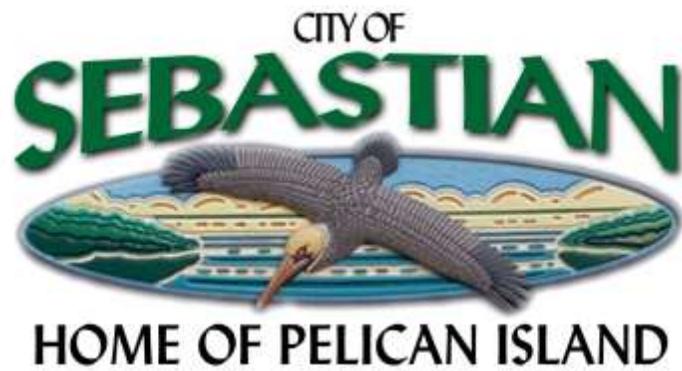


**CITY OF SEBASTIAN  
FLORIDA**

**ANNUAL BUDGET  
FISCAL YEAR 2017–2018**

**CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET**



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**CITY COUNCIL**

Bob McPartlan  
Mayor

Andrea B. Coy  
Vice-Mayor

Jim Hill  
Council Member

Linda Kinchen  
Council Member

Ed Dodd  
Council Member

**CITY OF SEBASTIAN  
FLORIDA**

**ANNUAL BUDGET  
FISCAL YEAR 2017–2018**

**CITY MANAGEMENT**

Jeanette Williams  
City Clerk

Joseph Griffin  
City Manager

Cynthia V. Hall  
Interim City Attorney

**DEPARTMENT HEADS**

Kenneth W. Killgore  
Administrative Services Director

Michelle Morris  
Police Chief

Tim Walker  
Public Works Director

Wayne Eseltine  
Building Official

Greg Gardner  
Director of Golf

Scott Baker  
Airport Director



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Sebastian**

**Florida**

For the Fiscal Year Beginning

**October 1, 2016**

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented an award of Distinguished Presentation to the City of Sebastian, Florida for its annual budget for the fiscal year beginning October 1, 2016. In order to receive this award, a government unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communication devise.

The award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

Prepared by the City of Sebastian Administrative Services Department, 1225 Main Street, Sebastian, FL 32958

**CITY OF SEBASTIAN, FLORIDA**  
**FISCAL YEAR 2017-2018 ANNUAL BUDGET**

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**CITY OF SEBASTIAN, FLORIDA**  
**FISCAL YEAR 2017-2018 ANNUAL BUDGET**

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**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.

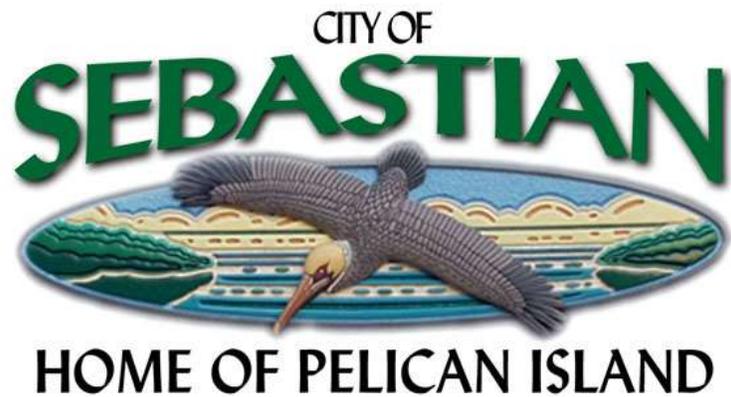
**Policies** – This section presents the City's policies that guide the preparation of the budget.

**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 each individual fund as well as detailed line item budget information. These 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 2017/18 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 2018-2023.

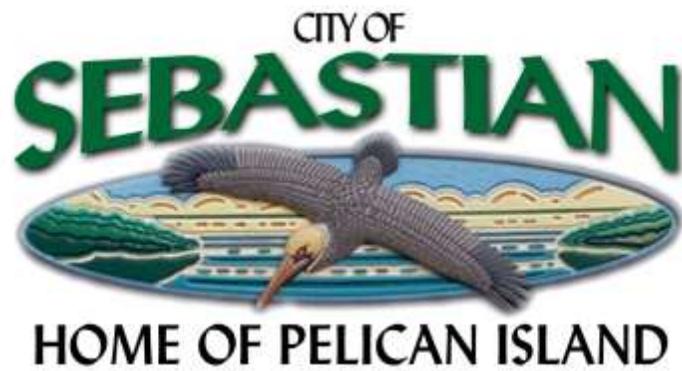
**Schedules** – This section provides historical trend information on ad valorem tax millage rates and tax collections. Debt service schedules are provided to support the budgeted line item detail. A five-year capital outlay schedule is included for future planning, including narratives and schedules 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.



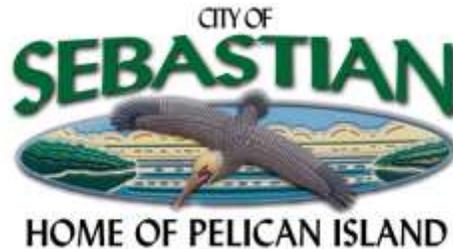
CITY OF SEBASTIAN FLORIDA  
ANNUAL BUDGET  
FISCAL YEAR 2017-2018

***BUDGET MESSAGE***

**CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET**



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October 1, 2017

The Honorable Mayor Bob McPartlan and City Council  
City of Sebastian  
1225 Main Street, City Hall  
Sebastian, Florida, USA

**Re: Fiscal Year 2018 Budget Letter of Transmittal**

Dear Mayor McPartlan and City Council Members:

In compliance with provisions of the City Charter and Florida Statutes, I am pleased to submit the Fiscal Year 2017/18 Budget. Total appropriations for all City Funds are \$26,848,429, as compared to the \$25,058,829 that was approved before amendments last year. The difference is primarily attributable to significant increases in the amount of grant revenues anticipated for the large capital outlays scheduled for the Airport.

This year, we had a 12.27% overall increase in taxable values. This included a 8.81% overall increase in taxable values of properties on last year's tax roll, with the difference being improvements and additions that occurred by December 31, 2016. Total revenues and transfers for General Fund are \$12,048,521 this year, which is a \$212,464 increase over the 2016/17 budget before amendments. With General Fund expenditures at \$11,957,269, the result is a "repayment" to General Fund Cash Reserves of \$91,252. This is termed a "repayment" because General Fund Cash Reserves were used two years ago to cover the lump-sum payments to those that elected the voluntary early retirement program.

With regard to personnel, the Budget reflects 3% across the board pay adjustments for all employees, which was the result of negotiations with the two collective bargaining units. In addition, there were changes to the number and classifications of positions accounted for in the General Fund. Additions to full-time employees included adding a Community Development Director, a Police Officer, two Maintenance Workers to the Stormwater Division, plus a Maintenance Worker at the Cemetery. Full-time positions not being continued were the City Engineer and a Maintenance Worker in the Roads & Maintenance Division, resulting in a net increase of three full-time positions. Part-time or temporary workers included adding an Audio Visual Technician, two Police Officers and two Maintenance Workers in the Roads & Maintenance Division. Part-time or temporary slots not being continued were a Custodian in Facilities Maintenance, two Gymnastic Assistants in the Parks & Recreation Division and a Maintenance Worker at the Cemetery, resulting in a net increase of one part-time position. There were no personnel changes in the Enterprise Funds.

The City Council appointed Citizen's Budget Review Advisory Committee conducted several meetings to review and discuss an initial draft of the proposed budget prior to making their financial recommendations. The Committee was advised that Staff's recommendation was developed based on City Council's direction in February 2017 to "spend not one penny more than we have to - to maintain our quality of life - will be budgeted in the next budget". Accordingly, Staff trimmed budget request and limited spending such that only a millage of 3.4000 was required. With this recommendation the City was still able to negotiate the 3% across the board pay adjustments for employees covered by collective

bargaining agreements and provide the same increase to all other employees. Seeking competitive proposals for employee health insurance resulted in premium increases that were substantially less than anticipated and allowed the excess to be earmarked for a program to allow payments to employees for extraordinary performance. The Committee agreed with Staff and fully supported this approach during the later presentations to the City Council.

The City Council appointed Parks and Recreation Advisory Committee also played a role in formulating the budget for the Recreation Impact Fee Fund by developing a list of recommended priority projects. These included improvements to the Barber Street Ballfield Lighting and construction of a new ADA Playground that have been programmed for the coming year.

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 to City Council that the FY 2018-23 CIP be adopted.

In the end, the City Council decided to adopt the recommended budget and the millage of 3.4000. Action was also taken to adopt the Capital Improvement Plan, however the City Council voted to allocate an additional \$300,000 to road reconstruction, which will be funded from Discretionary Sales Taxes.

**AD VALOREM TAXES**

The table below is an example of the effect of the approved 3.4000 millage using a homestead property taxed on a value of \$100,000 last year. The taxable value for those properties could only be increased this year by the change in the consumer price index of 2.1%:

	<u>FY 2016-17 With 3.8000 Millage</u>	<u>FY 2017-18 With 3.4000 Millage</u>
Taxable Value	\$ 100,000	\$ 102,100
Homestead Exemption	<u>50,000</u>	<u>50,000</u>
Net Taxable Value	\$ 50,000	\$ 52,100
Millage	<u>3.8000</u>	<u>3.4000</u>
Taxes for Year	\$190.00	\$177.14
Tax Decrease		(\$12.86)

The table below shows the effect of the approved 3.4000 millage using an example of a property without the homestead exemption and a value of \$100,000 last year, assuming it increased at the average rate of reassessment, which was 8.81%:

	<u>FY 2014-15 With 3.8556 Millage</u>	<u>FY 2015-16 With 3.8556 Millage</u>
Taxable Value	\$100,000	\$ 108,810
Millage	<u>3.8000</u>	<u>3.4000</u>
Taxes for Year	\$380.00	\$369.95
Tax Decrease		(\$10.05)

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

	<u>Amount</u>	<u>Percent Change</u>
FY2017 Final Taxable Value	\$1,037,687,270	
Revised Assessed Values	1,129,115,186	8.81%
New Construction and Additions	<u>35,951,701</u>	<u>3.46%</u>
FY2018 Certified Taxable Value	\$1,165,066,887	12.27%

Ad Valorem tax revenue comprises 33.5% of the total General Fund budgeted sources (excluding interfund transfers) and is the largest source of revenue for the General Fund. This percentage dropped significantly from 2009 to 2012 but has held in the range of 33% since that time, as shown on the following table:

<u>Fiscal Year</u>	<u>Total Revenues</u>	<u>Ad Valorem Taxes</u>	<u>% of General Fund</u>
2009	10,636,235	4,193,802	39.4%
2010	10,044,943	3,694,546	36.8%
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%

Through the leadership of the City Council, the organization has made a concerted effort to provide quality municipal services to the citizens of Sebastian, while minimizing the tax burden. This process 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. 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. Now that there are some signs of a recovery, the challenges are to provide reasonable wage increases and adequately fund routine maintenance activities, while also continuing to catch up with infrastructure repairs and replacements that had been deferred.

### 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 2017-18 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.

### BUDGET CHALLENGES AND HIGHLIGHTS

The Fiscal Year 2017-2018 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 12.27% this year, which is a positive sign that we continue to recover from the economic drop-off.
- **Major Revenue Source Increases** – In another indication that we have begun a recovery, our projections for utility service taxes and state-shared revenues are showing an increase from the

previous year. These projections are still slightly less than projections offered by the State, which is consistent with our conservative budget approach.

- **Business Tax Revenues** –As the economy dropped-off in past years, permitting revenue declined below amounts required to the Building Department’s operations. However, in recent years these revenues are well above operating expenses and we are able to set aside reserves to soften the impact of any future down turns.
- **Economic Signs** – There is strengthening activity in the local housing market and with the overall building activity within the City. Year-over-year median residential home sales prices are showing an increase for our zip code. We feel that forecasting a general growth rate of 3% in ad valorem taxable values and 4% in sales and utility based revenues is reasonably conservative and sufficient to sustain the current level of service.
- **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 cost increases. This budget strategy allows the City Council 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. What has been difficult was having the monies to repair or replace items and to cover routine maintenance cost. To address this need, a policy was established in FY 2013 to assign any General Fund operating surplus to a Capital Renewal and Replacement Reserve, so that the City Manager could proceed with repairing or replacing essential equipment or facilities when those items are not budgeted.
- **Personnel Expenditures** – Personnel expenditures are a challenge in that approximately 73% of the total proposed General Fund budget for operations is allocated to personnel costs. Salaries and benefits are governed by the Public Employees Association (PEA) and the Police Benevolent Association (PBA) collective bargaining agreements. Management employees have benefits memorialized in the “Management Benefits Package.” While many personnel modifications have been made to reduce costs, several long term challenges still exist, which include:
  - In the past four years, 3% increases were approved through the collective bargaining process and the City was able to grant another 3% increase this year. This followed a period when pay rates for employees were not increased at all over a four year period. The current labor agreements are in the second year of their three year term and both agreements stipulate that pay rates are open for negotiation for each year.
  - Health care benefits continue to be a concern. This year the City felt fortunate to have only a 2.3% increase in premium but there is still uncertainty on how the City will be affected in the future, with continued escalation of healthcare costs.
  - Replacements of departing employees due to attrition or retirement will continue to receive intense scrutiny and only be replaced when considered absolutely essential. While a sound policy, the organization has reached “critical mass” and will not likely be able to avoid replacements.

### **CAPITAL IMPROVEMENT PROGRAM**

On September 27, 2017, the City Council approved a six-year capital improvement program for Fiscal Year 2018-2023. Staff has incorporated the first year of that plan into the proposed FY 2017-18 Budget, including any necessary changes to operation and maintenance of the constructed facilities. The detailed project listing is located in the Capital Improvements Program section of this document.

Local Option Gas Tax (LOGT) funds will continue to be applied to the payment on the Paving Improvement Bank Note, with the rest focused on road maintenance and repaving. \$451,000 is programmed this year for repaving Indian River Drive.

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 to update the emergency dispatch center. Another ongoing allocation from DST is funding for the City’s audio/visual system, laserfiche

software and upgrading computer systems. Much to the City's relief, DST funding was renewed by referendum in November 2016. Otherwise, the City would be having difficult decisions on how to cover these expenditures. Below is a synopsis of the projected expenditures for significant projects that were also programmed from these funds:

- FY 2017-18 allocations include \$356,500 for street reconstruction, \$187,500 to match grant funding and pipe a major drainage ditch, 100,000 for design of a new Public Works Garage Compound, \$213,000 to build four Pickle Ball Courts, \$150,000 of work on the Cemetery Irrigation System, plus \$334,195 in matching funds for grants at the Airport to construct taxiways "D" and "E", construct Shade Hangars and provide additional Security Cameras.
- FY 2018-19 allocations include another \$172,000 for four more Pickle Ball Courts, an initial \$2,850,000 for construction of a new Public Works Garage Compound, \$50,000 to repave the City Hall Parking Lot, \$200,000 for improvements to Working Waterfront Drainage, \$145,000 for Stormwater Heavy Equipment, \$75,000 for a Skid Steer Track Mower, plus matching funds of \$128,819 on Airport grants to design and construct Taxiway "C".
- FY 2019-20 includes \$100,000 allocated for the Dispatch Radio System, \$200,000 for a Dispatch Generator, \$1,150,000 for the Public Works Garage Compound, \$290,000 for Stormwater Heavy Equipment, \$125,000 for a Brush Truck, plus \$225,000 in matching funds for grants at the Airport to design and construct Hangar "D".
- FY 2020-21 has \$70,000 for Stormwater Heavy Equipment, along with matching funds of \$265,000 for Airport grants to construct additional Shade Hangars and complete construction of Hangar "D".
- FY 2021-22 includes \$145,000 for Stormwater Heavy Equipment and \$100,000 for matching funds for grants at the Airport to construct an Access Road to the west side of the Airport.
- FY 2022-23 includes allocations for Computer Upgrades and Police Vehicles and Equipment but there are no other large capital outlays programmed. Notably, the Stormwater Bank Note will have reached final maturity and no payments will be required.

In FY 2017-18, from the Recreation Impact Fee Fund, \$375,000 is allocated for upgrading the Barber Street Ballfield Lighting and \$80,000 is planned for a new ADA Playground. No other projects are currently forecast.

The Riverfront Community Redevelopment Agency (CRA Fund) includes annual allocations of \$24,000 to cover expenditures on the waterfront properties, \$40,000 to continue the façade/sign improvement program and \$42,000 to assist with funding of special events. In FY 2017-18, \$50,000 is allocated to update the CRA Master Plan and \$50,000 is earmarked for Wayfinding Signage. In both FY 2018-19 and FY 2019-20, \$50,000 is programmed for Street Signage within the CRA area. In addition, \$10,000 per year has been shown for each year toward developing a program to protect and sustain the Riverview Park Tree Canopy. This is a treasured resource for the Community, which enjoys activities under the large Oak trees at that site and the City wants to be sure a tree canopy will be there for future generations. Although reimbursement to the General Fund for a large share of the salary and benefits on the new Community Development Director are added, routine operating expenditures are being minimized to allow funds to be directed toward programs or projects that will more directly impact the vitality and values of properties in the CRA district.

Stormwater Utility Fund balances are appropriated in each year for Stormwater Park maintenance, repairs to Road Crossing/Sideyard Pipes and for Pumps/Baffle Box Maintenance. \$700,000 is also appropriated each year to reimburse the General Fund for a share of the annual personnel and operating expenditures accounted for in that budget. Otherwise, projections for future years include allocations for replacing vehicles and equipment used for normal operations and maintainance of the Stormwater System.

The Parking In-Lieu-Of Fund balances are not appropriated for any additional projects at this time and will be accumulated for future improvements that will enhance the available parking facilities. This is the final year of receiving payments from past payment agreements, so the amount that can be devoted to future parking improvements appears limited.

In the Cemetery Trust Fund, \$24,375 has been allocated for the Headstone Straightening Project to be done in FY 2017-18. Depending on future lot sales, the transfers to General Fund to defray the cost of operations may be increased in future years.

In the Golf Course, extraordinary efforts to improve the facilities have occurred in the past several years, including a new irrigation system, rebuilding of the greens and replacement of the cart paths. It is expected that these projects and the current upgrades being done to the restaurant will have the result of generating more business. Then in the coming years, the Golf Course can begin “unwinding” the internally financed loans that made those improvements possible.

As mentioned above, a number of major improvement projects are funded for the Airport in the capital budget using DST funds. Revenues from property rentals have steadily increased but are only sufficient to cover operating costs and to repay advances with interest to the DST Fund on loans used toward constructing hangars and to make payments toward an interest free advance from the General Fund that was made a number of years ago.

For the Building Fund, vehicles and capital equipment have recently been replaced and no additional capital outlays are scheduled. With the recovery in permitting activity, a healthy cash reserve has been realized. This has allowed the City to use Building Fund reserves to internally finance needed improvements at the Golf Course. This has been mutually beneficial, as the Building Fund is receiving a favorable return on those monies, while the Golf Course avoided the cost of external financing.

The Fiscal Year 2018-2023 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 program;
- Continuation of the sidewalk installation program;
- 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 renewed for five years, following a competitive selection process in May of 2013. As a result, taxpayers were provided garbage carts and rates were reduced;
- Contracting for services such as landscaping, ditch mowing and janitorial work when such measures are beneficial and affordable;

**Commitment to the Future:**

- Updating the Airport Master Plan and continuing the implementation of the Sebastian Municipal 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;
- Continue efforts to obtain grants;

**Quality of Life:**

- Providing ample good quality parks and recreation facilities for the community;
- Providing a quality facility for golf;
- Designate resources to minimize the impact on the community of the planned passenger rail service by All Aboard Florida;
- Partnering 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.

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 reflected the effort to once again offer annual pay raises, spend the necessary funds for normal maintenance and catch up on equipment replacements.

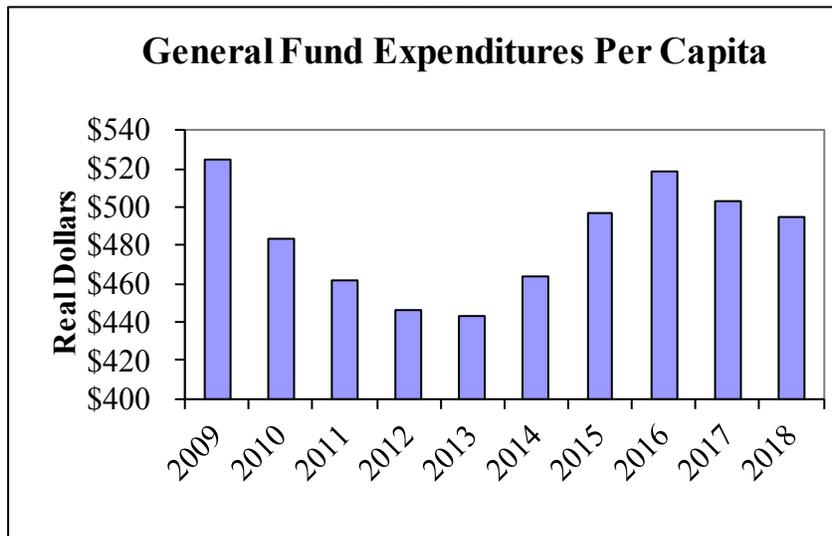
Trend information on General Fund expenditures per capita is shown in the table below and in CHART I that follows:

**General Fund Expenditures Per Capita**

<u>Fiscal Year</u>	Actual <u>2009</u>	Actual <u>2010</u>	Actual <u>2011</u>	Actual <u>2012</u>	Actual <u>2013</u>	Actual <u>2014</u>	Actual <u>2015</u>	Actual <u>2016</u>	Adopted Budget <u>2017</u>	Adopted Budget <u>2018</u>
General Fund Expenditures (in millions)	12.03	10.99	10.59	9.79	9.75	10.30	11.23	11.57	11.65	11.96
Population (1)	22,924	22,722	22,922	21,929	21,995	22,188	22,622	22,296	23,137	24,192
Percent Change from Prior Year	2.2%	-0.9%	0.9%	-4.3%	0.3%	0.9%	2.0%	-1.4%	3.8%	4.6%
Expenditures Per Capita	\$525	\$484	\$462	\$446	\$443	\$464	\$496	\$519	\$504	\$494
Percent Change from Prior Year	-0.1%	-7.8%	-4.5%	-3.4%	-0.7%	4.7%	6.9%	4.5%	-3.0%	-1.8%

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

**CHART I**

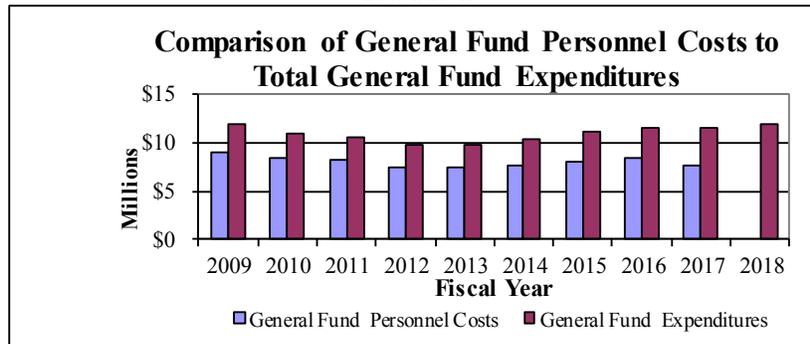


Another important consideration involves strict attention to personnel costs. The comparison of General Fund personnel costs to total General Fund expenditures for the past several years is shown in the following table and in CHART II. The percentage increases from FY 2008 to FY 2013 are mainly due to overall spending reductions in capital outlays and non-payroll operating accounts. 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 a substantial increase. This was followed by a historic drop in FY 2017. Then as the City has been able to selectively reinstate some positions that are essential to continuing quality services, an increase is shown for FY 2018.

**Comparison of General Fund Personnel Costs to Total General Fund Expenditures**

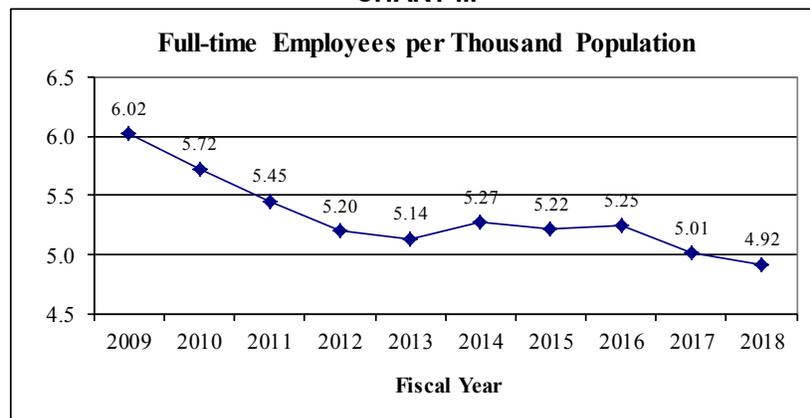
Fiscal Year		Total		Percentage
		General Fund Personnel Costs	General Fund Expenditures	
2009	Actual	\$9,113,545	\$12,025,198	75.79%
2010	Actual	\$8,534,921	\$10,991,875	77.65%
2011	Actual	\$8,244,295	\$10,589,848	77.85%
2012	Actual	\$7,530,386	\$9,785,294	76.96%
2013	Actual	\$7,421,903	\$9,750,950	76.11%
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	Estimated	\$7,732,922	\$11,554,754	66.92%
2018	Budget	\$8,711,830	\$11,957,269	72.86%

**CHART II**



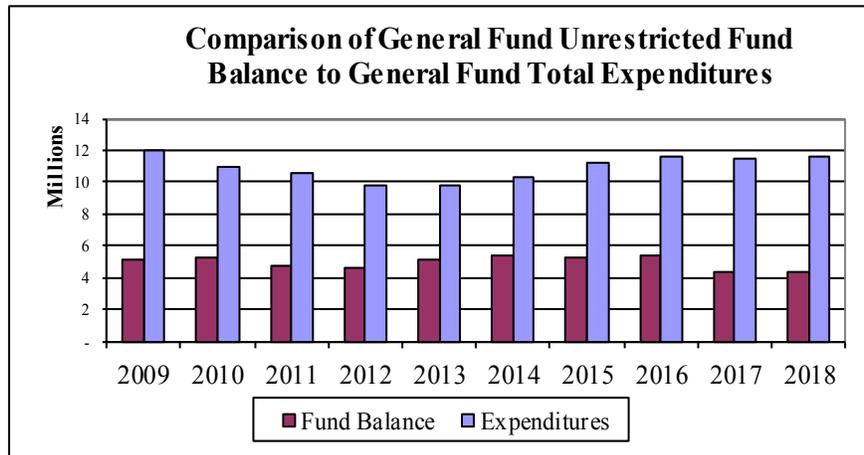
A significant factor continuously examined by the administration is full-time employees per thousand in population. Sebastian has experienced a decreasing trend in full-time employees per thousand in population. This is illustrated in Chart III.

**CHART III**

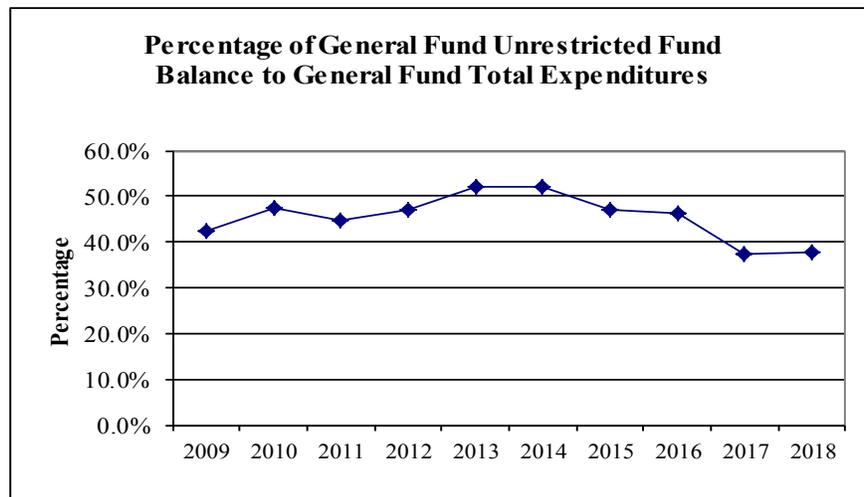


The comparison of General Fund actual unrestricted fund balance to the General Fund total expenditures is illustrated in Chart IV and Chart V. As required by the adopted financial policies, the General Fund unrestricted fund balance is required to be maintained at a target amount of five million dollars (\$5,000,000). This target approximates an amount calculated to sustain City operations in the event of natural disasters. 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 recently resulting from Hurricane Matthew and Hurricane Irma, fund balance has been reduced and the City has yet to recover any funds from the State or FEMA (Federal Emergency Management Agency). Nevertheless, the charts below reflect that the administration has historically maintained a healthy General Fund unrestricted fund balance. Such trends are reliable indicators of the financial stability of a community.

**CHART IV**



**CHART V**



**BUDGET BY FUNCTION**

**Economic Environment**

As reported by the University of Florida Bureau of Economic and Business Research, 2016 Estimates of Population, the City's population is 24,192. This was a 4.6% increase over the prior year. Sebastian has an approximate "build-out" rate of 75%. However, although residential and commercial development for the past several years was at a very slow rate, there are now signs of growth. This has been reflective of economic conditions on a State and Nationwide scale and is not considered a local peculiarity.

The Sebastian Community Redevelopment Agency (CRA) experienced an increase in property values this year from \$79,412,419 to \$82,802,847. Recent infrastructure improvements within the CRA area were 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 waterfront. The City provides support to several local festivals that provide direct economic benefit to the community. The CRA website <http://www.cityofsebastian.org/CRA/> highlights news and information within the CRA district.

The City continues to utilize the web site for businesses, [www.sebastianbusiness.com](http://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. A Budget for economic development is established in the Community Development Department for advertising expenditures focused on attracting enterprises that will create jobs.

### **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 fifteen 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 assist 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 MPO of Indian River County regarding prospective future capital 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 to comply with those meeting the State's specifications.

Public Works continues working on asphalt paving/resurfacing of existing City streets as funding permits. Recognizing the lack of resources allocated in the past for maintaining the roadways, the City increased the millage in FY 2015 and began an annual transfer to the Local Option Gas Tax Fund to be used for catching up on road resurfacing that had been deferred over a number of years. This year, that transfer was discontinued. In addition to resurfacing that will be funded in FY 2018, several projects are funded by Discretionary Sales Taxes to rebuild streets that have not been adequately maintained and now need to be rebuilt.

### **Airport**

The Sebastian Municipal Airport (X26) Master Plan serves as the guiding document for airport planning. Consultants are currently updating 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. The aforementioned improvement projects were the result of grants by the Florida Department of Transportation (FDOT) and Federal Aviation Administration (FAA) combined with 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 plan.

## **Physical Environment**

To comprehensively address and implement long-term solutions to community drainage and other stormwater related problems, 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 equipment purchases.

Stormwater maintenance has long been an important issue for City residents and a challenge for the Stormwater Division. In FY 2005-06, the City began outsourcing swale and ditch maintenance work to enable City crews to focus on different stormwater maintenance practices. This action helped and initially reduced drainage complaints. However in recent years, the number of complaints increased and it was realized that additional measures were needed. Initially, a program was initiated to have the contractor do a city wide cleanout of the ditches on a quarterly cycle. Then the City concluded that equipment used by City crews to clean storm drains needed replacement, so priority was given to the purchase of equipment. When it became apparent that the City needed to improve the tracking of complaints and subsequent follow-up to be sure problems were promptly addressed, a special phone line was established and an employee assigned to personally follow-up with a response. In addition, in FY 2014-15, the City initiated a two year program to hire a contractor to do a more comprehensive cleanout of the ditch drainage system. Stormwater operation and maintenance cost are budgeted in General Fund at \$926,206 in 2017-18. A good portion of this is covered via a transfer of funds from the Stormwater Revenue Fund.

## **Culture and Recreation**

City administration will continue to provide program funding for beautification and landscaping improvements throughout the City, as opportunities become available. The organization remains acutely aware that properly maintaining this infrastructure is a main priority. Funding has been allocated from Recreation Impact Fees in FY 2017-18 for upgrading ballfield lights at the Barber Street Sports Complex and to construct a new ADA Playground. In addition, a major project to renovate the restaurant at the Golf Course was accomplished and with recent upgrades to the irrigation system, replacement of cart paths and rebuilding of greens, there is an expectation that the Golf Course will attract more business than it has in the past.

## **SUMMARY**

The Proposed Fiscal Year 2016-17 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 community values, goals, objectives, and ideas.

Although major revenue sources had declined over several years, the City is now seeing some increases. 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 2017-18 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 2016-17 budget document. This is the thirteenth 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. Throughout the tough economic times of the past several years, the organization's employees have stepped up to take on additional work and perform at high levels, making Sebastian a gem along the Treasure Coast region. Sebastian has grown into a marquee community due in large part to these efforts

and the leadership of City Council. The community should be proud of its public servants. 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. Department directors contributed invaluable in preparing the budget document. 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 City Council demands and the citizens enjoy over the years to come.

Respectfully submitted,



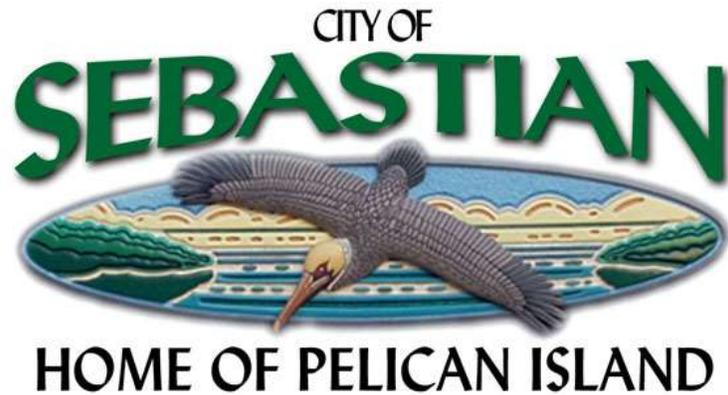
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Kenneth W. Killgore  
Administrative Services Director



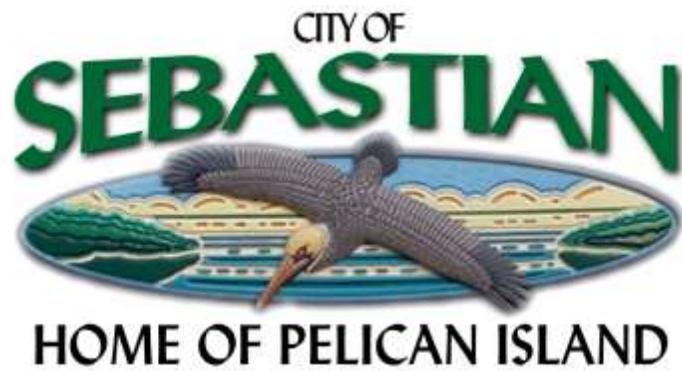
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Joe Griffin  
City Manager



CITY OF SEBASTIAN FLORIDA  
ANNUAL BUDGET  
FISCAL YEAR 2017-2018

***BUDGET OVERVIEW***



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# CITY OF SEBASTIAN, FLORIDA 2017/2018 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 24,192 living in an area of approximately 14.6 square miles.

The City boasts beautiful parks, public and private elementary schools, middle schools, and a high school just outside of its limits, an unobstructed view of the intra-coastal waterway in the Indian River Lagoon along its riverfront district, close proximity to Atlantic beaches, a police department, shops and restaurants, many churches, several City festivals each year, monthly arts and crafts shows, concerts in the park, a municipal golf course and airport, and a central location 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 18.0% of the employment, followed by Retail Trade with 16.8% and Accommodation and Food Services with 10.8%. 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 June, 2017 unemployment rate was 5.4%, as compared to 4.3% for Florida. According to the Bureau of Economic and Business Research 27.0% of the County's population holds a bachelor's degree or higher, the area median age is 49 years and median household income for 2015 was \$49,887. 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 2017/2018 ANNUAL BUDGET

Major employers in the County are shown below along with their approximate level of employment as of July 2017.

## 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	2,073
Indian River Medical Center	Health Care	1,753
Publix Supermarkets	Food/Beverage	1,250
Indian River County	Government	860
Piper Aircraft	Manufacturer	720
Wal-Mart	Retail	693
Sebastian River Medical Center	Health Care	595
John's Island	Residential/Resort	584
Medical Data System	Collection Agency	500
City of Vero Beach	Government	409
Visiting Nurse Association	Health Care	396

Source: Indian River County Chamber of Commerce

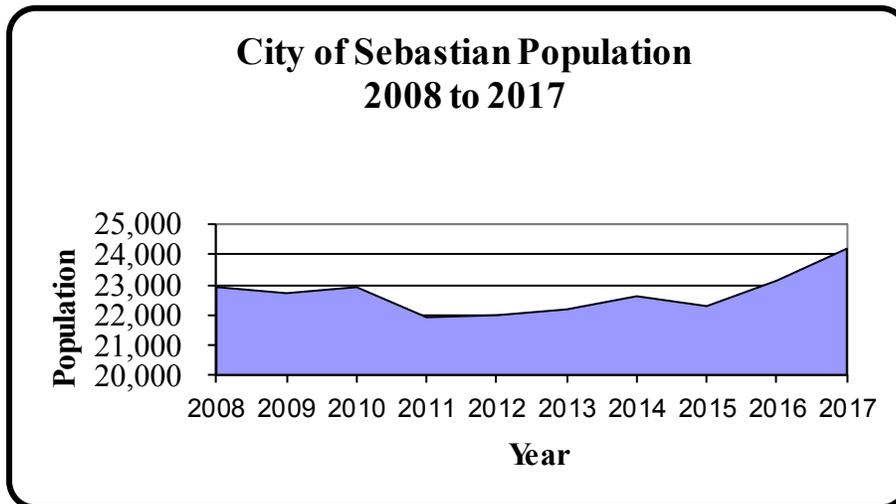
# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## 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 60%. 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

<u>Year</u>	<u>Population</u>	<u>Change from Prior Year</u>
2008	22,924	2.22%
2009	22,722	-0.88%
2010	22,922	0.88%
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%



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

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

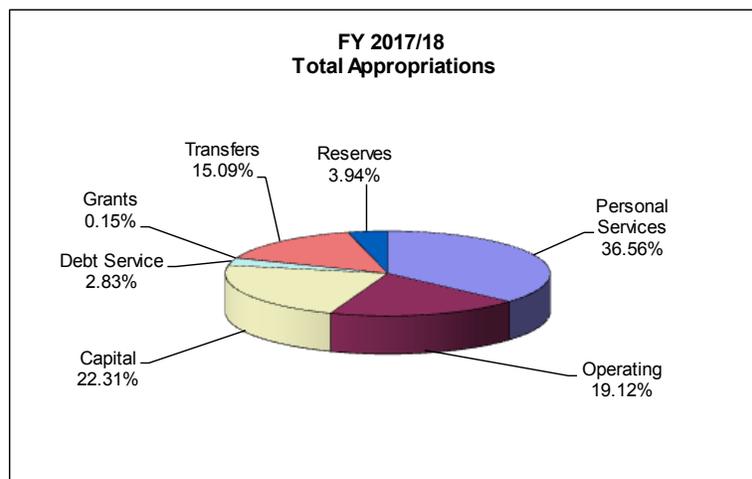
The Fiscal Year 2017/18 adopted budget continues to emphasize minimizing expenditures, yet adequately funding the desired level of service. Reducing expenditures continues to be a challenge, as each year becomes more difficult as the budgets have already been brought down to a minimum. Despite the State 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 has been able to address deferred maintenance issues, replacement of capital items and the effects of having limited staffing for such a long period.

## 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 2017/18 is \$26,848,429. 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 \$9,819,152.
- **Operating Budget:** The operating budget finances the contractual fees, supplies, utility billings, training/travel expenditures. The budgeted amount for this fiscal year is \$5,132,827.
- **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 for this fiscal year is \$5,988,808.
- **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 \$728,429.
- **Grants Budget:** This includes payments to other individuals or organizations. \$40,000 is appropriated in this fiscal year.
- **Transfers Budget:** These are made between budgeted funds and total \$4,082,381 in this fiscal year.
- **Contingency/Reserve:** The contingency/reserve appropriations are made up of unappropriated fund balances being increased this year and are available to cover emergency expenses or revenue shortages. These appropriations total \$1,056,832 this fiscal year.

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



# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

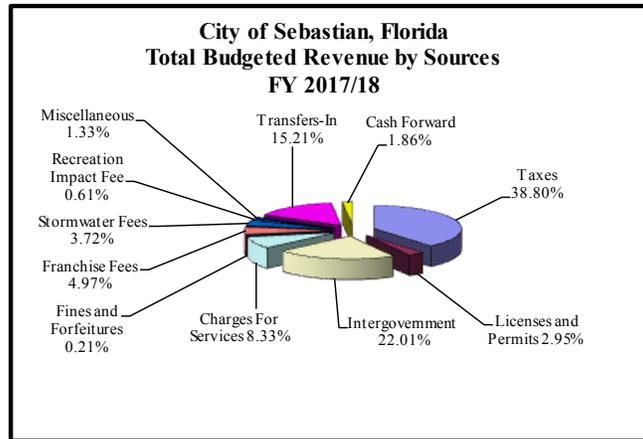
## FY 2017/18 BUDGET SUMMARY FOR ALL FUNDS

	GENERAL FUND	SPECIAL REVENUE FUNDS	DEBT SERVICE FUNDS	CAPITAL PROJECTS FUNDS	ENTERPRISE FUNDS	ALL FUNDS
<b><u>REVENUES:</u></b>						
Taxes:						
Ad Valorem	\$ 3,799,624	\$ -	\$ -	\$ -	\$ -	\$ 3,799,624
Sales and Use Taxes	-	3,870,751	-	-	-	3,870,751
Utility Service	2,751,498	-	-	-	-	2,751,498
Licenses and Permits	138,500	-	-	-	652,400	790,900
Intergovernmental Revenue	2,608,036	349,989	-	2,951,963	-	5,909,988
Charges For Services	404,140	-	-	-	1,831,054	2,235,194
Fines and Forfeitures	55,000	1,000	-	-	-	56,000
Franchise Fees	1,333,454	-	-	-	-	1,333,454
Stormwater Assessment	-	998,000	-	-	-	998,000
Recreation Impact Fees	-	163,800	-	-	-	163,800
Miscellaneous Revenue	233,269	102,440	900	-	21,000	357,609
<b>TOTAL REVENUES</b>	<b>11,323,521</b>	<b>5,485,980</b>	<b>900</b>	<b>2,951,963</b>	<b>2,504,454</b>	<b>22,266,818</b>
Transfers-In (1)	725,000	-	403,792	2,921,845	31,744	4,082,381
Cash Balances Brought Forward	-	499,230	-	-	-	499,230
<b>TOTAL REVENUES, BALANCES AND TRANSFERS</b>	<b>\$ 12,048,521</b>	<b>\$ 5,985,210</b>	<b>\$ 404,692</b>	<b>\$ 5,873,808</b>	<b>\$ 2,536,198</b>	<b>\$ 26,848,429</b>
<b><u>EXPENDITURE/EXPENSES:</u></b>						
General Government	\$ 3,595,687	\$ -	\$ -	\$ 380,650	\$ -	\$ 3,976,337
Public Safety	5,246,339	-	-	444,000	607,723	6,298,062
Physical Environment	926,206	735,180	-	750,000	-	2,411,386
Transportation	1,262,861	100,103	-	3,631,158	447,956	5,442,078
Economic Environment	-	-	-	-	-	-
Culture and Recreation	926,176	-	-	668,000	1,258,748	2,852,924
Debt Service	-	242,445	404,078	-	81,906	728,429
<b>TOTAL EXPENDITURE/EXPENSES</b>	<b>11,957,269</b>	<b>1,077,728</b>	<b>404,078</b>	<b>5,873,808</b>	<b>2,396,333</b>	<b>21,709,216</b>
Transfers-Out (1)	-	4,025,637	-	-	56,744	4,082,381
Increases to Cash Reserves	91,252	881,845	614	-	83,121	1,056,832
<b>TOTAL EXPENDITURES/EXPENSES, TRANSFERS AND RESERVES</b>	<b>\$ 12,048,521</b>	<b>\$ 5,985,210</b>	<b>\$ 404,692</b>	<b>\$ 5,873,808</b>	<b>\$ 2,536,198</b>	<b>\$ 26,848,429</b>

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## SUMMARY OF REVENUES

Funding available to the city in FY 2017/18 from all sources is estimated at \$26,848,429. As illustrated in the graph below, tax revenues make up approximately 38.80% of total budgeted revenues. Tax revenues include ad valorem taxes, discretionary sales tax, and utility service tax. Intergovernmental revenues make up 22.01% of revenues. These are comprised of state shared revenues and federal grants, state grants, and local grants. Charges for services represent an additional 8.33% of revenues, and are generated mainly by the enterprise activities of the city.



The table presented below summarizes changes in FY 2017/18 revenues compared to the FY 2016/17 original budget. Taxes increased 6.7% due to an increase in taxable values, even though the millage was reduced due to projected increases in special revenue fund revenues. Intergovernmental Revenue shows an increase of 83.0% due to additional proceeds expected from grants for Airport projects. Licenses and Permits have a slight decrease of .2% due to lower expectations of permitting activity. Franchise Fees is increased 6.5% due to growth in those receipts and Miscellaneous Revenue is increased 17.4% due to increases in anticipated investment returns and sales of surplus items. Recreation Impact Fee projections were increased 25.9% based on recent collection levels. Transfers-In decreased 10.3% due to lower debt service payments. The Balances Forward increase is due to using more of the reserve balances in Special Revenue Funds to pay for current year capital projects.

### Total Budgeted Revenue

	Budget FY 2013/14	Budget FY 2014/15	Budget FY 2015/16	Budget FY 2017/18	Increase (Decrease)	% Increase/ Decrease
Taxes	\$ 8,575,565	\$ 9,288,334	9,799,774	#####	\$ 622,099	6.7%
Licenses and Permits	704,800	771,950	792,450	790,900	(1,550)	-0.2%
Intergovernmental Revenue	3,309,766	3,048,553	3,379,959	5,909,988	2,530,029	83.0%
Charges For Services	2,151,075	2,073,739	2,081,582	2,235,194	153,612	7.4%
Fines and Forfeitures	73,400	68,100	66,300	56,000	(10,300)	-15.1%
Franchise Fees	1,143,000	1,201,400	1,255,053	1,333,454	78,401	6.5%
Stormwater Assessment	977,788	1,000,000	985,500	998,000	12,500	1.3%
Recreation Impact Fee	35,000	246,250	100,000	163,800	63,800	25.9%
Miscellaneous Revenue	628,336	306,928	304,225	357,609	53,384	17.4%
<b>Total Operating revenues</b>	<b>\$ 17,598,730</b>	<b>\$ 18,005,254</b>	<b>\$ 18,764,843</b>	<b>\$ 22,266,818</b>	<b>\$ 3,501,975</b>	<b>19.4%</b>
Transfers-In	3,980,961	5,515,366	4,648,339	4,082,381	(565,958)	-10.3%
Balances Forward	220,833	561,222	403,343	499,230	95,887	17.1%
<b>Total Revenues</b>	<b>\$ 21,800,524</b>	<b>\$ 24,081,842</b>	<b>\$ 23,816,525</b>	<b>\$ 26,848,429</b>	<b>\$ 3,031,904</b>	<b>12.6%</b>

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

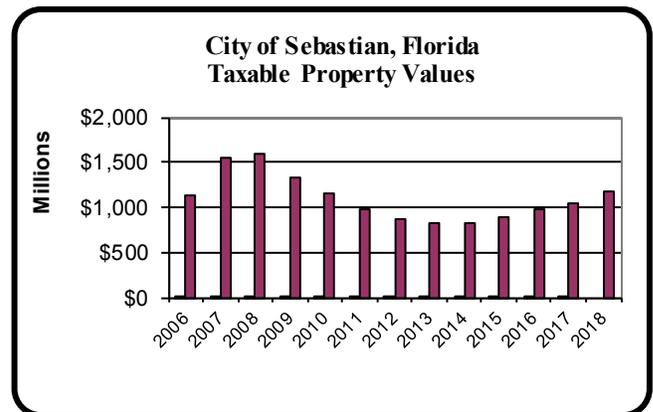
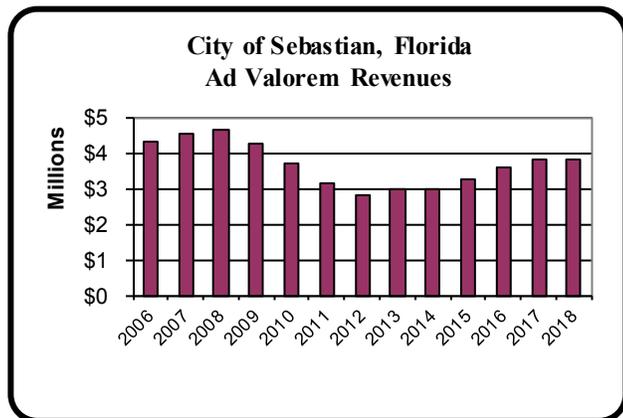
The following is an overview and analysis of all the major revenue sources for the city. The overview provides a description of the revenue and the authority to collect such revenue. The analysis provides up to ten years trend for each major revenue source.

## 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 2017/18 the City has budgeted at 96% or \$3,797,124 for current ad valorem tax collections.

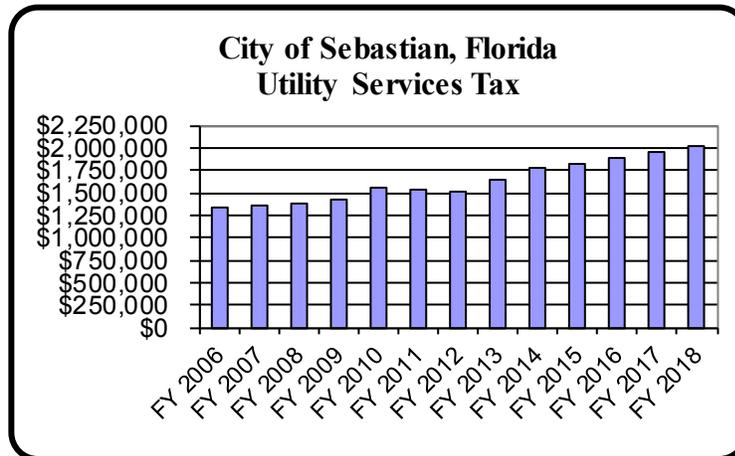
Ad valorem taxes, or property taxes, provide approximately 31.5% of the City's General Fund revenues. The graphs below illustrate a significant decline in ad valorem revenues and property value until FY 2012/13 and then a sizable recovery since then. The FY 2017/18 property value shows an increase from the previous year final levy due to changes and increases in taxable values. A summary of the City's millage rates since 1997 is located in the schedule section of this document.



# CITY OF SEBASTIAN, FLORIDA 2017/2018 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 2017/18, \$1,695,000 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 14.1% of General Fund revenues. The graph below illustrates historical and projected collections in Utility Services Tax, which is consumption driven.



## Communication Service Tax

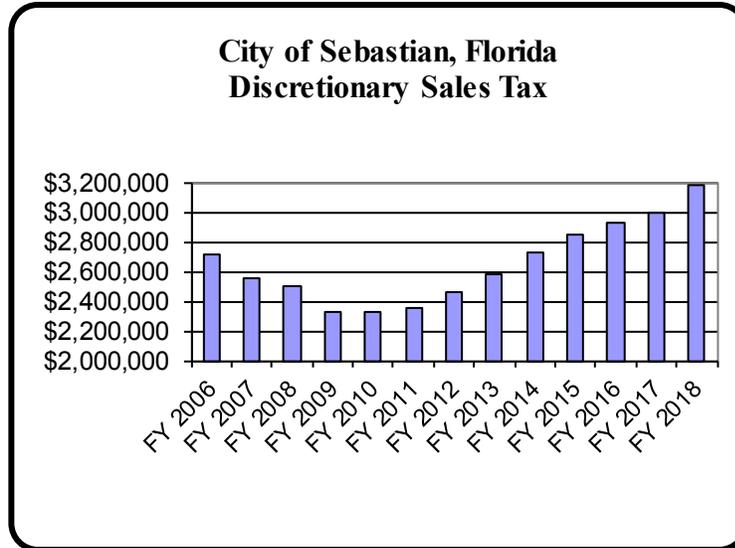
The Communication Service Tax replaced the franchise fee for dealers of communications services (including, but not limited to, phone and cable TV services). The tax in the city is 5.22% of the sales price on all taxable sales of communication services provided within the municipality. The revenue estimated for the FY 2017/18 is \$725,000. 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 2017/18, \$3,187,750 is estimated to be received based on the trend analysis and the estimate provided by the Legislative Committee on Intergovernmental Relations (LCIR). The Discretionary Sales Tax revenues are recorded in a special revenue fund.

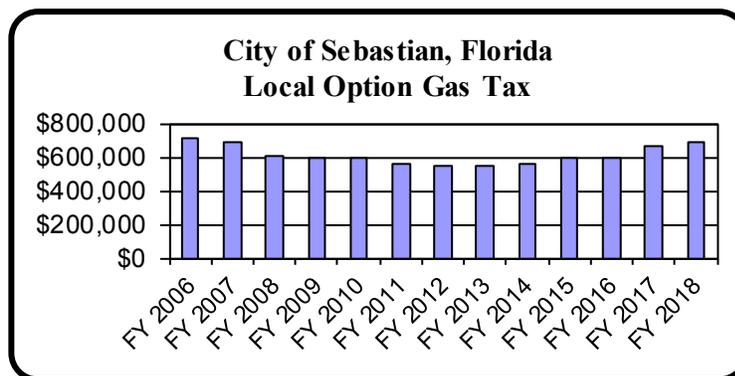
# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

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 2010.



## 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 2017/18 the revenue is projected to be \$683,001. 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.

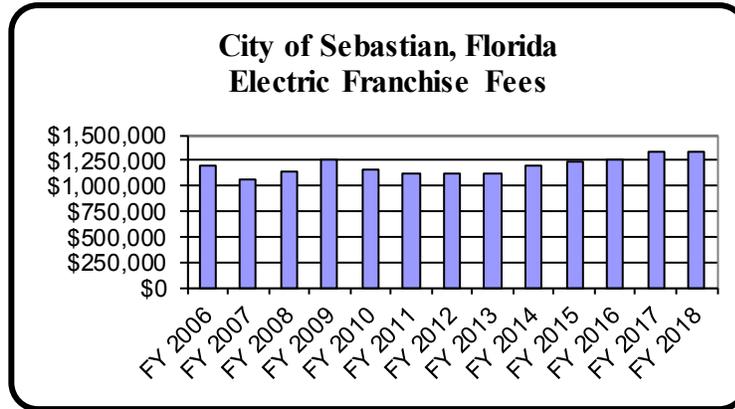


## FRANCHISE FEES

Franchise fees are paid by utility providers (electricity, solid waste) for their use of city streets and property in providing their services. The solid waste 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 2017/18, \$1,228,000 is budgeted as electric franchise fees revenues.

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

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.

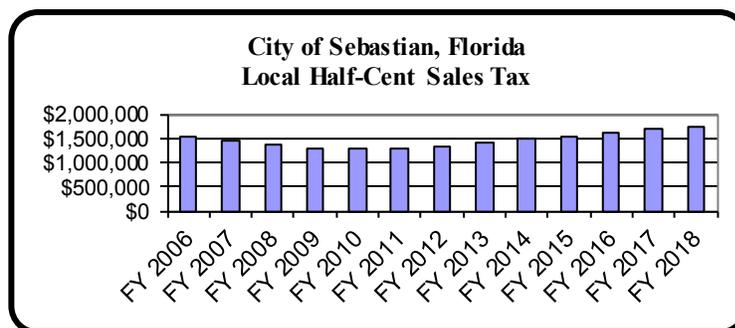


## INTERGOVERNMENTAL REVENUES

### 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. Each June, 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 2018 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.

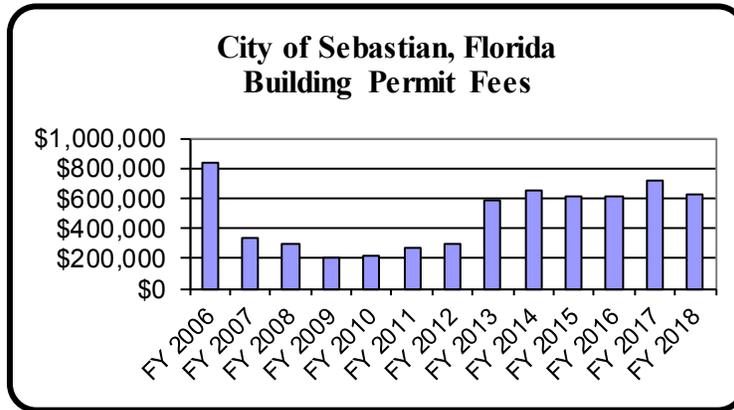


# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## CHARGES FOR SERVICES

### Building Department Revenues

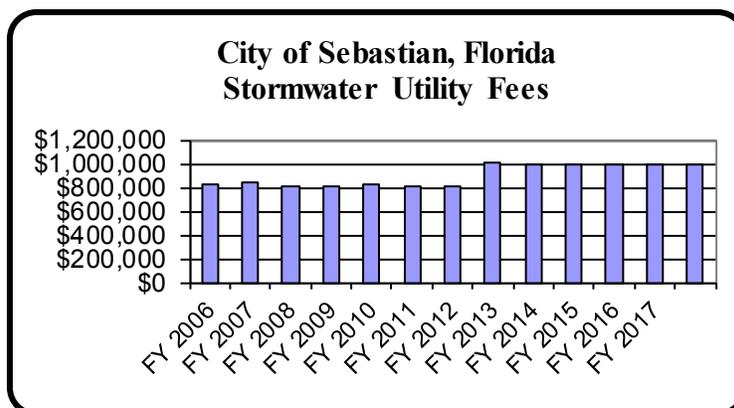
The Building Department is an enterprise operation of the City. A major part of the Building Department Revenue sources is building permit fees. Building activities are very sensitive to economic changes, and this type of revenues can quickly decline if there is a downturn in the economy. The City experienced 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 12/13. For FY 2017/18, the revenue is estimated to be a net amount of \$998,000, primarily due to credits given to users that provide facilities that handle stormwater drainage on their property. 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 2017/2018 ANNUAL BUDGET

## SUMMARY OF APPROPRIATIONS

City services are provided through the City Council, three charter officers, operating departments/divisions (excluding the golf course, airport administration, and building department), and are all supported by the General Fund. The Exhibit S-1 on the following page compares the General Fund departmental expenditure budget for FY 2017/18 to the original expenditure budget for FY 2016/17.

The total increase of 2.64% for the General Fund reflects an increase in personnel cost, with a decline in operating expenditures, capital outlays and transfers to other funds. Personnel cost increased by 8.50, due to 3% pay increases to employees and the addition of three full-time and one part-time position. Notable changes in appropriations for individual departments are:

- ❑ City Manager decreased 21.39% due to transferring the Procurement/Contracts Manager position to the Administrative Services Department.
- ❑ City Clerk increased 19.18% due to election costs in a year when there is not a County election.
- ❑ Audio Visual increase 10.00% due to increased cost of internet services.
- ❑ Administrative Services increased 33.81% from transferring of the Procurement/Contract Manager.
- ❑ Police Administration increased 23.25% due to adding a Police Commander position.
- ❑ Engineering was reduced 21.69% by the lay-off of the City Engineer position.
- ❑ Facilities Maintenance increased 18.63% due to increases in budgets for Janitorial Services and Building Repair/Maintenance.
- ❑ Cemetery increased 20.71% because a part-time position was increased to full-time.
- ❑ Community Development increased 57.29% from the addition of a Director and an Engineering Technician position.
- ❑ Non-Departmental decreased 24.73% because transfers were no longer needed for extra road repaving or Stormwater expenditures.

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

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

<u>Org Code</u>	<u>Description</u>	<u>FY 13/14 Actual</u>	<u>FY 14/15 Budget</u>	<u>FY 15/16 Budget</u>	<u>FY 16/17 Budget</u>	<u>FY 17/18 Adopted Budget</u>	<u>Increase (Decrease)</u>	<u>% Increase (Decrease)</u>
010001	City Council	\$ 49,940	\$ 50,522	\$ 53,733	\$ 53,889	\$ 54,893	\$ 1,004	1.86%
010005	City Manager	264,716	257,182	267,702	351,843	276,569	\$ (75,274)	-21.39%
010009	City Clerk	287,118	343,530	328,628	188,919	225,160	\$ 36,241	19.18%
010022	Audio Visual	-	-	164,502	121,939	134,138	\$ 12,199	10.00%
010010	City Attorney	102,959	103,870	101,730	101,720	101,554	\$ (166)	-0.16%
010020	Administrative Services	555,312	558,459	490,416	487,476	652,296	\$ 164,820	33.81%
010021	Management Information Service	143,139	184,979	204,450	233,201	220,197	\$ (13,004)	-5.58%
010041	Police Administration	787,195	890,607	830,164	724,996	893,551	\$ 168,555	23.25%
010043	Police Operations	2,428,384	2,372,752	2,404,754	2,598,252	2,778,265	\$ 180,013	6.93%
010047	Police Detective Division	731,151	728,334	779,808	794,027	803,619	\$ 9,592	1.21%
010049	Police Dispatch Unit	516,266	541,846	566,713	581,361	597,355	\$ 15,994	2.75%
010045	Code Enforcement Division	170,742	167,851	178,074	166,499	173,549	\$ 7,050	4.23%
010051	Engineering	-	-	-	534,121	418,276	\$ (115,845)	-21.69%
010052	Roads and Maintenance	867,289	845,587	753,038	591,718	615,953	\$ 24,235	4.10%
010053	Stormwater Utility	900,313	1,221,517	1,220,617	923,036	926,206	\$ 3,170	0.34%
010054	Fleet Management	182,637	211,966	237,152	240,448	228,632	\$ (11,816)	-4.91%
010056	Facilities Maintenance	243,778	306,265	346,824	265,037	314,412	\$ 49,375	18.63%
010057	Parks and Recreation	923,996	937,017	882,432	925,284	926,176	\$ 892	0.10%
010059	Cemetery	194,333	188,657	190,252	147,816	178,423	\$ 30,607	20.71%
010080	Community Development	248,946	213,731	198,207	267,729	421,109	\$ 153,380	57.29%
010099	Non-Departmental	698,964	1,106,055	1,286,981	1,350,972	1,016,936	\$ (334,036)	-24.73%
Total General Fund Expenditures		<u>\$ 10,297,178</u>	<u>\$ 11,230,728</u>	<u>\$ 11,486,177</u>	<u>\$ 11,650,283</u>	<u>\$ 11,957,269</u>	<u>\$ 306,986</u>	<u>2.64%</u>

Exhibit S-2 compares the General Fund expenditure by category budget for FY 2017/18 with the original expenditures budget for FY 2016/17.

- Salaries and benefits category reflects an increase of 8.51% primarily because of pay increases scheduled for all employees and the addition of three full-time and one part-time position.
- Operating expenditures increased 1.97% due to cost of City elections, employee hiring and outside consulting fees anticipated to be needed without the in-house City Engineer position.
- Capital outlay reflects a significant reduction of 71.51% in equipment purchases.
- Transfers to Other Funds were totally eliminated.

## Exhibit S-2 General Fund Appropriations by Category

<u>By Major Category</u>	<u>FY 12/13 Actual</u>	<u>FY 13/14 Actual</u>	<u>FY 14/15 Actual</u>	<u>FY 15/16 Budget</u>	<u>FY 16/17 Budget</u>	<u>FY 17/18 Budget</u>	<u>Increase (Decrease)</u>	<u>% Increase (Decrease)</u>
Salaries and Benefits	\$ 7,421,903	\$ 7,248,030	\$ 7,972,462	\$ 8,157,482	\$ 8,028,832	\$ 8,711,830	\$ 682,998	8.51%
Operating Expenditures	2,165,857	1,840,736	2,562,509	2,774,797	3,138,526	3,200,439	\$ 61,913	1.97%
Capital Outlays	99,629	193,452	346,166	206,098	157,925	45,000	\$ (112,925)	-71.51%
Transfers to Other Funds	63,561	-	349,590	347,800	325,000	-	\$ (325,000)	-100.00%
Total	<u>\$ 9,750,950</u>	<u>\$ 9,282,218</u>	<u>\$ 11,230,728</u>	<u>\$ 11,486,177</u>	<u>\$ 11,650,283</u>	<u>\$ 11,957,269</u>	<u>\$ 306,986</u>	<u>-161.03%</u>

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

Exhibit S-3 compares the total expenditure budget for FY 2017/18 with the amended expenditure budget by fund for FY 2016/17. It shows expenditures only and does not include increases to reserves.

## Exhibit S-3 Total Budget Comparison by Fund

<u>Fund name</u>	<u>FY 13/14 Actual Expenditures/ Expenses</u>	<u>FY 14/15 Actual Expenditures/ Expenses</u>	<u>FY 15/16 Actual Expenditures/ Expenses</u>	<u>FY 16/17 Budgeted Expenditures/ Expenses</u>	<u>FY 17/18 Budgeted Expenditures/ Expenses</u>	<u>Increase (Decrease)</u>	<u>% Increase (Decrease)</u>
<b>General Fund (1)</b>	\$ 10,297,178	\$ 11,229,408	\$ 11,568,292	\$ 12,134,654	\$ 11,957,269	\$ (177,385)	-1.46%
<b>Special Revenue Funds</b>							
Local Option Gas Tax (2)	448,841	599,858	901,572	1,087,738	793,548	\$ (294,190)	-27.05%
Discretionary Sales Tax (3)	2,472,549	3,528,171	2,785,073	4,308,141	2,419,637	\$ (1,888,504)	-43.84%
Riverfront CRA (4)	474,126	267,636	366,718	371,587	317,192	\$ (54,395)	-14.64%
Parking In-Lieu-Of	29,322	2,800	62	-	-	\$ -	n/a
Recreation Impact Fee (5)	123,410	109,959	32,399	275,000	455,000	\$ 180,000	65.45%
Stormwater Utility (6)	1,036,461	1,033,251	920,199	1,160,000	1,117,988	\$ (42,012)	-3.62%
Law Enforcement Forfeiture Fund	23,286	29,087	17,096	-	-	\$ -	n/a
<b>Debt Service Funds</b>							
Discretionary Sales Surtax	2,018,716	1,029,307	1,384,661	710,554	-	\$ (710,554)	-100.00%
Stormwater Utility Revenue Bonds	463,413	438,809	400,498	403,132	404,078	\$ 946	0.23%
<b>Capital Project Funds (7)</b>	1,738,876	3,567,037	3,498,000	3,417,882	5,873,808	\$ 2,455,926	71.86%
<b>Enterprise Funds</b>							
Golf Course Fund (8)	1,608,271	1,298,554	1,693,832	1,519,603	1,347,898	\$ (171,705)	-11.30%
Airport Fund	341,067	321,921	639,639	427,402	497,456	\$ 70,054	16.39%
Building Department (9)	534,928	693,340	716,461	785,696	607,723	\$ (177,973)	-22.65%
<b>Total All Funds</b>	\$ 21,610,445	\$ 24,149,138	\$ 24,924,502	\$ 26,601,389	\$ 25,791,597	\$ (809,792)	-3.04%

- (1) General Fund reflects increases to employee pay and benefits and added positions, more than offset by reducing operating expenditures and capital outlays, plus eliminating transfers to other funds.
- (2) Local Option Gas Tax road resurfacing projects were reduced after several years of receiving supplemental transfers from General Fund for “catch-up” work.
- (3) Discretionary Sales Tax decreased because of less being appropriated for capital projects, as compared to the previous years.
- (4) Riverfront CRA decreased due to no longer budgeting accumulated unused allocations for the Sewer Connection Program and setting an annual maximum to be used.
- (5) Recreation Impact Fee increased to appropriate funds for ballfield lights and an ADA playground.
- (6) Stormwater Utility decreased because of less being appropriated for capital expenditures.
- (7) Capital Project Funds increased due to large projects funded for the Airport.
- (8) Golf Course Fund decreased because of less being allocated for capital projects.
- (9) Airport Fund increased because of employee pay and benefits, additions to repair and maintenance account and funding for entrance signage.
- (10) Building Department decreased due to less being budgeted for vehicle replacement and less being advanced to the Golf Course Fund.

# CITY OF SEBASTIAN, FLORIDA 2017/2018 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	Balance	Balance	<u>Change in Fund Balance</u>		Projected Balance 9/30/2018
	9/30/2015 Actual	9/30/2016 Estimated	9/30/2017 Estimated	Projected Sources	Projected Uses	
<b>General Fund (1)</b>	5,286,473	5,369,549	4,289,053	12,048,521	(11,957,269)	4,380,305
<b>Special Revenue Funds</b>						
Local Option Gas Tax (2)	418,661	375,353	172,806	697,091	(793,548)	76,349
Discretionary Sales Tax (3)	2,413,577	2,709,105	1,844,274	3,215,458	(2,419,637)	2,640,095
Riverfront CRA (4)	446,728	458,053	283,137	387,867	(317,192)	353,812
Parking In-Lieu-Of Fund (5)	46,549	72,975	43,445	14,204	0	57,649
Recreation Impact Fee (6)	769,139	904,892	847,662	168,680	(455,000)	561,342
Stormwater Utility Fee Fund (7)	100,300	274,556	282,988	1,001,535	(1,117,988)	166,535
Law Enforcement Forfeiture Fund	31,709	36,694	45,726	1,145	0	46,871
<b>Debt Service Funds</b>						
Discretionary Sales Tax Bonds	515,405	356,036	0	0	0	0
Stormwater Utility Revenue Bonds	166,875	168,436	170,002	404,692	(404,078)	170,616
<b>Capital Project Funds (8)</b>						
General Capital Project	0	0	0	824,650	(824,650)	0
Capital Improvements	0	0	0	668,000	(668,000)	0
Transportation Improvements	0	0	0	3,631,158	(3,631,158)	0
Stormwater Improvements	0	0	0	750,000	(750,000)	0
<b>Enterprise Funds</b>						
Golf Course Revenue Fund (9)	(107,249)	(203,426)	(595,321)	1,347,898	(1,347,898)	(595,321)
Airport Fund (10)	17,944	(58,097)	(34,717)	497,456	(497,456)	(34,717)
Building Department (11)	975,044	730,999	661,401	690,844	(607,723)	744,522
<b>Total All Funds</b>	<b>11,081,155</b>	<b>11,195,126</b>	<b>8,010,455</b>	<b>26,349,199</b>	<b>(25,791,597)</b>	<b>8,568,057</b>

- (1) General Fund projected fund balance is increased for the final pay-back of funds used for the voluntary early retirement program. Ad valorem taxes were based on a 3.4000 millage, which is less than the 3.8000 levied last year.
- (2) Almost all the available balances in the Local Option Gas Tax Fund are being allocated to road resurfacing. Street lighting expenditures were moved to General Fund to allow these monies to be applied to this purpose.
- (3) Discretionary Sales Tax projected fund balance will increase following the large amounts allocated to projects in FY 2017.
- (4) With landscaping and janitorial maintenance expenditures moved to General Fund, Riverfront CRA should be able to apply more funds to beneficial improvements.
- (5) The Parking In-Lieu-Of Fee has no planned expenditures and this will be the final year for receiving payments on currently outstanding financial agreements.
- (6) Recreation Impact Fee projected fund balance decreases due to the ballfield lighting and ADA playground projects.
- (7) Stormwater Utility Fee Fund revenues will be used mainly for system repairs and maintenance, plus covering a greater portion of operation and maintenance expenditures charged to General Fund.
- (8) Capital Project Funds equal amounts projected for FY 2018 in the Capital Improvements Program.
- (9) Golf Course Fund shows anticipated revenues will equal expenses for FY 2018.
- (10) Airport Fund's projected revenues are also expected to equal expenses in FY 2018.
- (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 2017/2018 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 2017/18, total personnel costs are approximately 65.5% of the city's budgeted operating expenses. Exhibit S-5 provides a comparison of staffing levels in recent years.

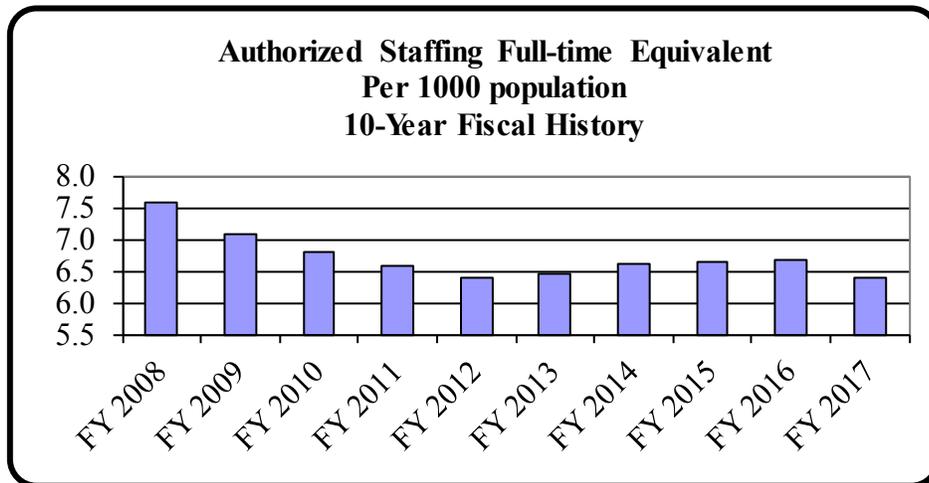
### Exhibit S-5 FULL AND PART-TIME POSITIONS

Department/Division	Amended FY 2013/2014		Budget FY 2014/2015		Budget FY 2015/2016		Budget FY 2016/2017		Budget FY 2017/2018	
	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
City Manager	2	0	2.5	0	2.5	0	3	0	2	0
City Clerk	3	4	3	4	3	0	2	1	2	1
City Attorney	0	0	0	0	0	0	0	0	0	0
Administrative Services	5	1	5	2	4	2	5	1	6	1
Mgmt Information Svcs	2	0	2	0	2	0	2	0	2	0
Audio Visual	0	0	0	0	1	5	1	3	1	4
Community Development	4	0	2	0	2	0	3	0	5	0
Police Administration	8	0	8	1	8	1	7	1	8	1
Police Operations	27	0	27	0	27	0	28	0	28	2
Police Detectives	7	10	7	10	7	10	7	10	7	10
Police Dispatch	10	0	10	0	10	0	10	0	10	0
Code Enforcement	3	0	3	0	3	0	3	0	3	0
Engineering	0	0	0	0	0	0	3	0	2	0
Roads & Maintenance	10	0	9	0	9	0	8.5	0	7.5	2
Stormwater Utility	9	0	12	0	12	0	8	0	9	0
Fleet Management	3	1	3.5	0	3.5	0	3.5	0	3.5	0
Facilities Maintenance	3	4	3	4	3	1	2	1	2	0
Parks & Recreation	11	18	11	18	10	18	9	18	9	16
Cemetery	2	0	2	0	2	0	1	1	2	0
<b>GENERAL FUND TOTALS</b>	<b>109</b>	<b>43</b>	<b>110</b>	<b>44</b>	<b>109</b>	<b>42</b>	<b>106</b>	<b>41</b>	<b>109</b>	<b>42</b>
Golf Course Administration	2	5	2	5	2	6	2	6	2	6
Golf Course Carts	0	11	0	16	0	16	0	16	0	16
<b>GOLF COURSE TOTAL</b>	<b>2</b>	<b>16</b>	<b>2</b>	<b>21</b>	<b>2</b>	<b>22</b>	<b>2</b>	<b>22</b>	<b>2</b>	<b>22</b>
Airport	1	0	1	0	1	0	3	0	3	0
Building Department	5	0	5	0	5	0	5	1	5	1
<b>SUB-TOTALS</b>	<b>117</b>	<b>59</b>	<b>118</b>	<b>65</b>	<b>117</b>	<b>64</b>	<b>116</b>	<b>64</b>	<b>119</b>	<b>65</b>
<b>TOTAL POSITIONS</b>	<b>176</b>		<b>183</b>		<b>181</b>		<b>180</b>		<b>184</b>	
<b>FULL-TIME POSITIONS</b>	<b>146.50</b>		<b>150.50</b>		<b>149.00</b>		<b>148.00</b>		<b>151.50</b>	

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

The FY 2017/18 budget reflects a total authorization of 151.5 full-time equivalent (FTE) positions to serve an estimated population of 24,192. This is a staffing ratio of 6.26 FTE's per 1,000 population. From the chart and graph below, the trend for the past few years is illustrated. It is projected that this generally downward trend will continue in future years due to expectations that any economic growth will be modest and the City will have to limit spending to absolutely essential services.

<u>Year</u>	<u>FTE</u>	<u>Population</u>	<u>Number of FTE Per Thousand</u>
FY 2009	162.50	22,924	7.0886
FY 2010	154.50	22,722	6.7996
FY 2011	150.50	22,922	6.5657
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	151.50	24,192	6.2624



# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## 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 9/30/17</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

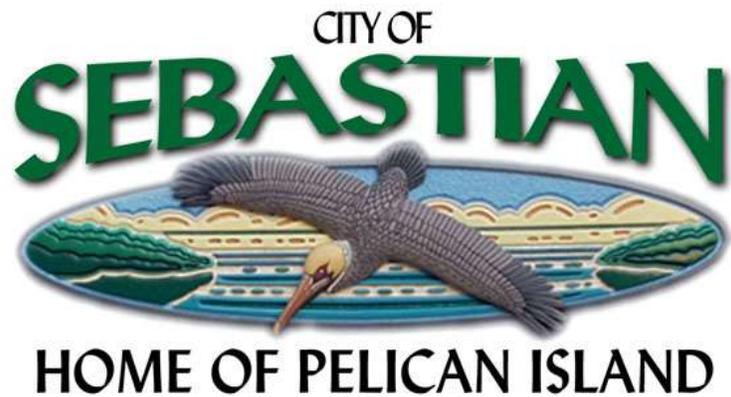
### Debt Outstanding

The following table lists the city's debt obligations and commitments as of September 30, 2017. All of the long-term debt issues outstanding contain covenants pledging special revenues. There is no outstanding debt related to the General Fund. The city has no variable rate debt. The Infrastructure Sales Surtax and Stormwater bond issues were initially issued with an insured rating of AAA. During FY 2014, all these bonds were refunded using Bank Notes. The final payment was made on April 1, 2017 on the Infrastructure Sales Surtax Revenue Bank Notes.

Debt Description	Initial Principal Amount	Principal Remaining 9/30/2017	Interest Rate	Final Maturity	Initial Bond Rating/ Insurer	Security Pledge
Infrastructure Sales Surtax Revenue Bank Notes	\$9,500,000	\$0	2% to 4.125%	2017	AAA/MBIA	Infrastructure Sales Surtax revenues
Stormwater Utility Revenue Bank Notes	\$5,630,000	\$1,912,000	2% to 4.2%	2022	AAA/MBIA	Stormwater utility fees
Paving Improvements Promissory Notes 2012	\$2,296,000	\$1,263,000	1.94%	2023	N/A	Local Option Gas Tax

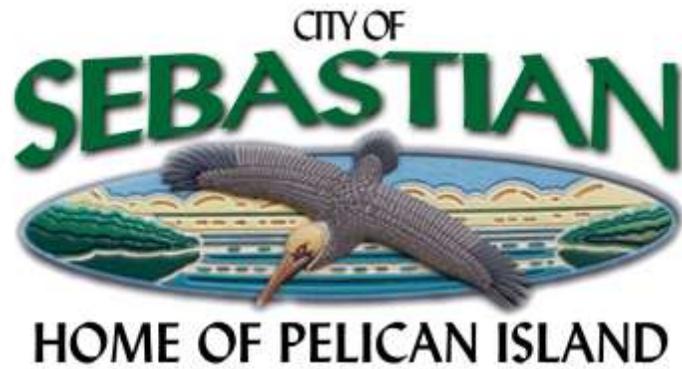
### Effects on Current Operations

The revenues that were pledged on the Infrastructure Sales Surtax Revenue Bonds are legally restricted to capital purchases and may not be used for operating expenditures. However, stormwater utility fees and local option gas tax revenues may be used for capital or operations, provided they pertain to the stormwater or transportation systems, respectively. Thus, with the priority that must be given to debt service payments, the amount of debt service may limit the net revenues available for capital purchases and/or operating expenditures of those systems.

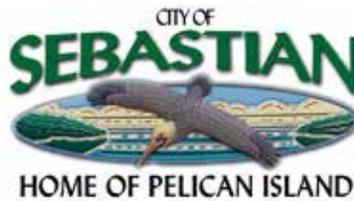


CITY OF SEBASTIAN FLORIDA  
ANNUAL BUDGET  
FISCAL YEAR 2017-2018

***POLICIES***



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## **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 27, 2017. 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.

### 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. **Comply 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.

### 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.

### Budget Process

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

1. The budget must be balanced for all funds. Total anticipated revenues must equal total estimated expenditures for each fund (Section 166.241 of Florida Statutes requires that all budgets be balanced).
2. All operating funds are subject to the annual budget process and reflected in the budget document.
3. The enterprise operations of the City are to be self-supporting; i.e., current revenues will cover current expenditures, including debt service.
4. An administrative service fee will be paid to the General Fund by each enterprise fund. This assessment will be 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, Community Development and Facilities Maintenance).
5. A 2.5 percent administrative service fee will be assessed by the General Fund against the Community Redevelopment Agency (CRA) Fund of the city. This assessment will be based on the total tax increment revenue estimate of the CRA Fund and will be used to reimburse the General Fund for the administrative support services provided to the CRA fund.

# **City of Sebastian, Florida**

## **Financial Policies**

6. Pursuant to Ordinance 05-16, stormwater utility fees can be utilized to fund the General Fund stormwater operation. The amount being utilized should be approved by the City Council through the budget process.
7. 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.)
8. 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.)
9. Retirement programs will be funded at 100% of the obligations calculated annually. The defined benefit pension plan 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.
10. 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.
11. A budget calendar will be designed each year to provide a framework within which the interactions necessary to formulate a sound budget could occur. At the same time, it will ensure that the City will comply with all applicable State legal mandates.

### **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 they are 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.

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. 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**

### **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) (i.e., a statement of net assets and statement of activities are presented on an accrual basis of accounting, including governmental funds, major governmental and proprietary funds are identified, governmental funds use the modified accrual basis of accounting, while the proprietary and trust funds use the accrual basis of accounting.) 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 and also shows 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.

### **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, addition of 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 City Council comparing actual versus budgeted revenue and expense activity for all budgeted funds.

### **Planning**

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

### **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 Chief Financial Officer shall provide any recommended changes to the City Manager for any changes to the Fund Balance Policies and Use of Surplus Policies based on needs identified in this analysis.

General Fund uncommitted and unassigned fund balances will be maintained at a target amount of five million dollars (\$5,000,000). This approximates an amount calculated to sustain City operations in the aftermath of unforeseen or emergency events, such as natural disasters or major changes in weather patterns, as well as a cushion for revenue shortfalls or unanticipated expenditure overages. Key assumptions of this calculation are that damage to City-owned and private property will amount to a loss of no greater than 30% in overall property values; property taxes, franchise fees, utility service taxes and other revenues will decline; there would be significant police and public works employee overtime; large outlays for debris removal; plus, expenditures for repairing and replacing City facilities. The calculation presumes reimbursements from insurance claims will occur within six months and FEMA claims will occur within a year.

# City of Sebastian, Florida

## Financial Policies

In addition, the City shall assign any General Fund operating surplus for the fiscal year (revenues in excess of expenditures) to restore a 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 General Fund 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.

### Use of Surplus Policies

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

Any surpluses realized in the General Fund may, after restoring the uncommitted and unassigned fund balance to \$5,000,000 and fully restoring the amount assigned for the Capital Renewal and Replacement Reserve to \$275,000, be used for the following purposes, listed in order of priority:

- Capital Replacement or Maintenance Programs. Excess reserves may be budgeted to implement additional capital renewal and replacement programs, such as vehicle or equipment replacements or projects to improve City facilities.
- 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.
- Cemetery Permanent Trust Fund. After all other needs have been satisfied, excess surpluses may be transferred to the Cemetery Permanent Trust Fund that has been established to care for the Cemetery. The amounts transferred shall be deemed corpus to the Cemetery Trust fund for funding Cemetery care and maintenance.
- 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.

### Special Revenue Fund Surpluses

**Local Option Gas Tax Revenue Fund** – To the extent possible, a reserve will be maintained in an amount greater than or equal to fifteen percent (15%) of the annual Local Option Gas Tax Fund expenditures budget for the purpose of alleviating the impact of a decline in amounts of collected revenue.

**Discretionary Sales Surtax Revenue Fund** – To the extent possible, a reserve will be maintained in an amount greater than or equal to ten percent (10%) of the total annual Discretionary Sales Tax Fund Expenditures budget for the purpose of alleviating the impact of decline in amounts of collected revenue and to provide sufficient funds for unanticipated replacements of eligible capital improvements or equipment.

Discretionary Sales Tax revenues will be used in accordance with the following:

1. fund annual debt service payments for which this revenue source is pledged, then;
2. fund emergency vehicles, then;
3. fund annual debt service payments previously incurred for stormwater improvements, then;
4. fund additional stormwater improvements, then;
5. fund other pay-as-you go eligible capital improvements.

**Stormwater Utility Revenue Fund** – To the extent possible, a reserve will be maintained in an amount greater than or equal to fifteen percent (15%) of the total annual Stormwater Utility Revenue Fund Expenditures budget for the purpose of providing sufficient funds for unanticipated major capital improvements and for the purpose of alleviating the impact of an unanticipated decline in amounts of collected revenue.

# City of Sebastian, Florida

## Financial Policies

### Performance Measurement Policies

#### 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 to monitor and project program performance. These must be linked to the departmental goals and objectives they support.

Supervisors shall insure that fair, objective and aggressive performance measures for each employee that directly supports program objectives and departmental measures are part of their annual review.

#### Reporting Performance

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

#### 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., Budget Review Board) are teams made up of Residents and City staff to address specific concerns and provide direction and feedback. Several such advisory boards currently exist;
- ❖ *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;
- ❖ *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 equipment, other than vehicles;
- ❖ *Financial Trend Monitoring System* – Systematic analysis of major financial indicators;

# **City of Sebastian, Florida**

## **Financial Policies**

### **Capital Improvement Program Policies**

#### **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. For accounting purposes, these lesser cost capital items are included, in order to easily reconcile the initial year with the capital accounts budgeted in that year's Operating Budget.

#### **Alignment**

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.

#### **Project Selection**

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).

#### **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 Equipment Outlay**

##### **Definition**

Capital equipment outlay is defined as capital assets purchased and/or constructed with a cost equal to or greater than \$750 (with the exception of computer software cost which is equal to or greater than \$5,000) with a useful life of one or more years.

Capital Replacement Programs – The City shall forecast capital replacement and maintenance needs for at least five-year periods 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.

##### **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.

##### **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**

### **Debt Management Policies**

#### **Market Review**

The City's Chief Financial Officer, 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 three percent (3%) over the life of the respective issue, at a minimum, must be attainable.

Capital Improvements, equipment and facility projects shall be classified into "pay-as-you-go" and "debt financing" classifications. Pay-as-you-go capital items will be items with lives of ten years or less. Debt financing will only be used for major, non-recurring items with a minimum useful life of no less than the loan repayment time.

#### **Debt Financing for Capital Assets**

##### **1. Short-term Borrowing**

Short-term borrowing or lease/purchase contracts should be considered for financing major operating capital equipment when the City's Chief Financial Officer, 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 Debt**

When the City finances capital projects or purchases by issuing debt, it shall amortize the debt over a term not to exceed the average useful life of the project(s) financed. Consideration of bank notes will be given for financing over shorter periods. 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.

#### **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.

#### **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 City's Chief Financial Officer, 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 City's Chief Financial Officer 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 City's Chief Financial Officer shall assure that all legally required filings are made in regard to outstanding financings.

# City of Sebastian, Florida

## Financial Policies

### Revenue Policies

#### 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.

#### 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 at a level that fully supports the total direct and indirect costs of their respective operations, including any debt service and depreciation.

#### 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 prepared and 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 Chief Financial Officer will annually review the fund balance and reserve levels and produce a report on reserve levels as compared to policy goals.

### Investment Policies

#### 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 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. Further detail on allowed investments is contained in a separately published investment policy.

#### Investment Analysis

The City’s Chief Financial Officer shall review its investment policies established for investing surplus funds to account for changes in legislation and market conditions on a regular basis. The City’s Chief Financial Officer 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 City’s Chief Financial Officer, the City Manager and a third person selected by the City Manager.

# CITY OF SEBASTIAN, FLORIDA 2017/2018 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 2017/2018 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 stormwater utility revenue 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 2017/2018 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. 5% of the additional revenues from the FY2012-13 rate increase are transferred to Fund 415 to insure funds are set aside for equipment replacements and capital improvements and repairs.

**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 on the non-expendable principal portion of the trust may not be spent but the interest on it can be used to make capital improvement and maintain the community cemetery. The principal and interest on the expendable portion may both 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.

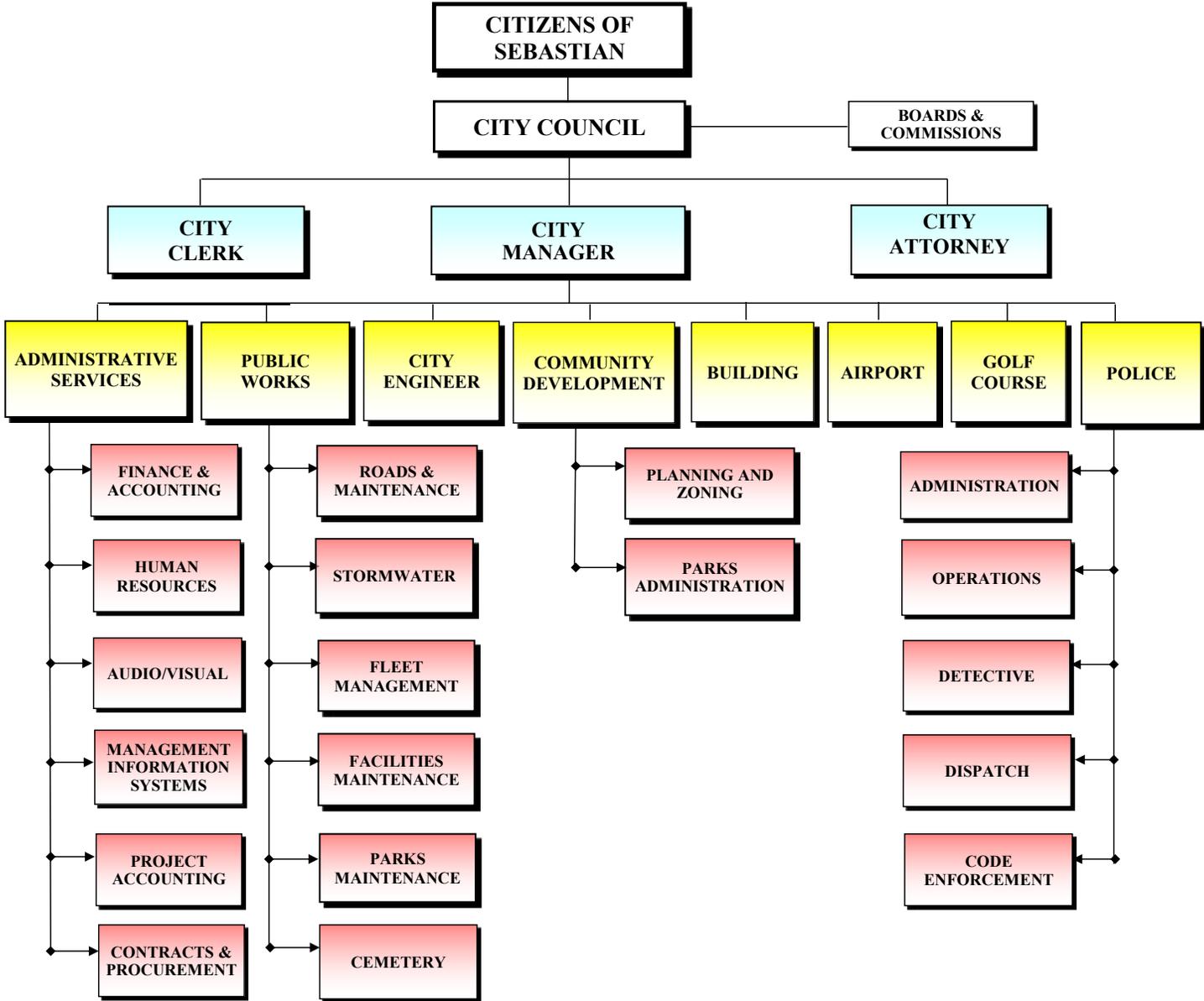
# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## 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	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	
Audio/Visual	General Government	X	
Management Information System	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	
Stormwater Utility	Physical Environment	X	
Fleet Management	Transportation	X	
Parks and Recreation	Cultural/Recreation	X	
Cemetery	Physical Environment	X	
Facilities Maintenance	General Government	X	
Non-Departmental	General Government	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 2017/2018**



**CITY OF SEBASTIAN  
FISCAL YEAR 2017-2018 BUDGET CALENDAR**

<b><u>DATE</u></b>	<b><u>DAY</u></b>	<b><u>EVENT</u></b>
01/25/17	Wednesday	City Council @6:00pm – Approve Budget Calendar and 4 <sup>th</sup> Quarter Budget Report
01/30/17	Monday	Budget Review Advisory Board @6:00pm – Kick-off Meeting and Review of 4 <sup>th</sup> Quarter FY2016 Budget Report
02/08/17	Wednesday	City Council @6:00pm – Finalize City Council Operating Budget Objectives and Review Priorities of Items in the Capital Improvement Plan for 2017/18
02/10/17	Friday	Departments Receive Instructions for Capital Improvement Program
02/21/17	Monday	Budget Review Advisory Board @6:00pm – Review 1 <sup>st</sup> Quarter Budget Report
03/03/17	Friday	Departments Submit Capital Improvement Program Request to Administrative Services
03/08/17	Wednesday	City Council @6:00pm – Approve 1 <sup>st</sup> Quarter Budget Report
04/14/17	Friday	Departments Receive Instructions on Operating Budget Preparation
05/12/17	Friday	Departments Submit Operating Budget Request to Administrative Services
05/26/17	Friday	Complete Administrative Services Review and Balancing of CIP and Draft Budgets
05/30/17	Tuesday	Estimate of Property Values Received from Property Appraiser
06/05/17	Monday	Budget Review Advisory Board @6:00pm – Review 2 <sup>nd</sup> Quarter Budget Report
06/06/17	Tuesday	Complete City Manager Review of CIP and Draft Budgets
06/12/17	Monday	City Council and Budget Review Advisory Board Receive Recommended CIP and Operating Budget
06/12/17	Monday	Planning and Zoning Board Receives Capital Improvement Program
06/14/17	Wednesday	City Council @6:00pm – Approve 2nd Quarter Budget Report
06/19/17	Monday	Budget Review Advisory Board @6:00pm – Presentation of Draft Capital Improvement Program and Operating Budget and Consider Recommendations to City Council
06/26/17	Monday	DR-420 Certified Property Values Received from Property Appraiser
07/06/17	Thursday	Planning and Zoning Board @7:00pm – Approval of Capital Improvement Program
07/10/17	Monday	Budget Review Advisory Board @6:00pm – Approve Chair’s Presentation of Recommendations to City Council
07/12/17	Wednesday	City Council @6:00pm – Receive Budget Review Advisory Board Recommendation and Approve Proposed Millage to be Submitted to Property Appraiser
07/24/17	Monday	Parks & Recreation Board @6:00pm - Review of Capital Improvement Program
07/26/17	Wednesday	Deadline to send DR-420 Proposed Millage Form to Property Appraiser
07/31/17	Monday	Budget Review Advisory Board @6:00pm – Approve Changes to Recommendation to City Council on Draft Capital Improvement Program and Operating Budget (if needed)
08/09/17	Wednesday	City Council @6:00pm – Presentation on Budget Recommendations
08/14/17	Monday	Budget Review Advisory Board @6:00pm – Review 3 <sup>rd</sup> Quarter Budget Report
08/23/17	Wednesday	City Council @6:00pm – Approve 3rd Quarter Budget Report
09/04/17	Monday	Final Adoption of School Board Budget
09/06/17	Wednesday	First Public Hearing on County Budget
09/13/17	Wednesday	Final Adoption of County Budget
09/18/17	Monday	City Council @6:00pm – Special Meeting for First Public Hearing on Millage and Budget/Approval of Capital Improvement Program/Financial Policies
09/23/17	Saturday	Advertise the Tentative Millage and Proposed Budget
09/27/17	Wednesday	CRA/City Council Meeting @6:00pm – Approve Community Redevelopment Agency Budget/Final Public Hearing on Millage and Budget
09/28/17	Thursday	Send Resolution Adopting Final Millage to Property Appraiser

# **CITY OF SEBASTIAN, FLORIDA 2017/2018 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 2017/2018 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.

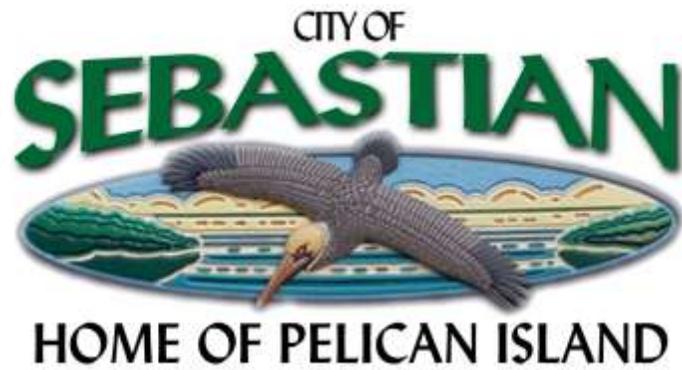
Within 15 days of the first hearing, the City must advertise its intent to adopt a final millage rate and budget. Finally, the millage rate and budget are adopted by separate resolutions of the City Council at the second hearing which must be held not less than two days or more than five days after the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

## **Budget Implementation**

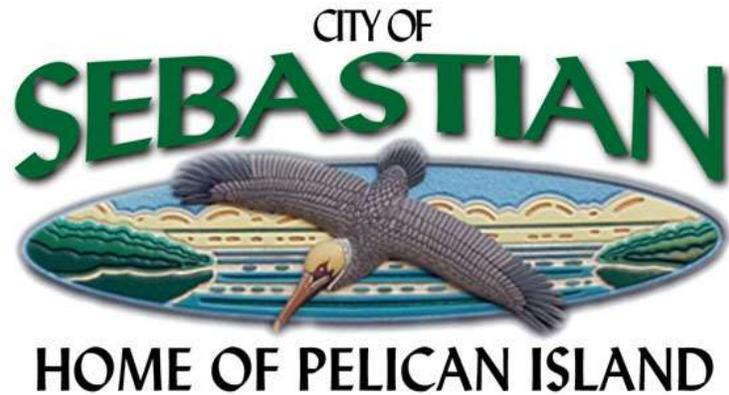
The budget process does not end with legal adoption of the budget. The Administrative Services Department staff along with City departments, monitor the budget throughout the fiscal year. An integrated financial software system provides budgetary control and various budgetary reports to aid in this process. 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 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.

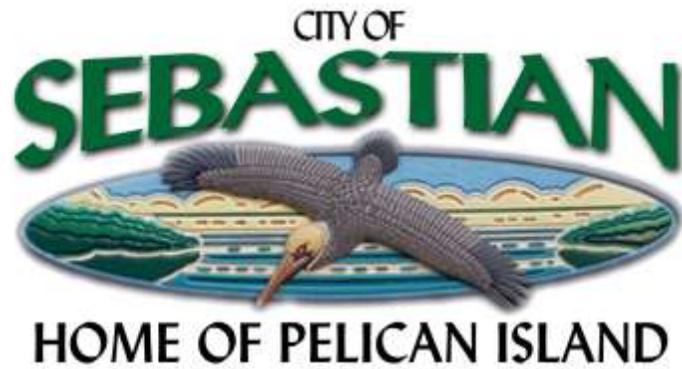


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CITY OF SEBASTIAN FLORIDA  
ANNUAL BUDGET  
FISCAL YEAR 2017-2018

***BUDGET DETAIL***



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CITY OF SEBASTIAN FLORIDA  
ANNUAL BUDGET  
FISCAL YEAR 2017-2018

***GENERAL FUND***



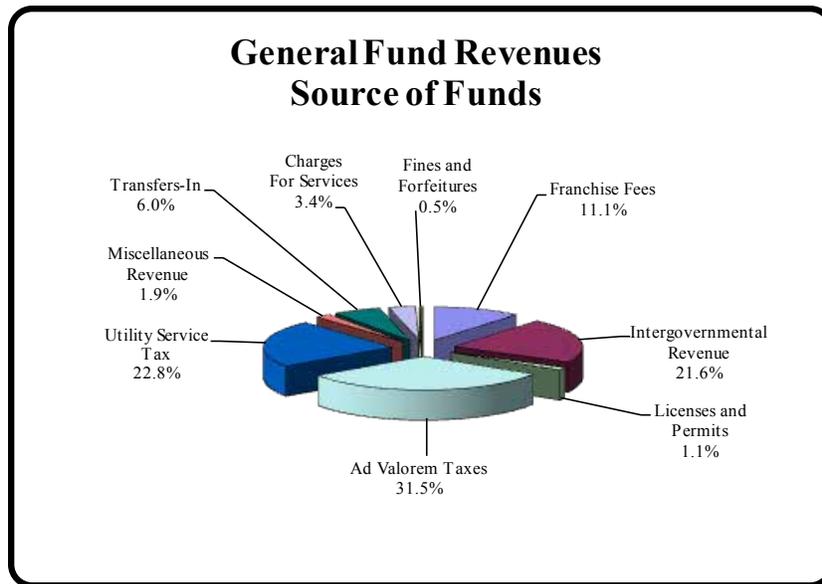
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# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

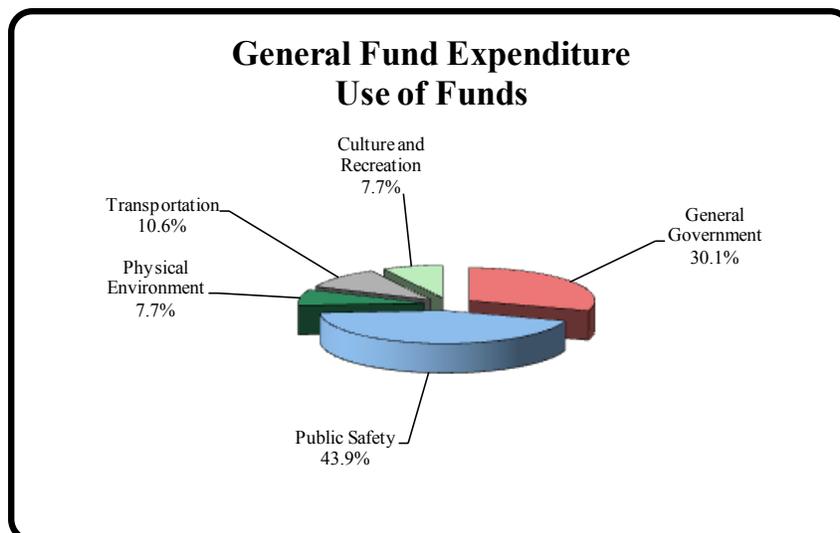
## GENERAL FUND

The General Fund is the main operating fund for the City of Sebastian. The budget for Fiscal Year 2017-2018 is \$12,048,521. 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 6.0% of revenues for the General Fund.



City services are provided mainly through the General Fund revenues. The graph presented below shows that 43.9% of total General Fund expenditures are allocated to public safety related activities. Other city services, excluding golf course, airport administration, and building department, are included in general government, transportation, culture & recreation, and physical environment.



# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## TABLE G-1

### GENERAL FUND REVENUE

**Code: 001501**

The Fiscal Year 2017-2018 proposed budget for General Fund Revenue and Interfund Transfers is \$12,048,521. This is \$266,142 more than projected actual 2016-2017 General Fund Revenue and Other Sources of \$11,782,379.

<u>Description</u>	FY 13-14	FY 14-15	FY 15-16	Amended FY 16-17	Projected FY 16-17	FY 17-18	<u>Difference</u>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	
Taxes and franchise fees	\$ 6,747,713	\$ 7,178,016	\$ 7,546,774	\$ 7,871,032	\$ 7,800,823	\$ 7,884,576	\$ 83,753
Licenses and permits	138,563	147,219	136,614	139,500	130,575	138,500	7,925
Inter-governmental revenue	2,363,936	2,515,809	2,654,805	2,527,290	2,532,215	2,608,036	75,821
Charges for service	375,125	320,955	326,774	321,102	316,407	404,140	87,733
Fines and forfeits	52,240	60,685	72,010	55,000	55,000	55,000	-
Interest earnings	17,732	25,110	28,860	34,000	38,600	34,431	(4,169)
Rents and royalties	101,274	103,975	109,958	102,000	107,000	102,000	(5,000)
Sales of assets	65,219	41,955	91,622	67,225	55,000	40,000	(15,000)
Contributions/donations	21,159	48,124	72,681	23,600	24,890	12,200	(12,690)
Other miscellaneous revenues	42,363	38,519	24,998	79,454	58,300	40,000	(18,300)
Total revenues	\$ 9,925,324	\$ 10,480,367	\$ 11,065,096	\$ 11,220,203	\$ 11,118,810	\$ 11,318,883	\$ 200,073
Interfund transfers	630,748	668,306	677,151	663,569	663,569	729,638	66,069
Total revenues and interfund transfers	10,556,072	11,148,673	11,742,247	11,883,772	11,782,379	12,048,521	266,142
Change in Fund Balance	(467,289)	86,901	-	250,882	-	-	-
Total revenues and other sources	\$ 9,718,381	\$ 11,235,574	\$ 11,742,247	\$ 12,134,654	\$ 11,782,379	\$ 12,048,521	\$ 266,142

**Fiscal Year 2017-18 Adopted Budget Revenues -**

Major Current Level Changes from FY 2016-17 Projected Revenues:

1. **Taxes and franchise fees** - Increase results from an expected 4% increase in electric franchise and utility fees.
2. **Licenses and permits** - A slight decrease in construction activities is anticipated.
3. **Intergovernmental** - Expecting 3% increase over current year projections.
4. **Charges for service** - Increased primarily due to charges to the Riverfront CRA for a portion of the new Community Development Director.
5. **Fines and forfeits** - Anticipating about the same level of revenues from these sources.
6. **Interest earnings** - About the same interest earnings are anticipated.
7. **Rents and royalties** - Projecting approximately the same rental revenues.
8. **Sales of assets** - A higher than normal number of surplus items were auctioned over the past two years, so projection is a return to normal.
9. **Contributions/Donations** - Projecting a decrease in FY 17-18. Greer donation not budgeted.
10. **Other miscellaneous revenues** - A decline is projected because current revenue included one-time receipts from insurance claims.
11. **Interfund transfers** - Increase due to raising the portion of operating costs covered by the Stormwater Fund.

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## GENERAL FUND REVENUE DETAIL

Code: 001501

Account		FY 13/14	FY 14/15	FY 15/16	Amended FY 16/17	Projected FY 16/17	FY17/18
Number	Description	Actual	Actual	Actual	Budget	Budget	Budget
<b>TAXES</b>							
311000	Current Ad Valorem Taxes	2,975,299	3,295,549	3,530,235	3,793,025	3,793,025	3,797,124
311001	Delinquent Ad Valorem Taxes	698	2,241	72,789	2,500	2,500	2,500
311002	Penalty on Delinquent Taxes	56	0	0	0	0	0
<b>TOTAL AD VALOREM TAXES</b>		<b>2,976,053</b>	<b>3,297,790</b>	<b>3,603,023</b>	<b>3,795,525</b>	<b>3,795,525</b>	<b>3,799,624</b>
<b>FRANCHISE FEES</b>							
313100	Electric Franchise Fees	1,119,166	1,164,863	1,163,216	1,232,891	1,192,000	1,228,000
313700	Solid Waste Franchise Fees	71,067	71,806	79,191	80,080	82,398	85,694
313900	Other Franchise Fees - CNG	0	4,846	15,023	13,000	19,000	19,760
<b>TOTAL FRANCHISE FEES</b>		<b>1,190,233</b>	<b>1,241,515</b>	<b>1,257,430</b>	<b>1,325,971</b>	<b>1,293,398</b>	<b>1,333,454</b>
<b>UTILITY SERVICE TAXES</b>							
314100	Electric Utility Service Tax	1,493,348	1,545,946	1,606,145	1,645,240	1,646,000	1,695,000
314300	Water Utility Service Tax	248,357	255,823	269,555	271,400	277,800	288,912
314400	Gas Utility Service Tax	0	5,301	11,016	10,816	11,700	12,168
314800	Propane Utility Service Tax	42,273	33,776	29,373	33,280	29,400	30,418
314950	CST Revenue Sharing	797,449	797,865	770,233	788,800	747,000	725,000
<b>TOTAL UTILITY SERVICE TAXES</b>		<b>2,581,427</b>	<b>2,638,711</b>	<b>2,686,321</b>	<b>2,749,536</b>	<b>2,711,900</b>	<b>2,751,498</b>
<b>TOTAL TAXES &amp; FRANCHISE FEES</b>		<b>6,747,713</b>	<b>7,178,016</b>	<b>7,546,774</b>	<b>7,871,032</b>	<b>7,800,823</b>	<b>7,884,576</b>
<b>LICENSES AND PERMITS</b>							
321000	Business Taxes	84,667	90,364	81,250	90,000	85,000	90,000
321100	Business Tax - Penalties/Transfers	2,860	2,540	1,835	3,000	2,000	2,000
322060	Driveway Permit Fees	26,200	26,000	27,700	26,000	22,000	26,000
322075	Reinspection Fees	0	70	70	0	0	0
322080	Right-of-Way Permits	0	0	0	0	250	0
322900	Other Permits & Fees	2,337	2,344	2,601	2,600	2,600	2,600
329100	Zoning Fees	6,365	8,311	6,375	6,000	6,000	6,000
329200	Site Plan Review Fees	9,350	2,400	7,800	5,000	5,000	5,000
329300	Plat Review Fees	1,774	9,300	3,000	3,000	3,700	3,000
329400	Plan Checking Fees	1,200	450	603	500	525	500
329450	Engineer Review Fees	950	2,400	2,600	1,200	1,000	1,200
329500	Alarm Permits	2,860	3,040	2,780	2,200	2,500	2,200
<b>TOTAL LICENSES AND PERMITS</b>		<b>138,563</b>	<b>147,219</b>	<b>136,614</b>	<b>139,500</b>	<b>130,575</b>	<b>138,500</b>
<b>INTERGOVERNMENTAL REVENUE:</b>							
<b>FEDERAL GRANTS</b>							
331200	Fed Grant-Public Safety	3,491	1,534	5,249	0	7,300	0
331204	Fed - JAG Grant	3,878	3,438	13,984	7,990	14,265	0
<b>TOTAL FEDERAL GRANTS</b>		<b>7,369</b>	<b>4,972</b>	<b>19,233</b>	<b>7,990</b>	<b>21,565</b>	<b>0</b>

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## GENERAL FUND REVENUE DETAIL - CONTINUED

Code: 001501

Account Number	Description	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Actual	Amended FY 16/17 Budget	Projected FY 16/17 Budget	FY 17/18 Budget
<b>STATE SHARED REVENUES</b>							
335120	Municipal Revenue Sharing	509,181	584,933	606,939	598,584	616,500	641,160
335122	8th Cent Motor Fuel Tax	193,537	191,842	195,044	210,808	193,150	200,876
335140	Mobile Home Licenses	10,424	10,587	11,319	10,500	13,000	11,000
335150	Alcohol Beverage Licenses	17,485	13,677	16,078	15,000	16,000	16,000
335180	Local Half-Cent Sales Tax	1,478,073	1,564,098	1,637,166	1,684,408	1,672,000	1,739,000
335200	Police Pension State Shared Revenue	147,867	145,700	169,027	0	0	0
<b>TOTAL STATE SHARED REVENUES</b>		<b>2,356,567</b>	<b>2,510,837</b>	<b>2,635,572</b>	<b>2,519,300</b>	<b>2,510,650</b>	<b>2,608,036</b>
<b>TOTAL INTER-GOV'T REVENUE</b>		<b>2,363,936</b>	<b>2,515,809</b>	<b>2,654,805</b>	<b>2,527,290</b>	<b>2,532,215</b>	<b>2,608,036</b>
<b>CHARGES FOR SERVICES</b>							
341910	Sales-Maps & Publications	56	0	0	0	0	0
341920	Cert. Copying, Record Search	1,758	1,715	2,604	1,600	2,200	1,600
341930	Election Fees	305	244	427	300	305	300
342100	PD Overtime Service Fees	21,992	17,728	25,387	21,000	20,000	21,000
343805	Cemetery Fees	17,259	10,251	9,462	12,000	11,000	12,000
347550	Skate Facility Fees	5,302	4,869	3,458	6,000	6,000	6,000
347555	Tennis Facility Fees	22,885	24,102	15,454	23,000	20,000	23,000
347556	County Impact Fees Admin. Fees	12,345	12,288	11,879	12,000	12,500	12,000
347557	Community Center Rec Revenues	26,838	26,681	23,168	25,000	22,000	25,000
349140	RRD-Management Fees	13,202	13,202	13,202	13,202	13,202	87,740
349410	Golf Course-Management Fees	90,902	94,539	100,791	96,000	96,000	93,000
349450	Airport-Management Fees	47,495	49,180	47,762	45,500	45,500	55,000
349455	Maintenance Service Fees-AP	58,037	3,422	4,223	0	2,500	0
349480	Building Dept Management Fees	56,507	62,158	68,374	65,000	65,000	43,000
349485	Maintenance Services Fees-Bldg Dept.	242	576	584	500	200	500
349620	Administrative Fees-Pension	0	0	0	0	0	24,000
<b>TOTAL CHGS FOR SERVICE</b>		<b>375,125</b>	<b>320,955</b>	<b>326,774</b>	<b>321,102</b>	<b>316,407</b>	<b>404,140</b>
<b>FINES AND FORFEITS</b>							
351100	Court Fines	16,179	13,718	11,524	13,000	13,000	13,000
351115	Police Education-\$2.00 Funds	1,512	1,209	1,127	1,200	1,200	1,200
351120	Drivers Education	0	0	0	0	0	0
351140	Parking Fines	450	905	1,045	600	600	600
351200	MACE Disbursement	0	0	20,000	0	0	0
354100	Code Enforcement Fines	33,967	44,653	38,193	40,000	40,000	40,000
359000	Other Fines/Forfeits	132	200	122	200	200	200
<b>TOTAL FINES AND FORFEITS</b>		<b>52,240</b>	<b>60,685</b>	<b>72,010</b>	<b>55,000</b>	<b>55,000</b>	<b>55,000</b>
<b>MISCELLANEOUS REVENUE:</b>							
<b>INTEREST EARNINGS</b>							
361100	Interest Income	13,467	13,148	20,611	30,000	30,000	30,000
361105	State Board Interest Earnings	2,844	11,804	8,066	3,500	8,000	3,931
361150	Other Interest	1,421	158	182	500	600	500
<b>TOTAL INTEREST EARNINGS</b>		<b>17,732</b>	<b>25,110</b>	<b>28,860</b>	<b>34,000</b>	<b>38,600</b>	<b>34,431</b>

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## GENERAL FUND REVENUE DETAIL - CONTINUED

Code: 001501

Account Number	Description	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Actual	Amended FY 16/17 Budget	Projected FY 16/17 Budget	FY 17/18 Budget
<b>RENT AND ROYALTIES</b>							
362100	Rents and Royalties	13,603	12,187	16,559	12,000	17,000	12,000
362150	Nontaxable Rent	87,671	91,788	93,400	90,000	90,000	90,000
<b>TOTAL RENT AND ROYALTIES</b>		<b>101,274</b>	<b>103,975</b>	<b>109,958</b>	<b>102,000</b>	<b>107,000</b>	<b>102,000</b>
<b>SALE OF FIXED ASSETS</b>							
364100	Sale of Fixed Assets	57,995	36,927	90,012	62,225	50,000	35,000
365000	Sale of Surplus Material/Scrap	7,224	5,028	1,610	5,000	5,000	5,000
<b>TOTAL SALES OF FIXED ASSETS</b>		<b>65,219</b>	<b>41,955</b>	<b>91,622</b>	<b>67,225</b>	<b>55,000</b>	<b>40,000</b>
<b>CONTRIBUTIONS/DONATIONS</b>							
366000	Contributions & Donations	250	17,000	46,255	1,500	1,800	1,000
366050	Donations - SRA	0	0	400	0	0	0
366150	75th Anniversary Revenues	400	100	420	100	1,090	1,200
366200	Contribution/Greer Trust	12,000	20,000	16,000	12,000	12,000	0
366604	Donations-Public Safety Employees	2,500	2,946	3,675	2,500	5,000	2,500
366605	Donations-General Empl Fund	1,659	3,378	2,431	2,500	1,500	2,500
366805	4th of July Donations	4,350	4,700	3,500	5,000	3,500	5,000
<b>TOTAL CONTRIBUTIONS/DONATIONS</b>		<b>21,159</b>	<b>48,124</b>	<b>72,681</b>	<b>23,600</b>	<b>24,890</b>	<b>12,200</b>
<b>OTHER MISCELLANEOUS REVENUES</b>							
367000	Gain/Loss on Sale of Investments	(5,614)	0	0	0	0	0
369100	Motor Fuel Tax Rebate	12,014	13,517	13,321	12,000	12,500	12,000
369200	Insurance Proceeds	764	1,501	0	39,454	35,000	0
369400	Reimbursements	29,534	21,655	11,043	25,000	10,000	25,000
369900	Other Miscellaneous Revenues	5,195	1,383	313	2,500	500	2,500
369955	Vend Mach Sales-Gen Empl Fund	469	463	320	500	300	500
369995	Cash Over/Short	1	0	1	0	0	0
<b>TOTAL OTHER MISCELLANEOUS REV.</b>		<b>42,363</b>	<b>38,519</b>	<b>24,998</b>	<b>79,454</b>	<b>58,300</b>	<b>40,000</b>
<b>TOTAL MISCELLANEOUS REVENUE</b>		<b>247,747</b>	<b>257,683</b>	<b>328,120</b>	<b>306,279</b>	<b>283,790</b>	<b>228,631</b>
<b>TOTAL REVENUES</b>		<b>9,925,324</b>	<b>10,480,367</b>	<b>11,065,096</b>	<b>11,220,203</b>	<b>11,118,810</b>	<b>11,318,883</b>
<b>INTERFUND TRANSFERS</b>							
381140	Transfer from 140 CRA	60,000	60,000	21,667	0	0	0
381148	Transfer from 480 BUILDING	65,110	105,294	104,086	0	0	0
381163	Transfer from 163 STORMWATER	500,000	500,000	550,000	650,000	650,000	700,000
381450	Transfer from 450 AIRPORT	0	0	0	10,000	10,000	25,000
381601	Transfer from 601 CEMETERY	5,638	3,012	1,398	3,569	3,569	4,638
<b>TOTAL INTERFUND TRANSFERS</b>		<b>630,748</b>	<b>668,306</b>	<b>677,151</b>	<b>663,569</b>	<b>663,569</b>	<b>729,638</b>
<b>TOTAL REVENUES AND TRANSFERS</b>		<b>10,556,072</b>	<b>11,148,673</b>	<b>11,742,247</b>	<b>11,883,772</b>	<b>11,782,379</b>	<b>12,048,521</b>
<b>OTHER FINANCING SOURCES</b>							
389991	Change in Fund Balance	(258,894)	86,901	0	250,882	0	0
<b>TOTAL OTHER SOURCES</b>		<b>(258,894)</b>	<b>86,901</b>	<b>0</b>	<b>250,882</b>	<b>0</b>	<b>0</b>
<b>TOTAL REV. AND OTHER SOURCES</b>		<b>10,297,178</b>	<b>11,235,574</b>	<b>11,742,247</b>	<b>12,134,654</b>	<b>11,782,379</b>	<b>12,048,521</b>

# CITY OF SEBASTIAN, FLORIDA 2017/2018 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 13/14 Actual	FY 14/15 Actual	FY 15/16 Actual	Amended FY 16/17 Budget	Projected FY 16/17 Budget	FY 17/18 Budget	Change From FY 16/17 Budget	% Increase (Decrease)
010001	City Council	\$ 49,940	\$ 50,522	\$ 48,720	\$ 53,889	\$ 54,152	\$ 54,893	\$ 1,004	1.9%
010005	City Manager	264,716	257,182	287,769	270,461	267,554	276,569	6,108	2.3%
010009	City Clerk	287,118	343,530	353,080	188,919	180,963	225,160	36,241	19.2%
010022	Audio Visual	0	0	163,253	121,939	103,108	134,138	12,199	10.0%
010010	City Attorney	102,959	103,870	94,682	101,720	101,704	101,554	(166)	-0.2%
010020	Administrative Services	555,312	558,459	550,159	568,858	552,668	652,296	83,438	14.7%
010021	Management Information Svs.	143,139	184,979	199,227	233,201	196,985	220,197	(13,004)	-5.6%
010041	Police Administration	787,195	889,288	1,020,084	842,895	850,409	893,551	50,656	6.0%
010043	Police Operations	2,428,384	2,372,752	2,457,843	2,606,742	2,535,013	2,778,265	171,523	6.6%
010047	Police Detective Division	731,151	728,334	810,068	688,128	696,511	803,619	115,491	16.8%
010049	Police Dispatch Unit	516,266	541,846	539,889	581,361	585,838	597,355	15,994	2.8%
010045	Code Enforcement Division	170,742	167,851	178,717	166,499	168,405	173,549	7,050	4.2%
010051	Engineering	0	0	0	595,540	599,333	418,276	(177,264)	0.0%
010052	Roads and Maintenance	867,289	845,587	744,410	595,357	495,762	615,953	20,596	3.5%
010053	Stormwater Utility	900,313	1,221,517	1,067,564	923,036	845,653	926,206	3,170	0.3%
010054	Fleet Management	182,637	211,966	257,389	240,448	215,562	228,632	(11,816)	-4.9%
010056	Facilities Maintenance	243,778	306,265	268,635	407,806	405,016	314,412	(93,394)	-22.9%
010057	Parks and Recreation	923,996	937,017	887,662	947,912	922,661	926,176	(21,736)	-2.3%
010059	Cemetery	194,333	188,657	180,365	147,816	161,699	178,423	30,607	20.7%
010080	Community Development	248,946	213,731	253,529	267,729	199,820	421,109	153,380	57.3%
010099	Non-Departmental	698,964	1,106,055	1,205,249	1,584,398	1,415,938	1,016,936	(567,462)	-35.8%
	<b>Total General Fund Expenditures</b>	<b>\$ 10,297,178</b>	<b>\$ 11,229,408</b>	<b>\$ 11,568,292</b>	<b>\$ 12,134,654</b>	<b>\$ 11,554,754</b>	<b>\$ 11,957,269</b>	<b>(177,385)</b>	<b>-1.5%</b>
	<b>Total Revenues and Transfers</b>	<b>10,556,072</b>	<b>11,148,673</b>	<b>11,742,247</b>	<b>11,883,772</b>	<b>11,782,379</b>	<b>12,048,521</b>	<b>164,749</b>	<b>1.4%</b>
	<b>Change in Fund Balance</b>	<b>\$ 258,894</b>	<b>\$ (80,735)</b>	<b>\$ 173,955</b>	<b>\$ (250,882)</b>	<b>\$ 227,625</b>	<b>\$ 91,252</b>	<b>\$ 342,134</b>	

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

**TABLE G-4  
GENERAL FUND OPERATING SUMMARY  
EXPENDITURE BY DEPARTMENT/DIVISION AND CHARACTER LEVEL**

Department	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
<b>CITY COUNCIL</b>						
PERSONAL SERVICES	\$ 22,723	\$ 22,747	\$ 22,821	\$ 22,764	\$ 22,721	\$ 22,743
OPERATING EXPENDITURES	27,217	27,775	25,898	31,125	31,431	32,150
CAPITAL OUTLAY	-	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 49,940</b>	<b>\$ 50,522</b>	<b>\$ 48,720</b>	<b>\$ 53,889</b>	<b>\$ 54,152</b>	<b>\$ 54,893</b>
<b>CITY MANAGER</b>						
PERSONAL SERVICES	\$ 258,430	\$ 250,297	\$ 277,445	\$ 264,306	\$ 260,695	\$ 269,284
OPERATING EXPENDITURES	6,286	6,885	10,324	6,155	6,859	7,285
CAPITAL OUTLAY	-	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 264,716</b>	<b>\$ 257,182</b>	<b>\$ 287,769</b>	<b>\$ 270,461</b>	<b>\$ 267,554</b>	<b>\$ 276,569</b>
<b>CITY CLERK</b>						
PERSONAL SERVICES	\$ 231,345	\$ 287,662	\$ 287,490	\$ 152,739	\$ 148,208	\$ 162,675
OPERATING EXPENDITURES	52,803	41,270	65,590	36,180	32,755	62,485
CAPITAL OUTLAY	2,970	14,598	-	-	-	-
<b>TOTAL</b>	<b>\$ 287,118</b>	<b>\$ 343,530</b>	<b>\$ 353,080</b>	<b>\$ 188,919</b>	<b>\$ 180,963</b>	<b>\$ 225,160</b>
<b>CITY ATTORNEY</b>						
PERSONAL SERVICES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OPERATING EXPENDITURES	102,959	103,870	94,682	101,720	101,704	101,554
CAPITAL OUTLAY	-	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 102,959</b>	<b>\$ 103,870</b>	<b>\$ 94,682</b>	<b>\$ 101,720</b>	<b>\$ 101,704</b>	<b>\$ 101,554</b>
<b>ADMINISTRATIVE SERVICES</b>						
PERSONAL SERVICES	\$ 464,036	\$ 480,510	\$ 452,108	\$ 475,148	\$ 452,308	\$ 519,961
OPERATING EXPENDITURES	89,756	77,949	98,051	93,710	100,360	132,335
CAPITAL OUTLAY	1,520	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 555,312</b>	<b>\$ 558,459</b>	<b>\$ 550,159</b>	<b>\$ 568,858</b>	<b>\$ 552,668</b>	<b>\$ 652,296</b>
<b>MANAGEMENT INFORMATION SERVICES</b>						
PERSONAL SERVICES	\$ 115,440	\$ 121,979	\$ 130,875	\$ 142,681	\$ 113,776	\$ 135,703
OPERATING EXPENDITURES	27,699	32,471	68,352	90,520	83,209	84,494
CAPITAL OUTLAY	-	30,529	-	-	-	-
<b>TOTAL</b>	<b>\$ 143,139</b>	<b>\$ 184,979</b>	<b>\$ 199,227</b>	<b>\$ 233,201</b>	<b>\$ 196,985</b>	<b>\$ 220,197</b>
<b>AUDIO VISUAL</b>						
PERSONAL SERVICES	\$ -	\$ -	\$ 102,069	\$ 105,362	\$ 88,742	\$ 109,739
OPERATING EXPENDITURES	-	-	25,365	16,577	14,366	24,399
CAPITAL OUTLAY	-	-	35,819	-	-	-
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 163,253</b>	<b>\$ 121,939</b>	<b>\$ 103,108</b>	<b>\$ 134,138</b>
<b>COMMUNITY DEVELOPMENT</b>						
PERSONAL SERVICES	\$ 217,866	\$ 188,832	\$ 235,559	\$ 217,794	\$ 175,634	\$ 376,467
OPERATING EXPENDITURES	31,080	24,899	17,970	49,935	24,186	44,642
CAPITAL OUTLAY	-	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 248,946</b>	<b>\$ 213,731</b>	<b>\$ 253,529</b>	<b>\$ 267,729</b>	<b>\$ 199,820</b>	<b>\$ 421,109</b>

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

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

Department	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
<b>POLICE DEPARTMENT - ADMINISTRATION</b>						
PERSONAL SERVICES	\$ 682,404	\$ 770,837	\$ 873,844	\$ 699,333	\$ 704,235	\$ 761,144
OPERATING EXPENDITURES	92,291	114,750	122,937	143,562	146,174	132,407
CAPITAL OUTLAY	12,500	3,700	23,303	-	-	-
<b>TOTAL</b>	<b>\$ 787,195</b>	<b>\$ 889,288</b>	<b>\$ 1,020,084</b>	<b>\$ 842,895</b>	<b>\$ 850,409</b>	<b>\$ 893,551</b>
<b>POLICE DEPARTMENT - OPERATIONS</b>						
PERSONAL SERVICES	\$ 2,182,388	\$ 2,135,684	\$ 2,238,074	\$ 2,303,075	\$ 2,249,526	\$ 2,457,595
OPERATING EXPENDITURES	235,531	219,761	211,528	286,119	270,217	300,670
CAPITAL OUTLAY	10,465	17,307	8,241	17,548	15,270	20,000
<b>TOTAL</b>	<b>\$ 2,428,384</b>	<b>\$ 2,372,752</b>	<b>\$ 2,457,843</b>	<b>\$ 2,606,742</b>	<b>\$ 2,535,013</b>	<b>\$ 2,778,265</b>
<b>POLICE DEPARTMENT - DETECTIVE</b>						
PERSONAL SERVICES	\$ 628,634	\$ 622,918	\$ 669,523	\$ 560,888	\$ 574,699	\$ 683,958
OPERATING EXPENDITURES	102,517	105,416	125,100	121,240	116,612	119,661
CAPITAL OUTLAY	-	-	15,444	6,000	5,200	-
<b>TOTAL</b>	<b>\$ 731,151</b>	<b>\$ 728,334</b>	<b>\$ 810,068</b>	<b>\$ 688,128</b>	<b>\$ 696,511</b>	<b>\$ 803,619</b>
<b>POLICE DEPARTMENT - DISPATCH</b>						
PERSONAL SERVICES	\$ 503,610	\$ 503,014	\$ 531,446	\$ 567,085	\$ 571,364	\$ 582,374
OPERATING EXPENDITURES	12,656	8,850	8,443	14,276	14,474	14,981
CAPITAL OUTLAY	-	29,983	-	-	-	-
<b>TOTAL</b>	<b>\$ 516,266</b>	<b>\$ 541,846</b>	<b>\$ 539,889</b>	<b>\$ 581,361</b>	<b>\$ 585,838</b>	<b>\$ 597,355</b>
<b>CODE ENFORCEMENT</b>						
PERSONAL SERVICES	\$ 148,219	\$ 153,224	\$ 162,772	\$ 148,113	\$ 149,537	\$ 155,184
OPERATING EXPENDITURES	22,523	14,627	15,945	18,386	18,868	18,365
CAPITAL OUTLAY	-	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 170,742</b>	<b>\$ 167,851</b>	<b>\$ 178,717</b>	<b>\$ 166,499</b>	<b>\$ 168,405</b>	<b>\$ 173,549</b>
<b>ENGINEERING</b>						
PERSONAL SERVICES	\$ -	\$ -	\$ -	\$ 286,630	\$ 295,102	\$ 150,590
OPERATING EXPENDITURES	-	-	-	244,981	240,301	267,686
CAPITAL OUTLAY	-	-	-	63,929	63,930	-
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 595,540</b>	<b>\$ 599,333</b>	<b>\$ 418,276</b>

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

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

Department	2014 Actual	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
<b>PUBLIC WORKS - ROADS AND MAINTENANCE</b>						
PERSONAL SERVICES	\$ 564,603	\$ 590,309	\$ 631,616	\$ 477,678	\$ 372,060	\$ 522,588
OPERATING EXPENDITURES	196,991	121,192	83,688	114,040	120,063	93,365
CAPITAL OUTLAY	105,695	134,086	29,107	3,639	3,639	-
<b>TOTAL</b>	<b>\$ 867,289</b>	<b>\$ 845,587</b>	<b>\$ 744,410</b>	<b>\$ 595,357</b>	<b>\$ 495,762</b>	<b>\$ 615,953</b>
<b>PUBLIC WORKS - STORMWATER UTILITY</b>						
PERSONAL SERVICES	\$ 416,004	\$ 565,754	\$ 615,512	\$ 367,866	\$ 326,587	\$ 419,340
OPERATING EXPENDITURES	479,489	609,807	448,749	555,170	519,066	506,866
CAPITAL OUTLAY	4,820	45,956	3,303	-	-	-
<b>TOTAL</b>	<b>\$ 900,313</b>	<b>\$ 1,221,517</b>	<b>\$ 1,067,564</b>	<b>\$ 923,036</b>	<b>\$ 845,653</b>	<b>\$ 926,206</b>
<b>PUBLIC WORKS - FLEET MANAGEMENT</b>						
PERSONAL SERVICES	\$ 156,028	\$ 186,514	\$ 202,533	\$ 209,148	\$ 184,427	\$ 196,962
OPERATING EXPENDITURES	25,044	22,666	26,331	28,965	28,800	31,670
CAPITAL OUTLAY	1,565	2,786	28,525	2,335	2,335	-
<b>TOTAL</b>	<b>\$ 182,637</b>	<b>\$ 211,966</b>	<b>\$ 257,389</b>	<b>\$ 240,448</b>	<b>\$ 215,562</b>	<b>\$ 228,632</b>
<b>PUBLIC WORKS - PARKS &amp; REC</b>						
PERSONAL SERVICES	\$ 651,475	\$ 660,978	\$ 615,126	\$ 539,114	\$ 522,579	\$ 547,236
OPERATING EXPENDITURES	237,321	224,215	234,661	403,641	396,325	353,940
CAPITAL OUTLAY	35,200	51,824	37,875	5,157	3,757	25,000
<b>TOTAL</b>	<b>\$ 923,996</b>	<b>\$ 937,017</b>	<b>\$ 887,662</b>	<b>\$ 947,912</b>	<b>\$ 922,661</b>	<b>\$ 926,176</b>
<b>PUBLIC WORKS - CEMETERY</b>						
PERSONAL SERVICES	\$ 146,637	\$ 155,230	\$ 146,747	\$ 122,431	\$ 135,984	\$ 151,983
OPERATING EXPENDITURES	37,578	33,427	30,318	25,385	25,715	26,440
CAPITAL OUTLAY	10,118	-	3,300	-	-	-
<b>TOTAL</b>	<b>\$ 194,333</b>	<b>\$ 188,657</b>	<b>\$ 180,365</b>	<b>\$ 147,816</b>	<b>\$ 161,699</b>	<b>\$ 178,423</b>
<b>PUBLIC WORKS - FACILITIES MAINTENANCE</b>						
PERSONAL SERVICES	\$ 139,341	\$ 143,606	\$ 101,865	\$ 96,677	\$ 92,703	\$ 95,182
OPERATING EXPENDITURES	94,468	147,261	159,784	202,467	203,557	219,230
CAPITAL OUTLAY	9,969	15,398	6,986	108,662	108,756	-
<b>TOTAL</b>	<b>\$ 243,778</b>	<b>\$ 306,265</b>	<b>\$ 268,635</b>	<b>\$ 407,806</b>	<b>\$ 405,016</b>	<b>\$ 314,412</b>
<b>NON-DEPARTMENTAL</b>						
PERSONAL SERVICES	\$ 141,821	\$ 131,048	\$ 230,284	\$ 270,000	\$ 292,035	\$ 391,122
OPERATING EXPENDITURES	557,143	625,417	631,265	623,047	618,326	625,814
CAPITAL OUTLAY	-	-	-	1,765	1,765	-
GRANTS AND AIDS	-	-	-	-	-	-
INTERFUND TRANSFERS OUT	-	349,590	343,700	689,586	503,812	-
CONTINGENCY	-	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 698,964</b>	<b>\$ 1,106,055</b>	<b>\$ 1,205,249</b>	<b>\$ 1,584,398</b>	<b>\$ 1,415,938</b>	<b>\$ 1,016,936</b>
<b>TOTALS</b>						
PERSONAL SERVICES	\$ 7,671,004	\$ 7,971,142	\$ 8,527,708	\$ 8,028,832	\$ 7,732,922	\$ 8,711,830
OPERATING EXPENDITURES	2,431,352	2,562,509	2,504,982	3,207,201	3,113,368	3,200,439
CAPITAL OUTLAY	194,822	346,166	191,902	209,035	204,652	45,000
GRANTS AND AIDS	-	-	-	-	-	-
INTERFUND TRANSFERS OUT	-	349,590	343,700	689,586	503,812	-
CONTINGENCY	-	-	-	-	-	-
<b>TOTAL GENERAL FUND</b>	<b>\$ 10,297,178</b>	<b>\$ 11,229,408</b>	<b>\$ 11,568,292</b>	<b>\$ 12,134,654</b>	<b>\$ 11,554,754</b>	<b>\$ 11,957,269</b>

# CITY OF SEBASTIAN, FLORIDA 2017/2018 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 2017 ACCOMPLISHMENTS

- ✓ Maintained municipal service delivery, including a Citizen Request hotline.
- ✓ Protected the Indian River Lagoon with a storm water management system, installation of baffle boxes and installation of oyster bags.
- ✓ Maintained excellence of the Police Department.
- ✓ Maintained roads, drainage and ditches.
- ✓ Worked to protect landscaping, enforced parking and sign regulations.
- ✓ Supported and controlled events in Riverview Park.

## FISCAL YEAR 2018 GOALS AND OBJECTIVES

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

- Maintain municipal service delivery, continuing the hotline and insisting on responsive customer service.
- Act to protect the Indian River Lagoon through storm water management, encouraging connection to the sewer system.
- Identify desired road repair and reconstruction needs, clear grass along roadways to ensure fast road drainage and quickly deploy pot-hole patching equipment.
- Seek community input to formulate a parks master plan to enhance parks and recreation amenities.
- Continue to operate in a fiscally conservative manner.

## PERFORMANCE MEASURES

Performance Indicators	Actual 2013/2014	Actual 2014/2015	Actual 2015/2016	Projected 2016/2017	Projected 2017/18
Number of Council Meetings Conducted	22	22	24	22	20
Number of CRA Meetings Conducted	3	6	7	5	5
Number of Board of Adjustment Meetings Conducted	7	1	5	2	2
Number of Ordinances Adopted	5	8	9	5	5
Number of Resolutions Adopted	38	33	36	35	33
Number of Board Appointments	18	19	18	20	20

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## PROGRAM BUDGET DESCRIPTION FOR CITY COUNCIL

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>16/17</i>	<i>17/18</i>	
35.00%	35.00%	<b><u>Regular and Special Meetings</u></b> - 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%	<b><u>City Functions and Events</u></b> - Attendance at functions. Public relations.
25.00%	25.00%	<b><u>Conference, Legislative, County, State, and Local Meetings</u></b> - Attendance at assigned County and regional meetings. City representation at all levels of government and intra-governmental affairs.
30.00%	30.00%	<b><u>Citizens' Problems and Complaints</u></b> - 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 2017-2018 adopted budget for City Council is \$54,893. This compares to the 2016-2017 projected expenditures of \$54,152, an increase of \$ 741 or 1.37%.

	FY 13-14	FY 14-15	FY 15-16	Amended FY 16-17	Projected FY16-17	Adopted FY 17-18	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 22,723	\$ 22,747	\$ 22,821	\$ 22,764	\$ 22,721	\$ 22,743	\$ 22
Operating Expenditures	27,217	27,775	25,898	31,125	31,431	32,150	719
Capital Outlay	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 49,940</b>	<b>\$ 50,522</b>	<b>\$ 48,720</b>	<b>\$ 53,889</b>	<b>\$ 54,152</b>	<b>\$ 54,893</b>	<b>\$ 741</b>

Fiscal Year 2017-2018 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2016-2017 Projected Expenditures:

	<u>Difference</u>
<b>1. Personal Services</b> - Slight increase in worker's compensation insurance.	\$ 22
<b>2. Operating Expenditures</b> - Increase due to smart phone and ipad service and lapel pin purchase.	\$ 719
<b>3. Capital Outlay</b> - No capital outlay requested.	\$ -

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## PERSONAL SERVICES SCHEDULE

CITY COUNCIL						Projected	Adopted
	PAY		FULL TIME EQUIVALENTS			Expenditure	Budget
<u>POSITION</u>	<u>RANGE</u>	<u>GRADE</u>	<u>15-16</u>	<u>16-17</u>	<u>17-18</u>	<u>16-17</u>	<u>17-18</u>
Mayor	5,400	N/A	1.00	1.00	1.00	\$ 5,400	\$ 5,400
Vice-Mayor	3,600	N/A	1.00	1.00	1.00	3,600	3,600
Council Member	3,600	N/A	3.00	3.00	3.00	10,800	10,800
			5.00	5.00	5.00		
		<b>TOTAL SALARIES</b>				\$ 19,800	\$ 19,800
		FICA Taxes				2,892	2,892
		Worker's Compensation Insurance				29	51
		Total Personal Services				<u>\$ 22,721</u>	<u>\$ 22,743</u>

## CITY COUNCIL

Code: 010001

Account <u>Number</u>	<u>Description</u>	FY 13/14 <u>Actual</u>	FY 14/15 <u>Actual</u>	FY15/16 <u>Actual</u>	Amended FY 16/17 <u>Budget</u>	Projected FY 16/17 <u>Budget</u>	FY 17/18 <u>Budget</u>
<b>PERSONAL SERVICES</b>							
511200	Legislative Salaries	19,800	19,800	19,875	19,800	19,800	19,800
512100	FICA Taxes	2,892	2,892	2,897	2,913	2,892	2,892
512400	Worker's Comp Insurance	31	55	49	51	29	51
	<b>TOTAL PERSONAL SERVICES</b>	<b>22,723</b>	<b>22,747</b>	<b>22,821</b>	<b>22,764</b>	<b>22,721</b>	<b>22,743</b>
<b>OPERATING EXPENDITURES</b>							
534000	Travel & Per Diem	22,145	22,486	21,591	24,000	24,000	24,000
534101	Telephone	102	0	0	0	0	0
534105	Cellular Telephone	880	600	563	900	1,416	1,680
534110	Internet Access	32	0	0	0	740	870
534630	R & M Office Equipment	0	18	0	100	0	0
534800	Promotional Activities	65	800	557	300	250	800
535200	Departmental Supplies	380	464	272	550	400	500
535210	Computer Supplies	1,043	451	0	1,500	850	500
535410	Dues and Memberships	200	200	200	200	200	200
535420	Books and Publications	0	111	90	125	125	125
535450	Training and Education	2,370	2,645	2,625	3,450	3,450	3,475
	<b>TOTAL OPERATING EXPENDITURES</b>	<b>27,217</b>	<b>27,775</b>	<b>25,898</b>	<b>31,125</b>	<b>31,431</b>	<b>32,150</b>
<b>CAPITAL OUTLAY</b>							
606400	Vehicles and Equipment	0	0	0	0	0	0
	<b>TOTAL CAPITAL OUTLAY</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TOTAL CITY COUNCIL</b>	<b>49,940</b>	<b>50,522</b>	<b>48,720</b>	<b>53,889</b>	<b>54,152</b>	<b>54,893</b>

# CITY OF SEBASTIAN, FLORIDA 2017/2018 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 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 2017 ACCOMPLISHMENTS

- ✓ Continue meetings of the Management Team to coordinate actions and improve communications.
- ✓ Added a position to strengthen controls over purchasing and contract administration.
- ✓ Attained a substantial amount of grant awards enabling improvements to the City's infrastructure.
- ✓ Solicited proposals for upgrading the restaurant at the Golf Course and to generate additional rental revenue.
- ✓ Initiated a major project to completely rebuild the Golf Course greens.
- ✓ Submitted for reimbursements for debris removal and damages resulting from Hurricane Matthew.

### FISCAL YEAR 2018 GOALS AND OBJECTIVES

#### City Goal: Governmental Efficiency

##### City Operations

- Apply for grants and secure funding for various city projects.
- Closely monitor spending and consider any cost saving ideas.
- Insure effective communications between managers and employees.
- Prepare to successfully deal with major hurricane events

##### Quality Service to Citizens

- Promote quality customer service from City employees.
- Maintain facilities in an attractive and orderly manner.
- Promptly address citizen questions and concerns.

##### Provide Effective Support to City Council

- Insure that reports and supporting documentation is accurate and complete.
- Insure that the City Council promptly receives pertinent information.

##### Maintain Positive Intergovernmental Relations

- Participate in activities of the Florida League of Cities.
- Network with counterparts in surrounding governmental entities to share information.

### PERFORMANCE MEASURES

Performance Indicators	Actual 2013/2014	Actual 2014/2015	Actual 2015/2016	Projected 2016/2017	Projected 2017/2018
Per Capita Level of Service Cost	\$ 464	\$ 504	\$511	\$499	\$494
Per Capita Number of Full-time Employees	5.27	5.29	5.17	5.01	4.92
General Fund Unrestricted Funds vs. Expenditures	55.69%	50.33%	50.24%	37.12%	48.68%

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## PROGRAM BUDGET DESCRIPTION FOR CITY MANAGER

STAFFING		NATURE OF ACTIVITY
16/17	17/18	
40.00%	40.00%	<b>Management and Supervision of City Programs and Projects</b> - Plan, organize, direct, coordinate, and report on City Projects. Improve and expand efforts for quality public services.
20.00%	20.00%	<b>Preparation of City Council Agenda</b> - 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%	<b>Intergovernmental Affairs</b> - 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%	<b>Purchasing and Contract Administration</b> - 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 2017-2018 adopted budget for City Manager is \$276,569. This compares to the 2016-2017 projected expenditures of \$267,554, an increase of \$9,015 or 3.13%.

	FY 13-14	FY 14-15	FY 15-16	Projected FY 16-17	Adopted FY 17-18	Difference
	Actual	Actual	Actual	Expenditures	Budget	
Personal Services	\$ 258,430	\$ 250,297	\$ 277,445	\$ 260,695	\$ 269,284	\$ 8,589
Operating Expenditures	6,286	6,885	10,324	6,859	7,285	426
Capital Outlay	-	-	-	-	-	-
<b>Total</b>	<b>\$ 264,716</b>	<b>\$ 257,182</b>	<b>\$ 287,769</b>	<b>\$ 267,554</b>	<b>\$ 276,569</b>	<b>\$ 9,015</b>

Fiscal Year 2017-18 adopted Budget:

Major Current Level Changes from

Fiscal Year 2016-17 Projected Expenditures:

	<u>Difference</u>
<b>1. Personal Services</b> - Slight increase due to negotiated salary increases and health insurance increases.	\$ 8,589
<b>2. Operating Expenses</b> - Slight increase due to an additional annual membership.	\$ 426
<b>3. Capital Outlay</b> - No capital outlay requested.	\$ -

## PERSONAL SERVICES SCHEDULE

CITY MANAGER  POSITION	PAY RANGE	GRADE	FULL TIME EQUIVALENTS			Projected Expenditures	Adopted Budget
			15-16	16-17	17-18	16-17	17-18
City Manager			1.00	1.00	1.00	\$ 132,025	\$ 136,000
Executive Assistant	43,927 / 79,069	64	1.00	1.00	1.00	72,151	74,500
Procurement Manager	55,588 / 100,058	73	1.00	1.00	0.00	-	-
Clerical Assisstant II	26,587 / 47,856	23	0.50	0.00	0.00	-	-
			3.50	3.00	2.00		
						\$ 204,176	\$ 210,500
		FICA Taxes				15,204	16,103
		Deferred Compensation				18,376	18,945
		Group Health Insurance Premium				13,372	13,873
		Dependant Health Ins Premium				9,214	9,285
		Employee Assistance Program				48	32
		Worker's Comp Insurance				305	546
		Total Personal Services				<u>\$ 260,695</u>	<u>\$ 269,284</u>

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

**CITY MANAGER**

**Code: 010005**

<u>Account</u> <u>Number</u>	<u>Description</u>	<u>FY 13/14</u> <u>Actual</u>	<u>FY 14/15</u> <u>Actual</u>	<u>FY 15/16</u> <u>Actual</u>	<u>Amended</u> <u>FY 16/17</u> <u>Budget</u>	<u>Projected</u> <u>FY 16/17</u> <u>Budget</u>	<u>FY 17/18</u> <u>Budget</u>
<b>PERSONAL SERVICES</b>							
511200	Regular Salaries	208,958	196,848	217,675	204,100	204,176	210,500
512100	FICA Taxes	14,078	15,083	16,208	15,615	15,204	16,103
512225	Deferred Compensation	18,806	17,522	19,030	18,369	18,376	18,945
512301	Group Health Insurance Premium	11,169	12,492	14,310	15,047	13,372	13,873
512305	Dependant Health Ins Premium	4,289	7,808	9,684	10,597	9,214	9,285
512309	Employee Assistance Program	44	47	52	48	48	32
512400	Worker's Comp Insurance	260	497	485	530	305	546
512601	Auto Allowance	826	0	0	0	0	0
<b>TOTAL PERSONAL SERVICES</b>		<b>258,430</b>	<b>250,297</b>	<b>277,445</b>	<b>264,306</b>	<b>260,695</b>	<b>269,284</b>
<b>OPERATING EXPENDITURES</b>							
534000	Travel and Per Diem	30	0	4	0	0	0
534101	Telephone	179	0	0	0	0	0
534105	Cellular Phone	388	435	555	600	726	660
534110	Internet Services	68	36	0	0	0	0
534120	Postage	61	82	32	50	50	50
534420	Equipment Leases	0	0	1,584	1,480	1,480	1,480
534620	R & M - Vehicles	0	468	4,134	500	500	500
534630	R & M - Office Equipment	232	1,739	662	675	650	650
534800	Promotional Activities	2,148	1,636	1,246	1,500	1,500	1,500
535200	Departmental Supplies	384	535	543	400	400	445
535210	Computer Supplies	15	0	0	0	8	0
535230	Small Tools & Equipment	0	418	0	0	0	0
535260	Gas and Oil	373	627	883	500	1,095	1,250
535410	Dues and Memberships	330	455	681	450	450	750
535420	Books and Publications	0	304	0	0	0	0
535450	Training and Education	2,078	150	0	0	0	0
<b>TOTAL OPERATING EXPENDITURES</b>		<b>6,286</b>	<b>6,885</b>	<b>10,324</b>	<b>6,155</b>	<b>6,859</b>	<b>7,285</b>
<b>CAPITAL OUTLAY</b>							
606400	Vehicles and Equipment	0	0	0	0	0	0
<b>TOTAL CAPITAL OUTLAY</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL CITY MANAGER</b>		<b>264,716</b>	<b>257,182</b>	<b>287,769</b>	<b>270,461</b>	<b>267,554</b>	<b>276,569</b>

# CITY OF SEBASTIAN, FLORIDA 2017/2018 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 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 department 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, Charter Review Committee, Disabilities Advisory Committee, and Veterans Advisory Board.

## FISCAL YEAR 2017 ACCOMPLISHMENTS

- ✓ Records Clerk obtained Florida Records Management Association Certification and Notary Public.
- ✓ Developed November 8, 2016 ballot with seven candidates and one Charter revision question.
- ✓ Held records management training and continue to provide ongoing support for employees.
- ✓ Created retention folders in Outlook for employee e-mail retention.
- ✓ Activated successful preparation and response of office records and equipment for Hurricane Matthew.
- ✓ Scanned three boxes of water and sewer files from the 1980's and 1990's.
- ✓ Scanned 190 employee files.
- ✓ Reviewed and listed remaining lots in Unit 2 and 4 of the Cemetery.
- ✓ Reviewed and listed occupied and remaining lots in Parks Cemetery.
- ✓ Procured part-time temporary services of recording consultant and scanning clerk.
- ✓ Worked extensively with Cemetery Supervisor in addressing Cemetery decoration violations.
- ✓ Reviewed and organized all active City contracts in Laserfiche and disposed of expired contracts.

## FISCAL YEAR 2018 GOALS AND OBJECTIVES

- Hold election process for three Council seats; canvass Sebastian's election.
- Continue to scan the water and sewer files from the 1980's and 1990's as well as the operational files of the City currently in storage.
- Continue to learn Laserfiche software applications to improve workflow.
- Continue to coordinate the recording consultant with City board meetings and minutes.
- Provide travel arrangements for interested Council Members to attend Institute for Elected Officials Training and the Annual Florida League of Cities Conference.
- Continue to serve Council, boards, staff and the public in providing information and response.
- Support Electronic Records Manager's effort to use Laserfiche Avante to streamline operations.

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## PERFORMANCE MEASURES

Performance Indicators	Actual 2013/2014	Actual 2014/2015	Actual 2015/2016	Projected 2016/2017	Projected 2017/2018
Records Scanned	1593	825	1500	1000	168 c.f.
Records Destroyed	127	176	140	140	423 c.f.
Council Meeting Packets/Minutes	22	28	24	24	20
Cemetery Lots/Niches Sold	64	62	59	60	55
Election - Candidates Qualified	5	4	3	4	8
Legal/Display Ads Published	7	18	18	10	20
Code Supplements Distributed	2	3	2	3	5
Board Appointments Administered	18	19	18	15	20
Instruments Recorded	1	4	2	3	10
Public Records Requests	109	154	145	110	125
Other Committee Meeting Minutes Recorded	33	22	21	22	20

## PROGRAM BUDGET DESCRIPTION FOR CITY CLERK

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>16/17</i>	<i>17/18</i>	
20.00%	20.00%	<b>Services for City Council</b> - 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%	10.00%	<b>Services for Citizens</b> - 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%	20.00%	<b>Services for Boards/Committees</b> - Board liaison, advertise vacancies, administer financial disclosure forms, update Commission on Ethics website annually, record and provide services to Board of Adjustment, CRA, Budget Advisory Board and Veterans Committee, maintain and update Board Handbook, and conduct board member orientation and prepare outgoing certificates.
20.00%	20.00%	<b>Records Management</b> - 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%	<b>Cemetery</b> - Coordinate with Cemetery Sexton on sale of cemetery lots, maintain cemetery records/database. Respond to customer concerns and complaints.
10.00%	10.00%	<b>General Administration</b> - 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%	<b>City Election</b> - 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 2017/2018 ANNUAL BUDGET

## CITY CLERK BUDGET SUMMARY

The Fiscal Year 2017-2018 adopted budget for City Clerk is \$225,160. This compares to the 2016-2017 projected expenditures of \$180,963, an increase of \$44,197 or 24.42%.

	FY 13-14	FY 14-15	FY 15-16	Projected	Adopted	Difference
	Actual	Actual	Actual	FY 16-17 Expenditures	FY 17-18 Budget	
Personal Services	\$ 231,345	\$ 287,662	\$ 287,490	\$ 148,208	\$ 162,675	\$ 14,467
Operating Expenses	52,803	41,270	65,590	32,755	62,485	29,730
Capital Outlay	2,970	14,598	-	-	-	-
<b>Total</b>	<b>\$ 287,118</b>	<b>\$ 343,530</b>	<b>\$ 353,080</b>	<b>\$ 180,963</b>	<b>\$ 225,160</b>	<b>\$ 44,197</b>

Fiscal Year 2017-2018 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2016-2017 Projected Expenditures:

	Difference
<b>1. Personal Services</b> - Increase due to negotiated salary increases and additional hours worked by temp staff.	\$ 14,467
<b>2. Operating Expenses</b> - Increase due to election year costs.	\$ 29,730
<b>3. Capital Outlay</b> - No capital outlay requested.	\$ -

## PERSONAL SERVICES SCHEDULE

### CITY CLERK

<u>POSITION</u>	<u>PAY RANGE</u>	<u>GRADE</u>	<u>FULL TIME EQUIVALENTS</u>			<u>Projected</u>	<u>Adopted</u>
			<u>15-16</u>	<u>16-17</u>	<u>17-18</u>	<u>Expenditures</u>	<u>Budget</u>
						<u>16-17</u>	<u>17-18</u>
City Clerk			1.00	1.00	1.00	\$ 78,355	\$ 81,000
Deputy City Clerk	43,927 / 79,069	64	1.00	0.00	0.00	-	-
Records Program Manager	29,923 / 53,862	27	1.00	1.00	1.00	31,370	33,750
Clerical Assistant (Temp)	\$10/hr		0.50	0.50	0.50	3,350	10,400
						3.50	2.50
						2.50	2.50
						\$ 113,075	\$ 125,150
Overtime						100	200
FICA Taxes						8,425	9,589
Deferred Compensation						9,885	10,328
Group Health Insurance Premium						13,300	13,617
Dependant Health Ins Premium						3,200	3,435
Employee Assistance Program						48	32
Worker's Comp Insurance						175	324
<b>Total Personal Services</b>						<b>\$ 148,208</b>	<b>\$ 162,675</b>

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## CITY CLERK

Code: 010009

Account Number	Description	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Actual	Amended FY 16/17 Budget	Projected FY 16/17 Budget	FY 17/18 Budget
<b>PERSONAL SERVICES</b>							
511200	Salaries	169,897	213,004	228,236	111,750	109,725	114,750
511300	Temporary Salaries	2,293	9,953	1,595	4,000	3,350	10,400
511400	Overtime	0	0	0	0	100	200
512100	FICA Taxes	17,785	16,795	17,311	8,855	8,425	9,589
512225	Deferred Compensation	15,188	18,848	20,024	10,058	9,885	10,328
512301	Group Health Insurance Premium	15,514	18,304	12,965	14,720	13,300	13,617
512305	Dependant Health Ins Premium	10,357	10,115	6,833	3,008	3,200	3,435
512309	Employee Assistance Program	56	88	56	48	48	32
512400	Worker's Comp Insurance	255	555	471	300	175	324
<b>TOTAL PERSONAL SERVICES</b>		<b>231,345</b>	<b>287,662</b>	<b>287,490</b>	<b>152,739</b>	<b>148,208</b>	<b>162,675</b>
533400	Other Contractual Services	1,418	1,688	2,090	2,000	2,000	3,000
533490	Codification Services	2,349	2,632	3,306	4,650	3,300	5,000
534000	Travel and Per Diem	85	736	1,253	1,200	1,200	1,200
534101	Telephone	165	0	7	0	0	0
534105	Cellular Phone	26	135	0	0	0	0
534110	Internet Services	185	1,748	433	0	0	0
534120	Postage	300	335	355	310	310	300
534420	Equipment Leases	0	0	689	770	645	645
534630	R & M - Office Equipment	11,243	11,931	11,453	12,850	12,000	10,640
534640	R & M Operating Equipment	500	1,850	0	0	0	0
534910	Clerk of Court Filing Fees	72	81	93	300	350	300
534920	Legal Ads	1,659	1,549	2,178	2,300	2,000	2,000
534990	Election Costs	32,660	8,732	34,338	9,500	9,500	37,500
535200	Departmental Supplies	189	341	529	500	200	300
535210	Computer Supplies	1,132	6,078	7,450	500	100	300
535230	Small Tools	0	1,301	0	0	0	0
535410	Dues and Memberships	620	1,033	525	550	550	550
535420	Books and Publications	0	0	62	100	100	100
535450	Training and Education	200	1,100	830	650	500	650
<b>TOTAL OPERATING EXPENDITURES</b>		<b>52,803</b>	<b>41,270</b>	<b>65,590</b>	<b>36,180</b>	<b>32,755</b>	<b>62,485</b>
<b>CAPITAL OUTLAY</b>							
606400	Vehicles and Equipment	2,970	14,598	0	0	0	0
<b>TOTAL CAPITAL OUTLAY</b>		<b>2,970</b>	<b>14,598</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL CITY CLERK</b>		<b>287,118</b>	<b>343,530</b>	<b>353,080</b>	<b>188,919</b>	<b>180,963</b>	<b>225,160</b>

# CITY OF SEBASTIAN, FLORIDA 2017/2018 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 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 defense of litigation and provides legal counsel for bond issues and property transactions.

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 2017 ACCOMPLISHMENTS

- ✓ Attended City Council, Planning and Zoning, and Board of Adjustment meetings.
- ✓ Provided regular updates to the City Council on pending suits and legal cases.

## FISCAL YEAR 2018 GOALS AND OBJECTIVES

- Attend City Council, Planning and Zoning, and Board of Adjustment meetings.
- Provide quality legal services to the City Council, various boards, and the City Administration.
- Continue to provide regular updates to the City Council on pending suits and legal cases.
- Coordinate and monitor the use of any outside counsel services.
- Draft and/or review ordinances and resolutions, as needed.

## PERFORMANCE MEASURES

Performance Indicators	Actual 2013/2014	Actual 2014/2015	Actual 2015/2016	Projected 2016/2017	Projected 2017/2018
Number of Resolutions	38	33	35	35	35
Number of Ordinances	5	8	8	8	8
Number of Meetings	39	40	45	42	42

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## PROGRAM BUDGET DESCRIPTION FOR CITY ATTORNEY

STAFFING		NATURE OF ACTIVITY
16/17	17/18	
25.00%	25.00%	<b>Counsel to City Council and Other City Bodies</b> - 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%	<b>Function as City's Solicitor</b> - Prepare and review ordinances, resolutions, contracts, property instruments and other legal documents on behalf of the City.
40.00%	40.00%	<b>City Legal Advisor</b> - 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%	<b>Legal Representative</b> - 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 2017-18 budget for the City Attorney is \$101,554. This compares to the 2016-17 projected expenditures of \$101,704, a decrease of \$150 or -.15%.

	FY 13-14	FY 14-15	FY 15-16	Amended FY16-17	Projected FY 16-17	Adopted FY 17-18	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Expenses	102,959	103,870	94,682	101,720	101,704	101,554	(150)
Capital Outlay	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 102,959</b>	<b>\$ 103,870</b>	<b>\$ 94,682</b>	<b>\$ 101,720</b>	<b>\$ 101,704</b>	<b>\$ 101,554</b>	<b>\$ (150)</b>

Fiscal Year 2017-18 Adopted Budget:  
Major Current Level Changes from  
Fiscal Year 2016-17 Projected Expenditures:

	Difference
<b>1. Personal Services</b> - No change.	\$ -
<b>2. Operating Expenses</b> - Decrease due to lower costs of annual publications.	\$ (150)
<b>3. Capital Outlay</b> - No capital outlay requested.	\$ -

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

**CITY ATTORNEY**

**Code: 010010**

<b>Account</b>				<b>Amended</b>	<b>Projected</b>		
<b>Number</b>	<b>Description</b>	<b>FY 13/14</b>	<b>FY14/15</b>	<b>FY15/16</b>	<b>FY16/17</b>	<b>FY16/17</b>	<b>FY 17/18</b>
		<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Budget</b>	<b>Budget</b>
<b>OPERATING EXPENDITURES</b>							
533400	Other Contractual Services	100,639	102,294	92,615	100,000	100,000	100,000
534000	Travel and Per Diem	0	0	318	0	0	0
534101	Telephone	71	0	0	0	0	0
534115	On-Line Services	1,428	1,130	1,074	1,070	1,104	1,104
534120	Postage	5	6	0	50	0	0
534630	R & M - Office Equipment	149	25	0	0	0	0
535210	Computer Supplies	20	0	0	0	0	0
535410	Dues and Memberships	150	0	150	150	150	150
535420	Books and Publications	497	415	0	450	450	300
535450	Training and Education	0	0	525	0	0	0
<b>TOTAL OPERATING EXPENDITURES</b>		<b>102,959</b>	<b>103,870</b>	<b>94,682</b>	<b>101,720</b>	<b>101,704</b>	<b>101,554</b>
<b>CAPITAL OUTLAY</b>							
606400	Vehicles and Equipment	0	0	0	0	0	0
<b>TOTAL CAPITAL OUTLAY</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL CITY ATTORNEY</b>		<b>102,959</b>	<b>103,870</b>	<b>94,682</b>	<b>101,720</b>	<b>101,704</b>	<b>101,554</b>

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## ADMINISTRATIVE SERVICES DEPARTMENT

The Administrative Services Department primarily provides support services to other City departments. It has been 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. This Section also is responsible for documenting compliance with grant provisions and processing grant reimbursements. It also monitors construction projects to assure spending is within amounts appropriated.

The Purchasing Section monitors all purchases and new agreements. An effort is also being undertaken to review all outstanding agreements to be sure 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. This department is 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 2017 ACCOMPLISHMENTS

- ✓ Published the required Community Redevelopment Agency Annual Activity Report for FY 2015-2016.
- ✓ Eighteenth time awardee of the Government Finance Officer's Association Certificate of Achievement for Excellence in Financial Reporting for the Comprehensive Annual Financial Report and twelfth time awardee of the Government Finance Officer's Association Distinguished Budget Presentation Award.
- ✓ Received a clean opinion from the City's external auditors for the FY 2015-2016 financial audit.
- ✓ Maintained American Express corporate card reward program and Bank of America purchasing card program.
- ✓ 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 that were 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.
- ✓ Evaluated various payroll and human resources software and planned for conversion.
- ✓ Completed revision to the purchasing manual.

## FISCAL YEAR 2018 GOALS AND OBJECTIVES

- Generate cost saving ideas through internal audits/staff involvement.
- Provide low cost quality training for City employees. Develop mandatory training that can be provided through the intranet when appropriate.
- Recruit and promote the most qualified candidates recognizing the value of diversity in the workplace.
- Promote a work environment that is safe, healthy and reflects the city's commitment to fairness and equality.
- Continue to provide responsive service to all customers, citizens, vendors, and employees.
- Submit 2016-2017 Comprehensive Annual Financial Report to Government Finance Officers Association for Excellence for Financial Award and 2017-2018 Annual Budget document to the Government Finance Officers Association for Distinguished Budget Presentation Award.
- 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 30th each year.
- Continue staff training in accounting, risk management, and emergency management.
- Provide financial leadership to Management, Budget Review Advisory Board and City Council.

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## PERFORMANCE MEASURES

Performance Indicators	Actual 2013/2014	Actual 2014/2015	Actual 2015/2016	Projected 2016/2017	Projected 2017/18
Total Full and Part-time Positions	176	183	178	180	189
Terminations/Resignations/Retirements	17	23	41	15	20
HR hours to process new employee	3	3	3	3	3
Applications processed	369	391	400	300	400
New Hires	40	26	35	25	25
Background Checks conducted - non-sworn	35	13	35	20	20
Reported Workers Compensation Claims	17	19	8	10	10
Time frame to hire new employee - non-sworn	14 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	\$25.03	\$25.05	\$24.63	\$23.89	\$26.96
Journal Entries Processed	922	973	1,032	950	975
Accounts Payable Invoices Processed	5,657	6,552	4,238	6,000	4,500
Accounts Payable Checks Processed	2,272	2,238	2,384	2,200	2,500
Purchase Orders Processed	242	254	328	250	300
Payroll Checks Processed	4,075	4,238	3,992	4,200	4,100
Purchasing/Corporate Card Transactions Processed	1,367	1,395	1,357	1,500	1,675
Purchasing Card Users	38	40	39	38	41
Garage Sale Permits Issued	970	880	838	900	850
Number of Fixed Assets Records	2,259	2,381	2,200	2,200	2,500
Comprehensive Annual Financial Statement issued	03/16/15	03/17/16	02/15/17	02/15/18	02/15/19
Annual Budget Document issued	12/26/13	10/27/14	10/27/15	11/04/16	10/31/17
Excellence in Financial Reporting Award (consecutive years)	16	17	18	19	20
Distinguished Budget Presentation Award (consecutive years)	10	11	12	13	14

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## PROGRAM BUDGET FOR ADMINISTRATIVE SERVICES

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>16/17</i>	<i>17/18</i>	
23.00%	25.00%	<b>General Accounting</b> - 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.
14.00%	11.00%	<b>Accounts Payable</b> - 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.
8.00%	9.00%	<b>Budget</b> - 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.
8.00%	8.00%	<b>Payroll</b> - Review and process payroll, including benefits, deductions, leave availability, and workers compensation. Prepare quarterly and annual payroll tax reports and quarterly reports to the workers compensation insurance carrier. Prepare employee insurance invoices for payment and process year end W-2's.
8.00%	8.00%	<b>Auditing and Financial Reporting</b> - 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.
0.00%	8.00%	<b>Contract and Agreement Management</b> - 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.
0.00%	8.00%	<b>Procurement</b> - 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%	5.00%	<b>Hiring New Employees</b> - 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.
0.00%	4.00%	<b>Customer Service</b> - 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.
5.00%	3.00%	<b>Employee Support</b> - 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. Sit in on Police Pension Board meetings.
5.00%	3.00%	<b>Grants &amp; Special Projects</b> - Responsible for quarterly status, reimbursement reports, close out documentation and federal and state compliance to grantors.
4.00%	2.00%	<b>In-Service Actions</b> - 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%	2.00%	<b>Effective Insurance Plans</b> - 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.
1.00%	2.00%	<b>Risk Management</b> - 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.
16.00%	1.00%	<b>Union Negotiations, Contract Administration</b> - Negotiate labor agreements with both PBA and CWA and any Memo's of Understanding that may be necessary during the life of existing contracts. Perform support research, document preparation and record minutes. Review, rewrite and organize Rules and Regulations.
2.00%	1.00%	<b>Cash Management</b> - 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.
100.00%	100.00%	

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## ADMINISTRATIVE SERVICES BUDGET SUMMARY

The Fiscal Year 2017-2018 budget for Administrative Services is \$652,296. This compares to the 2016-2017 projected expenditures of \$552,668, an increase of \$99,628 or 18.03%.

	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Actual	Amended FY 16-17 Budget	Projected FY 16-17 Expenditures	Adopted FY 17-18 Budget	Difference
Personal Services	\$ 464,036	\$ 480,510	\$ 452,108	\$ 475,148	\$ 452,308	\$ 519,961	\$ 67,653
Operating Expenses	89,756	77,949	98,051	93,710	100,360	132,335	31,975
Capital Outlay	1,520	-	-	-	-	-	-
<b>Total</b>	<b>\$ 555,312</b>	<b>\$ 558,459</b>	<b>\$ 550,159</b>	<b>\$ 568,858</b>	<b>\$ 552,668</b>	<b>\$ 652,296</b>	<b>\$ 99,628</b>

Fiscal Year 2017-18 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2016-17 Projected Expenditures:

	Difference
<b>1. Personal Services</b> - Increase due to negotiated salary increases, longevity, and addition of Procurement Manager.	\$ 67,653
<b>2. Operating Expenses</b> - Increase primarily due to automated payroll system monthly fees.	\$ 31,975
<b>3. Capital Outlay</b> - No capital outlay requested.	\$ -

## PERSONAL SERVICES SCHEDULE

### ADMINISTRATIVE SERVICES DEPARTMENT

POSITION	PAY RANGE	GRADE	FULL TIME EQUIVALENTS			Projected Expenditure	Adopted Budget
			15-16	16-17	17-18	16-17	17-18
Admin Services Director	72,868 / 131,163	81	1.00	1.00	1.00	\$ 119,000	\$ 127,500
Human Resources Manager/Asst Director	67,703 / 121,866	79	1.00	1.00	1.00	78,200	81,000
Procurement/Contracts Manager	55,588 / 100,058	73	0.00	0.00	1.00	48,450	63,750
Accounting Services Manager	50,871 / 91,568	70	1.00	1.00	1.00	58,350	63,750
Accountant	40,244 / 72,439	37	0.00	0.00	1.00	-	43,000
Accounting Clerk II	29,052 / 52,293	26	1.00	1.00	0.00	29,850	-
Accounting Clerk I	25,812 / 46,462	22	1.00	1.00	1.00	28,650	28,250
Accounting Services Consultant (Temp)			0.50	0.50	0.50	2,400	1,850
			5.50	5.50	6.50		
<b>TOTAL SALARIES</b>						<b>\$ 364,900</b>	<b>\$ 409,100</b>
Overtime						-	250
FICA Taxes						27,950	31,315
Deferred Compensation						32,625	36,675
Group Health Insurance Premium						23,000	32,047
Dependant Health Ins Premium						3,200	9,496
Employee Assistance Program						138	95
Worker's Comp Insurance						495	983
Total Personal Services						<u>\$ 452,308</u>	<u>\$ 519,961</u>

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## ADMINISTRATIVE SERVICES DEPARTMENT

Code: 010020

Account <u>Number</u>	<u>Description</u>	<u>FY 13/14</u> <u>Actual</u>	<u>FY 14/15</u> <u>Actual</u>	<u>FY 15/16</u> <u>Actual</u>	<u>Amended</u> <u>FY 16/17</u> <u>Budget</u>	<u>Projected</u> <u>FY 16/17</u> <u>Budget</u>	<u>FY 17/18</u> <u>Budget</u>
<b>PERSONAL SERVICES</b>							
511200	Regular Salaries	372,321	390,688	368,115	364,850	362,500	407,250
511300	Temporary Salaries	0	0	2,948	5,000	2,400	1,850
511400	Overtime	423	2,023	59	400	0	250
512100	FICA Taxes	28,406	29,800	28,345	28,323	27,950	31,315
512225	Deferred Compensation	33,142	31,566	30,677	32,873	32,625	36,675
512301	Group Health Insurance Premium	27,188	22,722	20,400	34,333	23,000	32,047
512305	Dependent Insurance	1,961	2,643	693	8,354	3,200	9,496
512309	Employee Assistance Program	121	138	136	144	138	95
512400	Worker's Comp Insurance	474	929	736	871	495	983
<b>TOTAL PERSONAL SERVICES</b>		<b>464,036</b>	<b>480,510</b>	<b>452,108</b>	<b>475,148</b>	<b>452,308</b>	<b>519,961</b>
<b>OPERATING EXPENDITURES</b>							
533120	Consultants	6,722	0	10,529	0	6,000	5,000
533175	Employee Background Testing	7,188	5,534	12,182	6,750	14,500	14,500
533200	Audit Fees	32,887	35,951	33,525	36,000	33,060	36,000
533400	Other Contractual Services	694	3,799	7,010	10,000	5,500	32,200
534000	Travel and Per Diem	2,129	40	41	1,000	750	1,000
534101	Telephone	315	0	0	0	0	0
534105	Cellular Telephone	621	0	0	1,320	445	450
534110	Internet Access	466	36	159	450	433	435
534120	Postage	2,094	2,098	2,160	2,200	2,000	2,100
534420	Equipment Leases	0	0	1,879	1,755	1,850	1,755
534630	R & M - Office Equipment	24,712	24,810	24,282	25,000	25,000	26,100
534700	Printing and Binding	1,679	247	0	400	200	200
534800	Promotional Activities	381	130	0	2,250	1,000	2,250
534825	Advertising	594	396	198	300	250	250
534920	Legal Ads	1,021	714	1,069	700	1,000	1,700
535200	Departmental Supplies	3,637	2,461	3,380	2,880	3,750	3,350
535205	Bank Charges	279	140	190	145	147	175
535210	Computer Supplies	1,287	165	418	100	100	100
535230	Small Tools & Equipment	407	140	0	0	0	0
535410	Dues and Memberships	1,120	1,239	950	1,210	3,575	3,720
535420	Books and Publications	858	50	50	50	50	50
535450	Training and Education	665	0	30	1,200	750	1,000
<b>TOTAL OPERATING EXPENDITURES</b>		<b>89,756</b>	<b>77,949</b>	<b>98,051</b>	<b>93,710</b>	<b>100,360</b>	<b>132,335</b>
<b>CAPITAL OUTLAY</b>							
606400	Vehicles and Equipment	1,520	0	0	0	0	0
<b>TOTAL CAPITAL OUTLAY</b>		<b>1,520</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL ADMINISTRATIVE SERVICES</b>		<b>555,312</b>	<b>558,459</b>	<b>550,159</b>	<b>568,858</b>	<b>552,668</b>	<b>652,296</b>

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## MANAGEMENT INFORMATION SYSTEMS DIVISION

The Management Information Systems 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. The division also provides support for approximately 200 computers and printers, a City-wide computerized physical access control system, the Police Department's computer system infrastructure, Community Development's Arcview modified GIS system, computerized fuel monitoring and accounting systems, hardware and software support for the City's Internet/intranet accounts, maintenance of the City's telephone system, and manages City issued cellular devices.

### FISCAL YEAR 2017 ACCOMPLISHMENTS

- ✓ As of 11 May, 2017 MIS has processed 868 work orders:
  - Hardware related: 27%
  - Network related: 21%
  - Software related: 20%
  - Security related: 12%
  - Telecom related: 8%
  - Procurement: 6%
  - Other: 6%
- ✓ Continue VMware server virtualization expansion program.
- ✓ Augment City-wide backup system to replicate data to cloud backup solution.
- ✓ Begin migrating applications from in-house on-premises hosting to cloud-based hosting.
- ✓ Implemented RADIUS on City network infrastructure for authentication and authorization access controls.
- ✓ Continued migration of software from “touch deployment” to unattended/automatic deployment.

### FISCAL YEAR 2018 GOALS AND OBJECTIVES

- Continue to assess City's current data, software, and hardware needs and augment network infrastructure to be more responsive to fluctuating demands.
- Continue to assess the VMware server virtualization expansion program's current state and continue the expansion if City infrastructure demands warrant.
- Purchase and install bypass switches on whole-room UPS units throughout the City.
- Purchase, install, and implement dual Cisco Firepower 2110 next-generation firewalls.
- Continue migration of software from “touch deployment” to unattended/automatic deployment.

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## PERFORMANCE MEASURES

Performance Indicators	Actual 2013/2014	Actual 2014/2015	Actual 2015/2016	Projected 2016/2017	Projected 2017/2018
Workorders Processed	2448	2460	2012	2600	2100
Server Outages Serviced	3	4	4	4	4
Network Outages Serviced	2	2	2	3	3
Phone System Outages Serviced	3	2	2	2	2
User Training hours performed/supported	170	180	150	170	160

## PROGRAM BUDGET DESCRIPTION FOR THE MANAGEMENT INFORMATION SERVICES

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>16/17</i>	<i>17/18</i>	
25.00%	30.00%	<b>Network Analysis, Design, and Configuration</b> - 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.
35.00%	20.00%	<b>End User Support</b> - This includes hardware troubleshooting and repair, as well as, assisting users in the use of all data resources.
25.00%	25.00%	<b>Network Administration</b> - This includes the daily administration of network resources such as maintaining user accounts, e-mail accounts, data backup etc...
5.00%	10.00%	<b>Division Administration</b> - This includes the functions necessary to support the internal administrative needs of the MIS division's resources and personnel.
10.00%	15.00%	<b>Technology Research and Development</b> - This is the time necessary to research and evaluate technology related products and services for purchase and implementation.
100.00%	100.00%	

## MANAGEMENT INFORMATION SYSTEMS BUDGET SUMMARY

The Fiscal Year 2017-2018 adopted budget for Management Information Systems is \$220,197. This compares to the 2016-2017 projected expenditures of \$196,985, an increase of \$23,212 or 11.78%.

	FY 13-14	FY 14-15	FY 15-16	Amended FY 16-17	Projected FY 16-17	Adopted FY 17-18	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 115,440	\$ 121,979	\$ 130,875	\$ 142,681	\$ 113,776	\$ 135,703	\$ 21,927
Operating Expenses	27,699	32,471	68,352	90,520	83,209	84,494	1,285
Capital Outlay	-	30,529	-	-	-	-	-
<b>Total</b>	<b>\$ 143,139</b>	<b>\$ 184,979</b>	<b>\$ 199,227</b>	<b>\$ 233,201</b>	<b>\$ 196,985</b>	<b>\$ 220,197</b>	<b>\$ 23,212</b>

Fiscal Year 2017-2018 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2016-2017 Projected Expenditures:

	Difference
<b>1. Personal Services</b> - Increase due to negotiated salary increases and insurance increases.	\$ 21,927
<b>2. Operating Expenses</b> - Slight increase due to maintenance contract increases.	\$ 1,285
<b>3. Capital Outlay</b> - No capital outlay requested.	\$ -

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## PERSONAL SERVICES SCHEDULE

MANAGEMENT INFORMATION SERVICES						Projected	Adopted
<u>POSITION</u>	<u>PAY</u>	<u>GRADE</u>	<u>FULL TIME EQUIVALENTS</u>			<u>Expenditure</u>	<u>Budget</u>
	<u>RANGE</u>		<u>15-16</u>	<u>16-17</u>	<u>17-18</u>	<u>16-17</u>	<u>17-18</u>
Network Manager	50,871 / 91,568	70	1.00	1.00	1.00	\$ 67,500	\$ 69,500
MIS Technician	31,746 / 57,142	29	0.00	0.00	1.00	20,925	34,000
Systems Analyst	37,528 / 67,550	60	1.00	1.00	0.00	-	-
			2.00	2.00	2.00		
		<b>TOTAL SALARIES</b>				\$ 88,425	\$ 103,500
		Overtime				300	1,000
		FICA Taxes				7,035	7,994
		Deferred Compensation				7,750	9,315
		Group Health Insurance Premium				10,025	13,551
		Dependant Health Ins Premium				45	44
		Employee Assistance Program				40	32
		Worker's Comp Insurance				156	267
		Total Personal Services				\$ 113,776	\$ 135,703

## CAPITAL OUTLAY SCHEDULE

MANAGEMENT INFORMATION SERVICES - TO BE FUNDED BY DISCRETIONARY SALES TAX							
<u>DESCRIPTION</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>TOTAL</u>	
Computer Equipment/Upgrades	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 150,000	
Firewall Software	75,650	-	-	-	-	75,650	
UPS Bypass Switches	-	12,000	-	-	-	12,000	
Citywide Computer Replacements	-	180,000	-	-	-	180,000	
Total	\$ 105,650	\$ 222,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 417,650	

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## MANAGEMENT INFORMATION SYSTEMS

Code: 010021

Account Number	Description	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Actual	Amended FY 16/17 Budget	Projected FY 16/17 Budget	FY 17/18 Budget
<b>PERSONAL SERVICES</b>							
511200	Regular Salaries	87,093	97,822	99,865	106,000	88,425	103,500
511300	Temporary Salaries	3,545	0	163	0	0	0
511400	Overtime	0	0	0	1,000	300	1,000
512100	FICA Taxes	6,898	7,491	7,319	8,186	7,035	7,994
512225	Deferred Compensation	7,838	8,135	8,988	9,540	7,750	9,315
512301	Group Health Insurance Premium	9,803	7,993	12,838	14,683	10,025	13,551
512305	Dependant Health Ins Premium	0	202	1,392	2,950	45	44
512309	Employee Assistance Program	36	41	52	48	40	32
512400	Worker's Comp Insurance	227	295	259	274	156	267
<b>TOTAL PERSONAL SERVICES</b>		<b>115,440</b>	<b>121,979</b>	<b>130,875</b>	<b>142,681</b>	<b>113,776</b>	<b>135,703</b>
<b>OPERATING EXPENDITURES</b>							
533400	Other Contractual Services	0	0	14,955	5,000	5,000	5,000
534000	Travel and Per Diem	223	238	165	300	300	300
534101	Telephone	189	0	0	8,050	8,050	8,050
534105	Cellular Phone	767	677	810	1,440	1,388	1,440
534110	Internet Access	2,604	2,491	1,660	1,400	2,099	1,400
534120	Postage	0	0	0	20	20	20
534130	Express Mail	28	5	43	60	60	60
534630	R & M - Office Equipment	50	0	0	50,100	45,221	49,302
534640	R & M-Operating Equipment	15,721	23,833	39,338	10,100	7,181	300
535200	Departmental Supplies	52	1,115	278	1,050	1,014	300
535210	Computer Supplies	3,955	2,814	10,658	11,800	11,800	17,202
535230	Small Tools and Equipment	190	999	146	300	300	300
535280	Broadcast Supplies	2,198	0	0	0	0	0
535410	Dues and Memberships	896	299	299	500	501	520
535420	Books and Publications	76	0	0	0	0	0
535450	Training and Education	750	0	0	400	275	300
<b>TOTAL OPERATING EXPENDITURES</b>		<b>27,699</b>	<b>32,471</b>	<b>68,352</b>	<b>90,520</b>	<b>83,209</b>	<b>84,494</b>
<b>CAPITAL OUTLAY</b>							
606400	Vehicles and Equipment	0	30,529	0	0	0	0
<b>TOTAL CAPITAL OUTLAY</b>		<b>0</b>	<b>30,529</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL MANAGEMENT INFORMATION SYSTEMS DIVISION</b>		<b>143,139</b>	<b>184,979</b>	<b>199,227</b>	<b>233,201</b>	<b>196,985</b>	<b>220,197</b>

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## AUDIO VISUAL

The Audio-Visual Division of IT consists of 1 FT and 3 PT Temporary AV Staff. The Electronic Records & Information Manager manages 24 hour broadcasting including live City Board and Committee meetings, taped programming, and a slide program on COS-TV Comcast Channel 25 and streams live via the main City website on U-Stream; manages 14 City websites; provides Wi-Fi in chambers; coordinates all AV equipment purchases and upgrades; coordinates with all City Departments on the use of and upgrades to Laserfiche Imaging Software, Email management software, and other departmental records management software systems; and oversees the Working Waterfront technology.

## FISCAL YEAR 2017 ACCOMPLISHMENTS

- ✓ Completed the upgrade to HD video in the Audio Video room.
- ✓ Upgraded the City's main website.
- ✓ Replaced the City's audio video automation and scheduling system.
- ✓ Updated LaserFiche from version 9 to version 10.1.
- ✓ Worked with MIS in order to provide the Council the ability to check their emails from outside City Hall.

## FISCAL YEAR 2018 GOALS AND OBJECTIVES

- Upgrade the audio system in the council chamber to meet new federal guidelines for hearing aid support and to improve the clarity for the non-hearing impaired.
- Expand the streaming capabilities to include Facebook and YouTube Live.
- Upgrade Laserfiche United to LaserFiche Avante.
- Install and configure wireless in the City Hall Complex.
- Continue to broadcast as many of the City's meetings and functions as possible.

## PERFORMANCE MEASURES

Performance Indicators	Actual 2013/2014	Actual 2014/2015	Actual 2015/2016	Projected 2016/2017	Projected 2017/2018
Technical Workorders Processed	435	162	554	400	600
Web/COS-TV Workorders Processed	878	906	1018	900	1200
User Training hours performed/supported	10	10	10	20	10
Programs Aired Live on COS-TV	105	87	72	80	90
Programs /Printed Pieces Created	70	51	47	20	40

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## PROGRAM BUDGET DESCRIPTION FOR AUDIO VISUAL

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>16/17</i>	<i>17/18</i>	
40.00%	40.00%	<b>Broadcasting &amp; Recording</b> - broadcast board meetings live from council chambers. Film City sponsored events. Filming of the monthly PD report. Filming for commercials or other productions as directed. Creation of the daily programming schedule. Maintenance of the COSTv information crawl.
20.00%	20.00%	<b>Website Support</b> - 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 13 websites to stay up-to-date. Any additions or changes are requested via work orders.
15.00%	15.00%	<b>Content Creation</b> - Creation of all the video files for the Web Archive service. Creation of monthly program for PD. Creation of programs for the city sponsored events. Creation of print advertising/banners as requested. Creation of COSTv slides as needed. Any items needed are requested via work order.
15.00%	15.00%	<b>Maintenance</b> - monitoring and addressing the AV technical items. These include servers, switches, and other specialized hardware that is essential to the day to day operations of the AV division.
10.00%	10.00%	<b>Records Management</b> - 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%	

## AUDIO VISUAL BUDGET SUMMARY

The Fiscal Year 2017-2018 adopted budget for Audio Visual is \$134,138. This compares to the 2016-2017 projected expenditures of \$ 103,108, an increase of \$ 31,030 or 30.09%.

	FY 13-14	FY 14-15	FY 15-16	Amended FY 16-17	Projected FY 16-17	Requested FY 17-18	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ -	\$ -	\$ 102,069	\$ 105,362	\$ 88,742	\$ 109,739	\$ 20,997
Operating Expenses	-	-	25,365	16,577	14,366	24,399	10,033
Capital Outlay	-	-	35,819	-	-	-	-
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 163,253</b>	<b>\$ 121,939</b>	<b>\$ 103,108</b>	<b>\$ 134,138</b>	<b>\$ 31,030</b>

Fiscal Year 2017-2018 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2016-2017 Projected Expenditures:

	Difference
<b>1. Personal Services</b> - Increases due to negotiated salary increases, longevity, and positions projected to be filled all year.	\$ 20,997
<b>2. Operating Expenses</b> - Increase due to improved internet service with increased capacity.	\$ 10,033
<b>3. Capital Outlay</b> - No capital outlay requested.	\$ -

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## PERSONAL SERVICES SCHEDULE

AUDIO VISUAL							Projected	Adopted
POSITION	PAY	GRADE	FULL TIME EQUIVALENTS			Expenditures	Budget	
	RANGE		15-16	16-17	17-18	16-17	17-18	
Electronic Records and Information Mgr	40,200 / 68,339	61	1.00	1.00	1.00	\$ 58,500	\$ 63,000	
Audio Visual Technician (Part Time)	15.45/hr		0.50	0.50	0.50	4,650	16,100	
Audio Visual Technician (Temp)	10.00/hr		2.00	1.00	1.50	8,000	11,000	
			3.50	2.50	3.00			
						\$ 71,150	\$ 90,100	
		Overtime				-	-	
		FICA Taxes				5,450	6,893	
		Deferred Compensation				5,250	5,670	
		Group Health Insurance Premium				6,725	6,810	
		Dependant Health Ins Premium				-	0	
		Employee Assistance Program				32	32	
		Worker's Comp Insurance				135	234	
		<b>Total Personal Services</b>				<b>\$ 88,742</b>	<b>\$ 109,739</b>	

## CAPITAL OUTLAY SCHEDULE

AUDIO VISUAL DEPARTMENT - TO BE FUNDED BY DISCRETIONARY SALES TAX						
Description	EXPENDITURES PER FISCAL YEAR					TOTAL
	2017-18	2018-19	2019-20	2020-21	2021-22	
Wireless System for City Hall/PD	\$ 5,000	\$ -	\$ -	\$ -	\$ -	5,000
Laserfiche Software Upgrade	50,000	-	-	-	-	50,000
Audio Enhancements in Chambers	30,000	-	-	-	-	30,000
	<b>\$ 85,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 85,000</b>

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## AUDIO VISUAL

Code: 010022

<u>Account</u>				<u>Amended</u>	<u>Projected</u>		
<u>Number</u>	<u>Description</u>	<u>FY 13/14</u>	<u>FY 14/15</u>	<u>FY 15/16</u>	<u>FY 16/17</u>	<u>FY 16/17</u>	<u>FY 17/18</u>
		<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b>PERSONAL SERVICES</b>							
511200	Salaries	0	0	71,800	74,600	63,150	79,100
511300	Temporary Salaries	0	0	12,093	11,000	8,000	11,000
512100	FICA Taxes	0	0	6,395	6,854	5,450	6,893
512225	Deferred Compensation	0	0	5,150	5,265	5,250	5,670
512301	Group Health Insurance Premium	0	0	6,458	7,362	6,725	6,810
512305	Dependant Health Ins Premium	0	0	0	0	0	0
512309	Employee Assistance Program	0	0	40	48	32	32
512400	Worker's Comp Insurance	0	0	134	233	135	234
<b>TOTAL PERSONAL SERVICES</b>		<b>0</b>	<b>0</b>	<b>102,069</b>	<b>105,362</b>	<b>88,742</b>	<b>109,739</b>
534000	Travel and Per Diem	0	0	1,270	200	200	200
534105	Cellular Phone	0	0	180	720	470	480
534110	Internet Services	0	0	2,848	3,300	3,000	12,942
534420	Equipment Leases	0	0	71	66	66	66
534630	R & M - Office Equipment	0	0	850	1,545	780	835
534640	R & M - Operating Equipment	0	0	1,850	0	0	0
535200	Departmental Supplies	0	0	260	200	200	200
535210	Computer Supplies	0	0	5,543	<b>5,140</b>	5,000	5,000
535230	Small Tools	0	0	9,603	100	100	100
535410	Dues and Memberships	0	0	2,461	4,706	4,000	4,176
535420	Books and Publications	0	0	32	100	100	100
535450	Training and Education	0	0	398	500	450	300
<b>TOTAL OPERATING EXPENDITURES</b>		<b>0</b>	<b>0</b>	<b>25,365</b>	<b>16,577</b>	<b>14,366</b>	<b>24,399</b>
<b>CAPITAL OUTLAY</b>							
606400	Vehicles and Equipment	0	0	35,819	0	0	0
<b>TOTAL CAPITAL OUTLAY</b>		<b>0</b>	<b>0</b>	<b>35,819</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL AUDIO VISUAL</b>		<b>0</b>	<b>0</b>	<b>163,253</b>	<b>121,939</b>	<b>103,108</b>	<b>134,138</b>

# CITY OF SEBASTIAN, FLORIDA 2017/2018 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, as well as various boards and committees relating to planning and growth management. The Department also provides and is a resource to the public for comprehensive planning, community development, redevelopment and code compliance activities. The Department has expanded to manage Planning and Zoning, Parks and Recreation Administration, Special Events Coordination, and Grants Coordination.

### FISCAL YEAR 2017 ACCOMPLISHMENTS

- ✓ Reviewed and processed site plan applications for over 11 acres of new commercial projects.
- ✓ Established and organized an effective Parks and Recreation Administration for Special Events and Facility Reservations.
- ✓ Formed and adopted Land Development Code criteria for Medical Marijuana Treatment Centers.
- ✓ Established and installed an All-Inclusive Special Needs playground.
- ✓ Updated the Recreation and Open Space Element of the Comprehensive Plan.
- ✓ Revised the Waste Water Hook-Up Grant to the Septic-to-Sewer Grant in conjunction with the Indian River Lagoon Council, and assumed administrative responsibilities.
- ✓ Assumed the administrative responsibilities of the Memorial Brick Program.
- ✓ Continued to review and process development orders and applications which include abandonment of easements, variances, Unity of Titles, accessory structures, signs, temporary uses, model homes, and FEMA MT-1 applications.
- ✓ Effectively managed the Halloween Costume Contest and Easter Egg Hunt Events.
- ✓ Made significant revisions to the Parks & Recreation website, to include addresses and update/add photographs.

### FISCAL YEAR 2018 GOALS AND OBJECTIVES

- Solidify rapport with City of Sebastian residents, businesses, and developers and continue to offer quality customer service.
- Incorporate Long-Range Planning initiatives and activities into community and neighborhood planning.
- Initiate beautification efforts in the Riverfront District through wayfaring and decorative street signage, and enforcement of approved landscape plans.
- Create and adopt a five-year Parks and Recreation Capital Improvement Plan pursuant to the Comprehensive Plan amendment of the Recreation and Open Space Element.
- Local Planning Agency and City Council review, in conjunction with advisory boards, of the Tree Protection & Landscaping Article, the Performance Overlay District Article, and temporary sign ordinances.
- Continue to manage city-sponsored events and ensure efficient use of all resources.
- Establish a Safety Inspection Program for all city playgrounds.
- Review and update the CRA Master Plan.
- Initiate tree-sustainability efforts at Riverview Park.
- Apply for grants to help fund community and park-related projects.

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## PERFORMANCE MEASURES

Performance Indicators	Actual 2013/2014	Actual 2014/2015	Actual 2015/2016	Projected 2016/2017	Projected 2017/2018
Total major & minor site plan reviews	6	6	10	8	10
Preliminary/final plat approvals	5	2	5	5	6
Application requests processed	151	149	160	160	150
Total permits (temporary) issued	39	30	30	25	30
Division of a single lot	2	2	3	3	3
Land use and zoning change requests	0	1	2	1	2
Annexation Requests	0	0	2	1	2
Flood Zone determinations	131	127	75	100	50
Site Plan inspections	8	7	15	20	20
Land Development Code amendments	0	2	4	2	6
Model home conditional use approvals	0	1	3	2	2
Processing time for site plans (months)	3	3	2	3	3
Easements	3	3	10	7	9
Variances/Appeals	6	2	5	5	5

## PROGRAM BUDGET DESCRIPTION FOR COMMUNITY DEVELOPMENT

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>16/17</i>	<i>17/18</i>	
25.00%	25.00%	<b>Public Assistance</b> - Provide zoning and other regulatory information to the public and work with the public to assure that development is of the highest quality and that all development proposals are consistent with City Regulations. Provide administrative support for Parks and Recreation including organizing and assisting with special events and rentals.
25.00%	25.00%	<b>Site Plans, Variances, Plats</b> - Work with other agencies to provide comments and public input on items reviewed by the Planning and Zoning Commission and the City Council, as well as other committees and taskforce groups that may be required from time to time. Implement policy issues that Council has recommended or mandated.
15.00%	10.00%	<b>Comprehensive Planning</b> - Manage, interpret, evaluate, update, and implement the Comprehensive Plan and other land use, development and preservation plans for the City.
10.00%	10.00%	<b>Economic Development</b> - Provide direction and guidance for projects that have an economic development impact, including annexations.
10.00%	15.00%	<b>Community Redevelopment</b> - Implementation of stated goals within the Community Redevelopment Master Plan and consistent with objectives outlined by the City Council.
15.00%	15.00%	<b>General Administrative</b> - Research various miscellaneous topics and gather information for other agencies and/or other departments, including staff support to the Planning and Zoning Commission and Parks & Recreation Advisory Committee.
100.00%	100.00%	

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## COMMUNITY DEVELOPMENT BUDGET SUMMARY

The Fiscal Year 2017-2018 adopted budget for Community Development is \$421,109. This compares to the 2016-2017 projected expenditures of \$199,820, an increase of \$ 221,289 or 110.74%.

	FY 13-14	FY 14-15	FY 15-16	Projected FY 16-17	Adopted FY 17-18	Difference
	Actual	Actual	Actual	Expenditures	Budget	
Personal Services	\$ 217,866	\$ 188,832	\$ 235,559	\$ 175,634	\$ 376,467	\$ 200,833
Operating Expenses	31,080	24,899	17,970	24,186	44,642	20,456
Capital Outlay	-	-	-	-	-	-
<b>Total</b>	<b>\$ 248,946</b>	<b>\$ 213,731</b>	<b>\$ 253,529</b>	<b>\$ 199,820</b>	<b>\$ 421,109</b>	<b>\$ 221,289</b>

Fiscal Year 2017-18 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2016-17 Projected Expenditures:

	Difference
<b>1. Personal Services</b> - Increase due primarily to the addition of two new positions.	\$ 200,833
<b>2. Operating Expenses</b> - Increase due primarily to greater expected use of outside engineers or other consultants.	\$ 20,456
<b>3. Capital Outlay</b> - No capital outlay requested.	\$ -

## PERSONAL SERVICES SCHEDULE

### COMMUNITY DEVELOPMENT

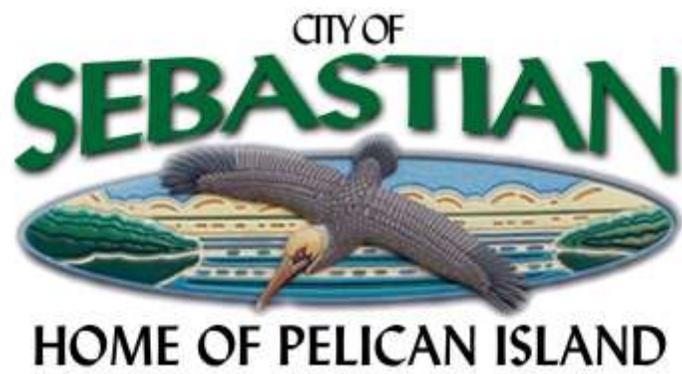
POSITION	PAY RANGE	GRADE	FULL TIME EQUIVALENTS			Projected Expenditure	Adopted Budget
			15-16	16-17	17-18	16-17	17-18
Community Development Director	72,868 / 131,163	81	0.00	0.00	1.00	\$ -	\$ 86,275
Community Development Manager	50,871 / 91,568	70	0.00	1.00	1.00	64,000	69,400
Parks Administrator	35,730 / 64,314	33	0.00	1.00	1.00	35,000	38,250
Zoning Technician	35,730 / 64,314	33	0.00	1.00	1.00	25,750	39,000
Planner	35,730 / 64,314	33	1.00	0.00	0.00	-	-
Engineering Technician *	35,730 / 64,314	33	0.00	0.00	1.00	-	37,000
Senior Planner	48,000 / 86,401	67	1.00	0.00	0.00	-	-
			2.00	3.00	5.00		
* Position in Stormwater in FY17						\$ 124,750	\$ 269,925
Overtime						5,800	5,000
FICA Taxes						9,987	21,032
Deferred Compensation						11,750	24,743
Group Health Insurance Premium						12,350	29,462
Dependant Health Ins Premium						10,700	25,613
Employee Assistance Program						62	79
Worker's Comp Insurance						235	613
<b>Total Personal Services</b>						<b>\$ 175,634</b>	<b>\$ 376,467</b>

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## COMMUNITY DEVELOPMENT DEPARTMENT

Code: 010080

Account				Amended	Projected		
Number	Description	FY 13/14	FY 14/15	FY 15/16	FY16/17	FY 16/17	FY 17/18
		<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b>PERSONAL SERVICES</b>							
511200	Regular Salaries	160,631	134,178	180,556	157,000	124,750	269,925
511400	Overtime	4,561	4,095	7,889	4,000	5,800	5,000
512100	FICA Taxes	12,514	10,584	13,293	12,317	9,987	21,032
512215	Clothing Allowance	120	0	0	0	0	0
512225	Deferred Compensation	13,930	13,520	14,831	14,490	11,750	24,743
512301	Group Health Insurance Premium	15,014	13,380	10,728	22,016	12,350	29,462
512305	Dependant Health Ins Premium	10,842	10,906	7,883	7,487	10,700	25,613
512309	Employee Assistance Program	56	58	50	72	62	79
512400	Worker's Comp Insurance	198	2,111	329	412	235	613
<b>TOTAL PERSONAL SERVICES</b>		<b>217,866</b>	<b>188,832</b>	<b>235,559</b>	<b>217,794</b>	<b>175,634</b>	<b>376,467</b>
<b>OPERATING EXPENDITURES</b>							
533120	Consultants	16,830	13,407	2,675	8,000	4,000	20,000
533400	Other Contractual Services	0	0	624	2,000	2,000	2,400
534000	Travel and Per Diem	111	0	2,992	1,610	715	2,740
534101	Telephone	252	0	0	0	0	0
534105	Cellular Telephone	283	62	63	300	45	492
534110	Internet Services	68	36	0	35	55	0
534120	Postage	1,097	1,499	1,041	1,500	800	1,250
534130	Express Mail	66	17	5	100	25	75
534420	Equipment Leases	0	0	1,442	1,345	1,345	1,345
534620	R & M-Vehicles	547	29	45	700	1,800	700
534630	R & M-Office Equipment	4,079	3,445	2,738	1,300	1,900	2,060
534825	Advertising (Econ Dev)	0	0	0	20,000	5,000	0
534830	Special Events (NRB)	25	413	997	1,000	1,100	1,500
534910	Clerk of Court Filing Fees	0	28	19	20	20	20
534920	Legal Ads	3,265	3,236	1,803	2,500	1,800	3,000
535200	Departmental Supplies	1,564	966	1,704	1,500	1,350	2,500
535210	Computer Supplies	1,475	200	178	2,610	200	750
535230	Small Tools and Equipment	0	144	0	0	0	0
535260	Gas and Oil	954	622	69	600	200	600
535410	Dues and Memberships	0	530	647	1,790	631	2,030
535420	Books and Publications	0	10	553	1,000	200	500
535450	Training and Education	464	255	375	2,025	1,000	2,680
<b>TOTAL OPERATING EXPENDITURES</b>		<b>31,080</b>	<b>24,899</b>	<b>17,970</b>	<b>49,935</b>	<b>24,186</b>	<b>44,642</b>
<b>CAPITAL OUTLAY</b>							
606400	Vehicles and Equipment	0	0	0	0	0	0
<b>TOTAL CAPITAL OUTLAY</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL COMMUNITY DEVELOPMENT</b>		<b>248,946</b>	<b>213,731</b>	<b>253,529</b>	<b>267,729</b>	<b>199,820</b>	<b>421,109</b>



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# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## POLICE DEPARTMENT CONSOLIDATED BUDGET FOR ALL DIVISIONS AND UNITS

The Fiscal Year 2017-2018 Adopted budget for the Police Department as a whole is \$5,246,339. This compares to the 2016-2017 projected expenditures of \$4,836,176, an increase of \$410,163 or 8.5%.

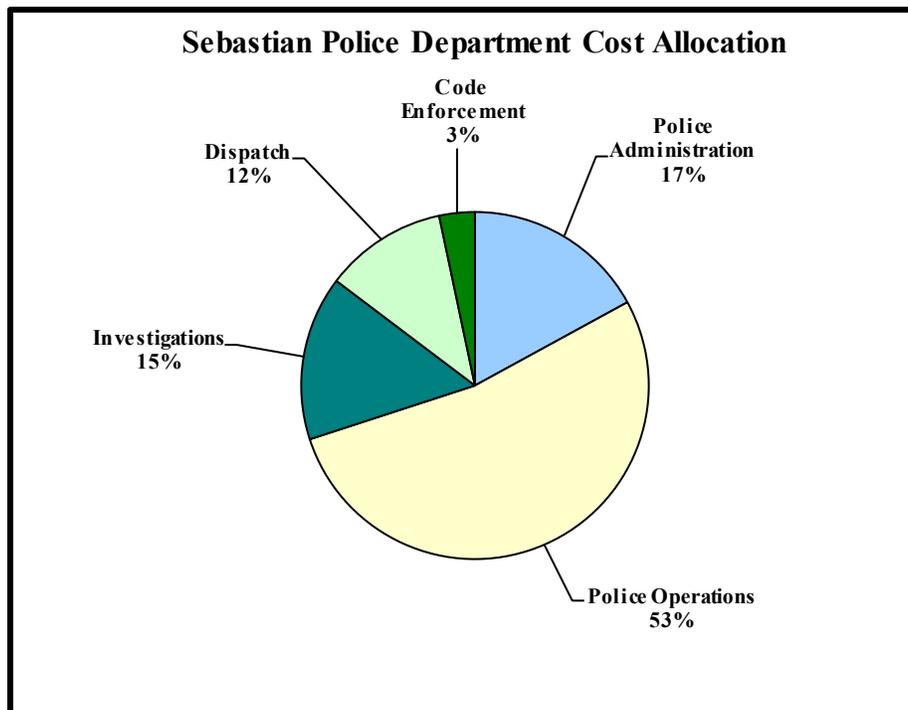
	FY 13/14	FY 14/15	FY 15/16	Amended FY 16/17	Projected FY 16/17	Adopted FY 17/18	
	Actual	Actual	Actual	Budget	Expenditures	Budget	Difference
Personal Services	\$ 4,145,255	\$ 4,185,678	\$ 4,475,660	\$ 4,278,494	\$ 4,249,361	\$ 4,640,255	\$ 390,894
Operating Expenses	465,518	463,404	483,953	583,583	566,345	586,084	19,739
Capital Outlay	22,965	50,990	46,988	23,548	20,470	20,000	(470)
<b>Total</b>	<b>\$ 4,633,738</b>	<b>\$ 4,700,071</b>	<b>\$ 5,006,600</b>	<b>\$ 4,885,625</b>	<b>\$ 4,836,176</b>	<b>\$ 5,246,339</b>	<b>\$ 410,163</b>

Fiscal Year 2017-18 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2016-17 Projected Expenditures:

	Difference
<b>1. Personal Services</b> - Increase due to negotiated salary increases and addition of two part time officers.	\$ 390,894
<b>2. Operating Expenses</b> - Increase due to fuel usage, training. And operating supplies.	\$ 19,739
<b>3. Capital Outlay</b> - Decrease in equipment requested.	\$ (470)



# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

	<u>FY 13/14</u> <u>Actual</u>	<u>FY 14/15</u> <u>Actual</u>	<u>FY 15/16</u> <u>Actual</u>	<u>FY 16/17</u> <u>Budget</u>	<u>FY 16/17</u> <u>Projected</u>	<u>FY 17/18</u> <u>Budget</u>
<b>POLICE ADMINISTRATION</b>						
PERSONAL SERVICES	\$ 682,404	\$ 770,837	\$ 873,844	\$ 699,333	\$ 704,235	\$ 761,144
OPERATING EXPENDITURES	92,291	114,750	122,937	143,562	146,174	132,407
CAPITAL OUTLAY	12,500	3,700	23,303	-	-	-
TOTAL	\$ 787,195	\$ 889,288	\$ 1,020,084	\$ 842,895	\$ 850,409	\$ 893,551
<b>POLICE OPERATIONS</b>						
PERSONAL SERVICES	\$ 2,182,388	\$ 2,135,684	\$ 2,238,074	\$ 2,303,075	\$ 2,249,526	\$ 2,457,595
OPERATING EXPENDITURES	235,531	219,761	211,528	286,119	270,217	300,670
CAPITAL OUTLAY	10,465	17,307	8,241	17,548	15,270	20,000
TOTAL	\$ 2,428,384	\$ 2,372,752	\$ 2,457,843	\$ 2,606,742	\$ 2,535,013	\$ 2,778,265
<b>POLICE DETECTIVE</b>						
PERSONAL SERVICES	\$ 628,634	\$ 622,918	\$ 669,523	\$ 560,888	\$ 574,699	\$ 683,958
OPERATING EXPENDITURES	102,517	105,416	125,100	121,240	116,612	119,661
CAPITAL OUTLAY	-	-	15,444	6,000	5,200	-
TOTAL	\$ 731,151	\$ 728,334	\$ 810,068	\$ 688,128	\$ 696,511	\$ 803,619
<b>POLICE DISPATCH</b>						
PERSONAL SERVICES	\$ 503,610	\$ 503,014	\$ 531,446	\$ 567,085	\$ 571,364	\$ 582,374
OPERATING EXPENDITURES	12,656	8,850	8,443	14,276	14,474	14,981
CAPITAL OUTLAY	-	29,983	-	-	-	-
TOTAL	\$ 516,266	\$ 541,846	\$ 539,889	\$ 581,361	\$ 585,838	\$ 597,355
<b>POLICE CODE ENFORCEMENT</b>						
PERSONAL SERVICES	\$ 148,219	\$ 153,224	\$ 162,772	\$ 148,113	\$ 149,537	\$ 155,184
OPERATING EXPENDITURES	22,523	14,627	15,945	18,386	18,868	18,365
CAPITAL OUTLAY	-	-	-	-	-	-
TOTAL	\$ 170,742	\$ 167,851	\$ 178,717	\$ 166,499	\$ 168,405	\$ 173,549
<b>TOTALS</b>						
PERSONAL SERVICES	\$ 4,145,255	\$ 4,185,678	\$ 4,475,660	\$ 4,278,494	\$ 4,249,361	\$ 4,640,255
OPERATING EXPENDITURES	\$ 465,518	463,404	483,953	583,583	566,345	586,084
CAPITAL OUTLAY	\$ 22,965	50,990	46,988	23,548	20,470	20,000
TOTAL	\$ 4,633,738	\$ 4,700,071	\$ 5,006,600	\$ 4,885,625	\$ 4,836,176	\$ 5,246,339

# CITY OF SEBASTIAN, FLORIDA 2017/2018 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 2017 ACCOMPLISHMENTS

- ✓ Conducted several leadership training sessions for agency members
- ✓ Completed one Citizen's Academy
- ✓ Provided several community outreach events throughout the city
- ✓ Attended various community events and meetings to continue fostering community policing philosophy
- ✓ Reaccredited successfully for the 5<sup>th</sup> time establishing Excelsior Status
- ✓ Acquired over \$15,000 in grants to purchase equipment

### FISCAL YEAR 2018 GOALS AND OBJECTIVES

- Continue to provide leadership training to develop organizational and personal growth
- Continue to provide a community outreach program focusing on a positive relationship
- Continue to provide professional law enforcement services to our community
- Implement the utilization of intelligence-led policing methods and technology to benefit the community and the police department

### PERFORMANCE MEASURES

Performance Indicators	Actual 2013/2014	Actual 2014/2015	Actual 2015/2016	Projected 2016/2017	Projected 2017/2018
Civic meetings attended	75	77	90	75	90
Policies reviewed	80	88	90	80	80
Unit staff meetings attended	12	12	12	12	12
Senior staff meetings attended	24	26	24	25	24
Staff inspections performed	4	4	4	4	4
Computerized statistical reviews	12	12	12	12	12
Crime Prevention Information needs	120	50	55	50	60
Youth & Bike Safety Events	24	7	30	10	25
Community Events	60	50	58	50	65
Background Investigations	10	10	14	10	10
Training Assistance	24	24	24	24	24
Internal Investigations	3	2	1	2	2
Conduct 40 hrs of training for officers	37	36	38	37	40
Conduct training for civilian employees	19	20	40	20	40
Recruiting and promotional Activities	84	65	40	35	40
Number of citations processed	838	691	711	1000	800
Number of warnings processed	3749	2834	2354	2900	2400
Number of reports processed	3261	3539	3191	3500	3200
Number of parking citations processed	30	60	73	50	60
Number of trespass warnings processed	216	237	268	200	250
Statistical reports completed	35	35	35	35	35

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## PROGRAM BUDGET DESCRIPTION FOR POLICE ADMINISTRATION

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>16/17</i>	<i>17/18</i>	
35.00%	38.00%	<b>General Management</b> - 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%	2.50%	<b>Professional Standards</b> - 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.
0.50%	0.50%	<b>Staff Inspections</b>
36.00%	33.00%	<b>Records Management</b> - Processing, distributing and entering incident reports, citations, warnings, parking tickets, trespass warnings, and other related records management for the Divisions of the Police Department.
22.50%	20.00%	<b>Citizen Requests</b> - 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.
2.00%	5.00%	<b>Reporting</b> - Provide FDLE with UCR reports, update UCR, prepare and provide statistics, update pin map.
2.00%	1.00%	<b>Administrative</b> - 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 2017-2018 adopted budget for Police Administration is \$893,551. This compares to the 2016-2017 projected expenditures of \$850,409 (excluding State Pension funds), an increase of \$43,142 or 5.1%.

	FY 13-14	FY 14-15	FY 15-16	Amended FY 16-17	Projected FY 16-17	Adopted FY 17-18	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 682,404	\$ 770,837	\$ 873,844	\$ 699,333	\$ 704,235	\$ 761,144	\$ 56,909
Operating Expenses	92,291	114,750	122,937	143,562	146,174	132,407	(13,767)
Capital Outlay	12,500	3,700	23,303	-	-	-	-
<b>Total</b>	<b>\$ 787,195</b>	<b>\$ 889,288</b>	<b>\$ 1,020,084</b>	<b>\$ 842,895</b>	<b>\$ 850,409</b>	<b>\$ 893,551</b>	<b>\$ 43,142</b>

Fiscal Year 2017-18 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2016-2017 projected expenditures:

	Difference
<b>1. Personal Services</b> - Increase due to negotiated salary increases and insurance increase.	\$ 56,909
<b>2. Operating Expenses</b> - Decrease due primarily to transfer of janitorial expense charges.	\$ (13,767)
<b>3. Capital Outlay</b> - No capital outlay requested.	\$ -

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## PERSONAL SERVICES SCHEDULE

<u>POSITION</u>	<u>PAY</u>		<u>FULL TIME EQUIVALENTS</u>			<u>Projected</u>	<u>Adopted</u>
	<u>RANGE</u>	<u>GRADE</u>	<u>15-16</u>	<u>16-17</u>	<u>17-18</u>	<u>Expenditure</u>	<u>Budget</u>
						<u>16-17</u>	<u>17-18</u>
Chief of Police	78,967 / 142,140	83	1.00	1.00	1.00	\$ 117,350	\$ 121,000
Deputy Chief of Police	62,565 / 112,616	77	1.00	1.00	1.00	114,475	118,000
Commander	50,871 / 91,568	70	1.00	1.00	2.00	151,239	156,000
Administrative Supervisor	35,730 / 64,314	33	0.00	0.00	1.00	42,750	44,500
Administrative Assistant	30,821 / 55,478	28	1.00	1.00	1.00	37,350	38,500
Records Specialist II	30,821 / 55,478	28	1.00	1.00	1.00	31,750	33,000
Clerical Assistant II	26,587 / 47,856	23	3.00	2.00	1.00	29,700	31,000
Logistics Specialist (Temp)	12.00/hr		0.50	0.50	0.50	9,850	12,500
			8.50	7.50	8.50	\$ 534,464	\$ 554,500
		Overtime				1,000	1,000
		FICA Taxes				40,500	42,661
		Clothing Allowance				2,138	2,160
		Deferred Compensation				12,825	13,320
		Chapter 185 Pension				52,391	62,410
		Group Health Insurance Premium				40,650	45,720
		Dependant Health Ins Premium				12,475	21,445
		Employee Assistance Program				192	127
		Worker's Comp Insurance				7,600	17,801
		Total Personal Services				<u>\$ 704,235</u>	<u>\$ 761,144</u>

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## POLICE ADMINISTRATION

Code: 010041

Account Number	Description	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Actual	Amended FY 16/17 Budget	Projected FY 16-17 Budget	FY 17/18 Budget
<b>PERSONAL SERVICES</b>							
511200	Regular Salaries	398,062	465,795	534,855	502,400	524,614	542,000
511300	Temporary Salaries	0	5,097	8,391	12,500	9,850	12,500
511400	Overtime	364	1,349	1,498	1,000	1,000	1,000
512100	FICA Taxes	29,733	35,105	40,897	39,632	40,500	42,661
512215	Clothing Allowance	1,260	1,620	1,620	1,620	2,138	2,160
512225	Deferred Compensation	16,079	16,918	17,288	11,835	12,825	13,320
512250	Chapter 185 Retirement	39,636	34,006	41,923	53,040	52,391	62,410
512251	Chapter 185 State Shared Revenue	147,868	145,700	169,027	0	0	0
512301	Group Health Insurance Premium	31,124	39,463	35,184	49,158	40,650	45,720
512305	Dependant Health Ins Premium	13,133	12,889	11,071	11,250	12,475	21,445
512309	Employee Assistance Program	152	187	172	192	192	127
512400	Worker's Comp Insurance	4,993	12,709	11,918	16,706	7,600	17,801
<b>TOTAL PERSONAL SERVICES</b>		<b>682,404</b>	<b>770,837</b>	<b>873,844</b>	<b>699,333</b>	<b>704,235</b>	<b>761,144</b>
<b>OPERATING EXPENDITURES</b>							
533100	Professional Services	2,535	600	890	3,500	3,500	1,500
533400	Other Contractual Services	0	25	25	0	0	0
533415	Janitorial Services	0	5,046	10,092	10,092	10,092	0
533500	Investigations	347	647	179	500	500	500
534000	Travel and Per Diem	0	0	0	3,000	3,000	3,000
534101	Telephone	7,402	6,394	7,258	7,400	7,865	4,755
534105	Cellular Telephone	1,256	1,579	2,105	2,100	2,700	2,880
534110	Internet Services	405	1,365	1,898	1,800	3,047	3,050
534120	Postage	1,393	1,145	1,409	1,100	1,000	1,000
534310	Electric	28,697	29,401	28,861	29,000	29,100	30,000
534320	Water/Sewer	3,145	3,211	2,829	3,100	2,900	3,000
534420	Equipment Leases	0	0	3,240	3,020	3,020	3,020
534500	Insurance	5,740	0	5,609	0	0	5,700
534610	R & M-Buildings	0	0	3,699	0	0	5,000
534620	R & M-Vehicles	870	1,223	1,346	1,500	1,500	1,500
534630	R & M - Office Equipment	17,614	40,395	29,513	45,000	45,000	45,000
534640	R & M-Operating Equipment	692	2,466	572	2,000	2,000	4,000
534650	R & M-Radio	320	513	130	200	200	200
534800	Promotional Activities	1,034	889	912	1,000	1,000	1,000
534820	Designated Expenditure (Greer Donation)	10,469	8,175	7,435	12,000	12,000	0
535200	Departmental Supplies	3,675	3,739	3,937	5,000	5,000	5,252
535210	Computer Supplies	1,037	476	38	50	50	50
535230	Small Tools and Equipment	0	418	3,687	500	500	500
535260	Gas and Oil	3,652	4,628	4,171	4,600	4,600	4,600
535270	Uniforms and Shoes	773	303	484	500	1,500	800
535275	Safety Equipment	0	0	0	100	100	100
535410	Dues and Memberships	1,155	1,810	1,743	2,500	2,500	2,500
535420	Books and Publications	80	300	875	1,000	500	500
535450	Training and Education	0	0	0	3,000	3,000	3,000
<b>TOTAL OPERATING EXPENDITURES</b>		<b>92,291</b>	<b>114,750</b>	<b>122,937</b>	<b>143,562</b>	<b>146,174</b>	<b>132,407</b>
<b>CAPITAL OUTLAY</b>							
606400	Vehicles and Equipment	9,500	0	14,303	0	0	0
606405	Vehicles and Equipment (Designated Funds)	3,000	3,700	9,000	0	0	0
<b>TOTAL CAPITAL OUTLAY</b>		<b>12,500</b>	<b>3,700</b>	<b>23,303</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL POLICE ADMINISTRATION</b>		<b>787,195</b>	<b>889,288</b>	<b>1,020,084</b>	<b>842,895</b>	<b>850,409</b>	<b>893,551</b>

# CITY OF SEBASTIAN, FLORIDA 2017/2018 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 2017 ACCOMPLISHMENTS

- ✓ Continuation of programmatic development of leadership and management skills of current and potential future leaders for intra-agency succession planning.
- ✓ Acquired several outside professional leadership training deliveries, including on-line, in-person and employ internal training mentoring with the line level supervisors. This fiscal year includes three dynamic presenters with international standing.
- ✓ Implemented an inclusive awards program and recognition of employee quality performance.
- ✓ Provided increased officer protection equipment available to first responders (ballistics shields and helmets). This is the second phase of a three year program.
- ✓ Implemented the Sebastian Community Outreach Program expanding the Sebastian Police Department presence within neighborhoods, business districts and public gathering using a federal grant.
- ✓ We acquired two additional electric vehicles from Cocoa Beach Police and have trained and deployed officers on these vehicles and bicycles for more community contact.
- ✓ Enhance Citywide Speed Awareness Program by use of active signage to cover areas generating citizen concerns or based on traffic crash data to increase traffic safety.
- ✓ Development of a formal department-wide mentoring program for leadership and specialty skills for all employees to improve internal opportunities to develop staff.
- ✓ Improved the focus of the patrol force on specific quality of life crimes that impact the community by providing crime analysis data at the monthly Leadership Meetings and requiring line supervisory involvement in strategic and tactical planning for field deployment.
- ✓ Improved the CAD/RMS performance by implementing internally requested changes accomplished by the vendor (CAPERS) and implementing ELVIS data systems.
- ✓ Review investigative responsibilities for follow-up of specified crimes; modify procedures as appropriate to improve efficiency of available budgeted personnel.

### FISCAL YEAR 2018 GOALS AND OBJECTIVES

- Maintain several of the prior year goals listed above, e.g. -training, leadership development, speed awareness and enforcement on specific streets.
- Implement a POP (Problem-Oriented Policing) Program focus by identifying quality of life and crime issues and employing the line supervisor involvement.
- Enhance the uniform patrol relationship with business community through face-to-face contacts.
- Conduct two residential Community Outreach Program events in neighborhoods each month.
- Increase soft-skills training exposure for uniformed personnel in areas such as legal, defusing techniques, mental health awareness and response issues.

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## PERFORMANCE MEASURES

Performance Indicators	Actual 2013/2014	Actual 2014/2015	Actual 2015/2016	Projected 2016/2017	Projected 2017/2018
Traffic Stops	4,302	3,586	3,013	4,000	3,500
Officer Initiated Activity	43,824	27,206	13,521	30,000	20,000
Traffic Enforcement	1,887	1,208	991	1,500	1,500
Parking Enforcement	47	7	73	50	70
Alarms	680	808	729	650	650
Written Warnings Traffic Stops	3,858	2,834	2,354	2,900	2,900
Calls for Service	49,368	44,831	35,518	50,000	50,000
Buckle up and DUI enforcement waves	4	4	4	4	4
K-9 usage reports	70	99	35	80	90
K-9 training days	52	52	52	52	52
Child safety seat programs	7	2	0	0	0
Boat safety inspections	0	22	39	30	40

## PROGRAM BUDGET DESCRIPTION FOR POLICE OPERATIONS DIVISION

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>16/17</i>	<i>17/18</i>	
35.00%	40.00%	<b>Calls for Service</b> - respond to calls for service.
15.00%	15.00%	<b>Traffic Stops and Citations</b> - Conduct traffic stops and issue citations and warnings.
10.00%	15.00%	<b>Investigations</b> - Conduct vehicle crash investigations.
3.00%	2.00%	<b>Criminal Transportation</b> - Transport arrested adults and juveniles to respective detention facilities.
5.00%	4.00%	<b>Training and Professional Development</b> - Provide a minimum of 40 hours of training to all members of the division.
20.00%	15.00%	<b>Patrol and Crime Prevention</b> - Maintain patrol logs and direct patrols to reduce opportunistic crimes. Monitor traffic to direct traffic enforcement strategies. Plan and participate in task force operations.
7.00%	4.00%	<b>K-9 Unit</b> - Responsible for directed patrol and request for officer assists.
3.00%	4.00%	<b>Motorcycle/Traffic Unit</b> - Criminal and non-criminal traffic law enforcement and accident investigations
2.00%	1.00%	<b>Marine Unit</b> - Patrol waterways, enforce marine laws and perform water rescues.
100.00%	100.00%	

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## POLICE OPERATIONS DIVISION BUDGET SUMMARY

The Fiscal Year 2017-2018 adopted budget for Police Operations Division is \$2,778,265. This compares to the 2016-2017 projected expenditures of \$2,535,013 an increase of \$243,252 or 9.60%.

	FY 13-14	FY 14-15	FY 15-16	Amended FY 16-17	Projected FY 16-17	Adopted FY 17-18	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 2,182,388	\$ 2,135,684	\$ 2,238,074	\$ 2,303,075	\$ 2,249,526	\$ 2,457,595	\$ 208,069
Operating Expenses	235,531	219,761	211,528	286,119	270,217	300,670	30,453
Capital Outlay	10,465	17,307	8,241	17,548	15,270	20,000	4,730
<b>Total</b>	<b>\$ 2,428,384</b>	<b>\$ 2,372,752</b>	<b>\$ 2,457,843</b>	<b>\$ 2,606,742</b>	<b>\$ 2,535,013</b>	<b>\$ 2,778,265</b>	<b>\$ 243,252</b>

Fiscal Year 2017-18 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2016-17 Projected Expenditures:

	Difference
<b>1. Personal Services</b> - Increase due to negotiated salary increases and addition of two part time officers.	\$ 208,069
<b>2. Operating Expenses</b> - Increase due primarily to fuel usage, training, and operating supplies.	\$ 30,453
<b>3. Capital Outlay</b> - Increase due to additional rifles needed.	\$ 4,730

## PERSONAL SERVICES SCHEDULE

POLICE OPERATIONS DIVISION	POSITION	PAY RANGE	GRADE	FULL TIME EQUIVALENTS			Projected Expenditure	Adopted Budget
				15-16	16-17	17-18	16-17	17-18
	Sergeants	51,357 / 90,234	PD52	4.00	4.00	4.00	285,000	295,000
	Officers	40,608 / 71,348	PD51	23.00	24.00	24.00	1,165,000	1,189,000
	Officers (Temp)	\$ 19.52/hr	PD51	0.00	0.00	1.00	-	41,000
				27.00	28.00	29.00		
							\$ 1,450,000	\$ 1,525,000
		Overtime					195,000	160,000
		FICA Taxes					127,082	130,142
		Clothing Allowance					14,288	16,200
		Chapter 185 Retirement					226,028	298,815
		Group Health Insurance Premium					143,592	181,034
		Dependant Health Ins Premium					53,600	70,709
		Employee Assistance Program					636	444
		Worker's Comp Insurance					39,300	75,251
		Total Personal Services					\$ 2,249,526	\$ 2,457,595

## CAPITAL OUTLAY SCHEDULE

POLICE OPERATIONS DIVISION - TO BE FUNDED BY GENERAL FUND	Description	EXPENDITURES PER FISCAL YEAR					
		2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
	Taser Replacements	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 30,000
	Rifles and storage containers	10,000	-	-	-	-	10,000
	Ballistic Shields	4,000	-	-	-	-	4,000
		<u>\$ 20,000</u>	<u>\$ 6,000</u>	<u>\$ 6,000</u>	<u>\$ 6,000</u>	<u>\$ 6,000</u>	<u>\$ 44,000</u>

POLICE OPERATIONS DIVISION - TO BE FUNDED BY DISCRETIONARY SALES TAX	Description	EXPENDITURES PER FISCAL YEAR					
		2017-18	2018-19	2019-20	2020-21	2021-22	TOTAL
	Police Units (6)	\$ 350,000	\$ 350,000	\$ -	\$ -	\$ -	\$ 700,000
	Police Units (5)	-	-	300,000	300,000	300,000	900,000
	Hand Held Radios (15)	50,000	50,000	50,000	50,000	-	200,000
		<u>\$ 400,000</u>	<u>\$ 400,000</u>	<u>\$ 350,000</u>	<u>\$ 350,000</u>	<u>\$ 300,000</u>	<u>\$ 1,800,000</u>

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## POLICE OPERATIONS

Code: 010043

Account	FY 13/14	FY 14/15	FY 15/16	Amended FY 16/17	Projected FY 16/17	FY 17/18
Number                      Description	Actual	Actual	Actual	Budget	Budget	Budget
<b>PERSONAL SERVICES</b>						
511200 Regular Salaries	1,361,917	1,342,564	1,381,150	1,478,000	1,450,000	1,484,000
511300 Temporary Salaries	26,655	0	0	0	0	41,000
511400 Overtime	156,824	189,235	239,985	150,000	195,000	160,000
512100 FICA Taxes	116,465	114,146	120,237	125,699	127,082	130,142
512215 Clothing Allowance	13,995	13,973	14,108	15,120	14,288	16,200
512250 Chapter 185 Retirement	293,962	231,121	229,147	231,176	226,028	298,815
512301 Group Health Insurance Premium	145,013	138,213	150,698	185,701	143,592	181,034
512305 Dependant Health Ins Premium	29,152	38,612	42,593	47,639	53,600	70,709
512309 Employee Assistance Program	603	601	626	672	636	444
512400 Worker's Comp Insurance	37,802	67,218	59,530	69,068	39,300	75,251
<b>TOTAL PERSONAL SERVICES</b>	<b>2,182,388</b>	<b>2,135,684</b>	<b>2,238,074</b>	<b>2,303,075</b>	<b>2,249,526</b>	<b>2,457,595</b>
<b>OPERATING EXPENDITURES</b>						
533500 Investigations	0	0	0	0	0	0
534000 Travel and Per Diem	0	0	0	3,000	3,000	3,000
534105 Cellular Telephone	2,014	1,576	3,543	5,460	3,850	5,280
534110 Internet Access	8,206	8,542	15,194	16,000	15,950	15,950
534120 Postage	39	196	32	150	150	200
534130 Express Mail Charges	126	0	315	150	150	150
534420 Equipment Leases	0	0	1,145	1,067	1,067	1,500
534620 R & M-Vehicles	52,273	55,150	56,633	50,000	50,000	55,000
534630 R & M - Office Equipment	1,789	1,355	1,337	3,000	3,000	4,000
534640 R & M-Operating Equipment	5,580	6,052	5,681	6,000	6,000	6,000
534650 R & M-Radio	1,242	2,614	1,338	2,000	2,000	2,000
534800 Promotional Activities	0	0	0	200	500	1,000
534810 K-9 Expenditures	3,316	2,404	2,202	4,000	4,000	5,000
535200 Departmental Supplies	7,806	11,198	16,914	46,000	46,000	50,000
535210 Computer Supplies	686	30	10	50	50	500
535230 Small Tools and Equipment	250	981	1,888	8,942	12,000	10,000
535260 Gas and Oil	134,010	97,416	74,920	100,000	80,000	90,000
535270 Uniforms and Shoes	17,817	25,599	25,347	29,000	30,000	35,000
535275 Safety Equipment	352	6,116	2,899	5,500	5,500	6,000
535410 Dues and Memberships	25	330	590	600	500	590
535420 Books and Publications	0	200	1,538	1,000	1,000	1,500
535450 Training and Education	0	0	0	4,000	5,500	8,000
<b>TOTAL OPERATING EXPENDITURES</b>	<b>235,531</b>	<b>219,761</b>	<b>211,528</b>	<b>286,119</b>	<b>270,217</b>	<b>300,670</b>
<b>CAPITAL OUTLAY</b>						
606400 Vehicles and Equipment	10,465	17,307	8,241	17,548	15,270	20,000
<b>TOTAL CAPITAL OUTLAY</b>	<b>10,465</b>	<b>17,307</b>	<b>8,241</b>	<b>17,548</b>	<b>15,270</b>	<b>20,000</b>
<b>TOTAL POLICE OPERATIONS DIVISION</b>	<b>2,428,384</b>	<b>2,372,752</b>	<b>2,457,843</b>	<b>2,606,742</b>	<b>2,535,013</b>	<b>2,778,265</b>

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## POLICE DETECTIVE 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 I.D. 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 foster community involvement and promote awareness events. The Crime Analyst provides intelligence support internally and externally for the law enforcement community.

### FISCAL YEAR 2017 ACCOMPLISHMENTS

- ✓ Reinstated a full-time sergeant that reports to the commander and directly supervises the division staff.
- ✓ Began development of a new property and evidence storage facility on site.
- ✓ Educated investigators in the process of Florida Contraband Forfeiture Act F.S. 932.702
- ✓ Continued training for forensic needs within the agency.
- ✓ Continued to develop and maintain a positive working relationship with partners to address crime trends to keep our community safe and aware.

### FISCAL YEAR 2018 GOALS AND OBJECTIVES

- Continue to purge the remaining excess property and evidence in accordance with the law until all items are up to date and available space is maximized.
- Certify the crime scene technician as a latent fingerprint examiner to reduce the dependency on outside agencies and expedite investigations that can be resolved by latent evidence.
- Evaluate work flow systems, available technology and assigned tasks in the Detective Division to determine if there are labor cost efficiencies that can be employed to reduce the need for more manpower in the future.
- Complete the move of the property and evidence storage from the off-site property to headquarters-based location for security and reduce lost employee down time.

### PERFORMANCE MEASURES

Performance Indicators	Actual 2013/2014	Actual 2014/2015	Actual 2015/2016	Projected 2016/2017	Projected 2017/2018
Burglary Investigations	158	103	72	150	100
Assault Investigations	209	197	224	200	200
Sexual Assault Investigations	9	9	3	10	10
Vehicle Theft Investigation	9	9	27	10	15
Robbery Investigations	1	5	7	3	5
Larceny Investigations	383	419	417	400	400
Juvenile Arrests	30	26	20	30	20
Murder/Attempted Murder Investigations	1	0	0	0	1

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## PROGRAM BUDGET DESCRIPTION FOR THE POLICE DETECTIVE DIVISION

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>16/17</i>	<i>17/18</i>	
50.00%	52.00%	<b>Investigations</b> - Investigate reported criminal offenses, complete reports on same, conduct interviews, review and assist in the prosecution of suspects.
14.00%	15.00%	<b>On Scene Investigations</b> - Perform on-scene investigations and process crime scenes.
9.00%	10.00%	<b>Court Assistance</b> - Obtaining warrants, State Attorney's Office depositions and appear in court.
9.00%	8.00%	<b>Investigations Assistance</b> - Assist Uniform Division and other agencies with investigations.
11.00%	8.00%	<b>Training and Professional Development.</b>
5.00%	5.00%	<b>Community Meetings/Community Policing</b>
2.00%	2.00%	<b>Backgrounds</b>
100.00%	100.00%	

## POLICE DETECTIVE DIVISION BUDGET SUMMARY

The Fiscal Year 2017-18 adopted budget for Police Detectives is \$803,619. This compares to the 2016-2017 projected expenditures of \$696,511, an increase of \$107,108 or 15.4%.

	FY 13-14	FY 14-15	FY 15-16	Amended FY 16-17	Projected FY 16-17	Adopted FY 17-18	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 628,634	\$ 622,918	\$ 669,523	\$ 560,888	\$ 574,699	\$ 683,958	\$ 109,259
Operating Expenses	102,517	105,416	125,100	121,240	116,612	119,661	3,049
Capital Outlay	-	-	15,444	6,000	5,200	-	(5,200)
<b>Total</b>	<b>\$ 731,151</b>	<b>\$ 728,334</b>	<b>\$ 810,068</b>	<b>\$ 688,128</b>	<b>\$ 696,511</b>	<b>\$ 803,619</b>	<b>\$ 107,108</b>

Fiscal Year 2017-18 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2016-17 Projected Expenditures:

	Difference
<b>1. Personal Services</b> - Increase due to negotiated salary increases and insurance costs.	\$ 109,259
<b>2. Operating Expenses</b> - Slight increase due to fuel usage and cell phone usage.	\$ 3,049
<b>3. Capital Outlay</b> - Decrease due to no capital outlay requested.	\$ (5,200)

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## PERSONAL SERVICES SCHEDULE

### POLICE DETECTIVE DIVISION

<u>POSITION</u>	<u>PAY RANGE</u>	<u>GRADE</u>	<u>FULL TIME EQUIVALENTS</u>			<u>Projected Expenditure</u>	<u>Adopted Budget</u>
			<u>15-16</u>	<u>16-17</u>	<u>17-18</u>	<u>16-17</u>	<u>17-18</u>
Sergeant	51,357 / 90,234	PD52	1.00	1.00	1.00	-	57,000
Investigators	40,608 / 71,348	PD51	5.00	5.00	5.00	294,500	296,500
Evidence Technician	33,679 / 60,622	31	1.00	1.00	1.00	33,500	35,000
Investigator (Temp)	\$ 19.52/hr		0.00	0.50	0.50	20,000	20,300
Crossing Guards (Temp)	\$ 10.00/hr		5.00	4.50	4.50	40,200	43,200
			12.00	12.00	12.00		
						\$ 388,200	\$ 452,000
Overtime						30,000	35,000
FICA Taxes						33,000	37,912
Clothing Allowance						7,525	8,580
Deferred Compensation						3,275	3,150
Chapter 185 Retirement						45,724	61,383
Group Health Insurance Premium						42,300	47,694
Dependant Health Ins Premium						16,175	17,364
Employee Assistance Program						150	111
Worker's Comp Insurance						8,350	20,764
<b>Total Personal Services</b>						<b>\$ 574,699</b>	<b>\$ 683,958</b>

## CAPITAL OUTLAY SCHEDULE

### POLICE DETECTIVE DIVISION - FUNDED BY DISCRETIONARY SALES TAX

<u>Description</u>	<u>EXPENDITURES PER FISCAL YEAR</u>					<u>TOTAL</u>
	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>	
Evidence Bldg-Equip & Shelving	\$ 20,000	-	-	-	-	\$ 20,000
Evidence Bldg-Work Space Additions	-	50,000	-	-	-	50,000
	<b>\$ 20,000</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 70,000</b>

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## POLICE DETECTIVE DIVISION

Code: 010047

Account Number	Description	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Actual	Amended FY 16/17 Budget	Projected FY 16/17 Budget	FY 17/18 Budget
<b>PERSONAL SERVICES</b>							
511200	Regular Salaries	361,684	370,650	399,494	328,000	328,000	388,500
511300	Temporary Salaries	43,620	42,739	51,073	43,200	60,200	63,500
511400	Overtime	45,594	38,831	39,147	30,000	30,000	35,000
512100	FICA Taxes	33,926	34,290	37,197	31,306	33,000	37,912
512215	Clothing Allowance	7,938	7,758	8,580	8,580	7,525	8,580
512225	Deferred Compensation	3,288	3,236	3,594	3,240	3,275	3,150
512250	Chapter 185 Retirement	67,310	55,523	56,545	45,724	45,724	61,383
512301	Group Health Insurance Premium	43,182	41,142	45,507	44,243	42,300	47,694
512305	Dependant Health Ins Premium	11,211	9,220	13,172	15,172	16,175	17,364
512309	Employee Assistance Program	161	162	168	144	150	111
512400	Worker's Comp Insurance	10,720	19,367	15,045	11,279	8,350	20,764
<b>TOTAL PERSONAL SERVICES</b>		<b>628,634</b>	<b>622,918</b>	<b>669,523</b>	<b>560,888</b>	<b>574,699</b>	<b>683,958</b>
<b>OPERATING EXPENDITURES</b>							
533100	Professional Services	56,495	57,907	59,355	67,889	67,889	70,418
533500	Investigations	414	426	785	500	500	500
534000	Travel and Per Diem	5,414	5,021	9,472	6,000	6,000	6,000
534101	Telephone	77	0	0	0	0	0
534105	Cellular Telephone	1,939	1,315	3,465	4,620	3,350	4,320
534110	Internet Access	441	1,897	2,727	2,700	2,250	2,600
534115	On-line Services	1,337	1,424	1,356	2,500	2,500	2,500
534120	Postage	11	26	69	100	100	100
534130	Express Mail Charges	166	0	156	100	100	200
534400	Rent/Leases	391	391	391	391	391	391
534420	Equipment Leases	0	0	517	482	482	482
534620	R & M-Vehicles	4,035	5,500	4,118	5,000	5,000	5,000
534630	R & M - Office Equipment	0	1,264	1,444	1,608	1,500	1,500
534650	R & M-Radio	0	473	427	100	100	100
534800	Promotional Activities	550	0	870	400	400	400
535200	Departmental Supplies	3,220	4,707	3,156	3,000	3,000	3,000
535210	Computer Supplies	1,132	174	23	50	50	50
535230	Small Tools and Equipment	0	349	11,627	500	500	500
535260	Gas and Oil	17,598	11,821	9,038	13,500	11,000	12,000
535270	Uniforms and Shoes	1,949	865	1,167	1,000	1,000	1,000
535275	Safety Equipment	261	1,526	169	1,000	1,000	1,000
535410	Dues and Memberships	125	25	95	300	300	400
535420	Books and Publications	0	290	200	500	200	200
535450	Training and Education	6,962	10,014	14,475	9,000	9,000	7,000
<b>TOTAL OPERATING EXPENDITURES</b>		<b>102,517</b>	<b>105,416</b>	<b>125,100</b>	<b>121,240</b>	<b>116,612</b>	<b>119,661</b>
<b>CAPITAL OUTLAY</b>							
606400	Vehicles and Equipment	0	0	15,444	6,000	5,200	0
<b>TOTAL CAPITAL OUTLAY</b>		<b>0</b>	<b>0</b>	<b>15,444</b>	<b>6,000</b>	<b>5,200</b>	<b>0</b>
<b>TOTAL POLICE DETECTIVE DIVISION</b>		<b>731,151</b>	<b>728,334</b>	<b>810,068</b>	<b>688,128</b>	<b>696,511</b>	<b>803,619</b>

# CITY OF SEBASTIAN, FLORIDA 2017/2018 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 2017 ACCOMPLISHMENTS

- ✓ New furniture installed and completed a total reconfiguration of the radio and phone hardware for a safer, more effective work environment.
- ✓ Provided input to the program administrator resulting in improvements to the CAPERS dispatching software to make it more efficient and effective.
- ✓ Completed the migration of upgraded technology to the base radio equipment preparing for new technology mandated under federal law (P25 CAP).
- ✓ All currently employed dispatchers met the State Mandated Certification by the deadline.
- ✓ Provided training for high-risk incident dispatching, such as physically violent domestic situations, hostage situations, officer down scenarios, etc.
- ✓ Reduced unplanned employee absences by improve working conditions, reduced overtime and reduce workplace disruption.
- ✓ Ensure that we are in compliance with all the new FBI/FDLE CJIS changes.
- ✓ Provided quality customer service to the request by our citizens.

### FISCAL YEAR 2018 GOALS AND OBJECTIVES

- Evaluate work flow systems, available technology and assigned tasks in the Communications Center to determine if there are labor cost efficiencies that can be employed to reduce the need for more manpower in the future.
- Prepare the agency plan for full upgrade to federally mandated “P25 CAP” compliance in an attempt to smooth the transition by the deadline dates. P25 Compliance is the Department of Homeland Security “roadmap” for communications interoperability.
- Become more involved in the countywide emergency management planning and preparation process for natural and man-made disasters.
- Begin (County-wide mandated) transition from the old radio system to a new system to include all terminals in the Communications Center.

### PERFORMANCE MEASURES

Performance Indicators	Actual 2013/2014	Actual 2014/2015	Actual 2015/2016	Projected 2016/2017	Projected 2017/2018
911 Calls Received	9,480	10,700	9,953	11,000	11,000
Code Violation Calls Received	8,119	6,995	6,128	8,000	7,500
Total Calls Received	49,696	44,831	41,903	50,000	45,000
Calls Per Dispatcher	6,212	5,603	5,237	6,500	5,500
Administrative Calls Handled	40,385	35,231	34,587	40,000	40,000

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## PROGRAM BUDGET DESCRIPTION FOR POLICE DISPATCH UNIT

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>16/17</i>	<i>17/18</i>	
52.00%	53.00%	<b>Dispatch</b> - 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%	<b>Calls</b> - Receive complaint calls from public and emergency 911 calls.
15.00%	14.00%	<b>Information Retrieval</b> - 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%	<b>Code Enforcement</b> - Receive, document and dispatch code enforcement complaints.
2.00%	2.00%	<b>Training and Professional Development.</b>
100.00%	100.00%	

## POLICE DISPATCH UNIT BUDGET SUMMARY

The Fiscal Year 2017-2018 adopted budget for Police Dispatch is \$597,355. This compares to the 2016-2017 projected expenditures of \$585,838 an increase of 11,517 or 2.0%.

	FY 13-14	FY 14-15	FY 15-16	Amended FY 16-17	Projected FY 16-17	Adopted FY 17-18	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 503,610	\$ 503,014	\$ 531,446	\$ 567,085	\$ 571,364	\$ 582,374	\$ 11,010
Operating Expenses	12,656	8,850	8,443	14,276	14,474	14,981	507
Capital Outlay	-	29,983	-	-	-	-	-
<b>Total</b>	<b>\$ 516,266</b>	<b>\$ 541,846</b>	<b>\$ 539,889</b>	<b>\$ 581,361</b>	<b>\$ 585,838</b>	<b>\$ 597,355</b>	<b>\$ 11,517</b>

Fiscal Year 2017-18 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2016-17 Projected Expenditures:

	Difference
<b>1. Personal Services</b> - Increase due to negotiated salary increases and insurance costs.	\$ 11,010
<b>2. Operating Expenses</b> - Increase due primarily to upcoming equipment maintenance.	\$ 507
<b>3. Capital Outlay</b> - No capital outlay requested.	\$ -

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## PERSONAL SERVICES SCHEDULE

### POLICE DISPATCH UNIT

<u>POSITION</u>	<u>PAY RANGE</u>	<u>GRADE</u>	<u>FULL TIME EQUIVALENTS</u>			<u>Projected Expenditure</u>	<u>Adopted Budget</u>
			<u>15-16</u>	<u>16-17</u>	<u>17-18</u>	<u>16-17</u>	<u>17-18</u>
Communications Supervisor	40,244 / 72,439	37	1.00	1.00	1.00	\$ 66,000	\$ 68,500
Communication Technicians	30,821 / 55,478	28	9.00	9.00	9.00	316,000	314,500
			10.00	10.00	10.00		
						\$ 382,000	\$ 383,000
		Overtime				50,000	45,000
		FICA Taxes				34,425	32,742
		Deferred Compensation				40,400	38,520
		Group Health Insurance Premium				54,450	62,900
		Dependant Health Ins Premium				18,075	18,981
		Employee Assistance Program				234	158
		Worker's Comp Insurance				605	1,073
		Total Personal Services				\$ 580,189	\$ 582,374

## CAPITAL OUTLAY SCHEDULE

### POLICE DISPATCH UNIT - FUNDED BY DISCRETIONARY SALES TAX

<u>Description</u>	<u>EXPENDITURES PER FISCAL YEAR</u>					<u>TOTAL</u>
	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>	
(4) Hand Held Radios	\$ 7,000	\$ -	\$ -	\$ -	\$ -	\$ 7,000
Power Source for 911 Center	17,000	-	-	-	-	17,000
Radio Console Replacement	-	-	50,000	-	-	50,000
Generator for Radios	-	-	200,000	-	-	200,000
	\$ 24,000	\$ -	\$ 250,000	\$ -	\$ -	\$ 274,000

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## POLICE DISPATCH UNIT

Code: 010049

<u>Account</u> <u>Number</u> <u>Description</u>	<u>FY 13/14</u> <u>Actual</u>	<u>FY 14/15</u> <u>Actual</u>	<u>FY 15/16</u> <u>Actual</u>	<u>Amended</u> <u>FY 16/17</u> <u>Budget</u>	<u>Projected</u> <u>FY 16/17</u> <u>Budget</u>	<u>FY 17/18</u> <u>Budget</u>
<b>PERSONAL SERVICES</b>						
511200 Regular Salaries	338,170	343,297	360,520	382,000	376,000	383,000
511400 Overtime	48,202	38,099	43,795	40,000	50,000	45,000
512100 FICA Taxes	29,038	27,859	29,433	32,283	33,000	32,742
512225 Deferred Compensation	33,896	33,420	35,553	37,980	39,000	38,520
512301 Group Health Insurance Premium	47,619	48,570	51,574	62,935	54,450	62,900
512305 Dependant Health Ins Premium	5,843	10,504	9,397	10,585	18,075	18,981
512309 Employee Assistance Program	221	214	228	240	234	158
512400 Worker's Comp Insurance	621	1,051	947	1,062	605	1,073
<b>TOTAL PERSONAL SERVICES</b>	<b>503,610</b>	<b>503,014</b>	<b>531,446</b>	<b>567,085</b>	<b>571,364</b>	<b>582,374</b>
<b>OPERATING EXPENDITURES</b>						
534000 Travel and Per Diem	1,296	874	1,244	1,000	1,000	1,000
534101 Telephone	88	0	0	0	0	0
534105 Cellular Telephone	140	129	400	660	475	480
534110 Internet Access	468	128	433	450	433	435
534115 Online Services	0	300	0	0	0	0
534420 Equipment Leases	0	0	1,037	966	966	966
534630 R & M-Office Equipment	1,999	2,252	1,428	2,100	2,100	2,300
534640 R & M-Operating Equipment	0	0	0	200	200	1,500
534650 R & M-Radios	0	0	220	500	500	500
534800 Promotional Activities	220	218	247	200	300	300
535200 Departmental Supplies	967	962	773	1,700	2,000	1,000
535210 Computer Supplies	3,646	18	130	50	50	50
535230 Small Tools and Equipment	0	0	0	1,000	1,000	1,000
535270 Uniforms	1,054	0	0	0	0	0
535275 Safety Equipment	0	0	0	200	200	200
535410 Dues and Memberships	468	468	468	1,000	1,000	1,000
535420 Books and Publications	0	0	0	250	250	250
535450 Training and Education	2,310	3,502	2,063	4,000	4,000	4,000
<b>TOTAL OPERATING EXPENDITURES</b>	<b>12,656</b>	<b>8,850</b>	<b>8,443</b>	<b>14,276</b>	<b>14,474</b>	<b>14,981</b>
<b>CAPITAL OUTLAY</b>						
606400 Vehicles and Equipment	0	29,983	0	0	0	0
<b>TOTAL CAPITAL OUTLAY</b>	<b>0</b>	<b>29,983</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL POLICE DISPATCH UNIT</b>	<b>516,266</b>	<b>541,846</b>	<b>539,889</b>	<b>581,361</b>	<b>585,838</b>	<b>597,355</b>

# CITY OF SEBASTIAN, FLORIDA 2017/2018 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 2017 ACCOMPLISHMENTS

- ✓ Proactively provided education to the community on code enforcement concerns.
- ✓ Continually monitored the false alarm program to ensure compliance.
- ✓ Provided professional code enforcement services.

### FISCAL YEAR 2018 GOALS AND OBJECTIVES

- Continue to provide proactive and professional code enforcement services.
- Proactively educate the community on code enforcement concerns improving quality of life.
- Increase efficiency in observing and responding to code complaints.

### PERFORMANCE MEASURES

Performance Indicators	Actual 2013/2014	Actual 2014/2015	Actual 2015/2016	Projected 2016/2017	Projected 2017/2018
Water Violations	3	2	26	3	20
Code Violations	1,851	1,582	1,338	750	1,471
Illegal Signs	355	450	369	500	405
Nuisance Abatement	273	172	598	225	500
Re-inspections	3,045	2,487	1,941	2,800	2,135
Property Inspections	423	504	353	450	388

### PROGRAM BUDGET DESCRIPTION FOR THE CODE ENFORCEMENT DIVISION

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>16/17</i>	<i>17/18</i>	
50.00%	50.00%	<b>Citizen Complaints</b> - Respond to complaints of city ordinance violations and self-initiate code compliance and enforcement.
32.00%	32.00%	<b>Re-inspections</b> - Follow up on notices of violations to ensure compliance.
0.50%	0.50%	<b>Code Enforcement Board</b> - Provide direct support to Code Enforcement Board for Code Enforcement hearings.
17.50%	17.50%	<b>Documentation</b> - 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 2017/2018 ANNUAL BUDGET

## CODE ENFORCEMENT DIVISION BUDGET SUMMARY

The Fiscal Year 2017-2018 adopted budget for Code Enforcement is \$173,549. This compares to the 2016-2017 projected expenditures of \$168,405, an increase of \$5,144 or 3.1%.

	FY 13-14	FY 14-15	FY 15-16	Amended FY 16-17	Projected FY 16-17	Adopted FY 17-18	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 148,219	\$ 153,224	\$ 162,772	\$ 148,113	\$ 149,537	\$ 155,184	\$ 5,647
Operating Expenses	22,523	14,627	15,945	18,386	18,868	18,365	(503)
Capital Outlay	-	-	-	-	-	-	-
<b>Total</b>	<b>\$ 170,742</b>	<b>\$ 167,851</b>	<b>\$ 178,717</b>	<b>\$ 166,499</b>	<b>\$ 168,405</b>	<b>\$ 173,549</b>	<b>\$ 5,144</b>

Fiscal Year 2017-17 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2016-17 Projected Expenditures:

	Difference
<b>1. Personal Services</b> - Increase due to negotiated salary increases and insurance costs.	\$ 5,647
<b>2. Operating Expenditures</b> - Decrease due primarily to lower vehicle maintenance costs	\$ (503)
<b>3. Capital Outlay</b> - No capital outlay requested.	\$ -

## PERSONAL SERVICES SCHEDULE

### CODE ENFORCEMENT DIVISION

<u>POSITION</u>	<u>PAY</u> RANGE	<u>GRADE</u>	<u>FULL TIME EQUIVALENTS</u>			Projected	Adopted
			<u>15-16</u>	<u>16-17</u>	<u>17-18</u>	Expenditure	Budget
			<u>15-16</u>	<u>16-17</u>	<u>17-18</u>	<u>16-17</u>	<u>17-18</u>
Code Enforcement Officer	32,698 / 45,156	30	2.00	2.00	2.00	\$ 76,800	\$ 79,500
Administrative Assistant	30,821 / 55,478	28	1.00	1.00	1.00	31,805	33,000
			3.00	3.00	3.00	\$ 108,605	\$ 112,500
		Overtime				500	100
		FICA Taxes				8,400	8,715
		Clothing Allowance				1,320	1,320
		Deferred Compensation				9,800	10,134
		Group Health Insurance Premium				15,525	15,745
		Dependant Health Ins Premium				3,990	4,243
		Employee Assistance Program				72	48
		Worker's Comp Insurance				1,325	2,379
		<b>Total Personal Services</b>				<b>\$ 149,537</b>	<b>\$ 155,184</b>

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## CODE ENFORCEMENT DIVISION

Code: 010045

Account <u>Number</u>	<u>Description</u>	<u>FY 13/14</u> <u>Actual</u>	<u>FY 14/15</u> <u>Actual</u>	<u>FY 15/16</u> <u>Actual</u>	<u>Amended</u> <u>FY 16/17</u> <u>Budget</u>	<u>Projected</u> <u>FY 16/17</u> <u>Budget</u>	<u>FY 17/18</u> <u>Budget</u>
<b>PERSONAL SERVICES</b>							
511200	Regular Salaries	111,649	115,517	123,415	108,500	108,605	112,500
511400	Overtime	50	0	222	100	500	100
512100	FICA Taxes	8,591	8,883	9,570	8,409	8,400	8,715
512215	Clothing Allowance	1,320	1,320	1,320	1,320	1,320	1,320
512225	Deferred Compensation	10,057	10,397	11,127	9,774	9,800	10,134
512301	Group Health Insurance Premium	14,636	14,103	14,395	16,887	15,525	15,745
512305	Dependant Health Ins Premium	662	704	570	741	3,990	4,243
512309	Employee Assistance Program	69	70	72	72	72	48
512400	Worker's Comp Insurance	1,185	2,230	2,080	2,310	1,325	2,379
<b>TOTAL PERSONAL SERVICES</b>		<b>148,219</b>	<b>153,224</b>	<b>162,772</b>	<b>148,113</b>	<b>149,537</b>	<b>155,184</b>
<b>OPERATING EXPENDITURES</b>							
534000	Travel and Per Diem	411	93	876	400	400	400
534101	Telephone	17	0	0	0	0	0
534105	Cellular Telephone	577	432	620	600	430	450
534110	Internet Services	981	682	865	950	866	875
534120	Postage	5,595	4,193	4,044	5,000	3,836	4,500
534420	Equipment Leases	0	0	71	66	74	70
534620	R & M-Vehicles	2,601	1,299	1,948	1,000	3,576	2,000
534630	R & M - Office Equipment	0	85	47	50	50	50
534650	R & M-Radio	0	69	0	100	60	100
534910	Clerk of Court Filing Fees	2,870	2,600	1,600	3,200	1,720	3,000
535200	Departmental Supplies	576	448	696	800	800	700
535210	Computer Supplies	184	53	47	50	50	50
535230	Small Tools and Equipment	0	0	0	100	100	100
535260	Gas and Oil	8,123	4,076	3,964	5,000	6,036	5,000
535270	Uniforms and Shoes	168	410	0	500	400	500
535275	Safety Equipment	0	0	0	100	100	100
535410	Dues and Memberships	70	110	199	70	70	70
535450	Training and Education	350	75	967	400	300	400
<b>TOTAL OPERATING EXPENDITURES</b>		<b>22,523</b>	<b>14,627</b>	<b>15,945</b>	<b>18,386</b>	<b>18,868</b>	<b>18,365</b>
<b>CAPITAL OUTLAY</b>							
606400	Vehicles and Equipment	0	0	0	0	0	0
<b>TOTAL CAPITAL OUTLAY</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL CODE ENFORCEMENT DIVISION</b>		<b>170,742</b>	<b>167,851</b>	<b>178,717</b>	<b>166,499</b>	<b>168,405</b>	<b>173,549</b>

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## ENGINEERING DEPARTMENT

The Engineering Department is responsible for reviewing and monitoring all the major construction activities of the City. They prepare specifications, compile bid or RFP documents, conduct pre-bid meetings with contractors and generally supervise and inspect the work. Staff is also responsible for installation and maintenance of traffic signs.

### FISCAL YEAR 2017 ACCOMPLISHMENTS

- ✓ Prepared engineering design plans for 8 Capital Projects.
- ✓ Obtained SJRWMD or DEP permits for several projects (Rebuild Piers).
- ✓ Prepared 8 Capital Improvement Bid Documents.
- ✓ Managed and monitored Debris Hauling for Hurricane Matthews.
- ✓ Managed and FEMA Public Assistance grant reimbursement for Hurricane Matthew.
- ✓ Prepare RFP for Debris Hauling and selected two haulers.
- ✓ Attended the NRB Commission Meetings and assisted in Earth Day.
- ✓ Prepared new brochure and website for Tulip Drainage per DEP grant.
- ✓ Prepared numerous conceptual plans for future CIP projects.
- ✓ Prepared application for Hazard Mitigation Grant Program for Stonecrop.
- ✓ Review and inspect right-of-way permits.
- ✓ Collected and tested storm water.
- ✓ Construction Inspections of Paving, Reconstruction, PD Evidence & Piers.
- ✓ Presented update on Seawall Monitoring.
- ✓ Project Manager on Capital Improvement Projects.
- ✓ Reviewed Site Plans Storage, Dollar Tree & Dollar General.
- ✓ Completed 6 traffic investigations/studies.
- ✓ Installed all-way stops at intersections on Easy St and Rosebush.
- ✓ Installed speed cushions on Rosebush for traffic calming.
- ✓ Installed new stop bars on various streets.
- ✓ Installed new street signs on Main Street.
- ✓ Restriped parking at the Barber Street Sports Complex.

### FISCAL YEAR 2018 GOALS AND OBJECTIVES

- Prepare engineering design plans, cost estimates and bid documents.
- Prepare and submit permit applications on capital projects.
- Continue to monitor seawalls and provide 2018 update.
- Conduct the 2018 pavement assessment.
- Project Manager on majority of Capital Improvement Projects.
- Construction inspection on new CIP projects.
- Assist Public Works on any drainage design and inspections.
- Review site plans and studies for Community Development.
- Assist Building Dept. on land clearing and erosion control inspections.
- Review and inspect right-of-way permits.
- Continue to review and monitor the AAF design plans.
- Continue the monitoring and testing of storm water.
- Prepare grant applications for DEP and SJRWMD funds.
- Staff monthly NRB Commission meetings and assist with Earth Day Event.
- Implement the Working Waterfront oyster bag project.
- Continue to review traffic requests and conduct investigations.
- Install and maintain traffic markings and signs.
- Repaint traffic markings and striping.
- Repaint stop bars and public parking lots.
- Create signs as needed for other departments.

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## PERFORMANCE MEASURES

Performance Indicators	Actual 2014/2015	Actual 2015/2016	Projected 2016/2017	Projected 2017/18
Completion of CIP design plans	n/a	n/a	6	6
Completion of engineering assessment/traffic studies	n/a	n/a	6	6
Completion of plan reviews for CD	n/a	n/a	6	6
Installation of signs and markings	n/a	n/a	100	150
Creation of signs	n/a	n/a	100	150
Restriping of markings and parking spaces	n/a	n/a	100	150

## PROGRAM BUDGET DESCRIPTION FOR THE ENGINEERING DIVISION

STAFFING		NATURE OF ACTIVITY
16/17	17/18	
30.00%	30.00%	Field reviews, data collection and work on preparing engineering design plans, cost estimates, bid documents and completing engineering assessments/studies and assist Community Development of site plan reviews.
20.00%	20.00%	Field investigations, construction inspections, site and drainage inspections and assisting building and PW on drainage inspections
20.00%	20.00%	Traffic data collections, traffic counts, field reviews and traffic operations
30.00%	30.00%	Creating signs, repair and maintenance of signs and markings, restripe lines and parking signs
100.00%	100.00%	

## ENGINEERING DIVISION BUDGET SUMMARY

The Fiscal Year 2017-18 adopted budget for Engineering is \$418,276. This compares to the 2016-2017 projected expenditures of \$599,333, an decrease of \$ 181,057 or -30.2%.

	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Actual	Amended FY 16-17 Budget	Projected FY 16-17 Expenditures	Adopted FY 17-18 Budget	Difference
Personal Services	\$ -	\$ -	\$ -	\$ 286,630	\$ 295,102	\$ 150,590	\$ (144,512)
Operating Expenses	-	-	-	244,981	240,301	267,686	27,385
Capital Outlay	-	-	-	63,929	63,930	-	(63,930)
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 595,540</b>	<b>\$ 599,333</b>	<b>\$ 418,276</b>	<b>\$ (181,057)</b>

Fiscal Year 2017-18 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2016-17 Projected Expenditures:

	Difference
<b>1. Personal Services</b> - Decrease due to elimination of City Engineer position.	\$ (144,512)
<b>2. Operating Expenses</b> - Increase due to higher anticipated engineer and consultant fees.	\$ 27,385
<b>3. Capital Outlay</b> - Decrease due to no capital outlay requested.	\$ (63,930)

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## PERSONAL SERVICES SCHEDULE

<u>POSITION</u>	<u>PAY</u>		<u>FULL TIME EQUIVALENTS</u>			<u>Projected</u>	<u>Adopted</u>
	<u>RANGE</u>	<u>GRADE</u>	<u>15-16</u>	<u>16-17</u>	<u>17-18</u>	<u>Expenditure</u>	<u>Budget</u>
						<u>16-17</u>	<u>17-18</u>
City Engineer	72,868 / 131,163	81	0.00	1.00	0.00	106,520	-
Construction Inspector	35,731 / 64,314	33	0.00	1.00	1.00	66,000	68,500
Traffic Technician	29,052 / 52,293	26	0.00	1.00	1.00	29,530	31,500
			0.00	3.00	2.00		
						\$ 202,050	\$ 100,000
		Overtime				7,500	4,000
		FICA Taxes				17,075	7,974
		Clothing Allowance				120	240
		Deferred Compensation				20,075	9,360
		Group Health Insurance Premium				17,500	13,539
		Dependant Health Ins Premium				3,525	3,587
		Employee Assistance Program				82	32
		Worker's Comp Insurance				13,550	11,858
		Total Personal Services				\$ 281,477	\$ 150,590

## CAPITAL OUTLAY SCHEDULE

<b>ENGINEERING DIVISION - FUNDED BY DISCRETIONARY SALES TAX</b>						
<u>Description</u>	<u>EXPENDITURES PER FISCAL YEAR</u>					<u>TOTAL</u>
	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>	
CavCorp Paving	\$ 65,000	\$ -	\$ -	\$ -	\$ -	\$ 65,000
Stonecrop Drainage	187,500	-	-	-	-	187,500
Street Reconstruction	50,000	-	-	-	-	50,000
Working Waterfront Phase 3	-	200,000	-	-	-	200,000
City Hall Parking Lot	-	50,000	-	-	-	50,000
	\$ 302,500	\$ 250,000	\$ -	\$ -	\$ -	\$ 552,500

<b>ENGINEERING DIVISION - FUNDED BY LOCAL OPTION GAS TAX</b>						
<u>Description</u>	<u>EXPENDITURES PER FISCAL YEAR</u>					<u>TOTAL</u>
	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>	
Speed Cushions and Signage	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Street Milling and Repaving	451,000	320,000	250,000	250,000	250,000	1,521,000
	\$ 456,000	\$ 320,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,526,000

<b>ENGINEERING DIVISION - FUNDED BY GENERAL FUND</b>						
<u>Description</u>	<u>EXPENDITURES PER FISCAL YEAR</u>					<u>TOTAL</u>
	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>	
Survey Data Collector	\$ -	\$ 4,500	\$ -	\$ -	\$ -	\$ 4,500
Sign Plotter	-	10,000	-	-	-	10,000
CAD Plotter/Scanner	-	-	10,000	-	-	10,000
	\$ -	\$ 14,500	\$ 10,000	\$ -	\$ -	\$ 24,500

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## ENGINEERING DIVISION

Code: 010051

Account		FY 13/14	FY 14/15	FY 15/16	Amended FY 16/17	Projected FY 16/17	FY 17/18
<u>Number</u>	<u>Description</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b>PERSONAL SERVICES</b>							
511200	Regular Salaries	0	0	0	203,600	215,675	100,000
511400	Overtime	0	0	0	2,000	7,500	4,000
512100	FICA Taxes	0	0	0	15,747	17,075	7,974
512215	Clothing Allowance	0	0	0	240	120	240
512225	Deferred Compensation	0	0	0	18,504	20,075	9,360
512301	Group Health Insurance Premium	0	0	0	22,188	17,500	13,539
512305	Dependant Health Ins Premium	0	0	0	485	3,525	3,587
512309	Employee Assistance Program	0	0	0	72	82	32
512400	Worker's Comp Insurance	0	0	0	23,794	13,550	11,858
<b>TOTAL PERSONAL SERVICES</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>286,630</b>	<b>295,102</b>	<b>150,590</b>
<b>OPERATING EXPENDITURES</b>							
533150	Engineering Services	0	0	0	5,000	4,000	30,000
533400	Other Contractual Services	0	0	0	15,000	10,000	10,000
533410	Environmental Services	0	0	0	3,000	3,000	0
534000	Travel and Per Diem	0	0	0	1,000	1,000	1,000
534101	Telephone	0	0	0	1,550	1,560	1,116
534105	Cellular Telephone	0	0	0	1,200	1,660	1,680
534110	Internet Services	0	0	0	935	725	730
534120	Postage	0	0	0	400	200	200
534130	Express Mail Charges	0	0	0	500	250	400
534310	Electric	0	0	0	850	0	0
534315	Street Lighting	0	0	0	191,000	200,000	205,000
534320	Water/Sewer	0	0	0	50	0	0
534380	Trash Pickup/Hauling, Etc.	0	0	0	140	140	140
534420	Equipment Leases	0	0	0	66	66	70
534620	R & M-Vehicles	0	0	0	2,300	2,300	2,000
534630	R & M-Office Equipment	0	0	0	400	100	100
534640	R & M-Operating Equipment	0	0	0	2,200	1,000	1,000
534683	R & M Road Maintenance	0	0	0	300	0	0
534830	Special Events	0	0	0	400	0	0
534920	Legal Ads	0	0	0	200	200	200
535200	Departmental Supplies	0	0	0	5,500	4,000	4,000
535210	Computer Supplies	0	0	0	500	400	400
535230	Small Tools and Equipment	0	0	0	2,499	2,200	2,200
535260	Gas and Oil	0	0	0	3,200	3,000	3,000
535270	Uniforms and Shoes	0	0	0	450	450	500
535275	Safety Equipment	0	0	0	450	500	450
535310	Road Materials & Supplies	0	0	0	2,391	50	500
535410	Dues and Memberships	0	0	0	350	350	350
535420	Books and Publications	0	0	0	650	650	650
535450	Training and Education	0	0	0	2,500	2,500	2,000
<b>TOTAL OPERATING EXPENDITURES</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>244,981</b>	<b>240,301</b>	<b>267,686</b>
<b>CAPITAL OUTLAY</b>							
606400	Vehicles and Equipment	0	0	0	63,929	63,930	0
<b>TOTAL CAPITAL OUTLAY</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>63,929</b>	<b>63,930</b>	<b>0</b>
<b>TOTAL ENGINEERING</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>595,540</b>	<b>599,333</b>	<b>418,276</b>

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## PUBLIC WORKS DEPARTMENT CONSOLIDATED BUDGET FOR ALL DIVISIONS

The Fiscal Year 2017-18 Adopted budget for the Public Works Department as a whole is \$3,189,802. As compared to the 2016-2017 projected expenditures of \$3,046,353, this is an increase of \$143,449 or 3.9%.

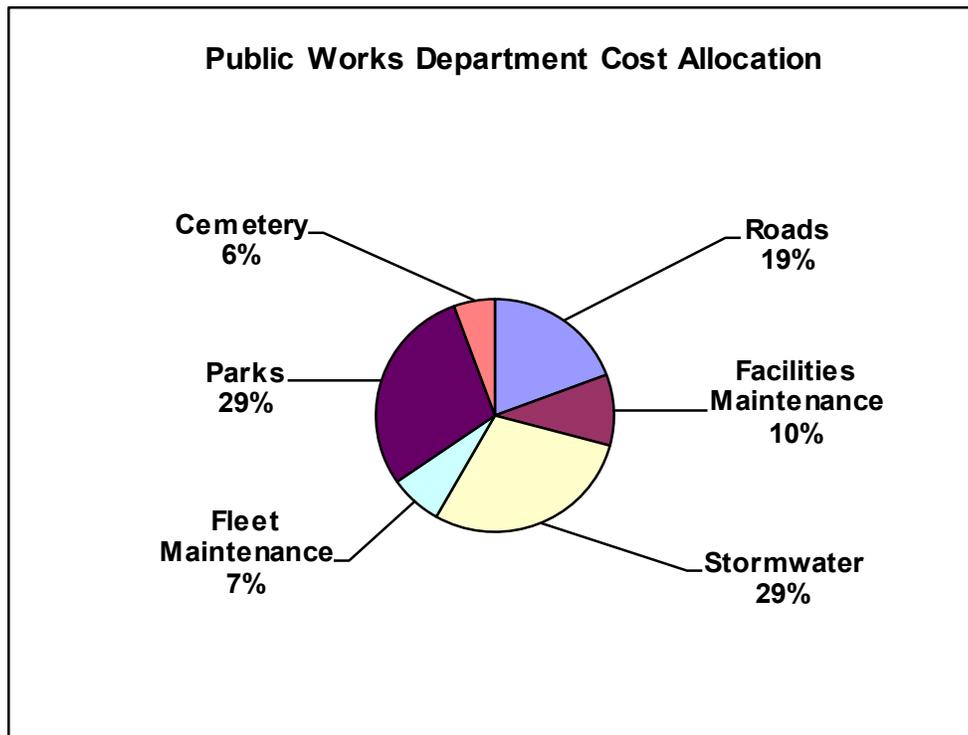
	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Actual	Amended FY 16/17 Budget	Projected FY 16/17 Expenditures	Adopted FY 17/18 Budget	Difference
Personal Services	\$ 2,074,088	\$ 2,302,391	\$ 2,313,398	\$ 1,812,914	\$ 1,634,340	\$ 1,933,291	\$ 298,951
Operating Expenses	1,070,891	1,158,568	983,531	\$ 1,329,668	\$ 1,293,526	1,231,511	(62,015)
Capital Outlay	167,367	250,050	109,095	\$ 119,793	\$ 118,487	25,000	(93,487)
<b>Total</b>	<b>\$ 3,312,346</b>	<b>\$ 3,711,009</b>	<b>\$ 3,406,025</b>	<b>\$ 3,262,375</b>	<b>\$ 3,046,353</b>	<b>\$ 3,189,802</b>	<b>\$ 143,449</b>

Fiscal Year 2017-2018 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2016-2017 Projected Expenditures:

	Difference
<b>1. Personal Services</b> - Increase due to negotiated salary increases and new positions added.	\$ 298,951
<b>2. Operating Expenses</b> - Decrease due to lower equipment maintenance costs and fuel usage.	\$ (62,015)
<b>3. Capital Outlay</b> - Decrease due to only one capital purchase requested.	\$ (93,487)



# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## CONSOLIDATED PUBLIC WORKS DEPARTMENT

	<u>FY 13/14</u> <u>Actual</u>	<u>FY 14/15</u> <u>Actual</u>	<u>FY 15/16</u> <u>Actual</u>	<u>FY 16/17</u> <u>Budget</u>	<u>FY 16/17</u> <u>Projected</u>	<u>FY 17/18</u> <u>Budget</u>
<b>ROADS &amp; MAINTENANCE</b>						
PERSONAL SERVICES	\$ 564,603	\$ 590,309	\$ 631,616	\$ 477,678	\$ 372,060	\$ 522,588
OPERATING EXPENDITURES	196,991	121,192	83,688	114,040	120,063	93,365
CAPITAL OUTLAY	105,695	134,086	29,107	3,639	3,639	-
<b>TOTAL</b>	<b>\$ 867,289</b>	<b>\$ 845,587</b>	<b>\$ 744,410</b>	<b>\$ 595,357</b>	<b>\$ 495,762</b>	<b>\$ 615,953</b>
<b>STORMWATER UTILITY</b>						
PERSONAL SERVICES	\$ 416,004	\$ 565,754	\$ 615,512	\$ 367,866	\$ 326,587	\$ 419,340
OPERATING EXPENDITURES	479,489	609,807	448,749	555,170	519,066	506,866
CAPITAL OUTLAY	4,820	45,956	3,303	-	-	-
<b>TOTAL</b>	<b>\$ 900,313</b>	<b>\$ 1,221,517</b>	<b>\$ 1,067,564</b>	<b>\$ 923,036</b>	<b>\$ 845,653</b>	<b>\$ 926,206</b>
<b>FLEET MANAGEMENT</b>						
PERSONAL SERVICES	\$ 156,028	\$ 186,514	\$ 202,533	\$ 209,148	\$ 184,427	\$ 196,962
OPERATING EXPENDITURES	25,044	22,666	26,331	28,965	28,800	31,670
CAPITAL OUTLAY	1,565	2,786	28,525	2,335	2,335	-
<b>TOTAL</b>	<b>\$ 182,637</b>	<b>\$ 211,966</b>	<b>\$ 257,389</b>	<b>\$ 240,448</b>	<b>\$ 215,562</b>	<b>\$ 228,632</b>
<b>FACILITIES MAINTENANCE</b>						
PERSONAL SERVICES	\$ 139,341	\$ 143,606	\$ 101,865	\$ 96,677	\$ 92,703	\$ 95,182
OPERATING EXPENDITURES	94,468	147,261	159,784	202,467	203,557	219,230
CAPITAL OUTLAY	9,969	15,398	6,986	108,662	108,756	-
<b>TOTAL</b>	<b>\$ 243,778</b>	<b>\$ 306,265</b>	<b>\$ 268,635</b>	<b>\$ 407,806</b>	<b>\$ 405,016</b>	<b>\$ 314,412</b>
<b>PARKS &amp; RECREATION</b>						
PERSONAL SERVICES	\$ 651,475	\$ 660,978	\$ 615,126	\$ 539,114	\$ 522,579	\$ 547,236
OPERATING EXPENDITURES	237,321	224,215	234,661	403,641	396,325	353,940
CAPITAL OUTLAY	35,200	51,824	37,875	5,157	3,757	25,000
<b>TOTAL</b>	<b>\$ 923,996</b>	<b>\$ 937,017</b>	<b>\$ 887,662</b>	<b>\$ 947,912</b>	<b>\$ 922,661</b>	<b>\$ 926,176</b>
<b>CEMETERY</b>						
PERSONAL SERVICES	\$ 146,637	\$ 155,230	\$ 146,747	\$ 122,431	\$ 135,984	\$ 151,983
OPERATING EXPENDITURES	37,578	33,427	30,318	25,385	25,715	26,440
CAPITAL OUTLAY	10,118	-	3,300	-	-	-
<b>TOTAL</b>	<b>\$ 194,333</b>	<b>\$ 188,657</b>	<b>\$ 180,365</b>	<b>\$ 147,816</b>	<b>\$ 161,699</b>	<b>\$ 178,423</b>
<b>TOTALS</b>						
PERSONAL SERVICES	<b>\$ 2,074,088</b>	<b>\$ 2,302,391</b>	<b>\$ 2,313,398</b>	<b>\$ 1,812,914</b>	<b>\$ 1,634,340</b>	<b>\$ 1,933,291</b>
OPERATING EXPENDITURES	<b>1,070,891</b>	<b>1,158,568</b>	<b>983,531</b>	<b>1,329,668</b>	<b>1,293,526</b>	<b>1,231,511</b>
CAPITAL OUTLAY	<b>167,367</b>	<b>250,050</b>	<b>109,095</b>	<b>119,793</b>	<b>118,487</b>	<b>25,000</b>
<b>TOTAL</b>	<b>\$ 3,312,346</b>	<b>\$ 3,711,009</b>	<b>\$ 3,406,025</b>	<b>\$ 3,262,375</b>	<b>\$ 3,046,353</b>	<b>\$ 3,189,802</b>

# CITY OF SEBASTIAN, FLORIDA 2017/2018 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 they provide heavy construction support to other departments as needed.

### FISCAL YEAR 2017 ACCOMPLISHMENTS

- ✓ Street Light maintenance.
- ✓ Continued road repairs (potholes).
- ✓ Street repaving.
- ✓ Sidewalk repair.
- ✓ Storm debris.
- ✓ Cart path replacement @ Golf Course.
- ✓ Right of way maintenance, assisting other departments.

### FISCAL YEAR 2018 GOALS AND OBJECTIVES

- Continue road repair.
- Sidewalk replacement.
- Adding and maintaining street lights.
- Continue right of way maintenance.
- Assisting other departments as needed.
- Maintaining and repair of docks and piers.

### PERFORMANCE MEASURES

Performance Indicators	Actual 2013/2014	Actual 2014/2015	Actual 2015/2016	Projected 2016/2017	Projected 2017/2018
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

### PROGRAM BUDGET DESCRIPTION FOR ROADS & MAINTENANCE DIVISION

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>16/17</i>	<i>17/18</i>	
30.00%	30.00%	<b><u>Streets and Alleyways</u></b> - 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.
20.00%	20.00%	<b><u>General Maintenance</u></b> - Buildings, docks, piers, sidewalks, etc.
10.00%	10.00%	<b><u>General Administration</u></b> - 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.
40.00%	40.00%	<b><u>Assisting other City Departments</u></b> - 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%	

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## ROADS & MAINTENANCE DIVISION BUDGET SUMMARY

The Fiscal Year 2017-2018 adopted budget for the Roads and Maintenance Division is \$615,953. This compares to the 2016-2017 projected expenditures of \$495,762, a increase of 120,191 or 24.24%.

	FY 13-14	FY 14-15	FY 15-16	Amended FY 16-17	Projected FY 16-17	Adopted FY 17-18	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 564,603	\$ 590,309	\$ 631,616	\$ 477,678	\$ 372,060	\$ 522,588	\$ 150,528
Operating Expenses	196,991	121,192	83,688	114,040	120,063	93,365	(26,698)
Capital Outlay	105,695	134,086	29,107	3,639	3,639	-	(3,639)
<b>Total</b>	<b>\$ 867,289</b>	<b>\$ 845,587</b>	<b>\$ 744,410</b>	<b>\$ 595,357</b>	<b>\$ 495,762</b>	<b>\$ 615,953</b>	<b>\$ 120,191</b>

Fiscal Year 2017-18 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2016-17 Projected Expenditures

	Difference
<b>1. Personal Services</b> - Increase due to negotiated salary increases and positions being filled the entire year.	\$ 150,528
<b>2. Operating Expenses</b> - Decrease due primarily to lower anticipated fule usage and equipment maintenance costs.	\$ (26,698)
<b>3. Capital Outlay</b> - Decrease due to no capital outlay requested.	\$ (3,639)

## PERSONAL SERVICES SCHEDULE

### ROADS & MAINTENANCE DIVISION

POSITION	PAY RANGE	GRADE	FULL TIME EQUIVALENTS			Projected	Adopted
			15-16	16-17	17-18	Expenditure 16-17	Budget 17-18
Public Works Director	72,868 / 131,163	81	1.00	1.00	1.00	\$ 86,450	\$ 95,750
Director of Operations			1.00	0.00	0.00	-	-
Public Works Superintendent	50,871 / 91,568	70	0.00	1.00	1.00	56,050	60,200
Administrative Supervisor			1.00	0.00	0.00	-	-
Sign/Traffic Technician			1.00	0.00	0.00	-	-
Maintenance Worker III	29,052 / 52,293	26	1.00	1.00	1.00	30,000	31,000
Maintenance Worker II	27,384 / 49,291	24	3.00	2.00	1.00	28,200	29,500
Maintenance Worker I	25,812 / 46,462	22	1.00	3.00	3.00	43,850	81,000
Maintenance Worker II (Temp)	\$ 23.70/hr	24	0.00	0.00	0.50	-	29,575
Clerical Assistant II (Temp)	\$ 13.95/hr	23	0.00	0.00	0.50	-	18,200
Clerical Assistant II (P/T)	26,587 / 47,856	23	0.00	0.50	0.50	10,450	11,000
			9.00	8.50	8.50		
						\$ 255,000	\$ 356,225
Overtime						7,000	7,000
FICA Taxes						21,000	27,842
Clothing Allowance						750	720
Deferred Compensation						22,500	28,391
Group Health Insurance Premium						35,000	47,411
Dependant Health Ins Premium						14,320	24,698
Employee Assistance Program						140	111
Worker's Comp Insurance						16,350	30,190
<b>Total Personal Services</b>						<b>\$ 372,060</b>	<b>\$ 522,588</b>

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## CAPITAL OUTLAY SCHEDULE

<b>ROADS AND MAINTENANCE DIVISION - TO BE FUNDED BY GENERAL FUND</b>						
<b>EXPENDITURES PER FISCAL YEAR</b>						
<u>Description</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>	<u>TOTAL</u>
3/4 Ton Pick-Up Truck (PW-5)	\$ -	\$ -	\$ 28,000	\$ -	\$ -	28,000
	-	-	-	-	-	-
	\$ -	\$ -	\$ 28,000	\$ -	\$ -	28,000

<b>ROADS AND MAINTENANCE DIVISION - TO BE FUNDED BY DISCRETIONARY SALES TAX</b>						
<b>EXPENDITURES PER FISCAL YEAR</b>						
<u>Description</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>	<u>TOTAL</u>
New Garage & Compound @ AP	\$ 100,000	\$ 2,850,000	\$ 1,150,000	\$ -	\$ -	4,100,000
Cat Loader	-	200,000	-	-	-	200,000
Bobcat Skid Steer	-	75,000	-	-	-	75,000
8yd Brush Truck	-	-	125,000	-	-	125,000
	\$ 100,000	\$ 3,125,000	\$ 1,275,000	\$ -	\$ -	4,500,000

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

**PUBLIC WORKS DEPARTMENT  
ROADS & MAINTENANCE DIVISION**

Code: 010052

<u>Account Number</u>	<u>Description</u>	<u>FY 13/14 Actual</u>	<u>FY 14/15 Actual</u>	<u>FY 15/16 Actual</u>	<u>Amended FY 16/17 Budget</u>	<u>FY 16/17 Projected</u>	<u>FY 17/18 Adopted Budget</u>
<b>PERSONAL SERVICES</b>							
511200	Regular Salaries	409,741	418,343	483,527	323,000	255,000	308,450
511300	Temporary Salaries	0	0	0	0	0	47,775
511400	Overtime	11,388	6,811	8,558	7,000	7,000	7,000
512100	FICA Taxes	31,219	33,621	38,186	25,300	21,000	27,842
512215	Clothing Allowance	840	720	820	720	750	720
512225	Deferred Compensation	37,169	40,817	36,752	29,700	22,500	28,391
512301	Group Health Insurance Premium	47,736	51,637	39,600	58,348	35,000	47,411
512305	Dependant Health Ins Premium	7,873	8,557	570	4,679	14,320	24,698
512309	Employee Assistance Program	171	204	154	192	140	111
512400	Worker's Comp Insurance	18,466	29,599	23,449	28,739	16,350	30,190
<b>TOTAL PERSONAL SERVICES</b>		<b>564,603</b>	<b>590,309</b>	<b>631,616</b>	<b>477,678</b>	<b>372,060</b>	<b>522,588</b>
<b>OPERATING EXPENDITURES</b>							
533150	Engineering Services	750	341	71	0	0	0
533400	Other Contractual Services	63,486	1,642	2,170	2,000	2,000	2,000
533420	Pest/Weed Control/Mowing	94	0	14	0	0	0
534000	Travel and Per Diem	1,485	316	556	500	500	500
534101	Telephone	1,441	1,270	1,467	0	0	0
534105	Cellular Telephone	1,896	1,595	1,255	1,860	1,200	1,200
534110	Internet Services	656	1,598	527	450	433	435
534120	Postage	95	226	298	100	100	100
534310	Electric	3,275	3,550	2,905	2,150	2,200	3,000
534320	Water/Sewer	284	280	262	300	300	300
534380	Trash Pickup/Hauling, Etc.	1,584	1,994	2,010	1,500	7,000	1,500
534420	Equipment Leases	746	2,763	1,110	1,000	1,000	1,000
534615	R & M - Docks & Piers	0	1,500	0	0	0	1,500
534620	R & M-Vehicles	16,076	16,182	13,391	20,000	20,000	15,000
534630	R & M-Office Equipment	576	1,554	1,876	950	2,100	2,100
534640	R & M-Operating Equipment	28,993	12,382	8,170	14,000	14,000	10,000
534683	R & M Road Maintenance	0	11,539	0	0	0	0
534830	Special Events	952	2,396	1,341	1,805	1,805	1,805
534920	Legal Ads	431	218	149	0	0	0
535200	Departmental Supplies	16,908	10,535	10,768	15,000	15,000	10,000
535210	Computer Supplies	211	349	85	0	0	0
535230	Small Tools and Equipment	5,832	2,975	1,846	2,500	2,500	2,500
535260	Gas and Oil	22,906	20,215	11,255	22,000	22,000	17,000
535270	Uniforms and Shoes	2,153	1,386	1,474	2,375	2,375	2,375
535275	Safety Equipment	1,687	675	1,705	2,000	2,000	2,000
535310	Road Materials & Supplies	14,301	16,393	9,638	15,000	15,000	15,000
535350	Cement	6,780	5,053	6,171	5,000	5,000	500
535410	Dues and Memberships	426	438	730	450	450	450
535420	Books and Publications	47	216	0	100	100	100
535450	Training and Education	2,920	1,611	2,447	3,000	3,000	3,000
<b>TOTAL OPERATING EXPENDITURES</b>		<b>196,991</b>	<b>121,192</b>	<b>83,688</b>	<b>114,040</b>	<b>120,063</b>	<b>93,365</b>
<b>CAPITAL OUTLAY</b>							
606200	Buildings	0	4,863	0	0	0	0
606400	Vehicles and Equipment	105,695	129,223	29,107	3,639	3,639	0
<b>TOTAL CAPITAL OUTLAY</b>		<b>105,695</b>	<b>134,086</b>	<b>29,107</b>	<b>3,639</b>	<b>3,639</b>	<b>0</b>
<b>TOTAL ROADS &amp; MAINTENANCE</b>		<b>867,289</b>	<b>845,587</b>	<b>744,410</b>	<b>595,357</b>	<b>495,762</b>	<b>615,953</b>

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## PUBLIC WORKS

### STORMWATER UTILITY DIVISION

The Stormwater Utility Division is responsible for the control and maintenance of the City's stormwater drainage system consisting of 280 lane miles of swales, 50 miles of channels, 9 miles of canals and 310 catch basins and culvert structures. It is also the responsibility of the Stormwater Utility Division to enforce compliance with Federal NPDES regulations, as well as improvement of the stormwater runoff water quality prior to discharge into the Sebastian River and Indian River Lagoon in accordance with the Master Stormwater Management Plan.

#### FISCAL YEAR 2017 ACCOMPLISHMENTS

- ✓ Cav-Corp project underground drainage.
- ✓ Storm debris dispersal (approx. 40,000 cubic yards).
- ✓ Rear ditch maintenance.
- ✓ Front swale maintenance (armadillo).
- ✓ Baffle box maintenance.
- ✓ Assisting other departments.

#### FISCAL YEAR 2018 GOALS AND OBJECTIVES

- Continue replacing failed road crossing pipes.
- Maintenance of catch basins (collection boxes) and baffle boxes.
- Continue cutting and excavating drainage ditches.
- Maintenance of front drainage problems.
- Right of way cut back where needed.
- Assisting other departments as needed.
- Continue pipe lining as needed.
- Continue canal spraying for evasive species.

#### PERFORMANCE MEASURES

Performance Indicators	Actual 2013/2014	Actual 2014/2015	Actual 2015/2016	Projected 2016/2017	Projected 2017/2018
Miles of swales	280.0	280.0	280.0	280.0	280.0
Linear feet of swales reconstructed	50,000	160,000	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	200	200	200	200	205
Linear feet Main Ditches reconstructed	10,000	8,000	1,000	1,000	1,000
Road Crossing Pipe Replacements	25	30	10	20	20

#### PROGRAM BUDGET DESCRIPTION FOR STORMWATER UTILITY DIVISION

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>16/17</i>	<i>17/18</i>	
50.00%	50.00%	<b>Drainage Maintenance</b> - Clean and spray stormwater swales, ditches and canals. Maintain 9 miles of large canals. Maintain 50 miles of ditches, swales and side yard ditches.
25.00%	25.00%	<b>Catch basins, Manholes and Culverts</b> - Hand clean and mow small drainage ditches. Maintain 310 catch basins and large/small culverts.
10.00%	10.00%	<b>General Administration</b> - 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%	<b>Building Dept Related Reviews:</b> Site Plan Review, Pool Drainage Plan Review, Fence Permits, Driveway Permits, and meeting with engineers, contractors, and public as necessary.
10.00%	10.00%	<b>Capital Projects</b> - Planning, Design, Specifications Consultant Coordination Bidding and Contracts, Construction Management inspections.
100.00%	100.00%	

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## PUBLIC WORKS DEPARTMENT

### STORMWATER UTILITY DIVISION BUDGET SUMMARY

The Fiscal Year 2017-2018 adopted budget for the Stormwater Utility Division is \$926,206. This compares to the 2016-2017 projected expenditures of \$845,653, an increase of \$80,553 or 9.53%.

	FY 13-14	FY 14-15	FY 15-16	Amended FY 16-17	Projected FY 16-17	Adopted FY 17-18	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 416,004	\$ 565,754	\$ 615,512	\$ 367,866	\$ 326,587	\$ 419,340	\$ 92,753
Operating Expenses	479,489	609,807	448,749	555,170	519,066	506,866	(12,200)
Capital Outlay	4,820	45,956	3,303	-	-	-	-
<b>Total</b>	<b>\$ 900,313</b>	<b>\$ 1,221,517</b>	<b>\$ 1,067,564</b>	<b>\$ 923,036</b>	<b>\$ 845,653</b>	<b>\$ 926,206</b>	<b>\$ 80,553</b>

Fiscal Year 2017-18 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2016-17 Projected Expenditures:

	Difference
<b>1. Personal Services</b> - Increase due to addition of two new positions.	\$ 92,753
<b>2. Operating Expenses</b> - Decrease due to lower mowing contract cost and anticipated contractual services.	\$ (12,200)
<b>3. Capital Outlay</b> - No capital outlay requested.	\$ -

## PERSONAL SERVICES SCHEDULE

### STORMWATER UTILITY DIVISION

POSITION	PAY RANGE	GRADE	FULL TIME EQUIVALENTS			Projected	Adopted
			15-16	16-17	17-18	Expenditure 16-17	Budget 17-18
Deputy Public Works Director	70,423 / 127,192	82	1.00	0.00	0.00	-	-
Stormwater Superintendent	47,937 / 100,227	70	1.00	0.00	0.00	-	-
Maintenance Supervisor	35,730 / 64,314	33	2.00	1.00	1.00	26,750	40,500
Construction Inspector	35,730 / 64,314	33	1.00	0.00	0.00	-	-
Maintenance Worker III	29,051 / 52,293	26	2.00	2.00	2.00	59,750	62,000
Maintenance Worker II	27,384 / 49,291	24	1.00	1.00	1.00	29,000	30,500
Maintenance Worker I	25,812 / 46,462	22	3.00	3.00	5.00	82,000	135,500
Environmental Specialist	35,730 / 64,314	33	1.00	1.00	0.00	17,500	-
			12.00	8.00	9.00		
						\$ 215,000	\$ 268,500
		Overtime				7,000	7,000
		FICA Taxes				18,500	21,149
		Clothing Allowance				840	960
		Deferred Compensation				21,850	24,795
		Group Health Insurance Premium				45,000	55,935
		Dependant Health Ins Premium				1,925	12,032
		Employee Assistance Program				172	143
		Worker's Comp Insurance				16,300	28,826
		<b>Total Personal Services</b>				<b>\$ 326,587</b>	<b>\$ 419,340</b>

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## STORMWATER UTILITY DIVISION - TO BE FUNDED FROM STORMWATER UTILITY FUND EXPENDITURES PER FISCAL YEAR

<u>Description</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>	<u>TOTAL</u>
Swale Improvement Grants	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
3" Pump	-	1,000	-	-	-	1,000
2" Pump	-	800	-	-	-	800
1 Ton Pick-Up Truck (SW-606)	-	-	48,000	-	-	48,000
Pick-Up Truck (SW-614)	-	-	30,000	-	-	30,000
Water Tank and Trailer	-	-	-	20,000	-	20,000
Excavator Buckets/Mowing Heads	-	-	-	-	45,000	45,000
Pick-Up Truck	-	-	-	-	35,000	35,000
	<b>\$ 250,000</b>	<b>\$ 1,800</b>	<b>\$ 78,000</b>	<b>\$ 20,000</b>	<b>\$ 80,000</b>	<b>\$ 429,800</b>

## STORMWATER UTILITY DIVISION - TO BE FUNDED FROM DISCRETIONARY SALES TAX EXPENDITURES PER FISCAL YEAR

<u>Description</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>	<u>TOTAL</u>
Transport Truck (SW-609)	\$ -	\$ 145,000	\$ -	\$ -	\$ -	\$ 145,000
8yd Brush Truck (SW-607)	-	-	125,000	-	-	125,000
Slope Mower (SW-688)	-	-	165,000	-	-	165,000
35 Ton Lowbed Trailer (SW-610)	-	-	-	70,000	-	70,000
Track Excavator	-	-	-	-	145,000	145,000
	<b>\$ -</b>	<b>\$ 145,000</b>	<b>\$ 290,000</b>	<b>\$ 70,000</b>	<b>\$ 145,000</b>	<b>\$ 145,000</b>

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## STORMWATER UTILITY DIVISION

Code: 010053

Account Number	Description	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Actual	Amended FY 16/17 Budget	Projected FY 16/17 Budget	FY 17/18 Budget
<b>PERSONAL SERVICES</b>							
511200	Regular Salaries	295,057	400,970	423,840	237,275	215,000	268,500
511400	Overtime	2,168	9,377	18,240	5,000	7,000	7,000
512100	FICA Taxes	21,888	30,090	33,695	19,504	18,500	21,149
512215	Clothing Allowance	780	1,200	1,340	960	840	960
512225	Deferred Compensation	25,249	35,085	40,033	22,946	21,850	24,795
512301	Group Health Insurance Premium	37,420	55,595	63,122	53,124	45,000	55,935
512305	Dependant Health Ins Premium	11,806	10,803	11,699	283	1,925	12,032
512309	Employee Assistance Program	173	238	262	192	172	143
512400	Worker's Comp Insurance	21,463	22,397	23,280	28,582	16,300	28,826
<b>TOTAL PERSONAL SERVICES</b>		<b>416,004</b>	<b>565,754</b>	<b>615,512</b>	<b>367,866</b>	<b>326,587</b>	<b>419,340</b>
<b>OPERATING EXPENDITURES</b>							
533100	Professional Services	0	216	0	0	0	0
533150	Engineering Services	1,460	45,950	900	0	0	0
533400	Other Contractual Services	12,319	25,760	3,506	11,000	11,000	5,000
533410	Environmental Services	0	0	499	1,500	1,500	0
533420	Pest/Weed Control	27,834	27,219	23,014	45,000	45,000	45,000
533425	Contract Mowing Services	249,648	255,204	244,500	330,000	305,000	300,000
533427	Contract Qtr Round Maintenance	39,421	60,797	31,607	0	0	0
534000	Travel and Per Diem	177	434	0	0	300	0
534101	Telephone	1,076	1,257	1,467	1,550	1,560	1,116
534105	Cellular Telephone	1,242	1,746	2,422	1,020	455	600
534110	Internet Services	0	153	433	0	0	0
534120	Postage	0	14	0	0	1	0
534310	Electric	905	954	915	1,000	700	1,000
534320	Water/Sewer	713	600	874	1,200	650	1,250
534380	Trash Pickup/Hauling, Etc.	5,625	3,233	3,237	5,000	5,000	5,000
534420	Equipment Leases	1,766	13,440	7,569	20,000	10,000	10,000
534620	R & M-Vehicles	21,989	13,072	22,288	20,000	20,000	20,000
534630	R & M - Office Equipment	576	560	2,013	2,500	2,500	2,500
534640	R & M-Operating Equipment	28,008	25,325	23,435	25,000	25,000	25,000
534690	Dredging	0	14,998	0	0	0	0
534920	Legal Ads	192	0	520	0	0	0
535200	Departmental Supplies	2,765	5,364	3,302	4,500	4,500	4,500
535210	Computer Supplies	201	455	635	1,100	1,100	1,100
535221	Fertilizer/Chemical Supplies	2,122	0	0	0	0	0
535230	Small Tools and Equipment	2,363	2,521	2,787	2,500	2,500	2,500
535260	Gas and Oil	45,204	39,219	29,520	25,000	25,000	25,000
535270	Uniforms and Shoes	2,074	1,853	3,322	2,500	2,500	2,500
535275	Safety Equipment	137	4,549	745	2,500	2,500	2,500
535310	Road Materials & Supplies	4,522	10,323	4,744	10,000	10,000	10,000
535320	Sod	4,036	12,045	6,425	10,000	10,000	10,000
535350	Cement	3,072	4,081	7,592	10,000	10,000	10,000
535355	Culvert Pipe	18,179	35,955	17,783	20,000	20,000	20,000
535410	Dues and Memberships	142	296	300	300	300	300
535450	Training and Education	1,721	2,215	2,396	2,000	2,000	2,000
<b>TOTAL OPERATING EXPENDITURES</b>		<b>479,489</b>	<b>609,807</b>	<b>448,749</b>	<b>555,170</b>	<b>519,066</b>	<b>506,866</b>
<b>CAPITAL OUTLAY</b>							
606310	IOTB Fencing	0	0	2,020	0	0	0
606400	Vehicles and Equipment	1,370	45,956	1,283	0	0	0
606900	Infrastructure	3,450	0	0	0	0	0
<b>TOTAL CAPITAL OUTLAY</b>		<b>4,820</b>	<b>45,956</b>	<b>3,303</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL STORMWATER UTILITY DIVISION</b>		<b>900,313</b>	<b>1,221,517</b>	<b>1,067,564</b>	<b>923,036</b>	<b>845,653</b>	<b>926,206</b>

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## PUBLIC WORKS 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 2017 ACCOMPLISHMENTS

- ✓ Took delivery of no less than 10 new vehicles and equipment.
- ✓ Replaced fuel management system and trained staff to manage and operate.
- ✓ increased overall productivity by 75% from 1<sup>st</sup> quarter to 2<sup>nd</sup> quarter.
- ✓ Continued training for mechanics in order to procure ASE certificates in near future.
- ✓ Procured restricted pesticide license in order to designate P.W. agents to continue a herbicide program.

### FISCAL YEAR 2018 GOALS AND OBJECTIVES

- Continue training for safety, ASE and vehicle/equipment specific repair procedures.
- Continue to improve preventive maintenance programs.
- Streamline inventory kept on hand.
- Continue fuel storage and maintenance program.
- Continue GOV Deals auctions to generate maximum returns for surplus vehicles and equipment.

### PERFORMANCE MEASURES

Performance Indicators	Actual 2013/2014	Actual 2014/2015	Actual 2015/2016	Projected 2016/2017	Projected 2017/2018
Number of Vehicles Maintained	110	103	101	103	108
Number of Heavy Equipment Maintained	27	26	26	26	27
Number of Light Equipment Maintained	165	185	198	185	185
Preventive Maintenance Services	185	150	200	160	200
Road Service Calls	131	93	100	100	100
Completed Service Requests	901	1147	1366	1200	1600

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## PROGRAM BUDGET FOR FLEET MANAGEMENT DIVISION

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>16/17</i>	<i>17/18</i>	
10.00%	10.00%	<b>Administration of City Fleet Management Program</b> - Supervise and direct employees in the implementation of a Fleet Management Program for over 200 pieces of equipment. Develop and direct the maintenance of a 2,800 sq. ft. maintenance facility.
45.00%	45.00%	<b>Vehicle Maintenance</b> - 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%	<b>Order and Parts Processing</b> - Order, receive and stock vehicle repair parts and material. Schedule vehicle sublet repairs.
5.00%	5.00%	<b>Employee Training</b> - Train employees in new corrective repair procedures, waste disposal, and Department of Labor Safety Requirements and Standards.
10.00%	10.00%	<b>Vehicle Data Processing</b> - Data processing of work orders, issue slips, purchase orders and parts. Maintain computerized parts and tools inventory.
5.00%	5.00%	<b>General Administrative</b> - Preparation of Budget, maintenance of vehicle records and training records.
5.00%	5.00%	<b>Administration of City Fuel Facility Management Program</b> - Supervise and maintain unleaded gasoline and diesel fuel storage and dispensing facilities. Implement, monitor and maintain Fuel Management System.
5.00%	5.00%	<b>Planning and implementation of Fleet Maintenance Programs</b> - Plan, develop and implement programs to modernize facilities, equipment and tools.
5.00%	5.00%	<b>General Administrative Program</b> - Implementation of Guidelines for the acquisition and replacement of Fleet Assets.
100.00%	100.00%	

## FLEET MANAGEMENT DIVISION BUDGET SUMMARY

The Fiscal Year 2017-2018 adopted budget for Vehicle Maintenance is \$228,632. This compares to the 2016-2017 projected expenditures of \$215,562, an increase of \$13,070 or 5.98%.

	FY 13-14	FY 14-15	FY 15-16	Amended FY 16-17	Projected FY 16-17	Adopted FY 17-18	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 156,028	\$ 186,514	\$ 202,533	\$ 209,148	\$ 184,427	\$ 196,962	\$ 12,535
Operating Expenses	25,044	22,666	26,331	28,965	28,800	31,670	2,870
Capital Outlay	1,565	2,786	28,525	2,335	2,335	-	(2,335)
<b>Total</b>	<b>\$ 182,637</b>	<b>\$ 211,966</b>	<b>\$ 257,389</b>	<b>\$ 240,448</b>	<b>\$ 215,562</b>	<b>\$ 228,632</b>	<b>\$ 13,070</b>

Fiscal Year 2017-18 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2016-17 Projected Expenditures

	Difference
<b>1. Personal Services</b> - Increase due to negotiated salary increases and insurance costs.	\$ 12,535
<b>2. Operating Expenses</b> - Increase due to upcoming maintenance on the fuel tanks and additional small tools.	\$ 2,870
<b>3. Capital Outlay</b> - Decrease due to no capital outlay requested.	\$ (2,335)

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## PERSONAL SERVICES SCHEDULE

<b>FLEET MANAGEMENT DIVISION</b>						<b>Projected Expenditure</b>	<b>Adopted Budget</b>
<b>POSITION</b>	<b>PAY RANGE</b>	<b>GRADE</b>	<b>FULL TIME EQUIVELANTS</b>			<b>16-17</b>	<b>17-18</b>
			<b>15-16</b>	<b>16-17</b>	<b>17-18</b>		
Fleet Superintendant	50,871 / 91,568	70	1.00	1.00	1.00	\$ 50,750	\$ 52,500
Lead Mechanic	30,821 / 55,478	28	1.00	1.00	1.00	35,100	33,500
Mechanic	27,384 / 49,291	24	1.00	1.00	1.00	30,600	32,000
Clerical Assisstant II *	26,587 / 47,856	23	0.50	0.50	0.50	17,000	18,500
* Additional Compensation reflected in the Road Maintenance Budget.			3.50	3.50	3.50	\$ 133,450	\$ 136,500
		Overtime				4,000	4,000
		FICA Taxes				10,400	10,767
		Clothing Allowance				320	240
		Deferred Compensation				11,350	12,645
		Group Health Insurance Premium				18,750	22,439
		Dependant Health Ins Premium				3,215	5,866
		Employee Assistance Program				92	63
		Worker's Comp Insurance				2,850	4,442
<b>Total Personal Services</b>						<b>\$ 184,427</b>	<b>\$ 196,962</b>

<b>FLEET MANAGEMENT DIVISION - TO BE FUNDED BY GENERAL FLUND</b>						
<b>Description</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>	<b>2021-22</b>	<b>TOTAL</b>
Four Post Lift	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ 15,000
Bore Scope	-	1,000	-	-	-	1,000
A/C Recovery Machine	-	4,000	-	-	-	4,000
Utility Service Truck - 1 Ton 4WD	-	-	40,000	-	-	40,000
Tire Balancer	-	-	-	7,000	-	7,000
Portable Welder	-	-	-	-	7,000	7,000
	<b>\$ -</b>	<b>\$ 20,000</b>	<b>\$ 40,000</b>	<b>\$ 7,000</b>	<b>\$ 7,000</b>	<b>\$ 74,000</b>

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## FLEET MANAGEMENT DIVISION

Code: 010054

Account	FY 13/14	FY 14/15	FY 15/16	Amended FY 16/17	Projected FY 16/17	FY 17/18
<u>Number</u> <u>Description</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b>PERSONAL SERVICES</b>						
511200 Regular Salaries	122,678	141,376	151,243	151,000	133,450	136,500
511400 Overtime	1,462	1,599	4,083	3,000	4,000	4,000
512100 FICA Taxes	9,606	11,090	11,703	11,799	10,400	10,767
512215 Clothing Allowance	240	240	240	240	320	240
512225 Deferred Compensation	9,760	12,296	13,951	13,882	11,350	12,645
512301 Group Health Insurance Premium	9,532	14,916	16,456	24,180	18,750	22,439
512305 Dependant Health Ins Premium	0	49	0	0	3,215	5,866
512309 Employee Assistance Program	73	90	92	96	92	63
512400 Worker's Comp Insurance	2,677	4,858	4,765	4,951	2,850	4,442
<b>TOTAL PERSONAL SERVICES</b>	<b>156,028</b>	<b>186,514</b>	<b>202,533</b>	<b>209,148</b>	<b>184,427</b>	<b>196,962</b>
<b>OPERATING EXPENDITURES</b>						
533400 Other Contractual Services	300	225	388	750	750	750
533410 Environmental Services	260	205	407	800	800	800
534000 Travel and Per Diem	1,046	1,083	867	1,520	1,520	1,520
534101 Telephone	184	0	0	0	0	0
534105 Cellular Telephone	424	422	600	600	685	720
534110 Internet Access	68	36	0	0	0	0
534310 Electric	2,696	2,711	2,714	2,600	2,800	3,000
534320 Water/Sewer	284	280	262	300	265	300
534420 Equipment Leases	0	59	966	900	900	900
534610 R & M - Buildings	1,207	2,494	3,339	912	2,600	0
534620 R & M-Vehicles	2,145	1,185	2,312	2,000	2,000	2,000
564330 R & M - Office Equipment	590	1,821	1,190	2,000	2,000	2,000
534640 R & M-Operating Equipment	6,247	3,420	5,218	4,000	5,000	9,200
534920 Legal Ads	0	150	0	0	0	0
535200 Departmental Supplies	3,089	3,669	3,917	3,200	3,200	3,200
535210 Computer Supplies	1,438	63	0	0	0	0
535230 Small Tools and Equipment	2,019	1,995	1,927	5,853	2,500	3,500
535260 Gas and Oil	839	1,009	855	1,000	1,200	1,200
535270 Uniforms and Shoes	1,071	635	803	780	780	780
535275 Safety Equipment	95	346	105	400	400	400
535410 Membership & Professional Dues	34	0	0	0	50	50
535420 Books and Publications	0	193	0	100	100	100
535450 Training and Education	1,008	666	460	1,250	1,250	1,250
<b>TOTAL OPERATING EXPENDITURES</b>	<b>25,044</b>	<b>22,666</b>	<b>26,331</b>	<b>28,965</b>	<b>28,800</b>	<b>31,670</b>
<b>CAPITAL OUTLAY</b>						
606400 Vehicles and Equipment	1,565	2,786	28,525	2,335	2,335	0
<b>TOTAL CAPITAL OUTLAY</b>	<b>1,565</b>	<b>2,786</b>	<b>28,525</b>	<b>2,335</b>	<b>2,335</b>	<b>0</b>
<b>TOTAL FLEET MANAGEMENT DIVISION</b>	<b>182,637</b>	<b>211,966</b>	<b>257,389</b>	<b>240,448</b>	<b>215,562</b>	<b>228,632</b>

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## **PUBLIC WORKS PARKS & RECREATION DIVISION**

The Parks and Recreation Division is responsible for all maintenance and upkeep of the City parks and landscaped areas of City properties. Responsibilities include trash removal, landscaping, turf grass maintenance, planting & removal of trees, shrubs, turf and annuals at fifteen (15) 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 eight (8) baseball/softball fields, four (4) football/soccer fields, ten (10) tennis courts including four (4) clay courts, four (4) basketball courts, Dog Park, Splash Pad and medians on US 1 and Schumann Drive. Also provides, aerobics, exercise, dance, Yoga, Tai Chi, gymnastics, baby bees and karate programs at the Community Center. Operates the Skate Park and Clay Tennis Courts at Friendship Park and coordinates the annual Easter Egg Hunt and Halloween Parade. Assist with all Park & Special Events. The Division provides aerobics, dance, yoga, Tai Chi, gymnastics, Baby Bees, and karate programs at the Community Center. Also operates the Skate Park and clay Tennis Courts at Friendship Park, coordinates the annual Easter Egg Hunt and Halloween Parade events, and assists with all park and special events.

### **FISCAL YEAR 2017 ACCOMPLISHMENTS**

- ✓ Replaced trash receptacles and benches around parks.
- ✓ Fencing for Schumann tennis courts.
- ✓ Held successful Easter Egg Hunt, Halloween, and other special events.
- ✓ Replaced tennis courts at Friendship Park.
- ✓ Replaced components to playground at Barber Street Sports Complex.
- ✓ Repaired backstops and fencing and added new safety netting at Barber Street Sports Complex.
- ✓ Replaced fountains at Easy Street and Garden Club Parks.
- ✓ Trimmed trees at Hardee Park.
- ✓ Repaired sports lighting.
- ✓ Added new park at Tulip Retention area.

### **FISCAL YEAR 2018 GOALS AND OBJECTIVES**

- Continue quality maintenance of parks and City property.
- Continue to repair existing and/or and install new irrigation.
- Bring athletic fields and courts into top condition.
- Bring all playgrounds into compliance.
- Enhance overflow parking lot at Riverview Park.
- Monitor maintenance contractor for CRA corridor.
- Successfully coordinate Special Events (Easter Egg Hunt, July 4<sup>th</sup>, Halloween, etc).
- Continue City sponsored events including the addition of the ShrimpFest.
- Add a new playground within the City.
- Continue to rent City pavilions and buildings.
- Improve coordination with football and baseball organizations utilizing our amenities.

### **PERFORMANCE MEASURES**

Performance Indicators	Actual 2013/2014	Actual 2014/2015	Actual 2015/2016	Projected 2016/2017	Projected 2017/2018
Large Park Areas	280 Acres	280 Acres	280 Acres	280 Acres	280 Acres
Sports Complex	22 Acres	22 Acres	22 Acres	22 Acres	22 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 2017/2018 ANNUAL BUDGET

## PROGRAM BUDGET DESCRIPTION FOR PARKS & RECREATION DIVISION

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>16/17</i>	<i>17/18</i>	
75.00%	55.00%	<b><u>Parks</u></b> - Mow, weed, and edge 50 acres of park land and 15 park locations. Remove trash at all parks to maintain maximum cleanliness. Fertilization and chemical control of weeds and insects.
5.00%	5.00%	<b><u>Active Recreation</u></b> - Provide aerobics, exercise, dance, Yoga, Tai Chi, gymnastics, baby bees and karate programs at the Community Center.
0.00%	15.50%	<b><u>Recreation</u></b> - 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 maintain the health of Riverview Park.
2.50%	10.00%	<b><u>Playgrounds</u></b> - Repair and maintain equipment at all City owned playground areas.
11.00%	8.00%	<b><u>Ballfields</u></b> - Fertilization and Pest Control, drag, rake, mow, remove trash, and maintain facilities at 8 organized-play fields to maintain a safe area of play.
5.00%	5.00%	<b><u>Landscaping</u></b> - Trimming, removal and replacement of trees, plants and sod on all City properties.
1.50%	1.50%	<b><u>Structural Repairs and Irrigation</u></b> - Maintain, repair and/or replace buildings, structures and irrigation systems.
100.00%	100.00%	

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## PARKS & RECREATION DIVISION BUDGET SUMMARY

The Fiscal Year 2017-2018 adopted budget for Parks & Recreation is \$926,176. This compares to the 2016-2017 projected expenditures of \$922,661 an increase of \$3,515 or .38%.

	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Actual	Amended FY 16-17 Budget	Projected FY 16-17 Expenditures	Adopted FY 16-17 Budget	Difference
Personal Services	\$ 651,475	\$ 660,978	\$ 615,126	\$ 539,114	\$ 522,579	\$ 547,236	\$ 24,657
Operating Expenses	237,321	224,215	234,661	403,641	396,325	353,940	(42,385)
Capital Outlay	35,200	51,824	37,875	5,157	3,757	25,000	21,243
<b>Total</b>	<b>\$ 923,996</b>	<b>\$ 937,017</b>	<b>\$ 887,662</b>	<b>\$ 947,912</b>	<b>\$ 922,661</b>	<b>\$ 926,176</b>	<b>\$ 3,515</b>

Fiscal Year 2017-2018 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2016-2017 Projected Expenditures

	Difference
<b>1. Personal Services</b> - Increase due to negotiated salary increases and insurance costs.	\$ 24,657
<b>2. Operating Expenses</b> - Decrease due primarily to lower anticipated park facility maintenance costs.	\$ (42,385)
<b>3. Capital Outlay</b> - Increase due to anticipated playground components purchases.	\$ 21,243

## PERSONAL SERVICES SCHEDULE

### PARKS & RECREATION DIVISION

<u>POSITION</u>	<u>PAY RANGE</u>	<u>GRADE</u>	<u>FULL TIME EQUIVALENTS</u>			<u>Projected Expenditure</u>	<u>Adopted Budget</u>
			<u>15-16</u>	<u>16-17</u>	<u>17-18</u>	<u>16-17</u>	<u>17-18</u>
Parks Superintendent	50,871 / 91,568	70	1.00	0.00	0.00	\$ -	\$ -
Parks Supervisor	35,730 / 64,314	33	1.00	0.00	0.00	-	-
Recreation Supervisor	35,730 / 64,314	33	1.00	1.00	1.00	44,800	49,000
Maintenance Supervisor	35,730 / 64,314	33	0.00	1.00	1.00	41,200	42,500
Maintenance Worker II	27,384 / 49,291	24	4.00	3.00	2.00	82,450	85,000
Maintenance Worker I	25,812 / 46,462	22	3.00	4.00	5.00	152,550	160,000
Asst Recreation Supervisor			0.50	0.50	0.50	2,000	2,000
Skate Park Attendants			1.50	1.50	1.50	18,000	20,000
Gymnastic Assistants			5.00	5.00	4.00	23,000	25,000
Tennis Courts Attendants			2.00	2.00	2.00	12,000	13,000
			19.00	18.00	17.00	\$ 376,000	\$ 396,500
		Overtime				17,000	7,500
		FICA Taxes				30,000	30,979
		Clothing Allowance				1,160	960
		Deferred Compensation				30,000	30,960
		Group Health Insurance Premium				42,000	47,414
		Dependant Health Ins Premium				13,910	14,320
		Employee Assistance Program				216	143
		Worker's Comp Insurance				12,293	18,460
		<b>Total Personal Services</b>				<b>\$ 522,579</b>	<b>\$ 547,236</b>

(1) Asst Rec Supervisor = .5, (3) Skate Park Attendants = 1.5,

(4) Tennis Court Attendants = 2, (8) Gymnastics Assistants = 4

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## CAPITAL OUTLAY SCHEDULE

### PARKS & RECREATION DIVISION - TO BE FUNDED BY GENERAL FUND

<u>Description</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>	<u>TOTAL</u>
Mower (P-370)	\$ -	\$ 13,000	\$ -	\$ -	\$ -	\$ 13,000
Mower (P-330)	-	13,000	-	-	-	13,000
Mowers (3)	-	-	38,000	-	-	38,000
Pick-Up Truck 3/4 Ton (P-328)	-	30,000	-	-	-	30,000
Pick-Up Truck (P-707)	-	-	30,000	-	-	30,000
Replace Playground Components	25,000	25,000	25,000	25,000	25,000	125,000
	<u>\$ 25,000</u>	<u>\$ 81,000</u>	<u>\$ 93,000</u>	<u>\$ 25,000</u>	<u>\$ 25,000</u>	<u>\$ 249,000</u>

### PARKS & RECREATION DIVISION - TO BE FUNDED BY RECREATION IMPACT FEES

<u>Description</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>	<u>TOTAL</u>
Barber Street Ballfield Lighting	\$ 375,000	\$ -	\$ -	\$ -	\$ -	\$ 375,000
ADA Playground	80,000	-	-	-	-	80,000
	<u>\$ 455,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 455,000</u>

### PARKS & RECREATION DIVISION - TO BE FUNDED BY COMMUNITY REDEVELOPMENT AGENCY

<u>Description</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>	<u>TOTAL</u>
Riverview Park Tree Canopy	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000
	<u>\$ 10,000</u>	<u>\$ 50,000</u>				

### PARKS & RECREATION DIVISION - TO BE FUNDED BY DISCRETIONARY SALES TAX

<u>Description</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>	<u>TOTAL</u>
Friendship Park - Pickleball Courts	\$ 213,000	\$ 172,000	\$ -	\$ -	\$ -	\$ 385,000
	<u>\$ 213,000</u>	<u>\$ 172,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 385,000</u>

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## PARKS & RECREATION DIVISION

Code: 010057

Account Number	Description	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Actual	Amended FY 16/17 Budget	Projected FY 16/17 Budget	FY 17/18 Budget
<b>PERSONAL SERVICES</b>							
511200	Regular Salaries	405,235	416,084	419,226	331,500	321,000	336,500
511300	Temporary Salaries	65,201	61,223	53,925	67,000	55,000	60,000
511400	Overtime	16,236	16,022	7,261	7,500	17,000	7,500
512100	FICA Taxes	35,763	36,806	36,536	31,123	30,000	30,979
512215	Clothing Allowance	960	960	790	840	1,160	960
512225	Deferred Compensation	37,490	39,090	34,803	30,586	30,000	30,960
512301	Group Health Insurance Premium	59,197	53,579	37,150	37,951	42,000	47,414
512305	Dependant Health Ins Premium	18,434	13,380	5,640	10,790	13,910	14,320
512309	Employee Assistance Program	252	251	192	216	216	143
512400	Worker's Comp Insurance	12,707	23,584	19,604	21,608	12,293	18,460
<b>TOTAL PERSONAL SERVICES</b>		<b>651,475</b>	<b>660,978</b>	<b>615,126</b>	<b>539,114</b>	<b>522,579</b>	<b>547,236</b>
<b>OPERATING EXPENDITURES</b>							
533400	Other Contractual Services	1,770	1,650	14,630	164,450	164,450	156,500
533415	Janitorial Services	0	1,296	2,592	2,595	2,725	0
533420	Pest Control	0	0	0	0	0	5,280
534000	Travel and Per Diem	408	1,259	559	800	800	1,325
534101	Telephone	3,441	3,987	4,531	4,500	4,650	3,660
534105	Cellular Telephone	882	637	391	840	690	600
534110	Internet Services	504	410	569	650	660	675
534120	Postage	60	43	9	50	50	50
534310	Electric	81,401	78,701	73,960	83,000	77,100	71,000
534320	Water/Sewer	17,354	24,030	13,637	12,000	14,000	14,500
534420	Equipment Leases	1,018	1,275	285	1,300	1,300	1,800
534615	R & M - Docks & Piers	0	0	0	1,500	1,500	0
534620	R & M-Vehicles	7,507	8,905	3,214	5,000	5,000	5,000
534630	R & M - Office Equipment	576	126	6	50	50	50
534640	R & M - Operating Equipment	25,883	21,197	20,606	19,000	19,000	19,000
534680	R & M - Irrigation Systems	3,646	9,076	4,867	5,000	10,000	10,000
534685	R & M - Grounds Maintenance	16,066	6,859	7,063	7,000	7,000	7,000
534686	R & M - Parks Facilities	14,763	15,576	37,570	54,471	55,000	15,000
534830	Special Event Expense	2,740	2,953	3,474	3,500	3,500	3,500
535200	Departmental Supplies	3,159	3,818	3,221	3,000	3,000	9,000
535210	Computer Supplies	99	0	82	85	150	150
535220	Cleaning Supplies	288	239	0	0	0	0
535221	Fertilizer/Chemical Supplies	10,049	10,477	2,127	5,000	5,000	7,000
535230	Small Tools and Equipment	11,274	5,153	25,970	15,000	5,000	7,000
535260	Gas and Oil	28,774	22,304	11,397	10,000	10,000	10,000
535270	Uniforms and Shoes	3,156	1,872	2,213	2,500	2,500	2,500
535275	Safety Equipment	323	234	159	250	350	250
535410	Dues and Memberships	1,512	775	901	1,000	1,250	1,500
535420	Books and Publications	94	0	0	100	100	100
535450	Training and Education	574	1,363	629	1,000	1,500	1,500
<b>TOTAL OPERATING EXPENDITURES</b>		<b>237,321</b>	<b>224,215</b>	<b>234,661</b>	<b>403,641</b>	<b>396,325</b>	<b>353,940</b>
<b>CAPITAL OUTLAY</b>							
606200	Buildings	0	0	2,550	0	0	0
606300	Improvements Other Than Bldgs	0	3,475	7,225	1,400	0	25,000
606400	Vehicles and Equipment	35,200	48,350	28,100	3,757	3,757	0
<b>TOTAL CAPITAL OUTLAY</b>		<b>35,200</b>	<b>51,824</b>	<b>37,875</b>	<b>5,157</b>	<b>3,757</b>	<b>25,000</b>
<b>TOTAL PARKS &amp; RECREATION DIVISION</b>		<b>923,996</b>	<b>937,017</b>	<b>887,662</b>	<b>947,912</b>	<b>922,661</b>	<b>926,176</b>

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## PUBLIC WORKS 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 2017 ACCOMPLISHMENTS

- ✓ Continued with care & maint. of cemetery.
- ✓ Continued putting granite benches in for the public by the public.
- ✓ Finished concrete pad for new columbarium.
- ✓ Finished new sidewalk & office building.
- ✓ New columbarium project completed.

### FISCAL YEAR 2018 GOALS AND OBJECTIVES

- Continue with care & maint. of cemetery.
- Continue putting granite benches in for the public by the public.
- Put in new irrigation system for the cemetery.

### PERFORMANCE MEASURES

Performance Indicators	Actual 2013/2014	Actual 2014/2015	Actual 2015/2016	Projected 2016/2017	Projected 2017/2018
Cremains, including niches	36	40	35	39	30
Burials	31	31	33	33	30
Acres of property maintained	10.34	10.34	10.34	10.34	10.34
Operating cost per acre maintained	\$17,819	\$18,245	\$17,124	\$15,638	\$19,798

### PROGRAM BUDGET DESCRIPTION FOR CEMETERY DIVISION

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>16/17</i>	<i>17/18</i>	
60.00%	70.00%	<b>Cemetery Ground Maintenance</b> - 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%	<b>Public Relations</b> - Assist with sales and locations of burial spaces and assist citizens and visitors in locating burial spaces of family members and friends.
20.00%	10.00%	<b>Administration</b> - Assist in record keeping, bill processing, sales and products.
10.00%	10.00%	<b>Burials</b> - Markings for gravediggers, policing area for ants, checking flowers and parking cars.
100.00%	100.00%	

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## CEMETERY DIVISION BUDGET SUMMARY

The Fiscal Year 2017-2018 adopted budget for the Cemetery is \$178,423. This compares to the 2016-2017 projected expenditures of \$161,699, an increase of \$16,724 or 10.3%.

	FY 13-14	FY 14-15	FY 15-16	Amended FY 16-17	Projected FY 16-17	Adopted FY 17-18	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 146,637	\$ 155,230	\$ 146,747	\$ 122,431	\$ 135,984	\$ 151,983	\$ 15,999
Operating Expenses	37,578	33,427	30,318	25,385	25,715	26,440	725
Capital Outlay	10,118	-	3,300	-	-	-	-
<b>Total</b>	<b>\$ 194,333</b>	<b>\$ 188,657</b>	<b>\$ 180,365</b>	<b>\$ 147,816</b>	<b>\$ 161,699</b>	<b>\$ 178,423</b>	<b>\$ 16,724</b>

Fiscal Year 2017-18 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2016-17 Projected Expenditures

	Difference
<b>1. Personal Services</b> - Increase due to negotiated salary increases and addition of a full time position for the full year.	\$ 15,999
<b>2. Operating Expenses</b> - Slight increase due to higher operating costs.	\$ 725
<b>3. Capital Outlay</b> - No capital outlay requested.	\$ -

## PERSONAL SERVICES SCHEDULE

### CEMETERY DIVISION

<u>POSITION</u>	<u>PAY RANGE</u>	<u>GRADE</u>	<u>FULL TIME EQUIVALENTS</u>			<u>Projected Expenditure</u>	<u>Adopted Budget</u>
			<u>15-16</u>	<u>16-17</u>	<u>17-18</u>	<u>16-17</u>	<u>17-18</u>
Cemetery Supervisor	35,730 / 64,314	33	1.00	1.00	1.00	\$ 72,000	\$ 74,500
Maintenance Worker I	25,812 / 46,462	22	1.00	0.50	1.00	25,250	31,000
			2.00	1.50	2.00	\$ 97,250	\$ 105,500
		Overtime				1,000	1,500
		FICA Taxes				7,250	8,204
		Clothing Allowance				120	240
		Deferred Compensation				9,200	9,630
		Group Health Insurance Premium				11,750	13,557
		Dependant Health Ins Premium				5,045	5,406
		Employee Assistance Program				44	32
		Worker's Comp Insurance				4,325	7,914
		<b>Total Personal Services</b>				<b>\$ 135,984</b>	<b>\$ 151,983</b>

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## CAPITAL OUTLAY SCHEDULE

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

<u>Description</u>	<u>EXPENDITURES PER FISCAL YEAR</u>					<u>TOTAL</u>
	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>	
Commercial Mower	\$ -	\$ 13,000	\$ -	\$ -	\$ -	\$ 13,000
	<u>\$ -</u>	<u>\$ 13,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 13,000</u>

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

<u>Description</u>	<u>EXPENDITURES PER FISCAL YEAR</u>					<u>TOTAL</u>
	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>	
Straighten/Level Headstones	\$ 24,375	\$ -	\$ -	\$ -	\$ -	\$ 24,375
	<u>\$ 24,375</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 24,375</u>

### CEMETERY DIVISION - TO BE FUNDED BY DISCRETIONARY SALES TAX

<u>Description</u>	<u>EXPENDITURES PER FISCAL YEAR</u>					<u>TOTAL</u>
	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>	
Irrigation System	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ 150,000
	<u>\$ 150,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 150,000</u>

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## CEMETERY DIVISION

Code: 010059

Account <u>Number</u>	<u>Description</u>	<u>FY 13/14</u> <u>Actual</u>	<u>FY 14/15</u> <u>Actual</u>	<u>FY 15/16</u> <u>Actual</u>	<u>Amended</u> <u>FY 16/17</u> <u>Budget</u>	<u>Projected</u> <u>FY 16/17</u> <u>Budget</u>	<u>FY 17/18</u> <u>Budget</u>
<b>PERSONAL SERVICES</b>							
511200	Regular Salaries	107,312	111,731	106,626	88,000	97,250	105,500
511400	Overtime	856	978	3,308	1,000	1,000	1,500
512100	FICA Taxes	7,947	8,264	8,075	6,827	7,250	8,204
512215	Clothing Allowance	240	240	240	240	120	240
512225	Deferred Compensation	9,735	10,144	8,292	6,626	9,200	9,630
512301	Group Health Insurance Premium	12,459	11,901	8,648	7,413	11,750	13,557
512305	Dependant Health Ins Premium	3,922	3,823	4,068	4,679	5,045	5,406
512309	Employee Assistance Program	46	47	32	48	44	32
512400	Worker's Comp Insurance	4,120	8,103	7,457	7,598	4,325	7,914
<b>TOTAL PERSONAL SERVICES</b>		<b>146,637</b>	<b>155,230</b>	<b>146,747</b>	<b>122,431</b>	<b>135,984</b>	<b>151,983</b>
<b>OPERATING EXPENDITURES</b>							
533400	Other Contractual Services	16,345	8,730	7,210	8,500	8,500	7,995
534101	Telephone	1,780	1,674	1,611	1,650	1,615	1,620
534105	Cellular Telephones	111	60	60	120	140	180
534110	Internet Access	554	606	663	700	745	780
534310	Electric	1,973	2,013	2,184	1,900	2,200	2,500
534610	R & M - Buildings	0	5,874	6,608	1,000	1,000	400
534620	R & M-Vehicles	26	697	136	750	750	825
534640	R & M-Operating Equipment	3,644	3,668	4,282	2,800	2,800	2,800
534685	R & M - Grounds Maintenance	3,851	1,327	1,418	1,630	1,630	1,345
535200	Departmental Supplies	4,796	5,251	3,195	2,935	2,935	4,285
535210	Computer Supplies	20	0	71	250	250	200
535220	Cleaning Supplies	77	0	0	200	200	200
535230	Small Tools and Equipment	1,093	1,099	735	500	500	700
535260	Gas and Oil	2,508	1,821	1,482	1,600	1,600	1,760
535270	Uniforms and Shoes	501	399	431	600	600	600
535275	Safety Equipment	299	208	224	250	250	250
535450	Training and Education	0	0	10	0	0	0
<b>TOTAL OPERATING EXPENDITURES</b>		<b>37,578</b>	<b>33,427</b>	<b>30,318</b>	<b>25,385</b>	<b>25,715</b>	<b>26,440</b>
<b>CAPITAL OUTLAY</b>							
606400	Vehicles and Equipment	10,118	0	3,300	0	0	0
<b>TOTAL CAPITAL OUTLAY</b>		<b>10,118</b>	<b>0</b>	<b>3,300</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL CEMETERY DIVISION</b>		<b>194,333</b>	<b>188,657</b>	<b>180,365</b>	<b>147,816</b>	<b>161,699</b>	<b>178,423</b>

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## PUBLIC WORKS 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 2017 ACCOMPLISHMENTS

- ✓ Coordinate repairs and replacements of A/C systems.
- ✓ Assisted in new roof on P.D.
- ✓ City Hall and school house painting bid.
- ✓ Pressure wash City Hall walkways.
- ✓ Monitor contractors.

### FISCAL YEAR 2018 GOALS AND OBJECTIVES

- Continue quality maintenance of City property and facilities.
- New bathrooms @ sports complex.
- Continue replacement of A/C units @City Hall and P.D.
- New police evidence building.
- Continue monitoring contractors.

### PERFORMANCE MEASURES

Performance Indicators	Actual 2013/2014	Actual 2014/2015	Actual 2015/2016	Projected 2016/2017	Projected 2017/2018
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	200	150	150	150	150
Cost per square foot maintained	\$1.51	\$1.90	\$1.67	\$2.51	\$1.94

### PROGRAM BUDGET DESCRIPTION FOR THE FACILITIES MAINTENANCE DIVISION

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>16/17</i>	<i>17/18</i>	
20.00%	20.00%	<b><u>Property Maintenance</u></b> - 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.
20.00%	20.00%	<b><u>Administration</u></b> - 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%	<b><u>General Services</u></b> - Perform duties such as supporting community activities, moving offices furniture, and providing janitorial services for all City facilities.
100.00%	100.00%	

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## FACILITIES MAINTENANCE DIVISION BUDGET SUMMARY

The Fiscal Year 2017-2018 adopted budget for the Facilities Maintenance is \$314,412. This compares to the 2016-2017 projected expenditures of \$405,016, a decrease of \$90,604 or -22.37%.

	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Actual	Amended FY 16-17 Budget	Projected FY 16-17 Expenditures	Adopted FY 17-18 Budget	Difference
Personal Services	\$ 139,341	\$ 143,606	\$ 101,865	\$ 96,677	\$ 92,703	\$ 95,182	\$ 2,479
Operating Expenses	94,468	147,261	159,784	202,467	203,557	219,230	15,673
Capital Outlay	9,969	15,398	6,986	108,662	108,756	-	(108,756)
<b>Total</b>	<b>\$ 243,778</b>	<b>\$ 306,265</b>	<b>\$ 268,635</b>	<b>\$ 407,806</b>	<b>\$ 405,016</b>	<b>\$ 314,412</b>	<b>\$ (90,604)</b>

Fiscal Year 2017-2018 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2016-2017 Projected Expenditures	Difference
<b>1. Personal Services</b> - Increase due to negotiated salary increases and insurance costs.	\$ 2,479
<b>2. Operating Expenses</b> - Increase due to all janitorial services being funded by this department.	\$ 15,673
<b>3. Capital Outlay</b> - Decrease due to no capital outlay requested.	\$ (108,756)

## PERSONAL SERVICES SCHEDULE

FACILITIES MAINTENANCE							Projected Expenditure	Adopted Budget
POSITION	PAY RANGE	GRADE	FY 15-16	FY 16-17	FY 17-18	FY 16-17	FY 17-18	
Facilities Maintenance Supervisor	35,730 / 64,314	33	1.00	0.00	0.00	\$ -	\$ -	
Facilities Foreman	30,821 / 55,478	28	1.00	1.00	1.00	36,675	37,000	
Maintenance Worker I	25,812 / 46,462	22	1.00	1.00	1.00	26,675	27,500	
Custodian (Temp)	16.02/hr		0.50	0.50	0.00	-	-	
			3.50	2.50	2.00			
						\$ 63,350	\$ 64,500	
		Overtime				2,500	2,500	
		FICA Taxes				5,015	5,144	
		Clothing Allowance				240	240	
		Deferred Compensation				5,950	6,030	
		Group Health Insurance Premium				13,275	13,435	
		Dependant Health Ins Premium				-	-	
		Employee Assistance Program				48	32	
		Worker's Comp Insurance				2,325	3,301	
		<b>Total Personal Services</b>				<b>\$ 92,703</b>	<b>\$ 95,182</b>	

## CAPITAL OUTLAY SCHEDULE

FACILITIES MAINTENANCE - TO BE FUNDED BY DISCRETIONARY SALES TAX						
Description	EXPENDITURES PER FISCAL YEAR					TOTAL
	2017-18	2018-19	2019-20	2020-21	2021-22	
City Hall & PD A/C Replacements	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 200,000
	<b>\$ 40,000</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>	<b>\$ 200,000</b>

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## FACILITIES MAINTENANCE DIVISION

Code: 010056

Account Number	Description	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Actual	Amended FY 16/17 Budget	Projected FY 16/17 Budget	FY 17/18 Budget
<b>PERSONAL SERVICES</b>							
511200	Regular Salaries	72,984	86,663	62,496	63,000	63,350	64,500
511300	Temporary Salaries	34,961	13,563	8,150	0	0	0
511400	Overtime	3,153	6,633	2,238	2,500	2,500	2,500
512100	FICA Taxes	8,577	8,174	5,524	6,330	5,015	5,144
512215	Clothing Allowance	240	360	240	240	240	240
512225	Deferred Compensation	6,409	8,436	5,826	5,917	5,950	6,030
512301	Group Health Insurance Premium	9,932	13,103	12,725	14,585	13,275	13,435
512305	Dependant Health Ins Premium	462	329	0	0	0	0
512309	Employee Assistance Program	52	62	48	48	48	32
512400	Worker's Comp Insurance	2,571	6,284	4,618	4,057	2,325	3,301
<b>TOTAL PERSONAL SERVICES</b>		<b>139,341</b>	<b>143,606</b>	<b>101,865</b>	<b>96,677</b>	<b>92,703</b>	<b>95,182</b>
<b>OPERATING EXPENDITURES</b>							
533400	Other Contractual Services	19,462	24,422	27,280	27,000	27,000	27,000
533410	Environmental Services	1,135	0	0	1,000	1,000	1,000
533415	Janitorial Services	0	14,787	29,464	70,000	70,000	84,250
533420	Pest/Weed Control	2,850	2,588	3,450	3,150	3,150	3,150
534101	Telephone	28	0	0	0	0	0
534105	Cellular Telephone	367	211	304	360	150	180
534120	Postage	22	9	0	0	0	0
534610	R & M - Buildings	36,844	68,844	70,048	74,107	74,107	70,000
534620	R & M-Vehicles	1,011	1,124	912	1,500	2,500	1,500
534630	R & M - Office Equipment	473	39	0	0	0	0
534640	R & M-Operating Equipment	253	1,545	138	450	450	450
534920	Legal Ads	0	209	178	200	0	0
535200	Departmental Supplies	2,594	4,442	2,402	2,500	2,500	2,500
535210	Computer Supplies	65	0	0	0	0	0
535220	Cleaning Supplies	18,626	21,311	18,853	14,000	14,000	16,000
535230	Small Tools and Equipment	2,103	1,571	2,897	2,000	2,500	7,000
535250	Building Supplies	1,582	1,091	465	2,000	2,000	2,000
535260	Gas and Oil	4,805	3,558	2,353	2,000	2,000	2,000
535270	Uniforms and Shoes	1,752	1,039	811	1,000	1,000	1,000
535275	Safety Equipment	91	470	0	300	300	300
535450	Training and Education	405	0	230	900	900	900
<b>TOTAL OPERATING EXPENDITURES</b>		<b>94,468</b>	<b>147,261</b>	<b>159,784</b>	<b>202,467</b>	<b>203,557</b>	<b>219,230</b>
<b>CAPITAL OUTLAY</b>							
606200	Buildings	0	0	0	0	0	0
606400	Vehicles and Equipment	9,969	15,398	6,986	108,662	108,756	0
<b>TOTAL CAPITAL OUTLAY</b>		<b>9,969</b>	<b>15,398</b>	<b>6,986</b>	<b>108,662</b>	<b>108,756</b>	<b>0</b>
<b>TOTAL FACILITIES MAINTENANCE</b>		<b>243,778</b>	<b>306,265</b>	<b>268,635</b>	<b>407,806</b>	<b>405,016</b>	<b>314,412</b>

# CITY OF SEBASTIAN, FLORIDA 2017/2018 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 2017-2018 adopted budget for Non-departmental is \$1,016,936. This compares to the 2016-2017 projected expenditures of \$1,415,938 a decrease of \$399,002, or -28.2%.

	FY 13-14 Actual	FY 14-15 Actual	FY 15-16 Actual	Amended FY 16-17 Budget	Projected FY 16-17 Expenditures	Adopted FY 17-18 Budget	Difference
Personal Services	\$ 141,821	\$ 131,048	\$ 230,284	\$ 270,000	\$ 292,035	\$ 391,122	\$ 99,087
Operating Expenses	557,143	625,417	631,265	623,047	618,326	625,814	7,488
Grants and Aids	-	-	-	-	-	-	-
Capital Outlay	-	-	-	1,765	1,765	-	(1,765)
Non-Operating	-	349,590	343,700	689,586	503,812	-	(503,812)
<b>Total</b>	<b>\$ 698,964</b>	<b>\$ 1,106,055</b>	<b>\$ 1,205,249</b>	<b>\$ 1,584,398</b>	<b>\$ 1,415,938</b>	<b>\$ 1,016,936</b>	<b>\$ (399,002)</b>

Fiscal Year 2017-2018 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2016-2017 Projected Expenditures:

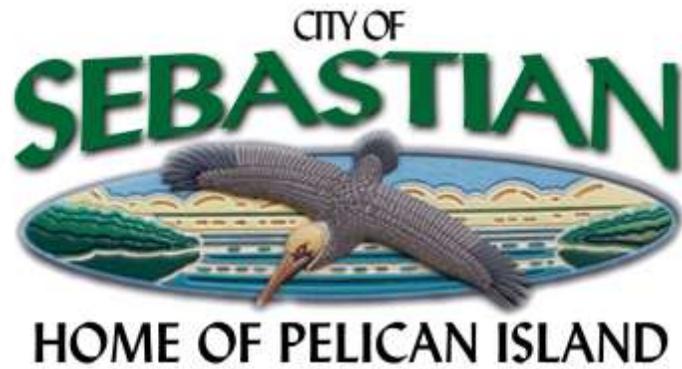
	Difference
<b>1. Personal Services</b> - Increase due to increased insurance costs.	\$ 99,087
<b>2. Operating Expenses</b> - Increase due primarily to utility and insurance cost increases.	\$ 7,488
<b>3. Non-Operating Expenses</b> - Decrease due to no transfers out to other funds.	\$ (503,812)

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

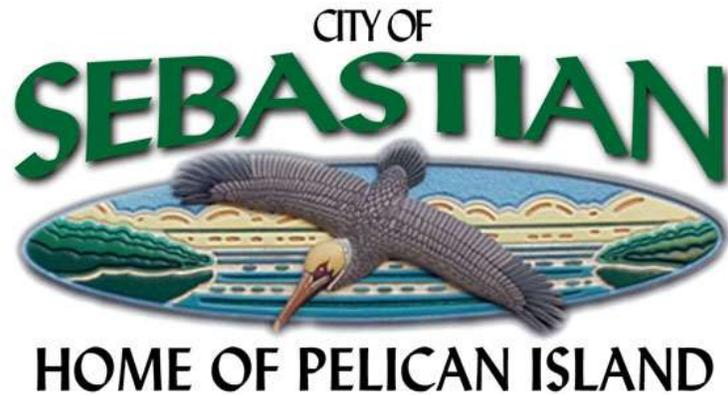
## GENERAL FUND NON-DEPARTMENTAL

Code: 010099

Account		FY 13/14	FY 14/15	FY 15/16	Amended FY 16/17	Projected FY 16/17	FY 17/18
<u>Number</u>	<u>Description</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b>PERSONAL SERVICES</b>							
512301	Group Health Insurance	2,980	2,942	60,739	101,000	95,725	105,810
512307	Health Reimbursement Account	126,795	122,539	163,956	165,000	194,310	215,000
512400	Workers Compensation	6,930	0	0	0	0	0
512500	Unemployment	5,116	5,567	5,589	4,000	2,000	2,000
512700	Additional Compensation	0	0	0	0	0	68,312
<b>TOTAL PERSONAL SERVICES</b>		<b>141,821</b>	<b>131,048</b>	<b>230,284</b>	<b>270,000</b>	<b>292,035</b>	<b>391,122</b>
<b>OPERATING EXPENDITURES</b>							
533100	Professional Services	0	800	0	0	0	0
533110	Prof Services - Labor Attorney	0	9,572	6,359	10,000	0	6,000
533120	Consultants	93	0	0	0	4,575	0
533300	Miscellaneous Services-Timeclocks	2,149	0	0	0	0	0
533400	Other Contractual Services	4,190	4,783	6,501	5,000	4,000	5,000
533425	Contract Mowing Services	30,273	28,985	22,532	30,000	30,000	30,000
533426	Code Enforcement Charges	405	0	0	0	0	0
534101	Telephone	16,420	22,013	19,899	20,035	19,250	18,060
534110	Internet Services	16,449	18,130	17,904	18,005	17,720	17,100
534120	Postage	717	2,834	4,458	1,975	3,275	3,275
534310	Electric	40,385	40,337	39,644	40,000	38,450	40,000
534320	Water/Sewer	4,287	3,894	4,399	5,800	4,200	4,500
534400	Rents and Leases	0	20	(20)	0	0	0
534500	Insurance	226,829	225,570	253,795	212,000	225,800	227,600
534501	Claims	10,953	29,567	3,281	10,000	1,752	5,000
534630	R&M Office equipment (Clear Village)	0	0	0	9,600	9,600	9,890
534700	Printing and Binding	0	6,415	6,653	6,800	6,800	6,800
534805	4th of July	19,250	19,500	20,000	20,000	20,000	25,083
534815	Paver Bricks	244	53	72	200	600	800
534825	Advertising Expenditures	2,019	2,746	2,079	2,950	2,700	2,750
534830	Special Events Expense	3,361	1,046	1,516	1,000	825	1,000
534835	Special Employee Events	1,421	2,856	2,000	5,000	5,000	5,000
534920	Legal Ads	0	179	343	0	0	0
534944	Supplies-PS Empl Exp Fund	1,769	815	440	1,500	4,000	1,500
534945	Supplies-General Empl Exp Fund	2,281	3,093	3,516	3,500	575	0
534980	Payment-Riverfront CRA Fund	144,892	158,885	181,150	181,097	181,631	178,556
535200	Departmental Supplies	1,538	506	1,407	1,700	1,400	1,700
535410	Dues and Memberships	2,339	2,613	2,672	2,700	2,851	2,875
535454	PBA Tuition Reimb Plan	6,699	21,512	11,139	15,000	12,000	12,000
535455	PEA Tuition Reimb Plan	867	850	1,341	1,000	3,000	3,000
535710	Non-Ad Valorem Tax	17,317	17,845	18,185	18,185	18,322	18,325
<b>TOTAL OPERATING EXPENSES</b>		<b>557,143</b>	<b>625,417</b>	<b>631,265</b>	<b>623,047</b>	<b>618,326</b>	<b>625,814</b>
<b>CAPITAL OUTLAY</b>							
606400	Vehicles and Equipment	0	0	0	1,765	1,765	0
<b>TOTAL CAPITAL OUTLAY</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>1,765</b>	<b>1,765</b>	<b>0</b>
<b>NON-OPERATING</b>							
909120	Interfund Trfr to 120 LOGT	0	207,000	200,000	200,000	200,000	0
909131	Interfund Trfr to Fund 310	0	10,450	5,700	38,454	38,454	0
909133	Trfr to Transp Impr Fund 330	0	32,140	0	132,925	132,925	0
909140	Trfr to Fund 140	0	0	10,600	0	0	0
909145	Trfr to Fund 450 AP	0	0	0	5,526	5,526	0
909163	Interfund Trfr to Fund 163	0	100,000	100,000	100,000	100,000	0
909410	Interfund Trfr to Fund 410	0	0	0	1,907	1,907	0
909480	Trfr to Fund 480 Building	0	0	0	25,000	25,000	0
909541	Interfund Trfr to 415	0	0	24,600	0	0	0
909545	Interfund Trfr to 455	0	0	2,800	0	0	0
909901	Contingency	0	0	0	185,774	0	0
<b>TOTAL NON-OPERATING</b>		<b>0</b>	<b>349,590</b>	<b>343,700</b>	<b>689,586</b>	<b>503,812</b>	<b>0</b>
<b>TOTAL NON-DEPARTMENTAL</b>		<b>698,964</b>	<b>1,106,055</b>	<b>1,205,249</b>	<b>1,584,398</b>	<b>1,415,938</b>	<b>1,016,936</b>



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CITY OF SEBASTIAN FLORIDA  
ANNUAL BUDGET  
FISCAL YEAR 2017-2018

***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)	\$ 793,548
Discretionary Sales Tax Fund (DST)	3,215,458
Riverfront Community Redevelopment Agency	387,867
Parking In-Lieu-Of Fund	14,204
Recreation Impact Fee Fund	455,000
Stormwater Utility Fund	1,117,988
Law Enforcement Forfeiture Fund	1,145
TOTAL	<u>\$ 5,985,210</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 2017/2018 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 2017-18.

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 2017-18 projects is provided from Local Option Gas Tax (LOGT), Discretionary Sales Tax (DST), Recreation Impact Fees, Riverfront CRA proceeds, Stormwater Fees, Airport revenues, Cemetery Funds 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 2017-18 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, there are presentations in the Schedules section. 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 2017-2018 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 an increase from prior year collections, although more fuel-efficient vehicles are expected to eventually have a negative effect on collections. The 2017-2018 allocation for the City of Sebastian is estimated at \$683,001. The estimate is based on trend analysis.

## LOCAL OPTION GAS TAX FUND REVENUE

Code: 120010

<u>Account Number</u>	<u>Description</u>	<u>FY 13/14 Actual</u>	<u>FY 14/15 Actual</u>	<u>FY 15/16 Actual</u>	<u>Amended FY 16/17 Budget</u>	<u>FY 16/17 Projected</u>	<u>FY 17/18 Adopted Budget</u>
<b>TAXES</b>							
312400	Local Option Gas Tax	555,934	633,096	646,132	665,600	656,732	683,001
<b>TOTAL TAXES</b>		<b>555,934</b>	<b>633,096</b>	<b>646,132</b>	<b>665,600</b>	<b>656,732</b>	<b>683,001</b>
<b>MISCELLANEOUS REVENUE</b>							
334492	FDOT Lighting Agreement	9,758	10,050	10,352	12,532	12,532	12,908
361100	Interest Income	56	239	1,780	97	1,700	1,182
369900	Other Miscellaneous Revenues	2,862	0	0	0	0	0
<b>TOTAL MISCELLANEOUS REVENUE</b>		<b>12,676</b>	<b>10,289</b>	<b>12,132</b>	<b>12,629</b>	<b>14,232</b>	<b>14,090</b>
<b>NON-REVENUE SOURCES</b>							
381001	Interfund Transfer from Fund 001	0	207,000	200,000	200,000	200,000	0
389991	Appropriation From Fund Balance	0	0	43,308	209,509	236,197	96,457
<b>TOTAL NON-REVENUE SOURCES</b>		<b>0</b>	<b>207,000</b>	<b>243,308</b>	<b>409,509</b>	<b>436,197</b>	<b>96,457</b>
<b>TOTAL LOCAL OPTION GAS TAX</b>		<b>568,610</b>	<b>850,385</b>	<b>901,572</b>	<b>1,087,738</b>	<b>1,107,161</b>	<b>793,548</b>

# CITY OF SEBASTIAN, FLORIDA 2017-2018 ANNUAL BUDGET

## LOCAL OPTION GAS TAX FUND EXPENDITURES

Code: 120051

Account <u>Number</u>	<u>Description</u>	<u>FY 13/14</u> <u>Actual</u>	<u>FY 14/15</u> <u>Actual</u>	<u>FY 15/16</u> <u>Actual</u>	<u>Amended</u> <u>FY 16/17</u> <u>Budget</u>	<u>FY 16/17</u> <u>Projected</u>	<u>FY 17/18</u> <u>Adopted</u> <u>Budget</u>
533300	All Aboard Florida	0	586	0	0	106,000	0
533400	Other Contractual Services	0	5,000	0	0	0	0
533452	Road Maintenance Service	9,929	2,472	0	20,000	20,000	20,000
534315	Public Lighting	161,205	176,795	183,067	0	0	0
534695	Railroad Crossing Maintenance	5,103	5,103	5,103	5,103	5,103	5,103
535310	Road Materials and Supplies	11,466	0	44,077	40,000	40,000	40,000
535380	Signalization Supplies	18,169	30,377	26,399	30,000	30,000	35,000
<b>TOTAL OPERATING EXPENDITURES</b>		<b>205,872</b>	<b>220,333</b>	<b>258,646</b>	<b>95,103</b>	<b>201,103</b>	<b>100,103</b>
<b>DEBT SERVICE</b>							
707105	Principal - Paving Loan	203,000	203,000	211,000	215,000	215,000	219,000
707205	Interest - Paving Loan	39,740	39,783	31,748	27,635	27,635	23,445
<b>TOTAL DEBT SERVICE</b>		<b>242,740</b>	<b>242,783</b>	<b>242,748</b>	<b>242,635</b>	<b>242,635</b>	<b>242,445</b>
<b>NON-OPERATING</b>							
909133	Trfr to Transp Impr Fund 330	229	136,742	400,178	750,000	663,423	451,000
909990	Unappropriated	119,769	250,527	0	0	0	0
<b>TOTAL NON-OPERATING</b>		<b>119,998</b>	<b>387,269</b>	<b>400,178</b>	<b>750,000</b>	<b>663,423</b>	<b>451,000</b>
<b>TOTAL LOCAL OPTION GAS TAX</b>		<b>568,610</b>	<b>850,385</b>	<b>901,572</b>	<b>1,087,738</b>	<b>1,107,161</b>	<b>793,548</b>

# CITY OF SEBASTIAN, FLORIDA 2017-2018 ANNUAL BUDGET

## DISCRETIONARY SALES TAX

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

The FY 2017-2018 allocation for the City of Sebastian is estimated at \$3,187,750. The estimate is based on trend analysis. This revenue source was extended by referendum vote in FY 2016-2017 to December 31, 2023.

### **DISCRETIONARY SALES TAX FUND REVENUE**

**Code: 130010**

<u>Account Number</u>	<u>Description</u>	<u>FY 13/14 Actual</u>	<u>FY 14/15 Actual</u>	<u>FY 15/16 Actual</u>	<u>Amended FY 16/17 Budget</u>	<u>FY 16/17 Projected</u>	<u>FY 17/18 Adopted Budget</u>
<b>TAXES</b>	Discretionary Sales Tax	2,738,405	2,916,092	3,052,152	3,004,788	3,110,000	3,187,750
<b>TOTAL TAXES</b>		<b>2,738,405</b>	<b>2,916,092</b>	<b>3,052,152</b>	<b>3,004,788</b>	<b>3,110,000</b>	<b>3,187,750</b>
<b>MISCELLANEOUS REVENUE</b>							
361100	Interest Income	24,090	23,030	20,025	14,418	24,500	24,500
361105	SBA Interest Earnings	1,348	6,834	8,424	13,000	2,722	3,208
367000	Gain/Loss on Sale of Investment	(2,601)	0	0	0	0	0
<b>TOTAL MISCELLANEOUS REVENUE</b>		<b>22,837</b>	<b>29,864</b>	<b>28,449</b>	<b>27,418</b>	<b>27,222</b>	<b>27,708</b>
<b>NON-REVENUE SOURCES</b>							
389991	Appropriation From PY Fund Balance	0	582,215	0	1,275,935	1,049,345	0
<b>TOTAL NON-REVENUE SOURCES</b>		<b>0</b>	<b>582,215</b>	<b>0</b>	<b>1,275,935</b>	<b>1,049,345</b>	<b>0</b>
<b>TOTAL DISCRETIONARY SALES TAX</b>		<b>2,761,242</b>	<b>3,528,171</b>	<b>3,080,601</b>	<b>4,308,141</b>	<b>4,186,567</b>	<b>3,215,458</b>

# CITY OF SEBASTIAN, FLORIDA 2017-2018 ANNUAL BUDGET

## DISCRETIONARY SALES TAX FUND EXPENDITURES

Code: 130051

<u>Account Number</u>	<u>Description</u>	<u>FY 13/14 Actual</u>	<u>FY 14/15 Actual</u>	<u>FY 15/16 Actual</u>	<u>Amended FY 16/17 Budget</u>	<u>FY 16/17 Projected</u>	<u>FY 17/18 Adopted Budget</u>
<b>NON-OPERATING</b>							
909123	Interfund Trfr to 230-Series 2003 DSF	935,293	1,027,126	868,342	352,927	354,253	0
909131	Trfr to Capital Projects Fund 310	479,623	737,529	389,723	1,515,374	1,520,430	674,650
909132	Trfr to CIP Fund 320	(7,420)	286,636	123,163	331,700	0	363,000
909133	Trfr to Transp Impr Fund 330	517,415	918,950	220,948	886,161	1,013,537	456,500
909136	Trfr to Stormwater Impr Fund 363	485,410	260,494	25,280	186,500	82,000	187,500
909263	Trfr to Stormwater Debt Svs 263	0	167,550	401,143	402,963	402,176	403,792
909410	Trfr to Golf Course Fund 410	0	141	599,858	185,000	185,000	0
909455	Trfr to Fund 455 AP	62,228	129,745	156,616	447,516	444,657	334,195
909990	Unappropriated	288,693	0	295,528	0	0	795,821
<b>TOTAL NON-OPERATING</b>		<b>2,761,242</b>	<b>3,528,171</b>	<b>3,080,601</b>	<b>4,308,141</b>	<b>4,002,053</b>	<b>3,215,458</b>
<b>TOTAL DISCRETIONARY SALES TAX</b>		<b>2,761,242</b>	<b>3,528,171</b>	<b>3,080,601</b>	<b>4,308,141</b>	<b>4,002,053</b>	<b>3,215,458</b>

# CITY OF SEBASTIAN, FLORIDA 2017-2018 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. All revenues and expenditures related to the City's Community Redevelopment Agency are included in this fund. In FY 2008-2009, a transfer was started to General Fund to offset the additional costs of providing enhanced maintenance of parks and medians within this area. This transfer was discontinued during FY 2015-16. Then in FY 2016-17, expenditures for janitorial services, landscaping, street lighting and water/sewer were discontinued and instead are being funded by General Fund.

### **COMMUNITY REDEVELOPMENT AGENCY REVENUES**

**Code: 140010**

<b>Account</b>		<b>FY 13/14</b>	<b>FY 14/15</b>	<b>FY 15/16</b>	<b>Amended</b>	<b>FY 16/17</b>	<b>FY 17/18</b>
<b>Number</b>	<b>Description</b>	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Budget</b>	<b>Projected</b>	<b>Adopted</b>
							<b>Budget</b>
<b>TAXES</b>							
338200	Tax Increment Revenue - Sebastian	144,891	158,885	181,150	183,438	181,631	178,556
338200	Tax Increment Revenue - County	127,169	137,535	157,874	141,661	160,610	171,433
<b>TOTAL TAXES</b>		<b>272,060</b>	<b>296,420</b>	<b>339,024</b>	<b>325,099</b>	<b>342,241</b>	<b>349,989</b>
<b>MISCELLANEOUS REVENUE</b>							
361100	Interest Income	1,818	1,255	3,019	400	3,227	1,878
361105	SBA Interest Earnings	158	635	0	40	0	0
367000	Gain/Loss on Investments	(295)	0	0	0	0	0
362100	Rents and Royalties	25,500	36,000	36,000	36,000	36,000	36,000
<b>TOTAL MISCELLANEOUS REVENUE</b>		<b>27,181</b>	<b>37,890</b>	<b>39,019</b>	<b>36,440</b>	<b>39,227</b>	<b>37,878</b>
<b>NON-REVENUE SOURCES</b>							
381001	Transfer from General Fund	0	0	0	10,600	0	0
389991	Fund Balance Carried Forward	174,885	0	0	0	174,916	0
<b>TOTAL NON-REVENUE SOURCES</b>		<b>174,885</b>	<b>0</b>	<b>0</b>	<b>10,600</b>	<b>174,916</b>	<b>0</b>
<b>TOTAL RIVERFRONT REDEVELOPMENT</b>		<b>474,126</b>	<b>334,310</b>	<b>378,043</b>	<b>372,139</b>	<b>556,384</b>	<b>387,867</b>

# CITY OF SEBASTIAN, FLORIDA 2017-2018 ANNUAL BUDGET

## COMMUNITY REDEVELOPMENT AGENCY EXPENDITURES

Code: 140051

Account	FY 13/14	FY 14/15	FY 15/16	Amended FY 16/17	FY 16/17	FY 17/18
<u>Number</u> <u>Description</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Projected</u>	<u>Adopted Budget</u>
<b>OPERATING EXPENDITURES</b>						
533100 Professional Services	5,000	5,000	5,000	5,000	5,000	5,000
533201 Admin Svcs Provided by the GF	13,202	13,202	13,202	13,202	13,202	87,740
533400 Other Contractual Services	37,850	0	20,398	50,000	0	50,000
533425 Contract Mowing Services	0	0	118,370	0	0	0
534315 Public Lighting	15,430	15,944	15,579	0	0	0
534320 Water and Sewer	1,117	1,231	946	0	0	0
534400 Rents and Leases	0	4,710	3,968	4,710	4,710	4,710
534501 Claims	0	18,000	0	0	0	0
534686 R&M-Park Facilities	0	8,688	250	0	0	0
534699 Other Capital Maintenance Expense	33,435	17,415	23,572	24,000	24,000	24,000
534830 Special Events Expense	37,890	37,452	37,120	36,000	42,000	42,000
534920 Legal Ads	363	1,539	1,463	1,500	1,500	1,500
535200 Departmental Supplies	150	0	0	0	0	0
535230 Small Tools and Equipment	0	8,471	0	0	0	0
535410 Dues & Memberships	175	175	175	175	175	175
535710 Non-Ad Valorem Taxes	2,381	2,568	2,033	2,500	2,067	2,067
<b>TOTAL OPERATING EXPENDITURES</b>	<b>146,993</b>	<b>134,395</b>	<b>242,076</b>	<b>137,087</b>	<b>92,654</b>	<b>217,192</b>
<b>CAPITAL OUTLAY</b>						
606310 Improvements Other Than Building	0	0	11,209	0	15,000	60,000
606400 Equipment	0	26,096	0	0	0	0
<b>TOTAL CAPITAL OUTLAY</b>	<b>0</b>	<b>26,096</b>	<b>11,209</b>	<b>0</b>	<b>15,000</b>	<b>60,000</b>
<b>GRANTS AND AIDS</b>						
820100 Façade/Sign Improvement Program	0	29,218	10,196	40,000	30,000	40,000
820200 Sewer Connection Program	0	500	69,500	194,500	230,000	0
<b>TOTAL GRANTS AND AIDS</b>	<b>0</b>	<b>29,718</b>	<b>79,696</b>	<b>234,500</b>	<b>260,000</b>	<b>40,000</b>
<b>NON-OPERATING</b>						
909100 Interfund Trfr to General Fund 001	60,000	60,000	21,667	0	0	0
909132 Interfund Trfr to CIP Fund 320	(31,292)	900	0	0	0	0
909133 Interfund Trfr to CIP Fund 330	298,425	16,527	12,070	0	188,730	0
909990 Unappropriated	0	66,674	11,325	552	0	70,675
<b>TOTAL NON-OPERATING</b>	<b>327,133</b>	<b>144,101</b>	<b>45,062</b>	<b>552</b>	<b>188,730</b>	<b>70,675</b>
<b>TOTAL RIVERFRONT REDEVELOPMENT</b>	<b>474,126</b>	<b>334,310</b>	<b>378,043</b>	<b>372,139</b>	<b>556,384</b>	<b>387,867</b>

# CITY OF SEBASTIAN, FLORIDA 2017-2018 ANNUAL BUDGET

## PARKING IN-LIEU-OF FUND

### **PARKING IN-LIEU-OF FUND REVENUE**

**Code: 150010**

<u>Account</u> <u>Number</u>	<u>Description</u>	<u>FY 13/14</u> <u>Actual</u>	<u>FY 14/15</u> <u>Actual</u>	<u>FY 15/16</u> <u>Actual</u>	<u>Amended</u> <u>FY 16/17</u> <u>Budget</u>	<u>FY 16/17</u> <u>Projected</u>	<u>FY 17/18</u> <u>Adopted</u> <u>Budget</u>
<b>MISCELLANEOUS REVENUE</b>							
361100	Interest Income	1	0	0	0	0	0
361105	SBA Interest Earnings	76	284	358	107	547	429
363400	Parking In-Lieu-Of Fee	18,241	19,730	26,130	19,730	28,418	13,775
367000	Gain/Loss on Investments	(99)	0	0	0	0	0
389991	Appropriation from PY Fund Balance	11,103	0	0	0	29,530	0
<b>TOTAL MISCELLANEOUS REVENUE</b>		<b>29,322</b>	<b>20,014</b>	<b>26,488</b>	<b>19,837</b>	<b>58,495</b>	<b>14,204</b>
<b>TOTAL PARKING IN-LIEU-OF FUND</b>		<b>29,322</b>	<b>20,014</b>	<b>26,488</b>	<b>19,837</b>	<b>58,495</b>	<b>14,204</b>

### **PARKING IN-LIEU-OF FUND EXPENDITURES**

**Code: 150051**

<u>Account</u> <u>Number</u>	<u>Description</u>	<u>FY 13/14</u> <u>Actual</u>	<u>FY 14/15</u> <u>Actual</u>	<u>FY 15/16</u> <u>Actual</u>	<u>Amended</u> <u>FY 16/17</u> <u>Budget</u>	<u>FY 16/17</u> <u>Projected</u>	<u>FY 17/18</u> <u>Adopted</u> <u>Budget</u>
<b>CAPITAL OUTLAY AND PROJECTS</b>							
606908	Parking	29,322	2,800	62	0	58,495	0
<b>TOTAL CAPITAL OUTLAY AND PROJECTS</b>		<b>29,322</b>	<b>2,800</b>	<b>62</b>	<b>0</b>	<b>58,495</b>	<b>0</b>
<b>NON-OPERATING</b>							
909990	Unappropriated	0	17,214	26,426	19,837	0	14,204
<b>TOTAL NON-OPERATING</b>		<b>0</b>	<b>17,214</b>	<b>26,426</b>	<b>19,837</b>	<b>0</b>	<b>14,204</b>
<b>TOTAL PARKING IN-LIEU-OF FUND</b>		<b>29,322</b>	<b>20,014</b>	<b>26,488</b>	<b>19,837</b>	<b>58,495</b>	<b>14,204</b>

# CITY OF SEBASTIAN, FLORIDA 2017-2018 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

Account <u>Number</u>	<u>Description</u>	FY 13/14 <u>Actual</u>	FY 14/15 <u>Actual</u>	FY 15/16 <u>Actual</u>	Amended FY 16/17 <u>Budget</u>	FY 16/17 <u>Projected</u>	FY 17/18 Adopted <u>Budget</u>
<b>MISCELLANEOUS REVENUE</b>							
361100	Interest Income	1,829	1,867	4,353	2,000	5,181	4,880
361105	SBA Interest Earnings	26	109	0	112	0	0
363270	Recreation Impact Fee	168,350	281,450	163,800	135,200	163,800	163,800
367000	Gain/Loss on Sale of Investment	(51)	0	0	0	0	0
<b>TOTAL MISCELLANEOUS REVENUE</b>		<b>170,154</b>	<b>283,426</b>	<b>168,153</b>	<b>137,312</b>	<b>168,981</b>	<b>168,680</b>
<b>NON-REVENUE SOURCES</b>							
389991	Appropriation From PY Fund Balance	0	0	0	137,688	57,230	286,320
<b>TOTAL NON-REVENUE SOURCES</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>137,688</b>	<b>57,230</b>	<b>286,320</b>
<b>TOTAL RECREATION IMPACT FEE</b>		<b>170,154</b>	<b>283,426</b>	<b>168,153</b>	<b>275,000</b>	<b>226,211</b>	<b>455,000</b>

### RECREATION IMPACT FEE FUND EXPENDITURES

Code: 160051

Account <u>Number</u>	<u>Description</u>	FY 13/14 <u>Actual</u>	FY 14/15 <u>Actual</u>	FY 15/16 <u>Actual</u>	Amended FY 16/17 <u>Budget</u>	FY 16/17 <u>Projected</u>	FY 17/18 Adopted <u>Budget</u>
<b>CAPITAL OUTLAY AND PROJECTS</b>							
606300	Improvements Other Than Bldgs	0	4,372	0	0	15,491	0
<b>TOTAL CAPITAL OUTLAY AND PROJECTS</b>		<b>0</b>	<b>4,372</b>	<b>0</b>	<b>0</b>	<b>15,491</b>	<b>0</b>
<b>OPERATING EXPENDITURES</b>							
533100	Professional Services	0	8,200	0	0	32,400	0
<b>TOTAL OPERATING EXPENDITURES</b>		<b>0</b>	<b>8,200</b>	<b>0</b>	<b>0</b>	<b>32,400</b>	<b>0</b>
<b>NON-OPERATING</b>							
909132	Transfer to CIP Fund 320	123,410	97,387	32,399	275,000	178,320	455,000
909990	Unappropriated	46,744	173,467	135,754	0	0	0
<b>TOTAL NON-OPERATING</b>		<b>170,154</b>	<b>270,854</b>	<b>168,153</b>	<b>275,000</b>	<b>178,320</b>	<b>455,000</b>
<b>TOTAL RECREATION IMPACT FEE</b>		<b>170,154</b>	<b>283,426</b>	<b>168,153</b>	<b>275,000</b>	<b>226,211</b>	<b>455,000</b>

# CITY OF SEBASTIAN, FLORIDA 2017-2018 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 to the stormwater system, regulate the use of the stormwater system, and perform routine maintenance and minor improvements. The Stormwater Utility Fee is based upon a single residential ERU in the amount of \$5.00 per month, or \$60.00 per year. (Ordinance O-01-16) Stormwater activities are accounted for in the Stormwater Division of General Fund and to offset those expenditures, a monthly transfer is made from this Fund to General Fund.

### **STORMWATER UTILITY FUND REVENUE**

**Code: 163010**

<b>Account Number</b>	<b>Description</b>	<b>FY 13/14 Actual</b>	<b>FY 14/15 Actual</b>	<b>FY 15/16 Actual</b>	<b>Amended FY 16/17 Budget</b>	<b>FY 16/17 Projected</b>	<b>FY 17/18 Adopted Budget</b>
<b>MISCELLANEOUS REVENUE</b>							
361100	Interest Income	1,009	1,139	3,400	3,875	4,109	3,535
361150	Other Interest	556	57	0	0	0	0
363630	Stormwater Utility Fee	985,171	986,973	991,055	993,000	998,000	998,000
363631	Delinquent Stormwater Fees	219	467	0	0	0	0
381001	Transfer from Fund 001	0	100,000	100,000	100,000	100,000	0
389991	Appropriation from prior year fund balance	49,506	0	0	63,125	118,568	116,453
<b>TOTAL MISCELLANEOUS REVENUE</b>		<b>1,036,461</b>	<b>1,088,636</b>	<b>1,094,455</b>	<b>1,160,000</b>	<b>1,220,677</b>	<b>1,117,988</b>
<b>TOTAL STORMWATER UTILITY</b>		<b>1,036,461</b>	<b>1,088,636</b>	<b>1,094,455</b>	<b>1,160,000</b>	<b>1,220,677</b>	<b>1,117,988</b>

### **STORMWATER UTILITY FUND EXPENDITURES**

**Code: 163051**

<b>Account Number</b>	<b>Description</b>	<b>FY 13/14 Actual</b>	<b>FY 14/15 Actual</b>	<b>FY 15/16 Actual</b>	<b>Amended FY 16/17 Budget</b>	<b>FY 16/17 Projected</b>	<b>FY 17/18 Adopted Budget</b>
<b>OPERATING EXPENDITURES</b>							
533100	Professional Services	2,306	146	148	0	150	0
533400	Other Contractual Services	0	131,317	37,100	0	0	250,000
533411	Permit Fees	0	0	0	0	500	7,988
534310	Electric	44,367	11,751	8,682	10,000	10,000	10,000
534640	R & M Operating Equipment	0	0	0	10,000	10,000	150,000
534955	Refunds	723	0	0	0	0	0
<b>TOTAL OPERATING EXPENDITURES</b>		<b>47,396</b>	<b>143,214</b>	<b>45,930</b>	<b>20,000</b>	<b>20,650</b>	<b>417,988</b>
<b>NON-OPERATING</b>							
909101	Interfund Trfr to 001 - GF	500,000	500,000	550,000	650,000	650,000	700,000
909263	Interfund Trfr to Fund 263	408,360	234,187	0	0	0	0
909131	Interfund Trfr to CIP Fund 310	63,000	55,850	0	150,000	240,027	0
909363	Interfund Trfr to CIP Fund 363	0	100,000	324,269	340,000	310,000	0
909455	Interfund Trfr to CIP Fund 455	17,705	0	0	0	0	0
909990	Unappropriated	0	55,385	174,256	0	0	0
<b>TOTAL NON-OPERATING</b>		<b>989,065</b>	<b>945,422</b>	<b>1,048,525</b>	<b>1,140,000</b>	<b>1,200,027</b>	<b>700,000</b>
<b>TOTAL STORMWATER UTILITY</b>		<b>1,036,461</b>	<b>1,088,636</b>	<b>1,094,455</b>	<b>1,160,000</b>	<b>1,220,677</b>	<b>1,117,988</b>

# CITY OF SEBASTIAN, FLORIDA 2017-2018 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 Council.

### **LAW ENFORCEMENT FORFEITURE FUND REVENUE**

**Code: 190010**

<u>Account Number</u>	<u>Description</u>	<u>FY 13/14 Actual</u>	<u>FY 14/15 Actual</u>	<u>FY 15/16 Actual</u>	<u>Amended FY 16/17 Budget</u>	<u>FY 16/17 Projected</u>	<u>FY 17/18 Adopted Budget</u>
<b>FINES AND FORFEITS</b>							
351200	Confiscated Property	1,900	2,350	1,048	1,000	26,000	1,000
<b>TOTAL FINES AND FORFEITS</b>		<b>1,900</b>	<b>2,350</b>	<b>1,048</b>	<b>1,000</b>	<b>26,000</b>	<b>1,000</b>
<b>MISCELLANEOUS REVENUE</b>							
361100	Interest Income	13	17	0	25	200	25
361105	SBA Interest Earnings	85	230	214	120	300	120
365000	Sale of Surplus	0	0	0	0	1,530	0
366000	Contributions and Donations	141	0	27,530	0	0	0
367000	Gain/Loss on Investments	(152)	0	0	0	0	0
389991	Appropriation from PY Fund Balance	21,299	26,490	0	0	0	0
<b>TOTAL MISCELLANEOUS REVENUE</b>		<b>21,386</b>	<b>26,737</b>	<b>27,744</b>	<b>145</b>	<b>2,030</b>	<b>145</b>
<b>TOTAL LAW ENFORCEMENT FORFEITURE</b>		<b>23,286</b>	<b>29,087</b>	<b>28,792</b>	<b>1,145</b>	<b>28,030</b>	<b>1,145</b>

### **LAW ENFORCEMENT FORFEITURE FUND EXPENDITURES**

**Code: 190051**

<u>Account Number</u>	<u>Description</u>	<u>FY 13/14 Actual</u>	<u>FY 14/15 Actual</u>	<u>FY 15/16 Actual</u>	<u>Amended FY 16/17 Budget</u>	<u>FY 16/17 Projected</u>	<u>FY 17/18 Adopted Budget</u>
<b>OPERATING EXPENDITURES</b>							
533100	Professional Services	818	818	0	0	1,100	0
534966	D.A.R.E. Expenditures	1,193	2,000	2,000	0	960	0
534967	G.R.E.A.T. Expenditures	0	332	0	0	414	0
535230	Small Tools and Equipment	0	11,937	3,548	0	3,000	0
535380	Departmental Supplies	10,275	0	0	0	0	0
<b>TOTAL OPERATING EXPENDITURES</b>		<b>12,286</b>	<b>15,087</b>	<b>5,548</b>	<b>0</b>	<b>5,474</b>	<b>0</b>
<b>CAPITAL OUTLAY</b>							
606400	Vehicles and Equipment	11,000	11,000	8,548	0	10,524	0
<b>TOTAL CAPITAL OUTLAY</b>		<b>11,000</b>	<b>11,000</b>	<b>8,548</b>	<b>0</b>	<b>10,524</b>	<b>0</b>
<b>NON-OPERATING</b>							
708199	Other Grants & Aids	0	3,000	3,000	0	3,000	0
909990	Unappropriated	0	0	11,696	1,145	9,032	1,145
<b>TOTAL NON-OPERATING</b>		<b>0</b>	<b>3,000</b>	<b>14,696</b>	<b>1,145</b>	<b>12,032</b>	<b>1,145</b>
<b>TOTAL LAW ENFORCEMENT FORFEITURE</b>		<b>23,286</b>	<b>29,087</b>	<b>28,792</b>	<b>1,145</b>	<b>28,030</b>	<b>1,145</b>



CITY OF SEBASTIAN FLORIDA  
ANNUAL BUDGET  
FISCAL YEAR 2016-2017

***DEBT SERVICE FUNDS***



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**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 2017/2018 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. The outstanding debt for this fund will be \$1,722,000 as of September 30, 2015.

### DISCRETIONARY SALES SURTAX REVENUE DEBT SERVICE REVENUES

Code: 230010

Account Number	Description	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Actual	Amended FY 16/17 Budget	FY 16/17 Projected	FY 17/18 Adopted Budget
<b>MISCELLANEOUS REVENUE</b>							
361100	Interest Income	6,450	822	914	1,591	301	0
<b>TOTAL MISCELLANEOUS REVENUE</b>		<b>6,450</b>	<b>822</b>	<b>914</b>	<b>1,591</b>	<b>301</b>	<b>0</b>
<b>NON-REVENUE SOURCES</b>							
381130	Interfund Trfr from 130 DST	935,293	1,027,125	868,342	352,927	352,927	0
384090	Bank Note Proceeds	38,870	0	0	0	0	0
389991	Appropriation from PY Fund Balance	1,038,103	1,360	515,405	356,036	357,326	0
<b>TOTAL NON-REVENUE SOURCES</b>		<b>2,012,266</b>	<b>1,028,485</b>	<b>1,383,747</b>	<b>708,963</b>	<b>710,253</b>	<b>0</b>
<b>TOTAL DEBT SERVICE FUND</b>		<b>2,018,716</b>	<b>1,029,307</b>	<b>1,384,661</b>	<b>710,554</b>	<b>710,554</b>	<b>0</b>

### DISCRETIONARY SALES SURTAX REVENUE DEBT SERVICE EXPENDITURES

Code: 230051

Account Number	Description	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Actual	Amended FY 15/16 Budget	FY 15/16 Projected	FY 16/17 Adopted Budget
<b>DEBT SERVICE</b>							
707130	Principal	1,971,420	1,008,000	1,369,000	706,000	706,000	0
707230	Interest	7,118	21,307	15,661	4,554	4,554	0
707300	Other Debt Service Costs	40,178	0	0	0	0	0
<b>TOTAL DEBT SERVICE</b>		<b>2,018,716</b>	<b>1,029,307</b>	<b>1,384,661</b>	<b>710,554</b>	<b>710,554</b>	<b>0</b>
<b>TOTAL DEBT SERVICE FUND</b>		<b>2,018,716</b>	<b>1,029,307</b>	<b>1,384,661</b>	<b>710,554</b>	<b>710,554</b>	<b>0</b>

# CITY OF SEBASTIAN, FLORIDA 2017/2018 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 outstanding debt for this fund will be \$2,630,000 as of September 30, 2014. The debt proceeds were used to improve the stormwater system according to the adopted stormwater master plan. The improvement projects included Twin Ditch, Periwinkle Drive, Middle Stonecrop, and Collier Creek.

### **STORMWATER UTILITY REVENUE BONDS/NOTES DEBT SERVICE FUND REVENUE**

**Code: 263010**

<u>Account Number</u>	<u>Description</u>	<u>FY 13/14 Actual</u>	<u>FY 14/15 Actual</u>	<u>FY 15/16 Actual</u>	<u>Amended FY 16/17 Budget</u>	<u>FY 16/17 Projected</u>	<u>FY 17/18 Adopted Budget</u>
<b>MISCELLANEOUS REVENUE</b>							
361100	Interest Income	327	558	918	112	961	900
<b>TOTAL MISCELLANEOUS REVENUE</b>		<b>327</b>	<b>558</b>	<b>918</b>	<b>112</b>	<b>961</b>	<b>900</b>
<b>NON-REVENUE SOURCES</b>							
381130	Interfund Trfr from 130 DST	0	167,550	401,141	402,963	402,963	403,792
381163	Interfund Trfr from 163 SUF	408,360	234,187	0	0	0	0
384263	Bank Note Proceeds	38,958	0	0	0	0	0
389991	Appropriation from PY Fund Balance	15,768	36,514	0	57	0	0
<b>TOTAL NON-REVENUE SOURCES</b>		<b>463,086</b>	<b>438,251</b>	<b>401,141</b>	<b>403,020</b>	<b>402,963</b>	<b>403,792</b>
<b>TOTAL DEBT SERVICE FUND</b>		<b>463,413</b>	<b>438,809</b>	<b>402,059</b>	<b>403,132</b>	<b>403,924</b>	<b>404,692</b>

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

**Code: 263051**

<u>Account Number</u>	<u>Description</u>	<u>FY 11/12 Actual</u>	<u>FY 12/13 Actual</u>	<u>FY 13/14 Actual</u>	<u>Amended FY 14/15 Budget</u>	<u>FY 14/15 Projected</u>	<u>FY 15/16 Adopted Budget</u>
<b>DEBT SERVICE</b>							
707163	Principal - Stormwater Series 2003	280,000	290,000	321,989	352,000	352,000	355,000
707263	Interest - Stormwater Series 2003	159,248	148,048	106,204	51,588	51,588	45,500
707300	Other Debt Service Costs	1,042	1,042	35,220	0	0	774
909990	Unappropriated	0	1,358	0	0	0	0
<b>TOTAL DEBT SERVICE</b>		<b>440,290</b>	<b>440,448</b>	<b>463,413</b>	<b>403,588</b>	<b>403,588</b>	<b>401,274</b>
<b>TOTAL DEBT SERVICE FUND</b>		<b>440,290</b>	<b>440,448</b>	<b>463,413</b>	<b>403,588</b>	<b>403,588</b>	<b>401,274</b>

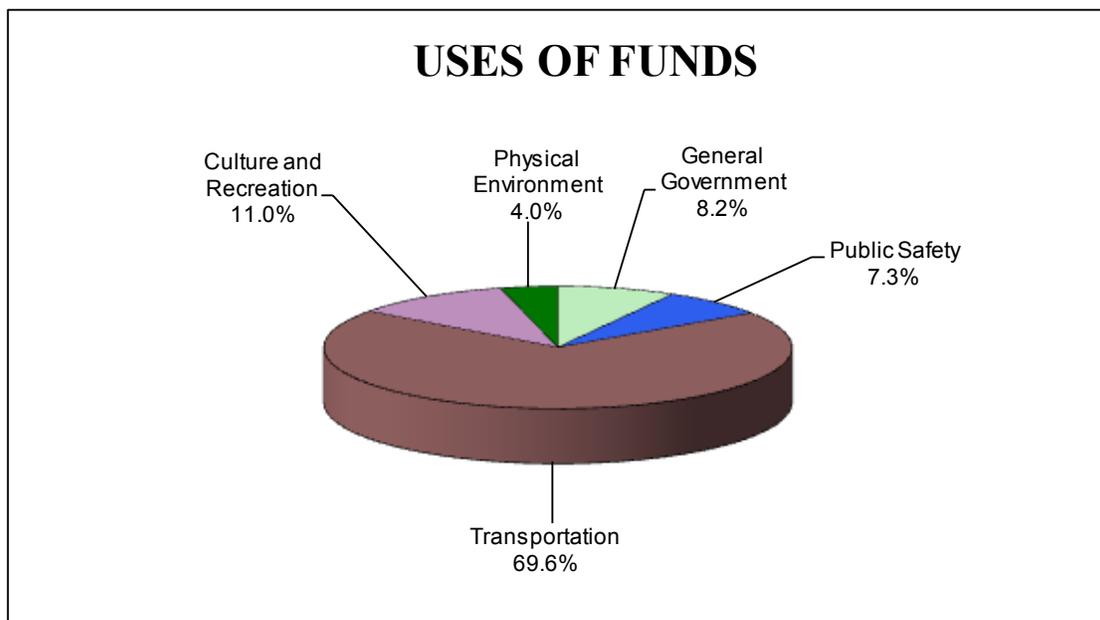
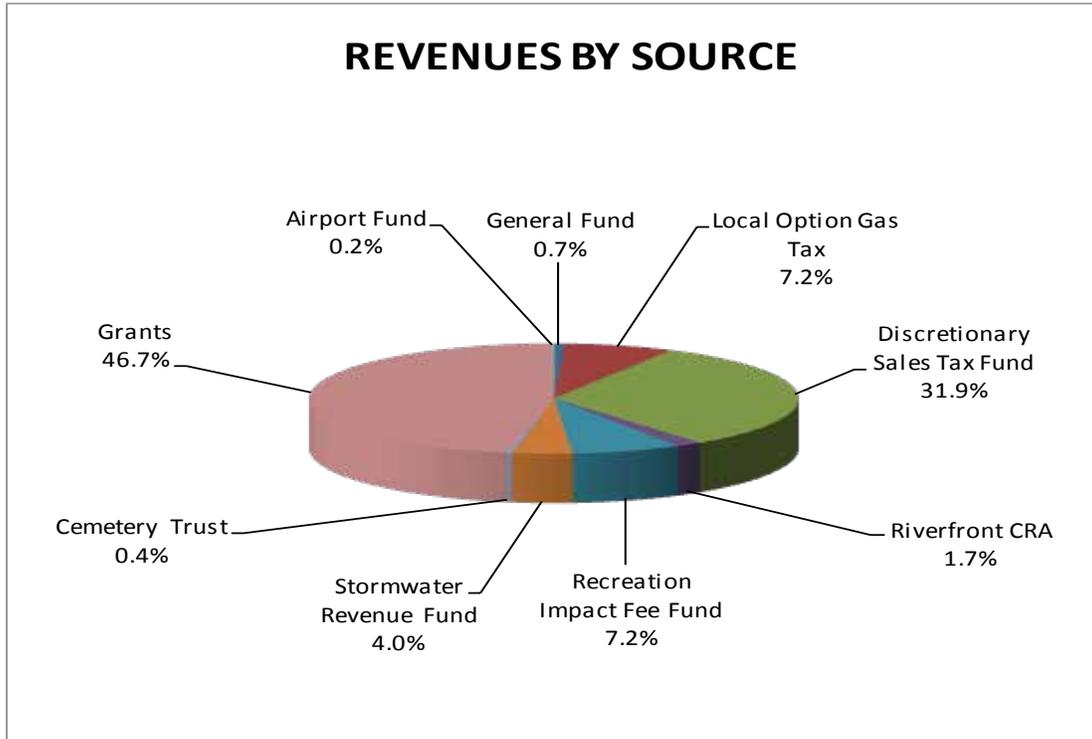


CITY OF SEBASTIAN FLORIDA  
ANNUAL BUDGET  
FISCAL YEAR 2017-2018

***CAPITAL PROJECT FUNDS***

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## CAPITAL IMPROVEMENT FUND SOURCES AND USES OF FUNDS FOR FISCAL YEAR 2017 – 2018



# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## CAPITAL IMPROVEMENT FUNDING SOURCES AND EXPENDITURES FOR FISCAL YEAR 2017 – 2018

	General Fund	Local Option Gas Tax	DST	Community Redevelopment Agency	Recreation Impact Fees	Stormwater Fund	Cemetery Trust	Grants/ Bank Note	Golf Fund	Airport Fund	Building	Total
<b>FISCAL YEAR 2017/2018</b>												
<b>General Government</b>												
Audio Visual Equipment			30,000									30,000
Laserfiche Software Upgrade			50,000									50,000
Computer Upgrades			30,000									30,000
Wireless System			5,000									5,000
Firewall Software			75,650									75,650
<b>Police Department</b>												
Police Vehicles and Equipment			350,000									350,000
Evidence Building Fixtures			20,000									20,000
Police Personnel Equipment	20,000											20,000
Radio System Upgrades			57,000									57,000
Power Source/Generator			17,000									17,000
<b>Community Development</b>												
Wayfinding Signage				50,000								50,000
CRA Master Plan				50,000								50,000
<b>Streets and Special Projects</b>												
#REF!			-									-
Stonecrop Drainage			187,500					562,500				750,000
Speed Cushions and Signage		5,000										5,000
Street Milling and Repaving		451,000										451,000
Street Reconstruction			356,500									356,500
<b>Road Operation &amp; Maintenance</b>												
Public Works Garage Compound			100,000									100,000
<b>Stormwater</b>												
Swale Improvement Grants						250,000						250,000
<b>Parks &amp; Recreation</b>												
Pickle Ball Courts			213,000									213,000
Barber Street Ballfield Lighting					375,000							375,000
Replace Playground Components	25,000											25,000
ADA Playground					80,000							80,000
Riverview Park Tree Canopy				10,000								10,000
<b>Cemetery</b>												
Irrigation System			150,000									150,000
Straightening of Headstones							24,375					24,375
<b>Facilities Maintenance</b>												
City Hall/Police Air Conditioners			40,000									40,000
<b>Airport</b>												
Airport Entrance Signage										10,000		10,000
Modernize Security Cameras			100,000									100,000
Taxiways C,D & E Construction			109,195					1,889,463				1,998,658
Construct Shade Hangars			125,000					500,000				625,000
<b>Total FY 2017/2018</b>	<b>\$ 45,000</b>	<b>\$ 456,000</b>	<b>\$ 2,015,845</b>	<b>\$ 110,000</b>	<b>\$- 455,000</b>	<b>\$ 250,000</b>	<b>\$ 24,375</b>	<b>\$ 2,951,963</b>	<b>\$ -</b>	<b>\$ 10,000</b>	<b>\$ -</b>	<b>\$ 6,318,183</b>

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FOR FISCAL YEAR 2017 – 2018

<b>Project Name:</b>	Audio Visual Equipment	<b>Project Description:</b>
<b>Funding Source:</b>	Discretionary Sales Tax	Project includes upgrading the capabilities of the current hearing assistance system in the City Council Chambers and acquiring equipment to make it hearing aid compliant.

**Justification:** The current hearing assistance system in the City Council Chambers is not hearing aid compliant in accordance with ADA requirements. Part of the project is also to try to reduce some of the echo that is making it hard for some people to hear clearly.

**Project Costs:**

<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>Total</u>
\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000

**Operating Impact (Savings):**

\$ -	\$ (5,400)	\$ (1,200)	\$ 3,000	\$ 6,600	\$ 9,000	\$ 12,000
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<b>Project Name:</b>	Laserfiche Software Upgrade	<b>Project Description:</b>
<b>Funding Source:</b>	Discretionary Sales Tax	Project includes upgrading from the current Laserfiche Classic to Laserfiche Avante software.

**Justification:** With Laserfiche Avante, we will be able to add features that enable more departments to manage their public records effectively. This update will provide the ability to have the software import on it's own and enable departments to use the scanning capability of the copiers to enter the the data into Laserfiche. The City has been advised that Laserfiche Classic will eventually no longer be supported.

**Project Costs:**

<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>Total</u>
\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000

**Operating Impact (Savings):**

\$ -	\$ (9,000)	\$ (2,000)	\$ 5,000	\$ 11,000	\$ 15,000	\$ 20,000
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<b>Project Name:</b>	Computer Upgrades	<b>Project Description:</b>
<b>Funding Source:</b>	Discretionary Sales Tax	Computer equipment and software upgrades.

**Justification:** This is needed to keep up-to-date with new technology and cover the cost of implementing new software releases.

**Project Costs:**

<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>Total</u>
\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 180,000

**Operating Impact (Savings):**

\$ -	\$ (5,400)	\$ (6,600)	\$ (3,600)	\$ 3,000	\$ 12,000	\$ (600)
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<b>Project Name:</b>	Wireless System	<b>Project Description:</b>
<b>Funding Source:</b>	Discretionary Sales Tax	Implement wireless at City Hall and Police Department.

**Justification:** This will enable a "hot-spot" for Staff and citizens to log in and have internet on their phones/laptops, while at City Hall or the Police Station.

**Project Costs:**

<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>Total</u>
\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000

**Operating Impact (Savings):**

\$ -	\$ (900)	\$ (200)	\$ 500	\$ 1,100	\$ 1,500	\$ 2,000
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# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

<b>Project Name:</b>	Firewall Software	<b>Project Description:</b>
<b>Funding Source:</b>	Discretionary Sales Tax	Purchase two Cisco firepower 2110 NGFW appliances.

**Justification:** The City's Technical Consultant recommends an investment in redundant next generation firewall technology that filters not only active attempts to penetrate the City's firewal from the outside but also filters email and Internet traffic for malware (malicious software, such as viruses, trojans, worms spyware, ransomware, etc.). The estimated cost includes a five year support contract.

**Project Costs:**

<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>Total</u>
\$ 75,650	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,650

**Operating Impact (Savings):**

\$ -	\$ (9,835)	\$ 1,513	\$ 12,861	\$ 22,695	\$ 29,504	\$ 56,738
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<b>Project Name:</b>	Police Vehicles and Equipment	<b>Project Description:</b>
<b>Funding Source:</b>	Discretionary Sales Tax	<u>17/18</u> 350K 6 Police Units. <u>18/19</u> 350K 6 Police Units. <u>19/20</u> 300K 5 Police Units. <u>20/21</u> 300K 5 Police Units. <u>21/22</u> 300K 5 Police Units. <u>22/23</u> 300K 5 Police Units.

**Justification:** Replacement of vehicles with higher milage and repair costs.

**Project Costs:**

<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>Project Total</u>
\$ 350,000	\$ 350,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 1,900,000

**Operating Impact:**

\$ -	\$ (77,000)	\$ (119,000)	\$ (115,000)	\$ (81,000)	\$ (38,000)	\$ (430,000)
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<b>Project Name:</b>	Evidence Building Fixtures	<b>Project Description:</b>
<b>Funding Source:</b>	Discretionary Sales Tax	<u>17/18</u> 20K Equipment and shelving for building. <u>18/19</u> 50K Work space additions for evidence building.

**Justification:** Additonal costs provided for growth and improved utilization of evidence storage.

**Project Costs:**

<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>Project Total</u>
\$ 20,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 70,000

**Operating Impact:**

\$ -	\$ (5,400)	\$ (17,700)	\$ (13,500)	\$ (9,300)	\$ (5,100)	\$ (51,000)
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<b>Project Name:</b>	Police Personnel Equipment	<b>Project Description:</b>
<b>Funding Source:</b>	General Fund	<u>17/18</u> 10K Rifles and storage containers, 6K Tasers and accessories, 4K Ballistic shields. <u>18/19</u> 6K Tasers and accessories. <u>19/20</u> 6K Tasers and accessories. <u>20/21</u> 6K Tasers and accessories. <u>21/22</u> 6K Tasers and accessories. <u>22/23</u> 6K Tasers and accessories.

**Justification:** Replacement of necessary personal equipment for Police Officers, including hand held radio upgrades in stages with a 2021 completion date.

**Project Costs:**

<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>Project Total</u>
\$ 20,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 50,000

**Operating Impact:**

\$ -	\$ (4,400)	\$ (3,720)	\$ (2,440)	\$ (560)	\$ 720	\$ (10,400)
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# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

<b>Project Name:</b>	Radio System Upgrades	<b>Project Description:</b>
<b>Funding Source:</b>	Discretionary Sales Tax	<u>17/18</u> 7K 4 Mobile radios for dispatch, 50K 15 Hand-held radios. <u>18/19</u> 50K 15 Hand-held radios. <u>19-20</u> 50K Radio console, 50K 15 Hand-held radios. <u>20/21</u> 50K 15 Hand-held radios.

**Justification:** Due to 2020 deadline, these are radio replacements for Dispatch personnel, radio console replacement and replacements for hand-held radios for Police Officers.

<b>Project Costs:</b>							Project
	<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>Total</u>
	\$ 57,000	\$ 50,000	\$ 100,000	\$ 50,000	\$ -	\$ -	\$ 257,000
<b>Operating Impact:</b>							
	\$ -	\$ (12,540)	\$ (17,840)	\$ (29,140)	\$ (19,440)	\$ 2,840	\$ (76,120)

<b>Project Name:</b>	Power Source/Generator	<b>Project Description:</b>
<b>Funding Source:</b>	Discretionary Sales Tax	<u>17/18</u> 17K Power Source for the 911 Center <u>19/20</u> 200K Generator.

**Justification:** A Power Source for the 911 Center is necessary, as well as the replacement of the generator needed for the Dispatch radios.

<b>Project Costs:</b>							Project
	<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>Total</u>
	\$ 17,000	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ 217,000
<b>Operating Impact:</b>							
	\$ -	\$ (4,590)	\$ (3,570)	\$ (56,550)	\$ (43,530)	\$ (30,510)	\$ (138,750)

<b>Project Name:</b>	Wayfinding Signage	<b>Project Description:</b>
<b>Funding Source:</b>	Community Redevelopment Agency	Install decorative wayfinding signs in the Presidential Street areas.

**Justification:** This will help identify businesses and community buildings in this area with cohesive and attractive business directional signs at each end of the streets on U.S. Highway #1 and Indian River Drive. Concurrently, it is expected that actions will be initiated to reduce the sign clutter within these areas.

<b>Project Costs:</b>							
	<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>Total</u>
	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
<b>Operating Impact (Savings):</b>							
	\$ -	\$ (7,500)	\$ (2,000)	\$ 3,500	\$ 9,000	\$ 11,500	\$ 14,500

<b>Project Name:</b>	CRA Master Plan	<b>Project Description:</b>
<b>Funding Source:</b>	Community Redevelopment Agency	Update the CRA Master Plan.

**Justification:** The current CRA Master is outdated and should be updated.

<b>Project Costs:</b>							
	<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>Total</u>
	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
<b>Operating Impact (Savings):</b>							
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

<b>Project Name:</b>	Stonecrop Drainage	<b>Project Description:</b>
<b>Funding Source:</b>	75% Hazard Mitigation FEMA Grant. 25% City Matching Requirements from Discretionary Sales Tax	Install new dual 60" drainage pipes from Laconia to Stonecrop.

**Justification:** This drainage project is identified in the City's stormwater master plan to pipe the existing drainage ditch. Due to erosion of the side slopes, the ditch has become difficult to maintain and therefore the system needs to be piped with dual 60" pipe. The system drains the entire central section of the City and therefore critical to maintain flow to avoid any flooding. City matching requirement from discretionary sales taxes and is projected to be \$187,500.

**Project Costs:**

<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>Total</u>
\$ 750,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750,000

**Operating Impact (Savings):**

\$ -	\$ (67,500)	\$ (60,000)	\$ (45,000)	\$ (37,500)	\$ (22,500)	\$ (232,500)
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<b>Project Name:</b>	Speed Cushions and Signage	<b>Project Description:</b>
<b>Funding Source:</b>	Local Option Gas Tax	Purchase two sets of speed cushions and signage for the neighborhood traffic calming program.

**Justification:** The City is receiving more citizen requests for traffic calming on residential streets. Currently, there are two possible streets which may qualified for traffic calming devices like speed cushions, so staff is budgetting two sets of speed cushions and signage

**Project Costs:**

<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>Total</u>
\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000

**Operating Impact (Savings):**

\$ -	\$ (250)	\$ 150	\$ 550	\$ 950	\$ 1,250	\$ 2,650
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<b>Project Name:</b>	Street Milling and Repaving	<b>Project Description:</b>
<b>Funding Source:</b>	Local Option Gas Tax	Resurfacing of roadways.

**Justification:** Necessary to keep streets in good condition. Repaving reduces pot-hole repairs and claims for damages. Timely repaving can avoid a more costly reconstruction. For FY17-18, \$451K is projected for Indian River Drive, \$320K is planned for FY18-19 (Pleasant View \$60K, Rolling Hills Drive \$108K and Schumann Drive \$152K). \$250K per year is scheduled for future years with actual projects dependent on annual review of roadway conditions.

**Project Costs:**

<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>Total</u>
\$ 451,000	\$ 320,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,771,000

**Operating Impact (Savings):**

\$ -	\$ (76,670)	\$ (113,030)	\$ (124,690)	\$ (126,350)	\$ (118,010)	\$ (558,750)
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<b>Project Name:</b>	Street Reconstruction	<b>Project Description:</b>
<b>Funding Source:</b>	Discretionary Sales Tax	Reconstruct 250 linear feet of Damask, plus Other Roads.

**Justification:** This work involves more than just an overlay of the surface due to the condition of the roadway. Because of this, it is eligible for funding by discretionary sales taxes. \$6,500 is for a road priority study.

**Project Costs:**

<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>Total</u>
\$ 356,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 356,500

**Operating Impact (Savings):**

\$ -	\$ (174,685)	\$ (174,685)	\$ (167,555)	\$ (167,555)	\$ -	\$ (684,480)
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# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

<b>Project Name:</b>	Public Works Garage Compound	<b>Project Description:</b>
<b>Funding Source:</b>	Discretionary Sales Tax.	Design and construct new City Garage and Public Works Compound to be located at the Sebastian Municipal Airport.

**Justification:** Existing City Garage and Public Works Compound is reaching its capacity to park and service vehicles and equipment. Existing compound sits on commercially valuable property. Relocating the compound to the airport will provide room for growth and allow the city to sell existing property. Airport benefits by receiving rent on the land used by the new City Garage.

<b>Project Costs:</b>								
	<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>Project Total</u>	
	\$ 100,000	\$ 2,850,000	\$ 1,150,000	\$ -	\$ -	\$ -	\$ 4,100,000	
<b>Operating Impact:</b>								
	\$ -	\$ (9,000)	\$ (264,500)	\$ (337,500)	\$ (266,152)	\$ (166,582)	\$ (1,043,734)	

<b>Project Name:</b>	Swale Improvement Grants	<b>Project Description:</b>
<b>Funding Source:</b>	Stormwater Fund	Establish a grant program to repair or replace swale improvements.

**Justification:** This will address a long standing problem with property owners that have been unable or unwilling to keep the swales on their property clear and in effective working order. These funds will permit the City act on these problems and direct a contractor to perform the necessary work.

<b>Project Costs:</b>								
	<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>Total</u>	
	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000	
<b>Operating Impact (Savings):</b>								
	\$ -	\$ (70,000)	\$ (65,000)	\$ (60,000)	\$ (55,000)	\$ (50,000)	\$ (300,000)	

<b>Project Name:</b>	Pickle Ball Courts	<b>Project Description:</b>
<b>Funding Source:</b>	Discretionary Sales Tax	Initially construct 4 courts, followed by 4 more the following year.

**Justification:** This project was budgeted in FY 16/17 from Recreation Impact Fees but due to the unreasonably high construction bids, that project was cancelled and is now being revised to spread the total cost over two years and utilize discretionary sales taxes for funding.

<b>Project Costs:</b>								
	<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>Total</u>	
	\$ 213,000	\$ 172,000	\$ -	\$ -	\$ -	\$ -	\$ 385,000	
<b>Operating Impact (Savings):</b>								
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	

<b>Project Name:</b>	Barber Street Ballfield Lighting	<b>Project Description:</b>
<b>Funding Source:</b>	Recreation Impact Fees	Upgrade to energy efficient lighting and automation of the controls.

**Justification:** The lighting at the Ballfields is outdated and beyond repair. This project would allow an upgrade to energy efficient lighting and include the addition of automated and possibly wireless offsite controls.

<b>Project Costs:</b>								
	<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>Total</u>	
	\$ 375,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 375,000	
<b>Operating Impact (Savings):</b>								
	\$ -	\$ (67,500)	\$ (15,000)	\$ 37,500	\$ 82,500	\$ 112,500	\$ 150,000	

<b>Project Name:</b>	Replace Playground Components	<b>Project Description:</b>
<b>Funding Source:</b>	General Fund	As needed replacement of components of playground equipment.

**Justification:** This will allocate funds on an annual basis toward replacing rusted or damaged components of playground equipment in parks throughout the City. Many of these have been in service beyond their expected lifespan and need to be regularly inspected for problems and replaced immediately.

<b>Project Costs:</b>								
	<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>Total</u>	
	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 150,000	
<b>Operating Impact (Savings):</b>								
	\$ -	\$ (4,500)	\$ (5,500)	\$ (3,000)	\$ 2,500	\$ 10,000	\$ (500)	

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

<b>Project Name:</b>	ADA Playground	<b>Project Description:</b>
<b>Funding Source:</b>	Recreation Impact Fees	Construction of ADA Playground.

**Justification:** Due to construction of the Police Evidence Building where a playground was previously, it is anticipated that a new playground will be constructed at Friendship Park.

**Project Costs:**

<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>Total</u>
\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,000

**Operating Impact (Savings):**

\$ -	\$ (22,400)	\$ (20,800)	\$ (19,200)	\$ (17,600)	\$ (16,000)	\$ (96,000)
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<b>Project Name:</b>	Riverview Park Tree Canopy	<b>Project Description:</b>
<b>Funding Source:</b>	Community Redevelopment Agency	Provide for tree maintenance and new plantings that will ensure a future tree canopy at Riverview Park.

**Justification:** The priceless value of the tree canopy at Riverview Park provides a very special setting for community events and gatherings. There is a concern that as the large oaks continue to age that this may be lost. It is recommended that we begin to take measures to ensure they are maintained properly and that a program for planting replacement trees be implemented.

**Project Costs:**

<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>Total</u>
\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 60,000

**Operating Impact (Savings):**

\$ -	\$ (2,900)	\$ (5,800)	\$ (8,700)	\$ (11,600)	\$ (14,500)	\$ (43,500)
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<b>Project Name:</b>	Irrigation System	<b>Project Description:</b>
<b>Funding Source:</b>	Discretionary Sales Tax	Install a new irrigation system at the Cemetery.

**Justification:** The present irrigation system requires frequent repairs due to its age. This project would entirely replace the current system.

**Project Costs:**

<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>Total</u>
\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000

**Operating Impact (Savings):**

\$ -	\$ (42,000)	\$ (39,000)	\$ (36,000)	\$ (33,000)	\$ (30,000)	\$ (180,000)
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<b>Project Name:</b>	Straightening of Headstones	<b>Project Description:</b>
<b>Funding Source:</b>	Cemetery Trust Fund	Straighten and level headstones or markers.

**Justification:** Over time, the headstones and markers at the Cemetery have become out of place. This will provide funds for a contractor to completely address the problem.

**Project Costs:**

<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>Total</u>
\$ 24,375	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,375

**Operating Impact (Savings):**

\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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<b>Project Name:</b>	City Hall/Police Air Conditioners	<b>Project Description:</b>
<b>Funding Source:</b>	Discretionary Sales Tax	Replace air conditioners on the roofs of City Hall and Police Station.

**Justification:** These units have served beyond the expected lifespan and are having mechanical issues. One unit will be replaced per year. Discretionary sales taxes can be used as these facilities were built using them.

**Project Costs:**

<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>Total</u>
\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 240,000

**Operating Impact (Savings):**

\$ -	\$ (6,800)	\$ (12,000)	\$ (15,600)	\$ (17,600)	\$ (18,000)	\$ (70,000)
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# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

<b>Project Name:</b>	Airport Entrance Signage	<b>Project Description:</b>
<b>Funding Source:</b>	Airport Revenue Fund	Add signage at Airport Entrance.

**Justification:** Additional signage is needed to clearly mark the entranceway from Main Street.

<b>Project Costs:</b>							Project
	<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>Total</u>
	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
<b>Operating Impact:</b>							
	\$ -	\$ (500)	\$ 300	\$ 1,100	\$ 1,900	\$ 2,500	\$ 5,300

<b>Project Name:</b>	Modernize Security Cameras	<b>Project Description:</b>
<b>Funding Source:</b>	Discretionary Sales Tax	Upgrade flightline and gate security cameras.

**Justification:** All of the flight line and gate security cameras are outdated or broken and no longer capable of capturing quality video. This project involves the purchase of twelve camera units and software to archive previous videos and alert the Police Department of unusual activities.

<b>Project Costs:</b>							Project
	<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>Total</u>
	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000
<b>Operating Impact:</b>							
	\$ -	\$ (18,000)	\$ (4,000)	\$ 10,000	\$ 22,000	\$ 30,000	\$ 40,000

<b>Project Name:</b>	Taxiways C,D & E Construction	<b>Project Description:</b>
<b>Funding Source:</b>	90% FAA Grant. 5% FDOT Grant. 5% City Matching Requirements from Discretionary Sales Tax	Construction of Airport Taxiway D and E will be done in FY17-18 and Taxiway C is planned for FY18-19.

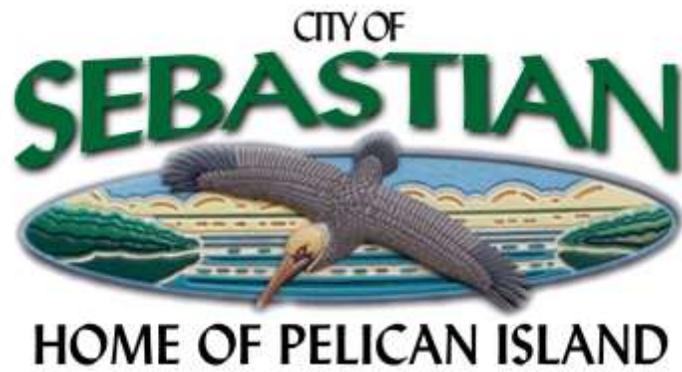
**Justification:** New taxiway construction will improve safety by eliminating the current need to cross the intersection of two runways to reach runway thresholds. City matching requirement will be from discretionary sales taxes and are projected to be \$109,195 for Taxiways D and E \$128,819 for Taxiway C.

<b>Project Costs:</b>							Total
	<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	
	\$ 1,998,658	\$ 2,391,136	\$ -	\$ -	\$ -	\$ -	\$ 4,389,794
<b>Operating Impact (Savings):</b>							
	\$ -	\$ (179,879)	\$ (375,095)	\$ (311,210)	\$ (243,401)	\$ (179,517)	\$ (1,289,102)

<b>Project Name:</b>	Construct Shade Hangars	<b>Project Description:</b>
<b>Funding Source:</b>	80% FDOT Grants. City Matching Requirements at 20% from Discretionary Sales Tax funds.	Apron improvements and installation of pre-engineered open-sided Shade Hangars. Phase-1 involves 14-hangars. Phase-2 will erect 7 Shade Hangars.

**Justification:** Shade hangars offer a lower cost aircraft sheltering alternative to local aircraft owners. Shade hangars will contribute much needed revenue to help bring economic sustainability to the airport. Annual rental revenues are expected bring in over \$33,600. Follow up Phase-2 involves 7 additional Shade Hangars. \$125,000 in FY17-18 and \$40,000 in FY20-21 will be funded by discretionary sales taxes.

<b>Project Costs:</b>							Total
	<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	
	\$ 625,000	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ 825,000
<b>Operating Impact (Savings):</b>							
	\$ -	\$ 6,250	\$ 12,500	\$ 18,750	\$ 27,000	\$ 35,250	\$ 99,750

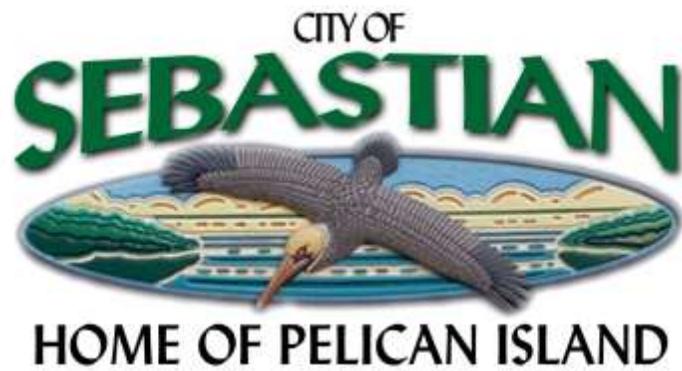


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CITY OF SEBASTIAN FLORIDA  
ANNUAL BUDGET  
FISCAL YEAR 2017-2018

***ENTERPRISE FUNDS***



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# CITY OF SEBASTIAN, FLORIDA 2017/2018 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>	<u>FY 13/14</u> <u>Actual</u>	<u>FY 14/15</u> <u>Actual</u>	<u>FY 15/16</u> <u>Actual</u>	<u>Amended</u> <u>FY 16/17</u> <u>Budget</u>	<u>Projected</u> <u>FY 16/17</u> <u>Budget</u>	<u>FY 17/18</u> <u>Budget</u>
Total Revenues	\$ 1,368,912	\$ 1,297,919	\$ 1,445,348	\$ 1,525,130	\$ 1,181,825	\$ 1,347,898
Total GC Administration Division	608,737	621,131	1,003,840	797,518	614,288	604,672
Total GC Greens Division	571,980	570,774	585,518	558,232	597,391	585,129
Total GC Carts Division	427,554	106,650	104,474	163,853	155,052	158,097
Total Expenses	1,608,271	1,298,554	1,693,832	1,519,603	1,366,731	1,347,898
Change in Unrestricted Reserves	\$ (239,359)	\$ (635)	\$ (248,484)	\$ 5,527	\$ (184,906)	\$ -

### GOLF COURSE FUND REVENUE

**Code: 410010**

The Fiscal Year 2017-2018 adopted budget for Golf Course fund revenue is \$1,347,898. This compares to the 2016-2017 projected revenue of \$1,181,825 an increase of \$166,073 or 10.9%.

<u>Description</u>	<u>FY 13-14</u> <u>Actual</u>	<u>FY 14-15</u> <u>Actual</u>	<u>FY 15-16</u> <u>Actual</u>	<u>Amended</u> <u>FY 16-17</u> <u>Budget</u>	<u>Projected</u> <u>FY 16-17</u> <u>Revenue</u>	<u>Adopted</u> <u>FY 17-18</u> <u>Budget</u>	<u>Difference</u>
Charges for services	\$ 1,225,099	\$ 1,297,772	\$ 1,086,503	\$ 1,338,960	\$ 959,926	\$ 1,347,898	\$ 387,972
Non-operating revenues	143,813	147	358,846	186,170	221,899	-	(221,899)
Total revenues	\$ 1,368,912	\$ 1,297,919	\$ 1,445,348	\$ 1,525,130	\$ 1,181,825	\$ 1,347,898	\$ 166,073

Fiscal Year 2017-18 Adopted Budget:

Major Current Level Changes from

2016-17 Projected Revenue

<b>1. Charges for services</b> - Increase due to anticipated increase in rounds played and pro shop sales and rent.	\$ 387,972
<b>2. Non-operating revenues</b> - Decrease due to no anticipated transfers in from other departments.	\$ (221,899)

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## GOLF COURSE REVENUE

Code: 410010

Account Number	Description	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Actual	Amended FY 16/17 Budget	Projected FY 16/17 Budget	FY 17/18 Budget
<b>CHARGES FOR SERVICES</b>							
347501	Green Fees	425,012	443,871	333,370	450,000	314,658	450,000
347502	Cart Rentals	612,333	640,631	543,370	650,000	443,654	650,000
347510	Driving Range Fees	39,616	39,511	34,410	41,000	32,839	42,000
347512	Club Storage Fees	2,475	2,441	2,687	2,900	2,669	3,084
347513	Club Rentals Fees	2,383	2,296	2,444	2,500	1,720	2,500
347520	Initiation Fees	2,000	3,500	0	0	0	0
347521	Membership Fees	59,603	64,281	83,207	92,250	84,003	93,000
347522	Handicap Fees	5,100	4,760	4,760	4,800	4,300	4,800
347523	Resident Card Fees	29,890	30,538	26,498	30,000	27,591	29,000
347530	Non-Taxable Sales	38	44	48	50	30	50
347540	Pro Shop Sales	50,755	60,704	58,461	60,000	37,750	55,000
347541	Cost of Sales-Pro Shop	(44,457)	(35,419)	(44,954)	(35,000)	(29,000)	(35,000)
362100	Rents and Royalties	29,046	29,139	28,473	31,000	26,119	42,000
366000	Contributions & Donations	7,747	6,304	9,143	5,000	9,133	7,004
369900	Other Miscellaneous Revenues	1,684	1,435	1,524	1,000	1,000	1,000
369941	Sales Tax Commissions	360	360	360	360	360	360
369945	Pro Lesson Fees	1,532	3,218	2,535	3,000	3,000	3,000
369995	Cash Over/Short	(18)	158	167	100	100	100
369999	Prior Year Recoveries	0	0	0	0	0	0
<b>TOTAL CHARGES FOR SERVICES</b>		<b>1,225,099</b>	<b>1,297,772</b>	<b>1,086,503</b>	<b>1,338,960</b>	<b>959,926</b>	<b>1,347,898</b>
<b>NON-OPERATING REVENUE</b>							
361100	Interest Earnings	115	(77)	(1,754)	0	0	0
364100	Sale of Fixed Assets	137,600	224	3,900	0	10,000	0
367000	Gain/Loss on Sale of Golf Carts	6,098	0	0	0	0	0
381001	Interfund Transfer from 001 GF	0	0	0	1,907	1,907	0
381130	Interfund Transfer from Fund 130	0	0	0	0	0	0
381148	Interfund Transfer from Fund 480	0	0	356,700	165,800	175,174	0
381415	Interfund Transfer from Fund 415	0	0	0	18,463	34,818	0
<b>TOTAL NON-OPERATING REVENUE</b>		<b>143,813</b>	<b>147</b>	<b>358,846</b>	<b>186,170</b>	<b>221,899</b>	<b>0</b>
<b>TOTAL GOLF COURSE REVENUES</b>		<b>1,368,912</b>	<b>1,297,919</b>	<b>1,445,348</b>	<b>1,525,130</b>	<b>1,181,825</b>	<b>1,347,898</b>
<b>USE OF UNRESTRICTED RESERVES</b>		<b>239,359</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL GOLF COURSE SOURCES</b>		<b>1,608,271</b>	<b>1,297,919</b>	<b>1,445,348</b>	<b>1,525,130</b>	<b>1,181,825</b>	<b>1,347,898</b>

# CITY OF SEBASTIAN, FLORIDA 2017/2018 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 2017 ACCOMPLISHMENTS

- ✓ Consistent rounds of golf from numerous golf course patrons, especially patrons participating in the numerous weekly leagues offered, including Wojo's Monday League, Men's & Women's Golf Associations, Business League, etc.
- ✓ Hosted over 40 charity, corporate and/or special events, most of which took place on Saturday's. By hosting numerous charity events, SMGC provides a key fundraising source for many community endeavors, schools, churches, etc.
- ✓ On track for golf rounds to meet or exceed 52,800 rounds & total revenue to meet or exceed \$1 million. This is dependent on summer activity and weather.
- ✓ Donated numerous rounds of golf to charitable events and fundraisers, providing key support to community endeavors.
- ✓ Continued development of long range plans.
- ✓ Organized, promoted and hosted the 2016 Sebastian Amateur, the premiere tournament for SMGC.
- ✓ Since the inception of Sebastian River High School in 1994, served as home course for the boys and girls SRHS golf teams. PGA Director of Golf, Greg Gardner is Assistant Coach for the Boy's Golf Team.
- ✓ Organized, promoted and hosted the 6<sup>th</sup> Annual Michael Nichols Memorial Golf Tournament. This event has immediately become the top charitable event of the year, with over 128 players participating.
- ✓ Provided numerous golf lessons to junior golfers in the form of private and (up to) four-person small group clinics. Also gave numerous golf lessons to adults, thus increasing the student's frequency of playing, practicing and supporting SMGC.
- ✓ Numerous landscaping improvements throughout golf course including different plantings, additions of memorial benches and installation of decorative fencing.
- ✓ On-course restrooms fully renovated.
- ✓ Cart barn & Starter station fully renovated.
- ✓ Clubhouse & Beverage barn painted.
- ✓ Florida Power & Light upgrade to facility completed.
- ✓ New Irrigation System installed.
- ✓ New Golf Course Storage/Maintenance facility completed.
- ✓ All golf greens rebuilt with Champion Ultra-Dwarf turf.
- ✓ Offer the golf course, on a limited basis, to hold 5K charitable running events, thus eliminating the need to close Indian River Drive.
- ✓ Created and advertised new restaurant Request for Proposal.
- ✓ Completed over 2000 feet of cart path (concrete) repair.
- ✓ New golf cart Request for Proposal created and advertised.
- ✓ Parking lot lighting added.

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## FISCAL YEAR 2018 GOALS & OBJECTIVES

- Strive for 62,000+ rounds of golf and \$1.6 million in revenue.
- Strive to instill in each golf course employee the importance of quality, unsurpassed customer service and the goal to “consider it done” and “whatever it takes” regarding customer service.
- Continue to work closely with the golf course’s maintenance contractor in order to produce the highest quality golf course conditions possible and always keep lines of communication open with all golf course maintenance workers.
- Continue to offer annual memberships, with the goal of securing new members each year.
- Continue to offer a large variety of weekly leagues, which will ensure repeat play and increase in rounds/revenue.
- Continue to offer a fully-stocked discount golf retail shop, complete with quality merchandise and competitive prices, while fulfilling the needs (stated and unstated) of golf course customers.
- Strive to introduce the game of golf (through a variety of clinics, lessons and other special functions) to juniors, retirees and others in the community to ensure future and present growth of the game of golf.
- Continue to be the official home golf course for Sebastian River High School Boys and Girls Golf Teams.
- Strive to place constant attention to all facilities and grounds, to help ensure that all areas are well-maintained and presentable to the public.
- Continue to represent SMGC through volunteer activities, speaking engagements and other public relation ventures.
- Strive to help community fundraisers and other charitable events, which will help SMGC to be an integral part of the community.
- Continue to promote the two largest and most important golf events, the annual Sebastian Amateur and The Michael Nichols Memorial Golf Tournament.
- Continue to develop action plans for golf course improvements and to get a consensus from customers regarding “needs” and “wants”.
- Strive to help community fundraisers and other charitable events, to help SMGC to be considered an integral part of the community.

## PERFORMANCE MEASUREMENT

SERVICE PROGRAM	Actual 2013/2014	Actual 2014/2015	Actual 2015/2016	Projected 2016/2017	Projected 2017/2018
Number of Annual Fees Sold	84	93	125	150	140
Single Resident	38	38	0	86	80
Single Non-Resident	10	9	0	0	0
Family Resident	32	42	0	64	60
Family Non-Resident	4	4	0	0	0
Resident/Discount Cards	653	663	700	700	700
<b>TOTAL ANNUAL FEES SOLD</b>	<b>737</b>	<b>756</b>	<b>825</b>	<b>850</b>	<b>840</b>
Annual Fee Rounds	7,615	7,919	8,800	8,800	9,250
Daily Fee Rounds	39,369	41,492	44,000	44,000	45,000
<b>TOTAL NUMBER OF ROUNDS PLAYED</b>	<b>46,984</b>	<b>49,411</b>	<b>52,800</b>	<b>52,800</b>	<b>54,250</b>

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## PROGRAM BUDGET DESCRIPTION FOR THE SEBASTIAN GOLF COURSE

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>16/17</i>	<i>17/18</i>	
20.00%	20.00%	<b>General Supervision</b> - Provide effective, responsive and professional management, direction, control of daily golf operations, including training and forethought for innovative and practical improvements.
20.00%	20.00%	<b>Pro Shop</b> - 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%	<b>Control of Course Play</b> - 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.
20.00%	20.00%	<b>Golf Course Administration</b> - Supervise all Golf Course operations, preparation of budget, supervision of capital improvement programs.
20.00%	20.00%	<b>Promote the Game of Golf</b> - 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%	

## GOLF COURSE ADMINISTRATION BUDGET SUMMARY

The Fiscal Year 2017-2018 adopted budget for Golf Course Administration is \$604,672. This compares to the 2016-2017 projected expenses of \$609,744, an decrease of \$5,072 or -.83%.

	FY 13-14	FY 14-15	FY 15-16	Amended FY 16-17	Projected FY 16-17	Adopted FY 17-18	Difference
	Actual	Actual	Actual	Budget	Expenses	Budget	
Personal Services	\$ 225,170	\$ 249,566	\$ 273,207	\$ 278,734	\$ 271,000	\$ 283,542	\$ 12,542
Operating Expenses	324,470	305,854	320,269	317,138	302,019	289,386	(12,633)
Capital Outlay	-	5,618	2,000	167,707	1,907	-	(1,907)
Transfers	59,097	60,094	408,364	-	34,818	31,744	(3,074)
<b>Total</b>	<b>\$ 608,737</b>	<b>\$ 621,131</b>	<b>\$ 1,003,840</b>	<b>\$ 763,579</b>	<b>\$ 609,744</b>	<b>\$ 604,672</b>	<b>\$ (5,072)</b>

Fiscal Year 2017-18 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2016-17 Projected Expenses:

	Difference
<b>1. Personal Services</b> - Increase due to negotiated salary increases and insurance costs.	\$ 12,542
<b>2. Operating Expenses</b> - Decrease due to water and electric servie transferred to other division and restaurant.	\$ (12,633)
<b>3. Capital Outlay</b> - Decrease due to no capital outlay requested.	\$ (1,907)
<b>4. Transfers</b> - Decrease due to no transfer being made to Golf Course Capital Fund.	\$ (3,074)
<b>5. Contingency</b> - No change.	\$ -

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## PERSONAL SERVICES SCHEDULE

### GOLF COURSE ADMINISTRATION

<u>POSITION</u>	<u>PAY RANGE</u>	<u>GRADE</u>	<u>Full Time Equivalents</u>			<u>Projected Expense</u>	<u>Adopted Budget</u>
			<u>15-16</u>	<u>16-17</u>	<u>17-18</u>	<u>16-17</u>	<u>17-18</u>
Golf Course Director	64,487 / 116,076	78	1.00	1.00	1.00	\$ 97,300	\$ 94,150
Administrative Assistant	30,821 / 55,478	28	1.00	1.00	1.00	54,200	56,000
Cashier (P/T)	20,,988 / 37,778	15	1.00	1.00	1.00	23,000	26,500
Assistant Golf Pro (P/T)	22,282 / 40,107	17	0.50	0.50	0.50	14,500	15,000
Cashier (Temp)	8.10/hr		1.50	1.50	1.50	13,500	16,000
			5.00	5.00	5.00		
						\$ 202,500	\$ 207,650
		Overtime				1,000	1,000
		Lesson Bonus				1,750	2,250
		FICA Taxes				15,250	16,134
		Deferred Compensation				13,700	13,806
		Group Health Insurance Premium				13,600	13,863
		Dependant Health Ins Premium				13,000	13,929
		Health Reimbursement Account				7,200	8,000
		Employee Assistance Program				100	79
		Worker's Comp Insurance				2,900	5,040
		Additional Compensation				-	1,791
		<b>Total Personal Services</b>				<b>\$ 271,000</b>	<b>\$ 283,542</b>

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## GOLF COURSE ADMINISTRATION DIVISION

Code: 410110

Account Number	Description	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Actual	Amended FY 16/17 Budget	Projected FY 16/17 Budget	FY 17/18 Budget
<b>PERSONAL SERVICES:</b>							
511200	Regular Salaries	150,711	171,185	194,988	189,000	189,000	191,650
511300	Temporary Salaries	17,349	18,048	13,395	16,000	13,500	16,000
511400	Overtime	880	746	830	1,500	1,000	1,000
511500	Lesson Bonus	1,455	1,774	833	2,250	1,750	2,250
512100	FICA Taxes	12,097	13,340	14,444	15,969	15,250	16,134
512225	Deferred Compensation	11,455	12,341	13,231	13,703	13,700	13,806
512301	Group Health Insurance Premium	12,527	11,968	13,023	15,047	13,600	13,863
512305	Dependant Health Ins Premium	10,188	9,950	10,579	12,165	13,000	13,929
512307	Health Reimbursement Account	6,107	5,627	7,741	8,000	7,200	8,000
512309	Employee Assistance Program	92	93	118	120	100	79
512400	Worker's Comp Insurance	2,359	4,433	4,026	4,980	2,900	5,040
512500	Unemployment Insurance	0	0	0	0	0	0
512600	OPEB Accrued Expense	(50)	61	0	0	0	0
512700	Additional Compensation	0	0	0	0	0	1,791
<b>TOTAL PERSONAL SERVICES</b>		<b>225,170</b>	<b>249,566</b>	<b>273,207</b>	<b>278,734</b>	<b>271,000</b>	<b>283,542</b>
<b>OPERATING EXPENSES:</b>							
533100	Professional Services	2,180	1,972	2,262	2,082	2,455	2,455
533200	Audit Fees	2,848	3,133	3,274	3,446	3,040	3,446
533201	Admin Services provided by GF	90,902	94,539	100,791	96,000	96,000	93,000
533400	Other Contractual Services	0	50	4,186	3,975	3,975	3,975
533420	Pest/Weed Control	450	413	496	450	450	480
533440	Electronic Security Services	489	511	520	894	659	400
534101	Telephone	2,650	2,921	3,338	3,500	3,500	2,640
534105	Cellular Telephone	180	180	322	360	340	350
534110	Internet Access	762	789	789	850	765	790
534120	Postage	135	61	80	0	100	100
534310	Electric	35,624	35,221	32,406	34,000	26,000	10,000
534320	Water/Sewer	13,903	13,457	12,029	14,000	8,200	1,000
534420	Equipment Leases	0	0	966	1,032	1,032	1,032
534445	Airport Property Lease	115,000	100,000	100,000	100,000	100,000	106,000
534500	Insurance	7,643	7,900	8,544	8,217	8,217	8,217
534610	R & M - Buildings	3,421	1,384	7,396	4,000	4,000	4,000
534630	R & M - Office Equipment	887	1,234	559	600	500	500
534845	Golf Course Promotions	8,059	6,354	4,566	6,000	3,667	4,000
534846	Golf Course Advertising	8,585	2,637	6,917	6,800	5,500	6,000
535200	Departmental Supplies	2,477	2,989	2,999	3,000	3,600	3,600
535205	Bank Charges	21,432	24,048	19,879	21,000	22,000	24,000
535210	Computer Supplies	876	0	0	100	100	100
535220	Cleaning Supplies	2,264	2,264	4,118	2,500	3,000	3,200
535230	Small Tools and Equipment	0	0	0	0	100	100
535270	Uniforms and Shoes	0	0	0	500	987	1,000
535410	Dues and Memberships	502	510	510	510	510	510
535710	Non-Ad Valorem Tax	3,201	3,287	3,322	3,322	3,322	8,491
<b>TOTAL OPERATING EXPENSES</b>		<b>324,470</b>	<b>305,854</b>	<b>320,269</b>	<b>317,138</b>	<b>302,019</b>	<b>289,386</b>
<b>CAPITAL OUTLAY:</b>							
606400	Vehicles and Equipment	0	5,618	2,000	1,907	1,907	0
606900	Infrastructure	0	0	0	165,800	0	0
<b>TOTAL CAPITAL OUTLAY</b>		<b>0</b>	<b>5,618</b>	<b>2,000</b>	<b>167,707</b>	<b>1,907</b>	<b>0</b>
<b>NON-OPERATING EXPENSES</b>							
909480	Interfund Trfr to 480 Bldg	0	0	0	5,527	4,544	31,744
909541	Intrafund Trfr to GC Capital	59,097	60,094	408,364	0	34,818	0
909901	Contingency	0	0	0	33,939	0	0
<b>TOTAL NON-OPERATING EXPENSES</b>		<b>59,097</b>	<b>60,094</b>	<b>408,364</b>	<b>33,939</b>	<b>39,362</b>	<b>31,744</b>
<b>TOTAL GOLF COURSE ADMINISTRATION</b>		<b>608,737</b>	<b>621,131</b>	<b>1,003,840</b>	<b>797,518</b>	<b>614,288</b>	<b>604,672</b>

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## GOLF COURSE GREENS DIVISION

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

### FISCAL YEAR 2017 ACCOMPLISHMENTS

- ✓ Monitored all golf course grounds with special emphasis on putting greens.
- ✓ Monitored maintenance and preventative maintenance of contractor's equipment.
- ✓ Oversight on new HDPE irrigation system, provided insight on additional sprinkler locations; planned to add additional sprinkler heads to out-of-reach areas, thus improving additional turf areas.
- ✓ Continued landscaping improvements and Brazilian pepper tree removal projects.
- ✓ Planted numerous new species of trees and shrubs on the golf course.
- ✓ Approval and implementation of greens re-grassing project using Champion Ultra-dwarf turf, contracting with Champion Turf Company.
- ✓ Overall, golf course customers continue to offer positive comments about the condition of the golf course and future plans of golf course improvements.
- ✓ Extensive trimming of all cabbage palms throughout entire golf course property.
- ✓ Monitor use of new golf course maintenance storage facility, chemical barn and surrounding area.
- ✓ Poured new 30' X 30' sand concrete pad.

### FISCAL YEAR 2018 GOALS AND OBJECTIVES

- Continue to monitor golf course grounds and surrounding areas.
- Strive for golf course grounds to be visually and aesthetically pleasing.
- Strive to ensure putting greens are in the best possible condition, including "greens-speed: issues.
- Continue to monitor irrigation system operation and performance.
- Monitor equipment used on the golf course.
- Continue to meet with Golf Course Superintendent daily, and express issues and concerns, always keeping lines of communication open with all golf course maintenance staff.
- Continue to explore innovative methods regarding equipment replacement, leases, golf course turf practices and irrigation improvements.
- Continue to monitor golf course maintenance storage facility and surrounding area.

### PERFORMANCE MEASURES

Performance Indicators	Actual 2013/2014	Actual 2014/2015	Actual 2015/2016	Projected 2016/2017	Projected 2017/2018
Greens (Acres)	4	4	4	4	2.5
Tees (Acres)	5	5	5	5	4
Fairways (Acres)	35	35	35	35	22
Rough (Acres)	60	60	60	60	50
Sand Bunkers (Acres)	5	5	5	5	4
Lakes and Ponds (Linear Feet)	10,000	10,000	10,000	10,000	10,000
Non-Play Area (Acres)	18	18	18	18	20
Holes Maintained	18	18	18	18	18
Practice areas (acres total)	5	5	5	5	2

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## PROGRAM BUDGET DESCRIPTION FOR THE GOLF COURSE GREENS DIVISION

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>16/17</i>	<i>17/18</i>	
95.00%	95.00%	<b>Golf Course Maintenance</b> - 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%	5.00%	<b>Equipment Maintenance</b> - 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 2017-2018 adopted budget for Golf Course Greens Division is \$585,129. This compares to the 2016-2017 projected expenses of \$597,391, a decrease of \$12,262 or -2.05%.

	FY 13-14	FY 14-15	FY 15-16	Amended FY 16-17	Projected FY 16-17	Adopted FY 17-18	Difference
	Actual	Actual	Actual	Budget	Expenses	Budget	
Operating Expenses	\$ 569,191	\$ 570,898	\$ 578,950	\$ 558,232	\$ 597,391	\$ 585,129	\$ (12,262)
Capital Outlay	1,520	-	6,568	-	-	-	-
Non-Operating	1,269	(124)	-	-	-	-	-
<b>Total</b>	<b>\$ 571,980</b>	<b>\$ 570,774</b>	<b>\$ 585,518</b>	<b>\$ 558,232</b>	<b>\$ 597,391</b>	<b>\$ 585,129</b>	<b>\$ (12,262)</b>

Fiscal Year 2017-18 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2016-17 Projected Expenses:

1. <b>Operating Expenses</b> - Decrease due to lower anticipated grounds maintenance costs.	\$ (12,262)
2. <b>Capital Outlay</b> - No capital outlay requested.	\$ -
3. <b>Non-Operating</b> - No change.	\$ -

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## GOLF COURSE GREENS DIVISION

Code: 410120

<u>Account</u> <u>Number</u>	<u>Description</u>	<u>FY 13/14</u> <u>Actual</u>	<u>FY 14/15</u> <u>Actual</u>	<u>FY 15/16</u> <u>Actual</u>	<u>Amended</u> <u>FY 16/17</u> <u>Budget</u>	<u>Projected</u> <u>FY 16/17</u> <u>Budget</u>	<u>FY 17/18</u> <u>Budget</u>
<b>OPERATING EXPENSES</b>							
533400	Other Contractual Services	0	229	0	0	0	0
533420	Pest/Weed Control	0	440	200	0	0	0
533440	Electronic Security Services	300	0	0	0	0	0
533445	Groundskeeping Service	513,645	535,632	535,632	535,632	535,632	546,385
534310	Electric	18,734	14,829	11,692	12,000	10,000	11,500
534610	R & M - Buildings	1,131	0	306	500	100	500
534640	R & M-Operating Equipment	18,862	948	1,202	500	700	500
534680	R & M - Irrigation Systems	13,007	16,389	5,255	2,000	3,500	2,000
534685	R & M - Grounds Maintenance	363	201	24,135	6,000	47,159	23,444
535200	Departmental Supplies	414	1,533	520	500	250	250
535220	Cleaning Supplies	0	101	6	100	50	50
535230	Small Tools and Equipment	2,712	596	0	0	0	0
535250	Building Supplies	23	0	0	1,000	0	500
<b>TOTAL OPERATING EXPENSES</b>		<b>569,191</b>	<b>570,898</b>	<b>578,950</b>	<b>558,232</b>	<b>597,391</b>	<b>585,129</b>
<b>CAPITAL OUTLAY</b>							
606200	Buildings	1,520	0	0	0	0	0
606300	IOTB	0	0	6,568	0	0	0
<b>TOTAL CAPITAL OUTLAY</b>		<b>1,520</b>	<b>0</b>	<b>6,568</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>NON-OPERATING EXPENSES</b>							
707245	Interest - Golf Course Loan	1,269	(124)	0	0	0	0
<b>TOTAL NON-OPERATING EXPENSES</b>		<b>1,269</b>	<b>(124)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL GREENS DIVISION</b>		<b>571,980</b>	<b>570,774</b>	<b>585,518</b>	<b>558,232</b>	<b>597,391</b>	<b>585,129</b>

# CITY OF SEBASTIAN, FLORIDA 2017/2018 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 2017 ACCOMPLISHMENTS

- ✓ Maintained fleet of 86 golf carts, 1 beverage cart, 1 ranger cart and 1 range cart.
- ✓ Maintained cart barn and all surrounding areas including starter's station, water station, cart wash and cart staging areas and driving range area.
- ✓ Through a continued contract with a golf ball diving company, provided, at no cost, quality range balls for the driving range.
- ✓ Offered quality customer service, always willing to go the extra step to please our customers, thus ensuring repeat play.
- ✓ Electric improvements completed in the golf cart barn.
- ✓ Created RFP for golf cart bid.
- ✓ Provide ice & water for patrons, maintain ice machine(s) and dispensers.

### FISCAL YEAR 2018 GOALS AND OBJECTIVES

- Continue to offer quality, unsurpassed customer service.
- Continue to maintain golf cart fleet, with emphasis on battery and tire maintenance and overall cleanliness of golf cart.
- Continue to maintain beverage cart, ranger cart & range cart, as well as ranger picker, ranger machine & golf ball cleaner.
- Continue to maintain cart barn, water & starter stations & cart staging & cart wash areas, thus ensuring all areas are clean and presentable to the public.
- Offer more ranger contact with golf course patrons.
- Emphasis on on-course restroom & bag storage room cleanliness

### PERFORMANCE MEASURES

Performance Indicators	Actual 2013/2014	Actual 2014/2015	Actual 2015/2016	Projected 2016/2017	Projected 2017/2018
Club Car Electric Golf Carts	86	86	86	86	80
Tires Maintained	352	352	356	356	332
Grease Fittings Maintained	534	356	356	356	332
Range Carts	1	1	1	1	1
Ranger Carts	1	1	1	1	1
Batteries Maintained	519	524	524	524	483
Beverage Carts	1	1	1	1	1

### PROGRAM BUDGET DESCRIPTION FOR THE GOLF COURSE CARTS DIVISION

STAFFING		NATURE OF ACTIVITY
16/17	17/18	
30.00%	30.00%	<b>General Maintenance and Care of Golf Carts</b> - Clean and maintain golf carts in operational condition for guests use and maintain operational cart barn.
30.00%	30.00%	<b>Golf Course Facilities</b> - Maintenance and care of Cart Barn, Driving Range, Water Station, and general area around Golf Shop and starter area.
40.00%	40.00%	<b>Customer Service</b> - Provide unsurpassed customer service to our members.
100.00%	100.00%	

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## GOLF COURSE CARTS DIVISION BUDGET SUMMARY

The Fiscal Year 2017-2018 adopted budget for Golf Course Carts Division is \$158,097. This compares to the 2016-2017 projected expenses of \$155,052, an increase of \$3,045 or 1.96%.

	FY 13-14	FY 14-15	FY 15-16	Amended FY 16-17	Projected FY 16-17	Adopted FY 17-18	Difference
	Actual	Actual	Actual	Budget	Expenses	Budget	
Personal Services	\$ 78,301	\$ 95,327	\$ 92,369	\$ 103,547	\$ 92,746	\$ 92,291	\$ (455)
Operating Expenses	5,377	2,025	4,833	2,900	4,900	8,400	3,500
Capital Outlay	334,059	-	-	-	-	-	-
Debt Service	9,817	9,298	7,272	57,406	57,406	57,406	-
<b>Total</b>	<b>\$ 427,554</b>	<b>\$ 106,650</b>	<b>\$ 104,474</b>	<b>\$ 163,853</b>	<b>\$ 155,052</b>	<b>\$ 158,097</b>	<b>\$ 3,045</b>

Fiscal Year 2017-18 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2016-17 Projected Expenses:

	Difference
<b>1. Personal Services</b> - Decrease due to lower anticipated hours worked on holidays.	\$ (455)
<b>2. Operating Expenses</b> - Increase due to new water meter and anticipated usage.	\$ 3,500
<b>3. Capital Outlay</b> - No capital outlay requested.	\$ -
<b>4. Debt Service</b> - No change.	\$ -

## PERSONAL SERVICES SCHEDULE

### GOLF COURSE CARTS DIVISION

<u>POSITION</u>	<u>PAY RANGE</u>	<u>GRADE</u>	<u>Projected Expense</u>			<u>Adopted Budget</u>	
			<u>15-16</u>	<u>16-17</u>	<u>17-18</u>	<u>16-17</u>	<u>17-18</u>
Cart Attendants (P/T)	8.10 / 14.49	9	2.00	2.00	2.00	\$ 43,000	\$ 43,000
Cart Attendants (Temp)	8.10/hr		6.00	6.00	6.00	40,250	40,000
			8.00	8.00	8.00	\$ 83,250	\$ 83,000
	Overtime					1,500	800
	FICA Taxes					6,600	6,411
	Group Insurance					0	0
	Employee Assistance Program					96	63
	Worker's Compensation					1,300	2,017
	<b>Total Personal Services</b>					<b>\$ 92,746</b>	<b>\$ 92,291</b>

(1) For P/T Cart Attendants, 2 equals 4 temporary part-time positions.

For Temporary Cart Attendants, 6 equals 12 temporary part-time positions.

## CAPITAL OUTLAY SCHEDULE

### GOLF COURSE CARTS DIVISION

<u>Description</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>	<u>TOTAL</u>
Range Ball Dispenser	\$ -	\$ 2,500	\$ -	\$ -	\$ -	\$ 2,500
	\$ -	\$ 2,500	\$ -	\$ 261,200	\$ -	\$ 263,700

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## GOLF COURSE CARTS DIVISION

Code: 410130

Account <u>Number</u> <u>Description</u>	FY 13/14 <u>Actual</u>	FY 14/15 <u>Actual</u>	FY 15/16 <u>Actual</u>	Amended FY 16/17 <u>Budget</u>	Projected FY 16/17 <u>Budget</u>	FY 17/18 <u>Budget</u>
<b>PERSONAL SERVICES</b>						
511200    Regular Salaries	34,161	36,527	43,095	42,000	43,000	43,000
511300    Temporary Salaries	36,154	49,802	39,262	51,000	40,250	40,000
511400    Overtime	1,540	1,566	1,753	1,000	1,500	800
512100    FICA Taxes	5,511	6,701	6,458	7,191	6,600	6,411
512301    Group Insurance	0	0	0	0	0	0
512309    Employee Assistance Program	81	76	96	96	96	63
512400    Worker's Comp Insurance	854	655	1,705	2,260	1,300	2,017
<b>TOTAL PERSONAL SERVICES</b>	<b>78,301</b>	<b>95,327</b>	<b>92,369</b>	<b>103,547</b>	<b>92,746</b>	<b>92,291</b>
<b>OPERATING EXPENSES</b>						
534320    Water	0	0	0	0	0	4,000
534420    Equipment Leases	500	0	0	0	0	0
534610    R & M - Buildings	3,737	1,400	3,452	1,500	3,500	3,000
534640    R & M-Operating Equipment	956	517	1,094	1,000	1,000	1,000
535200    Departmental Supplies	100	30	281	250	250	250
535220    Cleaning Supplies	4	14	6	50	50	50
535230    Small Tools and Equipment	80	64	0	100	100	100
<b>TOTAL OPERATING EXPENSES</b>	<b>5,377</b>	<b>2,025</b>	<b>4,833</b>	<b>2,900</b>	<b>4,900</b>	<b>8,400</b>
<b>CAPITAL OUTLAY</b>						
606400    Vehicles and Equipment	334,059	0	0	0	0	0
<b>TOTAL CAPITAL OUTLAY</b>	<b>334,059</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>NON-OPERATING EXPENSES</b>						
707145    Principal - Golf Course Loan	0	0	0	52,000	52,000	52,000
707245    Interest - Golf Course Loan	9,817	9,298	7,272	5,406	5,406	5,406
707300    Other Debt Service Costs	0	0	0	0	0	0
<b>TOTAL NON-OPERATING EXPENSES</b>	<b>9,817</b>	<b>9,298</b>	<b>7,272</b>	<b>57,406</b>	<b>57,406</b>	<b>57,406</b>
<b>TOTAL CARTS DIVISION</b>	<b>427,554</b>	<b>106,650</b>	<b>104,474</b>	<b>163,853</b>	<b>155,052</b>	<b>158,097</b>

# CITY OF SEBASTIAN, FLORIDA 2017/2018 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>	<u>FY 13/14</u> <u>Actual</u>	<u>FY 14/15</u> <u>Actual</u>	<u>FY 15/16</u> <u>Actual</u>	<u>Amended</u> <u>FY 16/17</u> <u>Budget</u>	<u>FY 16/17</u> <u>Projected</u>	<u>FY 17/18</u> <u>Adopted</u> <u>Budget</u>
Total Revenues	\$ 434,675	\$ 415,239	\$ 637,924	\$ 441,607	\$ 444,652	\$ 497,456
Total Airport Administration	\$ 321,540	\$ 311,885	\$ 626,054	\$ 427,402	\$ 422,446	\$ 497,456
Total Economic Development	19,527	10,035	13,585	-	-	-
Change in Unrestricted Reserves	\$ 93,608	\$ 93,318	\$ (1,715)	\$ 14,205	\$ 22,206	\$ -

### AIRPORT FUND REVENUE

#### Code: 450010

The Fiscal Year 2017-2018 adopted budget for Airport fund revenue is \$497,456. This compares to the 2016-2017 projected Airport fund revenue of \$444,652, an increase of \$52,804 or 11.9%.

<u>Description</u>	<u>FY 13-14</u> <u>Actual</u>	<u>FY 14-15</u> <u>Actual</u>	<u>FY 15-16</u> <u>Actual</u>	<u>Amended</u> <u>FY 16-17</u> <u>Budget</u>	<u>Projected</u> <u>FY 16-17</u> <u>Revenue</u>	<u>Adopted</u> <u>FY 17-18</u> <u>Budget</u>	<u>Difference</u>
Operating revenue	\$ 422,843	\$ 383,698	\$ 412,528	\$ 417,406	\$ 417,656	\$ 483,156	\$ 65,500
Non-operating revenues	11,832	31,541	225,396	24,201	26,996	14,300	(12,696)
Total revenues and other sources	\$ 434,675	\$ 415,239	\$ 637,924	\$ 441,607	\$ 444,652	\$ 497,456	\$ 52,804

Fiscal Year 2017-18 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2016-17 Projected Revenue:

	<u>Difference</u>
<b>1. Operating revenue</b> - Increase due addition of Hangar C and Golf Course Storage Bldg rents.	\$ 65,500
<b>2. Non-operating revenues</b> - Decrease due to lower anticipated sale of fixed assets.	\$ (12,696)

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## AIRPORT REVENUE

Code: 450010

<u>Account Number</u>	<u>Description</u>	<u>FY 13/14 Actual</u>	<u>FY 14/15 Actual</u>	<u>FY 15/16 Actual</u>	<u>Amended FY 16/17 Budget</u>	<u>Projected FY 16/17 Budget</u>	<u>FY 17/18 Budget</u>
<b>OPERATING REVENUE</b>							
344100	Fuel Sales	49,504	71,366	78,095	75,000	74,000	74,000
347541	Cost of Sales	(36,177)	(62,452)	(57,919)	(56,250)	(55,000)	(56,000)
362150	Nontaxable Rents	391	391	391	391	391	391
362100	Rents and Royalties	348,026	313,585	331,848	338,375	338,375	404,625
369900	Other Miscellaneous Revenues	60,848	60,547	59,859	59,640	59,640	59,840
369941	Sales Tax Commission	251	261	254	250	250	300
<b>TOTAL OPERATING REVENUE</b>		<b>422,843</b>	<b>383,698</b>	<b>412,528</b>	<b>417,406</b>	<b>417,656</b>	<b>483,156</b>
<b>NON-OPERATING REVENUE:</b>							
<b>OTHER NON-OPERATING REVENUE:</b>							
361100	Interest Earnings	149	(230)	939	0	567	600
364100	Sale of Fixed Assets	50	20,602	140	0	4,403	0
365000	Sale of Surplus Materials/Scrap	0	0	0	1,000	500	500
366000	Contributions & Donations	0	0	178,500	0	0	0
369400	Reimbursements	11,633	11,169	45,817	17,675	16,000	13,200
381001	Transfer from Fund 001 GF	0	0	0	5,526	5,526	0
<b>TOTAL OTHER NON-OPERATING REVENUE</b>		<b>11,832</b>	<b>31,541</b>	<b>225,396</b>	<b>24,201</b>	<b>26,996</b>	<b>14,300</b>
<b>TOTAL AIRPORT REVENUES</b>		<b>434,675</b>	<b>415,239</b>	<b>637,924</b>	<b>441,607</b>	<b>444,652</b>	<b>497,456</b>
<b>USE OF UNRESTRICTED RESERVES</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL AIRPORT SOURCES</b>		<b>434,675</b>	<b>415,239</b>	<b>637,924</b>	<b>441,607</b>	<b>444,652</b>	<b>497,456</b>

# CITY OF SEBASTIAN, FLORIDA 2017/2018 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 2017 ACCOMPLISHMENTS

- ✓ Completed installation of Skydive Sebastian Swoop Pond.
- ✓ Built airport perimeter service road.
- ✓ Completed new Golf Course Maintenance/Storage building project.
- ✓ Completed Construction 15,694 SF Hangar 'C'.
- ✓ Coordinated the coming of new business tenant, Cruiser Aircraft, Inc.
- ✓ Started Airport Master Plan Update Study.
- ✓ Completed design and engineering of new Taxiways C, D & E.
- ✓ Hosted Florida Power and Light Crews tending the aftermath of Hurricane Matthew.
- ✓ Provided area for disaster debris collection and processing in the aftermath of Hurricane Matthew.
- ✓ Planning is completed for the installation of a new AWOS III-T automated weather observation system.
- ✓ Installed north ramp security lighting.

### FISCAL YEAR 2018 GOALS AND OBJECTIVES

- Complete installation of AWOS III-T automated weather observation system.
- Engineer and build 14-Shade Hangars.
- Initiate Construction of Taxiways D & E.
- Submit Application to FAA for funding Construction of Taxiway C.
- Complete Airport Master Plan Update including Airport Layout Plan and Environmental Studies.

### PERFORMANCE MEASURES

Performance Indicators	Actual 2013/2014	Actual 2014/2015	Actual 2015/2016	Projected 2016/2017	Projected 2017/2018
Acres Available for Development	108	108	108	108	105
Airport Leasehold Revenues	\$348,417	\$313,976	\$331,848	\$338,375	\$404,625

### PROGRAM BUDGET DESCRIPTION FOR THE AIRPORT

STAFFING		NATURE OF ACTIVITY
16/17	17/18	
25.00%	25.00%	<b>Compliance</b> - Conduct operations at the Airport in accordance with FAA and FDOT compliance.
25.00%	25.00%	<b>Capital Improvement Project Execution and Monitoring</b> - 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.
10.00%	15.00%	<b>Tenant and Public Relations</b> - 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.
40.00%	35.00%	<b>Airport Maintenance</b> - 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 2017/2018 ANNUAL BUDGET

## AIRPORT BUDGET SUMMARY

The Fiscal Year 2017-2018 adopted budget for the Municipal Airport Administration is \$497,456. This compares to the 2016-2017 projected expenses of \$444,652, an increase of \$52,804 or 12.4%.

	FY 13-14	FY 14-15	FY 15-16	Amended FY 16-17	Projected FY 16-17	Adopted FY 17-18	Difference
	Actual	Actual	Actual	Budget	Expenses	Budget	
Personal Services	\$ 81,490	\$ 117,124	\$ 141,689	\$ 203,827	\$ 203,613	\$ 228,229	\$ 24,616
Operating Expenses	219,697	173,283	222,553	184,249	178,333	209,727	31,394
Capital Outlay	928	2,078	242,436	4,826	6,000	10,000	4,000
Debt Service	19,425	19,401	19,376	34,500	34,500	49,500	15,000
Contingency	93,608	-	-	14,205	22,206	-	(22,206)
<b>Total</b>	<b>\$ 415,148</b>	<b>\$ 311,885</b>	<b>\$ 626,054</b>	<b>\$ 441,607</b>	<b>\$ 444,652</b>	<b>\$ 497,456</b>	<b>\$ 52,804</b>

Fiscal Year 2017-18 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2016-17 Projected Expenses:

	Difference
<b>1. Personal Services</b> - Increase due to negotiated salary increases and insurance costs.	\$ 24,616
<b>2. Operating Expenses</b> - Increase primarily due to building maintenance and pest control costs.	\$ 31,394
<b>3. Capital Outlay</b> - Increase due to anticipated entrance sign replacement.	\$ 4,000
<b>4. Debt Service</b> - Increased repayment of general fund legal loan.	\$ 15,000

## PERSONAL SERVICES SCHEDULE

### AIRPORT ADMINISTRATION

POSITION	PAY RANGE	GRADE	Full Time Equivalents			Projected	Adopted
			15-16	16-17	17-18	Expense	Budget
						16-17	17-18
Airport Director	64,487 / 116,076	78	0.00	0.00	1.00	\$ 63,825	\$ 72,625
Airport Manager	37,528 / 67,550	60	0.00	1.00	0.00	-	-
Airport Maintenance Worker I	25,812 / 46,462	22	0.00	1.00	1.00	\$ 26,700	\$ 28,000
Airport Operations Specialist III	29,538 / 57,350	4D	0.00	1.00	1.00	56,150	58,000
Airport Operations Specialist	25,812 / 46,462	22	1.00	0.00	0.00	-	-
			1.00	3.00	3.00		
						\$ 146,675	\$ 158,625
		Overtime				1,400	2,000
		FICA Taxes				10,825	12,306
		Clothing Allowance				120	240
		Deferred Compensation				13,125	14,478
		Group Health Insurance Premium				18,705	20,337
		Dependant Health Ins Premium				5,045	5,406
		Health Reimbursement Account				3,925	8,000
		Employee Assistance Program				68	48
		Worker's Comp Insurance				3,725	4,820
		Additional Compensation				-	1,969
		<b>Total Personal Services</b>				<b>\$ 203,613</b>	<b>\$ 228,229</b>

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## AIRPORT ADMINISTRATION

Code: 450110

Account		FY 13/14	FY 14/15	FY 15/16	Amended FY 16/17	Projected FY 16/17	FY 17/18
<u>Number</u>	<u>Description</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b>PERSONAL SERVICES</b>							
511200	Regular Salaries	53,528	94,353	107,621	140,600	146,675	158,625
511400	Overtime	462	609	727	500	1,400	2,000
512100	FICA Taxes	5,028	3,778	5,973	10,499	10,825	12,306
512215	Clothing Allowance	120	120	120	240	120	240
512225	Deferred Compensation	6,293	4,843	6,609	12,352	13,125	14,478
512301	Group Health Insurance Premium	6,868	5,948	8,549	21,940	18,705	20,337
512305	Dependant Health Ins Premium	4,037	3,823	4,068	4,679	5,045	5,406
512307	Health Reimbursement Account	1,438	894	2,881	6,400	3,925	8,000
512309	Employee Assistance Program	30	23	34	72	68	48
512400	Worker's Comp Insurance	3,712	2,701	5,023	6,545	3,725	4,820
512600	OPEB Accrued Expense	(26)	32	84	0	0	0
512700	Additional Compensation	0	0	0	0	0	1,969
<b>TOTAL PERSONAL SERVICES</b>		<b>81,490</b>	<b>117,124</b>	<b>141,689</b>	<b>203,827</b>	<b>203,613</b>	<b>228,229</b>
<b>OPERATING EXPENSES</b>							
533100	Professional Services	3,500	0	750	0	0	0
533200	Audit Fees	1,404	1,264	1,201	1,264	1,250	1,264
533201	Admin Services provided by GF	47,495	49,180	47,762	45,500	45,500	55,000
533202	Maintenance Services provided by GF	56,583	0	0	0	0	0
533400	Other Contractual Services	2,740	4,002	3,542	2,750	4,250	4,250
533415	Janitorial Services	0	0	0	480	0	0
533420	Pest/Weed Control/Mowing	862	825	1,457	850	850	3,086
534000	Travel and Per Diem	0	1,749	1,016	3,600	3,600	2,500
534101	Telephone	3,436	3,598	3,943	4,100	3,600	3,288
534105	Cellular Phone	387	415	411	780	625	840
534110	Internet Access	950	536	500	550	800	1,000
534120	Postage	118	47	81	250	200	250
534130	Express Mail	0	11	18	150	150	178
534310	Electric	23,640	25,554	25,185	25,000	24,000	26,000
534320	Water/Sewer	2,044	2,855	2,207	2,000	2,850	3,000
534420	Equipment Leases	0	0	0	0	100	400
534500	Insurance	25,580	26,624	27,694	30,000	28,000	24,800
534610	R & M Buildings	6,593	6,676	21,882	10,700	4,000	10,446
534620	R & M-Vehicles	1,498	2,698	2,582	2,800	2,800	3,000
534625	R & M - Lighting	0	0	0	0	0	4,000
534630	R & M-Office Equipment	0	0	0	0	100	900
534635	R & M - Security Systems	0	0	0	0	0	2,000
534640	R & M-Operating Equipment	9,971	15,338	21,983	14,500	14,000	15,000
534681	R & M-Fencing	2,380	634	30,303	6,475	6,475	3,000
534685	R & M-Grounds Maintenance	6,839	2,307	2,563	2,000	2,000	3,000
534700	Printing and Binding	0	139	0	250	250	250
534800	Promotional Activities	282	108	87	0	350	1,000
534825	Advertising Expenditures	0	0	0	0	450	10,800
534920	Legal Ads	0	294	0	0	0	0

- Continued -

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

Account Number	Description	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Actual	Amended FY 16/17 Budget	Projected FY 16/17 Budget	FY 17/18 Budget
535200	Departmental Supplies	1,695	2,524	2,359	1,250	1,700	2,575
535205	Bank Charges	1,504	2,133	2,404	2,000	2,000	2,000
535210	Computer Supplies	7	69	748	500	350	900
535230	Small Tools and Equipment	215	1,675	178	750	4,000	2,000
535260	Gas and Oil	5,867	7,303	6,508	6,000	6,000	6,500
535270	Uniforms & Shoes	221	185	306	650	600	650
535275	Safety Equipment	0	0	0	200	50	250
535410	Dues and Memberships	430	330	429	500	730	600
535420	Books and Publications	0	0	0	0	0	100
535450	Training and Education	30	440	540	4,500	935	1,000
535710	Non-Ad Valorem Tax	13,426	13,769	13,911	13,900	15,768	13,900
<b>TOTAL OPERATING EXPENSES:</b>		<b>219,697</b>	<b>173,283</b>	<b>222,553</b>	<b>184,249</b>	<b>178,333</b>	<b>209,727</b>
<b>CAPITAL OUTLAY:</b>							
606200	Buildings	0	0	178,500	0	0	0
606300	IOTB	0	0	6,020	4,826	6,000	10,000
606310	IOTB - Fencing	0	0	12,000	0	0	0
606400	Vehicles and Equipment	928	2,078	45,916	0	0	0
<b>TOTAL CAPITAL OUTLAY:</b>		<b>928</b>	<b>2,078</b>	<b>242,436</b>	<b>4,826</b>	<b>6,000</b>	<b>10,000</b>
<b>NON-OPERATING EXPENSES</b>							
707146	Principal - DST Fund Advance	0	0	0	0	0	0
707246	Interest - DST Fund Advance	19,425	19,401	19,376	24,500	24,500	24,500
909101	Interfund Trfr to General Fund	0	0	0	10,000	10,000	25,000
909901	Contingency	93,608	0	0	14,205	22,206	0
<b>TOTAL NON-OPERATING EXPENSES</b>		<b>113,033</b>	<b>19,401</b>	<b>19,376</b>	<b>48,705</b>	<b>56,706</b>	<b>49,500</b>
<b>TOTAL AIRPORT ADMINISTRATION</b>		<b>415,148</b>	<b>311,885</b>	<b>626,054</b>	<b>441,607</b>	<b>444,652</b>	<b>497,456</b>

## CAPITAL OUTLAY SCHEDULE

### AIRPORT - TO BE FUNDED BY AIRPORT FUND

Description	EXPENDITURES PER FISCAL YEAR					TOTAL
	2017-2018	2018-2019	2019-2020	2020-2021	2021-22	
Airport Entrance Signage	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000
	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -

Description	EXPENDITURES PER FISCAL YEAR					TOTAL
	2017-2018	2018-2019	2019-2020	2020-2021	2021-22	
Taxiway C,D,E Construction	\$ 109,195	\$ 128,819	\$ -	\$ -	\$ -	\$ 238,014
Modernize Security Cameras	100,000	-	-	-	-	100,000
Construct Shade Hangars	125,000	-	-	40,000	-	165,000
Construct Hangar	-	-	225,000	225,000	-	450,000
Construct Access Road West	-	-	-	100,000	-	100,000
	\$ 334,195	\$ 128,819	\$ 225,000	\$ 365,000	\$ -	\$ 238,014

# CITY OF SEBASTIAN, FLORIDA 2017/2018 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>	<u>FY 13/14</u>	<u>FY 14/15</u>	<u>FY 15/16</u>	<u>Amended</u> <u>FY 16/17</u>	<u>Projected</u> <u>FY 16/17</u>	<u>FY 17/18</u>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
Total Revenues and Transfers	\$ 702,196	\$ 717,270	\$ 815,300	\$ 822,315	\$ 724,739	\$ 690,844
Total Expenses	534,928	693,340	716,461	785,696	577,068	607,723
Change in Unrestricted Reserves	\$ 167,268	\$ 23,929	\$ 98,839	\$ 36,619	\$ 147,671	\$ 83,121

## BUILDING DEPARTMENT REVENUE

**Code: 480010**

The Fiscal Year 2017-2018 adopted budget for the Building Department fund revenue is \$690,844. This compares to the 2016-2017 projected Building Department fund revenue of \$724,739, a decrease of \$33,895 or -4.1%.

<u>Description</u>	<u>FY 13-14</u> <u>Actual</u>	<u>FY 14-15</u> <u>Actual</u>	<u>FY 15-16</u> <u>Actual</u>	<u>Amended</u> <u>FY 16-17</u> <u>Budget</u>	<u>Projected</u> <u>FY 16-17</u> <u>Revenue</u>	<u>Adopted</u> <u>FY 17-18</u> <u>Budget</u>	<u>Difference</u>
Operating revenue	\$ 698,876	\$ 710,622	\$ 801,640	\$ 744,400	\$ 645,400	\$ 652,400	\$ 7,000
Non-operating revenues	3,320	6,648	13,660	77,915	79,339	38,444	(40,895)
Total revenues and other sources	\$ 702,196	\$ 717,270	\$ 815,300	\$ 822,315	\$ 724,739	\$ 690,844	\$ (33,895)

Fiscal Year 2017-2018 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2016-2017 Projected Revenue:

<b>1. Operating revenue</b> - Slight increase due to expected additional building permits issued.	<u>Difference</u> \$ 7,000
<b>2. Non-operating revenues</b> - Decrease due to no anticipated appropriation from prior year.	\$ (40,895)

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## BUILDING DEPARTMENT REVENUE

Code: 480010

Account Number	Description	FY 13/14	FY 14/15	FY 15/16	Amended FY 16/17	Projected FY 16/17	FY 17/18
		<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
<b>OPERATING REVENUE</b>							
321050	Contractor License	13,797	13,133	12,083	13,000	12,500	13,000
321150	Contractor License - Penalties	3,055	3,635	2,661	2,500	2,400	2,500
322050	Building Permits	374,428	358,845	422,335	390,000	290,000	310,000
322055	Roofing Permits	40,381	42,148	55,634	50,000	68,000	60,000
322065	Alumimum Structure	14,325	21,450	20,875	21,000	24,000	22,000
322070	Shed Permits	5,775	5,925	6,525	6,300	9,500	7,500
322075	Reinspection Fees	13,110	12,670	24,000	22,500	11,000	12,500
322100	Land Clearing Permits	13,450	13,250	14,300	15,500	11,500	12,000
322200	Electrical Permits	28,939	29,999	32,457	32,000	27,000	28,500
322225	Plumbing Permits	25,196	28,564	27,485	25,000	21,000	23,000
322230	Pool Permits	14,400	18,225	15,945	18,000	20,000	18,000
322240	Solar Permits	2,700	4,575	3,900	3,000	4,800	4,000
322250	Mechanical Permits	52,830	60,597	70,928	59,000	52,000	52,000
322300	Fencing Permits	17,400	17,700	19,200	17,000	23,000	18,000
322500	Sign Permits	3,555	2,955	2,610	3,000	2,000	2,800
322600	Expired Permit Fee	8,550	15,300	7,800	8,000	10,000	8,500
329400	Plan Checking Fees	42,822	42,112	43,765	42,000	40,000	41,000
341920	Cert. Copying/Record Research	824	776	757	600	700	600
347556	County Facility Admin Fee	12,346	12,288	11,879	12,000	11,000	12,000
359000	Other Fines and Forfeitures	10,977	6,475	6,502	4,000	5,000	4,500
<b>TOTAL OPERATING REVENUE</b>		<b>698,876</b>	<b>710,622</b>	<b>801,640</b>	<b>744,400</b>	<b>645,400</b>	<b>652,400</b>
<b>OTHER NON-OPERATING REVENUE:</b>							
361100	Interest Income	1,989	2,114	1,380	2,233	1,200	1,200
361105	SBA Interest Earnings	584	2,535	3,852	1,543	4,500	3,000
364100	Sale of Fixed Assets	0	0	5,501	0	0	0
367000	Gain/Loss on Investment	-1,127	0	0	0	0	0
369900	Other Miscellaneous Revenue	1,874	1,998	2,927	2,500	2,000	2,500
381001	Transfer from General Fund	0	0	0	25,000	25,000	0
381410	Interfund Transfer from 410 GC	0	0	0	4,544	4,544	31,744
389991	Appropriation from PY Fund Balance	0	0	0	42,095	42,095	0
<b>TOTAL OTHER NON-OPERATING REVENUE</b>		<b>3,320</b>	<b>6,648</b>	<b>13,660</b>	<b>77,915</b>	<b>79,339</b>	<b>38,444</b>
<b>TOTAL BUILDING DEPARTMENT REVENUES</b>		<b>702,196</b>	<b>717,270</b>	<b>815,300</b>	<b>822,315</b>	<b>724,739</b>	<b>690,844</b>
<b>USE OF UNRESTRICTED RESERVES</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL BUILDING DEPARTMENT SOURCES</b>		<b>702,196</b>	<b>717,270</b>	<b>815,300</b>	<b>822,315</b>	<b>724,739</b>	<b>690,844</b>

# CITY OF SEBASTIAN, FLORIDA 2017/2018 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.

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 2017 ACCOMPLISHMENTS

- ✓ Maintained timeliness and delivery of permitting services with a turnaround time of 10 days or less for most permits.
- ✓ Provided continuing education to employees to meet minimum state licensing requirements. Customer service training is ongoing.
- ✓ New building permit and inspection database has been completed and will be operational prior to the end of this fiscal year.
- ✓ Continued to enforce state laws and city ordinances regarding unlicensed contractor activity and willful code violations. Citations were issued as needed and various cases went before Special Magistrate or Construction Board for final resolution as needed.
- ✓ Continue to follow up on expired permits and open inspections.
- ✓ Continue to scan permits, business tax receipts and contractor licensing documents into laser fiche for permanent record keeping.

## FISCAL YEAR 2018 GOALS AND OBJECTIVES

- Continue to maintain timeliness and delivery of permitting services with a turnaround time of 10 days or less for most projects.
- Provide ongoing customer service training and building code related continuing education to satisfy minimum state licensing requirements.
- Continue to enhance customer service by implementing the on-line submittal portion of the new building permit and inspection program. Continue to look for ways to improve our service capabilities through the database.
- Continue to enforce state laws and city ordinances related to construction industry and unlicensed contractor activity.
- Continue to follow up on expired permits and open inspections.
- Continue to scan completed permits, business tax receipts and contractor licensing documents into laser fiche for safe record keeping.

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## PERFORMANCE MEASURES

Performance Indicators	Actual 2013/2014	Actual 2014/2015	Actual 2015/2016	Projected 2016/2017	Projected 2017/2018
Residential permits issued	218	220	268	245	190
Commercial permits issued	32	40	34	36	35
Other permits issued	3,014	3,262	3,612	3,440	3,410
Total number of inspections	10,466	10,916	14,313	13,800	12,900
Total number of reinspections	873	968	2,100	1,025	1,600
Number of Professional licenses processed	447	383	368	375	370
Expired permits processed	114	206	105	125	120
Business Tax Receipts processed and issued	1090	1156	932	1300	1200
Building permits turn around time (working days)	10	10	10	10	10

## PROGRAM BUDGET DESCRIPTION FOR THE BUILDING DEPARTMENT

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>16/17</i>	<i>17/18</i>	
8.00%	8.00%	<b>Administration</b> - 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%	<b>Permitting</b> - 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%	<b>Plan Review</b> - 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%	<b>Building and Alteration Inspection</b> - 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%	<b>Contractor Licensing</b> - 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%	<b>Business Tax Receipts</b> - 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.
2.00%	2.00%	<b>Safety</b> - Following up on expired permits and unsafe structures.
3.00%	3.00%	<b>Records Retention</b> - Scanning plans to laserfiche for permanent record keeping
100.00%	100.00%	

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## BUILDING DEPARTMENT BUDGET SUMMARY

The Fiscal Year 2017-2018 adopted budget for the Building Department, excluding budgeted contingency is \$607,723. This compares to the projected FY 2016-2017 expenses of \$752,242, a decrease of \$144,519 or -18.4%.

	FY 13-14	FY 14-15	FY 15-16	Amended FY 16-17	Projected FY 16-17	Adopted FY 17-18	Difference
	Actual	Actual	Actual	Budget	Expenses	Budget	
Personal Services	\$ 377,564	\$ 428,466	\$ 428,764	\$ 454,131	\$ 435,327	\$ 503,260	\$ 67,933
Operating Expenses	87,859	102,633	117,875	124,470	100,445	104,463	\$ 4,018
Capital Outlay	4,395	29,368	65,736	-	-	-	\$ -
Transfers	105,294	27,579	104,086	207,095	216,470	-	\$ (216,470)
Contingency	167,268	-	-	36,619	-	-	\$ -
<b>Total</b>	<b>\$ 742,380</b>	<b>\$ 588,046</b>	<b>\$ 716,461</b>	<b>\$ 822,315</b>	<b>\$ 752,242</b>	<b>\$ 607,723</b>	<b>\$ (144,519)</b>

Fiscal Year 2017-18 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2016-17 Projected Expenses

	Difference
<b>1. Personal Services</b> - Increase due to additional part time position and negotiated salary increases and insurance costs.	\$ 67,933
<b>2. Operating Expenses</b> - Increase due to anticipated full year usage of Clear Village software.	\$ 4,018
<b>3. Capital Outlays</b> - No capital outlay requested.	\$ -
<b>4. Transfers</b> - Decrease due to no scheduled transfers out to other departments.	\$ (216,470)

## PERSONAL SERVICES SCHEDULE

### BUILDING DEPARTMENT

POSITION	PAY RANGE	GRADE	Full Time Equivalents			Projected Expense	Adopted Budget
			15-16	16-17	17-18	16-17	17-18
Building Official	64,487 / 116,076	78	1.00	1.00	1.00	\$ 103,375	\$ 106,500
Plans Examiner	48,439 / 87,190	43	1.00	1.00	1.00	66,750	72,500
Chief Building Inspector	47,028 / 84,651	42	1.00	1.00	1.00	61,700	66,500
Local Business Tax Specialist	29,052 / 52,293	26	1.00	1.00	1.00	60,650	62,500
Permitting Technician	29,052 / 52,293	26	1.00	1.00	1.00	30,100	31,000
Buuilding Inspector I (Temp)	\$ 25/hr		0.00	0.50	0.50	8,400	31,200
			5.00	5.50	5.50		
		<b>TOTAL SALARIES</b>				\$ 330,975	\$ 370,200
		Overtime				2,500	2,500
		FICA Taxes				24,700	28,539
		Clothing Allowance				280	360
		Deferred Compensation				29,200	30,735
		Group Health Insurance Premium				24,000	29,761
		Dependant Health Ins Premium				13,300	14,247
		Health Reimbursement Account				5,500	14,000
		Employee Assistance Program				122	79
		Worker's Comp Insurance				4,750	9,926
		Additional Compensation				-	2,913
		<b>Total Personal Services</b>				<b>\$ 435,327</b>	<b>\$ 503,260</b>

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

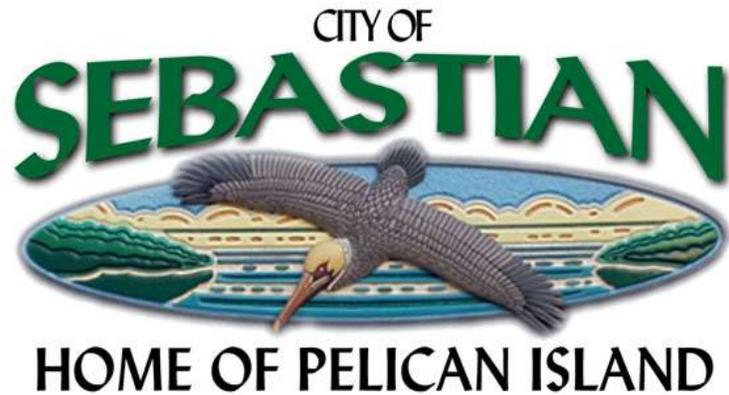
## BUILDING DEPARTMENT

Code: 480110

Account Number	Description	FY 13/14 Actual	FY 14/15 Actual	FY 15/16 Actual	Amended FY 16/17 Budget	Projected FY 16/17 Budget	FY 17/18 Budget
<b>PERSONAL SERVICES</b>							
511200	Regular Salaries	290,655	326,403	327,183	341,500	322,575	339,000
511300	Temporary Salaries	0	0	0	0	8,400	31,200
511400	Overtime	2,813	1,381	3,099	1,500	2,500	2,500
512100	FICA Taxes	21,562	26,143	23,493	26,267	24,700	28,539
512215	Clothing Allowance	240	310	240	360	280	360
512225	Deferred Compensation	25,278	30,509	28,643	29,317	29,200	30,735
512301	Group Health Insurance Premium	19,530	23,264	24,556	27,084	24,000	29,761
512305	Dependant Health Ins Premium	6,434	7,088	8,717	10,024	13,300	14,247
512307	Health Reimbursement Account	6,774	5,553	6,262	9,600	5,500	14,000
512309	Employee Assistance Program	102	111	120	144	122	79
512400	Worker's Comp Insurance	4,264	7,596	6,355	8,335	4,750	9,926
512600	OPEB Accrued Expense	(88)	108	97	0	0	0
512700	Additional Compensation	0	0	0	0	0	2,913
<b>TOTAL PERSONAL SERVICES</b>		<b>377,564</b>	<b>428,466</b>	<b>428,764</b>	<b>454,131</b>	<b>435,327</b>	<b>503,260</b>
<b>OPERATING EXPENSES</b>							
533200	Audit Fees	861	862	0	948	1,000	948
533201	Administrative Services Provided by GF	56,507	62,158	68,374	65,000	65,000	43,000
533400	Other Contractual Services	0	9,203	4,694	4,500	3,500	4,000
534000	Travel and Per Diem	1,021	654	1,171	788	800	700
534101	Telephone	524	408	403	450	410	420
534105	Cellular Telephone	1,431	814	934	1,130	2,150	2,400
534110	Internet Services	1,529	1,511	1,403	2,750	1,950	2,705
534120	Postage	1,447	1,532	1,340	800	600	800
534310	Electric	3,205	3,197	3,054	3,200	2,900	3,000
534320	Water / Sewer	287	266	277	350	280	300
534420	Equipment Leases	0	0	1,449	1,400	1,500	1,500
534500	Insurance	5,850	5,018	6,948	7,000	7,000	7,000
534620	R & M-Vehicles	1,527	1,554	1,975	1,000	500	800
534630	R & M - Office Equipment	4,532	4,425	2,987	26,500	4,000	26,500
534910	Clerk of Court Filing Fees	0	27	0	0	50	50
534920	Legal Ads	0	231	0	0	0	0
535200	Departmental Supplies	1,116	1,191	1,593	1,150	1,150	1,150
535210	Computer Supplies	1,397	60	1,394	1,080	1,850	1,500
535230	Small Tools and Equipment	207	280	0	200	100	200
535260	Gas and Oil	4,189	3,459	3,208	3,500	3,200	3,500
535270	Uniforms and Shoes	279	275	287	365	325	365
535275	Safety Equipment	0	0	148	50	50	50
535410	Dues and Memberships	876	585	620	1,060	550	775
535420	Books and Publications	106	1,431	524	300	280	1,600
535450	Training and Education	968	1,348	1,359	949	1,300	1,200
535900	Depreciation	0	2,145	13,734	0	0	0
<b>TOTAL OPERATING EXPENSES</b>		<b>87,859</b>	<b>102,633</b>	<b>117,875</b>	<b>124,470</b>	<b>100,445</b>	<b>104,463</b>
<b>CAPITAL OUTLAY</b>							
606100	Land	0	10,376	0	0	0	0
606400	Vehicles and Equipment	4,395	18,993	65,736	0	0	0
<b>TOTAL CAPITAL OUTLAY</b>		<b>4,395</b>	<b>29,368</b>	<b>65,736</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>NON-OPERATING EXPENSES</b>							
909101	Transfer to General Fund	65,110	105,294	104,086	0	0	0
909131	Transfer to Fund 310	0	27,579	0	14,383	14,383	0
909410	Transfer to Fund 410	0	0	356,700	165,800	175,174	0
909541	Transfer to Fund 415	0	0	0	26,912	26,913	0
909901	Contingency	167,268	0	0	36,619	0	0
<b>TOTAL NON-OPERATING EXPENSES</b>		<b>171,663</b>	<b>132,873</b>	<b>460,786</b>	<b>243,714</b>	<b>216,470</b>	<b>0</b>
<b>TOTAL BUILDING DEPARTMENT</b>		<b>641,481</b>	<b>693,340</b>	<b>1,073,161</b>	<b>822,315</b>	<b>752,242</b>	<b>607,723</b>

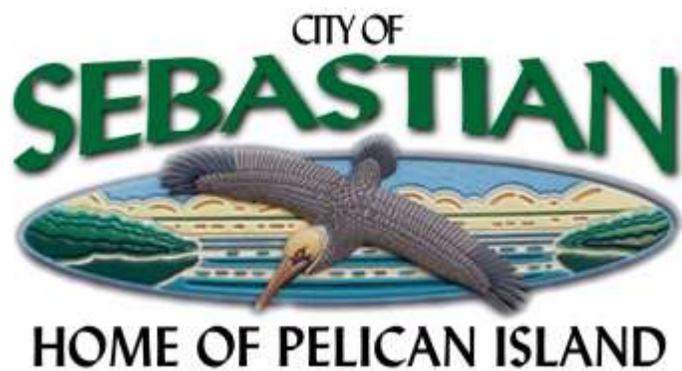


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CITY OF SEBASTIAN FLORIDA  
ANNUAL BUDGET  
FISCAL YEAR 2018-2023

***CAPITAL IMPROVEMENT  
PROGRAM***



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**CITY OF SEBASTIAN, FLORIDA  
CAPITAL IMPROVEMENT PROGRAM  
FISCAL YEAR 2018-23**

City of Sebastian’s adopted financial policies requires the City to coordinate the development of the Capital Improvement Program with the development of the strategic plan and operating budget, as well as ensuring compliance with the Comprehensive Plan Capital Improvement Element. Operating expenditures and revenues associated with new capital improvements will be projected and included in the Capital Improvement Program Five-Year Forecast. The Capital Improvement Program is updated and approved by the City Council annually and encompasses a period of six years.

**What are Capital Improvements?**

Capital improvements include construction, reconstruction, expansion, upgrades and major repairs to streets, drainage systems, buildings, computer systems, parks, recreation centers, airport facilities, the cemetery, the golf course and other major components of the City’s infrastructure. Vehicles and equipment additions and replacements are also included in the capital improvement program for consistency with the criteria used for defining capital purchases in the accounting records and the annual operating budget. Therefore, items in the Capital Improvement Program generally cost more than \$750 and are expected to last at least one year.

**Policies Used in Developing the Capital Improvement Program**

Capital projects submitted for approval must be justified in terms of how the project supports the achievement of the City’s Strategic Priorities. 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). The following statements are included in the City’s adopted Financial Policies:

1. The City shall adopt an annual Capital Budget based on the Capital Improvement Program. 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 budget projections.
2. The City shall make all capital improvements in accordance with an adopted Capital Improvement Program budget.
3. 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.

The pages that follow provide details and summary information on capital purchases scheduled for the next six years for all the City’s operations. The expected sources of funding are identified for all the capital purchases but are ultimately dependent on the funds being legally appropriated within the City’s adopted annual operating budget. Changes may ultimately be made in conjunction with alternative sources as they become available or adjustments may become necessary due to reductions in projected revenues. The timing of projects identified may also be altered from year to year to meet changing circumstances.

**Anticipated Continuation of Capital Projects Underway at Year-End**

The nature of some capital projects is such that they may continue into the following year(s) due to workload issues, permitting, design approval or other delays. The following is a listing of current projects that are anticipated to be carried forward to the FY 2017-18:

Project Number	Project Name	Funding Sources	Remaining Amount	Remarks
A1611	Police Evidence Garage	DST	\$ 55,875	Construction initiated but will not be finalized by year-end.
A1621	Working Waterfront Phase 2A	DST/Grant	\$ 14,250	Construction initiated but will not be completed by year-end.
A1713	MIS Server User Licenses	DST	\$ 15,002	Delaying until October to match due dates on other licenses.
A1724	Football Field Restrooms	RIF	\$125,500	Bids too high. Project on hold to reconsider project scope.
A1741	Golf Clubhouse Upgrades	DST/Grant	\$189,683	Tenant vacated, upgrades to restrooms, A/C and floors initiated.
A1764	Oyster Point Baffle Box	SW	\$150,000	Project initiated late in year and will not be completed by year-end.
A1765	Oyster Mat Project	DST/Grant	\$ 24,000	Project initiated late in year and will not be completed by year-end.

**CITY OF SEBASTIAN, FLORIDA  
CAPITAL IMPROVEMENT PROGRAM  
FISCAL YEAR 2018-23**

<b>List of Projects</b>	<b>FY 2017-18</b>	<b>FY 2018-19</b>	<b>FY 2019-20</b>	<b>FY 2020-21</b>	<b>FY 2021-22</b>	<b>FY 2022-23</b>	<b>Totals</b>
<b>General Government</b>							
Audio Visual Equipment	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000
Laserfiche Software Upgrade	50,000	-	-	-	-	-	50,000
Computer Replacements	-	180,000	-	-	-	-	180,000
Computer Upgrades	30,000	30,000	30,000	30,000	30,000	30,000	180,000
Wireless System	5,000	-	-	-	-	-	5,000
Firewall Software	75,650	-	-	-	-	-	75,650
UPS Bypass Switches	-	12,000	-	-	-	-	12,000
<b>Police Department</b>							
Police Vehicles and Equipment	350,000	350,000	300,000	300,000	300,000	300,000	1,900,000
Evidence Building Fixtures	20,000	50,000	-	-	-	-	70,000
Police Personnel Equipment	20,000	6,000	6,000	6,000	6,000	6,000	50,000
Radio System Upgrades	57,000	50,000	100,000	50,000	-	-	257,000
Power Source/Generator	17,000	-	200,000	-	-	-	217,000
<b>Community Development</b>							
Wayfinding Signage	50,000	-	-	-	-	-	50,000
Street Signage	-	50,000	50,000	-	-	-	100,000
CRA Master Plan	50,000	-	-	-	-	-	50,000
<b>Engineering - Streets &amp; Special Projects</b>							
Engineering Equipment	-	14,500	10,000	-	-	-	24,500
Stonecrop Drainage	750,000	-	-	-	-	-	750,000
Speed Cushions and Signage	5,000	-	-	-	-	-	5,000
Street Milling and Repaving	451,000	320,000	250,000	250,000	250,000	250,000	1,771,000
Street Reconstruction	356,500	-	-	-	-	-	356,500
City Hall Parking Lot	-	50,000	-	-	-	-	50,000
Working Waterfront Phase 3	-	400,000	-	-	-	-	400,000
<b>Public Works - Road Operation &amp; Maintenance</b>							
Public Works Heavy Equipment	-	275,000	125,000	-	-	-	400,000
Public Works Roads Vehicles	-	-	28,000	-	-	-	28,000
Public Works Garage Compound	100,000	2,850,000	1,150,000	-	-	-	4,100,000
<b>Stormwater</b>							
Stormwater Heavy Equipment	-	145,000	290,000	70,000	145,000	-	650,000
Swale Improvement Grants	250,000	-	-	-	-	-	250,000
Stormwater Equipment	-	1,800	78,000	20,000	80,000	35,000	214,800
<b>Parks &amp; Recreation</b>							
Public Works Parks Mowers	-	26,000	38,000	-	-	-	64,000
Public Works Parks Pickup Trucks	-	30,000	30,000	-	-	-	60,000
Pickle Ball Courts	213,000	172,000	-	-	-	-	385,000
Barber Street Ballfield Lighting	375,000	-	-	-	-	-	375,000
Replace Playground Components	25,000	25,000	25,000	25,000	25,000	25,000	150,000
ADA Playground	80,000	-	-	-	-	-	80,000
Riverview Park Tree Canopy	10,000	10,000	10,000	10,000	10,000	10,000	60,000
<b>Cemetery</b>							
Cemetery Mower	-	13,000	-	-	-	-	13,000
Irrigation System	150,000	-	-	-	-	-	150,000
Straightening of Headstones	24,375	-	-	-	-	-	24,375
<b>Facilities Maintenance</b>							
City Hall/Police Air Conditioners	40,000	40,000	40,000	40,000	40,000	40,000	240,000
<b>Fleet Management</b>							
Public Works Fleet Equipment	-	20,000	40,000	7,000	7,000	-	74,000
<b>Golf Course</b>							
Golf Course Small Equipment	-	2,500	-	-	-	-	2,500
<b>Airport</b>							
Airport Entrance Signage	10,000	-	-	-	-	-	10,000
Modernize Security Cameras	100,000	-	-	-	-	-	100,000
Taxiways C,D & E Construction	1,998,658	2,391,136	-	-	-	-	4,389,794
Construct Access Road West	-	-	-	-	2,000,000	-	2,000,000
Engineer and Construct Hangar	-	-	1,125,000	1,125,000	-	-	2,250,000
Construct Shade Hangars	625,000	-	-	200,000	-	-	825,000
<b>Totals</b>	<b>\$ 6,318,183</b>	<b>\$ 7,513,936</b>	<b>\$ 3,925,000</b>	<b>\$ 2,133,000</b>	<b>\$ 2,893,000</b>	<b>\$ 696,000</b>	<b>\$ 23,479,119</b>

**CITY OF SEBASTIAN, FLORIDA  
CAPITAL IMPROVEMENT PROGRAM  
FISCAL YEAR 2018-23**

**SUMMARY OF CAPITAL IMPROVEMENT PROJECTS**

	<u>FY 2017-18</u>	<u>FY 2018-19</u>	<u>FY 2019-20</u>	<u>FY 2020-21</u>	<u>FY 2021-22</u>	<u>FY 2022-23</u>	<u>Total</u>
<b><u>Grouped by Department</u></b>							
General Government	\$ 190,650	\$ 222,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 532,650
Police Department	464,000	456,000	606,000	356,000	306,000	306,000	\$ 2,494,000
Community Development	110,000	60,000	60,000	10,000	10,000	10,000	\$ 260,000
Public Works Department							
Streets and Special Projects	1,562,500	784,500	260,000	250,000	250,000	250,000	\$ 3,357,000
Road Operation & Maintenance	100,000	3,125,000	1,303,000	-	-	-	\$ 4,528,000
Stormwater	250,000	146,800	368,000	90,000	225,000	35,000	\$ 1,114,800
Parks & Recreation	693,000	253,000	93,000	25,000	25,000	25,000	\$ 1,114,000
Cemetery	174,375	13,000	-	-	-	-	\$ 187,375
Facilities Maintenance	40,000	40,000	40,000	40,000	40,000	40,000	\$ 240,000
Fleet Management	-	20,000	40,000	7,000	7,000	-	\$ 74,000
Golf Course	-	2,500	-	-	-	-	\$ 2,500
Airport	2,733,658	2,391,136	1,125,000	1,325,000	2,000,000	-	\$ 9,574,794
<b>Total by Departments</b>	<b>\$ 6,318,183</b>	<b>\$ 7,513,936</b>	<b>\$ 3,925,000</b>	<b>\$ 2,133,000</b>	<b>\$ 2,893,000</b>	<b>\$ 696,000</b>	<b>\$ 23,479,119</b>
<b><u>Grouped by Function</u></b>							
General Government	\$ 515,025	\$ 335,000	\$ 130,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 1,220,025
Public Safety	464,000	456,000	606,000	356,000	306,000	306,000	2,494,000
Transportation	4,396,158	6,320,636	2,728,000	1,582,000	2,257,000	250,000	17,533,794
Parks & Recreation	693,000	255,500	93,000	25,000	25,000	25,000	1,116,500
Physical Environment	250,000	146,800	368,000	90,000	225,000	35,000	1,114,800
<b>Total by Functions</b>	<b>\$ 6,318,183</b>	<b>\$ 7,513,936</b>	<b>\$ 3,925,000</b>	<b>\$ 2,133,000</b>	<b>\$ 2,893,000</b>	<b>\$ 696,000</b>	<b>\$ 23,479,119</b>
<b><u>Grouped by Funding Source</u></b>							
General Fund	\$ 45,000	\$ 134,500	\$ 177,000	\$ 38,000	\$ 38,000	\$ 31,000	\$ 463,500
DST	2,015,845	4,532,819	2,460,000	755,000	615,000	370,000	10,748,664
LOGT	456,000	320,000	250,000	250,000	250,000	250,000	1,776,000
Recreation Impact Fees	455,000	-	-	-	-	-	455,000
Riverfront CRA	110,000	60,000	60,000	10,000	10,000	10,000	260,000
Stormwater Fund	250,000	1,800	78,000	20,000	80,000	35,000	464,800
Golf Course	-	2,500	-	-	-	-	2,500
Airport	10,000	-	-	-	-	-	10,000
Grants	2,951,963	2,462,317	900,000	1,060,000	1,900,000	-	9,274,280
Cemetery	24,375	-	-	-	-	-	24,375
<b>Total Funding Sources</b>	<b>\$ 6,318,183</b>	<b>\$ 7,513,936</b>	<b>\$ 3,925,000</b>	<b>\$ 2,133,000</b>	<b>\$ 2,893,000</b>	<b>\$ 696,000</b>	<b>\$ 23,479,119</b>

**CITY OF SEBASTIAN, FLORIDA  
CAPITAL IMPROVEMENT PROGRAM  
FISCAL YEAR 2018-23**

	General Fund	Local Option Gas Tax	DST	Community		Recreation	Stormwater Fund	Cemetery Trust	Grants/ Bank Note	Golf Fund	Airport Fund	Building	Total
				Redevelopme Agency	markir Lieu.	Impact Fees							
<b><u>FISCAL YEAR 2017/2018</u></b>													
<b>General Government</b>													
Audio Visual Equipment			30,000										30,000
Laserfiche Software Upgrade			50,000										50,000
Computer Upgrades			30,000										30,000
Wireless System			5,000										5,000
Firewall Software			75,650										75,650
<b>Police Department</b>													
Police Vehicles and Equipment			350,000										350,000
Evidence Building Fixtures			20,000										20,000
Police Personnel Equipment	20,000												20,000
Radio System Upgrades			57,000										57,000
Power Source/Generator			17,000										17,000
<b>Community Development</b>													
Wayfinding Signage				50,000									50,000
CRA Master Plan				50,000									50,000
<b>Streets and Special Projects</b>													
CavCorp Paving			-										-
Stonecrop Drainage			187,500					562,500					750,000
Speed Cushions and Signage		5,000											5,000
Street Milling and Repaving		451,000											451,000
Street Reconstruction			356,500										356,500
<b>Road Operation &amp; Maintenance</b>													
Public Works Garage Compound			100,000										100,000
<b>Stormwater</b>													
Swale Improvement Grants						250,000							250,000
<b>Parks &amp; Recreation</b>													
Pickle Ball Courts			213,000										213,000
Barber Street Ballfield Lighting						375,000							375,000
Replace Playground Components	25,000												25,000
ADA Playground						80,000							80,000
Riverview Park Tree Canopy				10,000									10,000
<b>Cemetery</b>													
Irrigation System			150,000										150,000
Straightening of Headstones								24,375					24,375
<b>Facilities Maintenance</b>													
City Hall/Police Air Conditioners			40,000										40,000
<b>Airport</b>													
Airport Entrance Signage										10,000			10,000
Modernize Security Cameras			100,000										100,000
Taxiways C,D & E Construction			109,195					1,889,463					1,998,658
Construct Shade Hangars			125,000					500,000					625,000
<b>Total FY 2017/2018</b>	<b>\$ 45,000</b>	<b>\$ 456,000</b>	<b>\$ 2,015,845</b>	<b>\$ 110,000</b>	<b>\$-</b>	<b>\$ 455,000</b>	<b>\$ 250,000</b>	<b>\$ 24,375</b>	<b>\$ 2,951,963</b>	<b>\$ -</b>	<b>\$ 10,000</b>	<b>\$ -</b>	<b>\$ 6,318,183</b>

**CITY OF SEBASTIAN, FLORIDA  
CAPITAL IMPROVEMENT PROGRAM  
FISCAL YEAR 2018-23**

<b>FISCAL YEAR 2018/2019</b>	<b>General Fund</b>	<b>Local Option Gas Tax</b>	<b>DST</b>	<b>Community Redevelopment Agency</b>	<b>Recreation Impact Fees</b>	<b>Stormwater Fund</b>	<b>Cemetery Trust</b>	<b>Grants/Bank Note</b>	<b>Golf Fund</b>	<b>Airport Fund</b>	<b>Building</b>	<b>Total</b>
<b>General Government</b>												
Computer Replacements			180,000									180,000
Computer Upgrades			30,000									30,000
UPS Bypass Switches			12,000									12,000
<b>Police Department</b>												
Police Vehicles and Equipment			350,000									350,000
Evidence Building Fixtures			50,000									50,000
Police Personnel Equipment	6,000											6,000
Radio System Upgrades			50,000									50,000
<b>Community Development</b>												
Street Signage				50,000								50,000
<b>Streets and Special Projects</b>												
Engineering Equipment	14,500											14,500
Street Milling and Repaving		320,000										320,000
City Hall Parking Lot			50,000									50,000
Working Waterfront Phase 3			200,000					200,000				400,000
<b>Road Operation &amp; Maintenance</b>												
Public Works Heavy Equipment	-		275,000									275,000
Public Works Garage Compound			2,850,000									2,850,000
<b>Stormwater</b>												
Stormwater Heavy Equipment			145,000									145,000
Stormwater Equipment						1,800						1,800
<b>Parks &amp; Recreation</b>												
Public Works Parks Mowers	26,000											26,000
Public Works Parks Pickup Trucks	30,000											30,000
Pickle Ball Courts			172,000									172,000
Replace Playground Components	25,000											25,000
Riverview Park Tree Canopy				10,000								10,000
<b>Cemetery</b>												
Cemetery Mower	13,000											13,000
<b>Facilities Maintenance</b>												
City Hall/Police Air Conditioners			40,000									40,000
<b>Fleet Management</b>												
Public Works Fleet Equipment	20,000											20,000
<b>Golf Course</b>												
Golf Course Small Equipment								2,500				2,500
<b>Airport</b>												
Taxiways C,D & E Construction			128,819					2,262,317				2,391,136
<b>Total FY 2018/2019</b>	<b>\$ 134,500</b>	<b>\$ 320,000</b>	<b>\$ 4,532,819</b>	<b>\$ 60,000</b>	<b>\$ -</b>	<b>\$ 1,800</b>	<b>\$ -</b>	<b>\$ 2,462,317</b>	<b>\$ 2,500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,513,936</b>

**CITY OF SEBASTIAN, FLORIDA  
CAPITAL IMPROVEMENT PROGRAM  
FISCAL YEAR 2018-23**

<u>FISCAL YEAR 2019/2020</u>	<u>General</u>	<u>Local</u>	<u>Community</u>		<u>Recreation</u>	<u>Stormwater</u>	<u>Cemetery</u>	<u>Grants/</u>	<u>Golf</u>	<u>Airport</u>	<u>Total</u>	
	<u>Fund</u>	<u>Option</u>	<u>DST</u>	<u>Redevelopme</u>	<u>Impact</u>	<u>Fund</u>	<u>Trust</u>	<u>Bank Note</u>	<u>Fund</u>	<u>Fund</u>		<u>Building</u>
		<u>Gas Tax</u>		<u>Agency</u>	<u>Lieu-</u>							
<b>General Government</b>			\$ 30,000								30,000	
Computer Upgrades												
<b>Police Department</b>			300,000								300,000	
Police Vehicles and Equipment												
Police Personnel Equipment	6,000										6,000	
Radio System Upgrades			100,000								100,000	
Power Source/Generator			200,000								200,000	
<b>Community Development</b>				50,000							50,000	
Street Signage												
<b>Streets and Special Projects</b>												
Engineering Equipment	10,000										10,000	
Street Milling and Repaving		250,000									250,000	
<b>Road Operation &amp; Maintenance</b>			125,000								125,000	
Public Works Heavy Equipment												
Public Works Roads Vehicles	28,000										28,000	
Public Works Garage Compound			1,150,000								1,150,000	
<b>Stormwater</b>			290,000								290,000	
Stormwater Heavy Equipment												
Stormwater Equipment						78,000					78,000	
<b>Parks and Recreation</b>												
Public Works Parks Mowers	38,000										38,000	
Public Works Parks Pickup Trucks	30,000										30,000	
Replace Playground Components	25,000										25,000	
Riverview Park Tree Canopy				10,000							10,000	
<b>Facilities Maintenance</b>			40,000								40,000	
City Hall/Police Air Conditioners												
<b>Fleet Management</b>												
Public Works Fleet Equipment	40,000										40,000	
<b>Airport</b>			225,000					900,000			1,125,000	
Engineer and Construct Hangar												
<b>Total FY 2019/2020</b>	<b>\$ 177,000</b>	<b>\$ 250,000</b>	<b>\$ 2,460,000</b>	<b>\$ 60,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 78,000</b>	<b>\$ -</b>	<b>\$ 900,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,925,000</b>

**CITY OF SEBASTIAN, FLORIDA  
CAPITAL IMPROVEMENT PROGRAM  
FISCAL YEAR 2018-23**

	General Fund	Local Option Gas Tax	DST	Community Redevelopment		Recreation Impact Fees	Stormwater Fund	Cemetery Trust	Grants/ Bank Note	Golf Fund	Airport		Total
				Agency	Lieu.						Fund	Building	
<b><u>FISCAL YEAR 2020/2021</u></b>													
<b>General Government</b>													
Computer Upgrades			30,000										30,000
<b>Police Department</b>													
Police Vehicles and Equipment			300,000										300,000
Police Personnel Equipment	6,000												6,000
Radio System Upgrades			50,000										50,000
<b>Streets and Special Projects</b>													
Street Milling and Repaving		250,000											250,000
<b>Stormwater</b>													
Stormwater Heavy Equipment			70,000										70,000
Stormwater Equipment						20,000							20,000
<b>Parks and Recreation</b>													
Replace Playground Components	25,000												25,000
Riverview Park Tree Canopy				10,000									10,000
<b>Facilities Maintenance</b>													
City Hall/Police Air Conditioners			40,000										40,000
<b>Fleet Management</b>													
Public Works Fleet Equipment	7,000												7,000
<b>Airport</b>													
Engineer and Construct Hangar			225,000						900,000				1,125,000
Construct Shade Hangars			40,000						160,000				200,000
<b>Total FY 2020/2021</b>	<b>\$ 38,000</b>	<b>\$ 250,000</b>	<b>\$ 755,000</b>	<b>\$ 10,000</b>	<b>\$-</b>	<b>\$ -</b>	<b>\$ 20,000</b>	<b>\$ -</b>	<b>\$ 1,060,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,133,000</b>

**CITY OF SEBASTIAN, FLORIDA  
CAPITAL IMPROVEMENT PROGRAM  
FISCAL YEAR 2018-23**

	<u>General Fund</u>	<u>Local Option Gas Tax</u>	<u>DST</u>	<u>Community Redevelopment Agency</u>	<u>Recreation Impact Fees</u>	<u>Stormwater Fund</u>	<u>Cemetery Trust</u>	<u>Grants/ Bank Note</u>	<u>Golf Fund</u>	<u>Airport Fund</u>	<u>Building</u>	<u>Total</u>
<b><u>FISCAL YEAR 2021/2022</u></b>												
<b>General Government</b>												
Computer Upgrades			30,000									30,000
<b>Police Department</b>												
Police Vehicles and Equipment			300,000									300,000
Police Personnel Equipment	6,000											6,000
<b>Streets and Special Projects</b>												
Street Milling and Repaving		250,000										250,000
<b>Stormwater</b>												
Stormwater Heavy Equipment			145,000									145,000
Stormwater Equipment						80,000						80,000
<b>Parks and Recreation</b>												
Replace Playground Components	25,000											25,000
Riverview Park Tree Canopy				10,000								10,000
<b>Facilities Maintenance</b>												
City Hall/Police Air Conditioners			40,000									40,000
<b>Fleet Management</b>												
Public Works Fleet Equipment	7,000											7,000
<b>Airport</b>												
Construct Access Road West			100,000					1,900,000				2,000,000
<b>Total FY 2021/2022</b>	<b>\$ 38,000</b>	<b>\$ 250,000</b>	<b>\$ 615,000</b>	<b>\$ 10,000</b>	<b>\$ -</b>	<b>\$ 80,000</b>	<b>\$ -</b>	<b>\$ 1,900,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,893,000</b>

**CITY OF SEBASTIAN, FLORIDA  
CAPITAL IMPROVEMENT PROGRAM  
FISCAL YEAR 2018-23**

	<u>General Fund</u>	<u>Local Option Gas Tax</u>	<u>DST</u>	<u>Community Redevelopment Agency</u>	<u>Recreation Impact Fees</u>	<u>Stormwater Fund</u>	<u>Cemetery Trust</u>	<u>Grants/ Bank Note</u>	<u>Golf Fund</u>	<u>Airport Fund</u>	<u>Building</u>	<u>Total</u>	
<b><u>FISCAL YEAR 2022/2023</u></b>													
<b>General Government</b>													
Computer Upgrades			30,000									30,000	
<b>Police Department</b>													
Police Vehicles and Equipment			300,000									300,000	
Police Personnel Equipment	6,000											6,000	
<b>Streets and Special Projects</b>													
Street Milling and Repaving		250,000										250,000	
<b>Stormwater</b>													
Stormwater Equipment						35,000						35,000	
<b>Parks and Recreation</b>													
Replace Playground Components	25,000											25,000	
Riverview Park Tree Canopy				10,000								10,000	
<b>Facilities Maintenance</b>													
City Hall/Police Air Conditioners			40,000									40,000	
<b>Total FY 2022/2023</b>	<b>\$ 31,000</b>	<b>\$ 250,000</b>	<b>\$ 370,000</b>	<b>\$ 10,000</b>	<b>\$ -</b>	<b>\$ 35,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 696,000</b>	
<b>Grand Total</b>	<b>\$ 463,500</b>	<b>\$ 1,776,000</b>	<b>\$ 10,748,664</b>	<b>\$ 260,000</b>	<b>\$ -</b>	<b>\$ 455,000</b>	<b>\$ 464,800</b>	<b>\$ 24,375</b>	<b>\$ 9,274,280</b>	<b>\$ 2,500</b>	<b>\$ 10,000</b>	<b>\$ -</b>	<b>\$ 23,479,119</b>

**CITY OF SEBASTIAN, FLORIDA**

**FISCAL YEAR 2018-2023**

**CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM**

**GENERAL GOVERNMENT**

<b>Project Name:</b>	Audio Visual Equipment	<b>Project Description:</b>
<b>Funding Source:</b>	Discretionary Sales Tax	Project includes upgrading the capabilities of the current hearing assistance system in the City Council Chambers and acquiring equipment to make it hearing aid compliant.

**Justification:** The current hearing assistance system in the City Council Chambers is not hearing aid compliant in accordance with ADA requirements. Part of the project is also to try to reduce some of the echo that is making it hard for some people to hear clearly.

**Project Costs:**

<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>Total</u>
\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000

**Operating Impact (Savings):**

\$ -	\$ (5,400)	\$ (1,200)	\$ 3,000	\$ 6,600	\$ 9,000	\$ 12,000
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<b>Project Name:</b>	Laserfiche Software Upgrade	<b>Project Description:</b>
<b>Funding Source:</b>	Discretionary Sales Tax	Project includes upgrading from the current Laserfiche Classic to Laserfiche Avante software.

**Justification:** With Laserfiche Avante, we will be able to add features that enable more departments to manage their public records effectively. This update will provide the ability to have the software import on it's own and enable departments to use the scanning capability of the copiers to enter the the data into Laserfiche. The City has been advised that Laserfiche Classic will eventually no longer be supported.

**Project Costs:**

<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>Total</u>
\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000

**Operating Impact (Savings):**

\$ -	\$ (9,000)	\$ (2,000)	\$ 5,000	\$ 11,000	\$ 15,000	\$ 20,000
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<b>Project Name:</b>	Computer Replacements	<b>Project Description:</b>
<b>Funding Source:</b>	Discretionary Sales Tax	Replace all desktop and laptop employee computers.

**Justification:** A City-wide replacement of all desktops and laptops was done in July 2014. It is anticipated that a complete change out of these computers should be completed every five years to keep up-to-date with technology and maintain reliability and performance.

**Project Costs:**

<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>Total</u>
\$ -	\$ 180,000	\$ -	\$ -	\$ -	\$ -	\$ 180,000

**Operating Impact (Savings):**

\$ -	\$ -	\$ (32,400)	\$ (7,200)	\$ 18,000	\$ 39,600	\$ 18,000
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<b>Project Name:</b>	Computer Upgrades	<b>Project Description:</b>
<b>Funding Source:</b>	Discretionary Sales Tax	Computer equipment and software upgrades.

**Justification:** This is needed to keep up-to-date with new technology and cover the cost of implementing new software releases.

**Project Costs:**

<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>Total</u>
\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 180,000

**Operating Impact (Savings):**

\$ -	\$ (5,400)	\$ (6,600)	\$ (3,600)	\$ 3,000	\$ 12,000	\$ (600)
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**CITY OF SEBASTIAN, FLORIDA**  
**FISCAL YEAR 2018-2023**  
**CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM**  
**GENERAL GOVERNMENT (CONTINUED)**

<b>Project Name:</b>	Wireless System	<b>Project Description:</b>
<b>Funding Source:</b>	Discretionary Sales Tax	Implement wireless at City Hall and Police Department.
<b>Justification:</b>	This will enable a "hot-spot" for Staff and citizens to log in and have internet on their phones/laptops, while at City Hall or the Police Station.	

**Project Costs:**

	<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>Total</u>
\$	5,000	\$ -	\$ -	\$ -	\$ -	\$ -	5,000

**Operating Impact (Savings):**

\$	-	\$ (900)	\$ (200)	\$ 500	\$ 1,100	\$ 1,500	\$ 2,000
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<b>Project Name:</b>	Firewall Software	<b>Project Description:</b>
<b>Funding Source:</b>	Discretionary Sales Tax	Purchase two Cisco firepower 2110 NGFW appliances.
<b>Justification:</b>	The City's Technical Consultant recommends an investment in redundant next generation firewall technology that filters not only active attempts to penetrate the City's firewall from the outside but also filters email and Internet traffic for malware (malicious software, such as viruses, trojans, worms spyware, ransomware, etc.). The estimated cost includes a five year support contract.	

**Project Costs:**

	<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>Total</u>
\$	75,650	\$ -	\$ -	\$ -	\$ -	\$ -	75,650

**Operating Impact (Savings):**

\$	-	\$ (9,835)	\$ 1,513	\$ 12,861	\$ 22,695	\$ 29,504	\$ 56,738
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<b>Project Name:</b>	UPS Bypass Switches	<b>Project Description:</b>
<b>Funding Source:</b>	Discretionary Sales Tax	Install 3 bypass switches on whole-room UPS units.
<b>Justification:</b>	Two of the City's five major datacenters already have "whole-room" UPS bypass switches. In the event of necessary installations or maintenance, the other three must be completely powered down to facilitate the work. This equipment would allow the affected UPS to be completely bypassed and allow continued operation without interruption.	

**Project Costs:**

	<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>Total</u>
\$	-	\$ 12,000	\$ -	\$ -	\$ -	\$ -	12,000

**Operating Impact (Savings):**

\$	-	\$ -	\$ (1,560)	\$ 240	\$ 2,040	\$ 3,600	\$ 4,320
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**PUBLIC SAFETY**

<b>Project Name:</b>	Police Vehicles and Equipment	<b>Project Description:</b>
<b>Funding Source:</b>	Discretionary Sales Tax	<u>17/18</u> 350K 6 Police Units. <u>18/19</u> 350K 6 Police Units. <u>19/20</u> 300K 5 Police Units. <u>20/21</u> 300K 5 Police Units. <u>21/22</u> 300K 5 Police Units. <u>22/23</u> 300K 5 Police Units.
<b>Justification:</b>	Replacement of vehicles with higher milage and repair costs.	

**Project Costs:**

	<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	Project <u>Total</u>
\$	350,000	\$ 350,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	1,900,000

**Operating Impact:**

\$	-	\$ (77,000)	\$ (119,000)	\$ (115,000)	\$ (81,000)	\$ (38,000)	\$ (430,000)
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**CITY OF SEBASTIAN, FLORIDA**  
**FISCAL YEAR 2018-2023**  
**CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM**

**PUBLIC SAFETY (CONTINUED)**

<b>Project Name:</b>	Evidence Building Fixtures	<b>Project Description:</b>
<b>Funding Source:</b>	Discretionary Sales Tax	<b>17/18</b> 20K Equipment and shelving for building. <b>18/19</b> 50K Work space additions for evidence building.

**Justification:** Additional costs provided for growth and improved utilization of evidence storage.

<b>Project Costs:</b>						<b>Project</b>
<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>Total</u>
\$ 20,000	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 70,000

<b>Operating Impact:</b>						
\$ -	\$ (5,400)	\$ (17,700)	\$ (13,500)	\$ (9,300)	\$ (5,100)	\$ (51,000)

<b>Project Name:</b>	Police Personnel Equipment	<b>Project Description:</b>
<b>Funding Source:</b>	General Fund	<b>17/18</b> 10K Rifles and storage containers, 6K Tasers and accessories, 4K Ballistic shields. <b>18/19</b> 6K Tasers and accessories. <b>19/20</b> 6K Tasers and accessories. <b>20/21</b> 6K Tasers and accessories. <b>21/22</b> 6K Tasers and accessories. <b>22/23</b> 6K Tasers and accessories.

**Justification:** Replacement of necessary personal equipment for Police Officers, including hand held radio upgrades in stages with a 2021 completion date.

<b>Project Costs:</b>						<b>Project</b>
<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>Total</u>
\$ 20,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 50,000

<b>Operating Impact:</b>						
\$ -	\$ (4,400)	\$ (3,720)	\$ (2,440)	\$ (560)	\$ 720	\$ (10,400)

<b>Project Name:</b>	Radio System Upgrades	<b>Project Description:</b>
<b>Funding Source:</b>	Discretionary Sales Tax	<b>17/18</b> 7K 4 Mobile radios for dispatch, 50K 15 Hand-held radios. <b>18/19</b> 50K 15 Hand-held radios. <b>19-20</b> 50K Radio console, 50K 15 Hand-held radios. <b>20/21</b> 50K 15 Hand-held radios.

**Justification:** Due to 2020 deadline, these are radio replacements for Dispatch personnel, radio console replacement and replacements for hand-held radios for Police Officers.

<b>Project Costs:</b>						<b>Project</b>
<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>Total</u>
\$ 57,000	\$ 50,000	\$ 100,000	\$ 50,000	\$ -	\$ -	\$ 257,000

<b>Operating Impact:</b>						
\$ -	\$ (12,540)	\$ (17,840)	\$ (29,140)	\$ (19,440)	\$ 2,840	\$ (76,120)

<b>Project Name:</b>	Power Source/Generator	<b>Project Description:</b>
<b>Funding Source:</b>	Discretionary Sales Tax	<b>17/18</b> 17K Power Source for the 911 Center <b>19/20</b> 200K Generator.

**Justification:** A Power Source for the 911 Center is necessary, as well as the replacement of the generator needed for the Dispatch radios.

<b>Project Costs:</b>						<b>Project</b>
<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>Total</u>
\$ 17,000	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ 217,000

<b>Operating Impact:</b>						
\$ -	\$ (4,590)	\$ (3,570)	\$ (56,550)	\$ (43,530)	\$ (30,510)	\$ (138,750)

**CITY OF SEBASTIAN, FLORIDA**  
**FISCAL YEAR 2018-2023**  
**CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM**

**COMMUNITY DEVELOPMENT**

<b>Project Name:</b>	Wayfinding Signage	<b>Project Description:</b>	Install decorative wayfinding signs in the Presidential Street areas.
<b>Funding Source:</b>	Community Redevelopment Agency		

**Justification:** This will help identify businesses and community buildings in this area with cohesive and attractive business directional signs at each end of the streets on U.S. Highway #1 and Indian River Drive. Concurrently, it is expected that actions will be initiated to reduce the sign clutter within these areas.

**Project Costs:**

<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>Total</u>
\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000

**Operating Impact (Savings):**

\$ -	\$ (7,500)	\$ (2,000)	\$ 3,500	\$ 9,000	\$ 11,500	\$ 14,500
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<b>Project Name:</b>	Street Signage	<b>Project Description:</b>	Purchase and install decorative street and directional signage.
<b>Funding Source:</b>	Community Redevelopment Agency		

**Justification:** To be done in conjunction with the wayfinding signage. Most street signs, stop signs and directional signage post and frames would be replaced with materials of similar design to the wayfinding signage.

**Project Costs:**

<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>Total</u>
\$ -	\$ 50,000	\$ 50,000	\$ -	\$ -	\$ -	\$ 100,000

**Operating Impact (Savings):**

\$ -	\$ -	\$ (7,500)	\$ (9,500)	\$ 1,500	\$ 12,500	\$ (3,000)
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<b>Project Name:</b>	CRA Master Plan	<b>Project Description:</b>	Update the CRA Master Plan.
<b>Funding Source:</b>	Community Redevelopment Agency		

**Justification:** The current CRA Master is outdated and should be updated.

**Project Costs:**

<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>Total</u>
\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000

**Operating Impact (Savings):**

\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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**ENGINEERING - STREETS & SPECIAL PROJECTS**

<b>Project Name:</b>	Engineering Equipment	<b>Project Description:</b>	<b>18/19</b> 4.5K Survey Data Collector and 10K Sign Plotter. <b>19/20</b> 10K CAD Plotter/Scanner.
<b>Funding Source:</b>	General Fund		

**Justification:** These are useful tools for use by the Engineering Technician and Personnel at the Sign Shop.

**Project Costs:**

<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>Total</u>
\$ -	\$ 14,500	\$ 10,000	\$ -	\$ -	\$ -	\$ 24,500

**Operating Impact (Savings):**

\$ -	\$ -	\$ (3,190)	\$ (3,940)	\$ (1,490)	\$ 960	\$ (7,660)
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**CITY OF SEBASTIAN, FLORIDA**

**FISCAL YEAR 2018-2023**

**CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM**

**ENGINEERING - STREETS & SPECIAL PROJECTS (CONTINUED)**

<b>Project Name:</b>	Stonecrop Drainage	<b>Project Description:</b>
<b>Funding Source:</b>	75% Hazard Mitigation FEMA Grant. 25% City Matching Requirements from Discretionary Sales Tax	Install new dual 60" drainage pipes from Laconia to Stonecrop.

**Justification:** This drainage project is identified in the City's stormwater master plan to pipe the existing drainage ditch. Due to erosion of the side slopes, the ditch has become difficult to maintain and therefore the system needs to be piped with dual 60" pipe. The system drains the entire central section of the City and therefore critical to maintain flow to avoid any flooding. City matching requirement from discretionary sales taxes and is projected to be \$187,500.

**Project Costs:**

<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>Total</u>
\$ 750,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750,000

**Operating Impact (Savings):**

\$ -	\$ (67,500)	\$ (60,000)	\$ (45,000)	\$ (37,500)	\$ (22,500)	\$ (232,500)
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<b>Project Name:</b>	Speed Cushions and Signage	<b>Project Description:</b>
<b>Funding Source:</b>	Local Option Gas Tax	Purchase two sets of speed cushions and signage for the neighborhood traffic calming program.

**Justification:** The City is receiving more citizen requests for traffic calming on residential streets. Currently, there are two possible streets which may qualified for traffic calming devices like speed cushions, so staff is budgetting two sets of speed cushions and signage

**Project Costs:**

<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>Total</u>
\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000

**Operating Impact (Savings):**

\$ -	\$ (250)	\$ 150	\$ 550	\$ 950	\$ 1,250	\$ 2,650
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<b>Project Name:</b>	Street Milling and Repaving	<b>Project Description:</b>
<b>Funding Source:</b>	Local Option Gas Tax	Resurfacing of roadways.

**Justification:** Necessary to keep streets in good condition. Repaving reduces pot-hole repairs and claims for damages. Timely repaving can avoid a more costly reconstruction. For FY17-18, \$451K is projected for Indian River Drive, \$320K is planned for FY18-19 (Pleasant View \$60K, Rolling Hills Drive \$108K and Schumann Drive \$152K). \$250K per year is scheduled for future years with actual projects dependent on annual review of roadway conditions.

**Project Costs:**

<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>Total</u>
\$ 451,000	\$ 320,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,771,000

**Operating Impact (Savings):**

\$ -	\$ (76,670)	\$ (113,030)	\$ (124,690)	\$ (126,350)	\$ (118,010)	\$ (558,750)
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<b>Project Name:</b>	Street Reconstruction	<b>Project Description:</b>
<b>Funding Source:</b>	Discretionary Sales Tax	Reconstruct 250 linear feet of Damask, plus Other Roads.

**Justification:** This work involves more than just an overlay of the surface due to the condition of the roadway. Because of this, it is eligible for funding by discretionary sales taxes. \$6,500 is for a road priority study.

**Project Costs:**

<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>Total</u>
\$ 356,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 356,500

**Operating Impact (Savings):**

\$ -	\$ (174,685)	\$ (174,685)	\$ (167,555)	\$ (167,555)	\$ -	\$ (684,480)
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**CITY OF SEBASTIAN, FLORIDA**

**FISCAL YEAR 2018-2023**

**CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM**

**ENGINEERING - STREETS & SPECIAL PROJECTS (CONTINUED)**

<b>Project Name:</b>	City Hall Parking Lot	<b>Project Description:</b>
<b>Funding Source:</b>	Discretionary Sales Tax	Seal coat and stripe parking lots at the City Hall Complex.

**Justification:** These parking areas should be seal coated and striped.

**Project Costs:**

<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>Total</u>
\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000

**Operating Impact (Savings):**

\$ -	\$ -	\$ (8,500)	\$ (6,500)	\$ (4,500)	\$ (2,500)	\$ (22,000)
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<b>Project Name:</b>	Working Waterfront Phase 3	<b>Project Description:</b>
<b>Funding Source:</b>	Discretionary Sales Tax - 50% SJRWMD Grant -50%	Working Waterfront Shoreline Protection.

**Justification:** This project has been rescheduled. It is for improvements to the Working Waterfront by construction of measures to protect the shoreline. The City's matching is from discretionary sales taxes for \$200,000.

**Project Costs:**

<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>Total</u>
\$ -	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ 400,000

**Operating Impact (Savings):**

\$ -	\$ -	\$ (196,000)	\$ (196,000)	\$ (188,000)	\$ (188,000)	\$ (768,000)
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**PUBLIC WORKS - ROAD OPERATION AND MAINTENANCE**

<b>Project Name:</b>	Public Works Heavy Equipment	<b>Project Description:</b>
<b>Funding Source:</b>	Discretionary Sales Tax	<b>18/19</b> 200K Cat Loader, 75K Bobcat Skid Steer. <b>19/20</b> 125K 8yd Brush Truck.

**Justification:** Scheduled replacement of equipment used in the Roads Division that is eligible to be purchased using Discretionary Sales Taxes.

**Project Costs:**

<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>Total</u>
\$ -	\$ 275,000	\$ 125,000	\$ -	\$ -	\$ -	\$ 400,000

**Operating Impact (Savings):**

\$ -	\$ -	\$ (74,250)	\$ (91,500)	\$ (67,500)	\$ (43,500)	\$ (276,750)
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<b>Project Name:</b>	Public Works Roads Vehicles	<b>Project Description:</b>
<b>Funding Source:</b>	General Fund	28K 3/4 Ton Pickup PW-5-2004.

**Justification:** Scheduled replacement of a Pickup Truck used in the Roads Division.

**Project Costs:**

<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>Total</u>
\$ -	\$ -	\$ 28,000	\$ -	\$ -	\$ -	\$ 28,000

**Operating Impact (Savings): Included with above.**

\$ -	\$ -	\$ -	\$ (6,160)	\$ (3,360)	\$ (560)	\$ (10,080)
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<b>Project Name:</b>	Public Works Garage Compound	<b>Project Description:</b>
<b>Funding Source:</b>	Discretionary Sales Tax.	Design and construct new City Garage and Public Works Compound to be located at the Sebastian Municipal Airport.

**Justification:** Existing City Garage and Public Works Compound is reaching its capacity to park and service vehicles and equipment. Existing compound sits on commercially valuable property. Relocating the compound to the airport will provide room for growth and allow the city to sell existing property. Airport benefits by receiving rent on the land used by the new City Garage.

**Project Costs:**

<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>Project Total</u>
\$ 100,000	\$ 2,850,000	\$ 1,150,000	\$ -	\$ -	\$ -	\$ 4,100,000

**Operating Impact:**

\$ -	\$ (9,000)	\$ (264,500)	\$ (337,500)	\$ (266,152)	\$ (166,582)	\$ (1,043,734)
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**CITY OF SEBASTIAN, FLORIDA**

**FISCAL YEAR 2018-2023**

**CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM**

**PUBLIC WORKS - STORMWATER UTILITY**

<b>Project Name:</b>	Stormwater Heavy Equipment	<b>Project Description:</b>
<b>Funding Source:</b>	Discretionary Sales Tax	<b>18/19</b> 145K Transport Truck SW609-2002. <b>19/20</b> 125K 8 Yard Brush Truck SW607, 165K Slope Mower SW688. <b>20/21</b> 70K 35 Ton Lowbed Trailer SW610-2002. <b>21/22</b> 145K 2011 Track Excavator.

**Justification:** Scheduled replacement of equipment essential to the stormwater maintenance program, Includes a Transport Truck, Brush Truck and Lowbed Trailer that will all be over 15 years old when replaced, plus a Slope Mower and a 2011 Track Excavator used for stormwater ditches.

**Project Costs:**

<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>Total</u>
\$ -	\$ 145,000	\$ 290,000	\$ 70,000	\$ 145,000	\$ -	\$ 650,000

**Operating Impact (Savings):**

\$ -	\$ -	\$ (39,150)	\$ (108,750)	\$ (101,550)	\$ (110,400)	\$ (359,850)
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<b>Project Name:</b>	Swale Improvement Grants	<b>Project Description:</b>
<b>Funding Source:</b>	Stormwater Fund	Establish a grant program to repair or replace swale improvements.

**Justification:** This will address a long standing problem with property owners that have been unable or unwilling to keep the swales on their property clear and in effective working order. These funds will permit the City act on these problems and direct a contractor to perform the necessary work.

**Project Costs:**

<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>Total</u>
\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000

**Operating Impact (Savings):**

\$ -	\$ (70,000)	\$ (65,000)	\$ (60,000)	\$ (55,000)	\$ (50,000)	\$ (300,000)
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<b>Project Name:</b>	Stormwater Equipment	<b>Project Description:</b>
<b>Funding Source:</b>	Stormwater Fund	<b>18/19</b> 1K 3' Pump and .8K 2' Pump. <b>19/20</b> 48K 1 Ton Utility Crew Cab Truck SW606-2205, 30K Pickup Truck SW614-2006. <b>20/21</b> 20K Water Tank and Trailer. <b>21/22</b> 45K Excavator Buckets & Mowing Heads, 35K Pickup Truck. <b>22/23</b> 35K Pickup Truck.

**Justification:** Scheduled replacement of equipment for the stormwater maintenance program.

**Project Costs:**

<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>Total</u>
\$ -	\$ 1,800	\$ 78,000	\$ 20,000	\$ 80,000	\$ 35,000	\$ 214,800

**Operating Impact (Savings):**

\$ -	\$ -	\$ (396)	\$ (17,376)	\$ (13,796)	\$ (21,416)	\$ (52,984)
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**PUBLIC WORKS - PARKS AND RECREATION**

<b>Project Name:</b>	Public Works Parks Mowers	<b>Project Description:</b>
<b>Funding Source:</b>	General Fund	<b>18/19</b> 13K Mowers P-370-2010 and P-330 - 2010. <b>19/20</b> 38K for 3 Mowers.

**Justification:** These are scheduled replacements of the mowers used in the Parks Division.

**Project Costs:**

<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>Total</u>
\$ -	\$ 26,000	\$ 38,000	\$ -	\$ -	\$ -	\$ 64,000

**Operating Impact (Savings):**

\$ -	\$ -	\$ (4,680)	\$ (7,880)	\$ 1,080	\$ 9,520	\$ (1,960)
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**CITY OF SEBASTIAN, FLORIDA**

**FISCAL YEAR 2018-2023**

**CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM**

**PUBLIC WORKS - PARKS AND RECREATION (CONTINUED)**

<b>Project Name:</b>	Public Works Parks Pickup Trucks	<b>Project Description:</b>
<b>Funding Source:</b>	General Fund	<u>18/19</u> 30K 3/4 Ton Pickup P328-2001. <u>19/20</u> 30K Pickup P-707-2003.

**Justification:** These are scheduled replacements of the Pickup Trucks used in the Parks Division.

**Project Costs:**

	<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>Total</u>
\$	-	\$ 30,000	\$ 30,000	\$ -	\$ -	\$ -	\$ 60,000
<b>Operating Impact (Savings):</b>							
\$	-	\$ -	\$ (6,600)	\$ (10,200)	\$ (4,200)	\$ 1,800	\$ (19,200)

<b>Project Name:</b>	Pickle Ball Courts	<b>Project Description:</b>
<b>Funding Source:</b>	Discretionary Sales Tax	Initially construct 4 courts, followed by 4 more the following year.

**Justification:** This project was budgeted in FY 16/17 from Recreation Impact Fees but due to the unreasonably high construction bids, that project was cancelled and is now being revised to spread the total cost over two years and utilize discretionary sales taxes for funding.

**Project Costs:**

	<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>Total</u>
\$	213,000	\$ 172,000	\$ -	\$ -	\$ -	\$ -	\$ 385,000
<b>Operating Impact (Savings):</b>							
\$	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

<b>Project Name:</b>	Barber Street Ballfield Lighting	<b>Project Description:</b>
<b>Funding Source:</b>	Recreation Impact Fees	Upgrade to energy efficient lighting and automation of the controls.

**Justification:** The lighting at the Ballfields is outdated and beyond repair. This project would allow an upgrade to energy efficient lighting and include the addition of automated and possibly wireless offsite controls.

**Project Costs:**

	<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>Total</u>
\$	375,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 375,000
<b>Operating Impact (Savings):</b>							
\$	-	\$ (67,500)	\$ (15,000)	\$ 37,500	\$ 82,500	\$ 112,500	\$ 150,000

<b>Project Name:</b>	Replace Playground Components	<b>Project Description:</b>
<b>Funding Source:</b>	General Fund	As needed replacement of components of playground equipment.

**Justification:** This will allocate funds on an annual basis toward replacing rusted or damaged components of playground equipment in parks throughout the City. Many of these have been in service beyond their expected lifespan and need to be regularly inspected for problems and replaced immediately.

**Project Costs:**

	<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>Total</u>
\$	25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 150,000
<b>Operating Impact (Savings):</b>							
\$	-	\$ (4,500)	\$ (5,500)	\$ (3,000)	\$ 2,500	\$ 10,000	\$ (500)

<b>Project Name:</b>	ADA Playground	<b>Project Description:</b>
<b>Funding Source:</b>	Recreation Impact Fees	Construction of ADA Playground.

**Justification:** Due to construction of the Police Evidence Building where a playground was previously, it is anticipated that a new playground will be constructed at Friendship Park.

**Project Costs:**

	<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>Total</u>
\$	80,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,000
<b>Operating Impact (Savings):</b>							
\$	-	\$ (22,400)	\$ (20,800)	\$ (19,200)	\$ (17,600)	\$ (16,000)	\$ (96,000)

**CITY OF SEBASTIAN, FLORIDA**

**FISCAL YEAR 2018-2023**

**CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM**

**PUBLIC WORKS - PARKS AND RECREATION (CONTINUED)**

<b>Project Name:</b>	Riverview Park Tree Canopy	<b>Project Description:</b>
<b>Funding Source:</b>	Community Redevelopment Agency	Provide for tree maintenance and new plantings that will ensure a future tree canopy at Riverview Park.

**Justification:** The priceless value of the tree canopy at Riverview Park provides a very special setting for community events and gatherings. There is a concern that as the large oaks continue to age that this may be lost. It is recommended that we begin to take measures to ensure they are maintained properly and that a program for planting replacement trees be implemented.

**Project Costs:**

<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>Total</u>
\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 60,000
<b>Operating Impact (Savings):</b>						
\$ -	\$ (2,900)	\$ (5,800)	\$ (8,700)	\$ (11,600)	\$ (14,500)	\$ (43,500)

**PUBLIC WORKS - CEMETERY**

<b>Project Name:</b>	Cemetery Mower	<b>Project Description:</b>
<b>Funding Source:</b>	General Fund	Replace mower purchased in 2005.

**Justification:** The mower currently used requires frequent repair and is no longer cost effective to maintain.

**Project Costs:**

<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>Total</u>
\$ -	\$ 13,000	\$ -	\$ -	\$ -	\$ -	\$ 13,000
<b>Operating Impact (Savings):</b>						
\$ -	\$ -	\$ (2,340)	\$ (520)	\$ 1,300	\$ 2,860	\$ 1,300

<b>Project Name:</b>	Irrigation System	<b>Project Description:</b>
<b>Funding Source:</b>	Discretionary Sales Tax	Install a new irrigation system at the Cemetery.

**Justification:** The present irrigation system requires frequent repairs due to its age. This project would entirely replace the current system.

**Project Costs:**

<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>Total</u>
\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000
<b>Operating Impact (Savings):</b>						
\$ -	\$ (42,000)	\$ (39,000)	\$ (36,000)	\$ (33,000)	\$ (30,000)	\$ (180,000)

<b>Project Name:</b>	Straightening of Headstones	<b>Project Description:</b>
<b>Funding Source:</b>	Cemetery Trust Fund	Straighten and level headstones or markers.

**Justification:** Over time, the headstones and markers at the Cemetery have become out of place. This will provide funds for a contractor to completely address the problem.

**Project Costs:**

<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>Total</u>
\$ 24,375	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,375
<b>Operating Impact (Savings):</b>						
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**PUBLIC WORKS - FACILITIES MAINTENANCE**

<b>Project Name:</b>	City Hall/Police Air Conditioners	<b>Project Description:</b>
<b>Funding Source:</b>	Discretionary Sales Tax	Replace air conditioners on the roofs of City Hall and Police Station.

**Justification:** These units have served beyond the expected lifespan and are having mechanical issues. One unit will be replaced per year. Discretionary sales taxes can be used as these facilities were built using them.

**Project Costs:**

<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>Total</u>
\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 240,000
<b>Operating Impact (Savings):</b>						
\$ -	\$ (6,800)	\$ (12,000)	\$ (15,600)	\$ (17,600)	\$ (18,000)	\$ (70,000)

**CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM**

**PUBLIC WORKS - FLEET MANAGEMENT**

<b>Project Name:</b>	Public Works Fleet Equipment	<b>Project Description:</b>					
<b>Funding Source:</b>	General Fund	<b>18/19</b> 15k Four Post Lift, 1K Bore Scope,4K Air Conditioning Recovery Machine. <b>19/20</b> 40K 3/4 Ton 4WD Utility Service Truck. <b>20/21</b> 7K Tire Balancer. <b>21/22</b> 7K Portable Welder/Generator					
<b>Justification:</b>	Equipment needed for the City Garage. The existing Utility Service Truck will be over 18 years old.						
<b>Project Costs:</b>							
	<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>Total</u>
\$	-	\$ 20,000	\$ 40,000	\$ 7,000	\$ 7,000	\$ -	\$ 74,000
<b>Operating Impact (Savings):</b>							
\$	-	\$ -	\$ (5,400)	\$ (15,000)	\$ (13,290)	\$ (11,160)	\$ (44,850)

**GOLF COURSE FUND**

<b>Project Name:</b>	Golf Course Small Equipment	<b>Project Description:</b>					
<b>Funding Source:</b>	Golf Course Operating Fund	Replace Range Ball Dispenser.					
<b>Justification:</b>	This unit is expected to need replacement in the future.						
<b>Project Costs:</b>							
	<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>Total</u>
\$	-	\$ 2,500	\$ -	\$ -	\$ -	\$ -	\$ 2,500
<b>Operating Impact (Savings):</b>							
\$	-	\$ -	\$ (300)	\$ (125)	\$ 50	\$ 225	\$ (150)

**AIRPORT FUND**

<b>Project Name:</b>	Airport Entrance Signage	<b>Project Description:</b>					
<b>Funding Source:</b>	Airport Revenue Fund	Add signage at Airport Entrance.					
<b>Justification:</b>	Additional signage is needed to clearly mark the entranceway from Main Street.						
<b>Project Costs:</b>							Project
	<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>Total</u>
\$	10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
<b>Operating Impact:</b>							
\$	-	\$ (500)	\$ 300	\$ 1,100	\$ 1,900	\$ 2,500	\$ 5,300

<b>Project Name:</b>	Modernize Security Cameras	<b>Project Description:</b>					
<b>Funding Source:</b>	Discretionary Sales Tax	Upgrade flightline and gate security cameras.					
<b>Justification:</b>	All of the flight line and gate security cameras are outdated or broken and no longer capable of capturing quality video. This project involves the purchase of twelve camera units and software to archive previous videos and alert the Police Department of unusual activities.						
<b>Project Costs:</b>							Project
	<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>Total</u>
\$	100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000
<b>Operating Impact:</b>							
\$	-	\$ (18,000)	\$ (4,000)	\$ 10,000	\$ 22,000	\$ 30,000	\$ 40,000

**CITY OF SEBASTIAN, FLORIDA**

**FISCAL YEAR 2018-2023**

**CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM**

**AIRPORT FUND (CONTINUED)**

<b>Project Name:</b>	Taxiways C,D & E Construction	<b>Project Description:</b>
<b>Funding Source:</b>	90% FAA Grant. 5% FDOT Grant. 5% City Matching Requirements from Discretionary Sales Tax	Construction of Airport Taxiway D and E will be done in FY17-18 and Taxiway C is planned for FY18-19.

**Justification:** New taxiway construction will improve safety by eliminating the current need to cross the intersection of two runways to reach runway thresholds. City matching requirement will be from discretionary sales taxes and are projected to be \$109,195 for Taxiways D and E \$128,819 for Taxiway C.

**Project Costs:**

<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>Total</u>
\$ 1,998,658	\$ 2,391,136	\$ -	\$ -	\$ -	\$ -	\$ 4,389,794

**Operating Impact (Savings):**

\$ -	\$ (179,879)	\$ (375,095)	\$ (311,210)	\$ (243,401)	\$ (179,517)	\$ (1,289,102)
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<b>Project Name:</b>	Construct Access Road West	<b>Project Description:</b>
<b>Funding Source:</b>	90% FAA Grant. 5% FDOT Grant. 5% City Matching Requirements from Discretionary Sales Tax	Design and Construct Access Road on west side of airport from Roseland Road to new areas of development on the airport.

**Justification:** Land on the West side of the Airport that is available for future economic development requires an access road. \$100,000 is estimated to be needed as City matching funds.

**Project Costs:**

<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>Total</u>
\$ -	\$ -	\$ -	\$ -	\$ 2,000,000	\$ -	\$ 2,000,000

**Operating Impact (Savings):**

\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ 20,000
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<b>Project Name:</b>	Engineer and Construct Hangar	<b>Project Description:</b>
<b>Funding Source:</b>	80% FDOT Grants. City Matching Requirements at 20% from Discretionary Sales Tax funds.	Engineer and construct a hangar capable of housing (3) corporate aircraft owners or to configure as a large business hangar.

**Justification:** New hangar to meet the growing need for corporate hangar(s) capable of housing large twin engine aircraft, with the option of configuring the building for a future business tenant. Airport benefits from rents paid by tenant(s). City matching requirement will be from discretionary sales taxes and are projected to be \$225,000 for FY19-20 and FY20-21.

**Project Costs:**

<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>Total</u>	Project
\$ -	\$ -	\$ 1,125,000	\$ 1,125,000	\$ -	\$ -	\$ 2,250,000	

**Operating Impact:**

\$ -	\$ -	\$ -	\$ 11,250	\$ 33,750	\$ 56,250	\$ 101,250	
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<b>Project Name:</b>	Construct Shade Hangars	<b>Project Description:</b>
<b>Funding Source:</b>	80% FDOT Grants. City Matching Requirements at 20% from Discretionary Sales Tax funds.	Apron improvements and installation of pre-engineered open-sided Shade Hangars. Phase-1 involves 14-hangars. Phase-2 will erect 7 Shade Hangars.

**Justification:** Shade hangars offer a lower cost aircraft sheltering alternative to local aircraft owners. Shade hangars will contribute much needed revenue to help bring economic sustainability to the airport. Annual rental revenues are expected bring in over \$33,600. Follow up Phase-2 involves 7 additional Shade Hangars. \$125,000 in FY17-18 and \$40,000 in FY20-21 will be funded by discretionary sales taxes.

**Project Costs:**

<u>FY 17-18</u>	<u>FY 18-19</u>	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>Total</u>
\$ 625,000	\$ -	\$ -	\$ 200,000	\$ -	\$ -	\$ 825,000

**Operating Impact (Savings):**

\$ -	\$ 6,250	\$ 12,500	\$ 18,750	\$ 27,000	\$ 35,250	\$ 99,750
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## 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>
<b>Maintenance Factor</b> - 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%

<b>Efficiency Factor</b> - 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%

<b>Risk Management Factor</b> - 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%

<b>Replacement Factor</b> - 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  
SUMMARY BY FUND**

	<u>FY 2017-18</u>	<u>FY 2018-19</u>	<u>FY 2019-20</u>	<u>FY 2020-21</u>	<u>FY 2021-22</u>	<u>FY 2022-23</u>	<u>Total Impacts</u>
<b>General Fund:</b>							
<i>Maintenance</i>	-	107,311	322,796	614,842	940,647	1,508,388	3,493,983
<i>Efficiency</i>	-	(185,115)	(599,969)	(770,319)	(677,854)	(625,397)	(2,858,654)
<i>Risk</i>	-	(311,015)	(480,769)	(531,999)	(478,027)	(432,643)	(2,234,453)
<i>Replacement</i>	-	(356,990)	(675,046)	(863,214)	(993,514)	(1,140,872)	(4,029,636)
<b>Totals</b>	-	<b>(745,810)</b>	<b>(1,432,988)</b>	<b>(1,550,691)</b>	<b>(1,208,748)</b>	<b>(690,525)</b>	<b>(5,628,761)</b>

All the capital outlays for General Fund taken collectively indicate that net operating impacts should be favorable in the initial years but can be expected to decline in future periods. This supports the premise that the City would financially benefit by diligently scheduling replacements before net maintenance cost become excessive.

<b>Golf Course Fund:</b>							
<i>Maintenance</i>	-	-	125	250	375	500	1,250
<i>Efficiency</i>	-	-	-	-	-	-	-
<i>Risk</i>	-	-	(250)	(175)	(100)	(25)	(550)
<i>Replacement</i>	-	-	(175)	(200)	(225)	(250)	(850)
<b>Totals</b>	-	-	<b>(300)</b>	<b>(125)</b>	<b>50</b>	<b>225</b>	<b>(150)</b>

With the capital outlay items funded for the Golf Course, the value of replacing capital items on a timely basis is supported by the projections of net maintenance cost.

<b>Airport Fund:</b>							
<i>Maintenance</i>	-	33,737	91,385	160,282	242,430	344,578	872,412
<i>Efficiency</i>	-	(10,000)	(6,000)	(2,000)	2,000	4,000	(12,000)
<i>Risk</i>	-	(210,866)	(445,679)	(421,393)	(395,181)	(375,095)	(1,848,214)
<i>Replacement</i>	-	(5,000)	(6,000)	(7,000)	(8,000)	(9,000)	(35,000)
<b>Totals</b>	-	<b>(192,129)</b>	<b>(366,295)</b>	<b>(270,110)</b>	<b>(158,751)</b>	<b>(35,517)</b>	<b>(1,022,802)</b>

The construction of additional infrastructure in the Airport Fund results in a progressively higher annual net maintenance cost.

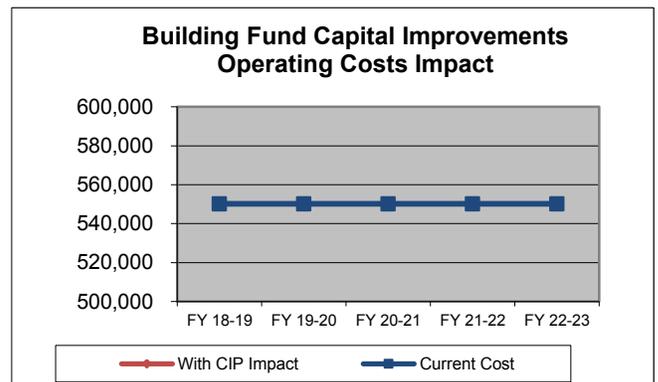
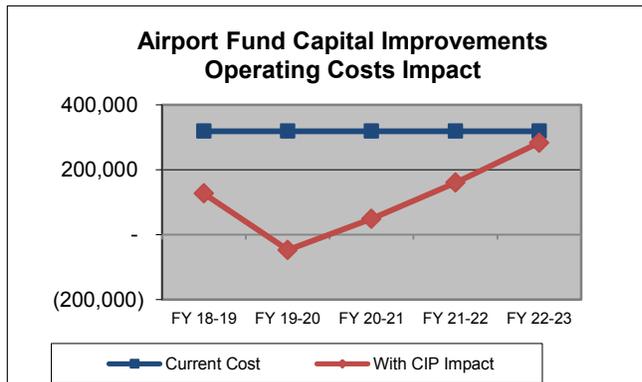
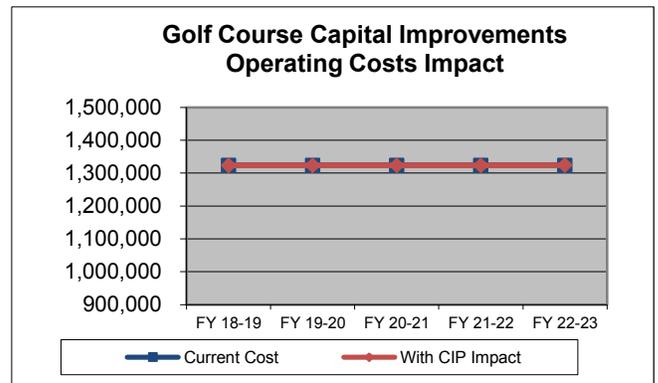
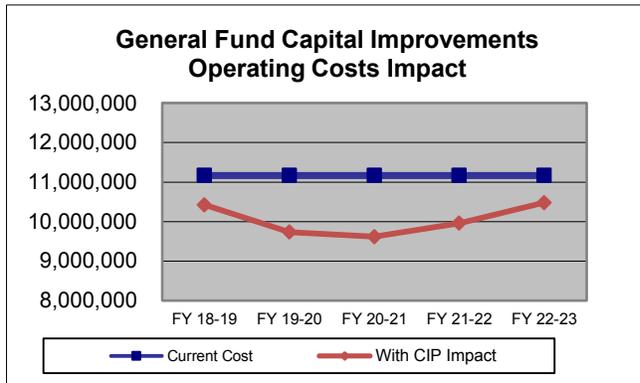
<b>Building Fund:</b>							
<i>Maintenance</i>	-	-	-	-	-	-	-
<i>Efficiency</i>	-	-	-	-	-	-	-
<i>Risk</i>	-	-	-	-	-	-	-
<i>Replacement</i>	-	-	-	-	-	-	-
<b>Totals</b>	-	-	-	-	-	-	-

There are no projected scheduled capital purchases or replacements over this time period.

<b>All Funds:</b>							
<i>Maintenance</i>	-	141,047	414,306	775,374	1,183,452	1,853,466	4,367,645
<i>Efficiency</i>	-	(195,115)	(605,969)	(772,319)	(675,854)	(621,397)	(2,870,654)
<i>Risk</i>	-	(521,881)	(926,698)	(953,567)	(873,308)	(807,763)	(4,083,217)
<i>Replacement</i>	-	(361,990)	(681,221)	(870,414)	(1,001,739)	(1,150,122)	(4,065,486)
<b>Totals</b>	-	<b>(937,939)</b>	<b>(1,799,583)</b>	<b>(1,820,926)</b>	<b>(1,367,449)</b>	<b>(725,816)</b>	<b>(6,651,713)</b>

## IMPACTS OF CAPITAL OUTLAYS ON OPERATING COST SUMMARY OF RESULTS

The graphs below show the impact of scheduled capital purchases on the Operating Budget for each Fund. These reflect that there are often initial savings from removing replaced items from service, efficiencies gained by acquiring the new items and reduced exposure to potential injury and liability claims that initially outweigh the projected maintenance costs of the new items.



**IMPACTS OF CAPITAL OUTLAYS ON OPERATING COST  
SUMMARY OF RESULTS**

<b>Project Names</b>	<b>FY 18-19</b>	<b>FY 19-20</b>	<b>FY 20-21</b>	<b>FY 21-22</b>	<b>FY 22-23</b>
Audio Visual Equipment	\$ (5,400)	\$ (1,200)	\$ 3,000	\$ 6,600	\$ 9,000
Laserfiche Software Upgrade	(9,000)	(2,000)	5,000	11,000	15,000
Computer Replacements	-	(32,400)	(7,200)	18,000	39,600
Computer Upgrades	(5,400)	(6,600)	(3,600)	3,000	12,000
Wireless System	(900)	(200)	500	1,100	1,500
Firewall Software	(9,835)	1,513	12,861	22,695	29,504
UPS Bypass Switches	-	(1,560)	240	2,040	3,600
Police Vehicles and Equipment	(77,000)	(119,000)	(115,000)	(81,000)	(38,000)
Evidence Building Fixtures	(5,400)	(17,700)	(13,500)	(9,300)	(5,100)
Police Personnel Equipment	(4,400)	(3,720)	(2,440)	(560)	720
Radio System Upgrades	(12,540)	(17,840)	(29,140)	(19,440)	2,840
Power Source/Generator	(4,590)	(3,570)	(56,550)	(43,530)	(30,510)
Wayfinding Signage	(7,500)	(2,000)	3,500	9,000	11,500
Street Signage	-	(7,500)	(9,500)	1,500	12,500
Engineering Equipment	-	(3,190)	(3,940)	(1,490)	960
Stonecrop Drainage	(67,500)	(60,000)	(45,000)	(37,500)	(22,500)
Speed Cushions and Signage	(250)	150	550	950	1,250
Street Milling and Repaving	(76,670)	(113,030)	(124,690)	(126,350)	(118,010)
Street Reconstruction	(174,685)	(174,685)	(167,555)	(167,555)	-
City Hall Parking Lot	-	(8,500)	(6,500)	(4,500)	(2,500)
Working Waterfront Phase 3	-	(196,000)	(196,000)	(188,000)	(188,000)
Public Works Heavy Equipment	-	(74,250)	(91,500)	(67,500)	(43,500)
Public Works Roads Vehicles	-	-	(6,160)	(3,360)	(560)
Public Works Garage Compound	(9,000)	(264,500)	(337,500)	(266,152)	(166,582)
Stormwater Heavy Equipment	-	(39,150)	(108,750)	(101,550)	(110,400)
Swale Improvement Grants	(70,000)	(65,000)	(60,000)	(55,000)	(50,000)
Stormwater Equipment	-	(396)	(17,376)	(13,796)	(21,416)
Public Works Parks Mowers	-	(4,680)	(7,880)	1,080	9,520
Public Works Parks Pickup Trucks	-	(6,600)	(10,200)	(4,200)	1,800
Pickle Ball Courts	(59,640)	(103,540)	(95,840)	(88,140)	(80,440)
Barber Street Ballfield Lighting	(67,500)	(15,000)	37,500	82,500	112,500
Replace Playground Components	(4,500)	(5,500)	(3,000)	2,500	10,000
ADA Playground	(22,400)	(20,800)	(19,200)	(17,600)	(16,000)
Riverview Park Tree Canopy	(2,900)	(5,800)	(8,700)	(11,600)	(14,500)
Cemetery Mower	-	(2,340)	(520)	1,300	2,860
Irrigation System	(42,000)	(39,000)	(36,000)	(33,000)	(30,000)
City Hall/Police Air Conditioners	(6,800)	(12,000)	(15,600)	(17,600)	(18,000)
Public Works Fleet Equipment	-	(5,400)	(15,000)	(13,290)	(11,160)
<b>Total General Fund</b>	<b>(745,810)</b>	<b>(1,432,988)</b>	<b>(1,550,691)</b>	<b>(1,208,748)</b>	<b>(690,525)</b>
Golf Course Small Equipment	-	(300)	(125)	50	225
<b>Total Golf Course</b>	<b>-</b>	<b>(300)</b>	<b>(125)</b>	<b>50</b>	<b>225</b>
Airport Entrance Signage	(500)	300	1,100	1,900	2,500
Modernize Security Cameras	(18,000)	(4,000)	10,000	22,000	30,000
Taxiways C,D & E Construction	(179,879)	(375,095)	(311,210)	(243,401)	(179,517)
Construct Access Road West	-	-	-	-	20,000
Engineer and Construct Hangar	-	-	11,250	33,750	56,250
Construct Shade Hangars	6,250	12,500	18,750	27,000	35,250
<b>Total Airport</b>	<b>(192,129)</b>	<b>(366,295)</b>	<b>(270,110)</b>	<b>(158,751)</b>	<b>(35,517)</b>
None Projected	-	-	-	-	-
<b>Total Building Department</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total All Funds</b>	<b>\$ (937,939)</b>	<b>\$ (1,799,583)</b>	<b>\$ (1,820,926)</b>	<b>\$ (1,367,449)</b>	<b>\$ (725,816)</b>

## **IMPACTS OF CAPITAL OUTLAYS ON OPERATING COST PROJECT EXPLANATIONS**

**Audio Visual Equipment – FY2017-18** – These funds are earmarked to upgrade the capabilities of the current hearing assistance system in the City Council Chambers. Anticipated maintenance expenditures will initially be offset by savings from improved efficiencies and from eliminating maintenance on the replaced equipment.

**Laserfiche Software Upgrade – FY2017-18** – This will upgrade the software to add new features. There will initially be savings from these improvements.

**Computer Replacements – FY2018-19** – This allocation is being made in anticipation of totally replacing computer equipment in order to keep up-to-date with technology. Anticipated maintenance expenditures will be partially offset in the initial years by savings from efficiencies that would not otherwise occur.

**Computer Upgrades – Annual Purchases** – Regular replacement of computer equipment and software upgrades to keep up with new technology. Anticipated maintenance expenditures will offset improved efficiencies and replacements in just a few years.

**Wireless System – FY2017-18** – This will enable implementation of wireless technology at the City Hall and Police Department. There will initially be savings from these improvements.

**Firewall Software – FY2017-18** – This will allow the purchase of next generation firewall technology. The cost includes a five year support contract that should minimize the future maintenance requirements.

**UPS Bypass Switches – FY2016-17** – This installs bypass switches to enable work at three locations. There will be added maintenance cost which will be somewhat offset by improvements in efficiency.

**Police Vehicles and Equipment – Annual Purchases** – Regular replacement of older, high mileage and high maintenance cost vehicles is expected to allow the City to mitigate the cost of maintaining the vehicle fleet. The projected increase in maintenance expenditures is offset by reduced exposure to injury and liability claims and elimination of maintenance on old units for a number of years after these purchases.

**Evidence Building Fixtures – FY2017-18 Thru FY2018-19** – This is needed for additional fixtures and for adding future work space for the staff. for investigations and to equip the evidence building. The resulting gain in efficiency and reduction of risk will offset the additional maintenance cost for a number of years following these purchases.

**Police Personnel Equipment – Annual Purchases** – Regular replacement of necessary personal equipment for Police Officers. The projected increase in maintenance expenditures is offset by reduced exposure to injury and liability claims and elimination of maintenance on old units for a number of years after these purchases.

**Radio System Upgrades – FY2017-18 Thru FY2020-21** – These purchases will phase in radio equipment needed to be compatible with the County communications system. Initial savings in efficiency and risk will be offset by maintenance costs.

**Power Source/Generator – FY2017-18 and FY2019-20** – This allocation is to install a new 911 Center power source and generator. Maintenance expenditures are expected to be more than offset by efficiency, risk and replacement factors.

**Wayfinding Signage – FY2017-18** – This will add decorative wayfinding signage in the Presidential Street areas. The net operating impact will be negative due to anticipated costs of maintenance.

**Street Signage – FY2018-19** – Decorative street and directional signage will be purchased to match the wayfinding signage. Initial savings from efficiency and risk factors will be soon offset by the costs of maintenance.

**CRA Master Plan – FY2017-18** – This allocation will be used for updating the CRA master plan. There is no anticipated impact on operating costs

**Engineering Equipment – FY2018-19 Thru FY2019-20** – These purchases are for surveying, plotting and scanning equipment. There will be several years of savings to operating cost before being offset by maintenance expenditures.

**Stoncrop Drainage – FY2017-18** – This project should greatly improve drainage in the central part of the City. Savings from the risk factor will more than offset the expected maintenance costs for a number of years.

**Speed Cushions and Signage – FY2017-18** – Two sets will be purchased to help with efforts to implement traffic calming measures. There will be a net increase in operating costs due to the additional maintenance.

**Street Milling and Repaving – Annual Allocations** – Funds are allocated to the extent possible to repave City roadways. Repaving is expected to reduce complaints, as well as insurance claims for damages and liability but there will eventually be a net impact on maintenance expenditures.

## ***IMPACTS OF CAPITAL OUTLAYS ON OPERATING COST*** **PROJECT EXPLANATIONS – CONTINUED**

**Street Reconstruction – FY2017-18** – These funds were added at the final budget hearing to increase allocations for road work. Other operating cost factors will more than offset projected maintenance costs for several years.

**City Hall Parking Lot – FY2018-19** – The City Hall parking lot will be seal coated and striped. Maintenance costs will be more than offset by other operating cost factors for several years.

**Working Waterfront Phase 3 – FY2018-19** – This deferred project will provide additional funds for improvements and enhancements at the Working Waterfront and can be expected to increase annual maintenance costs. Those costs will be more than offset for a number of years by other operating costs factors.

**Public Works Heavy Equipment – FY2018-19 Thru FY2019-20** – These are scheduled replacements of the Public Works Roads Division equipment with DST Funding. With the replacements, there is expected to be a progressive increase in annual maintenance expenditures, offset by savings in efficiency, elimination of maintenance on the replaced units and savings from potential injury and liability claims.

**Public Works Roads Vehicles – FY2017-18 Thru FY2018** – This is a scheduled replacements of a Public Works Roads Division pickup truck. There should be a savings in operating costs for a few years.

**Public Works Garage Compound – FY2017-18 Thru FY2020** – This is for the design and construction of a new City Garage and Public Works Compound. Substantial operating costs should be saved over the initial years of operation.

**Stormwater Heavy Equipment – Annual Allocations** – These are scheduled equipment replacements for the Stormwater Division of the Public Works Department. With the replacements, there is expected to be a progressive increase in annual maintenance expenditures, offset by savings in efficiency and elimination of maintenance on the replaced units.

**Swale Improvement Grants** – This will establish funding for a grant program to repair or replace swale improvements. In addition to helping with the problem of residents not properly maintaining the swales, the savings from other factors will more than offset the expected maintenance costs.

**Stormwater Equipment – FY2018-19 Thru FY2022-23** – These are scheduled purchases to replace equipment used for the stormwater maintenance program. Keeping up-to-date with these replacements will result in a net savings in operating costs.

**Public Works Parks Mowers – FY20018-19 Thru FY2019-20** – These are scheduled replacements. There will be additional maintenance cost as these items get older but initial savings from taking older units out of service and reducing the risk of injuries from equipment failures.

**Public Works Parks Pickup Trucks – FY2018-19 Thru FY2019-20** – This is for the scheduled replacements of parks vehicles. There should be savings in operating costs for the first several years.

**Pickle Ball Courts - FY2017-18 Thru FY2018-19** – This project will add facilities for Pickle Ball, plus parking and drainage improvements. There should be some cost reductions in the early years due to other factors but maintenance costs will eventually increase.

**Barber Street Ballfield Lighting – FY2017-18** – This project will upgrade the lighting but after some initial projected savings, the net operating costs will steadily increase.

**Replace Playground Components – Annual Allocations** – Recognizing the overriding need for safety at playgrounds, these funds are allocated toward that end. Some initial savings may be shown but this is not the primary reason for these allocations.

**ADA Playground – FY2017-18** – This new playground will be constructed close to where another was previously located. Although maintenance costs will get higher each year, savings are shown due to no longer maintain the previous facility.

**Riverview Park Tree Canopy – Annual Allocations** – This is for efforts to ensure a future tree canopy at Riverview Park. The trees are a priceless community asset but in addition to that immeasurable factor, the calculations suggest there will be savings in operating costs.

**Cemetery Mower – FY2018-19** – This purchase will result in an increase in maintenance costs that will be partially offset in the initial years by increases in efficiency and savings on maintaining the replaced equipment.

**Irrigation System – FY2017-18** – This allocation will address the frequent repairs needed on the present system. The net result should be a net savings in operating cost for many years to come.

**Straightening of Headstones – FY2017-18** - This is for “catch-up” work necessary due to the shortage of available personnel to keep up with this on a routine basis. It is actually a normal operating and maintenance activity, so projections based on the operating cost factors were not applied.

## ***IMPACTS OF CAPITAL OUTLAYS ON OPERATING COST*** **PROJECT EXPLANATIONS – CONTINUED**

**City Hall/Police Air Conditioners – Annual Allocations** – These equipment purchases will result in a net increase in maintenance costs that will be more than offset by increases in efficiency and savings on maintaining the replaced equipment.

**Public Works Fleet Equipment – FY2018-19 Thru FY2022** – This replaces essential equipment at the City Garage. Other operating cost factors more than offset the expected maintenance costs.

**Golf Course Small Equipment – FY2018-19** – This is for the replacement of a range ball dispenser. After the first couple of years, there will be additional net operating costs.

**Airport Entrance Signage – FY2017-18** – This will add signage at the Airport entrance from Main Street. Additional maintenance costs are to be expected.

**Modernize Security Cameras – FY2017-18** – This project will upgrade security cameras at the Airport. This is a replacement of a vehicle that is used for maintenance activities. There will be initial savings but there will eventually be increases in the net maintenance costs.

**Taxiways C, D & E Construction – FY2017-18 Thru FY2018-19** - These upgrades are needed for safety and improved flight operations. There will be a favorable impact on net operating costs.

**Construct Access Road West – FY2021-22** – This road will provide the necessary infrastructure to support development in this area of the Airport. There will be a progressive increase in annual net operating expenditures but the eventual additional development should also be considered.

**Engineer and Construct Hangar – FY2019-20 Thru FY20-21** – This will provide a fourth hangar facility and cause greater net operating costs but should also result in additional rental revenue.

**Construct Shade Hangars – FY2017-18 and FY20-21** – This will provide 14 shade hangars and resurface the apron area where they will be located. It is expected to increase the annual revenue to the Airport, even net of annual maintenance expenditures.

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

<u>List of Projects</u>	<u>Life</u> Years							<u>Capital</u> <u>Totals</u>
		<u>FY 2017-18</u>	<u>FY 2018-19</u>	<u>FY 2019-20</u>	<u>FY 2020-21</u>	<u>FY 2021-22</u>	<u>FY 2022-23</u>	
<b>General Government</b>								
Audio Visual Equipment	5	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	30,000
<i>Maintenance</i>		-	2,100	4,200	6,300	8,400	10,500	
<i>Efficiency</i>		-	(3,000)	(1,800)	(600)	600	1,200	
<i>Risk</i>		-	(3,000)	(1,800)	(600)	-	-	
<i>Replacement</i>		-	(1,500)	(1,800)	(2,100)	(2,400)	(2,700)	
<b>Total</b>		-	(5,400)	(1,200)	3,000	6,600	9,000	
Laserfiche Software Upgrade	5	50,000	-	-	-	-	-	50,000
<i>Maintenance</i>		-	3,500	7,000	10,500	14,000	17,500	
<i>Efficiency</i>		-	(5,000)	(3,000)	(1,000)	1,000	2,000	
<i>Risk</i>		-	(5,000)	(3,000)	(1,000)	-	-	
<i>Replacement</i>		-	(2,500)	(3,000)	(3,500)	(4,000)	(4,500)	
<b>Total</b>		-	(9,000)	(2,000)	5,000	11,000	15,000	
Computer Replacements	5	-	180,000	-	-	-	-	180,000
<i>Maintenance</i>		-	-	12,600	25,200	37,800	50,400	
<i>Efficiency</i>		-	-	(18,000)	(10,800)	(3,600)	3,600	
<i>Risk</i>		-	-	(18,000)	(10,800)	(3,600)	-	
<i>Replacement</i>		-	-	(9,000)	(10,800)	(12,600)	(14,400)	
<b>Total</b>		-	-	(32,400)	(7,200)	18,000	39,600	
Computer Upgrades	5	30,000	30,000	30,000	30,000	30,000	30,000	180,000
<i>Maintenance</i>		-	2,100	6,300	12,600	21,000	31,500	
<i>Efficiency</i>		-	(3,000)	(4,800)	(5,400)	(4,800)	(3,600)	
<i>Risk</i>		-	(3,000)	(4,800)	(5,400)	(5,400)	(5,400)	
<i>Replacement</i>		-	(1,500)	(3,300)	(5,400)	(7,800)	(10,500)	
<b>Total</b>		-	(5,400)	(6,600)	(3,600)	3,000	12,000	
Wireless System	5	5,000	-	-	-	-	-	5,000
<i>Maintenance</i>		-	350	700	1,050	1,400	1,750	
<i>Efficiency</i>		-	(500)	(300)	(100)	100	200	
<i>Risk</i>		-	(500)	(300)	(100)	-	-	
<i>Replacement</i>		-	(250)	(300)	(350)	(400)	(450)	
<b>Total</b>		-	(900)	(200)	500	1,100	1,500	
Firewall Software	5	75,650	-	-	-	-	-	75,650
<i>Maintenance</i>		-	5,296	10,591	15,887	21,182	26,478	
<i>Efficiency</i>		-	(7,565)	(4,539)	(1,513)	1,513	3,026	
<i>Risk</i>		-	(7,565)	(4,539)	(1,513)	-	-	
<b>Total</b>		-	(9,835)	1,513	12,861	22,695	29,504	
UPS Bypass Switches	5	-	12,000	-	-	-	-	12,000
<i>Maintenance</i>		-	-	840	1,680	2,520	3,360	
<i>Efficiency</i>		-	-	(1,200)	(720)	(240)	240	
<i>Risk</i>		-	-	(1,200)	(720)	(240)	-	
<b>Total</b>		-	-	(1,560)	240	2,040	3,600	
<b>Police Department</b>								
Police Vehicles and Equipment	7	350,000	350,000	300,000	300,000	300,000	300,000	1,900,000
<i>Maintenance</i>		-	17,500	52,500	102,500	167,500	247,500	
<i>Efficiency</i>		-	(35,000)	(59,500)	(68,500)	(68,500)	(73,500)	
<i>Risk</i>		-	(35,000)	(59,500)	(68,500)	(68,500)	(66,500)	
<i>Replacement</i>		-	(24,500)	(52,500)	(80,500)	(111,500)	(145,500)	
<b>Total</b>		-	(77,000)	(119,000)	(115,000)	(81,000)	(38,000)	
Evidence Building Fixtures	10	20,000	50,000	-	-	-	-	70,000
<i>Maintenance</i>		-	600	2,700	4,800	6,900	9,000	
<i>Efficiency</i>		-	(2,000)	(6,600)	(5,200)	(3,800)	(2,400)	
<i>Risk</i>		-	(2,000)	(6,600)	(5,200)	(3,800)	(2,400)	
<i>Replacement</i>		-	(2,000)	(7,200)	(7,900)	(8,600)	(9,300)	
<b>Total</b>		-	(5,400)	(17,700)	(13,500)	(9,300)	(5,100)	

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

<u>List of Projects</u>	<u>Life</u> <u>Years</u>							<u>Capital</u> <u>Totals</u>
		<u>FY 2017-18</u>	<u>FY 2018-19</u>	<u>FY 2019-20</u>	<u>FY 2020-21</u>	<u>FY 2021-22</u>	<u>FY 2022-23</u>	
<b>Police Department (Continued)</b>								
Police Personnel Equipment	7	20,000	6,000	6,000	6,000	6,000	6,000	50,000
<i>Maintenance</i>		-	1,000	2,300	3,900	5,800	8,000	
<i>Efficiency</i>		-	(2,000)	(2,000)	(1,820)	(1,460)	(1,720)	
<i>Risk</i>		-	(2,000)	(2,000)	(1,820)	(1,460)	(1,320)	
<i>Replacement</i>		-	(1,400)	(2,020)	(2,700)	(3,440)	(4,240)	
<b>Total</b>		-	(4,400)	(3,720)	(2,440)	(560)	720	
Radio System Upgrades	7	\$ 57,000	\$ 50,000	\$ 100,000	\$ 50,000	\$ -	\$ -	\$ 257,000
<i>Maintenance</i>		-	2,850	8,200	18,550	31,400	44,250	
<i>Efficiency</i>		-	(5,700)	(8,990)	(15,780)	(14,570)	(9,140)	
<i>Risk</i>		-	(5,700)	(8,990)	(15,780)	(14,570)	(8,000)	
<i>Replacement</i>		-	(3,990)	(8,060)	(16,130)	(21,700)	(24,270)	
<b>Total</b>		-	(12,540)	(17,840)	(29,140)	(19,440)	2,840	
Power Source/Generator	10	17,000	-	200,000	-	-	-	217,000
<i>Maintenance</i>		-	510	1,020	7,530	14,040	20,550	
<i>Efficiency</i>		-	(1,700)	(1,360)	(21,020)	(16,680)	(12,340)	
<i>Risk</i>		-	(1,700)	(1,360)	(21,020)	(16,680)	(12,340)	
<i>Replacement</i>		-	(1,700)	(1,870)	(22,040)	(24,210)	(26,380)	
<b>Total</b>		-	(4,590)	(3,570)	(56,550)	(43,530)	(30,510)	
<b>Community Development Department</b>								
Wayfinding Signage	7	50,000	-	-	-	-	-	50,000
<i>Maintenance</i>		-	2,500	5,000	7,500	10,000	12,500	
<i>Efficiency</i>		-	(5,000)	(3,500)	(2,000)	(500)	(1,000)	
<i>Risk</i>		-	(5,000)	(3,500)	(2,000)	(500)	-	
<b>Total</b>		-	(7,500)	(2,000)	3,500	9,000	11,500	
Street Signage	7	-	50,000	50,000	-	-	-	100,000
<i>Maintenance</i>		-	-	2,500	7,500	12,500	17,500	
<i>Efficiency</i>		-	-	(5,000)	(8,500)	(5,500)	(2,500)	
<i>Risk</i>		-	-	(5,000)	(8,500)	(5,500)	(2,500)	
<b>Total</b>		-	-	(7,500)	(9,500)	1,500	12,500	
CRA Master Plan	N/A	50,000	-	-	-	-	-	50,000
<b>Normal Operations and Maintenance</b>								
<b>Engineering - Street Paving and Special Projects</b>								
Engineering Equipment	7	-	14,500	10,000	-	-	-	24,500
<i>Maintenance</i>		-	-	725	1,950	3,175	4,400	
<i>Efficiency</i>		-	-	(1,450)	(2,015)	(1,280)	(545)	
<i>Risk</i>		-	-	(1,450)	(2,015)	(1,280)	(545)	
<i>Replacement</i>		-	-	(1,015)	(1,860)	(2,105)	(2,350)	
<b>Total</b>		-	-	(3,190)	(3,940)	(1,490)	960	
Stonecrop Drainage	30+	750,000	-	-	-	-	-	750,000
<i>Maintenance</i>		-	7,500	15,000	22,500	30,000	37,500	
<i>Risk</i>		-	(75,000)	(75,000)	(67,500)	(67,500)	(60,000)	
<b>Total</b>		-	(67,500)	(60,000)	(45,000)	(37,500)	(22,500)	
Speed Cushions and Signage	7	5,000	-	-	-	-	-	5,000
<i>Maintenance</i>		-	250	500	750	1,000	1,250	
<i>Risk</i>		-	(500)	(350)	(200)	(50)	-	
<b>Total</b>		-	(250)	150	550	950	1,250	
Street Milling and Repaving	10	\$ 451,000	\$ 320,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 250,000	\$ 1,771,000
<i>Maintenance</i>		-	13,530	36,660	67,290	105,420	151,050	
<i>Risk</i>		-	(45,100)	(68,080)	(77,660)	(82,240)	(81,820)	
<i>Replacement</i>		-	(45,100)	(81,610)	(114,320)	(149,530)	(187,240)	
<b>Total</b>		-	(76,670)	(113,030)	(124,690)	(126,350)	(118,010)	

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

<u>List of Projects</u>	<u>Life</u> <u>Years</u>							<u>Capital</u> <u>Totals</u>
		<u>FY 2017-18</u>	<u>FY 2018-19</u>	<u>FY 2019-20</u>	<u>FY 2020-21</u>	<u>FY 2021-22</u>	<u>FY 2022-23</u>	
<b>Engineering - Street Paving and Special Projects (Continued)</b>								
Street Reconstruction	30+	356,500	-	-	-	-	-	356,500
<i>Maintenance</i>		-	3,565	7,130	10,695	14,260	178,250	
<i>Efficiency</i>		-	(35,650)	(35,650)	(32,085)	(32,085)	(28,520)	
<i>Risk</i>		-	(35,650)	(35,650)	(32,085)	(32,085)	(28,520)	
<i>Replacement</i>		-	(106,950)	(110,515)	(114,080)	(117,645)	(121,210)	
<b>Total</b>		-	(174,685)	(174,685)	(167,555)	(167,555)	-	
City Hall Parking Lot	10	-	50,000	-	-	-	-	50,000
<i>Maintenance</i>		-	-	1,500	3,000	4,500	6,000	
<i>Risk</i>		-	-	(5,000)	(4,000)	(3,000)	(2,000)	
<i>Replacement</i>		-	-	(5,000)	(5,500)	(6,000)	(6,500)	
<b>Total</b>		-	-	(8,500)	(6,500)	(4,500)	(2,500)	
Working Waterfront Phase 3	30+	-	400,000	-	-	-	-	400,000
<i>Maintenance</i>		-	-	4,000	8,000	12,000	16,000	
<i>Efficiency</i>		-	-	(40,000)	(40,000)	(36,000)	(36,000)	
<i>Risk</i>		-	-	(40,000)	(40,000)	(36,000)	(36,000)	
<i>Replacement</i>		-	-	(120,000)	(124,000)	(128,000)	(132,000)	
<b>Total</b>		-	-	(196,000)	(196,000)	(188,000)	(188,000)	
<b>Public Works - Road Operation and Maintenance</b>								
Public Works Heavy Equipment	10	-	275,000	125,000	-	-	-	400,000
<i>Maintenance</i>		-	-	8,250	20,250	32,250	44,250	
<i>Efficiency</i>		-	-	(27,500)	(34,500)	(26,500)	(18,500)	
<i>Risk</i>		-	-	(27,500)	(34,500)	(26,500)	(18,500)	
<i>Replacement</i>		-	-	(27,500)	(42,750)	(46,750)	(50,750)	
<b>Total</b>		-	-	(74,250)	(91,500)	(67,500)	(43,500)	
Public Works Roads Vehicles	7	-	-	28,000	-	-	-	28,000
<i>Maintenance</i>		-	-	-	1,400	2,800	4,200	
<i>Efficiency</i>		-	-	-	(2,800)	(1,960)	(1,120)	
<i>Risk</i>		-	-	-	(2,800)	(1,960)	(1,120)	
<i>Replacement</i>		-	-	-	(1,960)	(2,240)	(2,520)	
<b>Total</b>		-	-	-	(6,160)	(3,360)	(560)	
Public Works Garage Compound	30+	100,000	2,850,000	1,150,000	-	-	-	4,100,000
<i>Maintenance</i>		-	1,000	30,500	71,500	112,500	198,500	
<i>Efficiency</i>		-	(10,000)	(295,000)	(409,000)	(380,500)	(368,000)	
<i>Replacement</i>		-	-	-	-	1,848	2,918	
<b>Total</b>		-	(9,000)	(264,500)	(337,500)	(266,152)	(166,582)	
<b>Stormwater</b>								
Stormwater Heavy Equipment	10	-	145,000	290,000	70,000	145,000	-	650,000
<i>Maintenance</i>		-	-	4,350	17,400	32,550	52,050	
<i>Efficiency</i>		-	-	(14,500)	(40,600)	(38,900)	(43,300)	
<i>Risk</i>		-	-	(14,500)	(40,600)	(38,900)	(43,300)	
<i>Replacement</i>		-	-	(14,500)	(44,950)	(56,300)	(75,850)	
<b>Total</b>		-	-	(39,150)	(108,750)	(101,550)	(110,400)	
Swale Improvement Grants	20	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	250,000
<i>Maintenance</i>		-	5,000	10,000	15,000	20,000	25,000	
<i>Efficiency</i>		-	(25,000)	(22,500)	(20,000)	(17,500)	(15,000)	
<i>Replacement</i>		-	(50,000)	(52,500)	(55,000)	(57,500)	(60,000)	
<b>Total</b>		-	(70,000)	(65,000)	(60,000)	(55,000)	(50,000)	
Stormwater Equipment	7	-	1,800	78,000	20,000	80,000	35,000	214,800
<i>Maintenance</i>		-	-	90	4,080	9,070	18,060	
<i>Efficiency</i>		-	-	(180)	(7,926)	(7,532)	(12,538)	
<i>Risk</i>		-	-	(180)	(7,926)	(7,532)	(12,538)	
<i>Replacement</i>		-	-	(126)	(5,604)	(7,802)	(14,400)	
<b>Total</b>		-	-	(396)	(17,376)	(13,796)	(21,416)	

**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 2017-18</u>	<u>FY 2018-19</u>	<u>FY 2019-20</u>	<u>FY 2020-21</u>	<u>FY 2021-22</u>	<u>FY 2022-23</u>	<u>Capital</u> <u>Totals</u>
<b>Parks</b>								
Public Works Parks Mowers	5	-	26,000	38,000	-	-	-	64,000
<i>Maintenance</i>		-	-	1,820	6,300	10,780	15,260	
<i>Efficiency</i>		-	-	(2,600)	(5,360)	(2,800)	(240)	
<i>Risk</i>		-	-	(2,600)	(5,360)	(2,800)	(760)	
<i>Replacement</i>		-	-	(1,300)	(3,460)	(4,100)	(4,740)	
<b>Total</b>		-	-	(4,680)	(7,880)	1,080	9,520	
Public Works Parks Pickup Trucks	7	-	30,000	30,000	-	-	-	60,000
<i>Maintenance</i>		-	-	1,500	4,500	7,500	10,500	
<i>Efficiency</i>		-	-	(3,000)	(5,100)	(3,300)	(1,500)	
<i>Risk</i>		-	-	(3,000)	(5,100)	(3,300)	(1,500)	
<i>Replacement</i>		-	-	(2,100)	(4,500)	(5,100)	(5,700)	
<b>Total</b>		-	-	(6,600)	(10,200)	(4,200)	1,800	
Pickle Ball Courts	20	213,000	172,000	-	-	-	-	385,000
<i>Maintenance</i>		-	4,260	11,960	19,660	27,360	35,060	
<i>Risk</i>		-	(21,300)	(36,370)	(32,520)	(28,670)	(24,820)	
<i>Replacement</i>		-	(42,600)	(79,130)	(82,980)	(86,830)	(90,680)	
<b>Total</b>		-	(59,640)	(103,540)	(95,840)	(88,140)	(80,440)	
Barber Street Ballfield Lighting	5	375,000	-	-	-	-	-	375,000
<i>Maintenance</i>		-	26,250	52,500	78,750	105,000	131,250	
<i>Efficiency</i>		-	(37,500)	(22,500)	(7,500)	7,500	15,000	
<i>Risk</i>		-	(37,500)	(22,500)	(7,500)	-	-	
<i>Replacement</i>		-	(18,750)	(22,500)	(26,250)	(30,000)	(33,750)	
<b>Total</b>		-	(67,500)	(15,000)	37,500	82,500	112,500	
Replace Playground Components	5	25,000	25,000	25,000	25,000	25,000	25,000	150,000
<i>Maintenance</i>		-	1,750	5,250	10,500	17,500	26,250	
<i>Efficiency</i>		-	(2,500)	(4,000)	(4,500)	(4,000)	(3,000)	
<i>Risk</i>		-	(2,500)	(4,000)	(4,500)	(4,500)	(4,500)	
<i>Replacement</i>		-	(1,250)	(2,750)	(4,500)	(6,500)	(8,750)	
<b>Total</b>		-	(4,500)	(5,500)	(3,000)	2,500	10,000	
ADA Playground	20	80,000	-	-	-	-	-	80,000
<i>Maintenance</i>		-	1,600	3,200	4,800	6,400	8,000	
<i>Risk</i>		-	(8,000)	(7,200)	(6,400)	(5,600)	(4,800)	
<i>Replacement</i>		-	(16,000)	(16,800)	(17,600)	(18,400)	(19,200)	
<b>Total</b>		-	(22,400)	(20,800)	(19,200)	(17,600)	(16,000)	
Riverview Park Tree Canopy	30+	10,000	10,000	10,000	10,000	10,000	10,000	60,000
<i>Maintenance</i>		-	100	300	600	1,000	1,500	
<i>Replacement</i>		-	(3,000)	(6,100)	(9,300)	(12,600)	(16,000)	
<b>Total</b>		-	(2,900)	(5,800)	(8,700)	(11,600)	(14,500)	
<b>Cemetery</b>								
Cemetery Mower	5	-	13,000	-	-	-	-	13,000
<i>Maintenance</i>		-	-	910	1,820	2,730	3,640	
<i>Efficiency</i>		-	-	(1,300)	(780)	(260)	260	
<i>Risk</i>		-	-	(1,300)	(780)	(260)	-	
<i>Replacement</i>		-	-	(650)	(780)	(910)	(1,040)	
<b>Total</b>		-	-	(2,340)	(520)	1,300	2,860	
Irrigation System	20	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	150,000
<i>Maintenance</i>		-	3,000	6,000	9,000	12,000	15,000	
<i>Risk</i>		-	(15,000)	(13,500)	(12,000)	(10,500)	(9,000)	
<i>Replacement</i>		-	(30,000)	(31,500)	(33,000)	(34,500)	(36,000)	
<b>Total</b>		-	(42,000)	(39,000)	(36,000)	(33,000)	(30,000)	
Straightening of Headstones	N/A	24,375	-	-	-	-	-	24,375
<b>Normal Operations and Maintenance</b>			-	-	-	-	-	

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

<u>List of Projects</u>	Life <u>Years</u>	<u>FY 2017-18</u>	<u>FY 2018-19</u>	<u>FY 2019-20</u>	<u>FY 2020-21</u>	<u>FY 2021-22</u>	<u>FY 2022-23</u>	<u>Capital Totals</u>
<b>Facility Maintenance</b>								
City Hall/Police Air Conditioners	10	40,000	40,000	40,000	40,000	40,000	40,000	240,000
<i>Maintenance</i>		-	1,200	3,600	7,200	12,000	18,000	
<i>Efficiency</i>		-	(4,000)	(7,200)	(9,600)	(11,200)	(12,000)	
<i>Replacement</i>		-	(4,000)	(8,400)	(13,200)	(18,400)	(24,000)	
<b>Total</b>		-	(6,800)	(12,000)	(15,600)	(17,600)	(18,000)	
<b>Fleet Management</b>								
Public Works Fleet Equipment	10	-	20,000	40,000	7,000	7,000	-	74,000
<i>Maintenance</i>		-	-	600	2,400	4,410	6,630	
<i>Efficiency</i>		-	-	(2,000)	(5,600)	(5,100)	(4,460)	
<i>Risk</i>		-	-	(2,000)	(5,600)	(5,100)	(4,460)	
<i>Replacement</i>		-	-	(2,000)	(6,200)	(7,500)	(8,870)	
<b>Total</b>		-	-	(5,400)	(15,000)	(13,290)	(11,160)	
<b>Golf Course</b>								
Golf Course Small Equipment	7	-	2,500	-	-	-	-	2,500
<i>Maintenance</i>		-	-	125	250	375	500	
<i>Risk</i>		-	-	(250)	(175)	(100)	(25)	
<i>Replacement</i>		-	-	(175)	(200)	(225)	(250)	
<b>Total</b>		-	-	(300)	(125)	50	225	
<b>Airport</b>								
Airport Entrance Signage	7	10,000	-	-	-	-	-	10,000
<i>Maintenance</i>		-	500	1,000	1,500	2,000	2,500	
<i>Risk</i>		-	(1,000)	(700)	(400)	(100)	-	
<b>Total</b>		-	(500)	300	1,100	1,900	2,500	
Modernize Security Cameras	5	100,000	-	-	-	-	-	100,000
<i>Maintenance</i>		-	7,000	14,000	21,000	28,000	35,000	
<i>Efficiency</i>		-	(10,000)	(6,000)	(2,000)	2,000	4,000	
<i>Risk</i>		-	(10,000)	(6,000)	(2,000)	-	-	
<i>Replacement</i>		-	(5,000)	(6,000)	(7,000)	(8,000)	(9,000)	
<b>Total</b>		-	(18,000)	(4,000)	10,000	22,000	30,000	
Taxiways C,D & E Construction	30+	1,998,658	2,391,136	-	-	-	-	4,389,794
<i>Maintenance</i>		-	19,987	63,885	107,782	151,680	195,578	
<i>Risk</i>		-	(199,866)	(438,979)	(418,993)	(395,081)	(375,095)	
<b>Total</b>		-	(179,879)	(375,095)	(311,210)	(243,401)	(179,517)	
Construct Access Road West	30+	-	-	-	-	2,000,000	-	2,000,000
<i>Maintenance</i>		-	-	-	-	-	20,000	
<b>Total</b>		-	-	-	-	-	20,000	
Engineer and Construct Hangar	30+	-	-	1,125,000	1,125,000	-	-	2,250,000
<i>Maintenance</i>		-	-	-	11,250	33,750	56,250	
<b>Total</b>		-	-	-	11,250	33,750	56,250	
Construct Shade Hangars	30+	625,000	-	-	200,000	-	-	825,000
<i>Maintenance</i>		-	6,250	12,500	18,750	27,000	35,250	
<b>Total</b>		-	6,250	12,500	18,750	27,000	35,250	
<b>Totals</b>		<b>\$ -</b>	<b>\$ (937,939)</b>	<b>\$ (1,799,583)</b>	<b>\$ (1,820,926)</b>	<b>\$ (1,367,449)</b>	<b>\$ (725,816)</b>	<b>\$ 23,479,119</b>



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CITY OF SEBASTIAN FLORIDA  
ANNUAL BUDGET  
FISCAL YEAR 2017-2018

***SCHEDULES***



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# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## SCHEDULE ONE

### SUMMARY OF MILLAGE RATES AND TAX COLLECTIONS

<u>Fiscal Year</u>	<u>Millage Rate</u>	<u>Tax Collection</u>	
1997	6.9000	\$2,664,153	
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	\$3,802,778	Estimated

**CITY OF SEBASTIAN, FLORIDA 2017/2018 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 2016-17 Total Debt Service</u>
<b>Notes Payable Outstanding as of 09/30/17:</b>				
\$2,630,000 Stormwater Utility Bank Notes	12/18/2013	371,000	33,078	404,078
\$1,689,000 Paving Improvements Bank Notes	05/11/2012	<u>219,000</u>	<u>23,445</u>	<u>242,445</u>
Total Debt Service Payments		<u>\$590,000</u>	<u>\$56,523</u>	<u>\$646,523</u>

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## SCHEDULE THREE

### DEBT SERVICE PAYMENT SCHEDULE

#### **\$5,630,000 Stormwater Utility Bank Notes**

Date	Principal	Interest	Total	Fiscal Year Total
11/01/2017	\$0	\$16,538.80	\$16,538.80	
05/01/2018	\$371,000	\$16,538.80	\$387,538.80	\$404,077.60
11/01/2018	\$0	\$13,329.65	\$13,329.65	
05/01/2019	\$377,000	\$13,329.65	\$390,329.65	\$403,659.30
11/01/2019	\$0	\$10,068.60	\$10,068.60	
05/01/2020	\$382,000	\$10,068.60	\$392,068.60	\$402,137.20
11/01/2020	\$0	\$6,764.30	\$6,764.30	
05/01/2021	\$387,000	\$6,764.30	\$393,764.30	\$400,528.60
11/01/2021	\$0	\$3,416.75	\$3,416.75	
05/01/2022	\$395,000	\$3,416.75	\$398,416.75	\$401,833.50
<b>Total</b>	<b>\$1,912,000</b>	<b>\$100,236.20</b>	<b>\$2,012,236.20</b>	<b>\$2,012,236.20</b>

#### **\$2,296,000 Paving Improvements Promissory Notes**

Date	Principal	Interest	Total	Fiscal Year Total
12/01/2017	\$109,000.00	\$12,251.10	\$121,251.10	
06/01/2018	\$110,000.00	\$11,193.80	\$121,193.80	\$242,444.90
12/01/2018	\$111,000.00	\$10,126.80	\$121,126.80	
06/01/2019	\$113,000.00	\$9,050.10	\$122,050.10	\$243,176.90
12/01/2019	\$114,000.00	\$7,954.00	\$121,954.00	
06/01/2020	\$115,000.00	\$6,848.20	\$121,848.20	\$243,802.20
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
<b>Total</b>	<b>\$1,263,000.00</b>	<b>\$74,738.50</b>	<b>\$1,337,738.50</b>	<b>\$1,337,738.50</b>

#### **\$299,050 Golf Cart 60 Month Lease Purchase**

Date	Principal	Interest	Total	Fiscal Year Total
12 Months of 2018	\$48,285.80	\$8,104.60	\$56,390.40	\$56,390.40
12 Months of 2019	\$49,996.43	\$6,393.97	\$56,390.40	\$56,390.40
12 Months of 2020	\$51,767.64	\$4,622.76	\$56,390.40	\$56,390.38
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
<b>Total</b>	<b>\$254,452.80</b>	<b>\$22,800.00</b>	<b>\$277,252.80</b>	<b>\$277,252.80</b>

**CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET**

**SCHEDULE FOUR  
LEASE PAYMENTS SCHEDULE**

<b>Lease Description</b>	<b>FY 2017-18</b>	<b>FY 2018-19</b>	<b>FY 2019-20</b>	<b>FY 2020-21</b>	<b>FY 2021-22</b>
Business-type Activities:					
Airport Land Lease by Golf Course	<u>\$ 100,000</u>				
Total Business-type Activities Lease Payments	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## SCHEDULE FIVE

### GENERAL FUND PROJECTED BALANCES FISCAL YEARS 2018-2023

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
Property Taxes (No Growth)	\$ 3,603,024	\$ 3,795,525	\$ 3,799,624	\$ 3,799,624	\$ 3,799,624	\$ 3,799,624	\$ 3,799,624	\$ 3,799,624
Franchise Fees (2% Growth)	1,257,430	1,293,398	1,333,454	1,360,123	1,387,326	1,415,072	1,443,373	1,472,241
Utility Service Tax (2% Growth)	2,686,322	2,711,900	2,751,498	2,806,528	2,862,659	2,919,912	2,978,310	3,037,876
Intergovernmental (4.5% Growth)	2,654,806	2,532,215	2,608,036	2,725,398	2,848,041	2,976,202	3,110,131	3,250,087
Investment Income	28,859	38,600	34,431	36,526	39,174	38,734	38,236	37,839
Other Revenue	834,660	718,083	791,840	791,840	791,840	791,840	791,840	791,840
Transfers In (Stormwater, Cemetery,CRA)	675,753	663,569	729,638	779,638	844,638	924,638	1,019,638	1,129,638
Insurance from Hurricane Matthew	-	29,089	-	-	-	-	-	-
FEMA and State Reimbursements	-	-	1,443,750	-	-	-	-	-
<b>GENERAL FUND REVENUE</b>	<b>\$ 11,740,854</b>	<b>\$ 11,782,379</b>	<b>\$ 13,492,271</b>	<b>\$ 12,299,677</b>	<b>\$ 12,573,300</b>	<b>\$ 12,866,022</b>	<b>\$ 13,181,152</b>	<b>\$ 13,519,145</b>
Personnel Cost (1M Insurance @ 10%, Other @ 3%)	\$ 8,527,708	\$ 7,732,922	\$ 8,711,830	\$ 9,043,185	\$ 9,384,480	\$ 9,736,015	\$ 10,098,095	\$ 10,471,038
Operating Expenditures (No Growth)	2,518,709	3,113,368	3,200,439	3,200,439	3,200,439	3,200,439	3,200,439	3,200,439
<b>Total Operation and Maintenance</b>	<b>\$ 11,046,417</b>	<b>\$ 10,846,290</b>	<b>\$ 11,912,269</b>	<b>\$ 12,243,624</b>	<b>\$ 12,584,919</b>	<b>\$ 12,936,454</b>	<b>\$ 13,298,534</b>	<b>\$ 13,671,477</b>
Transfers to Other Funds	343,700	503,812	-	-	-	-	-	-
Capital Replacements or Additions	191,903	204,652	-	-	-	-	-	-
Police Personnel Equipment	-	-	20,000	6,000	6,000	6,000	6,000	6,000
Engineering Equipment	-	-	-	14,500	10,000	-	-	-
Public Works Roads Vehicles	-	-	-	-	28,000	-	-	-
Public Works Stormwater Equipment	-	-	-	-	-	-	-	-
Public Works Parks Mowers	-	-	-	26,000	38,000	-	-	-
Public Works Parks Pickup Trucks	-	-	-	30,000	30,000	-	-	-
Public Works Parks Replace Playground Components	-	-	25,000	25,000	25,000	25,000	25,000	25,000
Public Works Cemetery Commercial Mower	-	-	-	13,000	-	-	-	-
Public Works Fleet Equipment	-	-	-	20,000	40,000	7,000	7,000	-
Hurricane Matthew Expenditures	-	1,750,000	-	-	-	-	-	-
<b>TOTAL FY 16</b>	<b>\$ 11,582,020</b>	<b>\$ 13,304,754</b>	<b>\$ 11,957,269</b>	<b>\$ 12,378,124</b>	<b>\$ 12,761,919</b>	<b>\$ 12,974,454</b>	<b>\$ 13,336,534</b>	<b>\$ 13,702,477</b>
<b>TOTAL FY 17</b>								
<b>TOTAL FY 18</b>								
<b>TOTAL FY 19</b>								
<b>TOTAL FY 20</b>								
<b>TOTAL FY 21</b>								
<b>TOTAL FY 22</b>								
<b>TOTAL FY 23</b>								
BEGINNING FUND BALANCE	\$ 5,652,594	\$ 5,811,428	\$ 4,289,053	\$ 5,824,055	\$ 5,745,608	\$ 5,556,989	\$ 5,448,558	\$ 5,293,176
TOTAL REVENUES	11,740,854	11,782,379	13,492,271	12,299,677	12,573,300	12,866,022	13,181,152	13,519,145
TOTAL EXPENDITURES	11,582,020	13,304,754	11,957,269	12,378,124	12,761,919	12,974,454	13,336,534	13,702,477
<b>UNRESTRICTED RESERVE BALANCE</b>	<b>\$ 5,811,428</b>	<b>\$ 4,289,053</b>	<b>\$ 5,824,055</b>	<b>\$ 5,745,608</b>	<b>\$ 5,556,989</b>	<b>\$ 5,448,558</b>	<b>\$ 5,293,176</b>	<b>\$ 5,109,844</b>

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## SCHEDULE FIVE LOCAL OPTION GAS TAX FUND PROJECTED BALANCES FISCAL YEARS 2018-2023

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
Local Option Gas Taxes	\$ 646,132	\$ 656,732	\$ 683,001	\$ 710,321	\$ 738,734	\$ 768,283	\$ 799,015	\$ 830,975
FDOT Lighting Agreement	10,352	12,532	12,908	12,908	12,908	12,908	12,908	12,908
Transfer from General Fund (AAF+Streets)	200,000	200,000	-	-	-	-	-	-
Investment Income	1,780	1,700	1,258	1,114	1,326	1,760	2,263	2,840
<b>Total Revenues</b>	<b>\$ 858,264</b>	<b>\$ 870,964</b>	<b>\$ 697,167</b>	<b>\$ 724,343</b>	<b>\$ 752,968</b>	<b>\$ 782,951</b>	<b>\$ 814,186</b>	<b>\$ 846,723</b>
Street Lights	\$ 183,067	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
R/R Crossing Maintenance	5,103	5,103	5,103	5,103	5,103	5,103	5,103	5,103
All Aboard Florida		106,000						
Road Striping		3,350	20,000	20,000	20,000	20,000	20,000	20,000
Indian River Drive Light Poles	2,846							
Road Signs and Markings	23,553	20,512	35,000	35,000	35,000	35,000	35,000	35,000
Sidewalk Construction and Repair	44,077	23,000	23,000	23,000	23,000	23,000	23,000	23,000
<b>Total Operational and Maintenance</b>	<b>\$ 258,646</b>	<b>\$ 157,965</b>	<b>\$ 83,103</b>					
Debt Payment - Final FY22-23	242,748	242,635	242,445	243,177	243,802	243,340	242,801	122,174
School Crossing Beacons		9,488						
Street Repaving for FY15 + Main Street	246,678							
Repaving	153,500							
<b>TOTAL</b>	<b>\$ 901,572</b>							
Catch-up Street Repaving		663,423						
<b>TOTAL</b>		<b>\$ 1,073,511</b>						
Repaving (Indian River Drive)			451,000					
<b>TOTAL</b>			<b>\$ 776,548</b>					
Repaving, as needed				320,000				
<b>TOTAL</b>				<b>\$ 646,280</b>				
Repaving, as needed					250,000			
<b>TOTAL</b>					<b>\$ 576,905</b>			
Repaving, as needed						250,000		
<b>TOTAL</b>						<b>\$ 576,443</b>		
Repaving, as needed							250,000	
<b>TOTAL</b>							<b>\$ 575,904</b>	
Repaving, as needed								250,000
<b>TOTAL</b>								<b>\$ 455,277</b>
BEGINNING FUND BALANCE	\$ 418,661	\$ 375,353	\$ 172,806	\$ 93,425	171,488	347,551	554,059	792,341
BUDGET RESERVE - 15% OF EXPENSES	98,824	124,631	80,115	60,465	49,965	49,965	49,965	49,965
UNRESTRICTED RESERVE BALANCE	\$ 319,838	\$ 250,722	\$ 92,691	\$ 32,960	\$ 121,523	\$ 297,586	\$ 504,094	\$ 742,376
TOTAL REVENUES	858,264	870,964	697,167	724,343	752,968	782,951	814,186	846,723
TOTAL EXPENDITURES+TRANSFERS	901,572	1,073,511	776,548	646,280	576,905	576,443	575,904	455,277
<b>ENDING FUND BALANCE</b>	<b>\$ 276,530</b>	<b>\$ 48,175</b>	<b>\$ 13,310</b>	<b>\$ 111,023</b>	<b>\$ 297,586</b>	<b>\$ 504,094</b>	<b>\$ 742,376</b>	<b>\$ 1,133,822</b>

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## SCHEDULE FIVE DISCRETIONARY SALES TAX FUND (DST) PROJECTED BALANCES FISCAL YEARS 2018-2023

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
DST Revenue	\$ 3,052,152	\$ 3,110,000	\$ 3,187,750	\$ 3,267,444	\$ 3,349,130	\$ 3,432,858	\$ 3,518,680	\$ 3,606,647
Principal from \$285,000 Airport Advance 09/29/08	649	675	702	6,730	6,999	7,279	7,570	7,873
Interest from \$285,000 Airport Advance	11,351	11,325	11,298	11,270	11,001	10,721	10,430	10,127
Principal from \$267,511 Airport Advance 01/05/11	0	1,800	1,872	1,946	2,024	2,105	8,189	8,517
Interest from \$267,511 Airport Advance	8,025	10,700	10,628	10,554	10,476	10,395	10,311	9,983
Investment Income	8,424	2,722	3,208	2,589	3,218	2,022	2,444	4,211
<b>DST PROJECT REVENUE</b>	<b>\$ 3,080,601</b>	<b>\$ 3,137,222</b>	<b>\$ 3,215,458</b>	<b>\$ 3,300,533</b>	<b>\$ 3,382,848</b>	<b>\$ 3,465,380</b>	<b>\$ 3,557,624</b>	<b>\$ 3,647,357</b>
City Hall Debt (Retires 2018)	868,342	354,253						
Stormwater Debt (Retires 5/01/22)	401,143	402,176	403,792	402,914	401,355	400,961	234,292	-
Computer Replacement and Annual Upgrades	27,541	112,440	30,000	210,000	30,000	30,000	30,000	30,000
MIS Servers		40,000						
Firewall Software			75,650					
UPS Bypass Switches				12,000				
Audio Visual Equipment		50,000	30,000					
Laserfiche Software Upgrade			50,000					
Wireless Capability at City Hall and Police Station			5,000					
Police Vehicles and Equipment	249,341	388,250	350,000	350,000	300,000	300,000	300,000	300,000
City Hall/Police Air Conditioners			40,000	40,000	40,000	40,000	40,000	40,000
Diesel Fuel Tank and Software	-	25,000						
Presidential Streets		28,656						
Fish House Improvements	107,372							
Construct Hangar "C"	24,143	283,151						
Airport Drive East	109,062	101,396						
Tulip Drive	-	177,124						
CavCor Boat Parking Paving Completion		41,915	-					
Roof Repairs (City Hall and PD)	40,640	32,517						
Painting City Hall	-	36,600						
Police - Public Parking	62	29,335						
City Hall Parking Lot	-	-	-	50,000				
Patch Truck	-	156,252						
Diesel Tractor	49,224							
Golf Course Improvements	599,858							
Police Evidence Garage/Fixtures	22,915	345,281	20,000	50,000				
Dispatch Consoles Upgrade	-	63,390						
Working Waterfront Phase 2A Enhancements	15,791	202,193						
Working Waterfront Drainage Phase 3 Shoreline	-	-		200,000				
Excavator (Grant matching)	25,280							
Replace Schumann Sidewalk	23,828							
Street Reconstruction	136,121	479,045	306,500					
Runway Markings	7,307							
Automated Weather Observation System	-	21,200						
Electrical Boring for Swoop Pond	4,000							
Service Pathway	12,104							
Chipper	60,999							
<b>TOTAL FY 16</b>	<b>\$ 2,785,073</b>							
Street Reconstruction (Vocelle and Damask)		130,545	50,000					
Backhoe		84,169						
Purchase 190 Sebastian Blvd.		71,162						
Stoncrop Drainage		22,000	187,500	-				
Airport Master Plan Design/Environmental Study		25,800						
Taxiway "C", "D" and "E" Design		13,110						
Dump Truck ( Split with Stormwater/General Fund)		60,000						
Golf Clubhouse Reconstruction		185,000						
Cemetery Columbariums (Excess of Trust Fund Budget)		40,093						
<b>TOTAL FY 17</b>		<b>\$ 4,002,053</b>						
Dispatch Console and Radio System Replacement			57,000	50,000	100,000	50,000		
Dispatch Power Source/Generator			17,000		200,000			
Public Works Garage Compound			100,000	2,850,000	1,150,000			
Pickle Ball Courts			213,000	172,000				
Stormwater Heavy Equipment				145,000	290,000	70,000	145,000	
Airport Shade Hangars			125,000			40,000		
Taxiway "D" and "E" Construction			109,195					
Airport Security Cameras			100,000					
Construct Access Road West			-	-	-	-	100,000	
Cemetery Irrigation System			150,000					
<b>TOTAL FY 18</b>			<b>\$ 2,419,637</b>					
Cat Loader				200,000				
8 yd. Brush Truck				-	125,000			
Skid Steer Track Mower				75,000	-	-		
Taxiway "C" Construction (West and East)				128,819				
Engineering and Construction of Hangar "D"					225,000	225,000		
<b>TOTAL FY 19</b>				<b>\$ 4,935,733</b>				
<b>TOTAL FY 20</b>					<b>2,861,355</b>			
<b>TOTAL FY 21</b>						<b>1,155,961</b>		
<b>TOTAL FY 22</b>							<b>849,292</b>	
<b>TOTAL FY 23</b>								<b>370,000</b>
BEGINNING FUND BALANCE	\$ 2,413,577	\$ 2,709,105	\$ 1,844,274	\$ 2,640,095	\$ 1,004,895	\$ 1,526,387	\$ 3,835,807	\$ 6,544,139
BUDGET RESERVE - 10% OF EXPENSES	278,507	400,205	241,964	493,573	286,136	115,596	84,929	37,000
RESERVE FOR ADVANCES	528,149	525,674	523,100	514,424	505,401	496,017	480,258	463,868
UNRESTRICTED RESERVE BALANCE	\$ 1,606,921	\$ 1,783,226	\$ 1,079,210	\$ 1,632,098	\$ 213,359	\$ 914,774	\$ 3,270,620	\$ 6,043,271
TOTAL REVENUES	3,080,601	3,137,222	3,215,458	3,300,533	3,382,848	3,465,380	3,557,624	3,647,357
TOTAL EXPENDITURES+DEBT+TRANSFERS	2,785,073	4,002,053	2,419,637	4,935,733	2,861,355	1,155,961	849,292	370,000
<b>ENDING FUND BALANCE</b>	<b>\$ 1,902,449</b>	<b>\$ 918,395</b>	<b>\$ 1,875,031</b>	<b>\$ (3,102)</b>	<b>\$ 734,851</b>	<b>\$ 3,224,194</b>	<b>\$ 5,978,952</b>	<b>\$ 9,320,629</b>
Cash on Hand	\$ 2,180,956	\$ 1,318,600	\$ 2,116,995	\$ 490,471	\$ 1,020,986	\$ 3,339,790	\$ 6,063,881	\$ 9,357,629
<b>Advances to Other Funds - Balance After FY 22-23:</b>								\$ 245,299
								218,569
								\$ 463,868

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## SCHEDULE FIVE RECREATION IMPACT FEE FUNDS PROJECTED BALANCES FISCAL YEARS 2018-2023

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
Recreation Impact Fees	\$ 163,800	\$ 163,800	\$ 163,800	\$ 163,800	\$ 163,800	\$ 163,800	\$ 163,800	\$ 163,800
Investment Income	4,353	5,181	4,880	3,377	4,255	5,137	6,024	6,915
<b>PROJECTED REVENUE</b>	<b>\$ 168,153</b>	<b>\$ 168,981</b>	<b>\$ 168,680</b>	<b>\$ 167,177</b>	<b>\$ 168,055</b>	<b>\$ 168,937</b>	<b>\$ 169,824</b>	<b>\$ 170,715</b>
Equipment Building	16,584							
Community Center (Paving/Drainage/Lighting)	940	50,220						
Barber Street Netting	14,875							
<b>TOTAL FY 15</b>								
<b>TOTAL FY 16</b>	<b>\$ 32,399</b>							
Pickle Ball (See DST)		-						
Parks & Recreation Comprehensive Plan		19,600						
Parks Inspection		12,800						
Football Field Restrooms		128,100						
CavCorp Boat Parking Landscaping		15,491						
Barber Street Ballfield Lighting			375,000					
<b>TOTAL FY 17</b>		<b>\$ 226,211</b>						
ADA Playground			80,000					
<b>TOTAL FY 18</b>			<b>\$ 455,000</b>	-				
<b>TOTAL FY 19</b>				\$ -	-			
<b>TOTAL FY 20</b>					\$ -	-		
<b>TOTAL FY 21</b>						\$ -	-	
							\$ -	-
								\$ -
<b>BEGINNING FUND BALANCE</b>	<b>\$ 769,138</b>	<b>\$ 904,892</b>	<b>\$ 847,662</b>	<b>\$ 561,342</b>	<b>\$ 728,519</b>	<b>\$ 896,574</b>	<b>\$ 1,065,511</b>	<b>\$ 1,235,334</b>
<b>TOTAL REVENUES</b>	<b>168,153</b>	<b>168,981</b>	<b>168,680</b>	<b>167,177</b>	<b>168,055</b>	<b>168,937</b>	<b>169,824</b>	<b>170,715</b>
<b>TOTAL EXPENDITURES</b>	<b>32,399</b>	<b>226,211</b>	<b>455,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 904,892</b>	<b>\$ 847,662</b>	<b>\$ 561,342</b>	<b>\$ 728,519</b>	<b>\$ 896,574</b>	<b>\$ 1,065,511</b>	<b>\$ 1,235,334</b>	<b>\$ 1,406,050</b>

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
<b>BEGINNING FUND BALANCE:</b>								
Zone A	\$ 305,003	\$ 375,034	\$ 374,205	\$ 281,310	\$ 358,578	\$ 436,248	\$ 514,323	\$ 592,807
Zone B	117,095	135,946	108,947	24,600	53,524	82,612	111,861	141,269
Zone C	38,818	47,733	48,100	61,025	74,041	87,122	100,270	113,485
Zone D	308,223	346,180	316,410	194,407	242,376	290,592	339,057	387,773
All Zones	<b>\$ 769,138</b>	<b>\$ 904,892</b>	<b>\$ 847,662</b>	<b>\$ 561,342</b>	<b>\$ 728,519</b>	<b>\$ 896,574</b>	<b>\$ 1,065,511</b>	<b>\$ 1,235,334</b>
<b>Recreation Impact Fees</b>								
Zone A	\$ 75,576	\$ 75,576	\$ 75,576	\$ 75,576	\$ 75,576	\$ 75,576	\$ 75,576	\$ 75,576
Zone B	28,776	28,776	28,776	28,776	28,776	28,776	28,776	28,776
Zone C	12,649	12,649	12,649	12,649	12,649	12,649	12,649	12,649
Zone D	46,800	46,800	46,800	46,800	46,800	46,800	46,800	46,800
All Zones	<b>\$ 163,800</b>	<b>\$ 163,800</b>	<b>\$ 163,800</b>					
<b>Investment Income</b>								
Zone A	\$ 1,726	\$ 2,147	\$ 2,154	\$ 1,692	\$ 2,094	\$ 2,500	\$ 2,908	\$ 3,319
Zone B	663	778	627	148	313	473	632	791
Zone C	220	273	277	367	432	499	567	635
Zone D	1,744	1,982	1,822	1,170	1,416	1,665	1,917	2,171
All Zones	<b>\$ 4,353</b>	<b>\$ 5,181</b>	<b>\$ 4,880</b>	<b>\$ 3,377</b>	<b>\$ 4,255</b>	<b>\$ 5,137</b>	<b>\$ 6,024</b>	<b>\$ 6,915</b>
<b>Transfers:</b>								
Zone A	\$ 7,271	\$ 78,552	\$ 170,625	\$ -	\$ -	\$ -	\$ -	\$ -
Zone B	10,587	56,553	113,750	-	-	-	-	-
Zone C	3,954	12,555	-	-	-	-	-	-
Zone D	10,587	78,552	170,625	-	-	-	-	-
All Zones	<b>\$ 32,399</b>	<b>\$ 226,211</b>	<b>\$ 455,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Ending Balances:</b>								
Zone A	\$ 375,034	\$ 374,205	\$ 281,310	\$ 358,578	\$ 436,248	\$ 514,323	\$ 592,807	\$ 671,701
Zone B	135,946	108,947	24,600	53,524	82,612	111,861	141,269	170,836
Zone C	47,733	48,100	61,025	74,041	87,122	100,270	113,485	126,769
Zone D	346,180	316,410	194,407	242,376	290,592	339,057	387,773	436,744
All Zones	<b>\$ 904,892</b>	<b>\$ 847,662</b>	<b>\$ 561,342</b>	<b>\$ 728,519</b>	<b>\$ 896,574</b>	<b>\$ 1,065,511</b>	<b>\$ 1,235,334</b>	<b>\$ 1,406,050</b>

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## SCHEDULE FIVE RIVERFRONT CRA FUND PROJECTED BALANCES FISCAL YEARS 2018-2023

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
Tax Increment from City	\$ 181,150	\$ 181,631	\$ 178,556	\$ 183,913	\$ 189,430	\$ 195,113	\$ 200,966	\$ 206,995
Tax Increment from County	157,874	160,610	171,433	176,576	181,873	187,329	192,949	198,738
Rents	36,000	36,000	36,000	36,000	36,000	36,000	36,000	36,000
Investment Income	3,019	3,227	1,878	2,433	3,037	3,324	4,064	4,873
<b>PROJECTED REVENUE</b>	<b>\$ 378,043</b>	<b>\$ 381,468</b>	<b>\$ 387,867</b>	<b>\$ 398,921</b>	<b>\$ 410,341</b>	<b>\$ 421,766</b>	<b>\$ 433,980</b>	<b>\$ 446,606</b>
Waterfront Renovations/Expenses (Crabby Bills)	23,572	24,000	24,000	24,000	24,000	24,000	24,000	24,000
Façade/Sign Improvement Program	10,196	30,000	40,000	40,000	40,000	40,000	40,000	40,000
Sewer Connection Program *	69,500	230,000	-	100,000	100,000	100,000	100,000	100,000
Special Events	37,120	42,000	42,000	42,000	42,000	42,000	42,000	42,000
Operating Expenditures	63,014	26,654	101,192	103,824	106,535	109,328	112,204	115,167
Update CRA Master Plan		-	50,000					
Signage for Chamber of Commerce		15,000						
Veteran's Memorial	11,209							
Speed Cushions on Indian River Drive	3,875							
CavCorp Enhancements	8,195	188,730						
Transfer to General Fund for Quality Maintenance	21,667							
Landscaping Maintenance Contract	118,370							
<b>TOTAL RIVERFRONT CRA FY16</b>	<b>\$ 366,718</b>							
<b>TOTAL RIVERFRONT CRA FY17</b>		<b>\$ 556,384</b>						
Riverview Park Tree Canopy			10,000	10,000	10,000	10,000	10,000	10,000
Wayfinding Signage			50,000					
<b>TOTAL RIVERFRONT CRA FY18</b>			<b>\$ 317,192</b>					
Street Signage				50,000	50,000			
<b>TOTAL RIVERFRONT CRA FY19</b>				<b>\$ 319,824</b>				
<b>TOTAL RIVERFRONT CRA FY20</b>					<b>\$ 372,535</b>			
<b>TOTAL RIVERFRONT CRA FY21</b>						<b>\$ 325,328</b>		
<b>TOTAL RIVERFRONT CRA FY22</b>							<b>\$ 328,204</b>	
<b>TOTAL RIVERFRONT CRA FY23</b>								<b>\$ 331,167</b>
BEGINNING FUND BALANCE	\$ 446,728	\$ 458,053	\$ 283,137	\$ 353,812	\$ 432,909	\$ 470,714	\$ 567,153	\$ 672,929
ANNUAL REVENUES	378,043	381,468	387,867	398,921	410,341	421,766	433,980	446,606
ANNUAL EXPENDITURES	366,718	556,384	317,192	319,824	372,535	325,328	328,204	331,167
<b>ENDING FUND BALANCE</b>	<b>\$ 458,053</b>	<b>\$ 283,137</b>	<b>\$ 353,812</b>	<b>\$ 432,909</b>	<b>\$ 470,714</b>	<b>\$ 567,153</b>	<b>\$ 672,929</b>	<b>\$ 788,368</b>

\* Note: \$270,000 is also currently available from the \$100,000 per year allocation from ad valorem taxes for Indian River Lagoon cleanup.

**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	13,202	13,202	87,740	90,372	93,083	95,876	98,752	101,715
Street Lighting	15,579	-	-	-	-	-	-	-
Water/Sewer	946	-	-	-	-	-	-	-
Janitorial Services	20,398							
Submerged Land Lease	3,968	4,710	4,710	4,710	4,710	4,710	4,710	4,710
Legal Advertisements	1,463	1,500	1,500	1,500	1,500	1,500	1,500	1,500
CRA Association	175	175	175	175	175	175	175	175
Ad Valorem Taxes	2,033	2,067	2,067	2,067	2,067	2,067	2,067	2,067
Tree Inventory	250	-	-	-	-	-	-	-
<b>Total Operating Expenditures</b>	<b>\$ 63,014</b>	<b>\$ 26,654</b>	<b>\$ 101,192</b>	<b>\$ 103,824</b>	<b>\$ 106,535</b>	<b>\$ 109,328</b>	<b>\$ 112,204</b>	<b>\$ 115,167</b>

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## SCHEDULE FIVE STORMWATER UTILITY FUND PROJECTED BALANCES FISCAL YEARS 2018-2023

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
Stormwater Fees	\$ 991,055	\$ 998,000	\$ 998,000	\$ 998,000	\$ 998,000	\$ 998,000	\$ 998,000	\$ 998,000
Transfer from General Fund	100,000	100,000	-	-	-	-	-	-
Investment Income	3,400	4,109	4,170	3,376	4,357	4,966	5,868	6,474
<b>SW PROJECTED REVENUE</b>	<b>\$ 1,094,455</b>	<b>\$ 1,102,109</b>	<b>\$ 1,002,170</b>	<b>\$ 1,001,376</b>	<b>\$ 1,002,357</b>	<b>\$ 1,002,966</b>	<b>\$ 1,003,868</b>	<b>\$ 1,004,474</b>
Professional Services	\$ 148	\$ 150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Permit		500						
Stormwater Park Maintenance	8,682	10,000	10,000	10,000	10,000	10,000	10,000	10,000
Ditch Maintenance	37,100							
Road Crossings/Sideyard Pipes	50,827	-	90,000	90,000	90,000	90,000	90,000	90,000
Pipe Sliplining	-	90,000	50,000					
Pumps/Baffle Box Maintenance or Replacement	4,770	3,000	3,000	3,000	3,000	3,000	3,000	3,000
<b>Total Operational and Maintenance</b>	<b>\$ 101,527</b>	<b>\$ 103,650</b>	<b>\$ 153,000</b>	<b>\$ 103,000</b>				
Lagoon Improvements (25K Oyster Mats, 1/3rd Interlocal)	100,000	100,000						
SW-618 and SW-619 Pickups	47,851							
SW-616 4X4 Pickup	30,349							
4X4 Herb/Utility Vehicle and Equipment	17,612							
Armadillo	72,860	90,027						
SW-628 Tandem Dump Truck	-	150,000						
Swale Improvement Grants			250,000					
Transfer to General Fund for Swale Maintenance	550,000							
<b>TOTAL STORMWATER FY16</b>	<b>\$ 920,199</b>							
SW-606 1 Ton Crew Cab Pickup					48,000			
SW-614 4X4 2006 Pickup					30,000			
Transfer to General Fund for Swale Maintenance		650,000						
<b>TOTAL STORMWATER FY17</b>		<b>\$ 1,093,677</b>						
NPDES 5 Year Permit			7,988					
Transfer to General Fund for Swale Maintenance			700,000					
<b>TOTAL STORMWATER FY18</b>			<b>\$ 1,110,988</b>					
Pumps				1,800				
Transfer to General Fund for Swale Maintenance				700,000				
Excavator Buckets/Mowing Heads				-			45,000	
<b>TOTAL STORMWATER FY19</b>				<b>\$ 804,800</b>				
Water Tank and Trailer						20,000		
Transfer to General Fund for Swale Maintenance					700,000			
<b>TOTAL STORMWATER FY20</b>					<b>\$ 881,000</b>			
Transfer to General Fund for Swale Maintenance						700,000		
<b>TOTAL STORMWATER FY21</b>						<b>\$ 823,000</b>		
Pickup Truck Replacement							35,000	
Transfer to General Fund for Swale Maintenance							700,000	
<b>TOTAL STORMWATER FY22</b>							<b>\$ 883,000</b>	
Pickup Truck Replacement								35,000
Transfer to General Fund for Swale Maintenance								700,000
<b>TOTAL STORMWATER FY23</b>								<b>\$ 838,000</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$ 100,300</b>	<b>\$ 274,556</b>	<b>\$ 282,988</b>	<b>\$ 174,170</b>	<b>\$ 370,747</b>	<b>\$ 492,104</b>	<b>\$ 672,070</b>	<b>\$ 792,938</b>
<b>BUDGET RESERVE - 15% OF EXPENSES</b>	<b>138,030</b>	<b>164,052</b>	<b>166,648</b>	<b>120,720</b>	<b>132,150</b>	<b>123,450</b>	<b>132,450</b>	<b>125,700</b>
<b>UNRESTRICTED RESERVE BALANCE</b>	<b>\$ (37,730)</b>	<b>\$ 110,505</b>	<b>\$ 116,340</b>	<b>\$ 53,450</b>	<b>\$ 238,597</b>	<b>\$ 368,654</b>	<b>\$ 539,620</b>	<b>\$ 667,238</b>
<b>ANNUAL REVENUES</b>	<b>1,094,455</b>	<b>1,102,109</b>	<b>1,002,170</b>	<b>1,001,376</b>	<b>1,002,357</b>	<b>1,002,966</b>	<b>1,003,868</b>	<b>1,004,474</b>
<b>ANNUAL EXPENDITURES</b>	<b>920,199</b>	<b>1,093,677</b>	<b>1,110,988</b>	<b>804,800</b>	<b>881,000</b>	<b>823,000</b>	<b>883,000</b>	<b>838,000</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 136,526</b>	<b>\$ 118,937</b>	<b>\$ 7,522</b>	<b>\$ 250,027</b>	<b>\$ 359,954</b>	<b>\$ 548,620</b>	<b>\$ 660,488</b>	<b>\$ 833,712</b>

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## SCHEDULE FIVE PARKING IN LIEU OF FUND PROJECTED BALANCES FISCAL YEARS 2018-2023

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
Payments in Lieu of Parking	\$ 26,130	\$ 28,418	\$ 13,775	\$ -	\$ -	\$ -	\$ -	\$ -
Investment Income	358	547	429	432	436	439	442	535
<b>PROJECTED REVENUE</b>	<b>26,488</b>	<b>28,965</b>	<b>14,204</b>	<b>432</b>	<b>436</b>	<b>439</b>	<b>442</b>	<b>535</b>
Expenditures:								
Parking on Indian River Drive	62	44,703						
CavCor Boat Parking Lot		13,792						
<b>PROJECTED DISBURSEMENTS</b>	<b>62</b>	<b>58,495</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NONEXPENDABLE TRUST FUND:</b>								
BEGINNING FUND BALANCE	\$ 46,549	\$ 72,975	\$ 43,445	\$ 57,649	\$ 58,082	\$ 58,517	\$ 58,956	\$ 59,398
REVENUES	26,488	28,965	14,204	432	436	439	442	535
EXPENDITURES	62	58,495	-	-	-	-	-	-
<b>ENDING FUND BALANCE</b>	<b>\$ 72,975</b>	<b>\$ 43,445</b>	<b>\$ 57,649</b>	<b>\$ 58,082</b>	<b>\$ 58,517</b>	<b>\$ 58,956</b>	<b>\$ 59,398</b>	<b>\$ 59,933</b>

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## SCHEDULE FIVE

### CEMETERY TRUST FUND PROJECTED BALANCES FISCAL YEARS 2018-2023

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
Lot Sales	\$ 73,665	\$ 47,410	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Non-Endowed Trust Fund Interest	5,039	10,000	10,401	10,715	10,822	10,780	10,588	10,244
<b>PROJECTED REVENUE</b>	<b>78,704</b>	<b>57,410</b>	<b>60,401</b>	<b>60,715</b>	<b>60,822</b>	<b>60,780</b>	<b>60,588</b>	<b>60,244</b>
Expenditures from Permanent Endowment:								
Columbariums (Excess from DST)	10,684	9,151	-	-	-	-	-	-
Headstone Straightening Project			24,375					
General Fund Transfer for Operations	1,398	3,569	4,638	50,000	65,000	80,000	95,000	110,000
<b>PROJECTED DISBURSEMENTS</b>	<b>12,082</b>	<b>12,720</b>	<b>29,013</b>	<b>50,000</b>	<b>65,000</b>	<b>80,000</b>	<b>95,000</b>	<b>110,000</b>
<b>PERMANENT ENDOWMENT:</b>								
BEGINNING FUND BALANCE	\$ 854,764	\$ 890,198	\$ 910,334	\$ 930,696	\$ 905,696	\$ 865,696	\$ 810,696	\$ 740,696
ANNUAL REVENUES	36,833	23,705	25,000	25,000	25,000	25,000	25,000	25,000
ANNUAL TRANSFERS	1,398	3,569	4,638	50,000	65,000	80,000	95,000	110,000
<b>ENDING FUND BALANCE</b>	<b>\$ 890,198</b>	<b>\$ 910,334</b>	<b>\$ 930,696</b>	<b>\$ 905,696</b>	<b>\$ 865,696</b>	<b>\$ 810,696</b>	<b>\$ 740,696</b>	<b>\$ 655,696</b>
<b>NON-ENDOWED (Capital)</b>								
BEGINNING FUND BALANCE	\$ 73,995	\$ 105,182	\$ 129,736	\$ 140,762	\$ 176,476	\$ 212,298	\$ 248,078	\$ 283,666
ANNUAL REVENUES	41,872	33,705	35,401	35,715	35,822	35,780	35,588	35,244
ANNUAL EXPENDITURES	10,684	9,151	24,375	-	-	-	-	-
<b>ENDING FUND BALANCE</b>	<b>\$ 105,182</b>	<b>\$ 129,736</b>	<b>\$ 140,762</b>	<b>\$ 176,476</b>	<b>\$ 212,298</b>	<b>\$ 248,078</b>	<b>\$ 283,666</b>	<b>\$ 318,909</b>

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## SCHEDULE FIVE

### GOLF COURSE FUND PROJECTED BALANCES FISCAL YEARS 2018-2023

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
Charges for Services (5% Rate Increase)	\$ 1,030,793	\$ 911,464	\$ 1,274,434	\$ 1,338,156	\$ 1,338,156	\$ 1,338,156	\$ 1,338,156	\$ 1,338,156
Proshop Sales	58,461	37,750	55,000	55,000	55,000	55,000	55,000	55,000
Rents	28,473	26,119	42,000	42,000	42,000	42,000	42,000	42,000
Other Revenue	4,587	4,460	4,460	4,460	4,460	4,460	4,460	4,460
Contributions	9,143	9,133	7,004	7,004	7,004	7,004	7,004	7,004
Sale of Carts or Equipment	3,900	88,313					88,313	
Temporary Loan from General Fund	402,000							
Transfer from General Fund R&R		1,907						
Advance from Building Fund (Greens)		175,174						
<b>PROJECTED REVENUE</b>	<b>\$ 1,537,357</b>	<b>\$ 1,254,320</b>	<b>\$ 1,382,898</b>	<b>\$ 1,446,620</b>	<b>\$ 1,446,620</b>	<b>\$ 1,446,620</b>	<b>\$ 1,534,933</b>	<b>\$ 1,446,620</b>
Operating Costs	\$ 1,295,329	\$ 1,268,056	\$ 1,258,748	\$ 1,268,189	\$ 1,277,700	\$ 1,287,283	\$ 1,296,937	\$ 1,306,664
Proshop Cost of Sales	44,954	29,000	35,000	35,000	35,000	35,000	35,000	35,000
Transfer to Capital Fund	51,664							
Bank Note/Capital Lease - Golf Carts	57,278	167,534	57,406	57,406	57,406	57,406	57,406	57,406
Rebuild Greens		175,174						
Other Capital/Picker, Washer, Dispenser	2,000	1,907		2,500				
Fuel Tank	6,568							
<b>TOTAL FY 16</b>	<b>\$ 1,457,793</b>							
Close out Capital Fund		34,818						
Repayment of Temporary Loans				52,000	45,000	35,000	114,000	15,621
Interest Payment to Building Fund		4,544	7,118	6,796	6,470	6,139	5,804	5,465
Principal Payment to Building Fund			24,626	24,948	25,274	25,605	25,940	26,279
<b>TOTAL FY 17</b>		<b>\$ 1,681,033</b>						
<b>TOTAL FY 18</b>			<b>\$ 1,382,898</b>					
<b>TOTAL FY 19</b>				<b>\$ 1,446,838</b>				
<b>TOTAL FY 20</b>					<b>\$ 1,446,850</b>			
<b>TOTAL FY 21</b>						<b>\$ 1,446,432</b>		
<b>TOTAL FY 22</b>							<b>\$ 1,535,087</b>	
<b>TOTAL FY 23</b>								<b>\$ 1,446,435</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$ (248,172)</b>	<b>\$ (168,608)</b>	<b>\$ (595,321)</b>	<b>\$ (595,321)</b>	<b>\$ (595,539)</b>	<b>\$ (595,769)</b>	<b>\$ (595,582)</b>	<b>\$ (595,737)</b>
<b>TOTAL REVENUES</b>	<b>1,537,357</b>	<b>1,254,320</b>	<b>1,382,898</b>	<b>1,446,620</b>	<b>1,446,620</b>	<b>1,446,620</b>	<b>1,534,933</b>	<b>1,446,620</b>
<b>EXPENDITURES</b>	<b>1,457,793</b>	<b>1,681,033</b>	<b>1,382,898</b>	<b>1,446,838</b>	<b>1,446,850</b>	<b>1,446,432</b>	<b>1,535,087</b>	<b>1,446,435</b>
<b>OPERATING FUND BALANCE</b>	<b>\$ (168,608)</b>	<b>\$ (595,321)</b>	<b>\$ (595,321)</b>	<b>\$ (595,539)</b>	<b>\$ (595,769)</b>	<b>\$ (595,582)</b>	<b>\$ (595,737)</b>	<b>\$ (595,552)</b>
<b>BEGINNING FUND BALANCE</b>	<b>\$ 140,923</b>	<b>\$ (34,818)</b>						
Transfer from DST Fund	\$ 599,858							
Transfer from Operating Fund	51,664	34,818						
Advance from Building Fund	356,700	26,913						
Transfer from General Fund R&R	24,600							
Investment Income	616							
Course Bathrooms	103,396							
Irrigation System - DST & Building Loan	884,376	5,997						
Cart Path Repairs	59,055							
Trash Receptacles	2,384							
Golf Bag Rest	4,627							
Golf Bag Stands	2,685							
Pump #1 Motor Replacement	7,890							
Ice Machine	5,161							
Ice Machine for Eagles Nest	2,391							
Pressure Wash/Paint Clubhouse	3,300							
Pump Replacement	3,185							
Electrical Work	25,011							
Starter Shack Repairs	9,650							
Cart Barn Repairs	23,886							
Parking Lot Lights - Building Loan	10,242	20,916						
Roofing/Shutters - Building Loan	61,940							
<b>CAPITAL FUND BALANCE</b>	<b>\$ (34,818)</b>	<b>\$ -</b>						
Total Fund 410 and 415 Balances	\$ (203,426)	\$ (595,321)	\$ (595,321)	\$ (595,539)	\$ (595,769)	\$ (595,582)	\$ (595,737)	\$ (595,552)
Due to Other Funds Balances	(535,800)	(535,800)	(535,800)	(483,800)	(438,800)	(403,800)	(289,800)	(274,179)
Building Fund Advance Balance	(356,700)	(356,700)	(332,074)	(307,126)	(281,852)	(256,247)	(230,308)	(204,029)
CAFR Unrestricted Balance	\$ (1,095,926)	\$ (1,487,821)	\$ (1,463,195)	\$ (1,386,466)	\$ (1,316,421)	\$ (1,255,629)	\$ (1,115,844)	\$ (1,073,760)

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## SCHEDULE FIVE

### AIRPORT FUND PROJECTED BALANCES FISCAL YEARS 2018-2023

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
<b>OPERATING FUND:</b>								
Fuel Sales Revenue (2.5% Increase)	\$ 78,095	\$ 74,000	\$ 74,000	\$ 75,850	\$ 77,746	\$ 79,690	\$ 81,682	\$ 83,724
Non-taxable Rents	391	391	391	391	391	391	391	391
Golf Course Rents	100,000	100,000	106,000	106,000	106,000	106,000	106,000	106,000
Taxable Rents	231,847	238,375	298,625	298,625	298,625	298,625	298,625	298,625
Other Revenue	106,070	80,793	73,840	73,840	73,840	73,840	73,840	73,840
Transfer from General Fund	4,826	5,526						
Investment Income	892	567	600	784	1,031	956	874	791
<b>PROJECTED REVENUE</b>	<b>\$ 522,121</b>	<b>\$ 499,652</b>	<b>\$ 553,456</b>	<b>\$ 555,490</b>	<b>\$ 557,634</b>	<b>\$ 559,502</b>	<b>\$ 561,412</b>	<b>\$ 563,371</b>
Operating Costs	379,515	381,946	437,956	443,211	448,530	453,912	459,359	464,872
Fuel Purchases for Resale	57,919	55,000	56,000	57,400	58,835	60,306	61,814	63,359
Mower	2,524							
Fencing Repairs	27,416							
Air Conditioners	14,061							
Gate Installation	12,000							
Vehicle Purchase	29,331							
Swoop Pond	6,020							
Wind Sock and Pole		4,826						
Repayment of General Fund Advance	50,000	10,000	25,000	10,000	10,000	10,000	10,000	10,000
Repayment of DST Fund Advance	19,376	24,500	24,500	30,500	30,500	30,500	30,500	30,500
<b>TOTAL FY 16</b>	<b>\$ 598,162</b>							
<b>TOTAL FY 17</b>		<b>\$ 476,272</b>						
Entrance Signage			10,000					
<b>TOTAL FY 18</b>			<b>\$ 553,456</b>					
<b>TOTAL FY 19</b>				<b>\$ 541,111</b>				
<b>TOTAL FY 20</b>					<b>\$ 547,865</b>			
<b>TOTAL FY 21</b>						<b>\$ 554,718</b>		
<b>TOTAL FY 22</b>							<b>\$ 561,673</b>	
<b>TOTAL FY 23</b>								<b>\$ 568,730</b>
BEGINNING FUND BALANCE	\$ 17,944	\$ (58,097)	\$ (34,717)	\$ (34,717)	\$ (20,339)	\$ (10,570)	\$ (5,786)	\$ (6,047)
TOTAL REVENUES	522,121	499,652	553,456	555,490	557,634	559,502	561,412	563,371
TOTAL EXPENDITURES+DEBT+TRANSFERS	598,162	476,272	553,456	541,111	547,865	554,718	561,673	568,730
<b>ENDING FUND BALANCE</b>	<b>\$ (58,097)</b>	<b>\$ (34,717)</b>	<b>\$ (34,717)</b>	<b>\$ (20,339)</b>	<b>\$ (10,570)</b>	<b>\$ (5,786)</b>	<b>\$ (6,047)</b>	<b>\$ (11,407)</b>
<b>CAPITAL FUND:</b>								
BEGINNING FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grants	532,818	1,179,906	2,389,463	2,262,317	900,000	900,000	1,900,000	-
Transfers from General Fund	2,800							
Transfers from DST	181,895	297,267	334,195	128,819	225,000	225,000	100,000	-
Total Expended	717,513	1,477,173	2,723,658	2,391,136	1,125,000	1,125,000	2,000,000	-
<b>ENDING FUND BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>				
<b>TOTAL OPERATING AND CAPITAL</b>	<b>\$ (58,097)</b>	<b>\$ (34,717)</b>	<b>\$ (34,717)</b>	<b>\$ (20,339)</b>	<b>\$ (10,570)</b>	<b>\$ (5,786)</b>	<b>\$ (6,047)</b>	<b>\$ (11,407)</b>
General Fund Advance Balance	(100,000)	(90,000)	(65,000)	(55,000)	(45,000)	(35,000)	(25,000)	(15,000)
DST Fund Advance Balance	(550,638)	(548,163)	(545,589)	(536,913)	(527,890)	(518,506)	(502,747)	(486,357)
CAFR Unrestricted Balance	\$ (708,735)	\$ (672,880)	\$ (645,306)	\$ (612,252)	\$ (583,460)	\$ (559,292)	\$ (533,794)	\$ (512,764)

# CITY OF SEBASTIAN, FLORIDA 2017/2018 ANNUAL BUDGET

## SCHEDULE FIVE

### BUILDING FUND

#### PROJECTED BALANCES

#### FISCAL YEARS 2018-2023

	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23
Operating Revenue	\$ 801,641	\$ 645,400	\$ 652,400	\$ 671,972	\$ 692,131	\$ 712,895	\$ 734,282	\$ 756,310
Other Revenue	8,428	2,000	2,500	2,500	2,500	2,500	2,500	2,500
Transfer from General Fund	-	25,000	-	-	-	-	-	-
Principal on Golf Course Loan	-	-	24,626	24,948	25,274	25,605	25,940	26,279
Interest on Golf Course Loan	-	4,544	7,118	6,796	6,470	6,139	5,804	5,465
Investment Income	5,323	5,700	4,200	4,172	4,550	4,948	5,011	5,432
<b>PROJECTED REVENUE</b>	<b>\$ 815,392</b>	<b>\$ 682,644</b>	<b>\$ 690,844</b>	<b>\$ 710,388</b>	<b>\$ 730,925</b>	<b>\$ 752,087</b>	<b>\$ 773,536</b>	<b>\$ 795,986</b>
Operating Costs								
Compact Pickup								
Clear Village Software	-	14,383						
Operating Costs	532,915							
Compact Pickup	20,183							
Utility Vehicle	28,100							
Surface Tablets	2,814							
Large Plan Scanner	14,639							
Transfer to General Fund	104,086							
Loan to Golf Course	356,700	202,087						
<b>TOTAL FY 16</b>	<b>\$ 1,059,437</b>							
Operating Costs		535,772						
<b>TOTAL FY 17</b>		<b>\$ 752,242</b>						
Operating Costs			607,723					
<b>TOTAL FY 18</b>			<b>\$ 607,723</b>					
Operating Costs				622,673				
<b>TOTAL FY 19</b>				<b>\$ 622,673</b>				
Operating Costs					637,991			
<b>TOTAL FY 20</b>					<b>\$ 637,991</b>			
Operating Costs						653,685		
<b>TOTAL FY 21</b>						<b>\$ 653,685</b>		
Operating Costs							669,766	
<b>TOTAL FY 22</b>							<b>\$ 669,766</b>	
Operating Costs								686,242
<b>TOTAL FY 23</b>								<b>\$ 686,242</b>
BEGINNING FUND BALANCE	\$ 975,044	\$ 730,999	\$ 661,401	\$ 744,522	\$ 832,237	\$ 832,237	\$ 925,171	\$ 930,639
TOTAL REVENUES	815,392	682,644	690,844	710,388	730,925	752,087	773,536	795,986
EXPENDITURES+DEBT+TRANSFERS	1,059,437	752,242	607,723	622,673	637,991	653,685	669,766	686,242
<b>ENDING FUND BALANCE</b>	<b>\$ 730,999</b>	<b>\$ 661,401</b>	<b>\$ 744,522</b>	<b>\$ 832,237</b>	<b>\$ 925,171</b>	<b>\$ 930,639</b>	<b>\$ 1,028,941</b>	<b>\$ 1,040,383</b>
Golf Course Fund Advance Balance	356,700	558,787	534,161	509,213	483,939	458,334	432,395	406,116
CAFR Unrestricted Balance	<b>\$ 1,087,699</b>	<b>\$ 1,220,188</b>	<b>\$ 1,278,683</b>	<b>\$ 1,341,450</b>	<b>\$ 1,409,110</b>	<b>\$ 1,388,973</b>	<b>\$ 1,461,336</b>	<b>\$ 1,446,499</b>

# CITY OF SEBASTIAN, FLORIDA 2017/2018 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 last 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 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 2017/2018 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 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 2017/2018 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.

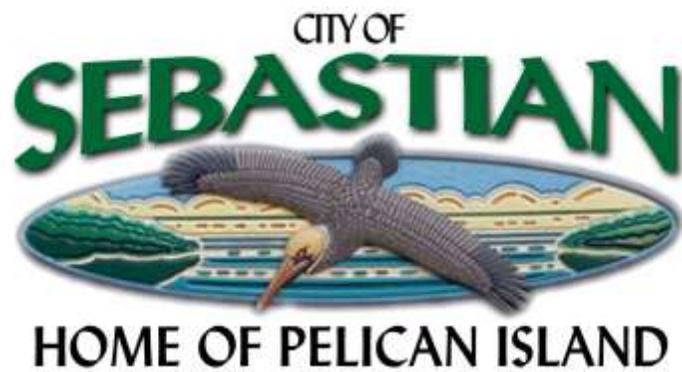
**Unreserved Fund Balance** – Portion of a fund balance that is available for appropriation.

**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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