

CITY OF SEBASTIAN, FLORIDA

**ANNUAL BUDGET
FISCAL YEAR 2024–2025**

Draft as of July 3, 2024



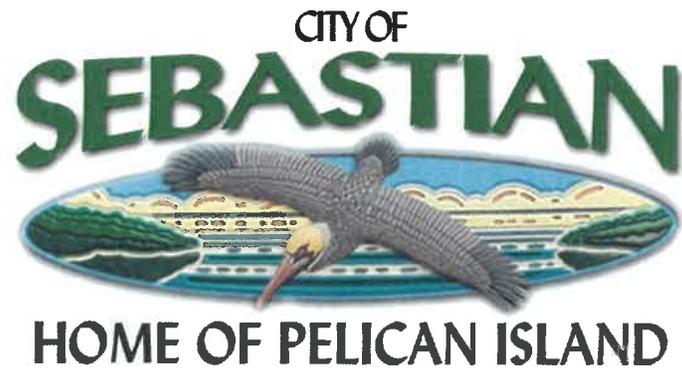
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CITY OF SEBASTIAN, FLORIDA
ANNUAL BUDGET
FISCAL YEAR 2024-2025

GENERAL FUND

Draft as of July 3, 2024



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CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

SUMMARY OF GENERAL FUND EXPENDITURES BY DEPARTMENT/DIVISION

Org Code	Description	FY 20/21 Actual	FY 21/22 Actual	FY22/23 Actual	Amended FY 23/24 Budget	FY 23/24 Projected	FY 24/25 Budget	Change From FY 23/24 Budget	% Increase (Decrease)
010001	City Council	\$ 55,883	\$ 57,224	\$ 55,940	\$ 85,895	\$ 82,211	\$ 81,250	\$ (4,645)	-5.4%
010005	City Manager	285,943	339,347	337,591	441,821	429,387	598,570	156,749	35.5%
010009	City Clerk	205,204	261,773	226,019	358,664	307,035	315,240	(43,424)	-12.1%
010010	City Attorney	195,696	205,481	373,973	253,095	236,793	252,455	(640)	-0.3%
010020	Finance	656,306	747,045	594,889	827,198	788,122	790,400	(36,798)	-4.4%
010021	Management Information Services	513,329	549,680	635,465	679,713	677,930	757,250	77,537	11.4%
010035	Human Resources	0	0	224,878	282,101	278,840	302,030	19,929	7.1%
010041	Police Administration	1,020,630	1,087,665	1,112,264	985,206	958,655	1,018,065	32,859	3.3%
010043	Police Operations	3,461,189	3,687,563	4,037,999	4,578,941	4,130,180	4,754,185	175,244	3.8%
010047	Police Investigations	1,107,742	1,174,005	1,203,089	1,514,771	1,291,638	1,571,357	56,586	3.7%
010049	Police Dispatch	577,505	605,842	681,157	865,848	764,515	871,300	5,452	0.6%
010045	Code Enforcement Division	187,626	180,269	144,720	220,852	201,785	242,565	21,713	9.8%
010052	Roads and Maintenance	927,720	969,560	1,052,165	1,421,695	1,330,206	1,465,550	43,855	3.1%
010054	Fleet Management	211,926	229,392	261,653	324,857	263,490	272,670	(52,187)	-16.1%
010056	Facilities Maintenance	598,970	566,354	790,792	862,803	843,968	856,725	(6,078)	-0.7%
010057	Parks and Recreation	1,035,794	1,106,152	1,217,694	1,412,566	1,272,295	1,808,785	396,219	28.0%
010059	Cemetery	179,000	143,561	161,719	190,842	178,860	205,030	14,188	7.4%
010080	Community Development	477,728	480,818	504,123	715,331	579,656	709,600	(5,731)	-0.8%
010099	Non-Departmental	1,025,035	1,341,840	1,353,201	2,039,788	2,030,026	1,749,947	(289,841)	-14.2%
Total General Fund Expenditures		\$ 12,723,227	\$ 13,733,572	\$ 14,969,331	\$ 18,061,987	\$ 16,645,592	\$ 18,622,974	560,987	3.1%
Total Revenues and Transfers		13,710,021	15,346,336	16,289,850	17,613,037	17,542,496	18,689,432	1,076,395	6.1%
Change in Fund Balance		\$ 986,794	\$ 1,612,764	\$ 1,320,519	\$ (448,950)	\$ 896,904	66,458	\$ 515,408	

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

GENERAL FUND REVENUE DETAIL

Code: 001501

Account		FY 20/21	FY 21/22	FY 22/23	Amended FY 23/24	FY 23/24	FY24/25
Number	Description	Actual	Actual	Actual	Budget	Projected	Budget
TAXES							
311000	Current Ad Valorem Taxes	4,470,263	4,536,864	5,019,086	6,395,718	6,395,718	7,053,969
311001	Delinquent Ad Valorem Taxes	63,371	66,069	83,184	65,000	65,000	77,500
TOTAL AD VALOREM TAXES		4,533,635	4,602,933	5,102,270	6,460,718	6,460,718	7,131,469
FRANCHISE FEES							
313100	Electric Franchise Fees	1,265,127	1,448,916	1,645,673	1,730,000	1,685,000	1,770,000
313700	Solid Waste Franchise Fees	101,540	103,304	110,138	100,000	75,000	0
313900	Other Franchise Fees - Nat Gas	17,862	19,351	19,675	21,500	25,000	27,500
TOTAL FRANCHISE FEES		1,384,529	1,571,571	1,775,485	1,851,500	1,785,000	1,797,500
UTILITY SERVICE TAXES							
314100	Electric Utility Service Tax	1,839,470	1,934,010	2,247,352	2,280,000	2,435,000	2,556,750
314300	Water Utility Service Tax	340,851	371,931	389,476	419,000	402,000	410,000
314400	Gas Utility Service Tax	12,386	11,528	13,853	13,900	14,000	14,700
314800	Propane Utility Service Tax	44,400	50,816	47,448	49,500	45,000	50,000
314950	CST Revenue Sharing	793,154	871,427	825,399	859,500	851,700	894,000
TOTAL UTILITY SERVICE TAXES		3,030,261	3,239,711	3,523,528	3,621,900	3,747,700	3,925,450
TOTAL TAXES & FRANCHISE FEES		8,948,425	9,414,216	10,401,284	11,934,118	11,993,418	12,854,419
LICENSES AND PERMITS							
321000	Business Taxes	76,351	62,685	62,868	78,000	78,000	78,000
321100	Business Tax - Penalties/Transfers	2,842	3,199	3,641	3,200	3,200	3,200
322060	Driveway Permit Fees	50,155	35,600	27,300	30,000	30,000	30,000
322075	Reinspection Fees	1,050	1,625	875	1,000	1,000	1,000
322080	Right-of-Way Permits	1,750	2,254	3,500	2,000	2,000	2,000
322100	Land Clearing Permits	19,400	14,025	9,325	10,000	10,000	10,000
322300	Fencing Permits	7,200	25,350	26,325	25,000	25,000	25,000
322700	Accessory Structure	200	300	200	200	200	200
322900	Other Permits & Fees	748	2,505	2,222	2,000	2,000	2,000
329100	Zoning Fees	19,841	20,025	18,558	20,000	20,000	20,000
329200	Site Plan Review Fees	9,373	13,125	4,100	6,000	6,000	6,000
329300	Plat Review Fees	2,900	5,950	3,200	5,000	5,000	5,000
329400	Plan Review Fees	2,550	1,770	825	1,000	1,000	1,000
329500	Alarm Permits	1,560	1,230	780	1,000	1,000	1,000
TOTAL LICENSES AND PERMITS		195,919	189,643	163,719	184,400	184,400	184,400
INTERGOVERNMENTAL REVENUE:							
FEDERAL GRANTS							
331200	Fed Grant-Public Safety	4,391	6,734	10,469	5,000	5,000	5,000
331204	Fed - JAG Grant	11,458	0	0	0	0	0
334901	FEMA - Federal Reimb	0	130,846	72,435	0	4,876	0
334902	FEMA - State Reimb	0	17,780	0	0	813	0
TOTAL FEDERAL GRANTS		15,849	155,360	82,904	5,000	10,689	5,000

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

GENERAL FUND REVENUE DETAIL - CONTINUED

Code: 001501

<u>Account</u>		<u>FY 20/21</u>	<u>FY 21/22</u>	<u>FY 22/23</u>	<u>Amended</u> <u>FY 23/24</u>	<u>FY 23/24</u>	<u>FY24/25</u>
<u>Number</u>	<u>Description</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Projected</u>	<u>Budget</u>
STATE SHARED REVENUES							
335120	Municipal Revenue Sharing	836,884	1,082,592	1,099,007	1,150,000	1,114,000	1,114,000
335122	8th Cent Motor Fuel Tax	234,732	284,490	288,803	292,000	234,000	250,000
335140	Mobile Home Licenses	16,597	16,382	15,795	16,400	15,000	15,000
335150	Alcohol Beverage Licenses	16,506	15,458	19,874	13,900	17,500	18,000
335180	Local Half-Cent Sales Tax	2,196,503	2,592,508	2,457,111	2,599,338	2,450,000	2,550,000
335200	Police Pension State Shared Revenue	206,017	227,003	272,496	0	0	0
TOTAL STATE SHARED REVENUES		3,507,239	4,218,432	4,153,087	4,071,638	3,830,500	3,947,000
TOTAL INTER-GOV'T REVENUE		3,523,087	4,373,792	4,235,991	4,076,638	3,841,189	3,952,000
CHARGES FOR SERVICES							
341920	Cert. Copying, Record Search	3,807	3,375	2,071	3,800	3,800	3,800
341930	Election Fees	366	427	366	400	400	400
342100	PD Special Services Fees	23,132	19,312	25,669	20,000	20,000	20,000
342102	School Resource Officers	81,166	94,225	91,685	95,000	95,000	95,000
343805	Cemetery Fees	14,158	15,849	9,745	14,000	14,000	14,000
347551	Pickleball Lighting Fees	1,533	2,916	3,915	3,500	4,000	4,000
347555	Tennis Facility Fees	31,437	28,273	31,344	30,000	30,000	30,000
347556	County Impact Fees Admin. Fees	27,834	23,769	12,106	15,000	15,000	15,000
347557	Community Center Rec Revenues	9,819	9,202	12,128	10,000	12,500	12,500
347558	Senior Center Fees	0	5,554	7,366	7,500	8,000	8,000
349140	RRD-Management Fees	89,725	92,655	62,431	67,573	67,573	149,680
349163	Stormwater-Management Fees	89,345	90,989	100,088	110,097	110,097	121,107
349410	Golf Course-Management Fees	106,065	106,065	116,672	122,296	122,296	134,526
349415	Maintenance Service Fees-GC	0	0	2,600	1,500	1,500	1,000
349450	Airport-Management Fees	116,866	104,041	98,374	105,057	105,057	115,562
349455	Maintenance Service Fees-AP	3,664	6,906	1,144	1,500	1,500	2,000
349480	Building Dept Management Fees	54,632	60,095	66,105	72,716	72,716	79,988
349485	Maintenance Services Fees-BD	596	919	502	500	500	500
349601	Cemetery-Management Fees	85,000	90,000	95,000	130,000	130,000	150,000
349620	PD Pension Administrative Fees	24,000	24,000	24,000	24,000	6,000	0
TOTAL CHARGES FOR SERVICE		763,143	778,572	763,311	834,439	819,939	957,063
FINES AND FORFEITS							
351100	Court Fines	13,343	18,874	23,791	20,000	20,000	20,000
351115	Police Education	1,582	1,430	1,270	1,600	1,600	1,600
351140	Parking Fines	255	330	390	300	300	300
354100	Code Enforcement Fines	22,987	61,672	145,041	45,000	45,000	45,000
359000	Other Fines/Forfeitures	110	124	226	150	150	150
TOTAL FINES AND FORFEITS		38,277	82,430	170,718	67,050	67,050	67,050
MISCELLANEOUS REVENUE:							
INTEREST EARNINGS							
361100	Interest Income	11,775	54,011	132,427	135,000	150,000	175,000
361105	State Board Interest Earnings	1,196	4,149	44,781	38,000	75,000	85,000
361150	Other Interest	198	112	2,283	1,500	2,500	2,500
TOTAL INTEREST EARNINGS		13,170	58,272	179,492	174,500	227,500	262,500

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

GENERAL FUND REVENUE DETAIL - CONTINUED

Code: 001501

<u>Account Number</u>	<u>Description</u>	<u>FY 20/21 Actual</u>	<u>FY 21/22 Actual</u>	<u>FY 22/23 Actual</u>	<u>Amended FY 23/24 Budget</u>	<u>FY 23/24 Projected</u>	<u>FY24/25 Budget</u>
RENT AND ROYALTIES							
362100	Rents and Royalties	17,393	22,693	28,492	36,000	40,000	45,000
362150	Nontaxable Rent	104,742	233,616	208,589	105,000	115,000	120,000
TOTAL RENT AND ROYALTIES		122,134	256,309	237,081	141,000	155,000	165,000
SALE OF FIXED ASSETS							
364100	Sale of Fixed Assets	50,571	102,093	47,296	35,000	40,000	45,000
365000	Sale of Surplus Material/Scrap	6,101	11,533	4,876	5,000	5,000	6,000
TOTAL SALES OF FIXED ASSETS		56,672	113,625	52,172	40,000	45,000	51,000
CONTRIBUTIONS/DONATIONS							
366000	Contributions & Donations	50	3,528	1,150	2,000	2,400	2,500
366150	Memorial Bricks	2,250	3,250	1,900	2,000	1,500	0
366805	4th of July Donations	2,500	2,500	2,500	2,500	2,500	2,500
TOTAL CONTRIBUTIONS/DONATIONS		4,800	9,278	5,550	6,500	6,400	5,000
OTHER MISCELLANEOUS REVENUES							
367000	Gain/Loss on Investments	1,222	(21,190)	18,949	0	20,000	20,000
369100	Motor Fuel Tax Rebate	16,467	15,888	29,771	25,000	25,000	25,000
369200	Insurance Proceeds	14,607	11,430	11,112	34,392	66,600	35,000
369400	Reimbursements	11,480	12,708	20,197	14,000	10,000	10,000
369900	Other Miscellaneous Revenue	617	3,268	506	1,000	1,000	1,000
TOTAL OTHER MISCELLANEOUS REV.		44,394	22,105	80,534	74,392	122,600	91,000
TOTAL MISCELLANEOUS REVENUE		241,170	459,589	554,828	436,392	556,500	574,500
TOTAL REVENUES		13,710,021	15,298,242	16,289,850	17,533,037	17,462,496	18,589,432
INTERFUND TRANSFERS							
381148	Transfer from 480 BUILDING	0	200	0	0	0	0
381163	Transfer from 163 STORMWATER	0	721	0	0	0	0
381360	Transfer from 363 STORMWATER	0	47,173	0	0	0	0
381410	Transfer from 410 GOLF	0	0	0	80,000	80,000	100,000
TOTAL INTERFUND TRANSFERS		0	48,094	0	80,000	80,000	100,000
TOTAL REVENUES AND TRANSFERS		13,710,021	15,346,336	16,289,850	17,613,037	17,542,496	18,689,432
OTHER FINANCING SOURCES							
389991	Appropriated from Fund Balance	0	0	0	541,560	0	0
TOTAL OTHER SOURCES		0	0	0	541,560	0	0
TOTAL REV. AND OTHER SOURCES		13,710,021	15,346,336	16,289,850	18,154,597	17,542,496	18,689,432

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

GENERAL FUND OPERATING SUMMARY EXPENDITURE BY DEPARTMENT/DIVISION

Department	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Actual	FY 23/24 Budget	FY 23/24 Projected	FY 24/25 Budget
CITY COUNCIL						
PERSONAL SERVICES	\$ 22,732	\$ 22,726	\$ 22,725	\$ 22,725	\$ 22,731	\$ 22,725
OPERATING EXPENDITURES	33,151	34,498	33,216	63,170	59,480	58,525
CAPITAL OUTLAY	-	-	-	-	-	-
TOTAL	\$ 55,883	\$ 57,224	\$ 55,940	\$ 85,895	\$ 82,211	\$ 81,250
CITY MANAGER						
PERSONAL SERVICES	\$ 273,298	\$ 290,514	\$ 325,138	\$ 421,926	\$ 412,760	\$ 566,460
OPERATING EXPENDITURES	12,645	13,696	12,452	19,895	16,627	30,910
CAPITAL OUTLAY	-	35,137	-	-	-	1,200
TOTAL	\$ 285,943	\$ 339,347	\$ 337,591	\$ 441,821	\$ 429,387	\$ 598,570
CITY CLERK						
PERSONAL SERVICES	\$ 180,890	\$ 186,822	\$ 187,035	\$ 257,606	\$ 215,730	\$ 266,985
OPERATING EXPENDITURES	24,314	74,951	38,984	101,058	91,305	48,255
CAPITAL OUTLAY	-	-	-	-	-	-
TOTAL	\$ 205,204	\$ 261,773	\$ 226,019	\$ 358,664	\$ 307,035	\$ 315,240
CITY ATTORNEY						
PERSONAL SERVICES	\$ 162,196	\$ 179,916	\$ 150,339	\$ 205,990	\$ 205,480	\$ 205,770
OPERATING EXPENDITURES	33,499	25,565	223,635	47,105	31,313	46,685
CAPITAL OUTLAY	-	-	-	-	-	-
TOTAL	\$ 195,696	\$ 205,481	\$ 373,973	\$ 253,095	\$ 236,793	\$ 252,455
FINANCE						
PERSONAL SERVICES	\$ 514,984	\$ 590,894	\$ 479,222	\$ 686,720	\$ 652,585	\$ 639,325
OPERATING EXPENDITURES	141,322	156,151	115,667	140,478	135,537	151,075
CAPITAL OUTLAY	-	-	-	-	-	-
TOTAL	\$ 656,306	\$ 747,045	\$ 594,889	\$ 827,198	\$ 788,122	\$ 790,400
MANAGEMENT INFORMATION SERVICES						
PERSONAL SERVICES	\$ 347,018	\$ 377,886	\$ 408,928	\$ 464,988	\$ 459,580	\$ 533,995
OPERATING EXPENDITURES	166,312	171,793	226,537	214,725	218,350	223,255
CAPITAL OUTLAY	-	-	-	-	-	-
TOTAL	\$ 513,329	\$ 549,680	\$ 635,465	\$ 679,713	\$ 677,930	\$ 757,250
HUMAN RESOURCES						
PERSONAL SERVICES	\$ -	\$ -	\$ 177,752	\$ 205,976	\$ 204,960	\$ 222,215
OPERATING EXPENDITURES	-	-	47,126	76,125	73,880	79,815
CAPITAL OUTLAY	-	-	-	-	-	-
TOTAL	\$ -	\$ -	\$ 224,878	\$ 282,101	\$ 278,840	\$ 302,030
COMMUNITY DEVELOPMENT						
PERSONAL SERVICES	\$ 416,308	\$ 409,741	\$ 472,682	\$ 604,871	\$ 526,870	\$ 600,610
OPERATING EXPENDITURES	61,420	71,077	31,441	110,460	52,786	108,990
CAPITAL OUTLAY	-	-	-	-	-	-
TOTAL	\$ 477,728	\$ 480,818	\$ 504,123	\$ 715,331	\$ 579,656	\$ 709,600

Department	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Actual	FY 23/24 Budget	FY 23/24 Projected	FY 24/25 Budget
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POLICE DEPARTMENT - ADMINISTRATION

PERSONAL SERVICES	\$ 895,521	\$ 977,461	\$ 993,831	\$ 841,082	\$ 815,640	\$ 899,835
OPERATING EXPENDITURES	125,109	101,079	118,433	144,124	143,015	118,230
CAPITAL OUTLAY	-	9,125	-	-	-	-
TOTAL	\$ 1,020,630	\$ 1,087,665	\$ 1,112,264	\$ 985,206	\$ 958,655	\$ 1,018,065

POLICE DEPARTMENT - OPERATIONS

PERSONAL SERVICES	\$ 3,153,248	\$ 3,335,083	\$ 3,585,495	\$ 4,095,061	\$ 3,629,830	\$ 4,275,250
OPERATING EXPENDITURES	275,264	319,925	403,572	398,428	414,900	420,635
CAPITAL OUTLAY	32,677	32,555	48,932	85,452	85,450	58,300
TOTAL	\$ 3,461,189	\$ 3,687,563	\$ 4,037,999	\$ 4,578,941	\$ 4,130,180	\$ 4,754,185

POLICE DEPARTMENT - INVESTIGATIONS

PERSONAL SERVICES	\$ 954,685	\$ 1,030,390	\$ 1,051,290	\$ 1,338,346	\$ 1,115,705	\$ 1,398,495
OPERATING EXPENDITURES	143,558	140,023	142,899	170,325	170,713	172,862
CAPITAL OUTLAY	9,500	3,593	8,900	6,100	5,220	-
TOTAL	\$ 1,107,742	\$ 1,174,005	\$ 1,203,089	\$ 1,514,771	\$ 1,291,638	\$ 1,571,357

POLICE DEPARTMENT - DISPATCH

PERSONAL SERVICES	\$ 566,550	\$ 596,697	\$ 672,750	\$ 849,758	\$ 748,430	\$ 854,825
OPERATING EXPENDITURES	10,955	9,145	8,407	16,090	16,085	16,475
CAPITAL OUTLAY	-	-	-	-	-	-
TOTAL	\$ 577,505	\$ 605,842	\$ 681,157	\$ 865,848	\$ 764,515	\$ 871,300

POLICE DEPARTMENT - CODE ENFORCEMENT

PERSONAL SERVICES	\$ 170,981	\$ 162,658	\$ 130,035	\$ 200,647	\$ 179,715	\$ 220,210
OPERATING EXPENDITURES	16,645	17,611	14,685	20,205	22,070	22,355
CAPITAL OUTLAY	-	-	-	-	-	-
TOTAL	\$ 187,626	\$ 180,269	\$ 144,720	\$ 220,852	\$ 201,785	\$ 242,565

Department	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Actual	FY 23/24 Budget	FY 23/24 Projected	FY 24/25 Budget
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PUBLIC WORKS - ROADS AND MAINTENANCE

PERSONAL SERVICES	\$ 555,076	\$ 562,998	\$ 631,473	\$ 798,140	\$ 733,630	\$ 940,920
OPERATING EXPENDITURES	328,867	346,064	398,078	473,800	448,364	474,630
CAPITAL OUTLAY	43,777	60,498	22,615	149,755	148,212	50,000
TOTAL	\$ 927,720	\$ 969,560	\$ 1,052,165	\$ 1,421,695	\$ 1,330,206	\$ 1,465,550

FLEET MANAGEMENT

PERSONAL SERVICES	\$ 189,783	\$ 203,840	\$ 213,524	\$ 290,927	\$ 228,950	\$ 242,930
OPERATING EXPENDITURES	22,143	25,553	40,530	32,380	32,990	29,740
CAPITAL OUTLAY	-	-	7,598	1,550	1,550	-
TOTAL	\$ 211,926	\$ 229,392	\$ 261,653	\$ 324,857	\$ 263,490	\$ 272,670

FACILITIES MAINTENANCE

PERSONAL SERVICES	\$ 290,017	\$ 271,376	\$ 256,702	\$ 302,860	\$ 301,873	\$ 325,820
OPERATING EXPENDITURES	234,368	286,640	472,190	483,573	466,855	487,905
CAPITAL OUTLAY	74,585	8,338	61,901	76,370	75,240	43,000
TOTAL	\$ 598,970	\$ 566,354	\$ 790,792	\$ 862,803	\$ 843,968	\$ 856,725

PARKS AND RECREATION

PERSONAL SERVICES	\$ 732,945	\$ 782,422	\$ 811,579	\$ 1,057,780	\$ 926,270	\$ 1,326,550
OPERATING EXPENDITURES	253,790	287,401	285,631	320,810	313,834	339,735
CAPITAL OUTLAY	49,059	36,329	120,484	33,976	32,191	142,500
TOTAL	\$ 1,035,794	\$ 1,106,152	\$ 1,217,694	\$ 1,412,566	\$ 1,272,295	\$ 1,808,785

CEMETERY

PERSONAL SERVICES	\$ 149,171	\$ 113,984	\$ 128,280	\$ 145,782	\$ 140,535	\$ 151,090
OPERATING EXPENDITURES	29,829	28,771	31,166	45,060	38,325	53,940
CAPITAL OUTLAY	-	806	2,273	-	-	-
TOTAL	\$ 179,000	\$ 143,561	\$ 161,719	\$ 190,842	\$ 178,860	\$ 205,030

NON-DEPARTMENTAL

PERSONAL SERVICES	\$ 275,349	\$ 312,815	\$ 326,833	\$ 391,849	\$ 429,158	\$ 573,025
OPERATING EXPENDITURES	703,732	714,666	745,558	1,101,414	1,054,343	1,176,922
CAPITAL OUTLAY	-	-	-	-	-	-
GRANTS AND AIDS	-	-	-	-	-	-
INTERFUND TRANSFERS OUT	45,954	314,359	280,811	546,525	546,525	-
TOTAL	\$ 1,025,035	\$ 1,341,840	\$ 1,353,201	\$ 2,039,788	\$ 2,030,026	\$ 1,749,947

TOTALS

PERSONAL SERVICES	\$ 9,850,753	\$ 10,408,223	\$ 11,025,613	\$ 13,183,034	\$ 11,950,432	\$ 14,267,035
OPERATING EXPENDITURES	2,616,922	2,824,607	3,390,205	3,979,225	3,800,772	4,060,939
CAPITAL OUTLAY	209,599	186,382	272,702	353,203	347,863	295,000
GRANTS AND AIDS	-	-	-	-	-	-
INTERFUND TRANSFERS OUT	45,954	314,359	280,811	546,525	546,525	-
TOTAL GENERAL FUND	\$ 12,723,227	\$ 13,733,572	\$ 14,969,331	\$ 18,061,987	\$ 16,645,592	\$ 18,622,974

CITY OF SEBASTIAN, FLORIDA 2024-2025 ANNUAL BUDGET

FULL AND PART-TIME POSITIONS

Department/Division	Budget		Budget		Budget		Budget		Amended Budget		Budget	
	FY 2020/2021		FY 2021/2022		FY 2022/2023		FY 2023/2024		FY 2023/2024		FY 2024/2025	
	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	4	0	4	0
City Clerk	2	1	2	1	2	0	3	0	3	0	3	0
City Attorney	1	0	1	0	1	0	1	0	1	0	1	0
Finance	6	0	6	0	7	0	6	0	6	0	6	0
Mgmt Information Services	4	2	5	2	5	2	5	2	5	2	6	1
Human Resources	0	0	0	0	0	0	2	0	2	0	2	0
Police Administration	7	1	8	1	7	1	7	1	7	1	7	1
Police Operations	32	0	32	10	35	10	37	10	37	10	37	10
Code Enforcement	3	0	3	0	3	0	3	0	3	0	3	0
Police Investigations	9	11	9	1	10	1	12	0	12	0	12	0
Police Dispatch	10	0	10	0	10	0	10	0	10	0	10	0
Roads & Maintenance	10	0	10	0	10	0	11	0	11	0	13	0
Fleet Management	3	0	3	0	3	1	4	0	4	0	3	0
Facilities Maintenance	4	0	3	0	4	0	4	0	4	0	4	0
Parks and Recreation	13	4	14	4	14	4	14	4	14	4	17	4
Cemetery	2	0	2	0	2	0	2	0	2	0	2	0
Community Development	5	0	5	0	7	0	7	0	7	0	6	0
GENERAL FUND TOTALS	113	24	115	24	122	24	130	22	132	22	136	21
Stormwater Utility	13	1	15	1	13	2	13	1	13	1	18	0
Golf Course Administration	2	4	2	4	2	4	3	3	3	3	3	3
Golf Course Carts	0	10	0	10	0	10	0	10	0	10	0	10
Golf Course Total	2	14	2	14	2	14	3	13	3	13	3	13
Airport	1	1	2	1	2	1	2	1	2	1	2	1
Building Department	7	3	8	3	10	3	10	4	10	4	9	4
SUB-TOTALS	136.0	43.0	142.0	43.0	149.0	44.0	158.0	41.0	160.0	41.0	168.0	39.0
TOTAL POSITIONS	179.0		185.0		193.0		199.0		201.0		207.0	
FULL-TIME EQUIVALENTS	157.50		163.50		171.00		178.50		180.50		187.50	

CITY OF SEBASTIAN, FLORIDA 2024/2025 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 2024 ACCOMPLISHMENTS

- ✓
- ✓
- ✓
- ✓
- ✓
- ✓
- ✓
- ✓
- ✓

FISCAL YEAR 2025 GOALS AND OBJECTIVES

-
-
-
-
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-
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PERFORMANCE MEASURES

Performance Indicators	Actual 2020/2021	Actual 2021/2022	Actual 2022/2023	Projected 2023/2024	Projected 2024/2025
Number of Council Meetings Conducted	23	20	33	30	36
Number of CRA Meetings Conducted	5	3	5	5	5
Number of Board of Adjustment Meetings Conducted	3	2	1	4	3
Number of Ordinances Adopted	13	20	11	12	15
Number of Resolutions Adopted	32	34	30	35	35
Number of Board Appointments	23	13	16	20	20

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

CITY COUNCIL PROGRAM BUDGET DESCRIPTION

STAFFING		NATURE OF ACTIVITY
23/24	24/25	
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.
20.00%	20.00%	City Functions and Events - Attendance at functions. Public relations.
20.00%	20.00%	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.
20.00%	20.00%	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 2024-2025 proposed budget for City Council is \$ 81,250. This compares to the 2023-2024 projected expenditures of \$ 82,211 a decrease of \$ 961, or -1.17%.

	FY 20/21	FY 21/22	FY 22/23	Amended FY 23/24	Projected FY 23/24	FY 24/25	
	Actual	Actual	Actual	Budget	Expenditures	Budget	Difference
Personal Services	\$ 22,732	\$ 22,726	\$ 22,725	\$ 22,725	\$ 22,731	\$ 22,725	\$ (6)
Operating Expenditures	33,151	34,498	33,216	63,170	59,480	58,525	(955)
Capital Outlay	-	-	-	-	-	-	-
Total	\$ 55,883	\$ 57,224	\$ 55,940	\$ 85,895	\$ 82,211	\$ 81,250	\$ (961)

Fiscal Year 2024-2025 Proposed Budget -

Major Current Level Changes from Fiscal Year 2023-2024 Projected Expenditures:

	Difference
1. Personal Services - Slight decrease in workers compensation rate.	\$ (6)
2. Operating Expenditures - Decrease due to litigation expense in the prior year.	\$ (955)
3. Capital Outlay - No change.	\$ -

PERSONAL SERVICES SCHEDULE

CITY COUNCIL		FULL TIME EQUIVALENTS				Projected	
POSITION	PAY RANGE	22/23	23/24	Amended		23/24	Budget 24/25
				23/24	24/25		
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	2,895
Worker's Compensation Insurance						39	30
Total Personal Services						\$ 22,731	\$ 22,725

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

CITY COUNCIL

Code: 010001

Account		FY 20/21	FY 21/22	FY 22/23	Amended	FY 23/24	Proposed
Number	Description	Actual	Actual	Actual	FY 23/24	FY 23/24	FY 24/25
					Budget	Projected	Budget
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	2,895
512400	Worker's Comp Insurance	41	35	33	33	39	30
TOTAL PERSONAL SERVICES		22,732	22,726	22,725	22,725	22,731	22,725
OPERATING EXPENDITURES							
534000	Travel & Per Diem	24,841	26,698	25,873	40,750	40,996	44,000
534105	Cellular Telephone	1,526	1,503	1,248	1,440	1,320	1,440
534110	Internet Access	1,414	1,156	1,156	1,200	1,160	1,200
534800	Promotional Activities	460	824	592	1,670	458	950
534995	Litigation Expenses	0	0	0	10,000	10,000	0
535200	Departmental Supplies	622	486	293	815	703	700
535210	Computer Supplies	1,039	0	0	200	61	0
535410	Dues and Memberships	0	200	200	200	200	200
535420	Books and Publications	0	0	28	120	33	35
535450	Training and Education	3,248	3,630	3,825	6,775	4,549	10,000
TOTAL OPERATING EXPENDITURES		33,151	34,498	33,216	63,170	59,480	58,525
CAPITAL OUTLAY							
606400	Vehicles and Equipment	0	0	0	0	0	0
TOTAL CAPITAL OUTLAY		0	0	0	0	0	0
TOTAL CITY COUNCIL		55,883	57,224	55,940	85,895	82,211	81,250

CITY OF SEBASTIAN, FLORIDA 2024/2025 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 2024 ACCOMPLISHMENTS

- ✓ Implemented a new Social Media and Communications Plan for the City
- ✓ Completed the sale of the former Public Works Compound
- ✓ Completed swale work and paving plan for FY 22 & 23
- ✓ Renewed all City-Sponsored Special Event contracts
- ✓ Establishment of a Strategic Plan
- ✓ Completed Airport Projects to include: Runway 05-23 and Alpha Apron
- ✓ Conducted Public workshops on many of our major upcoming projects
- ✓ Finalized the Stormwater Master Plan and development of an Action Plan

FISCAL YEAR 2025 GOALS AND OBJECTIVES

City Goal: Governmental Efficiency

City Operations

- Implementation of the Strategic Plan
- Continue the implementation of the road paving and swale work plan
- Collaborate and Plan with Indian River County on Septic to Sewer throughout the City

Quality Service to Citizens

- Provide a prompt response to citizen complaints and/or requests and provide help where appropriate
- Continue with High-Quality social media and communications to benefit our residents
- Maintain transparency and work to keep the residents fully informed

Provide Effective Support to City Council

- Provide City Council with information in a proactive manner
- Stay engaged in FLC and follow legislation that may affect the City

Maintain Positive Intergovernmental Relations

- Work closely with neighboring Municipalities and Indian River County to collaborate on projects and issues that face our citizens
- Work with the legislative delegation in Tallahassee to support the City's projects goals and objectives.

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

PERFORMANCE MEASURES

Performance Indicators	Actual 2020/2021	Actual 2021/2022	Actual 2022/2023	Projected 2023/2024	Projected 2024/2025
Per Capita Level of Service Cost	\$496	\$540	\$578	\$631	\$705
Per Capita Number of Full-time Employees	5.30	5.58	5.75	6.06	6.06
General Fund Unrestricted Funds vs. Expenditures	52.58%	59.67%	64.21%	57.73%	51.61%

CITY MANAGER PROGRAM BUDGET DESCRIPTION

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>23/24</i>	<i>24/25</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 2024-2025 proposed budget for City Manager is \$ 598,570. This compares to the 2023-2024 projected expenditures of \$429,387, an increase of \$ 169,183 or 39.40%.

	FY 20/21	FY 21/22	FY22/23	Amended FY 23/24	Projected FY 23/24	FY 24/25	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 273,298	\$ 290,514	\$ 325,138	\$ 421,926	\$ 412,760	\$ 566,460	\$ 153,700
Operating Expenditures	12,645	13,696	12,452	19,895	16,627	30,910	14,283
Capital Outlay	-	35,137	-	-	-	1,200	1,200
Total	\$ 285,943	\$ 339,347	\$ 337,591	\$ 441,821	\$ 429,387	\$ 598,570	\$ 169,183

Fiscal Year 2024-25 Proposed Budget:

Major Current Level Changes from Fiscal Year 2023-24 Projected Expenditures:

	<u>Difference</u>
1. Personal Services - Increase due to having two new positions for a full year as well as negotiated pay and insurance costs.	\$ 153,700
2. Operating Expenses - Increase due primarily to training and memberships for staff added to the department last year.	\$ 14,283
3. Capital Outlay - Increase due to purchase of a drone this year.	\$ 1,200

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

PERSONAL SERVICES SCHEDULE

CITY MANAGER		<u>FULL TIME EQUIVALENTS</u>				<u>Projected</u>	<u>Budget</u>
<u>POSITION</u>	<u>PAY RANGE</u>	<u>Amended</u>				<u>Expenditures</u>	<u>Budget</u>
		<u>22/23</u>	<u>23/24</u>	<u>23/24</u>	<u>24/25</u>	<u>23/24</u>	<u>24/25</u>
City Manager *		1.00	1.00	1.00	1.00	\$ 168,100	\$ 168,950
Special Projects Director/City Engineer	97,269 / 170,218	0.00	0.00	1.00	1.00	\$ 32,760	\$ 119,250
Communications & Social Media Coordinat	56,871 / 99,523	0.00	0.00	1.00	1.00	\$ 36,700	\$ 63,000
City Office Manager/Public Info Officer	51,584 / 90,270	1.00	1.00	1.00	1.00	68,715	72,000
		2.00	2.00	4.00	4.00		
		TOTAL SALARIES				\$ 306,275	\$ 423,200
* Salary amount includes Auto Allowance of \$ 350/mon (\$ 4,200/yr)						FICA Taxes	23,500
						Deferred Compensation	37,710
						Group Insurance Premiums	72,480
						Employee Assistance Program	63
						Worker's Comp Insurance	629
						Total Personal Services	\$ 566,460

CAPITAL OUTLAY SCHEDULE

CITY MANAGER - TO BE FUNDED BY GENERAL FUND						
<u>EXPENDITURES PER FISCAL YEAR</u>						
<u>Description</u>	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>	<u>2028/29</u>	<u>TOTAL</u>
Drone w/accessories	\$ 1,200	\$ -	\$ -	\$ -	\$ -	\$ 1,200
	\$ 1,200	\$ -	\$ -	\$ -	\$ -	\$ 1,200

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

CITY MANAGER

Code: 010005

Account		FY 20/21	FY 21/22	FY 22/23	Amended	FY 23/24	Proposed
Number	Description	Actual	Actual	Actual	FY 23/24	FY 23/24	FY 24/25
					Budget	Projected	Budget
PERSONAL SERVICES							
511200	Regular Salaries	209,041	222,354	249,779	315,046	306,275	423,200
512100	FICA Taxes	15,301	16,520	19,072	24,101	23,500	32,378
512225	Deferred Compensation	18,805	19,994	19,655	27,028	27,498	37,710
512301	Group Insurance Premiums	29,745	31,280	36,241	55,333	55,155	72,480
512309	Employee Assistance Program	32	32	32	46	42	63
512400	Worker's Comp Insurance	375	334	359	372	290	629
TOTAL PERSONAL SERVICES		273,298	290,514	325,138	421,926	412,760	566,460
OPERATING EXPENDITURES							
534000	Travel and Per Diem	804	1,475	956	3,450	3,450	8,650
534105	Cellular Phone	890	749	584	1,040	1,135	1,525
534120	Postage	12	4	17	50	10	250
534420	Equipment Leases	797	787	1,697	1,700	1,690	1,690
534620	R & M - Vehicles	1,537	1,462	712	500	500	500
534630	R & M - Office Equipment	230	316	584	900	580	590
534800	Promotional Activities	2,274	1,581	1,960	3,000	2,500	3,000
535200	Departmental Supplies	653	579	1,705	750	1,500	1,800
535210	Computer Supplies	270	0	22	400	400	0
535230	Small Tools and Equipment	0	0	0	400	400	0
535260	Gas and Oil	2,778	4,234	1,684	2,300	700	2,000
535270	Uniforms	0	0	0	0	0	750
535410	Dues and Memberships	1,850	1,908	2,431	2,780	1,950	4,450
535420	Books and Publication	0	0	0	0	12	250
535450	Training and Education	550	600	100	2,625	1,800	5,455
TOTAL OPERATING EXPENDITURES		12,645	13,696	12,452	19,895	16,627	30,910
CAPITAL OUTLAY							
606400	Vehicles and Equipment	0	35,137	0	0	0	1,200
TOTAL CAPITAL OUTLAY		0	35,137	0	0	0	1,200
TOTAL CITY MANAGER		285,943	339,347	337,591	441,821	429,387	598,570

CITY OF SEBASTIAN, FLORIDA 2024/2025 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 2024 ACCOMPLISHMENTS

- ✓ Participated in the promotion of the Centennial via social media and at planned events
- ✓ Assisted with the Centennial fundraising process
- ✓ Assisted with the layout of the Centennial magazine
- ✓ Attended City Council, Board of Adjustment, CRA, and Centennial Task Force meetings
- ✓ Provided Council support on legislative matters
- ✓ Administered the election process for three Council seats
- ✓ Canvassed 2023 Election
- ✓ Continued to provide quality customer service to include public records requests
- ✓ Promoted staff training and development through webinars and networking events
- ✓ Revised the board and committee meeting procedures with the City Attorney
- ✓ Completed the calendar of events and festivals for the Centennial celebration
- ✓ Participated in planning meetings for the Centennial

FISCAL YEAR 2025 GOALS AND OBJECTIVES

Direct Overall Municipal Service Delivery with specific focus on:

- Continue to fundraise and plan Centennial Celebration
- Write procedures manual of all office duties
- Take inventory of records in the vault and determine if any have met retention
- Assist with strategic planning process
- Write monthly articles for Pelican newsletter
- Attend City Council, Board of Adjustment, and CRA meetings
- Provide Council support on legislative matters
- Administer the election process for two Council seats
- Continue to provide quality customer service to include public records requests
- Promote staff training and development
- Codify adopted ordinances into the City of Sebastian Code
- Administer board appointments
- Fill Administrative Assistant position

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

PERFORMANCE MEASURES

Performance Indicators	Actual 2020/2021	Actual 2021/2022	Actual 2022/2023	Projected 2023/2024	Projected 2024/2025
Records Scanned (in cubic feet)	35	10	6	35	10
Records Destroyed (in cubic feet)	370	424	486	275	475
Council Meeting Packets/Minutes	21	21	33	20	30
Cemetery Lots/Niches Sold	100	88	71	75	80
Election - Candidates Qualified	6	7	6	10	3
Legal/Display Ads Published	11	4	13	10	2
Code Supplements Distributed	2	0	0	2	3
Board Appointments Administered	23	8	17	12	15
Instruments Recorded	5	10	4	6	4
Public Records Requests	233	173	236	225	201
Other Committee Meeting Minutes Recorded	16	12	18	28	10

CITY CLERK PROGRAM BUDGET DESCRIPTION

STAFFING		NATURE OF ACTIVITY
23/24	24/25	
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%	30.00%	Services for Citizens - Receive and respond to general City website e-mail link, respond to public records requests and inquiries, provide computer for public research, post legal notices, and make imaged records available on City website via Laserfiche Weblink.
20.00%	15.00%	Services for Boards/Committees - Board liaison, advertise vacancies, administer financial disclosure forms, update Commission on Ethics website annually, record and provide services to Board of Adjustment and CRA. Maintain and update Board Handbook, and conduct board member orientation and prepare outgoing certificates.
10.00%	10.00%	Records Management - Scan all permanent and long term records for staff and public into Laserfiche, administer public records requests, coordinate paper recycling and records destruction with recycling contractor in accordance with State law, maintain, update and distribute adopted Records Management Procedures Manual, coordinate with Records Liaisons Committee, maintain all original City documents, i.e. ordinances, resolutions, agreements, deeds, terminated personnel files, conduct records research for staff as requested. Conduct staff training in records management. Scans and distributes agenda packets for all City boards and Council.
10.00%	10.00%	Cemetery - Coordinate with Cemetery Sexton on sale of cemetery lots, maintain cemetery records/database. Respond to customer concerns and complaints.
10.00%	10.00%	General Administration - Prepare, post, and distribute monthly calendar, prepare annual budget for department, attend staff meetings, codify ordinances, record final plats and easements, record vacations of easement, keep log of all City vehicles, attest and seal City documents, provide notary services for City documents, respond to Cityseb emails.
10.00%	10.00%	City Election - The City Clerk is the City Elections Official and Chairperson of the City Canvassing Board, qualifies candidates for office and political committees, coordinates with Supervisor of Elections and State of Florida in administration of annual general elections, prepares resolutions and forms, swears in elected officials.
100.00%	100.00%	

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

CITY CLERK BUDGET SUMMARY

The Fiscal Year 2024-2025 proposed budget for City Clerk is \$ 315,240. This compares to the 2023-2024 projected expenditures of \$ 307,035 an increase of \$ 8,205, or 2.67%.

	FY 20/21	FY 21/22	FY 22/23	Amended FY 23/24	Projected FY 23/24	FY 24/25	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 180,890	\$ 186,822	\$ 187,035	\$ 257,606	\$ 215,730	\$ 266,985	\$ 51,255
Operating Expenses	24,314	74,951	38,984	101,058	91,305	48,255	(43,050)
Capital Outlay	-	-	-	-	-	-	-
Total	\$ 205,204	\$ 261,773	\$ 226,019	\$ 358,664	\$ 307,035	\$ 315,240	\$ 8,205

Fiscal Year 2024-2025 Proposed Budget:

Major Current Level Changes from Fiscal Year 2023-2024 Projected Expenditures:

	Difference
1. Personal Services - Increase due to a reclass, having positions full all year, and negotiated pay increases and insurance costs.	\$ 51,255
2. Operating Expenses - Decrease due to election year costs.	\$ (43,050)
3. Capital Outlay - No change.	\$ -

PERSONAL SERVICES SCHEDULE

CITY CLERK

POSITION	PAY RANGE	FULL TIME EQUIVALENTS				Projected	Budget 24/25
		22/23	23/24	Amended		Expenditures 22/23	
				23/24	24/25		
City Clerk	80,024 / 140,039	1.00	1.00	1.00	1.00	\$ 100,500	\$ 100,250
Records Specialist II	39,520 / 69,159	0.00	0.00	0.00	1.00	-	53,750
Administrative Assistant	37,440 / 65,519	0.00	0.00	1.00	1.00	9,360	39,500
Records Specialist I	37,440 / 65,519	1.00	1.00	1.00	0.00	49,250	-
Deputy City Clerk	49,130 / 85,975	0.00	1.00	0.00	0.00	8,500	-
		2.00	3.00	3.00	3.00		
		TOTAL SALARIES				\$ 167,610	\$ 193,500
		Overtime				347	2,635
		FICA Taxes				12,848	15,009
		Deferred Compensation				13,850	17,653
		Group Insurance Premiums				20,775	37,846
		Employee Assistance Program				35	48
		Worker's Comp Insurance				265	294
		Total Personal Services				\$ 215,730	\$ 266,985

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

CITY CLERK

Code: 010009

<u>Account Number</u>	<u>Description</u>	<u>FY 20/21 Actual</u>	<u>FY 21/22 Actual</u>	<u>FY 22/23 Actual</u>	<u>Amended FY 23/24 Budget</u>	<u>FY 23/24 Projected</u>	<u>Proposed FY 24/25 Budget</u>
PERSONAL SERVICES							
511200	Salaries	142,865	147,227	146,684	190,522	167,610	193,500
511400	Overtime	0	129	35	200	347	2,635
512100	FICA Taxes	10,781	11,202	11,149	15,195	12,848	15,009
512225	Deferred Compensation	12,011	13,098	13,185	17,857	13,850	17,653
512301	Group Insurance Premiums	14,945	14,901	15,726	33,467	20,775	37,846
512309	Employee Assistance Program	32	32	32	48	35	48
512400	Worker's Comp Insurance	256	233	225	317	265	294
TOTAL PERSONAL SERVICES		180,890	186,822	187,035	257,606	215,730	266,985
533400	Other Contractual Services	1,648	2,079	2,456	3,700	1,920	2,200
533490	Codification Services	3,443	3,902	2,740	5,450	4,558	4,560
534000	Travel and Per Diem	0	15	0	2,200	0	1,100
534105	Cellular Phone	445	443	437	480	460	460
534120	Postage	454	550	529	500	488	500
534420	Equipment Leases	1,511	1,494	2,151	1,115	1,085	1,085
534630	R & M - Office Equipment	1,578	1,863	2,580	11,340	10,600	10,910
534910	Clerk of Court Filing Fees	249	547	774	800	500	800
534920	Legal Ads	2,268	3,730	5,635	4,000	3,600	4,000
534990	Election Costs	10,853	59,114	20,294	60,815	59,126	20,660
535200	Departmental Supplies	493	528	722	8,140	7,715	750
535210	Computer Supplies	412	0	67	838	753	0
535230	Small Tools and Equipment	391	200	0	0	0	0
535410	Dues and Memberships	568	315	523	780	300	630
535450	Training and Education	0	170	75	900	200	600
TOTAL OPERATING EXPENDITURES		24,314	74,951	38,984	101,058	91,305	48,255
CAPITAL OUTLAY							
606400	Vehicles and Equipment	0	0	0	0	0	0
TOTAL CAPITAL OUTLAY		0	0	0	0	0	0
TOTAL CITY CLERK		205,204	261,773	226,019	358,664	307,035	315,240

CITY OF SEBASTIAN, FLORIDA 2024/2025 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 2024 ACCOMPLISHMENTS

- ✓ Attended regular meetings of and provided ethics training to City Council, Planning and Zoning, Community Redevelopment Agency, Budget Advisory Board, and Board of Adjustment
- ✓ Represented City Staff at Code Enforcement/Special Magistrate Hearings
- ✓ 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 advice to all City Staff in a prompt manner
- ✓ Provided legal support on significant police matters
- ✓ Provided legal support on significant Human Resources matters, including personnel investigation as needed, discipline, Last Chance Agreements, and policies.
- ✓ Maintained a professional network with local government attorneys from Indian River County, 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.
- ✓ Drafted and/or reviewed ordinances, resolutions, releases, orders, and other legal documents,
- ✓ Recertified as a Board Certified Specialist in Local City County Government Law.

FISCAL YEAR 2025 GOALS AND OBJECTIVES

- Attend City Council, Planning and Zoning, Code Enforcement/Special Magistrate, Community Redevelopment Agency, and Board of Adjustment Meetings.
- Attend the Florida Municipal Attorney Association; City, County, and Local Government, Florida Association of Police Attorneys Annual Legal Update Seminars.
- 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.
- Provided legal support on a City elections 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
- 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.
- 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 counsel services.
- Draft and/or review proposed ordinances, resolutions, releases, orders, and other legal documents, as needed.

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

PERFORMANCE MEASURES

Performance Indicators	Actual	Actual	Actual	Projected	Projected
	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025
Number of Resolutions	35	34	30	40	40
Number of Ordinances	5	16	11	20	20
Number of Meetings	40	60	39	60	40
Number of Orders	20	20	22	30	25

CITY ATTORNEY PROGRAM BUDGET DESCRIPTION

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>23/24</i>	<i>24/25</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 2024/2025 ANNUAL BUDGET

CITY ATTORNEY BUDGET SUMMARY

The Fiscal Year 2024-2025 proposed budget for the City Attorney is \$252,455. This compares to the 2023-2024 projected expenditures of \$ 236,793, an increase of \$ 15,662, or 6.61%.

	FY 20/21	FY 21/22	FY 22/23	Amended FY 23/24	Projected FY 23/24	FY 24/25	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 162,196	\$ 179,916	\$ 150,339	\$ 205,990	\$ 205,480	\$ 205,770	\$ 290
Operating Expenses	33,499	25,565	223,635	47,105	31,313	46,685	15,372
Capital Outlay	-	-	-	-	-	-	-
Total	\$ 195,696	\$ 205,481	\$ 373,973	\$ 253,095	\$ 236,793	\$ 252,455	\$ 15,662

Fiscal Year 2024-25 Proposed Budget:

Major Current Level Changes from Fiscal Year 2023-24 Projected Expenditures:

	Difference
1. Personal Services - Increase due to negotiated insurance costs.	\$ 290
2. Operating Expenses - Increase due to anticipated increase in outside counsel services.	\$ 15,372
3. Capital Outlay - No change.	\$ -

PERSONAL SERVICES SCHEDULE

CITY ATTORNEY

<u>POSITION</u>	<u>PAY RANGE</u>	<u>FULL TIME EQUIVALENTS</u>				<u>Projected</u>	<u>Budget</u>
		<u>Amended</u>				<u>Expenditures</u>	<u>Budget</u>
		<u>22/23</u>	<u>23/24</u>	<u>23/24</u>	<u>24/25</u>	<u>23/24</u>	<u>24/25</u>
City Attorney *		1.00	1.00	1.00	1.00	\$ 151,900	\$ 151,700
		1.00	1.00	1.00	1.00		
		TOTAL SALARIES				\$ 151,900	\$ 151,700
* Salary amount includes Auto Allowance of \$ 350/mon (\$ 4,200/yr)		Overtime				-	-
		FICA Taxes				11,620	11,603
		Deferred Compensation				13,279	13,275
		Group Insurance Premiums				28,500	28,984
		Employee Assistance Program				16	16
		Worker's Comp Insurance				165	192
		Total Personal Services				\$ 205,480	\$ 205,770

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

CITY ATTORNEY

Code: 010010

Account	FY 20/21	FY 21/22	FY 22/23	Amended FY 23/24	FY 23/24	Proposed FY 24/25
<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	123,348	132,819	113,003	151,900	151,900	151,700
512100 FICA Taxes	9,436	10,161	8,645	11,620	11,620	11,603
512225 Deferred Compensation	11,092	11,936	9,306	13,278	13,279	13,275
512301 Group Insurance Premiums	18,124	24,831	19,212	28,984	28,500	28,984
512309 Employee Assistance Program	16	16	12	16	16	16
512400 Worker's Comp Insurance	180	153	161	192	165	192
TOTAL PERSONAL SERVICES	162,196	179,916	150,339	205,990	205,480	205,770
OPERATING EXPENDITURES						
533400 Other Contractual Services	23,708	15,077	206,850	30,700	15,000	30,000
534000 Travel and Per Diem	593	0	1,106	3,000	3,150	3,150
534105 Cellular Phone	448	440	402	480	550	555
534115 On-Line Services	5,031	6,859	7,065	7,385	7,947	8,320
534120 Postage	47	0	40	25	25	50
534130 Express Mail	0	0	0	50	25	50
534420 Equipment Leases	797	787	602	605	605	605
534630 R & M - Office Equipment	231	331	225	360	270	275
534800 Promotional Activities	0	0	1,881	0	0	0
535200 Departmental Supplies	966	0	3,334	1,000	650	1,000
535210 Computer Supplies	48	0	0	100	100	0
535410 Dues and Memberships	355	355	560	650	921	610
535420 Books and Publications	0	1,715	186	1,750	500	500
535450 Training and Education	1,275	0	1,385	1,000	1,570	1,570
TOTAL OPERATING EXPENDITURES	33,499	25,565	223,635	47,105	31,313	46,685
CAPITAL OUTLAY						
606400 Vehicles and Equipment	0	0	0	0	0	0
TOTAL CAPITAL OUTLAY	0	0	0	0	0	0
TOTAL CITY ATTORNEY	195,696	205,481	373,973	253,095	236,793	252,455

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

FINANCE DEPARTMENT

The Finance Department primarily provides support services to other City departments. It is organized into two primary sections, which are Finance and Purchasing.

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.

FISCAL YEAR 2024 ACCOMPLISHMENTS

- ✓ Twenty-fifth time awardee of the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting for the Comprehensive Annual Financial Report and nineteenth time awardee of the Government Finance Officers Association Distinguished Budget Presentation Award.
- ✓ Maintained American Express corporate card and Bank of America purchasing card programs.
- ✓ Processed weekly accounts payable checks accurately and with minimal issues.
- ✓ 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.
- ✓ Processed bi-weekly payroll and insured adherence to labor agreement provisions.

FISCAL YEAR 2025 GOALS AND OBJECTIVES

- Generate cost savings ideas through internal audits/staff involvement.
- Continue to provide responsive service to all customers, citizens, vendors, and employees.
- Submit 2023-2024 Comprehensive Annual Financial Report for Excellence for Financial Reporting Award and 2024-2025 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 31st 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.
- Reevaluate purchasing procedures and seek approvals for revisions as needed.
- Participate in efforts to streamline and make the purchasing process more efficient.

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

PERFORMANCE MEASURES

Performance Indicators	Actual 2020/2021	Actual 2021/2022	Actual 2022/2023	Projected 2023/2024	Projected 2024/2025
Program Cost Per Capita	\$25.58	\$29.35	\$22.96	\$29.85	\$29.93
Journal Entries Processed	939	961	972	1,000	1,000
Accounts Payable Invoices Processed	3,055	3,329	3,241	3,400	3,600
Accounts Payable Checks Processed	2,019	2,039	1,906	2,100	2,100
Purchase Orders Processed	400	387	450	425	500
Payroll Checks Processed	4,429	4,557	4,726	4,500	4,750
Purchasing/Corporate Card Transactions Processed	2,770	2,877	2,960	3,000	3,200
Purchasing Card Users	41	42	44	44	45
Garage Sale Permits Issued	374	693	516	800	775
Number of Fixed Assets Records	2,687	2,699	2,760	2,700	2,800
Comprehensive Annual Financial Statement issued	03/03/22	03/22/23	05/31/24	03/01/25	03/01/26
Annual Budget Document issued	11/10/20	11/16/21	12/12/22	10/28/23	11/01/24
Excellence in Financial Reporting Award (consecutive years)	23	24	25	26	27
Distinguished Budget Presentation Award (consecutive years)	17	18	19	20	21

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

FINANCE PROGRAM BUDGET

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
23/24	24/25	
20.00%	23.00%	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. Prepare monthly rental and lease invoices. Monitor and review airport and facility lease agreements.
13.00%	11.00%	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.
6.00%	7.00%	Payroll - Review and process payroll, including benefits, deductions, leave availability, and workers compensation. Prepare quarterly reports to the workers compensation insurance carrier. Prepare employee insurance invoices for payment. Monitor ADP to insure quarterly and annual payroll tax reports and year end W-2's are processed correctly.
7.00%	6.00%	Auditing and Financial Reporting - Analyze general ledger accounts, develop and prepare subsidiary ledgers for the annual audit. Analyze financial data. Prepare monthly budget to actual statements and annual financial statements. Prepare annual State reports, such as Comptroller's Report, Transportation Report, and other complex financial analyses. Invest operating and construction funds. Make debt service payments and record transactions. Complete the Comprehensive Annual Financial Report and submit to the Government Finance Officers Association Award Program.
10.00%	8.00%	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.
11.00%	13.00%	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.
9.00%	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.
1.00%	2.00%	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.
1.00%	2.00%	Effective Insurance Plans - Develop and maintain a comprehensive, innovative and effectively managed insurance benefits plan for all employees and dependents. Provide clear prevention opportunities and participation options for employees and dependents.
1.00%	0.00%	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.
1.00%	1.00%	Union Negotiations, Contract Administration - Negotiate labor agreements with both Police and Hourly Employees 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.
8.00%	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.
4.00%	3.00%	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 2024/2025 ANNUAL BUDGET

FINANCE BUDGET SUMMARY

The Fiscal Year 2024-2025 proposed budget for Finance is \$790,400. This compares to the 2023-2024 projected expenditures of \$788,122, an increase of \$ 2,278 or .29%.

	FY 20/21	FY 21/22	FY 22/23	Amended FY 23/24	Projected FY 23/24	FY 24/25	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 514,984	\$ 590,894	\$ 479,222	\$ 686,720	\$ 652,585	\$ 639,325	\$ (13,260)
Operating Expenses	141,322	156,151	115,667	140,478	135,537	151,075	15,538
Capital Outlay	-	-	-	-	-	-	-
Total	\$ 656,306	\$ 747,045	\$ 594,889	\$ 827,198	\$ 788,122	\$ 790,400	\$ 2,278

Fiscal Year 2024-25 Proposed Budget:

Major Current Level Changes from Fiscal Year 2023-24 Projected Expenditures:

	Difference
1. Personal Services - Decrease due to retirement payout made in the prior year.	\$ (13,260)
2. Operating Expenses - Increase due primarily to contractual service fee increases.	\$ 15,538
3. Capital Outlay - No change.	\$ -

PERSONAL SERVICES SCHEDULE

FINANCE DEPARTMENT

POSITION	PAY RANGE	FULL TIME EQUIVALENTS				Projected	Budget
		Amended				Expenditure	
		22/23	23/24	23/24	24/25	23/24	
Finance Director	97,269 / 170,218	1.00	1.00	1.00	1.00	\$ 227,000	\$ 147,000
Assistant Finance Director	76,213 / 133,370	1.00	1.00	1.00	1.00	100,000	105,000
Procurement Manager	65,836 / 115,210	1.00	1.00	1.00	1.00	69,500	77,250
Financial Assistant	49,130 / 85,975	0.00	1.00	1.00	1.00	34,275	51,750
Accountant	49,130 / 85,975	1.00	1.00	1.00	1.00	54,280	56,750
Accounting Clerk II	37,440 / 65,519	1.00	1.00	1.00	1.00	38,030	39,750
		5.00	6.00	6.00	6.00		
		TOTAL SALARIES				\$ 523,085	\$ 477,500
						Overtime 75	200
						FICA Taxes 39,302	36,547
						Deferred Compensation 41,000	42,992
						Group Insurance Premiums 48,450	81,274
						Employee Assistance Program 85	95
						Worker's Comp Insurance 588	717
						Total Personal Services \$ 652,585	\$ 639,325

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

FINANCE DEPARTMENT

Code: 010020

Account Number	Description	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Actual	Amended FY 23/24 Budget	FY 23/24 Projected	Proposed FY 24/25 Budget
PERSONAL SERVICES							
511200	Regular Salaries	411,119	473,430	381,617	537,047	523,085	477,500
511400	Overtime	11	0	27	200	75	200
512100	FICA Taxes	31,115	35,836	28,916	41,100	39,302	36,547
512225	Deferred Compensation	36,472	42,054	33,731	48,299	41,000	42,992
512301	Group Insurance Premiums	35,379	38,770	34,303	59,245	48,450	81,274
512309	Employee Assistance Program	88	94	75	95	85	95
512400	Worker's Comp Insurance	799	710	551	734	588	717
TOTAL PERSONAL SERVICES		514,984	590,894	479,222	686,720	652,585	639,325
OPERATING EXPENDITURES							
533175	Employee Background Testing	18,899	15,123	0	0	0	0
533200	Audit Fees	38,547	36,780	39,252	52,182	52,182	57,900
533400	Other Contractual Services	28,550	46,667	28,573	31,000	30,650	33,500
534000	Travel and Per Diem	97	0	0	500	0	1,250
534105	Cellular Telephone	882	532	0	0	0	0
534120	Postage	1,723	1,837	1,999	2,210	2,125	2,280
534420	Equipment Leases	3,698	3,640	3,426	3,440	3,395	3,405
534630	R & M - Office Equipment	32,571	34,926	35,031	38,000	37,525	38,400
534825	Advertising	5,615	9,467	0	0	0	0
534920	Legal Ads	971	1,524	1,526	2,500	1,250	2,250
535200	Departmental Supplies	5,374	3,130	2,644	5,791	4,825	5,710
535205	Bank Charges	130	55	130	130	130	130
535210	Computer Supplies	673	271	191	600	385	0
535410	Dues and Memberships	2,594	2,094	2,895	2,875	2,720	3,500
535420	Books and Publications	0	88	0	250	100	250
535450	Training and Education	998	17	0	1,000	250	2,500
TOTAL OPERATING EXPENDITURES		141,322	156,151	115,667	140,478	135,537	151,075
CAPITAL OUTLAY							
606400	Vehicles and Equipment	0	0	0	0	0	0
TOTAL CAPITAL OUTLAY		0	0	0	0	0	0
TOTAL FINANCE		656,306	747,045	594,889	827,198	788,122	790,400

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

MANAGEMENT INFORMATION SYSTEMS DEPARTMENT

The Management Information Systems department, with its team of five (5) full-time and two (2) part-time staff members, is dedicated to ensuring the security of the City’s technology infrastructure. They are responsible for purchasing, operating, and maintaining the City’s approved computerized hardware and software infrastructure and are adept at providing or recommending training for its use. The department’s oversight extends to the live broadcast of most of the City’s board and committee meetings, the 24-hour broadcasting of COStv, and the creation/maintenance of all City websites and their content. They provide support for approximately 200 computers, over 40 printers and copiers, along with other systems, including computerized physical access control systems, the public safety computer infrastructure, accounting systems, the City’s geographic information systems, computerized fuel monitoring, and ensure all systems that are connected are secured across all city facilities. This commitment to security extends to the MIS department’s support for hardware and software for internet/intranet accounts, maintenance of email systems, oversight of the telephone system, and responsibility for initializing and maintaining city issued cellular devices. MIS coordinates with other departments relating to the use and configuration of the records imaging software (Laserfiche) and other departmental records management software systems.

FISCAL YEAR 2024 ACCOMPLISHMENTS

- ✓ Replaced the speakers and improved the sound system in the Council Chambers
- ✓ Improved the lighting within the Council Chambers
- ✓ Updated network equipment to ensure reliability and security
- ✓ Replaced the firewalls and enhanced the overall facilities to ensure reliability
- ✓ Added additional storage capacity across facilities to ensure reliability
- ✓ Performed planned upgrades for computers across city facilities
- ✓ Broadcasted major events
- ✓ Provided training, equipment, access, and personnel assistance to enhance social media outreach

FISCAL YEAR 2025 GOALS AND OBJECTIVES

- Continue to enhance and ensure the security of systems in the workplace
- Ensure accessibility of all boards and council meetings to the public for viewership and participation
- Improve function, operation, and usability for all departments within the city
- 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
- Provide support and develop digital platforms to help the city communicate with the public effectively while maintaining transparency and security

PERFORMANCE MEASURES

Performance Indicators	Actual 2020/2021	Actual 2021/2022	Actual 2022/2023	Projected 2023/2024	Projected 2024/2025
Workorders Processed	2521	2385	2202	2550	2500
Server/Network/Phone Outages Serviced	14	12	15	12	12
Web/COS-TV Workorders Processed	482	429	520	550	550
Programs Aired Live on COS-TV	84	81	102	110	115
User Training hours performed/supported	90	135	123	225	250

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

MANAGEMENT INFORMATION SERVICES PROGRAM BUDGET DESCRIPTION

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>23/24</i>	<i>24/25</i>	
10.00%	10.00%	<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.
25.00%	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.
3.00%	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.
2.00%	2.00%	<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.
10.00%	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.
1.00%	1.00%	<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 2024/2025 ANNUAL BUDGET

MANAGEMENT INFORMATION SYSTEMS BUDGET SUMMARY

The Fiscal Year 2024-2025 proposed budget for Management Information Systems is \$ 757,250, this compares to the 2023-2024 projected expenditures of \$677,930, an increase of \$ 79,320, or 11.70%.

	FY 20/21	FY 21/22	FY 22/23	Amended FY 23/24	Projected FY 23/24	FY 24/25	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 347,018	\$ 377,886	\$ 408,928	\$ 464,988	\$ 459,580	\$ 533,995	\$ 74,415
Operating Expenses	166,312	171,793	226,537	214,725	218,350	223,255	4,905
Capital Outlay	-	-	-	-	-	-	-
Total	\$ 513,329	\$ 549,680	\$ 635,465	\$ 679,713	\$ 677,930	\$ 757,250	\$ 79,320

Fiscal Year 2024-2025 Proposed Budget:

Major Current Level Changes from Fiscal Year 2023-2024 Projected Expenditures:

	Difference
1. Personal Services - Increase due to a reclass, having positions full all year, as well as negotiated pay and insurance costs.	\$ 74,415
2. Operating Expenses - Increase due to anticipated increases in maintenance contracts and agreements.	\$ 4,905
3. Capital Outlay - No change.	\$ -

PERSONAL SERVICES SCHEDULE

MANAGEMENT INFORMATION SERVICES							
POSITION	PAY RANGE	FULL TIME EQUIVALENTS				Projected	Budget
		Amended		Projected		Expenditure	Budget
		<u>22/23</u>	<u>23/24</u>	<u>23/24</u>	<u>24/25</u>	<u>23/24</u>	<u>24/25</u>
MIS Manager	76,213 / 133,370	1.00	1.00	1.00	1.00	\$ 96,235	\$ 101,000
Systems Administrator	62,701 / 109,724	1.00	1.00	1.00	1.00	65,650	69,000
MIS Assistant Manager	56,871 / 99,523	1.00	1.00	1.00	1.00	70,525	74,000
Help Desk Technician	39,520 / 69,159	1.00	1.00	1.00	1.00	42,890	45,000
Help Desk Technician/Administrative Asst	37,440 / 65,519	1.00	1.00	1.00	1.00	39,480	42,750
Audio Visual Technician	31,678 / 55,436	0.50	1.00	1.00	1.50	29,650	62,250
Audio Visual Technical Analyst (P/T)	\$ 19.00/hr - \$ 33.25/hr	0.50	0.00	0.00	0.00	-	-
		6.00	6.00	6.00	6.50		
		TOTAL SALARIES				\$ 344,430	\$ 394,000
						Overtime	2,000
						FICA Taxes	30,295
						Deferred Compensation	33,773
						Group Insurance Premiums	73,238
						Employee Assistance Program	95
						Worker's Comp Insurance	594
		Total Personal Services				\$ 459,580	\$ 533,995

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

CAPITAL OUTLAY SCHEDULE

MANAGEMENT INFORMATION SERVICES - TO BE FUNDED BY DISCRETIONARY SALES TAX						
<u>DESCRIPTION</u>	<u>EXPENDITURES PER FISCAL YEAR</u>					<u>TOTAL</u>
	<u>2024/25</u>	<u>2025/26</u>	<u>2026-27</u>	<u>2027-28</u>	<u>2028-29</u>	
Citywide Computers	\$ 35,000	\$ 45,000	\$ 35,000	\$ 45,000	\$ 35,000	\$ 195,000
COSTv Equipment	15,000	15,000	15,000	15,000	15,000	75,000
Network Infrastructure	30,000	30,000	30,000	30,000	30,000	150,000
Security Cameras	30,000	30,000	30,000	30,000	30,000	150,000
City Hall Security Improvements	90,000	-	-	-	-	90,000
Public Works Firewall/Servers	-	-	-	-	60,000	60,000
Main Core Security System	-	-	-	-	100,000	100,000
Total	\$ 200,000	\$ 120,000	\$ 110,000	\$ 120,000	\$ 270,000	\$ 820,000

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

MANAGEMENT INFORMATION SYSTEMS

Code: 010021

Account Number	Description	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Actual	Amended FY 23/24 Budget	FY 23/24 Projected	Proposed FY 24/25 Budget
PERSONAL SERVICES							
511200	Regular Salaries	261,640	286,001	309,543	356,400	344,430	394,000
511400	Overtime	490	1,301	5,586	2,000	4,000	2,000
512100	FICA Taxes	19,196	20,887	23,229	27,418	26,658	30,295
512225	Deferred Compensation	21,219	22,440	25,558	28,765	28,700	33,773
512301	Group Insurance Premiums	43,924	46,713	44,467	49,754	55,250	73,238
512309	Employee Assistance Program	63	65	71	79	79	95
512400	Worker's Comp Insurance	485	479	474	572	463	594
TOTAL PERSONAL SERVICES		347,018	377,886	408,928	464,988	459,580	533,995
OPERATING EXPENDITURES							
533400	Other Contractual Services	0	616	0	0	0	0
534000	Travel and Per Diem	0	126	967	1,200	0	0
534105	Cellular Phone	3,711	2,406	1,068	1,080	1,025	1,055
534110	Internet Access	25,245	27,134	49,186	55,755	55,755	57,345
534120	Postage	0	2	11	25	25	10
534130	Express Mail	74	0	345	200	100	100
534420	Equipment Leases	214	218	214	215	215	215
534630	R & M - Office Equipment	98,905	97,182	119,070	109,000	109,000	116,495
535200	Departmental Supplies	684	491	330	350	330	350
535210	Computer Supplies	11,592	8,651	10,927	9,000	13,500	13,350
535230	Small Tools and Equipment	67	616	158	200	700	200
535410	Dues and Memberships	22,579	31,321	41,156	32,000	32,000	29,335
535450	Training and Education	3,240	3,032	3,103	5,700	5,700	4,800
TOTAL OPERATING EXPENDITURES		166,312	171,793	226,537	214,725	218,350	223,255
CAPITAL OUTLAY							
606400	Vehicles and Equipment	0	0	0	0	0	0
TOTAL CAPITAL OUTLAY		0	0	0	0	0	0
TOTAL MANAGEMENT INFORMATION SYSTEMS DIVISION		513,329	549,680	635,465	679,713	677,930	757,250

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

HUMAN RESOURCES DEPARTMENT

The Human Resources Department primarily provides support services to other City departments. The Human Resources Department was part of Administrative Services until April 1, 2023.

The Human Resources Department is responsible for the life cycle of an employee (i.e., recruiting, hiring, onboarding, training and termination), retention of employees, and administering employee benefits (Medical, Dental, Vision, Life Insurance, Employee Assistance Program, etc.). In addition to implementing and advising on rules and regulations to ensure compliance with employee laws, Human Resources is responsible for policies and procedures, negotiating collective bargaining agreements, discipline and grievance handling and employee salary administration. Human Resources is responsible for service recognition, employee special events, and employee training. Human Resources is responsible for Safety, Workers' Compensation and the City's liability cases. Last, Human Resources is responsible for the administration of police pensions.

FISCAL YEAR 2024 ACCOMPLISHMENTS

- ✓ Recruited for 30 positions; reviewed 500 applications; hired 19; oriented 12 (volunteers and in-house) to May 1, 2024; terminated/resigned/retired – 14 as of May 1, 2024.
- ✓ Purchased two banners with QR code for recruitment
- ✓ Established Benefits Committee
- ✓ Created and distributed Employee Benefits Survey
- ✓ Established Performance Review Committee and Sub-Committee
- ✓ Created and distributed new Employee Performance Review for City employees
- ✓ Created new Employee Performance Review for the Police Department
- ✓ Re-established the Employee Safety Committee
- ✓ Established Bloodborne Pathogens Training
- ✓ Policies and Benefits Booklet downloaded to ADP
- ✓ Established new orientation process – email forms prior to start date
- ✓ Wrote new Employee Handbook (in the process of being reviewed)
- ✓ Attend two job fairs
- ✓ Recruit and promote the most qualified candidates, recognizing diversity and EEO; i.e. neoGov, Indeed, social media, professional associations, Career Source
- ✓ Promoted safety. Responsible for Workers Compensation cases: 2022/23 – 14, 2023/24 – 10 cases as of May 1, 2024
- ✓ Responsible for Risk Management – 15 Liability cases as of May 1, 2024
- ✓ Litigated and settled four cases as of May 1, 2024
- ✓ Held Open Enrollment with vendors in attendance
- ✓ Provided administrative support to the Public Pension
- ✓ Updated job descriptions as positions were available
- ✓ Employee Events Committee, Employee & Family BBQ, Annual Awards Banquet
- ✓ Provided Short Term Liability for 8 employees
- ✓ Held a Health Fair Expo in conjunction with open enrollment

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

FISCAL YEAR 2025 GOALS AND OBJECTIVES

- Strategic Plan – establish goals and objectives
- Update all Human Resource Policies and Procedures and put them online.
- Provide a leadership training program – one year in length
- Provide monthly on-line or in person safety training
- Recruitment: Attend High School and College functions; hold job fair in-house and attend job fairs
- Provide a Wellness Program
- Conduct a Health Fair and Expo in conjunction with Open Enrollment
- Assist in negotiating Police and Civilian contracts for 2025 – 2028
- Benefits Committee - establish Wellness Program
- Safety Committee – establish training program
- Performance Committee – establish training program
- Orientation/Onboarding – update process

PERFORMANCE MEASURES

Performance Indicators	Actual 2020/2021	Actual 2021/2022	Actual 2022/2023	Projected 2023/2024	Projected 2024/2025
Total Full and Part-time Positions	179	185	193	199	205
Terminations/Resignations/Retirements	35	31	51	30	35
HR hours to process new employee	2	2	2	2	2
Applications processed	134	232	377	500/30*	600/30*
New Hires	35	18	35	35	40
Background Checks conducted - non-sworn	13	14	25	25	30
Reported Workers Compensation Claims	9	14	16	10	15
Time frame to hire new employee - non-sworn	90 days	60 days	60 days	60 days	60 days
Time frame to hire new employee - sworn	3+ months	3+ months	3 + months	3+ months	3 + months
Promotions		8	11	10	10
Transfers		1	1	2	3

* Outside Applicants/Inhouse Applicants

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

HUMAN RESOURCES PROGRAM BUDGET

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>23/24</i>	<i>24/25</i>	
15.00%	15.00%	Payroll - Enter new hire payroll information into ADP including benefits enrollments. Review timecards to insure they are completed correctly. Monitor and maintain records for FMLA and Workers Compensation payments. Prepare quarterly reports to the workers compensation insurance carrier.
20.00%	15.00%	Hiring New Employees - Post positions, accept applications, screen applications for minimum qualifications, prepare employment and rejection letters, prepare new hire packages, schedule pre-employment physicals 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.
2.50%	3.00%	Customer Service - Respond to customer inquiries both in person and on the phone. Provide support to other employees and departments as needed.
22.50%	15.00%	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.
10.00%	10.00%	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.
10.00%	15.00%	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.
15.00%	15.00%	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.
2.50%	10.00%	Union Negotiations, Contract Administration - Negotiate labor agreements with police, civilian, and supervisory unions 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.
2.50%	2.00%	Records Management - Records storage, disposition, and destruction. Insure annual compliance. Complete transmittals, box labels, records disposition and destruction forms, and update master log.
100.00%	100.00%	

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

HUMAN RESOURCES BUDGET SUMMARY

The Fiscal Year 2024-2025 proposed budget for Human Resources is \$ 302,030. This compares to the 2023-2024 projected expenditures of \$ 278,840, an increase of \$ 23,190, or 8.32%.

	FY 20/21	FY 21/22	FY 22/23	Amended FY 23/24	Projected FY 23/24	FY 24/25	
	Actual	Actual	Actual	Budget	Expenditures	Budget	Difference
Personal Services	\$ -	\$ -	\$ 177,752	\$ 205,976	\$ 204,960	\$ 222,215	\$ 17,255
Operating Expenses	-	-	47,126	76,125	73,880	79,815	5,935
Capital Outlay	-	-	-	-	-	-	-
Total	\$ -	\$ -	\$ 224,878	\$ 282,101	\$ 278,840	\$ 302,030	\$ 23,190

Fiscal Year 2024-25 Proposed Budget:

Major Current Level Changes from Fiscal Year 2023-24 Projected Expenditures:

	Difference
1. Personal Services - Increase due to longevity as well as negotiated pay increases and insurance costs.	\$ 17,255
2. Operating Expenses - Increase due primarily to additional staff training programs.	\$ 5,935
3. Capital Outlay - No change.	\$ -

PERSONAL SERVICES SCHEDULE

HUMAN RESOURCES DEPARTMENT

POSITION	PAY RANGE	FULL TIME EQUIVALENTS				Projected Expenditure	Budget
		Amended					
		22/23	23/24	23/24	24/25		
Human Resources Director	92,637 / 162,112	1.00	1.00	1.00	1.00	108,825	117,250
Human Resources Assistant	49,130 / 85,975	1.00	1.00	1.00	1.00	53,025	54,750
		2.00	2.00	2.00	2.00		
TOTAL SALARIES						\$ 161,850	\$ 172,000
						Overtime	1,000
						FICA Taxes	13,235
						Deferred Compensation	15,571
						Group Insurance Premiums	20,117
						Employee Assistance Program	32
						Worker's Comp Insurance	260
						Total Personal Services	\$ 204,960
						\$ 204,960	\$ 222,215

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

HUMAN RESOURCES DEPARTMENT

Code: 010035

Account Number	Description	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Actual	Amended FY 23/24 Budget	FY 23/24 Projected	Proposed FY 24/25 Budget
PERSONAL SERVICES							
511200	Regular Salaries	0	0	140,562	161,150	161,850	172,000
511400	Overtime	0	0	0	0	0	1,000
512100	FICA Taxes	0	0	10,639	12,328	11,665	13,235
512225	Deferred Compensation	0	0	12,651	14,471	13,700	15,571
512301	Group Insurance Premiums	0	0	13,711	17,738	17,500	20,117
512309	Employee Assistance Program	0	0	28	32	32	32
512400	Worker's Comp Insurance	0	0	162	257	213	260
TOTAL PERSONAL SERVICES		0	0	177,752	205,976	204,960	222,215
OPERATING EXPENDITURES							
533175	Employee Background Testing	0	0	26,897	22,000	22,000	22,000
533400	Other Contractual Services	0	0	3,536	22,720	12,000	15,000
534000	Travel and Per Diem	0	0	0	500	500	500
534120	Postage	0	0	45	350	300	300
534420	Equipment Leases	0	0	198	1,260	1,265	1,265
534630	R & M - Office Equipment	0	0	1,771	4,800	2,600	2,650
534700	Printing and Binding	0	0	173	250	250	300
534800	Promotional Activities	0	0	2,011	2,000	2,000	2,000
534825	Advertising	0	0	5,388	7,500	7,500	7,500
535200	Departmental Supplies	0	0	4,491	4,000	4,000	4,000
535210	Computer Supplies	0	0	840	1,250	1,250	0
535410	Dues and Memberships	0	0	229	245	245	300
535420	Books and Publications	0	0	0	250	250	500
535450	Training and Education	0	0	1,548	9,000	19,720	23,500
TOTAL OPERATING EXPENDITURES		0	0	47,126	76,125	73,880	79,815
CAPITAL OUTLAY							
606400	Vehicles and Equipment	0	0	0	0	0	0
TOTAL CAPITAL OUTLAY		0	0	0	0	0	0
TOTAL ADMINISTRATIVE SERVICES		0	0	224,878	282,101	278,840	302,030

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

POLICE DEPARTMENT CONSOLIDATED BUDGET FOR ALL DIVISIONS AND UNITS

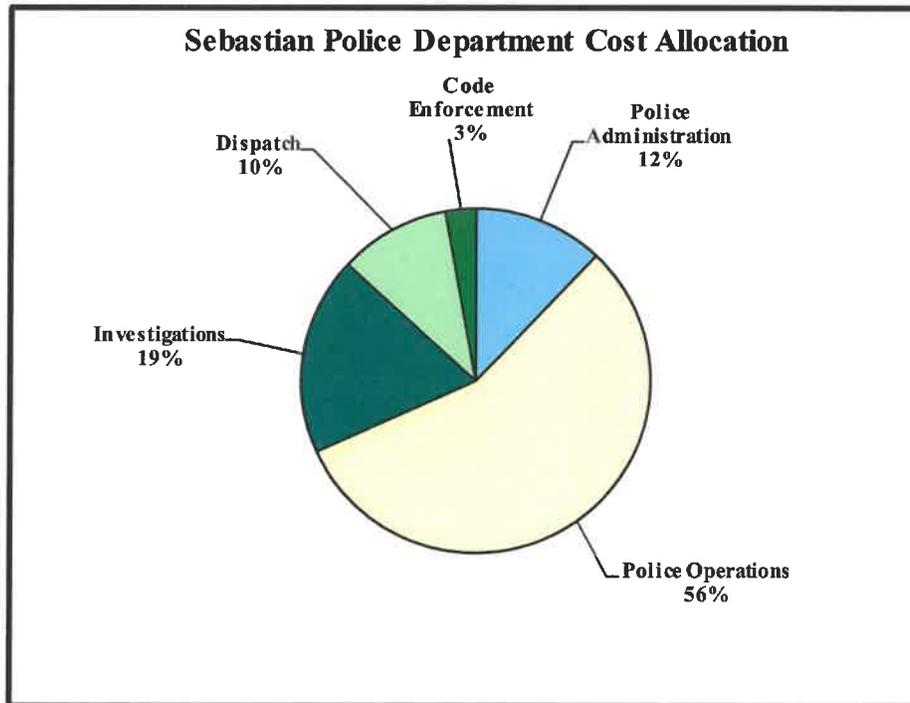
The Fiscal Year 2024-2025 proposed budget for the Police Department as a whole is \$ 8,457,472. This compares to the 2023-2024 projected expenditures of \$ 7,346,773, an increase of \$ 1,110,699, or 15.10%.

	FY 20/21	FY 21/22	FY 22/23	Amended FY 23/24	Projected FY 23/24	FY 24/25	
	Actual	Actual	Actual	Budget	Expenditures	Budget	Difference
Personal Services	\$ 5,740,985	\$ 6,102,289	\$ 6,433,401	\$ 7,324,894	\$ 6,489,320	\$ 7,648,615	\$ 1,159,295
Operating Expenses	571,530	587,783	687,995	749,172	766,783	750,557	(16,226)
Capital Outlay	42,177	45,273	57,832	91,552	90,670	58,300	(32,370)
Total	\$ 6,354,693	\$ 6,735,344	\$ 7,179,229	\$ 8,165,618	\$ 7,346,773	\$ 8,457,472	\$ 1,110,699

Fiscal Year 2024-25 Proposed Budget:

Major Current Level Changes from Fiscal Year 2023-24 Projected Expenditures:

	Difference
1. Personal Services - Increase due to having positions full all year, longevity, and negotiated pay and insurance costs.	\$ 1,159,295
2. Operating Expenses - Decrease due to sergeant's exam and flooring project completed in the prior year.	\$ (16,226)
3. Capital Outlay - Decrease due to replacement vehicle purchased in prior year.	\$ (32,370)



CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

CONSOLIDATED POLICE DEPARTMENT

	FY 20/21 <u>Actual</u>	FY 21/22 <u>Actual</u>	FY 22/23 <u>Actual</u>	FY 23/24 <u>Budget</u>	FY 23/24 <u>Projected</u>	FY 24/25 <u>Budget</u>
POLICE ADMINISTRATION						
PERSONAL SERVICES	\$ 895,521	\$ 977,461	\$ 993,831	\$ 841,082	\$ 815,640	\$ 899,835
OPERATING EXPENDITURES	125,109	101,079	118,433	144,124	143,015	118,230
CAPITAL OUTLAY	-	9,125	-	-	-	-
TOTAL	\$ 1,020,630	\$ 1,087,665	\$ 1,112,264	\$ 985,206	\$ 958,655	\$ 1,018,065
POLICE OPERATIONS						
PERSONAL SERVICES	\$ 3,153,248	\$ 3,335,083	\$ 3,585,495	\$ 4,095,061	\$ 3,629,830	\$ 4,275,250
OPERATING EXPENDITURES	275,264	319,925	403,572	398,428	414,900	420,635
CAPITAL OUTLAY	32,677	32,555	48,932	85,452	85,450	58,300
TOTAL	\$ 3,461,189	\$ 3,687,563	\$ 4,037,999	\$ 4,578,941	\$ 4,130,180	\$ 4,754,185
POLICE INVESTIGATIONS						
PERSONAL SERVICES	\$ 954,685	\$ 1,030,390	\$ 1,051,290	\$ 1,338,346	\$ 1,115,705	\$ 1,398,495
OPERATING EXPENDITURES	143,558	140,023	142,899	170,325	170,713	172,862
CAPITAL OUTLAY	9,500	3,593	8,900	6,100	5,220	-
TOTAL	\$ 1,107,742	\$ 1,174,005	\$ 1,203,089	\$ 1,514,771	\$ 1,291,638	\$ 1,571,357
POLICE DISPATCH						
PERSONAL SERVICES	\$ 566,550	\$ 596,697	\$ 672,750	\$ 849,758	\$ 748,430	\$ 854,825
OPERATING EXPENDITURES	10,955	9,145	8,407	16,090	16,085	16,475
CAPITAL OUTLAY	-	-	-	-	-	-
TOTAL	\$ 577,505	\$ 605,842	\$ 681,157	\$ 865,848	\$ 764,515	\$ 871,300
POLICE CODE ENFORCEMENT						
PERSONAL SERVICES	\$ 170,981	\$ 162,658	\$ 130,035	\$ 200,647	\$ 179,715	\$ 220,210
OPERATING EXPENDITURES	16,645	17,611	14,685	20,205	22,070	22,355
CAPITAL OUTLAY	-	-	-	-	-	-
TOTAL	\$ 187,626	\$ 180,269	\$ 144,720	\$ 220,852	\$ 201,785	\$ 242,565
TOTALS						
PERSONAL SERVICES	\$ 5,740,985	\$ 6,102,289	\$ 6,433,401	\$ 7,324,894	\$ 6,489,320	\$ 7,648,615
OPERATING EXPENDITURES	571,530	587,783	687,995	749,172	766,783	750,557
CAPITAL OUTLAY	42,177	45,273	57,832	91,552	90,670	58,300
TOTAL	\$ 6,354,693	\$ 6,735,344	\$ 7,179,229	\$ 8,165,618	\$ 7,346,773	\$ 8,457,472

CITY OF SEBASTIAN, FLORIDA 2024/2025 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 2024 ACCOMPLISHMENTS

- ✓ Continued to provide a safe environment to live and work for residents, visitors, and commuters.
- ✓ Continued to develop partnerships with our community through training, social media, and professional interactions.
- ✓ Continued to research and utilize available funding resources to benefit the agency and our community as a whole.
- ✓ Continued staff development through leadership and mentoring programs both internal and external.
- ✓ Rolled back to first year requirements of reaccreditation status with Commission for Florida Accreditation as an Excelsior agency.
- ✓ Worked to fill vacancies and maintain staffing allocations.
- ✓ Developed and provided a promotional test to fill leadership vacancies created by retirements.

FISCAL YEAR 2025 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.
- Begin second year requirements of reaccreditation status with Commission for Florida Accreditation as an Excelsior agency.
- Work to fill vacancies and maintain staffing allocations.
- 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.
- Roll back to first year requirements of reaccreditation status with Commission for Florida Accreditation as an Excelsior agency.
- Work to fill vacancies and maintain staffing allocations.

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

PERFORMANCE MEASURES

Performance Indicators	Actual 2020/2021	Actual 2021/2022	Actual 2022/2023	Projected 2023/2024	Projected 2024/2025
Civic meetings attended	80	36	98	145	108
Policies reviewed	80	125	125	125	125
Unit staff meetings attended	12	12	10	12	10
Senior staff meetings attended	36	36	36	36	36
Staff inspections performed	4	4	4	4	2
Computerized statistical reviews	12	12	12	12	12
Community Events	10	12	40	40	40
Background Investigations	29	15	20	50	10
Training Assistance	15	5	15	20	20
Internal Investigations	4	3	0	2	0
Conduct 40 hrs of training for officers	43	46	33	46	48
Conduct training for civilian employees	40	15	20	15	30
Recruiting and promotional Activities	2	1	6	10	12
Number of citations processed	795	952	1364	950	1500
Number of warnings processed	1652	2059	2792	2000	3000
Number of reports processed	2165	1995	2242	2400	2400
Number of parking citations processed	17	25	31	30	30
Number of trespass warnings processed	212	160	245	200	245
Statistical reports completed	50	12	12	12	12

POLICE ADMINISTRATION PROGRAM BUDGET DESCRIPTION

STAFFING		NATURE OF ACTIVITY
23/24	24/25	
36.00%	35.00%	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%	5.00%	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%	30.00%	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%	20.00%	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%	5.00%	Administrative - Mail correspondence to housewatch participants and to program donors, collect copy fees, signoff citation fees and alarm fees.
100.00%	100.00%	

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

POLICE ADMINISTRATION BUDGET SUMMARY

The Fiscal Year 2024-2025 proposed budget for Police Administration is \$ 1,018,065. This compares to the 2023-2024 projected expenditures of \$ 958,655 (excluding State Pension funds), an increase of \$ 59,410, or 6.20%.

	FY 20/21	FY 21/22	FY 22/23	Amended FY 23/24	Projected FY 23/24	FY 24/25	
	Actual	Actual	Actual	Budget	Expenditures	Budget	Difference
Personal Services	\$ 895,521	\$ 977,461	\$ 993,831	\$ 841,082	\$ 815,640	\$ 899,835	\$ 84,195
Operating Expenses	125,109	101,079	118,433	144,124	143,015	118,230	(24,785)
Capital Outlay	-	9,125	-	-	-	-	-
Total	\$ 1,020,630	\$ 1,087,665	\$ 1,112,264	\$ 985,206	\$ 958,655	\$ 1,018,065	\$ 59,410

Fiscal Year 2024-25 Proposed Budget:

Major Current Level Changes from Fiscal Year 2023-2024 Projected Expenditures:

	Difference
1. Personal Services - Increase due to having positions full all year, longevity, and negotiated pay and insurance costs.	\$ 84,195
2. Operating Expenses - Decrease due to sergeant's exam and flooring project completed in the prior year.	\$ (24,785)
3. Capital Outlay - No change.	\$ -

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

PERSONAL SERVICES SCHEDULE

POLICE ADMINISTRATION		FULL TIME EQUIVALENTS				Projected	Budget
<u>POSITION</u>	<u>PAY RANGE</u>	<u>22/23</u>	<u>23/24</u>	<u>Amended</u>		<u>Expenditure</u>	<u>Budget</u>
				<u>23/24</u>	<u>24/25</u>	<u>23/24</u>	<u>24/25</u>
Police Chief	102,133 / 178,729	1.00	1.00	1.00	1.00	\$ 144,100	\$ 160,750
Deputy Police Chief	92,637 / 162,112	1.00	1.00	1.00	1.00	127,200	123,250
Police Captain	87,404 / 152,953	1.00	1.00	1.00	0.00	99,500	-
Lieutenant	76,003 / 133,003	0.00	0.00	0.00	1.00	-	104,000
Executive Assistant	49,130 / 85,975	1.00	1.00	1.00	1.00	59,165	62,000
Accreditation/Records Supervisor	46,779 / 81,862	1.00	1.00	1.00	1.00	50,210	52,500
Records Specialist II	39,520 / 69,159	1.00	1.00	1.00	1.00	47,850	62,250
Records Specialist I	37,440 / 65,519	1.00	1.00	1.00	1.00	18,000	39,500
Quartermaster P/T	\$ 19.00/hr - \$ 33.25/hr	0.00	0.50	0.50	0.50	24,025	26,000
Logistics Specialist P/T	\$ 15.23/hr - \$ 26.65/hr	0.50	0.00	0.00	0.00	-	-
		7.50	7.50	7.50	7.50		
		TOTAL SALARIES				\$ 570,050	\$ 630,250
						Overtime	1,500
						FICA Taxes	48,360
						Clothing Allowance	405
						Deferred Compensation	19,598
						Chapter 185 Pension	88,852
						Group Insurance Premiums	98,327
						Employee Assistance Program	111
						Worker's Comp Insurance	12,432
						Total Personal Services	\$ 815,640
							\$ 899,835

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

POLICE ADMINISTRATION

Code: 010041

<u>Account Number</u>	<u>Description</u>	<u>FY 20/21 Actual</u>	<u>FY 21/22 Actual</u>	<u>FY 22/23 Actual</u>	<u>Amended FY 23/24 Budget</u>	<u>FY 23/24 Projected</u>	<u>Proposed FY 24/25 Budget</u>
PERSONAL SERVICES							
511200	Regular Salaries	486,059	532,984	505,367	582,000	570,050	630,250
511400	Overtime	52	3,238	1,494	1,000	10,000	1,500
512100	FICA Taxes	36,340	40,336	37,350	44,659	44,374	48,360
512215	Clothing Allowance	1,553	1,620	576	810	175	405
512225	Deferred Compensation	13,690	14,608	12,101	17,069	16,000	19,598
512250	Chapter 185 Retirement	79,344	84,784	83,671	84,215	84,215	88,852
512251	Chapter 185 State Shared Revenue	206,017	227,003	272,496	0	0	0
512301	Group Insurance Premiums	58,658	61,601	69,823	98,519	80,450	98,327
512309	Employee Assistance Program	104	107	92	111	98	111
512400	Worker's Comp Insurance	13,704	11,181	10,859	12,699	10,278	12,432
TOTAL PERSONAL SERVICES		895,521	977,461	993,831	841,082	815,640	899,835
OPERATING EXPENDITURES							
533100	Professional Services	1,200	650	3,569	10,650	10,650	650
533400	Other Contractual Services	25	25	0	25	25	25
533500	Investigations	0	0	0	1,000	1,000	1,000
534000	Travel and Per Diem	3,123	3,741	3,830	5,000	5,000	6,000
534101	Telephone	9,328	4,010	0	0	0	0
534105	Cellular Telephone	1,614	1,386	1,270	1,620	1,450	1,500
534110	Internet Services	786	1,325	977	960	910	0
534120	Postage	668	932	1,130	1,500	1,500	1,500
534310	Electric	29,399	34,660	43,255	44,000	43,335	45,500
534320	Water/Sewer	3,058	3,307	3,788	4,380	3,970	4,170
534420	Equipment Leases	3,824	3,777	3,763	3,765	3,740	3,740
534500	Insurance	0	6,387	0	7,025	7,695	0
534610	R & M - Buildings	8,124	220	8,562	7,900	7,900	2,500
534620	R & M - Vehicles	1,188	728	2,945	800	1,000	1,000
534630	R & M - Office Equipment	44,343	18,651	20,475	21,645	21,645	23,000
534640	R & M - Operating Equipment	0	280	0	0	0	0
534650	R & M - Radios	0	0	0	100	100	100
534800	Promotional Activities	1,000	714	740	1,000	1,000	1,000
534820	Designated Expenditure (Greer Donation)	0	(1,625)	0	0	0	0
535200	Departmental Supplies	7,048	8,155	7,531	12,754	12,000	7,000
535210	Computer Supplies	284	459	97	500	500	0
535230	Small Tools and Equipment	890	0	0	2,505	1,600	1,600
535260	Gas and Oil	3,412	4,765	5,608	5,000	6,000	6,000
535270	Uniforms and Shoes	876	1,267	1,478	1,500	1,500	1,500
535410	Dues and Memberships	2,395	3,371	3,380	3,495	3,495	3,445
535420	Books and Publications	0	243	971	1,000	1,000	1,000
535450	Training and Education	2,524	3,649	5,064	6,000	6,000	6,000
TOTAL OPERATING EXPENDITURES		125,109	101,079	118,433	144,124	143,015	118,230
CAPITAL OUTLAY							
606300	IOTB	0	7,500	0	0	0	0
606400	Vehicles and Equipment	0	0	0	0	0	0
606405	Vehicles and Equipment (Designated Funds)	0	1,625	0	0	0	0
TOTAL CAPITAL OUTLAY		0	9,125	0	0	0	0
TOTAL POLICE ADMINISTRATION		1,020,630	1,087,665	1,112,264	985,206	958,655	1,018,065

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

POLICE OPERATIONS DIVISION

The Operations Division is the most visible component of the police department and is tasked with around-the-clock 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 six sworn personnel including four K-9 units. Several officers in the division are part of the Special Response Team (SRT). 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 2024 ACCOMPLISHMENTS

- ✓ Provided a high level of customer service to the citizens while dealing with staffing shortages.
- ✓ Maintained a positive relationship with the community through the COPE initiative.
- ✓ Continued to focus on mentoring, in-house leadership, and succession planning.
- ✓ Hired six new police officer recruits.

FISCAL YEAR 2025 GOALS AND OBJECTIVES

- Continue to hire officers to meet our operational needs.
- Provide a high level of customer service to the citizens.
- Continue to maintain a positive relationship with the community through the COPE initiative.
- Continue to develop leadership, mentoring, and succession planning through in-house and other educational resources.
- Provide a high level of training to our current and newly-hired officers.
- Target traffic complaints throughout the city and deter traffic violations.

PERFORMANCE MEASURES

Performance Indicators	Actual 2020/2021	Actual 2021/2022	Actual 2022/2023	Projected 2023/2024	Projected 2024/2025
Calls for Service	21,089	18,978	21,146	20,000	20,000
Officer Initiated Activity	11,670	9,762	10,975	15,000	12,000
Traffic Stops	2,775	3,200	4,428	3,500	3,500
Written Warnings Traffic Stops	1,572	2,014	2,784	2,500	2,300
Citations (Traffic Stops)	758	945	1,352	1,100	800
Traffic Enforcement	1,459	655	85	2,000	800
Parking Enforcement	17	24	29	30	30
Alarms	548	386	144	400	300
Adult Arrests	325	243	349	300	300
Juvenile Arrests	23	26	27	30	40
Traffic Enforcement Initiatives			4	10	10
K-9 usage reports	32	51	21	30	30
K-9 searches	78	44	47	60	40
Marine and Natural Resource Citizen Contacts	40	72	17	50	30

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

POLICE OPERATIONS DIVISION PROGRAM BUDGET DESCRIPTION

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>23/24</i>	<i>24/25</i>	
40.00%	40.00%	<u>Calls for Service</u> - respond to calls for service.
18.00%	18.00%	<u>Traffic Stops and Citations</u> - Conduct traffic stops and issue citations and warnings.
15.00%	15.00%	<u>Investigations</u> - Conduct vehicle crash investigations.
2.00%	2.00%	<u>Criminal Transportation</u> - Transport arrested adults and juveniles to respective detention facilities.
4.00%	4.00%	<u>Training and Professional Development</u> - Provide a minimum of 40 hours of training to all members of the division.
12.00%	12.00%	<u>Patrol and Crime Prevention</u> - Maintain patrol logs and direct patrols to reduce opportunistic crimes. Monitor traffic to direct traffic enforcement strategies. Plan and participate in task force operations.
4.00%	4.00%	<u>K-9 Unit</u> - Responsible for directed patrol and request for officer assists.
4.00%	4.00%	<u>Motorcycle/Traffic Unit</u> - Criminal and non-criminal traffic law enforcement and accident investigations
1.00%	1.00%	<u>Marine Unit</u> - Patrol waterways, enforce marine laws and perform water rescues.
100.00%	100.00%	

POLICE OPERATIONS DIVISION BUDGET SUMMARY

The Fiscal Year 2024-2025 proposed budget for Police Operations Division is \$ 4,754,185. This compares to the 2023-2024 projected expenditures of \$4,130,180, an increase of \$ 624,005, or 15.11%.

			Amended		Projected		Difference
	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 23/24	FY 24/25	
	Actual	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 3,153,248	\$ 3,335,083	\$ 3,585,495	\$ 4,095,061	\$ 3,629,830	\$ 4,275,250	\$ 645,420
Operating Expenses	275,264	319,925	403,572	398,428	414,900	420,635	5,735
Capital Outlay	32,677	32,555	48,932	85,452	85,450	58,300	(27,150)
Total	\$ 3,461,189	\$ 3,687,563	\$ 4,037,999	\$ 4,578,941	\$ 4,130,180	\$ 4,754,185	\$ 624,005

Fiscal Year 2024-25 Proposed Budget:

Major Current Level Changes from Fiscal Year 2023-24 Projected Expenditures:

	Difference
1. Personal Services - Increase due to having positions full all year, longevity, and negotiated pay and insurance costs.	\$ 645,420
2. Operating Expenses - Increase due to additional safety equipment and fuel costs.	\$ 5,735
3. Capital Outlay - Decrease due to replacement vehicle purchased in the prior year.	\$ (27,150)

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

PERSONAL SERVICES SCHEDULE

POLICE OPERATIONS DIVISION							
<u>POSITION</u>	<u>PAY RANGE</u>	<u>FULL TIME EQUIVALENTS</u>				<u>Projected</u>	<u>Budget</u>
		<u>Amended</u>				<u>Expenditure</u>	
		<u>22/23</u>	<u>23/24</u>	<u>23/24</u>	<u>24/25</u>	<u>23/24</u>	
Lieutenant	76,003 / 133,003	1.00	1.00	1.00	1.00	\$ 92,250	\$ 103,000
Sergeant	57,511 / 104,814	5.00	5.00	5.00	5.00	405,000	430,200
Officer	50,010 / 94,549	29.00	31.00	31.00	31.00	1,555,825	1,969,250
Crossing Guards (Temp)	\$ 13.51/hr - \$ 23.64/hr	5.00	5.00	5.00	5.00	46,000	54,000
		40.00	42.00	42.00	42.00		
TOTAL SALARIES						\$ 2,099,075	\$ 2,556,450
Overtime						300,000	240,000
FICA Taxes						183,548	214,311
Clothing Allowance						250	4,995
Chapter 185 Retirement						610,188	628,021
Group Insurance Premiums						364,000	543,927
Employee Assistance Program						468	586
Worker's Comp Insurance						72,301	86,960
Total Personal Services						\$ 3,629,830	\$ 4,275,250

CAPITAL OUTLAY SCHEDULE

POLICE OPERATIONS DIVISION - TO BE FUNDED BY GENERAL FUND							
<u>Description</u>	<u>EXPENDITURES PER FISCAL YEAR</u>						
	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>	<u>2028/29</u>	<u>TO TAL</u>	
Tasers (5)	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 50,000	
Ballistic Shields (20)	22,000	-	-	-	-	22,000	
SRT Ballistic Helmets (7)	7,000	-	-	-	-	7,000	
Night Vision Binoculars (1)	12,000	12,000	12,000	12,000	12,000	60,000	
Flock Cameras (2)	7,300	7,300	-	-	-	14,600	
Ballistic Shields (8)	-	8,800	-	-	-	8,800	
4G Bounce Imaging Camera (1)	-	6,200	-	-	-	6,200	
SRT Rifle Shield (1)	-	-	4,000	4,000	-	8,000	
TOTAL	\$ 58,300	\$ 44,300	\$ 26,000	\$ 26,000	\$ 22,000	\$ 176,600	

POLICE OPERATIONS DIVISION - TO BE FUNDED BY DISCRETIONARY SALES TAX							
<u>Description</u>	<u>EXPENDITURES PER FISCAL YEAR</u>						
	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>	<u>2028/29</u>	<u>TOTAL</u>	
Police Vehicles w/equipment	\$ 281,500	\$ 335,000	\$ 351,750	\$ 369,400	\$ 387,870	\$ 1,725,520	
Vehicle/Body Cameras	101,559	106,559	106,559	106,559	106,559	527,795	
CAD/RMS System Update	25,000	25,000	25,000	25,000	25,000	125,000	
Patrol Boat	125,000	-	-	-	-	125,000	
TOTAL	\$ 533,059	\$ 466,559	\$ 483,309	\$ 500,959	\$ 519,429	\$ 2,503,315	

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

POLICE OPERATIONS

Code: 010043

Account		FY 20/21	FY 21/22	FY 22/23	Amended FY 23/24	FY 23/24	Proposed FY 24/25
Number	Description	Actual	Actual	Actual	Budget	Projected	Budget
PERSONAL SERVICES							
511200	Regular Salaries	1,865,232	1,897,678	2,029,229	2,430,275	2,053,075	2,502,450
511300	Temporary Salaries	0	45,657	44,327	52,150	46,000	54,000
511400	Overtime	246,006	288,118	401,158	240,000	300,000	240,000
512100	FICA Taxes	157,006	164,986	183,747	209,030	183,548	214,311
512215	Clothing Allowance	16,248	15,701	4,595	9,990	250	4,995
512250	Chapter 185 Retirement	485,370	534,585	522,922	610,188	610,188	628,021
512301	Group Insurance Premiums	312,778	320,043	330,069	451,919	364,000	543,927
512309	Employee Assistance Program	484	465	478	586	468	586
512400	Worker's Comp Insurance	70,124	67,852	68,971	90,923	72,301	86,960
TOTAL PERSONAL SERVICES		3,153,248	3,335,083	3,585,495	4,095,061	3,629,830	4,275,250
OPERATING EXPENDITURES							
533500	Investigations	0	0	0	0	0	0
534000	Travel and Per Diem	6,521	8,064	2,334	7,000	7,000	7,000
534105	Cellular Telephone	6,510	6,294	5,901	7,200	7,225	7,920
534110	Internet Access	14,974	14,657	15,673	15,840	14,100	15,540
534120	Postage	0	47	4	50	50	50
534130	Express Mail Charges	282	141	121	200	200	200
534420	Equipment Leases	760	744	737	740	740	740
534620	R & M - Vehicles	54,777	46,674	84,451	70,273	90,000	77,000
534630	R & M - Office Equipment	9,577	8,692	7,336	7,380	7,380	8,680
534640	R & M - Operating Equipment	5,918	11,500	4,179	4,500	4,500	4,500
534650	R & M - Radios	570	600	1,041	1,000	2,000	2,000
534800	Promotional Activities	499	500	750	1,000	1,000	1,000
534810	K-9 Expenditures	5,790	4,449	6,295	5,000	6,000	6,000
535200	Departmental Supplies	33,943	35,380	53,485	65,150	68,865	56,110
535210	Computer Supplies	300	669	572	1,500	1,500	1,500
535230	Small Tools and Equipment	13,274	3,063	3,730	25,140	25,140	4,000
535260	Gas and Oil	82,278	129,004	124,196	110,000	110,000	125,000
535270	Uniforms and Shoes	23,045	31,716	47,845	28,700	28,700	60,220
535275	Safety Equipment	4,134	4,276	6,295	6,000	6,000	4,000
535410	Dues and Memberships	1,070	1,596	14,720	21,655	14,500	19,175
535420	Books and Publications	2,429	659	768	1,000	1,000	1,000
535450	Training and Education	8,613	11,201	14,790	19,100	19,000	19,000
535451	Recruitment Reimbursements	0	0	8,350	0	0	0
TOTAL OPERATING EXPENDITURES		275,264	319,925	403,572	398,428	414,900	420,635
CAPITAL OUTLAY							
606400	Vehicles and Equipment	32,677	32,555	48,932	85,452	85,450	58,300
TOTAL CAPITAL OUTLAY		32,677	32,555	48,932	85,452	85,450	58,300
TOTAL POLICE OPERATIONS DIVISION		3,461,189	3,687,563	4,037,999	4,578,941	4,130,180	4,754,185

CITY OF SEBASTIAN, FLORIDA 2024/2025 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 2024 ACCOMPLISHMENTS

- ✓ Purged property and evidence in accordance with state laws.
- ✓ Expanded the Investigations Unit by 1.5 positions.
- ✓ Added new equipment to assist with investigations and collection of evidence.
- ✓ Provided continued training to enhance experience levels and maintain certifications.
- ✓ Provided professional investigative services to the victims of crime.

FISCAL YEAR 2025 GOALS AND OBJECTIVES

- Provide continual training in order to maintain certifications and enhance experience levels.
- Purge property and evidence in accordance with state laws.
- Continue to replace older equipment with newer technology to assist with investigations.
- Provide professional investigative services to the victims of crime.
- Foster and improve professional relationships with surrounding agencies to help improve criminal investigations within the entire county.

PERFORMANCE MEASURES

Performance Indicators	Actual 2020/2021	Actual 2021/2022	Actual 2022/2023	Projected 2023/2024	Projected 2024/2025
Burglary Investigations	90	75	38	85	75
Assault Investigations	203	123	189	150	195
Sexual Assault Investigations	18	15	8	15	15
Vehicle Theft Investigation	24	7	13	20	15
Robbery Investigations	6	2	4	5	5
Larceny Investigations	194	155	337	200	180
Murder/Attempted Murder Investigations	1	1	1	1	1

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

POLICE INVESTIGATIONS DIVISION PROGRAM BUDGET DESCRIPTION

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>23/24</i>	<i>24/25</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 2024-25 proposed budget for Police Investigations is \$ 1,571,357. This compares to the 2023-2024 projected expenditures of \$ 1,291,638, an increase of \$279,719, or 21.7%.

	FY 20/21	FY 21/22	FY 22/23	Amended FY 22/23	Projected FY 22/23	FY 23/24	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 954,685	\$ 1,030,390	\$ 1,051,290	\$ 1,338,346	\$ 1,115,705	\$ 1,398,495	\$ 282,790
Operating Expenses	143,558	140,023	142,899	170,325	170,713	172,862	2,149
Capital Outlay	9,500	3,593	8,900	6,100	5,220	-	(5,220)
Total	\$ 1,107,742	\$ 1,174,005	\$ 1,203,089	\$ 1,514,771	\$ 1,291,638	\$ 1,571,357	\$ 279,719

Fiscal Year 2024-25 Proposed Budget:

Major Current Level Changes from Fiscal Year 2023-24 Projected Expenditures:

	Difference
1. Personal Services - Increase due to having positions full all year, longevity, and negotiated pay and insurance costs.	\$ 282,790
2. Operating Expenses - Slight increase due to contractual increase for crime lab services as well as software maintenance costs.	\$ 2,149
3. Capital Outlay - Decrease due to no capital requested this year.	\$ (5,220)

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

PERSONAL SERVICES SCHEDULE

POLICE INVESTIGATIONS DIVISION

<u>POSITION</u>	<u>PAY RANGE</u>	<u>FULL TIME EQUIVALENTS</u>				<u>Projected</u>	
		<u>Amended</u>				<u>Expenditure</u>	<u>Budget</u>
		<u>22/23</u>	<u>23/24</u>	<u>23/24</u>	<u>24/25</u>	<u>23/24</u>	<u>24/25</u>
Lieutenant	76,003 / 133,003	1.00	1.00	1.00	1.00	\$ 119,300	\$ 126,500
Sergeant	57,511 / 104,814	2.00	2.00	2.00	2.00	148,750	177,500
Investigator	50,010 / 94,549	5.00	5.00	5.00	5.00	284,000	373,750
Crime Scene/Evidence Supervisor	51,584 / 90,270	1.00	1.00	1.00	1.00	51,750	54,250
Crime Analyst	49,130 / 85,975	1.00	1.00	1.00	1.00	49,500	52,500
Crime Scene/Evidence Technician	42,432 / 74,254	0.00	1.00	1.00	1.00	26,250	44,750
Evidence Technician	42,432 / 74,254	0.50	1.00	1.00	1.00	19,750	44,750
		10.50	12.00	12.00	12.00		
TOTAL SALARIES						\$ 699,300	\$ 874,000
Overtime						52,000	52,000
FICA Taxes						57,800	71,380
Clothing Allowance						4,400	7,080
Deferred Compensation						13,750	18,239
Chapter 185 Retirement						160,334	165,968
Group Insurance Premiums						105,025	182,393
Employee Assistance Program						145	190
Worker's Comp Insurance						22,951	27,245
Total Personal Services						\$ 1,115,705	\$ 1,398,495

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

POLICE INVESTIGATIONS DIVISION

Code: 010047

<u>Account Number</u>	<u>Description</u>	<u>FY 20/21 Actual</u>	<u>FY 21/22 Actual</u>	<u>FY 22/23 Actual</u>	<u>Amended FY 23/24 Budget</u>	<u>FY 23/24 Projected</u>	<u>Proposed FY 24/25 Budget</u>
PERSONAL SERVICES							
511200	Regular Salaries	580,810	646,047	657,641	840,700	699,300	874,000
511300	Temporary Salaries	43,236	0	0	0	0	0
511400	Overtime	42,458	49,848	54,512	52,000	52,000	52,000
512100	FICA Taxes	51,042	52,628	53,349	68,998	57,800	71,380
512215	Clothing Allowance	10,888	10,574	6,680	9,170	4,400	7,080
512225	Deferred Compensation	4,707	5,104	6,701	17,312	13,750	18,239
512250	Chapter 185 Retirement	121,236	151,762	157,073	160,334	160,334	165,968
512301	Group Insurance Premiums	77,688	93,073	93,752	161,285	105,025	182,393
512309	Employee Assistance Program	140	139	131	190	145	190
512400	Worker's Comp Insurance	22,479	21,216	21,451	28,357	22,951	27,245
TOTAL PERSONAL SERVICES		954,685	1,030,390	1,051,290	1,338,346	1,115,705	1,398,495
OPERATING EXPENDITURES							
533100	Professional Services	84,649	76,766	79,178	81,484	81,482	85,196
533500	Investigations	(24)	286	377	2,000	2,000	2,000
534000	Travel and Per Diem	4,528	4,211	6,230	10,500	10,500	8,500
534105	Cellular Telephone	3,791	3,326	2,606	3,360	2,750	2,880
534110	Internet Access	3,843	4,267	4,491	5,050	4,950	3,325
534115	On-line Services	1,800	1,854	1,909	2,100	2,100	2,400
534120	Postage	0	0	16	250	250	250
534130	Express Mail Charges	49	0	14	300	300	300
534400	Rent/Leases	576	576	576	576	576	576
534420	Equipment Leases	374	381	374	375	375	375
534620	R & M - Vehicles	6,983	8,419	6,128	5,000	5,000	5,000
534630	R & M - Office Equipment	4,977	11,307	11,963	15,180	15,180	16,530
534640	R & M - Operating Equipment	1,239	1,703	2,697	3,000	3,000	3,200
534650	R & M - Radios	29	0	0	406	500	500
534800	Promotional Activities	300	373	0	400	400	400
534920	Legal Ads	0	0	0	750	750	750
535200	Departmental Supplies	3,659	3,836	4,890	4,994	6,000	6,180
535210	Computer Supplies	4,335	676	431	1,000	1,000	0
535230	Small Tools and Equipment	4,156	1,080	1,094	1,300	1,300	1,300
535260	Gas and Oil	7,793	12,671	13,225	14,000	14,000	14,000
535270	Uniforms and Shoes	851	525	842	2,500	2,500	3,500
535275	Safety Equipment	450	500	480	800	800	800
535410	Dues and Memberships	625	750	510	800	800	700
535420	Books and Publications	0	0	0	200	200	200
535450	Training and Education	8,574	6,516	4,870	14,000	14,000	14,000
TOTAL OPERATING EXPENDITURES		143,558	140,023	142,899	170,325	170,713	172,862
CAPITAL OUTLAY							
606400	Vehicles and Equipment	9,500	3,593	8,900	6,100	5,220	0
TOTAL CAPITAL OUTLAY		9,500	3,593	8,900	6,100	5,220	0
TOTAL POLICE INVESTIGATIONS DIVISION		1,107,742	1,174,005	1,203,089	1,514,771	1,291,638	1,571,357

CITY OF SEBASTIAN, FLORIDA 2024/2025 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 2024 ACCOMPLISHMENTS

- ✓ Maintained a high level of customer service while dealing with shift shortages and training new dispatchers.
- ✓ Added and trained six new dispatchers in the unit.
- ✓ Began development of an Assistant Communications Supervisor position.

FISCAL YEAR 2025 GOALS AND OBJECTIVES

- Successfully train all of the new dispatchers who have been hired to fill the vacant positions
- Implements a new and more efficient Computer Aided Dispatch (CAD) and Records Management System (RMS). This is still an ongoing process until the new CAD and RMS system is live.
- Provide advanced training to all dispatchers for handling critical incidents, stress management, and leadership.

PERFORMANCE MEASURES

Performance Indicators	Actual 2020/2021	Actual 2021/2022	Actual 2022/2023	Projected 2023/2024	Projected 2024/2025
911 Calls Received	9,559	9,168	11,071	11,000	12,000
Code Violation Calls Received	4,845	2,928	798	5,000	3,000
Total Calls Received	59,690	55,312	56,129	60,000	60,000
Calls Per Dispatcher	7,086	8,509	9,354	8,500	10,000
Administrative Calls Handled	21,275	19,284	30,499	20,000	32,000

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

POLICE DISPATCH UNIT PROGRAM BUDGET DESCRIPTION

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>23/24</i>	<i>24/25</i>	
50.00%	50.00%	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.
30.00%	35.00%	Calls - Receive complaint calls from public and emergency 911 calls.
14.00%	8.00%	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.
4.00%	5.00%	Training and Professional Development.
100.00%	100.00%	

POLICE DISPATCH UNIT BUDGET SUMMARY

The Fiscal Year 2024-2025 proposed budget for Police Dispatch is \$ 871,300. This compares to the 2023-2024 projected expenditures of \$764,515, an increase of \$ 106,785, or 14.0%.

	FY 20/21	FY 21/22	FY 22/23	Amended FY 23/24	Projected FY 23/24	FY 24/25	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 566,550	\$ 596,697	\$ 672,750	\$ 849,758	\$ 748,430	\$ 854,825	\$ 106,395
Operating Expenses	10,955	9,145	8,407	16,090	16,085	16,475	390
Capital Outlay	-	-	-	-	-	-	-
Total	\$ 577,505	\$ 605,842	\$ 681,157	\$ 865,848	\$ 764,515	\$ 871,300	\$ 106,785

Fiscal Year 2024-25 Proposed Budget:

Major Current Level Changes from Fiscal Year 2023-24 Projected Expenditures:	Difference
1. Personal Services - Increase due to having positions full all year and negotiated pay and insurance costs.	\$ 106,395
2. Operating Expenses - Slight increase due to increase in software maintenance contract.	\$ 390
3. Capital Outlay - No change.	\$ -

CITY OF SEBASTIAN, FLORIDA 2024/2025 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>22/23</u>	<u>23/24</u>	<u>Amended</u>		<u>Expenditure</u>	<u>24/25</u>
		<u>23/24</u>	<u>24/25</u>	<u>23/24</u>	<u>24/25</u>	<u>23/24</u>	<u>24/25</u>
911 Emergency Dispatch Supervisor	69,118 / 120,955	1.00	1.00	1.00	1.00	\$ 79,000	\$ 83,000
911 Emergency Dispatcher	42,432 / 74,254	9.00	9.00	9.00	9.00	425,000	474,500
		10.00	10.00	10.00	10.00		
TOTAL SALARIES						\$ 504,000	\$ 557,500
Overtime						60,000	60,000
FICA Taxes						43,248	47,238
Deferred Compensation						50,750	55,572
Group Insurance Premiums						89,500	133,431
Employee Assistance Program						135	158
Worker's Comp Insurance						797	926
Total Personal Services						<u>\$ 748,430</u>	<u>\$ 854,825</u>

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

POLICE DISPATCH UNIT

Code: 010049

Account Number	Description	FY 20/21 <u>Actual</u>	FY 21/22 <u>Actual</u>	FY 22/23 <u>Actual</u>	Amended FY 23/24 <u>Budget</u>	FY 23/24 <u>Projected</u>	Proposed FY 24/25 <u>Budget</u>
PERSONAL SERVICES							
511200	Regular Salaries	372,771	365,938	417,149	567,750	504,000	557,500
511400	Overtime	67,698	88,920	102,264	60,000	60,000	60,000
512100	FICA Taxes	32,982	33,924	38,636	48,027	43,248	47,238
512225	Deferred Compensation	35,668	40,832	42,151	56,498	50,750	55,572
512301	Group Insurance Premiums	56,478	66,214	71,698	116,324	89,500	133,431
512309	Employee Assistance Program	111	119	104	158	135	158
512400	Worker's Comp Insurance	843	750	747	1,001	797	926
TOTAL PERSONAL SERVICES		566,550	596,697	672,750	849,758	748,430	854,825
OPERATING EXPENDITURES							
534000	Travel and Per Diem	0	56	108	2,000	2,000	2,000
534105	Cellular Telephone	450	303	0	0	0	0
534110	Internet Access	75	0	0	0	0	0
534420	Equipment Leases	1,803	1,778	1,773	1,775	1,760	1,760
534630	R & M - Office Equipment	1,044	935	974	1,000	1,000	2,430
534640	R & M - Operating Equipment	0	0	0	100	100	0
534650	R & M - Radios	88	0	0	200	200	200
534800	Promotional Activities	358	375	131	500	500	500
535200	Departmental Supplies	1,664	1,855	1,447	1,250	1,250	1,685
535210	Computer Supplies	1,543	235	89	200	200	0
535270	Uniforms	0	491	0	1,000	1,000	1,000
535275	Safety Equipment	0	0	0	100	100	100
535410	Dues and Memberships	345	345	361	365	375	375
535450	Training and Education	3,586	2,772	3,524	7,600	7,600	6,425
TOTAL OPERATING EXPENDITURES		10,955	9,145	8,407	16,090	16,085	16,475
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		577,505	605,842	681,157	865,848	764,515	871,300

CITY OF SEBASTIAN, FLORIDA 2024/2025 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 2024 ACCOMPLISHMENTS

- ✓ Continued a proactive approach to code violations, while striving for compliance.
- ✓ Provided proactive and professional code enforcement services.
- ✓ Educated the public on code enforcement concerns to improve quality of life.
- ✓ Investigated code violations with follow-ups, magistrate hearings, and abatements.
- ✓ Filled the vacant administrative assistant position.

FISCAL YEAR 2025 GOALS AND OBJECTIVES

- Provide professional code enforcement services.
- Continue a proactive approach to code violations, while striving for compliance.
- Continue an educational approach to enforcement.
- Improve on quick follow through of enforcement actions.
- Continue to reduce wasted time spent on calls increasing efficiency.
- Provide professional code enforcement services.

PERFORMANCE MEASURES

Performance Indicators	Actual 2020/2021	Actual 2021/2022	Actual 2022/2023	Projected 2023/2024	Projected 2024/2025
Water Violations	1	6	0	10	5
Code Violations	2,029	1,194	625	2,000	900
Illegal Signs	367	372	264	380	350
Nuisance Abatement	481	228	6	300	150
Re-inspections	2,812	1,650	858	2,000	1,500
Property Inspections	651	724	330	800	500

PROGRAM BUDGET DESCRIPTION FOR THE CODE ENFORCEMENT DIVISION

STAFFING		NATURE OF ACTIVITY
23/24	24/25	
50.00%	50.00%	Citizen Complaints - Respond to complaints of city ordinance violations and self-initiate code compliance and enforcement.
30.00%	25.00%	Re-inspections - Follow up on notices of violations to ensure compliance.
5.00%	5.00%	Code Enforcement Board - Provide direct support to Code Enforcement Board for Code Enforcement hearings.
15.00%	20.00%	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 2024/2025 ANNUAL BUDGET

CODE ENFORCEMENT DIVISION BUDGET SUMMARY

The Fiscal Year 2024-2025 proposed budget for Code Enforcement is \$ 242,565. This compares to the 2023-2024 projected expenditures of \$201,785, an increase of \$ 40,780, or 20.2%.

	FY 20/21	FY 21/22	FY 22/23	Amended	Projected		
	Actual	Actual	Actual	FY 23/24	FY 23/24	FY 24/25	Difference
				Budget	Expenditures	Budget	
Personal Services	\$ 170,981	\$ 162,658	\$ 130,035	\$ 200,647	\$ 179,715	\$ 220,210	\$ 40,495
Operating Expenses	16,645	17,611	14,685	20,205	22,070	22,355	285
Capital Outlay	-	-	-	-	-	-	-
Total	\$ 187,626	\$ 180,269	\$ 144,720	\$ 220,852	\$ 201,785	\$ 242,565	\$ 40,780

Fiscal Year 2024-25 Proposed Budget:

Major Current Level Changes from Fiscal Year 2023-24 Projected Expenditures:

	Difference
1. Personal Services - Increase due to having positions full all year, longevity, and negotiated pay and insurance costs.	\$ 40,495
2. Operating Expenditures - Slight increase due to anticipated postage rate increases.	\$ 285
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>22/23</u>	<u>23/24</u>	<u>Amended</u> <u>23/24</u>	<u>24/25</u>	<u>Expenditure</u> <u>23/24</u>	<u>Budget</u> <u>24/25</u>
Code Enforcement Officer	44,554 / 77,967	2.00	2.00	2.00	2.00	\$ 106,000	\$ 112,000
Code Enforcement Specialist	39,520 / 69,159	1.00	1.00	1.00	1.00	27,000	41,500
		3.00	3.00	3.00	3.00		
TOTAL SALARIES						\$ 133,000	\$ 153,500
Overtime						5,300	6,000
FICA Taxes						10,627	12,253
Clothing Allowance						500	670
Deferred Compensation						12,500	14,579
Group Insurance Premiums						15,500	30,219
Employee Assistance Program						37	48
Worker's Comp Insurance						2,251	2,941
Total Personal Services						\$ 179,715	\$ 220,210

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

CODE ENFORCEMENT DIVISION

Code: 010045

Account				Amended	Projected	Proposed
Number	Description	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 24/25
		<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Budget</u>
PERSONAL SERVICES						
511200	Regular Salaries	125,818	118,610	98,427	143,900	153,500
511400	Overtime	2,409	217	681	1,500	6,000
512100	FICA Taxes	9,857	8,962	7,702	11,194	12,253
512215	Clothing Allowance	1,320	1,320	1,165	940	670
512225	Deferred Compensation	11,821	10,981	9,191	13,333	14,579
512301	Group Insurance Premiums	17,498	20,240	10,546	26,872	30,219
512309	Employee Assistance Program	48	41	32	48	48
512400	Worker's Comp Insurance	2,211	2,287	2,293	2,860	2,941
TOTAL PERSONAL SERVICES		170,981	162,658	130,035	200,647	220,210
OPERATING EXPENDITURES						
533400	Other Contractual Services	450	406	157	500	500
534000	Travel and Per Diem	0	0	0	500	500
534105	Cellular Telephone	1,024	970	967	1,020	1,020
534110	Internet Services	866	851	840	840	840
534120	Postage	2,647	2,009	3,080	3,000	6,000
534420	Equipment Leases	271	266	264	265	265
534620	R & M - Vehicles	2,059	1,772	1,168	1,500	1,000
534630	R & M - Office Equipment	301	52	0	180	180
534650	R & M - Radios	0	0	0	100	100
534910	Clerk of Court Filing Fees	784	949	79	1,500	1,500
535200	Departmental Supplies	774	432	260	800	800
535210	Computer Supplies	65	0	0	50	0
535230	Small Tools and Equipment	0	0	0	100	100
535260	Gas and Oil	6,614	9,155	7,564	8,500	8,000
535270	Uniforms and Shoes	367	628	156	500	665
535275	Safety Equipment	0	0	0	100	100
535410	Dues and Memberships	100	120	150	150	150
535450	Training and Education	325	0	0	600	600
TOTAL OPERATING EXPENDITURES		16,645	17,611	14,685	20,205	22,070
CAPITAL OUTLAY						
606400	Vehicles and Equipment	0	0	0	0	0
TOTAL CAPITAL OUTLAY		0	0	0	0	0
TOTAL CODE ENFORCEMENT DIVISION		187,626	180,269	144,720	220,852	242,565

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

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 infrastructure such as docks, piers, boat ramps, and sidewalks. In addition, the division provides heavy construction support to other departments as needed.

FISCAL YEAR 2024 ACCOMPLISHMENTS

- ✓ Installed wounded warrior and additional ADA parking spaces throughout the City
- ✓ Installed additional crosswalk connection at Cleveland St and Indian River Drive
- ✓ Assisted Stormwater Division with road crossing repairs as well as right of way maintenance of paved streets
- ✓ Began quarterly traffic analysis program where data was collected from all major and minor collectors on a quarterly basis rather than on request to assist with planning and enforcement
- ✓ Reviewed and repaired City sidewalks of tripping hazards

FISCAL YEAR 2025 GOALS AND OBJECTIVES

- Continued roadway and pot hole maintenance and repair program
- Continue to inspect and assess all City sidewalks for tripping hazards and safety concerns
- Continue repainting STOP sign stop bars markings at highly trafficked areas

PERFORMANCE MEASURES

Performance Indicators	Actual 2020/2021	Actual 2021/2022	Actual 2022/2023	Projected 2023/2024	Projected 2024/2025
Miles of Paved Roads Maintained	157	157	157	158	158
Number of Parking Lots Maintained	23	23	23	23	23
Miles of Sidewalks Maintained	27	27	27	28	28

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

ROADS & MAINTENANCE DIVISION PROGRAM BUDGET DESCRIPTION

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>23/24</i>	<i>24/25</i>	
60.00%	60.00%	<u>Streets and Alleyways</u> - Maintain 160 miles of paved streets. Maintain twenty-three (23) municipally owned parking areas. Perform repairs to streets and roadways that are damaged due to deterioration. Mow and clear street right of ways.
20.00%	20.00%	<u>General Maintenance</u> - maintain hazard free pedestrian sidewalks.
5.00%	5.00%	<u>General Administration</u> - Preparation of budget, update service records. Maintain equipment records. Review contracts and construction drawings on City Contract work. Meet with public as necessary. Coordinate employee training and education.
15.00%	15.00%	<u>Assisting other City Departments</u> - Lift heavy material with heavy equipment, 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 2024-2025 proposed budget for the Roads and Maintenance Division is \$ 1,465,550. This compares to the 2023-2024 projected expenditures of \$ 1,335,301, an increase of \$ 130,249, or 9.75%.

	FY 20/21		FY 21/22		FY 22/23		Amended FY 23/24		Projected FY 23/24		FY 24/25		Difference
	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Expenditures	Budget	Budget	Budget		
Personal Services	\$ 555,076	\$ 562,998	\$ 631,473	\$ 798,140	\$ 733,630	\$ 940,920	\$ 207,290						
Operating Expenses	328,867	346,064	398,078	473,800	448,364	474,630	26,266						
Capital Outlay	43,777	60,498	22,615	149,755	148,212	50,000	(98,212)						
Total	\$ 927,720	\$ 969,560	\$ 1,052,165	\$ 1,421,695	\$ 1,330,206	\$ 1,465,550	\$ 135,344						

Fiscal Year 2024-25 Proposed Budget:

Major Current Level Changes from Fiscal Year 2023-24 Projected Expenditures	Difference
1. Personal Services - Increase due to transfer in of two positions as well as negotiated pay and insurance costs.	\$ 207,290
2. Operating Expenses - Increase due primarily to road paving inspections and sidewalk repairs.	\$ 26,266
3. Capital Outlay - Decrease due to new vehicle and pavement grinder purchased in prior year.	\$ (98,212)

CITY OF SEBASTIAN, FLORIDA 2024/2025 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>22/23</u>	<u>23/24</u>	<u>23/24</u>	<u>24/25</u>	<u>23/24</u>	<u>24/25</u>	
Public Works Director	92,637 / 162,112	1.00	1.00	1.00	1.00	106,500	107,750	
Roads Superintendent	62,701 / 109,724	1.00	1.00	1.00	1.00	63,500	66,500	
Public Works Supervisor	46,779 / 81,862	1.00	1.00	1.00	1.00	40,610	52,500	
Traffic Technician II	42,432 / 74,254	1.00	1.00	1.00	1.00	45,470	47,500	
Traffic Technician I	39,520 / 69,159	1.00	0.00	0.00	0.00	-	-	
Maintenance Worker II *	39,520 / 69,159	2.00	2.00	2.00	3.00	83,650	129,000	
Maintenance Worker I	35,360 / 61,879	2.00	3.00	3.00	3.00	108,050	112,000	
GIS Technician **	49,130 / 85,975	0.00	0.00	0.00	1.00	-	51,500	
Administrative Assistant	37,440 / 65,519	1.00	1.00	1.00	1.00	42,470	46,250	
Clerical Assistant I	31,678 / 55,436	1.00	1.00	1.00	1.00	23,280	33,500	
		11.00	11.00	11.00	13.00			
		TOTAL SALARIES				\$	513,530	\$ 646,500
* Position transferred from Fleet Management in FY25						Overtime	15,000	10,000
						FICA Taxes	40,450	50,375
						Clothing Allowance	1,685	2,000
** Position transferred from Community Development in FY25						Deferred Compensation	47,600	59,590
						Group Insurance Premiums	86,625	133,894
						Employee Assistance Program	160	206
						Worker's Comp Insurance	28,580	38,355
						Total Personal Services	\$ 733,630	\$ 940,920

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>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>	<u>2028/29</u>		
Sidewalk Replacement	\$ 50,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 350,000
Porous Sidewalk Panels	-	25,000	50,000	-	-	-	75,000
Mid-Block Crosswalks	-	9,600	-	-	-	-	9,600
ADA Sidewalk Mats	-	62,539	-	-	-	-	62,539
	\$ 50,000	\$ 172,139	\$ 125,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 497,139

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>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>	<u>2028/29</u>	
Street Repaving	\$ 1,100,000	\$ 1,260,000	\$ 962,500	\$ 960,000	\$ 1,750,000	\$ 6,032,500
	\$ 1,100,000	\$ 1,260,000	\$ 962,500	\$ 960,000	\$ 1,750,000	\$ 6,032,500

ROADS AND MAINTENANCE DIVISION - TO BE FUNDED BY DISCRETIONARY SALES TAX						
<u>Description</u>	<u>EXPENDITURES PER FISCAL YEAR</u>				<u>TOTAL</u>	
	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>		<u>2028/29</u>
Street Reconstruction	\$ 2,010,000	\$ 2,225,000	\$ 1,795,000	\$ 1,515,000	\$ 1,410,000	\$ 8,955,000
Electric Sweeper Truck	-	-	320,000	-	-	320,000
	\$ 2,010,000	\$ 2,225,000	\$ 2,115,000	\$ 1,515,000	\$ 1,410,000	\$ 9,275,000

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

ROADS & MAINTENANCE DIVISION

Code: 010052

Account Number	Description	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Actual	Amended FY 23/24 Budget	FY 23/24 Projected	Proposed FY 24/25 Budget
PERSONAL SERVICES							
511200	Regular Salaries	362,321	383,221	446,623	540,250	513,530	646,500
511400	Overtime	10,958	14,682	5,670	15,000	15,000	10,000
512100	FICA Taxes	27,149	29,660	33,871	42,618	40,450	50,375
512215	Clothing Allowance	960	720	1,403	1,800	1,685	2,000
512225	Deferred Compensation	34,089	34,432	39,471	50,423	47,600	59,590
512301	Group Insurance Premiums	89,039	71,390	74,905	111,608	86,625	133,894
512309	Employee Assistance Program	148	133	140	174	160	206
512400	Worker's Comp Insurance	30,412	28,760	29,390	36,267	28,580	38,355
TOTAL PERSONAL SERVICES		555,076	562,998	631,473	798,140	733,630	940,920
OPERATING EXPENDITURES							
533150	Engineering Services	12,555	0	0	14,000	14,000	25,000
533400	Other Contractual Services	0	3,200	16,642	6,845	6,845	18,800
534000	Travel and Per Diem	142	2,426	1,255	4,825	1,800	2,900
534101	Telephone	241	221	57	0	0	0
534105	Cellular Telephone	2,390	2,731	2,881	3,000	2,500	2,700
534110	Internet Services	432	428	878	1,980	625	960
534120	Postage	1	41	125	100	44	100
534130	Express Mail Charges	0	0	0	100	0	50
534310	Electric	3,358	3,976	1,866	1,500	1,165	1,225
534315	Street Lighting	195,719	202,161	214,619	244,100	241,965	237,550
534320	Water/Sewer	363	324	285	360	260	275
534380	Trash Pickup/Hauling, Etc.	2,250	1,164	230	1,750	2,200	2,200
534420	Equipment Leases	2,550	774	804	5,145	7,000	5,970
534620	R & M - Vehicles	24,464	10,322	25,132	26,000	16,000	16,500
534630	R & M - Office Equipment	929	967	514	1,830	950	4,900
534640	R & M - Operating Equipment	15,668	21,776	13,999	25,000	31,000	23,000
534682	R & M - Sidewalks	0	0	14,698	8,000	8,000	16,000
534920	Legal Ads	0	0	149	600	0	300
535200	Departmental Supplies	3,048	2,779	8,345	7,660	7,660	8,000
535210	Computer Supplies	91	935	1,739	700	650	9,000
535230	Small Tools and Equipment	5,786	5,956	3,875	5,100	5,100	5,700
535260	Gas and Oil	20,762	33,464	29,485	32,000	32,000	34,000
535270	Uniforms and Shoes	2,230	2,724	2,454	2,985	2,200	2,600
535275	Safety Equipment	597	876	1,606	1,400	1,400	1,800
535310	Road Materials & Supplies	16,239	15,415	18,276	37,000	30,000	23,000
535350	Cement	323	1,298	565	1,900	1,900	2,000
535385	Signs & Marking Supplies	17,237	26,304	35,538	28,000	28,000	26,000
535410	Dues and Memberships	784	1,008	692	1,845	600	400
535450	Training and Education	710	4,795	1,372	10,075	4,500	3,700
TOTAL OPERATING EXPENDITURES		328,867	346,064	398,078	473,800	448,364	474,630
CAPITAL OUTLAY							
606400	Vehicles and Equipment	43,777	60,498	22,615	149,755	148,212	0
606900	Infrastructure	0	0	0	0	0	50,000
TOTAL CAPITAL OUTLAY		43,777	60,498	22,615	149,755	148,212	50,000
TOTAL ROADS & MAINTENANCE		927,720	969,560	1,052,165	1,421,695	1,330,206	1,465,550

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

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 114 vehicles, 47 units of major equipment and 220 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 2024 ACCOMPLISHMENTS

- ✓ Managed auction sales of obsolete City property items
- ✓ Continued responsible management of fuel/petroleum storage; use; and waste disposal
- ✓ Maintained service schedule with combination of in house and external service
- ✓ Continued to utilize new Citywide reporting system of work orders
- ✓ Utilized new scanning tools to complete more in house work and service

FISCAL YEAR 2025 GOALS AND OBJECTIVES

- Continue to update and enhance the work order/asset management system
- Enhance utilization of work order system to track the life cycle cost of a vehicle more effectively
- Utilize the new fueling station's preventative maintenance tracking system more efficiently

PERFORMANCE MEASURES

Performance Indicators	Actual 2020/2021	Actual 2021/2022	Actual 2022/2023	Projected 2023/2024	Projected 2024/225
Number of Vehicles Maintained	107	114	131	116	135
Number of Heavy Equipment Maintained	37	47	48	50	50
Number of Light Equipment Maintained	219	220	244	225	255
Preventive Maintenance Services	76	109	215	150	220
Road Service Calls	8	30	14	50	30
Completed Service Requests	1464	1227	903	1400	1100

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

FLEET MANAGEMENT DIVISION PROGRAM BUDGET DESCRIPTION

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
23/24	24/25	
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 2024-2025 proposed budget for Fleet Management is \$ 272,670. This compares to the 2023-2024 projected expenditures of \$ 263,490, an increase of \$ 9,180 or 3.48%.

	FY 20/21	FY 21/22	FY 22/23	Amended FY 23/24	Projected FY 23/24	FY 24/25	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 189,783	\$ 203,840	\$ 213,524	\$ 290,927	\$ 228,950	\$ 242,930	\$ 13,980
Operating Expenses	22,143	25,553	40,530	32,380	32,990	29,740	(3,250)
Capital Outlay	-	-	7,598	1,550	1,550	-	(1,550)
Total	\$ 211,926	\$ 229,392	\$ 261,653	\$ 324,857	\$ 263,490	\$ 272,670	\$ 9,180

Fiscal Year 2024-25 Proposed Budget:

Major Current Level Changes from Fiscal Year 2023-24 Projected Expenditures	Difference
1. Personal Services - Increase due to having positions full all year, longevity, and negotiated pay and insurance costs.	\$ 13,980
2. Operating Expenses - Slight decrease due primarily to fewer new tools being requested this year.	\$ (3,250)
3. Capital Outlay - Decrease due to no capital equipment requested this year.	\$ (1,550)

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

PERSONAL SERVICES SCHEDULE

FLEET MANAGEMENT DIVISION		FULL TIME EQUIVALENTS				Projected	Budget
<u>POSITION</u>	<u>PAY RANGE</u>	<u>Amended</u>				<u>Expenditure</u>	<u>Budget</u>
		<u>22/23</u>	<u>23/24</u>	<u>23/24</u>	<u>24/25</u>	<u>23/24</u>	<u>24/25</u>
Fleet Superintendant	62,701 / 109,724	1.00	1.00	1.00	1.00	\$ 66,500	\$ 66,000
Lead Mechanic/Garage Supervisor	46,779 / 81,862	1.00	1.00	1.00	1.00	48,420	50,750
Mechanic	39,520 / 69,159	1.00	1.00	1.00	1.00	45,600	49,250
Lube and Tire Technician *	37,440 / 65,519	0.50	1.00	1.00	0.00	-	-
		3.50	4.00	4.00	3.00		
		TOTAL SALARIES				\$ 160,520	\$ 166,000
* Position transferred to Roads in FY25						Overtime	1,500
						FICA Taxes	12,858
						Clothing Allowance	600
						Deferred Compensation	15,129
						Group Insurance Premiums	43,361
						Employee Assistance Program	48
						Worker's Comp Insurance	3,434
						Total Personal Services	\$ 228,950
						\$ 228,950	\$ 242,930

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

FLEET MANAGEMENT DIVISION

Code: 010054

Account				Amended		Proposed	
Number	Description	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 23/24	FY 24/25
		<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Projected</u>	<u>Budget</u>
PERSONAL SERVICES							
511200	Regular Salaries	135,656	148,223	154,365	202,850	160,520	166,000
511400	Overtime	1,352	560	1,154	1,500	550	1,500
512100	FICA Taxes	10,357	11,099	11,590	15,695	13,650	12,858
512215	Clothing Allowance	360	360	600	800	650	600
512225	Deferred Compensation	12,343	13,406	14,021	18,446	15,700	15,129
512301	Group Insurance Premiums	25,492	26,480	28,056	46,785	34,000	43,361
512309	Employee Assistance Program	48	48	48	63	50	48
512400	Worker's Comp Insurance	4,175	3,665	3,691	4,788	3,830	3,434
TOTAL PERSONAL SERVICES		189,783	203,840	213,524	290,927	228,950	242,930
OPERATING EXPENDITURES							
533400	Other Contractual Services	330	75	50	150	150	150
533410	Environmental Services	905	751	277	1,100	1,100	2,500
534000	Travel and Per Diem	0	16	0	50	20	50
534105	Cellular Telephone	1,063	1,003	1,026	1,105	1,050	1,080
534110	Internet Access	0	0	370	1,080	810	1,080
534310	Electric	2,681	3,104	1,395	1,500	710	745
534320	Water/Sewer	363	324	285	340	260	275
534420	Equipment Leases	644	628	623	625	625	625
534610	R & M - Buildings	0	0	27	0	0	0
534620	R & M-Vehicles	2,164	999	2,169	1,000	1,000	1,400
534630	R & M - Office Equipment	2,942	1,350	2,362	4,155	4,100	3,170
534640	R & M-Operating Equipment	2,201	7,000	4,207	5,015	5,015	5,645
535200	Departmental Supplies	3,992	4,782	6,824	2,285	5,500	3,395
535210	Computer Supplies	62	57	100	1,520	550	0
535230	Small Tools and Equipment	902	1,386	14,004	4,450	4,450	1,650
535260	Gas and Oil	816	1,734	4,032	2,400	2,600	2,400
535270	Uniforms and Shoes	679	712	804	1,090	850	985
535275	Safety Equipment	304	58	8	300	300	300
535410	Membership & Professional Dues	1,500	1,575	1,575	1,575	1,500	1,500
535450	Training and Education	595	0	393	2,640	2,400	2,790
TOTAL OPERATING EXPENDITURES		22,143	25,553	40,530	32,380	32,990	29,740
CAPITAL OUTLAY							
606400	Vehicles and Equipment	0	0	7,598	1,550	1,550	0
TOTAL CAPITAL OUTLAY		0	0	7,598	1,550	1,550	0
TOTAL FLEET MANAGEMENT DIVISION		211,926	229,392	261,653	324,857	263,490	272,670

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

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. This division also oversees all internal construction projects throughout the City.

FISCAL YEAR 2024 ACCOMPLISHMENTS

- ✓ Upgrades to the Senior Center
- ✓ Upgrades to the yacht Club interior and exterior
- ✓ Installation of Police Dept. generator and switch over
- ✓ New roofs at Barber Street and Hardee Park restrooms
- ✓ Community Center floor upgrade and exterior upgrades
- ✓ Lighting upgrade to Twins Piers
- ✓ Several upgrades and repairs at the Airport property
- ✓ Repairs at Public Works building
- ✓ County water hookup at cemetery
- ✓ New irrigation well at cemetery

FISCAL YEAR 2025 GOALS AND OBJECTIVES

- Upgrade as much lighting to LED as possible, both interior and exterior
- Upgrade as many doors and windows as possible
- Continue facility maintenance to improve the appearance and cleanliness of facilities
- Continue air conditioner replacements as needed
- Manage all facility related contracts

PERFORMANCE MEASURES

	Actual 2020/2021	Actual 2021/2022	Actual 2022/2023	Projected 2023/2024	Projected 2024/2025
Performance Indicators					
Number of facility and sites maintained	57	57	57	57	57
Total square footage maintained	161,538	161,358	161,358	185,811	185,811
Cost per square foot maintained	\$3.71	\$3.51	\$4.90	\$4.54	\$4.61

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

PROGRAM BUDGET DESCRIPTION FOR THE FACILITIES MAINTENANCE DIVISION

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>23/24</i>	<i>24/25</i>	
60.00%	70.00%	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 are enforced. Provide general administrative duties to ensure overall efficient operation of City owned facilities and the preparation of annual division budget.
25.00%	15.00%	General Services - Perform duties such as supporting community activities, moving office furniture, and providing janitorial services for all City facilities.
100.00%	100.00%	

FACILITIES MAINTENANCE DIVISION BUDGET SUMMARY

The Fiscal Year 2024-2025 proposed budget for Facilities Maintenance is \$ 856,725. This compares to the 2023-2024 projected expenditures of \$843,968, an increase of \$ 12,757, or 1.51%.

			Amended		Projected		Difference
	FY 20/21	FY 21/22	FY22/23	FY 23/24	FY 23/24	FY 24/25	
	Actual	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 290,017	\$ 271,376	\$ 256,702	\$ 302,860	\$ 301,873	\$ 325,820	\$ 23,947
Operating Expenses	234,368	286,640	472,190	483,573	466,855	487,905	21,050
Capital Outlay	74,585	8,338	61,901	76,370	75,240	43,000	(32,240)
Total	\$ 598,970	\$ 566,354	\$ 790,792	\$ 862,803	\$ 843,968	\$ 856,725	\$ 12,757

Fiscal Year 2023-2024 Proposed Budget:

Major Current Level Changes from Fiscal Year 2023-2024 Projected Expenditures	Difference
1. Personal Services - Increase due to longevity as well as negotiated pay and insurance costs.	\$ 23,947
2. Operating Expenses - Increase due to anticipated increases in contractual services and repairs.	\$ 21,050
3. Capital Outlay - Decrease due to a vehicle requested in the prior year.	\$ (32,240)

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

PERSONAL SERVICES SCHEDULE

FACILITIES MAINTENANCE

<u>POSITION</u>	<u>PAY RANGE</u>	<u>FULL TIME EQUIVALENTS</u>				<u>Projected Expenditure</u>	<u>Budget</u>
		<u>22/23</u>	<u>23/24</u>	<u>Amended</u>		<u>23/24</u>	<u>24/25</u>
				<u>23/24</u>	<u>24/25</u>		
Facilities Maintenance Superintendent	62,701 / 109,724	1.00	1.00	1.00	1.00	\$ 63,750	\$ 69,250
Facilities Foreman	46,779 / 81,862	1.00	1.00	1.00	1.00	54,750	57,000
Construction Specialist I	42,432 / 74,254	1.00	1.00	1.00	1.00	44,000	47,250
Maintenance Worker II	39,520 / 69,159	1.00	1.00	1.00	1.00	45,750	48,000
On-Call	\$ 1.00/hr	0.00	0.00	0.00	0.00	6,660	6,660
		4.00	4.00	4.00	4.00		
TOTAL SALARIES						\$ 214,910	\$ 228,160
						Overtime	4,000
						FICA Taxes	17,822
						Clothing Allowance	800
						Deferred Compensation	20,966
						Group Insurance Premiums	46,567
						Employee Assistance Program	63
						Worker's Comp Insurance	7,442
Total Personal Services						\$ 301,873	\$ 325,820

CAPITAL OUTLAY SCHEDULE

FACILITIES MAINTENANCE - TO BE FUNDED BY GENERAL FUND

<u>Description</u>	<u>EXPENDITURES PER FISCAL YEAR</u>					
	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>	<u>2028/29</u>	<u>TOTAL</u>
Repair/replace City Hall Balcony Doors	\$ 18,000	\$ -	\$ -	\$ -	\$ -	\$ 18,000
Evaluate Police Dept Roof	25,000	-	-	-	-	25,000
Art Center Roof Replacement	-	30,000	-	-	-	30,000
Pick-Up Truck	-	45,000	-	-	-	45,000
	\$ 43,000	\$ 75,000	\$ -	\$ -	\$ -	\$ 118,000

FACILITIES MAINTENANCE - TO BE FUNDED BY DISCRETIONARY SALES TAX

<u>Description</u>	<u>EXPENDITURES PER FISCAL YEAR</u>					
	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>	<u>2028/29</u>	<u>TOTAL</u>
Air Conditioner Replacements	\$ 25,000	\$ 30,000	\$ 30,000	\$ 35,000	\$ 35,000	\$ 155,000
	\$ 25,000	\$ 30,000	\$ 30,000	\$ 35,000	\$ 35,000	\$ 155,000

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

FACILITIES MAINTENANCE DIVISION

Code: 010056

Account Number	Description	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Actual	Amended FY 23/24 Budget	FY 23/24 Projected	Proposed FY 24/25 Budget
PERSONAL SERVICES							
511200	Regular Salaries	214,835	203,827	187,021	213,200	214,910	228,160
511400	Overtime	3,668	2,755	2,446	4,000	3,000	4,000
512100	FICA Taxes	16,464	15,751	14,419	16,677	16,750	17,822
512215	Clothing Allowance	360	360	680	800	800	800
512225	Deferred Compensation	19,689	18,618	17,093	19,602	19,750	20,966
512301	Group Insurance Premiums	27,685	23,260	28,331	40,883	40,500	46,567
512309	Employee Assistance Program	63	55	61	63	63	63
512400	Worker's Comp Insurance	7,252	6,749	6,650	7,635	6,100	7,442
TOTAL PERSONAL SERVICES		290,017	271,376	256,702	302,860	301,873	325,820
OPERATING EXPENDITURES							
533400	Other Contractual Services	27,882	38,928	42,659	57,210	57,000	61,000
533415	Janitorial Services	100,492	113,879	141,611	149,505	149,000	155,000
533420	Pest/Weed Control	3,192	5,070	4,679	5,610	5,600	6,000
534000	Travel and Per Diem	0	6	0	0	0	0
534105	Cellular Telephone	1,554	1,344	1,391	1,440	1,785	1,800
534310	Electric	0	0	34,386	39,600	36,730	38,580
534320	Water/Sewer	0	0	2,821	3,180	3,245	3,350
534400	Rents and Leases	6,000	6,000	62,860	62,860	62,860	62,860
534420	Equipment Leases	783	775	108	260	110	110
534610	R & M - Buildings	57,430	74,025	137,099	100,113	100,000	104,800
534620	R & M - Vehicles	4,535	6,161	4,048	6,130	3,500	4,000
534625	R & M - Lighting	1,290	3,249	557	3,000	3,000	3,500
534630	R & M - Office Equipment	721	890	49	120	25	25
534640	R & M - Operating Equipment	4,023	2,892	1,565	11,650	3,200	3,700
535200	Departmental Supplies	3,511	4,858	5,991	6,000	6,000	6,500
535210	Computer Supplies	105	385	14	300	150	0
535220	Cleaning Supplies	12,247	15,545	17,677	20,000	20,000	22,000
535230	Small Tools and Equipment	2,370	1,660	3,616	4,000	3,000	3,000
535260	Gas and Oil	6,471	9,587	9,609	9,000	9,000	9,000
535270	Uniforms and Shoes	941	1,109	792	1,695	750	780
535275	Safety Equipment	221	262	59	300	300	300
535410	Memberships & Dues	220	15	0	0	0	0
535450	Training and Education	379	0	598	1,600	1,600	1,600
TOTAL OPERATING EXPENDITURES		234,368	286,640	472,190	483,573	466,855	487,905
CAPITAL OUTLAY							
606200	Buildings	0	0	0	17,000	17,000	43,000
606400	Vehicles and Equipment	74,585	8,338	61,901	59,370	58,240	0
TOTAL CAPITAL OUTLAY		74,585	8,338	61,901	76,370	75,240	43,000
TOTAL FACILITIES MAINTENANCE		598,970	566,354	790,792	862,803	843,968	856,725

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

PARKS AND RECREATION DEPARTMENT

The Parks and Recreation 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 2024 ACCOMPLISHMENTS

- ✓ Begin the design and implementation of Riverview Park Master Plan park upgrades
- ✓ Provide quality support to all City sponsored special events at Riverview Park
- ✓ Landscaping improvements at the Veteran's Memorial
- ✓ Complete Friendship Park Baseball Field Improvements
- ✓ Replacement and improvement of the Creative Playground

FISCAL YEAR 2025 GOALS AND OBJECTIVES

- Add 3 city produced special events
- Produce 3 sports, fitness, amateur events that generate heads in beds
- Increase general recreation programming by 5 programs
- Continue aggressive grant seeking efforts for park improvements
- Execute grant awards in a timely manner

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

PERFORMANCE MEASURES

Performance Indicators	Actual 2020/2021	Actual 2021/2022	Actual 2022/2023	Projected 2023/2024	Projected 2024/2025
Neighborhood Parks	42.26 Acres	42.26 Acres	42.26 Acres	42.26 Acres	42.26 Acres
Community Parks	62.88 Acres	62.88 Acres	65.88 Acres	65.88 Acres	65.88 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

PARKS AND RECREATION DEPARTMENT PROGRAM BUDGET DESCRIPTION

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>23/24</i>	<i>24/25</i>	
40.00%	40.00%	<u>Parks</u> - Mow, weed, and edge 165 acres of park land and 18 park locations. Remove trash at all parks to maintain maximum cleanliness.
4.00%	10.00%	<u>Active Recreation</u> - Provide aerobics, exercise, dance, Yoga, Tai Chi, baby bees, and karate programs at the Community Center.
15.00%	10.00%	<u>Recreation</u> - 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%	10.00%	<u>Playgrounds</u> - Repair and maintain equipment at all City owned playground areas.
15.00%	10.00%	<u>Ballfields</u> - 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.
15.00%	10.00%	<u>Landscaping</u> - Trimming, removal and replacement of trees, plants, mulch, and sod on all City properties.
6.00%	10.00%	<u>Structural Repairs and Irrigation</u> - Maintain, repair and/or replace buildings, structures and irrigation systems.
100.00%	100.00%	

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

PARKS AND RECREATION DEPARTMENT BUDGET SUMMARY

The Fiscal Year 2024-2025 proposed budget for Parks and Recreation is \$ 1,808,785. This compares to the 2023-2024 projected expenditures of \$1,272,295, an increase of \$ 536,490 or 42.17%.

	FY 20/21	FY 21/22	FY 22/23	Amended FY 23/24	Projected FY 23/24	FY 24/25	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 732,945	\$ 782,422	\$ 811,579	\$ 1,057,780	\$ 926,270	\$ 1,326,550	\$ 400,280
Operating Expenses	253,790	287,401	285,631	320,810	313,834	339,735	25,901
Capital Outlay	49,059	36,329	120,484	33,976	32,191	142,500	110,309
Total	\$ 1,035,794	\$ 1,106,152	\$ 1,217,694	\$ 1,412,566	\$ 1,272,295	\$ 1,808,785	\$ 536,490

Fiscal Year 2024-2025 Proposed Budget:

Major Current Level Changes from Fiscal Year 2023-2024 Projected Expenditures

	Difference
1. Personal Services - Increase due to adding three positions, longevity, and negotiated pay and insurance costs.	\$ 400,280
2. Operating Expenses - Increase due to new events and anticipated increases in utility and maintenance costs.	\$ 25,901
3. Capital Outlay - Increase due to irrigation upgrades and multiple trailers requested this year.	\$ 110,309

PERSONAL SERVICES SCHEDULE

PARKS AND RECREATION DEPARTMENT

POSITION	PAY RANGE	FULL TIME EQUIVALENTS				Projected	Budget
		Amended				Expenditure	
		22/23	23/24	23/24	24/25	23/24	24/25
Parks and Recreation Director	92,637 / 162,112	1.00	1.00	1.00	1.00	\$ 71,000	\$ 105,000
Parks Superintendent	62,701 / 109,724	1.00	1.00	1.00	1.00	\$ 64,250	67,250
Parks Foreman	46,779 / 81,862	0.00	1.00	1.00	1.00	47,225	49,250
Recreation Supervisor	44,554 / 77,967	1.00	1.00	1.00	1.00	64,250	67,250
Recreation Coordinator	44,554 / 77,967	0.00	0.00	0.00	1.00	-	50,000
Special Events Coordinator/Maint Worker III	44,554 / 77,967	1.00	1.00	1.00	1.00	58,650	62,500
Maintenance Worker II	39,520 / 69,159	4.00	3.00	3.00	3.00	79,650	124,500
Maintenance Worker I	35,360 / 61,879	5.00	5.00	5.00	7.00	171,000	258,250
Administrative Assistant	37,440 / 65,519	1.00	1.00	1.00	1.00	42,750	45,000
Tennis Court Attendants (P/T)	\$ 13.51/hr - \$ 23.64/hr	2.00	2.00	2.00	2.00	60,250	67,000
		16.00	16.00	16.00	19.00		
		TOTAL SALARIES				\$ 659,025	\$ 896,000
		Overtime				25,000	30,000
		FICA Taxes				52,250	71,055
		Clothing Allowance				2,120	2,800
		Deferred Compensation				56,249	78,046
		Group Insurance Premiums				110,750	218,447
		Employee Assistance Program				188	269
		Worker's Comp Insurance				20,688	29,933
		Total Personal Services				\$ 926,270	\$ 1,326,550

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

CAPITAL OUTLAY SCHEDULE

PARKS AND RECREATION DEPARTMENT - TO BE FUNDED BY GENERAL FUND

<u>Description</u>	<u>EXPENDITURES PER FISCAL YEAR</u>					
	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>	<u>2028/29</u>	<u>TOTAL</u>
Enclosed Trailer (Mowing Crew)	\$ 8,500	\$ -	\$ -	\$ -	\$ -	\$ 8,500
Enclosed Trailer (Special Events)	8,500	-	-	-	-	8,500
Dump Trailer	12,000	-	-	-	-	12,000
Sweeper Attachment	1,000	-	-	-	-	1,000
Community Center Upgrades	37,500	-	-	-	-	37,500
Baseball Safety Netting	50,000	-	-	-	-	50,000
SMART Irrigation Systems	25,000	25,000	25,000	25,000	25,000	125,000
Articulating Drivable Boom Lift	-	55,000	-	-	-	55,000
Replace Parks Restroom Doors	-	25,000	25,000	-	-	50,000
Landscape Dump Body Truck	-	-	90,000	-	-	90,000
(2) Zero Turn Mowers	-	-	28,000	-	-	28,000
15' Bush Hog Mower	-	-	-	22,000	-	22,000
Steel Green Sprayer/Spreader	-	-	-	-	15,000	15,000
Zero Turn Mower	-	-	-	-	15,000	15,000
	\$ 142,500	\$ 105,000	\$ 168,000	\$ 47,000	\$ 55,000	\$ 517,500

PARKS AND RECREATION DEPARTMENT - TO BE FUNDED BY RECREATION IMPACT FEES

<u>Description</u>	<u>EXPENDITURES PER FISCAL YEAR</u>					
	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>	<u>2028/29</u>	<u>TOTAL</u>
Playground Improvements	\$ 60,000	\$ 140,000	\$ 140,000	\$ 80,000	\$ -	\$ 420,000
Park Improvements	20,000	20,000	20,000	20,000	20,000	100,000
	\$ 80,000	\$ 160,000	\$ 160,000	\$ 100,000	\$ 20,000	\$ 520,000

PARKS AND RECREATION DEPARTMENT - TO BE FUNDED BY DISCRETIONARY SALES TAX

<u>Description</u>	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>	<u>2028/29</u>	<u>TOTAL</u>
Riverview Park Improvements	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ -	\$ -	\$ 3,000,000
	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ -	\$ -	\$ 3,000,000

PARKS AND RECREATION DEPARTMENT - TO BE FUNDED BY COMMUNITY REDEVELOPMENT AGENCY

<u>Description</u>	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>	<u>2028/29</u>	<u>TOTAL</u>
CRA Maintenance Equipment	\$ 123,500	\$ -	\$ -	\$ -	\$ -	\$ 123,500
Main Street Shoreline Stabilization	50,000	-	-	-	-	50,000
Main Street Boat Ramp Dredging Design	50,000	-	-	-	-	50,000
Main Street Boat Ramp Dredging Construction	-	10,000	-	-	-	10,000
Twin Piers Dry Line Fire Suppression System	40,000	-	-	-	-	40,000
	\$ 263,500	\$ 10,000	\$ -	\$ -	\$ -	\$ 273,500

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

PARKS AND RECREATION DEPARTMENT

Code: 010057

Account Number	Description	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Actual	Amended FY 23/24 Budget	FY 23/24 Projected	Proposed FY 24/25 Budget
PERS ONAL SERVICES							
511200	Regular Salaries	507,468	551,876	578,038	733,650	659,025	896,000
511400	Overtime	16,163	21,362	29,672	30,000	25,000	30,000
512100	FICA Taxes	38,501	42,846	46,077	58,605	52,250	71,055
512215	Clothing Allowance	1,310	1,410	1,787	2,400	2,120	2,800
512225	Deferred Compensation	42,796	46,388	47,671	63,612	56,249	78,046
512301	Group Insurance Premiums	103,215	95,521	85,583	147,637	110,750	218,447
512309	Employee Assistance Program	194	185	176	222	188	269
512400	Worker's Comp Insurance	23,298	22,833	22,577	21,654	20,688	29,933
TOTAL PERS ONAL SERVICES		732,945	782,422	811,579	1,057,780	926,270	1,326,550
OPERATING EXPENDITURES							
533400	Other Contractual Services	2,550	932	1,595	13,100	13,000	13,800
533420	Pest Control	7,048	7,861	7,305	9,000	9,000	7,000
534000	Travel and Per Diem	736	2,099	511	3,500	500	2,000
534105	Cellular Telephone	1,229	1,704	2,087	1,995	2,310	2,605
534110	Internet Services	1,311	1,355	3,526	4,680	5,075	5,100
534120	Postage	24	65	369	200	250	250
534310	Electric	68,231	75,559	79,213	88,000	89,485	94,500
534320	Water/Sewer	18,997	17,683	17,953	20,400	17,435	18,340
534380	Trash Pickup/Hauling	0	0	166	300	1,500	3,500
534400	Rents and Leases	6,795	6,795	6,795	6,795	6,795	6,795
534420	Equipment Leases	2,276	1,519	796	2,430	750	750
534610	R & M - Buildings	7,000	10,853	8,329	11,250	11,250	7,000
534615	R & M - Docks & Piers	8,389	833	1,167	2,000	2,000	2,500
534620	R & M - Vehicles	6,758	4,056	5,816	5,000	5,000	5,500
534630	R & M - Office Equipment	427	571	1,233	2,100	1,390	1,395
534640	R & M - Operating Equipment	21,898	38,460	21,304	18,000	18,000	16,000
534680	R & M - Irrigation Systems	7,961	6,950	5,995	8,500	8,500	8,500
534681	R & M - Fencing	0	3,033	12,382	8,000	6,000	6,000
534685	R & M - Grounds Maintenance	17,493	15,563	18,466	21,000	21,000	25,000
534686	R & M - Parks Facilities	23,525	26,705	28,439	25,000	25,000	30,000
534700	Printing and Binding	0	0	0	0	80	0
534830	Special Event Expense	4,050	4,276	4,885	4,500	4,500	15,000
535200	Departmental Supplies	4,708	6,283	4,633	3,460	6,800	8,000
535210	Computer Supplies	465	171	519	1,000	600	0
535215	Senior Center Expenses	0	0	1,826	3,000	2,000	4,000
535220	Cleaning Supplies	0	0	70	0	14	0
535221	Fertilizer/Chemical Supplies	9,083	7,173	8,593	12,000	12,000	12,000
535230	Small Tools and Equipment	4,793	3,003	5,023	5,500	5,500	5,500
535260	Gas and Oil	21,342	31,517	27,771	25,000	25,000	27,000
535270	Uniforms and Shoes	2,718	2,893	2,934	3,500	2,500	2,600
535275	Safety Equipment	1,740	2,233	1,851	3,000	3,000	3,000
535410	Dues and Memberships	1,214	3,172	3,061	4,000	3,000	4,000
535420	Books and Publications	0	83	4	100	100	100
535450	Training and Education	1,028	4,004	1,016	4,500	4,500	2,000
TOTAL OPERATING EXPENDITURES		253,790	287,401	285,631	320,810	313,834	339,735
CAPITAL OUTLAY							
606200	Buildings	0	0	0	15,000	15,000	37,500
606300	Improvements Other Than Bldgs	0	10,090	6,272	0	0	50,000
606400	Vehicles and Equipment	49,059	26,240	114,212	18,976	17,191	55,000
TOTAL CAPITAL OUTLAY		49,059	36,329	120,484	33,976	32,191	142,500
TOTAL PARKS & RECREATION DIVISION		1,035,794	1,106,152	1,217,694	1,412,566	1,272,295	1,808,785

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

CEMETERY DIVISION

The Cemetery Division is responsible for the maintenance, upkeep, and beautification of the Sebastian Cemetery that encompasses 13.62 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 2024 ACCOMPLISHMENTS

- ✓ Continued improvement of the Cemetery grounds
- ✓ Upgraded irrigation well and connected to county water for building
- ✓ Completed headstone leveling for the entire Cemetery

FISCAL YEAR 2025 GOALS AND OBJECTIVES

- Complete finish for section 3,4, and5
- Complete formalization of parking in north area of cemetery
- Continue to improve the condition of the cemetery grounds
- Work to improve irrigation and water conservation

PERFORMANCE MEASURES

Performance Indicators	Actual 2020/2021	Actual 2021/2022	Actual 2022/2023	Projected 2023/2024	Projected 2024/2025
Cremains, including niches	52	56	39	40	40
Burials	39	41	26	35	35
Acres of property maintained	13.62	13.62	13.62	13.62	13.62
Operating cost per acre maintained	\$13,142	\$10,540	\$11,874	\$13,132	\$15,054

CEMETERY DIVISION PROGRAM BUDGET DESCRIPTION

STAFFING		NATURE OF ACTIVITY
23/24	24/25	
70.00%	75.00%	Cemetery Grounds Maintenance - Maintain 13.62 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%	5.00%	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 2024/2025 ANNUAL BUDGET

CEMETERY DIVISION BUDGET SUMMARY

The Fiscal Year 2024-2025 proposed budget for the Cemetery is \$ 205,030. This compares to the 2023-2024 projected expenditures of \$ 178,860, an increase of \$ 26,170, or 14.60%.

	FY 20/21	FY 21/22	FY 22/23	Amended FY 23/24	Projected FY 23/24	FY 24/25	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 149,171	\$ 113,984	\$ 128,280	\$ 145,782	\$ 140,535	\$ 151,090	\$ 10,555
Operating Expenses	29,829	28,771	31,166	45,060	38,325	53,940	15,615
Capital Outlay	-	806	2,273	-	-	-	-
Total	\$ 179,000	\$ 143,561	\$ 161,719	\$ 190,842	\$ 178,860	\$ 205,030	\$ 26,170

Fiscal Year 2024-25 Proposed Budget:

Major Current Level Changes from Fiscal Year 2023-24 Projected Expenditures

	Difference
1. Personal Services - Increase due to longevity as well as negotiated pay and insurance costs.	\$ 10,555
2. Operating Expenses - Increase due primarily to new irrigation controls, contractual services, and county water/sewer.	\$ 15,615
3. Capital Outlay - No change.	\$ -

PERSONAL SERVICES SCHEDULE

CEMETERY DIVISION		FULL TIME EQUIVALENTS				Projected	Budget
POSITION	PAY RANGE	Amended				Expenditure	Budget
		22/23	23/24	23/24	24/25		
Cemetery Supervisor/Sexton	46,779 / 81,862	1.00	1.00	1.00	1.00	\$ 49,000	\$ 51,750
Assistant Cemetery Sexton	39,520 / 69159	1.00	1.00	1.00	1.00	43,000	45,000
		2.00	2.00	2.00	2.00		
TOTAL SALARIES						\$ 92,000	\$ 96,750
						Overtime	5,000
						FICA Taxes	7,816
						Clothing Allowance	400
						Deferred Compensation	9,194
						Group Insurance Premiums	25,824
						Employee Assistance Program	32
						Worker's Comp Insurance	6,074
						Total Personal Services	\$ 139,535
						\$ 139,535	\$ 151,090

CAPITAL OUTLAYS SCHEDULE

CEMETERY DIVISION - TO BE FUNDED BY CEMETERY TRUST FUND						
Description	EXPENDITURES PER FISCAL YEAR					TOTAL
	2024/25	2025/26	2026/27	2027/28	2028/29	
Dump Trailer	\$ -	\$ -	\$ 13,000	\$ -	\$ -	13,000
1/2 ton Extended Cab Truck	-	-	40,000	-	-	40,000
Additional Irrigation Pump	-	-	40,000	-	-	40,000
Columbarium Niches	-	-	125,000	-	-	125,000
Zero Turn Mower	-	-	-	16,000	-	16,000
	\$ -	\$ -	\$ 218,000	\$ 16,000	\$ -	\$ 234,000

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

CEMETERY DIVISION

Code: 010059

Account <u>Number</u>	<u>Description</u>	<u>FY 20/21</u> <u>Actual</u>	<u>FY 21/22</u> <u>Actual</u>	<u>FY 22/23</u> <u>Actual</u>	<u>Amended</u> <u>FY 23/24</u> <u>Budget</u>	<u>FY 23/24</u> <u>Projected</u>	<u>Proposed</u> <u>FY 24/25</u> <u>Budget</u>
PERSONAL SERVICES							
511200	Regular Salaries	107,600	72,789	84,602	94,400	93,000	96,750
511400	Overtime	2,868	4,535	3,838	5,000	3,200	5,000
512100	FICA Taxes	8,378	5,704	6,529	7,636	7,400	7,816
512215	Clothing Allowance	240	240	400	400	400	400
512225	Deferred Compensation	9,964	6,992	8,002	8,982	8,700	9,194
512301	Group Insurance Premiums	13,602	18,917	20,099	22,709	22,515	25,824
512309	Employee Assistance Program	28	32	32	32	32	32
512400	Worker's Comp Insurance	6,492	4,777	4,779	6,623	5,288	6,074
TOTAL PERSONAL SERVICES		149,171	113,984	128,280	145,782	140,535	151,090
OPERATING EXPENDITURES							
533400	Other Contractual Services	0	0	0	0	0	200
533420	Pest Control	0	0	4,057	6,000	4,000	6,000
534101	Telephone	1,501	586	0	0	0	0
534105	Cellular Telephones	53	42	17	60	60	60
534110	Internet Access	914	1,103	1,147	1,200	65	240
534310	Electric	4,078	6,060	7,680	6,600	7,700	8,190
534320	Water	0	0	0	0	1,500	3,000
534610	R & M - Buildings	214	1,097	1,295	2,000	2,000	2,000
534620	R & M - Vehicles	1,199	98	232	1,000	750	1,000
534640	R & M - Operating Equipment	4,137	1,936	1,786	2,500	1,500	2,500
534680	R & M - Irrigation Systems	0	0	1,032	4,000	4,000	10,000
534685	R & M - Grounds Maintenance	3,128	2,920	2,356	4,000	4,000	4,000
535200	Departmental Supplies	9,525	8,137	5,753	7,600	5,000	7,600
535210	Computer Supplies	152	0	162	300	150	300
535220	Cleaning Supplies	0	0	92	250	150	200
535221	Fertilizer/Chemical Supplies	0	0	2,251	3,000	3,000	3,000
535230	Small Tools and Equipment	1,473	826	256	1,950	1,500	1,950
535260	Gas and Oil	2,775	5,145	2,503	3,500	2,000	2,500
535270	Uniforms and Shoes	565	667	521	400	400	400
535275	Safety Equipment	17	155	25	300	300	300
535410	Memberships & Dues	99	0	0	0	0	0
535450	Training and Education	0	0	0	400	250	500
TOTAL OPERATING EXPENDITURES		29,829	28,771	31,166	45,060	38,325	53,940
CAPITAL OUTLAY							
606400	Vehicles and Equipment	0	806	2,273	0	0	0
TOTAL CAPITAL OUTLAY		0	806	2,273	0	0	0
TOTAL CEMETERY DIVISION		179,000	143,561	161,719	190,842	178,860	205,030

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

COMMUNITY DEVELOPMENT DEPARTMENT

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

FISCAL YEAR 2024 ACCOMPLISHMENTS

- ✓ Update to LDC in accordance with Comp Plan 2040
- ✓ Completed CRA Sign Master Plan implementation
- ✓ Initiated CRA Master Plan projects including Harrison Street
- ✓ Initiated CDBG Funding Year 4 in accordance with the 5 year Consolidated Plan
- ✓ Continued administration of CDBG grant
- ✓ Continued management of Planning and Zoning Board and Natural Resources Board
- ✓ Continued support of the City Council, Community Redevelopment Agency Board and Board of Adjustment
- ✓ CDBG grant award to nine single family LMI households
- ✓ Executed Earth Day and Arbor Day celebration with the Natural Resources Board
- ✓ Maintain Community Development and Natural Resources Board websites
- ✓ Submitted FLUM, Zoning, and City Boundary files to government agencies.
- ✓ Continue to provide permitting and site plan assistance and approvals
- ✓ Completed Water Supply Plan for Comprehensive Plan
- ✓ Completed the Community Rating System (CRS) Annual Recertification which included maintenance of the city's Flooding and Hurricane Preparedness Website, Public Information Outreach, and collection of data from various departments within the City.

FISCAL YEAR 2025 GOALS AND OBJECTIVES

- Complete Green Infrastructure Plan
- Continue CRA Master Plan projects including Riverview Park and Harrison Street
- Continue management of Planning and Zoning Board and Natural Resources Board
- Continue support of the City Council, Community Redevelopment Agency Board and Board of Adjustment
- Initiate My Government Online online permit/site plan program
- Continue to improve on the permitting/site plan/development review process
- Continue to explore the expansion of the Working Waterfront
- Initiate restoration of Working Waterfront facilities
- Complete the 5 year plan of Sustainable Sebastian
- Identify new goals and objectives for the Natural Resources Board
- Maintain CDD and NRB websites.
- Continue FIND grants infrastructure improvements at the waterfront
- Complete the remodel of the Community Development Office
- Initiate a complete update to the LDC

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

PERFORMANCE MEASURES

Performance Indicators	Actual 2020/2021	Actual 2021/2022	Actual 2022/2023	Projected 2023/2024	Projected 2024/2025
Total Major & Minor Site Plan Reviews	21	22	29	25	30
Total Major & Minor Site Plan Approvals	7	2	3	5	7
Preliminary/Final Plat Approvals	2	2	5	2	4
Total Temporary Permits Issued	25	30	20	40	25
Division of a Single Lot/Release of Unity of Titles	19	12	20	15	20
Unity of Titles	24	12	16	15	20
Land Use and Zoning Change Requests	6	12	5	15	9
Annexation Requests/Approvals	4	4	3	5	4
Flood Zone Determinations/MT-1 Applications	261	417	356	300	325
Commercial Site Plan Inspections	23	35	16	25	20
Land Development Code Amendments	3	7	2	10	8
Conditional Use/Special Use/Accessory Structure Approvals	5	8	4	6	5
Easements/Acquisitions	1	2	4	2	2
Variances/Appeals/Waivers	8	3	4	4	4
Comp Plan/Element Changes	1	1	2	3	1
Stormwater Credit Program	44	45	54	50	60
Building Permits Zoning Reviews - Residential	1,131	993	1,226	1,000	1,300
Building Permits Zoning Inspections - Environmental	743	840	569	800	600
Façade, Sign, and Landscape Grant	1	1	0	0	1
Septic to Sewer Grant	3	2	0	0	9
Zoning Requests Processed	56	51	60	60	60

PROGRAM BUDGET DESCRIPTION FOR COMMUNITY DEVELOPMENT

STAFFING		NATURE OF ACTIVITY
23/24	24/25	
20.00%	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.
20.00%	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%	

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

COMMUNITY DEVELOPMENT BUDGET SUMMARY

The Fiscal Year 2024-2025 proposed budget for Community Development is \$ 709,600. This compares to the 2023-2024 projected expenditures of \$ 579,656, an increase of \$ 129,944, or 22.42%.

	FY 20/21	FY 21/22	FY 22/23	Amended FY 23/24	Projected FY 23/24	FY 24/25	Difference
	Actual	Actual	Actual	Budget	Expenditures	Budget	
Personal Services	\$ 416,308	\$ 409,741	\$ 472,682	\$ 604,871	\$ 526,870	\$ 600,610	\$ 73,740
Operating Expenses	61,420	71,077	31,441	110,460	52,786	108,990	56,204
Capital Outlay	-	-	-	-	-	-	-
Total	\$ 477,728	\$ 480,818	\$ 504,123	\$ 715,331	\$ 579,656	\$ 709,600	\$ 129,944

Fiscal Year 2024-25 Proposed Budget:

Major Current Level Changes from Fiscal Year 2023-24 Projected Expenditures:

	Difference
1. Personal Services - Increase due to having positions full all year as well as negotiated pay increases and insurance costs.	\$ 73,740
2. Operating Expenses - Increase due primarily to new permitting software and additional consulting services.	\$ 56,204
3. Capital Outlay - No change.	\$ -

PERSONAL SERVICES SCHEDULE

COMMUNITY DEVELOPMENT

POSITION	PAY RANGE	Amended				Projected	Budget
		22/23	23/24	23/24	24/25	Expenditure 23/24	24/25
Community Development Director/CRA Manager	92,637 / 162,112	1.00	1.00	1.00	1.00	\$ 93,275	\$ 115,500
Community Development Manager	69,127 / 120,971	1.00	1.00	1.00	1.00	94,030	97,250
Senior Planner	62,701 / 109,724	1.00	1.00	1.00	1.00	67,350	70,750
Planner	54,163 / 94,784	1.00	1.00	1.00	1.00	-	57,000
GIS Technician *	49,130 / 85,975	1.00	1.00	1.00	0.00	49,330	-
Environmental Technician	46,779 / 81,862	1.00	1.00	1.00	1.00	47,050	49,250
Administrative/Zoning Technician	39,520 / 69,159	1.00	1.00	1.00	1.00	48,250	52,500
		7.00	7.00	7.00	6.00		
		TOTAL SALARIES				\$ 399,285	\$ 442,250
* Position transferred to Roads in FY25		Overtime				2,000	3,000
		FICA Taxes				30,700	34,063
		Deferred Compensation				36,125	40,072
		Clothing Allowance				-	-
		Group Insurance Premiums				58,085	80,462
		Employee Assistance Program				87	95
		Worker's Comp Insurance				588	668
		Total Personal Services				\$ 526,870	\$ 600,610

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

CAPITAL OUTLAY SCHEDULE

COMMUNITY DEVELOPMENT DEPARTMENT - TO BE FUNDED BY CDBG GRANT

<u>Description</u>	<u>2024/25</u>	<u>2025/26</u>	<u>2026-27</u>	<u>2027-28</u>	<u>2028-29</u>	<u>TOTAL</u>
CDBG Grant Program	\$ 130,000	\$ 130,000	\$ 130,000	\$ 130,000	\$ 130,000	\$ 650,000
	<u>\$ 130,000</u>	<u>\$ 650,000</u>				

COMMUNITY DEVELOPMENT DEPARTMENT - TO BE FUNDED BY RIVERFRONT CRA

<u>Description</u>	<u>2024/25</u>	<u>2025/26</u>	<u>2026-27</u>	<u>2027-28</u>	<u>2028-29</u>	<u>TOTAL</u>
Working Waterfront Expansion	\$ 250,000	\$ 250,000	\$ 250,000	\$ -	\$ -	\$ 750,000
Pedestrian Crossing Signs	5,000	5,000	5,000	5,000	-	20,000
Working Waterfront Dry Line	25,000	-	-	-	-	25,000
N. Central Ave Catalyst Site	-	-	-	500,000	-	500,000
	<u>\$ 280,000</u>	<u>\$ 255,000</u>	<u>\$ 255,000</u>	<u>\$ 505,000</u>	<u>\$ -</u>	<u>\$ 1,295,000</u>

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

COMMUNITY DEVELOPMENT DEPARTMENT

Code: 010080

Account				Amended		Proposed	
Number	Description	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 23/24	FY 24/25
		Actual	Actual	Actual	Budget	Projected	Budget
PERSONAL SERVICES							
511200	Regular Salaries	323,001	316,182	363,600	442,823	399,285	442,250
511400	Overtime	2,520	5,081	3,764	3,500	2,000	3,000
512100	FICA Taxes	24,638	24,263	27,395	35,590	30,700	34,063
512215	Clothing Allowance	120	120	183	0	0	0
512225	Deferred Compensation	29,312	28,640	31,582	41,811	36,125	40,072
512301	Group Insurance Premiums	36,039	34,877	45,554	80,294	58,085	80,462
512309	Employee Assistance Program	75	74	82	111	87	95
512400	Worker's Comp Insurance	602	504	521	742	588	668
TOTAL PERSONAL SERVICES		416,308	409,741	472,682	604,871	526,870	600,610
OPERATING EXPENDITURES							
533120	Consultants	33,068	39,000	9,200	78,000	28,000	73,000
533400	Other Contractual Services	2,682	5,882	5,695	13,320	1,800	12,000
534000	Travel and Per Diem	0	1,946	180	3,000	1,500	2,500
534105	Cellular Telephone	530	161	1	15	465	540
534110	Internet Services	433	433	397	435	670	840
534120	Postage	780	1,409	1,013	800	778	1,000
534420	Equipment Leases	2,230	2,197	2,191	2,195	2,175	2,175
534620	R & M - Vehicles	1,022	70	653	500	500	500
534630	R & M - Office Equipment	2,880	2,274	1,794	1,800	1,210	1,235
534830	Special Events (NRB)	1,614	1,017	1,138	2,000	2,000	2,000
534920	Legal Ads	2,879	10,293	2,130	500	5,892	5,000
535200	Departmental Supplies	6,276	2,388	3,293	1,500	1,500	2,000
535210	Computer Supplies	2,266	320	1,461	1,000	756	0
535260	Gas and Oil	296	556	338	250	322	400
535270	Uniforms & Shoes	196	305	102	300	300	500
535410	Dues and Memberships	1,965	1,446	1,681	2,045	1,822	2,315
535420	Books and Publications	0	0	0	100	0	0
535450	Training and Education	2,305	1,380	175	2,700	3,096	2,985
TOTAL OPERATING EXPENDITURES		61,420	71,077	31,441	110,460	52,786	108,990
CAPITAL OUTLAY							
606220	Building Improvements	0	0	0	0	0	0
606300	IOTB	0	0	0	0	0	0
606400	Vehicles and Equipment	0	0	0	0	0	0
TOTAL CAPITAL OUTLAY		0	0	0	0	0	0
TOTAL COMMUNITY DEVELOPMENT		477,728	480,818	504,123	715,331	579,656	709,600

CITY OF SEBASTIAN, FLORIDA 2024/2025 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 2024-2025 proposed budget for Non-Departmental is \$ 1,749,947. This compares to the 2023-2024 projected expenditures of \$ 2,030,026, a decrease of \$ 280,079, or -13.80%.

	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Actual	Amended FY 23/24 Budget	Projected FY 23/24 Expenditures	FY 24/25 Budget	Difference
Personal Services	\$ 275,349	\$ 312,815	\$ 326,833	\$ 391,849	\$ 429,158	\$ 573,025	\$ 143,867
Operating Expenses	703,732	714,666	745,558	1,101,414	1,054,343	1,176,922	122,579
Non-Operating	45,954	314,359	280,811	546,525	546,525	-	(546,525)
Total	\$ 1,025,035	\$ 1,341,840	\$ 1,353,201	\$ 2,039,788	\$ 2,030,026	\$ 1,749,947	\$ (280,079)

Fiscal Year 2024-2025 Proposed Budget:

Major Current Level Changes from Fiscal Year 2023-2024 Projected Expenditures:

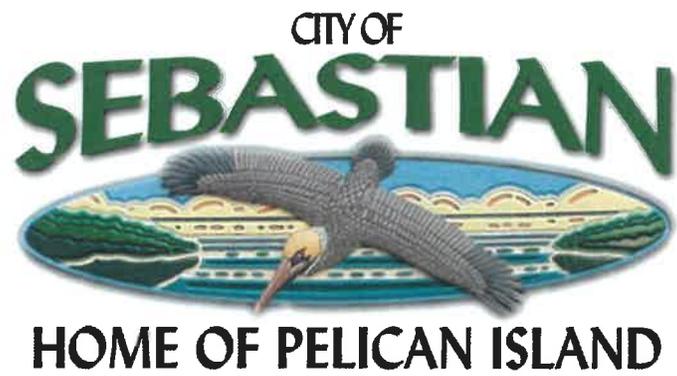
	Difference
1. Personal Services - Increase due to change from HRA to HSA card for employees.	\$ 143,867
2. Operating Expenses - Increase due to insurance costs and CRA tax payment.	\$ 122,579
3. Non-Operating Expenses - Decrease due to fewer projects funded this year.	\$ (546,525)

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

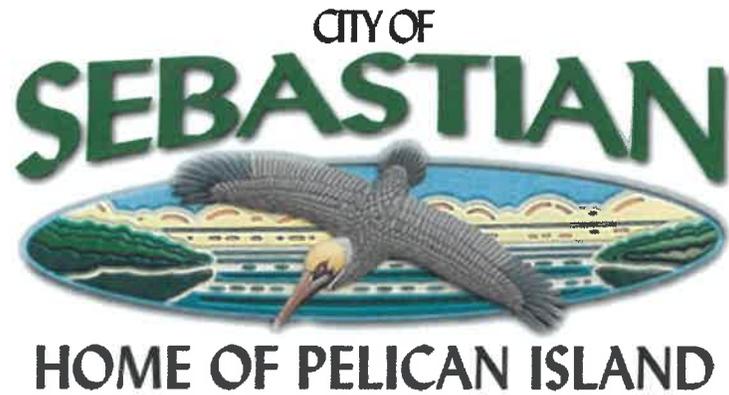
GENERAL FUND NON-DEPARTMENTAL

Code: 010099

Account		FY 20/21	FY 21/22	FY 22/23	Amended FY 23/24	FY 23/24	Proposed FY 24/25
<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							
512301	Group Insurance Premiums	7,361	3,582	2,296	5,115	5,115	5,525
512307	Health Reimbursement Account	266,935	304,082	324,376	309,000	348,000	525,000
512500	Unemployment	1,054	5,151	160	2,000	309	3,000
512700	Additional Compensation	0	0	0	75,734	75,734	39,500
TOTAL PERSONAL SERVICES		275,349	312,815	326,833	391,849	429,158	573,025
OPERATING EXPENDITURES							
533100	Professional Services	28,330	57,460	5,300	6,500	6,500	0
533400	Other Contractual Services	4,528	43,435	22,030	33,905	34,075	30,000
533425	Contract Mowing Services	5,499	4,067	2,712	8,000	6,500	7,500
534101	Telephone	17,182	11,536	37,698	40,860	40,355	39,840
534110	Internet Services	1,784	1,334	1,343	1,440	1,345	0
534120	Postage	741	2,981	877	1,300	1,180	1,250
534310	Electric	36,042	45,386	52,145	54,600	48,500	50,400
534320	Water/Sewer	4,991	4,588	5,557	6,900	6,685	6,900
534500	Insurance	323,073	272,946	343,296	567,510	543,000	592,135
534501	Claims	4,675	11,984	6,374	15,000	15,000	15,000
534630	R&M Office Equipment	2,400	2,400	2,400	2,400	2,400	2,400
534805	4th of July	31,415	31,445	33,500	36,500	36,000	36,000
534815	Memorial Bricks	1,870	2,920	1,760	3,400	1,460	0
534816	Centennial Expenses	0	0	0	0	0	20,000
534825	Advertising Expenditures	1,125	1,125	1,225	1,300	1,300	1,400
534830	Special Events	0	0	0	52,750	45,750	48,700
534835	Employee Events	5,963	6,285	10,131	17,000	13,650	16,000
534980	Payment-Riverfront CRA Fund	215,305	192,832	195,885	223,569	223,665	274,802
535200	Departmental Supplies	2,705	2,469	2,340	2,730	2,720	2,890
535410	Dues and Memberships	3,656	3,899	4,053	4,250	4,328	4,615
535454	PBA Tuition Reimb Plan	1,073	2,591	2,550	4,000	2,632	4,000
535455	PEA Tuition Reimb Plan	1,804	2,735	2,536	4,000	700	4,000
535710	Non-Ad Valorem Tax	9,571	10,246	11,845	13,500	16,598	19,090
TOTAL OPERATING EXPENSES		703,732	714,666	745,558	1,101,414	1,054,343	1,176,922
CAPITAL OUTLAY							
606400	Vehicles and Equipment	0	0	0	0	0	0
TOTAL CAPITAL OUTLAY		0	0	0	0	0	0
NON-OPERATING							
909131	Interfund Trfr to Fund 310	0	671	279,396	372,853	372,853	0
909132	Interfund Trfr to Fund 320	45,954	310,046	1,415	88,100	88,100	0
909133	Interfund Trfr to Fund 330	0	0	0	85,572	85,572	0
909145	Interfund Trfr to Fund 450	0	3,643	0	0	0	0
TOTAL NON-OPERATING		45,954	314,359	280,811	546,525	546,525	0
TOTAL NON-DEPARTMENTAL		1,025,035	1,341,840	1,353,201	2,039,788	2,030,026	1,749,947
OTHER FINANCING USES							
909330	Unappropriated Budget Savings	0	0	0	55,469	0	0
TOTAL EXPENDITURES AND OTHER USES		1,025,035	1,341,840	1,353,201	2,095,257	2,030,026	1,749,947



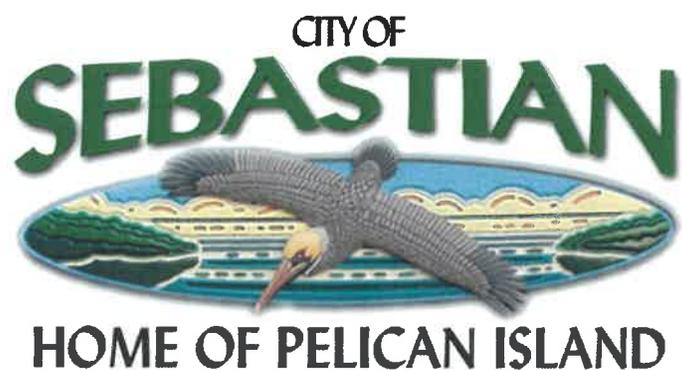
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CITY OF SEBASTIAN, FLORIDA
ANNUAL BUDGET
FISCAL YEAR 2024-2025

SPECIAL REVENUE FUNDS

Draft as of July 3, 2024



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SPECIAL REVENUE FUNDS

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

Local Option Gas Tax Fund (LOGT)	\$ 1,105,901
Discretionary Sales Tax Fund (DST)	6,224,229
Riverfront Community Redevelopment Agency	940,335
Parking In-Lieu-Of Fund	10,767
Stormwater Utility Fund	2,831,260
Recreation Impact Fee Fund	130,800
Law Enforcement Forfeiture Fund	1,345
TOTAL	\$ 11,244,637

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 2024/2025 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 20/21 Actual</u>	<u>FY 21/22 Actual</u>	<u>FY 22/23 Actual</u>	<u>Amended FY 23/24 Budget</u>	<u>FY 23/24 Projected</u>	<u>FY 24/25 Budget</u>
TAXES							
312400	Local Option Gas Tax	741,313	801,509	751,077	763,830	777,365	804,572
TOTAL TAXES		741,313	801,509	751,077	763,830	777,365	804,572
MISCELLANEOUS REVENUE							
334492	FDOT Lighting Agreement	14,105	14,528	14,964	15,413	15,413	15,875
361100	Interest Income	503	5,106	13,151	3,238	22,002	31,000
361105	SBA Interest Earnings	0	0	7,157	0	10,603	20,923
TOTAL MISCELLANEOUS REVENUE		14,608	19,634	35,272	18,651	48,018	67,798
NON-REVENUE SOURCES							
389991	Appropriation From Fund Balance	149,760	0	0	698,643	655,741	233,531
TOTAL NON-REVENUE SOURCES		149,760	0	0	698,643	655,741	233,531
TOTAL LOCAL OPTION GAS TAX		905,680	821,142	786,349	1,481,124	1,481,124	1,105,901

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

LOCAL OPTION GAS TAX FUND EXPENDITURES

Code: 120051

Account Number	Description	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Actual	Amended FY 23/24 Budget	FY 23/24 Projected	FY 24/25 Budget
OPERATING							
533100	Professional Services	0	0	0	0	0	0
533400	Other Contractual Services	0	28,500	5,400	0	0	0
533452	Road Maintenance Service	0	0	0	0	0	0
534315	Public Lighting	0	0	0	0	0	0
534695	Railroad Crossing Maintenance	5,400	5,400	5,901	5,901	5,901	5,901
535310	Road Materials and Supplies	0	0	0	0	0	0
535380	Signalization Supplies	96,564	0	0	0	0	0
TOTAL OPERATING EXPENDITURES		101,964	33,900	11,301	5,901	5,901	5,901
CAPITAL OUTLAY							
606400	Vehicles and Equipment	34,372	4,870	0	0	0	0
TOTAL CAPITAL OUTLAY		34,372	4,870	0	0	0	0
DEBT SERVICE							
707105	Principal - Paving Loan	233,000	237,000	121,000	0	0	0
707205	Interest - Paving Loan	10,398	5,801	1,174	0	0	0
TOTAL DEBT SERVICE		243,398	242,801	122,174	0	0	0
NON-OPERATING							
909132	Transfer to Fund 320	46,581	0	0	0	0	0
909133	Transfer to Fund 330	479,365	19,124	4,657	1,373,192	1,373,192	1,100,000
909363	Transfer to Fund 363	0	0	0	102,031	102,031	0
909990	Unappropriated	0	520,448	648,217	0	0	0
TOTAL NON-OPERATING		525,946	539,572	652,874	1,475,223	1,475,223	1,100,000
TOTAL LOCAL OPTION GAS TAX		905,680	821,142	786,349	1,481,124	1,481,124	1,105,901

CITY OF SEBASTIAN, FLORIDA 2023/2024 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 2022-2023 allocation for the City of Sebastian is estimated to be in the amount of \$5,160,637. The estimate is based on trend analysis. This revenue source was extended by referendum vote in FY 2016-2017 until December 31, 2034.

DISCRETIONARY SALES TAX FUND REVENUE

Code: 130010

<u>Account Number</u>	<u>Description</u>	<u>FY 20/21 Actual</u>	<u>FY 21/22 Actual</u>	<u>FY 22/23 Actual</u>	<u>Amended FY 23/24 Budget</u>	<u>FY 23/24 Projected</u>	<u>FY 24/25 Budget</u>
TAXES							
312600	Discretionary Sales Tax	4,037,460	4,711,995	4,791,513	5,120,145	4,862,000	5,032,170
TOTAL TAXES		4,037,460	4,711,995	4,791,513	5,120,145	4,862,000	5,032,170
MISCELLANEOUS REVENUE							
361100	Interest Income	33,203	35,461	67,716	19,454	76,871	99,307
361105	SBA Interest Earnings	1,995	3,887	25,697	13,460	35,650	58,000
TOTAL MISCELLANEOUS REVENUE		35,198	39,348	93,413	32,914	112,521	157,307
NON-REVENUE SOURCES							
389991	Appropriation From PY Fund Balance	680,344	3,229,155	0	5,497,100	3,333,661	1,034,752
TOTAL NON-REVENUE SOURCES		680,344	3,229,155	0	5,497,100	3,333,661	1,034,752
TOTAL DISCRETIONARY SALES TAX		4,753,002	7,980,498	4,884,926	10,650,159	8,308,182	6,224,229

CITY OF SEBASTIAN, FLORIDA 2023/2024 ANNUAL BUDGET

DISCRETIONARY SALES TAX FUND EXPENDITURES

Code: 130051

<u>Account Number</u>	<u>Description</u>	<u>FY 20/21 Actual</u>	<u>FY 21/22 Actual</u>	<u>FY 22/23 Actual</u>	<u>Amended FY 23/24 Budget</u>	<u>FY 23/24 Projected</u>	<u>FY 24/25 Budget</u>
OPERATING							
533300	Engineering Services	0	0	0	0	0	0
TOTAL OPERATING EXPENDITURES		0	0	0	0	0	0
CAPITAL OUTLAY							
606400	Vehicles and Equipment	0	0	0	0	0	0
606910	Sidewalks/Bikepaths	17,849	7,151	0	0	0	0
TOTAL CAPITAL OUTLAY		17,849	7,151	0	0	0	0
NON-OPERATING							
909131	Trfr to Capital Projects Fund 310	298,274	910,683	1,090,833	1,938,235	1,938,235	758,059
909132	Trfr to CIP Fund 320	413,247	20,694	19,995	1,566,884	141,884	1,000,000
909133	Trfr to Transp Impr Fund 330	3,402,826	6,060,559	964,734	2,535,898	2,535,898	2,010,000
909263	Trfr to Stormwater Debt Svs 263	400,961	220,605	0	0	0	0
909363	Trfr to Stormwater Impr Fund 363	96,908	270,513	460,969	3,759,656	2,842,679	2,213,650
909455	Trfr to Fund 455 AP	122,937	490,294	131,787	849,486	849,486	242,520
909990	Unappropriated	0	0	2,216,608	0		
TOTAL NON-OPERATING		4,735,153	7,973,347	4,884,926	10,650,159	8,308,182	6,224,229
TOTAL DISCRETIONARY SALES TAX		4,753,002	7,980,498	4,884,926	10,650,159	8,308,182	6,224,229

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

COMMUNITY REDEVELOPMENT AGENCY

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

COMMUNITY REDEVELOPMENT AGENCY REVENUES

Code: 140010

Account		FY 20/21	FY 21/22	FY 22/23	Amended	FY 23/24	FY 24/25
Number	Description	Actual	Actual	Actual	FY 23/24	FY 23/24	FY 24/25
					Budget	Projected	Budget
TAXES							
338200	Tax Increment Revenue - Sebastian	215,305	192,832	195,885	223,569	223,665	274,802
338200	Tax Increment Revenue - County	242,367	192,832	274,075	248,196	248,303	305,073
TOTAL TAXES		457,672	385,665	469,960	471,765	471,968	579,875
MISCELLANEOUS REVENUE							
361100	Interest Income	1,267	4,562	12,521	8,000	15,000	15,000
361105	SBA Interest Earnings	200	1,251	6,468	3,950	7,000	7,000
362100	Rents and Royalties	36,000	36,704	35,701	16,500	24,144	12
366000	Contributions & Donations	0	0	0			
TOTAL MISCELLANEOUS REVENUE		37,467	42,517	54,690	28,450	46,144	22,012
NON-REVENUE SOURCES							
381001	Transfer from General Fund	0	0	0	0	0	0
389991	Fund Balance Carried Forward	0	0	0	88,401	0	338,448
TOTAL NON-REVENUE SOURCES		0	0	0	88,401	0	338,448
TOTAL RIVERFRONT REDEVELOPMENT		495,139	428,182	524,650	588,616	518,112	940,335

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

COMMUNITY REDEVELOPMENT AGENCY EXPENDITURES

Code: 140051

Account		FY 20/21	FY 21/22	FY 22/23	Amended	FY 23/24	FY 24/25
Number	Description	Actual	Actual	Actual	FY 23/24	FY 23/24	FY 24/25
					Budget	Projected	Budget
OPERATING EXPENDITURES							
533100	Professional Services	5,000	5,000	9,000	5,000	5,000	5,500
533120	Consultants	0	0	0	50,000	50,000	50,000
533200	Audit Fees	5,000	5,000	5,000	4,000	4,000	4,000
533201	Admin Svcs Provided by the GF	89,725	92,655	62,431	67,573	67,573	149,680
533400	Other Contractual Services	96,195	97,842	97,842	99,942	80,142	19,000
534000	Travel and Per Diem	0	0	511	1,200	1,188	1,200
534120	Postage	7	0	0	0	0	0
534400	Rents and Leases	4,302	4,429	5,310	6,000	5,440	4,800
534698	Other CRA Maintenance Expenses	0	11,685	11,581	12,750	24,000	1,080
534699	Maint Expenses	18,020	19,044	5,375	16,300	4,000	3,150
534830	Special Events Expense	32,125	45,369	49,510	0	0	0
534920	Legal Ads	279	123	123	300	171	200
535310	Road Materials and Supplies	0	0	0	3,700	3,696	0
535410	Dues & Memberships	795	795	795	795	795	795
545450	Training and Education	0	395	395	1,800	1,600	1,500
535710	Non-Ad Valorem Taxes	1,478	1,583	1,827	2,010	1,895	2,085
TOTAL OPERATING EXPENDITURES		252,927	283,921	249,701	271,370	249,500	242,990
GRANTS AND AIDS							
820100	Façade/Sign Improvement Program	5,323	8,049	0	71,951	40,000	25,000
820200	Sewer Connection Program	0	0	0	0	0	128,845
TOTAL GRANTS AND AIDS		5,323	8,049	0	71,951	40,000	153,845
NON-OPERATING							
909132	Interfund Trfr to CIP Fund 320	137,415	15,266	8,550	116,450	116,450	543,500
909363	Interfund Trfr to CIP Fund 363	36,890	34,306	5,000	0	0	0
909990	Unappropriated	62,584	86,640	261,399	128,845	112,162	0
TOTAL NON-OPERATING		236,889	136,212	274,949	245,295	228,612	543,500
TOTAL RIVERFRONT REDEVELOPMENT		495,139	428,182	524,650	588,616	518,112	940,335

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

PARKING IN-LIEU-OF FUND

PARKING IN-LIEU-OF FUND REVENUE

Code: 150010

Account		FY 20/21	FY 21/22	FY 22/23	Amended	FY 23/24	FY 24/25
Number	Description	Actual	Actual	Actual	FY 23/24	FY 23/24	FY 24/25
					Budget	Projected	Budget
MISCELLANEOUS REVENUE							
361100	Interest Income	0	0	0	0	0	0
361105	SBA Interest Earnings	101	742	4,505	187	5,867	7,235
363400	Parking In-Lieu-Of Fee	11,798	16,828	4,128	4,128	16,928	3,532
TOTAL MISCELLANEOUS REVENUE		11,899	17,570	8,633	4,315	22,795	10,767
NON-REVENUE SOURCES							
389991	Appropriation From PY Fund Balance	0	0	0	0	0	0
TOTAL NON-REVENUE SOURCES		0	0	0	0	0	0
TOTAL PARKING IN-LIEU-OF FUND		11,899	17,570	8,633	4,315	22,795	10,767

PARKING IN-LIEU-OF FUND EXPENDITURES

Code: 150051

Account		FY 20/21	FY 21/22	FY 22/23	Amended	FY 23/24	FY 24/25
Number	Description	Actual	Actual	Actual	FY 23/24	FY 23/24	FY 24/25
					Budget	Projected	Budget
CAPITAL OUTLAY AND PROJECTS							
606310	Improvements Other Than Buildings	0	0	0	0	0	0
606908	Parking	0	0	0	0	0	0
TOTAL CAPITAL OUTLAY AND PROJECTS		0	0	0	0	0	0
NON-OPERATING							
909133	Transfer to CIP Fund 330	0	0	0	0	0	0
909990	Unappropriated	11,899	17,570	8,633	4,315	22,795	10,767
TOTAL NON-OPERATING		11,899	17,570	8,633	4,315	22,795	10,767
TOTAL PARKING IN-LIEU-OF FUND		11,899	17,570	8,633	4,315	22,795	10,767

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

STORMWATER UTILITY FUND

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

SUMMARY OF REVENUES AND EXPENDITURES

<u>Description</u>	<u>Amended</u>					
	<u>FY 20/21</u>	<u>FY 21/22</u>	<u>FY 22/23</u>	<u>FY 23/24</u>	<u>FY 23/24</u>	<u>FY 24/25</u>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Projected</u>	<u>Budget</u>
Total Revenues	\$ 1,958,662	\$ 2,173,692	\$ 2,004,107	\$ 1,966,583	\$ 1,989,695	\$ 2,770,664
Total Expenses	\$ 1,616,148	\$ 1,947,950	\$ 2,060,864	\$ 2,576,826	\$ 2,338,786	\$ 2,831,260
Change in Unrestricted Reserves	342,514	225,741	(56,757)	\$ (610,243)	\$ (349,091)	\$ (60,596)

FISCAL YEAR 2024 ACCOMPLISHMENTS

- ✓ Completed all 2022 and 2023 swale work utilizing outside contractors
- ✓ Significant sliplining and road crossing replacements were completed in conjunction with the 2022 and 2023 drainage improvements
- ✓ Begin utilizing GIS system to track all City assets included ditches, catch basins, baffle boxes, and road crossings, as well as their maintenance
- ✓ Completed Drainage Zone 1 and 2 ditch regrading per its five year scheduled rotation
- ✓ Completed swale pilot program comparing the time and effectiveness of clearing blocked swales using an armadillo machine or complete regrading

FISCAL YEAR 2025 GOALS AND OBJECTIVES

- Complete 2024 and 2025 Roadway repaving related drainage improvements
- Complete Drainage Zone 3 and 4 regrading
- Expand FieldMaps and GIS system data to the public for viewing of asset maintenance
- Initiate Stormwater Action Plan according to Stormwater Master Plan as well as Public Input
- Continue to train staff members on Stormwater Best Management Practices as well as other necessary trainings to ensure all are up to date on safety and technical knowledge

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

PERFORMANCE MEASURES

Performance Indicators	Actual 2020/2021	Actual 2021/2022	Actual 2022/2023	Projected 2023/2024	Projected 2024/2025
Miles of swales	280	280	280	280	280
Linear feet of swales reconstructed	30,000	20,000	20,000	30,000	81,000
Miles of ditches maintained	50	80	50	80	80
Catch basin and culverts maintained	205	120	132	200	275
Linear feet Main Ditches reconstructed	2,000	160	1,100	5,005	2,000
Road Crossing Pipe Replacements	8	4	4	5	5

STORMWATER UTILITY PROGRAM BUDGET DESCRIPTION

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>23/24</i>	<i>24/25</i>	
60.00%	60.00%	Drainage Maintenance - Clean and spray stormwater swales, ditches and canals. Maintain 9 miles of large canals. Maintain ditches, swales and side yard ditches.
10.00%	10.00%	Catch basins, Manholes and Culverts - Hand clean and mow small drainage ditches. Maintain 310 catch basins and large/small culverts.
8.00%	8.00%	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.
12.00%	12.00%	Building Dept Related Reviews: Site Plan Review, Pool Drainage Plan Review, Fence Permits, Driveway Permits, and meeting with engineers, contractors, and public as necessary.
10.00%	10.00%	Capital Projects - Planning, Design, Specifications Consultant Coordination Bidding and Contracts, Construction Management inspections.
100.00%	100.00%	

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

STORMWATER UTILITY DIVISION REVENUE

Code: 163010

Account Number	Description	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Actual	Amended FY 23/24 Budget	FY 23/24 Projected	Proposed FY 24/25 Budget
CHARGES FOR SERVICES							
363630	Stormwater Utility Fee	1,920,458	1,915,404	1,917,803	1,896,000	1,900,000	2,672,000
363631	Delinquent Stormwater Fees	32,788	36,764	31,501	30,000	30,000	30,000
TOTAL CHARGES FOR SERVICES		1,953,246	1,952,168	1,949,304	1,926,000	1,930,000	2,702,000
MISCELLANEOUS REVENUE							
361100	Interest Income	4,676	17,348	35,178	30,000	38,590	46,164
361105	SBA Interest	650	4,020	18,716	10,583	20,325	21,800
361150	Other Interest	90	57	909	0	780	700
364100	Sale of Fixed Assets	0	0	0	0	0	0
369900	Miscellaneous Revenue	0	100	0	0	0	0
381360	Interfund Transfer from Fund 363	0	200,000	0	0	0	0
TOTAL MISCELLANEOUS REVENUE		5,416	221,524	54,803	40,583	59,695	68,664
TOTAL STORMWATER REVENUES		1,958,662	2,173,692	2,004,107	1,966,583	1,989,695	2,770,664
USE OF UNRESTRICTED RESERVES		0	0	56,757	610,243	349,091	60,596
TOTAL STORMWATER UTILITY		1,958,662	2,173,692	2,060,864	2,576,826	2,338,786	2,831,260

STORMWATER UTILITY DIVISION BUDGET SUMMARY

The Fiscal Year 2024-2025 proposed budget for the Stormwater Utility Division, excluding budgeted contingency, is \$ 2,831,260. This compares to the 2023-2024 projected expenditures of \$ 2,338,786, an increase of \$ 492,474, or 21.06%.

	FY 20/21		FY 21/22		FY 22/23		Amended FY 23/24		FY 23/24		FY 24/25		Difference
	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Projected	Budget	Projected	Budget	Projected	
Personal Services	\$ 685,797	\$ 679,375	\$ 770,017	\$ 954,145	\$ 831,530	\$ 1,317,105	\$ 485,575						\$ 485,575
Operating Expenses	790,024	817,843	1,061,813	1,242,674	1,127,249	1,250,655	123,406						123,406
Capital Outlay	123,824	139,071	43,836	39,014	39,014	81,500	42,486						42,486
Non-Operating	16,503	311,661	185,198	340,993	340,993	182,000	(158,993)						(158,993)
Total	\$ 1,616,148	\$ 1,947,950	\$ 2,060,863	\$ 2,576,826	\$ 2,338,786	\$ 2,831,260	\$ 492,474						\$ 492,474

Fiscal Year 2024-25 Proposed Budget:

Major Current Level Changes from Fiscal Year 2023-24 Projected Expenditures:

	Difference
1. Personal Services - Increase due to five new positions as well as negotiated pay and insurance costs.	\$ 485,575
2. Operating Expenses - Increase due primarily to anticipated maintenance costs and debris removal at new disposal site.	\$ 123,406
3. Capital Outlay - Increase due to additional equipment for new crew.	\$ 42,486
4. Non-Operating - Decrease due to fewer projects funded this year.	\$ (158,993)

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

PERSONAL SERVICES SCHEDULE

STORMWATER UTILITY DIVISION		FULL TIME EQUIVALENTS				Projected	
<u>POSITION</u>	<u>PAY RANGE</u>	<u>Amended</u>				<u>Expenditures</u>	<u>Budget</u>
		<u>22/23</u>	<u>23/24</u>	<u>23/24</u>	<u>24/25</u>	<u>23/24</u>	<u>24/25</u>
Stormwater Superintendent	62,701 / 109,724	1.00	1.00	1.00	1.00	\$ 88,250	\$ 92,500
Stormwater Utility Inspector	46,779 / 81,862	1.50	1.50	1.50	1.00	49,750	52,250
Maintenance Worker III	44,554 / 77,967	3.00	3.00	3.00	4.00	125,000	193,800
Maintenance Worker II	39,520 / 69,159	3.00	3.00	3.00	4.00	122,000	166,250
Maintenance Worker I	35,360 / 61,879	5.00	5.00	5.00	8.00	152,000	292,750
		13.50	13.50	13.50	18.00		
TOTAL SALARIES						\$ 537,000	\$ 797,550
Overtime						8,000	20,000
FICA Taxes						42,000	63,324
Clothing Allowance						2,800	3,600
Deferred Compensation						49,300	74,824
Group Insurance Premiums						116,000	233,348
Health Reimbursement Account						28,000	48,000
Employee Assistance Program						180	285
Worker's Comp Insurance						44,850	69,574
Additional Compensation						3,400	6,600
Total Personal Services						\$ 831,530	\$ 1,317,105

CAPITAL OUTLAY SCHEDULE

STORMWATER UTILITY DIVISION - TO BE FUNDED FROM STORMWATER UTILITY FUND						
<u>Description</u>	<u>EXPENDITURES PER FISCAL YEAR</u>					
	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>	<u>2028/29</u>	<u>TOTAL</u>
Crew Pick-Up Truck	\$ -	\$ 51,279	\$ -	\$ -	\$ -	\$ 51,279
Slip lining/Pipe Replacement	182,000	200,000	220,000	242,000	266,000	1,110,000
New Crew Vehicle	81,500	-	-	-	-	81,500
	\$ 263,500	\$ 251,279	\$ 220,000	\$ 242,000	\$ 266,000	\$ 1,242,779

STORMWATER UTILITY DIVISION - TO BE FUNDED FROM DISCRETIONARY SALES TAX						
<u>Description</u>	<u>EXPENDITURES PER FISCAL YEAR</u>					
	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>	<u>2028/29</u>	<u>TOTAL</u>
Backhoe	\$ 170,000	\$ -	\$ -	\$ -	\$ -	\$ 170,000
Excavator	173,650	-	-	-	-	173,650
Canal Study	95,000	40,000	-	-	-	135,000
Stonecrop Upstream Drainage	305,000	77,500	86,250	-	-	468,750
Schumann Drive Culvert	750,000	-	-	-	-	750,000
Vacuum Truck	485,000	-	-	-	-	485,000
Sidearm Machine	235,000	-	-	-	-	235,000
Brush Truck	-	133,700	-	-	-	133,700
	\$ 2,213,650	\$ 251,200	\$ 86,250	\$ -	\$ -	\$ 170,000

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

STORMWATER UTILITY DIVISION EXPENDITURES

Code: 163051

Account Number	Description	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Actual	Amended FY 23/24 Budget	FY 23/24 Projected	Proposed FY 24/25 Budget
PERSONAL SERVICES							
511200	Regular Salaries	439,120	434,956	500,065	598,025	537,000	797,550
511400	Overtime	15,338	17,466	14,166	20,000	8,000	20,000
512100	FICA Taxes	34,134	33,869	38,551	49,010	42,000	63,325
512215	Clothing Allowance	1,450	1,650	2,457	2,800	2,800	3,600
512225	Deferred Compensation	38,840	37,293	43,335	55,431	49,300	74,823
512301	Group Insurance Premiums	90,988	85,122	95,422	141,510	116,000	233,348
512307	Health Reimbursement Account	23,989	21,117	27,810	30,000	28,000	48,000
512309	Employee Assistance Program	190	161	170	206	180	285
512400	Worker's Comp Insurance	41,748	47,742	48,041	57,115	44,850	69,574
512700	Additional Compensation	0	0	0	48	3,400	6,600
TOTAL PERSONAL SERVICES		685,797	679,375	770,017	954,145	831,530	1,317,105
OPERATING EXPENSES							
533100	Professional Services	25,971	6,869	5,793	25,000	22,000	43,000
533150	Engineering Services	28,018	0	0	0	0	0
533201	Admin Svcs Provided by GF	89,345	90,989	100,088	110,097	110,097	121,107
533400	Other Contractual Services	6,543	4,693	2,098	9,505	4,400	11,600
533411	Permit Fees	0	0	0	0	0	7,988
533420	Pest/Weed Control	20,347	40,252	41,432	58,400	43,000	57,000
533425	Contract Mowing Services	328,428	421,742	622,342	607,345	602,842	576,500
534000	Travel and Per Diem	0	1,014	116	4,400	1,500	1,850
534101	Telephone	87	0	0	0	0	0
534105	Cellular Telephone	1,160	1,339	1,293	1,500	1,470	1,560
534110	Internet Services	231	231	603	1,680	960	1,600
534120	Postage	262	643	296	3,175	2,900	9,900
534310	Electric	6,813	12,836	8,674	7,800	11,500	9,135
534320	Water/Sewer	968	1,090	1,414	1,620	5,000	3,180
534380	Trash Pickup/Hauling	2,797	9,388	8,312	8,000	28,185	75,000
534420	Equipment Leases	14,704	1,998	3,289	23,495	11,000	16,520
534500	Insurance	22,193	16,563	17,843	24,510	22,400	24,640
534620	R & M - Vehicles	34,664	36,894	28,814	24,000	24,000	24,000
534630	R & M - Office Equipment	111	142	225	780	320	325
534640	R & M - Operating Equipment	89,273	56,997	81,631	79,000	59,000	64,000
534920	Legal Ads	40	523	600	1,545	300	2,250
535200	Departmental Supplies	4,981	5,574	10,630	8,627	10,600	8,385
535210	Computer Supplies	0	81	205	20,570	16,000	0
535230	Small Tools and Equipment	3,199	3,411	4,705	4,075	4,075	3,610
535260	Gas and Oil	43,866	55,815	57,912	60,000	62,000	62,000
535270	Uniforms and Shoes	3,493	3,152	3,572	4,440	3,200	3,610
535275	Safety Equipment	600	1,689	1,583	4,550	3,500	3,280
535310	Road Materials & Supplies	4,546	8,908	3,969	15,000	11,000	13,800
535320	Sod	3,677	1,850	8,266	28,000	4,000	7,400
535350	Cement	4,061	3,503	4,769	21,000	4,000	4,200
535355	Culvert Pipes	46,674	24,352	39,400	69,000	51,000	82,000
535410	Membership & Professional Dues	1,761	295	301	1,500	1,000	1,465
535450	Training and Education	1,210	5,012	1,636	14,060	6,000	9,750
TOTAL OPERATING EXPENDITURES		790,024	817,843	1,061,812	1,242,674	1,127,249	1,250,655
CAPITAL OUTLAY							
606300	IOTB	0	6,962	5,343	0	0	0
606400	Vehicles and Equipment	123,824	132,110	38,493	39,014	39,014	81,500
TOTAL CAPITAL OUTLAY		123,824	139,071	43,836	39,014	39,014	81,500
NON-OPERATING							
909101	Interfund Transfer to Gen Fund 001	0	721	0	0	0	0
909363	Interfund Transfer to Fund 363	16,503	310,940	185,198	340,993	340,993	182,000
TOTAL NON-OPERATING		16,503	311,661	185,198	340,993	340,993	182,000
TOTAL STORMWATER UTILITY		1,616,148	1,947,950	2,060,864	2,576,826	2,338,786	2,831,260
OTHER FINANCING USES							
909990	Unappropriated	342,514	225,742	0	0	0	0
TOTAL EXPENDITURES AND OTHER USES		1,958,662	2,173,692	2,060,864	2,576,826	2,338,786	2,831,260

CITY OF SEBASTIAN, FLORIDA 2024/2025 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 20/21 Actual</u>	<u>FY 21/22 Actual</u>	<u>FY 22/23 Actual</u>	<u>Amended FY 23/24 Budget</u>	<u>FY 23/24 Projected</u>	<u>FY 24/25 Budget</u>
MISCELLANEOUS REVENUE							
361100	Interest Income	222	2,073	5,355	16,153	0	0
361105	SBA Interest Earnings	56	568	2,847	2,750	900	800
363270	Recreation Impact Fee	214,500	179,400	99,450	179,400	125,000	130,000
TOTAL MISCELLANEOUS REVENUE		214,779	182,042	107,652	198,303	125,900	130,800
NON-REVENUE SOURCES							
389991	Appropriation From PY Fund Balance	0	0	0	375,386	337,788	0
TOTAL NON-REVENUE SOURCES		0	0	0	375,386	337,788	0
TOTAL RECREATION IMPACT FEE		214,779	182,042	107,652	573,689	463,688	130,800

RECREATION IMPACT FEE FUND EXPENDITURES

Code: 160051

<u>Account Number</u>	<u>Description</u>	<u>FY 20/21 Actual</u>	<u>FY 21/22 Actual</u>	<u>FY 22/23 Actual</u>	<u>Amended FY 23/24 Budget</u>	<u>FY 23/24 Projected</u>	<u>FY 24/25 Budget</u>
CAPITAL OUTLAY AND PROJECTS							
606300	Improvements Other Than Bldgs	0	0	0	0	0	0
TOTAL CAPITAL OUTLAY AND PROJECTS		0	0	0	0	0	0
OPERATING EXPENDITURES							
533100	Professional Services	0	0	0	0	0	0
TOTAL OPERATING EXPENDITURES		0	0	0	0	0	0
NON-OPERATING							
909132	Transfer to CIP Fund 320	121,037	121,276	36,839	573,689	463,688	80,000
909990	Unappropriated	93,742	60,766	70,813	0	0	50,800
TOTAL NON-OPERATING		214,779	182,042	107,652	573,689	463,688	130,800
TOTAL RECREATION IMPACT FEE		214,779	182,042	107,652	573,689	463,688	130,800

CITY OF SEBASTIAN, FLORIDA 2024/2025 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 20/21 Actual</u>	<u>FY 21/22 Actual</u>	<u>FY 22/23 Actual</u>	<u>Amended FY 23/24 Budget</u>	<u>FY 23/24 Projected</u>	<u>FY 24/25 Budget</u>
FINES AND FORFEITS							
351200	Confiscated Property	15,050	21,315	50	150	185	200
TOTAL FINES AND FORFEITS		15,050	21,315	50	150	185	200
MISCELLANEOUS REVENUE							
361100	Interest Income	1	303	761	750	750	750
361105	SBA Interest Earnings	49	111	396	400	395	395
365000	Sale of Surplus	0	0	0	0	0	0
369400	Reimbursements	0	0	0	0	0	0
369900	Other Misc. Revenue	1,500	1,500	0	0	0	0
389991	Appropriation from PY Fund Balance	0	0	293	0	0	0
TOTAL MISCELLANEOUS REVENUE		1,550	1,914	1,450	1,150	1,145	1,145
TOTAL LAW ENFORCEMENT FORFEITURE FUND REVENUE		16,600	23,229	1,500	1,300	1,330	1,345

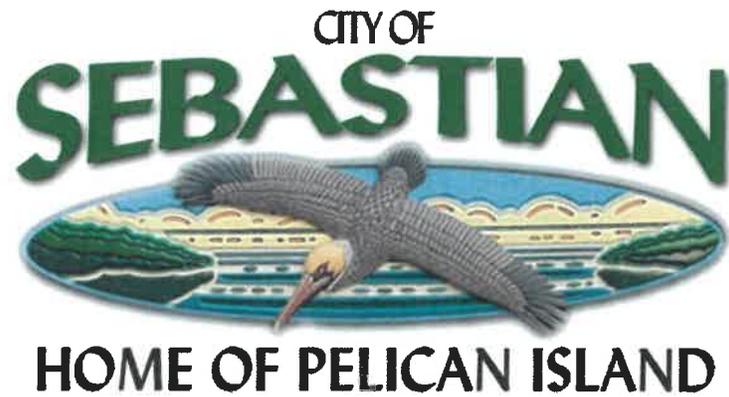
LAW ENFORCEMENT FORFEITURE FUND EXPENDITURES

Code: 190051

<u>Account Number</u>	<u>Description</u>	<u>FY 20/21 Actual</u>	<u>FY 21/22 Actual</u>	<u>FY 22/23 Actual</u>	<u>Amended FY 23/24 Budget</u>	<u>FY 23/24 Projected</u>	<u>FY 24/25 Budget</u>
OPERATING EXPENDITURES							
533100	Professional Services	0	3,061	0	0	0	0
535200	Departmental Supplies	1,500	0	0	0	0	0
TOTAL OPERATING EXPENDITURES		1,500	3,061	0	0	0	0
CAPITAL OUTLAY							
606400	Vehicles and Equipment	15,000	0	0	0	0	0
TOTAL CAPITAL OUTLAY		15,000	0	0	0	0	0
NON-OPERATING							
708199	Other Grants & Aids	0	0	1,500	0	0	0
909990	Unappropriated	100	20,168	0	1,300	1,330	1,345
TOTAL NON-OPERATING		100	20,168	1,500	1,300	1,330	1,345
TOTAL LAW ENFORCEMENT FORFEITURE FUND EXPENDITURES		16,600	23,229	1,500	1,300	1,330	1,345



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CITY OF SEBASTIAN, FLORIDA
ANNUAL BUDGET
FISCAL YEAR 2024-2025

DEBT SERVICE FUNDS

Draft as of July 3, 2024

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 recently included the following Bank Note which was fully paid during Fiscal Year 2022:

- 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 2024/2025 ANNUAL BUDGET

STORMWATER UTILITY REVENUE DEBT SERVICE FUND

This debt service fund was used to record debt service payments associated with the Stormwater Utility Revenue Bonds, Series 2003. The stormwater utility tax backed revenue bonds were for nineteen (19) years. The Bonds were refinanced using Bank Notes on December 18, 2013. The debt proceeds were used to improve the stormwater system according to the adopted stormwater master plan. The improvement projects included Twin Ditch, Periwinkle Drive, Middle Stonecrop, and Collier Creek. The Bonds were totally paid with the final payment on May 1, 2022.

STORMWATER UTILITY REVENUE BONDS/NOTES DEBT SERVICE FUND REVENUE

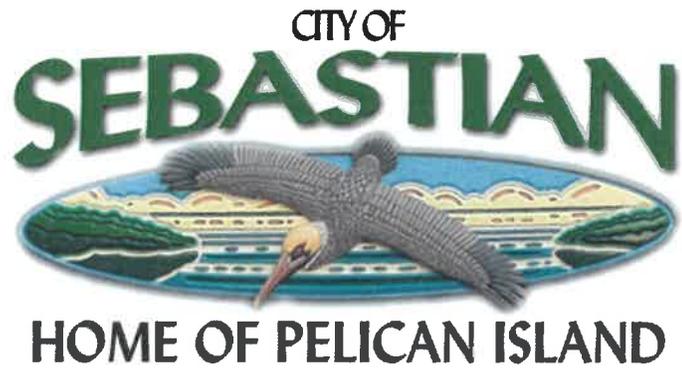
Code: 263010

Account		FY 20/21	FY21/22	Amended			
Number	Description	Actual	Actual	FY 22/23	FY 22/23	FY 23/24	FY 24/25
				Budget	Projected	Projected	Budget
MISCELLANEOUS REVENUE							
361100	Interest Income	454	397	0	0	0	0
TOTAL MISCELLANEOUS REVENUE		454	397	0	0	0	0
NON-REVENUE SOURCES							
381130	Interfund Trfr from 130 DST	400,961	220,605	0	0	0	0
389991	Appropriation from PY Fund Balance	0	180,832	0	0	0	0
TOTAL NON-REVENUE SOURCES		400,961	401,437	0	0	0	0
TOTAL DEBT SERVICE FUND		401,415	401,834	0	0	0	0

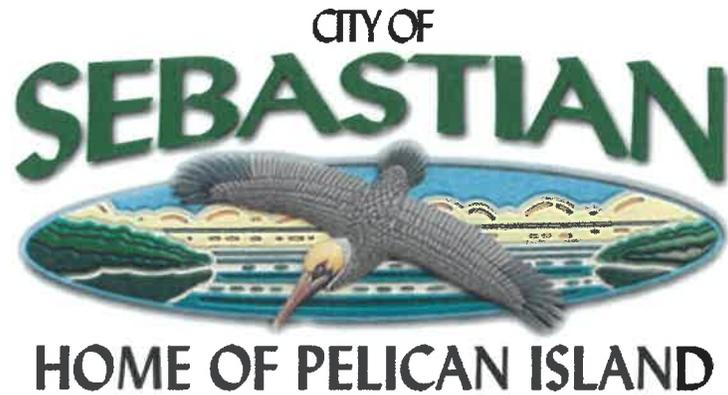
STORMWATER UTILITY REVENUE BONDS/NOTES DEBT SERVICE FUND - EXPENDITURES

Code: 263051

Account		FY 20/21	FY21/22	Amended			
Number	Description	Actual	Actual	FY 22/23	FY 22/23	FY 23/24	FY 24/25
				Budget	Projected	Projected	Budget
DEBT SERVICE							
707163	Principal - Stormwater Series 2003	387,000	395,000	0	0	0	0
707263	Interest - Stormwater Series 2003	13,529	6,834	0	0	0	0
909990	Unappropriated	887	0	0	0	0	0
TOTAL DEBT SERVICE		401,416	401,834	0	0	0	0
TOTAL DEBT SERVICE FUND		401,416	401,834	0	0	0	0



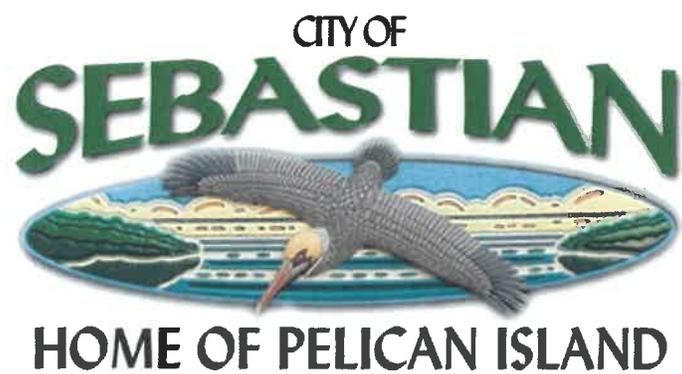
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CITY OF SEBASTIAN, FLORIDA
ANNUAL BUDGET
FISCAL YEAR 2024-2025

ENTERPRISE FUNDS

Draft as of July 3, 2024



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CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

MUNICIPAL GOLF COURSE

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

GOLF COURSE SUMMARY OF REVENUE / EXPENSES

<u>Description</u>	Amended					
	FY 20/21 <u>Actual</u>	FY 21/22 <u>Actual</u>	FY 22/23 <u>Actual</u>	FY 23/24 <u>Budget</u>	FY 23/24 <u>Projected</u>	FY 24/25 <u>Budget</u>
Total Revenues	\$ 1,499,032	\$ 1,810,731	\$ 2,135,448	\$ 1,938,445	\$ 1,965,096	\$ 1,854,435
Total GC Administration Division	684,091	678,146	743,423	990,242	945,939	975,966
Total GC Greens Division	595,919	596,146	767,439	758,515	737,689	803,935
Total GC Carts Division	113,203	159,222	743,839	199,854	196,174	208,939
Total Expenses	1,393,214	1,433,514	2,254,701	1,948,611	1,879,802	1,988,840
Change in Unrestricted Reserves	\$ 105,818	\$ 377,217	\$ (119,253)	\$ (10,166)	\$ 85,294	\$ (134,405)

GOLF COURSE FUND REVENUE

Code: 410010

The Fiscal Year 2024-2025 proposed budget for Golf Course fund revenue is \$ 1,854,435. This compares to the 2023-2024 projected revenue of \$ 1,965,096, a decrease of \$ 110,061, or -5.63%.

<u>Description</u>	Amended						
	FY 20/21 <u>Actual</u>	FY 21/22 <u>Actual</u>	FY 22/23 <u>Actual</u>	FY 23/24 <u>Budget</u>	FY 23/24 <u>Projected</u>	FY 24/25 <u>Budget</u>	<u>Difference</u>
Charges for services	\$ 1,498,565	\$ 1,806,956	\$ 1,909,105	\$ 1,925,245	\$ 1,881,556	\$ 1,845,270	\$ (36,286)
Non-operating revenues	467	3,775	226,343	13,200	83,540	9,165	(74,375)
Use of Unrestricted Reserves	-	-	119,252	19,100	-	134,405	134,405
Total revenues	\$ 1,499,032	\$ 1,810,731	\$ 2,254,700	\$ 1,957,545	\$ 1,965,096	\$ 1,988,840	\$ 23,744

Fiscal Year 2024-25 Proposed Budget:

Major Current Level Changes from 2023-24 Projected Revenue	<u>Difference</u>
1. Charges for services - Decrease due to fewer anticipated rounds played.	\$ (36,286)
2. Non-operating revenues - Decrease due to FEMA reimbursements received in the prior year.	\$ (74,375)

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

GOLF COURSE REVENUE

Code: 410010

<u>Account Number</u>	<u>Description</u>	<u>FY 20/21 Actual</u>	<u>FY 21/22 Actual</u>	<u>FY 22/23 Actual</u>	<u>Amended FY 23/24 Budget</u>	<u>FY 23/24 Projected</u>	<u>FY 24/25 Proposed Budget</u>
CHARGES FOR SERVICES							
347501	Greens and Cart Fees	1,151,095	1,397,392	1,484,890	1,495,000	1,455,669	1,400,000
347510	Driving Range Fees	52,987	65,877	58,891	65,000	65,000	70,000
347512	Club Storage Fees	3,247	3,864	3,896	4,000	3,694	4,720
347513	Club Rentals Fees	2,651	3,688	3,086	3,500	5,500	5,700
347521	Membership Fees	116,149	137,196	139,287	144,000	145,070	150,000
347522	Handicap Fees	4,818	5,016	5,544	5,450	5,300	5,400
347523	Resident Card Fees	30,702	40,194	48,636	49,000	51,810	52,000
347530	Non-Taxable Sales	51	41	40	35	35	40
347540	Pro Shop Sales	94,735	111,866	123,899	125,000	115,000	120,000
362100	Rents and Royalties	30,001	30,000	30,901	30,000	30,901	31,800
369400	Reimbursements	3,258	3,776	2,675	400	4,000	4,000
369900	Other Miscellaneous Revenues	4,728	5,014	4,850	0	217	250
369941	Sales Tax Commissions	360	360	360	360	360	360
369945	Pro Lesson Fees	3,588	3,095	2,135	3,500	1,000	1,000
369995	Cash Over/Short	194	(425)	16	0	(2,000)	0
TOTAL CHARGES FOR SERVICES		1,498,565	1,806,956	1,909,105	1,925,245	1,881,556	1,845,270
NON-OPERATING REVENUE							
331901	FEMA Reimbursement - Federal	0	0	0	0	56,526	0
334902	FEMA Reimbursement - State	0	0	0	0	3,140	0
361100	Interest Earnings	467	2,947	9,137	9,000	5,975	6,275
361105	SBA Interest	0	828	5,217	4,200	2,750	2,890
364100	Sale of Fixed Assets	0	0	163,622	0	15,148	0
365000	Sale of Surplus	0	0	26	0	0	0
369200	Insurance Proceeds	0	0	48,342	0	0	0
TOTAL NON-OPERATING REVENUE		467	3,775	226,343	13,200	83,540	9,165
TOTAL GOLF COURSE REVENUES		1,499,032	1,810,731	2,135,448	1,938,445	1,965,096	1,854,435
USE OF UNRESTRICTED RESERVES		0	0	119,252	19,100	0	134,405
TOTAL GOLF COURSE SOURCES		1,499,032	1,810,731	2,254,700	1,957,545	1,965,096	1,988,840

CITY OF SEBASTIAN, FLORIDA 2024/2025 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 2024 ACCOMPLISHMENTS

- ✓ On track to meet or exceed \$1,800,000 in total golf course revenue
- ✓ Green Fee Revenue: \$782,000
- ✓ Cart Fee Revenue: \$668,000
- ✓ Total Golf Rounds: 60,000
- ✓ Annual Membership Revenue: \$145,400
- ✓ Discount Card Revenue: \$52,479
- ✓ Golf Shop Sales Revenue: \$110,000
Cost of Golf Shop Merchandise: \$65,000
- ✓ Driving Range Revenue: \$64,000
- ✓ USGA Golf Handicap Revenue: \$5,325
- ✓ Club Rental Revenue: \$5,600
- ✓ Club Storage Fees: \$3,800
- ✓ Rent: \$30,000
- ✓ Through a combined effort and alliance with the Indian River Golf Foundation, offered numerous clinics and playing events for junior golfers, from entry level to experienced Juniors. Also served as Home Course for the Sebastian River High School Boys and Girls Golf Teams.
- ✓ Organized and conducted numerous charitable and special events and also offered DAILY leagues throughout the entire fiscal year.
- ✓ New golf shop carpet
- ✓ New clubhouse double doors with automatic handicap opening on north and south side
- ✓ Began using new golf shop software and eliminated Golf Now, Inc.

FISCAL YEAR 2025 GOALS & OBJECTIVES

- Strive to continue, instill and improve quality, unsurpassed customer service.
- Strive for total revenue to exceed \$1.8 million in revenue and for rounds to meet or exceed 61,800.
- 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 2024/2025 ANNUAL BUDGET

PERFORMANCE MEASURES

SERVICE PROGRAM	Actual 2020/2021	Actual 2021/2022	Actual 2022/2023	Projected 2023/2024	Projected 2024/2025
Number of Annual Fees Sold	174	91	152	159	175
Single Resident	115	57	42	112	55
Family Resident	59	34	110	47	120
Resident/Discount Cards	740	700	867	885	890
TOTAL ANNUAL FEES SOLD	914	791	1,019	1,044	1,065
Annual Fee Rounds	12,665	13,588	13,299	13,428	13,800
Daily Fee Rounds	42,654	46,241	46,479	47,100	48,000
TOTAL NUMBER OF ROUNDS PLAYED	55,319	59,829	59,778	60,528	61,800

GOLF COURSE ADMINISTRATION PROGRAM BUDGET DESCRIPTION

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>23/24</i>	<i>24/25</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 2024/2025 ANNUAL BUDGET

GOLF COURSE ADMINISTRATION BUDGET SUMMARY

The Fiscal Year 2024-2025 proposed budget for Golf Course Administration, excluding budgeted contingency, is \$ 975,966. This compares to the 2023-2024 projected expenses of \$ 945,939, an increase of \$ 30,027, or 3.17%

	FY 20/21		FY 21/22		FY 22/23		Amended		Difference
	Actual	Actual	Actual	Actual	Budget	Projected	Budget		
Personal Services	\$ 297,091	\$ 263,952	\$ 271,843	\$ 341,635	\$ 324,035	\$ 368,120	\$ 44,085		
Operating Expenses	379,181	409,859	437,737	488,909	462,840	470,855	8,015		
Capital Outlay	-	-	28,986	42,300	41,666	-	(41,666)		
Transfers	7,819	4,335	4,857	117,398	117,398	136,991	19,593		
Contingency	105,818	377,217	-	8,934	-	-	-		
Total	\$ 684,091	\$ 678,146	\$ 743,423	\$ 990,242	\$ 945,939	\$ 975,966	\$ 30,027		

Fiscal Year 2024-25 Proposed Budget:

Major Current Level Changes from Fiscal Year 2023-24 Projected Expenses:

	<u>Difference</u>
1. Personal Services - Increase due ot longevity as well as negotiated pay and insurance costs.	\$ 44,085
2. Operating Expenses - Increase due primarily to increased cost of pro shop inventory.	\$ 8,015
3. Capital Outlay - Decrease due to no capital requested this year.	\$ (41,666)
4. Transfers - Increase due to increased repayment amount to the General Fund.	\$ 19,593

PERSONAL SERVICES SCHEDULE

GOLF COURSE ADMINISTRATION

POSITION	PAY RANGE	FULL TIME EQUIVALENTS				Projected Expense	Budget
		Amended					
		22/23	23/24	23/24	24/25	23/24	24/25
Golf Course Director	76,213 / 133,370	1.00	1.00	1.00	1.00	\$ 125,750	\$ 132,000
Assistant Golf Pro	44,554 / 77,967	0.50	1.00	1.00	1.00	44,650	47,000
Administrative Assistant	37,440 / 65,519	1.00	1.00	1.00	1.00	39,500	43,000
Cashier (P/T)	\$ 14.50/hr - \$ 25.37/hr	1.50	1.50	1.50	1.50	39,300	58,000
		4.00	4.50	4.50	4.50		
TOTAL SALARIES						\$ 249,200	\$ 280,000
Overtime						4,500	2,000
Lesson Bonus						750	750
FICA Taxes						19,400	21,728
Deferred Compensation						18,733	20,376
Group Insurance Premiums						23,650	30,276
Health Reimbursement Account						3,500	7,575
Employee Assistance Program						45	48
Worker's Comp Insurance						3,307	4,117
Additional Compensation						950	1,250
Total Personal Services						\$ 324,035	\$ 368,120

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

CAPITAL OUTLAY SCHEDULE

GOLF COURSE ADMINISTRATION - TO BE FUNDED BY GOLF COURSE FUND

<u>Description</u>	<u>EXPENDITURES PER FISCAL YEAR</u>					<u>TOTAL</u>
	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>	<u>2028/29</u>	
Ice Machine	\$ -	\$ -	\$ -	\$ 10,000	\$ -	10,000
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 10,000</u>	<u>\$ -</u>	<u>10,000</u>

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

GOLF COURSE ADMINISTRATION DIVISION

Code: 410110

Account		FY 20/21	FY 21/22	FY 22/23	Amended	FY 23/24	FY 23/24	FY 24/25
Number	Description	Actual	Actual	Actual	FY 23/24	Projected	Projected	Proposed
					Budget			Budget
PERSONAL SERVICES :								
511200	Regular Salaries	223,468	203,197	220,717	267,750	249,200		280,000
511400	Overtime	1,738	1,430	2,298	2,000	4,500		2,000
511500	Lesson Bonus	2,465	1,646	660	2,400	750		750
512100	FICA Taxes	16,705	18,024	16,926	20,893	19,400		21,728
512225	Deferred Compensation	15,735	16,943	14,134	19,193	18,733		20,376
512301	Group Insurance Premium	24,145	16,547	11,060	20,139	23,650		30,276
512307	Health SavingsAccount	8,051	1,950	1,929	4,000	3,500		7,575
512309	Employee Assistance Program	32	29	32	48	45		48
512400	Worker's Comp Insurance	4,753	4,187	4,088	4,262	3,307		4,117
512700	Additional Compensation	0	0	0	950	950		1,250
TOTAL PERSONAL SERVICES		297,091	263,952	271,843	341,635	324,035		368,120
OPERATING EXPENSES :								
347541	Cost of Sales-Pro Shop	70,345	86,291	93,932	95,000	68,000		75,000
533100	Professional Services	3,270	3,762	4,402	8,600	8,158		8,000
533200	Audit Fees	3,593	2,515	3,952	4,179	4,179		4,597
533201	Admin Services provided by GF	106,065	106,065	116,672	122,296	122,296		134,526
533400	Other Contractual Services	200	3,106	204	250	250		250
533420	Pest/Weed Control	888	888	888	1,000	900		900
534000	Travel and Per Diem	0	207	0	0	0		0
534101	Telephone	527	130	0	0	0		0
534105	Cellular Telephone	263	270	135	120	235		240
534110	Internet Access	461	265	37	40	345		385
534120	Postage	26	14	11	100	100		100
534310	Electric	13,818	16,716	18,842	20,100	18,045		18,945
534320	Water/Sewer	10,840	9,182	10,081	11,400	20,395		21,415
534380	Trash Pickup/Hauling	0	0	0	0	260		0
534420	Equipment Leases	644	628	623	625	625		625
534445	Airport Property Lease	106,135	106,135	106,370	106,864	106,864		107,239
534500	Insurance	11,678	13,250	15,328	32,460	25,660		28,215
534610	R & M - Buildings	3,105	3,349	2,246	5,000	6,000		6,000
534630	R & M - Office Equipment	423	419	535	600	485		495
534640	R & M - Operating Equipment	0	50	0	19,100	19,100		0
534845	Golf Course Promotions	17	0	0	0	0		400
535200	Departmental Supplies	2,293	3,361	2,389	3,000	3,000		4,000
535205	Bank Charges	33,703	42,326	48,436	45,000	45,000		45,000
535210	Computer Supplies	280	54	67	0	46		100
535220	Cleaning Supplies	3,505	3,845	5,534	5,500	5,500		6,000
535270	Uniforms and Shoes	0	0	0	500	0		0
535410	Dues and Memberships	512	525	538	575	578		578
535710	Non-Ad Valorem Tax	6,590	6,507	6,515	6,600	6,819		7,845
TOTAL OPERATING EXPENSES		379,181	409,859	437,737	488,909	462,840		470,855
CAPITAL OUTLAY:								
606220	Building Improvements	0	0	0	38,800	38,800		0
606400	Vehicles and Equipment	0	0	28,986	3,500	2,866		0
TOTAL CAPITAL OUTLAY		0	0	28,986	42,300	41,666		0
NON-OPERATING EXPENSES								
909101	Interfund Trfr to 001 GF	0	0	0	80,000	80,000		100,000
909101	Interfund Trfr to 310	0	0	0	0	0		0
909480	Interfund Trfr to 480 Bldg	7,819	4,335	4,857	37,398	37,398		36,991
909541	Intrafund Trfr to GC Capital	0	0	0	0	0		0
TOTAL NON-OPERATING EXPENSES		7,819	4,335	4,857	117,398	117,398		136,991
TOTAL GOLF COURSE ADMINISTRATION		684,091	678,146	743,423	990,242	945,939		975,966
OTHER FINANCING USES								
909990	Unappropriated	105,818	377,217	0	8,934	87,044		0
TOTAL EXPENDITURES AND OTHER USES		789,909	1,055,363	743,423	999,176	1,032,983		975,966

CITY OF SEBASTIAN, FLORIDA 2024/2025 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 2024 ACCOMPLISHMENTS

- ✓ 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. In addition, all general monthly reports were completed in a timely manner by International Golf Maintenance, the turf-maintenance provider for SMGC.
- ✓ Numerous soil analysis tests performed throughout the year.
- ✓ Several organic products put into use and results have been successful.
- ✓ New equipment has been added by International Golf Maintenance including, but not limited to a triplex green mower, rough mower with “floating deck” & maintenance carts for staff transport, etc.
- ✓ After identification of some turf issues on the greens, staff created a plan to cure the issues and more importantly, make sure the issues do not arise again.
- ✓ New bunker sand placed in all greenside bunkers at a depth of two (2) inches and in addition, drain tile pipe replaced in areas that had exposed drain pipe.
- ✓ All daily, weekly and monthly course maintenance items addressed on schedule.

FISCAL YEAR 2025 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.
- Regarding greens, increased emphasis on preventative application for Poa (in the late summer/early fall) and increased emphasis on fungicide applications, especially during the fall and winter. Greens will also receive an increase of nitrogen-based organic products, on a year-round basis, in order to keep the plant blade greener and healthier.
- 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.
- Continue to use organic products for turf and organism control.
- Current contract with golf maintenance provider International Golf Maintenance, Inc. allows for an additional 5 years added to the contract as long as both parties (City & IGM) mutually agree. Negotiations have started.

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

PERFORMANCE MEASURES

Performance Indicators	Actual 2020/2021	Actual 2021/2022	Actual 2022/2023	Projected 2023/2024	Projected 2024/2025
Greens (Acres)	4	4	4	4	4
Tees (Acres)	4	4	4	4	4
Fairways (Acres)	22	22	22	22	22
Rough - Bermuda / Bahia (Acres)	35 / 25	35 / 25	35 / 25	35 / 25	35 / 25
Sand Bunkers (Acres)	4	4	4	4	4
Lakes and Ponds (Linear Feet)	10,000	10,000	10,000	10,000	10,000
Non-Play Area (Acres)	30	30	30	30	30
Holes Maintained	18	18	18	18	18 / 135
Practice areas (acres total)	5	5	5	5	5

GOLF COURSE GREENS PROGRAM BUDGET DESCRIPTION

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>23/24</i>	<i>24/25</i>	
85.00%	85.00%	Golf Course Maintenance - Provide administrative oversight of independent golf course maintenance contract which provides daily turf care resulting in the quality appearance and playability of the golf course. Keeping the golf course in the best possible condition throughout the year adds to the enjoyment of the customers and insures return play.
15.00%	15.00%	Equipment Maintenance - Continue tracking equipment use and repair to insure proper maintenance and availability of equipment.
100.00%	100.00%	

GOLF COURSE GREENS DIVISION BUDGET SUMMARY

The Fiscal Year 2024-2025 proposed budget for Golf Course Greens Division is \$ 803,935. This compares to the 2023-2024 projected expenses of \$ 737,689, an increase of \$ 66,246, or 8.98%.

	FY 20/21		FY 21/22		FY 22/23		Amended		Difference
	Actual	Actual	Actual	Actual	Budget	Projected	Budget		
Operating Expenses	\$ 582,490	\$ 596,146	\$ 678,613	\$ 708,515	\$ 687,689	\$ 753,935	\$ 66,246		
Capital Outlay	13,429	-	88,826	50,000	50,000	50,000	-		
Non-Operating	-	-	-	-	-	-	-		
Total	\$ 595,919	\$ 596,146	\$ 767,439	\$ 758,515	\$ 737,689	\$ 803,935	\$ 66,246		

Fiscal Year 2024-25 Proposed Budget:

Major Current Level Changes from Fiscal Year 2023-24 Projected Expenses:	Difference
1. Operating Expenses - Increase due to contractual increase in maintenance contract.	\$ 66,246
2. Capital Outlay - No change.	\$ -
3. Non-Operating - No change.	\$ -

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

GOLF COURSE GREENS DIVISION

Code: 410120

Account Number	Description	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Actual	Amended FY 23/24 Budget	FY 23/24 Projected	FY 24/25 Proposed Budget
OPERATING EXPENSES							
533420	Pest/Weed Control	120	120	120	120	120	120
533445	Groundskeeping Service	557,313	568,460	649,554	662,545	649,554	714,800
534310	Electric	14,290	19,048	16,126	17,100	15,015	15,765
534610	R & M - Buildings	0	388	0	1,000	750	1,000
534680	R & M - Irrigation Systems	7,880	7,760	10,816	20,000	15,000	15,000
534685	R & M - Grounds Maintenance	2,637	370	1,807	7,500	7,000	7,000
535200	Departmental Supplies	250	0	190	250	250	250
TOTAL OPERATING EXPENSES		582,490	596,146	678,613	708,515	687,689	753,935
CAPITAL OUTLAY							
606300	Improvements Other Than Buildings	0	0	88,826	0	0	0
606400	Vehicles and Equipment	13,429	0	0	0	0	0
606900	Infrastructure	0	0	0	50,000	50,000	50,000
TOTAL CAPITAL OUTLAY		13,429	0	88,826	50,000	50,000	50,000
TOTAL GREENS DIVISION		595,919	596,146	767,439	758,515	737,689	803,935

CAPITAL OUTLAY SCHEDULE

GOLF COURSE GREENS DIVISION - TO BE FUNDED FROM GOLF COURSE OPERATIONS						
Description	EXPENDITURES PER FISCAL YEAR					TOTAL
	2024/25	2025/26	2026/27	2027/28	2028/29	
Course Renovations	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000
	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 250,000

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

GOLF COURSE CARTS DIVISION

The Golf Course Carts Division, many times, provides the first and last contact with customers. Duties include maintaining 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 2024 ACCOMPLISHMENTS

- ✓ Over 12,000 range balls added to driving range throughout fiscal year, all at no cost to the golf course.
- ✓ Maintained all carts, concentrating on battery, tire and steering components.
- ✓ Maintained all outside areas around cart staging area including cart barn, starter’s house, ice station, locker room and cart wash area.
- ✓ Excellent customer compliments and feedback regarding GPS system on golf carts.
- ✓ Received new Manitowac ice machine for customer use.
- ✓ Received new Easy-Picker ball washer.

FISCAL YEAR 2025 GOALS AND OBJECTIVES

- Continue to offer quality, unsurpassed customer service, always greeting customers with a smile and helping our customers in any way possible.
- 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 2020/2021	Actual 2021/2022	Actual 2022/2023	Projected 2023/20024	Projected 2024/2025
Electric Golf Carts	80	80	80	80	80
Tires Maintained	324	324	332	324	332
Grease Fittings Maintained	324	324	332	324	332
Range Carts	1	1	1	1	1
Ranger Carts	0	0	2	0	2
Batteries Maintained	481	481	493	481	493
Beverage Carts	0	0	0	0	0

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

GOLF COURSE CARTS DIVISION PROGRAM BUDGET DESCRIPTION

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>23/24</i>	<i>24/25</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%	

GOLF COURSE CARTS DIVISION BUDGET SUMMARY

The Fiscal Year 2024-2025 proposed budget for Golf Course Carts Division is \$ 208,939. This compares to the 2023-2024 projected expenses of \$ 196,174, an increase of \$ 12,765, or 6.51%.

	FY 20/21		FY 21/22		FY 22/23		Amended		Difference	
	Actual		Actual		Actual		Budget	Projected		
Personal Services	\$ 107,828		\$ 145,790		\$ 160,421		\$ 167,160	\$ 162,280	\$ 175,045	\$ 12,765
Operating Expenses	2,587		12,542		54,778		32,694	33,894	33,894	-
Capital Outlay	-		-		528,640		-	-	-	-
Debt Service	2,789		890		-		-	-	-	-
Total	\$ 113,203		\$ 159,222		\$ 743,839		\$ 199,854	\$ 196,174	\$ 208,939	\$ 12,765

Fiscal Year 2024-25 Proposed Budget:

Major Current Level Changes from Fiscal Year 2023-24 Projected Expenses:

	Difference
1. Personal Services - Increase due to negotiated pay increases.	\$ 12,765
2. Operating Expenses - No change.	\$ -
3. Capital Outlay - No change.	\$ -
4. Debt Service - No change.	\$ -

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

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>22/23</u>	<u>23/24</u>	<u>23/24</u>	<u>24/25</u>	<u>23/24</u>	<u>24/25</u>
Cart Attendants (P/T) *	\$ 13.51/hr - \$ 23.64/hr	5.00	5.00	5.00	5.00	\$ 143,000	\$ 155,000
		5.00	5.00	5.00	5.00		
	TOTAL SALARIES					\$ 143,000	\$ 155,000
* (5) P/T Cart Attendants	Overtime					5,500	4,800
equals (10) positions	FICA Taxes					11,400	12,276
	Worker's Compensation					1,880	2,319
	Additional Compensation					500	650
	Total Personal Services					\$ 162,280	\$ 175,045

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

GOLF COURSE CARTS DIVISION

Code: 410130

Account Number	Description	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Actual	Amended FY 23/24 Budget	FY 23/24 Projected	FY 24/25 Proposed Budget
PERSONAL SERVICES							
511200	Regular Salaries	95,198	128,293	141,385	147,750	143,000	155,000
511400	Overtime	3,284	5,287	5,685	4,800	5,500	4,800
512100	FICA Taxes	7,528	10,133	11,240	11,710	11,400	12,276
512400	Worker's Comp Insurance	1,817	2,077	2,110	2,400	1,880	2,319
512700	Additional Compensation	0	0	0	500	500	650
TOTAL PERSONAL SERVICES		107,828	145,790	160,421	167,160	162,280	175,045
OPERATING EXPENSES							
533400	Other Contractual Services	0	0	7,200	28,800	28,800	28,800
533420	Pest/Weed Control	144	144	144	144	144	144
534610	R & M - Buildings	823	503	578	2,000	2,000	2,000
534640	R & M - Operating Equipment	1,501	11,614	46,123	750	2,000	2,000
534920	Legal Ads	0	0	77	0	0	0
535200	Departmental Supplies	108	190	561	500	500	500
535220	Cleaning Supplies	11	92	96	200	200	200
535230	Small Tools and Equipment	0	0	0	300	250	250
TOTAL OPERATING EXPENSES		2,587	12,542	54,778	32,694	33,894	33,894
CAPITAL OUTLAY							
606400	Vehicles and Equipment	0	0	528,640	0	0	0
TOTAL CAPITAL OUTLAY		0	0	528,640	0	0	0
NON-OPERATING EXPENSES							
707145	Principal - Golf Course Loan	0	0	0	0	0	0
707245	Interest - Golf Course Loan	2,789	890	0	0	0	0
TOTAL NON-OPERATING EXPENSES		2,789	890	0	0	0	0
TOTAL CARTS DIVISION		113,203	159,222	743,839	199,854	196,174	208,939

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

MUNICIPAL AIRPORT

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

<u>Description</u>	FY 20/21	FY 21/22	FY 22/23	Amended FY 23/24	FY 23/24	FY 24/25
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Projected</u>	<u>Budget</u>
Total Revenues	\$ 579,785	\$ 694,943	\$ 827,437	\$ 758,570	\$ 741,088	\$ 786,620
Total Airport Administration	\$ 520,947	\$ 483,330	\$ 679,327	\$ 854,747	\$ 780,467	\$ 778,988
Change in Unrestricted Reserves	\$ 58,838	\$ 211,613	\$ 148,109	\$ (96,177)	\$ (39,379)	\$ 7,632

AIRPORT FUND REVENUE

Code: 450010

The Fiscal Year 2024-2025 proposed budget for Airport fund revenue is \$ 786,620. This compares to the 2023-2024 projected Airport fund revenue of \$741,088, an increase of \$ 6,153, or 5.8%.

<u>Description</u>	FY 20/21	FY 21/22	FY 22/23	Amended FY 22/23	FY 22/23	FY 23/24	<u>Difference</u>
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Projected</u>	<u>Budget</u>	
Operating revenue	\$ 557,469	\$ 652,967	\$ 769,112	\$ 723,940	\$ 667,721	\$ 750,675	\$ 82,954
Non-operating revenues	22,316	41,977	58,325	34,630	73,367	35,945	(37,422)
Use of Unrestricted Reserves	-	-	-	96,177	39,379	-	(39,379)
Total revenues and other sources	\$ 579,785	\$ 694,943	\$ 827,437	\$ 854,747	\$ 780,467	\$ 786,620	\$ 6,153

Fiscal Year 2024-25 Proposed Budget:

Major Current Level Changes from Fiscal Year 2023-24 Projected Revenue:

	<u>Difference</u>
1. Operating revenue - Increase due primarily to Hangar D rent payments and contractual rent increases.	\$ 82,954
2. Non-operating revenues - Decrease due to FEMA and insurance payments received in the prior year.	\$ (37,422)

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

AIRPORT REVENUE

Code: 450010

<u>Account Number</u>	<u>Description</u>	<u>FY 20/21 Actual</u>	<u>FY 21/22 Actual</u>	<u>FY 22/23 Actual</u>	<u>Amended FY 23/24 Budget</u>	<u>FY 23/24 Projected</u>	<u>Proposed FY 24/25 Budget</u>
OPERATING REVENUE							
362150	Nontaxable Rents	119,506	194,888	295,819	177,095	177,095	177,470
362100	Rents and Royalties	375,889	396,056	411,697	485,540	428,427	511,010
369900	Other Miscellaneous Revenues	61,792	61,761	61,313	61,030	61,935	61,930
369941	Sales Tax Commission	282	261	283	275	264	265
TOTAL OPERATING REVENUE		557,469	652,967	769,112	723,940	667,721	750,675
OTHER NON-OPERATING REVENUE:							
331901	FEMA Federal Reimbursement	0	0	0	0	11,310	0
334902	FEMA State Reimbursement	0	0	0	0	628	0
361100	Interest Earnings	869	(290)	7,689	6,750	7,500	7,500
361105	SBA Interest	0	1,042	4,274	4,000	4,000	4,000
364100	Sale of Fixed Assets	0	1,825	18,934	0	0	0
365000	Sale of Surplus Materials/Scrap	0	11,834	0	0	913	0
366000	Contributions & Donations	0	0	0	0	0	0
369200	Insurance Proceeds	0	0	2,984	0	25,000	0
369400	Reimbursements	21,447	23,922	24,444	23,880	24,016	24,445
381001	Transfer from Fund 001 GF	0	3,643	0	0	0	0
TOTAL OTHER NON-OPERATING REVENUE		22,316	41,977	58,325	34,630	73,367	35,945
TOTAL AIRPORT REVENUES		579,785	694,943	827,437	758,570	741,088	786,620
USE OF UNRESTRICTED RESERVES		0	0	0	96,177	39,379	0
TOTAL AIRPORT SOURCES		579,785	694,943	827,437	854,747	780,467	786,620

CITY OF SEBASTIAN, FLORIDA 2024/2025 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 2024 ACCOMPLISHMENTS

- ✓ Re-paved/rehabilitated Runway 05-23
- ✓ Reconstructed/paved two aircraft parking aprons on Alpha Taxiway
- ✓ Secured \$ 215,000 Design & Engineering Grant for new Taxiway Golf
- ✓ Signed Tenant lease for complete occupancy of new Hangar D
- ✓ Secured \$ 120,000 grant for replacement or upgrade of Automated Weather Observation System
- ✓ Purchased new 4WD Kubota field tractor for airfield mowing/upkeep

FISCAL YEAR 2025 GOALS AND OBJECTIVES

- Construct three new Square Hangars on the west side of the airport
- Build out office spaces in the new Hangar D for tenancy
- Replace or upgrade the Automated Weather Observation System
- Secure \$ 1,975,200 grant for Taxiway Golf construction
- Construct Airport Equipment Shelter
- Engineer and design Terminal Apron expansion for transient aircraft

PERFORMANCE MEASURES

Performance Indicators	Actual 2020/2021	Actual 2021/2022	Actual 2022/2023	Projected 2023/2024	Projected 2024/2025
Acres Available for Development	103	85	85	85	85
Airport Leasehold Revenues	\$495,395	\$590,944	\$707,516	\$605,522	\$688,480

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

AIRPORT PROGRAM BUDGET DESCRIPTION

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>23/24</i>	<i>24/25</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.
20.00%	20.00%	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.
30.00%	30.00%	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 2024-2025 proposed budget for the Municipal Airport Administration, excluding budgeted contingency, is \$ 778,988. This compares to the 2023-2024 projected expenses of \$ 780,467, a decrease of \$ 1,479 or -.19%.

	Amended						Difference
	FY 20/21	FY 21/22	FY 22/23	FY 23/24	FY 23/24	FY 24/25	
	Actual	Actual	Actual	Budget	Projected	Budget	
Personal Services	\$ 62,692	\$ 133,225	\$ 195,250	\$ 206,415	\$ 202,070	\$ 225,070	\$ 23,000
Operating Expenses	277,935	295,521	313,166	491,468	418,438	483,418	64,980
Capital Outlay	9,205	29,043	78,276	115,000	96,095	32,000	(64,095)
Debt Service	21,116	20,740	20,110	38,500	38,500	38,500	-
Non-Operating	150,000	4,800	72,524	3,364	25,364	-	(25,364)
Contingency	58,838	211,613	148,109	-	-	7,632	7,632
Total	\$ 579,785	\$ 694,943	\$ 827,437	\$ 854,747	\$ 780,467	\$ 786,620	\$ 6,153

Fiscal Year 2024-25 Proposed Budget:

Major Current Level Changes from Fiscal Year 2023-24 Projected Expenses:

	<u>Difference</u>
1. Personal Services - Increase due to a reclass as well as negotiated pay and insurance costs.	\$ 23,000
2. Operating Expenses - Increase due to insurance costs and additional contractual and equipment maintenance costs.	\$ 64,980
3. Capital Outlay - Decrease due to larger pieces of equipment purchased in the prior year.	\$ (64,095)
4. Debt Service - No change.	\$ -
5. Non Operating - Decrease due to grant match payments made for projects in the prior year.	\$ (25,364)

CITY OF SEBASTIAN, FLORIDA 2024/2025 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>Amended</u>		<u>Expense</u>	<u>Budget</u>
		<u>22/23</u>	<u>23/24</u>	<u>23/24</u>	<u>24/25</u>	<u>23/24</u>	<u>24/25</u>
Airport Manager	69,127 / 120,971	1.00	1.00	1.00	1.00	\$ 70,500	\$ 74,000
Facilities/Airport Maintenance Worker III	44,554 / 77,967	0.00	0.00	0.00	1.00	43,125	47,500
Facilities/Airport Maintenance Worker II	39,520 / 69,159	1.00	1.00	1.00	0.00	43,125	-
Airport Maintenance Worker I (P/T)	\$ 17.00/hr - \$ 29.75/hr	0.50	0.50	0.50	0.50	21,100	22,250
		2.50	2.50	2.50	2.50		
TOTAL SALARIES						\$ 177,850	\$ 143,750
						Overtime	1,000
						FICA Taxes	11,175
						Clothing Allowance	400
						Deferred Compensation	11,149
						Group Insurance Premiums	41,096
						Health Reimbursement Account	10,075
						Employee Assistance Program	32
						Worker's Comp Insurance	5,443
						Additional Compensation	950
						Total Personal Services	\$ 225,070
						\$ 245,195	\$ 225,070

CAPITAL OUTLAY SCHEDULE

AIRPORT - TO BE FUNDED BY DISCRETIONARY SALES TAX

<u>Description</u>	<u>EXPENDITURES PER FISCAL YEAR</u>					<u>TOTAL</u>
	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>	<u>2028/29</u>	
Construct Taxiway Golf	\$ 197,520	\$ 197,520	-	-	-	\$ 395,040
Design Terminal Apron Expansion	45,000	-	-	-	-	45,000
Construct Terminal Apron Expansion	-	240,000	-	-	-	240,000
Design Taxiway Golf Apron	-	50,000	-	-	-	50,000
Construct Taxiway Golf Apron	-	-	300,000	-	-	300,000
Design NW Airport Access	-	50,000	-	-	-	50,000
Construct NW Airport Access	-	-	400,000	-	-	400,000
	\$ 242,520	\$ 537,520	\$ 700,000	\$ -	\$ -	\$ 1,480,040

AIRPORT - TO BE FUNDED BY AIRPORT FUND

<u>Description</u>	<u>EXPENDITURES PER FISCAL YEAR</u>					<u>TOTAL</u>
	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027/28</u>	<u>2028/29</u>	
Zero Turn Mower	\$ 17,000	-	-	-	-	\$ 17,000
Pick-Up Truck	15,000	-	-	-	-	15,000
Security Fiber Network Upgrade	-	-	-	100,000	-	100,000
Update Airport Master Plan	-	-	-	25,000	-	25,000
Design Taxiway Bravo Rehab	-	-	-	-	15,000	15,000
	\$ 32,000	\$ -	\$ -	\$ 125,000	\$ 15,000	\$ 172,000

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

AIRPORT ADMINISTRATION

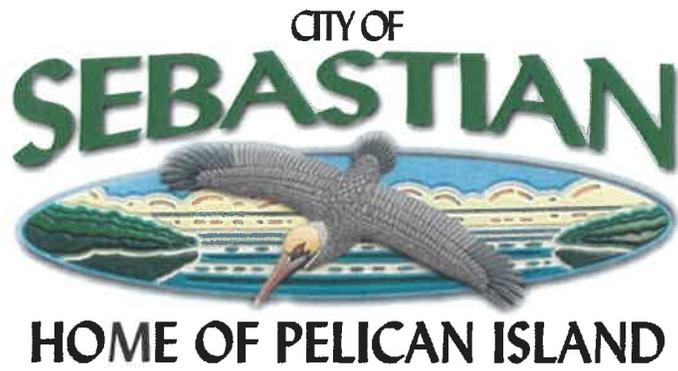
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Account		FY 20/21	FY 21/22	FY 22/23	Amended	FY 23/24	FY 24/25
Number	Description	Actual	Actual	Actual	Budget	Projected	Proposed Budget
PERSONAL SERVICES							
511200	Regular Salaries	44,613	90,549	130,476	134,500	134,725	143,750
511400	Overtime	0	165	310	1,000	500	1,000
512100	FICA Taxes	3,452	6,187	8,821	10,440	9,500	11,175
512215	Clothing Allowance	260	240	400	400	400	400
512225	Deferred Compensation	2,900	5,372	9,586	10,370	10,265	11,149
512301	Group Insurance Premiums	6,425	21,765	31,474	36,028	36,000	41,096
512307	Health Savings Account	2,377	6,652	11,331	8,000	6,000	10,075
512309	Employee Assistance Program	16	21	32	32	32	32
512400	Worker's Comp Insurance	2,648	2,273	2,820	5,095	4,148	5,443
512700	Additional Compensation	0	0	0	550	500	950
TOTAL PERSONAL SERVICES		62,692	133,225	195,250	206,415	202,070	225,070
OPERATING EXPENSES							
533200	Audit Fees	1,136	725	1,137	6,251	6,251	6,376
533201	Admin Services provided by GF	116,866	104,041	98,374	105,057	105,057	115,562
533400	Other Contractual Services	20,911	25,237	27,617	31,000	25,000	29,000
535410	Environmental Services	0	0	3,984	0	0	0
533420	Pest/Weed Control	1,704	2,027	1,840	2,700	2,000	2,700
534000	Travel and Per Diem	1,258	5,000	10	1,500	0	1,000
534101	Telephone	2,513	5,928	(2,257)	6,600	0	0
534105	Cellular Phone	557	665	1,078	1,200	1,020	1,020
534110	Internet Access	1,499	1,599	1,612	1,725	2,740	2,785
534120	Postage	114	48	105	100	60	100
534310	Electric	20,582	25,097	24,198	25,500	25,525	26,795
534320	Water/Sewer	3,184	3,837	5,086	5,400	7,495	7,800
534420	Equipment Leases	0	118	0	1,000	500	1,000
534500	Insurance	50,703	67,107	90,217	204,545	169,375	186,240
534610	R & M - Buildings	2,800	3,607	5,732	15,000	10,000	15,000
534620	R & M - Vehicles	507	1,252	4,343	4,000	3,100	4,000
534625	R & M - Lighting	4,454	1,350	483	6,000	2,000	3,500
534630	R & M - Office Equipment	0	0	0	500	100	500
534635	R & M - Security Systems	4,270	6,137	830	6,000	6,000	15,000
534640	R & M - Operating Equipment	27,224	17,085	26,320	35,000	25,000	32,000
534681	R & M - Fencing	584	1,402	580	3,000	3,000	3,000
534685	R & M - Grounds Maintenance	317	776	1,695	1,700	1,700	2,000
534687	R & M - Runways and Taxiways	1,740	1,554	10	2,500	2,500	2,500
534700	Printing and Binding	0	0	0	200	0	200
534800	Promotional Activities	0	798	0	500	0	500
534825	Advertising Expenditures	454	215	0	500	0	500
534920	Legal Ads	445	209	407	500	250	500

- Continued -

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

Account		FY 20/21	FY 21/22	FY 22/23	Amended FY 23/24	FY 23/24	FY 24/25
Number	Description	Actual	Actual	Actual	Budget	Projected	Proposed Budget
535200	Departmental Supplies	1,743	2,892	3,533	3,000	1,000	2,100
535210	Computer Supplies	42	156	210	500	200	500
535230	Small Tools and Equipment	1,502	1,854	1,716	3,700	2,500	3,000
535260	Gas and Oil	4,143	9,100	7,855	8,000	9,000	9,000
535270	Uniforms & Shoes	599	650	533	700	500	900
535275	Safety Equipment	108	170	69	300	200	300
535410	Dues and Memberships	449	330	330	400	330	400
535420	Books and Publications	0	0	0	200	0	200
535450	Training and Education	1,272	0	260	900	0	500
535710	Non-Ad Valorem Tax	4,256	4,557	5,261	5,790	6,035	6,940
TOTAL OPERATING EXPENSES:		277,935	295,521	313,166	491,468	418,438	483,418
CAPITAL OUTLAY:							
606200	Buildings	0	0	0	0	0	0
606300	IOTB	0	0	36,834	0	0	0
606400	Vehicles and Equipment	9,205	29,043	41,442	115,000	96,095	32,000
TOTAL CAPITAL OUTLAY:		9,205	29,043	78,276	115,000	96,095	32,000
DEBT SERVICE							
707246	Interest - DST Fund Advance	21,116	20,740	20,110	38,500	38,500	38,500
TOTAL DEBT SERVICE:		21,116	20,740	20,110	38,500	38,500	38,500
NON-OPERATING EXPENSES							
909545	Intrafund Trfr to AP Capital	150,000	4,800	72,524	3,364	25,364	0
TOTAL NON-OPERATING EXPENSES		150,000	4,800	72,524	3,364	25,364	0
TOTAL AIRPORT ADMINISTRATION		520,947	483,330	679,327	854,747	780,467	778,988
OTHER FINANCING USES							
909990	Unappropriated	58,838	211,613	148,109	0	0	7,632
TOTAL EXPENDITURES AND OTHER USES		579,785	694,943	827,437	854,747	780,467	786,620



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CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

BUILDING DEPARTMENT

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

<u>Description</u>	FY 20/21	FY 21/22	FY 22/23	Amended FY 23/24	FY 23/24	FY 24/25
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Projected</u>	<u>Budget</u>
Total Revenues and Transfers	\$ 1,388,506	\$ 980,893	\$ 945,754	\$ 1,149,548	\$ 1,109,148	\$ 1,172,591
Total Expenses	814,164	964,891	1,182,728	1,375,659	1,123,734	1,467,770
Change in Unrestricted Reserves	\$ 574,342	\$ 16,001	\$ (236,975)	\$ (226,111)	\$ (14,586)	\$ (295,179)

BUILDING DEPARTMENT REVENUE

Code: 480010

The Fiscal Year 2024-2025 proposed budget for the Building Department fund revenue is \$ 1,172,591. This compares to the 2023-2024 projected Building Department fund revenue of \$ 1,109,148, an increase of \$ 63,443 or 5.72%.

<u>Description</u>	FY 20/21	FY 21/22	FY 22/23	Amended FY 23/24	FY 23/24	FY 24/25	Difference
	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Projected</u>	<u>Budget</u>	
Operating revenue	\$ 1,367,477	\$ 1,254,688	\$ 896,724	\$ 1,072,150	\$ 1,030,500	\$ 1,093,600	\$ 63,100
Non-operating revenues	21,029	(273,796)	49,029	77,398	78,648	78,991	343
Use of Unrestricted Reserves	-	-	236,975	226,111	14,586	295,179	280,593
Total revenues and other sources	\$ 1,388,506	\$ 980,893	\$ 1,182,729	\$ 1,375,659	\$ 1,123,734	\$ 1,467,770	\$ 344,036

Fiscal Year 2024-2025 Proposed Budget:

Major Current Level Changes from Fiscal Year 2023-2024 Projected Revenue:

	Difference
1. Operating revenue - Increase due to anticipated increase in general building permits issued.	\$ 63,100
2. Non-operating revenues - Slight increase due to interest earned.	\$ 343

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

BUILDING DEPARTMENT REVENUE

Code: 480010

Account Number	Description	FY 20/21 <u>Actual</u>	FY 21/22 <u>Actual</u>	FY 22/23 <u>Actual</u>	Amended FY 23/24 <u>Budget</u>	FY 23/24 <u>Projected</u>	Proposed FY 24/25 <u>Budget</u>
OPERATING REVENUE							
321050	Contractor License	12,088	7,856	7,654	9,000	8,000	8,500
321150	Contractor License - Penalties	2,645	1,570	459	1,200	600	800
322050	Building Permits	699,490	606,840	383,691	500,000	500,000	550,000
322052	Fire Special Events	960	1,440	1,440	1,450	1,450	1,500
322055	Roofing Permits	166,420	190,950	154,862	178,000	185,000	182,000
322065	Alumimum Structure	25,325	21,450	16,025	18,000	17,500	18,000
322070	Shed Permits	9,000	8,175	6,825	5,000	7,100	7,000
322075	Reinspection Fees	36,400	49,675	38,185	45,000	36,000	37,500
322200	Electrical Permits	66,868	55,119	38,776	46,000	36,000	38,000
322225	Plumbing Permits	60,025	71,077	71,094	67,000	58,500	60,500
322230	Pool Permits	26,730	26,370	19,380	21,000	13,800	18,500
322240	Solar Permits	12,075	14,850	12,075	14,000	15,500	15,000
322250	Mechanical Permits	76,193	70,713	52,931	56,000	52,700	55,000
322300	Fencing Permits	20,250	0	0	0	0	0
322500	Sign Permits	2,880	1,845	810	1,500	2,200	1,800
322600	Expired Permit Fee	22,650	17,325	16,950	17,500	15,300	17,000
329400	Plan Checking Fees	83,727	67,979	52,351	61,500	56,000	55,000
329410	Fire Plan Review Fee	5,136	4,346	2,514	2,000	5,100	4,500
341920	Cert. Copying/Record Research	5,754	6,504	4,271	4,500	4,000	4,000
347556	County Facility Admin Fee	27,661	23,769	12,106	18,000	13,500	15,000
359000	Other Fines and Forfeitures	5,200	6,836	4,325	5,000	2,000	3,500
359100	Fire Violations	0	0	0	500	250	500
TOTAL OPERATING REVENUE		1,367,477	1,254,688	896,724	1,072,150	1,030,500	1,093,600
OTHER NON-OPERATING REVENUE:							
361100	Interest Income	2,343	12,471	27,448	25,000	25,900	26,000
361105	SBA Interest Earnings	366	3,532	14,243	12,000	12,850	13,000
369400	Reimbursements	7,330	0	0	0	0	0
369900	Other Miscellaneous Revenue	3,171	3,057	2,481	3,000	2,500	3,000
369998	Prior Year Refunds	0	(297,191)	0	0	0	0
381410	Interfund Transfer from 410 GC	7,819	4,335	4,857	37,398	37,398	36,991
TOTAL OTHER NON-OPERATING REVENUE		21,029	(273,796)	49,029	77,398	78,648	78,991
TOTAL BUILDING DEPARTMENT REVENUES		1,388,506	980,893	945,754	1,149,548	1,109,148	1,172,591
USE OF UNRESTRICTED RESERVES		0	0	236,975	226,111	14,586	295,179
TOTAL BUILDING DEPARTMENT SOURCES		1,388,506	980,893	1,182,728	1,375,659	1,123,734	1,467,770

CITY OF SEBASTIAN, FLORIDA 2024/2025 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.

The building department also functions as the City's Fire Prevention Office. Fire plans review and inspections are conducted on new Fire and Life Safety Systems, new construction and renovations. Annual Fire Inspections are conducted on commercial buildings in accordance with the Fire Prevention Code.

Contractor licensing, checks and administers the registration of licensed contractors who work in the City of Sebastian.

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 2024 ACCOMPLISHMENTS

- ✓ Maintained timeliness and delivery of permitting services with an average turnaround time of 10 days or less for most projects
- ✓ 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. Follow up on any deficiencies reported. Completed annual fire inspections on all buildings containing high occupant loads and/or Fire and Life Safety Systems within the city.
- ✓ Improvements made to MGO permitting system by completing the implementation of a new Fire Module to automate and record all Fire and Life Safety inspections. Completed the implementation of Online Permitting through the customer portal where all permits can now be applied for online including uploading plan documents electronically.
- ✓ Continued to enforce state laws and city ordinances regarding unlicensed contractor activity and willful code violations.
- ✓ Continued to scan completed permits, existing property files and business tax receipts for safe record keeping.

FISCAL YEAR 2025 GOALS AND OBJECTIVES

- Continue to maintain timeliness and delivery of permitting services with an average turnaround time of 10 days or less for most projects.
- Provide building and fire code related continuing education to satisfy state licensing requirements and provide ongoing customer service training.
- Continue to use Compliance Engine program to monitor Fire and Life Safety Systems compliance. Continue to conduct annual fire inspections of occupied commercial buildings.
- Continue improvements to the MGO permitting software to streamline the online permit process. Continue to improve communication and capabilities within departments using MGO software to provide the best customer service possible.
- Continue to enforce state laws and city ordinances related to construction industry, unlicensed contractor activity and code violations.
- Expedite the scanning of completed permits, property files, and business tax receipts for safe record keeping.

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

PERFORMANCE MEASURES

Performance Indicators	Actual 2020/2021	Actual 2021/2022	Actual 2022/2023	Projected 2023/2024	Projected 2024/2025
Residential permits issued	782	652	631	575	615
Commercial permits issued	16	23	19	18	25
Other permits issued	3,164	3,427	3,053	3,400	3,150
Total number of inspections	14,332	17,857	14,416	15,750	13,900
Total number of reinspections	2,992	3,608	3,059	3,100	2,362
Number of Professional licenses processed	280	358	409	365	350
Expired permits processed	302	231	226	115	204
Business Tax Receipts processed and issued	1631	1228	1350	1275	1280

BUILDING DEPARTMENT PROGRAM BUDGET DESCRIPTION

<i>STAFFING</i>		<i>NATURE OF ACTIVITY</i>
<i>23/24</i>	<i>24/25</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.
21.00%	21.00%	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.
21.00%	21.00%	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.
40.00%	40.00%	Building and Alteration Inspection - On-site inspections for commercial and residential, including structural, electrical, plumbing, and mechanical. Post inspections into computer database daily. Answer code questions for builders and general public related to inspections.
3.00%	3.00%	Contractor Licensing - Accepts contractor license application for registration and calculates fees. Review applicants for applicable insurance and workman's comp. coverages. Review letters of reciprocity. Process annual re-newal notices and issues new registrations. Check permit applications for properly licensed and insured contractors.
3.00%	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-newal notices and issues new Business Tax Receipts.
3.00%	3.00%	Safety - Annual fire inspections at places of business as required by NFPA and following up on expired permits and unsafe structures.
1.00%	1.00%	Records Retention - Scanning plans to laserfiche and MGO for permanent record keeping
100.00%	100.00%	

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

BUILDING DEPARTMENT BUDGET SUMMARY

The Fiscal Year 2024-2025 proposed budget for the Building Department, excluding budgeted contingency, is \$ 1,467,770. This compares to the projected FY 2023-2024 expenses of \$ 1,123,734, an increase of \$ 344,036, or 30.62%.

	FY 20/21	FY 21/22	FY 22/23	Amended		FY 24/25	Difference
	Actual	Actual	Actual	FY 23/24	FY 23/24		
				Budget	Projected	Budget	
Personal Services	\$ 631,113	\$ 726,363	\$ 813,071	\$ 1,099,515	\$ 932,940	\$ 1,141,760	\$ 208,820
Operating Expenses	160,093	238,328	175,395	242,394	157,195	232,915	\$ 75,720
Capital Outlay	22,957	-	194,262	33,750	33,599	93,095	\$ 59,496
Transfers	-	200	-	-	-	-	\$ -
Contingency	574,342	16,001	-	-	-	-	\$ -
Total	\$ 1,388,506	\$ 980,892	\$ 1,182,728	\$ 1,375,659	\$ 1,123,734	\$ 1,467,770	\$ 344,036

Fiscal Year 2024-25 Proposed Budget:

Major Current Level Changes from Fiscal Year 2023-24 Projected Expenses

	Difference
1. Personal Services - Increase due to having positions full all year, longevity, and negotiated pay and insurance costs.	\$ 208,820
2. Operating Expenses - Increase due to anticipated need for additional contractual services.	\$ 75,720
3. Capital Outlay - Increase due to two vehicles and two scanners requested this year	\$ 59,496
4. Transfers - No change.	\$ -

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

PERSONAL SERVICES SCHEDULE

BUILDING DEPARTMENT	PAY RANGE	FULL TIME EQUIVALENTS				Projected	Budget	
		Amended				Expense		
		<u>22/23</u>	<u>23/24</u>	<u>23/24</u>	<u>24/25</u>	<u>23/24</u>	<u>24/25</u>	
Building Official	92,637 / 162,112	1.00	1.00	1.00	1.00	\$ 143,150	\$ 156,500	
Deputy Building Official	69,127 / 120,971	1.00	1.00	1.00	1.00	100,400	109,500	
Chief Building Inspector	69,118 / 120,955	1.00	1.00	1.00	1.00	82,550	89,000	
Building Inspector II	62,691 / 109,707	2.00	3.00	3.00	3.00	131,250	204,250	
Administrative Assistant	37,440 / 65,519	1.00	1.00	1.00	1.00	43,850	46,000	
Local Business Tax Specialist	35,360 / 61,879	1.00	1.00	1.00	1.00	66,400	65,250	
Permit Technician	35,360 / 61,879	2.00	2.00	2.00	1.00	39,300	41,000	
Fire Inspector P/T	\$ 26.04/hr - \$ 45.57/hr	1.00	1.00	1.00	0.50	20,250	38,000	
Electrical Inspector P/T	\$ 26.04/hr - \$ 45.57/hr	0.50	0.50	0.50	0.50	3,750	5,250	
Clerical Assistant II P/T	\$ 17.00/hr - \$ 29.75/hr	0.50	0.50	0.50	0.50	20,750	22,250	
Clerical Assistant I P/T	\$ 15.23/hr - \$ 26.65/hr	0.00	0.00	0.00	0.50	-	20,000	
		11.00	12.00	12.00	11.00			
						TOTAL SALARIES	\$ 651,650	\$ 797,000
						Overtime	3,000	2,500
						FICA Taxes	50,398	61,599
						Clothing Allowance	1,600	1,600
						Deferred Compensation	55,000	64,916
						Group Insurance Premiums	120,000	154,548
						Health Savings Account	37,000	40,300
						Employee Assistance Program	127	143
						Worker's Comp Insurance	12,015	15,054
						Additional Compensation	2,150	4,100
						Total Personal Services	<u>\$ 932,940</u>	<u>\$ 1,141,760</u>

CAPITAL OUTLAY SCHEDULE

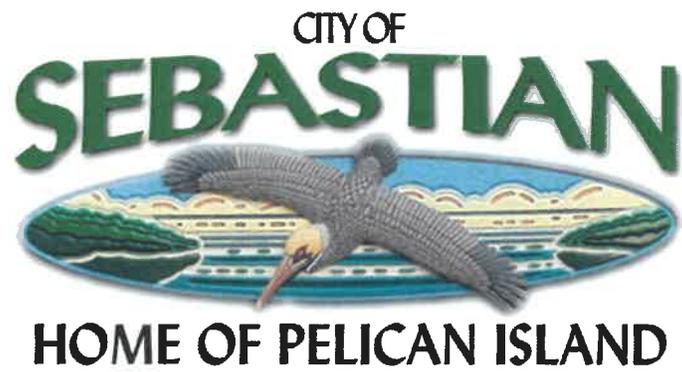
BUILDING DEPARTMENT - TO BE FUNDED BY THE BUILDING DEPARTMENT FUND						
Description	EXPENDITURES PER FISCAL YEAR					TOTAL
	<u>2024/25</u>	<u>2025/26</u>	<u>2026/27</u>	<u>2027-28</u>	<u>2028-29</u>	
(2) Pick-Up Trucks	\$ 77,500	\$ -	\$ -	\$ -	\$ -	\$ 77,500
Large Plan Scanner	10,495	-	-	-	-	10,495
Desktop Scanner	5,100	-	-	-	-	5,100
	<u>\$ 93,095</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 93,095</u>

CITY OF SEBASTIAN, FLORIDA 2024/2025 ANNUAL BUDGET

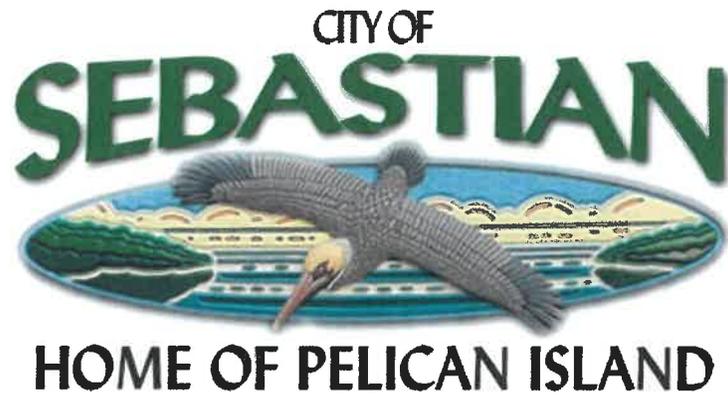
BUILDING DEPARTMENT

Code: 480110

Account Number	Description	FY 20/21 Actual	FY 21/22 Actual	FY 22/23 Actual	Amended FY 23/24 Budget	FY 23/24 Projected	FY 24/25 Proposed Budget
PERSONAL SERVICES							
511200	Regular Salaries	473,476	535,024	596,536	768,500	651,650	797,000
511400	Overtime	3,175	732	4,815	2,000	3,000	2,500
512100	FICA Taxes	35,746	38,793	42,916	59,538	50,398	61,599
512215	Clothing Allowance	670	720	1,397	800	1,600	1,600
512225	Deferred Compensation	41,121	45,493	48,411	64,112	55,000	64,916
512301	Group Insurance Premiums	56,865	74,830	88,911	151,040	120,000	154,548
512307	Health Savings Account	10,460	20,614	19,635	36,000	37,000	40,300
512309	Employee Assistance Program	104	111	112	158	127	143
512400	Worker's Comp Insurance	9,496	10,046	10,338	15,167	12,015	15,054
512700	Additional Compensation	0	0	0	2,200	2,150	4,100
TOTAL PERSONAL SERVICES		631,113	726,363	813,071	1,099,515	932,940	1,141,760
OPERATING EXPENSES							
533200	Audit Fees	1,974	1,380	2,171	2,388	2,388	2,627
533201	Administrative Services Provided by GF	54,632	60,095	66,105	72,716	72,716	79,988
533400	Other Contractual Services	36,074	119,711	42,890	91,150	8,000	70,650
534000	Travel and Per Diem	569	582	1,707	2,000	1,500	2,200
534101	Telephone	429	173	0	0	0	0
534105	Cellular Telephone	2,087	1,940	2,200	3,000	2,575	2,640
534110	Internet Services	1,562	1,113	1,351	1,560	1,865	1,920
534120	Postage	945	1,084	406	1,000	500	800
534310	Electric	3,075	3,512	4,476	4,800	4,420	4,640
534320	Water / Sewer	323	315	358	420	355	375
534420	Equipment Leases	2,608	2,573	2,563	2,565	2,550	2,550
534500	Insurance	10,861	5,986	8,507	9,365	9,225	10,145
534620	R & M - Vehicles	3,460	2,865	1,467	4,000	2,000	2,500
534630	R & M - Office Equipment	25,171	23,381	23,902	23,780	24,100	30,430
534800	Promotional Activities	0	0	0	1,500	1,000	1,000
534910	Clerk of Court Filing Fees	29	147	0	75	0	75
534920	Legal Ads	142	217	0	100	0	100
535200	Departmental Supplies	983	1,867	3,192	2,000	1,800	2,000
535210	Computer Supplies	2,548	1,023	1,901	2,800	5,000	1,800
535230	Small Tools and Equipment	570	111	537	450	200	400
535260	Gas and Oil	4,811	7,420	8,207	7,750	7,800	8,000
535270	Uniforms and Shoes	496	844	993	1,100	1,000	1,100
535275	Safety Equipment	0	65	0	100	50	100
535410	Dues and Memberships	887	977	1,360	3,075	2,951	3,100
535420	Books and Publications	2,856	0	179	2,900	3,600	500
535450	Training and Education	3,003	947	924	1,800	1,600	3,275
TOTAL OPERATING EXPENSES		160,093	238,328	175,395	242,394	157,195	232,915
CAPITAL OUTLAY							
606220	Building Improvements	0	0	189,061	0	0	0
606400	Vehicles and Equipment	22,957	0	5,201	33,750	33,599	93,095
TOTAL CAPITAL OUTLAY		22,957	0	194,262	33,750	33,599	93,095
NON-OPERATING EXPENSES							
909101	Transfer to General Fund	0	200	0	0	0	0
TOTAL NON-OPERATING EXPENSES		0	200	0	0	0	0
TOTAL BUILDING DEPARTMENT		814,164	964,891	1,182,728	1,375,659	1,123,734	1,467,770
OTHER FINANCING USES							
909990	Unappropriated	574,342	16,001	0	0	0	0
TOTAL EXPENDITURES AND OTHER USES		1,388,506	980,893	1,182,728	1,375,659	1,123,734	1,467,770



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CITY OF SEBASTIAN, FLORIDA
ANNUAL BUDGET
FISCAL YEAR 2024-2025

***CAPITAL IMPROVEMENT
PROGRAM***

Draft as of July 3, 2024

CITY OF SEBASTIAN, FLORIDA
FISCAL YEAR 2025-2030
SUMMARY OF CAPITAL PURCHASES AND IMPROVEMENTS

List of Projects	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30	Totals
General Government							
Drone	1,200	-	-	-	-	-	1,200
City Wide Computers	35,000	45,000	35,000	45,000	35,000	45,000	240,000
COSTv Equipment	15,000	15,000	15,000	15,000	15,000	15,000	90,000
Network Infrastructure	30,000	30,000	30,000	30,000	30,000	30,000	180,000
Security Cameras	30,000	30,000	30,000	30,000	30,000	30,000	180,000
City Hall Security Improvements	90,000	-	-	-	-	-	90,000
Public Works Firewall/Servers	-	-	-	-	60,000	-	60,000
Main Core Security System	-	-	-	-	100,000	-	100,000
Police Department							
Police Vehicles	406,500	335,000	351,750	369,400	387,870	407,265	2,257,785
Vehicle/Body Cameras	101,559	106,559	106,559	106,559	106,559	106,559	634,354
Road Patrol Equipment	58,300	44,300	26,000	26,000	22,000	22,000	198,600
CAD/RMS System Update	25,000	25,000	25,000	25,000	25,000	25,000	150,000
Community Development							
CDBG Grant Program	130,000	130,000	130,000	130,000	130,000	130,000	780,000
Working Waterfront Expansion	500,000	500,000	500,000	-	-	-	1,500,000
Working Waterfront Dry Line	50,000	-	-	-	-	-	50,000
Central Avenue Catalyst Site	-	-	-	500,000	-	-	500,000
Pedestrian Crossing Signs	5,000	5,000	5,000	5,000	-	-	20,000
Roads Department							
Sidewalk Replacement	50,000	75,000	75,000	75,000	75,000	75,000	425,000
Porous Sidewalk Panels	-	25,000	50,000	-	-	-	75,000
Mid-Block Crosswalks	-	9,600	-	-	-	-	9,600
ADA Sidewalk Mats	-	62,539	-	-	-	-	62,539
Street Preservation (Repaving)	1,100,000	1,260,000	962,500	960,000	1,750,000	-	6,032,500
Street Reconstruction	2,010,000	2,225,000	1,795,000	1,515,000	1,410,000	-	8,955,000
Electric Sweeper Truck	-	-	320,000	-	-	-	320,000
Facilities Maintenance Division							
City Hall Doors	18,000	-	-	-	-	-	18,000
PD Roof Evaluation	25,000	-	-	-	-	-	25,000
Art Center Roof Replacement	-	30,000	-	-	-	-	30,000
Facilities Maintenance Vehicles	-	-	45,000	-	-	-	45,000
Air Conditioner Replacement	25,000	30,000	30,000	35,000	35,000	40,000	195,000
Cemetery Division							
Cemetery Equipment	-	-	13,000	16,000	-	-	29,000
Cemetery Vehicle	-	-	40,000	-	-	-	40,000
Cemetery Irrigation Pump	-	-	40,000	-	-	-	40,000
Columbarium Niches	-	-	125,000	-	-	-	125,000
Parks Department							
Park Maintenance Equipment	8,500	-	28,000	22,000	30,000	-	88,500
Miscellaneous Parks Equipment	21,500	55,000	90,000	-	-	-	166,500
Playground Improvements	60,000	140,000	140,000	80,000	-	-	420,000
Park Improvements	20,000	20,000	20,000	20,000	20,000	20,000	120,000
Community Center Upgrades	37,500	-	-	-	-	-	37,500
Baseball Safety Netting	50,000	-	-	-	-	-	50,000
Park Restroom Doors	-	25,000	25,000	-	-	-	50,000
CRA Maintenance Equipment	123,500	-	-	-	-	150,000	273,500
SMART Irrigation System Plan	25,000	25,000	25,000	25,000	25,000	25,000	150,000
Main Street Ramp Dredging	100,000	200,000	-	-	-	-	300,000
Main Street Shoreline Stabilization	100,000	-	-	-	-	-	100,000
Twin Piers Dry Line	80,000	-	-	-	-	-	80,000
Riverview Park Improvements	1,000,000	1,000,000	1,000,000	-	-	-	3,000,000
Stormwater Department							
Backhoe	170,000	-	-	-	-	-	170,000
Crew Vehicle	-	51,279	-	-	-	-	51,279
Excavator	173,650	-	-	-	-	-	173,650
New Crew Vehicle	81,500	-	-	-	-	-	81,500
Vacuum Truck	485,000	-	-	-	-	-	485,000
Sidearm Machine and Cutting Head	235,000	-	-	-	-	-	235,000
Brush Truck	-	133,700	-	-	-	-	133,700
Canal Study	95,000	40,000	-	-	-	-	135,000
Slip Lining/Pipe Replacement	182,000	200,000	220,000	242,000	266,000	266,000	1,376,000
Stonecrop Upstream Drainage	1,220,000	310,000	345,000	-	-	-	1,875,000
Schumann Drive Culvert	750,000	-	-	-	-	-	750,000
Golf Course Fund							
Course Renovations	50,000	50,000	50,000	50,000	50,000	50,000	300,000
Golf Equipment	-	-	-	10,000	-	-	10,000
Airport Fund							
Airport Mower	17,000	-	-	-	-	-	17,000
Airport Truck Replacement	15,000	-	-	-	-	-	15,000
Security Fiber Network Upgrade	-	-	-	500,000	-	-	500,000
Airport Master Plan	-	-	-	500,000	-	-	500,000
Design Taxiway Golf Apron	-	250,000	-	-	-	-	250,000
Construct Taxiway Golf Apron	-	-	1,500,000	-	-	-	1,500,000
Design Terminal Apron Expansion	225,000	-	-	-	-	-	225,000
Construct Terminal Apron Expansion	-	1,200,000	-	-	-	-	1,200,000
Construct Taxiway Golf	987,600	987,600	-	-	-	-	1,975,200
Design Taxiway Bravo Rehab	-	-	-	-	300,000	-	300,000
Design NW Airport Access	-	250,000	-	-	-	-	250,000
Construct NW Airport Access	-	-	2,000,000	-	-	-	2,000,000
Building Fund							
Building Department Trucks	77,500	-	-	-	-	-	77,500
Building Department Scanners	15,595	-	-	-	-	-	15,595
Totals	\$ 11,111,404	\$ 9,920,577	\$ 10,192,809	\$ 5,331,959	\$ 4,902,429	\$ 1,436,824	\$ 42,896,002

**CITY OF SEBASTIAN, FLORIDA
FISCAL YEAR 2025-2030
SUMMARY OF CAPITAL IMPROVEMENT PROJECTS**

	<u>FY 2024-25</u>	<u>FY 2025-26</u>	<u>FY 2026-27</u>	<u>FY 2027-28</u>	<u>FY 2028-29</u>	<u>FY 2029-30</u>	<u>Total</u>
<u>Grouped by Department</u>							
General Government	\$ 201,200	\$ 120,000	\$ 110,000	\$ 120,000	\$ 270,000	\$ 120,000	\$ 941,200
Police Department	591,359	510,859	509,309	526,959	541,429	560,824	3,240,739
Roads Department	3,160,000	3,657,139	3,202,500	2,550,000	3,235,000	75,000	15,879,639
Public Facilities Department	68,000	60,000	293,000	51,000	35,000	40,000	547,000
Parks and Recreation	1,626,000	1,465,000	1,328,000	147,000	75,000	195,000	4,836,000
Community Development	685,000	635,000	635,000	635,000	130,000	130,000	2,850,000
Stormwater	3,392,150	734,979	565,000	242,000	266,000	266,000	4,001,000
Golf Course	50,000	50,000	50,000	60,000	50,000	50,000	310,000
Airport	1,244,600	2,687,600	3,500,000	1,000,000	300,000	-	8,732,200
Building	93,095	-	-	-	-	-	93,095
Total by Departments	\$ 11,111,404	\$ 9,920,577	\$ 10,192,809	\$ 5,331,959	\$ 4,902,429	\$ 1,436,824	\$ 41,430,873
<u>Grouped by Function</u>							
General Government	\$ 886,200	\$ 755,000	\$ 745,000	\$ 755,000	\$ 400,000	\$ 250,000	\$ 3,791,200
Public Safety	684,454	510,859	509,309	526,959	541,429	560,824	3,333,834
Transportation	4,472,600	6,404,739	6,995,500	3,601,000	3,570,000	115,000	25,158,839
Parks & Recreation	1,676,000	1,515,000	1,378,000	207,000	125,000	245,000	5,146,000
Physical Environment	3,392,150	734,979	565,000	242,000	266,000	266,000	5,466,129
Total by Functions	\$ 11,111,404	\$ 9,920,577	\$ 10,192,809	\$ 5,331,959	\$ 4,902,429	\$ 1,436,824	\$ 42,896,002
<u>Grouped by Funding Source</u>							
General Fund	\$ 295,000	\$ 351,439	\$ 364,000	\$ 148,000	\$ 152,000	\$ 122,000	\$ 1,432,439
DST	6,224,229	4,630,279	4,524,559	2,170,959	2,234,429	698,824	20,483,279
LOGT	1,100,000	1,260,000	962,500	960,000	1,750,000	-	6,032,500
Recreation Impact Fees	80,000	160,000	160,000	100,000	20,000	20,000	540,000
Riverfront CRA	543,500	265,000	255,000	505,000	-	150,000	1,718,500
Stormwater Fund	263,500	251,279	220,000	242,000	266,000	266,000	1,508,779
Golf Course	50,000	50,000	50,000	60,000	50,000	50,000	310,000
Airport	32,000	-	-	125,000	15,000	-	172,000
Building Fund	93,095	-	-	-	-	-	93,095
Cemetery Trust	-	-	218,000	16,000	-	-	234,000
Grants/Loans	2,430,080	2,952,580	3,438,750	1,005,000	415,000	130,000	10,371,410
Total Funding Sources	\$ 11,111,404	\$ 9,920,577	\$ 10,192,809	\$ 5,331,959	\$ 4,902,429	\$ 1,436,824	\$ 42,896,002

**CITY OF SEBASTIAN, FLORIDA
FISCAL YEAR 2025-30
CAPITAL IMPROVEMENT PROGRAM
BY FUNDING SOURCE**

	General	Local		Community	Recreation						American		
	Fund	Option	DST	Redevelopment	Impact	Stormwater	Cemetery	Grants/	Golf	Airport	Building	Rescue	
		Gas Tax		Agency	Fees	Fund	Trust	Bank Note	Course	Fund	Fund	Plan	
												Total	
FISCAL YEAR 2024/2025													
General Government													
Drone	1,200											1,200	
City Wide Computers			35,000									35,000	
COSTv Equipment			15,000									15,000	
Network Infrastructure			30,000									30,000	
Security Cameras			30,000									30,000	
City Hall Security Improvements			90,000									90,000	
Police Department													
Police Vehicles			406,500									406,500	
Vehicle/Body Cameras			101,559									101,559	
Road Patrol Equipment	58,300											58,300	
CAD/RMS System Update			25,000									25,000	
Community Development													
CDBG Grant Program								130,000				130,000	
Working Waterfront Expansion				250,000				250,000				500,000	
Working Waterfront Dry Line				25,000				25,000				50,000	
Pedestrian Crossing Signs				5,000								5,000	
Roads Department													
Sidewalk Replacement	50,000											50,000	
Street Preservation (Repaving)		1,100,000										1,100,000	
Street Reconstruction			2,010,000									2,010,000	
Public Facilities Department													
Air Conditioner Replacement			25,000									25,000	
City Hall Doors	18,000											18,000	
PD Roof Evaluation	25,000											25,000	
Parks and Recreation Department													
Park Maintenance Equipment	8,500											8,500	
Miscellaneous Parks Equipment	21,500											21,500	
Playground Improvements						60,000						60,000	
Park Improvements						20,000						20,000	
Community Center Upgrades	37,500											37,500	
Baseball Safety Netting	50,000											50,000	
CRA Maintenance Equipment				123,500								123,500	
SMART Irrigation System Plan	25,000											25,000	
Main Street Ramp Dredging				50,000				50,000				100,000	
Main Street Shoreline Stabilization				50,000				50,000				100,000	
Twin Piers Dry Line				40,000				40,000				80,000	
Riverview Park Improvements			1,000,000									1,000,000	
Stormwater													
Slip Lining/Pipe Replacement						182,000						182,000	
New Crew Vehicle						81,500						81,500	
Backhoe			170,000									170,000	
Excavator			173,650									173,650	
Canal Study			95,000									95,000	
Stonecrop Upstream Drainage			305,000					915,000				1,220,000	
Schumann Drive Culvert			750,000									750,000	
Vacuum Truck			485,000									485,000	
Sidearm Machine and Cutting Head			235,000									235,000	
Golf Course													
Course Renovations									50,000			50,000	
Airport													
Airport Mower										17,000		17,000	
Airport Truck Replacement										15,000		15,000	
Design Terminal Apron Expansion			45,000					180,000				225,000	
Construct Taxiway Golf			197,520					790,080				987,600	
Building Department													
Building Department Trucks											77,500	77,500	
Building Department Scanners											15,595	15,595	
Total FY 2024/2025	\$ 295,000	\$ 1,100,000	\$ 6,224,229	\$ 543,500	\$ 80,000	\$ 263,500	\$ -	\$ 2,430,080	\$ 50,000	\$ 32,000	\$ 93,095	\$ -	\$ 11,111,404

**CITY OF SEBASTIAN, FLORIDA
FISCAL YEAR 2025-30
CAPITAL IMPROVEMENT PROGRAM
BY FUNDING SOURCE**

	General Fund	Local Option Gas Tax	DST	Community Redevelopment Agency	Recreation Impact Fees	Stormwater Fund	Cemetery Trust	Grants/ Bank Note	Golf Fund	Airport Fund	Building Fund	American Rescue Plan	Total
FISCAL YEAR 2025/2026													
General Government													
City Wide Computers			45,000										45,000
COStv Equipment			15,000										15,000
Network Infrastructure			30,000										30,000
Security Cameras			30,000										30,000
Police Department													
Police Vehicles			335,000										335,000
Vehicle/Body Cameras			106,559										106,559
CAD/RMS System Update			25,000										25,000
Road Patrol Equipment	44,300												44,300
Community Development													
CDBG Grant Program								130,000					130,000
Working Waterfront Expansion				250,000				250,000					500,000
Pedestrian Crossing Signs				5,000									5,000
Roads Department													
Sidewalk Replacement	75,000												75,000
Porous Sidewalk Panels	25,000												25,000
Mid-Block Crosswalks	9,600												9,600
ADA Sidewalk Mats	62,539												62,539
Street Preservation (Repaving)		1,260,000											1,260,000
Street Reconstruction			2,225,000										2,225,000
Public Facilities Department													
Air Conditioner Replacement			30,000										30,000
Art Center Roof Replacement	30,000												30,000
Parks and Recreation Department													
Miscellaneous Parks Equipment	55,000												55,000
Playground Improvements					140,000								140,000
Park Improvements					20,000								20,000
Park Restroom Doors	25,000												25,000
SMART Irrigation System Plan	25,000												25,000
Main Street Ramp Dredging				10,000				190,000					200,000
Riverview Park Improvements			1,000,000										1,000,000
Stormwater													
Slip Lining/Pipe Replacement						200,000							200,000
Canal Study			40,000										40,000
Stonecrop Upstream Drainage			77,500					232,500					310,000
Crew Vehicle						51,279							51,279
Brush Truck			133,700										133,700
Golf Course													
Course Renovations									50,000				50,000
Airport													
Design Taxiway Golf Apron			50,000					200,000					250,000
Construct Terminal Apron Expansion			240,000					960,000					1,200,000
Construct Taxiway Golf			197,520					790,080					987,600
Design NW Airport Access			50,000					200,000					250,000
Total FY 2025/2026	\$ 351,439	\$ 1,260,000	\$ 4,630,279	\$ 265,000	\$ 160,000	\$ 251,279	\$ -	\$ 2,952,580	\$ 50,000	\$ -	\$ -	\$ -	\$ 9,920,577

**CITY OF SEBASTIAN, FLORIDA
FISCAL YEAR 2025-30
CAPITAL IMPROVEMENT PROGRAM
BY FUNDING SOURCE**

	General	Local		Community	Recreation							American	
	Fund	Option	DST	Redevelopment	Impact	Stormwater	Cemetery	Grants/	Golf	Airport	Building	Rescue	Total
		Gas Tax		Agency	Fees	Fund	Trust	Bank Note	Fund	Fund	Fund	Plan	
<u>FISCAL YEAR 2026/2027</u>													
General Government													
City Wide Computers			35,000										35,000
COSV Equipment			15,000										15,000
Network Infrastructure			30,000										30,000
Security Cameras			30,000										30,000
Police Department													
Police Vehicles			351,750										351,750
Vehicle/Body Cameras			106,559										106,559
CAD/RMS System Update			25,000										25,000
Road Patrol Equipment	26,000												26,000
Community Development													
CDBG Grant Program								130,000					130,000
Working Waterfront Expansion				250,000				250,000					500,000
Pedestrian Crossing Signs				5,000									5,000
Roads Department													
Sidewalk Replacement	75,000												75,000
Porous Sidewalk Panels	50,000												50,000
Street Preservation (Repaving)		962,500											962,500
Street Reconstruction			1,795,000										1,795,000
Electric Sweeper Truck			320,000										320,000
Public Facilities Department													
Air Conditioner Replacement			30,000										30,000
Facilities Maintenance Vehicles	45,000												45,000
Cemetery													
Cemetery Equipment							13,000						13,000
Cemetery Vehicle							40,000						40,000
Cemetery Irrigation Pump							40,000						40,000
Columbarium Niches							125,000						125,000
Parks and Recreation Department													
Park Maintenance Equipment	28,000												28,000
Miscellaneous Parks Equipment	90,000												90,000
Playground Improvements					140,000								140,000
Park Improvements					20,000								20,000
Park Restroom Doors	25,000												25,000
SMART Irrigation System Plan	25,000												25,000
Riverview Park Improvements			1,000,000										1,000,000
Stormwater													
Slip Lining/Pipe Replacement						220,000							220,000
Stonecrop Upstream Drainage			86,250					258,750					345,000
Golf Course													
Course Renovations									50,000				50,000
Airport													
Construct Taxiway Golf Apron			300,000					1,200,000					1,500,000
Construct NW Airport Access			400,000					1,600,000					2,000,000
Total FY 2026/2027	\$ 364,000	\$ 962,500	\$ 4,524,559	\$ 255,000	\$ 160,000	\$ 220,000	\$ 218,000	\$ 3,438,750	\$ 50,000	\$ -	\$ -	\$ -	10,192,809

**CITY OF SEBASTIAN, FLORIDA
FISCAL YEAR 2025-30
CAPITAL IMPROVEMENT PROGRAM
BY FUNDING SOURCE**

	General Fund	Local Option Gas Tax	DST	Community Redevelopment Agency	Recreation Impact Fees	Stormwater Fund	Cemetery Trust	Grants/Bank Note	Golf Fund	Airport Fund	Building Fund	American Rescue Plan	Total
FISCAL YEAR 2027/2028													
General Government													
City Wide Computers			45,000										45,000
COStr Equipment			15,000										15,000
Network Infrastructure			30,000										30,000
Security Cameras			30,000										30,000
Police Department													
Police Vehicles			369,400										369,400
Vehicle/Body Cameras			106,559										106,559
CAD/RMS System Update			25,000										25,000
Road Patrol Equipment	26,000												26,000
Community Development													
CDBG Grant Program								130,000					130,000
Central Avenue Catalyst Site				500,000									500,000
Pedestrian Crossing Signs				5,000									5,000
Roads Department													
Sidewalk Replacement	75,000												75,000
Street Preservation (Repaving)		960,000											960,000
Street Reconstruction			1,515,000										1,515,000
Public Facilities Department													
Air Conditioner Replacement			35,000										35,000
Cemetery													
Cemetery Equipment							16,000						16,000
Parks and Recreation Department													
Park Maintenance Equipment	22,000												22,000
Playground Improvements					80,000								80,000
Park Improvements					20,000								20,000
SMART Irrigation System Plan	25,000												25,000
Stormwater													
Slip Lining/Pipe Replacement						242,000							242,000
Golf													
Course Renovations									50,000				50,000
Golf Equipment									10,000				10,000
Airport													
Security Fiber Network Upgrade								400,000		100,000			500,000
Airport Master Plan								475,000		25,000			500,000
Total FY 2027/2028	\$ 148,000	\$ 960,000	\$ 2,170,959	\$ 505,000	\$ 100,000	\$ 242,000	\$ 16,000	\$ 1,005,000	\$ 60,000	\$ 125,000	\$ -	\$ -	\$ 5,331,959

**CITY OF SEBASTIAN, FLORIDA
FISCAL YEAR 2025-30
CAPITAL IMPROVEMENT PROGRAM
BY FUNDING SOURCE**

	General	Local		Community	Recreation							American	
	Fund	Option	DST	Redevelopment	Impact	Stormwater	Cemetery	Grants/	Golf	Airport	Building	Rescue	Total
		Gas Tax		Agency	Fees	Fund	Trust	Bank Note	Fund	Fund	Fund	Plan	
FISCAL YEAR 2028/2029													
General Government													
City Wide Computers			35,000										35,000
COStv Equipment			15,000										15,000
Network Infrastructure			30,000										30,000
Security Cameras			30,000										30,000
Public Works Firewall/Servers			60,000										60,000
Main Core Security System			100,000										100,000
Police Department													
Police Vehicles			387,870										387,870
Vehicle/Body Cameras			106,559										106,559
CAD/RMS System Update			25,000										25,000
Road Patrol Equipment	22,000												22,000
Community Development													
CDBG Grant Program								130,000					130,000
Roads Department													
Sidewalk Replacement	75,000												75,000
Street Preservation (Repaving)		1,750,000											1,750,000
Street Reconstruction			1,410,000										1,410,000
Public Facilities													
Air Conditioner Replacement			35,000										35,000
Parks and Recreation Department													
Park Maintenance Equipment	30,000												30,000
Park Improvements					20,000								20,000
SMART Irrigation System Plan	25,000												25,000
Stormwater													
Slip Lining/Pipe Replacement						266,000							266,000
Golf Course													
Course Renovations									50,000				50,000
Airport													
Design Taxiway Bravo Rehab								285,000		15,000			300,000
Total FY 2028/2029	\$ 152,000	\$ 1,750,000	\$ 2,234,429	\$ -	\$ 20,000	\$ 266,000	\$ -	\$ 415,000	\$ 50,000	\$ 15,000	\$ -	\$ -	\$ 4,902,429

**CITY OF SEBASTIAN, FLORIDA
FISCAL YEAR 2025-30
CAPITAL IMPROVEMENT PROGRAM
BY FUNDING SOURCE**

	General	Local		Community	Recreation							American	
	Fund	Option	DST	Redevelopment	Impact	Stormwater	Cemetery	Grants/	Golf	Airport	Building	Rescue	Total
		Gas Tax		Agency	Fees	Fund	Trust	Bank Note	Fund	Fund	Fund	Plan	
FISCAL YEAR 2029/2030													
General Government													
City Wide Computers			45,000										45,000
COStv Equipment			15,000										15,000
Network Infrastructure			30,000										30,000
Security Cameras			30,000										30,000
Police Department													
Police Vehicles			407,265										407,265
Vehicle/Body Cameras			106,559										106,559
CAD/RMS System Update			25,000										25,000
Road Patrol Equipment	22,000												22,000
Community Development													
CDBG Grant Program								130,000					130,000
Roads Department													
Sidewalk Replacement	75,000												75,000
Street Reconstruction			-										-
Public Facilities													
Air Conditioner Replacement			40,000										40,000
Parks and Recreation Department													
Park Improvements					20,000								20,000
CRA Maintenance Equipment				150,000									150,000
SMART Irrigation System Plan	25,000												25,000
Stormwater													
Slip Lining/Pipe Replacement						266,000							266,000
Golf Course													
Course Renovations									50,000				50,000
Total FY 2029/2030	\$ 122,000	\$ -	\$ 698,824	\$ 150,000	\$ 20,000	\$ 266,000	\$ -	\$ 130,000	\$ 50,000	\$ -	\$ -	\$ -	\$ 1,436,824
Grand Total	\$ 1,432,439	\$ 6,032,500	\$ 20,483,279	\$ 1,718,500	\$ 540,000	\$ 1,508,779	\$ 234,000	\$ 10,371,410	\$ 310,000	\$ 172,000	\$ 93,095	\$ -	\$ 42,896,002

**CITY OF SEBASTIAN, FLORIDA
FISCAL YEAR 2025-2030
CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM**

GENERAL GOVERNMENT - CITY MANAGER

Project Name:	Drone	Project Description:	Drone for social media and communication projects
Funding Source:	General Fund		

Justification: Drone and necessary equipment will improve video quality for social media and communication projects.

Project Costs:							Project
	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>FY 27-28</u>	<u>FY 28-29</u>	<u>FY 29-30</u>	<u>Total</u>
	\$ 1,200	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,200

Project Pricing: Depending on market prices.

GENERAL GOVERNMENT - MIS DIVISION

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

Justification: Computer workstations and laptops in all Departments need to be replaced and updated on a five year schedule to keep up with technology. As many machines are replaced as possible within the budget allocated, as the technology and pricing changes often.

Project Costs:							Project
	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>FY 27-28</u>	<u>FY 28-29</u>	<u>FY 29-30</u>	<u>Total</u>
	\$ 35,000	\$ 45,000	\$ 35,000	\$ 45,000	\$ 35,000	\$ 45,000	\$ 240,000

Project Pricing: Depending on market prices.

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

Justification: Constant replacement and updates to this equipment is required to provide public broadcasts of Board and Committee meetings, along with other events. A replacement of the machine used to handle regular broadcast on Channel 22 is planned as it is necessary to continue it's functionality.

Project Costs:							Project
	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>FY 27-28</u>	<u>FY 28-29</u>	<u>FY 29-30</u>	<u>Total</u>
	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 90,000

Project Pricing: Depending on market prices at time of replacement or update.

**CITY OF SEBASTIAN, FLORIDA
FISCAL YEAR 2025-2030
CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM**

GENERAL GOVERNMENT - MIS DIVISION (CONTINUED)

Project Name:	Network Infrastructure	Project Description:					
Funding Source:	Discretionary Sales Tax	Network Infrastructure Upgrades.					
Justification:	General upgrading of network infrastructure to continue providing services. Includes switches, servers and other needed infrastructure to improve the speed of the network and reliability of services.						
Project Costs:							
	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>FY 27-28</u>	<u>FY 28-29</u>	<u>FY 29-30</u>	<u>Project Total</u>
	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 180,000
Project Pricing:	Depends on the use of the hardware, plus their availability and requirements that some devices be acquired from specific suppliers.						

Project Name:	Security Cameras	Project Description:					
Funding Source:	Discretionary Sales Tax	Addition and updates of Security Cameras.					
Justification:	MIS will work with the Parks & Recreation Department and the Police Department to bring at least three cameras online at parks, along with updating and adding additional cameras on other City properties.						
Project Costs:							
	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>FY 27-28</u>	<u>FY 28-29</u>	<u>FY 29-30</u>	<u>Project Total</u>
	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 180,000
Project Pricing:	Verkada Cameras are about \$3,000 a piece (5 yr support) for the small view or \$5,000 a piece for a camera housing with 4 cameras. There are also other costs that will need to be addressed such as poles.						

Project Name:	City Hall Security Improvements	Project Description:					
Funding Source:	Discretionary Sales Tax	Upgrades to Security Camera System at City Hall.					
Justification:	The security camera system at City Hall and the Police Dept has not been upgraded since it was built. This						
Project Costs:							
	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>FY 27-28</u>	<u>FY 28-29</u>	<u>FY 29-30</u>	<u>Project Total</u>
	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 90,000
Project Pricing:	An estimate of \$90,000 has been provided by CAM Technologies.						

**CITY OF SEBASTIAN, FLORIDA
FISCAL YEAR 2025-2030
CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM**

GENERAL GOVERNMENT - MIS DIVISION (CONTINUED)

Project Name:	Public Works Firewall/Servers	Project Description:					
Funding Source:	Discretionary Sales Tax	Replace the Core Firewall, improve connection to the City Network and					
Justification:	The Public Works Compound needs a more robust firewall then the one that is currently out on site. The current one was built by MIS from old server parts in order to get the building up and running. Servers also need to be						
Project Costs:						Project	
	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>FY 27-28</u>	<u>FY 28-29</u>	<u>FY 29-30</u>	<u>Total</u>
	\$ -	\$ -	\$ -	\$ -	\$ 60,000	\$ -	\$ 60,000
Project Pricing:	Pricing is projected based on experience with similar improvements to other City systems.						

Project Name:	Main Core Security System	Project Description:					
Funding Source:	Discretionary Sales Tax	Replacement of the Main Core Security Hardware and Software.					
Justification:	The hardware and software used to maintain security and provide connections to all facilities needs to be replaced every 5 years. This is critical to the current network security plan.						
Project Costs:						Project	
	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>FY 27-28</u>	<u>FY 28-29</u>	<u>FY 29-30</u>	<u>Total</u>
	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000
Project Pricing:	Pricing is based on the cost of replacements done in 2023-24.						

POLICE DEPARTMENT

Project Name:	Police Vehicles	Project Description:					
Funding Source:	Discretionary Sales Tax	24/25- 3 replacement patrol vehicles to include equipment. 1 replacement K-9 vehicle to include equipment. 1 replacement marine patrol boat to include equipment. 25/26 - 5 Vehicles w/equipment. 26/27 - 5 Vehicles w/equipment. 27/28 - 5 Vehicles w/equipment. 28/29 - 5 Vehicles w/equipment. 29/30 - 5 Vehicles w/equipment.					
Justification:	This replaces older vehicles with higher mileage and maintenance costs.						
Project Costs:						Project	
	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>FY 27-28</u>	<u>FY 28-29</u>	<u>FY 29-30</u>	<u>Total</u>
	\$ 406,500	\$ 335,000	\$ 351,750	\$ 369,400	\$ 387,870	\$ 407,265	\$ 2,257,785
Project Pricing:	Future vehicles costs include a projected 5% increase per year. The marine patrol boat is estimated around \$ 250,000 and the police department has filed for a grant (50% match). Police Department cost not to exceed \$ 125,000.						

**CITY OF SEBASTIAN, FLORIDA
FISCAL YEAR 2025-2030
CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM
POLICE DEPARTMENT (CONTINUED)**

Project Name:	Vehicle/Body Cameras	Project Description:
Funding Source:	Discretionary Sales Tax	Remainder of a (5) five year lease agreement with LensLock for vehicle and body worn cameras to include unlimited cloud storage and maintenance fees. A cost increase of \$19,089 for additional cameras. Renewing fiscal year 25/26 with an estimated \$5,000.00 increase.

Justification: To promote full transparency and obtain video footage of every encounter with patrol officers for evidentiary purposes. The addition of additional cameras is due to the growth of the department and ensuring all patrol vehicles are outfitted with a camera system.

Project Costs:							Project
	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>FY 27-28</u>	<u>FY 28-29</u>	<u>FY 29-30</u>	<u>Total</u>
	\$ 101,559	\$ 106,559	\$ 106,559	\$ 106,559	\$ 106,559	\$ 106,559	\$ 634,354
Project Pricing:	Pricing based of current agreement, plus \$5,000 a year for renewal of the agreement in FY 25-26.						

Project Name:	Road Patrol Equipment	Project Description:
Funding Source:	General Fund	24/25 - 5 Tasers w/warranty \$10,000, 20 20x30 Level IIIA ballistic

Justification: 24/25 - Continue replacing old Taser units. Replace expiring ballistic shields. Replace expiring ballistic helmets for Road Patrol and expiring helmets for SRT and two additional helmets for the two expected new operators. Continue to add night vision optics to allow SRT members a clearer field of view under low light to dark conditions during critical incidents. Add two LPR cameras to cover areas of the City not yet covered. Cameras will be at major thoroughfares and assist in investigations. 25/26 - Continue replacing old Taser units. Replace expiring ballistic shields for Road Patrol. Continue to add night vision optics to SRT members. Add two additional LPR cameras to cover areas not yet covered. Add a "ball" tactical camera to allow for strategic placement during critical incidents. 26/27 - Replace older Taser units. Continue to add night vision optics to SRT members. Replace expiring SRT rifle shield. 27/28 - Replace older Taser units. Continue to add night vision optics to SRT members. Replace expiring SRT rifle shield. 28/29 - Replace older Taser units. Continue to add night vision optics to SRT members. 29/30 - Replace older Taser units. Continue to add night vision optics to SRT members.

Project Costs:							Project
	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>FY 27-28</u>	<u>FY 28-29</u>	<u>FY 29-30</u>	<u>Total</u>
	\$ 58,300	\$ 44,300	\$ 26,000	\$ 26,000	\$ 22,000	\$ 22,000	\$ 198,600
Project Pricing:	Written quotes. Price is factored to have a slight increase in cost.						

**CITY OF SEBASTIAN, FLORIDA
FISCAL YEAR 2025-2030
CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM**

POLICE DEPARTMENT (CONTINUED)

Project Name:	CAD/RMS System Update	Project Description:	CAD/RMS System
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. Future year projections assume renewal or an alternate system at that level of expenditure.

Project Costs:							Project
	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>FY 27-28</u>	<u>FY 28-29</u>	<u>FY 29-30</u>	<u>Total</u>
	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 150,000

Project Pricing: Based on approved agreement.

COMMUNITY DEVELOPMENT DEPARTMENT

Project Name:	CDBG Grant Program	Project Description:	Housing Rehab and Infrastructure Improvements
Funding Source:	100% HUD Community Development Block Grant Program		

Justification: CDBG Entitlement grant. Projects are approved and awarded each year. Past projects have included sidewalks and housing repairs.

Project Costs:							Project
	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>FY 27-28</u>	<u>FY 28-29</u>	<u>FY 29-30</u>	<u>Total</u>
	\$ 130,000	\$ 130,000	\$ 130,000	\$ 130,000	\$ 130,000	\$ 130,000	\$ 780,000

Project Pricing: Grant amount can vary.

Project Name:	Working Waterfront Expansion	Project Description:	Expansion of the Working Waterfront Submerged Land Lease and Addition of Dock Facilities - Phase I.
Funding Source:	50% FIND Grant \$750,000 50% CRA Fund \$750,000		

Justification: Expand Working Waterfront facilities to secure safe harbor for our commercial and aquaculture industry. Many existing marina facilities no longer accommodate commercial fishing vessels. Steps have been taken with FDEP

Project Costs:							Project
	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>FY 27-28</u>	<u>FY 28-29</u>	<u>FY 29-30</u>	<u>Total</u>
	\$ 500,000	\$ 500,000	\$ 500,000	\$ -	\$ -	\$ -	\$ 1,500,000

Project Pricing: FIND grant award may cover half of the projected project costs.

**CITY OF SEBASTIAN, FLORIDA
FISCAL YEAR 2025-2030
CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM
COMMUNITY DEVELOPMENT (CONTINUED)**

Project Name:	Working Waterfront Dry Line	Project Description:					
Funding Source:	50% FIND Grant (\$25,000) with 50% Match from CRA Fund (\$25,000)	Replacing dry line fire suppression at the Working Waterfront Dock.					
Justification:	The dry line for the working waterfront dock has failed inspection and must be replaced. This line provides fire suppression for the dock area.						
Project Costs:					Project		
	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>FY 27-28</u>	<u>FY 28-29</u>	<u>FY 29-30</u>	<u>Total</u>
	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
Project Pricing:	This project will be competitively bid.						

Project Name:	Central Avenue Catalyst Site	Project Description:					
Funding Source:	Community Redevelopment	Provide Event Space on North Central Avenue.					
Justification:	The CRA Master Plan supports planned improvements and should have immediate positive impacts to the business district and creation of event space.						
Project Costs:						Project	
	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>FY 27-28</u>	<u>FY 28-29</u>	<u>FY 29-30</u>	<u>Total</u>
	\$ -	\$ -	\$ -	\$ 500,000	\$ -	\$ -	\$ 500,000
Project Pricing:	Cost estimate from the Master Plan.						

Project Name:	Pedestrian Crossing Signs	Project Description:					
Funding Source:	Community Redevelopment	Install 16 Push Button traffic safety warning signs at 4 locations on Indian River Drive.					
Justification:	These are an effort to encourage walkability and to enhance pedestrian safety within the CRA district. This will be for 4 warning signs at each location.						
Project Costs:						Project	
	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>FY 27-28</u>	<u>FY 28-29</u>	<u>FY 29-30</u>	<u>Total</u>
	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ -	\$ -	\$ 20,000
Project Pricing:	This pricing is based on an online estimate from LED lighting solutions						

**CITY OF SEBASTIAN, FLORIDA
FISCAL YEAR 2025-2030
CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM**

ROADS DEPARTMENT

Project Name:	Sidewalk Replacement	Project Description:	Replace sidewalks along high pedestrian/bicycle usage streets.
Funding Source:	General Fund		

Justification: The City receives a large number of citizen requests to repair sidewalks in a highly deteriorated condition. These are serious trip and fall hazards and which expose the City to significant tort liability. This work may be contracted out to adequately address this need.

Project Costs:							Project
	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>FY 27-28</u>	<u>FY 28-29</u>	<u>FY 29-30</u>	<u>Total</u>
	\$ 50,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 425,000

Project Pricing: Based on the price quotes from current vendors.

Project Name:	Porous Sidewalk Panels	Project Description:	Replace sections of concrete sidewalks with porous panels.
Funding Source:	General Fund		

Justification: Sections of impervious concrete sidewalks would be replaced with standardized segments of porous pavement at various locations around the City. The focus would be on small areas that have historic ponding. Locations along Barber Street and Periwinkle Drive would be addressed in FY 24-25 as a pilot program, with other locations added the following year. This should assist in attaining credits to the Basin Management Action Plan (BMAP) in regard to the water quality in the Indian River Lagoon.

Project Costs:							Project
	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>FY 27-28</u>	<u>FY 28-29</u>	<u>FY 29-30</u>	<u>Total</u>
	\$ -	\$ 25,000	\$ 50,000	\$ -	\$ -	\$ -	\$ 75,000

Project Pricing: Price quotes for the panels were obtained from two vendors and include all aggregate, subbase and geotextile fabric that will be installed below them.

Project Name:	Mid-Block Crosswalks	Project Description:	Rectangular-Rapid-Flashing-Beacons for mid-block crosswalks to be located at 100 block of Powerline Rd and 1000 block of Main Street.
Funding Source:	General Fund		

Justification: Two locations have been identified where RRFBs (Rectangular Rapid Flashing Beacons) can be effectively utilized. Both are mid-block crosswalks, one on Powerline Road and the other on Main Street near Louisiana. Both have received numerous complaints about safety of pedestrians crossing the road. The RRFBs installed last year are effective in traffic calming and allowing pedestrians to cross safely.

Project Costs:							Project
	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>FY 27-28</u>	<u>FY 28-29</u>	<u>FY 29-30</u>	<u>Total</u>
	\$ -	\$ 9,600	\$ -	\$ -	\$ -	\$ -	\$ 9,600

Project Pricing: Quotes were obtained from two vendors.

CITY OF SEBASTIAN, FLORIDA
FISCAL YEAR 2025-2030
CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM
ROADS DEPARTMENT (CONTINUED)

Project Name:	ADA Sidewalk Mats	Project Description:
Funding Source:	General Fund	Addition or replacement of ADA Sidewalk Mats.

Justification: There are 31.6 miles of sidewalks within the City limits, with 600 intersections of pedestrians and vehicles. These include sidewalks crossing roads, high traffic driveways and parking areas. The Americans with Disabilities Act requires ADA approved mats at these intersections. It is estimated that 428 mats will be needed to become 100% compliant with ADA requirements.

Project Costs:						Project	
	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>FY 27-28</u>	<u>FY 28-29</u>	<u>FY 29-30</u>	<u>Total</u>
	\$ -	\$ 62,539	\$ -	\$ -	\$ -	\$ -	\$ 62,539
Project Pricing:	Price includes lowest quoted price for mats and cost of two pallets of concrete for any needed sidewalk repairs						

Project Name:	Street Preservation (Repaving)	Project Description:
Funding Source:	Local Option Gas Tax	Double Microsurfacing, and Cape Sealing for streets programmed by the Pavement Management Consultant to address preservation.

Justification: These funds will address streets that require preservation to extend their useful life. This work was deferred to allow associated swale work to be accomplished for roadway projects. This only includes roadway preservation work and does not include driveways or swale work along the roadway.

Project Costs:						Project	
	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>FY 27-28</u>	<u>FY 28-29</u>	<u>FY 29-30</u>	<u>Total</u>
	\$ 1,100,000	\$ 1,260,000	\$ 962,500	\$ 960,000	\$ 1,750,000	\$ -	\$ 6,032,500
Project Pricing:	According to the latest Paving Piggyback contract pricing that was updated in April 2024.						

**CITY OF SEBASTIAN, FLORIDA
FISCAL YEAR 2025-2030
CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM
ROADS DEPARTMENT (CONTINUED)**

Project Name:	Street Reconstruction	Project Description:
Funding Source:	Discretionary Sales Tax.	Reconstruction including milling and overlay or full depth reclamation roadway work. Reconstruction includes swale regrading and driveway work along all roads with reconstruction or preservation work.

Justification: These funds will address streets that require reconstruction to extend their useful life. This work was deferred to allow associated swale work to be accomplished for past resurfacing projects. The Pavement Management Program has been updated, so these allocations are to act on the results of that update. Note all driveway reconstructions as well as swale reconstructions are also included in these costs as well as roadway work.

Project Costs:							Project
	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>FY 27-28</u>	<u>FY 28-29</u>	<u>FY 29-30</u>	<u>Total</u>
	\$ 2,010,000	\$ 2,225,000	\$ 1,795,000	\$ 1,515,000	\$ 1,410,000	\$ -	\$ 8,955,000

Project Pricing: According to the latest Paving Piggyback contract pricing that was updated in April 2024 and using the percentage of just milling and overlay as well as full depth reconstruction mileage. Swale contract pricing was used for swale estimates considering 100% of swales need regrading. Concrete contract pricing as well as recent invoices to price all driveway repairs. The City has estimated the number of driveways that require reconstruction and those numbers will be updated each year upon inspection.

Project Name:	Electric Sweeper Truck	Project Description:
Funding Source:	Discretionary Sales Tax.	The Roads Division is looking to purchase a mini electric sweeper truck to help with sediment and trash collection throughout the City.

Justification: The City will be required to reapply for their National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer Systems (MS4) Permit in 2025. FDEP will require documentation of floatables, trash and sediment removed from City streets so they do not go into the stormwater system and get discharged into nearby water bodies. The City will be required to provide documentation of the quantities removed either by hand such as sweeping and collecting in bags or through the use of a sweeper truck. This vehicle will be used for all 11.7 miles of curb and gutter streets. It can also be used to clean up reports related to tracking of sediment from construction sites and clean existing sidewalks and paths. This would also allow for BMAP credit related to water quality of the Indian River Lagoon.

Project Costs:							Project
	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>FY 27-28</u>	<u>FY 28-29</u>	<u>FY 29-30</u>	<u>Total</u>
	\$ -	\$ -	\$ 320,000	\$ -	\$ -	\$ -	\$ 320,000

Project Pricing: Obtained quotes from multiple vendors. This price is for a smaller mini sweeper.

**CITY OF SEBASTIAN, FLORIDA
FISCAL YEAR 2025-2030
CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM
FACILITIES MAINTENANCE DIVISION (CONTINUED)**

Project Name:	Air Conditioner Replacement	Project Description:					
Funding Source:	Discretionary Sales Tax	Replacement of air conditioning units, as needed.					
Justification:	We currently have 10 units that are 15+ years old at facilities within the City. As these units age we are going to continue having maintenance issues and some will need to be replaced. This line item will provide funding in the event that we need to replace air conditioning units throughout the year.						
Project Costs:							
	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>FY 27-28</u>	<u>FY 28-29</u>	<u>FY 29-30</u>	<u>Project Total</u>
\$	25,000	\$ 30,000	\$ 30,000	\$ 35,000	\$ 35,000	\$ 40,000	\$ 195,000
Project Pricing:	Pricing based on current replacement costs of a standard sized unit within City facilities and the recent average number of units that have been replaced annually.						

CEMETERY DIVISION

Project Name:	Cemetery Equipment	Project Description:					
Funding Source:	Cemetery Trust Fund	26-27 - Replacee Dump Trailer \$13,000. 27-28 - Replace Zero Turn Mower \$16,000.					
Justification:	Cemetery Dump Trailer will be replaced in FY 26-27, Zero Turn mower C409 will be replaced in FY 27-28 based on recommendations from Fleet Maintenance based on age and millage.						
Project Costs:							
	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>FY 27-28</u>	<u>FY 28-29</u>	<u>FY 29-30</u>	<u>Project Total</u>
\$	-	\$ -	\$ 13,000	\$ 16,000	\$ -	\$ -	\$ 29,000
Project Pricing:	Pricing based on current estimates for zero turn mowers and dump trailers thru multiple vendor quotes.						
Project Name:	Cemetery Vehicle	Project Description:					
Funding Source:	Cemetery Trust Fund	26-27 - Replace 1/2 Ton Extended Cab Pickup					
Justification:	This is a recommended replacemetn from Fleet Maintenance based on the age/mileage and maintenance expenditures on the current truck C403						
Project Costs:							
	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>FY 27-28</u>	<u>FY 28-29</u>	<u>FY 29-30</u>	<u>Project Total</u>
\$	-	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ 40,000
Project Pricing:	This pricing and replacement schedule based on current price estimates provided by vendors.						

**CITY OF SEBASTIAN, FLORIDA
FISCAL YEAR 2025-2030
CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM
CEMETERY DIVISION (CONTINUED)**

Project Name:	Cemetery Irrigation Pump	Project Description:					
Funding Source:	Cemetery Trust Fund	Additional Irrigation Pump.					
Justification:	The Cemetery is setup with one irrigation pump that runs for approximately 22.5 hours per day to irrigate all 5 units within the cemetery. Staff is requesting to purchase a second pump so that the two pumps can alternate and increase their lifespan. This also provides an immediate backup if the pump fails.						
Project Costs:						Project	
	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>FY 27-28</u>	<u>FY 28-29</u>	<u>FY 29-30</u>	<u>Total</u>
	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ 40,000
Project Pricing:	Pricing is based on the current pump purchase price						

Project Name:	Columbarium Niches	Project Description:					
Funding Source:	Cemetery Trust Fund	Add 125 Columbarium Niches.					
Justification:	As of March 2024 we had 100 niches remaining. these would be purchased so that we have a good inventory. The columbarium niches have become increasingly more popular, especially the double units. Based on the recent 3-year averages and the number of "double" units we have currently available we will need to begin adding additional niches in the coming years.						
Project Costs:						Project	
	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>FY 27-28</u>	<u>FY 28-29</u>	<u>FY 29-30</u>	<u>Total</u>
	\$ -	\$ -	\$ 125,000	\$ -	\$ -	\$ -	\$ 125,000
Project Pricing:	Price is based on the current cost for a 120 unit columbarium niche being \$60,000. Additional funds are for the installation of the foundation, installation of the columbarium niche and permitting costs.						

PARKS DEPARTMENT

Project Name:	Park Maintenance Equipment	Project Description:					
Funding Source:	General Fund	Provide Necessary Maintenance or Replacement of equipment: 24-25 \$8.5K Replace Mowing Crew Enclosed Trailer. 26-27 \$28K Replace (2) Zero Turn Mowers. 27-28 \$22K Replace Bush Hog 15' Mower. 28-29 \$15K Replace Steel Green Sprayer/Spreader. 28-29 \$15K Replace Snapper Pro Zero Turn Mower.					
Justification:	Zero Turn Mower P378 is scheduled to be replaced this year as it has exceeded the number of years for daily commercial usage. An enclosed parks mowing crew trailer is scheduled for replacement in FY 25.						
Project Costs:						Project	
	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>FY 27-28</u>	<u>FY 28-29</u>	<u>FY 29-30</u>	<u>Total</u>
	\$ 8,500	\$ -	\$ 28,000	\$ 22,000	\$ 30,000	\$ -	\$ 88,500
Project Pricing:	Pricing for equipment in FY 24-25 is based on current cost estimates received from various vendors. Projecting cost increases in future years for other items.						

CITY OF SEBASTIAN, FLORIDA
FISCAL YEAR 2025-2030
CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM
PARKS DEPARTMENT (CONTINUED)

Project Name:	Miscellaneous Parks Equipment	Project Description:
Funding Source:	General Fund	Purchase of the following equipment: FY25: Sweeper attachment \$1,000, Dump Trailer \$12,000.00, Enclosed Special Events Trailer \$8500. FY2026: Articulating driveable boom lift \$55,000. FY27: Landscape dump body truck \$90,000.00.

Justification: Equipment is needed for efficient operation of maintained functions. Sweeper attachment for clearing parking areas, landscapes, roads. Dump trailer for hauling material, drivable boom for changing lights etc. at high reaching location, landscape dump for efficient hauling of people and materials.

Project Costs:							Project
	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>FY 27-28</u>	<u>FY 28-29</u>	<u>FY 29-30</u>	<u>Total</u>
	\$ 21,500	\$ 55,000	\$ 90,000	\$ -	\$ -	\$ -	\$ 166,500

Project Pricing: Each item will be either competitively bid or purchased from prebid contract.

Project Name:	Playground Improvements	Project Description:
Funding Source:	Recreation Impact Fund	Replace and improve current playgrounds throughout the City to become more accessible:

Justification: Many playgrounds are in need of replacement within the next few years to better serve our youth population.

Project Costs:							Project
	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>FY 27-28</u>	<u>FY 28-29</u>	<u>FY 29-30</u>	<u>Total</u>
	\$ 60,000	\$ 140,000	\$ 140,000	\$ 80,000	\$ -	\$ -	\$ 420,000

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.

Project Name:	Park Improvements	Project Description:
Funding Source:	Recreation Impact Fee Fund	Provide funds to immediately address park improvements.

Justification: These allocations enable the addressing of park expenditures brought to light by the public or Parks and Recreation Advisory Committee, so that concerns not budgeted can be addressed without delay.

Project Costs:							Project
	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>FY 27-28</u>	<u>FY 28-29</u>	<u>FY 29-30</u>	<u>Total</u>
	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 120,000

Project Pricing: No cost estimates provided as these are unexpected park improvements.

**CITY OF SEBASTIAN, FLORIDA
FISCAL YEAR 2025-2030
CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM
PARKS DEPARTMENT (CONTINUED)**

Project Name:	Community Center Upgrades	Project Description
Funding Source:	General Fund	Paint the exterior of the community center, replace floors, add gazebo on outside slab and landscaping.
Justification:	The center is over 50 years old and is in need of some upgrades. Painting 10k, flooring 15k, gazebo 7,500 and landscaping \$5k. The facility is rented on average 30 times per year.	
Project Costs:	Project	
	<u>FY 24-25</u>	<u>FY 25-26</u>
	<u>FY 26-27</u>	<u>FY 27-28</u>
	<u>FY 28-29</u>	<u>FY 29-30</u>
	<u>Total</u>	
\$	37,500	-
	-	-
	-	-
	-	-
	-	-
	-	-
Project Pricing:	Work will be competitively bid or purchased through pre bid contract.	

Project Name:	Baseball Safety Netting	Project Description:
Funding Source:	General Fund	Replace netting at Barber Street baseball on backstops and between fields for safety
Justification:	Need to keep the backstops/safety nets working properly and safely. May secure a grant.	
Project Costs:	Project	
	<u>FY 24-25</u>	<u>FY 25-26</u>
	<u>FY 26-27</u>	<u>FY 27-28</u>
	<u>FY 28-29</u>	<u>FY 29-30</u>
	<u>Total</u>	
\$	50,000	-
	-	-
	-	-
	-	-
	-	-
Project Pricing:	This project will be competitively bid when planning and design are completed.	

Project Name:	Park Restroom Doors	Project Description:
Funding Source:	General Fund	Replace the doors and door jams at Hardee Park, Creative Playground, Yacht Club Doors, Art Club door and window, senior center door and window, associated restroom partitions.
Justification:	Facility upgrades for safety and aesthetics at several city facilities	
Project Costs:	Project	
	<u>FY 24-25</u>	<u>FY 25-26</u>
	<u>FY 26-27</u>	<u>FY 27-28</u>
	<u>FY 28-29</u>	<u>FY 29-30</u>
	<u>Total</u>	
\$	-	25,000
	25,000	-
	-	-
	-	-
	-	-
Project Pricing:	All will be either competitively bid or purchased from prebid contract.	

**CITY OF SEBASTIAN, FLORIDA
FISCAL YEAR 2025-2030
CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM**

PARKS DEPARTMENT (CONTINUED)

Project Name:	CRA Maintenance Equipment	Project Description:
Funding Source:	Community Redevelopment	Staff proposes to take over the maintaince in the CRA which will require some initial capital equipment purchases. Ford F250 \$70,000, Enclosed trailer for equipment storage \$8500.00, 60 inch and 54 inch mowers \$30,000, Toro Workman \$15,000

Justification: Staff has evaluated taking over the maintenance of Riverview Park and the other public lands in the area. This will require the initial purchase of some capital equipment but save money in future years.

Project Costs:							Project
	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>FY 27-28</u>	<u>FY 28-29</u>	<u>FY 29-30</u>	<u>Total</u>
	\$ 123,500	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ 273,500

Project Pricing: Equipment will either be bid or purchased from a pre bid contract. Funds also being programmed for replacements in five years.

Project Name:	SMART Irrigation System Plan	Project Description:
Funding Source:	General Fund	Evaluation and development of irrigation standards to be used throughout the city for efficient use of water, system maintenance and water conservation.

Justification: Once the plan is developed, staff will have irrigation standards that would be followed to convert all of the cities municipal irrigation systems to SMART systems or any new systems built by the city would follow the same standards. This plan would reduce operations cost, maintained cost and conserve water while still providing the needed moisture for plant material to grow and survive. The system would include remote controllers, robust rain sensors, soil moisture sensors, leak detection sensors and specifications for the most effect heads, valves etc.... The plan would be implemented over time. May secure a Grant.

Project Costs:							Project
	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>FY 27-28</u>	<u>FY 28-29</u>	<u>FY 29-30</u>	<u>Total</u>
	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 150,000

Project Pricing: Equipment will either be bid or purchased from a pre bid contract.

**CITY OF SEBASTIAN, FLORIDA
FISCAL YEAR 2025-2030
CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM**

PARKS DEPARTMENT (CONTINUED)

Project Name:	Main Street Ramp Dredging	Project Description:
Funding Source:	50% FBIP Grant \$50,000 with 50% Match from CRA Fund \$50,000 for design/permitting. 95% FBIP Grant \$ 190,000 with 5% match from CRA \$ 10,000 for construction.	Dredging of the area around Main Street Boat Ramp to provide better ingress and egress for boaters

Justification: The area has not been dredged in many years, if not decades. The sand build up is affecting how boaters are safely able to launch and retrieve vessels as well as stage the vessel. Staff will apply for grants for design/permitting and then construction.

Project Costs:							Project
	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>FY 27-28</u>	<u>FY 28-29</u>	<u>FY 29-30</u>	<u>Total</u>
	\$ 100,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 300,000

Project Pricing: This project will be competitively bid.

Project Name:	Main Street Shoreline Stabilization	Project Description:
Funding Source:	50% FIND Grant (\$50,000) with 50% Match from CRA Fund (\$50,000)	Shoreline stabilization and area improvements for area south of Main Street Boat Ramp

Justification: The shoreline in this area has sustained damage over the past few storms and continues to loose material in typical weather. May secure a Grant.

Project Costs:							Project
	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>FY 27-28</u>	<u>FY 28-29</u>	<u>FY 29-30</u>	<u>Total</u>
	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,000

Project Pricing: This project will be competitively bid.

Project Name:	Twin Piers Dry Line	Project Description:
Funding Source:	50% FIND Grant (\$40,000) with 50% Match from CRA Fund (\$40,000)	Design and install a dry line fire suppression system at the Twin Piers.

Justification: This line provides fire suppression for the Twin Piers.

Project Costs:							Project
	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>FY 27-28</u>	<u>FY 28-29</u>	<u>FY 29-30</u>	<u>Total</u>
	\$ 80,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80,000

Project Pricing: This project will be competitively bid.

**CITY OF SEBASTIAN, FLORIDA
FISCAL YEAR 2025-2030
CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM
PARKS DEPARTMENT (CONTINUED)**

Project Name:	Riverview Park Improvements	Project Description:
Funding Source:	Discretionary Sales Tax	Implementation of CRA Master Plan infrastructure improvements for the Riverview Park area including a Splash Pad and an event center.

Justification: The CRA Master Plan supports planned improvements having immediate positive impacts to the business district and creation of event space. Includes Harrison Street, overflow parking and pavilion.

Project Costs:							Project
<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>FY 27-28</u>	<u>FY 28-29</u>	<u>FY 29-30</u>		<u>Total</u>
\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ -	\$ -	\$ -		\$ 3,000,000

Project Pricing: Cost estimate from the Master Plan.

STORMWATER FUND

Project Name:	Backhoe	Project Description:
Funding Source:	Discretionary Sales Tax	The Stormwater Department is looking to purchase an additional backhoe.

Justification: The Stormwater department typically uses the Roads division's backhoe. However, this vehicle is also needed for work completed by Roads. The Stormwater department is looking to purchase an additional backhoe to be self sufficient and allow for more timely repairs due to additional equipment availability.

Project Costs:							Project
<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>FY 27-28</u>	<u>FY 28-29</u>	<u>FY 29-30</u>		<u>Total</u>
\$ 170,000	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 170,000

Project Pricing: Price quotes obtained from three vendors during last year's budgeting process, including a 5% contingency.

Project Name:	Crew Vehicle	Project Description:
Funding Source:	Stormwater Fund	The Stormwater department is looking to sell and replace the existing

Justification: This vehicle was originally planned for replacement in the 2023-2024 budget year. It is a 2006 vehicle that has

Project Costs:							Project
<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>FY 27-28</u>	<u>FY 28-29</u>	<u>FY 29-30</u>		<u>Total</u>
\$ -	\$ 51,279	\$ -	\$ -	\$ -	\$ -		\$ 51,279

Project Pricing: Considering recent quote obtained for 1/2 ton truck and 10% contingency as recommended by the vendor due to contract changes.

CITY OF SEBASTIAN, FLORIDA
FISCAL YEAR 2025-2030
CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM
STORMWATER FUND (CONTINUED)

Project Name:	Excavator	Project Description:
Funding Source:	Discretionary Sales Tax	Purchase an excavator to replace the Airport's AP25 CAT308 Excavator that is utilized by the Stormwater department.

Justification: The existing excavator has exceeded its lifespan and is in need of extensive repairs. We are proposing the Airport division coordinates the decommissioning and sale of the equipment in accordance with the FAA. Some or all sales proceeds may need to be returned to the FAA. The Stormwater department would then purchase one to be utilized in their department. As other departments need the use of the excavator it would be available to them as well.

Project Costs:							Project
	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>FY 27-28</u>	<u>FY 28-29</u>	<u>FY 29-30</u>	<u>Total</u>
	\$ 173,650	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 173,650

Project Pricing: Quotes were obtained from vendors for equipment equivalent to the Caterpillar 308's capacity.

Project Name:	New Crew Vehicle	Project Description:
Funding Source:	Stormwater Fund	The Stormwater department is looking to purchase a four-wheel drive crew vehicle for transportation to job sites. That also can accommodate towing equipment.

Justification: This would be an added vehicle to the Stormwater's fleet to accommodate transportation for the additional four employees for the emergency swale work crew. It would also allow towing of equipment needed to the job site. As some crew members would be going to site using other machinery, only one crew vehicle is being added. This is a crew cab vehicle with 1 ton capacity, 4x4 and tool box/utility body with a diesel engine.

Project Costs:							Project
	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>FY 27-28</u>	<u>FY 28-29</u>	<u>FY 29-30</u>	<u>Total</u>
	\$ 81,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 81,500

Project Pricing: Considering recent quote obtained for 1 ton truck and 10% contingency as recommended by the vendor due to contract changes.

CITY OF SEBASTIAN, FLORIDA
FISCAL YEAR 2025-2030
CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM
STORMWATER FUND (CONTINUED)

Project Name:	Vacuum Truck	Project Description:
Funding Source:	Discretionary Sales Tax	The Stormwater Department is looking to purchase an additional vacuum truck.

Justification: The Stormwater department currently uses their vacuum truck for jetting, cleaning, and vacuuming of the City's roadcrossing pipes, baffle boxes, and catch basins, as well as privately owned driveway culverts in conjunction with roadway repaving. With a secondary vacuum truck the City has a backup while the existing is down for repairs, as high pressure vacuum systems are prone to repetitive issues. With a secondary truck the City can also have a proactive crew that is completing a cleaning and inspection of all City owned structures (road crossings, catch basins, and baffle boxes) going through the drainage zones in sequential order. At the same time the existing truck would be used in conjunction with specific projects as well as road repaving work. With this the City can move into a cycle where every City owned structure is cleaned on a biennial basis, occurring once every two years. Currently the City operates on a reactive basis due to staffing, equipment, and project requirements.

Project Costs:							
	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>FY 27-28</u>	<u>FY 28-29</u>	<u>FY 29-30</u>	<u>Project Total</u>
	\$ 485,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 485,000

Project Pricing: Price quotes obtained from multiple vendors for comparison. Since the service shop has said that many of our issues with the current vacuum truck are due to its undersizing and overuse, we priced out one with a large capacity pressure system and pump.

Project Name:	Sidearm Machine and Cutting Head	Project Description:
Funding Source:	Discretionary Sales Tax	The Stormwater department currently has one sidearm machine, SW691, and would like to purchase another for an additional crew working on emergency swale work.

Justification: This Sidearm machine would at as the armadillo equipment for an emergency swale work crew. This would be used as requested by homeowners who cannot maintain or keep the flow line of their swale open. With this equipment the Stormwater department would not be taking over the overall ownership and maintenance of the swales, but instead would be able to limit backups and implications for other neighboring properties due to limited maintenance by homeowners. This machinery would be used by a full-time crew intended for swale clearings not related to the roadway repaving projects.

Project Costs:							
	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>FY 27-28</u>	<u>FY 28-29</u>	<u>FY 29-30</u>	<u>Project Total</u>
	\$ 235,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 235,000

Project Pricing: Considering previously created replacement cost of \$130,000 for the tractor component and \$105,000 replacement cost for the armadillo cutting head.

CITY OF SEBASTIAN, FLORIDA
FISCAL YEAR 2025-2030
CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM
STORMWATER FUND (CONTINUED)

Project Name:	Brush Truck	Project Description:
Funding Source:	Discretionary Sales Tax	The Stormwater department is looking to purchase a small brush truck to be used by the emergency swale work crew.

Justification: A smaller sized brush truck would be needed for an added emergency swale work crew. This small brush truck would be used for material removal that occurs during the swale work. Existing brush and dump trucks are already utilized by the Stormwater crews on a consistent basis so in order to ensure the swale crew always have the equipment they need, we would be looking to purchase a dedicated brush truck. Only a 7 cubic yard size is needed.

Project Costs:								
	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>FY 27-28</u>	<u>FY 28-29</u>	<u>FY 29-30</u>	<u>Project Total</u>	
\$	-	\$ 133,700	\$ -	\$ -	\$ -	\$ -	\$ 133,700	

Project Pricing: Considering the brush truck purchased for the Roads division last year and a 10% contingency.

Project Name:	Canal Study	Project Description:
Funding Source:	Discretionary Sales Tax	Complete a comprehensive study/analysis of the existing canals and create a preliminary design for repairs.

Justification: This comprehensive study would review the City Canals South of CR512 and determine their existing depth and compare that with the historic design depth. This study will also look at the impacts and costs of removing seawalls and creating earthen embankments.

Project Costs:								
	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>FY 27-28</u>	<u>FY 28-29</u>	<u>FY 29-30</u>	<u>Project Total</u>	
\$	95,000	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ 135,000	

Project Pricing: Price based off of current and recently completed studies as well as continuing services hourly rates.

Project Name:	Slip Lining/Pipe Replacement	Project Description:
Funding Source:	Stormwater Utility Fund	Replacing pipe or sliplining when practical to repair existing drainage pipe and increase the lifespan.

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:								
	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>FY 27-28</u>	<u>FY 28-29</u>	<u>FY 29-30</u>	<u>Project Total</u>	
\$	182,000	\$ 200,000	\$ 220,000	\$ 242,000	\$ 266,000	\$ 266,000	\$ 1,376,000	

Project Pricing: Staff recently completed similar projects and has a good idea of the total cost for these projects. These estimates take into consideration the recently encountered increase in material cost.

**CITY OF SEBASTIAN, FLORIDA
FISCAL YEAR 2025-2030
CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM**

STORMWATER FUND (CONTINUED)

Project Name:	Stonecrop Upstream Drainage	Project Description:
Funding Source:	75% FEMA Grant \$1,406,250. 25% Matching Requirement from Discretionary Sales Tax \$468,750.	Alteration of Upstream Areas Draining to the Stonecrop Drainage Basin following completion of the Improvements from Stonecrop to Laconia Street.

Justification: Additional upstream work will alter road crossings to increase their size, allowing water to flow with less restriction to the Stonecrop Basin where it is treated. This will reduce localized flooding upstream. This project will involve alterations of road crossings at Bayfront Terrace, Albatross Terrace, and Tulip Drive. Sections of the ditch hat need of stabilization will be armored. We will be applying for Hazard Mitigation Grant Program funding from FEMA to offset most of the costs of these improvements.

Project Costs:							Project
	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>FY 27-28</u>	<u>FY 28-29</u>	<u>FY 29-30</u>	<u>Total</u>
	\$ 1,220,000	\$ 310,000	\$ 345,000	\$ -	\$ -	\$ -	\$ 1,875,000

Project Pricing: An engineered estimate was provided with the Stormwater Master Plan and peer-reviewed for accuracy.

Project Name:	Schumann Drive Culvert	Project Description:
Funding Source:	Discretionary Sales Tax	Replace an existing culvert pipe connecting the Schumann waterway and Elkcam Canal.

Justification: Replacing an existing culvert pipe connecting the Schumann waterway and the Elkcam canal will allow for increased capacity with a culvert connection.

Project Costs:							Project
	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>FY 27-28</u>	<u>FY 28-29</u>	<u>FY 29-30</u>	<u>Total</u>
	\$ 750,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 750,000

Project Pricing: An engineered estimate was provided with the Stormwater Master Plan and peer-reviewed for accuracy.

**CITY OF SEBASTIAN, FLORIDA
FISCAL YEAR 2025-2030
CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM**

GOLF COURSE

Project Name:	Course Renovations	Project Description:					
Funding Source:	Golf Course		Rebuild Greenside Bunkers, Including Improving the Contours, Additional Drainage, New Sand and Sod.				
Justification:	This effort started in FY 23-24. Through the years, many received additional sand as needed but the drainage has become blocked-up and bunker edges have eroded. After rain, most bunkers fill with water and must be pumped out or wait a few days for the water to drain or evaporate. The bunkers need new sand and drain-tile (perforated drain pipe). Rebuilding also entails new contours (making some bunkers smaller) and new sod around bunker edges. There are approximately 75,000 total square feet of bunkers currently. It is favorable to both customers and our budget, to do a selected amount of bunkers each year, thus spreading-out the expense.						
Project Costs:						Project	
	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>FY 27-28</u>	<u>FY 28-29</u>	<u>FY 29-30</u>	<u>Total</u>
	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 300,000
Project Pricing:	Quote obtained from the Golf Course maintenance provider, International Golf Management, Inc. There are approximately 75,000 square feet of bunkers; 50,000 green-side and 25,000 fairway. \$7 per square foot is the current price for bunker renovation, which includes sod. About 4 to 5 bunkers could be eliminated, creating a grass area, while others need completely redesigned and shaped.						

Project Name:	Golf Equipment	Project Description:					
Funding Source:	Golf Course		Replace Ice Machine				
Justification:	Ice machine replaced in FY 22-23 will likely need to be replaced again in FY 27-28.						
Project Costs:						Project	
	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>FY 27-28</u>	<u>FY 28-29</u>	<u>FY 29-30</u>	<u>Total</u>
	\$ -	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ 10,000
Project Pricing:	Price was obtained from the Easy-Picker catalog, which is a vendor frequently used by the Golf Course.						

AIRPORT FUND

Project Name:	Airport Mower	Project Description:					
Funding Source:	Airport Fund		24-25 Zero Turn Mower				
Justification:	This Zero Turn Mower replaces AP21 which is ten years old and due for replacement.						
Project Costs:						Project	
	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>FY 27-28</u>	<u>FY 28-29</u>	<u>FY 29-30</u>	<u>Total</u>
	\$17,000	\$0	\$0	\$0	\$0	\$0	\$17,000
Project Pricing:	Based on staff estimates and current quotes in-hand from local suppliers						

**CITY OF SEBASTIAN, FLORIDA
FISCAL YEAR 2025-2030
CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM
AIRPORT FUND (CONTINUED)**

Project Name:	Airport Truck Replacement	Project Description:					
Funding Source:	Airport Fund	Replace Airport AP02 2002 Silverado Pickup					
Justification:	AP 02, a 2002 Chevrolet Silverado 4WD, has surpassed its expected lifespan of 22/23 and needs to be replaced. The vehicle needs frequent repairs and has become unreliable.						
Project Costs:							
	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>FY 27-28</u>	<u>FY 28-29</u>	<u>FY 29-30</u>	<u>Project Total</u>
\$	15,000	-	-	-	-	-	15,000
Project Pricing:	Based on staff estimates and quotes through Sourcwell and Sheriff's Assoc. We prefer to use these funds to purchase of a used vehicle from another department, when a suitable one comes available.						

Project Name:	Security Fiber Network Upgrade	Project Description:					
Funding Source:	80% FDOT Grant \$400,000. 20% Matching Requirements from Airport Fund \$100,000.	Replace/Upgrade Security Fiber Network					
Justification:	The Security systems for the airport rely upon an aging Fiber Network to control Security Cameras, Access Gates and Badge controls. The growth in tenants and business operations will necessitate tighter security measures as mandated by FAA guidelines.						
Project Costs:							
	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>FY 27-28</u>	<u>FY 28-29</u>	<u>FY 29-30</u>	<u>Project Total</u>
\$	-	-	-	500,000	-	-	500,000
Project Pricing:	Total cost estimates are preliminary and under research.						

Project Name:	Airport Master Plan	Project Description:					
Funding Source:	FAA 90% Grant \$450,000. FDOT 5% Grant \$25,000. 5% Matching Requirements from Airport Fund \$25,000.	Update Airport Master Plan.					
Justification:	The current Master Plan will be 10 years old in 2028, and should be updated per FAA guidelines.						
Project Costs:							
	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>FY 27-28</u>	<u>FY 28-29</u>	<u>FY 29-30</u>	<u>Project Total</u>
\$	-	-	-	500,000	-	-	500,000
Project Pricing:	Based on funding anticipated.						

**CITY OF SEBASTIAN, FLORIDA
FISCAL YEAR 2025-2030
CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM
AIRPORT FUND (CONTINUED)**

Project Name:	Design Taxiway Golf Apron	Project Description:
Funding Source:	FDOT 80% Grant \$200,000. 20% Matching Requirements from Discretionary Sales Tax \$50,000.	Engineer & Design Taxiway Golf Apron - Phase 1

Justification: Taxiway Golf will serve as a taxiway and Apron built upon the old Runway 13-31 on the north end of the airport. The needed apron will provide aircraft access for immediate hangar construction along this area. Due to costs, the project apron will be developed in 3 Phases. This will provide additional needed aircraft movement surface and will be the first phase of preparing the same area for future hangars and aviation business development.

Project Costs:							Project
	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>FY 27-28</u>	<u>FY 28-29</u>	<u>FY 29-30</u>	<u>Total</u>
\$	-	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000

Project Pricing: Estimated by contract engineering firm.

Project Name:	Construct Taxiway Golf Apron	Project Description:
Funding Source:	80% FDOT Grant \$1,200,000. 20% Matching Requirements from Discretionary Sales Tax \$300,000.	Construct Taxiway Golf Apron - Phase 1

Justification: Taxiway Golf will serve as a taxiway and Apron built upon the old Runway 13-31 on the north end of the airport. The needed apron will provide aircraft access for immediate hangar construction along this area. Due to costs, the project apron will be developed in 3 Phases. This will provide additional needed aircraft movement surface and will be the first phase of preparing the same area for future hangars and aviation business development.

Project Costs:							Project
	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>FY 27-28</u>	<u>FY 28-29</u>	<u>FY 29-30</u>	<u>Total</u>
\$	-	\$ -	\$ 1,500,000	\$ -	\$ -	\$ -	\$ 1,500,000

Project Pricing: Site and construction estimated by contract engineering firm.

Project Name:	Design Terminal Apron Expansion	Project Description:
Funding Source:	80% FDOT Grant \$180,000. 20% Matching Requirements from Discretionary Sales Tax \$45,000.	Engineer and Design Terminal Ramp Apron Expansion.

Justification: The public side of the airport is lacking in available aircraft parking/tie-down spaces, especially for guests and transient traffic. The proposed planning will double our available spaces from 5 to 10.

Project Costs:							Project
	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>FY 27-28</u>	<u>FY 28-29</u>	<u>FY 29-30</u>	<u>Total</u>
\$	225,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 225,000

Project Pricing: Site and construction estimated by contract engineering firm.

**CITY OF SEBASTIAN, FLORIDA
FISCAL YEAR 2025-2030
CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM**

AIRPORT FUND (CONTINUED)

Project Name:	Construct Terminal Apron Expansion	Project Description:
Funding Source:	80% FDOT Grant \$960,000. 20% Matching Requirements from Discretionary Sales Tax \$240,000.	Construction of Terminal Ramp Apron Expansion area

Justification: The public side of the airport is lacking in available aircraft parking/tie-down spaces, especially for guests and transient traffic. The proposed planning will double our available spaces from 5 to 10.

Project Costs:							Project
	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>FY 27-28</u>	<u>FY 28-29</u>	<u>FY 29-30</u>	<u>Total</u>
\$	-	\$ 1,200,000	\$ -	\$ -	\$ -	\$ -	\$ 1,200,000

Project Pricing: Site and construction estimated by contract engineering firm. FAA participation may be possible

Project Name:	Construct Taxiway Golf	Project Description:
Funding Source:	FDOT 80% \$790,080 each year. 20% Matching Requirement from Discretionary Sales Tax \$197,520 each year.	Construction of Taxiway Golf.

Justification: Taxiway Golf will serve as a taxiway and apron built upon the old Runway 13-31 on the north end of the airport. This will provide additional needed aircraft movement surface and will be the first phase of preparing the same area for future hangars and aviation business development

Project Costs:							Project
	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>FY 27-28</u>	<u>FY 28-29</u>	<u>FY 29-30</u>	<u>Total</u>
\$	987,600	\$ 987,600	\$ -	\$ -	\$ -	\$ -	\$ 1,975,200

Project Pricing: Total Project Cost is \$1,975,200. We will request FAA participation to reduce the matching to 5%.

Project Name:	Design Taxiway Bravo Rehab	Project Description:
Funding Source:	FAA 90% Grant \$270,000. FDOT 5% Grant \$15,000. 5% Matching Requirements from Airport Fund \$15,000.	Engineer & Design Rehabilitation of Taxiway Bravo.

Justification: The PCI Index for Taxiway Bravo as tested in 2021 is 66 (Fair) with projections of a PCI of 59 by 2029. The surface is already eligible for rehabilitation, involving milling and re-paving to bring it back up to a 100 rating and extend the service life of the Taxiway.

Project Costs:							Project
	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>FY 27-28</u>	<u>FY 28-29</u>	<u>FY 29-30</u>	<u>Total</u>
\$	-	\$ -	\$ -	\$ -	\$ 300,000	\$ -	\$ 300,000

Project Pricing: Site and construction estimated by contract engineering firm.

**CITY OF SEBASTIAN, FLORIDA
FISCAL YEAR 2025-2030
CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM
AIRPORT FUND (CONTINUED)**

Project Name:	Design NW Airport Access	Project Description:					
Funding Source:	80% FDOT Grant \$200,000. 20% Matching Requirements from Discretionary Sales Tax \$50,000.	Design Access Road and Utility Infrastructure for the Northwest Area Expansion					
Justification:	The growth of the airport is reliant on the available space on the Northwest part of the field, along the closed Runway 13-31. This project will follow the new Taxiway/Apron Golf and focus on making the new, buildable spaces along that apron ready for future construction & tenant growth.						
Project Costs:						Project	
	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>FY 27-28</u>	<u>FY 28-29</u>	<u>FY 29-30</u>	<u>Total</u>
\$	-	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ 250,000
Project Pricing:	Site and construction estimated by contract engineering firm.						

Project Name:	Construct NW Airport Access	Project Description:					
Funding Source:	80% FDOT Grant \$1,600,000. 20% Matching Requirements from Discretionary Sales Tax \$400,000.	Construct an Access Road and Utilities Infrastructure on the Northwest portion of the Airport.					
Justification:	The growth of the airport is reliant on the available space on the Northwest part of the field, along the closed Runway 13-31. This project will follow the new Taxiway/Apron Golf and focus on making the new, buildable spaces along that apron ready for future construction & tenant growth.						
Project Costs:						Project	
	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>FY 27-28</u>	<u>FY 28-29</u>	<u>FY 29-30</u>	<u>Total</u>
\$	-	\$ -	\$ 2,000,000	\$ -	\$ -	\$ -	\$ 2,000,000
Project Pricing:	Cost reduced from previous projections Site and construction estimated by contract engineering firm.						

**CITY OF SEBASTIAN, FLORIDA
FISCAL YEAR 2025-2030
CAPITAL IMPROVEMENT PROJECT REQUEST AND JUSTIFICATION FORM**

BUILDING FUND

Project Name:	Building Department Trucks	Project Description:
Funding Source:	Building Department Fund	Replace high mileage trucks - 2015 Nissan (BD201) and 2016 Nissan (BD202)

Justification: The Building Department would be best served to replace these vehicles. BD201 is in poor condition and BD202 is showing signs of wear and tear.

Project Costs:							Project
	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>FY 27-28</u>	<u>FY 28-29</u>	<u>FY 29-30</u>	<u>Total</u>
	\$ 77,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 77,500

Project Pricing: Based on estimated cost of a suitable replacement trucks.

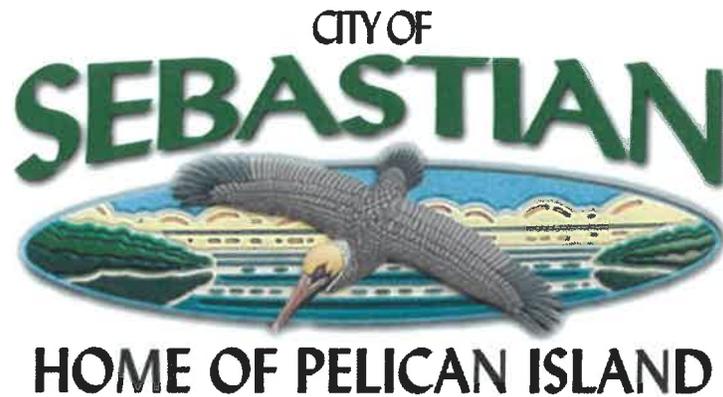
Project Name:	Building Department Scanners	Project Description:
Funding Source:	Building Department Fund	Purchase two new scanners(one large plan scanner @ \$ 10,495 and one desktop scanner @ \$ 5,100).

Justification: These scanners will increase the capacity to scan old permit files into Laserfiche.

Project Costs:							Project
	<u>FY 24-25</u>	<u>FY 25-26</u>	<u>FY 26-27</u>	<u>FY 27-28</u>	<u>FY 28-29</u>	<u>FY 29-30</u>	<u>Total</u>
	\$ 15,595	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,595

Project Pricing: Based upon previous purchases

\$	11,111,404	\$	9,920,577	\$	10,192,809	\$	5,331,959	\$	4,902,429	\$	1,436,824	\$	42,896,002
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CITY OF SEBASTIAN, FLORIDA
ANNUAL BUDGET
FISCAL YEAR 2024-2025

SCHEDULES

Draft as of July 3, 2024



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**GENERAL FUND
PROJECTED BALANCES
FISCAL YEARS 2025-2030**

	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	Totals
Property Taxes (5% Growth) 3.1955	\$ 5,102,270	\$ 6,460,718	\$ 7,131,469	\$ 7,488,042	\$ 7,862,445	\$ 8,255,567	\$ 8,668,345	\$ 9,101,762	\$ 60,070,619
Franchise Fees (3.5% Growth)	1,775,485	1,785,000	1,797,500	1,860,413	1,925,527	1,992,920	2,062,673	2,134,866	15,334,384
Utility Service Tax (3.5% Growth)	3,523,528	3,747,700	3,925,450	4,062,841	4,205,040	4,352,217	4,504,544	4,662,203	32,983,523
Intergovernmental (3.5 Growth)	4,153,087	3,830,500	3,947,000	4,085,145	4,228,125	4,376,109	4,529,273	4,687,798	33,837,038
Investment Income(2% Growth)	179,492	227,500	262,500	267,750	273,105	278,567	284,138	289,821	2,062,874
Other Revenue (2% Growth)	1,388,554	1,281,078	1,375,513	1,403,023	1,431,084	1,459,705	1,488,900	1,518,677	11,346,534
Charges to Cemetery	95,000	130,000	150,000	150,000	150,000	150,000	150,000	150,000	1,125,000
Transfers from Golf Course Fund	-	80,000	100,000	100,000	100,000	50,000	-	-	430,000
FEMA and State Reimbursements	72,435	-	-	-	-	-	-	-	72,435
GENERAL FUND REVENUE	\$ 16,289,850	\$ 17,542,496	\$ 18,689,432	\$ 19,417,214	\$ 20,175,325	\$ 20,915,086	\$ 21,687,873	\$ 22,545,128	157,262,406
Personnel (Insurance, Pay Change 5%)	\$ 11,025,613	\$ 11,950,432	\$ 14,267,035	\$ 15,060,902	\$ 15,894,463	\$ 16,769,701	\$ 17,688,702	\$ 18,653,652	121,310,500
Operating Expenditures (2% Annual Increase)	3,390,205	3,800,772	4,040,939	4,121,758	4,204,193	4,288,277	4,374,042	4,461,523	32,681,709
Transfer to Solid Waste Fund	-	-	-	-	-	-	-	-	-
100th Anniversary	-	96,864	20,000	-	-	-	-	-	116,864
Strategic Planning	-	75,000	-	-	-	-	-	-	75,000
Total Operation and Maintenance	\$ 14,415,818	\$ 15,923,068	\$ 18,327,974	\$ 19,182,660	\$ 20,098,656	\$ 21,057,978	\$ 22,062,744	\$ 23,115,175	153,992,209
City Manager Drone	-	-	1,200	-	-	-	-	-	1,200
Police Flooring	22,800	-	-	-	-	-	-	-	22,800
Police Personnel Equipment	45,896	85,450	58,300	44,300	26,000	26,000	22,000	22,000	329,946
Police Investigative Equipment	8,900	5,220	-	-	-	-	-	-	14,120
Police Transport Trailer	3,036	-	-	-	-	-	-	-	3,036
Police COPE Trailer	4,000	-	-	-	-	-	-	-	4,000
Police Breaching Tool	1,051	-	-	-	-	-	-	-	1,051
Police Vehicles	98,744	-	-	-	-	-	-	-	98,744
Public Works Roads Sidewalks	-	85,572	50,000	75,000	75,000	75,000	75,000	75,000	510,572
Public Works Roads Equipment	4,201	68,734	-	-	-	-	-	-	72,935
Public Works Roads ADA Sidewalk Mats	-	-	-	62,539	-	-	-	-	62,539
Public Works Roads Porous Sidewalk Panels	-	-	-	25,000	50,000	-	-	-	75,000
Public Works Traffic Sensors	3,415	-	-	-	-	-	-	-	3,415
Public Works Crosswalk Flashing Beacon	14,999	-	-	-	-	-	-	-	14,999
Public Works Mid-Block Crosswalk Beacons	-	-	-	9,600	-	-	-	-	9,600
Public Works Sign Shop Truck	-	79,478	-	-	-	-	-	-	79,478
Public Works Fleet Diagnostic Scanners	7,598	-	-	-	-	-	-	-	7,598
Public Works Fleet Pressure Washer	-	1,550	-	-	-	-	-	-	1,550
Public Facilities Maintenance Vehicle	-	56,465	-	-	-	-	-	-	56,465
Public Facilities Roof Repairs	-	17,000	-	30,000	-	-	-	-	47,000
Public Facilities Sprinkler Pump	-	1,775	-	-	-	-	-	-	1,775
Public Facilities City Hall Doors	-	-	18,000	-	-	-	-	-	18,000
Public Facilities Senior Center Roof	99	50,015	-	-	-	-	-	-	50,114
Public Facilities Police Dept. Roof Evaluation	-	-	25,000	-	-	-	-	-	25,000
Public Facilities Equipment	14,026	-	-	-	-	-	-	-	14,026
Public Facilities City Hall Refrigerator	1,148	-	-	-	-	-	-	-	1,148
Public Facilities Maintenance Vehicles	46,726	-	-	-	45,000	-	-	-	91,726
Public Facilities Lift Station Maintenance	-	-	-	-	-	-	-	-	-
Parks Equipment	79,903	17,191	30,000	-	28,000	22,000	30,000	-	207,094
Parks Vehicles	67,961	-	-	55,000	90,000	-	-	-	212,961
Parks Senior Center Carpet	-	12,250	-	-	-	-	-	-	12,250
Parks Community Center Upgrades	-	-	37,500	-	-	-	-	-	37,500
Barber Street Shed	-	15,000	-	-	-	-	-	-	15,000
Barber Street Football Goal Posts	6,272	-	-	-	-	-	-	-	6,272
Barber Street Baseball Safety Netting	-	-	50,000	-	-	-	-	-	50,000
Park Restroom Doors	-	-	-	25,000	25,000	-	-	-	50,000
SMART Irrigation System Plan	-	-	25,000	25,000	25,000	25,000	25,000	25,000	150,000
Cemetery Equipment	2,273	-	-	-	-	-	-	-	2,273
Hurricane Ian	56,386	-	-	-	-	-	-	-	56,386
Hurricane Nicole	24,086	-	-	-	-	-	-	-	24,086
Kiosk Signs	-	15,000	-	-	-	-	-	-	15,000
Riverview Park Master Plan	-	62,700	-	-	-	-	-	-	62,700
Grant Admin-No County Law Enforcement Dock	-	10,400	-	-	-	-	-	-	10,400
Yacht Club Seawall Replacement	1,415	-	-	-	-	-	-	-	1,415
Yacht Club Interior Improvements	13,553	6,347	-	-	-	-	-	-	19,900
Community Development Vehicle	25,027	-	-	-	-	-	-	-	25,027
Community Development Offices	-	107,377	-	-	-	-	-	-	107,377
Community Development Sustainable Sebastian	-	10,000	-	-	-	-	-	-	10,000
Natural Vegetation/CID Demonstration	-	15,000	-	-	-	-	-	-	15,000
TOTAL EXPENDITURES FY 23	\$ 14,969,333	\$ 16,645,592	\$ 18,622,974	\$ 19,534,099	\$ 20,462,656	\$ 21,205,978	\$ 22,214,744	\$ 23,237,175	156,892,551
TOTAL EXPENDITURES FY 24									
TOTAL EXPENDITURES FY 25									
TOTAL EXPENDITURES FY 26									
TOTAL EXPENDITURES FY 27									
TOTAL EXPENDITURES FY 28									
TOTAL EXPENDITURES FY 29									
TOTAL EXPENDITURES FY 30									
BEGINNING FUND BALANCE	\$ 8,582,571	\$ 9,903,088	\$ 10,799,992	\$ 10,866,450	\$ 10,749,565	\$ 10,462,235	\$ 10,171,343	\$ 9,644,472	\$ 8,582,571
TOTAL REVENUES	16,289,850	17,542,496	18,689,432	19,417,214	20,175,325	20,915,086	21,687,873	22,545,128	157,262,405
TOTAL EXPENDITURES	14,969,333	16,645,592	18,622,974	19,534,099	20,462,656	21,205,978	22,214,744	23,237,175	156,892,551
UNRESTRICTED RESERVE BALANCE PER CAFR	\$ 9,903,088	\$ 10,799,992	\$ 10,866,450	\$ 10,749,565	\$ 10,462,235	\$ 10,171,343	\$ 9,644,472	\$ 8,952,425	\$ 8,952,425
Renewal and Replacement Reserve	275,000	275,000	275,000	275,000	275,000	275,000	275,000	275,000	275,000
Assigned Funds (Inventory, Prepaids & Receivables)	1,088,364	926,025	826,025	726,025	626,025	576,025	576,025	576,025	576,025
Reserve for Solid Waste Fund	-	-	-	-	-	-	-	-	-
Reserve for Employee Final Payouts @25%	389,000	389,000	389,000	389,000	389,000	389,000	389,000	389,000	389,000
Available for Emergencies	\$ 8,150,724	\$ 9,209,967	\$ 9,376,425	\$ 9,359,540	\$ 9,172,210	\$ 8,931,318	\$ 8,404,447	\$ 7,712,400	\$ 7,712,400
Revenue vs Expenditures	1,320,517	896,904	66,458	(116,885)	(287,330)	(290,892)	(526,871)	(692,047)	

**AMERICAN RESCUE PLAN FUND
PROJECTED BALANCES
FISCAL YEARS 2025-2030**

	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30
Fiscal Recovery Payments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Investment Income	63,398	7,174	7,277	589	599	600	602	603
Total Revenues	63,398	7,174	7,277	589	599	600	602	603
Premium Payments:								
Essential Workers Pay/Benefits								
Infrastructure Investment:								
Road Improvements		2,119,000						
Gardenia Ditch Solution	6,043	526,993						
Schumann Drive	7,596	36,524						
Interest Expenditures:								
Water Supply Work Plan	12,000							
TOTAL EXPENDITURES FY21								
TOTAL EXPENDITURES FY22								
TOTAL EXPENDITURES FY23	\$ 25,639							
TOTAL EXPENDITURES FY24		\$ 2,682,517						
TOTAL EXPENDITURES FY25			\$ -					
TOTAL EXPENDITURES FY26				\$ -				
TOTAL EXPENDITURES FY27					\$ -			
TOTAL EXPENDITURES FY28						\$ -		
TOTAL EXPENDITURES FY29							\$ -	
TOTAL EXPENDITURES FY30								\$ -
BEGINNING FUND BALANCE	\$ 2,869,473	\$ 2,907,232	\$ 231,889	\$ 239,166	\$ 239,755	\$ 240,353	\$ 240,953	\$ 241,555
TOTAL REVENUES	63,398	7,174	7,277	589	599	600	602	603
TOTAL EXPENDITURES	25,639	2,682,517	-	-	-	-	-	-
ENDING FUND BALANCE	\$ 2,907,232	\$ 231,889	\$ 239,166	\$ 239,755	\$ 240,353	\$ 240,953	\$ 241,555	\$ 242,158

**LOCAL OPTION GAS TAX FUND
PROJECTED BALANCES
FISCAL YEARS 2025-2030**

	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30
Local Option Gas Taxes (+3.5% After 2023)	\$ 751,077	\$ 777,365	\$ 804,572	\$ 832,732	\$ 861,878	\$ 892,044	\$ 923,265	\$ 955,580
FDOT Lighting Agreement (+3%)	14,964	15,413	15,875	16,351	16,842	17,347	17,868	18,404
Building Fund Loan @ 5.5% for 10 years				450,000				
Investment Income	20,308	32,605	51,923	42,048	44,199	40,176	37,489	(1,496)
Total Revenues	\$ 786,349	\$ 825,383	\$ 872,370	\$ 1,341,132	\$ 922,919	\$ 949,567	\$ 978,622	\$ 972,488
R/R Crossing Maintenance	\$ 5,901	\$ 5,901	\$ 5,901	\$ 5,901	\$ 5,901	\$ 5,901	\$ 5,901	\$ 5,901
Road Condition Assessment - Each 3 Years w/10%	5,400			42,000			46,200	-
Total Operational and Maintenance	\$ 11,301	\$ 5,901	\$ 5,901	\$ 47,901	\$ 5,901	\$ 5,901	\$ 52,101	\$ 5,901
Debt Payment - Final FY22-23	122,174							
Portable Traffic Analyzers (2)								
Street Paving		479,739	1,100,000	1,260,000	962,500	960,000	1,750,000	
Roadway Swales & Driveways		903,684						
Railroad Crossing Sidewalks	1,800	91,800						
Sidewalk Construction/Repair	2,857							
Payment on Building Fund Loan					59,000	59,000	59,000	59,000
TOTAL EXPENDITURES FY23	\$ 138,132							
TOTAL EXPENDITURES FY24		\$ 1,481,124						
TOTAL EXPENDITURES FY25			\$ 1,105,901					
TOTAL EXPENDITURES FY26				\$ 1,307,901				
TOTAL EXPENDITURES FY27					\$ 1,027,401			
TOTAL EXPENDITURES FY28						\$ 1,024,901		
TOTAL EXPENDITURES FY29							\$ 1,861,101	
TOTAL EXPENDITURES FY30								\$ 64,901
BEGINNING FUND BALANCE	768,716	1,407,307	751,565	518,034	551,265	446,783	371,450	(511,029)
BUDGET RESERVE - 5% OF REVENUE	37,554	38,868	40,229	41,637	43,094	44,602	46,163	47,779
UNRESTRICTED RESERVE BALANCE	\$ 731,162	\$ 1,368,438	\$ 711,337	\$ 476,398	\$ 508,171	\$ 402,181	\$ 325,287	\$ (558,808)
TOTAL REVENUES	786,349	825,383	872,370	1,341,132	922,919	949,567	978,622	972,488
TOTAL EXPENDITURES+TRANSFERS	138,132	1,481,124	1,105,901	1,307,901	1,027,401	1,024,901	1,861,101	64,901
ENDING FUND BALANCE	\$ 1,369,753	\$ 712,697	\$ 477,806	\$ 509,628	\$ 403,690	\$ 326,848	\$ (557,193)	\$ 348,778

**DISCRETIONARY SALES TAX FUND (DST)
PROJECTED BALANCES
FISCAL YEARS 2025-2030**

	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30
DST Revenue (3.5% Growth)	\$ 4,791,515	\$ 4,862,000	\$ 5,032,170	\$ 5,208,296	\$ 5,390,586	\$ 5,579,257	\$ 5,774,531	\$ 5,976,639
Principal on \$285,000 Airport Loan 09/29/08	7,873	10,188	10,596	11,019	11,460	11,919	14,395	14,971
Interest from \$285,000 Airport Advance	10,127	9,812	9,404	8,981	8,540	8,081	7,605	7,029
Principal on \$267,511 Airport Loan 01/05/11	8,517	8,858	9,212	9,580	11,964	12,442	12,442	12,940
Interest from \$267,511 Airport Advance	9,983	9,642	9,288	8,920	8,536	8,058	7,560	7,042
Investment Income	93,413	112,521	157,307	92,690	73,880	89,719	111,372	184,327
DST PROJECTED REVENUE	\$ 4,921,428	\$ 5,013,021	\$ 5,227,977	\$ 5,339,486	\$ 5,504,966	\$ 5,709,476	\$ 5,927,905	\$ 6,202,948
Server/Host Update - Vx Rail Lease	43,195	43,195	-	-	-	-	-	-
Cyber Security Features		27,280						
Backup System Update	31,121	19,960						
City Computers	39,161	81,947	35,000	45,000	35,000	45,000	35,000	45,000
COSTv Equipment	14,625	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Phone System	1,080							
Network Infrastructure	21,293	31,574	30,000	30,000	30,000	30,000	30,000	30,000
Public Works Compound Firewall		75,180					60,000	
Public Works Compound Technology		7,667						
Core and Remote Switches		66,900						
Microsoft Office Upgrade		72,053						
Security Cameras at Parks	26,036	41,769	30,000	30,000	30,000	30,000	30,000	30,000
City Hall Security Camera Upgrades			90,000					
Main Core Security System Replacement							100,000	
CAD/RMS System Update	28,000	84,550	25,000	25,000	25,000	25,000	25,000	25,000
Police Vehicle/Body Cameras	78,583	88,776	101,559	106,559	106,559	106,559	106,559	106,559
Police Vehicles	278,589	1,132,631	406,500	335,000	351,750	369,400	387,870	407,265
Road Patrol Armored Vehicle	309,619	381						
Police COPE Trailer Wrap								
Police COPE Trailer	28,695							
Police Utility Vehicle								
Evidence Compound Work								
Street Reconstruction		1,780,163	2,010,000	2,225,000	1,795,000	1,515,000	1,410,000	
Roads Division Wheel Loader	203,306							
Roads Division Bucket Truck		159,000						
Roads Division Dump Truck		185,000						
Roads Division Brush Truck		121,735						
Roads Division Electric Sweeper Truck					320,000			
Paveway System on Highway 1	480,105							
Railroad Crossing Sidewalk		90,000						
Sidewalk Fronting Davita Dialysis		200,000						
Street Light Purchase								
Facilities Maintenance Truck								
Public Facilities Compound	484,629							
Public Facilities Compound Shade Structure	2,493							
Emergency Generators	296	167,567						
Air Conditioner Replacement	27,940	25,000	25,000	30,000	30,000	35,000	35,000	40,000
Riverview Park Improvements	15,595	57,996	1,000,000	1,000,000	1,000,000			
Friendship Park Baseball Field Improvements		8,888						
Barber Street Baseball Dugouts		75,000						
Park Signage	4,400							
Working Waterfront								
Fisherman's Landing Dock (FIND Grant)								
CDBG Sidewalks								
Harrison Street Park Plaza Design								
Tree Protection/Riverview Area Improvements								
Schumann Drive Culvert			750,000					
Stormwater Bulldozer	136,976							
Stormwater Facility Pump		60,000						
Excavator		441,963	173,650					
Brush Truck		122,000		133,700				
Backhoe		170,000	170,000					
Vacuum Truck			485,000					
Sidearm Machine			235,000					
Sliplining or Pipe Replacement	119,275	213,762						
Driveways/Swales		150,000						
Canal Study			95,000	40,000				
Stormwater Master Plan	43,825	25,800						
Stonecrop Drainage - Phase II + Upstream	160,891	746,034	305,000	77,500	86,250			
Gardenia Ditch		213,120						
Concha Dam		700,000						
Construction of Hangar "D"	15,358							
Establish Sewer Services	103,260							
Square Hangars		349,895						
AWOS System		24,000						
Design NW Airport Access				50,000				
Construct NW Airport Access					400,000			
Reconstruct Runway 05-23	13,169	182,491						
Reconstruct Alpha Apron		250,000						
Design Taxiway Bravo Rehab							11,500	11,500
Design Taxiway Golf Apron				50,000				
Construct Taxiway Golf Apron			197,520	197,520	300,000			
Design Terminal Apron Expansion			45,000					
Construct Terminal Apron Expansion				240,000				
Design Taxiway Golf on Runway 13-31		43,100						
TOTAL EXPENDITURES	2,711,515	8,351,377	6,224,229	4,630,279	4,524,559	2,170,959	2,345,929	710,324
BEGINNING FUND BALANCE	\$ 3,165,333	\$ 5,358,856	\$ 2,020,500	\$ 1,024,249	\$ 1,733,455	\$ 2,713,862	\$ 6,252,379	\$ 9,834,355
BUDGET RESERVE - 5% OF REVENUE	239,576	243,100	251,609	260,415	269,529	278,963	288,727	298,832
RESERVE FOR ADVANCES	486,358	467,312	447,504	426,905	403,481	379,120	352,283	324,372
UNRESTRICTED RESERVE BALANCE	\$ 2,439,399	\$ 4,648,444	\$ 1,321,388	\$ 336,929	\$ 1,060,445	\$ 2,055,780	\$ 5,811,370	\$ 9,211,151
TOTAL REVENUES - Excluding Principal	4,905,038	5,013,021	5,227,977	5,339,486	5,504,966	5,709,476	5,927,905	6,202,948
TOTAL EXPENDITURES	2,711,515	8,351,377	6,224,229	4,630,279	4,524,559	2,170,959	2,345,929	710,324
ENDING FUND BALANCE	\$ 4,632,922	\$ 1,310,088	\$ 325,136	\$ 1,046,136	\$ 2,040,852	\$ 5,594,296	\$ 9,193,345	\$ 14,703,775
Cash on Hand	\$ 4,872,498	\$ 1,553,188	\$ 576,745	\$ 1,306,550	\$ 2,310,381	\$ 5,873,259	\$ 9,482,072	\$ 15,002,607

Advances to Other Funds - Balance After FY 28-29:

\$285,000 Airport Advance 09/29/08	160,751	-
\$267,511 Airport Advance 01/05/11	141,131	0

**RIVERFRONT CRA FUND
PROJECTED BALANCES
FISCAL YEARS 2025-2030**

	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30
Tax Increment from City (5% Growth)	\$ 195,885	\$ 223,665	\$ 274,802	\$ 288,542	\$ 302,969	\$ 318,118	\$ 334,024	\$ 350,725
Tax Increment from County	195,885	248,303	305,073	320,327	336,343	353,160	370,818	389,359
Correction to County for FY21-22 + FY22-23	78,190							
Rents	35,701	24,144	12	12	12	12	12	12
FIND Grant		60,000	415,000	440,000	250,000			
Investment Income	18,989	22,000	22,000	5,844	10,653	23,675	31,163	49,034
PROJECTED REVENUE	\$ 524,650	\$ 578,112	\$ 1,016,887	\$ 1,054,725	\$ 899,977	\$ 694,965	\$ 736,016	\$ 789,129
Sign Improvement Program	-	40,000	25,000	25,000	25,000	25,000	25,000	25,000
Sewer Connection Program *	5,000	-	128,845					
Special Events	49,510	-	-	-	-	-	-	-
Operating Expenditures	200,191	249,500	242,990	178,480	183,106	188,019	192,926	197,980
Working Waterfront Expansion		120,000	500,000	500,000	500,000			
Submerged Land Lease Expansion	8,550	41,450						
Swing/Bench Park		35,000						
Working Waterfront Dry Line			50,000					
Twin Piers Dry Line			80,000					
CRA Maintenance Equipment			123,500					150,000
Main Street Boat Ramp Dredging			100,000	200,000				
Main Street Shoreline Stabilization		24,300	100,000					
Kiosk Signs		15,000						
Pedestrian Crossing Signs			5,000	5,000	5,000	5,000		
Central Avenue Catalyst Site						500,000		
TOTAL EXPENDITURES FY23	\$ 263,251							
TOTAL EXPENDITURES FY24		\$ 525,250						
TOTAL EXPENDITURES FY25			\$ 1,355,335					
TOTAL EXPENDITURES FY26				\$ 908,480				
TOTAL EXPENDITURES FY27					\$ 713,106			
TOTAL EXPENDITURES FY28						\$ 718,019		
TOTAL EXPENDITURES FY29							\$ 217,926	
TOTAL EXPENDITURES FY30								\$ 372,980
BEGINNING FUND BALANCE	\$ 627,885	\$ 889,285	\$ 942,147	\$ 603,699	\$ 749,943	\$ 936,815	\$ 913,761	\$ 1,431,851
BUDGET RESERVE - 5% OF TAX INCREMENT	19,589	23,598	28,994	30,443	31,966	33,564	35,242	37,004
UNRESTRICTED RESERVE BALANCE	\$ 608,296	\$ 865,686	\$ 913,153	\$ 573,255	\$ 717,978	\$ 903,251	\$ 878,519	\$ 1,394,847
ANNUAL REVENUES	524,650	578,112	1,016,887	1,054,725	899,977	694,965	736,016	789,129
ANNUAL EXPENDITURES	263,251	525,250	1,355,335	908,480	713,106	718,019	217,926	372,980
ENDING FUND BALANCE	\$ 869,696	\$ 918,548	\$ 574,705	\$ 719,500	\$ 904,849	\$ 880,197	\$ 1,396,609	\$ 1,810,996

Detail on Operating Expenditures:

Indian River County Tax Assessor	\$ 5,000	\$ 5,000	\$ 5,500	\$ 5,500	\$ 5,500	\$ 5,500	\$ 5,500	\$ 5,500
Appraisal	4,000	-	-	-	-	-	-	-
Design Fish Market/Museum		50,000						
Structural Engineer Consultant	-	-	50,000					
Audit Fees	5,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000
City of Sebastian Administration	62,431	67,573	149,680	154,170	158,796	163,559	168,466	173,520
Landscaping	97,842	80,142	19,000	-	-	-	-	-
Travel	511	1,188	1,200	1,200	1,200	1,200	1,200	1,200
Submerged Land Leases	5,310	5,440	4,800	4,800	4,800	4,950	4,950	4,950
Working Waterfront Maintenance	11,581	24,000	1,080	1,080	1,080	1,080	1,080	1,080
Other Facility Maintenance - Crab E Bills	5,375	4,000	3,150	3,150	3,150	3,150	3,150	3,150
Legal Advertisements	123	171	200	200	200	200	200	200
Crosswalks	-	3,696	-	-	-	-	-	-
Special District State Fee	175	175	175	175	175	175	175	175
Florida Redevelopment Association Dues	620	620	620	620	620	620	620	620
Training and Education	395	1,600	1,500	1,500	1,500	1,500	1,500	1,500
Landfill Fee for Fisherman's Landing	1,827	1,895	2,085	2,085	2,085	2,085	2,085	2,085
Total Operating Expenditures	\$ 200,190	\$ 249,500	\$ 242,990	\$ 178,480	\$ 183,106	\$ 188,019	\$ 192,926	\$ 197,980

**PARKING IN LIEU OF FUND
PROJECTED BALANCES
FISCAL YEARS 2025-2030**

	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30
Payments in Lieu of Parking	\$ 4,128	\$ 16,928	\$ 3,532	\$ 2,340	\$ 2,340	\$ 1,240	\$ 1,140	\$ 1,140
Investment Income	4,505	5,867	7,235	7,881	8,494	9,144	9,767	10,421
PROJECTED REVENUE	\$ 8,633	\$ 22,795	\$ 10,767	\$ 10,221	\$ 10,834	\$ 10,384	\$ 10,907	\$ 11,561

Expenditures:

None Programmed

PROJECTED DISBURSEMENTS

	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
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NONEXPENDABLE TRUST FUND:

BEGINNING FUND BALANCE	\$ 89,148	\$ 97,781	\$ 120,575	\$ 131,342	\$ 141,562	\$ 152,396	\$ 162,780	\$ 173,687
REVENUES	8,633	22,795	10,767	10,221	10,834	10,384	10,907	11,561
EXPENDITURES	-	-	-	-	-	-	-	-
ENDING FUND BALANCE	\$ 97,781	\$ 120,575	\$ 131,342	\$ 141,562	\$ 152,396	\$ 162,780	\$ 173,687	\$ 185,248

Notes:

TIKI Bar		12,800						
807 IR Drive	1,140	1,140	1,140	1,140	1,140	1,140	1,140	1,140
480 US 1	1,200	1,200	1,200	1,200	1,200	100	-	-
1623 US 1	1,788	1,788	1,192	-	-	-	-	-
	4,128	16,928	3,532	2,340	2,340	1,240	1,140	1,140

**RECREATION IMPACT FEE FUNDS
PROJECTED BALANCES
FISCAL YEARS 2025-2030**

	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30
Recreation Impact Fees	\$ 99,450	\$ 125,000	\$ 130,000	\$ 130,000	\$ 130,000	\$ 130,000	\$ 130,000	\$ 130,000
Investment Income	8,202	900	800	700	600	500	400	300
PROJECTED REVENUE	\$ 107,652	\$ 125,900	\$ 130,800	\$ 130,700	\$ 130,600	\$ 130,500	\$ 130,400	\$ 130,300
Park Improvements	\$ 2,123	\$ 2,063	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
ADA Swing and Swing Mats								
Park Identification Signage								
Barber Street Baseball Dugouts								
Barber Street Baseball Backstops								
Playground Improvements	34,716	461,625	60,000	140,000	140,000	80,000		
Swing/Bench Park at Harbor Lights								
TOTAL EXPENDITURES FY 22	\$ 36,839							
TOTAL EXPENDITURES FY 23		\$ 463,688						
TOTAL EXPENDITURES FY 24			\$ 80,000					
TOTAL EXPENDITURES FY 25				\$ 160,000				
TOTAL EXPENDITURES FY 26					\$ 160,000			
TOTAL EXPENDITURES FY 27						\$ 100,000		
TOTAL EXPENDITURES FY 28							\$ 20,000	
TOTAL EXPENDITURES FY 29								\$ 20,000
TOTAL EXPENDITURES FY 30								\$ 20,000
BEGINNING FUND BALANCE	\$ 318,551	\$ 389,364	\$ 51,576	\$ 102,376	\$ 73,076	\$ 43,676	\$ 74,176	\$ 184,576
TOTAL REVENUES	107,652	125,900	130,800	130,700	130,600	130,500	130,400	130,300
TOTAL EXPENDITURES	36,839	463,688	80,000	160,000	160,000	100,000	20,000	20,000
ENDING FUND BALANCE	\$ 389,364	\$ 51,576	\$ 102,376	\$ 73,076	\$ 43,676	\$ 74,176	\$ 184,576	\$ 294,876

**STORMWATER UTILITY REVENUE FUND
PROJECTED BALANCES
FISCAL YEARS 2025-2030**

	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30
Stormwater Fees (FY 24-25 \$2 Increase to \$14 fee)	\$ 1,949,304	\$ 1,930,000	\$ 2,702,000	\$ 2,702,000	\$ 2,702,000	\$ 2,702,000	\$ 2,702,000	\$ 2,702,000
Investment Income	54,803	59,695	68,664	88,493	85,893	81,703	74,203	63,583
TOTAL REVENUE FUND REVENUE	\$ 2,004,107	\$ 1,989,695	\$ 2,770,664	\$ 2,790,493	\$ 2,787,893	\$ 2,783,703	\$ 2,776,203	\$ 2,765,583
Personnel	\$ 770,017	\$ 831,530	\$ 1,317,105	\$ 1,382,960	\$ 1,452,108	\$ 1,524,714	\$ 1,600,949	\$ 1,680,997
Operating Accounts	439,470	524,407	674,155	674,155	674,155	674,155	674,155	674,155
Landscaping Contract	622,342	602,842	576,500	576,500	576,500	576,500	576,500	576,500
NPDES 5 Year Permit						7,988		
Total Operational and Maintenance	\$ 1,831,829	\$ 1,958,779	\$ 2,567,760	\$ 2,633,615	\$ 2,702,763	\$ 2,783,357	\$ 2,851,604	\$ 2,931,652
Walk Behind Concrete Saw		6,371						
Trimble Unit		12,479						
Grading Bucket		2,689						
Concrete Saw	1,555							
SW-616 4X4 2006 Pickup Replacement	36,938							
Aeration Fountains	5,343							
Trailer Mounted 6" Pump		17,475						
Crew Vehicle				51,279				
New Crew Vehicle			81,500					
Transfers Out to Stormwater Projects Fund	185,198	340,993	182,000	200,000	220,000	242,000	266,000	266,000
TOTAL REVENUE FUND EXPENDITURES	\$ 2,060,863	\$ 2,338,786	\$ 2,831,260	\$ 2,884,894	\$ 2,922,763	\$ 3,025,357	\$ 3,117,604	\$ 3,197,652
BEGINNING FUND BALANCE	\$ 1,957,125	\$ 1,900,369	\$ 1,551,278	\$ 1,490,682	\$ 1,396,281	\$ 1,261,410	\$ 1,019,757	\$ 678,356
BUDGET RESERVE - 5% OF FEES	97,465	96,500	135,100	135,100	135,100	135,100	135,100	135,100
UNRESTRICTED RESERVE BALANCE	\$ 1,859,660	\$ 1,803,869	\$ 1,416,178	\$ 1,355,582	\$ 1,261,181	\$ 1,126,310	\$ 884,657	\$ 543,256
ANNUAL REVENUES	2,004,107	1,989,695	2,770,664	2,790,493	2,787,893	2,783,703	2,776,203	2,765,583
ANNUAL EXPENDITURES	2,060,863	2,338,786	2,831,260	2,884,894	2,922,763	3,025,357	3,117,604	3,197,652
ENDING FUND BALANCE	\$ 1,802,904	\$ 1,454,778	\$ 1,355,582	\$ 1,261,181	\$ 1,126,310	\$ 884,657	\$ 543,256	\$ 111,188

**STORMWATER UTILITY PROJECTS FUND
PROJECTED BALANCES**

	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30
Transfers In from Stormwater Revenue Fund	\$ 185,198	\$ 340,993	\$ 182,000	\$ 200,000	\$ 220,000	\$ 242,000	\$ 266,000	\$ 266,000
Applied from Prior Year Balances								
Transfers In from Discretionary Sales Tax Fund	\$ 460,969	\$ 3,759,656	\$ 1,463,650	\$ 251,200	\$ 86,250			
American Rescue Plan								
Grants	646	1,119,828	915,000	232,500				
TOTAL PROJECT REVENUE	\$ 646,813	\$ 5,220,477	\$ 2,560,650	\$ 683,700	\$ 306,250	\$ 242,000	\$ 266,000	\$ 266,000
Stonecrop Drainage DST/FEMA	\$ 160,894	\$ 2,780,698						
Stonecrop Upstream Drainage DST			1,220,000	\$ 310,000	\$ 86,250			
Stormwater Master Plan	87,650	51,600						
Tulip Habitat	4,688	14,172						
Mini Excavator	66,837							
Excavator DST		441,963	173,650					
Bulldozer DST	136,976							
Brush Truck DST		122,000		133,700				
Backhoe DST		170,000	170,000					
Vacuum Truck DST			485,000					
Sidearm Machine DST			235,000					
Roadway Swale/Culvert Work	70,494	138,162						
Roadway Swale/Culvert Work DST		150,000						
Sliplining or Pipe Replacement	49,061	165,000	182,000	200,000	220,000	242,000	266,000	266,000
Sliplining or Pipe Replacement DST	70,213	213,762						
SW Facility Pump		60,000						
Canal Study DST			95,000	40,000				
Canal Restoration DST								
Tulip Road Crossing DST								
Bayfront Road Crossing DST								
Ocean Cove DST								
Gardenia/Evenmia Ditch ARPA								
Gardenia/Evenmia Ditch DST		213,120						
Concha Dam DST		700,000						
TOTAL PROJECT EXPENDITURES	\$ 646,813	\$ 5,220,477	\$ 2,560,650	\$ 683,700	\$ 306,250	\$ 242,000	\$ 266,000	\$ 266,000

**CEMETERY TRUST FUND
PROJECTED BALANCES
FISCAL YEARS 2025-2030**

	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30
Lot Sales	\$ 181,096	\$ 185,000	\$ 185,000	\$ 185,000	\$ 185,000	\$ 185,000	\$ 185,000	\$ 185,000
Interest Income	42,590	42,900	9,730	10,132	10,539	8,987	9,238	9,637
PROJECTED REVENUE	\$ 223,686	\$ 227,900	\$ 194,730	\$ 195,132	\$ 195,539	\$ 193,987	\$ 194,238	\$ 194,637
Expended from Permanent Endowment:								
Cemetery Equipment (Mowers)		10,090				16,000		
Cemetery Pickup Truck					40,000			
Dump Trailer					13,000			
Second Irrigation Pump and Well		8,600			40,000			
Cemetery Grounds Improvements		151,910						
Replace Chain Link Fencing	17,117							
Cemetery Signage								
Establish Water/Sewer Service		4,306						
General Fund Transfer for Operations	95,000	130,000	150,000	150,000	150,000	150,000	150,000	150,000
TOTAL OPERATIONAL EXPENDITURES	\$ 112,117	\$ 304,906	\$ 150,000	\$ 150,000	\$ 243,000	\$ 166,000	\$ 150,000	\$ 150,000
Expended from Non-Endowed (Capital):								
Columbariums					125,000			
PROJECTED CAPITAL DISBURSEMENTS	-	-	-	-	125,000	-	-	-
TOTAL PROJECTED DISBURSEMENTS	\$ 95,000	\$ 130,000	\$ 150,000	\$ 150,000	\$ 275,000	\$ 150,000	\$ 150,000	\$ 150,000
PERMANENT ENDOWMENT:								
BEGINNING FUND BALANCE	\$ 609,309	\$ 587,740	\$ 375,334	\$ 317,834	\$ 260,334	\$ 109,834	\$ 36,334	\$ (21,167)
ANNUAL REVENUES	90,548	92,500	92,500	92,500	92,500	92,500	92,500	92,500
ANNUAL EXPENDITURES & TRANSFERS	(112,117)	(304,906)	(150,000)	(150,000)	(243,000)	(166,000)	(150,000)	(150,000)
ENDING FUND BALANCE	\$ 587,740	\$ 375,334	\$ 317,834	\$ 260,334	\$ 109,834	\$ 36,334	\$ (21,167)	\$ (78,667)
NON-ENDOWED (Capital)								
BEGINNING FUND BALANCE	\$ 437,230	\$ 570,368	\$ 705,768	\$ 807,997	\$ 910,630	\$ 888,669	\$ 990,155	\$ 1,091,893
ANNUAL REVENUES	133,138	135,400	102,230	102,632	103,039	101,487	101,738	102,137
ANNUAL EXPENDITURES	-	-	-	-	(125,000)	-	-	-
ENDING FUND BALANCE	\$ 570,368	\$ 705,768	\$ 807,997	\$ 910,630	\$ 888,669	\$ 990,155	\$ 1,091,893	\$ 1,194,030
TOTAL ENDING BALANCE OF TRUST FUND	\$ 1,158,107	\$ 1,081,101	\$ 1,125,831	\$ 1,170,963	\$ 998,502	\$ 1,026,489	\$ 1,070,727	\$ 1,115,364

**GOLF COURSE FUND
PROJECTED BALANCES
FISCAL YEARS 2025-2030**

	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30
Charges for Services (1% growth)	\$ 1,744,270	\$ 1,733,078	\$ 1,688,860	\$ 1,705,749	\$ 1,722,806	\$ 1,740,034	\$ 1,757,434	\$ 1,775,009
Proshop Sales	123,899	115,000	120,000	120,000	120,000	120,000	120,000	120,000
Rents	30,901	30,901	31,800	31,800	31,800	31,800	31,800	31,800
Other Revenue	10,036	2,577	4,610	4,610	4,610	4,610	4,610	4,610
FEMA and State Reimbursements	-	59,667						
Insurance Proceeds	48,342							
Sale of Carts or Equipment	163,648	15,148	-	-	-	-	-	-
Investment Income	14,354	8,725	9,165	7,406	6,375	5,275	4,053	2,918
PROJECTED REVENUE	\$ 2,135,450	\$ 1,965,096	\$ 1,854,435	\$ 1,869,565	\$ 1,885,591	\$ 1,901,720	\$ 1,917,898	\$ 1,934,337
Personnel (5.0% per year on Full-time)	\$ 432,264	\$ 486,315	\$ 543,165	\$ 559,369	\$ 576,383	\$ 594,248	\$ 613,006	\$ 632,702
Operating Costs	970,826	1,009,559	1,076,445	1,076,445	1,076,445	1,076,445	1,076,445	1,076,445
Proshop Cost of Sales	93,932	68,000	75,000	68,000	75,000	68,000	75,000	68,000
Airport Rent	106,370	106,864	107,239	107,239	107,239	107,239	107,239	107,239
Golf Cart Purchase	528,640							
Insured Damage to Irrigation System	21,097							
Repay \$500K General Fund Cash Flow Loans	35,000	80,000	100,000	100,000	100,000	50,000		
Repay \$559,684 Building Fund Cash Flow Loans						59,684	100,000	100,000
Equipment		2,866						
Ice Machine	7,889					10,000		
Golf Shop Carpet		3,800						
Range Netting	88,826							
Club House Doors		35,000						
Course Renovations		50,000	50,000	50,000	50,000	50,000	50,000	50,000
Interest Payment to Building Fund	4,857	5,012	4,285	4,365	4,037	3,705	3,370	3,031
Principal Payment to Building Fund	31,352	32,386	32,706	33,032	33,360	33,692	34,027	34,366
TOTAL FY 23	\$ 2,321,053							
TOTAL FY 24		\$ 1,879,802						
TOTAL FY 25			\$ 1,988,840					
TOTAL FY 26				\$ 1,998,450				
TOTAL FY 27					\$ 2,022,464			
TOTAL FY 28						\$ 2,053,013		
TOTAL FY 29							\$ 2,059,087	
TOTAL FY 30								\$ 2,071,783
BEGINNING UNRESTRICTED RESOURCES	\$ 245,915	\$ 60,312	\$ 145,606	\$ 11,201	\$ (117,684)	\$ (254,557)	\$ (405,851)	\$ (547,040)
TOTAL REVENUES	2,135,450	1,965,096	1,854,435	1,869,565	1,885,591	1,901,720	1,917,898	1,934,337
TOTAL OPERATING FUND EXPENDITURES	(2,321,053)	(1,879,802)	(1,988,840)	(1,998,450)	(2,022,464)	(2,053,013)	(2,059,087)	(2,071,783)
ENDING UNRESTRICTED RESOURCES	\$ 60,312	\$ 145,606	\$ 11,201	\$ (117,684)	\$ (254,557)	\$ (405,851)	\$ (547,040)	\$ (684,486)

**AIRPORT FUND
PROJECTED BALANCES
FISCAL YEARS 2025-2030**

	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30
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	56,860	56,860	56,860	56,860	56,860	56,860	56,860	56,860
Golf Course and IGM Maintenance Rents	106,370	106,864	107,239	107,239	107,239	107,239	107,239	107,239
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 (2% growth)	411,697	428,427	511,010	521,230	531,655	542,288	553,134	564,196
FEMA and State Reimbursements	-	11,938	-	-	-	-	-	-
Sale of Fixed Assets	18,934	913	-	-	-	-	-	-
Investment Income	11,963	11,500	11,500	11,685	23,047	11,882	14,095	12,794
Other Revenue	89,024	111,215	86,640	86,640	86,640	86,640	86,640	86,640
PROJECTED REVENUE	\$ 708,219	\$ 741,088	\$ 786,620	\$ 797,025	\$ 818,812	\$ 818,280	\$ 831,339	\$ 841,100
Personnel	195,250	202,070	225,070	231,822	238,777	245,940	253,318	260,918
Operating Costs	214,792	313,381	367,856	378,892	390,258	401,966	414,025	426,446
General Fund Management Fee	98,374	105,057	115,562	119,029	122,600	126,278	130,066	133,968
Debris Blower	9,479							
Airport Maintenance Equipment		28,425						
Airport Mower	18,932		17,000					
Airport Truck	13,031		15,000					
Airport Tractor/Mower Deck		67,670						
Airport Netting	36,834							
Transfer to Airport Construction Fund	72,525	25,364				125,000	15,000	
Repayment of DST Advances and Interest	36,500	38,500	38,500	38,500	40,500	40,500	40,500	40,500
TOTAL FY 23	\$ 695,717							
TOTAL FY 24		\$ 780,467						
TOTAL FY 25			\$ 778,988					
TOTAL FY 26				\$ 768,243				
TOTAL FY 27					\$ 792,135			
TOTAL FY 28						\$ 939,684		
TOTAL FY 29							\$ 852,909	
TOTAL FY 30								\$ 861,832
BEGINNING RESOURCES	\$ 503,120	\$ 515,622	\$ 476,243	\$ 483,875	\$ 512,657	\$ 539,334	\$ 417,930	\$ 396,360
TOTAL REVENUES	708,219	741,088	786,620	797,025	818,812	818,280	831,339	841,100
TOTAL EXPENDITURES+DEBT+TRANSFERS	(695,717)	(780,467)	(778,988)	(768,243)	(792,135)	(939,684)	(852,909)	(861,832)
ENDING UNAPPROPRIATED RESOURCES	\$ 515,622	\$ 476,243	\$ 483,875	\$ 512,657	\$ 539,334	\$ 417,930	\$ 396,360	\$ 375,628

**BUILDING FUND
PROJECTED BALANCES
FISCAL YEARS 2025-2030**

	FY 22-23	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30
Operating Revenue (1% Growth)	\$ 896,724	\$ 1,030,500	\$ 1,093,600	\$ 1,104,536	\$ 1,115,581	\$ 1,126,737	\$ 1,138,005	\$ 1,149,385
Other Revenue	2,481	2,500	3,000	3,000	3,000	3,000	3,000	3,000
Principal on Golf Course Irrigation Loan	31,552	32,386	32,706	33,032	33,360	33,692	34,027	34,366
Interest on Golf Course Irrigation Loan	4,857	5,012	4,285	4,365	4,037	3,705	3,370	3,031
Payment on Golf Course Cash Flow Loan						59,684	100,000	100,000
Investment Income	41,691	38,750	39,000	29,070	24,746	19,511	14,322	8,796
PROJECTED REVENUE	\$ 977,305	\$ 1,109,148	\$ 1,172,591	\$ 1,174,003	\$ 1,180,725	\$ 1,246,329	\$ 1,292,723	\$ 1,298,578
Personnel	813,071							
Operating Costs	175,395							
Computers	5,201							
Front Counter Renovations	189,061							
TOTAL FY 23	\$ 1,182,728							
Personnel		932,940						
Operating Costs		157,195						
Replacement Truck		33,599						
TOTAL FY 24		\$ 1,123,734						
Personnel			1,141,760					
Operating Costs			232,915					
Replacement Trucks (2)			77,500					
Scanners (2)			15,595					
TOTAL FY 25			\$ 1,467,770					
Personnel				1,198,848				
Operating Costs				232,915				
TOTAL FY 26				\$ 1,431,763				
Personnel					1,258,790			
Operating Costs					232,915			
TOTAL FY 27					\$ 1,491,705			
Personnel						1,321,730		
Operating Costs						232,915		
TOTAL FY 28						\$ 1,554,645		
Personnel							1,387,816	
Operating Costs							232,915	
TOTAL FY 29							\$ 1,620,731	
Personnel								1,457,207
Operating Costs								232,915
TOTAL FY 30								\$ 1,690,122
BEGINNING RESOURCES	\$ 1,657,189	\$ 1,451,766	\$ 1,437,180	\$ 1,142,001	\$ 884,241	\$ 573,260	\$ 264,944	\$ (63,064)
TOTAL REVENUES	977,305	1,109,148	1,172,591	1,174,003	1,180,725	1,246,329	1,292,723	1,298,578
EXPENDITURES+DEBT+TRANSFERS	1,182,728	1,123,734	1,467,770	1,431,763	1,491,705	1,554,645	1,620,731	1,690,122
ENDING UNRESTRICTED RESOURCES	\$ 1,451,766	\$ 1,437,180	\$ 1,142,001	\$ 884,241	\$ 573,260	\$ 264,944	\$ (63,064)	\$ (454,608)