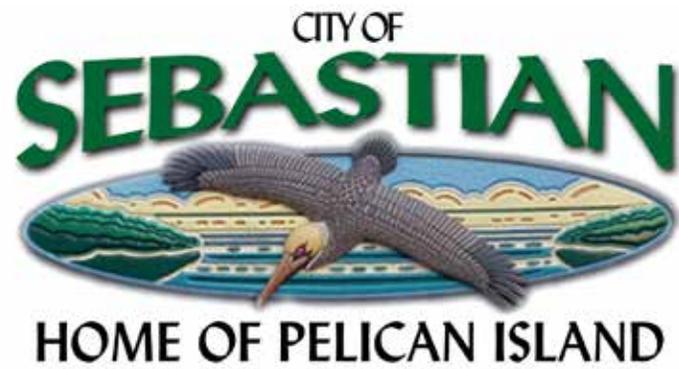


CITY OF SEBASTIAN, FLORIDA

**ANNUAL BUDGET
FISCAL YEAR 2020–2021**

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET



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CITY COUNCIL

Ed Dodd
Mayor

Jim Hill
Vice-Mayor

Bob McPartlan
Council Member

Frederic Jones
Council Member

Christopher Nunn
Council Member

**CITY OF SEBASTIAN
FLORIDA**

**ANNUAL BUDGET
FISCAL YEAR 2020–2021**

CITY MANAGEMENT

Jeanette Williams
City Clerk

Paul Carlisle
City Manager

Manny Anon, Jr.
City Attorney

DEPARTMENT HEADS

Kenneth W. Killgore
Administrative Services Director/CFO

Daniel Acosta
Police Chief

Scott Baker
Public Facilities Director

Lisa Frazier
Community Development Director

Wayne Eseltine
Building Official

Kenneth Griffin
City Engineer

Brian Benton
Leisure Services Director

Greg Gardner
Director of Golf



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Sebastian
Florida**

For the Fiscal Year Beginning

October 1, 2019

Christopher P. Morill

Executive Director

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

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

HOW TO READ THE BUDGET

This budget document serves two purposes to the users. One purpose is to provide City Council and general public a clear view of the services provided. The other purpose is to serve as an operating plan that conforms to the city's financial policies. There are six sections included in this document.

Budget Message – This section includes the budget transmittal letter from the City Manager. The letter addresses the key policy changes that support the adopted budget document.

Budget Overview – This section provides an overview of the key policy issues and programs, community profile and revenue trend analysis, and an overall budget summary.

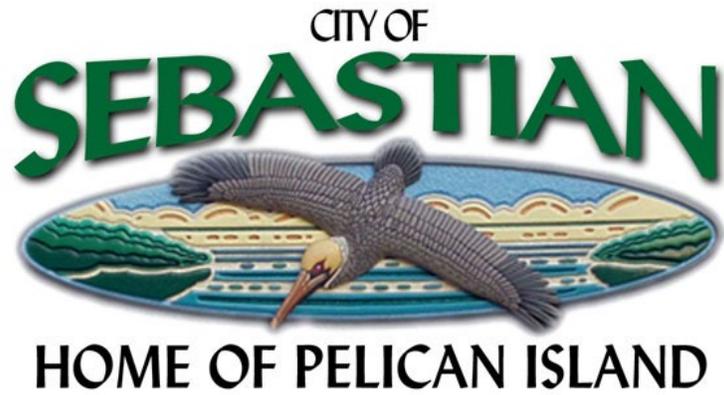
Policies – This section presents the City's policies that guide the preparation of the budget.

Budget Detail – This section is broken down by fund types:

- General Fund - This section provides detailed general fund revenue analysis and departmental/division budget information on services, goals and objectives, performance measures, staffing, and expenditures by line item. General Fund is the main operating fund of the City and includes traditional municipal activities, such as public safety, public works and recreation.
- Special Revenue Funds - This section provides description of each individual fund as well as detailed line item budget information. These funds account for revenues dedicated or restricted to specific uses.
- Debt Service Funds - This section provides description of the individual fund as well as detailed line item budget information. These type of funds account for transactions associated with the City's long-term debt.
- Capital Project Funds - This section provides detailed budget information on funding sources and project appropriation (uses) for all FY 2020/21 capital projects.
- Enterprise Funds - This section provides revenue projection for each enterprise fund and detailed departmental/division budget information on services, goals and objectives, performance measures, staffing, and expenditure by line item. These funds are expected to be self-supporting and include the City's Airport, Golf Course and Building Department.

Capital Improvement Program – The Capital Improvement Program section provides a long-range capital improvement plan. The plan describes planned capital improvement projects and funding sources for Fiscal Year 2021-2026.

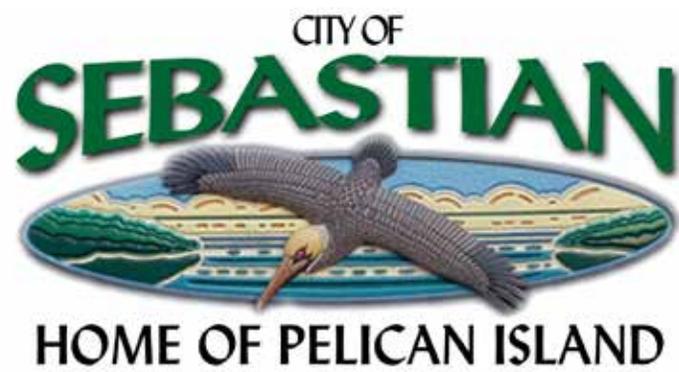
Schedules – This section provides historical trend information on ad valorem tax millage rates and tax collections. Debt service schedules are provided to support the budgeted line item detail. A five-year capital outlay schedule is included for future planning, including narratives and schedules on the impacts of those capital outlays on operating costs. Summary projections are also included for the special revenue and enterprise funds. A Glossary helps translate some of the budget language into plain English.



CITY OF SEBASTIAN FLORIDA
ANNUAL BUDGET
FISCAL YEAR 2020-2021

BUDGET MESSAGE

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET



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October 1, 2020

The Honorable Mayor Ed Dodd and City Council
City of Sebastian
1225 Main Street, City Hall
Sebastian, Florida, USA

Re: Fiscal Year 2021 Budget Letter of Transmittal

Dear Mayor Dodd and City Council Members:

In compliance with provisions of the City Charter and Florida Statutes, we are pleased to submit the Fiscal Year 2020/21 Budget. Total appropriations for all City Funds are \$28,785,247, as compared to the \$33,888,627 that was approved before amendments last year. The decrease is primarily due to less being appropriated for capital projects.

This year, we had a 7.18% overall increase in taxable values. 2.44% of the increase was due to additions to the tax roll that generated \$101,911 in revenue, with 4.74% of the increase due to reassessments on properties that were on last year's tax roll that generated \$199,399. An increase in the millage from 2.9399 to 3.1514 provided another \$300,917 from ad valorem taxes. Some additional revenue is anticipated from franchise fees, utility taxes and service charges but a substantial reduction in the Municipal Revenue Sharing revenues was the main issue. Total revenues anticipated for General Fund is \$12,872,460, which is a \$271,598 increase over the 2019/20 amended General Fund budget.

In regard to personnel, the adopted budget reflects no across the board pay adjustments for the employees. When drafting the General Fund budget, it was apparent that pay adjustments could not be reasonably considered with the same millage at 2.9399 that was levied last year. There was also concern about potential legal actions and reduced revenue projections from the State that could have additional negative impacts. An increase to the millage to the rate of 3.1514 was recommended to address these issues and to also increase the revenue base to sustain any pay adjustments into future years. The 3.1514 was adopted on September 28th along with approval of the budget but negotiations with the two collective bargaining units had not been concluded by that time. Consequently, the revenues added by the 3.1514 were earmarked so they can be transferred to the appropriate accounts after agreement is reached on any pay adjustments. The only change in the number of budgeted positions was to add an administrative assistant to the Building Fund.

The City Council appointed Citizen's Budget Review Advisory Committee conducted several meetings to review an initial draft of the proposed budget and to determine their recommendations to the City Council. They were advised that Staff had been able to trim the budget request and limit spending so that the General Fund budget was balanced using the same millage of 2.9399 but that no pay adjustments were included. At their final meeting, a motion was adopted to recommend the increase to 3.1514.

The City Council appointed Parks and Recreation Advisory Committee also played a role in formulating the budget for the Recreation Impact Fee Fund by commenting and being supportive on the projects being recommended by Staff. These included additional park identification signage, plus improvements to parks and playgrounds.

All the capital improvement projects recommended by Staff were memorialized in the Capital Improvement Program (CIP) and presented to the Planning and Zoning Commission, which recommended that the FY 2021-26 CIP be adopted.

AD VALOREM TAXES

The table below is an example of the effect of the approved 3.1514 millage assuming a homesteaded property taxed on a value of \$200,000 last year. The taxable value for those properties could only be increased this year by the change in the consumer price index of 1.0322%:

	<u>FY 2019-20 With 2.9399 Millage</u>	<u>FY 2020-21 With 3.1514 Millage</u>
Taxable Value	\$ 200,000	\$ 202,064
Homestead Exemption	<u>50,000</u>	<u>50,000</u>
Net Taxable Value	\$ 150,000	\$ 152,064
Millage	<u>2.9399</u>	<u>3.1514</u>
Taxes for Year	\$441	\$479
Tax Increase		\$38

The table below shows the effect of the approved 3.1514 millage assuming a property without the homestead exemption and a value of \$200,000 last year, assuming it increased at the maximum reassessment rate of 10.0%:

	<u>FY 2019-20 With 2.9399 Millage</u>	<u>FY 2020-21 With 3.1514 Millage</u>
Taxable Value	\$200,000	\$ 220,000
Millage	<u>2.9399</u>	<u>3.1514</u>
Taxes for Year	\$588	\$693
Tax Increase		\$105

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

	<u>Amount</u>	<u>Percent Change</u>
FY2020 Final Taxable Value	<u>\$1,382,764,169</u>	
Revised Assessed Values	65,604,349	4.74%
New Construction and Additions	<u>33,685,698</u>	<u>2.44%</u>
FY2021 Certified Taxable Value	\$1,482,054,216	7.18%

Ad Valorem tax revenue comprises 35.2% of FY 2021 General Fund budgeted revenues (excluding interfund transfers) and is General Fund's largest single source of revenue. This percentage was declining in recent years, primarily due to usually being held at the rolled-back millage. With State revenue sharing being less due to businesses being impacted by the COVID-19 Corona Virus Pandemic, there was no good option but to increase the millage in FY 2021. This increase in ad valorem tax revenue resulted in an increase in its percentage of total revenues. Below is a table showing total revenues and the percentage that ad valorem taxes were to the total of all General Fund revenues:

<u>Fiscal Year</u>	<u>Total Revenues</u>	<u>Ad Valorem Taxes</u>	<u>% of General Fund</u>
2011	9,717,613	3,097,353	31.9%
2012	9,225,038	2,757,335	29.9%
2013	9,109,714	2,904,754	31.9%
2014	9,429,396	2,913,240	30.9%
2015	10,024,963	3,285,808	32.8%
2016	10,644,321	3,588,674	33.7%
2017	11,172,488	3,793,025	34.0%
2018	11,318,883	3,797,121	33.5%
2019	12,076,816	3,814,314	31.6%
2020	12,847,460	3,881,497	30.2%
2021	12,956,086	4,563,724	35.2%

A concerted effort has been made over the years to provide quality municipal services to the citizens of Sebastian, while minimizing the tax burden. This was exasperated by the economic crisis that began in 2008, which eroded the tax base and caused a number of other major revenue sources to decline. To deal with this, a number of steps were taken during that time. Employees had several years without pay increases and had to take mandatory unpaid furlough days. Vehicles and equipment were replaced only when absolutely required and routine maintenance was deferred on facilities and other infrastructure. Just as we believed we had somewhat recovered from those difficult years, we now have the impacts of the COVID-19 Corona Virus Pandemic to overcome.

CITY GOALS

The City of Sebastian has ambitious goals articulated by City Council, administration, and various boards and committees, many of which were outlined during the course of numerous meetings, discussions and presentations provided by City Council and the Office of the City Manager during the past year. The City Council and administration have worked diligently on developing an identity and character that is distinctively Sebastian. The budget adopted for FY 2020-21 keeps that focus and the forward momentum established by the community, consistent with the following Council goals:

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

In order to achieve these directives, each department/division develops subordinate goals and objectives. These are presented within the sections for each department. The City is currently working on documenting a strategic plan that will encompass a business plan for each department and associated measures for each priority activity. We are hopeful that this will further our efforts to focus on the activities that will enable us to accomplish the City's goals and objectives.

BUDGET CHALLENGES AND HIGHLIGHTS

The Fiscal Year 2020-2021 budget is a planning document with the purpose of allocating the resources that will accomplish the City's goals and vision. Major challenging factors impacting the budget are:

- **Assessed Values** - Taxable values increased 7.18% this year, which was a positive sign that we essentially recovered from the economic drop-off. However, those values were established as of December 31, 2019 and there is uncertainty on how the Pandemic will affect taxable values that will be established as of December 31, 2020.
- **Other Major Revenue Source** – Another consequence of the Pandemic is that projections for state-shared revenues show a decline from previous years and revenues from utility companies are increasing very little from the previous year. These projections are still slightly less than projections offered by the State and the utility companies, which is consistent with our conservative budget approach.
- **Permitting Revenues** –As the economy dropped-off in past years, permitting revenue declined below amounts required to fund the Building Department's operations. However, in recent years these revenues have been well above operating expenses and we have been able to set aside reserves to soften the impact of any future downturns.
- **Economic Signs** – There is still a healthy level of activity in the housing market and with overall building activity within the City. Year-over-year median residential home sales prices are relatively strong for our zip code. We feel that forecasting a general long-term growth rate of 5% in ad valorem taxable values and 3.5% in sales and utility based revenues is reasonably conservative and sufficient to sustain current levels of services.
- **Operational Costs** – Budgets for operating expense accounts in the General Fund have for the most part been held level or decreased, leaving little flexibility for unexpected events or increases in cost. This budget strategy allows the City to hold down tax rates but limits the available options for covering unexpected spending or desirable innovations.

- **Capital Outlays and Equipment Replacement** – Throughout the economic crisis, capital outlays for new equipment and infrastructure was generally only possible using grant funds and dedicated special revenues. During those difficult times, monies to repair or replace items and to cover routine maintenance cost were extremely limited. This resulted in a critical level of equipment and facilities that were in deteriorated condition and in need of repair or replacement. To address this need, a policy was established to assign a portion of the General Fund's cash reserves to a Capital Renewal and Replacement Reserve, so that the City Manager could proceed with repairing or replacing essential equipment or facilities when necessary. With continuation of the Pandemic, we expect it may very well be necessary to continue this practice.
- **Personnel Expenditures** – Personnel expenditures are a challenge in that approximately 78% of the total proposed General Fund budget for operations is allocated to personnel costs. Salaries and benefits are negotiated for the employees included in the collective bargaining agreements with the Public Employees Association (PEA) and the Police Benevolent Association (PBA). Management employees have benefits memorialized in the "Management Benefits Package". While many personnel modifications have been made to control these costs, several long term challenges still exist, which include:
 - We recognize that being competitive with the job market is important but with every year, this becomes more difficult to manage. Without the increase in ad valorem tax revenue from the millage increase this year, we would have been unable to offer any pay increases for the employees. Negotiations were not concluded by the time the budget needed to be approved, so a budget adjustment will be required when this is settled.
 - Health care benefits continue to be a concern. This year the City was fortunate to have a 3.0% decrease in premiums but there is still uncertainty on how the City will be affected in the future, with the continued escalation of healthcare costs.
 - The need to supplement staffing levels in order to adequately address changing requirements mandated by State and Federal legislation or the community's citizens is always a concern. We are hopeful that these requirements can continue to be met by current staffing levels but we remain concerned that we will not be able to afford additional staff and will have to raise taxes or choose to trade off other desirable or essential services that the citizens now enjoy.

CAPITAL IMPROVEMENT PROGRAM

On September 28, 2020, the City Council approved the six-year capital improvement program for Fiscal Year 2021-26. Staff incorporated the first year of that plan into the FY 2020-21 Budget, including any necessary changes to operation and maintenance accounts needed for new equipment or facilities. The detailed project listing is located in the Capital Improvements Program section of this document, including forecast of how each item may impact operating expenditures.

Local Option Gas Tax (LOGT) funds will continue to be applied to the payment on the Paving Improvement Bank Note, with the remainder focused on replacing road maintenance equipment and road improvements. \$400,000 is programmed this year for road improvements, with additional allocations each following year in accord with the previously developed roadwork plan.

In addition to paying debt service on the Stormwater Bank Note, Discretionary Sales Taxes (DST) will continue to finance the purchase of police department vehicles and provide funding to upgrade the City's computer and phone systems. Below is a synopsis of the other projects programmed from these funds:

- FY 2021 allocations include \$500,000 for street reconstruction on the roadways identified in the roadwork plan, which is expected to bring us up-to-date with the roadwork plan.
- FY 2021-22 forecast \$520,000 for the development of a Harrison Street Park Plaza, which will provide parking, event space and connections to the downtown area.
- FY 2021-23 forecast \$540,000 for the development of a North Central Avenue Event Plaza, which will provide parking, event space and connections the Main Street activity area.
- FY 2022 allocations provide the 50% grant matching funds of \$500,000 for the construction of a \$1,000,000 Economic Development Hangar at the Airport.
- FY 2022-24 allocations include another \$3,500,000 for the construction of the new Public Works Garage Compound, bringing the total allocated thus far to \$8,588,899 for this facility.
- \$500,000 is allocated each year to address major Canal Improvements.

In the Recreation Impact Fee Fund, \$380,000 has been allocated over the next six years for replacing playground equipment in many of the parks and implementing all-inclusive features in each one. \$60,000 is also allocated for additional park identification signage. We also plan for \$20,000 each year to be equally divided among the four zones for unanticipated upgrades to facilities in each individual zone. These fees are derived from the addition of new residential units and are required to be spent on upgrades and improvements to the City's parks and recreation facilities.

The Riverfront Community Redevelopment Agency (CRA Fund) includes annual allocations of \$20,000 for expenditures on the waterfront properties; \$40,000 a year to continue the Façade/Sign Improvement Program; and \$48,500 a year to assist with funding of special events. Expenditures for maintaining landscaping to a higher standard are being funded but other routine operating expenditures are being minimized to allow funds to be directed toward programs or projects directly impacting the vitality and values of properties in the CRA district. The revenues collected for the Riverfront Community Redevelopment Agency are required to be expended for the benefit of the defined CRA area.

The Stormwater Utility Fund now includes all the operating and capital needs for the stormwater system versus having operating expenditures accounted for in the General Fund as was done in past years. Purchases of equipment used in the stormwater system operation and maintenance activities are also scheduled over the next six years. \$200,000 is programmed for FY 2021 to be matched against grant dollars for the development of a more meaningful Stormwater master plan. \$600,000 is equally applied over the next six years for roadway swale and culvert work. \$1,650,000 is planned over 2022-25 for improvement projects at Ocean Cove, Concha Dam, Tulip Road Crossing and Bayfront Road Crossing.

The Parking In-Lieu-Of Fund balances are not appropriated for any additional projects at this time. These monies are collected for the purpose of enhancing the available parking facilities in lieu of the developer providing the minimum additional parking required for the prospective use of the property. Currently, there is one payment agreement in effect that will increase the available balance.

In the Cemetery Trust Fund, funds are allocated for driveway resurfacing and grounds improvements. Funds will also be used to add columbarium niches. \$85,000 is scheduled in 2021 to be paid to the General Fund to partially defray the cost of operations that are accounted for within the Public Facilities operating budget and this expected to increase to \$90,000 for future years.

In the Golf Course, the major improvements done over the past several years should continue to result in more activity. Should this be the case, the Golf Course can "unwind" the internally financed loans from the General Fund and Building Fund that made those improvements possible.

At the Airport, revenues from property rentals have steadily increased and are sufficient to cover the normal operating costs and to repay advances with interest to the Discretionary Sales Tax Fund for the internally financed loans that were used toward constructing hangars. The final balance on an interest free advance from the General Fund made a number of years ago is scheduled for payment in FY 2021.

For the Building Fund, renovations will be made to the front service counter. This is in conjunction with an addition to the administrative staff that is considered necessary.

The Fiscal Year 2021-2026 Capital Budget will not depart from the current direction of the City. The Citywide goals will continue to be achieved and accomplished by undertaking the following major programs, projects and activities within the listed goals:

Citywide Infrastructure Improvements

- Continuation of the street resurfacing and sidewalk installation programs;
- Continuation of improvements to the City-wide storm drainage program;
- Continuation of capital improvements at Sebastian Municipal Airport – via partnership with the Florida Department of Transportation (FDOT) Aviation Section and with the Federal Aviation Administration (FAA);

Governmental Efficiency:

- Collection of solid waste services will continue with Waste Management, Inc. This partnership was extended in May of 2017 until June 30, 2023;
- Contracting for services such as landscaping, ditch mowing and janitorial work when such measures are beneficial and affordable;

Commitment to the Future:

- Recently updated the Airport Master Plan and Airport Business Plan;
- Continuation of the economic development marketing efforts;

Environmental Conservation:

- Designate funds for improvements that will help to preserve the Indian River Lagoon;
- Utilize best management practices to effectively maintain the stormwater system;
- Adhere to the approved Coastal Resiliency Plan;
- Continue efforts to obtain grants;

Quality of Life:

- Providing ample and good quality parks and recreation facilities for the community;
- Providing a quality facility for golf;
- Partner with Sebastian Community Redevelopment Agency to initiate additional projects and programs to benefit the Community Redevelopment District.

COMPARATIVE AND TREND ANALYSIS

Through various cost efficiency initiatives (e.g. procurement of grants, restructuring departmental staffing and outsourcing), we have continued programs and funded projects while limiting increases in the property tax rate. These initiatives are still imperative to assuring that the cost of government remains reasonable and sustainable.

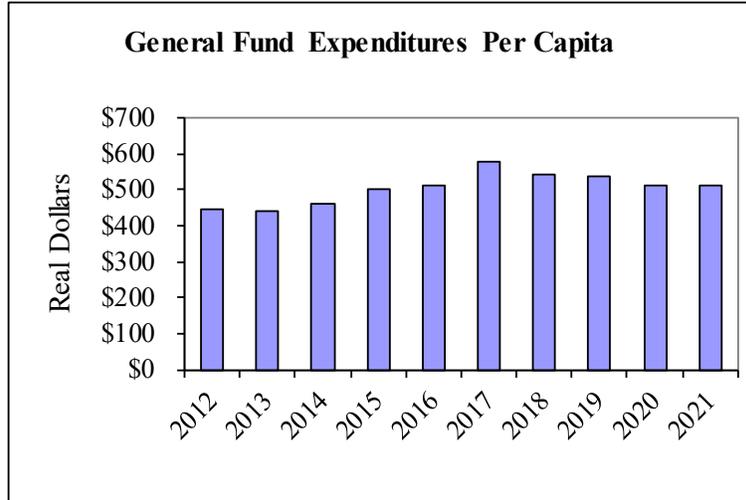
General Fund expenditures per capita in Sebastian for several years reflected a period of limited revenues that resulted in rather extreme budget cutting measures, including no employee pay increases, elimination of positions and twelve mandatory unpaid furlough days per year for employees. Spending on maintenance of equipment and infrastructure was also curtailed. Recent years reflect the effort to offer annual pay raises and spend the necessary funds for normal maintenance and equipment replacements. Trend information on General Fund expenditures per capita is shown in the table below and in CHART I that follows:

General Fund Expenditures Per Capita

<u>Fiscal Year</u>	<u>Actual</u> <u>2012</u>	<u>Actual</u> <u>2013</u>	<u>Actual</u> <u>2014</u>	<u>Actual</u> <u>2015</u>	<u>Actual</u> <u>2016</u>	<u>Actual</u> <u>2017</u>	<u>Actual</u> <u>2018</u>	<u>Actual</u> <u>2019</u>	<u>Estimated</u> <u>2020</u>	<u>Budget</u> <u>2021</u>
General Fund Expenditures (in millions)	\$9.79	\$9.75	\$10.30	\$11.23	\$11.57	\$13.41	\$13.14	\$13.27	\$12.90	\$13.10
Population (1)	21,929	21,995	22,188	22,296	22,622	23,137	24,192	24,630	25,168	25,658
Percent Change from Prior Year	-4.3%	0.3%	0.9%	0.5%	1.5%	2.3%	4.6%	1.8%	2.2%	1.9%
Expenditures Per Capita	\$446	\$443	\$464	\$504	\$511	\$580	\$543	\$539	\$513	\$511
Percent Change from Prior Year	-3.4%	-0.7%	4.7%	8.5%	1.5%	13.3%	-6.3%	-0.8%	-4.9%	-0.4%

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

CHART I

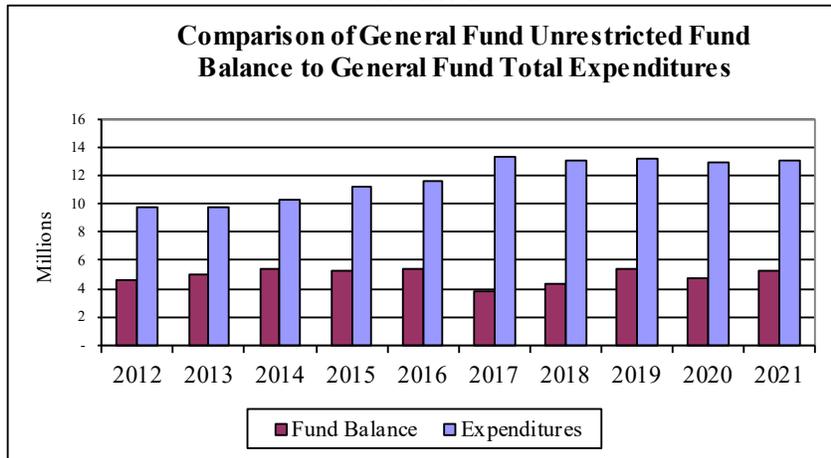


Another important consideration involves strict attention to personnel costs. The comparison of General Fund personnel costs to total General Fund expenditures for the past several years is shown in the following table and in CHART II. Although furlough days, pay freezes and lay-offs reduced personnel costs for FY 2011 through FY 2015, the early retirement program payouts in FY 2016 caused an increase. This was followed by large contractual expenditures for debris pickup and rebuilding riverfront piers after Hurricane Matthew in 2017 and due to debris pickup in FY 2018 after Hurricane Irma. The increase in personnel costs in 2019 and 2020 is due to adding employees in order to continue providing quality services to the public.

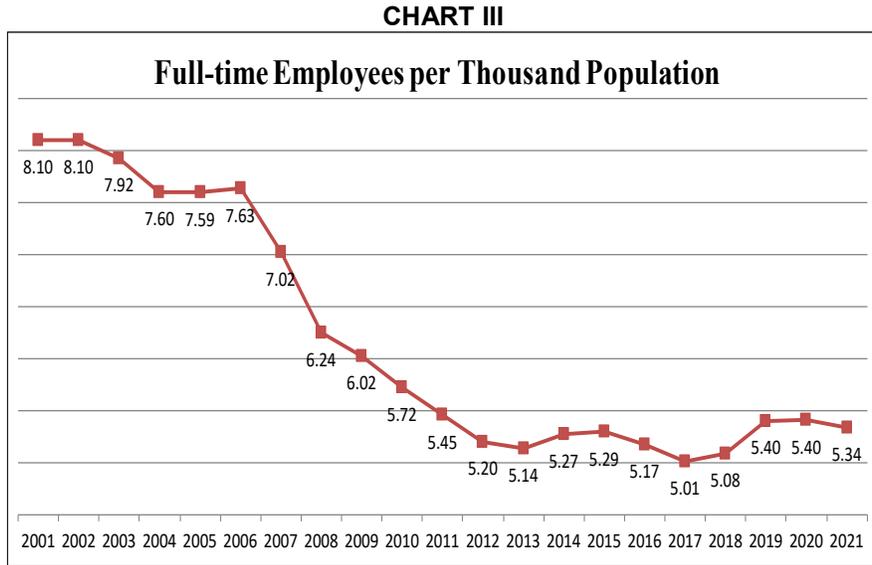
Comparison of General Fund Personnel Costs to Total Expenditures

Fiscal Year		General Fund Personnel Costs	Total General Fund Expenditures	Percentage
2011	Actual	\$8,244,295	\$10,589,848	77.85%
2012	Actual	\$7,530,386	\$9,785,294	76.96%
2013	Actual	\$7,421,903	\$9,750,950	76.11%
2014	Actual	\$7,671,004	\$10,297,178	74.50%
2015	Actual	\$7,971,142	\$11,229,408	70.98%
2016	Actual	\$8,527,708	\$11,568,292	73.72%
2017	Actual	\$8,175,533	\$13,408,315	60.97%
2018	Actual	\$9,111,377	\$13,140,369	69.34%
2019	Actual	\$9,828,141	\$13,267,741	74.08%
2020	Estimated	\$9,728,850	\$12,898,591	75.43%
2021	Budget	\$9,867,955	\$13,141,086	75.09%

CHART II



A significant factor continuously examined by the administration is full-time employees per thousand in population. Until the increases scheduled in 2019, Sebastian has operated with fewer employees per thousand in population than past years. This is illustrated in Chart III.



The comparison of General Fund actual unrestricted fund balance to the General Fund total expenditures is illustrated in Chart IV and Chart V. As stated in the adopted financial policies, the General Fund unrestricted fund balance for declared national disasters is targeted at five million dollars (\$5,000,000). This target approximates an amount calculated to sustain City operations following such events. The nationally recognized Government Finance Officers Association recommends the unrestricted fund balance be no less than two months of the General Fund regular operating expenditures but experience has shown that this would be inadequate for this City. With expenditures resulting from Hurricane Matthew and Hurricane Irma fund balance was reduced but the City has recovered almost all of the approved reimbursements from the State or FEMA (Federal Emergency Management Agency). Nevertheless, the charts below reflect that the City has historically maintained a healthy General Fund unrestricted fund balance. Such trends are reliable indicators of the financial stability of a community.

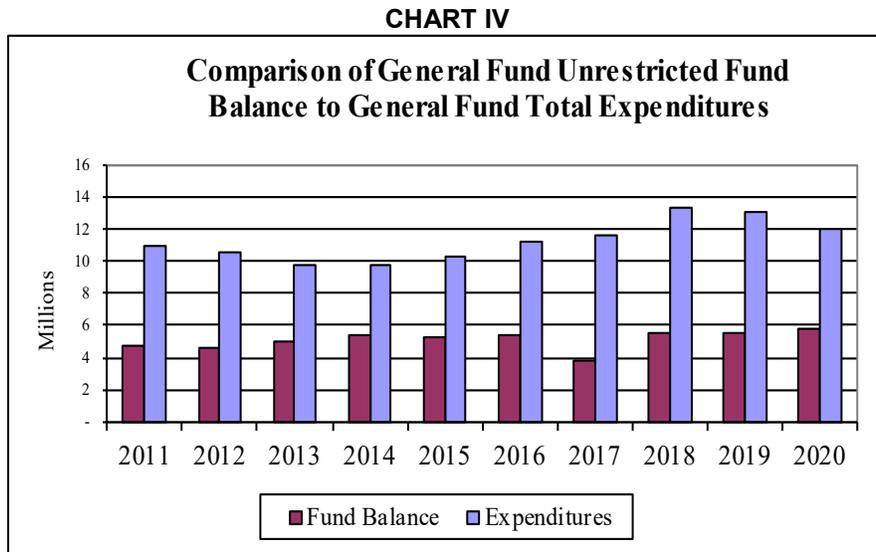
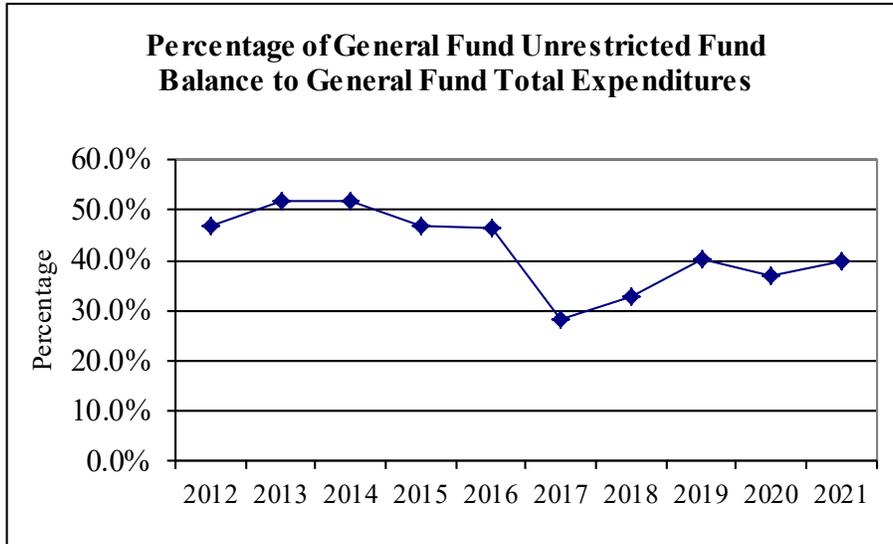


CHART V



In addition to the five million dollars (\$5,000,000) for declared national disasters, the Financial Policies have been expanded to add additional targeted funding amounts. Up to \$275,000 is targeted as a Capital Renewal and Replacement Reserve; \$370,000 is targeted for Shortfalls in Intergovernmental Revenues; and \$350,000 is targeted for Employee Leave Payouts. In any year that generates a surplus of revenue over expenditures, the City Council will determine the amount to be added to each category.

BUDGET BY FUNCTION

Economic Environment

As reported by the University of Florida Bureau of Economic and Business Research, 2020 Estimates of Population, the City's population is 25,658. This was a 1.02% increase over the prior year. Sebastian has an approximate "build-out" rate of 75%.

The Sebastian Community Redevelopment Agency (CRA) experienced an increase in property values this year from \$106,992,159 to \$113,478,211. Recent infrastructure improvements within the CRA area are expected to improve the area and additional measures are being undertaken. The CRA will continue the Façade, Sign and Landscaping Grant Program to award grants to local businesses and improve the overall ambience of the district. It also has a program to encourage sewer hook-ups within the CRA area and a stormwater plan for this specific area is being followed. The City continues to maintain and improve the properties acquired at the working waterfront location. The City also provides support to several local festivals that provide direct economic benefit to the community.

The City continues to utilize the web site for businesses, www.sebastianbusiness.com and to attract retirees <http://www.sebastianretirement.com>. The website features information on economic incentives, relocation and business development. The City strives to provide new businesses with information about the community and promote the local Chamber of Commerce. An effort is underway to redesign the City's websites and take measures to insure frequent updating with the most current information.

With the welcomed allocation of a portion of Indian River County's funding from the Federal Coronavirus Aid, Relief, and Economic Security (CARES Act), the City successfully managed a Small Business Grant Program to provide monetary help to those mandated to close or reduce services. Other businesses could also apply by proving they had suffered lost income of 25% or more.

Community Safety

The Sebastian Police Department has been working diligently to augment both operations and expectations, since the agency received law enforcement accreditation from the Commission for Florida Law Enforcement Accreditation nearly eighteen years ago. This designation markedly increased the Department's ability to prevent and control crime through more effective and efficient delivery of law enforcement services to the community. Primary reasons for seeking accreditation included: the necessity to establish goals and objectives with provisions for periodic updating; constant reevaluation of whether departmental resources are being employed in accordance with agency goals, objectives and mission; constant reevaluation of departmental policies and procedures as documented in the department's written directive system; to accommodate correction of internal deficiencies and inefficiencies before they become public problems; and the opportunity to reorganize without the appearance of personal attacks.

Maintaining accreditation will continue to serve as a yardstick to measure the effectiveness of Sebastian Police Department's programs and services, augmenting standards and practices agency wide. This arrangement also assisted with determining the effects of personnel changes over the past several years. Standards and performance measurements resulting from the accreditation process will continue to guide both Sebastian Police Department and city administration in alleviating potentially adverse conditions.

Transportation

The City continues working on a long-term planning, modeling, study, and coordination with the Metropolitan Planning Organization (MPO) of Indian River County regarding prospective future transportation improvements. Some future City funded projects consist of sidewalk construction and road improvements. Due to a State mandate, the City began a program in FY 2015 to replace City signs and bring them into compliance with the State's specifications.

Recognizing the lack of resources allocated in the past for maintaining the roadways, the City in FY 2019 budgeted to perform a professional road condition assessment and document a systematic plan to insure that road resurfacing is completed before conditions require a complete rebuilding. The FY 2021 budgets for road resurfacing and road reconstruction reflect work identified as necessary based on that assessment. Although most of the future roadwork is expected to be funded by Local Option Gas Taxes, some of the roadways that have not been adequately maintained and now need to be rebuilt will be funded by Discretionary Sales Taxes.

Airport

The Sebastian Municipal Airport Master Plan serves as the guiding document for airport planning. Consultants have recently updated this valuable document. Numerous infrastructure improvements and economic development projects have been completed, and others in the 'pipeline,' will lead to the airport's economic viability and self-sustaining capability. These include major work on taxiways and additional hangars. The ability to fund these large projects is made possible by grants from the Florida Department of Transportation (FDOT) and Federal Aviation Administration (FAA), combined with a relatively small amount of City matching funds.

Sebastian Municipal Airport's infrastructure is being developed to attract economic development opportunities in an effort to stimulate the business climate and create jobs in our community. Airport funds continue to be used to market the Administrative Building and the hangar and aircraft maintenance buildings as business incubators. These activities have shown steady incremental progress toward airport self-sustainability, along with complementing the City's economic development plans.

Physical Environment

To comprehensively address and implement long-term solutions to community drainage and other stormwater related challenges, The City Council established a stormwater utility that levies an annual fee on a per unit/property basis throughout the community. In Fiscal Year 2003-04, the City secured a revenue bond dedicated specifically to large-scale comprehensive stormwater utility improvements. This yielded \$5.6 million committed to capital improvement programs that resulted in better drainage flow dynamics citywide. The long-awaited Collier Creek Dredging project was completed utilizing these funds. In FY 2013-14, the revenue bond was refinanced with a lower interest bank note. Until FY 2014-15, the debt service was paid by the Stormwater Fund but it is now being paid from the Discretionary Sales Tax Fund, in order to focus stormwater fees on stormwater operations and improvements.

Stormwater maintenance has long been an important issue for City residents and a challenge for the City. The stormwater fee was doubled to \$10.00 per ERU (Equivalent Residential Unit) in FY 2018-19 to provide additional revenue to be allocated for major capital projects that have been deferred during past years. To provide better accountability and transparency, measures were taken with the FY 2018-19 Budget to account for all stormwater revenues and expenditures directly within the Stormwater Fund, rather through transfers to the General Fund where operation and maintenance cost were previously budgeted as a Division within General Fund.

Culture and Recreation

The City continues with efforts to devote sufficient funding for beautification and landscaping improvements throughout the City. The organization remains acutely aware that properly maintaining this infrastructure is a high priority for making the City an attractive location to both work and play. Therefore, attention is given to providing the staffing and equipment necessary to properly maintain street medians, rights-of-way areas and the green areas surrounding all City facilities. Efforts are being made to add or enhance parks and recreation facilities. Recreation impact fees are budgeted in FY 2020-21 for standardizing park signage and improving the parks and playgrounds.

In addition to making the parks and recreation facilities available for use by the public, the City operates a public Golf Course facility. In recent years, a complete renovation of the Golf Course restaurant was done, the irrigation system upgraded, the cart paths replaced and the greens completely rebuilt. With these improvements, there is an expectation that the Golf Course will continue to attract customers and be more self-supporting.

SUMMARY

The Proposed Fiscal Year 2020-21 Budget continues to represent the character of a City whose unique identity distinguishes itself from other geographic areas of both Indian River County and throughout the Treasure Coast. There are a lot of numbers, indicators, projections, charts and graphs in this budget document. Rightfully so, being that this budget reflects Sebastian's vision and focus on improving the quality of life for our citizens, businesses, and visitors respectively. This budget reflects Sebastian's community values, goals, objectives, and ideas.

Because of good long-term forecasting, the City has maintained spending within the amount of anticipated revenues, while experiencing no outward signs of lowering levels of service. The Fiscal Year 2020-21 Budget supports the City's sound financial position; continues to enhance our community's small town atmosphere; encourages conservation initiatives; and is supportive of expanding private/public partnerships and economic development.

Earlier this year, the nationally recognized Government Finance Officers Association awarded the Distinguished Budget Presentation Award to the City for its Fiscal Year 2019-20 budget document. This was the sixteenth consecutive year the City has received this honor. This award is the highest form of recognition in governmental budgeting and represents a significant achievement by our City.

In closing, we wish to acknowledge the steadfast efforts and dedication of the employees of the City of Sebastian. Sebastian has grown into a marquee community due in large part to their efforts. Special recognition and very personal thanks goes out to the Management Team who assisted the Office of the City Manager and the Administrative Services Department in preparing this year's budget submission. With the hard work and dedication provided by all the employees and the Management Team, we are confident in our ability to provide the same high quality services that the citizens demand and enjoy over the years to come.

Respectfully submitted,

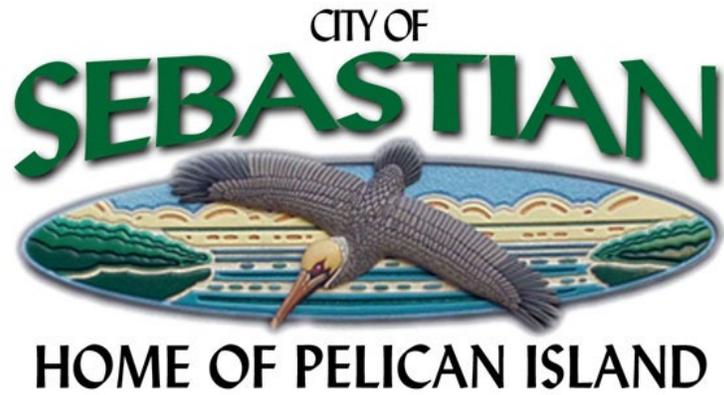
Kenneth W. Killgore,
Administrative Services Director/CFO

Paul E. Carlisle,
City Manager

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

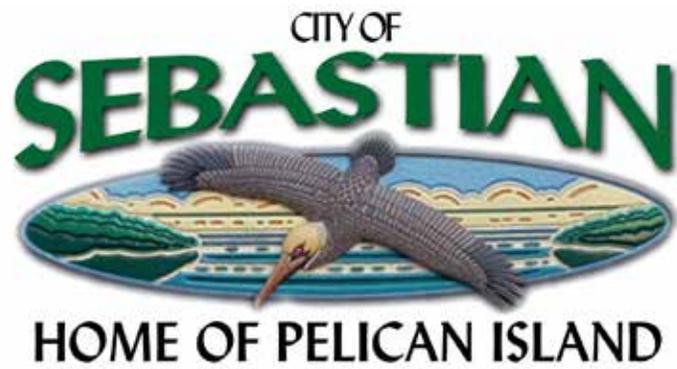


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CITY OF SEBASTIAN FLORIDA
ANNUAL BUDGET
FISCAL YEAR 2020-2021

BUDGET OVERVIEW



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CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

COMMUNITY PROFILE

General Description

The City of Sebastian, Florida is located in Indian River County approximately midway through the east coast of the Florida Peninsula (between Melbourne and Vero Beach) in an area known as the Treasure Coast. It is recognized as the Home of Pelican Island, the first designated wildlife refuge in the United States.

The City was first incorporated as the Town of Sebastian in 1924. In the late 1950s General Development Corporation purchased the land from the Mackle family of Miami and began the development of a planned community that is now the City of Sebastian. The City has an estimated population of 25,658 living in an area of approximately 14.6 square miles.

The City boasts beautiful well-maintained parks; maintains unobstructed views of the intra-coastal waterway in the Indian River Lagoon along its riverfront district; has a close proximity to Atlantic beaches, has a good number of shops and restaurants; and includes many churches. Several City festivals are celebrated each year, plus there are monthly arts and crafts shows and concerts in the park. City managed services include a well-respected police department, municipal golf course and airport. The City has a central location for automobile traffic with easy access to I-95 and the Florida Turnpike.

Education

Sebastian is in the Indian River County School District, which is among the highest ranking systems in the State of Florida. The City hosts five public schools: Pelican Island Elementary (PK through Grade 5); Sebastian Elementary (PK through Grade 5); Sebastian Junior High Charter School (Grade 6 through 8); Sebastian River Middle School (Grade 6 through 8); as well as the Sebastian River Senior High School (Grade 9 through 12).

Higher education is also available in the Sebastian area. Indian River State College is the area's main four year college. The main campus is located in Ft. Pierce, with a local campus in Vero Beach. There is also a satellite campus in Sebastian. For those requiring more technical schooling, Florida Institute of Technology (Florida Tech) is located in Melbourne, some 20 miles north of Sebastian. Sixty minutes to the northwest, Orlando hosts a number of colleges and universities offering academic and trade curriculum.

Workforce

The largest major industry sector in the Sebastian area is Health Care and Social Assistance with 18.2% of the employment, followed by Retail Trade with 16.1% and Accommodation and Food Services with 10.6%. The historical overall unemployment rate for the area over the past ten years and the projected unemployment rate for the next ten years are greater than that of the state of Florida. The August, 2020 unemployment rate was 7.0%, as compared to 7.7% for Florida. 28.3% of the County's population holds a bachelor's degree or higher, the area median age is 52.9 years and median household income is \$58,228. The local economy is fueled by retirees and seasonal residents, citrus production and exports, healthcare and related services, residential construction, small service businesses and governmental and educational services.

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

Major employers in the County are shown below along with their approximate level of employment as of September 2019.

Major Employers in Indian River County

<u>Establishment</u>	<u>Industry/Product</u>	<u>Number of Employees</u>
School District of Indian River County	Government	2,121
Cleveland Clinic Indian River Hospital	Health Care	2,027
Indian River County	Government	1,521
Publix Supermarkets	Food/Beverage	1,380
Piper Aircraft	Manufacturer	1,000
Wal-Mart	Retail	806
Sebastian River Medical Center	Health Care	750
John's Island	Residential/Resort	589
Indian River Estates	Retirement Community	486
Visiting Nurse Association	Private Health Care/Hospice	484

Source: Indian River County Community Development Department

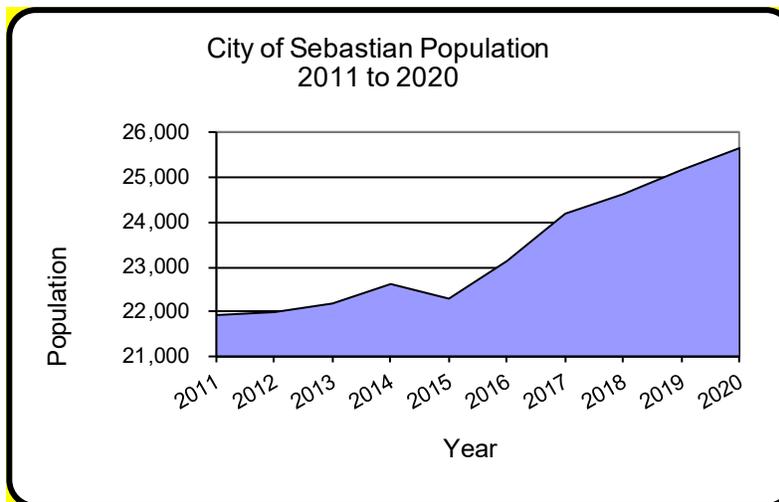
CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

Population/Growth

The City of Sebastian has once again started to show a reasonable level of population growth in the past few years. At this point in its development evolution, the City has an approximate “build-out” rate of 75%. Consequently, the City continues to face challenges relative to growth management, as there is a large potential for it to grow and develop, both in residential and commercially zoned areas of the community. With such dynamics, it can be anticipated that proposals for new commercial and industrial facilities will likely be received in response to population growth. Accordingly, it becomes necessary to continue initiatives to facilitate long-range planning and growth management practices to help reflect and govern Sebastian’s efforts to maintain and support its small town, good quality of life atmosphere.

POPULATION PERCENTAGE INCREASE

2011	21,929	-4.33%
2012	21,995	0.30%
2013	22,188	0.88%
2014	22,622	1.96%
2015	22,296	-1.44%
2016	23,137	3.77%
2017	24,192	4.56%
2018	24,630	1.81%
2019	25,168	2.18%
2020	25,658	1.95%



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

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

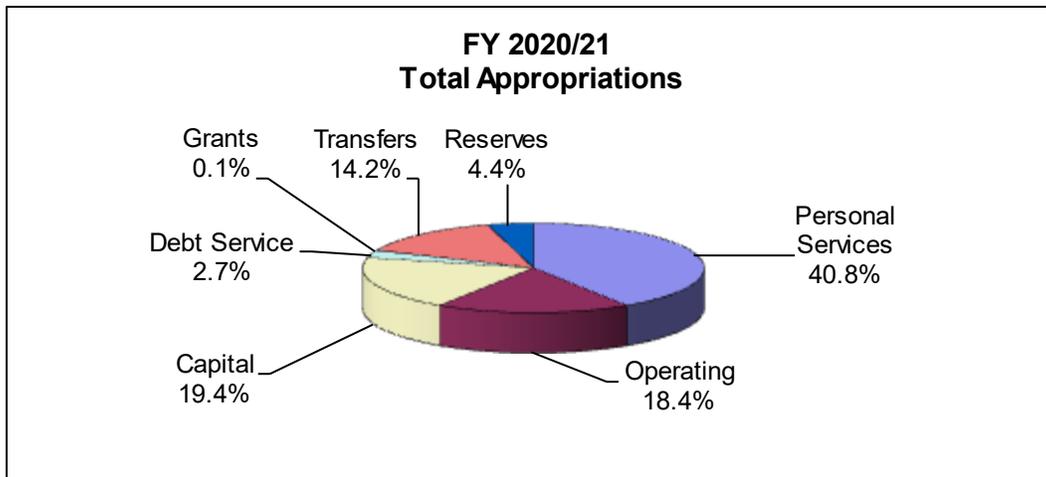
The Fiscal Year 2020/21 adopted budget continues to emphasize minimizing expenditures, yet adequately funding the desired level of service. Reducing expenditures continues to be a challenge, as each year becomes more difficult as the budgets have already been kept at a minimum. Despite the State mandated rate increase limitations, the City has exercised many cost cutting techniques over the years to facilitate the adoption of a lower millage rate. Major cost cutting techniques for a number of years included the implementation of Employee Voluntary Early Retirement Incentive Programs, the elimination of positions, furlough days, as well as zero budgets for new positions and minimizing purchases of capital items. With finally seeing increases in taxable property values in the past several years, the City was able to address deferred maintenance issues, replacement of capital items and the effects of having limited staffing for such a long period. However, this year was an additional challenge due to the COVID-19 Corona Virus Pandemic and the severe impact it is having on several major revenue sources.

TOTAL BUDGET SUMMARY

The annual budget for the City of Sebastian is divided into the following major components, which include all appropriations for the city. The total budget for Fiscal Year 2020/21 is \$28,785,372. The major components include the following:

- **Personal Services:** This includes all the payroll cost for employees of the City, including overtime, part-time, temporary and all the related employee benefits. The budgeted amount for this fiscal year is \$11,753,178, as negotiations on wage increases were not settled before this budget was adopted.
- **Operating Budget:** The operating budget finances the contractual fees, supplies, utility billings, training/travel expenditures. The budgeted amount for this fiscal year is \$5,289,562.
- **Capital Budget:** The Capital budget includes purchases of equipment, facilities and land, plus the construction of city facilities, such as roads, drainage, and parks projects. The budgeted amount in all Funds for this fiscal year is \$5,595,429.
- **Debt Service Budget:** The debt service budget funds scheduled debt service payments for city’s long-term debts. The budgeted amount for this fiscal year is \$674,369.
- **Grants Budget:** This includes payments to other individuals or organizations. \$40,000 is appropriated to continue the signage upgrade grant program in the Community Redevelopment Area.
- **Transfers Budget:** These are made between budgeted funds and total \$4,123,985 in this fiscal year.
- **Contingency/Reserve:** The contingency/reserve appropriations are made up of unappropriated fund balances available to cover emergency expenses or revenue shortages. The appropriations this fiscal year to increase fund balances total \$1,252,333.

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



CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

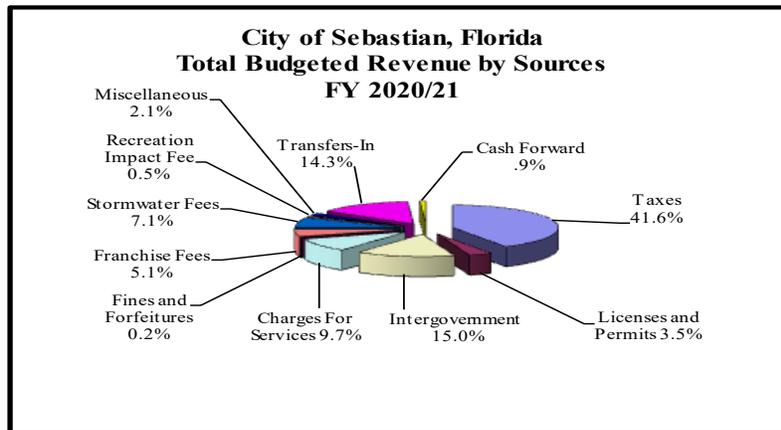
FY 2020-21 BUDGET SUMMARY FOR ALL FUNDS

	GENERAL FUND	SPECIAL REVENUE	DEBT SERVICE	CAPITAL IMPROVEMENT	ENTERPRISE FUNDS	TOTAL ALL FUNDS
<u>ESTIMATED REVENUES:</u>						
Taxes:						
Ad Valorem	\$ 4,563,724	\$ -	\$ -	\$ -	\$ -	\$ 4,563,724
Sales and Use Taxes	-	4,291,025	-	-	-	4,291,025
Utility Service	3,122,777	-	-	-	-	3,122,777
Licenses and Permits	149,200	-	-	-	862,450	1,011,650
Intergovernmental Revenue	2,534,751	443,884	-	1,344,301	-	4,322,936
Charges For Services	744,033	-	-	-	2,042,849	2,786,882
Fines and Forfeitures	50,900	1,000	-	-	-	51,900
Franchise Fees	1,462,101	-	-	-	-	1,462,101
Stormwater Assessment	-	2,039,714	-	-	-	2,039,714
Recreation Impact Fees	-	150,000	-	-	-	150,000
Miscellaneous Revenue	328,600	217,892	1,000	-	42,724	590,216
TOTAL ESTIMATED REVENUES	\$ 12,956,086	\$ 7,143,515	\$ 1,000	\$ 1,344,301	\$ 2,948,023	\$ 24,392,925
Transfers-In	185,000	-	400,961	3,499,658	38,366	4,123,985
Cash Balances Brought Forward	-	268,337	-	-	-	268,337
TOTAL ESTIMATED REVENUES, BALANCES AND TRANSFERS	\$ 13,141,086	\$ 7,411,852	\$401,961	\$ 4,843,959	\$ 2,986,389	\$ 28,785,247
<u>EXPENDITURES/EXPENSES:</u>						
General Government	\$ 4,206,125	\$ -	\$ -	\$ 649,595	\$ -	\$ 4,855,720
Public Safety	6,298,518	-	-	373,500	907,149	7,579,167
Physical Environment	-	1,753,356	-	900,000	-	2,653,356
Transportation	1,239,456	262,910	-	2,776,864	383,195	4,662,425
Economic Environment	-	300,217	-	-	-	300,217
Culture and Recreation	1,110,085	-	-	144,000	1,429,715	2,683,800
Debt Service	-	243,340	400,529	-	30,500	674,369
TOTAL EXPENDITURES/EXPENSES	\$ 12,854,184	\$ 2,559,823	\$400,529	\$ 4,843,959	\$ 2,750,559	\$ 23,409,054
Transfers-Out	-	3,900,619	-	-	223,366	4,123,985
Reserves	286,902	951,410	1,432	-	12,589	1,252,333
TOTAL EXPENDITURES/EXPENSES, TRANSFERS AND RESERVES	\$ 13,141,086	\$ 7,411,852	\$401,961	\$ 4,843,959	\$ 2,986,514	\$ 28,785,372

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

SUMMARY OF REVENUES

Funding available to the city in FY 2020/21 from all sources is estimated at \$28,785,247. As illustrated in the graph below, tax revenues make up approximately 41.6% of total budgeted revenues. Tax revenues include ad valorem taxes, discretionary sales tax, and utility service tax. Intergovernmental revenues make up 15.0% of revenues. These are comprised of state shared revenues and federal grants, state grants, and local grants. Charges for services represent an additional 9.7% of revenues, and are generated mainly by the enterprise activities of the city.



The table presented below summarizes changes in FY 2020/21 revenues compared to the FY 2019/20 original budget. Taxes increased 5.4% due to an increase in the ad valorem tax millage. Licenses and Permits had an increase of 14.3% due to the currently higher level of permitting activity. Intergovernmental Revenue shows a decrease of 16.0% due to reductions in funds received under the State Revenue Sharing program. Charges for Services increased 9.5% due to adjustments to charges between Funds for administrative support and maintenance services. Franchise Fees is increased 4.3% based on current levels of collection. Based on actual collections, the Stormwater Assessment budget is being increased by 5.1%. Miscellaneous Revenue is decreased 32.9% due primarily to the anticipation of significantly lower investment returns. Recreation Impact Fee projections were increased by 6.3% to more closely match recent trends. Transfers-In were decreased 37.7% due to lower transfers from Special Revenue Funds to Capital Project Funds. Balances Forward decreased due to using less of the reserve balances in Special Revenue Funds to pay for current year capital projects.

	Total Budgeted Revenue					
	Budget FY 2017/18	Budget FY 2018/19	Budget FY 2019/20	Budget FY 2020/21	Increase (Decrease)	% Increase/ Decrease
Taxes	10,421,873	11,010,564	\$ 11,364,822	\$ 11,977,526	\$ 612,704	5.4%
Licenses and Permits	790,900	936,400	884,700	1,011,650	126,950	14.3%
Intergovernmental Revenue	5,909,988	6,707,490	5,145,354	4,322,936	(822,418)	-16.0%
Charges For Services	2,235,194	2,344,357	2,544,207	2,786,882	242,675	9.5%
Fines and Forfeitures	56,000	51,500	40,800	51,900	11,100	27.2%
Franchise Fees	1,333,454	1,394,340	1,401,716	1,462,101	60,385	4.3%
Stormwater Assessment	998,000	1,995,000	1,940,000	2,039,714	99,714	5.1%
Recreation Impact Fee	163,800	163,800	141,050	150,000	8,950	6.3%
Miscellaneous Revenue	357,609	577,070	880,249	590,216	(290,033)	-32.9%
Total Operating revenues	\$ 22,266,818	\$ 25,180,521	\$ 24,342,898	\$ 24,392,925	\$ 50,027	0.2%
Transfers-In	4,082,381	6,071,742	6,616,088	4,123,985	(2,492,103)	-37.7%
Balances Forward	499,230	481,117	2,287,774	268,337	(2,019,437)	-88.3%
Total Revenues	\$ 26,848,429	\$ 31,733,380	\$ 33,246,760	\$ 28,785,247	\$ (4,461,513)	-13.4%

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

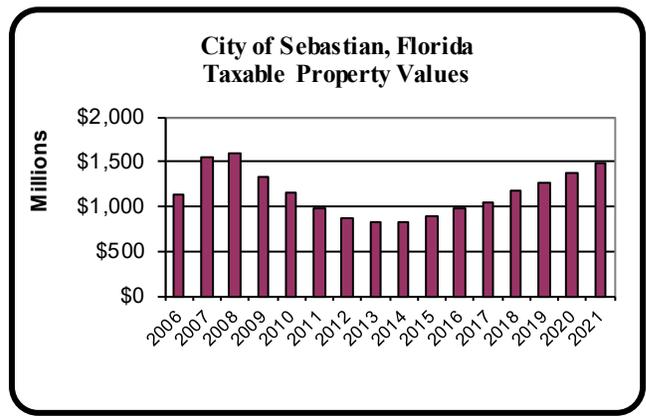
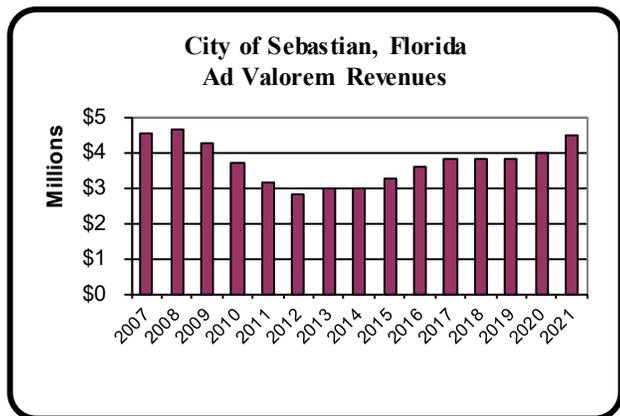
The following is an overview and analysis of all the major revenue sources for the city. The overview provides a description of the revenue and the authority to collect such revenue. The analysis provides up to ten years trend for each major revenue source.

Taxes

Ad Valorem Taxes

Florida Statutes provide the authority for municipal governments to adjust their property tax rates. Article 7 of the Florida Constitution allows municipalities to levy property taxes (section 9), creates the homestead exemption (section 6) and exempts motor vehicles (automobiles, boats, and mobile homes) from property taxation (section 1). The value of property is determined by the County Property Appraiser (Florida Statute 192.042). The Property Appraiser assesses each property within the County for that property’s value in its highest and best use. Any applicable exemptions are deducted from this total to arrive at the taxable value. Millage rates are charged against the taxable value to arrive at the total tax on each parcel. One mill equals a \$1 tax for each \$1,000 of taxable value. Due to discounts, non-payments and possible Value Adjustment Board changes, it is prudent to budget at less than 100% of assessed property tax revenue. Florida Statute 200.065(2)(a)1 requires cities to budget at least 95% of the certified tax proceeds. In FY 2020/21 the City has budgeted at 96% or \$4,563,724 for current ad valorem tax collections.

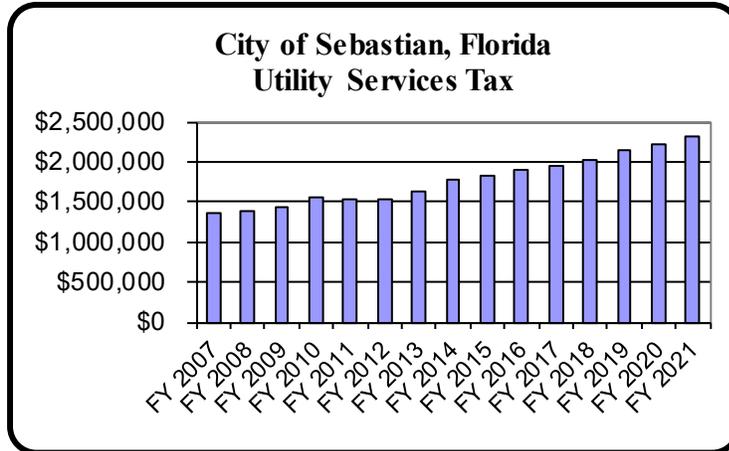
Ad valorem taxes, or property taxes, provide approximately 35.2% of the City’s General Fund revenues. The graphs below illustrate a significant decline in ad valorem revenues and property value until FY 2012/13 and then some amount of recovery since then. The FY 2020/21 property value shows an increase from the previous year final levy due to additions to the tax roll and increases in taxable assessed values. A summary of the City’s millage rates and tax collections since 1998 is located in the schedule section of this document.



CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

Utility Services Tax

Utility Services Tax is a tax levied on purchases of electricity, water, LP gas and natural gas services on customers within the city limits. A rate of 10% of the monthly purchase price is applied for such services. Tax is collected per Florida Statute 166.231 and City Code of Ordinances Sec. 94-26. The majority of the Utility Services Taxes is from the Electric Utility Service Tax. For FY 2020/21, \$1,912,016 is estimated to be received from this tax on electric service based on trend analysis. The Utility Services Tax revenues are recorded in the General Fund and they provide 23.8% of General Fund revenues. The graph below illustrates historical and projected collections in Utility Services Tax, which is consumption driven.



Communication Service Tax

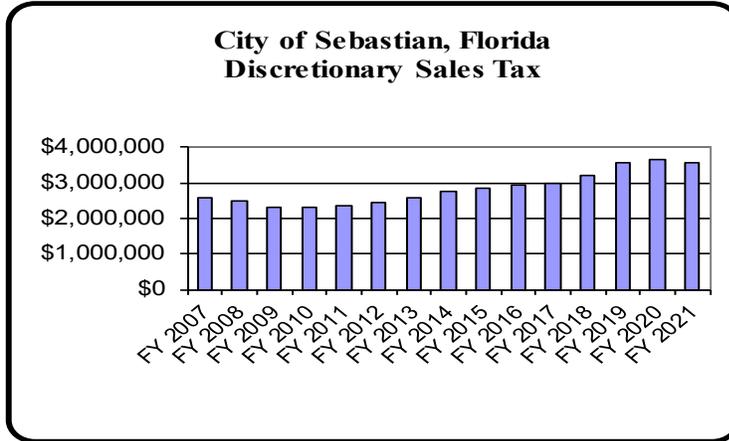
The Communication Service Tax replaced the franchise fee for dealers of communications services (including, but not limited to, phone and cable TV services). The tax in the city is 5.22% of the sales price on all taxable sales of communication services provided within the municipality. The revenue estimated for the FY 2020/21 is \$813,612. The revenue estimate is based on trend analysis and the estimate provided by the Legislative Committee on Intergovernmental Relations (LCIR). The Communication Service Tax is recorded in the city's general fund.

Discretionary Sales Tax

The discretionary sales tax is the seventh-cent or an additional one-cent sales tax levied by Indian River County. Indian River County voters originally passed the Optional One-cent Sales Tax in March 1989 to be used for infrastructure needs of the County over a fifteen-year period. It was extended in November of 2002 and again in November of 2016, with fifteen-year extensions approved by voter referendums and is now in place until December 31, 2031. The tax funds are distributed to participating cities within the County on a percentage basis determined by the city's population. The City receives the monthly distribution approximately two months after the retail sales take place. For FY 2020/21, \$3,581,025 is estimated to be received based on the trend analysis and the estimate provided by the Legislative Committee on Intergovernmental Relations (LCIR). The revenues from the Discretionary Sales Tax are recorded in a special revenue fund.

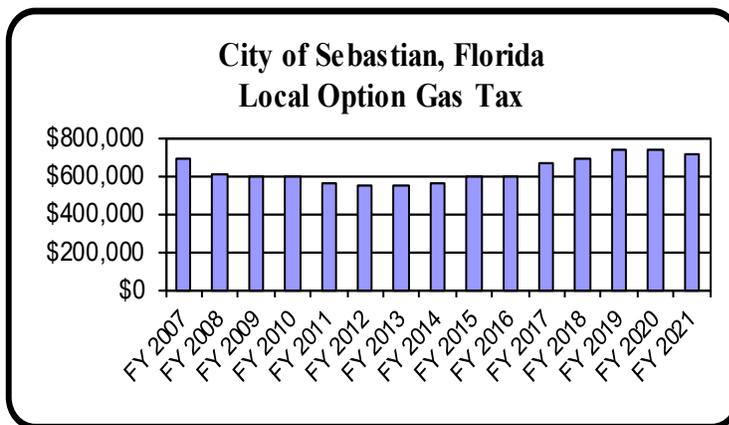
CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

The Discretionary Sales Tax funds can only be used to finance, plan, and construct infrastructure, land acquisition for recreation or preservation, and land improvement. Therefore, it serves to reduce the burden of such costs on ad valorem and other taxes. The graph below illustrates a steady increase in Optional One-Cent Sales Tax from FY 2007 but a decline for FY 2021 due to the COVID-19 Corona Virus Pandemic.



Local Option Gas Tax

The Local Option Gas Tax is a six-cent per gallon tax levied by Indian River County. The tax funds are distributed to participating cities within the County on a percentage basis determined by the city’s population and amount of annual transportation-type expenditures. The amounts available for distribution are affected by changes in consumer driving patterns caused by variations in fuel costs and general economic conditions. For FY 2020/21 the revenue is projected to be lower at \$710,000 due to the COVID-19 Corona Virus Pandemic. The Local Option Gas Tax revenues are recorded in a special revenue fund. The revenue is restricted for use in transportation expenditures, thus reducing the burden of such costs on ad valorem taxes.

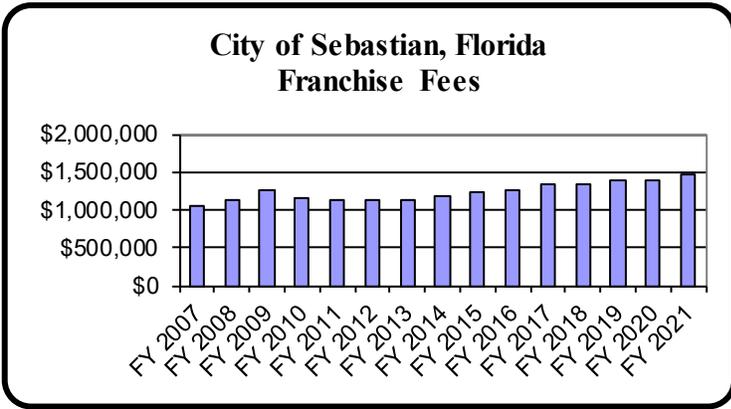


FRANCHISE FEES

Franchise fees are paid by utility providers (electricity, solid waste and natural gas) for their use of city streets and property in providing their services. The solid waste and natural gas franchise fee is 6.0% of gross revenue collected. The electric franchise fee is 5.9% of the utility provider’s gross receipts. The majority of the city’s franchise fee revenue is from electric franchise fees. Electric franchise fees have grown along with population over the last few years. FY 2020/21, \$1,462,101 is budgeted as franchise fees revenues.

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Franchise fee revenues are recorded in the General Fund. The graph below illustrates a slight decline in total franchise fees until 2013 and then a steady rise since that time.

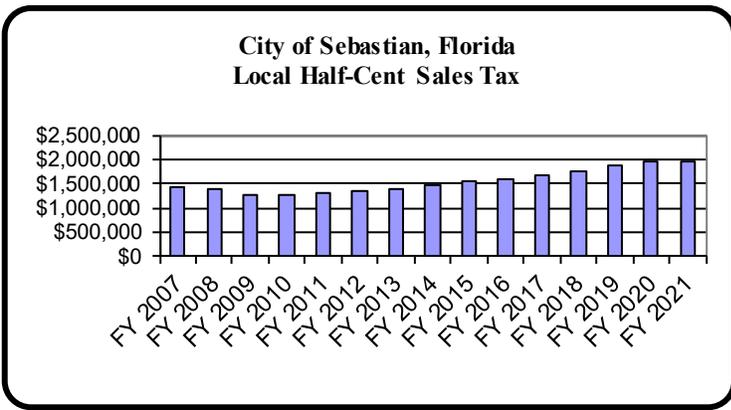


INTERGOVERNMENTAL REVENUES

Local Half-Cent Sales Tax

Sales Tax, pursuant to Chapter 212 Florida Statutes, are collected by businesses and remitted to the State of Florida. In 1982, the Florida Legislature created the “Local Government Half-Cent Sales Tax Fund” program. The program is administered by the Florida Department of Revenue. Monies in this trust fund are distributed monthly to eligible counties and municipalities. The City receives the monthly distribution approximately two months after the retail sales take place. The Legislative Committee on Intergovernmental Relations (LCIR) provides a forecast of the estimated sales tax distribution. As part of the Half-Cent Sales Tax program, the Florida Legislature earmarks a percentage of the State sales tax collected in each county for distribution to cities in that county according to a population based formula (Florida Statute 218.61). As a result of legislation (HB 113-A), effective July 1, 2004 the percentage of sales tax revenue allocated for distribution to cities was reduced from 9.653% to 8.814%. Under the legislation, cities were to be “held harmless” by a corresponding increase in Municipal Revenue Sharing.

The Local Half-Cent Sales Tax is recorded in the General Fund. The graph below illustrates how collections declined until 2010 but have steadily increased since then. The anticipated revenue for FY 2021 is based on trend analysis and the forecast provided by the Legislative Committee on Intergovernmental Relations (LCIR). The revenue estimate reflects the authorized changes in the State’s sales tax share of the Local Government Half-Cent Sales Tax Program that are incorporated within Chapter 2003-402, L.O.F (Laws of Florida) and Chapter 2003-404, L.O.F.

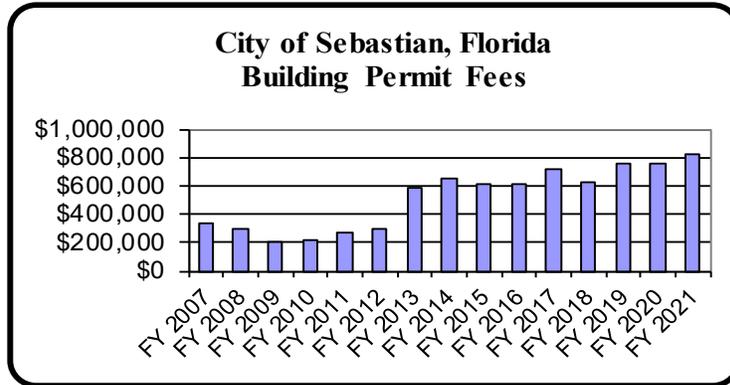


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CHARGES FOR SERVICES

Building Department Revenues

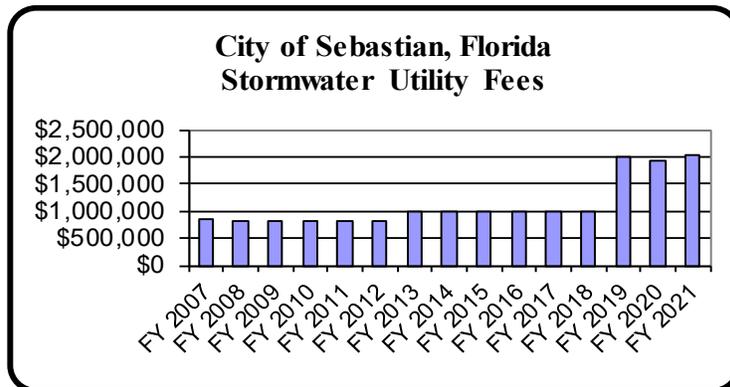
The Building Department is an enterprise operation of the City. A major part of the Building Department Revenue sources is building permit fees. Building activities are very sensitive to economic changes, and this type of revenues can quickly decline if there is a downturn in the economy. The City experienced a slowdown for several years but increased activity in recent years has resulted in substantial growth in permit fees collections. The graph below reflects this change. Building Department revenues are continuously monitored; any adjustments to reflect economic changes can be made during the budget year, if need be.



ASSESSMENT

Stormwater Assessment Revenues

The City of Sebastian started to assess city residents Stormwater Utility Fees for the purpose of managing the City’s stormwater system in Fiscal Year 2001/02. The fee was based on a single residential ERU in the amount of \$4.00 per month, or \$48.00 per year (City Ordinance O-01-16, O-04-15, and O-05-16). This revenue source is used to provide a dedicated funding source for the purpose of managing the city’s stormwater system, to prepare, construct and manage betterments and improvements to the stormwater system, to regulate the use of the stormwater system, and perform routine maintenance and minor improvements. The revenue estimate is based on actual residential ERU as of August 31st each year. The City increased the fee from \$4.00 to \$5.00 per month per ERU for FY 2012/2013. Then for FY 2018/2019, in order to increase funding for necessary capital improvements, the fee was increased to \$10.00 per month. For the FY 2020/21, the revenue is estimated to be a net amount of \$2,038,668. The Stormwater Utility Fee revenues are recorded in the Special Revenue Fund. The graph below illustrates past and anticipated collections of Stormwater Utility Fees.



CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

SUMMARY OF APPROPRIATIONS

City services are provided through the City Council, three charter officers, operating departments/divisions (excluding the Stormwater Department, Golf Course, Airport Administration, and Building Department), and these are all supported by the General Fund. The Exhibit S-1 on the following page compares the General Fund departmental expenditure budget for FY 2020/21 to the amended expenditure budget for FY 2019/20.

The total decrease of .01% for the General Fund reflects a small decrease in personnel cost because negotiations on wage increases were not settled before this budget was adopted. There was also a decrease in operating expenditures, a decrease in capital outlays and elimination of transfers to other funds. Notable changes in appropriations for individual departments are:

- City Council decreased 5.30% due to decreases to travel and telephone accounts.
- City Manager increased 3.23% to reclassify a position charged with additional responsibilities.
- City Clerk decreased 7.83% due to needed to cover election costs.
- City Attorney increased 15.06% to cover an entire year of working as a full-time employee.
- Administrative Services went down .32% from savings in group health insurance premiums.
- Management Information Services is 6.11% less because last year included paying a consultant.
- Police Administration is down 27.10% because of positions transferred to the Detective Division and because last year included accrued leave payouts due with the Chief's retirement and Deputy Chief's taking of the DROP option.
- Police Operations is up 1.99% mostly due to an increase in the budget for overtime.
- Police Detectives increased 23.5% from the transfer of positions from Police Administration.
- Police Dispatch is up just .01% as increases from some accounts were offset by reductions in others.
- Code Enforcement is up by .91% with minor increases in training offset by other small reductions.
- Roads and Maintenance increased 3.75% to fund more for engineering services and vehicle repairs.
- Fleet Management is up .45% with adding a welder being offset by reductions to other accounts.
- Facilities Maintenance is down 3.62% because last year included more equipment purchases.
- Cemetery increased 22.12% from accrued leave payouts due with the Supervisor's planned retirement and increased grounds maintenance cost resulting from adding the new cemetery area.
- Leisure Services went down 6.76% from reductions in the amount of capital items budgeted.
- Community Development is down 20.77% because last year included more for consulting fees.
- Non-Departmental increased 22.34% due to funds earmarked to cover the possible costs of pending legal actions, as well as wage increases that had not been determined when this budget was adopted.

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

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

Org Code	Description	FY 16/17 Budget	FY 17/18 Budget	FY 18/19 Budget	FY 19/20 Amended Budget	FY 20/21 Budget	Increase (Decrease)	% Increase (Decrease)
010001	City Council	\$ 53,889	\$ 54,893	\$ 55,908	\$ 63,080	\$ 59,737	\$ (3,343)	-5.30%
010005	City Manager	351,843	276,569	298,289	276,527	286,148	9,621	3.23%
010009	City Clerk	188,919	225,160	207,036	229,861	213,657	(16,204)	-7.83%
010022	Audio Visual	121,939	134,138	-	-	-	-	n/a
010010	City Attorney	101,720	101,554	104,914	181,738	197,538	15,800	15.06%
010020	Administrative Services	487,476	652,296	693,455	695,567	693,359	(2,208)	-0.32%
010021	Management Information Service	233,201	220,197	476,934	537,772	508,634	(29,138)	-6.11%
010041	Police Administration	724,996	893,551	858,496	1,095,279	862,635	(232,644)	-27.10%
010043	Police Operations	2,598,252	2,778,265	3,313,817	3,427,804	3,493,863	66,059	1.99%
010047	Police Detective Division	794,027	803,619	846,924	1,051,451	1,094,927	43,476	5.13%
010049	Police Dispatch Unit	581,361	597,355	646,273	653,693	653,778	85	0.01%
010045	Code Enforcement Division	166,499	173,549	183,672	191,648	193,315	1,667	0.91%
010051	Engineering	534,121	418,276	-	-	-	-	n/a
010052	Roads and Maintenance	591,718	615,953	965,960	991,997	1,028,229	36,232	3.75%
010053	Stormwater Utility	923,036	926,206	-	-	-	-	n/a
010054	Fleet Management	240,448	228,632	248,212	212,349	211,227	(1,122)	-0.45%
010056	Facilities Maintenance	265,037	314,412	421,180	575,943	560,688	(15,255)	-3.62%
010059	Cemetery	147,816	178,423	219,020	179,676	228,114	48,438	22.12%
010057	Leisure Services	925,284	926,176	1,248,340	1,194,420	1,110,085	(84,335)	-6.76%
010080	Community Development	267,729	421,109	396,147	589,724	507,450	(82,274)	-20.77%
010099	Non-Departmental	1,350,972	1,016,936	1,090,744	994,048	1,237,702	243,654	22.34%
Total General Fund Expenditures		<u>\$ 11,650,283</u>	<u>\$ 11,957,269</u>	<u>\$ 12,275,321</u>	<u>\$ 13,142,577</u>	<u>\$ 13,141,086</u>	<u>\$ (1,491)</u>	<u>-0.01%</u>

Exhibit S-2 compares the General Fund expenditure by category budget for FY 2020/21 with the projected expenditures for FY 2019/20.

- Salaries and benefits reflect an increase of 1.4% primarily because of vacancies that reduced budgeted expenditures during FY 2019/20.
- Operating expenditures decreased 2.1% primarily because of extraordinary consulting work needed to update the Comprehensive Plan and to redevelop the City's websites was expended in FY 2019/20.
- Capital outlay reflects a reduction in items being funded by General Fund.
- Transfers to Other Funds have been totally eliminated.

Exhibit S-2 General Fund Expenditures by Category

By Major Category	FY 16/17 Actual	FY 17/18 Actual	FY 18/19 Actual	FY 19/20 Projected	FY 20/21 Budget	Increase (Decrease)	% Increase (Decrease)
Salaries and Benefits	\$ 8,175,533	\$ 9,111,377	\$ 9,828,141	\$ 9,728,850	\$ 9,867,955	\$ 139,105	1.4%
Operating Expenditures	2,838,568	3,183,431	3,092,214	2,833,102	2,772,319	\$ (60,783)	-2.1%
Capital Outlays	220,623	209,532	324,141	331,948	213,910	\$ (118,038)	-35.6%
Transfers to Other Funds	2,173,590	636,029	23,244	4,691	-	\$ (4,691)	-100.0%
Total	<u>\$ 13,408,315</u>	<u>\$ 13,140,369</u>	<u>\$ 13,267,740</u>	<u>\$ 12,898,591</u>	<u>\$ 12,854,184</u>	<u>\$ (44,407)</u>	<u>-0.3%</u>

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Exhibit S-3 compares the total expenditure budget by fund for FY 2020/21 to the projected expenditures for FY 2019/20. It shows expenditures only and does not include increases to reserves.

Exhibit S-3 Total Budget Comparison by Fund

Fund Name:	FY 16/17 Actual Expenditures/ Expenses	FY 17/18 Actual Expenditures/ Expenses	FY 18/19 Actual Expenditures/ Expenses	FY 19/20 Projected Expenditures/ Expenses	FY 20/21 Budgeted Expenditures/ Expenses	Increase (Decrease)	% Increase (Decrease)
General Fund (1)	\$13,408,315	\$13,140,369	\$13,267,741	\$12,898,591	\$12,854,184	\$ (44,407)	-0.3%
Special Revenue Funds							
Local Option Gas Tax (2)	1,041,154	392,564	747,454	510,633	1,006,250	495,617	97.1%
Discretionary Sales Tax (3)	3,313,096	2,563,711	1,610,546	7,565,351	2,935,619	(4,629,732)	-61.2%
Riverfront CRA (4)	301,304	530,082	507,484	572,193	345,217	(226,976)	-39.7%
Parking In-Lieu-Of	58,495	-	-	-	-	-	n/a
Recreation Impact Fee (5)	61,229	455,784	299,689	630,953	120,000	(510,953)	-81.0%
Stormwater Utility (6)	1,273,480	1,351,422	1,537,182	1,761,615	2,053,356	291,741	16.6%
Law Enforcement Forfeiture	15,999	-	21,491	6,062	-	(6,062)	n/a
Debt Service Funds							
Stormwater Utility Notes	402,059	404,279	403,659	402,138	400,529	(1,609)	-0.4%
Capital Project Funds (7)	3,417,882	5,360,107	7,751,243	7,724,733	4,843,959	(2,880,774)	-37.3%
Enterprise Funds							
Golf Course Fund (8)	1,743,660	1,632,202	1,335,211	1,546,378	1,503,081	(43,297)	-2.8%
Airport Fund	459,366	365,940	523,518	547,772	563,570	15,798	2.9%
Building Department (9)	915,153	1,329,280	694,694	757,632	907,149	149,517	19.7%
Total All Funds	\$26,411,192	\$27,525,740	\$28,699,912	\$34,924,051	\$27,532,914	\$ (7,391,137)	-21.2%

- (1) General Fund shows a decrease in spending compared to last year's projected expenditures, as wage increases that were not decided before this budget was adopted have not been budgeted.
- (2) Local Option Gas Tax spending will increase with more allocated to road resurfacing, sidewalk improvements and capital equipment purchases.
- (3) Discretionary Sales Tax spending declined because of substantial funding was allocated last year toward construction of a new public works facility.
- (4) Riverfront CRA decreased because it had substantial funding last year toward wayfinding signage and the sewer connection grant program.
- (5) Recreation Impact Fee decreased because of the funding last year for the new Pickle Ball Courts.
- (6) Stormwater Utility increased because of increased spending on capital projects and equipment, plus funding to complete a Stormwater Master Plan.
- (7) Capital Project Funds increased due to the large amounts allocated last year for the public works facility and for matching funds on Airport grants.
- (8) Golf Course Fund decreased because of capital projects that were funded last year.
- (9) Airport Fund increased because it is paying back General Fund for cash flow loans needed to pay contractors on reimbursable grant projects.
- (10) Building Department increased due to adding a position next year and because a vacant position budgeted last year is expected to also be filled.

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

FUND BALANCE COMPARISON AND PROJECTED CHANGES

The City of Sebastian uses fund accounting to track revenues and expenditures. Fund Balance represents the equity (assets minus liabilities) of each fund. Exhibit S-4 compares the actual fund balance and projected fund balance change for each individual fund.

Exhibit S-4

FUND BALANCE COMPARISON AND PROJECTED CHANGES

Fund Name	Balance 9/30/2018	Balance 9/30/2019	Balance 9/30/2020	Change in Fund Balance		Projected Balance 9/30/2021	Percentage Change from Prior Year
	Actual	Actual	Estimated	Projected Sources	Projected Uses		
General Fund (1)	5,373,381	6,199,061	5,603,252	13,141,086	(12,854,184)	5,890,154	-5.0%
Special Revenue Funds							
Local Option Gas Tax (2)	553,344	539,111	762,942	737,913	(1,006,250)	494,605	-8.3%
Discretionary Sales Tax (3)	3,554,598	5,584,627	1,519,593	3,670,203	(2,935,619)	2,254,177	-59.6%
Riverfront CRA (4)	443,814	394,104	262,363	490,215	(345,217)	407,361	3.4%
Parking In-Lieu-Of Fund (5)	54,598	55,991	57,835	4,376	0	62,211	11.1%
Recreation Impact Fee (6)	653,069	497,181	3,252	155,000	(120,000)	38,252	-92.3%
Stormwater Utility Fee Fund (7)	350,464	889,713	1,241,099	2,084,558	(2,053,356)	1,272,301	43.0%
Law Enforcement Forfeiture Fund	44,122	37,056	32,877	1,250	0	34,127	-7.9%
Debt Service Funds							
Stormwater Utility Revenue Bonds	173,843	178,562	181,838	401,961	(400,529)	183,270	2.6%
Capital Project Funds (8)							
General Capital Project	0	0	0	1,023,095	(1,023,095)	0	n/a
Capital Improvements	0	0	0	144,000	(144,000)	0	n/a
Transportation Improvements	0	0	0	1,277,600	(1,277,600)	0	n/a
Stormwater Improvements	0	0	0	900,000	(900,000)	0	n/a
Airport Improvements	0	0	0	1,499,264	(1,499,264)	0	n/a
Enterprise Funds							
Golf Course Revenue Fund (9)	(623,866)	(672,196)	(672,196)	1,503,081	(1,503,081)	(672,196)	0.0%
Airport Fund (10)	(133,240)	(143,566)	(38,046)	563,570	(563,570)	(38,046)	73.5%
Building Department (11)	350,937	573,806	742,141	919,738	(907,149)	754,730	31.5%
Total All Funds	10,795,064	14,133,450	9,696,950	28,516,910	(27,532,914)	10,680,946	-24.4%

- (1) General Fund projected fund balance is expected to stay the same. Ad valorem taxes were based on a 3.1514 millage, which was an increase from the 2.9399 levied last year.
- (2) Local Option Gas Tax Fund are being allocated to road resurfacing in accordance with the paving program plan.
- (3) Discretionary Sales Tax projected fund balance was decreased from spending on a new Public Works Compound.
- (4) The Riverfront CRA is accumulating some portion of projected fund balance for future major improvements.
- (5) The Parking In-Lieu-Of Fee has no planned expenditures and there are no outstanding agreements currently active.
- (6) Recreation Impact Fee fund balance has substantially decreased from capital projects, such as the Pickle Ball Courts.
- (7) Stormwater Utility Fee Fund revenues will be used for operational expenses and for additional capital improvements that are expected to be better defined after completion of the Stormwater Master Plan.
- (8) Capital Project Fund projected receipts are equal to amounts projected to be spent.
- (9) Golf Course Fund shows anticipated revenues will equal expenses for FY 2021.
- (10) Airport Fund's projected revenues are expected to exceed expenses in FY 2021.
- (11) Building Department Fund continues to record revenues in excess of expenses and is accumulating reserves to dampen the effects of any future economic slowdowns.

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

PERSONNEL SUMMARY BY DEPARTMENT/DIVISION

As with any service organization, personnel costs are a significant part of the total operating budget of the city. For FY 2020/21, total personnel costs are approximately 66% of the city's budgeted operating expenses. Exhibit S-5 provides a comparison of staffing levels in recent years.

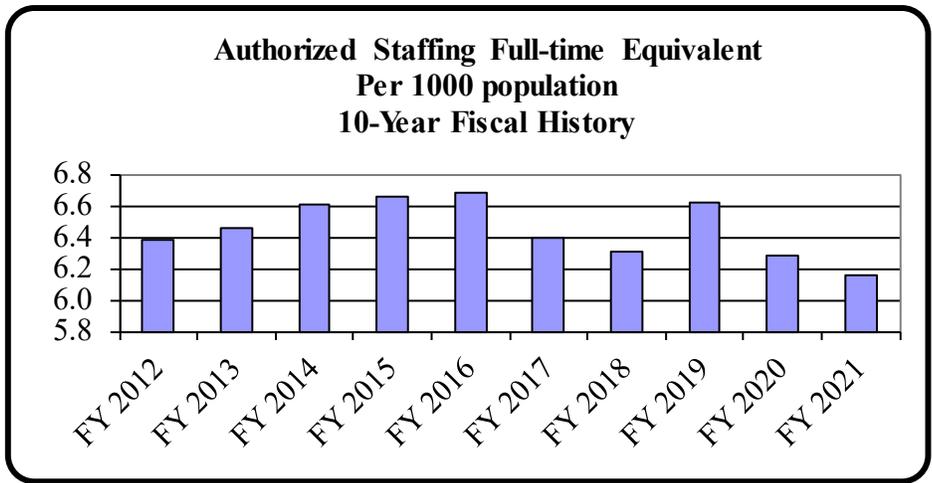
Exhibit S-5 FULL AND PART-TIME POSITIONS

Department/Division	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	
	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, FLORIDA 2020/2021 ANNUAL BUDGET

The FY 2020/21 budget reflects a total authorization of 158.0 full-time equivalent (FTE) positions to serve the 2020 estimated population of 25,658. This is a staffing ratio of 6.16 FTE's per 1,000 population. From the chart and graph below, the trend for the past few years is illustrated.

<u>Year</u>	<u>FTE</u>	<u>Population To Be Served</u>	<u>Number of FTE Per Thousand</u>
FY 2012	140.00	21,929	6.3842
FY 2013	142.00	21,995	6.4560
FY 2014	146.50	22,188	6.6027
FY 2015	150.50	22,622	6.6528
FY 2016	149.00	22,296	6.6828
FY 2017	148.00	23,137	6.3967
FY 2018	152.50	24,192	6.3037
FY 2019	163.00	24,630	6.6179
FY 2020	158.00	25,168	6.2778
FY 2021	158.00	25,658	6.1579



DEBT OBLIGATIONS

Debt Limits

Since neither State law nor the City Charter provide any fixed or arbitrary limits on the amount of debt which may be incurred (other than the requirement to have General Obligation debt approved in advance by referendum), the City Council has established the following debt service level policy as part of the city's financial policy to ensure future flexibility.

<u>Type of Debts</u>	<u>Limits</u>	<u>Actual as of 9/30/20</u>
General Obligation debt	5% of the assessed valuation of taxable property Maturity to 15 years	0%
General Fund Debt Expense	8% of the General Fund expenditure budget	0%
Variable Rate Debt	15% of the total debt outstanding	0%
"Pay As You Go" Financing	Amount is less than \$150,000 Maturity to 10 years	None

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

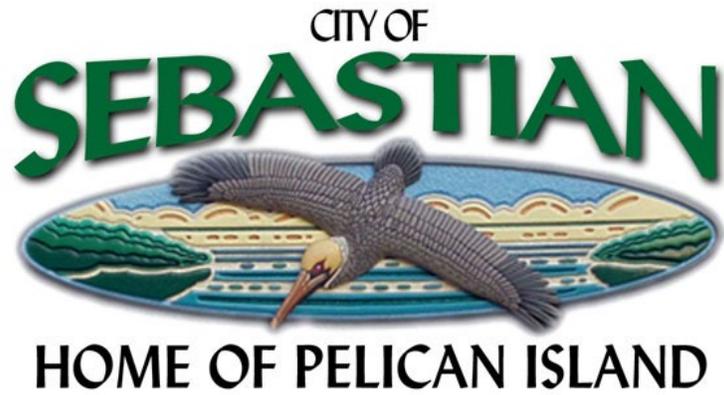
Debt Outstanding

The following table lists the city's debt obligations and commitments as of September 30, 2020. Each of the two long-term notes include a covenant pledging special revenues. There is no outstanding debt related to the General Fund and the city has no variable rate debt. The Stormwater Bank Note was used to refund a bond issue that initially held an insured rating of AAA. The Paving Improvements Note was used to refund another Bank Note with less desirable terms. The Golf Cart Lease Purchase was used to acquire a new fleet of golf carts.

Debt Description	Initial Principal Amount	Principal Remaining 9/30/2020	Interest Rate	Final Maturity	Initial Bond Rating/ Insurer	Security Pledge
Stormwater Utility Revenue Bank Notes 2014	\$5,630,000	\$782,000	2% to 4.2%	2022	AAA/MBIA	Stormwater Utility Fees
Paving Improvements Promissory Notes 2012	\$2,296,000	\$591,000	1.94%	2023	N/A	Local Option Gas Tax
Golf Cart 60 Month Lease Purchase 2017	\$313,152	\$104,403	3.49%	2022	N/A	N/A

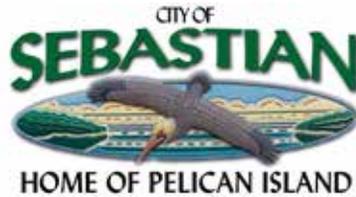
Effects on Current Operations

Although stormwater utility fees are pledged to the Stormwater Utility Revenue Notes, the annual debt service is currently being paid from discretionary sales tax revenues. This is a legitimate use of those revenues and helps toward enabling stormwater utility fees to be applied to operational and current capital improvement needs of the utility without being encumbered by the debt service payments. Local option gas tax revenues are used to pay the debt service on the Paving Improvements Promissory Notes, which is an allowed use of those funds, since the debt pertains to improvements to the City's transportation system. Clearly, with the priority that must be given to those debt service payments, the net revenues available for capital purchases and/or operating expenditures on the transportation system is reduced. Payments on the Lease Purchase of the golf carts effects the net income from operations but also insures a well-maintained fleet that is essential to insuring a pleasing golfing experience for the customers.



CITY OF SEBASTIAN FLORIDA
ANNUAL BUDGET
FISCAL YEAR 2020-2021

POLICIES



MISSION STATEMENT

City of Sebastian elected officials, volunteer board and advisory committee members, and all employees are committed to making Sebastian the most desirable city in the State of Florida to live, for businesses to flourish and visitors to enjoy. Sebastian will become known as a city that superbly manages and develops its human, natural and financial resources such that it is consistently able to provide and improve upon its reputation as a highly attractive and safe community with enviable business and recreational opportunities.

We will achieve this mission by implementing the following strategies that build on excellent work already begun:

- ❑ Ensure that all employees, volunteers and advisory board members fully understand and will work toward the achievement of the mission.
- ❑ Determine, through citizen committees, workshops and surveys, the most important stated and unstated needs and expectations of the majority of our residents. Concurrently, seek to assess both internal and external attitudes toward all major City sponsored programs designed to meet those needs and expectations.
- ❑ Continually assess the City's recreational and cultural activities and work to provide an optimal mix that satisfies our residents.
- ❑ Develop a Growth Management plan that recognizes the City's current and future growth needs.
- ❑ Continue to improve the budgeting process so that all human, natural and financial resources are allocated and all capital improvements are developed and implemented consistent with this mission.
- ❑ Design and implement an employee recruitment, training and development plan that finds, trains, develops and retains people with the skills and talents needed to achieve the City's mission.
- ❑ Develop and promulgate an Economic Development Policy that will entice commercial enterprises to Sebastian, thereby strengthening and expanding the City's financial resources.
- ❑ Continue to improve methods of communicating information to residents.

Each Department of the City of Sebastian will develop and accept responsibility for specific action steps designed to achieve its portion of the mission. The City will review its mission statement annually and measure its progress periodically based on completion of specific goals set forth in the annual budgeting process. The final measure of success will be realization of the City of Sebastian's mission.

City of Sebastian, Florida

Financial Policies

City of Sebastian's financial policies set forth the basic framework for overall fiscal planning and management and set forth guidelines for both current activities and long-range planning. These policies are reviewed annually to assure the highest standards of fiscal management and were formally adopted by the City Council at a public meeting on September 28, 2020. The City Manager and the Management Team has the primary role of reviewing financial actions and providing guidance on financial issues to the City Council.

I. Overall Goals

The overall financial goals underlying these policies are:

1. **Fiscal Conservatism:** To ensure the city is in a solid financial condition at all times. This can be defined as:
 - A. Cash Solvency – the ability to pay bills
 - B. Budgetary Solvency – the ability to balance the budget
 - C. Long Term Solvency – the ability to pay future costs
 - D. Service Level Solvency – the ability to provide needed and desired services
2. **Flexibility:** To ensure that the city is in a position to respond to changes in the economy or new service challenges without an undue amount of financial stress.
3. **Compliance with All Statutory Requirements:** As set forth by the State of Florida and the City ordinances.
4. **Adherence to the highest Accounting and Management Practices:** As set by the Government Finance Officers' Association standards for financial reporting and budgeting, the Government Accounting Standards Board and other professional standards.

II. Operating Budget Policies

The City Administrative Services Department, with support and general direction from the City Manager, coordinates the budget process. The formal budgeting process begins in March and ends in September and provides the primary mechanism by which key decisions are made regarding the levels and types of services to be provided, given the anticipated level of available resources. Revenues and expenditures are projected on the basis of information provided by City departments, outside agencies, current rate structures, historical data and statistical trends.

A. Budget Process

The development of the budget is guided by the following budget policies:

1. A budget calendar will be designed each year to provide a framework within which the interactions necessary to formulate a sound budget could occur and ensure that the City complies with State legal mandates.
2. The budget must be balanced for all funds. Total revenues and other available funds must equal total estimated expenditures for each fund (Section 166.241 Florida Statutes requires all budgets to be balanced).
3. All operating funds are subject to the annual budget process and reflected in the budget document.
4. The enterprise operations of the City are intended to be self-supporting; i.e., current revenues are hoped to cover current expenditures, including debt service.

An administrative service fee will be paid to the General Fund by each enterprise fund. This assessment is calculated based upon a percentage (ratio of both the number of full-time equivalent employees of the enterprise fund/total number of full-time equivalent employees of the City and ratio of the operating budget of the enterprise funds/total operating budget of the City) of total budgeted General Fund administration expenditures (includes City Council, City Manager, City Attorney, City Clerk, Administrative Services, Management Information Systems, Community Development and Facilities Maintenance). An administrative service fee is assessed by the General Fund against the Community Redevelopment Agency (CRA) Fund of the City. This assessment will be based on 75% of the pay and benefits of the Community Development Director/CRA Manager and corresponds with the amount of time devoted to administrative support for the CRA.

City of Sebastian, Florida

Financial Policies

5. Pursuant to Ordinance 05-16, stormwater utility fees can be utilized to fund stormwater operations, in addition to capital improvements. Stormwater operations were previously accounted for in the General Fund and partially reimbursed with transfers from the Stormwater Fund. However, since the FY 2019 Budget, stormwater operating expenditures are directly accounted for within the Stormwater Fund to better disclose how the fees are being used.
6. In no event will the City of Sebastian levy ad valorem taxes against real property and tangible personal property in excess of 10 mills, except for voted levies (Section 200.081 of Florida Statutes places this millage limitation on all Florida municipalities.)
7. The City will budget 96 percent of anticipated gross ad valorem proceeds to provide an allowance for discounts for early payment of taxes (Section 200.065 of Florida Statutes states that each taxing authority shall utilize not less than 95 percent of the taxable value.)
8. Employees covered by the Coastal Florida Public Employee Labor Agreement will have 9% of their wages contributed to a pension plan offered by the Communication Workers of America. The locally administered defined benefit pension plan for police officers will be funded in accordance with the required annual contribution calculated by an independent actuary but no less than 14.6% of the covered payroll. All other employees will have 9% of their wages contributed to a deferred compensation retirement program sponsored by the International City Management Association.
9. The City will coordinate development of the capital improvement budget with the development of the annual operating budget. Each item included in the capital improvement budget is reviewed for its impact on the operating budget. The review quantifies four main factors, which are maintenance costs, improved efficiency, reduction in liability exposure and savings from taking replaced items out of service. Other considerations include the expectation of generating additional revenue, changes in personnel requirements and consistency with the City's Comprehensive Plan.

B. Basis of Budgeting

The basis of budgeting for governmental funds (General, Special Revenue, Debt Service Funds, and Capital Project funds) shall be prepared on a modified accrual basis of accounting. This means unpaid financial obligations, such as outstanding purchase orders, are immediately reflected as encumbrances when the cost is estimated, although the items may not have been received. However, in most cases revenue is recognized only after it is measurable and actually available.

The budgets for the proprietary funds – Golf Course, Airport and Building Department – are prepared using the accrual basis of accounting. Proprietary funds also recognize expenses as encumbered when a commitment is made (e.g., through a purchase order). Revenues, on the other hand, are recognized when obligated to the City.

Purchase orders for goods and services received prior to the end of the current fiscal year will be eligible for payment immediately following the close of the fiscal year. Encumbrances for all other purchases, excluding the capital projects funds purchases, will automatically lapse at the close of the fiscal year.

The Comprehensive Annual Financial Report (CAFR) presents the status of the City's finances on the basis of Generally Accepted Accounting Principles (GAAP). Since FY 2001, the CAFR has been prepared in compliance with Governmental Accounting Standards Board (GASB) Statement 34 requirements. The CAFR shows fund expenditures and revenues on both a GAAP basis and budget basis for comparison purposes. In most cases, this conforms to the way the City prepares its budget with the following exceptions:

1. Any principal payments on long-term debt within the enterprise funds are applied to the outstanding liability on a GAAP basis as opposed to being expended when paid on a budget basis.
2. Capital outlay within the proprietary funds are recorded as assets on a GAAP basis and expended on a budget basis.
3. Depreciation expense is not budgeted.
4. Inventory is expensed at the time it is used.
5. Compensated absences liabilities that are expected to be liquidated with expendable available financial resources are accrued as earned by employees on a GAAP basis as opposed to being expended when paid on a budget basis.

City of Sebastian, Florida

Financial Policies

C. Guidelines

The Comprehensive Annual Financial Report (CAFR) presents the status of the City's finances on a basis consistent with Generally Accepted Accounting Principles (GAAP). Therefore, a statement of net assets and a statement of activities are presented for total governmental funds and total proprietary funds on an accrual basis of accounting. Additional statements then identify major governmental funds and individual proprietary funds, with the modified accrual basis of accounting used for Governmental funds and accrual basis of accounting used for the proprietary and trust funds. In order to provide a meaningful comparison of actual results to the final budget, the CAFR presents the City's operations on a GAAP basis with a reconciliation to presentations of fund revenue and expenditures on a budget basis for the General, Special Revenue, and Debt Service funds.

Current revenues shall be sufficient to support current expenditures. The Administrative Services Department will monitor each fund and make timely budgetary recommendations and adjustments to be sure no expenditures are in excess of appropriations at fiscal year end, which is not permitted under Florida State Statutes. The budget process and format shall be performance-based and focus on goals, objectives, programs, and performance indicators. The budget will provide adequate funding for maintenance and replacement of capital plant and equipment.

D. Budget Amendment

1. Changes to total fund appropriations and uses of contingency appropriations may only be approved by the City Council.
2. Shifts in appropriations within fund totals may be done administratively on the authority of the City Manager. In most cases the City Manager will request City Council's approval, since any significant item prompting the change will usually go to the City Council (e.g., award of contract, additions to staff, contract change order). Procedures for transfers between appropriations and delegation of budget responsibility will be set by the City Manager.
3. A Budgetary Control System will be maintained to ensure compliance with the budget. Monthly operating statements are provided to all Department Heads and Quarterly budget status reports will be provided to the Citizen's Budget Review Board and the City Council comparing actual versus budgeted revenue and expense activity for all budgeted funds.

E. Planning

The City will annually prepare and distribute to departments and the City Council a Five-Year Forecast for the period beyond the next fiscal year. The forecast will include estimated revenues, operating costs and future capital improvements included in the capital improvement plan, as well as projected fund balances.

III. Revenue Policies

A. Revenue Projections

The City shall estimate its annual revenues by objective and analytical processes. The City shall maintain a diversified and stable revenue system to the extent provided by law to insulate it from short-term fluctuations in any one revenue source.

B. User Fees

The City shall recalculate on an annual basis the full cost of selected activities currently supported by user fees and charges to identify the impact of inflation and other cost increases. The City shall set fees and user charges for the Golf Course and Building Enterprise Funds with the intent to have them fully support the total direct and indirect costs of their respective operations, including any debt service and depreciation.

City of Sebastian, Florida

Financial Policies

IV. Performance Measurement Policies

A. Establishing Performance Requirements

Annually, each department shall develop departmental performance measures that correspond with the department programs and file them with the City Manager's Office. Goals should be related to core services of the department and should reflect stakeholder needs. The measures should be of a mix of different types, including effectiveness, efficiency, demand and workload. Measures should have sufficiently aggressive "stretch" goals to ensure continuous improvement.

- Workload – Measures the quantity of activity for a department (e.g., number of calls responded to).
- Demand – Measures the amount of service opportunities (e.g., total number of calls).
- Efficiency – Measures the relationship between output and service cost (e.g., average cost of the response to a service call).
- Effectiveness – Measures the impact of an activity (e.g., percent of people who feel safe).

Department Directors shall establish performance measures for each program within their department. These must be linked to the department wide goals and objectives being supported. Systematic and cost effective methodologies must also be developed to monitor and project the established performance measures. Supervisors shall insure that fair, objective and aggressive performance measures are identified for each employee or work group that directly supports program goals and objectives and that an evaluation of the success in accomplishing departmental measures are part of the employee's annual performance review.

B. Reporting Performance

Quarterly summaries of progress on goals and objectives and departmental performance measures will be provided to the Administrative Services Director for publishing in the City Council's Quarterly Budget to Actual Report.

V. Investment Policies

A. Investment Management

The City Administrative Services Department shall perform a cash flow analysis of all funds on a regular basis. Disbursement, collection, and deposit of all funds will be scheduled to insure optimum cash availability. When permitted by law, the City shall pool cash from each respective fund for investment purposes. The Administrative services Director, as the City's Chief Financial Officer, shall select and manage all City investments. Investments shall always be made with the priority focused on achieving safety, liquidity and optimal return of the investments, in that order. Further detail on allowed investments is contained in a separately published investment policy.

B. Investment Analysis

The Administrative Services Director shall review the investment policy established for investing surplus funds to account for changes in legislation and market conditions on a regular basis. The Administrative Services Director shall prepare quarterly investment portfolio reports containing information on the securities being held and the returns of each investment category. The City's Chief Financial Officer shall meet and discuss any changes in investment strategies or differences in investment holdings with an Investment Committee consisting of the Administrative Services Director, the City Manager and a third person selected by the City Manager.

City of Sebastian, Florida

Financial Policies

VI. Capital Improvement Program Policies

A. Capital Improvement Plan

The City shall adopt an annual Capital Budget based on the Capital Improvement Plan and make all capital improvements in accordance with it. Future capital improvement expenditures necessitated by changes in population, real estate development, or in economic base will be calculated and included in the capital improvement plan projections. The City will determine and use the most prudent financial methods for acquisition of capital improvement projects based upon market conditions at the time of acquisition.

Capital Replacement Programs – The City shall forecast capital replacement and maintenance needs for at least five-year periods beyond the budget year and update this projection each year. From this, a maintenance and replacement schedule shall be developed and implemented. Funding for capital replacement may be obtained through excess year-end surpluses as identified in the Use of Surplus Policies. Maintenance programs shall be paid for on a pay-as-you-go basis. The City will determine and use the most prudent financial methods for acquisition of capital equipment, based upon market conditions at the time of acquisition.

B. Definition

Capital improvements include streets, buildings, building improvements, park expansions/improvements, new parks, airport runways, infrastructure improvements, and acquisitions of equipment. Projects in the Capital Improvement Program generally cost more than \$750 and last at least five years (with the exception of computer software if \$5,000 or greater). For accounting purposes, these lesser cost capital items are often included, in order to easily reconcile the initial year with the capital accounts budgeted in that year's Operating Budget. Significant allocations to some programs that do not meet the definition of capital items may also be reflected in the Program in order to present the complete financial plan, although they may ultimately be accounted for as operating expenditures.

C. Alignments

The City shall coordinate the development of the Capital Improvement Program plan with the development of the Operating Budget, as well as ensuring compliance with the Comprehensive Plan Capital Improvement Element. Future operating expenditures and revenues associated with new capital improvements will be projected and included in the Capital Improvement Program Forecasts.

D. Project Approvals

Capital projects submitted for approval must be justified in terms of how the project supports the achievement of the City's strategic priorities. The originating department of the capital improvement project will identify the estimated costs and impacts on revenue and operating costs for each capital project proposal. Projects are prioritized and approved based on the relevancy of the project to the City's strategic plan and the impact on the end stakeholder(s).

E. Maintenance

The City shall maintain all capital assets at a level adequate to protect the City's capital investment and minimize future maintenance and replacement costs.

F. Physical Inventory

An annual physical inventory will be conducted to ensure that all capital assets listed in the City's financial system are accounted for, and that sufficient internal control over capital items is exercised. Further detail on capital purchases and dispositions is detailed in a separately published policy.

City of Sebastian, Florida

Financial Policies

VII. Debt Management Policies

A. Market Review

The City's Administrative Services Director, in conjunction with the Financial Consultant, shall review its outstanding debt annually for the purpose of determining if the financial marketplace will afford the City the opportunity to refund an issue and incur less debt service costs. In order to consider the possible refunding of an issue, a present value savings of at least three percent (3%) over the life of the respective issue should be attained.

B. Debt Financing for Capital Assets

1. Short-term Borrowing

Short-term borrowing or lease/purchase contracts should only be considered for financing major operating capital equipment when the Administrative Services Director, along with the City's Financial Consultant, determines that this is in the City's best financial interest. Lease/purchase decisions should have the concurrence of the appropriate department/division head and should consider the net cost after factoring in anticipated maintenance expenditures.

2. Issuance of Long-term Debt

When the City finances capital projects or purchases by issuing long-term debt, it shall amortize the debt over a term not to exceed the average useful life of the project(s) financed. Financing utilizing bank notes will be preferred to avoid the higher issuance cost typically incurred with bonded debt. Except in the most unusual instances, the City will seek competitive bids to assure it selects the financial institution with the most advantageous terms.

If General Obligation Bonds are issued, the City's goal will be to limit the maturity to fifteen (15) years. When possible, the City shall use a special assessment or self-supporting financing instead of general obligation bonds, so those benefiting from the improvements will bear all or part of the cost of the project financed.

C. Debt Service Levels

Annual General Fund debt service expense, if any, will be limited to eight percent (8%) of the General Fund expenditures budget.

The City will limit its total outstanding General Obligation debt, if any, to five percent (5%) of the assessed valuation of taxable property.

The City will limit the amount of Variable Rate debt to fifteen percent (15%) of the total debt outstanding.

D. Bond Ratings and Full Disclosure

The City recognizes the importance of favorable bond ratings by the various rating agencies. Bond ratings will be obtained when bonds are issued and will be regularly updated for the term of the issue. The Administrative Services Director, along with the Financial Consultant, shall periodically review possible actions to maintain or improve its bond ratings and shall maintain good communications with bond rating agencies and its bond insurers about its financial condition. The Administrative Services Director shall coordinate all communications to ensure a professional and factual response to any inquiries.

The City shall follow a policy of "full disclosure" in its Comprehensive Annual Financial Report and bond prospectuses. The Administrative Services Director shall assure that all legally required filings are made in regard to outstanding financings.

City of Sebastian, Florida

Financial Policies

E. Decision Making and Analysis

The City's strategic planning and budgeting decisions are based on a number of processes currently in place. The specific tools used are:

- ❖ *Citizen Advisory Boards* – (e.g., Citizens Budget Review Board) are teams made up of Residents and City staff to address specific concerns and provide direction and feedback;
- ❖ *Master Planning* – Specific functions and processes are included in written plans, such as the Comprehensive Plan, Stormwater Master Plan, Community Redevelopment Agency Master Plan and the Airport Master Plan;
- ❖ *Fiscal Impact Model* – Allocation methodology that quantifies average and marginal revenues and the costs of new development by land use type;
- ❖ *Revenue Forecasting Model* – Statistical time series analysis and tracking model of major revenue sources;
- ❖ *Performance Measurement System* – Quarterly performance evaluations and reports;
- ❖ *Capital Budgeting Tools* – Present Value Payback, Net Present Value Analysis, Own/Lease Analysis, and Return on Investment (ROI) Analysis;
- ❖ *Five-Year Financial Plan* – Multi-year forecasting of revenues and expenditures beyond the next budget year for all major City funds;
- ❖ *Ten-Year Fleet Replacement Program* – Equipment maintenance and replacement schedule covering the useful life of all vehicle classes;
- ❖ *Ten-Year Equipment and Maintenance Program* - maintenance and replacement schedule covering the useful life of all major equipment, other than vehicles;
- ❖ *Financial Trend Monitoring System* – Systematic analysis of major financial indicators;

VIII. Fund Balance Policies

On an annual basis, after the year-end audit has been completed, but no later than April 1, the City's Chief Financial Officer shall update schedules of all fund surpluses and deficits, with projections of reserve requirements and any plan for the use of any excess surplus for the current year in accordance with the Financial Balance Policies and Use of Surplus Policies. This will be reviewed to ensure compliance with stated and adopted policies, but also to analyze the total reserve and surplus picture to ensure that the policies as adopted do not inadvertently create adverse effects. The City's Administrative Services Director shall provide recommendations to the City Manager for any changes to the Fund Balance Policies and Use of Surplus Policies based on needs identified in this analysis.

- A. General Fund uncommitted and unassigned fund balances will be maintained at a target amount of five million dollars (\$5,000,000) as a reserve for declared natural disasters. This approximates an amount calculated to sustain City operations in the aftermath of unforeseen or emergency events, such as hurricanes declared to be natural disasters. Key assumptions of this calculation are:
- a. That damage to City-owned and private property will amount to a loss of no greater than 30% in overall property values;
 - b. That the damage occurs after the maximum proposed millage is established for the next fiscal year, resulting in up to a year's delay before there is the option of increasing property tax revenues;
 - c. Property taxes, franchise fees, utility service taxes and other revenues will decline;
 - d. There would be significant public safety and public works employee overtime; large outlays for debris removal; plus expenditures for repairing and replacing City facilities;
 - e. Reimbursements from insurance claims will occur within six months and FEMA claims will occur within a year;

City of Sebastian, Florida

Financial Policies

- B.** In addition, the City shall assign any General Fund operating surplus for the fiscal year (revenues in excess of expenditures) to restore the Capital Renewal and Replacement Reserve to a balance no greater than \$275,000. This Reserve is assigned for the purpose of allowing the City Manager to immediately proceed with repairing or replacing essential equipment or facilities in instances where those items have not been budgeted. Such expenditures shall be governed by the purchasing thresholds set by City Code Section 2-10. The necessary budget adjustments for these items shall be reported to and approved by the City Council along with the next Quarterly Financial Report.
- C.** Consideration shall also be given to establishing extra cushions for unanticipated events or extraordinary expenditures, such as:
- a. Uncontrollable shortfalls in intergovernmental revenue occurring due to poor economic conditions at the State and National levels or the willful political action of those attempting to undermine home rule and the effectiveness of City government. (General Fund receives about \$3.7 million each year from Communication Service Taxes, State Revenue Sharing, Motor Fuel Taxes and the Half-cent Sales Taxes which is about 29% of its total revenues);
 - b. Significant payouts of unused employee leave accruals at the time they terminate. These are typically manageable by covering them from the relevant department's other budgeted funds but the departure of 100% of the employees would create a total payout of about \$1.4 million in wages alone. In response to some emergency situations, the City could be faced with excessive voluntary departures or perhaps mandatory layoffs due to the financial situation.
 - c. Unanticipated expenditures on capital outlays or capital replacements of such a magnitude that are beyond the possibility of immediately funding within any legal or normally reasonable means.
 - (1) Although financing from financial institutions may be feasible in certain isolated cases, this possibility may not be available should those creditors have to also consider other events the City could be dealing with at the time.
 - (2) Additional cushions could be established in certain Special Revenue Funds (Local Option Gas Tax, Discretionary Sales Tax, Community Redevelopment Agency and Stormwater Utility Funds) as a capital reserve for this purpose.
 - d. The unfunded Police Pension Fund Actuarial Accrued Liability is also something that could possibly be a concern. Annual contributions to the pension plan are calculated to cover the vested benefits being accumulated by the Police Officers but the deficit occurs when plan changes are made or when assumptions are changed or when certain assumptions such as investment income do not materialize. An immediate payout is not required, since repayment of the deficit is allowed to be amortized and calculated into future annual payment requirements. Some consideration could be given to either paying more than required on the annual requirement or establishing another cushion of cash reserves in case political forces create a mandate in the future to pay off the deficit.
 - e. Localized emergencies that may not be eligible for insurance or FEMA reimbursement, such as flooding, tornados, sink holes, earth quakes, civil disorders, terrorism, explosions, fires, etc. Emergencies of this nature would most likely impact operational accounts such as overtime pay expenditures and utility tax and franchise fee revenues. To the extent possible without increasing tax rates, a cushion of some amount would be warranted.
- D.** Target amounts should be established and reviewed annually during the budgeting process for each of the above. Generally, the targets would be calculated as a reasonable percentage of the total based on a rational analysis of the perceived likelihood of the event actually occurring and amounts that would be sufficient to reduce the negative impact of the event to acceptable levels. At the discretion of the City Council, the creation or replenishment of established target amounts will occur as soon as reasonably possible without tax rate increases or further damaging ongoing levels of service to the public.

City of Sebastian, Florida

Financial Policies

- E. In some instances, the City's Golf Course, Airport and Building Enterprise Funds may be impacted by the foregoing emergency conditions. Certainly, the Golf Course and Airport may not have the resources that might be necessary to effectively restore their operations. While considering the level of targeted cash reserve balances in the General Fund and Special Revenue Funds, it must be recognized that these operations may also need financial assistance to recover.
- F. In conclusion, the following Fund Balance Policies for funding amount targets will be in effect:
- a. Declared National Disasters - \$5,000,000 Target Balance.
 - b. Capital Renewal and Replacement Reserve – Replenished Up to \$275,000 from Operating Surpluses.
 - c. Shortfalls in Intergovernmental Revenues – \$370,000 Based on 10% of Annual State Revenues.
 - d. Employee Leave Accrual Payouts – \$350,000 Based on 25% of Accumulated Liability.
 - e. Capital Outlay Reserve – Set Aside 5% in Certain Special Revenue Funds:
 - i. Local Option Gas Tax – \$37,000 based on 5% of budget of gas taxes.
 - ii. Discretionary Sales Tax – \$176,000 based on 5% of budget for sales taxes.
 - iii. Community Redevelopment Agency – \$19,700 based on 5% of budget for tax increment receipts.
 - iv. Stormwater Utility – \$97,000 based on 5% of budget for stormwater fee receipts.
 - f. Unfunded Police Pension Liability – Address this by increasing annual contribution when possible.
 - g. Localized Emergencies – The severity of such events is difficult to envision, thus it is assumed that other balances would have to be utilized.
 - h. The total funding target for General Fund to cover items a, b, c and d. would be \$5,995,000, which exceeds current balances. These are to be fully funded as soon as possible by using accumulated Operating Surpluses that result from revenues exceeding expenditures.

IX. Use of Surplus Policies

It is the intent of the City to use all uncommitted or unassigned surpluses to accomplish three primary goals: meeting fund balance policies, avoidance of future debt, and reduction of outstanding debts or liabilities. The City will always avoid using fund balances or year-end surpluses to cover ongoing operating expenses.

- A. Any surpluses realized in the General Fund may, at the discretion of the City Council, be used to restore fund balance targets or other purposes in the following order of priority:
1. \$5,000,000 target reserve for declared national disasters.
 2. \$275,000 maximum start of the fiscal year Capital Renewal and Replacement Reserve.
 3. \$370,000 target reserve for shortfalls in intergovernmental revenues.
 4. \$350,000 target reserve for payouts of terminating employee leave accruals.
 5. Additional payments to reduce the Police Pension Trust Fund Unfunded Actuarial Accrued Liability.
- B. After fully satisfying the fund balance targets or additional payments, surpluses may be used for the following purposes, listed in order of priority:
1. Additional Cash Payments for Capital Improvement Program Projects. Using cash to purchase capital items that may otherwise to be purchased with the proceeds from debt will reduce the future debt burden of the City. This strategy may be beneficial but a financial analysis should be performed to determine the greatest net present value savings.
 2. Cemetery Permanent Trust Fund. After all other needs have been satisfied, excess surpluses may be transferred to the Cemetery Permanent Trust Fund established to care for the Cemetery. The amounts transferred shall be deemed corpus to the Cemetery Trust fund for funding Cemetery care and maintenance.
 3. Riverfront Redevelopment Agency. After all other needs have been satisfied; excess surpluses may be transferred to the Riverfront Redevelopment Agency that has been established to provide infrastructure and public facility needs in that area that will result in increased property values.

City of Sebastian, Florida

Financial Policies

C. Special Revenue Fund Surpluses

Local Option Gas Tax Revenue Fund – A target reserve will be maintained in an amount equal to five percent (5%) of the annual budgeted gas tax receipts to alleviate the impact of a decline in amounts of collected revenue and to provide sufficient funds for unanticipated transportation expenditures. Surpluses projected five years beyond the budget year may exceed the target or be allocated toward additional eligible projects or programs.

Discretionary Sales Surtax Revenue Fund – A target reserve will be maintained in an amount equal to five percent (5%) of the annual budgeted sales tax receipts to alleviate the impact of decline in amounts of collected revenue and to provide sufficient funds for unanticipated replacements of eligible capital improvements or equipment. Surpluses projected five years beyond the budget year may exceed the target or also be programmed toward additional eligible capital infrastructure, payoff of the outstanding Stormwater Bank Notes or forgiveness of some of the advances made for the construction of Airport Hangars A and B.

Community Redevelopment Agency – A target reserve will be maintained in an amount equal to five percent (5%) of the annual budgeted tax increment receipts to alleviate the impact of a decline in amounts of collected revenue and to provide sufficient funds for unanticipated projects or programs. Surpluses projected five years beyond the budget year may exceed the target or also be programmed toward additional eligible projects or programs that may be identified in the future.

Parking In-Lieu-Of Fund – Surpluses will be used to fund projects that add vehicle parking facilities or may be held in reserve for projects that may be identified in the future.

Recreation Impact Fee Fund – Surpluses will be used toward additional projects to provide additions or improvements to Parks and Recreation facilities or may be held in reserve for projects that may be identified in the future. (Note that impact fee payments must be refunded if not appropriated within seven years).

Stormwater Utility Revenue Fund – A target reserve will be maintained in an amount of five percent (5%) of the annual budgeted Stormwater fee receipts for the purpose of alleviating the impact of an unanticipated decline in amounts of collected revenue and to provide sufficient funds for unanticipated capital improvements. Surpluses projected five years beyond the budget year may exceed the target or be programmed toward additional programs or eligible capital projects or be used for paying off the Stormwater Bank Notes.

X. Reporting and Analysis

To ensure compliance with the adopted financial policies, the Administrative Services Department shall prepare analyses in conjunction with the annual budget process to assist departments/divisions with budget projections. The analyses include the following:

- *Five-Year Forecast of Revenues and Expenditures* – Planning tool used by the Administrative Services Department to forecast and project various funds (General, Local Option Gas Tax, Discretionary Sales Tax, Recreation Impact Fees, Riverfront CRA, Stormwater Utility, Golf Course, Building, and Airport).
- *Financial Trend Monitoring System* – Set of financial trends and ratios used as leading indicators and as a measurement of relative performance.
- *Revenue Manual* – Guide to the major revenue sources that indicates the source, calculation, legal requirements, historical trends and accounting guidelines. Updated annually and included in the annual budget document.
- *Fund Balance and Reserve Analysis* – The City's Administrative Services Director will review the fund balance and reserve levels and produce a report annually on reserve levels as compared to policy goals.

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

FINANCIAL ACCOUNTING STRUCTURE

All operations of the City of Sebastian are accounted for by the use of fund accounting. This system ensures the accountability of the City to its citizens, other governments, and creditors. Various funds are established to track transactions for different types of resources. Each fund is a separate entity with its own resources, liabilities, and residual balance. Departments within the City formed to carry out a specific function are identified and accounted for within the system. Departmental functions may be funded from a number of established funds. Funds with similar objectives, activities, and legal restrictions are grouped together for reporting purposes.

Types of Funds

Governmental Funds: These funds account for general governmental activities, such as law enforcement, which are largely supported by taxes and fees. They are reported using the current financial resources measurement focus and the modified accrual basis of accounting. All of the governmental funds are budgeted funds, which include the following:

- ❑ The **General Fund** includes all sources of revenue the city receives that are not designated for a specific purpose. General Fund money may be allocated by the City Council for any legal public purposes.
- ❑ **Special Revenue Funds** account for resources received from special sources dedicated or restricted to specific uses (such as certain grants and assessments).
- ❑ **Debt Service Funds** are utilized for reporting the accumulation of resources for, and the payments of principal, interest, and other costs associated with long-term debt.
- ❑ **Capital Projects Funds** account for the accumulation and use of resources for the construction/acquisition of buildings, land, infrastructure, and other capital facilities.

Enterprise Funds: These funds account for those activities, which are provided by government on a basis consistent with private enterprise. Enterprise Funds are expected to be self-supporting through revenue generated from the services provided. They are reported using the economic resources measurement focus and the accrual basis of accounting. All of the enterprise funds are budgeted funds.

Permanent Funds: Permanent funds are used to report resources that are legally restricted to the extent that only earnings, not principal, may be used for purposes that support the reporting government's programs. All of the permanent funds are not budgeted funds.

Fiduciary Funds: The fiduciary funds are used to account for the collection and disbursement of monies by the city on behalf of other governments and individuals, such as pension, cash bonds and refundable cash deposits. All of the fiduciary funds are not budgeted funds.

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

Description of All Funds

General Fund (001) - The General Fund is the general operating fund of the City. It is used to account for all financial resources, except those to be accounted for in another fund. The majority of funding is from ad valorem (property) taxes.

Special Revenue Funds -Special Revenue Funds are used to account for the specific revenues that are legally restricted to expenditures for specified purposes.

Local Option Gas Tax Fund (120) – This fund is used to account for the government’s share of motor fuel tax revenues that are legally restricted to transportation related expenditures within the government’s boundaries.

Discretionary Sales Tax Fund (130) – This fund is used to account for revenues generated by the local option one-cent sales tax. Monies are used for infrastructure improvements and equipment purchases.

Community Redevelopment Agency (CRA) (140) - The CRA is a blended component unit of the City and is accounted for as a special revenue fund of the City. The Governing Board is the City Council. Management has included the CRA in the audited financial statements in accordance with Governmental Accounting Standards Board (GASB) Statement No. 14, “Defining the Financial Reporting Entity”. A separate budget adoption is required by the CRA Board; it is presented within this budget for adoption by the City Council.

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

Recreation Impact Fee Fund (160) – This fund is used to account for recreation impact fees that are restricted for use in the expansion or construction of recreational facilities.

Stormwater Utility Fee Fund (163) – This fund is used to account for fees collected on a per unit basis that are restricted for the purposes of managing the City’s Stormwater system.

Law Enforcement Forfeiture Fund (190) – This fund is used to account for the receipt of forfeited cash and equipment associated with police activities and is restricted to police related equipment purchases and community education initiatives.

Debt Service Funds - Debt Service Funds are used to account for the accumulation of resources for, and the payment of, general long-term debt principal, interest, and related costs.

Stormwater Utility Revenue Bonds Debt Service Fund (263) - This fund is used to account for the accumulation of revenues pledged to pay the principal, interest, and fiscal charges on the Stormwater Utility Revenue Bonds, which were refunded by Bank Notes.

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

Capital Project Funds - These funds are used to account for financial resources designated for the acquisition or construction of major capital facilities, except those financed by enterprise funds.

General Capital Projects Fund (310) – This fund is used to account for major capital equipment purchases and general capital construction projects. Governmental resources or State and Federal grant revenues are used to finance the improvements in this fund.

Capital Improvements Fund (320) - This fund is used to account for the accumulated resources associated with infrastructure improvements, such as parks and recreational facilities.

Transportation Improvements Fund (330) – This fund is used to account for transportation related construction such as, roads, intersections, and sidewalks. These projects are normally funded with governmental resources or proceeds from State and Federal grants.

Stormwater Improvements Fund (363) – This fund is used to account for the construction of stormwater related improvements. Governmental resources and stormwater assessment fees are used to finance the improvements in this fund.

Enterprise Funds - Enterprise funds are used to account for operations (a) that are financed and operated in a manner similar to private business enterprises – where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and/or net income is appropriated for capital maintenance, public policy, management control, accountability or other purposes.

Golf Course Fund (410) – This fund is used to account for the activities of the municipal golf course.

Airport Fund (450 and 455) – These two funds are used to account for the activities of the municipality's general aviation airport. Airport Operations are accounted for in Fund 450 and capital projects are accounted for in Fund 455. Capital projects are normally funded with revenues from the Discretionary Sales Tax or interfund advances, leveraged with proceeds from State and Federal grants.

Building Department Fund (480) – This fund is used to account for the activities of the city's Building Department.

Permanent Fund

Cemetery Permanent Fund (601) – This fund is used to account for principal trust amounts received, sale of cemetery lots and related interest income. The principal and interest on the Permanent Endowment portion of the trust may not be spent but the interest on it can be used either to make capital improvements or maintain the community cemetery. The principal and interest on the Non-endowed funds portion may be used for capital incidental to providing additional interment sites for future sale.

Fiduciary Funds

Pension Trust Fund (620) – This fund accounts for the activities of the Police Officer's Retirement System, which accumulates resources for pension benefit payments to qualified officers.

Agency Fund (680) – This fund accounts for deposits placed by bidders and developers to guarantee performance pursuant to bid or contract and for deposits for use of city owned buildings and parks to guarantee performance pursuant to contract.

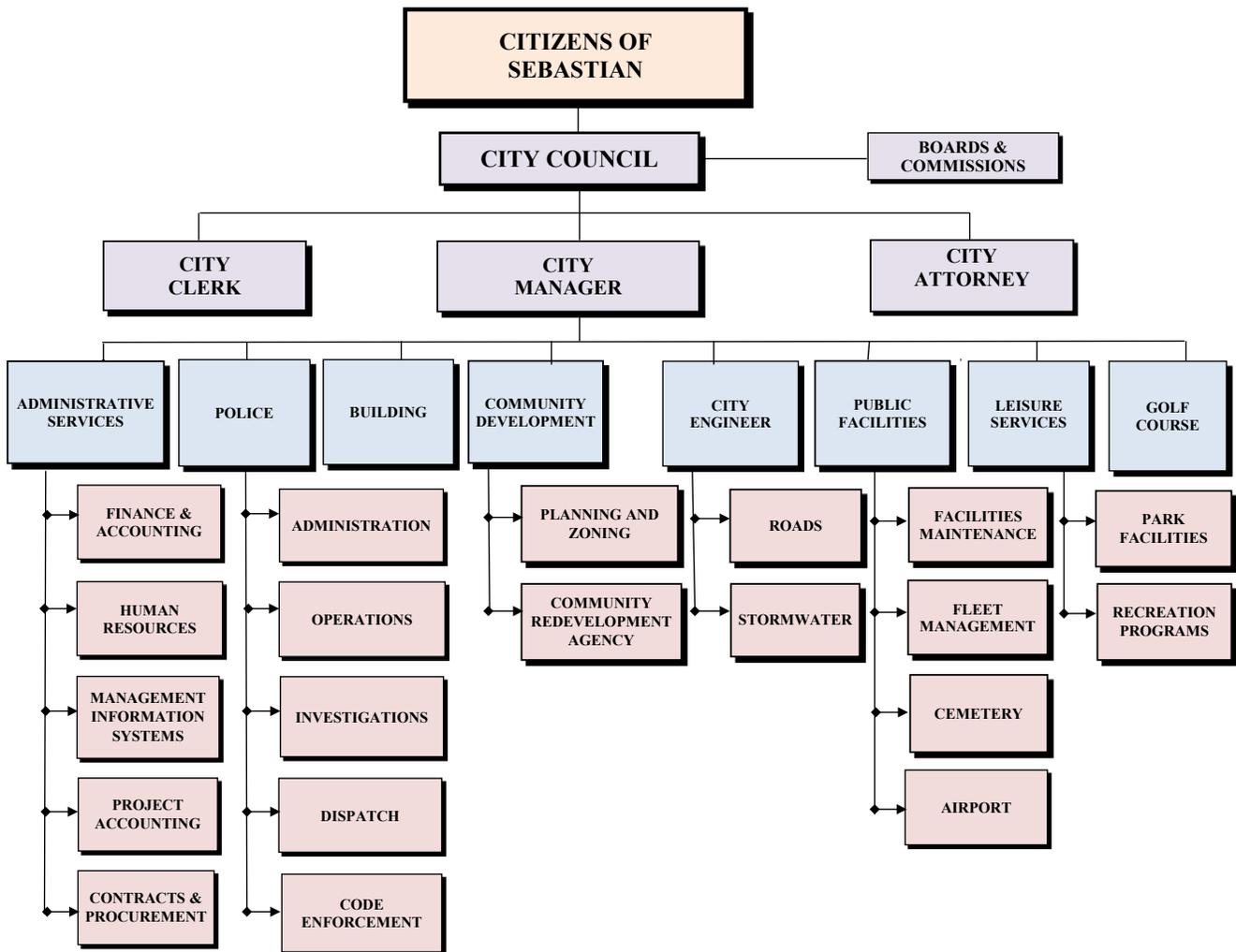
CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

DEPARTMENT/DIVISION AND FUNCTION RELATIONSHIP SUMMARY

This table summarizes the relationship between City departments/divisions and the funds in the accounting and budgetary groupings previously described. In addition, the accounting functions used to summarize the operating expenditures/expenses for each department/division are listed.

Department/Division	Function	General Fund	Stormwater Fund	Enterprise Fund
City Council	General Government	X		
City Manager	General Government	X		
City Clerk	General Government	X		
City Attorney	General Government	X		
Administrative Services	General Government	X		
Management Information Systems	General Government	X		
Community Development	General Government	X		
Police Administration	Public Safety	X		
Police Operations	Public Safety	X		
Police Detective	Public Safety	X		
Police Dispatch	Public Safety	X		
Police Code Enforcement	Public Safety	X		
Engineering	Transportation	X		
Road and Maintenance	Transportation	X		
Fleet Management	Transportation	X		
Cemetery	Physical Environment	X		
Facilities Maintenance	General Government	X		
Leisure Services	Cultural/Recreation	X		
Non-Departmental	General Government	X		
Stormwater Utility	Physical Environment		X	
Golf Course Administration	Cultural/Recreation			X
Golf Course Greens Division	Cultural/Recreation			X
Golf Course Cart Division	Cultural/Recreation			X
Airport Administration	Transportation			X
Building	Public Safety			X

**CITY OF SEBASTIAN, FLORIDA
ORGANIZATIONAL CHART
Fiscal Year 2020/2021**



**CITY OF SEBASTIAN
FISCAL YEAR 2020-2021 BUDGET CALENDAR**

<u>DATE</u>	<u>DAY</u>	<u>EVENT</u>
01/08/20	Wednesday	City Council @6:00pm – Approve Budget Calendar and Budget Objectives
01/13/20	Monday	Budget Review Advisory Board @6:00pm – Introductory Meeting and Review of 4 th Quarter FY2019 Budget Report and Discussion of Budget Objectives
02/14/20	Friday	Departments Receive Forms and Instructions for Capital Improvement Program
03/13/20	Friday	Departments Submit Capital Improvement Program Request to Administrative Services
03/16/20	Monday	Budget Review Advisory Board @ 6:00pm- Review 1 st Quarter Budget Report
03/25/20	Wednesday	City Council @6:00pm – Approve 1st Quarter Budget Report
04/20/20	Monday	Departments Receive Forms and Instructions on Operating Budget Preparation
05/15/20	Friday	Departments Submit Operating Budget Request to Administrative Services
05/27/20	Wednesday	City Council @6:00pm – Approve 2nd Quarter Budget Report
05/29/20	Friday	Estimate of Property Values Received from Property Appraiser
06/05/19	Friday	Complete Review of Department Request and Balancing of CIP and Draft Budgets
06/10/20	Wednesday	City Council and Budget Review Advisory Board Provided Recommended CIP and Operating Budget documents
06/22/20	Monday	Parks and Recreation Board @ 6:00pm – Review of Recreation Impact Fee Uses in CIP
06/23/20	Tuesday	DR-420 Certified Property Values Received from Property Appraiser
06/29/20	Monday	Budget Review Advisory Board @6:00pm – Presentation of Draft CIP and Operating Budget and Review of 2 nd Quarter Budget Report
07/13/20	Monday	Budget Review Advisory Board @6:00pm – Discussion on Proposed Millage to be Recommended to City Council
07/20/20	Monday	Budget Review Advisory Board @6:00pm – Continued Discussion on Proposed Millage to be Recommended to City Council, If Needed
07/22/20	Wednesday	City Council @6:00pm – Receive Budget Review Advisory Board Recommendation and Approve Proposed Millage to be Submitted to Property Appraiser
07/23/20	Friday	Send DR-420 Proposed Millage Form to Property Appraiser
07/30/20	Friday	Planning and Zoning Board Provided the Draft CIP Summary
08/03/20	Monday	Budget Review Advisory Board @6:00pm – Review 3 rd Quarter Budget Report and Update on Significant Changes to the Capital Improvement Program and Operating Budget (if any)
08/06/20	Thursday	Planning and Zoning Board @6:00pm – Approval of Capital Improvement Program
08/26/20	Wednesday	City Council @6:00pm – Approve 3 rd Quarter Budget Report and Presentation on CIP and Budget Recommendations
09/02/20	Wednesday	First Public Hearing on County Budget
09/09/20	Monday	Final Adoption of School Board Budget
09/14/20	Wednesday	City Council @6:00pm – Special Meeting for First Public Hearing on Millage and Budget/Approval of Capital Improvement Program/Financial Policies
09/16/20	Wednesday	Final Public Hearing on County Budget
09/26/20	Saturday	Advertise the Tentative Millage and Proposed Budget
09/28/20	Wednesday	CRA/City Council Meeting @6:00pm – Approve Community Redevelopment Agency Budget/Final Public Hearing on Millage and Budget
09/29/20	Thursday	Send Resolution Adopting Final Millage to Property Appraiser

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

BUDGET PROCESS

The Administrative Services Director coordinates the budget process. The formal budgeting process, which begins in March and ends in September provides the primary mechanism by which key decisions are made regarding the levels and types of services to be provided, given the anticipated level of available resources. Revenues and expenditures are projected on the basis of information provided by city departments, outside agencies, current rate structures, historical data and statistical trends.

Budget Planning Phase

The City maintains a Capital Improvement Program (CIP) as part of the Comprehensive Redevelopment Plan of the City of Sebastian in order to plan for the future needs of capital facilities and infrastructures (see Capital Improvement Program section). This plan covers a five-year period, and identifies major capital projects, as well as the means by which they will be financed. The City adopts the annual capital budget along with the operating budget. As part of the planning process, the operating impact of capital projects must be considered and incorporated into the operating budget. The planning phase for the operating budget begins with the preparation of the budget instructions, examples, and training materials.

Budget Preparation

The process of developing the operating budget begins officially in February of each year. The budget preparation process provides department directors an opportunity to examine their program(s) of operation, to propose changes in current services, to recommend revisions in organizations and methods, and to outline requirements for capital outlay items. The City Administrative Services Department works closely with department/divisions to formulate performance measures for the upcoming fiscal year and assist with proposed personnel changes.

In April each year, basic operating budget request forms, and data on prior year appropriations are distributed to the departments. Each department director must compile a budget request for the new fiscal year and enter the budget request and justification into the Microsoft Excel format forms.

Budget Review

During the budget review phase, the City Manager and City Administrative Services Department analyze proposed personnel changes, operating and capital budget requests; review service levels and compile revenue estimates. Budget recommendations regarding proposed personnel changes and capital request are based on: 1) program priorities as submitted by department directors; and 2) available funding after current services are budgeted (funding levels required to maintain the status quo). The City Manager's recommendations on operating and capital budgets and proposed personnel changes are reviewed with department directors.

In early June, a briefing on the general status and relevant issues regarding the current year's budget is provided to the Budget Advisory Committee. At the end of June, the City Manager's recommended budget is presented to Budget Advisory Committee members and additional meetings are scheduled as determined by the Budget Advisory Committee.

Budget Adoption

The formal adoption process begins with the City Manager's presentation and Budget Advisory Committee's comments and recommendations to the City Council in August at a special budget workshop. The workshop provides council members an opportunity to review the budget submission and capital improvement program to ensure that the requests meet the best interests of the City of Sebastian and its citizens.

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

The final step before budget adoption is to hold two formal budget hearings to present the proposed millage rate and budget. This essential step provides a means for the citizens to comment directly to the Mayor and City Council regarding priorities. According to State regulations, the first public hearing must be held within 80 days of certification of property values but not earlier than 65 days after certification. At this hearing, the City discusses the proposed millage and tentative budget and announces the percent difference the proposed millage is from the rolled-back rate.

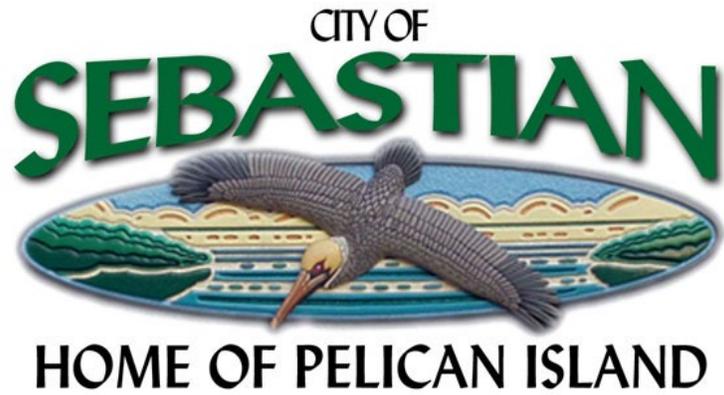
Within 15 days of the first hearing, the City must advertise its intent to adopt a final millage rate and budget. Finally, the millage rate and budget are adopted by separate resolutions of the City Council at the second hearing which must be held not less than two days or more than five days after the day that the advertisement is first published.

Budget Implementation

The budget process does not end with legal adoption of the budget. The Administrative Services Department staff along with City departments, monitor the budget throughout the fiscal year. An integrated financial software system provides budgetary control and various budgetary reports to aid in this process. Budget adjustments are allowed through budget line item transfers and budget amendments. The budget amendment criteria are listed below:

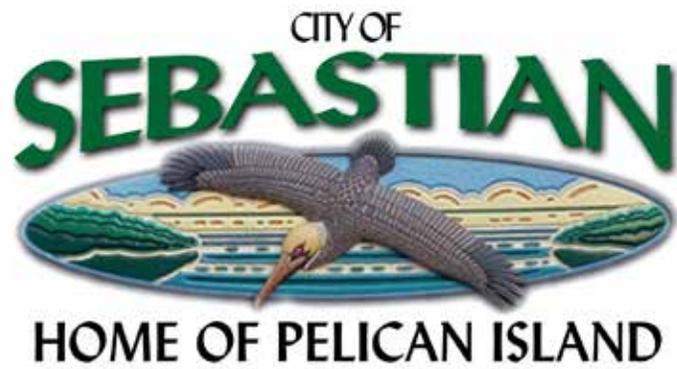
1. Total fund appropriations changes must be approved by the City Council.
2. Uses of contingency appropriations or reserves must be approved by the City Council.
3. Shifts in appropriations within fund totals may be done administratively on the authority of the City Manager. In most cases the City Manager will request City Council's approval since the item prompting the change will usually go to the City Council (e.g., award of contract, addition of staff, contract change order). Procedures for appropriation transfers and delegation of budget responsibility are established by the City Manager.
4. A Budgetary Control System is maintained to ensure compliance with the budget. Quarterly budget status reports are reviewed by the Budget Advisory Committee and then provided to the City Council comparing actual versus budgeted revenue and expense activity for all budgeted funds.

Any unexpended appropriations lapse at the close of the fiscal year.

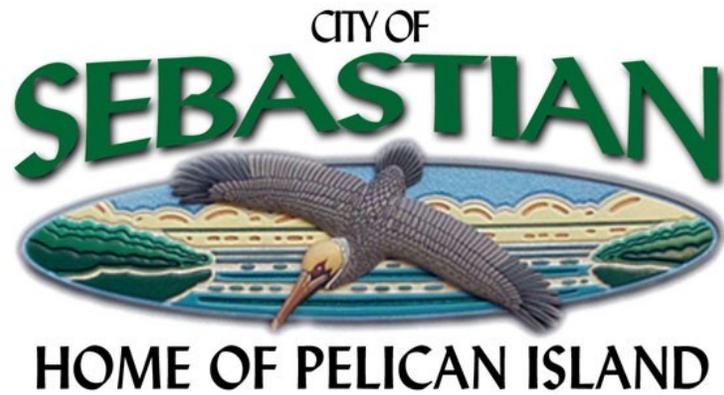


CITY OF SEBASTIAN FLORIDA
ANNUAL BUDGET
FISCAL YEAR 2020-2021

BUDGET DETAIL



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

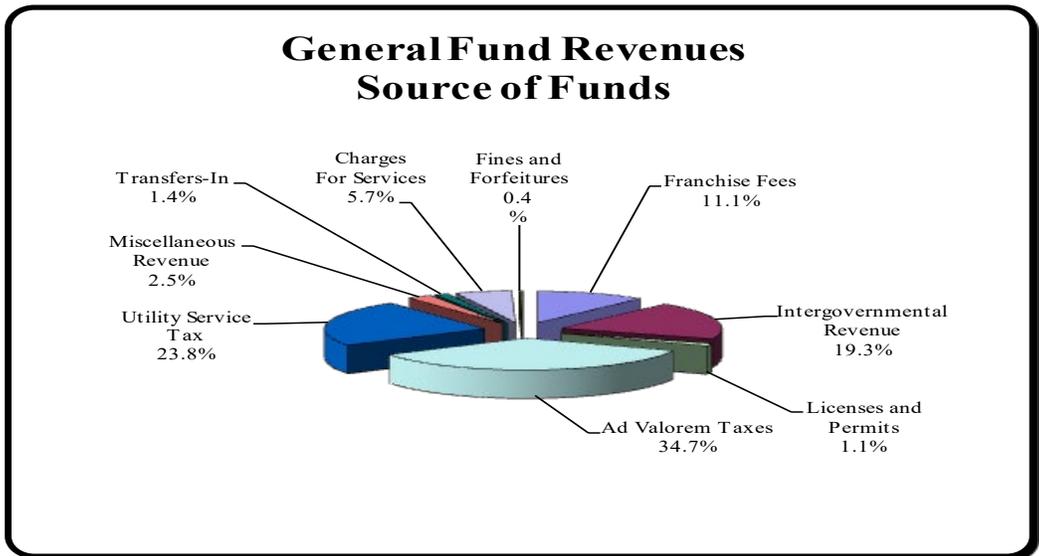
GENERAL FUND

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

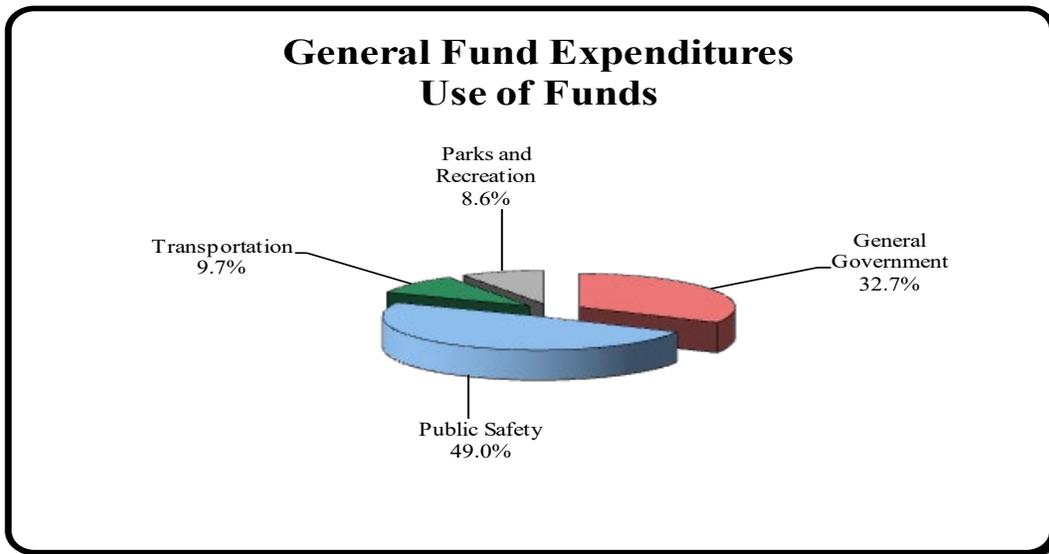
GENERAL FUND

The General Fund is the main operating fund for the City of Sebastian. The General Fund budget for Fiscal Year 2020-2021 is \$13,141,086. The General Fund is used to account for all financial resources, except those required to be accounted for in another fund.

As shown in the graph below, the largest source of revenue within the General Fund is Ad Valorem Taxes, Utility Services Taxes, Franchise Fees and Intergovernmental Revenues. The majority of the Intergovernmental Revenues comes from state shared revenues, such as the Local Half-Cent Sales Tax and Municipal Revenue Sharing. Transfers-In from other funds represents 1.4% of revenues for the General Fund.



City services are provided mainly through the General Fund revenues. The graph presented below shows that 49.0% of total General Fund expenditures are allocated to public safety related activities. Other city services are included in general government, transportation and parks and recreation.



CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

TABLE G-1

GENERAL FUND REVENUE

Code: 001501

The Fiscal Year 2020-2021 adopted budget for General Fund Revenue and Interfund Transfers is \$13,141,086. This is \$242,495 more than the projected actual General Fund Revenue and Other Sources for 2019-20 of \$12,898,594.

<u>Description</u>	FY 16/17		FY 17/18		FY 18/19		Amended	
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Projected</u>	<u>Budget</u>	<u>Difference</u>
Taxes and franchise fees	\$ 7,785,255	\$ 7,911,624	\$ 8,167,747	\$ 8,371,186	\$ 8,389,383	\$ 9,148,602	\$ 759,219	
Licenses and permits	135,899	165,922	146,812	162,200	154,200	149,200	(5,000)	
Inter-governmental revenue	2,807,990	4,388,228	3,613,868	3,105,872	2,628,111	2,484,751	(143,360)	
Charges for service	312,760	391,054	548,100	698,866	640,887	744,033	103,146	
Fines and forfeits	70,411	47,701	50,997	39,800	50,650	50,900	250	
Interest earnings	55,587	89,567	131,534	172,270	61,500	61,500	-	
Rents and royalties	119,298	126,012	139,750	128,000	143,000	143,000	-	
Sales of assets	43,806	58,084	29,805	60,000	50,000	50,000	-	
Contributions/donations	25,420	45,270	28,996	21,719	16,050	8,000	(8,050)	
Other miscellaneous revenues	68,932	78,529	91,583	84,575	117,100	116,100	(1,000)	
Total revenues	\$ 11,425,359	\$ 13,301,990	\$ 12,949,191	\$ 12,844,488	\$ 12,250,881	\$ 12,956,086	\$ 705,205	
Interfund transfers	663,569	704,638	23,928	25,000	51,901	185,000	133,099	
Total revenues and interfund transfers	12,088,928	14,006,628	12,973,119	12,869,488	12,302,782	13,141,086	838,304	
Appropriated from Fund Balance	1,319,386	-	294,622	273,089	595,809	-	(595,809)	
Total revenues and other sources	\$ 13,408,315	\$ 14,006,628	\$ 13,267,741	\$ 13,142,577	\$ 12,898,591	\$ 13,141,086	\$ 242,495	

Fiscal Year 2020-21 Adopted Budget Revenues -

Major Current Level Changes from FY 2019-20 Projected Revenues:

1. **Taxes and franchise fees** - Increase primarily due to additional ad valorem taxes from increasing the millage from 2.9399 to 3.1514.
2. **Licenses and permits** - A slight decrease in business tax receipts is projected.
3. **Intergovernmental** - A decline is projected in the amounts received from State Revenue Sharing.
4. **Charges for service** - Charges are expected to return to past year levels, which were affected by the Pandemic.
5. **Fines and forfeits** - A minor increase is projected.
6. **Interest earnings** - A drop-off in interest rates was already experienced, so income is expected to be at this low level.
7. **Rents and royalties** - No change in rental agreements are anticipated.
8. **Sales of assets** - No change in these revenues are expected.
9. **Contributions/Donations** - Anticipating a further decline in these revenues.
10. **Other miscellaneous revenues** - A slight decline is expected.
11. **Interfund transfers** - This will increase due to the Airport making a one-time transfer.

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

GENERAL FUND REVENUE DETAIL

Code: 001501

Account		FY 16/17	FY 17/18	FY 18/19	Amended FY 19/20	FY 19/20	FY20/21
<u>Number</u>	<u>Description</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Projected</u>	<u>Budget</u>
TAXES							
311000	Current Ad Valorem Taxes	3,726,976	3,703,536	3,861,686	3,881,497	3,921,929	4,483,724
311001	Delinquent Ad Valorem Taxes	77,898	83,126	79,857	70,000	80,000	80,000
TOTAL AD VALOREM TAXES		3,804,874	3,786,661	3,941,543	3,951,497	4,001,929	4,563,724
FRANCHISE FEES							
313100	Electric Franchise Fees	1,169,540	1,202,094	1,226,220	1,281,648	1,270,000	1,327,150
313700	Solid Waste Franchise Fees	84,201	95,060	96,595	98,488	108,540	113,424
313900	Other Franchise Fees - CNG	17,662	19,638	20,929	21,580	20,600	21,527
TOTAL FRANCHISE FEES		1,271,402	1,316,792	1,343,744	1,401,716	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	1,829,680	1,912,016
314300	Water Utility Service Tax	277,004	282,002	305,344	328,120	325,780	340,440
314400	Gas Utility Service Tax	12,070	12,857	13,898	13,280	13,692	14,308
314800	Propane Utility Service Tax	39,579	39,506	41,450	42,578	40,575	42,401
314950	CST Revenue Sharing	740,071	748,619	752,567	802,441	778,587	813,612
TOTAL UTILITY SERVICE TAXES		2,708,980	2,808,171	2,882,460	3,017,973	2,988,314	3,122,777
TOTAL TAXES & FRANCHISE FEES		7,785,255	7,911,624	8,167,747	8,371,186	8,389,383	9,148,602
LICENSES AND PERMITS							
321000	Business Taxes	85,221	90,944	87,023	95,000	85,000	85,000
321100	Business Tax - Penalties/Transfers	2,309	2,187	1,269	2,000	1,000	1,500
322060	Driveway Permit Fees	24,500	33,600	32,200	27,000	30,000	27,000
322075	Reinspection Fees	0	35	105	0	100	100
322080	Right-of-Way Permits	500	750	2,000	500	1,000	500
322100	Land Clearing Permits	0	0	0	14,500	13,000	13,000
322700	Accessory Structure	0	0	300	0	0	0
322900	Other Permits & Fees	2,744	2,785	2,644	2,700	2,700	2,700
329100	Zoning Fees	5,241	19,591	12,176	8,000	12,000	10,000
329200	Site Plan Review Fees	7,300	5,250	4,500	5,000	3,400	3,400
329300	Plat Review Fees	4,200	6,825	1,500	4,000	2,000	2,000
329400	Plan Checking Fees	975	1,425	675	1,000	1,500	1,500
329450	Engineer Review Fees	250	0	0	0	0	0
329500	Alarm Permits	2,660	2,530	2,420	2,500	2,500	2,500
TOTAL LICENSES AND PERMITS		135,899	165,922	146,812	162,200	154,200	149,200
INTERGOVERNMENTAL REVENUE:							
FEDERAL GRANTS							
331200	Fed Grant-Public Safety	6,708	4,828	5,388	0	1,425	0
331204	Fed - JAG Grant	16,131	0	3,442	3,334	3,334	0
334901	FEMA - Federal Reimb	0	1,255,042	494,833	128,887	14,706	128,887
334902	FEMA - State Reimb	0	184,668	37,787	14,779	0	14,779
TOTAL FEDERAL GRANTS		22,839	1,444,538	541,451	147,000	19,465	143,666

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

GENERAL FUND REVENUE DETAIL - CONTINUED

Code: 001501

Account		FY 16/17	FY 17/18	FY 18/19	Amended FY 19/20	FY 19/20	FY20/21
Number	Description	Actual	Actual	Actual	Budget	Projected	Budget
STATE SHARED REVENUES							
335120	Municipal Revenue Sharing	663,142	698,932	738,304	720,572	541,785	262,725
335122	8th Cent Motor Fuel Tax	208,091	215,375	219,918	243,516	150,280	76,933
335140	Mobile Home Licenses	13,349	15,151	14,670	15,808	15,125	15,125
335150	Alcohol Beverage Licenses	15,237	15,463	16,258	16,016	16,000	16,000
335180	Local Half-Cent Sales Tax	1,716,703	1,809,846	1,884,498	1,962,960	1,885,456	1,970,302
335200	Police Pension State Shared Revenue	168,628	188,923	198,770	0	0	0
TOTAL STATE SHARED REVENUES		2,785,151	2,943,689	3,072,418	2,958,872	2,608,646	2,341,085
TOTAL INTER-GOV'T REVENUE		2,807,990	4,388,228	3,613,868	3,105,872	2,628,111	2,484,751
CHARGES FOR SERVICES							
341920	Cert. Copying, Record Search	2,588	2,957	2,918	3,000	4,500	4,500
341930	Election Fees	305	183	366	400	400	400
342100	PD Special Services Fees	27,958	25,965	25,117	26,000	26,000	26,000
342102	School Resource Officers	0	0	70,858	75,000	36,180	75,000
343805	Cemetery Fees	9,290	12,591	11,446	12,000	12,000	12,000
347550	Skate Facility Fees	2,376	1,636	1,493	0	51	0
347551	Pickleball Lighting Fees		0	0	0	0	2,000
347555	Tennis Facility Fees	18,327	18,579	21,630	22,000	12,574	22,000
347556	County Impact Fees Admin. Fees	10,415	12,689	12,483	12,000	12,000	12,000
347557	Community Center Rec Revenues	17,663	19,256	19,163	20,000	8,816	20,000
349140	RRD-Management Fees	13,202	87,740	90,372	99,076	99,076	89,725
349163	Stormwater-Management Fees	0	0	0	80,555	80,555	89,345
349410	Golf Course-Management Fees	96,000	93,000	88,350	97,185	97,185	106,065
349450	Airport-Management Fees	45,500	45,000	72,425	93,485	93,485	116,866
349455	Maintenance Service Fees-AP	3,850	2,931	6,794	4,000	4,000	4,000
349480	Building Dept Management Fees	65,000	43,000	45,150	49,665	49,665	54,632
349485	Maintenance Services Fees-Bldg Dept.	286	1,528	534	500	400	500
349601	Cemetery-Management Fees	0	0	55,000	80,000	80,000	85,000
349620	Administrative Fees-Pension	0	24,000	24,000	24,000	24,000	24,000
TOTAL CHGS FOR SERVICE		312,760	391,054	548,100	698,866	640,887	744,033
FINES AND FORFEITS							
351100	Court Fines	12,633	13,935	14,793	13,000	14,000	14,000
351115	Police Education-\$2.00 Funds	1,044	1,143	1,558	1,100	1,200	1,200
351120	Drivers Education	71	0	0	0	0	0
351140	Parking Fines	845	855	470	500	250	500
354100	Code Enforcement Fines	55,631	31,407	34,135	25,000	35,000	35,000
359000	Other Fines/Forfeits	187	361	40	200	200	200
TOTAL FINES AND FORFEITS		70,411	47,701	50,997	39,800	50,650	50,900
MISCELLANEOUS REVENUE:							
INTEREST EARNINGS							
361100	Interest Income	37,199	61,013	96,267	126,000	45,000	45,000
361105	State Board Interest Earnings	14,495	27,653	33,665	45,000	15,000	15,000
361150	Other Interest	3,893	902	1,602	1,270	1,500	1,500
TOTAL INTEREST EARNINGS		55,587	89,567	131,534	172,270	61,500	61,500

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

GENERAL FUND REVENUE DETAIL - CONTINUED

Code: 001501

Account		FY 16/17	FY 17/18	FY 18/19	Amended	FY 19/20	FY 19/20	FY 20/21
Number	Description	Actual	Actual	Actual	Budget	Projected	Projected	Budget
RENT AND ROYALTIES								
362100	Rents and Royalties	16,547	22,234	22,043	28,000	28,000	28,000	28,000
362150	Nontaxable Rent	102,752	103,778	117,707	100,000	115,000	115,000	115,000
TOTAL RENT AND ROYALTIES		119,298	126,012	139,750	128,000	143,000	143,000	143,000
SALE OF FIXED ASSETS								
364100	Sale of Fixed Assets	40,106	48,215	23,672	55,000	45,000	45,000	45,000
365000	Sale of Surplus Material/Scrap	3,700	9,869	6,134	5,000	5,000	5,000	5,000
TOTAL SALES OF FIXED ASSETS		43,806	58,084	29,805	60,000	50,000	50,000	50,000
CONTRIBUTIONS/DONATIONS								
366000	Contributions & Donations	2,900	1,860	7,899	9,719	5,000	5,000	5,000
366150	75th Anniversary Revenues	1,390	1,600	300	1,500	450	500	500
366200	Contribution/Greer Trust	12,000	13,000	8,200	8,000	8,100	0	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	16,050	8,000	8,000
OTHER MISCELLANEOUS REVENUES								
367000	Gain/Loss on Investments	4,242	0	23,669	0	6,000	0	0
369100	Motor Fuel Tax Rebate	14,181	15,406	17,246	15,000	15,500	15,500	15,500
369200	Insurance Proceeds	43,117	30,354	33,463	35,000	85,000	35,000	35,000
369400	Reimbursements	7,151	32,473	15,744	34,275	10,000	15,000	15,000
369900	Other Miscellaneous Revenues	92	186	1,392	200	500	50,500	50,500
369955	Vend Mach Sales-Gen Empl Fund	148	110	69	100	100	100	100
TOTAL OTHER MISCELLANEOUS REV.		68,932	78,529	91,583	84,575	117,100	116,100	116,100
TOTAL MISCELLANEOUS REVENUE		313,043	397,461	421,667	466,564	387,650	378,600	378,600
TOTAL REVENUES		11,425,359	13,301,990	12,949,191	12,844,488	12,250,881	12,956,086	12,956,086
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	26,901	35,000	35,000
381450	Transfer from 450 AIRPORT	10,000	0	0	25,000	25,000	150,000	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	51,901	185,000	185,000
TOTAL REVENUES AND TRANSFERS		12,088,928	14,006,628	12,973,119	12,869,488	12,302,782	13,141,086	13,141,086
OTHER FINANCING SOURCES								
389991	Appropriated from Fund Balance	1,319,386	0	294,622	273,089	595,809	0	0
TOTAL OTHER SOURCES		1,319,386	0	294,622	273,089	595,809	0	0
TOTAL REV. AND OTHER SOURCES		13,408,315	14,006,628	13,267,741	13,142,577	12,898,591	13,141,086	13,141,086

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

Table G-3 lists General Fund expenditures by department/division. Table G-4 lists individual department/division details broken down by salaries & benefits, operating expenses and capital outlay.

TABLE G-3
SUMMARY OF GENERAL FUND EXPENDITURES BY DEPARTMENT/DIVISION

Org Code	Description	FY 16/17 Actual	FY 17/18 Actual	FY 18/19 Actual	Amended FY 19/20 Budget	FY 19/20 Projected	FY 20/21 Budget	Change From FY 19/20 Budget	% Increase (Decrease)
010001	City Council	\$ 53,751	\$ 53,664	\$ 52,259	\$ 63,080	\$ 57,074	\$ 59,737	\$ (3,343)	-5.3%
010005	City Manager	264,000	425,856	336,677	276,527	269,380	286,148	9,621	3.5%
010009	City Clerk	180,698	207,260	205,292	229,861	224,026	213,657	(16,204)	-7.0%
010010	City Attorney	68,346	100,267	105,409	181,738	228,593	197,538	15,800	8.7%
010020	Administrative Services	571,115	651,177	672,001	695,567	688,739	693,359	(2,208)	-0.3%
010021	Management Information Services	163,425	385,022	464,729	537,772	536,497	508,634	(29,138)	-5.4%
010022	Audio Visual	105,534	0	0	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	(232,644)	-21.2%
010043	Police Operations	2,598,763	3,045,451	3,412,730	3,427,804	3,419,694	3,493,863	66,059	1.9%
010047	Police Investigations	714,488	754,632	818,247	1,051,451	1,046,077	1,094,927	43,476	4.1%
010049	Police Dispatch	611,029	599,063	622,038	653,693	638,600	653,778	85	0.0%
010045	Code Enforcement Division	164,704	178,587	184,410	191,648	189,261	193,315	1,667	0.9%
010051	Engineering	597,616	0	0	0	0	0	-	0.0%
010052	Roads and Maintenance	455,432	808,444	887,151	991,997	975,715	1,028,229	36,232	3.7%
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	(1,122)	-0.5%
010056	Facilities Maintenance	427,285	489,500	398,280	575,943	590,599	560,688	(15,255)	-2.6%
010059	Cemetery	166,376	186,139	178,033	179,676	178,582	228,114	48,438	27.0%
010057	Leisure Services	923,457	879,540	1,145,017	1,194,420	1,128,034	1,110,085	(84,335)	-7.1%
010080	Community Development	214,587	395,776	366,205	589,724	554,681	507,450	(82,274)	-14.0%
010099	Non-Departmental	3,195,976	1,564,956	1,014,277	994,048	946,071	950,800	(43,248)	-4.4%
	Total General Fund Expenditures	\$13,408,315	\$13,140,369	\$ 13,267,741	\$ 13,142,577	\$ 12,898,591	\$12,854,184	(288,393)	-2.2%
	Total Revenues and Transfers	12,088,928	14,006,628	12,973,119	12,869,488	12,302,782	13,141,086	271,598	2.1%
	Change in Fund Balance	\$ (1,319,386)	\$ 866,259	\$ (294,622)	\$ (273,089)	\$ (595,808)	286,902	\$ 559,991	

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

**TABLE G-4
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

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

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

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	\$ 3,153,306
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	\$ 3,493,863
POLICE DEPARTMENT - INVESTIGATIONS						
PERSONAL SERVICES	\$ 603,083	\$ 648,579	\$ 664,952	\$ 891,625	\$ 884,682	\$ 936,848
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	\$ 1,094,927
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	\$ -				

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

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

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	\$ 610,678
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	\$ 1,028,229
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	\$ 239,935
OPERATING EXPENDITURES	611,345	634,268	712,594	701,557	672,880	710,865
CAPITAL OUTLAY	1,765	2,918	-	-	-	-
GRANTS AND AIDS	-	-	-	-	-	-
INTERFUND TRANSFERS OUT	2,173,590	636,029	23,244	4,691	4,691	-
TOTAL	\$ 3,195,976	\$ 1,564,956	\$ 1,014,277	\$ 994,048	\$ 946,071	\$ 950,800
TOTALS						
PERSONAL SERVICES	\$ 8,175,533	\$ 9,111,377	\$ 9,828,141	\$ 9,917,841	\$ 9,728,850	\$ 9,867,955
OPERATING EXPENDITURES	2,838,568	3,183,431	3,092,214	2,880,907	2,833,102	2,772,319
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	-
TOTAL GENERAL FUND	\$ 13,408,315	\$ 13,140,369	\$ 13,267,741	\$ 13,142,577	\$ 12,898,591	\$ 12,854,184

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

CITY COUNCIL

City Council is the elected governing body for the City of Sebastian and serves in a legislative capacity. City Council directs the offices of the City Manager, City Attorney and City Clerk. 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

- ✓ Considered and adopted recommendations for best management practices for vegetation maintenance and control at the City's parks and recreation facilities.
- ✓ Initiated studies on best management practices for vegetation control in canals and other waterways maintained by the City.
- ✓ Approved the continuation of work on the engineering and design of a new Public Works Compound to be located on Airport property.
- ✓ Approved the design and installation of uniform location signage at City facilities.
- ✓ Conducted a fireworks display on Labor Day to make up for cancelling the scheduled fireworks for July 4th because of precautions taken to deal with the COVID-19 pandemic.

FISCAL YEAR 2021 GOALS AND OBJECTIVES

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

- Completing studies on best management practices for vegetation control in canals and other waterways maintained by the City.
- Considering the design-build proposal that will be received for the new Public Works Compound.
- Continuing to protect the Indian River Lagoon.
- Working in harmony and respecting others at meetings of the City Council.
- Maintaining effective delivery of municipal services at a reasonable cost.
- Maintaining courteous and timely customer service.

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 OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

CITY COUNCIL PROGRAM BUDGET DESCRIPTION

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>19/20</i>	<i>20/21</i>	
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 adopted 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	FY 17/18	FY 18/19	Amended FY 19/20	Projected FY 19/20	FY 20/21	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
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 Adopted Budget -

Major Current Level Changes from Fiscal Year 2019-2020 Projected Expenditures:	<u>Difference</u>
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		FULL TIME EQUIVALENTS				Projected	
<u>POSITION</u>	<u>PAY RANGE</u>	<u>18/19</u>	<u>19/20</u>	<u>Amended</u>		<u>Expenditures</u>	<u>Budget</u>
				<u>19/20</u>	<u>20/21</u>	<u>19/20</u>	<u>20/21</u>
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

<u>Account</u>		<u>FY 16/17</u>	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>Amended</u>	<u>FY 19/20</u>	<u>FY 19/20</u>	<u>FY 20/21</u>
<u>Number</u>	<u>Description</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>FY 19/20</u>	<u>Projected</u>	<u>Projected</u>	<u>Budget</u>
					<u>Budget</u>			
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 OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

CITY MANAGER

In 1987, the voters of Sebastian adopted the Council/Manager form of government. The City Manager, appointed by and serving at the pleasure of the City Council, is the chief operating officer of municipal government. The City Manager's office provides administrative direction for all municipal operations consistent with goals adopted by City Council. As such, the City Manager implements policies of the City Council and is responsible for the 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.
-

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 2020/2021
Per Capita Level of Service Cost	\$580	\$543	\$539	\$512	\$512
Per Capita Number of Full-time Employees	5.01	5.08	5.44	5.36	5.34
General Fund Unrestricted Funds vs. Expenditures	33.61%	40.89%	46.72%	43.44%	42.97%

CITY MANAGER PROGRAM BUDGET DESCRIPTION

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>19/20</i>	<i>20/21</i>	
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 adopted 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	FY 17/18	FY 18/19	Amended FY 19/20	Projected FY 19/20	FY 20/21	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
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 Adopted Budget:

Major Current Level Changes from Fiscal Year 2019-20 Projected Expenditures:

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

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

CITY CLERK

The City Clerk is a Charter Officer who is appointed by and serves under the direction of the City Council. The office maintains the City seal, attests all documents, provides legislative support, maintains permanent records of the City, scans and provides availability of scanned documents to City staff and the public through 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

- ✓ Learned to operate large plans scanner to archive plans/surveys/maps
- ✓ Held election process for three Council seats
- ✓ Learned many facets of municipal recall process
- ✓ Held recall election for three Council Members
- ✓ Canvassed recall election
- ✓ Learned new technology to work from home due to Covid-19
- ✓ Practiced workplace safety measures to prevent the spread of Covid-19

FISCAL YEAR 2021 GOALS AND OBJECTIVES

Direct Overall Municipal Service Delivery with specific focus on:

- Planning to design/build storage rack for surveys/maps
- Administer election process for two Council seats
- Set up files for Unit 5 of the Sebastian Municipal Cemetery
- Continue to provide quality customer service and promptly address public records requests
- Promote staff training and development
- Continue to ensure compliance of record retention with the City's departments

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

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>19/20</i>	<i>20/21</i>	
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 OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

CITY CLERK BUDGET SUMMARY

The Fiscal Year 2020-2021 adopted 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	FY 17/18	FY 18/19	Amended FY 19/20	Projected FY 19/20	FY 20/21	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
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 Adopted 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				Projected	
		Amended				Expenditures	Budget
		18/19	19/20	19/20	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

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

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

CITY ATTORNEY

The City Attorney is appointed by the City Council to serve as the City's legal counsel. The City Attorney is 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.

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 2020/2021
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		NATURE OF ACTIVITY
19/20	20/21	
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 adopted 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	FY 17/18	FY 18/19	Amended FY19/20	Projected FY 19/20	FY 20/21	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
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 Adopted 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.	\$ -

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

PERSONAL SERVICES SCHEDULE

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

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

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 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

- ✓ Twenty-first time awardee of the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting for the Comprehensive Annual Financial Report and fifteenth time awardee of the Government Finance Officers Association Distinguished Budget Presentation Award.
- ✓ Maintained American Express corporate card and Bank of America purchasing card programs.
- ✓ Served as risk manager regarding property and liability insurance policies and claims.
- ✓ Provided administrative support to the Police Officers Pension Plan.
- ✓ Handled grant accounting and financial reporting requirements in coordination with other departments expected to adhere to requirements for narrative reports on progress.
- ✓ Recruited, interviewed, and hired new employees and replacements for vacant positions.
- ✓ Improved internal processes to operate more efficiently.
- ✓ Implemented policies and safety procedures to reopen City facilities following the closures due to stay-at-home orders.
- ✓ Managed COVID-19 Small Business Grant Program and disbursed \$ 384,000 in grants to businesses in the City that were mandated to reduce or eliminate services during the pandemic.

FISCAL YEAR 2021 GOALS AND OBJECTIVES

- Generate cost savings ideas through internal audits/staff involvement.
- Provide low cost quality training for City employees. Develop mandatory training that can be provided through the internet when appropriate.
- Recruit and promote the most qualified candidates recognizing the value of diversity.
- Promote a safe and health work place, reflecting the commitment to fairness and equality.
- Continue to provide responsive service to all customers, citizens, vendors, and employees.
- Submit 2019-2020 Comprehensive Annual Financial Report for Excellence for Financial Reporting Award and 2020-2021 Annual Budget document for the Distinguished Budget Presentation Award to the Government Finance Officers Association.
- Provide timely financial information to the City administration and the general public by issuing the City's Comprehensive Annual Financial Report no later than February 28th each year.
- Provide timely adopted budget document to the City administration and the general public by issuing the City's Annual Budget document no later than October 31th each year.
- Continue staff training in accounting, risk management, and emergency management.

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
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

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

ADMINISTRATIVE SERVICES PROGRAM BUDGET

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>19/20</i>	<i>20/21</i>	
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 adopted 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	FY 17/18	FY18/19	Amended	Projected	FY 20/21	
	Actual	Actual	Actual	FY 19/20 Budget	FY 19/20 Expenditures	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 Adopted 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				Projected		
		Amended				Expenditure	Budget	
		18/19	19/20	19/20	20/21	19/20	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
						-	200	
						32,580	33,369	
						39,325	39,258	
						44,688	38,579	
						95	95	
						741	785	
						<u>\$ 555,147</u>	<u>\$ 548,286</u>	

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

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

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

- ✓ Deployed new technology for the police department to maintain CJIS compliance
- ✓ Migrated the public records system to new hardware
- ✓ Deployed new hyper-converged virtualization system
- ✓ Managed to roll out the technology that enabled remote working city-wide
- ✓ Integrated video conferencing capabilities into all conference rooms
- ✓ Deployed all new networked printers and copiers
- ✓ Expanded the Chamber's ability to host overflow crowds
- ✓ Deployed a new ADA compliant website

FISCAL YEAR 2021 GOALS AND OBJECTIVES

- Continue to improve network security
- Continue to provide access to public meetings with technology
- Provide additional ways to access information for both the public and staff
- Harden our disaster resiliency plans for both natural and digital events
- Help expand the City's public outreach initiatives through the use of technology

PERFORMANCE MEASURES

Performance Indicators	Actual 2016/2017	Actual 2017/2018	Actual 2018/2019	Projected 2019/2020	Projected 2020/2021
Workorders Processed	2730	2775	2700	2700	2600
Server/Network/Phone Outages Serviced	22	15	12	10	12
Web/COS-TV Workorders Processed	694	810	950	800	600
Programs Aired Live on COS-TV	101	122	75	120	120
User Training hours performed/supported	30	30	100	100	100

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

MANAGEMENT INFORMATION SERVICES PROGRAM BUDGET DESCRIPTION

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>19/20</i>	<i>20/21</i>	
8.00%	5.00%	Network Analysis, Design, and Configuration - This includes the assessment of the city's current data needs, as well as projected needs for all software and hardware, and the documentation of all systems.
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 commercials 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 technical 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%	

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

MANAGEMENT INFORMATION SYSTEMS BUDGET SUMMARY

The Fiscal Year 2020-2021 adopted 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 Adopted 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

<u>POSITION</u>	<u>PAY RANGE</u>	<u>FULL TIME EQUIVALENTS</u>				Projected	Budget
		<u>Amended</u>				Expenditure	
		<u>18/19</u>	<u>19/20</u>	<u>19/20</u>	<u>20/21</u>	<u>19/20</u>	<u>20/21</u>
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	3,000
						FICA Taxes	20,311
						Deferred Compensation	21,038
						Group Health Insurance Premium	43,830
						Employee Assistance Program	63
						Worker's Comp Insurance	476
						Total Personal Services	\$ 347,173 \$ 351,218

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

CAPITAL OUTLAY SCHEDULE

MANAGEMENT INFORMATION SERVICES - TO BE FUNDED BY DISCRETIONARY SALES TAX

<u>DESCRIPTION</u>	<u>EXPENDITURES PER FISCAL YEAR</u>					
	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	<u>TOTAL</u>
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 <u>Number</u> <u>Description</u>	FY 16/17 <u>Actual</u>	FY 17/18 <u>Actual</u>	FY 18/19 <u>Actual</u>	Amended FY 19/20 <u>Budget</u>	FY 19/20 <u>Projected</u>	FY 20/21 <u>Budget</u>
PERSONAL SERVICES						
511200 Regular Salaries	86,749	186,051	226,891	263,250	257,540	262,500
511300 Temporary Salaries	0	5,178	9,770	0	0	0
511400 Overtime	678	2,355	6,037	3,000	4,200	3,000
512100 FICA Taxes	6,785	14,409	17,702	20,292	18,850	20,311
512225 Deferred Compensation	7,449	14,830	18,939	21,038	21,177	21,038
512301 Group Health Insurance Premium	10,023	23,579	34,150	40,198	44,860	43,830
512305 Dependant Health Ins Premium	43	0	0	0	0	0
512309 Employee Assistance Program	40	0	58	63	63	63
512400 Worker's Comp Insurance	202	354	551	607	483	476
TOTAL PERSONAL SERVICES	111,969	246,755	314,098	348,448	347,173	351,218
OPERATING EXPENDITURES						
533120 Consultants	0	38,056	15,202	8,000	0	2,000
533400 Other Contractual Services	0	615	0	40,000	40,000	0
534000 Travel and Per Diem	280	575	825	700	0	700
534101 Telephone	7,634	308	0	0	0	0
534105 Cellular Phone	819	1,407	1,766	2,160	1,975	1,980
534110 Internet Access	1,414	16,043	17,643	21,850	21,850	21,820
534120 Postage	5	58	74	50	0	0
534130 Express Mail	11	106	63	100	0	100
534420 Equipment Leases	0	69	68	72	180	216
534630 R & M - Office Equipment	30,215	39,956	69,134	87,475	87,475	100,000
534640 R & M-Operating Equipment	1,690	1,049	0	0	0	0
535200 Departmental Supplies	328	1,806	1,346	200	850	0
535210 Computer Supplies	7,900	30,458	10,424	5,235	13,495	7,000
535230 Small Tools and Equipment	245	78	0	200	317	200
535410 Dues and Memberships	501	4,684	5,566	19,420	19,420	21,000
535420 Books and Publications	0	0	0	100	0	100
535450 Training and Education	415	2,999	4,200	2,850	2,850	2,300
TOTAL OPERATING EXPENDITURES	51,456	138,267	126,311	188,412	188,412	157,416
CAPITAL OUTLAY						
606400 Vehicles and Equipment	0	0	24,320	912	912	0
TOTAL CAPITAL OUTLAY	0	0	24,320	912	912	0
TOTAL MANAGEMENT INFORMATION SYSTEMS DIVISION	163,425	385,022	464,729	537,772	536,497	508,634

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

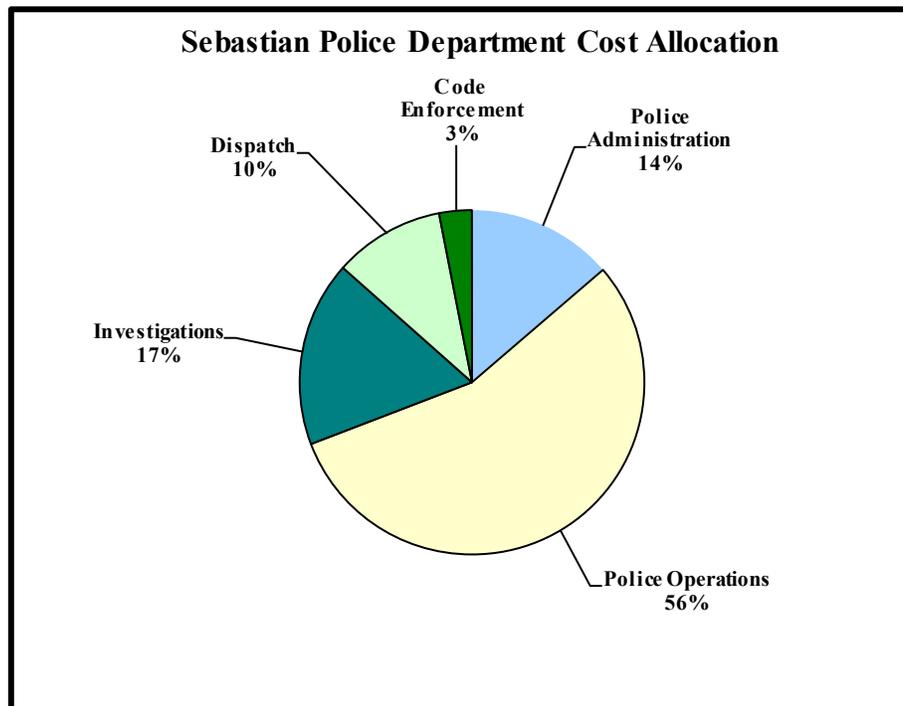
POLICE DEPARTMENT CONSOLIDATED BUDGET FOR ALL DIVISIONS AND UNITS

The Fiscal Year 2020-2021 adopted budget for the Police Department as a whole is \$ 6,298,518. This compares to the 2019-2020 projected expenditures of \$ 6,320,481, a decrease of \$ 21,963 or -.4%.

	FY 16/17	FY 17/18	FY 18/19	Amended FY 19/20	Projected FY 19/20	FY 20/21	
	Actual	Actual	Actual	Budget	Expenditures	Budget	Difference
Personal Services	\$ 4,545,579	\$ 5,045,701	\$ 5,461,741	\$ 5,705,426	\$ 5,646,611	\$ 5,629,684	\$ (16,927)
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	\$ 6,298,518	\$ (21,963)

Fiscal Year 2020-21 Adopted 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.	\$ (16,927)
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

CONSOLIDATED POLICE DEPARTMENT

	<u>FY 16/17</u> <u>Actual</u>	<u>FY 17/18</u> <u>Actual</u>	<u>FY 18/19</u> <u>Actual</u>	<u>FY 19/20</u> <u>Budget</u>	<u>FY 19/20</u> <u>Projected</u>	<u>FY 20/21</u> <u>Budget</u>
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	\$ 3,153,306
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	\$ 3,493,863
POLICE INVESTIGATIONS						
PERSONAL SERVICES	\$ 603,083	\$ 648,579	\$ 664,952	\$ 891,625	\$ 884,682	\$ 936,848
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	\$ 1,094,927
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	\$ 5,629,684
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	\$ 6,298,518

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

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

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

POLICE ADMINISTRATION PROGRAM BUDGET DESCRIPTION

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>19/20</i>	<i>20/21</i>	
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 adopted 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	FY 17/18	FY 18/19	Amended FY 19/20	Projected FY 19/20	FY 20/21	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
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 Adopted 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		FULL TIME EQUIVALENTS				Projected	
<u>POSITION</u>	<u>PAY RANGE</u>	<u>18/19</u>	<u>19/20</u>	<u>Amended</u>		<u>Expenditure</u>	<u>Budget</u>
				<u>19/20</u>	<u>20/21</u>	<u>19/20</u>	<u>20/21</u>
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
						1,000	500
* Position transferred to Investigations						47,500	39,273
Division in FY21.						1,620	1,620
						14,350	14,292
						111,794	79,344
						57,445	67,187
						107	111
						16,115	13,404
						<u>\$ 866,516</u>	<u>\$ 726,981</u>

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

POLICE ADMINISTRATION

Code: 010041

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

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

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

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

POLICE OPERATIONS DIVISION PROGRAM BUDGET DESCRIPTION

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

POLICE OPERATIONS DIVISION BUDGET SUMMARY

The Fiscal Year 2020-2021 adopted budget for Police Operations Division is \$ 3,493,863. This compares to the 2019-2020 projected expenditures of \$ 3,419,694, an increase of \$ 74,170 or 2.17%.

	FY 16/17		FY 17/18		FY 18/19		Amended FY 19/20		Projected FY 19/20		FY 20/21	
	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Expenditures	Budget	Budget	Difference	
Personal Services	\$ 2,308,436	\$ 2,727,327	\$ 3,100,165	\$ 3,079,499	\$ 3,097,397	\$ 3,153,306	\$ 55,910					
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	\$ 3,493,863	\$ 74,170					

Fiscal Year 2020-21 Adopted 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.	\$ 55,910
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 replacement equipment needed this year.	\$ (12,700)

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

PERSONAL SERVICES SCHEDULE

POLICE OPERATIONS DIVISION							
<u>POSITION</u>	<u>PAY RANGE</u>	<u>FULL TIME EQUIVALENTS</u>				<u>Projected</u>	<u>Budget</u>
		<u>Amended</u>				<u>Expenditure</u>	<u>Budget</u>
		<u>18/19</u>	<u>19/20</u>	<u>19/20</u>	<u>20/21</u>	<u>19/20</u>	<u>20/21</u>
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	68,991
		Total Personal Services				\$ 3,097,397	\$ 3,153,306

CAPITAL OUTLAY SCHEDULE

POLICE OPERATIONS DIVISION - TO BE FUNDED BY GENERAL FUND						
<u>Description</u>	<u>EXPENDITURES PER FISCAL YEAR</u>					
	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	<u>TOTAL</u>
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						
<u>Description</u>	<u>EXPENDITURES PER FISCAL YEAR</u>					
	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	<u>TOTAL</u>
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

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

POLICE OPERATIONS

Code: 010043

Account				Amended			
<u>Number</u>	<u>Description</u>	<u>FY 16/17</u>	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>FY 19/20</u>	
		<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Projected</u>	
						<u>FY 20/21</u>	
						<u>Budget</u>	
PERSONAL SERVICES							
511200	Regular Salaries	1,426,778	1,623,057	1,858,645	1,827,400	1,851,150	1,855,500
511300	Temporary Salaries	965	22,793	0	0	0	0
511400	Overtime	235,443	251,591	267,264	200,000	220,000	240,000
512100	FICA Taxes	130,506	142,313	158,556	155,928	156,465	161,628
512215	Clothing Allowance	14,333	15,042	17,573	17,280	17,788	17,280
512250	Chapter 185 Retirement	237,861	374,831	417,075	472,914	472,914	486,156
512301	Group Health Insurance Premium	157,464	245,633	307,803	327,075	316,125	323,244
512305	Dependant Health Ins Premium	53,575	0	0	0	0	0
512309	Employee Assistance Program	640	0	528	507	505	507
512400	Worker's Comp Insurance	50,871	52,067	72,722	78,395	62,450	68,991
TOTAL PERSONAL SERVICES		2,308,436	2,727,327	3,100,165	3,079,499	3,097,397	3,153,306
OPERATING EXPENDITURES							
533400	Other Contractual Services	0	0	4,844	0	0	0
533500	Investigations	52	427	0	100	0	0
534000	Travel and Per Diem	2,902	7,637	4,258	7,000	5,000	8,000
534105	Cellular Telephone	3,814	5,357	7,044	7,140	6,900	6,900
534110	Internet Access	16,038	16,346	15,422	14,717	14,175	14,717
534120	Postage	0	102	222	100	90	100
534130	Express Mail Charges	61	88	201	100	120	150
534420	Equipment Leases	1,040	1,109	1,099	1,250	840	720
534620	R & M -Vehicles	65,921	67,308	59,931	50,000	45,000	50,000
534630	R & M - Office Equipment	1,322	718	1,366	1,180	700	8,770
534640	R & M-Operating Equipment	6,814	7,364	8,480	7,000	7,200	7,300
534650	R & M-Radio	3,453	1,722	1,033	1,500	400	1,500
534800	Promotional Activities	200	371	557	500	500	500
534810	K-9 Expenditures	3,292	4,925	3,128	5,000	4,600	5,000
535200	Departmental Supplies	21,899	29,734	36,468	37,228	37,228	42,000
535210	Computer Supplies	0	87	128	100	100	100
535230	Small Tools and Equipment	16,137	7,025	9,897	24,044	24,044	13,000
535260	Gas and Oil	80,456	97,141	99,128	100,000	90,000	100,000
535270	Uniforms and Shoes	33,863	36,019	21,088	28,000	28,000	28,000
535275	Safety Equipment	7,513	(47)	888	5,000	2,500	5,000
535410	Dues and Memberships	100	430	860	1,030	1,200	1,200
535420	Books and Publications	170	517	1,500	1,000	1,000	3,600
535450	Training and Education	5,908	10,454	13,245	10,000	10,000	14,000
TOTAL OPERATING EXPENDITURES		270,954	294,835	290,787	301,989	279,597	310,557
CAPITAL OUTLAY							
606400	Vehicles and Equipment	19,373	23,289	21,778	46,316	42,700	30,000
TOTAL CAPITAL OUTLAY		19,373	23,289	21,778	46,316	42,700	30,000
TOTAL POLICE OPERATIONS DIVISION		2,598,763	3,045,451	3,412,730	3,427,804	3,419,694	3,493,863

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

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

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

POLICE INVESTIGATIONS DIVISION PROGRAM BUDGET DESCRIPTION

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>19/20</i>	<i>20/21</i>	
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 adopted budget for Police Investigations is \$ 1,094,927. This compares to the 2019-2020 projected expenditures of \$ 1,046,077, an increase of \$ 48,850 or 4.7%.

	FY 16/17	FY 17/18	FY 18/19	Amended FY 19/20	Projected FY 19/20	FY 20/21	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 603,083	\$ 648,579	\$ 664,952	\$ 891,625	\$ 884,682	\$ 936,848	\$ 52,166
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	\$ 1,094,927	\$ 48,850

Fiscal Year 2020-21 Adopted 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..	\$ 52,166
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)

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

PERSONAL SERVICES SCHEDULE

POLICE INVESTIGATIONS DIVISION

<u>POSITION</u>	<u>PAY RANGE</u>	<u>FULL TIME EQUIVALENTS</u>				<u>Projected</u>	<u>Budget</u>
		<u>18/19</u>	<u>19/20</u>	<u>Amended</u>		<u>Expenditure</u>	<u>20/21</u>
				<u>19/20</u>	<u>20/21</u>	<u>19/20</u>	<u>20/21</u>
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	22,127
		Total Personal Services				\$ 884,682	\$ 936,848

CAPITAL OUTLAY SCHEDULE

POLICE INVESTIGATIONS DIVISION - FUNDED BY GENERAL FUND

<u>Description</u>	<u>EXPENDITURES PER FISCAL YEAR</u>					
	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	<u>TOTAL</u>
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 Budget
PERSONAL SERVICES							
511200	Regular Salaries	334,513	369,878	376,797	526,150	527,375	562,050
511300	Temporary Salaries	58,503	51,731	43,308	43,500	33,610	43,500
511400	Overtime	51,292	34,868	39,755	35,000	44,700	44,000
512100	FICA Taxes	33,627	34,813	35,090	46,853	47,700	50,491
512215	Clothing Allowance	7,450	7,804	7,848	10,460	9,750	10,460
512225	Deferred Compensation	3,445	3,870	4,109	4,102	4,500	4,841
512250	Chapter 185 Retirement	45,918	76,072	84,427	119,106	119,106	121,278
512301	Group Health Insurance Premium	41,236	54,879	55,655	81,858	78,325	77,958
512305	Dependant Health Ins Premium	16,170	0	0	0	0	0
512309	Employee Assistance Program	146	0	95	143	143	143
512400	Worker's Comp Insurance	10,784	14,665	17,869	24,453	19,473	22,127
TOTAL PERSONAL SERVICES		603,083	648,579	664,952	891,625	884,682	936,848
OPERATING EXPENDITURES							
533100	Professional Services	67,889	70,417	72,749	82,000	80,668	84,649
533500	Investigations	181	491	780	800	800	800
534000	Travel and Per Diem	2,379	5,143	5,652	6,388	8,000	8,500
534105	Cellular Telephone	3,355	3,644	3,581	4,320	4,175	4,200
534110	Internet Access	2,236	2,922	3,173	3,900	3,925	3,900
534115	On-line Services	1,603	1,647	1,704	1,752	1,747	1,800
534120	Postage	23	70	143	250	250	250
534130	Express Mail Charges	22	41	0	100	300	300
534400	Rent/Leases	391	391	0	576	576	576
534420	Equipment Leases	510	501	497	525	420	384
534620	R & M-Vehicles	6,345	4,169	5,944	4,000	4,000	5,000
534630	R & M - Office Equipment	1,202	858	1,252	1,200	1,375	5,020
534640	R & M-Operating Equipment	85	0	0	0	0	2,000
534650	R & M-Radio	79	35	0	100	100	100
534800	Promotional Activities	147	171	154	300	300	300
534920	Legal Ads	0	0	317	400	500	750
535200	Departmental Supplies	2,918	2,774	2,506	2,600	3,000	4,000
535210	Computer Supplies	72	0	90	912	1,000	1,000
535230	Small Tools and Equipment	185	313	0	200	200	200
535260	Gas and Oil	10,816	7,952	9,530	10,000	11,500	12,000
535270	Uniforms and Shoes	337	561	618	800	800	800
535275	Safety Equipment	1,016	293	293	750	750	750
535410	Dues and Memberships	25	400	470	700	700	1,000
535420	Books and Publications	0	0	200	200	200	200
535450	Training and Education	4,403	3,262	6,197	9,000	9,000	9,000
TOTAL OPERATING EXPENDITURES		106,217	106,054	115,848	131,773	134,286	147,479
CAPITAL OUTLAY							
606400	Vehicles and Equipment	5,188	0	37,446	28,053	27,109	10,600
TOTAL CAPITAL OUTLAY		5,188	0	37,446	28,053	27,109	10,600
TOTAL POLICE INVESTIGATIONS DIVISION		714,488	754,632	818,247	1,051,451	1,046,077	1,094,927

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

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

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

POLICE DISPATCH UNIT PROGRAM BUDGET DESCRIPTION

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>19/20</i>	<i>20/21</i>	
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 adopted 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	FY 17/18	FY 18/19	Amended FY 19/20	Projected FY 19/20	FY 20/21	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
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 Adopted 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.	\$ -

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

PERSONAL SERVICES SCHEDULE

POLICE DISPATCH UNIT		FULL TIME EQUIVALENTS				Projected	Budget
<u>POSITION</u>	<u>PAY RANGE</u>	<u>18/19</u>	<u>19/20</u>	<u>Amended</u>		<u>Expenditure</u>	<u>Budget</u>
				<u>19/20</u>	<u>20/21</u>	<u>19/20</u>	<u>20/21</u>
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	40,000
						FICA Taxes	36,253
						Deferred Compensation	42,813
						Group Health Insurance Premium	85,990
						Employee Assistance Program	158
						Worker's Comp Insurance	828
						Total Personal Services	\$ 639,942

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

POLICE DISPATCH UNIT

Code: 010049

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

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

CODE ENFORCEMENT DIVISION

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

FISCAL YEAR 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

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>19/20</i>	<i>20/21</i>	
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%	

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

CODE ENFORCEMENT DIVISION BUDGET SUMMARY

The Fiscal Year 2020-2021 adopted 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	FY 17/18	FY 18/19	Amended FY 19/20	Projected FY 19/20	FY 20/21	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
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 Adopted 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

<u>POSITION</u>	<u>PAY RANGE</u>	<u>FULL TIME EQUIVALENTS</u>				<u>Projected</u>	
		<u>18/19</u>	<u>19/20</u>	<u>Amended 19/20</u>	<u>20/21</u>	<u>Expenditure 19/20</u>	<u>Budget 20/21</u>
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
						300	100
						9,000	9,442
						1,320	1,320
						11,250	11,270
						26,745	26,245
						48	48
						1,617	2,182
						<u>\$ 171,480</u>	<u>\$ 172,607</u>

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



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CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

PUBLIC FACILITIES DEPARTMENT CONSOLIDATED BUDGET FOR ALL DIVISIONS

The Fiscal Year 2020-21 adopted 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%.

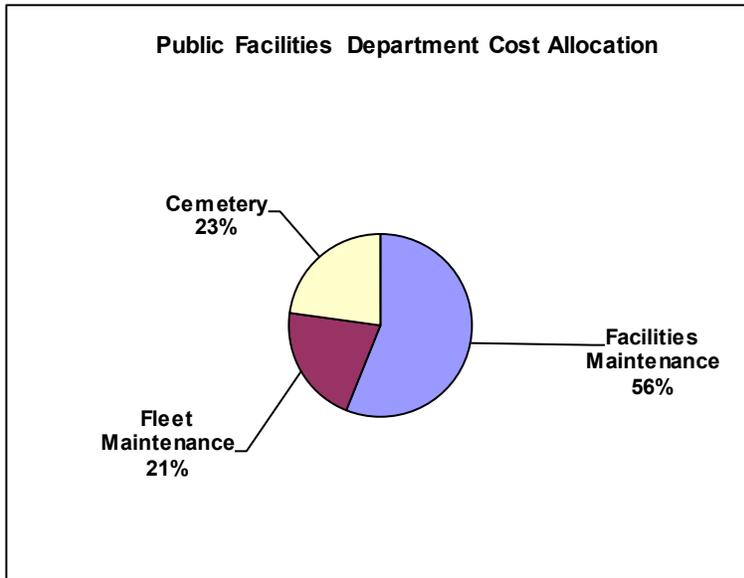
	FY 16/17 Actual	FY 17/18 Actual	FY 18/19 Actual	Amended FY 19/20 Budget	Projected FY 19/20 Expenditures	FY 20/21 Budget	Difference
Personal Services	\$ 1,133,021	\$ 1,569,966	\$ 1,006,513	\$ 616,764	\$ 612,433	\$ 643,350	\$ 30,917
Operating Expenses	728,876	1,110,786	605,517	\$ 308,539	\$ 314,341	313,579	(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 Adopted 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

	<u>FY 16/17</u>	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>FY 19/20</u>	<u>FY 20/21</u>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Projected</u>	<u>Budget</u>
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

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

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

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

FLEET MANAGEMENT DIVISION PROGRAM BUDGET DESCRIPTION

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>19/20</i>	<i>20/21</i>	
10.00%	10.00%	Administration of City Fleet Management Program - Supervise and direct employees in the implementation of a Fleet Management Program for over 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 adopted 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	FY 17/18	FY 18/19	Amended FY 19/20	Projected FY 19/20	Projected FY 20/21	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
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 Adopted 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		FULL TIME EQUIVALENTS				Projected	Budget
<u>POSITION</u>	<u>PAY RANGE</u>	<u>18/19</u>	<u>19/20</u>	Amended <u>19/20</u>	<u>20/21</u>	<u>Expenditure</u> <u>19/20</u>	<u>20/21</u>
Fleet Superintendent	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 Assistant 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						
<u>Description</u>	EXPENDITURES PER FISCAL YEAR					
	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	<u>TOTAL</u>
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	FY 16/17	FY 17/18	FY 18/19	Amended FY 19/20	FY 19/20	FY 20/21
<u>Number</u> <u>Description</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Projected</u>	<u>Budget</u>
PERSONAL SERVICES						
511200 Regular Salaries	132,257	144,714	141,272	131,300	131,570	135,500
511400 Overtime	4,483	984	264	4,000	600	1,000
512100 FICA Taxes	10,369	11,154	10,840	10,308	10,119	10,470
512215 Clothing Allowance	320	220	240	360	360	360
512225 Deferred Compensation	11,267	12,655	13,293	12,127	11,658	12,317
512301 Group Health Insurance Premium	18,652	21,563	24,024	23,116	22,539	21,986
512305 Dependant Health Ins Premium	3,210	0	0	0	0	0
512309 Employee Assistance Program	92	0	63	48	48	48
512400 Worker's Comp Insurance	3,647	3,137	4,163	4,745	3,779	4,106
TOTAL PERSONAL SERVICES	184,297	194,428	194,159	186,004	180,673	185,787
OPERATING EXPENDITURES						
533400 Other Contractual Services	301	50	50	625	625	800
533410 Environmental Services	471	1,230	677	950	500	0
534000 Travel and Per Diem	768	69	369	800	250	250
534105 Cellular Telephone	789	957	1,144	1,080	1,020	1,020
534310 Electric	2,949	2,641	2,941	3,000	3,000	3,000
534320 Water/Sewer	266	291	292	325	280	295
534420 Equipment Leases	952	936	927	1,000	600	600
534610 R & M - Buildings	221	0	227	500	600	600
534620 R & M-Vehicles	1,434	1,320	1,792	1,380	450	1,000
534630 R & M - Office Equipment	1,193	432	1,096	1,150	885	870
534640 R & M-Operating Equipment	5,876	5,232	4,373	4,500	2,500	4,000
535200 Departmental Supplies	3,320	2,784	5,822	3,200	3,000	3,275
535210 Computer Supplies	20	0	54	0	100	250
535230 Small Tools and Equipment	4,824	3,060	4,607	2,000	2,000	2,000
535260 Gas and Oil	1,735	1,453	1,300	1,700	500	1,000
535270 Uniforms and Shoes	753	874	881	785	785	780
535275 Safety Equipment	196	375	427	400	200	400
535410 Membership & Professional Dues	50	1,500	1,545	1,600	1,600	1,600
535420 Books and Publications	0	0	0	100	50	100
535450 Training and Education	1,111	1,229	0	1,250	500	800
TOTAL OPERATING EXPENDITURES	27,228	24,432	28,524	26,345	19,445	22,640
CAPITAL OUTLAY						
606400 Vehicles and Equipment	2,335	0	9,595	0	0	2,800
TOTAL CAPITAL OUTLAY	2,335	0	9,595	0	0	2,800
TOTAL FLEET MANAGEMENT DIVISION	213,861	218,860	232,278	212,349	200,118	211,227

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

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

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>19/20</i>	<i>20/21</i>	
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 adopted 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 Adopted 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		FULL TIME EQUIVALENTS				Projected	Budget
POSITION	PAY RANGE	FY 18/19	FY 19/20	Amended FY 19/20	FY 20/21	FY 19/20	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
						3,000	3,000
						16,000	16,303
						360	360
						19,000	19,180
						28,865	28,864
						63	63
						6,017	7,144
		Total Personal Services				\$ 279,543	\$ 284,664

*62% of Director's salary to be reimbursed by Airport

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

CAPITAL OUTLAY SCHEDULE

FACILITIES MAINTENANCE - TO BE FUNDED BY GENERAL FUND						
<u>Description</u>	<u>EXPENDITURES PER FISCAL YEAR</u>					
	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	<u>TOTAL</u>
Scissor Lift	\$ 13,500	\$ -	\$ -	\$ -	\$ -	\$ 13,500
Replace Storage Shed Roof	6,800	-	-	-	-	6,800
City Hall East End Air Conditioner	-	40,000	-	-	-	40,000
	<u>\$ 20,300</u>	<u>\$ 40,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 60,300</u>

FACILITIES MAINTENANCE - TO BE FUNDED BY DISCRETIONARY SALES TAX						
<u>Description</u>	<u>EXPENDITURES PER FISCAL YEAR</u>					
	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	<u>TOTAL</u>
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
	<u>\$ 65,000</u>	<u>\$ 1,250,000</u>	<u>\$ 1,250,000</u>	<u>\$ 1,000,000</u>	<u>\$ -</u>	<u>\$ 3,565,000</u>

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

FACILITIES MAINTENANCE DIVISION

Code: 010056

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

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

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

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>19/20</i>	<i>20/21</i>	
70.00%	70.00%	<u>Cemetery Grounds Maintenance</u> - 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%	<u>Public Relations</u> - Assist with sales and locations of burial spaces and assist citizens and visitors in locating burial spaces of family members and friends.
10.00%	10.00%	<u>Administration</u> - Assist in record keeping, bill processing, sales and products.
10.00%	10.00%	<u>Burials</u> - Markings for gravediggers, policing area for ants, checking flowers and parking cars.
100.00%	100.00%	

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

CEMETERY DIVISION BUDGET SUMMARY

The Fiscal Year 2020-2021 adopted 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 Adopted 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		FULL TIME EQUIVALENTS				Projected	Budget
POSITION	PAY RANGE	Amended				Expenditure	Budget
		18/19	19/20	19/20	20/21	19/20	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	3,000
						FICA Taxes	9,595
						Clothing Allowance	330
						Deferred Compensation	11,289
						Group Health Insurance Premium	20,177
						Employee Assistance Program	32
						Worker's Comp Insurance	6,376
Total Personal Services						\$ 152,217	\$ 172,899

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

CAPITAL OUTLAY SCHEDULE

CEMETERY DIVISION - TO BE FUNDED BY GENERAL FUND						
EXPENDITURES PER FISCAL YEAR						
<u>Description</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	<u>TOTAL</u>
Bench Seats and Monuments	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000
	<u>\$ 20,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 20,000</u>

CEMETERY DIVISION - TO BE FUNDED BY CEMETERY TRUST FUND						
EXPENDITURES PER FISCAL YEAR						
<u>Description</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	<u>TOTAL</u>
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
	<u>\$ 99,500</u>	<u>\$ 65,000</u>	<u>\$ 40,000</u>	<u>\$ -</u>	<u>\$ 14,000</u>	<u>\$ 218,500</u>

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

CEMETERY DIVISION

Code: 010059

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

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

PUBLIC WORKS ROADS & MAINTENANCE DIVISION

The Roads and Maintenance Division is responsible for the repair and maintenance of the public streets and right-of-ways, and public infrastructures such as docks, piers, boat ramps, and sidewalks. 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

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

ROADS & MAINTENANCE DIVISION PROGRAM BUDGET DESCRIPTION

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>19/20</i>	<i>20/21</i>	
60.00%	60.00%	<u>Streets and Alleyways</u> - 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%	<u>General Maintenance</u> - Buildings, docks, piers, sidewalks, etc.
5.00%	5.00%	<u>General Administration</u> - Preparation of budget, update service records. Maintain equipment records. Review contracts and construction drawings on City Contract work. Meet with public as necessary. Coordinate employee training and education.
15.00%	15.00%	<u>Assisting other City Departments</u> - 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 adopted budget for the Roads and Maintenance Division is \$ 1,028,229. This compares to the 2019-2020 projected expenditures of \$ 975,715, an increase of \$ 52,514 or 5.38%.

	FY 16/17	FY 17/18	FY 18/19	Amended FY 19/20	Projected FY 19/20	FY 20/21	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 379,293	\$ 462,678	\$ 505,970	\$ 600,329	\$ 583,990	\$ 610,678	\$ 26,688
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	\$ 1,028,229	\$ 52,514

Fiscal Year 2020-21 Adopted 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.	\$ 26,688
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

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

PERSONAL SERVICES SCHEDULE

<u>POSITION</u>	<u>PAY RANGE</u>	<u>Amended</u>				<u>Projected Expenditure</u>	<u>Budget</u>
		<u>18/19</u>	<u>19/20</u>	<u>19/20</u>	<u>20/21</u>	<u>19/20</u>	<u>20/21</u>
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	29,998
Total Personal Services						\$ 583,990	\$ 610,678

CAPITAL OUTLAY SCHEDULE

ROADS AND MAINTENANCE DIVISION - TO BE FUNDED BY GENERAL FUND						
<u>Description</u>	<u>EXPENDITURES PER FISCAL YEAR</u>					<u>TOTAL</u>
	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	
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						
<u>Description</u>	<u>EXPENDITURES PER FISCAL YEAR</u>					<u>TOTAL</u>
	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	
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						
<u>Description</u>	<u>EXPENDITURES PER FISCAL YEAR</u>					<u>TOTAL</u>
	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	
Street Reconstruction	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000
	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 500,000

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

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 Budget
PERSONAL SERVICES							
511200	Regular Salaries	252,665	300,419	333,663	393,550	399,900	409,750
511300	Temporary Salaries	847	4,502	0	0	0	0
511400	Overtime	10,794	12,897	5,005	10,000	3,500	5,000
512100	FICA Taxes	20,388	23,377	24,412	30,731	29,075	31,811
512215	Clothing Allowance	790	900	720	960	840	1,080
512225	Deferred Compensation	23,363	27,205	29,694	36,478	35,000	37,749
512301	Group Health Insurance Premium	36,054	66,297	83,948	100,988	92,250	95,132
512305	Dependant Health Ins Premium	13,076	0	0	0	0	0
512309	Employee Assistance Program	148	0	129	158	160	158
512400	Worker's Comp Insurance	21,167	27,081	28,399	27,464	23,265	29,998
TOTAL PERSONAL SERVICES		379,293	462,678	505,970	600,329	583,990	610,678
OPERATING EXPENDITURES							
533150	Engineering Services	0	8,205	27,400	4,650	1,000	10,000
533400	Other Contractual Services	0	5,400	933	1,700	1,700	3,200
534000	Travel and Per Diem	0	0	1,332	1,750	1,750	3,000
534101	Telephone	0	1,793	1,345	2,148	665	672
534105	Cellular Telephone	1,210	1,883	1,509	2,040	2,075	2,520
534110	Internet Services	433	1,053	737	840	445	400
534120	Postage	49	234	74	100	0	0
534130	Express Mail Charges	0	0	23	0	100	200
534310	Electric	1,677	3,173	19,154	3,500	3,300	3,300
534315	Street Lighting	0	205,106	179,884	217,100	216,000	216,000
534320	Water/Sewer	266	291	292	325	400	420
534380	Trash Pickup/Hauling, Etc.	6,811	3,732	783	1,800	1,100	3,100
534420	Equipment Leases	731	2,690	2,848	3,500	2,000	2,156
534615	R & M - Docks & Piers	0	118	0	0	0	0
534620	R & M-Vehicles	12,199	20,382	10,811	12,000	18,700	20,000
534630	R & M-Office Equipment	2,166	2,317	2,000	2,125	1,800	1,188
534640	R & M-Operating Equipment	15,535	12,218	13,112	15,000	15,000	15,000
534682	R & M - Sidewalks	0	0	0	1,500	1,500	1,500
534920	Legal Ads	0	0	91	0	0	200
535200	Departmental Supplies	2,652	7,502	5,762	7,000	5,200	5,200
535210	Computer Supplies	20	781	635	2,000	2,000	2,000
535230	Small Tools and Equipment	984	5,421	6,051	2,500	3,200	3,500
535260	Gas and Oil	12,559	25,996	21,770	19,900	20,500	20,620
535270	Uniforms and Shoes	1,191	1,925	2,672	3,400	2,000	2,400
535275	Safety Equipment	1,268	581	433	500	500	900
535310	Road Materials & Supplies	10,766	23,986	19,109	20,000	20,000	20,000
535350	Cement	1,573	1,971	658	1,000	1,000	1,000
535385	Signs & Marking Supplies	0	0	0	21,880	25,000	25,000
535410	Dues and Memberships	310	449	492	360	600	775
535450	Training and Education	100	1,014	5,529	3,500	5,000	4,900
TOTAL OPERATING EXPENDITURES		72,500	338,222	325,439	352,118	352,535	369,151
CAPITAL OUTLAY							
606400	Vehicles and Equipment	3,639	7,544	55,743	39,550	39,190	48,400
TOTAL CAPITAL OUTLAY		3,639	7,544	55,743	39,550	39,190	48,400
TOTAL ROADS & MAINTENANCE		455,432	808,444	887,151	991,997	975,715	1,028,229

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

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 landscaping, sports turf management, trash removal, planting & removal of trees, shrubs, 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, eight (8) pickle ball courts, four (4) basketball courts, Dog Park, Splash Pad, medians on US 1 and Schumann Drive, and all of the Sebastian Blvd. intersections within City limits. The department also provides; aerobics, exercise, dance, Yoga, Tai Chi, 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, along with Riverview Park and various pavilions for events and meetings. Leisure Services is also responsible for fulfilling City-sponsored special event requirements and to provide the necessary manpower to ensure these events are successful while maintaining the health of Riverview Park.

FISCAL YEAR 2020 ACCOMPLISHMENTS

- ✓ Completed construction of the Sebastian Pickleball Complex
- ✓ Resurfaced the Har-Tru Clay Tennis Courts at Friendship Park
- ✓ Created and Implemented a Parks Integrated Pest Management Program
- ✓ Constructed 4 new dugouts, outfield fencing and renovated the batting cage at the Barber Street Sports Complex Baseball & Softball fields
- ✓ Renovated foot bridges over the swales at Riverview Park on the East and West side of IR Drive
- ✓ Completed installation of an ADA Accessible Dock at the Yacht Club
- ✓ Replaced all rubber mulch at playgrounds with Engineer Wood Fiber Mulch

FISCAL YEAR 2021 GOALS AND OBJECTIVES

- Continue to revise and improve the Parks Integrated Pest Management Program
- Continue implementing our new Park identification signage plan
- Provide quality support to all City sponsored special events at Riverview Park
- Complete construction of the remaining 4 dugouts at the Barber Street Sports Complex Baseball & Softball fields
- Continue to implement accessible components as we replace neighborhood playgrounds throughout the City

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

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

LEISURE SERVICES DEPARTMENT PROGRAM BUDGET DESCRIPTION

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>19/20</i>	<i>20/21</i>	
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 adopted 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		FY 17/18		FY 18/19		Amended	Projected	
	Actual	Actual	Actual	Actual	Actual	Budget	FY 19/20	FY 20/21	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 Adopted 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

<u>POSITION</u>	<u>PAY RANGE</u>	<u>FULL TIME EQUIVALENTS</u>				<u>Projected Expenditure</u>	<u>Budget</u>
		<u>18/19</u>	<u>19/20</u>	<u>Amended 19/20</u>	<u>20/21</u>	<u>19/20</u>	<u>20/21</u>
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
						FICA Taxes	42,000
						Clothing Allowance	1,280
						Deferred Compensation	44,205
						Group Health Insurance Premium	106,276
						Employee Assistance Program	186
						Worker's Comp Insurance	20,759
						Total Personal Services	\$ 763,896
							\$ 786,673

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

CAPITAL OUTLAY SCHEDULE

LEISURE SERVICES DEPARTMENT - TO BE FUNDED BY GENERAL FUND

<u>Description</u>	<u>EXPENDITURES PER FISCAL YEAR</u>					
	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	<u>TOTAL</u>
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
	<u>\$ 63,000</u>	<u>\$ 31,300</u>	<u>\$ 34,000</u>	<u>\$ 48,000</u>	<u>\$ 34,000</u>	<u>\$ 210,300</u>

LEISURE SERVICES DEPARTMENT - TO BE FUNDED BY RECREATION IMPACT FEES

<u>Description</u>	<u>EXPENDITURES PER FISCAL YEAR</u>					
	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	<u>TOTAL</u>
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
	<u>\$ 120,000</u>	<u>\$ 90,000</u>	<u>\$ 60,000</u>	<u>\$ 130,000</u>	<u>\$ 60,000</u>	<u>\$ 460,000</u>

LEISURE SERVICES DEPARTMENT - TO BE FUNDED BY DISCRETIONARY SALES TAX

<u>Description</u>	<u>EXPENDITURES PER FISCAL YEAR</u>					
	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	<u>TOTAL</u>
Barber Street Lightning System	\$ 24,000	\$ -	\$ -	\$ -	\$ -	\$ 24,000
	<u>\$ 24,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 24,000</u>

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 Budget
PERSONAL SERVICES							
511200	Regular Salaries	312,197	311,822	537,130	574,100	528,390	532,000
511300	Temporary Salaries	51,029	53,298	628	1,000	300	0
511400	Overtime	23,013	12,708	19,197	19,851	20,500	20,000
512100	FICA Taxes	30,016	27,950	41,104	44,777	42,000	42,329
512215	Clothing Allowance	1,160	1,060	1,450	1,320	1,280	1,320
512225	Deferred Compensation	30,421	27,162	41,111	46,406	44,205	46,653
512301	Group Health Insurance Premium	41,616	59,384	95,229	108,303	106,276	121,244
512305	Dependant Health Ins Premium	12,788	0	0	0	0	0
512309	Employee Assistance Program	216	0	177	190	186	206
512400	Worker's Comp Insurance	15,915	12,591	23,705	23,850	20,759	22,921
TOTAL PERSONAL SERVICES		518,371	505,975	759,730	819,797	763,896	786,673
OPERATING EXPENDITURES							
533400	Other Contractual Services	162,577	157,638	5,179	3,500	2,500	3,000
533415	Janitorial Services	2,717	0	0	0	0	0
533420	Pest Control	0	750	4,258	4,000	4,000	7,000
534000	Travel and Per Diem	806	295	1,844	2,500	1,600	2,500
534101	Telephone	4,807	5,359	4,466	2,500	1,450	1,500
534105	Cellular Telephone	625	594	1,075	1,500	1,385	1,440
534110	Internet Services	550	604	1,519	1,500	900	2,440
534120	Postage	11	2	224	50	50	50
534310	Electric	68,912	72,720	73,923	72,000	73,500	83,500
534320	Water/Sewer	15,009	12,899	13,984	13,250	14,500	15,225
534380	Trash Pickup/Hauling	0	0	0	0	614	0
534400	Rents and Leases	0	0	0	11,325	6,181	6,795
534420	Equipment Leases	1,291	1,192	3,063	3,000	2,500	2,750
534610	R & M - Buildings	0	0	0	0	0	7,000
534615	R & M - Docks & Piers	124	1,807	4,710	5,000	5,000	2,000
534620	R & M - Vehicles	5,433	3,634	4,372	3,000	5,000	4,500
534630	R & M - Office Equipment	1	5	6	400	320	312
534640	R & M - Operating Equipment	18,268	20,258	18,354	18,000	12,000	20,000
534680	R & M - Irrigation Systems	5,793	3,895	11,653	7,000	7,000	5,500
534685	R & M - Grounds Maintenance	11,229	14,476	12,654	17,000	17,000	20,000
534686	R & M - Parks Facilities	65,081	31,658	33,331	17,130	17,000	26,000
534830	Special Event Expense	2,964	3,206	4,619	3,660	3,000	4,000
535200	Departmental Supplies	3,477	11,402	6,514	6,000	5,000	5,000
535210	Computer Supplies	141	82	187	420	420	200
535221	Fertilizer/Chemical Supplies	5,630	3,488	7,494	9,000	9,000	9,000
535230	Small Tools and Equipment	3,413	2,695	6,026	3,500	3,500	3,500
535260	Gas and Oil	9,792	13,719	18,335	16,500	17,000	17,000
535270	Uniforms and Shoes	2,382	2,544	2,939	3,200	3,200	3,200
535275	Safety Equipment	544	868	569	750	750	1,500
535410	Dues and Memberships	1,156	2,520	1,203	1,500	1,500	1,900
535420	Books and Publications	0	0	0	100	100	100
535450	Training and Education	1,478	887	2,149	2,170	3,000	3,500
TOTAL OPERATING EXPENDITURES		394,206	369,197	244,648	229,455	218,970	260,412
CAPITAL OUTLAY							
606200	Buildings	0	0	24,696	0	0	0
606300	Improvements Other Than Bldgs	1,400	0	38,327	35,088	35,088	0
606400	Vehicles and Equipment	9,480	4,368	77,617	110,080	110,080	63,000
TOTAL CAPITAL OUTLAY		10,880	4,368	140,640	145,168	145,168	63,000
TOTAL PARKS & RECREATION DIVISION		923,457	879,540	1,145,017	1,194,420	1,128,034	1,110,085

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

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

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

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

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

PROGRAM BUDGET DESCRIPTION FOR COMMUNITY DEVELOPMENT

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

Fiscal Year 2020-21 Adopted 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

<u>POSITION</u>	<u>PAY RANGE</u>	<u>Amended</u>				<u>Projected Expenditure</u>	<u>Budget</u>
		<u>18/19</u>	<u>19/20</u>	<u>19/20</u>	<u>20/21</u>	<u>19/20</u>	<u>20/21</u>
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							
<u>Description</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	<u>TOTAL</u>	
Sustainable Sebastian	\$ 16,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,500
	\$ 16,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,500

COMMUNITY DEVELOPMENT DEPARTMENT - TO BE FUNDED BY DISCRETIONARY SALES TAX							
<u>Description</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	<u>TOTAL</u>	
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							
<u>Description</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	<u>TOTAL</u>	
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 <u>Number</u>	<u>Description</u>	<u>FY 16/17</u> <u>Actual</u>	<u>FY 17/18</u> <u>Actual</u>	<u>FY 18/19</u> <u>Actual</u>	<u>Amended</u> <u>FY 19/20</u> <u>Budget</u>	<u>FY 19/20</u> <u>Projected</u>	<u>FY 20/21</u> <u>Budget</u>
PERSONAL SERVICES							
511200	Regular Salaries	128,186	276,229	243,232	319,900	307,517	327,000
511400	Overtime	6,620	2,057	1,124	2,000	2,000	2,000
512100	FICA Taxes	9,743	20,781	18,974	24,566	23,515	25,178
512215	Clothing Allowance	0	100	120	120	120	120
512225	Deferred Compensation	11,721	22,667	22,425	29,063	27,746	29,783
512301	Group Health Insurance Premium	13,581	35,331	32,143	48,081	36,724	40,074
512305	Dependant Health Ins Premium	10,693	0	0	0	0	0
512309	Employee Assistance Program	62	0	63	79	75	79
512400	Worker's Comp Insurance	303	433	550	736	586	591
TOTAL PERSONAL SERVICES		180,910	357,598	318,631	424,545	398,283	424,825
OPERATING EXPENDITURES							
533120	Consultants	8,713	12,176	30,304	122,500	122,500	40,000
533400	Other Contractual Services	1,648	1,760	2,234	2,000	2,000	3,000
534000	Travel and Per Diem	922	2,657	977	3,500	150	2,500
534105	Cellular Telephone	176	929	363	216	300	240
534110	Internet Services	0	1,014	433	433	433	433
534120	Postage	903	1,773	785	1,000	800	800
534130	Express Mail	0	18	40	50	50	50
534420	Equipment Leases	1,422	1,397	1,385	1,450	1,965	2,112
534620	R & M-Vehicles	1,873	849	54	500	250	250
534630	R & M-Office Equipment	2,218	2,928	2,091	2,500	2,520	2,940
534825	Advertising (Econ Dev)	8,998	0	0	0	0	0
534830	Special Events (NRB)	1,092	1,416	1,182	2,576	500	2,000
534910	Clerk of Court Filing Fees	0	10	53	30	30	30
534920	Legal Ads	1,838	3,816	3,169	2,500	2,500	2,500
535200	Departmental Supplies	1,469	2,593	1,446	2,000	2,000	2,000
535210	Computer Supplies	109	877	30	800	800	800
535260	Gas and Oil	227	516	471	600	500	500
535270	Uniforms & Shoes	0	87	0	0	0	150
535410	Dues and Memberships	734	1,246	1,231	1,800	1,800	1,870
535420	Books and Publications	132	0	40	300	150	150
535450	Training and Education	1,205	2,115	1,286	3,950	2,500	3,800
TOTAL OPERATING EXPENDITURES		33,677	38,178	47,574	148,705	141,748	66,125
CAPITAL OUTLAY							
606400	Vehicles and Equipment	0	0	0	16,474	14,650	16,500
TOTAL CAPITAL OUTLAY		0	0	0	16,474	14,650	16,500
TOTAL COMMUNITY DEVELOPMENT		214,587	395,776	366,205	589,724	554,681	507,450

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

GENERAL FUND – NON-DEPARTMENTAL

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

NON-DEPARTMENTAL BUDGET SUMMARY

The Fiscal Year 2020-2021 adopted budget for Non-Departmental is \$ 950,800. This compares to the 2019-2020 projected expenditures of \$ 946,071, an increase of \$ 4,729, or .5%.

	FY 16/17	FY 17/18	FY 18/19	Amended FY 19/20	Projected FY 19/20	FY 20/21	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 409,276	\$ 291,741	\$ 278,439	\$ 287,800	\$ 268,500	\$ 239,935	\$ (28,565)
Operating Expenses	611,345	634,268	712,594	701,557	672,880	710,865	37,985
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	\$ 950,800	\$ 4,729

Fiscal Year 2020-2021 Adopted Budget:

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

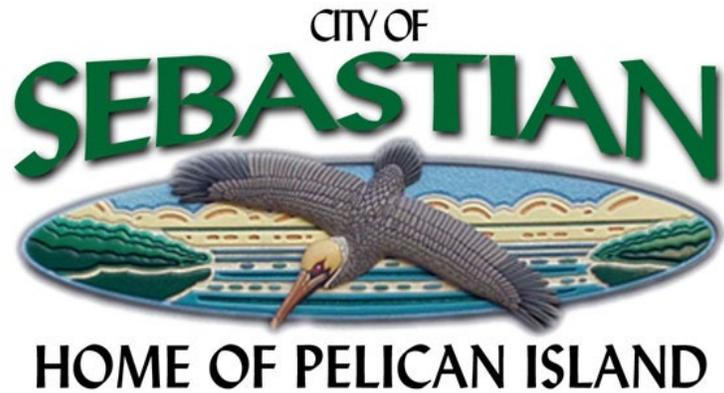
	Difference
1. Personal Services - Decrease due to anticipated lower health reimbursement account expenses.	\$ (28,565)
2. Operating Expenses - Increase due primarily to insurance increases.	\$ 37,985
3. Non-Operating Expenses - Decrease due to no transfer to other funds.	\$ (4,691)

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

GENERAL FUND NON-DEPARTMENTAL

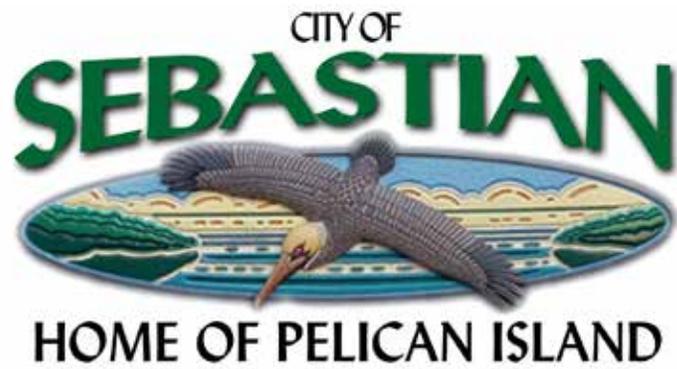
Code: 010099

Account		FY 16/17	FY 17/18	FY 18/19	Amended	FY 19/20	FY 20/21
Number	Description	Actual	Actual	Actual	Budget	Projected	Budget
PERSONAL SERVICES							
512301	Group Health Insurance	95,512	90,110	41,304	20,800	14,500	14,800
512307	Health Reimbursement Account	189,297	201,631	234,740	265,000	254,000	224,335
512500	Unemployment	(43)	0	2,395	800	0	800
512700	Additional Compensation	124,511	0	0	1,200	0	0
TOTAL PERSONAL SERVICES		409,276	291,741	278,439	287,800	268,500	239,935
OPERATING EXPENDITURES							
533100	Professional Services	0	0	7,500	43,000	29,700	0
533110	Prof Services - Labor Attorney	0	0	19,296	0	0	0
533120	Consultants	2,867	1,662	5,000	0	0	0
533400	Other Contractual Services	1,164	3,826	48	11,280	15,500	5,000
533425	Contract Mowing Services	29,865	25,170	5,580	15,000	10,000	10,000
533426	Code Enforcement Charges	0	275	0	0	0	0
534101	Telephone	19,735	21,781	19,260	23,780	16,100	16,140
534110	Internet Services	17,721	17,685	3,795	1,782	2,420	2,420
534120	Postage	5,220	3,029	672	3,275	800	800
534310	Electric	38,994	41,134	39,383	43,000	39,000	39,000
534320	Water/Sewer	4,678	4,552	4,182	4,750	4,300	4,300
534500	Insurance	225,840	220,350	270,104	269,220	281,500	320,826
534501	Claims	2,911	7,984	48,738	28,964	26,600	30,000
534630	R&M Office Equipment	9,600	9,600	600	2,400	2,400	2,400
534700	Printing and Binding	6,849	3,326	0	4,500	0	0
534805	4th of July	20,000	32,392	32,004	32,700	32,700	32,750
534815	Paver Bricks	926	770	441	700	700	800
534825	Advertising Expenditures	2,134	2,902	2,487	3,300	2,950	2,990
534830	Special Events Expense	824	5,000	0	0	0	0
534835	Special Employee Events	4,291	4,615	4,938	5,000	5,000	5,000
534942	PD Safety Class Expenses	0	0	1,360	0	0	0
534943	PD COPE Unit Expenses	0	16,749	18,048	0	0	0
534944	Supplies-PS Empl Exp Fund	4,789	3,372	7,227	0	0	0
534945	Supplies-General Empl Exp Fund	331	0	0	0	0	0
534980	Payment-Riverfront CRA Fund	181,631	181,652	183,130	182,738	182,732	208,819
535200	Departmental Supplies	1,350	1,187	1,396	1,800	1,800	2,510
535410	Dues and Memberships	2,851	3,052	3,250	3,250	3,460	3,460
535450	Training and Education	0	0	2,000	3,500	0	6,000
535454	PBA Tuition Reimb Plan	7,098	2,858	1,184	5,000	4,600	5,000
535455	PEA Tuition Reimb Plan	1,353	741	0	3,000	1,000	3,000
535705	Property Taxes	0	0	(36)	0	0	0
535710	Non-Ad Valorem Tax	18,322	18,604	31,007	9,618	9,618	9,650
TOTAL OPERATING EXPENSES		611,345	634,268	712,594	701,557	672,880	710,865
CAPITAL OUTLAY							
606400	Vehicles and Equipment	1,765	2,918	0	0	0	0
TOTAL CAPITAL OUTLAY		1,765	2,918	0	0	0	0
NON-OPERATING							
909120	Interfund Trfr to 120 LOGT	200,000	0	0	0	0	0
909131	Interfund Trfr to Fund 310	1,603,353	571,892	0	0	0	0
909132	Interfund Trfr to Fund 320	5,449	52,817	2,787	0	0	0
909133	Trfr to Transp Impr Fund 330	132,925	0	0	0	0	0
909140	Trfr to Fund 140	0	0	20,457	0	0	0
909145	Trfr to Fund 450 AP	28,040	0	0	4,691	4,691	0
909163	Interfund Trfr to Fund 163	100,000	0	0	0	0	0
909410	Interfund Trfr to Fund 410	78,823	11,320	0	0	0	0
909480	Trfr to Fund 480 Building	25,000	0	0	0	0	0
TOTAL NON-OPERATING		2,173,590	636,029	23,244	4,691	4,691	0
TOTAL NON-DEPARTMENTAL		3,195,976	1,564,956	1,014,277	994,048	946,071	950,800
OTHER FINANCING USES							
909330	Unappropriated Budget Savings	0	866,259	0	0	0	286,902
TOTAL EXPENDITURES AND OTHER USES		3,195,976	2,431,215	1,014,277	994,048	946,071	1,237,702



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

SPECIAL REVENUE FUNDS



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SPECIAL REVENUE FUNDS

Special Revenue Funds are used to account for the proceeds of revenue sources (other than Major Capital Projects) that are legally required to be spent for specific purposes. These Special Revenue Funds include the following:

Local Option Gas Tax Fund (LOGT)	\$ 1,006,250
Discretionary Sales Tax Fund (DST)	3,670,203
Riverfront Community Redevelopment Agency	490,215
Parking In-Lieu-Of Fund	4,376
Recreation Impact Fee Fund	155,000
Stormwater Utility Fund	2,084,558
Law Enforcement Forfeiture Fund	<u>1,250</u>
TOTAL	<u><u>\$ 7,411,852</u></u>

Note that the Riverfront Community Redevelopment Agency (CRA) is a blended component unit. Its governing body is also the City Council and this results in its budget also being approved by the City Council acting as the CRA governing body.

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

LOCAL OPTION GAS TAX

The local option gas tax is a six-cent per gallon tax levied by Indian River County. The tax funds are distributed to participating cities within the County on a percentage basis determined by the City's population and amount of annual transportation-type expenditures. The funds can be used for payment of debt service on loans and bonds issued to finance acquisition and construction of roads, as well as road maintenance and signage. 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

<u>Account Number</u>	<u>Description</u>	<u>FY 16/17 Actual</u>	<u>FY 17/18 Actual</u>	<u>FY 18/19 Actual</u>	<u>Amended FY 19/20 Budget</u>	<u>FY 19/20 Projected</u>	<u>FY 20/21 Budget</u>
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

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

LOCAL OPTION GAS TAX FUND EXPENDITURES

Code: 120051

Account <u>Number</u>	<u>Description</u>	FY 16/17 <u>Actual</u>	FY 17/18 <u>Actual</u>	FY 18/19 <u>Actual</u>	Amended FY 19/20 <u>Budget</u>	FY 19/20 <u>Projected</u>	FY 20/21 <u>Budget</u>
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

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

DISCRETIONARY SALES TAX

The discretionary sales tax is a seventh-cent or an additional one-cent sales tax levied by Indian River Co. The tax funds are distributed to participating cities within the County on a percentage basis determined by City's population. The funds can be used to finance, plan, and construct infrastructure, land acquisition, 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 trend analysis. This revenue source was extended by referendum vote in FY 2016-2017 until December 31, 2021.

DISCRETIONARY SALES TAX FUND REVENUE

Code: 130010

<u>Account Number</u>	<u>Description</u>	<u>FY 16/17 Actual</u>	<u>FY 17/18 Actual</u>	<u>FY 18/19 Actual</u>	<u>Amended FY 19/20 Budget</u>	<u>FY 19/20 Projected</u>	<u>FY 20/21 Budget</u>
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 Balance	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

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

DISCRETIONARY SALES TAX FUND EXPENDITURES

Code: 130051

<u>Account Number</u>	<u>Description</u>	<u>FY 16/17 Actual</u>	<u>FY 17/18 Actual</u>	<u>FY 18/19 Actual</u>	<u>Amended FY 19/20 Budget</u>	<u>FY 19/20 Projected</u>	<u>FY 20/21 Budget</u>
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

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

COMMUNITY REDEVELOPMENT AGENCY

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

COMMUNITY REDEVELOPMENT AGENCY REVENUES

Code: 140010

Account <u>Number</u>	<u>Description</u>	FY 15/16 <u>Actual</u>	FY 16/17 <u>Actual</u>	FY 17/18 <u>Actual</u>	Amended FY 18/19 <u>Budget</u>	FY 18/19 <u>Projected</u>	FY 19/20 <u>Budget</u>
TAXES							
338200	Tax Increment Revenue - Sebastian	181,150	181,631	181,652	183,842	183,130	208,819
338200	Tax Increment Revenue - County	157,874	160,610	184,879	201,868	201,086	215,084
TOTAL TAXES		339,024	342,241	366,532	385,710	384,216	423,903
MISCELLANEOUS REVENUE							
361100	Interest Income	3,019	4,702	8,730	9,500	12,200	15,000
361105	SBA Interest Earnings	0	1,056	1,885	500	3,000	3,750
362100	Rents and Royalties	36,000	36,000	36,000	36,000	36,000	36,000
366000	Contributions & Donations	0	0	0	3,000	3,000	0
TOTAL MISCELLANEOUS REVENUE		39,019	41,758	46,615	49,000	54,200	54,750
NON-REVENUE SOURCES							
381001	Transfer from General Fund	0	0	0	20,457	20,457	0
389991	Fund Balance Carried Forward	0	0	116,935	303,964	158,144	61,334
TOTAL NON-REVENUE SOURCES		0	0	116,935	324,421	178,601	61,334
TOTAL RIVERFRONT REDEVELOPMENT		378,043	383,999	530,082	759,131	617,017	539,987

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

COMMUNITY REDEVELOPMENT AGENCY EXPENDITURES

Code: 140051

Account <u>Number</u>	<u>Description</u>	FY 15/16 <u>Actual</u>	FY 16/17 <u>Actual</u>	FY 17/18 <u>Actual</u>	Amended FY 18/19 <u>Budget</u>	FY 18/19 <u>Projected</u>	FY 19/20 <u>Budget</u>
OPERATING EXPENDITURES							
533100	Professional Services	5,000	5,000	5,000	5,000	5,000	5,000
533120	Consultants	0	0	0	20,000	19,960	70,000
533201	Admin Svcs Provided by the GF	13,202	13,202	87,740	90,372	90,372	99,076
533400	Other Contractual Services	20,398	0	37,013	202,750	190,429	156,444
533425	Contract Mowing Services	118,370	0	0	0	0	0
534000	Travel and Per Diem	0	0	0	0	0	500
534315	Public Lighting	15,579	0	0	0	0	0
534320	Water and Sewer	946	0	0	0	365	0
534400	Rents and Leases	3,968	4,022	4,728	648	4,728	4,728
534686	R&M-Park Facilities	250	0	0	0	0	0
534699	Other Capital Maintenance Expense	23,572	6,178	18,706	45,457	45,457	20,000
534830	Special Events Expense	37,120	39,308	44,525	45,000	45,000	45,000
534920	Legal Ads	1,463	1,857	5,828	2,000	1,000	1,000
535310	Road Materials & Supplies	0	0	206	0	0	0
535410	Dues & Memberships	175	175	175	175	670	670
545450	Training and Education	0	0	0	0	0	500
535710	Non-Ad Valorem Taxes	2,033	2,067	1,990	1,990	2,928	1,350
TOTAL OPERATING EXPENDITURES		242,076	71,808	205,911	413,392	405,909	404,268
CAPITAL OUTLAY							
606300	Improvements Other Than Buildings	11,209	0	0	63,000	63,000	0
606900	Infrastructure	0	0	0	3,000	3,000	0
TOTAL CAPITAL OUTLAY		11,209	0	0	66,000	66,000	0
GRANTS AND AIDS							
820100	Façade/Sign Improvement Program	10,196	0	34,676	55,000	20,000	10,000
820200	Sewer Connection Program	69,500	40,766	39,495	224,739	125,108	99,632
TOTAL GRANTS AND AIDS		79,696	40,766	74,171	279,739	145,108	109,632
NON-OPERATING							
909101	Interfund Trfr to General Fund 001	21,667	0	0	0	0	0
909131	Interfund Trfr to CIP Fund 310	0	0	250,000	0	0	0
909132	Interfund Trfr to CIP Fund 320	0	0	0	0	0	0
909133	Interfund Trfr to CIP Fund 330	12,070	188,730	0	0	0	0
909363	Interfund Trfr to CIP Fund 363	0	0	0	0	0	0
909990	Unappropriated	11,325	82,695	0	0	0	0
TOTAL NON-OPERATING		45,062	271,425	250,000	0	0	0
TOTAL RIVERFRONT REDEVELOPMENT		378,043	383,999	530,082	759,131	617,017	513,900

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

PARKING IN-LIEU-OF FUND

PARKING IN-LIEU-OF FUND REVENUE

Code: 150010

Account		FY 16/17	FY 17/18	FY 18/19	Amended	FY 19/20	FY 20/21
<u>Number</u>	<u>Description</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Projected</u>	<u>Budget</u>
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 Balance	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		FY 16/17	FY 17/18	FY 18/19	Amended	FY 19/20	FY 20/21
<u>Number</u>	<u>Description</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Projected</u>	<u>Budget</u>
CAPITAL OUTLAY AND PROJECTS							
606908	Parking	58,495	0	0	0	0	0
TOTAL CAPITAL OUTLAY AND PROJECTS		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

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

RECREATION IMPACT FEE FUND

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

RECREATION IMPACT FEE FUND REVENUE

Code: 160010

<u>Account Number</u>	<u>Description</u>	<u>FY 16/17 Actual</u>	<u>FY 17/18 Actual</u>	<u>FY 18/19 Actual</u>	<u>Amended FY 19/20 Budget</u>	<u>FY 19/20 Projected</u>	<u>FY 20/21 Budget</u>
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	0
TOTAL NON-REVENUE SOURCES		0	302,182	155,888	484,770	473,929	0
TOTAL RECREATION IMPACT FEE		111,587	455,784	299,689	630,954	630,953	155,000

RECREATION IMPACT FEE FUND EXPENDITURES

Code: 160051

<u>Account Number</u>	<u>Description</u>	<u>FY 16/17 Actual</u>	<u>FY 17/18 Actual</u>	<u>FY 18/19 Actual</u>	<u>Amended FY 19/20 Budget</u>	<u>FY 19/20 Projected</u>	<u>FY 20/21 Budget</u>
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	120,000
909990	Unappropriated	50,358	0	0	0	0	35,000
TOTAL NON-OPERATING		96,813	436,184	299,689	630,954	630,953	155,000
TOTAL RECREATION IMPACT FEE		111,587	455,784	299,689	630,954	630,953	155,000

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

STORMWATER UTILITY FUND

The Stormwater Utility Fund was established by the City to provide a dedicated funding source for the purpose of managing the City’s stormwater system, to prepare, construct and manage betterments and improvements, 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

<u>Description</u>	<u>Amended</u>					
	<u>FY 16/17</u> <u>Actual</u>	<u>FY 17/18</u> <u>Actual</u>	<u>FY 18/19</u> <u>Actual</u>	<u>FY 19/20</u> <u>Budget</u>	<u>FY 19/20</u> <u>Projected</u>	<u>FY 20/21</u> <u>Budget</u>
Total Revenues	\$ 1,102,138	\$ 1,014,980	\$ 2,076,432	\$ 2,013,883	\$ 2,113,001	\$ 2,084,558
Total Expenses	\$ 1,273,480	\$ 1,351,422	\$ 1,537,182	\$ 2,008,447	\$ 1,761,615	\$ 2,053,356
Change in Unrestricted Reserves	\$ (171,342)	\$ (336,442)	539,250	\$ 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.

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

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

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

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

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 Budget
CHARGES FOR SERVICES							0
363630	Stormwater Utility Fee	964,338	970,113	1,969,967	1,940,000	2,038,668	2,039,714
363631	Delinquent Stormwater Fees	28,501	28,979	68,701	0	0	0
TOTAL CHARGES FOR SERVICES							2,039,714
MISCELLANEOUS REVENUE							
361100	Interest Income	7,956	15,654	27,087	35,400	28,268	40,000
361105	SBA Interest	0	0	9,801	0	7,165	4,844
361150	Other Interest	1,343	234	875	683	650	0
364100	Sale of Fixed Assets	0	0	0	37,800	38,250	0
381001	Transfer from Fund 001	100,000	0	0	0	0	0
TOTAL MISCELLANEOUS REVENUE							44,844
TOTAL STORMWATER REVENUES							2,084,558
USE OF UNRESTRICTED RESERVES							0
TOTAL STORMWATER UTILITY							2,084,558

STORMWATER UTILITY DIVISION BUDGET SUMMARY

The Fiscal Year 2020-2021 adopted budget for the Stormwater Utility Division is \$ 2,084,558. This compares to the 2019-2020 projected expenditures of \$ 2,113,001, a decrease of \$ 89,443, or -1.35%.

	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	\$ 694,974	\$ 22,664
Operating Expenses	389,210	719,157	536,317	815,303	631,512	816,332	184,820
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	\$ 2,084,558	\$ (28,443)

Fiscal Year 2020-21 Adopted Budget:

Major Current Level Changes from Fiscal Year 2019-20 Projected Expenditures:

	Difference
1. Personal Services - Increase due to having positions full all year.	\$ 22,664
2. Operating Expenses - Increase due to additional swale maintenance and pipe replacements.	\$ 184,820
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)

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

PERSONAL SERVICES SCHEDULE

STORMWATER UTILITY DIVISION

<u>POSITION</u>	<u>PAY RANGE</u>	<u>FULL TIME EQUIVALENTS</u>				<u>Projected</u>	<u>Budget</u>
		<u>18/19</u>	<u>19/20</u>	<u>Amended</u>		<u>Expenditures</u>	<u>Budget</u>
				<u>19/20</u>	<u>20/21</u>	<u>19/20</u>	<u>20/21</u>
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	41,070
		Additional Compensation				-	-
		Total Personal Services				\$ 672,310	\$ 694,974

CAPITAL OUTLAY SCHEDULE

STORMWATER UTILITY DIVISION - TO BE FUNDED FROM STORMWATER UTILITY FUND

<u>Description</u>	<u>EXPENDITURES PER FISCAL YEAR</u>						<u>TOTAL</u>
	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>		
(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	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

<u>Description</u>	<u>EXPENDITURES PER FISCAL YEAR</u>						<u>TOTAL</u>
	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>		
Sliplining	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000
Canal Restoration	500,000	500,000	500,000	500,000	500,000	500,000	2,500,000
	\$ 600,000	\$ 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 Budget
PERSONAL SERVICES							
511200	Regular Salaries	208,494	438,891	575,906	452,100	433,500	434,250
511300	Temporary Salaries	0	8,244	12,960	18,250	15,000	18,250
511400	Overtime	20,501	8,653	5,950	10,000	5,000	6,000
512100	FICA Taxes	18,247	34,237	45,056	36,553	34,500	35,195
512215	Clothing Allowance	880	1,100	1,300	1,320	1,540	1,560
512225	Deferred Compensation	21,198	38,596	52,117	41,685	39,000	40,087
512301	Group Health Insurance Premium	43,808	76,139	89,950	101,511	87,200	92,356
512305	Dependant Health Insurance Premium	1,846	0	0	0	0	0
512307	Health Reimbursement Account	0	0	8,284	26,000	19,000	26,000
512309	Employee Assistance Program	170	0	199	206	205	206
512400	Worker's Comp Insurance	21,052	24,142	57,184	46,919	37,365	41,070
512700	Additional Compensation	0	0	0	800	0	0
TOTAL PERSONAL SERVICES		336,196	630,002	848,908	735,344	672,310	694,974
OPERATING EXPENSES							
533100	Professional Services	129	120	237	0	0	0
533201	Admin Svcs Provided by GF	0	0	0	80,555	80,555	89,345
533400	Other Contractual Services	0	122,568	2,352	60,000	60,000	3,000
533411	Permit Fees	500	7,988	0	0	0	0
533420	Pest/Weed Control	21,385	24,382	26,023	30,000	9,481	60,000
533425	Contract Mowing Services	243,012	288,668	281,080	300,000	300,000	378,222
534000	Travel and Per Diem	297	0	0	1,000	1,600	2,000
534101	Telephone	1,585	1,793	1,314	2,148	600	600
534105	Cellular Telephone	392	1,473	1,920	1,800	1,400	1,500
534110	Internet Services	0	163	101	433	433	435
534120	Postage	6	12,256	46	100	10	100
534310	Electric	9,155	7,068	5,770	8,500	9,200	9,200
534320	Water/Sewer	557	1,115	867	1,000	1,000	1,050
534380	Trash Pickup/Hauling	3,100	6,172	797	5,000	1,859	2,002
534400	Rents and Leases	0	0	6,000	6,000	3,000	0
534420	Equipment Leases	755	964	3,120	6,000	2,000	60
534500	Insurance	0	0	21,022	22,100	19,066	22,193
534620	R & M - Vehicles	16,475	24,109	18,573	24,655	11,500	11,950
534630	R & M - Office Equipment	15	22	26	35	30	120
534640	R & M - Operating Equipment	21,736	126,502	67,299	160,000	37,900	130,000
534920	Legal Ads	0	0	945	945	1,420	945
535200	Departmental Supplies	1,551	3,761	5,440	3,832	3,350	3,500
535210	Computer Supplies	377	420	395	400	200	300
535230	Small Tools and Equipment	1,484	2,944	8,644	3,000	2,500	3,000
535260	Gas and Oil	37,081	42,590	49,120	40,000	38,000	39,000
535270	Uniforms and Shoes	2,032	2,868	3,068	3,500	2,300	3,420
535275	Safety Equipment	593	416	566	2,000	1,975	2,000
535310	Road Materials & Supplies	802	7,667	4,638	7,500	3,600	3,800
535320	Sod	6,643	8,990	9,850	10,000	9,750	10,000
535350	Cement	1,868	1,457	2,499	2,500	3,800	3,990
535355	Culvert Pipes	16,383	19,958	13,119	30,000	22,500	29,000
535410	Membership & Professional Dues	310	165	180	300	0	650
535450	Training and Education	987	2,561	1,309	2,000	2,483	4,950
TOTAL OPERATING EXPENDITURES		389,210	719,157	536,317	815,303	631,512	816,332
CAPITAL OUTLAY							
606400	Vehicles and Equipment	0	2,263	18,198	182,800	182,793	242,050
TOTAL CAPITAL OUTLAY		0	2,263	18,198	182,800	182,793	242,050
NON-OPERATING							
909131	Interfund Trfr to CIP Fund 310	239,535	0	0	0	0	0
909363	Interfund Trfr to CIP Fund 363	308,539	0	133,759	275,000	275,000	300,000
TOTAL NON-OPERATING		548,074	0	133,759	275,000	275,000	300,000
TOTAL STORMWATER UTILITY		1,273,480	1,351,422	1,537,182	2,008,447	1,761,615	2,053,356
OTHER FINANCING USES							
909990	Unappropriated	0	0	539,250	5,436	351,386	31,202
TOTAL EXPENDITURES AND OTHER USES		1,273,480	1,351,422	2,076,432	2,013,883	2,113,001	2,084,558

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

LAW ENFORCEMENT FORFEITURE FUND

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

LAW ENFORCEMENT FORFEITURE FUND REVENUE

Code: 190010

<u>Account Number</u>	<u>Description</u>	<u>FY 16/17 Actual</u>	<u>FY 17/18 Actual</u>	<u>FY 18/19 Actual</u>	<u>Amended FY 19/20 Budget</u>	<u>FY 19/20 Projected</u>	<u>FY 20/21 Budget</u>
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 Balance	0	0	18,847	0	4,179	0
TOTAL MISCELLANEOUS REVENUE		2,100	855	21,341	250	5,929	250
TOTAL LAW ENFORCEMENT FORFEITURE REVENUE		28,531	1,405	21,491	1,250	6,062	1,250

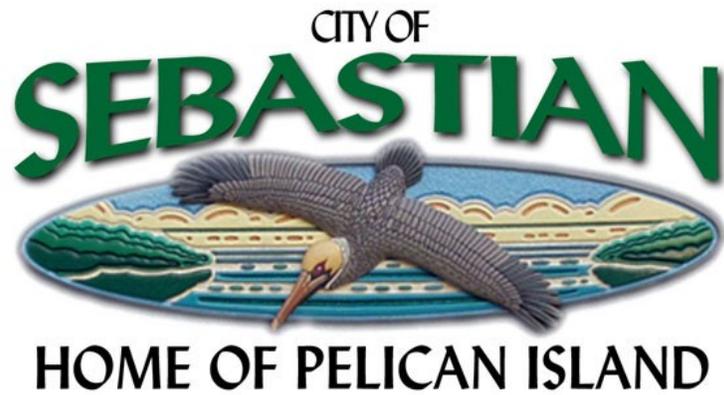
LAW ENFORCEMENT FORFEITURE FUND EXPENDITURES

Code: 190051

<u>Account Number</u>	<u>Description</u>	<u>FY 16/17 Actual</u>	<u>FY 17/18 Actual</u>	<u>FY 18/19 Actual</u>	<u>Amended FY 19/20 Budget</u>	<u>FY 19/20 Projected</u>	<u>FY 20/21 Budget</u>
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 FORFEITURE EXPENDITURES		28,531	1,405	21,491	1,250	6,062	1,250



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CITY OF SEBASTIAN FLORIDA
ANNUAL BUDGET
FISCAL YEAR 2020-2021

DEBT SERVICE FUNDS

DEBT SERVICE FUNDS

Debt Service Funds are used to account for the accumulation of pledged funds that are legally restricted to pay the city's general government bonded debt obligations. These Debt Service Funds include the following:

- Discretionary Sales Surtax Revenue Bonds/Notes Debt Service Fund
- Stormwater Utility Revenue Bonds/Notes Debt Service Fund

The City currently has no plan for additional debt in the coming fiscal year. Detailed debt service payment schedules are located in the schedules section of this document.

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

DISCRETIONARY SALES SURTAX REVENUE DEBT SERVICE FUND

This debt service fund is 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 and the final payment was made on April 1, 2017.

DISCRETIONARY SALES SURTAX REVENUE DEBT SERVICE REVENUES

Code: 230010

Account	FY 16/17	FY 17/18	FY 18/19	Amended FY 19/20	FY 19/20	FY 20/21
<u>Number</u> <u>Description</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Projected</u>	<u>Budget</u>
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 EXPENDITURE

Code: 230051

Account	FY 16/17	FY 17/18	FY 18/19	Amended FY 19/20	FY 19/20	FY 20/21
<u>Number</u> <u>Description</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Projected</u>	<u>Budget</u>
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

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

STORMWATER UTILITY REVENUE DEBT SERVICE FUND

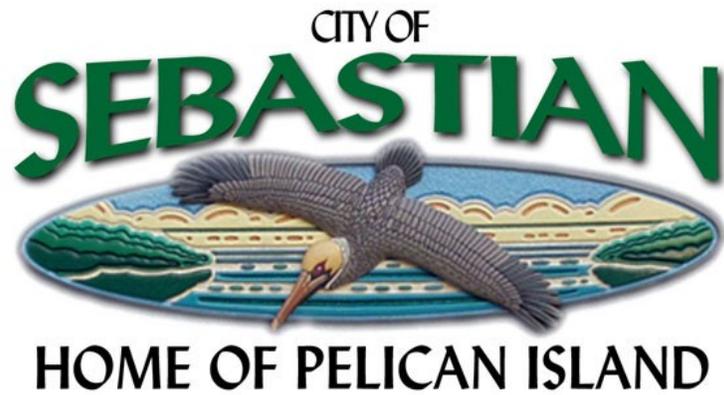
This debt service fund was used to record debt service payments associated with the Stormwater Utility Revenue Bonds, Series 2003. The stormwater utility tax backed revenue bonds were for nineteen (19) years. The Bonds were refinanced using Bank Notes on December 18, 2013. The debt proceeds were used to improve the stormwater system according to the adopted stormwater master plan.

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

Account				Amended			
Number	Description	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 19/20	FY 20/21
		Actual	Actual	Actual	Budget	Projected	Budget
MISCELLANEOUS REVENUE							
361100	Interest Income	1,316	3,771	5,464	3,500	2,500	1,000
TOTAL MISCELLANEOUS REVENUE		1,316	3,771	5,464	3,500	2,500	1,000
NON-REVENUE SOURCES							
381130	Interfund Trfr from 130 DST	402,963	403,792	403,792	402,914	402,914	400,961
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	400,961
TOTAL DEBT SERVICE FUND		404,279	407,563	409,256	406,414	405,414	401,961

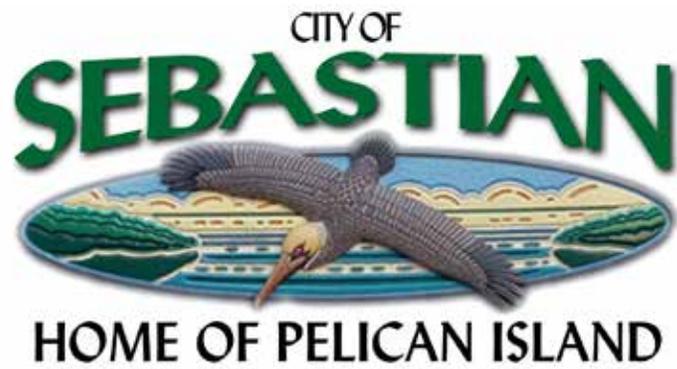
STORMWATER UTILITY REVENUE BONDS/NOTES DEBT SERVICE FUND - EXPENDITURES Code: 263051

Account				Amended			
Number	Description	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 19/20	FY 20/21
		Actual	Actual	Actual	Budget	Projected	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	0	0
909990	Unappropriated	1,921	3,485	5,597	4,276	3,276	1,432
TOTAL DEBT SERVICE		404,279	407,563	409,256	406,414	405,414	401,961
TOTAL DEBT SERVICE FUND		404,279	407,563	409,256	406,414	405,414	401,961



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

CAPITAL PROJECT FUNDS



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CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

CAPITAL PROJECT FUNDS

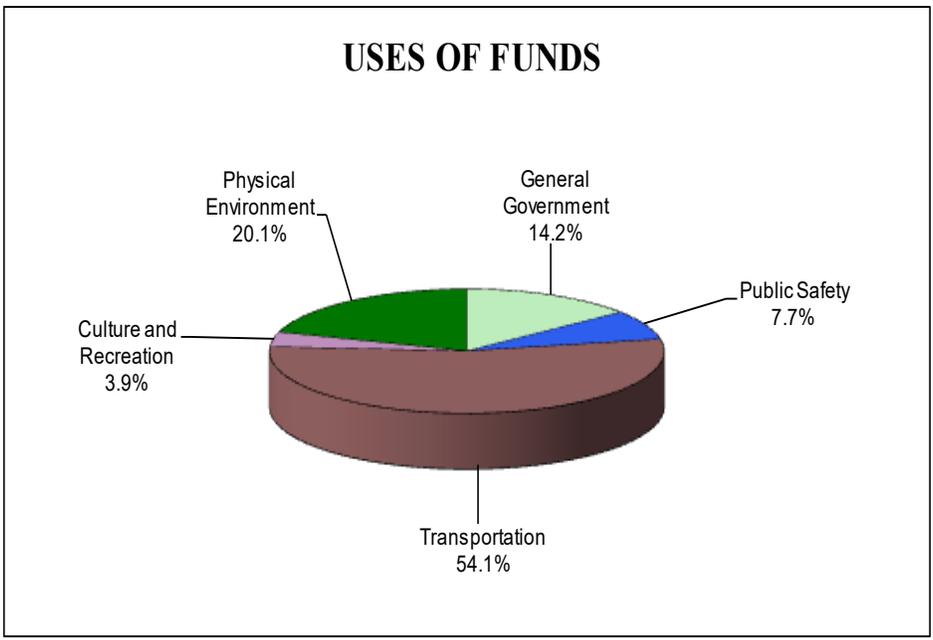
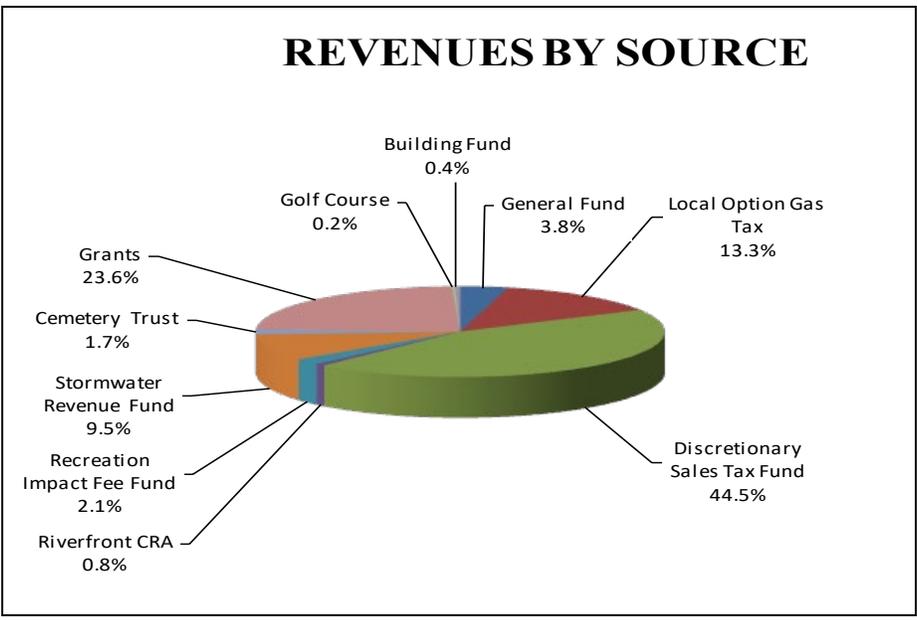
INTRODUCTION

Capital improvements include streets, buildings, building improvements, new parks, park expansions/improvements, airport runways, infrastructure improvements, and major, one-time acquisitions of equipment. Projects in the Capital Improvement Program generally cost more than \$50,000 and last at least five years but lesser capital items may also be included when they are funded by Special Revenue Funds. This section of the annual budget document consists of information on all capital improvement projects that are scheduled for Fiscal Year 2020-21.

The Capital Projects Funds include all of the City's "Pay as you go", grant and loan funded capital improvement projects. Funding for Fiscal Year 2020-21 projects is provided from General Fund, Local Option Gas Tax (LOGT), Discretionary Sales Tax (DST), Recreation Impact Fees, Stormwater Fees, Airport revenues , Building Fund and Grants. Project expenditures are accounted for in Capital Project Funds and the Airport Project Fund, but they are presented in a consolidated manner in the budget document to facilitate review of capital projects as a whole. Any projected operating costs associated with the Fiscal Year 2020-21 projects are programmed in the respected department/division's operating budget. The details of each project and projected operating costs associated with each one can be found on the pages following the summary information. For further information regarding the basis for calculating projected operating costs and for summary information by Fund is also provided. Generally, there are savings in increased efficiency, lower liability (risk) and from maintenance on the items being replaced in the years immediately following the acquisition. Then as the savings decline and additional maintenance is required on the new items, the net impact on operating cost significantly escalates.

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

CAPITAL IMPROVEMENT FUND SOURCES AND USES OF FUNDS FOR FISCAL YEAR 2020 – 2021



CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

CAPITAL IMPROVEMENT FUNDING SOURCES AND EXPENDITURES FOR FISCAL YEAR 2020 – 2021

	General	Local	Community	Recreation	Stormwater	Grants/ Bank Note	Golf	Cemetery	Building	Total	
	Fund	Option Gas Tax	DST	Redevelopment Agency							Impact Fees
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	
Parks Division Vehicles	34,000									34,000	
Playground Improvements					70,000					70,000	
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	\$ 120,000	\$ 542,050	\$ 1,344,301	\$ 14,000	\$ 99,500	\$ 24,000	\$ 5,694,929

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FOR FISCAL YEAR 2020 – 2021

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 <u>after</u> constant review is no longer needed.						
Project Costs:						Project	
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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.						
Project Costs:						Project	
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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.						
Project Costs:						Project	
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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.						
Project Costs:						Project	
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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 2020/2021 ANNUAL BUDGET

GENERAL GOVERNMENT - MIS DIVISION (CONTINUED)

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:						Project	
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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:						Project	
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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 infrastructure in order to continue to provide services. This includes switches, servers and other needed infrastructure.						
Project Costs:						Project	
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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 unforeseeable needs.						

POLICE DEPARTMENT – ROAD PATROL DIVISION

Project Name:	COPE Vehicles Graphic Wrap	Project Description:					
Funding Source:	General Fund	Providing Graphic Wrap for Small Trailer and COPE Vehicles.					
Justification:	Having graphic wrap on these COPE vehicles is believed to be in line with the Police Department's outreach philosophy.						
Project Costs:						Project	
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$5,000	\$0	\$0	\$0	\$0	\$0	\$5,000
Operating Impact:							
	\$0	(\$1,100)	(\$600)	(\$100)	\$400	\$600	(\$800)
Project Pricing:	Written quotes obtained.						

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

POLICE DEPARTMENT – ROAD PATROL DIVISION (CONTINUED)

Project Name:	Police Vehicles	Project Description:					
Funding Source:	Discretionary Sales Tax	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)					
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:						Project	
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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.						

Project Name:	Police Road Patrol Equipment	Project Description:					
Funding Source:	General Fund	20/21 8 SRT Ballistic 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:						Project	
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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	Project Description:					
Funding Source:	General Fund	PENLINK Server (3K); Surveillance Equipment (7.6K).					
Justification:	The surveillance equipment will provide equipment necessary for surveillance operations.						
Project Costs:						Project	
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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.						

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

COMMUNITY DEVELOPMENT DEPARTMENT

Project Name:	Harrison Street Park Plaza	Project Description:					
Funding Source:	Discretionary Sales Tax	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:						Project Total	
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	
	\$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.						

Project Name:	N. Central Avenue Event Plaza	Project Description:					
Funding Source:	Discretionary Sales Tax	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:						Project Total	
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	
	\$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	Project Description:					
Funding Source:	Community Redevelopment Agency	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:						Project Total	
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	
	\$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.						

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

COMMUNITY DEVELOPMENT DEPARTMENT (CONTINUED)

Project Name:	Tree Protection Plan	Project Description:				
Funding Source:	Discretionary Sales Tax	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:						Project
<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
\$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.					

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:						Project
<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
\$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.					

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 currently has 2 in operation.				
Justification:	The sign shop personnel 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 programmed 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:						Project
<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
\$46,510	\$0	\$0	\$0	\$0	\$0	\$46,510
Operating Impact:						
\$0	(\$7,907)	(\$6,046)	(\$4,186)	(\$2,326)	(\$465)	\$0
Project Pricing:	Quote by Traffic Logix is \$14,990.00, Radar Signs Inc. is \$31,520.00.					

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

ROADS DEPARTMENT (CONTINUED)

Project Name:	Update City Street Signs	Project Description:
Funding Source:	Local Option Gas Tax	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:							Project
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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	Project Description:
Funding Source:	Local Option Gas Tax	Crack Sealing, Double Microsurfacing, Cape Sealing and 2" Overlay for City Streets programmed by City's Pavement Management Consultant.

Justification: The street payment 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:							Project
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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	Project Description:
Funding Source:	Discretionary Sales Tax	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:							Project
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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 2020/2021 ANNUAL BUDGET

ROADS DEPARTMENT (CONTINUED)

Project Name:	Sidewalk Replacement	Project Description:					
Funding Source:	Local Option Gas Tax	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:						Project	
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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	Project Description:					
Funding Source:	General Fund	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 significant 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:						Project	
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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	Project Description:					
Funding Source:	Local Option Gas Tax	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:						Project	
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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 2020/2021 ANNUAL BUDGET

PUBLIC FACILITIES – FLEET DIVISION

Project Name:	Fleet Division Equipment	Project Description:				
Funding Source:	General Fund	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.					
Project Costs:						Project
<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
\$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	Project Description:				
Funding Source:	Cemetery Trust Fund	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.					
Project Costs:						Project
<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
\$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.					

Project Name:	Cemetery Grounds Improvements	Project Description:				
Funding Source:	Cemetery Trust Fund	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:						Project
<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
\$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.					

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

PUBLIC FACILITIES – CEMETERY DIVISION (CONTINUED)

Project Name:	Cemetery Driveway Resurfacing	Project Description:					
Funding Source:	Cemetery Trust Fund	Project will rehabilitate the Cemetery's asphalt driveways.					
Justification:	The Cemetery driveways are eroding and require resurfacing.						
Project Costs:						Project	
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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	Project Description:					
Funding Source:	Cemetery Trust Fund	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:						Project	
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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 experience with installing previous columbariums.						

Project Name:	Bench Seats and Monuments	Project Description:					
Funding Source:	General Fund	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:						Project	
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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.						

PUBLIC FACILITIES – FACILITIES MAINTENANCE DIVISION

Project Name:	Facility Maintenance Equipment	Project Description:					
Funding Source:	General Fund	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.						
Project Costs:						Project	
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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.						

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

PUBLIC FACILITIES – FACILITIES MAINTENANCE DIVISION (CONTINUED)

Project Name:	Facility Maintenance Vehicles	Project Description:					
Funding Source:	Discretionary Sales Tax	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.						
Project Costs:						Project	
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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	Project Description:					
Funding Source:	General Fund	20/21 Replace Public Facilities Storage Shed roof (6.8K).					
Justification:	The Public Facilities Storage Shed has corroded and failing metal roofing panels.						
Project Costs:						Project	
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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:	Maintenance Equipment	Project Description:					
Funding Source:	General Fund	FY 20-21 Replace Mower (13K); Purchase Utility Vehicle (16K). FY 21-22 Replace Mower (13K). 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:						Project	
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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.						

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

LEISURE SERVICES DEPARTMENT (CONTINUED)

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:						Project	
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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:	Parks Division Vehicles	Project Description:					
Funding Source:	General Fund	FY 20-21 1/2 Ton Extended Cab Pickup (34K). FY 22-23 1/2 Ton Extended Cab Pickup (34K). FY 23-24 1/2 Ton Extended Cab Pickup (34K). 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:						Project	
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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: 20-21 Filbert St. Playground. 21-22 Easy Street Park 22-23 Blossom Playground 23-24 Creative Playground 24-25 Bryant Court Park 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:						Project	
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$70,000	\$40,000	\$40,000	\$110,000	\$40,000	\$80,000	\$380,000
Operating Impact:	\$0	(\$12,600)	(\$10,000)	(\$1,800)	(\$2,000)	\$22,200	(\$4,200)
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 2020/2021 ANNUAL BUDGET

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.						
Project Costs:						Project	
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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.						
Project Costs:						Project	
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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.						
Project Costs:						Project	
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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 2020/2021 ANNUAL BUDGET

STORMWATER FUND (CONTINUED)

Project Name:	Stormwater Equipment	Project Description:					
Funding Source:	Stormwater Utility Fund	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:						Project	
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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 Superintendent.						

Project Name:	Stormwater Heavy Equipment	Project Description:					
Funding Source:	Stormwater Utility Fund	FY 20-21 Lowboy Tractor & Trailer (165K). FY 23-24 311 Excavator (225K).					
Justification:	Heavy equipment replacements for Stormwater maintenance program.						
Project Costs:						Project	
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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 Superintendent.						

Project Name:	Slip Lining	Project Description:					
Funding Source:	Discretionary Sales Tax	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:						Project	
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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	Project Description:					
Funding Source:	Stormwater Utility Fund	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:						Project	
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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 2020/2021 ANNUAL BUDGET

STORMWATER FUND (CONTINUED)

Project Name:	Canal Restoration	Project Description:					
Funding Source:	Discretionary Sales Tax Fund	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:						Project	
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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.						

GOLF COURSE

Project Name:	Irrigation Software Upgrade	Project Description:					
Funding Source:	Golf Course	Upgrade the Irrigation Computer Software (14K).					
Justification:	The irrigation computer software system is over 19 years old. The computer and software crashed twice now. Hector Turf techs saved the system but assure us that eventually it will not be able to be saved. The software and irrigation computer are critical to controlling and programming the 930 irrigation rotors on the golf course. Quote includes: software/hardware upgrade, radio-interface upgrade & tech support.						
Project Costs:						Project	
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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.						

AIRPORT FUND

Project Name:	Construct Taxi Lane	Project Description:					
Funding Source:	90% FAA Grant \$519,338. 5% FDOT Grant \$24,963. 5% Matching Requirements from Discretionary Sales Tax \$24,963.	Construction of Taxi Lane leading from future site for square hangars to Taxiway Alpha.					
Justification:	This is in conjunction with the eventual development of a site for square hangars.						
Project Costs:						Project	
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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.						

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

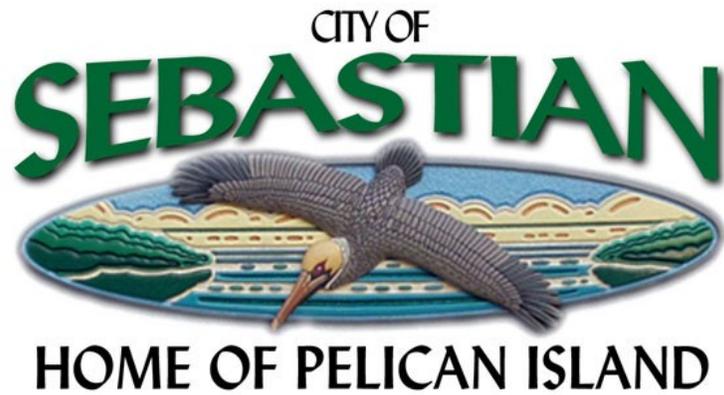
AIRPORT FUND (CONTINUED)

Project Name:	Establish Sewer Service	Project Description:				
Funding Source:	80% FDOT Grant \$800,000. 20% Matching Requirements from Discretionary Sales Tax \$200,000.	Connect to anticipated County extension of sewer main to provide sewer service on west side of Airport.				
Justification:	This will enable sewer service to the planned Public Facilities Compound.					
Project Costs:						Project Total
<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	
\$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.					

BUILDING FUND

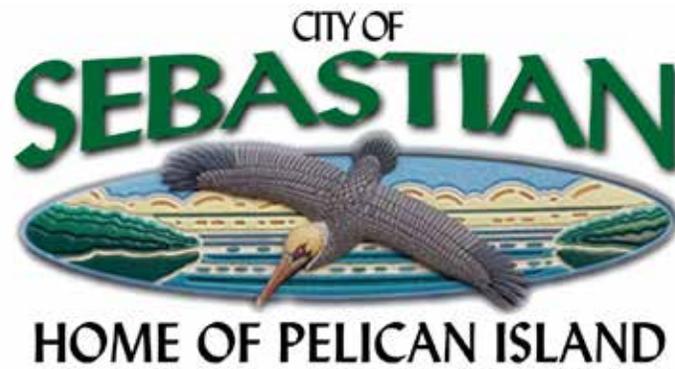
BUILDING FUND

Project Name:	Front Counter Renovations	Project Description:				
Funding Source:	Building Fund	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:						Project Total
<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	
\$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.					



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

ENTERPRISE FUNDS



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CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

MUNICIPAL GOLF COURSE

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

GOLF COURSE SUMMARY OF REVENUE / EXPENSES

<u>Description</u>	Amended					
	FY 16/17 <u>Actual</u>	FY 17/18 <u>Actual</u>	FY 18/19 <u>Actual</u>	FY 19/20 <u>Budget</u>	FY 19/20 <u>Projected</u>	FY 20/21 <u>Budget</u>
Total Revenues	\$ 1,299,655	\$ 1,501,945	\$ 1,406,022	\$ 1,550,828	\$ 1,546,378	\$ 1,503,081
Total GC Administration Division	762,632	955,566	669,768	768,198	768,715	749,484
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	150,693
Total Expenses	1,743,660	1,632,202	1,335,211	1,550,828	1,546,378	1,503,081
Change in Unrestricted Reserves	\$ (444,006)	\$ (130,257)	\$ 70,812	\$ -	\$ 0	\$ -

GOLF COURSE FUND REVENUE

Code: 410010

The Fiscal Year 2020-2021 adopted budget for Golf Course fund revenue is \$ 1,503,081. This compares to the 2019-2020 projected revenue of \$ 1,546,378, a decrease of \$ 43,297, or -2.8%.

<u>Description</u>	Amended						
	FY 16/17 <u>Actual</u>	FY 17/18 <u>Actual</u>	FY 18/19 <u>Actual</u>	FY 19/20 <u>Budget</u>	FY 19/20 <u>Projected</u>	FY 20/21 <u>Budget</u>	<u>Difference</u>
Charges for services	\$ 1,058,936	\$ 1,257,047	\$ 1,400,898	\$ 1,440,828	\$ 1,435,168	\$ 1,503,081	\$ 67,913
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	\$ 1,503,081	\$ (43,297)

Fiscal Year 2020-21 Adopted Budget:

Major Current Level Changes from 2019-20 Projected Revenue	<u>Difference</u>
1. Charges for services - Increase due to anticipated additional membership fees and additional rounds played.	\$ 67,913
2. Non-operating revenues - Decrease due to no transfers in from other funds.	\$ (111,210)

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

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	FY 20/21 Budget
CHARGES FOR SERVICES							
347501	Green Fees	321,373	408,307	448,684	455,185	455,185	473,960
347502	Cart Rentals	497,137	573,552	643,304	650,133	650,133	672,000
347510	Driving Range Fees	34,653	41,141	45,651	46,500	46,500	47,200
347512	Club Storage Fees	2,674	2,795	3,175	3,252	3,252	3,252
347513	Club Rentals Fees	1,844	2,626	2,752	3,100	2,400	2,600
347521	Membership Fees	84,412	84,877	96,306	103,500	102,000	117,897
347522	Handicap Fees	4,380	4,500	4,940	6,480	5,298	5,500
347523	Resident Card Fees	27,633	30,047	32,244	33,178	32,300	34,000
347530	Non-Taxable Sales	29	26	38	40	40	40
347540	Pro Shop Sales	43,930	81,460	87,462	100,000	100,000	108,172
362100	Rents and Royalties	26,999	17,592	27,463	30,000	30,000	30,000
366000	Contributions & Donations	9,090	0	0	0	0	0
369400	Reimbursements	0	5,139	5,206	3,000	3,000	3,000
369900	Other Miscellaneous Revenues	1,732	1,925	1,124	2,000	2,000	2,000
369941	Sales Tax Commissions	360	360	360	360	360	360
369945	Pro Lesson Fees	2,476	2,441	2,113	4,000	2,600	3,000
369995	Cash Over/Short	216	260	75	100	100	100
TOTAL CHARGES FOR SERVICES		1,058,936	1,257,047	1,400,898	1,440,828	1,435,168	1,503,081
NON-OPERATING REVENUE							
334451	FDOT JPA Revenue	0	50,000	0	0	0	0
361100	Interest Earnings	(1,573)	(3,403)	3,570	0	0	0
364100	Sale of Fixed Assets	111,652	48,605	1,512	0	1,005	0
365000	Sale of Surplus	0	0	43	0	205	0
381001	Interfund Transfer from 001 GF	78,823	11,320	0	0	0	0
381130	Interfund Transfer from Fund 130	51,816	138,375	0	110,000	110,000	0
381148	Interfund Transfer from Fund 480	0	0	0	0	0	0
TOTAL NON-OPERATING REVENUE		240,719	244,897	5,124	110,000	111,210	0
TOTAL GOLF COURSE REVENUES		1,299,655	1,501,945	1,406,022	1,550,828	1,546,378	1,503,081
USE OF UNRESTRICTED RESERVES		444,005	130,257	0	0	0	0
TOTAL GOLF COURSE SOURCES		1,743,660	1,632,202	1,406,022	1,550,828	1,546,378	1,503,081

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

GOLF COURSE ADMINISTRATION

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

FISCAL YEAR 2020 ACCOMPLISHMENTS

- ✓ 53,000+ rounds, 5,000 round increase from Fiscal 2018-19.
- ✓ \$1.5 million in revenue, over \$100,00 increase from Fiscal 2018-19
- ✓ \$101,540 from Annual Membership, \$5,000 increase from Fiscal 2018-19.
- ✓ \$5,390 USGA Handicap Fee revenue, \$450 increase from Fiscal 2018-19.
- ✓ \$32,337 in Discount Card sales.
- ✓ \$52,000 in Driving Range sales, \$5,000 increase from Fiscal 2018-19.
- ✓ On track to reach \$100,000 in golf shop sales, \$10,000 increase from Fiscal 2018-19.
- ✓ \$3,000 in Professional lessons.
- ✓ \$30,000 in Rents & Royalties
- ✓ New tees installed on holes 1, 3, 8, 9, 10 & 15.
- ✓ During height of Covid-19 outbreak, kept golf course open with 6 total employees during the months of April & May.
- ✓ Organized and conducted over 12 charitable golf tournaments and also hosted multiple leagues, traveling groups and corporate outings throughout the Fiscal year.
- ✓ Changed the Sebastian Amateur to a Two-Person Team Championship, which resulted in a 50% increase compared to last Fiscal year's Sebastian Amateur numbers.
- ✓ 9th Annual Michael Nichols Memorial resulted in raising \$5,000 which was split between the Alex Nichols Trust Fund and The Leukemia & Lymphoma Society.
- ✓ Over 250 juniors participated in after school and weekend golf clinics through the Indian River Golf Foundation.

FISCAL YEAR 2021 GOALS & OBJECTIVES

- Strive to continue, improve and instill quality unsurpassed customer service.
- Strive for 55,000 rounds and 1.5 million in total revenue.
- Continue to offer a fully-stocked discount golf shop, complete with quality merchandise and competitive prices while fulfilling the needs of our customers.
- In order to ensure a high degree of repeat play from customers, continue to offer a variety of weekly leagues, tournaments and special events.
- In order to promote the game of golf, thus ensuring addition play from customers, continue to offer clinics, lessons and other events to entry level, as well as seasoned, golfers.
- Continue to place constant attention on all facilities and grounds, ensuring all areas are well-maintained and presentable to the public, with the goal of exceeding the public's expectations, especially when related to all golf course grounds including greens, tees, fairways, etc.

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

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	134	136	158
Single Resident	69	67	76	80	78
Family Resident	50	56	58	56	80
Resident/Discount Cards	657	643	690	710	710
TOTAL ANNUAL FEES SOLD	776	766	824	846	868
Annual Fee Rounds	8,067	8,013	9,345	9,500	9,500
Daily Fee Rounds	29,243	33,919	36,471	45,500	40,500
TOTAL NUMBER OF ROUNDS PLAYED	37,310	41,932	45,816	55,000	50,000

GOLF COURSE ADMINISTRATION PROGRAM BUDGET DESCRIPTION

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>19/20</i>	<i>20/21</i>	
30.00%	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%	20.00%	Pro Shop - Provide friendly, consistent quality service to the public. The result of this direct contact combined with the amenities offered, produces customer satisfaction.
20.00%	20.00%	Control of Course Play - Provide for orderly starting of play, speed and flow of play, and prevention of free play and abuse to golf course grounds, to enhance the enjoyment of the game as well as promoting return play.
30.00%	20.00%	Golf Course Administration - Supervise all Golf Course operations, preparation of budget, supervision of capital improvement programs.
10.00%	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%	100.00%	

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

GOLF COURSE ADMINISTRATION BUDGET SUMMARY

The Fiscal Year 2020-2021 adopted budget for Golf Course Administration is \$ 749,484. This compares to the 2019-2020 projected expenses of \$ 768,715, a decrease of \$ 19,231, or -2.5%

	Amended						Difference
	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 19/20	FY 20/21	
	Actual	Actual	Actual	Budget	Projected	Budget	
Personal Services	\$ 272,260	\$ 258,649	\$ 276,996	\$ 294,675	\$ 281,388	\$ 297,243	\$ 15,855
Operating Expenses	349,079	385,878	373,277	375,156	362,760	378,875	16,115
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	\$ 749,484	\$ (19,231)

Fiscal Year 2020-21 Adopted Budget:

Major Current Level Changes from Fiscal Year 2019-20 Projected Expenses:

	<u>Difference</u>
1. Personal Services - Increase due to longevity increase and having positions full all year.	\$ 15,855
2. Operating Expenses - Increase due to additional maintenance, utility, and dues costs.	\$ 16,115
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				Projected Expense 19/20	Budget 20/21
		Amended					
		18/19	19/20	19/20	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	17,218
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	4,685
Additional Compensation						-	-
Total Personal Services						\$ 281,388	\$ 297,243

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

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	FY 20/21 Budget
PERSONAL SERVICES:							
511200	Regular Salaries	191,322	175,084	194,053	214,850	207,500	223,000
511300	Temporary Salaries	12,002	13,164	11,182	0	0	0
511400	Overtime	937	1,654	1,329	1,500	2,000	2,500
511500	Lesson Bonus	1,133	923	938	3,000	2,000	2,000
512100	FICA Taxes	14,606	14,591	15,042	16,505	16,000	17,218
512225	Deferred Compensation	13,597	13,596	14,115	14,670	14,700	15,728
512301	Group Health Insurance Premium	13,557	27,583	29,162	30,907	27,365	24,080
512305	Dependant Health Ins Premium	13,066	0	0	0	0	0
512307	Health Reimbursement Account	8,169	8,441	6,919	8,000	8,000	8,000
512309	Employee Assistance Program	110	0	32	32	32	32
512400	Worker's Comp Insurance	3,668	3,560	4,225	4,761	3,791	4,685
512600	OPEB Accrued Expense	55	55	0	0	0	0
512700	Additional Compensation	39	0	0	450	0	0
TOTAL PERSONAL SERVICES		272,260	258,649	276,996	294,675	281,388	297,243
OPERATING EXPENSES:							
347541	Cost of Sales-Pro Shop	32,320	59,803	64,066	70,000	70,000	70,000
533100	Professional Services	2,543	2,607	3,373	3,250	3,200	3,300
533200	Audit Fees	3,040	3,350	3,298	3,294	3,294	3,593
533201	Admin Services provided by GF	96,000	93,000	88,350	97,185	97,185	106,065
533400	Other Contractual Services	7,996	11,975	4,719	4,000	250	250
533420	Pest/Weed Control	450	2,078	1,397	890	890	890
533440	Electronic Security Services	658	454	359	360	0	0
534101	Telephone	3,551	3,901	3,651	4,635	3,850	3,936
534105	Cellular Telephone	303	297	267	300	290	300
534110	Internet Access	789	765	387	30	475	430
534120	Postage	68	15	90	50	50	50
534310	Electric	26,945	16,408	9,149	11,000	9,500	9,500
534320	Water/Sewer	8,849	13,768	9,389	11,000	11,000	11,550
534420	Equipment Leases	952	936	927	1,000	705	600
534445	Airport Property Lease	100,000	106,000	106,000	106,000	106,000	106,135
534500	Insurance	6,835	8,442	9,183	9,250	8,226	11,717
534501	Claims	5,058	0	0	0	0	0
534610	R & M - Buildings	3,388	11,407	14,388	7,001	2,000	3,000
534630	R & M - Office Equipment	465	648	813	800	800	989
534640	R & M - Operating Equipment	0	461	0	0	0	0
534685	R & M - Grounds Maintenance	5,880	3,986	0	0	0	0
534845	Golf Course Promotions	4,412	199	0	0	0	0
534846	Golf Course Advertising	4,996	2,571	560	3,000	2,000	2,000
535200	Departmental Supplies	2,708	2,002	1,835	2,600	2,500	2,500
535205	Bank Charges	22,106	29,156	34,914	30,000	30,000	30,000
535210	Computer Supplies	25	0	0	0	0	0
535220	Cleaning Supplies	3,775	1,924	4,583	3,500	4,000	4,500
535230	Small Tools and Equipment	149	0	0	0	0	0
535270	Uniforms and Shoes	987	0	0	0	0	500
535410	Dues and Memberships	510	1,351	512	0	0	525
535710	Non-Ad Valorem Tax	3,322	8,374	11,065	6,011	6,545	6,545
TOTAL OPERATING EXPENSES		349,079	385,878	373,277	375,156	362,760	378,875
CAPITAL OUTLAY:							
606220	Building Improvements	45,463	236,366	0	0	0	0
606400	Vehicles and Equipment	7,857	20,491	10,892	0	0	0
606900	Infrastructure	21,697	47,063	0	60,000	60,000	0
TOTAL CAPITAL OUTLAY		75,018	303,920	10,892	60,000	60,000	0
NON-OPERATING EXPENSES							
909101	Interfund Trfr to 001 GF	0	0	0	0	26,201	35,000
909480	Interfund Trfr to 480 Bldg	4,544	7,118	8,604	38,367	38,366	38,366
909541	Intrafund Trfr to GC Capital	61,731	0	0	0	0	0
TOTAL NON-OPERATING EXPENSES		66,275	7,118	8,604	38,367	64,567	73,366
TOTAL GOLF COURSE ADMINISTRATION		762,632	955,566	669,768	768,198	768,715	749,484

GOLF COURSE GREENS DIVISION

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

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

- ✓ New tees installed on holes 1, 3, 8, 9, 10, and 15.
- ✓ All other tees were fraise-mowed in the summer of 2020.
- ✓ All daily, weekly, and monthly course maintenance items addressed on schedule.
- ✓ Numerous compliments from golfers, specifically on greens and fairways.

FISCAL YEAR 2021 GOALS AND OBJECTIVES

- Maintain an excellent working relationship with our golf course maintenance provider, International Golf Maintenance, Inc. and always keep lines of communication open and available with the Head Golf Course Superintendent and staff.
- Strive to maintain entire golf course in the best shape possible, with heavy emphasis on green speed and ball roll on greens.
- Monitor all equipment selections, usage, and maintenance in order to make certain that the equipment is in the best possible working conditions and hydraulic leaks are kept to a minimum if any at all.
- Continue to meet with the Superintendent and/or Assistant Superintendent daily to address any and all concerns, discuss upcoming events, etc.
- Maintain an aggressive sand top-dress program on tees, specifically perimeters of tees in order to keep tees level.
- Look at areas on the golf course that can always be improved and look for ways to improve areas as economically and efficiently as possible.

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

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

GOLF COURSE GREENS PROGRAM BUDGET DESCRIPTION

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>19/20</i>	<i>20/21</i>	
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 adopted 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%.

	Amended						
	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 19/20	FY 20/21	Difference
	Actual	Actual	Actual	Budget	Projected	Budget	
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 Adopted 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.	\$ -

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

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

CAPITAL OUTLAY SCHEDULE

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

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

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

GOLF COURSE CARTS DIVISION

The Golf Course Carts Division many times provides the first and last contact with customers. They maintain golf carts in operational and clean condition for customers, 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

- ✓ Maintained, performed preventative maintenance and constantly cleaned 80 golf carts (480 batteries, 320 tires & grease fittings).
- ✓ Maintained range cart and all accessories that go with range (range balls, back stands, club washers, etc.)
- ✓ Maintained the following areas in order to look clean and presentable to customers: starter station, ice & water shed, bag storage room, cart barn, cart wash area and bag drop area.
- ✓ Golf carts served double, possibly triple usage during months of April through August, due to single-cart Covid-19 policy.
- ✓ Provided over 6,000 range balls to add to existing inventory.
- ✓ New range ball dispenser installed.

FISCAL YEAR 2021 GOALS AND OBJECTIVES

- Continue to offer quality, unsurpassed customer service, always greeting customers with a smile and simply asking “what can we do to make your day better at SMGC?”
- Continue to maintain cart fleet, obviously with special attention to batteries, tires, grease fittings and overall cleanliness.
- Strive to make areas around golf course clubhouse visually appealing and clean, including areas around starter station, ice and water shed, cart barn and driving range tee.
- Continue to provide a ranger on the golf course during peak periods.
- Continue to offer a quality range ball which does not impact expenses.
- Look into a cost-effective method to provide improved drainage on driving range and adjacent hole #9.

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%	

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

GOLF COURSE CARTS DIVISION BUDGET SUMMARY

The Fiscal Year 2020-2021 adopted budget for Golf Course Carts Division is \$ 150,693. This compares to the 2019-2020 projected expenses of \$ 150,040, an increase of \$ 653, or .44%.

	FY 16/17	FY 17/18	FY 18/19	Amended		FY 20/21	Difference
	Actual	Actual	Actual	FY 19/20 Budget	FY 19/20 Projected	Budget	
Personal Services	\$ 85,297	\$ 89,401	\$ 91,582	\$ 96,347	\$ 92,505	\$ 92,358	\$ (147)
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	\$ 150,693	\$ 653

Fiscal Year 2020-21 Adopted 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.	\$ (147)
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				Projected Expense	Budget
		18/19	19/20	Amended		19/20	20/21
				19/20	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	6,319
Employee Assistance Program						0	0
Worker's Compensation						1,530	1,789
Total Personal Services						\$ 92,505	\$ 92,358

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

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

GOLF COURSE CARTS DIVISION

Code: 410130

Account <u>Number</u>	<u>Description</u>	<u>FY 16/17</u> <u>Actual</u>	<u>FY 17/18</u> <u>Actual</u>	<u>FY 18/19</u> <u>Actual</u>	<u>Amended</u> <u>FY 19/20</u> <u>Budget</u>	<u>FY 19/20</u> <u>Projected</u>	<u>FY 20/21</u> <u>Budget</u>
PERSONAL SERVICES							
511200	Regular Salaries	40,736	44,071	38,641	85,750	81,000	80,750
511300	Temporary Salaries	35,131	36,065	43,202	0	0	0
511400	Overtime	1,759	1,774	1,545	2,000	3,500	3,500
512100	FICA Taxes	5,910	6,067	6,358	6,678	6,475	6,319
512309	Employee Assistance Program	96	0	0	0	0	0
512400	Worker's Comp Insurance	1,665	1,425	1,835	1,919	1,530	1,789
TOTAL PERSONAL SERVICES		85,297	89,401	91,582	96,347	92,505	92,358
OPERATING EXPENSES							
533420	Pest/Weed Control	0	0	0	144	144	144
534610	R & M - Buildings	4,052	0	0	1,000	250	500
534640	R & M-Operating Equipment	538	504	959	500	500	1,000
535200	Departmental Supplies	79	433	342	300	250	250
535220	Cleaning Supplies	0	11	44	0	0	50
535230	Small Tools and Equipment	12	39	20	0	0	0
TOTAL OPERATING EXPENSES		4,681	987	1,365	1,944	1,144	1,944
CAPITAL OUTLAY							
606400	Vehicles and Equipment	313,152	0	0	0	0	0
TOTAL CAPITAL OUTLAY		313,152	0	0	0	0	0
NON-OPERATING EXPENSES							
707145	Principal - Golf Course Loan	0	0	0	51,768	51,768	53,602
707245	Interest - Golf Course Loan	5,370	8,105	6,394	4,623	4,623	2,789
TOTAL NON-OPERATING EXPENSES		5,370	8,105	6,394	56,391	56,391	56,391
TOTAL CARTS DIVISION		408,500	98,493	99,341	154,682	150,040	150,693

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

MUNICIPAL AIRPORT

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

<u>Description</u>	FY 16/17	FY 17/18	FY 18/19	Amended		FY 20/21
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Projected</u>	<u>Budget</u>
Total Revenues	\$ 528,952	\$ 498,017	\$ 570,814	\$ 574,374	\$ 554,809	\$ 563,570
Total Airport Administration	\$ 459,366	\$ 365,940	\$ 523,518	\$ 451,056	\$ 449,289	\$ 563,570
Change in Unrestricted Reserves	\$ 69,586	\$ 132,077	\$ 47,297	\$ 123,318	\$ 105,520	\$ -

AIRPORT FUND REVENUE

Code: 450010

The Fiscal Year 2020-2021 adopted budget for Airport fund revenue is \$ 563,570. This compares to the 2019-2020 projected Airport fund revenue of \$ 554,809, an increase of \$ 8,761 or 1.6%.

<u>Description</u>	FY 16/17	FY 17/18	FY 18/19	Amended		FY 20/21	Difference
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Projected</u>	<u>Budget</u>	
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	23,802	(3,736)
Total revenues and other sources	\$ 528,952	\$ 498,017	\$ 570,814	\$ 574,374	\$ 554,809	\$ 563,570	\$ 8,761

Fiscal Year 2020-21 Adopted Budget:

Major Current Level Changes from Fiscal Year 2019-20 Projected Revenue:

	<u>Difference</u>
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.	\$ (3,736)

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

AIRPORT REVENUE

Code: 450010

<u>Account Number</u>	<u>Description</u>	<u>FY 16/17 Actual</u>	<u>FY 17/18 Actual</u>	<u>FY 18/19 Actual</u>	<u>Amended FY 19/20 Budget</u>	<u>FY 19/20 Projected</u>	<u>FY 20/21 Budget</u>
OPERATING REVENUE							
344100	Fuel Sales	77,327	103,959	12,278	0	0	0
347541	Cost of Sales	(59,025)	(82,689)	(8,945)	0	0	0
362150	Nontaxable Rents	391	391	112,000	123,325	118,795	119,506
362100	Rents and Royalties	343,256	405,672	331,628	360,648	347,434	359,685
369900	Other Miscellaneous Revenues	60,363	60,034	60,091	60,040	60,789	60,289
369941	Sales Tax Commission	273	282	287	300	253	288
TOTAL OPERATING REVENUE		422,585	487,649	507,339	544,313	527,271	539,768
OTHER NON-OPERATING REVENUE:							
361100	Interest Earnings	1,284	(2,604)	(6,628)	0	3,250	1,065
364100	Sale of Fixed Assets	4,403	0	46,450	0	820	0
365000	Sale of Surplus Materials/Scrap	0	0	650	0	0	0
366000	Contributions & Donations	0	0	3,495	0	0	0
369400	Reimbursements	17,712	12,971	19,508	25,370	18,777	22,737
381001	Transfer from Fund 001 GF	28,040	0	0	4,691	4,691	0
381455	Transfer from Fund 455	54,927	0	0	0	0	0
TOTAL OTHER NON-OPERATING REVENUE		106,367	10,367	63,475	30,061	27,538	23,802
TOTAL AIRPORT REVENUES		528,952	498,017	570,814	574,374	554,809	563,570

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

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

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>19/20</i>	<i>20/21</i>	
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%	

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

AIRPORT BUDGET SUMMARY

The Fiscal Year 2020-2021 adopted budget for the Municipal Airport Administration is \$ 563,570. This compares to the 2019-2020 projected expenses of \$ 554,809, an increase of \$ 8,761 or 1.6%.

	FY 16/17	FY 17/18	FY 18/19	Amended		FY 20/21	Difference
	Actual	Actual	Actual	FY 19/20 Budget	FY 19/20 Projected	Budget	
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	313,182	37,784
Capital Outlay	27,340	-	45,751	52,421	49,281	-	(49,281)
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	\$ 563,570	\$ 8,761

Fiscal Year 2020-21 Adopted Budget:

Major Current Level Changes from Fiscal Year 2019-20 Projected Expenses:

	<u>Difference</u>
1. Personal Services - Increase due to anticipated increase in insurance expenses.	\$ 778
2. Operating Expenses - Increase due to additional services needed.	\$ 37,784
3. Capital Outlay - Decrease due to no capital outlay requested.	\$ (49,281)
4. Debt Service - Increase in repayment amount to General Fund.	\$ 125,000

PERSONAL SERVICES SCHEDULE

AIRPORT ADMINISTRATION

POSITION	PAY RANGE	FULL TIME EQUIVALENTS				Projected Expense 19/20	Budget 20/21
		18/19	19/20	Amended			
				19/20	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

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

AIRPORT ADMINISTRATION

Code: 450110

Account		FY 16/17	FY 17/18	FY 18/19	Amended FY 19/20	FY 19/20	FY 20/21
<u>Number</u> <u>Description</u>		<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Projected</u>	<u>Budget</u>
PERSONAL SERVICES							
511200	Regular Salaries	153,766	94,314	76,582	51,600	50,750	50,500
511400	Overtime	726	939	152	1,500	500	500
512100	FICA Taxes	11,070	7,334	7,830	4,054	3,924	3,920
512215	Clothing Allowance	120	240	240	240	240	240
512225	Deferred Compensation	13,413	8,985	9,379	3,161	2,995	2,958
512301	Group Health Insurance Premium	18,877	20,594	17,766	7,543	7,258	7,150
512305	Dependant Health Ins Premium	5,043	0	0	0	0	0
512307	Health Reimbursement Account	5,029	5,661	6,673	2,000	1,000	2,000
512309	Employee Assistance Program	68	0	32	16	18	16
512400	Worker's Comp Insurance	4,821	3,404	3,694	3,045	2,425	2,604
512600	OPEB Accrued Expense	29	29	0	0	0	0
512700	Additional Compensation	3,123	0	0	250	0	0
TOTAL PERSONAL SERVICES		216,084	141,500	122,346	73,409	69,110	69,888
OPERATING EXPENSES							
533200	Audit Fees	1,140	1,229	1,002	1,002	1,002	1,136
533201	Admin Services provided by GF	45,500	45,000	72,425	93,485	93,485	116,866
533400	Other Contractual Services	5,898	7,002	20,090	15,961	17,500	21,900
533420	Pest/Weed Control/Mowing	900	1,404	525	2,050	2,000	1,725
534000	Travel and Per Diem	1,335	622	891	1,100	800	1,200
534101	Telephone	4,159	4,645	3,733	5,340	2,330	2,340
534105	Cellular Phone	598	426	580	600	610	600
534110	Internet Access	729	835	644	630	830	870
534120	Postage	75	67	123	62	100	100
534130	Express Mail	60	58	150	200	100	100
534310	Electric	26,342	26,019	25,023	27,000	24,000	24,000
534320	Water/Sewer	2,910	2,972	3,351	3,250	5,000	4,250
534420	Equipment Leases	0	186	301	1,000	1,000	0
534500	Insurance	24,821	38,135	43,915	44,000	45,341	47,634
534610	R & M Buildings	3,581	13,219	17,977	10,000	18,000	31,875
534620	R & M-Vehicles	1,711	5,110	2,696	2,500	1,000	2,500
534625	R & M - Lighting	309	3,547	2,798	6,200	6,000	6,200
534630	R & M-Office Equipment	25	0	21	0	200	300
534635	R & M - Security Systems	0	0	0	1,500	6,000	3,950
534640	R & M-Operating Equipment	17,198	17,767	29,403	22,500	22,000	21,500
534681	R & M-Fencing	7,772	464	734	4,000	1,000	1,500
534685	R & M-Grounds Maintenance	1,973	1,837	311	3,000	3,500	2,000
534687	R & M-Runways and Taxiways	0	933	254	2,500	2,500	2,000
534700	Printing and Binding	118	245	158	100	100	500
534800	Promotional Activities	365	500	0	2,000	2,000	1,179
534825	Advertising Expenditures	0	0	3,687	1,933	900	900
534920	Legal Ads	284	0	409	400	0	0

- Continued -

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

Account		FY 16/17	FY 17/18	FY 18/19	Amended FY 19/20	FY 19/20	FY 20/21
<u>Number</u>	<u>Description</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Projected</u>	<u>Budget</u>
535200	Departmental Supplies	2,151	2,771	2,287	1,988	2,500	2,028
535205	Bank Charges	2,481	3,134	354	0	0	0
535210	Computer Supplies	1,560	1,561	105	650	250	500
535230	Small Tools and Equipment	4,063	821	2,059	1,500	2,000	2,000
535260	Gas and Oil	7,696	9,031	7,642	7,000	7,500	5,000
535270	Uniforms & Shoes	520	511	508	520	600	624
535275	Safety Equipment	0	14	0	500	200	500
535410	Dues and Memberships	330	330	330	330	330	330
535420	Books and Publications	0	0	0	200	50	200
535450	Training and Education	925	445	445	650	650	800
535710	Non-Ad Valorem Tax	13,911	14,147	25,346	4,075	4,020	4,075
TOTAL OPERATING EXPENSES:		181,442	204,988	270,276	269,726	275,398	313,182
CAPITAL OUTLAY:							
606200	Buildings	0	0	21,700	0	0	0
606300	IOTB	4,826	0	0	26,300	11,000	0
606310	IOTB - Fencing	0	0	0	0	0	0
606400	Vehicles and Equipment	22,514	0	24,051	26,121	38,281	0
TOTAL CAPITAL OUTLAY:		27,340	0	45,751	52,421	49,281	0
NON-OPERATING EXPENSES							
820100	Aids to Private Organizations	0	0	0	0	0	0
707146	Principal - DST Fund Advance	0	0	0	0	0	0
707246	Interest - DST Fund Advance	24,500	19,452	21,824	30,500	30,500	30,500
909101	Interfund Trfr to General Fund	10,000	0	0	25,000	25,000	150,000
909545	Intrafund Trfr to AP Capital	0	0	63,321	0	0	0
TOTAL NON-OPERATING EXPENSES		34,500	19,452	85,145	55,500	55,500	180,500
TOTAL AIRPORT ADMINISTRATION		459,366	365,940	523,518	451,056	449,289	563,570
OTHER FINANCING USES							
909990	Unappropriated	69,586	132,077	0	123,318	105,520	0
TOTAL EXPENDITURES AND OTHER USES		528,952	498,017	523,518	574,374	554,809	563,570

CAPITAL OUTLAY SCHEDULE

AIRPORT - TO BE FUNDED BY DISCRETIONARY SALES TAX						
<u>Description</u>	<u>EXPENDITURES PER FISCAL YEAR</u>					
	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	<u>TOTAL</u>
Construct Taxi Lane	\$ 24,963	\$ -	\$ -	\$ -	\$ -	\$ 24,963
Establish Sewer Service	200,000	-	-	-	-	200,000
Construct Square Hangars	-	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

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

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.

<u>Description</u>	FY 16/17	FY 17/18	FY 18/19	Amended FY 19/20	FY 19/20	FY 20/21
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Projected</u>	<u>Budget</u>
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	\$ (128,159)	\$ (382,375)	\$ 193,106	\$ 6,421	\$ 168,335	\$ 12,589

BUILDING DEPARTMENT REVENUE

Code: 480010

The Fiscal Year 2020-2021 adopted 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%.

<u>Description</u>	FY 16/17	FY 17/18	FY 18/19	Amended FY 19/20	FY 19/20	FY 20/21	<u>Difference</u>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Projected</u>	<u>Budget</u>	
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 Adopted Budget:

Major Current Level Changes from Fiscal Year 2019-2020 Projected Revenue:

	<u>Difference</u>
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

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

BUILDING DEPARTMENT REVENUE

Code: 480010

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

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

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.

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 2020/2021
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 Receipts processed and issued	1113	1103	1140	1150	1290

BUILDING DEPARTMENT PROGRAM BUDGET DESCRIPTION

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>19/20</i>	<i>20/21</i>	
8.00%	8.00%	Administration - The Director supervises the enforcement of all Florida Building Codes, including Sebastian City and Land Development Codes related to construction. Courtesy inspections are performed as needed. Reviews commercial plan review and projects that include Mechanical, Electrical or Plumbing details. Approval of all department expenditures and prepares the annual budget.
25.00%	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 - Performs plan review of all permit applications and building plans for code approval, including structural, electrical, plumbing and mechanical. Also includes the review of all zoning on residential building applications. Answers code questions for builders and general public related to plan review.
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 fictitious/corporation names. Process annual re-newal notices and issues new Business Tax Receipts.
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%	

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

BUILDING DEPARTMENT BUDGET SUMMARY

The Fiscal Year 2020-2021 adopted 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	FY 17/18	FY 18/19	Amended		FY 20/21	Difference
	Actual	Actual	Actual	FY 19/20 Budget	FY 19/20 Projected	FY 20/21 Budget	
Personal Services	\$ 454,375	\$ 531,760	\$ 593,833	\$ 656,691	\$ 612,647	\$ 730,760	\$ 118,113
Operating Expenses	117,477	104,038	100,861	155,652	122,412	152,389	\$ 29,977
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 Adopted 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.	\$ 118,113
2. Operating Expenses - Increase due primarily to increase in permitting software, trainings, and new code publications.	\$ 29,977
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				Projected Expense	Budget
			18/19	19/20	Amended		19/20	20/21
					19/20	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	19,159
	Employee Assistance Program						95	127
	Worker's Comp Insurance						6,951	9,373
	Additional Compensation						-	-
	Total Personal Services						\$ 612,647	\$ 730,760

CAPITAL OUTLAYS SCHEDULE

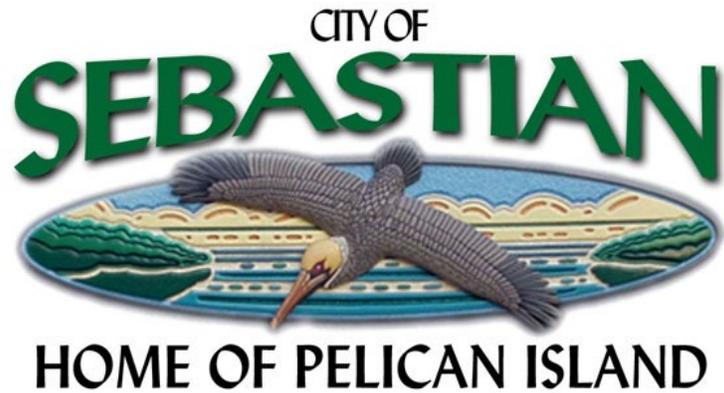
BUILDING DEPARTMENT	EXPENDITURES PER FISCAL YEAR						
	Description	2020/21	2021/22	2022/23	2023/24	2024/25	TOTAL
	Front Counter Renovations	\$ 24,000	\$ -	\$ -	\$ -	\$ -	\$ 24,000
		\$ 24,000	\$ -	\$ -	\$ -	\$ -	\$ 24,000

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

BUILDING DEPARTMENT

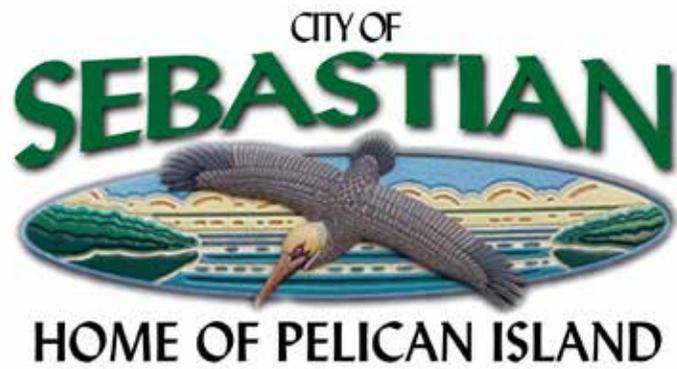
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Account Number	Description	FY 16/17 Actual	FY 17/18 Actual	FY 18/19 Actual	Amended FY 19/20 Budget	FY 19/20 Projected	FY 20/21 Budget
PERSONAL SERVICES							
511200	Regular Salaries	332,340	392,389	444,182	471,770	460,205	532,000
511300	Temporary Salaries	4,600	0	0	0	0	0
511400	Overtime	8,993	7,016	5,124	2,500	1,200	2,500
512100	FICA Taxes	25,271	29,300	32,129	36,767	34,600	40,944
512215	Clothing Allowance	240	350	360	480	570	720
512225	Deferred Compensation	29,676	34,665	37,572	41,977	39,590	45,722
512301	Group Health Insurance Premium	25,394	47,775	52,899	73,607	54,586	80,215
512305	Dependant Health Ins Premium	13,264	0	0	0	0	0
512307	Health Reimbursement Account	8,178	13,157	12,085	20,000	14,850	19,159
512309	Employee Assistance Program	116	0	95	111	95	127
512400	Worker's Comp Insurance	6,139	7,010	9,386	8,729	6,951	9,373
512600	OPEB Accrued Expense	97	97	0	0	0	0
512700	Additional Compensation	67	0	0	750	0	0
TOTAL PERSONAL SERVICES		454,375	531,760	593,833	656,691	612,647	730,760
OPERATING EXPENSES							
533200	Audit Fees	760	921	1,554	1,554	1,554	1,974
533201	Administrative Services Provided by GF	65,000	43,000	45,150	49,665	49,665	54,632
533400	Other Contractual Services	7,250	7,409	14,634	30,680	13,000	17,500
534000	Travel and Per Diem	775	1,450	885	1,350	900	1,400
534101	Telephone	373	404	408	420	420	420
534105	Cellular Telephone	1,757	1,986	2,289	2,940	2,500	2,880
534110	Internet Services	1,918	2,593	1,703	2,220	1,732	2,165
534120	Postage	1,135	1,184	1,328	850	950	1,000
534310	Electric	3,049	3,109	3,083	3,300	3,100	3,100
534320	Water / Sewer	275	278	283	300	300	315
534420	Equipment Leases	1,429	1,404	1,391	1,450	2,250	2,472
534500	Insurance	6,743	7,025	6,081	8,083	8,546	10,861
534620	R & M-Vehicles	1,002	3,644	3,167	5,000	2,000	5,000
534630	R & M - Office Equipment	15,079	15,249	9,418	32,500	24,350	32,250
534910	Clerk of Court Filing Fees	63	97	46	60	50	60
534920	Legal Ads	0	251	0	0	0	0
535200	Departmental Supplies	1,610	1,744	1,252	1,400	1,400	1,500
535210	Computer Supplies	2,357	197	826	3,985	2,000	2,460
535230	Small Tools and Equipment	363	131	194	200	150	450
535260	Gas and Oil	3,426	5,174	4,912	4,800	4,750	4,900
535270	Uniforms and Shoes	574	354	405	545	545	600
535275	Safety Equipment	0	0	0	50	0	50
535410	Dues and Memberships	1,103	823	790	1,000	750	1,000
535420	Books and Publications	271	3,422	0	1,000	300	3,000
535450	Training and Education	1,167	2,189	1,062	2,300	1,200	2,400
TOTAL OPERATING EXPENSES		117,477	104,038	100,861	155,652	122,412	152,389
CAPITAL OUTLAY							
606100	Land	0	0	0	0	0	0
606200	Buildings	0	0	0	0	0	24,000
606400	Vehicles and Equipment	0	18,108	0	22,573	22,573	0
TOTAL CAPITAL OUTLAY		0	18,108	0	22,573	22,573	24,000
NON-OPERATING EXPENSES							
132947	Advance to GC Fund	343,300	675,374	0	0	0	0
909101	Transfer to General Fund	0	0	0	0	0	0
909131	Transfer to Fund 310	0	0	0	0	0	0
TOTAL NON-OPERATING EXPENSES		343,300	675,374	0	0	0	0
TOTAL BUILDING DEPARTMENT		915,153	1,329,280	694,694	834,916	757,632	907,149
OTHER FINANCING USES							
909990	Unappropriated	0	0	0	6,421	168,335	12,589
TOTAL EXPENDITURES AND OTHER USES		915,153	1,329,280	694,694	841,337	925,967	919,738



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

***CAPITAL IMPROVEMENT
PROGRAM***



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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
Parks Division Vehicles	34,000	-	34,000	34,000	34,000	-	136,000
Playground Improvements	70,000	40,000	40,000	110,000	40,000	80,000	380,000
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	\$ 5,694,929	\$ 7,364,047	\$ 6,104,495	\$ 3,944,195	\$ 2,304,000	\$ 2,144,500	\$ 27,556,166

CITY OF SEBASTIAN, FLORIDA
FISCAL YEAR 2021-2026
SUMMARY OF CAPITAL IMPROVEMENT PROJECTS

	<u>FY 2020-21</u>	<u>FY 2021-22</u>	<u>FY 2022-23</u>	<u>FY 2023-24</u>	<u>FY 2024-25</u>	<u>FY 2025-26</u>	<u>Total</u>
<u>Grouped by Department</u>							
General Government	\$ 304,505	\$ 138,195	\$ 138,195	\$ 153,195	\$ 95,000	\$ 85,000	\$ 914,090
Police Department	414,100	356,000	337,500	330,000	351,000	359,500	2,148,100
Roads Department	1,305,910	865,000	785,000	700,000	700,000	700,000	5,055,910
Public Facilities Department	207,600	1,364,880	1,294,800	1,000,000	14,000	-	3,881,280
Leisure Services	207,000	121,300	94,000	178,000	94,000	100,000	794,300
Community Development	506,500	835,000	250,000	200,000	-	200,000	1,991,500
Stormwater	1,142,050	1,503,100	1,005,000	1,233,000	1,050,000	700,000	6,633,150
Golf Course	14,000	5,290	-	-	-	-	19,290
Airport	1,569,264	2,175,282	2,200,000	150,000	-	-	6,094,546
Building	24,000	-	-	-	-	-	24,000
Total by Departments	\$ 5,694,929	\$ 7,364,047	\$ 6,104,495	\$ 3,944,195	\$ 2,304,000	\$ 2,144,500	\$ 27,556,166
<u>Grouped by Function</u>							
General Government	\$ 811,005	\$ 973,195	\$ 388,195	\$ 353,195	\$ 95,000	\$ 285,000	\$ 2,905,590
Public Safety	438,100	356,000	337,500	330,000	351,000	359,500	2,172,100
Transportation	3,082,774	4,405,162	4,279,800	1,850,000	714,000	700,000	15,031,736
Parks & Recreation	221,000	126,590	94,000	178,000	94,000	100,000	813,590
Physical Environment	1,142,050	1,503,100	1,005,000	1,233,000	1,050,000	700,000	6,633,150
Total by Functions	\$ 5,694,929	\$ 7,364,047	\$ 6,104,495	\$ 3,944,195	\$ 2,304,000	\$ 2,144,500	\$ 27,556,166
<u>Grouped by Funding Source</u>							
General Fund	\$ 213,910	\$ 137,180	\$ 71,300	\$ 68,000	\$ 70,000	\$ 39,500	\$ 599,890
DST	2,534,658	3,657,874	2,653,195	2,093,195	1,010,000	1,005,000	12,953,922
LOGT	757,510	865,000	785,000	700,000	700,000	700,000	4,507,510
Recreation Impact Fees	120,000	90,000	60,000	130,000	60,000	100,000	560,000
Riverfront CRA	45,000	100,000	-	100,000	-	100,000	345,000
Stormwater Fund	542,050	903,100	405,000	633,000	450,000	100,000	3,033,150
Golf Course	14,000	5,290	-	-	-	-	19,290
Building Fund	24,000	-	-	-	-	-	24,000
Cemetery Trust	99,500	65,000	40,000	-	14,000	-	218,500
Grants/Loans	1,344,301	1,540,603	2,090,000	220,000	-	100,000	5,294,904
Total Funding Sources	\$ 5,694,929	\$ 7,364,047	\$ 6,104,495	\$ 3,944,195	\$ 2,304,000	\$ 2,144,500	\$ 27,556,166

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

	General	Local	Community	Recreation	Stormwater	Grants/	Golf	Cemetery			
	Fund	Option	Redevelopment	Impact	Fund	Bank Note	Fund	Trust	Building	Total	
		Gas Tax	DST	Agency	Fees						
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	
Parks Division Vehicles	34,000									34,000	
Playground Improvements					70,000					70,000	
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							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	\$ 120,000	\$ 542,050	\$ 1,344,301	\$ 14,000	\$ 99,500	\$ 24,000	\$ 5,694,929

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

	General	Local		Community	Recreation							
	Fund	Option		Redevelopment	Impact	Stormwater	Grants/	Golf	Cemetery			Total
		Gas Tax	DST	Agency	Fees	Fund	Bank Note	Course	Trust	Building		
<u>FISCAL YEAR 2021/2022</u>												
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**

	General Fund	Local Option Gas Tax	DST	Community Redevelopment Agency	Recreation Impact Fees	Stormwater Fund	Grants/ Bank Note	Golf Fund	Cemetery Trust	Building	Total
<u>FISCAL YEAR 2022/2023</u>											
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	Local		Community	Recreation	Stormwater	Grants/	Golf	Cemetery		
	Fund	Option	DST	Redevelopment	Impact	Fund	Bank Note	Fund	Trust	Building	Total
<u>FISCAL YEAR 2023/2024</u>		Gas Tax		Agency	Fees						
General Government											
Server/Host Update			43,195								43,195
City Wide Computers			45,000								45,000
COSV 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	Local		Community	Recreation							
	Fund	Option		Redevelopment	Impact	Stormwater	Grants/	Golf	Cemetery			
FISCAL YEAR 2024/2025	Fund	Gas Tax	DST	Agency	Fees	Fund	Bank Note	Fund	Trust	Building	Total	
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
<u>FISCAL YEAR 2025/2026</u>											
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	\$ 560,000	\$ 3,033,150	\$ 5,294,904	\$ 19,290	\$ 218,500	\$ 24,000	\$ 27,556,166

**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 <u>after</u> constant review is no longer needed.	
Project Costs:	Project	
	<u>FY 20-21</u>	<u>FY 21-22</u>
	<u>FY 22-23</u>	<u>FY 23-24</u>
	<u>FY 24-25</u>	<u>FY 25-26</u>
	<u>Total</u>	
	\$2,310	\$0
	\$0	\$0
	\$0	\$0
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.	
Project Costs:	Project	
	<u>FY 20-21</u>	<u>FY 21-22</u>
	<u>FY 22-23</u>	<u>FY 23-24</u>
	<u>FY 24-25</u>	<u>FY 25-26</u>
	<u>Total</u>	
	\$43,195	\$43,195
	\$43,195	\$43,195
	\$0	\$0
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.	
Project Costs:	Project	
	<u>FY 20-21</u>	<u>FY 21-22</u>
	<u>FY 22-23</u>	<u>FY 23-24</u>
	<u>FY 24-25</u>	<u>FY 25-26</u>
	<u>Total</u>	
	\$35,000	\$45,000
	\$35,000	\$45,000
	\$35,000	\$45,000
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.	
Project Costs:	Project	
	<u>FY 20-21</u>	<u>FY 21-22</u>
	<u>FY 22-23</u>	<u>FY 23-24</u>
	<u>FY 24-25</u>	<u>FY 25-26</u>
	<u>Total</u>	
	\$75,000	\$0
	\$0	\$0
	\$0	\$0
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:							Project Total
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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:							Project Total
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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 infrastructure in order to continue to provide services. This includes switches, servers and other needed infrastructure.

Project Costs:							Project Total
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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 unforeseeable 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:							Project Total
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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 2021-2026
CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM**

GENERAL GOVERNMENT - MIS DIVISION (CONTINUED)

Project Name:	Core and Remote Switches	Project Description:					
Funding Source:	Discretionary Sales Tax	Upgrade of Core and Remote Switches to maintain security and provide connection to services					
Justification:	Replacement of the Core Switches in both City Hall and the Police Department will be needed.						
Project Costs:						Project Total	
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	
	\$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:					
Funding Source:	General Fund	Providing Graphic Wrap for Small Trailer and COPE Vehicles.					
Justification:	Having graphic wrap on these COPE vehicles is believed to be in line with the Police Department's outreach philosophy.						
Project Costs:						Project Total	
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	
	\$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:					
Funding Source:	Discretionary Sales Tax	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)					
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:						Project Total	
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	
	\$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 2021-2026
CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM**

POLICE DEPARTMENT - ROAD PATROL DIVISION (CONTINUED)

Project Name:	Police Road Patrol Equipment	Project Description:					
Funding Source:	General Fund	20/21 8 SRT Ballistic 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:						Project	
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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	Project Description:					
Funding Source:	General Fund	PENLINK Server (3K); Surveillance Equipment (7.6K).					
Justification:	The surveillance equipment will provide equipment necessary for surveillance operations.						
Project Costs:						Project	
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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	Project Description:					
Funding Source:	Discretionary Sales Tax	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:						Project	
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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 for TMDL grants.						

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

COMMUNITY DEVELOPMENT DEPARTMENT (CONTINUED)

Project Name:	N. Central Avenue Event Plaza	Project Description:					
Funding Source:	Discretionary Sales Tax	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:						Project	
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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	Project Description:					
Funding Source:	Community Redevelopment Agency	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:						Project	
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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	Project Description:					
Funding Source:	Discretionary Sales Tax	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:						Project	
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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 2021-2026
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:						Project	
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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 program of requiring 50% matching funds, it is recommended that the City also allocate these funds.						
Project Costs:						Project	
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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 currently has 2 in operation.					
Justification:	The sign shop personnel 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 programmed 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:						Project	
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$46,510	\$0	\$0	\$0	\$0	\$0	\$46,510
Operating Impact:	\$0	(\$7,907)	(\$6,046)	(\$4,186)	(\$2,326)	(\$465)	\$0
Project Pricing:	Quote by Traffic Logix is \$14,990.00, Radar Signs Inc. is \$31,520.00.						

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

ROADS DEPARTMENT (CONTINUED)

Project Name:	Update City Street Signs	Project Description:
Funding Source:	Local Option Gas Tax	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:							
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Project Total</u>
	\$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	Project Description:
Funding Source:	Local Option Gas Tax	Crack Sealing, Double Microsurfacing, Cape Sealing and 2" Overlay for City Streets programmed by City's Pavement Management Consultant.

Justification: The street pavement 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:							
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Project Total</u>
	\$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	Project Description:
Funding Source:	Discretionary Sales Tax	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:							
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Project Total</u>
	\$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 2021-2026
CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM**

ROADS DEPARTMENT (CONTINUED)

Project Name:	Sidewalk Replacement	Project Description:
Funding Source:	Local Option Gas Tax	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:							Project
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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 sidewalk 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	Project Description:
Funding Source:	General Fund	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 significant 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:							Project
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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 Superintendent based on quotes he received.

Project Name:	Roads Division Heavy Equipment	Project Description:
Funding Source:	Local Option Gas Tax	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:							Project
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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 Superintendent based on quotes he received.

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

PUBLIC FACILITIES DEPARTMENT

Project Name:	Public Facilities Compound	Project Description:					
Funding Source:	Discretionary Sales Tax	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 from 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.						
Project Costs:						Project	
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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	Project Description:					
Funding Source:	General Fund	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.						
Project Costs:						Project	
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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	Project Description:					
Funding Source:	Cemetery Trust Fund	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.						
Project Costs:						Project	
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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 2021-2026
CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM**

PUBLIC FACILITIES - CEMETERY DIVISION (CONTINUED)

Project Name:	Cemetery Grounds Improvements	Project Description:					
Funding Source:	Cemetery Trust Fund	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:						Project	
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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	Project Description:					
Funding Source:	Cemetery Trust Fund	Project will rehabilitate the Cemetery's asphalt driveways.					
Justification:	The Cemetery driveways are eroding and require resurfacing.						
Project Costs:						Project	
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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	Project Description:					
Funding Source:	Cemetery Trust Fund	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:						Project	
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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 experinece with installing previous columbariums.						

Project Name:	Bench Seats and Monuments	Project Description:					
Funding Source:	General Fund	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:						Project	
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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 2021-2026
CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM**

PUBLIC FACILITIES - FACILITIES MAINTENANCE DIVISION

Project Name:	Facility Maintenance Equipment	Project Description:					
Funding Source:	General Fund	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.						
Project Costs:						Project	
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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	Project Description:					
Funding Source:	Discretionary Sales Tax	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.						
Project Costs:						Project	
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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	Project Description:					
Funding Source:	General Fund	20/21 Replace Public Facilities Storage Shed roof (6.8K).					
Justification:	The Public Facilities Storage Shed has corroded and failing metal roofing panels.						
Project Costs:						Project	
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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	Project Description:					
Funding Source:	General Fund	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.						
Project Costs:						Project	
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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
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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). FY 21-22 Replace Mower (13K). 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:							Project
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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:							Project
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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:	Parks Division Vehicles	Project Description:
Funding Source:	General Fund	FY 20-21 1/2 Ton Extended Cab Pickup (34K). FY 22-23 1/2 Ton Extended Cab Pickup (34K). FY 23-24 1/2 Ton Extended Cab Pickup (34K). 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:							Project
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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 Superintendant based on his quotes.

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

LEISURE SERVICES DEPARTMENT (CONTINUED)

Project Name:	Playground Improvements	Project Description:
Funding Source:	Recreation Impact Fund	Replace and improve current playgrounds throughout the City to become more accessible: 20-21 Filbert St. Playground. 21-22 Easy Street Park 22-23 Blossom Playground 23-24 Creative Playground 24-25 Bryant Court Park 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:							Project
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$70,000	\$40,000	\$40,000	\$110,000	\$40,000	\$80,000	\$380,000
Operating Impact:							
	\$0	(\$12,600)	(\$10,000)	(\$1,800)	(\$2,000)	\$22,200	(\$4,200)

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

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.

Project Costs:							Project
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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.

Project Costs:							Project
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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.

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

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.

Project Costs:							Project
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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.

Project Name:	Stormwater Equipment	Project Description:
Funding Source:	Stormwater Utility Fund	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:							Project
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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 Superintendent.

Project Name:	Stormwater Heavy Equipment	Project Description:
Funding Source:	Stormwater Utility Fund	FY 20-21 Lowboy Tractor & Trailer (165K). FY 23-24 311 Excavator (225K).

Justification: Heavy equipment replacements for Stormwater maintenance program.

Project Costs:							Project
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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 Superintendent.

**CITY OF SEBASTIAN, FLORIDA
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CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM**

STORMWATER FUND (CONTINUED)

Project Name:	Slip Lining	Project Description:
Funding Source:	Discretionary Sales Tax	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:							Project
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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	Project Description:
Funding Source:	Stormwater Utility Fund	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:							Project
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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.

Project Name:	Canal Restoration	Project Description:
Funding Source:	Discretionary Sales Tax Fund	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:							Project
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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	Project Description:
Funding Source:	Stormwater Utility Fund	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:							Project
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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.

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

STORMWATER FUND (CONTINUED)

Project Name:	Tulip Drive Crossing	Project Description:					
Funding Source:	Stormwater Utility Fund	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 minimal 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:						Project	
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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	Project Description:					
Funding Source:	Stormwater Utility Fund	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:						Project	
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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.						

Project Name:	Ocean Cove Drainage	Project Description:					
Funding Source:	Stormwater Utility Fund	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:						Project	
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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	Project Description:					
Funding Source:	Golf Course	21/22 Replace 3-gangrange 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:						Project	
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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.						

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

GOLF COURSE (CONTINUED)

Project Name:	Irrigation Software Upgrade	Project Description:					
Funding Source:	Golf Course	Upgrade the Irrigation Computer Software (14K).					
Justification:	The irrigation computer software system is over 19 years old. The computer and software crashed twice now. Hector Turf techs saved the system but assure us that eventually it will not be able to be saved. The software and irrigation computer are critical to controlling and programming the 930 irrigation rotors on the golf course. Quote includes: software/hardware upgrade, radio-interface upgrade & tech support.						
Project Costs:						Project	
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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.						

AIRPORT FUND

Project Name:	Construct Taxi Lane	Project Description:					
Funding Source:	90% FAA Grant \$519,338. 5% FDOT Grant \$24,963. 5% Matching Requirements from Discretionary Sales Tax \$24,963.	Construction of Taxi Lane leading from future site for square hangars to Taxiway Alpha.					
Justification:	This is in conjunction with the eventual development of a site for square hangars.						
Project Costs:						Project	
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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:					
Funding Source:	80% FDOT Grant \$708,603. 20% Matching Requirements from Discretionary Sales Tax \$176,679.	Develop the Site and Construct Square Hangars.					
Justification:	This is an opportunity to increase rental revenues.						
Project Costs:						Project	
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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:					
Funding Source:	80% FDOT Grant \$800,000. 20% Matching Requirements from Discretionary Sales Tax \$200,000.	Connect to anticipated County extension of sewer main to provide sewer service on west side of Airport.					
Justification:	This will enable sewer service to the planned Public Facilities Compound.						
Project Costs:						Project	
	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
	\$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.						

CITY OF SEBASTIAN, FLORIDA
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CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM

AIRPORT FUND (CONTINUED)

Project Name:	Economic Development Hangar	Project Description:				
Funding Source:	50% FDOT Grant \$500,000. 50% Matching Requirements from Discretionary Sales Tax \$500,000.	Construct a hangar for economic development.				
Justification:	This can be anticipated to enhance the City's economic development potential.					
Project Costs:						Project
<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
\$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.					

Project Name:	Rehab Taxiway Alpha Apron	Project Description:				
Funding Source:	80% FDOT Grant \$232,000. 20% Matching Requirements from Discretionary Sales Tax \$58,000.	Rehabilitation of Taxiway Alpha Apron.				
Justification:	This taxiway apron will require rehabilitation in this time frame.					
Project Costs:						Project
<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
\$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	Project Description:				
Funding Source:	90% FAA Grant \$1,980,000. 5% FDOT Grant \$110,000. 5% Matching Requirements from Discretionary Sales Tax \$110,000.	Rehabilitation of asphalt and striping on Runway 05/23.				
Justification:	This runway will require rehabilitation in this time frame.					
Project Costs:						Project
<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
\$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	Project Description:				
Funding Source:	80% FDOT Grant \$120,000. 20% Matching Requirements from Discretionary Sales Tax \$30,000.	Engineering and design for the reconstruction of the apron.				
Justification:	This apron will require rehabilitation in this time frame.					
Project Costs:						Project
<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>Total</u>
\$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.					

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

BUILDING FUND

Project Name:	Front Counter Renovations	Project Description:					
Funding Source:	Building Fund	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:	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	Project <u>Total</u>
	\$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.

	<u>Year of Purchase</u>	<u>1 Year After</u>	<u>2 Years After</u>	<u>3 Years After</u>	<u>4 Years After</u>	<u>5 Years After</u>
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**

<u>List of Projects</u>	Life							Capital
	<u>Years</u>	<u>FY 2020-21</u>	<u>FY 2021-22</u>	<u>FY 2022-23</u>	<u>FY 2023-24</u>	<u>FY 2024-25</u>	<u>FY 2025-26</u>	<u>Totals</u>
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)**

<u>List of Projects</u>	Life	<u>FY 2020-21</u>	<u>FY 2021-22</u>	<u>FY 2022-23</u>	<u>FY 2023-24</u>	<u>FY 2024-25</u>	<u>FY 2025-26</u>	<u>Capital Totals</u>
	<u>Years</u>							
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)**

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

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

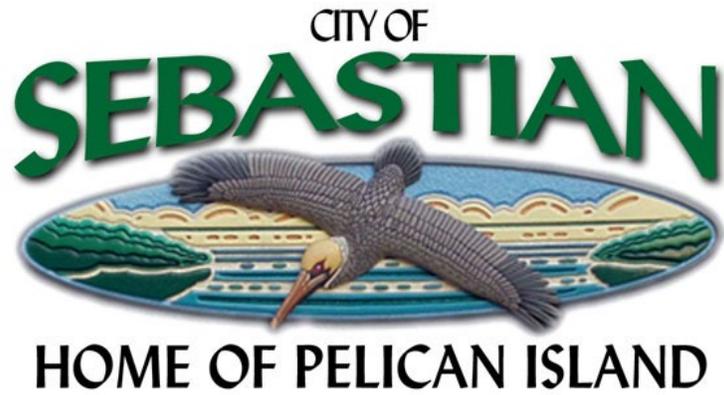
<u>List of Projects</u>	<u>Life Years</u>	<u>FY 2020-21</u>	<u>FY 2021-22</u>	<u>FY 2022-23</u>	<u>FY 2023-24</u>	<u>FY 2024-25</u>	<u>FY 2025-26</u>	<u>Capital</u>
								<u>Totals</u>
Public Facilities Department (Continued)								
Cemetery Columbarium Niches	30+	45,000	45,000	-	-	-	-	90,000
<i>Maintenance</i>		-	900	2,700	4,500	6,300	8,100	
<i>Efficiency</i>		-	(4,500)	(8,550)	(7,650)	(6,750)	(5,850)	
<i>Risk</i>		-	(4,500)	(8,550)	(7,650)	(6,750)	(5,850)	
<i>Replacement</i>		-	(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
<i>Maintenance</i>		-	1,400	2,800	4,200	5,600	7,000	
<i>Efficiency</i>		-	(2,000)	(1,200)	(400)	400	800	
<i>Risk</i>		-	(2,000)	(1,200)	(400)	-	-	
<i>Replacement</i>		-	(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
<i>Maintenance</i>		-	405	2,010	3,615	5,220	6,825	
<i>Efficiency</i>		-	(1,350)	(5,080)	(4,010)	(2,940)	(1,870)	
<i>Risk</i>		-	(1,350)	(5,080)	(4,010)	(2,940)	(1,870)	
<i>Replacement</i>		-	(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
<i>Maintenance</i>		-	1,950	3,900	5,850	7,800	9,750	
<i>Efficiency</i>		-	(6,500)	(5,200)	(3,900)	(2,600)	(1,300)	
<i>Risk</i>		-	(6,500)	(5,200)	(3,900)	(2,600)	(1,300)	
<i>Replacement</i>		-	(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
<i>Maintenance</i>		-	204	408	612	816	1,020	
<i>Efficiency</i>		-	(680)	(544)	(408)	(272)	(136)	
<i>Risk</i>		-	(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
<i>Maintenance</i>		-	1,450	3,550	5,650	8,450	11,250	
<i>Efficiency</i>		-	(2,900)	(3,330)	(2,070)	(2,210)	(1,690)	
<i>Risk</i>		-	(2,900)	(3,330)	(2,070)	(2,210)	(1,110)	
<i>Replacement</i>		-	(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
<i>Maintenance</i>		-	1,500	4,500	7,500	10,500	13,500	
<i>Risk</i>		-	(3,000)	(5,100)	(3,300)	(1,500)	(300)	
<i>Replacement</i>		-	(2,100)	(4,500)	(5,100)	(5,700)	(6,300)	
Total		-	(3,600)	(5,100)	(900)	3,300	6,900	
Parks Division Vehicles	7	34,000	-	34,000	34,000	34,000	-	136,000
<i>Maintenance</i>		-	1,700	3,400	6,800	11,900	18,700	
<i>Risk</i>		-	(3,400)	(2,380)	(4,760)	(6,120)	(7,140)	
<i>Replacement</i>		-	(2,380)	(2,720)	(5,440)	(8,500)	(11,900)	
Total		-	(4,080)	(1,700)	(3,400)	(2,720)	(340)	
Playground Improvements	5	70,000	40,000	40,000	110,000	40,000	80,000	380,000
<i>Maintenance</i>		-	4,900	12,600	23,100	41,300	62,300	
<i>Efficiency</i>		-	(7,000)	(8,200)	(7,800)	(12,800)	(7,800)	
<i>Risk</i>		-	(7,000)	(8,200)	(7,800)	(14,200)	(11,400)	
<i>Replacement</i>		-	(3,500)	(6,200)	(9,300)	(16,300)	(20,900)	
Total		-	(12,600)	(10,000)	(1,800)	(2,000)	22,200	
Park Improvements	20	20,000	20,000	20,000	20,000	20,000	20,000	120,000
<i>Maintenance</i>		-	400	1,200	2,400	4,000	6,000	
<i>Risk</i>		-	(2,000)	(3,800)	(5,400)	(6,800)	(8,000)	
<i>Replacement</i>		-	(4,000)	(8,200)	(12,600)	(17,200)	(22,000)	
Total		-	(5,600)	(10,800)	(15,600)	(20,000)	(24,000)	

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

<u>List of Projects</u>	<u>Life</u> <u>Years</u>	<u>FY 2020-21</u>	<u>FY 2021-22</u>	<u>FY 2022-23</u>	<u>FY 2023-24</u>	<u>FY 2024-25</u>	<u>FY 2025-26</u>	<u>Capital</u>
								<u>Totals</u>
Leisure Services Department (Continued)								
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)	
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	

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

<u>List of Projects</u>	Life	<u>FY 2020-21</u>	<u>FY 2021-22</u>	<u>FY 2022-23</u>	<u>FY 2023-24</u>	<u>FY 2024-25</u>	<u>FY 2025-26</u>	<u>Capital Totals</u>
	<u>Years</u>							
Airport								
Construct Taxi Lane	30+	569,264	-	-	-	-	-	569,264
<i>Maintenance</i>		-	28,463	56,926	85,390	113,853	142,316	
<i>Risk</i>		-	(56,926)	(39,848)	(22,771)	(5,693)	-	
<i>Replacement</i>		-	(39,848)	(45,541)	(51,234)	(56,926)	(62,619)	
<i>Total</i>		-	(68,312)	(28,463)	11,385	51,234	79,697	
Construction of Square Hangars	30+	-	885,282	-	-	-	-	885,282
<i>Maintenance</i>		-	-	8,853	17,706	26,558	35,411	
<i>Revenue</i>		-	-	(15,000)	(15,000)	(15,000)	(15,000)	
<i>Total</i>		-	-	(6,147)	2,706	11,558	20,411	
Establish Sewer Service	30+	1,000,000	-	-	-	-	-	1,000,000
<i>Maintenance</i>		-	10,000	20,000	30,000	40,000	50,000	
<i>Risk</i>		-	(100,000)	(100,000)	(90,000)	(90,000)	(80,000)	
<i>Replacement</i>		-	(300,000)	(310,000)	(320,000)	(330,000)	(340,000)	
<i>Total</i>		-	(390,000)	(390,000)	(380,000)	(380,000)	(370,000)	
Economic Development Hangar	30+	-	1,000,000	-	-	-	-	1,000,000
<i>Maintenance</i>		-	-	10,000	20,000	30,000	40,000	
<i>Revenue</i>		-	(25,000)	(25,000)	(25,000)	(25,000)	(25,000)	
<i>Total</i>		-	(25,000)	(15,000)	(5,000)	5,000	15,000	
Rehab Taxiway Alpha Apron	30+	-	290,000	-	-	-	-	290,000
<i>Maintenance</i>		-	-	14,500	29,000	43,500	58,000	
<i>Risk</i>		-	-	(29,000)	(20,300)	(11,600)	(2,900)	
<i>Replacement</i>		-	-	(20,300)	(23,200)	(26,100)	(29,000)	
<i>Total</i>		-	-	(34,800)	(14,500)	5,800	26,100	
Rehab Runway 05/23	30+	-	-	2,200,000	-	-	-	2,200,000
<i>Maintenance</i>		-	-	-	110,000	220,000	330,000	
<i>Risk</i>		-	-	-	(220,000)	(154,000)	(88,000)	
<i>Replacement</i>		-	-	-	(154,000)	(176,000)	(198,000)	
<i>Total</i>		-	-	-	(264,000)	(110,000)	44,000	
Apron Reconstruction	30+	-	-	-	150,000	-	-	150,000
<i>Maintenance</i>		-	-	-	-	7,500	15,000	
<i>Risk</i>		-	-	-	-	(15,000)	(10,500)	
<i>Replacement</i>		-	-	-	-	(10,500)	(12,000)	
<i>Total</i>		-	-	-	-	(18,000)	(7,500)	
Front Counter Renovations	30+	24,000	-	-	-	-	-	24,000
<i>Maintenance</i>		-	240	480	720	960	12,000	
<i>Efficiency</i>		-	(2,400)	(2,400)	(2,160)	(2,160)	(1,920)	
<i>Replacement</i>		-	-	-	-	-	3,150	
<i>Total</i>		-	(2,160)	(1,920)	(1,440)	(1,200)	13,230	
Totals		-	(1,427,763)	(2,648,711)	(3,520,924)	(3,825,829)	(3,567,020)	27,556,166



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

SCHEDULES

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

SCHEDULE ONE

SUMMARY OF MILLAGE RATES AND TAX COLLECTIONS

<u>Fiscal Year</u>	<u>Millage Rate</u>	<u>Tax Collection</u>	
1998	6.9000	2,810,622	
1999	6.5000	2,729,769	
2000	5.0000	2,323,566	
2001	5.0000	2,514,960	
2002	4.5904	2,526,276	
2003	4.5904	2,752,423	
2004	4.5904	3,169,977	
2005	4.5904	3,729,917	
2006	3.9325	4,306,213	
2007	3.0519	4,537,100	
2008	2.9917	4,645,663	
2009	3.3456	4,276,800	
2010	3.3456	3,716,797	
2011	3.3041	3,144,864	
2012	3.3041	2,799,146	
2013	3.7166	2,947,248	
2014	3.7166	2,975,299	
2015	3.8556	3,295,549	
2016	3.8556	3,530,235	
2017	3.8000	3,726,976	
2018	3.4000	3,797,124	
2019	3.1514	3,814,314	
2020	2.9399	3,881,497	
2020	3.1514	4,483,724	Estimated

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

SCHEDULE TWO

LONG TERM DEBT SERVICE DETAIL

<u>Description</u>	<u>Date of Issue</u>	<u>Principal</u>	<u>Interest</u>	<u>FY 2020-21 Total Debt Service</u>
Notes Payable Outstanding as of 09/30/20:				
\$2,630,000 Stormwater Utility Bank Notes	12/18/2013	\$387,000	\$13,529	\$400,529
\$1,689,000 Paving Improvements Bank Notes	05/11/2012	233,000	10,340	243,340
\$313,152 Golf Cart Lease Purchase	08/31/2017	<u>53,602</u>	<u>2,789</u>	<u>56,391</u>
Total Debt Service Payments		<u>\$673,602</u>	<u>\$26,658</u>	<u>\$700,260</u>

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

SCHEDULE THREE DEBT SERVICE PAYMENT SCHEDULE

\$5,630,000 Stormwater Utility Bank Notes

Date	Principal	Interest	Total	Fiscal Year Total
11/01/2020	\$0	\$6,764.30	\$6,764.30	
05/01/2021	\$387,000.00	\$6,764.30	\$393,764.30	\$400,528.60
11/01/2021	\$0	\$3,416.75	\$3,416.75	
05/01/2022	\$395,000.00	\$3,416.75	\$398,416.75	\$401,833.50
Total	\$782,000.00	\$20,362.10	\$802,362.10	\$802,362.10

\$2,296,000 Paving Improvements Promissory Notes

Date	Principal	Interest	Total	Fiscal Year Total
12/01/2020	\$116,000.00	\$5,732.70	\$121,732.70	
06/01/2021	\$117,000.00	\$4,607.50	\$121,607.50	\$243,340.20
12/01/2021	\$118,000.00	\$3,472.60	\$121,472.60	
06/01/2022	\$119,000.00	\$2,328.00	\$121,328.00	\$242,800.60
02/01/2022	\$121,000.00	\$1,173.70	\$122,173.70	\$122,173.70
Total	\$591,000.00	\$17,314.50	\$608,314.50	\$608,314.50

\$313,152 Golf Cart 60 Month Lease Purchase

Date	Principal	Interest	Total	Fiscal Year Total
12 Months of 2021	\$53,601.60	\$2,788.80	\$56,390.40	\$56,390.40
11 Months of 2022	\$50,801.33	\$889.87	\$51,691.20	\$51,691.20
Total	\$104,402.93	\$3,678.67	\$108,081.60	\$108,081.60

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

**SCHEDULE FOUR
OPERATING LEASE PAYMENTS SCHEDULE**

Operating Lease Description	FY 2020-21	FY 2021-22	FY 2022-23	FY 2022-23	FY 2023-24
Governmental Funds:					
Airport Land Lease for Pickle Ball Facility	\$ 11,325	\$ 11,325	\$ 11,325	\$ 11,325	\$ 11,325
Airport Land Lease for Stormwater Compound	<u>6,000</u>	<u>6,000</u>	<u>6,000</u>	<u>6,000</u>	<u>6,000</u>
Total Governmental Activities Lease Payments	\$ 17,325	\$ 17,325	\$ 17,325	\$ 17,325	\$ 17,325
Business-type Activities:					
Airport Land Lease by Golf Course	<u>\$ 106,000</u>				
Total Business-type Activities Lease Payments	\$ 106,000	\$ 106,000	\$ 106,000	\$ 106,000	\$ 106,000

**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	\$ 4,563,724	\$ 4,791,910	\$ 5,031,506	\$ 5,283,081	\$ 5,547,235	\$ 5,824,597
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	\$13,141,086	\$ 13,296,155	\$ 13,810,239	\$ 14,345,551	\$ 14,903,005	\$ 15,483,558
Personnel (Insurance (3%) Then 5%, Pay 0%. Then 2.5%)	\$ 9,228,444	\$ 9,728,850	\$ 9,867,955	\$ 10,149,179	\$ 10,437,433	\$ 10,732,893	\$ 11,035,740	\$ 11,346,158
Operating Expenditures	2,573,882	2,833,102	2,772,319	2,772,319	2,772,319	2,772,319	2,772,319	2,772,319
Total Operation and Maintenance	\$ 11,802,326	\$ 12,561,952	\$12,640,274	\$ 12,921,498	\$ 13,209,752	\$ 13,505,212	\$ 13,808,059	\$ 14,118,477
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 Security 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			\$12,854,184					
TOTAL EXPENDITURES FY 22				\$ 13,058,678				
TOTAL EXPENDITURES FY 23					\$ 13,281,052			
TOTAL EXPENDITURES FY 24						\$ 13,573,212		
TOTAL EXPENDITURES FY 25							\$ 13,878,059	
TOTAL EXPENDITURES FY 26								\$ 14,157,977
BEGINNING UNRESTRICTED RESERVE BALANCE	\$ 5,373,381	\$ 6,199,061	\$ 5,603,252	\$ 5,890,154	\$ 6,127,631	\$ 6,656,819	\$ 7,429,158	\$ 8,454,104
TOTAL REVENUES	12,973,129	12,302,782	13,141,086	13,296,155	13,810,239	14,345,551	14,903,005	15,483,558
TOTAL EXPENDITURES	12,147,449	12,898,591	12,854,184	13,058,678	13,281,052	13,573,212	13,878,059	14,157,977
UNRESTRICTED RESERVE BALANCE PER CAFR	\$ 6,199,061	\$ 5,603,252	\$ 5,890,154	\$ 6,127,631	\$ 6,656,819	\$ 7,429,158	\$ 8,454,104	\$ 9,779,684
Assigned Funds (Inventory, Prepays & 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	\$ 5,229,533	\$ 5,492,010	\$ 6,046,198	\$ 6,843,537	\$ 7,893,483	\$ 9,244,063
Revenue vs Expenditures			286,902	237,477	529,188	772,339	1,024,946	1,325,580
Increase Cemetery Transfer \$5K 20-21 Then to \$90K Total								
3% Raises, \$36K Incentive, (3%) Insurance in 20-21. Then 2.5% Raises 5% Insurance.								

Note: Begin in 20-21 paying down Loans from Golf Course by \$35K per year.

**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	13,808	10,263	9,326	7,730	9,242	11,145
Total Revenues	\$ 733,220	\$ 734,464	\$ 737,913	\$ 763,191	\$ 792,226	\$ 821,796	\$ 855,717	\$ 891,320
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					
Tandem 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	494,605	394,595	235,346	351,742	502,059
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	\$ 463,585	\$ 353,130	\$ 200,076	\$ 316,472	\$ 466,789
TOTAL REVENUES	733,220	734,464	737,913	763,191	792,226	821,796	855,717	891,320
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	\$ 456,459	\$ 363,575	\$ 193,881	\$ 316,472	\$ 466,789	\$ 652,709

**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	33,269	44,598	61,899
DST PROJECT REVENUE	\$ 3,640,575	\$ 3,500,317	\$ 3,670,203	\$ 3,805,508	\$ 3,980,324	\$ 4,158,313	\$ 4,353,536	\$ 4,563,008
Stormwater Debt (Retires 5/01/22)	\$ 402,914	\$ 401,355	\$ 400,961	\$ 233,403	\$ -	\$ -	\$ -	\$ -
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								
Over-the-Air Connections		26,804	39,000	30,000	30,000	30,000	30,000	30,000
Core and Remote Switches				10,000	20,000			
Firewall Software	2,893					25,000	20,000	
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					
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				3,891,277				
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								5,568,008
BEGINNING FUND BALANCE	\$ 3,554,598	\$ 5,584,627	\$ 1,519,593	\$ 2,254,177	\$ 2,168,408	\$ 3,495,538	\$ 5,560,655	\$ 8,904,192
BUDGET RESERVE - 5%OF EXPENSES	80,527	378,268	146,781	194,564	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	\$ 4,700,958	\$ 876,795	\$ 1,579,355	\$ 1,571,881	\$ 2,946,056	\$ 5,085,141	\$ 8,498,986
TOTAL REVENUES	3,640,575	3,500,317	3,670,203	3,805,508	3,980,324	4,158,313	4,353,536	4,563,008
TOTAL EXPENDITURES+DEBT+TRANSFERS	1,610,546	7,565,351	2,935,619	3,891,277	2,653,195	2,093,195	1,010,000	-
ENDING FUND BALANCE	\$ 4,989,676	\$ 635,925	\$ 1,611,379	\$ 1,493,587	\$ 2,899,010	\$ 5,011,174	\$ 8,428,678	\$ 13,061,993
Cash on Hand	\$ 5,070,203	\$ 1,014,192	\$ 1,758,160	\$ 1,688,150	\$ 3,031,670	\$ 5,115,833	\$ 8,479,178	\$ 13,061,993
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	\$ 208,819	\$ 219,260	\$ 230,223	\$ 241,734	\$ 253,821	\$ 266,512
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	10,331	25,428	26,765	49,583	54,670	81,873
PROJECTED REVENUE	\$ 516,782	\$ 557,990	\$ 490,215	\$ 627,506	\$ 552,147	\$ 699,434	\$ 630,213	\$ 784,394
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	\$ 407,361	\$ 543,358	\$ 801,224	\$ 1,003,521	\$ 1,333,656
ANNUAL REVENUES	516,782	557,990	490,215	627,506	552,147	699,434	630,213	784,394
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	\$ 407,361	\$ 543,358	\$ 801,224	\$ 1,003,521	\$ 1,333,656	\$ 1,614,942

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	5,663	8,946	13,893	15,588	20,867
PROJECTED REVENUE	\$ 143,801	\$ 157,024	\$ 155,000	\$ 155,663	\$ 158,946	\$ 163,893	\$ 165,588	\$ 170,867
Community Center (Paving/Drainage/Ligt)	\$ 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	82,010	30,000	30,000				
TOTAL EXPENDITURES FY 19	\$ 299,689							
Barber Street Football Bleachers		20,000						
Barber Street Baseball Dugouts		80,000						
Barber Street Fencing		93,000						
Playground Improvements			70,000	40,000	40,000	110,000	40,000	80,000
TOTAL EXPENDITURES FY 20		\$ 650,953						
TOTAL EXPENDITURES FY 21			\$ 120,000					
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	\$ 3,252	\$ 38,252	\$ 103,915	\$ 202,861	\$ 236,754	\$ 342,342
TOTAL REVENUES	143,801	157,024	155,000	155,663	158,946	163,893	165,588	170,867
TOTAL EXPENDITURES	299,689	650,953	120,000	90,000	60,000	130,000	60,000	0
ENDING FUND BALANCE	\$ 497,181	\$ 3,252	\$ 38,252	\$ 103,915	\$ 202,861	\$ 236,754	\$ 342,342	\$ 513,209

	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	\$ 46	\$ 5,817	\$ 14,279	\$ 43,452	\$ 46,856	\$ 77,877
Zone B	136,776	108,781	363	15,621	35,366	76,270	91,868	135,792
Zone C	114,001	78,474	2,771	1,733	19,660	39,275	32,400	12,489
Zone D	292,888	268,116	71	20,081	39,610	48,863	70,629	121,183
All Zones	\$ 653,069	\$ 497,180	\$ 3,251	\$ 43,251	\$ 108,914	\$ 207,860	\$ 241,753	\$ 347,341
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						
Investment Income								
Zone A	\$ 5,672	\$ 591	\$ 71	\$ 762	\$ 1,173	\$ 2,904	\$ 3,021	\$ 4,679
Zone B	1,276	1,537	558	2,045	2,905	5,098	5,923	8,158
Zone C	1,540	1,109	4,262	227	1,615	2,625	2,089	750
Zone D	5,764	3,788	110	2,629	3,253	3,266	4,554	7,280
All Zones	\$ 14,251	\$ 7,024	\$ 5,000	\$ 5,663	\$ 8,946	\$ 13,893	\$ 15,588	\$ 20,867
Transfers:								
Zone A	\$ 86,997	\$ 52,353	\$ 9,300	\$ 22,300	\$ 2,000	\$ 29,500	\$ 2,000	\$ 22,000
Zone B	\$ 57,330	\$ 124,955	\$ 300	\$ 22,300	\$ 2,000	\$ 29,500	\$ 2,000	\$ 22,000
Zone C	\$ 63,335	\$ 106,812	\$ 35,300	\$ 2,300	\$ 2,000	\$ 29,500	\$ 42,000	\$ 22,000
Zone D	\$ 92,027	\$ 366,833	\$ 75,100	\$ 43,100	\$ 54,000	\$ 41,500	\$ 14,000	\$ 34,000
All Zones	\$ 299,689	\$ 650,953	\$ 120,000	\$ 90,000	\$ 60,000	\$ 130,000	\$ 60,000	\$ 100,000
Ending Balances:								
Zone A	\$ 41,809	\$ 46	\$ 5,817	\$ 14,279	\$ 43,452	\$ 46,856	\$ 77,877	\$ 90,556
Zone B	108,781	363	15,621	35,366	76,270	91,868	135,792	161,950
Zone C	78,474	2,771	1,733	19,660	39,275	32,400	12,489	11,239
Zone D	268,116	71	20,081	39,610	48,863	70,629	121,183	154,463
All Zones	\$ 497,180	\$ 3,251	\$ 43,251	\$ 108,914	\$ 207,860	\$ 241,753	\$ 347,341	\$ 418,208

	FY 19 Ending Balances	7 Year Income Thru FY19
Zone A	41,809	369,174
Zone B	108,781	199,445
Zone C	78,474	140,181
Zone D	71	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	\$ 2,039,714	\$ 2,039,714	\$ 2,039,714	\$ 2,039,714	\$ 2,039,714	\$ 2,039,714
Sale of Fixed Assets	-	38,250						
Investment Income	37,764	36,083	44,844	46,292	39,453	41,778	39,476	40,368
TOTAL REVENUE FUND REVENUE	\$ 2,076,432	\$ 2,113,001	\$ 2,084,558	\$ 2,086,006	\$ 2,079,167	\$ 2,081,492	\$ 2,079,190	\$ 2,080,082
Personnel	\$ 848,908	\$ 672,310	\$ 694,974	\$ 712,348	\$ 730,157	\$ 748,411	\$ 767,121	\$ 786,299
Operating Accounts	536,318	631,512	738,110	738,110	738,110	738,110	738,110	738,110
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	\$ 1,511,306	\$ 1,528,680	\$ 1,554,477	\$ 1,564,743	\$ 1,583,453	\$ 1,602,631
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	300,000	900,000	350,000	350,000	450,000	100,000
Stormwater Improvements	133,759							
TOTAL REVENUE FUND EXPENDITURES	\$ 1,537,183	\$ 1,761,615	\$ 2,053,356	\$ 2,428,680	\$ 1,959,477	\$ 2,197,743	\$ 2,033,453	\$ 1,702,631
BEGINNING FUND BALANCE	\$ 350,464	\$ 889,713	\$ 1,241,099	\$ 1,272,301	\$ 929,626	\$ 1,049,316	\$ 933,065	\$ 978,802
BUDGET RESERVE - 15% TO 5% OF EXPENSES	76,859	88,081	102,668	121,434	97,974	109,887	101,673	85,132
UNRESTRICTED RESERVE BALANCE	\$ 273,605	\$ 801,632	\$ 1,138,431	\$ 1,150,867	\$ 831,653	\$ 939,429	\$ 831,392	\$ 893,670
ANNUAL REVENUES	2,076,432	2,113,001	2,084,558	2,086,006	2,079,167	2,081,492	2,079,190	2,080,082
ANNUAL EXPENDITURES	1,537,183	1,761,615	2,053,356	2,428,680	1,959,477	2,197,743	2,033,453	1,702,631
ENDING FUND BALANCE	\$ 812,854	\$ 1,153,018	\$ 1,169,633	\$ 808,192	\$ 951,342	\$ 823,178	\$ 877,129	\$ 1,271,121

**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	\$ 300,000	\$ 900,000	\$ 350,000	\$ 350,000	\$ 450,000	\$ 100,000
Grants		645,000						
TOTAL PROJECT REVENUE	\$ -	\$ 920,000	\$ 300,000	\$ 900,000	\$ 350,000	\$ 350,000	\$ 450,000	\$ 100,000
Stonecrop Drainage		\$ 860,000						
Stormwater Master Plan			\$ 200,000					
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	\$ 300,000	\$ 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	108,172	108,172	108,172	108,172	108,172	108,172
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	\$ 1,503,081	\$ 1,509,863	\$ 1,628,331	\$ 1,572,135	\$ 1,530,414	\$ 1,537,333
Personnel (2.5% per year on Full-time)	\$ 367,734	\$ 373,893	\$ 389,601	\$ 393,864	\$ 398,233	\$ 402,712	\$ 407,303	\$ 412,008
Operating Costs	770,339	765,526	793,588	793,588	793,588	793,588	793,588	793,588
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			\$ 1,503,081					
TOTAL FY 22				\$ 1,493,936				
TOTAL FY 23					\$ 1,441,323			
TOTAL FY 24						\$ 1,502,193		
TOTAL FY 25							\$ 1,506,784	
TOTAL FY 26								\$ 1,511,487
BEGINNING UNRESTRICTED RESOURCES	\$ (623,866)	\$ (672,196)	\$ (672,196)	\$ (672,196)	\$ (656,269)	\$ (469,261)	\$ (399,319)	\$ (375,688)
TOTAL REVENUES	1,401,260	1,546,378	1,503,081	1,509,863	1,628,331	1,572,135	1,530,414	1,537,333
TOTAL OPERATING FUND EXPENDITURES	(1,449,590)	(1,546,378)	(1,503,081)	(1,493,936)	(1,441,323)	(1,502,193)	(1,506,784)	(1,511,487)
ENDING UNRESTRICTED RESOURCES	\$ (672,196)	\$ (672,196)	\$ (672,196)	\$ (656,269)	\$ (469,261)	\$ (399,319)	\$ (375,688)	\$ (349,842)

* 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)	\$(2,311,182)	\$(2,108,218)	\$(1,921,107)	\$(1,828,113)	\$(1,732,414)

**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	1,065	-	-	-	-	-
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	\$ 563,570	\$ 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	196,316	196,316	196,316	196,316	196,316	196,316
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				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			\$ 563,570					
TOTAL FY 22				\$ 444,823				
TOTAL FY 23					\$ 450,225			
TOTAL FY 24						\$ 437,780		
TOTAL FY 25							\$ 443,493	
TOTAL FY 26								\$ 449,368
BEGINNING RESOURCES	\$ (133,240)	\$ (143,566)	\$ (38,046)	\$ (38,046)	\$ 79,059	\$ 190,763	\$ 314,912	\$ 433,348
TOTAL REVENUES	586,387	554,809	563,570	561,929	561,929	561,929	561,929	561,929
TOTAL EXPENDITURES+DEBT+TRANSFERS	(596,713)	(449,289)	(563,570)	(444,823)	(450,225)	(437,780)	(443,493)	(449,368)
ENDING UNAPPROPRIATED RESOURCES	\$ (143,566)	\$ (38,046)	\$ (38,046)	\$ 79,059	\$ 190,763	\$ 314,912	\$ 433,348	\$ 545,909

**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

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

SCHEDULE SIX

GLOSSARY

This is a glossary of terms commonly used at public meetings at which financial matters are discussed:

Accrual – Recognition of changes in economic resources as soon as the underlying event or transaction occurs, as opposed to when cash is received or spent.

Ad Valorem Taxes – A tax levied on the assessed value (net of any exemptions) of real or personal property. This is commonly referred to as “property tax”.

Anticipated (revenue, deficit, expenses, etc.) – Estimates used in analyzing and preparing budgets. Anticipated figures are the equivalent of educated guesses. They are based on experience and information from a variety of sources that help government officials determine what they think the income or expenses will be.

Appropriation from Prior Year Fund Balance (Retained Earnings) – Money not spent in one fiscal year but carried forward to the next year. Cash carried forward is used to supplement revenues required to pay all expenses.

Budget – A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. Florida law requires that governments have a balanced budget, with expenses not exceeding revenues.

CAFR – Comprehensive Annual Financial Report

Capital Improvement Program – Governmental agencies set up five-year programs for major costs such as the construction of buildings, land acquisition, road improvements and heavy equipment. Capital expenses are listed separately from operating expenses within the budget.

Capital Outlay – Fixed assets which have a value of \$750 or more have a useful economic lifetime of more than one year, or assets of any value if the nature of the item is such that it must be controlled for custody purposes.

Capital Project – A project to acquire or improve an asset with costs more than \$50,000 and expected life of more than five years. Capital project includes land acquisition, construction, repair or structural improvement of a facility, engineering and design for a facility, and acquisition or repair of equipment. Detailed information on a capital improvement including the time frame for completion, the location, description, the estimated total expenditure, impact on operating cost and the proposed method of financing.

Capital Project Fund – A governmental Fund used to account for the acquisition and construction of major capital facilities other than those financed by proprietary funds.

City of Sebastian Cemetery Trust Fund – The City of Sebastian Cemetery Trust Fund is used to account for principal trust amounts received, sale of cemetery lots and related interest income. One-half of the cemetery lot sales and the interest portion of the trust can be used to maintain the community cemetery.

Contingency Account – Money that has been set-aside for emergencies or unexpected expenses. Each City fund usually has such an account to cover higher-than-expected costs or purchases that were not anticipated when the budget was being prepared.

Debt Service Fund – A governmental accounting fund used to account for the accumulation of pledged funds that are legally restricted to pay debts.

Deficit – A term generally applied to the budget as a whole, reflecting real or projected shortages in revenue. It means there is not enough revenue to cover expenses.

Enterprises – Activities of government, which are operated and accounted for as businesses. Enterprises rely principally on user fees earned by the business to fund operations. In City of Sebastian, the Golf Course, Airport, and the Building Department are enterprises.

Expenditures/Expenses – Cost of goods or services used.

FAA – Federal Aviation Administration

FDOT – Florida Department of Transportation

FEMA – Federal Emergency Management Agency

Fiscal year – A 12-month period of time to which the annual operating budget applies and at the end of which, a government determines its financial position and the results of its operations. In Florida, the fiscal year for all local governments extends from October 1 to September 30.

Franchise Fees – Money collected, usually from a private utility, in exchange for use of a governmental agency’s easements and rights-of-way. Cities authorize the use these facilities and collect a fee in return. Franchise fees also are collected from garbage and trash services allowed to operate with a government’s boundaries.

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

Fund – A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations of that fund.

Fund Balance – A term used to express the equity (assets minus liabilities) of governmental funds and trust funds.

GAAP-Generally Accepted Accounting Principles – Uniform minimum standards and guidelines for financial accounting and reporting. They govern the form and content of the basic financial statements of an entity. GAAP encompasses the conventions, and procedures necessary to define accepted accounting practices at a particular time. They include not only broad guidelines of general applications, but also detailed practices and procedures. GAAP provides a standard by which to measure financial presentations. The primary authoritative statement on the application of GAAP to state and local governments are National Committee on Governmental Accounting (NCGA) pronouncements. Every government should prepare and publish financial statements in conformity with GAAP. The objective of government GAAP financial reports are different from, and much broader than, the objectives of business GAAP financial reports.

General Fund – The main operating fund for the city, which is used to account for all financial resources, except those required to be accounted for in another fund. All city's departments/divisions except the enterprise fund departments/divisions are funded by the general fund. Ad valorem taxes make up the largest percentage of the general fund revenues.

Governmental Funds – These funds account for general governmental activities, such as law enforcement, which are largely supported by taxes and fees. They are reported using the current financial resources measurement focus and the modified accrual basis of accounting.

Interfund Transfer – Budgeted amounts transferred from one governmental accounting fund to another for work or services provided.

Mill – A tax rate set on the basis of the valuation of properties. A tax rate of one mill produces one dollar of taxes on each \$1,000 of assessed property valuation.

Millage Rate – A rate expressed in thousands. As used with ad valorem (property) taxes, the rate expresses the dollar of tax per one thousand dollars of taxable valuation.

Over Budget – Over budget in revenue means there is more income than expected. Over budget in expenses means actual costs exceed the budget and funds must be transferred to provide for the additional expenses by a budget adjustment.

Permanent Fund – Permanent Funds are used to report resources that are legally restricted to the extent that only earnings, not principal, may be used for purposes that support the reporting government's programs.

Projected Deficit – A projection that based on the current rate of spending, expenses will be greater than anticipated revenue. A projected deficit during a budget year usually necessitates an adjustment in the spending pattern—delaying some purchases or eliminating planned expenses—to stay within the budgeted figures.

Reserved Fund Balance – Portion of a fund balance that is not available for appropriation. This usually is due to statutory authority and/or internal policies.

Revenue – Revenues may be operationally defined in governmental fund accounting as “all increases in fund net assets except those arising from interfund reimbursements, interfund operating and residual equity transfers, or long term debt issues”.

Rolled Back Millage Rate – The tax rate necessary to pay a governmental agency the same amount of property tax dollars received during the previous budget year, excluding changes in taxable valuation resulting from new construction, annexation or de-annexation.

Shortfall – A term generally synonymous with deficit but applied to individual revenue accounts instead of to the budget of a fund or the whole City. A City might have a shortfall in a particular account, but a shortfall in the total budget is called a deficit.

SPD – Sebastian Police Department

Special Revenue Fund – A governmental accounting fund used to account for special revenues that are legally restricted to expenditures for particular purposes.

State-Shared Revenue – Revenues collected by the state and proportionately shared with counties and/or municipalities on the basis of specific formulas. Such revenues include: local share of cigarette taxes, fuel taxes, mobile home license taxes, liquor license taxes, and half-cent sales taxes.

Taxable Valuation – The value of property after all allowable exemptions have been subtracted; the values on which the millage rate is applied and taxes are computed.

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

TRIM Bill – Florida’s Truth in Millage Law that requires cities to calculate next year’s property taxes based on the same tax dollars they received during the current fiscal year.

Trust Fund – A Fund used to account for assets held in a trustee capacity or as an agent for individuals, private organizations or other governmental units.

Under Budget – Under budget in revenue means that money being collected from taxes and other sources is not as much as was anticipated. It might necessitate spending adjustments to prevent a deficit. Under budget in expenses means that actual expenses are less than the budget.

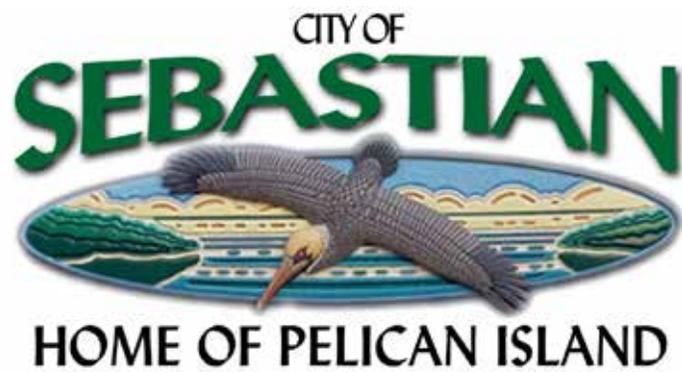
Unreserved Fund Balance – Portion of a fund balance that is available for appropriation.

User Fee – A fee charged to the party that directly receives a public service.

Utility Service Taxes – Taxes paid to municipalities by users of electricity, telephones, cellular phones, beepers, natural gas, bottled gas, and fuel oil.

Valuation – The dollar value of property that has been assigned by the County Property Appraiser.

Working Capital – Excess of current assets including cash-on-hand equivalents over current liabilities that can be used to satisfy cash flow needs.



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