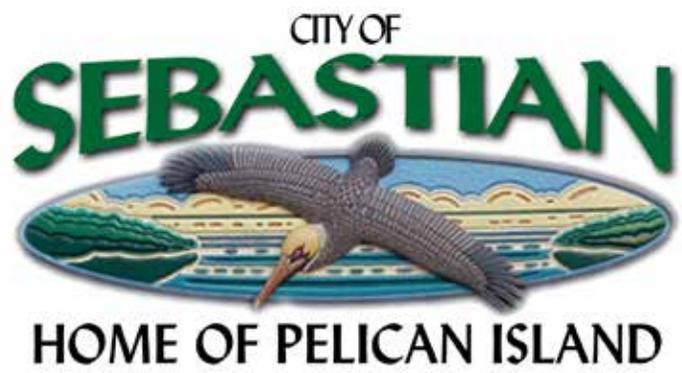


CITY OF SEBASTIAN, FLORIDA

Annual Budget Fiscal Year 2021-2022

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET



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CITY COUNCIL

Ed Dodd
Mayor

Jim Hill
Vice-Mayor

Bob McPartlan
Council Member

Frederic Jones
Council Member

Christopher Nunn
Council Member

**CITY OF SEBASTIAN
FLORIDA**

**ANNUAL BUDGET
FISCAL YEAR 2021–2022**

CITY MANAGEMENT

Jeanette Williams
City Clerk

Paul Carlisle
City Manager

Manny Anon, Jr.
City Attorney

DEPARTMENT HEADS

Kenneth W. Killgore
Administrative Services Director/CFO

Daniel Acosta
Police Chief

Scott Baker
Public Facilities Director

Lisa Frazier
Community Development Director

Wayne Eseltine
Building Official

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, 2020

Christopher P. Morill

Executive Director

Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to **City of Sebastian, Florida**, for its Annual Budget for the fiscal year beginning **October 1, 2020**. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, and as a communications device.

This 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.

CITY OF SEBASTIAN, FLORIDA
FISCAL YEAR 2021-2022 ANNUAL BUDGET

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CITY OF SEBASTIAN, FLORIDA
FISCAL YEAR 2021-2022 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.

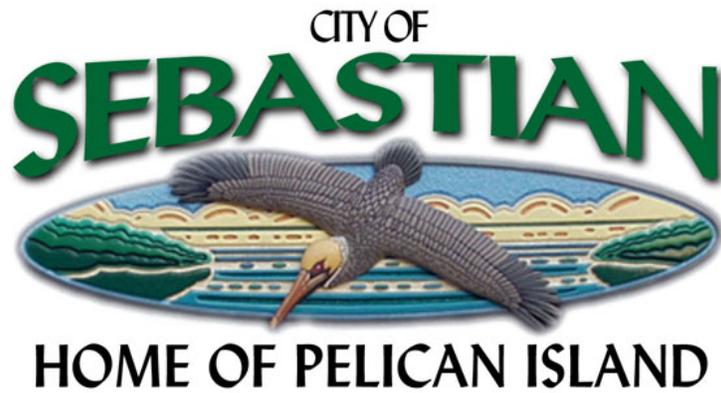
Policies – This section presents the City's policies that guide the preparation of the budget.

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 2021/22 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 2022-2027.

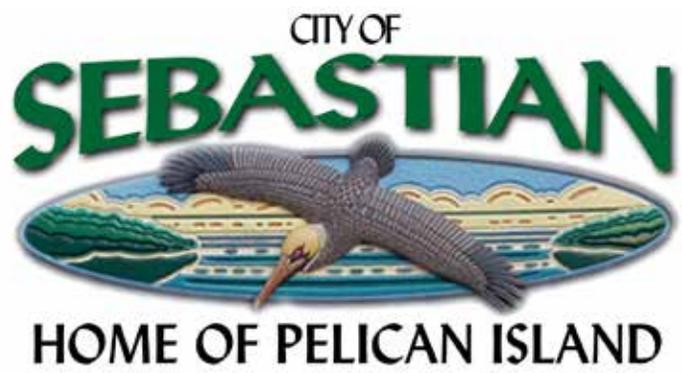
Schedules – This section provides historical trend information on ad valorem tax millage rates and tax collections. Debt service schedules are provided to support the budgeted line item detail. A five-year capital outlay schedule is included for future planning, including narratives and schedules on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



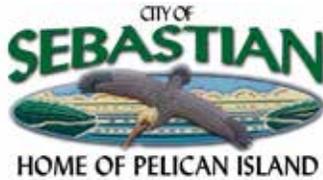
CITY OF SEBASTIAN FLORIDA
ANNUAL BUDGET
FISCAL YEAR 2021-2022

BUDGET MESSAGE

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET



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October 1, 2021

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

Re: Fiscal Year 2022 Budget Letter of Transmittal

Dear Mayor Dodd and City Council Members:

In compliance with provisions of the City Charter and Florida Statutes, we are pleased to submit the Fiscal Year 2021/22 Budget. Total appropriations for all City Funds are \$48,178,690, as compared to the \$28,785,247 that was approved before amendments last year. The increase is primarily due to the funding of several capital projects with very large grant funding expectations in this fiscal year. These included Federal Emergency Management Agency grants for a canal restoration project and for a project to install a new wall in front of the Concha Dam. Grant funding is also anticipated this fiscal year from the Florida Department of Transportation for the construction of square hangars at the Airport.

This year, we had a 6.55% overall increase in taxable values. 2.20% of the increase was due to additions to the tax roll that generated \$94,359 in revenue, with 4.35% of the increase due to reassessments on properties that were on last year's tax roll that generated \$186,478. Some additional revenue is anticipated from franchise fees, utility taxes and service charges but substantial increases in revenue sharing and one-half cent sales tax revenues contributed to a \$490,822 total increase in the budget for General Fund.

The rolled-back millage of 3.0043 was recommended by Staff to be sufficient to balance the General Fund budget. The rolled-back millage calculations are designed to yield the same proceeds from ad valorem taxes from those properties that were on the tax rolls the previous year. That amount plus the net increase in taxes on new construction, additions, improvements, annexations and increases in tangible personal properties are not considered by the State to be an increase in taxes. The City Council adopted the rolled-back rate on September 29th along with approval of the annual budgets for all funds, the Capital Improvement Program and financial policies. The General Fund budget included the addition of an Administrative Assistant in MIS, a Crime Analyst in the Police Department and an Events Coordinator/Maintenance Worker position in the Leisure Services Department. Two Maintenance Worker positions were added which will be funded from the Stormwater Revenue Fund, as well as an Inspector position funded from the Building Department Budget.

The City Council appointed Citizen's Budget Review Advisory Committee conducted several meetings to review an initial draft of the proposed budget and to determine their recommendations to the City Council. They were advised that Staff had been able to trim the budget request and limit spending so that the General Fund budget was balanced using the rolled-back millage of 3.0043. At their final meeting, a motion was adopted to approve the proposed budget and recommend the 3.0043 millage.

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

All the capital improvement projects recommended by Staff were memorialized in the Capital Improvement Program and presented to the Planning and Zoning Commission, which recommended that it be adopted by the City Council.

AD VALOREM TAXES

The table below is an example of the effect of the approved 3.0043 millage assuming a homesteaded property taxed on a value of \$200,000 last year. The taxable value for those properties could only be increased this year by the change in the consumer price index of 1.04%. By approval of the calculated “rolled-back rate”, which represents a zero growth in revenue from properties taxed the prior year, homesteaded taxpayers will pay less.

	<u>FY 2020-21 With 3.1514 Millage</u>	<u>FY 2021-22 With 3.0043 Millage</u>
Taxable Value	\$ 200,000	\$ 202,080
Homestead Exemption	<u>50,000</u>	<u>50,000</u>
Net Taxable Value	\$ 150,000	\$ 152,080
Millage	<u>3.1514</u>	<u>3.0043</u>
Taxes for Year	\$473	\$457
Tax Decrease		(\$16)

The table below shows the effect of the approved 3.0043 millage assuming a property without the homestead exemption and a value of \$200,000 last year, assuming it increased at the maximum reassessment rate of 10.0%. By approval of the calculated “rolled-back rate”, which represents a zero growth in revenue from properties taxed the prior year, non-homesteaded taxpayers will pay more if their property assessment increases by the 10.0% maximum.

	<u>FY 2020-21 With 3.1514 Millage</u>	<u>FY 2021-22 With 3.0043 Millage</u>
Taxable Value	\$200,000	\$ 220,000
Millage	<u>3.1514</u>	<u>3.0043</u>
Taxes for Year	\$630	\$661
Tax Increase		\$31

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

	<u>Amount</u>	<u>Percent Change</u>
FY2021 Final Taxable Value	\$1,486,161,680	
Revised Assessed Values	64,656,741	4.35%
New Construction and Additions	<u>32,716,715</u>	<u>2.20%</u>
FY2022 Certified Taxable Value	\$1,583,535,136	6.55%

Ad Valorem tax revenue comprises 34.3% of FY 2022 General Fund budgeted revenues excluding interfund transfers and is General Fund’s largest single source of revenue. This percentage had dropped significantly in 2018 due to large reimbursements from FEMA for hurricane damages. Between 2017 to 2020 In 2020 the City was able to steadily lower the millage but had to increase it in 2021 to offset reductions in State revenue sharing and sales tax collections. Those reductions were attributable to having businesses shut down or restricted during the worst of the COVID-19 Pandemic. Those revenue sources are recovering and in 2022 the City was able slightly reduce the millage while still maintaining almost the same percentage from ad valorem taxes as compared to revenues excluding interfund transfers. The following table shows total revenues and the percentage that ad valorem taxes were to the total General Fund revenues.

<u>Fiscal Year</u>	<u>Total Revenues</u>	<u>Ad Valorem Taxes</u>	<u>% of General Fund</u>
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	33.9%
2018	13,301,990	3,786,661	28.5%
2019	12,949,191	3,941,543	30.4%
2020	12,391,402	3,867,257	31.2%
2021	13,193,748	4,557,000	34.5%
2022	13,724,174	4,701,435	34.3%

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

CITY GOALS

The City of Sebastian has ambitious goals articulated by City Council, administration, and various boards and committees, many of which were outlined during the course of numerous meetings, discussions and presentations provided by City Council and the Office of the City Manager during the past year. The City Council and administration have worked diligently on developing an identity and character that is distinctively Sebastian. The budget adopted for FY 2021-22 keeps that focus and the forward momentum established by the community, consistent with the following City 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 2021-2022 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 6.55% this year, largely due to increases in assessed values of properties which were on last year's tax roll. New construction and additions were again at historical levels, with current activity appearing to be strong.
- **Other Major Revenue Sources** – Projections provided by the State indicate collections from state shared revenues are expected to be much higher next year than experienced in recent years. The City is projecting some growth but is not very confident the State numbers will be attained. Revenues from utility companies are also being budgeted to increase very little from the previous year, which is consistent with our conservative budget approach.
- **Permitting Revenues** –As the economy dropped-off in past years, permitting revenue declined below amounts required to fund the Building Department's operations. However, in recent years these revenues have been well above operating expenses and we have been able to set aside reserves to soften the impact of any future downturns.
- **Economic Signs** – There is still a healthy level of activity in the housing market and with overall building activity within the City. Year-over-year median residential home sales prices are relatively strong for our zip code. We feel that forecasting a general long-term growth rate of 3.5% in intergovernmental and ad valorem taxable values and 3.0% in sales and utility based revenues is reasonably conservative and sufficient to sustain current levels of services.
- **Operational Costs** – Budgets for operating expense accounts in the General Fund have for the most part been held level or decreased, leaving little flexibility for unexpected events or increases in cost. This budget strategy allows the City to hold down tax rates but limits the available options for covering unexpected spending or desirable innovations.
- **Capital Outlays and Equipment Replacement** – Throughout the economic crisis, capital outlays for new equipment and infrastructure was generally only possible using grant funds and dedicated special revenues. During those difficult times, monies to repair or replace items and to cover routine maintenance cost were extremely limited. This resulted in a critical level of equipment and facilities that were in deteriorated condition and in need of repair or replacement. To address this need, a policy was established to assign a portion of the General Fund's cash reserves to a Capital Renewal and Replacement Reserve, so that the City Manager could proceed with repairing or replacing essential equipment or facilities when necessary. With continuation of the Pandemic, we expect it may very well be necessary to continue this practice.
- **Personnel Expenditures** – Personnel expenditures are a challenge in that approximately 78% of the total proposed General Fund budget for operations is allocated to personnel costs. Salaries and benefits are negotiated for the employees included in the collective bargaining agreements with the Public Employees Association (PEA) and the Police Benevolent Association (PBA). Management employees have benefits memorialized in the "Management Benefits Package". While many personnel modifications have been made to control these costs, several long term challenges still exist, which include:
 - We recognize that being competitive with the job market is important but with every year, this becomes more difficult to manage. The City is proceeding with a wage and benefits study to document every position's responsibilities and make comparisons with the wages and benefits of others. This will hopefully provide a basis for future adjustments to be fair and equitable based on factual data.
 - Increases in the costs of health care benefits remain a significant concern for controlling the City's expenditures on personnel. The City has been successful in holding these increases to a manageable level and was able to negotiate a 6.7% increase in premiums for this year. Still with the continued escalation of healthcare costs, there is uncertainty on how the City will be affected in the future.
 - 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.

CAPITAL IMPROVEMENT PROGRAM

On September 29, 2021, the City Council approved the six-year capital improvement program for Fiscal Year 2022-27. Staff incorporated the first year of that plan into the FY 2021-22 Budget, including any necessary changes to operation and maintenance accounts needed for new equipment or facilities. The detailed project listing is located in the Capital Improvements Program section of this document, including forecast of how each item may impact operating expenditures.

Local Option Gas Tax (LOGT) funds will continue to be applied to the payment on the Paving Improvement Bank Note. They are also allocated to sidewalk improvements and to purchase some equipment. Road improvements are being deferred while an update is being done to the Road Assessment Study to insure attention is given to those improvements that will be the most beneficial.

In addition to paying debt service on the Stormwater Bank Note, **Discretionary Sales Taxes (DST)** will continue to finance the annual purchase of police department vehicles and equipment and to provide funding to upgrade the City's computer infrastructure. Funding for slip lining and pipe replacements for the stormwater system is also provided each year. Below is a synopsis of the other projects programmed from these funds:

- FY 2022 allocations include \$5,334,024 for the remaining balance of the guaranteed maximum price contract for construction of the new public works compound.
- FY 2022 also includes \$144,000 as the City's matching funds requirement on an Florida Department of Transportation grant to construct two square corporate business hangars.
- FY 2022-2023 includes \$500,000 both years as the City's matching funds requirement to a Federal Emergency Management Agency grant to restore some of the major canals in the City to their original contours.
- FY 2023 includes \$65,000 for further work on measures to protect the large trees at Riverview Park, which is a major gathering point for festivals and other events.
- FY 2024 allocates \$152,246 as the City's matching funds requirement to be awarded a Federal Aviation Administration and a Florida Department of Transportation grant for the rehabilitation of Runway 05/23 at the Airport.
- FY 2024 also allocates \$250,000 as the City's matching funds requirement on a Florida Department of Transportation grant for the reconstruction of an apron along the side of Taxiway Golf at the Airport.
- FY 2025 includes \$220,000 as the City's matching funds requirement on a Florida Department of Transportation grant for construction of new aircraft shade hangers at the Airport.
- FY 2025 also includes \$80,000 as the City's matching funds requirement on a Florida Department of Transportation grant to establish utilities to along the Golf apron at the Airport.
- FY 2025 allocates \$250,000 as the City's matching funds requirement on a Florida Department of Transportation grant for the construction of Taxiway Golf at the Airport.
- FY 2025 furthermore allocates \$90,000 as the City's matching funds requirement to be awarded a Federal Aviation Administration and a Florida Department of Transportation grant to construct a road on the west side of the Airport.

In the **Recreation Impact Fee Fund**, \$20,000 is allocated each year to be equally divided among the four zones for unanticipated upgrades to facilities in each individual zone that need to be addressed immediately. 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. Projects programmed from these funds include:

- FY 2022 allocates \$75,000 for replacing the baseball backstops at the Barber Street Sports Complex; \$30,000 is allocated to complete the updates of park signs; and \$100,000 is allocated to improve the Easy Street and Filbert Park playgrounds.
- FY 2024 allocates \$120,000 to add all-inclusive portions to playgrounds in each of the four zones.
- FY 2025 allocates \$50,000 to improve Bryant Court Park.
- FY 2026 allocates \$100,000 for Hardee Park and Schumann Park.
- FY 2027 allocates \$50,000 for improvements at the Community Center.

The **Riverfront Community Redevelopment Agency (CRA Fund)** includes annual allocations of \$20,000 for expenditures on the waterfront properties; \$40,000 a year to continue the Façade/Sign Improvement Program; and \$50,000 a year to assist with funding of special events. Expenditures for maintaining landscaping to a higher standard are being funded but other routine operating expenditures are being minimized to allow funds to be directed toward programs or projects directly impacting the vitality and values of properties in the CRA district. These revenues are required to be expended for the benefit of the defined CRA area. \$50,000 is allocated in FY 2022 for improvements to the deck at the Working Waterfront and completion of the project with landscaping and historic signage. \$495,000 is also being allocated over FY 2022 and 2023 to the completion of the Harrison Street Park Plaza project. The initial phase of this project was budgeted this past year using discretionary sales tax funding.

The **Stormwater Utility Fund** now includes all the operating and capital needs for the stormwater system versus having operating expenditures accounted for in the General Fund as was done in past years. Purchases of equipment used in the stormwater system operation and maintenance activities are also scheduled over the next six years. \$100,000 is programmed for FY 2022 for the City's required matching funds for a Federal Emergency Management Agency grant to install a new wall in front of the Concha Dam. \$785,000 is allocated over the next six years for roadway swales and driveway culvert work being done in conjunction with roadway improvements. Funding is also planned over FY 2024-26 for improving the drainage crossing Tulip Road for \$250,000 and the drainage crossing Bayfront Road for \$250,000, as well as stabilizing the slopes for the ditch at Ocean Cove for \$350,000.

The **Parking In-Lieu-Of Fund** balances are not appropriated for any specific projects at this time. These monies are collected for the purpose of enhancing the available parking facilities in lieu of the business providing the minimum additional parking required for the prospective use of the property. Flexible payment agreements are offered permitting businesses to make monthly payments.

In the **Cemetery Trust Fund**, \$10,000 is allocated in FY 2022 to install new signage and \$17,500 is allocated in FY 2023 for replacing the fencing along the southern and northern boundaries. \$110,000 is allocated in FY 2024 for ground leveling, headstone straightening and replacing sod in the older sections of the Cemetery. \$60,000 is allocated in FY 2025 to add columbarium niches. In FY 2022 there is \$90,000 to be paid to the General Fund to partially defray the cost of operations that are accounted for within the Public Facilities operating budget and this is expected to increase for future years.

The **Golf Course** in FY 2022 is allocating \$5,000 for repairs to the parking lot and \$20,000 to improve Ditch #15. Some equipment is also scheduled to be replaced in the following fiscal years. The major improvements done in the past several years continue to result in more activity. The Golf Course is beginning to "unwind" the internally financed loans from the General Fund and Building Fund for that work.

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. With the improving financial outlook, it is now possible to use Airport funding toward the following capital improvements:

- \$7,500 is allocated in FY 2022 for the purchase of mobile radios.
- In FY 2023 \$4,800 is allocated as the City's matching funds requirement on a Florida Department of Transportation grant for installing security cameras at the Airport terminal; \$3,500 is allocated as the City's matching funds requirement on Federal Aviation Authority and Florida Department of Transportation grants to restore markings on Runway 10-28; \$18,950 is allocated as the City's matching funds requirement on Federal Aviation Authority and Florida Department of Transportation grants to design of Taxiway Golf and the apron area; and \$9,900 is allocated as the City's matching funds requirement on Federal Aviation Authority and Florida Department of Transportation grants to design the reconstruction and renovation of the Taxiway Alpha Aprons.
- In FY 2025 \$45,000 is allocated as the City's matching funds requirement on Federal Aviation Authority and Florida Department of Transportation grants to do the work on the Taxiway Alpha Aprons that will be designed in FY 2023.
- In FY 2026 \$25,000 is allocated as the City's matching funds requirement on a Florida Department of Transportation grant for an aircraft wash rack.

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

The Fiscal Year 2022-2027 Capital Budget will not depart from the current direction of the City. The Citywide goals will continue to be achieved and accomplished by undertaking the following major programs, projects and activities within the listed goals:

Citywide Infrastructure Improvements

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

Governmental Efficiency:

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

Commitment to the Future:

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

Environmental Conservation:

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

Quality of Life:

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

COMPARATIVE AND TREND ANALYSIS

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

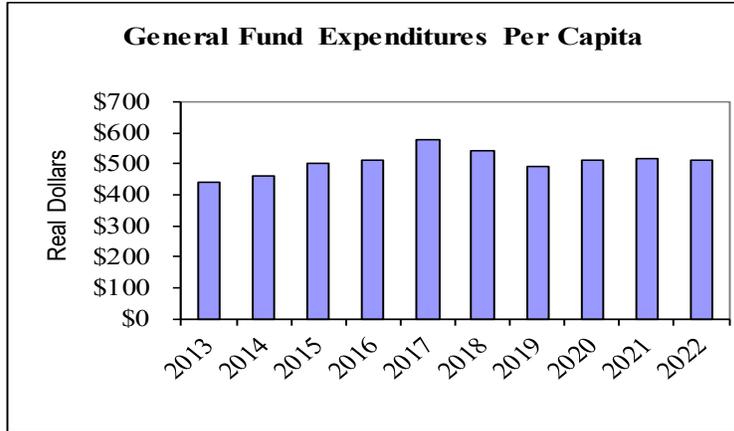
General Fund expenditures per capita in Sebastian for several years reflected a period of limited revenues that resulted in rather extreme budget cutting measures, including no employee pay increases, elimination of positions and twelve mandatory unpaid furlough days per year for employees. Spending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

General Fund Expenditures Per Capita

<u>Fiscal Year</u>	<u>Actual</u> <u>2013</u>	<u>Actual</u> <u>2014</u>	<u>Actual</u> <u>2015</u>	<u>Actual</u> <u>2016</u>	<u>Actual</u> <u>2017</u>	<u>Actual</u> <u>2018</u>	<u>Actual</u> <u>2019</u>	<u>Actual</u> <u>2020</u>	<u>Estimated</u> <u>2021</u>	<u>Budget</u> <u>2022</u>
General Fund Expenditures (in millions)	\$9.75	\$10.30	\$11.23	\$11.57	\$13.41	\$13.14	\$12.12	\$12.89	\$13.23	\$13.76
Population (1)	21,995	22,188	22,296	22,622	23,137	24,192	24,630	25,168	25,658	26,952
Percent Change from Prior Year	0.3%	0.9%	0.5%	1.5%	2.3%	4.6%	1.8%	2.2%	1.9%	5.0%
Expenditures Per Capita	\$443	\$464	\$504	\$511	\$580	\$543	\$492	\$512	\$516	\$511
Percent Change from Prior Year	-0.7%	4.7%	8.5%	1.5%	13.3%	-6.3%	-9.4%	4.1%	0.7%	-1.0%

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

CHART I

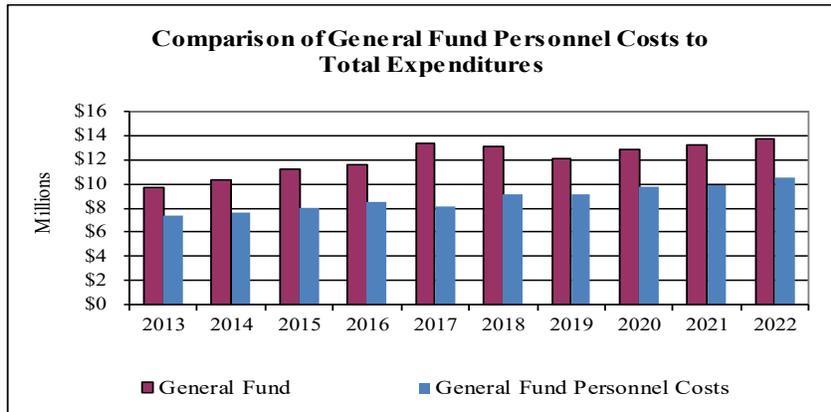


Another important consideration involves strict attention to personnel costs. The comparison of General Fund personnel costs to total General Fund expenditures for the past several years is shown in the following table and in CHART II. Although furlough days, pay freezes and lay-offs reduced personnel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

Comparison of General Fund Personnel Costs to Total Expenditures

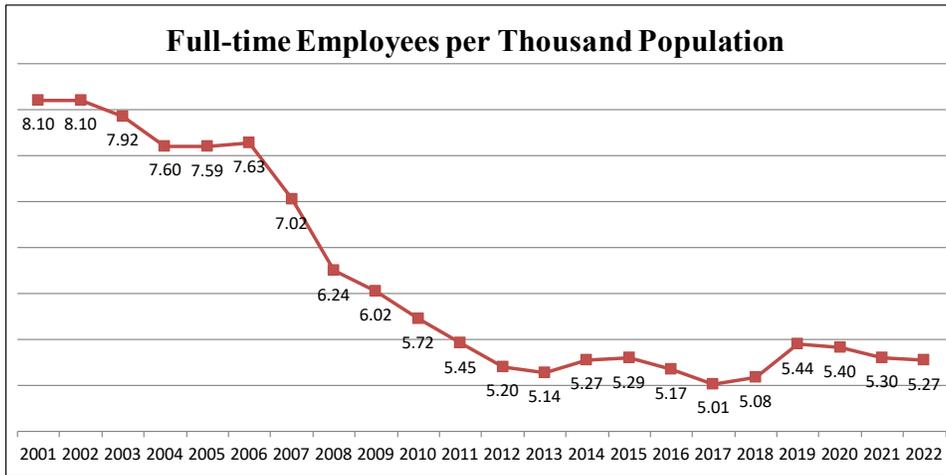
Fiscal Year		Total		Percentage
		General Fund Personnel Costs	General Fund Expenditures	
2013	Actual	\$7,421,903	\$9,750,950	76.11%
2014	Actual	\$7,671,004	\$10,297,178	74.50%
2015	Actual	\$7,971,142	\$11,229,408	70.98%
2016	Actual	\$8,527,708	\$11,568,292	73.72%
2017	Actual	\$8,175,533	\$13,408,315	60.97%
2018	Actual	\$9,111,377	\$13,140,369	69.34%
2019	Actual	\$9,198,140	\$12,147,439	75.72%
2020	Actual	\$9,741,182	\$12,887,460	75.59%
2021	Estimated	\$9,871,586	\$13,234,545	74.59%
2022	Budget	\$10,530,753	\$13,759,174	76.54%

CHART II



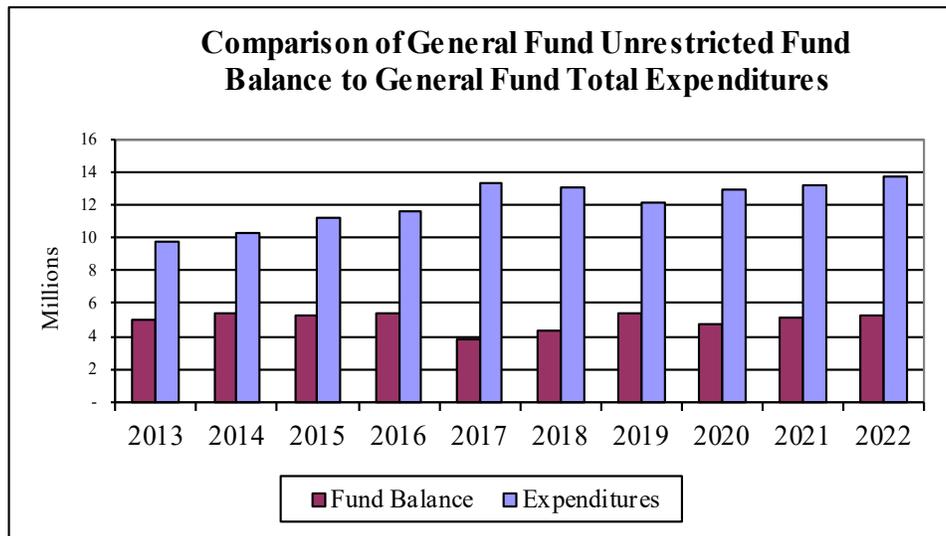
A significant factor continuously examined by the administration is full-time employees per thousand in population. Until the increases in 2019, Sebastian has operated with fewer employees per thousand in population than past years. This is illustrated in Chart III.

CHART III



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

CHART IV



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

Increases in sales tax revenues suggest that the economy is regaining its strength in the aftermath of the shutdowns and restrictions that were in place during the worst times of the COVID-19 Pandemic. Another indicator of better economic health is the substantial amount of additions to the City's taxable property values again this year. Permitting activity has also remained strong.

Recent infrastructure improvements within the Community Redevelopment Area (CRA) 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 and a stormwater plan for this specific area is being followed. The City continues to maintain and improve the properties acquired at the working waterfront location. The City also provides support to several local festivals that provide direct economic benefit to the community.

The City continues to utilize the web site for businesses, www.sebastianbusiness.com and to attract retirees <http://www.sebastianretirement.com>. These websites feature 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. Efforts continue to make sure the City's websites are frequently updated 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 nineteen years ago. This designation markedly increased the Department's ability to prevent and control crime through more effective and efficient delivery of law enforcement services to the community. Primary reasons for seeking accreditation included: the necessity to establish goals and objectives with provisions for periodic updating; constant reevaluation of whether departmental resources are being employed in accordance with agency goals, objectives and mission; constant reevaluation of departmental policies and procedures as documented in the department's written directive system; to accommodate correction of internal deficiencies and inefficiencies before they become public problems; and the opportunity to reorganize without the appearance of personal attacks.

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

Transportation

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

Recognizing the limited resources that can be allocated toward roadway improvements, the City is conducting an update to the paving management plan that was prepared in FY 2019. This will be a professional road condition assessment to document a systematic plan to insure that road resurfacing is completed before conditions require a complete rebuilding. 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 may need to 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 City matching funds that were usually provided from discretionary sales taxes. With additional rental revenues and the improved financial capabilities, it is intended that the Airport will be able to self-fund more or the required matching funds in the future.

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 progress toward airport self-sustainability, along with complementing the City's economic development plans.

Physical Environment

To comprehensively address and implement long-term solutions to community drainage and other stormwater related challenges, The City Council established a stormwater utility that levies an annual fee on a per unit/property basis throughout the community. In Fiscal Year 2003-04, the City secured a revenue bond dedicated specifically to large-scale comprehensive stormwater utility improvements. This yielded \$5.6 million committed to capital improvement programs that resulted in better drainage flow dynamics citywide. The long-awaited Collier Creek Dredging project was completed utilizing these funds. In FY 2013-14, the revenue bond was refinanced with a lower interest bank note. Until FY 2014-15, the debt service was paid by the Stormwater Fund but has been paid from the Discretionary Sales Tax Fund since that time, in order to focus stormwater fees on stormwater operations and improvements. The final payment on the bank note will be made in FY 2022.

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. A professional consultant was recently charged with preparing an extensive analysis and master planning for future solutions to stormwater drainage within the City.

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 City parks and recreation facilities. Recreation impact fees are allocated in the capital improvement plan to continue making investments that will enhance their condition and ensure they can be safely enjoyed.

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

SUMMARY

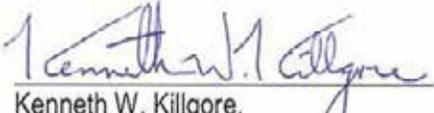
The Proposed Fiscal Year 2021-22 Budget continues to represent the character of a City whose unique identity distinguishes itself from other geographic areas of both Indian River County and throughout the Treasure Coast. There are a lot of numbers, indicators, projections, charts and graphs in this budget document. Rightfully so, being that this budget reflects Sebastian's vision and focus on improving the quality of life for our citizens, businesses, and visitors respectively. This budget reflects Sebastian's community values, goals, objectives, and ideas.

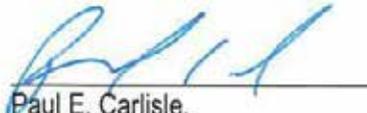
Because of good long-term forecasting, the City has maintained spending within the amount of anticipated revenues, while experiencing no outward signs of lowering levels of service. The Fiscal Year 2021-22 Budget supports the City's sound financial position; continues to enhance our community's small town atmosphere; encourages conservation initiatives; and is supportive of expanding private/public partnerships and economic development.

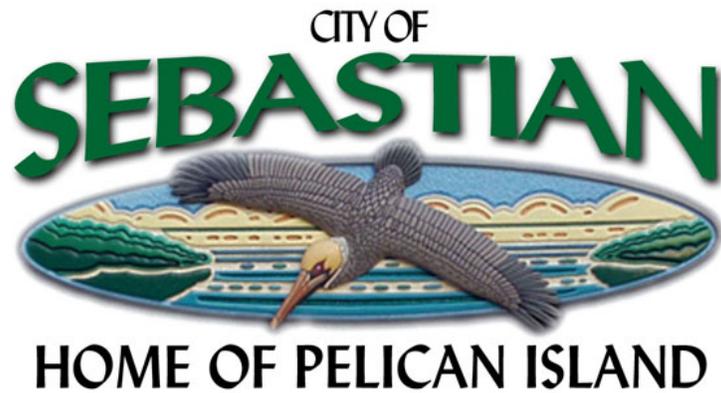
Earlier this year, the nationally recognized Government Finance Officers Association awarded the Distinguished Budget Presentation Award to the City for its Fiscal Year 2020-21 budget document. This was the seventeenth consecutive year the City has received this honor. This award is the highest form of recognition in governmental budgeting and represents a significant achievement by our City.

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

Respectfully submitted,

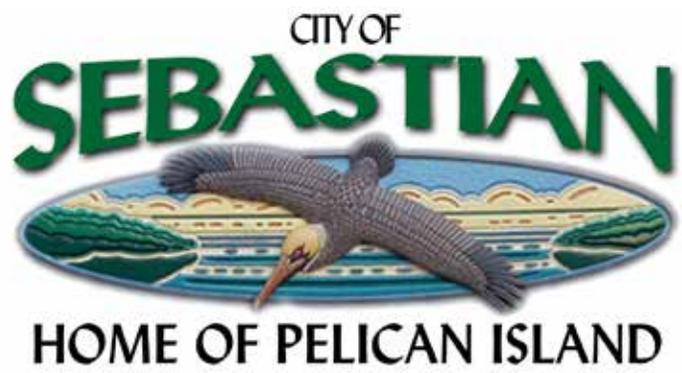

Kenneth W. Killgore,
Administrative Services Director/CFO


Paul E. Carlisle,
City Manager



CITY OF SEBASTIAN FLORIDA
ANNUAL BUDGET
FISCAL YEAR 2021-2022

BUDGET OVERVIEW



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CITY OF SEBASTIAN, FLORIDA 2021/2022 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 26,952 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 20.6% of the employment, followed by Retail Trade with 17.5% and Accommodation and Food Services with 11.7%. 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 July, 2021 unemployment rate was 5.4%, as compared to 5.1% for Florida. 28.3% of the County's population holds a bachelor's degree or higher, the area median age is 53.5 years and median household income is \$61,173. 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 2021/2022 ANNUAL BUDGET

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

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

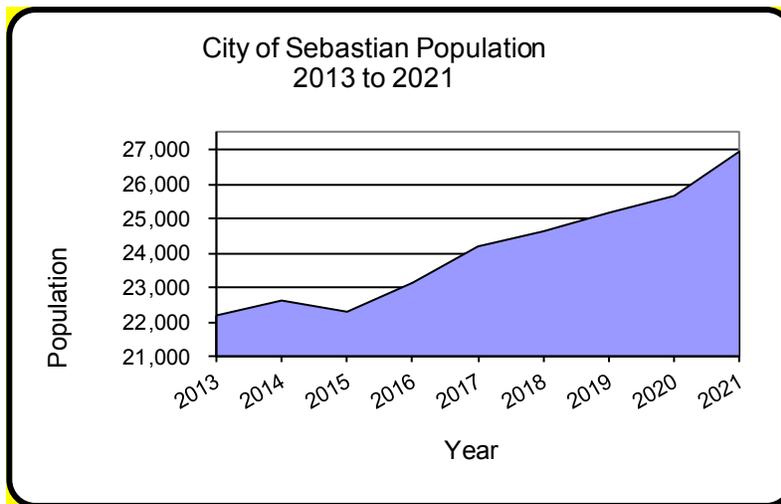
CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

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

<u>Year</u>	<u>Population</u>	<u>Change from Prior Year</u>
2013	22,188	0.88%
2014	22,622	1.96%
2015	22,296	-1.44%
2016	23,137	3.77%
2017	24,192	4.56%
2018	24,630	1.81%
2019	25,168	2.18%
2020	25,658	1.95%
2021	26,952	5.04%



CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

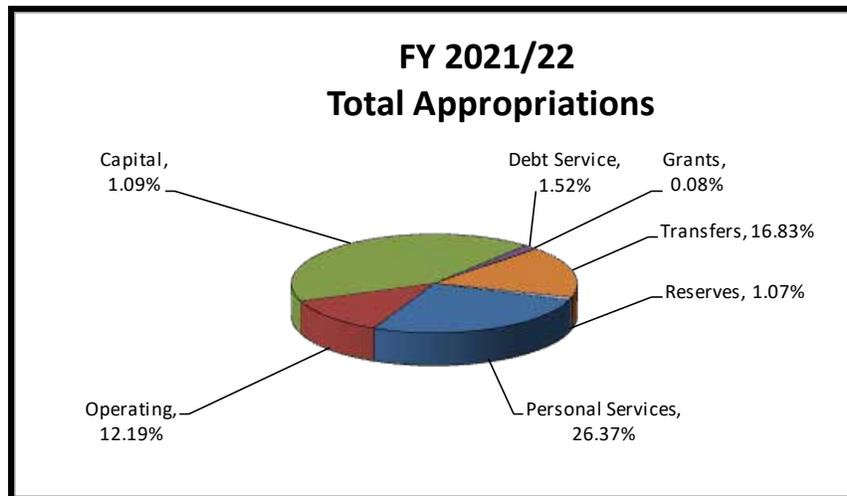
The Fiscal Year 2021/22 adopted budget continues to emphasize minimizing expenditures, yet adequately funding the desired level of service. Reducing expenditures continues to be a challenge, as each year becomes more difficult as the budgets have already been kept at a minimum. Despite the State mandated rate increase limitations, the City has exercised many cost cutting techniques over the years to facilitate the adoption of a lower millage rate. Major cost cutting techniques for a number of years included the implementation of Employee Voluntary Early Retirement Incentive Programs, the elimination of positions, furlough days, as well as zero budgets for new positions and minimizing purchases of capital items. With finally seeing increases in taxable property values in the past several years, the City was able to address deferred maintenance issues, replacement of capital items and the effects of having limited staffing for such a long period. However, this year was again challenging due to the continuation from last year of efforts to control the COVID-19 Corona Virus Pandemic.

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 2021/22 is \$48,178,690. 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 \$12,706,254.
- **Operating Budget:** The operating budget finances the contractual fees, supplies, utility billings, training/travel expenditures. The budgeted amount for this fiscal year is \$5,872,827.
- **Capital and Transfers Budgets:** This 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 \$20,202,078.
- **Debt Service Budget:** The debt service budget includes scheduled debt service payments for city's long-term debts. The budgeted amount for this fiscal year is \$681,135.
- **Grants Budget:** This includes payments to other individuals or organizations. \$40,000 is appropriated to continue the signage upgrade grant program in the Community Redevelopment Area.
- **Transfers Budget:** These are made between budgeted funds and total \$8,106,990.
- **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 \$536,424.

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



CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

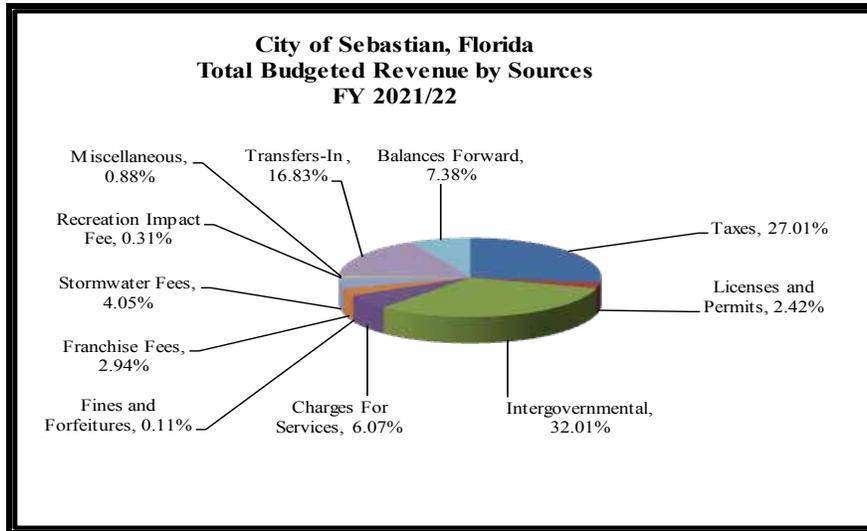
FY 2021-22 BUDGET SUMMARY FOR ALL FUNDS

	<u>GENERAL FUND</u>	<u>SPECIAL REVENUE</u>	<u>DEBT SERVICE</u>	<u>CAPITAL IMPROVEMENT</u>	<u>ENTERPRISE FUNDS</u>	<u>TOTAL ALL FUNDS</u>
<u>ESTIMATED REVENUES:</u>						
Taxes:						
Ad Valorem	\$ 4,701,435	\$ -	\$ -	\$ -	\$ -	\$ 4,701,435
Sales and Use Taxes	-	5,047,180	-	-	-	5,047,180
Utility Service	3,262,083	-	-	-	-	3,262,083
Licenses and Permits	170,350	-	-	-	996,500	1,166,850
Intergovernmental Revenue	3,113,075	431,641	-	11,876,000	-	15,420,716
Charges For Services	771,650	-	-	-	2,153,043	2,924,693
Fines and Forfeitures	50,900	1,000	-	-	-	51,900
Franchise Fees	1,418,581	-	-	-	-	1,418,581
Stormwater Assessment	-	1,952,000	-	-	-	1,952,000
Recreation Impact Fees	-	150,000	-	-	-	150,000
Miscellaneous Revenue	236,100	122,316	600	-	62,596	421,612
TOTAL ESTIMATED REVENUES	\$ 13,724,174	\$ 7,704,137	\$ 600	\$ 11,876,000	\$ 3,212,139	\$ 36,517,050
Transfers-In	35,000	-	233,403	7,802,502	36,085	8,106,990
Cash Balances Brought Forward	-	3,203,934	167,831	-	182,885	3,554,650
TOTAL ESTIMATED REVENUES, BALANCES AND TRANSFERS	\$ 13,759,174	\$ 10,908,071	\$401,834	\$ 19,678,502	\$ 3,431,109	\$ 48,178,690
<u>EXPENDITURES/EXPENSES:</u>						
General Government	\$ 4,490,316	\$ -	\$ -	\$ 612,395	\$ -	\$ 5,102,711
Public Safety	6,686,160	-	-	422,083	1,236,852	8,345,095
Physical Environment	-	1,895,947	-	12,265,000	-	14,160,947
Transportation	1,327,516	49,170	-	6,154,024	438,438	7,969,148
Economic Environment	-	320,827	-	-	-	320,827
Culture and Recreation	1,255,182	-	-	225,000	1,475,231	2,955,413
Debt Service	-	242,801	401,834	-	36,500	681,135
TOTAL EXPENDITURES/EXPENSES	\$ 13,759,174	\$ 2,508,745	\$401,834	\$ 19,678,502	\$ 3,187,021	\$ 39,535,276
Transfers-Out	-	8,035,905	-	-	71,085	8,106,990
Reserves	-	363,421	-	-	173,003	536,424
TOTAL EXPENDITURES/EXPENSES, TRANSFERS AND RESERVES	\$ 13,759,174	\$ 10,908,071	\$401,834	\$ 19,678,502	\$ 3,431,109	\$ 48,178,690

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

SUMMARY OF REVENUES

Funding available to the city in FY 2021/22 from all sources is estimated at \$48,178,690. As illustrated in the graph below, tax revenues make up approximately 27.01% of total budgeted revenues. Tax revenues include ad valorem taxes, discretionary sales tax, and utility service tax. Intergovernmental revenues make up 32.01% of revenues. These are comprised of state shared revenues and federal grants, state grants, and local grants. Charges for services represent an additional 6.07% of revenues, and are generated mainly by the enterprise activities of the city.



The table presented below summarizes changes in FY 2021/22 revenues compared to the FY 2020/21 original budget. Taxes increased 9.1% due to an increase in the ad valorem taxable values and an increase in discretionary sales tax projected receipts. Licenses and Permits had an increase of 17.5% due to the currently higher level of permitting activity. Intergovernmental Revenue shows a 215.7% increase due to significant grant funding which is anticipated. Charges for Services increased 5.4% due to projected collections by the enterprise funds. Franchise Fees projections are decreasing by 3.1% although they should be higher than the current year collections. Based on actual collections, the Stormwater Assessment budget is being decreased by 4.5%. Miscellaneous Revenue is decreased 19.2% due primarily to the anticipation of lower investment returns. Recreation Impact Fee projections have remained the same. Transfers-In were increased 60.2% due to transfers from the Special Revenue Funds to Capital Project Funds. Balances Forward increased primarily due to using reserve balances in Special Revenue Funds to pay for current year capital projects.

	Total Budgeted Revenue				Increase (Decrease)	% Increase/ Decrease
	Budget FY 2018/19	Budget FY 2019/20	Budget FY 2020/21	Budget FY 2021/22		
Taxes	11,010,564	\$ 11,364,822	\$ 11,977,526	\$ 13,010,698	\$ 1,033,172	9.1%
Licenses and Permits	936,400	884,700	1,011,650	1,166,850	155,200	17.5%
Intergovernmental Revenue	6,707,490	5,145,354	4,322,936	15,420,716	11,097,780	215.7%
Charges For Services	2,344,357	2,544,207	2,786,882	2,924,693	137,811	5.4%
Fines and Forfeitures	51,500	40,800	51,900	51,900	-	0.0%
Franchise Fees	1,394,340	1,401,716	1,462,101	1,418,581	(43,520)	-3.1%
Stormwater Assessment	1,995,000	1,940,000	2,039,714	1,952,000	(87,714)	-4.5%
Recreation Impact Fee	163,800	141,050	150,000	150,000	-	0.0%
Miscellaneous Revenue	577,070	880,249	590,216	421,612	(168,604)	-19.2%
Total Operating revenue	\$ 25,180,521	\$ 24,342,898	\$ 24,392,925	\$ 36,517,050	\$ 12,124,125	49.8%
Transfers-In	6,071,742	6,616,088	4,123,985	8,106,990	3,983,005	60.2%
Balances Forward	481,117	2,287,774	268,337	3,554,650	3,286,313	143.6%
Total Revenues	\$ 31,733,380	\$ 33,246,760	\$ 28,785,247	\$ 48,178,690	\$ 19,393,443	58.3%

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

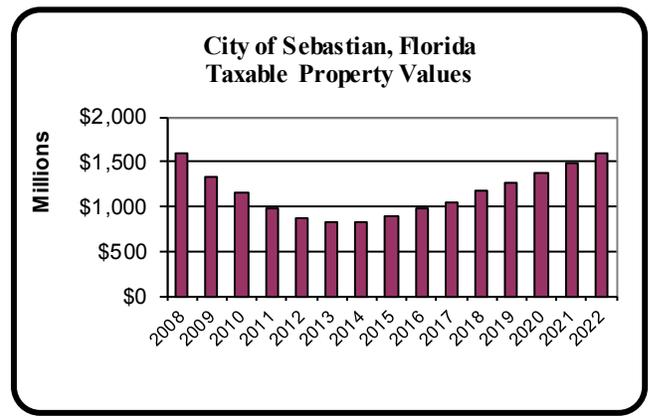
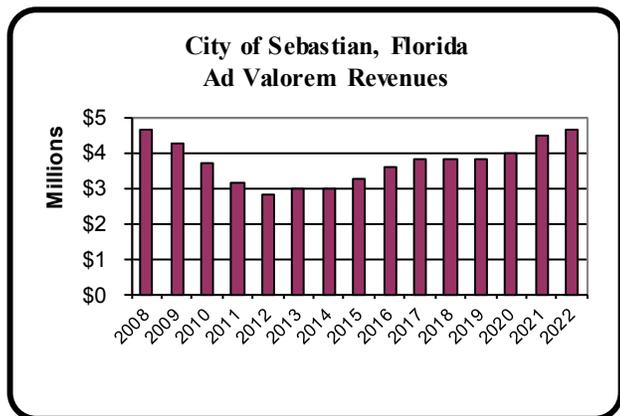
The following is an overview and analysis of all the major revenue sources for the city. The overview provides a description of the revenue and the authority to collect such revenue. The analysis provides up to ten years trend for each major revenue source.

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 2021/22 the City has budgeted at 96% or \$4,621,435 for current ad valorem tax collections.

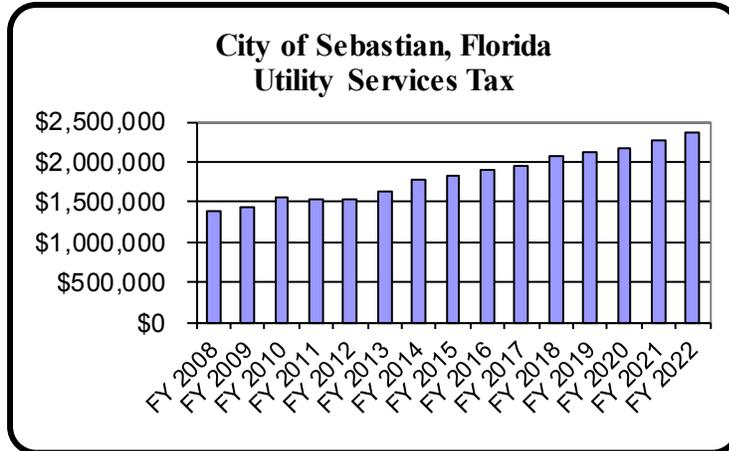
Ad valorem taxes, or property taxes, provide approximately 33.6% of the City’s General Fund revenues. The graphs below illustrate a significant decline in ad valorem revenues and property value until FY 2012/13 and then some amount of recovery since then. The FY 2021/22 property value shows an increase 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.



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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 2021/22, \$3,262,083 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 23.7% of General Fund revenues. The graph below illustrates historical and projected collections in Utility Services Tax, which is consumption driven.



Communication Service Tax

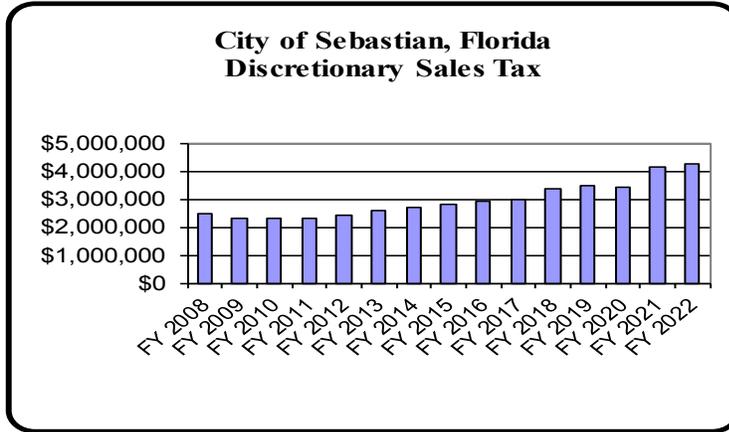
The Communication Service Tax replaced the franchise fee for dealers of communications services (including, but not limited to, phone and cable TV services). The tax in the city is 5.22% of the sales price on all taxable sales of communication services provided within the municipality. The revenue estimated for the FY 2021/22 is \$905,891. 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 2021/22, \$4,311,580 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.

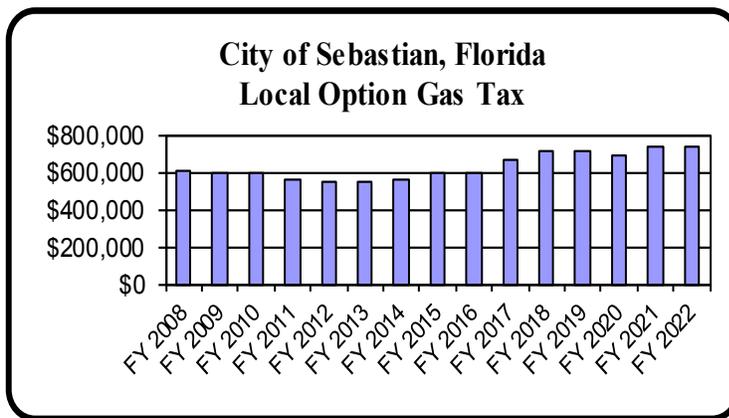
CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

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 modest increase in this Optional One-Cent Sales Tax.



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 2021/22 the revenue is projected to be about the same at \$735,600. 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.

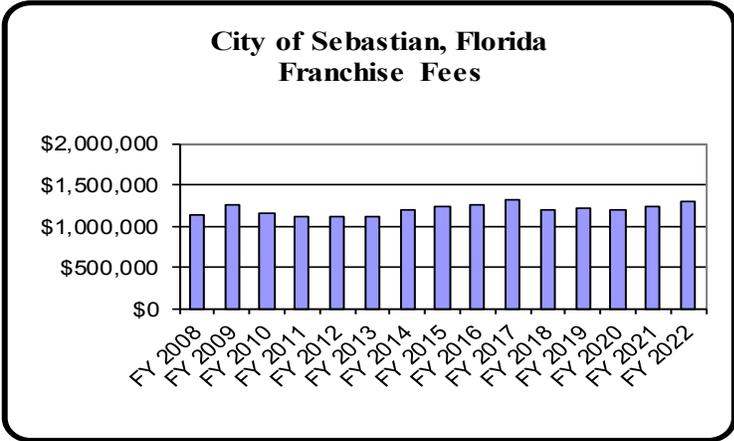


FRANCHISE FEES

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 2021/22, \$1,293,334 is budgeted as franchise fees revenues.

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

Franchise fee revenues are recorded in the General Fund. The graph below illustrates a modest increase in total franchise fees based on the growth experienced in recent years.

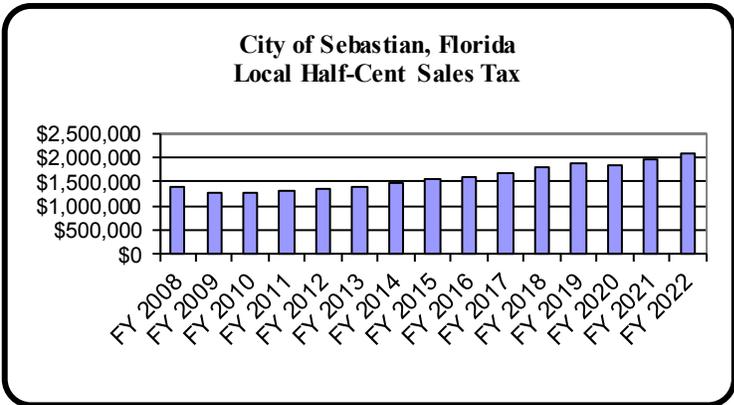


INTERGOVERNMENTAL REVENUES

Local Half-Cent Sales Tax

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

The Local Half-Cent Sales Tax is recorded in the General Fund. The graph below illustrates how collections have steadily increased over the years. The anticipated revenue for FY 2022 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.

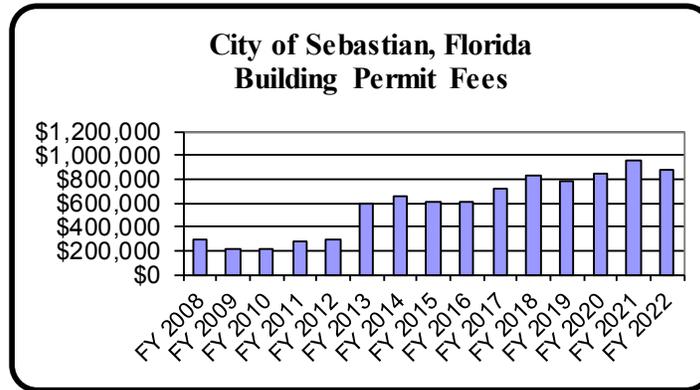


CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

CHARGES FOR SERVICES

Building Department Revenues

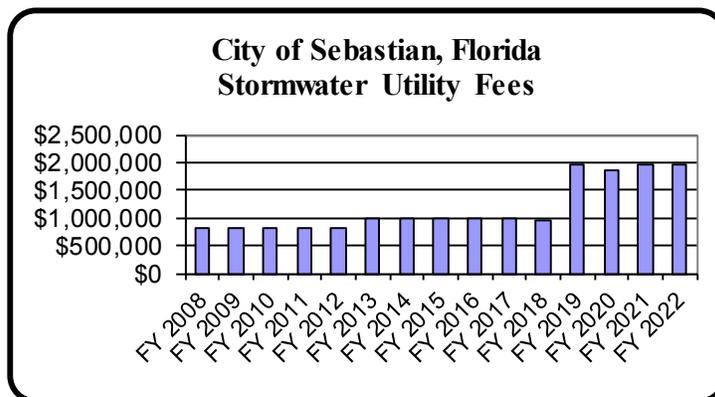
The Building Department is an enterprise operation of the City. A major part of the Building Department Revenue sources is building permit fees. Building activities are very sensitive to economic changes, and this type of revenues can quickly decline if there is a downturn in the economy. The City experienced 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 2021/22, the revenue is estimated to be a net amount of \$1,952,000. 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 2021/2022 ANNUAL BUDGET

SUMMARY OF APPROPRIATIONS

City services are provided through the City Council, three charter officers, operating departments/divisions (excluding the Stormwater Department, Golf Course, Airport Administration, and Building Department), and these are all supported by the General Fund. The Exhibit S-1 on the following page compares the General Fund departmental expenditure budget for FY 2021/22 to the amended expenditure budget for FY 2020/21.

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

- City Council increased 1.28% due to increases to telephone and promotional activities accounts.
- City Manager increased 13.15% resulting from replacement of the assigned vehicle.
- City Clerk increased 29.31% due to additional amounts needed to cover election costs.
- City Attorney increased 4.40% because of plans for additional travel.
- Administrative Services went up 6.12% from employee background checking and audit fees.
- Management Information Services is 14.77% more because of increases in contractual service fees.
- Police Administration is up 9.21% because of planned repairs and maintenance of the Police Station.
- Police Operations is up 3.33% due to moving School Crossing Guards from Detective Division.
- Police Detectives is up 5.16% from moving higher paid Officers from the Operations Division.
- Police Dispatch is up just .95% from increases in the budget for training and education.
- Code Enforcement is up by .81% with an increase in projected spending on departmental supplies.
- Roads and Maintenance increased 5.56% to fund more for street lighting expenditures.
- Fleet Management is up 6.45% with adding equipment and increases to wages and benefits.
- Facilities Maintenance is down 15.12% because last year had more building repair and maintenance.
- Cemetery decreased 42.58% from less equipment purchases and the retirement of the Sexton.
- Leisure Services went up 11.82% from increasing the budget for vehicle and equipment purchases.
- Community Development is up 7.16% because of an increase in consulting fees.
- Non-Departmental decreased by 23.96% because last year had the rebuilding of the Yacht Club Pier.

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

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

Org Code	Description	FY 17/18 Budget	FY 18/19 Budget	FY 19/20 Budget	FY 20/21 Amended Budget	FY 21/22 Budget	Increase (Decrease)	% Increase (Decrease)
010001	City Council	\$ 54,893	\$ 55,908	\$ 63,080	\$ 59,737	\$ 60,500	\$ 763	1.28%
010005	City Manager	276,569	298,289	276,527	292,499	330,971	38,472	13.15%
010009	City Clerk	225,160	207,036	229,861	217,040	280,644	63,604	29.31%
010022	Audio Visual	134,138	-	-	-	-	-	0.00%
010010	City Attorney	101,554	104,914	181,738	201,426	210,280	8,854	4.40%
010020	Administrative Services	652,296	693,455	695,567	707,722	751,020	43,298	6.12%
010021	Management Information Service	220,197	476,934	537,772	516,961	593,313	76,352	14.77%
010041	Police Administration	893,551	858,496	1,095,279	876,121	956,818	80,697	9.21%
010043	Police Operations	2,778,265	3,313,817	3,427,804	3,563,272	3,681,798	118,526	3.33%
010047	Police Detective Division	803,619	846,924	1,051,451	1,121,954	1,179,848	57,894	5.16%
010049	Police Dispatch Unit	597,355	646,273	653,693	662,359	668,653	6,294	0.95%
010045	Code Enforcement Division	173,549	183,672	191,648	197,439	199,043	1,604	0.81%
010051	Engineering	418,276	-	-	-	-	-	0.00%
010052	Roads and Maintenance	615,953	965,960	991,997	1,040,937	1,098,829	57,892	5.56%
010053	Stormwater Utility	926,206	-	-	-	-	-	0.00%
010054	Fleet Management	228,632	248,212	212,349	214,824	228,687	13,863	6.45%
010056	Facilities Maintenance	314,412	421,180	575,943	648,857	550,753	(98,104)	-15.12%
010059	Cemetery	178,423	219,020	179,676	231,522	132,937	(98,585)	-42.58%
010057	Leisure Services	926,176	1,248,340	1,194,420	1,122,549	1,255,182	132,633	11.82%
010080	Community Development	421,109	396,147	589,724	517,184	554,223	37,039	7.16%
010099	Non-Departmental	1,016,936	1,090,744	994,048	1,348,812	1,025,675	(323,137)	-23.96%
Total General Fund Expenditures		\$ 11,957,269	\$ 12,275,321	\$ 13,142,577	\$ 13,541,215	\$ 13,759,174	\$ 217,959	1.61%

Exhibit S-2 compares the General Fund expenditure by category budget for FY 2021/22 with the projected expenditures for FY 2020/21.

- Salaries and benefits reflect an increase of 6.7% primarily because of adding three positions and increases in payments for employee benefits.
- Operating expenditures increased 8.4% primarily because of projected election costs and allocations for repair and maintenance of equipment and facilities.
- Capital outlay reflects a 6% increase which is primarily due to vehicle and equipment replacements.
- Transfers to Other Funds have been totally eliminated.

Exhibit S-2 General Fund Expenditures by Category

By Major Category	FY 17/18 Actual	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Projected	FY 21/22 Budget	Increase (Decrease)	% Increase (Decrease)
Salaries and Benefits	\$ 9,111,377	\$ 9,198,140	\$ 9,741,182	\$ 9,871,586	\$ 10,530,753	\$ 659,167	6.7%
Operating Expenditures	3,183,431	2,604,177	2,727,851	2,731,510	2,961,215	\$ 229,705	8.4%
Capital Outlays	209,532	321,878	413,736	251,988	267,206	\$ 15,218	6.0%
Transfers to Other Funds	636,029	-	4,691	379,462	-	\$ (379,462)	-100.0%
Total	\$ 13,140,369	\$ 12,124,195	\$ 12,887,460	\$ 13,234,546	\$ 13,759,174	\$ 524,628	4.0%

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

Exhibit S-3 compares the total expenditure budget by fund for FY 2021/22 to the projected expenditures for FY 2020/21. 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 17/18 Actual Expenditures/ Expenses</u>	<u>FY 18/19 Actual Expenditures/ Expenses</u>	<u>FY 19/20 Actual Expenditures/ Expenses</u>	<u>FY 20/21 Projected Expenditures/ Expenses</u>	<u>FY 21/22 Budgeted Expenditures/ Expenses</u>	<u>Increase (Decrease)</u>	<u>% Increase (Decrease)</u>
General Fund (1)	\$13,140,369	\$12,147,439	\$12,887,460	\$13,234,545	\$13,759,174	\$ 524,629	4.0%
Special Revenue Funds							
Local Option Gas Tax (2)	392,564	735,954	852,884	1,048,345	391,971	(656,374)	-62.6%
Discretionary Sales Tax (3)	2,563,711	1,610,545	2,337,236	7,236,132	7,220,905	(15,227)	-0.2%
Riverfront CRA (4)	530,082	507,484	339,766	540,842	595,827	54,985	10.2%
Parking In-Lieu-Of	-	-	-	-	-	-	n/a
Recreation Impact Fee (5)	455,784	299,689	480,160	194,051	225,000	30,949	15.9%
Stormwater Utility (6)	1,351,422	1,537,182	1,483,392	2,861,522	2,110,947	(750,575)	-26.2%
Law Enforcement Forfeiture	-	21,491	6,072	16,596	-	(16,596)	n/a
Debt Service Funds							
Stormwater Utility Notes	404,078	403,659	402,137	400,529	401,834	1,305	0.3%
Capital Project Funds (7)	5,360,107	7,751,243	2,784,746	7,802,502	19,678,502	11,876,000	152.2%
Enterprise Funds							
Golf Course Fund (8)	1,632,202	1,335,211	1,348,818	1,493,631	1,546,316	52,685	3.5%
Airport Fund	365,940	523,518	398,338	564,084	474,938	(89,146)	-15.8%
Building Department (9)	1,329,280	694,694	746,911	829,081	1,236,852	407,771	49.2%
Total All Funds	<u>\$27,525,539</u>	<u>\$27,568,109</u>	<u>\$24,067,920</u>	<u>\$36,221,860</u>	<u>\$47,642,266</u>	<u>\$ 11,420,406</u>	<u>31.5%</u>

- (1) General Fund shows an increase compared to last year's projected expenditures because of an allocation for wage increases that were not decided before this budget was adopted.
- (2) Local Option Gas Tax spending on road improvements is on hold pending a paving program plan.
- (3) Discretionary Sales Tax spending is projected to be almost the same because of funding the remainder of the guaranteed maximum price contract for construction of the public works facility.
- (4) Riverfront CRA increased to provide funding for the first phase of the Harrison Street Park Plaza.
- (5) Recreation Impact Fee increased to allocate funds for additional playground improvements.
- (6) Stormwater Utility decreased because of the large amounts allocated for the Stormwater Master Plan and for major capital improvements.
- (7) Capital Project Funds increased due to the anticipated FEMA grant for Canal Restoration.
- (8) Golf Course Fund shows an increase because of pending wage increases and because of budgeting necessary parking lot and other improvements.
- (9) Airport Fund decreased because of the repayment of a General Fund loan last year.
- (10) Building Department increased due to hiring a firm to assist with building inspections and allocating funds for the renovation of the customer services counter.

CITY OF SEBASTIAN, FLORIDA 2021/2022 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 9/30/2019	Balance 9/30/2020	Balance 9/30/2021	Change in Fund Balance		Projected Balance 9/30/2022	Percentage Change from Prior Year
	Actual	Actual	Estimated	Projected Sources	Projected Uses		
General Fund (1)	6,199,061	5,703,001	5,847,204	13,759,174	(13,759,174)	5,847,204	0.0%
Special Revenue Funds							
Local Option Gas Tax (2)	539,111	388,403	91,410	751,073	(391,971)	450,512	392.8%
Discretionary Sales Tax (3)	5,705,467	6,914,435	3,908,803	4,360,080	(7,220,905)	1,047,978	-73.2%
Riverfront CRA (4)	374,104	478,660	432,991	472,421	(595,827)	309,585	-28.5%
Parking In-Lieu-Of Fund (5)	55,991	59,673	70,287	3,069	0	73,356	4.4%
Recreation Impact Fee (6)	497,181	164,044	145,293	160,000	(225,000)	80,293	-44.7%
Stormwater Utility Fee Fund (7)	1,136,886	1,622,922	718,980	1,956,244	(2,110,947)	564,277	-21.5%
Law Enforcement Forfeiture Fund	37,056	32,782	32,877	1,250	0	34,127	3.8%
Debt Service Funds							
Stormwater Utility Revenue Bonds	178,562	179,945	181,838	234,003	(401,834)	14,007	-92.3%
Capital Project Funds (8)							
General Capital Project	0	0	0	1,034,478	(1,034,478)	0	n/a
Capital Improvements	0	0	0	225,000	(225,000)	0	n/a
Transportation Improvements	0	0	0	5,426,524	(5,426,524)	0	n/a
Stormwater Improvements	0	0	0	12,265,000	(12,265,000)	0	n/a
Airport Improvements	0	0	0	727,500	(727,500)	0	n/a
Enterprise Funds							
Golf Course Revenue Fund (9)	(672,196)	(572,620)	(567,034)	1,546,316	(1,546,316)	(567,034)	0.0%
Airport Fund (10)	24,368	183,145	207,755	629,232	(474,938)	362,049	74.3%
Building Department (11)	573,806	(814,493)	1,121,280	1,072,676	(1,236,852)	957,104	-14.6%
Total All Funds	14,649,397	14,339,897	12,191,684	44,624,040	(47,642,266)	9,173,458	-24.8%

- (1) General Fund projected fund balance is expected to stay the same. Ad valorem taxes were based on a 3.0043 millage.
- (2) Local Option Gas Tax Fund projected balances are high because spending on road improvements is on hold pending an update to the paving program plan.
- (3) Discretionary Sales Tax projected fund balance was expected to decline from spending on a new Public Works Compound.
- (4) Riverfront CRA is applying some of the fund balance to develop the Harrison Street Park Plaza.
- (5) Parking In-Lieu-Of Fee has no planned expenditures and there are new payment agreements that will increase the balance.
- (6) Recreation Impact Fee fund balance will be decreased from capital spending on playground improvements.
- (7) Stormwater Utility Fee Fund revenues and fund balance will be used for matching grants on capital improvements.
- (8) Capital Project Fund projected receipts are equal to amounts projected to be spent.
- (9) Golf Course Fund shows revenues will be less than expenses in FY 2022 due to addressing some needed improvements.
- (10) Airport Fund's projected revenues are expected to exceed expenses in FY 2022.
- (11) Building Department Fund revenues continue to exceed operating expenses and will use balances to do renovations to the customer service front counter.

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

PERSONNEL SUMMARY BY DEPARTMENT/DIVISION

As with any service organization, personnel costs are a significant part of the total operating budget of the city. For FY 2020/21, total personnel costs are approximately 68% of the city's budgeted operating expenses. Exhibit S-5 provides a comparison of staffing levels in recent years.

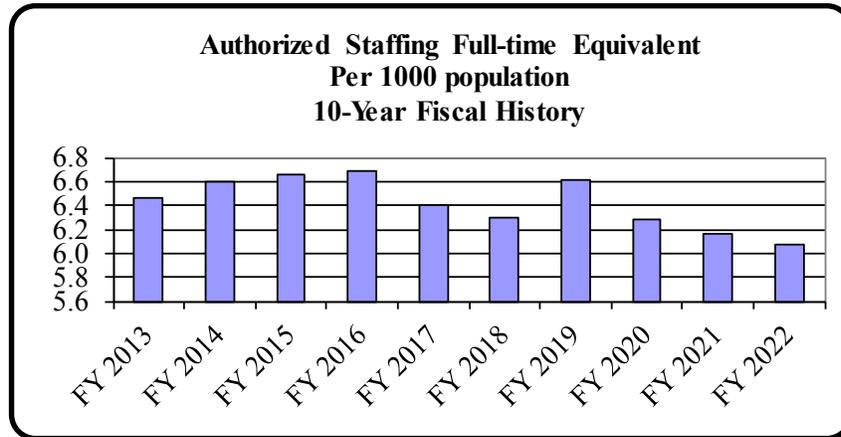
Exhibit S-5 FULL AND PART-TIME POSITIONS

Department/Division	Budget FY 2017/2018		Budget FY 2018/2019		Budget FY 2019/2020		Budget FY 2020/2021		Amended Budget FY 2020/2021		Budget FY 2021/2022	
	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	0	2	0	2	0	2	0	2	0	2	0
City Clerk	2	1	2	1	2	1	2	1	2	1	2	1
City Attorney	0	0	0	0	1	0	1	0	1	0	1	0
Administrative Services	6	0	6	0	6	0	6	0	6	0	6	0
Mgmt Information Svcs	3	3	4	2	4	2	4	2	4	2	5	2
Audio Visual	0	0	0	0	0	0	0	0	0	0	0	0
Leisure Services	8	17	12	18	13	6	13	4	13	4	14	4
Community Development	5	0	4	0	5	0	5	0	5	0	5	0
Police Administration	8	1	7	2	7	2	7	1	7	1	8	1
Police Operations	29	1	34	0	32	0	32	0	32	0	32	10
Police Investigations	7	11	7	10	9	10	9	11	9	11	9	1
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	0	0	0	0	0	0	0	0	0	0
Roads & Maintenance	8	0	10	0	10	0	10	0	10	0	10	0
Fleet Management	4	0	4	0	3	0	3	0	3	0	3	0
Facilities Maintenance	3	0	3	0	4	0	4	0	4	0	4	0
Cemetery	2	0	2	0	2	0	2	0	2	0	2	0
GENERAL FUND TOTALS	99	39	109	38	113	26	113	24	113	24	116	24
Stormwater Utility	13	1	14	1	13	1	13	1	13	1	15	1
Golf Course Administration	2	5	2	4	2	4	2	4	2	4	2	4
Golf Course Carts	0	14	0	14	0	10	0	10	0	10	0	10
Golf Course Total	2	19	2	18	2	14	2	14	2	14	2	14
Airport	3	0	2	0	1	1	1	1	1	1	1	1
Building Department	6	0	7	1	7	2	8	2	7	3	8	3
SUB-TOTALS	123.0	59.0	134.0	58.0	136.0	44.0	137.0	42.0	136.0	43.0	142.0	43.0
TOTAL POSITIONS	182.0		192.0		180.0		179.0		179.0		185.0	
FULL-TIME POSITIONS	152.50		163.00		158.00		158.00		157.50		163.50	

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

The FY 2021/22 budget reflects a total authorization of 163.5 full-time equivalent (FTE) positions to serve the 2022 estimated population of 26,952. This is a staffing ratio of 6.066 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 2013	142.00	21,995	6.4560
FY 2014	146.50	22,188	6.6027
FY 2015	150.50	22,622	6.6528
FY 2016	149.00	22,296	6.6828
FY 2017	148.00	23,137	6.3967
FY 2018	152.50	24,192	6.3037
FY 2019	163.00	24,630	6.6179
FY 2020	158.00	25,168	6.2778
FY 2021	158.00	25,658	6.1579
FY 2022	163.50	26,952	6.0663



DEBT OBLIGATIONS

Debt Limits

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

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

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

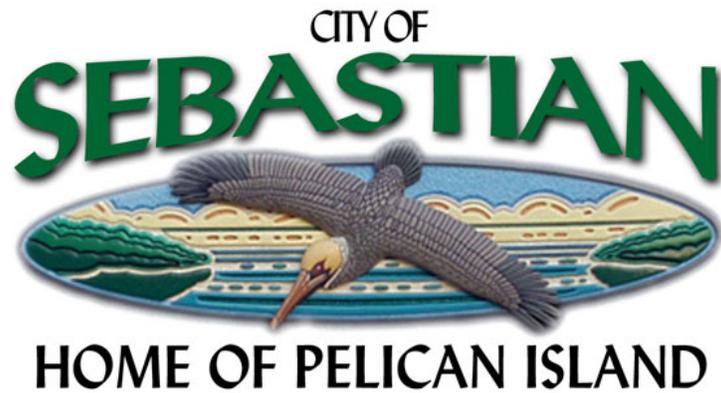
Debt Outstanding

The following table lists the city's debt obligations and commitments as they have been forecasted to be as of September 30, 2022. Each of the two long-term notes included 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. The Police Camera System was also obtained by a lease purchase agreement.

Debt Description	Initial Principal Amount	Principal Balance at 9/30/2022	Interest Rate	Final Maturity	Initial Bond Rating/ Insurer	Security Pledge
Stormwater Utility Revenue Bank Notes 2014	\$5,630,000	\$0	2% to 4.2%	2022	AAA/MBIA	Stormwater Utility Fees
Paving Improvements Promissory Notes 2012	\$2,296,000	\$121,000	1.94%	2023	N/A	Local Option Gas Tax
Golf Cart 60 Month Lease Purchase 2017	\$313,152	\$0	3.49%	2022	N/A	N/A
Month Lease Purchase May 2021	\$392,915	\$86,390	2.75%	2024	N/A	N/A

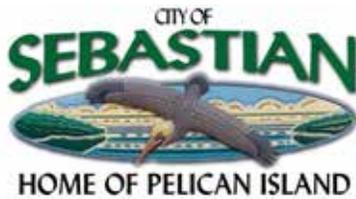
Effects on Current Operations

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. That financing will be paid off during FY2022. 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. The final payment will be made during FY2022. Payments on the Police Camera System will not be completed until FY2024.



CITY OF SEBASTIAN FLORIDA
ANNUAL BUDGET
FISCAL YEAR 2021-2022

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 29, 2021. 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 February 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. The Stormwater Fund is assessed for 50% of the compensation paid to the City Engineer and 30% for the administrative assistant.

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. To the extent possible, the City shall set fees and user charges for the Golf Course, Airport 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 \$4 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 accounts 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 – \$400,000 Based on 10% of Annual State Revenues.
 - d. Employee Leave Accrual Payouts – \$440,000 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 – \$216,000 based on 5% of budget for sales taxes.
 - iii. Community Redevelopment Agency – \$22,000 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 \$6,487,000, 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. \$400,000 target reserve for shortfalls in intergovernmental revenues.
 4. \$440,000 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 be purchased with the proceeds from debt will reduce the future debt burden of the City. This strategy may be beneficial but a financial analysis should be performed to determine the greatest net present value savings.
 2. Cemetery Permanent Trust Fund. After all other needs have been satisfied, excess surpluses may be transferred to the Cemetery Permanent Trust Fund established to care for the Cemetery. The amounts transferred shall be deemed corpus to the Cemetery Trust fund for funding Cemetery care and maintenance.
 3. Riverfront Redevelopment Agency. After all other needs have been satisfied; excess surpluses may be transferred to the Riverfront Redevelopment Agency that has been established to provide infrastructure and public facility needs in that area that will result in increased property values.

City of Sebastian, Florida

Financial Policies

C. Special Revenue Fund Surpluses

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

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

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

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

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

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

X. Reporting and Analysis

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

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

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

FINANCIAL ACCOUNTING STRUCTURE

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

Types of Funds

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

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

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

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

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

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

Description of All Funds

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

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

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

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

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

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

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

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

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

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

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

CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

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

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

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

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

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

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

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

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

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

Permanent Fund

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

Fiduciary Funds

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

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

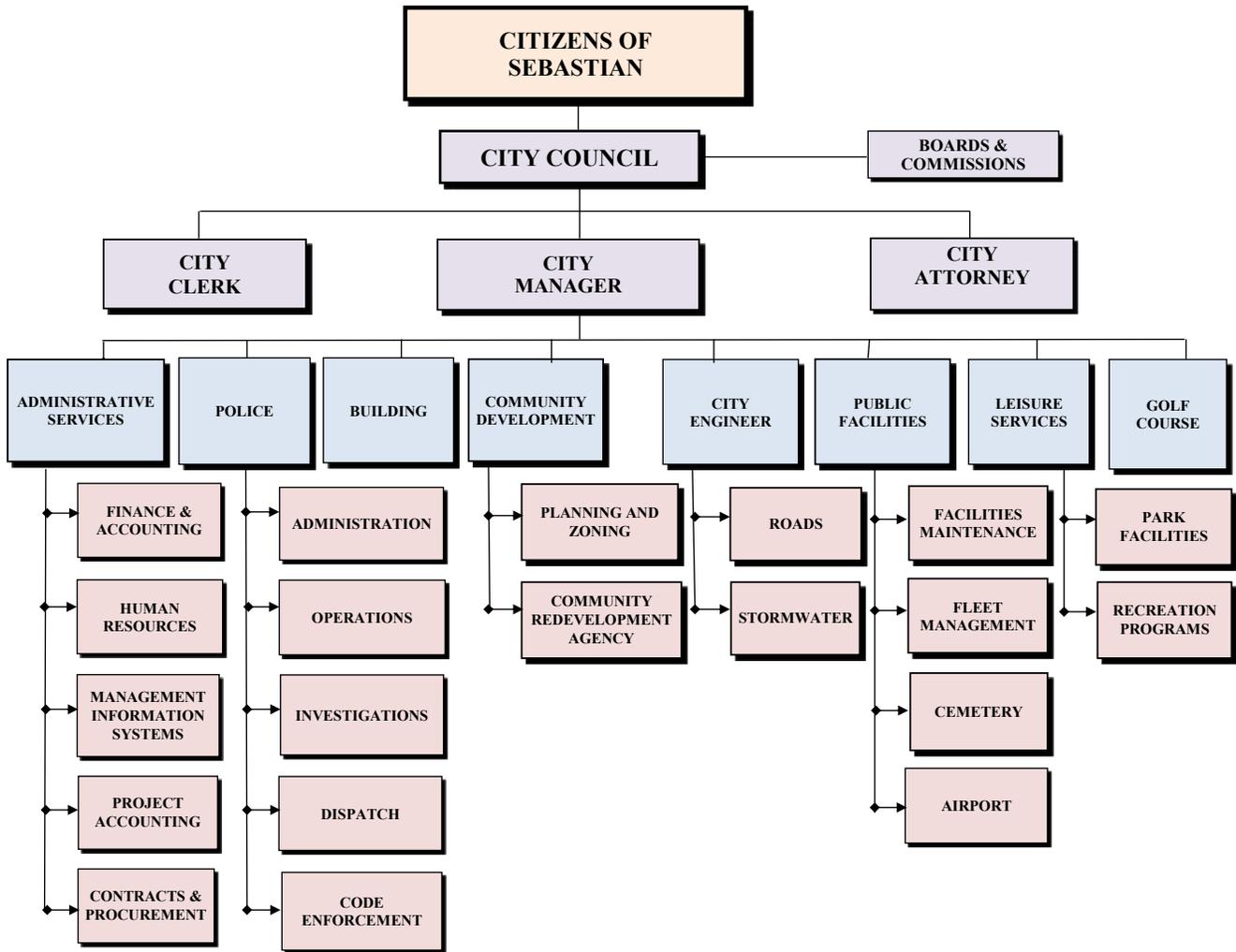
CITY OF SEBASTIAN, FLORIDA 2020/2021 ANNUAL BUDGET

DEPARTMENT/DIVISION AND FUNCTION RELATIONSHIP SUMMARY

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

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

CITY OF SEBASTIAN, FLORIDA
ORGANIZATIONAL CHART
Fiscal Year 2021/2022





**CITY OF SEBASTIAN
FISCAL YEAR 2021-2022 BUDGET CALENDAR**

DATE	DAY	EVENT
02/08/21	Monday	Budget Review Advisory Board @6:00pm – Introductory Meeting and Review 4 th Quarter FY2020 and 1 st Quarter FY2021 Budget Report
02/10/21	Wednesday	City Council @6:00pm – Approve Budget Calendar and Budget Objectives – Approve 4 th Quarter FY2020 and 1 st Quarter FY2021 Budget Report
02/12/21	Friday	Departments Receive Forms and Instructions for Capital Improvement Program
03/12/21	Friday	Departments Submit Capital Improvement Program Request to Administrative Services
04/23/21	Friday	Departments Receive Forms and Instructions on Operating Budget Preparation
05/14/21	Friday	Departments Submit Operating Budget Request to Administrative Services
05/17/21	Monday	Budget Review Advisory Board @ 6:00pm – Review 2 nd Quarter Budget Report
05/26/21	Wednesday	City Council @6:00pm – Approve 2 nd Quarter Budget Report
05/28/21	Friday	Estimate of Property Values Received from Property Appraiser
06/11/21	Friday	Complete Review of Department Request and Balancing of CIP and Draft Budgets
06/23/21	Wednesday	City Council and Budget Review Advisory Board Provided Recommended CIP and Operating Budget documents
06/28/21	Monday	Parks and Recreation Board @ 6:00pm – Review of Recreation Impact Fee Uses in CIP
06/30/21	Wednesday	DR-420 Certified Property Values Received from Property Appraiser
07/12/21	Monday	Budget Review Advisory Board @6:00pm – Presentation of Draft CIP and Operating Budget and Discussion on Proposed Millage to be Recommended to City Council
07/19/21	Monday	Budget Review Advisory Board @6:00pm – Review 3 rd Quarter Budget Report.
07/23/21	Friday	Planning and Zoning Board Provided the Draft CIP Summary
07/28/21	Wednesday	City Council @6:00pm – Receive Budget Review Advisory Board Recommendation and Approve Proposed Millage – Approve 3 rd Quarter Budget Report
07/29/21	Thursday	Send DR-420 Proposed Millage Form to Property Appraiser
08/19/21	Thursday	Planning and Zoning Board @6:00pm – Approval of Capital Improvement Program
08/16/21	Monday	Budget Review Advisory Board @6:00pm – Update on Major Changes to the Capital Improvement Program and Operating Budget (if any)
08/25/21	Wednesday	City Council @6:00pm – Presentation on CIP and Budget Recommendations
09/15/21	Wednesday	Anticipated First Public Hearing on County Budget
09/09/21	Monday	Anticipated Final Adoption of School Board Budget
09/13/21	Monday	City Council @6:00pm – Special Meeting for First Public Hearing on the Millage and Budget - Approval of Capital Improvement Program – Approval of Financial Policies
09/22/21	Wednesday	Anticipated Final Public Hearing on County Budget
09/25/21	Saturday	Advertise the Tentative Millage and Proposed Budget Final Public Hearing
09/29/21	Wednesday	CRA/City Council Meeting @6:00pm – Special Meeting for Approval of Community Redevelopment Agency Budget - Public Hearing on Final Millage and Final Budget
09/30/21	Thursday	Send Resolution Adopting Final Millage to Property Appraiser – Submit CRA Budget to the Board of County Commissioners

CITY OF SEBASTIAN, FLORIDA 2021/2022 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 2021/2022 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:

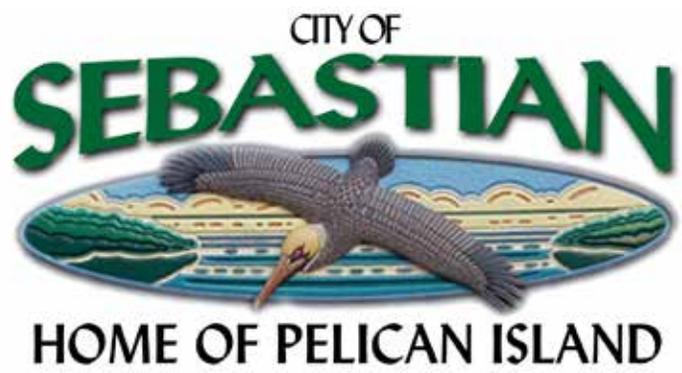
1. Total fund appropriations changes must be approved by the City Council.
2. Uses of contingency appropriations or reserves must be approved by the City Council.
3. Shifts in appropriations within fund totals may be done administratively on the authority of the City Manager. In most cases the City Manager 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.

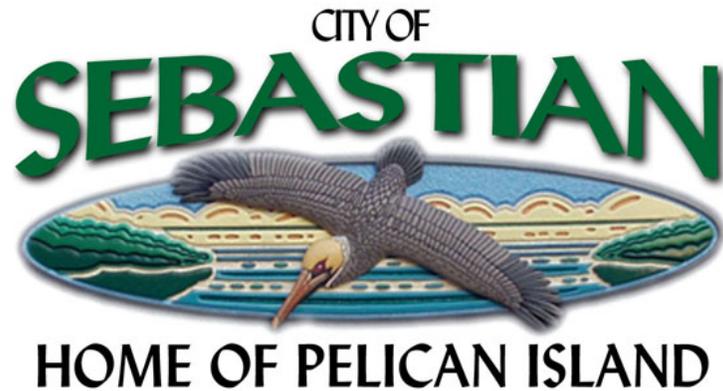


CITY OF SEBASTIAN FLORIDA
ANNUAL BUDGET
FISCAL YEAR 2021-2022

BUDGET DETAIL



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CITY OF SEBASTIAN, FLORIDA
ANNUAL BUDGET
FISCAL YEAR 2021-2022

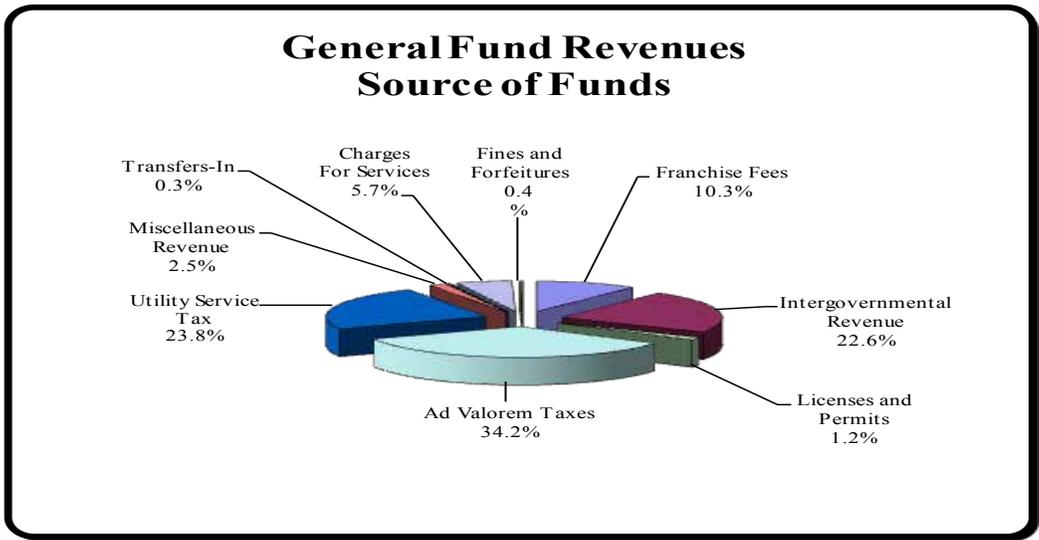
GENERAL FUND

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

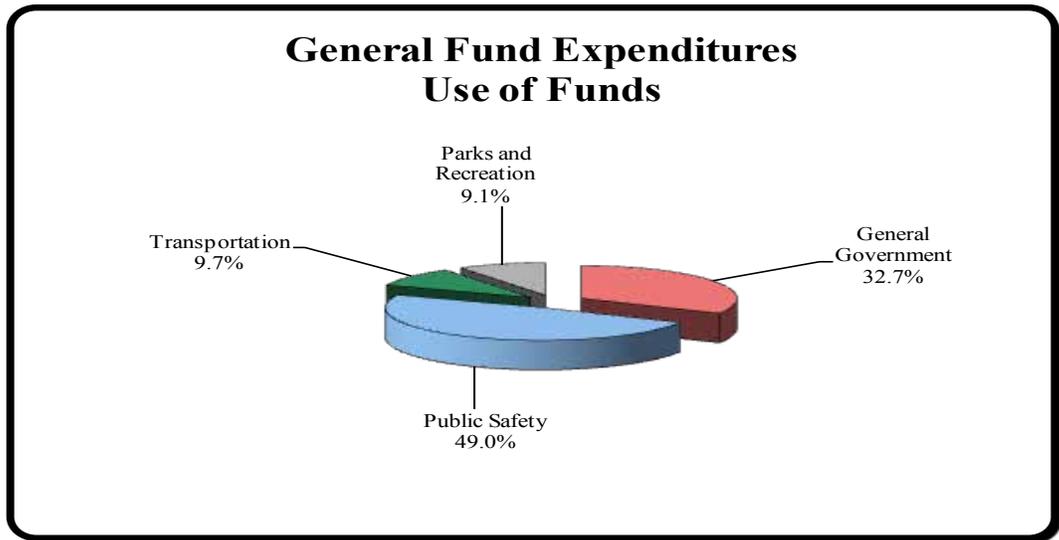
GENERAL FUND

The General Fund is the main operating fund for the City of Sebastian. The General Fund budget for Fiscal Year 2021-2022 is \$13,759,174. 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.



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



CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

TABLE G-1

GENERAL FUND REVENUE

Code: 001501

The Fiscal Year 2021-2022 adopted budget for General Fund Revenue and Interfund Transfers is \$13,759,174. This is \$380,426 more than the projected actual General Fund Revenue and Other Sources for 2020-21 of \$13,378,748.

Description	Amended						
	FY 17/18 Actual	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 20/21 Projected	FY 21/22 Budget	Difference
Taxes and franchise fees	\$ 7,911,624	\$ 8,167,747	\$ 8,124,514	\$ 9,148,602	\$ 9,092,480	\$ 9,382,099	\$ 289,619
Licenses and permits	165,922	146,812	150,240	149,200	152,491	170,350	17,859
Inter-governmental revenue	4,388,228	3,613,868	3,013,721	2,484,751	2,933,069	3,113,075	180,006
Charges for service	391,054	548,100	663,702	744,033	728,708	771,650	42,942
Fines and forfeits	47,701	50,997	53,164	50,900	50,900	50,900	-
Interest earnings	89,567	131,534	49,544	61,500	17,500	17,500	-
Rents and royalties	126,012	139,750	123,067	143,000	135,000	135,000	-
Sales of assets	58,084	29,805	32,343	50,000	34,000	34,000	-
Contributions/donations	45,270	28,996	14,129	8,000	6,500	6,500	-
Other miscellaneous revenues	78,529	91,583	166,977	116,100	43,100	43,100	-
Total revenues	\$ 13,301,990	\$ 12,949,191	\$ 12,391,402	\$ 12,956,086	\$ 13,193,748	\$ 13,724,174	\$ 530,426
Interfund transfers	704,638	23,928	-	185,000	185,000	35,000	(150,000)
Total revenues and interfund transfers	14,006,628	12,973,119	12,391,402	13,141,086	13,378,748	13,759,174	380,426
Appropriated from Fund Balance	-	(825,680)	-	127,266	-	-	-
Total revenues and other sources	\$ 14,006,628	\$ 12,147,439	\$ 12,391,402	\$ 13,268,352	\$ 13,378,748	\$ 13,759,174	\$ 380,426

Fiscal Year 2021-22 Adopted Budget Revenues -

Major Current Level Changes from FY 2020-21 Projected Revenues:

1. **Taxes and franchise fees** - This is due to increases in ad valorem taxable values and higher collections of electric utility service taxes.
2. **Licenses and permits** - Additional collections are anticipated from permitting fees.
3. **Intergovernmental** - An increase is expected from the State Revenue Sharing Program and the City's share of the One Half Cent Sales Tax collections.
4. **Charges for service** - Charges made to other Funds for services provided by departments funded by General Fund have been adjusted upward.
5. **Fines and forfeits** - Receipts are expected to be the same.
6. **Interest earnings** - Income is assumed to be at the same level.
7. **Rents and royalties** - No change in rental agreements are anticipated.
8. **Sales of assets** - No change in these revenues are expected.
9. **Contributions/Donations** - Receipts are expected to be the same.
10. **Other miscellaneous revenues** - Anticipating no change.
11. **Interfund transfers** - This is decreasing due to a large transfer from the Airport last year.

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

GENERAL FUND REVENUE DETAIL

Code: 001501

Account		FY 17/18	FY 18/19	FY 19/20	Amended FY 20/21	FY 20/21	FY21/22
Number	Description	Actual	Actual	Actual	Budget	Projected	Budget
TAXES							
311000	Current Ad Valorem Taxes	3,703,536	3,861,686	3,791,174	4,483,724	4,477,000	4,621,435
311001	Delinquent Ad Valorem Taxes	83,126	79,857	76,083	80,000	80,000	80,000
TOTAL AD VALOREM TAXES		3,786,661	3,941,543	3,867,257	4,563,724	4,557,000	4,701,435
FRANCHISE FEES							
313100	Electric Franchise Fees	1,202,094	1,226,220	1,197,996	1,327,150	1,243,590	1,293,334
313700	Solid Waste Franchise Fees	95,060	96,595	100,099	113,424	103,563	107,706
313900	Other Franchise Fees - CNG	19,638	20,929	18,754	21,527	16,866	17,541
TOTAL FRANCHISE FEES		1,316,792	1,343,744	1,316,850	1,462,101	1,364,019	1,418,581
UTILITY SERVICE TAXES							
314100	Electric Utility Service Tax	1,725,188	1,769,201	1,799,535	1,912,016	1,888,832	1,964,385
314300	Water Utility Service Tax	282,002	305,344	316,943	340,440	318,508	331,248
314400	Gas Utility Service Tax	12,857	13,898	12,953	14,308	12,131	12,616
314800	Propane Utility Service Tax	39,506	41,450	39,337	42,401	46,099	47,943
314950	CST Revenue Sharing	748,619	752,567	771,638	813,612	905,891	905,891
TOTAL UTILITY SERVICE TAXES		2,808,171	2,882,460	2,940,406	3,122,777	3,171,461	3,262,083
TOTAL TAXES & FRANCHISE FEES		7,911,624	8,167,747	8,124,514	9,148,602	9,092,480	9,382,099
LICENSES AND PERMITS							
321000	Business Taxes	90,944	87,023	78,129	85,000	80,000	80,000
321100	Business Tax - Penalties/Transfers	2,187	1,269	1,435	1,500	1,500	1,500
322060	Driveway Permit Fees	33,600	32,200	37,000	27,000	35,000	35,000
322075	Reinspection Fees	35	105	420	100	200	200
322080	Right-of-Way Permits	750	2,000	750	500	750	750
322100	Land Clearing Permits	0	0	13,225	13,000	11,975	10,000
322300	Fencing Permits	0	0	0	0	6,000	25,000
322700	Accessory Structure	0	300	200	0	200	200
322900	Other Permits & Fees	2,785	2,644	1,380	2,700	1,500	1,500
329100	Zoning Fees	19,591	12,176	7,981	10,000	5,166	6,000
329200	Site Plan Review Fees	5,250	4,500	4,600	3,400	6,000	6,000
329300	Plat Review Fees	6,825	1,500	1,000	2,000	1,500	1,500
329400	Plan Checking Fees	1,425	675	2,100	1,500	1,200	1,200
329500	Alarm Permits	2,530	2,420	2,020	2,500	1,500	1,500
TOTAL LICENSES AND PERMITS		165,922	146,812	150,240	149,200	152,491	170,350
INTERGOVERNMENTAL REVENUE:							
FEDERAL GRANTS							
331200	Fed Grant-Public Safety	4,828	5,388	2,944	0	0	0
331204	Fed - JAG Grant	0	3,442	15,284	0	0	0
334901	FEMA - Federal Reimb	1,255,042	494,833	43,937	128,887	0	0
334902	FEMA - State Reimb	184,668	37,787	4,872	14,779	0	0
TOTAL FEDERAL GRANTS		1,444,538	541,451	67,037	143,666	0	0

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

GENERAL FUND REVENUE DETAIL - CONTINUED

Code: 001501

Account		FY 17/18	FY 18/19	FY 19/20	Amended FY 20/21	FY 20/21	FY21/22
Number	Description	Actual	Actual	Actual	Budget	Projected	Budget
STATE SHARED REVENUES							
335120	Municipal Revenue Sharing	698,932	738,304	670,194	262,725	720,788	769,603
335122	8th Cent Motor Fuel Tax	215,375	219,918	196,566	76,933	211,381	225,359
335140	Mobile Home Licenses	15,151	14,670	14,935	15,125	15,000	15,000
335150	Alcohol Beverage Licenses	15,463	16,258	15,409	16,000	16,000	16,000
335180	Local Half-Cent Sales Tax	1,809,846	1,884,498	1,840,936	1,970,302	1,969,900	2,087,113
335200	Police Pension State Shared Revenue	188,923	198,770	208,645	0	0	0
TOTAL STATE SHARED REVENUES		2,943,689	3,072,418	2,946,685	2,341,085	2,933,069	3,113,075
TOTAL INTER-GOV'T REVENUE		4,388,228	3,613,868	3,013,721	2,484,751	2,933,069	3,113,075
CHARGES FOR SERVICES							
341920	Cert. Copying, Record Search	2,957	2,918	3,830	4,500	4,000	4,000
341930	Election Fees	183	366	879	400	800	400
342100	PD Special Services Fees	25,965	25,117	16,485	26,000	25,000	25,000
342102	School Resource Officers	0	70,858	60,720	75,000	62,500	64,400
343805	Cemetery Fees	12,591	11,446	10,483	12,000	12,000	12,000
347550	Skate Facility Fees	1,636	1,493	51	0	0	0
347551	Pickleball Lighting Fees	0	0	0	2,000	2,000	2,000
347555	Tennis Facility Fees	18,579	21,630	15,376	22,000	25,000	25,000
347556	County Impact Fees Admin. Fees	12,689	12,483	13,863	12,000	12,000	12,000
347557	Community Center Rec Revenues	19,256	19,163	12,026	20,000	15,000	15,000
349140	RRD-Management Fees	87,740	90,372	99,076	89,725	90,000	92,655
349163	Stormwater-Management Fees	0	0	80,555	89,345	89,345	90,989
349410	Golf Course-Management Fees	93,000	88,350	97,185	106,065	106,065	106,065
349450	Airport-Management Fees	45,000	72,425	93,485	116,866	116,866	142,046
349455	Maintenance Service Fees-AP	2,931	6,794	5,477	4,000	4,000	5,500
349480	Building Dept Management Fees	43,000	45,150	49,665	54,632	54,632	60,095
349485	Maintenance Services Fees-Bldg Dept.	1,528	534	546	500	500	500
349601	Cemetery-Management Fees	0	55,000	80,000	85,000	85,000	90,000
349620	Administrative Fees-Pension	24,000	24,000	24,000	24,000	24,000	24,000
TOTAL CHGS FOR SERVICE		391,054	548,100	663,702	744,033	728,708	771,650
FINES AND FORFEITS							
351100	Court Fines	13,935	14,793	16,569	14,000	14,000	14,000
351115	Police Education-\$2.00 Funds	1,143	1,558	1,700	1,200	1,200	1,200
351140	Parking Fines	855	470	645	500	500	500
354100	Code Enforcement Fines	31,407	34,135	34,141	35,000	35,000	35,000
359000	Other Fines/Forfeits	361	40	109	200	200	200
TOTAL FINES AND FORFEITS		47,701	50,997	53,164	50,900	50,900	50,900
MISCELLANEOUS REVENUE:							
INTEREST EARNINGS							
361100	Interest Income	61,013	96,267	35,102	45,000	15,000	15,000
361105	State Board Interest Earnings	27,653	33,665	13,070	15,000	2,000	2,000
361150	Other Interest	902	1,602	1,371	1,500	500	500
TOTAL INTEREST EARNINGS		89,567	131,534	49,544	61,500	17,500	17,500

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

GENERAL FUND REVENUE DETAIL - CONTINUED

Code: 001501

Account <u>Number</u>	<u>Description</u>	FY 17/18 <u>Actual</u>	FY 18/19 <u>Actual</u>	FY 19/20 <u>Actual</u>	Amended FY 20/21 <u>Budget</u>	FY 20/21 <u>Projected</u>	FY21/22 <u>Budget</u>
RENT AND ROYALTIES							
362100	Rents and Royalties	22,234	22,043	17,199	28,000	25,000	25,000
362150	Nontaxable Rent	103,778	117,707	105,867	115,000	110,000	110,000
TOTAL RENT AND ROYALTIES		126,012	139,750	123,067	143,000	135,000	135,000
SALE OF FIXED ASSETS							
364100	Sale of Fixed Assets	48,215	23,672	31,014	45,000	30,000	30,000
365000	Sale of Surplus Material/Scrap	9,869	6,134	1,330	5,000	4,000	4,000
TOTAL SALES OF FIXED ASSETS		58,084	29,805	32,343	50,000	34,000	34,000
CONTRIBUTIONS/DONATIONS							
366000	Contributions & Donations	1,860	7,899	2,079	5,000	3,000	3,000
366150	75th Anniversary Revenues	1,600	300	1,450	500	1,000	1,000
366200	Contribution/Greer Trust	13,000	8,200	8,100	0	0	0
366602	Donations-PD Safety Classes	0	810	0	0	0	0
366603	Donations-COPE Unit	21,317	3,774	0	0	0	0
366604	Donations-Public Safety Employees	3,955	5,156	0	0	0	0
366605	Donations-General Empl Fund	938	357	0	0	0	0
366805	4th of July Donations	2,600	2,500	2,500	2,500	2,500	2,500
TOTAL CONTRIBUTIONS/DONATIONS		45,270	28,996	14,129	8,000	6,500	6,500
OTHER MISCELLANEOUS REVENUES							
367000	Gain/Loss on Investments	0	23,669	18,949	0	0	0
369100	Motor Fuel Tax Rebate	15,406	17,246	16,446	15,500	16,500	16,500
369200	Insurance Proceeds	30,354	33,463	118,824	35,000	10,000	10,000
369400	Reimbursements	32,473	15,744	11,363	15,000	15,000	15,000
369900	Other Miscellaneous Revenues	186	1,392	1,396	50,500	1,500	1,500
369955	Vend Mach Sales-Gen Empl Fund	110	69	0	100	100	100
TOTAL OTHER MISCELLANEOUS REV.		78,529	91,583	166,977	116,100	43,100	43,100
TOTAL MISCELLANEOUS REVENUE		397,461	421,667	386,061	378,600	236,100	236,100
TOTAL REVENUES		13,301,990	12,949,191	12,391,402	12,956,086	13,193,748	13,724,174
INTERFUND TRANSFERS							
381163	Transfer from 163 STORMWATER	700,000	0	0	0	0	0
381360	Transfer from 363 STORMWATER	0	23,928	0	0	0	0
381410	Transfer from 410 GOLF	0	0	0	35,000	35,000	35,000
381450	Transfer from 450 AIRPORT	0	0	0	150,000	150,000	0
381601	Transfer from 601 CEMETERY	4,638	0	0	0	0	0
TOTAL INTERFUND TRANSFERS		704,638	23,928	0	185,000	185,000	35,000
TOTAL REVENUES AND TRANSFERS		14,006,628	12,973,119	12,391,402	13,141,086	13,378,748	13,759,174
OTHER FINANCING SOURCES							
389991	Appropriated from Fund Balance	0	(825,680)	0	127,266	0	0
TOTAL OTHER SOURCES		0	(825,680)	0	127,266	0	0
TOTAL REV. AND OTHER SOURCES		14,006,628	12,147,439	12,391,402	13,268,352	13,378,748	13,759,174

CITY OF SEBASTIAN, FLORIDA 2021/2022 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 17/18 Actual	FY 18/19 Actual	FY 19/20 Actual	Amended FY 20/21 Budget	FY 20/21 Projected	FY 21/22 Budget	Change From FY 20/21 Budget	% Increase (Decrease)
010001	City Council	\$ 53,664	\$ 52,259	\$ 46,702	\$ 59,737	\$ 58,133	\$ 60,500	\$ 763	1.3%
010005	City Manager	425,856	336,677	269,335	292,499	285,133	330,971	38,472	13.2%
010009	City Clerk	207,260	205,292	264,887	217,040	205,106	280,644	63,604	29.3%
010010	City Attorney	100,267	105,409	167,044	201,426	197,183	210,280	8,854	4.4%
010020	Administrative Services	651,177	672,001	674,673	707,722	702,324	751,020	43,298	6.1%
010021	Management Information Services	385,022	464,729	511,750	516,961	513,244	593,313	76,352	14.8%
010041	Police Administration	1,075,874	1,052,404	1,263,875	876,121	836,781	956,818	80,697	9.2%
010043	Police Operations	3,045,451	3,412,730	3,308,391	3,563,272	3,522,094	3,681,798	118,526	3.3%
010047	Police Investigations	754,632	818,247	1,076,622	1,121,954	1,113,075	1,179,848	57,894	5.2%
010049	Police Dispatch	599,063	622,038	582,845	662,359	620,615	668,653	6,294	1.0%
010045	Code Enforcement Division	178,587	184,410	184,219	197,439	184,795	199,043	1,604	0.8%
010052	Roads and Maintenance	808,444	887,151	963,173	1,040,937	1,008,870	1,098,829	57,892	5.6%
010053	Stormwater Utility	1,120,302	0	0	0	0	0	-	-
010054	Fleet Management	218,860	232,278	202,251	214,824	213,136	228,687	13,863	6.5%
010056	Facilities Maintenance	489,500	398,280	568,181	648,857	604,528	550,753	(98,104)	-15.1%
010059	Cemetery	186,139	178,033	177,736	231,522	199,232	132,937	(98,585)	-42.6%
010057	Leisure Services	879,540	1,145,017	1,110,021	1,122,549	1,055,218	1,255,182	132,633	11.8%
010080	Community Development	395,776	366,205	539,290	517,184	511,362	554,223	37,039	7.2%
010099	Non-Departmental	1,564,956	1,014,277	976,464	1,348,812	1,403,717	1,025,675	(323,137)	-24.0%
Total General Fund Expenditures		\$13,140,369	\$ 12,147,439	\$ 12,887,460	\$ 13,541,215	\$ 13,234,545	\$13,759,174	217,959	1.6%
Total Revenues and Transfers		14,006,628	12,973,119	12,391,402	13,141,086	13,378,748	13,759,174	618,088	4.7%
Change in Fund Balance		\$ 866,259	\$ 825,680	\$ (496,058)	\$ (400,129)	\$ 144,203	\$ -	\$ 400,129	

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

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

Department	FY 17/18 Actual	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 20/21 Projected	FY 21/22 Budget
CITY COUNCIL						
PERSONAL SERVICES	\$ 22,728	\$ 22,736	\$ 22,728	\$ 22,732	\$ 22,733	\$ 22,730
OPERATING EXPENDITURES	30,936	29,523	23,973	37,005	35,400	37,770
CAPITAL OUTLAY	-	-	-	-	-	-
TOTAL	\$ 53,664	\$ 52,259	\$ 46,702	\$ 59,737	\$ 58,133	\$ 60,500
CITY MANAGER						
PERSONAL SERVICES	\$ 386,539	\$ 325,131	\$ 258,605	\$ 275,407	\$ 273,285	\$ 283,755
OPERATING EXPENDITURES	39,317	11,546	10,730	17,092	11,848	15,216
CAPITAL OUTLAY	-	-	-	-	-	32,000
TOTAL	\$ 425,856	\$ 336,677	\$ 269,335	\$ 292,499	\$ 285,133	\$ 330,971
CITY CLERK						
PERSONAL SERVICES	\$ 159,304	\$ 170,673	\$ 171,932	\$ 184,750	\$ 181,108	\$ 190,405
OPERATING EXPENDITURES	47,955	20,636	92,955	29,980	21,688	90,239
CAPITAL OUTLAY	-	13,983	-	2,310	2,310	-
TOTAL	\$ 207,260	\$ 205,292	\$ 264,887	\$ 217,040	\$ 205,106	\$ 280,644
CITY ATTORNEY						
PERSONAL SERVICES	\$ -	\$ -	\$ 92,686	\$ 164,039	\$ 161,208	\$ 169,576
OPERATING EXPENDITURES	100,267	105,409	74,359	37,387	35,975	40,704
CAPITAL OUTLAY	-	-	-	-	-	-
TOTAL	\$ 100,267	\$ 105,409	\$ 167,044	\$ 201,426	\$ 197,183	\$ 210,280
ADMINISTRATIVE SERVICES						
PERSONAL SERVICES	\$ 525,070	\$ 540,448	\$ 539,816	\$ 562,649	\$ 551,820	\$ 586,969
OPERATING EXPENDITURES	126,108	131,553	134,857	145,073	150,504	164,051
CAPITAL OUTLAY	-	-	-	-	-	-
TOTAL	\$ 651,177	\$ 672,001	\$ 674,673	\$ 707,722	\$ 702,324	\$ 751,020
MANAGEMENT INFORMATION SERVICES						
PERSONAL SERVICES	\$ 246,755	\$ 314,098	\$ 345,874	\$ 358,104	\$ 346,573	\$ 420,295
OPERATING EXPENDITURES	138,267	126,311	163,865	158,857	166,671	173,018
CAPITAL OUTLAY	-	24,320	2,011	-	-	-
TOTAL	\$ 385,022	\$ 464,729	\$ 511,750	\$ 516,961	\$ 513,244	\$ 593,313
COMMUNITY DEVELOPMENT						
PERSONAL SERVICES	\$ 357,598	\$ 318,631	\$ 392,517	\$ 434,559	\$ 431,913	\$ 422,997
OPERATING EXPENDITURES	38,178	47,574	132,124	71,314	68,138	98,226
CAPITAL OUTLAY	-	-	14,650	11,311	11,311	33,000
TOTAL	\$ 395,776	\$ 366,205	\$ 539,290	\$ 517,184	\$ 511,362	\$ 554,223

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

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

Department	FY 17/18 Actual	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 20/21 Projected	FY 21/22 Budget
POLICE DEPARTMENT - ADMINISTRATION						
PERSONAL SERVICES	\$ 919,624	\$ 919,091	\$ 1,064,435	\$ 740,467	\$ 707,438	\$ 801,440
OPERATING EXPENDITURES	119,785	133,314	160,747	135,654	129,343	147,878
CAPITAL OUTLAY	36,465	-	38,694	-	-	7,500
TOTAL	\$ 1,075,874	\$ 1,052,404	\$ 1,263,875	\$ 876,121	\$ 836,781	\$ 956,818
POLICE DEPARTMENT - OPERATIONS						
PERSONAL SERVICES	\$ 2,727,327	\$ 3,100,165	\$ 3,029,232	\$ 3,206,256	\$ 3,205,959	\$ 3,335,098
OPERATING EXPENDITURES	294,835	290,787	245,672	328,641	287,760	316,400
CAPITAL OUTLAY	23,289	21,778	33,487	28,375	28,375	30,300
TOTAL	\$ 3,045,451	\$ 3,412,730	\$ 3,308,391	\$ 3,563,272	\$ 3,522,094	\$ 3,681,798
POLICE DEPARTMENT - INVESTIGATIONS						
PERSONAL SERVICES	\$ 648,579	\$ 664,952	\$ 878,785	\$ 952,417	\$ 943,615	\$ 1,018,271
OPERATING EXPENDITURES	106,054	115,848	123,458	152,437	152,360	150,577
CAPITAL OUTLAY	-	37,446	74,379	17,100	17,100	11,000
TOTAL	\$ 754,632	\$ 818,247	\$ 1,076,622	\$ 1,121,954	\$ 1,113,075	\$ 1,179,848
POLICE DEPARTMENT - DISPATCH						
PERSONAL SERVICES	\$ 590,500	\$ 611,731	\$ 573,959	\$ 648,523	\$ 607,779	\$ 652,348
OPERATING EXPENDITURES	8,563	10,307	8,886	13,836	12,836	16,305
CAPITAL OUTLAY	-	-	-	-	-	-
TOTAL	\$ 599,063	\$ 622,038	\$ 582,845	\$ 662,359	\$ 620,615	\$ 668,653
CODE ENFORCEMENT						
PERSONAL SERVICES	\$ 159,672	\$ 165,801	\$ 169,750	\$ 176,731	\$ 169,939	\$ 177,436
OPERATING EXPENDITURES	18,914	18,610	14,469	20,708	14,856	21,607
CAPITAL OUTLAY	-	-	-	-	-	-
TOTAL	\$ 178,587	\$ 184,410	\$ 184,219	\$ 197,439	\$ 184,795	\$ 199,043

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

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

Department	FY 17/18 Actual	FY 18/19 Actual	FY 19/20 Actual	FY 20/21 Budget	FY 20/21 Projected	FY 21/22 Budget
PUBLIC WORKS - ROADS AND MAINTENANCE						
PERSONAL SERVICES	\$ 462,678	\$ 505,970	\$ 588,186	\$ 623,386	\$ 620,580	\$ 654,653
OPERATING EXPENDITURES	338,222	325,439	335,797	371,218	341,957	385,270
CAPITAL OUTLAY	7,544	55,743	39,190	46,333	46,333	58,906
TOTAL	\$ 808,444	\$ 887,151	\$ 963,173	\$ 1,040,937	\$ 1,008,870	\$ 1,098,829
PUBLIC FACILITIES - STORMWATER UTILITY						
PERSONAL SERVICES	\$ 630,002	\$ -	\$ -	\$ -	\$ -	\$ -
OPERATING EXPENDITURES	488,037	-	-	-	-	-
CAPITAL OUTLAY	2,263	-	-	-	-	-
TOTAL	\$ 1,120,302	\$ -	\$ -	\$ -	\$ -	\$ -
PUBLIC FACILITIES - FLEET MANAGEMENT						
PERSONAL SERVICES	\$ 194,428	\$ 194,159	\$ 180,924	\$ 189,384	\$ 192,111	\$ 199,254
OPERATING EXPENDITURES	24,432	28,524	18,950	22,940	18,525	21,933
CAPITAL OUTLAY	-	9,595	2,376	2,500	2,500	7,500
TOTAL	\$ 218,860	\$ 232,278	\$ 202,251	\$ 214,824	\$ 213,136	\$ 228,687
PUBLIC FACILITIES - CEMETERY						
PERSONAL SERVICES	\$ 149,728	\$ 145,725	\$ 151,633	\$ 176,307	\$ 153,758	\$ 103,272
OPERATING EXPENDITURES	27,920	32,308	26,103	35,215	25,474	29,665
CAPITAL OUTLAY	8,491	-	-	20,000	20,000	-
TOTAL	\$ 186,139	\$ 178,033	\$ 177,736	\$ 231,522	\$ 199,232	\$ 132,937
PUBLIC FACILITIES - FACILITIES MAINTENANCE						
PERSONAL SERVICES	\$ 133,131	\$ 160,659	\$ 279,726	\$ 290,597	\$ 291,110	\$ 299,117
OPERATING EXPENDITURES	232,174	219,247	234,361	280,575	238,418	248,636
CAPITAL OUTLAY	124,195	18,374	54,094	77,685	75,000	3,000
TOTAL	\$ 489,500	\$ 398,280	\$ 568,181	\$ 648,857	\$ 604,528	\$ 550,753
LEISURE SERVICES						
PERSONAL SERVICES	\$ 505,975	\$ 759,730	\$ 736,297	\$ 802,159	\$ 751,932	\$ 904,857
OPERATING EXPENDITURES	369,197	244,648	218,871	264,467	254,227	266,325
CAPITAL OUTLAY	4,368	140,640	154,854	55,923	49,059	84,000
TOTAL	\$ 879,540	\$ 1,145,017	\$ 1,110,021	\$ 1,122,549	\$ 1,055,218	\$ 1,255,182
NON-DEPARTMENTAL						
PERSONAL SERVICES	\$ 291,741	\$ 278,439	\$ 264,098	\$ 232,289	\$ 258,725	\$ 288,280
OPERATING EXPENDITURES	634,268	712,594	707,675	737,061	765,530	737,395
CAPITAL OUTLAY	2,918	-	-	-	-	-
GRANTS AND AIDS	-	-	-	-	-	-
INTERFUND TRANSFERS OUT	636,029	23,244	4,691	379,462	379,462	-
TOTAL	\$ 1,564,956	\$ 1,014,277	\$ 976,464	\$ 1,348,812	\$ 1,403,717	\$ 1,025,675
TOTALS						
PERSONAL SERVICES	\$ 9,111,377	\$ 9,198,140	\$ 9,741,182	\$ 10,040,756	\$ 9,871,586	\$ 10,530,753
OPERATING EXPENDITURES	3,183,431	2,604,177	2,727,851	2,859,460	2,731,510	2,961,215
CAPITAL OUTLAY	209,532	321,878	413,736	261,537	251,988	267,206
GRANTS AND AIDS	-	-	-	-	-	-
INTERFUND TRANSFERS OUT	636,029	23,244	4,691	379,462	379,462	-
TOTAL GENERAL FUND	\$ 13,140,369	\$ 12,147,439	\$ 12,887,460	\$ 13,541,215	\$ 13,234,545	\$ 13,759,174

CITY OF SEBASTIAN, FLORIDA 2021/2022 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 2021 ACCOMPLISHMENTS

- ✓ Completed adoption of best management practices for vegetation control in canals and other waterways maintained by the City.
- ✓ Approved a design-build contract for the construction of a new Public Works Compound.
- ✓ Supported safety measures and precautions to effectively continue operations during the COVID-19 pandemic.
- ✓ Continued the grant program to assist conversion of septic tank systems to County sewer.
- ✓ Continued development of the Airport and increased revenues from leases.
- ✓ Maintained an environment of respect and honorable treatment at City Council meetings.
- ✓ Controlled spending to provide quality municipal services at a reasonable cost.

FISCAL YEAR 2022 GOALS AND OBJECTIVES

- Return community activities to normal levels to the extent possible while still having to be careful due to the COVID-19 virus.
- Complete a comprehensive Master Plan for improvements to the Stormwater system.
- Continue efforts to protect the Indian River Lagoon.
- Maintain business-like and public-friendly City Council meetings.
- Support the addition of hangars and activity at the Airport.
- Maintain a quality and responsive municipal services and plan for the future.

PERFORMANCE MEASURES

Performance Indicators	Actual 2017/2018	Actual 2018/2019	Actual 2019/2020	Projected 2020/2021	Projected 2021/2022
Number of Council Meetings Conducted	18	22	21	18	24
Number of CRA Meetings Conducted	8	4	10	5	10
Number of Board of Adjustment Meetings Conducted	3	2	3	2	3
Number of Ordinances Adopted	9	8	6	12	6
Number of Resolutions Adopted	34	31	30	35	30
Number of Board Appointments	13	15	37	30	20

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

CITY COUNCIL PROGRAM BUDGET DESCRIPTION

STAFFING		NATURE OF ACTIVITY
20/21	21/22	
40.00%	40.00%	Regular and Special Meetings - Preparation and attendance at meetings (24 regular City Council and other CRA, Board of Adjustment and Council workshops/special meetings). Responsible for all legislative functions of City Government, including the establishment of laws and policies, and appointing qualified citizens to boards and committees.
10.00%	10.00%	City Functions and Events - Attendance at functions. Public relations.
25.00%	25.00%	Conference, Legislative, County, State, and Local Meetings - Attendance at assigned County and regional meetings. City representation at all levels of government and intra-governmental affairs.
25.00%	25.00%	Citizens' Problems and Complaints - Assisting Citizens in referring complaints and problems to the City Manager for follow-up.
100.00%	100.00%	

CITY COUNCIL BUDGET SUMMARY

The Fiscal Year 2021-2022 adopted budget for City Council is \$ 60,500. This compares to the 2020-2021 projected expenditures of \$ 58,133, an increase of \$ 2,367 or 4.07%.

	FY 17/18	FY 18/19	FY 19/20	Amended FY 20/21 Budget	Projected FY 20/21 Expenditures	FY 21/22 Budget	Difference
	Actual	Actual	Actual				
Personal Services	\$ 22,728	\$ 22,736	\$ 22,728	\$ 22,732	\$ 22,733	\$ 22,730	\$ (3)
Operating Expenditures	30,936	29,523	23,973	37,005	35,400	37,770	2,370
Capital Outlay	-	-	-	-	-	-	-
Total	\$ 53,664	\$ 52,259	\$ 46,702	\$ 59,737	\$ 58,133	\$ 60,500	\$ 2,367

Fiscal Year 2021-2022 Adopted Budget -

Major Current Level Changes from Fiscal Year 2020-2021 Projected Expenditures:	<u>Difference</u>
1. Personal Services - Slight decrease due to change in workers compensation rate.	\$ (3)
2. Operating Expenditures - Increase due primarily to additional training and travel.	\$ 2,370
3. Capital Outlay - No change.	\$ -

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

PERSONAL SERVICES SCHEDULE

CITY COUNCIL		FULL TIME EQUIVALENTS				Projected	
<u>POSITION</u>	<u>PAY RANGE</u>	<u>Amended</u>				<u>Expenditures</u>	<u>Budget</u>
		<u>19/20</u>	<u>20/21</u>	<u>20/21</u>	<u>21/22</u>	<u>20/21</u>	<u>21/22</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						41	38
Total Personal Services						\$ 22,733	\$ 22,730

CITY COUNCIL

Code: 010001

<u>Account Number</u>	<u>Description</u>	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>Amended</u> <u>FY 20/21</u>	<u>FY 20/21</u>	<u>FY 21/22</u>
		<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Projected</u>	<u>Budget</u>
PERSONAL SERVICES							
511200	Legislative Salaries	19,800	19,800	19,800	19,800	19,800	19,800
512100	FICA Taxes	2,892	2,892	2,892	2,892	2,892	2,892
512400	Worker's Comp Insurance	36	44	37	40	41	38
TOTAL PERSONAL SERVICES		22,728	22,736	22,728	22,732	22,733	22,730
OPERATING EXPENDITURES							
534000	Travel & Per Diem	24,825	23,347	18,573	27,750	26,542	27,654
534105	Cellular Telephone	1,667	1,873	1,158	1,140	1,529	1,620
534110	Internet Access	575	433	1,169	1,300	1,379	1,200
534800	Promotional Activities	171	572	554	500	500	860
535200	Departmental Supplies	517	326	1,214	865	800	736
535210	Computer Supplies	28	22	620	1,000	1,000	1,200
535410	Dues and Memberships	200	200	200	200	200	200
535420	Books and Publications	24	0	160	50	0	50
535450	Training and Education	2,930	2,750	324	4,200	3,450	4,250
TOTAL OPERATING EXPENDITURES		30,936	29,523	23,973	37,005	35,400	37,770
CAPITAL OUTLAY							
606400	Vehicles and Equipment	0	0	0	0	0	0
TOTAL CAPITAL OUTLAY		0	0	0	0	0	0
TOTAL CITY COUNCIL		53,664	52,259	46,702	59,737	58,133	60,500

CITY OF SEBASTIAN, FLORIDA 2021/2022 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 2021 ACCOMPLISHMENTS

- ✓ Facilitated Public Works Compound design and value engineering
- ✓ Completed Year 3 of the Roadway Resurfacing Plan
- ✓ Assisted in the City's 1M Award of the IRC CARES Act Grant
- ✓ Assisted in the City's 74K Award of the CDBG CARES Act Grant Program
- ✓ Implementation of COVID-19 prevention/safety processes in City Facilities

FISCAL YEAR 2022 GOALS AND OBJECTIVES

City Goal: Governmental Efficiency

City Operations

- Complete a comprehensive Stormwater Master Plan
- Complete the City's overall Strategic Plan (COVID delayed completion)
- Complete Public Works Compound
- Complete Hangar D and Square Hangars at Airport
- Update Roadway Infrastructure Survey
- Complete Septic to Sewer in CRA

Quality Service to Citizens

- Provide a prompt response to citizen complaints and/or requests and provide help where appropriate.
- Continue to be transparent and maintain residents informed about City services, projects and the community overall.

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 2021/2022 ANNUAL BUDGET

PERFORMANCE MEASURES

Performance Indicators	Actual 2017/2018	Actual 2018/2019	Actual 2019/2020	Projected 2020/2021	Projected 2021/2022
Per Capita Level of Service Cost	\$543	\$493	\$512	\$516	\$511
Per Capita Number of Full-time Employees	5.08	5.44	5.40	5.34	5.27
General Fund Unrestricted Funds vs. Expenditures	40.89%	51.03%	44.25%	42.67%	39.32%

CITY MANAGER PROGRAM BUDGET DESCRIPTION

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>20/21</i>	<i>21/22</i>	
40.00%	40.00%	Management and Supervision of City Programs and Projects - Plan, organize, direct, coordinate, and report on City Projects. Improve and expand efforts for quality public services.
20.00%	20.00%	Preparation of City Council Agenda - Provide City Council members with recommendations on issues requiring legislative actions and implementation of their decisions. Initiate and review all matters requiring City Council actions.
20.00%	20.00%	Intergovernmental Affairs - Represent City in intergovernmental matters. Serve as City representative on task forces, committees and planning groups. Administer inter-local agreements. Monitor and report State and Federal legislation affecting the City.
20.00%	20.00%	Purchasing and Contract Administration - Provide City Departments/Divisions assistance in purchasing policy compliance. Assist with solicitations for professional services in accordance with applicable policies and legal restrictions.
100.00%	100.00%	

CITY MANAGER BUDGET SUMMARY

The Fiscal Year 2021-2022 adopted budget for City Manager is \$ 330,971. This compares to the 2020-2021 projected expenditures of \$ 285,133, an increase of \$ 45,838 or 16.08%.

	FY 17/18	FY 18/19	FY 19/20	Amended FY 20/21	Projected FY 20/21	FY 21/22	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 386,539	\$ 325,131	\$ 258,605	\$ 275,407	\$ 273,285	\$ 283,755	\$ 10,470
Operating Expenditures	39,317	11,546	10,730	17,092	11,848	15,216	3,368
Capital Outlay	-	-	-	-	-	32,000	32,000
Total	\$ 425,856	\$ 336,677	\$ 269,335	\$ 292,499	\$ 285,133	\$ 330,971	\$ 45,838

Fiscal Year 2021-22 Adopted Budget:

Major Current Level Changes from Fiscal Year 2020-21 Projected Expenditures:	<u>Difference</u>
1. Personal Services - Increase due to negotiated salary and insurance increases.	\$ 10,470
2. Operating Expenses - Increase due primarily to additional travel and training.	\$ 3,368
3. Capital Outlay - Increase due to new vehicle requested this year.	\$ 32,000

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

PERSONAL SERVICES SCHEDULE

CITY MANAGER		FULL TIME EQUIVALENTS				Projected	Budget
<u>POSITION</u>	<u>PAY RANGE</u>	<u>19/20</u>	<u>20/21</u>	<u>Amended 20/21</u>	<u>21/22</u>	<u>Expenditures 20/21</u>	<u>21/22</u>
City Manager		1.00	1.00	1.00	1.00	\$ 148,525	\$ 153,500
City Office Manager/Public Info Officer	43,927 / 79,069	1.00	1.00	1.00	1.00	60,515	62,500
		2.00	2.00	2.00	2.00		
TOTAL SALARIES						\$ 209,040	\$ 216,000
						FICA Taxes	16,524
						Deferred Compensation	19,440
						Group Health Insurance Premium	31,392
						Employee Assistance Program	32
						Worker's Comp Insurance	367
						Total Personal Services	\$ 283,755

CAPITAL OUTLAY SCHEDULE

CITY MANAGER - TO BE FUNDED BY GENERAL FUND						
EXPENDITURES PER FISCAL YEAR						
<u>Description</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	<u>TOTAL</u>
Utility Vehicle	\$ 32,000	\$ -	\$ -	\$ -	\$ -	\$ 32,000
	\$ 32,000	\$ -	\$ -	\$ -	\$ -	\$ 32,000

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

CITY MANAGER

Code: 010005

Account		FY 17/18	FY 18/19	FY 19/20	Amended	FY 20/21	FY 21/22
Number	Description	Actual	Actual	Actual	Budget	Projected	Budget
PERSONAL SERVICES							
511200	Regular Salaries	307,974	255,626	196,315	210,209	209,040	216,000
512100	FICA Taxes	22,061	19,393	14,266	16,073	15,288	16,524
512225	Deferred Compensation	27,710	22,957	17,650	18,910	18,805	19,440
512301	Group Health Insurance Premium	28,409	26,635	29,982	29,815	29,745	31,392
512309	Employee Assistance Program	0	33	32	32	32	32
512400	Worker's Comp Insurance	386	488	359	368	375	367
TOTAL PERSONAL SERVICES		386,539	325,131	258,605	275,407	273,285	283,755
OPERATING EXPENDITURES							
533400	Other Contractual Services	30,791	0	0	0	0	0
534000	Travel and Per Diem	1,180	1,705	1,714	3,900	100	3,250
534105	Cellular Phone	610	635	554	540	895	900
534120	Postage	39	5	9	50	50	50
534420	Equipment Leases	1,535	1,521	1,059	612	797	802
534620	R & M - Vehicles	216	268	255	500	250	500
534630	R & M - Office Equipment	721	652	433	240	256	264
534800	Promotional Activities	2,027	1,216	1,587	2,000	3,000	3,000
535200	Departmental Supplies	562	871	499	550	550	550
535210	Computer Supplies	0	0	30	400	400	400
535260	Gas and Oil	1,082	2,171	2,288	2,100	2,100	2,100
535410	Dues and Memberships	555	1,654	1,584	4,600	1,850	1,800
535450	Training and Education	0	849	720	1,600	1,600	1,600
TOTAL OPERATING EXPENDITURES		39,317	11,546	10,730	17,092	11,848	15,216
CAPITAL OUTLAY							
606400	Vehicles and Equipment	0	0	0	0	0	32,000
TOTAL CAPITAL OUTLAY		0	0	0	0	0	32,000
TOTAL CITY MANAGER		425,856	336,677	269,335	292,499	285,133	330,971

CITY OF SEBASTIAN, FLORIDA 2021/2022 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 2021 ACCOMPLISHMENTS

- ✓ Designed storage rack for maps and surveys
- ✓ Transitioned six work spaces for carpet replacement in office suite
- ✓ Prepared agendas and minutes for 2021 Charter Review Committee
- ✓ Developed Charter amendment ballot with City Manager and City Attorney's assistance
- ✓ Administered election process for three Council seats

FISCAL YEAR 2022 GOALS AND OBJECTIVES

Direct Overall Municipal Service Delivery with specific focus on:

- Create new filing system for hard copy maps and surveys
- Continue to scan stored boxes in vault for citywide access
- Continue to provide quality customer service to include public records requests
- Promote staff training and development
- Administer election process for two Council seats
- Canvass 2021 Election

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

PERFORMANCE MEASURES

Performance Indicators	Actual 2017/2018	Actual 2018/2019	Actual 2019/2020	Projected 2020/2021	Projected 2021/2022
Records Scanned	49 c.f.	39	50	50	50
Records Destroyed	563 c.f.	538	307	400	300
Council Meeting Packets/Minutes	18	22	21	20	20
Cemetery Lots/Niches Sold	58	80	60	60	60
Election - Candidates Qualified	3	3	17	6	4
Legal/Display Ads Published	17	11	16	20	8
Code Supplements Distributed	1	2	2	5	3
Board Appointments Administered	13	19	37	30	20
Instruments Recorded	2	3	2	5	4
Public Records Requests	144	157	200	200	200
Other Committee Meeting Minutes Recorded	16	11	15	18	18

CITY CLERK PROGRAM BUDGET DESCRIPTION

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>2020/21</i>	<i>21/22</i>	
15.00%	15.00%	Services for City Council - Prepare Council agendas, advertise hearings, post notices, take minutes of Council meetings, administer follow-up of City Council action items, prepare correspondence, prepare City Council budget, make Council travel arrangements, research services, attest & seal all documents executed by Mayor and City Manager, schedule invocations, prepare proclamations, resolutions, certificates of appreciation, prepare for and conduct Council orientation w/ CM and CA, coordinate w/ MIS for broadcast of Council, CRA, Board of Adjustment meetings.
25.00%	20.00%	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.
15.00%	15.00%	Services for Boards/Committees - Board liaison, advertise vacancies, administer financial disclosure forms, update Commission on Ethics website annually, record and provide services to Board of Adjustment and CRA. Maintain and update Board Handbook, and conduct board member orientation and prepare outgoing certificates.
20.00%	20.00%	Records Management - Scan all permanent and long term records for staff and public into Laserfiche, administer public records requests, coordinate paper recycling and records destruction with recycling contractor in accordance with State law, maintain, update and distribute adopted Records Management Procedures Manual, coordinate with Records Liaisons Committee, maintain all original City documents, i.e. ordinances, resolutions, agreements, deeds, terminated personnel files, conduct records research for staff as requested. Conduct staff training in records management. Scans and distributes agenda packets for all City boards and Council.
10.00%	15.00%	Cemetery - Coordinate with Cemetery Sexton on sale of cemetery lots, maintain cemetery records/database. Respond to customer concerns and complaints.
5.00%	5.00%	General Administration - Prepare, post, and distribute monthly calendar, prepare annual budget for department, attend staff meetings, codify ordinances, record final plats and easements, record vacations of easement, keep log of all City vehicles, attest and seal City documents, provide notary services for City documents, respond to Cityseeb 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 2021/2022 ANNUAL BUDGET

CITY CLERK BUDGET SUMMARY

The Fiscal Year 2021-2022 adopted budget for City Clerk is \$ 280,644. This compares to the 2020-2021 projected expenditures of \$ 205,106, an increase of \$ 75,538, or 36.83%.

	FY 17/18	FY 18/19	FY 19/20	Amended FY 20/21	Projected FY 20/21	FY 21/22	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 159,304	\$ 170,673	\$ 171,932	\$ 184,750	\$ 181,108	\$ 190,405	\$ 9,297
Operating Expenses	47,955	20,636	92,955	29,980	21,688	90,239	68,551
Capital Outlay	-	13,983	-	2,310	2,310	-	(2,310)
Total	\$ 207,260	\$ 205,292	\$ 264,887	\$ 217,040	\$ 205,106	\$ 280,644	\$ 75,538

Fiscal Year 2021-2022 Adopted Budget:

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

	Difference
1. Personal Services - Increase due to negotiated salary and insurance increases.	\$ 9,297
2. Operating Expenses - Increase due to election year costs and increase in election fees.	\$ 68,551
3. Capital Outlay - Decrease due to no capital outlay requested this year.	\$ (2,310)

PERSONAL SERVICES SCHEDULE

CITY CLERK

POSITION	PAY RANGE	FULL TIME EQUIVALENTS				Projected	Budget
		19/20	20/21	Amended 20/21	21/22	Expenditures 20/21	21/22
City Clerk		1.00	1.00	1.00	1.00	\$ 90,775	\$ 96,500
Records Specialist	30,821 / 55,478	1.00	1.00	1.00	1.00	43,015	44,500
Clerical Assistant (P/T)	\$ 12.05/hr - \$ 21.69/hr	0.50	0.50	0.50	0.50	9,425	9,750
		2.50	2.50	2.50	2.50		
		TOTAL SALARIES				\$ 143,215	\$ 150,750
		Overtime				-	200
		FICA Taxes				10,778	11,548
		Deferred Compensation				12,032	12,708
		Group Health Insurance Premium				14,795	14,911
		Employee Assistance Program				32	32
		Worker's Comp Insurance				256	256
		Total Personal Services				\$ 181,108	\$ 190,405

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

CITY CLERK

Code: 010009

<u>Account</u> <u>Number</u>	<u>Description</u>	<u>FY 17/18</u> <u>Actual</u>	<u>FY 18/19</u> <u>Actual</u>	<u>FY 19/20</u> <u>Actual</u>	<u>Amended</u> <u>FY 20/21</u> <u>Budget</u>	<u>FY 20/21</u> <u>Projected</u>	<u>FY 21/22</u> <u>Budget</u>
PERSONAL SERVICES							
511200	Salaries	115,416	131,615	132,379	143,190	143,215	150,750
511300	Temporary Salaries	6,858	0	0	0	0	0
511400	Overtime	0	0	0	200	0	200
512100	FICA Taxes	9,330	9,806	9,848	10,950	10,778	11,548
512225	Deferred Compensation	10,560	11,042	11,164	12,023	12,032	12,708
512301	Group Health Insurance Premium	16,912	17,893	18,264	18,103	14,795	14,911
512309	Employee Assistance Program	0	32	32	32	32	32
512400	Worker's Comp Insurance	229	286	245	252	256	256
TOTAL PERSONAL SERVICES		159,304	170,673	171,932	184,750	181,108	190,405
533400	Other Contractual Services	1,986	2,098	1,873	3,050	2,250	3,000
533490	Codification Services	2,899	2,825	3,378	3,000	1,550	4,550
534000	Travel and Per Diem	145	691	0	780	0	866
534105	Cellular Phone	0	0	262	480	461	480
534120	Postage	475	364	510	600	400	500
534420	Equipment Leases	668	661	1,260	1,440	1,512	1,513
534630	R & M - Office Equipment	1,092	962	1,630	1,860	1,427	1,620
534910	Clerk of Court Filing Fees	162	231	132	300	100	300
534920	Legal Ads	1,616	1,840	901	4,500	1,665	3,150
534990	Election Costs	37,940	9,806	81,976	12,000	10,703	72,250
535200	Departmental Supplies	284	322	307	650	650	650
535210	Computer Supplies	148	0	267	300	300	400
535410	Dues and Memberships	440	545	460	570	570	460
535450	Training and Education	100	290	0	450	100	500
TOTAL OPERATING EXPENDITURES		47,955	20,636	92,955	29,980	21,688	90,239
CAPITAL OUTLAY							
606400	Vehicles and Equipment	0	13,983	0	2,310	2,310	0
TOTAL CAPITAL OUTLAY		0	13,983	0	2,310	2,310	0
TOTAL CITY CLERK		207,260	205,292	264,887	217,040	205,106	280,644

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

CITY ATTORNEY

The City Attorney is appointed by the City Council to serve as the City's legal counsel. The City Attorney is the legal advisor and attorney to officials of the City in matters affecting the City or relating to official duties of City Officers. The City Attorney represents the City in all legal transactional and litigation matters, and monitors the representation of the City by outside counsel where appropriate.

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

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

FISCAL YEAR 2021 ACCOMPLISHMENTS

- ✓ Attended City Council, Planning and Zoning, Code Enforcement/Special Magistrate, Construction Board, and Board of Adjustment meetings.
- ✓ Provided regular updates to the City Council on changes and updates on Governor Ron DeSantis' Executive Orders on the COVID-19 Pandemic.
- ✓ Provided regular updates to the City Council on changes to federal and state laws, as well as pending suits, settlements, and legal cases.
- ✓ Provided legal support to the Charter Review Committee.
- ✓ Provided legal support on a significant recall election and the law, including being a member of the Canvassing Board.
- ✓ Provided legal advice to the City during Code Enforcement/Special Magistrate hearings and on the Special Magistrate's Orders.
- ✓ Provided legal support on significant police matters, including Forfeiture, Risk Protective Orders, School Resource Officer Agreements, and legal publications on abandoned vehicles.
- ✓ Provided legal support on significant Airport matters, including drafting a Conservation Agreement, and legal publication on abandoned aircraft.
- ✓ Provided legal support on significant Human Resources matters, including discipline, Last Chance Agreements, and policies.
- ✓ Maintained a professional network with local government attorneys from Indian River County, Sheriff, School Board, and other municipalities in the county.
- ✓ Assisted in reviewing and updating procurement documents and procedures.
- ✓ Reviewed significant legal claims and insurance settlements, as deemed necessary.
- ✓ Reviewed the Manual/Tapes for City, County and Local Government; Land Use and Labor, and Employed Law Annual Update Courses (seminar canceled due to COVID).

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

FISCAL YEAR 2022 GOALS AND OBJECTIVES

- Attend City Council, Planning and Zoning, Code Enforcement/Special Magistrate, Construction Board, and Board of Adjustment meetings.
- Attend the Florida Municipal Attorney Association; City, County and Local Government; and Land Use or Labor and Employed Law Annual Update seminars.
- Prepare for and take the City, County and Local Government Certification Course and Examination.
- Provide quality legal advice and services to the City Council, various boards, and City staff.
- Continue to provide regular updates to the City Council on changes to federal and state laws, as well as pending suits, settlements, and legal cases.
- Provide legal support on a City Election and the law, including being a member of the Canvassing Board.
- Continue to serve as the police legal advisor to the City of Sebastian Police Department on Forfeiture, Risk Protective Orders, School Resource Officer Agreements, and other legal matters.
- Continue to provide legal support on land use matters, including meeting and negotiating with staff, developers and their attorneys, and amending the Land Development Codes.
- Continue to provide legal support for all department heads, including Human Resources, Airport, Golf Course, Parks, and others.
- Continue to maintain a professional network with local government attorneys from Indian River County and other municipalities in the county.
- Continue to give advice and assist in reviewing and updating procurement documents and procedures.
- Continue to 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, resolutions, resolutions, orders and other legal documents, as needed.

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

PERFORMANCE MEASURES

Performance Indicators	Actual 2017/2018	Actual 2018/2019	Actual 2019/2020	Projected 2020/2021	Projected 2021/2022
Number of Resolutions	35	35	9	35	20
Number of Ordinances	5	5	6	5	8
Number of Meetings	42	42	35	60	60
Number of Orders	n/a	n/a	n/a	60	60

CITY ATTORNEY PROGRAM BUDGET DESCRIPTION

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>20/21</i>	<i>21/22</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 OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

CITY ATTORNEY BUDGET SUMMARY

The Fiscal Year 2021-2022 adopted budget for the City Attorney is \$ 210,280. This compares to the 2020-2021 projected expenditures of \$ 197,183, an increase of \$ 13,097, or 6.64%.

	FY 17/18	FY 18/19	FY 19/20	Amended FY 20/21 Budget	Projected FY 20/21 Expenditures	FY 21/22 Budget	Difference
	Actual	Actual	Actual				
Personal Services	\$ -	\$ -	\$ 92,686	\$ 164,039	\$ 161,208	\$ 169,576	\$ 8,368
Operating Expenses	100,267	105,409	74,359	37,387	35,975	40,704	4,729
Capital Outlay	-	-	-	-	-	-	-
Total	\$ 100,267	\$ 105,409	\$ 167,044	\$ 201,426	\$ 197,183	\$ 210,280	\$ 13,097

Fiscal Year 2021-22 Adopted Budget:

Major Current Level Changes from Fiscal Year 2020-21 Projected Expenditures:	Difference
1. Personal Services - Increase due to negotiated salary and insurance increases.	\$ 8,368
2. Operating Expenses - Increase due primarily to a full year of online West Law fees and additional travel.	\$ 4,729
3. Capital Outlay - No change.	\$ -

PERSONAL SERVICES SCHEDULE

CITY ATTORNEY		FULL TIME EQUIVALENTS				Projected	Budget
<u>POSITION</u>	<u>PAY</u> <u>RANGE</u>	<u>19/20</u>	<u>20/21</u>	Amended <u>20/21</u>	<u>21/22</u>	<u>Expenditures</u> <u>20/21</u>	<u>21/22</u>
City Attorney		0.00	1.00	1.00	1.00	\$ 123,350	\$ 127,500
		0.00	1.00	1.00	1.00		
		TOTAL SALARIES				\$ 123,350	\$ 127,500
		Overtime				-	-
		FICA Taxes				8,436	9,754
		Deferred Compensation				11,102	11,475
		Group Health Insurance Premium				18,124	20,653
		Employee Assistance Program				16	16
		Worker's Comp Insurance				180	178
		Total Personal Services				\$ 161,208	\$ 169,576

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

CITY ATTORNEY

Code: 010010

Account	FY 17/18	FY 18/19	FY 19/20	Amended FY 20/21	FY 20/21	FY 21/22
<u>Number</u> <u>Description</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Projected</u>	<u>Budget</u>
PERSONAL SERVICES						
511200 Salaries	0	0	70,154	123,347	123,350	127,500
512100 FICA Taxes	0	0	5,653	9,429	8,436	9,754
512225 Deferred Compensation	0	0	6,231	11,092	11,102	11,475
512301 Group Health Insurance Premium	0	0	10,639	19,975	18,124	20,653
512309 Employee Assistance Program	0	0	9	16	16	16
512400 Worker's Comp Insurance	0	0	0	180	180	178
TOTAL PERSONAL SERVICES	0	0	92,686	164,039	161,208	169,576
OPERATING EXPENDITURES						
533400 Other Contractual Services	99,470	104,310	73,062	25,950	26,000	26,000
534000 Travel and Per Diem	0	0	0	500	0	3,000
534105 Cellular Phone	285	438	484	540	465	480
534110 Internet Services	415	0	0	0	0	0
534115 On-Line Services	0	0	0	6,012	5,031	6,708
534120 Postage	0	38	15	50	40	40
534130 Express Mail	0	0	24	30	30	30
534420 Equipment Leases	0	0	40	667	797	802
534630 R & M - Office Equipment	0	0	22	288	262	264
535200 Departmental Supplies	72	622	366	1,000	1,000	1,000
535230 Small Tools and Equipment	24	0	0	0	0	0
535410 Dues and Memberships	0	0	345	650	650	680
535420 Books and Publications	0	0	0	500	500	500
535450 Training and Education	0	0	0	1,200	1,200	1,200
TOTAL OPERATING EXPENDITURES	100,267	105,409	74,359	37,387	35,975	40,704
CAPITAL OUTLAY						
606400 Vehicles and Equipment	0	0	0	0	0	0
TOTAL CAPITAL OUTLAY	0	0	0	0	0	0
TOTAL CITY ATTORNEY	100,267	105,409	167,044	201,426	197,183	210,280

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

ADMINISTRATIVE SERVICES DEPARTMENT

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

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

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

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

FISCAL YEAR 2021 ACCOMPLISHMENTS

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

FISCAL YEAR 2022 GOALS AND OBJECTIVES

- Generate cost savings ideas through internal audits/staff involvement.
- Provide low cost quality training for City employees. Develop mandatory training that can be provided through the internet when appropriate.
- Recruit and promote the most qualified candidates recognizing the value of diversity.
- Promote a safe and healthy work place, reflecting the commitment to fairness and equality.
- Continue to provide responsive service to all customers, citizens, vendors, and employees.
- Submit 2020-2021 Comprehensive Annual Financial Report for Excellence for Financial Reporting Award and 2021-2022 Annual Budget document for the Distinguished Budget Presentation Award to the Government Finance Officers Association.
- Provide timely financial information to the City administration and the general public by issuing the City's Comprehensive Annual Financial Report no later than February 28th each year.
- Provide timely adopted budget document to the City administration and the general public by issuing the City's Annual Budget document no later than October 31th each year.
- Continue staff training in accounting, risk management, and emergency management.
- Work to document procurement processes and procedures in a form that can be easily followed.

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

PERFORMANCE MEASURES

Performance Indicators	Actual 2017/2018	Actual 2018/2019	Actual 2019/2020	Projected 2020/2021	Projected 2021/2022
Total Full and Part-time Positions	182	179	188	179	195
Terminations/Resignations/Retirements	34	18	33	20	35
HR hours to process new employee	2	2	2	2	2
Applications processed	93	148	109	150	150
New Hires	31	17	22	20	35
Background Checks conducted - non-sworn	21	20	18	25	25
Reported Workers Compensation Claims	15	9	11	10	10
Time frame to hire new employee - non-sworn	14 days	14 days	30 days*	14 days	14 days
Time frame to hire new employee - sworn	1.5 months	1.5 months	2 months*	1.5 months	2 months
Program Cost Per Capita	\$26.92	\$27.28	\$26.81	\$27.37	\$27.87
Journal Entries Processed	1,047	881	940	950	1,000
Accounts Payable Invoices Processed	3,880	3,450	3,001	3,200	3,000
Accounts Payable Checks Processed	2,210	2,043	1,983	2,100	2,025
Purchase Orders Processed	355	293	350	400	425
Payroll Checks Processed	4,360	4,479	4,372	4,600	4,525
Purchasing/Corporate Card Transactions Processed	2,297	2,599	2,747	2,700	2,850
Purchasing Card Users	39	40	41	41	41
Garage Sale Permits Issued	826	745	385	800	800
Number of Fixed Assets Records	2,588	2,604	2,695	2,700	2,700
Comprehensive Annual Financial Statement issued	03/08/19	03/18/20	02/24/21	03/01/22	03/01/23
Annual Budget Document issued	11/27/17	10/30/18	10/25/19	10/15/20	10/16/21
Excellence in Financial Reporting Award (consecutive years)	20	21	22	23	24
Distinguished Budget Presentation Award (consecutive years)	14	15	16	17	18

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

ADMINISTRATIVE SERVICES PROGRAM BUDGET

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>20/21</i>	<i>21/22</i>	
16.00%	15.00%	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.
10.00%	9.00%	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.
8.00%	9.00%	Budget - Assist the City Manager in preparation of annual budget. Ensure budget is comprehensive as to communication, coordination and control. Submit final budget to the Government Finance Officers Association Awards Program and quarterly budget amendment packages to the Council.
7.00%	9.00%	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%	5.00%	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.
5.00%	5.00%	Contract and Agreement Management - Maintain a contract database tracking all deliverables, terms, and action dates. Review terms and make recommendations for any potential changes. Support Department Heads and Project Managers on contract issues.
8.00%	9.00%	Procurement - Research, negotiate pricing, seek out best practices and implement for procurement. Support Department Heads and staff in the procurement process. Build City relationships with vendors. Update Policies and Procedures as needed.
4.00%	4.00%	Hiring New Employees - Post position, accept applications, screen applications for minimum qualifications, prepare employment and rejection letters, prepare new hire package, schedule pre-employment physical and drug screens, conduct new hire orientations, conduct employment and background investigations, coordinate with departments regarding examinations for skilled positions. Interview applicants as part of panel.
6.00%	6.00%	Customer Service - Respond to customer inquiries both in person and on the phone. Route incoming calls, complaints, concerns, etc to the appropriate department. Receive mail and packages and sort and distribute appropriately. Provide support to other employees and departments as needed.
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.
5.00%	4.00%	Grants & Special Projects - Responsible for quarterly status, reimbursement reports, close out documentation and federal and state compliance to grantors. Compile data on hurricane damages, submit, and follow up on.
2.00%	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.
3.00%	3.00%	Effective Insurance Plans - Develop and maintain a comprehensive, innovative and effectively managed insurance benefits plan for all employees and dependents. Provide clear prevention opportunities and participation options for employees and dependents.
4.00%	4.00%	Risk Management - Ensure that liability insurance claims are promptly submitted to the insurance carrier. Resolve minor claims that are lower than deductible limits in a fair and consistent manner. Insure Workers Compensation claims are submitted to carrier. Maintain correspondence with insurance carrier for all liability and workers compensation claims from inception to completion or return to work. Negotiate carrier benefits and rates. Coordinate all safety training.
2.00%	1.00%	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.
9.00%	9.00%	Cash Management - Collect revenues from taxes, intergovernmental revenues, franchise fees, utility taxes, occupational licenses, parking citations, special assessments, and rentals. Monitor collections as compared to budget. Invest any available cash balances, as warranted.
2.00%	1.00%	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 2021/2022 ANNUAL BUDGET

ADMINISTRATIVE SERVICES BUDGET SUMMARY

The Fiscal Year 2021-2021 adopted budget for Administrative Services is \$ 751,020. This compares to the 2020-2021 projected expenditures of \$ 702,324, an increase of \$ 48,696, or 6.93%.

	FY 17/18	FY18/19	FY 19/20	Amended FY 20/21	Projected FY 20/21	FY 21/22	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 525,070	\$ 540,448	\$ 539,816	\$ 562,649	\$ 551,820	\$ 586,969	\$ 35,149
Operating Expenses	126,108	131,553	134,857	145,073	150,504	164,051	13,547
Capital Outlay	-	-	-	-	-	-	-
Total	\$ 651,177	\$ 672,001	\$ 674,673	\$ 707,722	\$ 702,324	\$ 751,020	\$ 48,696

Fiscal Year 2021-22 Adopted Budget:

Major Current Level Changes from Fiscal Year 2020-21 Projected Expenditures:	Difference
1. Personal Services - Increases due to negotiated salary and insurance increases and having positions full all year.	\$ 35,149
2. Operating Expenses - Increase due primarily to higher costs of pre-employment background checks and exams.	\$ 13,547
3. Capital Outlay - No change.	\$ -

PERSONAL SERVICES SCHEDULE

ADMINISTRATIVE SERVICES DEPARTMENT

POSITION	PAY RANGE	FULL TIME EQUIVALENTS				Projected	Budget
		Amended				Expenditure	
		19/20	20/21	20/21	21/22	20/21	21/22
Administrative Services Director/CFO	78,967 / 142,140	1.00	1.00	1.00	1.00	\$ 138,800	\$ 143,500
Human Resources Director/Asst Admin Services Director	72,868 / 131,163	1.00	1.00	1.00	1.00	94,800	97,500
Assistant Accounting Services Director	67,703 / 121,866	1.00	1.00	1.00	1.00	75,100	77,500
Procurement/Contracts Manager	55,588 / 100,058	1.00	1.00	1.00	1.00	54,950	58,750
Accountant	40,244 / 72,439	1.00	1.00	1.00	1.00	46,300	48,000
Account Clerk II	29,052 / 52,293	1.00	1.00	1.00	1.00	32,050	34,250
		6.00	6.00	6.00	6.00		
	TOTAL SALARIES					\$ 442,000	\$ 459,500
	Overtime					25	200
	FICA Taxes					33,400	35,167
	Deferred Compensation					39,500	41,373
	Group Health Insurance Premium					36,000	49,853
	Employee Assistance Program					95	95
	Worker's Comp Insurance					800	781
	Total Personal Services					\$ 551,820	\$ 586,969

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

ADMINISTRATIVE SERVICES DEPARTMENT

Code: 010020

Account Number	Description	FY 17/18 Actual	FY 18/19 Actual	FY 19/20 Actual	Amended FY 20/21 Budget	FY 20/21 Projected	FY 21/22 Budget
PERSONAL SERVICES							
511200	Regular Salaries	414,889	428,483	425,276	448,399	442,000	459,500
511300	Temporary Salaries	38	0	0	0	0	0
511400	Overtime	0	0	0	200	25	200
512100	FICA Taxes	31,273	32,038	31,801	34,271	33,400	35,167
512225	Deferred Compensation	36,946	37,659	38,126	40,320	39,500	41,373
512301	Group Health Insurance Premium	41,230	41,259	43,776	38,579	36,000	49,853
512309	Employee Assistance Program	0	94	95	95	95	95
512400	Worker's Comp Insurance	694	915	741	785	800	781
TOTAL PERSONAL SERVICES		525,070	540,448	539,816	562,649	551,820	586,969
OPERATING EXPENDITURES							
533120	Consultants	830	0	0	0	0	0
533175	Employee Background Testing	15,570	13,561	13,612	11,955	22,600	24,120
533200	Audit Fees	36,000	37,746	37,750	38,097	38,097	43,740
533400	Other Contractual Services	27,924	32,458	28,610	32,150	32,000	34,440
534000	Travel and Per Diem	892	0	261	426	200	1,000
534105	Cellular Telephone	0	0	0	1,015	912	696
534110	Internet Access	774	0	825	0	0	0
534120	Postage	1,678	1,806	2,370	1,700	1,840	1,920
534420	Equipment Leases	1,820	1,803	3,304	3,480	3,700	3,705
534630	R & M - Office Equipment	28,776	29,757	31,874	32,620	32,600	33,330
534700	Printing and Binding	0	0	0	300	0	0
534800	Promotional Activities	0	0	50	2,050	0	500
534825	Advertising	504	5,465	5,693	6,500	5,900	7,500
534920	Legal Ads	821	1,432	1,416	1,900	1,900	2,000
535200	Departmental Supplies	4,198	3,292	3,404	5,171	5,000	3,930
535205	Bank Charges	145	125	136	165	130	130
535210	Computer Supplies	615	235	199	495	475	600
535230	Small Tools & Equipment	2,047	0	0	0	0	0
535410	Dues and Memberships	3,339	3,674	3,424	3,710	3,300	3,440
535450	Training and Education	175	200	1,929	3,339	1,850	3,000
TOTAL OPERATING EXPENDITURES		126,108	131,553	134,857	145,073	150,504	164,051
CAPITAL OUTLAY							
606400	Vehicles and Equipment	0	0	0	0	0	0
TOTAL CAPITAL OUTLAY		0	0	0	0	0	0
TOTAL ADMINISTRATIVE SERVICES		651,177	672,001	674,673	707,722	702,324	751,020

CITY OF SEBASTIAN, FLORIDA 2021/2022 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 2021 ACCOMPLISHMENTS

- ✓ Upgraded Exchange
- ✓ Replaced Police Department VPN
- ✓ Assisted in reopening of City Hall
- ✓ Improved capability of sound system for council chambers
- ✓ Continued ongoing protection of city from cyber threats
- ✓ Improved broadcasting ability for events outside City Hall
- ✓ Added new method for citizens to provide input
- ✓ Implemented large-scale upgrade of police body camera systems including recording and transmitting systems inside cars.

FISCAL YEAR 2022 GOALS AND OBJECTIVES

- Continue to enhance and ensure the security of systems within the workplace
- Insure accessibility of all board and council meetings to public for viewership and participation
- Improve function, operation, and usability of all information systems within City Hall
- Implement new systems to enhance functions and daily operations as needed
- Train users on the proper usage and function of systems implemented for their convenience

PERFORMANCE MEASURES

Performance Indicators	Actual 2017/2018	Actual 2018/2019	Actual 2019/2020	Projected 2020/2021	Projected 2021/2022
Workorders Processed	2775	2700	2513	2600	2764
Server/Network/Phone Outages Serviced	15	12	12	12	20
Web/COS-TV Workorders Processed	810	950	358	600	162
Programs Aired Live on COS-TV	122	75	83	120	93
User Training hours performed/supported	30	100	243	100	90

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

MANAGEMENT INFORMATION SERVICES PROGRAM BUDGET DESCRIPTION

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>20/21</i>	<i>21/22</i>	
5.00%	5.00%	<u>Network Analysis, Design, and Configuration</u> - This includes the assessment of the city's current data needs, as well as projected needs for all software and hardware, and the documentation of all systems.
20.00%	25.00%	<u>End User Support</u> - This includes hardware troubleshooting and repair, as well as, assisting users in the use of all data resources.
2.00%	3.00%	<u>Network Administration</u> - This includes the daily administration of network resources such as maintaining user accounts, e-mail accounts, data backup etc...
2.00%	2.00%	<u>Division Administration</u> - This includes the functions necessary to support the internal administrative needs of the MIS division's resources and personnel.
5.00%	5.00%	<u>Technology Research and Development</u> - This is the time necessary to research and evaluate technology related products and services for purchase and implementation.
25.00%	25.00%	<u>Broadcasting/Recording/Content Creation</u> - 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.
2.00%	2.00%	<u>Website Support</u> - 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%	10.00%	<u>Maintenance</u> - 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...
20.00%	20.00%	<u>Security & Training</u> - 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.
4.00%	3.00%	<u>Records Management</u> - Maintain the electronic records for the the City of Sebastian. This includes the public emails and the laserfiche system. work with the the City Clerks office to ensure our the city's electronic record storage is both user/public friendly and secured.
100.00%	100.00%	

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

MANAGEMENT INFORMATION SYSTEMS BUDGET SUMMARY

The Fiscal Year 2021-2022 adopted budget for Management Information Systems is \$ 593,313, this compares to the 2020-2021 projected expenditures of \$ 513,244, an increase of \$ 80,069, or 15.60%.

	FY 17/18	FY 18/19	FY 19/20	Amended FY 20/21	Projected FY 20/21	FY 21/22	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 246,755	\$ 314,098	\$ 345,874	\$ 358,104	\$ 346,573	\$ 420,295	\$ 73,722
Operating Expenses	138,267	126,311	163,865	158,857	166,671	173,018	6,347
Capital Outlay	-	24,320	2,011	-	-	-	-
Total	\$ 385,022	\$ 464,729	\$ 511,750	\$ 516,961	\$ 513,244	\$ 593,313	\$ 80,069

Fiscal Year 2021-2022 Adopted Budget:

Major Current Level Changes from Fiscal Year 2020-2021 Projected Expenditures:	Difference
1. Personal Services - Increase due to negotiated salary and insurance increases and a new position added.	\$ 73,722
2. Operating Expenses - Increase due primarily to additional software subscriptions related to remote work.	\$ 6,347
3. Capital Outlay - No change.	\$ -

PERSONAL SERVICES SCHEDULE

MANAGEMENT INFORMATION SERVICES								
<u>POSITION</u>	<u>PAY RANGE</u>	<u>FULL TIME EQUIVALENTS</u>				Projected	Budget	
		<u>19/20</u>	<u>20/21</u>	<u>Amended</u>		Expenditure	<u>21/22</u>	
				<u>20/21</u>	<u>21/22</u>	<u>20/21</u>		
MIS Manager	55,588 / 100,058	1.00	1.00	1.00	1.00	\$ 81,180	\$ 83,750	
MIS Systems Administrator	48,529 / 87,352	1.00	1.00	1.00	1.00	55,110	57,000	
MIS Technical Analyst	37,528 / 67,550	1.00	1.00	1.00	1.00	62,425	64,500	
MIS Technician	32,698 / 58,857	1.00	1.00	1.00	1.00	37,875	39,750	
Help Desk Technician/Administrative Asst	32,698 / 58,857	0.00	0.00	0.00	1.00	-	32,750	
Audio Visual Technical Analyst (P/T)	\$ 10.00/hr-\$ 13.64/hr	0.50	0.50	0.50	0.50	15,810	19,500	
Audio Visual Technician (P/T)	\$ 10.00/hr-\$ 13.64/hr	0.50	0.50	0.50	0.50	8,750	13,500	
		5.00	5.00	5.00	6.00			
		TOTAL SALARIES				\$ 261,150	\$ 310,750	
						Overtime	200	500
						FICA Taxes	19,200	23,811
						Deferred Compensation	21,250	25,043
						Group Health Insurance Premium	43,925	59,584
						Employee Assistance Program	63	79
						Worker's Comp Insurance	485	528
						Total Personal Services	<u>\$ 346,273</u>	<u>\$ 420,295</u>

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

MANAGEMENT INFORMATION SERVICES - TO BE FUNDED BY DISCRETIONARY SALES TAX						
EXPENDITURES PER FISCAL YEAR						
<u>DESCRIPTION</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	<u>TOTAL</u>
VxRail Server/Host Update	\$ 43,195	\$ 43,195	\$ 43,195	\$ -	\$ -	\$ 129,585
Email Archive System	60,000	-	-	-	-	60,000
Citywide Computers	45,000	35,000	45,000	35,000	45,000	205,000
COStv Broadcast Equipment	10,000	10,000	10,000	10,000	10,000	50,000
Network Infrastructure	30,000	30,000	30,000	30,000	30,000	150,000
Over the Air Connections	10,000	20,000	-	-	-	30,000
Core and Remote Switches	-	-	25,000	20,000	-	45,000
CAD/RMS System Update	139,200	60,775	60,775	60,775	60,775	382,300
Total	\$ 337,395	\$ 198,970	\$ 213,970	\$ 155,775	\$ 145,775	\$ 1,051,885

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

MANAGEMENT INFORMATION SYSTEMS

Code: 010021

Account <u>Number</u> <u>Description</u>	<u>FY 17/18</u> <u>Actual</u>	<u>FY 18/19</u> <u>Actual</u>	<u>FY 19/20</u> <u>Actual</u>	<u>Amended</u> <u>FY 20/21</u> <u>Budget</u>	<u>FY 20/21</u> <u>Projected</u>	<u>FY 21/22</u> <u>Budget</u>
PERSONAL SERVICES						
511200 Regular Salaries	186,051	226,891	257,337	268,305	261,150	310,750
511300 Temporary Salaries	5,178	9,770	0	0	0	0
511400 Overtime	2,355	6,037	3,805	3,000	500	500
512100 FICA Taxes	14,409	17,702	18,759	20,831	19,200	23,811
512225 Deferred Compensation	14,830	18,939	21,120	21,599	21,250	25,043
512301 Group Health Insurance Premium	23,579	34,150	44,307	43,830	43,925	59,584
512309 Employee Assistance Program	0	58	63	63	63	79
512400 Worker's Comp Insurance	354	551	483	476	485	528
TOTAL PERSONAL SERVICES	246,755	314,098	345,874	358,104	346,573	420,295
OPERATING EXPENDITURES						
533120 Consultants	38,056	15,202	0	2,000	0	0
533400 Other Contractual Services	615	0	34,685	0	0	12,185
534000 Travel and Per Diem	575	825	0	700	0	750
534101 Telephone	308	0	0	0	0	0
534105 Cellular Phone	1,407	1,766	2,291	1,980	3,165	2,400
534110 Internet Access	16,043	17,643	23,129	21,820	23,483	27,979
534120 Postage	58	74	8	0	0	100
534130 Express Mail	106	63	0	100	100	150
534420 Equipment Leases	69	68	178	216	214	216
534630 R & M - Office Equipment	39,956	69,134	80,333	100,000	110,000	92,783
534640 R & M-Operating Equipment	1,049	0	0	0	0	0
535200 Departmental Supplies	1,806	1,346	1,214	501	560	0
535210 Computer Supplies	30,458	10,424	9,149	7,000	12,135	9,050
535230 Small Tools and Equipment	78	0	317	200	51	250
535410 Dues and Memberships	4,684	5,566	10,563	21,000	13,123	23,115
535420 Books and Publications	0	0	0	100	100	100
535450 Training and Education	2,999	4,200	1,999	3,240	3,740	3,940
TOTAL OPERATING EXPENDITURES	138,267	126,311	163,865	158,857	166,671	173,018
CAPITAL OUTLAY						
606400 Vehicles and Equipment	0	24,320	2,011	0	0	0
TOTAL CAPITAL OUTLAY	0	24,320	2,011	0	0	0
TOTAL MANAGEMENT INFORMATION SYSTEMS DIVISION	385,022	464,729	511,750	516,961	513,244	593,313

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

POLICE DEPARTMENT CONSOLIDATED BUDGET FOR ALL DIVISIONS AND UNITS

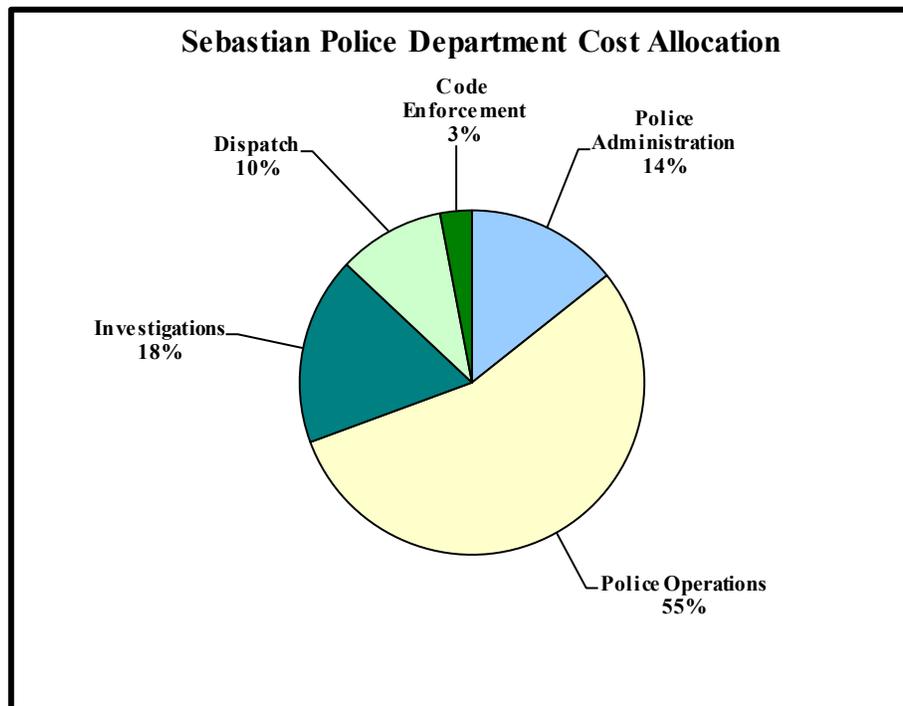
The Fiscal Year 2021-2022 adopted budget for the Police Department as a whole is \$ 6,686,160. This compares to the 2020-2021 projected expenditures of \$ 6,277,360, an increase of \$ 408,800, or 6.5%.

	FY 17/18	FY 18/19	FY 19/20	Amended FY 20/21	Projected FY 20/21	FY 21/22	
	Actual	Actual	Actual	Budget	Expenditures	Budget	Difference
Personal Services	\$ 5,045,701	\$ 5,461,741	\$ 5,716,160	\$ 5,724,394	\$ 5,634,730	\$ 5,984,593	\$ 349,863
Operating Expenses	548,151	568,865	553,232	651,276	597,155	652,767	55,612
Capital Outlay	59,754	59,224	146,560	45,475	45,475	48,800	3,325
Total	\$ 5,653,606	\$ 6,089,830	\$ 6,415,952	\$ 6,421,145	\$ 6,277,360	\$ 6,686,160	\$ 408,800

Fiscal Year 2021-22 Adopted Budget:

Major Current Level Changes from Fiscal Year 2020-21 Projected Expenditures:

	Difference
1. Personal Services - Increase due to negotiated salary and insurance increases, longevity, and a new position.	\$ 349,863
2. Operating Expenses - Increase due primarily to new flooring in admin building and higher anticipated fuel costs.	\$ 55,612
3. Capital Outlay - Increase due to a new sign requested for the admin building.	\$ 3,325



CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

CONSOLIDATED POLICE DEPARTMENT

	<u>FY 17/18</u> <u>Actual</u>	<u>FY 18/19</u> <u>Actual</u>	<u>FY 19/20</u> <u>Actual</u>	<u>FY 20/21</u> <u>Budget</u>	<u>FY 20/21</u> <u>Projected</u>	<u>FY 21/22</u> <u>Budget</u>
POLICE ADMINISTRATION						
PERSONAL SERVICES	\$ 919,624	\$ 919,091	\$ 1,064,435	\$ 740,467	\$ 707,438	\$ 801,440
OPERATING EXPENDITURES	119,785	133,314	160,747	135,654	129,343	147,878
CAPITAL OUTLAY	36,465	-	38,694	-	-	7,500
TOTAL	\$ 1,075,874	\$ 1,052,404	\$ 1,263,875	\$ 876,121	\$ 836,781	\$ 956,818
POLICE OPERATIONS						
PERSONAL SERVICES	\$ 2,727,327	\$ 3,100,165	\$ 3,029,232	\$ 3,206,256	\$ 3,205,959	\$ 3,335,098
OPERATING EXPENDITURES	294,835	290,787	245,672	328,641	287,760	316,400
CAPITAL OUTLAY	23,289	21,778	33,487	28,375	28,375	30,300
TOTAL	\$ 3,045,451	\$ 3,412,730	\$ 3,308,391	\$ 3,563,272	\$ 3,522,094	\$ 3,681,798
POLICE INVESTIGATIONS						
PERSONAL SERVICES	\$ 648,579	\$ 664,952	\$ 878,785	\$ 952,417	\$ 943,615	\$ 1,018,271
OPERATING EXPENDITURES	106,054	115,848	123,458	152,437	152,360	150,577
CAPITAL OUTLAY	-	37,446	74,379	17,100	17,100	11,000
TOTAL	\$ 754,632	\$ 818,247	\$ 1,076,622	\$ 1,121,954	\$ 1,113,075	\$ 1,179,848
POLICE DISPATCH						
PERSONAL SERVICES	\$ 590,500	\$ 611,731	\$ 573,959	\$ 648,523	\$ 607,779	\$ 652,348
OPERATING EXPENDITURES	8,563	10,307	8,886	13,836	12,836	16,305
CAPITAL OUTLAY	-	-	-	-	-	-
TOTAL	\$ 599,063	\$ 622,038	\$ 582,845	\$ 662,359	\$ 620,615	\$ 668,653
POLICE CODE ENFORCEMENT						
PERSONAL SERVICES	\$ 159,672	\$ 165,801	\$ 169,750	\$ 176,731	\$ 169,939	\$ 177,436
OPERATING EXPENDITURES	18,914	18,610	14,469	20,708	14,856	21,607
CAPITAL OUTLAY	-	-	-	-	-	-
TOTAL	\$ 178,587	\$ 184,410	\$ 184,219	\$ 197,439	\$ 184,795	\$ 199,043
TOTALS						
PERSONAL SERVICES	\$ 5,045,701	\$ 5,461,741	\$ 5,716,160	\$ 5,724,394	\$ 5,634,730	\$ 5,984,593
OPERATING EXPENDITURES	548,151	568,865	553,232	651,276	597,155	652,767
CAPITAL OUTLAY	59,754	59,224	146,560	45,475	45,475	48,800
TOTAL	\$ 5,653,606	\$ 6,089,830	\$ 6,415,952	\$ 6,421,145	\$ 6,277,360	\$ 6,686,160

CITY OF SEBASTIAN, FLORIDA 2021/2022 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 2021 ACCOMPLISHMENTS

- ✓ Provided a safe environment to live and work for residents, visitors and commuters while dealing with the COVID pandemic.
- ✓ Provided education to our community through training, social media and professional interactions.
- ✓ Utilized available resources to benefit the community as a whole.
- ✓ Provided professional law enforcement services to the community through the various divisions, ensuring transparency and dedication while dealing with the COVID pandemic.
- ✓ Continued staff development through leadership and mentoring programs both internal and external.

FISCAL YEAR 2022 GOALS AND OBJECTIVES

- Continue to provide a safe environment to live and work for residents, visitors and commuters.
- Continue to develop partnerships with our community through training, social media and professional interactions.
- Continue to research and utilize available funding resources to benefit the agency and our community as a whole.
- Continue staff development through leadership and mentoring programs both internal and external.
- Continue with second year requirements of reaccreditation status with commission for Florida Accreditation as a two time Excelsior agency.

PERFORMANCE MEASURES

Performance Indicators	Actual 2017/2018	Actual 2018/2019	Actual 2019/2020	Projected 2020/2021	Projected 2021/2022
Civic meetings attended	132	125	145	125	130
Policies reviewed	200	136	125	136	125
Unit staff meetings attended	12	12	12	12	12
Senior staff meetings attended	24	24	40	24	40
Staff inspections performed	4	4	4	4	4
Computerized statistical reviews	12	12	12	12	12
Crime Prevention Information needs	51	43	25	50	40
Youth & Bike Safety Events	36	7	0	10	5
Community Events	67	67	10	65	50
Background Investigations	25	20	16	20	20
Training Assistance	24	16	8	24	15
Internal Investigations	3	6	1	2	6
Conduct 40 hrs of training for officers	43	43	43	43	43
Conduct training for civilian employees	60	55	36	55	50
Recruiting and promotional Activities	36	36	0	36	25
Number of citations processed	788	1078	958	1000	1000
Number of warnings processed	2891	3548	1392	3500	2000
Number of reports processed	2892	2382	2169	2500	2500
Number of parking citations processed	56	30	44	45	50
Number of trespass warnings processed	124	162	205	150	200
Statistical reports completed	30	40	30	40	30

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

POLICE ADMINISTRATION PROGRAM BUDGET DESCRIPTION

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
20/21	21/22	
36.00%	36.00%	General Management - Direct department, develop and expand citizen involvement and public education. Meet with civic groups, media, and other public and private groups. General administrative duties managing the department.
2.00%	2.00%	Professional Standards - Oversee all internal affairs investigations and conduct two staff inspections during the year. Oversee all background investigations. Insure that accreditation standards are followed and documented.
1.00%	1.00%	Staff Inspections
33.00%	33.00%	Records Management - Processing, distributing and entering incident reports, citations, warnings, parking tickets, trespass warnings, and other related records management for the Divisions of the Police Department.
23.00%	23.00%	Citizen Requests - Respond to citizen and agency requests for incident reports, accident reports, and local checks by fax, mail or phone. Providing officers with information when requested, signing for, processing and entering subpoenas. Providing records information to citizens in person or by phone.
4.00%	4.00%	Reporting - Provide FDLE with UCR reports, update UCR, prepare and provide statistics, update pin map.
1.00%	1.00%	Administrative - Mail correspondence to housewatch participants and to program donors, collect copy fees, signoff citation fees and alarm fees.
100.00%	100.00%	

POLICE ADMINISTRATION BUDGET SUMMARY

The Fiscal Year 2021-2022 adopted budget for Police Administration is \$ 956,818. This compares to the 2020-2021 projected expenditures of \$ 836,781 (excluding State Pension funds), an increase of \$ 120,037, or 14.3%.

	FY 17/18	FY 18/19	FY 19/20	Amended FY 20/21	Projected FY 20/21	FY 21/22	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 919,624	\$ 919,091	\$ 1,064,435	\$ 740,467	\$ 707,438	\$ 801,440	\$ 94,002
Operating Expenses	119,785	133,314	160,747	135,654	129,343	147,878	18,535
Capital Outlay	36,465	-	38,694	-	-	7,500	7,500
Total	\$ 1,075,874	\$ 1,052,404	\$ 1,263,875	\$ 876,121	\$ 836,781	\$ 956,818	\$ 120,037

Fiscal Year 2021-22 Adopted Budget:

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

	Difference
1. Personal Services - Increase due to negotiated salary and insurance increases and a new position.	\$ 94,002
2. Operating Expenses - Increase due to new flooring in administration building.	\$ 18,535
3. Capital Outlay - No change.	\$ 7,500

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

PERSONAL SERVICES SCHEDULE

POLICE ADMINISTRATION		FULL TIME EQUIVALENTS				Projected	Budget
<u>POSITION</u>	<u>PAY RANGE</u>	<u>Amended</u>				<u>Expenditure</u>	<u>Budget</u>
		<u>19/20</u>	<u>20/21</u>	<u>20/21</u>	<u>21/22</u>	<u>20/21</u>	<u>21/22</u>
Chief of Police	78,967 / 142,140	1.00	1.00	1.00	1.00	\$ 125,000	\$ 129,000
Deputy Chief of Police	62,565 / 112,616	1.00	1.00	1.00	1.00	121,000	121,000
Captain	60,742 / 109,336	1.00	1.00	1.00	1.00	76,900	90,000
Administrative Supervisor	40,244 / 72,439	1.00	1.00	1.00	1.00	48,300	49,750
Crime Analyst	40,244 / 72,439	0.00	0.00	0.00	1.00	-	40,250
Administrative Assistant	30,821 / 55,478	1.00	1.00	1.00	1.00	43,640	45,000
Records Specialist II	30,821 / 55,478	1.00	1.00	1.00	1.00	36,000	37,000
Records Specialist I	26,587 / 47,856	1.00	1.00	1.00	1.00	33,250	34,000
Logistics Specialist P/T	\$ 12.36/hr	0.50	0.50	0.50	0.50	13,645	13,750
COPE Specialist P/T *	\$ 12.36/hr	0.50	0.00	0.00	0.00	-	-
		8.00	7.50	7.50	8.50		
		TOTAL SALARIES				\$ 497,735	\$ 559,750
						150	500
* Position transferred to Investigations Division in FY21.						37,150	42,983
						1,620	1,620
						14,700	18,747
						79,344	83,980
						62,925	81,700
						110	127
						13,704	12,033
						<u>\$ 707,438</u>	<u>\$ 801,440</u>

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>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	
New Sign at Police Station	\$ 7,500	\$ -	\$ -	\$ -	\$ -	\$ 7,500
	<u>\$ 7,500</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 7,500</u>

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

POLICE ADMINISTRATION

Code: 010041

Account <u>Number</u>	<u>Description</u>	<u>FY 17/18</u> <u>Actual</u>	<u>FY 18/19</u> <u>Actual</u>	<u>FY 19/20</u> <u>Actual</u>	<u>Amended</u> <u>FY 20/21</u> <u>Budget</u>	<u>FY 20/21</u> <u>Projected</u>	<u>FY 21/22</u> <u>Budget</u>
PERSONAL SERVICES							
511200	Regular Salaries	522,105	500,453	615,613	523,481	497,735	559,750
511300	Temporary Salaries	9,801	22,659	0	0	0	0
511400	Overtime	389	472	1,155	500	150	500
512100	FICA Taxes	40,282	39,516	44,116	40,152	37,150	42,983
512215	Clothing Allowance	1,980	1,620	1,440	1,620	1,620	1,620
512225	Deferred Compensation	13,258	14,329	14,186	14,668	14,700	18,747
512250	Chapter 185 Retirement	77,663	73,733	111,794	79,344	79,344	83,980
512251	Chapter 185 State Shared Revenue	188,923	198,770	208,645	0	0	0
512301	Group Health Insurance Premium	52,651	53,907	51,269	67,187	62,925	81,700
512309	Employee Assistance Program	0	111	102	111	110	127
512400	Worker's Comp Insurance	12,572	13,521	16,115	13,404	13,704	12,033
TOTAL PERSONAL SERVICES		919,624	919,091	1,064,435	740,467	707,438	801,440
OPERATING EXPENDITURES							
533100	Professional Services	1,383	600	3,856	600	600	600
533400	Other Contractual Services	25	25	25	25	25	25
533500	Investigations	917	350	271	500	350	1,000
534000	Travel and Per Diem	3,180	8,060	1,610	6,000	4,000	6,000
534101	Telephone	8,921	7,286	5,795	5,820	8,650	9,480
534105	Cellular Telephone	2,416	1,885	1,649	1,800	1,700	1,920
534110	Internet Services	3,039	2,642	911	433	793	1,153
534120	Postage	1,052	1,643	1,400	1,500	800	1,500
534310	Electric	24,858	26,839	29,104	29,350	28,790	28,800
534320	Water/Sewer	2,946	2,795	2,942	3,100	3,050	3,050
534420	Equipment Leases	3,139	3,110	3,581	3,636	3,825	3,829
534500	Insurance	5,609	0	7,090	0	0	7,090
534610	R & M-Buildings	5,925	4,878	10,031	10,000	10,000	35,000
534620	R & M-Vehicles	1,479	543	1,073	750	200	750
534630	R & M - Office Equipment	33,585	46,725	48,578	45,460	45,460	19,616
534640	R & M-Operating Equipment	0	189	30	1,000	0	1,000
534650	R & M-Radio	35	0	0	100	0	100
534800	Promotional Activities	937	722	842	1,000	1,000	1,000
534820	Designated Expenditure (Greer Donation)	3,886	6,989	25,268	0	0	0
535200	Departmental Supplies	5,289	5,107	6,118	7,000	7,000	8,000
535210	Computer Supplies	54	147	877	880	400	800
535230	Small Tools and Equipment	0	0	0	1,000	1,000	1,000
535260	Gas and Oil	4,648	4,646	2,979	5,000	3,500	5,000
535270	Uniforms and Shoes	789	550	844	1,000	700	1,500
535275	Safety Equipment	0	0	0	100	0	100
535410	Dues and Memberships	2,839	3,090	3,138	3,500	3,500	3,565
535420	Books and Publications	614	215	0	1,100	0	1,000
535450	Training and Education	2,220	4,278	2,732	5,000	4,000	5,000
TOTAL OPERATING EXPENDITURES		119,785	133,314	160,747	135,654	129,343	147,878
CAPITAL OUTLAY							
606300	IOTB	0	0	0	0	0	7,500
606400	Vehicles and Equipment	16,965	0	19,694	0	0	0
606405	Vehicles and Equipment (Designated Funds)	19,500	0	19,000	0	0	0
TOTAL CAPITAL OUTLAY		36,465	0	38,694	0	0	7,500
TOTAL POLICE ADMINISTRATION		1,075,874	1,052,404	1,263,875	876,121	836,781	956,818

CITY OF SEBASTIAN, FLORIDA 2021/2022 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 2021 ACCOMPLISHMENTS

- ✓ Provided a high level of customer service to the citizens while dealing with the COVID pandemic.
- ✓ Outfitted patrol with new body and in-car cameras.
- ✓ Filled the traffic officer position and focused on deterring traffic violations in areas of concern throughout the City.
- ✓ Continued maintaining the positive police-community interactions through the COPE initiative.

FISCAL YEAR 2022 GOALS AND OBJECTIVES

- Continue to maintain the positive relationships with the community through the COPE initiative.
- Continue to develop the leadership, mentoring and succession planning through in-house initiative and educational sources.
- Increase traffic violation and crash prevention through traffic initiatives.
- Increase water patrol, safety checks and natural resource violations along our waterways.

PERFORMANCE MEASURES

Performance Indicators	Actual 2017/2018	Actual 2018/2019	Actual 2019/2020	Projected 2019/2020	Projected 2021/2022
Traffic Stops	3,953	5,036	3,305	5,000	4,000
Officer Initiated Activity	17,687	20,591	17,342	20,000	20,000
Traffic Enforcement	1,437	2,045	2,589	2,000	2,500
Parking Enforcement	151	121	32	110	100
Alarms	650	565	592	600	600
Written Warnings Traffic Stops	2,870	3,728	2,005	3,500	3,500
Calls for Service	48,610	33,427	27,229	45,000	40,000
Adult Arrests	437	545	359	500	450
Juvenile Arrests	28	30	21	30	25
Buckle up and DUI enforcement waves	2	1	1	2	2
K-9 usage reports	42	26	29	30	30
K-9 training days	52	52	47	48	52
Boat safety inspections	8	4	0	40	100

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

POLICE OPERATIONS DIVISION PROGRAM BUDGET DESCRIPTION

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>20/21</i>	<i>21/22</i>	
40.00%	40.00%	Calls for Service - respond to calls for service.
18.00%	18.00%	Traffic Stops and Citations - Conduct traffic stops and issue citations and warnings.
15.00%	15.00%	Investigations - Conduct vehicle crash investigations.
2.00%	2.00%	Criminal Transportation - Transport arrested adults and juveniles to respective detention facilities.
4.00%	4.00%	Training and Professional Development - Provide a minimum of 40 hours of training to all members of the division.
12.00%	12.00%	Patrol and Crime Prevention - Maintain patrol logs and direct patrols to reduce opportunistic crimes. Monitor traffic to direct traffic enforcement strategies. Plan and participate in task force operations.
4.00%	4.00%	K-9 Unit - Responsible for directed patrol and request for officer assists.
4.00%	4.00%	Motorcycle/Traffic Unit - Criminal and non-criminal traffic law enforcement and accident investigations
1.00%	1.00%	Marine Unit - Patrol waterways, enforce marine laws and perform water rescues.
100.00%	100.00%	

POLICE OPERATIONS DIVISION BUDGET SUMMARY

The Fiscal Year 2021-2022 adopted budget for Police Operations Division is \$ 3,681,798. This compares to the 2020-2021 projected expenditures of \$ 3,522,094, an increase of \$ 159,704 or 4.53%.

	FY 17/18	FY 18/19	FY 19/20	Amended FY 20/21	Projected FY 20/21	FY 21/22	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 2,727,327	\$ 3,100,165	\$ 3,029,232	\$ 3,206,256	\$ 3,205,959	\$ 3,335,098	\$ 129,139
Operating Expenses	294,835	290,787	245,672	328,641	287,760	316,400	28,640
Capital Outlay	23,289	21,778	33,487	28,375	28,375	30,300	1,925
Total	\$ 3,045,451	\$ 3,412,730	\$ 3,308,391	\$ 3,563,272	\$ 3,522,094	\$ 3,681,798	\$ 159,704

Fiscal Year 2021-22 Adopted Budget:

Major Current Level Changes from Fiscal Year 2020-21 Projected Expenditures:

	Difference
1. Personal Services - Increase due to negotiated salary and insurance increases as well as longevity and having positions full all year.	\$ 129,139
2. Operating Expenses - Increase due primarily to expected higher fuel costs.	\$ 28,640
3. Capital Outlay - Increase due to new mats for the training room.	\$ 1,925

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

PERSONAL SERVICES SCHEDULE

POLICE OPERATIONS DIVISION							
<u>POSITION</u>	<u>PAY RANGE</u>	<u>FULL TIME EQUIVALENTS</u>				<u>Projected</u>	<u>Budget</u>
		<u>19/20</u>	<u>20/21</u>	<u>Amended</u>		<u>Expenditure</u>	<u>Budget</u>
				<u>20/21</u>	<u>21/22</u>		
Lieutenant	57,256 / 106,061	1.00	1.00	1.00	1.00	87,250	85,000
Sergeant	51,357 / 90,234	4.00	5.00	5.00	5.00	413,000	382,550
Officer	40,608 / 71,348	27.00	26.00	26.00	26.00	1,406,250	1,440,350
Crossing Guards (Temp) *	\$ 12.36/hr	0.00	0.00	0.00	5.00	-	46,000
		32.00	32.00	32.00	37.00		
		TOTAL SALARIES				\$ 1,906,500	\$ 1,953,900
* Positions transferred from		Overtime				240,000	240,000
Investigations Division in FY22.		FICA Taxes				165,500	169,155
		Clothing Allowance				16,720	17,280
		Chapter 185 Retirement				485,370	530,531
		Group Health Insurance Premium				321,250	348,613
		Employee Assistance Program				495	507
		Worker's Comp Insurance				70,124	75,112
		Total Personal Services				\$ 3,205,959	\$ 3,335,098

CAPITAL OUTLAY SCHEDULE

POLICE OPERATIONS DIVISION - TO BE FUNDED BY GENERAL FUND							
<u>Description</u>	<u>EXPENDITURES PER FISCAL YEAR</u>						
	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	<u>TOTAL</u>	
Tasers (5)	\$ 8,500	\$ 8,500	\$ 8,500	\$ 8,500	\$ 8,500	\$ 42,500	
Patrol Rifles (5)	5,000	5,000	-	-	-	10,000	
Night Vision Gear (1)	4,500	4,500	4,500	4,500	4,500	22,500	
LIDAR Units (2)	4,300	4,300	-	-	-	8,600	
EZ Flex Sport Mats	8,000	-	-	-	-	8,000	
SRT Helmets	-	1,000	-	4,000	-	5,000	
	\$ 30,300	\$ 23,300	\$ 13,000	\$ 17,000	\$ 13,000	\$ 96,600	

POLICE OPERATIONS DIVISION - TO BE FUNDED BY DISCRETIONARY SALES TAX							
<u>Description</u>	<u>EXPENDITURES PER FISCAL YEAR</u>						
	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	<u>TOTAL</u>	
Police Vehicles w/equipment (5)	\$ 305,000	\$ 310,000	\$ 315,000	\$ 320,000	\$ 325,000	\$ 1,575,000	
Vehicle/Body Cameras	78,583	78,583	78,583	78,583	39,292	353,624	
COPE Concession Trailer	20,500	-	-	-	-	20,500	
Utility Vehicle	18,000	-	-	-	-	18,000	
	\$ 422,083	\$ 388,583	\$ 393,583	\$ 398,583	\$ 364,292	\$ 1,967,124	

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

POLICE OPERATIONS

Code: 010043

Account		FY 17/18	FY 18/19	FY 19/20	Amended FY 20/21	FY 20/21	FY 21/22
<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	1,623,057	1,858,645	1,795,423	1,904,908	1,906,500	1,907,900
511300	Temporary Salaries	22,793	0	0	0	0	46,000
511400	Overtime	251,591	267,264	219,771	240,000	240,000	240,000
512100	FICA Taxes	142,313	158,556	151,133	165,170	165,500	169,155
512215	Clothing Allowance	15,042	17,573	17,653	17,280	16,720	17,280
512250	Chapter 185 Retirement	374,831	417,075	469,703	486,156	485,370	530,531
512301	Group Health Insurance Premium	245,633	307,803	312,622	323,244	321,250	348,613
512309	Employee Assistance Program	0	528	500	507	495	507
512400	Worker's Comp Insurance	52,067	72,722	62,427	68,991	70,124	75,112
TOTAL PERSONAL SERVICES		2,727,327	3,100,165	3,029,232	3,206,256	3,205,959	3,335,098
OPERATING EXPENDITURES							
533400	Other Contractual Services	0	4,844	0	0	0	0
533500	Investigations	427	0	(293)	0	0	0
534000	Travel and Per Diem	7,637	4,258	2,958	8,000	6,000	8,000
534105	Cellular Telephone	5,357	7,044	6,704	6,900	6,810	7,200
534110	Internet Access	16,346	15,422	14,266	14,717	15,200	15,636
534120	Postage	102	222	83	100	100	100
534130	Express Mail Charges	88	201	368	150	150	150
534420	Equipment Leases	1,109	1,099	837	720	760	769
534620	R & M -Vehicles	67,308	59,931	48,819	50,000	50,000	50,000
534630	R & M - Office Equipment	718	1,366	1,248	8,770	8,770	8,890
534640	R & M-Operating Equipment	7,364	8,480	7,177	7,300	6,500	6,000
534650	R & M-Radio	1,722	1,033	1,379	1,500	1,000	1,000
534800	Promotional Activities	371	557	500	500	500	500
534810	K-9 Expenditures	4,925	3,128	4,729	5,000	6,000	5,000
535200	Departmental Supplies	29,734	36,468	31,022	55,694	55,000	45,180
535210	Computer Supplies	87	128	94	121	170	250
535230	Small Tools and Equipment	7,025	9,897	25,718	17,390	13,000	6,500
535260	Gas and Oil	97,141	99,128	75,029	99,979	70,000	100,000
535270	Uniforms and Shoes	36,019	21,088	19,051	28,000	28,000	38,100
535275	Safety Equipment	(47)	888	604	5,000	5,000	4,900
535410	Dues and Memberships	430	860	615	1,200	1,200	3,225
535420	Books and Publications	517	1,500	314	3,600	3,600	1,000
535450	Training and Education	10,454	13,245	4,448	14,000	10,000	14,000
TOTAL OPERATING EXPENDITURES		294,835	290,787	245,672	328,641	287,760	316,400
CAPITAL OUTLAY							
606400	Vehicles and Equipment	23,289	21,778	33,487	28,375	28,375	30,300
TOTAL CAPITAL OUTLAY		23,289	21,778	33,487	28,375	28,375	30,300
TOTAL POLICE OPERATIONS DIVISION		3,045,451	3,412,730	3,308,391	3,563,272	3,522,094	3,681,798

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

POLICE INVESTIGATIONS DIVISION

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

FISCAL YEAR 2021 ACCOMPLISHMENTS

- ✓ Continued advanced training for investigators to ensure up-to-date tactics are being employed.
- ✓ Steered the agency to intelligence gathering and analyzing techniques and programs.
- ✓ Purged property and evidence in accordance with state law.
- ✓ Provided professional investigative services to the victims of crimes while dealing with the COVID pandemic.

FISCAL YEAR 2022 GOALS AND OBJECTIVES

- Update old equipment and add new equipment to assist with various types of investigations.
- Continue to utilize resources to assist investigators in solving and preventing crimes as a means to promote the City of Sebastian as a safe and pleasant community.
- Purge property and evidence in accordance with state law.
- Provide continual training in order to maintain certifications and enhance experience levels.

PERFORMANCE MEASURES

Performance Indicators	Actual 2017/2018	Actual 2018/2019	Actual 2019/2020	Projected 2020/2021	Projected 2021/2022
Burglary Investigations	41	97	88	70	90
Assault Investigations	195	152	194	180	190
Sexual Assault Investigations	3	9	12	5	10
Vehicle Theft Investigation	10	19	40	16	20
Robbery Investigations	6	3	3	5	5
Larceny Investigations	246	537	267	400	300
Murder/Attempted Murder Investigations	0	0	0	0	0

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

POLICE INVESTIGATIONS DIVISION PROGRAM BUDGET DESCRIPTION

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>20/21</i>	<i>21/22</i>	
50.00%	50.00%	Investigations - Investigate reported criminal offenses, complete reports on same, conduct interviews, review and assist in the prosecution of suspects.
14.00%	14.00%	On Scene Investigations - Perform on-scene investigations and process crime scenes.
9.00%	9.00%	Court Assistance - Obtaining warrants, State Attorney's Office depositions and appear in court.
10.00%	10.00%	Investigations Assistance - Assist Uniform Division and other agencies with investigations.
10.00%	10.00%	Training and Professional Development.
2.00%	2.00%	Community Meetings/Community Policing
5.00%	5.00%	Backgrounds
100.00%	100.00%	

POLICE INVESTIGATIONS DIVISION BUDGET SUMMARY

The Fiscal Year 2021-22 adopted budget for Police Investigations is \$ 1,179,848. This compares to the 2020-2021 projected expenditures of \$ 1,113,075, an increase of \$ 66,773 or 6.0%.

	FY 17/18	FY 18/19	FY 19/20	Amended FY 20/21	Projected FY 20/21	FY 21/22	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 648,579	\$ 664,952	\$ 878,785	\$ 952,417	\$ 943,615	\$ 1,018,271	\$ 74,656
Operating Expenses	106,054	115,848	123,458	152,437	152,360	150,577	(1,783)
Capital Outlay	-	37,446	74,379	17,100	17,100	11,000	(6,100)
Total	\$ 754,632	\$ 818,247	\$ 1,076,622	\$ 1,121,954	\$ 1,113,075	\$ 1,179,848	\$ 66,773

Fiscal Year 2021-22 Adopted Budget:

Major Current Level Changes from Fiscal Year 2020-21 Projected Expenditures:

	Difference
1. Personal Services - Increase due to negotiated salary and insurance increases as well as having positions full all year.	\$ 74,656
2. Operating Expenses - Decrease due primarily to lower costs for crime lab usage.	\$ (1,783)
3. Capital Outlay - Decrease in new investigative equipment requested.	\$ (6,100)

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

PERSONAL SERVICES SCHEDULE

POLICE INVESTIGATIONS DIVISION							
<u>POSITION</u>	<u>PAY RANGE</u>	<u>FULL TIME EQUIVALENTS</u>				<u>Projected</u>	
		<u>19/20</u>	<u>20/21</u>	<u>Amended</u>		<u>Expenditure</u>	<u>Budget</u>
				<u>20/21</u>	<u>21/22</u>	<u>20/21</u>	<u>21/22</u>
Lieutenant	57,256 / 106,061	1.00	1.00	1.00	1.00	\$ 96,925	\$ 103,000
Sergeant	51,357 / 90,234	1.00	1.00	1.00	1.00	61,000	84,000
Investigators	40,608 / 71,348	6.00	6.00	6.00	6.00	353,250	382,250
Evidence Supervisor	47,028 / 84,651	0.00	1.00	1.00	1.00	48,825	50,250
Evidence Technician	33,679 / 60,622	1.00	0.00	0.00	0.00	-	-
Evidence Technician P/T	\$ 16.19/hr	0.00	0.50	0.50	0.50	8,900	21,250
Crossing Guards (Temp) *	\$ 12.00/hr	5.00	5.00	5.00	0.00	44,500	-
		14.00	14.50	14.50	9.50		
		TOTAL SALARIES				\$ 613,400	\$ 640,750
						43,750	44,000
* Positions transferred to						50,500	53,243
Operations Division in FY22.						11,000	11,240
						4,750	5,032
						121,236	150,485
						76,360	89,889
						140	143
						22,479	23,489
						<u>\$ 943,615</u>	<u>\$ 1,018,271</u>

CAPITAL OUTLAY SCHEDULE

POLICE INVESTIGATIONS DIVISION - FUNDED BY GENERAL FUND							
<u>Description</u>	<u>EXPENDITURES PER FISCAL YEAR</u>						
	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	<u>TOTAL</u>	
Fencing Enclosure	\$ 4,000	\$ -	\$ -	\$ -	\$ -	\$ 4,000	
Surveillance Equipment	7,000	-	-	-	-	7,000	
	<u>\$ 11,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 11,000</u>	

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

POLICE INVESTIGATIONS DIVISION

Code: 010047

Account Number	Description	FY 17/18 Actual	FY 18/19 Actual	FY 19/20 Actual	Amended FY 20/21 Budget	FY 20/21 Projected	FY 21/22 Budget
PERSONAL SERVICES							
511200	Regular Salaries	369,878	376,797	528,843	575,724	568,900	640,750
511300	Temporary Salaries	51,731	43,308	30,504	44,400	44,500	0
511400	Overtime	34,868	39,755	43,926	44,000	43,750	44,000
512100	FICA Taxes	34,813	35,090	45,821	51,484	50,500	53,243
512215	Clothing Allowance	7,804	7,848	9,735	10,460	11,000	11,240
512225	Deferred Compensation	3,870	4,109	4,310	4,843	4,750	5,032
512250	Chapter 185 Retirement	76,072	84,427	118,638	121,278	121,236	150,485
512301	Group Health Insurance Premium	54,879	55,655	77,393	77,958	76,360	89,889
512309	Employee Assistance Program	0	95	143	143	140	143
512400	Worker's Comp Insurance	14,665	17,869	19,472	22,127	22,479	23,489
TOTAL PERSONAL SERVICES		648,579	664,952	878,785	952,417	943,615	1,018,271
OPERATING EXPENDITURES							
533100	Professional Services	70,417	72,749	80,668	84,649	84,659	77,766
533500	Investigations	491	780	534	800	800	800
534000	Travel and Per Diem	5,143	5,652	4,091	8,500	8,500	8,500
534105	Cellular Telephone	3,644	3,581	4,052	4,200	4,083	4,320
534110	Internet Access	2,922	3,173	3,933	3,900	3,960	4,140
534115	On-line Services	1,647	1,704	1,747	1,800	1,800	1,900
534120	Postage	70	143	26	250	250	250
534130	Express Mail Charges	41	0	184	300	300	300
534400	Rent/Leases	391	0	576	576	576	576
534420	Equipment Leases	501	497	416	384	374	375
534620	R & M-Vehicles	4,169	5,944	1,790	5,000	5,000	5,000
534630	R & M - Office Equipment	858	1,252	1,554	5,020	5,000	11,600
534640	R & M-Operating Equipment	0	0	0	2,000	2,000	2,000
534650	R & M-Radio	35	0	0	100	100	200
534800	Promotional Activities	171	154	216	300	300	300
534920	Legal Ads	0	317	293	750	750	750
535200	Departmental Supplies	2,774	2,506	3,549	4,000	4,000	4,000
535210	Computer Supplies	0	90	957	4,463	4,463	1,000
535230	Small Tools and Equipment	313	0	2,406	200	200	250
535260	Gas and Oil	7,952	9,530	8,651	12,000	12,000	12,000
535270	Uniforms and Shoes	561	618	128	800	800	1,500
535275	Safety Equipment	293	293	435	750	750	750
535410	Dues and Memberships	400	470	355	1,000	1,000	1,100
535420	Books and Publications	0	200	0	200	200	200
535450	Training and Education	3,262	6,197	6,896	10,495	10,495	11,000
TOTAL OPERATING EXPENDITURES		106,054	115,848	123,458	152,437	152,360	150,577
CAPITAL OUTLAY							
606300	IOTB	0	0	0	0	0	4,000
606400	Vehicles and Equipment	0	37,446	74,379	17,100	17,100	7,000
TOTAL CAPITAL OUTLAY		0	37,446	74,379	17,100	17,100	11,000
TOTAL POLICE INVESTIGATIONS DIVISION		754,632	818,247	1,076,622	1,121,954	1,113,075	1,179,848

CITY OF SEBASTIAN, FLORIDA 2021/2022 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 2021 ACCOMPLISHMENTS

- ✓ Maintained a high level of customer service, while working through and dealing with the global pandemic.
- ✓ Persevered through shift shortages from turnover and employee absence as a result of the COVID virus.
- ✓ Trained and added four new dispatchers to the team.
- ✓ Worked through issues with loss of fiber optic line and continued to function at normal operational levels.

FISCAL YEAR 2022 GOALS AND OBJECTIVES

- Provide advanced training for dispatchers in the areas of handling critical incidents, stress management, and leadership.
- Implement a new Computer Aided Dispatch (CAD) and Records Management System (RMS).
- Fill the assistant communications supervisor position.
- Improve the efficiency of handling calls for service while providing preeminent assistance to the community and the patrol officers as a concerted effort that further promotes the City of Sebastian as a safe and pleasant community.

PERFORMANCE MEASURES

Performance Indicators	Actual 2017/2018	Actual 2018/2019	Actual 2019/2020	Projected 2020/2021	Projected 2021/2022
911 Calls Received	9,056	8888*	8,680	9,000	9,100
Code Violation Calls Received	8,712	9,239	14,431	8,500	15,000
Total Calls Received	48,610	51,209	55,105	50,000	58,000
Calls Per Dispatcher	5,401	5,689	6,122	5,500	7,000
Administrative Calls Handled	45,644	17801*	18,922	20,000	20,000

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

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

POLICE DISPATCH UNIT PROGRAM BUDGET DESCRIPTION

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>20/21</i>	<i>21/22</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 2021-2022 adopted budget for Police Dispatch is \$ 668,653. This compares to the 2020-2021 projected expenditures of \$ 620,615, an increase of \$ 48,038, or 7.7%.

	FY 17/18	FY 18/19	FY 19/20	Amended FY 20/21	Projected FY 20/21	FY 21/22	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 590,500	\$ 611,731	\$ 573,959	\$ 648,523	\$ 607,779	\$ 652,348	\$ 44,569
Operating Expenses	8,563	10,307	8,886	13,836	12,836	16,305	3,469
Capital Outlay	-	-	-	-	-	-	-
Total	\$ 599,063	\$ 622,038	\$ 582,845	\$ 662,359	\$ 620,615	\$ 668,653	\$ 48,038

Fiscal Year 2021-22 Adopted Budget:

Major Current Level Changes from Fiscal Year 2020-21 Projected Expenditures:

	Difference
1. Personal Services - Increase due to negotiated salary and insurance increases and having positions full all year.	\$ 44,569
2. Operating Expenses - Increase due primarily to additional training and travel.	\$ 3,469
3. Capital Outlay - No change.	\$ -

CITY OF SEBASTIAN, FLORIDA 2021/2022 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>Budget</u>
		<u>19/20</u>	<u>20/21</u>	<u>20/21</u>	<u>21/22</u>	<u>20/21</u>	<u>21/22</u>
Communications Supervisor	40,244 / 72,439	1.00	1.00	1.00	1.00	\$ 76,350	\$ 76,000
Assistant Communications Supervisor	35,730 / 64,314	1.00	1.00	1.00	1.00	48,500	\$ 49,100
Communication Technician	30,821 / 55,478	8.00	8.00	8.00	8.00	274,040	319,750
		10.00	10.00	10.00	10.00		
		TOTAL SALARIES				\$ 398,890	\$ 444,850
						65,000	40,000
						35,500	37,091
						41,750	43,637
						65,670	85,790
						121	158
						848	822
						<u>\$ 607,779</u>	<u>\$ 652,348</u>

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

POLICE DISPATCH UNIT

Code: 010049

<u>Account</u> <u>Number</u>	<u>Description</u>	<u>FY 17/18</u> <u>Actual</u>	<u>FY 18/19</u> <u>Actual</u>	<u>FY 19/20</u> <u>Actual</u>	<u>Amended</u> <u>FY 20/21</u> <u>Budget</u>	<u>FY 20/21</u> <u>Projected</u>	<u>FY 21/22</u> <u>Budget</u>
PERSONAL SERVICES							
511200	Regular Salaries	405,965	400,202	383,668	441,364	398,890	444,850
511400	Overtime	34,955	56,733	54,558	40,000	65,000	40,000
512100	FICA Taxes	32,538	33,591	32,652	36,766	35,500	37,091
512225	Deferred Compensation	38,699	40,239	36,685	43,417	41,750	43,637
512301	Group Health Insurance Premium	77,585	79,848	65,425	85,990	65,670	85,790
512309	Employee Assistance Program	0	150	132	158	121	158
512400	Worker's Comp Insurance	758	968	839	828	848	822
TOTAL PERSONAL SERVICES		590,500	611,731	573,959	648,523	607,779	652,348
OPERATING EXPENDITURES							
534000	Travel and Per Diem	704	1,411	0	2,000	1,000	2,000
534105	Cellular Telephone	461	464	501	480	450	360
534110	Internet Access	433	454	159	0	433	433
534420	Equipment Leases	1,005	995	1,556	1,716	1,803	1,811
534630	R & M-Office Equipment	1,273	1,267	1,155	1,300	1,300	1,120
534640	R & M-Operating Equipment	0	470	132	500	100	100
534650	R & M-Radios	176	242	0	200	100	200
534800	Promotional Activities	300	389	84	400	400	400
535200	Departmental Supplies	890	643	921	1,800	1,800	1,836
535210	Computer Supplies	70	363	1,664	200	200	200
535270	Uniforms	0	632	0	300	300	1,200
535275	Safety Equipment	18	0	0	100	100	100
535410	Dues and Memberships	0	331	339	840	850	345
535450	Training and Education	3,235	2,645	2,374	4,000	4,000	6,200
TOTAL OPERATING EXPENDITURES		8,563	10,307	8,886	13,836	12,836	16,305
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		599,063	622,038	582,845	662,359	620,615	668,653

CITY OF SEBASTIAN, FLORIDA 2021/2022 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 2021 ACCOMPLISHMENTS

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

FISCAL YEAR 2022 GOALS AND OBJECTIVES

- Provide professional code enforcement services.
- Continue to provide proactive and professional code enforcement services.
- Continually educate the public on code enforcement concerns to improve quality of life.
- Reduce time spent on calls increasing efficiency observing and responding to violations.
- Continue to implement healthy, safe practices.

PERFORMANCE MEASURES

Performance Indicators	Actual 2017/2018	Actual 2018/2019	Actual 2019/2020	Projected 2020/2021	Projected 2021/2022
Water Violations	17	94	41	60	60
Code Violations	1,832	2,325	2,387	1,900	2,400
Illegal Signs	459	520	310	475	400
Nuisance Abatement	655	417	376	450	450
Re-inspections	2,829	2,846	3,300	2,800	3,000
Property Inspections	434	533	486	450	500

PROGRAM BUDGET DESCRIPTION FOR THE CODE ENFORCEMENT DIVISION

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>20/21</i>	<i>21/22</i>	
50.00%	50.00%	Citizen Complaints - Respond to complaints of city ordinance violations and self-initiate code compliance and enforcement.
30.00%	30.00%	Re-inspections - Follow up on notices of violations to ensure compliance.
3.00%	3.00%	Code Enforcement Board - Provide direct support to Code Enforcement Board for Code Enforcement hearings.
17.00%	17.00%	Documentation - To document complaints, as well as self-initiated actions, write reports and follow up letters and prepare documentation for Code Enforcement Board.
100.00%	100.00%	

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

CODE ENFORCEMENT DIVISION BUDGET SUMMARY

The Fiscal Year 2021-2022 adopted budget for Code Enforcement is \$ 199,043. This compares to the 2020-2021 projected expenditures of \$ 184,795, an increase of \$ 14,248, or 7.7%.

	FY 17/18	FY 18/19	FY 19/20	Amended FY 20/21	Projected FY 20/21	FY 21/22	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 159,672	\$ 165,801	\$ 169,750	\$ 176,731	\$ 169,939	\$ 177,436	\$ 7,497
Operating Expenses	18,914	18,610	14,469	20,708	14,856	21,607	6,751
Capital Outlay	-	-	-	-	-	-	-
Total	\$ 178,587	\$ 184,410	\$ 184,219	\$ 197,439	\$ 184,795	\$ 199,043	\$ 14,248

Fiscal Year 2021-22 Adopted Budget:

Major Current Level Changes from Fiscal Year 2020-21 Projected Expenditures:

	Difference
1. Personal Services - Increase due to negotiated salary and insurance increases as well as a longevity increase.	\$ 7,497
2. Operating Expenditures - Increase due primarily to anticipated vehicle repairs, additional court filings, and higher fuel costs.	\$ 6,751
3. Capital Outlay - No change.	\$ -

PERSONAL SERVICES SCHEDULE

CODE ENFORCEMENT DIVISION

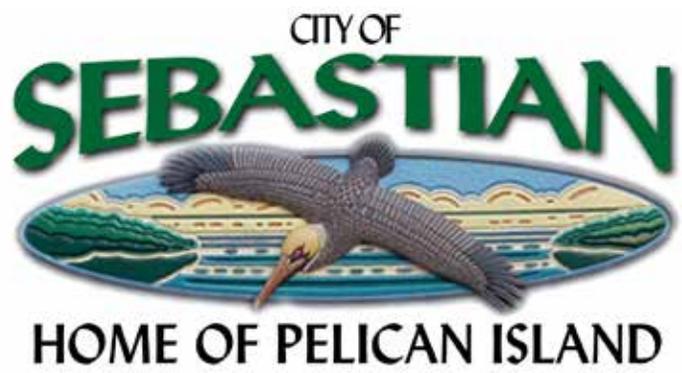
<u>POSITION</u>	<u>PAY RANGE</u>	<u>FULL TIME EQUIVALENTS</u>				<u>Projected</u>	
		<u>19/20</u>	<u>20/21</u>	<u>Amended 20/21</u>	<u>21/22</u>	<u>Expenditure 20/21</u>	<u>Budget 21/22</u>
Code Enforcement Officer	32,698 / 45,156	2.00	2.00	2.00	2.00	\$ 89,350	\$ 94,000
Administrative Assistant	30,821 / 55,478	1.00	1.00	1.00	1.00	36,150	37,250
		3.00	3.00	3.00	3.00		
TOTAL SALARIES						\$ 125,500	\$ 131,250
Overtime						1,800	1,800
FICA Taxes						9,810	10,279
Clothing Allowance						1,320	1,320
Deferred Compensation						11,750	12,255
Group Health Insurance Premium						17,500	17,924
Employee Assistance Program						48	48
Worker's Comp Insurance						2,211	2,560
Total Personal Services						\$ 169,939	\$ 177,436

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

CODE ENFORCEMENT DIVISION

Code: 010045

Account Number	Description	FY 17/18 Actual	FY 18/19 Actual	FY 19/20 Actual	Amended FY 20/21 Budget	Projected FY 20/21 Budget	FY 21/22 Budget
PERSONAL SERVICES							
511200	Regular Salaries	112,848	117,074	118,532	125,579	125,500	131,250
511400	Overtime	444	31	1,636	1,800	1,800	1,800
512100	FICA Taxes	8,359	8,597	9,039	9,692	9,810	10,279
512215	Clothing Allowance	1,320	1,320	1,320	1,320	1,320	1,320
512225	Deferred Compensation	10,177	10,723	11,096	11,565	11,750	12,255
512301	Group Health Insurance Premium	24,846	25,873	26,461	24,545	17,500	17,924
512309	Employee Assistance Program	0	48	48	48	48	48
512400	Worker's Comp Insurance	1,680	2,135	1,617	2,182	2,211	2,560
TOTAL PERSONAL SERVICES		159,672	165,801	169,750	176,731	169,939	177,436
OPERATING EXPENDITURES							
533400	Other Contractual Services	0	590	828	700	700	700
534000	Travel and Per Diem	244	437	0	500	500	500
534105	Cellular Telephone	426	465	1,031	1,320	1,075	1,080
534110	Internet Services	866	866	866	866	866	866
534120	Postage	4,938	3,984	3,105	4,300	3,156	4,000
534420	Equipment Leases	69	68	207	252	271	271
534620	R & M-Vehicles	1,804	2,040	416	1,500	330	1,500
534630	R & M - Office Equipment	20	27	8	120	10	540
534650	R & M-Radio	88	0	0	100	0	100
534910	Clerk of Court Filing Fees	1,753	1,757	1,333	1,800	824	1,800
535200	Departmental Supplies	482	931	452	700	700	2,200
535210	Computer Supplies	0	40	27	50	0	50
535230	Small Tools and Equipment	0	0	0	100	0	100
535260	Gas and Oil	6,989	6,837	5,607	6,500	5,324	6,500
535270	Uniforms and Shoes	647	0	292	500	500	600
535275	Safety Equipment	0	0	0	100	0	100
535410	Dues and Memberships	35	70	100	100	100	100
535450	Training and Education	554	498	199	1,200	500	600
TOTAL OPERATING EXPENDITURES		18,914	18,610	14,469	20,708	14,856	21,607
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		178,587	184,410	184,219	197,439	184,795	199,043



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CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

PUBLIC FACILITIES DEPARTMENT CONSOLIDATED BUDGET FOR ALL DIVISIONS

The Fiscal Year 2021-22 adopted budget for the Public Facilities Department as a whole is \$ 912,377. As compared to the 2020-2021 projected expenditures of \$ 1,016,896, this is a decrease of \$ 104,519, or -10.3%.

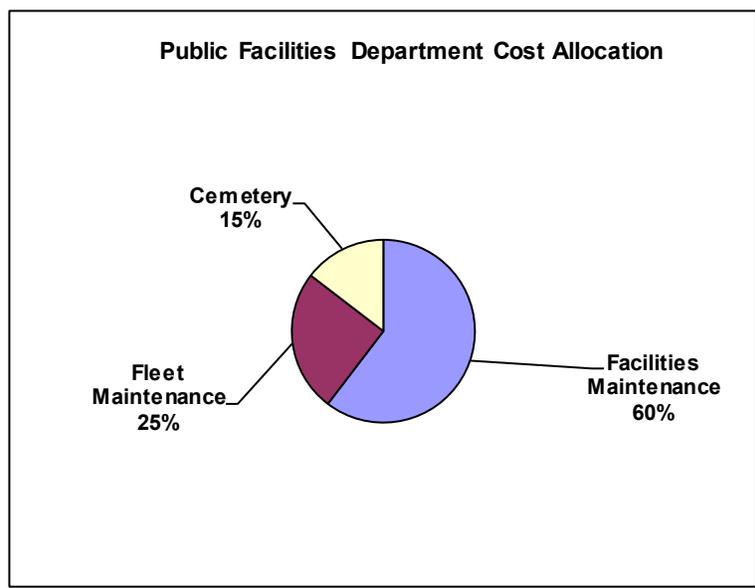
	FY 17/18 Actual	FY 18/19 Actual	FY 19/20 Actual	Amended FY 20/21 Budget	Projected FY 20/21 Expenditures	FY 21/22 Budget	Difference
Personal Services	\$ 1,569,966	\$ 1,006,513	\$ 612,283	\$ 656,288	\$ 636,979	\$ 601,643	\$ (35,336)
Operating Expenses	1,110,786	605,517	279,414	\$ 338,730	\$ 282,417	300,234	17,817
Capital Outlay	134,949	27,969	56,470	\$ 100,185	\$ 97,500	10,500	(87,000)
Total	\$ 2,815,701	\$ 1,639,999	\$ 948,168	\$ 1,095,203	\$ 1,016,896	\$ 912,377	\$ (104,519)

Fiscal Year 2021-2022 Adopted Budget:

Major Current Level Changes from

Fiscal Year 2020-2021 Projected Expenditures:

	Difference
1. Personal Services - Decrease due to the retirement and payout of a long term employee in the prior year.	\$ (35,336)
2. Operating Expenses - Increase due primarily to anticipated increase in maintenance and service contracts.	\$ 17,817
3. Capital Outlay - Decrease due primarily to a vehicle being purchased in the prior year.	\$ (87,000)



CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

CONSOLIDATED PUBLIC FACILITIES DEPARTMENT

	FY 17/18 <u>Actual</u>	FY 18/19 <u>Actual</u>	FY 19/20 <u>Actual</u>	FY 20/21 <u>Budget</u>	FY 20/21 <u>Projected</u>	FY 21/22 <u>Budget</u>
ROADS & MAINTENANCE						
PERSONAL SERVICES	\$ 462,678	\$ 505,970	\$ -	\$ -	\$ -	\$ -
OPERATING EXPENDITURES	338,222	325,439	-	-	-	-
CAPITAL OUTLAY	-	-	-	-	-	-
TOTAL	\$ 800,900	\$ 831,408	\$ -	\$ -	\$ -	\$ -
STORMWATER UTILITY						
PERSONAL SERVICES	\$ 630,002	\$ -	\$ -	\$ -	\$ -	\$ -
OPERATING EXPENDITURES	488,037	-	-	-	-	-
CAPITAL OUTLAY	2,263	-	-	-	-	-
TOTAL	\$ 1,120,302	\$ -	\$ -	\$ -	\$ -	\$ -
FLEET MANAGEMENT						
PERSONAL SERVICES	\$ 194,428	\$ 194,159	\$ 180,924	\$ 189,384	\$ 192,111	\$ 199,254
OPERATING EXPENDITURES	24,432	28,524	18,950	22,940	18,525	21,933
CAPITAL OUTLAY	-	9,595	2,376	2,500	2,500	7,500
TOTAL	\$ 218,860	\$ 232,278	\$ 202,251	\$ 214,824	\$ 213,136	\$ 228,687
FACILITIES MAINTENANCE						
PERSONAL SERVICES	\$ 133,131	\$ 160,659	\$ 279,726	\$ 290,597	\$ 291,110	\$ 299,117
OPERATING EXPENDITURES	232,174	219,247	234,361	280,575	238,418	248,636
CAPITAL OUTLAY	124,195	18,374	54,094	77,685	75,000	3,000
TOTAL	\$ 489,500	\$ 398,280	\$ 568,181	\$ 648,857	\$ 604,528	\$ 550,753
CEMETERY						
PERSONAL SERVICES	\$ 149,728	\$ 145,725	\$ 151,633	\$ 176,307	\$ 153,758	\$ 103,272
OPERATING EXPENDITURES	27,920	32,308	26,103	35,215	25,474	29,665
CAPITAL OUTLAY	8,491	-	-	20,000	20,000	-
TOTAL	\$ 186,139	\$ 178,033	\$ 177,736	\$ 231,522	\$ 199,232	\$ 132,937
TOTALS						
PERSONAL SERVICES	\$ 1,569,966	\$ 1,006,513	\$ 612,283	\$ 656,288	\$ 636,979	\$ 601,643
OPERATING EXPENDITURES	1,110,786	605,517	279,414	338,730	282,417	300,234
CAPITAL OUTLAY	134,949	27,969	56,470	100,185	97,500	10,500
TOTAL	\$ 2,815,701	\$ 1,639,999	\$ 948,168	\$ 1,095,203	\$ 1,016,896	\$ 912,377

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

PUBLIC FACILITIES FLEET MANAGEMENT DIVISION

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

FISCAL YEAR 2021 ACCOMPLISHMENTS

- ✓ Maintain service schedules on all vehicles in a yearlong COVID environment that included staff shortages due to COVID illness; supply line delays; and difficulties in obtaining outside service providers
- ✓ Managed the auction sale of obsolete City property items
- ✓ Continued responsible management of fuel/petroleum storage; use; and waste disposal practices
- ✓ Continued accurate inventory accounting practices

FISCAL YEAR 2022 GOALS AND OBJECTIVES

- Organize and carry out transition of operations to new Public Works Facility
- Close down and clean up existing Public Works Compound
- Continue safe work environment with a zero injury goal
- Continue good inventory practices and accountability

PERFORMANCE MEASURES

Performance Indicators	Actual 2017/2018	Actual 2018/2019	Actual 2019/2020	Projected 2020/2021	Projected 2021/2022
Number of Vehicles Maintained	117	121	118	123	120
Number of Heavy Equipment Maintained	26	24	24	26	25
Number of Light Equipment Maintained	200	202	207	200	210
Preventive Maintenance Services	200	187	171	200	185
Road Service Calls	65	71	24	75	50
Completed Service Requests	1508	1056	1170	1300	1225

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

FLEET MANAGEMENT DIVISION PROGRAM BUDGET DESCRIPTION

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>20/21</i>	<i>21/22</i>	
10.00%	10.00%	Administration of City Fleet Management Program - Supervise and direct employees in the implementation of a Fleet Management Program for over 300 pieces of equipment. Develop and direct the maintenance of a 2,800 sq. ft. maintenance facility.
45.00%	45.00%	Vehicle Maintenance - Schedule and perform vehicle preventive maintenance, mechanical and body repair services on all city-owned vehicles and equipment, except Golf Course equipment.
10.00%	10.00%	Order and Parts Processing - Order, receive and stock vehicle repair parts and material. Schedule vehicle sublet repairs.
5.00%	5.00%	Employee Training - Train employees in new corrective repair procedures, waste disposal, and Department of Labor Safety Requirements and Standards.
10.00%	10.00%	Vehicle Data Processing - Data processing of work orders, issue slips, purchase orders and parts. Maintain computerized parts and tools inventory.
5.00%	5.00%	General Administrative - Preparation of Budget, maintenance of vehicle records and training records.
5.00%	5.00%	Administration of City Fuel Facility Management Program - Supervise and maintain unleaded gasoline and diesel fuel storage and dispensing facilities. Implement, monitor and maintain Fuel Management System.
5.00%	5.00%	Planning and implementation of Fleet Maintenance Programs - Plan, develop and implement programs to modernize facilities, equipment and tools.
5.00%	5.00%	General Administrative Program - Implementation of Guidelines for the acquisition and replacement of Fleet Assets.
100.00%	100.00%	

FLEET MANAGEMENT DIVISION BUDGET SUMMARY

The Fiscal Year 2021-2022 adopted budget for Fleet Management is \$ 228,687. This compares to the 2020-2021 projected expenditures of \$ 213,136, an increase of \$ 15,551, or 7.30%.

	FY 17/18	FY 18/19	FY 19/20	Amended FY 20/21	Projected FY 20/21	FY 21/22	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 194,428	\$ 194,159	\$ 180,924	\$ 189,384	\$ 192,111	\$ 199,254	\$ 7,143
Operating Expenses	24,432	28,524	18,950	22,940	18,525	21,933	3,408
Capital Outlay	-	9,595	2,376	2,500	2,500	7,500	5,000
Total	\$ 218,860	\$ 232,278	\$ 202,251	\$ 214,824	\$ 213,136	\$ 228,687	\$ 15,551

Fiscal Year 2021-22 Adopted Budget:

Major Current Level Changes from Fiscal Year 2020-21 Projected Expenditures	Difference
1. Personal Services - Increase due to negotiated salary and insurance increases.	\$ 7,143
2. Operating Expenses - Increase due primarily to anticipated higher equipment maintenance costs and new tools needed.	\$ 3,408
3. Capital Outlay - Increase due to air conditioning service machine requested.	\$ 5,000

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

PERSONAL SERVICES SCHEDULE

FLEET MANAGEMENT DIVISION								
<u>POSITION</u>	<u>PAY RANGE</u>	<u>FULL TIME EQUIVALENTS</u>				<u>Projected</u>	<u>Budget</u>	
		<u>19/20</u>	<u>20/21</u>	<u>Amended</u>		<u>Expenditure</u>	<u>20/21</u>	<u>21/22</u>
				<u>20/21</u>	<u>21/22</u>			
Fleet Superintendant	50,871 / 91,568	1.00	1.00	1.00	1.00	\$ 63,500	\$ 65,500	
Garage Supervisor	40,244 / 72,439	1.00	1.00	1.00	1.00	41,425	42,750	
Mechanic	27,384 / 49,291	1.00	1.00	1.00	1.00	33,520	35,000	
		3.00	3.00	3.00	3.00			
TOTAL SALARIES						\$ 138,445	\$ 143,250	
						Overtime	1,000	
						FICA Taxes	11,063	
						Clothing Allowance	360	
						Deferred Compensation	13,015	
						Group Health Insurance Premium	26,485	
						Employee Assistance Program	48	
						Worker's Comp Insurance	4,033	
Total Personal Services						\$ 192,111	\$ 199,254	

CAPITAL OUTLAY SCHEDULE

FLEET MANAGEMENT DIVISION - TO BE FUNDED BY GENERAL FUND							
<u>Description</u>	<u>EXPENDITURES PER FISCAL YEAR</u>						
	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	<u>TOTAL</u>	
Air Conditioning Service Machine	5,500	-	-	-	-	5,500	
Service Truck Lights and Tool Cabinets	2,000	-	-	-	-	2,000	
	\$ 7,500	\$ -	\$ -	\$ -	\$ -	\$ 7,500	

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

FLEET MANAGEMENT DIVISION

Code: 010054

Account		FY 17/18	FY 18/19	FY 19/20	Amended FY 20/21	FY 20/21	FY 21/22
Number	Description	Actual	Actual	Actual	Budget	Projected	Budget
PERSONAL SERVICES							
511200	Regular Salaries	144,714	141,272	131,844	138,627	138,445	143,250
511400	Overtime	984	264	977	1,000	650	1,000
512100	FICA Taxes	11,154	10,840	10,025	10,686	10,475	11,063
512215	Clothing Allowance	220	240	360	360	360	360
512225	Deferred Compensation	12,655	13,293	11,606	12,571	12,500	13,015
512301	Group Health Insurance Premium	21,563	24,024	22,286	21,986	25,458	26,485
512309	Employee Assistance Program	0	63	48	48	48	48
512400	Worker's Comp Insurance	3,137	4,163	3,779	4,106	4,175	4,033
TOTAL PERSONAL SERVICES		194,428	194,159	180,924	189,384	192,111	199,254
OPERATING EXPENDITURES							
533400	Other Contractual Services	50	50	50	1,100	350	2,730
533410	Environmental Services	1,230	677	882	300	1,000	1,200
534000	Travel and Per Diem	69	369	0	250	100	100
534105	Cellular Telephone	957	1,144	1,046	1,020	1,105	1,140
534310	Electric	2,641	2,941	2,890	3,000	2,435	2,460
534320	Water/Sewer	291	292	291	295	345	360
534420	Equipment Leases	936	927	705	600	645	645
534610	R & M - Buildings	0	227	74	600	600	200
534620	R & M-Vehicles	1,320	1,792	926	1,000	500	500
534630	R & M - Office Equipment	432	1,096	887	3,070	2,925	3,000
534640	R & M-Operating Equipment	5,232	4,373	1,485	4,000	1,000	2,000
535200	Departmental Supplies	2,784	5,822	4,057	1,775	2,500	2,120
535210	Computer Supplies	0	54	0	250	250	250
535230	Small Tools and Equipment	3,060	4,607	1,687	1,000	800	1,500
535260	Gas and Oil	1,453	1,300	1,247	1,000	800	800
535270	Uniforms and Shoes	874	881	641	780	675	728
535275	Safety Equipment	375	427	158	400	400	200
535410	Membership & Professional Dues	1,500	1,545	1,500	1,600	1,500	1,500
535420	Books and Publications	0	0	0	100	0	0
535450	Training and Education	1,229	0	425	800	595	500
TOTAL OPERATING EXPENDITURES		24,432	28,524	18,950	22,940	18,525	21,933
CAPITAL OUTLAY							
606400	Vehicles and Equipment	0	9,595	2,376	2,500	2,500	7,500
TOTAL CAPITAL OUTLAY		0	9,595	2,376	2,500	2,500	7,500
TOTAL FLEET MANAGEMENT DIVISION		218,860	232,278	202,251	214,824	213,136	228,687

CITY OF SEBASTIAN, FLORIDA 2021/2022 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 2021 ACCOMPLISHMENTS

- ✓ Emergency Standby Generator installed to service City Hall
- ✓ Connected Senior Center to County Sewer
- ✓ Installed replacement rooftop Air Conditioning Units on City Hall and Police Dept
- ✓ Provided backflow device testing to +40 RPZ units
- ✓ Established Lift Station Preventative Maintenance and Inspection program
- ✓ Implemented COVID sanitizing/cleaning practices in City owned facilities
- ✓ Installed HVAC Ionization units in City Hall, Police and Airport office buildings to help kill COVID virus
- ✓ Replace carpeting in City Clerk’s Department
- ✓ Painted Boat Launch Restrooms
- ✓ Replace Community Center roofing
- ✓ Replace roofing on Public Facilities storage shed
- ✓ Epoxy paint flooring for Harrison Street and Friendship Lane restrooms

FISCAL YEAR 2022 GOALS AND OBJECTIVES

- Maintain sanitizing measures to help combat COVID
- Complete Riverview Drive sidewalk lighting conversions to LED
- Renovate Yacht Club interior
- Install new drinking fountains in park locations
- Facilitate relocation of Public Facilities offices into new Public Works building

PERFORMANCE MEASURES

Performance Indicators	Actual 2017/2018	Actual 2018/2019	Actual 2019/2020	Projected 2020/2021	Projected 2021/2022
Number of facility and sites maintained	56	56	57	57	57
Total square footage maintained	161,138	161,138	161,538	161,538	161,538
Total number of work orders completed	150	160	180	175	200
Cost per square foot maintained	\$3.04	\$2.47	\$3.52	\$1.93	\$1.72

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

PROGRAM BUDGET DESCRIPTION FOR THE FACILITIES MAINTENANCE DIVISION

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>20/21</i>	<i>21/22</i>	
25.00%	25.00%	Property Maintenance - Provide continuous maintenance and repair to all City buildings and facilities. These activities are in the following disciplines: Design/Construction, Electrical, Painting, Plumbing, Cabinetry, Carpentry, and General Maintenance.
15.00%	15.00%	Administration - Supervise City facility contractors to ensure contractual obligations enforced. Provide general administrative duties to ensure overall efficient operation of City owned facilities and the preparation of annual division budget.
60.00%	60.00%	General Services - Perform duties such as supporting community activities, moving offices furniture, and providing janitorial services for all City facilities.
100.00%	100.00%	

FACILITIES MAINTENANCE DIVISION BUDGET SUMMARY

The Fiscal Year 2021-2022 adopted budget for Facilities Maintenance is \$ 550,753. This compares to the 2020-2021 projected expenditures of \$ 604,528 , a decrease of \$ 53,775, or -8.90 %.

	FY 17/18	FY 18/19	FY 19/20	Amended FY 20/21	Projected FY 20/21	FY 21/22	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 133,131	\$ 160,659	\$ 279,726	\$ 290,597	\$ 291,110	\$ 299,117	\$ 8,007
Operating Expenses	232,174	219,247	234,361	280,575	238,418	248,636	10,218
Capital Outlay	124,195	18,374	54,094	77,685	75,000	3,000	(72,000)
Total	\$ 489,500	\$ 398,280	\$ 568,181	\$ 648,857	\$ 604,528	\$ 550,753	\$ (53,775)

Fiscal Year 2021-2022 Adopted Budget:

Major Current Level Changes from Fiscal Year 2020-2021 Projected Expenditures	Difference
1. Personal Services - Increase due to negotiated salary and insurance increases.	\$ 8,007
2. Operating Expenses - Increase due to anticipated increase in maintenance and service contracts.	\$ 10,218
3. Capital Outlay - Decrease due to a vehicle purchased in the prior year.	\$ (72,000)

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

PERSONAL SERVICES SCHEDULE

FACILITIES MAINTENANCE							
<u>POSITION</u>	<u>PAY RANGE</u>	<u>FULL TIME EQUIVALENTS</u>				Projected	Budget
		<u>19/20</u>	<u>20/21</u>	<u>Amended</u>		<u>20/21</u>	<u>21/22</u>
				<u>20/21</u>	<u>21/22</u>		
Public Facilities Director*	72,868 / 131,163	1.00	1.00	1.00	1.00	\$ 94,485	\$ 96,750
Construction Specialist II	45,295 / 81,530	1.00	1.00	1.00	1.00	45,750	47,250
Facilities Foreman	30,821 / 55,478	1.00	1.00	1.00	1.00	42,275	43,250
Maintenance Worker II	27,384 / 49,291	1.00	1.00	1.00	1.00	33,100	34,250
		4.00	4.00	4.00	4.00		
		TOTAL SALARIES				\$ 215,610	\$ 221,500
						3,000	3,000
						16,500	17,202
						360	360
*62% of Director's salary to be reimbursed by Airport						19,825	20,237
						28,500	29,273
						63	63
						7,252	7,482
						<u>\$ 291,110</u>	<u>\$ 299,117</u>

CAPITAL OUTLAY SCHEDULE

FACILITIES MAINTENANCE - TO BE FUNDED BY GENERAL FUND						
<u>Description</u>	<u>EXPENDITURES PER FISCAL YEAR</u>					
	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	<u>TOTAL</u>
Stairwell Evacuation Chairs	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ 3,000
	<u>\$ 3,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,000</u>

FACILITIES MAINTENANCE - TO BE FUNDED BY DISCRETIONARY SALES TAX						
<u>Description</u>	<u>EXPENDITURES PER FISCAL YEAR</u>					
	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	<u>TOTAL</u>
Public Facilities Compound	\$ 5,334,024	\$ -	\$ -	\$ -	\$ -	\$ 5,334,024
	<u>\$ 5,334,024</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,334,024</u>

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

FACILITIES MAINTENANCE DIVISION

Code: 010056

Account Number	Description	FY 17/18 Actual	FY 18/19 Actual	FY 19/20 Actual	Amended FY 20/21 Budget	FY 20/21 Projected	FY 21/22 Budget
PERSONAL SERVICES							
511200	Regular Salaries	89,331	109,886	206,507	214,894	215,610	221,500
511400	Overtime	7,521	5,036	3,441	3,000	3,000	3,000
512100	FICA Taxes	7,319	8,686	15,899	16,665	16,500	17,202
512215	Clothing Allowance	240	360	360	360	360	360
512225	Deferred Compensation	8,653	10,450	18,910	19,607	19,825	20,237
512301	Group Health Insurance Premium	17,377	21,187	28,528	28,864	28,500	29,273
512309	Employee Assistance Program	0	48	63	63	63	63
512400	Worker's Comp Insurance	2,690	5,007	6,017	7,144	7,252	7,482
TOTAL PERSONAL SERVICES		133,131	160,659	279,726	290,597	291,110	299,117
OPERATING EXPENDITURES							
533400	Other Contractual Services	26,214	33,505	14,803	32,486	32,486	40,735
533415	Janitorial Services	86,259	93,566	98,386	105,682	110,000	114,400
533420	Pest/Weed Control	3,292	3,128	3,096	3,192	3,200	6,680
534000	Travel and Per Diem	0	0	0	700	0	600
534105	Cellular Telephone	467	794	1,657	1,620	1,612	1,620
534400	Rents and Leases	0	0	3,000	6,000	6,000	6,000
534420	Equipment Leases	0	0	3,055	450	350	1,285
534610	R & M - Buildings	86,689	61,169	81,923	91,851	56,000	43,800
534620	R & M-Vehicles	1,417	1,052	1,614	3,673	1,900	1,500
534625	R & M - Lighting	0	0	2,325	2,500	2,500	3,500
534630	R & M - Office Equipment	0	0	21	360	705	780
534640	R & M-Operating Equipment	1,655	369	263	1,600	1,600	4,400
535200	Departmental Supplies	3,228	1,777	3,081	2,027	2,800	2,800
535210	Computer Supplies	0	0	46	0	0	500
535220	Cleaning Supplies	15,553	17,581	12,626	20,000	14,000	14,000
535230	Small Tools and Equipment	2,391	2,094	2,001	2,600	1,000	1,600
535260	Gas and Oil	4,108	2,933	5,082	4,100	2,800	2,800
535270	Uniforms and Shoes	901	856	860	884	915	936
535275	Safety Equipment	0	20	196	250	250	300
535410	Memberships & Dues	0	0	185	200	0	0
535450	Training and Education	0	405	140	400	300	400
TOTAL OPERATING EXPENDITURES		232,174	219,247	234,361	280,575	238,418	248,636
CAPITAL OUTLAY							
606400	Vehicles and Equipment	124,195	18,374	54,094	77,685	75,000	3,000
TOTAL CAPITAL OUTLAY		124,195	18,374	54,094	77,685	75,000	3,000
TOTAL FACILITIES MAINTENANCE		489,500	398,280	568,181	648,857	604,528	550,753

CITY OF SEBASTIAN, FLORIDA 2021/2022 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 2021 ACCOMPLISHMENTS

- ✓ Complete roadway improvements in Area-5 and driveways
- ✓ Complete new landscaping and irrigation in Area-5
- ✓ Maintain irrigation system for Areas 1-4
- ✓ Transition management from retiring Sexton to new Sexton
- ✓ Maintain close working relationship with area funeral homes

FISCAL YEAR 2022 GOALS AND OBJECTIVES

- Install 3 flag poles in Area-5
- Layout and document grave plots in Area-5
- Perform layout survey for grave plots in Area-5
- Train new Assistant Sexton
- Install new Cemetery signage

PERFORMANCE MEASURES

Performance Indicators	Actual 2017/2018	Actual 2018/2019	Actual 2019/2020	Projected 2020/2021	Projected 2021/2022
Cremains, including niches	36	37		31	
Burials	41	37		40	
Acres of property maintained	10.34	10.34	12.06	12.06	13.62
Operating cost per acre maintained	\$18,002	\$17,218	\$14,738	\$11,048	\$9,782

CEMETERY DIVISION PROGRAM BUDGET DESCRIPTION

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>20/21</i>	<i>21/22</i>	
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 2021/2022 ANNUAL BUDGET

CEMETERY DIVISION BUDGET SUMMARY

The Fiscal Year 2021-2022 adopted budget for the Cemetery is \$ 132,937. This compares to the 2020-2021 projected expenditures of \$ 199,232, a decrease of \$ 66,295, or -33.3%.

	FY 17/18	FY 18/19	FY 19/20	Amended FY 20/21	Projected FY 20/21	FY 21/22	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 149,728	\$ 145,725	\$ 151,633	\$ 176,307	\$ 153,758	\$ 103,272	\$ (50,486)
Operating Expenses	27,920	32,308	26,103	35,215	25,474	29,665	4,191
Capital Outlay	8,491	-	-	20,000	20,000	-	(20,000)
Total	\$ 186,139	\$ 178,033	\$ 177,736	\$ 231,522	\$ 199,232	\$ 132,937	\$ (66,295)

Fiscal Year 2021-22 Adopted Budget:

Major Current Level Changes from Fiscal Year 2020-21 Projected Expenditures	Difference
1. Personal Services - Decrease due to the retirement and payout of a long term employee in the prior year.	\$ (50,486)
2. Operating Expenses - Increase due primarily to additional electric costs for expansion area and building repairs.	\$ 4,191
3. Capital Outlay - Decrease due to no general fund capital outlay requested this year.	\$ (20,000)

PERSONAL SERVICES SCHEDULE

CEMETERY DIVISION

<u>POSITION</u>	<u>PAY RANGE</u>	<u>FULL TIME EQUIVALENTS</u>				<u>Projected Expenditure</u>	<u>Budget</u>
		<u>Amended</u>				<u>20/21</u>	<u>21/22</u>
		<u>19/20</u>	<u>20/21</u>	<u>20/21</u>	<u>21/22</u>		
Cemetery Supervisor	35,730 / 64,314	1.00	1.00	1.00	1.00	\$ 50,600	\$ 37,250
*Retirement Payout-Supervisor						35,020	-
Assistant Cemetery Sexton	29,052 / 52,293	1.00	1.00	1.00	1.00	25,235	31,250
		2.00	2.00	2.00	2.00		
TOTAL SALARIES						\$ 110,855	\$ 68,500
						Overtime	3,000
						FICA Taxes	8,750
						Clothing Allowance	240
						Deferred Compensation	10,200
						Group Health Insurance Premium	14,200
						Employee Assistance Program	21
						Worker's Comp Insurance	6,492
Total Personal Services						\$ 153,758	\$ 103,272

CAPITAL OUTLAYS SCHEDULE

CEMETERY DIVISION - TO BE FUNDED BY CEMETERY TRUST FUND

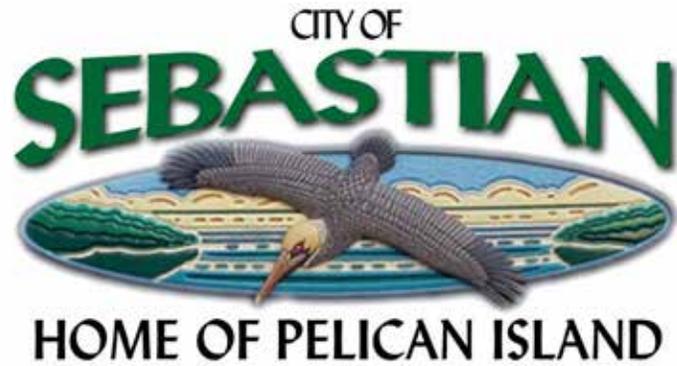
<u>Description</u>	<u>EXPENDITURES PER FISCAL YEAR</u>					<u>TOTAL</u>
	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	
Signage	\$ 10,000	\$ -	\$ -	\$ -	\$ -	10,000
Replace Chain Link Fencing	-	17,500	-	-	-	17,500
Grounds Improvements	-	-	110,000	-	-	110,000
Columbarium Niches (2)	-	-	-	60,000	-	60,000
	\$ 10,000	\$ 17,500	\$ 110,000	\$ 60,000	\$ -	\$ 197,500

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

CEMETERY DIVISION

Code: 010059

Account <u>Number</u>	<u>Description</u>	<u>FY 17/18</u> <u>Actual</u>	<u>FY 18/19</u> <u>Actual</u>	<u>FY 19/20</u> <u>Actual</u>	<u>Amended</u> <u>FY 20/21</u> <u>Budget</u>	<u>FY 20/21</u> <u>Projected</u>	<u>FY 21/22</u> <u>Budget</u>
PERSONAL SERVICES							
511200	Regular Salaries	104,134	100,280	104,959	125,050	110,855	68,500
511400	Overtime	3,305	2,543	2,177	3,000	3,000	3,000
512100	FICA Taxes	7,905	7,569	7,924	9,805	8,750	5,488
512215	Clothing Allowance	240	320	240	330	240	240
512225	Deferred Compensation	9,624	8,846	9,664	11,537	10,200	6,457
512301	Group Health Insurance Premium	18,930	18,144	20,316	20,177	14,200	14,381
512309	Employee Assistance Program	0	30	32	32	21	32
512400	Worker's Comp Insurance	5,589	7,992	6,323	6,376	6,492	5,174
TOTAL PERSONAL SERVICES		149,728	145,725	151,633	176,307	153,758	103,272
OPERATING EXPENDITURES							
533400	Other Contractual Services	8,045	7,995	1,245	0	0	0
534101	Telephone	1,677	1,599	1,469	1,500	1,500	1,500
534105	Cellular Telephones	179	74	50	120	55	84
534110	Internet Access	819	839	863	880	900	912
534310	Electric	2,888	3,655	4,004	3,900	3,285	4,500
534610	R & M - Buildings	480	1,069	29	2,000	1,000	2,000
534620	R & M-Vehicles	385	488	452	1,965	1,400	800
534640	R & M-Operating Equipment	4,763	3,506	3,136	5,385	5,385	5,000
534685	R & M - Grounds Maintenance	1,779	2,911	4,383	7,000	2,800	3,000
535200	Departmental Supplies	3,410	5,937	4,888	6,575	5,000	6,944
535210	Computer Supplies	20	0	319	450	200	450
535220	Cleaning Supplies	0	0	17	0	250	250
535230	Small Tools and Equipment	870	647	1,882	1,615	1,000	1,200
535260	Gas and Oil	1,980	2,467	2,252	2,500	2,000	1,800
535270	Uniforms and Shoes	591	975	603	625	500	625
535275	Safety Equipment	33	145	510	300	100	300
535410	Memberships & Dues	0	0	0	0	99	100
535450	Training and Education	0	0	0	400	0	200
TOTAL OPERATING EXPENDITURES		27,920	32,308	26,103	35,215	25,474	29,665
CAPITAL OUTLAY							
606400	Vehicles and Equipment	8,491	0	0	20,000	20,000	0
TOTAL CAPITAL OUTLAY		8,491	0	0	20,000	20,000	0
TOTAL CEMETERY DIVISION		186,139	178,033	177,736	231,522	199,232	132,937



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CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

PUBLIC WORKS ROADS & MAINTENANCE DIVISION

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

FISCAL YEAR 2021 ACCOMPLISHMENTS

- ✓ Replaced all STOP signs in the City of Sebastian.
- ✓ Reviewed and replaced as needed City Regulatory signs (speed limit, pedestrian crossing).
- ✓ Exceeded last year's tonnage of hot asphalt pot hole and roadway repairs.
- ✓ Assisted Stormwater Division while maintaining Right of Ways.
- ✓ Assisted Leisure Services Division by removing and reconstructing ball field dugouts.
- ✓ Assisted Leisure Services Division with maintaining areas around the Bark Park.

FISCAL YEAR 2022 GOALS AND OBJECTIVES

- Continue sidewalk trip hazard inspection and repair program for 100% of City sidewalks.
- Complete the repainting of STOP sign stop bar markings Citywide.
- Continue roadway and pot hole maintenance and repair program.
- Initiate a roadway maintenance inspection and evaluation of City streets to update the 6-year Roadway Maintenance Program.
- Recruit and train new department workers to make up for current staff shortages.

PERFORMANCE MEASURES

Performance Indicators	Actual 2017/2018	Actual 2018/2019	Actual 2019/2020	Projected 2020/2021	Projected 2021/2022
Miles of Paved Roads Maintained	157	157	157	157	157
Number of Parking Lots Maintained	16	16	16	16	17
Miles of Sidewalks Maintained	26	26	26	26	26

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

ROADS & MAINTENANCE DIVISION PROGRAM BUDGET DESCRIPTION

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>20/21</i>	<i>21/22</i>	
60.00%	60.00%	Streets and Alleyways - Maintain 157 miles of paved streets. Maintain sixteen (17) municipally owned parking areas. Perform repairs to streets and roadways that are damaged due to deterioration. Mow and clear street right of ways.
20.00%	20.00%	General Maintenance - Buildings, docks, piers, sidewalks, etc.
5.00%	5.00%	General Administration - Preparation of budget, update service records. Maintain equipment records. Review contracts and construction drawings on City Contract work. Meet with public as necessary. Coordinate employee training and education.
15.00%	15.00%	Assisting other City Departments - Lift heavy material with cranes, repair roadways and sidewalks following storm damage, transport heavy equipment and supplies to work-sites and grade parks and ballfields.
100.00%	100.00%	

ROADS & MAINTENANCE DIVISION BUDGET SUMMARY

The Fiscal Year 2021-2022 adopted budget for the Roads and Maintenance Division is \$ 1,098,829. This compares to the 2020-2021 projected expenditures of \$ 1,008,870, an increase of \$ 89,959 or 8.92%.

	FY 17/18		FY 18/19		FY 19/20		Amended FY 20/21		Projected FY 20/21		FY 21/22		Difference
	Actual		Actual		Actual		Budget		Expenditures		Budget		
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
Personal Services	462,678	505,970	588,186	623,386	620,580	654,653	34,073						34,073
Operating Expenses	338,222	325,439	335,797	371,218	341,957	385,270	43,313						43,313
Capital Outlay	7,544	55,743	39,190	46,333	46,333	58,906	12,573						12,573
Total	\$ 808,444	\$ 887,151	\$ 963,173	\$ 1,040,937	\$ 1,008,870	\$ 1,098,829	\$ 89,959						

Fiscal Year 2021-22 Adopted Budget:

Major Current Level Changes from Fiscal Year 2020-21 Projected Expenditures	Difference
1. Personal Services - Increase due to negotiated salary and insurance increases.	\$ 34,073
2. Operating Expenses - Increase due primarily to anticipated higher costs of electric and sign supplies and new engineering services.	\$ 43,313
3. Capital Outlay - Increase due to larger equipment being requested this year.	\$ 12,573

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

PERSONAL SERVICES SCHEDULE

ROADS & MAINTENANCE DIVISION

<u>POSITION</u>	<u>PAY RANGE</u>	<u>Amended</u>				<u>Projected Expenditure</u>	<u>Budget</u>
		<u>19/20</u>	<u>20/21</u>	<u>20/21</u>	<u>21/22</u>	<u>20/21</u>	<u>21/22</u>
Public Works Director	75,054 / 135,098	1.00	1.00	1.00	1.00	118,250	122,000
Roads Assistant Superintendent	45,295 / 81,530	1.00	1.00	1.00	1.00	49,000	51,250
Traffic Technician II	33,679 / 60,622	1.00	1.00	1.00	1.00	35,750	36,750
Traffic Technician I	29,052 / 52,293	1.00	1.00	1.00	1.00	31,000	31,750
Maintenance Worker III	29,052 / 52,293	1.00	1.00	1.00	1.00	35,250	36,500
Maintenance Worker II	27,384 / 49,291	1.00	1.00	1.00	1.00	32,250	34,500
Maintenance Worker I	25,812 / 46,462	3.00	3.00	3.00	3.00	83,250	88,000
Administrative Assistant	30,821 / 55,478	1.00	1.00	1.00	1.00	34,000	36,000
		10.00	10.00	10.00	10.00		
TOTAL SALARIES						\$ 418,750	\$ 436,750
Overtime						5,000	5,000
FICA Taxes						32,500	33,876
Clothing Allowance						1,010	1,080
Deferred Compensation						38,250	40,179
Group Health Insurance Premium						94,500	105,584
Employee Assistance Program						158	158
Worker's Comp Insurance						30,412	32,026
Total Personal Services						<u>\$ 620,580</u>	<u>\$ 654,653</u>

CAPITAL OUTLAY SCHEDULE

ROADS AND MAINTENANCE DIVISION - TO BE FUNDED BY GENERAL FUND

<u>Description</u>	<u>EXPENDITURES PER FISCAL YEAR</u>					<u>TOTAL</u>
	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	
3/4 ton Pick-Up Truck	\$ 35,000	-	-	-	-	35,000
Zero Turn Mower	13,000	-	-	-	-	13,000
Skid Steer Attachments	7,766	-	-	-	-	7,766
Concrete Saws	3,140	-	-	-	-	3,140
	<u>\$ 58,906</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>58,906</u>

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

<u>Description</u>	<u>EXPENDITURES PER FISCAL YEAR</u>					<u>TOTAL</u>
	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	
Sidewalk Replacement	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000
Portable Traffic Analyzing Machines	4,870	-	-	-	-	4,870
Street Repaving	-	633,363	313,412	754,747	754,747	2,456,269
Street Reconstruction	-	-	355,111	-	-	355,111
	<u>\$ 104,870</u>	<u>\$ 733,363</u>	<u>\$ 768,523</u>	<u>\$ 854,747</u>	<u>\$ 854,747</u>	<u>\$ 3,316,250</u>

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

<u>Description</u>	<u>EXPENDITURES PER FISCAL YEAR</u>					<u>TOTAL</u>
	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	
Tandem Axle Dump Truck	-	150,000	-	-	-	150,000
Brush Truck (12 cubic yard)	-	110,000	-	-	-	110,000
	<u>\$ -</u>	<u>\$ 260,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>260,000</u>

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

ROADS & MAINTENANCE DIVISION

Code: 010052

Account Number	Description	FY 17/18 Actual	FY 18/19 Actual	FY 19/20 Actual	Amended FY 20/21 Budget	FY 20/21 Projected	FY 21/22 Budget
PERSONAL SERVICES							
511200	Regular Salaries	300,419	333,663	401,366	420,788	418,750	436,750
511300	Temporary Salaries	4,502	0	0	0	0	0
511400	Overtime	12,897	5,005	6,224	5,000	5,000	5,000
512100	FICA Taxes	23,377	24,412	29,617	32,578	32,500	33,876
512215	Clothing Allowance	900	720	840	1,080	1,010	1,080
512225	Deferred Compensation	27,205	29,694	35,403	38,652	38,250	40,179
512301	Group Health Insurance Premium	66,297	83,948	91,316	95,132	94,500	105,584
512309	Employee Assistance Program	0	129	157	158	158	158
512400	Worker's Comp Insurance	27,081	28,399	23,264	29,998	30,412	32,026
TOTAL PERSONAL SERVICES		462,678	505,970	588,186	623,386	620,580	654,653
OPERATING EXPENDITURES							
533150	Engineering Services	8,205	27,400	0	10,000	0	5,000
533400	Other Contractual Services	5,400	933	1,313	3,200	800	4,000
534000	Travel and Per Diem	0	1,332	1,414	3,000	1,200	1,200
534101	Telephone	1,793	1,345	666	672	277	144
534105	Cellular Telephone	1,883	1,509	2,058	2,520	2,645	2,820
534110	Internet Services	1,053	737	467	400	386	390
534120	Postage	234	74	0	10	1	0
534130	Express Mail Charges	0	23	0	190	0	200
534310	Electric	3,173	19,154	3,137	3,300	2,900	3,000
534315	Street Lighting	205,106	179,884	221,886	216,000	212,715	228,656
534320	Water/Sewer	291	292	365	420	345	360
534380	Trash Pickup/Hauling, Etc.	3,732	783	2,414	3,100	1,200	3,000
534420	Equipment Leases	2,690	2,848	1,594	2,156	1,300	2,200
534615	R & M - Docks & Piers	118	0	0	0	0	0
534620	R & M-Vehicles	20,382	10,811	16,052	20,000	20,000	21,000
534630	R & M-Office Equipment	2,317	2,000	1,953	688	688	1,560
534640	R & M-Operating Equipment	12,218	13,112	5,466	15,000	20,000	18,000
534682	R & M - Sidewalks	0	0	0	2,500	1,200	2,750
534920	Legal Ads	0	91	0	200	0	200
535200	Departmental Supplies	7,502	5,762	3,868	4,200	4,200	4,200
535210	Computer Supplies	781	635	507	2,000	500	1,000
535230	Small Tools and Equipment	5,421	6,051	2,568	5,567	3,200	5,500
535260	Gas and Oil	25,996	21,770	17,615	20,620	20,000	22,680
535270	Uniforms and Shoes	1,925	2,672	2,677	2,400	2,000	2,340
535275	Safety Equipment	581	433	1,873	900	400	900
535310	Road Materials & Supplies	23,986	19,109	18,414	20,000	17,500	20,000
535350	Cement	1,971	658	452	1,000	1,000	1,000
535385	Signs & Marking Supplies	0	0	24,504	25,000	24,500	30,000
535410	Dues and Memberships	449	492	910	1,275	1,200	770
535450	Training and Education	1,014	5,529	3,624	4,900	1,800	2,400
TOTAL OPERATING EXPENDITURES		338,222	325,439	335,797	371,218	341,957	385,270
CAPITAL OUTLAY							
606400	Vehicles and Equipment	7,544	55,743	39,190	46,333	46,333	58,906
TOTAL CAPITAL OUTLAY		7,544	55,743	39,190	46,333	46,333	58,906
TOTAL ROADS & MAINTENANCE		808,444	887,151	963,173	1,040,937	1,008,870	1,098,829

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

LEISURE SERVICES DEPARTMENT

The Leisure Services Department is responsible for all maintenance and upkeep of the City parks and landscaped areas of City properties. Responsibilities include landscaping, sports turf management, trash removal, planting & removal of trees, shrubs, and annuals at seventeen (17) parks, grounds of four (4) City Buildings, two (2) boat ramps, Indian River Drive walkway and four (4) piers. Provides irrigation maintenance on all city properties, daily maintenance of five (5) baseball/softball fields, three (3) football/soccer fields, ten (10) tennis courts including four (4) clay courts, eight (8) pickle ball courts, four (4) basketball courts, Dog Park, Splash Pad, medians on US 1 and Schumann Drive, and all of the Sebastian Blvd. intersections within City limits. The department also provides; aerobics, exercise, dance, Yoga, Tai Chi, baby bees and karate programs at the Community Center. Operates the Skate Park and Clay Tennis Courts at Friendship Park and coordinates the annual Easter Egg Hunt and Halloween Special Events. The Department also reserves the Yacht Club and Community Center facilities, along with Riverview Park and various pavilions for events and meetings. Leisure Services is also responsible for fulfilling City-sponsored special event requirements and to provide the necessary manpower to ensure these events are successful while maintaining the health of Riverview Park.

FISCAL YEAR 2021 ACCOMPLISHMENTS

- ✓ Completed construction of the Barber Street Sports Complex Baseball/Softball Dugouts
- ✓ Successfully completed our first full year of the Parks and Properties Integrated Pest Management Plan allowing us to reduce chemical applications
- ✓ Completed design build of the Yacht Club seawall replacement project
- ✓ Replaced the Riverview Park Observation Deck
- ✓ Installation of new playgrounds at George Street and Blossom Street Parks
- ✓ Completed Years 1 & 2 of our new Park identification signage plan

FISCAL YEAR 2022 GOALS AND OBJECTIVES

- Provide quality support to all City sponsored special events at Riverview Park
- Continue to revise and improve the Parks & Properties Integrated Pest Management Plan
- Focus on park improvements within neighborhood parks identified by the P & R Advisory Committee
- Continue replacement of playground structures and include implementation of accessible components at each location.

PERFORMANCE MEASURES

Performance Indicators	Actual 2017/2018	Actual 2018/2019	Actual 2019/2020	Projected 2020/2021	Projected 2021/2022
Neighborhood Parks	42.26 Acres	42.26 Acres	42.26 Acres	42.26 Acres	42.26 Acres
Community Parks	61.58 Acres	61.58 Acres	62.88 Acres	62.88 Acres	62.88 Acres
Barber Street Sports Complex	22.54 Acres	22.54 Acres	22.54 Acres	22.54 Acres	22.54 Acres
Special Facilities	7.17 Acres	7.17 Acres	7.17 Acres	7.17 Acres	7.17 Acres
Nature Preserve Areas	244.24 Acres	244.24 Acres	244.24 Acres	244.24 Acres	244.24 Acres
City Grounds	8 Acres	8 Acres	8 Acres	8 Acres	8 Acres
Medians and Walkways	5 Miles	5 Miles	5 Miles	5 Miles	5 Miles

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

LEISURE SERVICES DEPARTMENT PROGRAM BUDGET DESCRIPTION

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>20/21</i>	<i>21/22</i>	
46.00%	46.00%	Parks - Mow, weed, and edge 165 acres of park land and 18 park locations. Remove trash at all parks to maintain maximum cleanliness.
4.00%	4.00%	Active Recreation - Provide aerobics, exercise, dance, Yoga, Tai Chi, baby bees, and karate programs at the Community Center.
15.00%	15.00%	Recreation - Fulfill City-sponsored event requirements and provide the necessary manpower for these. Ensure Riverview Park and/or Riverfront are prepared in a timely manner, per event demands, and insure all efforts are made to maintain the health of Riverview Park.
5.00%	4.00%	Playgrounds - Repair and maintain equipment at all City owned playground areas.
15.00%	15.00%	Ballfields - Fertilization and pest control, drag, rake, mow, remove trash, and maintain facilities at 8 athletic fields to maintain a safe area of play within the 22 acre Sports Complex.
10.00%	10.00%	Landscaping - Trimming, removal and replacement of trees, plants, mulch, and sod on all City properties.
5.00%	6.00%	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 2021-2022 adopted budget for Leisure Services is \$ 1,255,182. This compares to the 2020-2021 projected expenditures of \$ 1,055,218, an increase of \$ 199,964 or 18.95%.

	FY 17/18		FY 18/19		FY 19/20		Amended	Projected		Difference
	Actual	Actual	Actual	Actual	Actual	Budget	Expenditures	Budget		
Personal Services	\$ 505,975	\$ 759,730	\$ 736,297	\$ 802,159	\$ 751,932	\$ 904,857	\$ 152,925			
Operating Expenses	369,197	244,648	218,871	264,467	254,227	266,325	12,098			
Capital Outlay	4,368	140,640	154,854	55,923	49,059	84,000	34,941			
Total	\$ 879,540	\$ 1,145,017	\$ 1,110,021	\$ 1,122,549	\$ 1,055,218	\$ 1,255,182	\$ 199,964			

Fiscal Year 2021-2022 Adopted Budget:

Major Current Level Changes from Fiscal Year 2020-2021 Projected Expenditures	Difference
1. Personal Services - Increase due to negotiated salary and insurance increases and a new position.	\$ 152,925
2. Operating Expenses - Increase due primarily to anticipated fencing repairs needed.	\$ 12,098
3. Capital Outlay - Increase due to additional maintenance equipment requested this year.	\$ 34,941

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

PERSONAL SERVICES SCHEDULE

POSITION	PAY RANGE	FULL TIME EQUIVALENTS				Projected	Budget
		19/20	20/21	Amended		Expenditure	Budget
				20/21	21/22		
Leisure Services Director	72,868 / 131,163	1.00	1.00	1.00	1.00	\$ 89,975	\$ 92,000
Recreation Supervisor	33,679 / 60,622	1.00	1.00	1.00	1.00	53,505	55,250
Maintenance Supervisor	35,730 / 64,314	1.00	1.00	1.00	1.00	49,405	50,500
Events Coordinator/Maint Worker III	35,730 / 64,314	0.00	0.00	0.00	1.00	-	45,500
Maintenance Worker II	27,384 / 49,291	4.00	4.00	4.00	4.00	105,050	126,750
Maintenance Worker I	25,812 / 46,462	5.00	5.00	5.00	5.00	154,835	175,500
Clerical Assistant I	25,080 / 45,109	1.00	1.00	1.00	1.00	25,840	28,250
Tennis Court Attendants (P/T)	\$ 10.00/hr - \$ 18.20/hr	2.00	2.00	2.00	2.00	38,500	47,500
Asst Recreation Supervisor (Temp)	\$ 10.00/hr	0.50	0.00	0.00	0.00	-	-
Maintenance Worker I (P/T)	25,812 / 46,462	0.50	0.00	0.00	0.00	-	-
		16.00	15.00	15.00	16.00		
TOTAL SALARIES						\$ 517,110	\$ 621,250
						Overtime	20,000
						FICA Taxes	41,120
						Clothing Allowance	1,310
						Deferred Compensation	43,645
						Group Health Insurance Premium	105,250
						Employee Assistance Program	199
						Worker's Comp Insurance	23,298
						Total Personal Services	\$ 751,932
							\$ 904,857

CAPITAL OUTLAY SCHEDULE

LEISURE SERVICES DEPARTMENT - TO BE FUNDED BY GENERAL FUND							
Description	EXPENDITURES PER FISCAL YEAR						
	2021/22	2022/23	2023/24	2024/25	2025/26	TOTAL	
Portable Stage Refurbishment	\$ 14,000	\$ -	\$ -	\$ -	\$ -	\$ 14,000	
1/2 Ton Pick-Up Truck (1)	25,000	25,000	25,000	-	-	75,000	
Mowers (2)	20,000	20,000	-	-	-	40,000	
Top Dressing Machine	15,000	-	-	-	-	15,000	
Verti-Cutter	10,000	-	-	-	-	10,000	
Tractor	-	60,000	-	-	-	60,000	
Mower (1)	-	-	10,000	-	-	10,000	
	\$ 84,000	\$ 105,000	\$ 35,000	\$ -	\$ -	\$ 224,000	

LEISURE SERVICES DEPARTMENT - TO BE FUNDED BY RECREATION IMPACT FEES							
Description	EXPENDITURES PER FISCAL YEAR						
	2021/22	2022/23	2023/24	2024/25	2025/26	TOTAL	
BSSC Basball Backstops (4 fields)	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ 75,000	
Park Identification Signage	30,000	-	-	-	-	30,000	
Playground Improvements	100,000	-	120,000	50,000	100,000	370,000	
Park Improvements	20,000	20,000	20,000	20,000	20,000	100,000	
	\$ 225,000	\$ 20,000	\$ 140,000	\$ 70,000	\$ 120,000	\$ 575,000	

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

LEISURE SERVICES DEPARTMENT

Code: 010057

Account <u>Number</u>	<u>Description</u>	<u>FY 17/18</u> <u>Actual</u>	<u>FY 18/19</u> <u>Actual</u>	<u>FY 19/20</u> <u>Actual</u>	<u>Amended</u> <u>FY 20/21</u> <u>Budget</u>	<u>FY 20/21</u> <u>Projected</u>	<u>FY 21/22</u> <u>Budget</u>
PERSONAL SERVICES							
511200	Regular Salaries	311,822	537,130	512,652	545,492	517,110	621,250
511300	Temporary Salaries	53,298	628	115	0	0	0
511400	Overtime	12,708	19,197	15,473	20,000	20,000	20,000
512100	FICA Taxes	27,950	41,104	39,773	43,273	41,120	49,166
512215	Clothing Allowance	1,060	1,450	1,300	1,320	1,310	1,440
512225	Deferred Compensation	27,162	41,111	42,532	47,703	43,645	53,891
512301	Group Health Insurance Premium	59,384	95,229	103,513	121,244	105,250	133,597
512309	Employee Assistance Program	0	177	181	206	199	222
512400	Worker's Comp Insurance	12,591	23,705	20,758	22,921	23,298	25,291
TOTAL PERSONAL SERVICES		505,975	759,730	736,297	802,159	751,932	904,857
OPERATING EXPENDITURES							
533400	Other Contractual Services	157,638	5,179	2,196	3,000	2,000	3,000
533420	Pest Control	750	4,258	4,481	7,000	7,000	7,000
534000	Travel and Per Diem	295	1,844	230	2,500	2,000	2,500
534101	Telephone	5,359	4,466	1,167	700	0	0
534105	Cellular Telephone	594	1,075	1,389	1,440	1,435	1,500
534110	Internet Services	604	1,519	1,577	2,440	1,200	1,800
534120	Postage	2	224	126	50	80	100
534310	Electric	72,720	73,923	66,532	83,500	74,500	75,600
534320	Water/Sewer	12,899	13,984	18,881	15,225	16,000	16,200
534380	Trash Pickup/Hauling	0	0	614	0	0	0
534400	Rents and Leases	0	0	6,795	6,795	6,795	6,795
534420	Equipment Leases	1,192	3,063	1,394	2,750	2,750	3,000
534610	R & M - Buildings	0	0	0	7,000	7,000	9,800
534615	R & M - Docks & Piers	1,807	4,710	4,979	2,000	7,500	2,000
534620	R & M - Vehicles	3,634	4,372	5,310	4,500	4,500	4,500
534630	R & M - Office Equipment	5	6	383	312	312	480
534640	R & M - Operating Equipment	20,258	18,354	15,079	20,000	17,500	18,000
534680	R & M - Irrigation Systems	3,895	11,653	6,350	8,230	8,230	6,000
534681	R & M - Fencing	0	0	0	0	0	7,500
534685	R & M - Grounds Maintenance	14,476	12,654	16,631	20,000	19,000	20,000
534686	R & M - Parks Facilities	31,658	33,331	18,202	26,000	26,000	26,000
534830	Special Event Expense	3,206	4,619	2,649	4,000	4,100	4,500
535200	Departmental Supplies	11,402	6,514	5,714	6,325	6,325	6,500
535210	Computer Supplies	82	187	554	500	500	500
535221	Fertilizer/Chemical Supplies	3,488	7,494	8,915	9,000	9,000	9,000
535230	Small Tools and Equipment	2,695	6,026	4,931	3,500	3,500	3,500
535260	Gas and Oil	13,719	18,335	15,808	17,000	17,000	17,000
535270	Uniforms and Shoes	2,544	2,939	3,002	3,200	3,200	3,200
535275	Safety Equipment	868	569	686	2,000	2,000	2,600
535410	Dues and Memberships	2,520	1,203	1,183	1,900	1,700	3,650
535420	Books and Publications	0	0	83	100	100	100
535450	Training and Education	887	2,149	3,026	3,500	3,000	4,000
TOTAL OPERATING EXPENDITURES		369,197	244,648	218,871	264,467	254,227	266,325
CAPITAL OUTLAY							
606200	Buildings	0	24,696	6,661	0	0	0
606300	Improvements Other Than Bldgs	0	38,327	28,388	0	0	0
606400	Vehicles and Equipment	4,368	77,617	119,805	55,923	49,059	84,000
TOTAL CAPITAL OUTLAY		4,368	140,640	154,854	55,923	49,059	84,000
TOTAL PARKS & RECREATION DIVISION		879,540	1,145,017	1,110,021	1,122,549	1,055,218	1,255,182

CITY OF SEBASTIAN, FLORIDA 2021/2022 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 various programs, environmental permitting, and grants coordination.

FISCAL YEAR 2021 ACCOMPLISHMENTS

- ✓ Completed Comprehensive Plan 2040 update
- ✓ New LDC regulation for Building Height Measurement
- ✓ New LDC regulation for Mobile Food Trucks
- ✓ Revised LDC regulation for Special Events
- ✓ Streamlined Site Plan review process
- ✓ Updated planning and zoning applications
- ✓ Completed annual CRS recertification
- ✓ Increased City NFIP CRS to Class 6 resulting in 20% flood insurance discount for all NIFP policies
- ✓ Issued CDBG ITB's for N. Central Ave sidewalk and six housing rehabs
- ✓ CDBG grant award to six single family LMI households
- ✓ Initiated CDBG N. Central Ave sidewalk project
- ✓ Issued RFP for redevelopment of Harbor Lights Motel site
- ✓ Executed Earth Day and Arbor Day celebration with the NRB
- ✓ Allocated CDBG-CV funding to applicable projects
- ✓ Implemented CRA Master Sign project
- ✓ Implemented CRA plan improvements to Riverview Park and N. Central Ave
- ✓ Implemented Tree Preservation Plan and landscape maintenance for Riverview Park
- ✓ Implemented new landscape maintenance contract for CRA district
- ✓ Implemented FDOT US1 Corridor Improvement Plan design and safety improvements
- ✓ Continued to manage various programs including stormwater fee credit, vacation rental, and septic to sewer
- ✓ Formalized the Technical Advisory Committee (TAC) review process
- ✓ Completed three Sustainable Sebastian projects
- ✓ Completed IPM Stormwater Plan and Park Plan
- ✓ Initiated Stonecrop FEMA Grant Phase II
- ✓ Completed the Airport's Scrub Jay ITP/HCP amendment and conservation easement
- ✓ Completed Fisherman's Landing Working Waterfront Parks and Shoreline Improvement project
- ✓ Continued management of Planning and Zoning Board, Natural Resources Board, and Integrated Pest Management Board
- ✓ Continued support of the City Council

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

FISCAL YEAR 2022 GOALS AND OBJECTIVES

- Update LDC in accordance with Comp Plan 2040
- Complete Economic Development web page
- Complete CRA Sign Master Plan implementation
- Complete Green Infrastructure Plan
- Complete NPDES, year 2 annual report
- Create Landscape committee and tree board to review LDC
- Complete CRA Master Plan projects including Harrison Street and N. Central Ave.
- Initiate CDBG Funding Year 3 in accordance with the 5 year Consolidated Plan
- Complete Citizen Participation Plan update
- Establish new zoning districts: Heavy Industrial, Mixed-Use
- Complete Management Plan for Working Waterfront, move to 5 year reporting
- Plan ribbon cutting event at Working Waterfront Park
- Determine structural integrity and cost analysis of Crabby Bill's building
- Complete landscape upgrades to Riverview Park
- Continue management of Planning and Zoning Board, Natural Resources Board, and Integrated Pest Management Committee
- Continue support of the City Council

PERFORMANCE MEASURES

Performance Indicators	Actual 2017/2018	Actual 2018/2019	Actual 2019/2020	Projected 2020/2021	Projected 2021/2022
Total Major & Minor Site Plan Reviews	15	13	17	15	20
Total Major & Minor Site Plan Approvals	5	8	6	10	15
Preliminary/Final Plat Approvals	2	0	1	5	2
Total Temporary Permits Issued	35	32	29	35	35
Division of a Single Lot/Release of Unity of Titles	18	13	17	15	15
Unity of Titles	18	12	36	15	20
Land Use and Zoning Change Requests	2	1	1	2	4
Annexation Requests/Approvals	2	1	0	0	2
Flood Zone Determinations/MT-1 Applications	50	62	78	60	75
Commercial Site Plan Inspections	20	15	29	15	20
Land Development Code Amendments	6	3	1	5	20
Conditional Use/Special Use/Accessory Structure Approvals	12	7	3	10	10
Easements/Acquisitions	1	3	1	4	2
Variances/Appeals/Waivers	20	4	5	10	5
Comp Plan/Element Changes	4	0	8	6	0
Stormwater Credit Program	130	69	44	70	50
Building Permits Zoning Reviews - Residential	300	184	193	200	225
Building Permits Zoning Inspections - Environmental	4	709	597	600	600
Façade, Sign, and Landscape Grant	8	4	1	5	2
Septic to Sewer Grant	55	4	13	20	20
Zoning Requests Processed	0	10	45	10	40

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

PROGRAM BUDGET DESCRIPTION FOR COMMUNITY DEVELOPMENT

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>20/21</i>	<i>21/22</i>	
25.00%	20.00%	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%	20.00%	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 2021-2022 adopted budget for Community Development is \$ 554,223. This compares to the 2020-2021 projected expenditures of \$ 511,362, an increase of \$ 42,861, or 8.38%.

	FY 17/18		FY 18/19		FY 19/20		Amended FY 20/21		Projected FY 20/21		FY 21/22		Difference
	Actual	Actual	Actual	Actual	Actual	Budget	Expenditures	Budget	Budget	Budget			
Personal Services	\$ 357,598	\$ 318,631	\$ 392,517	\$ 434,559	\$ 431,913	\$ 422,997	\$ (8,916)						
Operating Expenses	38,178	47,574	132,124	71,314	68,138	98,226	30,088						
Capital Outlay	-	-	14,650	11,311	11,311	33,000	21,689						
Total	\$ 395,776	\$ 366,205	\$ 539,290	\$ 517,184	\$ 511,362	\$ 554,223	\$ 42,861						

Fiscal Year 2021-22 Adopted Budget:

Major Current Level Changes from Fiscal Year 2020-21 Projected Expenditures:

	Difference
1. Personal Services - Decrease due to change in planner position classification.	\$ (8,916)
2. Operating Expenses - Increase due to additional consulting projects scheduled for this year.	\$ 30,088
3. Capital Outlay - Increase due to new vehicle requested.	\$ 21,689

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

PERSONAL SERVICES SCHEDULE

COMMUNITY DEVELOPMENT								
<u>POSITION</u>	<u>PAY RANGE</u>	<u>Amended</u>				<u>Projected Expenditure</u>	<u>Budget</u>	
		<u>19/20</u>	<u>20/21</u>	<u>20/21</u>	<u>21/22</u>	<u>20/21</u>	<u>21/22</u>	
Community Development Director/CRA Manager	72,868 / 131,163	1.00	1.00	1.00	1.00	\$ 96,400	\$ 99,500	
Senior Planner	55,588 / 100,858	1.00	1.00	1.00	0.00	63,800	-	
Community Development Manager	50,871 / 91,568	1.00	1.00	1.00	1.00	82,300	84,750	
Junior Planner	43,975 / 79,156	1.00	1.00	1.00	1.00	47,100	48,500	
Environmental Planner	43,975 / 79,156	1.00	1.00	1.00	1.00	45,800	47,250	
Associate Planner	35,730 / 64,314	0.00	0.00	0.00	1.00	-	40,500	
		5.00	5.00	5.00	5.00			
TOTAL SALARIES						\$ 335,400	\$ 320,500	
						Overtime	2,000	3,500
						FICA Taxes	25,430	24,795
						Deferred Compensation	30,437	29,333
						Clothing Allowance	120	120
						Group Health Insurance Premium	37,845	44,119
						Employee Assistance Program	79	79
						Worker's Comp Insurance	602	551
						Total Personal Services	\$ 431,913	\$ 422,997

CAPITAL OUTLAY SCHEDULE

COMMUNITY DEVELOPMENT DEPARTMENT - TO BE FUNDED BY GENERAL FUND						
<u>Description</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	<u>TOTAL</u>
Utility Vehicle	\$ 33,000	\$ -	\$ -	\$ -	\$ -	\$ 33,000
	<u>\$ 33,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 33,000</u>

COMMUNITY DEVELOPMENT DEPARTMENT - TO BE FUNDED BY RIVERFRONT CRA						
<u>Description</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	<u>TOTAL</u>
Harrison Street Park Plaza	\$ 225,000	\$ 270,000	\$ -	\$ -	\$ -	\$ 495,000
Working Waterfront Landscaping	50,000	-	-	-	-	50,000
	<u>\$ 275,000</u>	<u>\$ 270,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 545,000</u>

COMMUNITY DEVELOPMENT DEPARTMENT - TO BE FUNDED BY DISCRETIONARY SALES TAX						
<u>Description</u>	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>	<u>TOTAL</u>
Tree Protection Program	\$ -	\$ 65,000	\$ -	\$ -	\$ -	\$ 65,000
	<u>\$ -</u>	<u>\$ 65,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 65,000</u>

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

COMMUNITY DEVELOPMENT DEPARTMENT

Code: 010080

Account Number	Description	FY 17/18 Actual	FY 18/19 Actual	FY 19/20 Actual	Amended FY 20/21 Budget	FY 20/21 Projected	FY 21/22 Budget
PERSONAL SERVICES							
511200	Regular Salaries	276,229	243,232	301,092	335,416	335,400	320,500
511400	Overtime	2,057	1,124	4,268	2,000	2,000	3,500
512100	FICA Taxes	20,781	18,974	23,338	25,784	25,430	24,795
512215	Clothing Allowance	100	120	120	120	120	120
512225	Deferred Compensation	22,667	22,425	26,761	30,495	30,437	29,333
512301	Group Health Insurance Premium	35,331	32,143	36,276	40,074	37,845	44,119
512309	Employee Assistance Program	0	63	75	79	79	79
512400	Worker's Comp Insurance	433	550	586	591	602	551
TOTAL PERSONAL SERVICES		357,598	318,631	392,517	434,559	431,913	422,997
OPERATING EXPENDITURES							
533120	Consultants	12,176	30,304	110,750	40,000	40,000	70,000
533400	Other Contractual Services	1,760	2,234	3,042	3,000	3,000	3,120
534000	Travel and Per Diem	2,657	977	139	2,000	1,000	2,500
534105	Cellular Telephone	929	363	248	240	460	360
534110	Internet Services	1,014	433	433	433	433	433
534120	Postage	1,773	785	635	800	800	800
534130	Express Mail	18	40	0	50	0	0
534420	Equipment Leases	1,397	1,385	1,964	2,112	2,230	2,233
534620	R & M-Vehicles	849	54	359	1,022	1,500	500
534630	R & M-Office Equipment	2,928	2,091	2,374	2,867	3,111	3,120
534830	Special Events (NRB)	1,416	1,182	1,773	2,000	2,000	2,000
534910	Clerk of Court Filing Fees	10	53	0	30	0	25
534920	Legal Ads	3,816	3,169	2,920	2,500	2,500	3,500
535200	Departmental Supplies	2,593	1,446	1,910	6,689	6,689	1,500
535210	Computer Supplies	877	30	1,183	1,373	1,500	1,500
535260	Gas and Oil	516	471	262	228	200	250
535270	Uniforms & Shoes	87	0	0	150	150	360
535410	Dues and Memberships	1,246	1,231	1,857	1,870	1,965	1,975
535420	Books and Publications	0	40	0	150	100	100
535450	Training and Education	2,115	1,286	2,275	3,800	500	3,950
TOTAL OPERATING EXPENDITURES		38,178	47,574	132,124	71,314	68,138	98,226
CAPITAL OUTLAY							
606400	Vehicles and Equipment	0	0	14,650	11,311	11,311	33,000
TOTAL CAPITAL OUTLAY		0	0	14,650	11,311	11,311	33,000
TOTAL COMMUNITY DEVELOPMENT		395,776	366,205	539,290	517,184	511,362	554,223

CITY OF SEBASTIAN, FLORIDA 2021/2022 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

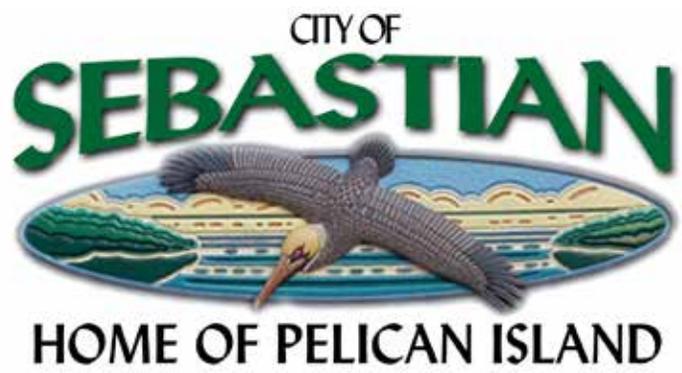
The Fiscal Year 2021-2022 adopted budget for Non-Departmental is \$ 1,025,675. This compares to the 2020-2021 projected expenditures of \$ 1,403,717, a decrease of \$ 378,042, or -26.9%.							
	FY 17/18	FY 18/19	FY 19/20	Amended FY 20/21	Projected FY 20/21	FY 21/22	
	Actual	Actual	Actual	Budget	Expenditures	Budget	Difference
Personal Services	\$ 291,741	\$ 278,439	\$ 264,098	\$ 232,289	\$ 258,725	\$ 288,280	\$ 29,555
Operating Expenses	634,268	712,594	707,675	737,061	765,530	737,395	(28,135)
Grants and Aids	-	-	-	-	-	-	-
Capital Outlay	2,918	-	-	-	-	-	-
Non-Operating	636,029	23,244	4,691	379,462	379,462	-	(379,462)
Total	\$ 1,564,956	\$ 1,014,277	\$ 976,464	\$ 1,348,812	\$ 1,403,717	\$ 1,025,675	\$ (378,042)
Fiscal Year 2021-2022 Adopted Budget:							
Major Current Level Changes from Fiscal Year 2020-2021 Projected Expenditures:							Difference
1. Personal Services - Increase due primarily to insurance costs and incentive payments.							\$ 29,555
2. Operating Expenses - Decrease due primarily to lower CRA tax payment.							\$ (28,135)
3. Non-Operating Expenses - Decrease due to seawall repairs needed in prior year.							\$ (379,462)

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

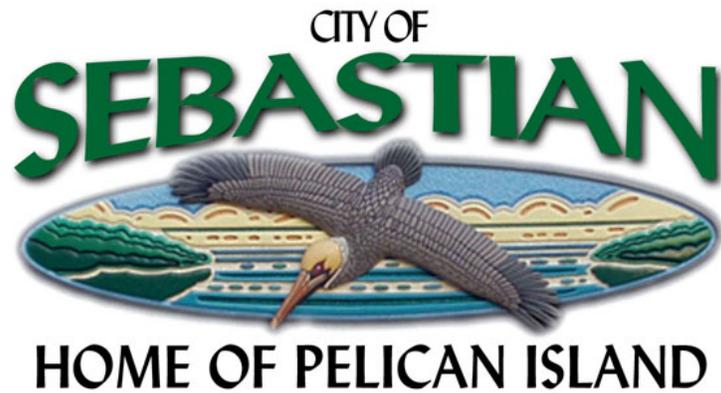
GENERAL FUND NON-DEPARTMENTAL

Code: 010099

Account		FY 17/18	FY 18/19	FY 19/20	Amended FY 20/21	FY 20/21	FY 21/22
Number	Description	Actual	Actual	Actual	Budget	Projected	Budget
PERSONAL SERVICES							
512301	Group Health Insurance	90,110	41,304	14,333	7,154	5,825	4,830
512307	Health Reimbursement Account	201,631	234,740	242,959	224,335	250,000	252,000
512500	Unemployment	0	2,395	6,806	800	2,900	3,200
512700	Additional Compensation	0	0	0	0	0	28,250
TOTAL PERSONAL SERVICES		291,741	278,439	264,098	232,289	258,725	288,280
OPERATING EXPENDITURES							
533100	Professional Services	0	7,500	24,450	18,550	88,550	10,000
533110	Prof Services - Labor Attorney	0	19,296	0	0	0	0
533120	Consultants	1,662	5,000	0	0	0	0
533400	Other Contractual Services	3,826	48	15,153	5,000	2,500	2,500
533425	Contract Mowing Services	25,170	5,580	9,527	10,000	5,500	10,000
533426	Code Enforcement Charges	275	0	0	0	0	0
534101	Telephone	21,781	19,260	16,123	16,140	17,150	17,160
534110	Internet Services	17,685	3,795	2,374	2,420	1,785	1,320
534120	Postage	3,029	672	671	800	750	800
534310	Electric	41,134	39,383	36,848	39,000	35,000	36,000
534320	Water/Sewer	4,552	4,182	4,281	4,300	4,800	4,800
534400	Rents and Leases	0	0	0	0	0	26,250
534500	Insurance	220,350	270,104	281,457	320,826	323,225	339,528
534501	Claims	7,984	48,738	78,071	30,000	5,000	15,000
534630	R&M Office Equipment	9,600	600	2,400	2,400	2,400	2,400
534700	Printing and Binding	3,326	0	0	0	0	0
534805	4th of July	32,392	32,004	25,927	32,750	32,750	32,750
534815	Paver Bricks	770	441	1,185	800	2,125	2,100
534825	Advertising Expenditures	2,902	2,487	309	2,990	1,675	2,990
534830	Special Events Expense	5,000	0	0	0	0	0
534835	Special Employee Events	4,615	4,938	4,815	5,964	5,963	6,000
534942	PD Safety Class Expenses	0	1,360	0	0	0	0
534943	PD COPE Unit Expenses	16,749	18,048	0	0	0	0
534944	Supplies-PS Emp1 Exp Fund	3,372	7,227	0	0	0	0
534945	Supplies-General Emp1 Exp Fund	0	0	0	0	0	0
534980	Payment-Riverfront CRA Fund	181,652	183,130	182,732	215,305	215,305	197,927
535200	Departmental Supplies	1,187	1,396	1,479	2,510	2,000	2,520
535410	Dues and Memberships	3,052	3,250	3,422	3,656	3,656	3,750
535450	Training and Education	0	2,000	0	6,000	0	6,000
535454	PBA Tuition Reimb Plan	2,858	1,184	5,079	5,000	2,575	4,000
535455	PEA Tuition Reimb Plan	741	0	1,754	3,000	3,250	4,000
535705	Property Taxes	0	(36)	0	0	0	0
535710	Non-Ad Valorem Tax	18,604	31,007	9,617	9,650	9,571	9,600
TOTAL OPERATING EXPENSES		634,268	712,594	707,675	737,061	765,530	737,395
CAPITAL OUTLAY							
606400	Vehicles and Equipment	2,918	0	0	0	0	0
TOTAL CAPITAL OUTLAY		2,918	0	0	0	0	0
NON-OPERATING							
909120	Interfund Trfr to Fund 120	0	0	0	0	0	0
909131	Interfund Trfr to Fund 310	571,892	0	0	0	0	0
909132	Interfund Trfr to Fund 320	52,817	2,787	0	379,462	379,462	0
909133	Interfund Trfr to Fund 330	0	0	0	0	0	0
909140	Interfund Trfr to Fund 140	0	20,457	0	0	0	0
909145	Interfund Trfr to Fund 450	0	0	4,691	0	0	0
909163	Interfund Trfr to Fund 163	0	0	0	0	0	0
909410	Interfund Trfr to Fund 410	11,320	0	0	0	0	0
909480	Interfund Trfr to Fund 480	0	0	0	0	0	0
TOTAL NON-OPERATING		636,029	23,244	4,691	379,462	379,462	0
TOTAL NON-DEPARTMENTAL		1,564,956	1,014,277	976,464	1,348,812	1,403,717	1,025,675
OTHER FINANCING USES							
909330	Unappropriated Budget Savings	866,259	0	0	105,014	0	0
TOTAL EXPENDITURES AND OTHER USES		2,431,215	1,014,277	976,464	1,453,826	1,403,717	1,025,675

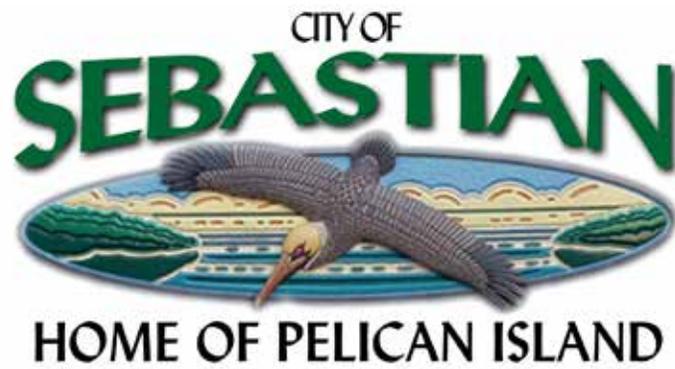


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CITY OF SEBASTIAN, FLORIDA
ANNUAL BUDGET
FISCAL YEAR 2021-2022

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)	\$ 751,073
Discretionary Sales Tax Fund (DST)	7,220,905
Riverfront Community Redevelopment Agency	595,827
Parking In-Lieu-Of Fund	3,069
Recreation Impact Fee Fund	225,000
Stormwater Utility Fund	2,110,947
Law Enforcement Forfeiture Fund	<u>1,250</u>
TOTAL	<u><u>\$ 10,908,071</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 2021/2022 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 matures on December 1, 2022.

LOCAL OPTION GAS TAX FUND REVENUE

Code: 120010

<u>Account Number</u>	<u>Description</u>	<u>FY 17/18 Actual</u>	<u>FY 18/19 Actual</u>	<u>FY 19/20 Actual</u>	<u>Amended FY 20/21 Budget</u>	<u>FY 20/21 Projected</u>	<u>FY 21/22 Budget</u>
TAXES							
312400	Local Option Gas Tax	715,311	711,023	686,491	710,000	735,600	735,600
TOTAL TAXES		715,311	711,023	686,491	710,000	735,600	735,600
MISCELLANEOUS REVENUE							
334492	FDOT Lighting Agreement	12,908	13,295	13,694	14,105	14,105	14,528
361100	Interest Income	6,685	7,178	1,491	13,808	1,648	945
361105	SBA Interest Earnings	1,453	1,724	500	0	0	0
TOTAL MISCELLANEOUS REVENUE		21,046	22,196	15,685	27,913	15,753	15,473
NON-REVENUE SOURCES							
389991	Appropriation From Fund Balance	0	2,734	150,709	314,918	296,992	0
TOTAL NON-REVENUE SOURCES		0	2,734	150,709	314,918	296,992	0
TOTAL LOCAL OPTION GAS TAX		736,357	735,954	852,884	1,052,831	1,048,345	751,073

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

LOCAL OPTION GAS TAX FUND EXPENDITURES

Code: 120051

Account Number	Description	FY 17/18 Actual	FY 18/19 Actual	FY 19/20 Actual	Amended FY 20/21 Budget	FY 20/21 Projected	FY 21/22 Budget
533400	Other Contractual Services	0	0	0	0	0	38,900
533452	Road Maintenance Service	0	1,350	0	0	0	0
534695	Railroad Crossing Maintenance	5,400	48,344	5,400	5,400	5,400	5,400
535310	Road Materials and Supplies	652	0	0	0	0	0
535380	Signalization Supplies	19,704	19,011	0	87,573	87,572	0
TOTAL OPERATING EXPENDITURES		25,756	68,705	5,400	92,973	92,972	44,300
CAPITAL OUTLAY							
606400	Vehicles and Equipment	27,570	0	105,554	169,937	164,372	4,870
TOTAL CAPITAL OUTLAY		27,570	0	105,554	169,937	164,372	4,870
DEBT SERVICE							
707105	Principal - Paving Loan	219,000	224,000	229,000	233,000	233,000	237,000
707205	Interest - Paving Loan	23,445	19,187	14,886	10,340	10,398	5,801
TOTAL DEBT SERVICE		242,445	243,187	243,886	243,340	243,398	242,801
NON-OPERATING							
909132	Trfr to Fund 320	0	0	0	46,581	46,581	0
909133	Trfr to Transp Impr Fund 330	96,793	424,062	498,043	500,000	501,022	100,000
909990	Unappropriated	343,793	0	0	0	0	359,102
TOTAL NON-OPERATING		440,586	424,062	498,043	546,581	547,603	459,102
TOTAL LOCAL OPTION GAS TAX		736,357	735,954	852,884	1,052,831	1,048,345	751,073

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

DISCRETIONARY SALES TAX

The discretionary sales tax is a seventh-cent or an additional one-cent 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 2021-2022 allocation for the City of Sebastian is estimated at \$4,109,209. The estimate is based on 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

<u>Account Number</u>	<u>Description</u>	<u>FY 17/18 Actual</u>	<u>FY 18/19 Actual</u>	<u>FY 19/20 Actual</u>	<u>Amended FY 20/21 Budget</u>	<u>FY 20/21 Projected</u>	<u>FY 21/22 Budget</u>
312600	Discretionary Sales Tax	3,417,586	3,524,825	3,469,568	3,581,025	4,186,000	4,311,580
TOTAL TAXES		3,417,586	3,524,825	3,469,568	3,581,025	4,186,000	4,311,580
MISCELLANEOUS REVENUE							
361100	Interest Income	41,451	100,357	60,458	80,178	42,000	46,500
361105	SBA Interest Earnings	15,396	15,394	7,668	9,000	2,500	2,000
TOTAL MISCELLANEOUS REVENUE		56,847	115,751	68,126	89,178	44,500	48,500
NON-REVENUE SOURCES							
389991	Appropriation From PY Fund Balance	0	0	0	10,432,131	3,005,632	2,860,825
TOTAL NON-REVENUE SOURCES		0	0	0	10,432,131	3,005,632	2,860,825
TOTAL DISCRETIONARY SALES TAX		3,474,433	3,640,576	3,537,694	14,102,334	7,236,132	7,220,905

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

DISCRETIONARY SALES TAX FUND EXPENDITURES

Code: 130051

<u>Account Number</u>	<u>Description</u>	<u>FY 17/18 Actual</u>	<u>FY 18/19 Actual</u>	<u>FY 19/20 Actual</u>	<u>Amended FY 20/21 Budget</u>	<u>FY 20/21 Projected</u>	<u>FY 21/22 Budget</u>
533300	Engineering Services	0	9,675	15,487	0	0	0
TOTAL OPERATING EXPENDITURES		0	9,675	15,487	0	0	0
NON-OPERATING							
909131	Trfr to Capital Projects Fund 310	1,364,845	848,442	828,306	759,859	766,846	759,478
909132	Trfr to CIP Fund 320	16,062	27,191	268,712	10,205,616	4,368,433	5,334,024
909133	Trfr to Transp Impr Fund 330	389,721	25,066	721,723	565,000	565,000	0
909263	Trfr to Stormwater Debt Svs 263	403,792	402,914	401,355	400,961	400,961	233,403
909363	Trfr to Stormwater Impr Fund 363	30,154	92,760	0	1,450,000	450,000	750,000
909410	Trfr to Golf Course Fund 410	138,375	0	0	0	0	0
909455	Trfr to Fund 455 AP	220,762	204,497	101,653	720,898	684,892	144,000
909990	Unappropriated	910,722	2,030,031	1,200,458	0	0	0
TOTAL NON-OPERATING		3,474,433	3,630,901	3,522,207	14,102,334	7,236,132	7,220,905
TOTAL DISCRETIONARY SALES TAX		3,474,433	3,640,576	3,537,694	14,102,334	7,236,132	7,220,905

CITY OF SEBASTIAN, FLORIDA 2021/2022 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

<u>Account Number</u>	<u>Description</u>	<u>FY 17/18 Actual</u>	<u>FY 18/19 Actual</u>	<u>FY 19/20 Actual</u>	<u>Amended FY 20/21 Budget</u>	<u>FY 20/21 Projected</u>	<u>FY 21/22 Budget</u>
TAXES							
338200	Tax Increment Revenue - Sebastian	181,652	183,130	182,732	208,819	215,305	197,927
338200	Tax Increment Revenue - County	184,879	201,086	220,508	235,065	242,367	233,714
TOTAL TAXES		366,532	384,216	403,240	443,884	457,672	431,641
MISCELLANEOUS REVENUE							
361100	Interest Income	8,730	9,791	2,426	10,331	1,250	3,000
361105	SBA Interest Earnings	1,885	4,310	2,656	0	250	1,780
362100	Rents and Royalties	36,000	36,000	36,000	36,000	36,000	36,000
366000	Contributions & Donations	0	3,000	0	0	0	0
TOTAL MISCELLANEOUS REVENUE		46,615	53,101	41,082	46,331	37,500	40,780
NON-REVENUE SOURCES							
381001	Transfer from General Fund	0	20,457	0	0	0	0
389991	Fund Balance Carried Forward	116,935	49,709	0	210,248	45,670	123,406
TOTAL NON-REVENUE SOURCES		116,935	70,166	0	210,248	45,670	123,406
TOTAL RIVERFRONT REDEVELOPMENT		530,082	507,484	444,322	700,463	540,842	595,827

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

COMMUNITY REDEVELOPMENT AGENCY EXPENDITURES

Code: 140051

Account <u>Number</u>	<u>Description</u>	FY 17/18 <u>Actual</u>	FY 18/19 <u>Actual</u>	FY 19/20 <u>Actual</u>	Amended FY 20/21 <u>Budget</u>	FY 20/21 <u>Projected</u>	FY 21/22 <u>Budget</u>
OPERATING EXPENDITURES							
533100	Professional Services	5,000	5,000	5,000	5,000	5,000	5,000
533120	Consultants	0	19,705	256	0	0	0
533200	Audit Fees	0	0	0	0	5,000	5,000
533201	Admin Svcs Provided by the GF	87,740	90,372	99,076	89,725	89,725	92,655
533400	Other Contractual Services	37,013	192,224	124,774	96,296	88,722	100,282
534000	Travel and Per Diem	0	0	0	500	500	300
534120	Postage	0	0	126	0	0	100
534320	Water and Sewer	0	365	0	0	0	0
534400	Rents and Leases	4,728	5,480	4,217	4,300	4,300	4,300
534699	Other Capital Maintenance Expense	18,706	35,466	9,653	15,503	15,000	20,000
534830	Special Events Expense	44,525	43,460	41,210	48,500	48,500	50,000
534920	Legal Ads	5,828	569	121	922	1,000	500
535310	Road Materials & Supplies	206	0	0	0	0	0
535410	Dues & Memberships	175	670	670	795	670	795
545450	Training and Education	0	0	395	275	400	395
535710	Non-Ad Valorem Taxes	1,990	2,928	1,396	1,478	1,400	1,500
TOTAL OPERATING EXPENDITURES		205,911	396,239	286,894	263,294	260,217	280,827
CAPITAL OUTLAY							
606300	Improvements Other Than Buildings	0	0	0	0	0	0
606900	Infrastructure	0	0	0	0	0	0
TOTAL CAPITAL OUTLAY		0	0	0	0	0	0
GRANTS AND AIDS							
820100	Façade/Sign Improvement Program	34,676	0	15,000	40,000	15,000	40,000
820200	Sewer Connection Program	39,495	111,245	24,424	75,577	75,577	0
TOTAL GRANTS AND AIDS		74,171	111,245	39,424	115,577	90,577	40,000
NON-OPERATING							
909131	Interfund Trfr to CIP Fund 310	250,000	0	0	0	0	0
909132	Interfund Trfr to CIP Fund 320	0	0	13,448	176,594	190,048	275,000
909990	Unappropriated	0	0	104,556	144,998	0	0
TOTAL NON-OPERATING		250,000	0	118,004	321,592	190,048	275,000
TOTAL RIVERFRONT REDEVELOPMENT		530,082	507,484	444,322	700,463	540,842	595,827

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

PARKING IN-LIEU-OF FUND

PARKING IN-LIEU-OF FUND REVENUE

Code: 150010

Account		FY 17/18	FY 18/19	FY 19/20	Amended		FY 21/22
<u>Number</u>	<u>Description</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Projected</u>	<u>Budget</u>
MISCELLANEOUS REVENUE							
361100	Interest Income	0	0	0	0	0	0
361105	SBA Interest Earnings	929	1,393	672	1,376	119	141
363400	Parking In-Lieu-Of Fee	13,776	0	3,010	3,000	10,495	2,928
389991	Appropriation from PY Fund Balance	0	0	0	0	0	0
TOTAL MISCELLANEOUS REVENUE		14,705	1,393	3,682	4,376	10,614	3,069
TOTAL PARKING IN-LIEU-OF FUND		14,705	1,393	3,682	4,376	10,614	3,069

PARKING IN-LIEU-OF FUND EXPENDITURES

Code: 150051

Account		FY 17/18	FY 18/19	FY 19/20	Amended		FY 21/22
<u>Number</u>	<u>Description</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Projected</u>	<u>Budget</u>
CAPITAL OUTLAY AND PROJECTS							
606908	Parking	0	0	0	0	0	0
TOTAL CAPITAL OUTLAY AND PROJECTS		0	0	0	0	0	0
NON-OPERATING							
909990	Unappropriated	14,705	1,393	3,682	4,376	10,614	3,069
TOTAL NON-OPERATING		14,705	1,393	3,682	4,376	10,614	3,069
TOTAL PARKING IN-LIEU-OF FUND		14,705	1,393	3,682	4,376	10,614	3,069

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

STORMWATER UTILITY FUND

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

SUMMARY OF REVENUES AND EXPENDITURES

<u>Description</u>	FY 17/18 <u>Actual</u>	FY 18/19 <u>Actual</u>	FY 19/20 <u>Actual</u>	Amended FY 20/21 <u>Budget</u>	FY 20/21 <u>Projected</u>	FY 21/22 <u>Budget</u>
Total Revenues	\$ 1,014,980	\$ 2,076,432	\$ 1,969,428	\$ 2,084,558	\$ 1,957,580	\$ 1,956,244
Total Expenses	\$ 1,351,422	\$ 1,537,182	\$ 1,483,392	\$ 2,522,467	\$ 2,861,522	\$ 2,110,947
Change in Unrestricted Reserves	\$ (336,442)	539,250	486,036	\$ (437,909)	\$ (903,942)	\$ (154,703)

FISCAL YEAR 2021 ACCOMPLISHMENTS

- ✓ Serviced and maintained 100% of City’s baffle box treatment structures each quarter.
- ✓ Maintained City’s numerous catch basins in a manner that protects water quality and ensures proper functioning during storm events.
- ✓ Replaced numerous road crossing culverts.
- ✓ Trained Division staff to be cross-trained and proficient with the multiple types of heavy maintenance equipment utilized for stormwater system construction and maintenance.
- ✓ Trained and certified all Division staff in the Maintenance of Traffic Operations (MOT - safe setup and operation of work zone within City ROWs) at the Intermediate and/or Advanced level.
- ✓ Contracted with a consultant to update the Stormwater Master Plan.

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

FISCAL YEAR 2022 GOALS AND OBJECTIVES

- Design and construct on-time and on-budget all Stormwater Utility Capital Projects funded for FY 2022.
- Complete the Stormwater Master Plan update.
- Work with the Stormwater Master Plan consultant to secure major amounts of available state and federal grants.
- Utilize an Integrated Pest Management approach for the maintenance and repair of the Elkcam Creek/Collier Creek canal system.
- Service and maintain 100% of City's baffle box treatment structures each quarter.
- Ensure the City's stormwater conveyance mowing contractor completes mowing and harvesting of excess vegetation on-budget and on-schedule.
- Effectively maintain the City's catch basins to protect water quality and ensure they can properly function during storm events.
- Replace road crossing culverts as needed.
- Continue efforts to complete stormwater work necessary to ensure recent road paving will be beneficial.

PERFORMANCE MEASURES

Performance Indicators	Actual 2017/2018	Actual 2018/2019	Actual 2019/2020	Projected 2020/2021	Projected 2021/2022
Miles of swales	280.0	280.0	280.0	280.0	280.0
Linear feet of swales reconstructed	28,500	28,500	10,000	28,500	20,000
Miles of ditches maintained	80.0	80.0	70.0	80.0	80.0
Catch basin and culverts maintained	205	205	150	205	205
Linear feet Main Ditches reconstructed	1,000	1,000	500	2,000	2,000
Road Crossing Pipe Replacements	20	20	9	20	20

STORMWATER UTILITY PROGRAM BUDGET DESCRIPTION

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>20/21</i>	<i>21/22</i>	
55.00%	60.00%	<u>Drainage Maintenance</u> - Clean and spray stormwater swales, ditches and canals. Maintain 9 miles of large canals. Maintain ditches, swales and side yard ditches.
20.00%	15.00%	<u>Catch basins, Manholes and Culverts</u> - Hand clean and mow small drainage ditches. Maintain 310 catch basins and large/small culverts.
10.00%	10.00%	<u>General Administration</u> - Preparation of budget, update service records. Maintain equipment records. Review contracts and construction drawings on City contract work. Meet with public as necessary. Coordinate employee training and education.
5.00%	10.00%	<u>Building Dept Related Reviews</u> : Site Plan Review, Pool Drainage Plan Review, Fence Permits, Driveway Permits, and meeting with engineers, contractors, and public as necessary.
10.00%	5.00%	<u>Capital Projects</u> - Planning, Design, Specifications Consultant Coordination Bidding and Contracts, Construction Management inspections.
100.00%	100.00%	

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

STORMWATER UTILITY DIVISION REVENUE

Code: 163010

Account <u>Number</u>	<u>Description</u>	<u>FY 17/18</u> <u>Actual</u>	<u>FY 18/19</u> <u>Actual</u>	<u>FY 19/20</u> <u>Actual</u>	<u>Amended</u> <u>FY 20/21</u> <u>Budget</u>	<u>FY 20/21</u> <u>Projected</u>	<u>FY 21/22</u> <u>Budget</u>
CHARGES FOR SERVICES							
363630	Stormwater Utility Fee	970,113	1,969,967	1,853,143	2,039,714	1,952,000	1,952,000
363631	Delinquent Stormwater Fees	28,979	68,701	59,008	0	0	0
TOTAL CHARGES FOR SERVICES		999,092	2,038,668	1,912,151	2,039,714	1,952,000	1,952,000
MISCELLANEOUS REVENUE							
361100	Interest Income	15,654	27,087	12,101	40,000	4,695	3,404
361105	SBA Interest	0	9,801	6,244	4,844	765	840
361150	Other Interest	234	875	681	0	120	0
364100	Sale of Fixed Assets	0	0	38,250	0	0	0
TOTAL MISCELLANEOUS REVENUE		15,888	37,764	57,277	44,844	5,580	4,244
TOTAL STORMWATER REVENUES		1,014,980	2,076,432	1,969,428	2,084,558	1,957,580	1,956,244
USE OF UNRESTRICTED RESERVES		336,442	0	0	437,909	903,942	154,703
TOTAL STORMWATER UTILITY		1,351,422	2,076,432	1,969,428	2,522,467	2,861,522	2,110,947

STORMWATER UTILITY DIVISION BUDGET SUMMARY

The Fiscal Year 2021-2022 adopted budget for the Stormwater Utility Division is \$ 2,110,947. This compares to the 2020-2021 projected expenditures of \$ 2,861,522, a decrease of \$ 750,575, or -26.23%.

	FY 17/18		FY 18/19		FY 19/20		Amended		FY 21/22	Difference
	Actual	Actual	Actual	Actual	Budget	Projected	Budget			
Personal Services	\$ 630,002	\$ 848,908	\$ 654,105	\$ 708,142	\$ 694,180	\$ 866,404	\$ 172,224			
Operating Expenses	719,157	536,317	613,330	864,144	818,635	926,543	107,908			
Capital Outlay	2,263	18,198	186,937	254,200	235,707	103,000	(132,707)			
Non-Operating	-	133,759	29,019	695,981	1,113,000	215,000	(898,000)			
Total	\$ 1,351,422	\$ 1,537,182	\$ 1,483,392	\$ 2,522,467	\$ 2,861,522	\$ 2,110,947	\$ (750,575)			

Fiscal Year 2021-22 Adopted Budget:

Major Current Level Changes from Fiscal Year 2020-21 Projected Expenditures:

	Difference
1. Personal Services - Increase due to negotiated salary and insurance increases and two new positions.	\$ 172,224
2. Operating Expenses - Increase due to anticipated equipment repairs, higher CDL training costs, and maintenance costs.	\$ 107,908
3. Capital Outlay - Decrease due to less equipment requested.	\$ (132,707)
4. Non-Operating - Decrease due to fewer large projects funded this year.	\$ (898,000)

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

PERSONAL SERVICES SCHEDULE

STORMWATER UTILITY DIVISION

<u>POSITION</u>	<u>PAY RANGE</u>	<u>FULL TIME EQUIVALENTS</u>				Projected	<u>Budget</u>
		<u>19/20</u>	<u>20/21</u>	<u>Amended</u>		<u>Expenditures</u>	
				<u>20/21</u>	<u>21/22</u>	<u>20/21</u>	
Stormwater Superintendent	50,871 / 91,568	1.00	1.00	1.00	1.00	78,250	80,750
Stormwater Utility Inspector	35,730 / 64,314	1.00	1.00	1.00	1.00	38,000	39,250
Maintenance Worker III	29,052 / 52,293	3.00	3.00	3.00	3.00	103,500	107,250
Maintenance Worker II	27,384 / 49,291	2.00	2.00	2.00	2.00	60,500	62,750
Maintenance Worker I	25,812 / 46,462	6.00	6.00	6.00	8.00	154,250	227,750
Clerical Assistant II (P/T)	\$ 13.95/hour	0.50	0.50	0.50	0.50	13,750	17,500
		13.50	13.50	13.50	15.50		
TOTAL SALARIES						\$ 448,250	\$ 535,250
						Overtime	6,000
						FICA Taxes	33,750
						Clothing Allowance	1,420
						Deferred Compensation	40,900
						Group Health Insurance Premium	96,304
						Health Reimbursement Account	25,615
						Employee Assistance Program	193
						Worker's Comp Insurance	41,748
						Additional Compensation	-
Total Personal Services						\$ 694,180	\$ 866,404

CAPITAL OUTLAY SCHEDULE

STORMWATER UTILITY DIVISION - TO BE FUNDED FROM STORMWATER UTILITY FUND

<u>Description</u>	<u>EXPENDITURES PER FISCAL YEAR</u>						<u>TOTAL</u>
	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>		
Compact Excavator	80,000	-	-	-	-	-	80,000
Aquatic Bucket	6,000	-	-	-	-	-	6,000
Bush Hog Attachment	3,500	-	-	-	-	-	3,500
Swale/Driveway/Culvert Repairs	115,000	130,000	150,000	130,000	130,000	-	655,000
Stormwater Pond Fountains	13,500	-	-	-	-	-	13,500
Concha Dam Replacement	100,000	-	-	-	-	-	100,000
Tulip Drive Crossing	-	-	250,000	-	-	-	250,000
Bayfront Road Crossing	-	-	-	250,000	-	-	250,000
Ocean Cove Drainage	-	-	-	-	350,000	-	350,000
	\$ 318,000	\$ 130,000	\$ 400,000	\$ 380,000	\$ 480,000	-	\$ 1,708,000

STORMWATER UTILITY DIVISION - TO BE FUNDED FROM DISCRETIONARY SALES TAX

<u>Description</u>	<u>EXPENDITURES PER FISCAL YEAR</u>						<u>TOTAL</u>
	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>		
Canal Restoration	\$ 500,000	\$ 500,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000,000
Slip lining/Roadway Pipes	250,000	120,000	130,000	145,000	160,000	-	805,000
	\$ 750,000	\$ 620,000	\$ 130,000	\$ 145,000	\$ 160,000	-	\$ 1,805,000

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

STORMWATER UTILITY DIVISION EXPENDITURES

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

Account <u>Number</u>	<u>Description</u>	FY 17/18 <u>Actual</u>	FY 18/19 <u>Actual</u>	FY 19/20 <u>Actual</u>	Amended FY 20/21 <u>Budget</u>	FY 20/21 <u>Projected</u>	FY 21/22 <u>Budget</u>
PERSONAL SERVICES							
511200	Regular Salaries	438,891	575,906	422,939	464,013	448,250	535,250
511300	Temporary Salaries	8,244	12,960	11,408	0	0	0
511400	Overtime	8,653	5,950	6,412	6,000	6,000	6,000
512100	FICA Taxes	34,237	45,056	33,567	35,973	33,750	41,884
512215	Clothing Allowance	1,100	1,300	1,540	1,560	1,420	1,800
512225	Deferred Compensation	38,596	52,117	37,548	40,964	40,900	48,024
512301	Group Health Insurance Premium	76,139	89,950	83,887	92,356	96,304	137,519
512307	Health Reimbursement Account	0	8,284	19,242	26,000	25,615	38,000
512309	Employee Assistance Program	0	199	201	206	193	238
512400	Worker's Comp Insurance	24,142	57,184	37,362	41,070	41,748	53,239
512700	Additional Compensation	0	0	0	0	0	4,450
TOTAL PERSONAL SERVICES		630,002	848,908	654,105	708,142	694,180	866,404
OPERATING EXPENSES							
533100	Professional Services	120	237	0	38,633	38,633	0
533201	Admin Svcs Provided by GF	0	0	80,555	89,345	89,345	90,989
533400	Other Contractual Services	122,568	2,352	3,121	4,107	6,075	4,315
533411	Permit Fees	7,988	0	0	0	0	0
533420	Pest/Weed Control	24,382	26,023	27,811	49,165	49,165	63,000
533425	Contract Mowing Services	288,668	281,080	246,700	366,072	345,500	373,842
534000	Travel and Per Diem	0	0	0	2,000	0	2,000
534101	Telephone	1,793	1,314	668	600	87	0
534105	Cellular Telephone	1,473	1,920	1,128	1,500	1,230	1,488
534110	Internet Services	163	101	448	435	232	240
534120	Postage	12,256	46	385	100	100	100
534310	Electric	7,068	5,770	9,381	9,200	1,500	9,000
534320	Water/Sewer	1,115	867	868	1,050	1,075	1,080
534380	Trash Pickup/Hauling	6,172	797	1,838	2,002	2,000	2,500
534400	Rents and Leases	0	6,000	3,000	0	0	0
534420	Equipment Leases	964	3,120	19,903	16,895	16,895	17,500
534500	Insurance	0	21,022	19,066	22,193	22,193	23,305
534620	R & M - Vehicles	24,109	18,573	18,015	16,950	22,000	18,000
534630	R & M - Office Equipment	22	26	99	120	120	144
534640	R & M - Operating Equipment	126,502	67,299	87,037	112,293	90,000	136,500
534920	Legal Ads	0	945	1,517	945	945	1,500
535200	Departmental Supplies	3,761	5,440	4,010	3,500	5,250	5,760
535210	Computer Supplies	420	395	1,356	300	300	2,300
535230	Small Tools and Equipment	2,944	8,644	2,709	3,000	3,000	3,000
535260	Gas and Oil	42,590	49,120	32,806	39,000	40,000	50,000
535270	Uniforms and Shoes	2,868	3,068	3,543	3,420	3,900	4,980
535275	Safety Equipment	416	566	2,665	2,000	2,000	2,000
535310	Road Materials & Supplies	7,667	4,638	11,304	3,800	3,800	4,200
535320	Sod	8,990	9,850	6,286	11,000	11,000	25,000
535350	Cement	1,457	2,499	4,374	7,990	7,990	9,000
535355	Culvert Pipes	19,958	13,119	19,034	50,329	50,000	53,000
535410	Membership & Professional Dues	165	180	857	1,250	1,800	1,800
535450	Training and Education	2,561	1,309	2,848	4,950	2,500	20,000
TOTAL OPERATING EXPENDITURES		719,157	536,317	613,330	864,144	818,635	926,543
CAPITAL OUTLAY							
606300	IOTB	0	0	0	0	0	13,500
606400	Vehicles and Equipment	2,263	18,198	186,937	254,200	235,707	89,500
TOTAL CAPITAL OUTLAY		2,263	18,198	186,937	254,200	235,707	103,000
NON-OPERATING							
909363	Interfund Trfr to CIP Fund 363	0	133,759	29,019	695,981	1,113,000	215,000
TOTAL NON-OPERATING		0	133,759	29,019	695,981	1,113,000	215,000
TOTAL STORMWATER UTILITY		1,351,422	1,537,182	1,483,392	2,522,467	2,861,522	2,110,947
OTHER FINANCING USES							
909990	Unappropriated	0	539,250	486,036	0	0	0
TOTAL EXPENDITURES AND OTHER USES		1,351,422	2,076,432	1,969,428	2,522,467	2,861,522	2,110,947

CITY OF SEBASTIAN, FLORIDA 2021/2022 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 17/18 Actual</u>	<u>FY 18/19 Actual</u>	<u>FY 19/20 Actual</u>	<u>Amended FY 20/21 Budget</u>	<u>FY 20/21 Projected</u>	<u>FY 21/22 Budget</u>
MISCELLANEOUS REVENUE							
361100	Interest Income	9,053	9,989	1,460	3,500	3,500	7,000
361105	SBA Interest Earnings	3,499	4,262	1,688	1,500	1,500	3,000
363270	Recreation Impact Fee	141,050	129,550	143,875	150,000	170,300	150,000
TOTAL MISCELLANEOUS REVENUE		153,602	143,801	147,023	155,000	175,300	160,000
NON-REVENUE SOURCES							
389991	Appropriation From PY Fund Balance	302,182	155,888	333,137	100,317	18,751	65,000
TOTAL NON-REVENUE SOURCES		302,182	155,888	333,137	100,317	18,751	65,000
TOTAL RECREATION IMPACT FEE		455,784	299,689	480,160	255,317	194,051	225,000

RECREATION IMPACT FEE FUND EXPENDITURES

Code: 160051

<u>Account Number</u>	<u>Description</u>	<u>FY 17/18 Actual</u>	<u>FY 18/19 Actual</u>	<u>FY 19/20 Actual</u>	<u>Amended FY 20/21 Budget</u>	<u>FY 20/21 Projected</u>	<u>FY 21/22 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	19,600	0	0	0	0	0
TOTAL OPERATING EXPENDITURES		19,600	0	0	0	0	0
NON-OPERATING							
909132	Transfer to CIP Fund 320	436,184	299,689	480,160	255,317	194,051	225,000
909990	Unappropriated	0	0	0	0	0	0
TOTAL NON-OPERATING		436,184	299,689	480,160	255,317	194,051	225,000
TOTAL RECREATION IMPACT FEE		455,784	299,689	480,160	255,317	194,051	225,000

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

LAW ENFORCEMENT FORFEITURE FUND

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

LAW ENFORCEMENT FORFEITURE FUND REVENUE

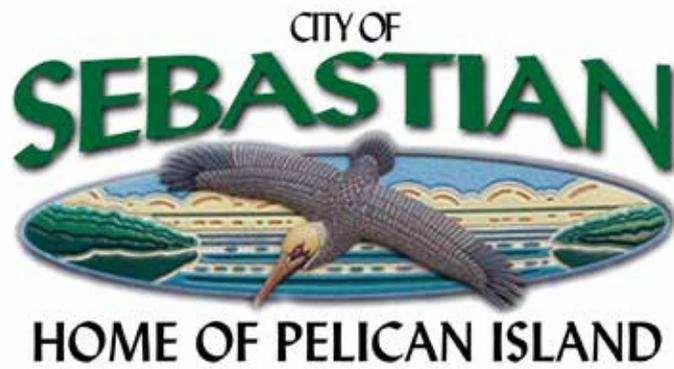
Code: 190010

<u>Account Number</u>	<u>Description</u>	<u>FY 17/18 Actual</u>	<u>FY 18/19 Actual</u>	<u>FY 19/20 Actual</u>	<u>Amended FY 20/21 Budget</u>	<u>FY 20/21 Projected</u>	<u>FY 21/22 Budget</u>
FINES AND FORFEITS							
351200	Confiscated Property	550	150	133	16,000	15,050	1,000
TOTAL FINES AND FORFEITS		550	150	133	16,000	15,050	1,000
MISCELLANEOUS REVENUE							
	JAG Grant	0	11,780	0	0	0	0
361100	Interest Income	190	216	100	50	1	50
361105	SBA Interest Earnings	665	778	265	200	45	200
365000	Sale of Surplus	0	0	1,300	0	0	0
369400	Reimbursements	0	1,500	0	0	1,500	0
389991	Appropriation from PY Fund Balance	0	18,847	4,274	0	0	0
TOTAL MISCELLANEOUS REVENUE		855	21,341	5,939	250	1,546	250
TOTAL LAW ENFORCEMENT FORFEITURE FUND REVENUE		1,405	21,491	6,072	16,250	16,596	1,250

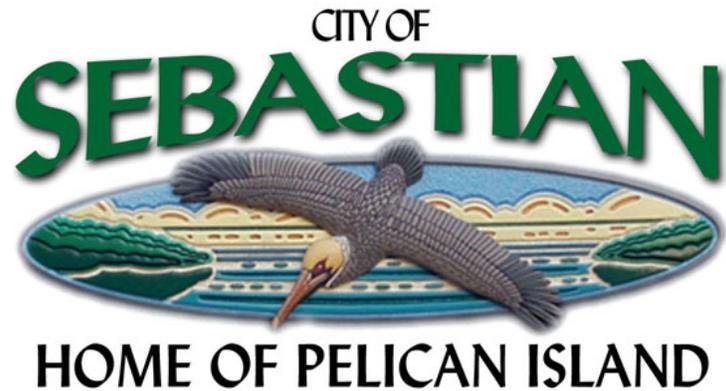
LAW ENFORCEMENT FORFEITURE FUND EXPENDITURES

Code: 190051

<u>Account Number</u>	<u>Description</u>	<u>FY 17/18 Actual</u>	<u>FY 18/19 Actual</u>	<u>FY 19/20 Actual</u>	<u>Amended FY 20/21 Budget</u>	<u>FY 20/21 Projected</u>	<u>FY 21/22 Budget</u>
OPERATING EXPENDITURES							
533100	Professional Services	0	2,566	5,072	0	0	0
535380	Departmental Supplies	0	0	0	0	1,500	0
TOTAL OPERATING EXPENDITURES		0	2,566	5,072	0	1,500	0
CAPITAL OUTLAY							
606400	Vehicles and Equipment	0	16,425	0	15,000	15,000	0
TOTAL CAPITAL OUTLAY		0	16,425	0	15,000	15,000	0
NON-OPERATING							
708199	Other Grants & Aids	0	2,500	1,000	0	0	0
909990	Unappropriated	1,405	0	0	1,250	96	1,250
TOTAL NON-OPERATING		1,405	2,500	1,000	1,250	96	1,250
TOTAL LAW ENFORCEMENT FORFEITURE FUND EXPENDITURES		1,405	21,491	6,072	16,250	16,596	1,250



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CITY OF SEBASTIAN FLORIDA
ANNUAL BUDGET
FISCAL YEAR 2021-2022

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:

- 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 2021/2022 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 \$ 400,529 as of Sept 30, 2021. 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. It will be totally paid with the final payment on May 1, 2022.

STORMWATER UTILITY REVENUE BONDS/NOTES DEBT SERVICE FUND REVENUE

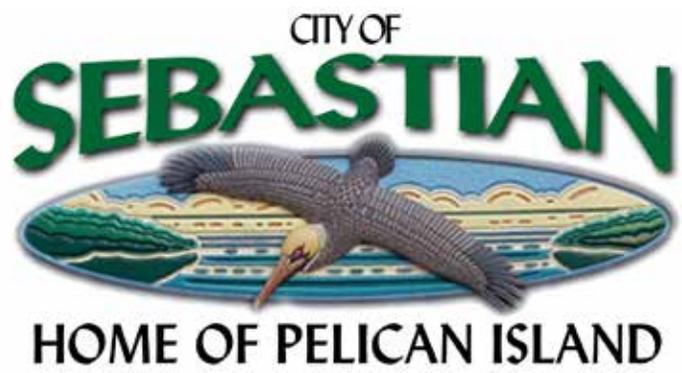
Code: 263010

Account Number	Description	FY 17/18 Actual	FY 18/19 Actual	FY 19/20 Actual	Amended FY 20/21 Budget	FY 20/21 Projected	FY 21/22 Budget
MISCELLANEOUS REVENUE							
361100	Interest Income	3,771	5,464	2,165	1,000	600	600
TOTAL MISCELLANEOUS REVENUE		3,771	5,464	2,165	1,000	600	600
NON-REVENUE SOURCES							
381130	Interfund Trfr from 130 DST	403,792	402,914	401,355	400,961	400,961	233,403
389991	Appropriation from PY Fund Balance	0	0	0	0	0	167,831
TOTAL NON-REVENUE SOURCES		403,792	402,914	401,355	400,961	400,961	401,234
TOTAL DEBT SERVICE FUND		407,563	408,378	403,520	401,961	401,561	401,834

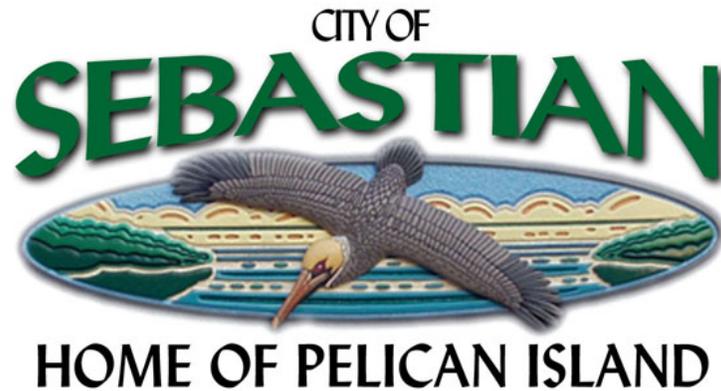
STORMWATER UTILITY REVENUE BONDS/NOTES DEBT SERVICE FUND - EXPENDITURES

Code: 263051

Account Number	Description	FY 17/18 Actual	FY 18/19 Actual	FY 19/20 Actual	Amended FY 20/21 Budget	FY 20/21 Projected	FY 21/22 Budget
DEBT SERVICE							
707163	Principal - Stormwater Series 2003	371,000	377,000	382,000	387,000	387,000	395,000
707263	Interest - Stormwater Series 2003	33,078	26,659	20,137	13,529	13,529	6,834
909990	Unappropriated	3,485	4,719	1,383	1,432	1,032	0
TOTAL DEBT SERVICE		407,563	408,378	403,520	401,961	401,561	401,834
TOTAL DEBT SERVICE FUND		407,563	408,378	403,520	401,961	401,561	401,834

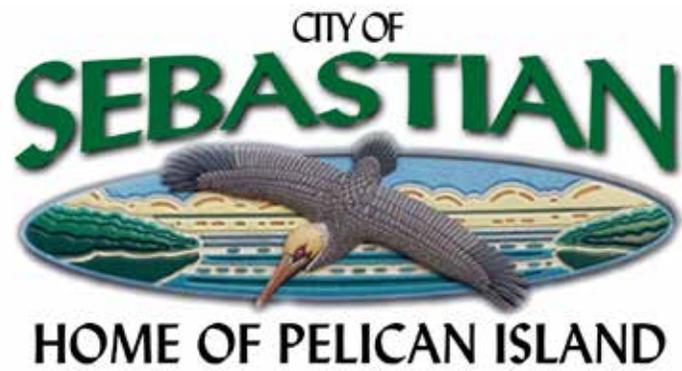


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CITY OF SEBASTIAN, FLORIDA
ANNUAL BUDGET
FISCAL YEAR 2021-2022

CAPITAL PROJECT FUNDS



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CAPITAL PROJECT FUNDS

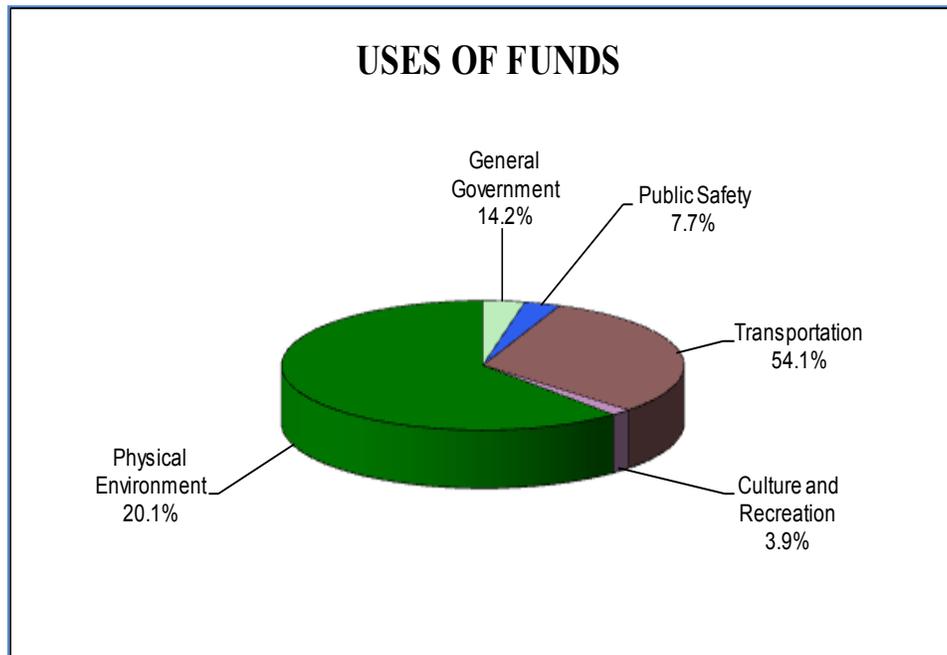
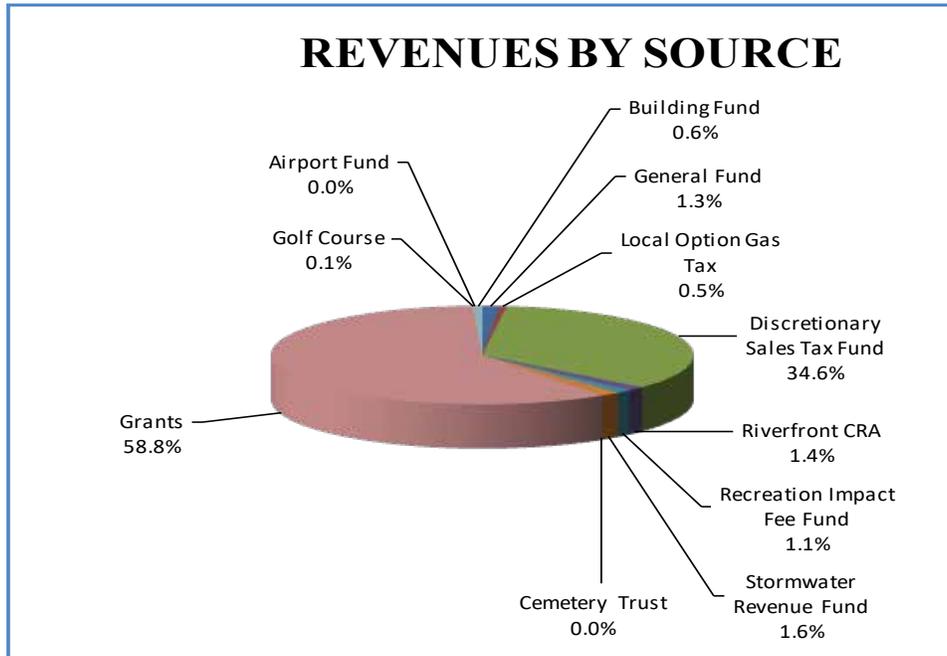
INTRODUCTION

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 2021-22.

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 2021-22 projects is provided from General Fund, Local Option Gas Tax (LOGT), Discretionary Sales Tax (DST), Riverfront CRA, Recreation Impact Fees, Stormwater Fees, Cemetery Trust, Grants, Golf Course, Airport and Building Fund revenues. 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 2021-22 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 in the Capital Improvement Program presented in a subsequent section of this document. 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 2021/2022 ANNUAL BUDGET

CAPITAL IMPROVEMENT FUND SOURCES AND USES OF FUNDS FOR FISCAL YEAR 2021 – 2022



CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

CAPITAL IMPROVEMENT FUNDING SOURCES AND EXPENDITURES FOR FISCAL YEAR 2021 – 2022

	Local	Community		Recreation								
General	Option	Redevelopmen	Impact	Stormwater	Cemetery	Grants/	Golf	Airport	Building			
<u>Fund</u>	<u>Gas Tax</u>	<u>DST</u>	<u>Agency</u>	<u>Fees</u>	<u>Fund</u>	<u>Trust</u>	<u>Private Funds</u>	<u>Fund</u>	<u>Fund</u>	<u>Fund</u>	<u>Total</u>	
FISCAL YEAR 2021/2022												
General Government												
City Manager Vehicle	32,000											32,000
Vx Rail Lease Payments		43,195										43,195
Email Archive System		60,000										60,000
City Wide Computers		45,000										45,000
COSiv Equipment		10,000										10,000
Network Infrastructure		30,000										30,000
Over-the-Air Connections		10,000										10,000
CAD/RMS System Update		139,200										139,200
Police Department												
Police Station Sign	7,500											7,500
Police Vehicles		305,000										305,000
Vehicle/Body Cameras		78,583										78,583
Road Patrol Equipment	22,300											22,300
Police COPE Trailer		20,500										20,500
Utility Vehicle		18,000										18,000
Operations Equipment	8,000											8,000
Investigations Equipment	11,000											11,000
Community Development												
Harrison Street Park Plaza			225,000									225,000
Working Waterfront			50,000									50,000
CDD Vehicle	33,000											33,000
Roads Department												
Portable Traffic Analyzers		4,870										4,870
Sidewalk Replacement		100,000										100,000
Roads Division Equipment	58,906											58,906
Public Facilities Department												
Public Facilities Compound		5,334,024										5,334,024
Fleet Division Equipment	7,500											7,500
New Cemetery Signage						10,000						10,000
Stairwell Evacuation Chairs	3,000											3,000
Leisure Services Department												
BSSC Baseball Backstops				75,000								75,000
Refurbish Portable Stage	14,000											14,000
Maintenance Equipment	45,000											45,000
Park Signage				30,000								30,000
Parks Division Vehicles	25,000											25,000
Playground Improvements				100,000								100,000
Park Improvements				20,000								20,000
Stormwater												
Stormwater Equipment					80,000							80,000
Backhoe and Tractor Attachments					9,500							9,500
Slip Lining/Pipe Replacement		250,000										250,000
Swale/Driveway Culvert					115,000							115,000
Stormwater Pond Fountains					13,500							13,500
Canal Restoration		500,000					11,000,000					11,500,000
Concha Dam Replacement					100,000		300,000					400,000
Golf Course												
Ditch #15 Improvements								20,000				20,000
Golf Course Parking Lot								5,000				5,000
Airport												
Airport Mobile Radios									7,500			7,500
Construction of Square Hangars		144,000					576,000					720,000
Building												
Office Renovations											116,000	116,000
Total FY 2021/2022	\$ 267,206	\$ 104,870	\$ 6,987,502	\$ 275,000	\$ 225,000	\$ 318,000	\$ 10,000	\$ 11,876,000	\$ 25,000	\$ 7,500	\$ 116,000	\$ 20,212,078

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FOR FISCAL YEAR 2021 – 2022

GENERAL GOVERNMENT - CITY MANAGER

Project Name:	City Manager Vehicle	Project Description:					
Funding Source:	General Fund	Provide Vehicle for City Manager.					
Justification:	The mileage on the City Manager's vehicle is currently 95K miles. City Manager needs a reliable vehicle to attend meetings outside of City Hall and perform numerous site /project visits on a continuous basis. The current City Manager vehicle could be utilized to replace CM2 which is now used when needed for other City staff members.						
Project Costs:	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Project Total</u>
	\$32,000	\$0	\$0	\$0	\$0	\$0	\$32,000
Operating Impact:	\$0	(\$6,400)	(\$3,200)	\$0	\$3,200	\$4,480	(\$1,920)
Project Pricing:	\$28,000 to \$32,000 is the going price for a Dodge Durango and Ford Explorer. Pricing estimate received from the Fleet Superintendent.						

GENERAL GOVERNMENT - MIS DIVISION

Project Name:	Vx Rail Lease Payments	Project Description:					
Funding Source:	Discretionary Sales Tax	Capital Lease Payments on VxRail Infrastructure.					
Justification:	This product is used to effectively manage all the Police Department programs and applications that are hosted in the cloud. It was initially acquired in FY 19-20 via a five year capital lease arrangement.						
Project Costs:	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Project Total</u>
	\$ 43,195	\$ 43,195	\$ 43,195	\$ -	\$ -	\$ -	\$ 129,585
Operating Impact:	\$ -	\$ (7,343)	\$ (8,639)	\$ (3,888)	\$ 13,390	\$ 28,077	\$ 21,598
Project Pricing:	Lease was provided through Dell, which was the only provider of this technology.						

Project Name:	Email Archive System	Project Description:					
Funding Source:	Discretionary Sales Tax	Renewal or Replacement of Barracuda Backup and Secure Gateway.					
Justification:	The Agreement for the use of the Barracuda technology is up for renewal and a determination needs to be made to continue with Barracuda or to switch to another vendor.						
Project Costs:	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Project Total</u>
	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,000
Operating Impact:	\$ -	\$ (10,200)	\$ (1,800)	\$ 6,600	\$ 13,800	\$ 18,600	\$ 27,000
Project Pricing:	Pricing is based current contracts with the customers of Acronis, Proofpoint and Barracuda.						

Project Name:	City Wide Computers	Project Description:					
Funding Source:	Discretionary Sales Tax	Upgrades of 7-10 Workstations a Year for All Departments. Most of the Police Department Units will be included with Vehicle Purchases.					
Justification:	Computers in All Departments need to be updated on a five year schedule to keep up with technology.						
Project Costs:	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Project Total</u>
	\$ 45,000	\$ 35,000	\$ 45,000	\$ 35,000	\$ 45,000	\$ 35,000	\$ 240,000
Operating Impact:	\$ -	\$ (7,650)	\$ (7,300)	\$ (3,750)	\$ 6,900	\$ 18,250	\$ 6,450
Project Pricing:	Laptops are approximately \$3,000 each, including 5 year warranties, docking stations and monitors. Desktops are approximately \$1,500 each.						

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

GENERAL GOVERNMENT - MIS DIVISION (CONTINUED)

Project Name:	COStv Equipment	Project Description:	Update Equipment needed to continue broadcasting.
Funding Source:	Discretionary Sales Tax		
Justification:	Continual updates are required in order to continue providing the public with broadcasting of meetings and other public service events.		

Project Costs:							Project
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Total</u>
	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 60,000
Operating Impact:							
	\$ 0	\$ (1,700)	\$ (2,000)	\$ (900)	\$ 1,400	\$ 4,500	\$ 1,300

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

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

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

Project Costs:							Project
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Total</u>
	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 180,000
Operating Impact:							
	\$ -	\$ (5,100)	\$ (6,000)	\$ (2,700)	\$ 4,200	\$ 13,500	\$ 3,900

Project Pricing:	Based on anticipated needs.
-------------------------	-----------------------------

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

Justification: Over-The-Air (wireless) backup network connections for both the Golf Course and the new Public Works Compound need to be added.

Project Costs:							Project
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Total</u>
	\$ 10,000	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000
Operating Impact:							
	\$ -	\$ (1,700)	\$ (3,700)	\$ 500	\$ 4,500	\$ 7,700	\$ 7,300

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

Project Name:	CAD/RMS System Update	Project Description:	Soma Global CAD/RMS System Implementation.
Funding Source:	Discretionary Sales Tax		

Justification: Updated CAD/RMS system to address security and FDLE Technical Audit shortcomings and assist in providing fluid workflow throughout the Police Department. Will allow a more accurate and seamless operation within the Communications, Records, and Patrol divisions. Product includes integrated redaction software to assist in efficient and timely completion of public record requests. Soma Global will also be able to provide other essential functions which will allow for the consolidation of other programs the department is currently paying additional costs to have and operate.

Project Costs:							Project
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Total</u>
	\$ 139,200	\$ 60,775	\$ 60,775	\$ 60,775	\$ 60,775	\$ 60,775	\$ 443,075
Operating Impact:							
	\$ -	\$ -	\$ -	\$ (4,250)	\$ (4,150)	\$ 2,150	\$ (6,250)

Project Pricing:	Written quote obtained.
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CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

POLICE DEPARTMENT

Project Name:	Police Station Sign	Project Description:					
Funding Source:	General Fund	Replace the Police Department's Main Signage.					
Justification:	The main sign in front of the police department is 18 years old, weathered and needs to be replaced and turned 90 degrees to be seen better from the roadway.						
Project Costs:					Project		
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Total</u>
	\$ 7,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,500
Operating Impact:							
	\$ -	\$ (1,500)	\$ (750)	\$ -	\$ 750	\$ 1,050	\$ (450)
Project Pricing:	Pricing was provided by the Leisure Services Director who has been working with the company replacing the other City signs.						

Project Name:	Police Vehicles	Project Description:					
Funding Source:	Discretionary Sales Tax	21/22- 5 Vehicles w/equipment (305K). 22/23- 5 Vehicles w/equipment (310K). 23/24- 5 Vehicles w/equipment (315K). 24/25- 5 Vehicles w/ equipment (320K). 25/26- 5 Vehicles w/equipment (325K). 26/27- 5 Vehicles w/equipment (330K).					
Justification:	This allocation is for the replacement of older vehicles with higher mileage and maintenance expense, with associated vehicle equipment including body cameras, computers and communications equipment.						
Project Costs:					Project		
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Total</u>
	\$ 305,000	\$ 310,000	\$ 315,000	\$ 320,000	\$ 325,000	\$ 330,000	\$ 1,905,000
Operating Impact:							
	\$ -	\$ (61,000)	\$ (92,500)	\$ (94,000)	\$ (65,000)	\$ (23,300)	\$ (335,800)
Project Pricing:	No written quote available due to impending price increase. Cost projections have been increased by \$1,000 over prior estimates.						

Project Name:	Vehicle/Body Cameras	Project Description:					
Funding Source:	Discretionary Sales Tax	Lease Agreement for Vehicle/Body Cameras.					
Justification:	To promote full transparency and obtain video surveillance footage of every encounter with patrol officers for evidentiary purposes. This is the remainder of a 5 year lease agreement initiated in FY 20-21 and includes unlimited cloud storage and maintenance fees.						
Project Costs:					Project		
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Total</u>
	\$ 78,583	\$ 78,583	\$ 78,583	\$ 78,583	\$ 39,292	\$ -	\$ 353,624
Operating Impact:							
	\$ -	\$ (15,717)	\$ (23,575)	\$ (23,575)	\$ (15,717)	\$ 3,143	\$ (75,440)
Project Pricing:	Written quote/lease agreement was obtained.						

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

POLICE DEPARTMENT (CONTINUED)

Project Name:	Road Patrol Equipment	Project Description:					
Funding Source:	General Fund	21/22 - 5 Tasers \$8,500, 5 patrol rifles \$5,000, 1 Night Vision Gear \$4,500 and 2 LIDAR units \$4,300. 22/23 - 5 Tasers \$8,500, 5 patrol rifles \$5,000, 1 Night Vision Gear \$4,500, 2 LIDAR units \$4,300 and 1 SRT helmet \$1,000. 23/24 - 5 Tasers \$8,500 and 1 Night Vision Gear \$4,500. 24/25 - 5 Tasers \$8,500, 1 Night Vision Gear \$4,500 and 4 SRT helmets \$4,000, . 25/26 - 5 Tasers \$8,500 and 1 Night Vision Gear \$4,500. 26/27 - 5 Tasers \$8,500 and 1 Night Vision Gear \$4,500.					
Justification:	Replace older failing Tasers. Equip all officers with rifles and replace the old rifles. Replace the old LIDAR (laser radar) units that are 15 to 18 years old. Replace expiring SRT helmets. Outfit SRT with night vision optics to allow team members to deal with critical incidents in low light/dark conditions.						
Project Costs:						Project	
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Total</u>
	\$ 22,300	\$ 23,300	\$ 13,000	\$ 17,000	\$ 13,000	\$ 13,000	\$ 101,600
Operating Impact:							
	\$ -	\$ (4,460)	\$ (6,890)	\$ (4,930)	\$ (2,470)	\$ 1,152	\$ (17,598)
Project Pricing:	Written quotes. Price is factored to have a slight increase in cost next fiscal or calendar year.						

Project Name:	Police COPE Trailer	Project Description:					
Funding Source:	Discretionary Sales Tax	21/22 - Replace COPE Concession Trailer.					
Justification:	Replace the existing COPE trailer with an 8.6'x14' trailer that is more suitable to distributing concessions, which is one of the main components of our community events. This trailer comes with a 13.5k BTU air conditioner, fluorescent lights, power outlets, porch lights, storage cabinets, a custom sink, hot water heater, a mini refrigerator, water pump and concession window with glass and screen.						
Project Costs:						Project	
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Total</u>
	\$ 20,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,500
Operating Impact:							
	\$ -	\$ (4,715)	\$ (3,485)	\$ (2,255)	\$ (1,025)	\$ 205	\$ (11,275)
Project Pricing:	Written quote. Prices are factored to have a slight increase in cost next fiscal or calendar year.						

Project Name:	Utility Vehicle	Project Description:					
Funding Source:	Discretionary Sales Tax	Purchase 2020 CAN-AM SSV Defender Pro Utility Vehicle.					
Justification:	This vehicle is needed to assist during training to transport cumbersome gear and training tools, such as ammo, steel targets, barracades, where larger vehicles are not permitted to travel due to terrain. It will also give us the ability to safely conduct search and rescue operations throughout the city where the terrain will not allow safe access, such as the North Conservation area, where numerous walker/hikers have been lost and needed to be quickly located and evacuated due to medical conditions.						
Project Costs:						Project	
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Total</u>
	\$ 18,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,000
Operating Impact:							
	\$ -	\$ (3,060)	\$ (540)	\$ 1,980	\$ 4,140	\$ 5,580	\$ 8,100
Project Pricing:	Written quote obtained.						

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

POLICE DEPARTMENT (CONTINUED)

Project Name:	Operations Equipment	Project Description:					
Funding Source:	General Fund	Purchase EZ Flex Sport Mats (8K).					
Justification:	These will be used to cover the PD training room floor to be utilized as a Defensive Tactics/RadKids training area. This will allow the majority of similar type training to take place at the PD and reduce the need to be dependant upon outside agency's facilities, which we have had to utilize several times a year.						
Project Costs:	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Project Total</u>
	\$ 8,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,000
Operating Impact:							
	\$ -	\$ (5,000)	\$ (4,500)	\$ (4,000)	\$ (3,500)	\$ (3,000)	\$ (20,000)
Project Pricing:	Written quote obtained however, the quote does not include installation or the addition of agency logos. The quote for the mats, with those additions bring the total to \$8,000.						

Project Name:	Investigations Equipment	Project Description:					
Funding Source:	General Fund	Fence enclosure to secure safe located within the evidence building (4K); Surveillance equipment (7K).					
Justification:	In accordance with accreditation standards the safe in the evidence building must be secured separately by fence or other secured barrier. Miscellaneous surveillance equipment required for DICE unit.						
Project Costs:	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Project Total</u>
	\$ 11,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,000
Operating Impact:							
	\$ -	\$ (2,200)	\$ (1,100)	\$ -	\$ 1,100	\$ 1,540	\$ (660)
Project Pricing:	Verbal quote obtained, written quote pending.						

COMMUNITY DEVELOPMENT DEPARTMENT

Project Name:	Harrison Street Park Plaza	Project Description:					
Funding Source:	Community Redevelopment Agency	Provide Parking, Event Space and Connections to Downtown Area.					
Justification:	The CRA Master Plan indicates this will have an immediate positive impact to the business district. \$270,000 of this project was funded in FY 20-21.						
Project Costs:	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Project Total</u>
	\$ 225,000	\$ 270,000	\$ -	\$ -	\$ -	\$ -	\$ 495,000
Operating Impact:							
	\$ -	\$ (4,460)	\$ (6,890)	\$ (4,930)	\$ (2,470)	\$ 1,152	\$ (17,598)
Project Pricing:	This was projected in the conceptual master plan to approach \$700,00 but phasing of site improvements and deletion of some proposed items should keep the expected costs to \$270,000 for the first phase and \$350,000 for the second. Includes zero curbs, pervious pavers and tree/landscape. Creation of the vista and seamless event space will require further improvements on the east side of the park and riverfront. The completed project will create event space and have a positive impact to the business district.						

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

COMMUNITY DEVELOPMENT DEPARTMENT (CONTINUED)

Project Name:	Working Waterfront	Project Description:					
Funding Source:	Community Redevelopment Agency	Completion of Working Waterfront project to include deck improvement, landscaping and historic signage.					
Justification:	Site requires landscape and informational historic signage. Improvements to the decks will complete the sites ability to be utilized as an event and education center in accordance with the FCT grant.						
Project Costs:	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Project Total</u>
	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Operating Impact:	\$ -	\$ (10,000)	\$ (9,000)	\$ (8,000)	\$ (7,000)	\$ (6,000)	\$ (40,000)
Project Pricing:	\$45K of 2020 funds for Shoreline and Parking lot improvements were used to complete construction. Landscape design estimated costs at \$40,000. Changes to design and source of plants may reduce price. Estimates for deck improvements are \$6K and historic signage are approximately \$4K.						

Project Name:	CDD Vehicle	Project Description:					
Funding Source:	General Fund	Purchase a Vehicle for Community Development.					
Justification:	A new vehicle is needed to perform project management, pre-construction and site plan field visits. The current vehicle has broken down several times, costing the department \$800 over budget (so far) in repairs this fiscal year. This 2008 Chevy Trailblazer has over 120K miles and it is recommended that it be replaced. Staff requests an Explorer or similar model vehicle.						
Project Costs:	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Project Total</u>
	\$ 33,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 33,000
Operating Impact:	\$ -	\$ (8,250)	\$ (6,600)	\$ (4,950)	\$ (3,300)	\$ (3,630)	\$ (26,730)
Project Pricing:	Based off 2019 Explorer 4x2 purchased for Leisure Services.						

ROADS DEPARTMENT

Project Name:	Portable Traffic Analyzers	Project Description:					
Funding Source:	Local Option Gas Tax	Purchase of two sensors to collect information on traffic patterns.					
Justification:	This is for collecting traffic data on speed, traffic volume and vehicle classifications. These statistics will be used to plan future road improvements.						
Project Costs:	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Project Total</u>
	\$ 4,870	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,870
Operating Impact:	\$ -	\$ (974)	\$ (487)	\$ -	\$ 487	\$ 682	\$ (292)
Project Pricing:	Quotation from a vendor.						

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

ROADS DEPARTMENT (CONTINUED)

Project Name:	Sidewalk Replacement	Project Description:					
Funding Source:	Local Option Gas Tax	Replace 5,000 linear feet of 5 foot wide sidewalk along high pedestrian/bicycle usage City streets each fiscal year.					
Justification:	The City receives a large number of citizen request to repair sidewalks in a highly deteriorated condition. These are serious trip and fall hazards and expose the City to significant tort liability. The City has not had a formal sidewalk repair/replacement program for many years and only makes spot repairs following significant trip and fall incidents. This work will be contracted out to adequately address this need.						
Project Costs:						Project	
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Total</u>
	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 600,000
Operating Impact:							
	\$ -	\$ (13,000)	\$ (22,000)	\$ (27,000)	\$ (28,000)	\$ (25,000)	\$ (115,000)
Project Pricing:	Staff secured quotes from contractors. For Precision Cut Concrete (PCC) and its placement for greater than \$61 square yards at 4" thickness, the low quote is \$36 per square yard of PCC placed. At 5 foot sidewalk width, about 5,000 linear feet of PCC sidewalk can be placed per year at a cost of \$100,000.						

Project Name:	Roads Division Equipment	Project Description:					
Funding Source:	General Fund	3/4 Ton Pickup (35K), Concrete Chain Saws(3,140), Skid Steer Attachments (7,766), Zero Turn Riding Mower (13,000).					
Justification:	Pickup replaces PW94 at the end of its cost-efficient life. Concrete Chain Saws are to replace a heavy saw used for cuts of headwalls and other vertical cuts and a 14" Concrete Saw is to replace a lighter saw used for horizontal cuts. Skid Steer Attachments include 84" 6-way dozer blade and tree boom with hook used to maintain the shoulder of roadways. Riding Mower replaces a current mower.						
Project Costs:						Project	
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Total</u>
	\$ 58,906	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 58,906
Operating Impact:							
	\$ -	\$ (11,781)	\$ (5,891)	\$ -	\$ 5,891	\$ 8,247	\$ (3,534)
Project Pricing:	Estimated pricing.						

PUBLIC FACILITIES – FACILITIES MAINTENANCE DIVISION

Project Name:	Public Facilities Compound	Project Description:					
Funding Source:	Discretionary Sales Tax	Complete Construction of New Public Facilities Compound.					
Justification:	This is funding for the expected remaining balance of the design-build project authorized in FY 20-21.						
Project Costs:						Project	
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Total</u>
	\$ 5,334,024	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,334,024
Operating Impact:							
	\$ -	\$ (1,280,166)	\$ (1,280,166)	\$ (1,226,826)	\$ (1,226,826)	\$ (1,173,485)	\$ (6,187,468)
Project Pricing:	Remainder of the \$9,133,483 Design-Build Contract.						

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

PUBLIC FACILITIES – FACILITIES MAINTENANCE DIVISION (CONTINUED)

Project Name:	Stairwell Evacuation Chairs	Project Description:					
Funding Source:	General Fund	Install Evacuation Chairs in the Stairwell at City Hall.					
Justification:	This will address the safety issue for assisting disabled persons in the case of an emergency.						
Project Costs:	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Project Total</u>
\$	3,000	-	-	-	-	-	3,000
Operating Impact:							
\$	-	(600)	(300)	-	300	420	(180)
Project Pricing:	Estimated based on the cost of other newly installed signs.						

PUBLIC FACILITIES – FLEET DIVISION

Project Name:	Fleet Division Equipment	Project Description:					
Funding Source:	General Fund	21/22 Air Conditioning Service Machine (5,500), Garage Service Truck Lights and Tool Cabinets (2,000).					
Justification:	The Air Conditioning Service Machine is required for the new type of refrigerant. Existing Machine will remain in service. Installing tool cabinets in the Service Truck will allow them to stay organized and adding lighting will increase the safety of the operator.						
Project Costs:	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Project Total</u>
\$	7,500	-	-	-	-	-	7,500
Operating Impact:							
\$	-	(1,500)	(750)	-	750	1,050	(450)
Project Pricing:	Prices are estimated.						

PUBLIC FACILITIES – CEMETERY DIVISION

Project Name:	New Cemetery Signage	Project Description:					
Funding Source:	Cemetery Trust Fund	Install Signage Using New City Design Format.					
Justification:	The Cemetery lacks signage. The signage will use the new design for City signs.						
Project Costs:	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Project Total</u>
\$	10,000	-	-	-	-	-	10,000
Operating Impact:							
\$	-	(2,000)	(1,000)	-	1,000	1,400	(600)
Project Pricing:	Estimated based on the cost of other newly installed signs.						

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

LEISURE SERVICES DEPARTMENT

Project Name:	BSSC Baseball Backstops	Project Description:					
Funding Source:	Recreation Impact Fee	Replace the backstops on all 4 baseball/softball fields at the Barber Street Sports Complex. The current fencing is badly rusted and creates a safety concern due to its current condition.					
Justification:	The current condition of the backstops on all 4 fields is a safety concern for participants, spectators and staff due to the badly rusted poles.						
Project Costs:						Project	
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Total</u>
	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000
Operating Impact:							
	\$ -	\$ (18,000)	\$ (18,000)	\$ (17,250)	\$ (17,250)	\$ (16,500)	\$ (87,000)
Project Pricing:	Cost estimate is based on pricing provided by the lowest bid contractor that was selected during our baseball field fencing replacement project. (All Zones \$18,750 Each)						

Project Name:	Refurbish Portable Stage	Project Description:					
Funding Source:	General Fund	Refurbish the stage to increase its life expectancy. It has rusting in many spots along the interior and concerns with the hydraulic hoses failing due to their age and current condition. Project includes sandblasting many areas of the stage and replacing hydraulic lines.					
Justification:	Staff recommends refurbishment of this stage as soon as possible to prevent any safety concerns.						
Project Costs:						Project	
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Total</u>
	\$ 14,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,000
Operating Impact:							
	\$ -	\$ (3,220)	\$ (2,380)	\$ (1,540)	\$ (700)	\$ 140	\$ (7,700)
Project Pricing:	Cost estimate is based on pricing provided by a local vendor.						

Project Name:	Maintenance Equipment	Project Description:					
Funding Source:	General Fund	Provide Necessary Leisure Services Maintenance Equipment and also replacement of existing equipment. 21-22 Replace (2) John Deere Mowers (20K) 21-22 Purchase a Top Dressing Machine (15K) 21-22 Purchase a Verti-Cutter (10K) 22-23 Replace (2) John Deere Mowers (20K) 22-23 Replace John Deere 5410 Tractor (60K) 23-24 Replace (1) John Deere Mower (10K)					
Justification:	Mowers P370 & P375 need to be replaced. Other mowers are scheduled replacements of mowing crew mowers that maintain the common grounds within parks, Schumann Drive, and Sebastian Blvd. As we continue to improve the Barber Street Athletic Fields and follow the IPM Plan to reduce chemical usage, we have some mechanical and cultural ways that require new machinery. The Top Dressing machine and Verticutter will provide the equipment for continued progress on the objectives of the IPM plan.						
Project Costs:						Project	
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Total</u>
	\$ 45,000	\$ 80,000	\$ 10,000	\$ -	\$ -	\$ -	\$ 135,000
Operating Impact:							
	\$ -	\$ (9,000)	\$ (20,500)	\$ (10,000)	\$ 3,500	\$ 14,300	\$ (21,700)
Project Pricing:	This pricing was provided by Alan from the Garage based on his purchasing experience and also quotes collected from various vendors.						

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

LEISURE SERVICES DEPARTMENT (CONTINUED)

Project Name:	Park Signage	Project Description:					
Funding Source:	Recreation Impact Fees	Parks Identifying Signage Replacement.					
Justification:	Continues update of Park Identifying Signs. Needed to address one of the goals of the updated Parks and Recreation Element of the Comprehensive Plan. This addresses all signs needing to be replaced or installed at parks not currently having City identifying signs.						
Project Costs:	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Project Total</u>
	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000
Operating Impact:							
	\$ -	\$ (6,000)	\$ (3,000)	\$ -	\$ 3,000	\$ 4,200	\$ (1,800)
Project Pricing:	Based on our Parks Signage agreement with the selected sign manufacturer, Signstar. Year 3 of the sign replacement plan will total around \$30,000 to complete all of the signage. (All Zones \$7,500 Each.)						

Project Name:	Parks Division Vehicles	Project Description:					
Funding Source:	General Fund	FY 21-22 1/2 Ton Pickup (25K). FY 22-23 1/2 Ton Pickup (25K). FY 23-24 1/2 Ton Pickup (25K).					
Justification:	These are all recommended replacements from the Garage based on the age and maintenance expenditures on these vehicles.						
Project Costs:	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Project Total</u>
	\$ 25,000	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -	\$ 75,000
Operating Impact:							
	\$ -	\$ (5,000)	\$ (7,500)	\$ (7,500)	\$ -	\$ 6,000	\$ (14,000)
Project Pricing:	This pricing and replacement schedule was provided by the Fleet Superintendent based on his quotes.						

Project Name:	Playground Improvements	Project Description:					
Funding Source:	Recreation Impact Fund	Replace and improve current playgrounds throughout the City to become more accessible: 21-22 Easy Street Zone B \$50K, Filbert Park Zone C \$50K. 23-24 Creative Playground All Zones \$30K Each. 24-25 Bryant Court Park Zone C \$50K. 25-26 Hardee Park Zone A \$50K, Schumann Park Zone C \$50K. 26-27 Community Center Zone B \$50K.					
Justification:	Many of the playgrounds throughout the City are in need of replacement within the next few years. As a part of this replacement I 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:	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Project Total</u>
	\$ 100,000	\$ -	\$ 120,000	\$ 50,000	\$ 100,000	\$ 50,000	\$ 420,000
Operating Impact:							
	\$ -	\$ (20,000)	\$ (18,000)	\$ (40,000)	\$ (45,600)	\$ (60,200)	\$ (183,800)
Project Pricing:	Pricing is based on the pricing quotes in speaking with numerous vendors this year. The materials costs have increased drastically over the course of the last year, similar to most other construction materials.						

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

LEISURE SERVICES DEPARTMENT (CONTINUED)

Project Name:	Park Improvements	Project Description:					
Funding Source:	Recreation Impact Fund	Provide funds to be able to immediately address park improvements.					
Justification:	These allocations will provide funds on an annual basis toward addressing park improvements that were not budgeted but are brought to light by the public or the Parks and Recreation Advisory Committee. These funds will be allocated so that concerns can be addressed without delay.						
Project Costs:						Project	
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Total</u>
	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 120,000
Operating Impact:							
	\$ -	\$ (4,000)	\$ (7,600)	\$ (10,800)	\$ (13,600)	\$ (16,000)	\$ (52,000)
Project Pricing:	Will be established at time improvements are better defined. (All Zones \$5,000 Each).						

STORMWATER FUND

Project Name:	Stormwater Equipment	Project Description:					
Funding Source:	Stormwater Utility Fund	E42 R2 Service Bobcat Compact Excavator.					
Justification:	This additional Compact Excavator is needed to clean the smaller stormwater drainage ditches.						
Project Costs:						Project	
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Total</u>
	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,000
Operating Impact:							
	\$ -	\$ (16,000)	\$ (8,000)	\$ -	\$ 8,000	\$ 11,200	\$ (4,800)
Project Pricing:	The Excavator is priced at \$70,824 but is expected to be \$80,000 with adding two vegetation buckets.						

Project Name:	Backhoe and Tractor Attachments	Project Description:					
Funding Source:	Stormwater Utility Fund	Purchase Aquatic Bucket for the Backhoe (\$6,000) and Bush Hog Attachment for the Kubota Tractor (\$3,500).					
Justification:	The aquatic bucket is required for cleaning the ditches and rights-of-way with the backhoe. The Bush Hog attachment is for cutting City property and drainage ditches with the Kubota tractor.						
Project Costs:						Project	
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Total</u>
	\$ 9,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,500
Operating Impact:							
	\$ -	\$ (2,185)	\$ (1,615)	\$ (1,045)	\$ (475)	\$ 95	\$ (5,225)
Project Pricing:	Estimated pricing.						

Project Name:	Slip Lining/Pipe Replacement	Project Description:					
Funding Source:	Discretionary Sales Tax	Replacing pipe or sliplining when practical.					
Justification:	Used for failing stormwater pipes. Sliplining avoids open cutting of the roadway and adjacent properties and is used when the depth and construction is expected to cause excessive damage.						
Project Costs:						Project	
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Total</u>
	\$ 250,000	\$ 120,000	\$ 130,000	\$ 145,000	\$ 160,000	\$ 175,000	\$ 980,000
Operating Impact:							
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Project Pricing:	Staff recently completed similar projects and has a good idea of the total cost for these projects.						

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

STORMWATER FUND (CONTINUED)

Project Name:	Swale/Driveway Culverts	Project Description:
Funding Source:	Stormwater Utility Fund	City crews to correct all drainage deficiencies, swales, culverts and make driveway and headwall repairs as appropriate in conjunction with street reconstruction projects.

Justification: Significantly extends pavement life and reduces long term pavement management cost. The City will completing year 3 of its pavement management program. If these repairs are not done, the sizeable investment in street reconstruction will be wasted as saturated road bases and their overlying asphalt surfaces will quickly degrade well before their useful life of 20 plus years. As a result we would never catch up with improving the condition of our streets.

Project Costs:							Project
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Total</u>
	\$ 115,000	\$ 130,000	\$ 150,000	\$ 130,000	\$ 130,000	\$ 130,000	\$ 785,000

Operating Impact:
 \$ - \$ - \$ - \$ - \$ - \$ - \$ -

Project Pricing: Cost cover cost of concrete (driveways & headwalls) culverts and sod. Work to be performed in house except for driveway cuts and concrete replacement.

Project Name:	Stormwater Pond Fountains	Project Description:
Funding Source:	Stormwater Utility Fund	Purchase and install Stormwater Aeration Fountains.

Justification: The city has successfully installed and operates stormwater fountains in three of its stormwater ponds. These fountains aerate and ozygenate the water and in doing so, improve the water quality and promote the growth of desirable plant species. This is an important additional non-chemical, mechanical method of stormwater pond maintenance and reduces the amount and cost of herbicide application.

Project Costs:							Project
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Total</u>
	\$ 13,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,500

Operating Impact:
 \$ - \$ (1,755) \$ (1,215) \$ (675) \$ (135) \$ 405 \$ (3,375)

Project Pricing: Periwinkle Pond: Aeration Fountain for \$4,500 plus the installation of new electrical service @ \$2,000 = \$6,500, Tulip solar powered aeration fountain for \$7,000. Total Cost = \$13,500.

Project Name:	Canal Restoration	Project Description:
Funding Source:	Discretionary Sales Tax Fund to Match \$1 Million for FEMA Grant of \$22 Million over two years.	An application is being made to FEMA for a \$23 million dollar project to restore the canal sides/bottom of the Collier Creek/Elkcam Canal to their original contour.

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

Project Costs:							Project
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Total</u>
	\$ 11,500,000	\$ 11,500,000	\$ -	\$ -	\$ -	\$ -	\$ 23,000,000

Operating Impact:
 \$ - \$ (2,760,000) \$ (5,520,000) \$ (5,405,000) \$ (5,290,000) \$ (5,175,000) \$ (24,150,000)

Project Pricing: The actual cost will be dependent on the Program eventually adopted.

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

STORMWATER FUND (CONTINUED)

Project Name:	Concha Dam Replacement	Project Description:					
Funding Source:	75% FEMA Grant \$300,000. 25% Matching requirement from Stormwater Utility Fund \$100,000.	Install new wall in front of the Concha Dam.					
Justification:	Concha dam is very close to the end of its useful life with a number of holes and cavities clearly visible. Placing a new wall immediately upstream in front of it will avoid a \$4,400,000 cost of total replacement, reduce the maintenance cost and ease concern over a catastrophic failure.						
Project Costs:	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Project Total</u>
	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400,000
Operating Impact:	\$ -	\$ (96,000)	\$ (96,000)	\$ (92,000)	\$ (92,000)	\$ (88,000)	\$ (464,000)
Project Pricing:	Includes: planning, design, construction and construction management. A FEMA Local Mitigation Strategy grant is being pursued.						

GOLF COURSE

Project Name:	Ditch #15 Improvements	Project Description:					
Funding Source:	Golf Course	Pipe or Deepen the Existing Ditch.					
Justification:	This ditch crosses the fairway and is very unsightly because it does not drain well. The current condition of the area is very suitable for water moccasins. One option is to pipe the ditch, which is approximately 280 feet by 60 feet with 18 to 24 inch pipe, site work and sod. The other option is to dig it out to hold more water, then do site work around it for adequate sheet water drainage.						
Project Costs:	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Project Total</u>
	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000
Operating Impact:	\$ -	\$ (4,800)	\$ (4,800)	\$ (4,600)	\$ (4,600)	\$ (4,400)	\$ (23,200)
Project Pricing:	Estimated pricing.						

Project Name:	Golf Course Parking Lot	Project Description:					
Funding Source:	Golf Course	Replace Parking Bumpers, Patch Asphalt and Repaint Lines.					
Justification:	Repaint approx 125 parking space lines, complete with directional arrows throughout parking lot, replace damaged parking bumpers, patch any holes or cracks in asphalt. Current parking lot lines are extremely faded and the parking lot in general needs some repair, along with some new parking bumpers.						
Project Costs:	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Project Total</u>
	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Operating Impact:	\$ -	\$ (650)	\$ (450)	\$ (250)	\$ (50)	\$ 150	\$ (1,250)
Project Pricing:	Estimated pricing.						

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

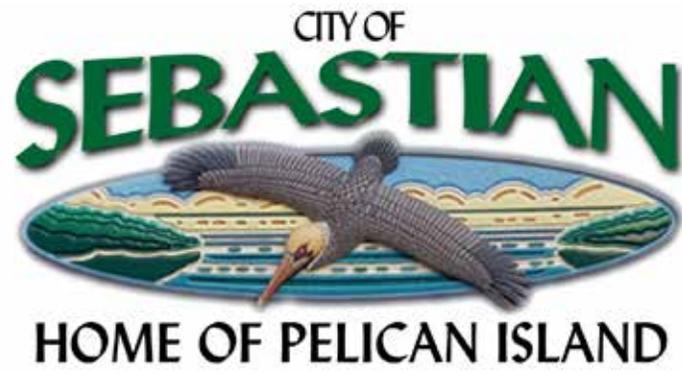
AIRPORT FUND

Project Name:	Airport Mobile Radios	Project Description:					
Funding Source:	Airport Fund	Purchase 2-Way Mobile Radios for Airport Rolling Equipment					
Justification:	Airport vehicles lack mobile air-band VHF radios. This is a safety related item. 3 would be purchased.						
Project Costs:						Project	
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Total</u>
\$	7,500	-	-	-	-	-	7,500
Operating Impact:							
\$	-	(1,500)	(750)	-	750	1,050	(450)
Project Pricing:	Estimated pricing forecasted in Grant Application Spreadsheet.						

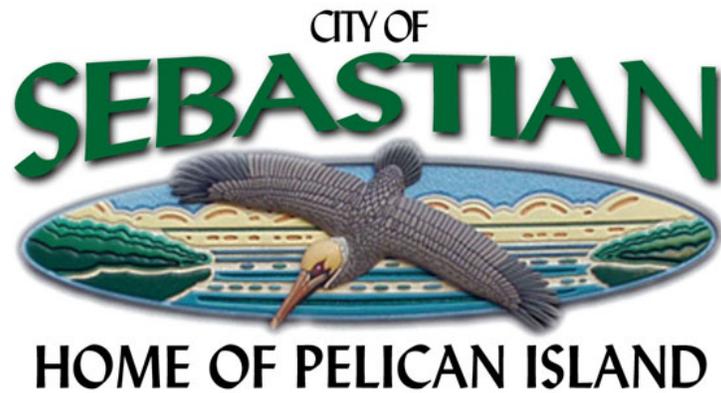
Project Name:	Construction of Square Hangars	Project Description:					
Funding Source:	80% FDOT Grant \$576,000. 20% Matching Requirements from Discretionary Sales Tax \$144,000.	Develop the Site and Construct Two Square Corporate Business Hangars.					
Justification:	These will be leased to generate revenue, as well as bringing in new businesses and jobs.						
Project Costs:						Project	
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Total</u>
\$	720,000	-	-	-	-	-	720,000
Operating Impact:							
\$	-	(100,800)	(100,800)	(100,800)	(100,800)	(100,800)	(504,000)
Project Pricing:	Estimated pricing forecasted in Grant Application Spreadsheet.						

BUILDING FUND

Project Name:	Office Renovations	Project Description:					
Funding Source:	Building Fund	Remodel the Building Departments Office Area.					
Justification:	This project will renovate the front counter area, including lowering the counter and moving it back to provide room for an improved customer waiting area seating. Bullet-proof glass will be installed, added space will also be provided to make public information materials available. Included in his project will be a reconfiguration of the office space located behind the front counter area.						
Project Costs:						Project	
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Total</u>
\$	116,000	-	-	-	-	-	116,000
Operating Impact:							
\$	-	(27,840)	(27,840)	(26,680)	(26,680)	(25,520)	(134,560)
Project Pricing:	Updated estimates have resulted in a higher estimate than previously foreseen.						

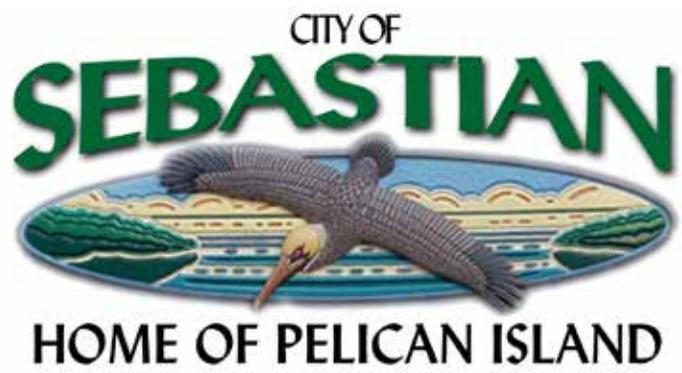


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CITY OF SEBASTIAN, FLORIDA
ANNUAL BUDGET
FISCAL YEAR 2021-2022

ENTERPRISE FUNDS



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CITY OF SEBASTIAN, FLORIDA 2021/2022 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					
	FY17/18 <u>Actual</u>	FY18/19 <u>Actual</u>	FY19/20 <u>Actual</u>	FY20/21 <u>Budget</u>	FY20/21 <u>Projected</u>	FY21/22 <u>Budget</u>
Total Revenues	\$ 1,501,945	\$ 1,406,022	\$ 1,527,331	\$ 1,503,081	\$ 1,499,217	\$ 1,546,316
Total GC Administration Division	955,566	669,768	661,002	756,020	738,823	787,755
Total GC Greens Division	578,143	566,101	579,658	602,483	590,837	588,980
Total GC Carts Division	98,493	99,341	108,159	154,154	163,971	188,290
Total Expenses	1,632,202	1,335,211	1,348,818	1,512,657	1,493,631	1,565,025
Change in Unrestricted Reserves	\$ (130,257)	\$ 70,812	\$ 178,514	\$ (9,576)	\$ 5,586	\$ (18,709)

GOLF COURSE FUND REVENUE

Code: 410010

The Fiscal Year 2021-2022 adopted budget for Golf Course fund revenue is \$ 1,546,316. This compares to the 2020-2021 projected revenue of \$ 1,499,217, an increase of \$ 47,099, or 3.14%.

<u>Description</u>	Amended						
	FY17/18 <u>Actual</u>	FY18/19 <u>Actual</u>	FY19/20 <u>Actual</u>	FY20/21 <u>Budget</u>	FY20/21 <u>Projected</u>	FY21/22 <u>Budget</u>	<u>Difference</u>
Charges for services	\$ 1,257,047	\$ 1,400,898	\$ 1,524,949	\$ 1,503,081	\$ 1,498,767	\$ 1,546,316	\$ 47,549
Non-operating revenues	244,897	5,124	2,382	-	450	-	(450)
Use of Unrestricted Reserves	130,257	-	-	9,576	-	18,709	18,709
Total revenues	\$ 1,632,202	\$ 1,406,022	\$ 1,527,331	\$ 1,512,657	\$ 1,499,217	\$ 1,565,025	\$ 65,808

Fiscal Year 2021-22 Adopted Budget:

Major Current Level Changes from 2020-21 Projected Revenue	<u>Difference</u>
1. Charges for services - Increase due to anticipated additional memberships and rounds played as well as fee increases.	\$ 47,549
2. Non-operating revenues - Decrease due to lower anticipated interest.	\$ (450)

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

GOLF COURSE REVENUE

Code: 410010

Account Number	Description	FY 17/18 Actual	FY 18/19 Actual	FY 19/20 Actual	Amended FY 20/21 Budget	FY 20/21 Projected	FY 21/22 Budget
CHARGES FOR SERVICES							
347501	Green Fees	408,307	448,684	502,576	473,960	473,960	483,439
347502	Cart Rentals	573,552	643,304	683,628	672,000	672,000	685,440
347510	Driving Range Fees	41,141	45,651	52,385	47,200	47,200	48,144
347512	Club Storage Fees	2,795	3,175	3,185	3,252	3,247	3,252
347513	Club Rentals Fees	2,626	2,752	2,304	2,600	2,600	2,750
347521	Membership Fees	84,877	96,306	101,928	117,897	116,330	137,103
347522	Handicap Fees	4,500	4,940	5,390	5,500	4,752	5,000
347523	Resident Card Fees	30,047	32,244	32,384	34,000	32,000	32,477
347530	Non-Taxable Sales	26	38	73	40	45	50
347540	Pro Shop Sales	81,460	87,462	101,711	108,172	108,172	110,000
362100	Rents and Royalties	17,592	27,463	30,001	30,000	30,001	30,001
366000	Contributions & Donations	0	0	0	0	0	0
369400	Reimbursements	5,139	5,206	2,834	3,000	3,000	3,000
369900	Other Miscellaneous Revenues	1,925	1,124	2,966	2,000	2,000	2,000
369941	Sales Tax Commissions	360	360	360	360	360	360
369945	Pro Lesson Fees	2,441	2,113	3,279	3,000	3,000	3,200
369995	Cash Over/Short	260	75	(54)	100	100	100
TOTAL CHARGES FOR SERVICES		1,257,047	1,400,898	1,524,949	1,503,081	1,498,767	1,546,316
NON-OPERATING REVENUE							
334451	FDOT JPA Revenue	50,000	0	0	0	0	0
361100	Interest Earnings	(3,403)	3,570	771	0	450	0
364100	Sale of Fixed Assets	48,605	1,512	1,380	0	0	0
365000	Sale of Surplus	0	43	231	0	0	0
381001	Interfund Transfer from 001 GF	11,320	0	0	0	0	0
381130	Interfund Transfer from Fund 130	138,375	0	0	0	0	0
381148	Interfund Transfer from Fund 480	0	0	0	0	0	0
TOTAL NON-OPERATING REVENUE		244,897	5,124	2,382	0	450	0
TOTAL GOLF COURSE REVENUES		1,501,945	1,406,022	1,527,331	1,503,081	1,499,217	1,546,316
USE OF UNRESTRICTED RESERVES		130,257	0	0	9,576	0	18,709
TOTAL GOLF COURSE SOURCES		1,632,202	1,406,022	1,527,331	1,512,657	1,499,217	1,565,025

CITY OF SEBASTIAN, FLORIDA 2021/2022 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 2021 ACCOMPLISHMENTS

- ✓ \$1.5 million in total revenue
- ✓ \$620,000 in cart revenue
- ✓ \$513,000 in greens fee revenue
- ✓ 52,035 rounds
- ✓ \$65,561 in Annual Memberships
- ✓ \$30,000 in Discount Card Sales
- ✓ \$90,000 in Golf Shop sales
- ✓ \$54,000 in Driving Range sales
- ✓ \$4,000 in Professional Golf Lessons
- ✓ \$3,630 in USGA Golf Handicap memberships
- ✓ \$30,000 collected in rent revenue
- ✓ 6 golf tees renovated, enlarged, and re-grassed with Celebration Bermuda.
- ✓ Re-powered entire golf cart fleet, totaling 480 lead-acid batteries.
- ✓ Through a combined effort and alliance with the Indian River Golf Foundation, offered numerous clinics and events for junior golfers.
- ✓ Organized and conducted over 10 charitable events as well as offered daily leagues and weekly and monthly traveling leagues.

FISCAL YEAR 2022 GOALS & OBJECTIVES

- Strive to continue, instill, and improve quality, unsurpassed customer service.
- Strive for total revenue to meet or exceed \$1.5 million in revenue and for rounds to meet or exceed 60,000 total rounds.
- Continue to offer a fully-stocked discount golf shop, complete with quality, name-brand merchandise and competitive prices while fulfilling the wants and needs of our customers.
- In order to ensure a high-degree of repeat play from our customers, continue to offer a variety of daily leagues, tournaments and special / charity events.
- In order to promote the great game of golf, thus ensuring another way to create repeat play from our customers, continue to offer clinics, lessons and other events and continue our long-standing agreement with the Indian River Golf Foundation.
- Continue to place constant attention on all facilities and grounds, ensuring all areas are well-maintained and presentable to the public, with the goal of exceeding expectations, especially when related to all golf course grounds and turf, with heavy emphasis on (in order) greens, tees & fairways.

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

PERFORMANCE MEASURES

SERVICE PROGRAM	Actual 2017/2018	Actual 2018/2019	Actual 2019/2020	Projected 2020/2021	Projected 2021/2022
Number of Annual Fees Sold	123	134	152	158	184
Single Resident	67	76	72	78	90
Family Resident	56	58	80	80	94
Resident/Discount Cards	643	690	693	710	695
TOTAL ANNUAL FEES SOLD	766	824	845	868	879
Annual Fee Rounds	8,013	9,345	10,917	9,500	12,051
Daily Fee Rounds	33,919	36,471	41,474	40,500	42,000
TOTAL NUMBER OF ROUNDS PLAYED	41,932	45,816	52,391	50,000	64,051

GOLF COURSE ADMINISTRATION PROGRAM BUDGET DESCRIPTION

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>20/21</i>	<i>21/22</i>	
30.00%	30.00%	General Supervision - Provide effective, responsive and professional management, direction, control of daily golf operations, including training and forethought for innovative and practical improvements.
20.00%	20.00%	Pro Shop - Provide friendly, consistent quality service to the public. The result of this direct contact combined with the amenities offered, produces customer satisfaction.
20.00%	20.00%	Control of Course Play - Provide for orderly starting of play, speed and flow of play, and prevention of free play and abuse to golf course grounds, to enhance the enjoyment of the game as well as promoting return play.
20.00%	20.00%	Golf Course Administration - Supervise all Golf Course operations, preparation of budget, supervision of capital improvement programs.
10.00%	10.00%	Promote the Game of Golf - Provide golf instruction, junior and adult clinics, golf tournaments, charity events, speaking engagements, advertisements, and other creative measures to attract and promote return play to Sebastian Golf Course
100.00%	100.00%	

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

GOLF COURSE ADMINISTRATION BUDGET SUMMARY

The Fiscal Year 2021-2022 adopted budget for Golf Course Administration is \$ 787,755. This compares to the 2020-2021 projected expenses of \$ 738,822, an increase of \$ 48,933, or 6.62%

	Amended						Difference
	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 20/21	FY 21/22	
	Actual	Actual	Actual	Budget	Projected	Budget	
Personal Services	\$ 258,649	\$ 276,996	\$ 280,310	\$ 303,929	\$ 296,010	\$ 316,470	\$ 20,460
Operating Expenses	385,878	373,277	372,479	378,725	369,447	375,200	5,753
Capital Outlay	303,920	10,892	-	-	-	25,000	25,000
Transfers	7,118	8,604	8,213	73,366	73,366	71,085	(2,281)
Contingency	-	70,812	178,514	-	-	-	
Total	\$ 955,566	\$ 669,768	\$ 661,002	\$ 756,020	\$ 738,822	\$ 787,755	\$ 48,933

Fiscal Year 2021-22 Adopted Budget:

Major Current Level Changes from Fiscal Year 2020-21 Projected Expenses:

	Difference
1. Personal Services - Increase due to negotiated salary and insurance increases.	\$ 20,460
2. Operating Expenses - Increase due primarily to higher cost of pro shop inventory and insurance.	\$ 5,753
3. Capital Outlay - Increase due to parking lot and ditch improvements requested this year.	\$ 25,000
4. Transfers - Decrease due to lower interest rate on loan repayment.	\$ (2,281)

PERSONAL SERVICES SCHEDULE

GOLF COURSE ADMINISTRATION

POSITION	PAY RANGE	FULL TIME EQUIVALENTS				Projected Expense 20/21	Budget 21/22
		19/20	20/21	Amended			
				20/21	21/22		
Golf Course Director	64,487 / 116,076	1.00	1.00	1.00	1.00	\$ 111,000	\$ 115,000
Administrative Assistant	30,821 / 55,478	1.00	1.00	1.00	1.00	61,500	61,500
Assistant Golf Pro (P/T)	22,282 / 40,107	0.50	0.50	0.50	0.50	21,000	20,000
Cashier (P/T)	20,988 / 37,778	1.50	1.50	1.50	1.50	29,250	41,500
		4.00	4.00	4.00	4.00		
TOTAL SALARIES						\$ 222,750	\$ 238,000
Overtime						2,000	2,500
Lesson Bonus						2,400	2,400
FICA Taxes						17,375	18,628
Deferred Compensation						16,000	16,155
Group Health Insurance Premium						24,150	25,516
Health Reimbursement Account						6,550	8,000
Employee Assistance Program						32	32
Worker's Comp Insurance						4,753	4,639
Additional Compensation						-	600
Total Personal Services						\$ 296,010	\$ 316,470

CAPITAL OUTLAY SCHEDULE

GOLF COURSE ADMINISTRATION - TO BE FUNDED BY GOLF COURSE FUND

Description	EXPENDITURES PER FISCAL YEAR					
	2021/22	2022/23	2023/24	2024/25	2025/26	TOTAL
Ditch # 15 Improvements	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000
Parking Lot Improvements	5,000	-	-	-	-	5,000
	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

GOLF COURSE ADMINISTRATION DIVISION

Code: 410110

Account <u>Number</u>	<u>Description</u>	FY 17/18 <u>Actual</u>	FY 18/19 <u>Actual</u>	FY 19/20 <u>Actual</u>	Amended FY 20/21 <u>Budget</u>	FY 20/21 <u>Projected</u>	FY 21/22 <u>Budget</u>
PERSONAL SERVICES:							
511200	Regular Salaries	175,084	194,053	206,950	228,872	222,750	238,000
511300	Temporary Salaries	13,164	11,182	0	0	0	0
511400	Overtime	1,654	1,329	2,557	2,500	2,000	2,500
511500	Lesson Bonus	923	938	1,729	2,000	2,400	2,400
512100	FICA Taxes	14,591	15,042	15,706	17,636	17,375	18,628
512225	Deferred Compensation	13,596	14,115	14,461	16,124	16,000	16,155
512301	Group Health Insurance Premium	27,583	29,162	27,076	24,080	24,150	25,516
512307	Health Reimbursement Account	8,441	6,919	8,009	8,000	6,550	8,000
512309	Employee Assistance Program	0	32	32	32	32	32
512400	Worker's Comp Insurance	3,560	4,225	3,791	4,685	4,753	4,639
512600	OPEB Accrued Expense	55	0	0	0	0	0
512700	Additional Compensation	0	0	0	0	0	600
TOTAL PERSONAL SERVICES		258,649	276,996	280,310	303,929	296,010	316,470
OPERATING EXPENSES:							
347541	Cost of Sales-Pro Shop	59,803	64,066	79,444	70,000	60,000	65,000
533100	Professional Services	2,607	3,373	3,302	3,300	3,100	3,300
533200	Audit Fees	3,350	3,298	3,294	3,593	3,593	3,952
533201	Admin Services provided by GF	93,000	88,350	97,185	106,065	106,065	106,065
533400	Other Contractual Services	11,975	4,719	320	250	250	250
533420	Pest/Weed Control	2,078	1,397	824	890	888	1,000
533440	Electronic Security Services	454	359	0	0	0	0
534101	Telephone	3,901	3,651	3,883	3,936	527	325
534105	Cellular Telephone	297	267	352	300	270	420
534110	Internet Access	765	387	464	430	415	426
534120	Postage	15	90	78	50	50	75
534310	Electric	16,408	9,149	12,827	9,500	13,450	13,440
534320	Water/Sewer	13,768	9,389	11,992	11,550	12,690	12,660
534420	Equipment Leases	936	927	705	600	645	645
534445	Airport Property Lease	106,000	106,000	106,000	106,135	106,135	106,135
534500	Insurance	8,442	9,183	8,227	11,717	11,717	12,303
534610	R & M - Buildings	11,407	14,388	565	3,200	3,200	3,200
534630	R & M - Office Equipment	648	813	518	989	480	480
534640	R & M - Operating Equipment	461	0	0	0	0	0
534685	R & M - Grounds Maintenance	3,986	0	0	0	0	0
534845	Golf Course Promotions	199	0	0	100	17	100
534846	Golf Course Advertising	2,571	560	0	1,550	1,550	1,000
535200	Departmental Supplies	2,002	1,835	2,294	2,381	2,381	2,400
535205	Bank Charges	29,156	34,914	31,296	30,000	30,000	30,000
535210	Computer Supplies	0	0	0	119	119	119
535220	Cleaning Supplies	1,924	4,583	2,363	4,500	4,500	4,500
535270	Uniforms and Shoes	0	0	0	455	300	300
535410	Dues and Memberships	1,351	512	0	525	515	515
535710	Non-Ad Valorem Tax	8,374	11,065	6,545	6,590	6,590	6,590
TOTAL OPERATING EXPENSES		385,878	373,277	372,479	378,725	369,447	375,200
CAPITAL OUTLAY:							
606220	Building Improvements	236,366	0	0	0	0	0
606400	Vehicles and Equipment	20,491	10,892	0	0	0	0
606900	Infrastructure	47,063	0	0	0	0	25,000
TOTAL CAPITAL OUTLAY		303,920	10,892	0	0	0	25,000
NON-OPERATING EXPENSES							
909101	Interfund Trfr to 001 GF	0	0	0	35,000	35,000	35,000
909480	Interfund Trfr to 480 Bldg	7,118	8,604	8,213	38,366	38,366	36,085
909541	Intrafund Trfr to GC Capital	0	0	0	0	0	0
TOTAL NON-OPERATING EXPENSES		7,118	8,604	8,213	73,366	73,366	71,085
TOTAL GOLF COURSE ADMINISTRATION		955,566	669,768	661,002	756,020	738,823	787,755
OTHER FINANCING USES							
909990	Unappropriated	0	70,812	178,514	0	5,586	0
TOTAL EXPENDITURES AND OTHER USES		955,566	740,580	839,516	756,020	744,409	787,755

CITY OF SEBASTIAN, FLORIDA 2021/2022 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 2021 ACCOMPLISHMENTS

- ✓ In addition to new tees installed in the summer of 2020 (holes 1,3,8,9,10&15), added new tees on holes 4 (two tees), 6,7,14 & 17.
- ✓ All daily, weekly, monthly and quarterly golf course maintenance tasks, projects and special requests always completed in a timely manner.
- ✓ Numerous compliments from our patrons.
- ✓ Continued to test, monitor and make adjustments regarding soil profiles, specifically on greens and tees.
- ✓ Maintained all necessary reports and data as required by the St. Johns River Water Management District and delivered these reports to St. Johns in a timely manner.

FISCAL YEAR 2022 GOALS AND OBJECTIVES

- Maintain an excellent working relationship with our golf course maintenance contractor; International Golf Maintenance, Inc. and always keep lines of communication open and available with the Head Golf Course Superintendent and all maintenance staff.
- Strive to maintain entire golf course in the best condition possible, with heavy emphasis on green speed and ball roll on the putting greens.
- Monitor all equipment selections, usage and maintenance in order to make certain that the equipment is in the best possible working condition and hydraulic leaks are kept to a minimum.
- Continue to meet with the Superintendent and/or Assistant Superintendent daily to address any and all concerns, discuss upcoming events, weather and any irrigation issues, etc.
- Understanding that our patrons like to see yearly improvements, continue to look at all golf course areas and look for ways to improve areas as economically and efficiently as possible.
- Move forward with drainage improvements, including holes 10 (enlarge retention area) & 15 (pipe ditch running across fairway, re-grade area for maximum drainage and apply 419 Bermuda sod).

PERFORMANCE MEASURES

Performance Indicators	Actual 2017/2018	Actual 2018/2019	Actual 2019/2020	Projected 2020/2021	Projected 2021/2022
Greens (Acres)	4	4	4	4	4
Tees (Acres)	4	4	4	4	4.5
Fairways (Acres)	22	22	22	22	22
Rough - Bermuda / Bahia (Acres)	35 / 25	35 / 25	35 / 25	35 / 25	35 / 25
Sand Bunkers (Acres)	4	4	4	4	4
Lakes and Ponds (Linear Feet)	10,000	10,000	10,000	10,000	10,000
Non-Play Area (Acres)	20	30	30	30	30
Holes Maintained	18	18	18	18	18
Practice areas (acres total)	5	5	5	5	5

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

GOLF COURSE GREENS PROGRAM BUDGET DESCRIPTION

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>20/21</i>	<i>21/22</i>	
90.00%	90.00%	<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.
10.00%	10.00%	<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 2021-2022 adopted budget for Golf Course Greens Division is \$ 588,980. This compares to the 2020-2021 projected expenses of \$ 590,837, a decrease of \$ 1,857, or -.31%.

	Amended						Difference
	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 20/21	FY 21/22	
	Actual	Actual	Actual	Budget	Projected	Budget	
Operating Expenses	\$ 578,143	\$ 566,101	\$ 579,658	\$ 589,054	\$ 577,408	\$ 588,980	\$ 11,572
Capital Outlay	-	-	-	13,429	13,429	-	(13,429)
Non-Operating	-	-	-	-	-	-	-
Total	\$ 578,143	\$ 566,101	\$ 579,658	\$ 602,483	\$ 590,837	\$ 588,980	\$ (1,857)

Fiscal Year 2021-22 Adopted Budget:

Major Current Level Changes from Fiscal Year 2020-21 Projected Expenses:

	Difference
1. Operating Expenses - Increase due to contractual increase in maintenance contract.	\$ 11,572
2. Capital Outlay - Decrease due to no capital outlay requested this year.	\$ (13,429)
3. Non-Operating - No change.	\$ -

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

GOLF COURSE GREENS DIVISION

Code: 410120

<u>Account Number</u>	<u>Description</u>	<u>FY 17/18 Actual</u>	<u>FY 18/19 Actual</u>	<u>FY 19/20 Actual</u>	<u>Amended FY 20/21 Budget</u>	<u>FY 20/21 Projected</u>	<u>FY 21/22 Budget</u>
OPERATING EXPENSES							
533420	Pest/Weed Control	0	0	120	120	120	120
533445	Groundskeeping Service	546,385	546,385	557,313	568,459	557,313	568,460
534310	Electric	11,541	11,584	12,053	11,575	11,075	11,400
534610	R & M - Buildings	628	0	0	500	500	750
534640	R & M-Operating Equipment	290	94	82	0	0	0
534680	R & M - Irrigation Systems	4,057	6,991	7,216	5,500	5,500	5,500
534685	R & M - Grounds Maintenance	15,242	855	2,798	2,650	2,650	2,500
535200	Departmental Supplies	0	193	75	250	250	250
TOTAL OPERATING EXPENSES		578,143	566,101	579,658	589,054	577,408	588,980
CAPITAL OUTLAY							
606300	Improvements Other Than Buildings	0	0	0	0	0	0
606400	Vehicles and Equipment	0	0	0	13,429	13,429	0
TOTAL CAPITAL OUTLAY		0	0	0	13,429	13,429	0
TOTAL GREENS DIVISION		578,143	566,101	579,658	602,483	590,837	588,980

CITY OF SEBASTIAN, FLORIDA 2021/2022 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 2021 ACCOMPLISHMENTS

- ✓ Re-powered entire fleet of 80 golf carts; each with 6 new lead-acid batteries, totaling 480 batteries.
- ✓ Performed preventative maintenance on entire fleet consistently with monthly work accomplished regarding tires, grease fittings and water level in batteries.
- ✓ Maintained range cart and all range accessories including range balls, club washers, bag racks, range baskets, etc.
- ✓ Obtained over 10,000 range balls throughout year.
- ✓ Maintained all outside areas around cart staging area, cart barn, starter station and ice water shed.

FISCAL YEAR 2022 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?”
- Continue to maintain cart fleet with attention to cleanliness, batteries, grease fittings and water level in batteries.
- Strive to maintain areas around the cart staging area, cart barn, starter station and ice water shed in order for the areas to be acceptable and appealing to our patrons.
- Continue to provide a ranger on the golf course during peak-play periods.
- Continue to offer a quality, clean range ball at little to no cost to the golf course.

PERFORMANCE MEASURES

Performance Indicators	Actual 2017/2018	Actual 2018/2019	Actual 2019/2020	Projected 2020/2021	Projected 2021/2022
Electric Golf Carts	80	80	80	80	80
Tires Maintained	332	324	324	324	324
Grease Fittings Maintained	32	324	324	324	324
Range Carts	1	1	1	1	1
Ranger Carts	1	1	0	0	0
Batteries Maintained	483	488	481	481	481
Beverage Carts	1	1	0	0	0

GOLF COURSE CARTS DIVISION PROGRAM BUDGET DESCRIPTION

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>20/21</i>	<i>21/22</i>	
30.00%	30.00%	General Maintenance and Care of Golf Carts - Clean and maintain golf carts in operational condition for guests use and maintain operational cart barn.
30.00%	30.00%	Golf Course Facilities - Maintenance and care of Cart Barn, Driving Range, Water Station, and general area around Golf Shop and starter area.
40.00%	40.00%	Customer Service - Provide unsurpassed customer service to our members.
100.00%	100.00%	

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

GOLF COURSE CARTS DIVISION BUDGET SUMMARY

The Fiscal Year 2021-2022 adopted budget for Golf Course Carts Division is \$ 188,290. This compares to the 2020-2021 projected expenses of \$ 163,970, an increase of \$ 24,320, or 14.83%.

	FY 17/18	FY 18/19	FY 19/20	Amended		FY 21/22	Difference
	Actual	Actual	Actual	FY 20/21 Budget	FY 20/21 Projected	Budget	
Personal Services	\$ 89,401	\$ 91,582	\$ 99,041	\$ 95,248	\$ 105,065	\$ 133,655	\$ 28,590
Operating Expenses	987	1,365	1,108	2,515	2,515	2,944	429
Capital Outlay	-	-	3,716	-	-	-	-
Debt Service	8,105	6,394	4,294	56,391	56,391	51,691	(4,700)
Total	\$ 98,493	\$ 99,341	\$ 108,159	\$ 154,154	\$ 163,971	\$ 188,290	\$ 24,319

Fiscal Year 2021-22 Adopted Budget:

Major Current Level Changes from Fiscal Year 2020-21 Projected Expenses:

	Difference
1. Personal Services - Increase due to negotiated pay increases.	\$ 28,590
2. Operating Expenses - Increase due to anticipated higher maintenance costs.	\$ 429
3. Capital Outlay - No change.	\$ -
4. Debt Service - Decrease due to final payment being made on current lease.	\$ (4,700)

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>Amended</u>				<u>Expense</u>	
		<u>19/20</u>	<u>20/21</u>	<u>20/21</u>	<u>21/22</u>	<u>20/21</u>	<u>21/22</u>
Cart Attendants (P/T)	8.46 / 14.49	5.00	5.00	5.00	5.00	\$ 92,195	\$ 118,000
		5.00	5.00	5.00	5.00		
	TOTAL SALARIES					\$ 92,195	\$ 118,000
	Overtime					3,130	3,500
	FICA Taxes					7,923	9,333
	Worker's Compensation					1,817	2,322
	Additional Compensation					0	500
	Total Personal Services					\$ 105,065	\$ 133,655

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

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

GOLF COURSE CARTS DIVISION

Code: 410130

Account Number	Description	FY 17/18 Actual	FY 18/19 Actual	FY 19/20 Actual	Amended FY 20/21 Budget	FY 20/21 Projected	FY 21/22 Budget
PERSONAL SERVICES							
511200	Regular Salaries	44,071	38,641	86,967	83,467	92,195	118,000
511300	Temporary Salaries	36,065	43,202	0	0	0	0
511400	Overtime	1,774	1,545	3,486	3,500	3,130	3,500
512100	FICA Taxes	6,067	6,358	7,060	6,492	7,923	9,333
512400	Worker's Comp Insurance	1,425	1,835	1,528	1,789	1,817	2,322
512700	Additional Compensation	0	0	0	0	0	500
TOTAL PERSONAL SERVICES		89,401	91,582	99,041	95,248	105,065	133,655
OPERATING EXPENSES							
533420	Pest/Weed Control	0	0	144	144	144	144
534610	R & M - Buildings	0	0	41	500	500	500
534640	R & M-Operating Equipment	504	959	783	1,571	1,571	2,000
535200	Departmental Supplies	433	342	140	250	250	250
535220	Cleaning Supplies	11	44	0	50	50	50
535230	Small Tools and Equipment	39	20	0	0	0	0
TOTAL OPERATING EXPENSES		987	1,365	1,108	2,515	2,515	2,944
CAPITAL OUTLAY							
606400	Vehicles and Equipment	0	0	3,716	0	0	0
TOTAL CAPITAL OUTLAY		0	0	3,716	0	0	0
NON-OPERATING EXPENSES							
707145	Principal - Golf Course Loan	0	0	0	53,602	53,602	50,801
707245	Interest - Golf Course Loan	8,105	6,394	4,294	2,789	2,789	890
TOTAL NON-OPERATING EXPENSES		8,105	6,394	4,294	56,391	56,391	51,691
TOTAL CARTS DIVISION		98,493	99,341	108,159	154,154	163,971	188,290

CAPITAL OUTLAY SCHEDULE

GOLF COURSE CARTS - TO BE FUNDED BY GOLF COURSE FUND						
Description	EXPENDITURES PER FISCAL YEAR					TOTAL
	2021/22	2022/23	2023/24	2024/25	2025/26	
Range Picker	\$ -	\$ 2,695	\$ -	\$ -	\$ -	2,695
Ball Washer	\$ -	\$ 2,500	\$ -	\$ -	\$ -	2,500
Range Cart	-	-	7,500	-	-	7,500
	\$ -	\$ 5,195	\$ 7,500	\$ -	\$ -	12,695

CITY OF SEBASTIAN, FLORIDA 2021/2022 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 17/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>Amended</u>		<u>FY 21/22</u>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>FY 20/21</u>	<u>FY 20/21</u>	<u>Budget</u>
Total Revenues	\$ 498,017	\$ 570,814	\$ 593,366	\$ 563,570	\$ 588,694	\$ 629,232
Total Airport Administration	\$ 365,940	\$ 523,518	\$ 398,338	\$ 565,260	\$ 564,084	\$ 474,938
Change in Unrestricted Reserves	\$ 132,077	\$ 47,296	\$ 195,028	\$ (1,690)	\$ 24,610	\$ 154,294

AIRPORT FUND REVENUE

Code: 450010

The Fiscal Year 2021-2022 adopted budget for Airport fund revenue is \$ 629,232. This compares to the 2020-2021 projected Airport fund revenue of \$ 588,694, an increase of \$ 40,538, or 6.9%.

<u>Description</u>	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>Amended</u>		<u>FY 21/22</u>	<u>Difference</u>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>FY 20/21</u>	<u>FY 20/21</u>	<u>Budget</u>	
Operating revenue	\$ 487,649	\$ 507,339	\$ 535,141	\$ 539,768	\$ 553,246	\$ 606,727	\$ 53,481
Non-operating revenues	10,367	63,475	58,225	23,802	35,448	22,505	(12,943)
Use of Unrestricted Reserves	-	-	-	1,690	-	-	-
Total revenues and other sources	\$ 498,017	\$ 570,814	\$ 593,366	\$ 565,260	\$ 588,694	\$ 629,232	\$ 40,538

Fiscal Year 2021-22 Adopted Budget:

Major Current Level Changes from Fiscal Year 2020-21 Projected Revenue:

	<u>Difference</u>
1. Operating revenue - Increase due to new rents from Public Facilities Compound and Hangar D.	\$ 53,481
2. Non-operating revenues - Decrease due to FAA CARES Act grant in prior year.	\$ (12,943)

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

AIRPORT REVENUE

Code: 450010

Account Number	Description	FY 17/18 Actual	FY 18/19 Actual	FY 19/20 Actual	Amended FY 20/21 Budget	FY 20/21 Projected	FY 21/22 Budget
OPERATING REVENUE							
344100	Fuel Sales	103,959	12,278	0	0	0	0
347541	Cost of Sales	(82,689)	(8,945)	0	0	0	0
362150	Nontaxable Rents	391	112,000	119,371	119,506	119,506	145,756
362100	Rents and Royalties	405,672	331,628	354,203	359,685	372,772	400,003
369900	Other Miscellaneous Revenues	60,034	60,091	61,294	60,289	60,689	60,689
369941	Sales Tax Commission	282	287	273	288	279	279
TOTAL OPERATING REVENUE		487,649	507,339	535,141	539,768	553,246	606,727
OTHER NON-OPERATING REVENUE:							
331451	FAA Federal Grant	0	0	30,000	0	13,000	0
361100	Interest Earnings	(2,604)	(6,628)	2,939	1,065	660	720
364100	Sale of Fixed Assets	0	46,450	2,945	0	0	0
365000	Sale of Surplus Materials/Scrap	0	650	0	0	0	0
366000	Contributions & Donations	0	3,495	0	0	0	0
369400	Reimbursements	12,971	19,508	17,649	22,737	21,788	21,785
381001	Transfer from Fund 001 GF	0	0	4,691	0	0	0
381455	Transfer from Fund 455	0	0	0	0	0	0
TOTAL OTHER NON-OPERATING REVENUE		10,367	63,475	58,225	23,802	35,448	22,505
TOTAL AIRPORT REVENUES		498,017	570,814	593,366	563,570	588,694	629,232
USE OF UNRESTRICTED RESERVES		0	0	0	1,690	0	0
TOTAL AIRPORT SOURCES		498,017	570,814	593,366	565,260	588,694	629,232

CITY OF SEBASTIAN, FLORIDA 2021/2022 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 2021 ACCOMPLISHMENTS

- ✓ Installed VirTower Air Traffic Monitoring program
- ✓ Secured \$800,000 FDOT grant to bring sewer infrastructure to west side of Airport
- ✓ Secured \$222,000 FDOT grant for hangar site development
- ✓ Re-Engineer and Begin Construction of 17,000SF Hangar 'D'
- ✓ Construct Taxi Lane and Repair Taxiway Alpha
- ✓ Complete site development for new Square Hangars
- ✓ Refresh paint to Runway 05-23 threshold markings

FISCAL YEAR 2022 GOALS AND OBJECTIVES

- Construct (2) Square Hangars
- Install infield Security Cameras
- Engineer and Design Taxiway Golf Apron and Taxiway
- Engineer and Design Renovation of Taxiway Alpha Apron areas
- Recruit and train Airport Manager Intern

PERFORMANCE MEASURES

Performance Indicators	Actual 2017/2018	Actual 2018/2019	Actual 2019/2020	Projected 2020/2021	Projected 2021/2022
Acres Available for Development	105	105	105	103	85
Airport Leasehold Revenues	\$405,672	\$443,628	\$473,574	\$479,056	\$531,103

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

AIRPORT PROGRAM BUDGET DESCRIPTION

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>20/21</i>	<i>21/22</i>	
20.00%	20.00%	Compliance - Conduct operations at the Airport in accordance with FAA and FDOT compliance.
30.00%	30.00%	Capital Improvement Project Execution and Monitoring - Execute and monitor Capital Improvement Projects. Prepare and submit a Five-Year Capital Improvement Program in accordance with Regulations. Prepare and apply for Florida Department of Transportation Airport Improvement Grants for Capital Improvement Projects and equipment.
15.00%	10.00%	Tenant and Public Relations - Monitor and execute Tenant Lease agreements. Provide dispute resolution regarding airport regulations. Maintain contact with Airport users and citizens, respond to questions and complaints and provide information to all parties about rules, regulations and airport information.
35.00%	40.00%	Airport Maintenance - Mow Airport, herbicide runways and taxiways, maintain runway lighting system. Supervise runway maintenance and Scrub Jay mitigation/Habitat Conservation Area. Clear and maintain runway approaches and perform daily Airport inspections.
100.00%	100.00%	

AIRPORT BUDGET SUMMARY

The Fiscal Year 2021-2022 adopted budget for the Municipal Airport Administration is \$ 474,938. This compares to the 2020-2021 projected expenses of \$ 564,084, a decrease of \$89,146, or -15.80%.

	FY 17/18		FY 18/19		FY 19/20		Amended		Difference
	Actual	Actual	Actual	Actual	Budget	Projected	Budget		
Personal Services	\$ 141,500	\$ 122,346	\$ 70,760	\$ 71,578	\$ 67,844	\$ 76,303	\$ 8,459		
Operating Expenses	204,988	270,276	256,032	308,927	311,485	354,635	43,150		
Capital Outlay	-	45,751	50,070	4,255	4,255	7,500	3,245		
Debt Service	19,452	85,145	21,477	180,500	180,500	36,500	(144,000)		
Contingency	132,077	47,296	195,028	-	24,610	154,294	129,684		
Total	\$ 498,017	\$ 570,814	\$ 593,366	\$ 565,260	\$ 588,694	\$ 629,232	\$ 40,538		

Fiscal Year 2021-22 Adopted Budget:

Major Current Level Changes from Fiscal Year 2020-21 Projected Expenses:

	<u>Difference</u>
1. Personal Services - Increase due to negotiated salary and insurance increases.	\$ 8,459
2. Operating Expenses - Increase due primarily to higher anticipated fuel, insurance, and maintenance costs.	\$ 43,150
3. Capital Outlay - Increase due to mobile VHF radios requested this year.	\$ 3,245
4. Debt Service - Decrease due to General Fund advance repayment being completed in prior year.	\$ (144,000)

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

PERSONAL SERVICES SCHEDULE

AIRPORT ADMINISTRATION

<u>POSITION</u>	<u>PAY RANGE</u>	<u>FULL TIME EQUIVALENTS</u>				<u>Projected</u>	<u>Budget</u>
		<u>19/20</u>	<u>20/21</u>	<u>Amended</u>		<u>Expense</u>	<u>21/22</u>
				<u>20/21</u>	<u>21/22</u>	<u>20/21</u>	<u>21/22</u>
Airport Operations Specialist II	27,384 / 49,291	1.00	1.00	1.00	1.00	33,250	31,000
Airport Operations Specialist I (P/T)	25,812 / 46,462	0.50	0.50	0.50	0.50	15,650	17,000
		1.50	1.50	1.50	1.50		
TOTAL SALARIES						\$ 48,900	\$ 48,000
						Overtime	1,000
						FICA Taxes	3,794
						Clothing Allowance	240
						Deferred Compensation	2,922
						Group Health Insurance Premium	13,484
						Health Reimbursement Account	4,000
						Employee Assistance Program	16
						Worker's Comp Insurance	2,497
						Additional Compensation	350
Total Personal Services						\$ 67,454	\$ 76,303

CAPITAL OUTLAY SCHEDULE

AIRPORT - TO BE FUNDED BY DISCRETIONARY SALES TAX

<u>Description</u>	<u>EXPENDITURES PER FISCAL YEAR</u>						<u>TOTAL</u>
	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>		
Square Hangar Construction	\$ 144,000	\$ -	\$ -	\$ -	\$ -	\$ -	144,000
Rehab Runway 05/23	-	-	152,246	-	-	-	152,246
Airport Shade Hangars	-	-	-	220,000	-	-	220,000
Taxiway Golf Apron Reconstruction	-	-	250,000	-	-	-	250,000
Golf Apron Utilities	-	-	-	80,000	-	-	80,000
Taxiway Golf Construction	-	-	-	250,000	-	-	250,000
Construct Airport Road West	-	-	-	90,000	-	-	90,000
	\$ 144,000	\$ -	\$ 402,246	\$ 640,000	\$ -	\$ -	1,186,246

AIRPORT - TO BE FUNDED BY AIRPORT FUND

<u>Description</u>	<u>EXPENDITURES PER FISCAL YEAR</u>						<u>TOTAL</u>
	<u>2021/22</u>	<u>2022/23</u>	<u>2023/24</u>	<u>2024/25</u>	<u>2025/26</u>		
Mobile Air-Band VHF Radios	\$ 7,500	\$ -	\$ -	\$ -	\$ -	\$ -	7,500
Taxiway Alpha Aprons	-	9,900	-	45,000	-	-	54,900
Taxiway Golf Apron Design	-	18,950	-	-	-	-	18,950
Rehab Runway 10-28 Markings	-	3,500	-	-	-	-	3,500
Interior Security Cameras	-	4,800	-	-	-	-	4,800
Aircraft Wash Rack	-	-	-	-	25,000	-	25,000
	\$ 7,500	\$ 37,150	\$ -	\$ 45,000	\$ 25,000	\$ -	114,650

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

AIRPORT ADMINISTRATION

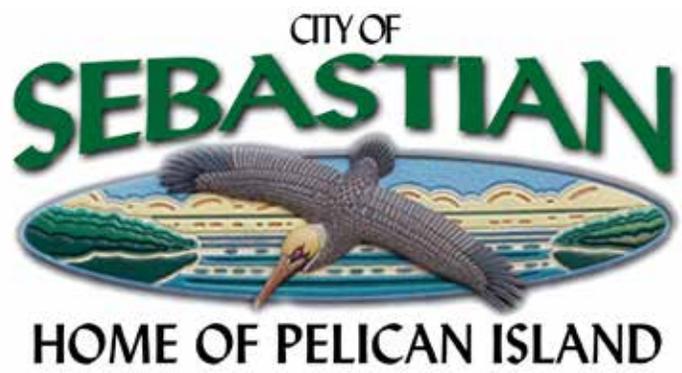
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Account		FY 17/18	FY 18/19	FY 19/20	Amended	FY 20/21	FY 21/22
<u>Number</u>	<u>Description</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Projected</u>	<u>Budget</u>
PERSONAL SERVICES							
511200	Regular Salaries	94,314	76,582	51,294	52,008	48,900	48,000
511400	Overtime	939	152	388	500	500	1,000
512100	FICA Taxes	7,334	7,830	3,925	4,024	4,000	3,794
512215	Clothing Allowance	240	240	240	240	280	240
512225	Deferred Compensation	8,985	9,379	2,979	3,036	3,000	2,922
512301	Group Health Insurance Premium	20,594	17,766	7,173	7,150	7,000	13,484
512307	Health Reimbursement Account	5,661	6,673	2,317	2,000	1,500	4,000
512309	Employee Assistance Program	0	32	18	16	16	16
512400	Worker's Comp Insurance	3,404	3,694	2,425	2,604	2,648	2,497
512600	OPEB Accrued Expense	29	0	0	0	0	0
512700	Additional Compensation	0	0	0	0	0	350
TOTAL PERSONAL SERVICES		141,500	122,346	70,760	71,578	67,844	76,303
OPERATING EXPENSES							
533200	Audit Fees	1,229	1,002	1,002	1,136	1,136	1,137
533201	Admin Services provided by GF	45,000	72,425	93,485	116,866	116,866	142,046
533400	Other Contractual Services	7,002	20,090	21,071	21,900	23,840	24,500
533420	Pest/Weed Control/Mowing	1,404	525	1,704	1,725	1,704	2,204
534000	Travel and Per Diem	622	891	398	1,200	1,200	2,300
534101	Telephone	4,645	3,733	2,415	2,340	2,600	2,600
534105	Cellular Phone	426	580	609	600	614	624
534110	Internet Access	835	644	880	870	1,505	1,590
534120	Postage	67	123	225	100	50	150
534130	Express Mail	58	150	26	100	150	200
534310	Electric	26,019	25,023	22,596	24,000	22,260	22,380
534320	Water/Sewer	2,972	3,351	4,450	4,250	3,155	3,180
534420	Equipment Leases	186	301	101	0	200	1,000
534500	Insurance	38,135	43,915	47,363	47,634	50,710	53,250
534610	R & M - Buildings	13,219	17,977	8,845	27,620	27,600	23,000
534620	R & M - Vehicles	5,110	2,696	654	2,500	2,600	6,000
534625	R & M - Lighting	3,547	2,798	8,279	6,200	6,200	6,000
534630	R & M - Office Equipment	0	21	0	300	300	1,000
534635	R & M - Security Systems	0	0	2,526	4,235	4,500	7,500
534640	R & M - Operating Equipment	17,767	29,403	23,499	21,500	21,500	25,000
534681	R & M - Fencing	464	734	0	1,500	1,500	3,000
534685	R & M - Grounds Maintenance	1,837	311	1,641	1,725	1,725	2,000
534687	R & M - Runways and Taxiways	933	254	1,825	2,000	3,000	3,000
534700	Printing and Binding	245	158	0	500	200	500
534800	Promotional Activities	500	0	14	1,179	800	800
534825	Advertising Expenditures	0	3,687	0	900	900	900
534920	Legal Ads	0	409	0	0	1,100	1,000

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CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

Account <u>Number</u>	<u>Description</u>	<u>FY 17/18</u> <u>Actual</u>	<u>FY 18/19</u> <u>Actual</u>	<u>FY 19/20</u> <u>Actual</u>	<u>Amended</u> <u>FY 20/21</u> <u>Budget</u>	<u>FY 20/21</u> <u>Projected</u>	<u>FY 21/22</u> <u>Budget</u>
535200	Departmental Supplies	2,771	2,287	1,817	2,028	1,600	2,000
535205	Bank Charges	3,134	354	0	0	0	0
535210	Computer Supplies	1,561	105	471	490	300	500
535230	Small Tools and Equipment	821	2,059	375	2,000	2,000	3,500
535260	Gas and Oil	9,031	7,642	4,376	4,819	3,200	5,000
535270	Uniforms & Shoes	511	508	642	624	594	624
535275	Safety Equipment	14	0	135	500	50	300
535410	Dues and Memberships	330	330	449	330	570	450
535420	Books and Publications	0	0	0	200	200	200
535450	Training and Education	445	445	140	800	800	900
535710	Non-Ad Valorem Tax	14,147	25,346	4,020	4,256	4,256	4,300
TOTAL OPERATING EXPENSES:		204,988	270,276	256,032	308,927	311,485	354,635
CAPITAL OUTLAY:							
606200	Buildings	0	21,700	0	0	0	0
606300	IOTB	0	0	10,516	0	0	0
606400	Vehicles and Equipment	0	24,051	39,554	4,255	4,255	7,500
TOTAL CAPITAL OUTLAY:		0	45,751	50,070	4,255	4,255	7,500
NON-OPERATING EXPENSES							
707246	Interest - DST Fund Advance	19,452	21,824	21,477	30,500	30,500	36,500
909101	Interfund Trfr to General Fund	0	0	0	150,000	150,000	0
909545	Intrafund Trfr to AP Capital	0	63,321	0	0	0	0
TOTAL NON-OPERATING EXPENSES		19,452	85,145	21,477	180,500	180,500	36,500
TOTAL AIRPORT ADMINISTRATION		365,940	523,518	398,338	565,260	564,084	474,938
OTHER FINANCING USES							
909990	Unappropriated	132,077	47,296	195,028	0	24,610	154,294
TOTAL EXPENDITURES AND OTHER USES		498,017	570,814	593,366	565,260	588,694	629,232



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CITY OF SEBASTIAN, FLORIDA 2021/2022 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 17/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>Amended</u> <u>FY 20/21</u>	<u>FY 20/21</u>	<u>FY 21/22</u>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Projected</u>	<u>Budget</u>
Total Revenues and Transfers	\$ 946,905	\$ 887,800	\$ 953,492	\$ 919,738	\$ 1,135,868	\$ 1,072,676
Total Expenses	1,329,280	694,694	746,911	945,010	829,081	1,236,852
Change in Unrestricted Reserves	\$ (382,375)	\$ 193,106	\$ 206,581	\$ (25,272)	\$ 306,787	\$ (164,176)

BUILDING DEPARTMENT REVENUE

Code: 480010

The Fiscal Year 2021-2022 adopted budget for the Building Department fund revenue is \$ 1,072,676. This compares to the 2020-2021 projected Building Department fund revenue of \$ 1,135,868, a decrease of \$ 63,192, or -5.56%.

<u>Description</u>	<u>FY 17/18</u>	<u>FY 18/19</u>	<u>FY 19/20</u>	<u>Amended</u> <u>FY 20/21</u>	<u>FY 20/21</u>	<u>FY 21/22</u>	<u>Difference</u>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Projected</u>	<u>Budget</u>	
Operating revenue	\$ 909,279	\$ 862,650	\$ 935,726	\$ 862,450	\$ 1,071,250	\$ 996,500	\$ (74,750)
Non-operating revenues	37,626	25,150	17,766	57,288	64,618	76,176	11,558
Use of Unrestricted Reserves	382,375	-	-	25,272	-	164,176	164,176
Total revenues and other sources	\$ 1,329,280	\$ 887,800	\$ 953,492	\$ 945,010	\$ 1,135,868	\$ 1,236,852	\$ 100,984

Fiscal Year 2021-2022 Adopted Budget:

Major Current Level Changes from Fiscal Year 2020-2021 Projected Revenue:

	<u>Difference</u>
1. Operating revenue - Decrease due to anticipating fewer permits being issued and fencing permits moving to General Fund.	\$ (74,750)
2. Non-operating revenues - Increase due to anticipated virtual inspection system fees.	\$ 11,558

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

BUILDING DEPARTMENT REVENUE

Code: 480010

Account Number	Description	FY 17/18 <u>Actual</u>	FY 18/19 <u>Actual</u>	FY 19/20 <u>Actual</u>	Amended FY 20/21 <u>Budget</u>	FY 20/21 <u>Projected</u>	FY 21/22 <u>Budget</u>
OPERATING REVENUE							
321050	Contractor License	13,323	12,392	11,288	13,000	12,000	12,000
321150	Contractor License - Penalties	2,423	4,670	1,812	2,800	2,200	2,300
322050	Building Permits	430,164	429,880	459,038	430,000	530,000	510,000
322052	Fire Special Events	0	180	1,600	2,500	900	1,400
322055	Roofing Permits	121,361	74,018	101,785	95,000	130,000	110,500
322065	Alumimum Structure	18,575	17,500	20,050	18,000	22,500	21,000
322070	Shed Permits	9,075	7,650	9,750	8,500	8,500	8,000
322075	Reinspection Fees	31,265	33,390	28,405	29,000	28,500	29,000
322100	Land Clearing Permits	14,850	15,025	125	0	0	0
322200	Electrical Permits	33,269	36,955	56,117	42,000	57,500	55,000
322225	Plumbing Permits	37,112	41,244	45,917	42,000	45,500	45,000
322230	Pool Permits	21,615	15,600	19,425	15,500	25,500	23,000
322240	Solar Permits	4,350	4,575	5,100	4,500	5,200	4,700
322250	Mechanical Permits	72,299	64,729	64,367	56,000	60,000	59,000
322300	Fencing Permits	21,375	19,800	23,925	21,500	19,500	0
322500	Sign Permits	2,685	1,395	2,210	2,200	2,900	2,500
322600	Expired Permit Fee	10,050	15,825	7,575	10,000	17,500	15,000
329400	Plan Checking Fees	45,228	43,651	48,784	43,000	69,500	66,500
329410	Fire Plan Review Fee	1,319	3,145	4,061	5,300	5,500	4,800
341920	Cert. Copying/Record Research	1,270	710	4,232	3,800	3,800	3,800
347556	County Facility Admin Fee	12,659	12,483	13,863	11,500	19,000	17,000
359000	Other Fines and Forfeitures	5,011	7,284	6,298	6,000	5,000	5,500
359100	Fire Violations	0	550	0	350	250	500
TOTAL OPERATING REVENUE		909,279	862,650	935,726	862,450	1,071,250	996,500
OTHER NON-OPERATING REVENUE:							
361100	Interest Income	8,598	10,605	4,791	10,000	10,000	10,000
361105	SBA Interest Earnings	2,243	4,524	2,649	6,822	6,822	7,991
364100	Sale of Fixed Assets	17,302	0	0	0	0	0
369400	Reimbursements	0	0	0	0	7,330	0
369900	Other Miscellaneous Revenue	2,365	1,417	2,112	2,100	2,100	22,100
381410	Interfund Transfer from 410 GC	7,118	8,604	8,213	38,366	38,366	36,085
TOTAL OTHER NON-OPERATING REVENUE		37,626	25,150	17,766	57,288	64,618	76,176
TOTAL BUILDING DEPARTMENT REVENUES		946,905	887,800	953,492	919,738	1,135,868	1,072,676
USE OF UNRESTRICTED RESERVES		382,375	0	0	25,272	0	164,176
TOTAL BUILDING DEPARTMENT SOURCES		1,329,280	887,800	953,492	945,010	1,135,868	1,236,852

CITY OF SEBASTIAN, FLORIDA 2021/2022 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 2021 ACCOMPLISHMENTS

- ✓ Maintained timeliness and delivery of permitting services with a turnaround time of 15 days or less for most permits.
- ✓ Provided continuing education for employees to meet minimum state licensing requirements. Customer service training is ongoing.
- ✓ Monitored Compliance Engine for the maintenance of Fire and Life Safety Systems. Followed up on any deficiencies reported. Continued to conduct fire inspections on occupied buildings as needed.
- ✓ Continued to adapt to changes due to COVID-19. Most plan submittals, plan reviews, payment methods and issuance of permits are conducted through e-mail or through the customer portal. Continued to use the drop box for dropping off permit submittals.
- ✓ Developed plans and solicit bids to begin construction of the front counter remodel to provide accessible seating and a safe working environment for our employees.
- ✓ Continued to enforce state laws and city ordinances regarding unlicensed contractor activity and willful code violations.

FISCAL YEAR 2022 GOALS AND OBJECTIVES

- Continue to maintain timeliness and delivery of permitting services with a turnaround time of 15 days or less for most projects.
- Provide building and fire code related continuing education to satisfy minimum state licensing requirements and provide ongoing customer service training.
- Continue to use Compliance Engine program to monitor Fire and Life Safety Systems and continue to conduct annual fire inspections of occupied buildings.
- Complete front counter renovation project that will provide accessible seating and a safe working environment for employees.
- Continue to enforce state laws and city ordinances related to construction industry, unlicensed contractor activity and code violations.
- Continue to scan completed permits, property files and business tax receipts for safe record keeping.

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

PERFORMANCE MEASURES

Performance Indicators	Actual 2017/2018	Actual 2018/2019	Actual 2019/2020	Projected 2020/2021	Projected 2021/2022
Residential permits issued	243	324	586	375	650
Commercial permits issued	29	41	27	38	33
Other permits issued	4,691	3,530	2,907	3,600	3,100
Total number of inspections	18,960	10,657	10,197	13,000	11,500
Total number of reinspections	2,760	2,279	1,950	2,300	2,100
Number of Professional licenses processed	379	363	140	330	210
Expired permits processed	134	211	101	150	175
Business Tax Receipts processed and issued	1103	1140	1893	1290	1200

BUILDING DEPARTMENT PROGRAM BUDGET DESCRIPTION

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>20/21</i>	<i>21/22</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%	22.00%	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%	20.00%	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-renewal notices and issues new registrations. Check permit applications for properly licensed and insured contractors.
5.00%	3.00%	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-renewal notices and issues new Business Tax Receipts.
3.00%	4.00%	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 2021/2022 ANNUAL BUDGET

BUILDING DEPARTMENT BUDGET SUMMARY

The Fiscal Year 2021-2022 adopted budget for the Building Department, excluding budgeted contingency is \$ 1,236,852. This compares to the projected FY 2020-2021 expenses of \$ 829,081, an increase of \$ 100,984, or 49.2%.

	FY 17/18	FY 18/19	FY 19/20	Amended		FY 21/22	Difference
	Actual	Actual	Actual	FY 20/21 Budget	FY 20/21 Projected	Budget	
Personal Services	\$ 531,760	\$ 593,833	\$ 607,069	\$ 745,793	\$ 633,422	\$ 782,669	\$ 149,247
Operating Expenses	104,038	100,861	135,889	152,260	148,702	338,183	\$ 189,481
Capital Outlay	18,108	-	3,952	46,957	46,957	116,000	\$ 69,043
Transfers	675,374	-	-	-	-	-	\$ -
Contingency	-	193,106	206,581	-	306,787	-	\$ (306,787)
Total	\$ 1,329,280	\$ 887,800	\$ 953,492	\$ 945,010	\$ 1,135,868	\$ 1,236,852	\$ 100,984

Fiscal Year 2021-22 Adopted Budget:

Major Current Level Changes from Fiscal Year 2020-21 Projected Expenses	Difference
1. Personal Services - Increase due to negotiated salary and insurance increases, a new position, and having positions full all year.	\$ 149,247
2. Operating Expenses - Increase due to additional inspection services to be provided by an outside vendor.	\$ 189,481
3. Capital Outlay - Increase due to planned building renovations this year.	\$ 69,043
4. Transfers - No change.	\$ -

PERSONAL SERVICES SCHEDULE

BUILDING DEPARTMENT	PAY RANGE	FULL TIME EQUIVALENTS				Projected Expense	Budget
		19/20	20/21	Amended 20/21	21/22	20/21	21/22
Building Official	64,487 / 116,076	1.00	1.00	1.00	1.00	\$ 129,000	\$ 133,250
Deputy Building Official	60,742 / 109,336	1.00	1.00	1.00	1.00	88,000	90,750
Chief Building Inspector	47,028 / 84,651	1.00	1.00	1.00	1.00	73,250	75,500
Building Inspector II	36,829 / 66,292	1.00	1.00	0.00	1.00	-	47,750
Building Inspector I	35,730 / 64,314	1.00	1.00	1.00	1.00	53,000	54,500
Administrative Assistant	30,821 / 55,478	0.00	1.00	1.00	1.00	31,500	38,500
Local Business Tax Specialist	29,052 / 52,293	1.00	1.00	1.00	1.00	62,750	62,250
Permitting Technician	29,052 / 52,293	1.00	1.00	1.00	1.00	21,500	31,000
Fire Inspector P/T	\$ 25.62/hr	0.50	0.50	0.50	0.50	2,250	13,750
Electrical Inspector P/T	\$ 25.00/hr	0.00	0.00	0.50	0.50	2,000	3,750
Clerical Assistant I P/T	\$ 13.24/hr	0.50	0.50	0.50	0.50	16,000	17,000
		8.00	9.00	8.50	9.50		
		TOTAL SALARIES				\$ 479,250	\$ 568,000
		Overtime				2,000	2,500
		FICA Taxes				37,000	43,857
		Clothing Allowance				670	840
		Deferred Compensation				41,500	48,653
		Group Health Insurance Premium				55,500	81,486
		Health Reimbursement Account				7,900	24,000
		Employee Assistance Program				106	127
		Worker's Comp Insurance				9,496	11,256
		Additional Compensation				-	1,950
		Total Personal Services				\$ 633,422	\$ 782,669

BUILDING DEPARTMENT - TO BE FUNDED BY THE BUILDING DEPARTMENT FUND

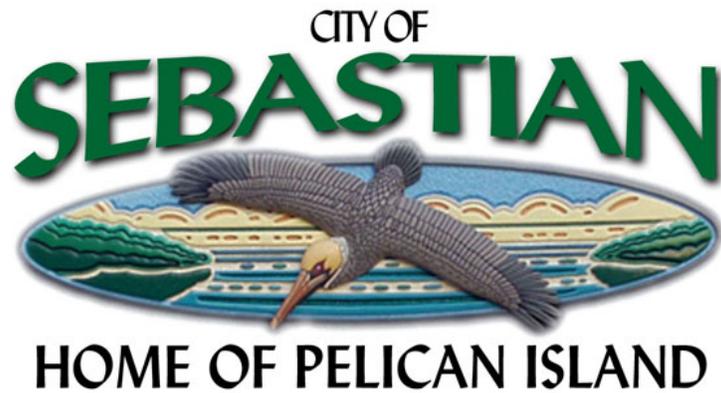
Description	EXPENDITURES PER FISCAL YEAR					TOTAL
	2021/22	2022/23	2023/24	2024/25	2025/26	
Office Renovations	\$ 116,000	\$ -	\$ -	\$ -	\$ -	\$ 116,000
	\$ 116,000	\$ -	\$ -	\$ -	\$ -	\$ 116,000

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

BUILDING DEPARTMENT

Code: 480110

Account Number	Description	FY 17/18 Actual	FY 18/19 Actual	FY 19/20 Actual	Amended FY 20/21 Budget	FY 20/21 Projected	FY 21/22 Budget
PERSONAL SERVICES							
511200	Regular Salaries	392,389	444,182	460,072	545,049	479,250	568,000
511400	Overtime	7,016	5,124	1,909	2,500	2,000	2,500
512100	FICA Taxes	29,300	32,129	33,550	41,888	37,000	43,857
512215	Clothing Allowance	350	360	480	720	670	840
512225	Deferred Compensation	34,665	37,572	39,190	46,762	41,500	48,653
512301	Group Health Insurance Premium	47,775	52,899	53,975	80,215	55,500	81,486
512307	Health Reimbursement Account	13,157	12,085	10,846	19,159	7,900	24,000
512309	Employee Assistance Program	0	95	95	127	106	127
512400	Worker's Comp Insurance	7,010	9,386	6,951	9,373	9,496	11,256
512600	OPEB Accrued Expense	97	0	0	0	0	0
512700	Additional Compensation	0	0	0	0	0	1,950
TOTAL PERSONAL SERVICES		531,760	593,833	607,069	745,793	633,422	782,669
OPERATING EXPENSES							
533200	Audit Fees	921	1,554	1,554	1,974	1,974	2,171
533201	Administrative Services Provided by GF	43,000	45,150	49,665	54,632	54,632	60,095
533400	Other Contractual Services	7,409	14,634	27,324	17,500	27,360	209,240
534000	Travel and Per Diem	1,450	885	155	1,400	600	1,400
534101	Telephone	404	408	419	420	435	444
534105	Cellular Telephone	1,986	2,289	2,188	2,880	2,250	2,280
534110	Internet Services	2,593	1,703	1,837	2,165	1,935	1,164
534120	Postage	1,184	1,328	1,343	1,000	1,000	1,100
534310	Electric	3,109	3,083	2,726	3,100	3,045	3,060
534320	Water / Sewer	278	283	292	315	340	360
534420	Equipment Leases	1,404	1,391	2,235	2,472	2,610	2,612
534500	Insurance	7,025	6,081	8,545	10,861	10,861	11,406
534620	R & M-Vehicles	3,644	3,167	1,701	5,000	2,500	3,000
534630	R & M - Office Equipment	15,249	9,418	24,206	32,250	24,200	24,416
534800	Promotional Activities	0	0	0	0	0	1,800
534910	Clerk of Court Filing Fees	97	46	29	60	60	60
534920	Legal Ads	251	0	0	0	175	0
535200	Departmental Supplies	1,744	1,252	1,065	1,500	1,000	2,300
535210	Computer Supplies	197	826	3,672	2,460	2,300	1,600
535230	Small Tools and Equipment	131	194	46	655	600	450
535260	Gas and Oil	5,174	4,912	4,071	4,566	4,000	4,500
535270	Uniforms and Shoes	354	405	545	600	500	900
535275	Safety Equipment	0	0	0	50	25	50
535410	Dues and Memberships	823	790	815	1,000	900	1,175
535420	Books and Publications	3,422	0	151	3,000	3,000	800
535450	Training and Education	2,189	1,062	1,306	2,400	2,400	1,800
TOTAL OPERATING EXPENSES		104,038	100,861	135,889	152,260	148,702	338,183
CAPITAL OUTLAY							
606200	Buildings	0	0	0	24,000	24,000	116,000
606400	Vehicles and Equipment	18,108	0	3,952	22,957	22,957	0
TOTAL CAPITAL OUTLAY		18,108	0	3,952	46,957	46,957	116,000
NON-OPERATING EXPENSES							
132947	Advance to GC Fund	675,374	0	0	0	0	0
TOTAL NON-OPERATING EXPENSES		675,374	0	0	0	0	0
TOTAL BUILDING DEPARTMENT		1,329,280	694,694	746,911	945,010	829,081	1,236,852
OTHER FINANCING USES							
909990	Unappropriated	0	193,106	206,581	0	306,787	0
TOTAL EXPENDITURES AND OTHER USES		1,329,280	887,800	953,492	945,010	1,135,868	1,236,852



CITY OF SEBASTIAN, FLORIDA
ANNUAL BUDGET
FISCAL YEAR 2022-2027

***CAPITAL IMPROVEMENT
PROGRAM***

**CITY OF SEBASTIAN, FLORIDA
FISCAL YEAR 2022-2027
SUMMARY OF CAPITAL PURCHASES AND IMPROVEMENTS**

<u>List of Projects</u>	<u>FY 2021-22</u>	<u>FY 2022-23</u>	<u>FY 2023-24</u>	<u>FY 2024-25</u>	<u>FY 2025-26</u>	<u>FY 2026-27</u>	<u>Totals</u>
General Government							
City Manager Vehicle	32,000	-	-	-	-	-	32,000
Vx Rail Lease Payments	43,195	43,195	43,195	-	-	-	129,585
Email Archive System	60,000	-	-	-	-	-	60,000
City Wide Computers	45,000	35,000	45,000	35,000	45,000	35,000	240,000
COStv Equipment	10,000	10,000	10,000	10,000	10,000	10,000	60,000
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 and Remote Switches	-	-	25,000	20,000	-	-	45,000
CAD/RMS System Update	139,200	60,775	60,775	60,775	60,775	60,775	443,075
Police Department							
Police Station Sign	7,500	-	-	-	-	-	7,500
Police Vehicles	305,000	310,000	315,000	320,000	325,000	330,000	1,905,000
Vehicle/Body Cameras	78,583	78,583	78,583	78,583	39,292	-	353,624
Road Patrol Equipment	22,300	23,300	13,000	17,000	13,000	13,000	101,600
Police COPE Trailer	20,500	-	-	-	-	-	20,500
Utility Vehicle	18,000	-	-	-	-	-	18,000
Operations Equipment	8,000	-	-	-	-	-	8,000
Investigations Equipment	11,000	-	-	-	-	-	11,000
Community Development							
Harrison Street Park Plaza	225,000	270,000	-	-	-	-	495,000
Working Waterfront	50,000	-	-	-	-	-	50,000
Tree Protection Plan	-	65,000	-	-	-	-	65,000
CDD Vehicle	33,000	-	-	-	-	-	33,000
Roads Department							
Street Repaving	-	633,363	313,412	754,747	754,747	754,747	3,211,016
Portable Traffic Analyzers	4,870	-	-	-	-	-	4,870
Street Reconstruction	-	-	355,111	-	-	-	355,111
Sidewalk Replacement	100,000	100,000	100,000	100,000	100,000	100,000	600,000
Roads Division Equipment	58,906	-	-	-	-	-	58,906
Roads Division Heavy Equipment	-	260,000	-	-	-	-	260,000
Public Facilities Department							
Public Facilities Compound	5,334,024	-	-	-	-	-	5,334,024
Stairwell Evacuation Chairs	3,000	-	-	-	-	-	3,000
Fleet Division Equipment	7,500	-	-	-	-	-	7,500
Cemetery Fencing	-	17,500	-	-	-	-	17,500
Cemetery Grounds Improvements	-	-	110,000	-	-	-	110,000
Cemetery Columbarium Niches	-	-	-	60,000	-	-	60,000
New Cemetery Signage	10,000	-	-	-	-	-	10,000
Leisure Services Department							
BSSC Baseball Backstops	75,000	-	-	-	-	-	75,000
Refurbish Portable Stage	14,000	-	-	-	-	-	14,000
Maintenance Equipment	45,000	80,000	10,000	-	-	-	135,000
Park Signage	30,000	-	-	-	-	-	30,000
Parks Division Vehicles	25,000	25,000	25,000	-	-	-	75,000
Playground Improvements	100,000	-	120,000	50,000	100,000	50,000	420,000
Park Improvements	20,000	20,000	20,000	20,000	20,000	20,000	120,000
Stormwater Department							
Stormwater Equipment	80,000	-	-	-	-	-	80,000
Backhoe and Tractor Attachments	9,500	-	-	-	-	-	9,500
Slip Lining/Pipe Replacement	250,000	120,000	130,000	145,000	160,000	175,000	980,000
Swale/Driveway Culverts	115,000	130,000	150,000	130,000	130,000	130,000	785,000
Stormwater Pond Fountains	13,500	-	-	-	-	-	13,500
Canal Restoration	11,500,000	11,500,000	-	-	-	-	23,000,000
Concha Dam Replacement	400,000	-	-	-	-	-	400,000
Tulip Drive Crossing	-	-	250,000	-	-	-	250,000
Bayfront Road Crossing	-	-	-	250,000	-	-	250,000
Ocean Cove Drainage	-	-	-	-	350,000	-	350,000
Golf Course Fund							
Maintenance Equipment	-	5,195	7,500	-	-	28,100	40,795
Ditch #15 Improvements	20,000	-	-	-	-	-	20,000
Golf Course Parking Lot	5,000	-	-	-	-	-	5,000
Airport Fund							
Airport Mobile Radios	7,500	-	-	-	-	-	7,500
Airport Interior Security Cameras	-	24,000	-	-	-	-	24,000
Aircraft Wash Rack	-	-	-	-	125,000	-	125,000
Hangar C Office Improvements	-	70,000	-	-	-	-	70,000
Hangar D Office Improvements	-	-	-	400,000	-	-	400,000
Economic Development Hangar	-	-	1,000,000	-	-	-	1,000,000
Construction of Square Hangars	720,000	-	-	-	-	-	720,000
Airport Shade Hangars	-	-	-	1,100,000	-	-	1,100,000
Rehab Runway 10-28 Markings	-	70,000	-	-	-	-	70,000
Rehab Runway 05/23	-	-	3,044,912	-	-	-	3,044,912
Taxiway Alpha Aprons	-	198,000	-	900,000	-	-	1,098,000
Taxiway Golf Apron Design	-	379,000	-	-	-	-	379,000
Reconstruction of Golf Apron	-	-	1,250,000	-	-	-	1,250,000
Golf Apron Utilities	-	-	-	400,000	-	-	400,000
Construct Taxiway Golf	-	-	-	1,250,000	-	-	1,250,000
Airport Road West	-	-	-	1,800,000	-	-	1,800,000
Building Fund							
Office Renovations	116,000	-	-	-	-	-	116,000
Totals	\$ 20,212,078	\$ 14,577,911	\$ 7,506,488	\$ 7,931,105	\$ 2,262,814	\$ 1,736,622	\$ 54,227,018

**CITY OF SEBASTIAN, FLORIDA
FISCAL YEAR 2022-2027
SUMMARY OF CAPITAL IMPROVEMENT PROJECTS**

	<u>FY 2021-22</u>	<u>FY 2022-23</u>	<u>FY 2023-24</u>	<u>FY 2024-25</u>	<u>FY 2025-26</u>	<u>FY 2026-27</u>	<u>Total</u>
<u>Grouped by Department</u>							
General Government	\$ 369,395	\$ 198,970	\$ 213,970	\$ 155,775	\$ 145,775	\$ 135,775	\$ 1,219,660
Police Department	470,883	411,883	406,583	415,583	377,292	343,000	2,425,224
Roads Department	163,776	993,363	768,523	854,747	854,747	854,747	4,489,903
Public Facilities Department	5,354,524	17,500	110,000	60,000	-	-	5,542,024
Leisure Services	309,000	125,000	175,000	70,000	120,000	70,000	869,000
Community Development	308,000	335,000	-	-	-	-	643,000
Stormwater	12,368,000	11,750,000	530,000	525,000	640,000	305,000	26,118,000
Golf Course	25,000	5,195	7,500	-	-	28,100	65,795
Airport	727,500	741,000	5,294,912	5,850,000	125,000	-	12,738,412
Building	116,000	-	-	-	-	-	116,000
Total by Departments	\$ 20,212,078	\$ 14,577,911	\$ 7,506,488	\$ 7,931,105	\$ 2,262,814	\$ 1,736,622	\$ 54,227,018
<u>Grouped by Function</u>							
General Government	\$ 677,395	\$ 533,970	\$ 213,970	\$ 155,775	\$ 145,775	\$ 135,775	\$ 1,862,660
Public Safety	586,883	411,883	406,583	415,583	377,292	343,000	2,541,224
Transportation	6,245,800	1,751,863	6,173,435	6,764,747	979,747	854,747	22,770,339
Parks & Recreation	334,000	130,195	182,500	70,000	120,000	98,100	934,795
Physical Environment	12,368,000	11,750,000	530,000	525,000	640,000	305,000	26,118,000
Total by Functions	\$ 20,212,078	\$ 14,577,911	\$ 7,506,488	\$ 7,931,105	\$ 2,262,814	\$ 1,736,622	\$ 54,227,018
<u>Grouped by Funding Source</u>							
General Fund	\$ 267,206	\$ 128,300	\$ 48,000	\$ 17,000	\$ 13,000	\$ 13,000	\$ 486,506
DST	6,987,502	1,272,553	1,139,799	1,339,358	670,067	640,775	12,050,054
LOGT	104,870	993,363	768,523	854,747	854,747	854,747	4,430,997
Recreation Impact Fees	225,000	20,000	140,000	70,000	120,000	70,000	645,000
Riverfront CRA	275,000	270,000	-	-	-	-	545,000
Stormwater Fund	318,000	130,000	400,000	380,000	480,000	130,000	1,838,000
Golf Course	25,000	5,195	7,500	-	-	28,100	65,795
Airport	7,500	37,150	-	45,000	25,000	-	114,650
Cemetery Trust	10,000	17,500	110,000	60,000	-	-	197,500
Grants/Loans	11,876,000	11,703,850	4,892,666	5,165,000	100,000	-	33,737,516
Building Fund	116,000	-	-	-	-	-	116,000
Total Funding Sources	\$ 20,212,078	\$ 14,577,911	\$ 7,506,488	\$ 7,931,105	\$ 2,262,814	\$ 1,736,622	\$ 54,227,018

**CITY OF SEBASTIAN, FLORIDA
FISCAL YEAR 2022-27 CAPITAL IMPROVEMENT PROGRAM
BY FUNDING SOURCE**

	General	Local		Community	Recreation								
	Fund	Option		Redevelopmen	Impact	Stormwater	Cemetery	Grants/	Golf	Airport	Building		Total
		Gas Tax	DST	Agency	Fees	Fund	Trust	Private Funds	Fund	Fund	Fund		
FISCAL YEAR 2021/2022													
General Government													
City Manager Vehicle	32,000												32,000
Vx Rail Lease Payments			43,195										43,195
Email Archive System			60,000										60,000
City Wide Computers			45,000										45,000
COSTV Equipment			10,000										10,000
Network Infrastructure			30,000										30,000
Over-the-Air Connections			10,000										10,000
CAD/RMS System Update			139,200										139,200
Police Department													
Police Station Sign	7,500												7,500
Police Vehicles			305,000										305,000
Vehicle/Body Cameras			78,583										78,583
Road Patrol Equipment	22,300												22,300
Police COPE Trailer			20,500										20,500
Utility Vehicle			18,000										18,000
Operations Equipment	8,000												8,000
Investigations Equipment	11,000												11,000
Community Development													
Harrison Street Park Plaza				225,000									225,000
Working Waterfront				50,000									50,000
CDD Vehicle	33,000												33,000
Roads Department													
Portable Traffic Analyzers		4,870											4,870
Sidewalk Replacement		100,000											100,000
Roads Division Equipment	58,906												58,906
Public Facilities Department													
Public Facilities Compound			5,334,024										5,334,024
Fleet Division Equipment	7,500												7,500
New Cemetery Signage							10,000						10,000
Stairwell Evacuation Chairs	3,000												3,000
Leisure Services Department													
BSSC Baseball Backstops					75,000								75,000
Refurbish Portable Stage	14,000												14,000
Maintenance Equipment	45,000												45,000
Park Signage					30,000								30,000
Parks Division Vehicles	25,000												25,000
Playground Improvements					100,000								100,000
Park Improvements					20,000								20,000
Stormwater													
Stormwater Equipment						80,000							80,000
Backhoe and Tractor Attachments						9,500							9,500
Slip Lining/Pipe Replacement			250,000										250,000
Swale/Driveway Culvert						115,000							115,000
Stormwater Pond Fountains						13,500							13,500
Canal Restoration			500,000					11,000,000					11,500,000
Concha Dam Replacement						100,000		300,000					400,000
Golf Course													
Ditch #15 Improvements									20,000				20,000
Golf Course Parking Lot									5,000				5,000
Airport													
Airport Mobile Radios										7,500			7,500
Construction of Square Hangars			144,000					576,000					720,000
Building													
Office Renovations											116,000		116,000
Total FY 2021/2022	\$ 267,206	\$ 104,870	\$ 6,987,502	\$ 275,000	\$ 225,000	\$ 318,000	\$ 10,000	\$ 11,876,000	\$ 25,000	\$ 7,500	\$ 116,000		\$ 20,212,078

**CITY OF SEBASTIAN, FLORIDA
FISCAL YEAR 2022-27 CAPITAL IMPROVEMENT PROGRAM
BY FUNDING SOURCE**

	General	Local		Community	Recreation						American	
	Fund	Option		Redevelopmen	Impact	Stormwater	Cemetery	Grants/	Golf	Airport	Rescue	
		Gas Tax	DST	Agency	Fees	Fund	Trust	Bank Note	Course	Fund	Plan	Total
FISCAL YEAR 2022/2023												
General Government												
Vx Rail Lease Payments			43,195									43,195
City Wide Computers			35,000									35,000
COSV Equipment			10,000									10,000
Network Infrastructure			30,000									30,000
Over-the-Air Connections			20,000									20,000
CAD/RMS System Update			\$60,775									60,775
Police Department												
Police Vehicles			310,000									310,000
Vehicle/Body Cameras			78,583									78,583
Road Patrol Equipment	23,300											23,300
Community Development												
Harrison Street Park Plaza				270,000								270,000
Tree Protection Plan			65,000									65,000
Roads Department												
Street Repaving		633,363										633,363
Sidewalk Replacement		100,000										100,000
Roads Division Heavy Equipment		260,000										260,000
Public Facilities Department												
Cemetery Fencing							17,500					17,500
Leisure Services Department												
Maintenance Equipment	80,000											80,000
Parks Division Vehicles	25,000											25,000
Park Improvements					20,000							20,000
Stormwater												
Slip Lining/Pipe Replacement			120,000									120,000
Swale/Driveway Culverts						130,000						130,000
Canal Restoration			500,000					11,000,000				11,500,000
Golf Course												
Maintenance Equipment									5,195			5,195
Airport												
Airport Interior Security Cameras								19,200		4,800		24,000
Hangar C Office Improvements								70,000				70,000
Rehab Runway 10-28 Markings								66,500		3,500		70,000
Taxiway Alpha Aprons								188,100		9,900		198,000
Taxiway Golf Apron Design								360,050		18,950		379,000
Total FY 2022/2023	\$ 128,300	\$ 993,363	\$ 1,272,553	\$ 270,000	\$ 20,000	\$ 130,000	\$ 17,500	\$ 11,703,850	\$ 5,195	\$ 37,150	\$ -	\$ 14,577,911

**CITY OF SEBASTIAN, FLORIDA
FISCAL YEAR 2022-27 CAPITAL IMPROVEMENT PROGRAM
BY FUNDING SOURCE**

	General Fund	Local Option Gas Tax	DST	Community Redevelopmen Agency	Recreation Impact Fees	Stormwater Fund	Cemetery Trust	Grants/ Bank Note	Golf Fund	Airport Fund	American Rescue Plan	Total
<u>FISCAL YEAR 2023/2024</u>												
General Government												
Vx Rail Lease Payments			43,195									43,195
City Wide Computers			45,000									45,000
COSTv Equipment			10,000									10,000
Network Infrastructure			30,000									30,000
Core and Remote Switches			25,000									25,000
CAD/RMS System Update			60,775									60,775
Police Department												
Police Vehicles			315,000									315,000
Vehicle/Body Cameras			78,583									78,583
Road Patrol Equipment	13,000											13,000
Roads Department												
Street Repaving		313,412										313,412
Street Reconstruction		355,111										355,111
Sidewalk Replacement		100,000										100,000
Public Facilities Department												
Cemetery Grounds Improvements							110,000					110,000
Leisure Services Department												
Maintenance Equipment	10,000											10,000
Parks Division Vehicles	25,000											25,000
Playground Improvements					120,000							120,000
Park Improvements					20,000							20,000
Stormwater												
Slip Lining/Pipe Replacement			130,000									130,000
Swale/Driveway Culverts						150,000						150,000
Tulip Drive Crossing						250,000						250,000
Golf Course												
Maintenance Equipment									7,500			7,500
Airport												
Economic Development Hangar								1,000,000				1,000,000
Rehab Runway 05/23			152,246					2,892,666				3,044,912
Reconstruction of Golf Apron			250,000					1,000,000				1,250,000
Total FY 2023/2024	\$ 48,000	\$ 768,523	\$ 1,139,799	\$ -	\$ 140,000	\$ 400,000	\$ 110,000	\$ 4,892,666	\$ 7,500	\$ -	\$ -	\$ 7,506,488

**CITY OF SEBASTIAN, FLORIDA
FISCAL YEAR 2022-27 CAPITAL IMPROVEMENT PROGRAM
BY FUNDING SOURCE**

	General	Local	Community	Recreation	Stormwater	Cemetery	Grants/	Golf	Airport	American	Total	
	Fund	Option	Redevelopmen	Impact	Fund	Trust	Bank Note	Fund	Fund	Rescue		
		Gas Tax	DST	Agency	Fees					Plan		
FISCAL YEAR 2024/2025												
General Government												
City Wide Computers			35,000								35,000	
COSTv Equipment			10,000								10,000	
Network Infrastructure			30,000								30,000	
Core and Remote Switches			20,000								20,000	
CAD/RMS System Update			60,775								60,775	
Police Department												
Police Vehicles			320,000								320,000	
Vehicle/Body Cameras			78,583								78,583	
Road Patrol Equipment	17,000										17,000	
Roads Department												
Street Repaving		754,747									754,747	
Sidewalk Replacement		100,000									100,000	
Public Facilities Department												
Cemetery Columbarium Niches							60,000				60,000	
Leisure Services Department												
Playground Improvements					50,000						50,000	
Park Improvements					20,000						20,000	
Stormwater												
Slip Lining/Pipe Replacement			145,000								145,000	
Swale/Driveway Culverts							130,000				130,000	
Bayfront Road Crossing							250,000				250,000	
Airport												
Hangar D Office Improvements							400,000				400,000	
Airport Shade Hangars			220,000				880,000				1,100,000	
Taxiway Alpha Aprons							855,000		45,000		900,000	
Golf Apron Utilities			80,000				320,000				400,000	
Construct Taxiway Golf			250,000				1,000,000				1,250,000	
Airport Road West			90,000				1,710,000				1,800,000	
Total FY 2024/2025	\$ 17,000	\$ 854,747	\$ 1,339,358	\$ -	\$ 70,000	\$ 380,000	\$ 60,000	\$ 5,165,000	\$ -	\$ 45,000	\$ -	\$ 7,931,105

**CITY OF SEBASTIAN, FLORIDA
FISCAL YEAR 2022-27 CAPITAL IMPROVEMENT PROGRAM
BY FUNDING SOURCE**

	General Fund	Local Option Gas Tax		Community Redevelopmen Agency	Recreation Impact Fees	Stormwater Fund	Cemetery Trust	Grants/ Bank Note	Golf Fund	Airport Fund	American Rescue Plan	Total
			DST									
<u>FISCAL YEAR 2025/2026</u>												
General Government												
City Wide Computers			45,000									45,000
COSTv Equipment			10,000									10,000
Network Infrastructure			30,000									30,000
CAD/RMS System Update			60,775									60,775
Police Department												
Police Vehicles			325,000									325,000
Vehicle/Body Cameras			39,292									39,292
Road Patrol Equipment	13,000											13,000
Roads Department												
Street Repaving		754,747										754,747
Sidewalk Replacement		100,000										100,000
Leisure Services Department												
Playground Improvements					100,000							100,000
Park Improvements					20,000							20,000
Stormwater												
Slip Lining/Pipe Replacement			160,000									160,000
Swale/Driveway Culverts						130,000						130,000
Ocean Cove Drainage						350,000						350,000
Airport												
Aircraft Wash Rack								100,000		25,000		125,000
Total FY 2025/2026	\$ 13,000	\$ 854,747	\$ 670,067	\$ -	\$ 120,000	\$ 480,000	\$ -	\$ 100,000	\$ -	\$ 25,000	\$ -	\$ 2,262,814

**CITY OF SEBASTIAN, FLORIDA
FISCAL YEAR 2022-27 CAPITAL IMPROVEMENT PROGRAM
BY FUNDING SOURCE**

	General Fund	Local Option Gas Tax	DST	Community Redevelopmen Agency	Recreation Impact Fees	Stormwater Fund	Cemetery Trust	Grants/ Bank Note	Golf Fund	Airport Fund	American Rescue Plan	Total
<u>FISCAL YEAR 2026/2027</u>												
General Government												
City Wide Computers			35,000									35,000
COSTv Equipment			10,000									10,000
Network Infrastructure			30,000									30,000
CAD/RMS System Update			60,775									60,775
Police Department												
Police Vehicles			330,000									330,000
Road Patrol Equipment	13,000											13,000
Roads Department												
Street Repaving		754,747										754,747
Sidewalk Replacement		100,000										100,000
Leisure Services Department												
Playground Improvements					50,000							50,000
Park Improvements					20,000							20,000
Stormwater												
Slip Lining/Pipe Replacement			175,000									175,000
Swale/Driveway Culverts						130,000						130,000
Golf Course												
Maintenance Equipment									28,100			28,100
Total FY 2026/2027	\$ 13,000	\$ 854,747	\$ 640,775	\$ -	\$ 70,000	\$ 130,000	\$ -	\$ -	\$ 28,100	\$ -	\$ -	\$ 1,736,622
Grand Total	\$ 486,506	\$ 4,430,997	\$ 12,050,054	\$ 545,000	\$ 645,000	\$ 1,838,000	\$ 197,500	\$ 33,737,516	\$ 65,795	\$ 114,650		\$ 54,227,018

**CITY OF SEBASTIAN, FLORIDA
FISCAL YEAR 2022-2027
CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM**

GENERAL GOVERNMENT - CITY MANAGER

Project Name:	City Manager Vehicle	Project Description:					
Funding Source:	General Fund	Provide Vehicle for City Manager					
Justification:	The mileage on the City Manager's vehicle is currently 95K miles. City Manager needs a reliable vehicle to attend meetings outside of City Hall and perform numerous site /project visits on a continuous basis. The current City Manager vehicle could be utilized to replace CM2 which is now used when needed for other City staff members.						
Project Costs:	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Project Total</u>
	\$32,000	\$0	\$0	\$0	\$0	\$0	\$32,000
Operating Impact:	\$0	(\$6,400)	(\$3,200)	\$0	\$3,200	\$4,480	(\$1,920)
Project Pricing:	">\$28,000 to \$32,000 is the going price for a Dodge Durango and Ford Explorer. Pricing estimate received from the Fleet Superintendent.						

GENERAL GOVERNMENT - MIS DIVISION

Project Name:	Vx Rail Lease Payments	Project Description:					
Funding Source:	Discretionary Sales Tax	Capital Lease Payments on VxRail Infrastructure.					
Justification:	This product is used to effectively manage all the Police Department programs and applications that are hosted in the cloud. It was initially acquired in FY 19-20 via a five year capital lease arrangement.						
Project Costs:	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Project Total</u>
	\$ 43,195	\$ 43,195	\$ 43,195	\$ -	\$ -	\$ -	\$ 129,585
Operating Impact:	\$ -	\$ (7,343)	\$ (8,639)	\$ (3,888)	\$ 13,390	\$ 28,077	\$ 21,598
Project Pricing:	Lease was provided through Dell, which was the only provider of this technology.						

Project Name:	Email Archive System	Project Description:					
Funding Source:	Discretionary Sales Tax	Renewal or Replacement of Barracuda Backup and Secure Gateway					
Justification:	The Agreement for the use of the Barracuda technology is up for renewal and a determination needs to be made to continue with Barracuda or to switch to another vendor.						
Project Costs:	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Project Total</u>
	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,000
Operating Impact:	\$ -	\$ (10,200)	\$ (1,800)	\$ 6,600	\$ 13,800	\$ 18,600	\$ 27,000
Project Pricing:	Pricing is based current contracts with the customers of Acronis, Proofpoint and Barracuda.						

Project Name:	City Wide Computers	Project Description:					
Funding Source:	Discretionary Sales Tax	Upgrades of 7-10 Workstations a Year for All Departments. Most of the Police Department Units will be included with Vehicle Purchases.					
Justification:	Computers in All Departments need to be updated on a five year schedule to keep up with technology.						
Project Costs:	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Project Total</u>
	\$ 45,000	\$ 35,000	\$ 45,000	\$ 35,000	\$ 45,000	\$ 35,000	\$ 240,000
Operating Impact:	\$ -	\$ (7,650)	\$ (7,300)	\$ (3,750)	\$ 6,900	\$ 18,250	\$ 6,450
Project Pricing:	Laptops are approximately \$3,000 each, including 5 year warranties, docking stations and monitors. Desktops are approximately \$1,500 each.						

**CITY OF SEBASTIAN, FLORIDA
FISCAL YEAR 2022-2027
CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM**

GENERAL GOVERNMENT - MIS DIVISION (CONTINUED)

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

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

Project Costs:							Project
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Total</u>
	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 60,000

Operating Impact:							
	\$0	\$ (1,700)	\$ (2,000)	\$ (900)	\$ 1,400	\$ 4,500	\$ 1,300

Project Pricing: Estimate based on the historical spending pattern.

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

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

Project Costs:							Project
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Total</u>
	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 180,000

Operating Impact:							
	\$ -	\$ (5,100)	\$ (6,000)	\$ (2,700)	\$ 4,200	\$ 13,500	\$ 3,900

Project Pricing: Based on anticipated needs.

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

Justification: Over-The-Air (wireless) backup network connections for both the Golf Course and the new Public Works Compound need to be added.

Project Costs:							Project
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Total</u>
	\$ 10,000	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000

Operating Impact:							
	\$ -	\$ (1,700)	\$ (3,700)	\$ 500	\$ 4,500	\$ 7,700	\$ 7,300

Project Pricing: Dependent on technology that is selected.

Project Name:	Core and Remote Switches	Project Description:
Funding Source:	Discretionary Sales Tax	Upgrade of Core and Remote Switches to maintain security and provide connection to services

Justification: Replacements of the Core Switches in both City Hall and the Police Department are needed every five years in order to maintain security and provide the services required.

Project Costs:							Project
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Total</u>
	\$ -	\$ -	\$ 25,000	\$ 20,000	\$ -	\$ -	\$ 45,000

Operating Impact:							
	\$ -	\$ -	\$ -	\$ (4,250)	\$ (4,150)	\$ 2,150	\$ (6,250)

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

**CITY OF SEBASTIAN, FLORIDA
FISCAL YEAR 2022-2027
CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM**

GENERAL GOVERNMENT - MIS DIVISION (CONTINUED)

Project Name:	CAD/RMS System Update	Project Description:
Funding Source:	Discretionary Sales Tax	Soma Global CAD/RMS System Implementation.

Justification: Updated CAD/RMS system to address security and FDLE Technical Audit shortcomings and assist in providing fluid workflow throughout the Police Department. Will allow a more accurate and seamless operation within the Communications, Records, and Patrol divisions. Product includes integrated redaction software to assist in efficient and timely completion of public record requests. Soma Global will also be able to provide other essential functions which will allow for the consolidation of other programs the department is currently paying additional costs to have and operate.

Project Costs:							Project
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Total</u>
	\$ 139,200	\$ 60,775	\$ 60,775	\$ 60,775	\$ 60,775	\$ 60,775	\$ 443,075

Operating Impact:							
	\$ -	\$ -	\$ -	\$ (4,250)	\$ (4,150)	\$ 2,150	\$ (6,250)

Project Pricing: Written quote obtained.

POLICE DEPARTMENT

Project Name:	Police Station Sign	Project Description:
Funding Source:	General Fund	Replace the Police Department's Main Signage.

Justification: The main sign in front of the police department is 18 years old, weathered and needs to be replaced and turned 90 degrees to be seen better from the roadway.

Project Costs:							Project
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Total</u>
	\$ 7,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,500

Operating Impact:							
	\$ -	\$ (1,500)	\$ (750)	\$ -	\$ 750	\$ 1,050	\$ (450)

Project Pricing: Pricing was provided by the Leisure Services Director who has been working with the company replacing the other City signs.

Project Name:	Police Vehicles	Project Description:
Funding Source:	Discretionary Sales Tax	21/22- 5 Vehicles w/equipment (305K). 22/23- 5 Vehicles w/equipment (310K). 23/24- 5 Vehicles w/equipment (315K). 24/25- 5 Vehicles w/ equipment (320K). 25/26- 5 Vehicles w/equipment (325K). 26/27- 5 Vehicles w/equipment (330K).

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

Project Costs:							Project
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Total</u>
	\$ 305,000	\$ 310,000	\$ 315,000	\$ 320,000	\$ 325,000	\$ 330,000	\$ 1,905,000

Operating Impact:							
	\$ -	\$ (61,000)	\$ (92,500)	\$ (94,000)	\$ (65,000)	\$ (23,300)	\$ (335,800)

Project Pricing: No written quote available due to impending price increase. Cost projections have been increased by \$1,000 over prior estimates.

CITY OF SEBASTIAN, FLORIDA
FISCAL YEAR 2022-2027
CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM

POLICE DEPARTMENT - (CONTINUED)

Project Name:	Vehicle/Body Cameras	Project Description:					
Funding Source:	Discretionary Sales Tax	Lease Agreement for Vehicle/Body Cameras.					
Justification:	To promote full transparency and obtain video surveillance footage of every encounter with patrol officers for evidentiary purposes. This is the remainder of a 5 year lease agreement initiated in FY 20-21 and includes unlimited cloud storage and maintenance fees.						
Project Costs:							Project
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Total</u>
	\$ 78,583	\$ 78,583	\$ 78,583	\$ 78,583	\$ 39,292	\$ -	\$ 353,624
Operating Impact:							
	\$ -	\$ (15,717)	\$ (23,575)	\$ (23,575)	\$ (15,717)	\$ 3,143	\$ (75,440)
Project Pricing:	Written quote/lease agreement was obtained.						

Project Name:	Road Patrol Equipment	Project Description:					
Funding Source:	General Fund	21/22 - 5 Tasers \$8,500, 5 patrol rifles \$5,000, 1 Night Vision Gear \$4,500 and 2 LIDAR units \$4,300. 22/23 - 5 Tasers \$8,500, 5 patrol rifles \$5,000, 1 Night Vision Gear \$4,500, 2 LIDAR units \$4,300 and 1 SRT helmet \$1,000. 23/24 - 5 Tasers \$8,500 and 1 Night Vision Gear \$4,500. 24/25 - 5 Tasers \$8,500, 1 Night Vision Gear \$4,500 and 4 SRT helmets \$4,000, . 25/26 - 5 Tasers \$8,500 and 1 Night Vision Gear \$4,500. 26/27 - 5 Tasers \$8,500 and 1 Night Vision Gear \$4,500.					
Justification:	Replace older failing Tasers. Equip all officers with rifles and replace the old rifles. Replace the old LIDAR (laser radar) units that are 15 to 18 years old. Replace expiring SRT helmets. Outfit SRT with night vision optics to allow team members to deal with critical incidents in low light/dark conditions.						
Project Costs:							Project
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Total</u>
	\$ 22,300	\$ 23,300	\$ 13,000	\$ 17,000	\$ 13,000	\$ 13,000	\$ 101,600
Operating Impact:							
	\$ 8,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,000
Project Pricing:	Written quotes. Price is factored to have a slight increase in cost next fiscal or calendar year.						

Project Name:	Operations Equipment	Project Description:					
Funding Source:	General Fund	Purchase EZ Flex Sport Mats (8K).					
Justification:	These will be used to cover the PD training room floor to be utilized as a Defensive Tactics/RadKids training area. This will allow the majority of similar type training to take place at the PD and reduce the need to be dependant upon outside agency's facilities, which we have had to utilize several times a year.						
Project Costs:							Project
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Total</u>
	\$ 8,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,000
Operating Impact:							
	\$ -	\$ (1,600)	\$ (800)	\$ -	\$ 800	\$ 1,120	\$ (480)
Project Pricing:	Written quote obtained however, the quote does not include installation or the addition of agency logos. The quote for the mats, with those additions bring the total to \$8,000.						

CITY OF SEBASTIAN, FLORIDA
FISCAL YEAR 2022-2027
CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM

POLICE DEPARTMENT - (CONTINUED)

Project Name:	Police COPE Trailer	Project Description:	21/22 - Replace COPE Concession Trailer
Funding Source:	Discretionary Sales Tax		

Justification: Replace the existing COPE trailer with an 8.6'x14' trailer that is more suitable to distributing concessions, which is one of the main components of our community events. This trailer comes with a 13.5k BTU air conditioner, fluorescent lights, power outlets, porch lights, storage cabinets, a custom sink, hot water heater, a mini refrigerator, water pump and concession window with glass and screen.

Project Costs:							Project
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Total</u>
	\$ 20,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,500
Operating Impact:							
	\$ -	\$ (4,715)	\$ (3,485)	\$ (2,255)	\$ (1,025)	\$ 205	\$ (11,275)

Project Pricing: Written quote. Prices are factored to have a slight increase in cost next fiscal or calendar year.

Project Name:	Utility Vehicle	Project Description:	Purchase 2020 CAN-AM SSV Defender Pro Utility vehicle.
Funding Source:	Discretionary Sales Tax		

Justification: This vehicle is needed to assist during training to transport cumbersome gear and training tools, such as ammo, steel targets, barricades, where larger vehicles are not permitted to travel due to terrain. It will also give us the ability to safely conduct search and rescue operations throughout the city where the terrain will not allow safe access, such as the North Conservation area, where numerous walker/hikers have been lost and needed to be quickly located and evacuated due to medical conditions.

Project Costs:							Project
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Total</u>
	\$ 18,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,000
Operating Impact:							
	\$ -	\$ (3,060)	\$ (540)	\$ 1,980	\$ 4,140	\$ 5,580	\$ 8,100

Project Pricing: Written quote obtained.

Project Name:	Investigations Equipment	Project Description:	Fence enclosure to secure safe located within the evidence building (4K); Surveillance equipment (7K).
Funding Source:	General Fund		

Justification: In accordance with accreditation standards the safe in the evidence building must be secured separately by fence or other secured barrier. Miscellaneous surveillance equipment required for DICE unit.

Project Costs:							Project
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Total</u>
	\$ 11,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,000
Operating Impact:							
	\$ -	\$ (2,200)	\$ (1,100)	\$ -	\$ 1,100	\$ 1,540	\$ (660)

Project Pricing: Verbal quote obtained, written quote pending.

**CITY OF SEBASTIAN, FLORIDA
FISCAL YEAR 2022-2027
CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM**

COMMUNITY DEVELOPMENT DEPARTMENT

Project Name:	Harrison Street Park Plaza	Project Description:					
Funding Source:	Community Redevelopment Agency	Provide Parking, Event Space and Connections to Downtown Area.					
Justification:	The CRA Master Plan indicates this will have an immediate positive impact to the business district. \$270,000 of this project was funded in FY 20-21.						
Project Costs:	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Project Total</u>
	\$ 225,000	\$ 270,000	\$ -	\$ -	\$ -	\$ -	\$ 495,000
Operating Impact:	\$ -	\$ (29,250)	\$ (55,350)	\$ (35,550)	\$ (15,750)	\$ 4,050	\$ (131,850)
Project Pricing:	This was projected in the conceptual master plan to approach \$700,00 but phasing of site improvements and deletion of some proposed items should keep the expected costs to \$270,000 for the first phase and \$350,000 for the second. Includes zero curbs, pervious pavers and tree/landscape. Creation of the vista and seamless event space will require further improvements on the east side of the park and riverfront. The completed project will create event space and have a positive impact to the business district.						

Project Name:	Working Waterfront	Project Description:					
Funding Source:	Community Redevelopment Agency	Completion of Working Waterfront project to include deck improvement, landscaping and historic signage.					
Justification:	Site requires landscape and informational historic signage for this public space. Improvements to the decks will complete the sites ability to be utilized as an event and education center in accordance with the FCT grant.						
Project Costs:	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Project Total</u>
	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Operating Impact:	\$ -	\$ (10,000)	\$ (9,000)	\$ (8,000)	\$ (7,000)	\$ (6,000)	\$ (40,000)
Project Pricing:	\$45K of 2020 funds for Shoreline and Parking lot improvements were used to complete construction. Landscape design estimated costs at \$40,000. Changes to design and source of plants may reduce price. Estimates for deck improvements are \$6K and historic signage are approximately \$4K.						

Project Name:	Tree Protection Plan	Project Description:					
Funding Source:	Discretionary Sales Tax	Continuation of Riverview Park Master Plan for protection of the tree canopy, with design and placement of strategic landscaped areas to protect the trees from pedestrian traffic and event activities.					
Justification:	A master plan recommended tree replacements and tree protection barriers/signage. Funding is required to implement this plan (trees/barriers/signs/sidewalks).						
Project Costs:	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Project Total</u>
	\$ -	\$ 65,000	\$ -	\$ -	\$ -	\$ -	\$ 65,000
Operating Impact:	\$ -	\$ -	\$ (13,000)	\$ (11,700)	\$ (10,400)	\$ (9,100)	\$ (44,200)
Project Pricing:	Phase I of Project consisted of a survey, irrigation plan with detailed landscape design. This Phase II includes landscape/mulch installation starting with areas adjacent to sidewalks and tree protection groupings around trees. All this in accordance with the consultant recommendations and the IPM.						

**CITY OF SEBASTIAN, FLORIDA
FISCAL YEAR 2022-2027
CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM**

COMMUNITY DEVELOPMENT DEPARTMENT (CONTINUED)

Project Name:	CDD Vehicle	Project Description:					
Funding Source:	General Fund	Purchase a Vehicle for Community Development.					
Justification:	A new vehicle is needed to perform project management, pre-construction and site plan field visits. The current vehicle has broken down several times, costing the department \$800 over budget (so far) in repairs this fiscal year. This 2008 Chevy Trailblazer has over 120K miles and it is recommended that it be replaced. Staff requests an Explorer or similar model vehicle.						
Project Costs:						Project	
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Total</u>
	\$ 33,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 33,000
Operating Impact:							
	\$ -	\$ (8,250)	\$ (6,600)	\$ (4,950)	\$ (3,300)	\$ (3,630)	\$ (26,730)
Project Pricing:	Based off 2019 Explorer 4x2 purchased for Leisure Services.						

ROADS DEPARTMENT

Project Name:	Street Repaving	Project Description:					
Funding Source:	Local Option Gas Tax	Crack Sealing, Double Microsurfacing, Cape Sealing and 2" Overlay for Streets programmed by the Pavement Management Consultant.					
Justification:	The street pavement maintenance program was prescribed and scheduled by the Pavement Management Consultant for FY 2019 to FY 2024. Due to the large amount of work needed to address the associated Stormwater work needed to be accomplished on those roadways that were repaved, increased road work is being deferred. The Pavement Management Program will also be updated over this timeframe.						
Project Costs:						Project	
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Total</u>
	\$ -	\$ 633,363	\$ 313,412	\$ 754,747	\$ 754,747	\$ 754,747	\$ 3,211,016
Operating Impact:							
	\$ -	\$ -	\$ (82,337)	\$ (97,746)	\$ (157,992)	\$ (188,049)	\$ (526,124)
Project Pricing:	Includes a 20% increase from amount listed in the pavement management plan due to inflation.						
Project Name:	Street Reconstruction	Project Description:					
Funding Source:	Local Option Gas Tax	Reconstruction Roadwork based on new recommendations from the Pavement Management Consultant.					
Justification:	Needed to address streets in bad condition that are beyond normal repaving work and require full depth reconstruction. \$355,111 is the amount of full-depth reconstruction in FY22-23 that was projected by the previous Pavement Management Plan. As explained in the above Street Repaving project, this work is also being deferred one year to allow associated Stormwater work to be accomplished.						
Project Costs:						Project	
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Total</u>
	\$ -	\$ -	\$ 355,111	\$ -	\$ -	\$ -	\$ 355,111
Operating Impact:							
	\$ -	\$ -	\$ -	\$ (120,738)	\$ (120,738)	\$ (113,636)	\$ (355,111)
Project Pricing:	\$355,111 is the amount of full-depth reconstruction that was projected by the Pavement Management Consultant. Price increases and the update to the Pavement Management Plan may result in the need for more expenditures of this nature.						

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

ROADS DEPARTMENT (CONTINUED)

Project Name:	Portable Traffic Analyzers	Project Description:
Funding Source:	Local Option Gas Tax	Purchase of two sensors to collect information on traffic patterns.

Justification: This is for collecting traffic data on speed, traffic volume and vehicle classifications. These statistics will be used to plan future road improvements.

Project Costs:								
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Project Total</u>	
	\$ 4,870	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,870	
Operating Impact:								
	\$ -	\$ (974)	\$ (487)	\$ -	\$ 487	\$ 682	\$ (292)	

Project Pricing: Quotation from a vendor.

Project Name:	Sidewalk Replacement	Project Description:
Funding Source:	Local Option Gas Tax	Replace 5,000 linear feet of 5 foot wide sidewalk along high pedestrian/bicycle usage City streets each fiscal year.

Justification: The City receives a large number of citizen request to repair sidewalks in a highly deteriorated condition. These are serious trip and fall hazards and expose the City to significant tort liability. The City has not had a formal sidewalk repair/replacement program for many years and only makes spot repairs following significant trip and fall incidents. This work will be contracted out to adequately address this need.

Project Costs:								
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Project Total</u>	
	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 600,000	
Operating Impact:								
	\$ -	\$ (13,000)	\$ (22,000)	\$ (27,000)	\$ (28,000)	\$ (25,000)	\$ (115,000)	

Project Pricing: Staff secured quotes from contractors. For Precision Cut Concrete (PCC) and its placement for greater than \$61 square yards at 4" thickness, the low quote is \$36 per square yard of PCC placed. At 5 foot sidewalk width, about 5,000 linear feet of PCC sidewalk can be placed per year at a cost of \$100,000.

Project Name:	Roads Division Equipment	Project Description:
Funding Source:	General Fund	3/4 Ton Pickup (35K), Concrete Chain Saws(3,140), Skid Steer Attachments (7,766), Zero Turn Riding Mower (13,000).

Justification: Pickup replaces PW94 at the end of its cost-efficient life. Concrete Chain Saws are to replace a heavy saw used for cuts of headwalls and other vertical cuts and a 14" Concrete Saw is to replace a lighter saw used for horizontal cuts. Skid Steer Attachments include 84" 6-way dozer blade and tree boom with hook used to maintain the shoulder of roadways. Riding Mower replaces a current mower.

Project Costs:								
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Project Total</u>	
	\$ 58,906	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 58,906	
Operating Impact:								
	\$ -	\$ (11,781)	\$ (5,891)	\$ -	\$ 5,891	\$ 8,247	\$ (3,534)	

Project Pricing: Estimated pricing.

Project Name:	Roads Division Heavy Equipment	Project Description:
Funding Source:	Discretionary Sales Tax	21/22 Tandem Axle Dump Truck (150K); Brush Truck (110K).

Justification: Tandem Axle Dump Truck replaces oldest Tandem Axle Dump Truck at the end of its useful life. Brush Truck is a 12 cubic yard, single-axel with "barn door" gate and replaces 20 year old Brush Truck.

Project Costs:								
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Project Total</u>	
	\$ -	\$ 260,000	\$ -	\$ -	\$ -	\$ -	\$ 260,000	
Operating Impact:								
	\$ -	\$ -	\$ (59,800)	\$ (44,200)	\$ (28,600)	\$ (13,000)	\$ (145,600)	

Project Pricing: The Dump Truck is under municipal contract bid.

**CITY OF SEBASTIAN, FLORIDA
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PUBLIC FACILITIES - FACILITY MAINTENANCE DIVISION

Project Name:	Public Facilities Compound	Project Description:					
Funding Source:	Discretionary Sales Tax	Complete Construction of New Public Facilities Compound at Sebastian Municipal Airport.					
Justification:	This is funding for the expected remaining balance of the design-build project authorized in FY 20-21.						
Project Costs:						Project	
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Total</u>
	\$ 5,334,024	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,334,024
Operating Impact:							
	\$ -	\$ (1,280,166)	\$ (1,280,166)	\$ (1,226,826)	\$ (1,226,826)	\$ (1,173,485)	\$ (6,187,468)
Project Pricing:	Remainder of the \$9,133,483 Design-Build Contract.						

Project Name:	Stairwell Evacuation Chairs	Project Description:					
Funding Source:	General Fund	Install Evacuation Chairs in the Stairwell at City Hall.					
Justification:	This will address the safety issue for assisting disabled persons in the case of an emergency.						
Project Costs:						Project	
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Total</u>
	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000
Operating Impact:							
	\$ -	\$ (600)	\$ (300)	\$ -	\$ 300	\$ 420	\$ (180)
Project Pricing:	Estimated based on the cost of other newly installed signs.						

PUBLIC FACILITIES - FLEET DIVISION

Project Name:	Fleet Division Equipment	Project Description:					
Funding Source:	General Fund	21/22 Air Conditioning Service Machine (5,500), Garage Service Truck Lights and Tool Cabinets (2,000).					
Justification:	The Air Conditioning Service Machine is required for the new type of refrigerant. Existing Machine will remain in service. Installing tool cabinets in the Service Truck will allow them to stay organized and adding lighting will increase the safety of the operator.						
Project Costs:						Project	
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Total</u>
	\$ 7,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,500
Operating Impact:							
	\$ -	\$ (1,500)	\$ (750)	\$ -	\$ 750	\$ 1,050	\$ (450)
Project Pricing:	Prices are estimated.						

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

PUBLIC FACILITIES - CEMETERY DIVISION

Project Name:	Cemetery Fencing	Project Description:	22-23 Replace Chain Link Fencing (17,500).
Funding Source:	Cemetery Trust Fund		

Justification: The existing fence is broken down along the southern and northern boundary of the Cemetery.

Project Costs:							Project
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Total</u>
	\$ -	\$ 17,500	\$ -	\$ -	\$ -	\$ -	\$ 17,500
Operating Impact:							
	\$ -	\$ -	\$ (1,750)	\$ (525)	\$ 700	\$ 1,925	\$ 350

Project Pricing: Estimated pricing.

Project Name:	Cemetery Grounds Improvements	Project Description:	Project consists of grounds leveling, headstone straightening and placing new sod in Areas 1-5.
Funding Source:	Cemetery Trust Fund		

Justification: Older sections of the Cemetery have headstones that are sinking and landscaping that has a mix of grass and weeds. These measures will improve the overall appearance and make it safer for the public.

Project Costs:							Project
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Total</u>
	\$ -	\$ -	\$ 110,000	\$ -	\$ -	\$ -	\$ 110,000
Operating Impact:							
	\$ -	\$ -	\$ -	\$ (22,000)	\$ (19,800)	\$ (17,600)	\$ (59,400)

Project Pricing: Estimated pricing.

Project Name:	Cemetery Columbarium Niches	Project Description:	Adding Two Columbarium Niches in the Expanded Section of the Cemetery.
Funding Source:	Cemetery Trust Fund		

Justification: Columbarium Niches are recommended for the new section.

Project Costs:							Project
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Total</u>
	\$ -	\$ -	\$ -	\$ 60,000	\$ -	\$ -	\$ 60,000
Operating Impact:							
	\$ -	\$ -	\$ -	\$ -	\$ (20,400)	\$ (20,400)	\$ (40,800)

Project Pricing: Estimated pricing.

Project Name:	New Cemetery Signage	Project Description:	Install Signage Using New City Design Format
Funding Source:	Cemetery Trust Fund		

Justification: The Cemetery lacks signage. The signage will use the new design for City signs.

Project Costs:							Project
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Total</u>
	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000
Operating Impact:							
	\$ -	\$ (2,000)	\$ (1,000)	\$ -	\$ 1,000	\$ 1,400	\$ (600)

Project Pricing: Estimated based on the cost of other newly installed signs.

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CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM

LEISURE SERVICES DEPARTMENT (CONTINUED)

Project Name:	BSSC Baseball Backstops	Project Description:
Funding Source:	Recreation Impact Fee	Replace the backstops on all 4 baseball/softball fields at the Barber Street Sports Complex. The current fencing is badly rusted and creates a safety concern due to its current condition.

Justification: The current condition of the backstops on all 4 fields is a safety concern for participants, spectators and staff due to the badly rusted poles.

Project Costs:								Project
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Total</u>	
	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000

Operating Impact:								
	\$ -	\$ (18,000)	\$ (18,000)	\$ (17,250)	\$ (17,250)	\$ (16,500)	\$ (87,000)	

Project Pricing: Cost estimate is based on pricing provided by the lowest bid contractor that was selected during our baseball field fencing replacement project. (All Zones \$18,750 Each)

Project Name:	Refurbish Portable Stage	Project Description:
Funding Source:	General Fund	Refurbish the stage to increase its life expectancy. It currently has rusting in many spots along the interior and concerns with the hydraulic hoses failing due to their age and their current condition. Project will include sandblasting many areas of the stage and replacing all hydraulic lines.

Justification: Staff recommends refurbishment of this stage as soon as possible to prevent any safety concerns.

Project Costs:								Project
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Total</u>	
	\$ 14,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,000	

Operating Impact:								
	\$ -	\$ (3,220)	\$ (2,380)	\$ (1,540)	\$ (700)	\$ 140	\$ (7,700)	

Project Pricing: Cost estimate is based on pricing provided by a local vendor.

Project Name:	Maintenance Equipment	Project Description:
Funding Source:	General Fund	Provide Necessary Leisure Services Maintenance Equipment and also replacement of existing equipment 21-22 Replace (2) John Deere Mowers (20K) 21-22 Purchase a Top Dressing Machine (15K) 21-22 Purchase a Verti-Cutter (10K) 22-23 Replace (2) John Deere Mowers (20K) 22-23 Replace John Deere 5410 Tractor (60K) 23-24 Replace (1) John Deere Mower (10K)

Justification: Mowers P370 & P375 need to be replaced. Other mowers are scheduled replacements of mowing crew mowers that maintain the common grounds within parks, Schumann Drive, and Sebastian Blvd. As we continue to improve the Barber Street Athletic Fields and follow the IPM Plan to reduce chemical usage, we have some mechanical and cultural ways that require new machinery. The Top Dressing machine and Verticutter will provide the equipment for continued progress on the objectives of the IPM plan.

Project Costs:								Project
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Total</u>	
	\$ 45,000	\$ 80,000	\$ 10,000	\$ -	\$ -	\$ -	\$ 135,000	

Operating Impact:								
	\$ -	\$ (9,000)	\$ (20,500)	\$ (10,000)	\$ 3,500	\$ 14,300	\$ (21,700)	

Project Pricing: This pricing was provided by Alan from the Garage based on his purchasing experience and also quotes collected from various vendors.

**CITY OF SEBASTIAN, FLORIDA
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LEISURE SERVICES DEPARTMENT (CONTINUED)

Project Name:	Park Signage	Project Description:					
Funding Source:	Recreation Impact Fees	Parks Identifying Signage Replacement.					
Justification:	Continues update of Park Identifying Signs. Needed to address one of the goals of the updated Parks and Recreation Element of the Comprehensive Plan. This addresses all signs needing to be replaced or installed at parks not currently having City identifying signs.						
Project Costs:	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Project Total</u>
	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000
Operating Impact:							
	\$ -	\$ (6,000)	\$ (3,000)	\$ -	\$ 3,000	\$ 4,200	\$ (1,800)
Project Pricing:	Based on our Parks Signage agreement with the selected sign manufacturer, Signstar. Year 3 of the sign replacement plan will total around \$30,000 to complete all of the signage. (All Zones \$7,500 Each)						

Project Name:	Parks Division Vehicles	Project Description:					
Funding Source:	General Fund	FY 21-22 1/2 Ton Pickup (25K). FY 22-23 1/2 Ton Pickup (25K). FY 23-24 1/2 Ton Pickup (25K).					
Justification:	These are all recommended replacements from the Garage based on the age and maintenance expenditures on these vehicles.						
Project Costs:	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Project Total</u>
	\$ 25,000	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -	\$ 75,000
Operating Impact:							
	\$ -	\$ (5,000)	\$ (7,500)	\$ (7,500)	\$ -	\$ 6,000	\$ (14,000)
Project Pricing:	This pricing and replacement schedule was provided by the Fleet Superintendent based on his quotes.						

Project Name:	Playground Improvements	Project Description:					
Funding Source:	Recreation Impact Fund	Replace and improve current playgrounds throughout the City to become more accessible: 21-22 Easy Street Zone B \$50K, Filbert Park Zone C \$50K. 23-24 Creative Playground All Zones \$30K Each. 24-25 Bryant Court Park Zone C \$50K. 25-26 Hardee Park Zone A \$50K, Schumann Park Zone C \$50K. 26-27 Community Center Zone B \$50K.					
Justification:	Many of the playgrounds throughout the City are in need of replacement within the next few years. As a part of this replacement I 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:	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Project Total</u>
	\$ 100,000	\$ -	\$ 120,000	\$ 50,000	\$ 100,000	\$ 50,000	\$ 420,000
Operating Impact:							
	\$ -	\$ (20,000)	\$ (18,000)	\$ (40,000)	\$ (45,600)	\$ (60,200)	\$ (183,800)
Project Pricing:	Pricing is based on the pricing quotes in speaking with numerous vendors this year. The materials costs have increased drastically over the course of the last year, similar to most other construction materials.						

**CITY OF SEBASTIAN, FLORIDA
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LEISURE SERVICES DEPARTMENT (CONTINUED)

Project Name:	Park Improvements	Project Description:					
Funding Source:	Recreation Impact Fund	Provide funds to be able to immediately address park improvements.					
Justification:	These allocations will provide funds on an annual basis toward addressing park improvements that were not budgeted but are brought to light by the public or the Parks and Recreation Advisory Committee. These funds will be allocated so that concerns can be addressed without delay.						
Project Costs:						Project	
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Total</u>
	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 120,000
Operating Impact:							
	\$ -	\$ (4,000)	\$ (7,600)	\$ (10,800)	\$ (13,600)	\$ (16,000)	\$ (52,000)
Project Pricing:	Will be established at time improvements are better defined. (All Zones \$5,000 Each).						

STORMWATER FUND

Project Name:	Stormwater Equipment	Project Description:					
Funding Source:	Stormwater Utility Fund	E42 R2 Service Bobcat Compact Excavator.					
Justification:	This additional Compact Excavator is needed to clean the smaller stormwater drainage ditches.						
Project Costs:						Project	
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Total</u>
	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,000
Operating Impact:							
	\$ -	\$ (16,000)	\$ (8,000)	\$ -	\$ 8,000	\$ 11,200	\$ (4,800)
Project Pricing:	The Excavator is priced at \$70,824 but is expected to be \$80,000 with adding two vegetation buckets.						

Project Name:	Backhoe and Tractor Attachments	Project Description:					
Funding Source:	Stormwater Utility Fund	Purchase Aquatic Bucket for the Backhoe (\$6,000) and Bush Hog Attachment for the Kubota Tractor (\$3,500).					
Justification:	The aquatic bucket is required for cleaning the ditches and rights-of-way with the backhoe. The Bush Hog attachment is for cutting City property and drainage ditches with the Kubota tractor.						
Project Costs:						Project	
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Total</u>
	\$ 9,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,500
Operating Impact:							
	\$ -	\$ (2,185)	\$ (1,615)	\$ (1,045)	\$ (475)	\$ 95	\$ (5,225)
Project Pricing:	Estimated pricing.						

Project Name:	Slip Lining/Pipe Replacement	Project Description:					
Funding Source:	Discretionary Sales Tax	Replacing pipe or sliplining when practical.					
Justification:	Used for failing stormwater pipes. Sliplining avoids open cutting of the roadway and adjacent properties and is used when the depth and construction is expected to cause excessive damage.						
Project Costs:						Project	
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Total</u>
	\$ 250,000	\$ 120,000	\$ 130,000	\$ 145,000	\$ 160,000	\$ 175,000	\$ 980,000
Operating Impact:							
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Project Pricing:	Staff recently completed similar projects and has a good idea of the total cost for these projects.						

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

STORMWATER FUND (CONTINUED)

Project Name:	Swale/Driveway Culverts	Project Description:
Funding Source:	Stormwater Utility Fund	City crews to correct all drainage deficiencies, swales, culverts and make driveway and headwall repairs as appropriate in conjunction with street reconstruction projects.

Justification: Significantly extends pavement life and reduces long term pavement management cost. The City will completing year 3 of its pavement management program. If these repairs are not done, the sizeable investment in street reconstruction will be wasted as saturated road bases and their overlying asphalt surfaces will quickly degrade well before their useful life of 20 plus years. As a result we would never catch up with improving the condition of our streets.

Project Costs:							Project
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Total</u>
	\$ 115,000	\$ 130,000	\$ 150,000	\$ 130,000	\$ 130,000	\$ 130,000	\$ 785,000

Operating Impact:							
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Project Pricing: Cost cover cost of concrete (driveways & headwalls) culverts and sod. Work to be performed in house except for driveway cuts and concrete replacement.

Project Name:	Stormwater Pond Fountains	Project Description:
Funding Source:	Stormwater Utility Fund	Purchase and install Stormwater Aeration Fountains.

Justification: The city has successfully installed and operates stormwater fountains in three of its stormwater ponds. These fountains aerate and ozygenate the water and in doing so, improve the water quality and promote the growth of desirable plant species. This is an important additional non-chemical, mechanical method of stormwater pond maintenance and reduces the amount and cost of herbicide application.

Project Costs:							Project
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Total</u>
	\$ 13,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,500

Operating Impact:							
	\$ -	\$ (1,755)	\$ (1,215)	\$ (675)	\$ (135)	\$ 405	\$ (3,375)

Project Pricing: Periwinkle Pond: Aeration Fountain for \$4,500 plus the installation of new electrical service @ \$2,000 = \$6,500, Tulip solar powered aeration fountain for \$7,000. Total Cost = \$13,500.

Project Name:	Canal Restoration	Project Description:
Funding Source:	Discretionary Sales Tax Fund to Match \$1 Million for FEMA Grant of \$22 Million over two years.	An application is being made to FEMA for a \$23 million dollar project to restore the canal sides/bottom of the Collier Creek/Elkcam Canal to their original contour.

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

Project Costs:							Project
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Total</u>
	\$ 11,500,000	\$ 11,500,000	\$ -	\$ -	\$ -	\$ -	\$ 23,000,000

Operating Impact:							
	\$ -	\$ (2,760,000)	\$ (5,520,000)	\$ (5,405,000)	\$ (5,290,000)	\$ (5,175,000)	\$ (24,150,000)

Project Pricing: The actual cost will be dependent on the Program eventually adopted.

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

STORMWATER FUND (CONTINUED)

Project Name:	Concha Dam Replacement	Project Description:
Funding Source:	75% FEMA Grant \$300,000. 25% Matching requirement from Stormwater Utility Fund \$100,000.	Install new wall in front of the Concha Dam.

Justification: Concha dam is very close to the end of its useful life with a number of holes and cavities clearly visable. Placing a new wall immediately upstream in front of it will avoid a \$4,400,000 cost of total replacement, reduce the maintenance cost and ease concern over a catastropic failure.

Project Costs:							Project
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Total</u>
	\$ 400,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400,000

Operating Impact:							
	\$ -	\$ (96,000)	\$ (96,000)	\$ (92,000)	\$ (92,000)	\$ (88,000)	\$ (464,000)

Project Pricing: Includes: planning, design, construction and construction management. A FEMA Local Mitigation Strategy grant is being pursued.

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

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

Project Costs:							Project
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Total</u>
	\$ -	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ 250,000

Operating Impact:							
	\$ -	\$ -	\$ -	\$ (60,000)	\$ (60,000)	\$ (57,500)	\$ (177,500)

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

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

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

Project Costs:							Project
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Total</u>
	\$ -	\$ -	\$ -	\$ 250,000	\$ -	\$ -	\$ 250,000

Operating Impact:							
	\$ -	\$ -	\$ -	\$ -	\$ (60,000)	\$ (60,000)	\$ (120,000)

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

Project Name:	Ocean Cove Drainage	Project Description:
Funding Source:	Stormwater Utility Fund	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 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Total</u>
	\$ -	\$ -	\$ -	\$ -	\$ 350,000	\$ -	\$ 350,000

Operating Impact:							
	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (84,000)	\$ (84,000)

Project Pricing: Price estimate increased to reflect current costs.

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

GOLF COURSE

Project Name:	Maintenance Equipment	Project Description:
Funding Source:	Golf Course	Replace Necessary Operating and Maintenance Equipment: 22-23 Replace Range Picker (2,695), Replace Ball Washer (2,500). 23-24 Replace Range Cart (7,500).

Justification: It is anticipated that these items will require replacement in a few years.

Project Costs:								
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Project Total</u>	
	\$ -	\$ 5,195	\$ 7,500	\$ -	\$ -	\$ 28,100	\$ 40,795	

Operating Impact:								
	\$ -	\$ -	\$ (1,039)	\$ (2,020)	\$ (750)	\$ 520	\$ (3,289)	

Project Pricing: Estimated pricing.

Project Name:	Ditch #15 Improvements	Project Description:
Funding Source:	Golf Course	Pipe or Deepen the Existing Ditch.

Justification: This ditch crosses the fairway and is very unsightly because it does not drain well. The current condition of the area is very suitable for water moccasins. One option is to pipe the ditch, which is approximately 280 feet by 60 feet with 18 to 24 inch pipe, site work and sod. The other option is to dig it out to hold more water, then do site work around it for adequate sheet water drainage.

Project Costs:								
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Project Total</u>	
	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000	

Operating Impact:								
	\$ -	\$ (4,800)	\$ (4,800)	\$ (4,600)	\$ (4,600)	\$ (4,400)	\$ (23,200)	

Project Pricing: Estimated pricing.

Project Name:	Golf Course Parking Lot	Project Description:
Funding Source:	Golf Course	Replace Parking Bumpers, Patch Asphalt and Repaint Lines.

Justification: Repaint approx 125 parking space lines, complete with directional arrows throughout parking lot, replace damaged parking bumpers, patch any holes or cracks in asphalt. Current parking lot lines are extremely faded and the parking lot in general needs some repair, along with some new parking bumpers.

Project Costs:								
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Project Total</u>	
	\$ 5,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	

Operating Impact:								
	\$ -	\$ (650)	\$ (450)	\$ (250)	\$ (50)	\$ 150	\$ (1,250)	

Project Pricing: Estimated pricing.

AIRPORT FUND

Project Name:	Airport Mobile Radios	Project Description:
Funding Source:	Airport Fund	Purchase 2-Way Mobile Radios for Airport Rolling Equipment

Justification: Airport vehicles lack mobile air-band VHF radios. This is a safety related item. 3 would be purchased.

Project Costs:								
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Project Total</u>	
	\$ 7,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,500	

Operating Impact:								
	\$ -	\$ (1,500)	\$ (750)	\$ -	\$ 750	\$ 1,050	\$ (450)	

Project Pricing: Estimated pricing forecasted in Grant Application Spreadsheet.

CITY OF SEBASTIAN, FLORIDA
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CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM
AIRPORT FUND (CONTINUED)

Project Name:	Airport Interior Security Cameras	Project Description:
Funding Source:	80% FDOT PTGA Grant \$19,200. 20% Matching Requirement from Airport Funds \$4,800.	Purchase and install security cameras for the interior of the Airport Terminal.

Justification: The Airport lacks camera surveillance of the interior of the Airport Terminal.

Project Costs:	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Project Total</u>
	\$ -	\$ 24,000	\$ -	\$ -	\$ -	\$ -	\$ 24,000
Operating Impact:	\$ -	\$ -	\$ (4,080)	\$ (720)	\$ 2,640	\$ 5,520	\$ 3,360

Project Pricing: Estimated pricing forecasted in Grant Application Spreadsheet.

Project Name:	Aircraft Wash Rack	Project Description:
Funding Source:	80% FDOT Grant \$100,000. 20%; Matching Requirement from Airport Fund \$25,000.	Complete construction of the Aircraft Wash Rack.

Justification: Airport lacks an approved wash rack. Construction was initiated ten years ago but was paused due to budget constraints.

Project Costs:	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Project Total</u>
	\$ -	\$ -	\$ -	\$ -	\$ 125,000	\$ -	\$ 125,000
Operating Impact:	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (16,250)	\$ (16,250)

Project Pricing: Estimated pricing forecasted in Grant Application Spreadsheet.

Project Name:	Hangar C Office Improvements	Project Description:
Funding Source:	50% FDOT Grant \$35,000. 50% Matching Requirement from Private Funding \$35,000.	Hangar C Office Improvements, including air conditioning, fire safety improvements, exit doors, windows, lighting and furniture.

Justification: This would convert the southern storage bay into habitable office space, thereby enhancing the value of the structure and increasing future rent for the Airport.

Project Costs:	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Project Total</u>
	\$ -	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ 70,000
Operating Impact:	\$ -	\$ -	\$ (16,800)	\$ (16,800)	\$ (16,100)	\$ (16,100)	\$ (65,800)

Project Pricing: Estimated pricing forecasted in Grant Application Spreadsheet.

Project Name:	Hangar D Office Improvements	Project Description:
Funding Source:	80% FDOT Grant \$320,000. 20% Matching Requirement from Private Funding \$80,000.	Interior construction of Hangar D offices.

Justification: Hangar D will have 5,000 square feet of undeveloped office space. This project will build out the interior of the area in order to attract new businesses and bring additional revenue to the Airport.

Project Costs:	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Project Total</u>
	\$ -	\$ -	\$ -	\$ 400,000	\$ -	\$ -	\$ 400,000
Operating Impact:	\$ -	\$ -	\$ -	\$ -	\$ (96,000)	\$ (96,000)	\$ (192,000)

Project Pricing: Estimated pricing forecasted in Grant Application Spreadsheet.

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

AIRPORT FUND (CONTINUED)

Project Name:	Economic Development Hangar	Project Description:
Funding Source:	50% Economic Development Grant \$500,000. 50% Matching Requirement from Private Enterprise \$500,000.	Construct a New business Hangar for economic development next to the Golf Apron.
Justification:	This can be anticipated to enhance the City's economic development potential by being a home to new businesses and by providing jobs for the City.	

Project Costs:							Project
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Total</u>
	\$ -	\$ -	\$ 1,000,000	\$ -	\$ -	\$ -	\$ 1,000,000
Operating Impact:							
	\$ -	\$ -	\$ -	\$ (140,000)	\$ (140,000)	\$ (140,000)	\$ (420,000)
Project Pricing:	Estimated pricing forecasted in Grant Application Spreadsheet.						

Project Name:	Construction of Square Hangars	Project Description:					
Funding Source:	80% FDOT Grant \$576,000. 20% Matching Requirements from Discretionary Sales Tax \$144,000.	Develop the Site and Construct Two Square Corporate Business Hangars.					
Justification:	These will be leased to generate revenue, as well as bringing in new businesses and jobs.						
Project Costs:							Project
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Total</u>
	\$ 720,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 720,000
Operating Impact:							
	\$ -	\$ (100,800)	\$ (100,800)	\$ (100,800)	\$ (100,800)	\$ (100,800)	\$ (504,000)
Project Pricing:	Estimated pricing forecasted in Grant Application Spreadsheet.						

Project Name:	Airport Shade Hangars	Project Description:					
Funding Source:	80% FDOT Grant \$880,000. 20% Matching Requirement from Discretionary Sales Tax \$220,000.	Engineer and construct new Aircraft Shade Hangars.					
Justification:	Current Shade Hangars are 100% occupied, with five customers on the waiting list. Airport has room for a third row of Shade Hangars off of the Alpha Apron. This will bring additional revenue to the Airport.						
Project Costs:							Project
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Total</u>
	\$ -	\$ -	\$ -	\$ 1,100,000	\$ -	\$ -	\$ 1,100,000
Operating Impact:							
	\$ -	\$ -	\$ -	\$ -	\$ (154,000)	\$ (154,000)	\$ (308,000)
Project Pricing:	Estimated pricing forecasted in Grant Application Spreadsheet.						

Project Name:	Rehab Runway 10-28 Markings	Project Description:					
Funding Source:	90% FAA Grant \$63,000. 5%; FDOT Grant \$3,500. 5% Matching Requirement from Airport Fund \$3,500.	Rehabilitation of Runway 10-28 and Taxiway Markings.					
Justification:	Existing markings have faded and pose a safety risk to pilots.						
Project Costs:							Project
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Total</u>
	\$ -	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ 70,000
Operating Impact:							
	\$ -	\$ -	\$ (9,100)	\$ (6,300)	\$ (3,500)	\$ (700)	\$ (19,600)
Project Pricing:	Estimated pricing forecasted in Grant Application Spreadsheet.						

CITY OF SEBASTIAN, FLORIDA
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CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM
AIRPORT FUND (CONTINUED)

Project Name:	Rehab Runway 05/23	Project Description:
Funding Source:	90% FAA Grant \$2,740,420. 5% FDOT Grant \$152,246. 5% Matching Requirement from Discretionary Sales Tax \$152,246.	Reconstruct asphalt surfaces of Runway 05-23, include LED Runway Lighting, REIL Lighting, Pilot controlled Runway Lighting System and fresh Runway Markings.

Justification: Asphalt condition of this Runway is deteriorating to the point it needs resurfacing. LED Lighting will use less power and be less expensive to maintain. REIL Lighting serves to improve operational safety. Pilot controlled Lighting System replaces outdated equipment.

Project Costs:							Project
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Total</u>
\$	-	\$ -	\$ 3,044,912	\$ -	\$ -	\$ -	\$ 3,044,912
Operating Impact:							
\$	-	\$ -	\$ -	\$ (1,035,270)	\$ (1,035,270)	\$ (974,372)	\$ (3,044,912)

Project Pricing: Estimated pricing forecasted in Grant Application Spreadsheet.

Project Name:	Taxiway Alpha Aprons	Project Description:
Funding Source:	90% FAA Grant \$178,200/\$810,000. 5% FDOT Grant \$9,900/\$45,000. 5% Matching Requirement from Airport Fund \$9,900/\$45,000.	Engineering and then construction improvements to the Taxiway Alpha Aprons and Tie-down areas. Project consist of the reconstruction of the North Apron/Tie-down area and the renovation of the West Apron/Tie-down area.

Justification: The North Apron is in a terrible state of deterioration and requires full depth reconstruction to bring it up to servicable standards. the West Apron is in better shape but needs renovation to keep it from falling into disrepair.

Project Costs:							Project
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Total</u>
\$	-	\$ 198,000	\$ -	\$ 900,000	\$ -	\$ -	\$ 1,098,000
Operating Impact:							
\$	-	\$ -	\$ (67,320)	\$ (67,320)	\$ (369,360)	\$ (369,360)	\$ (873,360)

Project Pricing: Estimated pricing forecasted in Grant Application Spreadsheet.

Project Name:	Taxiway Golf Apron Design	Project Description:
Funding Source:	90% FAA Grant \$341,100. 5% FDOT Grant \$18,950. 5% Matching Requirement from Airport Fund \$18,950.	Engineer and Design of Taxiway Golf and Accompanying Apron area over the abandoned Runway 13-31.

Justification: The next phase of the Airports business development establishes a viable Taxiway and Apron area over the currently abandoned Runway 13-31. Completion of this work will lead to additional development of infrastructure in the way of utilities and an access road to future Airport business sites.

Project Costs:							Project
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Total</u>
\$	-	\$ 379,000	\$ -	\$ -	\$ -	\$ -	\$ 379,000
Operating Impact:							
\$	-	\$ -	\$ (128,860)	\$ (128,860)	\$ (121,280)	\$ (121,280)	\$ (500,280)

Project Pricing: Estimated pricing forecasted in Grant Application Spreadsheet.

CITY OF SEBASTIAN, FLORIDA
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AIRPORT FUND (CONTINUED)

Project Name:	Reconstruction of Golf Apron	Project Description:					
Funding Source:	80% FDOT Grant \$1,000,000. 20% Matching Requirement from Discretionary Sales Tax \$250,000.	Reconstruct Apron along side Taxiway Golf over the abandoned Runway 13-31					
Justification:	Infrastructure improvements to attract future flightline businesses and jobs for the City.						
Project Costs:		Project					
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Total</u>
	\$ -	\$ -	\$ 1,250,000	\$ -	\$ -	\$ -	\$ 1,250,000
Operating Impact:							
	\$ -	\$ -	\$ -	\$ (425,000)	\$ (425,000)	\$ (400,000)	\$ (1,250,000)
Project Pricing:	Estimated pricing forecasted in Grant Application Spreadsheet.						
Project Name:	Golf Apron Utilities	Project Description:					
Funding Source:	80% FDOT Grant \$320,000. 20% Matching Requirement from Discretionary Sales Tax \$80,000.	Establish Utilities along the Golf Apron (North Side Business Development Area).					
Justification:	The North apron area lacks water, sewer and electricity. Establishing utilities in this area will attract future businesses, jobs and revenue to the Airport.						
Project Costs:		Project					
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Total</u>
	\$ -	\$ -	\$ -	\$ 400,000	\$ -	\$ -	\$ 400,000
Operating Impact:							
	\$ -	\$ -	\$ -	\$ -	\$ (136,000)	\$ (136,000)	\$ (272,000)
Project Pricing:	Estimated pricing forecasted in Grant Application Spreadsheet.						
Project Name:	Construct Taxiway Golf	Project Description:					
Funding Source:	80% FDOT \$1,000,000. 20% Matching Requirement from Discretionary Sales Tax \$250,000.	Construct new Taxiway Golf over Runway 13-31.					
Justification:	This is in association with the Golf Apron project to provide a Taxiway for West and North end users to access Runways 28 and 23. This project is paramount to bringing new flight line businesses and jobs to the Airport and the City.						
Project Costs:		Project					
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Total</u>
	\$ -	\$ -	\$ -	\$ 1,250,000	\$ -	\$ -	\$ 1,250,000
Operating Impact:							
	\$ -	\$ -	\$ -	\$ -	\$ (425,000)	\$ (425,000)	\$ (850,000)
Project Pricing:	Estimated pricing forecasted in Grant Application Spreadsheet.						
Project Name:	Airport Road West	Project Description:					
Funding Source:	90% FAA Grant \$1,620,000. 5% FDOT Grant \$90,000. 5% Matching Requirement from Discretionary Sales Tax \$90,000.	Engineer and construct a road on the west side of the Airport leading to the Golf Apron Flight Line Business Development Area.					
Justification:	This road is needed to support the growth of new businesses in this area.						
Project Costs:		Project					
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Total</u>
	\$ -	\$ -	\$ -	\$ 1,800,000	\$ -	\$ -	\$ 1,800,000
Operating Impact:							
	\$ -	\$ -	\$ -	\$ -	\$ (612,000)	\$ (612,000)	\$ (1,224,000)
Project Pricing:	Estimated pricing forecasted in Grant Application Spreadsheet.						

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

BUILDING FUND

Project Name:	Office Renovations	Project Description:	
Funding Source:	Building Fund		Remodel the Building Departments Office Area.

Justification: This project will renovate the front counter area, including lowering the counter and moving it back to provide room for an improved customer waiting area seating. Bullet-proof glass will be installed, added space will also be provided to make public information materials available. Included in his project will be a reconfiguration of the office space located behind the front counter area.

Project Costs:							Project
	<u>FY 21-22</u>	<u>FY 22-23</u>	<u>FY 23-24</u>	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>Total</u>
	\$ 116,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 116,000

Operating Impact:							
	\$ -	\$ (27,840)	\$ (27,840)	\$ (26,680)	\$ (26,680)	\$ (25,520)	\$ (134,560)

Project Pricing: Updated estimates have resulted in a higher estimate than previously foreseen.

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%	-15%	-16%	-17%	-18%	-19%
20 Year Useful Life	0%	-12%	-13%	-14%	-15%	-16%
10 Year Useful Life	0%	-6%	-7%	-8%	-9%	-10%
7 Year Useful Life	0%	-5%	-6%	-7%	-8%	-9%
5 Year Useful Life	0%	-4%	-5%	-6%	-7%	-8%
3 Year Useful Life	0%	-3%	-4%	-5%	-6%	-7%

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

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

<u>List of Projects</u>	Life							Capital
	<u>Years</u>	<u>FY 2021-22</u>	<u>FY 2022-23</u>	<u>FY 2023-24</u>	<u>FY 2024-25</u>	<u>FY 2025-26</u>	<u>FY 2026-27</u>	<u>Totals</u>
General Government								
City Manager Vehicle	7	32,000	-	-	-	-	-	32,000
<i>Maintenance</i>		-	1,600	3,200	4,800	6,400	8,000	
<i>Efficiency</i>		-	(3,200)	(2,240)	(1,280)	(320)	(640)	
<i>Risk</i>		-	(3,200)	(2,240)	(1,280)	(320)	-	
<i>Replacement</i>		-	(1,600)	(1,920)	(2,240)	(2,560)	(2,880)	
Total		-	(6,400)	(3,200)	-	3,200	4,480	
Vx Rail Lease Payments	5	43,195	43,195	43,195	-	-	-	129,585
<i>Maintenance</i>		-	3,024	9,071	18,142	27,213	36,284	
<i>Efficiency</i>		-	(4,320)	(6,911)	(7,775)	(2,592)	1,728	
<i>Risk</i>		-	(4,320)	(6,911)	(7,775)	(3,456)	(864)	
<i>Replacement</i>		-	(1,728)	(3,888)	(6,479)	(7,775)	(9,071)	
Total		-	(7,343)	(8,639)	(3,888)	13,390	28,077	
Email Archive System	5	60,000	-	-	-	-	-	60,000
<i>Maintenance</i>		-	4,200	8,400	12,600	16,800	21,000	
<i>Efficiency</i>		-	(6,000)	(3,600)	(1,200)	1,200	2,400	
<i>Risk</i>		-	(6,000)	(3,600)	(1,200)	-	-	
<i>Replacement</i>		-	(2,400)	(3,000)	(3,600)	(4,200)	(4,800)	
Total		-	(10,200)	(1,800)	6,600	13,800	18,600	
City Wide Computers	5	45,000	35,000	45,000	35,000	45,000	35,000	240,000
<i>Maintenance</i>		-	3,150	8,750	17,500	28,700	43,050	
<i>Efficiency</i>		-	(4,500)	(6,200)	(7,500)	(6,000)	(5,000)	
<i>Risk</i>		-	(4,500)	(6,200)	(7,500)	(6,900)	(7,500)	
<i>Replacement</i>		-	(1,800)	(3,650)	(6,250)	(8,900)	(12,300)	
Total		-	(7,650)	(7,300)	(3,750)	6,900	18,250	
COSTv Equipment	5	10,000	10,000	10,000	10,000	10,000	10,000	60,000
<i>Maintenance</i>		-	700	2,100	4,200	7,000	10,500	
<i>Efficiency</i>		-	(1,000)	(1,600)	(1,800)	(1,600)	(1,200)	
<i>Risk</i>		-	(1,000)	(1,600)	(1,800)	(1,800)	(1,800)	
<i>Replacement</i>		-	(400)	(900)	(1,500)	(2,200)	(3,000)	
Total		-	(1,700)	(2,000)	(900)	1,400	4,500	
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	31,500	
<i>Efficiency</i>		-	(3,000)	(4,800)	(5,400)	(4,800)	(3,600)	
<i>Risk</i>		-	(3,000)	(4,800)	(5,400)	(5,400)	(5,400)	
<i>Replacement</i>		-	(1,200)	(2,700)	(4,500)	(6,600)	(9,000)	
Total		-	(5,100)	(6,000)	(2,700)	4,200	13,500	
Over-the-Air Connections	5	10,000	20,000	-	-	-	-	30,000
<i>Maintenance</i>		-	700	2,800	4,900	7,000	9,100	
<i>Efficiency</i>		-	(1,000)	(2,600)	(1,400)	(200)	800	
<i>Risk</i>		-	(1,000)	(2,600)	(1,400)	(400)	-	
<i>Replacement</i>		-	(400)	(1,300)	(1,600)	(1,900)	(2,200)	
Total		-	(1,700)	(3,700)	500	4,500	7,700	
Core and Remote Switches	5	-	-	25,000	20,000	-	-	45,000
<i>Maintenance</i>		-	-	-	1,750	4,900	8,050	
<i>Efficiency</i>		-	-	-	(2,500)	(3,500)	(1,700)	
<i>Risk</i>		-	-	-	(2,500)	(3,500)	(1,700)	
<i>Replacement</i>		-	-	-	(1,000)	(2,050)	(2,500)	
Total		-	-	-	(4,250)	(4,150)	2,150	
CAD/RMS System Update	5	139,200	60,775	60,775	60,775	60,775	60,775	443,075
<i>Maintenance</i>		-	9,744	23,742	41,995	64,502	91,263	
<i>Efficiency</i>		-	(13,920)	(14,430)	(12,508)	(8,156)	(4,156)	
<i>Risk</i>		-	(13,920)	(14,430)	(12,508)	(10,940)	(10,940)	
<i>Replacement</i>		-	(5,568)	(9,391)	(13,822)	(18,860)	(24,507)	
Total		-	-	-	(4,250)	(4,150)	2,150	

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

<u>List of Projects</u>	Life	<u>FY 2021-22</u>	<u>FY 2022-23</u>	<u>FY 2023-24</u>	<u>FY 2024-25</u>	<u>FY 2025-26</u>	<u>FY 2026-27</u>	<u>Capital Totals</u>
	<u>Years</u>							
Police Department								
Police Station Sign	7	7,500	-	-	-	-	-	7,500
<i>Maintenance</i>		-	375	750	1,125	1,500	1,875	
<i>Efficiency</i>		-	(750)	(525)	(300)	(75)	(150)	
<i>Risk</i>		-	(750)	(525)	(300)	(75)	-	
<i>Replacement</i>		-	(375)	(450)	(525)	(600)	(675)	
<i>Total</i>		-	(1,500)	(750)	-	750	1,050	
Police Vehicles	7	305,000	310,000	315,000	320,000	325,000	330,000	1,905,000
<i>Maintenance</i>		-	15,250	46,000	92,500	155,000	233,750	
<i>Efficiency</i>		-	(30,500)	(52,350)	(65,400)	(69,500)	(76,700)	
<i>Risk</i>		-	(30,500)	(52,350)	(65,400)	(69,500)	(70,600)	
<i>Replacement</i>		-	(15,250)	(33,800)	(55,700)	(81,000)	(109,750)	
<i>Total</i>		-	(61,000)	(92,500)	(94,000)	(65,000)	(23,300)	
Vehicle/Body Cameras	7	78,583	78,583	78,583	78,583	39,292	-	353,624
<i>Maintenance</i>		-	3,929	11,787	23,575	39,292	56,973	
<i>Efficiency</i>		-	(7,858)	(13,359)	(16,502)	(17,288)	(14,931)	
<i>Risk</i>		-	(7,858)	(13,359)	(16,502)	(17,288)	(13,359)	
<i>Replacement</i>		-	(3,929)	(8,644)	(14,145)	(20,432)	(25,540)	
<i>Total</i>		-	(15,717)	(23,575)	(23,575)	(15,717)	3,143	
Road Patrol Equipment	7	22,300	23,300	13,000	17,000	13,000	13,000	101,600
<i>Maintenance</i>		-	1,115	3,395	6,325	10,105	14,535	
<i>Efficiency</i>		-	(2,230)	(3,891)	(3,823)	(3,765)	(3,689)	
<i>Risk</i>		-	(2,230)	(3,891)	(3,823)	(3,765)	(3,243)	
<i>Replacement</i>		-	(1,115)	(2,503)	(3,609)	(5,045)	(6,451)	
<i>Total</i>		-	(4,460)	(6,890)	(4,930)	(2,470)	1,152	
Police COPE Trailer	10	20,500	-	-	-	-	-	20,500
<i>Maintenance</i>		-	615	1,230	1,845	2,460	3,075	
<i>Efficiency</i>		-	(2,050)	(1,640)	(1,230)	(820)	(410)	
<i>Risk</i>		-	(2,050)	(1,640)	(1,230)	(820)	(410)	
<i>Replacement</i>		-	(1,230)	(1,435)	(1,640)	(1,845)	(2,050)	
<i>Total</i>		-	(4,715)	(3,485)	(2,255)	(1,025)	205	
Utility Vehicle	5	18,000	-	-	-	-	-	18,000
<i>Maintenance</i>		-	1,260	2,520	3,780	5,040	6,300	
<i>Efficiency</i>		-	(1,800)	(1,080)	(360)	360	720	
<i>Risk</i>		-	(1,800)	(1,080)	(360)	-	-	
<i>Replacement</i>		-	(720)	(900)	(1,080)	(1,260)	(1,440)	
<i>Total</i>		-	(3,060)	(540)	1,980	4,140	5,580	
Operations Equipment	7	8,000	-	-	-	-	-	8,000
<i>Maintenance</i>		-	400	800	1,200	1,600	2,000	
<i>Efficiency</i>		-	(800)	(560)	(320)	(80)	(160)	
<i>Risk</i>		-	(800)	(560)	(320)	(80)	-	
<i>Replacement</i>		-	(400)	(480)	(560)	(640)	(720)	
<i>Total</i>		-	(1,600)	(800)	-	800	1,120	
Investigations Equipment	7	11,000	-	-	-	-	-	11,000
<i>Maintenance</i>		-	550	1,100	1,650	2,200	2,750	
<i>Efficiency</i>		-	(1,100)	(770)	(440)	(110)	(220)	
<i>Risk</i>		-	(1,100)	(770)	(440)	(110)	-	
<i>Replacement</i>		-	(550)	(660)	(770)	(880)	(990)	
<i>Total</i>		-	(2,200)	(1,100)	-	1,100	1,540	
Community Development Department								
Harrison Street Park Plaza	10	225,000	270,000	-	-	-	-	495,000
<i>Maintenance</i>		-	6,750	21,600	36,450	51,300	66,150	
<i>Risk</i>		-	(22,500)	(45,000)	(35,100)	(25,200)	(15,300)	
<i>Replacement</i>		-	(13,500)	(31,950)	(36,900)	(41,850)	(46,800)	
<i>Total</i>		-	(29,250)	(55,350)	(35,550)	(15,750)	4,050	
Working Waterfront	20	50,000	-	-	-	-	-	50,000
<i>Maintenance</i>		-	1,000	2,000	3,000	4,000	5,000	
<i>Risk</i>		-	(5,000)	(4,500)	(4,000)	(3,500)	(3,000)	
<i>Replacement</i>		-	(6,000)	(6,500)	(7,000)	(7,500)	(8,000)	
<i>Total</i>		-	(10,000)	(9,000)	(8,000)	(7,000)	(6,000)	

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

<u>List of Projects</u>	<u>Life Years</u>	<u>FY 2021-22</u>	<u>FY 2022-23</u>	<u>FY 2023-24</u>	<u>FY 2024-25</u>	<u>FY 2025-26</u>	<u>FY 2026-27</u>	<u>Capital Totals</u>
Community Development Department (Continued)								
Tree Protection Plan	20	-	65,000	-	-	-	-	65,000
Maintenance		-	-	1,300	2,600	3,900	5,200	
Risk		-	-	(6,500)	(5,850)	(5,200)	(4,550)	
Replacement		-	-	(7,800)	(8,450)	(9,100)	(9,750)	
Total		-	-	(13,000)	(11,700)	(10,400)	(9,100)	
CDD Vehicle	7	33,000	-	-	-	-	-	33,000
Maintenance		-	1,650	3,300	4,950	6,600	8,250	
Efficiency		-	(3,300)	(2,310)	(1,320)	(330)	(660)	
Risk		-	(3,300)	(2,310)	(1,320)	(330)	-	
Replacement		-	(1,650)	(1,980)	(2,310)	(2,640)	(2,970)	
Total		-	(8,250)	(6,600)	(4,950)	(3,300)	(3,630)	
Roads Department								
Street Repaving	10	-	633,363	313,412	754,747	754,747	754,747	3,211,016
Maintenance		-	-	19,001	47,404	98,450	172,138	
Risk		-	-	(63,336)	(82,010)	(138,549)	(179,994)	
Replacement		-	-	(38,002)	(63,140)	(117,893)	(180,193)	
Total		-	-	(82,337)	(97,746)	(157,992)	(188,049)	
Portable Traffic Analyzers	7	4,870	-	-	-	-	-	4,870
Maintenance		-	244	487	731	974	1,218	
Efficiency		-	(487)	(341)	(195)	(49)	(97)	
Risk		-	(487)	(341)	(195)	(49)	-	
Replacement		-	(244)	(292)	(341)	(390)	(438)	
Total		-	(974)	(487)	-	487	682	
Street Reconstruction	30+	-	-	355,111	-	-	-	355,111
Maintenance		-	-	-	3,551	7,102	10,653	
Efficiency		-	-	-	(35,511)	(35,511)	(31,960)	
Risk		-	-	-	(35,511)	(35,511)	(31,960)	
Replacement		-	-	-	(53,267)	(56,818)	(60,369)	
Total		-	-	-	(120,738)	(120,738)	(113,636)	
Sidewalk Replacement	10	100,000	100,000	100,000	100,000	100,000	100,000	600,000
Maintenance		-	3,000	9,000	18,000	30,000	45,000	
Risk		-	(10,000)	(18,000)	(24,000)	(28,000)	(30,000)	
Replacement		-	(6,000)	(13,000)	(21,000)	(30,000)	(40,000)	
Total		-	(13,000)	(22,000)	(27,000)	(28,000)	(25,000)	
Roads Division Equipment	7	58,906	-	-	-	-	-	58,906
Maintenance		-	2,945	5,891	8,836	11,781	14,727	
Efficiency		-	(5,891)	(4,123)	(2,356)	(589)	(1,178)	
Risk		-	(5,891)	(4,123)	(2,356)	(589)	-	
Replacement		-	(2,945)	(3,534)	(4,123)	(4,712)	(5,302)	
Total		-	(11,781)	(5,891)	-	5,891	8,247	
Roads Division Heavy Equipment	10	-	260,000	-	-	-	-	260,000
Maintenance		-	-	7,800	15,600	23,400	31,200	
Efficiency		-	-	(26,000)	(20,800)	(15,600)	(10,400)	
Risk		-	-	(26,000)	(20,800)	(15,600)	(10,400)	
Replacement		-	-	(15,600)	(18,200)	(20,800)	(23,400)	
Total		-	-	(59,800)	(44,200)	(28,600)	(13,000)	
Public Facilities Department								
Public Facilities Compound	30+	5,334,024	-	-	-	-	-	5,334,024
Maintenance		-	53,340	106,680	160,021	213,361	266,701	
Efficiency		-	(533,402)	(533,402)	(480,062)	(480,062)	(426,722)	
Replacement		-	(800,104)	(853,444)	(906,784)	(960,124)	(1,013,465)	
Total		-	(1,280,166)	(1,280,166)	(1,226,826)	(1,226,826)	(1,173,485)	
Fleet Division Equipment	7	7,500	-	-	-	-	-	7,500
Maintenance		-	375	750	1,125	1,500	1,875	
Efficiency		-	(750)	(525)	(300)	(75)	(150)	
Risk		-	(750)	(525)	(300)	(75)	-	
Replacement		-	(375)	(450)	(525)	(600)	(675)	
Total		-	(1,500)	(750)	-	750	1,050	

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

<u>List of Projects</u>	<u>Life</u> <u>Years</u>	<u>FY 2021-22</u>	<u>FY 2022-23</u>	<u>FY 2023-24</u>	<u>FY 2024-25</u>	<u>FY 2025-26</u>	<u>FY 2026-27</u>	<u>Capital</u> <u>Totals</u>
Public Facilities Department (Continued)								
Cemetery Fencing	7	-	17,500	-	-	-	-	17,500
Maintenance		-	-	875	1,750	2,625	3,500	
Risk		-	-	(1,750)	(1,225)	(700)	(175)	
Replacement		-	-	(875)	(1,050)	(1,225)	(1,400)	
Total		-	-	(1,750)	(525)	700	1,925	
Cemetery Grounds Improvements	20	-	-	110,000	-	-	-	110,000
Maintenance		-	-	-	2,200	4,400	6,600	
Risk		-	-	-	(11,000)	(9,900)	(8,800)	
Replacement		-	-	-	(13,200)	(14,300)	(15,400)	
Total		-	-	-	(22,000)	(19,800)	(17,600)	
Cemetery Columbarium Niches	30+	-	-	-	60,000	-	-	60,000
Maintenance		-	-	-	-	600	1,200	
Efficiency		-	-	-	-	(6,000)	(6,000)	
Risk		-	-	-	-	(6,000)	(6,000)	
Replacement		-	-	-	-	(9,000)	(9,600)	
Total		-	-	-	-	(20,400)	(20,400)	
New Cemetery Signage	7	10,000	-	-	-	-	-	10,000
Maintenance		-	500	1,000	1,500	2,000	2,500	
Efficiency		-	(1,000)	(700)	(400)	(100)	(200)	
Risk		-	(1,000)	(700)	(400)	(100)	-	
Replacement		-	(500)	(600)	(700)	(800)	(900)	
Total		-	(2,000)	(1,000)	-	1,000	1,400	
Stairwell Evacuation Chairs	7	3,000	-	-	-	-	-	3,000
Maintenance		-	150	300	450	600	750	
Efficiency		-	(300)	(210)	(120)	(30)	(60)	
Risk		-	(300)	(210)	(120)	(30)	-	
Replacement		-	(150)	(180)	(210)	(240)	(270)	
Total		-	(600)	(300)	-	300	420	
Leisure Services Department								
BSSC Baseball Backstops	30+	75,000	-	-	-	-	-	75,000
Maintenance		-	750	1,500	2,250	3,000	3,750	
Risk		-	(7,500)	(7,500)	(6,750)	(6,750)	(6,000)	
Replacement		-	(11,250)	(12,000)	(12,750)	(13,500)	(14,250)	
Total		-	(18,000)	(18,000)	(17,250)	(17,250)	(16,500)	
Refurbish Portable Stage	10	14,000	-	-	-	-	-	14,000
Maintenance		-	420	840	1,260	1,680	2,100	
Efficiency		-	(1,400)	(1,120)	(840)	(560)	(280)	
Risk		-	(1,400)	(1,120)	(840)	(560)	(280)	
Replacement		-	(840)	(980)	(1,120)	(1,260)	(1,400)	
Total		-	(3,220)	(2,380)	(1,540)	(700)	140	
Maintenance Equipment	7	45,000	80,000	10,000	-	-	-	135,000
Maintenance		-	2,250	8,500	15,250	22,000	28,750	
Efficiency		-	(4,500)	(11,150)	(8,400)	(4,350)	(2,100)	
Risk		-	(4,500)	(11,150)	(8,400)	(4,350)	(1,200)	
Replacement		-	(2,250)	(6,700)	(8,450)	(9,800)	(11,150)	
Total		-	(9,000)	(20,500)	(10,000)	3,500	14,300	
Park Signage	7	30,000	-	-	-	-	-	30,000
Maintenance		-	1,500	3,000	4,500	6,000	7,500	
Efficiency		-	(3,000)	(2,100)	(1,200)	(300)	(600)	
Risk		-	(3,000)	(2,100)	(1,200)	(300)	-	
Replacement		-	(1,500)	(1,800)	(2,100)	(2,400)	(2,700)	
Total		-	(6,000)	(3,000)	-	3,000	4,200	

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

<u>List of Projects</u>	<u>Life</u> <u>Years</u>	<u>FY 2021-22</u>	<u>FY 2022-23</u>	<u>FY 2023-24</u>	<u>FY 2024-25</u>	<u>FY 2025-26</u>	<u>FY 2026-27</u>	<u>Capital</u> <u>Totals</u>
Leisure Services Department (Continued)								
Parks Division Vehicles	7	25,000	25,000	25,000	-	-	-	75,000
Maintenance		-	1,250	3,750	7,500	11,250	15,000	
Efficiency		-	(2,500)	(4,250)	(5,250)	(3,000)	(1,750)	
Risk		-	(2,500)	(4,250)	(5,250)	(3,000)	(1,250)	
Replacement		-	(1,250)	(2,750)	(4,500)	(5,250)	(6,000)	
Total		-	(5,000)	(7,500)	(7,500)	-	6,000	
Playground Improvements	20	100,000	-	120,000	50,000	100,000	50,000	420,000
Maintenance		-	2,000	4,000	8,400	13,800	21,200	
Risk		-	(10,000)	(9,000)	(20,000)	(22,800)	(30,100)	
Replacement		-	(12,000)	(13,000)	(28,400)	(36,600)	(51,300)	
Total		-	(20,000)	(18,000)	(40,000)	(45,600)	(60,200)	
Park Improvements	20	20,000	20,000	20,000	20,000	20,000	20,000	120,000
Maintenance		-	400	1,200	2,400	4,000	6,000	
Risk		-	(2,000)	(3,800)	(5,400)	(6,800)	(8,000)	
Replacement		-	(2,400)	(5,000)	(7,800)	(10,800)	(14,000)	
Total		-	(4,000)	(7,600)	(10,800)	(13,600)	(16,000)	
Stormwater Department								
Stormwater Equipment	7	80,000	-	-	-	-	-	80,000
Maintenance		-	4,000	8,000	12,000	16,000	20,000	
Efficiency		-	(8,000)	(5,600)	(3,200)	(800)	(1,600)	
Risk		-	(8,000)	(5,600)	(3,200)	(800)	-	
Replacement		-	(4,000)	(4,800)	(5,600)	(6,400)	(7,200)	
Total		-	(16,000)	(8,000)	-	8,000	11,200	
Backhoe and Tractor Attachments	10	9,500	-	-	-	-	-	9,500
Maintenance		-	285	570	855	1,140	1,425	
Efficiency		-	(950)	(760)	(570)	(380)	(190)	
Risk		-	(950)	(760)	(570)	(380)	(190)	
Replacement		-	(570)	(665)	(760)	(855)	(950)	
Total		-	(2,185)	(1,615)	(1,045)	(475)	95	
Slip Lining/Pipe Replacement	n/a	250,000	120,000	130,000	145,000	160,000	175,000	980,000
Swale/Driveway Culverts	n/a	115,000	130,000	150,000	130,000	130,000	130,000	785,000
Stormwater Pond Fountains	10	13,500	-	-	-	-	-	13,500
Maintenance		-	405	810	1,215	1,620	2,025	
Efficiency		-	(1,350)	(1,080)	(810)	(540)	(270)	
Replacement		-	(810)	(945)	(1,080)	(1,215)	(1,350)	
Total		-	(1,755)	(1,215)	(675)	(135)	405	
Canal Restoration	30+	11,500,000	11,500,000	-	-	-	-	23,000,000
Maintenance		-	115,000	345,000	575,000	805,000	1,035,000	
Risk		-	(1,150,000)	(2,300,000)	(2,185,000)	(2,070,000)	(1,955,000)	
Replacement		-	(1,725,000)	(3,565,000)	(3,795,000)	(4,025,000)	(4,255,000)	
Total		-	(2,760,000)	(5,520,000)	(5,405,000)	(5,290,000)	(5,175,000)	
Concha Dam Replacement	30+	400,000	-	-	-	-	-	400,000
Maintenance		-	4,000	8,000	12,000	16,000	20,000	
Risk		-	(40,000)	(40,000)	(36,000)	(36,000)	(32,000)	
Replacement		-	(60,000)	(64,000)	(68,000)	(72,000)	(76,000)	
Total		-	(96,000)	(96,000)	(92,000)	(92,000)	(88,000)	
Tulip Drive Crossing	30+	-	-	250,000	-	-	-	250,000
Maintenance		-	-	-	2,500	5,000	7,500	
Risk		-	-	-	(25,000)	(25,000)	(22,500)	
Replacement		-	-	-	(37,500)	(40,000)	(42,500)	
Total		-	-	-	(60,000)	(60,000)	(57,500)	

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

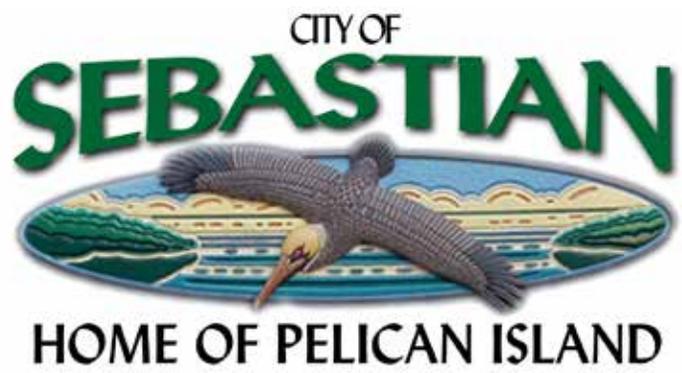
<u>List of Projects</u>	<u>Life Years</u>	<u>FY 2021-22</u>	<u>FY 2022-23</u>	<u>FY 2023-24</u>	<u>FY 2024-25</u>	<u>FY 2025-26</u>	<u>FY 2026-27</u>	<u>Capital Totals</u>
Stormwater Department (Continued)								
Bayfront Road Crossing	30+	-	-	-	250,000	-	-	250,000
<i>Maintenance</i>		-	-	-	-	2,500	5,000	
<i>Risk</i>		-	-	-	-	(25,000)	(25,000)	
<i>Replacement</i>		-	-	-	-	(37,500)	(40,000)	
<i>Total</i>		-	-	-	-	(60,000)	(60,000)	
Ocean Cove Drainage	30+	-	-	-	-	350,000	-	350,000
<i>Maintenance</i>		-	-	-	-	-	3,500	
<i>Risk</i>		-	-	-	-	-	(35,000)	
<i>Replacement</i>		-	-	-	-	-	(52,500)	
<i>Total</i>		-	-	-	-	-	(84,000)	
Golf Course								
Maintenance Equipment	7	-	5,195	7,500	-	-	28,100	40,795
<i>Maintenance</i>		-	-	260	895	1,529	2,164	
<i>Efficiency</i>		-	-	(520)	(1,114)	(733)	(352)	
<i>Risk</i>		-	-	(520)	(1,114)	(733)	(352)	
<i>Replacement</i>		-	-	(260)	(687)	(814)	(941)	
<i>Total</i>		-	-	(1,039)	(2,020)	(750)	520	
Ditch #15 Improvements	30+	20,000	-	-	-	-	-	20,000
<i>Maintenance</i>		-	200	400	600	800	1,000	
<i>Risk</i>		-	(2,000)	(2,000)	(1,800)	(1,800)	(1,600)	
<i>Replacement</i>		-	(3,000)	(3,200)	(3,400)	(3,600)	(3,800)	
<i>Total</i>		-	(4,800)	(4,800)	(4,600)	(4,600)	(4,400)	
Golf Course Parking Lot	10	5,000	-	-	-	-	-	5,000
<i>Maintenance</i>		-	150	300	450	600	750	
<i>Risk</i>		-	(500)	(400)	(300)	(200)	(100)	
<i>Replacement</i>		-	(300)	(350)	(400)	(450)	(500)	
<i>Total</i>		-	(650)	(450)	(250)	(50)	150	
Airport								
Airport Mobile Radios	7	7,500	-	-	-	-	-	7,500
<i>Maintenance</i>		-	375	750	1,125	1,500	1,875	
<i>Efficiency</i>		-	(750)	(525)	(300)	(75)	(150)	
<i>Risk</i>		-	(750)	(525)	(300)	(75)	-	
<i>Replacement</i>		-	(375)	(450)	(525)	(600)	(675)	
<i>Total</i>		-	(1,500)	(750)	-	750	1,050	
Airport Interior Security Cameras	5	-	24,000	-	-	-	-	24,000
<i>Maintenance</i>		-	-	1,680	3,360	5,040	6,720	
<i>Efficiency</i>		-	-	(2,400)	(1,440)	(480)	480	
<i>Risk</i>		-	-	(2,400)	(1,440)	(480)	-	
<i>Replacement</i>		-	-	(960)	(1,200)	(1,440)	(1,680)	
<i>Total</i>		-	-	(4,080)	(720)	2,640	5,520	
Aircraft Wash Rack	10	-	-	-	-	125,000	-	125,000
<i>Maintenance</i>		-	-	-	-	-	3,750	
<i>Efficiency</i>		-	-	-	-	-	(12,500)	
<i>Replacement</i>		-	-	-	-	-	(7,500)	
<i>Total</i>		-	-	-	-	-	(16,250)	
Hangar C Office Improvements	30+	-	70,000	-	-	-	-	70,000
<i>Maintenance</i>		-	-	700	1,400	2,100	2,800	
<i>Efficiency</i>		-	-	(7,000)	(7,000)	(6,300)	(6,300)	
<i>Replacement</i>		-	-	(10,500)	(11,200)	(11,900)	(12,600)	
<i>Total</i>		-	-	(16,800)	(16,800)	(16,100)	(16,100)	
Hangar D Office Improvements	30+	-	-	-	400,000	-	-	400,000
<i>Maintenance</i>		-	-	-	-	4,000	8,000	
<i>Efficiency</i>		-	-	-	-	(40,000)	(40,000)	
<i>Replacement</i>		-	-	-	-	(60,000)	(64,000)	
<i>Total</i>		-	-	-	-	(96,000)	(96,000)	

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

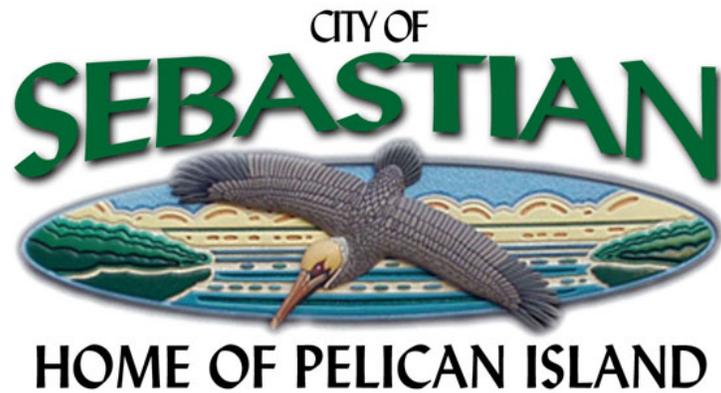
<u>List of Projects</u>	<u>Life</u> <u>Years</u>	<u>FY 2021-22</u>	<u>FY 2022-23</u>	<u>FY 2023-24</u>	<u>FY 2024-25</u>	<u>FY 2025-26</u>	<u>FY 2026-27</u>	<u>Capital</u> <u>Totals</u>
Airport (Continued)								
Economic Development Hangar	30+	-	-	1,000,000	-	-	-	1,000,000
Maintenance		-	-	-	10,000	20,000	30,000	
Replacement		-	-	-	(150,000)	(160,000)	(170,000)	
Total		-	-	-	(140,000)	(140,000)	(140,000)	
Construction of Square Hangars	30+	720,000	-	-	-	-	-	720,000
Maintenance		-	7,200	14,400	21,600	28,800	36,000	
Replacement		-	(108,000)	(115,200)	(122,400)	(129,600)	(136,800)	
Total		-	(100,800)	(100,800)	(100,800)	(100,800)	(100,800)	
Airport Shade Hangars	30+	-	-	-	1,100,000	-	-	1,100,000
Maintenance		-	-	-	-	11,000	22,000	
Replacement		-	-	-	-	(165,000)	(176,000)	
Total		-	-	-	-	(154,000)	(154,000)	
Rehab Runway 10-28 Markings	10	-	70,000	-	-	-	-	70,000
Maintenance		-	-	2,100	4,200	6,300	8,400	
Risk		-	-	(7,000)	(5,600)	(4,200)	(2,800)	
Replacement		-	-	(4,200)	(4,900)	(5,600)	(6,300)	
Total		-	-	(9,100)	(6,300)	(3,500)	(700)	
Rehab Runway 05/23	30+	-	-	3,044,912	-	-	-	3,044,912
Maintenance		-	-	-	30,449	60,898	91,347	
Efficiency		-	-	-	(304,491)	(304,491)	(274,042)	
Risk		-	-	-	(304,491)	(304,491)	(274,042)	
Replacement		-	-	-	(456,737)	(487,186)	(517,635)	
Total		-	-	-	(1,035,270)	(1,035,270)	(974,372)	
Taxiway Alpha Aprons	30+	-	198,000	-	900,000	-	-	1,098,000
Maintenance		-	-	1,980	3,960	14,940	25,920	
Efficiency		-	-	(19,800)	(19,800)	(107,820)	(107,820)	
Risk		-	-	(19,800)	(19,800)	(107,820)	(107,820)	
Replacement		-	-	(29,700)	(31,680)	(168,660)	(179,640)	
Total		-	-	(67,320)	(67,320)	(369,360)	(369,360)	
Taxiway Golf Apron Design	30+	-	379,000	-	-	-	-	379,000
Maintenance		-	-	3,790	7,580	11,370	15,160	
Efficiency		-	-	(37,900)	(37,900)	(34,110)	(34,110)	
Risk		-	-	(37,900)	(37,900)	(34,110)	(34,110)	
Replacement		-	-	(56,850)	(60,640)	(64,430)	(68,220)	
Total		-	-	(128,860)	(128,860)	(121,280)	(121,280)	
Reconstruction of Golf Apron	30+	-	-	1,250,000	-	-	-	1,250,000
Maintenance		-	-	-	12,500	25,000	37,500	
Efficiency		-	-	-	(125,000)	(125,000)	(112,500)	
Risk		-	-	-	(125,000)	(125,000)	(112,500)	
Replacement		-	-	-	(187,500)	(200,000)	(212,500)	
Total		-	-	-	(425,000)	(425,000)	(400,000)	
Golf Apron Utilities	30+	-	-	-	400,000	-	-	400,000
Maintenance		-	-	-	-	4,000	8,000	
Efficiency		-	-	-	-	(40,000)	(40,000)	
Risk		-	-	-	-	(40,000)	(40,000)	
Replacement		-	-	-	-	(60,000)	(64,000)	
Total		-	-	-	-	(136,000)	(136,000)	
Construct Taxiway Golf	30+	-	-	-	1,250,000	-	-	1,250,000
Maintenance		-	-	-	-	12,500	25,000	
Efficiency		-	-	-	-	(125,000)	(125,000)	
Risk		-	-	-	-	(125,000)	(125,000)	
Replacement		-	-	-	-	(187,500)	(200,000)	
Total		-	-	-	-	(425,000)	(425,000)	

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

<u>List of Projects</u>	<u>Life</u> <u>Years</u>	<u>FY 2021-22</u>	<u>FY 2022-23</u>	<u>FY 2023-24</u>	<u>FY 2024-25</u>	<u>FY 2025-26</u>	<u>FY 2026-27</u>	<u>Capital</u> <u>Totals</u>
Airport (Continued)								
Airport Road West	30+	-	-	-	1,800,000	-	-	1,800,000
<i>Maintenance</i>		-	-	-	-	18,000	36,000	
<i>Efficiency</i>		-	-	-	-	(180,000)	(180,000)	
<i>Risk</i>		-	-	-	-	(180,000)	(180,000)	
<i>Replacement</i>		-	-	-	-	(270,000)	(288,000)	
<i>Total</i>		-	-	-	-	(612,000)	(612,000)	
Building Fund								
Office Renovations	30+	116,000	-	-	-	-	-	116,000
<i>Maintenance</i>		-	1,160	2,320	3,480	4,640	5,800	
<i>Efficiency</i>		-	(11,600)	(11,600)	(10,440)	(10,440)	(9,280)	
<i>Replacement</i>		-	(17,400)	(18,560)	(19,720)	(20,880)	(22,040)	
<i>Total</i>		-	(27,840)	(27,840)	(26,680)	(26,680)	(25,520)	
Totals		-	(4,558,016)	(7,744,058)	(9,315,382)	(10,879,169)	(10,552,951)	54,227,018



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CITY OF SEBASTIAN, FLORIDA
ANNUAL BUDGET
FISCAL YEAR 2021-2022

SCHEDULES

CITY OF SEBASTIAN, FLORIDA 2021/2022 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	
2021	3.1514	4,483,724	
2022	3.0043	4,621,435	Estimated

CITY OF SEBASTIAN, FLORIDA 2021/2022 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 2021-22 Total Debt Service</u>
Notes Payable Outstanding as of 09/30/20:				
\$2,630,000 Stormwater Utility Bank Notes	12/18/2013	\$395,000	\$6,834	\$401,834
\$1,689,000 Paving Improvements Bank Notes	05/11/2012	237,000	5,801	242,801
\$313,152 Golf Cart Lease Purchase	08/31/2017	50,801	890	51,691
\$215,975 Police VxRail Hardware/Software	03/01/2020	<u>37,468</u>	<u>5,727</u>	<u>43,195</u>
Total Debt Service Payments		<u>\$720,269</u>	<u>\$19,252</u>	<u>\$739,521</u>

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

SCHEDULE THREE DEBT SERVICE PAYMENT SCHEDULE

\$5,630,000 Stormwater Utility Bank Notes

Date	Principal	Interest	Total	Fiscal Year Total
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	\$395,000.00	\$6,834.10	\$401,833.50	\$401,833.50

\$2,296,000 Paving Improvements Promissory Notes

Date	Principal	Interest	Total	Fiscal Year Total
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	\$358,000.00	\$6,974.30	\$364,974.30	\$364,974.30

\$313,152 Golf Cart 60 Month Lease Purchase

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

\$196,878 Police VxRail Hardware/Software

Date	Principal	Interest	Total	Fiscal Year Total
12 Months of 2022	\$37,467.96	\$5,727.06	\$43,195.02	\$43,195.02
12 Months of 2023	\$39,287.22	\$3,907.81	\$43,195.03	\$43,195.03
12 Months of 2024	\$41,194.81	\$2,000.21	\$43,195.02	\$43,195.02
Total	\$117,949.99	\$11,635.08	\$129,585.07	\$129,585.079

CITY OF SEBASTIAN, FLORIDA 2021/2022 ANNUAL BUDGET

**SCHEDULE FOUR
OPERATING LEASE PAYMENTS SCHEDULE**

Operating Lease Description	FY 2021-22	FY 2022-23	FY 2022-23	FY 2023-24	FY 2024-25
Governmental Funds:					
Airport Land Lease for Pickle Ball Facility	\$ 11,325	\$ 11,325	\$ 11,325	\$ 11,325	\$ 11,325
Airport Land Lease for Public Facilities Storage	<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>\$ 106,135</u>				
Total Business-type Activities Lease Payments	\$ 106,135	\$ 106,135	\$ 106,135	\$ 106,135	\$ 106,135

**GENERAL FUND
PROJECTED BALANCES
FISCAL YEARS 2022-2027**

	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27
Property Taxes (3.5% Growth)	\$ 3,867,257	\$ 4,557,000	\$ 4,701,435	\$ 4,865,985	\$ 5,036,295	\$ 5,212,565	\$ 5,395,005	\$ 5,583,830
Franchise Fees (3.0% Growth)	1,316,849	1,364,019	1,418,581	1,461,138	1,504,973	1,557,647	1,612,164	1,668,590
Utility Service Tax (3.0% Growth)	2,940,406	3,171,461	3,262,083	3,359,945	3,460,744	3,564,566	3,671,503	3,781,648
Intergovernmental (3.5% Growth)	2,964,913	2,933,069	3,113,075	3,222,033	3,334,804	3,434,848	3,537,893	3,644,030
Investment Income(1% Growth)	49,544	17,500	17,500	17,675	17,852	18,030	18,211	18,393
Other Revenue (2% Growth)	1,098,614	1,065,699	1,121,500	1,143,930	1,166,809	1,190,145	1,213,948	1,238,227
Charges to Cemetery	80,000	85,000	90,000	90,000	90,000	90,000	90,000	90,000
Transfers from Golf Course	-	35,000	35,000	35,000	35,000	35,000	35,000	35,000
Transfers from Airport	25,000	150,000	-	-	-	-	-	-
FEMA and State Reimbursements	48,809	-	-	-	-	-	-	-
GENERAL FUND REVENUE	\$ 12,391,392	\$ 13,378,748	\$ 13,759,174	\$ 14,195,707	\$ 14,646,475	\$ 15,102,801	\$ 15,573,724	\$ 16,059,718
Personnel (Insurance 5%, Pay 3.0%)	\$ 9,741,182	\$ 9,871,586	\$ 10,530,753	\$ 10,874,295	\$ 11,228,144	\$ 11,592,608	\$ 11,968,006	\$ 12,354,666
Operating Expenditures	2,727,874	2,731,510	2,961,215	2,961,215	2,961,215	2,961,215	2,961,215	2,961,215
Total Operation and Maintenance	\$ 12,469,056	\$ 12,603,096	\$ 13,491,968	\$ 13,835,510	\$ 14,189,359	\$ 14,553,823	\$ 14,929,221	\$ 15,315,881
Transfers to Other Funds	4,691							
City Manager Vehicle			32,000					
City Clerk Equipment		2,310						
MIS Equipment	2,011							
Police Personnel Equipment	81,725	33,018	41,300	23,300	13,000	17,000	13,000	13,000
Purchase of K-9s	19,000							
Police Detective Vehicle	45,805							
COPE Vehicles Graphic Wrap		5,000						
Police Golf Cart		7,457						
Police Station Sign			7,500					
Public Works Roads Equipment		46,333	23,906					
Public Works Roads Vehicle	39,190		35,000					
Public Facilities Fleet Equipment	2,376	2,500	7,500	-				
Cemetery Bench Seats and Monuments		20,000						
Public Facilities Repairs	54,094	10,815						
Public Facilities Air Conditioners		64,185						
Public Facilities Stairwell Evacuation Chairs			3,000					
Leisure Services Parks Equipment	26,488	21,289	45,000	80,000	10,000			28,100
Leisure Services Vehicles	93,317	27,770	25,000	25,000	25,000			
Leisure Services Portable Stage Refurbishment			14,000					
Leisure Services Friendship Park Tennis Courts	23,300							
Leisure Services Barber Street Shed	8,879							
Leisure Services Barber Baseball Scoreboard	2,870							
Leisure Services Lightning Protection System		5,663						
Seawall Repairs		14,837						
Yacht Club Seawall Replacement		358,961						
Community Development Vehicle			33,000					
Community Development Sustainable Sebastian		11,311						
Community Development Plotter/Scanner	14,650							
TOTAL EXPENDITURES FY 20	\$ 12,887,452							
TOTAL EXPENDITURES FY 21		\$ 13,234,545						
TOTAL EXPENDITURES FY 22			\$ 13,759,174					
TOTAL EXPENDITURES FY 23				\$ 13,963,810				
TOTAL EXPENDITURES FY 24					\$ 14,237,359			
TOTAL EXPENDITURES FY 25						\$ 14,570,823		
TOTAL EXPENDITURES FY 26							\$ 14,942,221	
								\$ 15,356,981
BEGINNING FUND BALANCE	\$ 6,199,061	\$ 5,703,001	\$ 5,847,204	\$ 5,847,204	\$ 6,079,100	\$ 6,488,217	\$ 7,020,195	\$ 7,651,698
TOTAL REVENUES	12,391,392	13,378,748	13,759,174	14,195,707	14,646,475	15,102,801	15,573,724	16,059,718
TOTAL EXPENDITURES	12,887,452	13,234,545	13,759,174	13,963,810	14,237,359	14,570,823	14,942,221	15,356,981
UNRESTRICTED RESERVE BALANCE PER CAFR	\$ 5,703,001	\$ 5,847,204	\$ 5,847,204	\$ 6,079,100	\$ 6,488,217	\$ 7,020,195	\$ 7,651,698	\$ 8,354,435
Assigned Funds (Inventory, Prepays & Receivables)	933,742	748,742	615,621	580,621	545,621	510,621	475,621	440,621
Available for Emergencies	\$ 4,769,259	\$ 5,098,462	\$ 5,231,583	\$ 5,498,479	\$ 5,942,596	\$ 6,509,574	\$ 7,176,077	\$ 7,913,814
Revenue vs Expenditures		144,203	-	231,896	409,116	531,978	631,503	702,737

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

**LOCAL OPTION GAS TAX FUND
PROJECTED BALANCES
FISCAL YEARS 2022-2027**

	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27
Local Option Gas Taxes (+3% After 2022)	\$ 686,491	\$ 735,600	\$ 735,600	\$ 757,668	\$ 780,398	\$ 803,810	\$ 827,924	\$ 852,762
FDOT Lighting Agreement	13,694	14,105	14,528	14,964	15,413	15,875	16,351	16,842
Investment Income	1,990	1,648	945	1,837	1,684	1,761	1,709	1,709
Total Revenues	\$ 702,175	\$ 751,353	\$ 751,073	\$ 774,469	\$ 797,495	\$ 821,446	\$ 845,985	\$ 871,313
R/R Crossing Maintenance	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400
Road Condition Assessment			38,900					
Road Signs and Markings	-	87,572	-	-	-	-	-	-
Total Operational and Maintenance	\$ 5,400	\$ 92,972	\$ 44,300	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400	\$ 5,400
Debt Payment - Final FY22-23	243,886	243,398	242,801	122,174				
Riverview Park Sidewalks		46,581						
Portable Traffic Analyzers (2)			4,870					
Track Skid Steer	105,554							
Street Reconstruction		105,913			355,111			
6 Year Street Repaving Program	498,043	342,822	-	633,363	313,412	754,747	754,747	754,747
TOTAL EXPENDITURES FY20	\$ 852,883							
School Zone Lights		34,372						
Sidewalk Construction/Repair		52,287	100,000	100,000	100,000	100,000	100,000	100,000
Wheel Loader		130,000						
TOTAL EXPENDITURES FY21		\$ 1,048,345						
TOTAL EXPENDITURES FY22			\$ 391,971					
TOTAL EXPENDITURES FY23				\$ 860,937				
TOTAL EXPENDITURES FY24					\$ 773,923			
TOTAL EXPENDITURES FY25						\$ 860,147		
TOTAL EXPENDITURES FY26							\$ 860,147	
								\$ 860,147
BEGINNING FUND BALANCE	539,111	388,403	91,410	450,513	364,045	387,617	348,916	334,754
BUDGET RESERVE - 5% OF EXPENSES	30,450	40,247	19,599	36,938	38,696	43,007	43,007	43,007
UNRESTRICTED RESERVE BALANCE	\$ 508,661	\$ 348,155	\$ 71,812	\$ 413,574	\$ 325,348	\$ 344,609	\$ 305,909	\$ 291,747
TOTAL REVENUES	702,175	751,353	751,073	774,469	797,495	821,446	845,985	871,313
TOTAL EXPENDITURES+TRANSFERS	852,883	1,048,345	391,971	860,937	773,923	860,147	860,147	860,147
ENDING FUND BALANCE	\$ 357,953	\$ 51,163	\$ 430,914	\$ 327,106	\$ 348,921	\$ 305,909	\$ 291,747	\$ 302,913

**DISCRETIONARY SALES TAX FUND (DST)
PROJECTED BALANCES
FISCAL YEARS 2022-2027**

	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27
DST Revenue (3.0% Growth)	\$ 3,469,568	\$ 4,186,000	\$ 4,311,580	\$ 4,440,927	\$ 4,574,155	\$ 4,711,380	\$ 4,852,721	\$ 4,998,303
Principal from \$285,000 Airport Advance 09/29/08	6,999	7,279	7,570	7,873	10,188	10,596	11,019	11,460
Interest from \$285,000 Airport Advance	11,001	10,721	10,430	10,127	9,812	9,404	8,981	8,540
Principal from \$267,511 Airport Advance 01/05/11	2,024	2,105	8,189	8,517	8,858	9,212	9,580	11,964
Interest from \$267,511 Airport Advance	10,476	10,395	10,311	9,983	9,642	9,288	8,920	8,536
Investment Income	46,650	14,000	12,000	52,973	28,825	55,389	85,242	113,965
DST PROJECT REVENUE	\$ 3,546,718	\$ 4,230,500	\$ 4,360,080	\$ 4,530,400	\$ 4,641,480	\$ 4,805,269	\$ 4,976,463	\$ 5,152,768
Stormwater Debt	\$ 401,355	\$ 400,961	\$ 233,403	\$ -	\$ -	\$ -	\$ -	\$ -
Server/Host Update - Vx Rail Lease	43,196	43,195	43,195	43,195	43,195			
Email Archive System			60,000					
Exchange Server		28,518						
City Computers	10,000	35,000	45,000	35,000	45,000	35,000	45,000	35,000
Police Computers	74,210	-						
Audio Visual Equipment	6,800	75,000						
COStv Equipment		10,000	10,000	10,000	10,000	10,000	10,000	10,000
Phone System		50,000						
Network Infrastructure	22,235	39,000	30,000	30,000	30,000	30,000	30,000	30,000
Over-the-Air Connections		-	10,000	20,000				
Core and Remote Switches					25,000	20,000		
CAD/RMS System Update			139,200	60,775	60,775	60,775	60,775	60,775
Police Vehicle/Body Cameras		39,292	78,583	78,583	78,583	78,583	39,292	
Police Vehicles	339,226	373,500	305,000	310,000	315,000	320,000	325,000	330,000
Police COPE Trailer			20,500					
Police Utility Vehicle			18,000					
Police Evidence Building/Fixtures	129							
Police Dispatch Equipment	200,382							
Street Reconstruction	429,319	500,000						
Tandum Axle Dump Truck for Roads				150,000				
Brush Truck for Roads Dept.				110,000				
CavCor Boat Parking Paving Completion	47,545							
Facilities Maintenance Truck		65,000						
Public Facilities Compound	244,859	4,059,433	5,334,024					
City Emergency Generators	148,129							
Pickle Ball Courts	181,927							
Barber Street Lightning System		24,000						
CDBG Sidewalks		25,000						
Harrison Street Park Plaza Design		125,000						
Tree Protection Plan		135,000		65,000				
Working Waterfront Phase 3 Parking Lot	1,744							
City Entrance Signs		44,000						
City Hall Electronic Marquee Sign		29,341						
Sliplining or Pipe Replacement		100,000	250,000	120,000	130,000	145,000	160,000	175,000
Canal Restoration	-	-	500,000	500,000				
Stormwater Master Plan		350,000						
Renovate Golf Tees (Transfer to Golf Course)	30,603							
Golf Water Hookup (Transfer to Golf Course)	54,438							
Construction of Hangar "D", Then Office	32,979	392,837						
Construct Two Square Hangars		55,503	144,000					
Engineer and Construct Shade Hangar						220,000		
Airport Shade Hangars					152,246			
Taxiway "C", "D" and "E" Construction	68,674							
Construct Taxi Lane/Repair Taxiway Alpha	-	36,552						
Establish Sewer Services		200,000						
Reconstruct Runway 05-23					152,246			
Reconstruct Taxiway Golf Apron					250,000			
Utilities for Taxiway Golf Apron						80,000		
Construct Taxiway Golf						250,000		
Construct Taxiway Golf						250,000		
Construct Access Road West						90,000		
TOTAL EXPENDITURES FY 20	2,337,750							
TOTAL EXPENDITURES FY 21		7,236,132						
TOTAL EXPENDITURES FY 22			7,220,905					
TOTAL EXPENDITURES FY 23				1,532,553				
TOTAL EXPENDITURES FY 24					1,292,045			
TOTAL EXPENDITURES FY 25						1,589,358		
TOTAL EXPENDITURES FY 26							670,067	
								640,775
BEGINNING FUND BALANCE	\$ 5,705,467	\$ 6,914,435	\$ 3,908,803	\$ 1,047,978	\$ 4,045,825	\$ 7,395,260	\$ 10,611,171	\$ 14,917,567
BUDGET RESERVE - 5%OF EXPENSES	116,888	361,807	361,045	76,628	64,602	79,468	33,503	32,039
RESERVE FOR ADVANCES	527,891	518,507	502,748	486,358	467,312	447,504	426,905	403,481
UNRESTRICTED RESERVE BALANCE	\$ 5,060,689	\$ 6,034,121	\$ 3,045,010	\$ 484,992	\$ 3,513,911	\$ 6,868,288	\$ 10,150,763	\$ 14,482,047
TOTAL REVENUES	3,546,718	4,230,500	4,360,080	4,530,400	4,641,480	4,805,269	4,976,463	5,152,768
TOTAL EXPENDITURES+DEBT+TRANSFERS	2,337,750	7,236,132	7,220,905	1,532,553	1,292,045	1,589,358	670,067	640,775
ENDING FUND BALANCE	\$ 6,269,657	\$ 3,028,489	\$ 184,185	\$ 3,482,840	\$ 6,863,346	\$ 10,084,199	\$ 14,457,159	\$ 18,994,040
Cash on Hand	\$ 6,386,544	\$ 3,390,296	\$ 545,230	\$ 3,559,467	\$ 6,927,948	\$ 10,163,667	\$ 14,490,662	\$ 19,026,079
Advances to Other Funds - Balance After FY 26-27:					\$285,000 Airport Advance 09/29/08			202,036
					\$267,511 Airport Advance 01/05/11			178,955
								\$ 380,991

**RIVERFRONT CRA FUND
PROJECTED BALANCES
FISCAL YEARS 2022-2027**

	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27
Tax Increment from City (5% Growth)	\$ 182,732	\$ 215,305	\$ 197,927	\$ 207,823	\$ 218,215	\$ 229,125	\$ 240,582	\$ 252,611
Tax Increment from County	220,508	242,367	233,714	245,400	257,670	270,553	284,081	298,285
Rents	36,000	36,000	36,000	36,000	36,000	36,000	36,000	36,000
Lagoon Council Sewer Connection Grant	24,423	75,577	-	-	-	-	-	-
Investment Income	5,082	1,500	4,780	5,186	3,528	6,803	10,403	14,433
PROJECTED REVENUE	\$ 468,745	\$ 570,749	\$ 472,421	\$ 494,409	\$ 515,412	\$ 542,481	\$ 571,066	\$ 601,329
Waterfront Renovations/Expenses (Crabby Bills)	\$ 9,653	\$ 15,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Façade/Sign Improvement Program	15,000	15,000	40,000	40,000	40,000	40,000	40,000	40,000
Sewer Connection Program *	48,847	151,153						200,000
Special Events	41,210	48,500	50,000	50,000	50,000	50,000	50,000	50,000
Operating Expenditures	236,031	196,717	210,827	211,572	214,435	217,384	220,421	223,550
Riverview Park Marquee Sign		13,455						
Wayfinding Signage	13,448	99,552						
Working Waterfront	-	45,000	50,000					
Riverview Park Sidewalk Replacement	-	32,041						
Harrison Street Park Plaza			225,000	270,000				
TOTAL EXPENDITURES FY20	\$ 364,189							
TOTAL EXPENDITURES FY21		\$ 616,418						
TOTAL EXPENDITURES FY22			\$ 595,827					
TOTAL EXPENDITURES FY23				\$ 591,572				
TOTAL EXPENDITURES FY24					\$ 324,435			
TOTAL EXPENDITURES FY25						\$ 327,384		
TOTAL EXPENDITURES FY26							\$ 330,421	
TOTAL EXPENDITURES FY27								\$ 533,550
BEGINNING FUND BALANCE	\$ 374,104	\$ 478,660	\$ 432,991	\$ 309,585	\$ 212,423	\$ 403,400	\$ 618,497	\$ 859,142
ANNUAL REVENUES	468,745	570,749	472,421	494,409	515,412	542,481	571,066	601,329
ANNUAL EXPENDITURES	364,189	616,418	595,827	591,572	324,435	327,384	330,421	533,550
ENDING FUND BALANCE	\$ 478,660	\$ 432,991	\$ 309,585	\$ 212,423	\$ 403,400	\$ 618,497	\$ 859,142	\$ 926,921

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
Audit Fees	-	5,000	5,000	5,000	5,000	5,000	5,000	5,000
City of Sebastian Administration	99,076	89,725	92,655	95,435	98,298	101,247	104,284	107,413
Landscaping	124,774	78,222	99,042	99,042	99,042	99,042	99,042	99,042
Other Contractual	256	10,500	1,240	-	-	-	-	-
Submerged Land Lease	4,217	4,300	4,300	4,300	4,300	4,300	4,300	4,300
Travel	-	500	300	-	-	-	-	-
Training and Education	395	400	395	-	-	-	-	-
Legal Advertisements	121	1,000	500	500	500	500	500	500
Supplies/Postage	126	-	100	-	-	-	-	-
Special District State Fee	175	175	175	175	175	175	175	175
Florida Redevelopment Association Dues	495	495	620	620	620	620	620	620
Landfill Fee for Fisherman's Landing	1,396	1,400	1,500	1,500	1,500	1,500	1,500	1,500
Total Operating Expenditures	\$ 236,031	\$ 196,717	\$ 210,827	\$ 211,572	\$ 214,435	\$ 217,384	\$ 220,421	\$ 223,550

**PARKING IN LIEU OF FUND
PROJECTED BALANCES
FISCAL YEARS 2022-2027**

	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27
Payments in Lieu of Parking	\$ 3,010	\$ 10,495	\$ 2,928	\$ 2,928	\$ 2,928	\$ 2,928	\$ 1,140	\$ 1,140
Investment Income	672	119	141	147	153	159	165	168
PROJECTED REVENUE	\$ 3,682	\$ 10,614	\$ 3,069	\$ 3,075	\$ 3,081	\$ 3,087	\$ 1,305	\$ 1,308
Expenditures:								
None Programmed								
PROJECTED DISBURSEMENTS	\$ -							
NONEXPENDABLE TRUST FUND:								
BEGINNING FUND BALANCE	\$ 55,991	\$ 59,673	\$ 70,287	\$ 73,356	\$ 76,431	\$ 79,511	\$ 82,598	\$ 83,904
REVENUES	3,682	10,614	3,069	3,075	3,081	3,087	1,305	1,308
EXPENDITURES	-	-	-	-	-	-	-	-
ENDING FUND BALANCE	\$ 59,673	\$ 70,287	\$ 73,356	\$ 76,431	\$ 79,511	\$ 82,598	\$ 83,904	\$ 85,211

**RECREATION IMPACT FEE FUNDS
PROJECTED BALANCES
FISCAL YEARS 2022-2027**

	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27
Recreation Impact Fees	\$ 141,375	\$ 170,300	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
Donations	2,500							
Investment Income	3,148	5,000	10,000	7,765	14,653	15,886	20,680	29,214
PROJECTED REVENUE	\$ 147,023	\$ 175,300	\$ 160,000	\$ 157,765	\$ 164,653	\$ 165,886	\$ 170,680	\$ 179,214
All Inclusive Dock	\$ 31,191	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Pickle Ball (Also See DST)	302,073							
Bark Park Shade Structure	13,871							
Riverview Park Marquee Sign		15,886						
Park Improvements	8,940	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Park Identification Signage	30,280	53,165	30,000					
Barber Street Football Bleachers	14,677							
Barber Street Baseball Dugouts	20,085	35,000						
Barber Street Fencing	59,043							
Barber Street Baseball Backstops			75,000					
Playground Improvements		70,000	100,000		120,000	50,000	100,000	50,000
TOTAL EXPENDITURES FY 20	\$ 480,160							
TOTAL EXPENDITURES FY 21		\$ 194,051						
TOTAL EXPENDITURES FY 22			\$ 225,000					
TOTAL EXPENDITURES FY 23				\$ 20,000				
TOTAL EXPENDITURES FY 24					\$ 140,000			
TOTAL EXPENDITURES FY 25						\$ 70,000		
TOTAL EXPENDITURES FY 26							\$ 120,000	\$ 70,000
BEGINNING FUND BALANCE	\$ 497,181	\$ 164,044	\$ 145,293	\$ 80,293	\$ 218,058	\$ 242,711	\$ 338,596	\$ 509,276
TOTAL REVENUES	147,023	175,300	160,000	157,765	164,653	165,886	170,680	179,214
TOTAL EXPENDITURES	480,160	194,051	225,000	20,000	140,000	70,000	0	0
ENDING FUND BALANCE	\$ 164,044	\$ 145,293	\$ 80,293	\$ 218,058	\$ 242,711	\$ 338,596	\$ 509,276	\$ 688,490

	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27
BEGINNING FUND BALANCE:								
Zone A	\$ 41,810	\$ 27,013	\$ 4,232	\$ 3,498	\$ 28,993	\$ 25,861	\$ 52,439	\$ 30,247
Zone B	108,781	36,243	52,520	3,660	23,967	15,350	36,178	57,985
Zone C	78,474	13,435	43,764	3,226	36,175	40,924	25,765	9,735
Zone D	268,116	87,353	44,777	90,209	169,522	221,476	305,414	392,809
All Zones	\$ 497,181	\$ 164,044	\$ 145,293	\$ 100,593	\$ 258,658	\$ 303,611	\$ 419,796	\$ 490,776
Recreation Impact Fees								
Zone A	\$ 31,200	\$ 30,225	\$ 30,225	\$ 30,225	\$ 30,225	\$ 30,225	\$ 30,225	\$ 30,225
Zone B	24,050	25,025	25,025	25,025	25,025	25,025	25,025	25,025
Zone C	31,200	37,700	37,700	37,700	37,700	37,700	37,700	37,700
Zone D	54,925	77,350	77,350	77,350	77,350	77,350	77,350	77,350
All Zones	\$ 141,375	\$ 170,300	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
Investment Income								
Zone A	\$ 475	\$ 823	\$ 291	\$ 270	\$ 1,642	\$ 1,353	\$ 2,583	\$ 1,800
Zone B	1,236	1,105	3,615	282	1,358	803	1,782	3,452
Zone C	891	410	3,012	249	2,049	2,141	1,269	579
Zone D	3,046	2,662	3,082	6,963	9,603	11,588	15,045	23,382
All Zones	\$ 5,648	\$ 5,000	\$ 10,000	\$ 7,765	\$ 14,653	\$ 15,886	\$ 20,680	\$ 29,214
Transfers:								
Zone A	\$ 46,472	\$ 53,829	\$ 31,250	\$ 5,000	\$ 35,000	\$ 5,000	\$ 55,000	\$ 5,000
Zone B	97,824	9,853	77,500	5,000	35,000	5,000	5,000	55,000
Zone C	97,130	7,781	81,250	5,000	35,000	55,000	55,000	5,000
Zone D	238,734	122,588	35,000	5,000	35,000	5,000	5,000	5,000
All Zones	\$ 480,160	\$ 194,051	\$ 225,000	\$ 20,000	\$ 140,000	\$ 70,000	\$ 120,000	\$ 70,000
Ending Balances:								
Zone A	\$ 27,013	\$ 4,232	\$ 3,498	\$ 28,993	\$ 25,861	\$ 52,439	\$ 30,247	\$ 57,273
Zone B	36,243	52,520	3,660	23,967	15,350	36,178	57,985	31,462
Zone C	13,435	43,764	3,226	36,175	40,924	25,765	9,735	43,014
Zone D	87,353	44,777	90,209	169,522	221,476	305,414	392,809	488,541
All Zones	\$ 164,044	\$ 145,293	\$ 100,593	\$ 258,658	\$ 303,611	\$ 419,796	\$ 490,776	\$ 620,290

	7 Year Income Thru FY20	FY 21 Ending Balances	7 Year Income Thru FY21
Zone A	390,374	4,232	342,924
Zone B	208,495	52,520	203,945
Zone C	141,381	43,764	166,081
Zone D	388,023	44,777	417,273

Proves We are Spending Income Received Within Past 7 Years

**STORMWATER UTILITY REVENUE FUND
PROJECTED BALANCES
FISCAL YEARS 2022-2027**

	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27
Stormwater Fees	\$ 1,912,151	\$ 1,952,000	\$ 1,952,000	\$ 1,952,000	\$ 1,952,000	\$ 1,952,000	\$ 1,952,000	\$ 1,952,000
Sale of Fixed Assets	38,250							
Investment Income	19,029	5,580	4,244	3,856	3,853	3,128	2,382	1,313
TOTAL REVENUE FUND REVENUE	\$ 1,969,430	\$ 1,957,580	\$ 1,956,244	\$ 1,955,856	\$ 1,955,853	\$ 1,955,128	\$ 1,954,382	\$ 1,953,313
Personnel	\$ 654,105	\$ 694,180	\$ 866,404	\$ 892,396	\$ 919,168	\$ 946,743	\$ 975,145	\$ 1,004,400
Operating Accounts	613,333	740,413	848,321	848,321	848,321	848,321	848,321	848,321
Landscaping Contract		78,222	78,222	78,222	78,222	78,222	78,222	78,222
NPDES 5 Year Permit				7,988				
Total Operational and Maintenance	\$ 1,267,438	\$ 1,512,815	\$ 1,792,947	\$ 1,826,927	\$ 1,845,711	\$ 1,873,286	\$ 1,901,688	\$ 1,930,943
Computers	4,144							
Level, Saw and Pin Locator		3,573						
Pumps, Sod Cutter and Compactor								
Equipment Trailer		18,700						
Compact Excavator			80,000					
Track Excavator	182,793							
Aquatic Bucket			6,000					
Bush Hog Tractor Attachment			3,500					
Aeration Fountains			13,500					
Zippy Head Mowers		48,000						
Lowboy Tractor & Trailer		165,434						
Transfers Out to Stormwater Projects Fund	29,019	1,113,000	215,000	130,000	400,000	380,000	480,000	130,000
Stormwater Improvements								
TOTAL REVENUE FUND EXPENDITURES	\$ 1,483,394	\$ 2,861,522	\$ 2,110,947	\$ 1,956,927	\$ 2,245,711	\$ 2,253,286	\$ 2,381,688	\$ 2,060,943
BEGINNING FUND BALANCE	\$ 1,136,886	\$ 1,622,922	\$ 718,980	\$ 564,278	\$ 563,207	\$ 273,348	\$ (24,810)	\$ (452,116)
BUDGET RESERVE - 5% OF EXPENSES	74,170	143,076	105,547	97,846	112,286	112,664	119,084	103,047
UNRESTRICTED RESERVE BALANCE	\$ 1,062,717	\$ 1,479,846	\$ 613,433	\$ 466,431	\$ 450,921	\$ 160,684	\$ (143,894)	\$ (555,163)
ANNUAL REVENUES	1,969,430	1,957,580	1,956,244	1,955,856	1,955,853	1,955,128	1,954,382	1,953,313
ANNUAL EXPENDITURES	1,483,394	2,861,522	2,110,947	1,956,927	2,245,711	2,253,286	2,381,688	2,060,943
ENDING FUND BALANCE	\$ 1,548,753	\$ 575,904	\$ 458,730	\$ 465,360	\$ 161,063	\$ (137,474)	\$ (571,200)	\$ (662,793)

**STORMWATER UTILITY PROJECTS FUND
PROJECTED BALANCES**

	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27
Transfers In from Stormwater Revenue Fund	\$ 29,019	\$ 1,113,000	\$ 215,000	\$ 130,000	\$ 400,000	\$ 380,000	\$ 480,000	\$ 130,000
Transfers In from Discretionary Sales Tax Fund		\$ 350,000						
Grants	9,462	1,125,000	300,000					
TOTAL PROJECT REVENUE	\$ 38,481	\$ 2,588,000	\$ 515,000	\$ 130,000	\$ 400,000	\$ 380,000	\$ 480,000	\$ 130,000
Gardenia/Evernia Ditch		288,000						
Stonecrop Drainage	5,300	1,500,000						
Stormwater Master Plan		700,000						
Roadway Swale/Culvert Work	25,865	100,000	115,000	130,000	150,000	130,000	130,000	130,000
Tulip Road Crossing					250,000			
Bayfront Road Crossing					-	250,000		
Ocean Cove						-	350,000	
Concha Dam			\$ 400,000					
TOTAL PROJECT EXPENDITURES	\$ 31,165	\$ 2,588,000	\$ 515,000	\$ 130,000	\$ 400,000	\$ 380,000	\$ 480,000	\$ 130,000

**CEMETERY TRUST FUND
PROJECTED BALANCES
FISCAL YEARS 2022-2027**

	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27
Lot Sales	\$ 120,750	\$ 110,000	\$ 110,000	\$ 110,000	\$ 110,000	\$ 110,000	\$ 110,000	\$ 110,000
Interest Income	11,920	1,611	1,402	1,419	1,417	1,269	1,189	1,191
PROJECTED REVENUE	\$ 132,670	\$ 111,611	\$ 111,402	\$ 111,419	\$ 111,417	\$ 111,269	\$ 111,189	\$ 111,191
Expended from Permanent Endowment:								
Cemetery Equipment		464	-	-	-	-	-	-
Cemetery Driveway Resurfacing		14,990	-	-	-	-	-	-
Cemetery Grounds Improvements		-	-	-	110,000	-	-	-
Flag Poles		3,360						
Mower		11,604						
Replace Chain Link Fencing				17,500				
Cemetery Signage			10,000					
General Fund Transfer for Operations	80,000	85,000	90,000	95,000	100,000	105,000	110,000	115,000
TOTAL OPERATIONAL EXPENDITURES	\$ 80,000	\$ 115,418	\$ 100,000	\$ 112,500	\$ 210,000	\$ 105,000	\$ 110,000	\$ 115,000
Expended from Non-Endowed (Capital):								
Columbariums						60,000		
Improvements to Sand Hill Section	14,911	135,936						
PROJECTED CAPITAL DISBURSEMENTS	14,911	135,936	-	-	-	60,000	-	-
TOTAL PROJECTED DISBURSEMENTS	\$ 94,911	\$ 220,936	\$ 90,000	\$ 95,000	\$ 100,000	\$ 165,000	\$ 110,000	\$ 115,000
PERMANENT ENDOWMENT:								
BEGINNING FUND BALANCE	\$ 685,699	\$ 666,074	\$ 605,656	\$ 560,656	\$ 503,156	\$ 348,156	\$ 298,156	\$ 243,156
ANNUAL REVENUES	60,375	55,000	55,000	55,000	55,000	55,000	55,000	55,000
ANNUAL EXPENDITURES & TRANSFERS	(80,000)	(115,418)	(100,000)	(112,500)	(210,000)	(105,000)	(110,000)	(115,000)
ENDING FUND BALANCE	\$ 666,074	\$ 605,656	\$ 560,656	\$ 503,156	\$ 348,156	\$ 298,156	\$ 243,156	\$ 183,156
NON-ENDOWED (Capital)								
BEGINNING FUND BALANCE	\$ 350,872	\$ 408,256	\$ 328,931	\$ 385,333	\$ 441,752	\$ 498,170	\$ 494,439	\$ 550,628
ANNUAL REVENUES	72,295	56,611	56,402	56,419	56,417	56,269	56,189	56,191
ANNUAL EXPENDITURES	(14,911)	(135,936)	-	-	-	(60,000)	-	-
ENDING FUND BALANCE	\$ 408,256	\$ 328,931	\$ 385,333	\$ 441,752	\$ 498,170	\$ 494,439	\$ 550,628	\$ 606,819
TOTAL ENDING BALANCE OF TRUST FUND	\$ 1,074,330	\$ 934,587	\$ 945,989	\$ 944,908	\$ 846,326	\$ 792,595	\$ 793,784	\$ 789,975

**GOLF COURSE FUND
PROJECTED BALANCES
FISCAL YEARS 2022-2027**

	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27
Charges for Services (.5% per year increase)	\$ 1,383,853	\$ 1,352,134	\$ 1,397,655	\$ 1,404,643	\$ 1,411,666	\$ 1,418,725	\$ 1,425,818	\$ 1,432,948
Proshop Sales	101,711	108,172	110,000	110,000	110,000	110,000	110,000	110,000
Rents	30,001	30,001	30,001	30,001	30,001	30,001	30,001	30,001
Other Revenue	9,385	8,910	8,660	8,660	8,660	8,660	8,660	8,660
Sale of Carts or Equipment	1,611	-	-	-	111,652	48,605	-	-
Investment Income	771	-	-	-	-	-	-	-
Transfer from DST Fund	85,041	-	-	-	-	-	-	-
PROJECTED REVENUE	\$ 1,612,373	\$ 1,499,217	\$ 1,546,316	\$ 1,553,304	\$ 1,671,979	\$ 1,615,991	\$ 1,574,479	\$ 1,581,609
Personnel (3.0% per year on Full-time)	\$ 379,352	\$ 401,075	\$ 450,125	\$ 457,056	\$ 464,195	\$ 471,549	\$ 479,122	\$ 486,924
Operating Costs	768,202	783,235	795,989	795,989	795,989	795,989	795,989	795,989
Proshop Cost of Sales	79,444	60,000	65,000	60,000	65,000	60,000	65,000	60,000
Airport Rent	106,000	106,135	106,135	106,135	106,135	106,135	106,135	106,135
Capital Lease Principal - Golf Carts	52,097	53,602	50,801	-	49,997	51,768	53,602	53,602
Capital Lease Interest - Golf Carts	4,294	2,789	890	-	6,394	4,623	2,789	2,789
Repayment of General Fund Cash Flow Loans	-	35,000	35,000	35,000	35,000	35,000	35,000	35,000
Replace Irrigation Pump								
Clubhouse Water Hookup	54,438							
Renovate Golf Tees	30,603							
Irrigation Software Upgrade		13,429						
Equipment				5,195	7,500			
Rehab Parking Lot			5,000					
Ditch #15 Improvements			20,000					
Interest Payment to Building Fund *	8,213	7,819	5,138	4,857	4,573	4,285	3,993	3,701
Principal Payment to Building Fund	30,154	30,547	30,947	31,352	31,762	32,177	32,598	32,598
TOTAL FY 20	\$ 1,512,797							
TOTAL FY 21		\$ 1,493,631						
TOTAL FY 22			\$ 1,565,025					
TOTAL FY 23				\$ 1,495,584				
TOTAL FY 24					\$ 1,566,545			
TOTAL FY 25						\$ 1,561,526		
TOTAL FY 26							\$ 1,574,228	
TOTAL FY 27								\$ 1,576,738
BEGINNING UNRESTRICTED RESOURCES	\$ (672,196)	\$ (572,620)	\$ (567,034)	\$ (585,743)	\$ (528,023)	\$ (422,589)	\$ (368,123)	\$ (367,872)
TOTAL REVENUES	1,612,373	1,499,217	1,546,316	1,553,304	1,671,979	1,615,991	1,574,479	1,581,609
TOTAL OPERATING FUND EXPENDITURES	(1,512,797)	(1,493,631)	(1,565,025)	(1,495,584)	(1,566,545)	(1,561,526)	(1,574,228)	(1,576,738)
ENDING UNRESTRICTED RESOURCES	\$ (572,620)	\$ (567,034)	\$ (585,743)	\$ (528,023)	\$ (422,589)	\$ (368,123)	\$ (367,872)	\$ (363,001)

* Adjust Interest for FY 21-22 (after 5th year) to 1%
below 20 year Treasury Bond. Currently .9%

**AIRPORT FUND
PROJECTED BALANCES
FISCAL YEARS 2022-2027**

	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27
OPERATING FUND:								
Pickle Ball Courts Rents	\$ 6,795	\$ 6,795	\$ 6,795	\$ 6,795	\$ 6,795	\$ 6,795	\$ 6,795	\$ 6,795
Public Works Compound Rental	-	-	26,250	52,500	52,500	52,500	52,500	52,500
Golf Course Rents	106,000	106,135	106,135	106,135	106,135	106,135	106,135	106,135
Facilities Maintenance Rents	6,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000
Police Storage Area	576	576	576	576	576	576	576	576
Other Rents (Without Growth)	354,203	372,772	400,003	400,003	400,003	400,003	400,003	400,003
Federal Grant	30,000	13,000	-	-	-	-	-	-
Sale of Fixed Assets	2,945	-	-	-	-	-	-	-
Investment Income	2,939	660	720	594	639	603	668	652
Other Revenue	79,214	82,756	82,753	82,753	82,753	82,753	82,753	82,753
Transfer from General Fund	4,691	-	-	-	-	-	-	-
PROJECTED REVENUE	\$ 593,363	\$ 588,694	\$ 629,232	\$ 655,356	\$ 655,401	\$ 655,365	\$ 655,430	\$ 655,414
Personnel	70,759	67,844	76,303	78,592	80,950	83,378	85,880	88,456
Operating Costs	175,288	194,619	212,589	212,589	212,589	212,589	212,589	212,589
General Fund Management Fee	93,485	116,866	142,046	146,307	150,697	155,217	159,874	164,670
Air Conditioners	22,074	4,255	-	-	-	-	-	-
Mobile Radios	-	-	7,500	-	-	-	-	-
Equipment	17,480	-	-	-	-	-	-	-
Transfer to Airport Construction Fund	-	-	-	37,150	-	45,000	25,000	-
Repayment of General Fund Advance	25,000	150,000	-	-	-	-	-	-
Repayment of DST Advances and Interest	30,500	30,500	36,500	36,500	38,500	38,500	38,500	40,500
TOTAL FY 20	\$ 434,586							
TOTAL FY 21		\$ 564,084						
TOTAL FY 22			\$ 474,938					
TOTAL FY 23				\$ 511,138				
TOTAL FY 24					\$ 482,735			
TOTAL FY 25						\$ 534,685		
TOTAL FY 26							\$ 521,843	
TOTAL FY 27								\$ 506,215
BEGINNING RESOURCES	\$ 24,368	\$ 183,145	\$ 207,755	\$ 362,049	\$ 506,266	\$ 678,931	\$ 799,612	\$ 933,200
TOTAL REVENUES	593,363	588,694	629,232	655,356	655,401	655,365	655,430	655,414
TOTAL EXPENDITURES+DEBT+TRANSFERS	(434,586)	(564,084)	(474,938)	(511,138)	(482,735)	(534,685)	(521,843)	(506,215)
ENDING UNAPPROPRIATED RESOURCES	\$ 183,145	\$ 207,755	\$ 362,049	\$ 506,266	\$ 678,931	\$ 799,612	\$ 933,200	\$ 1,082,398
CAPITAL FUND:								
BEGINNING RESOURCES	\$ (216,753)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grants	441,888	3,288,826	576,000	668,850	4,392,666	5,085,000	100,000	-
Private Funding	-	-	-	35,000	500,000	80,000	-	-
Transfers from Airport Revenue	-	-	-	37,150	-	45,000	25,000	-
Transfers from DST	101,653	695,236	144,000	-	402,246	640,000	-	-
Security Cameras	-	-	-	24,000	-	-	-	-
Aircraft Wash Rack	-	-	-	-	-	-	125,000	-
Hangar C Office Improvements	-	-	-	70,000	-	-	-	-
Hangar D	164,896	2,015,904	-	-	-	-	-	-
Hangar D Office Improvements	-	-	-	-	-	400,000	-	-
Economic Development Hangar	-	-	-	-	1,000,000	-	-	-
Square Hangars	-	277,516	720,000	-	-	-	-	-
Shade Hangars	-	-	-	-	-	1,100,000	-	-
Runway 10-28 Markings	-	-	-	70,000	-	-	-	-
Rehab Runway 05/23	-	-	-	-	3,044,912	-	-	-
Taxi Lane Alpha Construction	40,404	690,642	-	-	-	-	-	-
Taxiway Alpha Apron Design/Improvements	-	-	-	198,000	-	900,000	-	-
Taxiway C	121,488	-	-	-	-	-	-	-
Taxiway Golf and Golf Apron Design	-	-	-	379,000	-	-	-	-
Taxiway Golf Apron Reconstruction	-	-	-	-	1,250,000	-	-	-
Taxiway Golf Utilities	-	-	-	-	-	400,000	-	-
Taxiway Golf Construction	-	-	-	-	-	1,250,000	-	-
Establish Sewer Service	-	1,000,000	-	-	-	-	-	-
Airport Road West	-	-	-	-	-	1,800,000	-	-
ENDING RESOURCES	\$ -							
TOTAL OPERATING AND CAPITAL	\$ 183,145	\$ 207,755	\$ 362,049	\$ 506,266	\$ 678,931	\$ 799,612	\$ 933,200	\$ 1,082,398
FAA Cares Act Contribution	\$ 30,000	-	-	-	-	-	-	-
General Fund Advance Balance	150,000	-	-	-	-	-	-	-
DST Fund Advance Balance	(527,890)	(518,506)	(502,747)	(486,357)	(467,311)	(447,503)	(426,904)	(403,480)
CAFR Unrestricted Balance	\$ (164,745)	\$ (310,751)	\$ (140,698)	\$ 19,909	\$ 211,620	\$ 352,109	\$ 506,296	\$ 678,918
Due to General Fund - From Capital Fund	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Hangar A \$285K DST Advance in 2008	\$ 269,245	\$ 261,966	\$ 254,396	\$ 246,523	\$ 236,335	\$ 225,739	\$ 214,720	\$ 203,260
Hangar B \$290K DST Advance in 2011	\$ 259,869	\$ 257,764	\$ 249,575	\$ 241,058	\$ 232,200	\$ 222,988	\$ 213,408	\$ 201,444

**BUILDING FUND
PROJECTED BALANCES
FISCAL YEARS 2022-2027**

	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27
Operating Revenue (No Growth)	\$ 935,726	\$ 1,071,250	\$ 996,500	\$ 996,500	\$ 996,500	\$ 996,500	\$ 996,500	\$ 996,500
Other Revenue	2,112	9,430	22,100	22,100	22,100	22,100	22,100	22,100
Principal on Golf Course Loan	30,154	30,547	30,947	31,352	31,762	32,177	32,598	32,598
Interest on Golf Course Loan	8,213	7,819	5,138	4,857	4,573	4,285	3,993	3,701
Investment Income	7,440	16,822	17,991	20,949	19,969	18,632	16,921	14,822
PROJECTED REVENUE	\$ 983,645	\$ 1,135,868	\$ 1,072,676	\$ 1,075,758	\$ 1,074,904	\$ 1,073,694	\$ 1,072,112	\$ 1,069,721
Pickup Truck								
Personnel								
Operating Costs								
TOTAL FY 19								
Personnel	607,068							
Operating Costs	135,890							
TOTAL FY 20	\$ 742,958							
Personnel		\$ 633,422						
Operating Costs		148,702						
Vehicle		22,957						
Front Counter Renovations		24,000	116,000					
TOTAL FY 21		\$ 829,081						
Personnel			782,669					
Operating Costs			338,183					
TOTAL FY 22			\$ 1,236,852					
Personnel				806,149				
Operating Costs				338,183				
TOTAL FY 23				\$ 1,144,332				
Personnel					830,334			
Operating Costs					338,183			
TOTAL FY 24					\$ 1,168,517			
Personnel						855,244		
Operating Costs						338,183		
TOTAL FY 25						\$ 1,193,427		
Personnel							880,901	
Operating Costs							338,183	
TOTAL FY 26							\$ 1,219,084	
Personnel								907,328
Operating Costs								338,183
TOTAL FY 26								\$ 1,245,511
BEGINNING RESOURCES	\$ 573,806	\$ 814,493	\$ 1,121,280	\$ 957,104	\$ 888,530	\$ 794,917	\$ 675,184	\$ 528,213
TOTAL REVENUES	983,645	1,135,868	1,072,676	1,075,758	1,074,904	1,073,694	1,072,112	1,069,721
EXPENDITURES+DEBT+TRANSFERS	742,958	829,081	1,236,852	1,144,332	1,168,517	1,193,427	1,219,084	1,245,511
ENDING UNRESTRICTED RESOURCES	\$ 814,493	\$ 1,121,280	\$ 957,104	\$ 888,530	\$ 794,917	\$ 675,184	\$ 528,213	\$ 352,422

CITY OF SEBASTIAN, FLORIDA 2021/2022 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.

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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.

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

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

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

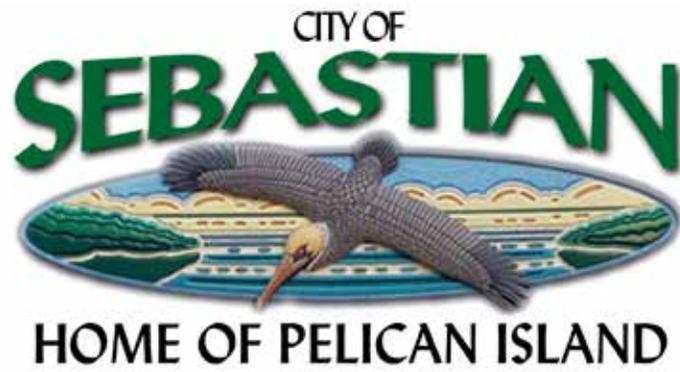
Unreserved Fund Balance – Portion of a fund balance that is available for appropriation.

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

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

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

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



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