

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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Support Services Department

The Support Services Department is responsible for human resources, procurement of City goods and services, information technology, and all finance functions (i.e., accounts payable, payroll, cash receipting, capital assets management, budgeting, auditing, reporting, and grants administration). Additionally, the Administrative Assistant to the City Manager provides administrative assistance to the Sustainability Board.



Goals and Objectives

Goal: Implement a comprehensive management plan for capital assets.

- **Objective:** Evaluate the current capital asset acquisition, tracking and disposal procedures for each department, and insure that all departments are following a consistent process.
 - **Performance Measure:** Develop and implement a citywide policy for capital asset handling by September 30, 2017.
 - **Performance Measure:** Ensure a comprehensive inventory of all capital assets has been completed by January 31, 2017.

Goal: Provide mandatory citywide employee training on high-priority topics.

- **Objective:** Training to be provided at least annually for all employees on high-priority topics, including policy-based topics, for example drug-free workplace, sexual harassment, computer use.
 - **Performance Measure:** Develop and implement an annual citywide training program for all employees by March 31, 2017.

Goal: Provide a comprehensive citywide purchasing policy manual.

- **Objective:** Develop an updated policy manual for citywide use.
 - **Performance Measure:** Evaluate all current purchasing policies by December 31, 2016.
 - **Performance Measure:** Develop a citywide purchasing policy manual by December 31, 2016.
 - **Performance Measure:** Train all affected employees on purchasing policies by December 31, 2016.

Goal: Insure that all department records are available in electronic format for easy access and quick retrieval.

- **Objective:** Properly manage and retain public records.
 - **Performance Measure:** Scan, verify, log, all existing paper files to electronic records by September 30, 2017.

Prior Year Achievements

FY 2015/2016

- The Support Services Department was successful in decreasing the number of contacts with staff for questions related to budget compliance. The performance measure was to reduce contact by 25%. The actual performance was a reduction from six contacts related to expenditure reports in FY 2015 to one contact related to expenditure reports for the same time period in FY 2016.
- The Support Services Department is currently assisting the City in redesigning the website. This will help to ensure up-to-date and user-friendly financial information.
- The Support Services Department reduced the amount of hours spent on processing accounts payable by one hour per week. This was done by transitioning the current accounting applications to cloud-based services. Performance measure was to reduce the total amount of hours spent on processing by five hours per week.

GENERAL FUND - 001 / DEPARTMENT DETAIL - 013

ACCT. NO.	EXPENDITURE CLASSIFICATION	ACTUAL FY 14/15	AMENDED BUDGET FY 15/16	PROPOSED BUDGET FY 16/17
PERSONNEL				
513.12.00	Salaries	462,062	471,900	492,209
513.12.01	Vacation & Sick Leave Sell back	2,217	4,525	4,613
513.13.00	Part-Time Wages	5,000	-	-
513.14.00	Overtime	538	-	-
513.21.00	FICA	34,893	34,354	36,247
513.22.00	Retirement Benefits	18,185	20,910	24,841
513.23.00	Health Insurance	60,950	80,657	93,571
513.23.01	Dental Insurance	-	3,108	3,136
513.23.02	Life Insurance	-	315	1,899
513.23.03	Eye Insurance	-	830	761
513.24.00	Workers Compensation	-	788	596
	Subtotal:	583,846	617,387	657,873
OPERATING				
513.31.12	Professional Services-Payroll Processing	41,499	44,761	44,761
513.32.00	Audits	38,000	38,500	38,500
513.40.00	Travel/Business Trip Expenses	12,644	10,000	10,000
513.41.01	Internet	2,993	800	-
513.46.00	Equipment Maintenance	6,873	4,500	4,500
513.49.00	Minor Apparatus	2,248	2,500	2,500
513.52.00	Operational Supplies	5,531	8,000	7,500
513.52.02	Wearing Apparel	40	-	-
513.54.00	Tuition, Membership, & Publications	4,768	6,000	7,600
	Subtotal:	114,597	115,061	115,361
CAPITAL OUTLAY				
513.64.01	Computers & Software	4,682	-	-
	Subtotal:	4,682	-	-
	TOTAL DEPARTMENTAL EXPENDITURES:	703,126	732,448	773,234

General Government Services

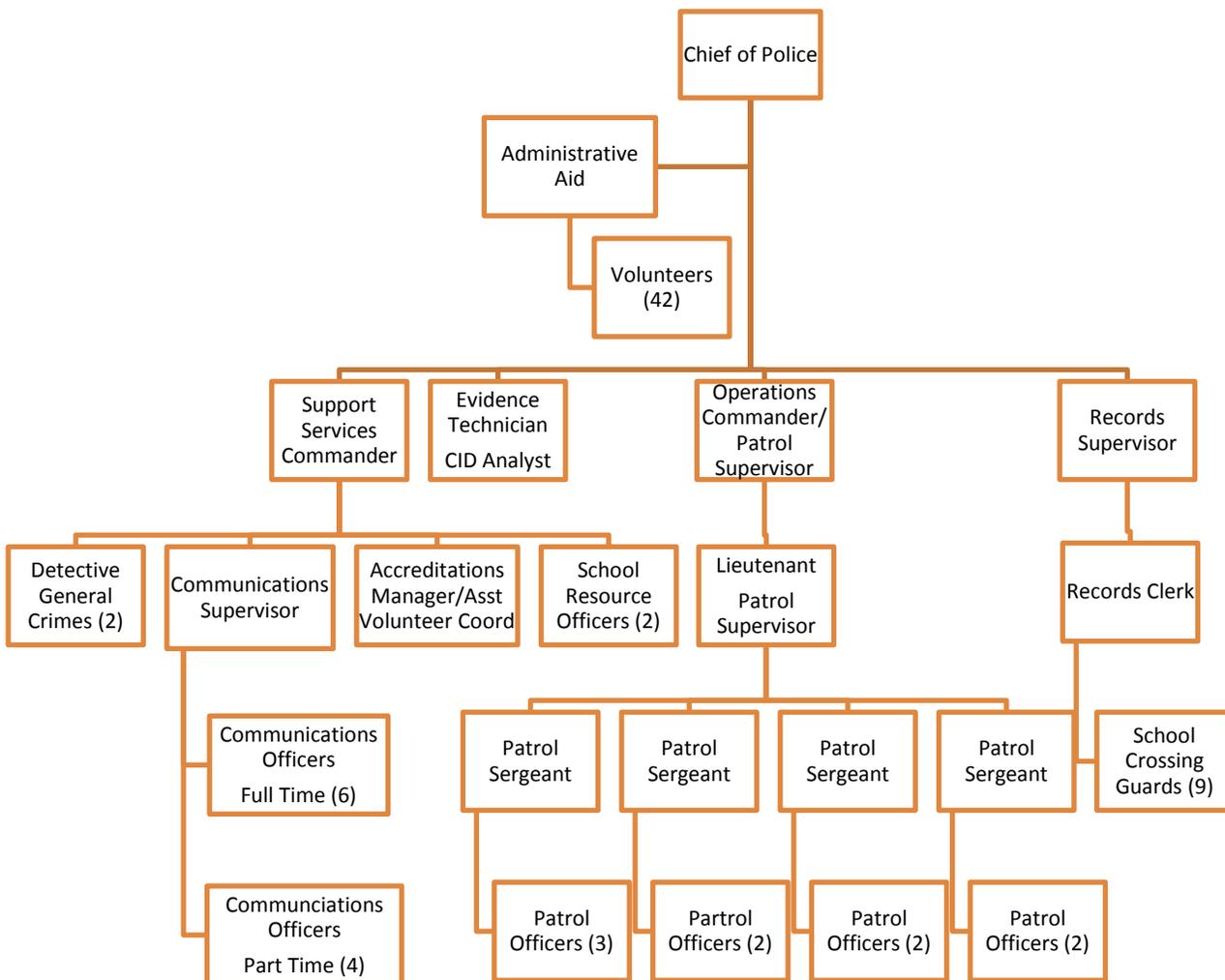
Expenditures under General Government Services cover citywide expenses that are not attributable to any specific department. These expenses are related to telephone services, internet services, legal services, engineering services, postage, and office supplies, etc.

GENERAL FUND - 001 / DEPARTMENT DETAIL - 019

ACCT. NO.	EXPENDITURE CLASSIFICATION	ACTUAL FY 14/15	AMENDED BUDGET FY 15/16	PROPOSED BUDGET FY 16/17
PERSONNEL				
519.22.00	Retirement	370,855	341,136	349,352
519.23.01	Retiree Insurance	85,143	90,260	122,427
519.23.02	Health Partial Self Insurance	-	149,591	-
519.23.03	Health Clinic Charges	-	-	80,111
519.24.00	Workers' Compensation	1,292	6,000	5,000
519.25.00	Unemployment Compensation	7,413	6,000	8,000
	Subtotal:	464,703	592,987	564,890
OPERATING				
519.31.00	Legal Services	78,910	75,000	75,000
519.31.03	Professional Svcs-Comprehensive Plan	12,960	11,376	5,000
519.31.04	Engineering Services	1,430	-	10,000
519.31.05	Professional Svcs-New Emp'ee Medicals	2,235	2,500	3,500
519.31.07	Professional Services-Consultants	1,575	2,932	-
519.31.09	Professional Services-City Actuary	-	15,000	10,000
519.40.01	PFP Conference Expenses	-	800	-
519.40.02	GEP Conference Expenses	-	800	-
519.41.00	Communications (Beachcaster)	28,789	29,000	29,000
519.41.01	Internet	11,921	15,000	29,560
519.41.02	Telephone	36,343	35,000	36,000
519.41.05	Security Call Box/Cameras	2,372	2,049	2,375
519.42.00	Postage	11,458	14,000	12,000
519.43.00	Electricity	176,106	190,000	190,000
519.43.01	Sewer and Water	26,610	25,000	27,000
519.45.00	Insurance-Property, Liability, Auto, Flood	196,314	204,965	205,000
519.47.00	Printing, All Departments	4,432	3,600	4,400
519.47.02	Copier Rental	13,122	12,500	13,000
519.49.00	Minor Apparatus	2,120	1,000	5,002
519.49.02	Grant Expenses	599	-	-
519.49.06	Banking Fees	2,395	7,500	3,750
519.49.13	Bad-Debt Write Off	-	200	-
519.49.51	FDEP/ECFRPC Community Resiliency	12,646	-	-
519.51.00	Office Supplies	6,517	5,100	5,100
519.51.01	Copier Paper	2,182	3,250	3,250
519.54.00	Tuition and Higher Education	5,602	7,500	5,600
519.54.03	Space Coast EDC	-	2,500	2,500
	Subtotal:	636,638	666,572	677,037
	TOTAL DEPARTMENTAL EXPENDITURES:	1,101,341	1,259,559	1,241,927

Police Department

Police Department functions include patrol, criminal investigations, communications (dispatch), records and evidence management, and Department administrative support. It also includes the Professional Standards Division, since the Police Department is accredited.



Goals and Objectives

Goal: Provide advanced training on Autism awareness and dealing with subjects suffering from mental illness

- **Objective:** Establish policies that outline proper procedure and resources when dealing with subjects suffering from a mental disorder/developmental disabilities. Incorporate refresher training into our annual mandatory training calendar for all sworn staff members and all communications personnel beginning in 2018.
 - **Performance Measure:** Provide advanced training on Autism awareness to 100% of sworn officers and 100% of communications personnel.

Goal: Establish a similar program to the West Virginia Center for Children's Justice that provides assistance to children exposed to traumatic events.

- **Objective:** This programs provides assistance to children exposed to traumatic events by notifying school administrators and their teachers in the event that a child under their supervision is exposed to a traumatic event outside of the school setting (violent death of a family member, witness to domestic violence, etc.) where police are involved.
 - **Performance Measure:** Work toward implementing a similar program within our city and act as a pilot program for the county to potentially adopt in all schools/jurisdictions.

Goal: Initiate a Volunteer Bike Patrol Program.

- **Objective:** With only have 1 volunteer vehicle and many programs that require its use, we are unable to provide continual services to the community because the timeslots are at a minimum. With a volunteer bike patrol program, we would be able to provide them as an additional set of eyes and ears while they patrol our neighborhoods and high visibility areas such as the Recreation Department, Atlantic Plaza, and the Sports Park etc.
 - **Performance Measure:** Increase participation in the volunteer program by 5% by tracking the hours this bike patrol program generates. Increase the number of volunteers by 4% by tracking the new members who join based on their ability to participate in the bike patrol program.

Goal: Insure that all department records are available in electronic format for easy access and quick retrieval.

- **Objective:** Properly manage and retain public records.
 - **Performance Measure:** Scan, verify, log, all existing paper files to electronic records by September 2017.

Prior Year Achievements

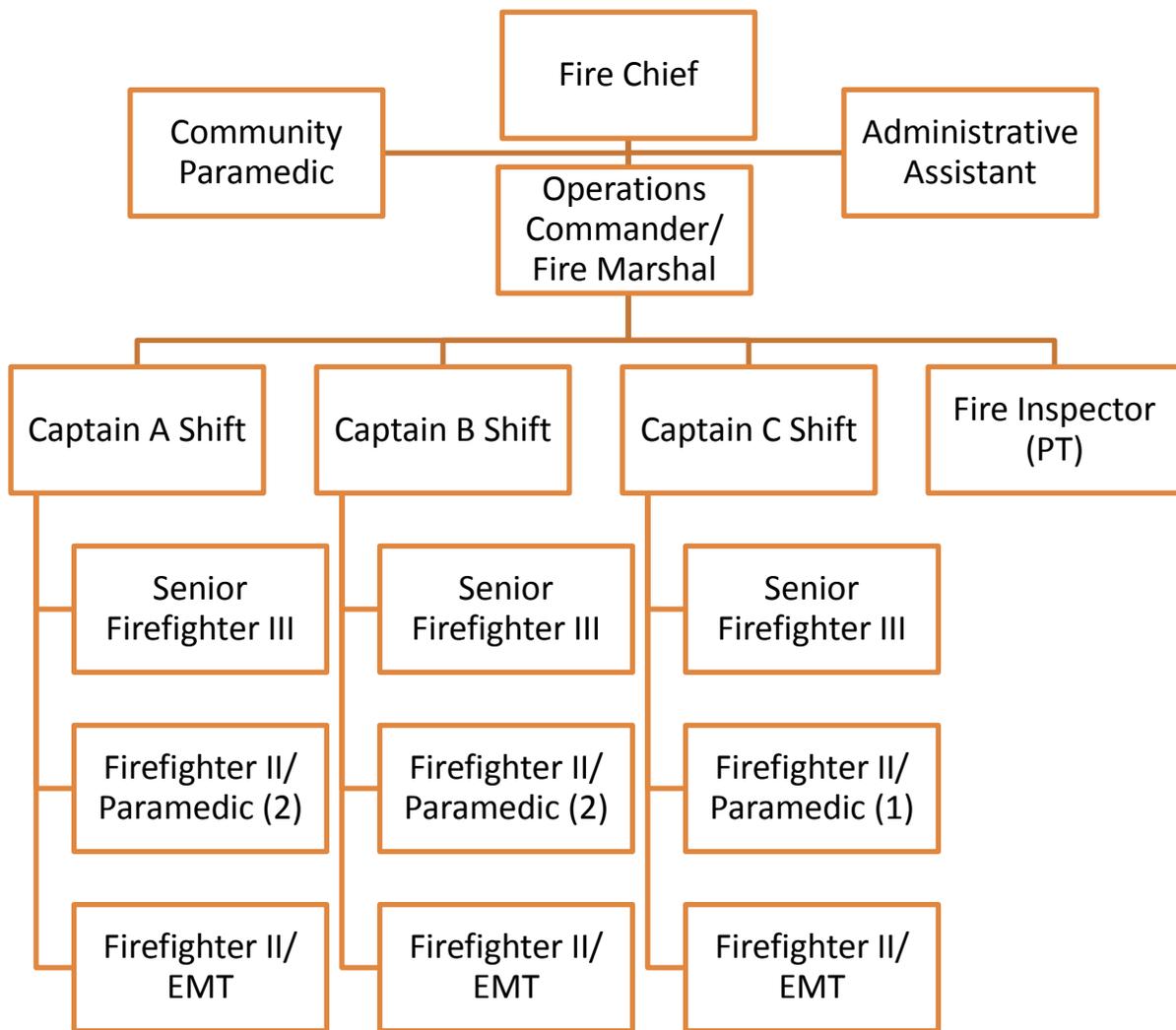
- Fully implemented, and all officers trained in, DNA- evidence collection and testing program.
- Ran a very successful 12 week Citizen's Police Academy with 28 attendees.
- Completed Project Lifesaver training. 100% of the officers are certified in the use of Project Lifesaver equipment to track missing and endangered people.
- Increased participation in 'Stop by and Say Hi' from under 10 citizens's visited weekly to over 40.
- Increased C.O.P. volunteers from 30 to almost 50.
- Increased double coverage in dispatch from under 25% of the time to over 50%.

GENERAL FUND - 001 / DEPARTMENT DETAIL - 021

ACCT. NO.	EXPENDITURE CLASSIFICATION	ACTUAL FY 14/15	AMENDED BUDGET FY 15/16	PROPOSED BUDGET FY 16/17
PERSONNEL				
521.12.00	Salaries	1,442,809	1,522,673	1,618,856
521.12.01	Vacation & Sick Leave Sell back	30,303	37,023	39,066
521.12.02	Holiday Pay	46,801	49,860	48,925
521.13.00	Part-Time Wages	35,920	55,375	28,695
521.14.00	Overtime	97,080	65,500	70,589
521.15.00	Dispatchers Shift Differential	4,920	6,575	6,028
521.15.01	Incentives	15,322	20,660	21,780
521.21.00	FICA	129,094	134,451	134,676
521.22.00	Retirement Contributions - 401a City	9,463	13,885	16,258
521.22.01	Retirement Contributions - Pension City	276,998	395,681	264,193
521.22.02	Retirement Contributions - State (185)	113,359	89,471	89,471
521.23.00	Health Insurance	327,882	275,000	402,040
521.23.01	Dental Insurance	-	13,320	13,440
521.23.02	Life Insurance	-	1,373	6,107
521.23.03	Eye Insurance	-	3,045	2,990
521.24.00	Workers Compensation	-	27,850	33,160
	Subtotal:	2,529,950	2,711,742	2,796,274
OPERATING				
521.35.00	Investigative Expenses	1,502	3,000	3,800
521.40.00	Travel/Business Trip Expenses	2,562	4,500	6,700
521.41.01	Internet	9,058	11,500	-
521.44.00	Equipment Rental	5,699	8,000	8,000
521.46.00	Equipment Maintenance	59,930	29,000	29,000
521.49.00	Minor Apparatus	13	1,500	1,500
521.49.08	Emergency Preparedness	-	250	250
521.49.09	Crime Prevention	76	750	4,500
521.49.10	Emergency Response Team	-	500	750
521.52.00	Operating Expenses	12,169	17,000	19,500
521.52.01	Accreditation Expenses	1,684	500	500
521.52.02	Wearing Apparel	8,550	8,000	8,900
521.52.09	Purchases with Donated Money - PD	-	1,000	1,000
521.54.00	Tuition, Membership, Publications	2,339	2,300	3,300
521.54.03	State-Funded Training	4,133	3,000	3,000
521.54.04	City-Funded Training	7,089	9,000	9,800
521.54.05	City-Funded Training 911 Grant	10,488	-	-
	Subtotal:	125,291	99,800	100,500
CAPITAL OUTLAY				
521.64.02	Police Equipment	5,971	-	-
521.64.90	JAGD Grant Expense-Capital	1,668	-	-
	Subtotal:	7,639	-	-
TOTAL DEPARTMENTAL EXPENDITURES:		2,662,880	2,811,542	2,896,774

Fire Department

The Fire Department provides emergency medical response, fire-suppression response, fire-prevention inspections, technical rescue, public education, and emergency management. It also provides the Community Health/Injury-Prevention components of the City's Communities for a Lifetime Program.



Goals and Objectives

Goal: Provide quick and effective emergency services to the citizens of Satellite Beach

- **Objective:** Meet or exceed National response time standards
 - **Performance Measure:** Maintain current response time standards of 4 minutes: 59 seconds or less 90% of all emergencies: Current Performance 89.75%

Goal: Increase training opportunities for emergency response personnel in low frequency / high risk emergency incidents

- **Objective:** Increase Incident Command capabilities for Shift Captains and Acting Officers
 - **Performance Measure:** All Shift Captains and Acting Officers participate/enroll in real world Incident Command training
- **Objective:** Increase training opportunities for all firefighters in technical rescue and structural firefighter.
 - **Performance Measure:** All personnel attend 3 live fire training exercises. Current performance is 1-2 per year.
 - **Performance Measure:** 100% of personnel certified in Confined Space Rescue and Water rescue. Current performance is 90%
 - **Performance Measure:** 100% of personnel re-certified in 40 hours Hazardous Materials Incident Response. Current performance is 60%

Goal: As the cornerstone of the Community for a Lifetime program, expand the Community Paramedic program to improve the citizen health, increase access to health care, and reduce health care cost for the citizens of Satellite Beach

- **Objective:** Increase participation of Community Paramedic patients in Satellite Beach.
 - **Performance Measure:** Increase number direct patient in-home contacts from 1,000 annually to 2,000 annually.
 - **Performance Measure:** Expand the use of Telehealth technologies to provide virtual monitoring of citizens with chronic disease issues
- **Objective:** Reduce post-hospital discharge complications that result in the use of 911 services for medical care
 - **Performance Measure:** Provide in-home medical evaluation of hospital discharge patients within 24 hours of discharge 80% of the time
- **Objective:** Continue to develop a community health care program that provides cost efficient and medically correct health care, by increasing access to care through transportation partnerships or through partnerships with other medical provider.

- **Performance Measure:** Expand the Sbfd partnership with Space Coast Area Transit to provide dedicated transportation Satellite Beach citizens to medical appointment using volunteers
- **Performance Measure:** Expand the Community Paramedic program to include increased diagnostic capabilities that will assist
- **Performance Measure :** Expand the Community Paramedic program to include Nurse Practitioner level services through contractual relationships.
- **Performance Measure:** Expand current partnership with the Senior Resource Alliance to provide monthly educational programs designed to help citizens with chronic medical conditions to manage their health.

Goal: Insure that all department records are available in electronic format for easy access and quick retrieval.

- **Objective:** Properly manage and retain public records.
 - **Performance Measure:** Scan, verify, log, all existing paper files to electronic records by September 2017.

Prior Year Achievements

FY 2015/2016

- Expanded Community Paramedic Program
- Created Satellite Beach Senior Care Network Coalition
- Established Partnership with SCAT for dedication transportation for Senior
- Expanded Telehealth services
- Implemented new Community Health Software

GENERAL FUND - 001 / DEPARTMENT DETAIL - 022

ACCT. NO.	EXPENDITURE CLASSIFICATION	ACTUAL FY 14/15	AMENDED BUDGET FY 15/16	PROPOSED BUDGET FY 16/17
PERSONNEL				
522.12.00	Salaries	811,113	863,065	933,274
522.12.01	Vacation & Sick Leave Sell back	20,381	27,804	29,854
522.12.02	Holiday Pay	19,590	15,000	24,729
522.13.00	Part-Time Wages	7,949	17,800	18,178
522.13.01	Volunteer Stipend	-	-	13,688
522.14.00	Overtime	77,767	81,570	71,804
522.15.01	City Incentives	65,952	60,250	74,553
522.15.02	State-Mandated Incentives	6,594	6,240	7,440
522.21.00	FICA	73,673	79,350	81,911
522.22.00	401a Retirement Contributions	742	1,490	1,878
522.22.01	Retirement Contributions - City Pension	234,603	250,315	235,258
522.22.02	Retirement Contributions - State (175)	95,299	136,708	136,708
522.23.00	Health Insurance	214,771	219,300	315,249
522.23.01	Dental Insurance	-	7,760	8,064
522.23.02	Life Insurance	-	901	3,885
522.23.03	Eye Insurance	-	1,956	2,061
522.24.00	Workers Compensation	-	25,684	27,722
	Subtotal:	1,628,433	1,795,193	1,986,256
OPERATING				
522.31.06	Professional Services - Medical	5,263	8,900	7,500
522.34.00	Contract Services	17,043	19,438	30,958
522.40.00	Travel/Business Trip Expenses	3,449	4,525	5,040
522.41.01	Internet	3,952	4,081	-
522.46.00	Equipment Maintenance	14,373	7,260	6,280
522.46.02	Motor Vehicle Maintenance	15,802	19,830	20,080
522.49.00	Minor Apparatus	5,586	4,300	13,300
522.52.00	Operational Supplies	14,249	15,714	13,350
522.52.02	Wearing Apparel	3,368	8,575	6,875
522.52.10	Purchases with Donated Money - FD	3,674	1,155	-
522.54.00	Tuition, Memberships, Publications	7,513	8,295	10,195
	Subtotal:	94,273	102,073	113,578
	TOTAL DEPARTMENTAL EXPENDITURES:	1,722,706	1,897,266	2,099,834

Building & Zoning Department

The Building & Zoning Department provides permit and inspection services for construction activities; code compliance and complaint resolution; business tax receipts services; administrative support for City Council and City Boards, including the Board of Adjustment (BOA), Code Enforcement Board (CEB), Community Redevelopment Agency Advisory Board (CRAAB), Comprehensive Planning Advisory Board (CPAB), Planning and Zoning Advisory Board (PZAB) and the City's Community Redevelopment Agency; manages special projects; and administers the City's FEMA Flood Plain Management Program.



Goals and Objectives

Goal: Complete the intra-departmental reorganization of transferring Business Tax Receipts (BTR) responsibilities from the Clerk's office to the Building Department.

- **Objective:** Fully implement new business tax receipt software.
 - **Performance Measure:** Implementation to be completed by November 30, 2016.

Goal: Continue efforts on cross-training and succession strategies of all department members.

- **Objective:** Training administrative assistant in code compliance of recreational vehicles and help her obtain F.A.C.E Certification.
 - **Performance Measure:** The Deputy Building Official will be refocused towards cross training on zoning matters related to the Building Official position.

Goal: Complete data integration and implementation of Code Enforcement with new software.

- **Objective:** Redesign Code Enforcement Board (CEB) notice templates and automate letter generation, enhance documentation and tracking with field hand held devices.
 - **Performance Measure:** Complete objective by December 31, 2016.

Goal: Insure that all department records are available in electronic format for easy access and quick retrieval.

- **Objective:** Properly manage and retain public records.
 - **Performance Measure:** Scan, verify, log, all existing paper files to electronic records by September 2017.

Prior Year Achievements

FY 2015/2016

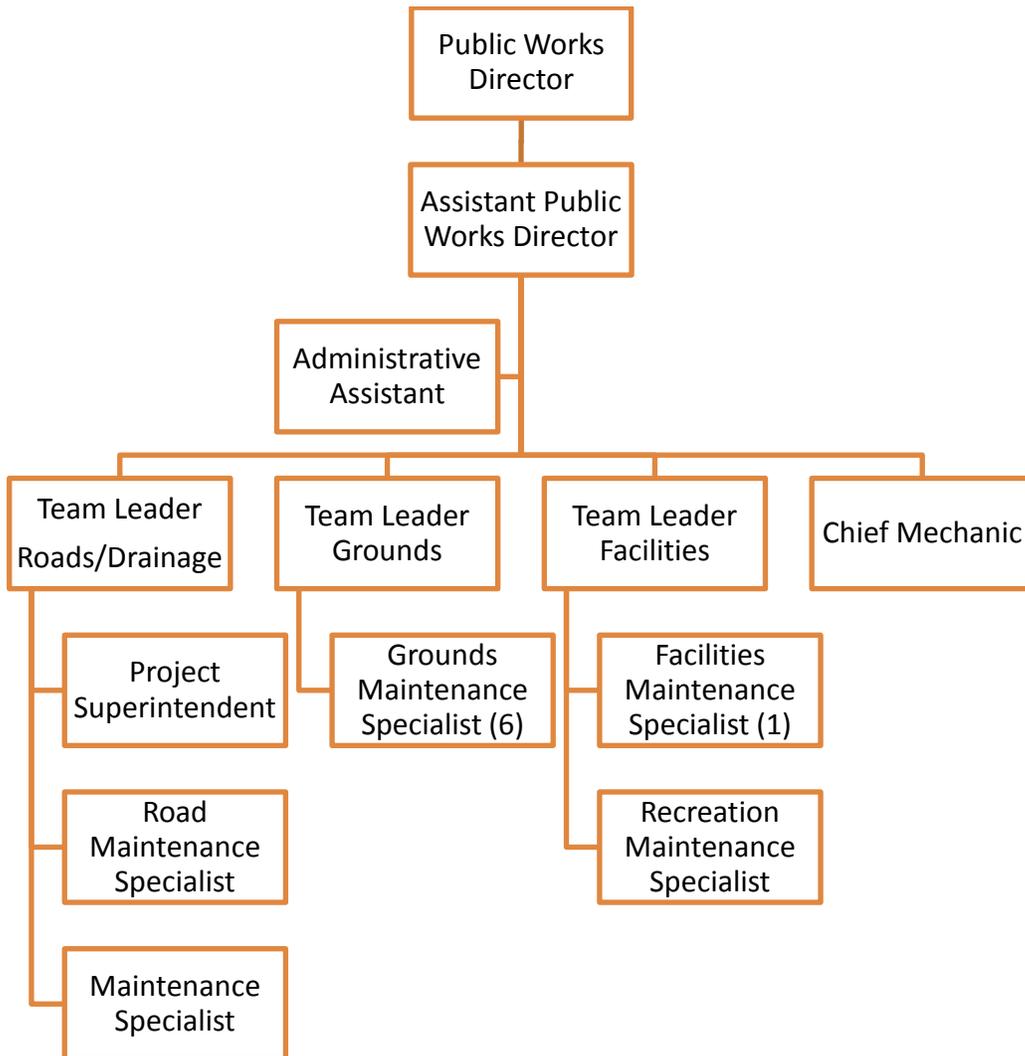
- Business Tax Receipts (BTR) staffing has been fully integrated into the Building Department. BTR staff has completed one of two week long courses on certification as a Business Tax Official. New software is nearing completion for on-line BTR renewal. Full on-line renewal availability is expected to be completed by Sept 1, 2016.
- The administrative coordinator position has been redefined to include Code Enforcement specifically for RV's and other minor infractions. The redefined position has been up and running successfully for 60 days. Currently staff for this position is scheduled for the next available F.A.C.E. training on Code Enforcement procedures.
- Code Enforcement Board (CEB) templates have been redesigned, and processes have been mapped. Software integration is on track for full implementation by December 31, 2016. Handheld devices used for paperless inspections are currently in operation and will be expanded to the Code Enforcement process.

GENERAL FUND - 001 / DEPARTMENT DETAIL - 024

ACCT. NO.	EXPENDITURE CLASSIFICATION	ACTUAL FY 14/15	AMENDED BUDGET FY 15/16	PROPOSED BUDGET FY 16/17
PERSONNEL				
524.12.00	Salaries	185,980	214,100	223,643
524.12.01	Vacation & Sick Leave Sell back	-	3,300	-
524.14.00	Overtime	216	425	794
524.21.00	FICA	14,591	15,850	17,117
524.22.00	Retirement Contributions	7,733	9,438	11,221
524.23.00	Health Insurance	25,176	26,000	37,118
524.23.01	Dental Insurance	-	1,460	1,792
524.23.02	Life Insurance	-	120	683
524.23.03	Eye Insurance	-	275	270
524.24.00	Workers Compensation	-	651	1,793
	Subtotal:	233,697	271,619	294,431
OPERATING				
524.34.06	Other Contract Services	1,950	1,200	1,200
524.40.00	Travel/Business Trip Expenses	2,546	2,800	2,800
524.41.01	Internet	1,367	1,731	-
524.46.00	Equipment Maintenance	-	700	700
524.49.00	Minor Apparatus	-	159	159
524.51.01	Code Enforcement Expenses	391	50	50
524.52.00	Operating Expenses	231	2,180	250
524.52.02	Wearing Apparel	-	150	150
524.54.00	Tuition, Membership, Publications	3,595	2,250	2,250
	Subtotal:	10,080	11,220	7,559
	TOTAL DEPARTMENTAL EXPENDITURES:	243,777	282,839	301,990

Public Works Department

The Public Works Department maintains City vehicles, facilities and infrastructure (including grounds, roads, and drainage); assists with the City's response to emergencies and natural disasters; and manages stormwater compliance.



Goals and Objectives

Goal: Reduce infrastructure repair costs.

- **Objective:** Repair/Replace damaged sidewalks, gutters and storm drain inlets using in-house resources
 - **Performance Measure:** Repair/replace 500 feet of gutter, 15 inlets and 1,000' of sidewalk by September 30, 2017.

Goal: Reduce energy consumption City wide.

- **Objective:** Replace older T-12 fluorescent lighting with energy efficient T-5 or LED fixtures, install automatic lighting sensors
 - **Performance Measure:** Replace 50 lighting fixtures, install 25 light sensors

Goal: Enhance quality/efficiency through increased internal communication and staff development.

- **Objective:** Increase departmental meetings, employee training opportunities and overall education of best management practices for stormwater applications.
 - **Performance Measure:** Increase departmental meetings to bi-monthly by September 30, 2017.
 - **Performance Measure:** Three employees to complete classes or certifications related to grounds maintenance, such as irrigation, fertilizer application and arborist training by September 30, 2017.
 - **Performance Measure:** Three employees to complete Stormwater Operator I or II certifications by September 30, 2017.
 - **Performance Measure:** The automobile mechanic to complete classes on Best Management Practices related to vehicle issues by September 30, 2017.

Goal: Insure that all department records are available in electronic format for easy access and quick retrieval.

- **Objective:** Properly manage and retain public records.
 - **Performance Measure:** Scan, verify, log, all existing paper files to electronic records by September 30, 2017.

Prior Year Achievements

Safer Pedestrian Environment:

- Repaired or replaced 832 feet of sidewalk, 1,181 feet of Miami curb/gutter.
- Installed approximately 3,700 feet of 7 foot wide pedway on the south side of Roosevelt Avenue
- Removed approximately 4,000 feet of 4 foot sidewalk on the north side of Roosevelt Avenue, replacing it with 5 foot sidewalk.

Improve Drainage and repair dilapidated stormwater pipes:

- Modified/repared or added 16 Drainage inlets
- Cleaned, repaired or replaced approximately 500 feet of stormwater pipe.

Reduce Fuel Consumption:

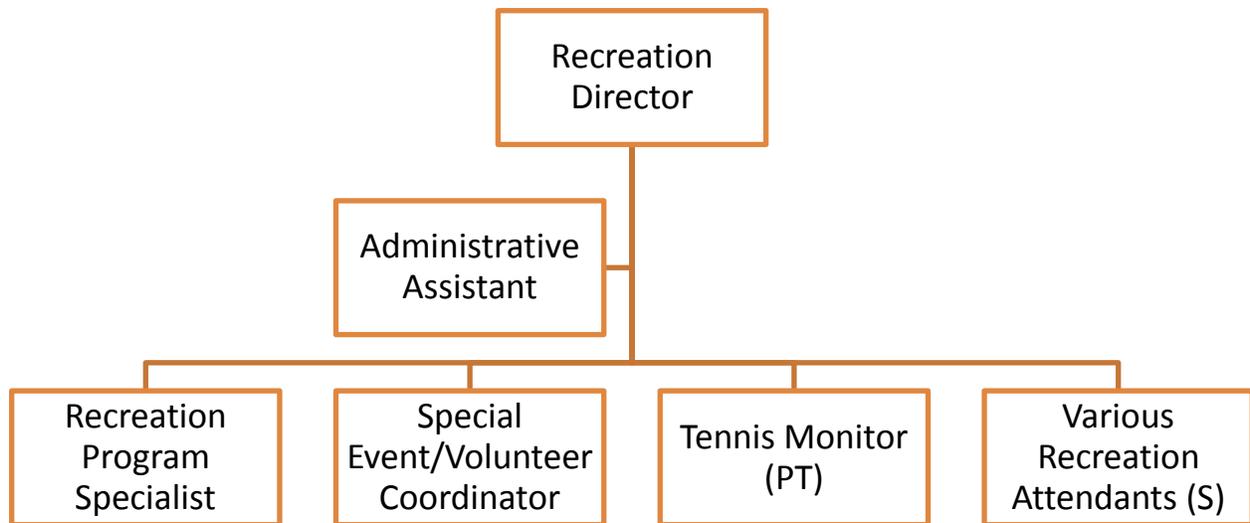
- Purchased 1 new electric golf cart; reducing departmental fuel consumption by approximately 500 gallons per year.

GENERAL FUND - 001 / DEPARTMENT DETAIL - 039

ACCT. NO.	EXPENDITURE CLASSIFICATION	ACTUAL FY 14/15	AMENDED BUDGET FY 15/16	PROPOSED BUDGET FY 16/17
	PERSONNEL			
539.12.00	Salaries	593,669	620,979	686,805
539.12.01	Vacation & Sick Leave Sell back	12,062	9,920	10,370
539.14.00	Overtime	14,037	11,600	12,509
539.15.01	Incentives	422	500	500
539.21.00	FICA	48,384	49,189	52,696
539.22.00	Retirement Contributions	17,957	25,000	28,107
539.23.00	Health Insurance	162,355	161,561	210,522
539.23.01	Dental Insurance	-	7,548	7,616
539.23.02	Life Insurance	-	469	1,695
539.23.03	Eye Insurance	-	1,822	1,789
539.24.00	Workers Compensation	-	9,000	9,617
	Subtotal:	848,885	897,588	1,022,226
	OPERATING			
539.40.00	Travel/Business Trip Expenses	585	1,500	1,500
539.41.01	Internet	324	433	-
539.44.00	Equipment Rentals	4,664	5,000	5,000
539.46.00	Equipment Maintenance	14,897	15,000	15,000
539.46.02	Motor Vehicle Maintenance	48,076	40,000	40,000
539.46.03	Traffic Signal (Contract)	7,898	6,500	7,500
539.46.04	Building & Grounds Maintenance	69,045	74,000	74,000
539.46.05	Contract Maintenance	139,475	142,000	145,000
539.46.06	Sign Maintenance	3,818	3,000	3,000
539.49.00	Minor Apparatus	2,732	6,400	5,000
539.52.00	Operating Expenses	3,774	3,500	3,000
539.52.02	Wearing Apparel	3,706	4,000	4,500
539.52.03	Motor Vehicle Fuels	89,481	125,000	125,000
539.52.04	Mechanic's Tools	496	-	-
539.52.05	Janitorial Supplies	17,667	19,000	19,000
539.53.00	Road Materials & Supplies	12,515	12,000	12,000
539.53.01	Sidewalks and Crosswalks	8,836	11,500	12,000
539.54.00	Tuition, Membership, Publications	384	500	500
	Subtotal:	428,374	469,333	472,000
	CAPITAL OUTLAY			
539.64.02	Equipment	1,407	-	-
	Subtotal:	1,407	-	-
	TOTAL DEPARTMENTAL EXPENDITURES:	1,278,667	1,366,921	1,494,226

Recreation Department

The Recreation Department staffs and manages the City's recreation facilities, manages reservations for recreation rental facilities, develops and implements recreation programs and activities, manages the City's volunteer program, and serves as the City's liaison to community athletic groups and clubs.



Goals and Objectives

Goal: Increase public awareness of opportunities available to help educate and preserve the community's natural resources, including Samsons Island Nature Park, the Indian River Lagoon and the local Beaches.

- **Objective:** Promote existing environmental sustainability initiatives through the Recreation Department's website, social media pages and printed brochures.
 - **Performance Measure:** Identify and promote 6 educational initiatives by September 30, 2017.

Goal: Increase Volunteer Opportunities within the Recreation Department's programs and special events.

- **Objective:** Work with recreation program instructors and special event partners to fill volunteer needs through the City's volunteer sign up program, and provide support to ensure the success of programs and events.
 - **Performance Measure:** Increase the number of opportunities available to potential volunteers by 50% by September 30, 2017.

Goal: Review and update marketing materials for the Recreation Department's rental facilities, nature park and ongoing program activities.

- **Objective:** Create color brochures with pictures and rental information for each facility, update the Samsons Island brochure with recent photos and current projects/initiatives, and work with program instructors to create flyers for ongoing recreation programs.
 - **Performance Measure:** Create 8 marketing pieces for distribution by September 30, 2017.

Goal: Insure that all department records are available in electronic format for easy access and quick retrieval.

- **Objective:** Properly manage and retain public records.
 - **Performance Measure:** Scan, verify, log, all existing paper files to electronic records by September 30, 2017.

Prior Year Achievements

FY 2015/2016

- Increased facility utilization by at least 2 rentals each month
- Expanded recreation opportunities by at least six (6) activities/events.
- Increased volunteer participation in recreation programs and community activities/ special events.
- Obtained a grant for and replaced the Cinnamon Park playground.
- Replaced the Satellite Beach Sports and Recreation Park playground.

- Began the process of renovating the skate park and obtained services for promoting the skate park.
- Provided ballfield lighting at the Satellite Beach Sports and Recreation Park.
- Replaced the David R. Schechter Community Center dance floors.
- Initiated an agreement with the City of Indian Harbour Beach for shared field use for Beachside Little League and Beachside Soccer
- Signed Memorandum of Agreement with the 45th Space Wing permitting non-military families use of the PAFB youth center and allows military families to participate and utilize recreation programs and opportunities offered by the City of Satellite Beach
- Replacing tennis court lighting (in process)

GENERAL FUND - 001 / DEPARTMENT DETAIL - 072

ACCT. NO.	EXPENDITURE CLASSIFICATION	ACTUAL FY 14/15	AMENDED BUDGET FY 15/16	PROPOSED BUDGET FY 16/17
PERSONNEL				
572.12.00	Salaries	181,689	206,422	214,418
572.12.01	Vacation & Sick Leave Sell back	6,710	36,456	-
572.13.00	Part-Time Wages	95,610	90,870	91,000
572.14.00	Overtime	1,456	1,920	2,082
572.21.00	FICA	22,624	25,679	22,957
572.22.00	Retirement Contributions	3,850	3,920	9,991
572.23.00	Health Insurance	33,655	32,300	43,314
572.23.01	Dental Insurance	-	1,371	1,792
572.23.02	Life Insurance	-	105	603
572.23.03	Eye Insurance	-	168	270
572.24.00	Workers Compensation	-	8,438	8,859
	Subtotal:	345,594	407,649	395,286
OPERATING				
572.34.01	Program Instructors	347,436	344,886	385,889
572.34.02	Program Activities	8,724	9,750	10,525
572.34.03	Community Activities	1,702	4,100	4,100
572.40.00	Travel/Business Trip Expenses	283	1,600	1,700
572.46.00	Equipment Maintenance	11,449	14,105	14,105
572.46.04	Building & Grounds Maintenance	1,944	2,200	4,200
572.47.00	Printing & Binding	4,591	5,250	5,250
572.49.00	Minor Apparatus	4,321	4,550	11,250
572.52.00	Operating Expenses	3,664	4,410	4,410
572.52.02	Wearing Apparel	-	200	500
572.54.00	Tuition, Membership, Publications	173	725	900
	Subtotal:	384,287	391,776	442,829
	TOTAL DEPARTMENTAL EXPENDITURES:	729,881	799,425	838,115

GENERAL FUND - 001 / DEPARTMENT DETAIL - 081

ACCT. NO.	EXPENDITURE CLASSIFICATION	ACTUAL FY 14/15	AMENDED BUDGET FY 15/16	PROPOSED BUDGET FY 16/17
INTERFUND TRANSFERS				
581.91.25	Transfer to Stormwater Fund	23,000	-	-
581.91.40	Transfer to CRA	754,078	867,447	981,740
581.91.41	Transfer to CRA - City Repayment	35,338	35,338	35,338
581.91.42	Transfer to CRA - Special	149,868	-	-
581.91.50	Transfer to Capital Assets Fund	-	178,870	-
TOTAL INTERFUND TRANSFERS:		962,284	1,081,655	1,017,078

GENERAL FUND - 001 / DEPARTMENT DETAIL - 090

ACCT. NO.	EXPENDITURE CLASSIFICATION	ACTUAL FY 14/15	AMENDED BUDGET FY 15/16	PROPOSED BUDGET FY 16/17
	RESERVES			
590.90.01	Addition to Reserves	273,173	290,448	-
	Subtotal:	273,173	290,448	-
	TOTAL GENERAL FUND EXPENDITURES:	9,873,575	10,683,505	10,851,914

Special Revenue Funds

- Community Services Fund
- Stormwater Utility Fund
- Law Enforcement Trust Fund
- Community Redevelopment Trust Fund
- Capital Assets Fund

Community Services Fund

101

Community Services Fund: With revenues obtained primarily from donations, this fund consists of the following six small funds:

- **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.
- **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.
- **Police Donations Trust Fund:** With revenues from private donations, this fund is used for police department items not covered by other funds.
- **Recreation Trust Fund:** With revenues from private donations, this fund is used for improvements to the City's recreation facilities.
- **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.
- **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.

Summary

COMMUNITY SERVICES FUND - 101

ACCT. NO.	CLASSIFICATION	ACTUAL FY 14/15	APPROVED BUDGET FY 15/16	PROPOSED BUDGET FY 16/17
REVENUES:				
300	Miscellaneous	22,329	17,221	26,130
380	Other Revenue Sources	3,519	58,581	11,317
Total Revenues:		25,848	75,802	37,447
EXPENDITURES:				
500	Operating	15,278	52,817	10,967
100	Capital Outlay	-	-	7,500
081	Non-Operating	-	20,000	-
090	Addition to Reserves	10,570	2,985	18,980
Total Expenditures:		25,848	75,802	37,447

COMMUNITY SERVICES FUND - 101 / DEPARTMENT DETAIL - AS SHOWN

ACCT. NO.	REVENUE SOURCE	ACTUAL FY 14/15	AMENDED BUDGET FY 15/16	PROPOSED BUDGET FY 16/17
MISCELLANEOUS				
RECYCLING TRUST FUND - 120				
361.10.00	Interest - Recycling Revenue	132	166	135
365.00.00	Sale of Recyclables	12,426	11,900	23,000
	Subtotal:	12,558	12,066	23,135
SAMSONS ISLAND TRUST FUND - 130				
334.70.12	FIND Samsons Island Equipment	-	-	-
361.10.00	Interest - Samsons Island	4	30	10
366.00.00	Donations - Samsons Island	1,627	200	200
	Subtotal:	1,631	230	210
BEAUTIFICATION TRUST FUND - 131				
361.10.00	Interest - Beautification Board	60	100	60
366.00.00	Donations - Beautification Board	100	500	500
366.00.02	Fundraising Projets	498	-	-
369.90.06	Satellite Beach Tags	617	400	400
369.90.07	Beautification Board Tree Sale	1,985	1,200	-
	Subtotal:	3,260	2,200	960
ADVANCED LIFE SUPPORT TRUST FUND - 641				
342.90.00	Fire Department Classes	-	250	-
361.10.00	Interest - Advanced Life Support	70	150	-
366.00.00	Donations - Advanced Life Support	1,550	500	-
	Subtotal:	1,620	900	-
POLICE DONATIONS TRUST FUND - 642				
361.10.00	Interest -General Donations	19	100	100
361.10.99	Interest - Loss on Investments	-	5	5
366.00.00	Donations - General Donations	2,404	1,200	1,200
369.90.00	Other Misc Revenues	32	-	-
	Subtotal:	2,455	1,305	1,305

COMMUNITY SERVICES FUND - 101 / DEPARTMENT DETAIL - AS SHOWN

ACCT. NO.	REVENUE SOURCE	ACTUAL FY 14/15	AMENDED BUDGET FY 15/16	PROPOSED BUDGET FY 16/17
RECREATION TRUST FUND - 643				
361.10.00	Interest - Recreation Trust Fund	91	120	120
366.00.00	Contributions / Donations	-	-	-
366.00.03	Donations for Tennis Improvements	455	100	100
366.00.04	Donations for Skate Park	260	200	200
366.00.05	Donations for Soccer Fields	-	-	-
369.90.04	Refund of Prior Year Expenses	-	100	100
	Subtotal:	805	520	520
	Subtotal MISCELLANEOUS:	22,329	17,221	26,130
OTHER REVENUE SOURCES				
380.00.00	Fund Balance - Recycling Trust Fund 120	-	46,204	-
380.00.00	Fund Balance - Samsons Island 130	-	-	-
381.00.01	Transfer in from GF - Samsons Island 130	-	-	-
381.01.50	Transfer in from CAF - Samsons Island 130	-	-	-
380.00.00	Fund Balance - Beautification 131	-	-	-
380.00.00	Fund Balance - Advanced Life Support 641	-	-	8,065
380.00.00	Fund Balance - Police Donations 642	2,669	1,967	3,252
380.00.00	Fund Balance - Recreation Trust 643	850	10,410	-
	Subtotal OTHER REVENUE SOURCES:	3,519	58,581	11,317
	TOTAL COMMUNITY SERVICES FUND REVENUES:	25,848	75,802	37,447

COMMUNITY SERVICES FUND - 101 / DEPARTMENT DETAIL - AS SHOWN

ACCT. NO.	EXPENDITURE CLASSIFICATION	ACTUAL FY 14/15	AMENDED BUDGET FY 15/16	PROPOSED BUDGET FY 16/17
OPERATING				
RECYCLING TRUST FUND - 120				
537.31.01	Professional Scvs-Sustainability	-	2,500	5,000
537.34.05	Citywide Office Recycling	4,831	600	600
537.34.06	Invasive Tree Removal Incentive	-	20,000	-
537.49.06	Banking Fees - Recycling	191	170	150
537.82.00	Contributions - Surfside PTO	-	25,000	-
	Subtotal:	5,022	48,270	5,750
SAMSONS ISLAND TRUST FUND - 130				
572.49.06	Banking Fees - Samsons Island	15	50	20
	Subtotal:	15	50	20
BEAUTIFICATION TRUST FUND - 131				
572.48.02	Fundraising Expenses	2,113	-	-
572.49.06	Banking Fees - Beautification	71	120	75
572.49.12	Beautification Projects	690	-	-
	Subtotal:	2,874	120	75
ADVANCED LIFE SUPPORT TRUST FUND - 641				
522.49.06	Banking Fees - Advanced Life Support	57	175	100
522.54.00	Tuition, Membership & Publications	65	-	-
522.55.01	CPR Training Classes	465	-	465
	Subtotal:	587	175	565
POLICE DONATIONS TRUST FUND - 642				
521.49.06	Banking Fees - General Donations	15	20	20
521.52.00	Operational Supplies - General Donations	3,812	2,612	3,500
521.52.02	Wearing Apparel - General Donations	1,297	640	1,037
	Subtotal:	5,124	3,272	4,557
RECREATION TRUST FUND - 643				
572.48.02	Fundraising Expenses	110	300	-
572.49.00	Minor Apparatus - Recreation Trust	114	500	-
572.49.06	Banking Fees - Recreation Trust	1,432	130	-
590.90.02	Additions to Reserves	-	-	-
	Subtotal:	1,656	930	-

COMMUNITY SERVICES FUND - 101 / DEPARTMENT DETAIL - AS SHOWN

ACCT. NO.	EXPENDITURE CLASSIFICATION	ACTUAL FY 14/15	AMENDED BUDGET FY 15/16	PROPOSED BUDGET FY 16/17
CAPITAL OUTLAY				
522.64.03	ALS Fire Instruments & Implements	-	-	7,500
	Subtotal:	-	-	7,500
NON-OPERATING				
581.91.01	Transfer to General Fund - Recycling 120	-	10,000	-
581.91.50	Transfer to Capital Asset Fund - Rec 643	-	10,000	-
	Subtotal:	-	20,000	-
ADDITION TO RESERVES				
590.90.02	Reserves - Recycling Trust 120	7,535	-	17,385
590.90.02	Reserves - Samsons Island Trust 130	1,616	180	190
590.90.02	Reserves - Beautification Board 131	385	2,080	885
590.90.02	Reserves - Advanced Life Support Trust 641	1,033	725	-
590.90.02	Reserves - Police Donations Trust 642	-	-	-
590.90.02	Reserves - Recreation Trust 643	-	-	520
	Subtotal:	10,570	2,985	18,980
TOTAL COMMUNITY SERVICES FUND EXPENDITURES:		25,848	75,802	37,447

Stormwater Utility Fund

125

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.

Stormwater utility funds shall only be utilized for the following expenditures:

- (1) Operation or maintenance of stormwater management facilities within the jurisdiction of the city;
- (2) Costs for the planning, evaluation, design, construction, and management of the stormwater management program;
- (3) Administrative costs related to the management of the stormwater management program;
- (4) Management services, such as permit review and planning and development review related to the stormwater management program; and
- (5) Debt service financing of capital improvements related to the stormwater management program.

Summary

FUND 125

ACCT. NO.	CLASSIFICATION	ACTUAL FY 14/15	APPROVED BUDGET FY 15/16	PROPOSED BUDGET FY 16/17
REVENUES:				
334	Intergovernmental	-	-	560,000
343	Stormwater Utility Revenue	498,441	512,303	512,303
361	Miscellaneous	544	400	400
380	Other Revenue Sources	23,000	-	310,207
Total Revenues:		521,985	512,703	1,382,910
EXPENDITURES:				
538	Operating	45,462	115,747	45,150
100	Capital Outlay	23,089	-	1,050,000
081	Non-operating	138,796	138,796	128,323
082	Debt Service	311,538	248,164	159,437
090	Addition to Reserves	3,101	9,996	-
Total Expenditures:		521,985	512,703	1,382,910

STORMWATER UTILITY FUND - 125 / DEPARTMENT DETAIL - 000

ACCT. NO.	REVENUE SOURCE	ACTUAL FY 14/15	AMENDED BUDGET FY 15/16	PROPOSED BUDGET FY 16/17
INTERGOVERNMENTAL				
334.36.15	DEP Sec. 319 Grant-DeSoto	-	-	560,000
	Subtotal:	-	-	560,000
CHARGES FOR SERVICES				
343.70.00	Stormwater Utility Fee	498,441	512,303	512,303
MISCELLANEOUS				
361.10.00	Interest	544	400	400
OTHER REVENUE SOURCES				
380.00.00	Fund Balance	-	-	29,527
381.00.01	Transfer from General Fund	23,000	-	-
381.00.50	Transfer from Capital Assets Fund	-	-	280,680
	Subtotal:	23,000	-	310,207
TOTAL STORMWATER UTILITY FUND REVENUES:		521,985	512,703	1,382,910

STORMWATER UTILITY FUND - 125 / DEPARTMENT DETAIL - AS SHOWN

ACCT. NO.	EXPENDITURE CLASSIFICATION	ACTUAL FY 14/15	AMENDED BUDGET FY 15/16	PROPOSED BUDGET FY 16/17
OPERATING				
538.31.04	Professional Services - Engineering	3,742	-	3,800
538.34.04	Stormwater Management Plan	11,296	-	11,300
538.34.06	Stormwater Assessment Roll	5,086	-	5,000
538.46.08	Storm Sewer Maintenance	23,740	115,174	23,500
538.49.06	Banking Fees	-	573	50
538.52.00	Operating Expenses	1,598	-	1,500
	Subtotal:	45,462	115,747	45,150
CAPITAL OUTLAY				
538.63.17	Lori Laine Water Basin Project	3,980	-	-
538.63.18	DeSoto Field Stormwater Improvements	10,560	-	950,000
538.63.19	Thyme St Stormwater Improvements	8,549	-	-
538.63.20	Stormwater Line Replacements	-	-	100,000
	Subtotal:	23,089	-	1,050,000
NON-OPERATING				
538.91.01	Transfer to General Fund	138,796	138,796	128,323
	Subtotal:	138,796	138,796	128,323
DEBT SERVICE				
538.71.01	Lease Principal - PNC Bank DeSoto Baffle	143,859	87,292	-
538.71.11	Lease Principal - 09/10 Stormwater Projects	121,785	129,274	137,166
538.72.01	Lease Interest- PNC Bank DeSoto Baffle	8,242	1,435	-
538.72.11	Lease Interest- 09/10 Stormwater Projects	37,651	30,163	22,271
	Subtotal:	311,538	248,164	159,437
ADDITIONS TO RESERVES				
590.90.02	Additions to Reserves	3,101	9,996	-
	Subtotal:	3,101	9,996	-
TOTAL STORMWATER UTILITY FUND EXPENDITURES:		521,985	512,703	1,382,910

Law Enforcement Trust Fund

135

With revenues obtained primarily from forfeitures from felony arrests, State laws require that this fund be used only for law enforcement investigations, training, and equipment not normally funded by the General Fund.

Summary

FUND 135

ACCT. NO.	CLASSIFICATION	ACTUAL FY 14/15	APPROVED BUDGET FY 15/16	PROPOSED BUDGET FY 16/17
REVENUES:				
395	Fines & Forfeitures	4,806	-	-
361	Miscellaneous	76	110	-
380	Fund Balance	-	97	-
Total Revenues:		4,882	207	-
EXPENDITURES:				
500	Operating	207	207	-
600	Capital Outlay			
090	Addition to Reserves	4,675	-	-
Total Expenditures:		4,882	207	-

LAW ENFORCEMENT TRUST FUND - 135 / DEPARTMENT DETAIL - 000

ACCT. NO.	REVENUE SOURCE	ACTUAL FY 14/15	AMENDED BUDGET FY 15/16	PROPOSED BUDGET FY 16/17
	MISCELLANEOUS			
351.20.00	Confiscated Property	4,806	-	-
361.10.00	Interest	76	110	-
	Subtotal:	4,882	110	-
	OTHER REVENUE SOURCES			
380.00.00	Fund Balance	-	97	-
	TOTAL LAW ENFORCEMENT TRUST FUND REVENUES:	4,882	207	-

LAW ENFORCEMENT TRUST FUND - 135 / DEPARTMENT DETAIL - AS SHOWN

ACCT. NO.	EXPENDITURE CLASSIFICATION	ACTUAL FY 14/15	AMENDED BUDGET FY 15/16	PROPOSED BUDGET FY 16/17
OPERATING				
521.49.00	Minor Apparatus	-	-	-
521.49.06	Banking Fees	207	207	-
521.51.00	Donations to Others	-	-	-
	Subtotal:	207	207	-
CAPITAL OUTLAY				
521.64.04	Police Vehicles	-	-	-
ADDITION TO RESERVES				
590.90.02	Additions to Reserve	4,675	-	-
TOTAL LAW ENFORCEMENT TRUST FUND EXPENDITURES:		4,882	207	-

Community Redevelopment Trust Fund

140

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.

This fund is also regulated by Florida Statutes 163.360 and 163.362, City Ordinance, and City/Community Redevelopment Agency (CRA) and CRA/ Brevard County Interlocal agreements.

The Interlocal agreements directly impact the CRA budget:

- Interlocal Agreement between City of Satellite Beach and Satellite Beach Community Redevelopment Agency, dated May 13, 2013 allows the CRA to reimburse the City for City personnel costs associated with planning and carrying out of approved community redevelopment plan of the CRA for the next fiscal year.
- Settlement Agreement between City of Satellite Beach Community Redevelopment Agency and City of Satellite Beach, dated October 4, 2012 required the City to pay the CRA a total of \$565,408 in 16 annual payments of \$35,338.
- Interlocal Agreement between Brevard County, the City of Satellite Beach, and the CRA for Tax Increment Financing (TIF) Contributions requires the CRA to pay a set amount of funds to the County until the end of FY 2018/2019 and to the City until the end of FY 2017/2018.

More information can be found in the Satellite Beach Community Redevelopment Plan February 2016 Amendment.

Summary

FUND 140

ACCT. NO.	CLASSIFICATION	ACTUAL FY 14/15	APPROVED BUDGET FY 15/16	PROPOSED BUDGET FY 16/17
REVENUES:				
330	Intergovernmental	424,265	476,070	547,931
360	Miscellaneous	3,886	4,666	2,500
380	Other Revenue Sources	939,284	1,913,957	1,017,078
Total Revenues:		1,367,435	2,394,693	1,567,509
EXPENDITURES:				
500	Operating	148,302	441,705	276,386
081	Non-Operating	379,054	697,640	638,233
082	Debt Service	467,256	508,600	491,740
100	Capital Outlay	319,373	746,748	161,150
090	Addition to Reserves	53,451	-	-
Total Expenditures:		1,367,435	2,394,693	1,567,509

COMMUNITY REDEVELOPMENT TRUST FUND - 140 / DEPARTMENT DETAIL - AS SHOWN

ACCT. NO.	REVENUE SOURCE	ACTUAL FY 14/15	AMENDED BUDGET FY 15/16	PROPOSED BUDGET FY 16/17
INTERGOVERNMENTAL				
334.50.01	Grant - DEO TA A1A Engineering Concept	-	-	-
338.00.00	TIF Payment from Brevard County	424,265	476,070	547,931
	Subtotal:	424,265	476,070	547,931
MISCELLANEOUS				
361.10.00	Interest	2,826	4,500	2,500
361.10.99	Interest - Loss on Investments	-	166	-
369.90.00	Other Misc Revenues	1,060	-	-
369.90.04	Refund Prior-Year Expenditures	-	-	-
	Subtotal:	3,886	4,666	2,500
OTHER REVENUE SOURCES				
380.00.00	Fund Balance from Redevelopment Fund	-	288,424	-
271.00.04	Reserve - Beach Access Improvements	-	306,532	-
271.00.04	Reserve - A1A Engineering and Construction	-	416,216	-
271.00.04	Reserve - Traffic Signalization Improvements	-	-	-
381.00.01	Transfer from GF - City TIF Payment	754,078	867,447	981,740
381.00.02	Transfer from GF - City Repayment of TIF	35,338	35,338	35,338
381.00.03	Transfer from GF - Special	149,868	-	-
	Subtotal:	939,284	1,913,957	1,017,078
TOTAL COMMUNITY REDEV. TRUST FUND REVENUES:		1,367,435	2,394,693	1,567,509

COMMUNITY REDEVELOPMENT TRUST FUND - 140 / DEPARTMENT DETAIL - AS SHOWN

ACCT. NO.	EXPENDITURE CLASSIFICATION	ACTUAL FY 14/15	AMENDED BUDGET FY 15/16	PROPOSED BUDGET FY 16/17
OPERATING				
559.31.00	Legal Services	6,221	10,000	10,000
559.31.04	Engineering Services	1,114	-	-
559.31.07	Consultant Fees	3,240	-	-
559.34.07	Return to County - Brev Co. Agreement	126,974	144,341	142,923
559.34.08	TIF Excess Return - County	-	189,264	113,363
559.40.00	Travel & Training	1,290	7,000	2,000
559.46.20	Landscaping	2,679	-	-
559.48.01	Façade Grant Program	-	65,000	-
559.49.06	Banking Fees	3,554	4,500	4,500
559.51.00	Office Supplies	28	-	-
559.52.00	Operating Supplies	1,412	20,000	2,000
559.54.00	Membership, & Publications	1,790	1,600	1,600
	Subtotal:	148,302	441,705	276,386
NON-OPERATING				
581.91.01	Transfer-Return to City - Brev Co. Agrmnt	167,974	245,771	243,355
581.91.02	Transfer-Interlocal Agreement (City/CRA)	173,195	167,974	193,344
581.91.03	Transfer-TIF Excess Return - City	37,885	283,895	201,534
	Subtotal:	379,054	697,640	638,233
DEBT SERVICE				
559.71.02	CRA Line of Credit - Principal	288,200	307,864	313,300
559.72.02	CRA Line of Credit - Interest	179,056	200,736	178,440
	Subtotal:	467,256	508,600	491,740
CAPITAL OUTLAY				
559.69.01	Pelican Beach Park Project	7,170	-	-
559.63.01	A1A Engineering Concept Grant (DEO Grant)	-	-	-
559.69.02	South Patrick Drive Improvements	-	-	-
559.69.03	A1A Streetscape Project	3,784	416,216	50,000
559.69.06	Shell Street Project (Beach Access)	308,419	306,532	-
559.69.24	Landscaping Projects	-	-	-
559.69.25	Beach Access Signage Project	-	24,000	40,000
559.69.26	Civic Center Renovations	-	-	71,150
	Subtotal:	319,373	746,748	161,150
ADDITION TO RESERVES				
590.90.02	Additions to Reserves	53,451	-	-
	Subtotal:	53,451	-	-
TOTAL COMMUNITY REDEV. TRUST FUND EXPENDITURES:		1,367,435	2,394,693	1,567,509

Capital Assets Fund

150

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).

Summary

FUND 150

ACCT. NO.	CLASSIFICATION	ACTUAL FY 14/15	APPROVED BUDGET FY 15/16	PROPOSED BUDGET FY 16/17
REVENUES:				
314	Operating	460,400	611,198	767,333
334	Intergovernmental	178,822	-	-
360	Miscellaneous	9,296	50,939	1,000
380	Other Revenue Source	2,500,000	1,930,930	653,681
Total Revenues:		3,148,518	2,593,067	1,422,014
EXPENDITURES:				
000	General Government	41,805	50,981	102,636
100	Capital	237,274	2,377,770	715,511
081	Non-Operating	-	-	280,680
082	Debt Service	150,838	164,316	323,187
090	Reserves	2,718,601	-	-
Total Expenditures:		3,148,518	2,593,067	1,422,014

CAPITAL ASSETS FUND - 150 / DEPARTMENT DETAIL - AS SHOWN

ACCT. NO.	REVENUE SOURCE	ACTUAL FY 14/15	AMENDED BUDGET FY 15/16	PROPOSED BUDGET FY 16/17
TAXES				
314.10.00	Utility Tax - Electricity	446,262	587,482	743,770
314.80.00	Utility Tax - Propane	14,138	23,716	23,563
	Subtotal:	460,400	611,198	767,333
INTERGOVERNMENTAL				
337.20.02	Brevard Co Impact Fee Program	178,822	-	-
	Subtotal:	178,822	-	-
MISCELLANEOUS				
361.10.00	Interest	5,471	939	1,000
366.00.05	Donation - Soccer Field Lighting	-	50,000	-
369.09.00	Safety Program Insurance Grant	3,825	-	-
	Subtotal:	9,296	50,939	1,000
OTHER REVENUE SOURCES				
380.00.00	Fund Balance	-	184,060	323,001
380.00.00	Fund Balance-2015 Capital Projects	-	1,558,000	330,680
384.00.00	Debt Proceeds	2,500,000	-	-
381.90.01	Transfer from General Fund	-	178,870	-
381.90.11	Transfer from Community Svcs Fund	-	10,000	-
	Subtotal:	2,500,000	1,930,930	653,681
	TOTAL CAPITAL ASSETS FUND REVENUES:	3,148,518	2,593,067	1,422,014

CAPITAL ASSETS FUND - 150 / DEPARTMENT DETAIL - AS SHOWN

ACCT. NO.	EXPENDITURE CLASSIFICATION	ACTUAL FY 14/15	AMENDED BUDGET FY 15/16	PROPOSED BUDGET FY 16/17
GENERAL GOVERNMENT				
519.46.00	Equipment Maintenance	33,367	50,100	95,636
519.49.06	Banking Fees	8,438	881	7,000
Subtotal General Government:		41,805	50,981	102,636
CAPITAL OUTLAY				
FACILITY IMPROVEMENTS				
539.63.16	Roosevelt Reconstruction	-	900,000	-
539.63.18	Annual Street Repaving Projects	95,293	658,000	50,000
539.69.17	Soccer Field Lighting Project	-	168,000	-
539.69.19	Air Conditioner Replacements	6,567	30,000	8,000
539.69.22	Garage Door Replacements	-	-	25,000
539.69.23	ADA Compliant Doors	-	-	15,360
539.69.24	Civic Center Renovations	-	-	45,000
539.69.26	DRS PAL Renovations	-	-	75,000
572.69.20	DRS Center Dance Floor Replacement	-	90,720	-
572.69.21	Tennis Court Resurfacing	33,248	-	-
572.69.22	Playground Replacements	-	38,000	-
572.69.23	Skate Park Renovations	-	200,000	90,000
572.69.24	Tennis Court Relighting	-	24,000	-
572.69.25	Roof Replacements (all buildings)	-	20,000	20,000
572.69.26	Floor Replacements (all facilities)	-	13,050	30,000
572.69.27	Dune Crossovers and Dock Repairs	-	4,000	30,000
572.69.28	Ballfield Fencing	-	10,000	-
572.69.30	Bleacher Replacements	-	-	16,000
572.69.31	Sunshade at Sports Park	-	-	18,000
Subtotal:		135,108	2,155,770	422,360
SUPPORT SERVICES DEPARTMENT				
513.64.01	Administrative Computers & Software	8,025	23,000	-
513.64.02	Citywide Administrative Equipment	-	-	3,151
513.64.04	Administrative Vehicles	-	30,000	30,000
Subtotal:		8,025	53,000	33,151
POLICE DEPARTMENT				
021-521.64.0:	Police Computers & Software	-	-	-
521.64.02	Police Equipment	-	10,000	15,000
521.64.04	Police Vehicles	70,985	93,000	64,000
Subtotal:		70,985	103,000	79,000

CAPITAL ASSETS FUND - 150 / DEPARTMENT DETAIL - AS SHOWN

ACCT. NO.	EXPENDITURE CLASSIFICATION	ACTUAL FY 14/15	AMENDED BUDGET FY 15/16	PROPOSED BUDGET FY 16/17
FIRE DEPARTMENT				
522.64.01	Fire Computers & Software	-	-	
522.64.02	Fire Equipment	-	41,000	43,000
522.64.04	Fire Vehicles	-	-	80,000
	Subtotal:	-	41,000	123,000
PUBLIC WORKS DEPARTMENT				
539.64.02	Public Works Equipment	23,156	25,000	3,000
539.64.04	Public Works Vehicles	-	-	55,000
	Subtotal:	23,156	25,000	58,000
RECREATION DEPARTMENT				
572.64.01	Recreation Computers & Software	-	-	-
572.64.04	Recreation Equipment	-	-	-
	Subtotal:	-	-	-
	Subtotal CAPITAL OUTLAY:	237,274	2,377,770	715,511
DEBT SERVICE				
517.71.19	Lease Principal - Consolidated Debt	-	-	
517.71.20	Lease Principal - PD '13 Dodge Charger	7,327	7,627	7,939
517.71.21	Lease Principal - Pinnacle Police RMS	56,810	58,595	60,325
517.71.22	Lease Principal - 2014 Ferrara Fire Truck	38,144	33,533	35,376
517.71.23	Principle - Utility Tax Revenue Note 2015	-	-	135,000
517.72.19	Lease Interest - Consolidated Debt	-	-	
517.72.20	Lease Interest - PD '13 Dodge Charger	936	637	325
517.72.21	Lease Interest - Pinnacle Police RMS	11,204	9,420	7,690
517.72.22	Lease Interest - 2014 Ferrara Fire Truck	4,517	9,129	7,286
517.72.23	Interest - Utility Tax Revenue Note 2015	-	45,375	69,246
517.73.23	Cost of Bond Issuance-\$2.5m	31,900	-	-
	Subtotal:	150,838	164,316	323,187
NON-OPERATING				
581.91.01	Transfer to General Fund	-	-	-
581.91.11	Transfer to Comm Svc Spec Rev Fund	-	-	-
581.91.25	Transfer to Stormwater Fund	-	-	280,680
	Subtotal:	-	-	280,680
RESERVES				
590.90.02	Additions to Reserves	2,718,601	-	-
590.90.02	Add. to Reserves-2015 Capital Projects	-	-	-
	Subtotal:	2,718,601	-	-
TOTAL CAPITAL ASSETS FUND EXPENDITURES:		3,148,518	2,593,067	1,422,014

Internal Service Fund

Internal Service Fund

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.

- Health Insurance Fund

Health Insurance Fund

501

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.

Summary

FUND 501

ACCT. NO.	CLASSIFICATION	ACTUAL FY 14/15	APPROVED BUDGET FY 15/16	PROPOSED BUDGET FY 16/17
REVENUES:				
389	Health Insurance Premiums	-	1,207,057	1,420,340
	Total Revenues:	-	1,207,057	1,420,340
EXPENDITURES:				
519	Operating Expenditures	-	1,081,322	1,411,197
590	Fund Balance Allocation	-	125,735	9,143
	Total Expenditures:	-	1,207,057	1,420,340

HEALTH INSURANCE FUND - 501 / DEPARTMENT DETAIL - 000

ACCT. NO.	REVENUE SOURCE	ACTUAL FY 14/15	AMENDED BUDGET FY 15/16	PROPOSED BUDGET FY 16/17
CHARGES FOR SERVICES				
389.70.10	Health Ins Premiums - City Cost	-	808,585	1,120,683
389.70.11	Health Ins Premiums - Employee Cost	-	173,733	163,484
389.70.20	Health Ins Premiums - Retiree City Cost	-	70,014	130,782
389.70.21	Health Ins Premiums - Retiree Cost	-	5,134	5,391
389.70.50	Health Insurance - Supplemental Funding	-	149,591	-
TOTAL HEALTH INSURANCE FUND REVENUES:		-	1,207,057	1,420,340

HEALTH INSURANCE FUND - 501 / DEPARTMENT DETAIL - 000

ACCT. NO.	EXPENDITURE CLASSIFICATION	ACTUAL FY 14/15	AMENDED BUDGET FY 15/16	PROPOSED BUDGET FY 16/17
OPERATING EXPENDITURES				
519.31.10	Professional Services	-	338,088	91,892
519.31.13	Reinsurance	-	-	352,894
519.45.01	Claims	-	743,234	966,411
	Subtotal:	-	1,081,322	1,411,197
FUND BALANCE ALLOCATION				
590.99.00	Working Capital	-	-	
590.90.02	Additions to Reserves	-	125,735	9,143
	Subtotal:	-	125,735	9,143
TOTAL HEALTH INSURANCE FUND EXPENDITURES:		-	1,207,057	1,420,340

Five-Year Capital Improvements Plan

- Five-Year Capital Improvements Plan Introduction
- Five-Year Capital Improvements Plan FY 16/17 to FY20/21



Capital Improvements Plan Introduction

The Five-Year Capital Improvements Plan (CIP) provides guidance to the City and the community on upcoming needs and funding sources. It is updated annually and may change throughout a budget year as funding sources change, cost estimates are amended, and projects are completed. To be included in the CIP, each capital item or improvement must cost at least \$2,000 and have a useful life of at least three years. A capital improvement must extend the life of an asset for three or more years or increase the utility of the asset for three or more years. The CIP may also cover capital maintenance costs.

The CIP identifies capital improvements to be addressed over the next five years in the following categories: infrastructure, facilities, equipment, fleet, and technology. It also identifies the funding source(s) for the improvements, including any awarded grant funds pending at the time the CIP is created. There may be other capital improvements listed in the CIP that are eligible for grant funds, and those grants will be pursued and listed as a funding source when awarded.

The CIP must be consistent with the City's Comprehensive Plan, but it will include more improvements than those shown in the Comprehensive Plan's Capital Improvements Element, since the Comprehensive Plan lists only capital improvements related to increasing growth capacity of infrastructure and facilities.

Prioritization, Feasibility and Identification of Financing

While the capital improvements listed in this CIP should be financially feasible for the fiscal year, the availability of funding for subsequent years may alter the CIP in the future. Therefore, this CIP does not list all of the City's needs, but rather those the City reasonably anticipates can be funded in the next five years.

Each capital need is evaluated and prioritized by need and cost. Depending on the severity of the need and the total cost of the capital improvement, capital funding may be requested. In FY 2015-2016, the City issued a \$2.5 million note for the Roosevelt Avenue roadway improvement and road repaving.

Public safety and infrastructure improvements are the top priorities for the City; therefore, these types of capital improvements are considered first. Additionally, capital assets that help the City realize cost savings are also considered.

Impact of Capital Improvement on the Operating Budget

In addition to evaluation and prioritization by need and cost, each capital improvement is evaluated for its impact on the operating budget. While no capital asset is funded by the general fund, most have some impact on the general fund operational budget. Examples include the following:

- **Annual Street Repaving Projects** - Reduces the need for road repair materials and labor in the repaved areas. This positively affects the Public Works Department budget.
- **Air Conditioning Replacements, Garage Door Replacements, and Roof Replacements** - Reduces the need for repairs, reduces the cost of maintenance, and decreases energy consumption. This positively affects the Public Works Department budget.
- **Civic Center Renovations, DRS/PAL Renovations, and Skate Park Renovations** - Increases the utility of these facilities and will potentially increase the revenue derived from these facilities. This positively affects general fund revenues.
- **Citywide Vehicle Replacements** - Reduces the cost of vehicle maintenance and the cost of fuel consumption. This positively affects the Public Works Department budget.

Overview of Capital Assets by Fund

Most capital assets are funded by the Capital Assets Fund (150); however some are funded by the Community Services Fund (101), Stormwater Fund (125), and Community Redevelopment Agency Trust Fund (140). The schedule on the following page summarizes capital assets by fund.

Current Year Capital Improvements by Fund

Community Services Fund	
Advanced Life Support - Blood Laboratory Equipment (FD)	7,500
Total Community Services Fund	7,500
Stormwater Fund	
DeSoto Field Stormwater Improvements	950,000
Stormwater Line Replacements	100,000
Total Stormwater Fund	1,050,000
Community Redevelopment Agency Trust Fund	
A1A Streetscape Project	50,000
Beach Access Signage Project	40,000
Civic Center Renovations	71,150
Total Community Redevelopment Agency Trust Fund	161,150
Capital Assets Fund	
Annual Street Repaving Projects	50,000
Air Conditioner Replacements	8,000
Garage Door Replacements	25,000
Americans with Disabilities Act (ADA) Compliant Doors	15,360
Civic Center Renovations	45,000
David R Schecter (DRS) Center Police Athletic League (PAL) Renovations	75,000
Skate Park Renovations	90,000
Roof Replacements (all buildings)	20,000
Floor Replacements (all facilities)	30,000
Dune Crossovers and Dock Repairs	30,000
Bleacher Replacements	16,000
Sunshade at Sports Park	18,000
Citywide Administrative Equipment - ADA Compliant Doors	3,151
Administrative Vehicles	30,000
Police Equipment - Handheld Radios, Evidence Room Storage Lockers	15,000
Police Vehicles	64,000
Fire Equipment - BioMedical Monitor, Handheld Radios, Exercise Equipment	43,000
Fire Vehicles	80,000
Public Works Equipment - Vac truck Nozzles	3,000
Public Works Vehicles	55,000
Improvements in Lieu of Capital Assets - Payroll & Accounting Systems, Website, RMS System	95,636
Total Capital Assets Fund	811,147
Total Capital Improvements:	2,029,797



Shell Street Project in Progress



Shell Street Project Completed

FISCAL YEAR 2016/2017

Five-Year Capital Improvements Plan FY 2016/2017 to FY 2020/2021

Project Name	Funding	Estimated Cost	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21
Infrastructure							
Annual Street Resurfacing	CAF	\$ 250,000	\$ 50,000	\$ 100,000	\$ 100,000	\$ -	\$ -
SBSRP* Parking Lot Resurfacing	CAF	\$ 400,000	\$ -	\$ -	\$ 400,000	\$ -	\$ -
200 Block Wilson Avenue Rebuild	CAF	\$ 350,000	\$ -	\$ 350,000	\$ -	\$ -	\$ -
Crotty Park Improvements	CAF	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ -	\$ -
DeSoto Field Stormwater Project	SUF	\$ 920,000	\$ 920,000	\$ -	\$ -	\$ -	\$ -
A1A Improvements	CRTF	\$ 300,000	\$ 50,000	\$ 250,000	\$ -	\$ -	\$ -
Jackson Avenue Complete Street	CRTF	\$ 350,000	\$ -	\$ -	\$ 350,000	\$ -	\$ -
Beach Access Signage Project	CRTF	\$ 40,000	\$ 40,000	\$ -	\$ -	\$ -	\$ -
Gemini Pedestrian Park Project	CRTF	\$ 210,000	\$ -	\$ -	\$ 10,000	\$ 200,000	\$ -
Stormwater Line Replacement	SUF	\$ 400,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ -
Septic Removal/Install Sewer (ballfields)	CAF	\$ 60,000	\$ -	\$ 60,000	\$ -	\$ -	\$ -
TOTAL		\$ 3,380,000	\$ 1,160,000	\$ 960,000	\$ 960,000	\$ 300,000	\$ -
Total Capital Assets Fund (CAF)		\$ 1,160,000	\$ 50,000	\$ 610,000	\$ 500,000	\$ -	\$ -
Total Stormwater Utility Fund (SUF)		\$ 1,320,000	\$ 1,020,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ -
Total Community Redevelopment Agency Trust Fund (CRTF)		\$ 900,000	\$ 90,000	\$ 250,000	\$ 360,000	\$ 200,000	\$ -
Community Services Fund (CSF)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

* SBSRP is Satellite Beach Sports Recreation Park

FISCAL YEAR 2016/2017

Five-Year Capital Improvements Plan FY 2016/2017 to FY 2020/2021

Project Name	Funding	Estimated Cost	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21
Facilities							
Police Department Dispatch Renovations	CAF	\$ 75,000	\$ -	\$ 75,000	\$ -	\$ -	\$ -
Security Improvements (all buildings)	CAF	\$ 80,000	\$ -	\$ -	\$ 80,000	\$ -	\$ -
Garage Door Replacements	CAF	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ -	\$ -
ADA Doors of Recreation Center and Gym	CAF	\$ 15,360	\$ 15,360	\$ -	\$ -	\$ -	\$ -
Floor Replacement (all facilities)	CAF	\$ 70,000	\$ 30,000	\$ 40,000	\$ -	\$ -	\$ -
Roof Replacements (all buildings)	CAF	\$ 181,000	\$ 20,000	\$ 61,000	\$ 80,000	\$ 20,000	\$ -
Air Conditioner Replacements (All facilities)	CAF	\$ 209,000	\$ 8,000	\$ 18,000	\$ 163,000	\$ 20,000	\$ -
Dune Crossovers and Dock Repairs	CAF	\$ 45,000	\$ 30,000	\$ 5,000	\$ 6,000	\$ 2,000	\$ 2,000
DRS Gym Floor Replacements	CAF	\$ 100,000	\$ -	\$ -	\$ 100,000	\$ -	\$ -
Ballfield Fencing	CAF	\$ 15,000	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
Playground Replacements	CAF	\$ 180,000	\$ -	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000
SBSRP* Football Press Box/Concession	CAF	\$ 100,000	\$ -	\$ -	\$ 100,000	\$ -	\$ -
Racquet Ball Courts Resurfacing	CAF	\$ 20,000	\$ -	\$ 20,000	\$ -	\$ -	\$ -
Tennis Court Resurfacing	CAF	\$ 41,000	\$ -	\$ -	\$ -	\$ -	\$ 41,000
Skate Park Lights Relamping	CAF	\$ 90,000	\$ 90,000	\$ -	\$ -	\$ -	\$ -
SBSRP* Field Lighting (2 of 4 fields)	CAF	\$ 130,000	\$ -	\$ 130,000	\$ -	\$ -	\$ -
New Desoto Tennis Courts	CAF	\$ 100,000	\$ -	\$ -	\$ -	\$ 100,000	\$ -
TOTAL		\$ 1,476,360	\$ 218,360	\$ 399,000	\$ 579,000	\$ 192,000	\$ 88,000
Total Capital Assets Fund (CAF)		\$ 1,476,360	\$ 218,360	\$ 399,000	\$ 579,000	\$ 192,000	\$ 88,000
Total Stormwater Utility Fund (SUF)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Community Redevelopment Agency Trust Fund (CRTF)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Community Services Fund (CSF)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

* SBSRP is Satellite Beach Sports Recreation Park

FISCAL YEAR 2016/2017

Five-Year Capital Improvements Plan FY 2016/2017 to FY 2020/2021

Project Name	Funding	Estimated Cost	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21
Facilities (Continued)							
Civic Center Renovations	CRTF	\$ 291,150	\$ 71,150	\$ 100,000	\$ 120,000	\$ -	\$ -
Civic Center Renovations	CAF	\$ 45,000	\$ 45,000	\$ -	\$ -	\$ -	\$ -
Clubhouse Reconstruction Project	CRTF	\$ 1,020,000	\$ -	\$ -	\$ 100,000	\$ 920,000	\$ -
Sunshade at SBSRP*	CAF	\$ 18,000	\$ 18,000	\$ -	\$ -	\$ -	\$ -
Bleachers for SBSRP*	CAF	\$ 32,000	\$ 16,000	\$ 16,000	\$ -	\$ -	\$ -
DRS** Canter PAL*** Renovations	CAF	\$ 75,000	\$ 75,000	\$ -	\$ -	\$ -	\$ -
TOTAL		\$ 1,481,150	\$ 225,150	\$ 116,000	\$ 220,000	\$ 920,000	\$ -
Total Capital Assets Fund (CAF)		\$ 170,000	\$ 154,000	\$ 16,000	\$ -	\$ -	\$ -
Total Stormwater Utility Fund (SUF)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Community Redevelopment Agency Trust Fund (CRTF)		\$ 1,311,150	\$ 71,150	\$ 100,000	\$ 220,000	\$ 920,000	\$ -
Community Services Fund (CSF)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

* SBSRP is Satellite Beach Sports Recreation Park

** DRS is David R Schecter

*** PAL is Police Athletic League

Project Name	Funding	Estimated Cost	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21
Equipment							
BioMedical Monitor (FD)	CAF	\$ 35,000	\$ 35,000	\$ -	\$ -	\$ -	\$ -
Ventilators (2) (FD)	CAF	\$ 5,000	\$ -	\$ 2,500	\$ 2,500	\$ -	\$ -
Breathing Apparatus Update (FD)	CAF	\$ 60,000	\$ -	\$ -	\$ 60,000	\$ -	\$ -
CPR Compression Unit (FD)	CAF	\$ 15,000	\$ -	\$ 15,000	\$ -	\$ -	\$ -
Jet Ski (FD)	CAF	\$ 15,000	\$ -	\$ 15,000	\$ -	\$ -	\$ -
Extraction Equipment (FD)	CAF	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ -	\$ -
Thermal Imager replacement (FD)	CAF	\$ 10,000	\$ -	\$ -	\$ 10,000	\$ -	\$ -
Technical Rescue Equipment Replacement (FD)	CAF	\$ 10,000	\$ -	\$ -	\$ 10,000	\$ -	\$ -
Haz Mat Detector Replacement (FD)	CAF	\$ 5,000	\$ -	\$ -	\$ -	\$ 5,000	\$ -
800Mhz Communication Replacement (FD)	CAF	\$ 50,000	\$ -	\$ -	\$ -	\$ 50,000	\$ -
Blood Laboratory Equipment (FD)	CSF	\$ 7,500	\$ 7,500	\$ -	\$ -	\$ -	\$ -
Exercise Equipment (FD)	CAF	\$ 4,500	\$ 4,500	\$ -	\$ -	\$ -	\$ -
Handheld Radios (PD & FD)	CAF	\$ 52,500	\$ 10,500	\$ 10,500	\$ 10,500	\$ 10,500	\$ 10,500
Evidence Room Storage Lockers (PD)	CAF	\$ 8,000	\$ 8,000	\$ -	\$ -	\$ -	\$ -
Video System for Parks (PD)	CAF	\$ 80,000	\$ -	\$ -	\$ 80,000	\$ -	\$ -
Police Boat Motor	CAF	\$ 19,000	\$ -	\$ -	\$ 19,000	\$ -	\$ -
K9 Police Dog	CSF	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ -	\$ -
New Spreader (PW)	CAF	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Nozzles for Vac Truck (PW)	CAF	\$ 3,000	\$ 3,000	\$ -	\$ -	\$ -	\$ -
High Lift (PW)	CAF	\$ 25,000	\$ -	\$ -	\$ 25,000	\$ -	\$ -
Jackhammer/Compressor (PW)	CAF	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ -	\$ -
Replacement Pontoon Boat for Sampsons Island	CAF	\$ 26,000	\$ -	\$ -	\$ 26,000	\$ -	\$ -
TOTAL		\$ 460,500	\$ 68,500	\$ 73,000	\$ 243,000	\$ 65,500	\$ 10,500
Total Capital Assets Fund (CAF)		\$ 443,000	\$ 61,000	\$ 63,000	\$ 243,000	\$ 65,500	\$ 10,500
Total Stormwater Utility Fund (SUF)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Community Redevelopment Agency Trust Fund (CRTF)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Community Services Fund (CSF)		\$ 17,500	\$ 7,500	\$ 10,000	\$ -	\$ -	\$ -

Project Name	Funding	Estimated Cost	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21
Fleet							
Skid Steer Equipment	CAF	\$ 115,000	\$ 55,000	\$ -	\$ -	\$ -	\$ 60,000
Replacement Dump Truck	CAF	\$ 60,000	\$ -	\$ -	\$ 60,000	\$ -	\$ -
Replacement 3/4-Ton Truck (PW)	CAF	\$ 30,000	\$ -	\$ -	\$ 30,000	\$ -	\$ -
Patrol Vehicles Replacement	CAF	\$ 188,500	\$ 45,000	\$ 97,000	\$ 46,500	\$ -	\$ -
Administration Vehicles Replacement	CAF	\$ 90,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ -	\$ -
All Terrain Vehicle (ATV) (PD)	CAF	\$ 7,500	\$ -	\$ -	\$ 7,500	\$ -	\$ -
All Terrain Vehicle (ATV) (FD)	CAF	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 15,000
Citizens on Patrol (COP) Patrol Vehicle	CAF	\$ 19,000	\$ 19,000	\$ -	\$ -	\$ -	\$ -
Replacement CIP Surveillance Van	CAF	\$ 25,000	\$ -	\$ 25,000	\$ -	\$ -	\$ -
New Pumper Fire Engine	CAF	\$ 320,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	\$ -
Replacement Fire Squad Engine (FD)	CAF	\$ 200,000	\$ -	\$ -	\$ 200,000	\$ -	\$ -
Total		\$ 1,070,000	\$ 229,000	\$ 232,000	\$ 454,000	\$ 80,000	\$ 75,000
Total Capital Assets Fund (CAF)		\$ 1,070,000	\$ 229,000	\$ 232,000	\$ 454,000	\$ 80,000	\$ 75,000
Total Stormwater Utility Fund (SUF)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Community Redevelopment Agency Trust Fund (CRTF)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Community Services Fund (CSF)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FISCAL YEAR 2016/2017

Five-Year Capital Improvements Plan FY 2016/2017 to FY 2020/2021

Project Name	Funding	Estimated Cost	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21
Technology							
City Hall E-Mail Server	CAF	\$ 72,400	\$ 18,100	\$ 18,100	\$ 18,100	\$ 18,100	\$ -
Website Design	CAF	\$ 36,000	\$ 13,100	\$ 13,100	\$ 4,900	\$ 4,900	\$ -
Tyler Tech FundBalance Hosting	CAF	\$ 76,680	\$ 15,336	\$ 15,336	\$ 15,336	\$ 15,336	\$ 15,336
Police Reporting Software (RMS)	CAF	\$ 185,661	\$ 33,600	\$ 35,280	\$ 37,044	\$ 38,896	\$ 40,841
Fire Department Server	CAF	\$ 5,000	\$ -	\$ -	\$ 5,000	\$ -	\$ -
City Hall Data Server	CAF	\$ 15,000	\$ -	\$ -	\$ 15,000	\$ -	\$ -
Police Department Server	CAF	\$ 12,000	\$ -	\$ -	\$ 12,000	\$ -	\$ -
Agenda Software	CAF	\$ 25,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
BIS Digital Video Equipment	CAF	\$ 3,151	\$ 3,151	\$ -	\$ -	\$ -	\$ -
Citizen Serve	CAF	\$ 52,500	\$ 10,500	\$ 10,500	\$ 10,500	\$ 10,500	\$ 10,500
Backup System	CAF	\$ 20,000	\$ -	\$ -	\$ 20,000	\$ -	\$ -
Total		\$ 503,392	\$ 98,787	\$ 97,316	\$ 142,880	\$ 92,732	\$ 71,677
Total Capital Assets Fund (CAF)		\$ 503,392	\$ 98,787	\$ 97,316	\$ 142,880	\$ 92,732	\$ 71,677
Total Stormwater Utility Fund (SUF)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Community Redevelopment Agency Trust Fund (CRTF)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Community Services Fund (CSF)		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

TOTAL ALL FUNDS	TOTAL	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21
Total Capital Assets Fund (CAF)	\$ 4,822,752	\$ 811,147	\$ 1,417,316	\$ 1,918,880	\$ 430,232	\$ 245,177
Total Stormwater Utility Fund (SUF)	\$ 1,320,000	\$ 1,020,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ -
Total Community Redevelopment Agency Trust Fund (CRTF)	\$ 2,211,150	\$ 161,150	\$ 350,000	\$ 580,000	\$ 1,120,000	\$ -
Community Services Fund (CSF)	\$ 17,500	\$ 7,500	\$ 10,000	\$ -	\$ -	\$ -
	\$ 8,371,402	\$ 1,999,797	\$ 1,877,316	\$ 2,598,880	\$ 1,650,232	\$ 245,177

Appendices

- Appendix A: City Code Requirements
- Appendix B: Financial and Budget Operating Guidelines
- Appendix C: Glossary & Acronyms

Below are general City Code requirements related to the budget. Please keep these in mind when developing the budget.

ARTICLE VI. - FINANCE

DIVISION 2. - PURCHASING

Sec. 2-226. - Competitive bidding; publication of notice.

No contracts shall be let by the city for any city improvement, nor shall any goods, supplies or materials be purchased by the city manager or his appointed purchasing agent for city purposes or use when the total amount to be paid therefor by the city shall exceed \$8,300.00 unless notice thereof has first been advertised for one time, at least two weeks prior to the bid opening in a newspaper published in the city, or if no newspaper is published in the city, then in a newspaper of general circulation within the city and published in the county, calling for bids upon the work to be performed or the goods, supplies or materials to be purchased by the city.

(Code 1976, § 2-33; Ord. No. 638, § 1, 10-18-95; Ord. No. 913, § 1, 9-7-05)

Sec. 2-227. - Award of contract.

All contracts requiring bids shall be awarded to, and all such purchases shall be made from, the lowest responsible bidder as determined by the city council; provided, however, that the city manager, with the approval of the city council, shall have the power to reject any and all bids and to advertise again.

(Code 1976, § 2-34)

Sec. 2-228. - Modification of contract or specifications.

Modification in any contract or in any specifications may be made when authorized by the city council upon the written recommendation of the city manager.

(Code 1976, § 2-35)

Sec. 2-229. - Waiver of bidding requirements.

For improvements or purchases costing between \$8,300.00 and \$22,500.00 the city council, by a four-fifths vote, may provide for a sole source acquisition and waive the requirements for competitive bidding.

(Code 1976, § 2-36; Ord. No. 638, § 2, 10-18-95; Ord. No. 913, § 2, 9-7-05)

Sec. 2-230. - Determination of lowest responsible bidder.

In determining the lowest responsible bidder, in addition to price, the city manager, council and purchasing agent shall consider:

- (1)The ability, capacity and skill of the bidder to perform the contract and provide the service required.
- (2)Whether the bidder can perform the contract or provide the service promptly or within the time specified, without delay.
- (3)The character, integrity, reputation, judgment, experience and efficiency of the bidder.
- (4)The quality of performance of previous contracts or services.

(5)The previous and existing compliance by the bidder with laws and ordinances relating to contract or service.

(6)The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service.

(7)The quality, availability and adaptability of the supplies, or contractual services to the particular use required.

(8)The ability of the bidder to provide future maintenance and service for the use of the subject of the contract.

(9)The number and scope of conditions attached to the bid.

(Code 1976, § 2-37)

Sec. 2-231. - Report of city manager when lowest bidder not chosen.

When the award is not given to the lowest bidder, a full and complete statement of the reasons placing the order elsewhere shall be prepared by the city manager for approval by the city council prior to the award of the contract.

(Code 1976, § 2-38)

Sec. 2-232. - Performance bond.

The city manager shall have the authority to require a performance bond before entering a contract in such amounts as he shall find reasonably necessary to protect the best interests of the city.

(Code 1976, § 2-39)

Implementation of this policy is included in the City finance and budget operating guidelines section of this manual.

DIVISION 3. - TRAVEL EXPENSES

Sec. 2-251. - Definitions. Modified

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Authorized person or individual means a person who, pursuant to the provisions of this division, has been authorized to incur travel expenses necessarily incurred by him in the performance of a public purpose authorized by law to be performed and within the limitations prescribed in this division.

Common carrier means train, bus, commercial airline operating commercial flights or rental cars of an established rental car firm.

(Code 1976, § 2-23)

Sec. 2-252. - Procedure for securing travel authorization and expenses.

(a) Travel is authorized and may be requested where budgeted. If the mayor, a member of the city council, person appointed by the council or the city manager finds that it is necessary to incur travel expenses which are in addition to the scope and the intent of the adopted budget, specific authorization must be secured from the city council. If an employee of the city, appointed by the city manager, finds that it is necessary to incur travel expenses which are beyond the scope and intent of the budget, a written request shall be filed for review by the city manager, including an explanation of the need for the expenditure and for approval by the city council.

(b) Specifically exempted from such reimbursement are: attendance at political rallies; events held for the specific purpose of promoting the candidacy of an individual for public office; expenses incurred by members of the public officials' or employees' families, except as authorized under section 2-254; and other expenditures not involving a public purpose, or not necessarily incurred in the performance of a public purpose authorized by law.

(c) In cases where money is budgeted for travel and is within the scope and intent of the adopted budget, authorization for travel for all city employees must be approved in advance by their department head; authorization for travel for department heads must be approved by the city manager; authorization for mayor or city council requires their personal written request. All other council appointees require council approval.

(d) Reserved.

(e) Any cash advances or requested reimbursement must be cleared or authorized by filing a travel expense report substantiating expenses incurred. This report must be submitted to the finance director within five working days after trip completion. A copy of the entire course outline, seminar, conference or other applicable document relating to the travel shall be attached.

(Code 1976, § 2-24; Ord. No. 875, § 2, 3-17-04; Ord. No. 980, § 1, 10-17-07)

Sec. 2-253. - Computation of travel reimbursement.

(a) *Intent.* It is the intent of the city to specifically provide for reimbursement to those individuals authorized to travel or attend any convention, conference or meeting at city expense at a per diem rate greater than that provided by state law. No one shall be reimbursed for any meal or lodging included in a conference or registration fee paid by the city, or for which the attendee initially paid and is reimbursed by any other organization or governmental agency or subdivision. All non-employees traveling on behalf of the city, who provide travel documents (original receipts) for reimbursement shall be reimbursed for all travel related expenses at the same rates as employees.

(b) *Lodging.* Those persons who are authorized to travel at city expense are expected to select a hotel or motel at a reasonable rate for the community involved. Authorized persons will be reimbursed at a single-occupancy rate. Checkout hours shall be observed to avoid a charge for the day of departure. Hotel or motel expenses must be supported by original receipted bills.

(c) *Meals.* Meals will be paid on the following per diem basis:

(1)	Breakfast	\$8.00
(2)	Lunch	\$10.00
(3)	Dinner	\$18.00

A complimentary Continental breakfast is not considered a meal; therefore breakfast in lieu of a complimentary Continental breakfast shall be reimbursable.

For local travel (not overnight), reimbursements will be made when travel involves public purpose and occurs during normal mealtimes.

(d) *Tips and telephone.* Reimbursement for tips will be based on the following:

(1)	Meal service	15% maximum of each bill
	<u>Sec. 2-254</u> only	
(2)	Taxi service	10%
(3)	Baggage handling	maximum of \$2.00 upon arrival and \$2.00 upon departure

Necessary business telephone calls will be reimbursed. Whenever possible, calls to any city facilities (police department, fire department, etc.) should be made collect. No personal calls will be reimbursed.

(e) *Transportation.*

(1) All travel shall be in a convenient and mainly traveled route. If a person travels by an indirect route for his convenience, any extra costs shall be borne by the traveler and reimbursement for expenses shall be made accordingly. Air travel shall be by tourist class, except when tourist class is not available to maintain a convenient travel schedule. If a privately owned vehicle is used for travel, the vehicle owner shall be entitled the "standard mileage rate" as set annually by the Internal Revenue Service (IRS) per mile, plus tolls and parking fees. The city council, or persons appointed by the city council, shall not be entitled to mileage reimbursement for automobile travel within the corporate limits of the city. Notwithstanding the foregoing, each councilperson shall be entitled to a monthly allowance of \$50.00 to cover the cost of in-city travel. The mayor shall be entitled to a monthly allowance of \$100.00 to cover the cost of in-city travel. Employees appointed by the city manager shall be entitled to reimbursement for automobile travel incurred in the course of carrying out official duties, excluding meetings within the city, where a city vehicle is not available. If the travel is outside of the state, reimbursement shall be the lesser of the cost of a round-trip tourist airfare or the standard mileage rate. Related vehicle costs for tolls, storage fees and parking fees incurred for official travel shall be included.

(2) Rental automobiles may be used only when specifically authorized. Use of car rentals will be restricted to those conditions where other transportation is not available or when the total cost of the car rental is less than that of other transportation. Automobiles rented for city business

should be limited to the compact category. The use of convertibles, sport coupes or sport sedans is not authorized. Charges for taxis are reimbursable where other means of transportation are not available or practical. Normally, limousines should be used in traveling to and from airports. There is no restriction on purchasing personal air travel insurance policies, such as those available at airports; this is a personal expense, however, and may not be included for reimbursement on the travel expense report.

(f)*Auditing.* Each approved travel expense report will be audited when received. Individuals requesting reimbursement are responsible for mathematical computation. Any report which is not approved or properly prepared, or is prepared in such a way as to be unauditably, will be returned for resubmission.

(g)*Receipts.* Original receipts must be attached to the expense report for the following items:

- (1)Transportation (except limousine service, taxi and private automobile).
- (2)Hotel or motel.

(h)*Other.* In the event the expense report reflects monies due the city, these monies are payable and shall be delivered directly to the finance director no later than five business days after the date the finance director verifies the amount due.

(Code 1976, § 2-25; Ord. No. 674, § 1, 4-16-97; Ord. No. 853, §§ 1—3, 1-7-04; Ord. No. 875, § 1, 3-17-04; Ord. No. 980, § 2, 10-17-07; Ord. No. 1009, § 1, 3-18-09)

Sec. 2-254. - Reimbursement of expenses.

An individual authorized to incur travel expenses may be reimbursed for meals and beverages in the following instances: recruitment of industry and potential city employees; hosting special visitors to the city; expenses incurred in the course of advocating state and federal legislation; hosting or attending committees, conferences, and meetings for organizations where the city or an individual is a member or where the city would benefit from such attendance. Such reimbursed expenses shall be those actual expenses reasonably and necessarily incurred by the individual in the performance of a public purpose authorized by law.

Editor's note— Section 3 of Ord. No. 980, adopted Oct. 17, 2007, changed the title of § 2-254 from "Reimbursement of expenses for others" to "Reimbursement of expenses."

Implementation of the travel expenses policy is included in the City finance and budget operating guidelines section of this manual.

Chapter 52 STORMWATER UTILITY

The following section of code is abridged to include only parts applicable to the budget.

Sec. 52-2. Definitions.

For purposes of this chapter, the following terms shall have the meanings set forth in this section. When consistent with the context, words used in the present tense shall include the future, words in the future tense shall include the present, words in the plural shall include the singular, words in the singular shall include the plural, words in the male gender shall include the female gender, and the word "shall" is always mandatory and not merely directive.

Equivalent residential unit (ERU) shall be defined to serve as a reference from which an equitable distribution of the cost of services and facilities can be made among all properties in the city through a stormwater management service charge rate methodology. The equivalent residential unit in the city for the purpose of service charge ratemaking has been determined through engineering analysis to be a gross area of 3,000 square feet.

Impervious areas mean surfaces which have been compacted or covered with a layer of material which is highly resistant to infiltration by water, such as roofed and paved areas, including, but not limited to, areas covered by roofs, roof extensions, slabs, patios, porches, driveways, sidewalks, parking areas and athletic areas. Impervious areas shall also include semi-impervious areas, such as compacted clay.

Lot shall mean a parcel of land shown on a recorded plat or on the Brevard County property appraiser's maps or any piece of land described by deed and recorded in the public records of Brevard County, Florida.

Person shall mean any and all persons, natural or artificial, and includes any individual, firm, corporation, governmental agency, business trust, estate, trust, partnership, association, two or more persons having a joint or common interest or other legal entity.

Property owner shall mean the person in whom is vested the fee ownership, dominion or title to real property. This term may also include a tenant, if chargeable under tenant's lease for the maintenance of the subject real property, and any agent of the owner or tenant, including developer.

(Ord. No. 681, § 1, 7-2-97)

Sec. 52-3. City stormwater management program.

(a) Pursuant to the authority granted under F.S. § 403.0891 et seq., the city council hereby directs the development and implementation of a stormwater management program for the purposes and objectives set forth hereunder.

(b) Pursuant to the authority granted under F.S. § 403.0893(3), the city may develop and implement its stormwater management program through cooperation with Brevard County and other municipalities within Brevard County under appropriate interlocal agreements.

(Ord. No. 681, § 1, 7-2-97)

Sec. 52-4. Stormwater management system benefit area.

(a) There is hereby created, pursuant to the provisions of F.S. § 403.0893(3), a stormwater management system benefit area.

(b) This stormwater management system benefit area shall encompass all real property located within the municipal boundaries of the city, as those boundaries may exist from time to time.

(c) All property owners within such stormwater management system benefit area shall be assessed an annual stormwater utility fee to fund the planning, construction, operation, maintenance and administration of a public stormwater management system for the benefitted area, pursuant to the criteria and standards set forth in this chapter and any applicable rate resolution adopted pursuant to section 52-5 of this chapter.

(d) In the event that such stormwater management system benefit area contains different land uses which receive substantially different levels of stormwater benefits, stormwater management systems benefit subareas may be created, which shall be assessed different stormwater utility fees from subarea to subarea based upon a reasonable relationship to benefits received.

(Ord. No. 681, § 1, 7-2-97)

Sec. 52-5. Stormwater utility fee; rate resolution.

(a) *Creation and imposition.* Pursuant to the provisions of F.S. § 403.0893, a stormwater utility fee is hereby 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.

(b) *Non-ad valorem assessment.* Such stormwater utility fee shall constitute a non-ad valorem assessment, pursuant to the provisions of F.S. § 403.0893.

(c) *Public hearing for rate resolution.* On or before the fifteenth day of September of each year, the city council shall hold a public hearing to adopt a rate resolution for the purposes of imposing the stormwater utility fee or assessment upon the owners of all real property located within the designated stormwater management system benefit area(s). Such rate resolution shall incorporate a schedule of rates and classifications of all affected real property in the designated stormwater management system benefit areas.

(d) *Adoption of budget.* On or before the end of each fiscal year, the city council shall adopt a budget for the operation and maintenance of the stormwater management program for the ensuing fiscal year, including funds for the payment of outstanding and anticipated indebtedness, including all reserves necessary in connection with such financing, for the providing of contributions into such reserves as deemed necessary for future capital and land acquisitions and renewal and replacement of existing facilities, for the enforcement and administration of the billing and collection of the annual stormwater utility fee or assessments provided for under the provisions of this chapter, including the necessary reserves for anticipated delinquent or uncollectible annual stormwater utility fees or assessments, and for the payment of the current operation and maintenance of such stormwater management program. The rate resolution adopted by the city council shall provide sufficient revenues to fund the budget adopted for the operation and maintenance of the stormwater management program.

(e) *Public notice.* Notice of public hearing concerning the above referenced rate resolution shall be published in a newspaper of general circulation in Brevard County at least twice, with the first

publication being at least 20 days prior to the public hearing. Such public hearing may be continued to a date certain without the necessity of further newspaper advertisement of public notice.

(Ord. No. 681, § 1, 7-2-97; Ord. No. 1018, § 1, 8-19-09)

Sec. 52-6. Preparation and certification of annual stormwater utility assessment roll to tax collector.

(a) On or before the fifteenth day of September of each year, the city shall cause to be prepared an annual stormwater utility assessment roll based on information provided by the Brevard County property appraiser. Such roll shall contain a summary description of each parcel of real property within the designated stormwater management system benefit area(s), the name and address of the owner of each such parcel, the rate classification applicable to each parcel of real property as specified in the rate resolution and the amount of the annual stormwater utility fee or assessment applicable to each parcel of real property. The summary description of each parcel of real property shall be in such detail as to permit ready identification of each parcel on the real property assessment roll.

(b) The city council shall, at any regular or special meeting held on or before the fifteenth day of September of each year, review the annual stormwater utility assessment roll prepared by the city manager for its conformity with the rate resolution provided for in section 52-5. The city council shall make such changes or additions as necessary to conform such roll with the rate resolution. Upon the completion of such review, if the city council shall be satisfied that the annual stormwater utility assessment roll has been prepared in conformity with the rate resolution, it shall ratify and confirm such roll and certify the roll to the tax collector for appropriate action.

(c) In the event that any classification of real property designated in the rate resolution requires an individual calculation of the annual stormwater utility assessment, the city shall calculate and determine such annual stormwater utility assessment.

(Ord. No. 681, § 1, 7-2-97)

Sec. 52-7. Method of collection of annual stormwater utility assessment.

(a) Annual stormwater utility assessments shall be collected and enforced in the same manner that ad valorem taxes are collected and enforced, including, but not limited to, provisions relating to discount for early payment, prepayment by installment method, penalty for delinquent payment, and issuance of tax certificates and tax deeds for nonpayment, as provided for in F.S. § 197.3521, as amended.

(b) Failure to pay the annual stormwater utility assessment in the required manner will result in the issuance of a tax certificate against the subject property and may result in the loss of title to the subject property.

(Ord. No. 681, § 1, 7-2-97)

....

Sec. 52-14. Stormwater utility fund.

(a) There shall be established a stormwater utility fund for the deposit of all fees collected pursuant to this chapter for each designated stormwater management system benefit area.

(b) Each stormwater utility fund for the applicable stormwater management system benefit area shall be used exclusively to provide services and facilities related to the stormwater management program.

Such funds shall only be utilized for the following expenditures, and shall be held as trust funds of the city:

- (1) Operation or maintenance of stormwater management facilities within the jurisdiction of the city;
- (2) Costs for the planning, evaluation, design, construction, and management of the stormwater management program;
- (3) Administrative costs related to the management of the stormwater management program;
- (4) Management services, such as permit review and planning and development review related to the stormwater management program; and
- (5) Debt service financing of capital improvements related to the stormwater management program.

(Ord. No. 681, § 1, 7-2-97)

Implementation of the Stormwater Utility policy is included in the City finance and budget operating guidelines section of this manual.

ARTICLE IV. UTILITY TAX

Sec. 58-151. Levy; payment by purchasers.

(a) There is hereby levied by the City of Satellite Beach, Brevard County, Florida, on each and every purchase of electricity, metered natural gas, liquefied petroleum gas (either metered or bottled), and manufactured gas (either metered or bottled), a tax of ten percent, which tax in every case shall be paid by the purchaser to the seller of the subject goods and services at the time of paying the charge therefor.

(b) There is hereby levied by the city, on each and every purchase of fuel oil, a tax of 1.8 cents per gallon, which tax in every case shall be paid by the purchaser to the seller of the subject goods and services at the time of paying the charge therefor. For purposes of this article, "fuel oil" shall include fuel oil grades 1, 2, 3, 4, 5 and 6, kerosene and coal oil. Fuel oil is determined to be a competitive utility service.

(c) The taxes imposed by this provision shall not be applied against any fuel adjustment charge subsequent to October 1, 1973.

(Ord. No. 675, § 1, 4-17-97; Ord. No. 764, § 1, 9-22-99; Ord No. 1102, § 1, 4-1-15)

Sec. 58-152. Duties of seller; payment to city; failure to collect tax.

(a) It shall be the duty of every seller of electricity, metered natural gas, liquefied petroleum gas (either metered or bottled), manufactured gas (either metered or bottled) and fuel oil to collect from the purchaser, for the use of the city, the tax hereby levied at the time of collecting the selling price charged for each transaction, and to report and pay, on or before the fifteenth day of each calendar month, to the finance director of the city, all such taxes levied and collected during the preceding calendar month. It shall be unlawful for any seller to collect the price of electricity, metered natural

gas, liquefied petroleum gas (either metered or bottled), manufactured gas (either metered or bottled) or fuel oil without, at the same time, collecting the tax hereby levied unless the seller shall elect to assume and pay the tax without collecting the tax from the purchaser.

(b) Any seller failing to collect such tax at the time of collecting the price of any purchase, where the seller has not elected to assume and pay such tax, shall be liable to the city for the amount of such tax in like manner as if the same has been actually paid to the seller. The city may take any action in the name of the city it deems necessary for the recovery of said tax; provided, however, that the seller shall not be liable for the payment of such tax upon uncollected charges. The city shall be allowed to recover any attorney's fees and costs incurred by it to recover such tax, whether an action to recover is brought or not. Should the seller elect to pay such taxes to the city on the basis of bills rendered to purchasers or consumers in advance of collecting them from the purchaser or consumer, then the seller shall report and pay to the city finance director, on the twenty-fifth day of each calendar month, all such taxes billed to purchasers and consumers during the preceding calendar month.

(Ord. No. 675, § 1, 4-17-97)

Sec. 58-153. Records; inspection by city.

Every seller of electricity, metered natural gas, liquefied petroleum gas (either metered or bottled), manufactured gas (either metered or bottled) and fuel oil shall keep complete records showing all purchases within the city, the price charged for each purchase, the date of purchase and the date of payment. The records required to be maintained under this article shall be kept for inspection by the duly authorized agent of the city during business hours on all business days; such agent of the city shall have the right and authority to make copies and transcripts of these records.

(Ord. No. 675, § 1, 4-17-97)

Sec. 58-154. Charges to which tax applies.

Each metered or measured service of electricity and metered or bottled gas (natural, liquefied petroleum or manufactured) or fuel oil shall constitute a separate purchase.

(Ord. No. 675, § 1, 4-17-97)

Sec. 58-155. Tax computed monthly; each meter separate account.

In all cases where goods and services covered by this article are supplied to a purchaser or consumer, the seller of electricity, metered natural gas, liquefied petroleum gas (either metered or bottled), manufactured gas (either metered or bottled) and fuel oil shall compute the tax on the aggregate amount of sales made to the customer during each and every one-month period. Where services are provided to one person or corporation at two or more locations or through two or more meters, each location or meter shall be deemed to be a separate account for the purpose of computing the tax herein levied.

(Ord. No. 675, § 1, 4-17-97)

Sec. 58-156. Disposition of tax.

All money derived from this tax shall first be deposited into a fund to be known as the "Capital Assets Fund" (or such other name as the city shall designate from time to time for such fund) to be used as required to fund the city's capital improvements plan (CIP), which may include expenditures for, inter alia, services approved by the city council that substitute or outsource a capital asset need identified in the capital improvements plan.

(Ord. No. 675, § 1, 4-17-97; Ord. No. 1089, § 1, 3-19-14)



Skate Park

KEY FINANCIAL AND BUDGET OPERATING GUIDELINES

The purpose of this section is to assist City staff in carrying out budget and related financial operations and to keep open communication between City departments and the Support Services Department.

Support Services Department Role

The Support Services Department serves the community of Satellite Beach by safeguarding the City's assets, maximizing the use of City revenue and efficiently providing accurate and timely information to the City Council, City Manager and the general public. As such, it is this department's responsibility to plan for the City's future financial needs and to implement responsible fiscal strategies for the City's operation. The department is dedicated to a firm policy of excellence in customer service.

In addition, the department aids all other departments by ensuring efficient operations thus enabling them to more effectively serve the community with the highest degree of customer satisfaction achievable.

The City of Satellite Beach Support Services Department strives to provide complete, accurate and timely financial reporting in accordance with Governmental Accounting Standards to assist in fulfilling the government's duty to be publicly accountable to the citizens of Satellite Beach.

Responsibilities:

- Accounts Payable Processing
- All Accounting Related Functions
- Budget Administration
- Capital Assets Reporting
- City Insurance
- Financial Reporting
- Grants Administration
- Human Resources
- IT Management and Support
- Payroll Processing
- Pension Benefits Plan
- Workers' Compensation Administration

With these responsibilities in mind, the Support Service Department is continually working to ensure the department and other departments are working efficiently. To continue to accomplish this, the Support Services staff compiled the following to help keep everyone on the same page when it comes to budgeting and expending the City's funds.

Purchasing

Purchases are made by authorized individuals on behalf of the City for City operations and capital improvements. All purchases are made within the parameters of the budget. Any required expenditure that is not budgeted must be requested through the City Manager. The City Manager can then ask the City Council for approval. Any unbudgeted expenditure must be approved by the City Council before the purchase is made. Although, department heads may make budget transfers within their departments, with the exception of personnel expenditures, the Support Services department should be made aware so that the budget can be amended within the department.

Invitation to Bid, Request for Proposals and Request for Qualifications

According to City Code Section 2-226, any improvement, good, supply or material exceeding \$8,300 cannot be purchased, nor can a contract be signed, without it being first advertised for at least 2 weeks in a local newspaper.

Section 2-229 allows the Council to waive competitive bidding and allow for sole source acquisition for purchases between \$8,300 and \$22,500. For council to waive the bidding requirement and approve a sole source acquisition, the request is to be brought before them at a council meeting. As common practice, the City has defined sole source acquisition to include the use of a national or state bid. The City Council has accepted these types of bids to waive the bidding requirements.

Request for Bids. The process of advertising to solicit proposals for a purchase exceeding a certain amount, in this case \$8,300, is called a request for bid. These are sometimes referred to as request for quotes (RFQ), but since this is easily confused with request for qualifications (RFQ), we will call them Request for Bids (RFB). When there is not a sole source or national or state bid available for a particular purchase, the request for bid process is to be initiated. Each department should create their own invitation to bid document including the information provided by the Support Services Department.

Request for Proposals. Request for proposal (RFP) is similar to an invitation to bid in that a major objective is to gather information about price, but it is different in that price is not the only deciding factor. The purpose of the RFP is to find a firm that can best provide a solution for the City (i.e. website services, financial services, construction projects). Contact Support Services for assistance in issuing a RFP.

Request for Qualifications. Request for qualifications (RFQ) are different from RFPs in that the request focus is not on price. The purpose of a RFQ is to find the firms that have the best qualifications for the particular service you are looking to use. RFQs are usually used to acquire retainers for professional services, such as lawyers except for those professions covered by the Consultants Competitive Negotiation Act (CCNA). These professions are professional

RFB, RFP & RFQ Components

- Advertisement
- Request Information
- Response Criteria
- Evaluation Criteria

See the Support Services department for more specific information.

architectural, engineering, landscape architectural or surveying and mapping services and follow the criteria set in Chapter 287.055 F.S.)

Regardless of which type of proposal is required, the following basic components are to be included in the document:

- Advertisement, including due date, opening date, pre-proposal conference information (if any), description of request, and contact information
- Request information that includes the description of the product or scope of service needed
- Response criteria which explains the requirements of the request response
- Evaluation criteria which may include qualifications, references, cost (cost is not always the primary consideration), responsiveness to the request, quality of the response, etc.

Before these documents are issued, the City Manager informs the City Council about the request. The requests will no longer have to go to Council before they are issued unless they are \$22,500 or more or are specifically requested by City Council (as of February 17, 2016).

Each RFB/ RFP/ RFQ is to be issued at least two weeks before the opening. At the end of the request process, the proposals are opened at a public meeting. Based on staff's recommendation, the contract shall be awarded to the lowest responsible bidder as determined by the City Council (City Code Sec. 2-227). Use City Code Section 2-230 to determine the lowest responsible bidder.

Once the contract is written and acceptable to City staff and City attorney, the contract is to be approved by the City Council through the public hearing process.

RFB, RFP, RFQ Process

1. Determine whether probable cost is between \$8,300 and \$22,500
2. If cost is within threshold, create RFB, RFP, RFQ
(or request bid waiver from City Council and skip to #7 below)
3. Advertise and issue request
4. Open request responses (at least two weeks after advertisement)
5. Select best choice based on evaluation criteria
6. Recommend choice to City Council
7. Obtain and review contract
8. Request approval from City Council to execute the contract
9. Obtain product or service

Vendors

The City requests that all new vendors (who will provide services of \$600.00 or more during a calendar year) complete the Vendor Registration Form and a current form W-9. In addition, all vendors that provide services at any of the City's properties are required to submit workers compensation certificate of insurance or state exemption. All insurance certificates should be effective during the period the vendor will be providing services to the City. If the certificate expires and is renewed during the service period, a new certificate is to be provided. The Support Services Department verifies Federal Identification (FEIN or EIN) numbers before payments are released to vendors and will not issue payment to vendors who have provided incomplete information. Vendors also have the option to receive payment via ACH. An ACH form should be attached to the vendor application.

Vendor Requirements

- Vendor Registration
- W-9
- Workers Compensation coverage (if work on City property)
- ACH Form (optional)

Visa Card Usage

Certain employees and all Council members are afforded the privilege of the use of a City VISA card for approved purchases. Approved purchases are at the request of and for the legitimate benefit of the department and the City. Monthly, the Support Services department audits the use of this card and works with the departments to resolve any discrepancies.

The intent of the VISA card is to make purchases with online vendors, hotels for approved travel, registrations, fuel, and for day to day operational supplies at local retailers where the City does not currently have an account. The City additionally has purchasing cards for Home Depot, Lowes, Publix, and Walmart. Only authorized employees are allowed to make purchases at these retailers with these cards. VISA credit cards should never be used at these retailers, mainly because the use of the purchasing cards allow for tax free payments.

A problematic occurrence is the double payment of vendors through VISA card payment and through City account with the vendor. In order to avoid this in the future, a policy is being developed which requires that only certain vendor and/ or products and services are to be purchased with the VISA card. In the meantime, please do not use the VISA cards to pay for products or services to a vendor with a City account. When in doubt, ask.

Travel Policy

The City follows the travel expense policy as set forth in City Code Section 2-251 through 2-254. Travel is authorized and may be requested where budgeted. Any travel expense that is above and beyond the budget requires Council approval. A written request is to be submitted to the City Manager and the City Manager will request approval from the City Council.

The following rules must be followed when requesting travel reimbursement:

1. Employee authorization to travel must be approved by either the department head or City Manager in advance of the travel.
2. Cash advances and requested reimbursement must be cleared or authorized by completing a travel expense report substantiating expenses incurred within five days after return from travel.
3. When any meal or lodging is included in the conference or registration paid by the City, no one shall be reimbursed for the same. A complimentary Continental breakfast is not considered a meal; therefore breakfast in lieu of a complimentary Continental breakfast shall be reimbursable.
4. Hotel selection shall be at a reasonable rate and be reimbursed on a single-occupancy rate. Checkout hours shall be observed to avoid an extra day's charge.
5. Reimbursements for meals are allowed for local travel as long as the travel involves public purpose and occurs during normal mealtimes.
6. Meals will be paid on the following per diem basis:
 - a. Breakfast, \$8.00
 - b. Lunch, \$10.00
 - c. Dinner, \$18.00
7. Tips are reimbursed on the following schedule:
 - a. Meal Service, up to 15% of each bill
 - b. Taxi Service, up to 10%
 - c. Baggage handling, up to \$2.00 upon arrival and \$2.00 upon departure
8. If a privately owned vehicle is used for travel, the vehicle owner shall be entitled to the "standard mileage rate" as set annually by the Internal Revenue Service (IRS) per mile, plus tolls and parking fees. This rate is updated annually on January 1st. For 2016, the rate is \$0.54 per mile.
9. Employees appointed by the City Manager shall be entitled to reimbursement for automobile travel incurred in the course of carrying out official duties, excluding meetings within the City, where a City vehicle is not available. If the travel is outside of the state, reimbursement shall be the lesser of the cost of a round-trip tourist airfare or the standard mileage rate. Related vehicle costs for tolls, storage fees and parking fees incurred for official travel shall be included.
10. Rental automobiles may be used only when specifically authorized. Use of car rentals will be restricted to those conditions where other transportation is not available or when the total cost of the car rental is less than that of other transportation. See the code for more details.
11. Each approved travel expense report will be audited when received. Individuals requesting reimbursement are responsible for mathematical computation. Any report which is not approved or properly prepared, or is prepared in such a way as to be un-auditable, will be returned for resubmission.
12. In the event the expense report reflects monies due the City, these monies are payable and shall be delivered directly to the Support Services Department no later than five business days after the date the Support Services staff verifies the amount due.
13. The attached expense report must include everything applicable to the reimbursement.

General Rules to Follow

- Advance approval
- Expense report within five days
- Computation requirements
 - Lodging
 - Meals
 - Tips
 - Mileage
- Complete and accurate expense report
- Documentation included

The following must be included with the expense report provided by the City:

1. A copy of the entire course outline, seminar, conference or other applicable document relating to the travel shall be attached.
2. Original receipts must be attached to the expense report for transportation and hotel.

Expense Report Documentation

- Course outline, seminar, conference, registration or related.
- Original receipts
 - Parking
 - Tolls
 - Lodging

Section 2-254 covers reimbursement of expenses. An individual authorized to incur travel expenses may be reimbursed for actual expenses for meals and beverages in the following instances: recruitment of industry and potential City employees; hosting special visitors to the City; expenses incurred in the course of advocating state and federal legislation; hosting or attending committees, conferences, and meetings for organizations where the City or an individual is a member or where the City would benefit from such attendance. Such reimbursed expenses shall be those actual expenses reasonably and necessarily incurred by the individual in the performance of a public purpose authorized by law.

Tuition Reimbursement

Tuition reimbursement is authorized in the City Personnel Policy Section 14: Miscellaneous Rules and Benefits, B. Off-Duty Schooling
Full-time employees are eligible to apply for a refund for tuition and books required for courses in any accredited

Tuition Reimbursement Requirements

- Full-time employee
- \$2,500 per fiscal year per employee
- Prorated reimbursement, depending on letter grade
- Must work for City for two years after the end of the course.
- Contact Support Services for reimbursement

educational institution that, in the judgement of the City Manager, are directly related to the employee’s current or related higher positions, which meet the City’s program objectives. Maximum reimbursement is \$2,500 per employee per year and as budgeted. The City will pay 100% for the grade of “A”, 75% for the grade of “B”, and 50% for the grade of “C.” Additionally, the employee must agree to remain in the City’s employment for two years from the date of course completion. If the employee leaves before that time, the employee must reimburse the City. To request reimbursement, please contact the Support Services Department for an updated reimbursement form. The form will be updated with the employee’s fiscal year-to-date information and will be process for payment by the Support Service Department staff upon completion of the form.

Capital Assets

Capital assets are explained in the Capital Improvements Plan section of this budget manual. In summary, any individual item costing \$2,000 or more and that can be used for three years or more is a capital asset. In addition, an improvement to an existing asset that costs \$2,000 or more and extends the life of an asset for three or more years or increases the utility of the asset for three or more years, is considered a capital asset. Capital assets are funded in the Capital Assets fund and can only be

budgeted there if they are included in the Capital Improvements Plan (CIP). The CIP may also cover capital maintenance costs. There is a needed process for acquisition and disposal. Additionally, annually, the City shall inventory and assess the condition of its physical assets.

NEW! For FY16/17 - Purchase Orders. In order for the Support Services department to account for capital asset purchases, a new purchase order system will be implemented for the start of the FY16/17 fiscal year. The new purchase order system will increase communication between the departments and the Support Services Department about the purchases of capital assets. Assets are a significant component of the financial position of the City, so the assets need to be tracked more thoroughly. For more information, contact the Support Services Department.

New Capital Assets

- Valued at \$2,000 or more
- Useful for 3 or more years

Additions/ Updates to Existing Capital Assets

- Valued at \$2,000 or more
- Useful for 3 or more years
- Extends the life of an asset or increases utility of the asset

Reminders

Acquisition of assets requires a fixed asset worksheet (FAWS) and asset number
 Disposal of assets require updated FAWS
 Inventory must be completed annually

Fixed Asset Acquisition. Once a fixed asset is received, the department that made the purchase will submit all information related to the fixed asset to the Support Services Department. A fixed asset number will be assigned to it and a fixed asset worksheet (FAWS) will be completed with all required information by the Support Services department. Note: Donated items that meet the capital assets criteria above are considered an asset to the City and must be accounted for. Please treat these like a purchase, except that no money has been exchanged.

Fixed Asset Disposal. Fixed asset disposal is when an asset is sold, traded-in, scrapped, lost, destroyed, stolen, salvaged for parts, or donated. Whenever an asset is disposed of, the Support Services Department needs to be informed. The Support Services Department holds the original fixed asset worksheet and needs to pull the paperwork and obtain the required signatures for the disposal to be official.

Capital Assets Fund and CIP

According to Ordinance 1089, all money derived from the ten percent utility tax shall first be deposited into a fund to be known as the Capital Assets Fund to be used as required to fund the City’s Capital Improvements Plan (CIP). The CIP may include expenditures for, *inter alia*, services approved by the City Council that substitute or outsource a capital asset need identified in the Capital Improvements Plan.

Points to Remember:

- In order for the capital assets fund to fund a capital asset or capital asset improvement, it must be included in the CIP.
- Any improvement made that substitutes the purchase of a capital asset can also be included in the CIP to be funded by the capital assets fund.

Accounts Payable

The accounts payable (AP) process is completed weekly, with few exceptions. Each department enters their own invoices and the Support Services department process payments. For more information, contact the Support Services Department.

Cash Receipts/ Accounts Receivable

The City of Satellite Beach receives funds from multiple sources. Each department takes in the funds associated with their department. Following are a couple of guidelines to keep in mind when invoicing and receiving money:

The person who bills customers should not take in the funds from the customer, however, with the small staff, there are circumstances when this is not possible. Every effort is to be made to comply with this guideline, including, but not limited to, written documentation of funds received and a copy of the receipt given to the customer.

When making deposits, the person making the deposit should also include any paperwork that justifies the deposit to be made, (i.e. Building permit collections should match the building permit report of funds received).

Please direct any questions to Support Services staff.

Insurance

The City carries property, inland marine (equipment), crime, various liability (law enforcement liability, public officials liability, and employment related practices liability), excess workers' compensation, automobile, AD&D, and pollution (storage tank) insurance coverages. Any and all incidents should be reported to the Human Resources Specialist in order to file a claim with the insurance carrier.

Common Deductibles*

- Property Damage - \$2,500 per occurrence
- Inland Marine (Equipment) Coverage - \$1,000 per covered item
- Automobile - \$500 Comp, \$500 collision, \$0 liability per occurrence
- General Liability - \$0

* This does not include all deductibles

For more information on coverages, please contact the Support Services department.

Grants

City of Satellite Beach department staff locates and applies for Federal, State and local grant program monies to assist the City in providing services and infrastructure desired by the City. Department staff prepares a Request for Grant Authorization and presents this to the City Manager. The authorization is then presented to the City Council as a regular agenda item.

This Request for Grant Authorization details the following:

- The name of the agency offering grant monies
 - The purpose of the grant program
 - The total grant funds available to the entire pool of candidates
 - The maximum grant-funded amount per accepted candidate
 - The required City match (if any), the funding cycle and application deadline
 - A detailed title/description and justification for the program costs
 - The total estimated program costs
 - The total grant requested
 - The breakdown of the City’s requirement to provide matching funds and/or “in-kind” services
 - The key City staff person responsible to oversee the program if the grant is awarded to the City
- A recommendation to the City Council to authorize staff to submit a proposal for the specified grant program

Once the City Council has discussed and approved the request, staff prepares the required grant application documents, and ensures accuracy and completeness of data and assessed needs. The grant application is then submitted to the grantor for consideration.

Grant Process in Brief

- Grant Request
- Grant Application
- Grant Approval
- Grant Contract
- Grant Meeting
- RFP Process (cost from \$8,300 and up)
- Payment Request
- Grant Closeout

Upon receipt of notification of award of our grant proposal, the City Manager informs the Grant Administrator, the Department Head, the City Clerk, and any additional involved personnel that the grant has been awarded. Copies of notification letter or

email are forwarded to all involved personnel. Each staff member reviews and notes requirements for which they will be responsible as deliverables on the grant contract, including but not limited to periodic progress reporting, periodic billing for grant revenues, close out reporting, audit copies of financial statements, and records retention requirements. Support Services staff will set a meeting to review responsibilities. Responsibilities may include, but are not limited to, tracking of expenditures, periodic reports, request for payment, and grant closeout.

If the grant contract includes purchases of goods or services are \$8,300 or more per vendor, the City Code requires that the contract to purchase those goods and/or services must go through a formal bid and proposal process. The request for bid will also include any required information requested in the grant contract.

Stormwater Fund

The stormwater utility fund for the City's stormwater management system benefit area shall be used exclusively to provide services and facilities related to the stormwater management program.

Stormwater utility funds shall only be utilized for the following expenditures:

- (1) Operation or maintenance of stormwater management facilities within the jurisdiction of the city;
- (2) Costs for the planning, evaluation, design, construction, and management of the stormwater management program;
- (3) Administrative costs related to the management of the stormwater management program;
- (4) Management services, such as permit review and planning and development review related to the stormwater management program; and
- (5) Debt service financing of capital improvements related to the stormwater management program.

With these guidelines in mind, it is important to track the time spent on stormwater activities, especially those related to operating and maintenance (O&M). Currently, the City's Stormwater Fund reimburses the General Fund for stormwater related O&M activities. The amount is determined by calculating the cost of labor and related for the specific personnel who maintain the stormwater areas. This calculation is done annually and should be submitted as part of the budget process. Ideally, the labor costs should be calculated before the budget year, but a more accurate amount can be derived by making the calculations at the end of the fiscal year.

Construction Projects

Construction projects include projects like paving roads, to building buildings, to putting in lights. With the availability of funds and increased needs for capital improvements, coordinating and tracking of

construction projects is becoming more important. To accomplish this, Support Services tracks costs associated with all construction projects. By tracking construction projects, change orders can be expected and accounted for before they happen resulting in proactive management of budgeted funds. The following guidelines should be followed in order to allow Support Services to best track expenditures related to construction projects:

- **Project Planning and Initiation** – Notify and include Support Services from the beginning of the construction project.
- **Engineering Expense and Other Expense Approval** – Notify Support Services of any expenditure, including engineering and any other related expenditure.
- **RFP Process** – Contact Support Services to initiate the RFP process
- **Expense Tracking and Change Orders** – Support Services is tracking all expenditures related to the construction projects, so any and all information related to the project must be relayed to the department. Additionally, Support Services needs to be informed of any change orders.
- **Payment Requests and Liens and Waivers** - Construction projects with sub-contractors require liens and waivers in order to receive payment. Support Services will not allow payment without these. Additionally, payment requests must be signed off by the City's engineer or department head (if engineer is not involved) managing the project. Support Services checks for percent complete and will not pay for anything over 100% without proper justification.

See list of acronyms used in this document at end of glossary.

Ad Valorem (Property) Tax – A tax levied on the assessed value of real property located within the City, determined by multiplying the tax-assessed value by the millage rate set by the City Council.

Appropriation – Money authorized by City Council for a specific use.

Assessed Value – The value set by the County Property Appraiser on taxable real property as a basis for levying ad valorem (property) taxes.

Balanced Budget – A budget in which total revenues available from taxes and other sources, including amounts carried over from prior fiscal years, equal total expenditures and reserves. Florida law requires municipalities to have balanced budgets.

Budget – A financial plan estimating proposed expenditures for the fiscal year and proposed means of financing such expenditures.

Budget Calendar – A schedule of dates the City follows in preparing and adopting the budget.

Capital Expenditures – Expenditures over \$2,000 which acquire or add to capital assets, such as land, buildings, improvements other than buildings, machinery, furniture, equipment, etc.

Capital Improvements Plan (CIP) – A financial plan for the construction or purchase of infrastructure, facilities, equipment, vehicles, and technology assets needed over the next five years.

Fund – A separate set of accounts with revenues and expenditures for a defined purpose.

Fund Balance – The amount of revenues exceeding expenditures in a governmental fund. The fund balance in the City's General Fund constitutes the City's reserves.

Generally Accepted Accounting Principles (GAAP) – Accounting principles commonly used in preparing financial statements. The authoritative source of GAAP for state and local governments is the Governmental Accounting Standards Board (GASB).

Governmental Accounting Standards Board (GASB) – The organization which establishes accounting-reporting standards and generally-accepted accounting principles.

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.

Millage Rate – The tax rate levied on real property. One mill equals \$1 per \$1,000 of tax-assessed property value.

Operating Expenses – Expenditures for goods and services needed to run the City’s day-to-day operations.

Ordinance – A formal legislative enactment by the City Council which has the full force and effect of law within the City’s boundaries, provided it does not conflict with any higher-level law such as a statute or constitutional provision.

Personnel Expenditures – Salaries and wages, overtime, shift differential, Social Security and retirement contributions, life and health insurance, workers’ compensation, unemployment compensation, and State-mandated training.

Property (Ad Valorem) Tax – A tax levied on the tax-assessed value of real property.

Reserves – Funds set aside for emergencies or unforeseen necessary expenditures.

Revenues – Money coming in from various sources to fund expenditures.

Rolled-Back Rate – The millage rate necessary to raise the same amount of ad valorem tax revenue as the previous year, excluding taxes from new construction. Under Florida law, as property values are increased each year by the County Property Appraiser due to inflation, the City’s millage rate is automatically reduced proportionately so that the City does not automatically derive additional revenue. All millage rate changes are calculated using the rolled-back rate as the base.

Special Revenue Funds – Funds having specific revenue sources to be used only for specific purposes designated by law or Council action.

Stabilization Reserve – Funds in the City’s reserves committed to unforeseen emergencies (e.g., natural disasters) and other non-routine expenditures formally approved by Council.

Tax Increment Financing (TIF) – A mechanism for using property taxes to stimulate investment in the City’s Redevelopment District, derived as follows: The Satellite Beach CRA established a “base year” for property values for all properties within the Redevelopment District. This base year is 2001, the year the CRA and Redevelopment District were established. The property tax revenue (“incremental tax”) generated by property values above the base-year values is the funding source for the Community Redevelopment Trust Fund, which funds improvements in the Redevelopment District. This incremental property tax comes only from properties in the District. (The amount of property tax revenue generated by the District’s “base year” property values goes into the City’s General Fund for use throughout the City.)

Transfers – Monies shifted from one fund (where it is shown as an expenditure) into another fund (where it is shown as revenue).

Truth in Millage (TRIM) – State law (Section 200.065, Florida Statutes) governing the ad valorem tax process.

Acronyms Used Throughout This Document:

ALS – Advanced Life Support
CAF – Capital Assets Fund
CIP – Capital Improvements Plan
COLA – Cost of Living Allowance
CRA – Community Redevelopment Agency
CRTE – Community Redevelopment Trust Fund (“Redevelopment Fund”)
CSF – Community Services Fund
DEP – Department of Environmental Protection (Florida)
DoE – Department of Energy (US)
FB – Fund Balance
FD – Fire Department
FDLE – Florida Department of Law Enforcement
FEMA – Federal Emergency Management Agency
FICA – Federal Insurance Contributions Act (federal payroll tax)
GAAP – Generally Accepted Accounting Principles
GASB – Governmental Accounting Standards Board
GEP – General Employees Pension
GF – General Fund
LETF – Law Enforcement Trust Fund
PBP – Pelican Beach Park
PD – Police Department
PFP – Police & Firefighters Pension
PILOT – Payment in Lieu of Taxes
PW – Public Works
RMS – Records Management System
SBSRP – Satellite Beach Sports & Recreation Park
SI – Samsons Island
SUF – Stormwater Utility Fund (“Stormwater Fund”)
TIF – Tax Increment Financing
TRIM – Truth in Millage