1. 6/29/2020 - Agenda

   Documents:

   20200629BAC_AGENDA.PDF

2. Draft Budget - Dated 6/24/2020

   Documents:

   20200624_DRAFTBUDGETBOOK.PDF

CITY OF SEBASTIAN
HOME OF PELICAN ISLAND

# SEBASTIAN BUDGET REVIEW ADVISORY COMMITTEE
# AGENDA

**6:00 P.M. MONDAY – JUNE 29, 2020**
**CITY HALL**
**1225 MAIN STREET**

**THE MEETING WILL BE CONDUCTED IN THE CITY COUNCIL CHAMBERS, WITH ENCOURAGEMENT TO WEAR MASK AND TO TAKE DUE CARE TO MAINTAIN SOCIAL DISTANCING. IT WILL BE BROADCAST LIVE AS USUAL. THE PUBLIC CAN ACCESS THE MEETING VIRTUALLY VIA ZOOM BY FOLLOWING THE DIRECTIONS SHOWN AT THE BOTTOM OF THIS AGENDA.**

a. **Call to Order**

b. **Pledge of Allegiance**

c. **Roll Call**

d. **Approval of Minutes:**

   a. **Meeting of March 16, 2020**

e. **Presentation of Draft Budget by Ken Killgore, Administrative Services Director/CFO and Committee discussion of the Draft Budget and Capital Improvement Plan.**

f. **Agree on Next Meeting Date (Monday, July 13, 2020)**

g. **General Discussion by Members**

h. **Comments by Staff**

i. **Public Comments**

j. **Adjourn**

**Agenda Attachments:**

- **Minutes for Meeting of March 16, 2020**
- **Power Point Presentation of Draft Budget**
- **Draft Budget and Capital Improvement Plan – Available at the following link:** http://public.cityofsebastian.org/PDFs/2021Budget/20200624_DraftBudgetBook.pdf

*ANY PERSON WHO DECIDES TO APPEAL ANY DECISION MADE WITH RESPECT TO ANY MATTER CONSIDERED AT THIS MEETING WILL NEED A RECORD OF THE PROCEEDINGS AND MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENSE UPON WHICH THE APPEAL IS TO BE HEARS. (F.S.286.0105)*

*IN COMPLIANCE WITH THE AMERICAN WITH DISABILITIES ACT (ADA), ANYONE WHO NEEDS A SPECIAL ACCOMODATION FOR THIS MEETING SHOULD CONTACT THE CITY'S ADA COORDINATOR AT 589-5330 AT LEAST 48 HOURS IN ADVANCE OF THIS MEETING.*

Please click the link below to join the webinar:
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**CITIZENS BUDGET REVIEW ADVISORY COMMITTEE**
**MINUTES OF REGULAR MEETING**
**MARCH 16, 2020**

I. Chairman Napier called the Citizens Budget Review Advisory Committee meeting to order at 6:00 p.m.

II. Pledge of Allegiance was recited by all.

III. Roll Call

Present
Mr. Gilbert Lewin
Mr. Harry Hall
Mr. Larry Napier
Ms. Amber Cerda
Ms. Andrea Ring (a)

Absent
Mr. Keerthi Weragoda (a) -- Excused
Mr. Bruce Hoffman -- Excused
Mr. Ed Herlihy -- Excused

Also Present
Mr. Ken Killgore, Administrative Services Director/CFO
Ms. Cindy Watson, Human Resources Manager
Ms. Janet Graham, Technical Writer

Mr. Napier announced that Ralph Holmes has withdrawn as a member of the Committee. Messrs. Hoffman, Herlihy, and Weragoda have been excused from this meeting.

IV. Approval of Minutes

A. Meeting of January 13, 2020

Mr. Napier asked if all Committee members had reviewed the Minutes of January 13, 2020. All indicated they had. He called for a motion unless there were any changes or corrections to be made. Hearing no changes or corrections, a motion to accept the Minutes as presented was made by Mr. Lewin, seconded by Ms. Cerda, and approved unanimously via voice vote.

V. Review of First Quarterly Report -- Fiscal Year 2020

Mr. Killgore reviewed the City Council Agenda Transmittal Form, Resolution No. R-20-04, the Summary of Budget Changes for Quarter Ending December 31, 2019, and the various Fund Summaries and Department Reports (SEE ATTACHED). He explained there is still about $140,000.00 due the City from Hurricane Matthew and $34,104.00 due from Hurricane Dorian that have yet to be authorized. He will present these reports to City Council at its next meeting. He asked the Committee for questions or comments.

Mr. Lewin addressed the First Quarterly Report. The largest single expenditure seems to be the Police Department, which is running approximately 33 percent of the year-to-date budget. The actual appears to be substantially higher than the previous year's actual for the same quarter. He questioned if this is something to be concerned about going forward.

Mr. Killgore stated it is in line with what was allowed in the budget calculations in their collective bargaining agreement. They are allowed to cash in some sick leave, which is actually paid out in December. So that inflated their normal quarterly spending accordingly. There was also a police officer who entered the DROP program that was created in the Pension Fund. When that is done, the employee is treated like a regular employee who terminates with the City and is entitled to the payout of their accrued leave time. So with that large payout, because it was a long-term employee who qualified for the DROP program, he was basically paid his accrued leave time. Now he is in the DROP program, which gives him a five-year period during which he is going to resign, but no later than five years. He can start accumulating his retirement benefits, although he doesn't get his hands on his retirement monies, but he starts creating a balance that is earmarked in the Pension Trust Fund, which is earmarked as his funds, that he can receive as a lump sum once he actually does retire and leave employment.

Mr. Lewin asked if that is only permitted during the first quarter. Mr. Killgore stated it is just coincidental that it happened this quarter. This was approved in the Pension Plan about three years ago as an additional benefit to the police officers. This happens to be the first officer who elected to sign up for it and commit to retiring no later than the end of the five years.

Mr. Lewin asked if the year-to-date budget is still considered to be an acceptable one. Mr. Killgore stated yes, it is adequate for the remainder of the year, barring any excessive overtime due to hurricanes or something out of the ordinary.

Mr. Hall addressed the entry of False Alarms. There are 56 false alarms listed and only $100.00 in assessments. Mr. Killgore stated that may be due to the fact that, although

there is a penalty for false alarms, sometimes they do not kick in immediately. He will follow up on that and inform the members regarding that item.

VI. Review of Presentation to City Council of Budget Process

Mr. Napier stated the Committee members can read that. Mr. Killgore stated questions or comments from the Committee members can be addressed to him by phone at his office or via emails.

VII. Review of Fiscal Year 2020-21 Budget Objectives

Mr. Killgore stated the Committee can review it. This did go to City Council as an agenda item. There were no comments or suggestions by the Council.

Mr. Napier asked if the Committee members had any questions or comments.

Mr. Lewin asked when the budgeting process for next fiscal year will begin. Mr. Killgore stated the reports from department heads were due last week. He is in the process of working them into a document to schedule them out in order to see if projected revenues are adequate to cover them. That's the first step that the City Manager will start reviewing in May. The department heads will submit their operating account budgets in May. By the end of May the City Manager will endorse what has been put together as far as a working draft and make any changes that he feels are necessary before it is presented to the Council. The Council reviews it at a workshop in August. While that is going on, the Budget Committee is being informed on what the City Manager's recommendation is and whether the Committee wants to comment on it before it goes to the Council. In September, public hearings before City Council are held. At that time this Committee can either agree with what is recommended, or the Committee has the opportunity to state that they don't agree with staff's recommendation.

Mr. Napier stated the estimated values will be presented around the first week in June. Mr. Killgore stated those are due by June 1st, and the County actually certifies and says those are the values the City must use by July 1st. The Budget Committee does not get a working document until June, and then they can see what has been developed based on what staff sees as revenues and what they are recommending for expenditures as well as the capital program.

Mr. Hall suggested the outline of the budgetary process should be done every year. It is a good refresher, and he is glad to see it this year. He would also like to see the Budget Objectives as well. He also asked if, as City Council makes their recommendations for

budget objectives that can be relayed to this Committee before they get their June update. Mr. Killgore stated he would generally alert the Budget Committee as to anything Council did that would affect the direction that is being taken.

VIII. General Discussion by Members

Ms. Ring is still concerned about the Minutes and the motion that was not in the previous Minutes that had to do with streets. Mr. Napier asked if she had anything to present to the Committee on this, and Ms. Ring stated she is relying on her memory. Mr. Napier stated that will be left up to the City Manager.

Mr. Lewin asked if anybody has discussed the impact the virus situation will have on the budget. Mr. Killgore stated there has been much discussion on how to deal with it. There have been ongoing considerations about what the next steps will be. His immediate concern is not the immediate precautions that may be taken, but the long-term economic impact because of what is going on nationally as to cutting interest rates and probable recession. He stated the City may be on the cusp of either a tax increase or making tough decisions on what projects can be done. He stated there is much uncertainty as to what the budget going forward will be.

Mr. Hall stated he likes the presentation of the review of the budgetary process.

IX. Comments by Staff

Mr. Killgore stated at the next meeting on June 15th is when there will be more detailed discussions of what the departments are asking.

X. Public Comments -- None

XI. Next Scheduled Committee Meeting: June 15, 2020

XII. Adjourn

There being no further business, Chairman Napier concluded the meeting at 6:29 p.m.

By:_____ Date:_____

jg

# 2021 Budget and Capital Program

## Presentation on Draft 2021 Budget
## Budget Review Advisory Committee Meeting
## Monday June 29, 2020

Prepared By:
Ken Killgore
Administrative Services Director/CFO

# 2020 Budget and Capital Program

- Changes to General Fund Budgets.
- Changes to General Fund Revenues.
- Enterprise and Other Funds.
- Other Considerations.

# General Fund Personnel Additions/Deletions

- No Full-time Additions
- No Full-time Deletions
- No Part-time Additions
- Part-time Deletions:
  - Leisure Services - Asst. Recreation Supervisor
  - Leisure Services – Maintenance Worker I

# Draft FY2021 General Fund Budget Versus Current FY2020 Budget

| | | |
|---|---|---|
| $ | (11,060) | Personnel Costs |
| | (161,429) | Operating Expenses |
| | (125,228) | Capital Spending |
| | (4,691) | Transfers to Other Funds |
| $ | (302,408) | Decrease in Budget |

# Personnel Down $11,060

- Zero Provided for Pay Increases.
- Health Insurance Premiums Down 3%.
- No Increase in Full-Time Employees.
- Decrease of 2 Part-time Employees.
- $37,600 Provided for Retirement Payout.
- $51,632 Provided for Added Responsibilities.
- Zero Funding for Holiday Bonus or Incentives.

# What's Included? – Revenue Assumptions

- Franchise Fees and Utility Taxes Looking to be Equal to 2019 This Year. Assuming Collections Improve and 4.5% More is Received for 2021.
- State Revenues - ½ Cent is 35% Less than Same Month in Prior Year (April). Assuming This Improves and 4.5% More Received for 2021.
- Assumed $50K Reimbursement for COVID-19.
- 33% Property Tax, 11% Franchise Fees, 18% Utility Taxes and 18% State Revenues Equal 80% of Total Revenues.

# Enterprise Funds: Golf Course

- Assuming 4.5% More Revenue than 2020.
- $30,000 for Restaurant Lease.
- $106,135 for Airport Rent.
- Paying $38,366 Principal and Interest on $700,000 Building Fund Loan.
- Paying $35,000 Toward General Fund Loans.
- Forecasting Long-term Reduction in Deficit.

# Enterprise Funds: Airport

- Added Revenue from Property Rentals.
- Covering Personnel and Operational Cost.
- Paying off $150,000 General Fund Loan.
- Paying Scheduled Amortization of Loans from Discretionary Sales Taxes.
- DST Funds for Matching Requirements on Grants for a Taxi Lane and to Establish Sewer Service on West Side of Airport.

# Enterprise Funds: Building

- Budgeting Minor Decrease in Revenues.
- Adding Administrative Assistant.
- Covering Personnel and Operational Cost.
- Making Improvements to Front Counter.
- Expecting $38,368 for Principal and Interest on Golf Course Loan.

# Special Revenue and Other Funds: Special Revenue Funds

- Local Option Gas Tax:
  - 31% Less than Same Month Prior Year (March). Assuming Collections Improve and Equal 2020.
  - $400,000 Allocated for Road Resurfacing.
  - $100,000 Allocated for Sidewalks.
  - $81,000 Allocated for Roadway Signs.
  - $176,000 Allocated for Equipment.
  - $243,340 for Payment on Notes. ($591,000 Outstanding at 9/30/2020. Matures in 2022.

# Special Revenue and Other Funds: Special Revenue Funds

- Discretionary Sales Tax:
  - 37% Less in April vs. Same Month Prior Year. Assuming Collections Better & Up 4.5% 2021.
  - Allocations to MIS and Police Vehicles.
  - $500,000 for Road Reconstruction Work.
  - Harrison St. Plaza/Design of N. Central Plaza.
  - Tree Protection Plan.
  - Canal Restoration.
  - Slip Lining
  - Economic Development Hangar.
  - May Defer Projects If Collections Not Adequate.

# Special Revenue and Other Funds: Special Revenue Funds

- Riverfront CRA Fund:
  - 4% Increase in Taxable Values.
  - Landscaping/Parking Improvements and Repairs at Working Waterfront.
  - Special Events and Sign Grants.
  - Expecting No New Sewer Connection Grant Funds Needed for 2021.
  - Allocation of CRA Manager Cost.
  - ½ of Landscaping Contract.

# Special Revenue and Other Funds: Special Revenue Funds

- Recreation Impact Fee Fund:
  - Fully Allocating the Available Collections.
  - Unspecified Improvements ($5K per Zone).
  - Additional Park Signage.
  - Completing Barber Street Bleachers.
  - Playground Improvements (Including All Inclusive Features).
  - Future Projects Dependent on Collections.

# Special Revenue and Other Funds: Special Revenue Funds

- Stormwater Utility Fund:
  - Fees Covering Ongoing Personnel and Operational Cost.
  - Includes Equipment Replacements.
  - $100,000 Allocated for Roadway Swales and Culverts Work.
  - ½ of Landscaping Contract.
  - $200,000 Allocated for Developing an Updated Stormwater Master Plan.

# Special Revenue and Other Funds: Special Revenue Funds

- Law Enforcement Forfeiture Fund:
  - Used Only for Unbudgeted Items.
  - Specific Items Need City Council Approval.
  - Current Balance is $32,700.
- Parking In Lieu Of Fund:
  - Expecting $57,835 Year End 2020 Balance.
  - $3,000 in 2021 on Crab Stop Agreement.

# Special Revenue and Other Funds: Special Revenue/Trust Funds

- Cemetery Trust Fund:
  - ½ of Sales Expendable on Expansions or Cost Incidental to Adding Future Sites.
    - Funding Columbarium Niches.
  - ½ of Sales on Operations and Maintenance.
    - Allocation for Equipment, Driveway Resurfacing and Grounds Improvements.
    - Transferring $85K to General Fund, Then $90K in Future Years.

# Special Revenue and Other Funds: Debt Service Funds

- Stormwater Utility Debt Service:
  - Includes Required Bank Note Payments Which are Paid by Discretionary Sales Tax.
  - $782,000 Outstanding as of 9/30/20.
  - Final Maturity on 5/01/22.

# Capital Improvement Program

- $27.6 Million Over 6 Years. $5.8 Million Next Fiscal Year. $23.2 Million Last Year.
- Largest Items for Next Fiscal Year:
  - $900,000 Street Repaving/Reconstruction.
  - $200,000 Stormwater Master Plan.
  - $500,000 Canal Restoration.
  - $569,264 New Taxi Way at Airport.
  - $1,000,000 Sewer Services at Airport.

# Property Values and Millage: Certified Taxable Values

- Rolled-Back Millage is 2.8090. Budget Assumes Same 2.9399 as This Year, A 4.66% Increase.
- Total Certified Taxable Property Values Increased $99,290,047 or 7.18% Above 2020.
  - Additions Account for $33,685,698 or 2.44% of the Increase.
  - Reassessments Account for $65,604,349 or 4.74% of the Increase.
- Last Year's Millage of 3.1514 Would Increase Revenues by $300,917 Over the 2.9399 Millage Currently Assumed in 2021 Budget Draft.

# Property Values and Millage: Taxable Value Additions

## Dollar Value of Tax Roll Additions:

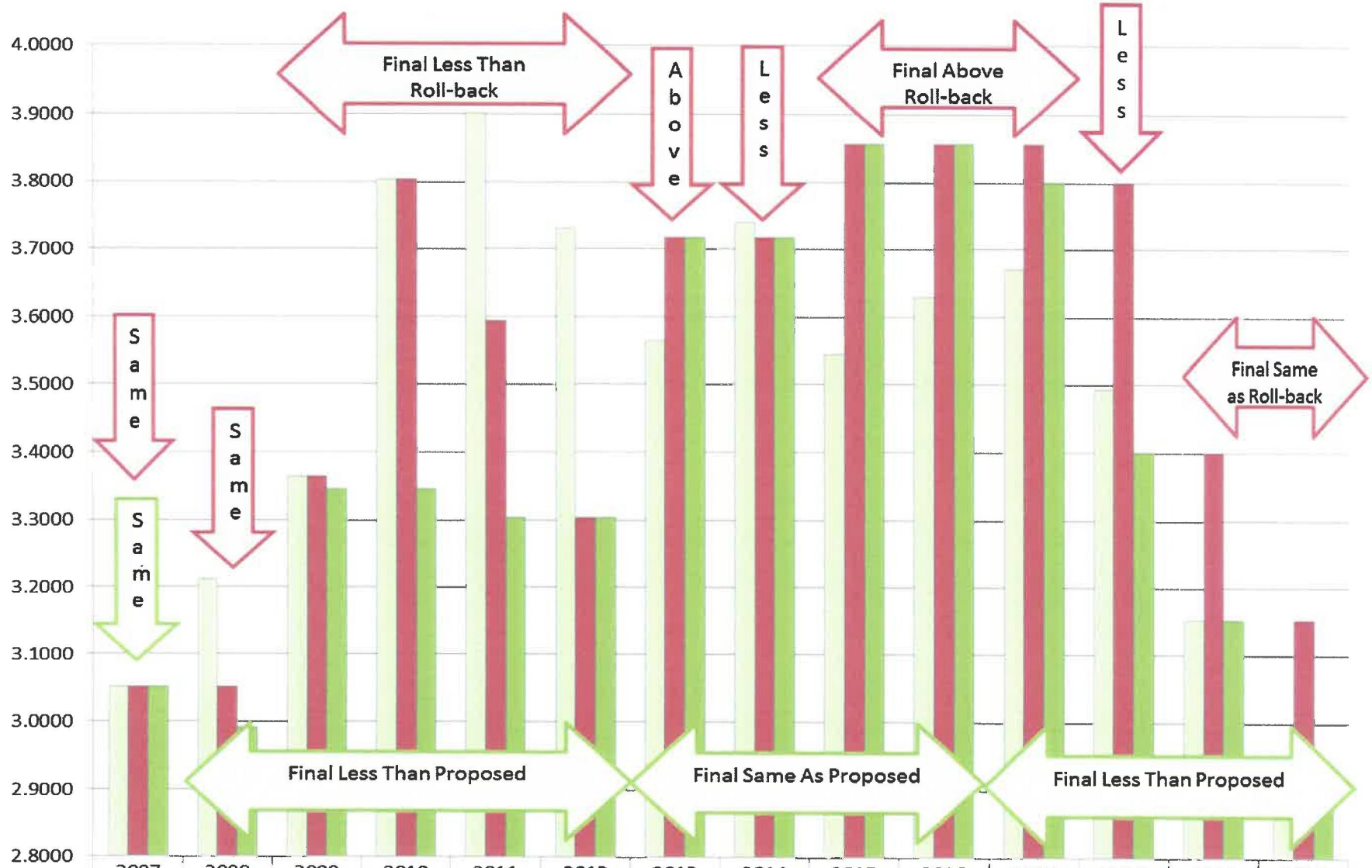
| | | | |
|---|---|---|---|
| 2020 | 33,685,698 | 2016 | 25,763,700 |
| 2019 | 23,351,814 | 2015 | 25,492,245 |
| 2018 | 15,998,366 | 2014 | 19,914,805 |
| 2017 | 35,951,704 | 2013 | 9,435,090 |

Tax Roll Additions Yield $95,071 of Added Revenue for 2021 at the 2.9399 Millage).

# Property Values and Millage: 3.1514 Mills Versus 2.9399

| | 1. 0322% On Homestead: | | 10% On Others: | |
|---|---|---|---|---|
| | 2.9399 | 3.1514 | 2.9399 | 3.1514 |
| ASSESSED VALUES | $200,000 | $202,064 | $200,000 | $220,000 |
| TAXABLE VALUES | $150,000 | $152,064 | $200,000 | $220,000 |
| TAXES | $441 | $479 | $588 | $693 |
| CHANGE (8.6% - 17.9%) | | $38 | | $105 |
| ASSESSED VALUES | $250,000 | $252,581 | $250,000 | $275,000 |
| TAXABLE VALUES | $200,000 | $202,581 | $250,000 | $275,000 |
| TAXES | $588 | $638 | $735 | $867 |
| CHANGE (8.5% - 18.0%) | | $50 | | $132 |
| ASSESSED VALUES | $300,000 | $303,097 | $300,000 | $330,000 |
| TAXABLE VALUES | $250,000 | $253,097 | $300,000 | $330,000 |
| TAXES | $735 | $798 | $882 | $1,040 |
| CHANGE (8.6% - 17.9%) | | $63 | | $158 |

# City of Sebastian
# Yearly Millage Setting




| | 2007 | 2008 | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 | 2019 | 2020 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Rolled- Back | 3.0519 | 3.2121 | 3.3646 | 3.8038 | 3.9019 | 3.7311 | 3.5646 | 3.7398 | 3.5446 | 3.6290 | 3.6700 | 3.4939 | 3.1514 | 2.9399 |
| Proposed | 3.0519 | 3.0519 | 3.3646 | 3.8038 | 3.5940 | 3.3041 | 3.7166 | 3.7166 | 3.8556 | 3.8556 | 3.8556 | 3.8000 | 3.4000 | 3.1514 |
| Final | 3.0519 | 2.9917 | 3.3456 | 3.3456 | 3.3041 | 3.3041 | 3.7166 | 3.7166 | 3.8556 | 3.8556 | 3.8000 | 3.4000 | 3.1514 | 2.9399 |

# Other Considerations

- Labor Agreements Negotiations.
- Hurricane Season.
- Legal Settlements.
- Additional Experience of Virus Effect Revenues – Might Adjust Revenue Estimates.
- Assumed Better Revenues by October 2020.
- Balanced by Optimistic Revenue Estimates, Cutting Pay Increases, Cutting Operating Accounts and Funding Capital Items with Other Funds or Deferring Them to Next Year.

CITY OF
SEBASTIAN
HOME OF PELICAN ISLAND

## CITY OF SEBASTIAN, FLORIDA

# CITY MANAGER'S RECOMMENDED BUDGET AND CAPITAL PROGRAM FISCAL YEAR 2020–2021

**Draft as of June 24, 2020**

# CITY OF SEBASTIAN, FLORIDA 2020-2021 ANNUAL BUDGET

## RECOMMENDED FULL AND PART-TIME POSITIONS

| | Budget FY 2016/2017 | | Budget FY 2017/2018 | | Budget FY 2018/2019 | | Budget FY 2019/2020 | | Amended Budget FY 2019/2020 | | Budget FY 2020/2021 | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Department/Division | F/T | P/T | F/T | P/T | F/T | P/T | F/T | P/T | F/T | P/T | F/T | P/T |
| City Council | 0 | 5 | 0 | 5 | 0 | 5 | 0 | 5 | 0 | 5 | 0 | 5 |
| City Manager | 3 | 0 | 2 | 0 | 2 | 0 | 2 | 0 | 2 | 0 | 2 | 0 |
| City Clerk | 2 | 1 | 2 | 1 | 2 | 1 | 2 | 1 | 2 | 1 | 2 | 1 |
| City Attorney | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 0 |
| Administrative Services | 5 | 1 | 6 | 0 | 6 | 0 | 6 | 0 | 6 | 0 | 6 | 0 |
| Mgmt Information Svcs | 2 | 0 | 3 | 3 | 4 | 2 | 4 | 2 | 4 | 2 | 4 | 2 |
| Audio Visual | 1 | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Leisure Services | 9 | 18 | 8 | 17 | 12 | 18 | 12 | 7 | 13 | 6 | 13 | 4 |
| Community Development | 3 | 0 | 5 | 0 | 4 | 0 | 5 | 0 | 5 | 0 | 5 | 0 |
| Police Administration | 7 | 1 | 8 | 1 | 7 | 2 | 7 | 2 | 7 | 2 | 7 | 1 |
| Police Operations | 28 | 0 | 29 | 1 | 34 | 0 | 32 | 0 | 32 | 0 | 32 | 0 |
| Police Investigations | 7 | 10 | 7 | 11 | 7 | 10 | 9 | 10 | 9 | 10 | 9 | 11 |
| Police Dispatch | 10 | 0 | 10 | 0 | 10 | 0 | 10 | 0 | 10 | 0 | 10 | 0 |
| Code Enforcement | 3 | 0 | 3 | 0 | 3 | 0 | 3 | 0 | 3 | 0 | 3 | 0 |
| Engineering | 3 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Roads & Maintenance | 9 | 0 | 8 | 0 | 10 | 0 | 10 | 0 | 10 | 0 | 10 | 0 |
| Fleet Management | 4 | 0 | 4 | 0 | 4 | 0 | 3 | 0 | 3 | 0 | 3 | 0 |
| Facilities Maintenance | 2 | 1 | 3 | 0 | 3 | 0 | 4 | 0 | 4 | 0 | 4 | 0 |
| Cemetery | 1 | 1 | 2 | 0 | 2 | 0 | 2 | 0 | 2 | 0 | 2 | 0 |
| **GENERAL FUND TOTALS** | **98** | **41** | **99** | **39** | **109** | **38** | **111** | **27** | **113** | **26** | **113** | **24** |
| **Stormwater Utility** | **8** | **0** | **13** | **1** | **14** | **1** | **13** | **1** | **13** | **1** | **13** | **1** |
| Golf Course Administration | 2 | 6 | 2 | 5 | 2 | 4 | 2 | 4 | 2 | 4 | 2 | 4 |
| Golf Course Carts | 0 | 16 | 0 | 14 | 0 | 14 | 0 | 10 | 0 | 10 | 0 | 10 |
| **Golf Course Total** | **2** | **22** | **2** | **19** | **2** | **18** | **2** | **14** | **2** | **14** | **2** | **14** |
| **Airport** | **3** | **0** | **3** | **0** | **2** | **0** | **1** | **1** | **1** | **1** | **1** | **1** |
| **Building Department** | **5** | **1** | **6** | **0** | **7** | **1** | **7** | **1** | **7** | **2** | **8** | **2** |
| SUB-TOTALS | 116.0 | 64.0 | 123.0 | 59.0 | 134.0 | 58.0 | 134.0 | 44.0 | 136.0 | 44.0 | 137.0 | 42.0 |
| TOTAL POSITIONS | 180.0 | | 182.0 | | 192.0 | | 178.0 | | 180.0 | | 179.0 | |
| FULL-TIME POSITIONS | 148.00 | | 152.50 | | 163.00 | | 156.00 | | 158.00 | | 158.00 | |

CITY OF SEBASTIAN

HOME OF PELICAN ISLAND

CITY OF SEBASTIAN, FLORIDA
ANNUAL BUDGET
FISCAL YEAR 2020-2021

# *GENERAL FUND*

**Draft as of June 24, 2020**

CITY OF
SEBASTIAN
HOME OF PELICAN ISLAND

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**GENERAL FUND REVENUE DETAIL**
**Code: 001501**

| Account Number | Description | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY 19/20 Budget | Actual to 3/31/20 | FY 19/20 Projected | Proposed FY20/21 Budget |
|---|---|---|---|---|---|---|---|---|
| **TAXES** | | | | | | | | |
| 311000 | Current Ad Valorem Taxes | 3,726,976 | 3,703,536 | 3,861,686 | 3,881,497 | 3,573,869 | 3,921,929 | 4,182,807 |
| 311001 | Delinquent Ad Valorem Taxes | 77,898 | 83,126 | 79,857 | 70,000 | 0 | 80,000 | 80,000 |
| **TOTAL AD VALOREM TAXES** | | **3,804,874** | **3,786,661** | **3,941,543** | **3,951,497** | **3,573,869** | **4,001,929** | **4,262,807** |
| **FRANCHISE FEES** | | | | | | | | |
| 313100 | Electric Franchise Fees | 1,169,540 | 1,202,094 | 1,226,220 | 1,281,648 | 497,909 | 1,270,000 | 1,327,150 |
| 313700 | Solid Waste Franchise Fees | 84,201 | 95,060 | 96,595 | 98,488 | 39,377 | 108,540 | 113,424 |
| 313900 | Other Franchise Fees - CNG | 17,662 | 19,638 | 20,929 | 21,580 | 9,045 | 20,600 | 21,527 |
| **TOTAL FRANCHISE FEES** | | **1,271,402** | **1,316,792** | **1,343,744** | **1,401,716** | **546,331** | **1,399,140** | **1,462,101** |
| **UTILITY SERVICE TAXES** | | | | | | | | |
| 314100 | Electric Utility Service Tax | 1,640,256 | 1,725,188 | 1,769,201 | 1,831,554 | 721,694 | 1,829,680 | 1,912,016 |
| 314300 | Water Utility Service Tax | 277,004 | 282,002 | 305,344 | 328,120 | 128,514 | 325,780 | 340,440 |
| 314400 | Gas Utility Service Tax | 12,070 | 12,857 | 13,898 | 13,280 | 5,975 | 13,692 | 14,308 |
| 314800 | Propane Utility Service Tax | 39,579 | 39,506 | 41,450 | 42,578 | 15,906 | 40,575 | 42,401 |
| 314950 | CST Revenue Sharing | 740,071 | 748,619 | 752,567 | 802,441 | 311,355 | 778,587 | 813,612 |
| **TOTAL UTILITY SERVICE TAXES** | | **2,708,980** | **2,808,171** | **2,882,460** | **3,017,973** | **1,183,444** | **2,988,314** | **3,122,777** |
| **TOTAL TAXES & FRANCHISE FEES** | | **7,785,255** | **7,911,624** | **8,167,747** | **8,371,186** | **5,303,645** | **8,389,383** | **8,847,685** |
| **LICENSES AND PERMITS** | | | | | | | | |
| 321000 | Business Taxes | 85,221 | 90,944 | 87,023 | 95,000 | 73,083 | 85,000 | 85,000 |
| 321100 | Business Tax - Penalties/Transfers | 2,309 | 2,187 | 1,269 | 2,000 | 977 | 1,000 | 1,500 |
| 322060 | Driveway Permit Fees | 24,500 | 33,600 | 32,200 | 27,000 | 16,700 | 30,000 | 27,000 |
| 322075 | Reinspection Fees | 0 | 35 | 105 | 0 | 70 | 100 | 100 |
| 322080 | Right-of-Way Permits | 500 | 750 | 2,000 | 500 | 500 | 1,000 | 500 |
| 322100 | Land Clearing Permits | 0 | 0 | 0 | 14,500 | 6,425 | 13,000 | 13,000 |
| 322700 | Accessory Structure | 0 | 0 | 300 | 0 | 0 | 0 | 0 |
| 322900 | Other Permits & Fees | 2,744 | 2,785 | 2,644 | 2,700 | 1,382 | 2,700 | 2,700 |
| 329100 | Zoning Fees | 5,241 | 19,591 | 12,176 | 8,000 | 6,150 | 12,000 | 10,000 |
| 329200 | Site Plan Review Fees | 7,300 | 5,250 | 4,500 | 5,000 | 1,700 | 3,400 | 3,400 |
| 329300 | Plat Review Fees | 4,200 | 6,825 | 1,500 | 4,000 | 1,000 | 2,000 | 2,000 |
| 329400 | Plan Checking Fees | 975 | 1,425 | 675 | 1,000 | 1,050 | 1,500 | 1,500 |
| 329450 | Engineer Review Fees | 250 | 0 | 0 | 0 | 0 | 0 | 0 |
| 329500 | Alarm Permits | 2,660 | 2,530 | 2,420 | 2,500 | 930 | 2,500 | 2,500 |
| **TOTAL LICENSES AND PERMITS** | | **135,899** | **165,922** | **146,812** | **162,200** | **109,968** | **154,200** | **149,200** |
| **INTERGOVERNMENTAL REVENUE: FEDERAL GRANTS** | | | | | | | | |
| 331200 | Fed Grant-Public Safety | 6,708 | 4,828 | 5,388 | 0 | 1,425 | 1,425 | 0 |
| 331204 | Fed - JAG Grant | 16,131 | 0 | 3,442 | 3,334 | 3,334 | 3,334 | 0 |
| 334901 | FEMA - Federal Reimb | 0 | 1,255,042 | 494,833 | 128,887 | 14,706 | 14,706 | 128,887 |
| 334902 | FEMA - State Reimb | 0 | 184,668 | 37,787 | 14,779 | 0 | 0 | 14,779 |
| | COVID-19 CARES Reimbursement | 0 | 0 | 0 | 0 | 0 | 0 | 50,000 |
| **TOTAL FEDERAL GRANTS** | | **22,839** | **1,444,538** | **541,451** | **147,000** | **19,464** | **19,465** | **193,666** |

**GENERAL FUND REVENUE DETAIL - CONTINUED**
**Code: 001501**

| Account Number | Description | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY 19/20 Budget | Actual to 3/31/20 | FY 19/20 Projected | Proposed FY20/21 Budget |
|---|---|---|---|---|---|---|---|---|
| **STATE SHARED REVENUES** | | | | | | | | |
| 335120 | Municipal Revenue Sharing | 663,142 | 698,932 | 738,304 | 720,572 | 294,459 | 541,785 | 262,726 |
| 335122 | 8th Cent Motor Fuel Tax | 208,091 | 215,375 | 219,918 | 243,516 | 86,225 | 150,280 | 76,933 |
| 335140 | Mobile Home Licenses | 13,349 | 15,151 | 14,670 | 15,808 | 12,466 | 15,125 | 15,125 |
| 335150 | Alcohol Beverage Licenses | 15,237 | 15,463 | 16,258 | 16,016 | 1,049 | 16,000 | 16,000 |
| 335180 | Local Half-Cent Sales Tax | 1,716,703 | 1,809,846 | 1,884,498 | 1,962,960 | 823,569 | 1,885,456 | 1,970,302 |
| 335200 | Police Pension State Shared Revenue | 168,628 | 188,923 | 198,770 | 0 | 0 | 0 | 0 |
| **TOTAL STATE SHARED REVENUES** | | **2,785,151** | **2,943,689** | **3,072,418** | **2,958,872** | **1,217,768** | **2,608,646** | **2,341,085** |
| **TOTAL INTER-GOV'T REVENUE** | | **2,807,990** | **4,388,228** | **3,613,868** | **3,105,872** | **1,237,232** | **2,628,111** | **2,534,751** |
| **CHARGES FOR SERVICES** | | | | | | | | |
| 341920 | Cert. Copying, Record Search | 2,588 | 2,957 | 2,918 | 3,000 | 2,317 | 4,500 | 4,500 |
| 341930 | Election Fees | 305 | 183 | 366 | 400 | 0 | 400 | 400 |
| 342100 | PD Special Services Fees | 27,958 | 25,965 | 25,117 | 26,000 | 5,724 | 26,000 | 26,000 |
| 342102 | School Resource Officers | 0 | 0 | 70,858 | 75,000 | 36,180 | 36,180 | 75,000 |
| 343805 | Cemetery Fees | 9,290 | 12,591 | 11,446 | 12,000 | 4,890 | 12,000 | 12,000 |
| 347550 | Skate Facility Fees | 2,376 | 1,636 | 1,493 | 0 | 51 | 51 | 0 |
| 347551 | Pickleball Lighting Fees | | 0 | 0 | 0 | 0 | 0 | 2,000 |
| 347555 | Tennis Facility Fees | 18,327 | 18,579 | 21,630 | 22,000 | 12,574 | 12,574 | 22,000 |
| 347556 | County Impact Fees Admin. Fees | 10,415 | 12,689 | 12,483 | 12,000 | 5,742 | 12,000 | 12,000 |
| 347557 | Community Center Rec Revenues | 17,663 | 19,256 | 19,163 | 20,000 | 8,816 | 8,816 | 20,000 |
| 349140 | RRD-Management Fees | 13,202 | 87,740 | 90,372 | 99,076 | 49,538 | 99,076 | 89,725 |
| 349163 | Stormwater-Management Fees | 0 | 0 | 0 | 80,555 | 40,278 | 80,555 | 89,345 |
| 349410 | Golf Course-Management Fees | 96,000 | 93,000 | 88,350 | 97,185 | 48,593 | 97,185 | 106,065 |
| 349450 | Airport-Management Fees | 45,500 | 45,000 | 72,425 | 93,485 | 46,743 | 93,485 | 116,866 |
| 349455 | Maintenance Service Fees-AP | 3,850 | 2,931 | 6,794 | 4,000 | 2,633 | 4,000 | 4,000 |
| 349480 | Building Dept Management Fees | 65,000 | 43,000 | 45,150 | 49,665 | 24,833 | 49,665 | 54,632 |
| 349485 | Maintenance Services Fees-Bldg Dept. | 286 | 1,528 | 534 | 500 | 199 | 400 | 500 |
| 349601 | Cemetery-Management Fees | 0 | 0 | 55,000 | 80,000 | 0 | 80,000 | 85,000 |
| 349620 | Administrative Fees-Pension | 0 | 24,000 | 24,000 | 24,000 | 6,000 | 24,000 | 24,000 |
| **TOTAL CHGS FOR SERVICE** | | **312,760** | **391,054** | **548,100** | **698,866** | **295,108** | **640,887** | **744,033** |
| **FINES AND FORFEITS** | | | | | | | | |
| 351100 | Court Fines | 12,633 | 13,935 | 14,793 | 13,000 | 8,532 | 14,000 | 14,000 |
| 351115 | Police Education-$2.00 Funds | 1,044 | 1,143 | 1,558 | 1,100 | 860 | 1,200 | 1,200 |
| 351120 | Drivers Education | 71 | 0 | 0 | 0 | 0 | 0 | 0 |
| 351140 | Parking Fines | 845 | 855 | 470 | 500 | 45 | 250 | 500 |
| 354100 | Code Enforcement Fines | 55,631 | 31,407 | 34,135 | 25,000 | 27,591 | 35,000 | 35,000 |
| 359000 | Other Fines/Forfeits | 187 | 361 | 40 | 200 | 84 | 200 | 200 |
| **TOTAL FINES AND FORFEITS** | | **70,411** | **47,701** | **50,997** | **39,800** | **37,112** | **50,650** | **50,900** |
| **MISCELLANEOUS REVENUE:** | | | | | | | | |
| **INTEREST EARNINGS** | | | | | | | | |
| 361100 | Interest Income | 37,199 | 61,013 | 96,267 | 126,000 | 30,784 | 45,000 | 45,000 |
| 361105 | State Board Interest Earnings | 14,495 | 27,653 | 33,665 | 45,000 | 10,083 | 15,000 | 15,000 |
| 361150 | Other Interest | 3,893 | 902 | 1,602 | 1,270 | 1,057 | 1,500 | 1,500 |
| **TOTAL INTEREST EARNINGS** | | **55,587** | **89,567** | **131,534** | **172,270** | **41,924** | **61,500** | **61,500** |

**GENERAL FUND REVENUE DETAIL - CONTINUED**

**Code: 001501**

| Account Number | Description | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY 19/20 Budget | Actual to 3/31/20 | FY 19/20 Projected | Proposed FY20/21 Budget |
|---|---|---|---|---|---|---|---|---|
| **RENT AND ROYALTIES** | | | | | | | | |
| 362100 | Rents and Royalties | 16,547 | 22,234 | 22,043 | 28,000 | 14,241 | 28,000 | 28,000 |
| 362150 | Nontaxable Rent | 102,752 | 103,778 | 117,707 | 100,000 | 44,823 | 115,000 | 115,000 |
| **TOTAL RENT AND ROYALTIES** | | **119,298** | **126,012** | **139,750** | **128,000** | **59,064** | **143,000** | **143,000** |
| **SALE OF FIXED ASSETS** | | | | | | | | |
| 364100 | Sale of Fixed Assets | 40,106 | 48,215 | 23,672 | 55,000 | 18,495 | 45,000 | 45,000 |
| 365000 | Sale of Surplus Material/Scrap | 3,700 | 9,869 | 6,134 | 5,000 | 460 | 5,000 | 5,000 |
| **TOTAL SALES OF FIXED ASSETS** | | **43,806** | **58,084** | **29,805** | **60,000** | **18,955** | **50,000** | **50,000** |
| **CONTRIBUTIONS/DONATIONS** | | | | | | | | |
| 366000 | Contributions & Donations | 2,900 | 1,860 | 7,899 | 9,719 | 1,459 | 5,000 | 5,000 |
| 366150 | 75th Anniversary Revenues | 1,390 | 1,600 | 300 | 1,500 | 450 | 450 | 500 |
| 366200 | Contribution/Greer Trust | 12,000 | 13,000 | 8,200 | 8,000 | 8,100 | 8,100 | 0 |
| 366602 | Donations-PD Safety Classes | 0 | 0 | 810 | 0 | 0 | 0 | 0 |
| 366603 | Donations-COPE Unit | 0 | 21,317 | 3,774 | 0 | 0 | 0 | 0 |
| 366604 | Donations-Public Safety Employees | 6,003 | 3,955 | 5,156 | 0 | 0 | 0 | 0 |
| 366605 | Donations-General Empl Fund | 627 | 938 | 357 | 0 | 0 | 0 | 0 |
| 366805 | 4th of July Donations | 2,500 | 2,600 | 2,500 | 2,500 | 2,500 | 2,500 | 2,500 |
| **TOTAL CONTRIBUTIONS/DONATIONS** | | **25,420** | **45,270** | **28,996** | **21,719** | **12,509** | **16,050** | **8,000** |
| **OTHER MISCELLANEOUS REVENUES** | | | | | | | | |
| 367000 | Gain/Loss on Investments | 4,242 | 0 | 23,669 | 0 | 5,909 | 6,000 | 0 |
| 369100 | Motor Fuel Tax Rebate | 14,181 | 15,406 | 17,246 | 15,000 | 7,713 | 15,500 | 15,500 |
| 369200 | Insurance Proceeds | 43,117 | 30,354 | 33,463 | 35,000 | 80,559 | 85,000 | 35,000 |
| 369400 | Reimbursements | 7,151 | 32,473 | 15,744 | 34,275 | 4,970 | 10,000 | 15,000 |
| 369900 | Other Miscellaneous Revenues | 92 | 186 | 1,392 | 200 | 329 | 500 | 500 |
| 369955 | Vend Mach Sales-Gen Empl Fund | 148 | 110 | 69 | 100 | 0 | 100 | 100 |
| **TOTAL OTHER MISCELLANEOUS REV.** | | **68,932** | **78,529** | **91,583** | **84,575** | **99,479** | **117,100** | **66,100** |
| **TOTAL MISCELLANEOUS REVENUE** | | **313,043** | **397,461** | **421,667** | **466,564** | **231,931** | **387,650** | **328,600** |
| **TOTAL REVENUES** | | **11,425,359** | **13,301,990** | **12,949,191** | **12,844,488** | **7,214,995** | **12,250,881** | **12,655,169** |
| **INTERFUND TRANSFERS** | | | | | | | | |
| 381163 | Transfer from 163 STORMWATER | 650,000 | 700,000 | 0 | 0 | 0 | 0 | 0 |
| 381360 | Transfer from 363 STORMWATER | 0 | 0 | 23,928 | 0 | 0 | 0 | 0 |
| 381410 | Transfer from 410 GOLF | 0 | 0 | 0 | 0 | 0 | 26,901 | 35,000 |
| 381450 | Transfer from 450 AIRPORT | 10,000 | 0 | 0 | 25,000 | 12,500 | 25,000 | 150,000 |
| 381601 | Transfer from 601 CEMETERY | 3,569 | 4,638 | 0 | 0 | 0 | 0 | 0 |
| **TOTAL INTERFUND TRANSFERS** | | **663,569** | **704,638** | **23,928** | **25,000** | **12,500** | **51,901** | **185,000** |
| **TOTAL REVENUES AND TRANSFERS** | | **12,088,928** | **14,006,628** | **12,973,119** | **12,869,488** | **7,227,495** | **12,302,782** | **12,840,169** |
| **OTHER FINANCING SOURCES** | | | | | | | | |
| 389991 | Change in Fund Balance | (1,319,386) | 0 | 0 | 254,089 | 0 | 595,809 | 0 |
| **TOTAL OTHER SOURCES** | | **(1,319,386)** | **0** | **0** | **254,089** | **0** | **595,809** | **0** |
| **TOTAL REV. AND OTHER SOURCES** | | **10,769,542** | **14,006,628** | **12,973,119** | **13,123,577** | **7,227,495** | **12,898,591** | **12,840,169** |

## SUMMARY OF GENERAL FUND EXPENDITURES BY DEPARTMENT/DIVISION

| Org Code | Description | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY 19/20 Budget | FY 19/20 Projected | FY 20/21 Budget |
|---|---|---|---|---|---|---|---|
| 010001 | City Council | $ 53,751 | $ 53,664 | $ 52,259 | $ 63,080 | $ 57,074 | $ 59,737 |
| 010005 | City Manager | 264,000 | 425,856 | 336,677 | 276,527 | 269,380 | 286,148 |
| 010009 | City Clerk | 180,698 | 207,260 | 205,292 | 229,861 | 224,026 | 213,657 |
| 010010 | City Attorney | 68,346 | 100,267 | 105,409 | 181,738 | 228,593 | 197,538 |
| 010020 | Administrative Services | 571,115 | 651,177 | 672,001 | 695,567 | 688,739 | 693,359 |
| 010021 | Management Information Servic | 163,425 | 385,022 | 464,729 | 537,772 | 536,497 | 508,634 |
| 010022 | Audio Visual | 105,534 | 0 | 0 | 0 | 0 | 0 |
| 010041 | Police Administration | 1,004,482 | 1,075,874 | 1,052,404 | 1,095,279 | 1,026,850 | 862,635 |
| 010043 | Police Operations | 2,598,763 | 3,045,451 | 3,412,730 | 3,427,804 | 3,419,694 | 3,501,908 |
| 010047 | Police Investigations | 714,488 | 754,632 | 818,247 | 1,051,451 | 1,046,077 | 1,097,082 |
| 010049 | Police Dispatch | 611,029 | 599,063 | 622,038 | 653,693 | 638,600 | 653,778 |
| 010045 | Code Enforcement Division | 164,704 | 178,587 | 184,410 | 191,648 | 189,261 | 193,315 |
| 010051 | Engineering | 597,616 | 0 | 0 | 0 | 0 | 0 |
| 010052 | Roads and Maintenance | 455,432 | 808,444 | 887,151 | 991,997 | 975,715 | 1,027,190 |
| 010053 | Stormwater Utility | 713,390 | 1,120,302 | 1,120,302 | 0 | 0 | 0 |
| 010054 | Fleet Management | 213,861 | 218,860 | 232,278 | 212,349 | 200,118 | 211,227 |
| 010056 | Facilities Maintenance | 427,285 | 489,500 | 398,280 | 575,943 | 590,599 | 560,688 |
| 010059 | Cemetery | 166,376 | 186,139 | 178,033 | 179,676 | 178,582 | 228,114 |
| 010057 | Leisure Services | 923,457 | 879,540 | 1,145,017 | 1,194,420 | 1,128,034 | 1,110,085 |
| 010080 | Community Development | 214,587 | 395,776 | 366,205 | 589,724 | 554,681 | 507,450 |
| 010099 | Non-Departmental | 3,195,976 | 1,564,956 | 1,014,277 | 994,048 | 946,071 | 927,624 |
| | Total General Fund Expenditure | $ 13,408,315 | $ 13,140,369 | $ 13,267,741 | $ 13,142,577 | $ 12,898,591 | $ 12,840,169 |
| | Total Revenues and Transfers | 12,088,928 | 14,006,628 | 12,973,119 | 12,869,488 | 12,302,782 | 12,840,169 |
| | Change in Fund Balance | $ (1,319,386) | $ 866,259 | $ (294,622) | $ (273,089) | $ (595,808) | 0 |

# CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

## GENERAL FUND OPERATING SUMMARY
## EXPENDITURE BY DEPARTMENT/DIVISION

| Department | 2017 Actual | 2018 Actual | 2019 Actual | 2020 Budget | 2020 Projected | 2021 Budget |
|---|---|---|---|---|---|---|
| **CITY COUNCIL** | | | | | | |
| PERSONAL SERVICES | $ 22,729 | $ 22,728 | $ 22,736 | $ 22,738 | $ 22,729 | $ 22,732 |
| OPERATING EXPENDITURES | 31,022 | 30,936 | 29,523 | 40,342 | 34,345 | 37,005 |
| CAPITAL OUTLAY | - | - | - | - | - | - |
| **TOTAL** | **$ 53,751** | **$ 53,664** | **$ 52,259** | **$ 63,080** | **$ 57,074** | **$ 59,737** |
| **CITY MANAGER** | | | | | | |
| PERSONAL SERVICES | $ 257,129 | $ 386,539 | $ 325,131 | $ 260,782 | $ 259,185 | $ 269,056 |
| OPERATING EXPENDITURES | 6,870 | 39,317 | 11,546 | 15,745 | 10,195 | 17,092 |
| CAPITAL OUTLAY | - | - | - | - | - | - |
| **TOTAL** | **$ 264,000** | **$ 425,856** | **$ 336,677** | **$ 276,527** | **$ 269,380** | **$ 286,148** |
| **CITY CLERK** | | | | | | |
| PERSONAL SERVICES | $ 150,152 | $ 159,304 | $ 170,673 | $ 175,111 | $ 172,752 | $ 181,367 |
| OPERATING EXPENDITURES | 30,545 | 47,955 | 20,636 | 54,750 | 51,274 | 29,980 |
| CAPITAL OUTLAY | - | - | 13,983 | - | - | 2,310 |
| **TOTAL** | **$ 180,698** | **$ 207,260** | **$ 205,292** | **$ 229,861** | **$ 224,026** | **$ 213,657** |
| **CITY ATTORNEY** | | | | | | |
| PERSONAL SERVICES | $ - | $ - | $ - | $ 98,150 | $ 98,150 | $ 160,151 |
| OPERATING EXPENDITURES | 68,346 | 100,267 | 105,409 | 83,588 | 130,443 | 37,387 |
| CAPITAL OUTLAY | - | - | - | - | - | - |
| **TOTAL** | **$ 68,346** | **$ 100,267** | **$ 105,409** | **$ 181,738** | **$ 228,593** | **$ 197,538** |
| **ADMINISTRATIVE SERVICES** | | | | | | |
| PERSONAL SERVICES | $ 461,830 | $ 525,070 | $ 540,448 | $ 557,951 | $ 555,147 | $ 548,286 |
| OPERATING EXPENDITURES | 105,234 | 126,108 | 131,553 | 137,616 | 133,592 | 145,073 |
| CAPITAL OUTLAY | 4,050 | - | - | - | - | - |
| **TOTAL** | **$ 571,115** | **$ 651,177** | **$ 672,001** | **$ 695,567** | **$ 688,739** | **$ 693,359** |
| **MANAGEMENT INFORMATION SERVICES** | | | | | | |
| PERSONAL SERVICES | $ 111,969 | $ 246,755 | $ 314,098 | $ 348,448 | $ 347,173 | $ 351,218 |
| OPERATING EXPENDITURES | 51,456 | 138,267 | 126,311 | 188,412 | 188,412 | 157,416 |
| CAPITAL OUTLAY | - | - | 24,320 | 912 | 912 | - |
| **TOTAL** | **$ 163,425** | **$ 385,022** | **$ 464,729** | **$ 537,772** | **$ 536,497** | **$ 508,634** |
| **AUDIO VISUAL** | | | | | | |
| PERSONAL SERVICES | $ 91,008 | $ - | $ - | $ - | $ - | $ - |
| OPERATING EXPENDITURES | 14,526 | - | - | - | - | - |
| CAPITAL OUTLAY | - | - | - | - | - | - |
| **TOTAL** | **$ 105,534** | **$ -** | **$ -** | **$ -** | **$ -** | **$ -** |
| **COMMUNITY DEVELOPMENT** | | | | | | |
| PERSONAL SERVICES | $ 180,910 | $ 357,598 | $ 318,631 | $ 424,545 | $ 398,283 | $ 424,825 |
| OPERATING EXPENDITURES | 33,677 | 38,178 | 47,574 | 148,705 | 141,748 | 66,125 |
| CAPITAL OUTLAY | - | - | - | 16,474 | 14,650 | 16,500 |
| **TOTAL** | **$ 214,587** | **$ 395,776** | **$ 366,205** | **$ 589,724** | **$ 554,681** | **$ 507,450** |

| Department | 2017 Actual | 2018 Actual | 2019 Actual | 2020 Budget | 2020 Projected | 2021 Budget |
|---|---|---|---|---|---|---|
| **POLICE DEPARTMENT - ADMINISTRATION** | | | | | | |
| PERSONAL SERVICES | $ 883,814 | $ 919,624 | $ 919,091 | $ 919,839 | $ 866,516 | $ 726,981 |
| OPERATING EXPENDITURES | 120,669 | 119,785 | 133,314 | 155,440 | 140,640 | 135,654 |
| CAPITAL OUTLAY | - | 36,465 | - | 20,000 | 19,694 | - |
| **TOTAL** | **$ 1,004,482** | **$ 1,075,874** | **$ 1,052,404** | **$ 1,095,279** | **$ 1,026,850** | **$ 862,635** |
| **POLICE DEPARTMENT - OPERATIONS** | | | | | | |
| PERSONAL SERVICES | $ 2,308,436 | $ 2,727,327 | $ 3,100,165 | $ 3,079,499 | $ 3,097,397 | $ 3,161,351 |
| OPERATING EXPENDITURES | 270,954 | 294,835 | 290,787 | 301,989 | 279,597 | 310,557 |
| CAPITAL OUTLAY | 19,373 | 23,289 | 21,778 | 46,316 | 42,700 | 30,000 |
| **TOTAL** | **$ 2,598,763** | **$ 3,045,451** | **$ 3,412,730** | **$ 3,427,804** | **$ 3,419,694** | **$ 3,501,908** |
| **POLICE DEPARTMENT - INVESTIGATIONS** | | | | | | |
| PERSONAL SERVICES | $ 603,083 | $ 648,579 | $ 664,952 | $ 891,625 | $ 884,682 | $ 939,003 |
| OPERATING EXPENDITURES | 106,217 | 106,054 | 115,848 | 131,773 | 134,286 | 147,479 |
| CAPITAL OUTLAY | 5,188 | - | 37,446 | 28,053 | 27,109 | 10,600 |
| **TOTAL** | **$ 714,488** | **$ 754,632** | **$ 818,247** | **$ 1,051,451** | **$ 1,046,077** | **$ 1,097,082** |
| **POLICE DEPARTMENT - DISPATCH** | | | | | | |
| PERSONAL SERVICES | $ 600,680 | $ 590,500 | $ 611,731 | $ 642,853 | $ 626,537 | $ 639,942 |
| OPERATING EXPENDITURES | 10,349 | 8,563 | 10,307 | 10,840 | 12,063 | 13,836 |
| CAPITAL OUTLAY | - | - | - | - | - | - |
| **TOTAL** | **$ 611,029** | **$ 599,063** | **$ 622,038** | **$ 653,693** | **$ 638,600** | **$ 653,778** |
| **CODE ENFORCEMENT** | | | | | | |
| PERSONAL SERVICES | $ 149,566 | $ 159,672 | $ 165,801 | $ 171,610 | $ 171,480 | $ 172,607 |
| OPERATING EXPENDITURES | 15,138 | 18,914 | 18,610 | 20,038 | 17,781 | 20,708 |
| CAPITAL OUTLAY | - | - | - | - | - | - |
| **TOTAL** | **$ 164,704** | **$ 178,587** | **$ 184,410** | **$ 191,648** | **$ 189,261** | **$ 193,315** |
| **ENGINEERING** | | | | | | |
| PERSONAL SERVICES | $ 293,557 | $ - | $ - | $ - | $ - | $ - |
| OPERATING EXPENDITURES | 239,138 | - | - | - | - | - |
| CAPITAL OUTLAY | 64,921 | - | - | - | - | - |
| **TOTAL** | **$ 597,616** | **$ -** | **$ -** | **$ -** | **$ -** | **$ -** |

| Department | 2017 Actual | 2018 Actual | 2019 Actual | 2020 Budget | 2020 Projected | 2021 Budget |
|---|---|---|---|---|---|---|
| **PUBLIC WORKS - ROADS AND MAINTENANCE** | | | | | | |
| PERSONAL SERVICES | $ 379,293 | $ 462,678 | $ 505,970 | $ 600,329 | $ 583,990 | $ 609,639 |
| OPERATING EXPENDITURES | 72,500 | 338,222 | 325,439 | 352,118 | 352,535 | 369,151 |
| CAPITAL OUTLAY | 3,639 | 7,544 | 55,743 | 39,550 | 39,190 | 48,400 |
| **TOTAL** | **$ 455,432** | **$ 808,444** | **$ 887,151** | **$ 991,997** | **$ 975,715** | **$ 1,027,190** |
| **PUBLIC FACILITIES - STORMWATER UTILITY** | | | | | | |
| PERSONAL SERVICES | $ 336,195 | $ 630,002 | $ 630,002 | $ - | $ - | $ - |
| OPERATING EXPENDITURES | 377,195 | 488,037 | 488,037 | - | - | - |
| CAPITAL OUTLAY | - | 2,263 | 2,263 | - | - | - |
| **TOTAL** | **$ 713,390** | **$ 1,120,302** | **$ 1,120,302** | **$ -** | **$ -** | **$ -** |
| **PUBLIC FACILITIES - FLEET MANAGEMENT** | | | | | | |
| PERSONAL SERVICES | $ 184,297 | $ 194,428 | $ 194,159 | $ 186,004 | $ 180,673 | $ 185,787 |
| OPERATING EXPENDITURES | 27,228 | 24,432 | 28,524 | 26,345 | 19,445 | 22,640 |
| CAPITAL OUTLAY | 2,335 | - | 9,595 | - | - | 2,800 |
| **TOTAL** | **$ 213,861** | **$ 218,860** | **$ 232,278** | **$ 212,349** | **$ 200,118** | **$ 211,227** |
| **PUBLIC FACILITIES - CEMETERY** | | | | | | |
| PERSONAL SERVICES | $ 140,365 | $ 149,728 | $ 145,725 | $ 151,217 | $ 152,217 | $ 172,899 |
| OPERATING EXPENDITURES | 26,011 | 27,920 | 32,308 | 28,459 | 26,365 | 35,215 |
| CAPITAL OUTLAY | - | 8,491 | - | - | - | 20,000 |
| **TOTAL** | **$ 166,376** | **$ 186,139** | **$ 178,033** | **$ 179,676** | **$ 178,582** | **$ 228,114** |
| **PUBLIC FACILITIES - FACILITIES MAINTENANCE** | | | | | | |
| PERSONAL SERVICES | $ 92,872 | $ 133,131 | $ 160,659 | $ 279,543 | $ 279,543 | $ 284,664 |
| OPERATING EXPENDITURES | 225,941 | 232,174 | 219,247 | 253,735 | 268,531 | 255,724 |
| CAPITAL OUTLAY | 108,473 | 124,195 | 18,374 | 42,665 | 42,525 | 20,300 |
| **TOTAL** | **$ 427,285** | **$ 489,500** | **$ 398,280** | **$ 575,943** | **$ 590,599** | **$ 560,688** |
| **LEISURE SERVICES** | | | | | | |
| PERSONAL SERVICES | $ 518,371 | $ 505,975 | $ 759,730 | $ 819,797 | $ 763,896 | $ 786,673 |
| OPERATING EXPENDITURES | 394,206 | 369,197 | 244,648 | 229,455 | 218,970 | 260,412 |
| CAPITAL OUTLAY | 10,880 | 4,368 | 140,640 | 145,168 | 145,168 | 63,000 |
| **TOTAL** | **$ 923,457** | **$ 879,540** | **$ 1,145,017** | **$ 1,194,420** | **$ 1,128,034** | **$ 1,110,085** |
| **NON-DEPARTMENTAL** | | | | | | |
| PERSONAL SERVICES | $ 409,276 | $ 291,741 | $ 278,439 | $ 287,800 | $ 268,500 | $ 269,600 |
| OPERATING EXPENDITURES | 611,345 | 634,268 | 712,594 | 701,557 | 672,880 | 658,024 |
| CAPITAL OUTLAY | 1,765 | 2,918 | - | - | - | - |
| GRANTS AND AIDS | - | - | - | - | - | - |
| INTERFUND TRANSFERS OUT | 2,173,590 | 636,029 | 23,244 | 4,691 | 4,691 | - |
| CONTINGENCY | - | - | - | - | - | - |
| **TOTAL** | **$ 3,195,976** | **$ 1,564,956** | **$ 1,014,277** | **$ 994,048** | **$ 946,071** | **$ 927,624** |
| **TOTALS** | | | | | | |
| PERSONAL SERVICES | $ 8,175,533 | $ 9,111,377 | $ 9,828,141 | $ 9,917,841 | $ 9,728,850 | $ 9,906,781 |
| OPERATING EXPENDITURES | 2,838,568 | 3,183,431 | 3,092,214 | 2,880,907 | 2,833,102 | 2,719,478 |
| CAPITAL OUTLAY | 220,623 | 209,532 | 324,141 | 339,138 | 331,948 | 213,910 |
| GRANTS AND AIDS | - | - | - | - | - | - |
| INTERFUND TRANSFERS OUT | 2,173,590 | 636,029 | 23,244 | 4,691 | 4,691 | - |
| CONTINGENCY | - | - | - | - | - | - |
| **TOTAL GENERAL FUND** | **$ 13,408,315** | **$ 13,140,369** | **$ 13,267,741** | **$ 13,142,577** | **$ 12,898,591** | **$ 12,840,169** |

CITY OF
SEBASTIAN
HOME OF PELICAN ISLAND

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# CITY COUNCIL

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

## FISCAL YEAR 2020 ACCOMPLISHMENTS

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## FISCAL YEAR 2021 GOALS AND OBJECTIVES

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

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- ➢
- ➢
- ➢
- ➢
- ➢

## PERFORMANCE MEASURES

| Performance Indicators | Actual 2016/2017 | Actual 2017/2018 | Actual 2018/2019 | Projected 2019/2020 | Projected 2020/2021 |
|---|---|---|---|---|---|
| Number of Council Meetings Conducted | 21 | 18 | 22 | 18 | 18 |
| Number of CRA Meetings Conducted | 8 | 8 | 4 | 5 | 5 |
| Number of Board of Adjustment Meetings Conducted | 2 | 3 | 2 | 3 | 2 |
| Number of Ordinances Adopted | 3 | 9 | 8 | 5 | 12 |
| Number of Resolutions Adopted | 35 | 34 | 31 | 35 | 35 |
| Number of Board Appointments | 16 | 13 | 15 | 15 | 30 |

## CITY COUNCIL PROGRAM BUDGET DESCRIPTION

| STAFFING 19/20 | STAFFING 20/21 | NATURE OF ACTIVITY |
|---|---|---|
| 35.00% | 40.00% | **Regular and Special Meetings** - Preparation and attendance at meetings (24 regular City Council and other CRA, Board of Adjustment and Council workshops/special meetings). Responsible for all legislative functions of City Government, including the establishment of laws and policies, and appointing qualified citizens to boards and committees. |
| 10.00% | 10.00% | **City Functions and Events** - Attendance at functions. Public relations. |
| 25.00% | 25.00% | **Conference, Legislative, County, State, and Local Meetings** - Attendance at assigned County and regional meetings. City representation at all levels of government and intra-governmental affairs. |
| 30.00% | 25.00% | **Citizens' Problems and Complaints** - Assisting Citizens in referring complaints and problems to the City Manager for follow-up. |
| 100.00% | 100.00% | |

## CITY COUNCIL BUDGET SUMMARY

The Fiscal Year 2020-2021 proposed budget for City Council is $ 59,737. This compares to the 2019-2020 projected expenditures of $ 57,074, an increase of $ 2,663, or 4.67%.

| | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY 19/20 Budget | Projected FY 19/20 Expenditures | FY 20/21 Budget | Difference |
|---|---|---|---|---|---|---|---|
| Personal Services | $ 22,729 | $ 22,728 | $ 22,736 | $ 22,738 | $ 22,729 | $ 22,732 | $ 3 |
| Operating Expenditures | 31,022 | 30,936 | 29,523 | 40,342 | 34,345 | 37,005 | 2,660 |
| Capital Outlay | - | - | - | - | - | - | - |
| Total | $ 53,751 | $ 53,664 | $ 52,259 | $ 63,080 | $ 57,074 | $ 59,737 | $ 2,663 |

Fiscal Year 2020-2021 Proposed Budget -
Major Current Level Changes from Fiscal Year 2019-2020 Projected Expenditures: Difference

1. **Personal Services** - Slight increase due to projected workers compensation rate increase. $ 3
2. **Operating Expenditures** - Increase due primarily to additional training and travel. $ 2,660
3. **Capital Outlay** - No change. $ -

# CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

## PERSONAL SERVICES SCHEDULE

**CITY COUNCIL**

| POSITION | PAY RANGE | FULL TIME EQUIVALENTS 18/19 | 19/20 | Amended 19/20 | 20/21 | Projected Expenditures 19/20 | Budget 20/21 |
|---|---|---|---|---|---|---|---|
| Mayor | 5,400 | 1.00 | 1.00 | 1.00 | 1.00 | $ 5,400 | $ 5,400 |
| Vice-Mayor | 3,600 | 1.00 | 1.00 | 1.00 | 1.00 | 3,600 | 3,600 |
| Council Member | 3,600 | 3.00 | 3.00 | 3.00 | 3.00 | 10,800 | 10,800 |
| | | 5.00 | 5.00 | 5.00 | 5.00 | | |
| | | TOTAL SALARIES | | | | $ 19,800 | $ 19,800 |
| | | FICA Taxes | | | | 2,892 | 2,892 |
| | | Worker's Compensation Insurance | | | | 37 | 40 |
| | | Total Personal Services | | | | $ 22,729 | $ 22,732 |

**CITY COUNCIL**

**Code: 010001**

| Account Number | Description | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY 19/20 Budget | FY 19/20 Projected | FY 20/21 Dept Request | Proposed FY 20/21 Budget |
|---|---|---|---|---|---|---|---|---|
| PERSONAL SERVICES | | | | | | | | |
| 511200 | Legislative Salaries | 19,800 | 19,800 | 19,800 | 19,800 | 19,800 | 19,800 | 19,800 |
| 512100 | FICA Taxes | 2,892 | 2,892 | 2,892 | 2,892 | 2,892 | 2,892 | 2,892 |
| 512400 | Worker's Comp Insurance | 38 | 36 | 44 | 46 | 37 | 40 | 40 |
| TOTAL PERSONAL SERVICES | | 22,729 | 22,728 | 22,736 | 22,738 | 22,729 | 22,732 | 22,732 |
| OPERATING EXPENDITURES | | | | | | | | |
| 534000 | Travel & Per Diem | 24,217 | 24,825 | 23,347 | 31,800 | 26,100 | 27,750 | 27,750 |
| 534105 | Cellular Telephone | 1,293 | 1,667 | 1,873 | 1,884 | 1,115 | 1,140 | 1,140 |
| 534110 | Internet Access | 1,064 | 575 | 433 | 433 | 1,170 | 1,300 | 1,300 |
| 534800 | Promotional Activities | 190 | 171 | 572 | 700 | 575 | 500 | 500 |
| 535200 | Departmental Supplies | 467 | 517 | 326 | 930 | 820 | 865 | 865 |
| 535210 | Computer Supplies | 565 | 28 | 22 | 650 | 620 | 1,000 | 1,000 |
| 535410 | Dues and Memberships | 0 | 200 | 200 | 200 | 200 | 200 | 200 |
| 535420 | Books and Publications | 0 | 24 | 0 | 95 | 95 | 50 | 50 |
| 535450 | Training and Education | 3,225 | 2,930 | 2,750 | 3,650 | 3,650 | 4,200 | 4,200 |
| TOTAL OPERATING EXPENDITURES | | 31,022 | 30,936 | 29,523 | 40,342 | 34,345 | 37,005 | 37,005 |
| CAPITAL OUTLAY | | | | | | | | |
| 606400 | Vehicles and Equipment | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL CAPITAL OUTLAY | | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| TOTAL CITY COUNCIL | | 53,751 | 53,664 | 52,259 | 63,080 | 57,074 | 59,737 | 59,737 |

# CITY MANAGER

In 1987, the voters of Sebastian adopted the Council/Manager form of government. The City Manager, appointed by and serving at the pleasure of the City Council, is the chief operating officer of municipal government. The City Manager's office provides administrative direction for all municipal operations consistent with goals adopted by City Council. As such, the City Manager implements policies of the City Council and is responsible for the oversight of the day-to-day operations of the City, as well as ensuring that services and operations function in an efficient, timely and cost-effective manner while still in accordance with City Council objectives.

As chief operating officer of the City, the City Manager's office is involved in the following functions: the daily administration of the City; appointing authority for all City employees; supervision and evaluation of the management team; coordination of intra and inter-governmental affairs; acting as the administrative spokesperson for the City; formulation of the annual budget; recommendations with respect to departmental and non-departmental expenditures and the capital improvement program; preparation of reports and data to assist the City Council in making formal decisions; ensuring effective and efficient action on citizen complaints and requests for service; and conducting administrative research and analysis.

## FISCAL YEAR 2020 ACCOMPLISHMENTS

- ✓ Updated and redesigned the City's Website to make navigation through the site more efficient, secure, and maintain ADA compliance.
- ✓ Facilitated Pickle Ball construction.
- ✓ Assisted in the City's 100K Award of the Indian River Lagoon National Estuary Program Grant.
- ✓ Assisted in the City's 30K Award of the FAA CARES Act Grant.
- ✓ Assisted in the City's 69K Award of the FAA Airport Improvement Grant.
- ✓ Assisted in the City's 297K Award of the St. John's River Water Management Cost Share Plan Grant.
- ✓ Assisted in the City's 800K Award of the FDOT Sewer Infrastructure Grant.

## FISCAL YEAR 2021 GOALS AND OBJECTIVES

**City Goal: Governmental Efficiency**

**City Operations**

- Complete a comprehensive Stormwater Master Plan.
- Complete the City's overall Strategic Plan.

**Quality Service to Citizens**

- Provide a prompt response to citizen complaints and/or requests and provide help where appropriate.
- Continue to be transparent and maintain residents informed about City services, projects, and the community overall.
- Working on design and value engineering for the construction of the Public Works Compound.

**Provide Effective Support to City Council**

- Continue to keep City Council informed in a proactive manner.
- Follow legislation that may affect the City.

**Maintain Positive Intergovernmental Relations**

- Maintain open lines of communication with other governmental entities.
- Continue to work with legislative delegation in Tallahassee, in support of the City's projects, goals, and objectives.

## PERFORMANCE MEASURES

| Performance Indicators | Actual 2016/2017 | Actual 2017/2018 | Actual 2018/2019 | Projected 2019/2020 | Projected 2020/2021 |
|---|---|---|---|---|---|
| Per Capita Level of Service Cost | $580 | $543 | $539 | $512 | $510 |
| Per Capita Number of Full-time Employees | 5.01 | 5.08 | 5.44 | 5.36 | 5.44 |
| General Fund Unrestricted Funds vs. Expenditures | 33.61% | 40.89% | 46.72% | 43.44% | 43.64% |

## CITY MANAGER PROGRAM BUDGET DESCRIPTION

| *STAFFING* | | *NATURE OF ACTIVITY* |
|---|---|---|
| *19/20* | *20/21* | |
| 40.00% | 40.00% | **Management and Supervision of City Programs and Projects** - Plan, organize, direct, coordinate, and report on City Projects. Improve and expand efforts for quality public services. |
| 20.00% | 20.00% | **Preparation of City Council Agenda** - Provide City Council members with recommendations on issues requiring legislative actions and implementation of their decisions. Initiate and review all matters requiring City Council actions. |
| 20.00% | 20.00% | **Intergovernmental Affairs** - Represent City in intergovernmental matters. Serve as City representative on task forces, committees and planning groups. Administer inter-local agreements. Monitor and report State and Federal legislation affecting the City. |
| 20.00% | 20.00% | **Purchasing and Contract Administration** - Provide City Departments/Divisions assistance in purchasing policy compliance. Assist with solicitations for professional services in accordance with applicable policies and legal restrictions. |
| 100.00% | 100.00% | |

## CITY MANAGER BUDGET SUMMARY

The Fiscal Year 2020-2021 proposed budget for City Manager is $ 286,148. This compares to the 2019-2020 projected expenditures of $ 269,380, an increase of $ 16,768 or 6.22%.

| | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY 19/20 Budget | Projected FY 19/20 Expenditures | FY 20/21 Budget | Difference |
|---|---|---|---|---|---|---|---|
| Personal Services | $ 257,129 | $ 386,539 | $ 325,131 | $ 260,782 | $ 259,185 | $ 269,056 | $ 9,871 |
| Operating Expenditures | 6,870 | 39,317 | 11,546 | 15,745 | 10,195 | 17,092 | 6,897 |
| Capital Outlay | - | - | - | - | - | - | - |
| Total | $ 264,000 | $ 425,856 | $ 336,677 | $ 276,527 | $ 269,380 | $ 286,148 | $ 16,768 |

Fiscal Year 2020-21 Proposed Budget:

| Major Current Level Changes from Fiscal Year 2019-20 Projected Expenditures: | Difference |
|---|---|
| **1. Personal Services** - Increase due to position reclassification. | $ 9,871 |
| **2. Operating Expenses** - Increase due primarily to additional membership, training, and travel costs. | $ 6,897 |
| **3. Capital Outlay** - No change. | $ - |

# CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

## PERSONAL SERVICES SCHEDULE

**CITY MANAGER**

| POSITION | PAY RANGE | FULL TIME EQUIVALENTS 18/19 | 19/20 | Amended 19/20 | 20/21 | Projected Expenditures 19/20 | Budget 20/21 |
|---|---|---|---|---|---|---|---|
| City Manager | | 1.00 | 1.00 | 1.00 | 1.00 | $ 144,779 | $ 144,750 |
| City Office Manager/Public Info Officer | 43,927 / 79,069 | 1.00 | 1.00 | 1.00 | 1.00 | 51,763 | 60,000 |
| | | 2.00 | 2.00 | 2.00 | 2.00 | | |
| | | TOTAL SALARIES | | | | $ 196,542 | $ 204,750 |
| | | FICA Taxes | | | | 14,268 | 15,663 |
| | | Deferred Compensation | | | | 17,671 | 18,428 |
| | | Group Health Insurance Premium | | | | 30,313 | 29,815 |
| | | Employee Assistance Program | | | | 32 | 32 |
| | | Worker's Comp Insurance | | | | 359 | 368 |
| | | Total Personal Services | | | | $ 259,185 | $ 269,056 |

**CITY MANAGER**
**Code: 010005**

| Account Number | Description | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY 19/20 Budget | FY 19/20 Projected | FY 20/21 Dept Request | Proposed FY 20/21 Budget |
|---|---|---|---|---|---|---|---|---|
| **PERSONAL SERVICES** | | | | | | | | |
| 511200 | Regular Salaries | 200,485 | 307,974 | 255,626 | 196,450 | 196,542 | 208,250 | 204,750 |
| 512100 | FICA Taxes | 15,223 | 22,061 | 19,393 | 15,013 | 14,268 | 15,931 | 15,663 |
| 512225 | Deferred Compensation | 18,397 | 27,710 | 22,957 | 17,663 | 17,671 | 18,743 | 18,428 |
| 512301 | Group Health Insurance Premium | 13,371 | 28,409 | 26,635 | 31,173 | 30,313 | 33,536 | 29,815 |
| 512305 | Dependant Health Ins Premium | 9,215 | 0 | 0 | 0 | 0 | 0 | 0 |
| 512309 | Employee Assistance Program | 48 | 0 | 33 | 32 | 32 | 35 | 32 |
| 512400 | Worker's Comp Insurance | 390 | 386 | 488 | 451 | 359 | 375 | 368 |
| **TOTAL PERSONAL SERVICES** | | **257,129** | **386,539** | **325,131** | **260,782** | **259,185** | **276,870** | **269,056** |
| **OPERATING EXPENDITURES** | | | | | | | | |
| 533400 | Other Contractual Services | 0 | 30,791 | 0 | 0 | 0 | 0 | 0 |
| 534000 | Travel and Per Diem | 0 | 1,180 | 1,705 | 3,600 | 2,300 | 4,250 | 4,250 |
| 534105 | Cellular Phone | 709 | 610 | 635 | 640 | 555 | 540 | 540 |
| 534120 | Postage | 19 | 39 | 5 | 50 | 5 | 50 | 50 |
| 534420 | Equipment Leases | 1,562 | 1,535 | 1,521 | 790 | 1,075 | 1,116 | 612 |
| 534620 | R & M - Vehicles | 237 | 216 | 268 | 500 | 200 | 500 | 500 |
| 534630 | R & M - Office Equipment | 580 | 721 | 652 | 340 | 320 | 360 | 240 |
| 534800 | Promotional Activities | 1,467 | 2,027 | 1,216 | 1,500 | 1,200 | 2,000 | 2,000 |
| 535200 | Departmental Supplies | 366 | 562 | 871 | 500 | 300 | 550 | 550 |
| 535210 | Computer Supplies | 8 | 0 | 0 | 50 | 40 | 50 | 50 |
| 535260 | Gas and Oil | 1,192 | 1,082 | 2,171 | 2,100 | 1,700 | 2,100 | 2,100 |
| 535410 | Dues and Memberships | 681 | 555 | 1,654 | 4,500 | 1,500 | 4,600 | 4,600 |
| 535450 | Training and Education | 50 | 0 | 849 | 1,175 | 1,000 | 1,600 | 1,600 |
| **TOTAL OPERATING EXPENDITURES** | | **6,870** | **39,317** | **11,546** | **15,745** | **10,195** | **17,716** | **17,092** |
| **CAPITAL OUTLAY** | | | | | | | | |
| 606400 | Vehicles and Equipment | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **TOTAL CAPITAL OUTLAY** | | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
| **TOTAL CITY MANAGER** | | **264,000** | **425,856** | **336,677** | **276,527** | **269,380** | **294,586** | **286,148** |

# CITY CLERK

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

**FISCAL YEAR 2020 ACCOMPLISHMENTS**

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**FISCAL YEAR 2021 GOALS AND OBJECTIVES**

Direct Overall Municipal Service Delivery with specific focus on:

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- ➢
- ➢
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# CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

## PERFORMANCE MEASURES

| Performance Indicators | Actual 2016/2017 | Actual 2017/2018 | Actual 2018/2019 | Projected 2019/2020 | Projected 2020/21 |
|---|---|---|---|---|---|
| Records Scanned | 20 c.f. | 49 c.f. | 39 | 50 c.f. | 50 |
| Records Destroyed | 412 c.f. | 563 c.f. | 538 | 450 c.f. | 400 |
| Council Meeting Packets/Minutes | 21 | 18 | 22 | 18 | 20 |
| Cemetery Lots/Niches Sold | 32 | 58 | 80 | 60 | 60 |
| Election - Candidates Qualified | 4 | 3 | 3 | 5 | 6 |
| Legal/Display Ads Published | 13 | 17 | 11 | 18 | 20 |
| Code Supplements Distributed | 0 | 1 | 2 | 5 | 5 |
| Board Appointments Administered | 16 | 13 | 19 | 18 | 30 |
| Instruments Recorded | 8 | 2 | 3 | 8 | 5 |
| Public Records Requests | 136 | 144 | 157 | 150 | 200 |
| Other Committee Meeting Minutes Recorded | 11 | 16 | 11 | 18 | 18 |

## CITY CLERK PROGRAM BUDGET DESCRIPTION

| *STAFFING* | | *NATURE OF ACTIVITY* |
|---|---|---|
| *19/20* | *20/21* | |
| 20.00% | 15.00% | **Services for City Council** - Prepare Council agendas, advertise hearings, post notices, take minutes of Council meetings, administer follow-up of City Council action items, prepare correspondence, prepare City Council budget, make Council travel arrangements, research services, attest & seal all documents executed by Mayor and City Manager, schedule invocations, prepare proclamations, resolutions, certificates of appreciation, prepare for and conduct Council orientation w/ CM and CA, coordinate w/ MIS for broadcast of Council, CRA, Board of Adjustment meetings. |
| 10.00% | 25.00% | **Services for Citizens** - Receive and respond to general City website e-mail link, respond to public records requests and inquiries, provide computer for public research, post legal notices, and make imaged records available on City website via Laserfiche Weblink. |
| 20.00% | 15.00% | **Services for Boards/Committees** - Board liaison, advertise vacancies, administer financial disclosure forms, update Commission on Ethics website annually, record and provide services to Board of Adjustment and CRA. Maintain and update Board Handbook, and conduct board member orientation and prepare outgoing certificates. |
| 20.00% | 20.00% | **Records Management** - Scan all permanent and long term records for staff and public into Laserfiche, administer public records requests, coordinate paper recycling and records destruction with recycling contractor in accordance with State law, maintain, update and distribute adopted Records Management Procedures Manual, coordinate with Records Liaisons Committee, maintain all original City documents, i.e. ordinances, resolutions, agreements, deeds, terminated personnel files, conduct records research for staff as requested. Conduct staff training in records management. Scans and distributes agenda packets for all City boards and Council. |
| 10.00% | 10.00% | **Cemetery** - Coordinate with Cemetery Sexton on sale of cemetery lots, maintain cemetery records/database. Respond to customer concerns and complaints. |
| 10.00% | 5.00% | **General Administration** - Prepare, post, and distribute monthly calendar, prepare annual budget for department, attend staff meetings, codify ordinances, record final plats and easements, record vacations of easement, keep log of all City vehicles, attest and seal City documents, provide notary services for City documents, respond to Cityseb emails. |
| 10.00% | 10.00% | **City Election** - The City Clerk is the City Elections Official and Chairperson of the City Canvassing Board, qualifies candidates for office and political committees, coordinates with Supervisor of Elections and State of Florida in administration of annual general elections, prepares resolutions and forms, swears in elected officials. |
| 100.00% | 100.00% | |

## CITY CLERK BUDGET SUMMARY

The Fiscal Year 2020-2021 proposed budget for City Clerk is $ 213,657. This compares to the 2019-2020 projected expenditures of $ 224,026, a decrease of $ 10,369, or -4.63%.

| | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY 19/20 Budget | Projected FY 19/20 Expenditures | FY 20/21 Budget | Difference |
|---|---|---|---|---|---|---|---|
| Personal Services | $ 150,152 | $ 159,304 | $ 170,673 | $ 175,111 | $ 172,752 | $ 181,367 | $ 8,615 |
| Operating Expenses | 30,545 | 47,955 | 20,636 | 54,750 | 51,274 | 29,980 | (21,294) |
| Capital Outlay | - | - | 13,983 | - | - | 2,310 | 2,310 |
| Total | $ 180,698 | $ 207,260 | $ 205,292 | $ 229,861 | $ 224,026 | $ 213,657 | $ (10,369) |

Fiscal Year 2020-2021 Proposed Budget:

| Major Current Level Changes from Fiscal Year 2019-2020 Projected Expenditures: | Difference |
|---|---|
| **1. Personal Services** - Increase due to longevity and a position reclassification. | $ 8,615 |
| **2. Operating Expenses** - Decrease due to lower election year costs. | $ (21,294) |
| **3. Capital Outlay** - Increase due to request for new blueprint and survey storage system. | $ 2,310 |

## PERSONAL SERVICES SCHEDULE

### CITY CLERK

| POSITION | PAY RANGE | FULL TIME EQUIVALENTS 18/19 | 19/20 | Amended 19/20 | 20/21 | Projected Expenditures 19/20 | Budget 20/21 |
|---|---|---|---|---|---|---|---|
| City Clerk | | 1.00 | 1.00 | 1.00 | 1.00 | $ 86,751 | $ 88,000 |
| Records Specialist | 30,821 / 55,478 | 1.00 | 1.00 | 1.00 | 1.00 | 37,531 | 42,750 |
| Clerical Assistant (P/T) | $ 12.00/hr | 0.50 | 0.50 | 0.50 | 0.50 | 8,640 | 9,500 |
| | | 2.50 | 2.50 | 2.50 | 2.50 | | |
| | | TOTAL SALARIES | | | | $ 132,922 | $ 140,250 |
| | | Overtime | | | | - | 200 |
| | | FICA Taxes | | | | 9,900 | 10,744 |
| | | Deferred Compensation | | | | 11,177 | 11,786 |
| | | Group Health Insurance Premium | | | | 18,476 | 18,103 |
| | | Employee Assistance Program | | | | 32 | 32 |
| | | Worker's Comp Insurance | | | | 245 | 252 |
| | | Total Personal Services | | | | $ 172,752 | $ 181,367 |

## CAPITAL OUTLAY SCHEDULE

**CITY CLERK DEPARTMENT - TO BE FUNDED BY GENERAL FUND**

| Description | EXPENDITURES PER FISCAL YEAR 2020/21 | 2021/22 | 2022/23 | 2023/24 | 2024/25 | TOTAL |
|---|---|---|---|---|---|---|
| Blueprint/Survey Storage | $ 2,310 | $ - | $ - | $ - | $ - | $ 2,310 |
| | $ 2,310 | $ - | $ - | $ - | $ - | $ 2,310 |

# CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

**CITY CLERK**
**Code: 010009**

| Account Number | Description | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY 19/20 Budget | FY 19/20 Projected | FY 20/21 Dept Request | Proposed FY 20/21 Budget |
|---|---|---|---|---|---|---|---|---|
| **PERSONAL SERVICES** | | | | | | | | |
| 511200 | Salaries | 109,944 | 115,416 | 131,615 | 134,300 | 132,922 | 142,750 | 140,250 |
| 511300 | Temporary Salaries | 4,943 | 6,858 | 0 | 0 | 0 | 0 | 0 |
| 511400 | Overtime | 0 | 0 | 0 | 200 | 0 | 200 | 200 |
| 512100 | FICA Taxes | 8,551 | 9,330 | 9,806 | 10,247 | 9,900 | 10,936 | 10,744 |
| 512225 | Deferred Compensation | 9,895 | 10,560 | 11,042 | 11,043 | 11,177 | 12,011 | 11,786 |
| 512301 | Group Health Insurance Premium | 13,372 | 16,912 | 17,893 | 18,981 | 18,476 | 20,401 | 18,103 |
| 512305 | Dependant Health Ins Premium | 3,178 | 0 | 0 | 0 | 0 | 0 | 0 |
| 512309 | Employee Assistance Program | 48 | 0 | 32 | 32 | 32 | 35 | 32 |
| 512400 | Worker's Comp Insurance | 221 | 229 | 286 | 308 | 245 | 256 | 252 |
| **TOTAL PERSONAL SERVICES** | | **150,152** | **159,304** | **170,673** | **175,111** | **172,752** | **186,589** | **181,367** |
| 533400 | Other Contractual Services | 1,796 | 1,986 | 2,098 | 3,000 | 2,080 | 3,050 | 3,050 |
| 533490 | Codification Services | 2,008 | 2,899 | 2,825 | 4,500 | 3,320 | 3,000 | 3,000 |
| 534000 | Travel and Per Diem | 681 | 145 | 691 | 900 | 100 | 780 | 780 |
| 534105 | Cellular Phone | 0 | 0 | 0 | 0 | 320 | 480 | 480 |
| 534120 | Postage | 365 | 475 | 364 | 450 | 450 | 600 | 600 |
| 534420 | Equipment Leases | 679 | 668 | 661 | 700 | 1,275 | 1,440 | 1,440 |
| 534630 | R & M - Office Equipment | 11,800 | 1,092 | 962 | 1,050 | 1,125 | 1,320 | 1,860 |
| 534910 | Clerk of Court Filing Fees | 268 | 162 | 231 | 300 | 155 | 300 | 300 |
| 534920 | Legal Ads | 2,084 | 1,616 | 1,840 | 2,000 | 1,250 | 4,500 | 4,500 |
| 534990 | Election Costs | 9,488 | 37,940 | 9,806 | 40,114 | 40,114 | 12,000 | 12,000 |
| 535200 | Departmental Supplies | 374 | 284 | 322 | 300 | 215 | 650 | 650 |
| 535210 | Computer Supplies | 21 | 148 | 0 | 300 | 310 | 300 | 300 |
| 535410 | Dues and Memberships | 538 | 440 | 545 | 450 | 460 | 570 | 570 |
| 535450 | Training and Education | 444 | 100 | 290 | 686 | 100 | 450 | 450 |
| **TOTAL OPERATING EXPENDITURES** | | **30,545** | **47,955** | **20,636** | **54,750** | **51,274** | **29,440** | **29,980** |
| **CAPITAL OUTLAY** | | | | | | | | |
| 606400 | Vehicles and Equipment | 0 | 0 | 13,983 | 0 | 0 | 2,310 | 2,310 |
| **TOTAL CAPITAL OUTLAY** | | **0** | **0** | **13,983** | **0** | **0** | **2,310** | **2,310** |
| **TOTAL CITY CLERK** | | **180,698** | **207,260** | **205,292** | **229,861** | **224,026** | **218,339** | **213,657** |

## CITY ATTORNEY

The City Attorney is appointed by the City Council to serve as the City's legal counsel. The City Attorney is the legal advisor and attorney to officials of the City in matters affecting the City or relating to official duties of City Officers. The City Attorney represents the City in all legal transactional and litigation matters, and monitors the representation of the City by outside counsel where appropriate.
The Office of City Attorney prepares legal instruments, including resolutions, ordinances, closing documents, bond sale documents, and legal opinions, as required.
The budget for the Office of City Attorney also includes legal fees paid to special counsel for the Code Enforcement Board and litigated actions, as required.

### FISCAL YEAR 2020 ACCOMPLISHMENTS

- ✓ Attended City Council, Planning and Zoning, Code Enforcement, and Board of Adjustment Meetings.
- ✓ Provided regular updates to the City Council on changes to federal and state laws, as well as pending suits and legal cases.
- ✓ Evaluated Code Enforcement/Magistrate process and recommended changes to be consistent with existing law.
- ✓ Provided legal support on significant land use matters, including meeting and negotiating with developers and their attorneys.
- ✓ Maintained a professional network with local government attorneys from Indian River County, Sheriff, School Board, and other municipalities in the County.
- ✓ Assisted in reviewing and updating procurement documents and procedures.
- ✓ Reviewed significant legal claims and insurance settlements, as deemed necessary.

### FISCAL YEAR 2021 GOALS AND OBJECTIVES

- ➢ Attend City Council, Planning and Zoning, Code Enforcement and Board of Adjustment Meetings.
- ➢ Provide quality legal services to the City Council, various boards, and the City Staff.
- ➢ Continue to provide regular updates to the City Council on changes to federal and state laws, as well as pending suits and legal cases.
- ➢ Continue to serve as the police legal advisor to the City of Sebastian Police Department.
- ➢ Continue to evaluate and improve the adjudication process for Code Enforcement violations, including lien services and collection of valid liens.
- ➢ Continue to maintain a professional network with local government attorneys from Indian River County and other municipalities in the County.
- ➢ Continue to give advice and assist in reviewing and updating procurement documents and procedures.
- ➢ Review significant legal claims and insurance settlements, as deemed necessary.
- ➢ Coordinate and monitor the use of any outside council services.
- ➢ Draft and/or review proposed ordinances and resolutions, as needed.

## PERFORMANCE MEASURES

| Performance Indicators | Actual 2016/2017 | Actual 2017/2018 | Actual 2018/2019 | Projected 2019/2020 | Projected 2020/2021 |
|---|---|---|---|---|---|
| Number of Resolutions | 35 | 35 | 35 | 35 | 35 |
| Number of Ordinances | 3 | 5 | 5 | 5 | 5 |
| Number of Meetings | 42 | 42 | 42 | 26 | 60 |

## CITY ATTORNEY PROGRAM BUDGET DESCRIPTION

| *STAFFING* 19/20 | *STAFFING* 20/21 | *NATURE OF ACTIVITY* |
|---|---|---|
| 25.00% | 25.00% | **Counsel to City Council and Other City Bodies** - Attend workshops, regular and special meetings of City Council, Planning Commission, Board of Adjustment, and Code Enforcement Board, as well as other City bodies as assigned and provide advice as to the law and procedures. |
| 25.00% | 25.00% | **Function as City's Solicitor** - Prepare and review ordinances, resolutions, contracts, property instruments and other legal documents on behalf of the City. |
| 40.00% | 40.00% | **City Legal Advisor** - Provide legal counsel to and attends meetings with City Manager, department directors and key personnel on a day-to-day basis. Provide legal opinions to City Council and Manager as requested. |
| 10.00% | 10.00% | **Legal Representative** - Represent City in litigation and administrative proceedings as required. Act as General Counsel to the City in the supervision of outside counsel. |
| 100.00% | 100.00% | |

## CITY ATTORNEY BUDGET SUMMARY

The Fiscal Year 2020-21 proposed budget for the City Attorney is $ 197,538. This compares to the 2019-20 projected expenditures of $ 228,593, a decrease of $ 31,055, or -14.0%.

| | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY19/20 Budget | Projected FY 19/20 Expenditures | FY 20/21 Budget | Difference |
|---|---|---|---|---|---|---|---|
| Personal Services | $ - | $ - | $ - | $ 98,150 | $ 98,150 | $ 160,151 | $ 62,001 |
| Operating Expenses | 68,346 | 100,267 | 105,409 | 83,588 | 130,443 | 37,387 | (93,056) |
| Capital Outlay | - | - | - | - | - | - | - |
| Total | $ 68,346 | $ 100,267 | $ 105,409 | $ 181,738 | $ 228,593 | $ 197,538 | $ (31,055) |

Fiscal Year 2020-21 Proposed Budget:

| Major Current Level Changes from Fiscal Year 2019-20 Projected Expenditures: | Difference |
|---|---|
| 1. **Personal Services** - Increase due to having a full time attorney with benefits for the entire year. | $ 62,001 |
| 2. **Operating Expenses** - Decrease due to having a full time attorney and not a contract employee. | $ (93,056) |
| 3. **Capital Outlay** - No change. | $ - |

## PERSONAL SERVICES SCHEDULE

### CITY ATTORNEY

| POSITION | PAY RANGE | FULL TIME EQUIVALENTS 18/19 | 19/20 | Amended 19/20 | 20/21 | Projected Expenditures 19/20 | Budget 20/21 |
|---|---|---|---|---|---|---|---|
| City Attorney | | 0.00 | 0.00 | 1.00 | 1.00 | $ 74,769 | $ 120,000 |
| | | 0.00 | 0.00 | 1.00 | 1.00 | | |
| | | TOTAL SALARIES | | | | $ 74,769 | $ 120,000 |
| | | Overtime | | | | - | - |
| | | FICA Taxes | | | | 5,720 | 9,180 |
| | | Deferred Compensation | | | | 6,646 | 10,800 |
| | | Group Health Insurance Premium | | | | 11,006 | 19,975 |
| | | Employee Assistance Program | | | | 9 | 16 |
| | | Worker's Comp Insurance | | | | 0 | 180 |
| | | Total Personal Services | | | | $ 98,150 | $ 160,151 |

# CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

**CITY ATTORNEY**

**Code: 010010**

| Account Number | Description | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY 19/20 Budget | FY 19/20 Projected | FY 20/21 Dept Request | Proposed FY 20/21 Budget |
|---|---|---|---|---|---|---|---|---|
| **PERSONAL SERVICES** | | | | | | | | |
| 511200 | Salaries | 0 | 0 | 0 | 74,769 | 74,769 | 123,000 | 120,000 |
| 511400 | Overtime | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 512100 | FICA Taxes | 0 | 0 | 0 | 5,720 | 5,720 | 9,410 | 9,180 |
| 512225 | Deferred Compensation | 0 | 0 | 0 | 6,646 | 6,646 | 11,070 | 10,800 |
| 512301 | Group Health Insurance Premium | 0 | 0 | 0 | 11,006 | 11,006 | 19,343 | 19,975 |
| 512309 | Employee Assistance Program | 0 | 0 | 0 | 9 | 9 | 17 | 16 |
| 512400 | Worker's Comp Insurance | 0 | 0 | 0 | 0 | 0 | 185 | 180 |
| **TOTAL PERSONAL SERVICES** | | **0** | **0** | **0** | **98,150** | **98,150** | **163,025** | **160,151** |
| **OPERATING EXPENDITURES** | | | | | | | | |
| 533400 | Other Contractual Services | 66,545 | 99,470 | 104,310 | 82,897 | 120,820 | 56,300 | 26,300 |
| 534000 | Travel and Per Diem | 0 | 0 | 0 | 0 | 0 | 500 | 500 |
| 534105 | Cellular Phone | 0 | 285 | 438 | 441 | 500 | 540 | 540 |
| 534110 | Internet Services | 209 | 415 | 0 | 0 | 0 | 0 | 0 |
| 534115 | On-Line Services | 920 | 0 | 0 | 0 | 6,012 | 6,012 | 6,012 |
| 534120 | Postage | 0 | 0 | 38 | 25 | 10 | 50 | 50 |
| 534130 | Express Mail | 0 | 0 | 0 | 0 | 20 | 30 | 30 |
| 534420 | Equipment Leases | 0 | 0 | 0 | 0 | 45 | 54 | 667 |
| 534630 | R & M - Office Equipment | 0 | 0 | 0 | 0 | 36 | 48 | 288 |
| 535200 | Departmental Supplies | 0 | 72 | 622 | 225 | 650 | 650 | 650 |
| 535230 | Small Tools and Equipment | 0 | 24 | 0 | 0 | 0 | 0 | 0 |
| 535410 | Dues and Memberships | 150 | 0 | 0 | 0 | 650 | 650 | 650 |
| 535420 | Books and Publications | 522 | 0 | 0 | 0 | 500 | 500 | 500 |
| 535450 | Training and Education | 0 | 0 | 0 | 0 | 1,200 | 1,200 | 1,200 |
| **TOTAL OPERATING EXPENDITURES** | | **68,346** | **100,267** | **105,409** | **83,588** | **130,443** | **66,534** | **37,387** |
| **CAPITAL OUTLAY** | | | | | | | | |
| 606400 | Vehicles and Equipment | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **TOTAL CAPITAL OUTLAY** | | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
| **TOTAL CITY ATTORNEY** | | **68,346** | **100,267** | **105,409** | **181,738** | **228,593** | **229,559** | **197,538** |

## ADMINISTRATIVE SERVICES DEPARTMENT

The Administrative Services Department primarily provides support services to other City departments. It is organized into three primary sections, which are Finance, Purchasing, and Human Resources.

The Finance Section's main responsibility is to conduct the fiscal affairs of the City in compliance with all applicable laws, regulations, and sound business practices and to diligently safeguard the resources of the city. It is also is responsible for documenting compliance with grant provisions, processing grant reimbursements and monitoring construction projects to assure spending is within amounts appropriated.

The Purchasing Section monitors all purchases and new agreements. An effort is made to regularly review outstanding agreements to be sure renewals are timely and the terms are adhered to.

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

### FISCAL YEAR 2020 ACCOMPLISHMENTS

- ✓
- ✓
- ✓
- ✓
- ✓
- ✓
- ✓

### FISCAL YEAR 2021 GOALS AND OBJECTIVES

- ➢
- ➢
- ➢
- ➢
- ➢
- ➢
- ➢
- ➢

## PERFORMANCE MEASURES

| Performance Indicators | Actual 2016/2017 | Actual 2017/2018 | Actual 2018/2019 | Projected 2019/2020 | Projected 2020/21 |
|---|---|---|---|---|---|
| Total Full and Part-time Positions | 180 | 182 | 179 | 178 | 179 |
| Terminations/Resignations/Retirements | 29 | 34 | 18 | 20 | 20 |
| HR hours to process new employee | 3 | 2 | 2 | 2 | 2 |
| Applications processed | 300 | 93 | 148 | 200 | 150 |
| New Hires | 37 | 31 | 17 | 31 | 20 |
| Background Checks conducted - non-sworn | 40 | 21 | 20 | 25 | 25 |
| Reported Workers Compensation Claims | 18 | 15 | 9 | 15 | 10 |
| Time frame to hire new employee - non-sworn | 21 days | 14 days | 14 days | 14 days | 14 days |
| Time frame to hire new employee - sworn | 1.5 months | 1.5 months | 1.5 months | 1.5 Months | 1.5 months |
| Program Cost Per Capita | $24.68 | $26.92 | $27.28 | $27.37 | $28.10 |
| Journal Entries Processed | 1,028 | 1,047 | 881 | 1,000 | 950 |
| Accounts Payable Invoices Processed | 4,191 | 3,880 | 3,450 | 3,700 | 3,200 |
| Accounts Payable Checks Processed | 2,232 | 2,210 | 2,043 | 2,200 | 2,100 |
| Purchase Orders Processed | 289 | 355 | 293 | 350 | 400 |
| Payroll Checks Processed | 4,008 | 4,360 | 4,479 | 4,600 | 4,600 |
| Purchasing/Corporate Card Transactions Processed | 1,718 | 2,297 | 2,599 | 2,600 | 2,700 |
| Purchasing Card Users | 40 | 39 | 40 | 41 | 41 |
| Garage Sale Permits Issued | 799 | 826 | 745 | 900 | 800 |
| Number of Fixed Assets Records | 2,302 | 2,588 | 2,604 | 2,800 | 2,700 |
| Comprehensive Annual Financial Statement issued | 03/23/18 | 03/08/19 | 03/18/20 | 02/15/21 | 03/01/22 |
| Annual Budget Document issued | 11/04/16 | 11/27/17 | 10/30/18 | 10/30/19 | 10/15/20 |
| Excellence in Financial Reporting Award (consecutive years) | 19 | 20 | 21 | 22 | 23 |
| Distinguished Budget Presentation Award (consecutive years) | 13 | 14 | 15 | 16 | 17 |

## ADMINISTRATIVE SERVICES PROGRAM BUDGET

| STAFFING | | NATURE OF ACTIVITY |
|---|---|---|
| 19/20 | 20/21 | |
| 17.00% | 16.00% | **General Accounting** - Data entry for general ledger activity for all City operations, bank reconciliations, preparation of federal, state and local reports, and allocation of charges to City departments. Ensure all accounting information is entered timely and accurately. Maintain fixed assets records and ensure assets are recorded and tagged properly. Account for all Capital Projects. |
| 12.00% | 10.00% | **Accounts Payable** - Review all requests for payment and prepare checks. Process and pay purchasing card transactions. Ensure appropriate discounts are taken and invoices are paid prior to due date, audit travel expense reports and prepare year end 1099's. |
| 7.00% | 8.00% | **Budget** - Assist the City Manager in preparation of annual budget. Ensure budget is comprehensive as to communication, coordination and control. Submit final budget to the Government Finance Officers Association Awards Program and quarterly budget amendment packages to the Council. |
| 7.00% | 7.00% | **Payroll** - Review and process payroll, including benefits, deductions, leave availability, and workers compensation. Prepare quarterly reports to the workers compensation insurance carrier. Prepare employee insurance invoices for payment. Monitor ADP to insure quarterly and annual payroll tax reports and year end W-2's are processed correctly. |
| 6.00% | 6.00% | **Auditing and Financial Reporting** - Analyze general ledger accounts, develop and prepare subsidiary ledgers for the annual audit. Analyze financial data. Prepare monthly budget to actual statements and annual financial statements. Prepare annual State reports, such as Comptroller's Report, Transportation Report, and other complex financial analyses. Invest operating and construction funds. Make debt service payments and record transactions. Complete the Comprehensive Annual Financial Report and submit to the Government Finance Officers Association Award Program. |
| 6.00% | 5.00% | **Contract and Agreement Management** - Maintain a contract database tracking all deliverables, terms, and action dates. Review terms and make recommendations for any potential changes. Support Department Heads and Project Managers on contract issues. |
| 8.00% | 8.00% | **Procurement** - Research, negotiate pricing, seek out best practices and implement for procurement. Support Department Heads and staff in the procurement process. Build City relationships with vendors. Update Policies and Procedures as needed. |
| 4.00% | 4.00% | **Hiring New Employees** - Post position, accept applications, screen applications for minimum qualifications, prepare employment and rejection letters, prepare new hire package, schedule pre-employment physical and drug screens, conduct new hire orientations, conduct employment and background investigations, coordinate with departments regarding examinations for skilled positions. Interview applicants as part of panel. |
| 7.00% | 6.00% | **Customer Service** - Respond to customer inquiries both in person and on the phone. Route incoming calls, complaints, concerns, etc to the appropriate department. Receive mail and packages and sort and distribute appropriately. Provide support to other employees and departments as needed. |
| 4.00% | 3.00% | **Employee Support** - Provide protection to both City and employees by following federal and state laws/regulations. Manage employee relations and identify labor costs. Mediate and resolve disputes between management and employees. Maintain, update, and implement City Human Resources policies and procedures. Develop and coordinate employee training. Review and revise job descriptions and pay scales. Maintain all employee files. Provide administrative support to the Police Pension Plan. |
| 3.00% | 5.00% | **Grants & Special Projects** - Responsible for quarterly status, reimbursement reports, close out documentation and federal and state compliance to grantors. Compile data on hurricane damages, submit, and follow up on. |
| 3.00% | 2.00% | **In-Service Actions** - Process employee action notices for activity - promotions, demotions and transfers. Maintain personnel and subject files. Update salary schedules and compensation plans. Administer employee evaluation program. |
| 2.00% | 3.00% | **Effective Insurance Plans** - Develop and maintain a comprehensive, innovative and effectively managed insurance benefits plan for all employees and dependents. Provide clear prevention opportunities and participation options for employees and dependents. |
| 3.00% | 4.00% | **Risk Management** - Ensure that liability insurance claims are promptly submitted to the insurance carrier. Resolve minor claims that are lower than deductible limits in a fair and consistent manner. Insure Workers Compensation claims are submitted to carrier. Maintain correspondence with insurance carrier for all liability and workers compensation claims from inception to completion or return to work. Negotiate carrier benefits and rates. Coordinate all safety training. |
| 3.00% | 2.00% | **Union Negotiations, Contract Administration** - Negotiate labor agreements with both PBA and CWA and any Memos of Understanding necessary during the life of existing contracts. Perform support research, document preparation and record minutes. Review, rewrite and organize Rules and Regulations. |
| 6.00% | 9.00% | **Cash Management** - Collect revenues from taxes, intergovernmental revenues, franchise fees, utility taxes, occupational licenses, parking citations, special assessments, and rentals. Monitor collections as compared to budget. Invest any available cash balances, as warranted. |
| 2.00% | 2.00% | **Records Management** - Records storage, disposition, and destruction. Insure annual compliance. Complete transmittals, box labels, records disposition and destruction forms, and update master log. |
| 100.00% | 100.00% | |

# CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

## ADMINISTRATIVE SERVICES BUDGET SUMMARY

The Fiscal Year 2020-2021 proposed budget for Administrative Services is $ 693,359. This compares to the 2019-2020 projected expenditures of $ 688,739, an increase of $ 4,620, or .67%.

| | FY 16/17 Actual | FY 17/18 Actual | FY18/19 Actual | Amended FY 19/20 Budget | Projected FY 19/20 Expenditures | FY 20/21 Budget | Difference |
|---|---|---|---|---|---|---|---|
| Personal Services | $ 461,830 | $ 525,070 | $ 540,448 | $ 557,951 | $ 555,147 | $ 548,286 | $ (6,861) |
| Operating Expenses | 105,234 | 126,108 | 131,553 | 137,616 | 133,592 | 145,073 | 11,481 |
| Capital Outlay | 4,050 | - | - | - | - | - | - |
| Total | $ 571,115 | $ 651,177 | $ 672,001 | $ 695,567 | $ 688,739 | $ 693,359 | $ 4,620 |

Fiscal Year 2020-21 Proposed Budget:

| Major Current Level Changes from Fiscal Year 2019-20 Projected Expenditures: | Difference |
|---|---|
| **1. Personal Services** - Slight decrease due to insurance rate reductions. | $ (6,861) |
| **2. Operating Expenses** - Increase due primarily to increased training and new equipment contract. | $ 11,481 |
| **3. Capital Outlay** - No capital outlay requested. | $ - |

## PERSONAL SERVICES SCHEDULE

### ADMINISTRATIVE SERVICES DEPARTMENT

| POSITION | PAY RANGE | FULL TIME EQUIVALENTS 18/19 | 19/20 | Amended 19/20 | 20/21 | Projected Expenditure 19/20 | Budget 20/21 |
|---|---|---|---|---|---|---|---|
| Administrative Services Director/CFO | 78,967 / 142,140 | 1.00 | 1.00 | 1.00 | 1.00 | $ 135,453 | $ 135,000 |
| Human Resources Director/Asst Admin Services Director | 72,868 / 131,163 | 1.00 | 1.00 | 1.00 | 1.00 | 92,115 | 92,000 |
| Assistant Accounting Services Director | 67,703 / 121,866 | 1.00 | 1.00 | 1.00 | 1.00 | 73,354 | 73,000 |
| Procurement/Contracts Manager | 55,588 / 100,058 | 1.00 | 1.00 | 1.00 | 1.00 | 60,020 | 59,750 |
| Accountant | 40,244 / 72,439 | 1.00 | 1.00 | 1.00 | 1.00 | 45,320 | 45,000 |
| Account Clerk II | 29,052 / 52,293 | 1.00 | 1.00 | 1.00 | 1.00 | 31,456 | 31,250 |
| | | 6.00 | 6.00 | 6.00 | 6.00 | | |
| | | **TOTAL SALARIES** | | | | $ 437,718 | $ 436,000 |
| | | Overtime | | | | - | 200 |
| | | FICA Taxes | | | | 32,580 | 33,369 |
| | | Deferred Compensation | | | | 39,325 | 39,258 |
| | | Group Health Insurance Premium | | | | 44,688 | 38,579 |
| | | Employee Assistance Program | | | | 95 | 95 |
| | | Worker's Comp Insurance | | | | 741 | 785 |
| | | Total Personal Services | | | | $ 555,147 | $ 548,286 |

# CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

## ADMINISTRATIVE SERVICES DEPARTMENT

## Code: 010020

| Account Number | Description | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY 19/20 Budget | FY 19/20 Projected | FY 20/21 Dept Request | Proposed FY 20/21 Budget |
|---|---|---|---|---|---|---|---|---|
| **PERSONAL SERVICES** | | | | | | | | |
| 511200 | Regular Salaries | 371,071 | 414,889 | 428,483 | 438,050 | 437,718 | 491,250 | 436,000 |
| 511300 | Temporary Salaries | 2,092 | 38 | 0 | 0 | 0 | 0 | 0 |
| 511400 | Overtime | 0 | 0 | 0 | 250 | 0 | 200 | 200 |
| 512100 | FICA Taxes | 28,474 | 31,273 | 32,038 | 33,431 | 32,580 | 37,596 | 33,369 |
| 512225 | Deferred Compensation | 31,911 | 36,946 | 37,659 | 39,330 | 39,325 | 44,231 | 39,258 |
| 512301 | Group Health Insurance Premium | 24,016 | 41,230 | 41,259 | 45,864 | 44,688 | 55,894 | 38,579 |
| 512305 | Dependent Insurance | 3,487 | 0 | 0 | 0 | 0 | 0 | 0 |
| 512309 | Employee Assistance Program | 138 | 0 | 94 | 95 | 95 | 111 | 95 |
| 512400 | Worker's Comp Insurance | 642 | 694 | 915 | 931 | 741 | 884 | 785 |
| **TOTAL PERSONAL SERVICES** | | **461,830** | **525,070** | **540,448** | **557,951** | **555,147** | **630,166** | **548,286** |
| **OPERATING EXPENDITURES** | | | | | | | | |
| 533120 | Consultants | 6,281 | 830 | 0 | 0 | 0 | 0 | 0 |
| 533175 | Employee Background Testing | 16,562 | 15,570 | 13,561 | 13,440 | 10,850 | 11,955 | 11,955 |
| 533200 | Audit Fees | 33,060 | 36,000 | 37,746 | 37,750 | 37,750 | 38,097 | 38,097 |
| 533400 | Other Contractual Services | 4,969 | 27,924 | 32,458 | 32,740 | 30,000 | 32,150 | 32,150 |
| 534000 | Travel and Per Diem | 496 | 892 | 0 | 1,396 | 500 | 1,050 | 1,050 |
| 534105 | Cellular Telephone | 440 | 0 | 0 | 0 | 112 | 336 | 336 |
| 534110 | Internet Access | 433 | 774 | 0 | 0 | 0 | 0 | 0 |
| 534120 | Postage | 1,893 | 1,678 | 1,806 | 1,900 | 2,200 | 1,700 | 1,700 |
| 534420 | Equipment Leases | 1,852 | 1,820 | 1,803 | 1,820 | 3,325 | 3,480 | 3,480 |
| 534630 | R & M - Office Equipment | 25,957 | 28,776 | 29,757 | 30,940 | 31,275 | 32,620 | 32,620 |
| 534700 | Printing and Binding | 0 | 0 | 0 | 0 | 0 | 300 | 300 |
| 534800 | Promotional Activities | 0 | 0 | 0 | 1,500 | 1,050 | 2,300 | 2,050 |
| 534825 | Advertising | 1,118 | 504 | 5,465 | 4,340 | 6,000 | 6,500 | 6,500 |
| 534920 | Legal Ads | 1,984 | 821 | 1,432 | 1,900 | 1,600 | 1,900 | 1,900 |
| 535200 | Departmental Supplies | 5,513 | 4,198 | 3,292 | 3,570 | 3,570 | 4,375 | 4,375 |
| 535205 | Bank Charges | 147 | 145 | 125 | 145 | 145 | 165 | 165 |
| 535210 | Computer Supplies | 469 | 615 | 235 | 300 | 200 | 200 | 200 |
| 535230 | Small Tools & Equipment | 0 | 2,047 | 0 | 0 | 0 | 0 | 0 |
| 535410 | Dues and Memberships | 3,563 | 3,339 | 3,674 | 3,675 | 3,200 | 3,710 | 3,710 |
| 535420 | Books and Publications | 50 | 0 | 0 | 0 | 0 | 0 | 0 |
| 535450 | Training and Education | 449 | 175 | 200 | 2,200 | 1,815 | 4,485 | 4,485 |
| **TOTAL OPERATING EXPENDITURES** | | **105,234** | **126,108** | **131,553** | **137,616** | **133,592** | **145,323** | **145,073** |
| **CAPITAL OUTLAY** | | | | | | | | |
| 606400 | Vehicles and Equipment | 4,050 | 0 | 0 | 0 | 0 | 0 | 0 |
| **TOTAL CAPITAL OUTLAY** | | **4,050** | **0** | **0** | **0** | **0** | **0** | **0** |
| **TOTAL ADMINISTRATIVE SERVICES** | | **571,115** | **651,177** | **672,001** | **695,567** | **688,739** | **775,489** | **693,359** |

## MANAGEMENT INFORMATION SYSTEMS DIVISION

The Management Information Systems division consists of four (4) full-time and two (2) part-time staff members. This division is responsible for the purchase, operation, and maintenance of the City's approved computerized hardware and software infrastructure, and either provides or recommends training for its use. We also oversee the live broadcast of the City's meetings, 24 hour broadcasting of COStv and creation/maintenance of all City websites. This division provides support for approximately 200 computers, printers and other systems including computerized physical access control, Police Department's computer infrastructure, accounting, Community Development's GIS, computerized fuel monitoring and also oversees the Working Waterfront technology. MIS supports hardware and software for the Internet/Intranet accounts, maintenance of email system, telephone system, and manages City issued cellular devices. MIS coordinates with other departments relating to use and configuration of the records imaging software (Laserfiche) and other departmental records management software systems.

### FISCAL YEAR 2020 ACCOMPLISHMENTS

- ✓
- ✓
- ✓
- ✓
- ✓
- ✓

### FISCAL YEAR 2021 GOALS AND OBJECTIVES

- ➢
- ➢
- ➢
- ➢
- ➢

### PERFORMANCE MEASURES

| Performance Indicators | Actual 2016/2017 | Actual 2017/2018 | Actual 2018/2019 | Projected 2019/2020 | Projected 2020/2021 |
|---|---|---|---|---|---|
| Workorders Processed | 2730 | 2775 | | 2700 | |
| Server/Network/Phone Outages Serviced | 22 | 15 | | 10 | |
| Web/COS-TV Workorders Processed | 694 | 810 | | 800 | |
| Programs Aired Live on COS-TV | 101 | 122 | | 120 | |
| User Training hours performed/supported | 30 | 30 | | 100 | |

# CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

## MANAGEMENT INFORMATION SERVICES PROGRAM BUDGET DESCRIPTION

| STAFFING 19/20 | STAFFING 20/21 | NATURE OF ACTIVITY |
|---|---|---|
| 8.00% | 5.00% | **Network Analysis, Design, and Configuration** - This includes the assessment of the citys' current data needs, as well as projected needs for all software and hardware, and the documentation of all systems. |
| 20.00% | 20.00% | **End User Support** - This includes hardware troubleshooting and repair, as well as, assisting users in the use of all data resources. |
| 2.00% | 2.00% | **Network Administration** - This includes the daily administration of network resources such as maintaining user accounts, e-mail accounts, data backup etc... |
| 3.00% | 2.00% | **Division Administration** - This includes the functions necessary to support the internal administrative needs of the MIS division's resources and personnel. |
| 5.00% | 5.00% | **Technology Research and Development** - This is the time necessary to research and evaluate technology related products and services for purchase and implementation. |
| 10.00% | 25.00% | **Broadcasting/Recording/Content Creation** - broadcast board meetings live from council chambers. Filming for commericals or other productions as directed. Creation of the daily programming schedule. Creation of all the video files for the Web Archive service. Creation of print advertising/banners as requested. Creation of COStv slides as needed. Any items needed are requested via work order. |
| 5.00% | 2.00% | **Website Support** - posting of all agendas & packets, adding the city's events to the events calendar on the city's main site. Making any additions or changes that are needed for the information on all the city's websites to stay up-to-date. Any additions or changes are requested via work orders. |
| 20.00% | 15.00% | **Maintenance** - monitoring and addressing MIS techincal items. These include servers, switches, and other specialized hardware that is essential to the day to day operations of the MIS division. This includes the daily administration of network resources such as maintaining user accounts, e-mail accounts, data backup etc... |
| 25.00% | 20.00% | **Security & Training** - securing all endpoints and servers against unwanted intrusion. Training of end users on safe usage of city provided technology. Making sure that systems have all needed patches. Securing all internet based services against hacking/breaches. |
| 2.00% | 4.00% | **Records Management** - Maintain the electronic records for the the City of Sebastian. This includes the public emails and the laserfiche system. work with the the City Clerks office to ensure our the city's electronic record storage is both user/public friendly and secured. |
| 100.00% | 100.00% | |

## MANAGEMENT INFORMATION SYSTEMS BUDGET SUMMARY

The Fiscal Year 2020-2021 proposed budget for Management Information Systems is $ 508,634, this compares to the 2019-2020 projected expenditures of $ 536,497, a decrease of $ 27,863, or -5.19%.

| | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY 19/20 Budget | Projected FY 19/20 Expenditures | FY 20/21 Budget | Difference |
|---|---|---|---|---|---|---|---|
| Personal Services | $ 111,969 | $ 246,755 | $ 314,098 | $ 348,448 | $ 347,173 | $ 351,218 | $ 4,045 |
| Operating Expenses | 51,456 | 138,267 | 126,311 | 188,412 | 188,412 | 157,416 | (30,996) |
| Capital Outlay | - | - | 24,320 | 912 | 912 | - | (912) |
| Total | $ 163,425 | $ 385,022 | $ 464,729 | $ 537,772 | $ 536,497 | $ 508,634 | $ (27,863) |

Fiscal Year 2020-2021 Proposed Budget:

| Major Current Level Changes from Fiscal Year 2019-2020 Projected Expenditures: | Difference |
|---|---|
| **1. Personal Services** - Slight increase due to having positions full all year. | $ 4,045 |
| **2. Operating Expenses** - Decrease due primarily to website redesign being completed in prior year. | $ (30,996) |
| **3. Capital Outlay** - No General Fund capital requested this year. | $ (912) |

## PERSONAL SERVICES SCHEDULE

**MANAGEMENT INFORMATION SERVICES**

| POSITION | PAY RANGE | FULL TIME EQUIVALENTS 18/19 | 19/20 | Amended 19/20 | 20/21 | Projected Expenditure 19/20 | Budget 20/21 |
|---|---|---|---|---|---|---|---|
| MIS Manager | 55,588 / 100,058 | 1.00 | 1.00 | 1.00 | 1.00 | $ 79,230 | $ 79,000 |
| MIS Systems Administrator | 48,529 / 87,352 | 1.00 | 1.00 | 1.00 | 1.00 | 53,825 | 53,500 |
| MIS Technical Analyst | 37,528 / 67,550 | 1.00 | 1.00 | 1.00 | 1.00 | 60,950 | 60,750 |
| MIS Technician | 32,698 / 58,857 | 1.00 | 1.00 | 1.00 | 1.00 | 37,700 | 37,500 |
| Audio Visual Technician (Part Time) | $ 10.00/hr-$ 13.64/hr | 0.50 | 1.00 | 1.00 | 1.00 | 25,835 | 31,750 |
| Audio Visual Technician (Temp) | $ 10.00/hr | 0.50 | 0.00 | 0.00 | 0.00 | - | - |
| | | 5.00 | 5.00 | 5.00 | 5.00 | | |
| | | TOTAL SALARIES | | | | $ 257,540 | $ 262,500 |
| | | Overtime | | | | 4,200 | 3,000 |
| | | FICA Taxes | | | | 18,850 | 20,311 |
| | | Deferred Compensation | | | | 21,177 | 21,038 |
| | | Group Health Insurance Premium | | | | 44,860 | 43,830 |
| | | Employee Assistance Program | | | | 63 | 63 |
| | | Worker's Comp Insurance | | | | 483 | 476 |
| | | Total Personal Services | | | | $ 347,173 | $ 351,218 |

## CAPITAL OUTLAY SCHEDULE

**MANAGEMENT INFORMATION SERVICES - TO BE FUNDED BY DISCRETIONARY SALES TAX**

| DESCRIPTION | EXPENDITURES PER FISCAL YEAR 2020/21 | 2021/22 | 2022/23 | 2023/24 | 2024/25 | TOTAL |
|---|---|---|---|---|---|---|
| Server/Host Update | $ 43,195 | $ 43,195 | $ 43,195 | $ 43,195 | $ - | $ 172,780 |
| Citywide Computers | 35,000 | 45,000 | 35,000 | 45,000 | 35,000 | 195,000 |
| A/V Equipment - Closed Captioning | 75,000 | - | - | - | - | 75,000 |
| Broadcast Equipment | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | 50,000 |
| Phone System | 100,000 | - | - | - | - | 100,000 |
| Network Infrastructure | 39,000 | 30,000 | 30,000 | 30,000 | 30,000 | 159,000 |
| Over the Air Connections | - | 10,000 | 20,000 | - | - | 30,000 |
| Core and Remote Switches | - | - | - | 25,000 | 20,000 | 45,000 |
| Total | $ 302,195 | $ 138,195 | $ 138,195 | $ 153,195 | $ 95,000 | $ 826,780 |

# CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

**MANAGEMENT INFORMATION SYSTEMS**

**Code: 010021**

| Account Number | Description | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY 19/20 Budget | FY 19/20 Projected | FY 20/21 Dept Request | Proposed FY 20/21 Budget |
|---|---|---|---|---|---|---|---|---|
| **PERSONAL SERVICES** | | | | | | | | |
| 511200 | Regular Salaries | 86,749 | 186,051 | 226,891 | 263,250 | 257,540 | 269,250 | 262,500 |
| 511300 | Temporary Salaries | 0 | 5,178 | 9,770 | 0 | 0 | 0 | 0 |
| 511400 | Overtime | 678 | 2,355 | 6,037 | 3,000 | 4,200 | 3,000 | 3,000 |
| 512100 | FICA Taxes | 6,785 | 14,409 | 17,702 | 20,292 | 18,850 | 20,827 | 20,311 |
| 512225 | Deferred Compensation | 7,449 | 14,830 | 18,939 | 21,038 | 21,177 | 21,555 | 21,038 |
| 512301 | Group Health Insurance Premium | 10,023 | 23,579 | 34,150 | 40,198 | 44,860 | 49,428 | 43,830 |
| 512305 | Dependant Health Ins Premium | 43 | 0 | 0 | 0 | 0 | 0 | 0 |
| 512309 | Employee Assistance Program | 40 | 0 | 58 | 63 | 63 | 70 | 63 |
| 512400 | Worker's Comp Insurance | 202 | 354 | 551 | 607 | 483 | 487 | 476 |
| **TOTAL PERSONAL SERVICES** | | **111,969** | **246,755** | **314,098** | **348,448** | **347,173** | **364,617** | **351,218** |
| **OPERATING EXPENDITURES** | | | | | | | | |
| 533120 | Consultants | 0 | 38,056 | 15,202 | 8,000 | 0 | 2,000 | 2,000 |
| 533400 | Other Contractual Services | 0 | 615 | 0 | 40,000 | 40,000 | 0 | 0 |
| 534000 | Travel and Per Diem | 280 | 575 | 825 | 700 | 0 | 700 | 700 |
| 534101 | Telephone | 7,634 | 308 | 0 | 0 | 0 | 0 | 0 |
| 534105 | Cellular Phone | 819 | 1,407 | 1,766 | 2,160 | 1,975 | 1,980 | 1,980 |
| 534110 | Internet Access | 1,414 | 16,043 | 17,643 | 21,850 | 21,850 | 21,820 | 21,820 |
| 534120 | Postage | 5 | 58 | 74 | 50 | 0 | 0 | 0 |
| 534130 | Express Mail | 11 | 106 | 63 | 100 | 0 | 100 | 100 |
| 534420 | Equipment Leases | 0 | 69 | 68 | 72 | 180 | 216 | 216 |
| 534630 | R & M - Office Equipment | 30,215 | 39,956 | 69,134 | 87,475 | 87,475 | 100,000 | 100,000 |
| 534640 | R & M-Operating Equipment | 1,690 | 1,049 | 0 | 0 | 0 | 0 | 0 |
| 535200 | Departmental Supplies | 328 | 1,806 | 1,346 | 200 | 850 | 0 | 0 |
| 535210 | Computer Supplies | 7,900 | 30,458 | 10,424 | 5,235 | 13,495 | 7,000 | 7,000 |
| 535230 | Small Tools and Equipment | 245 | 78 | 0 | 200 | 317 | 200 | 200 |
| 535410 | Dues and Memberships | 501 | 4,684 | 5,566 | 19,420 | 19,420 | 21,000 | 21,000 |
| 535420 | Books and Publications | 0 | 0 | 0 | 100 | 0 | 100 | 100 |
| 535450 | Training and Education | 415 | 2,999 | 4,200 | 2,850 | 2,850 | 2,300 | 2,300 |
| **TOTAL OPERATING EXPENDITURES** | | **51,456** | **138,267** | **126,311** | **188,412** | **188,412** | **157,416** | **157,416** |
| **CAPITAL OUTLAY** | | | | | | | | |
| 606400 | Vehicles and Equipment | 0 | 0 | 24,320 | 912 | 912 | 0 | 0 |
| **TOTAL CAPITAL OUTLAY** | | **0** | **0** | **24,320** | **912** | **912** | **0** | **0** |
| **TOTAL MANAGEMENT INFORMATION SYSTEMS DIVISION** | | **163,425** | **385,022** | **464,729** | **537,772** | **536,497** | **522,033** | **508,634** |

CITY OF
SEBASTIAN
HOME OF PELICAN ISLAND

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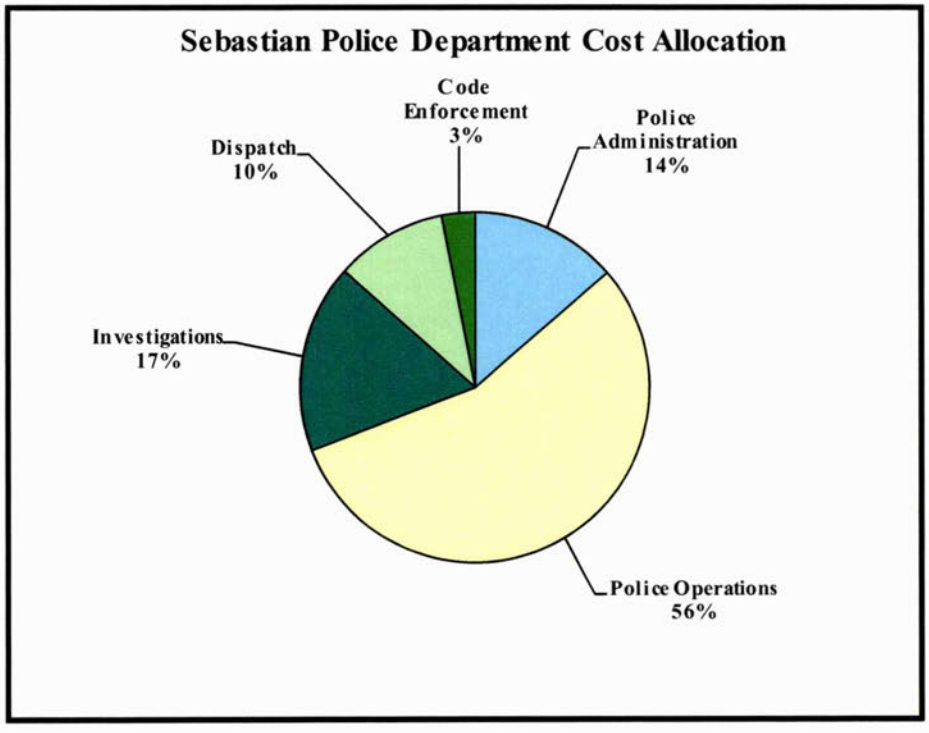
# POLICE DEPARTMENT
# CONSOLIDATED BUDGET FOR ALL DIVISIONS AND UNITS

The Fiscal Year 2020-2021 proposed budget for the Police Department as a whole is $ 6,308,718. This compares to the 2019-2020 projected expenditures of $ 6,320,481, a decrease of $ 11,763 or -.2%.

| | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY 19/20 Budget | Projected FY 19/20 Expenditures | FY 20/21 Budget | Difference |
|---|---|---|---|---|---|---|---|
| Personal Services | $ 4,545,579 | $ 5,045,701 | $ 5,461,741 | $ 5,705,426 | $ 5,646,611 | $ 5,639,884 | $ (6,727) |
| Operating Expenses | 523,326 | 548,151 | 568,865 | 620,080 | 584,367 | 628,234 | 43,867 |
| Capital Outlay | 24,561 | 59,754 | 59,224 | 94,369 | 89,503 | 40,600 | (48,903) |
| Total | $ 5,093,466 | $ 5,653,606 | $ 6,089,830 | $ 6,419,875 | $ 6,320,481 | $ 6,308,718 | $ (11,763) |

Fiscal Year 2020-21 Proposed Budget:

| Major Current Level Changes from Fiscal Year 2019-20 Projected Expenditures: | Difference |
|---|---|
| **1. Personal Services** - Decrease due to two retirement payouts made in prior year. | $ (6,727) |
| **2. Operating Expenses** - Increase due to anticipated additional maintenance and increases in services. | $ 43,867 |
| **3. Capital Outlay** - Decrease due to less new equipment or replacement items needed this year. | $ (48,903) |



# CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

| | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | FY 19/20 Budget | FY 19/20 Projected | FY 20/21 Budget |
|---|---|---|---|---|---|---|
| **POLICE ADMINISTRATION** | | | | | | |
| PERSONAL SERVICES | $ 883,814 | $ 919,624 | $ 919,091 | $ 919,839 | $ 866,516 | $ 726,981 |
| OPERATING EXPENDITURES | 120,669 | 119,785 | 133,314 | 155,440 | 140,640 | 135,654 |
| CAPITAL OUTLAY | - | 36,465 | - | 20,000 | 19,694 | - |
| TOTAL | $ 1,004,482 | $ 1,075,874 | $ 1,052,404 | $ 1,095,279 | $ 1,026,850 | $ 862,635 |
| **POLICE OPERATIONS** | | | | | | |
| PERSONAL SERVICES | $ 2,308,436 | $ 2,727,327 | $ 3,100,165 | $ 3,079,499 | $ 3,097,397 | $ 3,161,351 |
| OPERATING EXPENDITURES | 270,954 | 294,835 | 290,787 | 301,989 | 279,597 | 310,557 |
| CAPITAL OUTLAY | 19,373 | 23,289 | 21,778 | 46,316 | 42,700 | 30,000 |
| TOTAL | $ 2,598,763 | $ 3,045,451 | $ 3,412,730 | $ 3,427,804 | $ 3,419,694 | $ 3,501,908 |
| **POLICE INVESTIGATIONS** | | | | | | |
| PERSONAL SERVICES | $ 603,083 | $ 648,579 | $ 664,952 | $ 891,625 | $ 884,682 | $ 939,003 |
| OPERATING EXPENDITURES | 106,217 | 106,054 | 115,848 | 131,773 | 134,286 | 147,479 |
| CAPITAL OUTLAY | 5,188 | - | 37,446 | 28,053 | 27,109 | 10,600 |
| TOTAL | $ 714,488 | $ 754,632 | $ 818,247 | $ 1,051,451 | $ 1,046,077 | $ 1,097,082 |
| **POLICE DISPATCH** | | | | | | |
| PERSONAL SERVICES | $ 600,680 | $ 590,500 | $ 611,731 | $ 642,853 | $ 626,537 | $ 639,942 |
| OPERATING EXPENDITURES | 10,349 | 8,563 | 10,307 | 10,840 | 12,063 | 13,836 |
| CAPITAL OUTLAY | - | - | - | - | - | - |
| TOTAL | $ 611,029 | $ 599,063 | $ 622,038 | $ 653,693 | $ 638,600 | $ 653,778 |
| **POLICE CODE ENFORCEMENT** | | | | | | |
| PERSONAL SERVICES | $ 149,566 | $ 159,672 | $ 165,801 | $ 171,610 | $ 171,480 | $ 172,607 |
| OPERATING EXPENDITURES | 15,138 | 18,914 | 18,610 | 20,038 | 17,781 | 20,708 |
| CAPITAL OUTLAY | - | - | - | - | - | - |
| TOTAL | $ 164,704 | $ 178,587 | $ 184,410 | $ 191,648 | $ 189,261 | $ 193,315 |
| **TOTALS** | | | | | | |
| **PERSONAL SERVICES** | **$ 4,545,579** | **$ 5,045,701** | **$ 5,461,741** | **$ 5,705,426** | **$ 5,646,611** | **$ 5,639,884** |
| **OPERATING EXPENDITURES** | **523,326** | **548,151** | **568,865** | **620,080** | **584,367** | **628,234** |
| **CAPITAL OUTLAY** | **24,561** | **59,754** | **59,224** | **94,369** | **89,503** | **40,600** |
| **TOTAL** | **$ 5,093,466** | **$ 5,653,606** | **$ 6,089,830** | **$ 6,419,875** | **$ 6,320,481** | **$ 6,308,718** |

# POLICE ADMINISTRATION

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

## FISCAL YEAR 2020 ACCOMPLISHMENTS

- ✓ Provided professional law enforcement services to the community through the various divisions, ensuring transparency and dedication.
- ✓ Continued staff development through leadership and mentoring programs, both internal and external.
- ✓ Increased the number of community outreach programs multiplying citizen contacts.
- ✓ Provided 3 full time SRO's to our schools maintaining a good working relationship with faculty, staff and students to include safety training.

## FISCAL YEAR 2020 GOALS AND OBJECTIVES

- ➢ Continue to provide a safe environment to live and work for residents, visitors, and commuters.
- ➢ Continue to educate our community through training, social media, and professional interactions.
- ➢ Continue to research and utilize available resources to benefit the community as a whole.
- ➢ Continue with first year requirements of reaccreditation status with Commission for Florida Accreditation as an Excelsior agency.

### PERFORMANCE MEASURES

| Performance Indicators | Actual 2016/2017 | Actual 2017/2018 | Actual 2018/2019 | Projected 2019/2020 | Projected 2020/2021 |
|---|---|---|---|---|---|
| Civic meetings attended | 100 | 132 | 125 | 125 | 125 |
| Policies reviewed | 123 | 200 | 136 | 200 | 136 |
| Unit staff meetings attended | 12 | 12 | 12 | 12 | 12 |
| Senior staff meetings attended | 24 | 24 | 24 | 24 | 24 |
| Staff inspections performed | 4 | 4 | 4 | 4 | 4 |
| Computerized statistical reviews | 12 | 12 | 12 | 12 | 12 |
| Crime Prevention Information needs | 30 | 51 | 43 | 50 | 50 |
| Youth & Bike Safety Events | 30 | 36 | 7 | 40 | 10 |
| Community Events | 62 | 67 | 67 | 65 | 65 |
| Background Investigations | 20 | 25 | 20 | 20 | 20 |
| Training Assistance | 24 | 24 | 16 | 24 | 24 |
| Internal Investigations | 1 | 3 | 6 | 2 | 2 |
| Conduct 40 hrs of training for officers | 39 | 43 | 43 | 43 | 43 |
| Conduct training for civilian employees | 40 | 60 | 55 | 50 | 55 |
| Recruiting and promotional Activities | 36 | 36 | 36 | 36 | 36 |
| Number of citations processed | 670 | 788 | 1078 | 850 | 1000 |
| Number of warnings processed | 2510 | 2891 | 3548 | 3200 | 3500 |
| Number of reports processed | 3262 | 2892 | 2382 | 3000 | 2500 |
| Number of parking citations processed | 49 | 56 | 30 | 60 | 45 |
| Number of trespass warnings processed | 149 | 124 | 162 | 150 | 150 |
| Statistical reports completed | 30 | 30 | 40 | 36 | 40 |

## POLICE ADMINISTRATION PROGRAM BUDGET DESCRIPTION

| *STAFFING* | | *NATURE OF ACTIVITY* |
|---|---|---|
| *19/20* | *20/21* | |
| 36.00% | 36.00% | **General Management** - Direct department, develop and expand citizen involvement and public education. Meet with civic groups, media, and other public and private groups. General administrative duties managing the department. |
| 2.00% | 2.00% | **Professional Standards** - Oversee all internal affairs investigations and conduct two staff inspections during the year. Oversee all background investigations. Insure that accreditation standards are followed and documented. |
| 1.00% | 1.00% | **Staff Inspections** |
| 33.00% | 33.00% | **Records Management** - Processing, distributing and entering incident reports, citations, warnings, parking tickets, trespass warnings, and other related records management for the Divisions of the Police Department. |
| 23.00% | 23.00% | **Citizen Requests** - Respond to citizen and agency requests for incident reports, accident reports, and local checks by fax, mail or phone. Providing officers with information when requested, signing for, processing and entering subpoenas. Providing records information to citizens in person or by phone. |
| 4.00% | 4.00% | **Reporting** - Provide FDLE with UCR reports, update UCR, prepare and provide statistics, update pin map. |
| 1.00% | 1.00% | **Administrative** - Mail correspondence to housewatch participants and to program donors, collect copy fees, signoff citation fees and alarm fees. |
| 100.00% | 100.00% | |

## POLICE ADMINISTRATION BUDGET SUMMARY

The Fiscal Year 2020-2021 proposed budget for Police Administration is $ 862,635. This compares to the 2019-2020 projected expenditures of $ 1,026,850 (excluding State Pension funds), a decrease of $ 164,215, or -16.0%.

| | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY 19/20 Budget | Projected FY 19/20 Expenditures | FY 20/21 Budget | Difference |
|---|---|---|---|---|---|---|---|
| Personal Services | $ 883,814 | $ 919,624 | $ 919,091 | $ 919,839 | $ 866,516 | $ 726,981 | $ (139,535) |
| Operating Expenses | 120,669 | 119,785 | 133,314 | 155,440 | 140,640 | 135,654 | (4,986) |
| Capital Outlay | - | 36,465 | - | 20,000 | 19,694 | - | (19,694) |
| Total | $ 1,004,482 | $ 1,075,874 | $ 1,052,404 | $ 1,095,279 | $ 1,026,850 | $ 862,635 | $ (164,215) |

Fiscal Year 2020-21 Proposed Budget:

| Major Current Level Changes from Fiscal Year 2019-2020 Projected Expenditures: | Difference |
|---|---|
| **1. Personal Services** - Decrease due to two retirement payouts in prior year and transfer out of a part ime position. | $ (139,535) |
| **2. Operating Expenses** - Decrease due primarily to lower expenses in a non-accreditation year. | $ (4,986) |
| **3. Capital Outlay** - Decrease due to no capital outlay requested this year. | $ (19,694) |

# CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

## PERSONAL SERVICES SCHEDULE

**POLICE ADMINISTRATION**

| POSITION | PAY RANGE | FULL TIME EQUIVALENTS 18/19 | 19/20 | Amended 19/20 | 20/21 | Projected Expenditure 19/20 | Budget 20/21 |
|---|---|---|---|---|---|---|---|
| Chief of Police | 78,967 / 142,140 | 1.00 | 1.00 | 1.00 | 1.00 | $ 145,100 | $ 121,500 |
| *Retirement Payout-Police Chief | | | | | | 69,100 | - |
| Deputy Chief of Police | 62,565 / 112,616 | 1.00 | 1.00 | 1.00 | 1.00 | 121,200 | 117,500 |
| *Drop Payout-Deputy Chief | | | | | | 57,040 | - |
| Captain | 60,742 / 109,336 | 1.00 | 1.00 | 1.00 | 1.00 | 47,750 | 103,000 |
| Administrative Supervisor | 40,244 / 72,439 | 1.00 | 1.00 | 1.00 | 1.00 | 47,200 | 47,000 |
| Administrative Assistant | 30,821 / 55,478 | 1.00 | 1.00 | 1.00 | 1.00 | 42,650 | 42,500 |
| Records Specialist II | 30,821 / 55,478 | 1.00 | 1.00 | 1.00 | 1.00 | 42,445 | 35,000 |
| Records Specialist I | 26,587 / 47,856 | 1.00 | 1.00 | 1.00 | 1.00 | 27,100 | 32,000 |
| Logistics Specialist P/T | $ 12.36/hr | 0.50 | 0.50 | 0.50 | 0.50 | 13,000 | 12,750 |
| COPE Specialist P/T * | $ 12.36/hr | 0.50 | 0.50 | 0.50 | 0.00 | 4,000 | - |
| | | 8.00 | 8.00 | 8.00 | 7.50 | | |
| | | **TOTAL SALARIES** | | | | $ 616,585 | $ 511,250 |
| | | Overtime | | | | 1,000 | 500 |
| | | FICA Taxes | | | | 47,500 | 39,273 |
| | | Clothing Allowance | | | | 1,620 | 1,620 |
| | | Deferred Compensation | | | | 14,350 | 14,292 |
| | | Chapter 185 Pension | | | | 111,794 | 79,344 |
| | | Group Health Insurance Premium | | | | 57,445 | 67,187 |
| | | Employee Assistance Program | | | | 107 | 111 |
| | | Worker's Comp Insurance | | | | 16,115 | 13,404 |
| | | Total Personal Services | | | | $ 866,516 | $ 726,981 |

* Position transferred to Investigations Division in FY21.

# CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

**POLICE ADMINISTRATION**

**Code: 010041**

| Account Number | Description | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY 19/20 Budget | FY 19/20 Projected | FY 20/21 Dept Request | Proposed FY 20/21 Budget |
|---|---|---|---|---|---|---|---|---|
| **PERSONAL SERVICES** | | | | | | | | |
| 511200 | Regular Salaries | 529,259 | 522,105 | 500,453 | 662,468 | 616,585 | 524,000 | 511,250 |
| 511300 | Temporary Salaries | 8,847 | 9,801 | 22,659 | 0 | 0 | 0 | 0 |
| 511400 | Overtime | 810 | 389 | 472 | 682 | 1,000 | 500 | 500 |
| 512100 | FICA Taxes | 40,636 | 40,282 | 39,516 | 50,748 | 47,500 | 40,248 | 39,273 |
| 512215 | Clothing Allowance | 2,138 | 1,980 | 1,620 | 1,620 | 1,620 | 1,620 | 1,620 |
| 512225 | Deferred Compensation | 12,592 | 13,258 | 14,329 | 14,220 | 14,350 | 14,630 | 14,292 |
| 512250 | Chapter 185 Retirement | 54,528 | 77,663 | 73,733 | 111,794 | 111,794 | 81,316 | 79,344 |
| 512251 | Chapter 185 State Shared Revenue | 168,628 | 188,923 | 198,770 | 0 | 0 | 0 | 0 |
| 512301 | Group Health Insurance Premium | 43,909 | 52,651 | 53,907 | 57,959 | 57,445 | 75,447 | 67,187 |
| 512305 | Dependant Health Ins Premium | 12,446 | 0 | 0 | 0 | 0 | 0 | 0 |
| 512309 | Employee Assistance Program | 192 | 0 | 111 | 111 | 107 | 122 | 111 |
| 512400 | Worker's Comp Insurance | 9,828 | 12,572 | 13,521 | 20,237 | 16,115 | 13,735 | 13,404 |
| **TOTAL PERSONAL SERVICES** | | **883,814** | **919,624** | **919,091** | **919,839** | **866,516** | **751,618** | **726,981** |
| **OPERATING EXPENDITURES** | | | | | | | | |
| 533100 | Professional Services | 2,743 | 1,383 | 600 | 3,800 | 3,800 | 600 | 600 |
| 533400 | Other Contractual Services | 25 | 25 | 25 | 25 | 25 | 5,025 | 25 |
| 533415 | Janitorial Services | 11,017 | 0 | 0 | 0 | 0 | 0 | 0 |
| 533500 | Investigations | 320 | 917 | 350 | 500 | 500 | 500 | 500 |
| 534000 | Travel and Per Diem | 2,899 | 3,180 | 8,060 | 6,000 | 6,000 | 6,000 | 6,000 |
| 534101 | Telephone | 7,936 | 8,921 | 7,286 | 10,600 | 5,675 | 5,820 | 5,820 |
| 534105 | Cellular Telephone | 2,629 | 2,416 | 1,885 | 1,920 | 1,900 | 1,800 | 1,800 |
| 534110 | Internet Services | 3,039 | 3,039 | 2,642 | 2,615 | 220 | 433 | 433 |
| 534120 | Postage | 1,285 | 1,052 | 1,643 | 1,000 | 800 | 1,500 | 1,500 |
| 534310 | Electric | 29,202 | 24,858 | 26,839 | 26,250 | 29,350 | 29,350 | 29,350 |
| 534320 | Water/Sewer | 3,082 | 2,946 | 2,795 | 3,000 | 2,950 | 3,100 | 3,100 |
| 534420 | Equipment Leases | 3,194 | 3,139 | 3,110 | 3,250 | 3,610 | 3,636 | 3,636 |
| 534500 | Insurance | 0 | 5,609 | 0 | 5,700 | 7,090 | 0 | 0 |
| 534610 | R & M-Buildings | 0 | 5,925 | 4,878 | 10,000 | 10,000 | 10,000 | 10,000 |
| 534620 | R & M-Vehicles | 1,035 | 1,479 | 543 | 500 | 500 | 750 | 750 |
| 534630 | R & M - Office Equipment | 32,104 | 33,585 | 46,725 | 48,000 | 48,000 | 51,580 | 45,460 |
| 534640 | R & M-Operating Equipment | 33 | 0 | 189 | 1,000 | 1,000 | 1,000 | 1,000 |
| 534650 | R & M-Radio | 200 | 35 | 0 | 100 | 100 | 100 | 100 |
| 534800 | Promotional Activities | 1,000 | 937 | 722 | 1,000 | 1,000 | 1,000 | 1,000 |
| 534820 | Designated Expenditure (Greer Donation) | 1,509 | 3,886 | 6,989 | 8,000 | 4,000 | 0 | 0 |
| 535200 | Departmental Supplies | 5,628 | 5,289 | 5,107 | 6,700 | 3,755 | 7,000 | 7,000 |
| 535210 | Computer Supplies | 47 | 54 | 147 | 880 | 877 | 880 | 880 |
| 535230 | Small Tools and Equipment | 649 | 0 | 0 | 500 | 500 | 1,000 | 1,000 |
| 535260 | Gas and Oil | 3,922 | 4,648 | 4,646 | 5,000 | 3,000 | 5,000 | 5,000 |
| 535270 | Uniforms and Shoes | 1,471 | 789 | 550 | 800 | 1,000 | 1,000 | 1,000 |
| 535275 | Safety Equipment | 0 | 0 | 0 | 100 | 100 | 100 | 100 |
| 535410 | Dues and Memberships | 2,370 | 2,839 | 3,090 | 3,200 | 2,888 | 3,500 | 3,500 |
| 535420 | Books and Publications | 125 | 614 | 215 | 0 | 0 | 2,100 | 1,100 |
| 535450 | Training and Education | 3,206 | 2,220 | 4,278 | 5,000 | 2,000 | 5,000 | 5,000 |
| **TOTAL OPERATING EXPENDITURES** | | **120,669** | **119,785** | **133,314** | **155,440** | **140,640** | **147,774** | **135,654** |
| **CAPITAL OUTLAY** | | | | | | | | |
| 606400 | Vehicles and Equipment | 0 | 16,965 | 0 | 20,000 | 19,694 | 0 | 0 |
| 606405 | Vehicles and Equipment (Designated Funds) | 0 | 19,500 | 0 | 0 | 0 | 0 | 0 |
| **TOTAL CAPITAL OUTLAY** | | **0** | **36,465** | **0** | **20,000** | **19,694** | **0** | **0** |
| **TOTAL POLICE ADMINISTRATION** | | **1,004,482** | **1,075,874** | **1,052,404** | **1,095,279** | **1,026,850** | **899,392** | **862,635** |

## POLICE OPERATIONS DIVISION

The Operations Division is the most visible component of the police department and is tasked with 24hour/7 day service. Personnel assigned to this division are responsible for, but not limited to, enforcing traffic and boating laws, conducting preliminary criminal investigations, arresting or citing violators, gathering intelligence, answering calls for service and patrolling the city limits. The Operations Division is comprised of four squads of 6 sworn personnel including four K-9 units and one full-time traffic officer. Several officers also provide extra duty services such as the SRT (Special Response Team). The SRT is responsible for serving high risk warrants, handling barricaded subjects, or any other special incidents requiring highly trained and equipped personnel.

### FISCAL YEAR 2020 ACCOMPLISHMENTS

- ✓ Completed skills and training in the area of active shooter/threat training.
- ✓ Completed the issuance of protective equipment for all sworn personnel.
- ✓ Developed leadership, mentoring and succession planning through various educational sources.
- ✓ Increased our police-community interactions.

### FISCAL YEAR 2021 GOALS AND OBJECTIVES

- ➢ Continue to expand our police-community interactions through the COPE initiative.
- ➢ Continue to increase public education and awareness of self-defense and safety through the COPE initiative.
- ➢ Increase traffic enforcement and crash prevention with a full time traffic unit.
- ➢ Increase water patrol, safety checks, and general vessel operations along our waterways.

**PERFORMANCE MEASURES**

| Performance Indicators | Actual 2016/2017 | Actual 2017/2018 | Actual 2018/2019 | Projected 2019/2020 | Projected 2020/2021 |
|---|---|---|---|---|---|
| Traffic Stops | 3,225 | 3,953 | 5,036 | 4,000 | 5,000 |
| Officer Initiated Activity | 14,024 | 17,687 | 20,591 | 19,000 | 20,000 |
| Traffic Enforcement | 1,004 | 1,437 | 2,045 | 1,500 | 2,000 |
| Parking Enforcement | 107 | 151 | 121 | 100 | 110 |
| Alarms | 711 | 650 | 565 | 600 | 600 |
| Written Warnings Traffic Stops | 2,519 | 2,870 | 3,728 | 3,000 | 3,500 |
| Calls for Service | 37,265 | 48,610 | 33,427 | 50,000 | 45,000 |
| Adult Arrests | 300 | 437 | 545 | 440 | 500 |
| Juvenile Arrests | 59 | 28 | 30 | 30 | 30 |
| Buckle up and DUI enforcement waves | 2 | 2 | 1 | 4 | 2 |
| K-9 usage reports | 46 | 42 | 26 | 75 | 30 |
| K-9 training days | 52 | 52 | 52 | 52 | 48 |
| Boat safety inspections | 32 | 8 | 4 | 40 | 40 |

## POLICE OPERATIONS DIVISION PROGRAM BUDGET DESCRIPTION

| STAFFING 19/20 | STAFFING 20/21 | NATURE OF ACTIVITY |
|---|---|---|
| 40.00% | 40.00% | **Calls for Service** - respond to calls for service. |
| 18.00% | 18.00% | **Traffic Stops and Citations** - Conduct traffic stops and issue citations and warnings. |
| 15.00% | 15.00% | **Investigations** - Conduct vehicle crash investigations. |
| 2.50% | 2.00% | **Criminal Transportation** - Transport arrested adults and juveniles to respective detention facilities. |
| 4.50% | 4.00% | **Training and Professional Development** - Provide a minimum of 40 hours of training to all members of the division. |
| 13.00% | 12.00% | **Patrol and Crime Prevention** - Maintain patrol logs and direct patrols to reduce opportunistic crimes. Monitor traffic to direct traffic enforcement strategies. Plan and participate in task force operations. |
| 4.00% | 4.00% | **K-9 Unit** - Responsible for directed patrol and request for officer assists. |
| 2.00% | 4.00% | **Motorcycle/Traffic Unit** - Criminal and non-criminal traffic law enforcement and accident investigations |
| 1.00% | 1.00% | **Marine Unit** - Patrol waterways, enforce marine laws and perform water rescues. |
| 100.00% | 100.00% | |

## POLICE OPERATIONS DIVISION BUDGET SUMMARY

The Fiscal Year 2020-2021 proposed budget for Police Operations Division is $ 3,501,908. This compares to the 2019-2020 projected expenditures of $ 3,419,694, an increase of $ 82,215 or 2.4%.

| | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY 19/20 Budget | Projected FY 19/20 Expenditures | FY 20/21 Budget | Difference |
|---|---|---|---|---|---|---|---|
| Personal Services | $ 2,308,436 | $ 2,727,327 | $ 3,100,165 | $ 3,079,499 | $ 3,097,397 | $ 3,161,351 | $ 63,955 |
| Operating Expenses | 270,954 | 294,835 | 290,787 | 301,989 | 279,597 | 310,557 | 30,960 |
| Capital Outlay | 19,373 | 23,289 | 21,778 | 46,316 | 42,700 | 30,000 | (12,700) |
| Total | $ 2,598,763 | $ 3,045,451 | $ 3,412,730 | $ 3,427,804 | $ 3,419,694 | $ 3,501,908 | $ 82,215 |

Fiscal Year 2020-21 Proposed Budget:

| Major Current Level Changes from Fiscal Year 2019-20 Projected Expenditures: | Difference |
|---|---|
| **1. Personal Services** - Increase due to longevity increases and having positions full all year. | $ 63,955 |
| **2. Operating Expenses** - Increase due to anticipated rise in cost of ammunition, fuel, and vehicle maintenance. | $ 30,960 |
| **3. Capital Outlay** - Decrease due to less new or replacemement equipment needed this year. | $ (12,700) |

## PERSONAL SERVICES SCHEDULE

**POLICE OPERATIONS DIVISION**

| POSITION | PAY RANGE | FULL TIME EQUIVALENTS 18/19 | 19/20 | Amended 19/20 | 20/21 | Projected Expenditure 19/20 | Budget 20/21 |
|---|---|---|---|---|---|---|---|
| Lieutenant | 57,256 / 106,061 | 1.00 | 1.00 | 1.00 | 1.00 | 96,710 | 97,000 |
| Sergeant | 51,357 / 90,234 | 4.00 | 4.00 | 4.00 | 5.00 | 308,725 | 354,750 |
| Officer | 40,608 / 71,348 | 29.00 | 27.00 | 27.00 | 26.00 | 1,445,715 | 1,403,750 |
| | | 34.00 | 32.00 | 32.00 | 32.00 | | |
| | | TOTAL SALARIES | | | | $ 1,851,150 | $ 1,855,500 |
| | | Overtime | | | | 220,000 | 240,000 |
| | | FICA Taxes | | | | 156,465 | 161,628 |
| | | Clothing Allowance | | | | 17,788 | 17,280 |
| | | Chapter 185 Retirement | | | | 472,914 | 486,156 |
| | | Group Health Insurance Premium | | | | 316,125 | 323,244 |
| | | Employee Assistance Program | | | | 505 | 507 |
| | | Worker's Comp Insurance | | | | 62,450 | 77,036 |
| | | Total Personal Services | | | | $ 3,097,397 | $ 3,161,351 |

## CAPITAL OUTLAY SCHEDULE

**POLICE OPERATIONS DIVISION - TO BE FUNDED BY GENERAL FUND**

| Description | EXPENDITURES PER FISCAL YEAR 2020/21 | 2021/22 | 2022/23 | 2023/24 | 2024/25 | TOTAL |
|---|---|---|---|---|---|---|
| COPE Vehicles Graphic Wraps | $ 5,000 | $ - | $ - | $ - | $ - | $ 5,000 |
| SRT Ballistic Helmets (8) | 8,000 | - | - | - | - | 8,000 |
| Tasers (5) | 7,500 | 7,500 | 7,500 | 7,500 | 7,500 | 37,500 |
| Ballistic Shields | 3,000 | - | - | 3,000 | 3,000 | 9,000 |
| Ballistic Helmets | 1,500 | - | - | 1,500 | 1,500 | 4,500 |
| Rifles (5) | 5,000 | 5,000 | 5,000 | - | - | 15,000 |
| Ballistic Vest/Rifle Plates | - | 13,000 | 20,000 | 8,000 | 8,000 | 49,000 |
| Mobile Radios (10) | - | 30,500 | - | - | - | 30,500 |
| SRT Tactical Vest/Rifle Plates (8) | - | - | - | - | 16,000 | 16,000 |
| | $ 30,000 | $ 56,000 | $ 32,500 | $ 20,000 | $ 36,000 | $ 174,500 |

**POLICE OPERATIONS DIVISION - TO BE FUNDED BY DISCRETIONARY SALES TAX**

| Description | EXPENDITURES PER FISCAL YEAR 2020/21 | 2021/22 | 2022/23 | 2023/24 | 2024/25 | TOTAL |
|---|---|---|---|---|---|---|
| Police Vehicles w/Equipment | $ 373,500 | $ 300,000 | $ 305,000 | $ 310,000 | $ 315,000 | $ 1,603,500 |
| | $ 373,500 | $ 300,000 | $ 305,000 | $ 310,000 | $ 315,000 | $ 1,603,500 |

**POLICE OPERATIONS**

**Code: 010043**

| Account Number | Description | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY 19/20 Budget | FY 19/20 Projected | FY 20/21 Dept Request | Proposed FY 20/21 Budget |
|---|---|---|---|---|---|---|---|---|
| **PERSONAL SERVICES** | | | | | | | | |
| 511200 | Regular Salaries | 1,426,778 | 1,623,057 | 1,858,645 | 1,827,400 | 1,851,150 | 1,899,250 | 1,855,500 |
| 511300 | Temporary Salaries | 965 | 22,793 | 0 | 0 | 0 | 0 | 0 |
| 511400 | Overtime | 235,443 | 251,591 | 267,264 | 200,000 | 220,000 | 240,000 | 240,000 |
| 512100 | FICA Taxes | 130,506 | 142,313 | 158,556 | 155,928 | 156,465 | 164,975 | 161,628 |
| 512215 | Clothing Allowance | 14,333 | 15,042 | 17,573 | 17,280 | 17,788 | 17,280 | 17,280 |
| 512250 | Chapter 185 Retirement | 237,861 | 374,831 | 417,075 | 472,914 | 472,914 | 496,306 | 486,156 |
| 512301 | Group Health Insurance Premium | 157,464 | 245,633 | 307,803 | 327,075 | 316,125 | 362,835 | 323,244 |
| 512305 | Dependant Health Ins Premium | 53,575 | 0 | 0 | 0 | 0 | 0 | 0 |
| 512309 | Employee Assistance Program | 640 | 0 | 528 | 507 | 505 | 558 | 507 |
| 512400 | Worker's Comp Insurance | 50,871 | 52,067 | 72,722 | 78,395 | 62,450 | 78,709 | 77,036 |
| **TOTAL PERSONAL SERVICES** | | **2,308,436** | **2,727,327** | **3,100,165** | **3,079,499** | **3,097,397** | **3,259,913** | **3,161,351** |
| **OPERATING EXPENDITURES** | | | | | | | | |
| 533400 | Other Contractual Services | 0 | 0 | 4,844 | 0 | 0 | 0 | 0 |
| 533500 | Investigations | 52 | 427 | 0 | 100 | 0 | 0 | 0 |
| 534000 | Travel and Per Diem | 2,902 | 7,637 | 4,258 | 7,000 | 5,000 | 8,000 | 8,000 |
| 534105 | Cellular Telephone | 3,814 | 5,357 | 7,044 | 7,140 | 6,900 | 6,900 | 6,900 |
| 534110 | Internet Access | 16,038 | 16,346 | 15,422 | 14,717 | 14,175 | 14,717 | 14,717 |
| 534120 | Postage | 0 | 102 | 222 | 100 | 90 | 100 | 100 |
| 534130 | Express Mail Charges | 61 | 88 | 201 | 100 | 120 | 150 | 150 |
| 534420 | Equipment Leases | 1,040 | 1,109 | 1,099 | 1,250 | 840 | 720 | 720 |
| 534620 | R & M -Vehicles | 65,921 | 67,308 | 59,931 | 50,000 | 45,000 | 50,000 | 50,000 |
| 534630 | R & M - Office Equipment | 1,322 | 718 | 1,366 | 1,180 | 700 | 8,770 | 8,770 |
| 534640 | R & M-Operating Equipment | 6,814 | 7,364 | 8,480 | 7,000 | 7,200 | 7,300 | 7,300 |
| 534650 | R & M-Radio | 3,453 | 1,722 | 1,033 | 1,500 | 400 | 1,500 | 1,500 |
| 534800 | Promotional Activities | 200 | 371 | 557 | 500 | 500 | 500 | 500 |
| 534810 | K-9 Expenditures | 3,292 | 4,925 | 3,128 | 5,000 | 4,600 | 5,000 | 5,000 |
| 535200 | Departmental Supplies | 21,899 | 29,734 | 36,468 | 37,228 | 37,228 | 42,000 | 42,000 |
| 535210 | Computer Supplies | 0 | 87 | 128 | 100 | 100 | 100 | 100 |
| 535230 | Small Tools and Equipment | 16,137 | 7,025 | 9,897 | 24,044 | 24,044 | 13,000 | 13,000 |
| 535260 | Gas and Oil | 80,456 | 97,141 | 99,128 | 100,000 | 90,000 | 100,000 | 100,000 |
| 535270 | Uniforms and Shoes | 33,863 | 36,019 | 21,088 | 28,000 | 28,000 | 28,000 | 28,000 |
| 535275 | Safety Equipment | 7,513 | (47) | 888 | 5,000 | 2,500 | 5,000 | 5,000 |
| 535410 | Dues and Memberships | 100 | 430 | 860 | 1,030 | 1,200 | 1,200 | 1,200 |
| 535420 | Books and Publications | 170 | 517 | 1,500 | 1,000 | 1,000 | 3,000 | 3,600 |
| 535450 | Training and Education | 5,908 | 10,454 | 13,245 | 10,000 | 10,000 | 12,000 | 14,000 |
| **TOTAL OPERATING EXPENDITURES** | | **270,954** | **294,835** | **290,787** | **301,989** | **279,597** | **307,957** | **310,557** |
| CAPITAL OUTLAY | | | | | | | | |
| 606400 | Vehicles and Equipment | 19,373 | 23,289 | 21,778 | 46,316 | 42,700 | 60,500 | 30,000 |
| **TOTAL CAPITAL OUTLAY** | | **19,373** | **23,289** | **21,778** | **46,316** | **42,700** | **60,500** | **30,000** |
| **TOTAL POLICE OPERATIONS DIVISION** | | **2,598,763** | **3,045,451** | **3,412,730** | **3,427,804** | **3,419,694** | **3,628,370** | **3,501,908** |

# POLICE INVESTIGATIONS DIVISION

The investigators assigned to this division work on cases involving crimes against persons, crimes against property, and general investigations, including narcotic and vice investigations. The Evidence Technician is the custodian of the evidence/property room and processes crime scenes for evidence. A primary focus of this Division is to nurture cooperation with other law enforcement agencies and to foster community involvement and promote awareness events. The Crime Analyst provides intelligence support internally and externally for the law enforcement community.

## FISCAL YEAR 2020 ACCOMPLISHMENTS

- ✓ Continued advanced training for the investigators to ensure up-to-date tactics are being employed.
- ✓ Moved evidence from the Police Department evidence room to the new on-site evidence building.
- ✓ Obtained and utilized digital forensic software to the evidence/crime scene unit for digital recovery and seizures.
- ✓ Continued to utilize resources to assist investigators in solving and preventing crimes.

## FISCAL YEAR 2021 GOALS AND OBJECTIVES

- ➢ Continue advanced training for investigators to ensure up-to-date tactics are being employed.
- ➢ Continue to utilize resources to assist investigators in solving and preventing crimes.
- ➢ Steer the agency to intelligence gathering and analyzing techniques and programs.
- ➢ Purge property and evidence in accordance with state law.
- ➢ Provide professional investigative services to the victims of crimes.

**PERFORMANCE MEASURES**

| Performance Indicators | Actual 2016/2017 | Actual 2017/2018 | Actual 2018/2019 | Projected 2019/2020 | Projected 2020/2021 |
|---|---|---|---|---|---|
| Burglary Investigations | 54 | 41 | 97 | 55 | 70 |
| Assault Investigations | 191 | 195 | 152 | 200 | 180 |
| Sexual Assault Investigations | 5 | 3 | 9 | 4 | 5 |
| Vehicle Theft Investigation | 16 | 10 | 19 | 18 | 16 |
| Robbery Investigations | 8 | 6 | 3 | 7 | 5 |
| Larceny Investigations | 347 | 246 | 537 | 300 | 400 |
| Murder/Attempted Murder Investigations | 0 | 0 | 0 | 0 | 0 |

## POLICE INVESTIGATIONS DIVISION PROGRAM BUDGET DESCRIPTION

| *STAFFING* | | *NATURE OF ACTIVITY* |
|---|---|---|
| *19/20* | *20/21* | |
| 50.00% | 50.00% | **Investigations** - Investigate reported criminal offenses, complete reports on same, conduct interviews, review and assist in the prosecution of suspects. |
| 15.00% | 14.00% | **On Scene Investigations** - Perform on-scene investigations and process crime scenes. |
| 10.00% | 9.00% | **Court Assistance** - Obtaining warrants, State Attorney's Office depositions and appear in court. |
| 10.00% | 10.00% | **Investigations Assistance** - Assist Uniform Division and other agencies with investigations. |
| 8.00% | 10.00% | **Training and Professional Development.** |
| 2.00% | 2.00% | **Community Meetings/Community Policing** |
| 5.00% | 5.00% | **Backgrounds** |
| 100.00% | 100.00% | |

## POLICE INVESTIGATIONS DIVISION BUDGET SUMMARY

The Fiscal Year 2020-21 proposed budget for Police Investigations is $ 1,097,082. This compares to the 2019-2020 projected expenditures of $ 1,046,077, an increase of $ 51,005 or 4.9%.

| | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY 19/20 Budget | Projected FY 19/20 Expenditures | FY 20/21 Budget | Difference |
|---|---|---|---|---|---|---|---|
| Personal Services | $ 603,083 | $ 648,579 | $ 664,952 | $ 891,625 | $ 884,682 | $ 939,003 | $ 54,321 |
| Operating Expenses | 106,217 | 106,054 | 115,848 | 131,773 | 134,286 | 147,479 | 13,193 |
| Capital Outlay | 5,188 | - | 37,446 | 28,053 | 27,109 | 10,600 | (16,509) |
| Total | $ 714,488 | $ 754,632 | $ 818,247 | $ 1,051,451 | $ 1,046,077 | $ 1,097,082 | $ 51,005 |

Fiscal Year 2020-21 Proposed Budget:

| Major Current Level Changes from Fiscal Year 2019-20 Projected Expenditures: | Difference |
|---|---|
| **1. Personal Services** - Increase due to transfer in of a part time position and a position reclassification.. | $ 54,321 |
| **2. Operating Expenses** - Increase due primarily to crime lab services fee increase as well as equipment maintenance costs. | $ 13,193 |
| **3. Capital Outlay** - Decrease due to less new equipment needed this year. | $ (16,509) |

## PERSONAL SERVICES SCHEDULE

**POLICE INVESTIGATIONS DIVISION**

| POSITION | PAY RANGE | FULL TIME EQUIVALENTS 18/19 | 19/20 | Amended 19/20 | 20/21 | Projected Expenditure 19/20 | Budget 20/21 |
|---|---|---|---|---|---|---|---|
| Lieutenant | 57,256 / 106,061 | 1.00 | 1.00 | 1.00 | 1.00 | $ 68,490 | $ 70,750 |
| Sergeant | 51,357 / 90,234 | 1.00 | 1.00 | 1.00 | 1.00 | 63,115 | 59,500 |
| Investigators | 40,608 / 71,348 | 4.00 | 6.00 | 6.00 | 6.00 | 356,300 | 362,500 |
| Evidence Supervisor | 47,028 / 84,651 | 0.00 | 0.00 | 0.00 | 1.00 | - | 48,250 |
| Evidence Technician | 33,679 / 60,622 | 1.00 | 1.00 | 1.00 | 0.00 | 39,470 | - |
| Evidence Technician P/T* | $ 16.19/hr | 0.00 | 0.00 | 0.00 | 0.50 | - | 21,050 |
| Crossing Guards (Temp) | $ 10.00/hr | 5.00 | 5.00 | 5.00 | 5.00 | 33,610 | 43,500 |
| | | 12.00 | 14.00 | 14.00 | 14.50 | | |
| | | **TOTAL SALARIES** | | | | $ 560,985 | $ 605,550 |
| | | Overtime | | | | 44,700 | 44,000 |
| * Position transferred from Admin | | FICA Taxes | | | | 47,700 | 50,491 |
| Division in FY21. | | Clothing Allowance | | | | 9,750 | 10,460 |
| | | Deferred Compensation | | | | 4,500 | 4,841 |
| | | Chapter 185 Retirement | | | | 119,106 | 121,278 |
| | | Group Health Insurance Premium | | | | 78,325 | 77,958 |
| | | Employee Assistance Program | | | | 143 | 143 |
| | | Worker's Comp Insurance | | | | 19,473 | 24,282 |
| | | Total Personal Services | | | | $ 884,682 | $ 939,003 |

## CAPITAL OUTLAY SCHEDULE

**POLICE INVESTIGATIONS DIVISION - FUNDED BY GENERAL FUND**

| Description | EXPENDITURES PER FISCAL YEAR 2020/21 | 2021/22 | 2022/23 | 2023/24 | 2024/25 | TOTAL |
|---|---|---|---|---|---|---|
| PENLINK Server | $ 3,000 | $ - | $ - | $ - | $ - | $ 3,000 |
| Surveillance Equipment | 7,600 | - | - | - | - | 7,600 |
| | $ 10,600 | $ - | $ - | $ - | $ - | $ 10,600 |

# CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

**POLICE INVESTIGATIONS DIVISION**

**Code: 010047**

| Account Number | Description | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY 19/20 Budget | FY 19/20 Projected | FY 20/21 Dept Request | Proposed FY 20/21 Budget |
|---|---|---|---|---|---|---|---|---|
| **PERSONAL SERVICES** | | | | | | | | |
| 511200 | Regular Salaries | 334,513 | 369,878 | 376,797 | 526,150 | 527,375 | 573,800 | 562,050 |
| 511300 | Temporary Salaries | 58,503 | 51,731 | 43,308 | 43,500 | 33,610 | 43,500 | 43,500 |
| 511400 | Overtime | 51,292 | 34,868 | 39,755 | 35,000 | 44,700 | 44,000 | 44,000 |
| 512100 | FICA Taxes | 33,627 | 34,813 | 35,090 | 46,853 | 47,700 | 51,390 | 50,491 |
| 512215 | Clothing Allowance | 7,450 | 7,804 | 7,848 | 10,460 | 9,750 | 10,460 | 10,460 |
| 512225 | Deferred Compensation | 3,445 | 3,870 | 4,109 | 4,102 | 4,500 | 4,841 | 4,841 |
| 512250 | Chapter 185 Retirement | 45,918 | 76,072 | 84,427 | 119,106 | 119,106 | 124,004 | 121,278 |
| 512301 | Group Health Insurance Premium | 41,236 | 54,879 | 55,655 | 81,858 | 78,325 | 87,972 | 77,958 |
| 512305 | Dependant Health Ins Premium | 16,170 | 0 | 0 | 0 | 0 | 0 | 0 |
| 512309 | Employee Assistance Program | 146 | 0 | 95 | 143 | 143 | 157 | 143 |
| 512400 | Worker's Comp Insurance | 10,784 | 14,665 | 17,869 | 24,453 | 19,473 | 24,738 | 24,282 |
| **TOTAL PERSONAL SERVICES** | | **603,083** | **648,579** | **664,952** | **891,625** | **884,682** | **964,862** | **939,003** |
| **OPERATING EXPENDITURES** | | | | | | | | |
| 533100 | Professional Services | 67,889 | 70,417 | 72,749 | 82,000 | 80,668 | 84,649 | 84,649 |
| 533500 | Investigations | 181 | 491 | 780 | 800 | 800 | 800 | 800 |
| 534000 | Travel and Per Diem | 2,379 | 5,143 | 5,652 | 6,388 | 8,000 | 8,500 | 8,500 |
| 534105 | Cellular Telephone | 3,355 | 3,644 | 3,581 | 4,320 | 4,175 | 4,200 | 4,200 |
| 534110 | Internet Access | 2,236 | 2,922 | 3,173 | 3,900 | 3,925 | 3,900 | 3,900 |
| 534115 | On-line Services | 1,603 | 1,647 | 1,704 | 1,752 | 1,747 | 1,800 | 1,800 |
| 534120 | Postage | 23 | 70 | 143 | 250 | 250 | 250 | 250 |
| 534130 | Express Mail Charges | 22 | 41 | 0 | 100 | 300 | 300 | 300 |
| 534400 | Rent/Leases | 391 | 391 | 0 | 576 | 576 | 576 | 576 |
| 534420 | Equipment Leases | 510 | 501 | 497 | 525 | 420 | 384 | 384 |
| 534620 | R & M-Vehicles | 6,345 | 4,169 | 5,944 | 4,000 | 4,000 | 5,000 | 5,000 |
| 534630 | R & M - Office Equipment | 1,202 | 858 | 1,252 | 1,200 | 1,375 | 5,020 | 5,020 |
| 534640 | R & M-Operating Equipment | 85 | 0 | 0 | 0 | 0 | 4,300 | 2,000 |
| 534650 | R & M-Radio | 79 | 35 | 0 | 100 | 100 | 100 | 100 |
| 534800 | Promotional Activities | 147 | 171 | 154 | 300 | 300 | 300 | 300 |
| 534920 | Legal Ads | 0 | 0 | 317 | 400 | 500 | 750 | 750 |
| 535200 | Departmental Supplies | 2,918 | 2,774 | 2,506 | 2,600 | 3,000 | 4,000 | 4,000 |
| 535210 | Computer Supplies | 72 | 0 | 90 | 912 | 1,000 | 1,000 | 1,000 |
| 535230 | Small Tools and Equipment | 185 | 313 | 0 | 200 | 200 | 200 | 200 |
| 535260 | Gas and Oil | 10,816 | 7,952 | 9,530 | 10,000 | 11,500 | 12,000 | 12,000 |
| 535270 | Uniforms and Shoes | 337 | 561 | 618 | 800 | 800 | 800 | 800 |
| 535275 | Safety Equipment | 1,016 | 293 | 293 | 750 | 750 | 750 | 750 |
| 535410 | Dues and Memberships | 25 | 400 | 470 | 700 | 700 | 1,000 | 1,000 |
| 535420 | Books and Publications | 0 | 0 | 200 | 200 | 200 | 200 | 200 |
| 535450 | Training and Education | 4,403 | 3,262 | 6,197 | 9,000 | 9,000 | 11,000 | 9,000 |
| **TOTAL OPERATING EXPENDITURES** | | **106,217** | **106,054** | **115,848** | **131,773** | **134,286** | **151,779** | **147,479** |
| **CAPITAL OUTLAY** | | | | | | | | |
| 606400 | Vehicles and Equipment | 5,188 | 0 | 37,446 | 28,053 | 27,109 | 22,600 | 10,600 |
| **TOTAL CAPITAL OUTLAY** | | **5,188** | **0** | **37,446** | **28,053** | **27,109** | **22,600** | **10,600** |
| **TOTAL POLICE INVESTIGATIONS DIVISION** | | **714,488** | **754,632** | **818,247** | **1,051,451** | **1,046,077** | **1,139,241** | **1,097,082** |

## POLICE DISPATCH UNIT

The police Dispatch Unit operates around the clock and takes emergency and non-emergency calls for service from the public, and dispatches calls to officers, code enforcement and volunteers. They do investigative work for the officers utilizing the CAD, RMS, DAVID and FCIC/NCIC, provide information services to officers as well as citizens. They monitor and record the activities of officers, community service volunteers and code enforcement officers into the CAD system. Dispatch takes house watch requests from citizens for the volunteers to check while they are away. Dispatch works closely with the other dispatch centers in the surrounding cities and counties by transferring calls to them or receiving calls from them. Dispatch uses several state of the art automated systems, which are linked to statewide and nationwide databases.

### FISCAL YEAR 2020 ACCOMPLISHMENTS

- ✓ The third radio work station was upgraded.
- ✓ Implemented the LEAPS program to improve the training, evaluation and documentation flow for newly hired dispatchers.
- ✓ Ensured compliance through quarterly and annual audits.

### FISCAL YEAR 2021 GOALS AND OBJECTIVES

- ➢ Educate the public on the 911 system, its operation and proper use.
- ➢ Fill the assistant communications supervisor position.
- ➢ Increase education and training for the 911 operators to ensure preparation for all emergencies and succession planning.
- ➢ Continue efficiently receiving and dispatching calls for service in an effort to provide meet the needs of our citizens.

**PERFORMANCE MEASURES**

| Performance Indicators | Actual 2016/2017 | Actual 2017/2018 | Actual 2018/2019 | Projected 2019/2020 | Projected 2020/2021 |
|---|---|---|---|---|---|
| 911 Calls Received | 9,004 | 9,056 | 8888* | 9,500 | 9,000 |
| Code Violation Calls Received | 6,773 | 8,712 | 9,239 | 8,000 | 8,500 |
| Total Calls Received | 45,136 | 48,610 | 51,209 | 48,000 | 50,000 |
| Calls Per Dispatcher | 5,015 | 5,401 | 5,689 | 5,500 | 5,500 |
| Administrative Calls Handled | 37,846 | 45,644 | 17801* | 40,000 | 20,000 |

* System documenting issue caused the FY19 reported numbers to appear lower than they actually were

## POLICE DISPATCH UNIT PROGRAM BUDGET DESCRIPTION

| *STAFFING* | | *NATURE OF ACTIVITY* |
|---|---|---|
| *19/20* | *20/21* | |
| 53.00% | 53.00% | **Dispatch** - Receive and dispatch calls for police services, including felony in progress and emergency calls. Supply information to officers and callers. Record police action taken on calls for service. |
| 29.00% | 29.00% | **Calls** - Receive complaint calls from public and emergency 911 calls. |
| 14.00% | 14.00% | **Information Retrieval** - Check auto tags, VIN's, individuals, articles through the automated in-house records system and FCIC/NCIC systems. Send and receive LETS and fax messages. |
| 2.00% | 2.00% | **Code Enforcement** - Receive, document and dispatch code enforcement complaints. |
| 2.00% | 2.00% | **Training and Professional Development.** |
| 100.00% | 100.00% | |

## POLICE DISPATCH UNIT BUDGET SUMMARY

The Fiscal Year 2020-2021 proposed budget for Police Dispatch is $ 653,778. This compares to the 2019-2020 projected expenditures of $ 638,600, an increase of $ 15,178, or 2.4%.

| | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY 19/20 Budget | Projected FY 19/20 Expenditures | FY 20/21 Budget | Difference |
|---|---|---|---|---|---|---|---|
| Personal Services | $ 600,680 | $ 590,500 | $ 611,731 | $ 642,853 | $ 626,537 | $ 639,942 | $ 13,405 |
| Operating Expenses | 10,349 | 8,563 | 10,307 | 10,840 | 12,063 | 13,836 | 1,773 |
| Capital Outlay | - | - | - | - | - | - | - |
| Total | $ 611,029 | $ 599,063 | $ 622,038 | $ 653,693 | $ 638,600 | $ 653,778 | $ 15,178 |

Fiscal Year 2020-21 Proposed Budget:

| Major Current Level Changes from Fiscal Year 2019-20 Projected Expenditures: | Difference |
|---|---|
| **1. Personal Services** - Increase due to having positions full all year. | $ 13,405 |
| **2. Operating Expenses** - Slight increase due primarily to increased training. | $ 1,773 |
| **3. Capital Outlay** - No capital outlay requested. | $ - |

PERSONAL SERVICES SCHEDULE

POLICE DISPATCH UNIT

| POSITION | PAY RANGE | FULL TIME EQUIVALENTS 18/19 | 19/20 | Amended 19/20 | 20/21 | Projected Expenditure 19/20 | Budget 20/21 |
|---|---|---|---|---|---|---|---|
| Communications Supervisor | 40,244 / 72,439 | 1.00 | 1.00 | 1.00 | 1.00 | $ 75,000 | $ 72,750 |
| Assistant Communications Supervisor | 35,730 / 64,314 | 0.00 | 1.00 | 0.00 | 1.00 | 37,000 | $ 37,400 |
| Communication Technician | 30,821 / 55,478 | 9.00 | 8.00 | 9.00 | 8.00 | 303,000 | 323,750 |
| | | 10.00 | 10.00 | 10.00 | 10.00 | | |
| | | TOTAL SALARIES | | | | $ 415,000 | $ 433,900 |
| | | Overtime | | | | 60,000 | 40,000 |
| | | FICA Taxes | | | | 35,250 | 36,253 |
| | | Deferred Compensation | | | | 39,500 | 42,813 |
| | | Group Health Insurance Premium | | | | 75,800 | 85,990 |
| | | Employee Assistance Program | | | | 148 | 158 |
| | | Worker's Comp Insurance | | | | 839 | 828 |
| | | Total Personal Services | | | | $ 626,537 | $ 639,942 |

# CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

**POLICE DISPATCH UNIT**

**Code: 010049**

| Account Number | Description | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY 19/20 Budget | FY 19/20 Projected | FY 20/21 Dept Request | Proposed FY 20/21 Budget |
|---|---|---|---|---|---|---|---|---|
| **PERSONAL SERVICES** | | | | | | | | |
| 511200 | Regular Salaries | 379,933 | 405,965 | 400,202 | 434,950 | 415,000 | 444,150 | 433,900 |
| 511400 | Overtime | 74,843 | 34,955 | 56,733 | 39,861 | 60,000 | 40,000 | 40,000 |
| 512100 | FICA Taxes | 33,487 | 32,538 | 33,591 | 36,139 | 35,250 | 37,037 | 36,253 |
| 512225 | Deferred Compensation | 39,105 | 38,699 | 40,239 | 42,516 | 39,500 | 43,736 | 42,813 |
| 512301 | Group Health Insurance Premium | 54,368 | 77,585 | 79,848 | 88,176 | 75,800 | 96,525 | 85,990 |
| 512305 | Dependant Health Ins Premium | 17,931 | 0 | 0 | 0 | 0 | 0 | 0 |
| 512309 | Employee Assistance Program | 232 | 0 | 150 | 158 | 148 | 174 | 158 |
| 512400 | Worker's Comp Insurance | 782 | 758 | 968 | 1,053 | 839 | 846 | 828 |
| **TOTAL PERSONAL SERVICES** | | **600,680** | **590,500** | **611,731** | **642,853** | **626,537** | **662,468** | **639,942** |
| **OPERATING EXPENDITURES** | | | | | | | | |
| 534000 | Travel and Per Diem | 818 | 704 | 1,411 | 1,000 | 1,000 | 2,000 | 2,000 |
| 534105 | Cellular Telephone | 472 | 461 | 464 | 480 | 480 | 480 | 480 |
| 534110 | Internet Access | 433 | 433 | 454 | 435 | 160 | 0 | 0 |
| 534420 | Equipment Leases | 1,022 | 1,005 | 995 | 1,025 | 1,565 | 1,716 | 1,716 |
| 534630 | R & M-Office Equipment | 1,302 | 1,273 | 1,267 | 1,700 | 1,700 | 1,300 | 1,300 |
| 534640 | R & M-Operating Equipment | 500 | 0 | 470 | 500 | 500 | 500 | 500 |
| 534650 | R & M-Radios | 88 | 176 | 242 | 200 | 200 | 200 | 200 |
| 534800 | Promotional Activities | 217 | 300 | 389 | 300 | 300 | 400 | 400 |
| 535200 | Departmental Supplies | 2,193 | 890 | 643 | 800 | 800 | 1,800 | 1,800 |
| 535210 | Computer Supplies | 0 | 70 | 363 | 200 | 1,619 | 200 | 200 |
| 535270 | Uniforms | 0 | 0 | 632 | 300 | 300 | 300 | 300 |
| 535275 | Safety Equipment | 10 | 18 | 0 | 200 | 100 | 100 | 100 |
| 535410 | Dues and Memberships | 331 | 0 | 331 | 700 | 339 | 840 | 840 |
| 535450 | Training and Education | 2,963 | 3,235 | 2,645 | 3,000 | 3,000 | 4,000 | 4,000 |
| **TOTAL OPERATING EXPENDITURES** | | **10,349** | **8,563** | **10,307** | **10,840** | **12,063** | **13,836** | **13,836** |
| **CAPITAL OUTLAY** | | | | | | | | |
| 606400 | Vehicles and Equipment | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **TOTAL CAPITAL OUTLAY** | | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
| **TOTAL POLICE DISPATCH UNIT** | | **611,029** | **599,063** | **622,038** | **653,693** | **638,600** | **676,304** | **653,778** |

# CODE ENFORCEMENT DIVISION

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

## FISCAL YEAR 2020 ACCOMPLISHMENTS

- ✓ Continued a proactive approach to code violations, while striving for compliance.
- ✓ Investigated code violations with follow-ups, magistrate hearings and abatements.
- ✓ Provided education to the community in an effort to gain voluntary compliance.
- ✓ Continually monitored the false alarm program to ensure compliance.
- ✓ Provided professional code enforcement services.

## FISCAL YEAR 2021 GOALS AND OBJECTIVES

- ➢ Continue to strive for compliance prior to requiring magistrate hearing.
- ➢ Continue to provide proactive and professional code enforcement services.
- ➢ Continually educate the public on code enforcement concerns to improve quality of life.
- ➢ Reduce time spent on calls increasing efficiency observing and responding to violations.

## PERFORMANCE MEASURES

| Performance Indicators | Actual 2016/2017 | Actual 2017/2018 | Actual 2018/2019 | Projected 2019/2020 | Projected 2020/2021 |
|---|---|---|---|---|---|
| Water Violations | 174 | 17 | 94 | 40 | 60 |
| Code Violations | 1,579 | 1,832 | 2,325 | 1,800 | 1,900 |
| Illegal Signs | 456 | 459 | 520 | 450 | 475 |
| Nuisance Abatement | 527 | 655 | 417 | 600 | 450 |
| Re-inspections | 2,558 | 2,829 | 2,846 | 2,600 | 2,800 |
| Property Inspections | 336 | 434 | 533 | 400 | 450 |

**PROGRAM BUDGET DESCRIPTION FOR THE CODE ENFORCEMENT DIVISION**

| *STAFFING* | | *NATURE OF ACTIVITY* |
|---|---|---|
| *19/20* | *20/21* | |
| 50.00% | 50.00% | **Citizen Complaints** - Respond to complaints of city ordinance violations and self-initiate code compliance and enforcement. |
| 30.00% | 30.00% | **Re-inspections** - Follow up on notices of violations to ensure compliance. |
| 3.00% | 3.00% | **Code Enforcement Board** - Provide direct support to Code Enforcement Board for Code Enforcement hearings. |
| 17.00% | 17.00% | **Documentation** - To document complaints, as well as self-initiated actions, write reports and follow up letters and prepare documentation for Code Enforcement Board. |
| 100.00% | 100.00% | |

## CODE ENFORCEMENT DIVISION BUDGET SUMMARY

The Fiscal Year 2020-2021 proposed budget for Code Enforcement is $ 193,315. This compares to the 2019-2020 projected expenditures of $189,261, an increase of $ 4,054, or 2.1%.

| | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY 19/20 Budget | Projected FY 19/20 Expenditures | FY 20/21 Budget | Difference |
|---|---|---|---|---|---|---|---|
| Personal Services | $ 149,566 | $ 159,672 | $ 165,801 | $ 171,610 | $ 171,480 | $ 172,607 | $ 1,127 |
| Operating Expenses | 15,138 | 18,914 | 18,610 | 20,038 | 17,781 | 20,708 | 2,927 |
| Capital Outlay | - | - | - | - | - | - | - |
| Total | $ 164,704 | $ 178,587 | $ 184,410 | $ 191,648 | $ 189,261 | $ 193,315 | $ 4,054 |

Fiscal Year 2020-21 Proposed Budget:

| Major Current Level Changes from Fiscal Year 2019-20 Projected Expenditures: | Difference |
|---|---|
| **1. Personal Services** - Increase due to slight increase in workers compensation rate. | $ 1,127 |
| 2. **Operating Expenditures** - Increase due primarily to additional training and anticipated vehicle maintenance. | $ 2,927 |
| **3. Capital Outlay** - No capital outlay requested. | $ - |

## PERSONAL SERVICES SCHEDULE

**CODE ENFORCEMENT DIVISION**

| POSITION | PAY RANGE | FULL TIME EQUIVALENTS 18/19 | 19/20 | Amended 19/20 | 20/21 | Projected Expenditure 19/20 | Budget 20/21 |
|---|---|---|---|---|---|---|---|
| Code Enforcement Officer | 32,698 / 45,156 | 2.00 | 2.00 | 2.00 | 2.00 | $ 85,950 | $ 87,000 |
| Administrative Assistant | 30,821 / 55,478 | 1.00 | 1.00 | 1.00 | 1.00 | 35,250 | 35,000 |
| | | 3.00 | 3.00 | 3.00 | 3.00 | | |
| | | **TOTAL SALARIES** | | | | $ 121,200 | $ 122,000 |
| | | Overtime | | | | 300 | 100 |
| | | FICA Taxes | | | | 9,000 | 9,442 |
| | | Clothing Allowance | | | | 1,320 | 1,320 |
| | | Deferred Compensation | | | | 11,250 | 11,270 |
| | | Group Health Insurance Premium | | | | 26,745 | 26,245 |
| | | Employee Assistance Program | | | | 48 | 48 |
| | | Worker's Comp Insurance | | | | 1,617 | 2,182 |
| | | Total Personal Services | | | | $ 171,480 | $ 172,607 |

# CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

**CODE ENFORCEMENT DIVISION**
**Code: 010045**

| Account Number | Description | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY 19/20 Budget | Projected FY 19/20 Budget | FY 20/21 Dept Request | Proposed FY 20/21 Budget |
|---|---|---|---|---|---|---|---|---|
| **PERSONAL SERVICES** | | | | | | | | |
| 511200 | Regular Salaries | 108,672 | 112,848 | 117,074 | 120,300 | 121,200 | 125,000 | 122,000 |
| 511400 | Overtime | 26 | 444 | 31 | 239 | 300 | 100 | 100 |
| 512100 | FICA Taxes | 8,322 | 8,359 | 8,597 | 9,250 | 9,000 | 9,671 | 9,442 |
| 512215 | Clothing Allowance | 1,320 | 1,320 | 1,320 | 1,320 | 1,320 | 1,320 | 1,320 |
| 512225 | Deferred Compensation | 9,881 | 10,177 | 10,723 | 11,045 | 11,250 | 11,540 | 11,270 |
| 512301 | Group Health Insurance Premium | 15,585 | 24,846 | 25,873 | 27,377 | 26,745 | 29,258 | 26,245 |
| 512305 | Dependant Health Ins Premium | 3,986 | 0 | 0 | 0 | 0 | 0 | 0 |
| 512309 | Employee Assistance Program | 72 | 0 | 48 | 48 | 48 | 52 | 48 |
| 512400 | Worker's Comp Insurance | 1,701 | 1,680 | 2,135 | 2,031 | 1,617 | 2,236 | 2,182 |
| **TOTAL PERSONAL SERVICES** | | **149,566** | **159,672** | **165,801** | **171,610** | **171,480** | **179,177** | **172,607** |
| **OPERATING EXPENDITURES** | | | | | | | | |
| 533400 | Other Contractual Services | 0 | 0 | 590 | 700 | 700 | 700 | 700 |
| 534000 | Travel and Per Diem | 0 | 244 | 437 | 260 | 0 | 500 | 500 |
| 534105 | Cellular Telephone | 469 | 426 | 465 | 1,300 | 1,140 | 1,320 | 1,320 |
| 534110 | Internet Services | 866 | 866 | 866 | 866 | 866 | 866 | 866 |
| 534120 | Postage | 3,695 | 4,938 | 3,984 | 4,300 | 3,598 | 4,300 | 4,300 |
| 534420 | Equipment Leases | 70 | 69 | 68 | 82 | 215 | 252 | 252 |
| 534620 | R & M-Vehicles | 2,043 | 1,804 | 2,040 | 1,500 | 500 | 1,500 | 1,500 |
| 534630 | R & M - Office Equipment | 37 | 20 | 27 | 30 | 70 | 120 | 120 |
| 534650 | R & M-Radio | 79 | 88 | 0 | 100 | 80 | 100 | 100 |
| 534910 | Clerk of Court Filing Fees | 1,250 | 1,753 | 1,757 | 1,800 | 2,190 | 1,800 | 1,800 |
| 535200 | Departmental Supplies | 714 | 482 | 931 | 700 | 700 | 700 | 700 |
| 535210 | Computer Supplies | 0 | 0 | 40 | 500 | 500 | 50 | 50 |
| 535230 | Small Tools and Equipment | 79 | 0 | 0 | 100 | 0 | 100 | 100 |
| 535260 | Gas and Oil | 5,768 | 6,989 | 6,837 | 6,500 | 6,572 | 6,500 | 6,500 |
| 535270 | Uniforms and Shoes | 0 | 647 | 0 | 500 | 500 | 500 | 500 |
| 535275 | Safety Equipment | 0 | 0 | 0 | 100 | 50 | 100 | 100 |
| 535410 | Dues and Memberships | 70 | 35 | 70 | 100 | 100 | 100 | 100 |
| 535450 | Training and Education | 0 | 554 | 498 | 600 | 0 | 1,200 | 1,200 |
| **TOTAL OPERATING EXPENDITURES** | | **15,138** | **18,914** | **18,610** | **20,038** | **17,781** | **20,708** | **20,708** |
| **CAPITAL OUTLAY** | | | | | | | | |
| 606400 | Vehicles and Equipment | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **TOTAL CAPITAL OUTLAY** | | **0** | **0** | **0** | **0** | **0** | **0** | **0** |
| **TOTAL CODE ENFORCEMENT DIVISION** | | **164,704** | **178,587** | **184,410** | **191,648** | **189,261** | **199,885** | **193,315** |

CITY OF
SEBASTIAN
HOME OF PELICAN ISLAND

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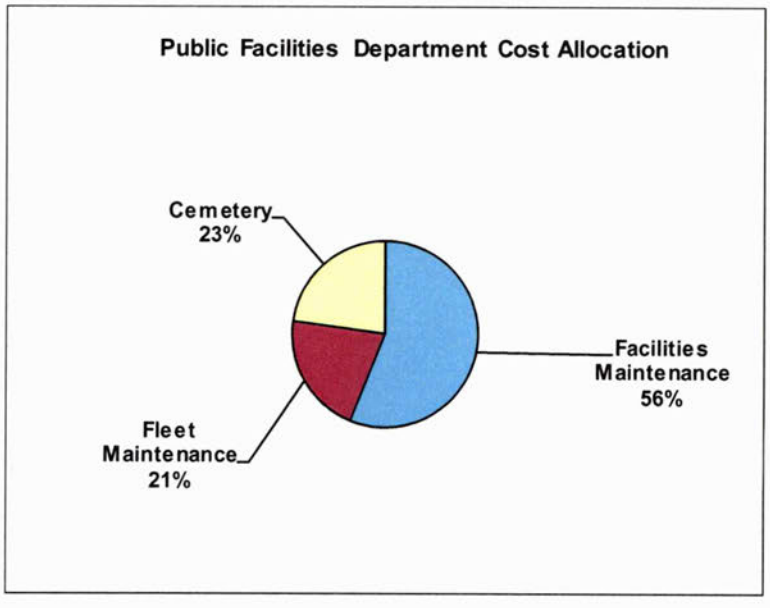
## PUBLIC FACILITIES DEPARTMENT
## CONSOLIDATED BUDGET FOR ALL DIVISIONS

The Fiscal Year 2020-21 proposed budget for the Public Facilities Department as a whole is $ 1,000,029. As compared to the 2019-2020 projected expenditures of $ 969,299, this is an increase of $ 30,730 or 3.2%.

| | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY 19/20 Budget | Projected FY 19/20 Expenditures | FY 20/21 Budget | Difference |
|---|---|---|---|---|---|---|---|
| Personal Services | $ 1,133,021 | $ 1,569,966 | $ 1,006,513 | $ 616,764 | $ 612,433 | $ 643,350 | $ 30,917 |
| Operating Expenses | 728,876 | 1,110,786 | 605,517 | $ 308,539 | $ 314,341 | 313,579 | (762) |
| Capital Outlay | 114,447 | 142,493 | 83,712 | $ 42,665 | $ 42,525 | 43,100 | 575 |
| Total | $ 1,976,344 | $ 2,823,245 | $ 1,695,742 | $ 967,968 | $ 969,299 | $ 1,000,029 | $ 30,730 |

Fiscal Year 2020-2021 Proposed Budget:
Major Current Level Changes from
Fiscal Year 2019-2020 Projected Expenditures:

| | Difference |
|---|---|
| **1. Personal Services** - Increase due primarily to a retirement payout. | $ 30,917 |
| **2. Operating Expenses** - Slight decrease due primarily to reduced building maintenance costs. | $ (762) |
| **3. Capital Outlay -** Increase due primarily to anticipated replacement of air conditioning units. | $ 575 |



# CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

## CONSOLIDATED PUBLIC FACILITIES DEPARTMENT

| | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | FY 19/20 Budget | FY 19/20 Projected | FY 20/21 Budget |
|---|---|---|---|---|---|---|
| **ROADS & MAINTENANCE** | | | | | | |
| PERSONAL SERVICES | $ 379,293 | $ 462,678 | $ 505,970 | $ - | $ - | $ - |
| OPERATING EXPENDITURES | 72,500 | 338,222 | 325,439 | - | - | - |
| CAPITAL OUTLAY | 3,639 | 7,544 | 55,743 | - | - | - |
| TOTAL | $ 455,432 | $ 808,444 | $ 887,151 | $ - | $ - | $ - |
| **STORMWATER UTILITY** | | | | | | |
| PERSONAL SERVICES | $ 336,195 | $ 630,002 | $ - | $ - | $ - | $ - |
| OPERATING EXPENDITURES | 377,195 | 488,037 | - | - | - | - |
| CAPITAL OUTLAY | - | 2,263 | - | - | - | - |
| TOTAL | $ 713,390 | $ 1,120,302 | $ - | $ - | $ - | $ - |
| **FLEET MANAGEMENT** | | | | | | |
| PERSONAL SERVICES | $ 184,297 | $ 194,428 | $ 194,159 | $ 186,004 | $ 180,673 | $ 185,787 |
| OPERATING EXPENDITURES | 27,228 | 24,432 | 28,524 | 26,345 | 19,445 | 22,640 |
| CAPITAL OUTLAY | 2,335 | - | 9,595 | - | - | 2,800 |
| TOTAL | $ 213,861 | $ 218,860 | $ 232,278 | $ 212,349 | $ 200,118 | $ 211,227 |
| **FACILITIES MAINTENANCE** | | | | | | |
| PERSONAL SERVICES | $ 92,872 | $ 133,131 | $ 160,659 | $ 279,543 | $ 279,543 | $ 284,664 |
| OPERATING EXPENDITURES | 225,941 | 232,174 | 219,247 | 253,735 | 268,531 | 255,724 |
| CAPITAL OUTLAY | 108,473 | 124,195 | 18,374 | 42,665 | 42,525 | 20,300 |
| TOTAL | $ 427,285 | $ 489,500 | $ 398,280 | $ 575,943 | $ 590,599 | $ 560,688 |
| **CEMETERY** | | | | | | |
| PERSONAL SERVICES | $ 140,365 | $ 149,728 | $ 145,725 | $ 151,217 | $ 152,217 | $ 172,899 |
| OPERATING EXPENDITURES | 26,011 | 27,920 | 32,308 | 28,459 | 26,365 | 35,215 |
| CAPITAL OUTLAY | - | 8,491 | - | - | - | 20,000 |
| TOTAL | $ 166,376 | $ 186,139 | $ 178,033 | $ 179,676 | $ 178,582 | $ 228,114 |
| **TOTALS** | | | | | | |
| **PERSONAL SERVICES** | **$ 1,133,021** | **$ 1,569,966** | **$ 1,006,513** | **$ 616,764** | **$ 612,433** | **$ 643,350** |
| **OPERATING EXPENDITURES** | **728,876** | **1,110,786** | **605,517** | **308,539** | **314,341** | **313,579** |
| **CAPITAL OUTLAY** | **114,447** | **142,493** | **83,712** | **42,665** | **42,525** | **43,100** |
| **TOTAL** | **$ 1,976,344** | **$ 2,823,245** | **$ 1,695,742** | **$ 967,968** | **$ 969,299** | **$ 1,000,029** |

# PUBLIC FACILITIES
# FLEET MANAGEMENT DIVISION

The Fleet Management Division develops, manages and provides vehicle and equipment maintenance services for all City-owned vehicles and equipment, with the exception of the Golf Course. This includes 103 vehicles, 26 units of major equipment and 185 units of smaller equipment and tools. In addition, the Fleet Management staff also maintains the City's fuel facilities in the compound, assuring fuel availability for the fleet and compliance with FDEP requirements.

## FISCAL YEAR 2020 ACCOMPLISHMENTS

- ✓ Cleaned and reorganized long term yard storage and storage building
- ✓ Implemented a vehicle replacement schedule
- ✓ Continued proper fuel storage, maintenance and compliance according to state and federal guidelines
- ✓ Maintained inventory accountability
- ✓ Maintained safe work environment, no injuries
- ✓ Generated $51,976.50 in revenue by the sale of surplus equipment through Gov Deals
- ✓ Maintained over 90% in-house repairs/preventative maintenances

## FISCAL YEAR 2021 GOALS AND OBJECTIVES

- ➢ Continue proper fuel storage, maintenance and compliance
- ➢ Continue safe work environment
- ➢ Continue inventory accountability
- ➢ Continue technician training/research in order to maintain a 90% goal of in-house repairs

## PERFORMANCE MEASURES

| Performance Indicators | Actual 2016/2017 | Actual 2017/2018 | Actual 2018/2019 | Projected 2019/2020 | Projected 2020/21 |
|---|---|---|---|---|---|
| Number of Vehicles Maintained | 104 | 117 | 121 | 120 | 123 |
| Number of Heavy Equipment Maintained | 26 | 26 | 24 | 27 | 26 |
| Number of Light Equipment Maintained | 185 | 200 | 202 | 200 | 200 |
| Preventive Maintenance Services | 135 | 200 | 187 | 200 | 200 |
| Road Service Calls | 89 | 65 | 71 | 75 | 75 |
| Completed Service Requests | 1529 | 1508 | 1056 | 1500 | 1300 |

## FLEET MANAGEMENT DIVISION PROGRAM BUDGET DESCRIPTION

| *STAFFING* | | *NATURE OF ACTIVITY* |
|---|---|---|
| *19/20* | *20/21* | |
| 10.00% | 10.00% | **Administration of City Fleet Management Program** - Supervise and direct employees in the implementation of a Fleet Management Program for over 300 pieces of equipment. Develop and direct the maintenance of a 2,800 sq. ft. maintenance facility. |
| 45.00% | 45.00% | **Vehicle Maintenance** - Schedule and perform vehicle preventive maintenance, mechanical and body repair services on all city-owned vehicles and equipment, except Golf Course equipment. |
| 10.00% | 10.00% | **Order and Parts Processing** - Order, receive and stock vehicle repair parts and material. Schedule vehicle sublet repairs. |
| 5.00% | 5.00% | **Employee Training** - Train employees in new corrective repair procedures, waste disposal, and Department of Labor Safety Requirements and Standards. |
| 10.00% | 10.00% | **Vehicle Data Processing** - Data processing of work orders, issue slips, purchase orders and parts. Maintain computerized parts and tools inventory. |
| 5.00% | 5.00% | **General Administrative** - Preparation of Budget, maintenance of vehicle records and training records. |
| 5.00% | 5.00% | **Administration of City Fuel Facility Management Program** - Supervise and maintain unleaded gasoline and diesel fuel storage and dispensing facilities. Implement, monitor and maintain Fuel Management System. |
| 5.00% | 5.00% | **Planning and implementation of Fleet Maintenance Programs** - Plan, develop and implement programs to modernize facilities, equipment and tools. |
| 5.00% | 5.00% | **General Administrative Program** - Implementation of Guidelines for the acquisition and replacement of Fleet Assets. |
| 100.00% | 100.00% | |

## FLEET MANAGEMENT DIVISION BUDGET SUMMARY

The Fiscal Year 2020-2021 proposed budget for Fleet Management is $ 211,227. This compares to the 2019-2020 projected expenditures of $ 200,118, an increase of $ 11,109, or 5.55%.

| | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY 19/20 Budget | Projected FY 19/20 Expenditures | FY 20/21 Budget | Difference |
|---|---|---|---|---|---|---|---|
| Personal Services | $ 184,297 | $ 194,428 | $ 194,159 | $ 186,004 | $ 180,673 | $ 185,787 | $ 5,114 |
| Operating Expenses | 27,228 | 24,432 | 28,524 | 26,345 | 19,445 | 22,640 | 3,195 |
| Capital Outlay | 2,335 | - | 9,595 | - | - | 2,800 | 2,800 |
| Total | $ 213,861 | $ 218,860 | $ 232,278 | $ 212,349 | $ 200,118 | $ 211,227 | $ 11,109 |

Fiscal Year 2020-21 Proposed Budget:

| Major Current Level Changes from Fiscal Year 2019-20 Projected Expenditures | Difference |
|---|---|
| **1. Personal Services** - Increase due primarily to position reclassification. | $ 5,114 |
| **2. Operating Expenses** - Increase due primarily to higher anticipated equipment maintenance and training costs. | $ 3,195 |
| **3. Capital Outlay** - Increase due to replacement equipment needed this year. | $ 2,800 |

# CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

## PERSONAL SERVICES SCHEDULE

**FLEET MANAGEMENT DIVISION**

| POSITION | PAY RANGE | FULL TIME EQUIVALENTS 18/19 | 19/20 | Amended 19/20 | 20/21 | Projected Expenditure 19/20 | Budget 20/21 |
|---|---|---|---|---|---|---|---|
| Fleet Superintendant | 50,871 / 91,568 | 1.00 | 1.00 | 1.00 | 1.00 | $ 61,995 | $ 61,750 |
| Garage Supervisor | 40,244 / 72,439 | 1.00 | 1.00 | 1.00 | 1.00 | 36,685 | 41,250 |
| Mechanic | 27,384 / 49,291 | 1.00 | 1.00 | 1.00 | 1.00 | 32,890 | 32,500 |
| Clerical Assisstant II | 26,587 / 47,856 | 0.50 | 0.00 | 0.00 | 0.00 | - | - |
| | | 3.50 | 3.00 | 3.00 | 3.00 | | |
| | | **TOTAL SALARIES** | | | | $ 131,570 | $ 135,500 |
| | | Overtime | | | | 600 | 1,000 |
| | | FICA Taxes | | | | 10,119 | 10,470 |
| | | Clothing Allowance | | | | 360 | 360 |
| | | Deferred Compensation | | | | 11,658 | 12,317 |
| | | Group Health Insurance Premium | | | | 22,539 | 21,986 |
| | | Employee Assistance Program | | | | 48 | 48 |
| | | Worker's Comp Insurance | | | | 3,779 | 4,106 |
| | | Total Personal Services | | | | $ 180,673 | $ 185,787 |

## CAPITAL OUTLAY SCHEDULE

**FLEET MANAGEMENT DIVISION - TO BE FUNDED BY GENERAL FUND**

| Description | EXPENDITURES PER FISCAL YEAR 2020/21 | 2021/22 | 2022/23 | 2023/24 | 2024/25 | TOTAL |
|---|---|---|---|---|---|---|
| Shop MIG Welder | 2,800 | - | - | - | - | 2,800 |
| Portable Stick Welder/Generator | - | 3,500 | - | - | - | 3,500 |
| Tire Balancer | - | 2,400 | - | - | - | 2,400 |
| Tire Changer | - | 3,980 | - | - | - | 3,980 |
| Shop Chain Hoist | - | - | 3,000 | - | - | 3,000 |
| Exhaust Extraction Unit | - | - | 1,800 | - | - | 1,800 |
| | $ 2,800 | $ 9,880 | $ 4,800 | $ - | $ - | $ 17,480 |

# CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

**FLEET MANAGEMENT DIVISION**
**Code: 010054**

| Account Number | Description | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY 19/20 Budget | FY 19/20 Projected | FY 20/21 Dept Request | Proposed FY 20/21 Budget |
|---|---|---|---|---|---|---|---|---|
| **PERSONAL SERVICES** | | | | | | | | |
| 511200 | Regular Salaries | 132,257 | 144,714 | 141,272 | 131,300 | 131,570 | 138,000 | 135,500 |
| 511400 | Overtime | 4,483 | 984 | 264 | 4,000 | 600 | 1,000 | 1,000 |
| 512100 | FICA Taxes | 10,369 | 11,154 | 10,840 | 10,308 | 10,119 | 10,661 | 10,470 |
| 512215 | Clothing Allowance | 320 | 220 | 240 | 360 | 360 | 360 | 360 |
| 512225 | Deferred Compensation | 11,267 | 12,655 | 13,293 | 12,127 | 11,658 | 12,542 | 12,317 |
| 512301 | Group Health Insurance Premium | 18,652 | 21,563 | 24,024 | 23,116 | 22,539 | 24,799 | 21,986 |
| 512305 | Dependant Health Ins Premium | 3,210 | 0 | 0 | 0 | 0 | 0 | 0 |
| 512309 | Employee Assistance Program | 92 | 0 | 63 | 48 | 48 | 52 | 48 |
| 512400 | Worker's Comp Insurance | 3,647 | 3,137 | 4,163 | 4,745 | 3,779 | 4,177 | 4,106 |
| **TOTAL PERSONAL SERVICES** | | **184,297** | **194,428** | **194,159** | **186,004** | **180,673** | **191,591** | **185,787** |
| **OPERATING EXPENDITURES** | | | | | | | | |
| 533400 | Other Contractual Services | 301 | 50 | 50 | 625 | 625 | 800 | 800 |
| 533410 | Environmental Services | 471 | 1,230 | 677 | 950 | 500 | 400 | 0 |
| 534000 | Travel and Per Diem | 768 | 69 | 369 | 800 | 250 | 250 | 250 |
| 534105 | Cellular Telephone | 789 | 957 | 1,144 | 1,080 | 1,020 | 1,020 | 1,020 |
| 534310 | Electric | 2,949 | 2,641 | 2,941 | 3,000 | 3,000 | 3,000 | 3,000 |
| 534320 | Water/Sewer | 266 | 291 | 292 | 325 | 280 | 295 | 295 |
| 534420 | Equipment Leases | 952 | 936 | 927 | 1,000 | 600 | 600 | 600 |
| 534610 | R & M - Buildings | 221 | 0 | 227 | 500 | 600 | 600 | 600 |
| 534620 | R & M-Vehicles | 1,434 | 1,320 | 1,792 | 1,380 | 450 | 1,000 | 1,000 |
| 534630 | R & M - Office Equipment | 1,193 | 432 | 1,096 | 1,150 | 885 | 870 | 870 |
| 534640 | R & M-Operating Equipment | 5,876 | 5,232 | 4,373 | 4,500 | 2,500 | 4,000 | 4,000 |
| 535200 | Departmental Supplies | 3,320 | 2,784 | 5,822 | 3,200 | 3,000 | 3,275 | 3,275 |
| 535210 | Computer Supplies | 20 | 0 | 54 | 0 | 100 | 250 | 250 |
| 535230 | Small Tools and Equipment | 4,824 | 3,060 | 4,607 | 2,000 | 2,000 | 2,000 | 2,000 |
| 535260 | Gas and Oil | 1,735 | 1,453 | 1,300 | 1,700 | 500 | 1,000 | 1,000 |
| 535270 | Uniforms and Shoes | 753 | 874 | 881 | 785 | 785 | 780 | 780 |
| 535275 | Safety Equipment | 196 | 375 | 427 | 400 | 200 | 400 | 400 |
| 535410 | Membership & Professional Dues | 50 | 1,500 | 1,545 | 1,600 | 1,600 | 1,600 | 1,600 |
| 535420 | Books and Publications | 0 | 0 | 0 | 100 | 50 | 100 | 100 |
| 535450 | Training and Education | 1,111 | 1,229 | 0 | 1,250 | 500 | 1,300 | 800 |
| **TOTAL OPERATING EXPENDITURES** | | **27,228** | **24,432** | **28,524** | **26,345** | **19,445** | **23,540** | **22,640** |
| **CAPITAL OUTLAY** | | | | | | | | |
| 606400 | Vehicles and Equipment | 2,335 | 0 | 9,595 | 0 | 0 | 5,300 | 2,800 |
| **TOTAL CAPITAL OUTLAY** | | **2,335** | **0** | **9,595** | **0** | **0** | **5,300** | **2,800** |
| **TOTAL FLEET MANAGEMENT DIVISION** | | **213,861** | **218,860** | **232,278** | **212,349** | **200,118** | **220,431** | **211,227** |

## PUBLIC FACILITIES
## FACILITIES MAINTENANCE DIVISION

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

### FISCAL YEAR 2020 ACCOMPLISHMENTS

- ✓ Rehab interior of Art Center
- ✓ Respond to COVID-19 Health Emergency by
  - Providing special soaps and sanitizing supplies
  - Instituting special cleaning procedures to promote a clean, virus free work environment
- ✓ Rehab restroom floors in Riverview Park and Football fields
- ✓ Repaired Splash Pad pump system
- ✓ Repaired Lift Station pumps at Working Waterfront
- ✓ Resolved major problem with Police Dept. Rooftop Air Conditioning Unit
- ✓ Replaced HVAC units serving the MIS department
- ✓ Provided backflow device testing inspections to +40 backflow prevention devices
- ✓ Replaced Riverview Park Restroom roofing
- ✓ Established street lighting on Airport Drive East leading to Pickle Ball courts
- ✓ Completed major concrete walkway and seawall repair at Yacht Club
- ✓ Completed rehab of foot bridges spanning swales at Riverview Park
- ✓ Replace carpet and sound assist antenna loop in City Council Chambers

### FISCAL YEAR 2021 GOALS AND OBJECTIVES

- ➢ Certify one member on staff in HVAC repairs
- ➢ Establish sewer connection serving the Senior Center
- ➢ Install Emergency Standby Generator for City Hall
- ➢ Convert Indian River Drive street lights to LED

### PERFORMANCE MEASURES

| Performance Indicators | Actual 2016/2017 | Actual 2017/2018 | Actual 2018/2019 | Projected 2019/2020 | Projected 2020/21 |
|---|---|---|---|---|---|
| Number of facility and sites maintained | 56 | 56 | 56 | 56 | 56 |
| Total square footage maintained | 161,138 | 161,138 | 161,138 | 161,138 | 161,138 |
| Total number of work orders completed | 150 | 150 | 160 | 165 | 175 |
| Cost per square foot maintained | $2.65 | $3.04 | $2.47 | $3.67 | $3.53 |

# CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

## PROGRAM BUDGET DESCRIPTION FOR THE FACILITIES MAINTENANCE DIVISION

| *STAFFING* | | *NATURE OF ACTIVITY* |
|---|---|---|
| *19/20* | *20/21* | |
| 25.00% | 25.00% | **Property Maintenance** - Provide continuous maintenance and repair to all City buildings and facilities. These activities are in the following disciplines: Design/Construction, Electrical, Painting, Plumbing, Cabinetry, Carpentry, and General Maintenance. |
| 15.00% | 15.00% | **Administration** - Supervise City facility contractors to ensure contractual obligations enforced. Provide general administrative duties to ensure overall efficient operation of City owned facilities and the preparation of annual division budget. |
| 60.00% | 60.00% | **General Services** - Perform duties such as supporting community activities, moving offices furniture, and providing janitorial services for all City facilities. |
| 100.00% | 100.00% | |

## FACILITIES MAINTENANCE DIVISION BUDGET SUMMARY

The Fiscal Year 2020-2021 proposed budget for Facilities Maintenance is $ 560,688. This compares to the 2019-2020 projected expenditures of $ 590,599, a decrease of $ 29,911, or -5.06%.

| | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY 19/20 Budget | Projected FY 19/20 Expenditures | FY 20/21 Budget | Difference |
|---|---|---|---|---|---|---|---|
| Personal Services | $ 92,872 | $ 133,131 | $ 160,659 | $ 279,543 | $ 279,543 | $ 284,664 | $ 5,121 |
| Operating Expenses | 225,941 | 232,174 | 219,247 | 253,735 | 268,531 | 255,724 | (12,807) |
| Capital Outlay | 108,473 | 124,195 | 18,374 | 42,665 | 42,525 | 20,300 | (22,225) |
| Total | $ 427,285 | $ 489,500 | $ 398,280 | $ 575,943 | $ 590,599 | $ 560,688 | $ (29,911) |

Fiscal Year 2020-2021 Proposed Budget:

| Major Current Level Changes from Fiscal Year 2019-2020 Projected Expenditures | Difference |
|---|---|
| **1. Personal Services** - Increase due primarily to position reclassification. | $ 5,121 |
| **2. Operating Expenses** - Decrease due primarily to lower anticipated contractual services. | $ (12,807) |
| **3. Capital Outlay** - Decrease due to less equipment requested. | $ (22,225) |

## PERSONAL SERVICES SCHEDULE

**FACILITIES MAINTENANCE**

| POSITION | PAY RANGE | FULL TIME EQUIVALENTS FY 18/19 | FY 19/20 | Amended FY 19/20 | FY 20/21 | Projected Expenditure FY 19/20 | Budget FY 20/21 |
|---|---|---|---|---|---|---|---|
| Public Facilities Director* | 72,868 / 131,163 | 0.00 | 1.00 | 1.00 | 1.00 | $ 91,420 | $ 91,250 |
| Construction Specialist II | 45,295 / 81,530 | 1.00 | 1.00 | 1.00 | 1.00 | 40,918 | 45,500 |
| Facilities Foreman | 30,821 / 55,478 | 1.00 | 1.00 | 1.00 | 1.00 | 41,400 | 40,750 |
| Maintenance Worker II | 27,384 / 49,291 | 1.00 | 1.00 | 1.00 | 1.00 | 32,500 | 32,250 |
| | | 3.00 | 4.00 | 4.00 | 4.00 | | |
| | | **TOTAL SALARIES** | | | | $ 206,238 | $ 209,750 |
| | | Overtime | | | | 3,000 | 3,000 |
| | | FICA Taxes | | | | 16,000 | 16,303 |
| | | Clothing Allowance | | | | 360 | 360 |
| *62% of Director's salary to be reimbursed by Airport | | Deferred Compensation | | | | 19,000 | 19,180 |
| | | Group Health Insurance Premium | | | | 28,865 | 28,864 |
| | | Employee Assistance Program | | | | 63 | 63 |
| | | Worker's Comp Insurance | | | | 6,017 | 7,144 |
| | | Total Personal Services | | | | $ 279,543 | $ 284,664 |

## CAPITAL OUTLAY SCHEDULE

**FACILITIES MAINTENANCE - TO BE FUNDED BY GENERAL FUND**

| | EXPENDITURES PER FISCAL YEAR | | | | | |
|---|---|---|---|---|---|---|
| **Description** | **2020/21** | **2021/22** | **2022/23** | **2023/24** | **2024/25** | **TOTAL** |
| Scissor Lift | $ 13,500 | $ - | $ - | $ - | $ - | $ 13,500 |
| Replace Storage Shed Roof | 6,800 | - | - | - | - | 6,800 |
| City Hall East End Air Conditioner | - | 40,000 | - | - | - | 40,000 |
| | $ 20,300 | $ 40,000 | $ - | $ - | $ - | $ 60,300 |

**FACILITIES MAINTENANCE - TO BE FUNDED BY DISCRETIONARY SALES TAX**

| | EXPENDITURES PER FISCAL YEAR | | | | | |
|---|---|---|---|---|---|---|
| **Description** | **2020/21** | **2021/22** | **2022/23** | **2023/24** | **2024/25** | **TOTAL** |
| Truck w/9' Bed and Crane | $ 65,000 | $ - | $ - | $ - | $ - | $ 65,000 |
| Public Facilities Compound | - | 1,250,000 | 1,250,000 | 1,000,000 | - | 3,500,000 |
| | $ 65,000 | $ 1,250,000 | $ 1,250,000 | $ 1,000,000 | $ - | $ 3,565,000 |

# CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

**FACILITIES MAINTENANCE DIVISION**
**Code: 010056**

| Account Number | Description | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY 19/20 Budget | FY 19/20 Projected | FY 20/21 Dept Request | Proposed FY 20/21 Budget |
|---|---|---|---|---|---|---|---|---|
| **PERSONAL SERVICES** | | | | | | | | |
| 511200 | Regular Salaries | 62,073 | 89,331 | 109,886 | 203,850 | 206,238 | 240,000 | 209,750 |
| 511400 | Overtime | 3,174 | 7,521 | 5,036 | 3,000 | 3,000 | 3,000 | 3,000 |
| 512100 | FICA Taxes | 5,075 | 7,319 | 8,686 | 15,767 | 16,000 | 18,617 | 16,303 |
| 512215 | Clothing Allowance | 240 | 240 | 360 | 360 | 360 | 360 | 360 |
| 512225 | Deferred Compensation | 6,018 | 8,653 | 10,450 | 18,550 | 19,000 | 21,902 | 19,180 |
| 512301 | Group Health Insurance Premium | 13,256 | 17,377 | 21,187 | 30,397 | 28,865 | 42,996 | 28,864 |
| 512305 | Dependant Health Ins Premium | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 512309 | Employee Assistance Program | 48 | 0 | 48 | 63 | 63 | 70 | 63 |
| 512400 | Worker's Comp Insurance | 2,988 | 2,690 | 5,007 | 7,556 | 6,017 | 8,330 | 7,144 |
| **TOTAL PERSONAL SERVICES** | | **92,872** | **133,131** | **160,659** | **279,543** | **279,543** | **335,275** | **284,664** |
| **OPERATING EXPENDITURES** | | | | | | | | |
| 533400 | Other Contractual Services | 30,383 | 26,214 | 33,505 | 33,190 | 33,000 | 26,486 | 32,486 |
| 533410 | Environmental Services | 75 | 0 | 0 | 0 | 0 | 0 | 0 |
| 533415 | Janitorial Services | 69,685 | 86,259 | 93,566 | 104,320 | 105,000 | 105,682 | 105,682 |
| 533420 | Pest/Weed Control | 3,038 | 3,292 | 3,128 | 3,150 | 3,096 | 3,192 | 3,192 |
| 534000 | Travel and Per Diem | 0 | 0 | 0 | 650 | 200 | 700 | 700 |
| 534105 | Cellular Telephone | 131 | 467 | 794 | 1,740 | 1,620 | 1,920 | 1,620 |
| 534400 | Rents and Leases | 0 | 0 | 0 | 0 | 3,000 | 6,000 | 6,000 |
| 534420 | Equipment Leases | 0 | 0 | 0 | 27 | 500 | 108 | 250 |
| 534610 | R & M - Buildings | 94,400 | 86,689 | 61,169 | 79,000 | 86,500 | 83,000 | 67,000 |
| 534620 | R & M-Vehicles | 2,817 | 1,417 | 1,052 | 2,000 | 2,000 | 1,900 | 1,900 |
| 534625 | R & M - Lighting | 0 | 0 | 0 | 2,500 | 3,000 | 2,500 | 2,500 |
| 534630 | R & M - Office Equipment | 0 | 0 | 0 | 0 | 270 | 360 | 360 |
| 534640 | R & M-Operating Equipment | 212 | 1,655 | 369 | 500 | 1,500 | 1,600 | 1,600 |
| 535200 | Departmental Supplies | 905 | 3,228 | 1,777 | 2,591 | 3,200 | 3,600 | 3,600 |
| 535220 | Cleaning Supplies | 16,945 | 15,553 | 17,581 | 16,000 | 18,000 | 20,000 | 20,000 |
| 535230 | Small Tools and Equipment | 3,470 | 2,391 | 2,094 | 2,600 | 2,100 | 2,600 | 2,600 |
| 535260 | Gas and Oil | 3,113 | 4,108 | 2,933 | 4,000 | 4,000 | 4,100 | 4,100 |
| 535270 | Uniforms and Shoes | 735 | 901 | 856 | 835 | 845 | 1,178 | 884 |
| 535275 | Safety Equipment | 34 | 0 | 20 | 250 | 200 | 250 | 250 |
| 535450 | Training and Education | 0 | 0 | 405 | 382 | 500 | 1,000 | 1,000 |
| **TOTAL OPERATING EXPENDITURES** | | **225,941** | **232,174** | **219,247** | **253,735** | **268,531** | **266,176** | **255,724** |
| **CAPITAL OUTLAY** | | | | | | | | |
| 606200 | Buildings | 0 | 0 | 0 | 0 | 0 | 6,800 | 6,800 |
| 606400 | Vehicles and Equipment | 108,473 | 124,195 | 18,374 | 42,665 | 42,525 | 30,000 | 13,500 |
| **TOTAL CAPITAL OUTLAY** | | **108,473** | **124,195** | **18,374** | **42,665** | **42,525** | **36,800** | **20,300** |
| **TOTAL FACILITIES MAINTENANCE** | | **427,285** | **489,500** | **398,280** | **575,943** | **590,599** | **638,251** | **560,688** |

# PUBLIC FACILITIES
# CEMETERY DIVISION

The Cemetery Division is responsible for the maintenance, upkeep, and beautification of the Sebastian Cemetery that encompasses 10.74 acres of grass, trees, and hedges that are under a perpetual care clause purchased along with burial spaces by Sebastian residents. The staff is responsible for the location of burial sites for sales, internment, assistance in locating burial spaces of family members, friends, and staff from funeral homes and monument companies. Responsibilities also include record administration and adhering to ordinances, rules and regulations

## FISCAL YEAR 2020 ACCOMPLISHMENTS

- ✓ Level Cemetery Expansion Area (#5) and cap artesian well
- ✓ Adjust to pesticide ban through application of more manpower to manually maintain cemetery property
- ✓ Maintained close working relationship with area funeral homes throughout COVID-19 emergency
- ✓ Maintained irrigation system; replacing primary irrigation pump

## FISCAL YEAR 2021 GOALS AND OBJECTIVES

- ➢ Continue ground work to complete the opening of area #5
- ➢ Complete successor planning in anticipation of Kip Kelso's retirement in February 2021.

## PERFORMANCE MEASURES

| Performance Indicators | Actual 2016/2017 | Actual 2017/2018 | Actual 2018/2019 | Projected 2019/2020 | Projected 2020/21 |
|---|---|---|---|---|---|
| Cremains, including niches | 13 | 36 | 37 | 36 | 31 |
| Burials | 45 | 41 | 37 | 37 | 40 |
| Acres of property maintained | 10.34 | 10.34 | 10.34 | 12.06 | 12.06 |
| Operating cost per acre maintained | $16,091 | $18,002 | $17,218 | $14,808 | $25,718 |

## CEMETERY DIVISION PROGRAM BUDGET DESCRIPTION

| *STAFFING* | | *NATURE OF ACTIVITY* |
|---|---|---|
| *19/20* | *20/21* | |
| 70.00% | 70.00% | **Cemetery Grounds Maintenance** - Maintain 10.34 acres of grounds through improved scheduling of mowing, trimming, and general cleanup. Removal and trimming of unsightly trees to enhance appearance and increase safety. Continue to apply chemicals and fertilizer to improve the overall appearance of the Cemetery. Perform beautification projects such as planting trees and bushes to enhance appearance |
| 10.00% | 10.00% | **Public Relations** - Assist with sales and locations of burial spaces and assist citizens and visitors in locating burial spaces of family members and friends. |
| 10.00% | 10.00% | **Administration** - Assist in record keeping, bill processing, sales and products. |
| 10.00% | 10.00% | **Burials** - Markings for gravediggers, policing area for ants, checking flowers and parking cars. |
| 100.00% | 100.00% | |

# CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

## CEMETERY DIVISION BUDGET SUMMARY

The Fiscal Year 2020-2021 proposed budget for the Cemetery is $ 228,114. This compares to the 2019-2020 projected expenditures of $ 178,582, an increase of $ 49,532, or 27.7%.

| | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY 19/20 Budget | Projected FY 19/20 Expenditures | FY 20/21 Budget | Difference |
|---|---|---|---|---|---|---|---|
| Personal Services | $ 140,365 | $ 149,728 | $ 145,725 | $ 151,217 | $ 152,217 | $ 172,899 | $ 20,682 |
| Operating Expenses | 26,011 | 27,920 | 32,308 | 28,459 | 26,365 | 35,215 | 8,850 |
| Capital Outlay | - | 8,491 | - | - | - | 20,000 | 20,000 |
| Total | $ 166,376 | $ 186,139 | $ 178,033 | $ 179,676 | $ 178,582 | $ 228,114 | $ 49,532 |

Fiscal Year 2020-21 Proposed Budget:

| Major Current Level Changes from Fiscal Year 2019-20 Projected Expenditures | Difference |
|---|---|
| **1. Personal Services** - Increase due to retirement payout this year. | $ 20,682 |
| **2. Operating Expenses** - Increase due primarily to anticipated increase in size of grounds being maintained. | $ 8,850 |
| **3. Capital Outlay** - Increase due to equipment replacement and improvement projects. | $ 20,000 |

## PERSONAL SERVICES SCHEDULE

**CEMETERY DIVISION**

| POSITION | PAY RANGE | FULL TIME EQUIVALENTS 18/19 | 19/20 | Amended 19/20 | 20/21 | Projected Expenditure 19/20 | Budget 20/21 |
|---|---|---|---|---|---|---|---|
| Cemetery Supervisor | 35,730 / 64,314 | 1.00 | 1.00 | 1.00 | 1.00 | $ 74,550 | $ 52,250 |
| *Retirement Payout-Supervisor | | | | | | $ - | $ 37,600 |
| Assistant Cemetery Sexton | 29,052 / 52,293 | 1.00 | 1.00 | 1.00 | 1.00 | 30,550 | 32,250 |
| | | 2.00 | 2.00 | 2.00 | 2.00 | | |
| | | **TOTAL SALARIES** | | | | $ 105,100 | $ 122,100 |
| | | Overtime | | | | 2,200 | 3,000 |
| | | FICA Taxes | | | | 8,165 | 9,595 |
| | | Clothing Allowance | | | | 240 | 330 |
| | | Deferred Compensation | | | | 9,600 | 11,289 |
| | | Group Health Insurance Premium | | | | 20,557 | 20,177 |
| | | Employee Assistance Program | | | | 32 | 32 |
| | | Worker's Comp Insurance | | | | 6,323 | 6,376 |
| | | Total Personal Services | | | | $ 152,217 | $ 172,899 |

## CAPITAL OUTLAY SCHEDULE

**CEMETERY DIVISION - TO BE FUNDED BY GENERAL FUND**

| | EXPENDITURES PER FISCAL YEAR | | | | | |
|---|---|---|---|---|---|---|
| **Description** | **2020/21** | **2021/22** | **2022/23** | **2023/24** | **2024/25** | **TOTAL** |
| Bench Seats and Monuments | $ 20,000 | $ - | $ - | $ - | $ - | $ 20,000 |
| | $ 20,000 | $ - | $ - | $ - | $ - | $ 20,000 |

**CEMETERY DIVISION - TO BE FUNDED BY CEMETERY TRUST FUND**

| | EXPENDITURES PER FISCAL YEAR | | | | | |
|---|---|---|---|---|---|---|
| **Description** | **2020/21** | **2021/22** | **2022/23** | **2023/24** | **2024/25** | **TOTAL** |
| Columbarium Niches | $ 45,000 | $ 45,000 | $ - | $ - | $ - | $ 90,000 |
| 52" Mower | 13,500 | - | - | - | 14,000 | 27,500 |
| Flag Poles | 4,400 | - | - | - | - | 4,400 |
| Desk & Chairs | 1,600 | - | - | - | - | 1,600 |
| Driveway Resurfacing | 15,000 | - | - | - | - | 15,000 |
| Ground/Headstone Leveling | 20,000 | 20,000 | 40,000 | - | - | 80,000 |
| | $ 99,500 | $ 65,000 | $ 40,000 | $ - | $ 14,000 | $ 218,500 |

**CEMETERY DIVISION**
**Code: 010059**

| Account Number | Description | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY 19/20 Budget | FY 19/20 Projected | FY 20/21 Dept Request | Proposed FY 20/21 Budget |
|---|---|---|---|---|---|---|---|---|
| **PERSONAL SERVICES** | | | | | | | | |
| 511200 | Regular Salaries | 99,587 | 104,134 | 100,280 | 101,500 | 105,100 | 122,850 | 122,100 |
| 511400 | Overtime | 1,520 | 3,305 | 2,543 | 3,000 | 2,200 | 3,000 | 3,000 |
| 512100 | FICA Taxes | 7,422 | 7,905 | 7,569 | 7,974 | 8,165 | 9,653 | 9,595 |
| 512215 | Clothing Allowance | 120 | 240 | 320 | 240 | 240 | 330 | 330 |
| 512225 | Deferred Compensation | 9,284 | 9,624 | 8,846 | 9,382 | 9,600 | 11,356 | 11,289 |
| 512301 | Group Health Insurance Premium | 11,748 | 18,930 | 18,144 | 21,149 | 20,557 | 22,765 | 20,177 |
| 512305 | Dependant Health Ins Premium | 5,043 | 0 | 0 | 0 | 0 | 0 | 0 |
| 512309 | Employee Assistance Program | 44 | 0 | 30 | 32 | 32 | 35 | 32 |
| 512400 | Worker's Comp Insurance | 5,596 | 5,589 | 7,992 | 7,940 | 6,323 | 6,435 | 6,376 |
| **TOTAL PERSONAL SERVICES** | | **140,365** | **149,728** | **145,725** | **151,217** | **152,217** | **176,424** | **172,899** |
| **OPERATING EXPENDITURES** | | | | | | | | |
| 533400 | Other Contractual Services | 8,245 | 8,045 | 7,995 | 7,995 | 4,500 | 10,800 | 10,800 |
| 534101 | Telephone | 1,609 | 1,677 | 1,599 | 1,680 | 1,475 | 1,500 | 1,500 |
| 534105 | Cellular Telephones | 150 | 179 | 74 | 120 | 85 | 120 | 120 |
| 534110 | Internet Access | 743 | 819 | 839 | 840 | 865 | 880 | 880 |
| 534310 | Electric | 2,689 | 2,888 | 3,655 | 3,000 | 3,900 | 3,900 | 3,900 |
| 534610 | R & M - Buildings | 373 | 480 | 1,069 | 450 | 1,500 | 2,000 | 2,000 |
| 534620 | R & M-Vehicles | 125 | 385 | 488 | 700 | 500 | 700 | 700 |
| 534640 | R & M-Operating Equipment | 3,698 | 4,763 | 3,506 | 2,700 | 2,500 | 2,500 | 2,500 |
| 534685 | R & M - Grounds Maintenance | 2,938 | 1,779 | 2,911 | 2,900 | 3,000 | 6,500 | 3,500 |
| 535200 | Departmental Supplies | 2,627 | 3,410 | 5,937 | 3,800 | 3,800 | 3,840 | 3,840 |
| 535210 | Computer Supplies | 61 | 20 | 0 | 200 | 250 | 450 | 450 |
| 535230 | Small Tools and Equipment | 329 | 870 | 647 | 800 | 900 | 1,200 | 1,200 |
| 535260 | Gas and Oil | 1,747 | 1,980 | 2,467 | 1,950 | 1,900 | 2,500 | 2,500 |
| 535270 | Uniforms and Shoes | 626 | 591 | 975 | 624 | 690 | 625 | 625 |
| 535275 | Safety Equipment | 52 | 33 | 145 | 300 | 250 | 300 | 300 |
| 535450 | Training and Education | 0 | 0 | 0 | 400 | 250 | 400 | 400 |
| **TOTAL OPERATING EXPENDITURES** | | **26,011** | **27,920** | **32,308** | **28,459** | **26,365** | **38,215** | **35,215** |
| **CAPITAL OUTLAY** | | | | | | | | |
| 606400 | Vehicles and Equipment | 0 | 8,491 | 0 | 0 | 0 | 20,000 | 20,000 |
| **TOTAL CAPITAL OUTLAY** | | **0** | **8,491** | **0** | **0** | **0** | **20,000** | **20,000** |
| **TOTAL CEMETERY DIVISION** | | **166,376** | **186,139** | **178,033** | **179,676** | **178,582** | **234,639** | **228,114** |

# PUBLIC WORKS
# ROADS & MAINTENANCE DIVISION

The Roads and Maintenance Division is responsible for the repair and maintenance of the public streets and right-of-ways, and public infrastructures such as docks, piers, boat ramps, and sidewalks. In addition the division provides heavy construction support to other departments as needed.

## FISCAL YEAR 2020 ACCOMPLISHMENTS

- ✓ Increased the volume of asphalt used to repair pavement distress by 25% compared to FY 2018-2019.
- ✓ Repaired/Corrected 100% of trip hazards on City sidewalks brought to the attention of Public Works staff and ensured repair/correction by utility and other contractors of 100% of the sidewalk damage caused by their work in the ROW.
- ✓ Trained Division staff so that 100% of division staff have earned their CDL-B licenses with half of these earning the highest CDL level, A. All are cross-trained and proficient with multiple pieces of heavy construction equipment.
- ✓ Trained and certified 100% of all Division staff in the Maintenance of Traffic Operations (MOT - safe setup and operation of work zone within City ROWs) at the Intermediate and/or Advanced level.
- ✓ Successfully recruited and trained a second Traffic Technician (a Traffic Technician 1) that allowed the Division to make significant progress in bringing the City's Stop Signs and other Regulatory Signs into compliance with the Florida Manual of Uniform Traffic Control Devices (MUTCD). In doing so, upgraded 100% of the City's Zone 2 stop sign installations into full MUTCD compliance ahead of schedule (Zone 1 stop sign installation brought into compliance in FY 2019). Brought inspections, records and repairs of 100% of the City's 5 City-owned and maintained bridges

## FISCAL YEAR 2021 GOALS AND OBJECTIVES

- ➢ Repair/Correct 100% of trip hazards on City sidewalks brought to the attention of Public Works staff and ensure repair/correction by utility and other contractors of 100% of the sidewalk damage caused by their work in the ROW.
- ➢ Initiate and complete upgrade of all remaining City stop sign installations into full compliance with the MUTCD – Zones 3, 4 and 5 of the City's 5 signage zones.
- ➢ Provide full support to complete the ambitious third year (FY 2020) of the City's Six-Year Roadway Maintenance Program (Paving, Overlay and Sealing).
- ➢ Continue to support special City projects that require heavy construction equipment and expertise.

## PERFORMANCE MEASURES

| Performance Indicators | Actual 2016/2017 | Actual 2017/2018 | Actual 2018/2019 | Projected 2019/2020 | Projected 2020/2021 |
|---|---|---|---|---|---|
| Miles of Paved Roads Maintained | 157 | 157 | 157 | 157 | 157 |
| Number of Parking Lots Maintained | 16 | 16 | 16 | 16 | 16 |
| Miles of Sidewalks Maintained | 26 | 26 | 26 | 26 | 26 |

## ROADS & MAINTENANCE DIVISION PROGRAM BUDGET DESCRIPTION

| *STAFFING* | | *NATURE OF ACTIVITY* |
|---|---|---|
| *19/20* | *20/21* | |
| 60.00% | 60.00% | **Streets and Alleyways** - Maintain 157 miles of paved streets. Maintain sixteen (16) municipally owned parking areas. Perform repairs to streets and roadways that are damaged due to deterioration. Mow and clear street right of ways. |
| 20.00% | 20.00% | **General Maintenance** - Buildings, docks, piers, sidewalks, etc. |
| 5.00% | 5.00% | **General Administration** - Preparation of budget, update service records. Maintain equipment records. Review contracts and construction drawings on City Contract work. Meet with public as necessary. Coordinate employee training and education. |
| 15.00% | 15.00% | **Assisting other City Departments** - Lift heavy material with cranes, repair roadways and sidewalks following storm damage, transport heavy equipment and supplies to work-sites and grade parks and ballfields. |
| 100.00% | 100.00% | |

## ROADS & MAINTENANCE DIVISION BUDGET SUMMARY

The Fiscal Year 2020-2021 proposed budget for the Roads and Maintenance Division is $ 1,027,190. This compares to the 2019-2020 projected expenditures of $ 975,715, an increase of $ 51,475 or 5.28%.

| | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY 19/20 Budget | Projected FY 19/20 Expenditures | FY 20/21 Budget | Difference |
|---|---|---|---|---|---|---|---|
| Personal Services | $ 379,293 | $ 462,678 | $ 505,970 | $ 600,329 | $ 583,990 | $ 609,639 | $ 25,649 |
| Operating Expenses | 72,500 | 338,222 | 325,439 | 352,118 | 352,535 | 369,151 | 16,616 |
| Capital Outlay | 3,639 | 7,544 | 55,743 | 39,550 | 39,190 | 48,400 | 9,210 |
| Total | $ 455,432 | $ 808,444 | $ 887,151 | $ 991,997 | $ 975,715 | $ 1,027,190 | $ 51,475 |

Fiscal Year 2020-21 Proposed Budget:

| Major Current Level Changes from Fiscal Year 2019-20 Projected Expenditures | Difference |
|---|---|
| **1. Personal Services** - Increase due to having positions full for the entire year and a position reclassification. | $ 25,649 |
| **2. Operating Expenses** - Increase due primarily to higher anticipated engineering costs. | $ 16,616 |
| **3. Capital Outlay** - Increase due primarily to additional sidewalk repairs and sign shop equipment requested. | $ 9,210 |

## PERSONAL SERVICES SCHEDULE

### ROADS & MAINTENANCE DIVISION

| POSITION | PAY RANGE | 18/19 | 19/20 | Amended 19/20 | 20/21 | Projected Expenditure 19/20 | Budget 20/21 |
|---|---|---|---|---|---|---|---|
| Public Facilities Director | 72,868 / 131,163 | 1.00 | 0.00 | 0.00 | 0.00 | $ - | $ - |
| Public Works Director | 75,054 / 135,098 | 0.00 | 1.00 | 1.00 | 1.00 | 111,800 | 115,000 |
| Roads Assistant Superintendent | 45,295 / 81,530 | 1.00 | 1.00 | 1.00 | 1.00 | 43,280 | 48,500 |
| Traffic Technician II | 33,679 / 60622 | 0.00 | 1.00 | 1.00 | 1.00 | 34,815 | 34,750 |
| Traffic Technician I | 29,052 / 52,293 | 1.00 | 1.00 | 1.00 | 1.00 | 29,850 | 30,000 |
| Maintenance Worker III | 29,052 / 52,293 | 1.00 | 1.00 | 1.00 | 1.00 | 34,510 | 34,250 |
| Maintenance Worker II | 27,384 / 49,291 | 1.00 | 1.00 | 1.00 | 1.00 | 31,530 | 31,250 |
| Maintenance Worker I | 25,812 / 46,462 | 4.00 | 3.00 | 3.00 | 3.00 | 80,845 | 83,000 |
| Administrative Assistant | 30,821 / 55,478 | 0.00 | 1.00 | 1.00 | 1.00 | 33,270 | 33,000 |
| Clerical Assistant II (P/T) | 26,587 / 47,856 | 0.50 | 0.00 | 0.00 | 0.00 | - | - |
| | | 9.50 | 10.00 | 10.00 | 10.00 | | |
| | | TOTAL SALARIES | | | | $ 399,900 | $ 409,750 |
| | | Overtime | | | | 3,500 | 5,000 |
| | | FICA Taxes | | | | 29,075 | 31,811 |
| | | Clothing Allowance | | | | 840 | 1,080 |
| | | Deferred Compensation | | | | 35,000 | 37,749 |
| | | Group Health Insurance Premium | | | | 92,250 | 95,132 |
| | | Employee Assistance Program | | | | 160 | 158 |
| | | Worker's Comp Insurance | | | | 23,265 | 28,959 |
| | | Total Personal Services | | | | $ 583,990 | $ 609,639 |

## CAPITAL OUTLAY SCHEDULE

### ROADS AND MAINTENANCE DIVISION - TO BE FUNDED BY GENERAL FUND

EXPENDITURES PER FISCAL YEAR

| Description | 2020/21 | 2021/22 | 2022/23 | 2023/24 | 2024/25 | TOTAL |
|---|---|---|---|---|---|---|
| 1 ton 4 x 4 Reg Cab Pick-Up Truck | $ 34,000 | $ - | $ - | $ - | $ - | $ 34,000 |
| 48" Sign Sheeting Roller | 2,900 | - | - | - | - | 2,900 |
| 34" TuffTruck for Major Sidewalk Repairs | 9,500 | - | - | - | - | 9,500 |
| Sidewalk Form Set | 2,000 | - | - | - | - | 2,000 |
| | $ 48,400 | $ - | $ - | $ - | $ - | $ 48,400 |

### ROADS AND MAINTENANCE DIVISION - TO BE FUNDED BY LOCAL OPTION GAS TAX

EXPENDITURES PER FISCAL YEAR

| Description | 2020/21 | 2021/22 | 2022/23 | 2023/24 | 2024/25 | TOTAL |
|---|---|---|---|---|---|---|
| School Zone Lights (6) | $ 46,510 | $ - | $ - | $ - | $ - | $ 46,510 |
| Update City Street and Stop signs | 81,000 | - | - | - | - | 81,000 |
| Street Repaving | 400,000 | 600,000 | 600,000 | 600,000 | 600,000 | 2,800,000 |
| Sidewalk Replacement | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 500,000 |
| Wheel Loader 926M | 130,000 | - | - | - | - | 130,000 |
| Tandem Axle Dump Truck | - | 115,000 | | | | 115,000 |
| Brush Truck | - | 50,000 | - | - | - | 50,000 |
| Pavement Marking Truck | - | - | 85,000 | - | - | 85,000 |
| | $ 757,510 | $ 865,000 | $ 785,000 | $ 700,000 | $ 700,000 | $ 3,807,510 |

### ROADS AND MAINTENANCE DIVISION - TO BE FUNDED BY DISCRETIONARY SALES TAX

EXPENDITURES PER FISCAL YEAR

| Description | 2020/21 | 2021/22 | 2022/23 | 2023/24 | 2024/25 | TOTAL |
|---|---|---|---|---|---|---|
| Street Reconstruction | $ 500,000 | $ - | $ - | $ - | $ - | $ 500,000 |
| | $ 500,000 | $ - | $ - | $ - | $ - | $ 500,000 |

## ROADS & MAINTENANCE DIVISION

**Code: 010052**

| Account Number | Description | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY 19/20 Budget | FY 19/20 Projected | FY 20/21 Dept Request | Proposed FY 20/21 Budget |
|---|---|---|---|---|---|---|---|---|
| **PERSONAL SERVICES** | | | | | | | | |
| 511200 | Regular Salaries | 252,665 | 300,419 | 333,663 | 393,550 | 399,900 | 418,750 | 409,750 |
| 511300 | Temporary Salaries | 847 | 4,502 | 0 | 0 | 0 | 0 | 0 |
| 511400 | Overtime | 10,794 | 12,897 | 5,005 | 10,000 | 3,500 | 5,000 | 5,000 |
| 512100 | FICA Taxes | 20,388 | 23,377 | 24,412 | 30,731 | 29,075 | 32,499 | 31,811 |
| 512215 | Clothing Allowance | 790 | 900 | 720 | 960 | 840 | 1,080 | 1,080 |
| 512225 | Deferred Compensation | 23,363 | 27,205 | 29,694 | 36,478 | 35,000 | 38,559 | 37,749 |
| 512301 | Group Health Insurance Premium | 36,054 | 66,297 | 83,948 | 100,988 | 92,250 | 106,712 | 95,132 |
| 512305 | Dependant Health Ins Premium | 13,076 | 0 | 0 | 0 | 0 | 0 | 0 |
| 512309 | Employee Assistance Program | 148 | 0 | 129 | 158 | 160 | 174 | 158 |
| 512400 | Worker's Comp Insurance | 21,167 | 27,081 | 28,399 | 27,464 | 23,265 | 29,549 | 28,959 |
| **TOTAL PERSONAL SERVICES** | | **379,293** | **462,678** | **505,970** | **600,329** | **583,990** | **632,323** | **609,639** |
| **OPERATING EXPENDITURES** | | | | | | | | |
| 533150 | Engineering Services | 0 | 8,205 | 27,400 | 4,650 | 1,000 | 10,000 | 10,000 |
| 533400 | Other Contractual Services | 0 | 5,400 | 933 | 1,700 | 1,700 | 3,200 | 3,200 |
| 534000 | Travel and Per Diem | 0 | 0 | 1,332 | 1,750 | 1,750 | 3,000 | 3,000 |
| 534101 | Telephone | 0 | 1,793 | 1,345 | 2,148 | 665 | 672 | 672 |
| 534105 | Cellular Telephone | 1,210 | 1,883 | 1,509 | 2,040 | 2,075 | 2,520 | 2,520 |
| 534110 | Internet Services | 433 | 1,053 | 737 | 840 | 445 | 400 | 400 |
| 534120 | Postage | 49 | 234 | 74 | 100 | 0 | 0 | 0 |
| 534130 | Express Mail Charges | 0 | 0 | 23 | 0 | 100 | 200 | 200 |
| 534310 | Electric | 1,677 | 3,173 | 19,154 | 3,500 | 3,300 | 3,300 | 3,300 |
| 534315 | Street Lighting | 0 | 205,106 | 179,884 | 217,100 | 216,000 | 216,000 | 216,000 |
| 534320 | Water/Sewer | 266 | 291 | 292 | 325 | 400 | 420 | 420 |
| 534380 | Trash Pickup/Hauling, Etc. | 6,811 | 3,732 | 783 | 1,800 | 1,100 | 3,100 | 3,100 |
| 534420 | Equipment Leases | 731 | 2,690 | 2,848 | 3,500 | 2,000 | 2,792 | 2,156 |
| 534615 | R & M - Docks & Piers | 0 | 118 | 0 | 0 | 0 | 0 | 0 |
| 534620 | R & M-Vehicles | 12,199 | 20,382 | 10,811 | 12,000 | 18,700 | 20,000 | 20,000 |
| 534630 | R & M-Office Equipment | 2,166 | 2,317 | 2,000 | 2,125 | 1,800 | 1,980 | 1,188 |
| 534640 | R & M-Operating Equipment | 15,535 | 12,218 | 13,112 | 15,000 | 15,000 | 15,000 | 15,000 |
| 534682 | R & M - Sidewalks | 0 | 0 | 0 | 1,500 | 1,500 | 1,500 | 1,500 |
| 534920 | Legal Ads | 0 | 0 | 91 | 0 | 0 | 200 | 200 |
| 535200 | Departmental Supplies | 2,652 | 7,502 | 5,762 | 7,000 | 5,200 | 5,200 | 5,200 |
| 535210 | Computer Supplies | 20 | 781 | 635 | 2,000 | 2,000 | 2,000 | 2,000 |
| 535230 | Small Tools and Equipment | 984 | 5,421 | 6,051 | 2,500 | 3,200 | 3,500 | 3,500 |
| 535260 | Gas and Oil | 12,559 | 25,996 | 21,770 | 19,900 | 20,500 | 20,620 | 20,620 |
| 535270 | Uniforms and Shoes | 1,191 | 1,925 | 2,672 | 3,400 | 2,000 | 2,400 | 2,400 |
| 535275 | Safety Equipment | 1,268 | 581 | 433 | 500 | 500 | 900 | 900 |
| 535310 | Road Materials & Supplies | 10,766 | 23,986 | 19,109 | 20,000 | 20,000 | 20,000 | 20,000 |
| 535350 | Cement | 1,573 | 1,971 | 658 | 1,000 | 1,000 | 1,000 | 1,000 |
| 535385 | Signs & Marking Supplies | 0 | 0 | 0 | 21,880 | 25,000 | 25,000 | 25,000 |
| 535410 | Dues and Memberships | 310 | 449 | 492 | 360 | 600 | 850 | 775 |
| 535450 | Training and Education | 100 | 1,014 | 5,529 | 3,500 | 5,000 | 4,900 | 4,900 |
| **TOTAL OPERATING EXPENDITURES** | | **72,500** | **338,222** | **325,439** | **352,118** | **352,535** | **370,654** | **369,151** |
| **CAPITAL OUTLAY** | | | | | | | | |
| 606400 | Vehicles and Equipment | 3,639 | 7,544 | 55,743 | 39,550 | 39,190 | 44,400 | 48,400 |
| **TOTAL CAPITAL OUTLAY** | | **3,639** | **7,544** | **55,743** | **39,550** | **39,190** | **44,400** | **48,400** |
| **TOTAL ROADS & MAINTENANCE** | | **455,432** | **808,444** | **887,151** | **991,997** | **975,715** | **1,047,377** | **1,027,190** |

## LEISURE SERVICES DEPARTMENT

The Leisure Services Department is responsible for all maintenance and upkeep of the City parks and landscaped areas of City properties. Responsibilities include trash removal, landscaping, turf grass maintenance, planting & removal of trees, shrubs, turf and annuals at seventeen (17) parks, grounds of four (4) City Buildings, two (2) boat ramps, Indian River Drive walkway and four (4) piers. Provides irrigation maintenance on all city properties, daily maintenance of five (5) baseball/softball fields, three (3) football/soccer fields, ten (10) tennis courts including four (4) clay courts, four (4) basketball courts, Dog Park, Splash Pad and medians on US 1 and Schumann Drive. It maintains all of the Sebastian Blvd. intersections within City limits. Also provides, aerobics, exercise, dance, Yoga, Tai Chi, gymnastics, baby bees and karate programs at the Community Center. Operates the Skate Park and Clay Tennis Courts at Friendship Park and coordinates the annual Easter Egg Hunt and Halloween Special Events. The Department also reserves the Yacht Club and Community Center facilities for events and meetings.

### FISCAL YEAR 2020 ACCOMPLISHMENTS

- ✓
- ✓
- ✓
- ✓
- ✓

### FISCAL YEAR 2021 GOALS AND OBJECTIVES

- ➢
- ➢
- ➢
- ➢
- ➢

### PERFORMANCE MEASURES

| Performance Indicators | Actual 2016/2017 | Actual 2017/2018 | Actual 2018/2019 | Projected 2019/2020 | Projected 2020/2021 |
|---|---|---|---|---|---|
| Neighborhood Parks | 42.26 Acres | 42.26 Acres | 42.26 Acres | 42.26 Acres | 42.26 Acres |
| Community Parks | 61.58 Acres | 61.58 Acres | 61.58 Acres | 62.88 Acres | 62.88 Acres |
| Barber Street Sports Complex | 22.54 Acres | 22.54 Acres | 22.54 Acres | 22.54 Acres | 22.54 Acres |
| Special Facilities | 7.17 Acres | 7.17 Acres | 7.17 Acres | 7.17 Acres | 7.17 Acres |
| Nature Preserve Areas | 244.24 Acres | 244.24 Acres | 244.24 Acres | 244.24 Acres | 244.24 Acres |
| City Grounds | 8 Acres | 8 Acres | 8 Acres | 8 Acres | 8 Acres |
| Medians and Walkways | 5 Miles | 5 Miles | 5 Miles | 5 Miles | 5 Miles |

## LEISURE SERVICES DEPARTMENT PROGRAM BUDGET DESCRIPTION

| *STAFFING* | | *NATURE OF ACTIVITY* |
|---|---|---|
| *19/20* | *20/21* | |
| 47.00% | 46.00% | **Parks** - Mow, weed, and edge 165 acres of park land and 18 park locations. Remove trash at all parks to maintain maximum cleanliness. |
| 5.00% | 4.00% | **Active Recreation** - Provide aerobics, exercise, dance, Yoga, Tai Chi, baby bees, and karate programs at the Community Center. |
| 15.00% | 15.00% | **Recreation** - Fulfill City-sponsored event requirements and provide the necessary manpower for these. Ensure Riverview Park and/or Riverfront are prepared in a timely manner, per event demands, and insure all efforts are made to maintain the health of Riverview Park. |
| 7.00% | 5.00% | **Playgrounds** - Repair and maintain equipment at all City owned playground areas. |
| 16.00% | 15.00% | **Ballfields** - Fertilization and pest control, drag, rake, mow, remove trash, and maintain facilities at 8 athletic fields to maintain a safe area of play within the 22 acre Sports Complex. |
| 6.00% | 10.00% | **Landscaping** - Trimming, removal and replacement of trees, plants, mulch, and sod on all City properties. |
| 4.00% | 5.00% | **Structural Repairs and Irrigation** - Maintain, repair and/or replace buildings, structures and irrigation systems. |
| 100.00% | 100.00% | |

## LEISURE SERVICES DEPARTMENT BUDGET SUMMARY

The Fiscal Year 2020-2021 proposed budget for Leisure Services is $ 1,110,085. This compares to the 2019-2020 projected expenditures of $ 1,128,034, a decrease of $ 17,949 or -1.59%.

| | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY 19/20 Budget | Projected FY 19/20 Expenditures | FY 20/21 Budget | Difference |
|---|---|---|---|---|---|---|---|
| Personal Services | $ 518,371 | $ 505,975 | $ 759,730 | $ 819,797 | $ 763,896 | $ 786,673 | $ 22,777 |
| Operating Expenses | 394,206 | 369,197 | 244,648 | 229,455 | 218,970 | 260,412 | 41,442 |
| Capital Outlay | 10,880 | 4,368 | 140,640 | 145,168 | 145,168 | 63,000 | (82,168) |
| Total | $ 923,457 | $ 879,540 | $ 1,145,017 | $ 1,194,420 | $ 1,128,034 | $ 1,110,085 | $ (17,949) |

Fiscal Year 2020-2021 Proposed Budget:

| Major Current Level Changes from Fiscal Year 2019-2020 Projected Expenditures | Difference |
|---|---|
| **1. Personal Services** - Increase due to having positions full all year. | $ 22,777 |
| **2. Operating Expenses** - Increase due primarily to new electric service at Pickleball facility and planned facility improvements. | $ 41,442 |
| **3. Capital Outlay** - Decrease due to less new equipment planned for purchase. | $ (82,168) |

# CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

## PERSONAL SERVICES SCHEDULE

**LEISURE SERVICES DEPARTMENT**

| POSITION | PAY RANGE | FULL TIME EQUIVALENTS 18/19 | 19/20 | Amended 19/20 | 20/21 | Projected Expenditure 19/20 | Budget 20/21 |
|---|---|---|---|---|---|---|---|
| Leisure Services Director | 72,868 / 131,163 | 1.00 | 1.00 | 1.00 | 1.00 | $ 86,830 | $ 86,500 |
| Recreation Supervisor | 33,679 / 60,622 | 1.00 | 1.00 | 1.00 | 1.00 | 52,000 | 52,000 |
| Maintenance Supervisor | 35,730 / 64,314 | 1.00 | 1.00 | 1.00 | 1.00 | 47,775 | 47,750 |
| Maintenance Worker II | 27,384 / 49,291 | 4.00 | 4.00 | 4.00 | 4.00 | 139,500 | 121,000 |
| Maintenance Worker I | 25,812 / 46,462 | 5.00 | 5.00 | 5.00 | 5.00 | 151,725 | 162,750 |
| Clerical Assistant I | 25,080 / 45,109 | 0.00 | 0.50 | 1.00 | 1.00 | 18,390 | 25,250 |
| Tennis Courts Attendants (P/T) | $ 8.84/hr | 2.00 | 2.00 | 2.00 | 2.00 | 32,170 | 36,750 |
| Asst Recreation Supervisor | $ 10.00/hr | 0.50 | 0.50 | 0.50 | 0.00 | 300 | - |
| Maintenance Worker I (P/T) | 25,812 / 46,462 | 0.50 | 0.50 | 0.50 | 0.00 | - | - |
| Recreation Attendant (P/T) | $ 10.30/hr | 0.50 | 0.00 | 0.00 | 0.00 | - | - |
| Skate Park Attendants (P/T) | $ 8.84/hr | 1.50 | 0.00 | 0.00 | 0.00 | - | - |
| Gymnastics Assistants | | 4.00 | 0.00 | 0.00 | 0.00 | - | - |
| | | 21.00 | 15.50 | 16.00 | 15.00 | | |
| | | **TOTAL SALARIES** | | | | $ 528,690 | $ 532,000 |
| | | Overtime | | | | 20,500 | 20,000 |
| | | FICA Taxes | | | | 42,000 | 42,329 |
| | | Clothing Allowance | | | | 1,280 | 1,320 |
| | | Deferred Compensation | | | | 44,205 | 46,653 |
| | | Group Health Insurance Premium | | | | 106,276 | 121,244 |
| | | Employee Assistance Program | | | | 186 | 206 |
| | | Worker's Comp Insurance | | | | 20,759 | 22,921 |
| | | Total Personal Services | | | | $ 763,896 | $ 786,673 |

## CAPITAL OUTLAY SCHEDULE

**LEISURE SERVICES DEPARTMENT - TO BE FUNDED BY GENERAL FUND**

| | EXPENDITURES PER FISCAL YEAR | | | | | |
|---|---|---|---|---|---|---|
| Description | 2020/21 | 2021/22 | 2022/23 | 2023/24 | 2024/25 | TOTAL |
| Mower | $ 13,000 | $ 13,000 | $ - | $ 14,000 | $ - | $ 40,000 |
| Utility Vehicle | 16,000 | - | - | - | - | 16,000 |
| 1/2 ton Extended Cab Pick-Up Truck | 34,000 | - | 34,000 | 34,000 | 34,000 | 136,000 |
| Yacht Club Building Improvements | - | 10,000 | - | - | - | 10,000 |
| Refurbish Friendship Park Tennis Office | - | 1,800 | - | - | - | 1,800 |
| Refurbish Park Restroom Floors | - | 6,500 | - | - | - | 6,500 |
| | $ 63,000 | $ 31,300 | $ 34,000 | $ 48,000 | $ 34,000 | $ 210,300 |

**LEISURE SERVICES DEPARTMENT - TO BE FUNDED BY RECREATION IMPACT FEES**

| | EXPENDITURES PER FISCAL YEAR | | | | | |
|---|---|---|---|---|---|---|
| Description | 2020/21 | 2021/22 | 2022/23 | 2023/24 | 2024/25 | TOTAL |
| Park Identification Signage | $ 30,000 | $ 30,000 | $ - | $ - | $ - | $ 60,000 |
| Playground Improvements | 70,000 | 40,000 | 40,000 | 110,000 | 40,000 | 300,000 |
| Park Improvements | 20,000 | 20,000 | 20,000 | 20,000 | 20,000 | 100,000 |
| | $ 120,000 | $ 90,000 | $ 60,000 | $ 130,000 | $ 60,000 | $ 460,000 |

**LEISURE SERVICES DEPARTMENT - TO BE FUNDED BY DISCRETIONARY SALES TAX**

| Description | 2020/21 | 2021/22 | 2022/23 | 2023/24 | 2024/25 | TOTAL |
|---|---|---|---|---|---|---|
| Barber Street Lightning System | $ 24,000 | $ - | $ - | $ - | $ - | $ 24,000 |
| | $ 24,000 | $ - | $ - | $ - | $ - | $ 24,000 |

# CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

## LEISURE SERVICES DEPARTMENT

**Code: 010057**

| Account Number | Description | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY 19/20 Budget | FY 19/20 Projected | FY 20/21 Dept Request | Proposed FY 20/21 Budget |
|---|---|---|---|---|---|---|---|---|
| **PERSONAL SERVICES** | | | | | | | | |
| 511200 | Regular Salaries | 312,197 | 311,822 | 537,130 | 574,100 | 528,390 | 545,500 | 532,000 |
| 511300 | Temporary Salaries | 51,029 | 53,298 | 628 | 1,000 | 300 | 0 | 0 |
| 511400 | Overtime | 23,013 | 12,708 | 19,197 | 19,851 | 20,500 | 20,000 | 20,000 |
| 512100 | FICA Taxes | 30,016 | 27,950 | 41,104 | 44,777 | 42,000 | 43,362 | 42,329 |
| 512215 | Clothing Allowance | 1,160 | 1,060 | 1,450 | 1,320 | 1,280 | 1,320 | 1,320 |
| 512225 | Deferred Compensation | 30,421 | 27,162 | 41,111 | 46,406 | 44,205 | 47,778 | 46,653 |
| 512301 | Group Health Insurance Premium | 41,616 | 59,384 | 95,229 | 108,303 | 106,276 | 136,526 | 121,244 |
| 512305 | Dependant Health Ins Premium | 12,788 | 0 | 0 | 0 | 0 | 0 | 0 |
| 512309 | Employee Assistance Program | 216 | 0 | 177 | 190 | 186 | 227 | 206 |
| 512400 | Worker's Comp Insurance | 15,915 | 12,591 | 23,705 | 23,850 | 20,759 | 23,479 | 22,921 |
| **TOTAL PERSONAL SERVICES** | | **518,371** | **505,975** | **759,730** | **819,797** | **763,896** | **818,192** | **786,673** |
| **OPERATING EXPENDITURES** | | | | | | | | |
| 533400 | Other Contractual Services | 162,577 | 157,638 | 5,179 | 3,500 | 2,500 | 3,000 | 3,000 |
| 533415 | Janitorial Services | 2,717 | 0 | 0 | 0 | 0 | 0 | 0 |
| 533420 | Pest Control | 0 | 750 | 4,258 | 4,000 | 4,000 | 7,000 | 7,000 |
| 534000 | Travel and Per Diem | 806 | 295 | 1,844 | 2,500 | 1,600 | 2,500 | 2,500 |
| 534101 | Telephone | 4,807 | 5,359 | 4,466 | 2,500 | 1,450 | 1,500 | 1,500 |
| 534105 | Cellular Telephone | 625 | 594 | 1,075 | 1,500 | 1,385 | 1,440 | 1,440 |
| 534110 | Internet Services | 550 | 604 | 1,519 | 1,500 | 900 | 2,440 | 2,440 |
| 534120 | Postage | 11 | 2 | 224 | 50 | 50 | 50 | 50 |
| 534310 | Electric | 68,912 | 72,720 | 73,923 | 72,000 | 73,500 | 83,500 | 83,500 |
| 534320 | Water/Sewer | 15,009 | 12,899 | 13,984 | 13,250 | 14,500 | 15,225 | 15,225 |
| 534400 | Rents and Leases | 0 | 0 | 0 | 11,325 | 6,795 | 6,795 | 6,795 |
| 534420 | Equipment Leases | 1,291 | 1,192 | 3,063 | 3,000 | 2,500 | 3,200 | 2,750 |
| 534610 | R & M - Buildings | 0 | 0 | 0 | 0 | 0 | 7,000 | 7,000 |
| 534615 | R & M - Docks & Piers | 124 | 1,807 | 4,710 | 5,000 | 5,000 | 2,000 | 2,000 |
| 534620 | R & M-Vehicles | 5,433 | 3,634 | 4,372 | 3,000 | 5,000 | 4,500 | 4,500 |
| 534630 | R & M - Office Equipment | 1 | 5 | 6 | 400 | 320 | 360 | 312 |
| 534640 | R & M - Operating Equipment | 18,268 | 20,258 | 18,354 | 18,000 | 12,000 | 20,000 | 20,000 |
| 534680 | R & M - Irrigation Systems | 5,793 | 3,895 | 11,653 | 7,000 | 7,000 | 5,500 | 5,500 |
| 534685 | R & M - Grounds Maintenance | 11,229 | 14,476 | 12,654 | 17,000 | 17,000 | 20,000 | 20,000 |
| 534686 | R & M - Parks Facilities | 65,081 | 31,658 | 33,331 | 17,130 | 17,000 | 26,000 | 26,000 |
| 534830 | Special Event Expense | 2,964 | 3,206 | 4,619 | 3,660 | 3,000 | 4,000 | 4,000 |
| 535200 | Departmental Supplies | 3,477 | 11,402 | 6,514 | 6,000 | 5,000 | 5,000 | 5,000 |
| 535210 | Computer Supplies | 141 | 82 | 187 | 420 | 420 | 200 | 200 |
| 535221 | Fertilizer/Chemical Supplies | 5,630 | 3,488 | 7,494 | 9,000 | 9,000 | 9,000 | 9,000 |
| 535230 | Small Tools and Equipment | 3,413 | 2,695 | 6,026 | 3,500 | 3,500 | 3,500 | 3,500 |
| 535260 | Gas and Oil | 9,792 | 13,719 | 18,335 | 16,500 | 17,000 | 17,000 | 17,000 |
| 535270 | Uniforms and Shoes | 2,382 | 2,544 | 2,939 | 3,200 | 3,200 | 3,200 | 3,200 |
| 535275 | Safety Equipment | 544 | 868 | 569 | 750 | 750 | 1,500 | 1,500 |
| 535410 | Dues and Memberships | 1,156 | 2,520 | 1,203 | 1,500 | 1,500 | 1,900 | 1,900 |
| 535420 | Books and Publications | 0 | 0 | 0 | 100 | 100 | 100 | 100 |
| 535450 | Training and Education | 1,478 | 887 | 2,149 | 2,170 | 3,000 | 3,500 | 3,500 |
| **TOTAL OPERATING EXPENDITURES** | | **394,206** | **369,197** | **244,648** | **229,455** | **218,970** | **260,910** | **260,412** |
| **CAPITAL OUTLAY** | | | | | | | | |
| 606200 | Buildings | 0 | 0 | 24,696 | 0 | 0 | 0 | 0 |
| 606300 | Improvements Other Than Bldgs | 1,400 | 0 | 38,327 | 35,088 | 35,088 | 0 | 0 |
| 606400 | Vehicles and Equipment | 9,480 | 4,368 | 77,617 | 110,080 | 110,080 | 94,000 | 63,000 |
| **TOTAL CAPITAL OUTLAY** | | **10,880** | **4,368** | **140,640** | **145,168** | **145,168** | **94,000** | **63,000** |
| **TOTAL PARKS & RECREATION DIVISION** | | **923,457** | **879,540** | **1,145,017** | **1,194,420** | **1,128,034** | **1,173,102** | **1,110,085** |

## COMMUNITY DEVELOPMENT DEPARTMENT

The Community Development Department provides constructive planning to facilitate quality development. The department provides professional guidance to the City Council, the City Manager, the Planning and Zoning Commission, the Natural Resource Board, as well as various boards and committees relating to planning and growth management. The Department also provides and is a resource to the public and all city departments for comprehensive planning, community development, redevelopment and code compliance activities. The Department has expanded to manage Planning and Zoning, Environmental Permitting, and Grants Coordination.

### FISCAL YEAR 2020 ACCOMPLISHMENTS

- ✓ Initiated Data & Analysis and GOP updates to eight elements of the Comprehensive Plan
- ✓ Completed infrastructure improvements to Fisherman's Landing Park with FIND funding
- ✓ Revised Stormwater Fee Credit Policy and refined program parameters
- ✓ Updated four Land Development Codes
- ✓ Made successful application for over $ 700,000 in alternative funding
- ✓ Continued to administer CRA grant funds (FSL & S2S)
- ✓ Completed Riverview Park Tree Preservation Plan
- ✓ Completed Wayfinding Sign Program design
- ✓ Completed 5 Year CRS Audit
- ✓ Completed CDBG Annual Action Plan and COVID updated plan
- ✓ Completed updates to the NPDES/NOI recertification process
- ✓ Continued management of Planning & Zoning and Natural Resource Board
- ✓ Provided agenda transmittals and support for City Council
- ✓ Provided GIS mapping support for external departments
- ✓ Initiated Stonecrop FEMA Grant Phase I
- ✓ Completed Sustainable Sebastian Initiation Plan
- ✓ Completed Integrated Pest Management Plan
- ✓ Installation of Living Dock and educational materials at Fisherman's Landing
- ✓ Final Report submitted for Community Oyster Garden cost share grant with IRLC
- ✓ Developed maps, zones, and GIS sign inventory app for Sign Shop
- ✓ Completed review of five City of Sebastian projects through TAC
- ✓ Completed Florida Friendly Garden at City Hall

## FISCAL YEAR 2021 GOALS AND OBJECTIVES

- Complete update to Comprehensive Plan as the Comprehensive Development Plan
- Update permit applications and processes via new web based program
- Complete new web page design and initiate Economic Development web page
- Initiate CDBG funding program in accordance with approved Consolidated Plan
- Initiate design and construction of CRA Plan Improvements
- Implement Sign program for CRA
- Implement Tree Preservation Plan and Landscape Maintenance for Riverview Park
- Participate in implementation of the FDOT US 1 Corridor Improvement Plan
- Update Riverfront Overlay District land development code
- Continue to refine the stormwater fee credit program; vacation rental program; and septic to sewer program
- Formalize TAC review process
- Complete Green Infrastructure Map
- Implement Sustainable Sebastian Initiation Plan
- Finalize new site plan process and application
- Initiate Stonecrop FEMA Grant Phase II
- Make application for approximately $ 500,000 in alternative funding
- Complete Scrub-Jay HCP amendment and easement

**PERFORMANCE MEASURES**

| Performance Indicators | Actual 2016/2017 | Actual 2017/2018 | Actual 2018/2019 | Projected 2019/2020 | Projected 2020/21 |
|---|---|---|---|---|---|
| Total Major & Minor Site Plan Reviews | 11 | 15 | 13 | 20 | 15 |
| Total Major & Minor Site Plan Approvals | 6 | 5 | 8 | 10 | 10 |
| Preliminary/Final Plat Approvals | 3 | 2 | 0 | 6 | 5 |
| Total Temporary Permits Issued | 34 | 35 | 32 | 45 | 35 |
| Division of a Single Lot/Release of Unity of Titles | 5 | 18 | 13 | 24 | 15 |
| Unity of Titles | 26 | 18 | 12 | 25 | 15 |
| Land Use and Zoning Change Requests | 0 | 2 | 1 | 2 | 2 |
| Annexation Requests/Approvals | 0 | 2 | 1 | 2 | 0 |
| Flood Zone Determinations/MT-1 Applications | 37 | 50 | 62 | 60 | 60 |
| Commercial Site Plan Inspections | 22 | 20 | 15 | 25 | 15 |
| Land Development Code Amendments | 1 | 6 | 3 | 10 | 5 |
| Conditional Use/Special Use/Accessory Structure Approvals | 7 | 12 | 7 | 16 | 10 |
| Easements/Acquisitions | 4 | 1 | 3 | 1 | 4 |
| Variances/Appeals/Waivers | 4 | 20 | 4 | 30 | 10 |
| Comp Plan/Element Changes | 0 | 4 | 0 | 6 | 6 |
| Stormwater Credit Program | 54 | 130 | 69 | 180 | 70 |
| Building Permits Zoning Reviews - Residential | 0 | 300 | 184 | 400 | 200 |
| Building Permits Zoning Inspections - Environmental | 0 | 4 | 709 | 700 | 600 |
| Façade, Sign, and Landscape Grant | 5 | 8 | 4 | 5 | 5 |
| Septic to Sewer Grant | 8 | 55 | 4 | 50 | 20 |
| Application Requests Processed | 160 | 0 | 10 | 10 | 10 |
| Processing Time for Site Plans (Months) | 3 | 8 | 7 | 4 | 4 |

## PROGRAM BUDGET DESCRIPTION FOR COMMUNITY DEVELOPMENT

| *STAFFING* | | *NATURE OF ACTIVITY* |
|---|---|---|
| *19/20* | *20/21* | |
| 25.00% | 25.00% | **Public Assistance** - Provide planning, zoning and other regulatory information to the public and other departments to assure that development is of the highest quality and that all development proposals are consistent with City regulations. Provide public information to websites and updates to online forms. |
| 30.00% | 30.00% | **Land Development Code** - Work with site development to provide technical review of proposed design in accordance with City regulations. Coordinate review comments and permitting requirements from outside agencies, public input, and direction from the Planning and Zoning Commission and City Council. Provide Environmental reviews for site development requests. Work with special committees and taskforce groups that may be required from time to time. Implement policy issues that Council has recommended or mandated. |
| 15.00% | 15.00% | **Comprehensive Planning** - Manage, interpret, evaluate, update, and implement the Comprehensive Plan and other land use, development and preservation plans for the City. Provide project management of CIP projects and long range planning projects including annexations and intergovernmental priorities. Provide direction and guidance for projects that have an economic development impact. Maintain position on various committees and Boards such as the MPO. Provide presentations to various interest groups regarding economic development and long range plans . |
| 15.00% | 15.00% | **Community Redevelopment** - Implementation of stated goals within the Community Redevelopment Master Plan and consistent with objectives outlined by the City Council. Update and implementation to the CRA master plan including economic development goals and opportunities. |
| 15.00% | 15.00% | **General Administrative** - Research various miscellaneous topics and gather information for other agencies and/or other departments, including staff support to the City Council, CRA Board, Planning and Zoning Commission and Natural Resource Board. |
| 100.00% | 100.00% | |

## COMMUNITY DEVELOPMENT BUDGET SUMMARY

The Fiscal Year 2020-2021 proposed budget for Community Development is $ 507,450. This compares to the 2019-2020 projected expenditures of $ 554,681, a decrease of $ 47,231, or -8.52%.

| | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY 19/20 Budget | Projected FY 19/20 Expenditures | FY 20/21 Budget | Difference |
|---|---|---|---|---|---|---|---|
| Personal Services | $ 180,910 | $ 357,598 | $ 318,631 | $ 424,545 | $ 398,283 | $ 424,825 | $ 26,542 |
| Operating Expenses | 33,677 | 38,178 | 47,574 | 148,705 | 141,748 | 66,125 | (75,623) |
| Capital Outlay | - | - | - | 16,474 | 14,650 | 16,500 | 1,850 |
| Total | $ 214,587 | $ 395,776 | $ 366,205 | $ 589,724 | $ 554,681 | $ 507,450 | $ (47,231) |

Fiscal Year 2020-21 Proposed Budget:

| Major Current Level Changes from Fiscal Year 2019-20 Projected Expenditures: | Difference |
|---|---|
| **1. Personal Services** - Increase due to having positions full all year and a position reclassification. | $ 26,542 |
| **2. Operating Expenses** - Decrease due to majority of Comp Plan updates being completed in prior year. | $ (75,623) |
| **3. Capital Outlay** - Increase due to new equipment to be used in support of the Sustainable Sebastian program. | $ 1,850 |

# CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

## PERSONAL SERVICES SCHEDULE

### COMMUNITY DEVELOPMENT

| POSITION | PAY RANGE | 18/19 | 19/20 | Amended 19/20 | 20/21 | Projected Expenditure 19/20 | Budget 20/21 |
|---|---|---|---|---|---|---|---|
| Community Development Director/CRA Manager | 72,868 / 131,163 | 1.00 | 1.00 | 1.00 | 1.00 | $ 94,111 | $ 93,750 |
| Senior Planner | 55,588 / 100,858 | 0.00 | 1.00 | 1.00 | 1.00 | 45,383 | 62,000 |
| Community Development Manager | 50,871 / 91,568 | 1.00 | 1.00 | 1.00 | 1.00 | 80,194 | 80,000 |
| Junior Planner | 43,975 / 79,156 | 1.00 | 1.00 | 1.00 | 1.00 | 45,975 | 45,750 |
| Environmental Planner | 43,975 / 79,156 | 1.00 | 1.00 | 1.00 | 1.00 | 41,854 | 45,500 |
| | | 4.00 | 5.00 | 5.00 | 5.00 | | |
| | | TOTAL SALARIES | | | | $ 307,517 | $ 327,000 |
| | | Overtime | | | | 2,000 | 2,000 |
| | | FICA Taxes | | | | 23,515 | 25,178 |
| | | Deferred Compensation | | | | 27,746 | 29,783 |
| | | Clothing Allowance | | | | 120 | 120 |
| | | Group Health Insurance Premium | | | | 36,724 | 40,074 |
| | | Employee Assistance Program | | | | 75 | 79 |
| | | Worker's Comp Insurance | | | | 586 | 591 |
| | | Total Personal Services | | | | $ 398,283 | $ 424,825 |

## CAPITAL OUTLAY SCHEDULE

### COMMUNITY DEVELOPMENT DEPARTMENT - TO BE FUNDED BY GENERAL FUND

| Description | 2020/21 | 2021/22 | 2022/23 | 2023/24 | 2024/25 | TOTAL |
|---|---|---|---|---|---|---|
| Sustainable Sebastian | $ 16,500 | $ - | $ - | $ - | $ - | $ 16,500 |
| | $ 16,500 | $ - | $ - | $ - | $ - | $ 16,500 |

### COMMUNITY DEVELOPMENT DEPARTMENT - TO BE FUNDED BY DISCRETIONARY SALES TAX

| Description | 2020/21 | 2021/22 | 2022/23 | 2023/24 | 2024/25 | TOTAL |
|---|---|---|---|---|---|---|
| Harrison St Park Plaza | $ 270,000 | $ 250,000 | $ - | $ - | $ - | $ 520,000 |
| N. Central Ave Event Plaza | 40,000 | 250,000 | 250,000 | - | - | 540,000 |
| Tree Protection Plan | 135,000 | 135,000 | - | - | - | 270,000 |
| | $ 445,000 | $ 635,000 | $ 250,000 | $ - | $ - | $ 1,330,000 |

### COMMUNITY DEVELOPMENT DEPARTMENT - TO BE FUNDED BY RIVERFRONT CRA

| Description | 2020/21 | 2021/22 | 2022/23 | 2023/24 | 2024/25 | TOTAL |
|---|---|---|---|---|---|---|
| Working Waterfront Landscaping | $ 45,000 | $ - | $ - | $ - | $ - | $ 45,000 |
| Septic to Sewer Grant Program | - | 100,000 | - | 100,000 | - | 100,000 |
| | $ 45,000 | $ 100,000 | $ - | $ 100,000 | $ - | $ 145,000 |

# CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

**COMMUNITY DEVELOPMENT DEPARTMENT**

**Code: 010080**

| Account Number | Description | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY 19/20 Budget | FY 19/20 Projected | FY 20/21 Dept Request | Proposed FY 20/21 Budget |
|---|---|---|---|---|---|---|---|---|
| **PERSONAL SERVICES** | | | | | | | | |
| 511200 | Regular Salaries | 128,186 | 276,229 | 243,232 | 319,900 | 307,517 | 334,250 | 327,000 |
| 511400 | Overtime | 6,620 | 2,057 | 1,124 | 2,000 | 2,000 | 2,000 | 2,000 |
| 512100 | FICA Taxes | 9,743 | 20,781 | 18,974 | 24,566 | 23,515 | 25,732 | 25,178 |
| 512215 | Clothing Allowance | 0 | 100 | 120 | 120 | 120 | 120 | 120 |
| 512225 | Deferred Compensation | 11,721 | 22,667 | 22,425 | 29,063 | 27,746 | 30,435 | 29,783 |
| 512301 | Group Health Insurance Premium | 13,581 | 35,331 | 32,143 | 48,081 | 36,724 | 44,988 | 40,074 |
| 512305 | Dependant Health Ins Premium | 10,693 | 0 | 0 | 0 | 0 | 0 | 0 |
| 512309 | Employee Assistance Program | 62 | 0 | 63 | 79 | 75 | 87 | 79 |
| 512400 | Worker's Comp Insurance | 303 | 433 | 550 | 736 | 586 | 603 | 591 |
| **TOTAL PERSONAL SERVICES** | | **180,910** | **357,598** | **318,631** | **424,545** | **398,283** | **438,215** | **424,825** |
| **OPERATING EXPENDITURES** | | | | | | | | |
| 533120 | Consultants | 8,713 | 12,176 | 30,304 | 122,500 | 122,500 | 55,000 | 40,000 |
| 533400 | Other Contractual Services | 1,648 | 1,760 | 2,234 | 2,000 | 2,000 | 3,000 | 3,000 |
| 534000 | Travel and Per Diem | 922 | 2,657 | 977 | 3,500 | 150 | 2,500 | 2,500 |
| 534105 | Cellular Telephone | 176 | 929 | 363 | 216 | 300 | 240 | 240 |
| 534110 | Internet Services | 0 | 1,014 | 433 | 433 | 433 | 433 | 433 |
| 534120 | Postage | 903 | 1,773 | 785 | 1,000 | 800 | 800 | 800 |
| 534130 | Express Mail | 0 | 18 | 40 | 50 | 50 | 50 | 50 |
| 534420 | Equipment Leases | 1,422 | 1,397 | 1,385 | 1,450 | 1,965 | 2,112 | 2,112 |
| 534620 | R & M-Vehicles | 1,873 | 849 | 54 | 500 | 250 | 250 | 250 |
| 534630 | R & M-Office Equipment | 2,218 | 2,928 | 2,091 | 2,500 | 2,520 | 2,940 | 2,940 |
| 534825 | Advertising (Econ Dev) | 8,998 | 0 | 0 | 0 | 0 | 0 | 0 |
| 534830 | Special Events (NRB) | 1,092 | 1,416 | 1,182 | 2,576 | 500 | 2,000 | 2,000 |
| 534910 | Clerk of Court Filing Fees | 0 | 10 | 53 | 30 | 30 | 30 | 30 |
| 534920 | Legal Ads | 1,838 | 3,816 | 3,169 | 2,500 | 2,500 | 2,500 | 2,500 |
| 535200 | Departmental Supplies | 1,469 | 2,593 | 1,446 | 2,000 | 2,000 | 2,000 | 2,000 |
| 535210 | Computer Supplies | 109 | 877 | 30 | 800 | 800 | 800 | 800 |
| 535260 | Gas and Oil | 227 | 516 | 471 | 600 | 500 | 500 | 500 |
| 535270 | Uniforms & Shoes | 0 | 87 | 0 | 0 | 0 | 150 | 150 |
| 535410 | Dues and Memberships | 734 | 1,246 | 1,231 | 1,800 | 1,800 | 1,870 | 1,870 |
| 535420 | Books and Publications | 132 | 0 | 40 | 300 | 150 | 150 | 150 |
| 535450 | Training and Education | 1,205 | 2,115 | 1,286 | 3,950 | 2,500 | 3,800 | 3,800 |
| **TOTAL OPERATING EXPENDITURES** | | **33,677** | **38,178** | **47,574** | **148,705** | **141,748** | **81,125** | **66,125** |
| **CAPITAL OUTLAY** | | | | | | | | |
| 606400 | Vehicles and Equipment | 0 | 0 | 0 | 16,474 | 14,650 | 16,500 | 16,500 |
| **TOTAL CAPITAL OUTLAY** | | **0** | **0** | **0** | **16,474** | **14,650** | **16,500** | **16,500** |
| **TOTAL COMMUNITY DEVELOPMENT** | | **214,587** | **395,776** | **366,205** | **589,724** | **554,681** | **535,840** | **507,450** |

## GENERAL FUND – NON-DEPARTMENTAL

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

### NON-DEPARTMENTAL BUDGET SUMMARY

The Fiscal Year 2020-2021 proposed budget for Non-Departmental is $ 927,624. This compares to the 2019-2020 projected expenditures of $ 946,071, a decrease of $ 18,447, or -1.9%.

| | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY 19/20 Budget | Projected FY 19/20 Expenditures | FY 20/21 Budget | Difference |
|---|---|---|---|---|---|---|---|
| Personal Services | $ 409,276 | $ 291,741 | $ 278,439 | $ 287,800 | $ 268,500 | $ 269,600 | $ 1,100 |
| Operating Expenses | 611,345 | 634,268 | 712,594 | 701,557 | 672,880 | 658,024 | (14,856) |
| Grants and Aids | - | - | - | - | - | - | - |
| Capital Outlay | 1,765 | 2,918 | - | - | - | - | - |
| Non-Operating | 2,173,590 | 636,029 | 23,244 | 4,691 | 4,691 | - | (4,691) |
| Total | $ 3,195,976 | $ 1,564,956 | $ 1,014,277 | $ 994,048 | $ 946,071 | $ 927,624 | $ (18,447) |

Fiscal Year 2020-2021 Proposed Budget:

| Major Current Level Changes from Fiscal Year 2019-2020 Projected Expenditures: | Difference |
|---|---|
| **1. Personal Services** - Increase due to additional retirees becoming eligible for insurance benefits. | $ 1,100 |
| **2. Operating Expenses** - Decrease due primarily to outside consultant no longer being utilized. | $ (14,856) |
| **3. Non-Operating Expenses** - Decrease due to no transfers out to another fund. | $ (4,691) |

# CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

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

| Account Number | Description | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY 19/20 Budget | FY 19/20 Projected | FY 20/21 Dept Request | Proposed FY 20/21 Budget |
|---|---|---|---|---|---|---|---|---|
| **PERSONAL SERVICES** | | | | | | | | |
| 512301 | Group Health Insurance | 95,512 | 90,110 | 41,304 | 20,800 | 14,500 | 16,500 | 14,800 |
| 512307 | Health Reimbursement Account | 189,297 | 201,631 | 234,740 | 265,000 | 254,000 | 254,000 | 254,000 |
| 512500 | Unemployment | (43) | 0 | 2,395 | 800 | 0 | 800 | 800 |
| 512700 | Additional Compensation | 124,511 | 0 | 0 | 1,200 | 0 | 0 | 0 |
| **TOTAL PERSONAL SERVICES** | | **409,276** | **291,741** | **278,439** | **287,800** | **268,500** | **271,300** | **269,600** |
| **OPERATING EXPENDITURES** | | | | | | | | |
| 533100 | Professional Services | 0 | 0 | 7,500 | 43,000 | 29,700 | 0 | 0 |
| 533110 | Prof Services - Labor Attorney | 0 | 0 | 19,296 | 0 | 0 | 0 | 0 |
| 533120 | Consultants | 2,867 | 1,662 | 5,000 | 0 | 0 | 0 | 0 |
| 533400 | Other Contractual Services | 1,164 | 3,826 | 48 | 11,280 | 15,500 | 5,000 | 5,000 |
| 533425 | Contract Mowing Services | 29,865 | 25,170 | 5,580 | 15,000 | 10,000 | 10,000 | 10,000 |
| 533426 | Code Enforcement Charges | 0 | 275 | 0 | 0 | 0 | 0 | 0 |
| 534101 | Telephone | 19,735 | 21,781 | 19,260 | 23,780 | 16,100 | 16,140 | 16,140 |
| 534110 | Internet Services | 17,721 | 17,685 | 3,795 | 1,782 | 2,420 | 2,420 | 2,420 |
| 534120 | Postage | 5,220 | 3,029 | 672 | 3,275 | 800 | 800 | 800 |
| 534310 | Electric | 38,994 | 41,134 | 39,383 | 43,000 | 39,000 | 39,000 | 39,000 |
| 534320 | Water/Sewer | 4,678 | 4,552 | 4,182 | 4,750 | 4,300 | 4,300 | 4,300 |
| 534500 | Insurance | 225,840 | 220,350 | 270,104 | 269,220 | 281,500 | 282,000 | 282,000 |
| 534501 | Claims | 2,911 | 7,984 | 48,738 | 28,964 | 26,600 | 30,000 | 30,000 |
| 534630 | R&M Office Equipment | 9,600 | 9,600 | 600 | 2,400 | 2,400 | 2,400 | 2,400 |
| 534700 | Printing and Binding | 6,849 | 3,326 | 0 | 4,500 | 0 | 0 | 0 |
| 534805 | 4th of July | 20,000 | 32,392 | 32,004 | 32,700 | 32,700 | 32,750 | 32,750 |
| 534815 | Paver Bricks | 926 | 770 | 441 | 700 | 700 | 800 | 800 |
| 534825 | Advertising Expenditures | 2,134 | 2,902 | 2,487 | 3,300 | 2,950 | 2,990 | 2,990 |
| 534830 | Special Events Expense | 824 | 5,000 | 0 | 0 | 0 | 0 | 0 |
| 534835 | Special Employee Events | 4,291 | 4,615 | 4,938 | 5,000 | 5,000 | 5,000 | 5,000 |
| 534920 | Legal Ads | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 534942 | PD Safety Class Expenses | 0 | 0 | 1,360 | 0 | 0 | 0 | 0 |
| 543943 | PD COPE Unit Expenses | 0 | 16,749 | 18,048 | 0 | 0 | 0 | 0 |
| 534944 | Supplies-PS Empl Exp Fund | 4,789 | 3,372 | 7,227 | 0 | 0 | 0 | 0 |
| 534945 | Supplies-General Empl Exp Fund | 331 | 0 | 0 | 0 | 0 | 0 | 0 |
| 534980 | Payment-Riverfront CRA Fund | 181,631 | 181,652 | 183,130 | 182,738 | 182,732 | 191,870 | 194,804 |
| 535200 | Departmental Supplies | 1,350 | 1,187 | 1,396 | 1,800 | 1,800 | 2,510 | 2,510 |
| 535410 | Dues and Memberships | 2,851 | 3,052 | 3,250 | 3,250 | 3,460 | 3,460 | 3,460 |
| 535450 | Training and Education | 0 | 0 | 2,000 | 3,500 | 0 | 6,000 | 6,000 |
| 535454 | PBA Tuition Reimb Plan | 7,098 | 2,858 | 1,184 | 5,000 | 4,600 | 5,000 | 5,000 |
| 535455 | PEA Tuition Reimb Plan | 1,353 | 741 | 0 | 3,000 | 1,000 | 3,000 | 3,000 |
| 535705 | Property Taxes | 0 | 0 | (36) | 0 | 0 | 0 | 0 |
| 535710 | Non-Ad Valorem Tax | 18,322 | 18,604 | 31,007 | 9,618 | 9,618 | 9,650 | 9,650 |
| **TOTAL OPERATING EXPENSES** | | **611,345** | **634,268** | **712,594** | **701,557** | **672,880** | **655,090** | **658,024** |
| **CAPITAL OUTLAY** | | | | | | | | |
| 606400 | Vehicles and Equipment | 1,765 | 2,918 | 0 | 0 | 0 | 0 | 0 |
| **TOTAL CAPITAL OUTLAY** | | **1,765** | **2,918** | **0** | **0** | **0** | **0** | **0** |
| **NON-OPERATING** | | | | | | | | |
| 909120 | Interfund Trfr to 120 LOGT | 200,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| 909131 | Interfund Trfr to Fund 310 | 1,603,353 | 571,892 | 0 | 0 | 0 | 0 | 0 |
| 909132 | Interfund Trfr to Fund 320 | 5,449 | 52,817 | 2,787 | 0 | 0 | 0 | 0 |
| 909133 | Trfr to Transp Impr Fund 330 | 132,925 | 0 | 0 | 0 | 0 | 0 | 0 |
| 909140 | Trfr to Fund 140 | 0 | 0 | 20,457 | 0 | 0 | 0 | 0 |
| 909145 | Trfr to Fund 450 AP | 28,040 | 0 | 0 | 4,691 | 4,691 | 0 | 0 |
| 909163 | Interfund Trfr to Fund 163 | 100,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| 909410 | Interfund Trfr to Fund 410 | 78,823 | 11,320 | 0 | 0 | 0 | 0 | 0 |
| 909480 | Trfr to Fund 480 Building | 25,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| 909541 | Interfund Trfr to 415 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 909545 | Interfund Trfr to 455 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 909901 | Contingency | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **TOTAL NON-OPERATING** | | **2,173,590** | **636,029** | **23,244** | **4,691** | **4,691** | **0** | **0** |
| **TOTAL NON-DEPARTMENTAL** | | **3,195,976** | **1,564,956** | **1,014,277** | **994,048** | **946,071** | **926,390** | **927,624** |

CITY OF

SEBASTIAN

HOME OF PELICAN ISLAND

CITY OF SEBASTIAN, FLORIDA
ANNUAL BUDGET
FISCAL YEAR 2020-2021

# *SPECIAL REVENUE FUNDS*

**Draft as of June 24, 2020**

CITY OF
SEBASTIAN
HOME OF PELICAN ISLAND

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## LOCAL OPTION GAS TAX

The local option gas tax is a six-cent per gallon tax levied by Indian River County. The tax funds are distributed to participating cities within the County on a percentage basis determined by the City's population and amount of annual transportation-type expenditures. The funds can be used for payment of debt service on loans and bonds issued to finance acquisition and construction of roads, as well as road maintenance and signage. The paving loan does not mature until FY22-23.

Low fuel costs have continued and contributed to a fairly steady level of collections, although more fuel-efficient vehicles are expected to eventually have a negative effect. The 2020-2021 allocation for the City of Sebastian is estimated at $739,464. The estimate is based on trend analysis.

### LOCAL OPTION GAS TAX FUND REVENUE
**Code: 120010**

| Account Number | Description | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY 19/20 Budget | FY 19/20 Projected | FY 20/21 Budget |
|---|---|---|---|---|---|---|---|
| **TAXES** | | | | | | | |
| 312400 | Local Option Gas Tax | 674,778 | 715,311 | 715,311 | 736,320 | 710,000 | 710,000 |
| **TOTAL TAXES** | | **674,778** | **715,311** | **715,311** | **736,320** | **710,000** | **710,000** |
| **MISCELLANEOUS REVENUE** | | | | | | | |
| 334492 | FDOT Lighting Agreement | 12,532 | 12,908 | 12,908 | 13,694 | 13,694 | 14,105 |
| 361100 | Interest Income | 948 | 6,685 | 6,685 | 5,347 | 10,770 | 13,808 |
| **TOTAL MISCELLANEOUS REVENUE** | | **13,480** | **19,593** | **19,593** | **19,041** | **24,464** | **27,913** |
| **NON-REVENUE SOURCES** | | | | | | | |
| 381001 | Interfund Transfer from Fund 001 | 200,000 | 0 | 0 | 0 | 0 | 0 |
| 389991 | Appropriation From Fund Balance | 152,896 | 0 | 12,550 | 0 | 0 | 268,337 |
| **TOTAL NON-REVENUE SOURCES** | | **352,896** | **0** | **12,550** | **0** | **0** | **268,337** |
| **TOTAL LOCAL OPTION GAS TAX** | | **1,041,154** | **734,904** | **747,454** | **755,361** | **734,464** | **1,006,250** |

## LOCAL OPTION GAS TAX FUND EXPENDITURES
**Code: 120051**

| Account Number | Description | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY 19/20 Budget | FY 19/20 Projected | FY 20/21 Budget |
|---|---|---|---|---|---|---|---|
| 533300 | All Aboard Florida | 71,894 | 0 | 0 | 0 | 0 | 0 |
| 533400 | Other Contractual Services | 0 | 0 | 11,500 | 0 | 0 | 0 |
| 533452 | Road Maintenance Service | 1,081 | 651 | 1,350 | 0 | 0 | 0 |
| 534315 | Public Lighting | 0 | 0 | 0 | 0 | 0 | 0 |
| 534695 | Railroad Crossing Maintenance | 5,103 | 5,400 | 48,344 | 5,400 | 5,400 | 5,400 |
| 535310 | Road Materials and Supplies | 23,386 | 19,705 | 19,011 | 0 | 0 | 0 |
| 535380 | Signalization Supplies | 21,621 | 0 | 0 | 0 | 0 | 0 |
| **TOTAL OPERATING EXPENDITURES** | | **123,085** | **25,756** | **80,205** | **5,400** | **5,400** | **5,400** |
| **CAPITAL OUTLAY** | | | | | | | |
| 606400 | Vehicles and Equipment | 12,011 | 27,570 | 0 | 106,000 | 106,000 | 257,510 |
| **TOTAL CAPITAL OUTLAY** | | **12,011** | **27,570** | **0** | **106,000** | **106,000** | **257,510** |
| **DEBT SERVICE** | | | | | | | |
| 707105 | Principal - Paving Loan | 215,000 | 219,000 | 224,000 | 229,000 | 229,000 | 233,000 |
| 707205 | Interest - Paving Loan | 27,635 | 23,445 | 19,187 | 14,802 | 14,802 | 10,340 |
| **TOTAL DEBT SERVICE** | | **242,635** | **242,445** | **243,187** | **243,802** | **243,802** | **243,340** |
| **NON-OPERATING** | | | | | | | |
| 909133 | Trfr to Transp Impr Fund 330 | 663,423 | 96,793 | 424,062 | 211,160 | 155,431 | 500,000 |
| 909990 | Unappropriated | 0 | 342,340 | 0 | 188,999 | 223,831 | 0 |
| **TOTAL NON-OPERATING** | | **663,423** | **439,133** | **424,062** | **400,159** | **379,262** | **500,000** |
| **TOTAL LOCAL OPTION GAS TAX** | | **1,041,154** | **734,904** | **747,454** | **755,361** | **734,464** | **1,006,250** |

## DISCRETIONARY SALES TAX

The discretionary sales tax is a seventh-cent or an additional one-cent sales tax levied by Indian River County. The tax funds are distributed to participating cities within the County on a percentage basis determined by the City's population. The funds can be used to finance, plan, and construct infrastructure, land acquisition for recreation or preservation, land improvement, and emergency vehicle purchases.

The FY 2020-2021 allocation for the City of Sebastian is estimated at $3,581,025. The estimate is based on the trend analysis. This revenue source was extended by referendum vote in FY 2016-2017 until December 31, 2023.

**DISCRETIONARY SALES TAX FUND REVENUE**
**Code: 130010**

| Account Number | Description | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY 19/20 Budget | FY 19/20 Projected | FY 20/21 Budget |
|---|---|---|---|---|---|---|---|
| 312600 | Discretionary Sales Tax | 3,207,905 | 3,417,586 | 3,524,825 | 3,659,032 | 3,426,818 | 3,581,025 |
| **TOTAL TAXES** | | **3,207,905** | **3,417,586** | **3,524,825** | **3,659,032** | **3,426,818** | **3,581,025** |
| **MISCELLANEOUS REVENUE** | | | | | | | |
| 361100 | Interest Income | 29,500 | 41,451 | 100,356 | 58,272 | 64,399 | 80,178 |
| 361105 | SBA Interest Earnings | 10,463 | 15,396 | 15,394 | 15,000 | 9,100 | 9,000 |
| **TOTAL MISCELLANEOUS REVENUE** | | **39,963** | **56,847** | **115,750** | **73,272** | **73,499** | **89,178** |
| **NON-REVENUE SOURCES** | | | | | | | |
| 389991 | Appropriation From PY Fund Balar | 65,228 | 0 | 0 | 3,877,491 | 4,065,034 | 0 |
| **TOTAL NON-REVENUE SOURCES** | | **65,228** | **0** | **0** | **3,877,491** | **4,065,034** | **0** |
| **TOTAL DISCRETIONARY SALES TAX** | | **3,313,096** | **3,474,433** | **3,640,575** | **7,609,795** | **7,565,351** | **3,670,203** |

**DISCRETIONARY SALES TAX FUND EXPENDITURES**
**Code: 130051**

| Account Number | Description | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY 19/20 Budget | FY 19/20 Projected | FY 20/21 Budget |
|---|---|---|---|---|---|---|---|
| **NON-OPERATING** | | | | | | | |
| 909123 | Interfund Trfr to 230-Series 2003 D | 354,854 | 0 | 0 | 0 | 0 | 0 |
| 909131 | Trfr to Capital Projects Fund 310 | 643,474 | 1,364,845 | 625,248 | 860,555 | 6,010,146 | 675,695 |
| 909132 | Trfr to CIP Fund 320 | 480,928 | 16,062 | 227,077 | 40,000 | 65,700 | 469,000 |
| 909133 | Trfr to Transp Impr Fund 330 | 941,624 | 389,721 | 51,462 | 5,422,223 | 377,279 | 565,000 |
| 909263 | Trfr to Stormwater Debt Svs 263 | 402,963 | 403,792 | 402,914 | 401,355 | 401,355 | 400,961 |
| 909363 | Trfr to Stormwater Impr Fund 363 | 22,309 | 30,154 | 12,425 | 500,000 | 283,645 | 600,000 |
| 909410 | Trfr to Golf Course Fund 410 | 59,798 | 138,375 | 0 | 110,000 | 110,000 | 0 |
| 909455 | Trfr to Fund 455 AP | 407,146 | 220,762 | 291,420 | 275,662 | 317,226 | 224,963 |
| 909990. | Unappropriated | 0 | 910,722 | 2,030,029 | 0 | 0 | 734,584 |
| **TOTAL NON-OPERATING** | | **3,313,096** | **3,474,433** | **3,640,575** | **7,609,795** | **7,565,351** | **3,670,203** |
| **TOTAL DISCRETIONARY SALES TAX** | | **3,313,096** | **3,474,433** | **3,640,575** | **7,609,795** | **7,565,351** | **3,670,203** |

## COMMUNITY REDEVELOPMENT AGENCY

City of Sebastian Community Redevelopment Agency was created by City Ordinance in 1995, pursuant to Section 163.387, Florida Statutes. The purpose of the Community Redevelopment Agency is the removal of blighted areas and the development of such areas, pursuant to the Community Redevelopment Act of 1969.

### COMMUNITY REDEVELOPMENT AGENCY REVENUES
**Code: 140010**

| Account Number | Description | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY 19/20 Budget | FY 19/20 Projected | FY 20/21 Budget |
|---|---|---|---|---|---|---|---|
| **TAXES** | | | | | | | |
| 338200 | Tax Increment Revenue - Sebastian | 181,631 | 181,652 | 183,130 | 182,732 | 182,732 | 194,804 |
| 338200 | Tax Increment Revenue - County | 160,610 | 184,879 | 201,086 | 215,084 | 220,508 | 235,065 |
| **TOTAL TAXES** | | **342,241** | **366,532** | **384,216** | **397,816** | **403,240** | **429,869** |
| **MISCELLANEOUS REVENUE** | | | | | | | |
| 361100 | Interest Income | 4,702 | 8,730 | 9,791 | 15,000 | 15,000 | 10,331 |
| 361105 | SBA Interest Earnings | 1,056 | 1,885 | 4,310 | 3,750 | 3,750 | 0 |
| 362100 | Rents and Royalties | 36,000 | 36,000 | 36,000 | 36,000 | 36,000 | 36,000 |
| 366000 | Contributions & Donations | 0 | 0 | 3,000 | 0 | 0 | 0 |
| **TOTAL MISCELLANEOUS REVENUE** | | **41,758** | **46,615** | **53,101** | **54,750** | **54,750** | **46,331** |
| **NON-REVENUE SOURCES** | | | | | | | |
| 381001 | Transfer from General Fund | 0 | 0 | 20,457 | 0 | 0 | 0 |
| 389991 | Fund Balance Carried Forward | 0 | 116,935 | 49,709 | 198,458 | 114,203 | 0 |
| **TOTAL NON-REVENUE SOURCES** | | **0** | **116,935** | **70,166** | **198,458** | **114,203** | **0** |
| **TOTAL RIVERFRONT REDEVELOPMENT** | | **383,999** | **530,082** | **507,484** | **651,024** | **572,193** | **476,200** |

## COMMUNITY REDEVELOPMENT AGENCY EXPENDITURES
**Code: 140051**

| Account Number | Description | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY 19/20 Budget | FY 19/20 Projected | FY 20/21 Budget |
|---|---|---|---|---|---|---|---|
| **OPERATING EXPENDITURES** | | | | | | | |
| 533100 | Professional Services | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 |
| 533120 | Consultants | 0 | 0 | 19,705 | 256 | 256 | 0 |
| 533201 | Admin Svcs Provided by the GF | 13,202 | 87,740 | 90,372 | 99,076 | 99,076 | 89,725 |
| 533400 | Other Contractual Services | 0 | 37,013 | 192,224 | 166,944 | 160,000 | 88,722 |
| 534000 | Travel and Per Diem | 0 | 0 | 0 | 500 | 0 | 500 |
| 534320 | Water and Sewer | 0 | 0 | 365 | 0 | 0 | 0 |
| 534400 | Rents and Leases | 4,022 | 4,728 | 5,480 | 4,728 | 4,200 | 4,300 |
| 534699 | Other Capital Maintenance Expense | 6,178 | 18,706 | 35,466 | 20,000 | 10,000 | 20,000 |
| 534830 | Special Events Expense | 39,308 | 44,525 | 43,460 | 45,000 | 40,000 | 48,500 |
| 534920 | Legal Ads | 1,857 | 5,828 | 569 | 1,000 | 200 | 1,000 |
| 535310 | Road Materials & Supplies | 0 | 206 | 0 | 0 | 0 | 0 |
| 535410 | Dues & Memberships | 175 | 175 | 670 | 670 | 670 | 670 |
| 545450 | Training and Education | 0 | 0 | 0 | 500 | 395 | 400 |
| 535710 | Non-Ad Valorem Taxes | 2,067 | 1,990 | 2,928 | 1,350 | 1,396 | 1,400 |
| **TOTAL OPERATING EXPENDITURES** | | **71,808** | **205,911** | **396,239** | **345,024** | **321,193** | **260,217** |
| **CAPITAL OUTLAY** | | | | | | | |
| 606300 | Improvements Other Than Buildings | 0 | 0 | 0 | 133,000 | 133,000 | 0 |
| 606900 | Infrastructure | 0 | 0 | 0 | 3,000 | 3,000 | 0 |
| **TOTAL CAPITAL OUTLAY** | | **0** | **0** | **0** | **136,000** | **136,000** | **0** |
| **GRANTS AND AIDS** | | | | | | | |
| 820100 | Façade/Sign Improvement Program | 0 | 34,676 | 0 | 70,000 | 15,000 | 40,000 |
| 820200 | Sewer Connection Program | 40,766 | 39,495 | 0 | 0 | 0 | 0 |
| **TOTAL GRANTS AND AIDS** | | **40,766** | **74,171** | **0** | **70,000** | **15,000** | **40,000** |
| **NON-OPERATING** | | | | | | | |
| 909101 | Interfund Trfr to General Fund 001 | 0 | 0 | 0 | 0 | 0 | 0 |
| 909131 | Interfund Trfr to CIP Fund 310 | 0 | 250,000 | 0 | 0 | 0 | 0 |
| 909132 | Interfund Trfr to CIP Fund 320 | 0 | 0 | 0 | 0 | 0 | 45,000 |
| 909133 | Interfund Trfr to CIP Fund 330 | 188,730 | 0 | 0 | 0 | 0 | 0 |
| 909363 | Interfund Trfr to CIP Fund 363 | 0 | 0 | 111,245 | 100,000 | 100,000 | 0 |
| 909990 | Unappropriated | 82,695 | 0 | 0 | 0 | 0 | 130,983 |
| **TOTAL NON-OPERATING** | | **271,425** | **250,000** | **111,245** | **100,000** | **100,000** | **175,983** |
| **TOTAL RIVERFRONT REDEVELOPMENT** | | **383,999** | **530,082** | **507,484** | **651,024** | **572,193** | **476,200** |

## PARKING IN-LIEU-OF FUND

### PARKING IN-LIEU-OF FUND REVENUE
**Code: 150010**

| Account Number | Description | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY 19/20 Budget | FY 19/20 Projected | FY 20/21 Budget |
|---|---|---|---|---|---|---|---|
| **MISCELLANEOUS REVENUE** | | | | | | | |
| 361100 | Interest Income | 0 | 0 | 0 | 0 | 0 | 0 |
| 361105 | SBA Interest Earnings | 468 | 929 | 1,393 | 1,342 | 1,344 | 1,376 |
| 363400 | Parking In-Lieu-Of Fee | 24,945 | 13,776 | 0 | 0 | 500 | 3,000 |
| 389991 | Appropriation from PY Fund Balanc | 33,082 | 0 | 0 | 0 | 0 | 0 |
| **TOTAL MISCELLANEOUS REVENUE** | | **58,495** | **14,705** | **1,393** | **1,342** | **1,844** | **4,376** |
| **TOTAL PARKING IN-LIEU-OF FUND** | | **58,495** | **14,705** | **1,393** | **1,342** | **1,844** | **4,376** |

### PARKING IN-LIEU-OF FUND EXPENDITURES
**Code: 150051**

| Account Number | Description | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY 19/20 Budget | FY 19/20 Projected | FY 20/21 Budget |
|---|---|---|---|---|---|---|---|
| **CAPITAL OUTLAY AND PROJECTS** | | | | | | | |
| 606908 | Parking | 58,495 | 0 | 0 | 0 | 0 | 0 |
| **TOTAL CAPITAL OUTLAY AND PROJEC** | | **58,495** | **0** | **0** | **0** | **0** | **0** |
| **NON-OPERATING** | | | | | | | |
| 909990 | Unappropriated | 0 | 14,705 | 1,393 | 1,342 | 1,844 | 4,376 |
| **TOTAL NON-OPERATING** | | **0** | **14,705** | **1,393** | **1,342** | **1,844** | **4,376** |
| **TOTAL PARKING IN-LIEU-OF FUND** | | **58,495** | **14,705** | **1,393** | **1,342** | **1,844** | **4,376** |

## RECREATION IMPACT FEE FUND

The Recreation Impact Fee was established to enable the City to allow growth and development to proceed in the City in compliance with the adopted Comprehensive Plan, and to regulate growth and development so as to require growth and development to share in the burden of growth by paying its pro rata share for the reasonably anticipated expansion costs of the recreational system improvements. Additionally, the City through impact fees seeks to provide an equitable, fair share basis for new and expanded recreational facilities concurrent with the impact and needs generated by new development. (Ordinance O-01-15)

**RECREATION IMPACT FEE FUND REVENUE**
**Code: 160010**

| Account Number | Description | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY 19/20 Budget | FY 19/20 Projected | FY 20/21 Budget |
|---|---|---|---|---|---|---|---|
| **MISCELLANEOUS REVENUE** | | | | | | | |
| 361100 | Interest Income | 8,887 | 9,053 | 9,989 | 3,500 | 4,524 | 3,500 |
| 361105 | SBA Interest Earnings | 0 | 3,499 | 4,262 | 1,634 | 2,500 | 1,500 |
| 363270 | Recreation Impact Fee | 102,700 | 141,050 | 129,550 | 141,050 | 150,000 | 150,000 |
| **TOTAL MISCELLANEOUS REVENUE** | | **111,587** | **153,602** | **143,801** | **146,184** | **157,024** | **155,000** |
| **NON-REVENUE SOURCES** | | | | | | | |
| 389991 | Appropriation From PY Fund Balance | 0 | 302,182 | 155,888 | 484,770 | 473,929 | 5,000 |
| **TOTAL NON-REVENUE SOURCES** | | **0** | **302,182** | **155,888** | **484,770** | **473,929** | **5,000** |
| **TOTAL RECREATION IMPACT FEE** | | **111,587** | **455,784** | **299,689** | **630,954** | **630,953** | **160,000** |

**RECREATION IMPACT FEE FUND EXPENDITURES**
**Code: 160051**

| Account Number | Description | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY 19/20 Budget | FY 19/20 Projected | FY 20/21 Budget |
|---|---|---|---|---|---|---|---|
| **CAPITAL OUTLAY AND PROJECTS** | | | | | | | |
| 606300 | Improvements Other Than Bldgs | 0 | 0 | 0 | 0 | 0 | 0 |
| **TOTAL CAPITAL OUTLAY AND PROJECTS** | | **0** | **0** | **0** | **0** | **0** | **0** |
| **OPERATING EXPENDITURES** | | | | | | | |
| 533100 | Professional Services | 14,774 | 19,600 | 0 | 0 | 0 | 0 |
| **TOTAL OPERATING EXPENDITURES** | | **14,774** | **19,600** | **0** | **0** | **0** | **0** |
| **NON-OPERATING** | | | | | | | |
| 909132 | Transfer to CIP Fund 320 | 46,455 | 436,184 | 299,689 | 630,954 | 630,953 | 160,000 |
| 909990 | Unappropriated | 50,358 | 0 | 0 | 0 | 0 | 0 |
| **TOTAL NON-OPERATING** | | **96,813** | **436,184** | **299,689** | **630,954** | **630,953** | **160,000** |
| **TOTAL RECREATION IMPACT FEE** | | **111,587** | **455,784** | **299,689** | **630,954** | **630,953** | **160,000** |

## STORMWATER UTILITY FUND

The Stormwater Utility Fund was established by the City to provide a dedicated funding source for the purpose of managing the City's stormwater system, to prepare, construct and manage betterments and improvements, regulate the use of the stormwater system, and perform routine maintenance and minor improvements. The Stormwater Utility Fee is assessed on a single residential ERU in the amount of $10.00 per month, or $120.00 per year (Resolution R-18-19). The Stormwater Utility Staff are responsible for the control and maintenance of the City's stormwater drainage system, consisting of 280 miles of swales, 50 miles of channels, 8.15 miles of canals and 310 catch basins, baffle boxes, and culvert structures for the purposes of flooding prevention and water quality improvement. The Stormwater staff also enforces compliance with Federal NPDES regulations and the City's Stormwater Management Plan for the purpose of improving the quality of stormwater runoff prior to discharge into the St. Sebastian River and the Indian River Lagoon.

### SUMMARY OF REVENUES AND EXPENDITURES

| Description | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY 19/20 Budget | FY 19/20 Projected | FY 20/21 Budget |
|---|---|---|---|---|---|---|
| Total Revenues | $ 1,102,138 | $ 1,014,980 | $ 2,076,432 | $ 2,013,883 | $ 2,113,001 | $ 2,083,512 |
| Total Expenses | $ 1,273,480 | $ 1,351,422 | $ 2,076,432 | $ 2,008,447 | $ 1,761,615 | $ 2,052,310 |
| Change in Unrestricted Reserves | $ (171,342) | $ (336,442) | 0 | $ 5,436 | $ 351,386 | $ 31,202 |

### FISCAL YEAR 2020 ACCOMPLISHMENTS

- ✓ Completed slip lining and outfall reconstruction of the Schumann Drive elliptical culvert, a major culvert collecting the stormwater runoff from tributary drainage conveyances from City streets and homes in Schumann Park area neighborhoods.
- ✓ Serviced and maintained 100% of City's baffle box treatment structures each quarter.
- ✓ Maintained City's numerous catch basins to protect water quality and ensure proper function during storm events.
- ✓ Replaced numerous road crossing culverts.
- ✓ Trained Division staff so that 100% of division staff have earned their CDL-B licenses with half of these earning the highest CDL level, A. All are cross-trained and proficient with multiple pieces of heavy stormwater maintenance equipment.
- ✓ Trained and certified 100% of all Division staff in the Maintenance of Traffic Operations (MOT - safe setup and operation of work zone within City ROWs) at the Intermediate and/or Advanced level.
- ✓ Successfully recruited and extensively trained four new Stormwater Maintenance Worker I's to replace stormwater staff that left for higher compensation in a neighboring city.
- ✓ Enrolled the City's Stormwater Utility Technician, a highly promising recent hire, in the City's reimbursement college degree program (via Indian River College).
- ✓ Removed by extremely difficult mechanical means a huge expansion of invasive Brazilian Pepper trees from the City's Stormwater Park; however applied zero herbicides to residual Brazilian Pepper stumps to prevent rapid regrowth.

## FISCAL YEAR 2021 GOALS AND OBJECTIVES

- Design and construct on-time and on-budget all Stormwater Utility Capital Projects funded for for FY 2021.
- Solicit and secure a specialized consultant through an RFQ process for completion of a much needed Stormwater Master Plan update and the subsequent procurement of $50-100 M in state and federal grant and programmatic funds over a ten year period for stormwater CIPs, including rebuilding, reconstruction and restoration dredging of the City's 8.15 mile Elkcam Creek/Collier Creek canal.
- Resume necessary maintenance and repair of City's 8.15 mile Elkcam Creek/Collier Creek canal using an Integrated Pest Management Approach.
- Service and maintain 100% of City's baffle box treatment structures each quarter.
- Ensure the City's stormwater conveyance mowing contractor completes 100% of needed mowing and excess vegetation harvesting on-budget and on-schedule.
- Maintain the City's numerous catch basins to protect water quality and ensure proper function during storm events.
- Replaced numerous road crossing culverts

### PERFORMANCE MEASURES

| Performance Indicators | Actual 2016/2017 | Actual 2017/2018 | Actual 2018/2019 | Projected 2019/2020 | Projected 2020/2021 |
|---|---|---|---|---|---|
| Miles of swales | 280.0 | 280.0 | 280.0 | 280.0 | 280.0 |
| Linear feet of swales reconstructed | 28,500 | 28,500 | 28,500 | 28,500 | 28,500 |
| Miles of ditches maintained | 80.0 | 80.0 | 80.0 | 80.0 | 80.0 |
| Catch basin and culverts maintained | 205 | 205 | 205 | 205 | 205 |
| Linear feet Main Ditches reconstructed | 1,000 | 1,000 | 1,000 | 1,000 | 2,000 |
| Road Crossing Pipe Replacements | 20 | 20 | 20 | 20 | 20 |

### STORMWATER UTILITY PROGRAM BUDGET DESCRIPTION

| *STAFFING* | | *NATURE OF ACTIVITY* |
|---|---|---|
| *19/20* | *20/21* | |
| 50.00% | 55.00% | **Drainage Maintenance** - Clean and spray stormwater swales, ditches and canals. Maintain 9 miles of large canals. Maintain ditches, swales and side yard ditches. |
| 25.00% | 20.00% | **Catch basins, Manholes and Culverts** - Hand clean and mow small drainage ditches. Maintain 310 catch basins and large/small culverts. |
| 10.00% | 10.00% | **General Administration** - Preparation of budget, update service records. Maintain equipment records. Review contracts and construction drawings on City contract work. Meet with public as necessary. Coordinate employee training and education. |
| 5.00% | 5.00% | **Building Dept Related Reviews**: Site Plan Review, Pool Drainage Plan Review, Fence Permits, Driveway Permits, and meeting with engineers, contractors, and public as necessary. |
| 10.00% | 10.00% | **Capital Projects** - Planning, Design, Specifications Consultant Coordination Bidding and Contracts, Construction Management inspections. |
| 100.00% | 100.00% | |

# CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

## STORMWATER UTILITY DIVISION BUDGET SUMMARY

The Fiscal Year 2020-2021 proposed budget for the Stormwater Utility Division is $ 2,083,512. This compares to the 2019-2020 projected expenditures of $ 2,113,001, a decrease of $ 29,489, or -1.4%.

| | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY 19/20 Budget | FY 19/20 Projected | FY 20/21 Budget | Difference |
|---|---|---|---|---|---|---|---|
| Personal Services | $ 336,196 | $ 630,002 | $ 848,908 | $ 735,344 | $ 672,310 | $ 697,055 | $ 24,745 |
| Operating Expenses | 389,210 | 719,157 | 536,317 | 815,303 | 631,512 | 813,205 | 181,693 |
| Capital Outlay | - | 2,263 | 18,198 | 182,800 | 182,793 | 242,050 | 59,257 |
| Non-Operating | 548,074 | - | 673,009 | 280,436 | 626,386 | 331,202 | (295,184) |
| Total | $ 1,273,480 | $ 1,351,422 | $ 2,076,432 | $ 2,013,883 | $ 2,113,001 | $ 2,083,512 | $ (29,489) |

Fiscal Year 2020-21 Proposed Budget:

| Major Current Level Changes from Fiscal Year 2019-20 Projected Expenditures: | Difference |
|---|---|
| **1. Personal Services** - Increase due to having positions full all year. | $ 24,745 |
| **2. Operating Expenses** - Increase due to additional swale maintenance and pipe replacements. | $ 181,693 |
| **3. Capital Outlay** - Increase due to replacement of a large piece of equipment. | $ 59,257 |
| **4. Non-Operating** - Decrease due to lower unappropriated funds. | $ (295,184) |

## STORMWATER UTILITY DIVISION REVENUE

**Code: 163010**

| Account Number | Description | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY 19/20 Budget | FY 19/20 Projected | FY 20/21 Dept Request | Proposed FY 20/21 Budget |
|---|---|---|---|---|---|---|---|---|
| **CHARGES FOR SERVICES** | | | | | | | | 0 |
| 363630 | Stormwater Utility Fee | 964,338 | 970,113 | 1,969,967 | 1,940,000 | 2,038,668 | 2,038,668 | 2,038,668 |
| 363631 | Delinquent Stormwater Fees | 28,501 | 28,979 | 68,701 | 0 | 0 | 0 | 0 |
| **TOTAL CHARGES FOR SERVICES** | | **992,839** | **999,092** | **2,038,668** | **1,940,000** | **2,038,668** | **2,038,668** | **2,038,668** |
| **MISCELLANEOUS REVENUE** | | | | | | | | |
| 361100 | Interest Income | 7,956 | 15,654 | 27,087 | 35,400 | 28,268 | 40,000 | 40,000 |
| 361105 | SBA Interest | 0 | 0 | 9,801 | 0 | 7,165 | 0 | |
| 361150 | Other Interest | 1,343 | 234 | 875 | 683 | 650 | 4,844 | 4,844 |
| 364100 | Sale of Fixed Assets | 0 | 0 | 0 | 37,800 | 38,250 | 0 | 0 |
| 381001 | Transfer from Fund 001 | 100,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| **TOTAL MISCELLANEOUS REVENUE** | | **109,299** | **15,888** | **37,764** | **73,883** | **74,333** | **44,844** | **44,844** |
| **TOTAL STORMWATER REVENUES** | | **1,102,138** | **1,014,980** | **2,076,432** | **2,013,883** | **2,113,001** | **2,083,512** | **2,083,512** |
| **USE OF UNRESTRICTED RESERVES** | | **171,342** | **336,442** | **0** | **0** | **0** | **7,055** | **0** |
| **TOTAL STORMWATER UTILITY** | | **1,273,480** | **1,351,422** | **2,076,432** | **2,013,883** | **2,113,001** | **2,090,567** | **2,083,512** |

# CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

## PERSONAL SERVICES SCHEDULE

**STORMWATER UTILITY DIVISION**

| POSITION | PAY RANGE | FULL TIME EQUIVALENTS 18/19 | 19/20 | Amended 19/20 | 20/21 | Projected Expenditures 19/20 | Budget 20/21 |
|---|---|---|---|---|---|---|---|
| Stormwater Utilities Director | 72,868 / 131,163 | 1.00 | 0.00 | 0.00 | 0.00 | $ - | $ - |
| Asst Stormwater Utilities Director | 52,397 / 94,315 | 1.00 | 0.00 | 0.00 | 0.00 | - | - |
| Stormwater Superintendent | 50,871 / 91,568 | 1.00 | 1.00 | 1.00 | 1.00 | 76,260 | 76,000 |
| Stormwater Utility Inspector | 35,730 / 64,314 | 1.00 | 1.00 | 1.00 | 1.00 | 37,175 | 37,000 |
| Maintenance Worker III | 29,052 / 52,293 | 3.00 | 3.00 | 3.00 | 3.00 | 101,240 | 100,250 |
| Maintenance Worker II | 27,384 / 49,291 | 1.00 | 2.00 | 2.00 | 2.00 | 58,480 | 58,000 |
| Maintenance Worker I | 25,812 / 46,462 | 6.00 | 6.00 | 6.00 | 6.00 | 160,345 | 163,000 |
| Clerical Assistant II (Temp) | $ 13.95/hour | 0.50 | 0.50 | 0.50 | 0.50 | 15,000 | 18,250 |
| | | 14.50 | 13.50 | 13.50 | 13.50 | | |
| | | **TOTAL SALARIES** | | | | $ 448,500 | $ 452,500 |
| | | Overtime | | | | 5,000 | 6,000 |
| | | FICA Taxes | | | | 34,500 | 35,195 |
| | | Clothing Allowance | | | | 1,540 | 1,560 |
| | | Deferred Compensation | | | | 39,000 | 40,087 |
| | | Group Health Insurance Premium | | | | 87,200 | 92,356 |
| | | Health Reimbursement Account | | | | 19,000 | 26,000 |
| | | Employee Assistance Program | | | | 205 | 206 |
| | | Worker's Comp Insurance | | | | 37,365 | 43,151 |
| | | Additional Compensation | | | | - | - |
| | | Total Personal Services | | | | $ 672,310 | $ 697,055 |

## CAPITAL OUTLAY SCHEDULE

**STORMWATER UTILITY DIVISION - TO BE FUNDED FROM STORMWATER UTILITY FUND**

| Description | EXPENDITURES PER FISCAL YEAR 2020/21 | 2021/22 | 2022/23 | 2023/24 | 2024/25 | TOTAL |
|---|---|---|---|---|---|---|
| (2) Zippy Head Mower Attachments | $ 48,000 | $ - | $ - | $ - | $ - | $ 48,000 |
| Small Equipment Trailer | 25,000 | - | - | - | - | 25,000 |
| Lowboy Tractor & Trailer | 165,000 | - | - | - | - | 165,000 |
| Stormwater Master Plan | 200,000 | - | - | - | - | 200,000 |
| Swale/Driveway/Culvert Repairs | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 500,000 |
| Survey Lazer Level | 1,900 | 1,900 | - | - | - | 3,800 |
| Concrete Saw | 1,200 | 1,200 | - | - | - | 2,400 |
| Pin Locator | 950 | - | - | - | - | 950 |
| Concha Dam Repairs | - | 800,000 | - | - | - | 800,000 |
| Mini Excavator | - | - | 55,000 | - | - | 55,000 |
| Tulip Drive Crossing | - | - | 250,000 | - | - | 250,000 |
| Small Excavator | - | - | - | 58,000 | - | 58,000 |
| 311 Excavator | - | - | - | 225,000 | - | 225,000 |
| Bayfront Road Crossing | - | - | - | 250,000 | - | 250,000 |
| Ocean Cove Drainage | - | - | - | - | 350,000 | 350,000 |
| | $ 542,050 | $ 903,100 | $ 405,000 | $ 633,000 | $ 450,000 | $ 2,933,150 |

**STORMWATER UTILITY DIVISION - TO BE FUNDED FROM DISCRETIONARY SALES TAX**

| Description | EXPENDITURES PER FISCAL YEAR 2020/21 | 2021/22 | 2022/23 | 2023/24 | 2024/25 | TOTAL |
|---|---|---|---|---|---|---|
| Sliplining | $ 100,000 | $ 100,000 | $ 100,000 | $ 100,000 | $ 100,000 | $ 500,000 |
| Canal Restoration | 500,000 | 500,000 | 500,000 | 500,000 | 500,000 | 2,500,000 |
| | $ 600,000 | $ 600,000 | $ 600,000 | $ 600,000 | $ 600,000 | $ 3,000,000 |

# CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

## STORMWATER UTILITY DIVISION EXPENDITURES

**Code: 163051** (Includes prior years General Fund Stormwater Account)

| Account Number | Description | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY 19/20 Budget | FY 19/20 Projected | FY 20/21 Dept Request | Proposed FY 20/21 Budget |
|---|---|---|---|---|---|---|---|---|
| **PERSONAL SERVICES** | | | | | | | | |
| 511200 | Regular Salaries | 208,494 | 438,891 | 575,906 | 452,100 | 433,500 | 447,000 | 434,250 |
| 511300 | Temporary Salaries | 0 | 8,244 | 12,960 | 18,250 | 15,000 | 18,250 | 18,250 |
| 511400 | Overtime | 20,501 | 8,653 | 5,950 | 10,000 | 5,000 | 6,000 | 6,000 |
| 512100 | FICA Taxes | 18,247 | 34,237 | 45,056 | 36,553 | 34,500 | 36,170 | 35,195 |
| 512215 | Clothing Allowance | 880 | 1,100 | 1,300 | 1,320 | 1,540 | 1,560 | 1,560 |
| 512225 | Deferred Compensation | 21,198 | 38,596 | 52,117 | 41,685 | 39,000 | 41,234 | 40,087 |
| 512301 | Group Health Insurance Premium | 43,808 | 76,139 | 89,950 | 101,511 | 87,200 | 108,044 | 92,356 |
| 512305 | Dependant Health Insurance Premium | 1,846 | 0 | 0 | 0 | 0 | 0 | 0 |
| 512307 | Health Reimbursement Account | 0 | 0 | 8,284 | 26,000 | 19,000 | 26,000 | 26,000 |
| 512309 | Employee Assistance Program | 170 | 0 | 199 | 206 | 205 | 237 | 206 |
| 512400 | Worker's Comp Insurance | 21,052 | 24,142 | 57,184 | 46,919 | 37,365 | 44,416 | 43,151 |
| 512700 | Additional Compensation | 0 | 0 | 0 | 800 | 0 | 0 | 0 |
| **TOTAL PERSONAL SERVICES** | | **336,196** | **630,002** | **848,908** | **735,344** | **672,310** | **728,911** | **697,055** |
| **OPERATING EXPENSES** | | | | | | | | |
| 533100 | Professional Services | 129 | 120 | 237 | 0 | 0 | 0 | 0 |
| 533201 | Admin Svcs Provided by GF | 0 | 0 | 0 | 80,555 | 80,555 | 90,016 | 89,345 |
| 533400 | Other Contractual Services | 0 | 122,568 | 2,352 | 60,000 | 60,000 | 106,090 | 3,000 |
| 533411 | Permit Fees | 500 | 7,988 | 0 | 0 | 0 | 0 | 0 |
| 533420 | Pest/Weed Control | 21,385 | 24,382 | 26,023 | 30,000 | 9,481 | 60,000 | 60,000 |
| 533425 | Contract Mowing Services | 243,012 | 288,668 | 281,080 | 300,000 | 300,000 | 393,222 | 378,222 |
| 534000 | Travel and Per Diem | 297 | 0 | 0 | 1,000 | 1,600 | 2,000 | 2,000 |
| 534101 | Telephone | 1,585 | 1,793 | 1,314 | 2,148 | 600 | 600 | 600 |
| 534105 | Cellular Telephone | 392 | 1,473 | 1,920 | 1,800 | 1,400 | 1,500 | 1,500 |
| 534110 | Internet Services | 0 | 163 | 101 | 433 | 433 | 435 | 435 |
| 534120 | Postage | 6 | 12,256 | 46 | 100 | 10 | 100 | 100 |
| 534310 | Electric | 9,155 | 7,068 | 5,770 | 8,500 | 9,200 | 9,200 | 9,200 |
| 534320 | Water/Sewer | 557 | 1,115 | 867 | 1,000 | 1,000 | 1,050 | 1,050 |
| 534380 | Trash Pickup/Hauling | 3,100 | 6,172 | 797 | 5,000 | 1,859 | 2,002 | 2,002 |
| 534400 | Rents and Leases | 0 | 0 | 6,000 | 6,000 | 3,000 | 0 | 0 |
| 534420 | Equipment Leases | 755 | 964 | 3,120 | 6,000 | 2,000 | 6,000 | 60 |
| 534500 | Insurance | 0 | 0 | 21,022 | 22,100 | 19,066 | 19,066 | 19,066 |
| 534620 | R & M - Vehicles | 16,475 | 24,109 | 18,573 | 24,655 | 11,500 | 11,950 | 11,950 |
| 534630 | R & M - Office Equipment | 15 | 22 | 26 | 35 | 30 | 120 | 120 |
| 534640 | R & M - Operating Equpment | 21,736 | 126,502 | 67,299 | 160,000 | 37,900 | 39,750 | 130,000 |
| 534920 | Legal Ads | 0 | 0 | 945 | 945 | 1,420 | 945 | 945 |
| 535200 | Departmental Supplies | 1,551 | 3,761 | 5,440 | 3,832 | 3,350 | 3,500 | 3,500 |
| 535210 | Computer Supplies | 377 | 420 | 395 | 400 | 200 | 300 | 300 |
| 535230 | Small Tools and Equipment | 1,484 | 2,944 | 8,644 | 3,000 | 2,500 | 3,000 | 3,000 |
| 535260 | Gas and Oil | 37,081 | 42,590 | 49,120 | 40,000 | 38,000 | 39,000 | 39,000 |
| 535270 | Uniforms and Shoes | 2,032 | 2,868 | 3,068 | 3,500 | 2,300 | 3,420 | 3,420 |
| 535275 | Safety Equipment | 593 | 416 | 566 | 2,000 | 1,975 | 2,000 | 2,000 |
| 535310 | Road Materials & Supplies | 802 | 7,667 | 4,638 | 7,500 | 3,600 | 3,800 | 3,800 |
| 535320 | Sod | 6,643 | 8,990 | 9,850 | 10,000 | 9,750 | 10,000 | 10,000 |
| 535350 | Cement | 1,868 | 1,457 | 2,499 | 2,500 | 3,800 | 3,990 | 3,990 |
| 535355 | Culvert Pipes | 16,383 | 19,958 | 13,119 | 30,000 | 22,500 | 29,000 | 29,000 |
| 535410 | Membership & Professional Dues | 310 | 165 | 180 | 300 | 0 | 650 | 650 |
| 535450 | Training and Education | 987 | 2,561 | 1,309 | 2,000 | 2,483 | 4,950 | 4,950 |
| **TOTAL OPERATING EXPENDITURES** | | **389,210** | **719,157** | **536,317** | **815,303** | **631,512** | **847,656** | **813,205** |
| **CAPITAL OUTLAY** | | | | | | | | |
| 606400 | Vehicles and Equipment | 0 | 2,263 | 18,198 | 182,800 | 182,793 | 214,000 | 242,050 |
| **TOTAL CAPITAL OUTLAY** | | **0** | **2,263** | **18,198** | **182,800** | **182,793** | **214,000** | **242,050** |
| **NON-OPERATING** | | | | | | | | |
| 909131 | Interfund Trfr to CIP Fund 310 | 239,535 | 0 | 0 | 0 | 0 | 0 | 0 |
| 909363 | Interfund Trfr to CIP Fund 363 | 308,539 | 0 | 133,759 | 275,000 | 275,000 | 300,000 | 300,000 |
| 909990 | Unappropriated | 0 | 0 | 539,250 | 5,436 | 351,386 | 0 | 31,202 |
| **TOTAL NON-OPERATING** | | **548,074** | **0** | **673,009** | **280,436** | **626,386** | **300,000** | **331,202** |
| **TOTAL STORMWATER UTILITY** | | **1,273,480** | **1,351,422** | **2,076,432** | **2,013,883** | **2,113,001** | **2,090,567** | **2,083,512** |

## LAW ENFORCEMENT FORFEITURE FUND

The Law Enforcement Forfeiture Fund is established pursuant to Section 932.705 for reporting revenues associated with seized or forfeited property by the Police Department under the Florida Contraband Forfeiture Act as well as expenditures related to funding equipment purchases for law enforcement purposes, matching funds for Federal Grants, and to support Drug Treatment Programs, Drug Prevention Programs, School Resource Officer Program, Crime Prevention, or Safe Neighborhood Programs. Expenditures are not budgeted, until individually approved by the City

## LAW ENFORCEMENT FORFEITURE FUND REVENUE

**Code: 190010**

| Account Number | Description | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY 19/20 Budget | FY 19/20 Projected | FY 20/21 Budget |
|---|---|---|---|---|---|---|---|
| **FINES AND FORFEITS** | | | | | | | |
| 351200 | Confiscated Property | 26,431 | 550 | 150 | 1,000 | 133 | 1,000 |
| **TOTAL FINES AND FORFEITS** | | **26,431** | **550** | **150** | **1,000** | **133** | **1,000** |
| **MISCELLANEOUS REVENUE** | | | | | | | |
| | JAG Grant | 0 | 0 | 11,780 | 0 | 0 | 0 |
| 361100 | Interest Income | 198 | 190 | 216 | 50 | 150 | 50 |
| 361105 | SBA Interest Earnings | 372 | 665 | 778 | 200 | 300 | 200 |
| 365000 | Sale of Surplus | 0 | 0 | 0 | 0 | 1,300 | 0 |
| 366000 | Contributions and Donations | 0 | 0 | 0 | 0 | 0 | 0 |
| 367000 | Gain/Loss on Investments | 0 | 0 | 0 | 0 | 0 | 0 |
| 369400 | Reimbursements | 1,530 | 0 | 1,500 | 0 | 0 | 0 |
| 389991 | Appropriation from PY Fund Balanc | 0 | 0 | 18,847 | 0 | 4,179 | 0 |
| **TOTAL MISCELLANEOUS REVENUE** | | **2,100** | **855** | **21,341** | **250** | **5,929** | **250** |
| **TOTAL LAW ENFORCEMENT FORFEIT** | | **28,531** | **1,405** | **21,491** | **1,250** | **6,062** | **1,250** |

## LAW ENFORCEMENT FORFEITURE FUND EXPENDITURES

**Code: 190051**

| Account Number | Description | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY 19/20 Budget | FY 19/20 Projected | FY 20/21 Budget |
|---|---|---|---|---|---|---|---|
| **OPERATING EXPENDITURES** | | | | | | | |
| 533100 | Professional Services | 1,101 | 0 | 2,566 | 0 | 5,062 | 0 |
| 534966 | D.A.R.E. Expenditures | 961 | 0 | 0 | 0 | 0 | 0 |
| 534967 | G.R.E.A.T. Expenditures | 414 | 0 | 0 | 0 | 0 | 0 |
| 535230 | Small Tools and Equipment | 0 | 0 | 0 | 0 | 0 | 0 |
| 535380 | Departmental Supplies | 0 | 0 | 0 | 0 | 0 | 0 |
| **TOTAL OPERATING EXPENDITURES** | | **2,476** | **0** | **2,566** | **0** | **5,062** | **0** |
| **CAPITAL OUTLAY** | | | | | | | |
| 606400 | Vehicles and Equipment | 10,524 | 0 | 16,425 | 0 | 0 | 0 |
| **TOTAL CAPITAL OUTLAY** | | **10,524** | **0** | **16,425** | **0** | **0** | **0** |
| **NON-OPERATING** | | | | | | | |
| 708199 | Other Grants & Aids | 3,000 | 0 | 2,500 | 0 | 1,000 | 0 |
| 909990 | Unappropriated | 12,532 | 1,405 | 0 | 1,250 | 0 | 1,250 |
| **TOTAL NON-OPERATING** | | **15,532** | **1,405** | **2,500** | **1,250** | **1,000** | **1,250** |
| **TOTAL LAW ENFORCEMENT FORFEIT** | | **28,531** | **1,405** | **21,491** | **1,250** | **6,062** | **1,250** |

CITY OF SEBASTIAN

HOME OF PELICAN ISLAND

CITY OF SEBASTIAN FLORIDA
ANNUAL BUDGET
FISCAL YEAR 2020-2021

# *DEBT SERVICE FUNDS*

**Draft as of June 24, 2020**

CITY OF
SEBASTIAN
HOME OF PELICAN ISLAND

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## DISCRETIONARY SALES SURTAX REVENUE DEBT SERVICE FUND

This debt service fund was used to record debt service payments originally associated with the Discretionary Sales Surtax Revenue Bonds, Series 2003 and Series 2003A. The discretionary sales tax backed revenue bonds were for fifteen (15) years. The debt proceeds were used to construct the new city hall, the renovation of the old city hall, the expansion of the police department, and the friendship park. The Bonds were refinanced using Bank Notes on December 18, 2013. The outstanding debt was totally matured as of April 1, 2017.

### DISCRETIONARY SALES SURTAX REVENUE DEBT SERVICE REVENUES

**Code: 230010**

| Account Number | Description | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY 19/20 Budget | FY 19/20 Projected | FY 20/21 Budget |
|---|---|---|---|---|---|---|---|
| **MISCELLANEOUS REVENUE** | | | | | | | |
| 361100 | Interest Income | 337 | 0 | 0 | 0 | 0 | 0 |
| **TOTAL MISCELLANEOUS REVENUE** | | **337** | **0** | **0** | **0** | **0** | **0** |
| **NON-REVENUE SOURCES** | | | | | | | |
| 381130 | Interfund Trfr from 130 DST | 352,927 | 0 | 0 | 0 | 0 | 0 |
| 389991 | Appropriation from PY Fund Balance | 1,254 | 0 | 0 | 0 | 0 | 0 |
| **TOTAL NON-REVENUE SOURCES** | | **354,181** | **0** | **0** | **0** | **0** | **0** |
| **TOTAL DEBT SERVICE FUND** | | **354,518** | **0** | **0** | **0** | **0** | **0** |

### DISCRETIONARY SALES SURTAX REVENUE DEBT SERVICE EXPENDITURES

**Code: 230051**

| Account Number | Description | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY 19/20 Budget | FY 19/20 Projected | FY 20/21 Budget |
|---|---|---|---|---|---|---|---|
| **DEBT SERVICE** | | | | | | | |
| 707130 | Principal | 353,000 | 0 | 0 | 0 | 0 | 0 |
| 707230 | Interest | 1,518 | 0 | 0 | 0 | 0 | 0 |
| **TOTAL DEBT SERVICE** | | **354,518** | **0** | **0** | **0** | **0** | **0** |
| **TOTAL DEBT SERVICE FUND** | | **354,518** | **0** | **0** | **0** | **0** | **0** |

## STORMWATER UTILITY REVENUE DEBT SERVICE FUND

This debt service fund was used to record debt service payments associated with the Stormwater Utility Revenue Bonds, Series 2003. The stormwater utility tax backed revenue bonds were for nineteen (19) years. The Bonds were refinanced using Bank Notes on December 18, 2013. The outstanding debt for this fund will be $782,000 as of September 30, 2020. The debt proceeds were used to improve the stormwater system according to the adopted stormwater master plan. The improvement projects included Twin Ditch, Periwinkle Drive, Middle Stonecrop, and Collier Creek.

### STORMWATER UTILITY REVENUE BONDS/NOTES DEBT SERVICE FUND REVENUE
**Code: 263010**

| Account Number | Description | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY 19/20 Budget | FY 19/20 Projected | FY 20/21 Budget |
|---|---|---|---|---|---|---|---|
| **MISCELLANEOUS REVENUE** | | | | | | | |
| 361100 | Interest Income | 1,316 | 3,771 | 5,464 | 3,500 | 2,500 | 2,500 |
| **TOTAL MISCELLANEOUS REVENUE** | | **1,316** | **3,771** | **5,464** | **3,500** | **2,500** | **2,500** |
| **NON-REVENUE SOURCES** | | | | | | | |
| 381130 | Interfund Trfr from 130 DST | 402,963 | 403,792 | 403,792 | 402,914 | 402,914 | 401,355 |
| 381163 | Interfund Trfr from 163 SUF | 0 | 0 | 0 | 0 | 0 | 0 |
| 389991 | Appropriation from PY Fund Balance | 0 | 0 | 0 | 0 | 0 | 0 |
| **TOTAL NON-REVENUE SOURCES** | | **402,963** | **403,792** | **403,792** | **402,914** | **402,914** | **401,355** |
| **TOTAL DEBT SERVICE FUND** | | **404,279** | **407,563** | **409,256** | **406,414** | **405,414** | **403,855** |

### STORMWATER UTILITY REVENUE BONDS/NOTES DEBT SERVICE FUND - EXPENDITURES
**Code: 263051**

| Account Number | Description | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY 19/20 Budget | FY 19/20 Projected | FY 20/21 Budget |
|---|---|---|---|---|---|---|---|
| **DEBT SERVICE** | | | | | | | |
| 707163 | Principal - Stormwater Series 2003 | 363,000 | 371,000 | 377,000 | 382,000 | 382,000 | 387,000 |
| 707263 | Interest - Stormwater Series 2003 | 39,358 | 33,078 | 26,659 | 20,138 | 20,138 | 13,529 |
| 707300 | Other Debt Service Costs | 0 | 0 | 0 | | | 0 |
| 909990 | Unappropriated | 1,921 | 3,485 | 5,597 | 4,276 | 3,276 | 3,326 |
| **TOTAL DEBT SERVICE** | | **404,279** | **407,563** | **409,256** | **406,414** | **405,414** | **403,855** |
| **TOTAL DEBT SERVICE FUND** | | **404,279** | **407,563** | **409,256** | **406,414** | **405,414** | **403,855** |

CITY OF SEBASTIAN

HOME OF PELICAN ISLAND

CITY OF SEBASTIAN, FLORIDA
ANNUAL BUDGET
FISCAL YEAR 2020-2021

# *ENTERPRISE FUNDS*

**Draft as of June 24, 2020**

CITY OF
SEBASTIAN
HOME OF PELICAN ISLAND

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# MUNICIPAL GOLF COURSE

The Sebastian Golf Course is located in the City of Sebastian off of Main Street at the West entrance to the Airport and provides recreational enjoyment for the citizens of Sebastian and the surrounding communities. The facility includes an 18-hole golf course that is 6,717 yards in length and par 72, driving range, putting and chipping green, restaurant, lounge, and fully stocked Pro Shop. The Golf Course is established as an enterprise fund of the city. The fund is divided into three areas: Administration, Greens Division, and Carts Division.

## GOLF COURSE SUMMARY OF REVENUE / EXPENSES

| Description | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY 19/20 Budget | FY 19/20 Projected | FY 20/21 Budget |
|---|---|---|---|---|---|---|
| Total Revenues | $ 1,299,655 | $ 1,501,945 | $ 1,406,022 | $ 1,550,828 | $ 1,546,378 | $ 1,499,909 |
| Total GC Administration Division | 762,632 | 955,566 | 669,768 | 768,198 | 768,715 | 746,228 |
| Total GC Greens Division | 572,529 | 578,143 | 566,101 | 627,948 | 627,623 | 602,904 |
| Total GC Carts Division | 408,500 | 98,493 | 99,341 | 154,682 | 150,040 | 150,777 |
| Total Expenses | 1,743,660 | 1,632,202 | 1,335,211 | 1,550,828 | 1,546,378 | 1,499,909 |
| Change in Unrestricted Reserves | $ (444,006) | $ (130,257) | $ 70,812 | $ - | $ 0 | $ - |

## GOLF COURSE FUND REVENUE
**Code: 410010**

The Fiscal Year 2020-2021 proposed budget for Golf Course fund revenue is $ 1,499,909. This compares to the 2019-2020 projected revenue of $ 1,546,378, a decrease of $ 46,469, or -3.0%.

| Description | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY 19/20 Budget | FY 19/20 Projected | FY 20/21 Budget | Difference |
|---|---|---|---|---|---|---|---|
| Charges for services | $ 1,058,936 | $ 1,257,047 | $ 1,400,898 | $ 1,440,828 | $ 1,435,168 | $ 1,499,909 | $ 64,741 |
| Non-operating revenues | 240,719 | 244,897 | 5,124 | 110,000 | 111,210 | - | (111,210) |
| Total revenues | $ 1,299,655 | $ 1,501,945 | $ 1,406,022 | $ 1,550,828 | $ 1,546,378 | $ 1,499,909 | $ (46,469) |

Fiscal Year 2020-21 Proposed Budget:

| Major Current Level Changes from 2019-20 Projected Revenue | Difference |
|---|---|
| **1. Charges for services** - Increase due to anticipated additional membership fees and additional rounds played. | $ 64,741 |
| **2. Non-operating revenues** - Decrease due to no transfers in from other funds. | $ (111,210) |

## GOLF COURSE REVENUE
## Code: 410010

| Account Number | Description | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY 19/20 Budget | FY 19/20 Projected | Dept FY 20/21 Request | Proposed FY 20/21 Budget |
|---|---|---|---|---|---|---|---|---|
| CHARGES FOR SERVICES | | | | | | | | |
| 347501 | Green Fees | 321,373 | 408,307 | 448,684 | 455,185 | 455,185 | 465,960 | 473,960 |
| 347502 | Cart Rentals | 497,137 | 573,552 | 643,304 | 650,133 | 650,133 | 660,000 | 672,000 |
| 347510 | Driving Range Fees | 34,653 | 41,141 | 45,651 | 46,500 | 46,500 | 47,200 | 47,200 |
| 347512 | Club Storage Fees | 2,674 | 2,795 | 3,175 | 3,252 | 3,252 | 3,252 | 3,252 |
| 347513 | Club Rentals Fees | 1,844 | 2,626 | 2,752 | 3,100 | 2,400 | 2,600 | 2,600 |
| 347521 | Membership Fees | 84,412 | 84,877 | 96,306 | 103,500 | 102,000 | 117,897 | 117,897 |
| 347522 | Handicap Fees | 4,380 | 4,500 | 4,940 | 6,480 | 5,298 | 5,500 | 5,500 |
| 347523 | Resident Card Fees | 27,633 | 30,047 | 32,244 | 33,178 | 32,300 | 34,000 | 34,000 |
| 347530 | Non-Taxable Sales | 29 | 26 | 38 | 40 | 40 | 40 | 40 |
| 347540 | Pro Shop Sales | 43,930 | 81,460 | 87,462 | 100,000 | 100,000 | 105,000 | 105,000 |
| 362100 | Rents and Royalties | 26,999 | 17,592 | 27,463 | 30,000 | 30,000 | 30,000 | 30,000 |
| 366000 | Contributions & Donations | 9,090 | 0 | 0 | 0 | 0 | 0 | 0 |
| 369400 | Reimbursements | 0 | 5,139 | 5,206 | 3,000 | 3,000 | 3,000 | 3,000 |
| 369900 | Other Miscellaneous Revenues | 1,732 | 1,925 | 1,124 | 2,000 | 2,000 | 2,000 | 2,000 |
| 369941 | Sales Tax Commissions | 360 | 360 | 360 | 360 | 360 | 360 | 360 |
| 369945 | Pro Lesson Fees | 2,476 | 2,441 | 2,113 | 4,000 | 2,600 | 3,000 | 3,000 |
| 369995 | Cash Over/Short | 216 | 260 | 75 | 100 | 100 | 100 | 100 |
| **TOTAL CHARGES FOR SERVICES** | | **1,058,936** | **1,257,047** | **1,400,898** | **1,440,828** | **1,435,168** | **1,479,909** | **1,499,909** |
| NON-OPERATING REVENUE | | | | | | | | |
| 334451 | FDOT JPA Revenue | 0 | 50,000 | 0 | 0 | 0 | 0 | 0 |
| 361100 | Interest Earnings | (1,573) | (3,403) | 3,570 | 0 | 700 | 0 | 0 |
| 364100 | Sale of Fixed Assets | 111,652 | 48,605 | 1,512 | 0 | 1,005 | 0 | 0 |
| 365000 | Sale of Surplus | 0 | 0 | 43 | 0 | 205 | 0 | 0 |
| 381001 | Interfund Transfer from 001 GF | 78,823 | 11,320 | 0 | 0 | 0 | 0 | 0 |
| 381130 | Interfund Transfer from Fund 130 | 51,816 | 138,375 | 0 | 110,000 | 110,000 | 0 | 0 |
| 381148 | Interfund Transfer from Fund 480 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **TOTAL NON-OPERATING REVENUE** | | **240,719** | **244,897** | **5,124** | **110,000** | **111,910** | **0** | **0** |
| **TOTAL GOLF COURSE REVENUES** | | **1,299,655** | **1,501,945** | **1,406,022** | **1,550,828** | **1,547,078** | **1,479,909** | **1,499,909** |
| **USE OF UNRESTRICTED RESERVES** | | **444,005** | **130,257** | **0** | **0** | **0** | **0** | **0** |
| **TOTAL GOLF COURSE SOURCES** | | **1,743,660** | **1,632,202** | **1,406,022** | **1,550,828** | **1,547,078** | **1,479,909** | **1,499,909** |

# GOLF COURSE ADMINISTRATION

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

## FISCAL YEAR 2020 ACCOMPLISHMENTS

- ✓
- ✓
- ✓
- ✓
- ✓
- ✓
- ✓

## FISCAL YEAR 2021 GOALS & OBJECTIVES

- ➢
- ➢
- ➢
- ➢
- ➢
- ➢

## PERFORMANCE MEASURES

| SERVICE PROGRAM | Actual 2016/2017 | Actual 2017/2018 | Actual 2018/2019 | Projected 2019/2020 | Projected 2020/2021 |
|---|---|---|---|---|---|
| Number of Annual Fees Sold | 119 | 123 | | 136 | |
| Single Resident | 69 | 67 | | 80 | |
| Family Resident | 50 | 56 | | 56 | |
| Resident/Discount Cards | 657 | 643 | | 710 | |
| TOTAL ANNUAL FEES SOLD | 776 | 766 | | 846 | |
| Annual Fee Rounds | 8,067 | 8,013 | | 9,500 | |
| Daily Fee Rounds | 29,243 | 33,919 | | 45,500 | |
| TOTAL NUMBER OF ROUNDS PLAYED | 37,310 | 41,932 | | 55,000 | |

## GOLF COURSE ADMINISTRATION PROGRAM BUDGET DESCRIPTION

| *STAFFING* | | *NATURE OF ACTIVITY* |
|---|---|---|
| *19/20* | *20/21* | |
| 30.00% | | **General Supervision** - Provide effective, responsive and professional management, direction, control of daily golf operations, including training and forethought for innovative and practical improvements. |
| 10.00% | | **Pro Shop** - Provide friendly, consistent quality service to the public. The result of this direct contact combined with the amenities offered, produces customer satisfaction. |
| 20.00% | | **Control of Course Play** - Provide for orderly starting of play, speed and flow of play, and prevention of free play and abuse to golf course grounds, to enhance the enjoyment of the game as well as promoting return play. |
| 30.00% | | **Golf Course Administration** - Supervise all Golf Course operations, preparation of budget, supervision of capital improvement programs. |
| 10.00% | | **Promote the Game of Golf** - Provide golf instruction, junior and adult clinics, golf tournaments, charity events, speaking engagements, advertisements, and other creative measures to attract and promote return play to Sebastian Golf Course |
| 100.00% | 0.00% | |

## GOLF COURSE ADMINISTRATION BUDGET SUMMARY

The Fiscal Year 2020-2021 proposed budget for Golf Course Administration is $ 746,228. This compares to the 2019-2020 projected expenses of $ 768,715, a decrease of $ 22,487 or -2.93%

| | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY 19/20 Budget | FY 19/20 Projected | FY 20/21 Budget | Difference |
|---|---|---|---|---|---|---|---|
| Personal Services | $ 272,260 | $ 258,649 | $ 276,996 | $ 294,675 | $ 281,388 | $ 297,471 | $ 16,083 |
| Operating Expenses | 349,079 | 385,878 | 373,277 | 375,156 | 362,760 | 375,391 | 12,631 |
| Capital Outlay | 75,018 | 303,920 | 10,892 | 60,000 | 60,000 | - | (60,000) |
| Transfers | 66,275 | 7,118 | 8,604 | 38,367 | 64,567 | 73,366 | 8,799 |
| Total | $ 762,632 | $ 955,566 | $ 669,768 | $ 768,198 | $ 768,715 | $ 746,228 | $ (22,487) |

Fiscal Year 2020-21 Proposed Budget:

| Major Current Level Changes from Fiscal Year 2019-20 Projected Expenses: | Difference |
|---|---|
| **1. Personal Services** - Increase due to longevity increase and having positions full all year. | $ 16,083 |
| **2. Operating Expenses** - Increase due to additional maintenance, utility, and dues costs. | $ 12,631 |
| **3. Capital Outlay** - No capital outlay requested this year. | $ (60,000) |
| **4. Transfers** - Increase due to repayment of general fund loan. | $ 8,799 |

## PERSONAL SERVICES SCHEDULE

**GOLF COURSE ADMINISTRATION**

| POSITION | PAY RANGE | FULL TIME EQUIVALENTS 18/19 | 19/20 | Amended 19/20 | 20/21 | Projected Expense 19/20 | Budget 20/21 |
|---|---|---|---|---|---|---|---|
| Golf Course Director | 64,487 / 116,076 | 1.00 | 1.00 | 1.00 | 1.00 | $ 101,160 | $ 110,500 |
| Administrative Assistant | 30,821 / 55,478 | 1.00 | 1.00 | 1.00 | 1.00 | 61,700 | 59,750 |
| Assistant Golf Pro (P/T) | 22,282 / 40,107 | 0.50 | 0.50 | 0.50 | 0.50 | 19,000 | 19,000 |
| Cashier (P/T) | 20,988 / 37,778 | 0.50 | 1.50 | 1.50 | 1.50 | 25,640 | 33,750 |
| Cashier (Temp) | 8.46/hr | 1.00 | 0.00 | 0.00 | 0.00 | - | - |
| | | 4.00 | 4.00 | 4.00 | 4.00 | | |
| | | **TOTAL SALARIES** | | | | $ 207,500 | $ 223,000 |
| | | Overtime | | | | 2,000 | 2,500 |
| | | Lesson Bonus | | | | 2,000 | 2,000 |
| | | FICA Taxes | | | | 16,000 | 17,404 |
| | | Deferred Compensation | | | | 14,700 | 15,728 |
| | | Group Health Insurance Premium | | | | 27,365 | 24,080 |
| | | Health Reimbursement Account | | | | 8,000 | 8,000 |
| | | Employee Assistance Program | | | | 32 | 32 |
| | | Worker's Comp Insurance | | | | 3,791 | 4,727 |
| | | Additional Compensation | | | | - | - |
| | | Total Personal Services | | | | $ 281,388 | $ 297,471 |

## GOLF COURSE ADMINISTRATION DIVISION

**Code: 410110**

| Account Number | Description | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY 19/20 Budget | FY 19/20 Projected | Dept FY 20/21 Request | Proposed FY 20/21 Budget |
|---|---|---|---|---|---|---|---|---|
| **PERSONAL SERVICES:** | | | | | | | | |
| 511200 | Regular Salaries | 191,322 | 175,084 | 194,053 | 214,850 | 207,500 | 228,750 | 223,000 |
| 511300 | Temporary Salaries | 12,002 | 13,164 | 11,182 | 0 | 0 | 0 | 0 |
| 511400 | Overtime | 937 | 1,654 | 1,329 | 1,500 | 2,000 | 2,500 | 2,500 |
| 511500 | Lesson Bonus | 1,133 | 923 | 938 | 3,000 | 2,000 | 2,000 | 2,000 |
| 512100 | FICA Taxes | 14,606 | 14,591 | 15,042 | 16,505 | 16,000 | 17,844 | 17,404 |
| 512225 | Deferred Compensation | 13,597 | 13,596 | 14,115 | 14,670 | 14,700 | 16,110 | 15,728 |
| 512301 | Group Health Insurance Premium | 13,557 | 27,583 | 29,162 | 30,907 | 27,365 | 27,113 | 24,080 |
| 512305 | Dependant Health Ins Premium | 13,066 | 0 | 0 | 0 | 0 | 0 | 0 |
| 512307 | Health Reimbursement Account | 8,169 | 8,441 | 6,919 | 8,000 | 8,000 | 8,000 | 8,000 |
| 512309 | Employee Assistance Program | 110 | 0 | 32 | 32 | 32 | 35 | 32 |
| 512400 | Worker's Comp Insurance | 3,668 | 3,560 | 4,225 | 4,761 | 3,791 | 4,843 | 4,727 |
| 512600 | OPEB Accrued Expense | 55 | 55 | 0 | 0 | 0 | 0 | 0 |
| 512700 | Additional Compensation | 39 | 0 | 0 | 450 | 0 | 0 | 0 |
| **TOTAL PERSONAL SERVICES** | | **272,260** | **258,649** | **276,996** | **294,675** | **281,388** | **307,195** | **297,471** |
| **OPERATING EXPENSES:** | | | | | | | | |
| 347541 | Cost of Sales-Pro Shop | 32,320 | 59,803 | 64,066 | 70,000 | 70,000 | 70,000 | 70,000 |
| 533100 | Professional Services | 2,543 | 2,607 | 3,373 | 3,250 | 3,200 | 3,300 | 3,300 |
| 533200 | Audit Fees | 3,040 | 3,350 | 3,298 | 3,294 | 3,294 | 3,593 | 3,593 |
| 533201 | Admin Services provided by GF | 96,000 | 93,000 | 88,350 | 97,185 | 97,185 | 106,904 | 106,065 |
| 533400 | Other Contractual Services | 7,996 | 11,975 | 4,719 | 4,000 | 250 | 250 | 250 |
| 533420 | Pest/Weed Control | 450 | 2,078 | 1,397 | 890 | 890 | 890 | 890 |
| 533440 | Electronic Security Services | 658 | 454 | 359 | 360 | 0 | 0 | 0 |
| 534101 | Telephone | 3,551 | 3,901 | 3,651 | 4,635 | 3,850 | 3,936 | 3,936 |
| 534105 | Cellular Telephone | 303 | 297 | 267 | 300 | 290 | 300 | 300 |
| 534110 | Internet Access | 789 | 765 | 387 | 30 | 475 | 430 | 430 |
| 534120 | Postage | 68 | 15 | 90 | 50 | 50 | 50 | 50 |
| 534310 | Electric | 26,945 | 16,408 | 9,149 | 11,000 | 9,500 | 9,500 | 9,500 |
| 534320 | Water/Sewer | 8,849 | 13,768 | 9,389 | 11,000 | 11,000 | 11,550 | 11,550 |
| 534420 | Equipment Leases | 952 | 936 | 927 | 1,000 | 705 | 600 | 600 |
| 534445 | Airport Property Lease | 100,000 | 106,000 | 106,000 | 106,000 | 106,000 | 106,135 | 106,135 |
| 534500 | Insurance | 6,835 | 8,442 | 9,183 | 9,250 | 8,226 | 8,233 | 8,233 |
| 534501 | Claims | 5,058 | 0 | 0 | 0 | 0 | 0 | 0 |
| 534610 | R & M - Buildings | 3,388 | 11,407 | 14,388 | 7,001 | 2,000 | 3,000 | 3,000 |
| 534630 | R & M - Office Equipment | 465 | 648 | 813 | 800 | 800 | 1,000 | 989 |
| 534640 | R & M - Operating Equipment | 0 | 461 | 0 | 0 | 0 | 0 | 0 |
| 534685 | R & M - Grounds Maintenance | 5,880 | 3,986 | 0 | 0 | 0 | 0 | 0 |
| 534845 | Golf Course Promotions | 4,412 | 199 | 0 | 0 | 0 | 0 | 0 |
| 534846 | Golf Course Advertising | 4,996 | 2,571 | 560 | 3,000 | 2,000 | 2,000 | 2,000 |
| 535200 | Departmental Supplies | 2,708 | 2,002 | 1,835 | 2,600 | 2,500 | 2,500 | 2,500 |
| 535205 | Bank Charges | 22,106 | 29,156 | 34,914 | 30,000 | 30,000 | 30,000 | 30,000 |
| 535210 | Computer Supplies | 25 | 0 | 0 | 0 | 0 | 0 | 0 |
| 535220 | Cleaning Supplies | 3,775 | 1,924 | 4,583 | 3,500 | 4,000 | 4,500 | 4,500 |
| 535230 | Small Tools and Equipment | 149 | 0 | 0 | 0 | 0 | 0 | 0 |
| 535270 | Uniforms and Shoes | 987 | 0 | 0 | 0 | 0 | 500 | 500 |
| 535410 | Dues and Memberships | 510 | 1,351 | 512 | 0 | 0 | 525 | 525 |
| 535710 | Non-Ad Valorem Tax | 3,322 | 8,374 | 11,065 | 6,011 | 6,545 | 6,545 | 6,545 |
| **TOTAL OPERATING EXPENSES** | | **349,079** | **385,878** | **373,277** | **375,156** | **362,760** | **376,241** | **375,391** |
| **CAPITAL OUTLAY:** | | | | | | | | |
| 606220 | Building Improvements | 45,463 | 236,366 | 0 | 0 | 0 | 0 | 0 |
| 606400 | Vehicles and Equipment | 7,857 | 20,491 | 10,892 | 0 | 0 | 0 | 0 |
| 606900 | Infrastructure | 21,697 | 47,063 | 0 | 60,000 | 60,000 | 0 | 0 |
| **TOTAL CAPITAL OUTLAY** | | **75,018** | **303,920** | **10,892** | **60,000** | **60,000** | **0** | **0** |
| **NON-OPERATING EXPENSES** | | | | | | | | |
| 909101 | Interfund Trfr to 001 GF | 0 | 0 | 0 | 0 | 26,201 | 25,000 | 35,000 |
| 909480 | Interfund Trfr to 480 Bldg | 4,544 | 7,118 | 8,604 | 38,367 | 38,366 | 38,366 | 38,366 |
| 909541 | Intrafund Trfr to GC Capital | 61,731 | 0 | 0 | 0 | 0 | 0 | 0 |
| **TOTAL NON-OPERATING EXPENSES** | | **66,275** | **7,118** | **8,604** | **38,367** | **64,567** | **63,366** | **73,366** |
| **TOTAL GOLF COURSE ADMINISTRATION** | | **762,632** | **955,566** | **669,768** | **768,198** | **768,715** | **746,802** | **746,228** |

## GOLF COURSE GREENS DIVISION

The Golf Course Greens Division is responsible for administration of an independent golf course maintenance contract which will ensure that the overall care and quality of the golf course is compatible to maintaining high standards, thus ensuring a quality golf course with excellent turf conditions which will guarantee repeat play from our customers, as well as create an excellent image and respectability among the golf course community throughout the State of Florida.

## FISCAL YEAR 2020 ACCOMPLISHMENTS

- ✓
- ✓
- ✓

## FISCAL YEAR 2021 GOALS AND OBJECTIVES

- ➢
- ➢
- ➢
- ➢
- ➢

## PERFORMANCE MEASURES

| Performance Indicators | Actual 2016/2017 | Actual 2017/2018 | Actual 2018/2019 | Projected 2019/2020 | Projected 2020/2021 |
|---|---|---|---|---|---|
| Greens (Acres) | 2.5 | 4 | 4 | 4 | 4 |
| Tees (Acres) | 4 | 4 | 4 | 4 | 4 |
| Fairways (Acres) | 22 | 22 | 22 | 22 | 22 |
| Rough - Bermuda / Bahia (Acres) | 35 / 25 | 35 / 25 | 35 / 25 | 35 / 25 | 35 / 25 |
| Sand Bunkers (Acres) | 4 | 4 | 4 | 4 | 4 |
| Lakes and Ponds (Linear Feet) | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 |
| Non-Play Area (Acres) | 20 | 20 | 30 | 30 | 30 |
| Holes Maintained | 18 | 18 | 18 | 18 | 18 |
| Practice areas (acres total) | 5 | 5 | 5 | 5 | 5 |

## GOLF COURSE GREENS PROGRAM BUDGET DESCRIPTION

| *STAFFING* | | *NATURE OF ACTIVITY* |
|---|---|---|
| *19/20* | *20/21* | |
| 95.00% | 90.00% | **Golf Course Maintenance** - Provide administrative oversight of independent golf course maintenance contract which provides daily turf care resulting in the quality appearance and playability of the golf course. Keeping the golf course in the best possible condition throughout the year adds to the enjoyment of the customers and insures return play. |
| 5.00% | 10.00% | **Equipment Maintenance** - Continue tracking equipment use and repair to insure proper maintenance and availability of equipment. |
| 100.00% | 100.00% | |

## GOLF COURSE GREENS DIVISION BUDGET SUMMARY

The Fiscal Year 2020-2021 proposal budget for Golf Course Greens Division is $ 602,904. This compares to the 2019-2020 projected expenses of $ 627,623, a decrease of $ 24,719, or -3.94%.

| | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY 19/20 Budget | FY 19/20 Projected | FY 20/21 Budget | Difference |
|---|---|---|---|---|---|---|---|
| Operating Expenses | $ 572,529 | $ 578,143 | $ 566,101 | $ 577,948 | $ 577,623 | $ 588,904 | $ 11,281 |
| Capital Outlay | - | - | - | 50,000 | 50,000 | 14,000 | (36,000) |
| Non-Operating | - | - | - | - | - | - | - |
| Total | $ 572,529 | $ 578,143 | $ 566,101 | $ 627,948 | $ 627,623 | $ 602,904 | $ (24,719) |

Fiscal Year 2020-21 Proposed Budget:

| Major Current Level Changes from Fiscal Year 2019-20 Projected Expenses: | Difference |
|---|---|
| **1. Operating Expenses** - Increase due to contractual increase in maintenance contract. | $ 11,281 |
| **2. Capital Outlay** - Decrease due to only small equipment projected to need replacement this year. | $ (36,000) |
| **3. Non-Operating** - No change. | $ - |

**GOLF COURSE GREENS DIVISION**
**Code: 410120**

| Account Number | Description | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY 19/20 Budget | FY 19/20 Projected | Dept FY 20/21 Request | Proposed FY 20/21 Budget |
|---|---|---|---|---|---|---|---|---|
| **OPERATING EXPENSES** | | | | | | | | |
| 533420 | Pest/Weed Control | 0 | 0 | 0 | 120 | 120 | 120 | 120 |
| 533445 | Groundskeeping Service | 535,632 | 546,385 | 546,385 | 557,313 | 557,313 | 568,459 | 568,459 |
| 534310 | Electric | 12,211 | 11,541 | 11,584 | 11,750 | 11,575 | 11,575 | 11,575 |
| 534610 | R & M - Buildings | 731 | 628 | 0 | 500 | 500 | 500 | 500 |
| 534640 | R & M-Operating Equipment | 617 | 290 | 94 | 0 | 0 | 0 | 0 |
| 534680 | R & M - Irrigation Systems | 10,096 | 4,057 | 6,991 | 5,217 | 5,217 | 5,500 | 5,500 |
| 534685 | R & M - Grounds Maintenance | 12,998 | 15,242 | 855 | 2,798 | 2,798 | 2,500 | 2,500 |
| 535200 | Departmental Supplies | 220 | 0 | 193 | 250 | 100 | 250 | 250 |
| 535220 | Cleaning Supplies | 25 | 0 | 0 | 0 | 0 | 0 | 0 |
| **TOTAL OPERATING EXPENSES** | | **572,529** | **578,143** | **566,101** | **577,948** | **577,623** | **588,904** | **588,904** |
| **CAPITAL OUTLAY** | | | | | | | | |
| 606300 | Improvements Other Than Buildings | 0 | 0 | 0 | 50,000 | 50,000 | 0 | 0 |
| 606400 | Vehicles and Equipment | 0 | 0 | 0 | 0 | 0 | 23,685 | 14,000 |
| **TOTAL CAPITAL OUTLAY** | | **0** | **0** | **0** | **50,000** | **50,000** | **23,685** | **14,000** |
| **TOTAL GREENS DIVISION** | | **572,529** | **578,143** | **566,101** | **627,948** | **627,623** | **612,589** | **602,904** |

**CAPITAL OUTLAY SCHEDULE**

**GOLF COURSE GREENS DIVISION - TO BE FUNDED FROM GOLF COURSE OPERATIONS**

| | EXPENDITURES PER FISCAL YEAR | | | | | |
|---|---|---|---|---|---|---|
| Description | 2020/21 | 2021/22 | 2022/23 | 2023/24 | 2024/25 | TOTAL |
| Irrigation Software Upgrade | $ 14,000 | $ - | $ - | $ - | $ - | $ 14,000 |
| 3 Gang Range Picker | - | 2,695 | - | - | - | 2,695 |
| Ball Washer | - | 2,595 | - | - | - | 2,595 |
| | $ 14,000 | $ 5,290 | $ - | $ - | $ - | $ 19,290 |

## GOLF COURSE CARTS DIVISION

The Golf Course Carts Division many times provides the first and last contact with customers. They maintain golf carts in operational and clean condition for customers, service driving range and water station, maintain and clean all surrounding areas including the cart barn, cart staging area, cart wash area, starter station, locker room and driving range. Facilitates preventative maintenance on golf carts including battery checks, greasing and tire pressure.

## FISCAL YEAR 2020 ACCOMPLISHMENTS

- ✓
- ✓
- ✓
- ✓

## FISCAL YEAR 2021 GOALS AND OBJECTIVES

- ➢
- ➢
- ➢
- ➢
- ➢

## PERFORMANCE MEASURES

| Performance Indicators | Actual 2016/2017 | Actual 2017/2018 | Actual 2018/2019 | Projected 2019/2020 | Projected 2020/2021 |
|---|---|---|---|---|---|
| Electric Golf Carts | 86 | 80 | 80 | 80 | 80 |
| Tires Maintained | 356 | 332 | 324 | 332 | 324 |
| Grease Fittings Maintained | 356 | 32 | 324 | 332 | 324 |
| Range Carts | 1 | 1 | 1 | 1 | 1 |
| Ranger Carts | 1 | 1 | 1 | 1 | 0 |
| Batteries Maintained | 524 | 483 | 488 | 483 | 481 |
| Beverage Carts | 1 | 1 | 1 | 1 | 0 |

## GOLF COURSE CARTS DIVISION PROGRAM BUDGET DESCRIPTION

| *STAFFING* | | *NATURE OF ACTIVITY* |
|---|---|---|
| *19/20* | *20/21* | |
| 30.00% | 30.00% | **General Maintenance and Care of Golf Carts** - Clean and maintain golf carts in operational condition for guests use and maintain operational cart barn. |
| 30.00% | 30.00% | **Golf Course Facilities** - Maintenance and care of Cart Barn, Driving Range, Water Station, and general area around Golf Shop and starter area. |
| 40.00% | 40.00% | **Customer Service** - Provide unsurpassed customer service to our members. |
| 100.00% | 100.00% | |

## GOLF COURSE CARTS DIVISION BUDGET SUMMARY

The Fiscal Year 2020-2021 proposed budget for Golf Course Carts Division is $ 150,777. This compares to the 2019-2020 projected expenses of $ 150,040, an increase of $ 737, or .49%.

| | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY 19/20 Budget | FY 19/20 Projected | FY 20/21 Budget | Difference |
|---|---|---|---|---|---|---|---|
| Personal Services | $ 85,297 | $ 89,401 | $ 91,582 | $ 96,347 | $ 92,505 | $ 92,442 | $ (63) |
| Operating Expenses | 4,681 | 987 | 1,365 | 1,944 | 1,144 | 1,944 | 800 |
| Capital Outlay | 313,152 | - | - | - | - | - | - |
| Debt Service | 5,370 | 8,105 | 6,394 | 56,391 | 56,391 | 56,391 | - |
| Total | $ 408,500 | $ 98,493 | $ 99,341 | $ 154,682 | $ 150,040 | $ 150,777 | $ 737 |

Fiscal Year 2020-21 proposed Budget:

| Major Current Level Changes from Fiscal Year 2019-20 Projected Expenses: | Difference |
|---|---|
| **1. Personal Services** - Slight decrease due to lower pay rate for newer employee. | $ (63) |
| **2. Operating Expenses** - Increase due to additional operating equipment and building repairs needed. | $ 800 |
| **3. Capital Outlay** - No capital outlay requested. | $ - |
| **4. Debt Service** - No change. | $ - |

## PERSONAL SERVICES SCHEDULE

**GOLF COURSE CARTS DIVISION**

| POSITION | PAY RANGE | FULL TIME EQUIVALENTS 18/19 | 19/20 | Amended 19/20 | 20/21 | Projected Expense 19/20 | Budget 20/21 |
|---|---|---|---|---|---|---|---|
| Cart Attendants (P/T) | 8.46 / 14.49 | 1.50 | 5.00 | 5.00 | 5.00 | $ 81,000 | $ 80,750 |
| Cart Attendants (Temp) | 8.46/hr | 3.50 | 0.00 | 0.00 | 0.00 | 0 | 0 |
| | | 5.00 | 5.00 | 5.00 | 5.00 | | |
| | **TOTAL SALARIES** | | | | | $ 81,000 | $ 80,750 |
| | Overtime | | | | | 3,500 | 3,500 |
| | FICA Taxes | | | | | 6,475 | 6,445 |
| | Employee Assistance Program | | | | | 0 | 0 |
| | Worker's Compensation | | | | | 1,530 | 1,747 |
| | Total Personal Services | | | | | $ 92,505 | $ 92,442 |

(1) For P/T Cart Attendants (5) equals (10) positions

**GOLF COURSE CARTS DIVISION**
**Code: 410130**

| Account Number | Description | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY 19/20 Budget | FY 19/20 Projected | Dept FY 20/21 Request | Proposed FY 20/21 Budget |
|---|---|---|---|---|---|---|---|---|
| **PERSONAL SERVICES** | | | | | | | | |
| 511200 | Regular Salaries | 40,736 | 44,071 | 38,641 | 85,750 | 81,000 | 83,250 | 80,750 |
| 511300 | Temporary Salaries | 35,131 | 36,065 | 43,202 | 0 | 0 | 0 | 0 |
| 511400 | Overtime | 1,759 | 1,774 | 1,545 | 2,000 | 3,500 | 3,500 | 3,500 |
| 512100 | FICA Taxes | 5,910 | 6,067 | 6,358 | 6,678 | 6,475 | 6,636 | 6,445 |
| 512309 | Employee Assistance Program | 96 | 0 | 0 | 0 | 0 | 0 | 0 |
| 512400 | Worker's Comp Insurance | 1,665 | 1,425 | 1,835 | 1,919 | 1,530 | 1,789 | 1,747 |
| **TOTAL PERSONAL SERVICES** | | **85,297** | **89,401** | **91,582** | **96,347** | **92,505** | **95,175** | **92,442** |
| **OPERATING EXPENSES** | | | | | | | | |
| 533420 | Pest/Weed Control | 0 | 0 | 0 | 144 | 144 | 144 | 144 |
| 534610 | R & M - Buildings | 4,052 | 0 | 0 | 1,000 | 250 | 500 | 500 |
| 534640 | R & M-Operating Equipment | 538 | 504 | 959 | 500 | 500 | 1,000 | 1,000 |
| 535200 | Departmental Supplies | 79 | 433 | 342 | 300 | 250 | 250 | 250 |
| 535220 | Cleaning Supplies | 0 | 11 | 44 | 0 | 0 | 50 | 50 |
| 535230 | Small Tools and Equipment | 12 | 39 | 20 | 0 | 0 | 0 | 0 |
| **TOTAL OPERATING EXPENSES** | | **4,681** | **987** | **1,365** | **1,944** | **1,144** | **1,944** | **1,944** |
| **CAPITAL OUTLAY** | | | | | | | | |
| 606400 | Vehicles and Equipment | 313,152 | 0 | 0 | 0 | 0 | 0 | 0 |
| **TOTAL CAPITAL OUTLAY** | | **313,152** | **0** | **0** | **0** | **0** | **0** | **0** |
| **NON-OPERATING EXPENSES** | | | | | | | | |
| 707145 | Principal - Golf Course Loan | 0 | 0 | 0 | 51,768 | 51,768 | 53,602 | 53,602 |
| 707245 | Interest - Golf Course Loan | 5,370 | 8,105 | 6,394 | 4,623 | 4,623 | 2,789 | 2,789 |
| **TOTAL NON-OPERATING EXPENSES** | | **5,370** | **8,105** | **6,394** | **56,391** | **56,391** | **56,391** | **56,391** |
| **TOTAL CARTS DIVISION** | | **408,500** | **98,493** | **99,341** | **154,682** | **150,040** | **153,510** | **150,777** |

## MUNICIPAL AIRPORT

City of Sebastian operates a 625 acre municipal airport through the establishment of an enterprise fund. The airport property was deeded to the city in 1959 by the federal government. The main source of revenue to support the airport operations is lease revenue. The airport receives federal and state government grants to fund airport capital projects, which are accounted in the city's capital improvement fund. Since the year 2000, the Airport has been involved in over $10 million in capital improvements, all of which to better develop the facilities and economic growth.

| Description | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY 19/20 Budget | FY 19/20 Projected | FY 20/21 Budget |
|---|---|---|---|---|---|---|
| Total Revenues | $ 528,952 | $ 498,017 | $ 570,814 | $ 574,374 | $ 554,809 | $ 562,505 |
| Total Airport Administration | $ 459,366 | $ 365,940 | $ 523,518 | $ 451,056 | $ 449,289 | $ 562,505 |
| Change in Unrestricted Reserves | $ 69,586 | $ 132,077 | $ 47,297 | $ 123,318 | $ 105,520 | $ - |

### AIRPORT FUND REVENUE

### Code: 450010

The Fiscal Year 2020-2021 proposed budget for Airport fund revenue is $ 562,505. This compares to the 2019-2020 projected Airport fund revenue of $ 554,809, an increase of $ 7,696 or 1.4%.

| Description | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY 19/20 Budget | FY 19/20 Projected | FY 20/21 Budget | Difference |
|---|---|---|---|---|---|---|---|
| Operating revenue | $ 422,585 | $ 487,649 | $ 507,339 | $ 544,313 | $ 527,271 | $ 539,768 | $ 12,497 |
| Non-operating revenues | 106,367 | 10,367 | 63,475 | 30,061 | 27,538 | 22,737 | (4,801) |
| Total revenues and other sources | $ 528,952 | $ 498,017 | $ 570,814 | $ 574,374 | $ 554,809 | $ 562,505 | $ 7,696 |

Fiscal Year 2020-21 Proposed Budget:

| Major Current Level Changes from Fiscal Year 2019-20 Projected Revenue: | Difference |
|---|---|
| **1. Operating revenue** - Increase due to additional shade hangar rentals and tenant rents. | $ 12,497 |
| **2. Non-operating revenues** - Decrease due to lower anticipated interest income and no interfund transfers. | $ (4,801) |

**AIRPORT REVENUE**

**Code: 450010**

| Account Number | Description | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY 19/20 Budget | FY 19/20 Projected | FY 20/21 Dept Request | Proposed FY 20/21 Budget |
|---|---|---|---|---|---|---|---|---|
| **OPERATING REVENUE** | | | | | | | | |
| 344100 | Fuel Sales | 77,327 | 103,959 | 12,278 | 0 | 0 | 0 | 0 |
| 347541 | Cost of Sales | (59,025) | (82,689) | (8,945) | 0 | 0 | 0 | 0 |
| 362150 | Nontaxable Rents | 391 | 391 | 112,000 | 123,325 | 118,795 | 119,371 | 119,506 |
| 362100 | Rents and Royalties | 343,256 | 405,672 | 331,628 | 360,648 | 347,434 | 359,685 | 359,685 |
| 369900 | Other Miscellaneous Revenues | 60,363 | 60,034 | 60,091 | 60,040 | 60,789 | 60,289 | 60,289 |
| 369941 | Sales Tax Commission | 273 | 282 | 287 | 300 | 253 | 288 | 288 |
| **TOTAL OPERATING REVENUE** | | **422,585** | **487,649** | **507,339** | **544,313** | **527,271** | **539,633** | **539,768** |
| **OTHER NON-OPERATING REVENUE:** | | | | | | | | |
| 361100 | Interest Earnings | 1,284 | (2,604) | (6,628) | 0 | 3,250 | 0 | 0 |
| 364100 | Sale of Fixed Assets | 4,403 | 0 | 46,450 | 0 | 820 | 0 | 0 |
| 365000 | Sale of Surplus Materials/Scrap | 0 | 0 | 650 | 0 | 0 | 0 | 0 |
| 366000 | Contributions & Donations | 0 | 0 | 3,495 | 0 | 0 | 0 | 0 |
| 369400 | Reimbursements | 17,712 | 12,971 | 19,508 | 25,370 | 18,777 | 22,737 | 22,737 |
| 381001 | Transfer from Fund 001 GF | 28,040 | 0 | 0 | 4,691 | 4,691 | 0 | 0 |
| 381455 | Transfer from Fund 455 | 54,927 | 0 | 0 | 0 | 0 | 0 | 0 |
| **TOTAL OTHER NON-OPERATING REVENUE** | | **106,367** | **10,367** | **63,475** | **30,061** | **27,538** | **22,737** | **22,737** |
| **TOTAL AIRPORT REVENUES** | | **528,952** | **498,017** | **570,814** | **574,374** | **554,809** | **562,370** | **562,505** |

## AIRPORT ADMINISTRATION

The Airport Director is responsible for Airport Operations to include maintenance of the entire property (excluding Golf Course), FDOT compliance issues, Capital Improvement Programs, tenant relations, and project management.

## FISCAL YEAR 2020 ACCOMPLISHMENTS

- ✓ Completion of a 2-unit (14 spaces total) Shade Hangar Project
- ✓ Completion of New Taxiway Construction – Taxiway Charlie
- ✓ Leased 100% of available office space in the Airport Terminal Building
- ✓ Staff transition promoting to Zac Massey as Airport Operations Maint. Specialist II in anticipation of Gary Nicholas' retirement
- ✓ Secured funding for Sewer infrastructure improvements on the west side of the airport
- ✓ Secured funding for design and engineering of new taxi lane leading to future box hangars
- ✓ Secured $30,000 CARES Act grant for the airport.
- ✓ Awarded Design-Build Hangar "D" project to Johnson-Laux
- ✓ Coordinated Airfield PCI inspection leading to full asphalt condition report by FDOT

## FISCAL YEAR 2021 GOALS AND OBJECTIVES

- ➢ Construct Hangar "D"
- ➢ Construct new taxi lane to future box hangars
- ➢ Repair distressed asphalt section near Runway 10 threshold
- ➢ Design Box Hangars
- ➢ Proceed with improving site for future box hangars
- ➢ Install sewer lines serving all west side tenant locations

### PERFORMANCE MEASURES

| Performance Indicators | Actual 2016/2017 | Actual 2017/2018 | Actual 2018/2019 | Projected 2019/2020 | Projected 2020/2021 |
|---|---|---|---|---|---|
| Acres Available for Development | 105 | 105 | 105 | 105 | 103 |
| Airport Leasehold Revenues | $343,256 | $405,672 | $443,628 | $483,973 | $479,056 |

### AIRPORT PROGRAM BUDGET DESCRIPTION

| *STAFFING* | | *NATURE OF ACTIVITY* |
|---|---|---|
| *19/20* | *20/21* | |
| 20.00% | 20.00% | **Compliance** - Conduct operations at the Airport in accordance with FAA and FDOT compliance. |
| 30.00% | 30.00% | **Capital Improvement Project Execution and Monitoring** - Execute and monitor Capital Improvement Projects. Prepare and submit a Five-Year Capital Improvement Program in accordance with Regulations. Prepare and apply for Florida Department of Transportation Airport Improvement Grants for Capital Improvement Projects and equipment. |
| 15.00% | 15.00% | **Tenant and Public Relations** - Monitor and execute Tenant Lease agreements. Provide dispute resolution regarding airport regulations. Maintain contact with Airport users and citizens, respond to questions and complaints and provide information to all parties about rules, regulations and airport information. |
| 35.00% | 35.00% | **Airport Maintenance** - Mow Airport, herbicide runways and taxiways, maintain runway lighting system. Supervise runway maintenance and Scrub Jay mitigation/Habitat Conservation Area. Clear and maintain runway approaches and perform daily Airport inspections. |
| 100.00% | 100.00% | |

## AIRPORT BUDGET SUMMARY

The Fiscal Year 2020-2021 proposed budget for the Municipal Airport Administration is $ 562,505. This compares to the 2019-2020 projected expenses of $ 554,809, an increase of $ 7,696 or 1.4%.

| | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY 19/20 Budget | FY 19/20 Projected | FY 20/21 Budget | Difference |
|---|---|---|---|---|---|---|---|
| Personal Services | $ 216,084 | $ 141,500 | $ 122,346 | $ 73,409 | $ 69,110 | $ 69,888 | $ 778 |
| Operating Expenses | 181,442 | 204,988 | 270,276 | 269,726 | 275,398 | 294,117 | 18,719 |
| Capital Outlay | 27,340 | - | 45,751 | 52,421 | 49,281 | 18,000 | (31,281) |
| Debt Service | 34,500 | 19,452 | 85,145 | 55,500 | 55,500 | 180,500 | 125,000 |
| Contingency | 69,586 | 132,077 | - | 123,318 | 105,520 | - | (105,520) |
| Total | $ 528,952 | $ 498,017 | $ 523,518 | $ 574,374 | $ 554,809 | $ 562,505 | $ 7,696 |

Fiscal Year 2020-21 Proposed Budget:

| Major Current Level Changes from Fiscal Year 2019-20 Projected Expenses: | Difference |
|---|---|
| **1. Personal Services** - Increase due to anticipated increase in insurance expenses. | $ 778 |
| **2. Operating Expenses** - Increase due to additional services needed. | $ 18,719 |
| **3. Capital Outlay** - Decrease due to no capital outlay requested. | $ (31,281) |
| **4. Debt Service** - Increase in repayment amount to General Fund. | $ 125,000 |

### PERSONAL SERVICES SCHEDULE

**AIRPORT ADMINISTRATION**

| POSITION | PAY RANGE | FULL TIME EQUIVALENTS 18/19 | 19/20 | Amended 19/20 | 20/21 | Projected Expense 19/20 | Budget 20/21 |
|---|---|---|---|---|---|---|---|
| Airport Operations Specialist II | 27,384 / 49,291 | 1.00 | 1.00 | 1.00 | 1.00 | 32,500 | 32,250 |
| Airport Operations Specialist I | 25,812 / 46,462 | 0.50 | 0.50 | 0.50 | 0.50 | 18,250 | 18,250 |
| | | 1.50 | 1.50 | 1.50 | 1.50 | | |
| | | **TOTAL SALARIES** | | | | $ 50,750 | $ 50,500 |
| | | Overtime | | | | 500 | 500 |
| | | FICA Taxes | | | | 3,924 | 3,920 |
| | | Clothing Allowance | | | | 240 | 240 |
| | | Deferred Compensation | | | | 2,995 | 2,958 |
| | | Group Health Insurance Premium | | | | 7,258 | 7,150 |
| | | Health Reimbursement Account | | | | 1,000 | 2,000 |
| | | Employee Assistance Program | | | | 18 | 16 |
| | | Worker's Comp Insurance | | | | 2,425 | 2,604 |
| | | Additional Compensation | | | | - | - |
| | | Total Personal Services | | | | $ 69,110 | $ 69,888 |

## AIRPORT ADMINISTRATION

**Code: 450110**

| Account Number | Description | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY 19/20 Budget | FY 19/20 Projected | Dept FY 20/21 Request | Proposed FY 20/21 Budget |
|---|---|---|---|---|---|---|---|---|
| **PERSONAL SERVICES** | | | | | | | | |
| 511200 | Regular Salaries | 153,766 | 94,314 | 76,582 | 51,600 | 50,750 | 51,750 | 50,500 |
| 511400 | Overtime | 726 | 939 | 152 | 1,500 | 500 | 1,500 | 500 |
| 512100 | FICA Taxes | 11,070 | 7,334 | 7,830 | 4,054 | 3,924 | 4,015 | 3,920 |
| 512215 | Clothing Allowance | 120 | 240 | 240 | 240 | 240 | 240 | 240 |
| 512225 | Deferred Compensation | 13,413 | 8,985 | 9,379 | 3,161 | 2,995 | 3,026 | 2,958 |
| 512301 | Group Health Insurance Premium | 18,877 | 20,594 | 17,766 | 7,543 | 7,258 | 8,087 | 7,150 |
| 512305 | Dependant Health Ins Premium | 5,043 | 0 | 0 | 0 | 0 | 0 | 0 |
| 512307 | Health Reimbursement Account | 5,029 | 5,661 | 6,673 | 2,000 | 1,000 | 2,000 | 2,000 |
| 512309 | Employee Assistance Program | 68 | 0 | 32 | 16 | 18 | 17 | 16 |
| 512400 | Worker's Comp Insurance | 4,821 | 3,404 | 3,694 | 3,045 | 2,425 | 2,669 | 2,604 |
| 512600 | OPEB Accrued Expense | 29 | 29 | 0 | 0 | 0 | 0 | 0 |
| 512700 | Additional Compensation | 3,123 | 0 | 0 | 250 | 0 | 0 | 0 |
| **TOTAL PERSONAL SERVICES** | | **216,084** | **141,500** | **122,346** | **73,409** | **69,110** | **73,304** | **69,888** |
| **OPERATING EXPENSES** | | | | | | | | |
| 533200 | Audit Fees | 1,140 | 1,229 | 1,002 | 1,002 | 1,002 | 1,136 | 1,136 |
| 533201 | Admin Services provided by GF | 45,500 | 45,000 | 72,425 | 93,485 | 93,485 | 90,896 | 116,866 |
| 533400 | Other Contractual Services | 5,898 | 7,002 | 20,090 | 15,961 | 17,500 | 17,500 | 17,500 |
| 533420 | Pest/Weed Control/Mowing | 900 | 1,404 | 525 | 2,050 | 2,000 | 3,075 | 3,075 |
| 534000 | Travel and Per Diem | 1,335 | 622 | 891 | 1,100 | 800 | 1,200 | 1,200 |
| 534101 | Telephone | 4,159 | 4,645 | 3,733 | 5,340 | 2,330 | 2,340 | 2,340 |
| 534105 | Cellular Phone | 598 | 426 | 580 | 600 | 610 | 600 | 600 |
| 534110 | Internet Access | 729 | 835 | 644 | 630 | 830 | 870 | 870 |
| 534120 | Postage | 75 | 67 | 123 | 62 | 100 | 100 | 100 |
| 534130 | Express Mail | 60 | 58 | 150 | 200 | 100 | 100 | 100 |
| 534310 | Electric | 26,342 | 26,019 | 25,023 | 27,000 | 24,000 | 24,000 | 24,000 |
| 534320 | Water/Sewer | 2,910 | 2,972 | 3,351 | 3,250 | 5,000 | 5,250 | 5,250 |
| 534420 | Equipment Leases | 0 | 186 | 301 | 1,000 | 1,000 | 1,000 | 1,000 |
| 534500 | Insurance | 24,821 | 38,135 | 43,915 | 44,000 | 45,341 | 43,444 | 43,444 |
| 534610 | R & M Buildings | 3,581 | 13,219 | 17,977 | 10,000 | 18,000 | 14,000 | 14,000 |
| 534620 | R & M-Vehicles | 1,711 | 5,110 | 2,696 | 2,500 | 1,000 | 2,500 | 2,500 |
| 534625 | R & M - Lighting | 309 | 3,547 | 2,798 | 6,200 | 6,000 | 6,200 | 6,200 |
| 534630 | R & M-Office Equipment | 25 | 0 | 21 | 0 | 200 | 300 | 300 |
| 534635 | R & M - Security Systems | 0 | 0 | 0 | 1,500 | 6,000 | 5,000 | 5,000 |
| 534640 | R & M-Operating Equipment | 17,198 | 17,767 | 29,403 | 22,500 | 22,000 | 22,500 | 22,500 |
| 534681 | R & M-Fencing | 7,772 | 464 | 734 | 4,000 | 1,000 | 4,000 | 1,500 |
| 534685 | R & M-Grounds Maintenance | 1,973 | 1,837 | 311 | 3,000 | 3,500 | 4,000 | 2,000 |
| 534687 | R & M-Runways and Taxiways | 0 | 933 | 254 | 2,500 | 2,500 | 3,600 | 2,000 |
| 534700 | Printing and Binding | 118 | 245 | 158 | 100 | 100 | 500 | 500 |
| 534800 | Promotional Activities | 365 | 500 | 0 | 2,000 | 2,000 | 2,500 | 1,179 |
| 534825 | Advertising Expenditures | 0 | 0 | 3,687 | 1,933 | 900 | 900 | 900 |
| 534920 | Legal Ads | 284 | 0 | 409 | 400 | 0 | 400 | 0 |

- Continued -

| Account Number | Description | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY 19/20 Budget | FY 19/20 Projected | Dept FY 20/21 Request | Proposed FY 20/21 Budget |
|---|---|---|---|---|---|---|---|---|
| 535200 | Departmental Supplies | 2,151 | 2,771 | 2,287 | 1,988 | 2,500 | 2,028 | 2,028 |
| 535205 | Bank Charges | 2,481 | 3,134 | 354 | 0 | 0 | 0 | 0 |
| 535210 | Computer Supplies | 1,560 | 1,561 | 105 | 650 | 250 | 500 | 500 |
| 535230 | Small Tools and Equipment | 4,063 | 821 | 2,059 | 1,500 | 2,000 | 2,000 | 2,000 |
| 535260 | Gas and Oil | 7,696 | 9,031 | 7,642 | 7,000 | 7,500 | 7,000 | 7,000 |
| 535270 | Uniforms & Shoes | 520 | 511 | 508 | 520 | 600 | 624 | 624 |
| 535275 | Safety Equipment | 0 | 14 | 0 | 500 | 200 | 500 | 500 |
| 535410 | Dues and Memberships | 330 | 330 | 330 | 330 | 330 | 330 | 330 |
| 535420 | Books and Publications | 0 | 0 | 0 | 200 | 50 | 200 | 200 |
| 535450 | Training and Education | 925 | 445 | 445 | 650 | 650 | 800 | 800 |
| 535710 | Non-Ad Valorem Tax | 13,911 | 14,147 | 25,346 | 4,075 | 4,020 | 4,075 | 4,075 |
| **TOTAL OPERATING EXPENSES:** | | **181,442** | **204,988** | **270,276** | **269,726** | **275,398** | **275,968** | **294,117** |
| **CAPITAL OUTLAY:** | | | | | | | | |
| 606200 | Buildings | 0 | 0 | 21,700 | 0 | 0 | 0 | 0 |
| 606300 | IOTB | 4,826 | 0 | 0 | 26,300 | 11,000 | 0 | 0 |
| 606310 | IOTB - Fencing | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 606400 | Vehicles and Equipment | 22,514 | 0 | 24,051 | 26,121 | 38,281 | 18,000 | 18,000 |
| **TOTAL CAPITAL OUTLAY:** | | **27,340** | **0** | **45,751** | **52,421** | **49,281** | **18,000** | **18,000** |
| **NON-OPERATING EXPENSES** | | | | | | | | |
| 820100 | Aids to Private Organizations | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 707146 | Principal - DST Fund Advance | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 707246 | Interest - DST Fund Advance | 24,500 | 19,452 | 21,824 | 30,500 | 30,500 | 30,500 | 30,500 |
| 909101 | Interfund Trfr to General Fund | 10,000 | 0 | 0 | 25,000 | 25,000 | 150,000 | 150,000 |
| 909545 | Intrafund Trfr to AP Capital | 0 | 0 | 63,321 | 0 | 0 | 0 | 0 |
| 909901 | Contingency | 69,586 | 132,077 | 0 | 123,318 | 105,520 | 0 | 0 |
| **TOTAL NON-OPERATING EXPENSES** | | **104,086** | **151,529** | **85,145** | **178,818** | **161,020** | **180,500** | **180,500** |
| **TOTAL AIRPORT ADMINISTRATION** | | **528,952** | **498,017** | **523,518** | **574,374** | **554,809** | **547,772** | **562,505** |

## CAPITAL OUTLAY SCHEDULE

**AIRPORT - TO BE FUNDED BY DISCRETIONARY SALES TAX**

| | EXPENDITURES PER FISCAL YEAR | | | | | |
|---|---|---|---|---|---|---|
| Description | 2020/21 | 2021/22 | 2022/23 | 2023/24 | 2024/25 | TOTAL |
| Construct Taxi Lane | $ 24,963 | $ - | $ - | $ - | $ - | $ 24,963 |
| Establish Sewer Service | 200,000 | - | - | - | - | 200,000 |
| Construct Square Hanagrs | - | 176,679 | - | - | - | 176,679 |
| Economic Development Hangar | - | 500,000 | - | - | - | 500,000 |
| Rehab Taxiway Alpha Apron | - | 58,000 | - | - | - | 58,000 |
| Rehab Runway 05/23 | - | - | 110,000 | - | - | 110,000 |
| Apron Reconstruction | - | - | - | 30,000 | - | 30,000 |
| | $ 224,963 | $ 734,679 | $ 110,000 | $ 30,000 | $ - | $ 1,099,642 |

# BUILDING DEPARTMENT

The Building Department is an enterprise operation of the City. The major source of revenue is building permit fees. These have shown some growth over the past couple of years. Operating revenues are sufficient to cover necessary operation and maintenance expenses.

| Description | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY 19/20 Budget | FY 19/20 Projected | FY 20/21 Budget |
|---|---|---|---|---|---|---|
| Total Revenues and Transfers | $ 786,994 | $ 946,905 | $ 887,800 | $ 841,337 | $ 925,967 | $ 919,738 |
| Total Expenses | 915,153 | 1,329,280 | 694,694 | 834,916 | 757,632 | 907,149 |
| Change in Unrestricted Reserves | $ (128,158) | $ (382,375) | $ 193,106 | $ 6,421 | $ 168,335 | $ 12,589 |

## BUILDING DEPARTMENT REVENUE

**Code: 480010**

The Fiscal Year 2020-2021 proposed budget for the Building Department fund revenue is $ 919,738. This compares to the 2019-2020 projected Building Department fund revenue of $ 925,967, a decrease of $ 6,229 or -.7%.

| Description | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY 19/20 Budget | FY 19/20 Projected | FY 20/21 Budget | Difference |
|---|---|---|---|---|---|---|---|
| Operating revenue | $ 740,564 | $ 909,279 | $ 862,650 | $ 789,200 | $ 874,000 | $ 862,450 | $ (11,550) |
| Non-operating revenues | 46,431 | 37,626 | 25,150 | 52,137 | 51,967 | 57,288 | 5,321 |
| Total revenues and other sources | $ 786,994 | $ 946,905 | $ 887,800 | $ 841,337 | $ 925,967 | $ 919,738 | $ (6,229) |

Fiscal Year 2020-2021 Proposed Budget:

| Major Current Level Changes from Fiscal Year 2019-2020 Projected Revenue: | Difference |
|---|---|
| **1. Operating revenue** - Slight decrease due to lower anticipated number of building permits. | $ (11,550) |
| **2. Non-operating revenues** - Increase due to anticipated increase in interest. | $ 5,321 |

## BUILDING DEPARTMENT REVENUE

**Code: 480010**

| Account Number | Description | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY 19/20 Budget | FY 19/20 Projected | FY 20/21 Dept Request | Proposed FY 20/21 Budget |
|---|---|---|---|---|---|---|---|---|
| **OPERATING REVENUE** | | | | | | | | |
| 321050 | Contractor License | 12,275 | 13,323 | 12,392 | 13,000 | 12,500 | 13,000 | 13,000 |
| 321150 | Contractor License - Penalties | 2,895 | 2,423 | 4,670 | 3,000 | 2,600 | 2,800 | 2,800 |
| 322050 | Building Permits | 365,792 | 430,164 | 429,880 | 390,000 | 440,000 | 430,000 | 430,000 |
| 322052 | Fire Special Events | 0 | 0 | 180 | 0 | 2,200 | 2,500 | 2,500 |
| 322055 | Roofing Permits | 65,737 | 121,361 | 74,018 | 74,000 | 98,500 | 95,000 | 95,000 |
| 322065 | Alumimum Structure | 23,350 | 18,575 | 17,500 | 18,000 | 17,500 | 18,000 | 18,000 |
| 322070 | Shed Permits | 8,475 | 9,075 | 7,650 | 7,500 | 8,800 | 8,500 | 8,500 |
| 322075 | Reinspection Fees | 14,280 | 31,265 | 33,390 | 30,000 | 28,000 | 29,000 | 29,000 |
| 322100 | Land Clearing Permits | 11,550 | 14,850 | 15,025 | 0 | 0 | 0 | 0 |
| 322200 | Electrical Permits | 30,095 | 33,269 | 36,955 | 30,000 | 45,000 | 42,000 | 42,000 |
| 322225 | Plumbing Permits | 25,449 | 37,112 | 41,244 | 38,000 | 44,000 | 42,000 | 42,000 |
| 322230 | Pool Permits | 18,645 | 21,615 | 15,600 | 18,500 | 15,800 | 15,500 | 15,500 |
| 322240 | Solar Permits | 4,054 | 4,350 | 4,575 | 4,500 | 4,800 | 4,500 | 4,500 |
| 322250 | Mechanical Permits | 69,333 | 72,299 | 64,729 | 60,000 | 52,000 | 56,000 | 56,000 |
| 322300 | Fencing Permits | 21,825 | 21,375 | 19,800 | 19,000 | 21,500 | 21,500 | 21,500 |
| 322500 | Sign Permits | 2,595 | 2,685 | 1,395 | 2,000 | 2,900 | 2,200 | 2,200 |
| 322600 | Expired Permit Fee | 8,400 | 10,050 | 15,825 | 15,000 | 8,000 | 10,000 | 10,000 |
| 329400 | Plan Checking Fees | 39,625 | 45,228 | 43,651 | 43,000 | 42,600 | 43,000 | 43,000 |
| 329410 | Fire Plan Review Fee | 0 | 1,319 | 3,145 | 5,000 | 5,650 | 5,300 | 5,300 |
| 341920 | Cert. Copying/Record Research | 908 | 1,270 | 710 | 700 | 4,000 | 3,800 | 3,800 |
| 347556 | County Facility Admin Fee | 10,415 | 12,659 | 12,483 | 11,500 | 11,400 | 11,500 | 11,500 |
| 359000 | Other Fines and Forfeitures | 4,866 | 5,011 | 7,284 | 6,000 | 6,000 | 6,000 | 6,000 |
| 359100 | Fire Violations | 0 | 0 | 550 | 500 | 250 | 350 | 350 |
| **TOTAL OPERATING REVENUE** | | **740,564** | **909,279** | **862,650** | **789,200** | **874,000** | **862,450** | **862,450** |
| **OTHER NON-OPERATING REVENUE:** | | | | | | | | |
| 361100 | Interest Income | 3,797 | 8,598 | 10,605 | 9,000 | 7,500 | 10,000 | 10,000 |
| 361105 | SBA Interest Earnings | 5,704 | 2,243 | 4,524 | 2,670 | 4,000 | 6,822 | 6,822 |
| 364100 | Sale of Fixed Assets | 0 | 17,302 | 0 | 0 | 0 | 0 | 0 |
| 369400 | Reimbursements | 5,200 | 0 | 0 | 0 | 0 | 0 | 0 |
| 369900 | Other Miscellaneous Revenue | 2,186 | 2,365 | 1,417 | 2,100 | 2,100 | 2,100 | 2,100 |
| 381001 | Transfer from General Fund | 25,000 | 0 | 0 | 0 | 0 | 0 | 0 |
| 381410 | Interfund Transfer from 410 GC | 4,544 | 7,118 | 8,604 | 38,367 | 38,367 | 38,366 | 38,366 |
| **TOTAL OTHER NON-OPERATING REVENUE** | | **46,431** | **37,626** | **25,150** | **52,137** | **51,967** | **57,288** | **57,288** |
| **TOTAL BUILDING DEPARTMENT REVENUES** | | **786,994** | **946,905** | **887,800** | **841,337** | **925,967** | **919,738** | **919,738** |
| **USE OF UNRESTRICTED RESERVES** | | **128,159** | **392,751** | **0** | **0** | **0** | **0** | **0** |
| **TOTAL BUILDING DEPARTMENT SOURCES** | | **915,153** | **1,339,656** | **887,800** | **841,337** | **925,967** | **919,738** | **919,738** |

## BUILDING DEPARTMENT

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

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

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

## FISCAL YEAR 2020 ACCOMPLISHMENTS

- ✓ Maintain timeliness and delivery of permitting services with a turnaround time of 10 days or less for most permits.
- ✓ Provided continuing education for employees to meet minimum state licensing requirements. Customer service training is ongoing.
- ✓ Compliance Engine program was implemented to be used by third party inspection companies of Engineered Fire and Life Safety Systems. This allows the monitoring of inspection results and timely issuance of correction notices for any reported deficiencies.
- ✓ On-line permits were created for certain permit types to allow submittals, reviews, payments and issuance of building permits through the customer portal.
- ✓ All Building Department web page information was updated for upcoming website changes.
- ✓ Implemented new strategies to continue operations during the COVID-19 pandemic. These included: on-line and e-mail permitting, drop box, on-line payments and video inspections for occupied buildings.
- ✓ Continued to enforce state laws and city ordinances regarding unlicensed contractor activity and willful code violations.

## FISCAL YEAR 2021 GOALS AND OBJECTIVES

- ➢ Continue to maintain timeliness and delivery of permitting services with a turnaround time of 10 days or less for most reviews.
- ➢ Provide building and fire code related continuing education to satisfy minimum state licensing requirements and provide ongoing customer service training.
- ➢ Continue to implement new on-line permit types to be available for on-line permit submittals through MyGovernmentOnline building department software.
- ➢ Remodel front counter to provide accessible seating and a better work environment.
- ➢ Continue to enforce state laws and city ordinances related to construction industry, unlicensed contractor activity and code violations.
- ➢ Continue to scan completed permits and business tax receipts for safe record keeping.

## PERFORMANCE MEASURES

| Performance Indicators | Actual 2016/2017 | Actual 2017/2018 | Actual 2018/2019 | Projected 2019/2020 | Projected 2020/2021 |
|---|---|---|---|---|---|
| Residential permits issued | 196 | 243 | 324 | 230 | 375 |
| Commercial permits issued | 55 | 29 | 41 | 34 | 38 |
| Other permits issued | 3,718 | 4,691 | 3,530 | 4,400 | 3,600 |
| Total number of inspections | 13,223 | 18,960 | 10,657 | 18,000 | 13,000 |
| Total number of reinspections | 1,781 | 2,760 | 2,279 | 2,650 | 2,300 |
| Number of Professional licenses processed | 340 | 379 | 363 | 370 | 330 |
| Expired permits processed | 114 | 134 | 211 | 141 | 150 |
| Business Tax Reciepts processed and issued | 1113 | 1103 | 1140 | 1150 | 1290 |

## BUILDING DEPARTMENT PROGRAM BUDGET DESCRIPTION

| *STAFFING* | | *NATURE OF ACTIVITY* |
|---|---|---|
| *19/20* | *20/21* | |
| 8.00% | 8.00% | **Administration** - The Director supervises the enforcement of all Florida Building Codes, including Sebastian City and Land Development Codes related to construction. Courtesy inspections are performed as needed. Reviews commercial plan review and projects that include Mechanical, Electrical or Plumbing details. Approval of all department expenditures and prepares the annual budget. |
| 25.00% | 25.00% | **Permitting** - Accepts permit applications, calculates fees, issuance of permits, scheduling of inspections, closing out permits when completed, prepares certificates of occupancy for signature, and answers questions concerning building permits. |
| 16.00% | 16.00% | **Plan Review** - Perfoms plan review of all permit applications and building plans for code approval, including structural, electrical, plumbing and mechanical. Also includes the review of all zoning on residential building applications. Answers code questions for builders and general public related to plan review. |
| 38.00% | 38.00% | **Building and Alteration Inspection** - On-site inspections for commercial and residential, including structural, electrical, plumbing, and mechanical. Post inspections into computer database daily. Answer code questions for builders and general public related to inspections. |
| 3.00% | 3.00% | **Contractor Licensing** - Accepts contractor license application for registration and calculates fees. Review applicants for applicable insurance and workman's comp. coverages. Review letters of reciprocity. Process annual re-newal notices and issues new registrations. Check permit applications for properly licensed and insured contractors. |
| 5.00% | 5.00% | **Business Tax Receipts**- Accepts applications for Business Tax Receipt from business owners. Reviews applications for acceptance. Verify professional licenses and ficitious/corporation names. Process annual re-newal notices and issues new Business Tax Reciepts. |
| 3.00% | 3.00% | **Safety** - Annual inspections on businesses as required by NFPA and following up on expired permits and unsafe structures. |
| 2.00% | 2.00% | **Records Retention** - Scanning plans to laserfiche for permanent record keeping |
| 100.00% | 100.00% | |

## BUILDING DEPARTMENT BUDGET SUMMARY

The Fiscal Year 2020-2021 proposed budget for the Building Department, excluding budgeted contingency is $ 907,149. This compares to the projected FY 2019-2020 expenses of $ 757,632, an increase of $ 149,517, or 19.7%.

| | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY 19/20 Budget | FY 19/20 Projected | FY 20/21 Budget | Difference |
|---|---|---|---|---|---|---|---|
| Personal Services | $ 454,375 | $ 531,760 | $ 593,833 | $ 656,691 | $ 612,647 | $ 733,076 | $ 120,429 |
| Operating Expenses | 117,477 | 104,038 | 100,861 | 155,652 | 122,412 | 150,073 | $ 27,661 |
| Capital Outlay | - | 18,108 | - | 22,573 | 22,573 | 24,000 | $ 1,427 |
| Transfers | 343,300 | 675,374 | - | - | - | - | $ - |
| Contingency | - | - | - | 6,421 | 168,335 | 12,589 | $ (155,746) |
| Total | $ 915,153 | $ 1,329,280 | $ 694,694 | $ 841,337 | $ 925,967 | $ 919,738 | $ (6,229) |

Fiscal Year 2020-21 Proposed Budget:

| Major Current Level Changes from Fiscal Year 2019-20 Projected Expenses | Difference |
|---|---|
| 1. **Personal Services** - Increase due to adding one new position and having two positions vacant most of the prior year. | $ 120,429 |
| 2. **Operating Expenses** - Increase due primarily to increase in permitting software, trainings, and new code publications. | $ 27,661 |
| 3. **Capital Outlays** - Increase due to renovations needed for front counter area. | $ 1,427 |
| 4. **Transfers** - No change. | $ - |

## PERSONAL SERVICES SCHEDULE

**BUILDING DEPARTMENT**

| POSITION | PAY RANGE | FULL TIME EQUIVALENTS 18/19 | 19/20 | Amended 19/20 | 20/21 | Projected Expense 19/20 | Budget 20/21 |
|---|---|---|---|---|---|---|---|
| Building Official | 64,487 / 116,076 | 1.00 | 1.00 | 1.00 | 1.00 | $ 125,880 | $ 125,500 |
| Deputy Building Official | 60,742 / 109,336 | 0.00 | 1.00 | 1.00 | 1.00 | 86,500 | 85,500 |
| Plans Examiner | 48,439 / 87,190 | 1.00 | 0.00 | 0.00 | 0.00 | - | - |
| Chief Building Inspector | 47,028 / 84,651 | 1.00 | 1.00 | 1.00 | 1.00 | 72,200 | 71,000 |
| Building Inspector II | 36,829 / 66,292 | 0.00 | 1.00 | 1.00 | 1.00 | 8,655 | 45,000 |
| Building Inspector I | 35,730 / 64,314 | 2.00 | 1.00 | 1.00 | 1.00 | 51,835 | 51,500 |
| Administrative Assistant | 30,821 / 55,478 | 0.00 | 0.00 | 0.00 | 1.00 | - | 31,000 |
| Local Business Tax Specialist | 29,052 / 52,293 | 1.00 | 1.00 | 1.00 | 1.00 | 63,200 | 60,500 |
| Permitting Technician | 29,052 / 52,293 | 1.00 | 1.00 | 1.00 | 1.00 | 33,435 | 33,000 |
| Fire Inspector P/T | $ 25.62/hr | 0.00 | 0.00 | 0.50 | 0.50 | 3,000 | 13,000 |
| Clerical Assistant I P/T | $ 13.24/hr | 0.50 | 0.50 | 0.50 | 0.50 | 15,500 | 16,000 |
| | | 7.50 | 7.50 | 8.00 | 9.00 | | |
| | | **TOTAL SALARIES** | | | | $ 460,205 | $ 532,000 |
| | | Overtime | | | | 1,200 | 2,500 |
| | | FICA Taxes | | | | 34,600 | 40,944 |
| | | Clothing Allowance | | | | 570 | 720 |
| | | Deferred Compensation | | | | 39,590 | 45,722 |
| | | Group Health Insurance Premium | | | | 54,586 | 80,215 |
| | | Health Reimbursement Account | | | | 14,850 | 21,000 |
| | | Employee Assistance Program | | | | 95 | 127 |
| | | Worker's Comp Insurance | | | | 6,951 | 9,848 |
| | | Additional Compensation | | | | - | - |
| | | Total Personal Services | | | | $ 612,647 | $ 733,076 |

## CAPITAL OUTLAY SCHEDULE

**BUILDING DEPARTMENT**

| Description | EXPENDITURES PER FISCAL YEAR 2020/21 | 2021/22 | 2022/23 | 2023/24 | 2024/25 | TOTAL |
|---|---|---|---|---|---|---|
| Front Counter Renovations | $ 24,000 | $ - | $ - | $ - | $ - | $ 24,000 |
| | $ 24,000 | $ - | $ - | $ - | $ - | $ 24,000 |

# CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

**BUILDING DEPARTMENT**
**Code: 480110**

| Account Number | Description | FY 16/17 Actual | FY 17/18 Actual | FY 18/19 Actual | Amended FY 19/20 Budget | FY 19/20 Projected | FY 20/21 Dept Request | Proposed FY 20/21 Budget |
|---|---|---|---|---|---|---|---|---|
| **PERSONAL SERVICES** | | | | | | | | |
| 511200 | Regular Salaries | 332,340 | 392,389 | 444,182 | 471,770 | 460,205 | 545,500 | 532,000 |
| 511300 | Temporary Salaries | 4,600 | 0 | 0 | 0 | 0 | 0 | 0 |
| 511400 | Overtime | 8,993 | 7,016 | 5,124 | 2,500 | 1,200 | 2,500 | 2,500 |
| 512100 | FICA Taxes | 25,271 | 29,300 | 32,129 | 36,767 | 34,600 | 41,977 | 40,944 |
| 512215 | Clothing Allowance | 240 | 350 | 360 | 480 | 570 | 720 | 720 |
| 512225 | Deferred Compensation | 29,676 | 34,665 | 37,572 | 41,977 | 39,590 | 46,847 | 45,722 |
| 512301 | Group Health Insurance Premium | 25,394 | 47,775 | 52,899 | 73,607 | 54,586 | 90,122 | 80,215 |
| 512305 | Dependant Health Ins Premium | 13,264 | 0 | 0 | 0 | 0 | 0 | 0 |
| 512307 | Health Reimbursement Account | 8,178 | 13,157 | 12,085 | 20,000 | 14,850 | 21,000 | 21,000 |
| 512309 | Employee Assistance Program | 116 | 0 | 95 | 111 | 95 | 139 | 127 |
| 512400 | Worker's Comp Insurance | 6,139 | 7,010 | 9,386 | 8,729 | 6,951 | 10,092 | 9,848 |
| 512600 | OPEB Accrued Expense | 97 | 97 | 0 | 0 | 0 | 0 | 0 |
| 512700 | Additional Compensation | 67 | 0 | 0 | 750 | 0 | 0 | 0 |
| **TOTAL PERSONAL SERVICES** | | **454,375** | **531,760** | **593,833** | **656,691** | **612,647** | **758,897** | **733,076** |
| **OPERATING EXPENSES** | | | | | | | | |
| 533200 | Audit Fees | 760 | 921 | 1,554 | 1,554 | 1,554 | 1,974 | 1,974 |
| 533201 | Administrative Services Provided by GF | 65,000 | 43,000 | 45,150 | 49,665 | 49,665 | 54,632 | 54,632 |
| 533400 | Other Contractual Services | 7,250 | 7,409 | 14,634 | 30,680 | 13,000 | 17,500 | 17,500 |
| 534000 | Travel and Per Diem | 775 | 1,450 | 885 | 1,350 | 900 | 1,400 | 1,400 |
| 534101 | Telephone | 373 | 404 | 408 | 420 | 420 | 420 | 420 |
| 534105 | Cellular Telephone | 1,757 | 1,986 | 2,289 | 2,940 | 2,500 | 2,880 | 2,880 |
| 534110 | Internet Services | 1,918 | 2,593 | 1,703 | 2,220 | 1,732 | 2,165 | 2,165 |
| 534120 | Postage | 1,135 | 1,184 | 1,328 | 850 | 950 | 1,000 | 1,000 |
| 534310 | Electric | 3,049 | 3,109 | 3,083 | 3,300 | 3,100 | 3,100 | 3,100 |
| 534320 | Water / Sewer | 275 | 278 | 283 | 300 | 300 | 315 | 315 |
| 534420 | Equipment Leases | 1,429 | 1,404 | 1,391 | 1,450 | 2,250 | 2,472 | 2,472 |
| 534500 | Insurance | 6,743 | 7,025 | 6,081 | 8,083 | 8,546 | 8,545 | 8,545 |
| 534620 | R & M-Vehicles | 1,002 | 3,644 | 3,167 | 5,000 | 2,000 | 5,000 | 5,000 |
| 534630 | R & M - Office Equipment | 15,079 | 15,249 | 9,418 | 32,500 | 24,350 | 32,250 | 32,250 |
| 534910 | Clerk of Court Filing Fees | 63 | 97 | 46 | 60 | 50 | 60 | 60 |
| 534920 | Legal Ads | 0 | 251 | 0 | 0 | 0 | 0 | 0 |
| 535200 | Departmental Supplies | 1,610 | 1,744 | 1,252 | 1,400 | 1,400 | 1,500 | 1,500 |
| 535210 | Computer Supplies | 2,357 | 197 | 826 | 3,985 | 2,000 | 2,460 | 2,460 |
| 535230 | Small Tools and Equipment | 363 | 131 | 194 | 200 | 150 | 450 | 450 |
| 535260 | Gas and Oil | 3,426 | 5,174 | 4,912 | 4,800 | 4,750 | 4,900 | 4,900 |
| 535270 | Uniforms and Shoes | 574 | 354 | 405 | 545 | 545 | 600 | 600 |
| 535275 | Safety Equpment | 0 | 0 | 0 | 50 | 0 | 50 | 50 |
| 535410 | Dues and Memberships | 1,103 | 823 | 790 | 1,000 | 750 | 1,000 | 1,000 |
| 535420 | Books and Publications | 271 | 3,422 | 0 | 1,000 | 300 | 3,000 | 3,000 |
| 535450 | Training and Education | 1,167 | 2,189 | 1,062 | 2,300 | 1,200 | 2,400 | 2,400 |
| **TOTAL OPERATING EXPENSES** | | **117,477** | **104,038** | **100,861** | **155,652** | **122,412** | **150,073** | **150,073** |
| **CAPITAL OUTLAY** | | | | | | | | |
| 606100 | Land | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 606200 | Buildings | 0 | 0 | 0 | 0 | 0 | 24,000 | 24,000 |
| 606400 | Vehicles and Equipment | 0 | 18,108 | 0 | 22,573 | 22,573 | 0 | 0 |
| **TOTAL CAPITAL OUTLAY** | | **0** | **18,108** | **0** | **22,573** | **22,573** | **24,000** | **24,000** |
| **NON-OPERATING EXPENSES** | | | | | | | | |
| 132947 | Advance to GC Fund | 343,300 | 675,374 | 0 | 0 | 0 | 0 | 0 |
| 909101 | Transfer to General Fund | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 909131 | Transfer to Fund 310 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 909901 | Contingency | 0 | 0 | 0 | 6,421 | 168,335 | 0 | 12,589 |
| **TOTAL NON-OPERATING EXPENSES** | | **343,300** | **675,374** | **0** | **6,421** | **168,335** | **0** | **12,589** |
| **TOTAL BUILDING DEPARTMENT** | | **915,153** | **1,329,280** | **694,694** | **841,337** | **925,967** | **932,970** | **919,738** |

CITY OF SEBASTIAN

HOME OF PELICAN ISLAND

CITY OF SEBASTIAN, FLORIDA
ANNUAL BUDGET
FISCAL YEAR 2021-2026

# *CAPITAL IMPROVEMENT PROGRAM*

**Draft as of June 24, 2020**

CITY OF
SEBASTIAN
HOME OF PELICAN ISLAND

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# CITY OF SEBASTIAN, FLORIDA
## FISCAL YEAR 2021-2026
## SUMMARY OF CAPITAL PURCHASES AND IMPROVEMENTS

| List of Projects | FY 2020-21 | FY 2021-22 | FY 2022-23 | FY 2023-24 | FY 2024-25 | FY 2025-26 | Totals |
|---|---|---|---|---|---|---|---|
| **General Government** | | | | | | | |
| Blueprint - Survey Storage | 2,310 | - | - | - | - | - | 2,310 |
| Server/Host Update | 43,195 | 43,195 | 43,195 | 43,195 | - | - | 172,780 |
| City Wide Computers | 35,000 | 45,000 | 35,000 | 45,000 | 35,000 | 45,000 | 240,000 |
| Audio Visual Equipment | 75,000 | - | - | - | - | - | 75,000 |
| COStv Equipment | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | 60,000 |
| Phone System | 100,000 | - | - | - | - | - | 100,000 |
| Network Infrastructure | 39,000 | 30,000 | 30,000 | 30,000 | 30,000 | 30,000 | 189,000 |
| Over-the-Air Connections | - | 10,000 | 20,000 | - | - | - | 30,000 |
| Core and Remote Switches | - | - | - | 25,000 | 20,000 | - | 45,000 |
| **Police Department** | | | | | | | |
| COPE Vehicles Graphic Wrap | 5,000 | - | - | - | - | - | 5,000 |
| Police Vehicles | 373,500 | 300,000 | 305,000 | 310,000 | 315,000 | 320,000 | 1,923,500 |
| Police Road Patrol Equipment | 25,000 | 56,000 | 32,500 | 20,000 | 36,000 | 39,500 | 209,000 |
| Police Investigations Equipment | 10,600 | - | - | - | - | - | 10,600 |
| **Community Development** | | | | | | | |
| Harrison Street Park Plaza | 270,000 | 250,000 | - | - | - | - | 520,000 |
| N. Central Avenue Event Plaza | 40,000 | 250,000 | 250,000 | - | - | - | 540,000 |
| Working Waterfront Landscaping | 45,000 | - | - | - | - | - | 45,000 |
| Tree Protection Plan | 135,000 | 135,000 | - | - | - | - | 270,000 |
| Sustainable Sebastian | 16,500 | - | - | - | - | - | 16,500 |
| Septic to Sewer | - | 200,000 | - | 200,000 | - | 200,000 | 600,000 |
| **Roads Department** | | | | | | | |
| School Zone Lights | 46,510 | - | - | - | - | - | 46,510 |
| Update City Street Signs | 81,000 | - | - | - | - | - | 81,000 |
| Street Repaving | 400,000 | 600,000 | 600,000 | 600,000 | 600,000 | 600,000 | 3,400,000 |
| Street Reconstruction | 500,000 | - | - | - | - | - | 500,000 |
| Sidewalk Replacement | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 600,000 |
| Roads Division Equipment | 48,400 | - | - | - | - | - | 48,400 |
| Roads Division Heavy Equipment | 130,000 | 165,000 | 85,000 | - | - | - | 380,000 |
| **Public Facilities Department** | | | | | | | |
| Public Facilities Compound | - | 1,250,000 | 1,250,000 | 1,000,000 | - | - | 3,500,000 |
| Fleet Division Equipment | 2,800 | 9,880 | 4,800 | - | - | - | 17,480 |
| Cemetery Equipment | 19,500 | - | - | - | 14,000 | - | 33,500 |
| Cemetery Grounds Improvements | 20,000 | 20,000 | 40,000 | - | - | - | 80,000 |
| Cemetery Driveway Resurfacing | 15,000 | - | - | - | - | - | 15,000 |
| Cemetery Columbarium Niches | 45,000 | 45,000 | - | - | - | - | 90,000 |
| Bench Seats and Monuments | 20,000 | - | - | - | - | - | 20,000 |
| Facility Maintenance Equipment | 13,500 | 40,000 | - | - | - | - | 53,500 |
| Facility Maintenance Vehicles | 65,000 | - | - | - | - | - | 65,000 |
| Facility Maintenance Repairs | 6,800 | - | - | - | - | - | 6,800 |
| **Leisure Services Department** | | | | | | | |
| Facility Repairs | - | 18,300 | - | - | - | - | 18,300 |
| Maintenance Equipment | 29,000 | 13,000 | - | 14,000 | - | - | 56,000 |
| Park Identification Signage | 30,000 | 30,000 | - | - | - | - | 60,000 |
| Barber Street Baseball Dugouts | 40,000 | - | - | - | - | - | 40,000 |
| Barber Street Fencing | 75,000 | - | - | - | - | - | 75,000 |
| Parks Division Vehicles | 34,000 | - | 34,000 | 34,000 | 34,000 | - | 136,000 |
| Playground Improvements | 40,000 | 40,000 | 40,000 | 110,000 | 40,000 | 80,000 | 350,000 |
| Park Improvements | 20,000 | 20,000 | 20,000 | 20,000 | 20,000 | 20,000 | 120,000 |
| Barber St. Lightning System | 24,000 | - | - | - | - | - | 24,000 |
| **Stormwater Department** | | | | | | | |
| Stormwater Master Plan | 200,000 | - | - | - | - | - | 200,000 |
| Stormwater Equipment | 77,050 | 3,100 | 55,000 | 58,000 | - | - | 193,150 |
| Stormwater Heavy Equipment | 165,000 | - | - | 225,000 | - | - | 390,000 |
| Slip Lining | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 600,000 |
| Swale/Driveway/Culvert Repairs | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 600,000 |
| Canal Restoration | 500,000 | 500,000 | 500,000 | 500,000 | 500,000 | 500,000 | 3,000,000 |
| Concha Dam Repairs | - | 800,000 | - | - | - | - | 800,000 |
| Tulip Drive Crossing | - | - | 250,000 | - | - | - | 250,000 |
| Bayfront Road Crossing | - | - | - | 250,000 | - | - | 250,000 |
| Ocean Cove Drainage | - | - | - | - | 350,000 | - | 350,000 |
| **Golf Course Fund** | | | | | | | |
| Driving Range Equipment | - | 5,290 | - | - | - | - | 5,290 |
| Irrigation Software Upgrade | 14,000 | - | - | - | - | - | 14,000 |
| **Airport Fund** | | | | | | | |
| Construct Taxi Lane | 569,264 | - | - | - | - | - | 569,264 |
| Construction of Square Hangars | - | 885,282 | - | - | - | - | 885,282 |
| Establish Sewer Service | 1,000,000 | - | - | - | - | - | 1,000,000 |
| Economic Development Hangar | - | 1,000,000 | - | - | - | - | 1,000,000 |
| Rehab Taxiway Alpha Apron | - | 290,000 | - | - | - | - | 290,000 |
| Rehab Runway 05/23 | - | - | 2,200,000 | - | - | - | 2,200,000 |
| Apron Reconstruction | - | - | - | 150,000 | - | - | 150,000 |
| **Building Fund** | | | | | | | |
| Front Counter Renovations | 24,000 | - | - | - | - | - | 24,000 |
| **Totals** | **$ 5,779,929** | **$ 7,364,047** | **$ 6,104,495** | **$ 3,944,195** | **$ 2,304,000** | **$ 2,144,500** | **$ 27,641,166** |

# CITY OF SEBASTIAN, FLORIDA
# FISCAL YEAR 2021-26 CAPITAL IMPROVEMENT PROGRAM
# BY FUNDING SOURCE

| | General Fund | Local Option Gas Tax | DST | Community Redevelopment Agency | Recreation Impact Fees | Stormwater Fund | Grants/ Bank Note | Golf Fund | Cemetery Trust | Building | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **FISCAL YEAR 2020/2021** | | | | | | | | | | | |
| **General Government** | | | | | | | | | | | |
| Blueprint - Survey Storage | 2,310 | | | | | | | | | | 2,310 |
| Server/Host Update | | | 43,195 | | | | | | | | 43,195 |
| City Wide Computers | | | 35,000 | | | | | | | | 35,000 |
| Audio Visual Equipment | | | 75,000 | | | | | | | | 75,000 |
| COStv Equipment | | | 10,000 | | | | | | | | 10,000 |
| Phone System | | | 100,000 | | | | | | | | 100,000 |
| Network Infrastructure | | | 39,000 | | | | | | | | 39,000 |
| **Police Department** | | | | | | | | | | | |
| COPE Vehicles Graphic Wrap | 5,000 | | | | | | | | | | 5,000 |
| Police Vehicles | | | 373,500 | | | | | | | | 373,500 |
| Police Road Patrol Equipment | 25,000 | | | | | | | | | | 25,000 |
| Police Investigations Equipment | 10,600 | | | | | | | | | | 10,600 |
| **Community Development** | | | | | | | | | | | |
| Harrison Street Park Plaza | | | 270,000 | | | | | | | | 270,000 |
| N. Central Avenue Event Plaza | | | 40,000 | | | | | | | | 40,000 |
| Working Waterfront Landscaping | | | | 45,000 | | | | | | | 45,000 |
| Tree Protection Plan | | | 135,000 | | | | | | | | 135,000 |
| Sustainable Sebastian | 16,500 | | | | | | | | | | 16,500 |
| **Roads Department** | | | | | | | | | | | |
| School Zone Lights | | 46,510 | | | | | | | | | 46,510 |
| Update City Street Signs | | 81,000 | | | | | | | | | 81,000 |
| Street Repaving | | 400,000 | | | | | | | | | 400,000 |
| Street Reconstruction | | | 500,000 | | | | | | | | 500,000 |
| Sidewalk Replacement | | 100,000 | | | | | | | | | 100,000 |
| Roads Division Equipment | 48,400 | | | | | | | | | | 48,400 |
| Roads Division Heavy Equipment | | 130,000 | | | | | | | | | 130,000 |
| **Public Facilities Department** | | | | | | | | | | | |
| Fleet Division Equipment | 2,800 | | | | | | | | | | 2,800 |
| Cemetery Equipment | | | | | | | | | 19,500 | | 19,500 |
| Cemetery Grounds Improvements | | | | | | | | | 20,000 | | 20,000 |
| Cemetery Driveway Resurfacing | | | | | | | | | 15,000 | | 15,000 |
| Cemetery Columbarium Niches | | | | | | | | | 45,000 | | 45,000 |
| Bench Seats and Monuments | 20,000 | | | | | | | | | | 20,000 |
| Facility Maintenance Equipment | 13,500 | | | | | | | | | | 13,500 |
| Facility Maintenance Vehicles | | | 65,000 | | | | | | | | 65,000 |
| Facility Maintenance Repairs | 6,800 | | | | | | | | | | 6,800 |
| **Leisure Services Department** | | | | | | | | | | | |
| Maintenance Equipment | 29,000 | | | | | | | | | | 29,000 |
| Park Identification Signage | | | | | 30,000 | | | | | | 30,000 |
| Barber Street Baseball Dugouts | | | | | 40,000 | | | | | | 40,000 |
| Barber Street Fencing | | | | | 75,000 | | | | | | 75,000 |
| Parks Division Vehicles | 34,000 | | | | | | | | | | 34,000 |
| Playground Improvements | | | | | 40,000 | | | | | | 40,000 |
| Park Improvements | | | | | 20,000 | | | | | | 20,000 |
| Barber St. Lightning System | | | 24,000 | | | | | | | | 24,000 |
| **Stormwater** | | | | | | | | | | | |
| Stormwater Master Plan | | | | | | 200,000 | | | | | 200,000 |
| Stormwater Equipment | | | | | | 77,050 | | | | | 77,050 |
| Stormwater Heavy Equipment | | | | | | 165,000 | | | | | 165,000 |
| Slip Lining | | | 100,000 | | | | | | | | 100,000 |
| Swale/Driveway/Culvert Repairs | | | | | | 100,000 | | | | | 100,000 |
| Canal Restoration | | | 500,000 | | | | | | | | 500,000 |
| **Golf Course** | | | | | | | | | | | |
| Irrigation Software Upgrade | | | | | | | | 14,000 | | | 14,000 |
| **Airport** | | | | | | | | | | | |
| Construct Taxi Lane | | | 24,963 | | | | 544,301 | | | | 569,264 |
| Establish Sewer Service | | | 200,000 | | | | 800,000 | | | | 1,000,000 |
| **Building** | | | | | | | | | | | |
| Front Counter Renovations | | | | | | | | | | 24,000 | 24,000 |
| **Total FY 2020/2021** | **$ 213,910** | **$ 757,510** | **$ 2,534,658** | **$ 45,000** | **$ 205,000** | **$ 542,050** | **$ 1,344,301** | **$ 14,000** | **$ 99,500** | **$ 24,000** | **$ 5,779,929** |

# CITY OF SEBASTIAN, FLORIDA
# FISCAL YEAR 2021-26 CAPITAL IMPROVEMENT PROGRAM
# BY FUNDING SOURCE

| FISCAL YEAR 2021/2022 | General Fund | Local Option Gas Tax | DST | Community Redevelopment Agency | Recreation Impact Fees | Stormwater Fund | Grants/ Bank Note | Golf Course | Cemetery Trust | Building | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **General Government** | | | | | | | | | | | |
| Server/Host Update | | | 43,195 | | | | | | | | 43,195 |
| City Wide Computers | | | 45,000 | | | | | | | | 45,000 |
| COStv Equipment | | | 10,000 | | | | | | | | 10,000 |
| Network Infrastructure | | | 30,000 | | | | | | | | 30,000 |
| Over-the-Air Connections | | | 10,000 | | | | | | | | 10,000 |
| **Police Department** | | | | | | | | | | | |
| Police Vehicles | | | 300,000 | | | | | | | | 300,000 |
| Police Road Patrol Equipment | 56,000 | | | | | | | | | | 56,000 |
| **Community Development** | | | | | | | | | | | |
| Harrison Street Park Plaza | | | 250,000 | | | | | | | | 250,000 |
| N. Central Avenue Event Plaza | | | 250,000 | | | | | | | | 250,000 |
| Tree Protection Plan | | | 135,000 | | | | | | | | 135,000 |
| Septic to Sewer | | | | 100,000 | | | 100,000 | | | | 200,000 |
| **Roads Department** | | | | | | | | | | | |
| Street Repaving | | 600,000 | | | | | | | | | 600,000 |
| Sidewalk Replacement | | 100,000 | | | | | | | | | 100,000 |
| Roads Division Heavy Equipment | | 165,000 | | | | | | | | | 165,000 |
| **Public Facilities Department** | | | | | | | | | | | |
| Public Facilities Compound | | | 1,250,000 | | | | | | | | 1,250,000 |
| Fleet Division Equipment | 9,880 | | | | | | | | | | 9,880 |
| Cemetery Grounds Improvements | | | | | | | | | 20,000 | | 20,000 |
| Cemetery Columbarium Niches | | | | | | | | | 45,000 | | 45,000 |
| Facility Maintenance Equipment | 40,000 | | | | | | | | | | 40,000 |
| **Leisure Services Department** | | | | | | | | | | | |
| Facility Repairs | 18,300 | | | | | | | | | | 18,300 |
| Maintenance Equipment | 13,000 | | | | | | | | | | 13,000 |
| Park Identification Signage | | | | | 30,000 | | | | | | 30,000 |
| Playground Improvements | | | | | 40,000 | | | | | | 40,000 |
| Park Improvements | | | | | 20,000 | | | | | | 20,000 |
| **Stormwater** | | | | | | | | | | | |
| Stormwater Equipment | | | | | | 3,100 | | | | | 3,100 |
| Slip Lining | | | 100,000 | | | | | | | | 100,000 |
| Swale/Driveway/Culvert Repairs | | | | | | 100,000 | | | | | 100,000 |
| Canal Restoration | | | 500,000 | | | | | | | | 500,000 |
| Concha Dam Repairs | | | | | | 800,000 | | | | | 800,000 |
| **Golf Course** | | | | | | | | | | | - |
| Driving Range Equipment | | | | | | | | 5,290 | | | 5,290 |
| **Airport** | | | | | | | | | | | |
| Construction of Square Hangars | | | 176,679 | | | | 708,603 | | | | 885,282 |
| Economic Development Hangar | | | 500,000 | | | | 500,000 | | | | 1,000,000 |
| Rehab Taxiway Alpha Apron | | | 58,000 | | | | 232,000 | | | | 290,000 |
| **Total FY 2021/2022** | **$ 137,180** | **$ 865,000** | **$ 3,657,874** | **$ 100,000** | **$ 90,000** | **$ 903,100** | **$ 1,540,603** | **$ 5,290** | **$ 65,000** | **$ -** | **$ 7,364,047** |

# CITY OF SEBASTIAN, FLORIDA
# FISCAL YEAR 2021-26 CAPITAL IMPROVEMENT PROGRAM
# BY FUNDING SOURCE

| FISCAL YEAR 2022/2023 | General Fund | Local Option Gas Tax | DST | Community Redevelopment Agency | Recreation Impact Fees | Stormwater Fund | Grants/ Bank Note | Golf Fund | Cemetery Trust | Building | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **General Government** | | | | | | | | | | | |
| Server/Host Update | | | 43,195 | | | | | | | | 43,195 |
| City Wide Computers | | | 35,000 | | | | | | | | 35,000 |
| COStv Equipment | | | 10,000 | | | | | | | | 10,000 |
| Network Infrastructure | | | 30,000 | | | | | | | | 30,000 |
| Over-the-Air Connections | | | 20,000 | | | | | | | | 20,000 |
| **Police Department** | | | | | | | | | | | |
| Police Vehicles | | | 305,000 | | | | | | | | 305,000 |
| Police Road Patrol Equipment | 32,500 | | | | | | | | | | 32,500 |
| **Community Development** | | | | | | | | | | | |
| N. Central Avenue Event Plaza | | | 250,000 | | | | | | | | 250,000 |
| **Roads Department** | | | | | | | | | | | |
| Street Repaving | | 600,000 | | | | | | | | | 600,000 |
| Sidewalk Replacement | | 100,000 | | | | | | | | | 100,000 |
| Roads Division Heavy Equipment | | 85,000 | | | | | | | | | 85,000 |
| **Public Facilities Department** | | | | | | | | | | | |
| Public Facilities Compound | | | 1,250,000 | | | | | | | | 1,250,000 |
| Fleet Division Equipment | 4,800 | | | | | | | | | | 4,800 |
| Cemetery Grounds Improvements | | | | | | | | | 40,000 | | 40,000 |
| **Leisure Services Department** | | | | | | | | | | | |
| Parks Division Vehicles | 34,000 | | | | | | | | | | 34,000 |
| Playground Improvements | | | | | 40,000 | | | | | | 40,000 |
| Park Improvements | | | | | 20,000 | | | | | | 20,000 |
| **Stormwater** | | | | | | | | | | | |
| Stormwater Equipment | | | | | | 55,000 | | | | | 55,000 |
| Slip Lining | | | 100,000 | | | | | | | | 100,000 |
| Swale/Driveway/Culvert Repairs | | | | | | 100,000 | | | | | 100,000 |
| Canal Restoration | | | 500,000 | | | | | | | | 500,000 |
| Tulip Drive Crossing | | | | | | 250,000 | | | | | 250,000 |
| **Airport** | | | | | | | | | | | |
| Rehab Runway 05/23 | | | 110,000 | | | | 2,090,000 | | | | 2,200,000 |
| **Total FY 2022/2023** | **$ 71,300** | **$ 785,000** | **$ 2,653,195** | **$ -** | **$ 60,000** | **$ 405,000** | **$ 2,090,000** | **$ -** | **$ 40,000** | **$ -** | **$ 6,104,495** |

# CITY OF SEBASTIAN, FLORIDA
# FISCAL YEAR 2021-26 CAPITAL IMPROVEMENT PROGRAM
# BY FUNDING SOURCE

| | General Fund | Local Option Gas Tax | DST | Community Redevelopment Agency | Recreation Impact Fees | Stormwater Fund | Grants/ Bank Note | Golf Fund | Cemetery Trust | Building | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **FISCAL YEAR 2023/2024** | | | | | | | | | | | |
| **General Government** | | | | | | | | | | | |
| Server/Host Update | | | 43,195 | | | | | | | | 43,195 |
| City Wide Computers | | | 45,000 | | | | | | | | 45,000 |
| COStv Equipment | | | 10,000 | | | | | | | | 10,000 |
| Network Infrastructure | | | 30,000 | | | | | | | | 30,000 |
| Core and Remote Switches | | | 25,000 | | | | | | | | 25,000 |
| **Police Department** | | | | | | | | | | | |
| Police Vehicles | | | 310,000 | | | | | | | | 310,000 |
| Police Road Patrol Equipment | 20,000 | | | | | | | | | | 20,000 |
| **Community Development** | | | | | | | | | | | |
| Septic to Sewer | | | | 100,000 | | | 100,000 | | | | 200,000 |
| **Roads Department** | | | | | | | | | | | |
| Street Repaving | | 600,000 | | | | | | | | | 600,000 |
| Sidewalk Replacement | | 100,000 | | | | | | | | | 100,000 |
| **Public Facilities Department** | | | | | | | | | | | |
| Public Facilities Compound | | | $1,000,000 | | | | | | | | 1,000,000 |
| **Leisure Services Department** | | | | | | | | | | | |
| Maintenance Equipment | 14,000 | | | | | | | | | | 14,000 |
| Parks Division Vehicles | 34,000 | | | | | | | | | | 34,000 |
| Playground Improvements | | | | | 110,000 | | | | | | 110,000 |
| Park Improvements | | | | | 20,000 | | | | | | 20,000 |
| **Stormwater** | | | | | | | | | | | |
| Stormwater Equipment | | | | | | 58,000 | | | | | 58,000 |
| Stormwater Heavy Equipment | | | | | | 225,000 | | | | | 225,000 |
| Slip Lining | | | 100,000 | | | | | | | | 100,000 |
| Swale/Driveway/Culvert Repairs | | | | | | 100,000 | | | | | 100,000 |
| Canal Restoration | | | 500,000 | | | | | | | | 500,000 |
| Bayfront Road Crossing | | | | | | 250,000 | | | | | 250,000 |
| **Airport** | | | | | | | | | | | |
| Apron Reconstruction | | | 30,000 | | | | 120,000 | | | | 150,000 |
| **Total FY 2023/2024** | **$ 68,000** | **$ 700,000** | **$ 2,093,195** | **$ 100,000** | **$ 130,000** | **$ 633,000** | **$ 220,000** | **$ -** | **$ -** | **$ -** | **$ 3,944,195** |

# CITY OF SEBASTIAN, FLORIDA
# FISCAL YEAR 2021-26 CAPITAL IMPROVEMENT PROGRAM
# BY FUNDING SOURCE

| | General Fund | Local Option Gas Tax | DST | Community Redevelopment Agency | Recreation Impact Fees | Stormwater Fund | Grants/ Bank Note | Golf Fund | Cemetery Trust | Building | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **FISCAL YEAR 2024/2025** | | | | | | | | | | | |
| **General Government** | | | | | | | | | | | |
| City Wide Computers | | | 35,000 | | | | | | | | 35,000 |
| COStv Equipment | | | 10,000 | | | | | | | | 10,000 |
| Network Infrastructure | | | 30,000 | | | | | | | | 30,000 |
| Core and Remote Switches | | | 20,000 | | | | | | | | 20,000 |
| **Police Department** | | | | | | | | | | | |
| Police Vehicles | | | 315,000 | | | | | | | | 315,000 |
| Police Road Patrol Equipment | 36,000 | | | | | | | | | | 36,000 |
| **Roads Department** | | | | | | | | | | | |
| Street Repaving | | 600,000 | | | | | | | | | 600,000 |
| Sidewalk Replacement | | 100,000 | | | | | | | | | 100,000 |
| **Public Facilities Department** | | | | | | | | | | | |
| Cemetery Equipment | | | | | | | | | 14,000 | | 14,000 |
| **Leisure Services Department** | | | | | | | | | | | |
| Parks Division Vehicles | 34,000 | | | | | | | | | | 34,000 |
| Playground Improvements | | | | | 40,000 | | | | | | 40,000 |
| Park Improvements | | | | | 20,000 | | | | | | 20,000 |
| **Stormwater** | | | | | | | | | | | |
| Slip Lining | | | 100,000 | | | | | | | | 100,000 |
| Swale/Driveway/Culvert Repairs | | | | | | 100,000 | | | | | 100,000 |
| Canal Restoration | | | 500,000 | | | | | | | | 500,000 |
| Ocean Cove Drainage | | | | | | 350,000 | | | | | 350,000 |
| **Total FY 2024/2025** | **$ 70,000** | **$ 700,000** | **$ 1,010,000** | **$ -** | **$ 60,000** | **$ 450,000** | **$ -** | **$ -** | **$ 14,000** | **$ -** | **$ 2,304,000** |

# CITY OF SEBASTIAN, FLORIDA
# FISCAL YEAR 2021-26 CAPITAL IMPROVEMENT PROGRAM
# BY FUNDING SOURCE

| | General Fund | Local Option Gas Tax | DST | Community Redevelopment Agency | Recreation Impact Fees | Stormwater Fund | Grants/ Bank Note | Golf Fund | Cemetery Trust | Building | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **FISCAL YEAR 2025/2026** | | | | | | | | | | | |
| **General Government** | | | | | | | | | | | |
| City Wide Computers | | | 45,000 | | | | | | | | 45,000 |
| COStv Equipment | | | 10,000 | | | | | | | | 10,000 |
| Network Infrastructure | | | 30,000 | | | | | | | | 30,000 |
| **Police Department** | | | | | | | | | | | |
| Police Vehicles | | | 320,000 | | | | | | | | 320,000 |
| Police Road Patrol Equipment | 39,500 | | | | | | | | | | 39,500 |
| **Community Development** | | | | | | | | | | | |
| Septic to Sewer | | | | 100,000 | | | 100,000 | | | | 200,000 |
| **Roads Department** | | | | | | | | | | | |
| Street Repaving | | 600,000 | | | | | | | | | 600,000 |
| Sidewalk Replacement | | 100,000 | | | | | | | | | 100,000 |
| **Leisure Services Department** | | | | | | | | | | | |
| Playground Improvements | | | | | 80,000 | | | | | | 80,000 |
| Park Improvements | | | | | 20,000 | | | | | | 20,000 |
| **Stormwater** | | | | | | | | | | | |
| Slip Lining | | | 100,000 | | | | | | | | 100,000 |
| Swale/Driveway/Culvert Repairs | | | | | | 100,000 | | | | | 100,000 |
| Canal Restoration | | | 500,000 | | | | | | | | 500,000 |
| **Total FY 2025/2026** | **$ 39,500** | **$ 700,000** | **$ 1,005,000** | **$ 100,000** | **$ 100,000** | **$ 100,000** | **$ 100,000** | **$ -** | **$ -** | **$ -** | **$ 2,144,500** |
| **Grand Total** | **$ 599,890** | **$ 4,507,510** | **$ 12,953,922** | **$ 345,000** | **$ 645,000** | **$ 3,033,150** | **$ 5,294,904** | **$ 19,290** | **$ 218,500** | **$ 24,000** | **$ 27,641,166** |

# CITY OF SEBASTIAN, FLORIDA
# FISCAL YEAR 2021-2026
# CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM

## GENERAL GOVERNMENT - CITY CLERK

**Project Name:** Blueprint - Survey Storage
**Project Description:**
**Funding Source:** General Fund
Purchase Shelving for storage of blueprints and survey documents.

**Justification:** Currently the documents are being stored in bankers boxes at a slant and pushing out the bankers boxes on the opposite side. The shelving will allow us to categorize certain facilities and land development projects. Long term storage can be electronic after constant review is no longer needed.

| | FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 | Project Total |
|---|---|---|---|---|---|---|---|
| **Project Costs:** | $2,310 | $0 | $0 | $0 | $0 | $0 | $2,310 |
| **Operating Impact:** | $0 | ($416) | ($92) | $231 | $508 | $693 | $924 |

**Project Pricing:** The Purchasing Agent advises that we should request $1,030.00 for each. $250 is also expected for freight costs because they will be bulky and heavy.

## GENERAL GOVERNMENT - MIS DIVISION

**Project Name:** Server/Host Update
**Project Description:**
**Funding Source:** Discretionary Sales Tax
Capital Lease Payments on VxRail Infrastructure.

**Justification:** This product is used to effectively manage all the Police Department programs and applications that are hosted in the cloud. It was initially acquired in FY 19-20 via a five year capital lease arrangement.

| | FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 | Project Total |
|---|---|---|---|---|---|---|---|
| **Project Costs:** | $43,195 | $43,195 | $43,195 | $43,195 | $0 | $0 | $172,780 |
| **Operating Impact:** | $0 | ($7,775) | ($9,503) | ($5,183) | $4,320 | $22,722 | $4,580 |

**Project Pricing:** Lease was provided through Dell, which was the only provider of this technology.

**Project Name:** City Wide Computers
**Project Description:**
**Funding Source:** Discretionary Sales Tax
Upgrades of 7-10 Workstations a Year for All Departments. Most of the Police Department Units will be included with Vehicle Purchases.

**Justification:** Computers in All Departments need to be updated on a five year schedule to keep up with technology.

| | FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 | Project Total |
|---|---|---|---|---|---|---|---|
| **Project Costs:** | $35,000 | $45,000 | $35,000 | $45,000 | $35,000 | $45,000 | $240,000 |
| **Operating Impact:** | $0 | ($6,300) | ($9,500) | ($4,600) | ($14,600) | ($15,150) | ($50,150) |

**Project Pricing:** Laptops are approximately $3,000 each, including 5 yr warranties, docking stations and monitors. Desktops are approximately $1,500 each.

**Project Name:** Audio Visual Equipment
**Project Description:**
**Funding Source:** Discretionary Sales Tax
Acquire Closed Captioning Hardware to Comply with ADA.

**Justification:** Audio Visual equipment needs to be upgraded to be sure broadcasting can be done when requested. Closed captioning hardware must be installed to comply with Americans with Disabilities Act streaming service requirements for COStv.

| | FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 | Project Total |
|---|---|---|---|---|---|---|---|
| **Project Costs:** | $75,000 | $0 | $0 | $0 | $0 | $0 | $75,000 |
| **Operating Impact:** | $0 | ($13,500) | ($3,000) | $7,500 | $16,500 | $22,500 | $30,000 |

**Project Pricing:** A quote for the purchase was received from Encore Broadcast Solutions. An option to subscribe to service based on $130 per hour was also received from Automatic Sync Technologies.

# CITY OF SEBASTIAN, FLORIDA
## FISCAL YEAR 2021-2026
## CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM

### GENERAL GOVERNMENT - MIS DIVISION (CONTINUED)

**Project Name:** COStv Equipment
**Project Description:**
**Funding Source:** Discretionary Sales Tax
Update Equipment needed to continue broadcasting.

**Justification:** Continual updates are required in order to continue providing the public with broadcasting of meetings and other public service events.

**Project Costs:**

| FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 | Project Total |
|---|---|---|---|---|---|---|
| $10,000 | $10,000 | $10,000 | $10,000 | $10,000 | $10,000 | $60,000 |

**Operating Impact:**

| | | | | | | |
|---|---|---|---|---|---|---|
| $0 | $10,000 | $20,000 | $0 | $0 | $0 | $30,000 |

**Project Pricing:** Estimate based on the historical spending pattern.

---

**Project Name:** Phone System
**Project Description:**
**Funding Source:** Discretionary Sales Tax
Upgrade of the City Phone System to be more robust to support multiple locations and to have better support for newer technology.

**Justification:** The City Phone System is over 8 years old and will need upgrading in order to get support and make sure that we can continue to receive phone calls.

**Project Costs:**

| FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 | Project Total |
|---|---|---|---|---|---|---|
| $100,000 | $0 | $0 | $0 | $0 | $0 | $100,000 |

**Operating Impact:**

| | | | | | | |
|---|---|---|---|---|---|---|
| $0 | ($38,000) | ($35,000) | ($32,000) | ($29,000) | ($26,000) | ($160,000) |

**Project Pricing:** Rough estimate. Dependent on the specifications to be developed and results of an RFP process.

---

**Project Name:** Network Infrastructure
**Project Description:**
**Funding Source:** Discretionary Sales Tax
Network Infrastructure Upgrades.

**Justification:** General upgrading of network infrastucture in order to continue to provide services. This includes switches, servers and other needed infrastructure.

**Project Costs:**

| FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 | Project Total |
|---|---|---|---|---|---|---|
| $39,000 | $30,000 | $30,000 | $30,000 | $30,000 | $30,000 | $189,000 |

**Operating Impact:**

| | | | | | | |
|---|---|---|---|---|---|---|
| $0 | ($7,020) | ($6,960) | ($2,700) | $4,980 | $10,050 | ($1,650) |

**Project Pricing:** Dependent on unforseeable needs.

---

**Project Name:** Over-the-Air Connections
**Project Description:**
**Funding Source:** Discretionary Sales Tax
Over-the-Air Redundant Network Connections.

**Justification:** Over-The-Air (wireless) backup network connections for both the Golf Course and the Emergency Operations Center need to be added.

**Project Costs:**

| FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 | Project Total |
|---|---|---|---|---|---|---|
| $0 | $10,000 | $20,000 | $0 | $0 | $0 | $30,000 |

**Operating Impact:**

| | | | | | | |
|---|---|---|---|---|---|---|
| $0 | $0 | ($1,300) | ($2,400) | $2,100 | $6,400 | $4,800 |

**Project Pricing:** Dependent on technology that is selected.

# CITY OF SEBASTIAN, FLORIDA
## FISCAL YEAR 2020-2025
## CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM

### GENERAL GOVERNMENT - MIS DIVISION (CONTINUED)

**Project Name:** Core and Remote Switches

**Project Description:** Upgrade of Core and Remote Switches to maintain security and provide connection to services

**Funding Source:** Discretionary Sales Tax

**Justification:** Replacment of the Core Switches in both City Hall and the Police Department will be needed.

**Project Costs:**

| FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 | Project Total |
|---|---|---|---|---|---|---|
| $0 | $0 | $0 | $25,000 | $20,000 | $0 | $45,000 |

**Operating Impact:**

| | | | | | | |
|---|---|---|---|---|---|---|
| $0 | $0 | $0 | $0 | ($4,500) | ($4,600) | ($9,100) |

**Project Pricing:** Based on prior replacement costs and dependent on specifications yet to be developed.

### POLICE DEPARTMENT - ROAD PATROL DIVISION

**Project Name:** COPE Vehicles Graphic Wrap

**Project Description:** Providing Graphic Wrap for Small Trailer and COPE Vehicles.

**Funding Source:** General Fund

**Justification:** Having graphic wrap on these COPE vehicles is believed to be in line with the Police Department's outreach philosophy.

**Project Costs:**

| FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 | Project Total |
|---|---|---|---|---|---|---|
| $5,000 | $0 | $0 | $0 | $0 | $0 | $5,000 |

**Operating Impact:**

| | | | | | | |
|---|---|---|---|---|---|---|
| $0 | ($1,100) | ($600) | ($100) | $400 | $600 | ($800) |

**Project Pricing:** Written quotes obtained.

**Project Name:** Police Vehicles

**Project Description:**
**20/21**- 6 Vehicles w/equipment (373.5K).
**21/22**- 5 Vehicles w/equipment (300K).
**22/23**- 5 Vehicles w/equipment (305K).
**23/24**- 5 Vehicles w/equipment (310K).
**24/25**- 5 Vehicles w/ equipment (315K).
**25/26**- 5 Vehicles w/equipment (320K)

**Funding Source:** Discretionary Sales Tax

**Justification:** This allocation is for the replacement of older and higher mileage vehicles and associated vehicle equipment, including body cameras, computers and communications equipment.

**Project Costs:**

| FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 | Project Total |
|---|---|---|---|---|---|---|
| $373,500 | $300,000 | $305,000 | $310,000 | $315,000 | $320,000 | $1,923,500 |

**Operating Impact:**

| | | | | | | |
|---|---|---|---|---|---|---|
| $0 | ($82,170) | ($110,820) | ($110,570) | ($80,920) | ($43,780) | ($428,260) |

**Project Pricing:** No written quote available due to impending price increase. Verbal quote provided based on the expected price increase.

# CITY OF SEBASTIAN, FLORIDA
## FISCAL YEAR 2020-2025
## CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM

### POLICE DEPARTMENT - ROAD PATROL DIVISION (CONTINUED)

**Project Name:** Police Road Patrol Equipment

**Funding Source:** General Fund

**Project Description:**

**20/21** 8 SRT Balistic Helmets (8K); 5 Tasers (7.5K); 5 Ballistic Shields (3K); 5 Ballistic Helmets (1.5K); 5 Rifles (5K).
**21/22** 10 Mobile Radios (30.5K); 5 Tasers (7.5K); 5 Rifles (5K); 9 Ballistic Vest/Rifle Plates (13K).
**22/23** 5 Tasers (7.5K); 5 Rifles (5K); 14 Ballistic Vest/Rifle Plates (20K).
**23/24** 5 Tasers (7.5K); 5 Ballistic Vest/Rifle Plates (8K); 5 Ballistic Shields (3K); 5 Ballistic Helmets (1.5K).
**24/25** 5 Tasers (7.5K); 5 Ballistic Shields (3K); 5 Ballistic Helmets (1.5K); 5 Ballistic Vest/Rifle Plates (8K); 8 SRT Tactical Vest/Rifle Plates (16K).
**25/26** 5 Tasers (7.5K); 5 Ballistic Shields (3K); 5 Ballistic Shields (3K); 5 Ballistic Helmets (1.5K); 10 Ballistic Vest/Rifle Plates (11.5K); 5 Rifles (5K); 8 SRT Ballistic Helmets (8K).

**Justification:** This allocation is for the replacement of non-compliant mobile radios for vehicles previously purchased and other necessary personal equipment that must be regularly replaced for the Police Officers.

**Project Costs:**

| FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 | Project Total |
|---|---|---|---|---|---|---|
| $25,000 | $56,000 | $32,500 | $20,000 | $36,000 | $39,500 | $209,000 |

**Operating Impact:**

| | | | | | | |
|---|---|---|---|---|---|---|
| $0 | ($5,500) | ($15,320) | ($14,370) | ($7,420) | ($3,490) | ($46,100) |

**Project Pricing:** Received written quotes from CII on the radios. We also have written quotes for all the other equipment.

### POLICE DEPARTMENT - INVESTIGATIONS DIVISION

**Project Name:** Police Investigations Equipment

**Funding Source:** General Fund

**Project Description:** PENLINK Server (3K); Surveillance Equipment (7.6K).

**Justification:** The surveilance equipment will provide equipment necessary for surveillance operations.

**Project Costs:**

| FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 | Project Total |
|---|---|---|---|---|---|---|
| $10,600 | $0 | $0 | $0 | $0 | $0 | $10,600 |

**Operating Impact:**

| | | | | | | |
|---|---|---|---|---|---|---|
| $0 | ($1,378) | $212 | $1,802 | $3,180 | $4,134 | $7,950 |

**Project Pricing:** Written quotes obtained.

### COMMUNITY DEVELOPMENT DEPARTMENT

**Project Name:** Harrison Street Park Plaza

**Funding Source:** Discretionary Sales Tax

**Project Description:** Provide additional parking, event space and connections to the downtown area. Complete the project the following year.

**Justification:** The CRA Master Plan indicates this will have an immediate positive impact to the business district.

**Project Costs:**

| FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 | Project Total |
|---|---|---|---|---|---|---|
| $270,000 | $250,000 | $0 | $0 | $0 | $0 | $520,000 |

**Operating Impact:**

| | | | | | | |
|---|---|---|---|---|---|---|
| $0 | ($40,000) | ($100,000) | ($156,000) | ($210,000) | ($260,000) | ($766,000) |

**Project Pricing:** This was projected in the conceptual master plan to approach $700,00 but phasing of site improvements and deletion of some proposed items should keep the expected costs to $270,000 for the first phase and $250,000 for the second. Including zero curbs, pervious pavers and tree/landscape wells may qualify this forTMDL grants.

# CITY OF SEBASTIAN, FLORIDA
## FISCAL YEAR 2020-2025
## CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM

### COMMUNITY DEVELOPMENT DEPARTMENT (CONTINUED)

**Project Name:** N. Central Avenue Event Plaza

**Funding Source:** Discretionary Sales Tax

**Project Description:** Provide additional parking, event space and connections to the Main Street Activity Area. Complete the project the following year.

**Justification:** The CRA Master Plan indicates this will be part of the future Main Street Activity Center.

**Project Costs:**

| FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 | Project Total |
|---|---|---|---|---|---|---|
| $40,000 | $250,000 | $250,000 | $0 | $0 | $0 | $540,000 |

**Operating Impact:**

| | | | | | | |
|---|---|---|---|---|---|---|
| - | (6,800) | (47,700) | (78,600) | (57,000) | (35,400) | ($225,500) |

**Project Pricing:** Conceptual design costs are in line with costs previously proposed for the Harrison Street Park Plaza. The construction costs will depend on what is included in the final design, as this may be simple or more aggressive.

---

**Project Name:** Working Waterfront Landscaping

**Funding Source:** Community Redevelopment Agency

**Project Description:** Landscaping of shoreline and parking lot improvements at the Working Waterfront in order to complete this project.

**Justification:** Remaining 2019 funds for the Shoreline and Parking Lot Improvements are not sufficient to landscape this public space.

**Project Costs:**

| FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 | Project Total |
|---|---|---|---|---|---|---|
| $45,000 | $0 | $0 | $0 | $0 | $0 | $45,000 |

**Operating Impact:**

| | | | | | | |
|---|---|---|---|---|---|---|
| - | (37,800) | (72,900) | (67,500) | (62,100) | (56,700) | ($297,000) |

**Project Pricing:** Staff will limit landscaping to this amount.

---

**Project Name:** Tree Protection Plan

**Funding Source:** Discretionary Sales Tax

**Project Description:** Continuation of Riverview Park Master Plan for protection of the tree canopy, with design and placement of strategic landscaped areas to protect the trees from pedestrian traffic and maintenance activities.

**Justification:** Funding is required to implement this Plan by adding landscaping and irrigation. A reduction in landscape maintenance costs should be realized with the introduction of low maintenance landscape areas around trees and reduction in applications of herbicides/pesticides in accordance with the Integrated Pest Management Plan.

**Project Costs:**

| FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 | Project Total |
|---|---|---|---|---|---|---|
| $135,000 | $135,000 | $0 | $0 | $0 | $0 | $270,000 |

**Operating Impact:**

| | | | | | | |
|---|---|---|---|---|---|---|
| $0 | ($336) | ($1,326) | ($1,014) | $210 | $1,377 | ($1,089) |

**Project Pricing:** Total probable costs for landscaping and irrigation is $190,640 but adding the survey ($30,000), design ($30,000) and a 10% contingency brings the total to $269,704. Project is proposed to start with areas adjacent to new sidewalk areas.

# CITY OF SEBASTIAN, FLORIDA
# FISCAL YEAR 2020-2025
# CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM

## COMMUNITY DEVELOPMENT DEPARTMENT (CONTINUED)

| | | |
|---|---|---|
| **Project Name:** | Sustainable Sebastian | **Project Description:** |
| **Funding Source:** | General Fund | Install 10 water bottle filling stations and water fountains (at Parks and City Hall) and 3 bike racks at Riverfront Park. |

**Justification:** Implementation of Sustainable Sebastian objectives include the installation of public use facilities to reduce the carbon footprint, such as water bottle filling stations, water fountains and bike racks.

**Project Costs:**

| FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 | Project Total |
|---|---|---|---|---|---|---|
| $16,500 | $0 | $0 | $0 | $0 | $0 | $16,500 |

**Operating Impact:**

| | | | | | | |
|---|---|---|---|---|---|---|
| $0 | ($1,500) | ($1,500) | ($1,350) | ($1,350) | ($1,200) | ($6,900) |

**Project Pricing:** Procurement information shows water bottle filling stations and water fountains at $750 each with installation. Specialty bike racks range from $1,500-2,500 including installation.

| | | |
|---|---|---|
| **Project Name:** | Septic to Sewer | **Project Description:** |
| **Funding Source:** | Indian River Lagoon Council 50% and Community Redevelopment Agency 50% | Awards grant funds for conversions that result in removal of septic tank systems within the Riverfront Community Redevelopment boundaries. |

**Justification:** This continues the State's water quality improvement priority for the Indian River Lagoon. Providing the Indian River Lagoon Council continues their progam of requiring 50% matching funds, it is recommended that the City also allocate these funds.

**Project Costs:**

| FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 | Project Total |
|---|---|---|---|---|---|---|
| $0 | $200,000 | $0 | $200,000 | $0 | $200,000 | $600,000 |

**Operating Impact:**

| | | | | | | |
|---|---|---|---|---|---|---|
| $0 | $0 | $0 | $0 | $0 | $0 | $0 |

**Project Pricing:** The total $200,000 grant funding level has generally covered two fiscal years, although grant applications may also be limited without more sewer availability.

## ROADS DEPARTMENT

| | | |
|---|---|---|
| **Project Name:** | School Zone Lights | **Project Description:** |
| **Funding Source:** | Local Option Gas Tax | Purchase 6 Cloud based remote control School Zone Lights w/ radar display. City curently has 2 in operation. |

**Justification:** The sign shop personal are required to maintain the 8 School Zone Warning lights. 35 times throughout the school year we must manually shut off and turn on school zone lights at 6 locations. This causes loss of manpower hours and production loss for the Sign Shop. An example is on early release days which occur at least once a month. We must manually turn 6 lights on at 1pm and then return to the same 6 locations at 2pm and turn them off. The two cloud based lights we have can be programed to go on and off by simply applying the setting from a cell phone or laptop. One person can access both lights quickly and efficiently. After initial purchase of lights, an annual fee of $400 per light is required to maintain the cloud based access. Cloud based lights can also produce "real-time" traffic speeds along with reports to include volume and speed peak times for more efficient traffic enforcement.

**Project Costs:**

| FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 | Project Total |
|---|---|---|---|---|---|---|
| $46,510 | $0 | $0 | $0 | $0 | $0 | $46,510 |

**Operating Impact:**

| | | | | | | |
|---|---|---|---|---|---|---|
| $0 | ($7,907) | ($6,046) | ($4,186) | ($2,326) | ($465) | $0 |

**Project Pricing:** Quotes by Traffic Logix is $14,990.00, Radar Signs Inc. is $31,520.00.

# CITY OF SEBASTIAN, FLORIDA
## FISCAL YEAR 2020-2025
## CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM

### ROADS DEPARTMENT (CONTINUED)

**Project Name:** Update City Street Signs

**Funding Source:** Local Option Gas Tax

**Project Description:** Purchase materials needed for the replacement of deficient regulatory and street signs to meet MUTCD standards in Zones 3, 4 and 5.

**Justification:** The Sign Shop has divided the City Of Sebastian into 5 zones. Two of the zones, 1 and 2 have been completed with the installation of Street and Stop signs to meet MUTCD standards. Of the remaining regulatory signs i.e.: Speed and Warning signs 60% do not meet MUTCD reflectivity standards. The remaining zones 3, 4 and 5 have approximately 755 Street and Stop signs. 90% of the stop signs in zones 3, 4 and 5 do not meet MUTCD standards for reflectivity. 95% of the remaining regulatory and warning signs in zones 3, 4 and 5 do not meet MUTCD reflectivity standards. This deficiency leaves the City Of Sebastian open to unnecessarily high Tort Liability. Approximant installation time upon receipt of all materials needed to complete project would be 6 to 8 months.

**Project Costs:**

| FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 | Project Total |
|---|---|---|---|---|---|---|
| $81,000 | $0 | $0 | $0 | $0 | $0 | $81,000 |

**Operating Impact:**

| | | | | | | |
|---|---|---|---|---|---|---|
| $0 | ($21,870) | ($17,010) | ($12,150) | ($7,290) | ($2,430) | ($60,750) |

**Project Pricing:** National Traffic sign $81,320: Osburn Asscoiates Inc $87,397: Universal Signs & Accessories $ 87,639.

**Project Name:** Street Repaving

**Funding Source:** Local Option Gas Tax

**Project Description:** Crack Sealing, Double Microsurfacing, Cape Sealing and 2" Overlay for City Streets programmed by City's Pavement Management Consultant.

**Justification:** The street pavment maintenance program has been prescribed and scheduled by the City's pavement management consultant for FY 2019 to FY 2024. Funding from Local Option Gas Tax and another $250K from Discretionary Sales Tax for FY 20-21 should be sufficient to catch up on several roads not completed last year. $600K each following year only from Local Option Gas Tax is expected to be sufficient to adhere to the consultant's schedule.

**Project Costs:**

| FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 | Project Total |
|---|---|---|---|---|---|---|
| $400,000 | $600,000 | $600,000 | $600,000 | $600,000 | $600,000 | $3,400,000 |

**Operating Impact:**

| | | | | | | |
|---|---|---|---|---|---|---|
| $0 | ($192,000) | ($476,000) | ($746,000) | ($1,006,000) | ($1,252,000) | ($3,672,000) |

**Project Pricing:** The cost per square foot for the recommended pavement management solution for each of these City streets has already been bid, awarded and contracted.

**Project Name:** Street Reconstruction

**Funding Source:** Discretionary Sales Tax

**Project Description:** Reconstruction Roadwork based on recommendation from the City's Pavement Management Consultant.

**Justification:** Needed to address streets in bad condition that are beyond normal repaving work and require full depth reconstruction. These funds should sufficiently supplement funds from the Local Option Gas Tax to get back on schedule with the Consultant's recommended paving program.

**Project Costs:**

| FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 | Project Total |
|---|---|---|---|---|---|---|
| $500,000 | $0 | $0 | $0 | $0 | $0 | $500,000 |

**Operating Impact:**

| | | | | | | |
|---|---|---|---|---|---|---|
| $0 | $3,900 | $12,750 | $24,150 | $35,550 | $46,950 | $123,300 |

**Project Pricing:** The cost per square foot for the recommended pavement management solution for each of these City streets has already been bid, awarded and contracted.

# CITY OF SEBASTIAN, FLORIDA
## FISCAL YEAR 2020-2025
## CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM

### ROADS DEPARTMENT (CONTINUED)

**Project Name:** Sidewalk Replacement

**Funding Source:** Local Option Gas Tax

**Project Description:** Replace 5,000 linear feet of 5 ft wide of badly deteriorated PCC sidewalk along high pedestrian/bicycle usage City streets each FY.

**Justification:** The City PW & Engineering Department and the Citizens Request Line receive a large number of citizen request to repair City sidewalks that are in a highly deteriorated condition. These present serious trip and fall hazards and expose the City to significant tort liability. The City has had no formal sidewalk repair/replacement program for many years and only make spot repairs following significant trip and fall incidents.

**Project Costs:**

| FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 | Project Total |
|---|---|---|---|---|---|---|
| $100,000 | $100,000 | $100,000 | $100,000 | $100,000 | $100,000 | $600,000 |

**Operating Impact:**

| | | | | | | |
|---|---|---|---|---|---|---|
| $0 | ($22,000) | ($34,000) | ($36,000) | ($28,000) | ($16,000) | ($136,000) |

**Project Pricing:** In late February 2020, City Purchasing staff secured quotes from interested contractors. For Precision Cut Concrete (PCC) and its placement for quantities greater than $61 square yards at 4" thickness, the low quoted price is $36 per square yard of PCC placed. At 5 foot sidewlk width, approximately 5,000 linear feet of PCC sidewalk can be placed per year at an estimated cost of $100,000.

---

**Project Name:** Roads Division Equipment

**Funding Source:** General Fund

**Project Description:** One ton Pickup (34K), Sign Sheeting Roller (2.9K), TuffTruk/Sidewalk Form Set (11.5K).

**Justification:** Pickup is for Public Works Director, whose truck will go to Fleet Maintenance Superintendent, with his 4x4 pickup going to Sign/Paint Crew for pulling traffic paint equipment and allow both employees of Traffic Division to work separately when this is the most efficient method. Two person Traffic Signage and Pavement Marking Crew can barely complete pavement markings one time each year. As a result, a number of high volume City roads are without required pavement markings for a signficant period each year. For many locations in the City paint pavement markings do not last the year between painting cycles. Sign Sheeting Roller is needed for 48" signs. TuffTruk and Sidewalk Form Set will help in maintaining sidewalks.

**Project Costs:**

| FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 | Project Total |
|---|---|---|---|---|---|---|
| $48,400 | $0 | $0 | $0 | $0 | $0 | $48,400 |

**Operating Impact:**

| | | | | | | |
|---|---|---|---|---|---|---|
| $0 | ($10,648) | ($5,808) | ($968) | $3,872 | $5,808 | ($7,744) |

**Project Pricing:** This pricing was provided by the Fleet Superintendant based on quotes he received.

---

**Project Name:** Roads Division Heavy Equipment

**Funding Source:** Local Option Gas Tax

**Project Description:**
**20/21** 926M Wheel Loader (130K).
**21/22** Tandem Axle Dump Truck (115K); Brush Truck (50K).
**22/23** Pavement Marking Unit (85K).

**Justification:** Current Wheel Loader is at end of its useful life based on hours and condition. Tandem Axle Dump Truck is needed in FY 21-22 to replace oldest Tandem Axle Dump Truck that will be at end of its useful life. Brush Truck needed in FY 21-22 to replace current Brush Truck that will be at end of its useful life.

**Project Costs:**

| FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 | Project Total |
|---|---|---|---|---|---|---|
| $130,000 | $165,000 | $85,000 | $0 | $0 | $0 | $380,000 |

**Operating Impact:**

| | | | | | | |
|---|---|---|---|---|---|---|
| $0 | ($35,100) | ($71,850) | ($77,100) | ($54,300) | ($31,500) | ($269,850) |

**Project Pricing:** This pricing was provided by the Fleet Superintendant based on quotes he received.

# CITY OF SEBASTIAN, FLORIDA
## FISCAL YEAR 2020-2025
## CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM

### PUBLIC FACILITIES DEPARTMENT

**Project Name:** Public Facilities Compound

**Funding Source:** Discretionary Sales Tax

**Project Description:** Complete design and construct new City Garage and Public Facilities Compound to be located at the Sebastian Municipal Airport.

**Justification:** The Garage Compound has reached its capacity. Relocating will permit growth and allow the existing property to be sold. Airport benefits by rent on the land and General Fund benefits fom the sale of the current location. $5,088,899 was budgeted in FY 2018-2020. Additional funds are requested to complete construction. FY22-23 funds will cover office furnishings, office equipment, computer and security systems. With these additions, funding for the complete project will equal $8,588,899.

| | FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 | Project Total |
|---|---|---|---|---|---|---|---|
| **Project Costs:** | $0 | $1,250,000 | $1,250,000 | $1,000,000 | $0 | $0 | $3,500,000 |
| **Operating Impact:** | $0 | $0 | ($475,000) | ($912,500) | ($1,217,500) | ($1,112,500) | ($3,717,500) |

**Project Pricing:** Based on estimates from Wright Construction.

### PUBLIC FACILITIES - FLEET DIVISION

**Project Name:** Fleet Division Equipment

**Funding Source:** General Fund

**Project Description:**
**20/21** Shop MIG Welder (2.8K).
**21/22** Portable Stick Welder/Generator (3.5K); Tire Balancer (2.4K); Tire Changer (4K).
**22/23** Shop Chain Hoist (3K); Exhaust Extraction Unit (1.8K).

**Justification:** Truck Mounted Compressor replaces a 20-yr old unit that no longer functions. The Shop MIG Welder replaces a unit at the end of its service life. The Portable Stick Welder/Generator replaces a unit having major repair issues Tire Balancer replaces a worn out unit that no longer performs to specifications. Tire Changer replaces a worn out unit. Shop Chain Hoist is new to provide added capability and safety to shop operations. Exhaust Extraction Unit is new and will provide improved air quality in the shop.

| | FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 | Project Total |
|---|---|---|---|---|---|---|---|
| **Project Costs:** | $2,800 | $9,880 | $4,800 | $0 | $0 | $0 | $17,480 |
| **Operating Impact:** | $0 | ($336) | ($1,326) | ($1,014) | $210 | $1,377 | ($1,089) |

**Project Pricing:** This pricing was provided by the Fleet Superintendant based on quotes he received.

### PUBLIC FACILITIES - CEMETERY DIVISION

**Project Name:** Cemetery Equipment

**Funding Source:** Cemetery Trust Fund

**Project Description:**
**20-21** Replace the 52" Cemetery Mower (13.5K); Flag Poles (4.4K); Desk and Chairs (1.6K).
**25-26** Replace the 52" Cemetery Mower (14K).

**Justification:** Cemetery Mower is heavily used and parts are difficult to find. Replacing it with a Mower that uses common parts stocked for other City Mowers. Flag Poles will have solar lighting and be added to the new Cemetery area to compliment veteran burial ceremonies. Office Desk and Chairs replace privately owned equipment by the Cemetery Sexton who will reclaim them upon retirement. We expect the Cemetery Mower to require replacement again by FY 24-25.

| | FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 | Project Total |
|---|---|---|---|---|---|---|---|
| **Project Costs:** | $19,500 | $0 | $0 | $0 | $14,000 | $0 | $33,500 |
| **Operating Impact:** | $0 | ($2,535) | $390 | $3,315 | $5,850 | $5,785 | $12,805 |

**Project Pricing:** Researched from internet pricing catalogs.

# CITY OF SEBASTIAN, FLORIDA
## FISCAL YEAR 2020-2025
## CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM

### PUBLIC FACILITIES - CEMETERY DIVISION (CONTINUED)

**Project Name:** Cemetery Grounds Improvements
**Funding Source:** Cemetery Trust Fund
**Project Description:** Project consists of grounds leveling, headstone straightening and placing new sod.

**Justification:** These measures are desired to improve the overall appearance and to make it safer for the public.

**Project Costs:**

| FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 | Project Total |
|---|---|---|---|---|---|---|
| $20,000 | $20,000 | $40,000 | $0 | $0 | $0 | $80,000 |

**Operating Impact:**

| | | | | | | |
|---|---|---|---|---|---|---|
| $0 | ($2,400) | ($3,400) | ($5,400) | $200 | $5,400 | ($5,600) |

**Project Pricing:** Based on proposals received.

---

**Project Name:** Cemetery Driveway Resurfacing
**Funding Source:** Cemetery Trust Fund
**Project Description:** Project will rehabilitate the Cemetery's asphalt driveways.

**Justification:** The Cemetery driveways are eroding and require resurfacing.

**Project Costs:**

| FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 | Project Total |
|---|---|---|---|---|---|---|
| $15,000 | $0 | $0 | $0 | $0 | $0 | $15,000 |

**Operating Impact:**

| | | | | | | |
|---|---|---|---|---|---|---|
| $0 | ($5,700) | ($5,550) | ($5,250) | ($5,100) | ($4,800) | ($26,400) |

**Project Pricing:** Quotation by vendor.

---

**Project Name:** Cemetery Columbarium Niches
**Funding Source:** Cemetery Trust Fund
**Project Description:** Adding Columbarium Niches in the New Section of the Cemetery. The foundations for two Columbariums would be done in FY 20-21.

**Justification:** Columbarium Niches are recommended for the new section.

**Project Costs:**

| FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 | Project Total |
|---|---|---|---|---|---|---|
| $45,000 | $45,000 | $0 | $0 | $0 | $0 | $90,000 |

**Operating Impact:**

| | | | | | | |
|---|---|---|---|---|---|---|
| $0 | ($17,100) | ($32,850) | ($30,150) | ($27,450) | ($24,750) | ($132,300) |

**Project Pricing:** Based on experince with installing previous columbariums.

---

**Project Name:** Bench Seats and Monuments
**Funding Source:** General Fund
**Project Description:** Add Bench Seats and Columbarium Monuments.

**Justification:** Newly expanded area of the Cemetery is intended to be set up in a park-like landscape setting with Bench Seats and new cremation niche Columbaia Monuments.

**Project Costs:**

| FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 | Project Total |
|---|---|---|---|---|---|---|
| $20,000 | $0 | $0 | $0 | $0 | $0 | $20,000 |

**Operating Impact:**

| | | | | | | |
|---|---|---|---|---|---|---|
| $0 | ($3,600) | ($800) | $2,000 | $4,400 | $6,000 | $8,000 |

**Project Pricing:** Rough estimate but dependent on final decisions at the time.

# CITY OF SEBASTIAN, FLORIDA
# FISCAL YEAR 2020-2025
# CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM

## PUBLIC FACILITIES - FACILITIES MAINTENANCE DIVISION

**Project Name:** Facility Maintenance Equipment

**Funding Source:** General Fund

**Project Description:**
**20/21** Scissor Lift (13.5K).
**21/22** City Hall East End Air Conditioner (40K).

**Justification:** Replace Scissor Lift with narrower unit to fit inside Council Chambers. Old lift has mechanical and corrosion issues that will require expensive repairs. Replace large City Hall RTU #2 that serves the east end of City Hall.

| | FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 | Project Total |
|---|---|---|---|---|---|---|---|
| **Project Costs:** | $13,500 | $40,000 | $0 | $0 | $0 | $0 | $53,500 |
| **Operating Impact:** | $0 | ($4,500) | ($4,650) | ($4,800) | ($4,950) | ($5,100) | ($24,000) |

**Project Pricing:** Based on current prices obtained by Fleet Supervisor.

**Project Name:** Facility Maintenance Vehicles

**Funding Source:** Discretionary Sales Tax

**Project Description:**
**20/21** Truck with 9' Bed and Crane (65K).

**Justification:** Replace Construction Specialist truck with larger bed/cabinets suitable for necessary tools. Smaller truck to be used by City Garage.

| | FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 | Project Total |
|---|---|---|---|---|---|---|---|
| **Project Costs:** | $65,000 | $0 | $0 | $0 | $0 | $0 | $65,000 |
| **Operating Impact:** | - | (1,156) | (680) | (204) | 272 | 748 | ($1,020) |

**Project Pricing:** Based on current prices obtained by Fleet Supervisor.

**Project Name:** Facility Maintenance Repairs

**Funding Source:** General Fund

**Project Description:**
**20/21** Replace Public Facilities Storage Shed roof (6.8K).

**Justification:** The Public Facilities Storage Shed has coroded and failing metal roofing panels.

| | FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 | Project Total |
|---|---|---|---|---|---|---|---|
| **Project Costs:** | $6,800 | $0 | $0 | $0 | $0 | $0 | $6,800 |
| **Operating Impact:** | $0 | ($1,156) | ($680) | ($204) | $272 | $748 | ($1,020) |

**Project Pricing:** Based on price estimates made by Staff.

## LEISURE SERVICES DEPARTMENT

**Project Name:** Facility Repairs

**Funding Source:** General Fund

**Project Description:**
**21/22** Install new flooring, improve bathrooms and paint Yacht Club (10K); Refurbish Friendship Park Attendants Office (1.8K); Refurbish Friendship Park Restroom Floors with Epoxy (6.5K).

**Justification:** Yacht Club interior is dated and needs new flooring, painting and bathroom improvements. Friendship Park Attendants Office to be refurbished with paint, carpet and repair of two structural columns. Friendship Park restroom floors to be done with Epoxy to improve appearance and allow easier cleaning.

| | FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 | Project Total |
|---|---|---|---|---|---|---|---|
| **Project Costs:** | $0 | $18,300 | $0 | $0 | $0 | $0 | $18,300 |
| **Operating Impact:** | $0 | $1,700 | $3,400 | $6,800 | $11,900 | $18,700 | $42,500 |

**Project Pricing:** Based on price estimates made by Staff.

# CITY OF SEBASTIAN, FLORIDA
## FISCAL YEAR 2020-2025
## CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM

### LEISURE SERVICES DEPARTMENT (CONTINUED)

| | | |
|---|---|---|
| **Project Name:** | Maintenance Equipment | **Project Description:** |
| **Funding Source:** | General Fund | **FY 20-21** Replace Mower (13K); Purchase Utility Vehicle (16K).<br>**FY 21-22** Replace Mower (13K).<br>**FY 23-24** Replace Mower (14K). |

**Justification:** Currently one mower is out of service and being used for parts for other mowers to keep them running. The utility vehicle is necessary to improve productivity for staff throughout our parks and eliminate the need to wait until another one is available in another department to do projects. The other two mowers are scheduled replacements of our mowing crew mowers that maintain all of the common grounds within our parks, US1, Schumann Drive, and Sebastian Blvd.

**Project Costs:**

| FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 | Project Total |
|---|---|---|---|---|---|---|
| $29,000 | $13,000 | $0 | $14,000 | $0 | $0 | $56,000 |

**Operating Impact:**

| | | | | | | |
|---|---|---|---|---|---|---|
| $0 | ($6,380) | ($6,340) | ($2,140) | ($1,020) | $2,840 | ($13,040) |

**Project Pricing:** This pricing was provided by the Fleet Superintendant based on quotes he received.

| | | |
|---|---|---|
| **Project Name:** | Park Identification Signage | **Project Description:** |
| **Funding Source:** | Recreation Impact Fees | Update Identifying Signage at City Parks that need to be replaced and install signs at those currently without City identifying signs. |

**Justification:** Continues the updating of Park Identifying Signs in a uniformed and consistently-themed manner needed to address one of the goals of the updated Parks and Recreation Element of the Comprehensive Plan. This addresses all signs needing to be replaced and the installation of signs at parks not currently having City identifying signs.

**Project Costs:**

| FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 | Project Total |
|---|---|---|---|---|---|---|
| $30,000 | $30,000 | $0 | $0 | $0 | $0 | $60,000 |

**Operating Impact:**

| | | | | | | |
|---|---|---|---|---|---|---|
| $0 | ($3,600) | ($5,100) | ($900) | $3,300 | $6,900 | $600 |

**Project Pricing:** Based on the Parks Signage agreement with the sign manufacturer, Year 2 and 3 of the sign replacement plan will total around $80,000 to complete all signage. It is anticipated that we will have money leftover from FY 19-20 due to the sign replacement cycle, which will offset some of this costs the next two years.

| | | |
|---|---|---|
| **Project Name:** | Barber Street Baseball Dugouts | **Project Description:** |
| **Funding Source:** | Recreation Impact Fund | Replace the remaining Barber Street Baseball/Softball Dugouts. |

**Justification:** The Barber Street Baseball and Softball Dugouts are undersized, need new roofing and fencing. The structures are old and present safety concerns for the participants. The budgeted funds in FY 19-20 will allow us to complete renovations on 4 of the dugouts. This will fund the remaining 4 dugouts.

**Project Costs:**

| FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 | Project Total |
|---|---|---|---|---|---|---|
| $40,000 | $0 | $0 | $0 | $0 | $0 | $40,000 |

**Operating Impact:**

| | | | | | | |
|---|---|---|---|---|---|---|
| $0 | ($6,800) | ($5,200) | ($3,600) | ($2,000) | ($400) | ($18,000) |

**Project Pricing:** The budgeting amount is based on the quoted pricing to complete the 4 dugout renovations requested in the FY19-20 budget year.

# CITY OF SEBASTIAN, FLORIDA
## FISCAL YEAR 2020-2025
## CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM

### LEISURE SERVICES DEPARTMENT (CONTINUED)

| | | |
|---|---|---|
| **Project Name:** | Barber Street Fencing | **Project Description:** |
| **Funding Source:** | Recreation Impact Fund | Replace the Barber Street Baseball/Softball Field Fencing |

**Justification:** The fencing around the baseball and softball fields is in need of replacement. The budgeted amount in FY 19-20 only allowed us to replace the fencing on 1 field. Much of the top rail of the existing fencing is rusted and is not providing the necessary support. Likewise much of the bottom of the fencing is bent with holes that create a safety concern for the participants once they approach the fencing. This would be the second year of this project to complete the final 3 fields.

**Project Costs:**

| FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 | Project Total |
|---|---|---|---|---|---|---|
| $75,000 | $0 | $0 | $0 | $0 | $0 | $75,000 |
| **Operating Impact:** | | | | | | |
| $0 | ($9,000) | ($3,750) | $1,500 | $6,750 | $10,500 | $6,000 |

**Project Pricing:** This pricing is based on the quotes received from multiple fence companies to complete the fence replacement on Baseball Field #1.

| | | |
|---|---|---|
| **Project Name:** | Parks Division Vehicles | **Project Description:** |
| **Funding Source:** | General Fund | FY 20-21 1/2 Ton Extended Cab Pickup (34K).<br>FY 22-23 1/2 Ton Extended Cab Pickup (34K).<br>FY 23-24 1/2 Ton Extended Cab Pickup (34K).<br>FY 24-25 1/2 Ton Extended Cab Pickup (34K). |

**Justification:** These are all recommended replacements from the Garage based on the age and maintenance expenditures on these vehicles.

**Project Costs:**

| FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 | Project Total |
|---|---|---|---|---|---|---|
| $34,000 | $0 | $34,000 | $34,000 | $34,000 | $0 | $136,000 |
| **Operating Impact:** | | | | | | |
| $0 | ($4,080) | ($1,700) | ($3,400) | ($2,720) | ($340) | ($12,240) |

**Project Pricing:** This pricing and replacement schedule was provided by the Fleet Superintendent based on his quotes.

| | | |
|---|---|---|
| **Project Name:** | Playground Improvements | **Project Description:** |
| **Funding Source:** | Recreation Impact Fund | Replace and improve current playgrounds throughout the City to become more accessible:<br>**20-21** Filbert St. Playground.<br>**21-22** Easy Street Park<br>**22-23** Blossom Playground<br>**23-24** Creative Playground<br>**24-25** Bryant Court Park<br>**25-26** Hardee Park and Schumann Park |

**Justification:** Many of the playgrounds throughout the City are in need of replacement within the next few years. As a part of this replacement we are implementing all-inclusive portions to each playground so that we have more accessible options throughout the City to better serve our residents.

**Project Costs:**

| FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 | Project Total |
|---|---|---|---|---|---|---|
| $40,000 | $40,000 | $40,000 | $110,000 | $40,000 | $80,000 | $350,000 |
| **Operating Impact:** | | | | | | |
| $0 | ($7,200) | ($8,800) | ($4,800) | ($8,600) | $13,200 | ($16,200) |

**Project Pricing:** Pricing is based on the Co-Op pricing quotes received to replace the George Street Park this fiscal year.

# CITY OF SEBASTIAN, FLORIDA
## FISCAL YEAR 2020-2025
## CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM

### LEISURE SERVICES DEPARTMENT (CONTINUED)

| | | |
|---|---|---|
| **Project Name:** | Park Improvements | **Project Description:** |
| **Funding Source:** | Recreation Impact Fund | Provide funds to be able to immediately address park improvements. |

**Justification:** These allocations will provide funds on an annual basis toward addressing park improvements that were not budgeted but are brought to light by the public or the Parks and Recreation Advisory Committee. These funds will be allocated so that concerns can be addressed without delay.

| | FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 | Project Total |
|---|---|---|---|---|---|---|---|
| **Project Costs:** | $20,000 | $20,000 | $20,000 | $20,000 | $20,000 | $20,000 | $120,000 |
| **Operating Impact:** | $0 | ($5,600) | ($10,800) | ($15,600) | ($20,000) | ($24,000) | ($76,000) |

**Project Pricing:** Will be established at time improvements are better defined.

| | | |
|---|---|---|
| **Project Name:** | Barber St. Lightning System | **Project Description:** |
| **Funding Source:** | Discretionary Sales Tax | This is for the installation of a ThorGuard Integrated Lightning Prediction and Warning System for Barber Street. |

**Justification:** The City currently does not have a Lightning Warning System at our athletic fields at Barber Street. The Parks & Recreation Committee requested that the City look into this and provide a budgetary request to have a system installed at the Barber Street Sports Complex. This system is a Lightning Prediction system that would cover the entire complex.

| | FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 | Project Total |
|---|---|---|---|---|---|---|---|
| **Project Costs:** | $24,000 | $0 | $0 | $0 | $0 | $0 | $24,000 |
| **Operating Impact:** | $0 | ($2,880) | ($1,200) | $480 | $2,160 | $3,360 | $1,920 |

**Project Pricing:** This is based on pricing from ThorGuard for this system. It also includes an option for the Thor PCX software in which the community can see the current status of the lightning detector on their phones, computers, etc… before they show up at the fields.

### STORMWATER FUND

| | | |
|---|---|---|
| **Project Name:** | Stormwater Master Plan | **Project Description:** |
| **Funding Source:** | Stormwater Utility Fund | The Stormwater Master Plan will guide the Stormwater Utility in making capital improvements to the system that: 1) improves water quality of Collier Creek/Elkcam Canal, the Sebastian River and Indian River Lagoon; 2) reduces the Stormwater Utility's annual maintenance requirements and 3) serves as the spingboard for the City's aggressive search for state and federal grants. |

**Justification:** A comprehensive Stormwater Master Plan is the essential planning document necessary to seek state and federal grant funding needed to achieve the goals listed above. The cost to repair/replace the the Collier Creek/Elkcam Creek seawalls alone is in excess of $20M. It is recommended that this be initiated in FY 2019-2020; so the pursuit of federal funding can start in FY 2020-021.

| | FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 | Project Total |
|---|---|---|---|---|---|---|---|
| **Project Costs:** | $200,000 | $0 | $0 | $0 | $0 | $0 | $200,000 |
| **Operating Impact:** | $0 | $0 | $0 | $0 | $0 | $0 | $0 |

**Project Pricing:** Based on discussions with firms that provide these services.

# CITY OF SEBASTIAN, FLORIDA
## FISCAL YEAR 2020-2025
## CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM

### STORMWATER FUND (CONTINUED)

**Project Name:** Stormwater Equipment

**Funding Source:** Stormwater Utility Fund

**Project Description:**
**FY 20-21** Two Zippy Head Mower Attachments (48K); Small Equipment Trailer (25K); Lazer Survey Level (2K); Pin Locator (1K); Concrete Saw (1.2K).
**FY 21-22** Lazer Survey Level (1.9K); Concrete Saw (1.2K).
**FY 22-23** Mini Excavator (55K).
**FY 23-24** Small Excavator (58K).

**Justification:** Equipment needed to more effectively and efficiently maintain the Stormwater System and/or to replace equipment that will be at the end of its useful life.

**Project Costs:**

| FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 | Project Total |
|---|---|---|---|---|---|---|
| $77,050 | $3,100 | $55,000 | $58,000 | $0 | $0 | $193,150 |

**Operating Impact:**

| | | | | | | |
|---|---|---|---|---|---|---|
| $0 | ($16,951) | ($9,928) | ($14,013) | ($13,258) | $1,434 | ($52,716) |

**Project Pricing:** This pricing was provided by the Fleet Superintendant.

---

**Project Name:** Stormwater Heavy Equipment

**Funding Source:** Stormwater Utility Fund

**Project Description:**
**FY 20-21** Lowboy Tractor & Trailer (165K).
**FY 23-24** 311 Excavator (225K).

**Justification:** Heavy equipment replacements for Stormwater maintenance program.

**Project Costs:**

| FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 | Project Total |
|---|---|---|---|---|---|---|
| $165,000 | $0 | $0 | $225,000 | $0 | $0 | $390,000 |

**Operating Impact:**

| | | | | | | |
|---|---|---|---|---|---|---|
| $0 | ($44,550) | ($34,650) | ($24,750) | ($75,600) | ($52,200) | ($231,750) |

**Project Pricing:** This pricing was provided by the Fleet Superintendant.

---

**Project Name:** Slip Lining

**Funding Source:** Discretionary Sales Tax

**Project Description:**
Slipline stormwater pipes at and near the instersection of Schumann Drive with Kildare Drive.

**Justification:** Used for failing stormwater pipes. This method avoids open cutting and replacement of the pipes.

**Project Costs:**

| FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 | Project Total |
|---|---|---|---|---|---|---|
| $100,000 | $100,000 | $100,000 | $100,000 | $100,000 | $100,000 | $600,000 |

**Operating Impact:**

| | | | | | | |
|---|---|---|---|---|---|---|
| $0 | $0 | $0 | $0 | $0 | $0 | $0 |

**Project Pricing:** Staff recently completed a similar project and has a good idea of the total cost for this project.

---

**Project Name:** Swale/Driveway/Culvert Repairs

**Funding Source:** Stormwater Utility Fund

**Project Description:**
Repair front swales and driveway culverts in conjunction with street reconstruction projects.

**Justification:** If these repairs are not done, the sizeable investment in street reconstruction will be wasted as saturated road bases and their overlying asphalt surfaces will quickly degrade well before their useful life of 20 plus years. As a result we would never catch up with improving the condition of our streets.

**Project Costs:**

| FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 | Project Total |
|---|---|---|---|---|---|---|
| $100,000 | $100,000 | $100,000 | $100,000 | $100,000 | $100,000 | $600,000 |

**Operating Impact:**

| | | | | | | |
|---|---|---|---|---|---|---|
| $0 | $0 | $0 | $0 | $0 | $0 | $0 |

**Project Pricing:** Staff has excellent experience with the cost of this program, with the work done in this past year.

# CITY OF SEBASTIAN, FLORIDA
## FISCAL YEAR 2020-2025
## CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM

### STORMWATER FUND (CONTINUED)

**Project Name:** Canal Restoration
**Funding Source:** Discretionary Sales Tax Fund
**Project Description:** Restore canal sides/bottom of Collier Creek/Elkcam Canal to their original contour.

**Justification:** Significant accumulation of dead vegetation and growth of rooted invasive aquatic species has occurred over the years in the City's 8.15 mile Collier Creek/Elkcam Canal. Effective maintenance management and vegetation management requires that these issues be addressed.

**Project Costs:**

| FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 | Project Total |
|---|---|---|---|---|---|---|
| $500,000 | $500,000 | $500,000 | $500,000 | $500,000 | $500,000 | $3,000,000 |

**Operating Impact:**

| | | | | | | |
|---|---|---|---|---|---|---|
| $0 | $0 | $0 | $0 | $0 | $0 | $0 |

**Project Pricing:** An annual allocation of $500,000 was made starting in FY 2019-2020 but action has been delayed to allow for the adoption of an Integrated Pest Management Program for the Collier Creek/Elkcam Canal. The actual cost will be dependent on the Program eventually adopted.

---

**Project Name:** Concha Dam Repairs
**Funding Source:** Stormwater Utility Fund
**Project Description:** Repair/Replace sheet piling on walls and redo cap of Concha Dam.

**Justification:** There have been signs of corrosion at the cap and seams of the walls and this has been accelerating in the past two years. Dam will be approximately 25 years old in FY 2021-2022.

**Project Costs:**

| FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 | Project Total |
|---|---|---|---|---|---|---|
| $0 | $800,000 | $0 | $0 | $0 | $0 | $800,000 |

**Operating Impact:**

| | | | | | | |
|---|---|---|---|---|---|---|
| $0 | $0 | ($304,000) | ($280,000) | ($256,000) | ($232,000) | ($1,072,000) |

**Project Pricing:** Pricing has been increased to reflect the currently estimated extent of work needing to be done.

---

**Project Name:** Tulip Drive Crossing
**Funding Source:** Stormwater Utility Fund
**Project Description:** Replace road crossing pipes with a con/span open flow design.

**Justification:** This is a pinch point on a main ditch, where pipes are undersized due to mimimal road coverage over the pipes. It is recommended they be replaced with a con/span type open flow design to enhance conveyance. Roadway improvements will also be needed.

**Project Costs:**

| FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 | Project Total |
|---|---|---|---|---|---|---|
| $0 | $0 | $250,000 | $0 | $0 | $0 | $250,000 |

**Operating Impact:**

| | | | | | | |
|---|---|---|---|---|---|---|
| $0 | $0 | $0 | ($95,000) | ($87,500) | ($80,000) | ($262,500) |

**Project Pricing:** Pricing was escalated from previous year submittal to allow for construction cost increases.

---

**Project Name:** Bayfront Road Crossing
**Funding Source:** Stormwater Utility Fund
**Project Description:** Change Bayfront Road Crossing pipe to con/span open flow design.

**Justification:** This is a main ditch pinch point causing the existing ditch to overflow into residential properties. A con/span open flow design will prevent the existing pipe being plugged with debris.

**Project Costs:**

| FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 | Project Total |
|---|---|---|---|---|---|---|
| $0 | $0 | $0 | $250,000 | $0 | $0 | $250,000 |

**Operating Impact:**

| | | | | | | |
|---|---|---|---|---|---|---|
| $0 | $0 | $0 | $0 | ($120,000) | ($117,500) | ($237,500) |

**Project Pricing:** Rough estimate that will be defined before proceeding with this project.

# CITY OF SEBASTIAN, FLORIDA
## FISCAL YEAR 2020-2025
## CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM

### STORMWATER FUND (CONTINUED)

**Project Name:** Ocean Cove Drainage
**Funding Source:** Stormwater Utility Fund
**Project Description:** Eroding slopes on ditch bank are encroaching on private property. Design is to stabilize the slopes.

**Justification:** At times when there are high water levels, the slopes are eroding and encroaching on private property. Design is to stabilize the slopes and keep the open conveyance of the ditch.

**Project Costs:**

| FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 | Project Total |
|---|---|---|---|---|---|---|
| $0 | $0 | $0 | $0 | $350,000 | $0 | $350,000 |

**Operating Impact:**

| | | | | | | |
|---|---|---|---|---|---|---|
| $0 | $0 | $0 | $0 | $0 | ($168,000) | ($168,000) |

**Project Pricing:** Price estimate increased to reflect current costs.

### GOLF COURSE

**Project Name:** Driving Range Equipment
**Funding Source:** Golf Course
**Project Description:** **21/22** Replace 3-gang range picker (2.7K); Replace Ball Washer (2.6K).

**Justification:** These items are geared toward the driving range and are used multiple times each and every day. It is not unusual for over 5,000 range balls to be hit out into the driving range. The range picker is used to retrieve the golf balls and the ball washer cleans the golf balls. Through wear and tear and very heavy use, these items need to be replaced.

**Project Costs:**

| FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 | Project Total |
|---|---|---|---|---|---|---|
| $0 | $5,290 | $0 | $0 | $0 | $0 | $5,290 |

**Operating Impact:**

| | | | | | | |
|---|---|---|---|---|---|---|
| $0 | $0 | ($635) | ($265) | $106 | $476 | ($317) |

**Project Pricing:** Prices were taken out of Easy-Picker Golf Products, Inc.

**Project Name:** Irrigation Software Upgrade
**Funding Source:** Golf Course
**Project Description:** Upgrade the Irrigation Computer Software (14K).

**Justification:** Currently, the irrigation computer is operating on a software system that is over 19 years old and is completely obsolete. The computer and software have crashed twice now and each time, Hector Turf techs were able to save the system, however, with each crash, techs have assured us that eventually the system will not be able to be saved. The software and irrigation computer are critical to controlling and programming the 930 irrigation rotors that are on the golf course. The quote includes: software upgrade, hardware upgrade, radio-interface upgrade and tech support and installation.

**Project Costs:**

| FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 | Project Total |
|---|---|---|---|---|---|---|
| $14,000 | $0 | $0 | $0 | $0 | $0 | $14,000 |

**Operating Impact:**

| | | | | | | |
|---|---|---|---|---|---|---|
| $0 | ($2,520) | ($560) | $1,400 | $3,080 | $4,200 | $5,600 |

**Project Pricing:** Price is from Hector Turf which is the sole-source vendor for this software.

# CITY OF SEBASTIAN, FLORIDA
## FISCAL YEAR 2020-2025
## CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM

### AIRPORT FUND

**Project Name:** Construct Taxi Lane

**Project Description:** Construction of Taxi Lane leading from future site for square hangars to Taxiway Alpha.

**Funding Source:** 90% FAA Grant $519,338.
5% FDOT Grant $24,963.
5% Matching Requirements from Discretionary Sales Tax $24,963.

**Justification:** This is in conjunction with the eventual development of a site for square hangars.

| | FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 | Project Total |
|---|---|---|---|---|---|---|---|
| **Project Costs:** | $569,264 | $0 | $0 | $0 | $0 | $0 | $569,264 |
| **Operating Impact:** | $0 | ($68,312) | ($28,463) | $11,385 | $51,234 | $79,697 | $45,541 |

**Project Pricing:** Estimated by engineering consultant.

**Project Name:** Construction of Square Hangars

**Project Description:** Develop the Site and Construct Square Hangars.

**Funding Source:** 80% FDOT Grant $708,603.
20% Matching Requirements from Discretionary Sales Tax $176,679.

**Justification:** This is an opportunity to increase rental revenues.

| | FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 | Project Total |
|---|---|---|---|---|---|---|---|
| **Project Costs:** | $0 | $885,282 | $0 | $0 | $0 | $0 | $885,282 |
| **Operating Impact:** | $0 | $0 | ($6,147) | $2,706 | $11,558 | $20,411 | $28,528 |

**Project Pricing:** Estimated by engineering consultant.

**Project Name:** Establish Sewer Service

**Project Description:** Connect to anticipated County extention of sewer main to provide sewer service on west side of Airport.

**Funding Source:** 80% FDOT Grant $800,000.
20% Matching Requirements from Discretionary Sales Tax $200,000.

**Justification:** This will enable sewer service to the planned Public Facilities Compound.

| | FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 | Project Total |
|---|---|---|---|---|---|---|---|
| **Project Costs:** | $1,000,000 | $0 | $0 | $0 | $0 | $0 | $1,000,000 |
| **Operating Impact:** | $0 | ($390,000) | ($390,000) | ($380,000) | ($380,000) | ($370,000) | ($1,910,000) |

**Project Pricing:** Estimated based on experience.

**Project Name:** Economic Development Hangar

**Project Description:** Construct a hangar for economic development.

**Funding Source:** 50% FDOT Grant $500,000.
50% Matching Requirements from Discretionary Sales Tax $500,000.

**Justification:** This can be anticipated to enhance the City's economic development potential.

| | FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 | Project Total |
|---|---|---|---|---|---|---|---|
| **Project Costs:** | $0 | $1,000,000 | $0 | $0 | $0 | $0 | $1,000,000 |
| **Operating Impact:** | $0 | ($25,000) | ($15,000) | ($5,000) | $5,000 | $15,000 | ($25,000) |

**Project Pricing:** Estimated by engineering consultant.

# CITY OF SEBASTIAN, FLORIDA
## FISCAL YEAR 2020-2025
## CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM

### AIRPORT FUND (CONTINUED)

**Project Name:** Rehab Taxiway Alpha Apron

**Funding Source:** 80% FDOT Grant $232,000. 20% Matching Requirements from Discretionary Sales Tax $58,000.

**Project Description:** Rehabilitation of Taxiway Alpha Apron.

**Justification:** This taxiway apron will require rehabilitation in this time frame.

**Project Costs:**

| FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 | Project Total |
|---|---|---|---|---|---|---|
| $0 | $290,000 | $0 | $0 | $0 | $0 | $290,000 |

**Operating Impact:**

| | | | | | | |
|---|---|---|---|---|---|---|
| $0 | $0 | ($34,800) | ($14,500) | $5,800 | $26,100 | ($17,400) |

**Project Pricing:** Estimated by engineering consultant.

**Project Name:** Rehab Runway 05/23

**Funding Source:** 90% FAA Grant $1,980,000. 5% FDOT Grant $110,000. 5% Matching Requirements from Discretionary Sales Tax $110,000.

**Project Description:** Rehabilitation of asphault and striping on Runway 05/23.

**Justification:** This runway will require rehabilitation in this time frame.

**Project Costs:**

| FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 | Project Total |
|---|---|---|---|---|---|---|
| $0 | $0 | $2,200,000 | $0 | $0 | $0 | $2,200,000 |

**Operating Impact:**

| | | | | | | |
|---|---|---|---|---|---|---|
| $0 | $0 | $0 | ($264,000) | ($110,000) | $44,000 | ($330,000) |

**Project Pricing:** Estimated by engineering consultant.

**Project Name:** Apron Reconstruction

**Funding Source:** 80% FDOT Grant $120,000. 20% Matching Requirements from Discretionary Sales Tax $30,000.

**Project Description:** Engineering and design for the reconstruction of the apron.

**Justification:** This apron will require rehabilitation in this time frame.

**Project Costs:**

| FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 | Project Total |
|---|---|---|---|---|---|---|
| $0 | $0 | $0 | $150,000 | $0 | $0 | $150,000 |

**Operating Impact:**

| | | | | | | |
|---|---|---|---|---|---|---|
| $0 | $0 | $0 | $0 | ($18,000) | ($7,500) | ($25,500) |

**Project Pricing:** Estimated by engineering consultant.

### BUILDING FUND

**Project Name:** Front Counter Renovations

**Funding Source:** Building Fund

**Project Description:** Renovate front counter area. Lower and increase size of counter area by moving counter and wall back, add/relocate doors and cabinets, relocate light fixtures and replace flooring as needed.

**Justification:** This counter is out of ADA compliance. Lowering counter and moving it back will provide room for improved customer waiting area seating and add file space for public information. It will also allow the office space behind the front counter area to be re-configured.

**Project Costs:**

| FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 | Project Total |
|---|---|---|---|---|---|---|
| $24,000 | $0 | $0 | $0 | $0 | $0 | $24,000 |

**Operating Impact:**

| | | | | | | |
|---|---|---|---|---|---|---|
| $0 | $0 | $0 | $0 | $0 | $0 | $0 |

**Project Pricing:** Written quotes for budgeting purposes received from two contractors. Tredsetters Construction Inc, $18,600. Treasure Coast Construction Management, $24,850.

# IMPACTS OF CAPITAL OUTLAYS ON OPERATING COST CALCULATION CRITERIA

*Capital Improvements may impact operating costs in several ways. To quantify the amount various projects will generally impact operating costs, the City applies four main factors, adjusted by the expected years of useful life. These factors are maintenance, efficiency, risk management and replacement. If applicable, some items may be further adjusted to reflect offsets from anticipated revenues the item will generate.*

| | Year of Purchase | 1 Year After | 2 Years After | 3 Years After | 4 Years After | 5 Years After |
|---|---|---|---|---|---|---|
| **Maintenance Factor** - As items get older, costs for maintaining them will increase. Annual amount should not exceed 100%. | | | | | | |
| 30+ Year Useful Life | 0% | 1% | 2% | 3% | 4% | 5% |
| 20 Year Useful Life | 0% | 2% | 4% | 6% | 8% | 10% |
| 10 Year Useful Life | 0% | 3% | 6% | 9% | 12% | 15% |
| 7 Year Useful Life | 0% | 5% | 10% | 15% | 20% | 25% |
| 5 Year Useful Life | 0% | 7% | 14% | 21% | 28% | 35% |
| 3 Year Useful Life | 0% | 10% | 20% | 30% | 40% | 50% |
| **Efficiency Factor** - As items get older, the initially improved efficiency declines. Annual amount could be a loss in subsequent years. | | | | | | |
| 30+ Year Useful Life | 0% | -10% | -10% | -9% | -9% | -8% |
| 20 Year Useful Life | 0% | -10% | -9% | -8% | -7% | -6% |
| 10 Year Useful Life | 0% | -10% | -8% | -6% | -4% | -2% |
| 7 Year Useful Life | 0% | -10% | -7% | -4% | -1% | 2% |
| 5 Year Useful Life | 0% | -10% | -6% | -2% | 2% | 4% |
| 3 Year Useful Life | 0% | -10% | -5% | 0% | 5% | 10% |
| **Risk Management Factor** - Items may have savings by reducing liability exposure. Annual amount should not be positive. | | | | | | |
| 30+ Year Useful Life | 0% | -10% | -10% | -9% | -9% | -8% |
| 20 Year Useful Life | 0% | -10% | -9% | -8% | -7% | -6% |
| 10 Year Useful Life | 0% | -10% | -8% | -6% | -4% | -2% |
| 7 Year Useful Life | 0% | -10% | -7% | -4% | -1% | 0% |
| 5 Year Useful Life | 0% | -10% | -6% | -2% | 0% | 0% |
| 3 Year Useful Life | 0% | -10% | -5% | 0% | 0% | 0% |
| **Replacement Factor** - A savings would occur by taking replaced items out of service.Annual amount would continue to compound. | | | | | | |
| 30+ Year Useful Life | 0% | -30% | -31% | -32% | -33% | -34% |
| 20 Year Useful Life | 0% | -20% | -21% | -22% | -23% | -24% |
| 10 Year Useful Life | 0% | -10% | -11% | -12% | -13% | -14% |
| 7 Year Useful Life | 0% | -7% | -8% | -9% | -10% | -11% |
| 5 Year Useful Life | 0% | -5% | -6% | -7% | -8% | -9% |
| 3 Year Useful Life | 0% | -3% | -4% | -5% | -6% | -7% |

**Revenue Factor** - *Some items may be offset by additional revenue. These are handled on a case-by-case basis.*

# IMPACTS OF CAPITAL IMPROVEMENT PROJECTS ON OPERATING COST CALCULATIONS BY PROJECT

| List of Projects | Life Years | FY 2020-21 | FY 2021-22 | FY 2022-23 | FY 2023-24 | FY 2024-25 | FY 2025-26 | Capital Totals |
|---|---|---|---|---|---|---|---|---|
| **General Government** | | | | | | | | |
| Blueprint - Survey Storage | 5 | 2,310 | - | - | - | - | - | 2,310 |
| ***Maintenance*** | | - | 162 | 323 | 485 | 647 | 809 | |
| ***Efficiency*** | | - | (231) | (139) | (46) | 46 | 92 | |
| ***Risk*** | | - | (231) | (139) | (46) | - | - | |
| ***Replacement*** | | - | (116) | (139) | (162) | (185) | (208) | |
| ***Total*** | | - | (416) | (92) | 231 | 508 | 693 | |
| Server/Host Update | 5 | 43,195 | 43,195 | 43,195 | 43,195 | - | - | 172,780 |
| ***Maintenance*** | | - | 3,024 | 9,071 | 18,142 | 30,237 | 40,000 | |
| ***Efficiency*** | | - | (4,320) | (6,911) | (7,775) | (6,911) | (864) | |
| ***Risk*** | | - | (4,320) | (6,911) | (7,775) | (7,775) | (3,456) | |
| ***Replacement*** | | - | (2,160) | (4,751) | (7,775) | (11,231) | (12,959) | |
| ***Total*** | | - | (7,775) | (9,503) | (5,183) | 4,320 | 22,722 | |
| City Wide Computers | 5 | 35,000 | 45,000 | 35,000 | 45,000 | 35,000 | 45,000 | 240,000 |
| ***Maintenance*** | | - | 2,450 | 8,050 | 16,100 | 10,000 | 10,000 | |
| ***Efficiency*** | | - | (3,500) | (6,600) | (6,900) | (6,800) | (4,600) | |
| ***Risk*** | | - | (3,500) | (6,600) | (6,900) | (7,500) | (6,900) | |
| ***Replacement*** | | - | (1,750) | (4,350) | (6,900) | (10,300) | (13,650) | |
| ***Total*** | | - | (6,300) | (9,500) | (4,600) | (14,600) | (15,150) | |
| Audio Visual Equipment | 5 | 75,000 | - | - | - | - | - | 75,000 |
| ***Maintenance*** | | - | 5,250 | 10,500 | 15,750 | 21,000 | 26,250 | |
| ***Efficiency*** | | - | (7,500) | (4,500) | (1,500) | 1,500 | 3,000 | |
| ***Risk*** | | - | (7,500) | (4,500) | (1,500) | - | - | |
| ***Replacement*** | | - | (3,750) | (4,500) | (5,250) | (6,000) | (6,750) | |
| ***Total*** | | - | (13,500) | (3,000) | 7,500 | 16,500 | 22,500 | |
| COStv Equipment | 5 | $10,000 | $10,000 | $10,000 | $10,000 | $10,000 | $10,000 | 60,000 |
| ***Maintenance*** | | - | 700 | 2,100 | 4,200 | 7,000 | 10,500 | |
| ***Efficiency*** | | - | (1,000) | (1,600) | (1,800) | (1,600) | (1,200) | |
| ***Risk*** | | - | (1,000) | (1,600) | (1,800) | (1,800) | (1,800) | |
| ***Replacement*** | | - | (500) | (1,100) | (1,800) | (2,600) | (3,500) | |
| ***Total*** | | - | (1,800) | (2,200) | (1,200) | 1,000 | 4,000 | |
| Phone System | 20 | 100,000 | - | - | - | - | - | 100,000 |
| ***Maintenance*** | | - | 2,000 | 4,000 | 6,000 | 8,000 | 10,000 | |
| ***Efficiency*** | | - | (10,000) | (9,000) | (8,000) | (7,000) | (6,000) | |
| ***Risk*** | | - | (10,000) | (9,000) | (8,000) | (7,000) | (6,000) | |
| ***Replacement*** | | - | (20,000) | (21,000) | (22,000) | (23,000) | (24,000) | |
| ***Total*** | | - | (38,000) | (35,000) | (32,000) | (29,000) | (26,000) | |
| Network Infrastructure | 5 | 39,000 | 30,000 | 30,000 | 30,000 | 30,000 | 30,000 | 189,000 |
| ***Maintenance*** | | - | 2,730 | 7,560 | 14,490 | 23,520 | 30,000 | |
| ***Efficiency*** | | - | (3,900) | (5,340) | (5,580) | (4,620) | (3,240) | |
| ***Risk*** | | - | (3,900) | (5,340) | (5,580) | (5,400) | (5,400) | |
| ***Replacement*** | | - | (1,950) | (3,840) | (6,030) | (8,520) | (11,310) | |
| ***Total*** | | - | (7,020) | (6,960) | (2,700) | 4,980 | 10,050 | |
| Over-the-Air Connections | 5 | - | 10,000 | 20,000 | - | - | - | 30,000 |
| ***Maintenance*** | | - | - | 700 | 2,800 | 4,900 | 7,000 | |
| ***Efficiency*** | | - | - | (1,000) | (2,600) | (1,400) | (200) | |
| ***Risk*** | | - | - | (1,000) | (2,600) | (1,400) | (400) | |
| ***Total*** | | - | - | (1,300) | (2,400) | 2,100 | 6,400 | |
| Core and Remote Switches | 5 | - | - | - | 25,000 | 20,000 | - | 45,000 |
| ***Maintenance*** | | - | - | - | - | 1,750 | 4,900 | |
| ***Efficiency*** | | - | - | - | - | (2,500) | (3,500) | |
| ***Risk*** | | - | - | - | - | (2,500) | (3,500) | |
| ***Replacement*** | | - | - | - | - | (1,250) | (2,500) | |
| ***Total*** | | - | - | - | - | (4,500) | (4,600) | |

# IMPACTS OF CAPITAL IMPROVEMENT PROJECTS ON OPERATING COST CALCULATIONS BY PROJECT (CONTINUED)

| List of Projects | Life Years | FY 2020-21 | FY 2021-22 | FY 2022-23 | FY 2023-24 | FY 2024-25 | FY 2025-26 | Capital Totals |
|---|---|---|---|---|---|---|---|---|
| **Police Department** | | | | | | | | |
| COPE Vehicles Graphic Wrap | 7 | 5,000 | - | - | - | - | - | 5,000 |
| ***Maintenance*** | | - | 250 | 500 | 750 | 1,000 | 1,250 | |
| ***Efficiency*** | | - | (500) | (350) | (200) | (50) | (100) | |
| ***Risk*** | | - | (500) | (350) | (200) | (50) | - | |
| ***Replacement*** | | - | (350) | (400) | (450) | (500) | (550) | |
| ***Total*** | | - | (1,100) | (600) | (100) | 400 | 600 | |
| Police Vehicles | 7 | 373,500 | 300,000 | 305,000 | 310,000 | 315,000 | 320,000 | 1,923,500 |
| ***Maintenance*** | | - | 18,675 | 52,350 | 101,275 | 165,700 | 245,875 | |
| ***Efficiency*** | | - | (37,350) | (56,145) | (66,440) | (68,085) | (75,870) | |
| ***Risk*** | | - | (37,350) | (56,145) | (66,440) | (68,085) | (68,400) | |
| ***Replacement*** | | - | (26,145) | (50,880) | (78,965) | (110,450) | (145,385) | |
| ***Total*** | | - | (82,170) | (110,820) | (110,570) | (80,920) | (43,780) | |
| Police Road Patrol Equipment | 7 | 25,000 | 56,000 | 32,500 | 20,000 | 36,000 | 39,500 | 209,000 |
| ***Maintenance*** | | - | 1,250 | 5,300 | 10,975 | 17,650 | 26,125 | |
| ***Efficiency*** | | - | (2,500) | (7,350) | (8,170) | (6,765) | (7,360) | |
| ***Risk*** | | - | (2,500) | (7,350) | (8,170) | (6,765) | (6,860) | |
| ***Replacement*** | | - | (1,750) | (5,920) | (9,005) | (11,540) | (15,395) | |
| ***Total*** | | - | (5,500) | (15,320) | (14,370) | (7,420) | (3,490) | |
| Police Investigations Equipment | 5 | 10,600 | - | - | - | - | - | 10,600 |
| ***Maintenance*** | | - | 742 | 1,484 | 2,226 | 2,968 | 3,710 | |
| ***Efficiency*** | | - | (1,060) | (636) | (212) | 212 | 424 | |
| ***Risk*** | | - | (1,060) | (636) | (212) | - | - | |
| ***Total*** | | - | (1,378) | 212 | 1,802 | 3,180 | 4,134 | |
| **Community Development Department** | | | | | | | | |
| Harrison Street Park Plaza | 10 | 270,000 | 250,000 | - | - | - | - | 520,000 |
| ***Maintenance*** | | - | 8,100 | 23,700 | 39,300 | 54,900 | 70,500 | |
| ***Risk*** | | - | (27,000) | (46,600) | (36,200) | (25,800) | (15,400) | |
| ***Replacement*** | | - | (27,000) | (54,700) | (59,900) | (65,100) | (70,300) | |
| ***Total*** | | - | (45,900) | (77,600) | (56,800) | (36,000) | (15,200) | |
| N. Central Avenue Event Plaza | 10 | 40,000 | 250,000 | 250,000 | - | - | - | 540,000 |
| ***Maintenance*** | | - | 1,200 | 9,900 | 26,100 | 42,300 | 58,500 | |
| ***Risk*** | | - | (4,000) | (28,200) | (47,400) | (36,600) | (25,800) | |
| ***Replacement*** | | - | (4,000) | (29,400) | (57,300) | (62,700) | (68,100) | |
| ***Total*** | | - | (6,800) | (47,700) | (78,600) | (57,000) | (35,400) | |
| Working Waterfront Landscaping | n/a | 45,000 | - | - | - | - | - | 45,000 |
| Tree Protection Plan | 20 | 135,000 | 135,000 | - | - | - | - | 270,000 |
| ***Maintenance*** | | - | 2,700 | 8,100 | 13,500 | 18,900 | 24,300 | |
| ***Risk*** | | - | (13,500) | (25,650) | (22,950) | (20,250) | (17,550) | |
| ***Replacement*** | | - | (27,000) | (55,350) | (58,050) | (60,750) | (63,450) | |
| ***Total*** | | - | (37,800) | (72,900) | (67,500) | (62,100) | (56,700) | |
| Sustainable Sebastian | 5 | 16,500 | - | - | - | - | - | 16,500 |
| ***Maintenance*** | | - | 1,155 | 2,310 | 3,465 | 4,620 | 5,775 | |
| ***Efficiency*** | | - | (1,650) | (990) | (330) | 330 | 660 | |
| ***Risk*** | | - | (1,650) | (990) | (330) | - | - | |
| ***Replacement*** | | - | (825) | (990) | (1,155) | (1,320) | (1,485) | |
| ***Total*** | | - | (4,125) | (2,970) | (1,815) | (990) | (825) | |
| Septic to Sewer | n/a | - | 200,000 | - | 200,000 | - | 200,000 | 600,000 |
| **Roads Department** | | | | | | | | |
| School Zone Lights | 10 | 46,510 | - | - | - | - | - | 46,510 |
| ***Maintenance*** | | - | 1,395 | 2,791 | 4,186 | 5,581 | 6,977 | |
| ***Risk*** | | - | (4,651) | (3,721) | (2,791) | (1,860) | (930) | |
| ***Replacement*** | | - | (4,651) | (5,116) | (5,581) | (6,046) | (6,511) | |
| ***Total*** | | - | (7,907) | (6,046) | (4,186) | (2,326) | (465) | |
| Update City Street Signs | 10 | 81,000 | - | - | - | - | - | 81,000 |
| ***Maintenance*** | | - | 2,430 | 4,860 | 7,290 | 9,720 | 12,150 | |
| ***Efficiency*** | | - | (8,100) | (6,480) | (4,860) | (3,240) | (1,620) | |
| ***Risk*** | | - | (8,100) | (6,480) | (4,860) | (3,240) | (1,620) | |
| ***Replacement*** | | - | (8,100) | (8,910) | (9,720) | (10,530) | (11,340) | |
| ***Total*** | | - | (21,870) | (17,010) | (12,150) | (7,290) | (2,430) | |

# IMPACTS OF CAPITAL IMPROVEMENT PROJECTS ON OPERATING COST CALCULATIONS BY PROJECT (CONTINUED)

| List of Projects | Life Years | FY 2020-21 | FY 2021-22 | FY 2022-23 | FY 2023-24 | FY 2024-25 | FY 2025-26 | Capital Totals |
|---|---|---|---|---|---|---|---|---|
| **Roads Department (Continued)** | | | | | | | | |
| Street Repaving | 30+ | 400,000 | 600,000 | 600,000 | 600,000 | 600,000 | 600,000 | 3,400,000 |
| ***Maintenance*** | | - | 8,000 | 28,000 | 60,000 | 104,000 | 160,000 | |
| ***Efficiency*** | | - | (40,000) | (100,000) | (156,000) | (210,000) | (260,000) | |
| ***Risk*** | | - | (40,000) | (100,000) | (156,000) | (210,000) | (260,000) | |
| ***Replacement*** | | - | (120,000) | (304,000) | (494,000) | (690,000) | (892,000) | |
| ***Total*** | | - | (192,000) | (476,000) | (746,000) | (1,006,000) | (1,252,000) | |
| Street Reconstruction | 30+ | 500,000 | - | - | - | - | - | 500,000 |
| ***Maintenance*** | | - | 10,000 | 20,000 | 30,000 | 40,000 | 50,000 | |
| ***Efficiency*** | | - | (50,000) | (50,000) | (45,000) | (45,000) | (40,000) | |
| ***Risk*** | | - | (50,000) | (50,000) | (45,000) | (45,000) | (40,000) | |
| ***Replacement*** | | - | (150,000) | (155,000) | (160,000) | (165,000) | (170,000) | |
| ***Total*** | | - | (240,000) | (235,000) | (220,000) | (215,000) | (200,000) | |
| Sidewalk Replacement | 7 | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 600,000 |
| ***Maintenance*** | | - | 5,000 | 15,000 | 30,000 | 50,000 | 75,000 | |
| ***Efficiency*** | | - | (10,000) | (17,000) | (21,000) | (22,000) | (24,000) | |
| ***Risk*** | | - | (10,000) | (17,000) | (21,000) | (22,000) | (22,000) | |
| ***Replacement*** | | - | (7,000) | (15,000) | (24,000) | (34,000) | (45,000) | |
| ***Total*** | | - | (22,000) | (34,000) | (36,000) | (28,000) | (16,000) | |
| Roads Division Equipment | 7 | 48,400 | - | - | - | - | - | 48,400 |
| ***Maintenance*** | | - | 2,420 | 4,840 | 7,260 | 9,680 | 12,100 | |
| ***Efficiency*** | | - | (4,840) | (3,388) | (1,936) | (484) | (968) | |
| ***Risk*** | | - | (4,840) | (3,388) | (1,936) | (484) | - | |
| ***Replacement*** | | - | (3,388) | (3,872) | (4,356) | (4,840) | (5,324) | |
| ***Total*** | | - | (10,648) | (5,808) | (968) | 3,872 | 5,808 | |
| Roads Division Heavy Equipment | 10 | 130,000 | 165,000 | 85,000 | - | - | - | 380,000 |
| ***Maintenance*** | | - | 3,900 | 12,750 | 24,150 | 35,550 | 46,950 | |
| ***Efficiency*** | | - | (13,000) | (26,900) | (29,500) | (21,900) | (14,300) | |
| ***Risk*** | | - | (13,000) | (26,900) | (29,500) | (21,900) | (14,300) | |
| ***Replacement*** | | - | (13,000) | (30,800) | (42,250) | (46,050) | (49,850) | |
| ***Total*** | | - | (35,100) | (71,850) | (77,100) | (54,300) | (31,500) | |
| **Public Facilities Department** | | | | | | | | |
| Public Facilities Compound | 30+ | - | 1,250,000 | 1,250,000 | 1,000,000 | - | - | 3,500,000 |
| ***Maintenance*** | | - | - | 25,000 | 75,000 | 145,000 | 215,000 | |
| ***Efficiency*** | | - | - | (125,000) | (237,500) | (312,500) | (277,500) | |
| ***Risk*** | | - | - | (125,000) | (237,500) | (312,500) | (277,500) | |
| ***Replacement*** | | - | - | (250,000) | (512,500) | (737,500) | (772,500) | |
| ***Total*** | | - | - | (475,000) | (912,500) | (1,217,500) | (1,112,500) | |
| Fleet Division Equipment | 7 | 2,800 | 9,880 | 4,800 | - | - | - | 17,480 |
| ***Maintenance*** | | - | 140 | 774 | 1,648 | 2,522 | 3,396 | |
| ***Risk*** | | - | (280) | (1,184) | (1,284) | (759) | (291) | |
| ***Replacement*** | | - | (196) | (916) | (1,378) | (1,553) | (1,728) | |
| ***Total*** | | - | (336) | (1,326) | (1,014) | 210 | 1,377 | |
| Cemetery Equipment | 5 | 19,500 | - | - | - | 14,000 | - | 33,500 |
| ***Maintenance*** | | - | 1,365 | 2,730 | 4,095 | 5,460 | 7,805 | |
| ***Efficiency*** | | - | (1,950) | (1,170) | (390) | 390 | (620) | |
| ***Risk*** | | - | (1,950) | (1,170) | (390) | - | (1,400) | |
| ***Total*** | | - | (2,535) | 390 | 3,315 | 5,850 | 5,785 | |
| Cemetery Grounds Improvements | 7 | 20,000 | 20,000 | 40,000 | - | - | - | 80,000 |
| ***Maintenance*** | | - | 1,000 | 3,000 | 7,000 | 11,000 | 15,000 | |
| ***Risk*** | | - | (2,000) | (3,400) | (6,200) | (3,800) | (1,800) | |
| ***Replacement*** | | - | (1,400) | (3,000) | (6,200) | (7,000) | (7,800) | |
| ***Total*** | | - | (2,400) | (3,400) | (5,400) | 200 | 5,400 | |
| Cemetery Driveway Resurfacing | 30+ | 15,000 | - | - | - | - | - | 15,000 |
| ***Maintenance*** | | - | 300 | 600 | 900 | 1,200 | 1,500 | |
| ***Risk*** | | - | (1,500) | (1,500) | (1,350) | (1,350) | (1,200) | |
| ***Replacement*** | | - | (4,500) | (4,650) | (4,800) | (4,950) | (5,100) | |
| ***Total*** | | - | (5,700) | (5,550) | (5,250) | (5,100) | (4,800) | |

# IMPACTS OF CAPITAL IMPROVEMENT PROJECTS ON OPERATING COST CALCULATIONS BY PROJECT (CONTINUED)

| List of Projects | Life Years | FY 2020-21 | FY 2021-22 | FY 2022-23 | FY 2023-24 | FY 2024-25 | FY 2025-26 | Capital Totals |
|---|---|---|---|---|---|---|---|---|
| **Public Facilities Department (Continued)** | | | | | | | | |
| Cemetery Columbarium Niches | 30+ | 45,000 | 45,000 | - | - | - | - | 90,000 |
| ***Maintenance*** | | - | 900 | 2,700 | 4,500 | 6,300 | 8,100 | |
| ***Efficiency*** | | - | (4,500) | (8,550) | (7,650) | (6,750) | (5,850) | |
| ***Risk*** | | - | (4,500) | (8,550) | (7,650) | (6,750) | (5,850) | |
| ***Replacement*** | | - | (9,000) | (18,450) | (19,350) | (20,250) | (21,150) | |
| ***Total*** | | - | (17,100) | (32,850) | (30,150) | (27,450) | (24,750) | |
| Bench Seats and Monuments | 5 | $20,000 | $0 | $0 | $0 | $0 | $0 | $20,000 |
| ***Maintenance*** | | - | 1,400 | 2,800 | 4,200 | 5,600 | 7,000 | |
| ***Efficiency*** | | - | (2,000) | (1,200) | (400) | 400 | 800 | |
| ***Risk*** | | - | (2,000) | (1,200) | (400) | - | - | |
| ***Replacement*** | | - | (1,000) | (1,200) | (1,400) | (1,600) | (1,800) | |
| ***Total*** | | - | (3,600) | (800) | 2,000 | 4,400 | 6,000 | |
| Facility Maintenance Equipment | 10 | $13,500 | $40,000 | $0 | $0 | $0 | $0 | 53,500 |
| ***Maintenance*** | | - | 405 | 2,010 | 3,615 | 5,220 | 6,825 | |
| ***Efficiency*** | | - | (1,350) | (5,080) | (4,010) | (2,940) | (1,870) | |
| ***Risk*** | | - | (1,350) | (5,080) | (4,010) | (2,940) | (1,870) | |
| ***Replacement*** | | - | (1,350) | (5,485) | (6,020) | (6,555) | (7,090) | |
| ***Total*** | | - | (3,645) | (13,635) | (10,425) | (7,215) | (4,005) | |
| Facility Maintenance Vehicles | 10 | 65,000 | - | - | - | - | - | 65,000 |
| ***Maintenance*** | | - | 1,950 | 3,900 | 5,850 | 7,800 | 9,750 | |
| ***Efficiency*** | | - | (6,500) | (5,200) | (3,900) | (2,600) | (1,300) | |
| ***Risk*** | | - | (6,500) | (5,200) | (3,900) | (2,600) | (1,300) | |
| ***Replacement*** | | - | (6,500) | (7,150) | (7,800) | (8,450) | (9,100) | |
| ***Total*** | | - | (17,550) | (13,650) | (9,750) | (5,850) | (1,950) | |
| *Facility Maintenance Repairs* | 10 | 6,800 | - | - | - | - | - | 6,800 |
| ***Maintenance*** | | - | 204 | 408 | 612 | 816 | 1,020 | |
| ***Efficiency*** | | - | (680) | (544) | (408) | (272) | (136) | |
| ***Risk*** | | - | (680) | (544) | (408) | (272) | (136) | |
| ***Total*** | | - | (1,156) | (680) | (204) | 272 | 748 | |
| **Leisure Services Department** | | | | | | | | |
| Facility Repairs | n/a | - | 18,300 | - | - | - | - | 18,300 |
| Maintenance Equipment | 7 | 29,000 | 13,000 | - | 14,000 | - | - | 56,000 |
| ***Maintenance*** | | - | 1,450 | 3,550 | 5,650 | 8,450 | 11,250 | |
| ***Efficiency*** | | - | (2,900) | (3,330) | (2,070) | (2,210) | (1,690) | |
| ***Risk*** | | - | (2,900) | (3,330) | (2,070) | (2,210) | (1,110) | |
| ***Replacement*** | | - | (2,030) | (3,230) | (3,650) | (5,050) | (5,610) | |
| ***Total*** | | - | (6,380) | (6,340) | (2,140) | (1,020) | 2,840 | |
| Park Identification Signage | 7 | 30,000 | 30,000 | - | - | - | - | 60,000 |
| ***Maintenance*** | | - | 1,500 | 4,500 | 7,500 | 10,500 | 13,500 | |
| ***Risk*** | | - | (3,000) | (5,100) | (3,300) | (1,500) | (300) | |
| ***Replacement*** | | - | (2,100) | (4,500) | (5,100) | (5,700) | (6,300) | |
| ***Total*** | | - | (3,600) | (5,100) | (900) | 3,300 | 6,900 | |
| Barber Street Baseball Dugouts | 10 | 40,000 | - | - | - | - | - | 40,000 |
| ***Maintenance*** | | - | 1,200 | 2,400 | 3,600 | 4,800 | 6,000 | |
| ***Efficiency*** | | - | (4,000) | (3,200) | (2,400) | (1,600) | (800) | |
| ***Replacement*** | | - | (4,000) | (4,400) | (4,800) | (5,200) | (5,600) | |
| ***Total*** | | - | (6,800) | (5,200) | (3,600) | (2,000) | (400) | |
| Barber Street Fencing | 7 | 75,000 | - | - | - | - | - | 75,000 |
| ***Maintenance*** | | - | 3,750 | 7,500 | 11,250 | 15,000 | 18,750 | |
| ***Risk*** | | - | (7,500) | (5,250) | (3,000) | (750) | - | |
| ***Replacement*** | | - | (5,250) | (6,000) | (6,750) | (7,500) | (8,250) | |
| ***Total*** | | - | (9,000) | (3,750) | 1,500 | 6,750 | 10,500 | |
| Parks Division Vehicles | 7 | 34,000 | - | 34,000 | 34,000 | 34,000 | - | 136,000 |
| ***Maintenance*** | | - | 1,700 | 3,400 | 6,800 | 11,900 | 18,700 | |
| ***Risk*** | | - | (3,400) | (2,380) | (4,760) | (6,120) | (7,140) | |
| ***Replacement*** | | - | (2,380) | (2,720) | (5,440) | (8,500) | (11,900) | |
| ***Total*** | | - | (4,080) | (1,700) | (3,400) | (2,720) | (340) | |

# IMPACTS OF CAPITAL IMPROVEMENT PROJECTS ON OPERATING COST CALCULATIONS BY PROJECT (CONTINUED)

| List of Projects | Life Years | FY 2020-21 | FY 2021-22 | FY 2022-23 | FY 2023-24 | FY 2024-25 | FY 2025-26 | Capital Totals |
|---|---|---|---|---|---|---|---|---|
| **Leisure Services Department (Continued)** | | | | | | | | |
| Playground Improvements | 5 | 40,000 | 40,000 | 40,000 | 110,000 | 40,000 | 80,000 | 350,000 |
| ***Maintenance*** | | - | 2,800 | 8,400 | 16,800 | 32,900 | 51,800 | |
| ***Efficiency*** | | - | (4,000) | (6,400) | (7,200) | (13,400) | (9,000) | |
| ***Risk*** | | - | (4,000) | (6,400) | (7,200) | (14,200) | (11,400) | |
| ***Replacement*** | | - | (2,000) | (4,400) | (7,200) | (13,900) | (18,200) | |
| ***Total*** | | - | (7,200) | (8,800) | (4,800) | (8,600) | 13,200 | |
| Park Improvements | 20 | 20,000 | 20,000 | 20,000 | 20,000 | 20,000 | 20,000 | 120,000 |
| ***Maintenance*** | | - | 400 | 1,200 | 2,400 | 4,000 | 6,000 | |
| ***Risk*** | | - | (2,000) | (3,800) | (5,400) | (6,800) | (8,000) | |
| ***Replacement*** | | - | (4,000) | (8,200) | (12,600) | (17,200) | (22,000) | |
| ***Total*** | | - | (5,600) | (10,800) | (15,600) | (20,000) | (24,000) | |
| Barber St. Lightning System | 30+ | 24,000 | - | - | - | - | - | 24,000 |
| ***Maintenance*** | | - | 1,200 | 2,400 | 3,600 | 4,800 | 6,000 | |
| ***Risk*** | | - | (2,400) | (1,680) | (960) | (240) | - | |
| ***Replacement*** | | - | (1,680) | (1,920) | (2,160) | (2,400) | (2,640) | |
| ***Total*** | | - | (2,880) | (1,200) | 480 | 2,160 | 3,360 | |
| **Stormwater Department** | | | | | | | | |
| Stormwater Master Plan | n/a | 200,000 | - | - | - | - | - | 200,000 |
| Stormwater Equipment | 7 | 77,050 | 3,100 | 55,000 | 58,000 | - | - | 193,150 |
| ***Maintenance*** | | - | 3,853 | 7,860 | 14,618 | 24,275 | 33,933 | |
| ***Efficiency*** | | - | (7,705) | (5,704) | (8,799) | (10,545) | (7,832) | |
| ***Risk*** | | - | (7,705) | (5,704) | (8,799) | (10,545) | (6,291) | |
| ***Replacement*** | | - | (5,394) | (6,381) | (11,033) | (16,444) | (18,376) | |
| ***Total*** | | - | (16,951) | (9,928) | (14,013) | (13,258) | 1,434 | |
| Stormwater Heavy Equipment | 10 | 165,000 | - | - | 225,000 | - | - | 390,000 |
| ***Maintenance*** | | - | 4,950 | 9,900 | 14,850 | 26,550 | 38,250 | |
| ***Efficiency*** | | - | (16,500) | (13,200) | (9,900) | (29,100) | (21,300) | |
| ***Risk*** | | - | (16,500) | (13,200) | (9,900) | (29,100) | (21,300) | |
| ***Replacement*** | | - | (16,500) | (18,150) | (19,800) | (43,950) | (47,850) | |
| ***Total*** | | - | (44,550) | (34,650) | (24,750) | (75,600) | (52,200) | |
| Slip Lining | n/a | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 600,000 |
| Swale/Driveway/Culvert Repairs | n/a | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 600,000 |
| Canal Restoration | n/a | 500,000 | 500,000 | 500,000 | 500,000 | 500,000 | 500,000 | 3,000,000 |
| Concha Dam Repairs | 30+ | - | 800,000 | - | - | - | - | 800,000 |
| ***Maintenance*** | | - | - | 16,000 | 32,000 | 48,000 | 64,000 | |
| ***Efficiency*** | | - | - | (80,000) | (72,000) | (64,000) | (56,000) | |
| ***Risk*** | | - | - | (80,000) | (72,000) | (64,000) | (56,000) | |
| ***Replacement*** | | - | - | (160,000) | (168,000) | (176,000) | (184,000) | |
| ***Total*** | | - | - | (304,000) | (280,000) | (256,000) | (232,000) | |
| Tulip Drive Crossing | 30+ | - | - | 250,000 | - | - | - | 250,000 |
| ***Maintenance*** | | - | - | - | 5,000 | 10,000 | 15,000 | |
| ***Efficiency*** | | - | - | - | (25,000) | (22,500) | (20,000) | |
| ***Risk*** | | - | - | - | (25,000) | (22,500) | (20,000) | |
| ***Replacement*** | | - | - | - | (50,000) | (52,500) | (55,000) | |
| ***Total*** | | - | - | - | (95,000) | (87,500) | (80,000) | |
| Bayfront Road Crossing | 30+ | - | - | - | 250,000 | - | - | 250,000 |
| ***Maintenance*** | | - | - | - | - | 5,000 | 10,000 | |
| ***Efficiency*** | | - | - | - | - | (25,000) | (25,000) | |
| ***Risk*** | | - | - | - | - | (25,000) | (25,000) | |
| ***Replacement*** | | - | - | - | - | (75,000) | (77,500) | |
| ***Total*** | | - | - | - | - | (120,000) | (117,500) | |
| Ocean Cove Drainage | 30+ | - | - | - | - | 350,000 | - | 350,000 |
| ***Maintenance*** | | - | - | - | - | - | 7,000 | |
| ***Efficiency*** | | - | - | - | - | - | (35,000) | |
| ***Risk*** | | - | - | - | - | - | (35,000) | |
| ***Replacement*** | | - | - | - | - | - | (105,000) | |
| ***Total*** | | - | - | - | - | - | (168,000) | |

# IMPACTS OF CAPITAL IMPROVEMENT PROJECTS ON OPERATING COST CALCULATIONS BY PROJECT (CONTINUED)

| List of Projects | Life Years | FY 2020-21 | FY 2021-22 | FY 2022-23 | FY 2023-24 | FY 2024-25 | FY 2025-26 | Capital Totals |
|---|---|---|---|---|---|---|---|---|
| **Golf Course** | | | | | | | | |
| Driving Range Equipment | 7 | - | 5,290 | - | - | - | - | 5,290 |
| ***Maintenance*** | | - | - | 265 | 529 | 794 | 1,058 | |
| ***Risk*** | | - | - | (529) | (370) | (212) | (53) | |
| ***Replacement*** | | - | - | (370) | (423) | (476) | (529) | |
| ***Total*** | | - | - | (635) | (265) | 106 | 476 | |
| Irrigation Software Upgrade | 5 | 14,000 | - | - | - | - | - | 14,000 |
| ***Maintenance*** | | - | 980 | 1,960 | 2,940 | 3,920 | 4,900 | |
| ***Efficiency*** | | - | (1,400) | (840) | (280) | 280 | 560 | |
| ***Risk*** | | - | (1,400) | (840) | (280) | - | - | |
| ***Replacement*** | | - | (700) | (840) | (980) | (1,120) | (1,260) | |
| ***Total*** | | - | (2,520) | (560) | 1,400 | 3,080 | 4,200 | |
| **Airport** | | | | | | | | |
| Construct Taxi Lane | 30+ | 569,264 | - | - | - | - | - | 569,264 |
| ***Maintenance*** | | - | 28,463 | 56,926 | 85,390 | 113,853 | 142,316 | |
| ***Risk*** | | - | (56,926) | (39,848) | (22,771) | (5,693) | - | |
| ***Replacement*** | | - | (39,848) | (45,541) | (51,234) | (56,926) | (62,619) | |
| ***Total*** | | - | (68,312) | (28,463) | 11,385 | 51,234 | 79,697 | |
| Construction of Square Hangars | 30+ | - | 885,282 | - | - | - | - | 885,282 |
| ***Maintenance*** | | - | - | 8,853 | 17,706 | 26,558 | 35,411 | |
| ***Revenue*** | | - | - | (15,000) | (15,000) | (15,000) | (15,000) | |
| ***Total*** | | - | - | (6,147) | 2,706 | 11,558 | 20,411 | |
| Establish Sewer Service | 30+ | 1,000,000 | - | - | - | - | - | 1,000,000 |
| ***Maintenance*** | | - | 10,000 | 20,000 | 30,000 | 40,000 | 50,000 | |
| ***Risk*** | | - | (100,000) | (100,000) | (90,000) | (90,000) | (80,000) | |
| ***Replacement*** | | - | (300,000) | (310,000) | (320,000) | (330,000) | (340,000) | |
| ***Total*** | | - | (390,000) | (390,000) | (380,000) | (380,000) | (370,000) | |
| Economic Development Hangar | 30+ | - | 1,000,000 | - | - | - | - | 1,000,000 |
| ***Maintenance*** | | - | - | 10,000 | 20,000 | 30,000 | 40,000 | |
| ***Revenue*** | | - | (25,000) | (25,000) | (25,000) | (25,000) | (25,000) | |
| ***Total*** | | - | (25,000) | (15,000) | (5,000) | 5,000 | 15,000 | |
| Rehab Taxiway Alpha Apron | 30+ | - | 290,000 | - | - | - | - | 290,000 |
| ***Maintenance*** | | - | - | 14,500 | 29,000 | 43,500 | 58,000 | |
| ***Risk*** | | - | - | (29,000) | (20,300) | (11,600) | (2,900) | |
| ***Replacement*** | | - | - | (20,300) | (23,200) | (26,100) | (29,000) | |
| ***Total*** | | - | - | (34,800) | (14,500) | 5,800 | 26,100 | |
| Rehab Runway 05/23 | 30+ | - | - | 2,200,000 | - | - | - | 2,200,000 |
| ***Maintenance*** | | - | - | - | 110,000 | 220,000 | 330,000 | |
| ***Risk*** | | - | - | - | (220,000) | (154,000) | (88,000) | |
| ***Replacement*** | | - | - | - | (154,000) | (176,000) | (198,000) | |
| ***Total*** | | - | - | - | (264,000) | (110,000) | 44,000 | |
| Apron Reconstruction | 30+ | - | - | - | 150,000 | - | - | 150,000 |
| ***Maintenance*** | | - | - | - | - | 7,500 | 15,000 | |
| ***Risk*** | | - | - | - | - | (15,000) | (10,500) | |
| ***Replacement*** | | - | - | - | - | (10,500) | (12,000) | |
| ***Total*** | | - | - | - | - | (18,000) | (7,500) | |
| Front Counter Renovations | | 24,000 | - | - | - | - | - | 24,000 |
| ***Maintenance*** | 30+ | - | 240 | 480 | 720 | 960 | 12,000 | |
| ***Efficiency*** | | - | (2,400) | (2,400) | (2,160) | (2,160) | (1,920) | |
| ***Replacement*** | | - | - | - | - | - | 3,150 | |
| ***Total*** | | - | (2,160) | (1,920) | (1,440) | (1,200) | 13,230 | |
| ***Totals*** | | **-** | **(1,438,163)** | **(2,656,461)** | **(3,526,024)** | **(3,827,679)** | **(3,565,920)** | **27,641,166** |

CITY OF
SEBASTIAN
HOME OF PELICAN ISLAND

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CITY OF SEBASTIAN

HOME OF PELICAN ISLAND

# CITY OF SEBASTIAN, FLORIDA
# ANNUAL BUDGET
# FISCAL YEAR 2020-2021

# *SCHEDULES*

**Draft as of June 24, 2020**

CITY OF
SEBASTIAN
HOME OF PELICAN ISLAND

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**GENERAL FUND**
**PROJECTED BALANCES**
**FISCAL YEARS 2021-2026**

| | FY 18-19 | FY 19-20 | FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 |
|---|---|---|---|---|---|---|---|---|
| Property Taxes (See Calculations Below), 5% Growth | $ 3,941,541 | $ 4,001,929 | $ 4,262,807 | $ 4,475,947 | $ 4,699,745 | $ 4,934,732 | $ 5,181,469 | $ 5,440,542 |
| Franchise Fees (Flat 19-20, 4.5% 20-21, 3.5% Growth) | 1,343,744 | 1,399,140 | 1,462,101 | 1,513,275 | 1,566,239 | 1,621,058 | 1,677,795 | 1,736,517 |
| Utility Service Tax (Flat 19-20, 4.5% 20-21, 3.5% Growth) | 2,882,460 | 2,988,314 | 3,122,777 | 3,232,074 | 3,345,197 | 3,462,279 | 3,583,458 | 3,708,879 |
| Intergovernmental (-21.2% 6 Mo.19-20, 4.5% 20-21, 3.5 Growth) | 3,081,248 | 2,608,646 | 2,341,085 | 2,423,023 | 2,507,829 | 2,595,603 | 2,686,449 | 2,780,475 |
| Investment Income(Same 19-20, 1% Growth) | 155,213 | 61,500 | 61,500 | 62,115 | 62,736 | 63,364 | 63,997 | 64,637 |
| Other Revenue (2% Growth) | 957,375 | 1,096,646 | 1,126,233 | 1,148,758 | 1,171,733 | 1,195,167 | 1,219,071 | 1,243,452 |
| Charges to Cemetery | 55,000 | 80,000 | 85,000 | 90,000 | 90,000 | 90,000 | 90,000 | 90,000 |
| Transfers from Golf Course | - | 26,901 | 35,000 | 35,000 | 35,000 | 35,000 | 35,000 | 35,000 |
| Transfers from Airport | 23,928 | 25,000 | 150,000 | - | - | - | - | - |
| FEMA and State Reimbursements | 532,620 | 14,706 | 193,666 | - | - | - | - | - |
| **GENERAL FUND REVENUE** | $ 12,973,129 | $ 12,302,782 | $12,840,169 | $ 12,980,192 | $ 13,478,478 | $ 13,997,202 | $ 14,537,238 | $ 15,099,503 |
| Personnel (Insurance (3%) Then 5%, Pay Zero. Then 2.5%) | $ 9,228,444 | $ 9,728,850 | $ 9,906,781 | $ 10,188,975 | $ 10,478,224 | $ 10,774,704 | $ 11,078,597 | $ 11,390,086 |
| Operating Expenditures | 2,573,882 | 2,833,102 | 2,719,478 | 2,719,478 | 2,719,478 | 2,719,478 | 2,719,478 | 2,719,478 |
| Total Operation and Maintenance | $ 11,802,326 | $ 12,561,952 | $12,626,259 | $ 12,908,453 | $ 13,197,702 | $ 13,494,182 | $ 13,798,075 | $ 14,109,564 |
| Transfers to Other Funds | 23,244 | 4,691 | | | | | | |
| City Clerk Equipment | 13,983 | | 2,310 | | | | | |
| MIS Equipment | 24,320 | 912 | | | | | | |
| Police Personnel Equipment | 59,224 | 74,853 | 35,600 | 56,000 | 32,500 | 20,000 | 36,000 | 39,500 |
| Police Early Warning System | | 14,650 | | | | | | |
| COPE Vehicles Graphic Wrap | | | 5,000 | | | | | |
| Public Works Roads Equipment | 55,743 | | 48,400 | | | | | |
| Public Works Roads Vehicle | | 39,190 | | | | | | |
| Public Facilities Fleet Equipment | 9,595 | | 2,800 | 9,880 | 4,800 | | | |
| Cemetery Bench Seats and Monuments | | | 20,000 | | | | | |
| Public Facilities Maintenance Equipment | 18,374 | | 13,500 | 40,000 | | | | |
| Public Facilities Repairs | | 42,525 | 6,800 | | | | | |
| Leisure Services Facility Repairs | | | | 18,300 | | | | |
| Leisure Services Parks Equipment | 67,159 | 27,588 | 29,000 | 13,000 | | 14,000 | | |
| Leisure Services Vehicles | 73,481 | 67,580 | 34,000 | | 34,000 | 34,000 | 34,000 | |
| Leisure Services Parks Securitiy Cameras | | 10,000 | | | | | | |
| Leisure Services Friendship Park Tennis Courts | | 30,000 | | | | | | |
| Leisure Services Barber Street Shed | | 10,000 | | | | | | |
| Community Development Sustainable Sebastian | | | 16,500 | | | | | |
| Community Development Plotter/Scanner | | 14,650 | | | | | | |
| **TOTAL EXPENDITURES FY 19** | $ 12,147,449 | | | | | | | |
| **TOTAL EXPENDITURES FY 20** | | $ 12,898,591 | | | | | | |
| **TOTAL EXPENDITURES FY 21** | | | $12,840,169 | | | | | |
| **TOTAL EXPENDITURES FY 22** | | | | $ 13,045,633 | | | | |
| **TOTAL EXPENDITURES FY 23** | | | | | $ 13,269,002 | | | |
| **TOTAL EXPENDITURES FY 24** | | | | | | $ 13,562,182 | | |
| **TOTAL EXPENDITURES FY 25** | | | | | | | $ 13,868,075 | |
| **TOTAL EXPENDITURES FY 26** | | | | | | | | $ 14,149,064 |
| BEGINNING UNRESTRICTED RESERVE BALANCE | $ 5,373,381 | $ 6,199,061 | $ 5,603,252 | $ 5,603,252 | $ 5,537,811 | $ 5,747,287 | $ 6,182,306 | $ 6,851,470 |
| TOTAL REVENUES | 12,973,129 | 12,302,782 | 12,840,169 | 12,980,192 | 13,478,478 | 13,997,202 | 14,537,238 | 15,099,503 |
| TOTAL EXPENDITURES | 12,147,449 | 12,898,591 | 12,840,169 | 13,045,633 | 13,269,002 | 13,562,182 | 13,868,075 | 14,149,064 |
| UNRESTRICTED RESERVE BALANCE PER CAFR | $ 6,199,061 | $ 5,603,252 | $ 5,603,252 | $ 5,537,811 | $ 5,747,287 | $ 6,182,306 | $ 6,851,470 | $ 7,801,909 |
| Assigned Funds (Inventory, Prepaids & Receivables) | 860,621 | 810,621 | 660,621 | 635,621 | 610,621 | 585,621 | 560,621 | 535,621 |
| Available for Emergencies | $ 5,338,440 | $ 4,792,631 | $ 4,942,631 | $ 4,902,190 | $ 5,136,666 | $ 5,596,685 | $ 6,290,849 | $ 7,266,288 |
| Revenue vs Expenditures | | | - | (65,441) | 209,476 | 435,020 | 669,164 | 950,439 |

Increase Cemetery Transfer $5K 20-21 Then to $90K Total

Note: Begin in 20-21 paying down Loans from Golf Course by $35K per year.

Zero Raises, (3%) Insurance in 20-21. Then 2.5% Raises 5% Insurance.

# LOCAL OPTION GAS TAX FUND
# PROJECTED BALANCES
# FISCAL YEARS 2021-2026

| | FY 18-19 | FY 19-20 | FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 |
|---|---|---|---|---|---|---|---|---|
| Local Option Gas Taxes (20-21 Flat, then 4% Growth) | $ 711,023 | $ 710,000 | $ 710,000 | $ 738,400 | $ 767,936 | $ 798,653 | $ 830,600 | $ 863,824 |
| FDOT Lighting Agreement | 13,295 | 13,694 | 14,105 | 14,528 | 14,964 | 15,413 | 15,875 | 16,351 |
| Investment Income | 8,902 | 10,770 | 13,282 | 10,257 | 9,320 | 7,724 | 9,236 | 11,139 |
| **Total Revenues** | $ 733,220 | $ 734,464 | $ 737,387 | $ 763,185 | $ 792,220 | $ 821,790 | $ 855,711 | $ 891,314 |
| R/R Crossing Maintenance | $ 48,344 | $ 5,400 | $ 5,400 | $ 5,400 | $ 5,400 | $ 5,400 | $ 5,400 | $ 5,400 |
| Road Condition Assessment | 11,500 | | | | 38,900 | | | |
| Road Signs and Markings | 19,011 | - | - | - | - | - | - | - |
| Sidewalk Construction and Repair | 1,350 | - | - | - | - | - | - | - |
| Total Operational and Maintenance | $ 80,205 | $ 5,400 | $ 5,400 | $ 5,400 | $ 44,300 | $ 5,400 | $ 5,400 | $ 5,400 |
| Debt Payment - Final FY22-23 | 243,187 | 243,802 | 243,340 | 242,801 | 122,174 | | | |
| Paint Striping Machine/Trailer | | | | | | | | |
| Concrete Planer/Dust Vacuum | | | | | | | | |
| Indian River Drive Repaving/Improvements | 53,419 | | | | | | | |
| Riverview Park Sidewalks | | 46,581 | | | | | | |
| Street Repaving | 370,643 | | | | | | | |
| **TOTAL EXPENDITURES FY19** | $ 747,454 | | | | | | | |
| Track Skid Steer | | 106,000 | | | | | | |
| 6 Year Street Repaving Program | | 108,850 | 400,000 | 350,000 | 600,000 | 600,000 | 600,000 | 600,000 |
| **TOTAL EXPENDITURES FY20** | | $ 510,633 | | | | | | |
| School Zone Lights | | | 46,510 | | | | | |
| Update City Street Signs | | | 81,000 | | | | | |
| Sidewalk Construction/Repair | | | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 |
| Wheel Loader | | | 130,000 | | | | | |
| Tandum Axle Dump Truck | | | | 115,000 | | | | |
| Brush Truck | | | | 50,000 | | | | |
| Pavement Marking Unit | | | | | 85,000 | | | |
| **TOTAL EXPENDITURES FY21** | | | $ 1,006,250 | | | | | |
| **TOTAL EXPENDITURES FY22** | | | | $ 863,201 | | | | |
| **TOTAL EXPENDITURES FY23** | | | | | $ 951,474 | | | |
| **TOTAL EXPENDITURES FY24** | | | | | | $ 705,400 | | |
| **TOTAL EXPENDITURES FY25** | | | | | | | $ 705,400 | |
| **TOTAL EXPENDITURES FY26** | | | | | | | | $ 705,400 |
| BEGINNING FUND BALANCE | $ 553,344 | 539,111 | 762,942 | 494,079 | 394,063 | 234,808 | 351,198 | 501,509 |
| BUDGET RESERVE - 5% OF EXPENSES | 25,213 | 13,342 | 38,146 | 31,020 | 41,465 | 35,270 | 35,270 | 35,270 |
| UNRESTRICTED RESERVE BALANCE | $ 528,131 | $ 525,769 | $ 724,797 | $ 463,059 | $ 352,598 | $ 199,538 | $ 315,928 | $ 466,239 |
| TOTAL REVENUES | 733,220 | 734,464 | 737,387 | 763,185 | 792,220 | 821,790 | 855,711 | 891,314 |
| TOTAL EXPENDITURES+TRANSFERS | 747,454 | 510,633 | 1,006,250 | 863,201 | 951,474 | 705,400 | 705,400 | 705,400 |
| **ENDING FUND BALANCE** | $ 513,897 | $ 749,600 | $ 455,933 | $ 363,043 | $ 193,343 | $ 315,928 | $ 466,239 | $ 652,153 |

# DISCRETIONARY SALES TAX FUND (DST)
# PROJECTED BALANCES
# FISCAL YEARS 2021-2026

| | FY 18-19 | FY 19-20 | FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 |
|---|---|---|---|---|---|---|---|---|
| DST Revenue (3.9%> 20-21, then 4.5% Growth) | $ 3,524,825 | $ 3,426,818 | $ 3,581,025 | $ 3,742,171 | $ 3,910,569 | $ 4,086,544 | $ 4,270,439 | $ 4,462,608 |
| Principal from $285,000 Airport Advance 09/29/08 | 6,730 | 6,999 | 7,279 | 7,570 | 7,873 | 10,188 | 10,596 | 10,596 |
| Interest from $285,000 Airport Advance | 11,270 | 11,001 | 10,721 | 10,430 | 10,127 | 9,812 | 9,404 | 9,404 |
| Principal from $267,511 Airport Advance 01/05/11 | 1,946 | 2,024 | 2,105 | 8,189 | 8,517 | 8,858 | 9,212 | 9,212 |
| Interest from $267,511 Airport Advance | 10,554 | 10,476 | 10,395 | 10,311 | 9,983 | 9,642 | 9,288 | 9,288 |
| Investment Income | 85,250 | 42,999 | 58,678 | 26,838 | 33,255 | 31,261 | 42,582 | 59,868 |
| **DST PROJECT REVENUE** | $ 3,640,575 | $ 3,500,317 | $ 3,670,203 | $ 3,805,508 | $ 3,980,324 | $ 4,156,306 | $ 4,351,521 | $ 4,560,977 |
| Stormwater Debt (Retires 5/01/22) | $ 402,914 | $ 401,355 | $ 400,961 | $ 234,292 | $ - | $ - | $ - | |
| Server/Host Update | | 43,196 | 43,195 | 43,195 | 43,195 | 43,195 | | |
| City Computers | 1,386 | 10,000 | 35,000 | 45,000 | 35,000 | 45,000 | 35,000 | 45,000 |
| Police Computers | 34,376 | 75,000 | - | - | - | - | - | - |
| Audio Visual Equipment | | 5,000 | 75,000 | - | - | - | - | - |
| COStv Equipment | | | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 | 10,000 |
| Phone System | | | 100,000 | | | | | |
| Network Infrastructure | - | 26,804 | 39,000 | 30,000 | 30,000 | 30,000 | 30,000 | 30,000 |
| Over-the-Air Connections | | | - | 10,000 | 20,000 | | | |
| Core and Remote Switches | | | | | | 25,000 | 20,000 | |
| Firewall Software | 2,893 | | | | | | | |
| Police Vehicles | 412,613 | 355,000 | 373,500 | 300,000 | 305,000 | 310,000 | 315,000 | 320,000 |
| Speed Trailers | 13,530 | | | | | | | |
| Police Evidence Building/Fixtures | 49,904 | 40,000 | | | | | | |
| Police Dispatch Equipment | 73,050 | 191,000 | | | | | | |
| Street Reconstruction | | 320,469 | 500,000 | 250,000 | | | | |
| Roads Division Heavy Equipment | 51,462 | | | | | | | |
| CavCor Boat Parking Paving Completion | | 56,810 | | | | | | |
| Facilities Maintenance Truck | | | 65,000 | | | | | |
| Public Facilities Compound | | 5,088,899 | | 1,250,000 | 1,250,000 | 1,000,000 | | |
| City Emergency Generators | 24,118 | 175,247 | | | | | | |
| Four Post Hydraulic Lift | 11,536 | | | | | | | |
| Pickle Ball Courts | 120,751 | | | | | | | |
| Community Center Offices | | 40,000 | | | | | | |
| Barber Street Lightning System | | | 24,000 | | | | | |
| Purchase 190 Sebastian Blvd. | 1,842 | | | | | | | |
| Harrison Street Park Plaza | | | 270,000 | 250,000 | | | | |
| N. Central Avenue Event Plaza Design | | | 40,000 | 250,000 | 250,000 | | | |
| Tree Protection Plan | | | 135,000 | 135,000 | | | | |
| Working Waterfront Phase 2A Enhancements | 6,320 | 25,700 | | | | | | |
| Working Waterfront Phase 3 Parking Lot | 19,671 | | | | | | | |
| Oyster Pointe Drainage | 36,567 | | | | | | | |
| Tiki Bar Drainage | 43,768 | | | | | | | |
| Canal Restoration | | 250,000 | 500,000 | 500,000 | 500,000 | 500,000 | 500,000 | 500,000 |
| Stonecrop Drainage | 12,425 | 33,645 | | | | | | |
| Slip Lining | | | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 |
| Renovate Golf Tees (Transfer to Golf Course) | | 50,000 | | | | | | |
| Golf Clubhouse Water Hookup (Transfer to Golf Course) | | 60,000 | | | | | | |
| Airport Master Plan Design/Environmental Study | 2,800 | | | | | | | |
| Airport Shade Hangars | 112,890 | | | | | | | |
| Taxiway "C","D" and "E" Construction | 114,047 | 64,027 | | | | | | |
| Security Cameras | 47,843 | | | | | | | |
| Construction of Hangar "D" | 13,840 | 250,000 | | | | | | |
| Taxi Lane/Taxiway Alpha Design | | 3,199 | | | | | | |
| Construct Taxi Lane | | | 24,963 | | | | | |
| Establish Sewer Services | | | 200,000 | | | | | |
| Economic Development Hangar | | | | 500,000 | | | | |
| Construct Square Hangars | | | | 176,679 | | | | |
| Rehab Taxiway Alpha Apron | | | | 58,000 | | | | |
| Rehab runway 05/23 | | | | | 110,000 | | | |
| Apron Reconstruction | | | | | | 30,000 | | |
| **TOTAL EXPENDITURES FY 19** | $ 1,610,546 | | | | | | | |
| **TOTAL EXPENDITURES FY 20** | | 7,565,351 | | | | | | |
| **TOTAL EXPENDITURES FY 21** | | | 2,935,619 | | | | | |
| **TOTAL EXPENDITURES FY 22** | | | | 4,142,166 | | | | |
| **TOTAL EXPENDITURES FY 23** | | | | | 2,653,195 | | | |
| **TOTAL EXPENDITURES FY 24** | | | | | | 2,093,195 | | |
| **TOTAL EXPENDITURES FY 25** | | | | | | | 1,010,000 | |
| **TOTAL EXPENDITURES FY 26** | | | | | | | | 5,565,977 |
| BEGINNING FUND BALANCE | $ 3,554,598 | $ 5,584,628 | $ 1,519,593 | $ 2,254,178 | $ 1,917,520 | $ 3,244,650 | $ 5,307,760 | $ 8,649,281 |
| BUDGET RESERVE - 5%OF EXPENSES | 80,527 | 378,268 | 146,781 | 207,108 | 132,660 | 104,660 | 50,500 | - |
| RESERVE FOR ADVANCES | 514,424 | 505,401 | 496,017 | 480,258 | 463,868 | 444,822 | 425,014 | 405,206 |
| UNRESTRICTED RESERVE BALANCE | $ 2,959,647 | $ 4,700,959 | $ 876,795 | $ 1,566,811 | $ 1,320,993 | $ 2,695,168 | $ 4,832,246 | $ 8,244,075 |
| TOTAL REVENUES | 3,640,575 | 3,500,317 | 3,670,203 | 3,805,508 | 3,980,324 | 4,156,306 | 4,351,521 | 4,560,977 |
| TOTAL EXPENDITURES+DEBT+TRANSFERS | 1,610,546 | 7,565,351 | 2,935,619 | 4,142,166 | 2,653,195 | 2,093,195 | 1,010,000 | - |
| **ENDING FUND BALANCE** | $ 4,989,676 | $ 635,925 | $ 1,611,380 | $ 1,230,154 | $ 2,648,122 | $ 4,758,278 | $ 8,173,767 | $ 12,805,052 |
| Cash on Hand | $ 5,070,204 | $ 1,014,192 | $ 1,758,161 | $ 1,437,262 | $ 2,780,782 | $ 4,862,938 | $ 8,224,267 | $ 12,805,052 |
| **Advances to Other Funds - Balance After FY 25-26:** | | | | | $285,000 Airport Advance 09/29/08 | | | 213,919 |
| | | | | | $267,511 Airport Advance 01/05/11 | | | 191,287 |
| | | | | | | | | $ 405,206 |

# RIVERFRONT CRA FUND
# PROJECTED BALANCES
# FISCAL YEARS 2021-2026

| | FY 18-19 | FY 19-20 | FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 |
|---|---|---|---|---|---|---|---|---|
| Tax Increment from City | $ 183,130 | $ 182,732 | $ 194,804 | $ 204,544 | $ 214,771 | $ 225,510 | $ 236,785 | $ 248,625 |
| Tax Increment from County | 201,086 | 220,508 | 235,065 | 246,818 | 259,159 | 272,117 | 285,723 | 300,009 |
| Rents | 36,000 | 36,000 | 36,000 | 36,000 | 36,000 | 36,000 | 36,000 | 36,000 |
| Clambake Donation to Riverfront Sidewalks | 3,000 | | | | | | | |
| Transfer for Crabby Bill's Roof Repair (From R&R Account) | 20,457 | | | | | | | |
| Lagoon Council Sewer Connection Grant | 59,008 | 100,000 | | 100,000 | | 100,000 | | 100,000 |
| Investment Income | 14,101 | 18,750 | 9,209 | 24,531 | 24,855 | 46,626 | 50,552 | 76,476 |
| **PROJECTED REVENUE** | $ 516,782 | $ 557,990 | $ 475,078 | $ 611,893 | $ 534,785 | $ 680,253 | $ 609,061 | $ 761,110 |
| Waterfront Renovations/Expenses (Crabby Bills) | $ 35,466 | $ 18,753 | $ 20,000 | $ 20,000 | $ 20,000 | $ 20,000 | $ 20,000 | $ 20,000 |
| Façade/Sign Improvement Program | - | 15,000 | 40,000 | 40,000 | 40,000 | 40,000 | 40,000 | 40,000 |
| Sewer Connection Program * | 170,253 | 200,000 | - | 200,000 | - | 200,000 | - | 200,000 |
| Special Events | 43,460 | 40,000 | 48,500 | 48,500 | 48,500 | 48,500 | 48,500 | 48,500 |
| Operating Expenditures | 261,828 | 270,937 | 191,717 | 183,009 | 185,781 | 188,637 | 191,578 | 194,608 |
| Update CRA Master Plan | 35,780 | - | | | | | | |
| Wayfinding Signage | - | 113,000 | | | | | | |
| Working Waterfront | - | - | 45,000 | | | | | |
| Riverview Park Sidewalk Replacement | - | 32,041 | | | | | | |
| Tree Plan Consultant/Tree Program | 19,705 | | | | | | | |
| **TOTAL EXPENDITURES FY19** | $ 566,492 | | | | | | | |
| **TOTAL EXPENDITURES FY20** | | $ 689,731 | | | | | | |
| **TOTAL EXPENDITURES FY21** | | | $ 345,217 | | | | | |
| **TOTAL EXPENDITURES FY22** | | | | $ 491,509 | | | | |
| **TOTAL EXPENDITURES FY23** | | | | | $ 294,281 | | | |
| **TOTAL EXPENDITURES FY24** | | | | | | $ 497,137 | | |
| **TOTAL EXPENDITURES FY25** | | | | | | | $ 300,078 | |
| **TOTAL EXPENDITURES FY26** | | | | | | | | $ 503,108 |
| BEGINNING FUND BALANCE | $ 443,814 | $ 394,104 | $ 262,363 | $ 392,224 | $ 512,608 | $ 753,112 | $ 936,228 | $ 1,245,210 |
| ANNUAL REVENUES | 516,782 | 557,990 | 475,078 | 611,893 | 534,785 | 680,253 | 609,061 | 761,110 |
| ANNUAL EXPENDITURES | 566,492 | 689,731 | 345,217 | 491,509 | 294,281 | 497,137 | 300,078 | 503,108 |
| **ENDING FUND BALANCE** | $ 394,104 | $ 262,363 | $ 392,224 | $ 512,608 | $ 753,112 | $ 936,228 | $ 1,245,210 | $ 1,503,212 |

**Detail on Operating Expenditures:**

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Indian River County Tax Assessor | $ 5,000 | $ 5,000 | $ 5,000 | $ 5,000 | $ 5,000 | $ 5,000 | $ 5,000 | $ 5,000 |
| City of Sebastian Administration | 90,372 | 99,076 | 89,725 | 92,417 | 95,189 | 98,045 | 100,986 | 104,016 |
| Landscaping | 156,444 | 160,000 | 78,222 | 78,222 | 78,222 | 78,222 | 78,222 | 78,222 |
| Other Contractual | - | - | 10,500 | - | - | - | - | - |
| Submerged Land Lease | 5,480 | 4,200 | 4,300 | 4,300 | 4,300 | 4,300 | 4,300 | 4,300 |
| Travel | - | - | 500 | - | - | - | - | - |
| Training and Education | - | 395 | 400 | - | - | - | - | - |
| Legal Advertisements | 569 | 200 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| Supplies | 365 | - | - | - | - | - | - | - |
| CRA Association | 175 | 175 | 175 | 175 | 175 | 175 | 175 | 175 |
| Florida Redevelopment Association Dues | 495 | 495 | 495 | 495 | 495 | 495 | 495 | 495 |
| Landfill Fee for Fisherman's Landing | 2,928 | 1,396 | 1,400 | 1,400 | 1,400 | 1,400 | 1,400 | 1,400 |
| **Total Operating Expenditures** | $ 261,828 | $ 270,937 | $ 191,717 | $ 183,009 | $ 185,781 | $ 188,637 | $ 191,578 | $ 194,608 |

## PARKING IN LIEU OF FUND
## PROJECTED BALANCES
## FISCAL YEARS 2021-2026

| | FY 18-19 | FY 19-20 | FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 |
|---|---|---|---|---|---|---|---|---|
| Payments in Lieu of Parking | $ - | $ 500 | $ 3,000 | $ 3,000 | $ 3,000 | $ 3,000 | $ 2,500 | $ - |
| Investment Income | 1,393 | 1,344 | 1,376 | 1,493 | 1,601 | 1,711 | 1,824 | 1,928 |
| **PROJECTED REVENUE** | $ 1,393 | $ 1,844 | $ 4,376 | $ 4,493 | $ 4,601 | $ 4,711 | $ 4,324 | $ 1,928 |
| Expenditures: | | | | | | | | |
| None Programmed | | | | | | | | |
| **PROJECTED DISBURSEMENTS** | $ - | $ - | $ - | $ - | $ - | $ - | $ - | $ - |
| **NONEXPENDABLE TRUST FUND:** | | | | | | | | |
| BEGINNING FUND BALANCE | $ 54,598 | $ 55,991 | $ 57,835 | $ 62,211 | $ 66,704 | $ 71,305 | $ 76,016 | $ 80,340 |
| REVENUES | 1,393 | 1,844 | 4,376 | 4,493 | 4,601 | 4,711 | 4,324 | 1,928 |
| EXPENDITURES | - | - | - | - | - | - | - | - |
| **ENDING FUND BALANCE** | $ 55,991 | $ 57,835 | $ 62,211 | $ 66,704 | $ 71,305 | $ 76,016 | $ 80,340 | $ 82,269 |

# RECREATION IMPACT FEE FUNDS
## PROJECTED BALANCES
## FISCAL YEARS 2021-2026

| | FY 18-19 | FY 19-20 | FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 |
|---|---|---|---|---|---|---|---|---|
| Recreation Impact Fees | $ 129,550 | $ 150,000 | $ 150,000 | $ 150,000 | $ 150,000 | $ 150,000 | $ 150,000 | $ 150,000 |
| Investment Income | 14,251 | 7,024 | 5,000 | 4,663 | 7,896 | 12,791 | 14,430 | 19,652 |
| **PROJECTED REVENUE** | $ 143,801 | $ 157,024 | $ 155,000 | $ 154,663 | $ 157,896 | $ 162,791 | $ 164,430 | $ 169,652 |
| Community Center (Paving/Drainage/Ligl | $ 6,160 | $ - | $ - | $ - | $ - | $ - | $ - | $ - |
| All Inclusive Dock | - | 40,000 | | | | | | |
| Football Field Restrooms | 137,172 | | | | | | | |
| Pickle Ball (Also See DST) | 120,751 | 302,072 | | | | | | |
| Bark Park Shade Structure | 129 | 13,871 | | | | | | |
| Park Improvements | 12,487 | 20,000 | 20,000 | 20,000 | 20,000 | 20,000 | 20,000 | 20,000 |
| Park Identification Signage | 22,990 | 102,010 | 30,000 | 30,000 | | | | |
| **TOTAL EXPENDITURES FY 19** | $ 299,689 | | | | | | | |
| Barber Street Football Bleachers | | 20,000 | | | | | | |
| Barber Street Baseball Dugouts | | 60,000 | 40,000 | | | | | |
| Barber Street Fencing | | 73,000 | | | | | | |
| Playground Improvements | | | 70,000 | 40,000 | 40,000 | 110,000 | 40,000 | 80,000 |
| **TOTAL EXPENDITURES FY 20** | | $ 630,953 | | | | | | |
| **TOTAL EXPENDITURES FY 21** | | | $ 160,000 | | | | | |
| **TOTAL EXPENDITURES FY 22** | | | | $ 90,000 | | | | |
| **TOTAL EXPENDITURES FY 23** | | | | | $ 60,000 | | | |
| **TOTAL EXPENDITURES FY 24** | | | | | | $ 130,000 | | |
| **TOTAL EXPENDITURES FY 25** | | | | | | | $ 60,000 | |
| **TOTAL EXPENDITURES FY 26** | | | | | | | | $ 100,000 |
| BEGINNING FUND BALANCE | $ 653,069 | $ 497,181 | $ 23,252 | $ 18,252 | $ 82,915 | $ 180,811 | $ 213,601 | $ 318,031 |
| TOTAL REVENUES | 143,801 | 157,024 | 155,000 | 154,663 | 157,896 | 162,791 | 164,430 | 169,652 |
| TOTAL EXPENDITURES | 299,689 | 630,953 | 160,000 | 90,000 | 60,000 | 130,000 | 60,000 | 0 |
| **ENDING FUND BALANCE** | $ 497,181 | $ 23,252 | $ 18,252 | $ 82,915 | $ 180,811 | $ 213,601 | $ 318,031 | $ 487,683 |

| | FY 18-19 | FY 19-20 | FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 |
|---|---|---|---|---|---|---|---|---|
| **BEGINNING FUND BALANCE:** | | | | | | | | |
| Zone A | $ 109,404 | $ 41,809 | $ 796 | $ 11,667 | $ 21,707 | $ 51,657 | $ 55,713 | $ 87,390 |
| Zone B | 136,776 | 108,781 | 17,363 | 796 | 18,656 | 58,332 | 72,847 | 115,656 |
| Zone C | 114,001 | 78,474 | 4,821 | 558 | 18,370 | 38,020 | 31,137 | 11,192 |
| Zone D | 292,888 | 268,116 | 271 | 10,230 | 29,181 | 37,802 | 58,904 | 108,792 |
| All Zones | $ 653,069 | $ 497,180 | $ 23,251 | $ 23,251 | $ 87,914 | $ 185,810 | $ 218,600 | $ 323,030 |
| **Recreation Impact Fees** | | | | | | | | |
| Zone A | $ 13,730 | $ 10,000 | $ 15,000 | $ 30,000 | $ 30,000 | $ 30,000 | $ 30,000 | $ 30,000 |
| Zone B | 28,059 | 15,000 | 15,000 | 40,000 | 40,000 | 40,000 | 40,000 | 40,000 |
| Zone C | 26,268 | 30,000 | 30,000 | 20,000 | 20,000 | 20,000 | 20,000 | 20,000 |
| Zone D | 61,491 | 95,000 | 95,000 | 60,000 | 60,000 | 60,000 | 60,000 | 60,000 |
| All Zones | $ 129,550 | $ 150,000 | $ 150,000 | $ 150,000 | $ 150,000 | $ 150,000 | $ 150,000 | $ 150,000 |
| **Investment Income** | | | | | | | | |
| Zone A | $ 5,672 | $ 591 | $ 171 | $ 2,340 | $ 1,950 | $ 3,556 | $ 3,678 | $ 5,316 |
| Zone B | 1,276 | 1,537 | 3,734 | 160 | 1,676 | 4,015 | 4,809 | 7,036 |
| Zone C | 1,540 | 1,109 | 1,037 | 112 | 1,650 | 2,617 | 2,055 | 681 |
| Zone D | 5,764 | 3,788 | 58 | 2,051 | 2,621 | 2,602 | 3,888 | 6,618 |
| All Zones | $ 14,251 | $ 7,024 | $ 5,000 | $ 4,663 | $ 7,896 | $ 12,791 | $ 14,430 | $ 19,652 |
| **Transfers:** | | | | | | | | |
| Zone A | $ 86,997 | $ 51,603 | $ 4,300 | $ 22,300 | $ 2,000 | $ 29,500 | $ 2,000 | $ 22,000 |
| Zone B | $ 57,330 | $ 107,955 | $ 35,300 | $ 22,300 | $ 2,000 | $ 29,500 | $ 2,000 | $ 22,000 |
| Zone C | $ 63,335 | $ 104,762 | $ 35,300 | $ 2,300 | $ 2,000 | $ 29,500 | $ 42,000 | $ 22,000 |
| Zone D | $ 92,027 | $ 366,633 | $ 85,100 | $ 43,100 | $ 54,000 | $ 41,500 | $ 14,000 | $ 34,000 |
| All Zones | $ 299,689 | $ 630,953 | $ 160,000 | $ 90,000 | $ 60,000 | $ 130,000 | $ 60,000 | $ 100,000 |
| **Ending Balances:** | | | | | | | | |
| Zone A | $ 41,809 | $ 796 | $ 11,667 | $ 21,707 | $ 51,657 | $ 55,713 | $ 87,390 | $ 100,707 |
| Zone B | 108,781 | 17,363 | 796 | 18,656 | 58,332 | 72,847 | 115,656 | 140,692 |
| Zone C | 78,474 | 4,821 | 558 | 18,370 | 38,020 | 31,137 | 11,192 | 9,873 |
| Zone D | 268,116 | 271 | 10,230 | 29,181 | 37,802 | 58,904 | 108,792 | 141,410 |
| All Zones | $ 497,180 | $ 23,251 | $ 23,251 | $ 87,914 | $ 185,810 | $ 218,600 | $ 323,030 | $ 392,682 |

| | FY 19 Ending Balances | 7 Year Income Thru FY19 |
|---|---|---|
| **Zone A** | **796** | **369,174** |
| **Zone B** | **17,363** | **199,445** |
| **Zone C** | **4,821** | **140,181** |
| **Zone D** | **271** | **428,098** |

Proves We are Spending Income Received Within Past 7 Years

## STORMWATER UTILITY REVENUE FUND
## PROJECTED BALANCES
## FISCAL YEARS 2021-2026

| | FY 18-19 | FY 19-20 | FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 |
|---|---|---|---|---|---|---|---|---|
| Stormwater Fees | $ 2,038,668 | $ 2,038,668 | $ 2,038,668 | $ 2,038,668 | $ 2,038,668 | $ 2,038,668 | $ 2,038,668 | $ 2,038,668 |
| Sale of Fixed Assets | - | 38,250 | | | | | | |
| Investment Income | 37,764 | 36,083 | 44,844 | 46,281 | 39,441 | 41,764 | 39,459 | 40,346 |
| **TOTAL REVENUE FUND REVENUE** | $ 2,076,432 | $ 2,113,001 | $ 2,083,512 | $ 2,084,949 | $ 2,078,109 | $ 2,080,432 | $ 2,078,127 | $ 2,079,014 |
| Personnel | $ 848,908 | $ 672,310 | $ 697,055 | $ 714,481 | $ 732,343 | $ 750,652 | $ 769,418 | $ 788,654 |
| Operating Accounts | 536,318 | 631,512 | 734,983 | 734,983 | 734,983 | 734,983 | 734,983 | 734,983 |
| Landscaping Contract | | | 78,222 | 78,222 | 78,222 | 78,222 | 78,222 | 78,222 |
| NPDES 5 Year Permit | | | | | 7,988 | | | |
| Total Operational and Maintenance | $ 1,385,226 | $ 1,303,822 | $ 1,510,260 | $ 1,527,686 | $ 1,553,536 | $ 1,563,857 | $ 1,582,623 | $ 1,601,859 |
| Stormwater Master Plan | | | 200,000 | | | | | |
| Concrete Chipping Hammer | 1,868 | | | | | | | |
| Level, Saw and Pin Locator | | | 4,050 | | | | | |
| Pumps, Sod Cutter and Compactor | 16,330 | | | | | | | |
| Mini Excavators | | | | | 55,000 | 58,000 | | |
| Equipment Trailer | | | 25,000 | | | | | |
| Track Excavator | | 182,793 | | | | 225,000 | | |
| Zippy Head Mowers | | | 48,000 | | | | | |
| Lowboy Tractor & Trailer | | | 165,000 | | | | | |
| Transfers Out to Stormwater Projects Fund | | 275,000 | 100,000 | 900,000 | 350,000 | 350,000 | 450,000 | 100,000 |
| Stormwater Improvements | 133,759 | | | | | | | |
| **TOTAL REVENUE FUND EXPENDITURES** | $ 1,537,183 | $ 1,761,615 | $ 2,052,310 | $ 2,427,686 | $ 1,958,536 | $ 2,196,857 | $ 2,032,623 | $ 1,701,859 |
| BEGINNING FUND BALANCE | $ 350,464 | $ 889,713 | $ 1,241,099 | $ 1,272,301 | $ 929,564 | $ 1,049,136 | $ 932,711 | $ 978,214 |
| BUDGET RESERVE - 15% TO 5% OF EXPENSES | 76,859 | 88,081 | 102,616 | 121,384 | 97,927 | 109,843 | 101,631 | 85,093 |
| UNRESTRICTED RESERVE BALANCE | $ 273,605 | $ 801,632 | $ 1,138,484 | $ 1,150,917 | $ 831,637 | $ 939,293 | $ 831,080 | $ 893,121 |
| ANNUAL REVENUES | 2,076,432 | 2,113,001 | 2,083,512 | 2,084,949 | 2,078,109 | 2,080,432 | 2,078,127 | 2,079,014 |
| ANNUAL EXPENDITURES | 1,537,183 | 1,761,615 | 2,052,310 | 2,427,686 | 1,958,536 | 2,196,857 | 2,032,623 | 1,701,859 |
| **ENDING FUND BALANCE** | $ 812,854 | $ 1,153,018 | $ 1,169,686 | $ 808,180 | $ 951,210 | $ 822,868 | $ 876,583 | $ 1,270,276 |

## STORMWATER UTILITY PROJECTS FUND
## PROJECTED BALANCES

| | FY 18-19 | FY 19-20 | FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 |
|---|---|---|---|---|---|---|---|---|
| Transfers In from Stormwater Revenue Fund | $ - | $ 275,000 | $ 100,000 | $ 900,000 | $ 350,000 | $ 350,000 | $ 450,000 | $ 100,000 |
| Grants | | 645,000 | | | | | | |
| **TOTAL PROJECT REVENUE** | $ - | $ 920,000 | $ 100,000 | $ 900,000 | $ 350,000 | $ 350,000 | $ 450,000 | $ 100,000 |
| Stonecrop Drainage | | $ 860,000 | | | | | | |
| Roadway Swale/Culvert Work | | 60,000 | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 |
| Tulip Road Crossing | | | | | 250,000 | | | |
| Bayfront Road Crossing | | | | | | 250,000 | | |
| Ocean Cove | | | | | | | 350,000 | |
| Concha Dam | | | | $ 800,000 | | | | |
| **TOTAL PROJECT EXPENDITURES** | $ - | $ 920,000 | $ 100,000 | $ 900,000 | $ 350,000 | $ 350,000 | $ 450,000 | $ 100,000 |

# CEMETERY TRUST FUND
# PROJECTED BALANCES
# FISCAL YEARS 2021-2026

| | FY 18-19 | FY 19-20 | FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 |
|---|---|---|---|---|---|---|---|---|
| Lot Sales | $ 111,350 | $ 105,000 | $ 105,000 | $ 105,000 | $ 105,000 | $ 105,000 | $ 105,000 | $ 105,000 |
| Interest Income | 24,824 | 10,453 | 9,379 | 8,678 | 8,265 | 8,097 | 8,328 | 8,422 |
| **PROJECTED REVENUE** | $ 136,174 | $ 115,453 | $ 114,379 | $ 113,678 | $ 113,265 | $ 113,097 | $ 113,328 | $ 113,422 |
| **Expended from Permanent Endowment:** | | | | | | | | |
| Cemetery Equipment | - | - | 19,500 | - | - | - | 14,000 | - |
| Cemetery Driveway Resurfacing | - | - | 15,000 | - | - | - | - | - |
| Cemetery Grounds Improvements | - | - | 20,000 | 20,000 | 40,000 | - | - | - |
| General Fund Transfer for Operations | 55,000 | 80,000 | 85,000 | 90,000 | 90,000 | 90,000 | 90,000 | 90,000 |
| **TOTAL OPERATIONAL EXPENDITURES** | $ 55,000 | $ 80,000 | $ 139,500 | $ 110,000 | $ 130,000 | $ 90,000 | $ 104,000 | $ 90,000 |
| **Expended from Non-Endowed (Capital):** | | | | | | | | |
| Improvements to Sand Hill Section | 41,478 | 150,000 | | | | | | |
| Columbarium Niches | | | 45,000 | 45,000 | | | | |
| **PROJECTED CAPITAL DISBURSEMENTS** | 41,478 | 150,000 | 45,000 | 45,000 | - | - | - | - |
| **TOTAL PROJECTED DISBURSEMENTS** | $ 96,478 | $ 230,000 | $ 130,000 | $ 135,000 | $ 90,000 | $ 90,000 | $ 90,000 | $ 90,000 |
| **PERMANENT ENDOWMENT:** | | | | | | | | |
| BEGINNING FUND BALANCE | $ 708,034 | $ 708,709 | $ 681,209 | $ 594,209 | $ 536,709 | $ 459,209 | $ 421,709 | $ 370,209 |
| ANNUAL REVENUES | 55,675 | 52,500 | 52,500 | 52,500 | 52,500 | 52,500 | 52,500 | 52,500 |
| ANNUAL EXPENDITURES & TRANSFERS | (55,000) | (80,000) | (139,500) | (110,000) | (130,000) | (90,000) | (104,000) | (90,000) |
| **ENDING FUND BALANCE** | $ 708,709 | $ 681,209 | $ 594,209 | $ 536,709 | $ 459,209 | $ 421,709 | $ 370,209 | $ 332,709 |
| **NON-ENDOWED (Capital)** | | | | | | | | |
| BEGINNING FUND BALANCE | $ 304,725 | $ 343,746 | $ 256,699 | $ 273,578 | $ 289,756 | $ 350,521 | $ 411,118 | $ 471,946 |
| ANNUAL REVENUES | 80,499 | 62,953 | 61,879 | 61,178 | 60,765 | 60,597 | 60,828 | 60,922 |
| ANNUAL EXPENDITURES | (41,478) | (150,000) | (45,000) | (45,000) | - | - | - | - |
| **ENDING FUND BALANCE** | $ 343,746 | $ 256,699 | $ 273,578 | $ 289,756 | $ 350,521 | $ 411,118 | $ 471,946 | $ 532,868 |
| **TOTAL ENDING BALANCE OF TRUST FUND** | $ 1,052,455 | $ 937,908 | $ 867,787 | $ 826,465 | $ 809,730 | $ 832,827 | $ 842,155 | $ 865,577 |

## GOLF COURSE FUND
## PROJECTED BALANCES
## FISCAL YEARS 2021-2026

| | FY 18-19 | FY 19-20 | FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 |
|---|---|---|---|---|---|---|---|---|
| Charges for Services (.5% per year increase) | $ 1,277,094 | $ 1,297,108 | $ 1,356,449 | $ 1,363,231 | $ 1,370,047 | $ 1,376,898 | $ 1,383,782 | $ 1,390,701 |
| Proshop Sales | 87,462 | 100,000 | 105,000 | 105,000 | 105,000 | 105,000 | 105,000 | 105,000 |
| Rents | 27,463 | 30,000 | 30,000 | 30,000 | 30,000 | 30,000 | 30,000 | 30,000 |
| Other Revenue | 4,159 | 8,060 | 8,460 | 8,460 | 8,460 | 8,460 | 8,460 | 8,460 |
| Sale of Carts or Equipment | 1,512 | 1,210 | | | 111,652 | 48,605 | | |
| Investment Income | 3,570 | | | | | | | |
| Transfer from DST Fund | | 110,000 | | | | | | |
| **PROJECTED REVENUE** | $ 1,401,260 | $ 1,546,378 | $ 1,499,909 | $ 1,506,691 | $ 1,625,159 | $ 1,568,963 | $ 1,527,242 | $ 1,534,161 |
| Personnel (2.5% per year on Full-time) | $ 367,734 | $ 373,893 | $ 389,913 | $ 394,184 | $ 398,561 | $ 403,048 | $ 407,647 | $ 412,361 |
| Operating Costs | 770,339 | 765,526 | 790,104 | 790,104 | 790,104 | 790,104 | 790,104 | 790,104 |
| Proshop Cost of Sales | 64,066 | 70,000 | 70,000 | 70,000 | 70,000 | 70,000 | 70,000 | 70,000 |
| Airport Rent | 106,000 | 106,000 | 106,135 | 106,135 | 106,135 | 106,135 | 106,135 | 106,135 |
| Capital Lease Principal - Golf Carts | 49,997 | 51,768 | 53,602 | 50,801 | - | 49,997 | 51,768 | 53,602 |
| Capital Lease Interest - Golf Carts | 6,394 | 4,623 | 2,789 | 890 | - | 6,394 | 4,623 | 2,789 |
| Repayment of General Fund Cash Flow Loans | 35,800 | 26,201 | 35,000 | 35,000 | 35,000 | 35,000 | 35,000 | 35,000 |
| Replace Irrigation Pump | 10,892 | | | | | | | |
| Clubhouse Water Hookup | | 60,000 | | | | | | |
| Renovate Golf Tees | | 50,000 | | | | | | |
| Driving Range Equipment | | | | 5,290 | | | | |
| Irrigation Software Upgrade | | | 14,000 | | | | | |
| Interest Payment to Building Fund * | 8,604 | 8,213 | 7,819 | 7,421 | 7,015 | 6,605 | 6,190 | 5,767 |
| Principal Payment to Building Fund | 29,764 | 30,154 | 30,547 | 30,947 | 31,352 | 31,762 | 32,177 | 32,598 |
| **TOTAL FY 19** | $ 1,449,590 | | | | | | | |
| **TOTAL FY 20** | | $ 1,546,378 | | | | | | |
| **TOTAL FY 21** | | | $ 1,499,909 | | | | | |
| **TOTAL FY 22** | | | | $ 1,490,772 | | | | |
| **TOTAL FY 23** | | | | | $ 1,438,167 | | | |
| **TOTAL FY 24** | | | | | | $ 1,499,045 | | |
| **TOTAL FY 25** | | | | | | | $ 1,503,644 | |
| **TOTAL FY 26** | | | | | | | | $ 1,508,356 |
| **BEGINNING UNRESTRICTED RESOURCES** | $ (623,866) | $ (672,196) | $ (672,196) | $ (672,196) | $ (656,276) | $ (469,284) | $ (399,367) | $ (375,768) |
| TOTAL REVENUES | 1,401,260 | 1,546,378 | 1,499,909 | 1,506,691 | 1,625,159 | 1,568,963 | 1,527,242 | 1,534,161 |
| TOTAL OPERATING FUND EXPENDITURES | (1,449,590) | (1,546,378) | (1,499,909) | (1,490,772) | (1,438,167) | (1,499,045) | (1,503,644) | (1,508,356) |
| **ENDING UNRESTRICTED RESOURCES** | $ (672,196) | $ (672,196) | $ (672,196) | $ (656,276) | $ (469,284) | $ (399,367) | $ (375,768) | $ (349,963) |

* Adjust Interest for FY 21-22 (after 5th year) to 1% below 20 year Treasury Bond.

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Capital Purchases | 10,892 | - | | | | | | |
| Principal on Building Loan | 29,764 | 30,154 | 30,547 | 30,947 | 31,352 | 31,762 | 32,177 | 32,598 |
| Principal on Golf Cart Loan | 49,997 | 51,768 | 53,602 | 50,801 | - | 49,997 | 51,768 | 53,602 |
| Depreciation | (219,216) | (219,216) | (219,216) | (219,216) | (219,216) | (219,216) | (219,216) | (219,216) |
| Net Increase in Net Investment in Capital Assets | 667,959 | - | - | - | - | - | - | - |
| Due to Other Funds Balances | (500,000) | (473,799) | (438,799) | (403,799) | (368,799) | (333,799) | (298,799) | (263,799) |
| Building Fund Advance Balance | (1,205,294) | (1,175,140) | (1,144,593) | (1,113,646) | (1,082,294) | (1,050,532) | (1,018,355) | (985,757) |
| CAFR Unrestricted Balance | $(1,838,094) | $(2,458,429) | $(2,390,655) | $(2,311,189) | $(2,108,241) | $(1,921,155) | $(1,828,193) | $(1,732,535) |

# AIRPORT FUND
## PROJECTED BALANCES
## FISCAL YEARS 2021-2026

| | FY 18-19 | FY 19-20 | FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 |
|---|---|---|---|---|---|---|---|---|
| **OPERATING FUND:** | | | | | | | | |
| Fuel Sales Revenue | $ 12,278 | $ - | $ - | $ - | $ - | $ - | $ - | $ - |
| Pickle Ball Courts Rents | - | 6,795 | 6,795 | 6,795 | 6,795 | 6,795 | 6,795 | 6,795 |
| Golf Course Rents | 106,000 | 106,000 | 106,135 | 106,135 | 106,135 | 106,135 | 106,135 | 106,135 |
| Facilities Maintenance Rents | 6,000 | 6,000 | 6,000 | 6,000 | 6,000 | 6,000 | 6,000 | 6,000 |
| Police Storage Area | | | 576 | | | | | |
| Other Rents (Without Growth) | 331,628 | 347,434 | 359,685 | 359,685 | 359,685 | 359,685 | 359,685 | 359,685 |
| Sale of Fixed Assets | 46,450 | 820 | - | - | - | - | - | - |
| Investment Income | - | 3,250 | - | - | - | - | - | - |
| Other Revenue | 84,031 | 79,819 | 83,314 | 83,314 | 83,314 | 83,314 | 83,314 | 83,314 |
| Transfer from General Fund | - | 4,691 | - | - | - | - | - | - |
| **PROJECTED REVENUE** | $ 586,387 | $ 554,809 | $ 562,505 | $ 561,929 | $ 561,929 | $ 561,929 | $ 561,929 | $ 561,929 |
| Personnel | 122,346 | 69,110 | 69,888 | 71,635 | 73,426 | 75,262 | 77,143 | 79,072 |
| Operating Costs | 285,849 | 181,913 | 177,251 | 177,251 | 177,251 | 177,251 | 177,251 | 177,251 |
| General Fund Management Fee | - | 93,485 | 116,866 | 120,372 | 123,983 | 127,703 | 131,534 | 135,480 |
| Fuel Purchases for Resale | 8,946 | | | | | | | |
| Air Conditioners | | | 18,000 | 20,000 | 20,000 | | | |
| AED for Terminal Building | 1,286 | | | | | | | |
| Paint Terminal Building | 21,700 | | | | | | | |
| Fire Control Panel | 2,268 | | | | | | | |
| Update Fuel Terminal | 19,253 | | | | | | | |
| Weather Reporting System | 1,244 | | | | | | | |
| Equipment | | 38,281 | | | | | | |
| Airport Drive East Street Lights | | 11,000 | | | | | | |
| Transfer to Airport Construction Fund | 63,321 | - | - | - | - | - | - | - |
| Repayment of General Fund Advance | 40,000 | 25,000 | 150,000 | - | - | | | |
| Repayment of DST Advances and Interest | 30,500 | 30,500 | 30,500 | 36,500 | 36,500 | 38,500 | 38,500 | 38,500 |
| **TOTAL FY 19** | $ 596,713 | | | | | | | |
| **TOTAL FY 20** | | $ 449,289 | | | | | | |
| **TOTAL FY 21** | | | $ 562,505 | | | | | |
| **TOTAL FY 22** | | | | $ 425,758 | | | | |
| **TOTAL FY 23** | | | | | $ 431,160 | | | |
| **TOTAL FY 24** | | | | | | $ 418,715 | | |
| **TOTAL FY 25** | | | | | | | $ 424,428 | |
| **TOTAL FY 26** | | | | | | | | $ 430,303 |
| BEGINNING RESOURCES | $ (133,240) | $ (143,566) | $ (38,046) | $ (38,046) | $ 98,124 | $ 228,893 | $ 372,107 | $ 509,608 |
| TOTAL REVENUES | 586,387 | 554,809 | 562,505 | 561,929 | 561,929 | 561,929 | 561,929 | 561,929 |
| TOTAL EXPENDITURES+DEBT+TRANSFERS | (596,713) | (449,289) | (562,505) | (425,758) | (431,160) | (418,715) | (424,428) | (430,303) |
| **ENDING UNAPPROPRIATED RESOURCES** | $ (143,566) | $ (38,046) | $ (38,046) | $ 98,124 | $ 228,893 | $ 372,107 | $ 509,608 | $ 641,234 |
| **CAPITAL FUND:** | | | | | | | | |
| BEGINNING RESOURCES | $ 238,526 | $ 98,956 | $ - | $ - | $ - | $ - | $ - | $ - |
| Grants | 2,666,621 | 1,000,000 | 1,274,301 | 1,440,603 | 2,090,000 | 120,000 | - | - |
| Transfers from Airport Revenue | 63,321 | | | | | | | |
| Transfers from DST | 204,497 | 250,000 | 224,963 | 734,679 | 110,000 | 30,000 | - | - |
| Airport Master Plan | 12,350 | | | | | | | |
| Tree Removal | 9,000 | | | | | | | |
| Shade Hangars | 564,451 | | | | | | | |
| Hangar D | 69,199 | 1,348,956 | | | | | | |
| Security Gate | 7,606 | | | | | | | |
| Taxiway C | 2,411,403 | | | | | | | |
| Contruct Taxi Lane | | | 499,264 | | | | | |
| Construction of Square Hangars | | | | 885,282 | | | | |
| Establish Sewer Service | | | 1,000,000 | | | | | |
| Economic Development Hangar | | | | 1,000,000 | | | | |
| Rehab Taxiway Alpha Apron | | | | 290,000 | | | | |
| Rehab Runway 05/23 | | | | | 2,200,000 | | | |
| Apron Reconstruction | | | | | | 150,000 | | |
| **ENDING RESOURCES** | $ 98,956 | $ - | $ - | $ - | $ - | $ - | $ - | $ - |
| **TOTAL OPERATING AND CAPITAL** | $ (44,610) | $ (38,046) | $ (38,046) | $ 98,124 | $ 228,893 | $ 372,107 | $ 509,608 | $ 641,234 |
| General Fund Advance Balance | 175,000 | 150,000 | - | - | - | - | - | - |
| DST Fund Advance Balance | (536,913) | (527,890) | (518,506) | (502,747) | (486,357) | (467,311) | (447,503) | (427,695) |
| CAFR Unrestricted Balance | $ (406,523) | $ (415,936) | $ (556,552) | $ (404,623) | $ (257,464) | $ (95,204) | $ 62,105 | $ 213,539 |

## BUILDING FUND
## PROJECTED BALANCES
## FISCAL YEARS 2021-2026

| | FY 18-19 | FY 19-20 | FY 20-21 | FY 21-22 | FY 22-23 | FY 23-24 | FY 24-25 | FY 25-26 |
|---|---|---|---|---|---|---|---|---|
| Operating Revenue (No Growth) | $ 862,650 | $ 874,000 | $ 862,450 | $ 862,450 | $ 862,450 | $ 862,450 | $ 862,450 | $ 862,450 |
| Other Revenue | 1,417 | 2,100 | 2,100 | 2,100 | 2,100 | 2,100 | 2,100 | 2,100 |
| Principal on Golf Course Loan | 29,764 | 30,154 | 30,547 | 30,947 | 31,352 | 31,762 | 32,177 | 32,598 |
| Interest on Golf Course Loan | 8,604 | 8,213 | 7,819 | 7,421 | 7,015 | 6,605 | 6,190 | 5,767 |
| Investment Income | 15,128 | 11,500 | 16,822 | 16,957 | 17,220 | 17,218 | 16,941 | 16,379 |
| **PROJECTED REVENUE** | $ 917,563 | $ 925,967 | $ 919,738 | $ 919,875 | $ 920,137 | $ 920,135 | $ 919,858 | $ 919,294 |
| Pickup Truck | | 22,573 | | | | | | |
| Personnel | 593,833 | | | | | | | |
| Operating Costs | 100,861 | | | | | | | |
| **TOTAL FY 19** | $ 694,694 | | | | | | | |
| Personnel | | 612,647 | | | | | | |
| Operating Costs | | 122,412 | | | | | | |
| **TOTAL FY 20** | | $ 757,632 | | | | | | |
| Personnel | | | $ 733,076 | | | | | |
| Operating Costs | | | 150,073 | | | | | |
| Front Counter Renovations | | | 24,000 | | | | | |
| **TOTAL FY 21** | | | $ 907,149 | | | | | |
| Personnel | | | | 751,403 | | | | |
| Operating Costs | | | | 150,073 | | | | |
| **TOTAL FY 22** | | | | $ 901,476 | | | | |
| Personnel | | | | | 770,188 | | | |
| Operating Costs | | | | | 150,073 | | | |
| **TOTAL FY 23** | | | | | $ 920,261 | | | |
| Personnel | | | | | | 789,443 | | |
| Operating Costs | | | | | | 150,073 | | |
| **TOTAL FY 24** | | | | | | $ 939,516 | | |
| Personnel | | | | | | | 809,179 | |
| Operating Costs | | | | | | | 150,073 | |
| **TOTAL FY 25** | | | | | | | $ 959,252 | |
| Personnel | | | | | | | | 829,408 |
| Operating Costs | | | | | | | | 150,073 |
| **TOTAL FY 26** | | | | | | | | $ 979,481 |
| BEGINNING RESOURCES | $ 350,937 | $ 573,806 | $ 742,141 | $ 754,730 | $ 773,130 | $ 773,006 | $ 753,625 | $ 714,232 |
| TOTAL REVENUES | 917,563 | 925,967 | 919,738 | 919,875 | 920,137 | 920,135 | 919,858 | 919,294 |
| EXPENDITURES+DEBT+TRANSFERS | 694,694 | 757,632 | 907,149 | 901,476 | 920,261 | 939,516 | 959,252 | 979,481 |
| **ENDING UNRESTRICTED RESOURCES** | $ 573,806 | $ 742,141 | $ 754,730 | $ 773,130 | $ 773,006 | $ 753,625 | $ 714,232 | $ 654,044 |
| Depreciation | (21,153) | (21,153) | (21,153) | (21,153) | (21,153) | (21,153) | (21,153) | (21,153) |
| Capital Purchases | - | 22,573 | - | - | - | - | - | - |
| Net Decrease in Net Investment in Capital As | 31,742 | - | - | - | - | - | - | - |
| Golf Course Fund Advance Balance | 1,205,294 | 1,175,140 | 1,144,593 | 1,113,646 | 1,082,294 | 1,050,532 | 1,018,355 | 985,757 |
| CAFR Unrestricted Balance | $ 1,789,689 | $ 1,918,701 | $ 1,878,170 | $ 1,865,623 | $ 1,834,147 | $ 1,783,004 | $ 1,711,434 | $ 1,618,648 |