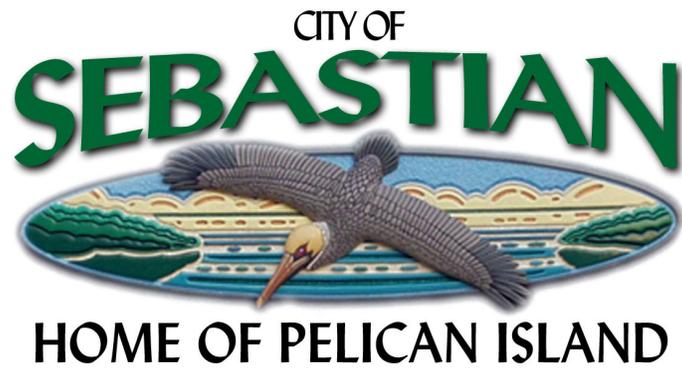




CITY OF SEBASTIAN, FLORIDA

**ANNUAL BUDGET
FISCAL YEAR 2019–2020**

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET



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CITY COUNCIL

Jim Hill
Mayor

Linda Kinchen
Vice-Mayor

Bob McPartlan
Council Member

Ed Dodd
Council Member

Albert Iovino
Council Member

**CITY OF SEBASTIAN
FLORIDA**

**ANNUAL BUDGET
FISCAL YEAR 2019–2020**

CITY MANAGEMENT

Jeanette Williams
City Clerk

Paul Carlisle
City Manager

James Stokes
City Attorney

DEPARTMENT HEADS

Kenneth W. Killgore
Administrative Services Director/CFO

Michelle Morris
Police Chief

Scott Baker
Public Facilities Director

Lisa Frazier
Community Development Director

Wayne Eseltine
Building Official

Vacant
City Engineer

Brian Benton
Leisure Services Director

Greg Gardner
Director of Golf



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Sebastian
Florida**

For the Fiscal Year Beginning

October 1, 2018

Christopher P. Morill

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, 2018. 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 2019-2020 ANNUAL BUDGET

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CITY OF SEBASTIAN, FLORIDA

FISCAL YEAR 2019-2020 ANNUAL BUDGET

HOW TO READ THE BUDGET

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

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

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

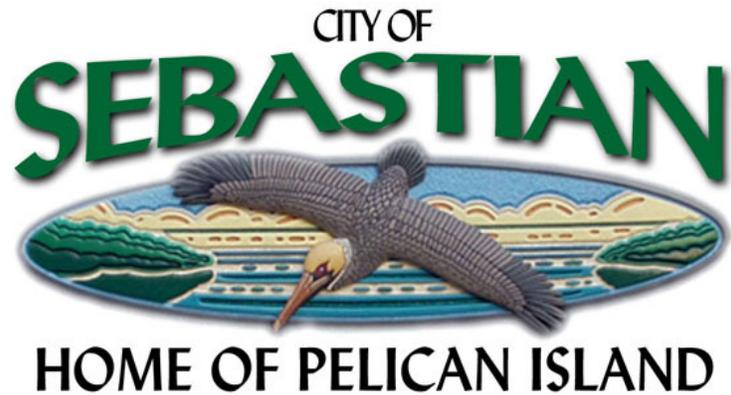
Policies – This section presents the City's policies that guide the preparation of the budget.

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

- **General Fund** - This section provides detailed general fund revenue analysis and departmental/division budget information on services, goals and objectives, performance measures, staffing, and expenditures by line item. General Fund is the main operating fund of the City and includes traditional municipal activities, such as public safety, public works and recreation.
- **Special Revenue Funds** - This section provides description of each individual fund as well as detailed line item budget information. These funds account for revenues dedicated or restricted to specific uses.
- **Debt Service Funds** - This section provides description of the individual fund as well as detailed line item budget information. These type of funds account for transactions associated with the City's long-term debt.
- **Capital Project Funds** - This section provides detailed budget information on funding sources and project appropriation (uses) for all FY 2019/20 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 2020-2025.

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.



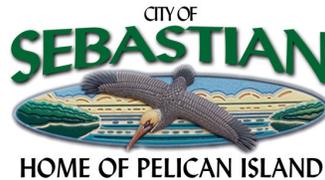
CITY OF SEBASTIAN FLORIDA
ANNUAL BUDGET
FISCAL YEAR 2019-2020

BUDGET MESSAGE

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET



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October 1, 2019

The Honorable Mayor Jim Hill and City Council
City of Sebastian
1225 Main Street, City Hall
Sebastian, Florida, USA

Re: Fiscal Year 2020 Budget Letter of Transmittal

Dear Mayor Hill and City Council Members:

In compliance with provisions of the City Charter and Florida Statutes, we are pleased to submit the Fiscal Year 2019/20 Budget. Total appropriations for all City Funds are \$33,888,627, as compared to the \$31,733,380 that was approved before amendments last year. The increase is due to retirement payouts, two added employees and pay changes, plus the amount added for the new Public Facilities Compound.

This year, we had a 9.03% overall increase in taxable values. This included a 7.18% 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, 2018. Improvements and additions were 1.85% greater than last year's tax roll, which generated \$134,552 more in revenue. Additional revenue is also anticipated from franchise fees, utility taxes and service charges for total revenues and transfers for General Fund of \$12,872,460 this year, which is a \$700,644 increase over the 2018/19 budget before amendments.

In 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. There are also changes in the number of positions, with two full-time added and eleven part-time/temporary positions in the General Fund that are eliminated. The full-time additions are for a Senior Planner and a Public Works/Stormwater Director. The eliminated part-time/temporary positions are the Skate Park Attendants and Gymnastics Assistants. The Director position will be split between the Roads & Maintenance Division in General Fund and the Stormwater Fund by charging the Stormwater Fund a management services fee based on a portion of the Public Works Director's pay and benefits.

The City Council appointed Citizen's Budget Review Advisory Committee conducted several meetings to review and discuss an initial draft of the proposed budget and to develop their recommendations to the City Council. The Committee was advised that Staff's had been able to trim the budget request and limit spending such that it could recommended adoption of the rolled-back millage of 2.9399. The rolled-back millage is calculated as the rate which excluding revenue from new construction generates the same amount of tax revenue that last year's taxpayers had paid. The Committee was in agreement with Staff's proposed budget and voted to recommend that it be adopted by the City Council with no changes.

The City Council appointed Parks and Recreation Advisory Committee also played a role in formulating the budget for the Recreation Impact Fee Fund by commenting and being supportive on the projects being recommended by Staff. These included purchasing new bleachers, baseball dugouts and fencing at the Barber Street Sports Complex; incorporating all-inclusive features within future playground improvements; increasing funds allocated for the new Pickle Ball facility; increasing funding for park identification signage; and providing \$20,000 to address unanticipated needs for new or replacement items that may be identified during 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 that the FY 2020-25 CIP be adopted with no suggested modifications.

In the end, the City Council adopted Staff's recommended budget and the rolled-back millage of 2.9399. Action was also taken to adopt the Capital Improvement Plan.

AD VALOREM TAXES

The table below is an example of the effect of the approved 2.9399 millage using a homestead property taxed on a value of \$200,000 last year. The taxable value for those properties could only be increased this year by the change in the consumer price index of 1.6%:

	<u>FY 2018-19 With 3.1514 Millage</u>	<u>FY 2019-20 With 2.9399 Millage</u>
Taxable Value	\$ 200,000	\$ 203,200
Homestead Exemption	<u>50,000</u>	<u>50,000</u>
Net Taxable Value	\$ 150,000	\$ 153,200
Millage	<u>3.1514</u>	<u>2.9399</u>
Taxes for Year	\$473.00	\$450.00
Tax Decrease		(\$23.00)

The table below shows the effect of the approved 2.9399 millage using an example of a property without the homestead exemption and a value of \$200,000 last year, assuming it increased at the maximum reassessment rate of 10.0%:

	<u>FY 2018-19 With 3.1514 Millage</u>	<u>FY 2019-20 With 2.9399 Millage</u>
Taxable Value	\$200,000	\$ 220,000
Millage	<u>3.1514</u>	<u>2.9399</u>
Taxes for Year	\$630.00	\$647.00
Tax Decrease		\$17.00

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

	<u>Amount</u>	<u>Percent Change</u>
FY2019 Final Taxable Value	\$1,261,297,645	
Revised Assessed Values	90,597,669	7.18%
New Construction and Additions	<u>23,351,814</u>	<u>1.85%</u>
FY2019 Certified Taxable Value	\$1,375,247,128	9.03%

Ad Valorem tax revenue comprises 30.2% of the total Fiscal Year 2020 General Fund budgeted sources (excluding interfund transfers) and is the largest single source of revenue for the General Fund. This percentage dropped significantly from 2010 to 2012, increased until 2017 but has come down in recent years primarily due to being held at the rolled-back millage. Shown below is a table showing the annual percentage of General Fund budgeted sources of revenues:

<u>Fiscal Year</u>	<u>Total Revenues</u>	<u>Ad Valorem Taxes</u>	<u>% of General Fund</u>
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%
2019	12,076,816	3,814,314	31.6%
2020	12,847,460	3,881,497	30.2%

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 it seems we have somewhat recovered and are able to provide reasonable wage increases and adequately fund routine maintenance activities.

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 2019-20 keeps that focus and the forward momentum established by the community, consistent with the following Council goals:

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

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

BUDGET CHALLENGES AND HIGHLIGHTS

The Fiscal Year 2019-2020 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 9.03% this year, which is a positive sign that we have essentially recovered from the economic drop-off.
- **Major Revenue Source Increases** – Another indication that we are recovering is that projections for utility service taxes and state-shared revenues are showing some increase from the previous year. These projections are still slightly less than projections offered by the utility companies and the State, which is consistent with our conservative budget approach.
- **Permitting Revenues** –As the economy dropped-off in past years, permitting revenue declined below amounts required to the Building Department's operations. However, in recent years these revenues have been well above operating expenses and have been able to set aside reserves to soften the impact of any future down turns.
- **Economic Signs** – There is a healthy level of activity in the local housing market and with the overall building activity within the City. Year-over-year median residential home sales prices are relatively strong for our zip code. We feel that forecasting a general long-term growth rate of 3% in ad valorem taxable values and 4% in sales and utility based revenues is reasonably conservative and sufficient to sustain current levels of services.
- **Operational Costs** – Budgets for operating expense accounts in the General Fund have for the most part been held level or decreased, leaving little flexibility for unexpected events or 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. During those difficult times, monies to repair or replace items and to cover routine maintenance cost were extremely limited. This resulted in a critical level of equipment and facilities that were in deteriorated condition and in need of repair or replacement. To address this need, a policy was established to assign a portion of the General Fund's cash reserves to a Capital Renewal and Replacement Reserve, so that the City Manager could proceed with repairing or replacing essential equipment or facilities when necessary.
- **Personnel Expenditures** – Personnel expenditures are a challenge in that approximately 76% of the total proposed General Fund budget for operations is allocated to personnel costs. Salaries and benefits are negotiated for employees included in the collective bargaining agreements with the Public Employees Association (PEA) and the Police Benevolent Association (PBA). Management employees have benefits memorialized in the "Management Benefits Package." While many personnel modifications have been made to control these costs, several long term challenges still exist, which include:
 - In the previous six years, across-the-board 3% increases were approved through the collective bargaining process except for this past year when a 4% increase was approved. This year, increases were again set at 3%. Although employee expectations are generally at this level and we recognize that being competitive with the job market is important but each year, this becomes more difficult to manage. Unless we see sufficient additional revenues in the coming years, we may be unable to continue this level of pay increases.
 - Health care benefits continue to be a concern. This year the City was fortunate to have only a 5.0% increase in premium but there is still uncertainty on how the City will be affected in the future, with the continued escalation of healthcare costs.
 - The need to supplement staffing levels in order to adequately address changing requirements mandated by State and Federal legislation or the community's citizens is always a concern. We are hopeful that these requirements can continue to be met by current staffing levels but we remain concerned that we will not be able to afford additional staff and will have to raise taxes or choose to trade off other desirable services that are less essential.

CAPITAL IMPROVEMENT PROGRAM

On September 25, 2019, the City Council approved a six-year capital improvement program for Fiscal Year 2020-2025. Staff has incorporated the first year of that plan into the proposed FY 2019-20 Budget, including any necessary changes to operation and maintenance of the new equipment or 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 replacing road maintenance equipment and road repaving. \$211,160 is programmed this year for repaving work, with additional allocations each following year in accord with the recently developed roadwork plan.

In addition to paying debt service on the Stormwater Bank Note, discretionary sales taxes (DST) will continue to finance the purchase of police department vehicles. Another ongoing allocation from DST is funding to upgrade the City's computer systems. Below is a synopsis of the projected expenditures for other significant projects that were also programmed from these funds:

- FY 2019-20 allocations include \$333,323 for street reconstruction on the roadways identified in the roadwork plan. Additional reconstruction projects that were identified in the plan are scheduled in future years.
- FY 2020-21 allocations include \$216,000 for a Dispatch Console and radio upgrades.
- FY 2019-20 allocations include another \$3,351,244 for the construction of the new Public Works Garage Compound. \$1,654,000 is planned over the following years to bring the total to \$6,876,120 for this facility.
- FY 2019-20 allocations provide grant matching funds of \$250,000 for the second half of the costs of constructing Hangar "D" at the Airport. \$100,000 is identified in FY 2024-25 as matching funds for construction of an access road on the west side of the Airport.
- \$500,000 is allocated each year to address major Canal Improvements.

In the Recreation Impact Fee Fund, \$140,000 is allocated for lighting and landscaping of the Pickle Ball Courts. \$20,000 is planned each year to be equally divided among the four zones for unanticipated upgrades to facilities in each individual zone. \$50,000 is allocated each year for three years for park identification signage. In addition, \$250,000 has been allocated over the next six years for replacing playground equipment in many of the parks and implementing all-inclusive features in each one. New bleachers, dug-outs and fencing are also planned for the Barber Street Sports Complex. These fees are derived from the addition of new residential units and are required to be spent on upgrades and improvements to the City's parks and recreation facilities.

The Riverfront Community Redevelopment Agency (CRA Fund) includes annual allocations of \$20,000 for expenditures on the waterfront properties; \$10,000 to continue the Façade/Sign Improvement Program; and \$45,000 to assist with funding of special events. In FY2019-20, an additional \$50,000 is earmarked for Street Signage in the CRA area. In addition, \$10,000 per year is allocated 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. Expenditures for maintaining landscaping to a higher standard are being funded but other routine operating expenditures are being minimized to allow funds to be directed toward programs or projects directly impacting the vitality and values of properties in the CRA district. The revenues collected for the Riverfront Community Redevelopment Agency are required to be expended for the benefit of the defined CRA area.

The Stormwater Utility Fund now includes all the operating and capital needs for the stormwater system, versus having operating expenditures accounted for in the General Fund as was done previously in prior years. Equipment used in the stormwater system operation and maintenance activities is scheduled over the next six years for replacement using stormwater fees. \$920,000 is programmed for FY 2019-20 for the Stonecrop Drainage project that will be funded by a FEMA grant and matching funds will be provided from stormwater fees.

The Parking In-Lieu-Of Fund balances are not appropriated for any additional projects at this time. These monies are collected for the purpose of enhancing the available parking facilities in lieu of the developer providing the minimum additional parking required for the prospective use of the property. Currently, there are no payment agreements in effect that will increase the available balance, so the amount that can be devoted to future parking improvements is limited.

In the Cemetery Trust Fund, there are no projects forecasted at this time. \$80,000 is scheduled each year to be paid to the General Fund to partially defray the cost of operations that are accounted for within the Public Facilities operating budget.

In the Golf Course, it is expected that the major improvements that were done over the past few years will continue to result in more activity being generated. Should this be the case, then the Golf Course can "unwind" the internally financed loans that made those improvements possible. These annual loan payments are scheduled to be made as they were initially calculated. In FY 2019-20, \$50,000 is allocated from discretionary sales taxes to upgrade golf tees, plus \$60,000 to reroute the water lines and shorten the distance needed to serve the Golf Clubhouse.

At the Airport, revenues from property rentals have steadily increased and are sufficient to cover the normal operating costs and to repay advances with interest to the Discretionary Sales Tax Fund for the internally financed loans that were used toward constructing hangars. The final balance on an interest free advance from the General Fund that was made a number of years ago is scheduled for payment in FY 2020.

For the Building Fund, an additional vehicle is scheduled to be purchased for use of the staff in performing fire code inspections, while also continuing enforcing the building codes. This is in conjunction with a reorganization of staff that is considered necessary to effectively assume responsibility for fire code enforcement, which was previously handled by the County.

The Fiscal Year 2020-2025 the Capital Budget will not depart from the current direction of the City. The Citywide goals will continue to be achieved and accomplished by undertaking the following major programs, projects and activities within the listed goals:

Citywide Infrastructure Improvements

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

Governmental Efficiency:

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

Commitment to the Future:

- 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;
- Utilize best management practices to effectively maintain the stormwater system;
- Implement the recently approved Coastal Resiliency Plan;
- 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;
- Partner with Sebastian Community Redevelopment Agency to initiate additional projects and programs to benefit the Community Redevelopment District.

COMPARATIVE AND TREND ANALYSIS

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

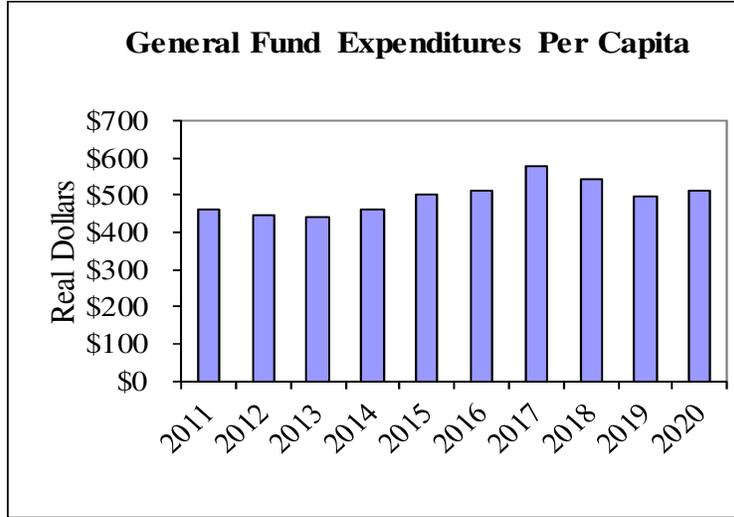
General Fund expenditures per capita in Sebastian for several years reflected a period of limited revenues that resulted in rather extreme budget cutting measures, including no employee pay increases, elimination of positions and twelve mandatory unpaid furlough days per year for employees. Spending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

General Fund Expenditures Per Capita

Fiscal Year	Actual	Adopted	Adopted							
	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>	<u>2017</u>	<u>2018</u>	Budget	Budget
General Fund Expenditures (in millions)	\$10.59	\$9.79	\$9.75	\$10.30	\$11.23	\$11.57	\$13.41	\$13.14	\$12.28	\$12.87
Population (1)	22,922	21,929	21,995	22,188	22,296	22,622	23,137	24,192	24,630	25,168
Percent Change from Prior Year	0.9%	-4.3%	0.3%	0.9%	0.5%	1.5%	2.3%	4.6%	1.8%	2.2%
Expenditures Per Capita	\$462	\$446	\$443	\$464	\$504	\$511	\$580	\$543	\$499	\$511
Percent Change from Prior Year	-4.5%	-3.4%	-0.7%	4.7%	8.5%	1.5%	13.3%	-6.3%	-8.2%	2.6%

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

CHART I

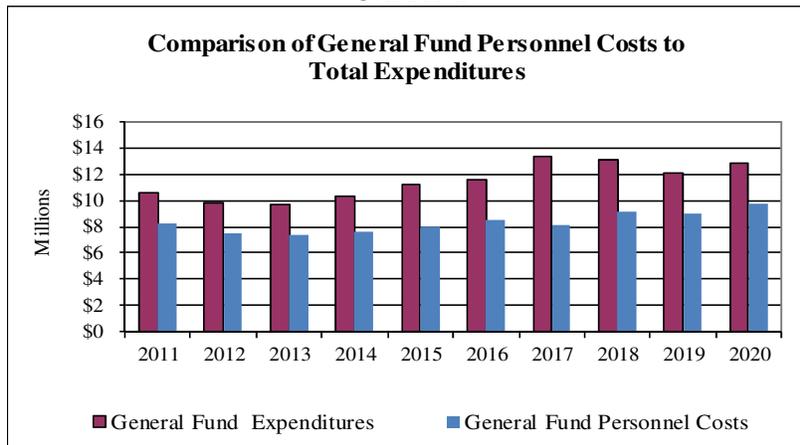


Another important consideration involves strict attention to personnel costs. The comparison of General Fund personnel costs to total General Fund expenditures for the past several years is shown in the following table and in CHART II. Although furlough days, pay freezes and lay-offs reduced personnel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

Comparison of General Fund Personnel Costs to Total Expenditures

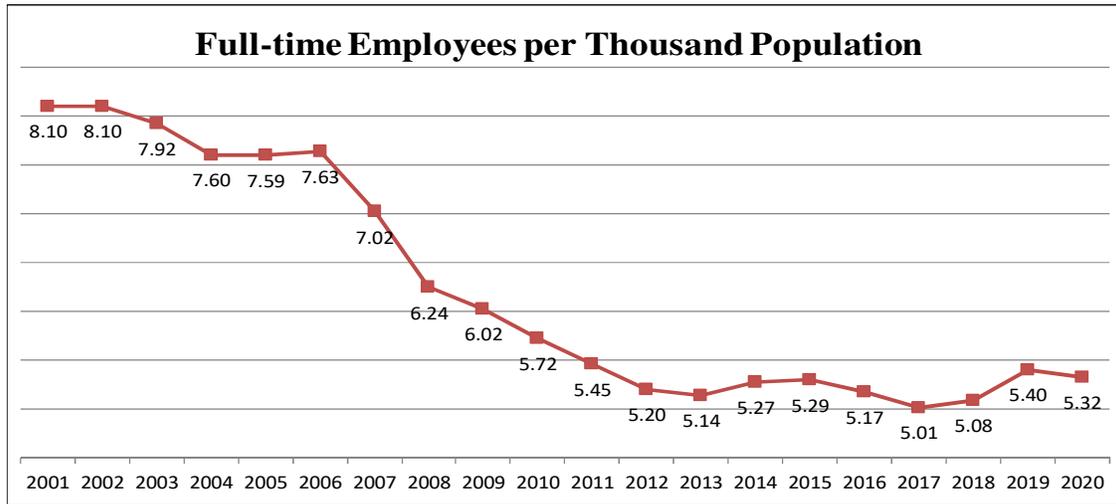
Fiscal Year		General Fund Personnel Costs	Total	Percentage
			General Fund Expenditures	
2011	Actual	\$8,244,295	\$10,589,848	77.85%
2012	Actual	\$7,530,386	\$9,785,294	76.96%
2013	Actual	\$7,421,903	\$9,750,950	76.11%
2014	Actual	\$7,671,004	\$10,297,178	74.50%
2015	Actual	\$7,971,142	\$11,229,408	70.98%
2016	Actual	\$8,527,708	\$11,568,292	73.72%
2017	Actual	\$8,175,533	\$13,408,315	60.97%
2018	Actual	\$9,111,377	\$13,140,369	69.34%
2019	Estimated	\$9,017,242	\$12,055,529	74.80%
2020	Budget	\$9,823,539	\$12,872,460	76.31%

CHART II



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

CHART III



The comparison of General Fund actual unrestricted fund balance to the General Fund total expenditures is illustrated in Chart IV and Chart V. As stated in the adopted financial policies, the General Fund unrestricted fund balance for declared national disasters is targeted at five million dollars (\$5,000,000). This target approximates an amount calculated to sustain City operations following such events. The nationally recognized Government Finance Officers Association recommends the unrestricted fund balance be no less than two months of the General Fund regular operating expenditures but experience has shown that this would be inadequate for this City. With expenditures resulting from Hurricane Matthew and Hurricane Irma occurring primarily in 2017, fund balance was reduced but the City has recovered almost all of the approved reimbursements from the State or FEMA (Federal Emergency Management Agency). Nevertheless, the charts below reflect that the 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

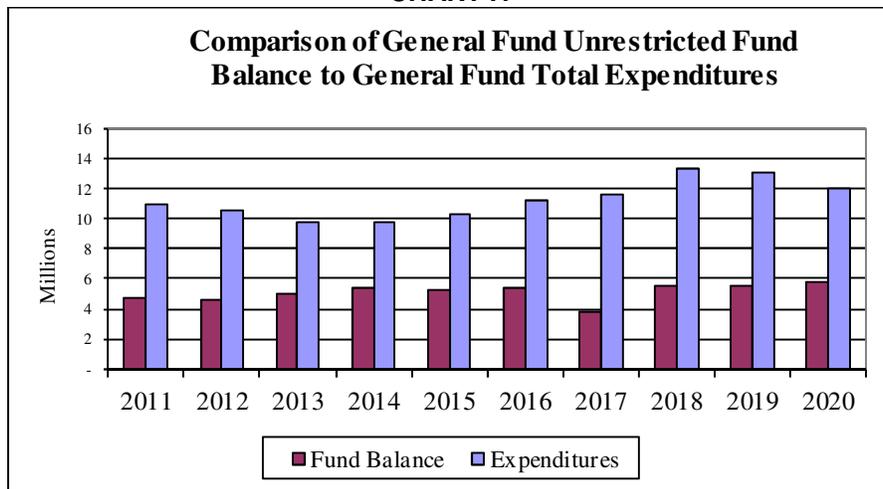
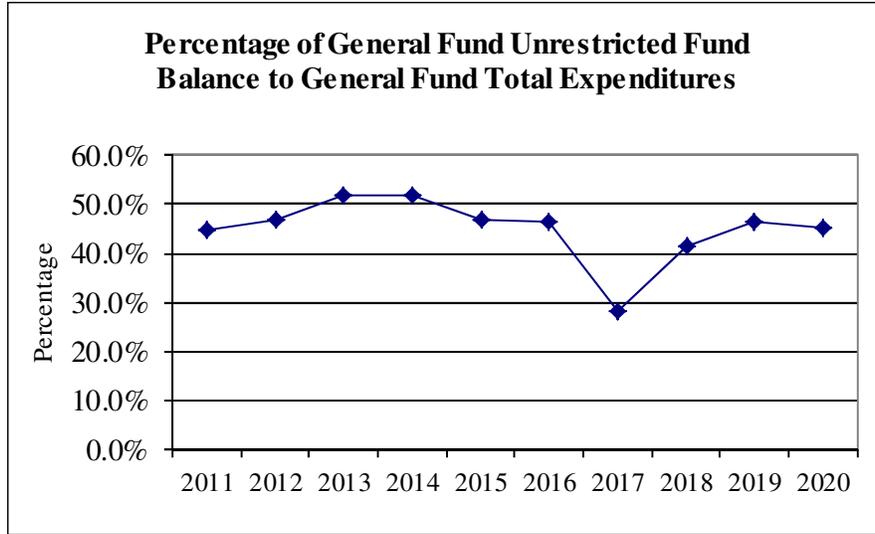


CHART V



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

BUDGET BY FUNCTION

Economic Environment

As reported by the University of Florida Bureau of Economic and Business Research, 2018 Estimates of Population, the City's population is 25,168. This was a 2.2% 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 had picked up significantly, there are currently signs of it leveling off. 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 \$102,731,140 to \$106,989,123. Recent infrastructure improvements within the CRA area are expected to improve the area and additional measures are being undertaken. The CRA will continue the Façade, Sign and Landscaping Grant Program to award grants to local businesses and improve the overall ambience of the district. It also has a program to encourage sewer hook-ups within the CRA area and a stormwater plan for this specific area is being followed. The City continues to maintain and improve the properties acquired at the 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 and to attract retirees <http://www.sebastianretirement.com>. The website features information on economic incentives, relocation and business development. The City strives to provide new businesses with information about the community and promote the local Chamber of Commerce. An effort is underway to redesign the City's websites and take measures to insure frequent updating with the most current information.

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 seventeen years ago. This designation markedly increased the Department's ability to prevent and control crime through more effective and efficient delivery of law enforcement services to the community. Primary reasons for seeking accreditation included: the necessity to establish goals and objectives with provisions for periodic updating; constant reevaluation of whether departmental resources are being employed in accordance with agency goals, objectives and mission; constant reevaluation of departmental policies and procedures as documented in the department's written directive system; to accommodate correction of internal deficiencies and inefficiencies before they become public problems; and the opportunity to reorganize without the appearance of personal attacks.

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

Transportation

The City continues working on a long-term planning, modeling, study, and coordination with the 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 and bring them into compliance with the State's specifications.

Recognizing the lack of resources allocated in the past for maintaining the roadways, the City in FY 2019 budgeted to perform a professional road condition assessment and document a systematic plan to insure that road resurfacing is completed before conditions require a complete rebuilding. The FY 2020 budgets for road resurfacing and road reconstruction reflect work identified as necessary based on that assessment. Although most of the future roadwork is expected to be funded by Local Option Gas Taxes, some of the roadways that have not been adequately maintained and now need to be rebuilt will be funded by Discretionary Sales Taxes.

Airport

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

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

Physical Environment

To comprehensively address and implement long-term solutions to community drainage and other stormwater related 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 improvements.

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

Culture and Recreation

The City continues with efforts to devote sufficient funding for beautification and landscaping improvements throughout the City. The organization remains acutely aware that properly maintaining this infrastructure is a high priority for making the City an attractive location to both work and play. Therefore, attention is given to providing the staffing and equipment necessary to properly maintain street medians, rights-of-way areas and the green areas surrounding all City facilities. Efforts are being made to add or enhance parks and recreation facilities. Recreation impact fees are budgeted in FY 2019-20 for standardizing park signage and improving the playgrounds. A new pickle ball facility is under construction and additional funds are added in FY 2019-20 for its landscaping and lighting.

In addition to making the parks and recreation facilities available for use by the public, the City operates a public Golf Course facility. In recent years, a complete renovation of the Golf Course restaurant was done, the irrigation system upgraded, the cart paths replaced and the greens completely rebuilt. Work will be done in FY 2019-20 to improve the golf tees. With these improvements, there is an expectation that the Golf Course will attract more customers than it has in the past and be more self-supporting.

SUMMARY

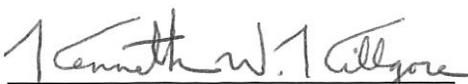
The Proposed Fiscal Year 2019-20 Budget continues to represent the character of a City whose unique identity distinguishes itself from other geographic areas of both Indian River County and throughout the Treasure Coast. There are a lot of numbers, indicators, projections, charts and graphs in this budget 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.

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 2019-20 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 2018-19 budget document. This is the fifteenth consecutive year the City has received this honor. This award is the highest form of recognition in governmental budgeting and represents a significant achievement by our City.

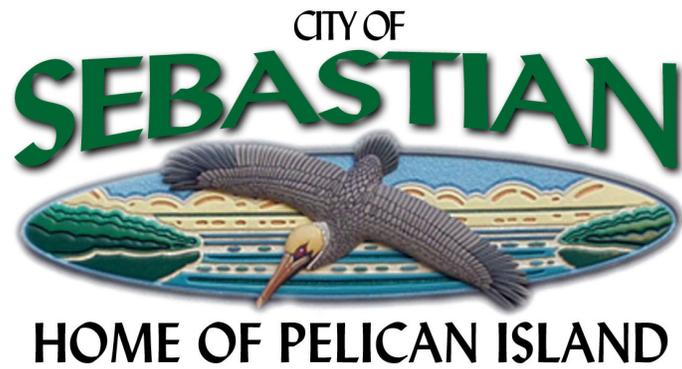
In closing, we wish to acknowledge the steadfast efforts and dedication of the employees of the City of Sebastian. Sebastian has grown into a marquee community due in large part to their efforts and the leadership of City Council. Special recognition and very personal thanks goes out to the Management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

Respectfully submitted,


Kenneth W. Killgore,
Administrative Services Director/CFO


Paul Carlisle,
City Manager

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET



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CITY OF SEBASTIAN FLORIDA
ANNUAL BUDGET
FISCAL YEAR 2019-2020

BUDGET OVERVIEW



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CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

COMMUNITY PROFILE

General Description

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

The City was first incorporated as the Town of Sebastian in 1924. In the late 1950s General Development Corporation purchased the land from the Mackle family of Miami and began the development of a planned community that is now the City of Sebastian. The City has an estimated population of 25,168 living in an area of approximately 14.6 square miles.

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

Education

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

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

Workforce

The largest major industry sector in the Sebastian area is Health Care and Social Assistance with 18.1% of the employment, followed by Retail Trade with 16.2% and Accommodation and Food Services with 10.7%. The historical overall unemployment rate for the area over the past ten years and the projected unemployment rate for the next ten years are greater than that of the state of Florida. The August, 2019 unemployment rate was 4.4%, as compared to 3.5% for Florida. 27.8% of the County's population holds a bachelor's degree or higher, the area median age is 49 years and median household income is \$49,009. 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 2019/2020 ANNUAL BUDGET

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

Major Employers in Indian River County

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

Source: Indian River County Community Development Department

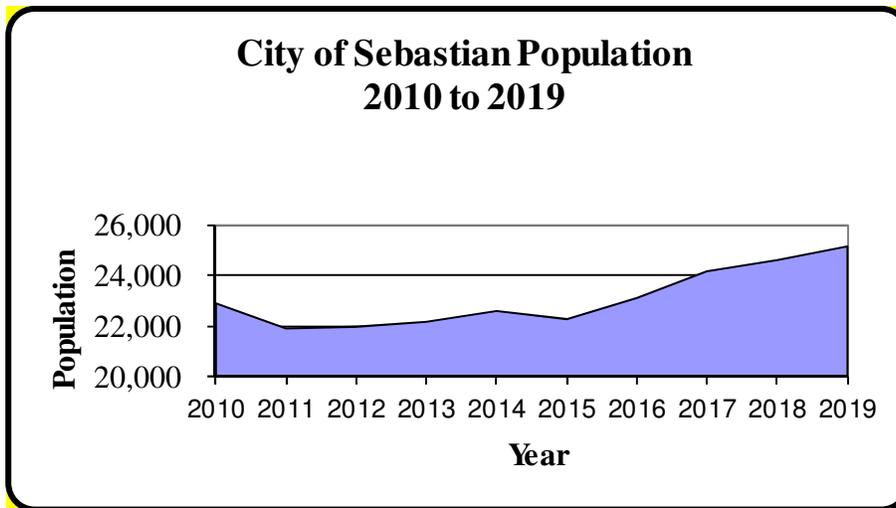
CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

Population/Growth

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

POPULATION PERCENTAGE INCREASE

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%
2018	24,630	1.81%
2019	25,168	2.18%



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

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

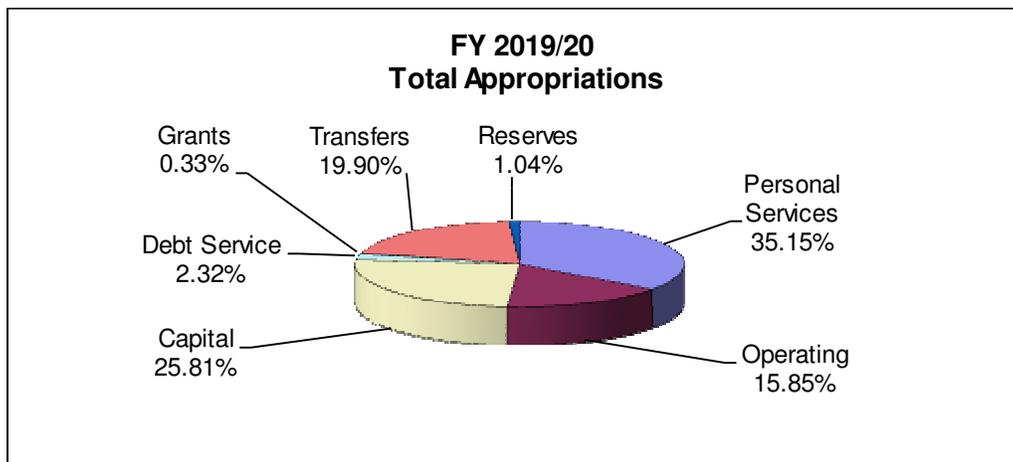
The Fiscal Year 2019/20 adopted budget continues to emphasize minimizing expenditures, yet adequately funding the desired level of service. Reducing expenditures continues to be a challenge, as each year becomes more difficult as the budgets have already been kept at a minimum. Despite the State mandated rate increase limitations, the City has exercised many cost cutting techniques over the years to facilitate the adoption of a lower millage rate. Major cost cutting techniques for a number of years included the implementation of Employee Voluntary Early Retirement Incentive Programs, the elimination of positions, furlough days, as well as zero budgets for new positions and minimizing purchases of capital items. With finally seeing increases in taxable property values in the past several years, the City 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 2019/20 is \$33,246,760. The major components include the following:

- **Personal Services:** This includes all the payroll cost for employees of the City, including overtime, part-time, temporary and all the related employee benefits. The budgeted amount for this fiscal year is \$11,687,215.
- **Operating Budget:** The operating budget finances the contractual fees, supplies, utility billings, training/travel expenditures. The budgeted amount for this fiscal year is \$5,331,688.
- **Capital Budget:** The Capital budget includes purchases of equipment, facilities and land, plus the construction of city facilities, such as roads, drainage, and parks projects. The budgeted amount in all Funds for this fiscal year is \$8,386,606.
- **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 \$771,198.
- **Grants Budget:** This includes payments to other individuals or organizations. \$109,632 is appropriated in this fiscal year to continue the sign upgrade and sewer connection program within the Community Redevelopment Area.
- **Transfers Budget:** These are made between budgeted funds and total \$6,616,088 in this fiscal year.
- **Contingency/Reserve:** The contingency/reserve appropriations are made up of unappropriated fund balances available to cover emergency expenses or revenue shortages. The appropriations this fiscal year to increase fund balances total \$344,333.

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



CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

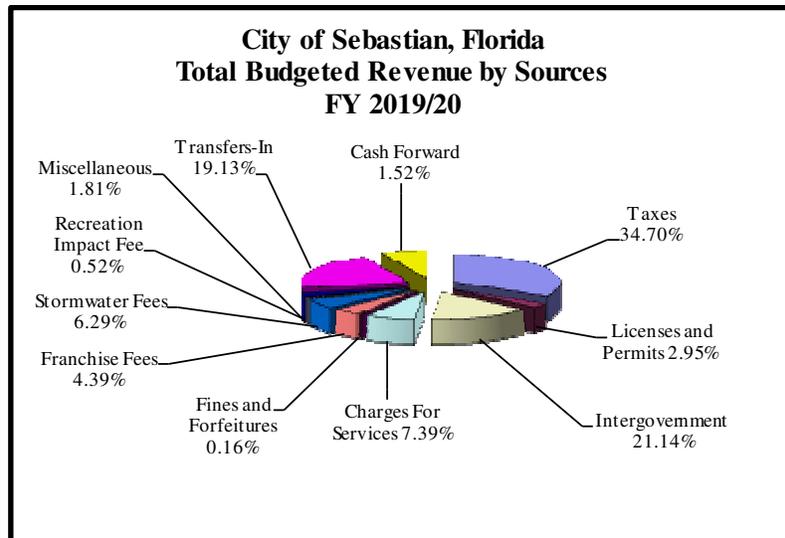
FY 2019/20 BUDGET SUMMARY FOR ALL FUNDS

	GENERAL FUND	SPECIAL REVENUE FUNDS	DEBT SERVICE FUNDS	CAPITAL PROJECTS FUNDS	ENTERPRISE FUNDS	ALL FUNDS
<u>REVENUES:</u>						
Taxes:						
Ad Valorem	\$ 3,951,497	\$ -	\$ -	\$ -	\$ -	\$ 3,951,497
Sales and Use Taxes	-	4,395,352	-	-	-	4,395,352
Utility Service	3,017,973	-	-	-	-	3,017,973
Licenses and Permits	162,200	-	-	-	722,500	884,700
Intergovernmental Revenue	3,102,538	397,816	-	1,645,000	-	5,145,354
Charges For Services	698,866	-	-	-	1,845,341	2,544,207
Fines and Forfeitures	39,800	1,000	-	-	-	40,800
Franchise Fees	1,401,716	-	-	-	-	1,401,716
Stormwater Assessment	-	1,940,000	-	-	-	1,940,000
Recreation Impact Fees	-	141,050	-	-	-	141,050
Miscellaneous Revenue	472,870	189,872	3,500	-	214,007	880,249
TOTAL REVENUES	12,847,460	7,065,090	3,500	1,645,000	2,781,848	24,342,898
Transfers-In (1)	25,000	-	401,355	6,079,733	110,000	6,616,088
Cash Balances Brought Forward	-	2,287,774	-	-	-	2,287,774
TOTAL REVENUES, BALANCES AND TRANSFERS	\$ 12,872,460	\$ 9,352,864	\$ 404,855	\$ 7,724,733	\$ 2,891,848	\$ 33,246,760
<u>EXPENDITURE/EXPENSES:</u>						
General Government	\$ 4,157,782	\$ -	\$ -	\$ 160,000	\$ -	\$ 4,317,782
Public Safety	6,393,522	-	-	692,000	820,066	7,905,588
Physical Environment	-	1,695,647	-	1,314,000	-	3,009,647
Transportation	1,166,416	111,400	-	5,225,733	390,865	6,894,414
Economic Environment	-	513,900	-	-	-	513,900
Culture and Recreation	1,154,740	-	-	333,000	1,480,828	2,968,568
Debt Service	-	243,802	402,138	-	30,500	676,440
TOTAL EXPENDITURE/EXPENSES	12,872,460	2,564,749	402,138	7,724,733	2,722,259	26,286,339
Transfers-Out (1)	-	6,591,088	-	-	25,000	6,616,088
Increases to Cash Reserves	-	197,027	2,717	-	144,589	344,333
TOTAL EXPENDITURES/EXPENSES, TRANSFERS AND RESERVES	\$ 12,872,460	\$ 9,352,864	\$ 404,855	\$ 7,724,733	\$ 2,891,848	\$ 33,246,760

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

SUMMARY OF REVENUES

Funding available to the city in FY 2019/20 from all sources is estimated at \$33,246,760. As illustrated in the graph below, tax revenues make up approximately 34.70% of total budgeted revenues. Tax revenues include ad valorem taxes, discretionary sales tax, and utility service tax. Intergovernmental revenues make up 21.14% of revenues. These are comprised of state shared revenues and federal grants, state grants, and local grants. Charges for services represent an additional 7.39% of revenues, and are generated mainly by the enterprise activities of the city.



The table presented below summarizes changes in FY 2019/20 revenues compared to the FY 2018/19 original budget. Taxes increased 3.2% due to an increase in taxable values. Licenses and Permits have a decrease of 5.5% due to slightly lower expectations of permitting activity. Intergovernmental Revenue shows a decrease of 23.3% due to a lesser amount expected from grants for Airport projects. Charges for Services increased 8.5% due to adjustments to charges between Funds for administrative support. Franchise Fees is increased just .5% based on current levels of collection. Based on actual collections, the Stormwater Assessment budget is being reduced by 2.8%. Miscellaneous Revenue is increased 52.5% due to increases in anticipated investment returns. Recreation Impact Fee projections were reduced by 13.9% to more closely match recent trends. Transfers-In were increased 9.0% due to more funds being transferred from Special Revenue Funds to Capital Project Funds. Balances Forward increased due to using more of the reserve balances in Special Revenue Funds to pay for current year capital projects.

Total Budgeted Revenue

	Budget FY 2015/16	Budget FY 2017/18	Budget FY 2018/19	Budget FY 2019/20	Increase (Decrease)	% Increase/ Decrease
Taxes	9,799,774	10,421,873	11,010,564	\$ 11,364,822	\$ 354,258	3.2%
Licenses and Permits	792,450	790,900	936,400	884,700	(51,700)	-5.5%
Intergovernmental Revenue	3,379,959	5,909,988	6,707,490	5,145,354	(1,562,136)	-23.3%
Charges For Services	2,081,582	2,235,194	2,344,357	2,544,207	199,850	8.5%
Fines and Forfeitures	66,300	56,000	51,500	40,800	(10,700)	-20.8%
Franchise Fees	1,255,053	1,333,454	1,394,340	1,401,716	7,376	0.5%
Stormwater Assessment	985,500	998,000	1,995,000	1,940,000	(55,000)	-2.8%
Recreation Impact Fee	100,000	163,800	163,800	141,050	(22,750)	-13.9%
Miscellaneous Revenue	304,225	357,609	577,070	880,249	303,179	52.5%
Total Operating revenues	\$ 18,764,843	\$ 22,266,818	\$ 25,180,521	\$ 24,342,898	\$ (837,623)	-3.8%
Transfers-In	4,648,339	4,082,381	6,071,742	6,616,088	544,346	9.0%
Balances Forward	403,343	499,230	481,117	2,287,774	1,806,657	375.5%
Total Revenues	\$ 23,816,525	\$ 26,848,429	\$ 31,733,380	\$ 33,246,760	\$ 1,513,380	4.8%

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

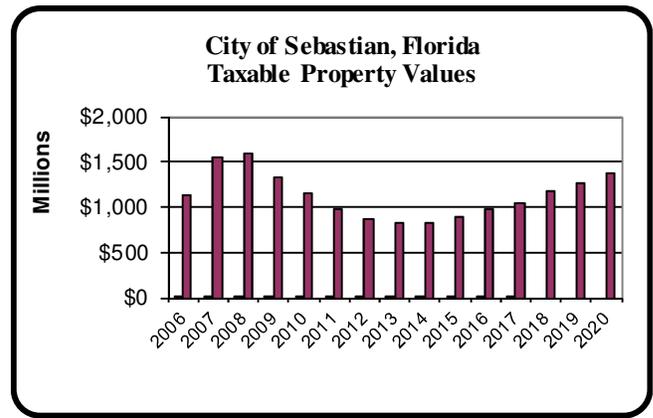
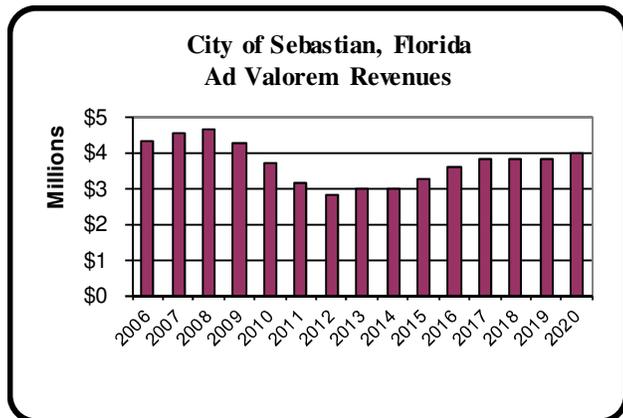
The following is an overview and analysis of all the major revenue sources for the city. The overview provides a description of the revenue and the authority to collect such revenue. The analysis provides up to ten years trend for each major revenue source.

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 2019/20 the City has budgeted at 96% or \$3,881,366 for current ad valorem tax collections.

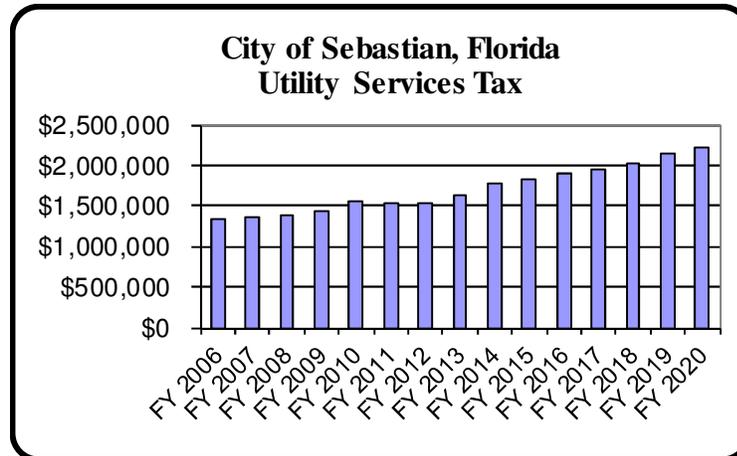
Ad valorem taxes, or property taxes, provide approximately 30.7% of the City’s General Fund revenues. The graphs below illustrate a significant decline in ad valorem revenues and property value until FY 2012/13 and then a sizable recovery since then. The FY 2019/20 property value shows an increase from the previous year final levy due to additions to the tax roll and increases in taxable assessed values. A summary of the City’s millage rates and tax collections since 1998 is located in the schedule section of this document.



CITY OF SEBASTIAN, FLORIDA 2019/2020 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 2019/20, \$1,831,554 is estimated to be received from this tax on electric service based on trend analysis. The Utility Services Tax revenues are recorded in the General Fund and they provide 23.4% of General Fund revenues. The graph below illustrates historical and projected collections in Utility Services Tax, which is consumption driven.



Communication Service Tax

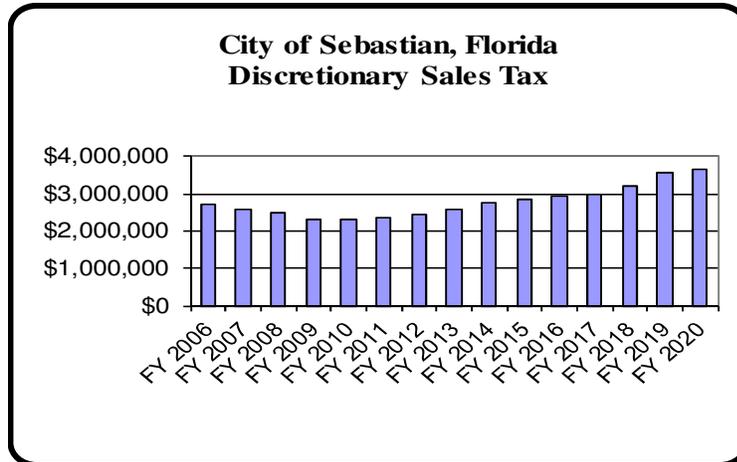
The Communication Service Tax replaced the franchise fee for dealers of communications services (including, but not limited to, phone and cable TV services). The tax in the city is 5.22% of the sales price on all taxable sales of communication services provided within the municipality. The revenue estimated for the FY 2019/20 is \$802,441. 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 2019/20, \$3,659,032 is estimated to be received based on the trend analysis and the estimate provided by the Legislative Committee on Intergovernmental Relations (LCIR). The revenues from the Discretionary Sales Tax are recorded in a special revenue fund.

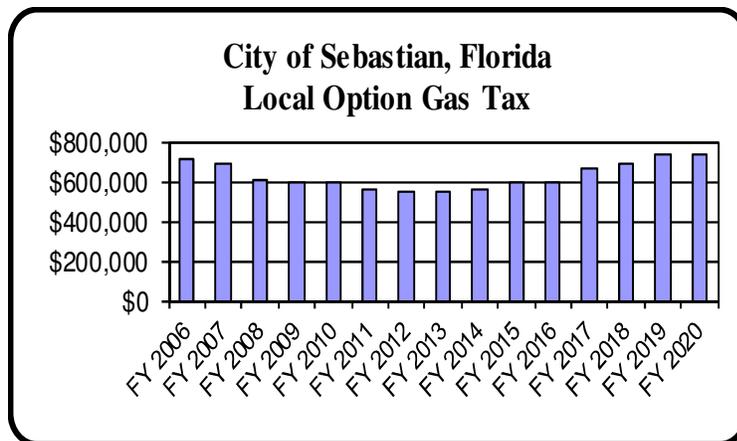
CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

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 2006.



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 2019/20 the revenue is projected to be \$736,320. The Local Option Gas Tax revenues are recorded in a special revenue fund. The revenue is restricted for use in transportation expenditures, thus reducing the burden of such costs on ad valorem taxes.

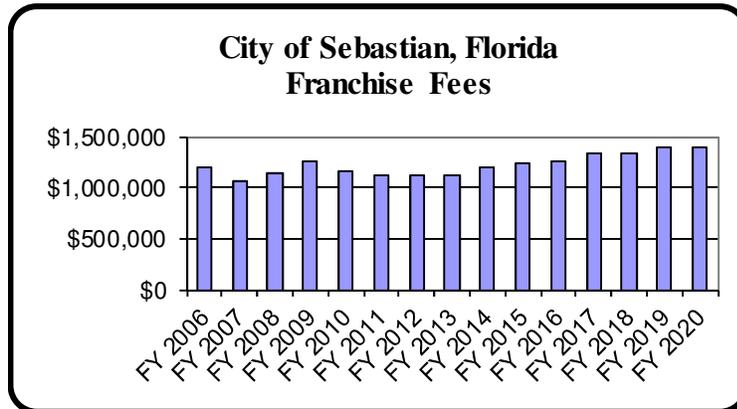


FRANCHISE FEES

Franchise fees are paid by utility providers (electricity, solid waste and natural gas) for their use of city streets and property in providing their services. The solid waste and natural gas franchise fee is 6.0% of gross revenue collected. The electric franchise fee is 5.9% of the utility provider’s gross receipts. The majority of the city’s franchise fee revenue is from electric franchise fees. Electric franchise fees have grown along with population over the last few years. FY 2019/20, \$1,401,716 is budgeted as franchise fees revenues.

CITY OF SEBASTIAN, FLORIDA 2019/2020 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.

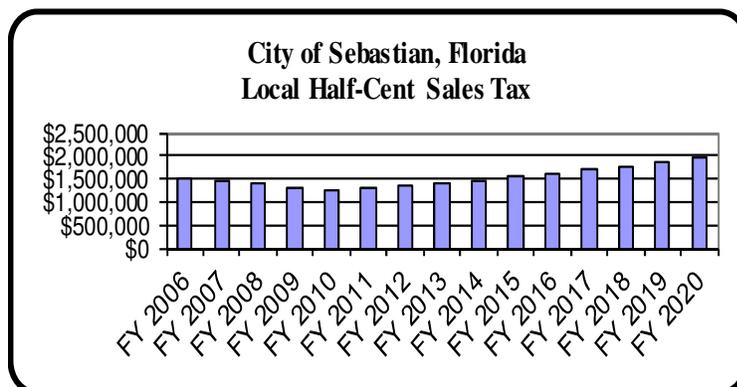


INTERGOVERNMENTAL REVENUES

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 2020 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.

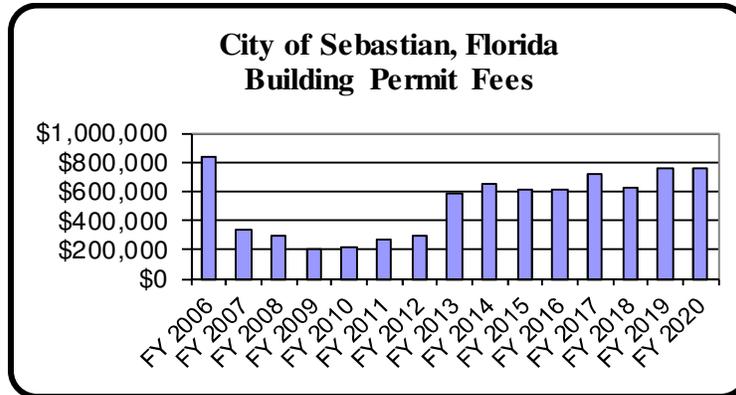


CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

CHARGES FOR SERVICES

Building Department Revenues

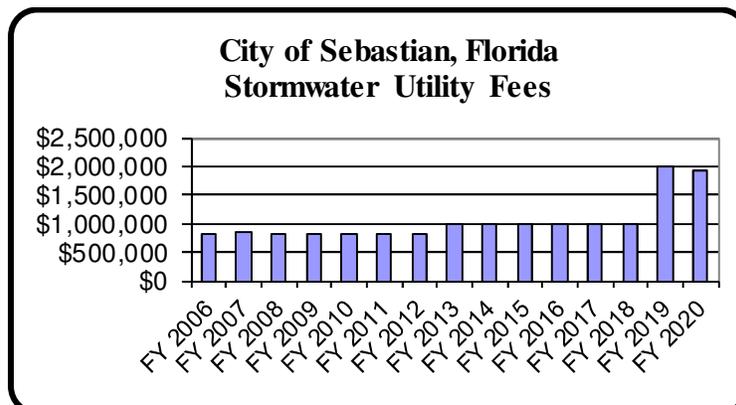
The Building Department is an enterprise operation of the City. A major part of the Building Department Revenue sources is building permit fees. Building activities are very sensitive to economic changes, and this type of revenues can quickly decline if there is a downturn in the economy. The City experienced 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 2012/2013. Then for FY 2018/2019, in order to increase funding for necessary capital improvements, the fee was increased to \$10.00 per month. For the FY 2019/20, the revenue is estimated to be a net amount of \$1,995,000. 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 2019/2020 ANNUAL BUDGET

SUMMARY OF APPROPRIATIONS

City services are provided through the City Council, three charter officers, operating departments/divisions (excluding the Stormwater Department, Golf Course, Airport Administration, and Building Department), and are all supported by the General Fund. The Exhibit S-1 on the following page compares the General Fund departmental expenditure budget for FY 2019/20 to the amended expenditure budget for FY 2018/19.

The total increase of 4.9% for the General Fund reflects a large increase in personnel cost, an increase in operating expenditures, a decrease in capital outlays and elimination of transfers to other funds. Notable changes in appropriations for individual departments are:

- ❑ City Council increased 12.8% due to increases to travel, training and education accounts.
- ❑ City Manager decreased 7.4% from employee turnover and a reduction in operating accounts.
- ❑ City Clerk increased 10.8% since there is an election scheduled this year.
- ❑ City Attorney increased 1.3% to add more funding for services not handled by the City Attorney.
- ❑ Administrative Services went up .1% due to the costs of the accounting system user fees.
- ❑ Management Information Services increased 12.4% primarily for a web site redesign consultant.
- ❑ Police Administration is up 26.5% with the accrued leave payouts to be due with the Chief's retirement and Deputy Chief's taking the DROP option.
- ❑ Police Operations is up 3.2% due to added overtime and increased capital purchases.
- ❑ Police Detectives increased 23.5% from the transfer of two positions from Police Administration.
- ❑ Police Dispatch is up .8% as higher wage and benefits were offset by lower operating expenditures.
- ❑ Code Enforcement went up by 3.8% primarily from wage and benefit increases.
- ❑ Roads and Maintenance decreased 1.1% with added wages and benefits offset by less capital costs.
- ❑ Fleet Management went down 14.8% with cutting maintenance accounts and cutting a part-time slot.
- ❑ Facilities Maintenance increased 24.7% by moving the Public Facilities Director from Roads.
- ❑ Cemetery decreased by 18.2% from a reduction in the capital account replacing a vehicle last year.
- ❑ Leisure Services went down 7.5% from reductions in operating expenditures and capital accounts.
- ❑ Community Development is up 48% for a Planner and consulting fees for the comprehensive plan.
- ❑ Non-Departmental decreased 11.8% from eliminating a contingency account that was used last year.

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

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

<u>Org Code</u>	<u>Description</u>	<u>FY 15/16 Budget</u>	<u>FY 16/17 Budget</u>	<u>FY 17/18 Budget</u>	<u>FY 18/19 Amended Budget</u>	<u>FY 19/20 Budget</u>	<u>Increase (Decrease)</u>	<u>% Increase (Decrease)</u>
010001	City Council	\$ 53,733	\$ 53,889	\$ 54,893	\$ 55,908	\$ 63,080	\$ 7,172	12.8%
010005	City Manager	267,702	351,843	276,569	298,289	276,327	(21,962)	-7.4%
010009	City Clerk	328,628	188,919	225,160	207,036	229,311	22,275	10.8%
010022	Audio Visual	164,502	121,939	134,138	-	-	-	n/a
010010	City Attorney	101,730	101,720	101,554	104,914	106,291	1,377	1.3%
010020	Administrative Services	490,416	487,476	652,296	693,455	694,267	812	0.1%
010021	Management Information Service	204,450	233,201	220,197	476,934	535,860	58,926	12.4%
010041	Police Administration	830,164	724,996	893,551	858,496	1,085,879	227,383	26.5%
010043	Police Operations	2,404,754	2,598,252	2,778,265	3,313,817	3,419,316	105,499	3.2%
010047	Police Detective Division	779,808	794,027	803,619	846,924	1,046,336	199,412	23.5%
010049	Police Dispatch Unit	566,713	581,361	597,355	646,273	651,282	5,009	0.8%
010045	Code Enforcement Division	178,074	166,499	173,549	183,672	190,709	7,037	3.8%
010051	Engineering	-	534,121	418,276	-	-	-	n/a
010052	Roads and Maintenance	753,038	591,718	615,953	965,960	954,867	(11,093)	-1.1%
010053	Stormwater Utility	1,220,617	923,036	926,206	-	-	-	n/a
010054	Fleet Management	237,152	240,448	228,632	248,212	211,549	(36,663)	-14.8%
010056	Facilities Maintenance	346,824	265,037	314,412	421,180	525,178	103,998	24.7%
010059	Cemetery	190,252	147,816	178,423	219,020	179,176	(39,844)	-18.2%
010057	Leisure Services	882,432	925,284	926,176	1,248,340	1,154,740	(93,600)	-7.5%
010080	Community Development	198,207	267,729	421,109	396,147	586,324	190,177	48.0%
010099	Non-Departmental	1,286,981	1,350,972	1,016,936	1,090,744	961,968	(128,776)	-11.8%
Total General Fund Expenditures		<u>\$11,486,177</u>	<u>\$11,650,283</u>	<u>\$11,957,269</u>	<u>\$12,275,321</u>	<u>\$12,872,460</u>	<u>\$ 597,139</u>	<u>4.9%</u>

Exhibit S-2 compares the General Fund expenditure by category budget for FY 2019/20 with the projected expenditures for FY 2018/19.

- Salaries and benefits reflect an increase of 8.9% primarily because of pay and benefit increases scheduled for employees.
- Operating expenditures increased 5.2% primarily for special consulting work needed to update the Comprehensive Plan and to redevelop the City's websites.
- Capital outlay reflects a reduction in items being funded by General Fund.
- Transfers to Other Funds have been totally eliminated.

Exhibit S-2 General Fund Expenditures by Category

<u>By Major Category</u>	<u>FY 15/16 Actual</u>	<u>FY 16/17 Actual</u>	<u>FY 17/18 Actual</u>	<u>FY 18/19 Projected</u>	<u>FY 19/20 Budget</u>	<u>Increase (Decrease)</u>	<u>% Increase (Decrease)</u>
Salaries and Benefits	\$ 8,527,708	\$ 8,175,533	\$ 9,111,377	\$ 9,017,242	\$ 9,823,539	\$ 806,297	8.9%
Operating Expenditures	2,504,981	2,838,568	3,183,431	2,676,202	2,814,421	\$ 138,219	5.2%
Capital Outlays	191,902	220,623	209,532	336,441	234,500	\$ (101,941)	-30.3%
Transfers to Other Funds	343,700	2,173,590	636,029	25,644	-	\$ (25,644)	n/a
Total	<u>\$ 11,568,292</u>	<u>\$ 13,408,315</u>	<u>\$ 13,140,369</u>	<u>\$ 12,055,529</u>	<u>\$ 12,872,460</u>	<u>\$ 816,931</u>	<u>6.8%</u>

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

Exhibit S-3 compares the total expenditure budget by fund for FY 2019/20 to the projected expenditures for FY 2018/19. 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 15/16 Actual Expenditures/ Expenses</u>	<u>FY 16/17 Actual Expenditures/ Expenses</u>	<u>FY 17/18 Actual Expenditures/ Expenses</u>	<u>FY 18/19 Projected Expenditures/ Expenses</u>	<u>FY 19/20 Budgeted Expenditures/ Expenses</u>	<u>Increase (Decrease)</u>	<u>% Increase (Decrease)</u>
General Fund (1)	\$ 11,568,292	\$ 13,408,315	\$ 13,140,369	\$ 12,055,529	\$ 12,872,460	\$ 816,931	6.8%
Special Revenue Funds							
Local Option Gas Tax (2)	901,572	1,041,154	392,564	1,226,766	566,362	(660,404)	-53.8%
Discretionary Sales Tax (3)	2,785,073	3,313,096	2,563,711	4,100,700	5,811,928	1,711,228	41.7%
Riverfront CRA (4)	366,718	301,304	53,082	617,017	513,900	(103,117)	-16.7%
Parking In-Lieu-Of	62	58,495	-	-	-	-	0.0%
Recreation Impact Fee (5)	32,399	61,229	455,784	463,000	293,000	(170,000)	-36.7%
Stormwater Utility (6)	1,437,762	1,273,480	1,351,422	1,521,610	1,970,647	449,037	29.5%
Law Enforcement Forfeiture Fund	17,096	15,999	-	-	-	-	n/a
Debt Service Funds							
Stormwater Utility Notes	402,295	402,059	404,279	403,814	402,138	(1,676)	n/a
Capital Project Funds (7)	3,498,000	3,417,882	-	7,751,243	7,724,733	(26,510)	-0.3%
Enterprise Funds							
Golf Course Fund (8)	1,693,632	1,711,340	1,572,399	1,354,844	1,480,828	125,985	9.3%
Airport Fund	639,639	389,780	233,863	530,477	446,365	(84,112)	-15.9%
Building Department (9)	1,059,427	915,153	1,339,655	676,297	820,066	143,769	21.3%
Total All Funds	\$ 24,401,967	\$ 26,309,286	\$ 21,507,128	\$ 30,701,297	\$ 32,902,427	\$ 2,201,131	7.2%

- (1) General Fund reflects increases to employee pay and benefits and added positions, as well as to operating expenditures.
- (2) Local Option Gas Tax operating accounts were moved to General Fund and road resurfacing projects were reduced from the prior year.
- (3) Discretionary Sales Tax spending increased because of substantial funding allocated to construction of a new public works facility and providing grant matching funds toward large Airport projects.
- (4) Riverfront CRA decreased due to less capital and allocations to grant programs.
- (5) Recreation Impact Fee increased decreased because of more funding for projects than last year.
- (6) Stormwater Utility increased because of increased spending on capital projects and equipment.
- (7) Capital Project Funds increased due to the large amounts allocated for the public works facility and for matching funds on Airport grants.
- (8) Golf Course Fund increased because of capital projects being funded by Discretionary Sales Taxes.
- (9) Airport Fund decreased because of reductions in personnel costs.
- (10) Building Department increased due to personnel costs, operating accounts and buying a vehicle.

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

FUND BALANCE COMPARISON AND PROJECTED CHANGES

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

Exhibit S-4

FUND BALANCE COMPARISON AND PROJECTED CHANGES

Fund Name	Balance 9/30/2017	Balance 9/30/2018	Balance 9/30/2019	Change in Fund Balance		Projected Balance 9/30/2020	Percentage Change from Prior Year
	Actual	Actual	Estimated	Projected Sources	Projected Uses		
General Fund (1)	3,814,275	4,302,473	5,046,649	12,872,460	(12,872,460)	5,046,649	0.0%
Special Revenue Funds							
Local Option Gas Tax (2)	211,004	553,344	58,832	755,361	(566,362)	247,831	321.3%
Discretionary Sales Tax (3)	2,643,877	3,554,598	3,037,747	3,732,304	(5,811,928)	958,123	-68.5%
Riverfront CRA (4)	540,748	443,814	345,342	452,566	(513,900)	284,008	-17.8%
Parking In-Lieu-Of Fund (5)	39,893	54,598	55,908	1,342	0	57,250	2.4%
Recreation Impact Fee (6)	955,251	653,069	340,164	146,184	(293,000)	193,348	-43.2%
Stormwater Utility Fee Fund (7)	266,603	350,464	799,532	1,976,083	(1,970,647)	804,968	0.7%
Law Enforcement Forfeiture Fund	49,226	44,122	45,372	1,250	0	46,622	2.8%
Debt Service Funds							
Stormwater Utility Revenue Bonds	170,357	173,843	173,843	404,855	(402,138)	176,560	1.6%
Capital Project Funds (8)							
General Capital Project	0	0	0	493,000	(493,000)	0	n/a
Capital Improvements	0	0	0	692,000	(692,000)	0	n/a
Transportation Improvements	0	0	0	2,834,597	(2,834,597)	0	n/a
Stormwater Improvements	0	0	0	1,314,000	(1,314,000)	0	n/a
Airport Improvements	0	0	0	2,391,136	(2,391,136)	0	n/a
Enterprise Funds							
Golf Course Revenue Fund (9)	(411,060)	(623,866)	(625,944)	1,480,828	(1,480,828)	(625,944)	0.0%
Airport Fund (10)	(126,876)	(133,240)	(117,692)	569,683	(446,365)	5,626	104.8%
Building Department (11)	279,432	350,937	497,195	841,337	(820,066)	518,466	4.3%
Total All Funds	8,432,730	9,724,156	9,656,948	30,958,986	(32,902,427)	7,713,506	-20.1%

- (1) General Fund projected fund balance is expected to stay the same. Ad valorem taxes were based on a 2.9399 millage, which is less than the 3.1514 levied last year.
- (2) Local Option Gas Tax Fund are being allocated to road resurfacing in accordance with the recently completed paving plan.
- (3) Discretionary Sales Tax projected fund balance will be decreased from spending on the Public Works Compound.
- (4) The Riverfront CRA is spending a portion of projected fund balance on signage improvements and tree preservation.
- (5) The Parking In-Lieu-Of Fee has no planned expenditures and there are no outstanding agreements currently active.
- (6) Recreation Impact Fee projected fund balance decreases due to budgeted construction projects.
- (7) Stormwater Utility Fee Fund revenues will be used for all operational expenses and for additional capital improvements that are expected to be done in concert with grant funding.
- (8) Capital Project Fund projected receipts are equal to amounts projected to be spent.
- (9) Golf Course Fund shows anticipated revenues will equal expenses for FY 2020.
- (10) Airport Fund's projected revenues are expected to exceed expenses in FY 2020.
- (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 2019/2020 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 2019/20, total personnel costs are approximately 68.96% of the city's budgeted operating expenses. Exhibit S-5 provides a comparison of staffing levels in recent years.

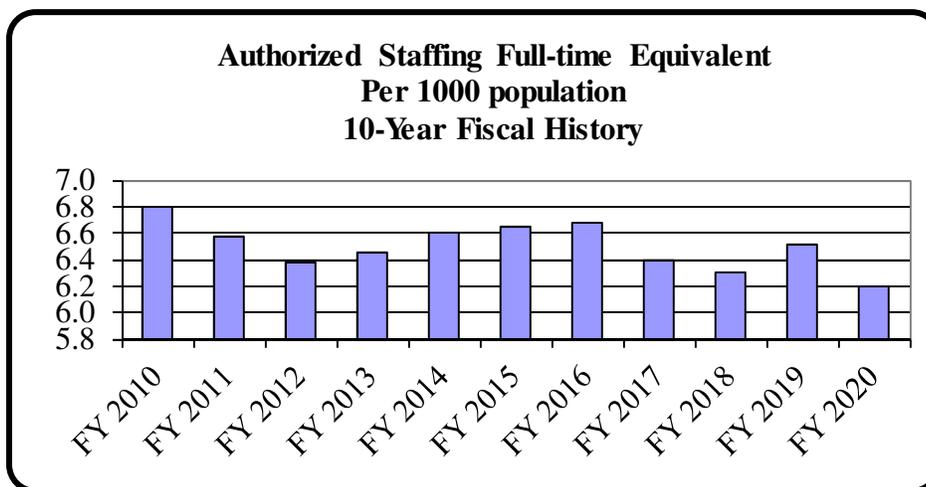
Exhibit S-5 FULL AND PART-TIME POSITIONS

Department/Division	Budget		Budget		Budget		Budget		Amended Budget		Budget	
	FY 2015/2016		FY 2016/2017		FY 2017/2018		FY 2018/2019		FY 2018/2019		FY 2019/2020	
	F/T	P/T	F/T	P/T	F/T	P/T	F/T	P/T	F/T	P/T	F/T	P/T
City Council	0	5	0	5	0	5	0	5	0	5	0	5
City Manager	2.5	0	3	0	2	0	2	0	2	0	2	0
City Clerk	3	0	2	1	2	1	2	1	2	1	2	1
City Attorney	0	0	0	0	0	0	0	0	0	0	0	0
Administrative Services	4	2	5	1	6	0	6	0	6	0	6	0
Mgmt Information Svcs	2	0	2	0	3	3	4	2	4	2	4	2
Audio Visual	1	5	1	3	0	0	0	0	0	0	0	0
Leisure Services	10	18	9	18	8	17	12	18	12	18	12	7
Community Development	2	0	3	0	5	0	4	0	4	0	5	0
Police Administration	8	1	7	1	8	1	7	2	7	2	7	2
Police Operations	27	0	28	0	29	1	34	0	34	0	32	0
Police Investigations	7	10	7	10	7	11	7	10	7	10	9	10
Police Dispatch	10	0	10	0	10	0	10	0	10	0	10	0
Code Enforcement	3	0	3	0	3	0	3	0	3	0	3	0
Engineering	0	0	3	0	0	0	0	0	0	0	0	0
Roads & Maintenance	9	0	8.5	0	7.5	0	9.5	0	9.5	0	10	0
Fleet Management	3.5	0	3.5	0	3.5	0	3.5	0	3.5	0	3	0
Facilities Maintenance	3	1	2	1	3	0	3	0	3	0	4	0
Cemetery	2	0	1	1	2	0	2	0	2	0	2	0
GENERAL FUND TOTALS	97	42	98	41	99	39	109	38	109	38	111	27
Stormwater Utility	12	0	8	0	13	1	14	1	14	1	13	1
Golf Course Administration	2	6	2	6	2	5	2	4	2	4	2	4
Golf Course Carts	0	16	0	16	0	14	0	14	0	10	0	10
Golf Course Total	2	22	2	22	2	19	2	18	2	14	2	14
Airport	1	0	3	0	3	0	2	0	1	1	1	1
Building Department	5	0	5	1	6	0	7	1	7	1	7	1
SUB-TOTALS	117.0	64.0	116.0	64.0	123.0	59.0	134.0	58.0	133.0	55.0	134.0	44.0
TOTAL POSITIONS	181.0		180.0		182.0		192.0		188.0		178.0	
FULL-TIME POSITIONS	149.00		148.00		152.50		163.00		160.50		156.00	

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

The FY 2019/20 budget reflects a total authorization of 134.0 full-time equivalent (FTE) positions to serve the 2019 estimated population of 25,168. This is a staffing ratio of 6.20 FTE's per 1,000 population. From the chart and graph below, the trend for the past few years is illustrated.

<u>Year</u>	<u>FTE</u>	<u>Population To Be Served</u>	<u>Number of FTE Per Thousand</u>
FY 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	152.50	24,192	6.3037
FY 2019	160.50	24,630	6.5164
FY 2020	156.00	25,168	6.1983



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 9/30/19</u>
General Obligation debt	5% of the assessed valuation of taxable property Maturity to 15 years	0%
General Fund Debt Expense	8% of the General Fund expenditure budget	0%
Variable Rate Debt	15% of the total debt outstanding	0%
“Pay As You Go” Financing	Amount is less than \$150,000 Maturity to 10 years	None

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

Debt Outstanding

The following table lists the city's debt obligations and commitments as of September 30, 2019. Each of the two long-term notes include a covenant pledging special revenues. There is no outstanding debt related to the General Fund and the city has no variable rate debt. The Stormwater Bank Note was used to refund a bond issue that initially held an insured rating of AAA. The Paving Improvements Note was used to refund another Bank Note with less desirable terms. The Golf Cart Lease Purchase was used to acquire a new fleet of golf carts.

Debt Description	Initial Principal Amount	Principal Remaining 9/30/2019	Interest Rate	Final Maturity	Initial Bond Rating/ Insurer	Security Pledge
Stormwater Utility Revenue Bank Notes 2014	\$5,630,000	\$1,164,000	2% to 4.2%	2022	AAA/MBIA	Stormwater Utility Fees
Paving Improvements Promissory Notes 2012	\$2,296,000	\$820,000	1.94%	2023	N/A	Local Option Gas Tax
Golf Cart 60 Month Lease Purchase 2017	\$313,152	\$156,171	3.49%	2022	N/A	N/A

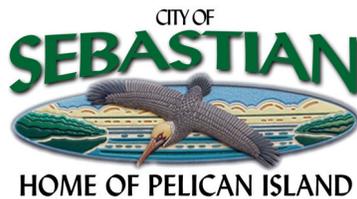
Effects on Current Operations

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



CITY OF SEBASTIAN FLORIDA
ANNUAL BUDGET
FISCAL YEAR 2019-2020

POLICIES



MISSION STATEMENT

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

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

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

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

City of Sebastian, Florida

Financial Policies

City of Sebastian's financial policies set forth the basic framework for overall fiscal planning and management and set forth guidelines for both current activities and long-range planning. These policies are reviewed annually to assure the highest standards of fiscal management and were formally adopted by the City Council at a public meeting on September 16, 2019. The City Manager and the Management Team has the primary role of reviewing financial actions and providing guidance on financial issues to the City Council.

I. Overall Goals

The overall financial goals underlying these policies are:

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

II. Operating Budget Policies

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

A. Budget Process

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

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

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

City of Sebastian, Florida

Financial Policies

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

B. Basis of Budgeting

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

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

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

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

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

City of Sebastian, Florida

Financial Policies

C. Guidelines

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

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

D. Budget Amendment

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

E. Planning

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

III. Revenue Policies

A. Revenue Projections

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

B. User Fees

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

City of Sebastian, Florida

Financial Policies

IV. Performance Measurement Policies

A. Establishing Performance Requirements

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

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

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

B. Reporting Performance

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

V. Investment Policies

A. Investment Management

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

B. Investment Analysis

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

City of Sebastian, Florida

Financial Policies

VI. Capital Improvement Program Policies

A. Capital Improvement Plan

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

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

B. Definition

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

C. Alignments

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

D. Project Approvals

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

E. Maintenance

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

F. Physical Inventory

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

City of Sebastian, Florida

Financial Policies

VII. Debt Management Policies

A. Market Review

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

B. Debt Financing for Capital Assets

1. Short-term Borrowing

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

2. Issuance of Long-term Debt

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

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

C. Debt Service Levels

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

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

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

D. Bond Ratings and Full Disclosure

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

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

City of Sebastian, Florida

Financial Policies

E. Decision Making and Analysis

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

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

VIII. Fund Balance Policies

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

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

City of Sebastian, Florida

Financial Policies

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

City of Sebastian, Florida

Financial Policies

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

IX. Use of Surplus Policies

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

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

City of Sebastian, Florida

Financial Policies

C. Special Revenue Fund Surpluses

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

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

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

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

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

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

X. Reporting and Analysis

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

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

CITY OF SEBASTIAN, FLORIDA 2019/2020 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 2019/2020 ANNUAL BUDGET

Description of All Funds

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

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

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

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

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

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

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

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

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

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

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

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

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

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

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

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

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

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

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

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

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

Permanent Fund

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

Fiduciary Funds

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

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

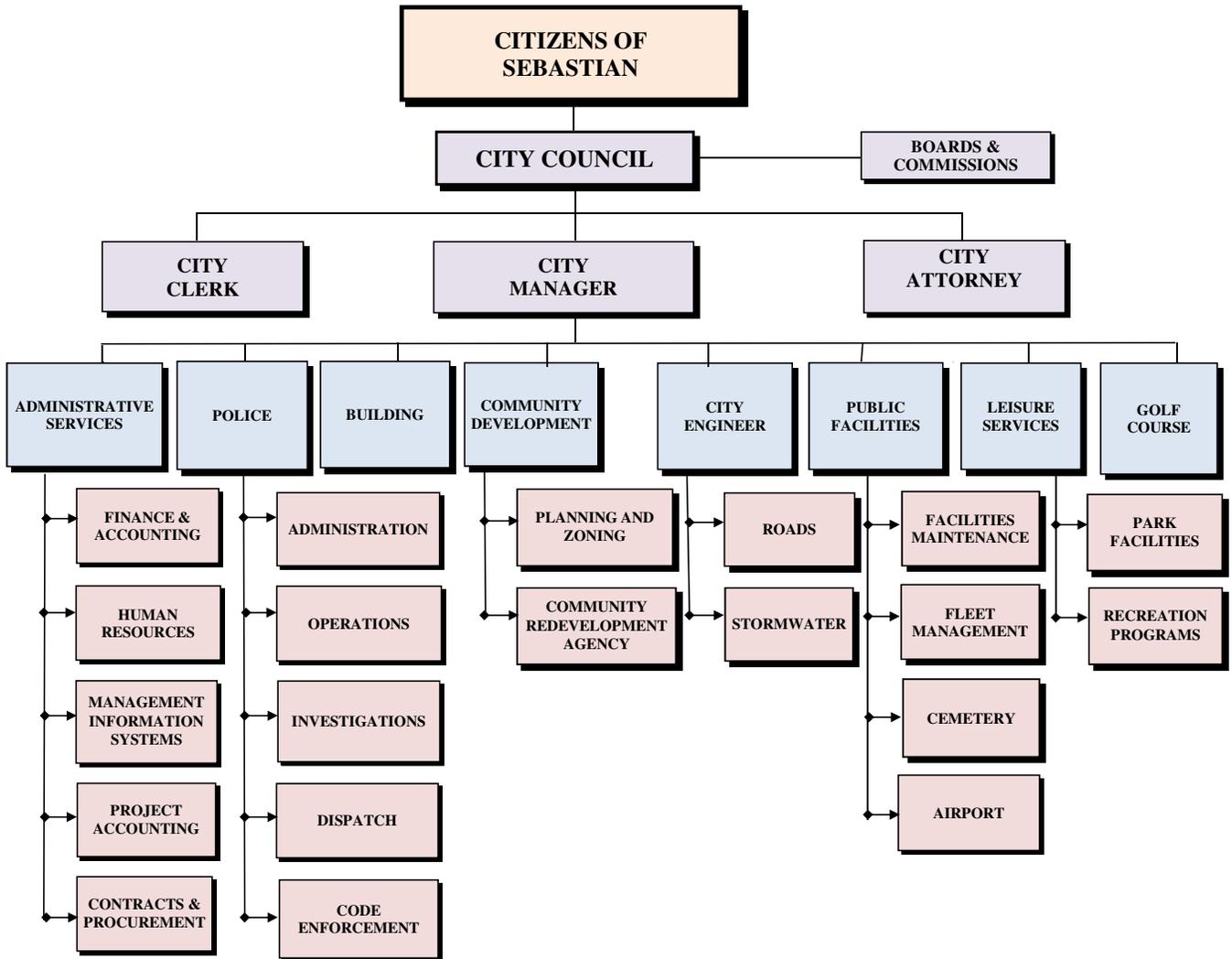
CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

DEPARTMENT/DIVISION AND FUNCTION RELATIONSHIP SUMMARY

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

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

CITY OF SEBASTIAN, FLORIDA
ORGANIZATIONAL CHART
Fiscal Year 2019/2020



**CITY OF SEBASTIAN
FISCAL YEAR 2019-2020 BUDGET CALENDAR**

<u>DATE</u>	<u>DAY</u>	<u>EVENT</u>
01/07/19	Monday	Budget Review Advisory Board @6:00pm – Introductory Meeting and Review of 4 th Quarter FY2017 Budget Report
01/09/19	Wednesday	City Council @6:00pm – Approve Budget Calendar and 4 th Quarter Budget Report
01/14/19	Monday	Budget Review Advisory Board @6:00pm – Discussion of Budget Challenges and Priorities
01/23/19	Wednesday	City Council @6:00pm – Discussion of Budget Challenges and Priorities
02/15/19	Friday	Departments Receive Forms and Instructions for Capital Improvement Program
03/11/19	Monday	Budget Review Advisory Board @6:00pm – Review 1 st Quarter Budget Report
03/13/19	Wednesday	City Council @6:00pm – Approve 1st Quarter Budget Report
03/15/19	Friday	Departments Submit Capital Improvement Program Request to Administrative Services
03/27/19	Wednesday	City Council @6:00pm – Approval of Strategic Plan, Goals and Objectives
04/19/19	Friday	Departments Receive Forms and Instructions on Operating Budget Preparation
05/10/19	Friday	Departments Submit Operating Budget Request to Administrative Services
05/31/19	Friday	Estimate of Property Values Received from Property Appraiser
06/05/19	Wednesday	Complete Review of Department Request and Balancing of CIP and Draft Budgets
06/13/19	Tuesday	City Council and Budget Review Advisory Board Provided Recommended CIP and Operating Budget documents
06/17/19	Monday	Budget Review Advisory Board @6:00pm – Presentation of Draft CIP and Operating Budget and Review of 2 nd Quarter Budget Report
06/24/19	Monday	Parks and Recreation Board @ 6:00pm – Review of Recreation Impact Fee Uses in CIP
06/26/19	Wednesday	City Council @6:00pm – Approve 2 nd Quarter Budget Report
06/28/19	Friday	DR-420 Certified Property Values Received from Property Appraiser
07/08/19	Monday	Budget Review Advisory Board @6:00pm – Discussion on Proposed Millage to be Recommended to City Council
07/15/19	Monday	Budget Review Advisory Board @6:00pm – Continued Discussion on Proposed Millage to be Recommended to City Council, If Needed
07/24/19	Wednesday	City Council @6:00pm – Receive Budget Review Advisory Board Recommendation and Approve Proposed Millage to be Submitted to Property Appraiser
07/26/19	Friday	Deadline to send DR-420 Proposed Millage Form to Property Appraiser
08/02/19	Friday	Planning and Zoning Board Provided the Draft CIP Summary
08/15/19	Thursday	Planning and Zoning Board @6:00pm – Approval of Capital Improvement Program
08/19/19	Monday	Budget Review Advisory Board @6:00pm – Review 3 rd Quarter Budget Report and Update on Significant Changes to the Capital Improvement Program and Operating Budget (if any)
08/28/19	Wednesday	City Council @6:00pm – Approve 3 rd Quarter Budget Report and Presentation on CIP and Budget Recommendations
09/04/19	Wednesday	First Public Hearing on County Budget
09/09/19	Monday	Final Adoption of School Board Budget
09/11/19	Wednesday	Final Public Hearing on County Budget
09/16/19	Monday	City Council @6:00pm – Special Meeting for First Public Hearing on Millage and Budget/Approval of Capital Improvement Program/Financial Policies
09/21/19	Saturday	Advertise the Tentative Millage and Proposed Budget
09/25/19	Wednesday	CRA/City Council Meeting @6:00pm – Approve Community Redevelopment Agency Budget/Final Public Hearing on Millage and Budget
09/26/19	Thursday	Send Resolution Adopting Final Millage to Property Appraiser

CITY OF SEBASTIAN, FLORIDA 2019/2020 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 2019/2020 ANNUAL BUDGET

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

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

Budget Implementation

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

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

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

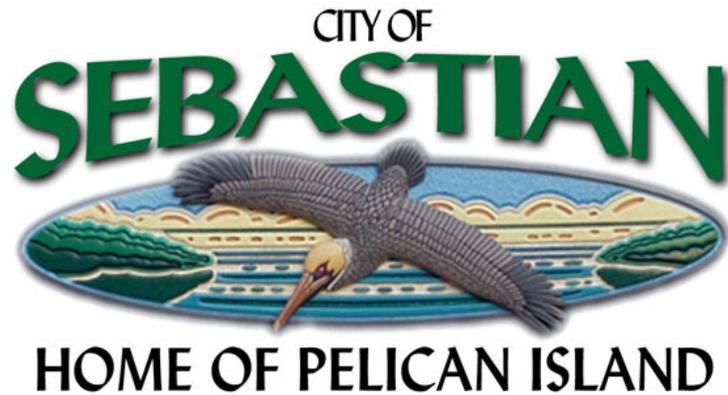


CITY OF SEBASTIAN FLORIDA
ANNUAL BUDGET
FISCAL YEAR 2019-2020

BUDGET DETAIL



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CITY OF SEBASTIAN, FLORIDA
ANNUAL BUDGET
FISCAL YEAR 2019-2020

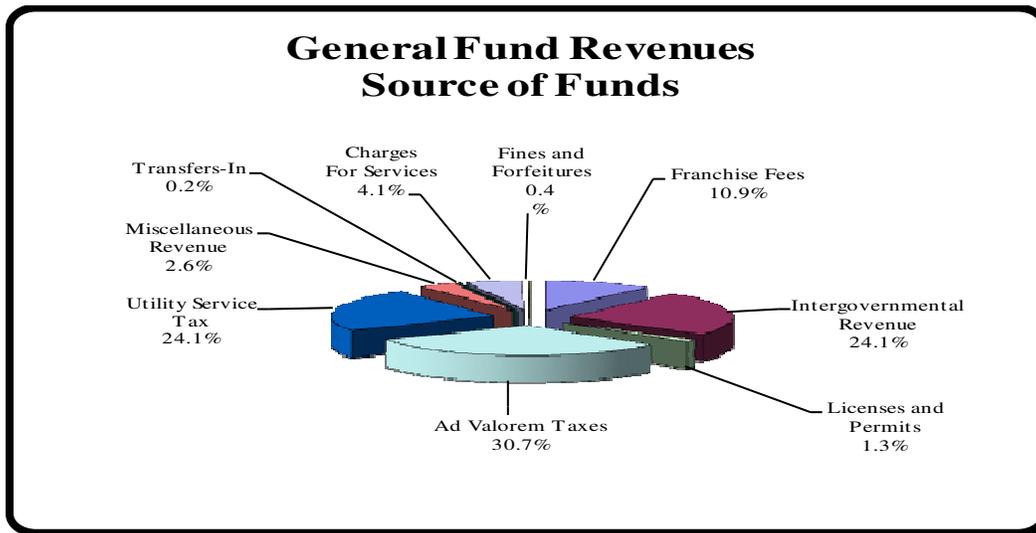
GENERAL FUND

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

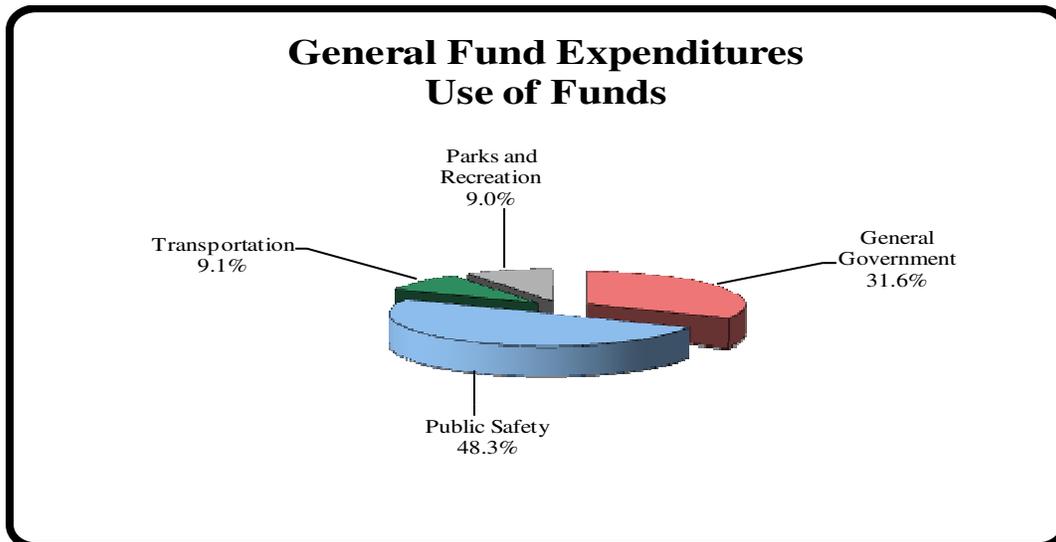
GENERAL FUND

The General Fund is the main operating fund for the City of Sebastian. The General Fund budget for Fiscal Year 2019-2020 is \$12,872,460. 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 .2% of revenues for the General Fund.



City services are provided mainly through the General Fund revenues. The graph presented below shows that 48.3% of total General Fund expenditures are allocated to public safety related activities. Other city services are included in general government, transportation and parks and recreation.



CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

TABLE G-1

GENERAL FUND REVENUE

Code: 001501

The Fiscal Year 2019-2020 proposed budget for General Fund Revenue and Interfund Transfers is \$ 12,872,460. This is \$ 97,755 more than the projected actual General Fund Revenue and Other Sources for 2018-19 of \$ 12,774,705.

Description	FY 15/16	FY 16/17	FY 17/18	Amended FY 18/19	FY 18/19	FY 19/20	Difference
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Projected</u>	<u>Budget</u>	
Taxes and franchise fees	\$ 7,546,774	\$ 7,785,255	\$ 7,911,624	\$ 8,147,104	\$ 8,153,030	\$ 8,371,186	\$ 218,156
Licenses and permits	136,614	135,899	165,922	143,100	147,970	162,200	14,230
Inter-governmental revenue	2,654,805	2,807,990	4,388,228	2,919,860	3,421,538	3,102,538	(319,000)
Charges for service	326,774	312,760	391,054	549,902	551,297	698,866	147,569
Fines and forfeits	72,010	70,411	47,701	50,500	39,800	39,800	-
Interest earnings	28,860	55,587	89,567	80,650	137,270	172,270	35,000
Rents and royalties	109,958	119,298	126,012	128,000	143,000	128,000	(15,000)
Sales of assets	91,622	43,806	58,084	34,000	40,000	60,000	20,000
Contributions/donations	72,681	25,420	45,270	46,414	45,500	37,300	(8,200)
Other miscellaneous revenues	24,998	68,932	78,529	45,700	55,300	75,300	20,000
Total revenues	\$ 11,065,096	\$ 11,425,359	\$ 13,301,990	\$ 12,145,230	\$ 12,734,705	\$ 12,847,460	\$ 112,755
Interfund transfers	727,151	663,569	704,638	40,000	40,000	25,000	(15,000)
Total revenues and interfund transfers	11,792,247	12,088,928	14,006,628	12,185,230	12,774,705	12,872,460	97,755
Change in Fund Balance	223,955	(1,319,386)	-	90,091	-	-	-
Total revenues and other sources	\$ 12,016,202	\$ 10,769,542	\$ 14,006,628	\$ 12,275,321	\$ 12,774,705	\$ 12,872,460	\$ 97,755

Fiscal Year 2019-20 Proposed Budget Revenues -

Major Current Level Changes from FY 2018-19 Projected Revenues:

1. **Taxes and franchise fees** - Increase primarily due to additional collections of taxes and fees.
2. **Licenses and permits** - An increase in business tax receipts is projected.
3. **Intergovernmental** - FY 18/19 revenues included amounts reimbursed by FEMA/State for Hurricane Irma.
4. **Charges for service** - Increase resulting from projected reimbursement from Stormwater Fund for the new City Engineer.
5. **Fines and forfeits** - The same amounts are anticipated to be received.
6. **Interest earnings** - Some increase in interest rates are expected.
7. **Rents and royalties** - FY 19/20 included a one time payment not normally anticipated.
8. **Sales of assets** - Additional proceeds are expected.
9. **Contributions/Donations** - Budget adjustments are made during the year for Greer Trust donations, depending on the amount.
10. **Other miscellaneous revenues** - Increases are expected from insurance recoveries and damage reimbursements.
11. **Interfund transfers** - Reduction in amount due on Airport Loan to the final balance due.

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

GENERAL FUND REVENUE DETAIL

Code: 001501

Account		FY 15/16	FY 16/17	FY 17/18	Amended FY 18/19	FY 18/19	FY19/20
<u>Number</u>	<u>Description</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Projected</u>	<u>Budget</u>
TAXES							
311000	Current Ad Valorem Taxes	3,530,235	3,726,976	3,703,536	3,814,314	3,760,600	3,881,497
311001	Delinquent Ad Valorem Taxes	72,789	77,898	83,126	2,500	75,000	70,000
TOTAL AD VALOREM TAXES		3,603,023	3,804,874	3,786,661	3,816,814	3,835,600	3,951,497
FRANCHISE FEES							
313100	Electric Franchise Fees	1,163,216	1,169,540	1,202,094	1,280,400	1,261,200	1,281,648
313700	Solid Waste Franchise Fees	79,191	84,201	95,060	94,000	94,700	98,488
313900	Other Franchise Fees - CNG	15,023	17,662	19,638	19,940	20,750	21,580
TOTAL FRANCHISE FEES		1,257,430	1,271,402	1,316,792	1,394,340	1,376,650	1,401,716
UTILITY SERVICE TAXES							
314100	Electric Utility Service Tax	1,606,145	1,640,256	1,725,188	1,810,000	1,779,800	1,831,554
314300	Water Utility Service Tax	269,555	277,004	282,002	288,700	315,500	328,120
314400	Gas Utility Service Tax	11,016	12,070	12,857	14,950	12,770	13,281
314800	Propane Utility Service Tax	29,373	39,579	39,506	36,300	40,940	42,578
314950	CST Revenue Sharing	770,233	740,071	748,619	786,000	791,770	802,441
TOTAL UTILITY SERVICE TAXES		2,686,321	2,708,980	2,808,171	2,935,950	2,940,780	3,017,973
TOTAL TAXES & FRANCHISE FEES		7,546,774	7,785,255	7,911,624	8,147,104	8,153,030	8,371,186
LICENSES AND PERMITS							
321000	Business Taxes	81,250	85,221	90,944	90,000	95,000	95,000
321100	Business Tax - Penalties/Transfers	1,835	2,309	2,187	2,000	2,000	2,000
322060	Driveway Permit Fees	27,700	24,500	33,600	26,000	27,000	27,000
322075	Reinspection Fees	70	0	35	0	70	0
322080	Right-of-Way Permits	0	500	750	0	1,500	500
322100	Land Clearing Permits	0	0	0	0	0	14,500
322700	Accessory Structure	0	0	0	0	200	0
322900	Other Permits & Fees	2,601	2,744	2,785	2,600	2,700	2,700
329100	Zoning Fees	6,375	5,241	19,591	10,000	8,000	8,000
329200	Site Plan Review Fees	7,800	7,300	5,250	5,000	4,000	5,000
329300	Plat Review Fees	3,000	4,200	6,825	4,000	4,000	4,000
329400	Plan Checking Fees	603	975	1,425	1,000	1,000	1,000
329450	Engineer Review Fees	2,600	250	0	0	0	0
329500	Alarm Permits	2,780	2,660	2,530	2,500	2,500	2,500
TOTAL LICENSES AND PERMITS		136,614	135,899	165,922	143,100	147,970	162,200
INTERGOVERNMENTAL REVENUE:							
FEDERAL GRANTS							
331200	Fed Grant-Public Safety	5,249	6,708	4,828	0	5,388	0
331204	Fed - JAG Grant	13,984	16,131	0	0	0	0
334901	FEMA - Federal Reimb	0	0	1,255,042	0	494,833	128,887
334902	FEMA - State Reimb	0	0	184,668	0	37,787	14,779
TOTAL FEDERAL GRANTS		19,233	22,839	1,444,538	0	538,008	143,666

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

GENERAL FUND REVENUE DETAIL - CONTINUED

Code: 001501

Account		FY 15/16	FY 16/17	FY 17/18	Amended FY 18/19	FY 18/19	FY19/20
Number	Description	Actual	Actual	Actual	Budget	Projected	Budget
STATE SHARED REVENUES							
335120	Municipal Revenue Sharing	606,939	663,142	698,932	782,900	712,088	720,572
335122	8th Cent Motor Fuel Tax	195,044	208,091	215,375	245,400	234,150	243,516
335140	Mobile Home Licenses	11,319	13,349	15,151	13,960	15,200	15,808
335150	Alcohol Beverage Licenses	16,078	15,237	15,463	16,000	15,400	16,016
335180	Local Half-Cent Sales Tax	1,637,166	1,716,703	1,809,846	1,861,600	1,906,692	1,962,960
335200	Police Pension State Shared Revenue	169,027	168,628	188,923	0	0	0
TOTAL STATE SHARED REVENUES		2,635,572	2,785,151	2,943,689	2,919,860	2,883,530	2,958,872
TOTAL INTER-GOV'T REVENUE		2,654,805	2,807,990	4,388,228	2,919,860	3,421,538	3,102,538
CHARGES FOR SERVICES							
341920	Cert. Copying, Record Search	2,604	2,588	2,957	3,000	3,000	3,000
341930	Election Fees	427	305	183	305	0	400
342100	PD Special Services Fees	25,387	27,958	25,965	25,000	26,000	26,000
342102	School Resource Officers	0	0	0	75,000	75,000	75,000
343805	Cemetery Fees	9,462	9,290	12,591	12,000	12,000	12,000
347550	Skate Facility Fees	3,458	2,376	1,636	2,500	1,500	0
347555	Tennis Facility Fees	15,454	18,327	18,579	21,000	22,000	22,000
347556	County Impact Fees Admin. Fees	11,879	10,415	12,689	12,000	12,000	12,000
347557	Community Center Rec Revenues	23,168	17,663	19,256	22,000	20,000	20,000
349140	RRD-Management Fees	13,202	13,202	87,740	90,372	90,372	99,076
349163	Stormwater-Management Fees	0	0	0	0	0	80,555
349410	Golf Course-Management Fees	100,791	96,000	93,000	88,350	88,350	97,185
349450	Airport-Management Fees	47,762	45,500	45,000	72,425	72,425	93,485
349455	Maintenance Service Fees-AP	4,223	3,850	2,931	1,300	4,000	4,000
349480	Building Dept Management Fees	68,374	65,000	43,000	45,150	45,150	49,665
349485	Maintenance Services Fees-Bldg Dept.	584	286	1,528	500	500	500
349601	Cemetery-Management Fees	0	0	0	55,000	55,000	80,000
349620	Administrative Fees-Pension	0	0	24,000	24,000	24,000	24,000
TOTAL CHGS FOR SERVICE		326,774	312,760	391,054	549,902	551,297	698,866
FINES AND FORFEITS							
351100	Court Fines	11,524	12,633	13,935	13,000	13,000	13,000
351115	Police Education-\$2.00 Funds	1,127	1,044	1,143	1,100	1,100	1,100
351120	Drivers Education	0	71	0	0	0	0
351140	Parking Fines	1,045	845	855	1,000	500	500
351200	Confiscated Property	20,000	0	0	0	0	0
354100	Code Enforcement Fines	38,193	55,631	31,407	35,000	25,000	25,000
359000	Other Fines/Forfeits	122	187	361	400	200	200
TOTAL FINES AND FORFEITS		72,010	70,411	47,701	50,500	39,800	39,800
MISCELLANEOUS REVENUE:							
INTEREST EARNINGS							
361100	Interest Income	20,611	37,199	61,013	55,000	101,000	126,000
361105	State Board Interest Earnings	8,066	14,495	27,653	25,000	35,000	45,000
361150	Other Interest	182	3,893	902	650	1,270	1,270
TOTAL INTEREST EARNINGS		28,860	55,587	89,567	80,650	137,270	172,270

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

GENERAL FUND REVENUE DETAIL - CONTINUED

Code: 001501

Account		FY 15/16	FY 16/17	FY 17/18	Amended	FY 18/19	FY19/20
<u>Number</u>	<u>Description</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Projected</u>	<u>Budget</u>
RENT AND ROYALTIES							
362100	Rents and Royalties	16,559	16,547	22,234	28,000	28,000	28,000
362150	Nontaxable Rent	93,400	102,752	103,778	100,000	115,000	100,000
TOTAL RENT AND ROYALTIES		109,958	119,298	126,012	128,000	143,000	128,000
SALE OF FIXED ASSETS							
364100	Sale of Fixed Assets	90,012	40,106	48,215	30,000	35,000	55,000
365000	Sale of Surplus Material/Scrap	1,610	3,700	9,869	4,000	5,000	5,000
TOTAL SALES OF FIXED ASSETS		91,622	43,806	58,084	34,000	40,000	60,000
CONTRIBUTIONS/DONATIONS							
366000	Contributions & Donations	46,255	2,900	1,860	8,414	8,500	8,500
366050	Donations - SRA	400	0	0	0	0	0
366150	75th Anniversary Revenues	420	1,390	1,600	1,500	1,500	1,500
366200	Contribution/Greer Trust	16,000	12,000	13,000	8,000	8,200	0
366602	Donations-PD Safety Classes	0	0	0	0	0	0
366603	Donations-COPE Unit	0	0	21,317	20,000	20,000	20,000
366604	Donations-Public Safety Employees	3,675	6,003	3,955	5,000	4,000	4,000
366605	Donations-General Empl Fund	2,431	627	938	1,000	800	800
366805	4th of July Donations	3,500	2,500	2,600	2,500	2,500	2,500
TOTAL CONTRIBUTIONS/DONATIONS		72,681	25,420	45,270	46,414	45,500	37,300
OTHER MISCELLANEOUS REVENUES							
367000	Gain/Loss on Sale of Investments	0	4,242	0	0	0	0
369100	Motor Fuel Tax Rebate	13,321	14,181	15,406	15,000	15,000	15,000
369200	Insurance Proceeds	0	43,117	30,354	15,000	25,000	35,000
369400	Reimbursements	11,043	7,151	32,473	15,000	15,000	25,000
369900	Other Miscellaneous Revenues	313	92	186	500	200	200
369955	Vend Mach Sales-Gen Empl Fund	320	148	110	200	100	100
369995	Cash Over/Short	1	0	0	0	0	0
TOTAL OTHER MISCELLANEOUS REV.		24,998	68,932	78,529	45,700	55,300	75,300
TOTAL MISCELLANEOUS REVENUE		328,120	313,043	397,461	334,764	421,070	472,870
TOTAL REVENUES		11,065,096	11,425,359	13,301,990	12,145,230	12,734,705	12,847,460
INTERFUND TRANSFERS							
381140	Transfer from 140 CRA	21,667	0	0	0	0	0
381148	Transfer from 480 BUILDING	104,086	0	0	0	0	0
381163	Transfer from 163 STORMWATER	550,000	650,000	700,000	0	0	0
381450	Transfer from 450 AIRPORT	50,000	10,000	0	40,000	40,000	25,000
381601	Transfer from 601 CEMETERY	1,398	3,569	4,638	0	0	0
TOTAL INTERFUND TRANSFERS		727,151	663,569	704,638	40,000	40,000	25,000
TOTAL REVENUES AND TRANSFERS		11,792,247	12,088,928	14,006,628	12,185,230	12,774,705	12,872,460
OTHER FINANCING SOURCES							
389991	Change in Fund Balance	223,955	(1,319,386)	0	90,091	0	0
TOTAL OTHER SOURCES		223,955	(1,319,386)	0	90,091	0	0
TOTAL REV. AND OTHER SOURCES		12,016,202	10,769,542	14,006,628	12,275,321	12,774,705	12,872,460

CITY OF SEBASTIAN, FLORIDA 2019/2020 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 15/16 Actual	FY 16/17 Actual	FY 17/18 Actual	Amended FY 18/19 Budget	FY 18/19 Projected	FY 19/20 Budget	Change From FY 18/19 Budget	% Increase (Decrease)
010001	City Council	\$ 48,719	\$ 53,751	\$ 53,664	\$ 55,908	\$ 52,801	\$ 63,080	\$ 7,172	12.8%
010005	City Manager	287,769	264,000	425,856	298,289	342,678	276,327	(21,962)	-7.4%
010009	City Clerk	353,080	180,698	207,260	207,036	199,677	229,311	22,275	10.8%
010010	City Attorney	94,682	68,346	100,267	104,914	104,885	106,291	1,377	1.3%
010020	Administrative Services	550,159	571,115	651,177	693,455	668,479	694,267	812	0.1%
010021	Management Information Services	199,227	163,425	385,022	476,934	467,050	535,860	58,926	12.4%
010022	Audio Visual	163,253	105,534	0	0	0	0	-	0.0%
010041	Police Administration	1,020,084	1,004,482	1,075,874	858,496	851,924	1,085,879	227,383	26.5%
010043	Police Operations	2,457,843	2,598,763	3,045,451	3,313,817	3,382,716	3,419,316	105,499	3.2%
010047	Police Detective Division	810,068	714,488	754,632	846,924	808,557	1,046,336	199,412	23.5%
010049	Police Dispatch Unit	539,889	611,029	599,063	646,273	626,622	651,282	5,009	0.8%
010045	Code Enforcement Division	178,717	164,704	178,587	183,672	182,400	190,709	7,037	3.8%
010051	Engineering	0	597,616	0	0	0	0	-	0.0%
010052	Roads and Maintenance	744,410	455,432	808,444	965,960	952,813	954,867	(11,093)	-1.1%
010053	Stormwater Utility	1,067,564	713,390	1,120,302	0	0	0	-	-
010054	Fleet Management	257,389	213,861	218,860	248,212	236,468	211,549	(36,663)	-14.8%
010056	Facilities Maintenance	268,635	427,285	489,500	421,180	393,823	525,178	103,998	24.7%
010059	Cemetery	180,365	166,376	186,139	219,020	174,828	179,176	(39,844)	-18.2%
010057	Leisure Services	887,662	923,457	879,540	1,248,340	1,167,975	1,154,740	(93,600)	-7.5%
010080	Community Development	253,529	214,587	395,776	396,147	385,274	586,324	190,177	48.0%
010099	Non-Departmental	1,205,249	3,195,976	1,564,956	1,090,744	1,056,558	961,968	(128,776)	-11.8%
Total General Fund Expenditures		\$11,568,292	\$13,408,315	\$13,140,369	\$12,275,321	\$12,055,529	\$12,872,460	597,139	4.9%
Total Revenues and Transfers		11,792,247	12,088,928	14,006,628	12,185,230	12,774,705	12,872,460	687,230	5.6%
Change in Fund Balance		\$ 223,955	\$ (1,319,386)	\$ 866,259	\$ (90,091)	\$ 719,176	0	\$ 90,091	

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

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

Department	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2019 Projected	2020 Budget
CITY COUNCIL						
PERSONAL SERVICES	\$ 22,821	\$ 22,729	\$ 22,728	\$ 22,743	\$ 22,738	\$ 22,738
OPERATING EXPENDITURES	25,898	31,022	30,936	33,165	30,063	40,342
CAPITAL OUTLAY	-	-	-	-	-	-
TOTAL	\$ 48,719	\$ 53,751	\$ 53,664	\$ 55,908	\$ 52,801	\$ 63,080
CITY MANAGER						
PERSONAL SERVICES	\$ 277,445	\$ 257,129	\$ 386,539	\$ 279,059	\$ 325,577	\$ 260,582
OPERATING EXPENDITURES	10,324	6,870	39,317	19,230	17,101	15,745
CAPITAL OUTLAY	-	-	-	-	-	-
TOTAL	\$ 287,769	\$ 264,000	\$ 425,856	\$ 298,289	\$ 342,678	\$ 276,327
CITY CLERK						
PERSONAL SERVICES	\$ 287,490	\$ 150,152	\$ 159,304	\$ 167,445	\$ 166,243	\$ 174,561
OPERATING EXPENDITURES	65,590	30,545	47,955	24,591	19,451	54,750
CAPITAL OUTLAY	-	-	-	15,000	13,983	-
TOTAL	\$ 353,080	\$ 180,698	\$ 207,260	\$ 207,036	\$ 199,677	\$ 229,311
CITY ATTORNEY						
PERSONAL SERVICES						
OPERATING EXPENDITURES	94,682	68,346	100,267	104,914	104,885	106,291
CAPITAL OUTLAY	-	-	-	-	-	-
TOTAL	\$ 94,682	\$ 68,346	\$ 100,267	\$ 104,914	\$ 104,885	\$ 106,291
ADMINISTRATIVE SERVICES						
PERSONAL SERVICES	\$ 452,108	\$ 461,830	\$ 525,070	\$ 559,019	\$ 541,260	\$ 556,651
OPERATING EXPENDITURES	98,051	105,234	126,108	134,436	127,219	137,616
CAPITAL OUTLAY	-	4,050	-	-	-	-
TOTAL	\$ 550,159	\$ 571,115	\$ 651,177	\$ 693,455	\$ 668,479	\$ 694,267
MANAGEMENT INFORMATION SERVICES						
PERSONAL SERVICES	\$ 130,875	\$ 111,969	\$ 246,755	\$ 330,872	\$ 315,161	\$ 347,448
OPERATING EXPENDITURES	68,352	51,456	138,267	115,287	121,114	188,412
CAPITAL OUTLAY	-	-	-	30,775	30,775	-
TOTAL	\$ 199,227	\$ 163,425	\$ 385,022	\$ 476,934	\$ 467,050	\$ 535,860
AUDIO VISUAL						
PERSONAL SERVICES	\$ 102,069	\$ 91,008	\$ -	\$ -	\$ -	\$ -
OPERATING EXPENDITURES	25,365	14,526	-	-	-	-
CAPITAL OUTLAY	35,819	-	-	-	-	-
TOTAL	\$ 163,253	\$ 105,534	\$ -	\$ -	\$ -	\$ -
COMMUNITY DEVELOPMENT						
PERSONAL SERVICES	\$ 235,559	\$ 180,910	\$ 357,598	\$ 322,717	\$ 322,383	\$ 423,645
OPERATING EXPENDITURES	17,970	33,677	38,178	73,430	62,891	142,679
CAPITAL OUTLAY	-	-	-	-	-	20,000
TOTAL	\$ 253,529	\$ 214,587	\$ 395,776	\$ 396,147	\$ 385,274	\$ 586,324

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

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

Department	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2019 Projected	2020 Budget
POLICE DEPARTMENT - ADMINISTRATION						
PERSONAL SERVICES	\$ 873,844	\$ 883,814	\$ 919,624	\$ 725,381	\$ 716,264	\$ 918,439
OPERATING EXPENDITURES	122,937	120,669	119,785	133,115	135,660	147,440
CAPITAL OUTLAY	23,303	-	36,465	-	-	20,000
TOTAL	\$ 1,020,084	\$ 1,004,482	\$ 1,075,874	\$ 858,496	\$ 851,924	\$ 1,085,879
POLICE DEPARTMENT - OPERATIONS						
PERSONAL SERVICES	\$ 2,238,074	\$ 2,308,436	\$ 2,727,327	\$ 2,993,500	\$ 3,064,765	\$ 3,073,099
OPERATING EXPENDITURES	211,528	270,954	294,835	302,439	300,073	286,217
CAPITAL OUTLAY	8,241	19,373	23,289	17,878	17,878	60,000
TOTAL	\$ 2,457,843	\$ 2,598,763	\$ 3,045,451	\$ 3,313,817	\$ 3,382,716	\$ 3,419,316
POLICE DEPARTMENT - INVESTIGATIONS						
PERSONAL SERVICES	\$ 669,523	\$ 603,083	\$ 648,579	\$ 699,164	\$ 656,280	\$ 888,975
OPERATING EXPENDITURES	125,100	106,217	106,054	110,313	114,831	131,361
CAPITAL OUTLAY	15,444	5,188	-	37,447	37,446	26,000
TOTAL	\$ 810,068	\$ 714,488	\$ 754,632	\$ 846,924	\$ 808,557	\$ 1,046,336
POLICE DEPARTMENT - DISPATCH						
PERSONAL SERVICES	\$ 531,446	\$ 600,680	\$ 590,500	\$ 629,788	\$ 609,619	\$ 640,442
OPERATING EXPENDITURES	8,443	10,349	8,563	16,485	17,003	10,840
CAPITAL OUTLAY	-	-	-	-	-	-
TOTAL	\$ 539,889	\$ 611,029	\$ 599,063	\$ 646,273	\$ 626,622	\$ 651,282
CODE ENFORCEMENT						
PERSONAL SERVICES	\$ 162,772	\$ 149,566	\$ 159,672	\$ 166,598	\$ 165,528	\$ 170,671
OPERATING EXPENDITURES	15,945	15,138	18,914	17,074	16,872	20,038
CAPITAL OUTLAY	-	-	-	-	-	-
TOTAL	\$ 178,717	\$ 164,704	\$ 178,587	\$ 183,672	\$ 182,400	\$ 190,709
ENGINEERING						
PERSONAL SERVICES	\$ -	\$ 293,557	\$ -	\$ -	\$ -	\$ -
OPERATING EXPENDITURES	-	239,138	-	-	-	-
CAPITAL OUTLAY	-	64,921	-	-	-	-
TOTAL	\$ -	\$ 597,616	\$ -	\$ -	\$ -	\$ -

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

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

Department	2016 Actual	2017 Actual	2018 Actual	2019 Budget	2019 Projected	2020 Budget
PUBLIC WORKS - ROADS AND MAINTENANCE						
PERSONAL SERVICES	\$ 631,616	\$ 379,293	\$ 462,678	\$ 546,310	\$ 513,734	\$ 599,279
OPERATING EXPENDITURES	83,688	72,500	338,222	363,150	358,179	350,588
CAPITAL OUTLAY	29,107	3,639	7,544	56,500	80,900	5,000
TOTAL	\$ 744,410	\$ 455,432	\$ 808,444	\$ 965,960	\$ 952,813	\$ 954,867
PUBLIC FACILITIES - STORMWATER UTILITY						
PERSONAL SERVICES	\$ 615,512	\$ 336,195	\$ 630,002	\$ -	\$ -	\$ -
OPERATING EXPENDITURES	448,749	377,195	488,037	-	-	-
CAPITAL OUTLAY	3,303	-	2,263	-	-	-
TOTAL	\$ 1,067,564	\$ 713,390	\$ 1,120,302	\$ -	\$ -	\$ -
PUBLIC FACILITIES - FLEET MANAGEMENT						
PERSONAL SERVICES	\$ 202,533	\$ 184,297	\$ 194,428	\$ 200,981	\$ 193,974	\$ 185,084
OPERATING EXPENDITURES	26,331	27,228	24,432	36,481	32,899	26,465
CAPITAL OUTLAY	28,525	2,335	-	10,750	9,595	-
TOTAL	\$ 257,389	\$ 213,861	\$ 218,860	\$ 248,212	\$ 236,468	\$ 211,549
PUBLIC FACILITIES - CEMETERY						
PERSONAL SERVICES	\$ 146,747	\$ 140,365	\$ 149,728	\$ 156,554	\$ 144,302	\$ 150,717
OPERATING EXPENDITURES	30,318	26,011	27,920	29,666	30,526	28,459
CAPITAL OUTLAY	3,300	-	8,491	32,800	-	-
TOTAL	\$ 180,365	\$ 166,376	\$ 186,139	\$ 219,020	\$ 174,828	\$ 179,176
PUBLIC FACILITIES - FACILITIES MAINTENANCE						
PERSONAL SERVICES	\$ 101,865	\$ 92,872	\$ 133,131	\$ 161,705	\$ 162,233	\$ 278,443
OPERATING EXPENDITURES	159,784	225,941	232,174	230,020	226,885	246,735
CAPITAL OUTLAY	6,986	108,473	124,195	29,455	4,705	-
TOTAL	\$ 268,635	\$ 427,285	\$ 489,500	\$ 421,180	\$ 393,823	\$ 525,178
LEISURE SERVICES						
PERSONAL SERVICES	\$ 615,126	\$ 518,371	\$ 505,975	\$ 848,982	\$ 773,105	\$ 818,915
OPERATING EXPENDITURES	234,661	394,206	369,197	258,199	253,711	232,325
CAPITAL OUTLAY	37,875	10,880	4,368	141,159	141,159	103,500
TOTAL	\$ 887,662	\$ 923,457	\$ 879,540	\$ 1,248,340	\$ 1,167,975	\$ 1,154,740
NON-DEPARTMENTAL						
PERSONAL SERVICES	\$ 230,284	\$ 409,276	\$ 291,741	\$ 259,727	\$ 324,075	\$ 313,850
OPERATING EXPENDITURES	631,265	611,345	634,268	686,102	706,839	648,118
CAPITAL OUTLAY	-	1,765	2,918	-	-	-
GRANTS AND AIDS	-	-	-	-	-	-
INTERFUND TRANSFERS OUT	343,700	2,173,590	636,029	144,915	25,644	-
CONTINGENCY	-	-	-	-	-	-
TOTAL	\$ 1,205,249	\$ 3,195,976	\$ 1,564,956	\$ 1,090,744	\$ 1,056,558	\$ 961,968
TOTALS						
PERSONAL SERVICES	\$ 8,527,708	\$ 8,175,533	\$ 9,111,377	\$ 9,070,545	\$ 9,017,242	\$ 9,823,539
OPERATING EXPENDITURES	2,504,981	2,838,568	3,183,431	2,688,097	2,676,202	2,814,421
CAPITAL OUTLAY	191,902	220,623	209,532	371,764	336,441	234,500
GRANTS AND AIDS	-	-	-	-	-	-
INTERFUND TRANSFERS OUT	343,700	2,173,590	636,029	144,915	25,644	-
CONTINGENCY	-	-	-	-	-	-
TOTAL GENERAL FUND	\$ 11,568,292	\$ 13,408,315	\$ 13,140,369	\$ 12,275,321	\$ 12,055,529	\$ 12,872,460

CITY OF SEBASTIAN, FLORIDA 2019/2020 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 2019 ACCOMPLISHMENTS

- ✓ Established Revised Stormwater Utility Fee Credit Guidelines
- ✓ Updated Portions of the Recreation & Open Space and Conservation/Coastal Management Elements of the City's Comprehensive Plan
- ✓ Completed Coastal Resiliency Plan for the City of Sebastian
- ✓ Expanded Septic to Sewer Grant Program Thresholds for Lift Station & Gravity Systems
- ✓ Rated City's Road System and Established Six-Year Pavement Management Plan
- ✓ Authorized the Design of New Public Works Compound
- ✓ Completed Upgrades to Barber Street Sports Complex Restroom Facility
- ✓ Continued Construction of New Pickleball Courts
- ✓ Directed Staff to Search Alternative Methods of Vegetation Control and Provide Recommendations

FISCAL YEAR 2020 GOALS AND OBJECTIVES

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

- Establish Vegetation Maintenance Policy for City's Waterways
- Establish Uniform Signage Throughout the City; Directional Signs in CRA
- Approved CRA Master Plan Update
- Maintain Municipal Service Delivery, Continue Hotline and Good Customer Service
- Continue to Protect the Indian River Lagoon
- Continue Successful Water Conveyance Throughout the City

PERFORMANCE MEASURES

Performance Indicators	Actual 2015/2016	Actual 2016/2017	Actual 2017/2018	Projected 2018/2019	Projected 2019/2020
Number of Council Meetings Conducted	24	21	18	20	18
Number of CRA Meetings Conducted	7	8	8	6	5
Number of Board of Adjustment Meetings Conducted	5	2	3	2	3
Number of Ordinances Adopted	9	3	9	5	5
Number of Resolutions Adopted	36	35	34	35	35
Number of Board Appointments	18	16	13	15	15

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

CITY COUNCIL PROGRAM BUDGET DESCRIPTION

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>18/19</i>	<i>19/20</i>	
35.00%	35.00%	Regular and Special Meetings - Preparation and attendance at meetings (24 regular City Council and other CRA, Board of Adjustment and Council workshops/special meetings). Responsible for all legislative functions of City Government, including the establishment of laws and policies, and appointing qualified citizens to boards and committees.
10.00%	10.00%	City Functions and Events - Attendance at functions. Public relations.
25.00%	25.00%	Conference, Legislative, County, State, and Local Meetings - Attendance at assigned County and regional meetings. City representation at all levels of government and intra-governmental affairs.
30.00%	30.00%	Citizens' Problems and Complaints - Assisting Citizens in referring complaints and problems to the City Manager for follow-up.
100.00%	100.00%	

CITY COUNCIL BUDGET SUMMARY

The Fiscal Year 2019-2020 adopted budget for City Council is \$ 63,080 . This compares to the 2018-2019 projected expenditures of \$ 52,801, an increase of \$ 10,279 , or 19.47%.

	FY 15/16	FY 16/17	FY 17/18	Amended FY 18/19	Projected FY 18/19	FY 19/20	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 22,821	\$ 22,729	\$ 22,728	\$ 22,743	\$ 22,738	\$ 22,738	\$ -
Operating Expenditures	25,898	31,022	30,936	33,165	30,063	40,342	10,279
Capital Outlay	-	-	-	-	-	-	-
Total	\$ 48,719	\$ 53,751	\$ 53,664	\$ 55,908	\$ 52,801	\$ 63,080	\$ 10,279

Fiscal Year 2019-2020 Adopted Budget:

Major Current Level Changes from Fiscal Year 2018-2019 Projected Expenditures:

	<u>Difference</u>
1. Personal Services - No change.	\$ -
2. Operating Expenditures - Increase due primarily to additional travel and training.	\$ 10,279
3. Capital Outlay - No capital outlay requested.	\$ -

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

PERSONAL SERVICES SCHEDULE

CITY COUNCIL		FULL TIME EQUIVALENTS				Projected	
<u>POSITION</u>	<u>PAY RANGE</u>	<u>17/18</u>	<u>18/19</u>	<u>Amended</u>		<u>Expenditures</u>	<u>Budget</u>
				<u>18/19</u>	<u>19/20</u>	<u>18/19</u>	<u>19/20</u>
Mayor	5,400	1.00	1.00	1.00	1.00	\$ 5,400	\$ 5,400
Vice-Mayor	3,600	1.00	1.00	1.00	1.00	3,600	3,600
Council Member	3,600	3.00	3.00	3.00	3.00	10,800	10,800
		5.00	5.00	5.00	5.00		
TOTAL SALARIES						\$ 19,800	\$ 19,800
FICA Taxes						2,892	2,892
Worker's Compensation Insurance						46	46
Total Personal Services						\$ 22,738	\$ 22,738

CITY COUNCIL

Code: 010001

Account		FY15/16	FY 16/17	FY 17/18	Amended FY 18/19	FY 18/19	FY 19/20
<u>Number</u>	<u>Description</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Projected</u>	<u>Budget</u>
PERSONAL SERVICES							
511200	Legislative Salaries	19,875	19,800	19,800	19,800	19,800	19,800
512100	FICA Taxes	2,897	2,892	2,892	2,892	2,892	2,892
512400	Worker's Comp Insurance	49	38	36	51	46	46
TOTAL PERSONAL SERVICES		22,821	22,729	22,728	22,743	22,738	22,738
OPERATING EXPENDITURES							
534000	Travel & Per Diem	21,591	24,217	24,825	26,000	24,000	32,500
534105	Cellular Telephone	563	1,293	1,667	1,980	1,880	1,884
534110	Internet Access	0	1,064	575	435	433	433
534800	Promotional Activities	557	190	171	600	500	700
535200	Departmental Supplies	272	467	517	500	300	500
535210	Computer Supplies	0	565	28	500	0	450
535410	Dues and Memberships	200	0	200	200	200	200
535420	Books and Publications	90	0	24	25	0	25
535450	Training and Education	2,625	3,225	2,930	2,925	2,750	3,650
TOTAL OPERATING EXPENDITURES		25,898	31,022	30,936	33,165	30,063	40,342
CAPITAL OUTLAY							
606400	Vehicles and Equipment	0	0	0	0	0	0
TOTAL CAPITAL OUTLAY		0	0	0	0	0	0
TOTAL CITY COUNCIL		48,719	53,751	53,664	55,908	52,801	63,080

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

CITY MANAGER

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

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

FISCAL YEAR 2019 ACCOMPLISHMENTS

- ✓ Successfully negotiated an Interlocal Agreement with Indian River County for Fire Inspection Service.
- ✓ Accomplished two annexations within the City, which will provide additional revenue and allow the City to have positive control over development.
- ✓ Completed the six-year Roadway Management Program.
- ✓ Several projects were completed at the Airport: two taxiways, obtained grant funding for additional hangar, increased office and hangar space at almost 100% occupancy. Projects came in at or below budget.
- ✓ Significantly furthered the design build for the Public Works Compound.

FISCAL YEAR 2020 GOALS AND OBJECTIVES

City Goal: Governmental Efficiency

City Operations

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

Quality Service to Citizens

- Provide a prompt response to citizen complaints and/or requests and provide help where appropriate.
- Update and redesign the City's Website to make navigation through the site more efficient, secure and maintain ADA compliance.
- Continue to be transparent and maintain residents informed about City services, projects and the community overall.

Provide Effective Support to City Council

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

Maintain Positive Intergovernmental Relations

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

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

PERFORMANCE MEASURES

Performance Indicators	Actual 2015/2016	Actual 2016/2017	Actual 2017/2018	Projected 2018/2019	Projected 2019/2020
Per Capita Level of Service Cost	\$511	\$580	\$543	\$489	\$511
Per Capita Number of Full-time Employees	5.17	5.01	5.08	5.40	5.32
General Fund Unrestricted Funds vs. Expenditures	50.24%	33.61%	40.89%	50.54%	47.33%

CITY MANAGER PROGRAM BUDGET DESCRIPTION

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>18/19</i>	<i>19/20</i>	
50.00%	40.00%	Management and Supervision of City Programs and Projects - Plan, organize, direct, coordinate, and report on City Projects. Improve and expand efforts for quality public services.
20.00%	20.00%	Preparation of City Council Agenda - Provide City Council members with recommendations on issues requiring legislative actions and implementation of their decisions. Initiate and review all matters requiring City Council actions.
20.00%	20.00%	Intergovernmental Affairs - Represent City in intergovernmental matters. Serve as City representative on task forces, committees and planning groups. Administer inter-local agreements. Monitor and report State and Federal legislation affecting the City.
10.00%	20.00%	Purchasing and Contract Administration - Provide City Departments/Divisions assistance in purchasing policy compliance. Assist with solicitations for professional services in accordance with applicable policies and legal restrictions.
100.00%	100.00%	

CITY MANAGER BUDGET SUMMARY

The Fiscal Year 2019-2020 adopted budget for City Manager is \$ 276,327. This compares to the 2018-2019 projected expenditures of \$342,678, a decrease of \$ 66,351 or -23.06%.

	FY 15/16	FY 16/17	FY 17/18	Amended FY 18/19	Projected FY 18/19	FY 19/20	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 277,445	\$ 257,129	\$ 386,539	\$ 279,059	\$ 325,577	\$ 260,582	\$ (64,995)
Operating Expenditures	10,324	6,870	39,317	19,230	17,101	15,745	(1,356)
Capital Outlay	-	-	-	-	-	-	-
Total	\$ 287,769	\$ 264,000	\$ 425,856	\$ 298,289	\$ 342,678	\$ 276,327	\$ (66,351)

Fiscal Year 2019-20 Adopted Budget:

Major Current Level Changes from Fiscal Year 2018-19 Projected Expenditures:	<u>Difference</u>
1. Personal Services - Decrease due to retirement payout in FY19 and replacement of a long term employee.	\$ (64,995)
2. Operating Expenses - Decrease primarily due to sharing in copy expenses with another department.	\$ (1,356)
3. Capital Outlay - No capital outlay requested.	\$ -

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

PERSONAL SERVICES SCHEDULE

CITY MANAGER		<u>FULL TIME EQUIVALENTS</u>				Projected	Budget
<u>POSITION</u>	<u>PAY RANGE</u>	Amended				Expenditures	Budget
		<u>17/18</u>	<u>18/19</u>	<u>18/19</u>	<u>19/20</u>	<u>18/19</u>	<u>19/20</u>
City Manager		1.00	1.00	1.00	1.00	\$ 140,400	\$ 144,750
Executive Assistant	43,927 / 79,069	1.00	1.00	1.00	1.00	75,000	51,500
Retirement Payout						40,425	-
		2.00	2.00	2.00	2.00		
TOTAL SALARIES						\$ 255,825	\$ 196,250
						FICA Taxes	15,013
						Deferred Compensation	17,663
						Group Health Insurance Premium	31,173
						Employee Assistance Program	32
						Worker's Comp Insurance	451
						Total Personal Services	\$ 325,577
						\$ 325,577	\$ 260,582

CITY MANAGER

Code: 010005

<u>Account Number</u>	<u>Description</u>	<u>FY 15/16 Actual</u>	<u>FY 16/17 Actual</u>	<u>FY 17/18 Actual</u>	<u>Amended FY 18/19 Budget</u>	<u>FY 18/19 Projected</u>	<u>FY 19/20 Budget</u>
PERSONAL SERVICES							
511200	Regular Salaries	217,675	200,485	307,974	218,100	255,825	196,250
512100	FICA Taxes	16,208	15,223	22,061	16,658	19,575	15,013
512225	Deferred Compensation	19,030	18,397	27,710	19,598	23,025	17,663
512301	Group Health Insurance Premium	14,310	13,371	28,409	24,137	26,630	31,173
512305	Dependant Health Ins Premium	9,684	9,215	0	0	0	0
512309	Employee Assistance Program	52	48	0	0	32	32
512400	Worker's Comp Insurance	485	390	386	566	490	451
TOTAL PERSONAL SERVICES		277,445	257,129	386,539	279,059	325,577	260,582
OPERATING EXPENDITURES							
533400	Other Contractual Services	0	0	30,791	0	0	0
534000	Travel and Per Diem	4	0	1,180	5,000	2,500	3,650
534105	Cellular Phone	555	709	610	635	650	640
534120	Postage	32	19	39	50	50	50
534420	Equipment Leases	1,584	1,562	1,535	1,535	1,521	790
534620	R & M - Vehicles	4,134	237	216	500	250	500
534630	R & M - Office Equipment	662	580	721	760	655	340
534800	Promotional Activities	1,246	1,467	2,027	1,500	1,500	1,500
535200	Departmental Supplies	543	366	562	500	500	500
535210	Computer Supplies	0	8	0	0	0	0
535260	Gas and Oil	883	1,192	1,082	1,250	1,975	2,100
535410	Dues and Memberships	681	681	555	4,500	4,500	4,500
535420	Books and Publications	0	0	0	0	0	0
535450	Training and Education	0	50	0	3,000	3,000	1,175
TOTAL OPERATING EXPENDITURES		10,324	6,870	39,317	19,230	17,101	15,745
CAPITAL OUTLAY							
606400	Vehicles and Equipment	0	0	0	0	0	0
TOTAL CAPITAL OUTLAY		0	0	0	0	0	0
TOTAL CITY MANAGER		287,769	264,000	425,856	298,289	342,678	276,327

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

CITY CLERK

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

FISCAL YEAR 2019 ACCOMPLISHMENTS

- ✓ FRMA Recertification of Records Clerk
- ✓ CJIS Recertification of staff
- ✓ Revised Records Management Policy
- ✓ Purchased plans scanner
- ✓ Prepared template to begin storage of 'current projects' with departments
- ✓ Continued scanning of records into electronic storage
- ✓ Developed November 2018 ballot and assisted Supervisor of Elections with early voting
- ✓ Completed Council Chamber renovations
- ✓ Held appreciation receptions for boards
- ✓ Participated in strategic planning sessions
- ✓ Strengthened and improved knowledge of local government through webinars, classroom teaching and networking

FISCAL YEAR 2020 GOALS AND OBJECTIVES

Direct Overall Municipal Service Delivery with specific focus on:

- Learn to operate large plans scanner and begin archiving plans/surveys/maps
- Hold election process for three Council seats; canvass 2019 election
- Set up files for Unit 5 lot sales (Cemetery Expansion)
- Continue to provide quality customer service and promptly address public record requests
- Promote staff training and development
- Continue to ensure compliance of record retention with the City's departments

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

PERFORMANCE MEASURES

Performance Indicators	Actual 2015/2016	Actual 2016/2017	Actual 2017/2018	Projected 2018/2019	Projected 2019/2020
Records Scanned	1500	20 c.f.	49 c.f.	22 c.f.	50 c.f.
Records Destroyed	140	412 c.f.	563 c.f.	400 c.f.	450 c.f.
Council Meeting Packets/Minutes	24	21	18	22	18
Cemetery Lots/Niches Sold	59	32	58	55	60
Election - Candidates Qualified	3	4	3	3	5
Legal/Display Ads Published	18	13	17	20	18
Code Supplements Distributed	2	0	1	5	5
Board Appointments Administered	18	16	13	18	18
Instruments Recorded	2	8	2	10	8
Public Records Requests	145	136	144	150	150
Other Committee Meeting Minutes Recorded	21	11	16	6	18

CITY CLERK PROGRAM BUDGET DESCRIPTION

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>18/19</i>	<i>19/20</i>	
20.00%	20.00%	Services for City Council - Prepare Council agendas, advertise hearings, post notices, take minutes of Council meetings, administer follow-up of City Council action items, prepare correspondence, prepare City Council budget, make Council travel arrangements, research services, attest & seal all documents executed by Mayor and City Manager, schedule invocations, prepare proclamations, resolutions, certificates of appreciation, prepare for and conduct Council orientation w/ CM and CA, coordinate w/ MIS for broadcast of Council, CRA, Board of Adjustment meetings.
10.00%	10.00%	Services for Citizens - Receive and respond to general City website e-mail link, respond to public records requests and inquiries, provide computer for public research, post legal notices, and make imaged records available on City website via Laserfiche Weblink.
20.00%	20.00%	Services for Boards/Committees - Board liaison, advertise vacancies, administer financial disclosure forms, update Commission on Ethics website annually, record and provide services to Board of Adjustment and CRA. Maintain and update Board Handbook, and conduct board member orientation and prepare outgoing certificates.
20.00%	20.00%	Records Management - Scan all permanent and long term records for staff and public into Laserfiche, administer public records requests, coordinate paper recycling and records destruction with recycling contractor in accordance with State law, maintain, update and distribute adopted Records Management Procedures Manual, coordinate with Records Liaisons Committee, maintain all original City documents, i.e. ordinances, resolutions, agreements, deeds, terminated personnel files, conduct records research for staff as requested. Conduct staff training in records management. Scans and distributes agenda packets for all City boards and Council.
10.00%	10.00%	Cemetery - Coordinate with Cemetery Sexton on sale of cemetery lots, maintain cemetery records/database. Respond to customer concerns and complaints.
10.00%	10.00%	General Administration - Prepare, post, and distribute monthly calendar, prepare annual budget for department, attend staff meetings, codify ordinances, record final plats and easements, record vacations of easement, keep log of all City vehicles, attest and seal City documents, provide notary services for City documents, respond to Cityseb emails.
10.00%	10.00%	City Election - The City Clerk is the City Elections Official and Chairperson of the City Canvassing Board, qualifies candidates for office and political committees, coordinates with Supervisor of Elections and State of Florida in administration of annual general elections, prepares resolutions and forms, swears in elected officials.
100.00%	100.00%	

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

CITY CLERK BUDGET SUMMARY

The Fiscal Year 2019-2020 adopted budget for City Clerk is \$ 229,311. This compares to the 2018-2019 projected expenditures of \$ 199,677, an increase of \$ 29,634 or 14.84%.

	FY 15/16	FY 16/17	FY 17/18	Amended FY 18/19	Projected FY 18/19	FY 19/20	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 287,490	\$ 150,152	\$ 159,304	\$ 167,445	\$ 166,243	\$ 174,561	\$ 8,318
Operating Expenses	65,590	30,545	47,955	24,591	19,451	54,750	35,299
Capital Outlay	-	-	-	15,000	13,983	-	(13,983)
Total	\$ 353,080	\$ 180,698	\$ 207,260	\$ 207,036	\$ 199,677	\$ 229,311	\$ 29,634

Fiscal Year 2019-2020 Adopted Budget:

Major Current Level Changes from Fiscal Year 2018-2019 Projected Expenditures:

	Difference
1. Personal Services - Increase due to negotiated increases in salaries and insurance.	\$ 8,318
2. Operating Expenses - Increase due primarily to election year costs and anticipated new ordinances.	\$ 35,299
3. Capital Outlay - Decrease due to no capital outlay requested this year.	\$ (13,983)

PERSONAL SERVICES SCHEDULE

CITY CLERK

POSITION	PAY RANGE	FULL TIME EQUIVALENTS				Projected	Budget
		17/18	18/19	18/19	19/20	Expenditures 18/19	19/20
City Clerk		1.00	1.00	1.00	1.00	\$ 83,900	\$ 86,500
Records Clerk	29,923 / 53,862	1.00	1.00	1.00	1.00	35,750	36,000
Clerical Assistant (Temp)	\$10.00/hr	0.50	0.00	0.00	0.00	-	-
Clerical Assistant (P/T)	\$ 11.00/hr	0.00	0.50	0.50	0.50	9,350	11,250
		2.50	2.50	2.50	2.50		
		TOTAL SALARIES				\$ 129,000	\$ 133,750
		Overtime				-	200
		FICA Taxes				9,800	10,247
		Deferred Compensation				10,725	11,043
		Group Health Insurance Premium				16,400	18,981
		Employee Assistance Program				32	32
		Worker's Comp Insurance				286	308
		Total Personal Services				\$ 166,243	\$ 174,561

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

CITY CLERK

Code: 010009

<u>Account</u>		<u>FY 15/16</u>	<u>FY 16/17</u>	<u>FY17/18</u>	<u>Amended</u>	<u>FY 18/19</u>	<u>FY 19/20</u>
<u>Number</u>	<u>Description</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Projected</u>	<u>Budget</u>
PERSONAL SERVICES							
511200	Salaries	228,236	109,944	115,416	128,450	129,000	133,750
511300	Temporary Salaries	1,595	4,943	6,858	0	0	0
511400	Overtime	0	0	0	200	0	200
512100	FICA Taxes	17,311	8,551	9,330	9,769	9,800	10,247
512225	Deferred Compensation	20,024	9,895	10,560	10,733	10,725	11,043
512301	Group Health Insurance Premium	12,965	13,372	16,912	17,962	16,400	18,981
512305	Dependant Health Ins Premium	6,833	3,178	0	0	0	0
512309	Employee Assistance Program	56	48	0	0	32	32
512400	Worker's Comp Insurance	471	221	229	331	286	308
TOTAL PERSONAL SERVICES		287,490	150,152	159,304	167,445	166,243	174,561
533400	Other Contractual Services	2,090	1,796	1,986	3,000	2,300	3,000
533490	Codification Services	3,306	2,008	2,899	5,000	2,250	4,500
534000	Travel and Per Diem	1,253	681	145	800	700	900
534101	Telephone	7	0	0	0	0	0
534110	Internet Services	433	0	0	0	0	0
534120	Postage	355	365	475	450	435	450
534420	Equipment Leases	689	679	668	668	662	700
534630	R & M - Office Equipment	11,453	11,800	1,092	960	920	1,050
534910	Clerk of Court Filing Fees	93	268	162	378	270	300
534920	Legal Ads	2,178	2,084	1,616	2,000	975	2,000
534990	Election Costs	34,338	9,488	37,940	9,820	9,789	40,000
535200	Departmental Supplies	529	374	284	300	205	300
535210	Computer Supplies	7,450	21	148	300	60	300
535410	Dues and Memberships	525	538	440	550	545	450
535420	Books and Publications	62	0	0	0	0	0
535450	Training and Education	830	444	100	365	340	800
TOTAL OPERATING EXPENDITURES		65,590	30,545	47,955	24,591	19,451	54,750
CAPITAL OUTLAY							
606400	Vehicles and Equipment	0	0	0	15,000	13,983	0
TOTAL CAPITAL OUTLAY		0	0	0	15,000	13,983	0
TOTAL CITY CLERK		353,080	180,698	207,260	207,036	199,677	229,311

CITY OF SEBASTIAN, FLORIDA 2019/2020 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 all legal transactional and litigation matters, and monitors the representation of the City by outside counsel where appropriate.

The Office of City Attorney prepares legal instruments, including resolutions, ordinances, closing documents, bond sale documents, and legal opinions, as required.

The budget for the Office of City Attorney also includes legal fees paid to special counsel for the Code Enforcement Board and litigated actions as required.

FISCAL YEAR 2019 ACCOMPLISHMENTS

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

FISCAL YEAR 2020 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 Staff.
- Continue to provide regular updates to the City Council on changes to federal and state laws, as well as pending suits and legal cases.
- Continue to serve as police legal advisor to the City's police department.
- Continue to evaluate and improve the adjudication process for Code violations, including lien services and collection of valid liens.
- Review significant legal claims and insurance settlements, as deemed necessary.
- Coordinate and monitor the use of any outside council services.
- Draft and/or review proposed ordinances and resolutions, as needed.

PERFORMANCE MEASURES

	Actual 2015/2016	Actual 2016/2017	Actual 2017/2018	Projected 2018/2019	Projected 2019/2020
Performance Indicators					
Number of Resolutions	35	35	35	35	35
Number of Ordinances	8	3	5	5	5
Number of Meetings	45	42	42	58	26

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

CITY ATTORNEY PROGRAM BUDGET DESCRIPTION

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>18/19</i>	<i>19/20</i>	
25.00%	25.00%	<u>Counsel to City Council and Other City Bodies</u> - 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%	<u>Function as City's Solicitor</u> - Prepare and review ordinances, resolutions, contracts, property instruments and other legal documents on behalf of the City.
40.00%	40.00%	<u>City Legal Advisor</u> - 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%	<u>Legal Representative</u> - 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 2019-20 adopted budget for the City Attorney is \$ 106,291. This compares to the 2018-19 projected expenditures of \$ 104,885, an increase of \$ 1,406 or 1.34%.

	FY 15/16	FY 16/17	FY 17/18	Amended FY18/19	Projected FY 18/19	FY 19/20	
	Actual	Actual	Actual	Budget	Expenditures	Budget	Difference
Personal Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating Expenses	94,682	68,346	100,267	104,914	104,885	106,291	1,406
Capital Outlay	-	-	-	-	-	-	-
Total	\$ 94,682	\$ 68,346	\$ 100,267	\$ 104,914	\$ 104,885	\$ 106,291	\$ 1,406

Fiscal Year 2019-20 Adopted Budget:

Major Current Level Changes from Fiscal Year 2018-19 Projected Expenditures:

	Difference
1. Personal Services - No change.	\$ -
2. Operating Expenses - Increase due to additional Special Magistrate hearings.	\$ 1,406
3. Capital Outlay - No capital outlay requested.	\$ -

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

CITY ATTORNEY

Code: 010010

Account	FY 15/16	FY 16/17	FY 17/18	Amended FY 18/19	FY18/19	FY 19/20
<u>Number</u> <u>Description</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Projected</u>	<u>Budget</u>
PERSONAL SERVICES						
OPERATING EXPENDITURES						
533400 Other Contractual Services	92,615	66,545	99,470	103,200	104,050	105,600
534000 Travel and Per Diem	318	0	0	0	0	0
534105 Cellular Phone	0	0	285	460	438	441
534110 Internet Services	0	209	415	0	0	0
534115 On-Line Services	1,074	920	0	1,104	0	0
534120 Postage	0	0	0	0	27	25
535200 Departmental Supplies	0	0	72	0	370	225
535230 Small Tools and Equipment	0	0	24	0	0	0
535410 Dues and Memberships	150	150	0	150	0	0
535420 Books and Publications	0	522	0	0	0	0
535450 Training and Education	525	0	0	0	0	0
TOTAL OPERATING EXPENDITURES	94,682	68,346	100,267	104,914	104,885	106,291
CAPITAL OUTLAY						
606400 Vehicles and Equipment	0	0	0	0	0	0
TOTAL CAPITAL OUTLAY	0	0	0	0	0	0
TOTAL CITY ATTORNEY	94,682	68,346	100,267	104,914	104,885	106,291

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

ADMINISTRATIVE SERVICES DEPARTMENT

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

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

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

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

FISCAL YEAR 2019 ACCOMPLISHMENTS

- ✓ Twentieth time awardee of the Government Finance Officer's Association Certificate of Achievement for Excellence in Financial Reporting for the Comprehensive Annual Financial Report and fourteenth time awardee of the Government Finance Officer's Association Distinguished Budget Presentation Award.
- ✓ Maintained American Express corporate card and Bank of America purchasing card programs and added PNC purchasing cards on a trial basis.
- ✓ Served as risk manager regarding property and liability insurance policies and claims.
- ✓ Provided administrative support to the Police Officers Pension Plan.
- ✓ Handled grant accounting and financial reporting requirements in coordination with other departments expected to adhere to requirements for narrative reports on progress.
- ✓ Recruited, interviewed and hired new employees and replacements for vacant positions.
- ✓ Improved internal processes to operate more efficiently.

FISCAL YEAR 2020 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 internet when appropriate.
- Recruit and promote the most qualified candidates recognizing the value of diversity.
- Promote a safe and healthy work place, reflecting the commitment to fairness and equality.
- Continue to provide responsive service to all customers, citizens, vendors, and employees.
- Submit 2018-2019 Comprehensive Annual Financial Report for the Excellence for Financial Reporting Award and 2019-2020 Annual Budget document for the Distinguished Budget Presentation Award to Government Finance Officers Association.
- Provide timely financial information to the City administration and the general public by issuing the City's Comprehensive Annual Financial Report no later than February 28th each year.
- Provide timely adopted budget document to the City administration and the general public by issuing the City's Annual Budget document no later than October 31th each year.
- Continue staff training in accounting, risk management, and emergency management.

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

PERFORMANCE MEASURES

Performance Indicators	Actual 2015/2016	Actual 2016/2017	Actual 2017/2018	Projected 2018/2019	Projected 2019/2020
Total Full and Part-time Positions	178	180	182	192	178
Terminations/Resignations/Retirements	41	29	34	30	20
HR hours to process new employee	3	3	2	2	2
Applications processed	400	300	93	500	200
New Hires	35	37	31	50	31
Background Checks conducted - non-sworn	35	40	21	25	25
Reported Workers Compensation Claims	8	18	15	25	15
Time frame to hire new employee - non-sworn	14 days	21 days	14 days	14 days	14 days
Time frame to hire new employee - sworn	1.5 Months	1.5 Months	1.5 Months	1.5 Months	1.5 Months
Program Cost Per Capita	\$24.63	\$24.68	\$26.92	\$27.14	\$27.59
Journal Entries Processed	1,032	1,028	1,047	1,000	1,000
Accounts Payable Invoices Processed	4,238	4,191	3,880	4,400	3,700
Accounts Payable Checks Processed	2,384	2,232	2,210	2,400	2,200
Purchase Orders Processed	328	289	355	325	350
Payroll Checks Processed	3,992	4,008	4,360	4,300	4,600
Purchasing/Corporate Card Transactions Processed	1,357	1,718	2,297	2,200	2,600
Purchasing Card Users	39	40	39	39	41
Garage Sale Permits Issued	838	799	826	850	900
Number of Fixed Assets Records	2,200	2,302	2,588	2,500	2,800
Comprehensive Annual Financial Statement issued	02/15/17	03/23/18	03/08/19	02/15/20	02/15/21
Annual Budget Document issued	10/27/15	11/04/16	11/27/17	10/15/18	10/30/19
Excellence in Financial Reporting Award (consecutive years)	18	19	20	21	22
Distinguished Budget Presentation Award (consecutive years)	12	13	14	15	16

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

ADMINISTRATIVE SERVICES PROGRAM BUDGET

STAFFING		NATURE OF ACTIVITY
18/19	19/20	
24.00%	17.00%	General Accounting - Data entry for general ledger activity for all City operations, bank reconciliations, preparation of federal, state and local reports, and allocation of charges to City departments. Ensure all accounting information is entered timely and accurately. Maintain fixed assets records and ensure assets are recorded and tagged properly. Account for all Capital Projects.
11.00%	12.00%	Accounts Payable - Review all requests for payment and prepare checks. Process and pay purchasing card transactions. Ensure appropriate discounts are taken and invoices are paid prior to due date, audit travel expense reports and prepare year end 1099's.
7.00%	7.00%	Budget - Assist the City Manager in preparation of annual budget. Ensure budget is comprehensive as to communication, coordination and control. Submit final budget to the Government Finance Officers Association Awards Program and quarterly budget amendment packages to the Council.
8.00%	7.00%	Payroll - Review and process payroll, including benefits, deductions, leave availability, and workers compensation. Prepare quarterly reports to the workers compensation insurance carrier. Prepare employee insurance invoices for payment. Monitor ADP to insure quarterly and annual payroll tax reports and year end W-2's are processed correctly.
6.00%	6.00%	Auditing and Financial Reporting - Analyze general ledger accounts, develop and prepare subsidiary ledgers for the annual audit. Analyze financial data. Prepare monthly budget to actual statements and annual financial statements. Prepare annual State reports, such as Comptroller's Report, Transportation Report, and other complex financial analyses. Invest operating and construction funds. Make debt service payments and record transactions. Complete the Comprehensive Annual Financial Report and submit to the Government Finance Officers Association Award Program.
6.00%	6.00%	Contract and Agreement Management - Maintain a contract database tracking all deliverables, terms, and action dates. Review terms and make recommendations for any potential changes. Support Department Heads and Project Managers on contract issues.
7.00%	8.00%	Procurement - Research, negotiate pricing, seek out best practices and implement for procurement. Support Department Heads and staff in the procurement process. Build City relationships with vendors. Update Policies and Procedures as needed.
3.00%	4.00%	Hiring New Employees - Post position, accept applications, screen applications for minimum qualifications, prepare employment and rejection letters, prepare new hire package, schedule pre-employment physical and drug screens, conduct new hire orientations, conduct employment and background investigations, coordinate with departments regarding examinations for skilled positions. Interview applicants as part of panel.
7.00%	7.00%	Customer Service - Respond to customer inquiries both in person and on the phone. Route incoming calls, complaints, concerns, etc to the appropriate department. Receive mail and packages and sort and distribute appropriately. Provide support to other employees and departments as needed.
3.00%	4.00%	Employee Support - Provide protection to both City and employees by following federal and state laws/regulations. Manage employee relations and identify labor costs. Mediate and resolve disputes between management and employees. Maintain, update, and implement City Human Resources policies and procedures. Develop and coordinate employee training. Review and revise job descriptions and pay scales. Maintain all employee files. Provide administrative support to the Police Pension Plan.
2.00%	3.00%	Grants & Special Projects - Responsible for quarterly status, reimbursement reports, close out documentation and federal and state compliance to grantors.
3.00%	3.00%	In-Service Actions - Process employee action notices for activity - promotions, demotions and transfers. Maintain personnel and subject files. Update salary schedules and compensation plans. Administer employee evaluation program.
2.00%	2.00%	Effective Insurance Plans - Develop and maintain a comprehensive, innovative and effectively managed insurance benefits plan for all employees and dependents. Provide clear prevention opportunities and participation options for employees and dependents.
3.00%	3.00%	Risk Management - Ensure that liability insurance claims are promptly submitted to the insurance carrier. Resolve minor claims that are lower than deductible limits in a fair and consistent manner. Insure Workers Compensation claims are submitted to carrier. Maintain correspondence with insurance carrier for all liability and workers compensation claims from inception to completion or return to work. Negotiate carrier benefits and rates. Coordinate all safety training.
3.00%	3.00%	Union Negotiations, Contract Administration - Negotiate labor agreements with both PBA and CWA and any Memos of Understanding necessary during the life of existing contracts. Perform support research, document preparation and record minutes. Review, rewrite and organize Rules and Regulations.
3.00%	6.00%	Cash Management - Collect revenues from taxes, intergovernmental revenues, franchise fees, utility taxes, occupational licenses, parking citations, special assessments, and rentals. Monitor collections as compared to budget. Invest any available cash balances, as warranted.
2.00%	2.00%	Records Management - Records storage, disposition, and destruction. Insure annual compliance. Complete transmittals, box labels, records disposition and destruction forms, and update master log.
100.00%	100.00%	

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

ADMINISTRATIVE SERVICES BUDGET SUMMARY

The Fiscal Year 2019-2020 adopted budget for Administrative Services is \$ 694,267. This compares to the 2018-2019 projected expenditures of \$ 668,479, an increase of \$ 25,788 or 3.86%.

	FY 15/16	FY 16/17	FY 17/18	Amended FY 18/19	Projected FY 18/19	FY 19/20	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 452,108	\$ 461,830	\$ 525,070	\$ 559,019	\$ 541,260	\$ 556,651	\$ 15,391
Operating Expenses	98,051	105,234	126,108	134,436	127,219	137,616	10,397
Capital Outlay	-	4,050	-	-	-	-	-
Total	\$ 550,159	\$ 571,115	\$ 651,177	\$ 693,455	\$ 668,479	\$ 694,267	\$ 25,788

Fiscal Year 2019-20 Adopted Budget:

Major Current Level Changes from Fiscal Year 2018-19 Projected Expenditures:

	Difference
1. Personal Services - Increase due to negotiated salary and insurance increases.	\$ 15,391
2. Operating Expenses - Increase due to increased advertising for job openings, training, and education.	\$ 10,397
3. Capital Outlay - No capital outlay requested.	\$ -

PERSONAL SERVICES SCHEDULE

ADMINISTRATIVE SERVICES DEPARTMENT

POSITION	PAY RANGE	FULL TIME EQUIVALENTS				Projected	Budget
		Amended				Expenditure	
		17/18	18/19	18/19	19/20	18/19	
Administrative Services Director/CFO	78,967 / 142,140	1.00	1.00	1.00	1.00	\$ 131,450	\$ 135,250
Human Resources Director/Asst Admin Services Director	72,868 / 131,163	1.00	1.00	1.00	1.00	92,025	92,000
Assistant Accounting Services Director	67,703 / 121,866	1.00	1.00	1.00	1.00	73,275	73,250
Procurement/Contracts Manager	55,588 / 100,058	1.00	1.00	1.00	1.00	56,250	59,750
Accountant	40,244 / 72,439	1.00	1.00	1.00	1.00	44,250	45,250
Account Clerk II	29,052 / 52,293	1.00	1.00	1.00	1.00	30,750	31,250
		6.00	6.00	6.00	6.00		
		TOTAL SALARIES				\$ 428,000	\$ 436,750
						-	250
						32,750	33,431
						38,500	39,330
						41,000	45,864
						95	95
						915	931
						<u>\$ 541,260</u>	<u>\$ 556,651</u>

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

ADMINISTRATIVE SERVICES DEPARTMENT

Code: 010020

Account Number	Description	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Actual	Amended FY 18/19 Budget	FY 18/19 Projected	FY 19/20 Budget
PERSONAL SERVICES							
511200	Regular Salaries	368,115	371,071	414,889	440,900	428,000	436,750
511300	Temporary Salaries	2,948	2,092	38	0	0	0
511400	Overtime	59	0	0	250	0	250
512100	FICA Taxes	28,345	28,474	31,273	33,603	32,750	33,431
512225	Deferred Compensation	30,677	31,911	36,946	39,533	38,500	39,330
512301	Group Health Insurance Premium	20,400	24,016	41,230	43,672	41,000	45,864
512305	Dependent Insurance	693	3,487	0	0	0	0
512309	Employee Assistance Program	136	138	0	0	95	95
512400	Worker's Comp Insurance	736	642	694	1,061	915	931
TOTAL PERSONAL SERVICES		452,108	461,830	525,070	559,019	541,260	556,651
OPERATING EXPENDITURES							
533120	Consultants	10,529	6,281	830	4,500	0	0
533175	Employee Background Testing	12,182	16,562	15,570	13,200	12,000	13,440
533200	Audit Fees	33,525	33,060	36,000	37,746	37,746	37,746
533400	Other Contractual Services	7,010	4,969	27,924	30,350	30,350	32,740
534000	Travel and Per Diem	41	496	892	1,000	200	1,400
534105	Cellular Telephone	0	440	0	0	0	0
534110	Internet Access	159	433	774	0	0	0
534120	Postage	2,160	1,893	1,678	1,800	1,800	1,900
534420	Equipment Leases	1,879	1,852	1,820	1,820	1,805	1,820
534630	R & M - Office Equipment	24,282	25,957	28,776	27,895	30,028	30,940
534800	Promotional Activities	0	0	0	1,750	500	1,500
534825	Advertising	198	1,118	504	500	3,500	4,340
534920	Legal Ads	1,069	1,984	821	1,700	1,600	1,900
535200	Departmental Supplies	3,380	5,513	4,198	5,210	3,500	3,570
535205	Bank Charges	190	147	145	175	145	145
535210	Computer Supplies	418	469	615	2,600	300	300
535230	Small Tools & Equipment	0	0	2,047	0	0	0
535410	Dues and Memberships	950	3,563	3,339	3,340	3,445	3,675
535420	Books and Publications	50	50	0	50	0	0
535450	Training and Education	30	449	175	800	300	2,200
TOTAL OPERATING EXPENDITURES		98,051	105,234	126,108	134,436	127,219	137,616
CAPITAL OUTLAY							
606400	Vehicles and Equipment	0	4,050	0	0	0	0
TOTAL CAPITAL OUTLAY		0	4,050	0	0	0	0
TOTAL ADMINISTRATIVE SERVICES		550,159	571,115	651,177	693,455	668,479	694,267

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

MANAGEMENT INFORMATION SYSTEMS DIVISION

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

FISCAL YEAR 2019 ACCOMPLISHMENTS

- ✓ Instituted City-wide security awareness training for all users
- ✓ Installed additional hardware in order to promote data resiliency
- ✓ Removed/replaced EOL hardware within the network to
- ✓ Installed additional fiber optic cabling for increasing bandwidth between buildings & floors
- ✓ Audited security system for usage and access controls
- ✓ Installed a new city hall complex surveillance system

FISCAL YEAR 2020 GOALS AND OBJECTIVES

- Move all city emails and users to office 365/exchange online
- Continue to educate end-users in best practices for cyber-security
- Create plans for whole building failures and other datacenter fail-over needs
- Continue to evaluate the needs of the city
- Continue cross training MIS team members so that the City and PD do not suffer from lack of knowledge in the absence of any particular team member.

PERFORMANCE MEASURES

Performance Indicators	Actual 2015/2016	Actual 2016/2017	Actual 2017/2018	Projected 2018/2019	Projected 2018/2019
Workorders Processed	2012	2730	2775	2500	2700
Server/Network/Phone Outages Serviced	4	22	15	15	10
Web/COS-TV Workorders Processed	1018	694	810	700	800
Programs Aired Live on COS-TV	72	101	122	120	120
User Training hours performed/supported	72	30	30	60	100

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

MANAGEMENT INFORMATION SERVICES PROGRAM BUDGET DESCRIPTION

STAFFING		NATURE OF ACTIVITY
18/19	19/20	
20.00%	8.00%	Network Analysis, Design, and Configuration - This includes the assessment of the city's current data needs, as well as projected needs for all software and hardware, and the documentation of all systems.
30.00%	20.00%	End User Support - This includes hardware troubleshooting and repair, as well as, assisting users in the use of all data resources.
0.00%	2.00%	Network Administration - This includes the daily administration of network resources such as maintaining user accounts, e-mail accounts, data backup etc...
5.00%	3.00%	Division Administration - This includes the functions necessary to support the internal administrative needs of the MIS division's resources and personnel.
5.00%	5.00%	Technology Research and Development - This is the time necessary to research and evaluate technology related products and services for purchase and implementation.
10.00%	10.00%	Broadcasting/Recording/Content Creation - broadcast board meetings live from council chambers. Filming for commercials or other productions as directed. Creation of the daily programming schedule. Creation of all the video files for the Web Archive service. Creation of print advertising/banners as requested. Creation of COSTv slides as needed. Any items needed are requested via work order.
5.00%	5.00%	Website Support - posting of all agendas & packets, adding the city's events to the events calendar on the city's main site. Making any additions or changes that are needed for the information on all the city's websites to stay up-to-date. Any additions or changes are requested via work orders.
15.00%	20.00%	Maintenance - monitoring and addressing MIS technical items. These include servers, switches, and other specialized hardware that is essential to the day to day operations of the MIS division. This includes the daily administration of network resources such as maintaining user accounts, e-mail accounts, data backup etc...
0.00%	25.00%	Security & Training - securing all endpoints and servers against unwanted intrusion. Training of end users on safe usage of city provided technology. Making sure that systems have all needed patches. Securing all internet based services against hacking/breaches.
10.00%	2.00%	Records Management - Maintain the electronic records for the the City of Sebastian. This includes the public emails and the laserfiche system. work with the the City Clerks office to ensure our the city's electronic record storage is both user/public friendly and secured.

MANAGEMENT INFORMATION SYSTEMS BUDGET SUMMARY

The Fiscal Year 2019-2020 adopted budget for Management Information Systems is \$ 535,860, this compares to the 2018-2019 projected expenditures of \$ 467,050, an increase of \$ 68,810, or 14.73%.

	FY 15/16	FY 16/17	FY 17/18	Amended FY 18/19	Projected FY 18/19	FY 19/20	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 130,875	\$ 111,969	\$ 246,755	\$ 330,872	\$ 315,161	\$ 347,448	\$ 32,287
Operating Expenses	68,352	51,456	138,267	115,287	121,114	188,412	67,298
Capital Outlay	-	-	-	30,775	30,775	-	(30,775)
Total	\$ 199,227	\$ 163,425	\$ 385,022	\$ 476,934	\$ 467,050	\$ 535,860	\$ 68,810

Fiscal Year 2019-2020 Adopted Budget:

Major Current Level Changes from Fiscal Year 2018-2019 Projected Expenditures:

	Difference
1. Personal Services - Increase due to negotiated salary and insurance increases and having a full staff during the year.	\$ 32,287
2. Operating Expenses - Increase due to planned website upgrades and increased software licensing fees.	\$ 67,298
3. Capital Outlay - No General Fund capital outlay requested this year.	\$ (30,775)

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

PERSONAL SERVICES SCHEDULE

MANAGEMENT INFORMATION SERVICES							
POSITION	PAY RANGE	FULL TIME EQUIVALENTS				Projected	Budget
		Amended				Expenditure	
		17/18	18/19	18/19	19/20	18/19	19/20
MIS Manager	55,588 / 100,058	0.00	1.00	1.00	1.00	\$ 72,700	\$ 79,000
Network Manager	50,871 / 91,568	1.00	0.00	0.00	0.00	-	-
Electronic Records and Information Manager	40,200 / 68,339	1.00	0.00	0.00	0.00	-	-
MIS Technical Analyst	37,528 / 67,550	0.00	1.00	1.00	1.00	59,200	60,750
Systems Administrator	48,529 / 87,352	0.00	1.00	1.00	1.00	45,200	53,500
MIS Technician	32,698 / 58,857	1.00	1.00	1.00	1.00	36,900	37,500
Audio Visual Technician (Part Time)	\$ 10.00/hr-\$ 13.24/hr	0.50	0.50	0.50	1.00	12,000	31,500
Audio Visual Technician (Temp)	\$ 10.00/hr	1.50	0.50	0.50	0.00	11,600	-
		5.00	5.00	5.00	5.00		
TOTAL SALARIES						\$ 237,600	\$ 262,250
						Overtime	3,000
						FICA Taxes	20,292
						Deferred Compensation	21,038
						Group Health Insurance Premium	40,198
						Employee Assistance Program	63
						Worker's Comp Insurance	607
						Total Personal Services	\$ 315,161 \$ 347,448

CAPITAL OUTLAY SCHEDULE

MANAGEMENT INFORMATION SERVICES - TO BE FUNDED BY DISCRETIONARY SALES TAX						
DESCRIPTION	EXPENDITURES PER FISCAL YEAR					
	2019/20	2020/21	2021/22	2022/23	2023/24	TOTAL
Server/Host Update	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 200,000
Computer Replacements (City)	10,000	25,000	25,000	25,000	25,000	110,000
Computer Replacements (Police)	75,000	10,000	20,000	10,000	20,000	135,000
Audio Visual Equipment	5,000	30,000	10,000	10,000	10,000	65,000
Network Infrastructure	30,000	30,000	30,000	30,000	30,000	150,000
Remote Access Firewall	-	40,000	-	-	-	40,000
Citywide Phone System	-	100,000	-	-	-	100,000
Over the Air Connections	-	10,000	20,000	-	-	30,000
Core Switches	-	-	-	-	25,000	25,000
Total	\$ 160,000	\$ 285,000	\$ 145,000	\$ 115,000	\$ 150,000	\$ 855,000

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

MANAGEMENT INFORMATION SYSTEMS

Code: 010021

Account Number	Description	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Actual	Amended FY 18/19 Budget	FY 18/19 Projected	FY 19/20 Budget
PERSONAL SERVICES							
511200	Regular Salaries	99,865	86,749	186,051	239,000	226,000	262,250
511300	Temporary Salaries	163	0	5,178	7,800	11,600	0
511400	Overtime	0	678	2,355	1,000	6,250	3,000
512100	FICA Taxes	7,319	6,785	14,409	18,880	18,655	20,292
512225	Deferred Compensation	8,988	7,449	14,830	20,205	21,000	21,038
512301	Group Health Insurance Premium	12,838	10,023	23,579	43,348	31,050	40,198
512305	Dependant Health Ins Premium	1,392	43	0	0	0	0
512309	Employee Assistance Program	52	40	0	0	55	63
512400	Worker's Comp Insurance	259	202	354	639	551	607
TOTAL PERSONAL SERVICES		130,875	111,969	246,755	330,872	315,161	347,448
OPERATING EXPENDITURES							
533120	Consultants	0	0	38,056	0	16,000	8,000
533400	Other Contractual Services	14,955	0	615	0	0	40,000
534000	Travel and Per Diem	165	280	575	500	550	700
534101	Telephone	0	7,634	308	9,000	0	0
534105	Cellular Phone	810	819	1,407	2,400	1,950	2,160
534110	Internet Access	1,660	1,414	16,043	16,000	15,000	21,850
534120	Postage	0	5	58	100	75	50
534130	Express Mail	43	11	106	100	100	100
534420	Equipment Leases	0	0	69	69	69	72
534630	R & M - Office Equipment	0	30,215	39,956	69,538	69,500	87,475
534640	R & M-Operating Equipment	39,338	1,690	1,049	300	0	0
535200	Departmental Supplies	278	328	1,806	300	750	200
535210	Computer Supplies	10,658	7,900	30,458	9,750	10,000	5,235
535230	Small Tools and Equipment	146	245	78	0	0	200
535410	Dues and Memberships	299	501	4,684	4,940	5,820	19,420
535420	Books and Publications	0	0	0	100	100	100
535450	Training and Education	0	415	2,999	2,190	1,200	2,850
TOTAL OPERATING EXPENDITURES		68,352	51,456	138,267	115,287	121,114	188,412
CAPITAL OUTLAY							
606400	Vehicles and Equipment	0	0	0	30,775	30,775	0
TOTAL CAPITAL OUTLAY		0	0	0	30,775	30,775	0
TOTAL MANAGEMENT INFORMATION SYSTEMS DIVISION		199,227	163,425	385,022	476,934	467,050	535,860

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

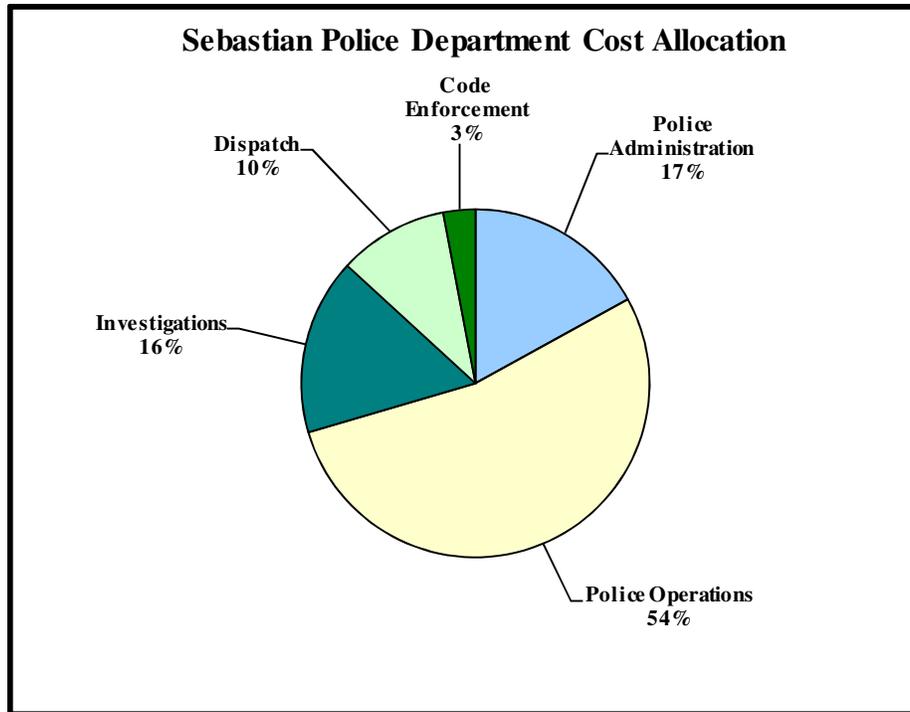
POLICE DEPARTMENT CONSOLIDATED BUDGET FOR ALL DIVISIONS AND UNITS

The Fiscal Year 2019-2020 adopted budget for the Police Department as a whole is \$ 6,393,522. This compares to the 2018-2019 projected expenditures of \$ 5,852,219, an increase of \$ 541,303 or 9.3%.

	FY 15/16	FY 16/17	FY 17/18	Amended FY 18/19	Projected FY 18/19	FY 19/20	
	Actual	Actual	Actual	Budget	Expenditures	Budget	Difference
Personal Services	\$ 4,475,659	\$ 883,814	\$ 5,045,701	\$ 5,214,431	\$ 5,212,456	\$ 5,691,626	\$ 479,170
Operating Expenses	483,953	120,669	548,151	579,426	584,439	595,896	11,457
Capital Outlay	46,988	-	59,754	55,325	55,324	106,000	50,676
Total	\$ 5,006,600	\$ 1,004,482	\$ 5,653,606	\$ 5,849,182	\$ 5,852,219	\$ 6,393,522	\$ 541,303

Fiscal Year 2019-20 Adopted Budget:

Major Current Level Changes from Fiscal Year 2018-19 Projected Expenditures:	Difference
1. Personal Services - Increase due to retirement payouts and negotiated salary and insurance increases.	\$ 479,170
2. Operating Expenses - Increase due primarily to accreditation costs and crime lab fee increase.	\$ 11,457
3. Capital Outlay - Increase due primarily to new trailer and early intervention system.	\$ 50,676



CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

	FY 15/16 <u>Actual</u>	FY 16/17 <u>Actual</u>	FY 17/18 <u>Actual</u>	FY 18/19 <u>Budget</u>	FY 18/19 <u>Projected</u>	FY 19/20 <u>Budget</u>
POLICE ADMINISTRATION						
PERSONAL SERVICES	\$ 873,844	\$ 883,814	\$ 919,624	\$ 725,381	\$ 716,264	\$ 918,439
OPERATING EXPENDITURES	122,937	120,669	119,785	133,115	135,660	147,440
CAPITAL OUTLAY	23,303	-	36,465	-	-	20,000
TOTAL	\$ 1,020,084	\$ 1,004,482	\$ 1,075,874	\$ 858,496	\$ 851,924	\$ 1,085,879
POLICE OPERATIONS						
PERSONAL SERVICES	\$ 2,238,074	\$ 2,308,436	\$ 2,727,327	\$ 2,993,500	\$ 3,064,765	\$ 3,073,099
OPERATING EXPENDITURES	211,528	270,954	294,835	302,439	300,073	286,217
CAPITAL OUTLAY	8,241	19,373	23,289	17,878	17,878	60,000
TOTAL	\$ 2,457,843	\$ 2,598,763	\$ 3,045,451	\$ 3,313,817	\$ 3,382,716	\$ 3,419,316
POLICE INVESTIGATIONS						
PERSONAL SERVICES	\$ 669,523	\$ 603,083	\$ 648,579	\$ 699,164	\$ 656,280	\$ 888,975
OPERATING EXPENDITURES	125,100	106,217	106,054	110,313	114,831	131,361
CAPITAL OUTLAY	15,444	5,188	-	37,447	37,446	26,000
TOTAL	\$ 810,068	\$ 714,488	\$ 754,632	\$ 846,924	\$ 808,557	\$ 1,046,336
POLICE DISPATCH						
PERSONAL SERVICES	\$ 531,446	\$ 600,680	\$ 590,500	\$ 629,788	\$ 609,619	\$ 640,442
OPERATING EXPENDITURES	8,443	10,349	8,563	16,485	17,003	10,840
CAPITAL OUTLAY	-	-	-	-	-	-
TOTAL	\$ 539,889	\$ 611,029	\$ 599,063	\$ 646,273	\$ 626,622	\$ 651,282
POLICE CODE ENFORCEMENT						
PERSONAL SERVICES	\$ 162,772	\$ 149,566	\$ 159,672	\$ 166,598	\$ 165,528	\$ 170,671
OPERATING EXPENDITURES	15,945	15,138	18,914	17,074	16,872	20,038
CAPITAL OUTLAY	-	-	-	-	-	-
TOTAL	\$ 178,717	\$ 164,704	\$ 178,587	\$ 183,672	\$ 182,400	\$ 190,709
TOTALS						
PERSONAL SERVICES	\$ 4,475,659	\$ 4,545,579	\$ 5,045,701	\$ 5,214,431	\$ 5,212,456	\$ 5,691,626
OPERATING EXPENDITURES	483,953	523,326	548,151	579,426	584,439	595,896
CAPITAL OUTLAY	46,988	24,561	59,754	55,325	55,324	106,000
TOTAL	\$ 5,006,600	\$ 5,093,466	\$ 5,653,606	\$ 5,849,182	\$ 5,852,219	\$ 6,393,522

CITY OF SEBASTIAN, FLORIDA 2019/2020 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 2019 ACCOMPLISHMENTS

- ✓ Provided professional law enforcement services to the community through the various divisions, ensuring transparency and dedication.
- ✓ Continued development of staff through leadership and mentoring programs both internal and external.
- ✓ Enhanced Community Outreach Program by adding a part time specialist and expanding our program to reach more members of the community.
- ✓ Provided 3 full time SRO's to our schools and established a good working relationship with faculty/staff and students including safety training.

FISCAL YEAR 2020 GOALS AND OBJECTIVES

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

PERFORMANCE MEASURES

Performance Indicators	Actual 2015/2016	Actual 2016/2017	Actual 2017/2018	Projected 2018/2019	Projected 2019/2020
Civic meetings attended	90	100	132	100	125
Policies reviewed	90	123	200	100	200
Unit staff meetings attended	12	12	12	12	12
Senior staff meetings attended	24	24	24	24	24
Staff inspections performed	4	4	4	4	4
Computerized statistical reviews	12	12	12	12	12
Crime Prevention Information needs	55	30	51	50	50
Youth & Bike Safety Events	30	30	36	24	40
Community Events	58	62	67	60	65
Background Investigations	14	20	25	20	20
Training Assistance	24	24	24	24	24
Internal Investigations	1	1	3	2	2
Conduct 40 hrs of training for officers	38	39	43	43	43
Conduct training for civilian employees	40	40	60	40	50
Recruiting and promotional Activities	40	36	36	36	36
Number of citations processed	711	670	788	800	850
Number of warnings processed	2354	2510	2891	2400	3200
Number of reports processed	3191	3262	2892	3300	3000
Number of parking citations processed	73	49	56	50	60
Number of trespass warnings processed	268	149	124	200	150
Statistical reports completed	35	30	30	38	36

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

POLICE ADMINISTRATION PROGRAM BUDGET DESCRIPTION

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>18/19</i>	<i>19/20</i>	
37.50%	36.00%	General Management - Direct department, develop and expand citizen involvement and public education. Meet with civic groups, media, and other public and private groups. General administrative duties managing the department.
2.50%	2.00%	Professional Standards - Oversee all internal affairs investigations and conduct two staff inspections during the year. Oversee all background investigations. Insure that accreditation standards are followed and documented.
0.50%	1.00%	Staff Inspections
32.00%	33.00%	Records Management - Processing, distributing and entering incident reports, citations, warnings, parking tickets, trespass warnings, and other related records management for the Divisions of the Police Department.
21.50%	23.00%	Citizen Requests - Respond to citizen and agency requests for incident reports, accident reports, and local checks by fax, mail or phone. Providing officers with information when requested, signing for, processing and entering subpoenas. Providing records information to citizens in person or by phone.
4.50%	4.00%	Reporting - Provide FDLE with UCR reports, update UCR, prepare and provide statistics, update pin map.
1.50%	1.00%	Administrative - Mail correspondence to housewatch participants and to program donors, collect copy fees, signoff citation fees and alarm fees.
100.00%	100.00%	

POLICE ADMINISTRATION BUDGET SUMMARY

The Fiscal Year 2019-2020 adopted budget for Police Administration is \$ 1,085,879. This compares to the 2018-2019 projected expenditures of \$ 851,924 (excluding State Pension funds), an increase of \$ 233,955 or 27.5%.

	FY 15/16	FY 16/17	FY 17/18	Amended FY 18/19	Projected FY 18/19	FY 19/20	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 873,844	\$ 883,814	\$ 919,624	\$ 725,381	\$ 716,264	\$ 918,439	\$ 202,175
Operating Expenses	122,937	120,669	119,785	133,115	135,660	147,440	11,780
Capital Outlay	23,303	-	36,465	-	-	20,000	20,000
Total	\$ 1,020,084	\$ 1,004,482	\$ 1,075,874	\$ 858,496	\$ 851,924	\$ 1,085,879	\$ 233,955

Fiscal Year 2019-20 Adopted Budget:

Major Current Level Changes from Fiscal Year 2018-2019 Projected Expenditures:

	Difference
1. Personal Services - Increase due to retirement payouts, longevity, and negotiated salary and insurance increases.	\$ 202,175
2. Operating Expenses - Increase due to accreditation costs and semi-annual insurance payment.	\$ 11,780
3. Capital Outlay - Increase due to no capital outlay requested in prior year.	\$ 20,000

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

PERSONAL SERVICES SCHEDULE

POLICE ADMINISTRATION							
<u>POSITION</u>	<u>PAY RANGE</u>	<u>FULL TIME EQUIVALENTS</u>				<u>Projected</u>	<u>Budget</u>
		<u>Amended</u>				<u>Expenditure</u>	<u>Budget</u>
		<u>17/18</u>	<u>18/19</u>	<u>18/19</u>	<u>19/20</u>	<u>18/19</u>	<u>19/20</u>
Chief of Police	78,967 / 142,140	1.00	1.00	1.00	1.00	\$ 125,550	\$ 129,000
*Retirement Payout-Police Chief						-	69,000
Deputy Chief of Police	62,565 / 112,616	1.00	1.00	1.00	1.00	117,750	121,000
*Drop Payout-Deputy Chief							55,750
Captain	60,742 / 109,336	0.00	1.00	1.00	1.00	95,600	103,000
Commander	50,871 / 91,568	2.00	0.00	0.00	0.00	-	-
Administrative Supervisor	40,244 / 72,439	1.00	1.00	1.00	1.00	47,350	47,000
Administrative Assistant	30,821 / 55,478	1.00	1.00	1.00	1.00	41,600	42,500
Records Specialist II	30,821 / 55,478	1.00	1.00	1.00	1.00	34,500	35,000
Clerical Assistant II	26,587 / 47,856	1.00	1.00	1.00	1.00	32,300	33,000
Logistics Specialist P/T	\$ 12.36/hr	0.50	0.50	0.50	0.50	12,500	13,000
COPE Specialist P/T	\$ 12.36/hr	0.00	0.50	0.50	0.50	12,000	13,000
		8.50	8.00	8.00	8.00		
		TOTAL SALARIES				\$ 519,150	\$ 661,250
						Overtime	500
						FICA Taxes	39,800
						Clothing Allowance	1,620
						Deferred Compensation	14,025
						Chapter 185 Pension	73,733
						Group Health Insurance Premium	53,800
						Employee Assistance Program	111
						Worker's Comp Insurance	13,525
						Total Personal Services	\$ 716,264
						\$ 716,264	\$ 918,439

CAPITAL OUTLAY SCHEDULE

POLICE ADMINISTRATION DIVISION - TO BE FUNDED BY GENERAL FUND						
<u>Description</u>	<u>EXPENDITURES PER FISCAL YEAR</u>					<u>TOTAL</u>
	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	
COPE Laptop	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ 3,000
COPE Trailer Generator	2,000	-	-	-	-	2,000
Early Intervention System	15,000	-	-	-	-	15,000
	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000
	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

POLICE ADMINISTRATION

Code: 010041

Account Number	Description	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Actual	Amended FY 18/19 Budget	FY 18/19 Projected	FY 19/20 Budget
PERSONAL SERVICES							
511200	Regular Salaries	534,855	529,259	522,105	498,550	494,650	661,250
511300	Temporary Salaries	8,391	8,847	9,801	25,000	24,500	0
511400	Overtime	1,498	810	389	500	500	500
512100	FICA Taxes	40,897	40,636	40,282	40,038	39,800	50,748
512215	Clothing Allowance	1,620	2,138	1,980	1,620	1,620	1,620
512225	Deferred Compensation	17,288	12,592	13,258	13,703	14,025	14,220
512250	Chapter 185 Retirement	41,923	54,528	77,663	75,790	73,733	111,794
512251	Chapter 185 State Shared Revenue	169,027	168,628	188,923	0	0	0
512301	Group Health Insurance Premium	35,184	43,909	52,651	54,509	53,800	57,959
512305	Dependant Health Ins Premium	11,071	12,446	0	0	0	0
512309	Employee Assistance Program	172	192	0	0	111	111
512400	Worker's Comp Insurance	11,918	9,828	12,572	15,671	13,525	20,237
TOTAL PERSONAL SERVICES		873,844	883,814	919,624	725,381	716,264	918,439
OPERATING EXPENDITURES							
533100	Professional Services	890	2,743	1,383	600	600	3,800
533400	Other Contractual Services	25	25	25	0	25	25
533415	Janitorial Services	10,092	11,017	0	0	0	0
533500	Investigations	179	320	917	500	500	500
534000	Travel and Per Diem	0	2,899	3,180	5,400	7,000	6,000
534101	Telephone	7,258	7,936	8,921	8,940	10,600	10,600
534105	Cellular Telephone	2,105	2,629	2,416	2,100	1,920	1,920
534110	Internet Services	1,898	3,039	3,039	2,185	2,645	2,615
534120	Postage	1,409	1,285	1,052	1,200	1,500	1,000
534310	Electric	28,861	29,202	24,858	29,000	25,000	26,250
534320	Water/Sewer	2,829	3,082	2,946	3,100	2,850	3,000
534420	Equipment Leases	3,240	3,194	3,139	3,140	3,120	3,250
534500	Insurance	5,609	0	5,609	0	0	5,700
534610	R & M-Buildings	3,699	0	5,925	5,000	5,000	10,000
534620	R & M-Vehicles	1,346	1,035	1,479	1,500	500	500
534630	R & M - Office Equipment	29,513	32,104	33,585	41,800	47,450	48,000
534640	R & M-Operating Equipment	572	33	0	1,600	4,000	1,000
534650	R & M-Radio	130	200	35	100	100	100
534800	Promotional Activities	912	1,000	937	1,000	1,000	1,000
534820	Designated Expenditure (Greer Donation)	7,435	1,509	3,886	8,000	1,000	0
535200	Departmental Supplies	3,937	5,628	5,289	5,000	5,000	7,000
535210	Computer Supplies	38	47	54	50	150	80
535230	Small Tools and Equipment	3,687	649	0	500	500	500
535260	Gas and Oil	4,171	3,922	4,648	5,000	5,000	5,000
535270	Uniforms and Shoes	484	1,471	789	800	1,000	800
535275	Safety Equipment	0	0	0	100	100	100
535410	Dues and Memberships	1,743	2,370	2,839	3,000	3,000	3,200
535420	Books and Publications	875	125	614	300	500	500
535450	Training and Education	0	3,206	2,220	3,200	5,600	5,000
TOTAL OPERATING EXPENDITURES		122,937	120,669	119,785	133,115	135,660	147,440
CAPITAL OUTLAY							
606400	Vehicles and Equipment	14,303	0	16,965	0	0	20,000
606405	Vehicles and Equipment (Designated Funds)	9,000	0	19,500	0	0	0
TOTAL CAPITAL OUTLAY		23,303	0	36,465	0	0	20,000
TOTAL POLICE ADMINISTRATION		1,020,084	1,004,482	1,075,874	858,496	851,924	1,085,879

CITY OF SEBASTIAN, FLORIDA 2019/2020 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 2019 ACCOMPLISHMENTS

- ✓ Significant increase in police-community interactions through the COPE unit activity
- ✓ Significant increase in the public education and awareness through the COPE self-defense, safety and awareness training.
- ✓ Development of leadership mentoring and preparation of promotions for succession planning.
- ✓ Continued progress of nationally recognized crisis intervention and stress management services for internal and external application.

FISCAL YEAR 2020 GOALS AND OBJECTIVES

- Increase the utilization of civil citation program for juvenile intervention.
- Complete the protective equipment purchases for all sworn personnel to ensure safety and readiness.
- Continue the development of skills in the area of active shooter/active threat training.
- Increase water patrol, safety checks and general vessel operations for the safe use of our waterways.

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

PERFORMANCE MEASURES

Performance Indicators	Actual 2015/2016	Actual 2016/2017	Actual 2017/2018	Projected 2018/2019	Projected 2019/2020
Traffic Stops	3,013	3,225	3,953	3,500	4,000
Officer Initiated Activity	13,521	14,024	17,687	20,000	19,000
Traffic Enforcement	991	1,004	1,437	1,500	1,500
Parking Enforcement	73	107	151	100	100
Alarms	729	711	650	600	600
Written Warnings Traffic Stops	2,354	2,519	2,870	3,000	3,000
Calls for Service	35,518	37,265	48,610	50,000	50,000
Adult Arrests	20	59	28	30	30
Juvenile Arrests	335	300	437	425	440
Buckle up and DUI enforcement waves	4	2	2	4	4
K-9 usage reports	35	46	42	75	75
K-9 training days	52	52	52	52	52

POLICE OPERATIONS DIVISION PROGRAM BUDGET DESCRIPTION

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>18/19</i>	<i>19/20</i>	
40.00%	40.00%	<u>Calls for Service</u> - respond to calls for service.
18.00%	18.00%	<u>Traffic Stops and Citations</u> - Conduct traffic stops and issue citations and warnings.
16.00%	15.00%	<u>Investigations</u> - Conduct vehicle crash investigations.
2.50%	2.50%	<u>Criminal Transportation</u> - Transport arrested adults and juveniles to respective detention facilities.
3.50%	4.50%	<u>Training and Professional Development</u> - Provide a minimum of 40 hours of training to all members of the division.
12.00%	13.00%	<u>Patrol and Crime Prevention</u> - Maintain patrol logs and direct patrols to reduce opportunistic crimes. Monitor traffic to direct traffic enforcement strategies. Plan and participate in task force operations.
4.00%	4.00%	<u>K-9 Unit</u> - Responsible for directed patrol and request for officer assists.
3.00%	2.00%	<u>Motorcycle/Traffic Unit</u> - Criminal and non-criminal traffic law enforcement and accident investigations
1.00%	1.00%	<u>Marine Unit</u> - Patrol waterways, enforce marine laws and perform water rescues.
100.00%	100.00%	

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

POLICE OPERATIONS DIVISION BUDGET SUMMARY

The Fiscal Year 2019-2020 adopted budget for Police Operations Division is \$ 3,419,316. This compares to the 2018-2019 projected expenditures of \$3,382,716 an increase of \$ 36,600 or 1.08%.

	FY 15/16	FY 16/17	FY 17/18	Amended FY 18/19	Projected FY 18/19	FY 19/20	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 2,238,074	\$ 2,308,436	\$ 2,727,327	\$ 2,993,500	\$ 3,064,765	\$ 3,073,099	\$ 8,334
Operating Expenses	211,528	270,954	294,835	302,439	300,073	286,217	(13,856)
Capital Outlay	8,241	19,373	23,289	17,878	17,878	60,000	42,122
Total	\$ 2,457,843	\$ 2,598,763	\$ 3,045,451	\$ 3,313,817	\$ 3,382,716	\$ 3,419,316	\$ 36,600

Fiscal Year 2019-20 Adopted Budget:

Major Current Level Changes from Fiscal Year 2018-19 Projected Expenditures:

	Difference
1. Personal Services - Increase due to negotiated salary and insurance increases and having positions full all year.	\$ 8,334
2. Operating Expenses - Decrease due to lower contractual services and supplies anticipated.	\$ (13,856)
3. Capital Outlay - Increase due to new training trailer and tactical equipment requested this year.	\$ 42,122

PERSONAL SERVICES SCHEDULE

POLICE OPERATIONS DIVISION

<u>POSITION</u>	<u>PAY RANGE</u>	<u>FULL TIME EQUIVALENTS</u>				<u>Projected Expenditure</u>	<u>Budget</u>
		<u>Amended</u>				<u>18/19</u>	<u>19/20</u>
		<u>17/18</u>	<u>18/19</u>	<u>18/19</u>	<u>19/20</u>		
Lieutenant	57,256 / 106,061	0.00	1.00	1.00	1.00	94,475	97,250
Sergeants	51,357 / 90,234	4.00	4.00	4.00	4.00	294,000	296,500
Officers	40,608 / 71,348	25.00	29.00	29.00	27.00	1,500,775	1,427,250
Officers (Temp)	\$ 19.52/hr	0.50	0.00	0.00	0.00	-	-
		29.50	34.00	34.00	32.00		
* 2 Officer positions transferred to Investigations in FY20		TOTAL SALARIES				\$ 1,889,250	\$ 1,821,000
						Overtime	190,000
						FICA Taxes	160,000
						Clothing Allowance	18,025
						Chapter 185 Retirement	417,075
						Group Health Insurance Premium	317,160
						Employee Assistance Program	530
						Worker's Comp Insurance	72,725
						Total Personal Services	\$ 3,064,765
						\$ 3,064,765	\$ 3,073,099

CAPITAL OUTLAY SCHEDULE

POLICE OPERATIONS DIVISION - TO BE FUNDED BY GENERAL FUND

<u>Description</u>	<u>EXPENDITURES PER FISCAL YEAR</u>					
	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>TO TAL</u>
Rifles	\$ 8,000	\$ 5,000	\$ -	\$ -	\$ -	\$ 13,000
Tasers	12,000	6,000	-	-	-	18,000
Ballistic Shields & Helmets	15,000	12,000	-	-	-	27,000
Tactical Vests	15,000	-	-	-	-	15,000
Training Trailer	10,000	-	-	-	-	10,000
Equipment Replacement	-	-	10,000	10,000	10,000	30,000
	\$ 60,000	\$ 23,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 113,000

POLICE OPERATIONS DIVISION - TO BE FUNDED BY DISCRETIONARY SALES TAX

<u>Description</u>	<u>EXPENDITURES PER FISCAL YEAR</u>					
	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>TO TAL</u>
Police Vehicles w/Equipment	\$ 330,000	\$ 330,000	\$ 330,000	\$ 550,000	\$ 440,000	\$ 1,980,000
Speed Trailers	-	-	30,000	-	-	30,000
	\$ 330,000	\$ 330,000	\$ 360,000	\$ 550,000	\$ 440,000	\$ 2,010,000

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

POLICE OPERATIONS

Code: 010043

Account		FY 15/16	FY 16/17	FY 17/18	Amended FY 18/19	FY 18/19	FY 19/20
Number	Description	Actual	Actual	Actual	Budget	Projected	Budget
PERSONAL SERVICES							
511200	Regular Salaries	1,381,150	1,426,778	1,623,057	1,812,300	1,889,250	1,821,000
511300	Temporary Salaries	0	965	22,793	0	0	0
511400	Overtime	239,985	235,443	251,591	160,000	190,000	200,000
512100	FICA Taxes	120,237	130,506	142,313	151,746	160,000	155,928
512215	Clothing Allowance	14,108	14,333	15,042	18,360	18,025	17,280
512250	Chapter 185 Retirement	229,147	237,861	374,831	432,355	417,075	472,914
512301	Group Health Insurance Premium	150,698	157,464	245,633	334,451	317,160	327,075
512305	Dependant Health Ins Premium	42,593	53,575	0	0	0	0
512309	Employee Assistance Program	626	640	0	0	530	507
512400	Worker's Comp Insurance	59,530	50,871	52,067	84,288	72,725	78,395
TOTAL PERSONAL SERVICES		2,238,074	2,308,436	2,727,327	2,993,500	3,064,765	3,073,099
OPERATING EXPENDITURES							
533400	Other Contractual Services	0	0	0	4,182	4,181	0
533500	Investigations	0	52	427	0	0	100
534000	Travel and Per Diem	0	2,902	7,637	6,000	6,000	7,000
534105	Cellular Telephone	3,543	3,814	5,357	6,050	7,100	7,140
534110	Internet Access	15,194	16,038	16,346	18,110	15,550	14,717
534120	Postage	32	0	102	100	100	100
534130	Express Mail Charges	315	61	88	100	100	100
534420	Equipment Leases	1,145	1,040	1,109	1,110	1,100	1,250
534620	R & M-Vehicles	56,633	65,921	67,308	50,000	50,000	50,000
534630	R & M - Office Equipment	1,337	1,322	718	3,000	1,145	1,180
534640	R & M-Operating Equipment	5,681	6,814	7,364	7,000	7,000	7,000
534650	R & M-Radio	1,338	3,453	1,722	500	1,500	1,500
534800	Promotional Activities	0	200	371	1,000	1,000	500
534810	K-9 Expenditures	2,202	3,292	4,925	6,000	6,000	5,000
535200	Departmental Supplies	16,914	21,899	29,734	41,000	41,000	35,000
535210	Computer Supplies	10	0	87	100	110	100
535230	Small Tools and Equipment	1,888	16,137	7,025	10,687	10,687	10,500
535260	Gas and Oil	74,920	80,456	97,141	100,000	100,000	100,000
535270	Uniforms and Shoes	25,347	33,863	36,019	28,000	28,000	28,000
535275	Safety Equipment	2,899	7,513	(47)	5,000	5,000	5,000
535410	Dues and Memberships	590	100	430	1,000	1,000	1,030
535420	Books and Publications	1,538	170	517	1,500	1,500	1,000
535450	Training and Education	0	5,908	10,454	12,000	12,000	10,000
TOTAL OPERATING EXPENDITURES		211,528	270,954	294,835	302,439	300,073	286,217
CAPITAL OUTLAY							
606400	Vehicles and Equipment	8,241	19,373	23,289	17,878	17,878	60,000
TOTAL CAPITAL OUTLAY		8,241	19,373	23,289	17,878	17,878	60,000
TOTAL POLICE OPERATIONS DIVISION		2,457,843	2,598,763	3,045,451	3,313,817	3,382,716	3,419,316

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

POLICE INVESTIGATIONS DIVISION

The investigators assigned to this division work on cases involving crimes against persons, crimes against property and general investigations, including narcotic and vice investigations. The 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 to foster community involvement and promote awareness events. The Crime Analyst provides intelligence support internally and externally for the law enforcement community.

FISCAL YEAR 2019 ACCOMPLISHMENTS

- ✓ Purged property and evidence in accordance with state law.
- ✓ Continued advanced training for the investigators in an effort to meet the needs of our community and agency.
- ✓ Provided professional investigative services to the victims of crimes.
- ✓ Updated old equipment and added new equipment to assist with various types of investigations.

FISCAL YEAR 2020 GOALS AND OBJECTIVES

- Continue advanced training for the investigators to ensure up-to-date tactics are being employed.
- Move evidence from the Police Department evidence room to the new on-site evidence building.
- Obtain and utilize digital forensic software to the evidence/crime scene unit for digital evidence recovery and seizures.
- Continue to utilize resources to assist investigators in solving and preventing crimes.
- Steer the agency to intelligence gathering and analyzing techniques and programs.

PERFORMANCE MEASURES

Performance Indicators	Actual 2015/2016	Actual 2016/2017	Actual 2017/2018	Projected 2018/2019	Projected 2019/2020
Burglary Investigations	72	54	41	60	55
Assault Investigations	224	191	195	200	200
Sexual Assault Investigations	3	5	3	7	4
Vehicle Theft Investigation	27	16	10	18	18
Robbery Investigations	7	8	6	9	7
Larceny Investigations	417	347	246	375	300
Murder/Attempted Murder Investigations	0	0	0	0	0

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

POLICE INVESTIGATIONS DIVISION PROGRAM BUDGET DESCRIPTION

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>18/19</i>	<i>19/20</i>	
50.00%	50.00%	<u>Investigations</u> - Investigate reported criminal offenses, complete reports on same, conduct interviews, review and assist in the prosecution of suspects.
15.00%	15.00%	<u>On Scene Investigations</u> - Perform on-scene investigations and process crime scenes.
10.00%	10.00%	<u>Court Assistance</u> - Obtaining warrants, State Attorney's Office depositions and appear in court.
10.00%	10.00%	<u>Investigations Assistance</u> - Assist Uniform Division and other agencies with investigations.
8.00%	8.00%	<u>Training and Professional Development.</u>
0.00%	2.00%	<u>Community Meetings/Community Policing</u>
7.00%	5.00%	<u>Backgrounds</u>
100.00%	100.00%	

POLICE INVESTIGATIONS DIVISION BUDGET SUMMARY

The Fiscal Year 2019-20 adopted budget for Police Investigations is \$ 1,046,336. This compares to the 2018-2019 projected expenditures of \$808,557, an increase of \$ 237,779 or 29.4%.

	FY 15/16	FY 16/17	FY 17/18	Amended FY 18/19	Projected FY 18/19	FY 19/20	
	Actual	Actual	Actual	Budget	Expenditures	Budget	Difference
Personal Services	\$ 669,523	\$ 603,083	\$ 648,579	\$ 699,164	\$ 656,280	\$ 888,975	\$ 232,695
Operating Expenses	125,100	106,217	106,054	110,313	114,831	131,361	16,530
Capital Outlay	15,444	5,188	-	37,447	37,446	26,000	(11,446)
Total	\$ 810,068	\$ 714,488	\$ 754,632	\$ 846,924	\$ 808,557	\$ 1,046,336	\$ 237,779

Fiscal Year 2019-20 Adopted Budget:

Major Current Level Changes from Fiscal Year 2018-19 Projected Expenditures:

	Difference
1. Personal Services - Increase due to two new positions, longevity, and having positions full all year.	\$ 232,695
2. Operating Expenses - Increase due primarily to higher costs of utilizing crime lab.	\$ 16,530
3. Capital Outlay - Decrease due to less new equipment needed this year.	\$ (11,446)

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

POLICE INVESTIGATIONS DIVISION

<u>POSITION</u>	<u>PAY RANGE</u>	<u>FULL TIME EQUIVALENTS</u>				<u>Projected</u>	
		<u>17/18</u>	<u>18/19</u>	<u>Amended</u>		<u>Expenditure</u>	<u>Budget</u>
				<u>18/19</u>	<u>19/20</u>	<u>18/19</u>	<u>19/20</u>
Lieutenant	57,256 / 106,061	0.00	1.00	1.00	1.00	\$ 65,700	\$ 68,250
Sergeant	51,357 / 90,234	1.00	1.00	1.00	1.00	62,200	63,000
Investigators*	40,608 / 71,348	5.00	4.00	4.00	6.00	210,100	352,750
Evidence Technician	33,679 / 60,622	1.00	1.00	1.00	1.00	39,000	39,500
Investigator (Temp)	\$ 19.52/hr	0.50	0.00	0.00	0.00	-	-
Crossing Guards (Temp)	\$ 10.00/hr	5.00	5.00	5.00	5.00	42,000	43,500
		12.50	12.00	12.00	14.00		
* 2 positions transferred from Police Operations in FY20		TOTAL SALARIES				\$ 419,000	\$ 567,000
						30,000	35,000
						36,500	46,853
						7,625	10,460
						3,975	4,102
						84,427	119,106
						56,750	81,858
						103	143
						17,900	24,453
						<u>\$ 656,280</u>	<u>\$ 888,975</u>

CAPITAL OUTLAY SCHEDULE

POLICE INVESTIGATIONS DIVISION - FUNDED BY GENERAL FUND

<u>Description</u>	<u>EXPENDITURES PER FISCAL YEAR</u>					
	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>TOTAL</u>
Surveillance Equipment	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Forensic Platform	16,000	-	-	-	-	16,000
	<u>\$ 26,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 26,000</u>

POLICE INVESTIGATIONS DIVISION - FUNDED BY DISCRETIONARY SALES TAX

<u>Description</u>	<u>EXPENDITURES PER FISCAL YEAR</u>					
	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>TOTAL</u>
Evidence Compound Work	40,000	-	-	-	-	40,000
	<u>\$ 40,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 40,000</u>

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

POLICE INVESTIGATIONS DIVISION

Code: 010047

Account Number	Description	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Actual	Amended FY 18/19 Budget	FY 18/19 Projected	FY 19/20 Budget
PERSONAL SERVICES							
511200	Regular Salaries	399,494	334,513	369,878	410,650	377,000	523,500
511300	Temporary Salaries	51,073	58,503	51,731	43,500	42,000	43,500
511400	Overtime	39,147	51,292	34,868	30,000	30,000	35,000
512100	FICA Taxes	37,197	33,627	34,813	37,529	36,500	46,853
512215	Clothing Allowance	8,580	7,450	7,804	8,580	7,625	10,460
512225	Deferred Compensation	3,594	3,445	3,870	3,915	3,975	4,102
512250	Chapter 185 Retirement	56,545	45,918	76,072	86,900	84,427	119,106
512301	Group Health Insurance Premium	45,507	41,236	54,879	57,379	56,750	81,858
512305	Dependant Health Ins Premium	13,172	16,170	0	0	0	0
512309	Employee Assistance Program	168	146	0	0	103	143
512400	Worker's Comp Insurance	15,045	10,784	14,665	20,711	17,900	24,453
TOTAL PERSONAL SERVICES		669,523	603,083	648,579	699,164	656,280	888,975
OPERATING EXPENDITURES							
533100	Professional Services	59,355	67,889	70,417	72,749	72,749	82,000
533500	Investigations	785	181	491	800	1,000	800
534000	Travel and Per Diem	9,472	2,379	5,143	5,000	6,000	7,000
534105	Cellular Telephone	3,465	3,355	3,644	3,480	3,825	4,320
534110	Internet Access	2,727	2,236	2,922	3,030	3,285	3,900
534115	On-line Services	1,356	1,603	1,647	1,656	1,700	1,716
534120	Postage	69	23	70	150	245	250
534130	Express Mail Charges	156	22	41	0	0	100
534400	Rent/Leases	391	391	391	0	0	0
534420	Equipment Leases	517	510	501	502	497	525
534620	R & M-Vehicles	4,118	6,345	4,169	2,289	2,265	4,000
534630	R & M - Office Equipment	1,444	1,202	858	520	1,155	1,200
534640	R & M-Operating Equipment	0	85	0	0	0	0
534650	R & M-Radio	427	79	35	0	0	100
534800	Promotional Activities	870	147	171	154	310	300
534920	Legal Ads	0	0	0	320	400	400
535200	Departmental Supplies	3,156	2,918	2,774	2,200	2,200	3,000
535210	Computer Supplies	23	72	0	50	80	100
535230	Small Tools and Equipment	11,627	185	313	0	200	200
535260	Gas and Oil	9,038	10,816	7,952	8,500	8,770	10,000
535270	Uniforms and Shoes	1,167	337	561	618	800	800
535275	Safety Equipment	169	1,016	293	195	750	750
535410	Dues and Memberships	95	25	400	400	400	700
535420	Books and Publications	200	0	0	200	200	200
535450	Training and Education	14,475	4,403	3,262	7,500	8,000	9,000
TOTAL OPERATING EXPENDITURES		125,100	106,217	106,054	110,313	114,831	131,361
CAPITAL OUTLAY							
606400	Vehicles and Equipment	15,444	5,188	0	37,447	37,446	26,000
TOTAL CAPITAL OUTLAY		15,444	5,188	0	37,447	37,446	26,000
TOTAL POLICE INVESTIGATIONS DIVISION		810,068	714,488	754,632	846,924	808,557	1,046,336

CITY OF SEBASTIAN, FLORIDA 2019/2020 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 2019 ACCOMPLISHMENTS

- ✓ Increased efficiency in taking and dispatching calls for service.
- ✓ Continued advanced training to ensure 911 operators are prepared for all emergencies.
- ✓ Provided professional quality customer service to our citizens.
- ✓ Ensured compliance with the new FBI/FDLE CJIS changes.

FISCAL YEAR 2020 GOALS AND OBJECTIVES

- Become more involved in the countywide emergency management planning and preparation process for natural and man-made disasters.
- Evaluate work flow systems, available technology and assigned tasks in the communications center to determine if there is a need for more manpower in the future.
- Transition the third radio console from the old system to the new system for efficiency.
- Educate the public on the 911 system, its operation and proper use.

PERFORMANCE MEASURES

Performance Indicators	Actual 2015/2016	Actual 2016/2017	Actual 2017/2018	Projected 2018/2019	Projected 2019/2020
911 Calls Received	9,953	9,004	9,056	9,000	9,500
Code Violation Calls Received	6,128	6,773	8,712	6,900	8,000
Total Calls Received	41,903	45,136	48,610	46,000	48,000
Calls Per Dispatcher	5,237	5,015	5,401	5,500	5,500
Administrative Calls Handled	34,587	37,846	45,644	38,000	40,000

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

POLICE DISPATCH UNIT PROGRAM BUDGET DESCRIPTION

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>18/19</i>	<i>19/20</i>	
53.00%	53.00%	Dispatch - Receive and dispatch calls for police services, including felony in progress and emergency calls. Supply information to officers and callers. Record police action taken on calls for service.
29.00%	29.00%	Calls - Receive complaint calls from public and emergency 911 calls.
14.00%	14.00%	Information Retrieval - Check auto tags, VIN's, individuals, articles through the automated in-house records system and FCIC/NCIC systems. Send and receive LETS and fax messages.
2.00%	2.00%	Code Enforcement - Receive, document and dispatch code enforcement complaints.
2.00%	2.00%	Training and Professional Development.
100.00%	100.00%	

POLICE DISPATCH UNIT BUDGET SUMMARY

The Fiscal Year 2019-2020 adopted budget for Police Dispatch is \$ 651,282. This compares to the 2018-2019 projected expenditures of \$626,622, an increase of \$ 24,660 or 3.9%.

	FY 15/16	FY 16/17	FY 17/18	Amended FY 18/19	Projected FY 18/19	FY 19/20	
	Actual	Actual	Actual	Budget	Expenditures	Budget	Difference
Personal Services	\$ 531,446	\$ 600,680	\$ 590,500	\$ 629,788	\$ 609,619	\$ 640,442	\$ 30,823
Operating Expenses	8,443	10,349	8,563	16,485	17,003	10,840	(6,163)
Capital Outlay	-	-	-	-	-	-	-
Total	\$ 539,889	\$ 611,029	\$ 599,063	\$ 646,273	\$ 626,622	\$ 651,282	\$ 24,660

Fiscal Year 2019-20 Adopted Budget:

Major Current Level Changes from Fiscal Year 2018-19 Projected Expenditures:	Difference
1. Personal Services - Increase due to negotiated salary and insurance increases and having positions full all year.	\$ 30,823
2. Operating Expenses - Decrease due to lower anticipated repair and equipment costs.	\$ (6,163)
3. Capital Outlay - No capital outlay requested.	\$ -

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

PERSONAL SERVICES SCHEDULE

POLICE DISPATCH UNIT

<u>POSITION</u>	<u>PAY RANGE</u>	<u>FULL TIME EQUIVALENTS</u>				<u>Projected</u>	<u>Budget</u>
		<u>Amended</u>				<u>Expenditure</u>	<u>19/20</u>
		<u>17/18</u>	<u>18/19</u>	<u>18/19</u>	<u>19/20</u>	<u>18/19</u>	<u>19/20</u>
Communications Supervisor	40,244 / 72,439	1.00	1.00	1.00	1.00	\$ 71,200	\$ 73,250
Assistant Communications Supervisor	35,730 / 64,314	0.00	0.00	0.00	1.00	-	\$ 38,650
Communication Technician	30,821 / 55,478	9.00	9.00	9.00	8.00	335,800	320,500
		10.00	10.00	10.00	10.00		
		TOTAL SALARIES				\$ 407,000	\$ 432,400
						43,000	40,000
						33,500	36,139
						40,000	42,516
						85,000	88,176
						150	158
						969	1,053
						<u>\$ 609,619</u>	<u>\$ 640,442</u>

CAPITAL OUTLAY SCHEDULE

POLICE DISPATCH UNIT - FUNDED BY DISCRETIONARY SALES TAX

<u>Description</u>	<u>EXPENDITURES PER FISCAL YEAR</u>					<u>TOTAL</u>
	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	
Radio Console	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Radio Upgrade	51,000	-	-	-	-	51,000
(30) Portable Radios	90,000	-	-	-	-	90,000
(4) Back-Up Radios	25,000	-	-	-	-	25,000
	<u>\$ 216,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 216,000</u>

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

POLICE DISPATCH UNIT

Code: 010049

Account Number	Description	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Actual	Amended FY 18/19 Budget	FY 18/19 Projected	FY 19/20 Budget
PERSONAL SERVICES							
511200	Regular Salaries	360,520	379,933	405,965	408,750	407,000	432,400
511400	Overtime	43,795	74,843	34,955	40,000	43,000	40,000
512100	FICA Taxes	29,433	33,487	32,538	34,138	33,500	36,139
512225	Deferred Compensation	35,553	39,105	38,699	40,163	40,000	42,516
512301	Group Health Insurance Premium	51,574	54,368	77,585	105,615	85,000	88,176
512305	Dependant Health Ins Premium	9,397	17,931	0	0	0	0
512309	Employee Assistance Program	228	232	0	0	150	158
512400	Worker's Comp Insurance	947	782	758	1,122	969	1,053
TOTAL PERSONAL SERVICES		531,446	600,680	590,500	629,788	609,619	640,442
OPERATING EXPENDITURES							
534000	Travel and Per Diem	1,244	818	704	1,000	1,500	1,000
534105	Cellular Telephone	400	472	461	480	462	480
534110	Internet Access	433	433	433	435	455	435
534420	Equipment Leases	1,037	1,022	1,005	1,005	996	1,025
534630	R & M-Office Equipment	1,428	1,302	1,273	3,200	3,200	1,700
534640	R & M-Operating Equipment	0	500	0	1,500	1,500	500
534650	R & M-Radios	220	88	176	300	300	200
534800	Promotional Activities	247	217	300	300	300	300
535200	Departmental Supplies	773	2,193	890	800	800	800
535210	Computer Supplies	130	0	70	175	200	200
535230	Small Tools and Equipment	0	0	0	875	875	0
535270	Uniforms	0	0	0	1,000	1,000	300
535275	Safety Equipment	0	10	18	200	200	200
535410	Dues and Memberships	468	331	0	1,215	1,215	700
535450	Training and Education	2,063	2,963	3,235	4,000	4,000	3,000
TOTAL OPERATING EXPENDITURES		8,443	10,349	8,563	16,485	17,003	10,840
CAPITAL OUTLAY							
606400	Vehicles and Equipment	0	0	0	0	0	0
TOTAL CAPITAL OUTLAY		0	0	0	0	0	0
TOTAL POLICE DISPATCH UNIT		539,889	611,029	599,063	646,273	626,622	651,282

CITY OF SEBASTIAN, FLORIDA 2019/2020 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 2019 ACCOMPLISHMENTS

- ✓ Continued a proactive approach to code violations, while striving for compliance
- ✓ Investigated code complaints with follow-ups and abatements
- ✓ 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 2020 GOALS AND OBJECTIVES

- Continue to strive for a high compliance rate
- Continue to provide proactive and professional code enforcement services
- Proactively educate the public on code enforcement concerns improving quality of life
- Increase efficiency in observing and responding to code complaints

PERFORMANCE MEASURES

Performance Indicators	Actual 2015/2016	Actual 2016/2017	Actual 2017/2018	Projected 2018/2019	Projected 2019/2020
Water Violations	26	174	17	50	40
Code Violations	1,338	1,579	1,832	1,600	1,800
Illegal Signs	369	456	459	450	450
Nuisance Abatement	598	527	655	550	600
Re-inspections	1,941	2,558	2,829	2,500	2,600
Property Inspections	353	336	434	350	400

PROGRAM BUDGET DESCRIPTION FOR THE CODE ENFORCEMENT DIVISION

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>18/19</i>	<i>19/20</i>	
50.00%	50.00%	Citizen Complaints - Respond to complaints of city ordinance violations and self-initiate code compliance and enforcement.
32.00%	30.00%	Re-inspections - Follow up on notices of violations to ensure compliance.
0.50%	3.00%	Code Enforcement Board - Provide direct support to Code Enforcement Board for Code Enforcement hearings.
17.50%	17.00%	Documentation - To document complaints, as well as self-initiated actions, write reports and follow up letters and prepare documentation for Code Enforcement Board.
100.00%	100.00%	

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

CODE ENFORCEMENT DIVISION BUDGET SUMMARY

The Fiscal Year 2019-2020 adopted budget for Code Enforcement is \$ 190,709. This compares to the 2018-2019 projected expenditures of \$ 182,400, an increase of \$ 8,309 or 4.6%.

	FY 15/16	FY 16/17	FY 17/18	Amended	Projected	FY 19/20	Difference
	Actual	Actual	Actual	FY 18/19 Budget	FY 18/19 Expenditures	Budget	
Personal Services	\$ 162,772	\$ 149,566	\$ 159,672	\$ 166,598	\$ 165,528	\$ 170,671	\$ 5,143
Operating Expenses	15,945	15,138	18,914	17,074	16,872	20,038	3,166
Capital Outlay	-	-	-	-	-	-	-
Total	\$ 178,717	\$ 164,704	\$ 178,587	\$ 183,672	\$ 182,400	\$ 190,709	\$ 8,309

Fiscal Year 2019-20 Adopted Budget:

Major Current Level Changes from Fiscal Year 2018-19 Projected Expenditures:

	Difference
1. Personal Services - Increase due to negotiated salary and insurance increases.	\$ 5,143
2. Operating Expenditures - Increase due primarily to phone plan changes, additional court filings, and vehicle maintenance.	\$ 3,166
3. Capital Outlay - No capital outlay requested.	\$ -

PERSONAL SERVICES SCHEDULE

CODE ENFORCEMENT DIVISION

POSITION	PAY RANGE	FULL TIME EQUIVALENTS				Projected	
		Amended				Expenditure	Budget
		17/18	18/19	18/19	19/20	18/19	19/20
Code Enforcement Officer	32,698 / 45,156	2.00	2.00	2.00	2.00	\$ 82,650	\$ 85,250
Administrative Assistant	30,821 / 55,478	1.00	1.00	1.00	1.00	34,300	34,250
		3.00	3.00	3.00	3.00		
TOTAL SALARIES						\$ 116,950	\$ 119,500
Overtime						100	100
FICA Taxes						8,700	9,250
Clothing Allowance						1,320	1,320
Deferred Compensation						10,460	11,045
Group Health Insurance Premium						25,800	27,377
Employee Assistance Program						48	48
Worker's Comp Insurance						2,150	2,031
Total Personal Services						\$ 165,528	\$ 170,671

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

CODE ENFORCEMENT DIVISION

Code: 010045

Account <u>Number</u>	<u>Description</u>	<u>FY 15/16</u> <u>Actual</u>	<u>FY 16/17</u> <u>Actual</u>	<u>FY 17/18</u> <u>Actual</u>	<u>Amended</u> <u>FY 18/19</u> <u>Budget</u>	<u>Projected</u> <u>FY 18/19</u> <u>Budget</u>	<u>FY 19/20</u> <u>Budget</u>
PERSONAL SERVICES							
511200	Regular Salaries	123,415	108,672	112,848	117,050	116,950	119,500
511400	Overtime	222	26	444	100	100	100
512100	FICA Taxes	9,570	8,322	8,359	9,002	8,700	9,250
512215	Clothing Allowance	1,320	1,320	1,320	1,320	1,320	1,320
512225	Deferred Compensation	11,127	9,881	10,177	10,472	10,460	11,045
512301	Group Health Insurance Premium	14,395	15,585	24,846	26,179	25,800	27,377
512305	Dependant Health Ins Premium	570	3,986	0	0	0	0
512309	Employee Assistance Program	72	72	0	0	48	48
512400	Worker's Comp Insurance	2,080	1,701	1,680	2,475	2,150	2,031
TOTAL PERSONAL SERVICES		162,772	149,566	159,672	166,598	165,528	170,671
OPERATING EXPENDITURES							
533400	Other Contractual Services	0	0	0	400	676	700
534000	Travel and Per Diem	876	0	244	400	400	300
534105	Cellular Telephone	620	469	426	480	430	1,300
534110	Internet Services	865	866	866	875	866	866
534120	Postage	4,044	3,695	4,938	4,500	4,052	4,300
534420	Equipment Leases	71	70	69	69	69	72
534620	R & M-Vehicles	1,948	2,043	1,804	1,000	656	1,500
534630	R & M - Office Equipment	47	37	20	30	28	30
534650	R & M-Radio	0	79	88	100	50	100
534910	Clerk of Court Filing Fees	1,600	1,250	1,753	2,100	1,484	1,800
535200	Departmental Supplies	696	714	482	700	515	700
535210	Computer Supplies	47	0	0	50	40	500
535230	Small Tools and Equipment	0	79	0	100	0	100
535260	Gas and Oil	3,964	5,768	6,989	5,000	6,636	6,500
535270	Uniforms and Shoes	0	0	647	500	400	500
535275	Safety Equipment	0	0	0	100	0	100
535410	Dues and Memberships	199	70	35	70	70	70
535450	Training and Education	967	0	554	600	500	600
TOTAL OPERATING EXPENDITURES		15,945	15,138	18,914	17,074	16,872	20,038
CAPITAL OUTLAY							
606400	Vehicles and Equipment	0	0	0	0	0	0
TOTAL CAPITAL OUTLAY		0	0	0	0	0	0
TOTAL CODE ENFORCEMENT DIVISION		178,717	164,704	178,587	183,672	182,400	190,709



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CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

PUBLIC FACILITIES DEPARTMENT CONSOLIDATED BUDGET FOR ALL DIVISIONS

The Fiscal Year 2019-20 adopted budget for the Public Facilities Department as a whole is \$ 915,903. As compared to the 2018-2019 projected expenditures of \$ 1,757,932, this is a decrease of \$ 842,029 or -47.9%.

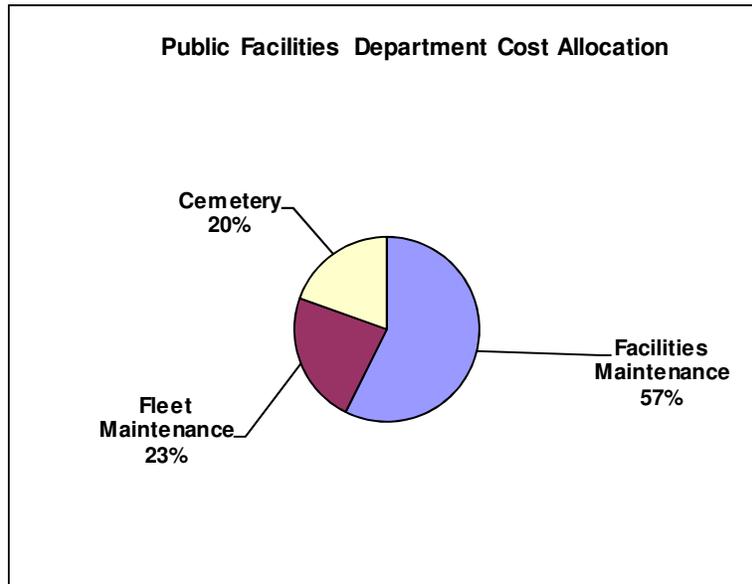
	FY 15/16	FY 16/17	FY 17/18	Amended FY 18/19	Projected FY 18/19	FY 19/20	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 1,698,272	\$ 1,133,021	\$ 1,569,966	\$ 1,065,550	\$ 1,014,243	\$ 614,244	\$ (399,999)
Operating Expenses	748,870	728,876	1,110,786	\$ 659,317	\$ 648,489	301,659	(346,830)
Capital Outlay	71,221	114,447	142,493	\$ 129,505	\$ 95,200	-	(95,200)
Total	\$ 2,518,363	\$ 1,976,344	\$ 2,823,245	\$ 1,854,372	\$ 1,757,932	\$ 915,903	\$ (842,029)

Fiscal Year 2019-2020 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2018-2019 Projected Expenditures:

	Difference
1. Personal Services - Decrease due to Roads Division moving to Public Works.	\$ (399,999)
2. Operating Expenses - Decrease due to Roads Division moving to Public Works.	\$ (346,830)
3. Capital Outlay - Decrease due to Roads Division moving to Public Works.	\$ (95,200)



CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

CONSOLIDATED PUBLIC FACILITIES DEPARTMENT

	<u>FY 15/16</u> <u>Actual</u>	<u>FY 16/17</u> <u>Actual</u>	<u>FY 17/18</u> <u>Actual</u>	<u>FY 18/19</u> <u>Budget</u>	<u>FY 18/19</u> <u>Projected</u>	<u>FY 19/20</u> <u>Budget</u>
ROADS & MAINTENANCE						
PERSONAL SERVICES	\$ 631,616	\$ 379,293	\$ 462,678	\$ 546,310	\$ 513,734	\$ -
OPERATING EXPENDITURES	83,688	72,500	338,222	363,150	358,179	-
CAPITAL OUTLAY	29,107	3,639	7,544	56,500	80,900	-
TOTAL	\$ 744,410	\$ 455,432	\$ 808,444	\$ 965,960	\$ 952,813	\$ -
STORMWATER UTILITY						
PERSONAL SERVICES	\$ 615,512	\$ 336,195	\$ 630,002	\$ -	\$ -	\$ -
OPERATING EXPENDITURES	448,749	377,195	488,037	-	-	-
CAPITAL OUTLAY	3,303	-	2,263	-	-	-
TOTAL	\$ 1,067,564	\$ 713,390	\$ 1,120,302	\$ -	\$ -	\$ -
FLEET MANAGEMENT						
PERSONAL SERVICES	\$ 202,533	\$ 184,297	\$ 194,428	\$ 200,981	\$ 193,974	\$ 185,084
OPERATING EXPENDITURES	26,331	27,228	24,432	36,481	32,899	26,465
CAPITAL OUTLAY	28,525	2,335	-	10,750	9,595	-
TOTAL	\$ 257,389	\$ 213,861	\$ 218,860	\$ 248,212	\$ 236,468	\$ 211,549
FACILITIES MAINTENANCE						
PERSONAL SERVICES	\$ 101,865	\$ 92,872	\$ 133,131	\$ 161,705	\$ 162,233	\$ 278,443
OPERATING EXPENDITURES	159,784	225,941	232,174	230,020	226,885	246,735
CAPITAL OUTLAY	6,986	108,473	124,195	29,455	4,705	-
TOTAL	\$ 268,635	\$ 427,285	\$ 489,500	\$ 421,180	\$ 393,823	\$ 525,178
CEMETERY						
PERSONAL SERVICES	\$ 146,747	\$ 140,365	\$ 149,728	\$ 156,554	\$ 144,302	\$ 150,717
OPERATING EXPENDITURES	30,318	26,011	27,920	29,666	30,526	28,459
CAPITAL OUTLAY	3,300	-	8,491	32,800	-	-
TOTAL	\$ 180,365	\$ 166,376	\$ 186,139	\$ 219,020	\$ 174,828	\$ 179,176
TOTALS						
PERSONAL SERVICES	\$ 1,698,272	\$ 1,133,021	\$ 1,569,966	\$ 1,065,550	\$ 1,014,243	\$ 614,244
OPERATING EXPENDITURES	748,870	728,876	1,110,786	659,317	648,489	301,659
CAPITAL OUTLAY	71,221	114,447	142,493	129,505	95,200	-
TOTAL	\$ 2,518,363	\$ 1,976,344	\$ 2,823,245	\$ 1,854,372	\$ 1,757,932	\$ 915,903

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

PUBLIC FACILITIES FLEET MANAGEMENT DIVISION

The Fleet Management Division develops, manages and provides vehicle and equipment maintenance services for all City-owned vehicles and equipment, with the exception of the Golf Course. This includes 137 vehicles, 19 units of major equipment and 160 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 2019 ACCOMPLISHMENTS

- ✓ Increased in-house repairs and preventative maintenance services to 90%.
- ✓ Continued training for mechanics for diagnostic instruments replacement program.
- ✓ Generated \$23,672 in revenue through GovDeals auctions.
- ✓ Maintained accountability for all inventory items.

FISCAL YEAR 2020 GOALS AND OBJECTIVES

- Advance planning and construction of new City Garage Compound
- Develop a record keeping and scoring system to predict the useful life of City equipment
- Continue safety training.
- Continue improvements to preventive maintenance programs.
- Continue fuel storage, maintenance and compliance with legal requirements.
- Continue auction sales of surplus vehicles and equipment.

PERFORMANCE MEASURES

Performance Indicators	Actual 2015/2016	Actual 2016/2017	Actual 2017/2018	Projected 2018/2019	Projected 2019/2020
Number of Vehicles Maintained	101	104	117	114	120
Number of Heavy Equipment Maintained	26	26	26	23	27
Number of Light Equipment Maintained	198	185	200	140	200
Preventive Maintenance Services	200	135	200	200	200
Road Service Calls	100	89	65	75	75
Completed Service Requests	1366	1529	1508	1400	1500

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

FLEET MANAGEMENT DIVISION PROGRAM BUDGET DESCRIPTION

STAFFING		NATURE OF ACTIVITY
18/19	19/20	
10.00%	10.00%	Administration of City Fleet Management Program - Supervise and direct employees in the implementation of a Fleet Management Program for over 300 pieces of equipment. Develop and direct the maintenance of a 2,800 sq. ft. maintenance facility.
45.00%	45.00%	Vehicle Maintenance - Schedule and perform vehicle preventive maintenance, mechanical and body repair services on all city-owned vehicles and equipment, except Golf Course equipment.
10.00%	10.00%	Order and Parts Processing - Order, receive and stock vehicle repair parts and material. Schedule vehicle sublet repairs.
5.00%	5.00%	Employee Training - Train employees in new corrective repair procedures, waste disposal, and Department of Labor Safety Requirements and Standards.
10.00%	10.00%	Vehicle Data Processing - Data processing of work orders, issue slips, purchase orders and parts. Maintain computerized parts and tools inventory.
5.00%	5.00%	General Administrative - Preparation of Budget, maintenance of vehicle records and training records.
5.00%	5.00%	Administration of City Fuel Facility Management Program - Supervise and maintain unleaded gasoline and diesel fuel storage and dispensing facilities. Implement, monitor and maintain Fuel Management System.
5.00%	5.00%	Planning and implementation of Fleet Maintenance Programs - Plan, develop and implement programs to modernize facilities, equipment and tools.
5.00%	5.00%	General Administrative Program - Implementation of Guidelines for the acquisition and replacement of Fleet Assets.
100.00%	100.00%	

FLEET MANAGEMENT DIVISION BUDGET SUMMARY

The Fiscal Year 2019-2020 adopted budget for Fleet Management is \$ 211,549. This compares to the 2018-2019 projected expenditures of \$ 236,468, a decrease of \$ 24,919 or -10.54%.

	FY 15/16	FY 16/17	FY 17/18	Amended FY 18/19	Projected FY 18/19	FY 19/20	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 202,533	\$ 184,297	\$ 194,428	\$ 200,981	\$ 193,974	\$ 185,084	\$ (8,890)
Operating Expenses	26,331	27,228	24,432	36,481	32,899	26,465	(6,434)
Capital Outlay	28,525	2,335	-	10,750	9,595	-	(9,595)
Total	\$ 257,389	\$ 213,861	\$ 218,860	\$ 248,212	\$ 236,468	\$ 211,549	\$ (24,919)

Fiscal Year 2019-20 Adopted Budget:

Major Current Level Changes from Fiscal Year 2018-19 Projected Expenditures	Difference
1. Personal Services - Decrease due to loss of part time position to Public Works Department	\$ (8,890)
2. Operating Expenses - Decrease due to lower anticipated repair costs.	\$ (6,434)
3. Capital Outlay - Decrease due to no capital outlay requested this year.	\$ (9,595)

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

PERSONAL SERVICES SCHEDULE

FLEET MANAGEMENT DIVISION		FULL TIME EQUIVALENTS				Projected	Budget
<u>POSITION</u>	<u>PAY RANGE</u>	<u>17/18</u>	<u>18/19</u>	Amended <u>18/19</u>	<u>19/20</u>	<u>18/19</u>	<u>19/20</u>
Fleet Superintendant	50,871 / 91,568	1.00	1.00	1.00	1.00	\$ 60,125	\$ 61,750
Lead Mechanic	30,821 / 55,478	1.00	1.00	1.00	1.00	35,350	36,250
Mechanic	27,384 / 49,291	1.00	1.00	1.00	1.00	31,950	32,500
Clerical Assisstant II	26,587 / 47,856	0.50	0.50	0.50	0.00	13,575	-
		3.50	3.50	3.50	3.00		
	TOTAL SALARIES					\$ 141,000	\$ 130,500
	Overtime					1,000	4,000
	FICA Taxes					10,900	10,308
	Clothing Allowance					240	240
	Deferred Compensation					12,650	12,127
	Group Health Insurance Premium					23,955	23,116
	Employee Assistance Program					64	48
	Worker's Comp Insurance					4,165	4,745
	Total Personal Services					\$ 193,974	\$ 185,084

CAPITAL OUTLAY SCHEDULE

FLEET MANAGEMENT DIVISION - TO BE FUNDED BY GENERAL FUND						
<u>Description</u>	EXPENDITURES PER FISCAL YEAR					
	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>TOTAL</u>
Portable Welder/Generator	\$ -	\$ 8,500	\$ -	\$ -	\$ -	\$ 8,500
Utility Services Truck	-	40,000	-	-	-	40,000
Tire Balancer	-	-	14,000	-	-	14,000
MIG Welder	-	-	6,000	-	-	6,000
Tire Changer	-	-	-	11,000	-	11,000
A-Frame Chain Hoist	-	-	-	-	5,000	5,000
	\$ -	\$ 48,500	\$ 20,000	\$ 11,000	\$ 5,000	\$ 84,500

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

FLEET MANAGEMENT DIVISION

Code: 010054

Account	FY 15/16	FY 16/17	FY 17/18	Amended FY 18/19	FY 18/19	FY 19/20
<u>Number</u> <u>Description</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Projected</u>	<u>Budget</u>
PERSONAL SERVICES						
511200 Regular Salaries	151,243	132,257	144,714	143,550	141,000	130,500
511400 Overtime	4,083	4,483	984	4,000	1,000	4,000
512100 FICA Taxes	11,703	10,369	11,154	11,206	10,900	10,308
512215 Clothing Allowance	240	320	220	240	240	240
512225 Deferred Compensation	13,951	11,267	12,655	13,163	12,650	12,127
512301 Group Health Insurance Premium	16,456	18,652	21,563	23,997	23,955	23,116
512305 Dependant Health Ins Premium	0	3,210	0	0	0	0
512309 Employee Assistance Program	92	92	0	0	64	48
512400 Worker's Comp Insurance	4,765	3,647	3,137	4,825	4,165	4,745
TOTAL PERSONAL SERVICES	202,533	184,297	194,428	200,981	193,974	185,084
OPERATING EXPENDITURES						
533400 Other Contractual Services	388	301	50	2,000	300	625
533410 Environmental Services	407	471	1,230	800	800	950
534000 Travel and Per Diem	867	768	69	1,520	1,000	800
534105 Cellular Telephone	600	789	957	1,200	887	1,080
534310 Electric	2,714	2,949	2,641	2,900	2,735	3,000
534320 Water/Sewer	262	266	291	300	305	325
534420 Equipment Leases	966	952	936	936	927	1,000
534610 R & M - Buildings	3,339	221	0	600	600	500
534620 R & M-Vehicles	2,312	1,434	1,320	2,200	2,200	1,500
564330 R & M - Office Equipment	1,190	1,193	432	2,000	1,130	1,150
534640 R & M-Operating Equipment	5,218	5,876	5,232	9,200	9,200	4,500
535200 Departmental Supplies	3,917	3,320	2,784	3,200	3,200	3,200
535210 Computer Supplies	0	20	0	500	500	0
535230 Small Tools and Equipment	1,927	4,824	3,060	3,500	3,500	2,000
535260 Gas and Oil	855	1,735	1,453	1,500	1,500	1,700
535270 Uniforms and Shoes	803	753	874	775	765	785
535275 Safety Equipment	105	196	375	400	400	400
535410 Membership & Professional Dues	0	50	1,500	1,600	1,600	1,600
535420 Books and Publications	0	0	0	100	100	100
535450 Training and Education	460	1,111	1,229	1,250	1,250	1,250
TOTAL OPERATING EXPENDITURES	26,331	27,228	24,432	36,481	32,899	26,465
CAPITAL OUTLAY						
606400 Vehicles and Equipment	28,525	2,335	0	10,750	9,595	0
TOTAL CAPITAL OUTLAY	28,525	2,335	0	10,750	9,595	0
TOTAL FLEET MANAGEMENT DIVISION	257,389	213,861	218,860	248,212	236,468	211,549

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

PUBLIC FACILITIES FACILITIES MAINTENANCE DIVISION

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

FISCAL YEAR 2019 ACCOMPLISHMENTS

- ✓ Managed roof repair project at Riverview Park Restrooms
- ✓ Managed solar pavilion and Splash Pad equipment renovations at the Splash Pad
- ✓ Converted incandescent office lighting to LED in Art Club, Senior Center, and section of Old City Hall
- ✓ Performed and certified backflow testing on 16 units associated with City owned buildings

FISCAL YEAR 2020 GOALS AND OBJECTIVES

- Continue conversion of lighting to LED
- Train staff to conduct annual water service backflow preventer testing
- Develop a preventative maintenance and inspection program for City air conditioning units

PERFORMANCE MEASURES

Performance Indicators	Actual 2015/2016	Actual 2016/2017	Actual 2017/2018	Projected 2018/2019	Projected 2019/2020
Number of facility and sites maintained	56	56	56	56	56
Total square footage maintained	161,138	161,138	161,138	161,138	161,138
Total number of work orders completed	150	150	150	150	165
Cost per square foot maintained	\$1.67	\$2.65	\$3.04	\$2.44	\$3.26

PROGRAM BUDGET DESCRIPTION FOR THE FACILITIES MAINTENANCE DIVISION

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>18/19</i>	<i>19/20</i>	
20.00%	25.00%	Property Maintenance - Provide continuous maintenance and repair to all City buildings and facilities. These activities are in the following disciplines: Design/Construction, Electrical, Painting, Plumbing, Cabinetry, Carpentry, and General Maintenance.
20.00%	15.00%	Administration - Supervise City facility contractors to ensure contractual obligations enforced. Provide general administrative duties to ensure overall efficient operation of City owned facilities and the preparation of annual division budget.
60.00%	60.00%	General Services - Perform duties such as supporting community activities, moving offices furniture, and providing janitorial services for all City facilities.
100.00%	100.00%	

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

FACILITIES MAINTENANCE DIVISION BUDGET SUMMARY

The Fiscal Year 2019-2020 adopted budget for Facilities Maintenance is \$ 525,178. This compares to the 2018-2019 projected expenditures of \$ 393,823, an increase of \$ 131,355 or 33.35%.

	FY 15/16	FY 16/17	FY 17/18	Amended FY 17/18	Projected FY 17/18	FY 18/19	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 101,865	\$ 92,872	\$ 133,131	\$ 161,705	\$ 162,233	\$ 278,443	\$ 116,210
Operating Expenses	159,784	225,941	232,174	230,020	226,885	246,735	19,850
Capital Outlay	6,986	108,473	124,195	29,455	4,705	-	(4,705)
Total	\$ 268,635	\$ 427,285	\$ 489,500	\$ 421,180	\$ 393,823	\$ 525,178	\$ 131,355

Fiscal Year 2019-2020 Proposed Budget:

Major Current Level Changes from Fiscal Year 2018-2019	Projected Expenditures	Difference
1. Personal Services - Increase due primarily to addition of Director position from Roads Division.		\$ 116,210
2. Operating Expenses - Increase due to higher anticipated maintenance costs and contractual increases.		\$ 19,850
3. Capital Outlay - Decrease due to no capital outlay requested this year.		\$ (4,705)

PERSONAL SERVICES SCHEDULE

FACILITIES MAINTENANCE

POSITION	PAY RANGE	FULL TIME EQUIVALENTS				Projected Expenditure FY 18/19	Budget FY 19/20
		FY 17/18	FY 18/19	Amended FY 18/19	FY 19/20		
Public Facilities Director*	72,868 / 131,163	0.00	0.00	0.00	1.00	\$ -	\$ 91,250
Construction Specialist	35,730 / 64,314	1.00	1.00	1.00	1.00	39,750	40,500
Facilities Foreman	30,821 / 55,478	1.00	1.00	1.00	1.00	40,250	40,750
Maintenance Worker II	27,384 / 49,291	0.00	0.00	0.00	1.00	-	30,250
Maintenance Worker I	25,812 / 46,462	1.00	1.00	1.00	0.00	29,625	-
		3.00	3.00	3.00	4.00		
TOTAL SALARIES						\$ 109,625	\$ 202,750
* Position transferred from Roads & Maintenance Budget in FY20				Overtime		7,000	3,000
				FICA Taxes		8,500	15,767
				Clothing Allowance		360	360
*40% of Director's salary to be reimbursed by Airport				Deferred Compensation		10,450	18,550
				Group Health Insurance Premium		21,200	30,397
				Employee Assistance Program		48	63
				Worker's Comp Insurance		5,050	7,556
Total Personal Services						\$ 162,233	\$ 278,443

CAPITAL OUTLAY SCHEDULE

FACILITIES MAINTENANCE - TO BE FUNDED BY GENERAL FUND

Description	EXPENDITURES PER FISCAL YEAR					
	2019/20	2020/21	2021/22	2022/23	2023/24	TOTAL
Scissor Lift/Modify Shed	\$ -	\$ 12,500	\$ -	\$ -	\$ -	\$ 12,500
Construction Specialist Service Truck	-	50,000	-	-	-	50,000
	\$ -	\$ 62,500	\$ -	\$ -	\$ -	\$ 62,500

FACILITIES MAINTENANCE - TO BE FUNDED BY DISCRETIONARY SALES TAX

Description	EXPENDITURES PER FISCAL YEAR					
	2019/20	2020/21	2021/22	2022/23	2023/24	TOTAL
City Hall Emergency Generator	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ 80,000
	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ 80,000

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

FACILITIES MAINTENANCE DIVISION

Code: 010056

Account <u>Number</u>	<u>Description</u>	FY 15/16 <u>Actual</u>	FY 16/17 <u>Actual</u>	FY 17/18 <u>Actual</u>	Amended FY 18/19 <u>Budget</u>	FY 18/19 <u>Projected</u>	FY 19/20 <u>Budget</u>
PERSONAL SERVICES							
511200	Regular Salaries	62,496	62,073	89,331	112,250	109,625	202,750
511300	Temporary Salaries	8,150	0	0	0	0	0
511400	Overtime	2,238	3,174	7,521	3,000	7,000	3,000
512100	FICA Taxes	5,524	5,075	7,319	8,768	8,500	15,767
512215	Clothing Allowance	240	240	240	360	360	360
512225	Deferred Compensation	5,826	6,018	8,653	10,283	10,450	18,550
512301	Group Health Insurance Premium	12,725	13,256	17,377	21,241	21,200	30,397
512305	Dependant Health Ins Premium	0	0	0	0	0	0
512309	Employee Assistance Program	48	48	0	0	48	63
512400	Worker's Comp Insurance	4,618	2,988	2,690	5,803	5,050	7,556
TOTAL PERSONAL SERVICES		101,865	92,872	133,131	161,705	162,233	278,443
OPERATING EXPENDITURES							
533400	Other Contractual Services	27,280	30,383	26,214	28,000	28,000	33,190
533410	Environmental Services	0	75	0	1,000	0	0
533415	Janitorial Services	29,464	69,685	86,259	91,100	94,300	96,320
533420	Pest/Weed Control	3,450	3,038	3,292	3,150	3,150	3,150
534000	Travel and Per Diem	0	0	0	0	0	650
534105	Cellular Telephone	304	131	467	720	850	1,740
534610	R & M - Buildings	70,048	94,400	86,689	72,400	70,000	80,000
534620	R & M-Vehicles	912	2,817	1,417	2,500	2,000	2,000
534625	R & M - Lighting	0	0	0	0	0	2,500
534630	R & M - Office Equipment	0	0	0	200	0	0
534640	R & M-Operating Equipment	138	212	1,655	500	500	500
534920	Legal Ads	178	0	0	0	0	0
535200	Departmental Supplies	2,402	905	3,228	2,500	2,500	2,000
535220	Cleaning Supplies	18,853	16,945	15,553	16,000	16,000	16,000
535230	Small Tools and Equipment	2,897	3,470	2,391	3,500	2,500	2,600
535250	Building Supplies	465	0	0	2,000	2,000	0
535260	Gas and Oil	2,353	3,113	4,108	4,000	4,000	4,000
535270	Uniforms and Shoes	811	735	901	800	835	835
535275	Safety Equipment	0	34	0	250	250	250
535450	Training and Education	230	0	0	1,400	0	1,000
TOTAL OPERATING EXPENDITURES		159,784	225,941	232,174	230,020	226,885	246,735
CAPITAL OUTLAY							
606200	Buildings	0	0	0	0	0	0
606400	Vehicles and Equipment	6,986	108,473	124,195	29,455	4,705	0
TOTAL CAPITAL OUTLAY		6,986	108,473	124,195	29,455	4,705	0
TOTAL FACILITIES MAINTENANCE		268,635	427,285	489,500	421,180	393,823	525,178

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

PUBLIC FACILITIES CEMETERY DIVISION

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

FISCAL YEAR 2019 ACCOMPLISHMENTS

- ✓ Repaired and modernized the irrigation in Cemetery Units 1, 2, and 3
- ✓ Managed site work in Cemetery Unit 5

FISCAL YEAR 2020 GOALS AND OBJECTIVES

- Complete expansion development of Unit 5
- Finalize irrigation improvements
- Continue with Sexton successor planning

PERFORMANCE MEASURES

Performance Indicators	Actual 2015/2016	Actual 2016/2017	Actual 2017/2018	Projected 2018/2019	Projected 2019/2020
Cremains, including niches	35	13	36	34	36
Burials	33	45	41	31	37
Acres of property maintained	10.34	10.34	10.34	10.34	12.06
Operating cost per acre maintained	\$17,124	\$16,091	\$18,002	\$16,908	\$14,857

CEMETERY DIVISION PROGRAM BUDGET DESCRIPTION

STAFFING		NATURE OF ACTIVITY
18/19	19/20	
70.00%	70.00%	Cemetery Grounds Maintenance - Maintain 10.34 acres of grounds through improved scheduling of mowing, trimming, and general cleanup. Removal and trimming of unsightly trees to enhance appearance and increase safety. Continue to apply chemicals and fertilizer to improve the overall appearance of the Cemetery. Perform beautification projects such as planting trees and bushes to enhance appearance.
10.00%	10.00%	Public Relations - Assist with sales and locations of burial spaces and assist citizens and visitors in locating burial spaces of family members and friends.
10.00%	10.00%	Administration - Assist in record keeping, bill processing, sales and products.
10.00%	10.00%	Burials - Markings for gravediggers, policing area for ants, checking flowers and parking cars.
100.00%	100.00%	

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

CEMETERY DIVISION BUDGET SUMMARY

The Fiscal Year 2019-2020 adopted budget for the Cemetery is \$ 179,176. This compares to the 2018-2019 projected expenditures of \$ 174,828, an increase of \$ 4,348 or 2.5%.

	FY 15/16	FY 16/17	FY 17/18	Amended FY 17/18	Projected FY 17/18	FY 18/19	
	Actual	Actual	Actual	Budget	Expenditures	Budget	Difference
Personal Services	\$ 146,747	\$ 140,365	\$ 149,728	\$ 156,554	\$ 144,302	\$ 150,717	\$ 6,415
Operating Expenses	30,318	26,011	27,920	29,666	30,526	28,459	(2,067)
Capital Outlay	3,300	-	8,491	32,800	-	-	-
Total	\$ 180,365	\$ 166,376	\$ 186,139	\$ 219,020	\$ 174,828	\$ 179,176	\$ 4,348

Fiscal Year 2019-20 Adopted Budget:

Major Current Level Changes from Fiscal Year 2018-19 Projected Expenditures	Difference
1. Personal Services - Increase due to negotiated salary and insurance increases.	\$ 6,415
2. Operating Expenses - Decrease due to lower projected maintenance costs.	\$ (2,067)
3. Capital Outlay - No capital outlay requested this year.	\$ -

PERSONAL SERVICES SCHEDULE

CEMETERY DIVISION		FULL TIME EQUIVALENTS				Projected	Budget
POSITION	PAY RANGE	Amended				Expenditure	Budget
		17/18	18/19	18/19	19/20	18/19	19/20
Cemetery Supervisor	35,730 / 64,314	1.00	1.00	1.00	1.00	\$ 75,200	\$ 74,250
Assistant Cemetery Sexton	29,052 / 52,293	0.00	0.00	1.00	1.00	-	26,750
Maintenance Worker I	25,812 / 46,462	1.00	1.00	0.00	0.00	24,200	-
		2.00	2.00	2.00	2.00		
TOTAL SALARIES						\$ 99,400	\$ 101,000
						Overtime	3,000
						FICA Taxes	7,974
						Clothing Allowance	240
						Deferred Compensation	9,382
						Group Health Insurance Premium	21,149
						Employee Assistance Program	32
						Worker's Comp Insurance	7,940
Total Personal Services						\$ 144,302	\$ 150,717

CAPITAL OUTLAY SCHEDULE

CEMETERY DIVISION - TO BE FUNDED BY GENERAL FUND						
	EXPENDITURES PER FISCAL YEAR					
Description	2019/20	2020/21	2021/22	2022/23	2023/24	TOTAL
Bench Seats & Monuments	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ 20,000
	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ 20,000

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

CEMETERY DIVISION

Code: 010059

Account <u>Number</u>	<u>Description</u>	<u>FY 15/16</u> <u>Actual</u>	<u>FY 16/17</u> <u>Actual</u>	<u>FY 17/18</u> <u>Actual</u>	<u>Amended</u> <u>FY 18/19</u> <u>Budget</u>	<u>FY 18/19</u> <u>Projected</u>	<u>FY 19/20</u> <u>Budget</u>
PERSONAL SERVICES							
511200	Regular Salaries	106,626	99,587	104,134	106,950	99,400	101,000
511400	Overtime	3,308	1,520	3,305	2,000	2,400	3,000
512100	FICA Taxes	8,075	7,422	7,905	8,338	7,450	7,974
512215	Clothing Allowance	240	120	240	240	320	240
512225	Deferred Compensation	8,292	9,284	9,624	9,788	8,450	9,382
512301	Group Health Insurance Premium	8,648	11,748	18,930	19,975	18,250	21,149
512305	Dependant Health Ins Premium	4,068	5,043	0	0	0	0
512309	Employee Assistance Program	32	44	0	0	32	32
512400	Worker's Comp Insurance	7,457	5,596	5,589	9,263	8,000	7,940
TOTAL PERSONAL SERVICES		146,747	140,365	149,728	156,554	144,302	150,717
OPERATING EXPENDITURES							
533400	Other Contractual Services	7,210	8,245	8,045	7,995	7,995	7,995
534101	Telephone	1,611	1,609	1,677	1,740	1,680	1,680
534105	Cellular Telephones	60	150	179	180	120	120
534110	Internet Access	663	743	819	840	840	840
534310	Electric	2,184	2,689	2,888	2,500	3,620	3,000
534610	R & M - Buildings	6,608	373	480	600	600	450
534620	R & M-Vehicles	136	125	385	700	700	700
534640	R & M-Operating Equipment	4,282	3,698	4,763	2,700	2,700	2,700
534685	R & M - Grounds Maintenance	1,418	2,938	1,779	3,500	3,500	2,900
535200	Departmental Supplies	3,195	2,627	3,410	5,000	5,000	3,800
535210	Computer Supplies	71	61	20	0	0	200
535230	Small Tools and Equipment	735	329	870	800	800	800
535260	Gas and Oil	1,482	1,747	1,980	1,936	1,936	1,950
535270	Uniforms and Shoes	431	626	591	575	635	624
535275	Safety Equipment	224	52	33	400	200	300
535450	Training and Education	10	0	0	200	200	400
TOTAL OPERATING EXPENDITURES		30,318	26,011	27,920	29,666	30,526	28,459
CAPITAL OUTLAY							
606400	Vehicles and Equipment	3,300	0	8,491	32,800	0	0
TOTAL CAPITAL OUTLAY		3,300	0	8,491	32,800	0	0
TOTAL CEMETERY DIVISION		180,365	166,376	186,139	219,020	174,828	179,176

CITY OF SEBASTIAN, FLORIDA 2019/2020 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 2019 ACCOMPLISHMENTS

- ✓ Doubled the volume of asphalt used to patch pot holes compared to the previous year
- ✓ Mitigated sidewalk trip hazards on 75% of the City's sidewalks
- ✓ 100% of staff have CDL-B licenses and are cross trained on Roads heavy equipment
- ✓ Trained new staff to handle sign shop and traffic engineering duties

FISCAL YEAR 2020 GOALS AND OBJECTIVES

- Support 6 year Roadway Maintenance Program
- Continue repairs to street pot holes and issues relating to trip hazards on City sidewalks
- Continue supporting special projects requiring the use of heavy equipment

PERFORMANCE MEASURES

Performance Indicators	Actual 2015/2016	Actual 2016/2017	Actual 2017/2018	Projected 2018/2019	Projected 2019/2020
Miles of Paved Roads Maintained	157	157	157	157	157
Number of Parking Lots Maintained	16	16	16	16	16
Miles of Sidewalks Maintained	26	26	26	26	26

ROADS & MAINTENANCE DIVISION PROGRAM BUDGET DESCRIPTION

STAFFING		NATURE OF ACTIVITY
18/19	19/20	
40.00%	60.00%	Streets and Alleyways - Maintain 157 miles of paved streets. Maintain sixteen (16) municipally owned parking areas. Perform repairs to streets and roadways that are damaged due to deterioration. Mow and clear street right of ways.
20.00%	20.00%	General Maintenance - Buildings, docks, piers, sidewalks, etc.
10.00%	5.00%	General Administration - Preparation of budget, update service records. Maintain equipment records. Review contracts and construction drawings on City Contract work. Meet with public as necessary. Coordinate employee training and education.
30.00%	15.00%	Assisting other City Departments - Lift heavy material with cranes, repair roadways and sidewalks following storm damage, transport heavy equipment and supplies to work-sites and grade parks and ballfields.
100.00%	100.00%	

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

ROADS & MAINTENANCE DIVISION BUDGET SUMMARY

The Fiscal Year 2019-2020 adopted budget for the Roads and Maintenance Division is \$ 954,867. This compares to the 2018-2019 projected expenditures of \$ 952,813, a increase of \$ 2,054 or .22%.

	FY 15/16	FY 16/17	FY 17/18	Amended FY 18/19	Projected FY 18/19	FY 19/20	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 631,616	\$ 379,293	\$ 462,678	\$ 546,310	\$ 513,734	\$ 599,279	\$ 85,545
Operating Expenses	83,688	72,500	338,222	363,150	358,179	350,588	(7,591)
Capital Outlay	29,107	3,639	7,544	56,500	80,900	5,000	(75,900)
Total	\$ 744,410	\$ 455,432	\$ 808,444	\$ 965,960	\$ 952,813	\$ 954,867	\$ 2,054

Fiscal Year 2019-20 Adopted Budget:

Major Current Level Changes from Fiscal Year 2018-19 Projected Expenditures

	Difference
1. Personal Services - Increase due to negotiated salary and insurance increases and the reclass of a PT to a FT position.	\$ 85,545
2. Operating Expenses - Decrease due to lower projected engineering services.	\$ (7,591)
3. Capital Outlay - Decrease due to only purchasng one piece of maintenance equipment this year.	\$ (75,900)

PERSONAL SERVICES SCHEDULE

ROADS & MAINTENANCE DIVISION

<u>POSITION</u>	<u>PAY RANGE</u>					<u>Projected Expenditure</u>		<u>Budget</u>
		<u>17/18</u>	<u>18/19</u>	<u>Amended 18/19</u>	<u>19/20</u>	<u>18/19</u>	<u>19/20</u>	
Public Facilities Director	72,868 / 131,163	1.00	1.00	1.00	0.00	\$ 88,700	\$ -	
Public Works Director	75,054 / 135,098	0.00	0.00	0.00	1.00	-	103,000	
Roads & Maintenance Supervisor	35,730 / 64,314	1.00	1.00	1.00	1.00	42,050	43,000	
Traffic Technician II	33,679 / 60,622	0.00	0.00	0.00	1.00	-	34,000	
Traffic Technician I	29,052 / 52,293	1.00	1.00	1.00	1.00	23,000	29,250	
Maintenance Worker III	29,052 / 52,293	1.00	1.00	1.00	1.00	33,550	34,250	
Maintenance Worker II	27,384 / 49,291	1.00	1.00	1.00	1.00	30,500	31,250	
Maintenance Worker I	25,812 / 46,462	2.00	4.00	4.00	3.00	102,825	83,000	
Administrative Assistant	30,821 / 55,478	0.00	0.00	0.00	1.00	-	33,000	
Clerical Assistant II (P/T)	26,587 / 47,856	0.50	0.50	0.50	0.00	16,875	-	
		7.50	9.50	9.50	10.00			
		TOTAL SALARIES					\$ 337,500	\$ 390,750
		Overtime					7,000	10,000
		FICA Taxes					25,000	30,731
		Clothing Allowance					720	960
		Deferred Compensation					30,000	36,478
		Group Health Insurance Premium					85,000	100,988
		Employee Assistance Program					114	158
		Worker's Comp Insurance					28,400	29,214
		Total Personal Services					\$ 513,734	\$ 599,279

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

CAPITAL OUTLAY SCHEDULE

ROADS AND MAINTENANCE DIVISION - TO BE FUNDED BY GENERAL FUND						
EXPENDITURES PER FISCAL YEAR						
<u>Description</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>TOTAL</u>
Concrete Mixer	\$ 5,000	\$ -	\$ -	\$ -	\$ -	5,000
	\$ 5,000	\$ -	\$ -	\$ -	\$ -	5,000

ROADS AND MAINTENANCE DIVISION - TO BE FUNDED BY LOCAL OPTION GAS TAX						
EXPENDITURES PER FISCAL YEAR						
<u>Description</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>TOTAL</u>
Street Repaving	\$ 211,160	\$ 302,960	\$ 529,207	\$ 257,374	\$ 513,732	\$ 1,814,433
Track Skid Steer w/attachments	106,000	-	-	-	-	106,000
	\$ 317,160	\$ 302,960	\$ 529,207	\$ 257,374	\$ 513,732	\$ 1,920,433

ROADS AND MAINTENANCE DIVISION - TO BE FUNDED BY DISCRETIONARY SALES TAX						
EXPENDITURES PER FISCAL YEAR						
<u>Description</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>TOTAL</u>
Street Reconstruction	\$ 333,323	\$ 236,264	\$ -	\$ 292,593	\$ -	862,180
Relocate Public Facilities Compound	3,351,250	1,574,000	50,000	50,000	-	5,025,250
	\$ 3,684,573	\$ 1,810,264	\$ 50,000	\$ 342,593	\$ -	5,887,430

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

ROADS & MAINTENANCE DIVISION

Code: 010052

Account <u>Number</u>	<u>Description</u>	<u>FY 15/16 Actual</u>	<u>FY 16/17 Actual</u>	<u>FY 17/18 Actual</u>	<u>Amended FY 18/19 Budget</u>	<u>FY 18/19 Projected</u>	<u>FY 19/20 Budget</u>
PERSONAL SERVICES							
511200	Regular Salaries	483,527	252,665	300,419	355,250	337,500	390,750
511300	Temporary Salaries	0	847	4,502	0	0	0
511400	Overtime	8,558	10,794	12,897	15,000	7,000	10,000
512100	FICA Taxes	38,186	20,388	23,377	28,608	25,000	30,731
512215	Clothing Allowance	820	790	900	960	720	960
512225	Deferred Compensation	36,752	23,363	27,205	32,040	30,000	36,478
512301	Group Health Insurance Premium	39,600	36,054	66,297	86,536	85,000	100,988
512305	Dependant Health Ins Premium	570	13,076	0	0	0	0
512309	Employee Assistance Program	154	148	0	0	114	158
512400	Worker's Comp Insurance	23,449	21,167	27,081	27,916	28,400	29,214
TOTAL PERSONAL SERVICES		631,616	379,293	462,678	546,310	513,734	599,279
OPERATING EXPENDITURES							
533150	Engineering Services	71	0	8,205	32,500	27,400	5,000
533400	Other Contractual Services	2,170	0	5,400	5,600	2,500	1,700
533420	Pest/Weed Control/Mowing	14	0	0	1,000	200	0
534000	Travel and Per Diem	556	0	0	1,500	1,500	1,750
534101	Telephone	1,467	0	1,793	1,860	2,090	2,148
534105	Cellular Telephone	1,255	1,210	1,883	1,920	1,590	2,040
534110	Internet Services	527	433	1,053	804	835	840
534120	Postage	298	49	234	200	50	100
534130	Express Mail Charges	0	0	0	200	50	0
534310	Electric	2,905	1,677	3,173	3,000	3,320	3,500
534315	Street Lighting	0	0	205,106	215,000	216,184	217,100
534320	Water/Sewer	262	266	291	300	305	325
534380	Trash Pickup/Hauling, Etc.	2,010	6,811	3,732	1,800	1,800	1,800
534420	Equipment Leases	1,110	731	2,690	2,036	3,500	3,500
534615	R & M - Docks & Piers	0	0	118	0	0	0
534620	R & M-Vehicles	13,391	12,199	20,382	15,000	12,000	12,000
534630	R & M-Office Equipment	1,876	2,166	2,317	2,480	2,045	2,125
534640	R & M-Operating Equipment	8,170	15,535	12,218	15,000	14,000	15,000
534682	R & M - Sidewalks	0	0	0	0	0	1,500
534830	Special Events	1,341	0	0	1,000	0	0
534920	Legal Ads	149	0	0	200	200	0
535200	Departmental Supplies	10,768	2,652	7,502	9,000	9,000	7,000
535210	Computer Supplies	85	20	781	2,500	1,300	2,000
535230	Small Tools and Equipment	1,846	984	5,421	6,000	5,500	2,500
535260	Gas and Oil	11,255	12,559	25,996	19,500	19,500	19,900
535270	Uniforms and Shoes	1,474	1,191	1,925	2,750	2,750	3,400
535275	Safety Equipment	1,705	1,268	581	1,000	500	500
535310	Road Materials & Supplies	9,638	10,766	23,986	16,000	24,000	20,000
535350	Cement	6,171	1,573	1,971	1,500	1,000	1,000
535385	Signs & Marking Supplies	0	0	0	0	0	20,000
535410	Dues and Memberships	730	310	449	300	360	360
535420	Books and Publications	0	0	0	200	200	0
535450	Training and Education	2,447	100	1,014	3,000	4,500	3,500
TOTAL OPERATING EXPENDITURES		83,688	72,500	338,222	363,150	358,179	350,588
CAPITAL OUTLAY							
606400	Vehicles and Equipment	29,107	3,639	7,544	56,500	80,900	5,000
TOTAL CAPITAL OUTLAY		29,107	3,639	7,544	56,500	80,900	5,000
TOTAL ROADS & MAINTENANCE		744,410	455,432	808,444	965,960	952,813	954,867

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

LEISURE SERVICES DEPARTMENT

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

FISCAL YEAR 2019 ACCOMPLISHMENTS

- ✓ Resurfaced the Tennis Courts at Schumann Park, including 2 courts with Pickleball lines.
- ✓ Improved landscaping at City Hall complex.
- ✓ Began improving the sports complex athletic turf and playability of the fields.
- ✓ Completed renovation of the Barber Street Football Field restroom facility and installed new stairway to 2nd floor.
- ✓ Implemented a new Maintenance schedule for all City parks to improve the parks for our residents.

FISCAL YEAR 2020 GOALS AND OBJECTIVES

- Complete construction of the Pickleball Complex.
- Begin to implement our new Park identifying signage plan.
- Continue to use best practices and improve the athletic turf at the sports complex to provide the best playing conditions for our youth.
- Improve parks maintenance and landscaping throughout our parks and City buildings.
- Provide quality support to all City sponsored special events at Riverview Park.

PERFORMANCE MEASURES

Performance Indicators	Actual 2015/2016	Actual 2016/2017	Actual 2017/2018	Projected 2018/2019	Projected 2019/2020
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 2019/2020 ANNUAL BUDGET

LEISURE SERVICES DEPARTMENT PROGRAM BUDGET DESCRIPTION

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>18/19</i>	<i>19/20</i>	
43.00%	47.00%	Parks - 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%	Active Recreation - Provide aerobics, exercise, dance, Yoga, Tai Chi, gymnastics, baby bees and karate programs at the Community Center.
25.00%	15.00%	Recreation - Fulfill City-sponsored event requirements and provide the necessary manpower for these. Ensure Riverview Park and/or Riverfront are prepared in a timely manner, per event demands, and maintain the health of Riverview Park.
7.00%	7.00%	Playgrounds - Repair and maintain equipment at all City owned playground areas.
14.00%	16.00%	Ballfields - Fertilization and Pest Control, drag, rake, mow, remove trash, and maintain facilities at 8 organized-play fields to maintain a safe area of play.
4.00%	6.00%	Landscaping - Trimming, removal and replacement of trees, plants and sod on all City properties.
2.00%	4.00%	Structural Repairs and Irrigation - Maintain, repair and/or replace buildings, structures and irrigation systems.
100.00%	100.00%	

LEISURE SERVICES DEPARTMENT BUDGET SUMMARY

The Fiscal Year 2019-2020 adopted budget for Leisure Services is \$ 1,154,740. This compares to the 2018-2019 projected expenditures of \$ 1,167,975 a decrease of \$ 13,235 or -1.13%.

	FY 15/16	FY 16/17	FY 17/18	Amended FY 18/19	Projected FY 18/19	FY 19/20	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 615,126	\$ 518,371	\$ 505,975	\$ 848,982	\$ 773,105	\$ 818,915	\$ 45,810
Operating Expenses	234,661	394,206	369,197	258,199	253,711	232,325	(21,386)
Capital Outlay	37,875	10,880	4,368	141,159	141,159	103,500	(37,659)
Total	\$ 887,662	\$ 923,457	\$ 879,540	\$ 1,248,340	\$ 1,167,975	\$ 1,154,740	\$ (13,235)

Fiscal Year 2019-2020 Adopted Budget:

Major Current Level Changes from Fiscal Year 2018-2019 Projected Expenditures	Difference
1. Personal Services - Increase due to negotiated salary and insurance increases and having positions full all year.	\$ 45,810
2. Operating Expenses - Decrease due to lower anticipated maintenance costs.	\$ (21,386)
3. Capital Outlay - Decrease due to roof replacement in prior year and fewer vehicle & large equipment purchases.	\$ (37,659)

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

PERSONAL SERVICES SCHEDULE

LEISURE SERVICES DEPARTMENT

<u>POSITION</u>	<u>PAY RANGE</u>	<u>FULL TIME EQUIVALENTS</u>				<u>Projected Expenditure</u>	<u>Budget</u>
		<u>17/18</u>	<u>18/19</u>	<u>Amended</u>		<u>18/19</u>	<u>19/20</u>
				<u>18/19</u>	<u>19/20</u>		
Leisure Services Director	72,868 / 131,163	0.00	1.00	1.00	1.00	\$ 69,100	\$ 86,500
Recreation Supervisor	33,679 / 60,622	1.00	1.00	1.00	1.00	52,150	52,000
Maintenance Supervisor	35,730 / 64,314	1.00	1.00	1.00	1.00	47,150	47,750
Maintenance Worker II	27,384 / 49,291	2.00	4.00	4.00	4.00	140,000	148,750
Maintenance Worker I	25,812 / 46,462	4.00	5.00	5.00	5.00	153,625	165,500
Maintenance Worker I (P/T)	25,812 / 46,462	0.50	0.50	0.50	0.50	14,875	18,750
Clerical Assistant (P/T)	\$ 10.30/hr	0.00	0.00	0.50	0.50	-	15,000
Recreation Attendant (P/T)	\$ 10.30/hr	0.00	0.50	0.00	0.00	8,600	-
Skate Park Attendants (P/T)	\$ 8.84/hr	1.50	1.50	1.50	0.00	20,500	-
Tennis Courts Attendants (P/T)	\$ 8.84/hr	2.00	2.00	2.00	2.00	36,000	36,750
Asst Recreation Supervisor	\$ 10.00/hr	0.50	0.50	0.50	0.50	1,000	1,000
Gymnastics Assistants		4.00	4.00	4.00	0.00	500	-
		16.50	21.00	21.00	15.50		
		TOTAL SALARIES				\$ 543,500	\$ 572,000
						Overtime	19,851
						FICA Taxes	44,777
						Clothing Allowance	1,320
						Deferred Compensation	46,406
						Group Health Insurance Premium	108,303
						Employee Assistance Program	190
						Worker's Comp Insurance	26,068
						Total Personal Services	\$ 818,915

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

CAPITAL OUTLAY SCHEDULE

LEISURE SERVICES DEPARTMENT - TO BE FUNDED BY GENERAL FUND						
<u>Description</u>	<u>EXPENDITURES PER FISCAL YEAR</u>					<u>TOTAL</u>
	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	
Security Cameras (Skate Park, Hardee & Schumann)	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Tilt Trailer	7,400	-	-	-	-	7,400
Z-Plug/Z-Sprayer Machine	13,000	-	-	-	-	13,000
Resurface Friendship Park Tennis Courts	30,000	-	-	-	-	30,000
3/4 Ton 2WD Pick-Up Truck	31,000	-	-	-	-	31,000
Shed at Barber Street Complex	10,000	-	-	-	-	10,000
Replace Fountain at Historical Park	2,100	-	-	-	-	2,100
Athletic Field Mower	-	41,000	-	-	-	41,000
John Deere Gator	-	16,000	-	-	-	16,000
1/2 Ton Pick-Up Truck	-	34,000	34,000	-	34,000	102,000
(2) Mowers	-	26,000	-	-	-	26,000
(1) Mower	-	-	13,000	-	-	13,000
Field Grooming Machine	-	-	13,000	-	-	13,000
	\$ 103,500	\$ 117,000	\$ 60,000	\$ -	\$ 34,000	\$ 314,500

LEISURE SERVICES DEPARTMENT - TO BE FUNDED BY RECREATION IMPACT FEES						
<u>Description</u>	<u>EXPENDITURES PER FISCAL YEAR</u>					<u>TOTAL</u>
	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	
Park Identification Signage	\$ 25,000	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ 75,000
Replace Barber Street Football Bleachers	20,000	-	-	-	-	20,000
Replace Barber Street Baseball Dugouts	40,000	-	-	-	-	40,000
Replace Barber Street Baseball/Softball Fencing	18,000	22,000	-	-	-	40,000
Pickleball Enhancements	140,000	-	-	-	-	140,000
Playground Improvements	30,000	30,000	60,000	-	100,000	220,000
Park Improvements	20,000	20,000	20,000	20,000	20,000	100,000
	\$ 293,000	\$ 97,000	\$ 105,000	\$ 20,000	\$ 120,000	\$ 635,000

LEISURE SERVICES DEPARTMENT - TO BE FUNDED BY DISCRETIONARY SALES TAX						
<u>Description</u>	<u>EXPENDITURES PER FISCAL YEAR</u>					<u>TOTAL</u>
	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	
Community Center Office Development	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 40,000
	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 40,000

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

LEISURE SERVICES DEPARTMENT

Code: 010057

Account Number	Description	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Actual	Amended FY 18/19 Budget	FY 18/19 Projected	FY 19/20 Budget
PERSONAL SERVICES							
511200	Regular Salaries	419,226	312,197	311,822	560,313	542,000	571,000
511300	Temporary Salaries	53,925	51,029	53,298	10,000	1,500	1,000
511400	Overtime	7,261	23,013	12,708	20,000	24,000	19,851
512100	FICA Taxes	36,536	30,016	27,950	45,406	43,525	44,777
512215	Clothing Allowance	790	1,160	1,060	1,320	1,450	1,320
512225	Deferred Compensation	34,803	30,421	27,162	43,000	41,575	46,406
512301	Group Health Insurance Premium	37,150	41,616	59,384	141,468	95,150	108,303
512305	Dependant Health Ins Premium	5,640	12,788	0	0	0	0
512309	Employee Assistance Program	192	216	0	0	180	190
512400	Worker's Comp Insurance	19,604	15,915	12,591	27,475	23,725	26,068
TOTAL PERSONAL SERVICES		615,126	518,371	505,975	848,982	773,105	818,915
OPERATING EXPENDITURES							
533400	Other Contractual Services	14,630	162,577	157,638	10,000	5,000	3,500
533415	Janitorial Services	2,592	2,717	0	0	0	0
533420	Pest Control	0	0	750	4,000	4,000	4,000
534000	Travel and Per Diem	559	806	295	925	2,100	2,500
534101	Telephone	4,531	4,807	5,359	5,220	6,206	2,500
534105	Cellular Telephone	391	625	594	780	1,120	1,500
534110	Internet Services	569	550	604	660	780	1,500
534120	Postage	9	11	2	20	185	50
534310	Electric	73,960	68,912	72,720	80,000	72,500	72,000
534320	Water/Sewer	13,637	15,009	12,899	14,500	12,550	13,250
534400	Rents and Leases	0	0	0	0	0	11,325
534420	Equipment Leases	285	1,291	1,192	4,518	4,500	3,000
534615	R & M - Docks & Piers	0	124	1,807	2,500	6,000	5,000
534620	R & M - Vehicles	3,214	5,433	3,634	5,000	3,600	3,000
534630	R & M - Office Equipment	6	1	5	50	10	400
534640	R & M - Operating Equipment	20,606	18,268	20,258	22,000	22,000	18,000
534680	R & M - Irrigation Systems	4,867	5,793	3,895	12,000	10,000	7,000
534685	R & M - Grounds Maintenance	7,063	11,229	14,476	14,000	18,000	17,000
534686	R & M - Parks Facilities	37,570	65,081	31,658	35,366	34,000	20,000
534830	Special Event Expense	3,474	2,964	3,206	7,000	5,000	4,000
535200	Departmental Supplies	3,221	3,477	11,402	8,000	8,000	6,000
535210	Computer Supplies	82	141	82	250	250	250
535221	Fertilizer/Chemical Supplies	2,127	5,630	3,488	7,500	7,500	9,000
535230	Small Tools and Equipment	25,970	3,413	2,695	6,000	6,000	3,500
535260	Gas and Oil	11,397	9,792	13,719	10,000	16,500	16,500
535270	Uniforms and Shoes	2,213	2,382	2,544	3,200	3,200	3,200
535275	Safety Equipment	159	544	868	650	650	750
535410	Dues and Memberships	901	1,156	2,520	1,460	1,460	1,500
535420	Books and Publications	0	0	0	100	100	100
535450	Training and Education	629	1,478	887	2,500	2,500	2,000
TOTAL OPERATING EXPENDITURES		234,661	394,206	369,197	258,199	253,711	232,325
CAPITAL OUTLAY							
606200	Buildings	2,550	0	0	24,696	24,696	0
606300	Improvements Other Than Bldgs	7,225	1,400	0	38,828	38,828	30,000
606400	Vehicles and Equipment	28,100	9,480	4,368	77,635	77,635	73,500
TOTAL CAPITAL OUTLAY		37,875	10,880	4,368	141,159	141,159	103,500
TOTAL PARKS & RECREATION DIVISION		887,662	923,457	879,540	1,248,340	1,167,975	1,154,740

CITY OF SEBASTIAN, FLORIDA 2019/2020 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 and all city departments for comprehensive planning, community development, redevelopment and code compliance activities. The Department has expanded to manage Planning and Zoning, Environmental Permitting, and Grants Coordination.

FISCAL YEAR 2019 ACCOMPLISHMENTS

- ✓ Completed Data & Analysis for three elements of the Comprehensive Plan
- ✓ Updated GOP's for three elements of the Comprehensive Plan
- ✓ Completed Coastal Resiliency Plan through DEO grant
- ✓ Completed infrastructure improvements to Fisherman's Landing Park with FIND funding
- ✓ Revised Stormwater Fee Credit Policy and refined program parameters
- ✓ Updated four Ordinances: Stormwater, Tree, Fence and Adult Professional Services
- ✓ Made application for approximately \$300,000 in alternative funding
- ✓ Managed over \$360,000 in existing grant funding
- ✓ Initiated public facility construction projects of over \$750,000
- ✓ Continued to administer CRA grant funds
- ✓ Completed update to CRA Master Plan
- ✓ Completed Riverside Park Tree Preservation Plan
- ✓ Completed Wayfinding Sign Program
- ✓ Completed annual CRS recertification
- ✓ Initiated the Vacation Rental registration program
- ✓ Complete CDBG 5-yr Consolidated Plan
- ✓ Competed the NPDES/NOI recertification process
- ✓ Continued management of Planning & Zoning and Natural Resource Board
- ✓ Provided agenda transmittals and support for City Council
- ✓ Provided GIS Mapping support for external departments
- ✓ Completed FDOT US 1 Corridor Improvement Plan
- ✓ Refined and managed Environmental Education Program at Working Waterfront Park

FISCAL YEAR 2020 GOALS AND OBJECTIVES

- Complete update to Comprehensive Plan as the Comprehensive Development Plan
- Update permit applications and processes via new web based program
- Complete new WEB PAGE Design
- Initiate CDBG funding program in accordance with approved Consolidated Plan
- Initiate Design and Construction of CRA Plan improvements
- Implement Sign program for CRA
- Implement Tree Preservation Plan and Landscape Maintenance for Riverside Park
- Participate in implementation of the FDOT US 1 Corridor Improvement Plan
- Update Riverfront Overlay District land development code
- Continue to refine the stormwater fee credit program; vacation rental program; and septic to sewer program
- Complete Green infrastructure Map

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

PERFORMANCE MEASURES

Performance Indicators	Actual 2015/2016	Actual 2016/2017	Actual 2017/2018	Projected 2018/2019	Projected 2019/2020
Total Major & Minor Site Plan Reviews	10	11	15	10	20
Total Major & Minor Site Plan Approvals	0	6	5	8	10
Preliminary/Final Plat Approvals	5	3	2	4	6
Total Temporary Permits Issued	30	34	35	50	45
Division of a Single Lot/Release of Unity of Titles	3	5	18	8	24
Unity of Titles	0	26	18	30	25
Land Use and Zoning Change Requests	2	0	2	4	2
Annexation Requests/Approvals	2	0	2	2	2
Flood Zone Determinations/MT-1 Applications	75	37	50	40	60
Commercial Site Plan Inspections	15	22	20	25	25
Land Development Code Amendments	4	1	6	6	10
Conditional Use/Special Use/Accessory Structure Approvals	3	7	12	8	16
Easements/Acquisitions	10	4	1	6	1
Variances/Appeals/Waivers	5	4	20	5	30
Comp Plan/Element Changes	2	0	4	4	6
Stormwater Credit Program	0	54	130	60	180
Building Permits Zoning Reviews - Residential	0	0	300	150	400
Building Permits Zoning Inspections - Environmental	0	0	4	350	8
Façade, Sign, and Landscape Grant	0	5	8	8	100
Septic to Sewer Grant	0	8	55	8	110
Application Requests Processed	160	160	0	0	10
Processing Time for Site Plans (Months)	2	3	8	0	4

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

PROGRAM BUDGET DESCRIPTION FOR COMMUNITY DEVELOPMENT

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>18/19</i>	<i>19/20</i>	
25.00%	25.00%	Public Assistance - Provide planning, zoning and other regulatory information to the public and other departments to assure that development is of the highest quality and that all development proposals are consistent with City regulations. Provide public information to websites and updates to online forms.
30.00%	30.00%	Land Development Code - Work with site development to provide technical review of proposed design in accordance with City regulations. Coordinate review comments and permitting requirements from outside agencies, public input, and direction from the Planning and Zoning Commission and City Council. Provide Environmental reviews for site development requests. Work with special committees and taskforce groups that may be required from time to time. Implement policy issues that Council has recommended or mandated.
15.00%	15.00%	Comprehensive Planning - Manage, interpret, evaluate, update, and implement the Comprehensive Plan and other land use, development and preservation plans for the City. Provide project management of CIP projects and long range planning projects including annexations and intergovernmental priorities. Provide direction and guidance for projects that have an economic development impact. Maintain position on various committees and Boards such as the MPO. Provide presentations to various interest groups regarding economic development and long range plans .
15.00%	15.00%	Community Redevelopment - Implementation of stated goals within the Community Redevelopment Master Plan and consistent with objectives outlined by the City Council. Update and implementation to the CRA master plan including economic development goals and opportunities.
15.00%	15.00%	General Administrative - Research various miscellaneous topics and gather information for other agencies and/or other departments, including staff support to the City Council, CRA Board, Planning and Zoning Commission and Natural Resource Board.
100.00%	100.00%	

COMMUNITY DEVELOPMENT BUDGET SUMMARY

The Fiscal Year 2019-2020 adopted budget for Community Development is \$ 586,324. This compares to the 2018-2019 projected expenditures of \$ 385,274, an increase of \$ 201,050 or 52.18%.

	<i>FY 15/16</i>		<i>FY 16/17</i>		<i>FY 17/18</i>		<i>Amended FY 18/19</i>		<i>Projected FY 18/19</i>		<i>FY 19/20</i>	
	Actual	Actual	Actual	Budget	Expenditures	Budget	Difference					
Personal Services	\$ 235,559	\$ 180,910	\$ 357,598	\$ 322,717	\$ 322,383	\$ 423,645	\$ 101,262					
Operating Expenses	17,970	33,677	38,178	73,430	62,891	142,679	79,788					
Capital Outlay	-	-	-	-	-	20,000	20,000					
Total	\$ 253,529	\$ 214,587	\$ 395,776	\$ 396,147	\$ 385,274	\$ 586,324	\$ 201,050					

Fiscal Year 2019-20 Adopted Budget:

Major Current Level Changes from Fiscal Year 2018-19 Projected Expenditures:

	Difference
1. Personal Services - Increase due to new position, negotiated salary and insurance increases, longevity, and a position reclass.	\$ 101,262
2. Operating Expenses - Increase due primarily to Comp Plan update expense.	\$ 79,788
3. Capital Outlay - Increase due to new scanner/plotter requested this year.	\$ 20,000

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

PERSONAL SERVICES SCHEDULE

COMMUNITY DEVELOPMENT								
<u>POSITION</u>	<u>PAY RANGE</u>	<u>Amended</u>				<u>Projected</u>		
		<u>17/18</u>	<u>18/19</u>	<u>18/19</u>	<u>19/20</u>	<u>Expenditure</u>	<u>Budget</u>	
						<u>18/19</u>	<u>19/20</u>	
Community Development Director/CRA Manager	72,868 / 131,163	1.00	1.00	1.00	1.00	\$ 91,450	\$ 94,000	
Community Development Manager	50,871 / 91,568	1.00	1.00	1.00	1.00	72,750	80,000	
Senior Planner	55,588 / 100,858	0.00	0.00	0.00	1.00	-	60,000	
Parks Administrator	40,200 / 68,339	1.00	0.00	0.00	0.00	-	-	
Junior Planner	43,975 / 79,156	0.00	0.00	0.00	1.00	-	44,500	
Zoning Technician	35,730 / 64,314	1.00	1.00	1.00	0.00	41,750	-	
Environmental Technician	35,730 / 64,314	1.00	1.00	1.00	1.00	40,750	41,500	
		5.00	4.00	4.00	5.00			
		TOTAL SALARIES				\$	246,700	\$ 320,000
						1,500	1,000	
						19,000	24,566	
						22,350	29,063	
						120	120	
						32,100	48,081	
						63	79	
						550	736	
						<u>\$ 322,383</u>	<u>\$ 423,645</u>	

CAPITAL OUTLAY SCHEDULE

COMMUNITY DEVELOPMENT DEPARTMENT - TO BE FUNDED BY GENERAL FUND						
<u>Description</u>	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>TOTAL</u>
Scanner/Plotter	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000
	<u>\$ 20,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 20,000</u>

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

COMMUNITY DEVELOPMENT DEPARTMENT

Code: 010080

Account Number	Description	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Actual	Amended FY18/19 Budget	FY 18/19 Projected	FY 19/20 Budget
PERSONAL SERVICES							
511200	Regular Salaries	180,556	128,186	276,229	245,700	246,700	320,000
511300	Temporary Salaries	0	0	0	0	0	0
511400	Overtime	7,889	6,620	2,057	2,500	1,500	1,000
512100	FICA Taxes	13,293	9,743	20,781	18,905	19,000	24,566
512215	Clothing Allowance	0	0	100	120	120	120
512225	Deferred Compensation	14,831	11,721	22,667	22,005	22,350	29,063
512301	Group Health Insurance Premium	10,728	13,581	35,331	32,849	32,100	48,081
512305	Dependant Health Ins Premium	7,883	10,693	0	0	0	0
512309	Employee Assistance Program	50	62	0	0	63	79
512400	Worker's Comp Insurance	329	303	433	638	550	736
TOTAL PERSONAL SERVICES		235,559	180,910	357,598	322,717	322,383	423,645
OPERATING EXPENDITURES							
533120	Consultants	2,675	8,713	12,176	45,797	40,000	120,000
533400	Other Contractual Services	624	1,648	1,760	2,400	2,000	2,000
534000	Travel and Per Diem	2,992	922	2,657	3,575	3,500	3,500
534105	Cellular Telephone	63	176	929	1,020	475	216
534110	Internet Services	0	0	1,014	433	433	433
534120	Postage	1,041	903	1,773	1,500	1,000	1,000
534130	Express Mail	5	0	18	75	50	50
534420	Equipment Leases	1,442	1,422	1,397	1,400	1,385	1,450
534620	R & M-Vehicles	45	1,873	849	800	540	500
534630	R & M-Office Equipment	2,738	2,218	2,928	2,520	2,200	2,500
534825	Advertising (Econ Dev)	0	8,998	0	0	0	0
534830	Special Events (NRB)	997	1,092	1,416	1,500	928	1,000
534910	Clerk of Court Filing Fees	19	0	10	30	30	30
534920	Legal Ads	1,803	1,838	3,816	2,500	2,300	2,500
535200	Departmental Supplies	1,704	1,469	2,593	3,000	2,800	2,000
535210	Computer Supplies	178	109	877	800	500	800
535260	Gas and Oil	69	227	516	800	500	600
535270	Uniforms & Shoes	0	0	87	0	0	0
535410	Dues and Memberships	647	734	1,246	1,880	1,500	1,800
535420	Books and Publications	553	132	0	400	250	300
535450	Training and Education	375	1,205	2,115	3,000	2,500	2,000
TOTAL OPERATING EXPENDITURES		17,970	33,677	38,178	73,430	62,891	142,679
CAPITAL OUTLAY							
606400	Vehicles and Equipment	0	0	0	0	0	20,000
TOTAL CAPITAL OUTLAY		0	0	0	0	0	20,000
TOTAL COMMUNITY DEVELOPMENT		253,529	214,587	395,776	396,147	385,274	586,324

CITY OF SEBASTIAN, FLORIDA 2019/2020 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 2019-2020 adopted budget for Non-Departmental is \$ 961,968. This compares to the 2018-2019 projected expenditures of \$1,056,558 a decrease of \$ 94,590 , or -9.0%.

	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Actual	Amended FY 18/19 Budget	Projected FY 18/19 Expenditures	FY 19/20 Budget	Difference
Personal Services	\$ 230,284	\$ 409,276	\$ 291,741	\$ 259,727	\$ 324,075	\$ 313,850	\$ (10,225)
Operating Expenses	631,265	611,345	634,268	686,102	706,839	648,118	(58,721)
Grants and Aids	-	-	-	-	-	-	-
Capital Outlay	-	1,765	2,918	-	-	-	-
Non-Operating	343,700	2,173,590	636,029	144,915	25,644	-	(25,644)
Total	\$ 1,205,249	\$ 3,195,976	\$ 1,564,956	\$ 1,090,744	\$ 1,056,558	\$ 961,968	\$ (94,590)

Fiscal Year 2019-2020 Adopted Budget:

Major Current Level Changes from Fiscal Year 2018-2019 Projected Expenditures:	Difference
1. Personal Services - Decrease due to lower group insurance costs & HRA reimbursements anticipated.	\$ (10,225)
2. Operating Expenses - Decrease due to lower consultant and labor attorney fees anticipated.	\$ (58,721)
3. Non-Operating Expenses - Decrease due to no scheduled transfers out this year.	\$ (25,644)

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

GENERAL FUND NON-DEPARTMENTAL

Code: 010099

Account		FY 15/16	FY 16/17	FY 17/18	Amended FY 18/19	FY 18/19	FY 19/20
Number	Description	Actual	Actual	Actual	Budget	Projected	Budget
PERSONAL SERVICES							
512301	Group Health Insurance	60,739	95,512	90,110	54,300	41,100	20,800
512307	Health Reimbursement Account	163,956	189,297	201,631	201,077	280,575	265,000
512500	Unemployment	5,589	(43)	0	200	2,400	800
512700	Additional Compensation	0	124,511	0	4,150	0	27,250
TOTAL PERSONAL SERVICES		230,284	409,276	291,741	259,727	324,075	313,850
OPERATING EXPENDITURES							
533110	Prof Services - Labor Attorney	6,359	0	0	0	10,000	0
533120	Consultants	0	2,867	1,662	0	55,000	0
533400	Other Contractual Services	6,501	1,164	3,826	4,000	48	500
533425	Contract Mowing Services	22,532	29,865	25,170	25,000	9,000	15,000
533426	Code Enforcement Charges	0	0	275	0	0	0
534101	Telephone	19,899	19,735	21,781	21,800	23,445	23,780
534110	Internet Services	17,904	17,721	17,685	17,700	3,000	600
534120	Postage	4,458	5,220	3,029	3,275	3,050	3,275
534310	Electric	39,644	38,994	41,134	43,000	41,000	43,000
534320	Water/Sewer	4,399	4,678	4,552	4,500	4,450	4,750
534400	Rents and Leases	(20)	0	0	0	0	0
534500	Insurance	253,795	225,840	220,350	277,710	270,150	280,000
534501	Claims	3,281	2,911	7,984	5,000	2,000	3,000
534630	R&M Office Equipment	0	9,600	9,600	5,090	2,400	2,400
534700	Printing and Binding	6,653	6,849	3,326	6,800	3,400	6,800
534805	4th of July	20,000	20,000	32,392	32,690	32,700	32,700
534815	Paver Bricks	72	926	770	1,400	500	700
534825	Advertising Expenditures	2,079	2,134	2,902	3,250	3,000	3,300
534830	Special Events Expense	1,516	824	5,000	0	0	0
534835	Special Employee Events	2,000	4,291	4,615	5,000	5,000	5,000
534920	Legal Ads	343	0	0	0	0	0
534942	PD Safety Class Expenses	0	0	0	0	645	750
543943	PD COPE Unit Expenses	0	0	16,749	10,000	10,000	7,980
534944	Supplies-PS Empl Exp Fund	440	4,789	3,372	1,500	6,000	6,000
534945	Supplies-General Empl Exp Fund	3,516	331	0	750	0	795
534980	Payment-Riverfront CRA Fund	181,150	181,631	181,652	183,842	183,130	182,738
535200	Departmental Supplies	1,407	1,350	1,187	1,700	1,700	1,800
535410	Dues and Memberships	2,672	2,851	3,052	3,095	3,250	3,250
535450	Training and Education	0	0	0	0	2,000	3,500
535454	PBA Tuition Reimb Plan	11,139	7,098	2,858	7,000	500	5,000
535455	PEA Tuition Reimb Plan	1,341	1,353	741	3,000	500	3,000
535705	Property Taxes	0	0	0	0	(36)	0
535710	Non-Ad Valorem Tax	18,185	18,322	18,604	19,000	31,007	8,500
TOTAL OPERATING EXPENSES		631,265	611,345	634,268	686,102	706,839	648,118
CAPITAL OUTLAY							
606400	Vehicles and Equipment	0	1,765	2,918	0	0	0
TOTAL CAPITAL OUTLAY		0	1,765	2,918	0	0	0
NON-OPERATING							
909120	Interfund Trfr to 120 LOGT	200,000	200,000	0	0	0	0
909131	Interfund Trfr to Fund 310	5,700	1,603,353	571,892	3,650	2,400	0
909132	Interfund Trfr to Fund 320	0	5,449	52,817	2,787	2,787	0
909133	Trfr to Transp Impr Fund 330	0	132,925	0	0	0	0
909140	Trfr to Fund 140	10,600	0	0	20,457	20,457	0
909145	Trfr to Fund 450 AP	0	28,040	0	0	0	0
909163	Interfund Trfr to Fund 163	100,000	100,000	0	0	0	0
909410	Interfund Trfr to Fund 410	0	78,823	11,320	0	0	0
909480	Trfr to Fund 480 Building	0	25,000	0	0	0	0
909541	Interfund Trfr to 415	24,600	0	0	0	0	0
909545	Interfund Trfr to 455	2,800	0	0	0	0	0
909901	Contingency	0	0	0	118,021	0	0
TOTAL NON-OPERATING		343,700	2,173,590	636,029	144,915	25,644	0
TOTAL NON-DEPARTMENTAL		1,205,249	3,195,976	1,564,956	1,090,744	1,056,558	961,968



CITY OF SEBASTIAN, FLORIDA
ANNUAL BUDGET
FISCAL YEAR 2019-2020

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)	\$ 755,361
Discretionary Sales Tax Fund (DST)	5,811,928
Riverfront Community Redevelopment Agency	513,900
Parking In-Lieu-Of Fund	1,342
Recreation Impact Fee Fund	293,000
Stormwater Utility Fund	1,976,083
Law Enforcement Forfeiture Fund	1,250
TOTAL	<u><u>\$ 9,352,864</u></u>

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

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

LOCAL OPTION GAS TAX

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

Low fuel costs have continued and contributed to a fairly steady level of collections, although more fuel-efficient vehicles are expected to eventually have a negative effect. The 2019-2020 allocation for the City of Sebastian is estimated at \$736,320. The estimate is based on trend analysis.

LOCAL OPTION GAS TAX FUND REVENUE

Code: 120010

<u>Account Number</u>	<u>Description</u>	<u>FY 15/16 Actual</u>	<u>FY 16/17 Actual</u>	<u>FY 17/18 Actual</u>	<u>Amended FY 18/19 Budget</u>	<u>FY 18/19 Projected</u>	<u>FY 19/20 Budget</u>
TAXES							
312400	Local Option Gas Tax	646,132	674,778	715,311	740,300	708,000	736,320
TOTAL TAXES		646,132	674,778	715,311	740,300	708,000	736,320
MISCELLANEOUS REVENUE							
334492	FDOT Lighting Agreement	10,352	12,532	12,908	13,295	13,295	13,694
361100	Interest Income	1,780	948	6,685	3,764	10,959	5,347
TOTAL MISCELLANEOUS REVENUE		12,132	13,480	19,593	17,059	24,254	19,041
NON-REVENUE SOURCES							
381001	Interfund Transfer from Fund 001	200,000	200,000	0	0	0	0
389991	Appropriation From Fund Balance	43,308	152,896	0	106,468	494,512	0
TOTAL NON-REVENUE SOURCES		243,308	352,896	0	106,468	494,512	0
TOTAL LOCAL OPTION GAS TAX		901,572	1,041,154	734,904	863,827	1,226,766	755,361

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

LOCAL OPTION GAS TAX FUND EXPENDITURES

Code: 120051

Account <u>Number</u> <u>Description</u>	FY 15/16 <u>Actual</u>	FY 16/17 <u>Actual</u>	FY 17/18 <u>Actual</u>	Amended FY 18/19 <u>Budget</u>	FY 18/19 <u>Projected</u>	FY 19/20 <u>Budget</u>
533300 All Aboard Florida	0	71,894	0	0	0	0
533400 Other Contractual Services	0	0	0	11,500	11,500	0
533452 Road Maintenance Service	0	1,081	651	15,000	15,000	0
534315 Public Lighting	183,067	0	0	0	0	0
534695 Railroad Crossing Maintenance	5,103	5,103	5,400	64,350	64,647	5,400
535310 Road Materials and Supplies	44,077	23,386	19,705	5,000	5,000	0
535380 Signalization Supplies	26,399	21,621	0	20,500	20,500	0
TOTAL OPERATING EXPENDITURES	258,646	123,085	25,756	116,350	116,647	5,400
CAPITAL OUTLAY						
606400 Vehicles and Equipment	0	12,011	27,570	3,200	3,200	106,000
TOTAL CAPITAL OUTLAY	0	12,011	27,570	3,200	3,200	106,000
DEBT SERVICE						
707105 Principal - Paving Loan	211,000	215,000	219,000	224,000	224,000	229,000
707205 Interest - Paving Loan	31,748	27,635	23,445	19,177	19,177	14,802
TOTAL DEBT SERVICE	242,748	242,635	242,445	243,177	243,177	243,802
NON-OPERATING						
909133 Trfr to Transp Impr Fund 330	400,178	663,423	96,793	501,100	863,742	211,160
909990 Unappropriated	0	0	342,340	0	0	188,999
TOTAL NON-OPERATING	400,178	663,423	439,133	501,100	863,742	400,159
TOTAL LOCAL OPTION GAS TAX	901,572	1,041,154	734,904	863,827	1,226,766	755,361

CITY OF SEBASTIAN, FLORIDA 2019/2020 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. The tax funds are distributed to participating cities within the County on a percentage basis determined by the City's population. The funds can be used to finance, plan, and construct infrastructure, land acquisition for recreation or preservation, land improvement, and emergency vehicle purchases.

The FY 2019-2020 allocation for the City of Sebastian is estimated at \$3,659,032. The estimate is based on the trend analysis. This revenue source was extended by referendum vote in FY 2016-2017 until December 31, 2023.

DISCRETIONARY SALES TAX FUND REVENUE

Code: 130010

Account Number	Description	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Actual	Amended FY 17/18 Budget	FY 18/19 Projected	FY 19/20 Budget
312600	Discretionary Sales Tax	3,052,152	3,207,905	3,417,586	3,572,500	3,518,300	3,659,032
TOTAL TAXES		3,052,152	3,207,905	3,417,586	3,572,500	3,518,300	3,659,032
MISCELLANEOUS REVENUE							
361100	Interest Income	20,025	29,500	41,451	50,500	53,549	58,272
361105	SBA Interest Earnings	8,424	10,463	15,396	12,607	12,000	15,000
TOTAL MISCELLANEOUS REVENUE		28,449	39,963	56,847	63,107	65,549	73,272
NON-REVENUE SOURCES							
389991	Appropriation From PY Fund Balan	0	65,228	0	0	516,851	2,079,624
TOTAL NON-REVENUE SOURCES		0	65,228	0	0	516,851	2,079,624
TOTAL DISCRETIONARY SALES TAX		3,080,601	3,313,096	3,474,433	3,635,607	4,100,700	5,811,928

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

DISCRETIONARY SALES TAX FUND EXPENDITURES

Code: 130051

<u>Account Number</u>	<u>Description</u>	<u>FY 15/16 Actual</u>	<u>FY 16/17 Actual</u>	<u>FY 17/18 Actual</u>	<u>Amended FY 18/19 Budget</u>	<u>FY 18/19 Projected</u>	<u>FY 19/20 Budget</u>
NON-OPERATING							
909123	Interfund Trfr to 230-Series 2003 D	868,342	354,854	0	0	0	0
909131	Trfr to Capital Projects Fund 310	389,723	643,474	1,364,845	539,000	1,072,672	826,000
909132	Trfr to CIP Fund 320	123,163	480,928	16,062	250,000	227,888	40,000
909133	Trfr to Transp Impr Fund 330	220,948	941,624	389,721	1,750,870	1,845,561	3,684,573
909263	Trfr to Stormwater Debt Svs 263	401,143	402,963	403,792	402,914	402,914	401,355
909363	Trfr to Stormwater Impr Fund 363	25,280	22,309	30,154	296,534	80,335	500,000
909410	Trfr to Golf Course Fund 410	599,858	59,798	138,375	0	0	110,000
909455	Trfr to Fund 455 AP	156,616	407,146	220,762	128,819	471,330	250,000
909990	Unappropriated	295,528	0	910,722	267,470	0	0
TOTAL NON-OPERATING		3,080,601	3,313,096	3,474,433	3,635,607	4,100,700	5,811,928
TOTAL DISCRETIONARY SALES TAX		3,080,601	3,313,096	3,474,433	3,635,607	4,100,700	5,811,928

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

COMMUNITY REDEVELOPMENT AGENCY

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

COMMUNITY REDEVELOPMENT AGENCY REVENUES

Code: 140010

Account		FY 15/16	FY 16/17	FY 17/18	Amended	FY 18/19	FY 19/20
Number	Description	Actual	Actual	Actual	FY 18/19	Projected	Budget
					Budget		
TAXES							
338200	Tax Increment Revenue - Sebastian	181,150	181,631	181,652	183,842	183,130	182,732
338200	Tax Increment Revenue - County	157,874	160,610	184,879	201,868	201,086	215,084
TOTAL TAXES		339,024	342,241	366,532	385,710	384,216	397,816
MISCELLANEOUS REVENUE							
361100	Interest Income	3,019	4,702	8,730	9,500	12,200	15,000
361105	SBA Interest Earnings	0	1,056	1,885	500	3,000	3,750
362100	Rents and Royalties	36,000	36,000	36,000	36,000	36,000	36,000
366000	Contributions & Donations	0	0	0	3,000	3,000	0
TOTAL MISCELLANEOUS REVENUE		39,019	41,758	46,615	49,000	54,200	54,750
NON-REVENUE SOURCES							
381001	Transfer from General Fund	0	0	0	20,457	20,457	0
389991	Fund Balance Carried Forward	0	0	116,935	303,964	158,144	61,334
TOTAL NON-REVENUE SOURCES		0	0	116,935	324,421	178,601	61,334
TOTAL RIVERFRONT REDEVELOPMENT		378,043	383,999	530,082	759,131	617,017	513,900

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

COMMUNITY REDEVELOPMENT AGENCY EXPENDITURES

Code: 140051

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

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

PARKING IN-LIEU-OF FUND

PARKING IN-LIEU-OF FUND REVENUE

Code: 150010

<u>Account Number</u>	<u>Description</u>	<u>FY 15/16 Actual</u>	<u>FY 16/17 Actual</u>	<u>FY 17/18 Actual</u>	<u>Amended FY 18/19 Budget</u>	<u>FY 18/19 Projected</u>	<u>FY 19/20 Budget</u>
MISCELLANEOUS REVENUE							
361100	Interest Income	0	0	0	0	0	0
361105	SBA Interest Earnings	358	468	929	406	1,310	1,342
363400	Parking In-Lieu-Of Fee	26,130	24,945	13,776	0	0	0
389991	Appropriation from PY Fund Balance	0	33,082	0	29,530	0	0
TOTAL MISCELLANEOUS REVENUE		26,488	58,495	14,705	29,936	1,310	1,342
TOTAL PARKING IN-LIEU-OF FUND		26,488	58,495	14,705	29,936	1,310	1,342

PARKING IN-LIEU-OF FUND EXPENDITURES

Code: 150051

<u>Account Number</u>	<u>Description</u>	<u>FY 15/16 Actual</u>	<u>FY 16/17 Actual</u>	<u>FY 17/18 Actual</u>	<u>Amended FY 18/19 Budget</u>	<u>FY 18/19 Projected</u>	<u>FY 19/20 Budget</u>
CAPITAL OUTLAY AND PROJECTS							
606908	Parking	62	58,495	0	0	0	0
TOTAL CAPITAL OUTLAY AND PROJECTS		62	58,495	0	0	0	0
NON-OPERATING							
909990	Unappropriated	26,426	0	14,705	29,936	1,310	1,342
TOTAL NON-OPERATING		26,426	0	14,705	29,936	1,310	1,342
TOTAL PARKING IN-LIEU-OF FUND		26,488	58,495	14,705	29,936	1,310	1,342

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

RECREATION IMPACT FEE FUND

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

RECREATION IMPACT FEE FUND REVENUE

Code: 160010

<u>Account Number</u>	<u>Description</u>	<u>FY 15/16 Actual</u>	<u>FY 16/17 Actual</u>	<u>FY 17/18 Actual</u>	<u>Amended FY 18/19 Budget</u>	<u>FY 18/19 Projected</u>	<u>FY 19/20 Budget</u>
MISCELLANEOUS REVENUE							
361100	Interest Income	4,353	8,887	9,053	9,000	5,545	3,500
361105	SBA Interest Earnings	0	0	3,499	1,428	3,500	1,634
363270	Recreation Impact Fee	163,800	102,700	141,050	163,800	141,050	141,050
TOTAL MISCELLANEOUS REVENUE		168,153	111,587	153,602	174,228	150,095	146,184
NON-REVENUE SOURCES							
389991	Appropriation From PY Fund Balance	0	0	302,182	425,943	312,905	146,816
TOTAL NON-REVENUE SOURCES		0	0	302,182	425,943	312,905	146,816
TOTAL RECREATION IMPACT FEE		168,153	111,587	455,784	600,171	463,000	293,000

RECREATION IMPACT FEE FUND EXPENDITURES

Code: 160051

<u>Account Number</u>	<u>Description</u>	<u>FY 15/16 Actual</u>	<u>FY 16/17 Actual</u>	<u>FY 17/18 Actual</u>	<u>Amended FY 18/19 Budget</u>	<u>FY 18/19 Projected</u>	<u>FY 19/20 Budget</u>
CAPITAL OUTLAY AND PROJECTS							
606300	Improvements Other Than Bldgs	0	0	0	0	0	0
TOTAL CAPITAL OUTLAY AND PROJECTS		0	0	0	0	0	0
OPERATING EXPENDITURES							
533100	Professional Services	0	14,774	19,600	0	0	0
TOTAL OPERATING EXPENDITURES		0	14,774	19,600	0	0	0
NON-OPERATING							
909132	Transfer to CIP Fund 320	32,399	46,455	436,184	600,171	463,000	293,000
909990	Unappropriated	135,754	50,358	0	0	0	0
TOTAL NON-OPERATING		168,153	96,813	436,184	600,171	463,000	293,000
TOTAL RECREATION IMPACT FEE		168,153	111,587	455,784	600,171	463,000	293,000

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

STORMWATER UTILITY FUND

The Stormwater Utility Fund was established by the City to provide a dedicated funding source for the purpose of managing the City’s stormwater system, to prepare, construct and manage betterments and improvements, regulate the use of the stormwater system, and perform routine maintenance and minor improvements. The Stormwater Utility Fee is based upon a single residential ERU in the amount of \$10.00 per month, or \$120.00 per year (Resolution R-18-19). The Stormwater Utility Staff are responsible for the control and maintenance of the City’s stormwater drainage system consisting of 280 lane miles of swales, 50 miles of channels, 9 miles of canals and 310 catch basins and culvert structures. It is also their responsibility 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.

SUMMARY OF REVENUES AND EXPENDITURES

<u>Description</u>	<u>FY 15/16</u>	<u>FY 16/17</u>	<u>FY 17/18</u>	<u>Amended</u> <u>FY 18/19</u>	<u>FY 18/19</u>	<u>FY 19/20</u>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Projected</u>	<u>Budget</u>
Total Revenues	\$ 1,094,455	\$ 1,102,138	\$ 1,014,980	\$ 2,014,000	\$ 1,970,678	\$ 1,976,083
Total Expenses	<u>\$ 1,437,762</u>	<u>\$ 1,273,480</u>	<u>\$ 1,351,422</u>	<u>\$ 2,109,702</u>	<u>\$ 1,521,610</u>	<u>\$ 1,970,647</u>
Change in Unrestricted Reserves	<u>\$ (343,307)</u>	<u>\$ (171,342)</u>	<u>\$ (336,442)</u>	<u>\$ (95,702)</u>	<u>\$ 449,068</u>	<u>\$ 5,436</u>

FISCAL YEAR 2019 ACCOMPLISHMENTS

- ✓ Slip lining of older infrastructure
- ✓ Catch basin & baffle box maintenance
- ✓ Continue failed road crossing pipes
- ✓ Assist other departments
- ✓ Bring retention & detention ponds into compliance
- ✓ Perform rear ditch excavation more often
- ✓ Continued road crossing pipe replacements and slip lining.

FISCAL YEAR 2020 GOALS AND OBJECTIVES

- Schumann Dr. Slip-Lining
- Continue road crossing pipe replacement
- Build catch basins
- Continue building Stormwater infrastructures
- Continue education for the public & Stormwater employees
- Monitor vendor spraying canals for invasives
- Assist other departments when needed
- Monitor vendor providing ditch mowing services
- Strive to provide the public with the service they want.

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

PERFORMANCE MEASURES

Performance Indicators	Actual 2015/2016	Actual 2016/2017	Actual 2017/2018	Projected 2018/2019	Projected 2019/2020
Miles of swales	280.0	280.0	280.0	280.0	280.0
Linear feet of swales reconstructed	28,500	28,500	28,500	28,500	28,500
Miles of ditches maintained	80.0	80.0	80.0	80.0	80.0
Catch basin and culverts maintained	200	205	205	205	205
Linear feet Main Ditches reconstructed	1,000	1,000	1,000	1,000	1,000
Road Crossing Pipe Replacements	10	20	20	20	20

STORMWATER UTILITY PROGRAM BUDGET DESCRIPTION

STAFFING		NATURE OF ACTIVITY
18/19	19/20	
50.00%	50.00%	Drainage Maintenance - Clean and spray stormwater swales, ditches and canals. Maintain 9 miles of large canals. Maintain ditches, swales and side yard ditches.
25.00%	25.00%	Catch basins, Manholes and Culverts - Hand clean and mow small drainage ditches. Maintain 310 catch basins and large/small culverts.
10.00%	10.00%	General Administration - Preparation of budget, update service records. Maintain equipment records. Review contracts and construction drawings on City contract work. Meet with public as necessary. Coordinate employee training and education.
5.00%	5.00%	Building Dept Related Reviews: Site Plan Review, Pool Drainage Plan Review, Fence Permits, Driveway Permits, and meeting with engineers, contractors, and public as necessary.
10.00%	10.00%	Capital Projects - Planning, Design, Specifications Consultant Coordination Bidding and Contracts, Construction Management inspections.
100.00%	100.00%	

STORMWATER UTILITY DIVISION BUDGET SUMMARY

The Fiscal Year 2019-2020 adopted budget for the Stormwater Utility Division is \$ 1,976,083. This compares to the 2018-2019 projected expenditures of \$1,970,678 an increase of \$ 461,275 or 23.41%.

	Amended						Difference
	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 18/19	FY 19/20	
	Actual	Actual	Actual	Budget	Projected	Budget	
Personal Services	\$ 615,511	\$ 336,196	\$ 630,002	\$ 891,152	\$ 878,894	\$ 735,344	\$ (143,550)
Operating Expenses	494,679	389,210	719,157	702,772	599,518	815,303	215,785
Capital Outlay	3,303	-	2,263	15,778	18,198	145,000	126,802
Non-Operating	324,269	548,074	-	500,000	474,068	280,436	262,238
Total	\$ 1,437,762	\$ 1,273,480	\$ 1,351,422	\$ 2,109,702	\$ 1,970,678	\$ 1,976,083	\$ 461,275

Fiscal Year 2019-20 Adopted Budget:

Major Current Level Changes from Fiscal Year 2018-19 Projected Expenditures:

	Difference
1. Personal Services - Decrease due to transfer of Director position to Roads and retirement of two long term employees.	\$ (143,550)
2. Operating Expenses - Increase due to additional repairs and maintenance planned this year.	\$ 215,785
3. Capital Outlay - Increase due to several large pieces of equipment being purchased this year.	\$ 126,802
4. Non-Operating - Increase due to additional projects being worked on this year.	\$ 262,238

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

STORMWATER UTILITY DIVISION REVENUE

Code: 163010

Account <u>Number</u>	<u>Description</u>	<u>FY 15/16</u> <u>Actual</u>	<u>FY 16/17</u> <u>Actual</u>	<u>FY 17/18</u> <u>Actual</u>	<u>Amended</u> <u>FY 18/19</u> <u>Budget</u>	<u>FY 18/19</u> <u>Projected</u>	<u>FY 19/20</u> <u>Budget</u>
CHARGES FOR SERVICES							0
363630	Stormwater Utility Fee	966,608	964,338	970,113	1,995,000	1,940,000	1,940,000
363631	Delinquent Stormwater Fees	24,447	28,501	28,979	0	0	0
TOTAL CHARGES FOR SERVICES		991,055	992,839	999,092	1,995,000	1,940,000	1,940,000
MISCELLANEOUS REVENUE							
361100	Interest Income	3,400	7,956	15,654	19,000	30,000	35,400
361150	Other Interest	0	1,343	234	0	678	683
381001	Transfer from Fund 001	100,000	100,000	0	0	0	0
TOTAL MISCELLANEOUS REVENUE		103,400	109,299	15,888	19,000	30,678	36,083
TOTAL STORMWATER REVENUES		1,094,455	1,102,138	1,014,980	2,014,000	1,970,678	1,976,083
USE OF UNRESTRICTED RESERVES		343,307	171,342	336,442	95,702	0	
TOTAL STORMWATER UTILITY		1,437,762	1,273,480	1,351,422	2,109,702	1,970,678	1,976,083

STORMWATER UTILITY DIVISION		<u>FULL TIME EQUIVALENTS</u>				<u>Projected</u>	<u>Budget</u>
<u>POSITION</u>	<u>PAY</u> <u>RANGE</u>	<u>17/18</u>	<u>18/19</u>	<u>Amended</u>		<u>Expenditures</u>	<u>19/20</u>
				<u>18/19</u>	<u>19/20</u>	<u>18/19</u>	
Stormwater Utilities Director	72,868 / 131,163	1.00	1.00	1.00	0.00	55,100	-
Retirement Payout						45,600	-
Asst Stormwater Utilities Director	52,397 / 94,315	1.00	1.00	1.00	0.00	74,000	-
Stormwater Superintendent	50,871 / 91,568	1.00	1.00	1.00	1.00	61,650	76,000
Retirement Payout						33,000	-
Stormwater Utility Inspector	35,730 / 64,314	0.00	1.00	1.00	1.00	28,500	36,750
Maintenance Worker III	29,052 / 52,293	3.00	3.00	3.00	3.00	100,000	100,500
Maintenance Worker II	27,384 / 49,291	1.00	1.00	1.00	2.00	30,600	64,000
Maintenance Worker I	25,812 / 46,462	6.00	6.00	6.00	6.00	167,000	171,000
Clerical Assistant II (Temp)	\$ 13.95/hour	0.50	0.50	0.50	0.50	14,000	18,250
		13.50	14.50	14.50	13.50		
TOTAL SALARIES						\$ 609,450	\$ 466,500
Overtime						5,000	10,000
FICA Taxes						47,100	36,553
Clothing Allowance						1,300	1,320
Deferred Compensation						54,150	41,685
Group Health Insurance Premium						97,500	101,511
Health Reimbursement Account						7,000	26,000
Employee Assistance Program						210	206
Worker's Comp Insurance						57,184	46,919
Additional Compensation						-	4,650
Total Personal Services						\$ 878,894	\$ 735,344

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

CAPITAL OUTLAY SCHEDULE

STORMWATER UTILITY DIVISION - TO BE FUNDED FROM STORMWATER UTILITY FUND						
<u>Description</u>	<u>EXPENDITURES PER FISCAL YEAR</u>					
	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>TO TAL</u>
Track Excavator	\$ 145,000	\$ -	\$ -	\$ -	\$ -	\$ 145,000
Stormwater Road Work	60,000	60,000	60,000	60,000	60,000	300,000
Stonecrop Drainage (25% Match)	215,000	-	-	-	-	215,000
Pick-Up Trucks (2)		\$ 66,000				66,000
1 Ton Utility Crew Cab Truck	-	48,000	-	-	-	48,000
Mini Excavator (New)	-	50,000	-	-	-	50,000
Brush Truck	-	125,000	-	-	-	125,000
Day Drive Retention Areas	-	240,000	-	-	-	240,000
Mini Excavator (Replacement)	-	-	50,000	-	-	50,000
Transport Truck	-	-	145,000	-	-	145,000
35 Ton Low Bed Trailer	-	-	70,000	-	-	70,000
Tulip Road Crossing	-	-	232,000	-	-	232,000
Backhoe	-	-	-	110,000	-	110,000
Bayfront Road Crossing	-	-	-	178,000	-	178,000
Pick-Up Truck	-	-	-	-	35,000	35,000
Equipment Trailer	-	-	-	-	25,000	25,000
Ocean Cove Drainage	-	-	-	-	300,000	300,000
	<u>\$ 420,000</u>	<u>\$ 589,000</u>	<u>\$ 557,000</u>	<u>\$ 348,000</u>	<u>\$ 420,000</u>	<u>\$ 2,334,000</u>

STORMWATER UTILITY DIVISION - TO BE FUNDED FROM DISCRETIONARY SALES TAX						
<u>Description</u>	<u>EXPENDITURES PER FISCAL YEAR</u>					
	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>TO TAL</u>
Major Canal Improvements	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 2,500,000
	<u>\$ 500,000</u>	<u>\$ 500,000</u>	<u>\$ 500,000</u>	<u>\$ 500,000</u>	<u>\$ 500,000</u>	<u>\$ 2,500,000</u>

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

STORMWATER UTILITY DIVISION EXPENDITURES

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

Account <u>Number</u>	<u>Description</u>	FY 15/16 <u>Actual</u>	FY 16/17 <u>Actual</u>	FY 17/18 <u>Actual</u>	Amended FY 18/19 <u>Budget</u>	FY 18/19 <u>Projected</u>	FY 19/20 <u>Budget</u>
PERSONAL SERVICES							
511200	Regular Salaries	423,840	208,494	438,891	556,900	595,450	448,250
511300	Temporary Salaries	0	0	8,244	18,250	14,000	18,250
511400	Overtime	18,240	20,501	8,653	10,000	5,000	10,000
512100	FICA Taxes	33,695	18,247	34,237	44,586	47,100	36,553
512215	Clothing Allowance	1,340	880	1,100	1,320	1,300	1,320
512225	Deferred Compensation	40,033	21,198	38,596	50,693	54,150	41,685
512301	Group Health Insurance Premium	63,122	43,808	76,139	123,459	97,500	101,511
512305	Dependant Health Insurance Premium	11,699	1,846	0	0	0	0
512307	Health Reimbursement Account	0	0	0	18,315	7,000	26,000
512309	Employee Assistance Program	262	170	0	0	210	206
512400	Worker's Comp Insurance	23,280	21,052	24,142	66,279	57,184	46,919
512700	Additional Compensation	0	0	0	1,350	0	4,650
TOTAL PERSONAL SERVICES		615,511	336,196	630,002	891,152	878,894	735,344
OPERATING EXPENSES							
533100	Professional Services	148	129	120	0	0	0
533150	Engineering Services	900	0	0	0	0	0
533201	Admin Svcs Provided by GF	0	0	0	0	0	80,555
533400	Other Contractual Services	40,606	0	122,568	60,000	1,500	60,000
533410	Environmental Services	499	0	0	0	0	0
533411	Permit Fees	0	500	7,988	0	0	0
533420	Pest/Weed Control	23,014	21,385	24,382	25,000	25,000	30,000
533425	Contract Mowing Services	244,500	243,012	288,668	290,000	290,000	300,000
533427	Contract Qtr Round Maintenance	31,607	0	0	0	0	0
534000	Travel and Per Diem	0	297	0	0	0	1,000
534101	Telephone	1,467	1,585	1,793	1,860	2,100	2,148
534105	Cellular Telephone	2,422	392	1,473	2,520	2,125	1,800
534110	Internet Services	433	0	163	0	0	433
534120	Postage	0	6	12,256	0	10	100
534310	Electric	9,597	9,155	7,068	9,900	7,850	8,500
534320	Water/Sewer	874	557	1,115	1,350	900	1,000
534380	Trash Pickup/Hauling	3,237	3,100	6,172	1,500	1,500	5,000
534400	Rents and Leases	0	0	0	6,000	6,000	6,000
534420	Equipment Leases	7,569	755	964	5,000	5,000	6,000
534500	Insurance	0	0	0	0	21,022	22,100
534620	R & M - Vehicles	22,288	16,475	24,109	25,000	25,000	25,000
534630	R & M - Office Equipment	2,013	15	22	20	31	35
534640	R & M Operating Equipment	23,435	21,736	126,502	160,000	100,000	160,000
534920	Legal Ads	520	0	0	1,000	945	600
535200	Departmental Supplies	3,302	1,551	3,761	5,000	5,000	3,832
535210	Computer Supplies	635	377	420	400	180	400
535230	Small Tools and Equipment	2,787	1,484	2,944	10,022	8,000	3,000
535260	Gas and Oil	29,520	37,081	42,590	40,000	40,000	40,000
535270	Uniforms and Shoes	3,322	2,032	2,868	3,900	3,175	3,500
535275	Safety Equipment	745	593	416	2,000	2,000	2,000
535310	Road Materials & Supplies	4,744	802	7,667	7,500	7,500	7,500
535320	Sod	6,425	6,643	8,990	10,000	10,000	10,000
535350	Cement	7,592	1,868	1,457	12,500	12,500	2,500
535355	Culvert Pipes	17,783	16,383	19,958	20,000	20,000	30,000
535410	Membership & Professional Dues	300	310	165	300	180	300
535450	Training and Education	2,396	987	2,561	2,000	2,000	2,000
TOTAL OPERATING EXPENDITURES		494,679	389,210	719,157	702,772	599,518	815,303
CAPITAL OUTLAY							
606310	IOTB - Fencing	2,020	0	0	0	0	0
606400	Vehicles and Equipment	1,283	0	2,263	15,778	18,198	145,000
TOTAL CAPITAL OUTLAY		3,303	0	2,263	15,778	18,198	145,000
NON-OPERATING							
909131	Interfund Trfr to CIP Fund 310	0	239,535	0	0	0	0
909363	Interfund Trfr to CIP Fund 363	324,269	308,539	0	500,000	25,000	275,000
909990	Unappropriated	0	0	0	0	449,068	5,436
TOTAL NON-OPERATING		324,269	548,074	0	500,000	474,068	280,436
TOTAL STORMWATER UTILITY		1,437,762	1,273,480	1,351,422	2,109,702	1,970,678	1,976,083

CITY OF SEBASTIAN, FLORIDA 2019-2020 ANNUAL BUDGET

LAW ENFORCEMENT FORFEITURE FUND

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

LAW ENFORCEMENT FORFEITURE FUND REVENUE

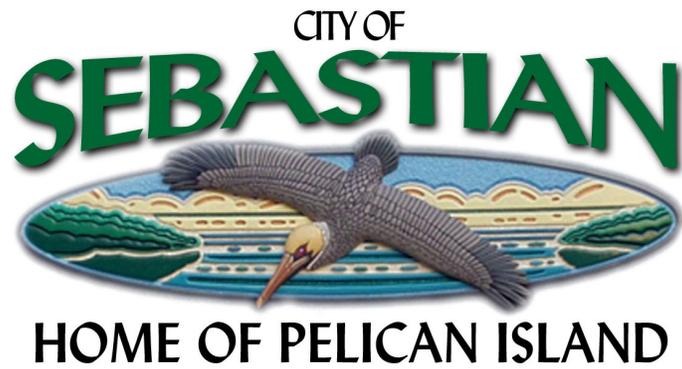
Code: 190010

Account Number	Description	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Actual	Amended FY 18/19 Budget	FY 18/19 Projected	FY 19/20 Budget
FINES AND FORFEITS							
351200	Confiscated Property	1,048	26,431	550	500	1,000	1,000
TOTAL FINES AND FORFEITS		1,048	26,431	550	500	1,000	1,000
MISCELLANEOUS REVENUE							
361100	Interest Income	40	198	190	189	50	50
361105	SBA Interest Earnings	174	372	665	640	200	200
365000	Sale of Surplus	27,530	0	0	0	0	0
366000	Contributions and Donations	0	0	0	0	0	0
367000	Gain/Loss on Investments	0	0	0	0	0	0
369400	Reimbursements	0	1,530	0	0	0	0
389991	Appropriation from PY Fund Balance	0	0	0	5,178	0	0
TOTAL MISCELLANEOUS REVENUE		27,744	2,100	855	6,007	250	250
TOTAL LAW ENFORCEMENT FORFEIT		28,792	28,531	1,405	6,507	1,250	1,250

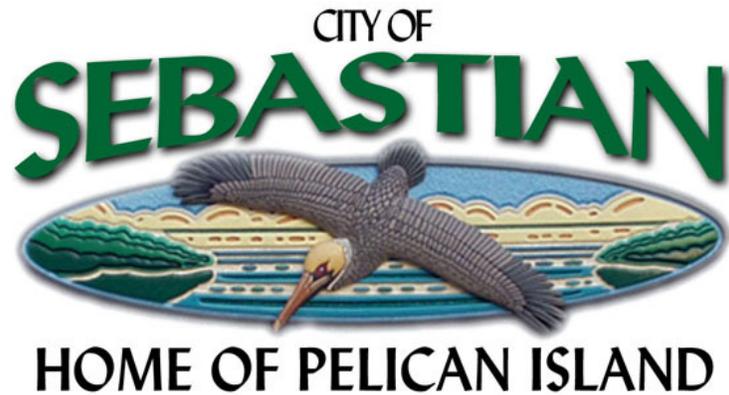
LAW ENFORCEMENT FORFEITURE FUND EXPENDITURES

Code: 190051

Account Number	Description	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Actual	Amended FY 18/19 Budget	FY 18/19 Projected	FY 19/20 Budget
OPERATING EXPENDITURES							
533100	Professional Services	0	1,101	0	2,566	0	0
534966	D.A.R.E. Expenditures	2,000	961	0	941	0	0
534967	G.R.E.A.T. Expenditures	0	414	0	0	0	0
535230	Small Tools and Equipment	3,548	0	0	0	0	0
535380	Departmental Supplies	0	0	0	1,500	0	0
TOTAL OPERATING EXPENDITURES		5,548	2,476	0	5,007	0	0
CAPITAL OUTLAY							
606400	Vehicles and Equipment	8,548	10,524	0	0	0	0
TOTAL CAPITAL OUTLAY		8,548	10,524	0	0	0	0
NON-OPERATING							
708199	Other Grants & Aids	3,000	3,000	0	1,500	0	0
909990	Unappropriated	11,696	12,532	1,405	0	1,250	1,250
TOTAL NON-OPERATING		14,696	15,532	1,405	1,500	1,250	1,250
TOTAL LAW ENFORCEMENT FORFEIT		28,792	28,531	1,405	6,507	1,250	1,250



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CITY OF SEBASTIAN FLORIDA
ANNUAL BUDGET
FISCAL YEAR 2019-2020

DEBT SERVICE FUNDS

DEBT SERVICE FUNDS

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

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

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

CITY OF SEBASTIAN, FLORIDA 2019/2020 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
MISCELLANEOUS REVENUE							
361100	Interest Income	6,450	822	914	1,591	301	0
TOTAL MISCELLANEOUS REVENUE		6,450	822	914	1,591	301	0
NON-REVENUE SOURCES							
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
TOTAL NON-REVENUE SOURCES		2,012,266	1,028,485	1,383,747	708,963	710,253	0
TOTAL DEBT SERVICE FUND		2,018,716	1,029,307	1,384,661	710,554	710,554	0

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
DEBT SERVICE							
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
TOTAL DEBT SERVICE		2,018,716	1,029,307	1,384,661	710,554	710,554	0
TOTAL DEBT SERVICE FUND		2,018,716	1,029,307	1,384,661	710,554	710,554	0

CITY OF SEBASTIAN, FLORIDA 2019/2020 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>
MISCELLANEOUS REVENUE							
361100	Interest Income	327	558	918	112	961	900
TOTAL MISCELLANEOUS REVENUE		327	558	918	112	961	900
NON-REVENUE SOURCES							
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
TOTAL NON-REVENUE SOURCES		463,086	438,251	401,141	403,020	402,963	403,792
TOTAL DEBT SERVICE FUND		463,413	438,809	402,059	403,132	403,924	404,692

STORMWATER UTILITY REVENUE BONDS/NOTES DEBT SERVICE FUND - EXPENDITURES

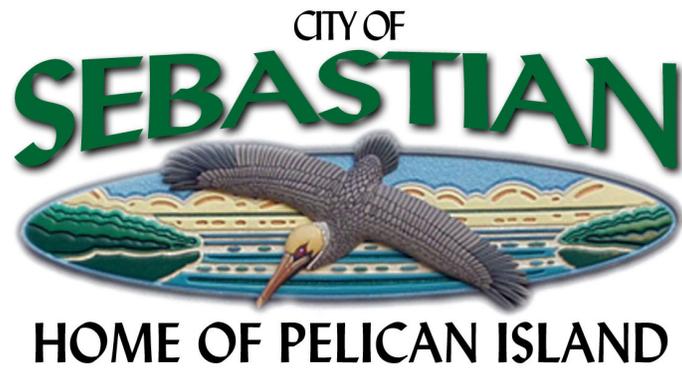
Code: 263051

<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>
DEBT SERVICE							
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
TOTAL DEBT SERVICE		440,290	440,448	463,413	403,588	403,588	401,274
TOTAL DEBT SERVICE FUND		440,290	440,448	463,413	403,588	403,588	401,274



CITY OF SEBASTIAN, FLORIDA
ANNUAL BUDGET
FISCAL YEAR 2019-2020

CAPITAL PROJECT FUNDS



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CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

CAPITAL PROJECT FUNDS

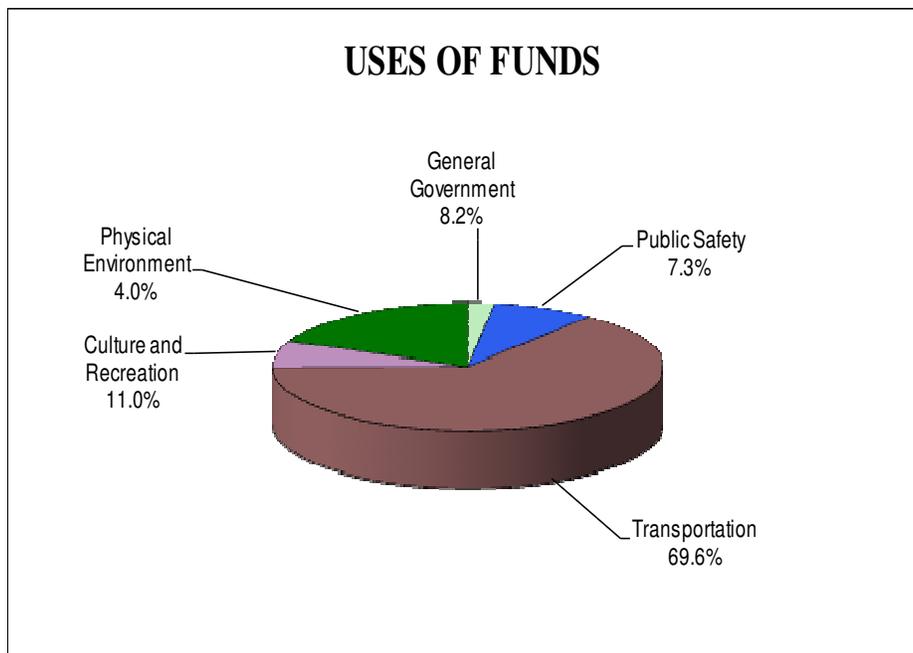
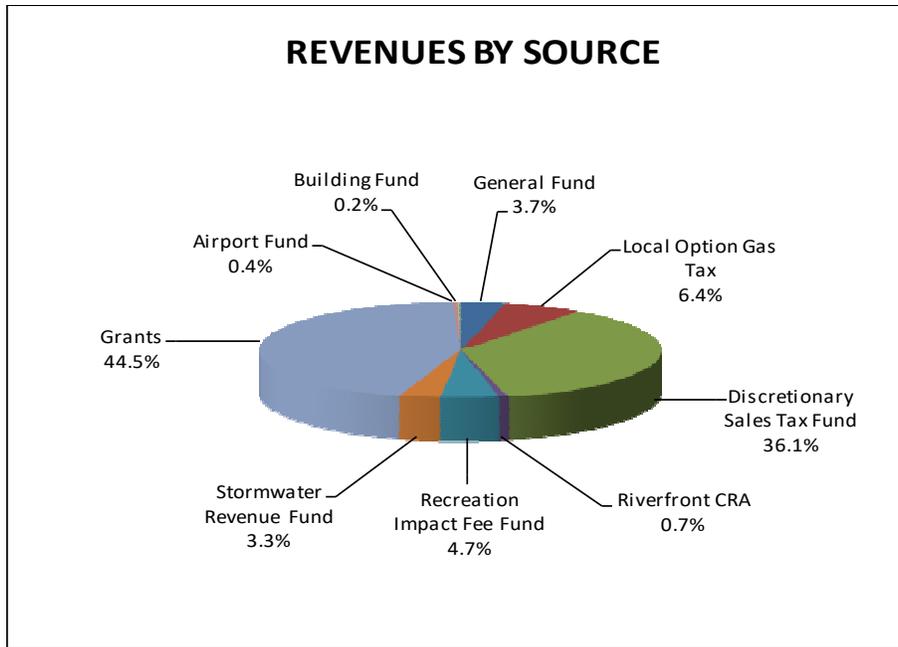
INTRODUCTION

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 2019-20.

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 2019-20 projects is provided from General Fund, Local Option Gas Tax (LOGT), Discretionary Sales Tax (DST), Recreation Impact Fees, Stormwater Fees, Airport revenues, Building Fund and Grants. Project expenditures are accounted for in Capital Project Funds and the Airport Project Fund, but they are presented in a consolidated manner in the budget document to facilitate review of capital projects as a whole. Any projected operating costs associated with the Fiscal Year 2019-20 projects are programmed in the respected department/division's operating budget. The details of each project and projected operating costs associated with each one can be found on the pages following the summary information. For further information regarding the basis for calculating projected operating costs and for summary information by Fund is also provided. Generally, there are savings in increased efficiency, lower liability (risk) and from maintenance on the items being replaced in the years immediately following the acquisition. Then as the savings decline and additional maintenance is required on the new items, the net impact on operating cost significantly escalates.

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

CAPITAL IMPROVEMENT FUND SOURCES AND USES OF FUNDS FOR FISCAL YEAR 2019 – 2020



CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

CAPITAL IMPROVEMENT FUNDING SOURCES AND EXPENDITURES FOR FISCAL YEAR 2019 – 2020

	General Fund	Local Option Gas Tax	Recreation Impact DST	Recreation Impact Fees	Stormwater Fund	Grants/ Bank Note	Airport Fund	Building	Total
<u>FISCAL YEAR 2019/2020</u>									
General Government									
Server/Host Update			40,000						40,000
City Computers			10,000						10,000
Police Computers			75,000						75,000
Audio Visual Equipment			5,000						5,000
Network Infrastructure			30,000						30,000
Police Department									
Police Administrative Equipment	5,000								5,000
Early Intervention System	15,000								15,000
Police Vehicles			330,000						330,000
Police Road Patrol Equipment	60,000								60,000
Police Investigations Equipment	26,000								26,000
Evidence Compound Work			40,000						40,000
Police Dispatch Equipment			216,000						216,000
Roads Department									
Street Repaving		211,160							211,160
Street Reconstruction			333,323						333,323
Roads Equipment	5,000								5,000
Roads Division Heavy Equipment		106,000							106,000
Public Facilities Department									
Public Facilities Compound			3,351,250						3,351,250
Standby Generator			80,000						80,000
Leisure Services Department									
Park Security Cameras	10,000								10,000
Park Maintenance Equipment	20,400								20,400
Park Identification Signage				25,000					25,000
Friendship Tennis Courts	30,000								30,000
Leisure Services Vehicles	31,000								31,000
Historical Park Fountain	2,100								2,100
Barber Street Football Bleachers				20,000					20,000
Pickleball Enhancements				140,000					140,000
Barber Street Baseball Dugouts				40,000					40,000
Barber Street Fencing				18,000					18,000
Playground Improvements				30,000					30,000
Park Improvements				20,000					20,000
Community Center Offices			40,000						40,000
Barber Street Shed	10,000								10,000
Community Development									
Plotter and Scanner	20,000								20,000
Stormwater									
Stormwater Heavy Equipment					145,000				145,000
Roadway Swale Work					60,000				60,000
Major Canal Improvements			500,000						500,000
Stonecrop Drainage					215,000	645,000			860,000
Golf Course									
Renovate Golf Tees			50,000						50,000
Golf Club House Water Hookup			60,000						60,000
Airport									
Bush Hog Mowing Deck							17,500		17,500
Design and Construct Hangar D			250,000			1,000,000			1,250,000
Airport Drive East Street Lights							26,300		26,300
Building									
Building Pick Up Truck								22,573	22,573
Total FY 2019/2020	\$ 234,500	\$ 317,160	\$ 5,410,573	\$ 293,000	\$ 420,000	\$ 1,645,000	\$ 43,800	\$ 22,573	\$ 8,386,606

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FOR FISCAL YEAR 2019 – 2020

Project Name:	Server/Host Update	Project Description:					
Funding Source:	Discretionary Sales Tax	Purchase VMWare VxRail Infrastructure.					
Justification:	The Police Department needs to have their server/hosts updated to continue supporting new law enforcement technologies and policies.						
Project Costs:						Project	
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$0	\$200,000
Operating Impact:							
	\$0	(\$7,200)	(\$8,800)	(\$4,800)	\$4,000	\$14,000	(\$2,800)
Project Name:	City Computers	Project Description:					
Funding Source:	Discretionary Sales Tax	Replacement of City Computers.					
Justification:	In FY 19-20, Computers in Departments other than the Police Department will be replaced only as absolutely needed. In the following years, replacements will be done at 20% of the total each year.						
Project Costs:							Project
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$10,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$135,000
Operating Impact:							
	\$0	(\$1,800)	(\$4,900)	(\$4,500)	(\$4,100)	(\$5,500)	(\$20,800)
Project Name:	Police Computers	Project Description:					
Funding Source:	Discretionary Sales Tax	Replacement of Police Department Computers.					
Justification:	In FY 19-20, the majority of the laptops (30) that are in the road patrol are needing to be replaced as they are now over 5 yrs old and out of warranty. After this mass replacement, all laptops will be purchased with the cars. Desktops will then be purchased & replaced over the following 5 years.						
Project Costs:							Project
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$75,000	\$10,000	\$20,000	\$10,000	\$20,000	\$10,000	\$145,000
Operating Impact:							
	\$0	(\$13,500)	(\$4,800)	\$3,500	\$14,900	\$22,700	\$22,800
Project Name:	Audio Visual Equipment	Project Description:					
Funding Source:	Discretionary Sales Tax	Replacement of Audio Visual (AV) Equipment.					
Justification:	In FY19-20 a camera needs to be replaced. Other Audio Visual equipment needs to be replaced or upgraded in order to be sure that broadcasting can be done when requested. The tint in the Council Chambers also needs to be replaced and additional equipment installed in order to comply with Americans with Disabilities Act requirements for COStv.						
Project Costs:							Project
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$5,000	\$30,000	\$10,000	\$10,000	\$10,000	\$0	\$65,000
Operating Impact:							
	\$0	(\$900)	(\$5,600)	(\$2,500)	\$1,900	\$6,900	(\$200)

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

Project Name:	Network Infrastructure	Project Description:					
Funding Source:	Discretionary Sales Tax	Network Infrastructure replacements.					
Justification:	General replacements & upgrading of network infrastructure in order to continue to provide services. This includes switches, servers and other needed infrastructure.						
Project Costs:						Project	
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$180,000
Operating Impact:							
	\$0	(\$5,400)	(\$6,600)	(\$3,600)	\$3,000	\$10,500	(\$2,100)
Project Name:	Police Administrative Equipment	Project Description:					
Funding Source:	General Fund	19/20-Laptop for COPE Presentations (3K); Portable Generator for COPE Trailer (2K).					
Justification:	Additional equipment needed for the Community Outreach Prevention and Education (COPE) Program.						
Project Costs:							Project
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$5,000	\$0	\$0	\$0	\$0	\$0	\$5,000
Operating Impact:							
	\$0	(\$1,100)	(\$600)	(\$100)	\$400	\$600	(\$800)
Project Name:	Early Intervention System	Project Description:					
Funding Source:	General Fund	19/20-System for Tracking Performance (15K).					
Justification:	This System will be used to track incidents and factors pertaining to an employee which warrant intervention to head off issues or trends that can be detrimental to the City.						
Project Costs:							Project
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$15,000	\$0	\$0	\$0	\$0	\$0	\$15,000
Operating Impact:							
	\$0	(\$2,250)	(\$600)	\$1,050	\$2,700	\$3,450	\$4,350
Project Name:	Police Vehicles	Project Description:					
Funding Source:	Discretionary Sales Tax	19/20- 6 Vehicles w/Equipment (330K). 20/21- 6 Vehicles w/equipment (330K). 21/22- 6 Vehicles w/equipment (330K). 22/23- 10 Vehicles w/equipment (550K). 23/24- 8 Vehicles w/equipment (440K). 24/25- 6 Vehicles w/ equipment (330K).					
Justification:	This allocation is for the replacement of higher mileage vehicles and associated vehicle equipment, including body cameras, computers and communications equipment.						
Project Costs:							Project
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$330,000	\$330,000	\$330,000	\$550,000	\$440,000	\$330,000	\$2,310,000
Operating Impact:							
	\$0	(\$72,600)	(\$112,200)	(\$118,800)	(\$140,800)	(\$103,400)	(\$547,800)

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

Project Name:	Police Road Patrol Equipment	Project Description:
Funding Source:	General Fund	19/20- 10 Rifles (8K); 10 tasers (12K); 11 Ballistic Shields and 10 Helmets (15K); Tactical Vests (15K); 1 Training Trailer (10K). 20/21- 5 Ballistic Shields (6K); 5 Ballistic Helmets (6K); 5 Tasers (6K); 5 Rifles (5K). 21/22- Equipment Replacement (10K). 22/23- Equipment Replacement (10K). 23/24- Equipment Replacement (10K). 24/25- Equipment replacement (10K).

Justification:	This allocation is for the replacement of necessary personal equipment for the Police Officers.						
Project Costs:	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	Project <u>Total</u>
	\$60,000	\$23,000	\$10,000	\$10,000	\$10,000	\$10,000	\$123,000
Operating Impact:	\$0	(\$13,200)	(\$12,260)	(\$6,160)	\$940	\$5,440	(\$25,240)

Project Name:	Police Investigations Equipment	Project Description:
Funding Source:	General Fund	19/20- Surveillance equipment (10K) and Forensic Platform (16K).

Justification: The surveillance equipment will provide equipment necessary for surveillance operations. The Forensic Platform will be used for investigations and evidence retrieval.

Project Costs:	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	Project <u>Total</u>
	\$26,000	\$0	\$0	\$0	\$0	\$0	\$26,000
Operating Impact:	\$0	(\$3,380)	\$520	\$4,420	\$7,800	\$10,140	\$19,500

Project Name:	Evidence Compound Work	Project Description:
Funding Source:	Discretionary Sales Tax	Paving and Carport for Evidence Compound.

Justification: This adds paving at the Evidence Compound and covers about one-half of the area with a carport type covering. This is needed to adequately protect seized vehicles, until those cases are resolved.

Project Costs:	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	Project <u>Total</u>
	\$40,000	\$0	\$0	\$0	\$0	\$0	\$40,000
Operating Impact:	\$0	(\$6,800)	(\$5,200)	(\$3,600)	(\$2,000)	(\$400)	(\$18,000)

Project Name:	Police Dispatch Equipment	Project Description:
Funding Source:	Discretionary Sales Tax	19/20- Radio Console (50K); Radio Upgrade (51K); 4 Back up radios (25K); 30 Portable Radios (90K).

Justification: This continues the program of upgrading and replacing radios required to tie in to the County communications system.

Project Costs:	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	Project <u>Total</u>
	\$216,000	\$0	\$0	\$0	\$0	\$0	\$216,000
Operating Impact:	\$0	(\$47,520)	(\$25,920)	(\$4,320)	\$17,280	\$25,920	(\$34,560)

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

Project Name:	Street Repaving	Project Description:					
Funding Source:	Local Option Gas Tax	Repaving Roadwork based on Consulting Engineer's Analysis.					
Justification:	Necessary to keep streets in good condition. Repaving reduces pot-hole repairs and claims for damages. Timely repaving saves money by extending the service life of roads and putting off costly full depth reconstruction work when the road deteriorates. This budget is an outcome of the recently completed 6-year Pavement Management Plan.						
Project Costs:						Project	
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$211,160	\$302,960	\$529,207	\$257,374	\$513,732	\$530,000	\$2,344,433
Operating Impact:	\$0	(\$35,897)	(\$78,954)	(\$148,354)	(\$150,375)	(\$185,681)	(\$599,262)

Project Name:	Street Reconstruction	Project Description:					
Funding Source:	Discretionary Sales Tax	Reconstruction Roadwork based on Consulting Engineer's Analysis.					
Justification:	Necessary to address streets in bad condition that are beyond normal repaving work and require full depth reconstruction. This budget is an outcome of the 6-year pavement management plan study.						
Project Costs:						Project	
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$333,323	\$236,264	\$0	\$292,593	\$0	\$0	\$862,180
Operating Impact:	\$0	(\$159,995)	(\$270,069)	(\$257,706)	(\$387,730)	(\$372,441)	(\$1,447,941)

Project Name:	Roads Equipment	Project Description:					
Funding Source:	General Fund	19/20 \$5K Concrete Mixer.					
Justification:	Concrete Mixer will be used to repair and fabricate sidewalks. This unit fits in the bed of a pick up truck and allows dumping from the side and rear of the bed.						
Project Costs:						Project	
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$5,000	\$0	\$0	\$0	\$0	\$0	\$5,000
Operating Impact:	\$0	(\$1,100)	(\$600)	(\$100)	\$400	\$600	(\$800)

Project Name:	Roads Division Heavy Equipment	Project Description:					
Funding Source:	Local Option Gas Tax	19/20 \$106K Track Skid Steer with Rotary Cutter and Grapple Attachments.					
Justification:	Kubota SVL 75-2 Tracked Skid Steer replaces a wheeled unit that has mechanical issues. It will include a Rotary Cutter and a Front Grapple Attachment. Skid Steer is routinely used in maintaining roads and for roadside maintenance. Tractor with long arm mower is used to maintain right of ways and fence lines through its ability to reach difficult to access areas.						
Project Costs:						Project	
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$106,000	\$0	\$0	\$0	\$0	\$0	\$106,000
Operating Impact:	\$0	(\$28,620)	(\$22,260)	(\$15,900)	(\$9,540)	(\$3,180)	(\$79,500)

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

Project Name:	Public Facilities Compound	Project Description:					
Funding Source:	Discretionary Sales Tax	Complete design and construct new City Garage and Public Facilities Compound to be located at the Sebastian Municipal Airport.					
Justification:	The Garage Compound has reached its capacity to park and service vehicles and equipment. Relocating will provide for growth and allow the existing valuable commercial property to be sold. Airport benefits by rent on the land used by the new Facility and General Fund benefits from the eventual sale of the current location. \$1,870,870 was budgeted in FY 18-19, making the total allocated \$6,876,120.						
Project Costs:						Project	
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$3,351,250	\$1,574,000	\$50,000	\$50,000	\$0	\$0	\$5,025,250
Operating Impact:							
	\$0	(\$1,273,475)	(\$1,771,058)	(\$1,642,300)	(\$1,512,043)	(\$1,361,285)	(\$7,560,160)

Project Name:	Standby Generator	Project Description:					
Funding Source:	Discretionary Sales Tax	Emergency Stand-by Generator sufficient to power City Hall.					
Justification:	Design-Build of a portable Standby Generator with sufficient capacity to power City Hall during prolonged power outages. Unit will be based off-site and plugged into City Hall's electrical service.						
Project Costs:						Project	
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$80,000	\$0	\$0	\$0	\$0	\$0	\$80,000
Operating Impact:							
	\$0	(\$13,600)	(\$8,000)	(\$2,400)	\$3,200	\$8,800	(\$12,000)

Project Name:	Park Security Cameras	Project Description:					
Funding Source:	General Fund	Purchase and Install Security Cameras at Parks.					
Justification:	Security Cameras would be useful as a deterrent from vandalism and other criminal activity.						
Project Costs:						Project	
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000
Operating Impact:							
	\$0	(\$1,300)	\$200	\$1,700	\$3,000	\$3,900	\$7,500

Project Name:	Park Maintenance Equipment	Project Description:					
Funding Source:	General Fund	19-20 7.4K Tilt Trailer, , 13K Z-Plug and Z-Spray Machine. 20-21 41K Replace Athletic Field Mower, 16K John Deer Gator, 26K Replace (2) John Deere Mowers. 21-22 13K Replace (1) John Deere Mower. 21-22 13K Replace Field Grooming Machine.					
Justification:	Athletic Field Mower is needed to replace the existing Mower which is 14 years old. Its maintenance cost is expensive and it also spends excessive time out of service. This hinders staff from being able to maintain the athletic turf correctly. John Deere Gator is necessary to improve productivity for staff throughout our parks and eliminate the need to wait until another one is available from another department to do projects. The Combined Plug and Spray Machine will allow staff to aerate, spray and spread all city properties and be more efficient while ensuring the correct applications are being done. The other 3 Mowers are scheduled replacements of our mowing crew Mowers that maintain all of the common grounds within our Parks, US1, Schumann Drive, and Sebastian Boulevard.						
Project Costs:						Project	
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$20,400	\$83,000	\$26,000	\$0	\$0	\$0	\$129,400
Operating Impact:							
	\$0	-\$4,488	-\$20,708	-\$16,088	-\$3,148	\$8,568	-\$35,864

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

Project Name:	Park Identification Signage	Project Description:					
Funding Source:	Recreation Impact Fees	Update Identifying Signage at City Parks.					
Justification:	Increases funds to update signs in a uniformed and consistently-themed manner. This addresses one of the goals of the updated Parks and Recreation Element of the Comprehensive Plan to replace signs add signs to Parks that currently do not have City Identifying Signs. The plan for sign updates will be shown in the Parks Signage Plan provided by the consultant once it is complete this fiscal year.						
Project Costs:						Project	
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$25,000	\$25,000	\$25,000	\$0	\$0	\$0	\$75,000
Operating Impact:							
	\$0	(\$3,000)	(\$4,250)	(\$3,750)	\$1,500	\$6,250	(\$3,250)

Project Name:	Friendship Tennis Courts	Project Description:					
Funding Source:	General Fund	Resurface the Friendship Park Tennis Courts.					
Justification:	The 4 Tennis Courts at Friendship Park are in need of resurfacing to address some concerns with the lines and buildup of older material. This project will also look to correct some issues with drainage and overflow that is currently creating a safety concern on the sidewalks on the North side of the Courts. These Courts are highly utilized on a daily basis and are thus in need of resurfacing.						
Project Costs:						Project	
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000
Operating Impact:							
	\$0	(\$5,100)	(\$3,900)	(\$2,700)	(\$1,500)	(\$300)	(\$13,500)

Project Name:	Leisure Services Vehicles	Project Description:					
Funding Source:	General Fund	19-20 31K 3/4 Ton Crew Cab 4WD Pickup 20-21 34K 1/2 Ton Extended Cab Pickup 21-22 34K 1/2 Ton Extended Cab Pickup 23-24 34K 1/2 Ton Extended Cab Pickup					
Justification:	The Crew Cab Pickup replaces the Supervisor's truck that has recurring transmission issues and provides a 4WD vehicle for access to various park areas. Others are scheduled replacements.						
Project Costs:						Project	
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$31,000	\$34,000	\$34,000	\$0	\$34,000	\$0	\$133,000
Operating Impact:							
	\$0	(\$3,720)	(\$5,630)	(\$5,160)	\$1,770	\$4,000	(\$8,740)

Project Name:	Historical Park Fountain	Project Description:					
Funding Source:	General Fund	Replace the Fountain at the Historical Park.					
Justification:	The cost to maintain the fountain at Historical Park is increasing and it needs to be replaced with a more efficient unit that will save on maintenance and electrical costs.						
Project Costs:						Project	
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$2,100	\$0	\$0	\$0	\$0	\$0	\$2,100
Operating Impact:							
	\$0	(\$357)	(\$273)	(\$189)	(\$105)	(\$21)	(\$945)

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

Project Name:	Barber Street Football Bleachers	Project Description:					
Funding Source:	Recreation Impact Fund	Replace the Barber Street Football Field Bleachers.					
Justification:	The existing Bleachers are starting to rust and have some sharp edges which create a safety concern for visitors. This request is to replace (3) sets of Bleachers.						
Project Costs:						Project	
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000
Operating Impact:							
	\$0	(\$5,400)	(\$4,200)	(\$3,000)	(\$1,800)	(\$600)	(\$15,000)

Project Name:	Pickleball Enhancements	Project Description:					
Funding Source:	Recreation Impact Fund	Additional Landscaping and Lighting for the Pickleball Courts.					
Justification:	The need for additional landscaping and the installation of lighting is anticipated.						
Project Costs:						Project	
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$140,000	\$0	\$0	\$0	\$0	\$0	\$140,000
Operating Impact:							
	\$0	(\$11,200)	(\$7,000)	(\$2,800)	\$1,400	\$5,600	(\$14,000)

Project Name:	Barber Street Baseball Dugouts	Project Description:					
Funding Source:	Recreation Impact Fund	Replace the Barber Street Baseball Dugouts.					
Justification:	These Dugouts need new roofing and fencing. The structures are old and present safety concerns for the participants. There is visible rotting wood, rusted roofing, and rusted/protruding fencing. This renovation would also allow the Dugouts to become open-air to provide a cooler area for players during the warmer months.						
Project Costs:						Project	
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$40,000	\$0	\$0	\$0	\$0	\$0	\$40,000
Operating Impact:							
	\$0	(\$15,600)	(\$15,600)	(\$15,200)	(\$15,200)	(\$14,800)	(\$76,400)

Project Name:	Barber Street Fencing	Project Description:					
Funding Source:	Recreation Impact Fund	Replace the Barber Street Baseball/Softball Field Fencing.					
Justification:	The Fencing around the Baseball and Softball Fields is in need of replacement. Much of the top rail of the existing Fencing is rusted and is not providing the support necessary. Likewise much of the bottom of the Fencing is bent with holes that create a safety concern for the participants once they approach the Fencing. This project would take place in 2 phases over the course of two years.						
Project Costs:						Project	
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$18,000	\$22,000	\$0	\$0	\$0	\$0	\$40,000
Operating Impact:							
	\$0	(\$3,960)	(\$7,000)	(\$3,000)	\$1,000	\$3,920	(\$9,040)

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

Project Name:	Playground Improvements	Project Description:
Funding Source:	Recreation Impact Fund	Replace and improve current playgrounds throughout the City to become more accessible. 19-20 George St. Playground 20-21 Filbert St. Playground and Easy St. Playground 21-22 Blossom Playground and Bryant Playground 23-24 Creative Playground 24-25 Bryant Court Park

Justification: Some Playgrounds throughout the City are in need of replacement within the next few years. As a part of this replacement we would like to begin implementing all-inclusive portions to each Playground so that we have more accessible options throughout the City to better serve our residents.

Project Costs:							Project
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$30,000	\$30,000	\$60,000	\$0	\$100,000	\$30,000	\$250,000
Operating Impact:							
	\$0	(\$5,400)	(\$6,600)	(\$9,000)	\$7,200	(\$4,900)	(\$18,700)

Project Name:	Park Improvements	Project Description:
Funding Source:	Recreation Impact Fund	Provide Park Improvements.

Justification: This provides funds on an annual basis toward addressing park improvements that are not budgeted but may be brought to light by the public or the Parks and Recreation Advisory Committee during the coming year. These funds will be allocated so that concerns can be addressed without delay.

Project Costs:							Project
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$120,000
Operating Impact:							
	\$0	(\$5,600)	(\$10,800)	(\$15,600)	(\$20,000)	(\$24,000)	(\$76,000)

Project Name:	Community Center Offices	Project Description:
Funding Source:	Discretionary Sales Tax	Development of Office Space at the Community Center.

Justification: Develop a centralized office location and possible Community Center expansion to better serve the needs of the residents. The current facility is not adequate for the programs that we would like to offer due to its layout and size. A building with the ability to offer multiple classes/activities for all ages is preferred as well as having office space to handle facility/park rentals as well as a location for residents to come with any parks concerns. These funds would provide us the ability to work with an engineer to determine the best course of action and location for this project. We would have a better idea of future costs once this step is complete.

Project Costs:							Project
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$40,000	\$0	\$0	\$0	\$0	\$0	\$40,000
Operating Impact:							
	\$0	(\$3,200)	(\$2,400)	(\$1,200)	(\$400)	\$800	(\$6,400)

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

Project Name:	Barber Street Shed	Project Description:					
Funding Source:	General Fund		Shed to store baseball/softball field maintenance equipment.				
Justification:	Staff is requesting a shed with water and power at the Barber St. Baseball/Softball fields to be able to control mixing of chemicals and to accurately ensure the mixtures are per requirements. This would also house the field grooming machine, so that it is easily accessible and more efficient for usage at the baseball/softball fields.						
Project Costs:						Project	
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000
Operating Impact:							
	\$0	(\$800)	(\$600)	(\$300)	(\$100)	\$200	(\$1,600)

Project Name:	Plotter and Scanner	Project Description:					
Funding Source:	General Fund		Replace Plotter and Upgrade Scanner.				
Justification:	Existing Plotter needs to be replaced and a larger Scanner is needed to better handle plan documents.						
Project Costs:						Project	
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000
Operating Impact:							
	\$0	(\$2,600)	\$400	\$3,400	\$6,000	\$7,800	\$15,000

Project Name:	Stormwater Heavy Equipment	Project Description:					
Funding Source:	Stormwater Fund		19/20 - 145k Track Excavator. 20/21 - 125k Brush Truck. 21/22 - 145k Transport Truck; 70k 35 ton Low Bed Trailer. 22/23 - 110k John Deere Backhoe.				
Justification:	Heavy Equipment replacements for the Stormwater Maintenance Program. Track excavator is used daily, is having maintenance issues and will be 9 years old. The 8-yard Brush Truck and Transport Truck will be 15 years old when replaced. The 35 Ton Low Bed Trailer is already over 15 years old.						
Project Costs:						Project	
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$145,000	\$125,000	\$215,000	\$110,000	\$0	\$0	\$595,000
Operating Impact:							
	\$0	(\$39,150)	(\$64,200)	(\$106,050)	(\$106,650)	(\$70,950)	(\$387,000)

Project Name:	Roadway Swale Work	Project Description:					
Funding Source:	Stormwater Fund		Stormwater System work associated with road improvements.				
Justification:	With the road resurfacing and reconstruction projects, additional work is needed to handle necessary changes to the adjacent stormwater drainage areas.						
Project Costs:						Project	
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$360,000
Operating Impact:							
	-	(16,200)	(28,800)	(37,800)	(43,200)	(45,000)	(\$171,000)

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

Project Name:	Major Canal Improvements	Project Description:
Funding Source:	Discretionary Sales Tax	Improvements to Major Canals.

Justification: This is to address major improvements to the canals. Sizable amounts are being programed for each year so that portions of the work can initiated.

Project Costs:							Project
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$3,000,000
Operating Impact:							
	\$0	(\$190,000)	(\$365,000)	(\$525,000)	(\$670,000)	(\$800,000)	(\$2,550,000)

Project Name:	Stonecrop Drainage	Project Description:
Funding Source:	FEMA Grant 75% Stormwater Fund 25%	Make improvements to Stonecrop Drainage Ditch.

Justification: Due to erosion of the side slopes, this ditch is difficult to maintain and needs to be improved. The system drains the entire central section of the City and therefore is critical to maintain flow and avoid flooding. The project has been redesigned for open conveyance, versus piping, which substantially reduces the estimated costs. A FEMA Hazard Mitigation Grant is being pursued to provide 75% of the expected costs. Stormwater Funds of \$215,000 are being allocated for the grant matching amount.

Project Costs:							Project
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$860,000	\$0	\$0	\$0	\$0	\$0	\$860,000
Operating Impact:							
	\$0	(\$412,800)	(\$404,200)	(\$378,400)	(\$369,800)	(\$344,000)	(\$1,909,200)

Project Name:	Renovate Golf Tees	Project Description:
Funding Source:	Discretionary Sales Tax	Strip, enlarge, re-grade. level and re-grass with Celebration Bermuda.

Justification: Tees withstand a tremendous amount of use and traffic from golfers, as well as continuous mowing. As the tees age, the grass becomes less healthy and they will eventually begin to be unlevel. Wear is also intensified by mowing habits and most importantly, divots. In addition, most of the tees are deemed too small for a high-traffic public golf course. Larger tees will enable more of a variety of locations for golfers to start from, thus preserving other tee areas. Assuming \$50,000 will be sufficient for at least 5 Tees per year.

Project Costs:							Project
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$50,000	\$50,000	\$50,000	\$0	\$0	\$0	\$150,000
Operating Impact:							
	\$0	(\$19,000)	(\$36,500)	(\$52,500)	(\$48,000)	(\$43,500)	(\$199,500)

Project Name:	Golf Club House Water Hookup	Project Description:
Funding Source:	Discretionary Sales Tax	Establish a County Water Hookup coming from Brush Foot Drive and piped under the parking lot to the Golf Clubhouse.

Justification: The existing water lines run throughout the Golf Course, supply water to the on-course restrooms and then run under the driving range in order to connect to the Clubhouse. For years, there have been numerous leaks that required repair. This project would establish a direct water line hookup coming off of Brush Foot Drive and piped under the parking lot to get to the Clubhouse.

Project Costs:							Project
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$60,000	\$0	\$0	\$0	\$0	\$0	\$60,000
Operating Impact:							
	\$0	(\$22,800)	(\$21,000)	(\$19,200)	(\$17,400)	(\$15,600)	(\$96,000)

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

Project Name:	Bush Hog Mowing Deck	Project Description:
Funding Source:	Airport Fund	3-gang 12' wide Bush Hog Mowing Deck.

Justification: Replacement of the 12' wide bush hog mowing deck allows the Airport's maintenance staff to complete mowing duties on schedule. Unit should be replaced before needing extensive maintenance and repair.

Project Costs:							Project
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$17,500	\$0	\$0	\$0	\$0	\$0	\$17,500
Operating Impact:							
	\$0	(\$4,900)	(\$4,550)	(\$4,200)	(\$3,850)	(\$3,500)	(\$21,000)

Project Name:	Design and Construct Hangar D	Project Description:
Funding Source:	80% FDOT Grants and 20% Discretionary Sales Tax	Design and Construction of Hangar D.

Justification: Expanded shop and office space at the airport supports job growth and provides aviation related services to the public. Tenant rents are supporting the Airport's operating budget. This \$2,250,000 Project was spread over 2-years, requiring the City's matching share to be \$200,000 in FY 18-19 and \$250,000 in FY 19-20.

Project Costs:							Project
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$1,250,000	\$0	\$0	\$0	\$0	\$0	\$1,250,000
Operating Impact:							
	\$0	(\$362,500)	(\$387,500)	(\$387,500)	(\$387,500)	(\$387,500)	(\$1,912,500)

Project Name:	Airport Drive East Street Lights	Project Description:
Funding Source:	Airport Fund	Install Street Lights on Airport Drive East.

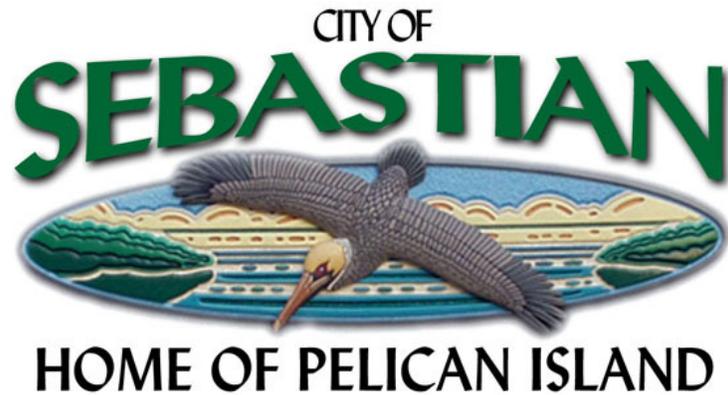
Justification: This would provide street lighting on Airport Drive East to illuminate the sidewalk from Brush Foot Drive to the Pickleball facility. 9 light poles would be spaced every 150 feet. The estimated costs are \$15,600 for light poles, \$4,500 for hardware and wiring and \$6,200 labor. Power source would be from the Airport Terminal.

Project Costs:							Project
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$26,300	\$0	\$0	\$0	\$0	\$0	\$26,300
Operating Impact:							
	\$0	(\$2,104)	(\$1,315)	(\$526)	\$263	\$1,052	(\$2,630)

Project Name:	Building Pick Up Truck	Project Description:
Funding Source:	Building Fund	Pick Up Truck for Added Inspector Position.

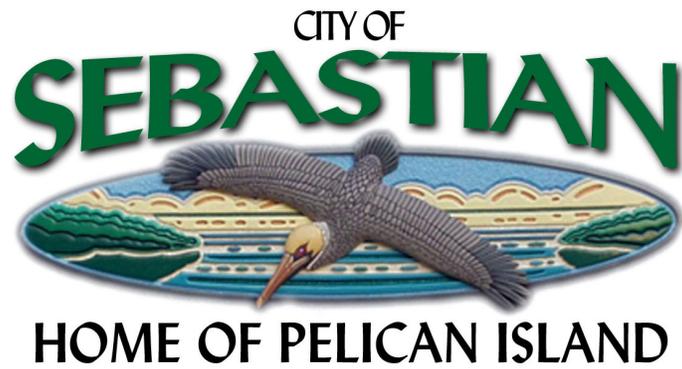
Justification: The additional Inspector position authorized last year has not been filled, due to the workload not being as great as was anticipated. Once again the position is being budgeted in case the expected increase in workload occurs during FY 19-20. Likewise, we would then need to purchase an additional Pick Up Truck for this position.

Project Costs:							Project
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$22,573	\$0	\$0	\$0	\$0	\$0	\$22,573
Operating Impact:							
	\$0	(\$3,386)	(\$903)	\$1,580	\$4,063	\$5,192	\$6,546



CITY OF SEBASTIAN, FLORIDA
ANNUAL BUDGET
FISCAL YEAR 2019-2020

ENTERPRISE FUNDS



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CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

MUNICIPAL GOLF COURSE

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

GOLF COURSE SUMMARY OF REVENUE / EXPENSES

<u>Description</u>	Amended					
	FY 15/16 <u>Actual</u>	FY 16/17 <u>Actual</u>	FY 17/18 <u>Actual</u>	FY 18/19 <u>Budget</u>	FY 18/19 <u>Projected</u>	FY 19/20 <u>Budget</u>
Total Revenues	\$ 1,445,348	\$ 1,267,335	\$ 1,442,141	\$ 1,335,874	\$ 1,348,671	\$ 1,480,828
Total GC Administration Division	1,003,840	730,312	895,763	613,742	634,784	699,163
Total GC Greens Division	585,318	572,529	578,143	567,335	568,369	627,433
Total GC Carts Division	104,474	408,500	98,493	154,797	151,691	154,232
Total Expenses	<u>1,693,632</u>	<u>1,711,340</u>	<u>1,572,399</u>	<u>1,335,874</u>	<u>1,354,844</u>	<u>1,480,828</u>
Change in Unrestricted Reserves	\$ (248,284)	\$ (444,005)	\$ (130,257)	\$ -	\$ (6,173)	0

GOLF COURSE FUND REVENUE

Code: 410010

The Fiscal Year 2019-2020 adopted budget for Golf Course fund revenue is \$ 1,480,828. This compares to the 2018-2019 projected revenue of \$ 1,348,671, an increase of \$ 132,157 or 9.9%.

<u>Description</u>	Amended						
	FY 15/16 <u>Actual</u>	FY 16/17 <u>Actual</u>	FY 17/18 <u>Actual</u>	FY 18/19 <u>Budget</u>	FY 18/19 <u>Projected</u>	FY 19/20 <u>Budget</u>	<u>Difference</u>
Charges for services	\$ 1,086,503	\$ 1,026,616	\$ 1,197,244	\$ 1,335,874	\$ 1,348,626	\$ 1,370,828	\$ 22,202
Non-operating revenues	358,846	240,719	244,897	-	45	110,000	109,955
Total revenues	<u>\$ 1,445,348</u>	<u>\$ 1,267,335</u>	<u>\$ 1,442,141</u>	<u>\$ 1,335,874</u>	<u>\$ 1,348,671</u>	<u>\$ 1,480,828</u>	<u>\$ 132,157</u>

Fiscal Year 2019-20 Adopted Budget:

Major Current Level Changes from 2018-19 Projected Revenue	<u>Difference</u>
1. Charges for services - Increase due to anticipated additional rounds played and membership fees.	\$ 22,202
2. Non-operating revenues - Increase due to transfer in from DST for renovations to golf tees and clubhouse water hookup.	\$ 109,955

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

GOLF COURSE REVENUE

Code: 410010

Account Number	Description	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Actual	Amended FY 18/19 Budget	FY 18/19 Projected	FY 19/20 Budget
CHARGES FOR SERVICES							
347501	Green Fees	333,370	321,373	408,307	444,000	445,860	455,185
347502	Cart Rentals	543,370	497,137	573,552	644,000	640,000	650,133
347510	Driving Range Fees	34,410	34,653	41,141	42,000	45,700	46,500
347512	Club Storage Fees	2,687	2,674	2,795	2,972	3,175	3,252
347513	Club Rentals Fees	2,444	1,844	2,626	2,800	2,920	3,100
347521	Membership Fees	83,207	84,412	84,877	93,000	96,145	103,500
347522	Handicap Fees	4,760	4,380	4,500	4,500	4,980	6,480
347523	Resident Card Fees	26,498	27,633	30,047	32,972	32,384	33,178
347530	Non-Taxable Sales	48	29	26	50	35	40
347540	Pro Shop Sales	58,461	43,930	81,460	70,000	90,000	100,000
347541	Cost of Sales-Pro Shop	(44,954)	(32,320)	(59,803)	(45,000)	(51,000)	(70,000)
362100	Rents and Royalties	28,473	26,999	17,592	30,000	27,347	30,000
366000	Contributions & Donations	9,143	9,090	0	3,000	0	0
369400	Reimbursements	0	0	5,139	7,120	7,120	3,000
369900	Other Miscellaneous Revenues	1,524	1,732	1,925	1,000	1,500	2,000
369941	Sales Tax Commissions	360	360	360	360	360	360
369945	Pro Lesson Fees	2,535	2,476	2,441	3,000	2,000	4,000
369995	Cash Over/Short	167	216	260	100	100	100
TOTAL CHARGES FOR SERVICES		1,086,503	1,026,616	1,197,244	1,335,874	1,348,626	1,370,828
NON-OPERATING REVENUE							
334451	FDOT JPA Revenue	0	0	50,000	0	0	0
361100	Interest Earnings	(1,754)	(1,573)	(3,403)	0	0	0
364100	Sale of Fixed Assets	3,900	111,652	48,605	0	0	0
365000	Sale of Surpluses	0	0	0	0	45	0
381001	Interfund Transfer from 001 GF	0	78,823	11,320	0	0	0
381130	Interfund Transfer from Fund 130	0	51,816	138,375	0	0	110,000
381148	Interfund Transfer from Fund 480	356,700	0	0	0	0	0
TOTAL NON-OPERATING REVENUE		358,846	240,719	244,897	0	45	110,000
TOTAL GOLF COURSE REVENUES		1,445,348	1,267,335	1,442,141	1,335,874	1,348,671	1,480,828
USE OF UNRESTRICTED RESERVES		248,284	444,005	130,257	0	6,173	0
TOTAL GOLF COURSE SOURCES		1,693,632	1,711,340	1,572,398	1,335,874	1,354,844	1,480,828

CITY OF SEBASTIAN, FLORIDA 2019/2020 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 2019 ACCOMPLISHMENTS

- ✓ On track to reach \$1,430,510 million in revenue.
- ✓ On track to reach 47,500 rounds played.
- ✓ \$96,306 in Annual Memberships.
- ✓ Over \$32,197 in Discount Card sales.
- ✓ On track to reach \$47,500 in Driving Range revenue.
- ✓ On track to reach \$90,000 in Golf Shop sales.
- ✓ New Restaurant Vendor, Pelican Diner, Inc. began operating on-course restaurant.
- ✓ On track to reach \$27,421.94 in Rents & Royalties.
- ✓ New tee complex constructed on hole #5 using Celebration Bermuda turf performed excellent throughout the winter season and remaining part of year.
- ✓ Over 300 junior golfers participated in after school and summer clinics in conjunction with the Indian River Golf Foundation.
- ✓ Organized and conducted 20 charitable golf tournaments, held mainly on Saturday mornings.

FISCAL YEAR 2020 GOALS & OBJECTIVES

- Strive to provide quality, unsurpassed customer service.
- Continually look for methods to increase rounds and revenue with a goal of 55,000+ rounds and 1.5 million in revenue.
- Continue to offer a fully-stocked discount golf shop, complete with quality merchandise and competitive prices while fulfilling the needs of customers.
- In order to ensure a high degree of repeat play from customers, continue to offer a variety of weekly leagues, tournaments and special events.
- Strive to introduce the game of golf, through golf clinics and individual golf lessons, to juniors, retirees and others in the community to ensure future and present growth of the game and in order to produce NEW repeat customers.
- Strive to place constant attention on all facilities and grounds, to help ensure all areas are well-maintained and presentable to the public, with the goal of exceeding the public's expectations.

PERFORMANCE MEASUREMENT

SERVICE PROGRAM	Actual 2015/2016	Actual 2016/2017	Actual 2017/2018	Projected 2018/2019	Projected 2019/2020
Number of Annual Fees Sold	125	119	123	136	136
Single Resident	0	69	67	72	80
Family Resident	0	50	56	64	56
Resident/Discount Cards	700	657	643	700	710
TOTAL ANNUAL FEES SOLD	825	776	766	836	846
Annual Fee Rounds	8,800	8,067	8,013	9,500	9,500
Daily Fee Rounds	44,000	29,243	33,919	45,000	45,500
TOTAL NUMBER OF ROUNDS PLAYED	52,800	37,310	41,932	54,500	55,000

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

GOLF COURSE ADMINISTRATION PROGRAM BUDGET DESCRIPTION

STAFFING		NATURE OF ACTIVITY
18/19	19/20	
30.00%	30.00%	General Supervision - Provide effective, responsive and professional management, direction, control of daily golf operations, including training and forethought for innovative and practical improvements.
10.00%	10.00%	Pro Shop - Provide friendly, consistent quality service to the public. The result of this direct contact combined with the amenities offered, produces customer satisfaction.
20.00%	20.00%	Control of Course Play - Provide for orderly starting of play, speed and flow of play, and prevention of free play and abuse to golf course grounds, to enhance the enjoyment of the game as well as promoting return play.
30.00%	30.00%	Golf Course Administration - Supervise all Golf Course operations, preparation of budget, supervision of capital improvement programs.
10.00%	10.00%	Promote the Game of Golf - Provide golf instruction, junior and adult clinics, golf tournaments, charity events, speaking engagements, advertisements, and other creative measures to attract and promote return play to Sebastian Golf Course
100.00%	100.00%	

GOLF COURSE ADMINISTRATION BUDGET SUMMARY

The Fiscal Year 2019-2020 adopted budget for Golf Course Administration is \$ 699,163. This compares to the 2018-2019 projected expenses of \$ 634,784, an increase of \$ 64,380 or 10.14%

	Amended						Difference
	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 18/19	FY 19/20	
	Actual	Actual	Actual	Budget	Projected	Budget	
Personal Services	\$ 273,207	\$ 272,260	\$ 258,649	\$ 277,455	\$ 268,882	\$ 295,125	\$ 26,243
Operating Expenses	320,269	316,759	326,075	297,919	316,642	305,671	(10,970)
Capital Outlay	2,000	75,018	303,920	-	10,892	60,000	49,108
Transfers	408,364	66,275	7,118	38,368	38,368	38,367	(1)
Total	\$ 1,003,840	\$ 730,312	\$ 895,763	\$ 613,742	\$ 634,784	\$ 699,163	\$ 64,380

Fiscal Year 2019-20 Adopted Budget:

Major Current Level Changes from Fiscal Year 2018-19 Projected Expenses:

	<u>Difference</u>
1. Personal Services - Increase due to negotiated salary and insurance increases.	\$ 26,243
2. Operating Expenses - Decrease due to lower anticipated bank charges and building maintenance.	\$ (10,970)
3. Capital Outlay - Increase due to clubhouse water hookup.	\$ 49,108
4. Transfers - No change.	\$ (1)

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

PERSONAL SERVICES SCHEDULE

GOLF COURSE ADMINISTRATION		FULL TIME EQUIVALENTS				Projected	Budget	
<u>POSITION</u>	<u>PAY RANGE</u>	<u>17/18</u>	<u>18/19</u>	<u>18/19</u>	<u>19/20</u>	<u>Expense</u>	<u>18/19</u>	<u>19/20</u>
		Amended				<u>18/19</u>		
Golf Course Director	64,487 / 116,076	1.00	1.00	1.00	1.00	\$ 98,150	\$	101,000
Administrative Assistant	30,821 / 55,478	1.00	1.00	1.00	1.00	55,750		60,500
Assistant Golf Pro (P/T)	22,282 / 40,107	0.50	0.50	0.50	0.50	17,750		19,000
Cashier (P/T)	20,988 / 37,778	1.00	0.50	0.50	1.50	14,250		33,750
Cashier (Temp)	8.46/hr	1.50	1.00	1.00	0.00	14,000		-
		5.00	4.00	4.00	4.00			
TOTAL SALARIES						\$ 199,900	\$	214,250
Overtime						1,500		1,500
Lesson Bonus						650		3,000
FICA Taxes						15,025		16,505
Deferred Compensation						14,050		14,670
Group Health Insurance Premium						29,500		30,907
Health Reimbursement Account						4,000		8,000
Employee Assistance Program						32		32
Worker's Comp Insurance						4,225		4,761
Additional Compensation						-		1,500
Total Personal Services						\$ 268,882	\$	295,125

CAPITAL OUTLAY SCHEDULE

GOLF COURSE ADMINISTRATION - TO BE FUNDED BY TRANSFER FROM DISCRETIONARY SALES TAX						
<u>Description</u>	EXPENDITURES PER FISCAL YEAR					<u>TOTAL</u>
	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	
Clubhouse Water Hookup	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000
	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ 60,000

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

GOLF COURSE ADMINISTRATION DIVISION

Code: 410110

Account Number	Description	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Actual	Amended FY 18/19 Budget	FY 18/19 Projected	FY 19/20 Budget
PERSONAL SERVICES :							
511200	Regular Salaries	194,988	191,322	175,084	183,350	185,900	214,250
511300	Temporary Salaries	13,395	12,002	13,164	14,983	14,000	0
511400	Overtime	830	937	1,654	1,000	1,500	1,500
511500	Lesson Bonus	833	1,133	923	3,000	650	3,000
512100	FICA Taxes	14,444	14,606	14,591	15,499	15,025	16,505
512225	Deferred Compensation	13,231	13,597	13,596	14,040	14,050	14,670
512301	Group Health Insurance Premium	13,023	13,557	27,583	29,306	29,500	30,907
512305	Dependant Health Ins Premium	10,579	13,066	0	0	0	0
512307	Health Reimbursement Account	7,741	8,169	8,441	8,000	4,000	8,000
512309	Employee Assistance Program	118	110	0	0	32	32
512400	Worker's Comp Insurance	4,026	3,668	3,560	4,897	4,225	4,761
512600	OPEB Accrued Expense	0	55	55	0	0	0
512700	Additional Compensation	0	39	0	3,380	0	1,500
TOTAL PERSONAL SERVICES		273,207	272,260	258,649	277,455	268,882	295,125
OPERATING EXPENSES :							
533100	Professional Services	2,262	2,543	2,607	2,420	3,152	3,250
533200	Audit Fees	3,274	3,040	3,350	3,298	3,298	3,294
533201	Admin Services provided by GF	100,791	96,000	93,000	88,350	88,350	97,185
533400	Other Contractual Services	4,186	7,996	11,975	4,188	4,188	4,000
533420	Pest/Weed Control	496	450	2,078	1,410	1,350	890
533440	Electronic Security Services	520	658	454	365	360	360
534101	Telephone	3,338	3,551	3,901	3,960	4,500	4,635
534105	Cellular Telephone	322	303	297	360	290	300
534110	Internet Access	789	789	765	790	134	30
534120	Postage	80	68	15	100	50	50
534310	Electric	32,406	26,945	16,408	8,000	10,050	11,000
534320	Water/Sewer	12,029	8,849	13,768	10,500	10,000	11,000
534420	Equipment Leases	966	952	936	936	930	1,000
534445	Airport Property Lease	100,000	100,000	106,000	106,000	106,000	106,000
534500	Insurance	8,544	6,835	8,442	8,200	9,183	9,250
534501	Claims	0	5,058	0	0	0	0
534610	R & M - Buildings	7,396	3,388	11,407	15,067	15,100	7,001
534630	R & M - Office Equipment	559	465	648	565	770	800
534640	R & M - Operating Equipment	0	0	461	0	0	0
534685	R & M - Grounds Maintenance	0	5,880	3,986	0	0	0
534845	Golf Course Promotions	4,566	4,412	199	0	100	0
534846	Golf Course Advertising	6,917	4,996	2,571	560	5,660	3,000
535200	Departmental Supplies	2,999	2,708	2,002	2,800	2,800	2,600
535205	Bank Charges	19,879	22,106	29,156	27,500	35,000	30,000
535210	Computer Supplies	0	25	0	0	0	0
535220	Cleaning Supplies	4,118	3,775	1,924	3,800	3,800	3,500
535230	Small Tools and Equipment	0	149	0	0	0	0
535270	Uniforms and Shoes	0	987	0	(140)	0	0
535410	Dues and Memberships	510	510	1,351	515	512	515
535710	Non-Ad Valorem Tax	3,322	3,322	8,374	8,375	11,065	6,011
TOTAL OPERATING EXPENSES		320,269	316,759	326,075	297,919	316,642	305,671
CAPITAL OUTLAY:							
606220	Building Improvements	0	45,463	236,366	0	0	0
606400	Vehicles and Equipment	2,000	7,857	20,491	0	10,892	0
606900	Infrastructure	0	21,697	47,063	0	0	60,000
TOTAL CAPITAL OUTLAY		2,000	75,018	303,920	0	10,892	60,000
NON-OPERATING EXPENSES							
909480	Interfund Trfr to 480 Bldg	0	4,544	7,118	38,368	38,368	38,367
909541	Intrafund Trfr to GC Capital	408,364	61,731	0	0	0	0
TOTAL NON-OPERATING EXPENSES		408,364	66,275	7,118	38,368	38,368	38,367
TOTAL GOLF COURSE ADMINISTRATION		1,003,840	730,312	895,763	613,742	634,784	699,163

CITY OF SEBASTIAN, FLORIDA 2019/2020 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 2019 ACCOMPLISHMENTS

- ✓ Enlarges, leveled and re-grassed number five (5) tee with Celebration Bermuda. Received many favorable comments from golf course patrons about this project.
- ✓ Golf course putting greens which were re-grassed during the summer of 2017, were maintained in excellent condition in regards to appearance and ball roll.
- ✓ Due to the new irrigation system which was installed in 2016, we have been able to aerify the entire golf course “wall to wall”, including all fairways and roughs. This process, which was accomplished several times, has greatly improved fairways and roughs and other compacted areas.

FISCAL YEAR 2020 GOALS AND OBJECTIVES

- Strive to work diligently with our golf course maintenance provider, International Golf Management, Inc. in order to ensure the golf course and all grounds are being cared for as best as possible.
- Maintain a high emphasis on quality, appearance, and ball-roll in regard to putting greens.
- Continue to meet with the Superintendent, Assistant Superintendent and other golf maintenance staff members on a daily basis in order to express daily concerns and any other issues occurring on the golf course.
- Begin the plans for new tee construction, looking at areas that need new tees or expanded tee space on a priority basis.
- Monitor all equipment usage and maintenance in order to make certain that the equipment is in the best possible working condition, which will help turf and golf course appearance.

PERFORMANCE MEASURES

Performance Indicators	Actual 2015/2016	Actual 2016/2017	Actual 2017/2018	Projected 2018/2019	Projected 2019/2020
Greens (Acres)	4	2.5	4	4	4
Tees (Acres)	5	4	4	4	4
Fairways (Acres)	35	22	22	22	22
Rough (Acres)	60	60	60	65	60
Sand Bunkers (Acres)	5	4	4	4	4
Lakes and Ponds (Linear Feet)	10,000	10,000	10,000	10,000	10,000
Non-Play Area (Acres)	18	20	20	30	30
Holes Maintained	18	18	18	18	18
Practice areas (acres total)	5	5	5	5	5

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

GOLF COURSE GREENS PROGRAM BUDGET DESCRIPTION

		<i>NATURE OF ACTIVITY</i>
<i>18/19</i>	<i>19/20</i>	
95.00%	95.00%	<u>Golf Course Maintenance</u> - 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%	<u>Equipment Maintenance</u> - 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 2019-2020 adopted budget for Golf Course Greens Division is \$ 627,433. This compares to the 2018-2019 projected expenses of \$ 568,369, an increase of \$ 59,064 or 10.39%.

	Amended						Difference
	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Actual	FY 18/19 Budget	FY 18/19 Projected	FY 19/20 Budget	
Operating Expenses	\$ 578,750	\$ 572,529	\$ 578,143	\$ 567,335	\$ 568,369	\$ 577,433	\$ 9,064
Capital Outlay	6,568	-	-	-	-	50,000	50,000
Non-Operating	-	-	-	-	-	-	-
Total	\$ 585,318	\$ 572,529	\$ 578,143	\$ 567,335	\$ 568,369	\$ 627,433	\$ 59,064

Fiscal Year 2019-20 Adopted Budget:

Major Current Level Changes from Fiscal Year 2018-19 Projected Expenses:

	Difference
1. Operating Expenses - Increase due to scheduled maintenance contract increase.	\$ 9,064
2. Capital Outlay - Increase due to tee renovations.	\$ 50,000
3. Non-Operating - No change.	\$ -

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

GOLF COURSE GREENS DIVISION

Code: 410120

Account Number	Description	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Actual	Amended FY 18/19 Budget	FY 18/19 Projected	FY 19/20 Budget
OPERATING EXPENSES							
533420	Pest/Weed Control	0	0	0	0	0	120
533445	Groundskeeping Service	535,632	535,632	546,385	546,385	546,385	557,313
534310	Electric	11,692	12,211	11,541	12,000	12,940	11,750
534610	R & M - Buildings	306	731	628	0	0	500
534640	R & M-Operating Equipment	1,202	617	290	0	94	0
534680	R & M - Irrigation Systems	5,255	10,096	4,057	7,200	7,200	6,000
534685	R & M - Grounds Maintenance	24,135	12,998	15,242	1,500	1,500	1,500
535200	Departmental Supplies	520	220	0	250	250	250
535220	Cleaning Supplies	6	25	0	0	0	0
TOTAL OPERATING EXPENSES		578,750	572,529	578,143	567,335	568,369	577,433
CAPITAL OUTLAY							
606300	Improvements Other Than Buildings	6,568	0	0	0	0	50,000
TOTAL CAPITAL OUTLAY		6,568	0	0	0	0	50,000
TOTAL GREENS DIVISION		585,318	572,529	578,143	567,335	568,369	627,433

CAPITAL OUTLAY SCHEDULE

GOLF COURSE GREENS DIVISION - TO BE FUNDED BY TRANSFER FROM DISCRETIONARY SALES TAX						
Description	EXPENDITURES PER FISCAL YEAR					TOTAL
	2019/20	2020/21	2021/22	2022/23	2023/24	
Renovate Golf Tees	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	\$ -	150,000
	\$ 50,000	\$ 50,000	\$ 50,000	\$ -	\$ -	150,000

CITY OF SEBASTIAN, FLORIDA 2019/2020 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 2019 ACCOMPLISHMENTS

- ✓ Maintained, executed preventative maintenance and thoroughly cleaned 80 golf carts, 1 ranger cart and one range pick cart.
- ✓ Maintained and made the following areas presentable to the public: starter station, ice & water shed, bag room, cart barn and cart wash area.
- ✓ Provided over 8,000 range balls to add to existing range ball inventory.
- ✓ Provided quality, unsurpassed customer service.

FISCAL YEAR 2020 GOALS AND OBJECTIVES

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

PERFORMANCE MEASURES

Performance Indicators	Actual 2015/2016	Actual 2016/2017	Actual 2017/2018	Projected 2018/2019	Projected 2019/2020
Electric Golf Carts	86	86	80	80	80
Tires Maintained	356	356	332	332	332
Grease Fittings Maintained	356	356	32	332	332
Range Carts	1	1	1	1	1
Ranger Carts	1	1	1	1	1
Batteries Maintained	524	524	483	483	483
Beverage Carts	1	1	1	1	1

GOLF COURSE CARTS DIVISION PROGRAM BUDGET DESCRIPTION

STAFFING		NATURE OF ACTIVITY
18/19	19/20	
30.00%	30.00%	<u>General Maintenance and Care of Golf Carts</u> - Clean and maintain golf carts in operational condition for guests use and maintain operational cart barn.
30.00%	30.00%	<u>Golf Course Facilities</u> - Maintenance and care of Cart Barn, Driving Range, Water Station, and general area around Golf Shop and starter area.
40.00%	40.00%	<u>Customer Service</u> - Provide unsurpassed customer service to our members.
100.00%	100.00%	

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

GOLF COURSE CARTS DIVISION BUDGET SUMMARY

The Fiscal Year 2019-2020 adopted budget for Golf Course Carts Division is \$ 154,232. This compares to the 2018-2019 projected expenses of \$ 151,691, an increase of \$ 2,541 or 1.68%.

	FY 15/16	FY 16/17	FY 17/18	Amended		FY 19/20	Difference
	Actual	Actual	Actual	FY 18/19 Budget	FY 18/19 Projected	Budget	
Personal Services	\$ 92,369	\$ 85,297	\$ 89,401	\$ 96,856	\$ 93,750	\$ 95,897	\$ 2,147
Operating Expenses	4,833	4,681	987	1,550	1,550	1,944	394
Capital Outlay	-	313,152	-	-	-	-	-
Debt Service	7,272	5,370	8,105	56,391	56,391	56,391	-
Total	\$ 104,474	\$ 408,500	\$ 98,493	\$ 154,797	\$ 151,691	\$ 154,232	\$ 2,541

Fiscal Year 2019-20 Adopted Budget:

Major Current Level Changes from Fiscal Year 2018-19 Projected Expenses:

	Difference
1. Personal Services - Increase due to negotiated salary increases.	\$ 2,147
2. Operating Expenses - Increase due to new pest control service and building repairs.	\$ 394
3. Capital Outlay - No capital outlay requested.	\$ -
4. Debt Service - No change.	\$ -

PERSONAL SERVICES SCHEDULE

GOLF COURSE CARTS DIVISION

<u>POSITION</u>	<u>PAY RANGE</u>	<u>FULL TIME EQUIVALENTS</u>				<u>Projected</u>	<u>Budget</u>
		<u>17/18</u>	<u>18/19</u>	<u>18/19</u>	<u>19/20</u>	<u>Expense</u>	<u>19/20</u>
Cart Attendants (P/T)	8.46 / 14.49	2.00	2.00	1.50	5.00	\$ 39,750	\$ 85,300
Cart Attendants (Temp)	8.46/hr	6.00	5.00	3.50	0.00	43,000	0
		8.00	7.00	5.00	5.00		
	TOTAL SALARIES					\$ 82,750	\$ 85,300
	Overtime					2,400	2,000
	FICA Taxes					6,560	6,678
	Employee Assistance Program					0	0
	Worker's Compensation					1,840	1,919
	Total Personal Services					\$ 93,550	\$ 95,897

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

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

GOLF COURSE CARTS DIVISION

Code: 410130

Account Number	Description	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Actual	Amended FY 18/19 Budget	FY 18/19 Projected	FY 19/20 Budget
PERSONAL SERVICES							
511200	Regular Salaries	43,095	40,736	44,071	44,112	40,350	85,300
511300	Temporary Salaries	39,262	35,131	36,065	43,000	43,000	0
511400	Overtime	1,753	1,759	1,774	800	2,000	2,000
512100	FICA Taxes	6,458	5,910	6,067	6,817	6,560	6,678
512309	Employee Assistance Program	96	96	0	0	0	0
512400	Worker's Comp Insurance	1,705	1,665	1,425	2,127	1,840	1,919
TOTAL PERSONAL SERVICES		92,369	85,297	89,401	96,856	93,750	95,897
OPERATING EXPENSES							
533420	Pest/Weed Control	0	0	0	0	0	144
534610	R & M - Buildings	3,452	4,052	0	0	0	1,000
534640	R & M-Operating Equipment	1,094	538	504	1,000	1,000	500
535200	Departmental Supplies	281	79	433	400	400	300
535220	Cleaning Supplies	6	0	11	50	50	0
535230	Small Tools and Equipment	0	12	39	100	100	0
TOTAL OPERATING EXPENSES		4,833	4,681	987	1,550	1,550	1,944
CAPITAL OUTLAY							
606400	Vehicles and Equipment	0	313,152	0	0	0	0
TOTAL CAPITAL OUTLAY		0	313,152	0	0	0	0
NON-OPERATING EXPENSES							
707145	Principal - Golf Course Loan	0	0	0	49,997	49,997	51,768
707245	Interest - Golf Course Loan	7,272	5,370	8,105	6,394	6,394	4,623
TOTAL NON-OPERATING EXPENSES		7,272	5,370	8,105	56,391	56,391	56,391
TOTAL CARTS DIVISION		104,474	408,500	98,493	154,797	151,691	154,232

CITY OF SEBASTIAN, FLORIDA 2019/2020 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 15/16</u>	<u>FY 16/17</u>	<u>FY 17/18</u>	<u>Amended</u> <u>FY 18/19</u>	<u>FY 18/19</u>	<u>FY 19/20</u>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Projected</u>	<u>Budget</u>
Total Revenues	\$ 637,924	\$ 528,952	\$ 498,017	\$ 563,171	\$ 560,925	\$ 569,683
Total Airport Administration	\$ 626,054	\$ 459,366	\$ 365,940	\$ 528,973	\$ 530,477	\$ 446,365
Total Economic Development	13,585	-	-	-	-	-
Change in Unrestricted Reserves	\$ (1,715)	\$ 69,586	\$ 132,077	\$ 34,198	\$ 30,448	\$ 123,318

AIRPORT FUND REVENUE

Code: 450010

The Fiscal Year 2019-2020 adopted budget for Airport fund revenue is \$ 569,683. This compares to the 2018-2019 projected Airport fund revenue of \$ 560,925, an increase of \$ 8,758 or 1.6%.

<u>Description</u>	<u>FY 15/16</u>	<u>FY 16/17</u>	<u>FY 17/18</u>	<u>Amended</u> <u>FY 18/19</u>	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>Difference</u>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Projected</u>	<u>Budget</u>	
Operating revenue	\$ 412,528	\$ 422,585	\$ 487,649	\$ 516,201	\$ 496,883	\$ 544,313	\$ 47,430
Non-operating revenues	225,396	106,367	10,367	46,970	64,043	25,370	(38,673)
Total revenues and other sources	\$ 637,924	\$ 528,952	\$ 498,017	\$ 563,171	\$ 560,925	\$ 569,683	\$ 8,758

Fiscal Year 2019-20 Adopted Budget:

Major Current Level Changes from Fiscal Year 2018-19 Projected Revenue:

	<u>Difference</u>
1. Operating revenue - Increase due to new shade hangar rentals and new tenants in hangars.	\$ 47,430
2. Non-operating revenues - Decrease due to lower anticipated sale of fixed assets.	\$ (38,673)

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

AIRPORT REVENUE

Code: 450010

<u>Account Number</u>	<u>Description</u>	<u>FY 15/16 Actual</u>	<u>FY 16/17 Actual</u>	<u>FY 17/18 Actual</u>	<u>Amended FY 18/19 Budget</u>	<u>FY 18/19 Projected</u>	<u>FY 19/20 Budget</u>
OPERATING REVENUE							
344100	Fuel Sales	78,095	77,327	103,959	90,000	12,278	0
347541	Cost of Sales	(57,919)	(59,025)	(82,689)	(71,200)	(8,945)	0
362150	Nontaxable Rents	391	391	391	6,000	6,000	123,325
362100	Rents and Royalties	331,848	343,256	405,672	431,061	427,250	360,648
369900	Other Miscellaneous Revenues	59,859	60,363	60,034	60,040	60,000	60,040
369941	Sales Tax Commission	254	273	282	300	300	300
TOTAL OPERATING REVENUE		412,528	422,585	487,649	516,201	496,883	544,313
OTHER NON-OPERATING REVENUE:							
361100	Interest Earnings	939	1,284	(2,604)	600	(5,000)	0
364100	Sale of Fixed Assets	140	4,403	0	29,000	46,450	0
365000	Sale of Surplus Materials/Scrap	0	0	0	0	598	0
366000	Contributions & Donations	178,500	0	0	3,495	3,495	0
369400	Reimbursements	45,817	17,712	12,971	13,875	18,500	25,370
381001	Transfer from Fund 001 GF	0	28,040	0	0	0	0
381455	Transfer from Fund 455	0	54,927	0	0	0	0
TOTAL OTHER NON-OPERATING REVENUE		225,396	106,367	10,367	46,970	64,043	25,370
TOTAL AIRPORT REVENUES		637,924	528,952	498,017	563,171	560,925	569,683
USE OF UNRESTRICTED RESERVES		1,715	0	0	0	0	0
TOTAL AIRPORT SOURCES		639,639	528,952	498,017	563,171	560,925	569,683

CITY OF SEBASTIAN, FLORIDA 2019/2020 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 2019 ACCOMPLISHMENTS

- ✓ Project managed design and construction of two shade hangars
- ✓ Project managed design and construction of new Taxiway C
- ✓ Opened additional office rental space in the Airport terminal building
- ✓ Installed new self-service avgas terminal console
- ✓ Converted parking lot lighting to LED
- ✓ Project managed installation of updated security cameras
- ✓ Replaced security Gate # 3

FISCAL YEAR 2020 GOALS AND OBJECTIVES

- Construct Hangar D
- Support construction of City Garage Compound
- Develop efficiencies to maintain airport using less staff hours
- Assist in finalizing a Scrub Jay HCP as it relates to airport property
- Continue planning towards developing the northeast section of the airport for future economic development

PERFORMANCE MEASURES

Performance Indicators	Actual 2015/2016	Actual 2016/2017	Actual 2017/2018	Projected 2018/2019	Projected 2019/2020
Acres Available for Development	108	105	105	105	105
Airport Leasehold Revenues	\$331,848	\$343,256	\$405,672	\$439,100	\$483,973

AIRPORT PROGRAM BUDGET DESCRIPTION

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>18/19</i>	<i>19/20</i>	
25.00%	20.00%	Compliance - Conduct operations at the Airport in accordance with FAA and FDOT compliance.
25.00%	30.00%	Capital Improvement Project Execution and Monitoring - Execute and monitor Capital Improvement Projects. Prepare and submit a Five-Year Capital Improvement Program in accordance with Regulations. Prepare and apply for Florida Department of Transportation Airport Improvement Grants for Capital Improvement Projects and equipment.
10.00%	15.00%	Tenant and Public Relations - Monitor and execute Tenant Lease agreements. Provide dispute resolution regarding airport regulations. Maintain contact with Airport users and citizens, respond to questions and complaints and provide information to all parties about rules, regulations and airport information.
40.00%	35.00%	Airport Maintenance - Mow Airport, herbicide runways and taxiways, maintain runway lighting system. Supervise runway maintenance and Scrub Jay mitigation/Habitat Conservation Area. Clear and maintain runway approaches and perform daily Airport inspections.
100.00%	100.00%	

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

AIRPORT BUDGET SUMMARY

The Fiscal Year 2019-2020 adopted budget for the Municipal Airport Administration is \$ 446,365. This compares to the 2018-2019 projected expenses of \$ 530,477, a decrease of \$ 84,112 or -15.9%.

	FY 15/16		FY 16/17		FY 17/18		Amended FY 18/19		FY 18/19		FY 19/20		Difference
	Actual		Actual		Actual		Budget		Projected		Budget		
Personal Services	\$ 141,689	\$	216,084	\$	141,500	\$	136,402	\$	150,472	\$	73,409	\$	(77,063)
Operating Expenses	222,553		181,442		204,988		271,752		260,006		273,656		13,650
Capital Outlay	242,436		27,340		-		46,998		46,178		43,800		(2,378)
Debt Service	19,376		34,500		19,452		73,821		73,821		55,500		(18,321)
Contingency	-		69,586		132,077		34,198		30,448		123,318		92,870
Total	\$ 626,054	\$	528,952	\$	498,017	\$	563,171	\$	560,925	\$	569,683	\$	8,758

Fiscal Year 2019-20 Adopted Budget:

Major Current Level Changes from Fiscal Year 2018-19 Projected Expenses:

	<u>Difference</u>
1. Personal Services - Decrease due to retirement of long term employee and change from a full time to a part time position.	\$ (77,063)
2. Operating Expenses - Increase due to higher administration fees.	\$ 13,650
3. Capital Outlay - Decrease due to less expensive equipment replacements and renovations.	\$ (2,378)
4. Debt Service - Decrease due to completion of repayment to general fund.	\$ (18,321)

PERSONAL SERVICES SCHEDULE

AIRPORT ADMINISTRATION

<u>POSITION</u>	<u>PAY RANGE</u>	<u>FULL TIME EQUIVALENTS</u>				<u>Projected Expense 18/19</u>	<u>Budget 19/20</u>
		<u>17/18</u>	<u>18/19</u>	<u>Amended 18/19</u>	<u>19/20</u>		
Airport Director	64,487 / 116,076	1.00	0.00	0.00	0.00	\$ -	\$ -
Airport Operations Specialist II	27,384 / 49,291	0.00	0.00	1.00	1.00	7,475	33,500
Airport Operations Specialist I	25,812 / 46,462	1.00	1.00	0.50	0.50	43,400	17,750
Retirement Payout						28,800	-
Airport Maintenance Worker I	25,812 / 46,462	1.00	1.00	0.00	0.00	23,000	-
		3.00	2.00	1.50	1.50		
TOTAL SALARIES						\$ 102,675	\$ 51,250
Overtime						500	1,500
FICA Taxes						7,925	4,054
Clothing Allowance						240	240
Deferred Compensation						9,400	3,161
Group Health Insurance Premium						18,000	7,543
Health Reimbursement Account						8,000	2,000
Employee Assistance Program						32	16
Worker's Comp Insurance						3,700	3,045
Additional Compensation						-	600
Total Personal Services						\$ 150,472	\$ 73,409

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

AIRPORT ADMINISTRATION

Code: 450110

Account		FY 15/16	FY 16/17	FY 17/18	Amended FY 18/19	FY 18/19	FY 19/20
<u>Number</u>	<u>Description</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Projected</u>	<u>Budget</u>
PERSONAL SERVICES							
511200	Regular Salaries	107,621	153,766	94,314	88,500	102,675	51,250
511400	Overtime	727	726	939	1,500	500	1,500
512100	FICA Taxes	5,973	11,070	7,334	6,865	7,925	4,054
512215	Clothing Allowance	120	120	240	240	240	240
512225	Deferred Compensation	6,609	13,413	8,985	8,055	9,400	3,161
512301	Group Health Insurance Premium	8,549	18,877	20,594	19,961	18,000	7,543
512305	Dependant Health Ins Premium	4,068	5,043	0	0	0	0
512307	Health Reimbursement Account	2,881	5,029	5,661	6,000	8,000	2,000
512309	Employee Assistance Program	34	68	0	0	32	16
512400	Worker's Comp Insurance	5,023	4,821	3,404	4,281	3,700	3,045
512600	OPEB Accrued Expense	84	29	29	0	0	0
512700	Additional Compensation	0	3,123	0	1,000	0	600
TOTAL PERSONAL SERVICES		141,689	216,084	141,500	136,402	150,472	73,409
OPERATING EXPENSES							
533100	Professional Services	750	0	0	0	0	0
533200	Audit Fees	1,201	1,140	1,229	1,002	1,002	1,002
533201	Admin Services provided by GF	47,762	45,500	45,000	72,425	72,425	93,485
533400	Other Contractual Services	3,542	5,898	7,002	17,425	12,000	15,961
533420	Pest/Weed Control/Mowing	1,457	900	1,404	1,000	525	2,050
534000	Travel and Per Diem	1,016	1,335	622	3,000	800	1,100
534101	Telephone	3,943	4,159	4,645	4,500	5,250	5,340
534105	Cellular Phone	411	598	426	625	700	600
534110	Internet Access	500	729	835	760	645	630
534120	Postage	81	75	67	100	100	50
534130	Express Mail	18	60	58	100	100	200
534310	Electric	25,185	26,342	26,019	26,000	25,700	27,000
534320	Water/Sewer	2,207	2,910	2,972	3,000	3,045	3,250
534420	Equipment Leases	0	0	186	500	200	1,000
534500	Insurance	27,694	24,821	38,135	39,000	41,888	44,000
534610	R & M Buildings	21,882	3,581	13,219	17,315	17,315	10,000
534620	R & M-Vehicles	2,582	1,711	5,110	2,500	2,500	2,500
534625	R & M - Lighting	0	309	3,547	4,000	4,000	6,200
534630	R & M-Office Equipment	0	25	0	0	8	0
534635	R & M - Security Systems	0	0	0	1,500	500	1,500
534640	R & M-Operating Equipment	21,983	17,198	17,767	22,500	25,000	22,500
534681	R & M-Fencing	30,303	7,772	464	1,500	500	4,000
534685	R & M-Grounds Maintenance	2,563	1,973	1,837	9,200	2,000	3,000
534687	R & M-Runways and Taxiways	0	0	933	5,000	1,000	2,500
534700	Printing and Binding	0	118	245	1,000	250	100
534800	Promotional Activities	87	365	500	0	0	2,000
534825	Advertising Expenditures	0	0	0	7,750	4,000	5,863
534920	Legal Ads	0	284	0	0	373	400

- Continued -

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

Account Number	Description	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Actual	Amended FY 18/19 Budget	FY 18/19 Projected	FY 19/20 Budget
535200	Departmental Supplies	2,359	2,151	2,771	2,000	2,000	2,000
535205	Bank Charges	2,404	2,481	3,134	2,400	354	0
535210	Computer Supplies	748	1,560	1,561	650	250	650
535230	Small Tools and Equipment	178	4,063	821	1,500	1,500	1,500
535260	Gas and Oil	6,508	7,696	9,031	6,500	7,200	7,000
535270	Uniforms & Shoes	306	520	511	500	500	520
535275	Safety Equipment	0	0	14	500	250	500
535410	Dues and Memberships	429	330	330	1,000	330	330
535420	Books and Publications	0	0	0	0	0	200
535450	Training and Education	540	925	445	1,000	450	650
535710	Non-Ad Valorem Tax	13,911	13,911	14,147	14,000	25,346	4,075
TOTAL OPERATING EXPENSES:		222,553	181,442	204,988	271,752	260,006	273,656
CAPITAL OUTLAY:							
606200	Buildings	178,500	0	0	24,000	24,000	0
606300	IOTB	6,020	4,826	0	0	0	26,300
606310	IOTB - Fencing	12,000	0	0	820	0	0
606400	Vehicles and Equipment	45,916	22,514	0	22,178	22,178	17,500
TOTAL CAPITAL OUTLAY:		242,436	27,340	0	46,998	46,178	43,800
NON-OPERATING EXPENSES							
820100	Aids to Private Organizations	0	0	0	0	0	0
707146	Principal - DST Fund Advance	0	0	0	0	0	0
707246	Interest - DST Fund Advance	19,376	24,500	19,452	30,500	30,500	30,500
909101	Interfund Trfr to General Fund	0	10,000	0	40,000	40,000	25,000
909545	Intrafund Trfr to AP Capital	0	0	0	3,321	3,321	0
909901	Contingency	0	69,586	132,077	34,198	30,448	123,318
TOTAL NON-OPERATING EXPENSES		19,376	104,086	151,529	108,019	104,269	178,818
TOTAL AIRPORT ADMINISTRATION		626,054	528,952	498,017	563,171	560,925	569,683

CAPITAL OUTLAYSCHEDULE

AIRPORT - TO BE FUNDED BY AIRPORT FUND

Description	EXPENDITURES PER FISCAL YEAR					
	2019/20	2020/21	2021/22	2022/23	2023/24	TOTAL
Bush Hog Mowing Deck	\$ 17,500	\$ -	\$ -	\$ -	\$ -	\$ 17,500
Airport Drive East Street Lights	26,300	-	-	-	-	26,300
	\$ 43,800	\$ -	\$ -	\$ -	\$ -	\$ 43,800

AIRPORT - TO BE FUNDED BY DISCRETIONARY SALES TAX

Description	EXPENDITURES PER FISCAL YEAR					
	2019/20	2020/21	2021/22	2022/23	2023/24	TOTAL
Design & Construct Hangar D	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000

CITY OF SEBASTIAN, FLORIDA 2019/2020 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 15/16</u>	<u>FY 16/17</u>	<u>FY 17/18</u>	<u>Amended</u> <u>FY 18/19</u>	<u>FY 18/19</u>	<u>FY 19/20</u>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Projected</u>	<u>Budget</u>
Total Revenues and Transfers	\$ 815,300	\$ 786,994	\$ 946,905	\$ 840,868	\$ 836,188	\$ 841,337
Total Expenses	1,059,427	915,153	1,329,280	804,703	676,297	820,066
Change in Unrestricted Reserves	\$ (244,127)	\$ (128,159)	\$ (382,375)	\$ 36,165	\$ 159,891	\$ 21,271

BUILDING DEPARTMENT REVENUE

Code: 480010

The Fiscal Year 2019-2020 adopted budget for the Building Department fund revenue is \$ 841,337. This compares to the 2018-2019 projected Building Department fund revenue of \$ 836,188, a decrease of \$ 5,149 or .6%.

<u>Description</u>	<u>FY 15/16</u>	<u>FY 16/17</u>	<u>FY 17/18</u>	<u>Amended</u> <u>FY 18/19</u>	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>Difference</u>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Projected</u>	<u>Budget</u>	
Operating revenue	\$ 801,640	\$ 740,564	\$ 909,279	\$ 793,300	\$ 785,170	\$ 789,200	\$ 4,030
Non-operating revenues	13,660	46,431	37,626	47,568	51,018	52,137	1,119
Total revenues and other sources	\$ 815,300	\$ 786,994	\$ 946,905	\$ 840,868	\$ 836,188	\$ 841,337	\$ 5,149

Fiscal Year 2019-2020 Adopted Budget:

Major Current Level Changes from Fiscal Year 2018-2019 Projected Revenue:

	<u>Difference</u>
1. Operating revenue - Slight increase due to higher anticipated building permits.	\$ 4,030
2. Non-operating revenues - Slight increase due to higher anticipated interest income.	\$ 1,119

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

BUILDING DEPARTMENT REVENUE

Code: 480010

Account Number	Description	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Actual	Amended FY 18/19 Budget	FY 18/19 Projected	FY 19/20 Budget
OPERATING REVENUE							
321050	Contractor License	12,083	12,275	13,323	13,000	13,300	13,000
321150	Contractor License - Penalties	2,661	2,895	2,423	2,600	2,920	3,000
322050	Building Permits	422,335	365,792	430,164	400,000	378,500	390,000
322055	Roofing Permits	55,634	65,737	121,361	67,000	71,000	74,000
322065	Aluminum Structure	20,875	23,350	18,575	20,000	16,500	18,000
322070	Shed Permits	6,525	8,475	9,075	8,600	6,500	7,500
322075	Reinspection Fees	24,000	14,280	31,265	20,000	35,000	30,000
322100	Land Clearing Permits	14,300	11,550	14,850	13,000	15,300	0
322200	Electrical Permits	32,457	30,095	33,269	30,000	32,000	30,000
322225	Plumbing Permits	27,485	25,449	37,112	32,000	39,800	38,000
322230	Pool Permits	15,945	18,645	21,615	19,500	16,300	18,500
322240	Solar Permits	3,900	4,054	4,350	4,500	4,500	4,500
322250	Mechanical Permits	70,928	69,333	72,299	65,000	52,500	60,000
322300	Fencing Permits	19,200	21,825	21,375	18,500	18,500	19,000
322500	Sign Permits	2,610	2,595	2,685	2,500	1,000	2,000
322600	Expired Permit Fee	7,800	8,400	10,050	9,000	18,000	15,000
329400	Plan Checking Fees	43,765	39,625	45,228	43,500	40,000	43,000
329410	Fire Plan Review Fee	0	0	1,319	6,000	4,700	5,000
341920	Cert. Copying/Record Research	757	908	1,270	800	600	700
347556	County Facility Admin Fee	11,879	10,415	12,659	12,000	10,700	11,500
359000	Other Fines and Forfeitures	6,502	4,866	5,011	5,800	7,000	6,000
359100	Fire Violations	0	0	0	0	550	500
TOTAL OPERATING REVENUE		801,640	740,564	909,279	793,300	785,170	789,200
OTHER NON-OPERATING REVENUE:							
361100	Interest Income	1,380	3,797	8,598	5,000	8,000	9,000
361105	SBA Interest Earnings	3,852	5,704	2,243	2,000	2,500	2,670
364100	Sale of Fixed Assets	5,501	0	17,302	0	0	0
369400	Reimbursements	0	5,200	0	0	0	0
369900	Other Miscellaneous Revenue	2,927	2,186	2,365	2,200	2,150	2,100
381001	Transfer from General Fund	0	25,000	0	0	0	0
381410	Interfund Transfer from 410 GC	0	4,544	7,118	38,368	38,368	38,367
TOTAL OTHER NON-OPERATING REVENUE		13,660	46,431	37,626	47,568	51,018	52,137
TOTAL BUILDING DEPARTMENT REVENUES		815,300	786,994	946,905	840,868	836,188	841,337
USE OF UNRESTRICTED RESERVES		244,127	128,159	392,751	0	0	0
TOTAL BUILDING DEPARTMENT SOURCES		1,059,427	915,153	1,339,656	840,868	836,188	841,337

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

BUILDING DEPARTMENT

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

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

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

FISCAL YEAR 2019 ACCOMPLISHMENTS

- ✓ Maintain 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.
- ✓ Policies and procedures to effectively perform the duties and responsibilities of the Fire Marshal's office are continually being developed and implemented.
- ✓ New computer software programs for Building Department and Business Tax has been successfully implemented. An inter-local agreement with South Central Planning & Development Commission to use MyGovernmentonline software system was approved by City Council.
- ✓ Developed new web page for easy access to Building Permits, Inspections, Forms, Checklists and Business Tax Receipt submittals.
- ✓ Continued to enforce state laws and city ordinances regarding unlicensed contractor activity and willful code violations.
- ✓ Continue to follow up on expired permits and open inspections.

FISCAL YEAR 2020 GOALS AND OBJECTIVES

- Continue to maintain timeliness and delivery of permitting services with a turnaround time of 10 days or less for most reviews.
- Provide building and fire code related continuing education to satisfy minimum state licensing requirements and provide ongoing customer service training.
- Further implement on-line permit and plan submittals to make more permit types available for online submittals through the new MyGovernmentonline software.
- Continue to enforce state laws and city ordinances related to construction industry and unlicensed contractor activity.
- Continue to follow up on expired permits and inspections.
- Continue to scan completed permits, business tax receipts, and contractor licensing documents into laser-fiche for safe record keeping.

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

PERFORMANCE MEASURES

Performance Indicators	Actual 2015/2016	Actual 2016/2017	Actual 2017/2018	Projected 2018/2019	Projected 2019/2020
Residential permits issued	268	196	243	230	230
Commercial permits issued	34	55	29	40	34
Other permits issued	3,612	3,718	4,691	4,500	4,400
Total number of inspections	14,313	13,223	18,960	17,400	18,000
Total number of reinspections	2,100	1,781	2,760	2,300	2,650
Number of Professional licenses processed	368	340	379	360	370
Expired permits processed	105	114	134	120	141
Business Tax Receipts processed and issued	932	1113	1103	1150	1150

BUILDING DEPARTMENT PROGRAM BUDGET DESCRIPTION

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>18/19</i>	<i>19/20</i>	
8.00%	8.00%	Administration - The Director supervises the enforcement of all Florida Building Codes, including Sebastian City and Land Development Codes related to construction. Courtesy inspections are performed as needed. Reviews commercial plan review and projects that include Mechanical, Electrical or Plumbing details. Approval of all department expenditures and prepares the annual budget.
25.00%	25.00%	Permitting - Accepts permit applications, calculates fees, issuance of permits, scheduling of inspections, closing out permits when completed, prepares certificates of occupancy for signature, and answers questions concerning building permits.
16.00%	16.00%	Plan Review - Performs plan review of all permit applications and building plans for code approval, including structural, electrical, plumbing and mechanical. Also includes the review of all zoning on residential building applications. Answers code questions for builders and general public related to plan review.
38.00%	38.00%	Building and Alteration Inspection - On-site inspections for commercial and residential, including structural, electrical, plumbing, and mechanical. Post inspections into computer database daily. Answer code questions for builders and general public related to inspections.
3.00%	3.00%	Contractor Licensing - Accepts contractor license application for registration and calculates fees. Review applicants for applicable insurance and workman's comp. coverages. Review letters of reciprocity. Process annual re-newal notices and issues new registrations. Check permit applications for properly licensed and insured contractors.
5.00%	5.00%	Business Tax Receipts - Accepts applications for Business Tax Receipt from business owners. Reviews applications for acceptance. Verify professional licenses and fictitious/corporation names. Process annual re-newal notices and issues new Business Tax Receipts.
3.00%	3.00%	Safety - Annual inspections on businesses as required by NFPA and following up on expired permits and unsafe structures.
2.00%	2.00%	Records Retention - Scanning plans to laserfiche for permanent record keeping
100.00%	100.00%	

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

BUILDING DEPARTMENT BUDGET SUMMARY

The Fiscal Year 2019-2020 adopted budget for the Building Department, excluding budgeted contingency is \$ 820,066. This compares to the projected FY 2018-2019 expenses of \$ 676,297, an increase of \$ 143,769 or 17.9%.

	FY 15/16	FY 16/17	FY 17/18	Amended		FY 19/20	Difference
	Actual	Actual	Actual	FY 18/19 Budget	FY 18/19 Projected	Budget	
Personal Services	\$ 428,764	\$ 454,375	\$ 531,760	\$ 656,556	\$ 567,830	\$ 663,901	\$ 96,071
Operating Expenses	104,141	117,477	104,038	114,764	108,467	133,592	\$ 25,125
Capital Outlay	65,736	-	18,108	19,750	-	22,573	\$ 22,573
Transfers	104,086	343,300	675,374	13,633	-	-	\$ -
Contingency	-	-	-	36,165	159,891	21,271	\$ (138,620)
Total	\$ 702,727	\$ 915,153	\$ 1,329,280	\$ 840,868	\$ 836,188	\$ 841,337	\$ 5,149

Fiscal Year 2019-20 Adopted Budget:

Major Current Level Changes from Fiscal Year 2018-19 Projected Expenses	Difference
1. Personal Services - Increase due to having a vacant position all year last year along with negotiated salary and insurance increases.	\$ 96,071
2. Operating Expenses - Increase due primarily to new permitting and licensing software.	\$ 25,125
3. Capital Outlays - Increase due to anticipated purchase of vehicle for new employee.	\$ 22,573
4. Transfers - No change.	\$ -

PERSONAL SERVICES SCHEDULE

BUILDING DEPARTMENT	PAY RANGE	FULL TIME EQUIVALENTS				Projected Expense 18/19	Budget 19/20
		17/18	18/19	Amended 18/19	19/20		
Building Official	64,487 / 116,076	1.00	1.00	1.00	1.00	\$ 116,250	\$ 125,750
Deputy Building Official	60,742 / 109,336	0.00	0.00	0.00	1.00	-	85,750
Plans Examiner	48,439 / 87,190	1.00	1.00	1.00	0.00	79,500	-
Chief Building Inspector	47,028 / 84,651	1.00	1.00	1.00	1.00	69,450	71,250
Building Inspector I	35,730 / 64,314	1.00	2.00	2.00	1.00	50,350	51,500
Building Investigator	33,679 / 60,622	0.00	0.00	0.00	1.00	-	35,250
Local Business Tax Specialist	29,052 / 52,293	1.00	1.00	1.00	1.00	62,550	62,250
Permitting Technician	29,052 / 52,293	1.00	1.00	1.00	1.00	32,450	30,000
Clerical Assistant I P/T	\$ 12.05/hr	0.00	0.50	0.50	0.50	15,000	16,000
		6.00	7.50	7.50	7.50		
		TOTAL SALARIES				\$ 425,550	\$ 477,750
		Overtime				1,500	2,500
		FICA Taxes				32,700	36,767
		Clothing Allowance				360	360
		Deferred Compensation				38,400	41,977
		Group Health Insurance Premium				52,825	73,607
		Health Reimbursement Account				7,000	20,000
		Employee Assistance Program				95	111
		Worker's Comp Insurance				9,400	8,729
		Additional Compensation				-	2,100
		Total Personal Services				\$ 567,830	\$ 663,901

CAPITAL OUTLAYS SCHEDULE

BUILDING DEPARTMENT	EXPENDITURES PER FISCAL YEAR						
	Description	2019/20	2020/21	2021/22	2022/23	2023/24	TOTAL
Pick-Up Truck	\$ 22,573	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,573
	\$ 22,573	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,573

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

BUILDING DEPARTMENT

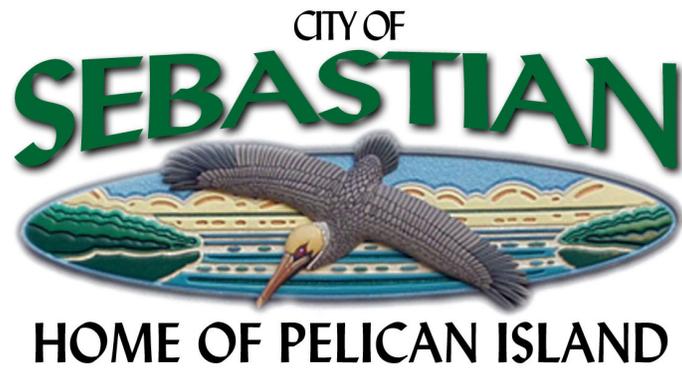
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Account Number	Description	FY 15/16 Actual	FY 16/17 Actual	FY 17/18 Actual	Amended FY 18/19 Budget	FY 18/19 Projected	FY 19/20 Budget
PERSONAL SERVICES							
511200	Regular Salaries	327,183	332,340	392,389	457,650	425,550	477,750
511300	Temporary Salaries	0	4,600	0	12,750	0	0
511400	Overtime	3,099	8,993	7,016	2,500	1,500	2,500
512100	FICA Taxes	23,493	25,271	29,300	36,317	32,700	36,767
512215	Clothing Allowance	240	240	350	480	360	360
512225	Deferred Compensation	28,643	29,676	34,665	41,535	38,400	41,977
512301	Group Health Insurance Premium	24,556	25,394	47,775	69,555	52,825	73,607
512305	Dependant Health Ins Premium	8,717	13,264	0	0	0	0
512307	Health Reimbursement Account	6,262	8,178	13,157	20,000	7,000	20,000
512309	Employee Assistance Program	120	116	0	0	95	111
512400	Worker's Comp Insurance	6,355	6,139	7,010	10,879	9,400	8,729
512600	OPEB Accrued Expense	97	97	97	0	0	0
512700	Additional Compensation	0	67	0	4,890	0	2,100
TOTAL PERSONAL SERVICES		428,764	454,375	531,760	656,556	567,830	663,901
OPERATING EXPENSES							
533200	Audit Fees	0	760	921	1,554	1,554	1,554
533201	Administrative Services Provided by GF	68,374	65,000	43,000	45,150	45,150	49,665
533400	Other Contractual Services	4,694	7,250	7,409	7,000	8,000	8,500
534000	Travel and Per Diem	1,171	775	1,450	750	850	1,350
534101	Telephone	403	373	404	420	415	420
534105	Cellular Telephone	934	1,757	1,986	2,400	2,400	2,940
534110	Internet Services	1,403	1,918	2,593	2,710	1,720	2,220
534120	Postage	1,340	1,135	1,184	1,000	1,000	850
534310	Electric	3,054	3,049	3,109	3,200	3,125	3,300
534320	Water / Sewer	277	275	278	300	275	300
534420	Equipment Leases	1,449	1,429	1,404	1,405	1,400	1,450
534500	Insurance	6,948	6,743	7,025	7,300	8,108	8,083
534620	R & M-Vehicles	1,975	1,002	3,644	3,800	4,500	5,000
534630	R & M - Office Equipment	2,987	15,079	15,249	26,500	20,000	32,500
534910	Clerk of Court Filing Fees	0	63	97	60	50	60
534920	Legal Ads	0	0	251	0	0	0
535200	Departmental Supplies	1,593	1,610	1,744	1,200	1,100	1,400
535210	Computer Supplies	1,394	2,357	197	1,500	800	4,200
535230	Small Tools and Equipment	0	363	131	200	200	200
535260	Gas and Oil	3,208	3,426	5,174	4,600	4,750	4,800
535270	Uniforms and Shoes	287	574	354	365	420	450
535275	Safety Equipment	148	0	0	50	0	50
535410	Dues and Memberships	620	1,103	823	1,100	850	1,000
535420	Books and Publications	524	271	3,422	600	400	1,000
535450	Training and Education	1,359	1,167	2,189	1,600	1,400	2,300
TOTAL OPERATING EXPENSES		104,141	117,477	104,038	114,764	108,467	133,592
CAPITAL OUTLAY							
606100	Land	0	0	0	0	0	0
606400	Vehicles and Equipment	65,736	0	18,108	19,750	0	22,573
TOTAL CAPITAL OUTLAY		65,736	0	18,108	19,750	0	22,573
NON-OPERATING EXPENSES							
132947	Advance to GC Fund	356,700	343,300	675,374	0	0	0
909101	Transfer to General Fund	104,086	0	0	0	0	0
909131	Transfer to Fund 310	0	0	0	13,633	0	0
909901	Contingency	0	0	0	36,165	159,891	21,271
TOTAL NON-OPERATING EXPENSES		460,786	343,300	675,374	49,798	159,891	21,271
TOTAL BUILDING DEPARTMENT		1,059,427	915,153	1,329,280	840,868	836,188	841,337



CITY OF SEBASTIAN, FLORIDA
ANNUAL BUDGET
FISCAL YEAR 2020-2025

***CAPITAL IMPROVEMENT
PROGRAM***



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CITY OF SEBASTIAN, FLORIDA
FISCAL YEAR 2020-2025
SUMMARY OF CAPITAL PURCHASES AND IMPROVEMENTS

<u>List of Projects</u>	<u>FY 2019-20</u>	<u>FY 2020-21</u>	<u>FY 2021-22</u>	<u>FY 2022-23</u>	<u>FY 2023-24</u>	<u>FY 2024-25</u>	<u>Totals</u>
General Government							
Server/Host Update	40,000	40,000	40,000	40,000	40,000	-	200,000
City Computers	10,000	25,000	25,000	25,000	25,000	25,000	135,000
Police Computers	75,000	10,000	20,000	10,000	20,000	10,000	145,000
Audio Visual Equipment	5,000	30,000	10,000	10,000	10,000	-	65,000
Remote Access Firewall	-	40,000	-	-	-	-	40,000
Phone System	-	100,000	-	-	-	-	100,000
Network Infrastructure	30,000	30,000	30,000	30,000	30,000	30,000	180,000
Over-the-Air Connections	-	10,000	20,000	-	-	-	30,000
Core Switches	-	-	-	-	25,000	-	25,000
Site Switches	-	-	-	-	-	20,000	20,000
Police Department							
Police Administrative Equipment	5,000	-	-	-	-	-	5,000
Early Intervention System	15,000	-	-	-	-	-	15,000
Police Vehicles	330,000	330,000	330,000	550,000	440,000	330,000	2,310,000
Police Road Patrol Equipment	60,000	23,000	10,000	10,000	10,000	10,000	123,000
Speed Trailers	-	-	30,000	-	-	-	30,000
Police Investigations Equipment	26,000	-	-	-	-	-	26,000
Evidence Compound Work	40,000	-	-	-	-	-	40,000
Police Dispatch Equipment	216,000	-	-	-	-	-	216,000
Roads Department							
Street Repaving	211,160	302,960	529,207	257,374	513,732	530,000	2,344,433
Street Reconstruction	333,323	236,264	-	292,593	-	-	862,180
Roads Equipment	5,000	-	-	-	-	-	5,000
Roads Division Heavy Equipment	106,000	-	-	-	-	-	106,000
Public Facilities Department							
Public Facilities Compound	3,351,250	1,574,000	50,000	50,000	-	-	5,025,250
Fleet Division Equipment	-	48,500	20,000	11,000	5,000	36,000	120,500
Bench Seats and Monuments	-	20,000	-	-	-	-	20,000
Facilities Maintenance Equipment	-	62,500	-	-	-	-	62,500
Standby Generator	80,000	-	-	-	-	-	80,000
Leisure Services Department							
Park Security Cameras	10,000	-	-	-	-	-	10,000
Park Maintenance Equipment	20,400	83,000	26,000	-	-	-	129,400
Park Identification Signage	25,000	25,000	25,000	-	-	-	75,000
Friendship Tennis Courts	30,000	-	-	-	-	-	30,000
Leisure Services Vehicles	31,000	34,000	34,000	-	34,000	-	133,000
Historical Park Fountain	2,100	-	-	-	-	-	2,100
Barber Street Football Bleachers	20,000	-	-	-	-	-	20,000
Pickleball Enhancements	140,000	-	-	-	-	-	140,000
Barber Street Baseball Dugouts	40,000	-	-	-	-	-	40,000
Barber Street Fencing	18,000	22,000	-	-	-	-	40,000
Playground Improvements	30,000	30,000	60,000	-	100,000	30,000	250,000
Park Improvements	20,000	20,000	20,000	20,000	20,000	20,000	120,000
Community Center Offices	40,000	-	-	-	-	-	40,000
Barber Street Shed	10,000	-	-	-	-	-	10,000
Community Development							
Plotter and Scanner	20,000	-	-	-	-	-	20,000
Stormwater Fund							
Stormwater Equipment	-	164,000	50,000	-	60,000	35,000	309,000
Stormwater Heavy Equipment	145,000	125,000	215,000	110,000	-	-	595,000
Roadway Swale Work	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$360,000
Day Drive Retention Areas	-	240,000	-	-	-	-	240,000
Concha Dam Repair	-	-	-	-	-	250,000	250,000
Tulip Road Crossing	-	-	232,000	-	-	-	232,000
Bayfront Road Crossing	-	-	-	178,000	-	-	178,000
Ocean Cove Drainage	-	-	-	-	300,000	-	300,000
Major Canal Improvements	500,000	500,000	500,000	500,000	500,000	500,000	3,000,000
Stonecrop Drainage	860,000	-	-	-	-	-	860,000
Golf Course Fund							
Renovate Golf Tees	50,000	50,000	50,000	-	-	-	150,000
Golf Club House Water Hookup	60,000	-	-	-	-	-	60,000
Airport Fund							
Bush Hog Mowing Deck	17,500	-	-	-	-	-	17,500
Design and Construct Hangar D	1,250,000	-	-	-	-	-	1,250,000
Airport Drive East Street Lights	26,300	-	-	-	-	-	26,300
Construct West Access Road	-	-	-	-	-	2,000,000	2,000,000
Building Fund							
Building Fund	22,573	-	-	-	-	-	22,573
Totals	\$ 8,386,606	\$ 4,235,224	\$ 2,386,207	\$ 2,153,967	\$ 2,192,732	\$ 3,886,000	\$ 23,240,736

CITY OF SEBASTIAN, FLORIDA
FISCAL YEAR 2020-2025
SUMMARY OF CAPITAL IMPROVEMENT PROJECTS

	<u>FY 2019-20</u>	<u>FY 2020-21</u>	<u>FY 2021-22</u>	<u>FY 2022-23</u>	<u>FY 2023-24</u>	<u>FY 2024-25</u>	<u>Total</u>
<u>Grouped by Department</u>							
General Government	\$ 160,000	\$ 285,000	\$ 145,000	\$ 115,000	\$ 150,000	\$ 85,000	\$ 940,000
Police Department	692,000	353,000	370,000	560,000	450,000	340,000	2,765,000
Roads Department	655,483	539,224	529,207	549,967	513,732	530,000	3,317,613
Public Facilities Department	3,431,250	1,705,000	70,000	61,000	5,000	36,000	5,308,250
Leisure Services	436,500	214,000	165,000	20,000	154,000	50,000	1,039,500
Community Development	20,000	-	-	-	-	-	20,000
Stormwater	1,565,000	1,089,000	1,057,000	848,000	920,000	845,000	6,324,000
Golf Course	110,000	50,000	50,000	-	-	-	210,000
Airport	1,293,800	-	-	-	-	2,000,000	3,293,800
Building	22,573	-	-	-	-	-	22,573
Total by Departments	\$ 8,386,606	\$ 4,235,224	\$ 2,386,207	\$ 2,153,967	\$ 2,192,732	\$ 3,886,000	\$ 23,240,736
<u>Grouped by Function</u>							
General Government	\$ 180,000	\$ 285,000	\$ 145,000	\$ 115,000	\$ 150,000	\$ 85,000	\$ 960,000
Public Safety	714,573	353,000	370,000	560,000	450,000	340,000	2,787,573
Transportation	5,380,533	2,244,224	599,207	610,967	518,732	2,566,000	11,919,663
Parks & Recreation	546,500	264,000	215,000	20,000	154,000	50,000	1,249,500
Physical Environment	1,565,000	1,089,000	1,057,000	848,000	920,000	845,000	6,324,000
Total by Functions	\$ 8,386,606	\$ 4,235,224	\$ 2,386,207	\$ 2,153,967	\$ 2,192,732	\$ 3,886,000	\$ 23,240,736
<u>Grouped by Funding Source</u>							
General Fund	\$ 234,500	\$ 271,000	\$ 80,000	\$ 21,000	\$ 49,000	\$ 46,000	\$ 701,500
DST	5,410,573	2,975,264	1,115,000	1,507,593	590,000	1,015,000	12,613,430
LOGT	317,160	302,960	529,207	257,374	513,732	530,000	2,450,433
Recreation Impact Fees	293,000	97,000	105,000	20,000	120,000	50,000	685,000
Riverfront CRA	-	-	-	-	-	-	-
Stormwater Fund	420,000	589,000	557,000	348,000	920,000	345,000	3,179,000
Golf Course	-	-	-	-	-	-	-
Airport	43,800	-	-	-	-	-	43,800
Building Fund	22,573	-	-	-	-	-	22,573
Grants/Loans	1,645,000	-	-	-	-	1,900,000	3,545,000
Total Funding Sources	\$ 8,386,606	\$ 4,235,224	\$ 2,386,207	\$ 2,153,967	\$ 2,192,732	\$ 3,886,000	\$ 23,240,736

**CITY OF SEBASTIAN, FLORIDA
FISCAL YEAR 2020-25 CAPITAL IMPROVEMENT PROGRAM
BY FUNDING SOURCE**

	General	Local	Recreation		Stormwater	Grants/ Bank Note	Airport	Building	Total
	Fund	Option Gas Tax	DST	Impact Fees			Fund		
<u>FISCAL YEAR 2019/2020</u>									
General Government									
Server/Host Update			40,000						40,000
City Computers			10,000						10,000
Police Computers			75,000						75,000
Audio Visual Equipment			5,000						5,000
Network Infrastructure			30,000						30,000
Police Department									
Police Administrative Equipment	5,000								5,000
Early Intervention System	15,000								15,000
Police Vehicles			330,000						330,000
Police Road Patrol Equipment	60,000								60,000
Police Investigations Equipment	26,000								26,000
Evidence Compound Work			40,000						40,000
Police Dispatch Equipment			216,000						216,000
Roads Department									
Street Repaving		211,160							211,160
Street Reconstruction			333,323						333,323
Roads Equipment	5,000								5,000
Roads Division Heavy Equipment		106,000							106,000
Public Facilities Department									
Public Facilities Compound			3,351,250						3,351,250
Standby Generator			80,000						80,000
Leisure Services Department									
Park Security Cameras	10,000								10,000
Park Maintenance Equipment	20,400								20,400
Park Identification Signage				25,000					25,000
Friendship Tennis Courts	30,000								30,000
Leisure Services Vehicles	31,000								31,000
Historical Park Fountain	2,100								2,100
Barber Street Football Bleachers				20,000					20,000
Pickleball Enhancements				140,000					140,000
Barber Street Baseball Dugouts				40,000					40,000
Barber Street Fencing				18,000					18,000
Playground Improvements				30,000					30,000
Park Improvements				20,000					20,000
Community Center Offices			40,000						40,000
Barber Street Shed	10,000								10,000
Community Development									
Plotter and Scanner	20,000								20,000
Stormwater									
Stormwater Heavy Equipment					145,000				145,000
Roadway Swale Work					60,000				60,000
Major Canal Improvements			500,000						500,000
Stonecrop Drainage					215,000	645,000			860,000
Golf Course									
Renovate Golf Tees			50,000						50,000
Golf Club House Water Hookup			60,000						60,000
Airport									
Bush Hog Mowing Deck							17,500		17,500
Design and Construct Hangar D			250,000			1,000,000			1,250,000
Airport Drive East Street Lights							26,300		26,300
Building									
Building Pick Up Truck							22,573		22,573
Total FY 2019/2020	\$ 234,500	\$ 317,160	\$ 5,410,573	\$ 293,000	\$ 420,000	\$ 1,645,000	\$ 43,800	\$ 22,573	\$ 8,386,606

**CITY OF SEBASTIAN, FLORIDA
FISCAL YEAR 2020-25 CAPITAL IMPROVEMENT PROGRAM
BY FUNDING SOURCE**

	General Fund	Local Option Gas Tax	Recreation DST	Impact Fees	Stormwater Fund	Grants/ Bank Note	Airport Fund	Building	Total
<u>FISCAL YEAR 2020/2021</u>									
General Government									
Server/Host Update			40,000						40,000
City Computers			25,000						25,000
Police Computers			10,000						10,000
Audio Visual Equipment			30,000						30,000
Remote Access Firewall			40,000						40,000
Phone System			100,000						100,000
Network Infrastructure			30,000						30,000
Over-the-Air Connections			10,000						10,000
Police Department									
Police Vehicles			330,000						330,000
Police Road Patrol Equipment	23,000								23,000
Roads Department									
Street Repaving		302,960							302,960
Street Reconstruction			236,264						236,264
Public Facilities Department									
Public Facilities Compound			1,574,000						1,574,000
Fleet Division Equipment	48,500								48,500
Bench Seats and Monuments	20,000								20,000
Facilities Maintenance Equipment	62,500								62,500
Leisure Services Department									
Park Maintenance Equipment	83,000								83,000
Park Identification Signage				25,000					25,000
Leisure Services Vehicles	34,000								34,000
Barber Street Fencing				22,000					22,000
Playground Improvements				30,000					30,000
Park Improvements				20,000					20,000
Stormwater									
Stormwater Equipment					164,000				164,000
Stormwater Heavy Equipment					125,000				125,000
Roadway Swale Work					60,000				60,000
Day Drive Retention Areas					240,000				240,000
Major Canal Improvements			500,000						500,000
Renovate Golf Tees			50,000						50,000
Total FY 2020/2021	\$ 271,000	\$ 302,960	\$ 2,975,264	\$ 97,000	\$ 589,000	\$ -	\$ -	\$ -	\$ 4,235,224

**CITY OF SEBASTIAN, FLORIDA
FISCAL YEAR 2020-25 CAPITAL IMPROVEMENT PROGRAM
BY FUNDING SOURCE**

	General Fund	Local Option Gas Tax	Recreation DST	Impact Fees	Stormwater Fund	Grants/ Bank Note	Airport Fund	Building	Total
<u>FISCAL YEAR 2021/2022</u>									
General Government									
Server/Host Update			40,000						40,000
City Computers			25,000						25,000
Police Computers			20,000						20,000
Audio Visual Equipment			10,000						10,000
Network Infrastructure			30,000						30,000
Over-the-Air Connections			20,000						20,000
Police Department									
Police Vehicles			330,000						330,000
Police Road Patrol Equipment			10,000						10,000
Speed Trailers			30,000						30,000
Roads Department									
Street Repaving		529,207							529,207
Public Facilities Department									
Public Facilities Compound			50,000						50,000
Fleet Division Equipment	20,000								20,000
Leisure Services Department									
Park Maintenance Equipment	26,000								26,000
Park Identification Signage				25,000					25,000
Leisure Services Vehicles	34,000								34,000
Playground Improvements				60,000					60,000
Park Improvements				20,000					20,000
Stormwater									
Stormwater Equipment					50,000				50,000
Stormwater Heavy Equipment					215,000				215,000
Roadway Swale Work					60,000				60,000
Tulip Road Crossing					232,000				232,000
Major Canal Improvements			500,000						500,000
Golf Course									
Renovate Golf Tees			50,000						50,000
Total FY 2021/2022	\$ 80,000	\$ 529,207	\$ 1,115,000	\$ 105,000	\$ 557,000	\$ -	\$ -	\$ -	\$ 2,386,207

**CITY OF SEBASTIAN, FLORIDA
FISCAL YEAR 2020-25 CAPITAL IMPROVEMENT PROGRAM
BY FUNDING SOURCE**

	General Fund	Local Option Gas Tax	Recreation Impact DST	Fees	Stormwater Fund	Grants/ Bank Note	Airport Fund	Building	Total
<u>FISCAL YEAR 2022/2023</u>									
General Government									
Server/Host Update			40,000						40,000
City Computers			25,000						25,000
Police Computers			10,000						10,000
Audio Visual Equipment			10,000						10,000
Network Infrastructure			30,000						30,000
Police Department									
Police Vehicles			550,000						550,000
Police Road Patrol Equipment	10,000								10,000
Roads Department									
Street Repaving		257,374							257,374
Street Reconstruction			292,593						292,593
Public Facilities Department									
Public Facilities Compound			50,000						50,000
Fleet Division Equipment	11,000								11,000
Leisure Services Department									
Park Improvements				20,000					20,000
Stormwater									
Stormwater Heavy Equipment					110,000				110,000
Roadway Swale Work					60,000				60,000
Bayfront Road Crossing					178,000				178,000
Major Canal Improvements			500,000						500,000
Total FY 2022/2023	\$ 21,000	\$ 257,374	\$ 1,507,593	\$ 20,000	\$ 348,000	\$ -	\$ -	\$ -	\$ 2,153,967

**CITY OF SEBASTIAN, FLORIDA
FISCAL YEAR 2020-25 CAPITAL IMPROVEMENT PROGRAM
BY FUNDING SOURCE**

	General	Local	Recreation		Stormwater	Grants/ Bank Note	Airport		Total
	Fund	Option Gas Tax	DST	Impact Fees			Fund	Fund	
<u>FISCAL YEAR 2023/2024</u>									
General Government									
Server/Host Update			40,000						40,000
City Computers			25,000						25,000
Police Computers			20,000						20,000
Audio Visual Equipment			10,000						10,000
Network Infrastructure			30,000						30,000
Core Switches			25,000						25,000
Police Department									
Police Vehicles			440,000						440,000
Police Road Patrol Equipment	10,000								10,000
Roads Department									
Street Repaving		513,732							513,732
Public Facilities Department									
Fleet Division Equipment	5,000								5,000
Leisure Services Department									
Leisure Services Vehicles	34,000								34,000
Playground Improvements				100,000					100,000
Park Improvements				20,000					20,000
Stormwater									
Stormwater Equipment					60,000				60,000
Roadway Swale Work					60,000				60,000
Ocean Cove Drainage					300,000				300,000
Major Canal Improvements					500,000				500,000
Total FY 2023/2024	\$ 49,000	\$ 513,732	\$ 590,000	\$ 120,000	\$ 920,000	\$ -	\$ -	\$ -	\$ 2,192,732

**CITY OF SEBASTIAN, FLORIDA
FISCAL YEAR 2020-25 CAPITAL IMPROVEMENT PROGRAM
BY FUNDING SOURCE**

	General	Local	Recreation		Stormwater	Grants/ Bank Note	Airport		Total
	Fund	Option Gas Tax	DST	Impact Fees			Fund	Fund	
<u>FISCAL YEAR 2024/2025</u>									
General Government									
City Computers			25,000						25,000
Police Computers			10,000						10,000
Network Infrastructure			30,000						30,000
Site Switches			20,000						20,000
Police Department									
Police Vehicles			330,000						330,000
Police Road Patrol Equipment	10,000								10,000
Roads Department									
Street Repaving		530,000							530,000
Public Facilities Department									
Fleet Division Equipment	36,000								36,000
Leisure Services Department									
Playground Improvements				30,000					30,000
Park Improvements				20,000					20,000
Stormwater									
Stormwater Equipment					35,000				35,000
Roadway Swale Work					60,000				60,000
Concha Dam Repair					250,000				250,000
Major Canal Improvements			500,000						500,000
Airport									
Construct West Access Road			100,000			1,900,000			2,000,000
Total FY 2023/2024	\$ 46,000	\$ 530,000	\$ 1,015,000	\$ 50,000	\$ 345,000	\$ 1,900,000	\$ -	\$ -	\$ 3,886,000
Grand Total	\$ 701,500	\$ 2,450,433	\$ 12,613,430	\$ 685,000	\$ 3,179,000	\$ 3,545,000	\$ 43,800	\$ 22,573	\$ 23,240,736

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

GENERAL GOVERNMENT - MIS DIVISION

Project Name:	Server/Host Update	Project Description:					
Funding Source:	Discretionary Sales Tax	Project Description:	Purchase VMWare VxRail Infrastructure.				
Justification:	The Police Department needs to have their server/hosts updated to continue supporting new law enforcement technologies and policies.						
Project Costs:						Project	
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$0	\$200,000
Operating Impact:							
	\$0	(\$7,200)	(\$8,800)	(\$4,800)	\$4,000	\$14,000	(\$2,800)

Project Name:	City Computers	Project Description:					
Funding Source:	Discretionary Sales Tax	Project Description:	Replacement of City Computers.				
Justification:	In FY 19-20, Computers in Departments other than the Police Department will be replaced only as absolutely needed. In the following years, replacements will be done at 20% of the total each year.						
Project Costs:						Project	
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$10,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$135,000
Operating Impact:							
	\$0	(\$1,800)	(\$4,900)	(\$4,500)	(\$4,100)	(\$5,500)	(\$20,800)

Project Name:	Police Computers	Project Description:					
Funding Source:	Discretionary Sales Tax	Project Description:	Replacement of Police Department Computers.				
Justification:	In FY 19-20, the majority of the laptops (30) that are in the road patrol are needing to be replaced as they are now over 5 yrs old and out of warranty. After this mass replacement, all laptops will be purchased with the cars. Desktops will then be purchased & replaced over the following 5 years.						
Project Costs:						Project	
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$75,000	\$10,000	\$20,000	\$10,000	\$20,000	\$10,000	\$145,000
Operating Impact:							
	\$0	(\$13,500)	(\$4,800)	\$3,500	\$14,900	\$22,700	\$22,800

Project Name:	Audio Visual Equipment	Project Description:					
Funding Source:	Discretionary Sales Tax	Project Description:	Replacement of Audio Visual (AV) Equipment.				
Justification:	In FY19-20 a camera needs to be replaced. Other Audio Visual equipment needs to be replaced or upgraded in order to be sure that broadcasting can be done when requested. The tint in the Council Chambers also needs to be replaced and additional equipment installed in order to comply with Americans with Disabilities Act requirements for COSTv.						
Project Costs:						Project	
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$5,000	\$30,000	\$10,000	\$10,000	\$10,000	\$0	\$65,000
Operating Impact:							
	\$0	(\$900)	(\$5,600)	(\$2,500)	\$1,900	\$6,900	(\$200)

Project Name:	Remote Access Firewall	Project Description:					
Funding Source:	Discretionary Sales Tax	Project Description:	Replacement of the Police Department VPN Firewall.				
Justification:	The Police Department will need to replace the aging Remote Access Firewall to insure the proper security measures can be maintained.						
Project Costs:						Project	
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$0	\$40,000	\$0	\$0	\$0	\$0	\$40,000
Operating Impact:							
	\$0	\$0	(\$7,200)	(\$1,600)	\$4,000	\$8,800	\$4,000

CITY OF SEBASTIAN, FLORIDA

FISCAL YEAR 2020-2025

CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM

GENERAL GOVERNMENT - MIS DIVISION (CONTINUED)

Project Name:	Phone System		Project Description:				
Funding Source:	Discretionary Sales Tax		Replacement of the City Phone System.				
Justification:	The City Phone System will need replacement in order to get support and make sure that we can continue to receive phone calls. Estimated total cost of \$100,000.						
Project Costs:	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	Project Total
	\$0	\$100,000	\$0	\$0	\$0	\$0	\$100,000
Operating Impact:	\$0	\$0	(\$38,000)	(\$35,000)	(\$32,000)	(\$29,000)	(\$134,000)
Project Name:	Network Infrastructure		Project Description:				
Funding Source:	Discretionary Sales Tax		Network Infrastructure replacements.				
Justification:	General replacements & upgrading of network infrastructure in order to continue to provide services. This includes switches, servers and other needed infrastructure.						
Project Costs:	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	Project Total
	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$180,000
Operating Impact:	\$0	(\$5,400)	(\$6,600)	(\$3,600)	\$3,000	\$10,500	(\$2,100)
Project Name:	Over-the-Air Connections		Project Description:				
Funding Source:	Discretionary Sales Tax		Over-the-Air Redundant Network Connections.				
Justification:	Over-The-Air (wireless) backup network connections for both the Golf Course and the Emergency Operations Center need to be added.						
Project Costs:	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	Project Total
	\$0	\$10,000	\$20,000	\$0	\$0	\$0	\$30,000
Operating Impact:	\$0	\$0	(\$1,300)	(\$2,400)	\$2,100	\$6,400	\$4,800
Project Name:	Core Switches		Project Description:				
Funding Source:	Discretionary Sales Tax		Replacement of Core Switches.				
Justification:	Replacement of the Core Switches in both City Hall and the Police Department will be needed.						
Project Costs:	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	Project Total
	\$0	\$0	\$0	\$0	\$25,000	\$0	\$25,000
Operating Impact:	\$0	\$0	\$0	\$0	\$0	(\$4,500)	(\$4,500)
Project Name:	Site Switches		Project Description:				
Funding Source:	Discretionary Sales Tax		Replacement of Site Switches.				
Justification:	Replacement of the main switches installed at the Golf Course, Garage, Police Dept, and first and second floors of City Hall will be needed.						
Project Costs:	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	Project Total
	\$0	\$0	\$0	\$0	\$0	\$20,000	\$20,000
Operating Impact:	\$0	\$0	\$0	\$0	\$0	\$0	\$0

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

POLICE DEPARTMENT - ADMINISTRATION DIVISION

Project Name:	Police Administrative Equipment	Project Description:					
Funding Source:	General Fund	19/20-Laptop for COPE Presentations (3K); Portable Generator for COPE Trailer (2K).					
Justification:	Additional equipment needed for the Community Outreach Prevention and Education (COPE) Program.						
Project Costs:						Project	
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$5,000	\$0	\$0	\$0	\$0	\$0	\$5,000
Operating Impact:	\$0	(\$1,100)	(\$600)	(\$100)	\$400	\$600	(\$800)

Project Name:	Early Intervention System	Project Description:					
Funding Source:	General Fund	19/20-System for Tracking Performance (15K).					
Justification:	This System will be used to track incidents and factors pertaining to an employee which warrant intervention to head off issues or trends that can be detrimental to the City.						
Project Costs:						Project	
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$15,000	\$0	\$0	\$0	\$0	\$0	\$15,000
Operating Impact:	\$0	(\$2,250)	(\$600)	\$1,050	\$2,700	\$3,450	\$4,350

Project Name:	Police Vehicles	Project Description:					
Funding Source:	Discretionary Sales Tax	19/20- 6 Vehicles w/Equipment (330K). 20/21- 6 Vehicles w/equipment (330K). 21/22- 6 Vehicles w/equipment (330K). 22/23- 10 Vehicles w/equipment (550K). 23/24- 8 Vehicles w/equipment (440K). 24/25- 6 Vehicles w/ equipment (330K).					
Justification:	This allocation is for the replacement of higher mileage vehicles and associated vehicle equipment, including body cameras, computers and communications equipment.						
Project Costs:						Project	
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$330,000	\$330,000	\$330,000	\$550,000	\$440,000	\$330,000	\$2,310,000
Operating Impact:	\$0	(\$72,600)	(\$112,200)	(\$118,800)	(\$140,800)	(\$103,400)	(\$547,800)

POLICE DEPARTMENT - ROAD PATROL DIVISION

Project Name:	Police Road Patrol Equipment	Project Description:					
Funding Source:	General Fund	19/20- 10 Rifles (8K); 10 tasers (12K); 11 Ballistic Shields and 10 Helmets (15K); Tactical Vests (15K); 1 Training Trailer (10K). 20/21- 5 Ballistic Shields (6K); 5 Ballistic Helmets (6K); 5 Tasers (6K); 5 Rifles (5K). 21/22- Equipment Replacement (10K). 22/23- Equipment Replacement (10K). 23/24- Equipment Replacement (10K). 24/25- Equipment replacement (10K).					
Justification:	This allocation is for the replacement of necessary personal equipment for the Police Officers.						
Project Costs:						Project	
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$60,000	\$23,000	\$10,000	\$10,000	\$10,000	\$10,000	\$123,000
Operating Impact:	\$0	(\$13,200)	(\$12,260)	(\$6,160)	\$940	\$5,440	(\$25,240)

CITY OF SEBASTIAN, FLORIDA

FISCAL YEAR 2020-2025

CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM

POLICE DEPARTMENT - ROAD PATROL DIVISION (CONTINUED)

Project Name:	Speed Trailers		Project Description:				
Funding Source:	Discretionary Sales Tax		Replace Speed Trailers.				
Justification:	These units are used for traffic enforcement and are scheduled for replacement at the time indicated.						
Project Costs:	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Project Total</u>
	\$0	\$0	\$30,000	\$0	\$0	\$0	\$30,000
Operating Impact:	\$0	\$0	\$0	(\$6,600)	(\$3,600)	(\$600)	(\$10,800)

POLICE DEPARTMENT - INVESTIGATIONS DIVISION

Project Name:	Police Investigations Equipment		Project Description:				
Funding Source:	General Fund		19/20- Surveillance equipment (10K) and Forensic Platform (16K).				
Justification:	The surveillance equipment will provide equipment necessary for surveillance operations. The Forensic Platform will be used for investigations and evidence retrieval.						
Project Costs:	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Project Total</u>
	\$26,000	\$0	\$0	\$0	\$0	\$0	\$26,000
Operating Impact:	\$0	(\$3,380)	\$520	\$4,420	\$7,800	\$10,140	\$19,500

Project Name:	Evidence Compound Work		Project Description:				
Funding Source:	Discretionary Sales Tax		Paving and Carport for Evidence Compound.				
Justification:	This adds paving at the Evidence Compound and covers about one-half of the area with a carport type covering. This is needed to adequately protect seized vehicles, until those cases are resolved.						
Project Costs:	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Project Total</u>
	\$40,000	\$0	\$0	\$0	\$0	\$0	\$40,000
Operating Impact:	\$0	(\$6,800)	(\$5,200)	(\$3,600)	(\$2,000)	(\$400)	(\$18,000)

POLICE DEPARTMENT - DISPATCH DIVISION

Project Name:	Police Dispatch Equipment		Project Description:				
Funding Source:	Discretionary Sales Tax		19/20- Radio Console (50K); Radio Upgrade (51K); 4 Back up radios (25K); 30 Portable Radios (90K).				
Justification:	This continues the program of upgrading and replacing radios required to tie in to the County communications system.						
Project Costs:	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Project Total</u>
	\$216,000	\$0	\$0	\$0	\$0	\$0	\$216,000
Operating Impact:	\$0	(\$47,520)	(\$25,920)	(\$4,320)	\$17,280	\$25,920	(\$34,560)

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

PUBLIC FACILITIES - ROADS DEPARTMENT

Project Name:	Street Repaving	Project Description:
Funding Source:	Local Option Gas Tax	Repaving Roadwork based on Consulting Engineer's Analysis.
Justification:	Necessary to keep streets in good condition. Repaving reduces pot-hole repairs and claims for damages. Timely repaving saves money by extending the service life of roads and putting off costly full depth reconstruction work when the road deteriorates. This budget is an outcome of the recently completed 6-year Pavement Management Plan.	

Project Costs:							Project
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$211,160	\$302,960	\$529,207	\$257,374	\$513,732	\$530,000	\$2,344,433
Operating Impact:							
	\$0	(\$35,897)	(\$78,954)	(\$148,354)	(\$150,375)	(\$185,681)	(\$599,262)

Project Name:	Street Reconstruction	Project Description:
Funding Source:	Discretionary Sales Tax	Reconstruction Roadwork based on Consulting Engineer's Analysis.
Justification:	Necessary to address streets in bad condition that are beyond normal repaving work and require full depth reconstruction. This budget is an outcome of the 6-year pavement management plan study.	

Project Costs:							Project
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$333,323	\$236,264	\$0	\$292,593	\$0	\$0	\$862,180
Operating Impact:							
	\$0	(\$159,995)	(\$270,069)	(\$257,706)	(\$387,730)	(\$372,441)	(\$1,447,941)

Project Name:	Roads Equipment	Project Description:
Funding Source:	General Fund	19/20 \$5K Concrete Mixer.
Justification:	Concrete Mixer will be used to repair and fabricate sidewalks. This unit fits in the bed of a pick up truck and allows dumping from the side and rear of the bed.	

Project Costs:							Project
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$5,000	\$0	\$0	\$0	\$0	\$0	\$5,000
Operating Impact:							
	\$0	(\$1,100)	(\$600)	(\$100)	\$400	\$600	(\$800)

Project Name:	Roads Division Heavy Equipment	Project Description:
Funding Source:	Local Option Gas Tax	19/20 \$106K Track Skid Steer with Rotary Cutter and Grapple Attachments.

Justification: Kubota SVL 75-2 Tracked Skid Steer replaces a wheeled unit that has mechanical issues. It will include a Rotary Cutter and a Front Grapple Attachment. Skid Steer is routinely used in maintaining roads and for roadside maintenance. Tractor with long arm mower is used to maintain right of ways and fence lines through its ability to reach difficult to access areas.

Project Costs:							Project
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$106,000	\$0	\$0	\$0	\$0	\$0	\$106,000
Operating Impact:							
	\$0	(\$28,620)	(\$22,260)	(\$15,900)	(\$9,540)	(\$3,180)	(\$79,500)

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

PUBLIC FACILITIES DEPARTMENT

Project Name:	Public Facilities Compound	Project Description:
Funding Source:	Discretionary Sales Tax	Complete design and construct new City Garage and Public Facilities Compound to be located at the Sebastian Municipal Airport.

Justification: The Garage Compound has reached its capacity to park and service vehicles and equipment. Relocating will provide for growth and allow the existing valuable commercial property to be sold. Airport benefits by rent on the land used by the new Facility and General Fund benefits from the eventual sale of the current location. \$1,870,870 was budgeted in FY 18-19, making the total allocated \$6,876,120.

Project Costs:							Project
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$3,351,250	\$1,574,000	\$50,000	\$50,000	\$0	\$0	\$5,025,250
Operating Impact:							
	\$0	(\$1,273,475)	(\$1,771,058)	(\$1,642,300)	(\$1,512,043)	(\$1,361,285)	(\$7,560,160)

PUBLIC FACILITIES - FLEET DIVISION

Project Name:	Fleet Division Equipment	Project Description:
Funding Source:	General Fund	20/21 \$40K Utility Services Truck; \$8.5K Portable Welder/Generator. 21/22 \$14K Tire Balancer; \$6K MIG Welder. 22/23 \$11K Tire Changer. 23/24 \$5K A-Frame Chain Hoist. 24/25 \$36K 1-Ton Pick Up Truck.

Justification: Utility Services Truck used on service calls. Portable Welder/Generator includes small trailer and is over 20 years old. Tire Balancer is a replacement. MIG Welder is 20 years old. Tire Changer is a replacement. These have all exceeded their useful service lives. The A-Frame Chain Hoist is being added to safely lift objects and facilitate repairs. 1-Ton Pick Up Truck replaces 2002 Model.

Project Costs:							Project
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$0	\$48,500	\$20,000	\$11,000	\$5,000	\$36,000	\$120,500
Operating Impact:							
	\$0	\$0	(\$5,820)	(\$4,825)	(\$1,350)	\$3,615	(\$8,380)

PUBLIC FACILITIES - CEMETERY DIVISION

Project Name:	Bench Seats and Monuments	Project Description:
Funding Source:	General Fund	Bench Seats and Columbaria Monuments.

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

Project Costs:							Project
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$0	\$20,000	\$0	\$0	\$0	\$0	\$20,000
Operating Impact:							
	\$0	\$0	(\$2,600)	\$400	\$3,400	\$6,000	\$7,200

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

PUBLIC FACILITIES - FACILITIES MAINTENANCE DIVISION

Project Name:	Facilities Maintenance Equipment	Project Description:					
Funding Source:	General Fund	20/21 12.5K Replace Scissor Lift and Modify Generator Shed; \$50K Construction Specialist Service Truck.					
Justification:	Replace existing scissor lift with a unit that is slightly narrower to fit inside Council Chambers. Old lift has mechanical and corrosion issues that will require expensive repairs within 2-years. Cost of new lift will be partially offset by selling old lift. Cost includes modifying old generator shed into a parking garage for the new lift. The Construction Specialist Service Truck will need replacement and should have a larger bed and cabinets suitable to hold the necessary tools.						
Project Costs:						Project	
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$0	\$62,500	\$0	\$0	\$0	\$0	\$62,500
Operating Impact:							
	\$0	\$0	(\$16,875)	(\$13,125)	(\$9,375)	(\$5,625)	(\$45,000)

Project Name:	Standby Generator	Project Description:					
Funding Source:	Discretionary Sales Tax	Emergency Stand-by Generator sufficient to power City Hall.					
Justification:	Design-Build of a portable Standby Generator with sufficient capacity to power City Hall during prolonged power outages. Unit will be based off-site and plugged into City Hall's electrical service.						
Project Costs:						Project	
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$80,000	\$0	\$0	\$0	\$0	\$0	\$80,000
Operating Impact:							
	\$0	(\$13,600)	(\$8,000)	(\$2,400)	\$3,200	\$8,800	(\$12,000)

LEISURE SERVICES DEPARTMENT

Project Name:	Park Security Cameras	Project Description:					
Funding Source:	General Fund	Purchase and Install Security Cameras at Parks.					
Justification:	Security Cameras would be useful as a deterrent from vandalism and other criminal activity.						
Project Costs:						Project	
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000
Operating Impact:							
	\$0	(\$1,300)	\$200	\$1,700	\$3,000	\$3,900	\$7,500

Project Name:	Park Maintenance Equipment	Project Description:					
Funding Source:	General Fund	19-20 7.4K Tilt Trailer, , 13K Z-Plug and Z-Spray Machine. 20-21 41K Replace Athletic Field Mower, 16K John Deere Gator, 26K Replace (2) John Deere Mowers. 21-22 13K Replace (1) John Deere Mower. 21-22 13K Replace Field Grooming Machine.					
Justification:	Athletic Field Mower is needed to replace the existing Mower which is 14 years old. Its maintenance cost is expensive and it also spends excessive time out of service. This hinders staff from being able to maintain the athletic turf correctly. John Deere Gator is necessary to improve productivity for staff throughout our parks and eliminate the need to wait until another one is available from another department to do projects. The Combined Plug and Spray Machine will allow staff to aerate, spray and spread all city properties and be more efficient while ensuring the correct applications are being done. The other 3 Mowers are scheduled replacements of our mowing crew Mowers that maintain all of the common grounds within our Parks, US1, Schumann Drive, and Sebastian Boulevard.						
Project Costs:						Project	
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$20,400	\$83,000	\$26,000	\$0	\$0	\$0	\$129,400
Operating Impact:							
	\$0	-\$4,488	-\$20,708	-\$16,088	-\$3,148	\$8,568	-\$35,864

**FISCAL YEAR 2020-2025
CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM**

LEISURE SERVICES DEPARTMENT (CONTINUED)

Project Name:	Park Identification Signage	Project Description:
Funding Source:	Recreation Impact Fees	Update Identifying Signage at City Parks.
Justification:	Increases funds to update signs in a uniformed and consistently-themed manner. This addresses one of the goals of the updated Parks and Recreation Element of the Comprehensive Plan to replace signs add signs to Parks that currently do not have City Identifying Signs. The plan for sign updates will be shown in the Parks Signage Plan provided by the consultant once it is complete this fiscal year.	

Project Costs:							Project
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$25,000	\$25,000	\$25,000	\$0	\$0	\$0	\$75,000
Operating Impact:	\$0	(\$3,000)	(\$4,250)	(\$3,750)	\$1,500	\$6,250	(\$3,250)

Project Name:	Friendship Tennis Courts	Project Description:
Funding Source:	General Fund	Resurface the Friendship Park Tennis Courts.
Justification:	The 4 Tennis Courts at Friendship Park are in need of resurfacing to address some concerns with the lines and buildup of older material. This project will also look to correct some issues with drainage and overflow that is currently creating a safety concern on the sidewalks on the North side of the Courts. These Courts are highly utilized on a daily basis and are thus in need of resurfacing.	

Project Costs:							Project
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000
Operating Impact:	\$0	(\$5,100)	(\$3,900)	(\$2,700)	(\$1,500)	(\$300)	(\$13,500)

Project Name:	Leisure Services Vehicles	Project Description:
Funding Source:	General Fund	19-20 31K 3/4 Ton Crew Cab 4WD Pickup 20-21 34K 1/2 Ton Extended Cab Pickup 21-22 34K 1/2 Ton Extended Cab Pickup 23-24 34K 1/2 Ton Extended Cab Pickup

Justification: The Crew Cab Pickup replaces the Supervisor's truck that has recurring transmission issues and provides a 4WD vehicle for access to various park areas. Others are scheduled replacements.

							Total
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$31,000	\$34,000	\$34,000	\$0	\$34,000	\$0	\$133,000
Operating Impact:	\$0	(\$3,720)	(\$5,630)	(\$5,160)	\$1,770	\$4,000	(\$8,740)

Project Name:	Historical Park Fountain	Project Description:
Funding Source:	General Fund	Replace the Fountain at the Historical Park.

Justification: The cost to maintain the fountain at Historical Park is increasing and it needs to be replaced with a more efficient unit that will save on maintenance and electrical costs.

Project Costs:							Project
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$2,100	\$0	\$0	\$0	\$0	\$0	\$2,100
Operating Impact:	\$0	(\$357)	(\$273)	(\$189)	(\$105)	(\$21)	(\$945)

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

LEISURE SERVICES DEPARTMENT (CONTINUED)

Project Name:	Barber Street Football Bleachers	Project Description:					
Funding Source:	Recreation Impact Fund	Replace the Barber Street Football Field Bleachers.					
Justification:	The existing Bleachers are starting to rust and have some sharp edges which create a safety concern for visitors. This request is to replace (3) sets of Bleachers.						
Project Costs:						Project	
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000
Operating Impact:							
	\$0	(\$5,400)	(\$4,200)	(\$3,000)	(\$1,800)	(\$600)	(\$15,000)
Project Name:	Pickleball Enhancements	Project Description:					
Funding Source:	Recreation Impact Fund	Additional Landscaping and Lighting for the Pickleball Courts.					
Justification:	The need for additional landscaping and the installation of lighting is anticipated.						
Project Costs:						Project	
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$140,000	\$0	\$0	\$0	\$0	\$0	\$140,000
Operating Impact:							
	\$0	(\$11,200)	(\$7,000)	(\$2,800)	\$1,400	\$5,600	(\$14,000)
Project Name:	Barber Street Baseball Dugouts	Project Description:					
Funding Source:	Recreation Impact Fund	Replace the Barber Street Baseball Dugouts.					
Justification:	These Dugouts need new roofing and fencing. The structures are old and present safety concerns for the participants. There is visible rotting wood, rusted roofing, and rusted/protruding fencing. This renovation would also allow the Dugouts to become open-air to provide a cooler area for players during the warmer months.						
Project Costs:						Project	
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$40,000	\$0	\$0	\$0	\$0	\$0	\$40,000
Operating Impact:							
	\$0	(\$15,600)	(\$15,600)	(\$15,200)	(\$15,200)	(\$14,800)	(\$76,400)
Project Name:	Barber Street Fencing	Project Description:					
Funding Source:	Recreation Impact Fund	Replace the Barber Street Baseball/Softball Field Fencing.					
Justification:	The Fencing around the Baseball and Softball Fields is in need of replacement. Much of the top rail of the existing Fencing is rusted and is not providing the support necessary. Likewise much of the bottom of the Fencing is bent with holes that create a safety concern for the participants once they approach the Fencing. This project would take place in 2 phases over the course of two years.						
Project Costs:						Project	
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$18,000	\$22,000	\$0	\$0	\$0	\$0	\$40,000
Operating Impact:							
	\$0	(\$3,960)	(\$7,000)	(\$3,000)	\$1,000	\$3,920	(\$9,040)

CITY OF SEBASTIAN, FLORIDA
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CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM
LEISURE SERVICES DEPARTMENT (CONTINUED)

Project Name:	Playground Improvements	Project Description:
Funding Source:	Recreation Impact Fund	Replace and improve current playgrounds throughout the City to become more accessible. 19-20 George St. Playground 20-21 Filbert St. Playground and Easy St. Playground 21-22 Blossom Playground and Bryant Playground 23-24 Creative Playground 24-25 Brvant Court Park

Justification: Some Playgrounds throughout the City are in need of replacement within the next few years. As a part of this replacement we would like to begin implementing all-inclusive portions to each Playground so that we have more accessible options throughout the City to better serve our residents.

Project Costs:							Project
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$30,000	\$30,000	\$60,000	\$0	\$100,000	\$30,000	\$250,000
Operating Impact:							
	\$0	(\$5,400)	(\$6,600)	(\$9,000)	\$7,200	(\$4,900)	(\$18,700)

Project Name:	Park Improvements	Project Description:
Funding Source:	Recreation Impact Fund	Provide Park Improvements.

Justification: This provides funds on an annual basis toward addressing park improvements that are not budgeted but may be brought to light by the public or the Parks and Recreation Advisory Committee during the coming year. These funds will be allocated so that concerns can be addressed without delay.

Project Costs:							Project
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$120,000
Operating Impact:							
	\$0	(\$5,600)	(\$10,800)	(\$15,600)	(\$20,000)	(\$24,000)	(\$76,000)

Project Name:	Community Center Offices	Project Description:
Funding Source:	Discretionary Sales Tax	Development of Office Space at the Community Center.

Justification: Develop a centralized office location and possible Community Center expansion to better serve the needs of the residents. The current facility is not adequate for the programs that we would like to offer due to its layout and size. A building with the ability to offer multiple classes/activities for all ages is preferred as well as having office space to handle facility/park rentals as well as a location for residents to come with any parks concerns. These funds would provide us the ability to work with an engineer to determine the best course of action and location for this project. We would have a better idea of future costs once this step is complete.

Project Costs:							Project
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$40,000	\$0	\$0	\$0	\$0	\$0	\$40,000
Operating Impact:							
	\$0	(\$3,200)	(\$2,400)	(\$1,200)	(\$400)	\$800	(\$6,400)

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

LEISURE SERVICES DEPARTMENT (CONTINUED)

Project Name:	Barber Street Shed	Project Description:					
Funding Source:	General Fund	Shed to store baseball/softball field maintenance equipment.					
Justification:	Staff is requesting a shed with water and power at the Barber St. Baseball/Softball fields to be able to control mixing of chemicals and to accurately ensure the mixtures are per requirements. This would also house the field grooming machine, so that it is easily accessible and more efficient for usage at the baseball/softball fields.						
Project Costs:						Project	
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000
Operating Impact:							
	\$0	(\$800)	(\$600)	(\$300)	(\$100)	\$200	(\$1,600)

COMMUNITY DEVELOPMENT

Project Name:	Plotter and Scanner	Project Description:					
Funding Source:	General Fund	Replace Plotter and Upgrade Scanner.					
Justification:	Existing Plotter needs to be replaced and a larger Scanner is needed to better handle plan documents.						
Project Costs:						Project	
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000
Operating Impact:							
	\$0	(\$2,600)	\$400	\$3,400	\$6,000	\$7,800	\$15,000

STORMWATER FUND

Project Name:	Stormwater Equipment	Project Description:					
Funding Source:	Stormwater Fund	20/21 - 66k (2) Pick-up Trucks, 48k 1 ton Utility Crew Cab, 50k New Mini Excavator. 21/22 - 50k Replacement Mini Excavator. 23/24 - 35k Pickup Truck, 25K Equipment Trailer. 24/25 - 35k Pickup Truck.					
Justification:	New and scheduled replacements of equipment and trucks used in the operation and maintenance of the Stormwater System. Pick-up Trucks are scheduled for replacement based on their expected useful service lives. The 1 Ton Utility Crew Cab and Equipment Trailer are also scheduled based on their expected useful service lives. The Mini Excavators are used in smaller ditches and tight areas.						
Project Costs:						Project	
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$0	\$164,000	\$50,000	\$0	\$60,000	\$35,000	\$309,000
Operating Impact:							
	\$0	\$0	(\$36,080)	(\$30,680)	(\$9,280)	(\$1,080)	(\$77,120)

Project Name:	Stormwater Heavy Equipment	Project Description:					
Funding Source:	Stormwater Fund	19/20 - 145k Track Excavator. 20/21 - 125k Brush Truck. 21/22 - 145k Transport Truck; 70k 35 ton Low Bed Trailer. 22/23 - 110k John Deere Backhoe.					
Justification:	Heavy Equipment replacements for the Stormwater Maintenance Program. Track excavator is used daily, is having maintenance issues and will be 9 years old. The 8-yard Brush Truck and Transport Truck will be 15 years old when replaced. The 35 Ton Low Bed Trailer is already over 15 years old.						
Project Costs:						Project	
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$145,000	\$125,000	\$215,000	\$110,000	\$0	\$0	\$595,000
Operating Impact:							
	\$0	(\$39,150)	(\$64,200)	(\$106,050)	(\$106,650)	(\$70,950)	(\$387,000)

CITY OF SEBASTIAN, FLORIDA
FISCAL YEAR 2020-2025
CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM
STORMWATER FUND (CONTINUED)

Project Name:	Roadway Swale Work	Project Description:					
Funding Source:	Stormwater Fund		Stormwater System work associated with road improvements.				
Justification:	With the road resurfacing and reconstruction projects, additional work is needed to handle necessary changes to the adjacent stormwater drainage areas.						
Project Costs:						Project	
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$360,000
Operating Impact:	-	(16,200)	(28,800)	(37,800)	(43,200)	(45,000)	(\$171,000)
Project Name:	Day Drive Retention Areas	Project Description:					
Funding Source:	Stormwater Fund		Clear out evasive vegetation in the Day Drive retention ponds in order for the ponds to function properly.				
Justification:	Heavy evasive plants and trees are obstructing and impeding the flow and storage of drainage water. This vegetation needs removal, so that all the retention ponds in this area can be returned to the intent of the original designs.						
Project Costs:						Project	
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$0	\$240,000	\$0	\$0	\$0	\$0	\$240,000
Operating Impact:	\$0	\$0	(\$115,200)	(\$112,800)	(\$105,600)	(\$103,200)	(\$436,800)
Project Name:	Concha Dam Repair	Project Description:					
Funding Source:	Stormwater Fund		Replace sheet pilings of Concha Dam due to corrosion.				
Justification:	There are signs of corrosion at the cap and seams of the walls. We will need to sheet pile new walls and redo the caps. At the scheduled time of this work, the Dam will be approximately 25 years old.						
Project Costs:						Project	
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$0	\$0	\$0	\$0	\$0	\$250,000	\$250,000
Operating Impact:	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Project Name:	Tulip Road Crossing	Project Description:					
Funding Source:	Stormwater Fund		Change the Tulip Road Crossing to an open flow design.				
Justification:	This is a pinch point on a main ditch. We need to replace the existing road crossing pipes, which are undersized due to minimal road coverage over the pipes. It is recommended that the replacement be accomplished with a con/span open flow design to enhance conveyance.						
Project Costs:						Project	
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$0	\$0	\$232,000	\$0	\$0	\$0	\$232,000
Operating Impact:	\$0	\$0	\$0	(\$88,160)	(\$81,200)	(\$74,240)	(\$243,600)
Project Name:	Bayfront Road Crossing	Project Description:					
Funding Source:	Stormwater Fund		Change Bayfront Road Crossing pipe to con/span open flow design.				
Justification:	This is a main ditch pinch point and it needs to be replace with a con/span open flow design. This will prevent the existing pipe to become plugged with debris, which causes the existing ditch to overflow into residential properties.						
Project Costs:						Project	
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$0	\$0	\$0	\$178,000	\$0	\$0	\$178,000
Operating Impact:	\$0	\$0	\$0	\$0	(\$67,640)	(\$62,300)	(\$129,940)

CITY OF SEBASTIAN, FLORIDA
FISCAL YEAR 2020-2025
CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM
STORMWATER FUND (CONTINUED)

Project Name:	Ocean Cove Drainage	Project Description:					
Funding Source:	Stormwater Fund	Eroding slopes on ditch bank encroaching private property. Design is to stabilize the slopes.					
Justification:	At times when there are high water levels, the slopes are eroding and encroaching on private property. Design is to stabilize the slopes and keep the open conveyance of the ditch.						
Project Costs:						Project	
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$0	\$0	\$0	\$0	\$300,000	\$0	\$300,000
Operating Impact:	\$0	\$0	\$0	\$0	\$0	(\$114,000)	(\$114,000)

Project Name:	Major Canal Improvements	Project Description:					
Funding Source:	Discretionary Sales Tax	Improvements to Major Canals.					
Justification:	This is to address major improvements to the canals. Sizable amounts are being programed for each year so that portions of the work can initiated.						
Project Costs:						Project	
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$3,000,000
Operating Impact:	\$0	(\$190,000)	(\$365,000)	(\$525,000)	(\$670,000)	(\$800,000)	(\$2,550,000)

Project Name:	Stonecrop Drainage	Project Description:					
Funding Source:	FEMA Grant 75% Stormwater Fund 25%	Make improvements to Stonecrop Drainage Ditch.					
Justification:	Due to erosion of the side slopes, this ditch is difficult to maintain and needs to be improved. The system drains the entire central section of the City and therefore is critical to maintain flow and avoid flooding. The project has been redesigned for open conveyance, versus piping, which substantially reduces the estimated costs. A FEMA Hazard Mitigation Grant is being pursued to provide 75% of the expected costs. Stormwater Funds of \$215,000 are being allocated for the grant matching amount.						
Project Costs:						Project	
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$860,000	\$0	\$0	\$0	\$0	\$0	\$860,000
Operating Impact:	\$0	(\$412,800)	(\$404,200)	(\$378,400)	(\$369,800)	(\$344,000)	(\$1,909,200)

GOLF COURSE

Project Name:	Renovate Golf Tees	Project Description:					
Funding Source:	Discretionary Sales Tax	Strip, enlarge, re-grade. level and re-grass with Celebration Bermuda.					
Justification:	Tees withstand a tremendous amount of use and traffic from golfers, as well as continuous mowing. As the tees age, the grass becomes less healthy and they will eventually begin to be unlevel. Wear is also intensified by mowing habits and most importantly, divots. In addition, most of the tees are deemed too small for a high-traffic public golf course. Larger tees will enable more of a variety of locations for golfers to start from, thus preserving other tee areas. Assuming \$50,000 will be sufficient for at least 5 Tees per year.						
Project Costs:						Project	
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$50,000	\$50,000	\$50,000	\$0	\$0	\$0	\$150,000
Operating Impact:	\$0	(\$19,000)	(\$36,500)	(\$52,500)	(\$48,000)	(\$43,500)	(\$199,500)

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

GOLF COURSE (CONTINUED)

Project Name:	Golf Club House Water Hookup	Project Description:					
Funding Source:	Discretionary Sales Tax	Establish a County Water Hookup coming from Brush Foot Drive and piped under the parking lot to the Golf Clubhouse.					
Justification:	The existing water lines run throughout the Golf Course, supply water to the on-course restrooms and then run under the driving range in order to connect to the Clubhouse. For years, there have been numerous leaks that required repair. This project would establish a direct water line hookup coming off of Brush Foot Drive and piped under the parking lot to get to the Clubhouse.						
Project Costs:						Project	
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$60,000	\$0	\$0	\$0	\$0	\$0	\$60,000
Operating Impact:	\$0	(\$22,800)	(\$21,000)	(\$19,200)	(\$17,400)	(\$15,600)	(\$96,000)

AIRPORT FUND

Project Name:	Bush Hog Mowing Deck	Project Description:					
Funding Source:	Airport Fund	3-gang 12' wide Bush Hog Mowing Deck.					
Justification:	Replacement of the 12' wide bush hog mowing deck allows the Airport's maintenance staff to complete mowing duties on schedule. Unit should be replaced before needing extensive maintenance and repair.						
Project Costs:						Project	
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$17,500	\$0	\$0	\$0	\$0	\$0	\$17,500
Operating Impact:	\$0	(\$4,900)	(\$4,550)	(\$4,200)	(\$3,850)	(\$3,500)	(\$21,000)

Project Name:	Design and Construct Hangar D	Project Description:					
Funding Source:	80% FDOT Grants and 20% Discretionary Sales Tax	Design and Construction of Hangar D.					
Justification:	Expanded shop and office space at the airport supports job growth and provides aviation related services to the public. Tenant rents are supporting the Airport's operating budget. This \$2,250,000 Project was spread over 2-years, requiring the City's matching share to be \$200,000 in FY 18-19 and \$250,000 in FY 19-20.						
Project Costs:						Project	
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$1,250,000	\$0	\$0	\$0	\$0	\$0	\$1,250,000
Operating Impact:	\$0	(\$362,500)	(\$387,500)	(\$387,500)	(\$387,500)	(\$387,500)	(\$1,912,500)

Project Name:	Airport Drive East Street Lights	Project Description:					
Funding Source:	Airport Fund	Install Street Lights on Airport Drive East.					
Justification:	This would provide street lighting on Airport Drive East to illuminate the sidewalk from Brush Foot Drive to the Pickleball facility. 9 light poles would be spaced every 150 feet. The estimated costs are \$15,600 for light poles, \$4,500 for hardware and wiring and \$6,200 labor. Power source would be from the Airport Terminal.						
Project Costs:						Project	
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$26,300	\$0	\$0	\$0	\$0	\$0	\$26,300
Operating Impact:	\$0	(\$2,104)	(\$1,315)	(\$526)	\$263	\$1,052	(\$2,630)

CITY OF SEBASTIAN, FLORIDA
FISCAL YEAR 2020-2025
CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM
AIRPORT FUND (CONTINUED)

Project Name:	Construct West Access Road	Project Description:
Funding Source:	90% FAA Grant. 5% FDOT Grant. 5% Matching Requirements from Discretionary Sales Tax	Construct Road to Provide Access to West Side of Airport.
Justification:	Land on the West side of the Airport that is available for future economic development requires an access road. In addition, the project will require the security fence to be relocated. Should the Grant funding be approved, the \$100,000 matching requirement is expected to be paid from the Discretionary Sales Tax Fund.	

Project Costs:							Project
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$0	\$0	\$0	\$0	\$0	\$2,000,000	\$2,000,000
Operating Impact:	\$0	\$0	\$0	\$0	\$0	\$0	\$0

BUILDING FUND

Project Name:	Building Pick Up Truck	Project Description:
Funding Source:	Building Fund	Pick Up Truck for Added Inspector Position.
Justification:	The additional Inspector position authorized last year has not been filled, due to the workload not being as great as was anticipated. Once again the position is being budgeted in case the expected increase in workload occurs during FY 19-20. Likewise, we would then need to purchase an additional Pick Up Truck for this position.	

Project Costs:							Project
	<u>FY 19-20</u>	<u>FY 20-21</u>	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>Total</u>
	\$22,573	\$0	\$0	\$0	\$0	\$0	\$22,573
Operating Impact:	\$0	(\$3,386)	(\$903)	\$1,580	\$4,063	\$5,192	\$6,546

IMPACTS OF CAPITAL OUTLAYS ON OPERATING COST CALCULATION CRITERIA

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

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

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

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

List of Projects	Life	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	Capital Totals
	Years							
General Government								
Server/Host Update	5	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$0	\$200,000
<i>Maintenance</i>		-	2,800	8,400	16,800	28,000	40,000	
<i>Efficiency</i>		-	(4,000)	(6,400)	(7,200)	(6,400)	(4,800)	
<i>Risk</i>		-	(4,000)	(6,400)	(7,200)	(7,200)	(7,200)	
<i>Replacement</i>		-	(2,000)	(4,400)	(7,200)	(10,400)	(14,000)	
Total		-	(7,200)	(8,800)	(4,800)	4,000	14,000	
Police Computers	5	\$75,000	\$10,000	\$20,000	\$10,000	\$20,000	\$10,000	145,000
<i>Maintenance</i>		-	5,250	11,200	18,550	26,600	36,050	
<i>Efficiency</i>		-	(7,500)	(5,500)	(4,100)	(900)	200	
<i>Risk</i>		-	(7,500)	(5,500)	(4,100)	(2,400)	(3,000)	
<i>Replacement</i>		-	(3,750)	(5,000)	(6,850)	(8,400)	(10,550)	
Total		-	(13,500)	(4,800)	3,500	14,900	22,700	
City Computers	5	\$10,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	135,000
<i>Maintenance</i>		-	700	3,150	7,350	10,000	10,000	
<i>Efficiency</i>		-	(1,000)	(3,100)	(4,200)	(4,300)	(3,600)	
<i>Risk</i>		-	(1,000)	(3,100)	(4,200)	(4,500)	(4,500)	
<i>Replacement</i>		-	(500)	(1,850)	(3,450)	(5,300)	(7,400)	
Total		-	(1,800)	(4,900)	(4,500)	(4,100)	(5,500)	
Audio Visual Equipment	5	\$5,000	\$30,000	\$10,000	\$10,000	\$10,000	\$0	65,000
<i>Maintenance</i>		-	350	2,800	5,950	9,800	14,350	
<i>Efficiency</i>		-	(500)	(3,300)	(2,900)	(2,100)	(1,000)	
<i>Risk</i>		-	(500)	(3,300)	(2,900)	(2,200)	(1,800)	
<i>Replacement</i>		-	(250)	(1,800)	(2,650)	(3,600)	(4,650)	
Total		-	(900)	(5,600)	(2,500)	1,900	6,900	
Remote Access Firewall	5	\$0	\$40,000	\$0	\$0	\$0	\$0	40,000
<i>Maintenance</i>		-	-	2,800	5,600	8,400	11,200	
<i>Efficiency</i>		-	-	(4,000)	(2,400)	(800)	800	
<i>Risk</i>		-	-	(4,000)	(2,400)	(800)	-	
<i>Replacement</i>		-	-	(2,000)	(2,400)	(2,800)	(3,200)	
Total		-	-	(7,200)	(1,600)	4,000	8,800	
Phone System	20	\$0	\$100,000	\$0	\$0	\$0	\$0	100,000
<i>Maintenance</i>		-	-	2,000	4,000	6,000	8,000	
<i>Efficiency</i>		-	-	(10,000)	(9,000)	(8,000)	(7,000)	
<i>Risk</i>		-	-	(10,000)	(9,000)	(8,000)	(7,000)	
<i>Replacement</i>		-	-	(20,000)	(21,000)	(22,000)	(23,000)	
Total		-	-	(38,000)	(35,000)	(32,000)	(29,000)	
Network Infrastructure	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	30,000	
<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)	
Total		-	(5,400)	(6,600)	(3,600)	3,000	10,500	
Over-the-Air Connections	5	\$0	\$10,000	\$20,000	\$0	\$0	\$0	30,000
<i>Maintenance</i>		-	-	700	2,800	4,900	7,000	
<i>Efficiency</i>		-	-	(1,000)	(2,600)	(1,400)	(200)	
<i>Risk</i>		-	-	(1,000)	(2,600)	(1,400)	(400)	
Total		-	-	(1,300)	(2,400)	2,100	6,400	
Core Switches	5	\$0	\$0	\$0	\$0	\$25,000	\$0	25,000
<i>Maintenance</i>		-	-	-	-	-	1,750	
<i>Efficiency</i>		-	-	-	-	-	(2,500)	
<i>Risk</i>		-	-	-	-	-	(2,500)	
<i>Replacement</i>		-	-	-	-	-	(1,250)	
Total		-	-	-	-	-	(4,500)	
Site Switches	5	\$0	\$0	\$0	\$0	\$0	\$20,000	20,000
<i>Maintenance</i>		-	-	-	-	-	-	
<i>Efficiency</i>		-	-	-	-	-	-	
<i>Risk</i>		-	-	-	-	-	-	
<i>Replacement</i>		-	-	-	-	-	-	
Total		-	-	-	-	-	-	

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

List of Projects	Life Years							Capital Totals
		FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	
Police Department								
Police Administrative Equipment	7	\$5,000	\$0	\$0	\$0	\$0	\$0	5,000
<i>Maintenance</i>		-	250	500	750	1,000	1,250	
<i>Efficiency</i>		-	(500)	(350)	(200)	(50)	(100)	
<i>Risk</i>		-	(500)	(350)	(200)	(50)	-	
<i>Replacement</i>		-	(350)	(400)	(450)	(500)	(550)	
Total		-	(1,100)	(600)	(100)	400	600	
Early Intervention System	7	\$15,000	\$0	\$0	\$0	\$0	\$0	15,000
<i>Maintenance</i>		-	750	1,500	2,250	3,000	3,750	
<i>Efficiency</i>		-	(1,500)	(1,050)	(600)	(150)	(300)	
<i>Risk</i>		-	(1,500)	(1,050)	(600)	(150)	-	
Total		-	(2,250)	(600)	1,050	2,700	3,450	
Police Vehicles	7	\$330,000	\$330,000	\$330,000	\$550,000	\$440,000	\$330,000	2,310,000
<i>Maintenance</i>		-	16,500	49,500	99,000	176,000	275,000	
<i>Efficiency</i>		-	(33,000)	(56,100)	(69,300)	(94,600)	(105,600)	
<i>Risk</i>		-	(33,000)	(56,100)	(69,300)	(94,600)	(99,000)	
<i>Replacement</i>		-	(23,100)	(49,500)	(79,200)	(127,600)	(173,800)	
Total		-	(72,600)	(112,200)	(118,800)	(140,800)	(103,400)	
Police Road Patrol Equipment	7	\$60,000	\$23,000	\$10,000	\$10,000	\$10,000	\$10,000	123,000
<i>Maintenance</i>		-	3,000	7,150	11,800	16,950	22,600	
<i>Efficiency</i>		-	(6,000)	(6,500)	(5,010)	(3,220)	(3,530)	
<i>Risk</i>		-	(6,000)	(6,500)	(5,010)	(3,220)	(2,330)	
<i>Replacement</i>		-	(4,200)	(6,410)	(7,940)	(9,570)	(11,300)	
Total		-	(13,200)	(12,260)	(6,160)	940	5,440	
Speed Trailers	7	\$0	\$0	\$30,000	\$0	\$0	\$0	\$30,000
<i>Maintenance</i>		-	-	-	1,500	3,000	4,500	
<i>Efficiency</i>		-	-	-	(3,000)	(2,100)	(1,200)	
<i>Risk</i>		-	-	-	(3,000)	(2,100)	(1,200)	
<i>Replacement</i>		-	-	-	(2,100)	(2,400)	(2,700)	
Total		-	-	-	(6,600)	(3,600)	(600)	
Police Investigations Equipment	5	\$26,000	\$0	\$0	\$0	\$0	\$0	26,000
<i>Maintenance</i>		-	1,820	3,640	5,460	7,280	9,100	
<i>Efficiency</i>		-	(2,600)	(1,560)	(520)	520	1,040	
<i>Risk</i>		-	(2,600)	(1,560)	(520)	-	-	
Total		-	(3,380)	520	4,420	7,800	10,140	
Evidence Compound Work	10	\$40,000	\$0	\$0	\$0	\$0	\$0	\$40,000
<i>Maintenance</i>		-	1,200	2,400	3,600	4,800	6,000	
<i>Risk</i>		-	(4,000)	(3,200)	(2,400)	(1,600)	(800)	
<i>Replacement</i>		-	(4,000)	(4,400)	(4,800)	(5,200)	(5,600)	
Total		-	(6,800)	(5,200)	(3,600)	(2,000)	(400)	
Police Dispatch Equipment	7	\$216,000	\$0	\$0	\$0	\$0	\$0	216,000
<i>Maintenance</i>		-	10,800	21,600	32,400	43,200	54,000	
<i>Efficiency</i>		-	(21,600)	(15,120)	(8,640)	(2,160)	(4,320)	
<i>Risk</i>		-	(21,600)	(15,120)	(8,640)	(2,160)	-	
<i>Replacement</i>		-	(15,120)	(17,280)	(19,440)	(21,600)	(23,760)	
Total		-	(47,520)	(25,920)	(4,320)	17,280	25,920	

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

<u>List of Projects</u>	Life	<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>FY 2023-24</u>	<u>Capital Totals</u>
	<u>Years</u>							
Public Facilities Department								
Street Repaving	10	\$211,160	\$302,960	\$529,207	\$257,374	\$513,732	\$530,000	2,344,433
<i>Maintenance</i>		-	6,335	21,758	53,058	92,079	146,512	
<i>Risk</i>		-	(21,116)	(47,189)	(89,827)	(94,698)	(120,057)	
<i>Replacement</i>		-	(21,116)	(53,524)	(111,586)	(147,756)	(212,136)	
Total		-	(35,897)	(78,954)	(148,354)	(150,375)	(185,681)	
Street Reconstruction	30+	\$333,323	\$236,264	\$0	\$292,593	\$0	\$0	862,180
<i>Maintenance</i>		-	6,666	18,058	29,450	46,694	63,937	
<i>Efficiency</i>		-	(33,332)	(56,959)	(53,625)	(80,522)	(77,189)	
<i>Risk</i>		-	(33,332)	(56,959)	(53,625)	(80,522)	(77,189)	
<i>Replacement</i>		-	(99,997)	(174,209)	(179,905)	(273,379)	(282,001)	
Total		-	(159,995)	(270,069)	(257,706)	(387,730)	(372,441)	
Roads Equipment	7	\$5,000	\$0	\$0	\$0	\$0	\$0	5,000
<i>Maintenance</i>		-	250	500	750	1,000	1,250	
<i>Efficiency</i>		-	(500)	(350)	(200)	(50)	(100)	
<i>Risk</i>		-	(500)	(350)	(200)	(50)	-	
<i>Replacement</i>		-	(350)	(400)	(450)	(500)	(550)	
Total		-	(1,100)	(600)	(100)	400	600	
Roads Division Heavy Equipment	10	\$106,000	\$0	\$0	\$0	\$0	\$0	106,000
<i>Maintenance</i>		-	3,180	6,360	9,540	12,720	15,900	
<i>Efficiency</i>		-	(10,600)	(8,480)	(6,360)	(4,240)	(2,120)	
<i>Risk</i>		-	(10,600)	(8,480)	(6,360)	(4,240)	(2,120)	
<i>Replacement</i>		-	(10,600)	(11,660)	(12,720)	(13,780)	(14,840)	
Total		-	(28,620)	(22,260)	(15,900)	(9,540)	(3,180)	
Public Facilities Compound	30+	\$3,351,250	\$1,574,000	\$50,000	\$50,000	\$0	\$0	5,025,250
<i>Maintenance</i>		-	67,025	165,530	265,035	365,540	466,045	
<i>Efficiency</i>		-	(335,125)	(459,013)	(414,760)	(370,008)	(319,755)	
<i>Risk</i>		-	(335,125)	(459,013)	(414,760)	(370,008)	(319,755)	
<i>Replacement</i>		-	(670,250)	(1,018,563)	(1,077,815)	(1,137,568)	(1,187,820)	
Total		-	(1,273,475)	(1,771,058)	(1,642,300)	(1,512,043)	(1,361,285)	
Fleet Division Equipment	7	\$0	\$48,500	\$20,000	\$11,000	\$5,000	\$36,000	120,500
<i>Maintenance</i>		-	-	2,425	5,850	9,825	14,050	
<i>Risk</i>		-	-	(4,850)	(5,395)	(4,440)	(2,555)	
<i>Replacement</i>		-	-	(3,395)	(5,280)	(6,735)	(7,880)	
Total		-	-	(5,820)	(4,825)	(1,350)	3,615	
Bench Seats and Monuments	5	\$0	\$20,000	\$0	\$0	\$0	\$0	20,000
<i>Maintenance</i>		-	-	1,400	2,800	4,200	5,600	
<i>Efficiency</i>		-	-	(2,000)	(1,200)	(400)	400	
<i>Risk</i>		-	-	(2,000)	(1,200)	(400)	-	
Total		-	-	(2,600)	400	3,400	6,000	
Facilities Maintenance Equipment	10	\$0	\$62,500	\$0	\$0	\$0	\$0	62,500
<i>Maintenance</i>		-	-	1,875	3,750	5,625	7,500	
<i>Efficiency</i>		-	-	(6,250)	(5,000)	(3,750)	(2,500)	
<i>Risk</i>		-	-	(6,250)	(5,000)	(3,750)	(2,500)	
<i>Replacement</i>		-	-	(6,250)	(6,875)	(7,500)	(8,125)	
Total		-	-	(16,875)	(13,125)	(9,375)	(5,625)	
Standby Generator	10	\$80,000	\$0	\$0	\$0	\$0	\$0	80,000
<i>Maintenance</i>		-	2,400	4,800	7,200	9,600	12,000	
<i>Efficiency</i>		-	(8,000)	(6,400)	(4,800)	(3,200)	(1,600)	
<i>Risk</i>		-	(8,000)	(6,400)	(4,800)	(3,200)	(1,600)	
Total		-	(13,600)	(8,000)	(2,400)	3,200	8,800	

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

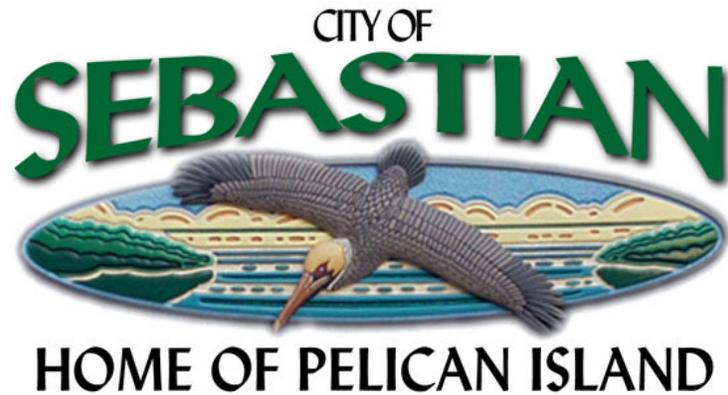
<u>List of Projects</u>	Life <u>Years</u>	<u>FY 2018-19</u>	<u>FY 2019-20</u>	<u>FY 2020-21</u>	<u>FY 2021-22</u>	<u>FY 2022-23</u>	<u>FY 2023-24</u>	<u>Capital Totals</u>
Leisure Services Department								
Park Security Cameras	5	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000
<i>Maintenance</i>		-	700	1,400	2,100	2,800	3,500	
<i>Efficiency</i>		-	(1,000)	(600)	(200)	200	400	
<i>Risk</i>		-	(1,000)	(600)	(200)	-	-	
Total		-	(1,300)	200	1,700	3,000	3,900	
Park Maintenance Equipment	7	\$20,400	\$83,000	\$26,000	\$0	\$0	\$0	\$129,400
<i>Maintenance</i>		-	1,020	6,190	12,660	19,130	25,600	
<i>Efficiency</i>		-	(2,040)	(9,728)	(9,226)	(5,344)	(2,278)	
<i>Risk</i>		-	(2,040)	(9,728)	(9,226)	(5,344)	(1,870)	
<i>Replacement</i>		-	(1,428)	(7,442)	(10,296)	(11,590)	(12,884)	
Total		-	(4,488)	(20,708)	(16,088)	(3,148)	8,568	
Park Identification Signage	7	\$25,000	\$25,000	\$25,000	\$0	\$0	\$0	\$75,000
<i>Maintenance</i>		-	1,250	3,750	7,500	11,250	15,000	
<i>Risk</i>		-	(2,500)	(4,250)	(5,250)	(3,000)	(1,250)	
<i>Replacement</i>		-	(1,750)	(3,750)	(6,000)	(6,750)	(7,500)	
Total		-	(3,000)	(4,250)	(3,750)	1,500	6,250	
Friendship Tennis Courts	10	\$30,000	\$0	\$0	\$0	\$0	\$0	\$30,000
<i>Maintenance</i>		-	900	1,800	2,700	3,600	4,500	
<i>Efficiency</i>		-	(3,000)	(2,400)	(1,800)	(1,200)	(600)	
<i>Replacement</i>		-	(3,000)	(3,300)	(3,600)	(3,900)	(4,200)	
Total		-	(5,100)	(3,900)	(2,700)	(1,500)	(300)	
Leisure Services Vehicles	7	\$31,000	\$34,000	\$34,000	\$0	\$34,000	\$0	\$133,000
<i>Maintenance</i>		-	1,550	4,800	9,750	14,700	21,350	
<i>Risk</i>		-	(3,100)	(5,570)	(7,020)	(4,050)	(5,100)	
<i>Replacement</i>		-	(2,170)	(4,860)	(7,890)	(8,880)	(12,250)	
Total		-	(3,720)	(5,630)	(5,160)	1,770	4,000	
Historical Park Fountain	10	\$2,100	\$0	\$0	\$0	\$0	\$0	\$2,100
<i>Maintenance</i>		-	63	126	189	252	315	
<i>Efficiency</i>		-	(210)	(168)	(126)	(84)	(42)	
<i>Replacement</i>		-	(210)	(231)	(252)	(273)	(294)	
Total		-	(357)	(273)	(189)	(105)	(21)	
Barber Street Football Bleachers	10	\$20,000	\$0	\$0	\$0	\$0	\$0	\$20,000
<i>Maintenance</i>		-	600	1,200	1,800	2,400	3,000	
<i>Efficiency</i>		-	(2,000)	(1,600)	(1,200)	(800)	(400)	
<i>Risk</i>		-	(2,000)	(1,600)	(1,200)	(800)	(400)	
<i>Replacement</i>		-	(2,000)	(2,200)	(2,400)	(2,600)	(2,800)	
Total		-	(5,400)	(4,200)	(3,000)	(1,800)	(600)	
Pickleball Enhancements	20	\$140,000	\$0	\$0	\$0	\$0	\$0	\$140,000
<i>Maintenance</i>		-	2,800	5,600	8,400	11,200	14,000	
<i>Risk</i>		-	(14,000)	(12,600)	(11,200)	(9,800)	(8,400)	
Total		-	(11,200)	(7,000)	(2,800)	1,400	5,600	
Barber Street Baseball Dugouts	30+	\$40,000	\$0	\$0	\$0	\$0	\$0	\$40,000
<i>Maintenance</i>		-	400	800	1,200	1,600	2,000	
<i>Risk</i>		-	(4,000)	(4,000)	(3,600)	(3,600)	(3,200)	
<i>Replacement</i>		-	(12,000)	(12,400)	(12,800)	(13,200)	(13,600)	
Total		-	(15,600)	(15,600)	(15,200)	(15,200)	(14,800)	
Barber Street Fencing	7	\$18,000	\$22,000	\$0	\$0	\$0	\$0	\$40,000
<i>Maintenance</i>		-	900	2,900	4,900	6,900	8,900	
<i>Efficiency</i>		-	(1,800)	(3,460)	(2,260)	(1,060)	(580)	
<i>Risk</i>		-	(1,800)	(3,460)	(2,260)	(1,060)	(220)	
<i>Replacement</i>		-	(1,260)	(2,980)	(3,380)	(3,780)	(4,180)	
Total		-	(3,960)	(7,000)	(3,000)	1,000	3,920	
Playground Improvements	5	\$30,000	\$30,000	\$60,000	\$0	\$100,000	\$30,000	\$250,000
<i>Maintenance</i>		-	2,100	6,300	14,700	23,100	30,000	
<i>Efficiency</i>		-	(3,000)	(4,800)	(8,400)	(3,600)	(9,400)	
<i>Risk</i>		-	(3,000)	(4,800)	(8,400)	(4,200)	(11,200)	
<i>Replacement</i>		-	(1,500)	(3,300)	(6,900)	(8,100)	(14,300)	
Total		-	(5,400)	(6,600)	(9,000)	7,200	(4,900)	

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

List of Projects	Life Years	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	Capital Totals
Leisure Services Department (Continued)								
Park Improvements	20	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$120,000
Maintenance		-	400	1,200	2,400	4,000	6,000	
Risk		-	(2,000)	(3,800)	(5,400)	(6,800)	(8,000)	
Replacement		-	(4,000)	(8,200)	(12,600)	(17,200)	(22,000)	
Total		-	(5,600)	(10,800)	(15,600)	(20,000)	(24,000)	
Community Center Offices	30+	\$40,000	\$0	\$0	\$0	\$0	\$0	\$40,000
Maintenance		-	800	1,600	2,400	3,200	4,000	
Efficiency		-	(4,000)	(4,000)	(3,600)	(3,600)	(3,200)	
Total		-	(3,200)	(2,400)	(1,200)	(400)	800	
Barber Street Shed	30+	\$10,000	\$0	\$0	\$0	\$0	\$0	\$10,000
Maintenance		-	200	400	600	800	1,000	
Efficiency		-	(1,000)	(1,000)	(900)	(900)	(800)	
Total		-	(800)	(600)	(300)	(100)	200	
Community Development Department								
Plotter and Scanner	5	\$20,000	\$0	\$0	\$0	\$0	\$0	20,000
Maintenance		-	1,400	2,800	4,200	5,600	7,000	
Efficiency		-	(2,000)	(1,200)	(400)	400	800	
Risk		-	(2,000)	(1,200)	(400)	-	-	
Total		-	(2,600)	400	3,400	6,000	7,800	
Stormwater Department								
Stormwater Equipment	7	\$0	\$164,000	\$50,000	\$0	\$60,000	\$35,000	309,000
Maintenance		-	-	8,200	18,900	29,600	43,300	
Efficiency		-	-	(16,400)	(16,480)	(10,060)	(9,640)	
Risk		-	-	(16,400)	(16,480)	(10,060)	(9,640)	
Replacement		-	-	(11,480)	(16,620)	(18,760)	(25,100)	
Total		-	-	(36,080)	(30,680)	(9,280)	(1,080)	
Stormwater Heavy Equipment	10	\$145,000	\$125,000	\$215,000	\$110,000	\$0	\$0	595,000
Maintenance		-	4,350	12,450	27,000	44,850	62,700	
Efficiency		-	(14,500)	(24,100)	(40,200)	(41,500)	(29,600)	
Risk		-	(14,500)	(24,100)	(40,200)	(41,500)	(29,600)	
Replacement		-	(14,500)	(28,450)	(52,650)	(68,500)	(74,450)	
Total		-	(39,150)	(64,200)	(106,050)	(106,650)	(70,950)	
Roadway Swale Work		\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	\$60,000	360,000
Maintenance		-	1,800	5,400	10,800	18,000	27,000	
Efficiency		-	(6,000)	(10,800)	(14,400)	(16,800)	(18,000)	
Risk		-	(6,000)	(10,800)	(14,400)	(16,800)	(18,000)	
Replacement		-	(6,000)	(12,600)	(19,800)	(27,600)	(36,000)	
Total		-	(16,200)	(28,800)	(37,800)	(43,200)	(45,000)	
Day Drive Retention Areas	30+	\$0	\$240,000	\$0	\$0	\$0	\$0	240,000
Maintenance		-	-	4,800	9,600	14,400	19,200	
Efficiency		-	-	(24,000)	(24,000)	(21,600)	(21,600)	
Risk		-	-	(24,000)	(24,000)	(21,600)	(21,600)	
Replacement		-	-	(72,000)	(74,400)	(76,800)	(79,200)	
Total		-	-	(115,200)	(112,800)	(105,600)	(103,200)	
Concha Dam Repair	30+	\$0	\$0	\$0	\$0	\$0	\$250,000	250,000
Maintenance		-	-	-	-	-	-	
Efficiency		-	-	-	-	-	-	
Risk		-	-	-	-	-	-	
Replacement		-	-	-	-	-	-	
Total		-	-	-	-	-	-	
Tulip Road Crossing	20	\$0	\$0	\$232,000	\$0	\$0	\$0	232,000
Maintenance		-	-	-	4,640	9,280	13,920	
Efficiency		-	-	-	(23,200)	(20,880)	(18,560)	
Risk		-	-	-	(23,200)	(20,880)	(18,560)	
Replacement		-	-	-	(46,400)	(48,720)	(51,040)	
Total		-	-	-	(88,160)	(81,200)	(74,240)	
Bayfront Road Crossing	20	\$0	\$0	\$0	\$178,000	\$0	\$0	178,000
Maintenance		-	-	-	-	3,560	7,120	
Efficiency		-	-	-	-	(17,800)	(16,020)	
Risk		-	-	-	-	(17,800)	(16,020)	
Replacement		-	-	-	-	(35,600)	(37,380)	
Total		-	-	-	-	(67,640)	(62,300)	

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

List of Projects	Life Years	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2023-24	Capital
								Totals
Stormwater Department (Continued)								
Ocean Cove Drainage	30+	\$0	\$0	\$0	\$0	\$300,000	\$0	300,000
Maintenance		-	-	-	-	-	6,000	
Efficiency		-	-	-	-	-	(30,000)	
Risk		-	-	-	-	-	(30,000)	
Replacement		-	-	-	-	-	(60,000)	
Total		-	-	-	-	-	(114,000)	
Major Canal Improvements	30+	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	3,000,000
Maintenance		-	10,000	30,000	60,000	100,000	150,000	
Efficiency		-	(50,000)	(95,000)	(135,000)	(170,000)	(200,000)	
Risk		-	(50,000)	(95,000)	(135,000)	(170,000)	(200,000)	
Replacement		-	(100,000)	(205,000)	(315,000)	(430,000)	(550,000)	
Total		-	(190,000)	(365,000)	(525,000)	(670,000)	(800,000)	
Stonecrop Drainage	30+	\$860,000	\$0	\$0	\$0	\$0	\$0	860,000
Maintenance		-	17,200	34,400	51,600	68,800	86,000	
Efficiency		-	(86,000)	(86,000)	(77,400)	(77,400)	(68,800)	
Risk		-	(86,000)	(86,000)	(77,400)	(77,400)	(68,800)	
Replacement		-	(258,000)	(266,600)	(275,200)	(283,800)	(292,400)	
Total		-	(412,800)	(404,200)	(378,400)	(369,800)	(344,000)	
Golf Course								
Renovate Golf Tees	20	\$50,000	\$50,000	\$50,000	\$0	\$0	\$0	150,000
Maintenance		-	1,000	3,000	6,000	9,000	12,000	
Efficiency		-	(5,000)	(9,500)	(13,500)	(12,000)	(10,500)	
Risk		-	(5,000)	(9,500)	(13,500)	(12,000)	(10,500)	
Replacement		-	(10,000)	(20,500)	(31,500)	(33,000)	(34,500)	
Total		-	(19,000)	(36,500)	(52,500)	(48,000)	(43,500)	
Golf Club House Water Hookup	20	\$60,000	\$0	\$0	\$0	\$0	\$0	60,000
Maintenance		-	1,200	2,400	3,600	4,800	6,000	
Efficiency		-	(6,000)	(5,400)	(4,800)	(4,200)	(3,600)	
Risk		-	(6,000)	(5,400)	(4,800)	(4,200)	(3,600)	
Replacement		-	(12,000)	(12,600)	(13,200)	(13,800)	(14,400)	
Total		-	(22,800)	(21,000)	(19,200)	(17,400)	(15,600)	
Airport								
Bush Hog Mowing Deck	10	\$17,500	\$0	\$0	\$0	\$0	\$0	17,500
Maintenance		-	350	700	1,050	1,400	1,750	
Risk		-	(1,750)	(1,575)	(1,400)	(1,225)	(1,050)	
Replacement		-	(3,500)	(3,675)	(3,850)	(4,025)	(4,200)	
Total		-	(4,900)	(4,550)	(4,200)	(3,850)	(3,500)	
Design and Construct Hangar D	30+	\$1,250,000	\$0	\$0	\$0	\$0	\$0	1,250,000
Revenue		-	-	(25,000)	(25,000)	(25,000)	(25,000)	
Maintenance		-	12,500	25,000	37,500	50,000	62,500	
Replacement		-	(375,000)	(387,500)	(400,000)	(412,500)	(425,000)	
Total		-	(362,500)	(387,500)	(387,500)	(387,500)	(387,500)	
Airport Drive East Street Lights	20	\$26,300	\$0	\$0	\$0	\$0	\$0	26,300
Maintenance		-	526	1,052	1,578	2,104	2,630	
Risk		-	(2,630)	(2,367)	(2,104)	(1,841)	(1,578)	
Total		-	(2,104)	(1,315)	(526)	263	1,052	
Construct West Access Road	30+	\$0	\$0	\$0	\$0	\$0	\$2,000,000	\$2,000,000
Maintenance		-	-	-	-	-	-	
Efficiency		-	-	-	-	-	-	
Risk		-	-	-	-	-	-	
Total		-	-	-	-	-	-	
Building Department								
Building Fund	7	\$22,573	\$0	\$0	\$0	\$0	\$0	22,573
Maintenance		-	1,129	2,257	3,386	4,515	5,643	
Efficiency		-	(2,257)	(1,580)	(903)	(226)	(451)	
Risk		-	(2,257)	(1,580)	(903)	(226)	-	
Total		-	(3,386)	(903)	1,580	4,063	5,192	
Totals		\$	\$ (2,816,702)	\$ (3,934,504)	\$ (4,045,643)	\$ (4,069,869)	\$ (3,954,957)	\$23,240,736



CITY OF SEBASTIAN, FLORIDA
ANNUAL BUDGET
FISCAL YEAR 2019-2020

SCHEDULES

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

SCHEDULE ONE

SUMMARY OF MILLAGE RATES AND TAX COLLECTIONS

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

CITY OF SEBASTIAN, FLORIDA 2019/2020 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 2019-20 Total Debt Service</u>
Notes Payable Outstanding as of 09/30/19:				
\$2,630,000 Stormwater Utility Bank Notes	12/18/2013	\$382,000	\$20,137	\$402,137
\$1,689,000 Paving Improvements Bank Notes	05/11/2012	229,000	14,802	243,802
\$313,152 Golf Cart Lease Purchase	08/31/2017	<u>51,768</u>	<u>4,623</u>	<u>56,391</u>
Total Debt Service Payments		<u>\$662,768</u>	<u>\$39,562</u>	<u>\$702,330</u>

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

SCHEDULE THREE DEBT SERVICE PAYMENT SCHEDULE

\$5,630,000 Stormwater Utility Bank Notes

Date	Principal	Interest	Total	Fiscal Year Total
11/01/2019	\$0	\$10,068.60	\$10,068.60	
05/01/2020	\$382,000.00	\$10,068.60	\$392,068.60	\$402,137.20
11/01/2020	\$0	\$6,764.30	\$6,764.30	
05/01/2021	\$387,000.00	\$6,764.30	\$393,764.30	\$400,528.60
11/01/2021	\$0	\$3,416.75	\$3,416.75	
05/01/2022	\$395,000.00	\$3,416.75	\$398,416.75	\$401,833.50
Total	\$1,164,000.00	\$40,499.30	\$1,204,499.30	\$1,204,499.30

\$2,296,000 Paving Improvements Promissory Notes

Date	Principal	Interest	Total	Fiscal Year Total
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
Total	\$820,000.00	\$32,116.70	\$852,116.70	\$852,116.70

\$313,152 Golf Cart 60 Month Lease Purchase

Date	Principal	Interest	Total	Fiscal Year Total
12 Months of 2020	\$51,767.64	\$4,622.76	\$56,390.40	\$56,390.40
12 Months of 2021	\$53,601.60	\$2,788.80	\$56,390.40	\$56,390.40
11 Months of 2022	\$50,801.33	\$889.87	\$51,691.20	\$51,691.20
Total	\$156,170.57	\$8,301.43	\$164,472.00	\$164,472.00

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

**SCHEDULE FOUR
OPERATING LEASE PAYMENTS SCHEDULE**

Operating Lease Description	FY 2019-20	FY 2020-21	FY 2021-22	FY 2022-23	FY 2022-23
Governmental Funds:					
Airport Land Lease for Pickle Ball Facility	\$ 11,325	\$ 11,325	\$ 11,325	\$ 11,325	\$ 11,325
Airport Land Lease for Stormwater Compound	<u>6,000</u>	<u>6,000</u>	<u>6,000</u>	<u>6,000</u>	<u>6,000</u>
Total Governmental Activities Lease Payments	\$ 17,325	\$ 17,325	\$ 17,325	\$ 17,325	\$ 17,325
Business-type Activities:					
Airport Land Lease by Golf Course	<u>\$ 106,000</u>				
Total Business-type Activities Lease Payments	\$ 106,000	\$ 106,000	\$ 106,000	\$ 106,000	\$ 106,000

**GENERAL FUND
PROJECTED BALANCES
FISCAL YEARS 2020-2025**

	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
Property Taxes (1.5% Growth)	\$ 3,786,661	\$ 3,835,600	\$ 3,951,497	\$ 4,010,769	\$ 4,070,931	\$ 4,131,995	\$ 4,193,975	\$ 4,256,885
Franchise Fees (4% Growth)	1,316,792	1,376,650	1,401,716	1,457,785	1,516,096	1,576,740	1,639,809	1,705,402
Utility Service Tax (4% Growth)	2,808,171	2,940,780	3,017,973	3,138,692	3,264,240	3,394,809	3,530,602	3,671,826
Intergovernmental (4.0% Growth)	2,948,518	2,883,530	2,958,872	3,077,227	3,200,316	3,328,329	3,461,462	3,599,920
Investment Income(1% Growth)	89,567	137,270	172,270	173,993	175,733	177,490	179,265	181,058
Other Revenue (1% Growth)	912,582	1,028,255	1,201,466	1,213,481	1,225,615	1,237,872	1,250,250	1,262,753
Transfers In (Only Airport)	704,638	40,000	25,000	-	-	-	-	-
FEMA and State Reimbursements	1,439,710	532,620	143,666	-	-	-	-	-
GENERAL FUND REVENUE	\$ 14,006,639	\$ 12,774,705	\$ 12,872,460	\$ 13,071,946	\$ 13,452,931	\$ 13,847,234	\$ 14,255,363	\$ 14,677,843
Personnel Cost (1M Insurance @ 10%, Other @ 3%)	\$ 9,111,377	\$ 9,017,242	\$ 9,823,539	\$ 10,188,245	\$ 10,563,893	\$ 10,950,809	\$ 11,349,334	\$ 11,759,814
Operating Expenditures (No Growth)	3,121,462	2,676,202	2,814,421	2,814,421	2,814,421	2,814,421	2,814,421	2,814,421
Total Operation and Maintenance	\$ 12,232,839	\$ 11,693,444	\$ 12,637,960	\$ 13,002,666	\$ 13,378,314	\$ 13,765,230	\$ 14,163,755	\$ 14,574,235
Transfers to Other Funds	70,401	25,644	-	-	-	-	-	-
City Clerk Equipment	-	13,983	-	-	-	-	-	-
MIS Equipment	-	30,775	-	-	-	-	-	-
Police Personnel Equipment	59,754	55,324	91,000	23,000	10,000	10,000	10,000	10,000
Police Early Warning System	-	-	15,000	-	-	-	-	-
Engineering Equipment	64,921	-	-	-	-	-	-	-
Public Works Roads Equipment	9,807	80,900	5,000	-	-	-	-	-
Public Facilities Fleet Equipment	-	9,595	-	48,500	20,000	11,000	5,000	-
Public Facilities Fleet Pickup Truck	-	-	-	-	-	-	-	36,000
Public Works Cemetery Commercial Mower	8,491	-	-	-	-	-	-	-
Public Facilities Cemetery Bench Seats and Monuments	-	-	-	20,000	-	-	-	-
Public Facilities Facilities Maintenance Equipment	124,195	4,705	-	62,500	-	-	-	-
Leisure Services Parks Equipment	-	67,159	-	-	-	-	-	-
Leisure Services Parks Pickup Trucks	-	74,000	-	-	-	-	-	-
Leisure Services Parks Playground Components	4,368	-	-	-	-	-	-	-
Leisure Services Parks Security Cameras	-	-	10,000	-	-	-	-	-
Leisure Services Friendship Park Tennis Courts	-	-	30,000	-	-	-	-	-
Leisure Services Parks Equipment/Vehicles	-	-	53,500	117,000	60,000	-	34,000	-
Leisure Services Barber Street Shed	-	-	10,000	-	-	-	-	-
Community Development Plotter/Scanner	-	-	20,000	-	-	-	-	-
Hurricane Matthew & Irma Expenditures	565,628	-	-	-	-	-	-	-
TOTAL EXPENDITURES FY 18	\$ 13,140,404							
TOTAL EXPENDITURES FY 19		\$ 12,055,529						
TOTAL EXPENDITURES FY 20			\$ 12,872,460					
TOTAL EXPENDITURES FY 21				\$ 13,273,666				
TOTAL EXPENDITURES FY 22					\$ 13,468,314			
TOTAL EXPENDITURES FY 23						\$ 13,786,230		
TOTAL EXPENDITURES FY 24							\$ 14,212,755	
TOTAL EXPENDITURES FY 25								\$ 14,620,235
BEGINNING UNRESTRICTED RESERVE BALANCE	\$ 4,507,146	\$ 5,373,381	\$ 6,092,557	\$ 6,092,557	\$ 5,890,837	\$ 5,875,454	\$ 5,936,458	\$ 5,979,066
TOTAL REVENUES	14,006,639	12,774,705	12,872,460	13,071,946	13,452,931	13,847,234	14,255,363	14,677,843
TOTAL EXPENDITURES	13,140,404	12,055,529	12,872,460	13,273,666	13,468,314	13,786,230	14,212,755	14,620,235
UNRESTRICTED RESERVE BALANCE PER CAFR	\$ 5,373,381	\$ 6,092,557	\$ 6,092,557	\$ 5,890,837	\$ 5,875,454	\$ 5,936,458	\$ 5,979,066	\$ 6,036,674
Assigned Funds (Inventory, Prepays & Receivables)	1,070,908	1,045,908	1,020,908	995,908	970,908	945,908	920,908	895,908
Available for Emergencies	\$ 4,302,473	\$ 5,046,649	\$ 5,071,649	\$ 4,894,929	\$ 4,904,546	\$ 4,990,550	\$ 5,058,158	\$ 5,140,766

**LOCAL OPTION GAS TAX FUND
PROJECTED BALANCES
FISCAL YEARS 2020-2025**

	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
Local Option Gas Taxes	\$ 715,311	\$ 708,000	\$ 736,320	\$ 765,773	\$ 796,404	\$ 828,260	\$ 861,390	\$ 895,846
FDOT Lighting Agreement	12,908	13,295	13,694	14,105	14,528	14,964	15,413	15,875
Investment Income	6,685	10,959	5,347	7,661	10,509	11,207	16,262	20,688
Total Revenues	\$ 734,904	\$ 732,254	\$ 755,361	\$ 787,539	\$ 821,441	\$ 854,431	\$ 893,065	\$ 932,409
R/R Crossing Maintenance	\$ 5,400	\$ 64,647	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400
Road Condition Assessment		11,500				38,900		
Road Striping	-	15,000	-	-	-	-	-	-
Road Signs and Markings	19,705	20,500	-	-	-	-	-	-
Sidewalk Construction and Repair	651	5,000	-	-	-	-	-	-
Total Operational and Maintenance	\$ 25,756	\$ 116,647	\$ 5,400	\$ 5,400	\$ 5,400	\$ 44,300	\$ 5,400	\$ 5,400
Debt Payment - Final FY22-23	242,445	243,177	243,802	243,340	242,801	122,174		
Paint Striping Machine/Trailer	22,839							
Concrete Planer/Dust Vacuum	4,731	3,200						
Indian River Drive Repaving/Improvements	96,793	100,000						
Street Repaving (FY 17-18)		362,642						
TOTAL EXPENDITURES FY18	\$ 392,564							
Street Repaving (FY 18-19)		401,100						
TOTAL EXPENDITURES FY19		\$ 1,226,766						
Track Skid Steer			106,000					
6 Year Street Repaving Program			211,160	302,960	529,207	257,374	513,732	530,000
TOTAL EXPENDITURES FY20			\$ 566,362					
TOTAL EXPENDITURES FY21				\$ 551,700				
TOTAL EXPENDITURES FY22					\$ 777,408			
TOTAL EXPENDITURES FY23						\$ 423,848		
TOTAL EXPENDITURES FY24							\$ 519,132	
TOTAL EXPENDITURES FY25								\$ 535,400
BEGINNING FUND BALANCE	\$ 211,004	\$ 553,344	58,832	247,832	483,670	527,703	958,286	1,332,219
BUDGET RESERVE - 5% OF EXPENSES	22,518	49,179	16,128	15,418	26,730	15,084	25,957	26,770
UNRESTRICTED RESERVE BALANCE	\$ 188,487	\$ 504,165	\$ 42,704	\$ 232,414	\$ 456,940	\$ 512,619	\$ 932,329	\$ 1,305,449
TOTAL REVENUES	734,904	732,254	755,361	787,539	821,441	854,431	893,065	932,409
TOTAL EXPENDITURES+TRANSFERS	392,564	1,226,766	566,362	551,700	777,408	423,848	519,132	535,400
ENDING FUND BALANCE	\$ 530,827	\$ 9,653	\$ 231,704	\$ 468,252	\$ 500,973	\$ 943,202	\$ 1,306,262	\$ 1,702,457

**DISCRETIONARY SALES TAX FUND (DST)
PROJECTED BALANCES
FISCAL YEARS 2020-2025**

	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
DST Revenue	\$ 3,417,586	\$ 3,518,300	\$ 3,659,032	\$ 3,805,393	\$ 3,957,609	\$ 4,115,913	\$ 4,280,550	\$ 4,451,772
Principal from \$285,000 Airport Advance 09/29/08	702	6,730	6,999	7,279	7,570	7,873	10,188	10,596
Interest from \$285,000 Airport Advance	11,298	11,270	11,001	10,721	10,430	10,127	9,812	9,404
Principal from \$267,511 Airport Advance 01/05/11	1,872	1,946	2,024	2,105	8,189	8,517	8,858	9,212
Interest from \$267,511 Airport Advance	10,628	10,554	10,476	10,395	10,311	9,983	9,642	9,288
Investment Income	32,347	35,049	42,772	39,231	23,165	27,725	49,801	71,936
DST PROJECT REVENUE	\$ 3,474,433	\$ 3,583,849	\$ 3,732,304	\$ 3,875,124	\$ 4,017,274	\$ 4,180,139	\$ 4,368,851	\$ 4,562,208
Stormwater Debt (Retires 5/01/22)	\$ 403,792	\$ 402,914	\$ 401,355	\$ 400,961	\$ 234,292	\$ -	\$ -	\$ -
Server/Host Update			40,000	40,000	40,000	40,000	40,000	
City Computers	33,172	34,555	10,000	25,000	25,000	25,000	25,000	25,000
Police Computers			75,000	10,000	20,000	10,000	20,000	10,000
Audio Visual Equipment	22,927		5,000	30,000	10,000	10,000	10,000	
Remote Access Firewall				40,000				
Phone System				100,000				
Network Infrastructure		-	30,000	30,000	30,000	30,000	30,000	30,000
Over-the-Air Connections				10,000	20,000			
Core Switches							25,000	
Site Switches								20,000
MIS Servers	30,307							
Firewall Software	60,048	2,893						
Laserfiche Software Upgrade	48,055							
Wireless Capability at City Hall and Police Station	3,313							
Police Emergency Generator	13,696							
Police Vehicles	154,134	618,487	330,000	330,000	330,000	550,000	440,000	330,000
Speed Trailers					30,000			
Police Evidence Building/Fixtures	234,656	49,904						
Evidence Compound Work			40,000					
Police Dispatch Equipment	57,000	64,250	216,000					
Street Reconstruction	370,396		333,323	236,264		292,593		
Roads Division Heavy Equipment		51,342						
CavCor Boat Parking Paving Completion		56,570						
Public Facilities Compound	19,325	1,737,649	3,351,250	1,574,000	50,000	50,000		
City Emergency Generators	3,000	27,050	80,000					
Four Post Hydraulic Lift		11,546						
Yacht Club ADA Dock Design		30,950						
Pickle Ball Courts	16,062	196,938						
Community Center Offices			40,000					
Purchase 190 Sebastian Blvd.	506,069	1,842						
Working Waterfront Phase 2A Enhancements	184,912							
Working Waterfront Phase 3 Parking Lot	13,556	262,145						
Oyster Pointe Drainage	12,400	36,567						
Tiki Bar Drainage	6,950	43,768						
Seawall Repair or Replacement			500,000	500,000	500,000	500,000	500,000	500,000
Stonecrop Drainage	10,804							
Golf Clubhouse Reconstruction	138,375							
Renovate Golf Tees (Transfer to Golf Course)			50,000	50,000	50,000			
Golf Clubhouse Water Hookup (Transfer to Golf Course)			60,000					
Automated Weather Observation System	21,678							
Airport Master Plan Design/Environmental Study	10,485	2,800						
Airport Shade Hangars	11,604	125,000						
Taxiway "C", "D" and "E" Design	2,518							
Taxiway "C", "D" and "E" Construction	129,348	143,530						
Security Cameras	22,481							
Airport Entrance Sign	22,648							
Construction of Hangar "D"		200,000	250,000					
Construct Access Road West								100,000
TOTAL EXPENDITURES FY 18	\$ 2,563,711							
TOTAL EXPENDITURES FY 19		\$ 4,100,700						
TOTAL EXPENDITURES FY 20			5,811,928					
TOTAL EXPENDITURES FY 21				3,376,225				
TOTAL EXPENDITURES FY 22					1,339,292			
TOTAL EXPENDITURES FY 23						1,507,593		
TOTAL EXPENDITURES FY 24							1,090,000	
TOTAL EXPENDITURES FY 25								1,015,000
BEGINNING FUND BALANCE	\$ 2,643,877	\$ 3,554,598	\$ 3,037,747	\$ 958,123	\$ 1,457,023	\$ 4,135,006	\$ 6,807,551	\$ 10,086,402
BUDGET RESERVE - 5% OF EXPENSES	256,371	205,035	290,596	168,811	66,965	75,380	54,500	50,750
RESERVE FOR ADVANCES	523,100	514,424	505,401	496,017	480,258	463,868	444,822	425,014
UNRESTRICTED RESERVE BALANCE	\$ 1,864,405	\$ 2,835,139	\$ 2,241,750	\$ 293,295	\$ 909,800	\$ 3,595,758	\$ 6,308,229	\$ 9,610,638
TOTAL REVENUES	3,474,433	3,583,849	3,732,304	3,875,124	4,017,274	4,180,139	4,368,851	4,562,208
TOTAL EXPENDITURES+DEBT+TRANSFERS	2,563,711	4,100,700	5,811,928	3,376,225	1,339,292	1,507,593	1,090,000	1,015,000
ENDING FUND BALANCE	\$ 2,775,127	\$ 2,318,288	\$ 162,126	\$ 792,194	\$ 3,587,783	\$ 6,268,304	\$ 9,587,080	\$ 13,157,846
Cash on Hand	\$ 3,031,498	\$ 2,523,323	\$ 452,722	\$ 961,006	\$ 3,654,748	\$ 6,343,683	\$ 9,641,580	\$ 13,208,596
Advances to Other Funds - Balance After FY 24-25:								224,515
Principal from \$285,000 Airport Advance 09/29/08								200,499
Principal from \$267,511 Airport Advance 01/05/11								\$ 425,014

**RIVERFRONT CRA FUND
PROJECTED BALANCES
FISCAL YEARS 2020-2025**

	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
Tax Increment from City	\$ 181,652	\$ 183,130	\$ 182,732	\$ 191,869	\$ 201,462	\$ 211,535	\$ 222,112	\$ 233,217
Tax Increment from County	184,879	201,086	215,084	225,838	237,130	248,987	261,436	274,508
Rents	36,000	36,000	36,000	36,000	36,000	36,000	36,000	36,000
Clambake Donation to Riverfront Sidewalks		3,000						
Transfer for Crabby Bill's Roof Repair (From R&R Account)		20,457						
Lagoon Council Sewer Connection Grant	20,000	60,000						
Investment Income	10,617	15,200	18,750	5,849	8,406	11,071	14,205	17,833
PROJECTED REVENUE	\$ 433,148	\$ 518,873	\$ 452,566	\$ 459,556	\$ 482,998	\$ 507,593	\$ 533,753	\$ 561,559
Waterfront Renovations/Expenses (Crabby Bills)	\$ 18,705	\$ 45,457	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Façade/Sign Improvement Program	34,676	20,000	10,000	10,000	10,000	10,000	10,000	10,000
Sewer Connection Program *	39,495	125,108	99,632	-	-	-	-	-
Special Events	44,525	45,000	45,000	45,000	45,000	45,000	45,000	45,000
Operating Expenditures	105,668	261,507	269,268	271,240	274,302	277,455	280,703	284,048
Update CRA Master Plan	33,950							
Purchase Indian River Drive Property	250,000							
Wayfinding Signage	3,063	63,000	50,000					
TOTAL EXPENDITURES FY18	\$ 530,082							
Working Waterfront		33,985						
Tree Plan Consultant/Tree Program		22,960	20,000	10,000	10,000	10,000	10,000	10,000
TOTAL EXPENDITURES FY19		\$ 617,017						
TOTAL EXPENDITURES FY20			\$ 513,900					
TOTAL EXPENDITURES FY21				\$ 356,240				
TOTAL EXPENDITURES FY22					\$ 359,302			
TOTAL EXPENDITURES FY23						\$ 362,455		
TOTAL EXPENDITURES FY24							\$ 365,703	
TOTAL EXPENDITURES FY25								\$ 369,048
BEGINNING FUND BALANCE	\$ 540,748	\$ 443,814	\$ 345,670	\$ 284,336	\$ 387,651	\$ 511,347	\$ 656,485	\$ 824,535
ANNUAL REVENUES	433,148	518,873	452,566	459,556	482,998	507,593	533,753	561,559
ANNUAL EXPENDITURES	530,082	617,017	513,900	356,240	359,302	362,455	365,703	369,048
ENDING FUND BALANCE	\$ 443,814	\$ 345,670	\$ 284,336	\$ 387,651	\$ 511,347	\$ 656,485	\$ 824,535	\$ 1,017,045

* Note: \$247,000 is also currently available out of the Stormwater Fund.

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	87,740	90,372	99,076	102,048	105,110	108,263	111,511	114,856
Landscaping	-	156,444	156,444	156,444	156,444	156,444	156,444	156,444
Submerged Land Lease	4,728	4,728	4,728	4,728	4,728	4,728	4,728	4,728
Travel	-	-	500					
Training and Education			500					
Legal Advertisements	5,828	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Supplies	207	365						
CRA Association	175	175	175	175	175	175	175	175
Florida Redevelopment Association Dues		495	495	495	495	495	495	495
Ad Valorem Taxes	1,990	2,928	1,350	1,350	1,350	1,350	1,350	1,350
Total Operating Expenditures	\$ 105,668	\$ 261,507	\$ 269,268	\$ 271,240	\$ 274,302	\$ 277,455	\$ 280,703	\$ 284,048

**RECREATION IMPACT FEE FUNDS
PROJECTED BALANCES
FISCAL YEARS 2020-2025**

	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
Recreation Impact Fees	\$ 141,050	\$ 141,050	\$ 141,050	\$ 141,050	\$ 141,050	\$ 141,050	\$ 141,050	\$ 141,050
Investment Income	12,552	9,045	5,134	3,298	3,890	4,390	5,958	6,295
PROJECTED REVENUE	\$ 153,602	\$ 150,095	\$ 146,184	\$ 144,348	\$ 144,940	\$ 145,440	\$ 147,008	\$ 147,345
Community Center (Paving/Drainage/Light)	\$ 50,307	\$ 6,176	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
All Inclusive Dock		40,000						
Parks & Recreation Comprehensive Plan	19,600							
Football Field Restrooms	8,239							
Barber Street Ballfield Lighting	377,638							
Friendship All Inclusive Playground								
TOTAL EXPENDITURES FY 18	\$ 455,784							
Pickle Ball (Also See DST)		286,824	140,000					
Bark Park Shade Structure		10,000						
Park Improvements		20,000	20,000	20,000	20,000	20,000	20,000	20,000
Park Identification Signage		100,000	25,000	25,000	25,000			
TOTAL EXPENDITURES FY 19		\$ 463,000						
Barber Street Football Bleachers			20,000					
Barber Street Baseball Dugouts			40,000					
Barber Street Fencing			18,000	22,000				
Playground Improvements			30,000	30,000	60,000		100,000	30,000
TOTAL EXPENDITURES FY 20			\$ 293,000					
TOTAL EXPENDITURES FY 21				\$ 97,000				
TOTAL EXPENDITURES FY 22					\$ 105,000			
TOTAL EXPENDITURES FY 23						\$ 20,000		
TOTAL EXPENDITURES FY 24							\$ 120,000	
TOTAL EXPENDITURES FY 25								\$ 50,000
BEGINNING FUND BALANCE	\$ 955,251	\$ 653,069	\$ 340,164	\$ 193,348	\$ 240,696	\$ 280,636	\$ 406,076	\$ 433,083
TOTAL REVENUES	153,602	150,095	146,184	144,348	144,940	145,440	147,008	147,345
TOTAL EXPENDITURES	455,784	463,000	293,000	97,000	105,000	20,000	120,000	50,000
ENDING FUND BALANCE	\$ 653,069	\$ 340,164	\$ 193,348	\$ 240,696	\$ 280,636	\$ 406,076	\$ 433,083	\$ 530,428

	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
BEGINNING FUND BALANCE:								
Zone A	\$ 404,296	\$ 259,928	\$ 134,045	\$ 71,268	\$ 70,684	\$ 45,527	\$ 56,189	\$ 41,963
Zone B	140,016	58,460	26,752	4,955	24,840	20,541	46,413	47,644
Zone C	53,824	70,554	25,222	15,453	3,567	26,974	50,996	50,344
Zone D	357,116	264,127	154,144	101,671	141,605	187,594	252,478	293,132
All Zones	\$ 955,251	\$ 653,069	\$ 340,164	\$ 193,348	\$ 240,696	\$ 280,636	\$ 406,076	\$ 433,083
Recreation Impact Fees								
Zone A	\$ 14,950	\$ 14,950	\$ 14,950	\$ 14,950	\$ 14,950	\$ 14,950	\$ 14,950	\$ 14,950
Zone B	30,550	30,550	30,550	30,550	30,550	30,550	30,550	30,550
Zone C	28,600	28,600	28,600	28,600	28,600	28,600	28,600	28,600
Zone D	66,950	66,950	66,950	66,950	66,950	66,950	66,950	66,950
All Zones	\$ 141,050	\$ 141,050	\$ 141,050	\$ 141,050	\$ 141,050	\$ 141,050	\$ 141,050	\$ 141,050
Investment Income								
Zone A	\$ 5,312	\$ 3,600	\$ 2,023	\$ 1,216	\$ 1,142	\$ 712	\$ 824	\$ 610
Zone B	1,840	810	404	85	401	321	681	693
Zone C	707	977	381	264	58	422	748	732
Zone D	4,692	3,658	2,326	1,734	2,289	2,934	3,704	4,261
All Zones	\$ 12,552	\$ 9,045	\$ 5,134	\$ 3,298	\$ 3,890	\$ 4,390	\$ 5,958	\$ 6,295
Transfers:								
Zone A	\$ 164,631	\$ 144,432	\$ 79,750	\$ 16,750	\$ 41,250	\$ 5,000	\$ 30,000	\$ 5,000
Zone B	113,946	63,068	52,750	10,750	35,250	5,000	30,000	5,000
Zone C	12,577	74,909	38,750	40,750	5,250	5,000	30,000	35,000
Zone D	164,631	180,591	121,750	28,750	23,250	5,000	30,000	5,000
All Zones	\$ 455,784	\$ 463,000	\$ 293,000	\$ 97,000	\$ 105,000	\$ 20,000	\$ 120,000	\$ 50,000
Ending Balances:								
Zone A	\$ 259,928	\$ 134,045	\$ 71,268	\$ 70,684	\$ 45,527	\$ 56,189	\$ 41,963	\$ 52,523
Zone B	58,460	26,752	4,955	24,840	20,541	46,413	47,644	73,886
Zone C	70,554	25,222	15,453	3,567	26,974	50,996	50,344	44,676
Zone D	264,127	154,144	101,671	141,605	187,594	252,478	293,132	359,343
All Zones	\$ 653,069	\$ 340,164	\$ 193,348	\$ 240,696	\$ 280,636	\$ 406,076	\$ 433,083	\$ 530,428

	7 Year Income Thru FY18	FY 19 Ending Balances	7 Year Income Thru FY19
Zone A	431,244	134,045	435,144
Zone B	229,186	26,752	222,686
Zone C	95,938	25,222	122,588
Zone D	328,482	154,144	386,982

Proves We are Spending Income Within 7 Years

**RECREATION IMPACT FEE FUNDS
ALLOCATION BETWEEN ZONES
FISCAL YEARS 2020-2025**

	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
Pickleball								
Zone A		100,388	49,000					
Zone B		43,024	28,000					
Zone C		57,365	14,000					
Zone D		86,047	49,000					
		<u>286,824</u>	<u>140,000</u>					
Parks & Recreation Comprehensive Plan								
Zone A	7,350							
Zone B	4,900							
Zone C								
Zone D	7,350							
	<u>19,600</u>							
Park Improvements								
Zone A		5,000	5,000	5,000	5,000	5,000	5,000	5,000
Zone B		5,000	5,000	5,000	5,000	5,000	5,000	5,000
Zone C		5,000	5,000	5,000	5,000	5,000	5,000	5,000
Zone D		5,000	5,000	5,000	5,000	5,000	5,000	5,000
		<u>20,000</u>						
Playground Improvements								
Zone A - Blossum Street					30,000		25,000	
Zone B - Easy Street					30,000		25,000	
Zone C - Filbert Park/Bryant Court				30,000			25,000	30,000
Zone D - George Street			30,000				25,000	
			<u>30,000</u>			-	<u>25,000</u>	
		-	30,000	30,000	60,000	-	100,000	30,000
Football Field Restrooms								
Zone A	3,090							
Zone B	2,060							
Zone C	-							
Zone D	3,090							
	<u>8,239</u>							
Barber Street Ballfield Lighting/Bleachers/Dugouts/Fencing								
Zone A	141,614		19,500	5,500				
Zone B	94,410		19,500	5,500				
Zone C	-		19,500	5,500				
Zone D	141,614		19,500	5,500				
	<u>377,638</u>		<u>78,000</u>	<u>22,000</u>				
Signage								
Zone A	25,000	6,250	6,250	6,250				
Zone B	1,000	250	250	250				
Zone C	1,000	250	250	250				
Zone D	73,000	18,250	18,250	18,250				
	<u>100,000</u>	<u>25,000</u>	<u>25,000</u>	<u>25,000</u>				
Dog Park - \$75,000								
Zone A		2,500						
Zone B		2,500						
Zone C								
Zone D		5,000						
		<u>10,000</u>						
All Inclusive Dock - \$40,000								
Zone A		10,000						
Zone B		10,000						
Zone C		10,000						
Zone D		10,000						
		<u>40,000</u>						
Community Center (Paving/Drainage/Lighting)								
Zone A	12,577	1,544						
Zone B	12,577	1,544						
Zone C	12,577	1,544						
Zone D	12,577	1,544						
	<u>50,307</u>	<u>6,176</u>						
Totals	<u>455,784</u>	<u>463,000</u>	<u>293,000</u>	<u>97,000</u>	<u>105,000</u>	<u>20,000</u>	<u>120,000</u>	<u>50,000</u>

**STORMWATER UTILITY REVENUE FUND
PROJECTED BALANCES**

	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
Stormwater Fees	\$ 999,092	\$ 1,940,000	\$ 1,940,000	\$ 1,940,000	\$ 1,940,000	\$ 1,940,000	\$ 1,940,000	\$ 1,940,000
Investment Income	15,888	30,678	36,083	35,860	38,141	40,518	45,416	51,114
TOTAL REVENUE FUND REVENUE	\$ 1,014,980	\$ 1,970,678	\$ 1,976,083	\$ 1,975,860	\$ 1,978,141	\$ 1,980,518	\$ 1,985,416	\$ 1,991,114
Personnel	\$ -	\$ 878,894	\$ 735,344	\$ 757,404	\$ 780,126	\$ 803,530	\$ 827,636	\$ 852,465
Operating Accounts	-	599,518	815,303	815,303	815,303	815,303	815,303	815,303
Fee Increase Notices	12,250							
Professional Services	120							
NPDES 5 Year Permit	7,988					7,988		
Total Operational and Maintenance	\$ 20,358	\$ 1,478,412	\$ 1,550,647	\$ 1,572,707	\$ 1,595,429	\$ 1,626,821	\$ 1,642,939	\$ 1,667,768
Seawall Engineering Proposal	19,975							
Concrete Chipping Hammer		1,868						
Pumps, Sod Cutter and Compactor		16,330						
SW-606 1 Ton Crew Cab Pickup Replacement				48,000				
SW-616 4X4 2006 Pickup Replacement				33,000				
Pickup for Construction Inspector Replacement				33,000				
Other Pickup Trucks							35,000	35,000
Mini Excavators				50,000	50,000			
Equipment Trailer							25,000	
Track Excavator			145,000					
8 Yard Brush Truck				125,000				
Transport Truck					145,000			
Low Bed Trailer					70,000			
Backhoe						110,000		
Transfers Out to Stormwater Projects Fund			275,000					
Stormwater Improvements	190,786	25,000						
Transfer to General Fund for Operation & Maintenance	700,000							
TOTAL REVENUE FUND EXPENDITURES	\$ 931,119	\$ 1,521,610	\$ 1,970,647	\$ 1,861,707	\$ 1,860,429	\$ 1,736,821	\$ 1,702,939	\$ 1,702,768
BEGINNING FUND BALANCE	\$ 266,603	\$ 350,464	\$ 799,532	\$ 804,968	\$ 919,121	\$ 1,036,833	\$ 1,280,529	\$ 1,563,006
BUDGET RESERVE - 15% TO 5% OF EXPENSES	139,668	76,081	98,532	93,085	93,021	86,841	85,147	85,138
UNRESTRICTED RESERVE BALANCE	\$ 126,935	\$ 274,384	\$ 701,000	\$ 711,883	\$ 826,100	\$ 949,992	\$ 1,195,383	\$ 1,477,868
ANNUAL REVENUES	1,014,980	1,970,678	1,976,083	1,975,860	1,978,141	1,980,518	1,985,416	1,991,114
ANNUAL EXPENDITURES	931,119	1,521,610	1,970,647	1,861,707	1,860,429	1,736,821	1,702,939	1,702,768
ENDING FUND BALANCE	\$ 210,796	\$ 723,452	\$ 706,436	\$ 826,036	\$ 943,811	\$ 1,193,688	\$ 1,477,859	\$ 1,766,214

**STORMWATER UTILITY PROJECTS FUND
PROJECTED BALANCES**

	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
Transfers In from Stormwater Revenue Fund	\$ -	\$ -	\$ 275,000	\$ 300,000	\$ 292,000	\$ 238,000	\$ 360,000	\$ 310,000
Grants			645,000					
TOTAL PROJECT REVENUE	\$ -	\$ -	\$ 920,000	\$ 300,000	\$ 292,000	\$ 238,000	\$ 360,000	\$ 310,000
Stonecrop Drainage			\$ 860,000					
Roadway Swale Work			60,000	60,000	60,000	60,000	60,000	60,000
Day Drive				240,000				
Tulip Road Crossing					232,000			
Bayfront Road Crossing						178,000		
Ocean Cove							300,000	
Concha Dam								250,000
TOTAL PROJECT EXPENDITURES	\$ -	\$ -	\$ 920,000	\$ 300,000	\$ 292,000	\$ 238,000	\$ 360,000	\$ 310,000

**PARKING IN LIEU OF FUND
PROJECTED BALANCES
FISCAL YEARS 2020-2025**

	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
Payments in Lieu of Parking	\$ 13,776	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Investment Income	929	1,310	1,342	1,374	1,407	1,441	1,475	1,511
PROJECTED REVENUE	\$ 14,705	\$ 1,310	\$ 1,342	\$ 1,374	\$ 1,407	\$ 1,441	\$ 1,475	\$ 1,511
Expenditures:								
None Programmed								
PROJECTED DISBURSEMENTS	\$ -							
NONEXPENDABLE TRUST FUND:								
BEGINNING FUND BALANCE	\$ 39,893	\$ 54,598	\$ 55,908	\$ 57,250	\$ 58,624	\$ 60,031	\$ 61,472	\$ 62,947
REVENUES	14,705	1,310	1,342	1,374	1,407	1,441	1,475	1,511
EXPENDITURES	-	-	-	-	-	-	-	-
ENDING FUND BALANCE	\$ 54,598	\$ 55,908	\$ 57,250	\$ 58,624	\$ 60,031	\$ 61,472	\$ 62,947	\$ 64,458

**CEMETERY TRUST FUND
PROJECTED BALANCES
FISCAL YEARS 2020-2025**

	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
Lot Sales	\$ 77,352	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000	\$ 90,000
Interest Income	18,471	9,969	10,453	8,762	8,949	9,139	9,330	9,523
PROJECTED REVENUE	\$ 95,823	\$ 99,969	\$ 100,453	\$ 98,762	\$ 98,949	\$ 99,139	\$ 99,330	\$ 99,523
Expended from Permanent Endowment:								
Headstone Straightening Project	\$ 24,375	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
General Fund Transfer for Operations	4,638	55,000	80,000	80,000	80,000	80,000	80,000	80,000
TOTAL OPERATIONAL TRANSFERS	29,013	55,000	80,000	80,000	80,000	80,000	80,000	80,000
Expended from Non-Endowed (Capital):								
Trailer for Escavated Dirt	7,126							
Improvements to Sand Hill Section	3,870	186,130						
PROJECTED CAPITAL DISBURSEMENTS	10,996	186,130	-	-	-	-	-	-
TOTAL PROJECTED DISBURSEMENTS	\$ 15,634	\$ 241,130	\$ 80,000					
PERMANENT ENDOWMENT:								
BEGINNING FUND BALANCE	\$ 682,487	\$ 692,150	\$ 682,150	\$ 647,150	\$ 612,150	\$ 577,150	\$ 542,150	\$ 507,150
ANNUAL REVENUES	38,676	45,000	45,000	45,000	45,000	45,000	45,000	45,000
ANNUAL TRANSFERS	(29,013)	(55,000)	(80,000)	(80,000)	(80,000)	(80,000)	(80,000)	(80,000)
ENDING FUND BALANCE	\$ 692,150	\$ 682,150	\$ 647,150	\$ 612,150	\$ 577,150	\$ 542,150	\$ 507,150	\$ 472,150
NON-ENDOWED (Capital)								
BEGINNING FUND BALANCE	\$ 258,574	\$ 304,725	\$ 173,564	\$ 229,017	\$ 282,778	\$ 336,728	\$ 390,866	\$ 445,197
ANNUAL REVENUES	57,147	54,969	55,453	53,762	53,949	54,139	54,330	54,523
ANNUAL EXPENDITURES	(10,996)	(186,130)	-	-	-	-	-	-
ENDING FUND BALANCE	\$ 304,725	\$ 173,564	\$ 229,017	\$ 282,778	\$ 336,728	\$ 390,866	\$ 445,197	\$ 499,720
TOTAL ENDING BALANCE OF TRUST FUND	\$ 996,875	\$ 855,714	\$ 876,167	\$ 894,928	\$ 913,878	\$ 933,016	\$ 952,347	\$ 971,870

**GOLF COURSE FUND
PROJECTED BALANCES
FISCAL YEARS 2020-2025**

	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
Charges for Services	\$ 1,147,871	\$ 1,275,339	\$ 1,301,368	\$ 1,307,875	\$ 1,314,414	\$ 1,320,986	\$ 1,327,591	\$ 1,334,229
Proshop Sales	81,460	90,000	100,000	100,000	100,000	100,000	100,000	100,000
Rents	17,592	27,347	30,000	30,000	30,000	30,000	30,000	30,000
Other Revenue	10,124	11,080	9,460	9,460	9,460	9,460	9,460	9,460
Sale of Carts or Equipment	48,605				111,652	48,605		
Transfer from General Fund - R&R	11,320							
Transfer from DST Fund	138,375		110,000					
FDOT Grant - Restaurant	50,000							
PROJECTED REVENUE	\$ 1,505,347	\$ 1,403,766	\$ 1,550,828	\$ 1,447,335	\$ 1,565,526	\$ 1,509,051	\$ 1,467,051	\$ 1,473,689
Personnel	\$ 347,580	\$ 362,632	\$ 391,022	\$ 396,180	\$ 401,493	\$ 406,965	\$ 412,601	\$ 418,407
Operating Costs	820,195	780,561	779,048	779,048	779,048	779,048	779,048	779,048
Proshop Cost of Sales	59,803	51,000	70,000	70,000	70,000	70,000	70,000	70,000
Airport Rent	106,000	106,000	106,000	106,000	106,000	106,000	106,000	106,000
Capital Lease Principal - Golf Carts	48,286	49,997	51,768	53,602	50,801	48,286	49,996	51,768
Capital Lease Interest - Golf Carts	8,105	6,394	4,623	2,789	890	8,105	6,394	4,623
Parking Lot Curbing	11,320							
Cart Path Replacements	35,743							
Restaurant Improvements	249,377							
Repayment of General Fund Loans				25,000	25,000	25,000	25,000	25,000
Replace Irrigation Pump		10,892						
Clubhouse Water Hookup			60,000					
Renovate Golf Tees			50,000					
Interest Payment to Building Fund *	7,118	8,604	8,213	7,819	7,421	7,015	6,605	6,605
Principal Payment to Building Fund	24,626	29,764	30,154	30,547	30,947	31,352	31,762	31,762
TOTAL FY 18	\$ 1,718,153							
TOTAL FY 19		\$ 1,405,844						
TOTAL FY 20			\$ 1,550,828					
TOTAL FY 21				\$ 1,470,985				
TOTAL FY 22					\$ 1,471,600			
TOTAL FY 23						\$ 1,481,771		
TOTAL FY 24							\$ 1,487,406	
TOTAL FY 25								\$ 1,493,213
BEGINNING UNRESTRICTED RESOURCES	\$ (411,060)	\$ (623,866)	\$ (625,944)	\$ (625,944)	\$ (649,594)	\$ (555,668)	\$ (528,388)	\$ (548,743)
TOTAL REVENUES	1,505,347	1,403,766	1,550,828	1,447,335	1,565,526	1,509,051	1,467,051	1,473,689
TOTAL OPERATING FUND EXPENDITURES	1,718,153	1,405,844	1,550,828	1,470,985	1,471,600	1,481,771	1,487,406	1,493,213
ENDING UNRESTRICTED RESOURCES	\$ (623,866)	\$ (625,944)	\$ (625,944)	\$ (649,594)	\$ (555,668)	\$ (528,388)	\$ (548,743)	\$ (568,267)

* Adjust Interest for FY 21-22 (after 5th year) to 1% below 20 year Treasury Bond.

**AIRPORT FUND
PROJECTED BALANCES
FISCAL YEARS 2020-2025**

	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
OPERATING FUND:								
Fuel Sales Revenue (2.5% Increase)	\$ 103,959	\$ 12,278	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Police Department Rents	391	-	-	-	-	-	-	-
Pickle Ball Courts Rents	-	-	11,325	11,325	11,325	11,325	11,325	11,325
Golf Course Rents	106,000	106,000	106,000	106,000	106,000	106,000	106,000	106,000
Stormwater Rents	-	6,000	6,000	6,000	6,000	6,000	6,000	6,000
Other Rents	299,673	321,250	360,648	360,648	360,648	360,648	360,648	360,648
Other Revenue	73,287	124,343	85,710	85,710	85,710	85,710	85,710	85,710
PROJECTED REVENUE	\$ 583,310	\$ 569,871	\$ 569,683					
Personnel	141,253	153,577	73,409	75,611	77,880	80,216	82,622	85,101
Operating Costs	316,232	260,006	180,171	180,171	180,171	180,171	180,171	180,171
General Fund Management Fee			93,485	94,435	97,268	100,186	103,192	106,287
Fuel Purchases for Resale	82,689	8,946						
AED for Terminal Building		1,696						
Paint Terminal Building		24,000						
Security Camera		3,963						
Update Fuel Terminal		15,290						
Fencing		1,521						
Weather Reporting System		1,229						
AWOS System		11,795						
Tree Removal		1,800						
Bush Hog Mowing Deck			17,500					
Airport Drive East Street Lights			26,300					
Repayment of General Fund Advance	25,000	40,000	25,000			-		
Repayment of DST Advances and Interest	24,500	30,500	30,500	30,500	36,500	36,500	38,500	38,500
TOTAL FY 18	\$ 589,674							
TOTAL FY 19		\$ 554,323						
TOTAL FY 20			\$ 446,365					
TOTAL FY 21				\$ 380,717				
TOTAL FY 22					\$ 391,819			
TOTAL FY 23						\$ 397,073		
TOTAL FY 24							\$ 404,485	
TOTAL FY 25								\$ 410,060
BEGINNING RESOURCES	\$ (126,876)	\$ (133,240)	\$ (117,692)	\$ 5,626	\$ 194,591	\$ 372,456	\$ 545,066	\$ 710,263
TOTAL REVENUES	583,310	569,871	569,683	569,683	569,683	569,683	569,683	569,683
EXPENDITURES+DEBT+TRANSFERS	589,674	554,323	446,365	380,717	391,819	397,073	404,485	410,060
ENDING UNAPPROPRIATED RESOURCES	\$ (133,240)	\$ (117,692)	\$ 5,626	\$ 194,591	\$ 372,456	\$ 545,066	\$ 710,263	\$ 869,887

**BUILDING FUND
PROJECTED BALANCES
FISCAL YEARS 2020-2025**

	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25
Operating Revenue	911,643	\$ 785,170	\$ 789,200	\$ 812,876	\$ 837,262	\$ 862,380	\$ 888,252	\$ 914,899
Other Revenue	17,302	2,150	2,100	2,100	2,100	2,100	2,100	2,100
Principal on Golf Course Loan	24,626	29,764	30,154	30,547	30,947	31,352	31,762	31,762
Interest on Golf Course Loan	7,118	8,604	8,213	7,819	7,421	7,015	6,605	6,605
Investment Income	10,627	10,500	11,670	13,228	14,104	15,054	16,079	17,184
PROJECTED REVENUE	971,316	\$ 836,188	\$ 841,337	\$ 866,570	\$ 891,835	\$ 917,901	\$ 944,798	\$ 972,550
Clear Village Software		13,633						
Pickup Truck	18,107		22,573					
Loan to Golf Course	236,366							
Personnel	530,924							
Operating Costs	114,414							
TOTAL FY 18	899,811							
Personnel		567,830						
Operating Costs		108,467						
TOTAL FY 19		\$ 689,930						
Personnel			663,901					
Operating Costs			133,592					
TOTAL FY 20			\$ 820,066					
Personnel				\$ 683,818				
Operating Costs				133,592				
TOTAL FY 21				\$ 817,410				
Personnel					704,333			
Operating Costs					133,592			
TOTAL FY 22					\$ 837,925			
Personnel						725,463		
Operating Costs						133,592		
TOTAL FY 23						\$ 859,055		
Personnel							747,226	
Operating Costs							133,592	
TOTAL FY 24							\$ 880,818	
								769,643
								133,592
								\$ 903,235
BEGINNING RESOURCES	279,432	\$ 350,937	\$ 497,195	\$ 518,466	\$ 567,626	\$ 621,536	\$ 680,383	\$ 744,362
TOTAL REVENUES	971,316	836,188	841,337	866,570	891,835	917,901	944,798	972,550
EXPENDITURES+DEBT+TRANSFERS	899,811	689,930	820,066	817,410	837,925	859,055	880,818	903,235
ENDING UNRESTRICTED RESOURCES	350,937	\$ 497,195	\$ 518,466	\$ 567,626	\$ 621,536	\$ 680,383	\$ 744,362	\$ 813,677

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

SCHEDULE SIX

GLOSSARY

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

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

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

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

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

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

CAFR – Comprehensive Annual Financial Report

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

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

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

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

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

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

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

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

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

Expenditures/Expenses – Cost of goods or services used.

FAA – Federal Aviation Administration

FDOT – Florida Department of Transportation

FEMA – Federal Emergency Management Agency

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

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

CITY OF SEBASTIAN, FLORIDA 2019/2020 ANNUAL BUDGET

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

SPD – Sebastian Police Department

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

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

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

CITY OF SEBASTIAN, FLORIDA 2019/2020 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.