

City of Satellite Beach

FY 2016/2017 Proposed Budget

Leaving a Legacy of
Sustainability



FY 2016/2017 Proposed Budget



**City of Satellite Beach
565 Cassia Boulevard
Satellite Beach, FL 32937**

Elected Officials:

Mayor Frank Catino
Vice Mayor Mark Brimer
Councilmember Lorraine Gott
Councilmember Dominick Montanaro
Councilmember Steve Osmer

Executive Leadership Team:

City Manager/CRA Executive Director
Assistant City Manager
Building Official/ CRA Administrator
City Clerk
Comptroller
Fire Chief
Police Chief
Public Works Director
Recreation Director

Courtney H. Barker
Suzanne Sherman
John Stone
Leonor Olexa
Jennifer Howland
Donald Hughes
Jeff Pearson
Allen Potter
Cassie Warthen

Budget Review Committee Members:

HR Coordinator
Sergeant
Fire Fighter
Deputy Building Official
Facilities Crew Leader
Program Specialist

Thomas Albinus
Eric Fuller
Nick Walsh
Karl Baumann
Lee LeBarron
Jacqueline Gilcher



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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

City of Satellite Beach

Florida

For the Fiscal Year Beginning

October 1, 2015

Executive Director

CITY OF SATELLITE BEACH, FLORIDA

565 Cassia Boulevard
Satellite Beach, FL 32937
(321) 773-4407
FAX: (321) 779-1388



INCORPORATED 1957

July 20, 2016

Honorable Mayor
Members of City Council
Residents of Satellite Beach, Florida

Submitted for your consideration are the Proposed Fiscal Year 2016/2017 Annual City Budget and the 2016/2021 Capital Improvement Plan Budget. These documents are comprised of financial, operational, and capital plans that closely adhere to the visions and goals of the City Council. The budget is the fourth annual budget I have prepared since having the honor to become the City Manager in 2013. The proposed budget is balanced at 8.1518 mills. This millage rate is only 4.14% over the rolled back rate and represents a 1.67% reduction of the previous year's millage rate of 8.2900.

The proposed budget was drafted with three underlying objectives:

- Maintaining, improving, and rebuilding critical facilities and infrastructure throughout the City;
- Continuing to monitor and address the work environment of our valued employees;
- Protecting and restoring our City's natural resources through projects and sustainability.

Budget Highlights

The Budget Process

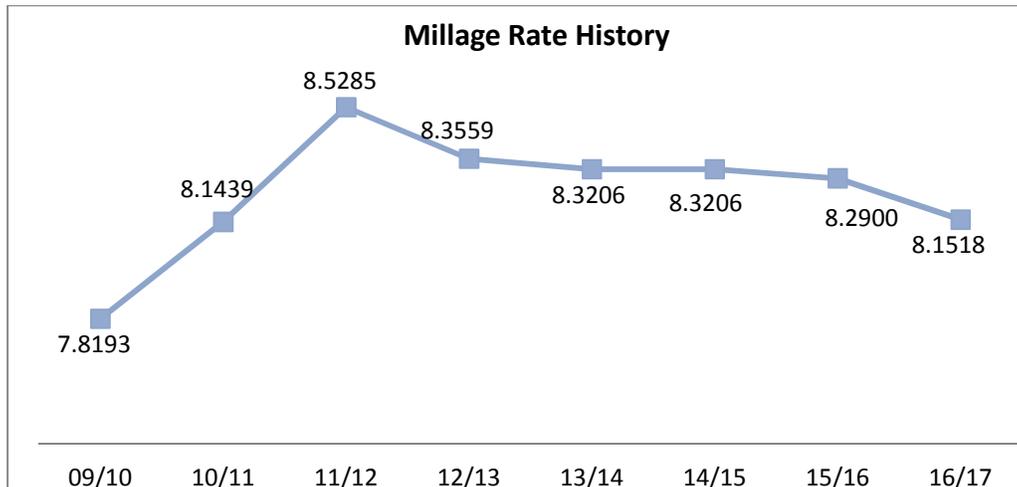
In past budgeting processes the City Manager develops the annual budget by obtaining input and gathering requests from the City Council and Department Heads. The City Manager then makes budgeting determinations based on needs of the City, while also balancing available resources.

For the second year in a row, this year's budgeting process took a bottom up approach to the budget process and included a budget review committee made up of the general employees of the City. This employee budget review committee listened to the requests of Department Heads and the goals and objectives of the City Council. The committee learned about the budget process, made recommendations, and ultimately had involvement in the process. This approach has fostered new ideas and ultimately created a better budgeting process Citywide.

Millage Rate

The proposed FY 2016/2017 budget is balanced at a millage rate of 8.1518 mills, a reduction from the 8.2900 mills adopted in 2015 (FY 2015/2016). The reduction to the millage rate represents about a

1.5% reduction and demonstrates a good faith effort by the City to sustain or reduce the millage rate in the future while also continuing to meet the expectations of the City Council and residents.



Property Values

Our City’s 2016 preliminary taxable property values from the Brevard County Property Appraiser have increased 6.59% over the 2015 values. This increase is about .5% more than the increase experienced in 2015, demonstrating a pattern of increasing property values coupled with new construction over the past five years. The quick recovery in property values since the economic downturn is a positive financial indicator for our City and property owners, further demonstrating the exceptional quality of life the City continues to provide through public–safety services, recreational amenities, and redevelopment projects.

<u>Assessed Property Values</u>					
<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
593,792,397	613,335,462	651,162,743	696,259,464	732,126,873	788,992,439

With the millage rate of 8.1518, the proposed budget will provide an additional \$312,330 in ad valorem revenues as a result of increased property values. It is important to note that not all of this increase can be utilized for general fund expenditures due to the fact that the Community Redevelopment District accounts for approximately \$114,293 of this increase in ad valorem, which must be utilized for redevelopment projects. The net effect to the general fund after payment to the Community Redevelopment District represents a net increase of \$198,037 in revenue from the previous fiscal year as a result of increasing property values.

General Fund Revenues

The revenue projections for FY 2016/2017 general fund budget remain relatively identical to those revenues budgeted in FY 2015/2016. The only increase in revenues that had a significant increase was ad valorem revenues as a result of increasing property values.

The City is also scheduled to receive a return of Tax Increment Financing (TIF) from the Community Redevelopment Agency to the general fund in the amount \$444,889. The return of revenue is a result of the Community Redevelopment Agency (CRA) only needing to expend \$161,150 for the A1A streetscape as opposed to the \$746,748 that was budgeted in the CRA in FY 2015/2016.

Employee Benefits

The proposed budget incorporates a 2% cost of living adjustment for employees. The 2% cost of living adjustment represents an estimated total expense in the amount of \$111,500.

Furthermore, the budget funds the second year of a conservative systematic approach to correcting salary compression issues that have existed within mid and lower level positions since wage increases were eliminated and frozen in 2009 during the financial downturn of the City’s finances. This salary compression issue was brought forward during union negotiations with the International Association of Fire Fighters (IAFF) and the Fraternal Order of Police (FOP) during the police and fire bargaining negotiations with the City in 2015. Prior to 2009 the City would provide merit increases along with the cost of living adjustments that aided in addressing compression. The compression is proposed to be corrected over a three-year period and is contingent on budget constraints from year-to-year. The compression plan addresses employees citywide but does not include upper-level management.

The City continues to be proactive in battling rising health insurance premiums and is currently pursuing a clinic partnership with neighboring communities. The City’s healthcare consultant proposed the clinic idea as an alternative means of reducing rising premiums. This arrangement is expected to begin around October 1, 2016. In FY 2015/2016, the City created a Health Insurance Fund in hopes of receiving a cost neutral health insurance premium. The current budget provides only about a 5% increase in health insurance premiums with this model; otherwise the City would be subject to more than a 10% increase in health insurance premiums.

Employee Positions

The proposed FY 2016/2017 budget includes converting the Accreditation Manager position in the Police Department to full-time, adds full-time Public Works Service Worker position for the Community Redevelopment Agency (CRA), adds a part-time staff assistant for the Clerk’s office to cover the front office for record retention duties, and continues to fund the full-time Special Events Coordinator position for the Recreation Department, which was converted to full time in FY 2016, and three Project Assistant Internship positions. The total number of City positions is 86 full-time, two permanent part-time, and 42 temporary part-time.

Budgeted	Full-Time	Perm. Part-Time	Temp. Part-Time	Total
FY 2012/2013	78	5	34	117
FY 2013/2014	82	2	34	120
FY 2014/2015	81	3	34	120
FY 2015/2016	84	4	40	128
FY 2016/2017	86	2	42	130

The City continues to operate at minimum staffing levels to carry out day-to-day operations and continues to seek volunteers and find other alternative methods to meet staffing demands.

The City has provided summer internship opportunities for college students seeking public-sector employment and these interns are currently working to assist the City's Sustainability Board. This board provides the City recommendations on innovative programs to promote environmental sustainability through energy conservation, solid waste reduction and recycling, water conservation, pollution prevention, transportation efficiency, and programs that promote sustainability.

General Fund Operating Costs

The City has reduced costs over the previous three years throughout all Departments by realizing the savings from competitive bidding efforts and also reducing operating costs where practical throughout all Departments. In FY 2015/2016, the City has utilized these savings to enhance its levels of service to the community by providing a community paramedic program, citizen's police academy, improved building permit services, and website redesign. The proposed FY 2016/2017 continues to fund operating expenditures throughout all Departments at similar levels experienced in FY 2015/2016.

Community Redevelopment Agency Trust Fund ("Redevelopment Fund")

In 202015, the City Council adopted the revised Community Redevelopment Agency Plan Amendment that funds projects over the next five years and then eliminates funding projects after year 2020. The plan will allow for additional tax dollars after year 2021 to be returned to the City that will allow the City further reduce the millage rate as a result of these funds being returned to the General Fund.

The Community Redevelopment Agency budget for FY 2016/2017 minimally funds capital projects. The funded projects include the A1A Streetscape Project, Beach Access Signage Project, and Civic Center renovations.

The Community Redevelopment Agency continues to thrive and property values within the Community Redevelopment District have increased 7.08% from FY 2015/2016.

The proposed budget continues to reimburse the County \$142,923 and the City \$243,355 with excess tax-increment revenues in accordance with the Interlocal Agreements between the CRA and Brevard County.

Stormwater Utility Fund

Stormwater management continues to be an important topic with the growing concerns for the Indian River Lagoon in Brevard County. In addition, the Department of Environmental Protection continues to place more stringent regulations on cities to remain in compliance with the National Pollutant Discharge Elimination Systems (NPDES) permitting program in the State of Florida.

The stormwater fund will continue to make repairs to failing stormwater infrastructure throughout the City and will fund the DeSoto Park Stormwater Improvements Project. The City has been approved for grant funds to help offset the costs of this project.

Capital Assets Fund

In FY 2016/2017, the Capital Assets Fund is slated to fund approximately \$715,511 in repairing existing capital infrastructure and capital projects. After the City Council increased the utility tax on electricity and natural gas in 2015, the City took a large step in addressing the City's aging infrastructure. The City utilized the revenues generated by the utility tax increase to guarantee the repayment of the newly issued tax-exempt debt service in the amount of \$2,500,000. This funding has been used to reconstruct and resurface various City streets and continues to address the growing demand for additional stormwater facilities.

Major projects for FY 2016/2017 will include:

- Civic Center Renovations (\$45,000)
- DRS PAL Renovations (\$75,000)
- Skate Park Relighting (\$90,000)
- Replace one police patrol vehicle and the Citizens on Patrol (COP) vehicle (\$64,000)
- Replace one administrative vehicle(\$30,000)
- Replace public works skid steer equipment (55,000)
- Lease a Pumper Fire Engine (\$80,000)
- Fire equipment (\$43,000)

The FY 2016/2017 Capital Budget is mainly focused on replacing and repairing existing facilities, equipment and vehicles.

Health Insurance Fund

In FY 2015/2016, a new fund called the Health Insurance Fund was created. This fund is utilized to accurately account for health insurance costs as a result of changing from a fully insured plan to a partially self-insured funding structure. With revenues obtained from the City's General Fund for the cost of retiree and employee health insurance, administrative fees, stop loss insurance and claims will be paid as necessary and in accordance with the partially self-insured plan. The City anticipates utilizing the Health Insurance Fund to offset rising Health Insurance Premiums in the future. If the City had stayed with a fully insured health insurance plan, the increase would have been close to 27%; however, the actual increase to the City for employee coverage is 7.9%.

City Reserves

Due to the rapid increase to reserves in the last four years, the City does not plan to add to the reserves in FY 2016/2017. According to the General Fund Stabilization Reserve Policy, the City has until the year 2023 to commit a minimum of sixty days of the prior year's operating expenditures, excluding capital outlay and transfers from the General Fund Balance. At the end of FY 2015/2016, the City

expects to meet that goal. Since FY 2011/2012, the reserve balance has experienced an increase of approximately \$1,038,000. I believe that the City should concentrate its efforts on the employee clinic in fiscal year 2016/2017 in an effort to control future costs in employee health care.

	FY 2011/2012	FY 2012/2013	FY 2013/2014	FY 2014/2015	FY 2015/2016*
Total Reserves	404,401	628,222	871,934	1,384,929	1,442,462

* Estimated

Conclusion

The theme of this year’s budget is “Leaving a Legacy of Sustainability”. The theme was chosen by the employee budget review committee this year as a result of the City’s commitment to sustaining the environment, facilities, infrastructure, and finances of the City. By “leaving a legacy,” our future City residents will continue to enjoy the various amenities that set the City of Satellite Beach apart from other beachside communities.

With input from all City Departments, a balanced budget for FY 2016/2017 is hereby submitted to City Council for approval. The budget is presented utilizing the highest principles of governmental budgeting in accordance with the Government Finance Officers Association. I would like to thank the Mayor and Council for their support. I would also like to thank all our City employees for the outstanding job they do every day in providing quality services to our residents.

Sincerely,



Courtney H. Barker, AICP
City Manager

The intent of this FY 2016/17 budget document is to present the City's budget in a comprehensive and easy-to-read fashion. Opening with a listing of our elected officials, employee budget committee, and executive leadership team, it contains the City Manager's Budget Message highlighting budget priorities and issues for the new fiscal year, as well as the following sections:

About Our City (pages 9 - 24). This section provides:

- Important statistical data about the City, an overview of City demographics, and other City information;
- Department-level organization chart; and
- Citywide strategic goals and planning.

Budget Overview (pages 25 - 36). This section provides:

- Budget-preparation calendar to ensure deadlines and other requirements are met, as well as a description of the budget process;
- City Charter requirements for the budget;
- City's fiscal policies, including those related to annual operating budgets; and
- Descriptions of all Funds within the budget.

Summaries (pages 37 - 60). This section provides:

- Discussion of revenue sources and related trends, including a graph of the latest five-year historical trend;
- Discussion of City debt policy and current City debt, including debt pay-off dates;
- Recommended vs. projected General Fund reserves for FY 2015/16;
- Special fund reserves projections;
- Personnel summary;
- Tables and charts summarizing past, current, and proposed budget revenues and expenditures; and
- Three-year summary and graphs of revenues and expenditures.

General Fund (pages 61 - 102). This section provides:

- Summaries and details of budgeted General Fund revenues, including funds transferred from other revenue sources;
- Summaries and details of budgeted General Fund expenditures by department;
- Detailed operating expenses for General Government Services;
- Organization charts, goals and objectives, accomplishments, and operating expenses for each City Department (Legislative, City Clerk, Support Services, Police, Fire, Building & Zoning, Public Works, and Recreation); and
- Details on interfund transfers and additions to City reserves.

Special Revenue Funds (pages 103 - 128). This section provides:

- Revenue and expenditure sources which must be used for specific purposes (stormwater, law enforcement, community redevelopment, capital assets, and other community services).

Internal Service Fund (pages 129 - 134). This section provides:

- Revenues and expenditures of the Health Insurance Fund.

Five-Year Capital Improvements Plan (pages 135 - 142). This section provides:

- An introduction and information on the Capital Improvements Plan; and
- Proposed budget for the City's Five-Year Capital Improvements Plan, which facilitates long-term planning and budgeting for capital needs.

Glossary & Acronyms (pages 143 - 173). This section provides:

- City Code requirements;
- Financial and budget operating guidelines; and
- Key terms and acronyms used throughout this budget document.

About Our City

- Statistical Data, Demographics, & Other City Information
- Citywide Organization Chart
- Citywide Goals & Planning

Year Incorporated: The history of Satellite Beach as a municipality goes back only to August 3, 1957 when, by a margin of 45 to 11, residents voted (in the Castle Dare Realty Office on the southwest corner of A1A and Park Avenue, now the Veterans of Foreign Wars (VFW) lodge) to incorporate as the Town of Satellite Beach. The 57th eligible voter was downrange at the time of the election and was not available to vote.

Form of Government: A five-member City Council, including a Mayor, is elected at-large to establish policy for the City. A City Manager appointed by Council implements that policy in running the City's government.

Geography/Location: Satellite Beach is a coastal community spanning the barrier island between the Banana River segment of the Indian River Lagoon on the west and the Atlantic Ocean on the east. It is located in Brevard County, Florida, 15 miles south of Cape Canaveral Air Force Station and NASA's John F. Kennedy Space Center.

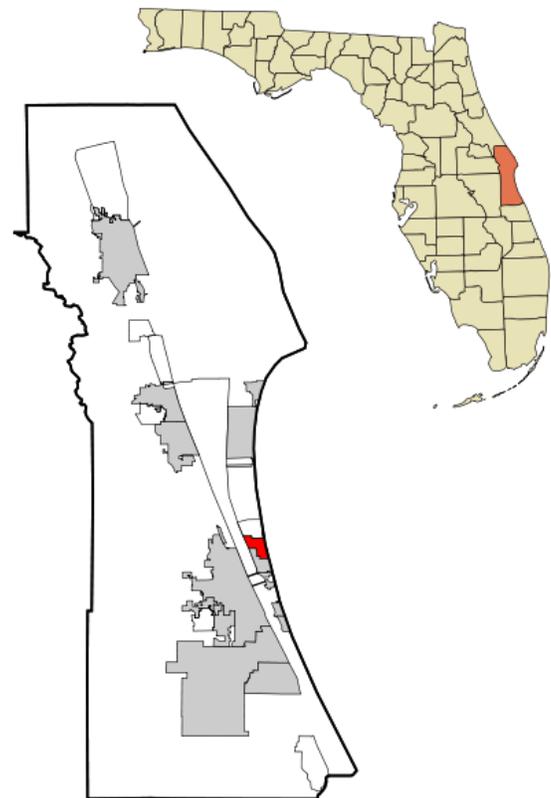
Size: The City's corporate boundary encompasses 2,467 acres (3.8 square miles), of which 1,850 acres (2.9 square miles) are land and 617 acres are navigable water in the Banana River and the City's canals. The City's largest east-west dimension is 1.5 miles (along Cassia Boulevard from the Atlantic Ocean beach to the Banana River shoreline of Lansing Island). The City's largest north-south dimension is 2.8 miles along the City's oceanfront.

Topography: Nearly 25% of the City's land-surface elevation is below 4 feet, 50% is below 6 feet, and more than 85% is below 10 feet, with the highest elevations of 14 to 22 feet along the dune ridge underlying or seaward of State Road A1A.

Shoreline: There are 11.3 miles of shoreline in the City, including 2.8 miles of Atlantic Ocean beach, 1.3 miles of Banana River shoreline, and 7.2 miles of shoreline fronting navigable canals connected to the Banana River.

Climate: Satellite Beach is located in the region where tropical and temperate climatic zones overlap. Monthly average high temperatures range from 71°F to 91°F, and average monthly low temperatures range from 49°F to 73°F. Annual rainfall averages 52 inches.

Population: According to the Florida Bureau of Economic and Business Research, in 2015 the City's population was 10,633 (524 more than the 2010 U.S. Census count).



Demographics (2010 U.S. Census):

- Of the City's total population (10,109):
 - 21% are younger than 18;
 - 20% are 65 or older;
 - 19% are military veterans;
 - 51% are female
 - 89% are white
 - 6% are Latino
 - 2% are active-duty military.

- Of the City's 4,283 households:
 - 54% are husband/wife families, of which 34% include children under 18 years old;
 - 26% are individuals living alone, of which 48% are 65 or older.
 - 33% receive Social Security retirement income.

- Of the City's 4,953 housing units, 86% are occupied, of which 76% (66% of all units) are owner-occupied, with 96% of those being the owner's primary residence.
 - \$216,400 is the median value of owner-occupied housing units.

Education (2010 U.S. Census):

- Of the City's 7,444 residents who are 25 or older:
 - 95% graduated from high school;
 - 25% have a bachelor's degree;
 - 17% have a graduate or professional degree.

Income in 2015 (census.gov):

- Median household income was \$63,793
- Per capita income was \$33,492.
- 26% of households and 33% of families made more than \$100,000.
- 40% of households and 27% of families made less than \$50,000.
- 13% of households and 8% of families made less than \$25,000.

Economy (census.gov):

- 61.0% in civilian labor force, age 16 years+, 2010-2014
- 52.2% in female civilian labor force, age 16 years+, 2010-2014
- \$10,514,000 total accommodation and food services sales, 2012
- \$58,049,000 total retail sales, 2012
- \$5,664 total retail sales per capita, 2012
- 1,068 businesses, 2012
- 306 women-owned firms, 2012
- 90 minority-owned firms, 2012
- 122 veteran-owned firms, 2012
- 889 non-veteran-owned firms, 2012

Local History (From the “City Boards Handbook”, 2015)

- In 1957 (August 3 to December 21), the City’s first municipal building (a Civic Center) was built on the northwest corner of Cinnamon Drive and Thyme Street, at a total cost to the City of about \$6,500.
- In 1961, a Town Hall and Fire Department, both built largely by volunteer builders and firefighters, were added to the original Civic Center building to form the City’s original municipal complex on Cinnamon Drive (where today’s Police Department is located). Eventually, the early Police Department moved into the original Civic Center building.
- In 1966, a Civic Center/Library complex was built on Cassia Boulevard.
- In 1967, volunteers finished the interior of the original library (now City Hall) across from the Civic Center on Cassia Boulevard and donated 6,000 volumes to begin its collection. In 1976, the City library became part of the Brevard County Library system.
- In 1968, South Florida developer Sam Fuchs donated 34 acres of what is now Samsons Island Nature Park between the Banana River and the Grand Canal. Mr. Fuchs wanted this land to be named for his sons; hence the name Samsons (Sam’s sons) Island.
- In 1968, the City used \$40,000 from Little League concession sales to build a Recreation Department on the under-used tennis court next to the original municipal complex.
- The Beautification Board planted and maintained the City’s landscaped areas for many years.
- Residents donated money to help pay for tennis courts at DeSoto Park; and in 1976, builders, sports organizations, and residents donated labor and materials to build the grandstand at DeSoto Park.
- In 1977, the Volunteer Fire Department bought, and donated to the City, land on which the Fire Department now stands on South Patrick Drive. Also in 1977, the Satellite Beach Fire Department became the first in Brevard County to provide Advanced Life Support (ALS).
- Each year since 1996, up to 40 volunteers have contributed more than 4,000 hours annually to Police Department programs, such as Citizens on Patrol, Marine Patrol, and others.
- Volunteers also provide more than 10,000 hours each year to youth sports leagues.

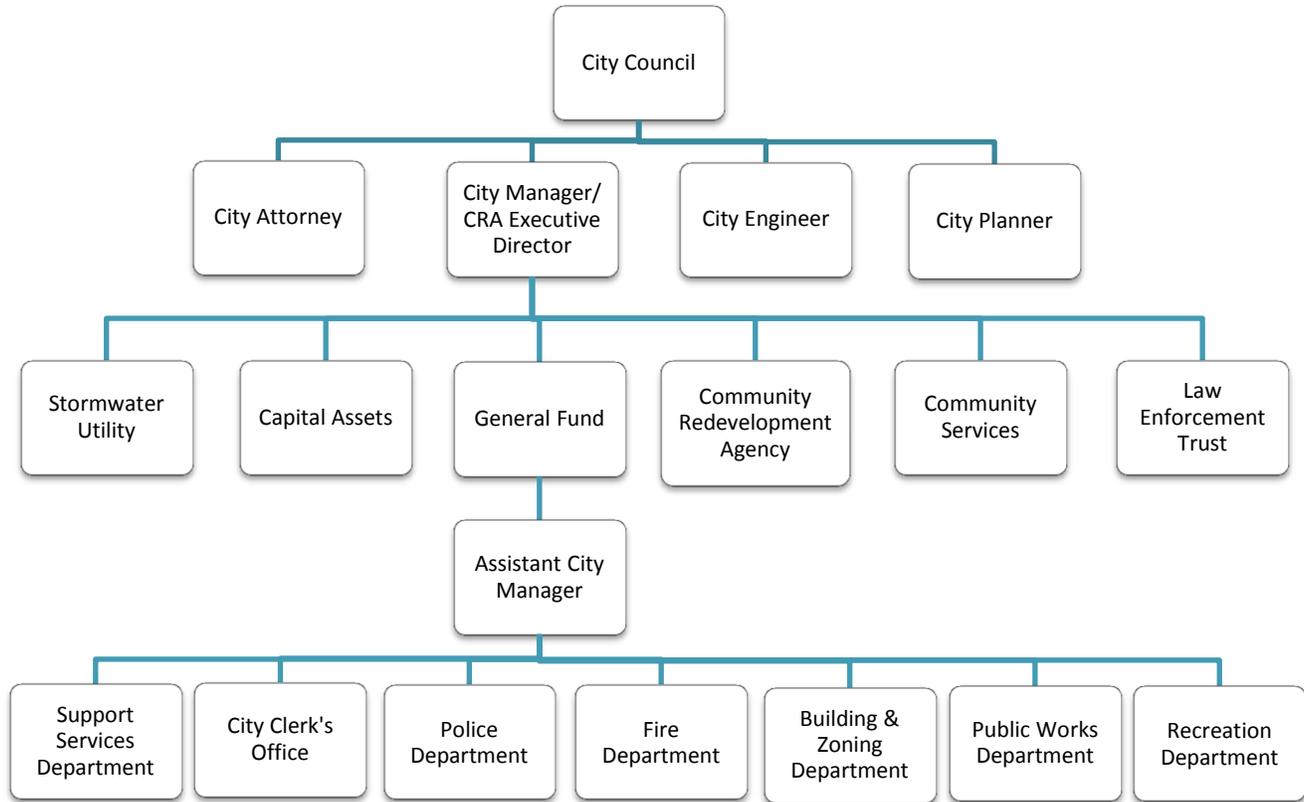
Culture and Recreation

The City of Satellite Beach has many recreational facilities, rental facilities, and recreational activities available for everyone to enjoy. Below is a listing of the available facilities and activities. More information can be found at the recreation department’s website at www.satellitebeachrecreation.org.

- Recreation Facilities
 - DRS Community Center
 - Dog Park
 - Skate/ BMX Park
 - Recreation Sports Park
 - Tennis Courts
 - Racquet Ball Courts
 - Pelican Beach Park (Pavilions and Clubhouse)
 - Playgrounds
 - Samsons Island Nature Park

- Hightower Park
- Rental Facilities
 - DRS Community Center
 - Meeting Room
 - Kitchen/ Concession Area
 - Dance Studio 1 & 2
 - Game Room
 - Gymnasium
 - Pelican Beach Park Pavilions
 - Pelican Beach Park Clubhouse
 - Civic Center
- Recreation Activities
 - Community Programs
 - Senior Services & Volunteer Programs
 - Club/ Civic Groups
 - Recreation Programs
 - Preschool Recreation
 - Youth Recreation
 - Rhythm In Motion Dance
 - Teen/ Adult Recreation
 - Fitness & Wellness Activities
 - 55+ Club
 - League & Athletic Service Organizations
 - Special Events
 - Satellite Beach Farmers Market
 - PAL Youth Teeny Bopper Dances
 - Sea Turtle Walks
 - Family Fun Swim Night
 - Other Events as Advertised





Pelican Beach Park



Hightower Park

“Leaving a Legacy of Sustainability...”

The City does not currently have a formalized strategic plan; however, the City uses the Comprehensive Plan and Council Goals to provide direction for City operations. Additionally, the City extensively uses volunteers to advise the City Council on matters pertaining to planning, zoning, recreation, facilities, beautification, sustainability, and comprehensive planning. This section addresses short-term and long-term goals by outlining the Comprehensive Plan goals, the role of City Boards, City Council goals and objectives, and a long term financial plan.

CITY COMPREHENSIVE PLAN GOALS

The Comprehensive Plan for the City of Satellite Beach outlines the long-term direction of the City. The following are the long-term goals as outlined in the Comprehensive Plan document.

Land Use Element Goal: The City shall promote a pattern of land use that fosters a healthy and attractive physical environment, avoids blighting influences, preserves and enhances a residential atmosphere and natural resources, and provides reasonable public safety and security from hazardous conditions.

Transportation Element Goal: A multi-modal transportation system providing the City the varied transportation alternatives and improved connectivity necessary to ensure the safe and efficient movement of people and goods associated with an enhanced quality of life.

Housing Element Goal: Housing and residential neighborhood environments providing safe and healthful living conditions for present and future residents of the City.

Infrastructure Element Goal: Systems of public facilities and services provided to the City of Satellite Beach, in accordance with Interlocal agreements with non-City entities and by the City, as appropriate, in a manner which is sufficient to meet existing and future needs, assures healthful and safe living conditions, and is economically efficient as well as environmentally sound.

Coastal Management/ Conservation Element Goal: Enhancement of the City’s natural character by protecting, conserving, and maintaining natural resources while safeguarding human life, property, and public expenditures from the effects of natural processes in the Coastal High Hazard Area (CHHA) and City-initiated Adaptation Action Areas (AAAs). The City of Satellite Beach designates the Coastal High Hazard Area as “the area defined by the SLOSH model to be inundated from a Category 1 Hurricane”.

Recreation and Open Space Element: Sufficient parks, recreation facilities, and open space areas to provide the citizens of Satellite Beach with a wide variety of leisure time activities in order that the City continues to be an attractive community in which to live.

Intergovernmental Coordination Element Goal: Efficient, effective, and timely sharing of information; systematic and coordinated development review and permitting processes; cooperation between and

among various governmental levels and agencies on a continuing basis, so as to ensure equitable and reasonable sharing of authority, responsibility, and resources; and proportional representation for the City of Satellite Beach on planning and funding boards and committees.

Capital Improvements Element Goal: Provision of public facilities which are the responsibility of the City, so as to enable the City to: (1) accommodate the needs of present and future populations in a timely and cost-effective manner; (2) maximize use of existing facilities; and (3) maintain or enhance the City's services, physical environment, and fiscal integrity.

Community Appearance Element Goals: A City whose appearance and residential character are enhanced through the cooperative efforts of citizens, citizen groups and a responsive City government.

Public School Facilities Element Goal: To provide a public school system that offers a high quality educational environment, provide accessibility for all of its students, and ensure adequate school capacity to accommodate enrollment demand within a financially feasible school district's five-year capital facilities work program.

CITY BOARDS

From its 1957 incorporation, Satellite Beach has relied on, and benefitted from, the contributions of volunteers. Boards have always been and will continue to be a part of the long-term planning efforts of the City. Each board provides the following value to the City:

Beautification Board

Using the principles of Florida-friendly landscaping as defined in FS Chapter 373, and prohibiting the use of plants on the Florida Exotic Pest Plant Council's most current list of invasive species, the board performs the following Citywide beautification duties:

1. Propose beautification programs to the City Council which the board deems appropriate for the various areas of the City;
2. Assist private and public landscaping and beautification programs conducted within the City as requested; and
3. Promote public interest in improving the general appearance of the City.

Board of Adjustment

The Board of Adjustment (BOA) is a quasi-judicial board which has the following duties:

1. **Administrative Reviews.** Hear and decide appeals from any decision by the Building Official regarding any portion of City Code Chapter 30 (Land Development Regulations (LDRs)).
2. **Variances.** Hear and decide requests for variances, which are exceptions made to certain LDR provisions. Variances remain with a property even when ownership changes (variances "run with the land").

Code Enforcement Board

The Code Enforcement Board (CEB) is a quasi-judicial board which conducts hearings and decides alleged uncorrected or repeated violations of any current City ordinance or City Code provision. The Board may impose administrative fines and other non-criminal penalties [FS §162.02]. Enforcement proceedings are initiated by the Building Department and not by Board members [FS§162.06(1)]. Jurisdiction of this board is not exclusive; the City may impose other remedies and enforcement mechanisms in addition to those imposed by the Code Enforcement Board.

Community Redevelopment Agency (CRA) Advisory Board

The jurisdiction of this board is confined to the Community Redevelopment District. This board performs the following duties:

1. Make recommendations to the Community Redevelopment Agency (CRA) regarding implementation of the Community Redevelopment Plan and Plan amendment(s);
2. Make recommendations to the CRA regarding the annual budget for the Community
3. Redevelopment District;
4. While maintaining its autonomy, (1) coordinate with the Comprehensive Planning Advisory Board upon notification that CPAB is considering an area(s) in which this board is involved and (2) submit to City Council a written report of any disagreement with CPAB.

Comprehensive Planning Advisory Board

CPAB performs the following duties:

1. Assist the City Council in its obligation under the Community Planning Act (F.S. Chapter 163);
2. In accordance with City Charter 4.02(b), perform the duties of the City's local planning agency by developing the City's Comprehensive Plan and Plan amendments in accordance with FS Chapter 163;
3. Examine and comment on the feasibility and implementation of matters submitted to it by the City Council;
4. Assist in the coordination of City plans with county, state, and national plans, and assess the effect of those higher-authority plans on the City;
5. Coordinate its work with that of other applicable City boards and staff to ensure full consideration of areas in which they are involved.
 - a. The CPAB Chair shall work with City staff to notify the other boards' chairs and City staff when matters involving their areas of responsibility are to be considered.
 - b. The other boards retain their autonomy, and written reports of any board disagreement shall be submitted to the City Council.

Library Board

The Library Board advises and assists Library staff on programs, services, and issues affecting the Satellite Beach Public Library.

General Employee's Pension Plan Board of Trustees

This board administers the City's pension plan for general employees. (This plan is currently closed to new employees.)

Firefighters & Police Pension Plan Board of Trustees

This board administers the City's pension plan for firefighters and police.

Planning and Zoning Advisory Board

The Planning & Zoning Advisory Board (PZAB) has the following duties:

1. In accordance with City Charter Sec. 4.02(d), serve as the City's land development regulation commission to advise the City Council on all matters governed by City Code Chapter 30 (land development regulations) or otherwise required by law. As defined by F.S. §163.3164(25), this commission is designated by the City Council to (1) develop and recommend to the City Council land development regulations which implement the adopted comprehensive plan and (2) review land development regulations, or amendments thereto, to ensure consistency with the adopted comprehensive plan and report its findings to the City Council.
2. Conduct hearings on proposed site plans when required by Chapter 30, rezonings, conditional uses, and subdivision plats. PZAB is a quasi-judicial board when it considers site plans or rezoning specific properties.
3. While maintaining its autonomy, coordinate with the Comprehensive Planning Advisory Board upon notification that CPAB is considering an area(s) in which this board is involved and submit to City Council a written report of any disagreement with CPAB.
4. PZAB is authorized to request variances from the Board of Adjustment.

Recreation Board

The Recreation Board has the following duties:

1. Recommend City recreation programs,
2. Assist as needed with private and public recreation programs conducted within the City,
3. Promote public interest and participation in City recreation programs, and
4. While maintaining its autonomy, coordinate with the Comprehensive Planning Advisory Board upon notification that CPAB is considering an area(s) in which this board is involved and submit to City Council a written report of any disagreement with CPAB.

Samsons Island Working Board

This is a working and advisory board which plans, develops, and maintains Samsons Island Nature Park as a nature preserve, passive-recreation park, and environmental-education showcase. It either conducts, or advises the City on, the following activities for the island: planning, clearing and planting, improvements, maintenance, passive recreation, environmental education for the public, community involvement in working on the island, island access, and island security.

Sustainability Board

The purpose of the Sustainability Board is to advise the City in the implementation of a local action plan for climate change and environmental sustainability initiatives. These initiatives can include the following:

- Energy consumption and reduction
- Reducing the City's carbon footprint
- Environmental programs and events that promote environmental awareness and solutions
- Stormwater projects and healthy lagoon efforts
- Community resiliency and disaster recovery
- Low impact development and green building techniques
- Public access and preservation

Additionally, the Sustainability Board may also create initiatives that will positively impact the environment, but that may not be directly related to municipal functions.

LONG-TERM FINANCIAL PLANNING***“Leaving a Legacy of Sustainability...”***

The City's current year theme represents the over-arching goal of the City, which is sustainability. This includes financial sustainability. Although the City has not formally adopted a long-term financial plan, the financial policies and the Capital Improvements Plan (CIP), address the City's long-term financial plans.

The City desires to maintain current service levels and improve upon and maintain facilities and infrastructure. The current financial policies and CIP address these major concerns. The following financial policies are a sampling of all policies that affect the budget and budget process:

- The budget shall balance the public-service needs of residents
- The City commits to fiscal responsibility
- Departments adhere to the budget
- Departments reduce expenditures as necessary
- The City projects revenues based on analysis of historical trends and reasonable assumptions of future conditions
- The City does not use long-term debt or unpredictable revenues to fund expenditures required for operations
- Fund balances shall not normally be used to support routine annual operating expenses
- The Council shall give direction as to the circumstances under which a property tax rate (millage rate) increase would be considered
- Service charges, rents, and fee structures shall be established to ensure recovery of City costs for applicable programs and services to the fullest extent possible, considering public benefit

These policies and other policies are further explained in the **Budget & Fiscal Policies** section of this document.

Of all the City's financial policies, the City's long-term financial approach is mainly embodied in the Stabilization Reserve Policy that was created in 2013. According to the policy, the City shall maintain and manage the General Fund Stabilization Reserve (committed funds in the City's reserves) which was created to restore stability to the City's finances following several years of economic downturn. This reserve was established to:

- a. Fund expenditures for payroll, debt payments, and infrastructure incurred in response to major natural disasters (e.g., hurricanes, wildfires, tornadoes, etc.), in order to minimize the impact to residents, facilitate infrastructure repairs, and ensure the City's general recovery and continuation of day-to-day operations;
- b. Fund other non-routine expenditures approved by formal action of the City Council; and
- c. Protect the City's credit rating by ensuring the City's ability to continue to make prompt payments to creditors and vendors when unforeseen emergencies occur.

In no event shall the Stabilization Reserve be used to fund new programs or other expenditures that should be funded with operating revenues, contingencies, and unassigned General Fund reserves. By October 1, 2023, at least 60 days of budgeted operating expenditures, excluding capital costs and transfers from the General Fund Balance (City reserves), shall be committed to the Stabilization Reserve. To achieve this, 80% of the additions to the General Fund Balance on September 30 of each year shall be added to the Stabilization Reserve. To use these funds, City Council shall formally recognize the natural disaster or other non-routine occasion before making final decisions on using the Stabilization Reserve.

The Five-Year Capital Improvements Plan (CIP) provides guidance to the City and the community on upcoming needs and funding sources. The capital improvements plan addresses long term infrastructure, facility, and equipment needs. The CIP is consistent with the City's Comprehensive Plan, but it includes more improvements than those shown in the Comprehensive Plan. The Capital Improvements Plan is more thoroughly described in the **Five-Year Capital Improvements Plan Introduction** section.

FISCAL YEAR 2016/2017 CITY GOALS AND OBJECTIVES

In achieving the above long-term plans, the City annually updates its goals and objectives for each calendar year. Since the goals and objectives are updated each calendar year and this budget document is updated each fiscal year, goals and objectives carry over from one fiscal year to the next. The goals and objectives in this section were established for calendar year 2016 and cover most of fiscal year 2015/2016 and part of fiscal year 2016/2017. Many of the goals and objectives are from previous years and some are expected to carry over to future years. In addition to the goals, a status of each goal is given and a listing of completed goals follows.

The City will continue to invest in technology and training to consistently improve service delivery and communication. The City will also invest in improving infrastructure, such as roads and stormwater areas, to assist the City in achieving a sustainable future. The following are the City Council's goals for this year:

- ❖ Resolve impediments to new business and inform the business community.
 - Citizen Serve Permit Software implementation is in process
- ❖ Continue to incorporate the City's Communities for a Lifetime initiatives.
 - Fire department provides Community Health/Injury-Prevention
- ❖ Pursue employee's health care clinic and be vigilant for other ideas to reduce healthcare costs while maintaining employee benefits.
 - Started a partially self-insured health plan
 - In communication about clinic partnership with local cities
- ❖ Continue to improve the City's communication with residents through a redesigned website, social media (blog, Facebook), quarterly town-hall meetings, and televising City Council meetings.
 - Website is in redesign process
 - Town-hall meetings were held in May and June 2016
- ❖ Continue to address infrastructure needs by reconstructing the skate park, and refurbishing City entrance signs.
 - Skate park reconstruction in progress
 - City entrance sign refurbishing is in progress
- ❖ Continue to pursue development of the 100 acres.
- ❖ Conserve and protect the City's natural resources (i.e. Indian River Lagoon).
 - Many initiatives are in progress through the Sustainability Board
- ❖ Create and implement a strategy to recruit and train new City volunteers, provide training to board chairs, and ensure board members are familiar with the City Boards Handbook.
- ❖ Select and implement agenda software.

Department goals, which align with the City Council strategic goals for the current year, are outlined in each department's budgeted expenditures section.

CITY ACCOMPLISHMENTS

FY 2015/2016 Goals which were recently accomplished include the following:

- ❖ Established Veterans Day as an official City holiday.
- ❖ Selected contractor for waste-collection services.
- ❖ Creation of the Sustainability Board which has created a local Sustainability Action Plan.
- ❖ Implemented a long-term annual street repaving program
- ❖ Improved the City's communication tools through the *Beachcaster*
- ❖ Improved the City's communication with residents through quarterly town-hall meetings.



21 Flag Salute 2016

Budget Overview

- Budget Calendar & Process
- City Charter Requirements
- Budget & Fiscal Policies
- Fund Types & Descriptions

Date	Action Item
May 18, 2016	Council Approves Proposed Budget Calendar and indicates whether a millage rate increase would be considered
July 20, 2016	City Manager Submits Proposed Budget & Millage Rate to Council
July 28, 2016	City Manager Presents Proposed Budget; Council Sets Tentative Millage Rate
August 3, 2016	Council Approves Resolution Establishing Next Fiscal Year Stormwater Assessment
September 7, 2016	Council Holds Public Hearing on Proposed Budget, Approves Millage Rate and Budget Ordinance on First Reading (Tentative)
September 21, 2016	Council Adopts Millage Rate and Budget Ordinance on Second Reading (Tentative)

Budget Process

The City budget is adopted by ordinance in accordance with the City Charter. Prior to that, a public hearing—advertised as required by Section 200.065, Florida Statutes (known as the TRIM law)—must be held. State law requires a balanced budget, i.e., a budget in which total expenditures (including allocations to reserves) equal total revenues from all sources. The budget is developed on the modified accrual basis of accounting.

Involving the City Council, City Manager, and department heads, the budget process continues throughout the City’s fiscal year, which begins October 1 and ends September 30. After the fiscal year begins, staff prepares monthly reports of budgeted-versus-actual revenues and expenditures. These reports are used by management to monitor spending and plan for the next year’s budget. Any additional expenses not included in the budget must have prior Council approval.

Budget Adjustments

A budget amendment is done within 60 days after year-end in accordance with Section 166.241, Florida Statutes. While the budget is prepared on a line-item basis, department heads may adjust non-personnel appropriations as long as the department’s total approved budget is not exceeded.

Basis of Budgeting

The budgets of governmental funds are prepared on a “modified accrual basis.” *Modified accrual basis* means that operating costs of the City are budgeted as expenditures; revenues are recognized only when the City knows the amount and the funds are available. The budget of the internal service fund (Health Insurance Fund) is prepared on the “accrual basis.” *Accrual basis* also recognizes expenditures when operating costs are known, but revenues are recognized when they are owed to the City.

Below are City Charter requirements related to the budget.

Sec. 6.03.Budget.

(a) *City manager's proposed budget.* No later than the first regular city council meeting in August, the city manager shall present a proposed budget to the city council for all operations of city government for the next fiscal year. In addition to any other(s) the city council may request, the proposed budget shall contain the following components:

(3) The city manager's budget message explaining the important features, financial issues, policies and proposed policy changes, and objectives of the proposed budget;

(2) A budget summary presenting an overview of sources and amounts of anticipated revenues and expenditures; and

(3) A detailed budget presenting the specifics of all anticipated revenues and expenditures.

(b) *City council's proposed budget.* After considering and revising the city manager's budget as it deems necessary, the city council shall adopt a proposed budget and determine tax requirements under that budget.

(c) *Public hearing.* The city council shall hold a public hearing on its proposed budget at the first regular city council meeting in September, or at such other time as the city council may approve. Notice of the hearing shall be provided as required by law. All members of the public shall have the opportunity to be heard on the budget at the public hearing. After the public hearing, the city council may amend any part of its proposed budget except for expenditures required by law or debt service.

(d) *City council's approved budget.* No later than September 30, the city council shall adopt an ordinance approving a final balanced budget with the same components as the city manager's budget. The city clerk shall then certify the taxes levied under the budget and make copies of the budget available to all interested persons.

(e) *Prohibition.* Funds shall not be transferred from one department to another or allocated for items not included in the approved budget without prior approval of the city council.

Sec. 6.04.Borrowing.

(1) *Temporary revenue deficiencies.* The city may borrow to meet current obligations when temporary revenue deficiencies occur. However, the amount borrowed shall not exceed one-fourth of one percent of the assessed value of all taxable property within the city, as determined by the most recent assessment; and the term of the loan shall not exceed one year. The loan may be extended as necessary until fully paid, but no extension shall exceed one year.

(2)*Financing for projects.* The city may borrow money to finance any project not prohibited by law and may pledge city assets to repay such indebtedness, subject to the following limitations:

(a) Any proposal to pledge ad valorem taxes for debt repayment shall require approval by the city's voters.

(b) The city's total outstanding indebtedness, including the proposed amount, shall not exceed five percent of the assessed value of all taxable property within the city, as determined by the most recent assessment.

(Ord. No. 1019, § 1, 8-19-09)

Along with City Charter Section 6.04, it has always been the City's practice not to use long-term debt to finance City operations. Therefore, the General Fund has no debt. All City debt is in its dedicated capital funds, with the majority attributable to the Community Redevelopment Trust Fund ("Redevelopment Fund") established to fund projects in the Community Redevelopment District. This District is a defined geographical area prioritized for redevelopment and created through Chapter 163, Part III, Florida Statutes. The Redevelopment Fund receives revenue primarily through Tax Increment Financing (TIF), consisting of a portion of the ad valorem taxes generated by both the City and Brevard County on properties located within the District. Since State law prohibits this Fund from carrying funds more than three years for any project, borrowing is one of the only options to accomplish large redevelopment projects. Other debt is for projects and equipment funded by the Stormwater Utility Fund (with revenue from the stormwater utility fee) and the Capital Assets Fund (with revenue from the utility tax). The reliable, dedicated revenue sources for these Funds ensure the availability of funds for annual debt payments.

Sec. 6.05. - Competitive bidding.

Competitive bidding, through the city or other governmental agencies, shall be required on all purchases above an amount prescribed by the city council.

More information on competitive bidding is found in the City Code, Chapter 2.

BUDGET & FISCAL POLICIES

1. The City's annual operating budget shall balance the public-services needs of its residents with the fiscal capabilities of the City. It is intended to achieve the goals established by City Council for the fiscal year. The City shall provide a balance of services, with special emphasis on public safety, quality of life, and compliance with various state and federal mandates and the City's Comprehensive Plan. These services shall be provided on a most-cost-effective basis and achieve a balance between personnel and other kinds of expenditures.
2. The City recognizes that its residents deserve a commitment from the City to fiscal responsibility, the cornerstone of which is a balanced budget. Annual expenses will be balanced with revenues or income estimates that can reasonably and normally be projected for the fiscal year. New programs or changes in programs or policies which would require the expenditure of additional operating funds will be funded either through reductions in existing programs of lower priority or through adjustments to fee rates, service charges, or taxes. Requests for new programs or changes to programs or policies will be accompanied by an analysis of the short- and long-term impact on the operational budget caused by such circumstances. A standard format using this procedure shall be routinely provided to the Council when requesting approval of any new or changed program or policy.
3. New programs, services, or facilities shall be based on general resident need or demand.
4. The City shall maintain its accounting records in accordance with Generally Accepted Accounting Principles (GAAP) applied to governmental units, as promulgated by the Governmental Accounting Standards Board (GASB).
5. The City shall provide funding for public services on a fair and equitable basis, and shall not discriminate in providing such services on the base of race, gender, color, religion, national origin, physical or mental handicap, or sexual orientation.
6. Budget appropriations for all City expenditures shall be under Council control.
7. Interfund loans must be supported by a fiscally-sound source of funds available for repayment.
8. The City's budget shall be prepared in a format which correlates with costs reported in the City's Comprehensive Annual Financial Report.
9. The City shall maintain a system to ensure that Departments adhere to the budget. Quarterly reports comparing budgeted-to-actual revenues and expenditures shall be provided to the City Council with significant deviations explained.
10. Departments shall reduce their expenditures to offset any revenue shortfalls.

11. The City shall maintain and update a five-year capital improvements budget. Annually, the City shall inventory and assess the condition of its physical assets. The five-year Capital Improvements Plan will be adjusted according to the assessment.

FISCAL POLICIES FOR ANNUAL OPERATING BUDGETS

1. Revenue projections shall be based on analysis of historical trends and reasonable assumptions of future conditions. To reduce the danger of unforeseen fluctuations during unstable economic conditions, a diversified revenue structure shall be maintained to ensure funding to continue operations and protect the City. Revenue estimates shall be made on a reasonably conservative basis to ensure that estimates are realized.
2. The operating budget shall be based on no more than 98% of anticipated revenues, including 98% of the certified taxable value of the property tax roll.
3. The City shall not use long-term debt or unpredictable revenues to fund expenditures required for operations.
4. The operating budget for all funds shall be balanced using current-year revenues to fund current-year expenditures. Anticipated revenues from all sources shall equal estimated expenditures for all purposes.
5. Fund balances shall not normally be used to support routine annual operating expenses. Fund balances may be used to support capital, debt, or extraordinary major maintenance needs on a non-recurring basis.
6. As early as practical in each annual budgeting cycle, the Council shall give direction as to the circumstances under which a property tax rate (millage rate) increase would be considered. Normally, such direction should be given in May of each year in conjunction with setting a tentative budget calendar.
7. Funds shall not be transferred from one Department to another or allocated for items not included in the approved budget without prior approval of Council. A budget amendment shall be adopted by ordinance within 60 days after close of the fiscal year and shall include those items approved by Council throughout the fiscal year.
8. Department Directors may make budget transfers within their Departments, with the exception of personnel expenditures (payroll & benefits).
9. Service charges, rents, and fee structures shall be established to ensure recovery of City costs for applicable programs and services to the fullest extent possible, considering public benefit. A review of cost-of-service and rate structures shall be routinely performed.

10. The City shall maintain and manage the General Fund Stabilization Reserve (committed funds in the City's reserves) which was created in August 2013 to restore stability to the City's finances following several years of economic downturn. This reserve was established to:
- a. Fund expenditures for payroll, debt payments, and infrastructure incurred in response to major natural disasters (e.g., hurricanes, wildfires, tornadoes, etc.), in order to minimize the impact to residents, facilitate infrastructure repairs, and ensure the City's general recovery and continuation of day-to-day operations;
 - b. Fund other non-routine expenditures approved by formal action of the City Council; and
 - c. Protect the City's credit rating by ensuring the City's ability to continue to make prompt payments to creditors and vendors when unforeseen emergencies occur.

In no event shall the Stabilization Reserve be used to fund new programs or other expenditures that should be funded with operating revenues, contingencies, and unassigned General Fund reserves. By October 1, 2023, at least 60 days of budgeted operating expenditures, excluding capital costs and transfers from the General Fund Balance (City reserves), shall be committed to the Stabilization Reserve. To achieve this, 80% of the additions to the General Fund Balance on September 30 of each year shall be added to the Stabilization Reserve. To use these funds, City Council shall formally recognize the natural disaster or other non-routine occasion before making final decisions on using the Stabilization Reserve.

The City's budget addresses two main types of governmental funds:

1. **General Fund**, the City's primary operating fund, containing all financial resources of the general government except those required to be accounted for in another fund.
2. **Special Revenue Funds**, derived from specific revenue sources and used only for specific purposes designated by law or Council action. The City has the following five special revenue funds:
 - a. **Community Redevelopment Trust Fund ("Redevelopment Fund")**: With revenues from Tax Increment Funding (TIF) funds generated from properties in the City's Redevelopment District, this major fund is used only for improvements within the District.
 - b. **Capital Assets Fund**: With revenues obtained from the 10% utility tax on our residents' use of electricity and natural gas (including bottled gas and propane), this fund is used only for capital expenditures or expenditures that replace a capital need (i.e., capital items which cost at least \$2,000 and have a life expectancy of three years).
 - c. **Stormwater Utility Fund ("Stormwater Fund")**: With revenues obtained from the stormwater utility fee (an annual assessment on each property in the City at \$104 per single family home, less for multi-family residences, and varying rates for commercial properties depending on size), this fund is used only for stormwater-drainage system improvements and maintenance.
 - d. **Law Enforcement Trust Fund**: With revenues obtained primarily from forfeitures from felony arrests, State law requires that this fund be used only for law enforcement investigations, training, and equipment not normally funded by the General Fund.

Overview of Fund Types

1. General Fund

2. Special Revenue Funds

- a. Community Redevelopment Trust Fund
- b. Capital Assets Fund
- c. Stormwater Utility Fund
- d. Law Enforcement Trust Fund
- e. Community Services Fund
 - i. *Advanced Life Support Trust Fund*
 - ii. *Beautification Trust Fund*
 - iii. *Police Donations Trust Fund*
 - iv. *Recreation Trust Fund*
 - v. *Recycling Trust Fund*
 - vi. *Samsons Island Trust Fund*

3. Internal Service Funds

- i. *Health Insurance Fund*

- e. **Community Services Fund**: With revenues obtained primarily from donations, this fund consists of the following six small funds:
- i. **Advanced Life Support Trust Fund**: With revenues from private donations, this fund is used to purchase advanced life support equipment for the Satellite Beach Fire Department.
 - ii. **Beautification Trust Fund**: With revenues obtained from the annual tree sale, City license tag sale, private donations, and transfers from the General Fund, this fund is used for beautification projects on City property throughout the City.
 - iii. **Police Donations Trust Fund**: With revenues from private donations, this fund is used for police department items not covered by other funds.
 - iv. **Recreation Trust Fund**: With revenues from private donations, this fund is used for improvements to the City's recreation facilities.
 - v. **Recycling Trust Fund**: With revenues obtained from Waste Management's sale of recyclable materials collected from our City, this fund can be also be used for items not covered by other funds.
 - vi. **Samsons Island Trust Fund**: With revenues obtained from state and federal grants, private donations, and transfers from the General Fund, this fund is used for the development and maintenance of Samsons Island Nature Park.
3. **Internal Service Funds**, provides goods or services on a cost reimbursement basis. These funds are intended to operate on a break-even basis over a period of time.
- a. **Health Insurance Fund**: With revenues obtained from the City's General Fund for the cost of retiree and employee health insurance, this fund is established to account for the costs of health insurance and reflect the City's effort to control rising annual health insurance premiums.



Beautification Projects

Summaries

- Revenue Sources and Trends
- Debt Policy & Schedule
- General Fund Reserves
- Special Funds Reserves
- Personnel Summary
- Sources & Uses of Funds By Department & Category
- Current-Year Percentage of Revenues by Source
- Current-Year Revenues and Expenditures by Fund
- Three-Year Consolidated Financial Schedule
- Three-Year Summary of Revenues & Expenditures - All Funds
- Three-Year Expenditures - All Funds

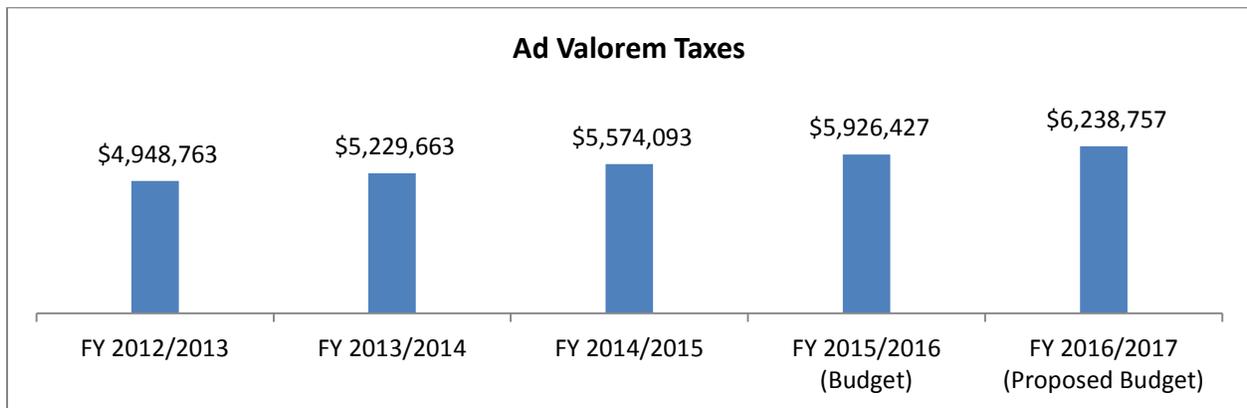
General Fund Revenues

Ad-Valorem (Property) Tax

The City’s largest revenue source at 57.49% of General Fund revenues, the proposed ad valorem tax is budgeted at \$6,238,757—approximately 65.3% more than FY 2015/2016. This increase is derived mainly from increasing property values, and is based on the gross taxable value assessment certified by the Brevard County Property Appraiser. The property appraiser also collects the ad valorem taxes for the City.

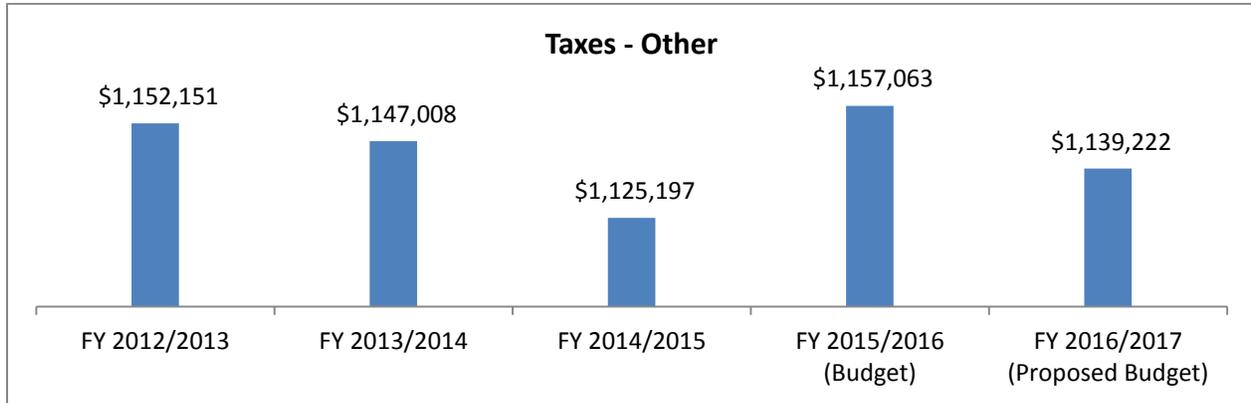
After the Property Appraiser certifies the gross taxable value, the ad valorem tax amount is calculated by multiplying the City’s gross taxable value by the millage rate set by the City Council. This makes budgeting for ad valorem tax revenue very precise. The proposed budget uses the millage rate of 8.1518 mills and 97% of the total ad valorem revenue. (The maximum millage rate allowed by State law is 10 mills.) The City receives a large portion of its ad valorem revenues from November through March, as the tax bills go out in November and become due on March 31.

As indicated above, ad valorem revenue is heavily affected by property values. Based on market indicators for Satellite Beach properties, the City predicts property values will continue to rise gradually over the next several years.



Other Taxes

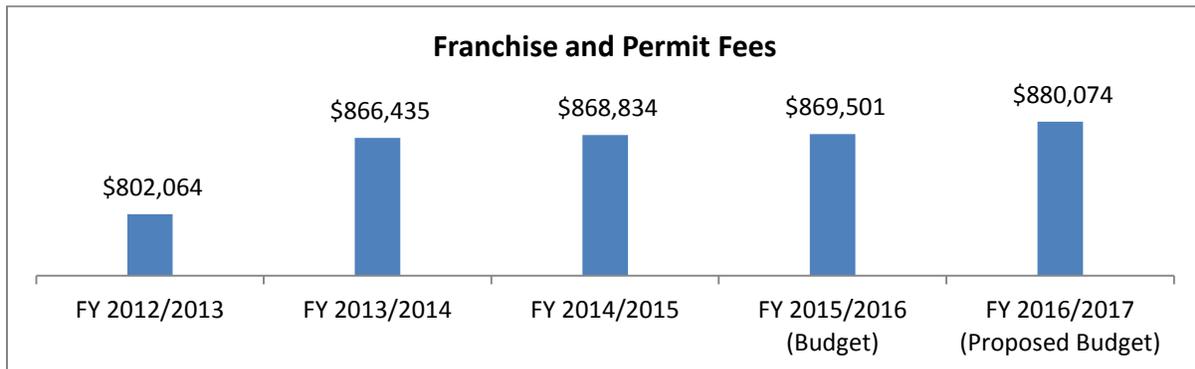
Other taxes, such as the Local Option Gas Tax and the Communications Service Tax, make up 10.5% of proposed General Fund revenues. The City’s second-largest revenue source, these taxes are budgeted at \$1,139,222. The State collects the Local Option Gas Tax and the Communications Service Tax and in turn distributes those collections to local governments, usually in the month following collection. Based on the economy and trend analysis, the state provides annual estimates on the Local Option Gas Tax and the Communications Service Tax for budgeting purposes. The revenues from other taxes have remained consistent from year to year and are expected to remain consistent into the future.



Franchise and Permit Fees

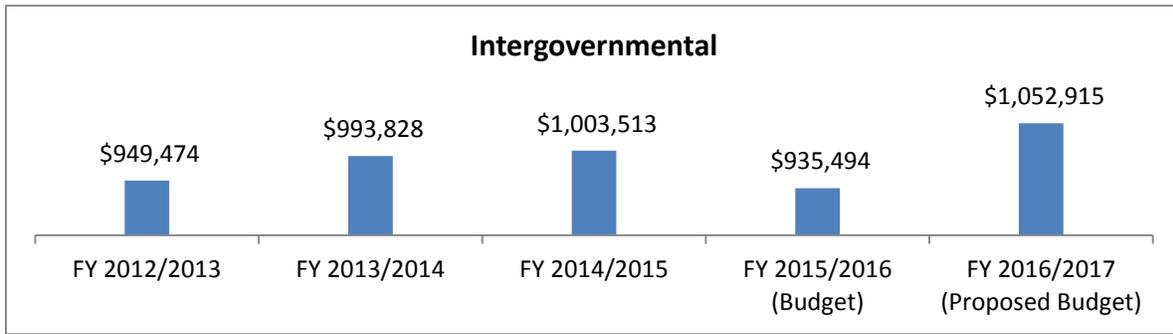
The City receives franchise fees from solid waste, electricity, and natural gas providers within the City. Budgeted at \$880,074, these fees represent 8.11% of proposed General Fund revenues. A consistent revenue stream for the City, franchise fees are contingent upon the terms of franchise agreements, which include automatic fee increases over the long-term. The other component of this revenue category is permit fees for building, fire, and alarm permits.

The City has experienced an increase in building permit revenues over the past two years. In FY 2015/2016 the City also budgeted conservatively on Electricity Franchise Fees resulting in the appearance of reduced revenues, however, the City anticipates these revenues in FY 2016/2017 to be more that those budgeted in FY 2015/2016 due to a recently proposed rate increase for all customers.



Intergovernmental (Revenue Sharing)

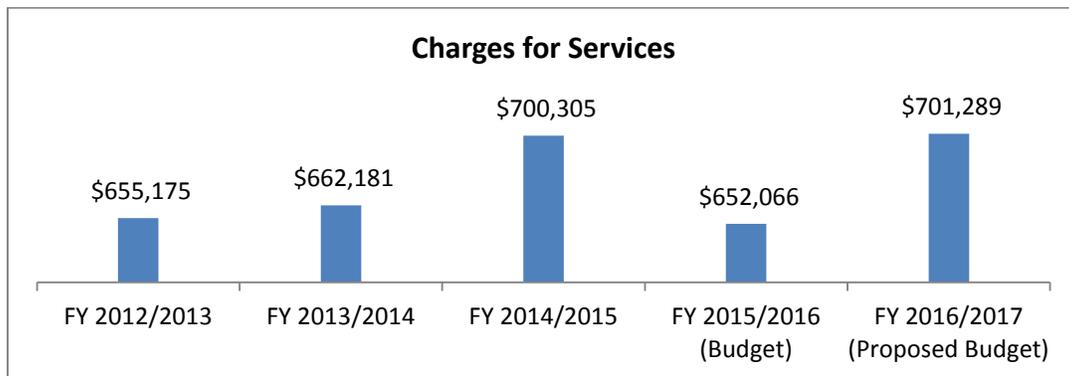
The City receives revenue from the State of Florida under the Florida Revenue Sharing Act of 1972, which allows a portion of monies collected by the State to be returned to counties and municipalities. The City also accounts for various other intergovernmental revenues within this category. The Intergovernmental revenues represent 9.7% of proposed General Fund Revenues. Based on the economy and trend analysis, the state provides annual estimates on the State Revenue Sharing for budgeting purposes. The revenue from revenue sharing has increased an average of about \$12,000 from year to year and is expected to increase in the same manner in FY 2016/2017.



Charges for Services

The City charges user fees for certain activities and services it provides to the community. Budgeted at \$701,289 they are 6.46% of proposed General Fund revenues. Fees generated by fire inspections fund the City’s part-time Fire Inspector. Fees for recreation programs provide 75% of the Recreation Department’s proposed operating budget.

In FY 2013/2014, the City lost some of its instructors, so in FY 2015/2016 the City implemented some new programs. This resulted in increased enrollment in the City’s recreational programs and increased program revenues.



Fines and Forfeits

These revenues are generated by certain regulatory-enforcement fines, such as parking tickets and traffic citations. While some fines are budgeted as revenues, code-enforcement fines are not, as they are too sporadic to predict. Fines and Forfeits are budgeted at \$44,620 (0.41% of proposed General Fund revenues).

Miscellaneous

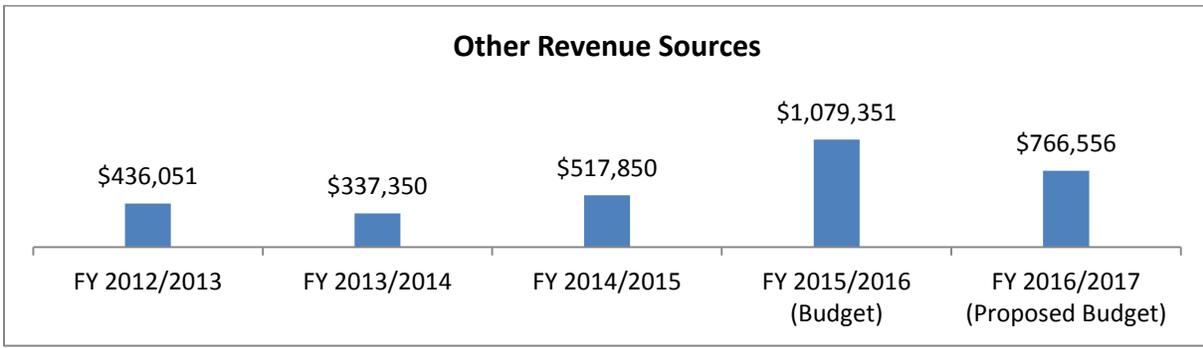
Revenues that do not fit into other categories are accounted for in Miscellaneous. These revenues typically cannot be predicted and represent a very small portion of General Fund revenues. Examples of miscellaneous revenues are contributions, Donations, insurance proceeds, and miscellaneous grants. Budgeted at \$28,481, they represent 0.26% of proposed General Fund revenues.

Other Revenue Sources

Other Revenue Sources include revenues transferred from General Fund reserves (Fund Balance), as well as inter-fund transfers from other funds to reimburse the General Fund. These revenues vary from year to year and depend solely on the fund balances in other Funds and actions taken by Council during the budget process. Budgeted at \$766,556, these revenues represent 7.06% of proposed General Fund revenues.

In FY 2015/2016, the large increase in Other Revenue Sources is a result of the City utilizing \$217,915 from the Unrestricted Fund Balance to establish the Health Insurance Fund. The funds will only be utilized as needed in the Health Insurance Fund but the City anticipates these funds to increase over time and be utilized in future years to help offset the cost of rising health insurance premiums.

In FY 2016/2017, the Community Redevelopment Agency is returning a portion of unspent tax dollars back to the City in the amount of \$201,534 in accordance with Florida Statutes. The return of taxes back to the City represents the funds remaining after the completion of the Shell Street Project (Beach Access Improvements) and of the numerous other major capital improvements projects scheduled to be constructed in the FY 2016/2017 Capital Assets Fund.

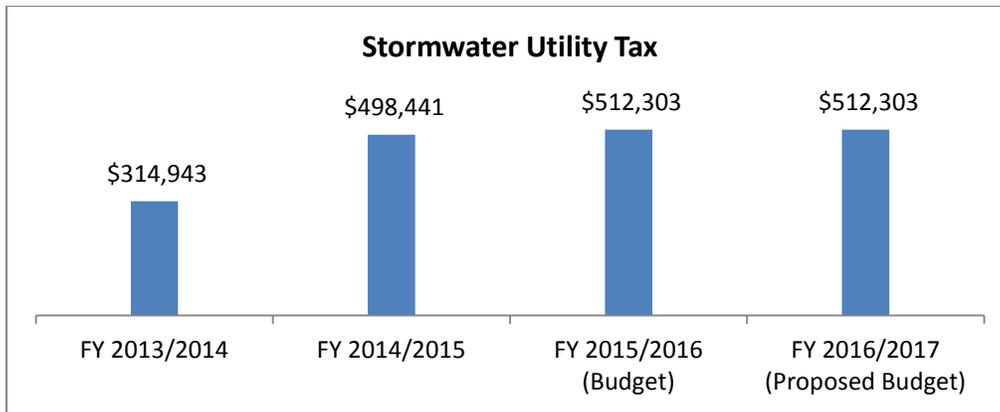


Other Fund Major Revenue Sources

Stormwater Utility Fund
Stormwater Utility Tax

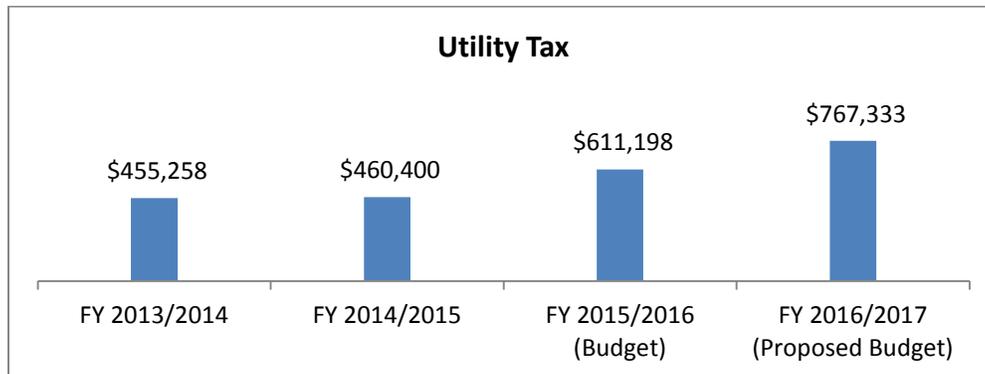
Pursuant to the provisions of F.S. § 403.0893, a stormwater utility fee was created and imposed on all real property located within the stormwater management system benefit area for services and facilities provided by the city's stormwater management program. Such stormwater utility fee shall

constitute a non-ad valorem assessment, pursuant to the provisions of F.S. § 403.0893. Annual stormwater utility assessments are collected and enforced in the same manner that ad valorem taxes are collected and enforced. These taxes are expected to remain consistent until the utility fee is adjusted at a later date.



**Capital Assets Fund
Utility Tax**

The City levies a 10% tax on each and every purchase of electricity, metered natural gas, liquefied petroleum gas (either metered or bottled), and manufactured gas (either metered or bottled).





Lions Club Donated Bench

City borrowing is governed by City Charter Section 6.04. Along with this, it has always been the City’s practice not to use long-term debt to finance City operations. Therefore, the General Fund has no debt.

All City debt is in its dedicated capital funds, with the majority attributable to the Community Redevelopment Trust Fund (“Redevelopment Fund”) established to fund projects in the Community Redevelopment District. This District is a defined geographical area prioritized for redevelopment and created through Chapter 163, Part III, Florida Statutes. The Redevelopment Fund receives revenue primarily through Tax Increment Financing (TIF), consisting of a portion of the ad-valorem taxes generated by both the City and Brevard County on properties located within the District. Since State law prohibits this Fund from carrying funds more than three years for any project, borrowing is one of the only options to accomplish large redevelopment projects. Debt in this Fund represents approximately \$3.38 million of the City’s outstanding debt.

The remaining balance of approximately \$3.11 million is for projects and equipment funded by the Stormwater Utility Fund (with revenue from the stormwater utility fee) and the Capital Assets Fund (with revenue from the utility tax). The reliable, dedicated revenue sources for these funds ensure the availability of funds for annual debt payments. There are currently no established legal debt limits, however, funding repayment usually does not exceed the useful life of the asset being funded.

The City’s current debt principal balance totals \$688,171, with FY 2016/17 principal and interest obligations of \$950,359 or 4.35% of the City’s total revenue.

Fund	Project	Loan Origination Date	Original Loan Amount	FY 16/17 Principal Only	FY 16/17 Principal & Interest Payments	Outstanding Principal Balance	Expected Pay-Off Date
SWF	09/10 Stormwater Projects	Oct-09	1,200,000	137,165	159,436	299,960	10/5/19
CRA	CRA Line of Credit (LOC)	May-06	6,250,000	313,300	464,740	3,383,100	5/1/26
CAF	PD 2013 Dodge Charger	Mar-12	38,193	7,939	8,263	-	3/7/17
CAF	PD Records Mgmt (RMS)	May-13	420,052	60,325	68,014	225,509	2/10/20
CAF	FD Fire Truck	Apr-14	374,825	34,442	42,661	268,706	10/1/23
CAF	2015 Utility Tax Note	Aug-15	2,500,000	135,000	207,245	2,319,625	10/1/30
				688,171	950,359	6,496,900	

Total Payments by Fund

SWF - Stormwater Fund	159,436
CRA - Redevelopment Fund	464,740
CAF - Capital Assets Fund	326,183

Recommended Reserves. It is essential to maintain adequate levels of reserves to mitigate risks and revenue shortfalls. The Government Finance Officers Association recommends that a general-purpose government, regardless of size, maintain unrestricted General Fund reserves of at least two months of General Fund operating expenses.

Projected Reserves. For FY 2016/2017 two months of General Fund operating expenditures are expected to be approximately \$1,734,240. Although the City will not meet this threshold in FY 2015/2016, the City is making rapid progress increasing the reserves. The total Fund Balance at the end of FY 2016/2017 is projected to be \$1,491,919 (with unrestricted reserves of \$1,442,462).

Projected Fund Balance

Fiscal Year Ending	Actual FY 14/15	Estimated FY 15/16	Estimated FY 16/17
<u>RESTRICTED:</u>			
Non-spendable:			
Prepaid Items	\$ 49,457	\$ 49,457	\$ 49,457
Restricted for:			
Emergency Reserves	\$ -	\$ -	\$ -
Total Restricted:	<u>\$ 49,457</u>	<u>\$ 49,457</u>	<u>\$ 49,457</u>
<u>UNRESTRICTED:</u>			
Committed:			
Stabilization Reserve	\$ 852,745	\$ 898,771	\$ 898,771
Unassigned:	\$ 532,184	\$ 543,691	\$ 543,691
Total Unrestricted:	<u>\$ 1,384,929</u>	<u>\$ 1,442,462</u>	<u>\$ 1,442,462</u>
Total Fund Balance at Fiscal Year End:	<u>\$ 1,434,386</u>	<u>\$ 1,491,919</u>	<u>\$ 1,491,919</u>

Change in Fund Balance

Beginning Fund Balance	\$ 1,161,213	\$ 1,434,386	\$ 1,491,919
Revenues	\$ 9,873,575	\$ 10,462,974	\$ 10,851,914
Expenditures	<u>\$ 9,600,403</u>	<u>\$ 10,405,441</u>	<u>\$ 10,851,914</u>
Change in Fund Balance	\$ 273,172	\$ 57,533	\$ -
80% to Committed Fund Balance	\$ 218,538	\$ 46,026	\$ -
20% to Unassigned Fund Balance	\$ 54,635	\$ 11,507	\$ -
Ending Fund Balance	<u>\$ 1,434,386</u>	<u>\$ 1,491,919</u>	<u>\$ 1,491,919</u>

Special fund reserves are either restricted or committed funds. Restricted funds are those funds that are derived from specific sources and are required to be used only for specific purposes. Non-spendable funds are those funds that are earmarked for a future time period (prepaid expenses). The funds below are explained in the **Fund Types & Descriptions** section.

Community Services Fund 101		
Est. Beginning Reserves	Est. Ending Reserves	Reserves Category
16,921	92,406	Restricted 120-Recycling
2,352	2,542	Restricted 130-Samsons Island
26,197	27,082	Restricted 131-Beautification
26,298	18,233	Restricted 641-Advanced Life Support
-	-	Restricted 642-Police Donations
28,468	29,788	Restricted 643-Recreation
100,236	170,051	Total

Stormwater Utility Fund 125		
Est. Beginning Reserves	Est. Ending Reserves	Reserves Category
10,005	130,478	Restricted
4,393	4,393	Non-Spendable
14,398	134,871	Total

Law Enforcement Trust Fund 135		
Est. Beginning Reserves	Est. Ending Reserves	Reserves Category
27,778	27,778	Restricted
27,778	27,778	Total

Community Redevelopment Trust Fund 140		
Est. Beginning Reserves	Est. Ending Reserves	Reserves Category
-	220,492	Restricted
-	220,492	Total

Capital Assets Fund		
Est. Beginning Reserves	Est. Ending Reserves	Reserves Category
320,679	8,178	Restricted for Capital Assets
694,806	484,126	Restricted for \$2.5m note
47,036	47,036	Non-Spendable
1,062,521	539,340	Total

Insurance Fund		
Est. Beginning Reserves	Est. Ending Reserves	Reserves Category
125,735	202,346	Restricted
125,735	202,346	Total

ALL BUDGETED DEPARTMENT POSITIONS

DEPARTMENT	FY 2015/2016		FY 2016/2017		CHANGE FROM 2015/2016
	FULL-TIME	PART-TIME	FULL-TIME	PART-TIME	
<u>CITY CLERK</u>					
City Clerk	1	0	1	0	0
Administrative Assistant	1	0	1	0	0
Staff Assistant	0	0	0	1	1
Department Total:	2	0	2	1	1
<u>SUPPORT SERVICES</u>					
City Manager	1	0	1	0	0
Assistant City Manager	1	0	1	0	0
Administrative Assistant	1	0	1	0	0
Comptroller	1	0	1	0	0
Accountant	1	0	1	0	0
Information Technology Specialist	1	0	1	0	0
Human Resources Specialist	1	0	1	0	0
Project Assistant	0	3	0	3	0
Department Total:	7	3	7	3	0
<u>POLICE</u>					
Police Chief	1	0	1	0	0
Police Commander	1	0	1	0	0
Police Operations Commander	1	0	1	0	0
Police Operations Lieutenant	1	0	1	0	0
Patrol Corporal/Detective	1	0	1	0	0
Police Officer Detective	1	0	1	0	0
Patrol Corporal/ Criminal Investigations	0	0	0	0	0
Patrol Corporal	4	0	4	0	0
Patrol Sergeant	5	0	5	0	0
Patrol Officer	6	0	6	0	0
Records Supervisor	1	0	1	0	0
Records Evidence Comm Clerk SCG	1	0	1	0	0
Evidence Tech	1	0	1	0	0
Accreditation Mgr	0	1	1	0	0
Communications Supervisor	1	0	1	0	0
Dispatch - FT	6	0	6	0	0
Dispatch - PT	0	4		4	0
Administrative Assistant	1	0	1	0	0
Crossing Guard	0	9		9	0
Department Total:	32	14	33	13	0

ALL BUDGETED DEPARTMENT POSITIONS

DEPARTMENT	FY 2015/2016		FY 2016/2017		CHANGE FROM 2015/2016
	FULL-TIME	PART-TIME	FULL-TIME	PART-TIME	
<u>FIRE</u>					
Fire Chief	1	0	1	0	0
Emergency Services Coor.	1	0	1	0	0
Administrative Assistant	1	0	1	0	0
Fire Inspector	0	1		1	0
Community Health Paramedic	1	0	1	0	0
Fire Captain/Paramedic	3	0	3	0	0
Firefighter/Paramedic	6	0	6	0	0
Firefighter/Paramedic Intern	1	0	1	0	0
Firefighter EMT	4	0	4	0	0
Department Total:	18	1	18	1	0
<u>BUILDING & ZONING</u>					
Building Official	1	0	1	0	0
Deputy Building Official	1	0	1	0	0
Building & Zoning Admin Coor.	1	0	1	0	0
Administrative Assistant	1	0	1	0	0
Department Total:	4	0	4	0	0
<u>PUBLIC WORKS</u>					
Public Works Director	1	0	1	0	0
Asst. Public Works Director	1	0	1	0	0
Administrative Assistant	1	0	1	0	0
Project Manager/Construction Insp	1	0	1	0	0
Chief Mechanic	1	0	1	0	0
Crew Leader-Facilities	1	0	1	0	0
Crew Leader-Road/Drainage	1	0	1	0	0
Crew Leader-Grounds	1	0	1	0	0
Facilities Maintenance Specialist	1	0	1	0	0
Recreation Maintenance Specialist	1	0	1	0	0
Grounds Maintenance Specialist	5	0	6	0	1
Street Maintenance Specialist	2	0	2	0	0
Department Total:	17	0	18	0	1

ALL BUDGETED DEPARTMENT POSITIONS

DEPARTMENT	FY 2015/2016		FY 2016/2017		CHANGE FROM 2015/2016
	FULL-TIME	PART-TIME	FULL-TIME	PART-TIME	
<u>RECREATION</u>					
Recreation Director	1	0	1	0	0
Administrative Assistant	1	0	1	0	0
Special Events/Volunteer Coordinator	1	0	1	0	0
Recreation Program Specialist	1	0	1	0	0
Program Manager Recreation	0	1	0	1	0
Recreation Monitor	0	16	0	16	0
Recreation Supervisor	0	1	0	1	0
Water Safety Instructor	0	7	0	7	0
Water Safety Instructor Assistant	0	1	0	1	0
Department Total:	4	26	4	26	0
<u>TOTAL PERSONNEL:</u>	84	44	86	44	2

General Fund - 001							
	Sources	Uses by Category					Total
		Personnel	Operating	Capital Outlay	Debt Service	Other/Transfers	
REVENUE							
Taxes - Property	6,238,757	-	-	-	-	-	6,238,757
Taxes - Other	1,139,222	-	-	-	-	-	1,139,222
Franchise and Permit Fees	880,074	-	-	-	-	-	880,074
Intergovernmental	1,052,915	-	-	-	-	-	1,052,915
Charges for Services	701,289	-	-	-	-	-	701,289
Fines and Forfeits	44,620	-	-	-	-	-	44,620
Miscellaneous	28,481	-	-	-	-	-	28,481
Transfers	766,556	-	-	-	-	-	766,556
Total Revenues	10,851,914	-	-	-	-	-	10,851,914
Fund Balance Reserves	-						-
TOTAL SOURCES	10,851,914						10,851,914
EXPENDITURES							
Legislative (City Council)	-	-	13,315	-	-	-	13,315
City Clerk's Office	-	145,999	29,422	-	-	-	175,421
Support Services	-	657,873	115,361	-	-	-	773,234
General Government Services	-	564,890	677,037	-	-	-	1,241,927
Police	-	2,796,274	100,500	-	-	-	2,896,774
Fire	-	1,986,256	113,578	-	-	-	2,099,834
Building and Zoning	-	294,431	7,559	-	-	-	301,990
Public Works	-	1,022,226	472,000	-	-	-	1,494,226
Recreation	-	395,286	442,829	-	-	-	838,115
Interfund Transfers	-	-	-	-	-	1,017,078	1,017,078
Total Expenditures	-	7,863,235	1,971,601	-	-	1,017,078	10,851,914
Additions to Reserves	-	-	-	-	-	-	-
TOTAL USES	-	-	-	-	-	-	10,851,914

Community Services Fund - 101

	Sources	Uses by Category					Total
		Personnel	Operating	Capital Outlay	Debt Service	Other/Transfers	
REVENUE							
Miscellaneous	26,130	-	-	-	-	-	26,130
Total Revenues	26,130	-	-	-	-	-	26,130
Fund Balance Reserves	11,317						11,317
TOTAL SOURCES	37,447						37,447
EXPENDITURES							
Expenditures	-	-	10,967	7,500	-	-	18,467
Interfund Transfers	-	-	-	-	-	-	-
Total Expenditures	-	-	10,967	7,500	-	-	18,467
Additions to Reserves	-	-	-	-	-	18,980	18,980
TOTAL USES	-	-	21,934	15,000	-	18,980	37,447

Stormwater Utility Fund - 125

	Sources	Uses by Category					Total
		Personnel	Operating	Capital Outlay	Debt Service	Other/Transfers	
REVENUE							
Intergovernmental	560,000	-	-	-	-	-	560,000
Charges for Services	512,303	-	-	-	-	-	512,303
Miscellaneous	400	-	-	-	-	-	400
Interfund Transfers In	280,680	-	-	-	-	-	280,680
Total Revenues	1,353,383	-	-	-	-	-	1,353,383
Fund Balance Reserves	29,527						29,527
TOTAL SOURCES	1,382,910						1,382,910
EXPENDITURES							
Expenditures	-	-	45,150	1,050,000	159,437	-	1,254,587
Interfund Transfers Out	-	-	-	-	-	128,323	128,323
Total Expenditures	-	-	45,150	1,050,000	159,437	128,323	1,382,910
Additions to Reserves	-	-	-	-	-	-	-
TOTAL USES	-	-	45,150	1,050,000	159,437	128,323	1,382,910

Law Enforcement Trust Fund - 135

Fund Not Appropriated

Community Redevelopment Trust Fund - 140

	Sources	Uses by Category					Total
		Personnel	Operating	Capital Outlay	Debt Service	Other/Transfers	
REVENUE							
Intergovernmental	547,931	-	-	-	-	-	547,931
Miscellaneous	2,500	-	-	-	-	-	2,500
Interfund Transfers In	1,017,078	-	-	-	-	-	1,017,078
Total Revenues	1,567,509	-	-	-	-	-	1,567,509
Fund Balance Reserves	-	-	-	-	-	-	-
TOTAL SOURCES	1,567,509						1,567,509
EXPENDITURES							
Expenditures	-	-	276,386	161,150	491,740	-	929,276
Interfund Transfers	-	-	-	-	-	638,233	638,233
Total Expenditures	-	-	276,386	161,150	491,740	638,233	1,567,509
Additions to Reserves	-	-	-	-	-	-	-
TOTAL USES	-	-	276,386	161,150	491,740	638,233	1,567,509

Capital Assets Fund - 150

	Sources	Uses by Category					Total
		Personnel	Operating	Capital Outlay	Debt Service	Other/Transfers	
REVENUE							
Taxes - Other	767,333	-	-	-	-	-	767,333
Intergovernmental	-	-	-	-	-	-	-
Miscellaneous	1,000	-	-	-	-	-	1,000
Interfund Transfers In	-	-	-	-	-	-	-
Total Revenues	768,333	-	-	-	-	-	768,333
Fund Balance Reserves	653,681	-	-	-	-	-	653,681
TOTAL SOURCES	1,422,014						1,422,014
EXPENDITURES							
Expenditures	-	-	102,636	715,511	323,187	-	1,141,334
Interfund Transfers	-	-	-	-	-	280,680	280,680
Total Expenditures	-	-	102,636	715,511	323,187	280,680	1,422,014
Additions to Reserves	-	-	-	-	-	-	-
TOTAL USES	-	-	102,636	715,511	323,187	280,680	1,422,014

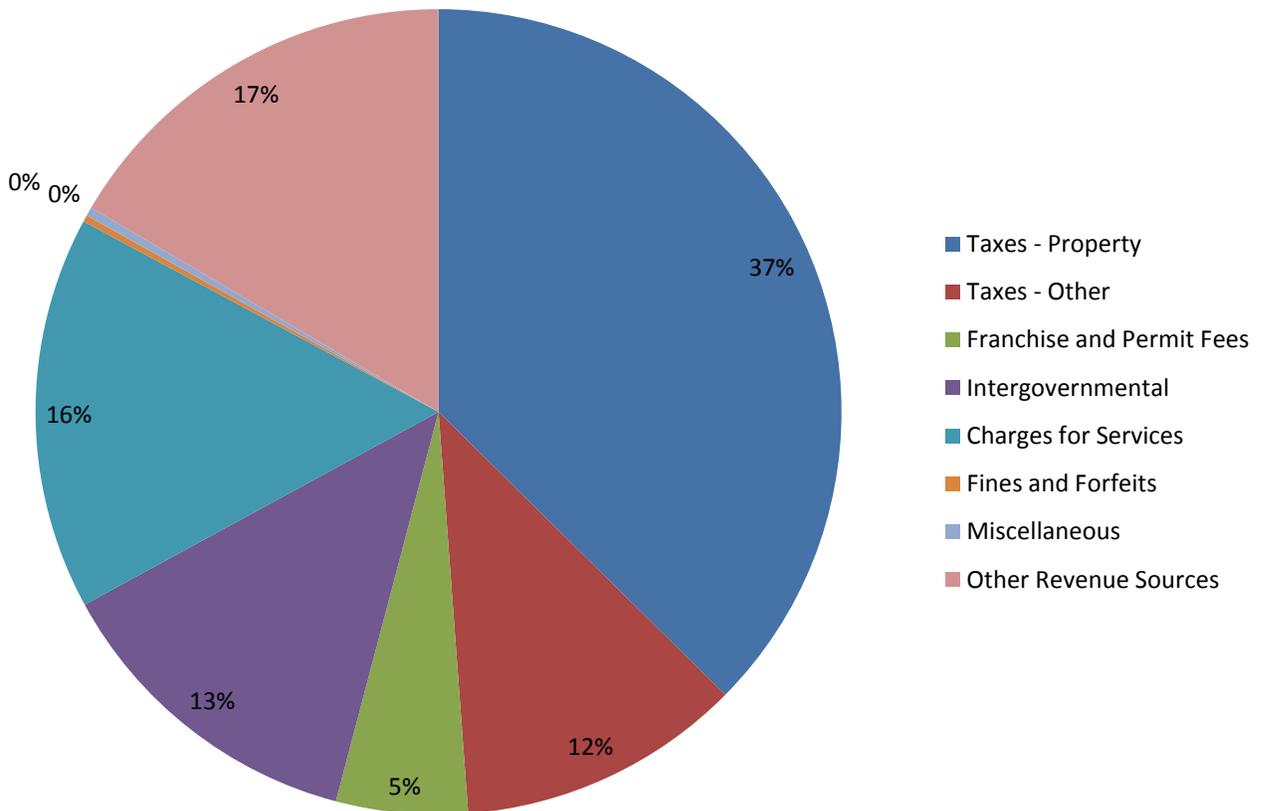
Health Insurance Fund - Internal Service Fund - 501

	Sources	Uses by Category					Total
		Personnel	Operating	Capital Outlay	Debt Service	Other/ Transfers	
REVENUE							
Charges for Services	1,420,340	-	-	-	-	-	1,420,340
Total Revenues	1,420,340	-	-	-	-	-	1,420,340
Fund Balance Reserves	-	-	-	-	-	-	-
TOTAL SOURCES	1,420,340	-	-	-	-	-	1,420,340
EXPENDITURES							
Expenditures	-	1,411,197	-	-	-	-	1,411,197
Total Expenditures	-	1,411,197	-	-	-	-	1,411,197
Additions to Reserves	-	-	-	-	-	9,143	9,143
TOTAL USES	-	1,411,197	-	-	-	9,143	1,420,340

All Funds							
Sources	Uses by Category					Total	
	Personnel	Operating	Capital Outlay	Debt Service	Other/Transfers		
SOURCES & USES							
General Fund							
Taxes - Property	6,238,757	-	-	-	-	-	-
Taxes - Other	1,139,222	-	-	-	-	-	-
Franchise and Permit Fees	880,074	-	-	-	-	-	-
Intergovernmental	1,052,915	-	-	-	-	-	-
Charges for Services	701,289	-	-	-	-	-	-
Fines and Forfeits	44,620	-	-	-	-	-	-
Miscellaneous	28,481	-	-	-	-	-	-
Other Revenue Sources	766,556	-	-	-	-	-	-
Totals General Fund	10,851,914	7,863,235	1,971,601	-	-	1,017,078	-
Other Fund Revenue							
Community Services	26,130	-	10,967	7,500	-	-	-
Stormwater Utility	1,353,383	-	45,150	1,050,000	159,437	128,323	-
Law Enforcement Trust	-	-	-	-	-	-	-
Community Redevelopment	1,567,509	-	276,386	161,150	491,740	638,233	-
Capital Assets	768,333	-	102,636	715,511	323,187	280,680	-
Health Insurance	1,420,340	1,411,197	-	-	-	-	-
Total Other Fund Revenue	5,135,695	-	-	-	-	-	-
Fund Balance Reserves	694,525	-	-	-	-	-	-
TOTAL SOURCES - ALL FUNDS	16,682,134	-	-	-	-	-	16,682,134
Total Expenditures	-	9,274,432	2,406,740	1,934,161	974,364	2,064,314	16,654,011
Additions to Reserves	-	-	-	-	-	28,123	28,123
TOTAL USES - ALL FUNDS	-	9,274,432	2,406,740	1,934,161	974,364	2,092,437	16,682,134

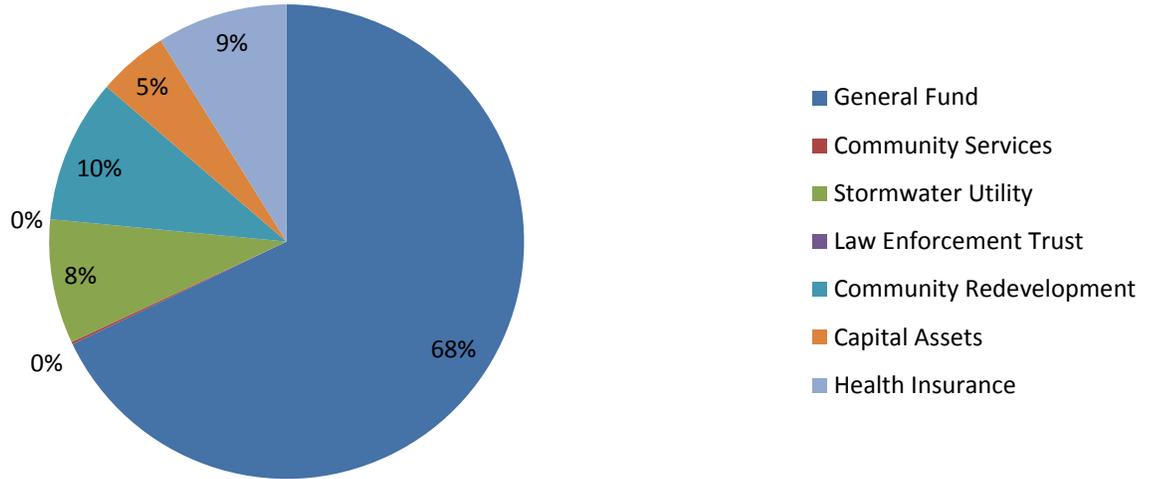
ALL FUNDS				
ACCT. NO.	CLASSIFICATION	ACTUAL FY 14/15	APPROVED BUDGET FY 15/16	PROPOSED BUDGET FY 16/17
REVENUES				
310	Taxes - Property	5,574,093	5,926,427	6,238,757
31X	Taxes - Other	1,585,597	1,755,877	1,906,555
320	Franchise and Permit Fees	868,834	869,501	880,074
330	Intergovernmental	1,606,600	1,411,564	2,160,846
340	Charges for Services	1,198,746	2,371,426	2,633,932
350	Fines and Forfeits	41,443	44,620	44,620
360	Miscellaneous	83,278	104,703	58,511
38X	Other Revenue Sources	3,983,653	4,982,916	2,758,839
Total Revenues:		14,942,244	17,467,034	16,682,134

FY 2016/2017 Percentage of Revenues by Source

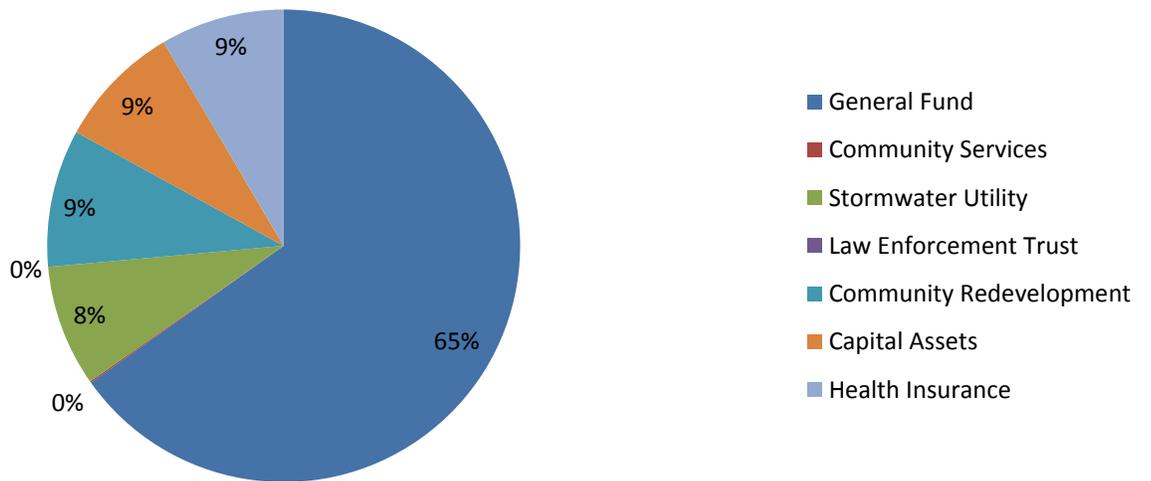


CITYWIDE

Revenue by Fund

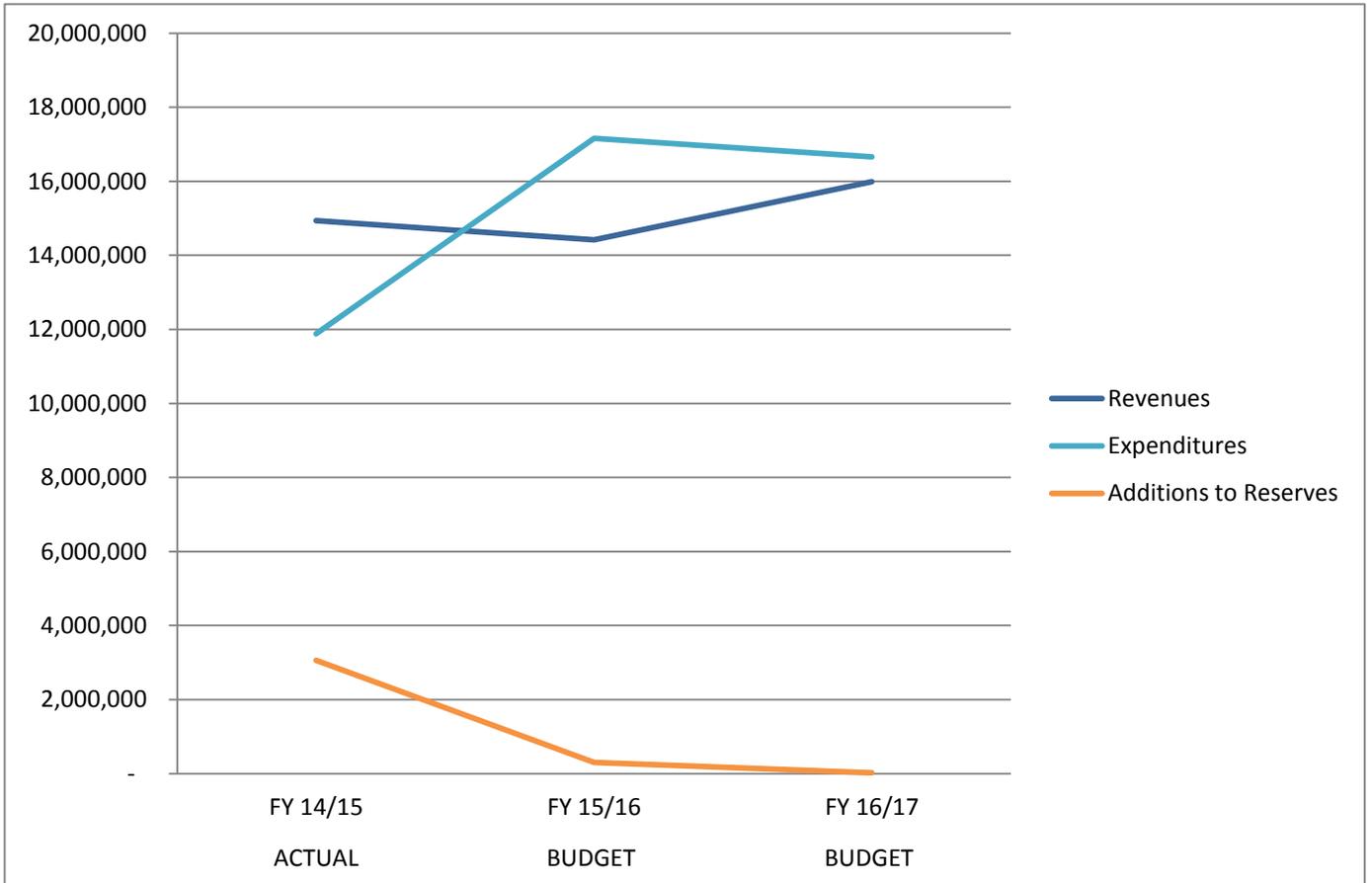


Expenditure by Fund

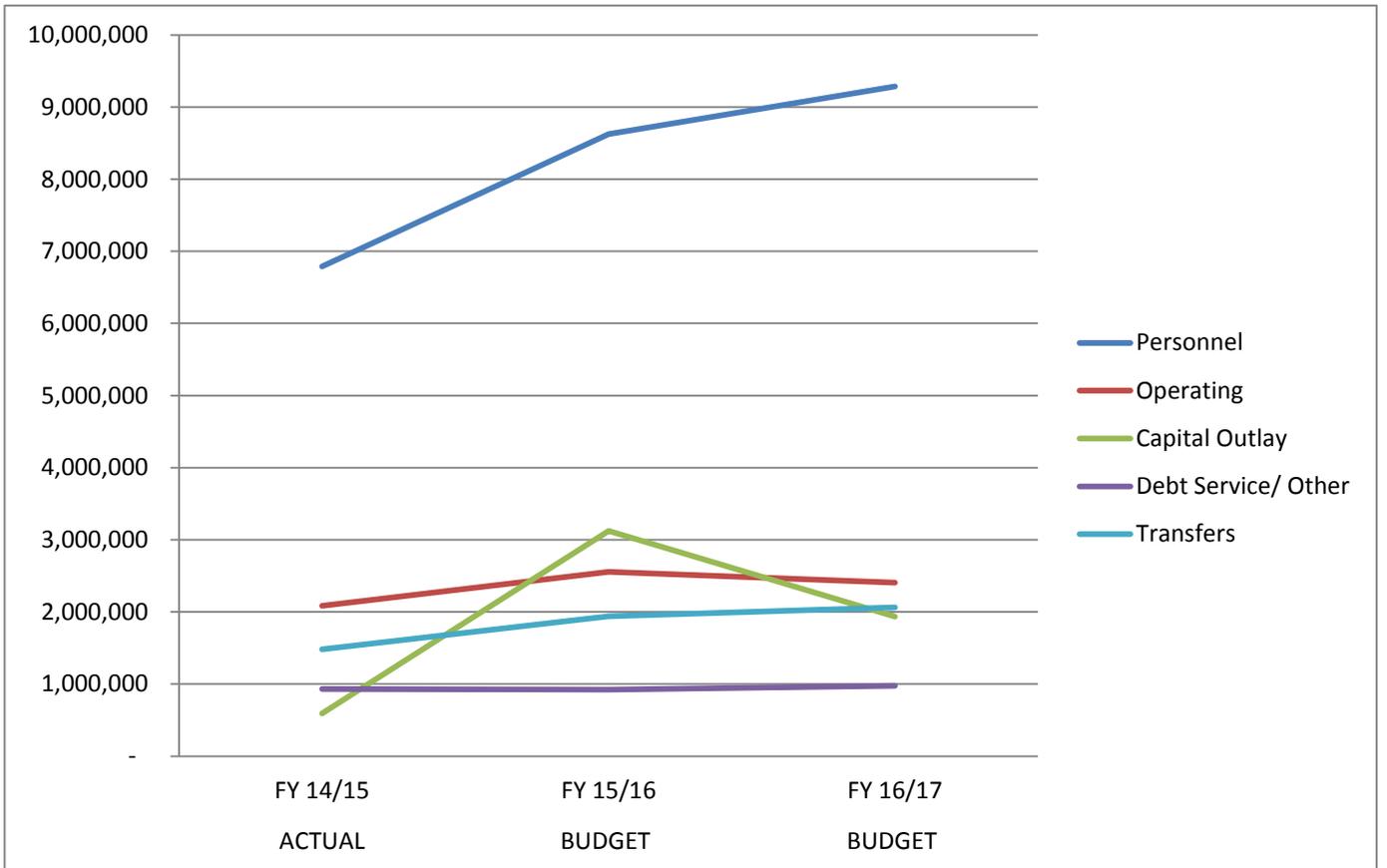


ALL FUNDS			
CLASSIFICATION	ACTUAL FY 14/15	AMENDED BUDGET FY 15/16	PROPOSED BUDGET FY 16/17
REVENUES			
Taxes - Property	5,574,093	5,926,427	6,238,757
Taxes - Other	1,585,597	1,755,877	1,906,555
Franchise and Permit Fees	868,834	869,501	880,074
Intergovernmental	1,606,600	1,411,564	2,160,846
Charges for Services	1,198,746	1,164,369	1,213,592
Fines and Forfeits	41,443	44,620	44,620
Miscellaneous	2,583,278	1,311,760	1,478,851
Interfund Transfers In	1,480,134	1,938,091	2,064,314
Revenues	14,938,725	14,422,209	15,987,609
Fund Balance Reserves	3,519	3,044,825	694,525
Total Sources	14,942,244	17,467,034	16,682,134
EXPENDITURES			
Personnal Services	6,791,262	8,624,762	9,283,575
Operating	2,084,181	2,555,154	2,406,740
Capital Outlay	593,465	3,124,518	1,934,161
Debt Service/ Other	929,632	921,080	974,364
Transfers	1,480,134	1,938,091	2,064,314
Expenditures	11,878,673	17,163,605	16,663,154
Additions to Reserves	3,063,571	303,429	18,980
Total Uses	14,942,244	17,467,034	16,682,134

FY 2014/2015 Through FY 2016/2017



FY 2014/2015 Through FY 2016/2017



General Fund

- General Fund Summary of Revenues and Expenditures
- General Fund Revenues
 - General Fund Revenues – Summary
 - General Fund Revenues – Details
- General Fund Expenditures
 - General Fund Expenditures Summary
 - General Fund Expenditures & Department Info
 - Legislative (City Council)
 - City Clerk’s Office
 - Support Services Department
 - General Government Services
 - Police Department
 - Fire Department
 - Building & Zoning Department
 - Public Works Department
 - Recreation Department
 - Interfund Transfers
 - Additions to Fund Balance (City Reserves)

Summary

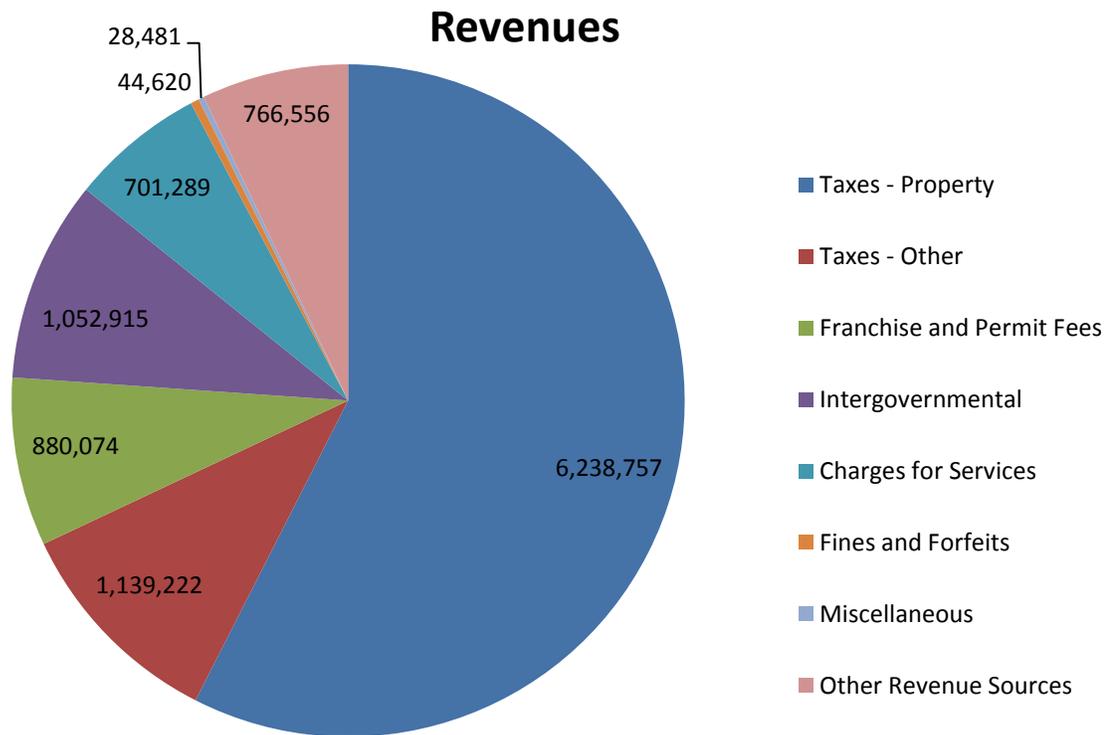
GENERAL FUND - 001

ACCT. NO.	CLASSIFICATION	ACTUAL FY 14/15	PROPOSED BUDGET FY 15/16	PROPOSED BUDGET FY 16/17
REVENUES				
310	Taxes - Property	5,574,093	5,926,427	6,238,757
31X	Taxes - Other	1,125,197	1,144,679	1,139,222
320	Franchise and Permit Fees	868,834	869,501	880,074
330	Intergovernmental	1,003,513	935,494	1,052,915
340	Charges for Services	700,305	652,066	701,289
350	Fines and Forfeits	41,443	44,620	44,620
360	Miscellaneous	42,341	31,367	28,481
38X	Other Revenue Sources	517,850	1,079,351	766,556
Total Revenues:		9,873,575	10,683,505	10,851,914
EXPENDITURES				
011	Legislative (City Council)	16,318	13,179	13,315
012	City Clerk's Office	179,424	148,223	175,421
013	Support Services	703,126	732,448	773,234
019	General Government Services	1,101,341	1,259,559	1,241,927
021	Police	2,662,880	2,811,542	2,896,774
022	Fire	1,722,706	1,897,266	2,099,834
024	Building and Zoning	243,777	282,839	301,990
039	Public Works	1,278,667	1,366,921	1,494,226
072	Recreation	729,881	799,425	838,115
081	Interfund Transfers	962,284	1,081,655	1,017,078
090	Additions to Reserves	273,173	290,448	-
Expenditures:		9,873,575	10,683,505	10,851,914

Percentage of Revenues by Source

GENERAL FUND - 001

ACCT. NO.	CLASSIFICATION	ACTUAL FY 14/15	APPROVED BUDGET FY 15/16	PROPOSED BUDGET FY 16/17	% REVENUES
REVENUES:					
310	Taxes - Property	5,574,093	5,926,427	6,238,757	57.49%
31X	Taxes - Other	1,125,197	1,144,679	1,139,222	10.50%
320	Franchise and Permit Fees	868,834	869,501	880,074	8.11%
330	Intergovernmental	1,003,513	935,494	1,052,915	9.70%
340	Charges for Services	700,305	652,066	701,289	6.46%
350	Fines and Forfeits	41,443	44,620	44,620	0.41%
360	Miscellaneous	42,341	31,367	28,481	0.26%
38X	Other Revenue Sources	517,850	1,079,351	766,556	7.06%
Total Revenues:		9,873,575	10,683,505	10,851,914	100.00%



ACCT. NO.	REVENUE SOURCE	ACTUAL FY 14/15	AMENDED BUDGET FY 15/16	PROPOSED BUDGET FY 16/17
	TAXES - PROPERTY			
311.01.00	Ad Valorem Tax (8.1518 mills)	5,574,093	5,926,427	6,238,757
	Subtotal:	5,574,093	5,926,427	6,238,757
	TAXES - OTHER			
312.41.00	Share of Local Option Gas Tax	437,585	412,000	479,353
312.51.00	Ins Prem Tax - Firefighter's Pension (175)	113,359	136,708	136,708
312.52.00	Ins Prem Tax - Police Pension (185)	95,299	89,471	89,471
315.00.00	Communications Service Tax	428,137	460,000	387,190
316.01.00	Local Business Tax - Current	50,817	46,500	46,500
	Subtotal:	1,125,197	1,144,679	1,139,222
	FRANCHISE AND PERMIT FEES			
322.00.00	Board of Adjustment / Administrative Fees	-	1,500	1,500
322.01.00	Building Permits	154,565	154,000	156,301
322.02.00	Miscellaneous Building Permits	540	1,000	929
323.10.00	Electricity Franchise Fees	585,295	575,000	592,744
323.40.00	Gas Franchise Fees	14,340	15,000	15,000
323.70.00	Waste Management Franchise Fees	100,434	110,000	101,000
329.01.00	Beach Fire Permits	12,710	12,401	12,000
329.03.00	Alarm Permits	905	600	600
329.04.00	Solicitors Permits	45	-	-
	Subtotal:	868,834	869,501	880,074
	INTERGOVERNMENTAL			
334.20.00	911 State Grant	11,608	-	-
334.20.03	Bulletproof Vest Grant	-	-	-
334.20.15	FDLE JAG 2015 Police Equipment Grant	1,282	-	-
334.49.00	FL Traffic Light Maintenance Fees	12,335	12,336	21,280
335.12.00	State Revenue Sharing	299,275	282,000	314,000
335.14.00	Mobile Home License Tax	280	300	300
335.15.00	Alcoholic Beverage License	5,517	6,300	6,300
335.18.00	Half-Cent State Sales Tax	551,340	517,123	590,000
335.21.00	Firefighters Supplemental Income	4,680	5,040	5,040
335.49.00	Fuel Tax Refund	5,288	4,300	7,440
338.01.00	Share of County Business Tax	4,222	2,000	2,460
339.01.00	PILOT - Hunt Community, Inc.	107,686	106,095	106,095
	Subtotal:	1,003,513	935,494	1,052,915

GENERAL FUND - 001 / DEPARTMENT DETAIL - 000

ACCT. NO.	REVENUE SOURCE	ACTUAL FY 14/15	AMENDED BUDGET FY 15/16	PROPOSED BUDGET FY 16/17
CHARGES FOR SERVICES				
341.90.01	Other Charges & Fees	30	1,000	1,000
341.90.02	Copying & Record Search	5,065	3,000	3,000
342.10.00	School Resource Officer Agreement	62,600	62,000	65,000
342.20.00	Fire Inspection Service	6,970	13,800	13,800
343.90.00	Lot Mowing	-	100	100
347.20.00	Program Activity Fees	482,237	435,000	482,000
347.50.01	Tennis Courts	19,321	19,849	19,849
347.50.02	Ballfield Fees	7,216	6,509	5,425
347.50.03	Racquetball Courts	1,291	1,326	1,326
347.50.04	Pelican Beach Park (PBP) Facility Rental	23,670	23,554	23,554
347.50.05	Skate Park Fees	4,804	5,369	5,369
347.50.06	Civic Center Fees	15,841	10,025	10,025
347.50.07	Gym & Game Room Fees	7,720	7,031	7,031
347.50.08	Schechter Center Rental Fees	8,289	7,693	8,000
347.50.09	Dog Park Fees	9,935	9,372	9,372
347.50.10	PBP Clubhouse Rental	43,536	45,000	45,000
349.01.00	Vending Machines & PBP Vendors	1,209	838	838
349.02.00	Non-Resident Fees	570	600	600
	Subtotal:	700,305	652,066	701,289
FINES & FORFEITS				
351.50.01	Court Fines & Forfeits	37,920	40,000	40,000
351.50.02	Parking Fines	930	830	830
351.50.03	Police Education	1,910	2,690	2,690
354.00.00	Equipment Violations	168	150	150
354.01.00	Alarm Fines	15	200	200
359.01.00	Restitution	500	750	750
	Subtotal:	41,443	44,620	44,620
MISCELLANEOUS				
361.10.00	Interest on Investments	16,799	12,000	13,811
361.10.01	Interest-County Ad Valorem Tax	185	65	65
361.10.99	Interest-Gain <Loss> on Investments	-	-	-
364.00.00	Sale of Fixed Assets	-	-	-
366.00.00	General Donations	100	-	-
366.00.01	Donations for Dog Park	-	-	-
366.00.02	Fundraising Projects	245	1,055	105
366.12.00	Contributions/Donations to PD	825	1,500	1,500

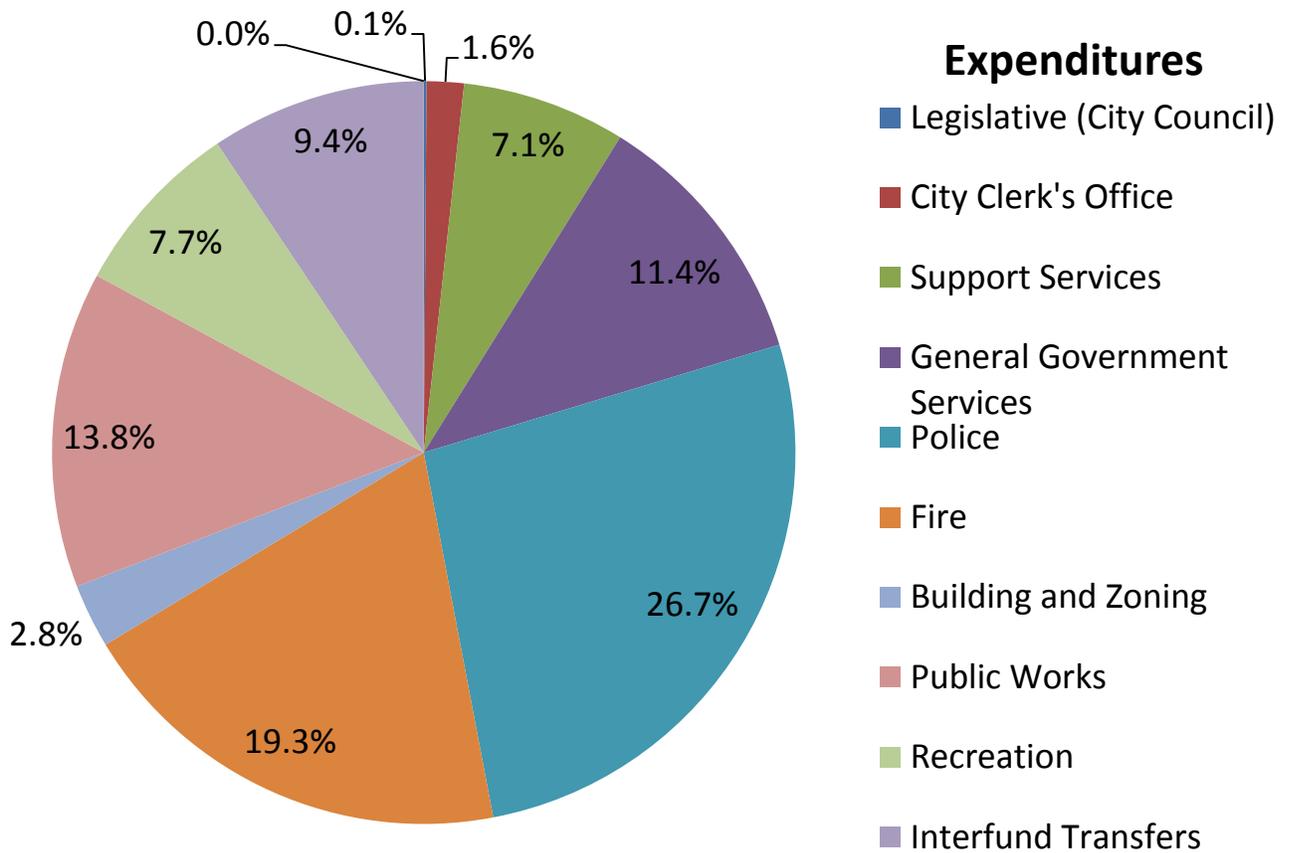
GENERAL FUND - 001 / DEPARTMENT DETAIL - 000

ACCT. NO.	REVENUE SOURCE	ACTUAL FY 14/15	AMENDED BUDGET FY 15/16	PROPOSED BUDGET FY 16/17
	MISCELLANEOUS (Continued)			
366.13.00	Contributions/Donations to FD	10,393	1,155	1,000
366.14.00	Contributions/Donations to Rec	100	500	500
366.15.00	Contributions/Donations to PW	1,895	200	100
369.09.00	Safety Program Insurance Grant	951	4,015	-
369.90.00	Miscellaneous Revenue	6,552	402	400
369.90.01	Insurance Proceeds	-	5,000	4,500
369.90.04	Refund Prior-Year Expense	691	475	-
369.90.05	Reimbursement of Expenses	3,605	5,000	6,500
	Subtotal:	42,341	31,367	28,481
	Subtotal Revenues:	9,355,725	9,604,154	10,085,358
	OTHER REVENUE SOURCES			
380.00.00	Unrestricted Fund Balance	-	232,915	-
381.01.20	Transfer from Recycling Trust Fund	-	10,000	-
381.01.25	Transfer from Stormwater Utility Fund	138,796	138,796	128,323
381.01.40	Transfers In Fm 140-ILA-CRA	167,974	167,974	193,344
381.01.41	Transfers In Fm 140-ILA County-TIF	173,195	245,771	243,355
381.01.42	Transfer from CRA-Excess	37,885	283,895	201,534
381.01.50	Transfer from Capital Assets Fund	-	-	-
	Subtotal Other Revenue Sources:	517,850	1,079,351	766,556
	TOTAL REVENUES:	9,873,575	10,683,505	10,851,914

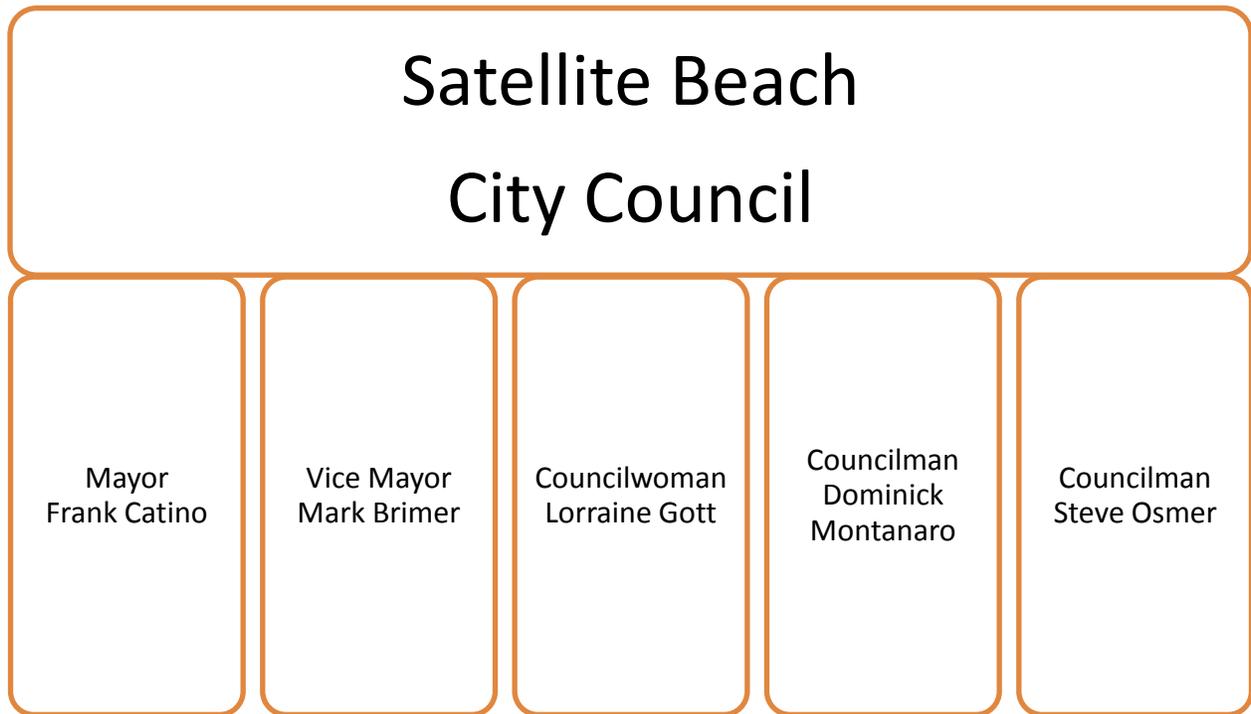
Percentage of Expenditures by Function

GENERAL FUND - 001

ACCT. NO.	CLASSIFICATION	ACTUAL FY 14/15	APPROVED BUDGET FY 15/16	PROPOSED BUDGET FY 16/17	% EXPENDITURES
EXPENDITURES					
011	Legislative (City Council)	16,318	13,179	13,315	0.1%
012	City Clerk's Office	179,424	148,223	175,421	1.6%
013	Support Services	703,126	732,448	773,234	7.1%
019	General Government Services	1,101,341	1,259,559	1,241,927	11.4%
021	Police	2,662,880	2,811,542	2,896,774	26.7%
022	Fire	1,722,706	1,897,266	2,099,834	19.3%
024	Building and Zoning	243,777	282,839	301,990	2.8%
039	Public Works	1,278,667	1,366,921	1,494,226	13.8%
072	Recreation	729,881	799,425	838,115	7.7%
081	Interfund Transfers	962,284	1,081,655	1,017,078	9.4%
090	Additions to Reserves	273,173	290,448	-	0.0%
Total Expenditures:		9,873,575	10,683,505	10,851,914	100.0%



Legislative (City Council)



GENERAL FUND - 001 / DEPARTMENT DETAIL - 011

ACCT. NO.	EXPENDITURE CLASSIFICATION	ACTUAL FY 14/15	AMENDED BUDGET FY 15/16	PROPOSED BUDGET FY 16/17
OPERATING				
511.40.00	Travel/Business Trip Expenses	10,416	9,050	9,050
511.52.00	Operating Expenses	238	229	240
511.52.02	Wearing Apparel	123	100	225
511.54.00	Tuition, Memberships, Publications	5,120	2,700	2,700
	Subtotal:	15,897	12,079	12,215
NON-OPERATING				
511.90.00	Mayor's Discretionary Fund	421	1,100	1,100
	Subtotal:	421	1,100	1,100
	TOTAL DEPARTMENTAL EXPENDITURES:	16,318	13,179	13,315

City Clerk's Office

The City Clerk's Office provides the recording secretary function to the City Council and City Boards, serves as the City's elections official, manages the City's ordinances and resolutions, maintains the City's public records, maintains the City's website, manages the City's alarm permits, and provides general administrative support to City Departments and City Council.



Goals and Objectives

Goal: Enhance educational training on public records requirements to increase job knowledge of records maintenance requirements.

- **Objective:** Begin educational requirements to obtain records management certification.
 - **Performance Measure:** City Clerk and Administrative Assistant will work to complete a total of 72 hours of records management training through the Florida Records Management Association required courses by September 30, 2017.

Goal: Analyze the City's records system and implement a plan that coincides with required State guidelines.

- **Objective:** Develop procedures for the creation, retrieval, tracking, scanning, storing, and disposition of records.
 - **Performance Measure:** Create the City Clerk's office portion of the plan by September 30, 2017.
 - **Performance Measure:** Implement the City Clerk's office portion of the plan by September 30, 2017.

Goal: Scan vital records for easy access and quick retrieval.

- **Objective:** Scan and preserve the City's official records and legislative documents.
 - **Performance Measure:** Scan, verify, log, and complete the transition of all historic ordinances, resolutions, and Council minutes to electronic records by September 30, 2017.

Prior Year Achievements

FY 2015/2016

- Implemented Phase 1 of Public Records Management procedures and continued training of administrative staff on requirements of state laws
- Volunteers assisted with 400 hours at a cost savings to the City of \$6,452 (with reduction of staff)
- Assisted with training of four new staff members on board secretary responsibilities, City Hall administrative duties, and transition of Local Business Tax Receipts to the Building & Zoning Department

GENERAL FUND - 001 / DEPARTMENT DETAIL - 012

ACCT. NO.	EXPENDITURE CLASSIFICATION	ACTUAL FY 14/15	AMENDED BUDGET FY 15/16	PROPOSED BUDGET FY 16/17
PERSONNEL				
512.12.00	Salaries	119,362	92,633	96,381
512.12.01	Vacation & Sick Leave Sell back	1,136	2,320	2,365
512.13.00	Part-Time	-	-	12,772
512.14.00	Overtime	73	500	881
512.21.00	FICA	9,565	8,425	8,571
512.22.00	Retirement Contributions	4,770	4,330	4,981
512.23.00	Health Insurance	21,248	13,900	18,559
512.23.01	Dental Insurance	-	934	896
512.23.02	Life Insurance	-	82	348
512.23.03	Eye Insurance	-	277	110
512.24.00	Workers Compensation	-	139	135
	Subtotal:	156,154	123,540	145,999
OPERATING				
512.40.00	Travel/Business Trip Expenses	3,409	3,380	4,000
512.41.04	Legal Ads, Recording	6,200	6,500	6,500
512.46.00	Equipment Maintenance	4,463	4,976	5,000
512.46.02	Motor Vehicle Maintenance	246	-	-
512.47.01	Codification	7,164	6,152	6,152
512.49.00	Minor Apparatus	-	250	250
512.49.01	Vehicle Registrations and Tags	-	625	650
512.49.03	Election Costs	-	1,500	1,500
512.52.00	Operational Supplies	1,026	550	3,270
512.52.02	Wearing Apparel	-	-	1,000
512.54.00	Tuition, Membership, & Publications	762	750	1,100
	Subtotal:	23,270	24,683	29,422
	TOTAL DEPARTMENTAL EXPENDITURES:	179,424	148,223	175,421