrna Beach, Florida

**5-Year Capital Improvement Plan Summary**

| Project Name   | Project Number  | Project Description   | Total Project Budget | Actual Expenditures through FY10 | Estimated Expenditures FY11 | Budget FY12 | Budget FY13 | Budget FY14 | Budget FY15 | Budget FY16 | Contact          |
|--|-----------------|---|----------------------|----------------------------------|-----------------------------|-------------|-------------|-------------|-------------|-------------|------------------|
| <b>FY10-11 COMPLETED PROJECTS</b>                                |                 |   |                      |                                  |                             |             |             |             |             |             |                  |
| <u>Airport Taxiway A &amp; E Rehab</u>                           | 567890          | Rehabilitate Taxiway A and E (from 11/29 to Delta)  | \$644,483            | \$18,745                         | \$562,112                   | \$0         | \$0         | \$0         | \$0         | \$0         | Rhonda Walker    |
| <u>Airport T-Hangers Phase III</u>                               | 567853          | 15 Unit T-Hanger at 278 Industrial Park Ave   | \$899,646            | \$437,212                        | \$319,542                   | \$0         | \$0         | \$0         | \$0         | \$0         | Rhonda Walker    |
| <u>Gravce Kenemer Barck North Beach park Restroom Facilities</u> | 567880          | Construct Restroom Facilities   | \$81,378             | \$6,378                          | \$63,127                    | \$0         | \$0         | \$0         | \$0         | \$0         | Kyle Fegley      |
| <u>Julia Street Water Quality Improvement (Outfall)</u>          | 567913          | Faulkner St to Riverside Dr   | \$190,960            | \$9,370                          | \$9,370                     | \$0         | \$0         | \$0         | \$0         | \$0         | Kyle Fegley      |
| <u>2631 Westwood &amp; 632 S. Pine St</u>                        | 567914          | Acquire properties and demolish structures  | \$619,080            | \$1,000                          | \$394,982                   | \$0         | \$0         | \$0         | \$0         | \$0         | Khalid Resheidat |
| <u>Public Safety Project</u>                                     | 567791 & 567792 | Construct New Police Station and Fire Dept Station 53   | \$10,449,161         | \$9,776,228                      | \$313,259                   | \$0         | \$0         | \$0         | \$0         | \$0         | Khalid Resheidat |
| <u>W Canal Streetscape Project</u>                               | 567776          | Streetscape and Drainage Improvements from Myrtle Ave to FECR Railroad Tracks   | \$3,605,766          | \$3,065,740                      | \$225,582                   | \$0         | \$0         | \$0         | \$0         | \$0         | Michelle Martin  |
| <u>N Duss Street Improvements</u>                                | 567919          | Widen approximately 100 LF of N Duss at Canal Street, replace the drainage culvert, extend sidewalk on west side from Canal St to Julia Ave | \$131,029            | \$32,571                         | \$95,347                    | \$0         | \$0         | \$0         | \$0         | \$0         | Kyle Fegley      |
| <u>Flagler Dunes Parking Lot</u>                                 | 567788          | Improvements to create a Parking Lot and Lease Spaces   | \$68,000             | \$0                              | \$68,000                    | \$0         | \$0         | \$0         | \$0         | \$0         | Michelle Martin  |
| <u>Coronado Shuffleboard Courts and Restroom Facility</u>        | 567836          | Construct New Restroom Facilities and Improvements to the existing Shuffleboard Courts  | \$201,629            | \$71,509                         | \$100,120                   | \$0         | \$0         | \$0         | \$0         | \$0         | Kyle Fegley      |
| <u>Paige Avenue Paving</u>                                       | 567867          | Pave Paige Ave from Old Mission Rd to the Shopping Center   | \$115,915            | \$490                            | \$108,363                   | \$0         | \$0         | \$0         | \$0         | \$0         | Kyle Fegley      |
| <u>Quay Assisi</u>   | 567823          | To address a localized flooding at the cul de sac of east Quay Assisi as a pilot project  | \$21,000             | \$0                              | \$20,000                    | \$0         | \$0         | \$0         | \$0         | \$0         | Kyle Fegley      |
| <b>TOTAL</b>   |                 |   | \$17,028,047         | \$13,419,243                     | \$2,279,804                 | \$0         | \$0         | \$0         | \$0         | \$0         |                  |

| <p align="center"><b>Multi-Use Trail Project</b><br/><b>Project # 567888</b></p>   |                             |                            |                           |                        |                        |                        |                        |                        |
|--|-----------------------------|----------------------------|---------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
|  | <b>Total Project Budget</b> | <b>Actual through FY11</b> | <b>Estimated for FY11</b> | <b>Budget for FY12</b> | <b>Budget for FY13</b> | <b>Budget for FY14</b> | <b>Budget for FY15</b> | <b>Budget for FY16</b> |
| <b>FUNDING SOURCE</b>  |                             |                            |                           |                        |                        |                        |                        |                        |
| Volusia TPO (DESIGN)   | \$19,500                    |                            | \$19,500                  | \$0                    |                        |                        |                        |                        |
| Volusia TPO (CONSTRUCTION)   | \$763,359                   |                            |                           | \$763,359              |                        |                        |                        |                        |
| FDOT DDRF STATE FUNDS  | \$2,150                     |                            | \$2,150                   | \$0                    |                        |                        |                        |                        |
| ECHO Grant   | \$281,853                   | \$700                      |                           | \$281,153              |                        |                        |                        |                        |
| General Fund (001)   | \$2,150                     |                            | \$2,150                   |                        |                        |                        |                        |                        |
| General Fund (001 ) Public Works   | \$0                         |                            |                           |                        |                        |                        |                        |                        |
| City - Phase 58  |                             |                            |                           |                        |                        |                        |                        |                        |
| <b>TOTAL REVENUES</b>  | <b>\$1,069,012</b>          | <b>\$700</b>               | <b>\$23,800</b>           | <b>\$1,044,512</b>     | <b>\$0</b>             | <b>\$0</b>             | <b>\$0</b>             | <b>\$0</b>             |
| <b>EXPENDITURES</b>  |                             |                            |                           |                        |                        |                        |                        |                        |
| <b>Archeaolgical Study</b>   | \$23,800                    |                            | \$23,800                  |                        |                        |                        |                        |                        |
| <b>Design</b>  | \$114,800                   |                            |                           | \$114,800              |                        |                        |                        |                        |
| <b>Construction</b>  | \$929,712                   |                            |                           | \$929,712              |                        |                        |                        |                        |
| <b>Misc (signs)</b>  | \$700                       | \$700                      |                           |                        |                        |                        |                        |                        |
| <b>TOTAL EXPENDITURES</b>  | <b>\$1,069,012</b>          | <b>\$700</b>               | <b>\$23,800</b>           | <b>\$1,044,512</b>     | <b>\$0</b>             | <b>\$0</b>             | <b>\$0</b>             | <b>\$0</b>             |
| <b>Operating Impact:</b>   |                             |                            |                           |                        |                        |                        |                        |                        |
| Mowing and maintenance of the new trail will be contracted increasing contract services.   |                             |                            |                           |                        |                        |                        |                        |                        |
| <b>Description:</b>  |                             |                            |                           |                        |                        |                        |                        |                        |
| This is a 10 foot wide 2.2 mi. trail including a bridge over Turnbull Creek. Two trail heads, one at Sugarmill Drive and Pine including Parking and water fountains. |                             |                            |                           |                        |                        |                        |                        |                        |
| <b>Strategic Plan:</b>   |                             |                            |                           |                        |                        |                        |                        |                        |
| This project is not directly linked to the City Commission top 10 Goals and Objectives for 2011.   |                             |                            |                           |                        |                        |                        |                        |                        |

| Date Updated       | PROJECT HISTORY  |
|--------------------|--|
| September 29, 2011 | FDOT Funding and Notice to Proceed was approved for Phase 38 - Design, for the Trail. This phase will include surveys (boundary survey, environmental/wetlands survey, geotechnical survey) and creation of construction documents   |
| April 7, 2011      | FDOT Funding and Notice to Proceed was approved for Phase 28 - preliminary environmental and archaeological surveys. Parker Mynchenberg's contract was executed and an archaeological survey and report were completed   |
| January 14, 2011   | The FDOT LAP agreement and the contract with Parker Mynchenberg, both in the amount of \$23,800 are scheduled to be approved by the City Commission at their 1/25/11 meeting.  |
| December 3, 2010   | City to provide a list of deliverables to FDOT the week of 12/6/10 after which time FDOT will complete the LAP Agreement and forward to the City. Parker mynchenberg's contract will go to the City Commission the same time as the LAP Agreement.   |
| November 20, 2010  | <p>The project will be developed in 3 phase:<br/>                     Phase 28 - Feasibility Study involving archaeological and environmental issues<br/>                     Phase 38 - Design Phase including geotechnical, surveying, and agency permitting<br/>                     Phase 58 - Construction Phase</p> <p>Staff has negotiated the proposal for Phase 28 work with Parker Mynchenberg, and FDOT concurred with their scope of work. The contract amount is \$23,800 at which the City is obligated to pay 9.035%. FDOT will develop a LAP Agreement and forward to the City for approval. It is important to note Phase 28 work will occur in FY 10/11, Phase 38 will occur in FY 11/12, and Phase 58 work will commence in 2013.</p> |
| November 5, 2010   | We have our ECHO funding and are waiting for FDOT to complete environmental and archaeological surveys to get LAP Agreement. Once we get the LAP Agreement we will get the FDOT Funding. City will be required to provide a 15% match in funds.  |



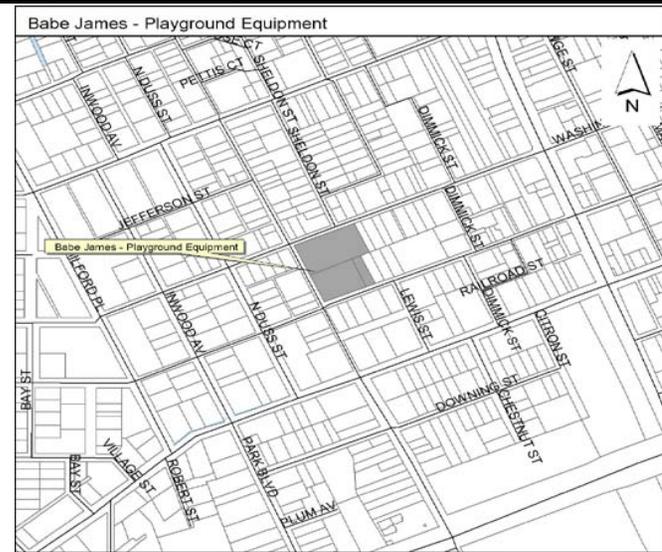
**Babe James Park Improvements**

**Project # 567101**

|  | Total Project Budget | Actual through FY10 | Estimated for FY11 | Budget for FY12 | Budget for FY13 | Budget for FY14 | Budget for FY15 | Budget for FY16 |
|--|----------------------|---------------------|--------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| <b>FUNDING SOURCE</b>  |                      |                     |                    |                 |                 |                 |                 |                 |
| CDBG Grant   | \$76,467             | \$0                 | \$1,013            | \$75,454        | \$0             | \$0             | \$0             | \$0             |
| <b>TOTAL REVENUES</b>  | <b>\$76,467</b>      | <b>\$0</b>          | <b>\$1,013</b>     | <b>\$75,454</b> | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      |
| <b>EXPENDITURES</b>  |                      |                     |                    |                 |                 |                 |                 |                 |
| <b>Sign</b>  | \$29,252             | \$0                 | \$381              | \$28,871        | \$0             | \$0             | \$0             | \$0             |
| <b>Playground &amp; Equipment</b>  | \$34,432             | \$0                 | \$632              | \$33,800        | \$0             | \$0             | \$0             | \$0             |
| <b>Fence Relocation</b>  | \$4,336              |                     |                    | \$4,336         |                 |                 |                 |                 |
| <b>Remainder of Grant</b>  | \$8,447              |                     |                    | \$8,447         |                 |                 |                 |                 |
| <b>TOTAL EXPENDITURES</b>  | <b>\$76,467</b>      | <b>\$0</b>          | <b>\$1,013</b>     | <b>\$75,454</b> | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      |
| <b>Operating Impact:</b>   |                      |                     |                    |                 |                 |                 |                 |                 |
| Sign will require periodic maintenance to base and to confirm functioning of electronics. Estimated cost per year \$500. If there is vandalism to the sign, this would increase annual maintenance costs. Use of the sign will require the City to adopt policies regarding what type of events can be advertised on the sign. Once the policies are drafted and instituted, a staff person will need to be assigned to this task and to updating the messages on an on-going daily basis. |                      |                     |                    |                 |                 |                 |                 |                 |
| Playground equipment will be installed by supplier and maintained by the City. Estimated maintenance costs are approximately \$100-200 per year.   |                      |                     |                    |                 |                 |                 |                 |                 |
| <b>Description:</b>  |                      |                     |                    |                 |                 |                 |                 |                 |
| Installation of digital message display sign, including grading, removal and/or relocation of existing sign, permitting, installation of wireless RF system and testing of sign. Work to be completed by September 30, 2011.   |                      |                     |                    |                 |                 |                 |                 |                 |
| Installation of playground equipment, including, but not limited to, slides, swings, climbing bars. Project also includes relocating fence at Babe James to enclose playground equipment.  |                      |                     |                    |                 |                 |                 |                 |                 |
| <b>Strategic Plan:</b>   |                      |                     |                    |                 |                 |                 |                 |                 |
| 3. Continue Improvements in Historical Westside  |                      |                     |                    |                 |                 |                 |                 |                 |

City of New Smyrna Beach, Florida

| Date Updated           | Project History  |
|------------------------|--|
| December 3, 2010       | Staff met with residents on Nov 22, 2010, and they agreed to re-allocate the CDBG funds to playground equipment for Babe James instead of a splash park. Staff sent the County a letter and new application on Nov 26, 2010. tentatively scheduled for Jan 6, 2011 County Council meeting. |
| November 1, 2010       | Westside Neighborhood Meeting, held Sept 23, 2010, moved the location of the splash park to Pettis Park. Staff submitted a FRDAP Grant application for the splash park on Sept 30, 2010. Currently working with a volunteer consultant to provide a cost estimate for design.              |
| February - March, 2011 | Parks and Rec staff working with after school kids at Babe James to determine what type of playground equipment is desired.  |
| March 7, 2011          | Draft 1 of RFP emailed to Parks, Engineering and Volusia County Community Assistance. Comments received and incorporated in Draft 2.   |
| March 14, 2011         | Draft 2 of RFP emailed to Parks, Engineering and Volusia County Community Assistance. Awaiting comments.   |
| May 21, 2011           | Bid advertised   |
| June 17, 2011          | Bid opening. Vendor protest received from Kenco signs. City Commission awarded bid to Central Signs on August 9, 2011.   |
| June 28, 2011          | Bid for playground equipment award to Dominica Recreation. Bid for fence awarded to All Phases.  |
| August 26, 2011        | Pre-Construction Meeting with County and City staff and contractors for sign, playground and fence relocation projects   |
| September 2, 2011      | On-site meeting with Parks and Recreation, Planning, CRA, and sign consultant for Washington Street Streetscape Improvements   |
| September 27, 2011     | Notice to Proceed issued for playground equipment. Per contract, contractor has 180 days to complete the project (March 26,  |
| September 28, 2011     | Sign contract executed by all parties. Waiting for final shop drawings before issuing the Notice to Proceed.   |



**Pettis Park Improvement**

**Project # 567839**

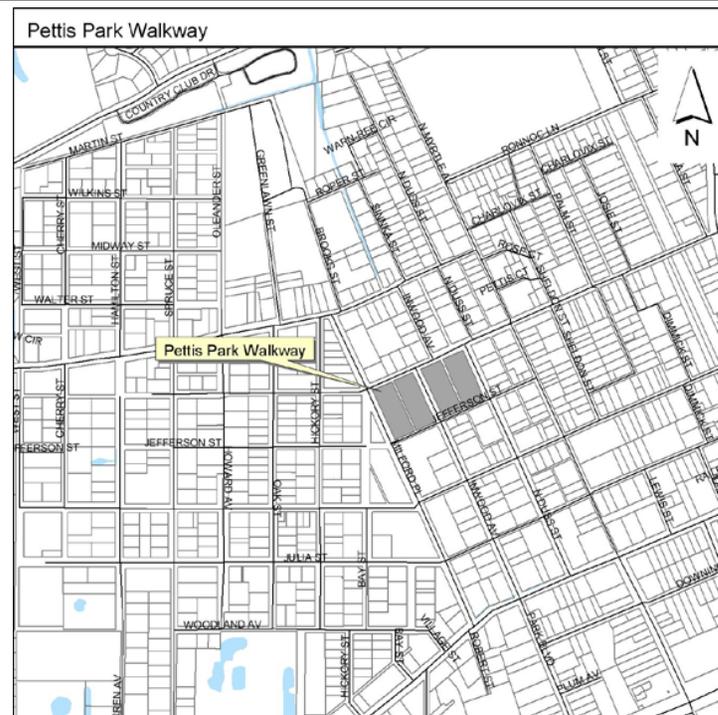
|   | Total Project Budget | Actual through FY10 | Estimated for FY11 | Budget for FY12 | Budget for FY13 | Budget for FY14 | Budget for FY15 | Budget for FY16 |
|---|----------------------|---------------------|--------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| <b>FUNDING SOURCE</b>   |                      |                     |                    |                 |                 |                 |                 |                 |
| CDBG Grant  | \$571,635            | \$470,817           | \$32,818           | <b>\$68,000</b> | \$0             | \$0             | \$0             | \$0             |
| <b>TOTAL REVENUES</b>   | <b>\$571,635</b>     | <b>\$470,817</b>    | <b>\$32,818</b>    | <b>\$68,000</b> | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      |
| <b>EXPENDITURES</b>   |                      |                     |                    |                 |                 |                 |                 |                 |
| Picnic Pavillion, BBQ Pit, Racquetball Court, Court Resurfacing, Lighting | \$470,817            | \$470,817           | \$0                | \$0             | \$0             | \$0             | \$0             | \$0             |
| Countertop Extension  | \$978                | \$0                 | \$978              | \$0             | \$0             | \$0             | \$0             | \$0             |
| Two Handicap Parking Spaces   | \$8,775              | \$0                 | \$8,775            | \$0             | \$0             | \$0             | \$0             | \$0             |
| Skating Area  | \$23,065             | \$0                 | \$23,065           | \$0             | \$0             | \$0             | \$0             | \$0             |
| Walking Trail   | \$58,000             | \$0                 | \$0                | \$58,000        | \$0             | \$0             | \$0             | \$0             |
| Raquetball courts   | \$5,000              | \$0                 | \$0                | \$5,000         | \$0             | \$0             | \$0             | \$0             |
| Bicycle Racks   | \$5,000              | \$0                 | \$0                | \$5,000         | \$0             | \$0             | \$0             | \$0             |
| <b>TOTAL EXPENDITURES</b>   | <b>\$571,635</b>     | <b>\$470,817</b>    | <b>\$32,818</b>    | <b>\$68,000</b> | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      |

**Operating Impact:**  
 New improvements will require continuing maintenance by the City. Estimated maintenance costs are \$5,000 per year.

**Description:**  
 Construction new 60' x 60' picnic pavillion, reroof existing pavillion, construct new BBQ pit, refurce basketball and tennis courts, construct raquetball court, install new Musco lighting.  
 Extend concrete countertop inside new picnic pavillion.  
 Install two additional handicapped parking spaces. One at the new picnic pavillion and one at the new raquetball court.  
 Construct concrete skating/skateboard area.  
 Construct 6-foot wide concrete walkway around and through Pettis Park to provide handicapped accessibility to all areas of park.

**Strategic Plan:**  
 3. Continue Improvements in Historical Westside

| Date Updated       | PROJECT HISTORY   |
|--------------------|---|
| October 1, 2010    | Basketball and tennis courts opened to public   |
| January 2, 2010    | Grand opening ceremony for picnic pavillion, BBQ pit<br>Change order #4 issued to Misiano Construction for extension of concrete countertop in picnic pavillion |
| January 1, 2011    | Change order #4 issued to Misiano Construction for extension of concrete countertop in picnic pavillion   |
| March 5, 2011      | Community meeting held at Pettis Park to discuss proposed improvements  |
| March 28, 2011     | Presentation at Historic Westside Community meeting to finalize proposed improvements   |
| September 23, 2011 | bid docs forwarded to Volusia County staff for review; awaiting response  |



| <b>Park Maintenance</b>   |                             |                            |                           |                        |                        |                        |                        |                        |
|---|-----------------------------|----------------------------|---------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| <b>Project # 567892</b>   |                             |                            |                           |                        |                        |                        |                        |                        |
| <b>FUNDING SOURCE</b>   | <b>Total Project Budget</b> | <b>Actual through FY10</b> | <b>Estimated for FY11</b> | <b>Budget for FY12</b> | <b>Budget for FY13</b> | <b>Budget for FY14</b> | <b>Budget for FY15</b> | <b>Budget for FY16</b> |
| General Fund (001)  | \$285,490                   | \$320                      | \$27,300                  | \$57,870               | \$50,000               | \$50,000               | \$50,000               | \$50,000               |
| <b>TOTAL REVENUES</b>   | <b>\$285,490</b>            | <b>\$320</b>               | <b>\$27,300</b>           | <b>\$57,870</b>        | <b>\$50,000</b>        | <b>\$50,000</b>        | <b>\$50,000</b>        | <b>\$50,000</b>        |
| <b>EXPENDITURES</b>   |                             |                            |                           |                        |                        |                        |                        |                        |
| Riverside Park  | \$125,490                   | \$320                      | \$27,300                  | \$57,870               | \$10,000               | \$10,000               | \$10,000               | \$10,000               |
| Other City Parks  | \$160,000                   | \$0                        | \$0                       | \$0                    | \$40,000               | \$40,000               | \$40,000               | \$40,000               |
| <b>TOTAL EXPENDITURES</b>   | <b>\$285,490</b>            | <b>\$320</b>               | <b>\$27,300</b>           | <b>\$57,870</b>        | <b>\$50,000</b>        | <b>\$50,000</b>        | <b>\$50,000</b>        | <b>\$50,000</b>        |
| <b>Operating Impact:</b><br>Parks and Recreation Department will maintain all improvements added to City parks such as furniture, roofing and signage.  |                             |                            |                           |                        |                        |                        |                        |                        |
| <b>Description:</b><br>This project accounts for the maintenance of Parks in the City of New Smyrna Beach such as adding new furniture, trash receptacles, roofing and signage. For FY11 and FY12 funding is dedicated to Riverside Park replacing signage, furniture and trash receptacles and repairing roofing on pavilions, sidewalks and the south restroom. |                             |                            |                           |                        |                        |                        |                        |                        |
| <b>Strategic Plan:</b><br>This project is not directly linked to City Commission Goals for 2011.  |                             |                            |                           |                        |                        |                        |                        |                        |

City of New Smyrna Beach, Florida

| Date Updated     | PROJECT HISTORY   |
|------------------|---|
| May 27, 2011     | Contracted with Tom Donatti Building to remove and install new roof on picnic pavilion (\$3,500.00)   |
| May 31,2011      | Contracted with BlueGreen Tech to sand blast pavilion frame work (\$2,500.00)   |
| July 11, 2011    | Contracted with Misiano Construction to repair 19 broken sidewalk areas (\$5,000.00)  |
| August 5, 2011   | Contracted with Misiano to repair rusted roof drip edge on Manatee restroom (\$1,500.00)  |
| August 10, 2011  | Contracted with Allphases to replace broken and cracked pavers around the WW II monument (\$10,747.00)                                      |
| August 29, 2011  | Contracted with Misiano Construction to repair tiles, plumbing, soffit, stall partitions and paint Manatee and north restroom (\$11,500.00) |
| October 10, 2011 | PO submitted for E. Canal St benches from Rep Service (\$15,849.40)   |
| October 18, 2011 | Benches are under consideration for color and logo style. Trash receptacle are under color consideration.                                   |



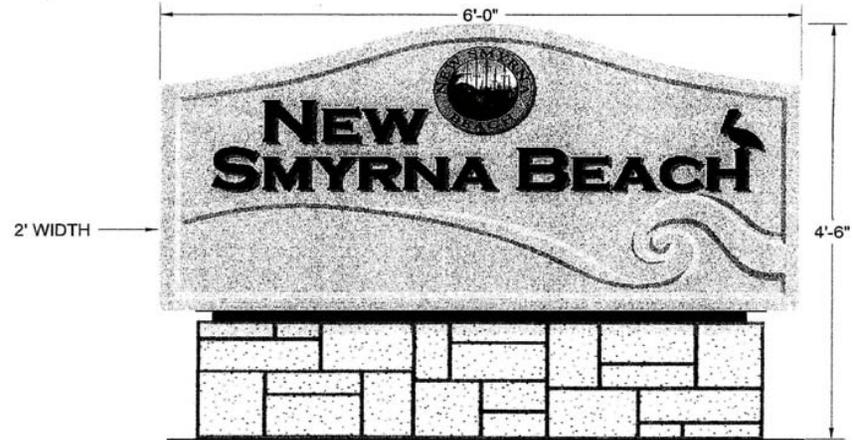
| <b>US1 North and South Gateway Signs</b>   |                      |                     |                 |                 |                 |                 |                 |                 |                 |
|--|----------------------|---------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| <b>Project #567920</b>   |                      |                     |                 |                 |                 |                 |                 |                 |                 |
| <i>Updated 2/22/11</i>   | Total Project Budget | Actual through FY10 | Actual for FY11 | Budget for FY11 | Budget for FY12 | Budget for FY13 | Budget for FY14 | Budget for FY15 | Budget for FY16 |
| <b>FUNDING SOURCE</b><br>General Fund (001) - Tree Mitigation                                  | \$42,000             |                     | \$4,000         | \$42,000        |                 |                 |                 |                 |                 |
| <b>TOTAL REVENUES</b>  | <b>\$42,000</b>      | <b>\$0</b>          | <b>\$4,000</b>  | <b>\$42,000</b> | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      |
| <b>EXPENDITURES</b>  |                      |                     |                 |                 |                 |                 |                 |                 |                 |
| Design Contract Amount (Orig Contract + C.O.'s)  | \$12,000             |                     | \$4,000         | \$12,000        |                 |                 |                 |                 |                 |
| Design Costs Incurred To-Date  | \$4,000              |                     |                 |                 |                 |                 |                 |                 |                 |
| Design Percent Spent To-Date   | 33%                  |                     |                 |                 |                 |                 |                 |                 |                 |
| Misc Expenditures<br>(Survey, Printing, Permits, Materials Testing and Verification, etc)      |                      |                     |                 |                 |                 |                 |                 |                 |                 |
| Construction Contract Amount (Orig Contract + C.O.'s)  | \$30,000             |                     | \$0             | \$30,000        |                 |                 |                 |                 |                 |
| Construction Costs Incurred To-Date  |                      |                     |                 |                 |                 |                 |                 |                 |                 |
| Construction Percent Spent To-Date   |                      |                     |                 |                 |                 |                 |                 |                 |                 |
| Contingency  |                      |                     |                 |                 |                 |                 |                 |                 |                 |
| <b>TOTAL EXPENDITURES</b>  | <b>\$42,000</b>      | <b>\$0</b>          | <b>\$4,000</b>  | <b>\$42,000</b> | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      |
| <b>Operating Impact:</b><br>Parks and Recreation will be responsible for maintenance of signs. |                      |                     |                 |                 |                 |                 |                 |                 |                 |
| <b>Description:</b><br>US 1 North and South entry signs  |                      |                     |                 |                 |                 |                 |                 |                 |                 |
| <b>Strategic Plan:</b><br>FY 2010 Goal #17. SR44 and US1 Landscaping and Hardscaping           |                      |                     |                 |                 |                 |                 |                 |                 |                 |

**PROJECT HISTORY**

**Date Updated**

October 13, 2010  
February 22, 2011

Contract executed with Bellomo-Herbert for Design and Permitting.  
City staff met with Volusia TPO and FDOT staff to discuss conceptual plans



**Gateway Features SR44/I-95 and SR44/Canal St and Landscape Features**

**Project #567920 & 567206**

|   | Total Project Budget | Actual through FY10 | Estimated for FY11 | Budget for FY12* | Budget for FY13    | Budget for FY14 | Budget for FY15 | Budget for FY16 |
|---|----------------------|---------------------|--------------------|------------------|--------------------|-----------------|-----------------|-----------------|
| <b>FUNDING SOURCE</b>   |                      |                     |                    |                  |                    |                 |                 |                 |
| General Fund (001) - Tree Mitigation - Design   | \$49,800             |                     | \$49,800           |                  |                    |                 |                 |                 |
| General Fund (001) - Tree Mitigation - PD&E SR44/I-95   | \$75,000             |                     | \$75,000           |                  |                    |                 |                 |                 |
| General Fund (001) - Tree Mitigation - PD&E SR44/Canal St   | \$65,000             |                     | \$65,000           |                  |                    |                 |                 |                 |
| General Fund (001) - Tree Mitigation - CEI Services   | \$112,000            |                     |                    |                  | \$112,000          |                 |                 |                 |
| FDOT - LAP Agreement I95 and 44 Gateway Installation (pending approval)   | \$900,000            |                     |                    |                  | \$900,000          |                 |                 |                 |
| FDOT - LAP Agreement SR44 and Canal St Triangle Installation (pending approval)   | \$500,000            |                     |                    |                  | \$500,000          |                 |                 |                 |
| <b>TOTAL REVENUES</b>   | <b>\$1,701,800</b>   | <b>\$0</b>          | <b>\$189,800</b>   | <b>\$0</b>       | <b>\$1,512,000</b> | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      |
| <b>EXPENDITURES</b>   |                      |                     |                    |                  |                    |                 |                 |                 |
| <b>Design Contract Amount (Orig Contract + C.O.'s)</b>  | \$49,800             |                     |                    |                  |                    |                 |                 |                 |
| <b>Design Costs Incurred To-Date</b>  | \$49,800             |                     | \$49,800           |                  |                    |                 |                 |                 |
| <b>Design Percent Spent To-Date</b>   | 100%                 |                     |                    |                  |                    |                 |                 |                 |
| <b>Misc Expenditures (Survey, Printing, Permits, Materials Testing and Verification, etc)</b>   |                      |                     |                    |                  |                    |                 |                 |                 |
| <b>Planning, Design and Engineering - SR44/I-95</b>   | \$75,000             |                     | \$75,000           |                  |                    |                 |                 |                 |
| <b>Planning, Design and Engineering - SR44/Canal St</b>   | \$65,000             |                     | \$65,000           |                  |                    |                 |                 |                 |
| <b>CEI Services</b>   | \$112,000            |                     |                    |                  | \$112,000          |                 |                 |                 |
| <b>Construction Contract Amount (Orig Contract + C.O.'s)</b>  | \$900,000            |                     |                    |                  | \$900,000          |                 |                 |                 |
| <b>Construction Contract Amount (Orig Contract + C.O.'s)</b>  | \$500,000            |                     |                    |                  | \$500,000          |                 |                 |                 |
| <b>TOTAL EXPENDITURES</b>   | <b>\$1,701,800</b>   | <b>\$0</b>          | <b>\$189,800</b>   | <b>\$0</b>       | <b>\$1,512,000</b> | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      |
| <b>Operating Impact:</b><br>Parks and Recreation will be responsible for maintenance of signs.  |                      |                     |                    |                  |                    |                 |                 |                 |
| <b>Description:</b><br>Development of entry features, signage elements and landscaping improvements for the SR44 corridor from the City Limits at Hunting Camp Road East to US 1; consultant contracted to provide design, engineering and construction documents; as funding becomes available elements of the approved designs will be installed.<br><b>*NOTE:</b> This project was not included in the FY12 Adopted and will be included in the first ammendment to the budget after the Local Agency Program (LAP) Agreements are fully executed by the Florida Dept of Transportation. |                      |                     |                    |                  |                    |                 |                 |                 |
| <b>Strategic Plan:</b><br>6. Address all aspects of the I-95 and SR 44 Corridors  |                      |                     |                    |                  |                    |                 |                 |                 |

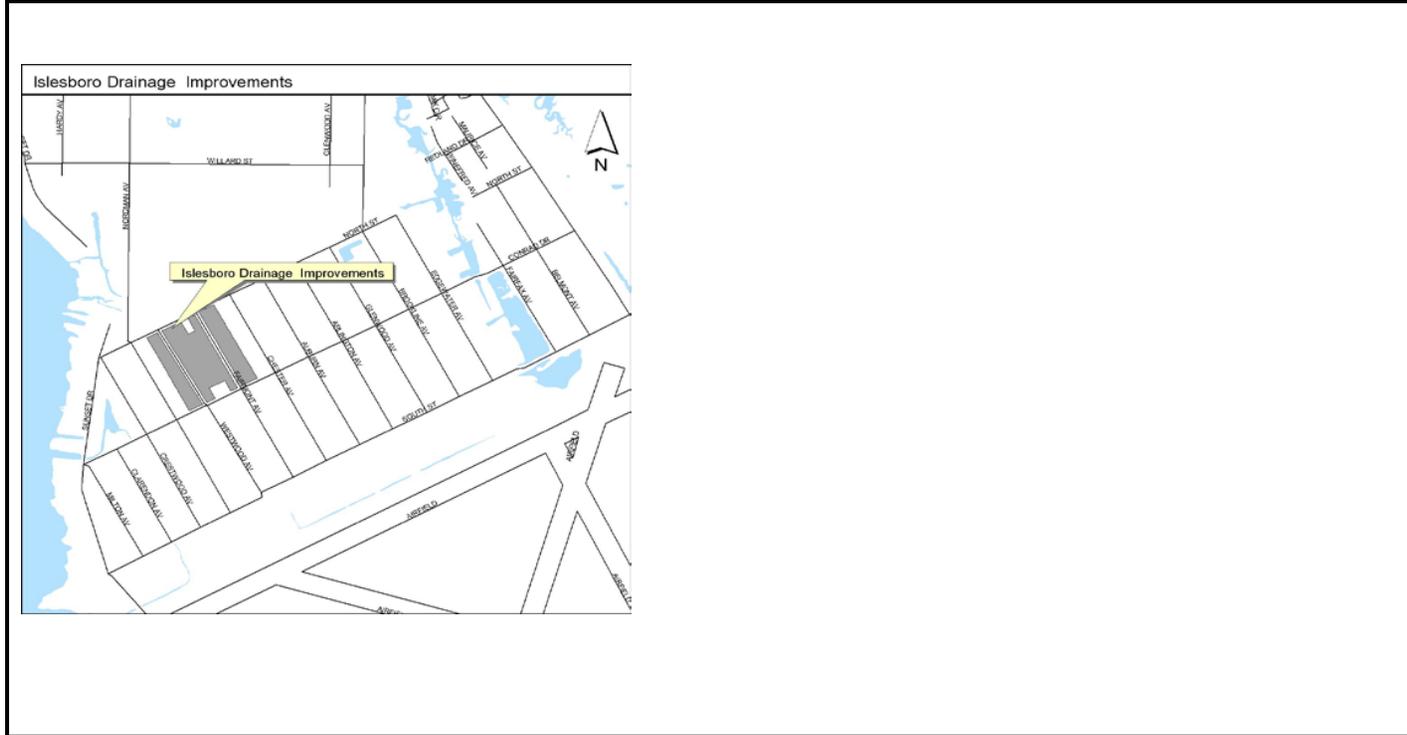
City of New Smyrna Beach, Florida

| Date Updated   | PROJECT HISTORY  |
|--|--|
| October 13, 2010<br>February 22, 2011<br>August 9, 2011<br>December 13, 2011 | Contract executed with Bellomo-Herbert for Design and Permitting.<br>City staff met with Volusia TPO and FDOT staff to discuss conceptual plans<br>Commission approved Resolution No. 32-11 and 33-11 authorizing LAP agreements<br>Commission approved contract with Tetra Engineering for CEI services |
|  |  |

| Fairmont Ave and Westwood Ave Improvement  |                      |                     |                    |                  |                 |                 |                 |                 |
|--|----------------------|---------------------|--------------------|------------------|-----------------|-----------------|-----------------|-----------------|
| Project # 567808   |                      |                     |                    |                  |                 |                 |                 |                 |
|  | Total Project Budget | Actual through FY10 | Estimated for FY11 | Budget for FY12  | Budget for FY13 | Budget for FY14 | Budget for FY15 | Budget for FY16 |
| <b>FUNDING SOURCE</b>  |                      |                     |                    |                  |                 |                 |                 |                 |
| Stormwater Fund (101)  | \$309,083            | \$6,868             | \$2,215            | \$300,000        |                 |                 |                 |                 |
| General Fund   | \$102,375            |                     |                    | \$102,375        |                 |                 |                 |                 |
| General Fund /Paving Assessment  | \$102,375            |                     |                    | \$102,375        |                 |                 |                 |                 |
| <b>TOTAL REVENUES</b>  | <b>\$513,833</b>     | <b>\$6,868</b>      | <b>\$2,215</b>     | <b>\$504,750</b> | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      |
| <b>EXPENDITURES</b>  |                      |                     |                    |                  |                 |                 |                 |                 |
| Design Contract Amount (Orig Contract + C.O.'s)  | \$33,974             | \$6,868             | \$2,000            | \$25,106         |                 |                 |                 |                 |
| Misc Expenditures<br>(Survey, Printing, Permits, Materials Testing and Verification, etc)  | \$215                | \$0                 | \$215              | \$0              |                 |                 |                 |                 |
| Stormwater Contract Amount (Orig Contract + C.O.'s)  | \$267,625            | \$0                 | \$0                | \$267,625        |                 |                 |                 |                 |
| Paving Contract  | \$204,750            | \$0                 | \$0                | \$204,750        |                 |                 |                 |                 |
| Contingency  | \$7,269              | \$0                 | \$0                | \$7,269          |                 |                 |                 |                 |
| <b>TOTAL EXPENDITURES</b>  | <b>\$513,833</b>     | <b>\$6,868</b>      | <b>\$2,215</b>     | <b>\$504,750</b> | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      |
| <b>Operating Impact:</b><br>Reduces need for Public works to maintain Shell Rock Road.   |                      |                     |                    |                  |                 |                 |                 |                 |
| <b>Description:</b><br>As a result of study in the Isleboro area construct drainage improvements to reduce flooding and potentially pave shell rock roads. |                      |                     |                    |                  |                 |                 |                 |                 |
| <b>Strategic Plan:</b><br>This project is not directly linked to the City Commission Top 10 Goals and Objectives for 2011                                  |                      |                     |                    |                  |                 |                 |                 |                 |

City of New Smyrna Beach, Florida

| Date Updated      | PROJECT HISTORY  |
|-------------------|--|
| January 14, 2011  | <p>Prepare schedule for City Commission approval on Assessment.</p> <p>On 11/12/10 the City issued another letter requesting the property owner respond to the paving petition, which resulted in a few additional responses. After numerous attempts to contact unresponsive property owners the City will make a decision whether or not to pave based on responses that have been received. This item is tentatively scheduled for the first City Commission meeting in February (2/08/11).</p>   |
| November 20, 2010 | <p>The City conducted a Public Involvement Meeting May 13, 2010 to discuss the drainage options. One option involved paving which appeared to be the consensus of those in attendance, therefore a community representative was selected to provide a survey of residents who are for or against a paving assessment district. The City has since followed up with certified mailings and awaits response by the property owners. The City will evaluate all responses by mid November and define which if any of the streets will be paved. The assessment district will then be presented to the City Commission for approval.</p> |



**Arlington Ave Drainage (2500 Block)**

**Project # 567915**

|   | Total Project Budget | Actual through FY10 | Estimated for FY11 | Budget for FY12  | Budget for FY13 | Budget for FY14 | Budget for FY15 | Budget for FY16 |
|---|----------------------|---------------------|--------------------|------------------|-----------------|-----------------|-----------------|-----------------|
| <b>FUNDING SOURCE</b><br>Stormwater Fund (101)  | \$113,088            | \$0                 | \$0                | \$113,088        |                 |                 |                 |                 |
| <b>TOTAL REVENUES</b>   | <b>\$113,088</b>     | <b>\$0</b>          | <b>\$0</b>         | <b>\$113,088</b> | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      |
| <b>EXPENDITURES</b>   |                      |                     |                    |                  |                 |                 |                 |                 |
| Drainage Improvements   | \$113,088            | \$0                 | \$0                | \$113,088        |                 |                 |                 |                 |
| <b>TOTAL EXPENDITURES</b>   | <b>\$113,088</b>     | <b>\$0</b>          | <b>\$0</b>         | <b>\$113,088</b> | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      |
| <b>Operating Impact:</b>  |                      |                     |                    |                  |                 |                 |                 |                 |
| Addressing this localized flooding will reduce our manpower during emergencies and protect homes and yards from being flooded.  |                      |                     |                    |                  |                 |                 |                 |                 |
| <b>Description:</b>   |                      |                     |                    |                  |                 |                 |                 |                 |
| This project is to address a localized flooding in the 2500 block of Arlington Ave in the Isleboro subdivision north of the Airport. This area experience flooding during heavy rainfalls, tropical storms, and hurricanes. |                      |                     |                    |                  |                 |                 |                 |                 |
| <b>Strategic Plan:</b>  |                      |                     |                    |                  |                 |                 |                 |                 |
| This project is not directly linked to the City Commission top 10 Goals and Objectives for 2011.  |                      |                     |                    |                  |                 |                 |                 |                 |

City of New Smyrna Beach, Florida

| Date | PROJECT HISTORY  |
|------|--|
|      | <p>Site investigation to include survey elevation of right of way and adjoining parcel to evaluate options for retention area and flood control.</p> |

| <b>South Orange Street Drainage</b>   |                             |                            |                           |                        |                        |                        |                        |                        |
|---|-----------------------------|----------------------------|---------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| <b>Project # 567916</b>   |                             |                            |                           |                        |                        |                        |                        |                        |
|   | <b>Total Project Budget</b> | <b>Actual through FY10</b> | <b>Estimated for FY11</b> | <b>Budget for FY12</b> | <b>Budget for FY13</b> | <b>Budget for FY14</b> | <b>Budget for FY15</b> | <b>Budget for FY16</b> |
| <b>FUNDING SOURCE</b><br>Stormwater Fund (101)  | \$435,020                   | \$0                        | \$33,822                  | \$401,198              |                        |                        |                        |                        |
| <b>TOTAL REVENUES</b>   | <b>\$435,020</b>            | <b>\$0</b>                 | <b>\$33,822</b>           | <b>\$401,198</b>       | <b>\$0</b>             | <b>\$0</b>             | <b>\$0</b>             | <b>\$0</b>             |
| <b>EXPENDITURES</b>   |                             |                            |                           |                        |                        |                        |                        |                        |
| Engineering Contract Amount (Orig Contract + C.O.'s)  | \$32,880                    | \$0                        | \$28,580                  | \$4,300                |                        |                        |                        |                        |
| Misc Expenditures<br>(Survey, Printing, Permits, Materials Testing and Verification, etc)   | \$10,242                    |                            | \$5,242                   | \$5,000                |                        |                        |                        |                        |
| Construction  | \$284,670                   | \$0                        | \$0                       | \$284,670              |                        |                        |                        |                        |
| Contingency   | \$107,228                   |                            |                           | \$107,228              |                        |                        |                        |                        |
| <b>TOTAL EXPENDITURES</b>   | <b>\$435,020</b>            | <b>\$0</b>                 | <b>\$33,822</b>           | <b>\$401,198</b>       | <b>\$0</b>             | <b>\$0</b>             | <b>\$0</b>             | <b>\$0</b>             |
| <b>Operating Impact:</b><br>Standard maintenance from Public Works Department to clean pipe and drainage inlets.  |                             |                            |                           |                        |                        |                        |                        |                        |
| <b>Description:</b><br>This project is to replace a deteriorated storm water pipe from Lytle Ave to Smith St. This pipe is in dire need of repair where it is affecting businesses along this stretch of roadway. Also it is a safety hazzard where many areas have caved-in. |                             |                            |                           |                        |                        |                        |                        |                        |
| <b>Strategic Plan:</b><br>8. Encourage in-town residential to support Canal Street Revitalization   |                             |                            |                           |                        |                        |                        |                        |                        |

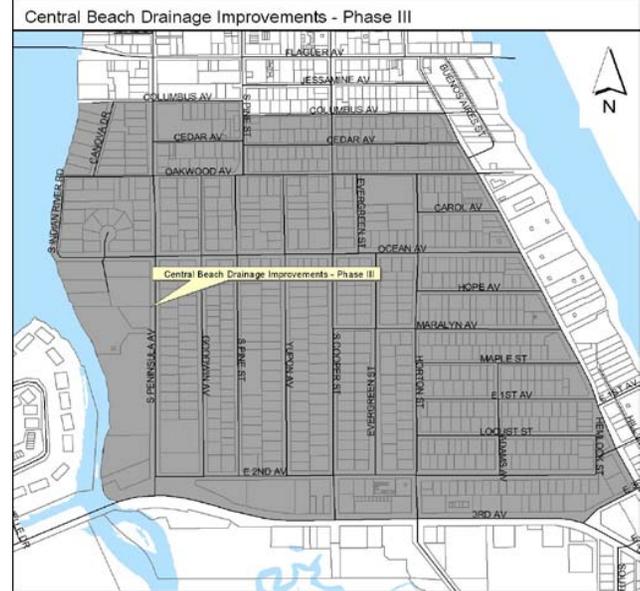
**South Orange Street Drainage**  
PROJECT HISTORY

| Date Updated                          | PROJECT HISTORY   |
|---------------------------------------|---|
| September 27, 2011<br>August 26, 2011 | Recommend award of the construction contract to Masci Corp<br>Construction sealed bid opening |



| <b>Central Beach Drainage Project</b>  |                             |                            |                           |                        |                        |                        |                        |                        |
|--|-----------------------------|----------------------------|---------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| <b>Project # 567917</b>  |                             |                            |                           |                        |                        |                        |                        |                        |
|  | <b>Total Project Budget</b> | <b>Actual through FY10</b> | <b>Estimated for FY11</b> | <b>Budget for FY12</b> | <b>Budget for FY13</b> | <b>Budget for FY14</b> | <b>Budget for FY15</b> | <b>Budget for FY16</b> |
| <b>FUNDING SOURCE</b>  |                             |                            |                           |                        |                        |                        |                        |                        |
| FEMA Hazard Mitigation Grant (pending)   | \$3,375,000                 | \$0                        | \$0                       | \$0                    | \$1,125,000            | \$1,125,000            | \$1,125,000            |                        |
| City - Stormwater Operating Fund   | \$1,733,679                 | \$62                       | \$233,617                 | \$375,000              | \$375,000              | \$375,000              | \$375,000              |                        |
| <b>TOTAL REVENUES</b>  | <b>\$5,108,679</b>          | <b>\$62</b>                | <b>\$233,617</b>          | <b>\$375,000</b>       | <b>\$1,500,000</b>     | <b>\$1,500,000</b>     | <b>\$1,500,000</b>     | <b>\$0</b>             |
| <b>EXPENDITURES</b>  |                             |                            |                           |                        |                        |                        |                        |                        |
| <b>Design - Pegasus Engineering A</b>  | \$272,078                   | \$0                        | \$233,617                 | \$38,461               |                        |                        |                        |                        |
| <b>Design - Pegasus Engineering B</b>  | \$168,589                   |                            |                           | \$168,589              |                        |                        |                        |                        |
| <b>Design - Pegasus Engineering C</b>  | \$167,950                   |                            |                           | \$167,950              |                        |                        |                        |                        |
| <b>Construction</b>  | \$4,500,000                 |                            |                           | \$0                    | \$1,500,000            | \$1,500,000            | \$1,500,000            |                        |
| <b>Misc Expenditures (Survey, Printing, Permits, Materials Testing and Verification, etc)</b>  | \$62                        | \$62                       | \$0                       | \$0                    |                        |                        |                        |                        |
| <b>Contingency</b>   |                             |                            |                           |                        |                        |                        |                        |                        |
| <b>TOTAL EXPENDITURES</b>  | <b>\$5,108,679</b>          | <b>\$62</b>                | <b>\$233,617</b>          | <b>\$375,000</b>       | <b>\$1,500,000</b>     | <b>\$1,500,000</b>     | <b>\$1,500,000</b>     | <b>\$0</b>             |
| <b>Operating Impact:</b>   |                             |                            |                           |                        |                        |                        |                        |                        |
| Maintaining new underground pumps including utilities and a standard maintenance for the entire system.  |                             |                            |                           |                        |                        |                        |                        |                        |
| <b>Description:</b>  |                             |                            |                           |                        |                        |                        |                        |                        |
| Phase III of the Central Beach Flood Mitigation Project as a result of the flooding of 2001, the City Commission approved to mitigate the flooding within the Central Beach area bounded by Flagler Ave on the North and S. Atlantic on East, 2nd Ave on the South and Indian River on the West. This project is a component of several phases of the Central Beach Flood Mitigation Project where Phase I and II are completed. These phases will be constructed by several funding from other agencies such as Dept of Community Affairs and State Revolving Fund through the Dept of Environmental Protection with City matching funds. |                             |                            |                           |                        |                        |                        |                        |                        |
| <b>Strategic Plan:</b>   |                             |                            |                           |                        |                        |                        |                        |                        |
| This project is not directly linked to the City Commission   |                             |                            |                           |                        |                        |                        |                        |                        |

| Date Updated       | PROJECT HISTORY  |
|--------------------|--|
| October 14, 2010   | The City Commission approved staff to proceed with submitting a grant application to FEMA. Pegasus Engineering's contract was signed early November 2010 and they have executed all contracts with their subconsultants to proceed with the design work. Staff and Pegasus Engineering are also communicating with FEMA to provide the needed information for the grant submittal. |
| September 14, 2010 | The City Commission awarded the design and permitting contract to Pegasus Engineering in 3 sub-phases:<br>Phase 3A - \$272,078<br>Phase 3B - \$168,589<br>Phase 3C - \$167,590   |



**Airport Taxiway E, Taxiway D and Rehab of Runway 11/29**

**Project # 567201**

|                             | Total Project Budget | Actual through FY10 | Estimated for FY11 | Budget for FY12    | Budget for FY13 | Budget for FY14 | Budget for FY15 | Budget for FY16 |
|-----------------------------|----------------------|---------------------|--------------------|--------------------|-----------------|-----------------|-----------------|-----------------|
| <b>FUNDING SOURCE</b>       |                      |                     |                    |                    |                 |                 |                 |                 |
| Federal Grant (pending)     | \$1,621,650          | \$0                 | \$0                | \$1,621,650        |                 |                 |                 |                 |
| State Grant (pending)       | \$42,675             |                     |                    | \$42,675           |                 |                 |                 |                 |
| AIRPORT                     | \$42,675             | \$0                 | \$0                | \$42,675           |                 |                 |                 |                 |
| <b>TOTAL REVENUES</b>       | <b>\$1,707,000</b>   | <b>\$0</b>          | <b>\$0</b>         | <b>\$1,707,000</b> | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      |
| <b>EXPENDITURES</b>         |                      |                     |                    |                    |                 |                 |                 |                 |
| Runway 11-29 Rehabilitation | \$960,000            | \$0                 | \$0                | \$960,000          |                 |                 |                 |                 |
| Taxiway "D" Phase 1         | \$425,000            | \$0                 | \$0                | \$425,000          |                 |                 |                 |                 |
| Taxiway "E" Phase 2         | \$198,000            | \$0                 | \$0                | \$198,000          |                 |                 |                 |                 |
| Taxiway "E" Phase 3         | \$124,000            | \$0                 | \$0                | \$124,000          |                 |                 |                 |                 |
| <b>TOTAL EXPENDITURES</b>   | <b>\$1,707,000</b>   | <b>\$0</b>          | <b>\$0</b>         | <b>\$1,707,000</b> | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      |

**Operating Impact:**

This project will reduce repair and maintenance of damaged asphalt on the taxiways.

**Description:**

This project rehabilitates taxiway E and D to include resurface of pavement, lighting and signage.

**Strategic Plan:**

This project is not directly linked to the City Commission Top 10 Goals and Objectives for 2011.

**Airport Maintenance Plan**

**Project # 567764**

|                           | Total Project Budget | Actual through FY10 | Estimated for FY11 | Budget for FY11 | Budget for FY12 | Budget for FY13 | Budget for FY14 | Budget for FY15 | Budget for FY16 |
|---------------------------|----------------------|---------------------|--------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| <b>FUNDING SOURCE</b>     |                      |                     |                    |                 |                 |                 |                 |                 |                 |
| AIRPORT                   | \$392,787            | \$92,787            | \$750              | \$50,000        | \$50,000        | \$50,000        | \$50,000        | \$50,000        | \$50,000        |
| <b>TOTAL REVENUES</b>     | <b>\$392,787</b>     | <b>\$92,787</b>     | <b>\$750</b>       | <b>\$50,000</b> | <b>\$50,000</b> | <b>\$50,000</b> | <b>\$50,000</b> | <b>\$50,000</b> | <b>\$50,000</b> |
| <b>EXPENDITURES</b>       |                      |                     |                    |                 |                 |                 |                 |                 |                 |
| Capital Outlay            | \$392,787            | \$92,787            | <b>\$750</b>       | \$50,000        | \$50,000        | \$50,000        | \$50,000        | \$50,000        | \$50,000        |
| <b>TOTAL EXPENDITURES</b> | <b>\$392,787</b>     | <b>\$92,787</b>     | <b>\$750</b>       | <b>\$50,000</b> | <b>\$50,000</b> | <b>\$50,000</b> | <b>\$50,000</b> | <b>\$50,000</b> | <b>\$50,000</b> |

**Operating Impact:**  
 There is no increase or decrease to operating expenditures for these projects as they are on-going and routine in nature.

**Description:**  
 This project is for annual maintenance of Airport facilities such as Roof Replacement, Hangar Door Replacement and Airport drainage improvement projects.

**Strategic Plan:**  
 This project is not directly linked to the City Commission Top 10 Goals and Objectives for 2011.

**Airport Apron/Fuel Farm**

**Project # 567850**

|   | <b>Total Project Budget</b> | <b>Actual through FY10</b> | <b>Estimated for FY11</b> | <b>Budget for FY12</b> | <b>Budget for FY13</b> | <b>Budget for FY14</b> | <b>Budget for FY15</b> | <b>Budget for FY16</b> |
|---|-----------------------------|----------------------------|---------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| <b>FUNDING SOURCE</b>   |                             |                            |                           |                        |                        |                        |                        |                        |
| FDOT Grant - Design and Construction Engineering  | \$79,520                    | \$0                        | \$79,520                  |                        |                        |                        |                        |                        |
| FDOT Grant - Construction   | \$597,780                   |                            | \$597,780                 |                        |                        |                        |                        |                        |
| FDOT Grant - Fuel Farm Equipment  | \$204,024                   |                            |                           | \$204,024              |                        |                        |                        |                        |
| AIRPORT   | \$220,692                   | \$0                        | \$169,686                 | \$51,006               |                        |                        |                        |                        |
| <b>TOTAL REVENUES</b>   | <b>\$1,102,016</b>          | <b>\$0</b>                 | <b>\$846,986</b>          | <b>\$255,030</b>       | <b>\$0</b>             | <b>\$0</b>             | <b>\$0</b>             | <b>\$0</b>             |
| <b>EXPENDITURES</b>   |                             |                            |                           |                        |                        |                        |                        |                        |
| <b>Design Contract Amount</b>   | \$99,400                    | \$0                        | \$99,400                  |                        |                        |                        |                        |                        |
| <b>Misc Expenditures (Survey, Printing, Permits, Materials Testing and Verification, etc)</b> | \$362                       | \$0                        | \$362                     |                        |                        |                        |                        |                        |
| <b>Construction Contract Amount (Estimated)</b>   | \$0                         | \$0                        | \$747,224                 |                        |                        |                        |                        |                        |
| <b>Fuel Farm Equipment</b>  | \$255,030                   | \$0                        | \$0                       | \$255,030              |                        |                        |                        |                        |
| <b>TOTAL EXPENDITURES</b>   | <b>\$354,792</b>            | <b>\$0</b>                 | <b>\$846,986</b>          | <b>\$255,030</b>       | <b>\$0</b>             | <b>\$0</b>             | <b>\$0</b>             | <b>\$0</b>             |

**Operating Impact:**  
 Maintenance of the fuel farm including filters and fueling operation will be performed by Airport staff.

**Description:**  
 Engineering, design and construction phase services for the Terminal Apron Expansion and Fuel Farm. Project will expand terminal apron to provide 29 new small aircraft parking positions and pavement access to 19 existing positions. Pavement marking and tie-down anchors will be provided. A shallow grassed dry ponding area will be provided for stormwater requirements. Project also includes concrete pavement and slab for 3 above ground 12,000 gallon fuel tanks. Tanks are not included.

**Strategic Plan:**  
 This project is not directly linked to the City Commission Top 10 Goals and Objectives for 2011.

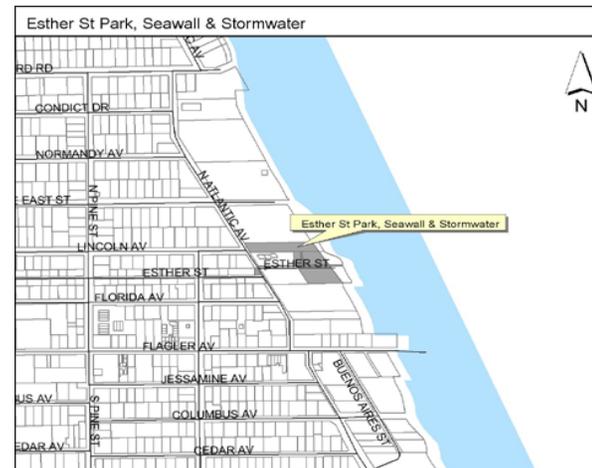
| Date Updated                                   | PROJECT HISTORY   |
|--|---|
| August 8, 2011<br>May 31, 2011<br>May 14, 2011 | PO issued for construction of Apron /Fuel Farm infrastructure<br>PO issues for design and engineering cost<br>Advertised for Apron Bid<br>Applied for permit for construction of the apron and fuel farm<br>Applied for SJRWMD permit |

| <b>Esther St Park Seawall and Stormwater Improvements Project</b><br><b>Project # 567758</b>  |                      |                     |                    |                    |                  |                 |                 |                 |
|---|----------------------|---------------------|--------------------|--------------------|------------------|-----------------|-----------------|-----------------|
|   | Total Project Budget | Actual through FY10 | Estimated for FY11 | Budget for FY12    | Budget for FY13  | Budget for FY14 | Budget for FY15 | Budget for FY16 |
| <b>FUNDING SOURCE</b>   |                      |                     |                    |                    |                  |                 |                 |                 |
| CRA   | \$869,550            | \$4,800             | \$152,050          | \$712,700          |                  |                 |                 |                 |
| FDEP 319h Grant (pending)   | \$275,000            | \$0                 | \$0                | \$275,000          |                  |                 |                 |                 |
| City Stormwater Fund (101)  | \$125,000            | \$0                 | \$0                | \$125,000          |                  |                 |                 |                 |
| General Fund (001)  | \$400,000            | \$0                 | \$0                | \$0                | \$400,000        |                 |                 |                 |
| <b>TOTAL REVENUES</b>   | <b>\$1,669,550</b>   | <b>\$4,800</b>      | <b>\$152,050</b>   | <b>\$1,112,700</b> | <b>\$400,000</b> | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      |
| <b>EXPENDITURES</b>   |                      |                     |                    |                    |                  |                 |                 |                 |
| Seawall Design Contract Amount (Orig Contract + C.O.'s)   | \$39,000             | \$0                 | \$39,000           | \$0                |                  |                 |                 |                 |
| Misc Expenditures (Parker Mynchenberg for FDEP 319h Grant preparation, appraisal of easement property, purchase of easement property, survey, FDEP Permit, etc)   | \$117,850            | \$4,800             | \$113,050          | \$0                |                  |                 |                 |                 |
| Seawall Construction Contract Amount (Orig Contract + C.O.'s)   | \$550,200            | \$0                 | \$0                | \$550,200          |                  |                 |                 |                 |
| Park Amenities  | \$400,000            | \$0                 | \$0                | \$0                | \$400,000        |                 |                 |                 |
| \$562,500 Earmarked for Stormwater Improvements (\$162,500 CRA Match + \$125,000 City Stormwater Funds + \$275,000 FDEP 319h Grant)   | \$562,500            | \$0                 | \$0                | \$562,500          |                  |                 |                 |                 |
| <b>TOTAL EXPENDITURES</b>   | <b>\$1,669,550</b>   | <b>\$4,800</b>      | <b>\$152,050</b>   | <b>\$1,112,700</b> | <b>\$400,000</b> | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      |
| <b>Operating Impact:</b>  |                      |                     |                    |                    |                  |                 |                 |                 |
| Public works will maintain the parking area and infrastructure and Parks and Recreation will include the new restroom facilities and playground in their budget for routine maintenance/cleaning.   |                      |                     |                    |                    |                  |                 |                 |                 |
| <b>Description:</b>   |                      |                     |                    |                    |                  |                 |                 |                 |
| This project has three elements. The first is construction of the seawall along the entire East boundary line. The seawall will be capped using soft armoring in form of sand dunes with landscaping. The second element involves drainage upgrades for the site as well as the adjoining drainage basin area to reduce flooding in the N. Atlantic area. The third element involves park amenities such as parking, playground, walking trails, pavilion, restroom facilities and volleyball area. |                      |                     |                    |                    |                  |                 |                 |                 |
| <b>Strategic Plan:</b>  |                      |                     |                    |                    |                  |                 |                 |                 |
| This project is not directly linked to the City Commission Top 10 Goals and Objectives for 2011   |                      |                     |                    |                    |                  |                 |                 |                 |

**Esther Street Seawall Project Schedule\***

|                          |                    |
|--------------------------|--------------------|
| Design 100%              | July 11, 2011      |
| Final Staff Review       | July 29, 2011      |
| Finalize Plans           | August 12, 2011    |
| Advertise                | August 27, 2011    |
| Pre-Bid Meeting          | September 7, 2011  |
| Bid Opening              | September 22, 2011 |
| City Commission Deadline | September 26, 2011 |
| City Commission Meeting  | October 11, 2011   |
| Contract Approval        | October 17, 2011   |
| Pre-Construction Meeting | October 25, 2011   |
| Construction Begins      | November 1, 2011   |

| Date Updated       | PROJECT HISTORY   |
|--------------------|---|
| September 22, 2011 | The bid opening was held on 9/22/11 at 2:00pm and SE Cline was the apparent lowest responsive bidder at \$248,325. Their  |
| September 12, 2011 | The Esther St Seawall Project had a mandatory pre-bid meeting on 9/7/11. The bid opening will be on 9/22/11 at 2:00pm.  |
| August 30, 2011    | The seawall plans were finalized and the Esther St Seawall Project was advertised for bidding on 8/27/11.   |
| April 27, 2011     | The City Commission approved constructing the seawall east of the CCCL on 4/26/11.  |
| March 25, 2011     | Staff provided plans review comments to Tetra Tech for the 90% Plans on 3/8/11. Tetra Tech submitted for the FDEP Permit on 3/16/11.  |
| February 22, 2011  | Received 90% Seawall Plans for review on 2/21/11  |
| January 30, 2011   | Provided plans review comments to Tetra Tech for their 60% Seawall Plans on 1/30/11   |
| January 21, 2011   | Received 60% Seawall Plans for review on 1/21/11  |
| November 20, 2010  | Reed Appraisal Company is performing the appraisal of the proposed ingress/egress easement for an amount of \$1,000. Tetra Tech seawall design is in progress. Also, the City has compensated Parker Mynchenberg \$8,300 to prepare the FDEP 319H Grant submittal. The FDEP has included the project in their 319 grant work plan, but EPA approval is needed to move |
| November 5, 2010   | Survey is complete. Appraisal will be performed for the additional property needed for ingress/egress easement, which has   |
| October 18, 2010   | Survey is underway. Additional property needed for easement for proposed park ingress/egress. Engineering proposals for   |



| Mary Avenue Streetscape Project - Phase I , II and III   |                      |                     |                    |                  |                 |                 |                 |                 |
|--|----------------------|---------------------|--------------------|------------------|-----------------|-----------------|-----------------|-----------------|
| Project # 567777   |                      |                     |                    |                  |                 |                 |                 |                 |
| FUNDING SOURCE   | Total Project Budget | Actual through FY10 | Estimated for FY11 | Budget for FY12  | Budget for FY13 | Budget for FY14 | Budget for FY15 | Budget for FY16 |
| CRA Fund 120 (Phase I)   | \$968,532            | \$131,963           | \$569,903          | \$266,666        |                 |                 |                 |                 |
| CRA Fund 120 (Phase II- pending)   | \$70,366             |                     |                    | \$70,366         |                 |                 |                 |                 |
| FDOT (pending for Phase II)  | \$211,098            |                     |                    | \$211,098        |                 |                 |                 |                 |
| <b>TOTAL REVENUES</b>  | <b>\$1,249,996</b>   | <b>\$131,963</b>    | <b>\$569,903</b>   | <b>\$548,130</b> | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      |
| <b>EXPENDITURES</b>  |                      |                     |                    |                  |                 |                 |                 |                 |
| Design Contract Amount (Orig Contract + C.O.'s)  | \$118,190            |                     |                    | \$6,098          |                 |                 |                 |                 |
| Design Costs Incurred To-Date  | \$112,092            | \$106,778           | \$5,314            |                  |                 |                 |                 |                 |
| Design Percent Spent To-Date   | 94.8%                |                     |                    |                  |                 |                 |                 |                 |
| Stormwater Investigation (Orig Contract + C.O.'s)  | \$7,200              |                     |                    |                  |                 |                 |                 |                 |
| Costs Incurred To-Date (inc retainage)   | \$7,200              | \$7,200             |                    |                  |                 |                 |                 |                 |
| Percent Spent To-Date  | 100.0%               |                     |                    |                  |                 |                 |                 |                 |
| Misc Expenditures<br>(Survey, Printing, Permits, Archaeological, Materials<br>Testing and Verification, etc)   | \$37,071             | \$17,985            | \$19,086           |                  |                 |                 |                 |                 |
| Construction Contract Amount (Orig Contract + C.O.'s)  | \$806,071            |                     |                    | \$260,568        |                 |                 |                 |                 |
| Construction Costs Incurred To-Date  | \$545,503            |                     | \$545,503          |                  |                 |                 |                 |                 |
| Construction Percent Spent To-Date   | 67.7%                |                     |                    |                  |                 |                 |                 |                 |
| Construction Phase II  | \$281,464            |                     |                    | \$281,464        |                 |                 |                 |                 |
| <b>TOTAL EXPENDITURES</b>  | <b>\$1,249,996</b>   | <b>\$131,963</b>    | <b>\$569,903</b>   | <b>\$548,130</b> | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      |
| <b>Operating Impact:</b>   |                      |                     |                    |                  |                 |                 |                 |                 |
| Operating Impact from this project includes additional utilities for the water meter added for irrigation and additional labor hours from Parks and Recreation for maintenance of landscaping. There will also be approximately 1100 LF of new 8' wide Multi-Use trail, 900 LF of 4' wide sidewalk installed, and new decorative streetlights installed requiring additional labor hours from Public Works for maintenance.  |                      |                     |                    |                  |                 |                 |                 |                 |
| <b>Description:</b>  |                      |                     |                    |                  |                 |                 |                 |                 |
| Phase I of the Mary Avenue Streetscape Project (from N Myrtle Ave to US1) is expected to take approximately 8 months to construct and will include such amenities as complete reconstruction of the roadway with curb and gutter and nested on-street parking, complete reconstruction of the stormwater system, decorative streetlights, 4FT sidewalk on the south side of the roadway and 8FT multi-use trail on the north side, landscaping, and irrigation. Improvements within the Florida East Coast Railway right-of-way will be constructed in a separate phase of work. |                      |                     |                    |                  |                 |                 |                 |                 |
| <b>Strategic Plan:</b>   |                      |                     |                    |                  |                 |                 |                 |                 |
| 3. Continue Improvements in Historical Westside  |                      |                     |                    |                  |                 |                 |                 |                 |

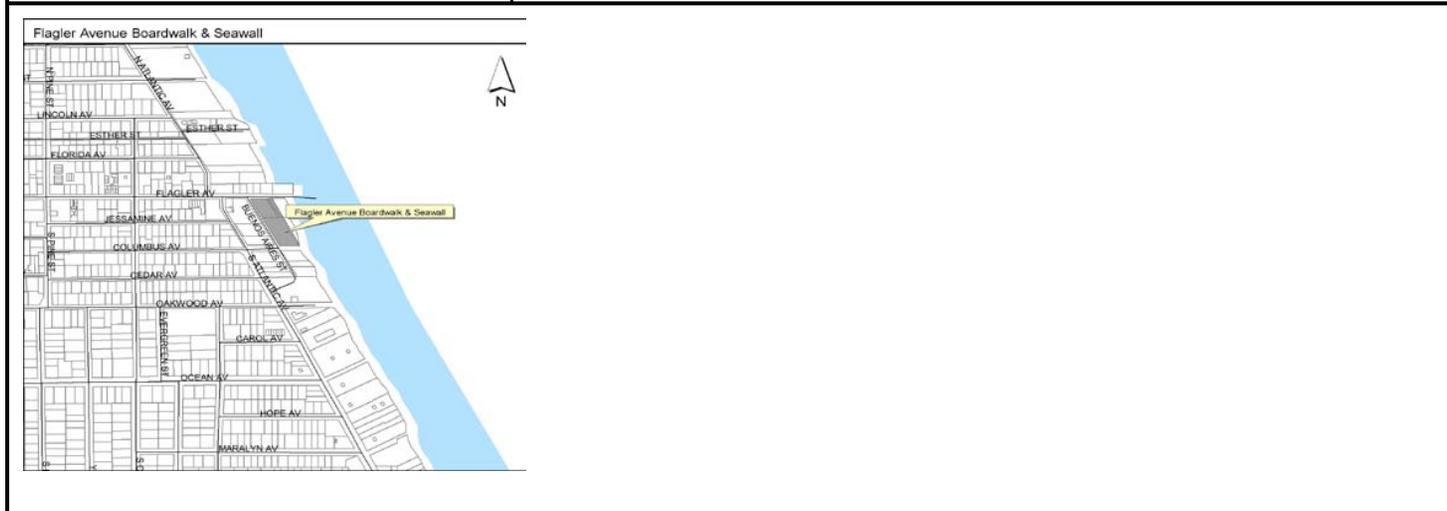
| Date Updated       | PROJECT HISTORY   |
|--------------------|---|
| September 19, 2011 | The roadway reconstruction and irrigation is about 75% complete, with just landscaping, paving, and misc change order items remaining to be       |
| August 1, 2011     | The new stormwater system is now complete, and the roadway reconstruction is about 50% complete.  |
| June 21, 2011      | The City Commission approved GAI's Added Services Request to get an additional FDOT Permit and to complete the Phase II plans at their            |
| May 20, 2011       | The City Commission approved Masci's Request for Time Extension to add 118 days to the Contract Time (12/3/10 - 3/31/11) at their May 10,         |
| April 6, 2011      | The City Commission approved CO # 2. Masci re-mobilized to the project on 3/31/11.  |
| March 25, 2011     | Staff agreed on the plan revisions and Masci's cost estimate for C.O. # 2 (to shift the stormwater pipe), and will take to the 3/29/11 City       |
| February 22, 2011  | Meetings still underway to review plan revisions and contractor cost estimates for shifting the proposed new stormwater pipe into the roadway     |
| January 14, 2011   | After meeting with the Utilities Commission, GAI, ATT, BrightHouse, FPU, and Masci, the following was determined:                                 |
| December 20, 2010  | This project is on hold as of 12/3/10 due to utility conflicts. Staff conducted several field meetings with Masci and various utility agencies to |
| November 20, 2010  | Masci Corp began construction on Nov 15, 2010. Installed MOT and erosion control devices and laid out project. Milled up the asphalt in the       |
| November 15, 2010  | NTP and 1st day of Contract Time is November 15, 2010. Project completion day will be on or about July 12, 2011.                                  |
| November 5, 2010   | The Pre-Con meeting was held on October 20, 2010. The anticipated NTP date and first day of construction is November 8, 2010.                     |
| October 29, 2010   | The contract was fully executed on September 29, 2010. Pre-Con meeting is scheduled for October 20, 2010.   |
| September 27, 2010 | The City Commission awarded the project to Masci Corporation at their regular City Commission Meeting on Sept 14, 2010.                           |
| August 31, 2010    | Received 4 bid proposals on July 27, 2010. Masci Corporation was the lowest responsive bidder at \$871,770.72. The City Commission will           |
| June 2, 2010       | 100% Plans approved.  |
| March 19, 2010     | Completed emergency pipe replacement across US1.  |
| January 4, 2010    | Conducted on-site preconstruction conference. Began emergency pipe replacement across US1.  |
| December 23, 2009  | FDOT Permit approved.   |
| September 30, 2009 | Initiated applying for FDOT Permit to open cut across US1 for emergency pipe repair from the stormwater manhole at the intersection of Mary       |
| September 29, 2009 | Contractor began excavating adjacent to the stormwater MH (SE quad of Mary and Dora) and discovered that the bottom of the MH was blown           |



| <b>Flagler Boardwalk Improvements</b><br><b>Project # 567778</b>   |                      |                     |                    |                    |                 |                 |                 |                 |
|--|----------------------|---------------------|--------------------|--------------------|-----------------|-----------------|-----------------|-----------------|
|  | Total Project Budget | Actual through FY10 | Estimated for FY11 | Budget for FY12    | Budget for FY13 | Budget for FY14 | Budget for FY15 | Budget for FY16 |
| <b>FUNDING SOURCE</b>  |                      |                     |                    |                    |                 |                 |                 |                 |
| CRA Fund 120   | \$2,400,000          | \$14,595            | \$191,510          | \$2,193,895        |                 |                 |                 |                 |
| <b>TOTAL REVENUES</b>  | <b>\$2,400,000</b>   | <b>\$14,595</b>     | <b>\$191,510</b>   | <b>\$2,193,895</b> | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      |
| <b>EXPENDITURES</b>  |                      |                     |                    |                    |                 |                 |                 |                 |
| <b>Seawall Assessment &amp; Design</b>   | \$62,060             |                     | \$62,060           |                    |                 |                 |                 |                 |
| Design Costs Incurred To-Date  | \$62,060             |                     |                    |                    |                 |                 |                 |                 |
| Design Percent Spent To-Date   | 100.0%               |                     |                    |                    |                 |                 |                 |                 |
| <b>Pavillion Design</b>  | \$48,420             |                     | \$43,420           | \$5,000            |                 |                 |                 |                 |
| Design Costs Incurred To-Date  | \$0                  |                     |                    |                    |                 |                 |                 |                 |
| Design Percent Spent To-Date   | 0.0%                 |                     |                    |                    |                 |                 |                 |                 |
| <b>Restroom &amp; Parking Design</b>   | \$91,030             |                     | \$86,030           | \$5,000            |                 |                 |                 |                 |
| Design Costs Incurred To-Date  | \$0                  |                     |                    |                    |                 |                 |                 |                 |
| Design Percent Spent To-Date   | 0.0%                 |                     |                    |                    |                 |                 |                 |                 |
| <b>Misc Expenditures<br/>(Survey, Printing, Permits, Materials Testing and Verification, etc)</b>  | \$14,595             | \$14,595            |                    |                    |                 |                 |                 |                 |
| <b>Construction Contract Amount (Orig Contract + C.O.'s)</b>   | \$2,183,895          |                     |                    | \$2,183,895        |                 |                 |                 |                 |
| Construction Costs Incurred To-Date  |                      |                     |                    |                    |                 |                 |                 |                 |
| Construction Percent Spent To-Date   |                      |                     |                    |                    |                 |                 |                 |                 |
| <b>TOTAL EXPENDITURES</b>  | <b>\$2,400,000</b>   | <b>\$14,595</b>     | <b>\$191,510</b>   | <b>\$2,193,895</b> | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      |
| <b>Operating Impact:</b>   |                      |                     |                    |                    |                 |                 |                 |                 |
| Maintenance of seawall and new restrooms maintained by Parks and Recreation and Public Works Building Maintenance.   |                      |                     |                    |                    |                 |                 |                 |                 |
| <b>Description:</b>  |                      |                     |                    |                    |                 |                 |                 |                 |
| This project is to repair the existing seawall, modify and repair the existing pavillion, construct a new restroom, and improve overall parking at Flagler Ave. Boardwalk along with minor landscaping irrigation system and lighting to comply with Turtle Ordinance. |                      |                     |                    |                    |                 |                 |                 |                 |
| <b>Strategic Plan:</b>   |                      |                     |                    |                    |                 |                 |                 |                 |
| 10. Complete a long range parking plan for Flagler   |                      |                     |                    |                    |                 |                 |                 |                 |

City of New Smyrna Beach, Florida

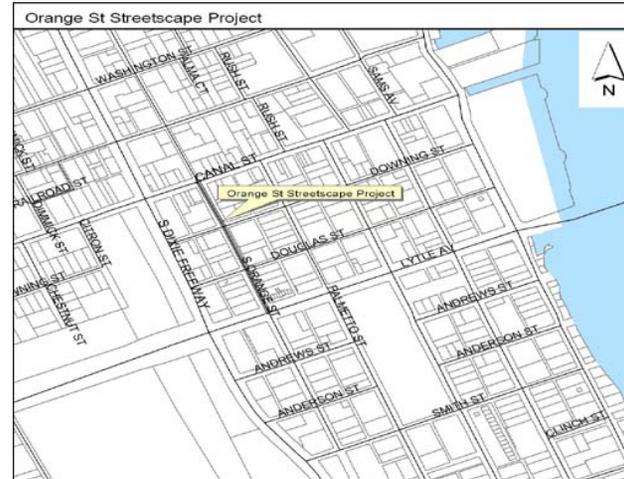
| Date Updated      | PROJECT HISTORY  |
|-------------------|--|
| November 15, 2010 | A Public meeting was held to show the public options on which to choose from regarding the fate of wooden pavillion structure. Ballots were passed around at the meeting and voting will take place until Nov 19, 2010.  |
| October 25, 2010  | Seawall engineering underway. A public meeting will be held on Nov 1, 2010 to determine the future of the boardwalk structure. The remainder of the QLH scope will then be brought back to the CRA and CC December 2010. |
| October 18, 2010  | Seawall investigation and engineering results are due today.   |



| Orange St Streetscape Project   |                      |                     |                    |                 |                 |                 |                 |                 |
|---|----------------------|---------------------|--------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Project # 567779  |                      |                     |                    |                 |                 |                 |                 |                 |
|   | Total Project Budget | Actual through FY10 | Estimated for FY11 | Budget for FY12 | Budget for FY13 | Budget for FY14 | Budget for FY15 | Budget for FY16 |
| <b>FUNDING SOURCE</b><br>CRA Fund 120   | \$938,695            | \$83,830            | \$774,865          | \$80,000        |                 |                 |                 |                 |
| <b>TOTAL REVENUES</b>   | <b>\$938,695</b>     | <b>\$83,830</b>     | <b>\$774,865</b>   | <b>\$80,000</b> | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      |
| <b>EXPENDITURES</b>   |                      |                     |                    |                 |                 |                 |                 |                 |
| Design Contract Amount (Orig Contract + C.O.'s)   | \$94,980             |                     |                    |                 |                 |                 |                 |                 |
| Design Costs Incurred To-Date   | \$94,711             | \$83,611            | \$11,100           |                 |                 |                 |                 |                 |
| Design Percent Spent To-Date  | 99.7%                |                     |                    |                 |                 |                 |                 |                 |
| Misc Expenditures<br>(Survey, Printing, Permits, Materials Testing and Verification, etc)   | \$29,701             | \$219               | \$24,482           | \$5,000         |                 |                 |                 |                 |
| Construction Contract Amount (Orig Contract + C.O.'s)   | \$743,497            |                     |                    | \$4,214         |                 |                 |                 |                 |
| Construction Costs Incurred To-Date   | \$743,497            |                     | \$739,283          |                 |                 |                 |                 |                 |
| Construction Percent Spent To-Date  | 100.0%               |                     |                    |                 |                 |                 |                 |                 |
| Contingency   | \$70,786             |                     |                    | \$70,786        |                 |                 |                 |                 |
| <b>TOTAL EXPENDITURES</b>   | <b>\$938,695</b>     | <b>\$83,830</b>     | <b>\$774,865</b>   | <b>\$80,000</b> | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      |
| <b>Operating Impact:</b>  |                      |                     |                    |                 |                 |                 |                 |                 |
| Operating Impact from this project includes additional utilities for the water meter added for irrigation and additional labor hours from Parks and Recreation for maintenance of landscaping. There will also be new decorative streetlights installed and improving the Public Parking Lot at Downing St (including new stormwater exfiltration system and asphalt overlay) requiring additional labor hours from Public Works for maintenance.   |                      |                     |                    |                 |                 |                 |                 |                 |
| <b>Description:</b>   |                      |                     |                    |                 |                 |                 |                 |                 |
| The S Orange St Streetscape and Parking Lot Improvements Project (from Lytle Avenue to Canal Street) is expected to take approximately 8 months to construct and will include such amenities as complete reconstruction of the roadway with curb and gutter and nested on-street parking, complete reconstruction of the stormwater system, decorative streetlights, 5FT sidewalks, landscaping, and irrigation, and improvements to the CRA Parking Lot at the corner of Orange Street and Downing Street. |                      |                     |                    |                 |                 |                 |                 |                 |
| <b>Strategic Plan:</b>  |                      |                     |                    |                 |                 |                 |                 |                 |
| This project is not directly linked to the City Commission Top 10 Goals and Objectives for 2011   |                      |                     |                    |                 |                 |                 |                 |                 |

City of New Smyrna Beach, Florida

| Date Updated       | PROJECT HISTORY  |
|--------------------|--|
| August 29, 2011    | A Ribbon Cutting Ceremony was held on August 24, 2011 at 5:00pm followed by refreshments at Panhead's Pizzeria. The project is now complete with just final close-out documents and payments remaining.  |
| August 1, 2011     | A Ribbon Cutting Ceremony is scheduled for August 24, 2011 at 5:00pm followed by refreshments at Panhead's Pizzeria.   |
| July 20, 2011      | A Final Walk-Thru Inspection was held on July 15, 2011 and found the project to be substantially complete.   |
| June 21, 2011      | The City Commission approved GAI's Added Services Request for additional construction administration at their June 14, 2011 regular commission meeting.  |
| May 20, 2011       | The City Commission approved Masci's CO # 3 at their May 10, 2011 regular commission meeting.  |
| April 16, 2011     | Masci submitted for CO # 3 (2"x12" board to protect existing landscaping; 145 LF wood retaining wall at parking lot; change 4 inlet tops at Douglas St; and mill/resurface an additional 40 LF of Downing St) at Staff's request, and Staff will take to the CRA Commission on 5/4/11 and the City Commission on 5/10/11 for approval. |
| March 25, 2011     | Masci has completed all of the stormwater work, curb & gutter, sidewalk, and driveways, and is in the process of installing the irrigation, streetlights, and parking lot improvements.  |
| February 22, 2011  | Masci has installed almost all of the proposed stormwater system, in the roadway and the parking lot, except for a portion of the crossdrain at Downing Street. The plans were revised to shift the proposed stormwater pipe into the roadway to avoid conflicts with the existing water main.   |
| January 14, 2011   | After meeting with the Utilities Commission, GAI, and Masci, the following was determined:   |
| December 20, 2010  | Conducted a field meeting with Masci and the UC to verify the utility conflicts. There is 1 wooden power pole that will need to be relocated, as well as the existing 4" water main the entire length of the project   |
| November 20, 2010  | Masci Corp began construction on Nov 15, 2010. Installed MOT and erosion control devices and layed out project. Milled up the asphalt in the areas where the new stormwater system will be installed.  |
| November 15, 2010  | NTP and 1st day of Contract Time is November 15, 2010. Project completion day will be on or about July 12, 2011.   |
| November 5, 2010   | The Pre-Con meeting was held on October 20, 2010. The anticipated NTP date and first day of construction is November 8, 2010.  |
| October 19, 2010   | The contract was fully executed on October 11, 2010. Pre-Con meeting is scheduled for October 20, 2010.  |
| September 29, 2010 | The City Commission awarded the project to Masci Corporation at their regular City Commission Meeting on Sept 28, 2010.  |
| September 15, 2010 | The City Commission asked for there to be a modification in the scope of work for this project at their regular City Commission Meeting on Sept 14, 2010. Staff sent Masci Corp an email requesting this info from them and will bring back to the next CC meeting.  |
| August 31, 2010    | Received 3 bid proposals on July 27, 2010. Masci Corporation was the lowest responsive bidder at \$784,881.70. The City Commission will make the final determination at the next regular CC meeting on Sept 14, 2010.  |
| January 13, 2010   | 100% Plans approved.   |



**Washington St Streetscape Phase I N. Myrtle to US1**

**Project # 567781**

|   | Total Project Budget | Actual through FY10 | Estimated for FY11 | Budget for FY12  | Budget for FY13 | Budget for FY14 | Budget for FY15 | Budget for FY16 |
|---|----------------------|---------------------|--------------------|------------------|-----------------|-----------------|-----------------|-----------------|
| <b>FUNDING SOURCE</b>   |                      |                     |                    |                  |                 |                 |                 |                 |
| CRA Fund 120  | \$930,000            | \$10,450            | \$126,000          | \$793,550        | \$0             | \$0             | \$0             | \$0             |
| <b>TOTAL REVENUES</b>   | <b>\$930,000</b>     | <b>\$10,450</b>     | <b>\$126,000</b>   | <b>\$793,550</b> | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      |
| <b>EXPENDITURES</b>   |                      |                     |                    |                  |                 |                 |                 |                 |
| Design Contract Amount (Orig Contract + C.O.'s)   | \$126,000            |                     | \$126,000          |                  |                 |                 |                 |                 |
| Misc Expenditures<br>(Survey, Printing, Permits, Materials Testing and Verification, etc) | \$10,450             | \$10,450            |                    |                  |                 |                 |                 |                 |
| Construction Contract Amount (Orig Contract + C.O.'s)                                     | \$793,550            |                     |                    | \$793,550        |                 |                 |                 |                 |
| Contingency   | \$0                  |                     |                    |                  |                 |                 |                 |                 |
| <b>TOTAL EXPENDITURES</b>   | <b>\$930,000</b>     | <b>\$10,450</b>     | <b>\$126,000</b>   | <b>\$793,550</b> | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      |

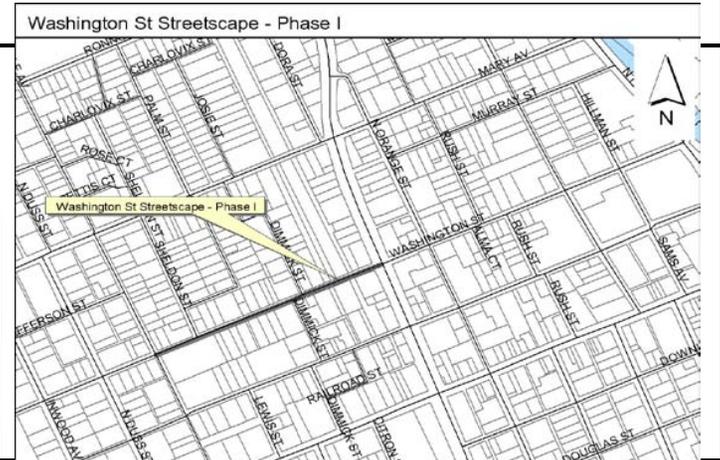
**Operating Impact:**  
 Operating Impact from this project includes additional utilities for the water meter added for irrigation and additional labor hours from Parks and Recreation for maintenance of landscaping. There will also be new sidewalk and new decorative streetlights installed requiring additional labor hours from Public Works for maintenance

**Description:**  
 The Washington St Streetscape Project (from N Myrtle Ave to US1) is currently in design and will include such amenities as complete reconstruction of the roadway with curb and gutter, complete reconstruction of the stormwater system, decorative streetlights, sidewalk on the north side of the street, landscaping, and irrigation

**Strategic Plan:**  
 3. Continue Improvements in Historical Westside

**PROJECT HISTORY**

| Date Updated       | PROJECT HISTORY   |
|--------------------|---|
| September 19, 2011 | Anderson-Dixon submitted the 60% Roadway Plans on August 26, 2011 for staff review, and Staff submitted comments back to Anderson-Dixon on September 12, 2011.  |
| August 22, 2011    | Conducted the 3rd Public Meeting on 8/18/11 to discuss landscaping options with the public.   |
| June 21, 2011      | Staff reviewed the 30% plans and submitted comments back to Anderson-Dixon on June 3, 2011. Anderson-Dixon submitted Utility Coordination Letters and the 30% plans to the FDOT, UC, Qwest, MCI, Level 3, FECR, BrightHouse, FPU, and AT&T, for their review and comments on June 15, 2011. |
| May 20, 2011       | Anderson-Dixon submitted the 30% plans on May 18, 2011 for staff review.  |
| March 25, 2011     | Conducted the 2nd Public Meeting on 3/16/11 to discuss design options with the typical sections. The majority agreed with Staff's recommendation to incorporate 5 ft sidewalks on both sides of the street.   |
| January 25, 2011   | First Public Meeting held on January 24, 2011 to discuss the design options. The majority who attended preferred the 2-way traffic concept as opposed to the 1-way.   |
| December 20, 2010  | The first public meeting to held January 24, 2011 in conjunction with the Historic Westside Meeting   |
| November 15, 2010  | The design is in progress and a Public Meeting will be scheduled soon.  |
| November 5, 2010   | The design contract was executed. The anticipated NTP is November 1, 2010   |
| October 29, 2010   | The City Commission approved Anderson-Dixon contract on October 12, 2010.   |
| September 27, 2010 | The City Commission approved the ranking of the shortlisted firms at their regular City Commission Meeting on Sept 14, 2010. Staff is negotiating the contract with Anderson-Dixon for design services.   |
| September 14, 2010 | Survey work is underway. Engineering firms presented to selection committee on August 30; recommendation to CRA on Sept 8 and City Commission on Sept 28  |
| August 24, 2010    | Bid Opening for Washington St Streetscape design  |
| July 24, 2010      | RFQ advertised for Washington St Streetscape design   |
| July 14, 2010      | Efirm Surveyin Group began performing topo on Washington St.  |
| July 12, 2010      | Issued NTP  |
| July 12, 2010      | CM approval to issue NTP and prepare Purchase Order. Michelle notified Efirm Surveying Group to prepare a contract for CM signature.  |
| July 19, 2010      | Bid Opening. Efirm Surveying Group was the lowest repsonive bidder at \$10,450.   |
| June 21, 2010      | Requested quotes from the Qualified Survey's List to perform a topographical survey of Washington St from N Myrtle Avenue to Riverside Drive.   |



City of New Smyrna Beach, Florida

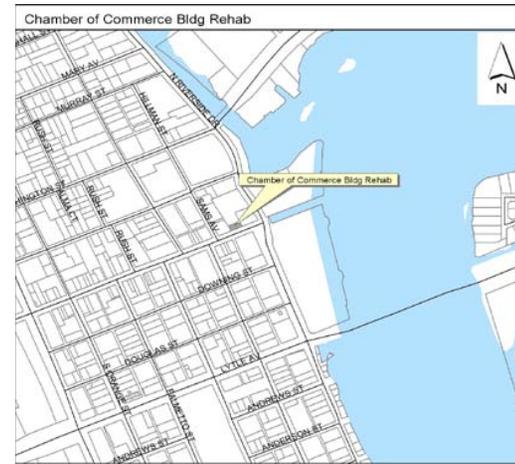
| <b>Myrtle Ave Infrastructure Project</b>   |  |                                 |                    |                  |                  |                 |                 |                 |                 |
|--|--|---------------------------------|--------------------|------------------|------------------|-----------------|-----------------|-----------------|-----------------|
| <b>Project # 567782-1101</b>   |  |                                 |                    |                  |                  |                 |                 |                 |                 |
|  | Total Project Budget   | Actual through FY10             | Estimated for FY11 | Budget for FY11  | Budget for FY12  | Budget for FY13 | Budget for FY14 | Budget for FY15 | Budget for FY16 |
| <b>FUNDING SOURCE</b>  |  |                                 |                    |                  |                  |                 |                 |                 |                 |
| CRA Fund 120   | \$465,000  | \$0                             | \$200,000          | \$465,000        | \$265,000        |                 |                 |                 |                 |
| General Fund (Streets Division)  | \$29,875   | \$0                             | \$0                | \$29,875         | \$29,875         |                 |                 |                 |                 |
| <b>TOTAL REVENUES</b>  | <b>\$494,875</b>   | <b>\$0</b>                      | <b>\$200,000</b>   | <b>\$494,875</b> | <b>\$294,875</b> | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      |
| <b>EXPENDITURES</b>  |  |                                 |                    |                  |                  |                 |                 |                 |                 |
| Design Contract Amount (Orig Contract + C.O.'s)  | \$4,800  | \$0                             | \$4,800            | \$4,800          | \$0              |                 |                 |                 |                 |
| Design Costs Incurred To-Date  | \$0  |                                 |                    |                  |                  |                 |                 |                 |                 |
| Design Percent Spent To-Date   |  |                                 |                    |                  |                  |                 |                 |                 |                 |
| Misc Expenditures (Survey, Printing, Permits, Materials Testing and Verification, etc) | \$6,056  | \$0                             | \$1,056            | \$0              | \$5,000          |                 |                 |                 |                 |
| Construction Contract Amount (Orig Contract + C.O.'s)                                  | \$394,144  | \$0                             | \$194,144          | \$490,075        | \$200,000        |                 |                 |                 |                 |
| Construction Costs Incurred To-Date  |  |                                 |                    |                  |                  |                 |                 |                 |                 |
| Construction Percent Spent To-Date   |  |                                 |                    |                  |                  |                 |                 |                 |                 |
| Contingency  | \$89,875   | \$0                             | \$0                | \$0              | \$89,875         |                 |                 |                 |                 |
| <b>TOTAL EXPENDITURES</b>  | <b>\$494,875</b>   | <b>\$0</b>                      | <b>\$200,000</b>   | <b>\$494,875</b> | <b>\$294,875</b> | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      |
| <b>CONSTRUCTION SCHEDULE:</b>  | 4/23/11  | <b>ADVERTISE PROJECT</b>        |                    |                  |                  |                 |                 |                 |                 |
|  | 5/24/11  | <b>BID OPENING</b>              |                    |                  |                  |                 |                 |                 |                 |
|  | 6/14/11  | <b>CITY COMMISSION APPROVAL</b> |                    |                  |                  |                 |                 |                 |                 |
|  | 6/28/11  | <b>CONTRACT APPROVAL</b>        |                    |                  |                  |                 |                 |                 |                 |
|  | 7/5/11   | <b>NOTICE TO PROCEED</b>        |                    |                  |                  |                 |                 |                 |                 |
|  | 11/7/11  | <b>CONSTRUCTION COMPLETED</b>   |                    |                  |                  |                 |                 |                 |                 |
| <b>Operating Impact:</b>   | This project will reduce the repair of sidewalks on N. Myrtle but would add maintenance responsibility for the landscaping.  |                                 |                    |                  |                  |                 |                 |                 |                 |
| <b>Description:</b>  | This project is to improve N. Myrtle Ave from Canal St to Enterprise. The improvements include replacing the existing sidewalk, crosswalks at three intersections; Julia, Washington, and Mary Ave. Also, resurfacing N. Myrtle from Canal St to Enterprise along with landscaping at the Mary Ave and Washington. In addition, landscaping along the Church property between Washington and Julia and at the NW corner of Mary Ave and N. Myrtle. |                                 |                    |                  |                  |                 |                 |                 |                 |
| <b>Strategic Plan:</b>   | 3. Continue Improvements to Historical Westside  |                                 |                    |                  |                  |                 |                 |                 |                 |



| Chamber of Commerce Building Rehabilitation Project  |                      |                     |                    |                  |                 |                 |                 |                 |
|--|----------------------|---------------------|--------------------|------------------|-----------------|-----------------|-----------------|-----------------|
| Project # 567842   |                      |                     |                    |                  |                 |                 |                 |                 |
|  | Total Project Budget | Actual through FY10 | Estimated for FY11 | Budget for FY12  | Budget for FY13 | Budget for FY14 | Budget for FY15 | Budget for FY16 |
| <b>FUNDING SOURCE</b>  |                      |                     |                    |                  |                 |                 |                 |                 |
| CRA Fund 120   | \$400,000            | \$47,581            | \$105,079          | \$247,340        |                 |                 |                 |                 |
| ECHO Grant   | \$298,052            | \$0                 | \$298,052          | \$0              |                 |                 |                 |                 |
| <b>TOTAL REVENUES</b>  | <b>\$698,052</b>     | <b>\$47,581</b>     | <b>\$403,131</b>   | <b>\$247,340</b> | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      |
| <b>EXPENDITURES</b>  |                      |                     |                    |                  |                 |                 |                 |                 |
| Design Contract Amount (Orig Contract + C.O.'s)  | \$57,900             |                     |                    |                  |                 |                 |                 |                 |
| Design Costs Incurred To-Date  | \$57,900             | \$46,646            | \$11,254           |                  |                 |                 |                 |                 |
| Design Percent Spent To-Date   | 100.0%               |                     |                    |                  |                 |                 |                 |                 |
| Misc Expenditures<br>(Survey, Printing, Permits, Materials Testing and Verification, etc)  | \$3,635              | \$935               | \$2,700            |                  |                 |                 |                 |                 |
| Construction Contract Amount (Orig Contract + C.O.'s)  | \$389,177            |                     |                    |                  |                 |                 |                 |                 |
| Construction Costs Incurred To-Date  | \$389,177            | \$0                 | \$389,177          |                  |                 |                 |                 |                 |
| Construction Percent Spent To-Date   | 100.0%               |                     |                    |                  |                 |                 |                 |                 |
| Phase II   | \$247,340            | \$0                 | \$0                | \$247,340        |                 |                 |                 |                 |
| <b>TOTAL EXPENDITURES</b>  | <b>\$698,052</b>     | <b>\$47,581</b>     | <b>\$403,131</b>   | <b>\$247,340</b> | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      |
| <b>Operating Impact:</b>   |                      |                     |                    |                  |                 |                 |                 |                 |
| Ongoing maintenance of the metal roof will be required by the Public Works Department to comply with the roof warranty.                                  |                      |                     |                    |                  |                 |                 |                 |                 |
| <b>Description:</b>  |                      |                     |                    |                  |                 |                 |                 |                 |
| Renovation of historic structure originally built to reflect original construction. Phase I is exterior Rehabilitation and Phase II is interior repairs. |                      |                     |                    |                  |                 |                 |                 |                 |
| <b>Strategic Plan:</b>   |                      |                     |                    |                  |                 |                 |                 |                 |
| 8. Encourage in-town residential to support Canal Street revitalization  |                      |                     |                    |                  |                 |                 |                 |                 |

City of New Smyrna Beach, Florida

| Date Updated      | PROJECT HISTORY   |
|-------------------|---|
| January 14, 2011  | Notice to proceed issued effective 1/5/11. Contractor has mobilized, set up safety fence and begun removing exterior windows.   |
| December 3, 2010  | City Commission approved the John Toft contract for \$389,177 at their 11/30/10 regular meeting. The ECHO Grant is for \$382,800, and the City will match 1/3 of the grant. |
| November 20, 2010 | The lowest responsive bidder to be recommended to the Nov 30, 2010 City Commission Meeting is John Toft Construction in the amount of \$389,177.                            |
| November 5, 2010  | Bids were received on Oct 12, 2010 and are currently being reviewed. A selection will be made and presented to the City Commission for approval.                            |



| <b>Dunn Lumber Demolition</b>  |                             |                           |                        |                        |                        |                        |                        |
|--|-----------------------------|---------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| <b>Project # 567885</b>  |                             |                           |                        |                        |                        |                        |                        |
|  | <b>Total Project Budget</b> | <b>Estimated for FY11</b> | <b>Budget for FY12</b> | <b>Budget for FY13</b> | <b>Budget for FY14</b> | <b>Budget for FY15</b> | <b>Budget for FY16</b> |
| <b>FUNDING SOURCE</b>  |                             |                           |                        |                        |                        |                        |                        |
| CRA Fund 120   | \$65,000                    | \$34,466                  | \$30,534               | \$0                    | \$0                    | \$0                    | \$0                    |
| <b>TOTAL REVENUES</b>  | <b>\$65,000</b>             | <b>\$34,466</b>           | <b>\$30,534</b>        | <b>\$0</b>             | <b>\$0</b>             | <b>\$0</b>             | <b>\$0</b>             |
| <b>EXPENDITURES</b>  |                             |                           |                        |                        |                        |                        |                        |
| Demolition Contract Amount (Orig Contract + C.O.'s)  | \$34,266                    |                           |                        |                        |                        |                        |                        |
| Design Costs Incurred To-Date  | \$34,266                    | \$34,266                  |                        |                        |                        |                        |                        |
| Design Percent Spent To-Date   | 100.0%                      |                           |                        |                        |                        |                        |                        |
| Misc Expenditures (Perimeter Silt Fencing)   | \$200                       | \$200                     |                        |                        |                        |                        |                        |
| Landscaping Contract Amount (Orig Contract + C.O.'s)   | \$30,534                    |                           | \$30,534               |                        |                        |                        |                        |
| Landscaping Costs Incurred To-Date   |                             |                           |                        |                        |                        |                        |                        |
| Landscaping Percent Spent To-Date  |                             |                           |                        |                        |                        |                        |                        |
| <b>TOTAL EXPENDITURES</b>  | <b>\$65,000</b>             | <b>\$34,466</b>           | <b>\$30,534</b>        | <b>\$0</b>             | <b>\$0</b>             | <b>\$0</b>             | <b>\$0</b>             |
| <b>Operating Impact:</b>   |                             |                           |                        |                        |                        |                        |                        |
| Operating Impact from this project will include additional labor hours from Parks and Recreation for maintenance of new landscaping. |                             |                           |                        |                        |                        |                        |                        |
| <b>Description:</b>  |                             |                           |                        |                        |                        |                        |                        |
| Demolish abandoned Dunn Lumber Building and adjacent Pole Barn, clean up contaminated soils, and landscape.                          |                             |                           |                        |                        |                        |                        |                        |
| <b>Strategic Plan:</b>   |                             |                           |                        |                        |                        |                        |                        |
| Continue Improvements to Historical Westside   |                             |                           |                        |                        |                        |                        |                        |

PROJECT HISTORY

| Date Updated   | PROJECT HISTORY  |
|--|--|
| December 20, 2010<br>November 30, 2010<br>September 30, 2010<br>August 30/10<br>July 25, 2010<br>June 25, 2010 | FDEP to schedule site contamination clean-up.<br>Demolition complete on 11/19/10.<br>NTP issued for bldg demolition on 9/29/10.<br>Abestos Survey performed on 8/4/10 and submitted on 8/10/10.<br>NTP issued 7/20/10 for Abestos Survey<br>RFP sent out on 6/18/10 to perform Abestos Survey. |



City of New Smyrna Beach, Florida

| Riverside Park Improvement   |                      |                     |                    |                    |                 |                 |                 |                 |
|--|----------------------|---------------------|--------------------|--------------------|-----------------|-----------------|-----------------|-----------------|
| Project # 567895-1107  |                      |                     |                    |                    |                 |                 |                 |                 |
|  | Total Project Budget | Actual through FY10 | Estimated for FY11 | Budget for FY12    | Budget for FY13 | Budget for FY14 | Budget for FY15 | Budget for FY16 |
| <b>FUNDING SOURCE</b>  |                      |                     |                    |                    |                 |                 |                 |                 |
| CRA Fund 120   | \$930,000            | \$52,963            | \$21,724           | \$855,313          |                 |                 |                 |                 |
| FIND (DESIGN)  | \$85,880             | \$52,963            | \$21,723           | \$11,194           |                 |                 |                 |                 |
| FIND (CONSTRUCTION)  | \$325,000            |                     |                    | \$325,000          |                 |                 |                 |                 |
| <b>TOTAL REVENUES</b>  | <b>\$1,340,880</b>   | <b>\$105,926</b>    | <b>\$43,447</b>    | <b>\$1,191,507</b> | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      |
| <b>EXPENDITURES</b>  |                      |                     |                    |                    |                 |                 |                 |                 |
| Seawall Design Contract Amount (Orig Contract + C.O.'s)  | \$161,730            |                     |                    |                    |                 |                 |                 |                 |
| Design Costs Incurred To-Date  | \$139,953            | \$105,926           | \$34,027           | \$21,777           |                 |                 |                 |                 |
| Design Percent Spent To-Date   | 87%                  |                     |                    |                    |                 |                 |                 |                 |
| Lighting Design Contract Amount (Orig Contract + C.O.'s)   | \$18,700             |                     |                    |                    |                 |                 |                 |                 |
| Design Costs Incurred To-Date  | \$18,700             |                     | \$9,420            | \$9,280            |                 |                 |                 |                 |
| Design Percent Spent To-Date   | 100%                 |                     |                    |                    |                 |                 |                 |                 |
| Misc Expenditures<br>(Survey, Printing, Permits, Materials Testing and Verification, etc)  |                      |                     |                    |                    |                 |                 |                 |                 |
| Seawall Repair Contract Amount (Orig Contract + C.O.'s)  | \$650,000            | \$0                 | \$0                | \$650,000          |                 |                 |                 |                 |
| Repair Costs Incurred To-Date  |                      |                     |                    |                    |                 |                 |                 |                 |
| Construction Percent Spent To-Date   |                      |                     |                    |                    |                 |                 |                 |                 |
| Lighting Contract Amount (Orig Contract + C.O.'s)  | \$510,450            | \$0                 | \$0                | \$510,450          |                 |                 |                 |                 |
| Lighting Costs Incurred To-Date  |                      |                     |                    |                    |                 |                 |                 |                 |
| Lighting Percent Spent To-Date   |                      |                     |                    |                    |                 |                 |                 |                 |
| Contingency  |                      |                     |                    | \$0                |                 |                 |                 |                 |
| <b>TOTAL EXPENDITURES</b>  | <b>\$1,340,880</b>   | <b>\$105,926</b>    | <b>\$43,447</b>    | <b>\$1,191,507</b> | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      |
| <b>Operating Impact:</b><br>Future costs would include replacement of rollers and fasteners on the floating docks to be maintained by Public Works Building Maintenance.   |                      |                     |                    |                    |                 |                 |                 |                 |
| <b>Description:</b><br>This project is to repair existing seawall in Riverside Park approximately 1,500 lineal feet, add floating dock and facilitate accessability to Indian River and Intercoastal Waterway. General maintenance of the picnic area and existing South Restroom in addition to replacing some of the hardscape such as benches and trash receptacles. Also overhaul of the lighting system along the boardwalk and within the park. 1107 is the lighting portion and 1109 is the Pier and Bulkhead repair. |                      |                     |                    |                    |                 |                 |                 |                 |
| <b>Strategic Plan:</b><br>This project is not directly linked to City Commission Goals and Objectives for 2011.  |                      |                     |                    |                    |                 |                 |                 |                 |

City of New Smyrna Beach, Florida

| Date Updated       |   |
|--------------------|---|
| September 19, 2011 | The lighting and seawall plans were combined to make one project, and were finalized. The project was advertised on 9/3/11 and the mandatory pre-bid meeting was held on 9/13/11. The bid opening will be held on 10/4/11 at 2:00pm.                |
| August 1, 2011     | QLH has completed the lighting plans and is preparing the bid documents in anticipation of advertising for construction of the new Park Lighting. QLH also submitted the 90% plans for the Seawall on July 15, 2011 for staff review.               |
| June 21, 2011      | QLH submitted 90% lighting plans (dated June 2011) on 6/7/11 for staff review, and staff provided comments back to QLH on 6/21/11.  |
| May 20, 2011       | QLH submitted 90% lighting plans (dated May 2011) on 5/2/11 for staff review, and staff provided comments back to QLH on 5/2/11.  |
| April 25, 2011     | Staff reviewed the 3/30/11 lighting plans and provided comments to QLH on 4/20/11   |
| March 25, 2011     | QLH submitted 90% lighting plans on 3/12/11, and on 3/25/11 MM had a meeting with Paul Estes and Ian Beason to discuss spacing the lights as far as possible (and still into photometric requirements) to reduce the amount of lights needed.       |
| February 22, 2011  | Staff reviewed the 60% lighting plans and provided comments to QLH on 2/10/11   |
| January 21, 2011   | QLH submitted 60% lighting plans for review.  |
| November 15, 2010  | Surveying and geotechnical work is complete for the seawall. The consultant has completed the 90% seawall plans and will proceed with finalizing the plans to submit to the permitting agencies. Also a field meeting was held on this day with QLH |
| November 5, 2010   | Engineering of Seawall is in progress   |
| August 27, 2010    | The CRA approved to have QLH design to replace the lighting in the park at their August 4, 2010 meeting and City  |



| Washington Business District Incubator  |                      |                     |                    |                 |                 |                 |                 |                 |
|---|----------------------|---------------------|--------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Project # 567906  |                      |                     |                    |                 |                 |                 |                 |                 |
|   | Total Project Budget | Actual through FY10 | Estimated for FY11 | Budget for FY12 | Budget for FY13 | Budget for FY14 | Budget for FY15 | Budget for FY16 |
| <b>FUNDING SOURCE</b><br>CRA Fund 120   | \$479,000            |                     | \$25,000           | \$454,000       |                 |                 |                 |                 |
| <b>TOTAL REVENUES</b>   | \$479,000            | \$0                 | \$25,000           | \$454,000       | \$0             | \$0             | \$0             | \$0             |
| <b>EXPENDITURES</b>   |                      |                     |                    |                 |                 |                 |                 |                 |
| To Be Determined  | \$479,000            |                     | \$25,000           | \$454,000       |                 |                 |                 |                 |
| <b>TOTAL EXPENDITURES</b>   | \$479,000            | \$0                 | \$25,000           | \$454,000       | \$0             | \$0             | \$0             | \$0             |
| <b>Operating Impact:</b><br>Potential lease agreement and utilities   |                      |                     |                    |                 |                 |                 |                 |                 |
| <b>Description:</b><br>Concepts include: lease and renovation of historic commercial building to create business incubator; streetscapie, sidewalks and utility burial; infill residential and neighborhood commercial accomplished through assistance programs |                      |                     |                    |                 |                 |                 |                 |                 |
| <b>Strategic Plan:</b><br>3. Continue improvements in Historical Westside   |                      |                     |                    |                 |                 |                 |                 |                 |

**PROJECT HISTORY**

| <b>Date Updated</b> |  |
|---------------------|--|
| November 5, 2010    | Staff is preparing an advertisement for Architectural services for the development of a design build project                                 |
| October 18, 2010    | Architectural services contract on the CRA Sept 8 and City Commission Sept 14 agendas. Next meeting with property owner scheduled on Sept 10 |

| <b>Gateway Landscaping (US1 at Canal St)</b>   |                             |                            |                           |                        |                        |                        |                        |                        |            |
|--|-----------------------------|----------------------------|---------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------|
| <b>Project # 567908</b>  |                             |                            |                           |                        |                        |                        |                        |                        |            |
|  | <b>Total Project Budget</b> | <b>Actual through FY10</b> | <b>Estimated for FY11</b> | <b>Budget for FY12</b> | <b>Budget for FY13</b> | <b>Budget for FY14</b> | <b>Budget for FY15</b> | <b>Budget for FY16</b> |            |
| <b>FUNDING SOURCE</b>  |                             |                            |                           |                        |                        |                        |                        |                        |            |
| CRA Fund 120   | \$160,450                   |                            |                           | \$160,450              |                        |                        |                        |                        |            |
| <b>TOTAL REVENUES</b>  | <b>\$160,450</b>            | <b>\$0</b>                 | <b>\$0</b>                | <b>\$160,450</b>       | <b>\$0</b>             | <b>\$0</b>             | <b>\$0</b>             | <b>\$0</b>             | <b>\$0</b> |
| <b>EXPENDITURES</b>  |                             |                            |                           |                        |                        |                        |                        |                        |            |
| <b>Landscaping</b>   | \$160,450                   |                            |                           | \$160,450              |                        |                        |                        |                        |            |
| <b>TOTAL EXPENDITURES</b>  | <b>\$160,450</b>            | <b>\$0</b>                 | <b>\$0</b>                | <b>\$160,450</b>       | <b>\$0</b>             | <b>\$0</b>             | <b>\$0</b>             | <b>\$0</b>             | <b>\$0</b> |
| <b>Operating Impact:</b>   |                             |                            |                           |                        |                        |                        |                        |                        |            |
| Operating Impact from this project includes additional utilities for the water meter added for irrigation and additional labor hours from Parks and Recreation for maintenance of landscaping.   |                             |                            |                           |                        |                        |                        |                        |                        |            |
| <b>Description:</b>  |                             |                            |                           |                        |                        |                        |                        |                        |            |
| This project consists of landscaping the US1 and Canal St intersection in the NW and SW quadrants. The NW quadrant was once the home of Dunn Lumber which has been recently demolished. The site is known to be contaminated and the City has coordinated with the FDEP to have the site cleaned up. Once the contamination has been removed the City will beautify the site with landscaping, as well as the SW quadrant, until the 2 locations can be redeveloped. |                             |                            |                           |                        |                        |                        |                        |                        |            |
| <b>Strategic Plan:</b>   |                             |                            |                           |                        |                        |                        |                        |                        |            |
| 3. Continue Improvements to Historical Westside  |                             |                            |                           |                        |                        |                        |                        |                        |            |

| <b>Date Updated</b> | <b>PROJECT HISTORY</b>  |
|---------------------|---|
| March 25, 2011      | Staff has coordinated with the FDEP to have the contamination removed, and once removed then the City will move forward with landscaping. |



| <b>Signage and Wayfinding Project</b><br><b>Project # 567909</b>                                |                      |                     |                    |                 |                 |                 |                 |                 |
|---|----------------------|---------------------|--------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
|   | Total Project Budget | Actual through FY10 | Estimated for FY11 | Budget for FY12 | Budget for FY13 | Budget for FY14 | Budget for FY15 | Budget for FY16 |
| <b>FUNDING SOURCE</b>   |                      |                     |                    |                 |                 |                 |                 |                 |
| CRA Fund 120  | \$379,000            | \$0                 | \$60,000           | \$319,000       |                 |                 |                 |                 |
| <b>TOTAL REVENUES</b>   | \$379,000            | \$0                 | \$60,000           | \$319,000       | \$0             | \$0             | \$0             | \$0             |
| <b>EXPENDITURES</b>   |                      |                     |                    |                 |                 |                 |                 |                 |
| Design Contract Amount (Orig Contract + C.O.'s)   | \$48,650             | \$0                 | \$48,650           | \$0             |                 |                 |                 |                 |
| Design Costs Incurred To-Date   | \$48,650             |                     |                    |                 |                 |                 |                 |                 |
| Design Percent Spent To-Date  | 100.0%               |                     |                    |                 |                 |                 |                 |                 |
| Construction Contract Amount (Orig Contract + C.O.'s)   | \$330,350            | \$0                 | \$11,350           | \$319,000       |                 |                 |                 |                 |
| Construction Costs Incurred To-Date   |                      |                     |                    |                 |                 |                 |                 |                 |
| Construction Percent Spent To-Date  |                      |                     |                    |                 |                 |                 |                 |                 |
| <b>TOTAL EXPENDITURES</b>   | \$379,000            | \$0                 | \$60,000           | \$319,000       | \$0             | \$0             | \$0             | \$0             |
| <b>Operating Impact:</b>  |                      |                     |                    |                 |                 |                 |                 |                 |
| Public Works will maintain signs such as cleaning and routine maintenance as necessary.         |                      |                     |                    |                 |                 |                 |                 |                 |
| <b>Description:</b>   |                      |                     |                    |                 |                 |                 |                 |                 |
| Branded and strategic signage and user wayfinding system throughout CRA                         |                      |                     |                    |                 |                 |                 |                 |                 |
| <b>Strategic Plan:</b>  |                      |                     |                    |                 |                 |                 |                 |                 |
| This project is not directly linked to the City Commission Top 10 Goals and Objectives for 2011 |                      |                     |                    |                 |                 |                 |                 |                 |

**PROJECT HISTORY**

| <b>Date Updated</b> |  |
|---------------------|--|
| November 5, 2010    | The kick-off meeting was held on Oct 27 and design is scheduled for completion in January 2011 |

| <p align="center"><b>Central Fire Station #50</b><br/><b>Project # 567794</b></p>   |                      |                     |                    |                    |                 |                 |                 |                 |
|---|----------------------|---------------------|--------------------|--------------------|-----------------|-----------------|-----------------|-----------------|
|   | Total Project Budget | Actual through FY11 | Estimated for FY11 | Budget for FY12    | Budget for FY13 | Budget for FY14 | Budget for FY15 | Budget for FY16 |
| <b>FUNDING SOURCE</b>   |                      |                     |                    |                    |                 |                 |                 |                 |
| General Obligation Bonds  | \$3,000,000          | \$0                 | \$0                | \$3,000,000        |                 |                 |                 |                 |
| <b>TOTAL REVENUES</b>   | <b>\$3,000,000</b>   | <b>\$0</b>          | <b>\$0</b>         | <b>\$3,000,000</b> | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      |
| <b>EXPENDITURES</b>   |                      |                     |                    |                    |                 |                 |                 |                 |
| <b>Design</b>   | \$200,000            | \$0                 | \$0                | \$200,000          |                 |                 |                 |                 |
| <b>Construction</b>   | \$2,800,000          | \$0                 | \$0                | \$2,800,000        |                 |                 |                 |                 |
| <b>TOTAL EXPENDITURES</b>   | <b>\$3,000,000</b>   | <b>\$0</b>          | <b>\$0</b>         | <b>\$3,000,000</b> | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      | <b>\$0</b>      |
| <p><b>Operating Impact:</b><br/>Increased utilities and operating expenses of a new Fire station will be added to Fire Dept budget as well as maintenance of the station. Savings from closing the Downtown Station will offset these new operating expenses.</p>   |                      |                     |                    |                    |                 |                 |                 |                 |
| <p><b>Description:</b><br/>This is the third station funded by the General Obligation Bond Issue of 2005. This is the fourth station in the City of New Smyrna Beach and consistent with the Fire Station Master Plan effectively placing four stations to service the 53 square miles. Upon completion, the downtown station will be closed making the space available for economic development. Central Fire Station #50 will house Fire Administration, one full time firefighting crew and 3 apparatus bays. It is consistent with West Fire Station #51 in layout. Fire Station #52 is East and North Fire Station #53 was completed in FY2010-11.</p> |                      |                     |                    |                    |                 |                 |                 |                 |
| <p><b>Strategic Plan:</b><br/>2. Work with Volusia County and the City of Port Orange to review options for Fire Station 23 and 51 service areas.</p>   |                      |                     |                    |                    |                 |                 |                 |                 |

| <b>SIDEWALKS</b>  |                             |                            |                           |                        |                        |                        |                        |                        |
|---|-----------------------------|----------------------------|---------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| <b>Project # 567726</b>   |                             |                            |                           |                        |                        |                        |                        |                        |
|   | <b>Total Project Budget</b> | <b>Actual through FY10</b> | <b>Estimated for FY11</b> | <b>Budget for FY12</b> | <b>Budget for FY13</b> | <b>Budget for FY14</b> | <b>Budget for FY15</b> | <b>Budget for FY16</b> |
| <b>FUNDING SOURCE</b><br>General Obligation Bond Fund 2005  | \$800,000                   | \$0                        | \$0                       | \$800,000              |                        |                        |                        |                        |
| <b>TOTAL REVENUES</b>   | <b>\$800,000</b>            | <b>\$0</b>                 | <b>\$0</b>                | <b>\$800,000</b>       | <b>\$0</b>             | <b>\$0</b>             | <b>\$0</b>             | <b>\$0</b>             |
| <b>EXPENDITURES</b>   |                             |                            |                           |                        |                        |                        |                        |                        |
| <b>Sidewalks</b>  | \$800,000                   | \$0                        | \$0                       | \$800,000              |                        |                        |                        |                        |
| <b>TOTAL EXPENDITURES</b>   | <b>\$800,000</b>            | <b>\$0</b>                 | <b>\$0</b>                | <b>\$800,000</b>       | <b>\$0</b>             | <b>\$0</b>             | <b>\$0</b>             | <b>\$0</b>             |
| <b>Operating Impact:</b>  |                             |                            |                           |                        |                        |                        |                        |                        |
| Operating Impact from this project would include additional labor hours to maintain added sidewalks.  |                             |                            |                           |                        |                        |                        |                        |                        |
| <b>Description:</b>   |                             |                            |                           |                        |                        |                        |                        |                        |
| This project is the what remains of funding acquired in 2005 General Obligation Bond Issue to construct and replace City Sidewalks. A Sidewalk Master Plan will be presented to City Commission addressing recommendations for replacement and new sidewalks. |                             |                            |                           |                        |                        |                        |                        |                        |
| <b>Strategic Plan:</b>  |                             |                            |                           |                        |                        |                        |                        |                        |
| This project is not directly linked to the City Commission Top 10 Goals and Objectives for 2011   |                             |                            |                           |                        |                        |                        |                        |                        |

| Fleet Underground Infrastructure   |                      |                     |                    |                 |                 |                 |                 |                 |
|--|----------------------|---------------------|--------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Project # 567906   |                      |                     |                    |                 |                 |                 |                 |                 |
|  | Total Project Budget | Actual through FY10 | Estimated for FY11 | Budget for FY12 | Budget for FY13 | Budget for FY14 | Budget for FY15 | Budget for FY16 |
| <b>FUNDING SOURCE</b>  |                      |                     |                    |                 |                 |                 |                 |                 |
| Fleet Fund (505)   | \$120,000            | \$0                 | \$0                | \$120,000       |                 |                 |                 |                 |
| <b>TOTAL REVENUES</b>  | \$120,000            | \$0                 | \$0                | \$120,000       | \$0             | \$0             | \$0             | \$0             |
| <b>EXPENDITURES</b>  |                      |                     |                    |                 |                 |                 |                 |                 |
| Design   |                      |                     |                    |                 |                 |                 |                 |                 |
| Construction   | \$120,000            | \$0                 | \$0                | \$120,000       |                 |                 |                 |                 |
| Contingency  |                      |                     |                    |                 |                 |                 |                 |                 |
| <b>TOTAL EXPENDITURES</b>  | \$120,000            | \$0                 | \$0                | \$120,000       | \$0             | \$0             | \$0             | \$0             |
| <b>Operating Impact:</b><br>Reduce the impact of shutting down the city's main fuel facility.  |                      |                     |                    |                 |                 |                 |                 |                 |
| <b>Description:</b><br>Replace underground fuel dispenser sumps, install double wall fiberglass piping and transition sump, install emergency valves in fuel tanks, replace 4 dual hose dispensers. Costs to be funded by Fleet Fund and allocated to all city departments over a 5-year period. |                      |                     |                    |                 |                 |                 |                 |                 |
| <b>Strategic Plan:</b><br>This project is not directly linked to the City Commission Top 10 Goals and Objectives for 2011.   |                      |                     |                    |                 |                 |                 |                 |                 |

**PROJECT HISTORY**

| <b>Date Updated</b> |  |
|---------------------|--|
| March 4, 2011       | Staff is preparing a Scope of Work for the project.  |
| August 27, 2008     | During annual inspection of fuel site by Volusia County Environmental Management, seepage was detected on the piping leading from the dispenser sumps. Repairs were made at that time to meet current DEP compliance. New regulations require pump sumps to be tested every three years. Further inspection noted sumps would not pass inspection scheduled for 2011. Fuel facility is vital to daily operations, providing over 125,000 gallons of fuel annually. |

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| <b>ACTIVITY:</b>                      | Sub-organizational unit of a Division established to provide specialized service to citizens.   |
| <b>ACCOUNTING SYSTEM:</b>             | A system of financial record-keeping that records, classifies, and reports information on the financial status and operation of an organization.  |
| <b>ACCRUAL BASIS:</b>                 | A method of accounting in which transactions are recognized when they occur, regardless of when cash is actually exchanged.   |
| <b>ACCRUED EXPENDITURES:</b>          | Charges incurred by a recipient during a given period requiring the provision of funds for: (1) goods and other tangible property received; (2) services performed by employees, contractors, sub-recipients, and other payees; and (3) other amounts becoming owed under programs for which no current services or performance is required.  |
| <b>ACCRUED INCOME:</b>                | Sum of: (1) earnings during a given period from (i) services performed by the recipient, and (ii) goods and other tangible property delivered to purchasers; and (2) amounts becoming owed to the recipient for which no current services or performance is required by the recipient.  |
| <b>ACQUISITION COST OF EQUIPMENT:</b> | Net invoice price of the equipment, including the cost of modifications, attachments, accessories, or auxiliary apparatus necessary to make the property usable for the purpose for which it was acquired. Other charges, such as the cost of installation, transportation, taxes, duty or protective in-transit insurance, shall be included or excluded from the unit acquisition cost in accordance with the recipient's regular accounting practices. |
| <b>AD VALOREM TAX:</b>                | The primary source of revenue for the City. A tax levied on the assessed value (net of the exemption) of real or personal property. This is commonly referred to as "Property Tax." The Property Appraiser determines the value of all taxable real property.   |
| <b>ADOPTED BUDGET:</b>                | The financial plan of revenues and expenditures as approved by the City Commissioners at the beginning of the fiscal year.  |
| <b>ADVANCE PAYMENT:</b>               | A payment made to a recipient upon its request either before outlays are made by the recipient or through the use of predetermined payment schedules.   |
| <b>ADVISORY COMMITTEE:</b>            | A citizen's board, or commission, appointed by the City Commissioners to review and recommend policies for specific programs and functional areas, such as Community Redevelopment Agency, Planning and Zoning etc.   |
| <b>AGENCY:</b>                        | A principal unit of the City government or a governmental unit outside the City government which receives City funding.   |

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| <b>AGGREGATE MILLAGE RATE:</b> | A weighted average millage rate for the tax-supported funds including County-wide municipal services taxing funds. Voted debt service millages are not included in the aggregate millage.  |
| <b>AMENDMENT:</b>              | A change to an adopted budget that may increase or decrease a fund total. The change must be approved by the Board of City Commissioners.  |
| <b>AMENDMENT 10 VALUE CAP:</b> | The amount homesteaded properties can increase since Amendment 10 was implemented (Save Our Homes).  |
| <b>AMORTIZATION:</b>           | The payment of an obligation in a series of installments or transfers or the reduction of the value of an asset by prorating its cost over a number of years.  |
| <b>APPLICATION PACKAGE:</b>    | A group of specific forms and documents for a specific funding opportunity which are used to apply for a grant.  |
| <b>APPROPRIATION:</b>          | An authorization by the City Commission to make expenditures and incur obligations from City funds for purposes approved by the Commission.  |
| <b>ASSESSED VALUATION:</b>     | A value established by the County Property Appraiser for real or personal property for the use as a basis for levying property taxes.  |
| <b>ASSET:</b>                  | Resources owned or held by a government which has monetary value.  |
| <b>AUDIT:</b>                  | A review of the City's accounting system to ensure that financial records are accurate and in compliance with all legal requirements for handling of public funds, including state law.  |
| <b>AWARD:</b>                  | Financial assistance that provides support or stimulation to accomplish a public purpose. Awards include grants and other agreements in the form of money or property in lieu of money, by the Federal Government to an eligible recipient.  |
| <b>BALANCED BUDGET:</b>        | A financial plan for the operation of a program or organization for a specified period of time (fiscal year) that matches anticipated revenue with proposed expenditures. A budget in which the income equals expenditures.  |
| <b>BASE BUDGET:</b>            | The amount programmed in the budget year for conducting the same program and performing the same services as are planned for the current year. Normally, the only differences between the current-year budget and the base budget are costs that cannot be avoided such as salary increases for existing personnel. All other costs are budgeted as service level adjustments. |
| <b>BOND:</b>                   | A written promise to pay a sum of money at a specific date (called a maturity date) together with periodic interest detailed in a bond resolution.   |
| <b>BOND FUNDS:</b>             | The revenues derived from issuance of bonds used to finance capital projects.  |

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| <b>BUDGET:</b>                               | A financial plan for a specified period of time (fiscal year) that matches proposed expenditures with anticipated revenues.  |
| <b>BUDGET ADJUSTMENT:</b>                    | A revision to the adopted budget occurring during the effective fiscal year as approved by the Board of City Commissioners via an amendment or transfer.   |
| <b>BUDGET CALENDAR:</b>                      | The schedule of key dates involved in the process of adopting and executing the annual budget.   |
| <b>BUDGET HEARING:</b>                       | The public hearing conducted by the Board of City Commissioners to consider and adopt an annual budget.  |
| <b>BUDGET MESSAGE:</b>                       | A brief, written statement presented by the City Administrator to explain principal budget issues and to provide policy recommendations to the Board of City Commissioners.  |
| <b>CAPITAL IMPROVEMENT PLAN:</b>             | A document that identifies the costs, scheduling, and funding of various large capital items; i.e., buildings, roads, bridges, water and sewer systems. The plan should identify costs associated with existing deficiencies versus capacity available for growth. |
| <b>CAPITAL OUTLAY:</b>                       | Appropriations for the acquisition or construction of physical assets with a life expectancy greater than one year and a cost greater than \$1,000.  |
| <b>CASH AND CASH EQUIVALENTS:</b>            | The City's cash and cash equivalents are considered to be cash on hand, demand deposits and short-term investments, including restricted assets, with original maturities of three months or less from acquisition date.   |
| <b>CASH BASIS:</b>                           | Method that recognizes revenues when cash is received and recognizes expenses when cash is paid out. In contrast, the accrual method recognizes revenues when goods or services are sold and recognizes expenses when obligations are incurred.                    |
| <b>CERTIFICATES OF PARTICIPATION (COPs):</b> | Certificates issued by a Trustee pursuant to a Trust Agreement, the proceeds from the sale of which shall be used to finance the acquisition, construction and installation of a project.  |
| <b>CHART OF ACCOUNTS:</b>                    | A systematic structure for classifying similar financial transactions of the City.   |
| <b>CLOSEOUT:</b>                             | Process by which the awarding grant agency determines that all applicable administrative actions and all required work of the award have been completed by the recipient and the awarding agency.  |
| <b>COMMUNITY DEVELOPMENT BLOCK GRANT:</b>    | A flexible Federal entitlement program used to provide communities with resources to address a wide range of unique community development needs (CDBG).  |

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| <b>CONSUMER PRICE INDEX (CPI):</b> | Measures the prices of consumer goods and is a measure of U.S. Inflation. The U.S. Department of Labor publishes the Consumer Price Index every month.  |
| <b>CONTINGENCIES:</b>              | A budgetary reserve to provide for an emergency or unanticipated expenditure during the fiscal year. OR- An appropriation of funds to cover unforeseen events that occur during the fiscal year, such as federal mandates, short-falls in revenue and unanticipated expenditures.   |
| <b>CONTINUATION LEVEL BUDGET:</b>  | The level of funding which enables an organization to provide the same amount of services in the following fiscal year as the organization provides in the current fiscal year. Continuation level budgets should not include any inflationary increases unless specific rate increases have been established and approved as assumptions for the following year(s). A continuation level budget does not necessarily provide funding for growth in demand of services. |
| <b>CONTRACTUAL SERVICE:</b>        | A service rendered to the City by private firms, individuals or other City departments on a contract basis.   |
| <b>COOPERATIVE AGREEMENT:</b>      | An award of financial assistance that is used to enter into the same kind of relationship as a grant; and is distinguished from a grant in that it provides for substantial involvement between the Federal agency and the recipient in carrying out the activity contemplated by the award.  |
| <b>COST ALLOCATION:</b>            | The method used to charge non-general fund operations for their share of central administrative costs.  |
| <b>COST SHARING OR MATCHING:</b>   | The portion of project or program costs of a grant not borne by the Federal Government.   |
| <b>DEBT SERVICE:</b>               | Payment of interest and principal on an obligation resulting from the issuance of bonds or other financing.   |
| <b>DEPARTMENT:</b>                 | A basic organizational unit of City government which is functionally unique in its service delivery and is comprised of more than one program.  |
| <b>DEPRECIATION:</b>               | A decrease or loss of value of an item due to age, wear, or market conditions. The City does not budget depreciation expense, but does budget for the related capital replacement during the year when the replacement or expenditure occurs.   |
| <b>DEFICIT:</b>                    | The excess of expenditures over revenues during the fiscal year.  |
| <b>DESIRED LEVEL BUDGET:</b>       | The level of funding which enables an organization to provide additional or enhanced services in the following fiscal year as the organization provides in the current fiscal year. Desired level budgets may include new initiatives or additional positions for growth or increased demand for services.  |

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| <b>DISCRETIONARY GRANT:</b>          | A grant (or cooperative agreement) for which the Federal awarding agency generally may select the recipient from among all eligible recipients, may decide to make or not make an award based on the programmatic, technical, or scientific content of an application, and can decide the amount of funding to be awarded.   |
| <b>DIVISION:</b>                     | A basic organizational unit of the City that is functionally unique in its service delivery.   |
| <b>ENCUMBRANCE:</b>                  | An obligation in the form of a purchase order, contract, or formal agreement which is chargeable to an appropriation and for which a part of the appropriation is reserved. The obligation ceases to be an encumbrance when the obligation is paid.  |
| <b>ENTERPRISE FUND:</b>              | A fund that pays for its costs of operations from user fees and does not generally receive property tax support. City enterprise funds include the Golf Course, Sanitation and Marina.   |
| <b>EXEMPT, EXEMPTION, NONEXEMPT:</b> | Amounts determined by state law to be deducted from the assessed value of property for tax purposes. Tax rates are applied to the balance; amounts remaining are called the nonexempt portion of the assessment. A 1980 amendment to the Florida Constitution sets the exemptions for homestead at \$25,000. That means that a homeowner with property assessed at \$50,000 would have to pay taxes on \$25,000 of the assessment. Newly eligible homeowners must apply for exemption by March 1. Other exemptions apply to agricultural land and property owned by widows, the blind and permanently and totally disabled people who must meet income requirements. |
| <b>EXPENDITURE:</b>                  | Decrease in fund financial resources for the procurement of assets or the cost of goods and/or services received.  |
| <b>FINAL MILLAGE:</b>                | The tax rate adopted in the final public budget hearing of a taxing authority.   |
| <b>FISCAL YEAR:</b>                  | The annual budget period for the City, which runs from October 1 through September 30.   |
| <b>FIXED ASSETS:</b>                 | Assets of a long-term character, which are intended to continue to be held or used (land, buildings, improvements other than buildings, and machinery and equipment).  |
| <b>FRANCHISE FEE:</b>                | Fees levied on a corporation in return for granting a privilege, sanctioning a monopoly, or permitting the use of public property, usually subject to regulation.  |
| <b>FRINGE BENEFITS:</b>              | Payments made by the City for retirement, social security, health insurance contribution, workers' compensation, general liability, and life insurance.  |

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| <b>FULL TIME EQUIVALENT:</b>              | FTE-One position funded for a full year. For example, a permanent employee funded and paid for 40 hours/week and 52 weeks/year or 2 employees funded and paid for 20 hours/week and 52 weeks/year would be equal to one full-time equivalent.  |
| <b>FUND:</b>                              | Money set aside and accounted for separately in order to ensure that the money is spent for a specific purpose.  |
| <b>FUND BALANCE:</b>                      | The amount available within a fund at the close of a fiscal period that can be carried over as a source of available funding for the succeeding fiscal period. The excess of assets (or revenue) over liabilities (or expenditures) of a government's funds.                         |
| <b>GAAFR:</b>                             | (Governmental Accounting, Auditing and Financial Reporting) – The “blue book” published by the Municipal Finance Officers Association (now the Governmental Finance Officers Association) to provide detailed guidance for the application of accounting principles for governments. |
| <b>GAAP:</b>                              | (Generally Accepted Accounting Principles) – The uniform standards established for financial accounting and reporting, which are different for government than for business.   |
| <b>GENERAL FUND:</b>                      | The governmental accounting fund supported by ad valorem (property) taxes, licenses and permits, service charges and other general revenue to provide City-wide operating services. This may be referred to as the operating fund.   |
| <b>GENERAL OBLIGATION BOND:</b>           | Bonds for which the full faith and credit of the issuing government are pledged.   |
| <b>GOAL:</b>                              | A long, or short-term, attainable target for an organization-its vision of the future.   |
| <b>GOVERNMENTAL FUNDS:</b>                | The category of funds, which include general, special revenue, capital project, and debt service. These funds account for short-term activities and are often compared to the budget.  |
| <b>GRANT:</b>                             | A contribution of assets (usually cash) by one governmental unit or organization to another, given for a specified purpose.  |
| <b>HOMESTEAD EXEMPTION:</b>               | A statewide exemption that is a deduction from the total taxable assessed value of owner occupied property. The current exemption is \$50,000.   |
| <b>IMPACT FEE:</b>                        | A fee to fund the anticipated cost of new development's impact on various City services as a result of growth. This fee, such as for water and sewer or fire services, is charged to those responsible for the new development.  |
| <b>IMPROVEMENTS OTHER THAN BUILDINGS:</b> | Attachments or annexations to land that are intended to remain so attached or annexed, such as sidewalks, trees, drives, tunnels, drains and sewers.   |

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| <b>INDIRECT COSTS:</b>        | Costs associated with, but not directly attributable to, the providing of a product or service. These are usually costs incurred by service departments in the support of operating departments.  |
| <b>INFLATIONARY INCREASE:</b> | An increase in the cost of a project due to the rising cost of materials and labor.   |
| <b>INFRASTRUCTURE:</b>        | Permanent installation, such as roads and bridges, schools, and water and sewer systems, on which the continuance and growth of the City depends.   |
| <b>INTEREST INCOME:</b>       | Revenues earned on cash balances within each fund.  |
| <b>INTERFUND ACTIVITY:</b>    | Interfund activity within and among the City's three fund categories (governmental, proprietary, and fiduciary) are classified as reciprocal interfund activity and non-reciprocal interfund activity.  |
| <b>INTERFUND TRANSFERS:</b>   | Budgeted amounts transferred from one fund to another fund. These represent "double counting" of expenditures. Therefore, these amounts are deducted from the total City operating budget to calculate the "net" budget.  |
| <b>INTERLOCAL AGREEMENT:</b>  | A written agreement between the City and other units of government to share in similar services, projects, emergency assistance, support, funding, etc., to the mutual benefit of all parties.  |
| <b>INTERNAL SERVICE FUND:</b> | A fund established for the financing of goods or services provided by one department or agency to other departments or agencies on a cost reimbursement basis.  |
| <b>INTERNAL SERVICE:</b>      | The revenues and expenses that are generated through internal service funds. The main internal service fund is the City's Fleet Fund.   |
| <b>INVENTORY:</b>             | Inventory of proprietary funds is valued at the lower cost (first-in, first-out) or market. Inventory of the special revenue funds is valued at cost, which approximates market value, using the first-in, first-out method. The cost of inventory of the special revenue funds is recorded as an expenditure when consumed, rather than when purchased. An off-setting reserve is reported to indicate that the asset is not available for appropriation or expenditure. |
| <b>JUST VALUE:</b>            | Florida Statute 193.011(1) defines just value as the present cash value of the property, which is the amount a willing  |

purchaser would pay a willing seller, exclusive of reasonable fees and costs of purchase True Value of Property.

**LICENSE AND PERMIT FEES:**

A charge for specific items as required and approved by local and state regulations, i.e., building permit, mobile home, etc.

**LEVY:**

To impose taxes, special assessments or service charges. Another term used for millage rate.

**LINE ITEM BUDGET:**

A budget that lists each account category separately along with the dollar amount budgeted for each account, such as office supplies, overtime, or capital purchases. A copy of the line item budget is available for review in the Financial Services Department.

**LONG-TERM DEBT:**

Debt with a maturity of more than one year after the date of issuance.

**MANDATE:**

Any responsibility, action, or procedure that is imposed by one government on another through constitutional, legislative, administrative, executive, or judicial action as a direct order, or that is required as a condition of aid.

**MANDATED PROGRAM:**

A program that the City must provide according to federal law, state law or a judge's order.

**MANDATORY GRANT:**

A grant (or cooperative agreement) awarded under a program where the authorizing statute requires the head of the agency or designee to make an award to each eligible entity under the conditions and in the amount (or based on the formula) specified in the statute.

**MARKET EQUITY ADJUSTMENT:**

(MEA) An annual adjustment in wages to offset a change (usually a loss) in purchasing power, as measured by the Consumer Price Index.

**MATCHING FUNDS:**

A type of grant that requires the government organization or agency receiving the grant to commit a certain amount of funds to a program before funding is made available by the granting authority.

**MCLS:**

Maintain the current level of service. This normally refers to a budget that reflects increases which do not

**MEASURABLE:**

The time as which the amount a transaction or event can be determined.

**MILLAGE RATE:**

The rate of taxation applied to the taxable value of property. One mill equals \$1.00 for every \$1,000 of taxable value.

**MINIMUM LEVEL OF SERVICE:**

The level of resources and performance below which it is unreasonable to operate; based on demonstrated need, professional standards, impact on citizens, comparisons with similar jurisdictions, economy of scale, and past history.

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| <b>MISSION STATEMENT:</b>             | Statement of purpose that establishes the basis for the goals of the department by describing in broad terms what the department intends to accomplish during the budget year.   |
| <b>MODIFIED ACCRUAL BASIS</b>         | A basis of accounting in which expenditures are accrued immediately upon becoming a liability, but revenues are accounted for on a cash basis.   |
| <b>NET EXPENSES:</b>                  | Total City expenses less reserves, transfers and internal service interfund transfers.   |
| <b>NON-DEPARTMENTAL EXPENDITURES:</b> | Expenditures which benefit all or several City departments, such as property and liability insurance.  |
| <b>NON-OPERATING BUDGET:</b>          | The capital budget and the internal services budget.   |
| <b>NON-TAX REVENUE:</b>               | The revenue derived from non-tax sources, including licenses and permits, intergovernmental revenue, charges for service, fines and forfeitures, and various other miscellaneous revenue.  |
| <b>OBJECT CODE:</b>                   | An account to which an expense or expenditure is recorded in order to accumulate and categorize the various types of payments that are made by governments. These are normally grouped into personal services, operating expenditures, capital outlay and other categories for budgetary analysis and financial reporting purposes. Certain object codes are mandated by the State of Florida Uniform Accounting System. |
| <b>OBJECTIVE:</b>                     | A specific measurable and observable result of an organization's activity that advances the organization towards its goal.   |
| <b>OBLIGATIONS:</b>                   | Amounts that a government may be legally required to meet out of its resources. They include not only actual liabilities, but also encumbrances not yet paid.  |
| <b>OPERATING EXPENDITURES:</b>        | Also known as operating and maintenance costs, these are expenditures of day-to-day operations, such as office supplies, maintenance of equipment, and travel. Capital costs are excluded.   |
| <b>ORDINANCE:</b>                     | A formal legislative enactment by the City Commission. If it is not in conflict with any higher form of law, such as state statute or constitutional provision, it has the full force and effect of law within the boundaries of the City.   |
| <b>OUTSIDE AGENCIES:</b>              | Private not-for-profit agencies located within the City who provide community services which supplement and support City programs and for which City dollars are made available.   |
| <b>PERSONAL PROPERTY:</b>             | Property of any kind except real property. It may be tangible, having physical existence, or intangible, having no physical existence, such as copyrights, patents, or securities.   |

Livestock, commercial equipment and furnishings, attachments to mobile homes, railroad cars, and similar possessions that are taxable under State law.

- PERSONAL PROPERTY TAX:** A tax assessed on all personal property (equipment) of business firms, mobile homes with permanent additions, and condominiums, if rented, within the County.
- PERSONAL SERVICES:** Expenditures for salaries, wages, and fringe benefits of a government's employees.
- POTABLE WATER:** Water that does not contain pollution, contamination, objectionable minerals, or infective agents and is considered satisfactory for domestic consumption (drinking water).
- PRINCIPAL:** The original amount borrowed through a loan, bond issue, or other form of debt.
- PROPERTY (AD VALOREM) TAXES:** A revenue which is collected on the basis of a rate applied to the taxable valuation of real property.
- PROPOSED MILLAGE:** The tax rate certified by the governing body of each taxing authority within a fiscal year. The proposed millage is sent to the Property Appraiser within 35 days after the County's tax roll is certified. This proposed millage is placed on the proposed tax notice sent to property owners.
- PROPRIETARY FUND/AGENCY:** Commonly called "self-supporting" or "enterprise", these funds/agencies pay for all or most of their cost of operations from user fees and receive little or no general property tax support.
- PURCHASE ORDER:** A document issued to authorize a vendor to deliver specified merchandise or render a specified service for a stated estimated price. Outstanding purchase orders are called encumbrances.
- REAL PROPERTY:** Land, buildings and other structures attached to it that are taxable under Florida Law.
- RECIPIENT:** An organization receiving financial assistance directly from an awarding agency to carry out a project or program.
- REQUIREMENT:** A monetary obligation reflected in the financial accounts as an inter-fund transfer of cash from one fund to another.
- RESERVE:** An account used to indicate that a portion of the budget is legally restricted for a contingency or other lawful purpose and is therefore not available for general appropriation.
- RESTRICTED REVENUE:** A source of funds which is mandated by law or policy to be used for a specific purpose.
- RESOLUTION:** A special or temporary order of a legislative body requiring less legal formality than an ordinance or statute.
- RESTRICTED CASH:** Restricted cash consists of cash held in escrow for the long term maintenance and care of sanitary landfills as required by

Rule 62-701.630 (Financial Assurance) of the Florida Administrative Code.

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| <b>RETAINED EARNINGS:</b>                            | An equity account reflecting the accumulated earnings of an Enterprise or Internal Services Fund.   |
| <b>REVENUE:</b>                                      | The taxes, fees, charges, special assessments, grants, and other funds collected and received by the City in order to support the services provided.  |
| <b>REVENUE BONDS:</b>                                | A government-issued bond sold for construction of a capital project. Debt service requirements are met from the proceeds of a specific revenue source.  |
| <b>REVENUE ESTIMATES:</b>                            | A formal estimate of how much revenue will be earned from a specific revenue source for some future period, such as the next fiscal year.   |
| <b>ROLLED-BACK MILLAGE RATE:</b>                     | A tax rate that will generate the same tax dollar revenue as in the current fiscal year based on the new assessed value exclusive of new construction.  |
| <b>SPECIAL ASSESSMENT:</b>                           | A compulsory levy imposed on certain properties to defray part or all of the costs of a specific improvement or service deemed to primarily benefit those properties.   |
| <b>SPECIAL REVENUE FUND:</b>                         | A fund used to account for the proceeds of specific revenue sources or to finance specified activities as required by law or administrative regulation.   |
| <b>STATE HOUSING INITIATIVES PARTNERSHIP (SHIP):</b> | A state entitlement program designed to foster public/private partnerships to create and preserve affordable housing.   |
| <b>STATUTE:</b>                                      | A written law enacted by a duly organized and constituted legislative body.   |
| <b>SURPLUS:</b>                                      | The difference between revenues received and expenditures made within the current fiscal year.  |
| <b>TAX BASE:</b>                                     | The total property evaluations on which each taxing authority levies its tax rate.  |
| <b>TAX INCREMENT FINANCING:</b>                      | Financing secured by the anticipated incremental increases in tax revenues, resulting from the redevelopment of an area.  |
| <b>TAX ROLL:</b>                                     | The certification of assessed taxable values prepared by the Property Appraiser and presented to a taxing authority by July 1 (or later if an extension is granted by the State of Florida) each year.                                  |
| <b>TAX YEAR:</b>                                     | The calendar year in which ad valorem property taxes are levied to finance the ensuing fiscal year's budget. For example, the tax roll for January 1, 2008 would be used to compute an ad valorem tax levied effective October 1, 2008. |

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| <b>TAXABLE VALUE:</b>              | The assessed value minus exemptions, such as the Homestead Exemption, is the taxable value. This value multiplied by the millage rate equals the property tax amount.  |
| <b>TENTATIVE MILLAGE:</b>          | The tax rate adopted at the first public hearing of a taxing authority. Under state law, the authority may reduce, but not increase, the tentative millage during the final budget hearing without first providing written notification to all affected property owners.   |
| <b>TRANSFER:</b>                   | Transfers of cash or other resources between funds.  |
| <b>TRIM:</b>                       | The acronym for <b>TR</b> uth <b>I</b> n <b>M</b> illage defines a tax increase or decrease given the relationship of assessed values and millage rates. If the average assessed value increases, the millage rate should decrease (see Rolled-Back Millage Rate).   |
| <b>TRUST FUND:</b>                 | Funds used to account for assets held by a government for individuals, private organizations, other governments, and/or other funds.   |
| <b>UNIFORM ACCOUNTING SYSTEM:</b>  | The chart of accounts prescribed by the Office of the State Comptroller designed to standardize financial information to facilitate comparison and evaluation of reports.  |
| <b>UNINCORPORATED AREA:</b>        | Those areas of the City, which lie outside the boundaries of the cities.   |
| <b>UNRESERVED FUND BALANCE:</b>    | The portion of a fund's balance that is not legally restricted for a specific purpose.   |
| <b>UNRESTRICTED RESERVE:</b>       | Monies that can be used for any lawful expenditure supporting a wide variety of functions or objectives.   |
| <b>USER CHARGES (PROPRIETARY):</b> | The payment of a fee for direct receipt of goods or services by the person benefiting from the services.   |
| <b>VALUATION:</b>                  | The dollar value of property assigned by the County Property Appraiser.  |
| <b>VOTED MILLAGE:</b>              | A tax levied to support a program(s) that has been approved by voter referendum.   |
| <b>WORKING CAPITAL:</b>            | Reserves kept on hand to ensure a positive cash flow.  |
| <b>ZERO-BASE BUDGETING:</b>        | A method of detailed budget analysis and justification that combines elements of management by objectives and program evaluation. It is a vehicle to link management and planning to the budget process. Zero-Base Budgeting starts with an examination of an agency's basic programs and services by the lowest management level, and continues up the organization as funding packages are prioritized at each level in accordance with available resources and desired outcomes. It is a tool for objectively directing the allocation of funds among activities and programs. Its basis is the consideration of the efficiency and effectiveness of activities and programs. |

**ADA** – Americans With Disabilities Act

**AIP** – Airport Improvement Program

**ALS** – Advanced Life Support

**CAFR** – Comprehensive Annual Financial Report

**CCR** – Central Contractor Registry

**CDBG** – Community Development Block Grant

**CERT** – Citizen's Emergency Response Team

**CFDA** – Catalog of Federal Domestic Assistance

**CIP** – Capital Improvement Program

**CPI** – Consumer Price Index

**CPR** – Cardio Pulmonary Resuscitation

**CRA** – Community Redevelopment Agency

**DEP** – Department of Environmental Protection

**DR 420/422** – Department of Revenue Forms Certifying Taxable Assessed Value

**E-911** – Emergency Telephone System

**EEOC** – Equal Employment Opportunity Commission

**EFT** – Electronic Fund Transfer

**EMS** – Emergency Medical Services

**EMT** – Emergency Medical Technician

**EOC** – Emergency Operations Center

**FAA** – Federal Aviation Administration

**FASB** – Financial Accounting Standards Board

**FDEP** – Florida Department of Environmental Protection

**FDER** – Florida Department of Environmental Regulation

**FDLE** – Florida Department of Law Enforcement

**FDOT** – Florida Department of Transportation

**FEMA** – Federal Emergency Management Administration

**FICA** – Federal Insurance Contributions Act (Medicare and Social Security taxes)

**FIND** – Florida Inland Navigational District

**FMLA** – Family Medical Leave Act  
**FS** – Financial Services  
**FY** – Fiscal Year  
**FYE** – Fiscal Year End  
**GA** – General Aviation  
**GAAP** – Generally Accepted Accounting Principles  
**GASB** – Governmental Accounting Standards Board  
**GFOA** – Government Finance Officers Association  
**HAZMAT** – Hazardous Material  
**HUD** – Housing and Urban Development  
**HVAC** – Heating, Ventilation and Air Conditioning  
**IT** – Information Technology  
**LAP** – Local Agency Program  
**OMB** – Office of Management & Budget  
**OSHA** – Occupational Safety & Health Administration  
**PAL** – Police Athletic League  
**POC** – Point of Contact  
**PSAP's** – Public Safety Answering Points  
**PSN** – Person With Special Needs  
**RFP** – Request For Proposal  
**RFQ** – Request For Quotes  
**ROI** – Return On Investment  
**ROW** – Right-of-Way  
**SJRWMD** – St. Johns River Water Management District  
**SLETF** – Special Law Enforcement Trust Fund  
**TIF** – Tax Increment Financing  
**TRIM** – Truth in Millage Law  
**VA** – Veteran's Affairs  
**VAB** – Value Adjustment Board