

City of Crystal River



Agenda Packet
for
Regular Council Meeting
Monday, September 10th, 2018
7:00 p.m.



Agenda
Crystal River City Council
Regular Council Meeting
Monday, September 10th, 2018 @ 7:00 p.m.
Council Chamber, City Hall

Jim Farley, Mayor
Ken Brown, Council Seat #1/ Vice Mayor
Mike Gudis, Council Seat #2
Pat Fitzpatrick, Council Seat #3
Robert Holmes, Council Seat #5

Dave Burnell, City Manager
Jennifer Rey, City Attorney
Mia Fink, City Clerk

NOTICE TO PUBLIC

Any person who decides to appeal any decision of the Governing Body with respect to any matter considered at this meeting will need a record of the proceedings and for such purpose may need to provide that a verbatim record of the proceeding is made, which record includes testimony and evidence upon which the appeal is to be based. (Section 286.0105, Florida Statutes)

Any person requiring reasonable accommodation at this meeting because of a disability or physical impairment should contact the City of Crystal River, City Manager's Office, 123 N.W. Highway 19, Crystal River, Florida, 34428 (352) 795-4216, at least two (2) days before the meeting.

GENERAL MEETING PROCEDURES

1. In consideration of others, we ask that you follow a few basic rules:
 - A. Please turn cell phones off, or place on vibrate. If you must make a call, please step out into the hallway, in order not to interrupt the meeting.
 - B. If you must speak to someone in the audience, please speak softly or go out into the hallway, in order not to interrupt the meeting.
 - C. Personal comments/remarks, directed to Council or the public, are not allowed and are considered out of order.
2. Public comment is allowed two (2) times during the Council meeting:
 - A. **Public Input:**
The general public will be allowed three (3) minutes to speak during the *Public Input* section at the beginning of the meeting. The topic is open.
 - B. **Public Input:**
The general public will be allowed five (5) minutes to speak during the *Public Input* section at the end of the meeting. The topic is open.

1. CALL TO ORDER

- A. Roll Call.....City Clerk Fink
- B. Invocation.....Council member Holmes
- C. Pledge of Allegiance.....Mayor Farley
- D. Recognition of Elected Officials in Attendance.....Mayor Farley

2. ADOPTION OF AGENDA

3. PRESENTATIONS

- A. Save Our Waters Week Proclamation.....Keep Citrus County Beautiful
- B. Recovery Month Proclamation.....Renee Teaster, Anti-Drug Coalition of Citrus County
- C. September 11th Memorial Proclamation.....Mayor Farley
- D. CCSO Quarterly Report.....Captain Ryan Glaze

4. UNFINISHED BUSINESS

5. APPROVAL OF CONSENT AGENDA

- A. Motion to approve minutes from the Budget Workshop held August 24th, 2018

6. PUBLIC INPUT

(Time Limit of Three Minutes)

7. PUBLIC HEARING

- A. Adoption of Resolution No. 18-R-20 Setting a Tentative Millage Rate of 4.5 Mills for FY 2018/2019 on First Public Hearing and setting the Final Public Hearing Date for Adoption of the Final Millage Rate for September 25, 2018 at 6:00 p.m.
- B. Adoption of Resolution No. 18-R-22, Adopting the Tentative Budget for FY 2018/2019 on First Public Hearing and setting the Final Public Hearing Date for Adoption of the Final FY2017/2018 Budget for September 25, 2018 at 6:00 p.m.
- C. Adoption of Resolution No. 18-R-21, Adopting the Tentative Budget for the Community Redevelopment Agency for FY 2018/2019 on First Public Hearing and setting the Final Public Hearing Date for Adoption of the Final CRA Budget for FY2018/2019 for September 25, 2018 at 6:00 p.m.
- D. Consideration of approval of Ordinance No. 18-O-14 amending Chapter 15 of the "Traffic" the on First Reading and setting a public hearing for Monday, September 24, 2018 at 7:00 p.m.

AN ORDINANCE THE CITY COUNCIL OF THE CITY OF CRYSTAL RIVER, FLORIDA; AMENDING CHAPTER 15, TRAFFIC, BY CREATING ARTICLE VII - RESIDENTIAL NEIGHBORHOOD PERMIT PARKING ZONE; PROVIDING FOR CONFLICTS; PROVIDING FOR INCLUSION IN THE CODE OF ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

- 1. Read Ordinance by Title Only on First Reading
- 2. Hold Public Hearing
- 3. Motion to Approve Ordinance No. **18-O-14**

8. CITY ATTORNEY

9. CITY MANAGER

- A. Motion to approve draft Purchasing Policy Revisions
- B. Motion to approve draft "City of Crystal River Grants Administration Manual"
- C. Update regarding Cross Connection Control and F.O.G. (Fats, Oils, Grease) Ordinance Workshop

10. CITY COUNCIL

11. COMMITTEE REPORTS

- A. Mayor Farley
 - *Waterfronts Advisory Board*
- B. Vice Mayor Brown
 - *Withlacoochee Regional Water Supply Authority*
 - *Crystal River Main Street*
- C. Council member Fitzpatrick
 - *Metropolitan Planning Organization*
 - *Three Sisters Springs Coordination Committee*
- D. Council member Gudis
 - *Tourist Development Council*
 - *Library Governing Advisory Board*
 - *Florida League of Cities*
 - *Citrus County Community Charitable Foundation Board*
- E. Council member Holmes
 - *Keep Citrus County Beautiful*
 - *Springs Coast Steering Committee*

12. COMMUNICATIONS

13. COUNCIL MEMBER REPORTS

- A. Mayor Farley
- B. Vice Mayor Brown
- C. Council member Fitzpatrick
- D. Council member Gudis

E. Council member Holmes

14. PUBLIC INPUT

(Five Minute Time Limit)

15. ADJOURNMENT

Proclamation

Save Our Waters Week

WHEREAS, the citizens of Crystal River treasure the God-given water resources of our aquifers, springs, rivers, lakes and coastal estuaries that are interconnected essential elements of our physical situation which we share with wildlife and our beautiful abundant plant life; and

WHEREAS, we depend upon the quantity and quality of our waters for personal hygiene, home services, agriculture, business pursuits and occupations; and

WHEREAS, our waters are a highly-valued recreational resource for boating, swimming, fishing, and diving.

NOW, THEREFORE, the City Council of the City of Crystal River, Florida does hereby proclaim September 15 through 22, 2018 as "Save Our Waters Week" in Crystal River, Florida.

September 10, 2018

Date

Jim Farley, Mayor
City of Crystal River



Proclamation Recovery Month

WHEREAS, the City of Crystal River, and other social service organizations recognize that mental and substance use disorders affect all communities nationwide, but with commitment and support, people with these disorders can achieve healthy lifestyles and lead rewarding lives in recovery.

WHEREAS, by seeking help, people who experience mental and/or substance use disorders can embark on a new path toward improved health and overall wellness. The focus of **Recovery Month** this September is to celebrate the milestones of those in Recovery and spread the message that prevention works, treatment is effective, and people recover.

WHEREAS, We must encourage relatives and friends of people with mental and/or substance use disorders to implement preventive measures, recognize the signs of a problem, and guide those in need to appropriate treatment and recovery support services. We must work together as a community that includes a comprehensive approach with licensed providers, social service agencies, community groups, and the support of family and friends.

WHEREAS, **Recovery Month** observance raises awareness and educates communities about the prevention, treatment, and recovery resources that are available. For the above reasons, I am asking the citizens of **Crystal River** to join me in celebrating this September as **Recovery Month**.

NOW, THEREFORE, BE IT RESOLVED That I, Jim Farley, serving as the Mayor of the City of Crystal River, do hereby proclaim **the month of September as**

"Recovery Month"

September 10, 2018

Date

Jim Farley, Mayor
City of Crystal River



Proclamation

WHEREAS, the unprovoked attacks of September 11, 2001, upon America by foreign terrorists have thrust the United States, and other countries, into a war it never envisioned, militarily or diplomatically; and

WHEREAS, this new great unknown and uncertainty has woven itself into all the threads of society; and

WHEREAS, the challenges facing all the civilized people of the world as they relate to the war on terrorism will not end until those fanatics are eliminated or brought to justice; and

WHEREAS, America is fully committed through the Operation Enduring Freedom campaign to ensure our freedoms remain unfettered and sovereign for all generations, now and forever; and

WHEREAS, world opinion needs to remain focused upon the eradication of these inhuman acts perpetrated around the globe; and

WHEREAS, one way to accomplish this is to NEVER FORGET that those innocent victims did not die in vain; and

WHEREAS, America can fight back by reminding the world the deaths of these people will always be remembered and they will be forever loved; and

WHEREAS, A noble and appropriate way to accomplish this is through the annual celebration of their living; and

WHEREAS, This commemoration should be held each September 11th throughout the land with a tribute to include:

- The promotion of global peace and goodwill;
- The demonstration of America's resolve and perseverance to win the war on terrorism;
- The advancement of responsible citizenship;
- The encouragement of patriotism and love of country; and
- The poignant remembrance of those innocent victims that needlessly died on September 11, as heroes, one and all; now therefore be it

RESOLVED, as the Mayor of the City of Crystal River, Florida, I am issuing this proclamation to memorialize those men, women and children who lost their lives; and be it further

RESOLVED, that this proclamation be publicized for all to see and know that the citizens of Crystal River remember with eternal respect those whose lives were suddenly, without cause and pointlessly taken from them on September 11, 2001. May they forever rest in peace and abide by our memories.

*Jim Farley, Mayor
City of Crystal River*

ATTEST:

Mia Pink, City Clerk

SEAL





CITRUS COUNTY SHERIFF'S OFFICE
A Nationally Accredited Law Enforcement Agency

SHERIFF
MIKE PRENDERGAST



City of Crystal River – Florida

2018 Second Quarter Law Enforcement Crime & Statistics Report

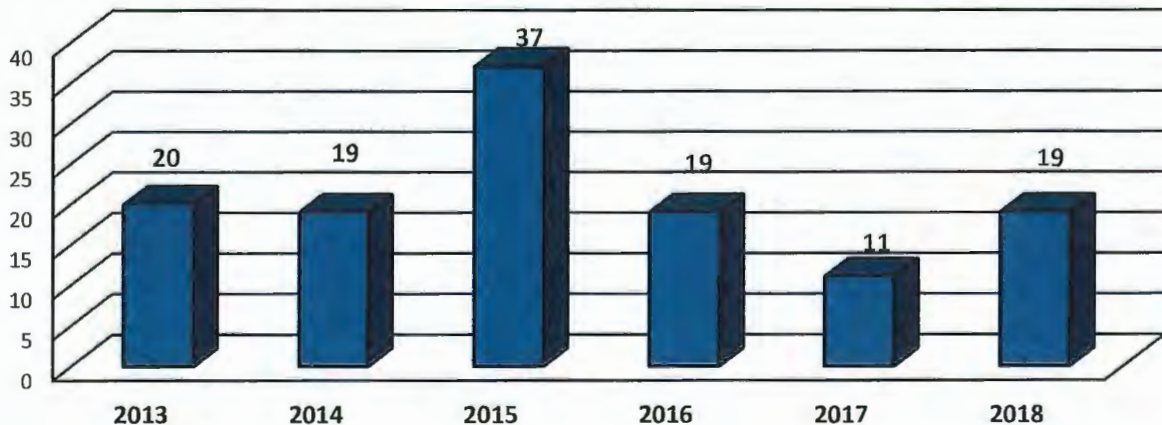
Tracked Crime Comparison 2nd Quarter

OFFENSE	2nd Quarter 2017	2nd Quarter 2018	PERCENTAGE OF CHANGE
HOMICIDE	0	0	Static
ROBBERY	0	1	100% Increase
SEX OFFENSE	0	0	Static
RESIDENTIAL BURGLARY	0	0	Static
COMMERCIAL BURGLARY	0	0	Static
VEHICLE BURGLARY	5	5	Static
AUTO THEFT	0	3	300% Increase
TOTAL	5	9	80% Increase
Cases Cleared by Arrest	0	1	100% Increase

Tracked Crime Comparison 1st 2 Quarters

OFFENSE	2017	2018	PERCENTAGE OF CHANGE
HOMICIDE	0	0	Static
ROBBERY	0	2	200% Increase
SEX OFFENSE	0	0	Static
RESIDENTIAL BURGLARY	2	1	-50.00% Decrease
COMMERCIAL BURGLARY	2	2	Static
VEHICLE BURGLARY	7	8	14.29% Increase
AUTO THEFT	0	6	600% Increase
TOTAL	11	19	72.73% Increase

City of Crystal River Tracked Crime - 1st & 2nd Quarters



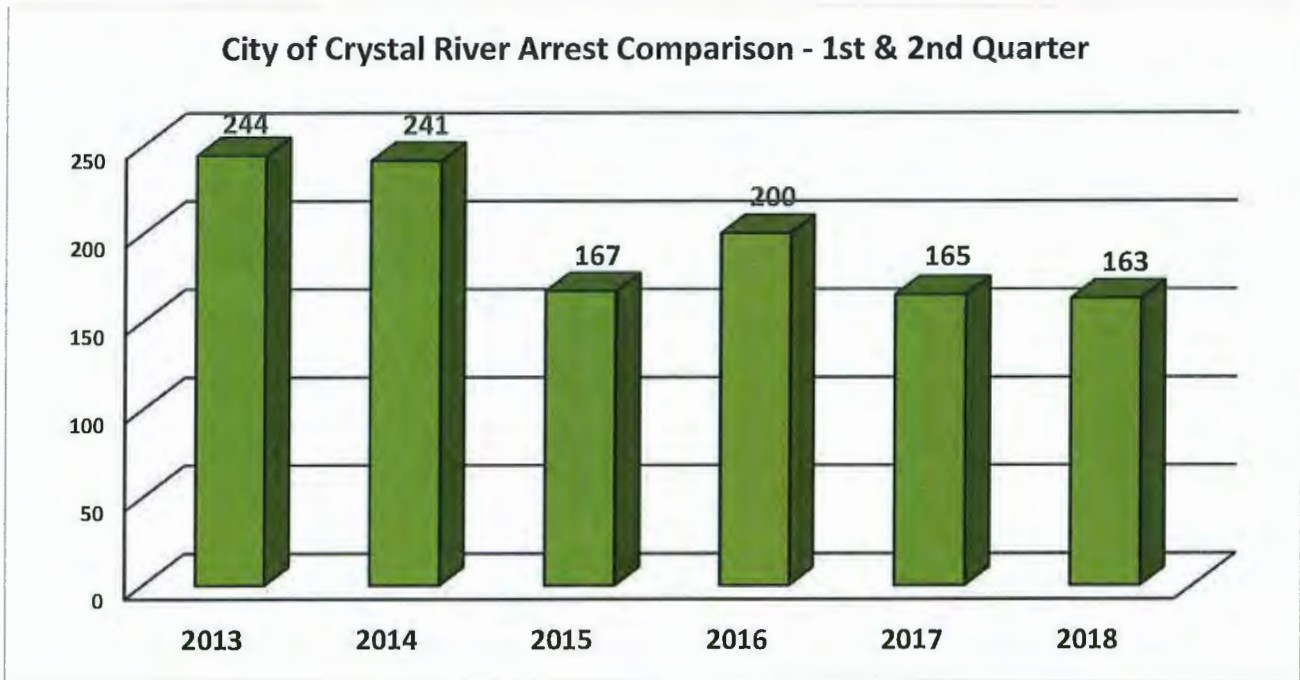
Data was drawn from the Citrus County Sheriff's Office CrimeTrack database and includes the following tracked crime statistics: Robbery, Homicide, Sex offenses, burglary to residences, vehicles, commercial businesses and auto theft.

Arrest Statistics Comparison – 2nd Quarter

TYPE	2017	2018	% of Change
ARRESTS	77	76	-1.30% Decrease

Arrest Statistics Comparison – 1st 2 Quarters

TYPE	2017	2018	% of Change
ARRESTS	165	163	-1.21% Decrease



Drug Arrests City of Crystal River 2nd Quarter 2018

Address	Charge	Description	Date
NE 1ST TER / NE 8TH AVE	893.13(6)(B)	Possession Cannabis (Less than 20 Grams)	05/12/2018 20:21:22
16 NE 5TH ST	893.13(6)(B)	Possession Cannabis (Less than 20 Grams)	05/14/2018 22:56:14
49 NW HWY 19	893.13(6)(B)	Possession Cannabis (Less than 20 Grams)	05/15/2018 23:03:41
104 NE 1ST AVE	893.13(6)(A)	POSSESSION OF CONTROLLED SUBSTANCE	06/05/2018 19:32:55
104 NE 1ST AVE	893.13(6)(B)	Possession Cannabis (Less than 20 Grams)	06/05/2018 19:32:55
639 NE HWY 19	893.13(6)(B)	Possession Cannabis (Less than 20 Grams)	06/20/2018 03:24:09

Offense Reports & Calls for Service Comparison – 2nd Quarter

TYPE	2017	2018	% of Change
OFFENSE REPORTS	166	165	-0.60% Decrease
CALLS FOR SERVICE	174	177	1.72% Increase

Offense Reports & Calls for Service Comparison – 1st 2 Quarters

TYPE	2017	2018	% of Change
OFFENSE REPORTS	317	315	-0.63% Decrease
CALLS FOR SERVICE	324	331	2.78% Increase

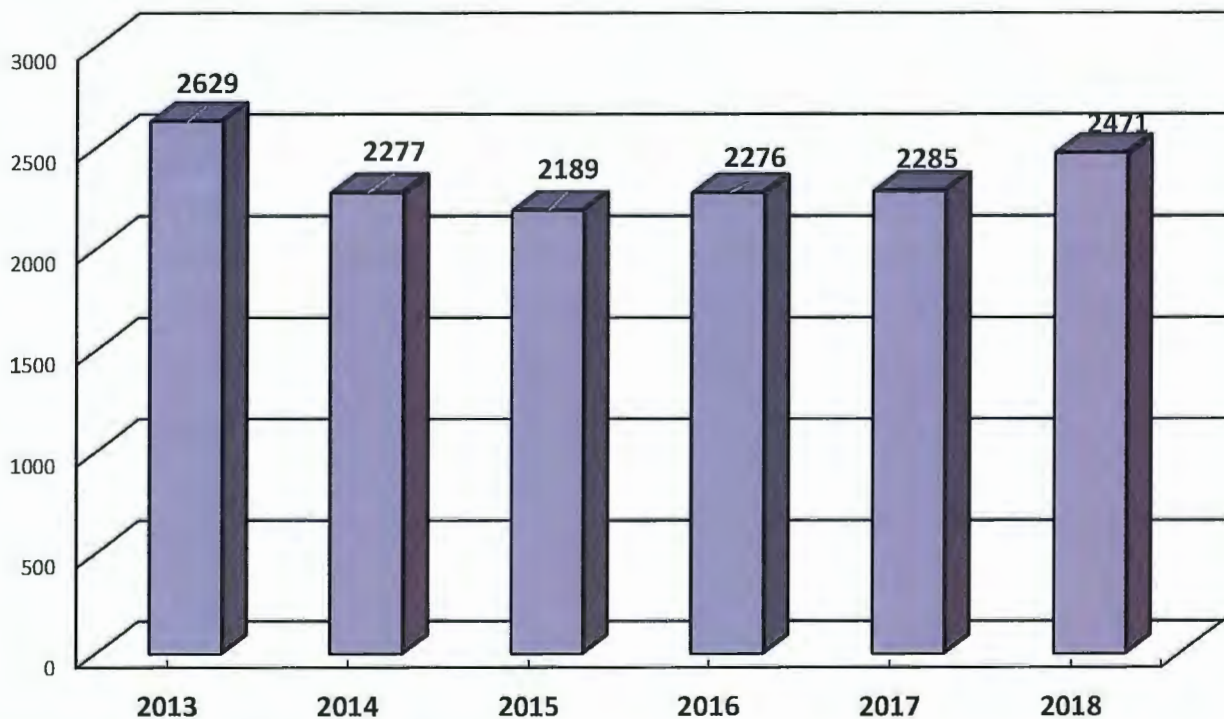
Warnings & Citations Comparison – 2nd Quarter

TYPE	2017	2018	% of Change
WARNINGS	495	1213	145.05% Increase
CITATIONS	100	211	111.00% Increase

Warnings & Citations Comparison – 1st 2 Quarters

TYPE	2017	2018	% of Change
WARNINGS & CITATIONS	1802	2471	37.13 Increase

City of Crystal River Warnings and Citations 1st & 2nd Quarters



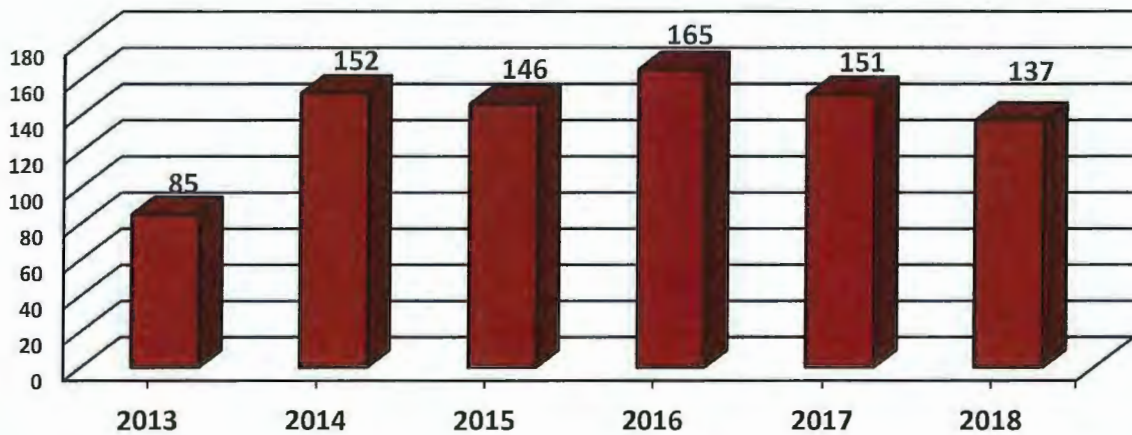
Traffic Crash Statistics Comparison – 2nd Quarter 2018

TYPE	2017	2018	% of Change
TRAFFIC CRASH	72	58	-19,44% Decrease

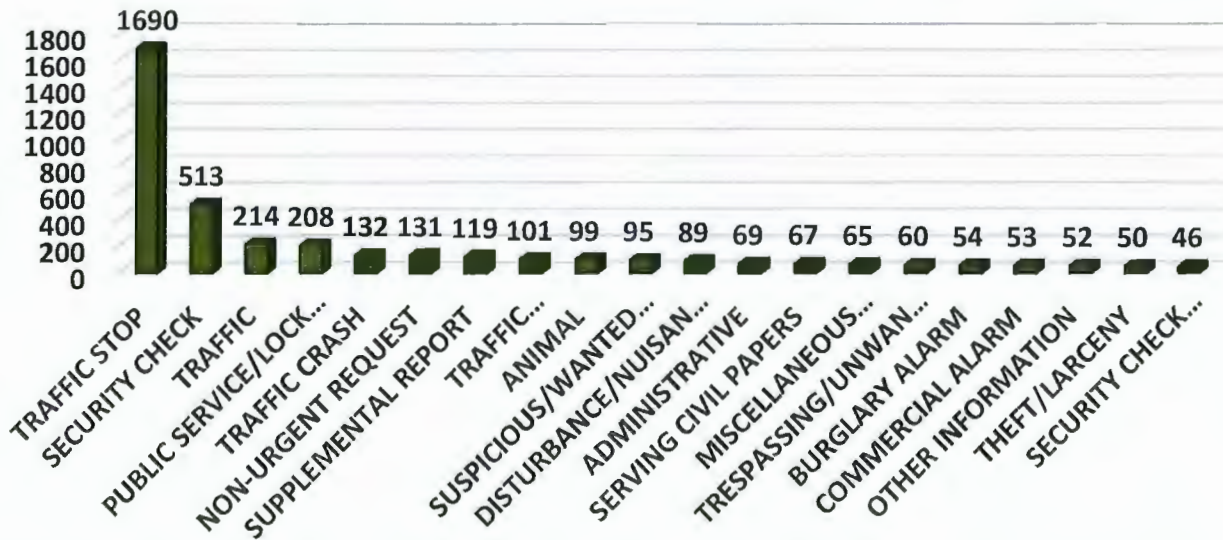
Traffic Crash Statistics Comparison – 1st 2 Quarters

TYPE	2017	2018	% of Change
TRAFFIC CRASH	150	137	-8,67% Decrease

City of Crystal River Traffic Crashes - 1st & 2nd Quarters



Top 20 Calls for Service 2nd Quarter 2018



Calls for Service Processed by CAD (Computer Aided Dispatch) – 2nd Quarter 2018

ABANDONED VEHICLE	5
ABANDONMENT	1
ABDUCTION/KIDNAPPING	4
ABUSE/ABANDONMENT/NEGLECT	6
ABUSE/NEGLECT	5
ADMINISTRATIVE	69
ALARMS	6
ANIMAL	99
AOA	3
ASSAULT	10
ASSAULT/SEXUAL ASSAULT	8
ASSIST OTHER AGENCY	17
BOMB/SUSPICIOUS PACKAGE	1
BURGLARY	4
BURGLARY ALARM	54
COMM BURGLARY	3
COMMERCIAL ALARM	53
CONDUCT INVESTIGATION	34
CRASH NO INJURY	45
CRASH UNKNOWN INJURY	11
CRASH WITH INJURY	31
CRIMINAL MISCHIEF	2
CST RESPONSE	1
DAMAGE	6
DAMAGE/VANDALISM/MISCHIEF	9
DISTURBANCE	3
DISTURBANCE/NUISANCE	89
DOMESTIC DISTURBANCE	28
DRUGS	32
DUI	11
DUI/IMMPAIRED DRIVING	12
EVIDENCE	1
FAMILY VERBAL DISTURBANCE	5
FIRE	10
FIRE ALARM	26
FIRE ALARM COMM	2
FOLLOW-UP	15
FOUND PERSON	1
FOUND PROPERTY	12
FRAUD	3
FRAUD/FORGERY	10
HARASSMENT/STALKING	29
HAZARD	22

HIT & RUN NO INJURY	9
HIT & RUN UNK INJURY	2
INDECENCY/LEWDNESS	7
INFORMATION	1
ITEMS	1
LOST PROPERTY	9
MENTAL DISORDER	4
MENTAL DISORDER/BEHAVIOR	15
MISCELLANEOUS INCIDENT	65
MISCHIEF	5
MISSING PERSON	4
MISSING/RUNAWAY/FOUND	8
NOISE COMPLAINT	27
NON-URGENT REQUEST	131
NON-VIOLENT DISORDER	1
NUISANCE	10
OTHER	43
OTHER INFORMATION	52
PANIC/DURESS	9
PAST ASSAULT	2
PAST BURGLARY	2
PAST DAMAGE/VANDALISM	12
PAST DRUGS	1
PAST FRAUD	5
PAST HARASSMENT	3
PAST HIT & RUN	5
PAST MISCHIEF	1
PAST SUSP CIRCUMSTANCE	4
PAST SUSP VEHICLE	1
PAST THEFT	13
PAST THEFT FROM VEH	2
PAST THREAT	1
PAST VEHICLE THEFT	5
PAST VERBAL	1
PERSONAL ROBBERY	1
PHYSICAL DISTURBANCE	9
PUBLIC SERVICE	37
PUBLIC SERVICE/LOCK OUT	208
REFERRAL	1
RESD BURGLARY	2
RESIDENTIAL ALARM	12
ROAD RAGE	6
ROBBERY	3

SECURITY CHECK	513
SECURITY CHECK COMM	34
SECURITY CHECK COMMERCIAL	43
SECURITY CHECK DIRECTIVE	46
SECURITY CHECK RESIDENTIAL	13
SERVING CIVIL PAPERS	67
SERVING CIVIL PAPERS ENFORCEABLE	2
SEX OFFENDER CHECK	5
SEXUAL ASSAULT	3
SEXUAL OFFENDER CHECK	3
SHOTS FIRED	1
SHOTS HEARD	5
SUICIDAL/ATTEMPT/THREAT	8
SUICIDE THREAT	1
SUPPLEMENTAL REPORT	119
SUSPECT	3
SUSPECT DETAINED	1
SUSPICIOUS CIRCUMSTANCE	15
SUSPICIOUS PACKAGE	1
SUSPICIOUS PERSON	21
SUSPICIOUS VEHICLE	10
SUSPICIOUS/VEHICLE	16
SUSPICIOUS/WANTED PERSON	95
THEFT/LARCENY	50
THREATS	3
TRAFFIC	214
TRAFFIC CRASH	132
TRAFFIC DIRECTIVE	8
TRAFFIC STOP	1690
TRAFFIC VIOLATION/COMPLAINT	101
TRESPASSING (LARGE GROUP)	1
TRESPASSING/UNWANTED	60
TRESPASSING (SMALL GROUP)	31
UNKNOWN 3RD PARTY	3
URGENT REQUEST	15
VEHICLE	1
VEHICLE BURGLARY	8
VEHICLE THEFT	1
VERBAL DISTURBANCE	36
VIOLATION	36
VIOLENT DISORDER	5
WANTED PERSON	7
WEAPONS INCIDENT	3
WEAPONS/FIREARMS	4
Grand Total	4972

City of Crystal River 2nd Quarter 2018 Traffic Citation Detail

Uniform Traffic Citation Charge Description	2 nd Quarter
Careless Driving	12
Exceed Speed Set in School Zone During Indicated Periods	10
Exceed Posted Zone Speed (Municipal Street)	8
Violation Of Official Traffic Control Device	7
Expired Tag/Registration less than 6 Months	6
Regulated Speed by the State	4
Backing Improper	3
Driving While License Suspended or Revoked (Knowingly- 1st Offense)	2
Failure to Stop at Stop Sign and Yield to R-O-W	2
Open Container in Vehicle Being Operated	2
Operate Motor Vehicle Without using the Safety Belt	2
Vehicle Turn Left in Front of Approaching Traffic	2
Bicycle Regulations	2
Expired Tag or Motor Vehicle Registration over 6 Months First Offense	2
Fail to Use Due Care - Unlawful Speed (Hazardous Conditions)	2
Violate Restrictions on License - Special Mechanical Control	1
Proper Endorsement not on Drivers License	1
Driving While License Suspended or Revoked (Unknowing)	1
Attach Tag to Vehicle not Assigned to it	1
Stop, Stand, or Park a Vehicle in Prohibited Places	1
Fail to Yield While Approach Intersection to Other Vehicle	1
Driving While License Suspended or Revoked - Knowingly	1
Failure to appropriately Reduce Speed for Hazards	1
Driving While License Suspended or Revoked (Habitual Traffic Offender)	1
Expired Driver's License (more than 4 months)	1
Fail to Replace License within 10 Days of Legal Name Change	1
Headlamps on Motor Vehicles	1
Fail to Stop or Fleeing LEO After Ordered to Stop	1
Leave Scene/Fail To Remain At Crash With Property Damage	1
Violate Restrictions on License - Time/Purpose of Use	1
No proof of insurance	1
No Tag or Validation Sticker on Vehicle	1
Fail to Yield Right of Way While Turning at Traffic Light	1
Grand Total	84

Data was drawn from the Citrus County Sheriff's Office CrimetrackII, PSnet and Aegis records management databases. The following reports were used; SQL Report Server Link (reports 1-9), CrimetrackII Crystal River Quarterly Report Query & PSnet Inquiry using the time frames of April through June for the years of 2012 & 2013, and Aegis Data Analysis & Mapping reports: Crystal River Quarterly Citation & Warnings; Crystal River Quarterly Arrest Excel Report.

City of Crystal River



Minutes from the
Budget Workshop held
Thursday, August 23rd, 2018
@ 1:00 p.m.



**Minutes of the
Crystal River City Council
Budget Workshop
Thursday, August 23, 2018 1:00 p.m.
Council Chamber, City Hall**

1. CALL TO ORDER

Mayor Farley called the meeting to order at 7:00 p.m.

Council members Present: Mayor Farley, Vice Mayor Brown, Council member Gudis, Council member Fitzpatrick, Council member Holmes.

Council members absent: None

Staff Present: City Manager Burnell (via telephone), City Clerk Fink, Assistant City Manager Jack Dumas, Finance Director Michelle Russell, Public Works Director Beau Keene, Special Events Coordinator Leslie Bollin, Three Sisters Springs Manager Beth Perez and Planning and Development Services Director Jackie Gorman.

2. PRESENTATION

A. Presentation of draft budget for Fiscal Year 2019

City Manager Burnell provides an introduction and overview of General Fund, noting that the budget is balanced within .003% and discussed factors including wage increases and final revenue adjustments. He presented the staff memorandum noting an anticipated increase in ad valorem tax funding and retention of the current millage rate based on projected revenue increase. Decreased revenue sources, including state funding sources, were discussed, as well as increased city revenue sources including building permit, zoning, rental and lien search fees, code enforcement actions and increased property values. It was also noted that currently minimal funding is budgeted for abatement. Increased health insurance and law enforcement service costs, reorganization and addition of an Assistant City Manager position were also touched on. He discussed changes to the General Fund Capital Improvement Plan, noting an invitation to apply for funding for a new City Hall. Water and Sewer Fund was reviewed, noting grant funding anticipated for new pumps and sewer expansion projects, and FRF projects planned to lessen water loss through meter upgrades.

City Manager Burnell addressed questions regarding water loss, detection of cause, and main sources, as well as benefits of backflow prevention. Mr. Burnell also provided further detail regarding personnel changes, introducing Three Sisters Springs Manager Beth Perez, and noting potential transition to an in-house Building Official. Planning and Development Services Director Jackie Gorman discussed the growing need for increased presence of a Building Official and associated benefits, including reduction of illegal activity, and commending PDCS for their service quality. She also discussed changes in the role and activities of code enforcement, confirming increased fines and user and permitting fees offset cost of salary.

Ms. Russell confirmed favorability of payroll versus contracted labor, and consensus was reached by Council in agreement. City manager Burnell also noted potential coverage gaps associated with an in-house building official due to vacations or resignation.

Discussion was then held regarding the Three Sisters Springs Fund, with City Manager Burnell highlighting funds budgeted for infrastructure improvements, and potentially an additional trolley. Consideration to expend Sanitation Funding for marketing and educational efforts aimed at litter reduction was also noted.

Ms. Russell also spoke regarding the General Fund, outlining plans to shore up any potential shortfalls with excess funds from FY 18 and noting a reallocation of a portion of the City Manager salary.

Mayor Farley noted past staffing reductions, and the current trend of service expansion and associated staffing increase, with Ms. Russell confirming the addition of two Public Works positions.

Council member Gudis commended Finance Director and City Manager Burnell for continuing to ensure costs are allocated to the proper cost center.

City manager Burnell also made note of additional funding for Michigan Town modifications to address traffic and parking issues (yet to be determined) and potential plans for Kings Bay Park.

Mr. Dumas addressed Council member Holmes question regarding cemetery maintenance, confirming that mowing services were contracted out.

3. COUNCIL DISCUSSION AND QUESTIONS

Staff also addressed questions from Council members, providing clarification regarding health insurance cost increases, and the way in which sponsorships secured by the Special events Coordinator (totaling \$15,000) are reflected in the budget under Marketing and Special Events (net figure in lieu of placement into a separate revenue account).

Special Events Coordinator Leslie Bollin addressed Council by providing detail regarding sponsorship amounts, donors and ongoing active promotion of sponsorship for specific events, citing the upcoming Fallen Heroes Memorial Wall Opening Ceremony.

Vice Mayor Brown expressed concerns regarding a lack of TDC funding support for costs associated with marketing of Crystal River and resulting local tourism increase. Discussion as then held regarding requirements for TDC grant funding proposals, portion of bed tax received from city establishments and potential costs associated with increased tourism including law enforcement. Council member Gudis confirmed that information regarding allowable uses for TDC funding would be provided. Ms. Bollin noted previous TDC reimbursement funding received for the Pirate Festival, and City Manager Burnell noted recent commitment of \$400,000 in TDC funding for engineering of a bike trail extension connecting the Crosstown Trail with the Citrus County Multi-Use Path.

Discussion was also held regarding potential impacts of the passage of the Homestead Exemption Amendment, (projected at \$50,000), with City Manager Burnell noting the anticipated revenue that will result from the upcoming Homestead Exemption Audit.

He also addressed questions regarding a discrepancy in the Planning and Development Services budget (related to potential adjustments to Building Inspection Contract fees proportionate to increased building permit fees) and the \$400,000 grant funding anticipated for Three Sisters Springs infrastructure improvements. Discussion was also held regarding future increases for law enforcement services and method of negotiations.

4. PUBLIC INPUT

There was none.

5. ADJOURNMENT

Meeting adjourned at 1:53 p.m.

CRYSTAL RIVER CITY COUNCIL
Agenda Item Summary

Meeting Date: September 10, 2018

Agenda Item Number: 7A, 7B, 7C

Requested Motion(s):

- A. Adoption of Resolution No. 18-R-20 Setting a Tentative Millage Rate of 4.5 Mills for FY 2018/2019 on First Public Hearing and setting the Final Public Hearing Date for Adoption of the Final Millage Rate for September 25, 2018 at 6:00 p.m.

- B. Adoption of Resolution No. 18-R-22, Adopting the Tentative Budget for FY 2018/2019 on First Public Hearing and setting the Final Public Hearing Date for Adoption of the Final FY 2018/2019 Budget for September 25, 2018 at 6:00 p.m.

- C. Adoption of Resolution No. 18-R-21, Adopting the Tentative Budget for the Community Redevelopment Agency for FY 2018/2019 on First Public Hearing and setting the Final Public Hearing Date for Adoption of the Final CRA Budget for FY 2018/2019 for September 25, 2018 at 6:00 p.m.

Summary: State statutes establish certain procedural steps that must be followed in adopting the City budget. Two public hearings are required, and the calculation/discussion of a rolled-back rate must be the first substantive issue discussed at the public hearings. At the second public hearing, adoption of the final millage rate and the final budget must be by separate votes, with the final millage rate being adopted prior to the adoption of the final budget.

The roll-back rate for FY 2018/2019 has been determined to 4.2618 mills. The millage rate being proposed for FY 2018/2019 is 4.5 mills, reflecting no increase from the adopted rate for FY 2017/2018. The final General Fund budget for FY 2018/2019 totals \$4,776,466.

A copy of the final FY 2018/2019 budget documents are attached as is a budget transmittal memorandum. Budget detail material has previously been presented to Council during budget workshops.

Staff Recommendation: Staff recommends approval of the three proposed resolutions.

Approvals:



Finance Department

City Manager

City Attorney (if applicable)

Attachments:

- Resolution No. 18-R-20
- Resolution No. 18-R-22
- Resolution No. 18-R-21
- FY 2018/2019 Budget Document

Council Action:

Approved _____ Denied _____ Deferred _____ Other _____

RESOLUTION NO. 18-R-20

A RESOLUTION OF THE CITY OF CRYSTAL RIVER, FLORIDA SETTING A FINAL MILLAGE RATE OF 4.5 UNITS FOR FISCAL YEAR 2018-2019 PROVIDING FOR CONFLICTS AND SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, The City of Crystal River, Citrus County, Florida on July 19, 2018 adopted the Fiscal Year 2018/2019 Tentative Millage Rate of 4.5 following a public hearing as required by Florida Statute 200.065; and

WHEREAS, the gross taxable value for operating purposes not exempt from taxation within the City of Crystal River has been certified by the Citrus County Property Appraiser as \$467,764,683.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF CRYSTAL RIVER, FLORIDA THAT:

SECTION 1. FINAL MILLAGE: The final FY 2018/2019 millage rate is set at 4.5 units, which is greater than than the roll back rate of 4.2618 mills. The current year proposed rate is .2382% greater than the rolled back rate.

SECTION 2. CONFLICT. Any resolution or policy of the City or any portion thereof, in conflict with the provisions of this Resolution, is hereby repealed to the extent of such conflict.

SECTION 3. SEVERABILITY. In the event that any portion or section of this Resolution is determined to be invalid, illegal or unconstitutional by a court of competent jurisdiction, such decision shall in no manner affect the remaining portions or section of this Resolution, which shall remain in full force and effect.

SECTION 4. EFFECTIVE DATE. This resolution shall be effective upon adoption by the City Council of the City of Crystal River, Florida.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CRYSTAL RIVER, FLORIDA, THIS _____ DAY OF SEPTEMBER 10, 2018.

CITY OF CRYSTAL RIVER

Jim Farley, Mayor

ATTEST:

Mia Fink, City Clerk

Approved as to form:

Jennifer Rey, City Attorney

RESOLUTION NO. 18-R-22

A RESOLUTION OF THE CITY OF CRYSTAL RIVER, FLORIDA, ADOPTING THE TENTATIVE BUDGET FOR THE FISCAL YEAR 2018/2019; SETTING THE FINAL PUBLIC HEARING FOR ADOPTION OF THE FISCAL YEAR 2018/2019 BUDGET FOR SEPTEMBER 25, 2018, AT 6:00 P.M.; PROVIDING FOR CONFLICTS AND SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, The City Council of the City of Crystal River, Citrus County, Florida on September 10, 2018 considered the Tentative Fiscal Year 2018/2019 budget following a public hearing as required by Florida Statute 220-065; and

WHEREAS, The City Council of the City of Crystal River, Citrus County, Florida set the tentative appropriations and revenue estimates for the Budget for Fiscal Year 2018/2019 as follows:

General Fund	\$4,776,466
Capital Improvements Plan	\$2,463,808
Water & Sewer Operating	\$3,458,214
Water & Sewer Capital	\$9,039,961
Sanitation Fund	\$ 979,866
Three Sisters Fund	\$ 903,271

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF CRYSTAL RIVER, FLORIDA, THAT:

SECTION 1. ADOPTION OF TENTATIVE BUDGET: The tentative FY 2018/2019 budget, as reflected above, is hereby adopted.

SECTION 2. SCHEDULING OF PUBLIC HEARING: The Final Public Hearing for adoption of the FY 2018/2019 budget is hereby scheduled for September 25, 2018, at 6:00 P.M.

SECTION 3. CONFLICT. Any resolution or policy of the City, or any portion thereof, in conflict with the provisions of this Resolution, is hereby repealed to the extent of such conflict.

SECTION 4. SEVERABILITY. In the event that any portion or section of this Resolution is determined to be invalid, illegal or unconstitutional by a court of competent jurisdiction, such decision shall in no manner affect the remaining portions or sections of this Resolution, which shall remain in full force and effect.

SECTION 5. EFFECTIVE DATE. This resolution shall be effective upon adoption by the City Council of the City of Crystal River Florida.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CRYSTAL RIVER, FLORIDA, THIS ____ DAY OF SEPTEMBER 10, 2018.

CITY OF CRYSTAL RIVER

Jim Farley, Mayor

ATTEST:

Mia Fink, City Clerk

Approved as to form:

Jennifer Rey, City Attorney

RESOLUTION NO. 18-R-21

**A RESOLUTION OF THE CITY OF CRYSTAL RIVER, FLORIDA,
ADOPTING THE TENTATIVE COMMUNITY REDEVELOPMENT AGENCY BUDGET FOR
FISCAL YEAR 2018/2019 SETTING THE FINAL PUBLIC HEARING FOR ADOPTION OF
THE FISCAL YEAR 2018/2019 BUDGET FOR SEPTEMBER 25, 2018, AT 6:00 P.M.;
PROVIDING FOR CONFLICTS AND SEVERABILITY; AND PROVIDING AN EFFECTIVE
DATE.**

WHEREAS, The City Council of the City of Crystal River, Citrus County, Florida, on September 10, 2018 considered the Tentative Fiscal Year 2018/2019 Community Redevelopment Agency (CRA) budget following a public hearing as required by Florida Statute 220-065; and

WHEREAS, The City Council of the City of Crystal River, Citrus County, Florida set the tentative appropriations and revenue estimates for the CRA Budget for Fiscal Year 2018/2019 as \$3,301,207.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF CRYSTAL RIVER, FLORIDA THAT:

SECTION 1: ADOPTION OF TENTATIVE BUDGET: The tentative FY 2018/2019 budget for the Community Redevelopment Agency, as reflected above, is adopted.

SECTION 2. SCHEDULING OF PUBLIC HEARING: The Final Public Hearing for adoption of the FY 2018/2019 budget for the Community Redevelopment Agency is hereby scheduled for September 25, 2018, at 6:00 P.M.

SECTION 2: CONFLICT: Any resolution or policy of the City, or any portion thereof, in conflict with the provisions of this Resolution is hereby repealed to the extent of such conflict.

SECTION 3: SEVERABILITY: In the event that any portion or section of this Resolution is determined to be invalid, illegal, or unconstitutional by a court of competent jurisdiction, such decision shall in no manner affect the remaining portions or sections of this Resolution, which shall remain in full force and effect.

SECTION 4: EFFECTIVE DATE: This resolution shall be effective upon adoption by the City Council of the City of Crystal River, Florida.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF CRYSTAL RIVER, FLORIDA, THIS _____ DAY OF SEPTEMBER 10, 2018.

CITY OF CRYSTAL RIVER

Jim Farley, Mayor

ATTEST:

Mia Fink, City Clerk

Approved as to form:

Jennifer Rey., City Attorney



City of Crystal River

123 Northwest Highway 19
Crystal River, Florida 34428
Telephone: (352) 795-4216
Facsimile: (352) 795-6245

TO: Mayor Farley & Members of City Council
FROM: Michelle K. Russell, Finance Director
RE: September 10, 2018 Tentative Budget Hearing for the FY2019 Budget
DATE: September 6, 2018

Attached please find the proposed FY2018-2019 Budget. The following points of information related to this budget are submitted for your review. As discussed during our second budget workshop, management would minimize the amount needed by utilizing the FY2018 budget excess; we were successful.

1. Management has reviewed the FY19 budget projections further since our second budget workshop was held on August 23, 2018 which reflected a shortfall of \$14,755 within General Fund. The City's final proposed General Fund budget is a shortfall of \$9,338; \$5,417 less of a shortfall. This will be covered through the projected FY2018 excess of \$184,847.
2. The FY2019 original revenue projections were on the conservative basis as a normal management process. The shortfall of \$14,755 has been minimized by increasing a few city revenue projections as well as reallocate some operating expenditures for the Three Sisters building which is shared now with a few of the Public Works staff versus the Waterfronts staff now Community Service staff which are now housed in the City Hall building; the percentage of PW staff is less than prior staff. Management also chose to reduce one of the new PW Grounds Keeper positions to a six month term next year versus twelve months. Several changes were needed in order to cover an increase of our worker's compensation rates as well as some additional software needs.
3. The Union had requested some changes with the uniform structure as well as On-Call Pay. The impact of the uniform changes created little financial impact. They have requested to receive a minimum of one (1) hour compensation to assist with their travel time to and from home to response to call outs. The financial impact of this was almost \$1,500.
4. The Marketing budgeted has been increased to a total of \$7,500. This budget several years ago amounted to around \$20,000. Over the years it has decreased for various advertising needs for the City as a whole. Management feels the need to bring this back up gradually.
5. The General Fund CIP changed slightly to balance with the Renewal & Replacement Schedule as well as the Michigan Town Improvements have been reallocated at 50/50 between General Fund CIP and CRA, the Hunter Springs Park Buoy Replacement project was added and the Pete's Boat piling wrap has been deleted.

Mayor Farley & Members of City Council

Page 2

RE: September 10, 2018 Tentative Budget Hearing for the FY2019 Budget
September 6, 2018

6. The Water & Sewer Operating and CIP have not changed.
7. The only change to the Sanitation budget was the addition of a Litter Reduction Program as the City Manager had discussed during our last budget workshop. The funding for this program will come from fund balance as noted.
8. The CRA budget has been changed slightly since our last workshop. The County proposed millage has been released which impacts our TIF funding. They have released a proposed millage rate of 7.3561 mills which results in TIF funding due the City of \$538,549. Due to their reduction last year, I have chosen to only budget \$530,000 which is a \$15,000 increase from my prior projection of \$515,000. The tentative budget also reflects \$2,500 of parking meter revenue for the new pay station to be installed at NE3rd Street and 1st Avenue. This budget also as noted under General Fund CIP reflects 50% of the Michigan Town Improvements.
9. There have been some changes to the Three Sisters budget as well. The Park Aide/Maintenance originally added has been replaced with adding an additional Specialist position during season and changing one of the current part-time Specialist positions to full-time. A few minor changes were made to operating expenditures as well based on further review by Staff.

Should you have any questions, please do not hesitate to ask me. Thanks.

/mkr

CITY OF CRYSTAL RIVER

Proposed Budget Fiscal Year 2019



FY2019 Tentative Budget Hearing - September 10, 2018

City of Crystal River FY2019 Tentative Budget Hearing
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CITY OF CRYSTAL RIVER

Budget Recap in Total



City of Crystal River
Total City Budget Recap
FY 2018 Revised Budget vs. FY 2019 Proposed Budget

	<u>FY2018 Adopted</u>	<u>FY2018 Projected</u>	<u>FY2019 Proposed</u>	<u>Net Change</u>
GENERAL FUND				
Revenues	\$ 6,370,632	\$ 4,865,559	\$ 4,776,465	\$ (89,094)
Expenditures:				
Mayor/Council & City Attorney	\$ 348,909	\$ 343,234	\$ 351,157	\$ 7,923
City Manager/Clerk	\$ 302,659	\$ 300,284	\$ 318,835	\$ 18,551
Finance	\$ 310,964	\$ 244,115	\$ 329,964	\$ 85,849
Planning & Community Development	\$ 303,192	\$ 348,259	\$ 314,575	\$ (33,684)
Fire	\$ 287,835	\$ 283,285	\$ 301,313	\$ 18,028
Public Works - Administration	\$ 635,959	\$ 653,395	\$ 758,969	\$ 105,574
Public Works - Facility/Vehicle Maintenance	\$ 219,283	\$ 202,228	\$ 204,121	\$ 1,893
Public Works - Roads & Streets	\$ 251,000	\$ 235,600	\$ 245,900	\$ 10,300
Public Works - Parks	\$ 1,939,100	\$ 378,825	\$ 206,666	\$ (172,159)
Law Enforcement	\$ 862,044	\$ 879,448	\$ 883,389	\$ 3,941
Waterfronts - Administration	\$ 130,899	\$ 95,944	\$ 87,552	\$ (8,392)
Waterfronts - Parks Enforcement	\$ 64,917	\$ 66,099	\$ 66,961	\$ 862
Waterfronts - Pumpboat Operations	\$ 12,044	\$ 10,794	\$ 10,484	\$ (311)
Waterfronts - Code Enforcement	\$ 103,459	\$ 81,459	\$ 104,686	\$ 23,227
Waterfronts - Water Enforcement	\$ 64,683	\$ 73,582	\$ 76,297	\$ 2,715
Marketing & Special Events	\$ 109,904	\$ 105,190	\$ 114,074	\$ 8,884
Non-Departmental	\$ 32,472	\$ 28,972	\$ 51,525	\$ 22,553
Transfers & R&R Funding	\$ 391,309	\$ 350,000	\$ 350,000	\$ -
Total Expenditures	\$ 6,370,632	\$ 4,680,713	\$ 4,776,466	\$ 95,753
Net General Fund	\$ -	\$ 184,846	\$ (1)	\$ (184,848)
GENERAL FUND CAPITAL IMPROVEMENT PLAN				
Revenues	\$ 987,534	\$ 699,365	\$ 4,879,571	\$ 4,180,206
Expenditures	\$ 1,027,500	\$ 761,177	\$ 2,463,808	\$ 1,702,631
Net General Fund CIP	\$ (39,966)	\$ (61,812)	\$ 2,415,763	\$ 2,477,575
WATER & SEWER OPERATING				
Revenues	\$ 3,311,045	\$ 3,732,067	\$ 3,672,045	\$ (60,022)
Expenditures	\$ 3,309,661	\$ 3,160,286	\$ 3,458,214	\$ 297,928
Net Water & Sewer Operating	\$ 1,384	\$ 571,781	\$ 213,831	\$ (357,950)
WATER & SEWER CAPITAL IMPROVEMENT PLAN				
Revenues	\$ 5,155,505	\$ 588,620	\$ 18,368,835	\$ 17,780,215
Expenditures	\$ 5,068,668	\$ 1,323,116	\$ 9,039,961	\$ 7,716,845
Net Water & Sewer CIP	\$ 86,837	\$ (734,496)	\$ 9,328,874	\$ 10,063,370

City of Crystal River
Total City Budget Recap
FY 2018 Revised Budget vs. FY 2019 Proposed Budget

	<u>FY2018 Adopted</u>		<u>FY2018 Projected</u>		<u>FY2019 Proposed</u>		<u>Net Change</u>
SANITATION							
Revenues	\$ 950,800	\$	962,867	\$	961,750	\$	(1,117)
Expenditures	\$ 950,422	\$	981,799	\$	979,866	\$	(1,933)
Net Sanitation	\$ 378	\$	(18,932)	\$	(18,116)	\$	816
COMMUNITY REDEVELOPMENT AGENCY							
Revenues	\$ 3,938,992	\$	1,224,190	\$	3,235,764	\$	2,011,574
Expenditures	\$ 4,157,206	\$	1,903,639	\$	3,301,207	\$	1,397,568
Net Community Redevelopment Agency	\$ (218,214)	\$	(679,449)	\$	(65,443)	\$	614,006
THREE SISTERS SPRINGS							
Revenues	\$ 500,000	\$	450,699	\$	900,000	\$	449,301
Expenditures	\$ 297,210	\$	306,905	\$	903,271	\$	596,366
Net Three Sisters Springs	\$ 202,790	\$	143,794	\$	(3,271)	\$	(147,065)
City of Crystal River Total Revenues	\$ 21,214,508	\$	12,523,367	\$	36,794,430	\$	24,271,062
City of Crystal River Total Expenditures	\$ 21,181,299	\$	13,117,635	\$	24,922,792	\$	11,805,157
City of Crystal River Net	\$ 33,209	\$	(594,268)	\$	11,871,638	\$	12,465,905

CITY OF CRYSTAL RIVER

General Fund Operating Budget



CITY OF CRYSTAL RIVER
 FIVE-YEAR REVENUE PROJECTIONS
 FY 2018 THRU FY 2022
 GENERAL FUND

REVENUES	(4.5 mills)	(4.5 mills)	(4.5 mills)		(4.5 mills)		(4.5 mills)		(4.5 mills)		(4.5 mills)	
	ADOPTED BUDGET	PROJECTED	%	PROPOSED	%	ESTIMATED	%	ESTIMATED	%	ESTIMATED	ESTIMATED	
	2018	2018	Change	2019	Change	2020	Change	2021	Change	2022	Change	2023
Ad Valorem Taxes	\$ 1,929,721	\$ 1,930,547	5.5%	\$ 2,036,805	1.0%	\$ 2,057,173	1.0%	\$ 2,077,745	1.0%	\$ 2,098,523	1.0%	\$ 2,119,508
Franchise Fees	\$ 425,000	\$ 436,394	-0.7%	\$ 433,500	1.0%	\$ 437,835	1.0%	\$ 442,213	1.0%	\$ 446,635	1.0%	\$ 451,101
Utility Service Taxes	\$ 535,000	\$ 541,860	1.5%	\$ 550,200	1.0%	\$ 555,702	1.0%	\$ 561,259	1.0%	\$ 566,872	1.0%	\$ 572,541
State Collected Rev.	\$ 191,296	\$ 190,810	-3.2%	\$ 184,672	1.0%	\$ 186,519	1.0%	\$ 188,384	1.0%	\$ 190,268	1.0%	\$ 192,170
Prof. & Occup. Lic.	\$ 41,969	\$ 45,450	2.3%	\$ 46,517	1.0%	\$ 46,982	1.0%	\$ 47,452	1.0%	\$ 47,927	1.0%	\$ 48,406
Building Permits	\$ 100,000	\$ 183,330	-11.4%	\$ 162,350	1.0%	\$ 163,974	1.0%	\$ 165,613	1.0%	\$ 167,269	1.0%	\$ 168,942
Other Licenses & Permits	\$ 6,650	\$ 7,400	-1.9%	\$ 7,263	1.0%	\$ 7,335	1.0%	\$ 7,408	1.0%	\$ 7,483	1.0%	\$ 7,557
State Shared Revenues	\$ 373,956	\$ 365,416	3.0%	\$ 376,471	1.0%	\$ 380,236	1.0%	\$ 384,038	1.0%	\$ 387,878	1.0%	\$ 391,757
General Government	\$ 51,600	\$ 70,585	-5.7%	\$ 66,580	1.0%	\$ 67,246	1.0%	\$ 67,918	1.0%	\$ 68,597	1.0%	\$ 69,283
Physical Environment	\$ -	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%	\$ -
Culture/Recreation (Special Events)	\$ 36,098	\$ 39,594	0.4%	\$ 39,734	1.0%	\$ 40,131	1.0%	\$ 40,533	1.0%	\$ 40,938	1.0%	\$ 41,347
Other Charge for Service	\$ 1,000	\$ 1,750	-14.3%	\$ 1,500	1.0%	\$ 1,515	1.0%	\$ 1,530	1.0%	\$ 1,545	1.0%	\$ 1,561
Court Cases	\$ 23,500	\$ 29,710	-5.9%	\$ 27,950	1.0%	\$ 28,230	1.0%	\$ 28,512	1.0%	\$ 28,797	1.0%	\$ 29,085
Violation of Local Ord.	\$ 48,000	\$ 95,871	-49.9%	\$ 48,000	1.0%	\$ 48,480	1.0%	\$ 48,965	1.0%	\$ 49,454	1.0%	\$ 49,949
Interest Earnings	\$ 16,780	\$ 25,686	-12.4%	\$ 22,500	1.0%	\$ 22,725	1.0%	\$ 22,953	1.0%	\$ 23,182	1.0%	\$ 23,414
Rents & Royalties	\$ 69,201	\$ 66,740	10.5%	\$ 73,776	1.0%	\$ 74,514	1.0%	\$ 75,259	1.0%	\$ 76,011	1.0%	\$ 76,772
Special Assessments	\$ 1,125	\$ 2,124	-20.5%	\$ 1,688	1.0%	\$ 1,704	1.0%	\$ 1,721	1.0%	\$ 1,739	1.0%	\$ 1,756
Sales/Comp Fixed Assets	\$ -	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%	\$ -
Parking Fees	\$ 125,000	\$ 122,113	-0.1%	\$ 121,963	1.0%	\$ 123,183	1.0%	\$ 124,414	1.0%	\$ 125,659	1.0%	\$ 126,915
Other Misc. Revenues	\$ 34,150	\$ 17,000	57.9%	\$ 26,845	1.0%	\$ 27,113	1.0%	\$ 27,384	1.0%	\$ 27,658	1.0%	\$ 27,935
Insurance Reimbursement	\$ 15,000	\$ 17,920	-16.3%	\$ 15,000	1.0%	\$ 15,150	1.0%	\$ 15,302	1.0%	\$ 15,455	1.0%	\$ 15,609
Transfers from Enterprise Funds	\$ 343,136	\$ 343,136	-5.3%	\$ 324,814	1.0%	\$ 328,062	1.0%	\$ 331,343	1.0%	\$ 334,656	1.0%	\$ 338,003
Funding Renewal & Replacem - Fire,PW,Parks	\$ 149,000	\$ 199,000	0.0%	\$ 199,000	0.0%	\$ 199,000	0.0%	\$ 199,000	0.0%	\$ 199,000	0.0%	\$ 199,000
TOTAL OPERATING REVENUES	\$ 4,517,182	\$ 4,732,437		\$ 4,767,127		\$ 4,812,809		\$ 4,858,947		\$ 4,905,546		\$ 4,952,612
Transfer from Reserves	\$ -	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%	\$ -
Grant Funding	\$ 1,803,450	\$ 133,123		\$ -	0.0%	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%	\$ -
Carryforwards/Prior Year Excess	\$ 50,000	\$ -		\$ 9,338	0.0%	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%	\$ -
TOTAL ONE TIME REVENUES	\$ 1,853,450	\$ 133,123		\$ 9,338		\$ -		\$ -		\$ -		\$ -
TOTAL REVENUES	\$ 6,370,632	\$ 4,865,559		\$ 4,776,465		\$ 4,812,809		\$ 4,858,947		\$ 4,905,546		\$ 4,952,612

9/5/2018

CITY OF CRYSTAL RIVER
FIVE - YEAR EXPENDITURE PROJECTIONS
FY 2018 THRU 2023
GENERAL FUND

EXPENSES	ADOPTED BUDGET	PROJECTED	%	PROPOSED	%	ESTIMATED	%	ESTIMATED	%	ESTIMATED	%	ESTIMATED
	2018	2018	Change	2019	Change	2020	Change	2021	Change	2022	Change	2023
Mayor & Council												
Salary	\$ 32,275	\$ 32,275	2.0%	\$ 32,921	2.0%	\$ 33,579	2.0%	\$ 34,251	2.0%	\$ 34,936	2.0%	\$ 35,634
Benefits	\$ 17,214	\$ 17,214	7.5%	\$ 18,616	2.9%	\$ 19,174	2.9%	\$ 19,750	2.9%	\$ 20,342	2.9%	\$ 20,952
Svs & Supplies	\$ 209,420	\$ 203,745.00	2.8%	\$209,620	2.9%	\$ 215,909	2.9%	\$ 222,386	2.9%	\$ 229,057	2.9%	\$ 235,929
Capital	\$ -	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%	\$ -
Other	\$ -	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%	\$ -
Subtotal	\$ 258,909	\$ 253,234	12.3%	\$ 261,157	7.8%	\$ 268,662	7.8%	\$ 276,386	7.8%	\$ 284,335	7.8%	\$ 292,516
City Atty												
Salary	\$ -	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%	\$ -
Benefits	\$ -	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%	\$ -
Svs & Supplies	\$ 90,000	\$ 90,000	0.0%	\$90,000	2.9%	\$ 92,700	2.9%	\$ 95,481	2.9%	\$ 98,345	2.9%	\$ 101,296
Subtotal	\$ 90,000	\$ 90,000	0.0%	\$ 90,000	2.9%	\$ 92,700	2.9%	\$ 95,481	2.9%	\$ 98,345	2.9%	\$ 101,296
TOTAL	\$ 348,909	\$ 343,234	0.0%	\$ 351,157	5.8%	\$ 361,362	5.8%	\$ 371,867	5.8%	\$ 382,681	5.8%	\$ 393,812
City Manager												
Salary	\$ 114,955	\$ 115,205	5.5%	\$ 121,856	-1.2%	\$ 120,440	2.0%	\$ 122,849	2.9%	\$ 126,534	2.9%	\$ 130,330
Benefits	\$ 45,250	\$ 45,250	17.0%	\$ 54,548	9.1%	\$ 60,003	9.1%	\$ 66,004	9.1%	\$ 72,604	9.1%	\$ 79,864
Svs & Supplies	\$ 78,840	\$ 76,215	0.0%	\$ 76,190	2.9%	\$ 78,476	2.9%	\$ 80,830	2.9%	\$ 83,255	2.9%	\$ 85,753
Capital	\$ -	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -	-	\$ -
Subtotal	\$ 239,045	\$ 236,670	22.5%	\$ 252,594	10.8%	\$ 258,919	14.0%	\$ 269,683	14.9%	\$ 282,394	14.9%	\$ 295,948
Clerk												
Salary	\$ 34,428	\$ 34,428	2.4%	\$ 35,257	0.0%	\$ 35,257	2.0%	\$ 35,962	2.9%	\$ 37,041	0.0%	\$ 37,041
Benefits	\$ 17,696	\$ 17,696	8.7%	\$ 19,390	9.1%	\$ 21,329	9.1%	\$ 23,462	9.1%	\$ 25,808	9.1%	\$ 28,389
Svc. & Supplies	\$ 11,490	\$ 11,490	0.9%	\$ 11,593	0.0%	\$ 11,593	9.1%	\$ 12,752	9.1%	\$ 14,028	9.1%	\$ 15,430
Subtotal	\$ 63,614	\$ 63,614	12.0%	\$ 66,241	9.1%	\$ 68,180	20.1%	\$ 72,177	21.1%	\$ 76,877	18.2%	\$ 80,861
CMO & Clerk OTH	\$ -	\$ -		\$ -								
TOTAL	\$ 302,659	\$ 300,284	34.4%	\$ 318,835	19.9%	\$ 327,099	34.1%	\$ 341,860	36.0%	\$ 359,271	33.1%	\$ 376,809
Finance												
Salary	\$ 160,005	\$ 122,965	24.7%	\$ 163,359	0.0%	\$ 163,359	2.0%	\$ 166,626	2.9%	\$ 171,625	2.9%	\$ 176,774
Benefits	\$ 65,489	\$ 51,180	27.8%	\$ 70,902	9.1%	\$ 77,992	9.1%	\$ 85,792	9.1%	\$ 94,371	9.1%	\$ 103,808
Svs & Supplies	\$ 85,470	\$ 69,970	26.9%	\$ 95,702	2.9%	\$ 98,573	2.9%	\$ 101,531	2.9%	\$ 104,577	2.9%	\$ 107,714
Capital	\$ -	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -
Total	\$ 310,964	\$ 244,115	79.4%	\$ 329,964	12.0%	\$ 339,925	14.0%	\$ 353,949	14.9%	\$ 370,572	14.9%	\$ 388,295
Planning												
Salary	\$ 105,381	\$ 105,381	42.1%	\$ 181,913	0.0%	\$ 181,913	2.0%	\$ 185,551	2.9%	\$ 191,118	2.9%	\$ 196,851
Benefits	\$ 46,006	\$ 46,006	48.0%	\$ 88,427	9.1%	\$ 97,270	9.1%	\$ 106,997	9.1%	\$ 117,697	9.1%	\$ 129,467
Svs & Supplies	\$ 151,805	\$ 196,872	-345.1%	\$ 44,235	2.9%	\$ 45,562	2.9%	\$ 46,929	2.9%	\$ 48,337	2.9%	\$ 49,787
Capital	\$ -	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -
Total	\$ 303,192	\$ 348,259	-255.0%	\$ 314,575	12.0%	\$ 324,745	14.0%	\$ 339,477	14.9%	\$ 357,151	14.9%	\$ 376,105
Fire												
Salary	\$ 70,963	\$ 70,963	0.3%	\$ 71,181	0.0%	\$ 71,181	2.0%	\$ 72,605	2.9%	\$ 74,783	2.9%	\$ 77,026
Benefits	\$ 10,411	\$ 13,851	-19.4%	\$ 11,601	9.1%	\$ 12,761	9.1%	\$ 14,037	9.1%	\$ 15,441	9.1%	\$ 16,985
Svs & Supplies	\$ 103,561	\$ 95,571	17.3%	\$ 115,631	2.9%	\$ 119,100	2.9%	\$ 122,673	2.9%	\$ 126,353	2.9%	\$ 130,144
Capital & R&R Tfr	\$ 102,900	\$ 102,900	0.0%	\$ 102,900	2.0%	\$ 105,000	0.0%	\$ 105,000	0.0%	\$ 105,000	0.0%	\$ 105,000
Total	\$ 287,835	\$ 283,285	-1.7%	\$ 301,313	14.0%	\$ 308,043	14.0%	\$ 314,315	14.9%	\$ 321,577	14.9%	\$ 329,156

CITY OF CRYSTAL RIVER
 FIVE - YEAR EXPENDITURE PROJECTIONS
 FY 2018 THRU 2023
 GENERAL FUND

	ADOPTED BUDGET	PROJECTED	%	PROPOSED	%	Estimated	%	Estimated	%	Estimated	%	Estimated
	2018	2018	Diff	2019	Diff	2020	Diff	2021	Diff	2022	Diff	2023
PW Admin												
Salary	\$ 409,320	\$ 401,299	13.3%	\$ 462,896	0.0%	\$ 462,896	2.0%	\$ 472,154	2.9%	\$ 486,318	2.9%	\$ 500,908
Benefits	\$ 188,778	\$ 182,116	28.5%	\$ 254,663	9.1%	\$ 280,130	9.1%	\$ 308,142	9.1%	\$ 338,957	9.1%	\$ 372,852
Svs & Supplies	\$ 37,861	\$ 69,980	-69.0%	\$ 41,410	2.9%	\$ 42,652	2.9%	\$ 43,932	2.9%	\$ 45,249	2.9%	\$ 46,607
Other	\$ -	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -
Capital	\$ -	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ 3	0%	\$ -
Total	\$ 635,959	\$ 653,395	-27.2%	\$ 758,969	12.0%	\$ 785,677	14.0%	\$ 824,228	14.9%	\$ 870,528	14.9%	\$ 920,367
Facility/ Vehicle Maint.												
Salary	\$ -	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -
Benefits	\$ -	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -
Svs & Supplies	\$ 219,283	\$ 202,228	0.9%	\$ 204,121	2.9%	\$ 210,245	2.9%	\$ 216,552	2.9%	\$ 223,049	2.9%	\$ 229,740
Capital	\$ -	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -
Total	\$ 219,283	\$ 202,228	0.9%	\$ 204,121	2.9%	\$ 210,245	2.9%	\$ 216,552	2.9%	\$ 223,049	2.9%	\$ 229,740
Roads & Streets												
Salary	\$ -	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%	\$ -
Benefits	\$ -	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%	\$ -	0.0%	\$ -
Svs & Supplies	\$ 251,000	\$ 235,600	4.2%	\$ 245,900	2.9%	\$ 253,277	2.9%	\$ 260,875	2.9%	\$ 268,702	2.9%	\$ 276,763
Capital	\$ -	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -
Total	\$ 251,000	\$ 235,600	4.2%	\$ 245,900	2.9%	\$ 253,277	2.9%	\$ 260,875	2.9%	\$ 268,702	2.9%	\$ 276,763
Parks												
Salary	\$ 7,664	\$ 7,664	0.0%	\$ 7,664	2.9%	\$ 7,894	2.9%	\$ 8,130	3.8%	\$ 8,456	3.8%	\$ 8,794
Benefits	\$ 1,193	\$ 3,193	0.8%	\$ 3,219	9.1%	\$ 3,541	9.1%	\$ 3,895	9.1%	\$ 4,285	9.1%	\$ 4,713
Svs & Supplies	\$ 1,881,243	\$ 318,968	-117.3%	\$ 146,783	2.9%	\$ 151,186	2.9%	\$ 155,722	2.9%	\$ 160,393	2.9%	\$ 165,205
Capital-R&R Tfr	\$ 49,000	\$ 49,000	0.0%	\$ 49,000	0.0%	\$ 49,000	0.0%	\$ 49,000	0.0%	\$ 49,000	0.0%	\$ 49,000
Total	\$ 1,939,100	\$ 378,825	-116.5%	\$ 206,666	14.9%	\$ 211,621	14.9%	\$ 216,747	15.8%	\$ 222,134	15.8%	\$ 227,712
Community Services												
	\$ 376,002	\$ 327,878	5.2%	\$ 345,979	2.9%	\$ 356,358	2.9%	\$ 367,049	2.9%	\$ 378,061	2.9%	\$ 389,403
Marketing/Special Events												
	\$ 109,904	\$ 105,190	7.8%	\$ 114,074	2.9%	\$ 117,497	2.9%	\$ 121,022	2.9%	\$ 124,652	2.9%	\$ 128,392
Non-Departmental												
	\$ 32,472	\$ 28,972	43.8%	\$ 51,525	2.9%	\$ 53,070	2.9%	\$ 54,662	2.9%	\$ 56,302	2.9%	\$ 57,991
Law Enf.												
<i>Sheriff's Office</i>	\$ 862,044	\$ 879,448	0.4%	\$ 883,389	2.9%	\$ 909,891	2.9%	\$ 937,188	2.9%	\$ 965,303	2.9%	\$ 994,262
Total Expenses	\$ 5,979,322	\$ 4,330,712	2.2%	\$ 4,426,465	2.9%	\$ 4,558,809	3.4%	\$ 4,719,790	3.7%	\$ 4,899,981	3.7%	\$ 5,088,805
Cash Carryforward	\$ 41,310	\$ -		\$ -		\$ -		\$ -		\$ -		\$ -
Transfer Out - General CIP	\$ 300,000	\$ 300,000	0.0%	\$ 300,000	0.0%	\$ 300,000	0.0%	\$ 300,000	0.0%	\$ 300,000	0.0%	\$ 300,000
R&R Trfr Out- PW Purch	\$ -	\$ -	0.0%	\$ 0.00	0.0%		0.0%		0.0%		0.0%	
R&R Trfr Out - Fire Purch	\$ -	\$ -	0.0%	\$ -	0.0%		0.0%		0.0%		0.0%	
R&R Trfr Out - Parks Imprv	\$ 50,000	\$ 50,000		\$ 50,000								
TOTAL	\$ 6,370,632	\$ 4,680,712	0.0%	\$ 4,776,465	0.0%	\$ 4,858,809	0.0%	\$ 5,019,790	0.0%	\$ 5,199,981	0.0%	\$ 5,388,805

9/5/2018

CITY OF CRYSTAL RIVER
 FIVE YEAR BUDGET PROJECTIONS
 FY 2018 THRU FY 2022
 GENERAL FUND

	4.5 mills			4.5 mills			4.5 mills			4.5 mills			4.5 mills		
	ADOPTED BUDGET	PROJECTED	%	PROPOSED	%	ESTIMATED	%	ESTIMATED	%	ESTIMATED	%	ESTIMATED	%	ESTIMATED	
	2018	2018	Change	2019	Change	2020	Change	2021	Change	2022	Change	2023	Change	2023	
Revenue	\$ 6,370,632	\$ 4,865,559		\$ 4,776,465		\$ 4,812,809		\$ 4,858,947		\$ 4,905,546		\$ 4,952,612		\$ 4,952,612	
Expenditures	\$ 6,370,632	\$ 4,680,712		\$ 4,776,465		\$ 4,858,809		\$ 5,019,790		\$ 5,199,981		\$ 5,388,805		\$ 5,388,805	
Difference	\$ -	\$ 184,847		\$ (0)		\$ (46,000)		\$ (160,843)		\$ (294,435)		\$ (436,193)		\$ (436,193)	

9/5/2018

**City of Crystal River
Mayor and City Council
FY 2018 Revised Budget vs. FY 2019 Proposed Budget**

Staffing Levels			
	<u>Adopted</u>	<u>Current</u>	<u>Proposed</u>
	2018	Staff	2019
Mayor	1	1	1
Council Members	4	4	4
Total	5	5	5

<p>Department Description: The Mayor and Council are the 5 elected officials who set policy, with the Mayor recognized as the Chair and the 5th voting person of the City Council. Terms are 4 years. Council contracts for the services of a City Attorney.</p>
--

Expenditures by Class

					<u>7/31/2018</u>			
	<u>Actual</u>	<u>Approved</u>	<u>Amended</u>		<u>Current</u>	<u>Projected</u>	<u>Proposed</u>	<u>%</u>
	<u>2017</u>	<u>2018</u>	<u>2018</u>		<u>Expenses</u>	<u>2018</u>	<u>2019</u>	<u>Change</u>
Salaries & Wages	\$ 31,642	\$ 32,275	\$ 32,275	\$ 26,896	\$ 32,275	\$ 32,921	2.00%	
Benefits	\$ 15,665	\$ 17,214	\$ 17,214	\$ 14,065	\$ 17,214	\$ 18,616	8.14%	
Operating Expenditures	\$ 250,717	\$ 299,420	\$ 299,420	\$ 256,150	\$ 293,745	\$ 299,620	0.07%	
Capital Outlay		\$ -	\$ -		\$ -	\$ -	0.00%	
Other	\$ 600	\$ -	\$ -		\$ -	\$ -	0.00%	
TOTAL DEPARTMENT	\$ 298,624	\$ 348,909	\$ 348,909	\$ 297,111	\$ 343,234	\$ 351,157	0.64%	

9/5/2018

MAYOR COUNCIL
2019 BUDGET SALARY SCHEDULE

Positions		Current	%	New	Annual	14000	12100	21000	21001	22001	23000	24000	Total
		Rate	Incr	Rate	Salary	Overtime	Bonus	FICA	Medicare	Retirement	Insurance	Comp	
COUNCIL													
COUNCIL/MAYOR	Active	\$ 538	2.0%	\$ 549	\$ 6,584			\$ 408	\$ 95	\$ 3,206		\$ 13	\$ 10,307
COUNCIL	Active	\$ 538	2.0%	\$ 549	\$ 6,584			\$ 408	\$ 95	\$ 3,206		\$ 13	\$ 10,307
COUNCIL	Active	\$ 538	2.0%	\$ 549	\$ 6,584			\$ 408	\$ 95	\$ 3,206		\$ 13	\$ 10,307
COUNCIL	Active	\$ 538	2.0%	\$ 549	\$ 6,584			\$ 408	\$ 95	\$ 3,206		\$ 13	\$ 10,307
COUNCIL	Active	\$ 538	2.0%	\$ 549	\$ 6,584			\$ 408	\$ 95	\$ 3,206		\$ 13	\$ 10,307
Staff Raises					\$ -			\$ -	\$ -	\$ -		\$ -	\$ -
Total Council					\$ 32,921			\$ 2,041	\$ 477	\$ 16,032		\$ 65	\$ 51,537
9/5/2018													

**Automatic Annual COLA Raise.

MAYOR COUNCIL

2019

BUDGET

ORG	Object	Object Code		Individual	Amount
Code	Code	Description	Description of Item or Service	Items	Requested
01511	31001	Legal Services	Contracted Legal Services	\$ 90,000	\$ 90,000
	34000	Other Contr. Svc	Record Storage Services	\$ -	
			Court Reporter Services	\$ -	\$ -
	4000	Travel	Ethics Update & Miscell Conferences	\$ 2,250	\$ 2,250
	42000	Freight/Postage	Postage	\$ 200	\$ 200
	44000	Rentals	Miscellaneous	\$ 500	\$ 500
	47000	Printing/Binding	Business Cards for Council members	\$ 400	
			Annual website charge	\$ 200	
			Miscellaneous Printing	\$ 1,000	\$ 1,600
	48004	Special Activities			
			Facility & Refreshments - Retreat	\$ 250	
			Christmas Tree Lighting Refreshments	\$ 300	
			Meeting Supplies	\$ 200	\$ 750
	49000	Other Current	Employee Recognition Plaques	\$ 500	\$ 500
	49001	Advertisting-Gen	Misc. Advertisements	\$ 300	\$ 300

MAYOR COUNCIL

2019

BUDGET

ORG Code	Object Code	Object Code Description	Description of Item or Service	Individual Items	Amount Requested
0151	49002	Advertising-Legal	Notice of Meetings, Annexations, etc.	\$ 3,000	\$ 3,000
	49004	Payment-Other Go	Janice Warren, Tax Collector TPO Contribution	\$ 950 \$ -	\$ 950
	49005	Education/Training	Ethics Update & Miscellaneous	\$ 2,250	\$ 2,250
	49007	Payment-Agencies	CRA/TIF Based on Property Taxes	\$ 194,975	\$ 194,975
	49010	Recording Fees	Clerk of Courts	\$ 775	\$ 775
	51004	Safety Committee	Safety Committee Supplies	\$ -	\$ -
	54002	Dues/Memberships	Keep Citrus Beautiful Florida League of Cities Heart of Florida Municipal League Florida League of Mayors Suncoast League of Cities	\$ 100 \$ 370 \$ - \$ - \$ 500	\$ 970
	83100	Scholorships	Coastal Camp Citrus Schlorships (\$300 each)	\$ 600	\$ 600
9/5/2018			TOTAL		\$ 299,620

City of Crystal River
City Manager
FY 2018 Revised Budget vs. FY 2019 Proposed Budget

	Adopted	Current	Proposed
	2018	Staff	2019
City Manager	1	1	1
City Clerk	1	1	1
Exec Adm. Ass't/Deputy Clerk	1	1	1
Total	3	3	3

Department Description:

The City Manager is the Chief Administrative Officer of the City. He is responsible for ensuring staff carries out policies set by Council or by the City Charter. He directs the administration of all departments and attends all City Council Meetings, and takes part in Council discussions, but may not vote. The City Clerk is the records custodian of the City and the City Seal. She attests all legal documents and is responsible for records retention.

Expenditures by Class

					7/31/2018			
		Actual	Approved	Amended	Current	Projected	Proposed	%
		2017	2018	2018	Expenses	2018	2019	Change
Salaries & Wages		\$ 129,418	\$ 114,955	\$ 115,205	\$ 93,221	\$ 115,205	\$ 121,856	5.77%
Benefits		\$ 44,708	\$ 45,250	\$ 45,250	\$ 37,663	\$ 45,250	\$ 54,548	20.55%
Operating Expenditures		\$ 85,590	\$ 78,840	\$ 79,040	\$ 51,145	\$ 76,215	\$ 76,190	-3.61%
Capital Outlay							\$ -	
Other			\$ -	\$ -			\$ -	
Subtotal-CM		\$ 259,716	\$ 239,045	\$ 239,495	\$ 182,029	\$ 236,670	\$ 252,594	5.47%
Salaries & Wages		\$ 32,817	\$ 34,428	\$ 34,428	\$ 26,737	\$ 34,428	\$ 35,257	2.41%
Benefits		\$ 16,097	\$ 17,696	\$ 17,696	\$ 14,693	\$ 17,696	\$ 19,390	9.57%
Operating Expenditures		\$ 8,600	\$ 11,490	\$ 11,490	\$ 7,331	\$ 11,490	\$ 11,593	0.90%
Other							\$ -	
Subtotal-Clerk		\$ 57,514	\$ 63,614	\$ 63,614	\$ 48,761	\$ 63,614	\$ 66,241	4.13%
Staff Raises			\$ -	\$ -	\$ -	\$ -	\$ -	
TOTAL DEPARTMENT		\$ 317,230	\$ 302,659	\$ 303,109	\$ 230,790	\$ 300,284	\$ 318,835	5.19%

9/5/2018

CITY MANAGER
2019 BUDGET SALARY SCHEDULE

Positions		Current Rate	INCR	New Rate	Annual Salary	14000 Overtime	12100 Auto	21000 FICA	21001 Medicare	22001 Retirement	23000 Insurance	24000 Comp	Total
CITY MANAGER	Active	\$ 55,000	2.50%	\$ 56,375	\$ 56,375	\$ -	\$3,000	\$ 3,681	\$ 861	\$ 13,564	\$ 5,266	\$ 76	\$ 82,823
ASS'T CMO	NEW	\$ 28,000	3.50%	\$ 28,980	\$ 28,980	\$ -	\$ -	\$ 1,797	\$ 420	\$ 6,973	\$ 3,351	\$ 39	\$ 41,560
EXEC. ADM ASST	Active	\$ 33,954	7.5%	\$ 36,501	\$ 36,501	\$ -	\$ -	\$ 2,263	\$ 529	\$ 3,015	\$ 9,575	\$ 138	\$ 52,021
		\$ 116,954		\$ 121,856	\$ 121,856	\$ -	\$3,000	\$ 7,741	\$ 1,810	\$ 23,551	\$ 18,193	\$ 253	\$ 176,404
CITY CLERK	Active	\$ 33,578	5.0%	\$ 35,257	\$ 35,257	\$ -	\$ -	\$ 2,186	\$ 511	\$ 8,483	\$ 8,139	\$ 71	\$ 54,648
Staff Raises					\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total City Manager		\$ 150,532		\$ 157,113	\$ 157,113	\$ -	\$3,000	\$ 9,927	\$ 2,322	\$ 32,034	\$ 26,331	\$ 325	\$ 231,052

9/5/2018

CITY MANAGER

2019

BUDGET

ORG Code	Object Code	Object Code Description	Description of Item or Service	Individual Items	Amount Requested
01512	31000	Professional Svc	Consultants and Web Page	\$ 10,000	
			Lobbyist Services	\$ 50,000	\$ 60,000
	4000	Travel & Per Diem	City Manager Car Allowance	\$ -	
			Main Street Conference	\$ 375	
			USFW - Atlanta	\$ 750	
			Legislative Representation	\$ 1,500	
			Volunteer Board Mileage	\$ 200	
			IIMC Training Conference /Adm Ass't	\$ 750	\$ 3,575
	41000	Communications	Web Site Service	\$ 550	
			Cell Phone (2)	\$ 1,550	\$ 2,100
	42000	Freight/Postage	Postage	\$ 350	\$ 350
	44000	Rentals	Ricoh Copier Lease	\$ 1,515	
			Pitney Bowes Postage Machine	\$ 1,220	\$ 2,735
	46003	Repair/Maint	Repairs to Office Equipment	\$ 325	\$ 325
	47000	Printing/Binding	Miscellaneous Printing	\$ 600	
			Ricoh Copier Printing Costs	\$ 1,570	\$ 2,170
	48004	Special Activities	Promotional City Events/Meetings	\$ 2,550	\$ 2,550
	49001	Advertising	Miscellaneous Advertising	\$ 300	\$ 300
	49005	Training	Miscellaneous	\$ 500	
			IIMC Training Conference /Adm Ass't	\$ 435	\$ 935
	51000	Office Supplies	Miscellaneous Office Supplies	\$ 300	
			Volunteer Board	\$ 100	\$ 400

CITY MANAGER

2019

BUDGET

ORG Code	Object Code	Object Code Description	Description of Item or Service	Individual Items	Amount Requested
01512	54000	Subscriptions	Citrus County Chronicle	\$ 160	\$ 160
	54002	Dues/Memberships	EDC annual membership	\$ 250	
			Notary (Deputy Clerk)	\$ 140	\$ 390
42545	68000	Intangible Items	Software License - Adobe	\$ 200	\$ 200
			TOTAL CITY MANAGER		\$ 76,190
CLERK	34000	Other Cont. Svcs.	Record Rention/Storage	\$ -	
			Digitizing (CRM)	\$ 3,605	
			Municode Electronic Updates	\$ 4,000	
			BSI - Digital Recording	\$ -	\$ 7,605
	40000	Travel/Per Diem	Clerk/Deputy Clerk	\$ 755	\$ 755
	49005	Education/Training	IIMC Training Conference /Clerk	\$ 430	\$ 430
	49004	Pymt other Gov't	Supervisor of Elections Bi-Annual Fee	\$ -	\$ -
	54002	Dues/Memberships	IIMC /Clerk	\$ 160	
			FACC (Clerk)	\$ 75	
			Notary (Clerk)	\$ -	\$ 235
	68000	Intangible Items	Software License - Adobe	\$ 180	
			Social Media Software	\$ 2,388	\$ 2,568
			TOTAL CLERK		\$ 11,593
9/5/2018			TOTAL		\$ 87,783

City of Crystal River

Finance

FY 2018 Revised Budget vs. FY 2019 Proposed Budget

Staffing Levels			
	Adopted	Current	Proposed
	2018	Staff	2019
Finance Director	1	1	1
Senior Accountant	1	1	1
A/P Clerk	1	1	1
HR Assistant	0	0	1
Total	3	3	4

Department Description:

The Finance Dept. carries out accounting, clerical, information technology, and financial recordkeeping, ensuring proper control of financial functions. Finance prepares and supervises the City's budget, and assists in the preparation of the annual comprehensive financial report. Finance also has the responsibility for billing and collecting sanitation/water/sewer charges and assessments, accounts payable, revenue processing, grants administration and reporting, revenues, payroll, and risk management.

Expenditures by Class

					7/31/2018			
		Actual	Approved	Amended	Current	Projected	Proposed	%
		2017	2018	2018	Expenses	2018	2019	Change
Salaries & Wages		\$ 132,006	\$ 160,005	\$ 160,005	\$ 98,217	\$ 122,965	\$ 163,359	2%
Benefits		\$ 52,844	\$ 65,489	\$ 65,489	\$ 42,668	\$ 51,187	\$ 70,902	8%
Operating Expenditures		\$ 57,208	\$ 85,470	\$ 88,265	\$ 61,037	\$ 69,970	\$ 95,702	8%
Capital Outlay		\$ -	\$ -	\$ -		\$ -	\$ -	
Other		\$ -	\$ -	\$ -		\$ -	\$ -	
TOTAL DEPT.		\$ 242,058	\$ 310,964	\$ 313,759	\$ 201,922	\$ 244,115	\$ 329,964	5%

9/5/2018

FINANCE
2019 BUDGET SALARY SCHEDULE

Positions		Current		New Rate	Annual Salary	14000 Overtime	12100 Bonus	21000 FICA	21001 Medicare	22001 Retirement	23000 Insurance	Workers Comp	Total
		Rate	Incr										
Finance Director	Active	\$ 57,068	12.15%	\$ 64,002	\$ 64,002	\$ -	\$ -	\$ 3,968	\$ 928	\$ 15,399	\$ 7,660	\$ 73	\$ 92,030
Senior Accountant	Active	\$ 39,436	2.5%	\$ 40,422	\$ 40,422	\$ -	\$ -	\$ 2,506	\$ 586	\$ 3,339	\$ 9,575	\$ 92	\$ 56,520
HRAssistant	Vacant	\$ 36,540	2.5%	\$ 37,454	\$ 37,454	\$ -	\$ -	\$ 2,322	\$ 543	\$ 3,094	\$ 9,575	\$ 92	\$ 53,079
A/P Clerk	Active	\$ 10.00	2.5%	\$ 10.2500	\$ 21,402	\$ 80	\$ -	\$ 1,332	\$ 311	\$ 1,774	\$ 7,660	\$ 73	\$ 32,633
					\$ 99,277	\$ 80	\$ -	\$ 6,160	\$ 1,441	\$ 8,207	\$ 26,810	\$ 256	\$ 142,231
Staff Raises					\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Finance					\$ 163,279	\$ 80	\$ -	\$ 10,128	\$ 2,369	\$ 23,606	\$ 34,470	\$ 329	\$ 234,261

9/5/2018

FINANCE

2019

BUDGET

ORG Code	Object Code	Object Code Description	Description of Item or Service	Individual	Amount
				Items	Requested
01513	31000	Prof. Svcs.	BS&A Support	\$ 7,972.32	
			DNS Hosting (19.95 x 12)	\$ -	
			IT Services (3750 x 4 = 1500)	\$ 25,000.00	
			Remote Offsite Backup	\$ 1,500.00	
			Special Projects Support	\$ -	
			FEMA Emergency Software	\$ -	
			Acturiual Study - every 2 years	\$ 5,000.00	\$ 39,472.32
	32000	Auditing Services	Annual Audit	\$ 30,000.00	
			Single Audit - Grants	\$ 12,000.00	\$ 42,000.00
	34000	Other Cont. Svc.	ICMA Plan Fees	\$ 500.00	
			Background Check Fees	\$ 300.00	\$ 800.00
	40000	Travel	FGFOA Conference - Fin. Director	\$ 750.00	\$ 750.00
	41000	Communications	Cellphone - Finance Director	\$ 600.00	\$ 600.00
	42000	Postage	Postage	\$ 1,900.00	\$ 1,900.00
	44000	Rentals	Copier Rental	\$ 1,400.00	
				\$ -	\$ 1,400.00
	46002	Repair & Maint.	Misc. equipment repairs	\$ 300.00	\$ 300.00
	47000	Printing & Binding	Finance Dept. Forms	\$ 300.00	
			Checks	\$ 400.00	
			Stationary & Envelopes	\$ 150.00	
			Copier Printing Charges	\$ 1,200.00	\$ 2,050.00
	49001	Advertising	Misc. Ads	\$ 100.00	
			Budget TRIM Requirements	\$ 335.00	\$ 435.00
	49004	Pay to Other Govt.	Tax Refunds	\$ 250.00	\$ 250.00
	49005	Education/Training	FD or Sr. Acct FGFOA Conference	\$ 410.00	
			Nature Coast Meetings	\$ 85.00	\$ 495.00
	49014	Bank Chargers	Bank Fees	\$ -	\$ -

FINANCE
2019
BUDGET

ORG Code	Object Code	Object Code Description	Description of Item or Service	Individual	Amount
				Items	Requested
01513	51000	Office Supplies	City general office supplies	\$ -	\$ -
	51003	Uncapitalized Equip	New Printer	\$ 750.00	\$ 750.00
	52020	Miscellaneous	Misc. Expenses	\$ 100.00	\$ 100.00
	54002	Dues, Membershp	FD & Sr. Accountant: GFOA/FGFOA	\$ 70.00	
			Nature Coast FGFOA	\$ 30.00	\$ 100.00
	54001	Books	Update GAFR Book	\$ 250.00	\$ 250.00
	68000	Intangible Items	Software License - Adobe	200	
			Microsoft Office 365 Upgrade	3,850	4,050
9/5/2018			TOTAL FINANCE DEPARTMENT		\$ 95,702.32

City of Crystal River
Planning & Community Development
FY 2018 Revised Budget vs. FY 2019 Proposed Budget

Staffing Levels

	Adopted 2018	Current Staff	Proposed 2019
Director	1	1	1
Assistant - Part-Time	0.5	0.5	1
Permit Technician	1	1	1
Total	2.5	2.5	3

Department Description:

The Planning & Community Development Department is responsible for current and future planning. The contracted Building Official reviews all plans for adherence to City building, mechanical, plumbing, structural, and roofing codes, and issues permits. Planning coordinates all comprehensive plan amendments, rezoning, variances, exceptions, right-of-way vacations, and plans reviews. Code Enforcement is responsible for day-to-day enforcement of the City's codes.

Expenditures by Class

					7/31/2018			
		Actual	Approved	Amended	Current	Projected	Proposed	%
		2017	2018	2018	Expenses	2018	2019	Change
Salaries & Wages		\$ 87,512	\$ 105,381	\$ 105,381	\$ 85,268	\$ 105,381	\$ 181,913	72.62%
Benefits		\$ 31,258	\$ 46,006	\$ 46,006	\$ 31,780	\$ 46,006	\$ 88,427	92.21%
Operating Expenditures		\$ 145,917	\$ 151,805	\$ 199,372	\$ 147,445	\$ 196,872	\$ 44,235	-77.81%
Capital Outlay			\$ -	\$ -		\$ -	\$ -	
Other			\$ -	\$ -		\$ -	\$ -	
TOTAL DEPT.		\$ 264,687	\$ 303,192	\$ 350,759	\$ 264,493	\$ 348,259	\$ 314,575	-10.32%

9/5/2018

PLANNING COMMUNITY DEVELOPMENT
2019 BUDGET SALARY SCHEDULE

FOUR POSITIONS:

Positions		Current		New	Annual	14000	12100	21000	21001	22001	23000	24000	
		Rate	Incr	Rate	Salary	Overtime	Bonus	FICA	Medicare	Retirement	Insurance	Comp	Total
Planning Director	Active	\$37,189	6.48%	\$ 39,598.42	\$ 39,598	-	\$ -	\$ 2,455	\$ 574	\$ 9,527	\$ 5,745	\$ 619	\$ 58,519
ASS'T CMO	NEW	\$12,000	3.50%	\$ 12,420.00	\$ 12,420	-	\$ -	\$ 770	\$ 180	\$ 2,988	\$ 1,436	\$ 17	\$ 17,811
Building Official		\$60,000		\$ 60,000.00	\$ 60,000	-	\$ -	\$ 3,720	\$ 870	\$ 14,436	\$ 9,575	\$1,032	\$ 89,633
Permit Technician	Active	\$ 17.36	2.50%	\$ 17.80	\$ 37,156	100.00	\$ -	\$ 2,310	\$ 540	\$ 5,227	\$ 9,575	\$1,032	\$ 55,940
Zoning Assistant	Active	\$ 15.25	2.50%	\$ 15.63	\$ 32,638	-	\$ -	\$ 2,024	\$ 473	\$ 2,696	\$ 9,575	\$1,032	\$ 48,437
Staff Raises					\$ -			\$ -	\$ -	\$ -	\$ -		\$ -
Total Develop Svcs					\$181,813	\$ 100	\$ -	\$ 11,279	\$ 2,638	\$ 34,875	\$ 35,906	\$3,730	\$270,340
9/5/2018													

PLANNING COMMUNITY DEVELOPMENT
2019 BUDGET

ORG Code	Object Code	Object Code Description	Description of Item or Service	Individual Items	Amount Requested
01515	31000	Prof. Services	Outsourced Building Official	\$ -	
			City Comp Plan (req'd by FY18)	\$ -	
			PUD Development	\$ 20,000.00	
			Citywide Customer Audit	\$ -	\$ 20,000.00
	31001	Legal Services	Miscellaneous Legal	\$ 5,000.00	\$ 5,000.00
	31005	Planning Svc.	Planning Consulting Services:		
			Zoning, Land Use Maps, Updates	\$ 5,000.00	
			Impact Fee Study	\$ -	\$ 5,000.00
	40000	Travel/Per Diem	FRA Conference (Director)	\$ -	
			AICP Conference (Zoning Assistant)	\$ 800.00	\$ 800.00
	41000	Communications	cell phones	\$ 650.00	\$ 650.00
	42000	Freight & Postage	Mailing Documents & Correspondence	\$ 1,000.00	\$ 1,000.00
	44000	Rentals	Ricoh Copier Rental	\$ 600.00	\$ 600.00
	47000	Printing & Binding	Land Dev. Code Book	\$ 1,500.00	
			Ricoh Copies	\$ 500.00	\$ 2,000.00
	49000	Adv. - Legal	Comp Plans- Planning Comm.	\$ 1,250.00	\$ 1,250.00
	49004	Pay to other Govt.	CIC GIS system usage	\$ 5,000.00	\$ 5,000.00

PLANNING COMMUNITY DEVELOPMENT
2019 BUDGET

ORG Code	Object Code	Object Code Description	Description of Item or Service	Individual Items	Amount Requested
	49005	Education & Trng.	FRA Conference (Director)	\$ -	
			AICP Conference (Zoning Assistant)	\$ 500.00	
			AICP Training (Zoning Assistant)	\$ 495.00	\$ 995.00
	49010	Recording Fees	Plats, Deeds, etc	\$ 1,000.00	\$ 1,000.00
	51000	Supplies	Planning Commission Supplies	\$ 50.00	\$ 50.00
	51003	Uncap Equip	Office Equipment	\$ 350.00	\$ 350.00
	54000	Subscriptions	Miscellaneous	\$ 150.00	\$ 150.00
	54002	Dues & Membershi	FABTO - Planning Director	\$ 45.00	
			AICP (Zoning Assistant)	\$ 145.00	\$ 190.00
	68000	Intangible Items	Software License - Adobe	200	200
9/5/2018			TOTAL		\$ 44,235.00

**City of Crystal River
Fire Department
FY 2018 Revised Budget vs. FY 2019 Proposed Budget**

Staffing Levels			
	Adopted	Current	Proposed
	2018	Staff	2019
Chief	1	1	1
Asst. Chief	1	1	1
Clerical	1	1	1
Firefighters	16	16	16
Total	19	19	19

Department Description:

The Fire Department is responsible for fire suppression. The Department is 100% staffed with trained volunteers. The Fire Department is involved in search and rescue and works with City and County agencies to ensure the safety and welfare of the Community.

Expenditures by Class

					7/31/2018			
		Actual	Approved	Amended	Current	Projected	Proposed	%
		2017	2018	2018	Expenses	2018	2019	Change
Salaries & Wages	\$	78,074	\$ 70,963	\$ 70,963	\$ 68,967	\$ 70,963	\$ 71,181	0.31%
Benefits	\$	15,112	\$ 10,411	\$ 13,851	\$ 14,899	\$ 13,851	\$ 11,601	-16.24%
Operating Expenditures	\$	88,098	\$ 103,561	\$ 102,071	\$ 47,076	\$ 95,571	\$ 115,631	13.29%
Capital Outlay	\$	10,667	\$ 2,900	\$ 2,900	\$ -	\$ 2,900	\$ 2,900	0.00%
Contribution to R&R	\$	85,000	\$ 100,000	\$ 100,000	\$ 83,333	\$ 100,000	\$ 100,000	0.00%
TOTAL DEPT.	\$	276,951	\$ 287,835	\$ 289,785	\$ 214,275	\$ 283,285	\$ 301,313	3.98%

9/5/2018

**FIRE DEPARTMENT
2019 BUDGET SALARY SCHEDULE**

Positions		Current		New	Annual	14000	12100	21000	21001	22001	23000	24000	Total
		Rate	Incr	Rate	Salary	Overtime	Bonus	FICA	Medicare	Retirement	Insurance	Comp	
FIRE CHIEF	Active	325.12	2.0%	331.62	3,979.47		-	246.73	57.70	974.97		179	5,437.87
ASST FIRE CHIEF	Active	376.22	2.0%	383.74	4,604.93		-	285.51	66.77	1,128.21		179	6,264.42
SECRETARY	Active	212.14	2.0%	216.38	2,596.59		-	160.99	37.65	636.17		179	3,610.40
		913.48		931.75	11,181		-	693	162	2,739		537	15,313
VOLUNTEERS	Active	60,000.00	0.0%		60,000.00		0.00	3,720.00	870.00	0.00		2,880	67,470
Staff Raises					0.00			-	-	0.00			0.00
Total Fire		70,962			71,181		-	4,413	1,032	2,739	-	3,417	82,782

9/5/2018

COLA increase per CMO

FIRE DEPARTMENT
2019 BUDGET

ORG Code	Object Code	Object Code Description	Description of Item or Service	Individual Items	Amount Requested
01522	31000	Professional Svcs.	Physicals (22 @ \$300)	\$ 6,600.00	
			Hepatitis B Series, 3@\$170	\$ 510.00	
			Tetanus, 3@\$60	\$ 180.00	
			Drug Testing, 3@\$40	\$ 120.00	
			Background Checks (3@ \$150)	\$ 450.00	\$ 7,860.00
	41000	Communication	Telephone Service	\$ 1,320.00	
			Cellphones	\$ 120.00	
			Internet	\$ 660.00	
			Sherriff 911 Dispatch Service	\$ 8,700.00	\$ 10,800.00
	42000	Freight & Postage	Freight & Postage	\$ 250.00	\$ 250.00
	43000	Utilities	Water, Sewer, Sanitation	\$ 2,100.00	\$ 2,100.00
	43001	Utilities	Electricity & Gas	\$ 8,760.00	\$ 8,760.00
	45000	Insurance	Vehicle, Property, Liability	\$ 18,259.00	
			Flood	\$ 4,057.00	
			Firemen Accidental Death & Disability	\$ 285.00	\$ 22,601.00
	46000	Repair & Maint.	Building Repairs	\$ 2,500.00	\$ 2,500.00
	46001	Repair & Maint.	Vehicle Parts	\$ 1,500.00	
			Vehicle Repair	\$ 2,400.00	
			Ocala Freightliner	\$ 800.00	
			Engine & Truck Repairs	\$ 7,500.00	
			Fire Truck Pump Testing	\$ 1,500.00	\$ 13,700.00
	46003	Repair & Maint	Hydraulic Entry Tool Maint	\$ 1,500.00	
			Ladder Testing	\$ 650.00	
			Radio Maintenance	\$ 2,400.00	
			County 911 System Maintenance	\$ 5,217.00	
			SCAB Flow Test	\$ 800.00	
			Quarterly Cascade Air System Test	\$ 1,000.00	
			Semi-Annual Maint Cascade Equip	\$ 1,340.00	
			Other Maint. & Repair	\$ 2,500.00	\$ 15,407.00
01522	49004	Pay to Other Govt.	Radio Maintenance	\$ 2,568.30	\$ 2,568.30
	49005	Edu. & Training	CPR Training	\$ 3,000.00	\$ 3,000.00
	51003	Uncap. Equip.	Fire boots 5@\$375	\$ 1,875.00	
			Bunker Coats & Pants 4@\$2100	\$ 8,400.00	
			Helmets 5@\$275	\$ 1,375.00	

FIRE DEPARTMENT
2019 BUDGET

			1-1/2" Hose (300 ft) @	\$ 1,200.00	
			Startz Adapter (4@\$250)	\$ 1,000.00	
	52000	Operating Supp.	Alexander Batteries	\$ 800.00	\$ 13,850.00
			Class A Foam	\$ 1,200.00	
			Fire Gloves	\$ 960.00	
			Momex Hoods	\$ 300.00	
			Work Gloves	\$ 140.00	
			Latex Gloves	\$ 400.00	
			Pike Pole	\$ 800.00	\$ 4,600.00
	52001	Gas/Diesel	Diesel Fuel	\$ 3,900.00	\$ 3,900.00
	52005	Tools	To be determined	\$ 200.00	\$ 200.00
	52009	Clothing	Shirts (22 x \$75)	\$ 1,650.00	\$ 1,650.00
	52010	First Aid	Misc. First Aid Supplies	\$ 500.00	\$ 500.00
	52010	Safety Marking	Misc. Supplies	\$ 400.00	\$ 400.00
	54000	Subscriptions	Firehouse	\$ 30.00	
			Fire Engineering	\$ 30.00	
			Fire Chief	\$ 55.00	
			Firefighter News	\$ 25.00	
			Fire Rescue	\$ 30.00	
					\$ 170.00
	54001	Books	Various	\$ 450.00	\$ 450.00
	54002	Dues & Member.	FL Fire Chiefs (2 @ \$95)	\$ 190.00	
			NFPA	\$ 175.00	\$ 365.00
	64000	Capital - Other	5 Beepers @ \$580	\$ 2,900.00	\$ 2,900.00
	99006	Transfer Out	Contribution to replacement fund	\$ 100,000.00	\$ 100,000.00
9/5/2018			TOTAL		\$ 218,531.30

**City of Crystal River
Public Works Summary
FY 2018 Revised Budget vs. FY 2019 Proposed Budget**

Staffing Levels				
		Adopted	Current	Proposed
		2018	Staff	2019
Director		1	1	1
Project Manager/Inspector		1	1	1
Superintendent		1	1	1
Administrative Assistant		1	1	1
Mechanic I		1	1	1
Heavy Equipment Operator		2	2	2
Maintenance III		1	1	1
Maintenance II		4	4	4
Maintenance I		0	0	0
Grounds		0	0	2
Custodian		0	0	0
Total		12	12	14

Expenditures by Class							
				7/31/2018			
	Actual	Approved	Amended	Current	Projected	Proposed	%
	2017	2018	2018	Expenses	2018	2019	Change
Administration	\$ 666,043	\$ 635,959	\$ 680,195	\$ 491,536	\$ 653,395	\$ 758,969	11.58%
Facility/Vehicle	\$ 185,957	\$ 219,283	\$ 217,728	\$ 116,272	\$ 202,223	\$ 204,121	-6.25%
Roads/Streets	\$ 213,249	\$ 251,000	\$ 250,600	\$ 145,101	\$ 235,600	\$ 245,900	-1.88%
Parks/Recreation	\$ 2,110,788	\$ 1,939,100	\$ 2,136,820	\$ 310,800	\$ 378,825	\$ 206,666	-90.33%
TOTAL DEPT.	\$ 3,176,037	\$ 3,045,342	\$ 3,285,343	\$ 1,063,709	\$ 1,470,048	\$ 1,415,655	-56.91%

9/5/2018

**City of Crystal River
Public Works Administration
FY 2018 Revised Budget vs. FY 2019 Proposed Budget**

Department Description:
Public Works Administration provides all managerial and support functions for streets and drainage, facilities/vehicle maintenance, parks, capital improvement projects, and contract management for water/sewer and solid waste.

Expenditures by Class								
					7/31/2018			
		Actual	Approved	Amended	Current	Projected	Proposed	
		2017	2018	2018	Expenses	2018	2019	Change
Salaries & Wages		\$ 380,641	\$ 409,320	\$ 401,299	\$ 291,121	\$ 401,299	\$462,896	15.35%
Benefits		\$ 177,345	\$ 188,778	\$ 182,116	\$ 146,704	\$ 182,116	\$254,663	39.84%
Operating Expenditures		\$ 108,057	\$ 37,861	\$ 96,780	\$ 53,711	\$ 69,980	\$ 41,410	-57.21%
Capital Outlay			\$ -	\$ -		\$ -		
Other			\$ -	\$ -		\$ -	\$ -	
TOTAL DEPT.		\$ 666,043	\$ 635,959	\$ 680,195	\$ 491,536	\$ 653,395	\$ 758,969	11.58%

9/5/2018

**City of Crystal River
Facility and Vehicle Maintenance
FY 2018 Revised Budget vs. FY 2019 Proposed Budget**

Department Description - Facility and Vehicle Maintenance:
The Facility and Vehicle Maintenance Division has the responsibility of maintaining all city facilities, including custodial services, general repairs, and upkeep of city property. Cemetery Care is provided including grounds maintenance, watering systems and fences. Vehicle maintenance is responsible for maintaining all city vehicles.

Department Description - Pumpout Boat:
The Pumpout Boat is an arm of the Facility and Vehicle Maintenance operation. The purpose of this section is to operate and maintain the pumpout boat. The majority of the cost of the boat was previously paid through a grant, and now has expired.

Expenditures by Class							
	Actual	Approved	Amended	7/31/2018	Projected	Proposed	%
	2017	2018	2018	Current	2018	2019	Change
				Expenses			
Salaries & Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Operating Expenditures	\$ 185,957	\$ 219,283	\$ 217,728	\$ 116,272	\$ 202,228	\$ 204,121	-6.25%
Capital Outlay		\$ -			\$ -	\$ -	
Other		\$ -	\$ -		\$ -	\$ -	
Subtotal - F & VM	\$ 185,957	\$ 219,283	\$ 217,728	\$ 116,272	\$ 202,228	\$ 204,121	-6.25%
TOTAL DEPARTMENT	\$ 185,957	\$ 219,283	\$ 217,728	\$ 116,272	\$ 202,228	\$ 204,121	

9/5/2018

City of Crystal River
Road and Street Maintenance
FY 2018 Revised Budget vs. FY 2019 Proposed Budget

Department Description:

The Roads and Streets Division is responsible for mowing 22 miles of right-of-way along City streets and large tracts of City-owned property, and the maintenance of streets, signs, culverts, sidewalks, and 14 miles of drainage ditches.,

Expenditures by Class

	<u>Actual</u>	<u>Approved</u>	<u>Amended</u>	<u>7/31/2018</u>	<u>Projected</u>	<u>Proposed</u>	<u>%</u>
	<u>2017</u>	<u>2018</u>	<u>2018</u>	<u>Current</u>	<u>2018</u>	<u>2019</u>	<u>Change</u>
				<u>Expenses</u>			
Salaries & Wages	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%
Operating Expenditures	\$ 213,249	\$ 251,000	\$ 250,600	\$ 145,101	\$ 235,600	\$ 245,900	-1.88%
Capital Outlay	\$ -	\$ -	\$ -		\$ -	\$ -	
Other	\$ -	\$ -	\$ -		\$ -	\$ -	
TOTAL DEPT.	\$ 213,249	\$ 251,000	\$ 250,600	\$ 145,101	\$ 235,600	\$ 245,900	-1.88%

9/5/2018

**City of Crystal River
Parks and Recreation
FY 2018 Revised Budget vs. FY 2019 Proposed Budget**

Department Description:
The Parks and Recreation Division maintains 6 parks, including restrooms; trims and mows 24 acres; repairs fencing and playground equipment and maintains tennis and basketball courts. Responsibilities also include the maintenance of boat ramps and docks.

Expenditures by Class

	<u>Actual</u>	<u>Approved</u>	<u>Amended</u>	<u>7/31/2018</u>	<u>Projected</u>	<u>Proposed</u>	<u>%</u>
	<u>2017</u>	<u>2018</u>	<u>2018</u>	<u>Current</u>	<u>2018</u>	<u>2019</u>	<u>Change</u>
				<u>Expenses</u>			
Salaries & Wages	\$ 6,694	\$ 7,664	\$ 7,664	\$ 6,190	\$ 7,664	\$ 7,664	
Benefits	\$ 2,490	\$ 1,193	\$ 3,193	\$ 2,417	\$ 3,193	\$ 3,219	
Operating Expenditure	\$ 2,052,604	\$ 1,881,243	\$ 2,076,963	\$ 261,360	\$ 318,968	\$ 146,783	-92.93%
Capital Outlay		\$ -	\$ -		\$ -	\$ -	
Contribution to R&R	\$ 49,000	\$ 49,000	\$ 49,000	\$ 40,833	\$ 49,000	\$ 49,000	
TOTAL DEPT.	\$ 2,110,788	\$ 1,939,100	\$ 2,136,820	\$ 310,800	\$ 378,825	\$ 206,666	-90.33%

9/5/2018

PUBLIC WORKS
2019 BUDGET SALARY SCHEDULE

Position	Current Rate	Raise	New Rate	OT	Annual Wages	Bonus	FICA	Medicare	Retirement	Insurance	Workers Comp	Total Benefits	Total Compensation
PW Director	\$ 57,361	11.57%	\$ 63,997	\$ -	\$63,997	\$0	\$3,968	\$928	\$15,398	\$7,660	\$96	\$28,050	\$92,047
ASS'T CMO	\$ 8,000	3.50%	\$ 8,280	\$ -	\$8,280	\$0	\$513	\$120	\$1,992	\$958	\$11	\$3,594	\$11,874
Ass't PW Dir	\$ 26,520	3.70%	\$ 27,501	\$ -	\$27,501		\$1,705	\$399	\$6,617	\$4,788	\$1,837	\$15,345	\$42,846
Project Mgr	\$ -	0.00%	\$ -	\$ -	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0
Superintend	\$ 48,574	2.94%	\$ 50,002	\$ -	\$50,002		\$3,100	\$725	\$4,130	\$9,575	\$3,673	\$21,203	\$71,205
ExAdm Asst	\$ 13,5890	2.50%	\$13.9287	\$ 200	\$29,283		\$1,816	\$425	\$2,419	\$6,703	\$84	\$11,446	\$40,728
												\$0	
Maint II	\$ 10.9267	2.50%	\$11.1999	\$ 625	\$24,010		\$1,489	\$348	\$1,983	\$9,575	\$3,673	\$17,068	\$41,078
Maint II	\$ 12.2523	2.50%	\$12.5586	\$ 625	\$26,847		\$1,665	\$389	\$2,218	\$9,575	\$3,673	\$17,519	\$44,367
Maint II	\$ 10.9267	2.50%	\$11.1999	\$ 625	\$24,010		\$1,489	\$348	\$1,983	\$9,575	\$3,673	\$17,068	\$41,078
Maint II	\$ 12.2855	2.50%	\$12.5926	\$ 625	\$26,918		\$1,669	\$390	\$2,223	\$9,575	\$3,673	\$17,531	\$44,449
Maint III	\$ 20.1324	2.50%	\$20.6357	\$ 625	\$43,712	\$0	\$2,710	\$634	\$3,611	\$9,575	\$3,673	\$20,203	\$63,915
Mechanic	\$ 15,9800	2.50%	\$16.3795	\$ 625	\$34,825		\$2,159	\$505	\$2,877	\$9,575	\$1,061	\$16,176	\$51,002
HEquip Oper	\$ 16.1063	2.50%	\$16.5090	\$ 625	\$35,096		\$2,176	\$509	\$2,899	\$9,575	\$3,673	\$18,832	\$53,927
HEquip Oper	\$ 15.0991	2.50%	\$15.4766	\$ 625	\$32,940		\$2,042	\$478	\$2,721	\$9,575	\$3,673	\$18,489	\$51,429
Grounds	\$ 10.9267	0.00%	\$10.9267	\$ 625	\$23,440		\$1,453	\$340	\$1,936	\$9,575	\$3,673	\$16,977	\$40,417
Grounds	\$ 10.9267	0.00%	\$10.9267	\$ 625	\$12,032		\$746	\$174	\$994	\$9,575	\$3,673	\$15,162	\$27,195
					\$390,618	\$0	\$24,218	\$5,664	\$36,610	\$116,815	\$39,711	\$223,019	\$613,637
Janitorial Services - Wkends				\$ 7,664	\$7,664		\$475	\$111	\$633	\$2,000		\$3,219	\$10,883
Staff Raises					\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0
Totals				\$ 14,113	\$470,559	\$0	\$29,175	\$6,823	\$54,633	\$127,433	\$39,819	\$257,882	\$728,442

(includes OT)

9/5/2018

PUBLIC WORKS
2019 BUDGET

Object Code	Object Code Description	Description of Item or Service	#01539 Admin.	#01519 Facilities	#01541 Roads	#01572 Parks	Total
31000	Prof. Services	Misc Professional Services	\$ 3,000		\$ 4,000		\$ 7,000
		Canals Cleanup-Dredge & Plant				\$ -	\$ -
							\$ 7,000
31002	Engineering	Misc. Engineering Expenses	\$ -		\$ -		\$ -
34000	Other Contr. Services	Pest Control & Termite Inspections	\$ 420	\$ 1,720			\$ 2,140
		Herbicides/Fence Lines (Parks)				\$ 2,000	\$ 2,000
		KBP, Hunter Spring, Little Spring Pk.					\$ -
		Janitorial Service	\$ 5,000	\$ 13,820		\$ 27,500	\$ 46,320
		Contracted Mowing/Triming/Bike Path				\$ 12,780	\$ 12,780
		Tree Trimming			\$ 7,000		\$ 7,000
		Street patching materials			\$ 3,500		\$ 3,500
		Guardrail replacements			\$ 2,000		\$ 2,000
		Street Striping/stop bars/ped cross			\$ 6,000		\$ 6,000
		Ditch cleaning					\$ -
		Fire extinguisher annual inspec.		\$ 500			\$ 500
		Oil disposal (vehicles)		\$ 1,300			\$ 1,300
		Shop towels		\$ 1,300			\$ 1,300
		Fountain Service		\$ 750			\$ 750
		W/O Software Annual Support	\$ 2,700				\$ 2,700
		Time Clock Software Annual Support	\$ 150				\$ 150
		Security Monitoring		\$ 408		\$ -	\$ 408
		Temps Service	\$ -				\$ -
		Other		\$ 1,000			\$ 1,000
							\$ 89,848
40000	Travel/Per Diem	Conference expense/mileage	\$ 3,000			\$ 500	\$ 3,500
		Sun Pass	\$ 200				\$ 200
							\$ 3,700
41000	Communications	Telephone Service - Century Link		\$ 9,000			\$ 9,000
		Fiber Optic - Spectrum		\$ 10,800			\$ 10,800
		Satellite Phones		\$ -			\$ -
		Internet Service - Spectrum		\$ 745			\$ 745
		Cell Phones (incl storm)	\$ 2,000			\$ -	\$ 2,000
							\$ 22,545
42000	Freight/Postage	Postage/Fed Express	\$ 200				\$ 200
43000	Utilities	Water/Sewer/Sanitation	\$ 650	\$ 7,750	\$ 15,500	\$ 9,500	\$ 33,400
		Electricity	\$ 3,000	\$ 3,350	\$ 136,000	\$ 17,500	\$ 159,850
		Gas Service (Generator)		\$ 15,000			\$ 15,000
							\$ 208,250

PUBLIC WORKS
2019 BUDGET

Object Code	Object Code Description	Description of Item or Service	#01539 Admin.	#01519 Facilities	#01541 Roads	#01572 Parks	Total
45000	Insurance	Property/Liability Insurance		\$ 74,138		\$ 14,657	\$ 88,795
		Flood Insurance		\$ 16,540		\$ 3,246	\$ 19,786
							\$ 108,581
44000	Rental	Equipment	\$ -		\$ 1,000		\$ 1,000
		Copier	\$ 600				\$ 600
							\$ 1,600
46000	Repair/Maint Bldgs	Misc. Repairs (excessive AC repairs)	\$ -	\$ 17,500		\$ 3,500	\$ 21,000
		Waterfronts Building		\$ 2,000			\$ 2,000
46001	Repair/Maint. Autos	Vehicle Maintenance	\$ 1,000	\$ 3,500	\$ 2,000	\$ 1,000	\$ 7,500
46003	Repair/Maint Equipment	Weedeaters/ polesaws/ chain saws				\$ 1,500	\$ 1,500
		Heavy Equipment		\$ 3,000	\$ 15,000	\$ 1,000	\$ 19,000
		County 911 System Maintenance	\$ 5,450				\$ 5,450
							\$ 25,950
46005	Repair/Maint	Fence Repair & Miscell				\$ 2,000	\$ 2,000
		Creative Playground Rotten Wood Repl				\$ 5,000	\$ 5,000
							\$ 7,000
46006	Repair/Maint Cemetery	Wood Sealer				\$ 4,000	\$ 4,000
		Water Testing				\$ 1,000	\$ 1,000
		Fence Repair & Miscell				\$ 6,000	\$ 6,000
							\$ 11,000
47000	Printing/Binding	Reproduction Paper	\$ 1,000				\$ 1,000
48002	Christmas	Tree lights & decorations				\$ 3,200	\$ 3,200
48003	Christmas Parade	Barricades & Signs			\$ 2,200		\$ 2,200
49001	Advertising	Public notices, legal adv.	\$ 250				\$ 250
		Miscellaneous	\$ 1,000				\$ 1,000
							\$ 1,250
49004	Payment to other Gov.	Citrus County Health Dept	\$ 250			\$ -	\$ 250
		Submerged Land Lease - annually				\$ 1,600	\$ 1,600
		Submerged Land Lease - every 5 yrs				\$ -	\$ -
		County Radio Maintenance	\$ 4,770				\$ 4,770
		GIS from County	\$ -				\$ -
							\$ 6,620

PUBLIC WORKS
2019 BUDGET

Object Code	Object Code Description	Description of Item or Service	#01539 Admin.	#01519 Facilities	#01541 Roads	#01572 Parks	Total
49005	Education/Training	Training & Conferences	\$ 3,000	\$ -	\$ 1,500	\$ 500	\$ 5,000
49013	Hurricane	Hurricane Preparation Costs	\$ -				\$ -
51003	Uncapitalized Equipment	Weedwackers/chainsaws, laptop.	\$ -	\$ 1,500	\$ 2,500	\$ 1,500	\$ 5,500
52000	Operating Supplies	Hardware		\$ 200	\$ 800		\$ 1,000
52001	Gas/Diesel	Fuel for Vehicles	\$ 2,000	\$ 4,750	\$ 12,000	\$ 3,000	\$ 21,750
52002	Institutional Supplies	Cleaning and paper supplies		\$ 5,000		\$ 8,000	\$ 13,000
52004	Tools/Implements	Misc Hand Tools		\$ 500	\$ 1,000	\$ 700	\$ 2,200
52006	Maintenance Materials	Lumber, hardware, playground upkeep		\$ 5,000		\$ 3,000	\$ 8,000
52007	Supplies-Recreation	Swing replacements, etc.				\$ 700	\$ 700
52008	Chemicals	Herbicide & Pest Control		\$ 350	\$ 1,000	\$ 600	\$ 1,950
52009	First Aid	First Aid Supplies		\$ 100	\$ 100		\$ 200
52010	Safety Devices	Goggles, vests, hardhats, gloves		\$ 100	\$ 300	\$ 300	\$ 700
52013	Landscape Supplies	Mulch - Playgrounds & Medians		\$ 2,500	\$ 5,000	\$ 11,000	\$ 18,500
52020	Misc.	Miscellaneous	\$ 300		\$ 3,250		
		Trash Receptacle Liners			\$ 750		
		Flags			\$ 1,500		\$ 5,800
53000	Road Materials	Lime, asphalt, sod, sand			\$ 20,000		\$ 20,000
53002	Barricades	Barricades			\$ 2,000		\$ 2,000
54002	Dues/Fees	FRWA Membership	\$ 570				\$ 570
		AWWA Membership	\$ 230				\$ 230
		ASCE Membership	\$ 300				\$ 300
		APWA Membership	\$ 170				\$ 1,270
68000	Intangibles	Software License - Adobe	\$ 200				\$ 200
99002	Transfers Out	Contribution to R & R - Equipment				\$ 5,000	
		Contribution to R & R - Trucks				\$ 44,000	
						\$ -	\$ 49,000
9/5/2018		TOTAL	\$ 41,410	\$ 204,121	\$ 245,900	\$ 195,783	\$ 687,213

City of Crystal River
Law Enforcement
FY 2018 Revised Budget vs. FY 2019 Proposed Budget

Department Description

The City contracts with the Citrus County Sheriff's Office for Law Enforcement services.

Expenditures by Class

	<u>Actual</u>	<u>Approved</u>	<u>Amended</u>	<u>7/31/2018</u>	<u>Projected</u>	<u>Proposed</u>	<u>%</u>
	<u>2017</u>	<u>2018</u>	<u>2018</u>	<u>Current</u>	<u>2018</u>	<u>2019</u>	<u>Change</u>
				<u>Expenses</u>			
SO Contract	\$ 974,842	\$ 836,660	\$ 836,660	\$ 697,217	\$ 836,660	\$ 853,393	2.00%
SO Boat Expenses	\$ 25,748	\$ -	\$ 3,156	\$ 2,914	\$ 3,156	\$ 4,050	28.33%
Crossing Guards		\$ 25,384	\$ 25,384	\$ 19,038	\$ 25,384	\$ 25,946	2.21%
Capital Outlay	\$ -	\$ -	\$ 14,248	\$ 14,302	\$ 14,248	\$ -	-100.00%
TOTAL DEPT.	\$ 1,000,590	\$ 862,044	\$ 879,448	\$ 733,471	\$ 879,448	\$ 883,389	2.00%

9/5/2018

City of Crystal River
Community Services Department
FY 2018 Revised Budget vs. FY 2019 Proposed Budget

Staffing Levels				
	Adopted	Current	Proposed	
	2018	Staff	2019	
Waterfront Manager	1	0	0	
Assistant City Manager	0	1	1	
Administrative Staff	0.5	0.5	1	
Park Attendants	3	3	3	
Pumpboat Operator	1	1	1	
Code Enforcement	1	1	1	
Water Enforcement	1.5	1.5	1	

Expenditures by Class								
	Actual	Approved	Amended	7/31/2018	Projected	Proposed		
	2017	2018	2018	Current	2018	2019	% Change	
				Expenses				
Community Svcs Admin								
Wages & Benefits	\$ 54,987	\$ 105,459	\$ 102,409	\$ 25,734	\$ 72,909	\$ 75,302		-26.47%
Operating Expenses	\$ 18,325	\$ 25,440	\$ 24,035	\$ 16,110	\$ 23,035	\$ 12,250		-49.03%
Totals	\$ 73,312	\$ 130,899	\$ 126,444	\$ 41,844	\$ 95,944	\$ 87,552		-30.76%
Parks Enforcement:								
Wages & Benefits	\$ 35,035	\$ 37,922	\$ 37,922	\$ 34,682	\$ 37,922	\$ 39,381		3.85%
Operating Expenses	\$ 25,384	\$ 26,995	\$ 28,245	\$ 21,381	\$ 28,177	\$ 27,580		-2.35%
Totals	\$ 60,419	\$ 64,917	\$ 66,167	\$ 56,063	\$ 66,099	\$ 66,961		1.20%
PumpBoat Operations:								
Wages & Benefits	\$ 5,397	\$ 6,139	\$ 6,139	\$ 4,093	\$ 6,139	\$ 5,984		-2.53%
Operating Expenses	\$ 4,181	\$ 5,905	\$ 5,905	\$ 1,429	\$ 4,655	\$ 4,500		-23.79%
Totals	\$ 9,578	\$ 12,044	\$ 12,044	\$ 5,522	\$ 10,794	\$ 10,484		-12.96%
Code Enforcement:								
Wages & Benefits	\$ 39,672	\$ 48,442	\$ 48,442	\$ 39,573	\$ 48,442	\$ 50,796		4.86%
Operating Expenses	\$ 18,401	\$ 55,017	\$ 55,017	\$ 20,576	\$ 33,017	\$ 53,890		-2.05%
Totals	\$ 58,073	\$ 103,459	\$ 103,459	\$ 60,149	\$ 81,459	\$ 104,686		1.19%
					\$ -			
Water Enforcement:								
Wages & Benefits	\$ 69,063	\$ 49,638	\$ 55,938	\$ 46,454	\$ 55,938	\$ 52,627		-5.92%
Operating Expenses	\$ 8,004	\$ 15,045	\$ 19,244	\$ 5,341	\$ 17,644	\$ 23,670		23.00%
Totals	\$ 77,067	\$ 64,683	\$ 75,182	\$ 51,795	\$ 73,582	\$ 76,297		1.48%
Staff Raises	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
TOTAL DEPT.	\$ 201,382	\$ 376,002	\$ 383,296	\$ 215,373	\$ 327,878	\$ 345,979		-9.74%

9/5/2018

COMMUNITY SERVICES
2019 BUDGET SALARY SCHEDULE

Positions	Current Rate	Incr	New Rate	14000 Overtime	12100 Annual Wages	21000 FICA	21001 Medicare	22001 Retirement	23000 Insurance	Workers Comp	Total
Waterfront Manager	\$ -	0.0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Ass't City Manager	\$ 20,000	3.5%	\$ 20,700	\$ -	\$ 20,700	\$ 1,283	\$ 300	\$ 4,980	\$ 2,394	\$ 28	\$ 29,686
Admin Staff	\$ 14.2500	2.5%	\$ 14.6063	\$ 500	\$ 30,998	\$ 1,922	\$ 449	\$ 2,560	\$ 9,575	\$ 112	\$ 45,617
					\$ 51,698	\$ 3,205	\$ 750	\$ 7,541	\$ 11,969	\$ 140	\$ 75,302
Park Attendent - FT	\$ 7.8795	2.5%	\$ 8.0765	\$ -	\$ 16,864	\$ 1,046	\$ 245	\$ 1,393	\$ 4,788	\$ 206	\$ 24,540
Park Attendent - PT #1	\$ 4.7175	2.5%	\$ 4.8354	\$ -	\$ 6,286	\$ 390	\$ 91	\$ 519	\$ -	\$ 206	\$ 7,492
Park Attendent - PT #2	\$ 4.6250	2.5%	\$ 4.7406	\$ -	\$ 6,163	\$ 382	\$ 89	\$ 509	\$ -	\$ 206	\$ 7,349
				\$ -	\$ 29,313	\$ 1,817	\$ 425	\$ 2,421	\$ 4,788	\$ 617	\$ 39,381
Code Enforcement FT	\$ 16.3200	2.5%	\$ 16.7280	\$ -	\$ 34,928	\$ 2,166	\$ 506	\$ 2,885	\$ 9,575	\$ 736	\$ 50,796
				\$ -	\$ 34,928	\$ 2,166	\$ 506	\$ 2,885	\$ 9,575	\$ 736	\$ 50,796
Pumpboat Operator	\$ 5,000	2.5%	\$ 5,000	\$ -	\$ 5,000	\$ 310	\$ 73	\$ 413	\$ -	\$ 188	\$ 5,984
Water Enforcement FT	\$ 16.8096	2.5%	\$ 17.2298	\$ -	\$ 35,976	\$ 2,231	\$ 522	\$ 2,972	\$ 9,575	\$ 1,352	\$ 52,627
				\$ -	\$ 40,976	\$ 2,541	\$ 594	\$ 3,385	\$ 9,575	\$ 1,540	\$ 58,610
Staff Raises			\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Waterfront Svcs				\$ 500	\$ 156,914	\$ 9,729	\$ 2,275	\$ 16,232	\$ 35,906	\$ 3,033	\$ 224,089

WATERFRONTS COMMUNITY SERVICES DEPARTMENT
2019 BUDGET

ORG Code	Object Code	Object Code Description	Description of Item or Service	Individual Items	Amount Requested
WATERFRONT MANGER EXPENSES:					
	31000	Professional Svc.	Security Service	\$1,500.00	
	34000	Other Contracted Svcs	Pest Control & Janitorial Svcs	\$0.00	
	40000	Travel & Per Diem		\$2,000.00	
	41000	Communications	Cellphone & Internet	\$1,900.00	
	42000	Freight & Postage		\$2,000.00	
	43000	Utilities - Water		\$0.00	
	43001	Utilities - Electric		\$0.00	
	44000	Rentals	Copier Lease	\$300.00	
	45000	Insurance	Property/Liability	\$1,200.00	
	46000	R & M - Building		\$0.00	
	47000	Printing & Binding	Copier Printing Charges	\$1,200.00	
	49001	Advertising		\$50.00	
	49005	Education & Training		\$1,500.00	
	51003	Uncapitalized Equip		\$200.00	
	54002	Dues & Membership		\$200.00	
	68000	Intangible Assets	Adobe	\$200.00	\$12,250.00
PARKS ENFORCEMENT EXPENSES:					
	34000	Other Contracted Svcs	Parking Meter Software Annual Fees	\$3,900.00	
	40000	Travel	Hotel, Mileage, Meals - Training	\$750.00	
	41000	Communications	Cellphones	\$960.00	
	44000	Rental	Copier Lease	\$300.00	
	46001	R & M - Automotive	Oil Changes, general maintenance	\$750.00	
	47000	Printing & Binding	Copier Copy Charges	\$870.00	
	49005	Education & Training	First Aid & CPR Training	\$1,250.00	
	49019	Credit Card Fees	Parking Meters credit card fees	\$14,250.00	
	52000	Operating Supplies	Parking Meters Paper, etc.	\$500.00	
	51003	Uncapitalized Equip		\$250.00	
	52001	Gas/Diesel	Fuel	\$3,000.00	
	52004	Tools	Tools/Miscellaneous Expenses	\$300.00	
	53001	Signage	Park Signage	\$ 500.00	\$27,580.00
CODE ENFORCEMENT EXPENSES:					
	31001	Legal Services	Code Enforcement - Special Master	\$ 10,000.00	
	34000	Other Contracted Svcs	Abatement Service	\$ 25,000.00	
	40000	Travel/Per Diem	Code Enforcement Officer Certification	\$ 1,600.00	
	41000	Communications	Cellphone	\$480.00	
	44000	Rentals	Copier Lease	\$360.00	
	46001	R&M - Auto	Code Enforcement - R&M Truck	\$ 1,000.00	
	47000	Printing & Binding	Copier - Printing Charges	\$ 650.00	
	49005	Education & Training	Code Enforcement Certification	\$ 1,200.00	
	49012	Code Expenses	Code Enforcement Board Expenses	\$ 3,000.00	
	49070	Code Expenses	Code Enforcement Expenses	\$ 10,000.00	
	52001	Gas/Diesel	Fuel for Code Enforcement Vehicle	\$ 500.00	

WATERFRONTS COMMUNITY SERVICES DEPARTMENT
2019 BUDGET

	54002	Dues & Memberships	Annual Membership Fees	\$ 100.00	
	52005	Uniforms/Apparel	Uniforms & Boots	\$ -	\$ 53,890.00
		PUMPBOAT OPERATOR EXPENSES:			
	41000	Communicaitons	Cellphone	\$75.00	
	46003	Repairs -Equipment		\$2,600.00	
	51003	Uncap. Equipment	Small Equipment & Tools	\$100.00	
	52000	Operating Supplies	Miscellaneous Supplies	\$625.00	
	52001	Gas/Diesel	Fuel	\$350.00	
	52002	Institutional Supplies	Chemicals	\$750.00	\$4,500.00
		WATER ENFORCEMENT EXPENSES:			
	31001	Legal Services	Water Enforcement - Special Master	\$ 2,500.00	
	34000	Other Contractual Svc.	Remove Derelict Vessels	\$ 5,000.00	
	40000	Travel/Per Diem	Water Enforcement Officer Certification	\$ 250.00	
	41000	Communications	Cellphone	\$600.00	
	44000	Rental	Copier Lease	\$300.00	
	46001	R&M - Auto	Water Enforcement - R&M Truck	\$ 1,000.00	
	46003	R&M - Equipment	Water Enforcement - R&M Boat	\$ 2,000.00	
	47000	Printing & Binding	Copier Printing Charges	\$ 250.00	
	49005	Education & Training	Water Enforcement Certification	\$ 2,000.00	
	49006	Registrations Fees	Truck & Boat Registrations	\$ 250.00	
	52001	Gas/Diesel	Fuel for Code Enforcement Vehicle	\$ 1,200.00	
	51003	Uncapitalized Equip		\$ 6,650.00	
	52000	Operating Supplies	Supplies	\$ 1,000.00	
	63010	Signage	Water-3SS, HSP, Hunters Basis	\$ 250.00	
	6800	Intangible	Earth Plate Software & Acrobat	\$420.00	\$ 23,670.00
9/5/2018			TOTAL		\$121,890.00

City of Crystal River
Marketing & Special Events
FY 2018 Revised Budget vs. FY 2019 Proposed Budget

Department Description

Expenditures by Class

	Actual	Approved	Amended	7/31/2018	Projected	Proposed	%
	2017	2018	2018	Current	2018	2019	Change
				Expenses			
Marketing	\$ 2,317	\$ 14,115	\$ 14,115	\$ 3,295	\$ 6,795	\$ 7,500	-46.87%
Total Miscellaneous	\$ 2,317	\$ 14,115	\$ 14,115	\$ 3,295	\$ 6,795	\$ 7,500	-46.87%
Special Events Coordinator:							
Salaries	\$ 35,790	\$ 34,738	\$ 36,513	\$ 33,785	\$ 38,288	\$ 38,107	4.36%
Benefits	\$ 5,762	\$ 5,471	\$ 6,301	\$ 6,260	\$ 7,132	\$ 6,213	-1.40%
Special Events	\$ 59,199	\$ 35,000	\$ 37,395	\$ 43,518	\$ 32,395	\$ 42,000	12.31%
Fireworks	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	0.00%
Operating Expenses	\$ 3,525	\$ 5,580	\$ 5,580	\$ 1,794	\$ 5,580	\$ 5,255	-5.82%
Total Special Events	\$ 119,276	\$ 95,789	\$ 100,789	\$ 100,357	\$ 98,395	\$ 106,574	5.74%
TOTAL DEPT.	\$ 121,593	\$ 109,904	\$ 114,904	\$ 103,652	\$ 105,190	\$ 114,074	4.36%

9/5/2018

SPECIAL EVENTS
2019 BUDGET SALARY SCHEDULE

Positions		Current Rate	Incr	New Rate	Annual Salary	14000 Overtime	12100 Bonus	21000 FICA	21001 Medicare	22001 Retirement	23000 Insurance	Workers Comp	Total
Sp Events Coordinator	Active	\$ 34,738	2.50%	\$ 35,607	\$ 35,607	\$ -	\$ -	\$ 2,208	\$ 516	\$ 2,941	\$ -	\$ 75	\$ 41,347
PW Employees Events						\$ 2,500		\$ 155	\$ 36	\$ 207	\$ -	\$ 75	\$ 2,973
Staff Raises					\$ -			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS					\$ 35,607	\$ 2,500	\$ -	\$ 2,363	\$ 553	\$ 3,148	\$ -	\$ 150	\$ 44,319
Total Marketing		\$ 34,738			\$ 35,607	\$ 2,500	\$ -	\$ 2,363	\$ 553	\$ 3,148	\$ -	\$ 150	\$ 44,319

9/5/2018

SPECIAL EVENTS
2019 BUDGET

ORG Code	Object Code	Object Code Description	Description of Item or Service	Individual Items	Amount Requested
	31000	Professional Svc.	Special Events Coordinator - Events	\$27,000.00	
			Add'l for Collected Sponsorships	\$15,000.00	\$42,000.00
	40000	Travel & Per Diem	Special Events Coordinator - Travel	\$500.00	
			Volunteer Board Mileage	\$100.00	\$600.00
	41000	Communications	Special Events Coordinator - Phone	\$675.00	\$675.00
	42000	Postage/Freight	Mailings	\$50.00	\$50.00
	44000	Rentals	Richoh Copier Lease	\$600.00	
			Equipment Rental	\$1,300.00	\$1,900.00
	47000	Printing	Copies	\$300.00	\$300.00
	48004	Special Activities	Fireworks - July 4th	\$15,000.00	\$15,000.00
	52000	Supplies - Operating	Special Events Coordinator - Supplies	\$1,500.00	
			Volunteer Board Supplies	\$50.00	\$1,550.00
	68000	Intangible Items	Software License - Adobe	\$180.00	\$180.00
9/5/2018			TOTAL		\$62,255.00

**City of Crystal River
Non-Departmental
FY 2018 Revised Budget vs. FY 2019 Proposed Budget**

Department Description
Tree Board
Waterfront Board
Grants - Lyngba Grants
Internal Department Purchases - Uniforms/Boots, Office Supplies, Temporary Personnel Services,
Hurricane Prepreparation Expenses

Expenditures by Class

	<u>Actual</u>	<u>Approved</u>	<u>Amended</u>	<u>7/31/2018</u>	<u>Projected</u>	<u>Proposed</u>	<u>%</u>
	<u>2017</u>	<u>2018</u>	<u>2018</u>	<u>Current</u>	<u>2018</u>	<u>2019</u>	<u>Change</u>
				<u>Expenses</u>			
Tree Board	\$ 1,332	\$ 6,162	\$ 6,162	\$ 1,528	\$ 6,162	\$ 16,162	162.28%
Waterfront Board	\$ 2,135	\$ 9,900	\$ 9,900	\$ 1,300	\$ 4,900	\$ 9,900	0.00%
Lyngbya Grant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Uniforms/Boots	\$ 5,147	\$ 7,910	\$ 7,910	\$ 5,086	\$ 7,910	\$ 7,963	0.66%
Office Supplies	\$ 8,507	\$ 8,500	\$ 10,000	\$ 8,196	\$ 10,000	\$ 8,500	-15.00%
Temporary Personnel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,000	0.00%
Hurricane Prevention	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000	0.00%
Total Miscellaneous	\$ 17,121	\$ 32,472	\$ 33,972	\$ 16,110	\$ 28,972	\$ 51,525	51.67%
TOTAL DEPT.	\$ 17,121	\$ 32,472	\$ 33,972	\$ 16,110	\$ 28,972	\$ 51,525	51.67%

9/5/2018

NON-DEPARTMENTAL
2019 BUDGET

ORG Code	Object Code	Object Code Description	Description of Item or Service	Individual Items	Amount Requested
	31000	Professional Svc.	Tree Board Expenses	\$ 6,162	
	34000	Contracted Services	Remove Trees	\$ 10,000	\$ 16,162
	31000	Professional Svc.	Water Conservation Program	\$ 6,900	
	40000	Travel & Per Diem	Waterfront Board - Travel	\$ 500	
	47000	Printing & Binding	Boaters Programs	\$ 2,000	
	49005	Education & Training	Waterfront Board - Education & Train	\$ 500	\$ 9,900
	52000	Grant Reimbursement	Lyngbya Grant - City Match	\$ -	
			Lyngbya Grant - County Match	\$ -	
			Lyngbya Grant -SWFMD Match	\$ -	\$ -
	51000	Office Supplies	All Departments Office Supplies	\$ 8,500	
	52005	Uniforms	All Departments Uniforms	\$ 6,185	
			Volunteer Board - Special Events	\$ 68	
			Volunteer Board - City Greeter	\$ 135	
			Volunteer Board - Storms	\$ 135	
	52005	Boots	Public Works Boot Allowance	\$ 1,440	\$ 16,463
	34000	Other Contracted Svcs	Temporary Personnel	\$ 4,000	\$ 4,000
	49013	Hurricane Expenses		\$ 5,000	\$ 5,000
9/5/2018			TOTAL		\$ 51,525

CITY OF CRYSTAL RIVER

General Fund Capital Improvement Plan Budget



City of Crystal River FY2019 5-Year Capital Improvement Program - General Fund

	FY2018	FY2018	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
	Adopted	Activity 7/31/2018	Projected	Proposed	Proposed	Proposed	Proposed	Proposed
Resources								
Local Option Gas Tax	\$ 215,250	\$ 160,398	\$ 217,398	\$ 214,793	\$ 219,089	\$ 223,471	\$ 227,940	\$ 232,499
State Shared Revenue	\$ 41,519	\$ 34,479	\$ 45,669	\$ 44,978	\$ 45,428	\$ 45,882	\$ 46,341	\$ 46,804
Interest Earnings	\$ 50	\$ 151	\$ 189	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100
State Appropriation for City Hall Rebuild		\$ -	\$ -	\$ 2,500,000				
Loan or Sale of City Assets		\$ -	\$ -	\$ -	\$ 2,500,000			
Koos FEMA Reimbursement		\$ -	\$ -	\$ 167,175				
Koos Reimb Agreement				\$ 97,425				
Transfer from GF Operating	\$ 300,000	\$ 250,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000	\$ 300,000
		\$ -	\$ -	\$ -				
Transfers from R&R Cash for Capital Purchases:								
Transfer from Fire for R&R Reserves	\$ 25,000	\$ -	\$ -	\$ 450,000	\$ -	\$ 90,000	\$ 90,000	\$ 95,000
Transfer from PW for R&R Reserves	\$ -	\$ -	\$ -	\$ 299,000	\$ -	\$ 40,000	\$ 66,000	\$ 25,000
Transfer from GF-Parking Meter Revenues Excess		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		\$ -	\$ -	\$ -				
SWFWMD -Stormwater Agreement 50/50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
HSP Land Acquisition Grant 50/50		\$ 162,500	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ -
Moring Fields - State Grant - #17-03	\$ 15,000	\$ -	\$ -	\$ 15,000				
Tree Inventory Grant - #17-04	\$ -	\$ 11,109	\$ 11,109	\$ -				
FMIT Safety Grant	\$ 5,000	\$ -	\$ -	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
	\$ -	\$ -	\$ -	\$ -				
	\$ -	\$ -	\$ -	\$ -				
Citrus County Funding towards HSP	\$ -	\$ -	\$ -	\$ -				
Property Appraiser (GIS fund)	\$ -	\$ -	\$ -	\$ -				
	\$ -	\$ -	\$ -	\$ -				
Carryforward Funding	\$ 385,715	\$ -	\$ -	\$ 791,100	\$ -	\$ -	\$ -	\$ -
Total Resources	\$ 987,534	\$ 618,637	\$ 699,365	\$ 4,879,571	\$ 3,069,617	\$ 704,453	\$ 735,381	\$ 704,403
Requirements								
<i>Infrastructure</i>								
Street Resurfacing - annual projects	\$ 150,000	\$ 161,429	\$ 190,762	\$ -	\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000
Sidewalks - New Installation	\$ 75,000	\$ 22,997	\$ 27,997	\$ 50,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Sidewalk - Repair #MAINT	\$ 10,000	\$ 5,787	\$ 8,287	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Michigan Town Improvements				\$ 75,000				
Bridge Foundation Repairs/DOT Inspection #16-09	\$ -	\$ -	\$ -	\$ 75,000	\$ -			
	\$ 235,000	\$ 190,213	\$ 227,046	\$ 210,000	\$ 185,000	\$ 185,000	\$ 185,000	\$ 185,000
<i>Stormwater/Water Quality</i>								

City of Crystal River FY2019 5-Year Capital Improvement Program - General Fund

	FY2018	FY2018	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
	Adopted	Activity 7/31/2018	Projected	Proposed	Proposed	Proposed	Proposed	Proposed
Culvert Replacement/Rehab #CULVRT	\$ 50,000	\$ 1,075	\$ 16,075	\$ 50,000	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
Stormwater Treatment #STMTR	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Resolve local drainage issues #DRAIN	\$ 30,000	\$ 1,203	\$ 16,203	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
Stormwater Feasibility Study	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
HSP DRA Improvements - #18-12		\$ -	\$ 24,650	\$ -				
	\$ -			\$ -	\$ -	\$ -	\$ -	\$ -
Street Signs Replacement Plan	\$ 12,000	\$ 2,369	\$ 3,769	\$ 15,000	\$ -	\$ -	\$ -	\$ -
Golf Cart Signage #18-01		\$ 9,851	\$ 9,851	\$ -				
Trail Crossing Signage	\$ -	\$ -	\$ -	\$ -				
Welcome Sign RT 495, US19, US44 #2015P	\$ 10,000	\$ 9,975	\$ 9,975	\$ 15,000	\$ -	\$ -	\$ -	\$ -
Wayfinding Signage				\$ 2,500				
Guard Rails - new & repl old #17-06	\$ 10,000	\$ -	\$ 10,000	\$ 30,000				
Benches & Trash Cans @ Trolley Stops	\$ -	\$ -	\$ -	\$ -				
	\$ -	\$ -	\$ -	\$ -				
	\$ 112,000	\$ 24,473	\$ 80,523	\$ 142,500	\$ 205,000	\$ 205,000	\$ 205,000	\$ 205,000
Computer Replacements	\$ 7,000	\$ 382	\$ 3,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000
Clerk Software/Streamlining System				\$ 15,408				
Security Cameras Maint Shop & WWTP	\$ 7,500	\$ -	\$ 5,300	\$ -	\$ -	\$ -	\$ -	\$ -
Security Cameras HSP & KBP	\$ 7,500	\$ -	\$ 7,500	\$ -				
Radios or Phone - PW Staff	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Exhaust Fan @ PW Maint Shop	\$ -	\$ -	\$ -	\$ 1,500				
Shop Gate Realign & Auto Opener				\$ 20,000				
Shop Material Bins				\$ 3,000				
Street Sweeper for Stormwater Cleanup		\$ -	\$ -	\$ -		\$ 160,000		
Heavy Equipment Trailer	\$ 6,500	\$ -	\$ -	\$ 12,000				
		\$ -	\$ -	\$ -				
Gas Grinder for Sidewalks				\$ 2,500				
Ride-on Edger				\$ 26,000				
Mig Welder				\$ 800				
City Hall Exterior & Interior Enhancements	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
City Hall Rebuild	\$ 250,000	\$ -	\$ 60,000	\$ 400,000	\$ 2,000,000	\$ 2,600,000		

City of Crystal River FY2019 5-Year Capital Improvement Program - General Fund

	FY2018	FY2018	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
	<u>Adopted</u>	<u>Activity 7/31/2018</u>	<u>Projected</u>	<u>Proposed</u>	<u>Proposed</u>	<u>Proposed</u>	<u>Proposed</u>	<u>Proposed</u>
Roof Replacement - 3 City-owned buildings #17-12	\$ -	\$ -	\$ -	\$ -				
Repaving Parking Lots/Driveways - #17-13	\$ 20,000	\$ -	\$ 20,000	\$ 20,000				
County HWY 19 site purchase	\$ -	\$ -	\$ -	\$ -				
Mausoleum Granite Repair					\$ 85,000			
Welcome Center - #16-16	\$ -	\$ -	\$ -	\$ -				
Moring Fields - Design & Permit - #17-03	\$ 30,000	\$ -	\$ -	\$ 40,000	\$ 50,000			
Tree Inventory	\$ -	\$ 21,952	\$ 25,000	\$ -				
Vehicle/Equipment Replacement Purchases:				\$ -	\$ -	\$ -	\$ -	\$ -
PW Vehicles	\$ -	\$ -	\$ -	\$ 52,000				
Fire Dept. - Equip Repl per R&R Schedule	\$ -	\$ -	\$ -	\$ 450,000	\$ -	\$ 90,000	\$ 90,000	\$ 95,000
Fire Dept - replace Roof on station	\$ 25,000	\$ -	\$ -	\$ 90,000				
PW Equip Repl per R&R Schedule	\$ -	\$ -	\$ -	\$ 299,000	\$ -	\$ 40,000	\$ 66,000	\$ 25,000
PW Shop - replace Roof				\$ -				
Water Enforcement - Vehicle		\$ -	\$ -	\$ -				
Water Enforcement - Boat		\$ -	\$ -	\$ -				
Waterfronts Building Repl/Marina Services		\$ -	\$ -	\$ -				\$ -
Copeland Park - Water Feature	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Copeland Park - seal & stripe BB & parking				\$ 8,000				
Copeland Park - pave parking lot				\$ 15,000				
Copeland Park - new fence				\$ -				
				\$ -				
Hunter Springs - Shoreline Improvements #2013A	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Hunter Springs Overflow Parking - #17-27		\$ 139,153	\$ 153,384	\$ -				
Hunter Springs Park Buoy Replacement				\$ 4,000				
KBP - various improvements/Kayak Launch	\$ 30,000	\$ -	\$ -	\$ 25,000				
KBP - Sidewalk Railing - #18-11		\$ 21,178	\$ 42,576					
KBP Pier Repairs - routine	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
KBP - Lighting for Events				\$ 2,500				
KBP - Rail Fence & Repair Gates #2015I	\$ 20,000	\$ 1,731	\$ 1,731	\$ -	\$ -	\$ -	\$ -	\$ -
KBP - Dive Shop Bldg Renovation #16-06		\$ -	\$ -	\$ -				

City of Crystal River FY2019 5-Year Capital Improvement Program - General Fund

	FY2018	FY2018	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
	Adopted	Activity 7/31/2018	Projected	Proposed	Proposed	Proposed	Proposed	Proposed
Legrone Park - signage	\$ 3,000	\$ -	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ -
Legrone Park - Volley Ball Court	\$ 15,000	\$ -	\$ 15,000	\$ -				
Legrone Park - PicKle Ball Court	\$ 2,000	\$ -	\$ -	\$ 40,000	\$ -	\$ -	\$ -	\$ -
Legrone Park - Shade Canopy	\$ -	\$ -	\$ -	\$ -	\$ 10,500	\$ 13,000		
Legrone Park - seal & strip BB & Parking				\$ 8,000				
Legrone Park - horseshoe pits				\$ 500				
Legrone Park - resurface Tennis Courts				\$ -				
Creative - new playground #16-08	\$ 10,000	\$ -	\$ -	\$ 15,000	\$ 435,000			
Former Coast Guard Auxiliary Site Purchase - #16-08		\$ 110,085	\$ 110,085	\$ -				
Waterpark/Feature	\$ -		\$ -	\$ -		\$ 200,000		
Little Springs Park - split rail fence replace	\$ -			\$ -				
Pete's Pier - wrap Pilings				\$ -				
Pete's Pier Boat Ramp Improvements				\$ 30,000				
Playground Borders	\$ -	\$ -	\$ -	\$ 3,000	\$ -	\$ -	\$ -	\$ -
Crosstown Trail - new lighting	\$ 15,000	\$ -	\$ -	\$ 15,000				
Boat Ramp Relocation	\$ 225,000	\$ -	\$ -	\$ 225,000				
Install 6 chain link garbage encl w/plastic slats	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Autolocks - all park restrooms	\$ 7,000	\$ -	\$ 7,000	\$ -	\$ -	\$ -	\$ -	\$ -
Hurricane Hermine		\$ 32	\$ 32	\$ -				
Hurricane Hermine - Koos House				\$ 264,600				
Shade pagoda tables by tennis				\$ 1,000				
Walk behind blower for HSP sand				\$ 1,500				
Creative Playground rotten wood replacement				\$ -				
AED's - Chamber Room (5)				\$ 7,500				
Water Barricades				\$ 6,500				
	\$ 680,500	\$ 294,513	\$ 453,608	\$ 2,111,308	\$ 2,587,500	\$ 3,110,000	\$ 163,000	\$ 127,000
Total Requirements	\$ 1,027,500	\$ 509,199	\$ 761,177	\$ 2,463,808	\$ 2,977,500	\$ 3,500,000	\$ 553,000	\$ 517,000
Difference	\$ (39,966)	\$ 109,438	\$ (61,812)	\$ 2,415,763	\$ 92,117	\$ (2,795,547)	\$ 182,381	\$ 187,403
Fund Balance (9-30-17)	\$ 1,696,806	\$ 1,806,244	\$ 1,634,994	\$ 4,050,757	\$ 4,142,874	\$ 1,347,326	\$ 1,529,707	\$ 1,717,110

Rollforward Funds:

Crosstown Trail - new lighting \$15,000

City of Crystal River FY2019 5-Year Capital Improvement Program - General Fund

		FY2018	FY2018	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
		<u>Adopted</u>	<u>Activity</u> <u>7/31/2018</u>	<u>Projected</u>	<u>Proposed</u>	<u>Proposed</u>	<u>Proposed</u>	<u>Proposed</u>	<u>Proposed</u>
Creative - new playground #16-08	\$10,000								
Fire Dept - replace Roof	\$25,000								
Heavy Equipment Trailer	\$6,500								
Welcome Sign #2015P	\$0								
Culvert Repl/Rehab #CULVT	\$25,000								
Boat Ramp Relocation	\$225,000								
Stormwater Treatment	\$0								
Moring Fields - #17-03	\$30,000								
Hurricane Hermine - Koos House	\$264,600								
City Hall Rebuild	\$190,000								
	\$		791,100						

9/5/2018

CITY OF CRYSTAL RIVER

Community Redevelopment Agency Budget



City of Crystal River
Community Redevelopment Agency
FY 2018 Revised Budget vs. FY 2019 Proposed Budget

The Community Redevelopment District (CRD) is a Special District funded through Tax Increment Financing (TIF) from the County and the City to redevelop and revitalize designated areas in the Redevelopment Plan. It is a Registered Special District created by the City in 1988 in accordance with Chapter 163 of the Florida Statutes, and is overseen by the Community Redevelopment Agency (CRA). The Agency is governed by the City Council. The Board consists of five members. The CRD is a specific geographic portion of the City designated in the 1988 Redevelopment Plan which consists of approximately 252 acres encompassing the traditional downtown portion of the City, representing approximately 6.4% of the total area of the City. The CRA is charged with the administration of redevelopment and revitalization of blighted areas designated in the Plan. This is accomplished through re-investment of the TIF Funds combined with the acquisition and implementation of various grant programs. Additionally, the CRA reviews construction and remodeling projects within the CRD for compliance with established design standards. The Agency is managed on a daily basis by the City Manager, serving as the CRA Director.

Revenues							
	Actual	Adopted	Amended	Current	Projected	Proposed	%
	2017	2018	2018	7/31/2018	2018	2019	Change
TIF	\$ 498,142	\$ 528,123	\$ 528,123	\$ 517,365	\$ 517,365	\$ 530,000	0%
Interest	\$ 4,317	\$ 2,750	\$ 2,750	\$ 2,700	\$ 5,109	\$ 3,000	9%
County Restoration Funding	\$ -	\$ 907,855	\$ 907,855	\$ -	\$ -	\$ 1,200,000	32%
Stormwater Funding				\$ 49,900	\$ 49,900	\$ -	
Bank Loan Draws	\$ 750,000	\$ 2,500,000	\$ 2,500,000	\$ 650,000	\$ 650,000	\$ 1,500,000	-40%
Insur. Reimb. & Miscellaneous	\$ 1,000	\$ 264	\$ 264	\$ 1,825	\$ 1,825	\$ 2,764	947%
Total	\$ 1,253,459	\$ 3,938,992	\$ 3,938,992	\$ 1,221,790	\$ 1,224,199	\$ 3,235,764	-18%
EXPENDITURES							
	Actual	Adopted	Amended	Current	Projected	Proposed	%
	2017	2018	2018	7/31/2018	2018	2019	Change
Salaries	\$ 116,397	\$ 119,280	\$ 119,280	\$ 93,350	\$ 119,280	\$ 131,064	10%
Benefits	\$ 42,294	\$ 51,607	\$ 51,607	\$ 39,523	\$ 51,607	\$ 73,107	42%
Operating & Loan Expense	\$ 31,026	\$ 199,902	\$ 220,602	\$ 40,075	\$ 159,902	\$ 164,652	-25%
Transfer to General Fund	\$ 16,884	\$ 16,884	\$ 16,884	\$ 14,070	\$ 16,884	\$ 16,884	0%
Total Admin. Exp.	\$ 206,601	\$ 387,673	\$ 408,373	\$ 187,018	\$ 347,673	\$ 385,707	-6%
Mini-Grants	\$ 12,634	\$ 20,000	\$ 19,300	\$ 3,325	\$ 11,800	\$ 20,000	4%
Total Mini-Grants	\$ 12,634	\$ 20,000	\$ 19,300	\$ 3,325	\$ 11,800	\$ 20,000	
Capital Expenditures	\$ 790,291	\$ 3,749,533	\$ 5,203,347	\$ 1,379,043	\$ 1,544,166	\$ 2,895,500	-44%
Total Expenditures	\$ 1,009,526	\$ 4,157,206	\$ 5,631,020	\$ 1,569,386	\$ 1,903,639	\$ 3,301,207	-41%
Available to be Allocated to Projects	\$ 243,933	\$ (218,214)	\$ (1,692,028)	\$ (347,596)	\$ (679,419)	\$ (65,443)	-96%
Fund Balance (9-30-17)	\$ 1,003,609	\$ 785,395	\$ (688,419)	\$ 656,013	\$ 324,150	\$ 258,717	-138%

COMMUNITY REDEVELOPMENT AGENCY
2019 BUDGET SALARY SCHEDULE

Positions	Current		New		FICA	Medicare	Retirement	Insurance	Comp	Total
	Salary	Incr	Salary							
Dev. Serv Director	\$ 24,792	6.48%	\$ 26,399	\$ 1,637	\$ 1,637	\$ 383	\$ 6,352	\$ 3,830	\$ 413	\$ 39,013
City Manager	\$ 10,000	2.50%	\$ 10,250	\$ 636	\$ 636	\$ 149	\$ 2,466	\$ 958	\$ 14	\$ 14,472
Ass't City Manager	\$ 4,000	3.50%	\$ 4,140	\$ 257	\$ 257	\$ 60	\$ 996	\$ 479	\$ 6	\$ 5,937
City Clerk	\$ 5,926	5.00%	\$ 6,222	\$ 386	\$ 386	\$ 90	\$ 1,497	\$ 1,436	\$ 13	\$ 9,644
Finance Director	\$ 3,567	12.15%	\$ 4,000	\$ 248	\$ 248	\$ 58	\$ 962	\$ 9,575	\$ 5	\$ 14,848
PW Director	\$ 7,171	11.57%	\$ 8,000	\$ 496	\$ 496	\$ 116	\$ 1,925	\$ 958	\$ 12	\$ 11,507
Ass't PW Director	\$ 15,912	3.70%	\$ 16,501	\$ 1,023	\$ 1,023	\$ 239	\$ 3,970	\$ 2,873	\$ 1,102	\$ 25,708
Maintenance II	\$ 25,599	2.5%	\$ 26,239	\$ 1,627	\$ 1,627	\$ 380	\$ 2,167	\$ 9,575	\$ 3,673	\$ 43,662
HSP Attendent FT #1	\$ 16,453	2.5%	\$ 16,864	\$ 1,046	\$ 1,046	\$ 245	\$ 1,393	\$ 4,788	\$ 206	\$ 24,540
HSP Attendent PT #2	\$ 6,133	2.5%	\$ 6,286	\$ 390	\$ 390	\$ 91	\$ 519	\$ -	\$ 206	\$ 7,492
HSP Attendent PT #2	\$ 6,013	2.5%	\$ 6,163	\$ 382	\$ 382	\$ 89	\$ 509	\$ -	\$ 206	\$ 7,349
Staff Raises			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS			\$ 131,064	\$ 8,126	\$ 8,126	\$ 1,900	\$ 22,757	\$ 34,470	\$ 5,853	\$ 204,171

9/5/2018

COMMUNITY REDEVELOPMENT AGENCY

2019
BUDGET

ORG Code	Object Code	Object Code Description	Description of Item or Service	Individual Items	Amount Requested
	31000	Professional Svc.	Marketing	\$ 5,000	
			Miscellaneous	\$ 10,000	
			Comprehensive Plan	\$ 25,000	
			Website	\$ 2,500	\$ 42,500
	31001	Legal Services	10%	\$ 6,900	
	40000	Travel & Per Diem		\$ 500	
	42000	Postage		\$ 100	
	43001	Utilities	Electric - Decorative Lites	\$ 1,000	
	44000	Rental		\$ 500	
	46000	Insurance		\$ 6,277	
	46010	R&M	Kings Bay Park	\$ 500	
	47000	Printing		\$ 500	
	49002	Advertising-Legal		\$ 500	
	49004	Pymt othr Gov't	Dept Econ Opp -annual fees	\$ 175	
	49005	Education & Training	FRA Conference - Director	\$ 500	
	49006	Registration Fees		\$ 500	
	52005	Uniforms	Uniform & Boot Allowance	\$ 500	
	53001	Street Signage		\$ 3,200	
	54002	Dues & Memberships		\$ 500	\$ 22,152
			Mini - Grants	\$ 20,000	\$ 20,000
	63000	Capital	Riverwalk Construction	\$ 2,380,000	
			Splash Park	\$ -	
			Master Plan	\$ -	
			Trail Improvements	\$ 160,000	
			Median Highway 19	\$ -	
			Miscellaneous & Grant Program	\$ 210,500	
			Stormwater Project	\$ 145,000	
				\$ -	
				\$ -	\$ 2,895,500
	71000	Loan	Annual Loan Payments (interest)	\$ 100,000	\$ 100,000
	91000	Transfers	Transfer to General Fund	\$ 16,884	\$ 16,884
9/5/2018			TOTAL		\$ 3,097,036

City of Crystal River FY2019 5-Year Capital Improvement Program - Community Redevelopment Association

	FY 2018		FY 2018	FY 2019	FY2020	FY2021	FY2022
	Adopted	Activity 7/31/18	Projected	Proposed	Proposed	Proposed	Proposed
Resources							
Tax Increment Funding - 75%	\$ 396,092	\$ 388,024	\$ 388,024	\$ 397,500	\$ 397,500	\$ 397,500	\$ 397,500
Department of Transportation	\$ -				\$ -	\$ -	\$ -
County Restoration Funding - Initial \$	\$ 767,855	\$ -		\$ 1,400,000	\$ -	\$ -	\$ -
County Restoration Funding - add'l \$2.1m/15 yrs	\$ 140,000	\$ -		\$ -	\$ 200,000	\$ 200,000	\$ 200,000
FCT Grant -purch property Splash Pad	\$ -						
Stormwater Funding	\$ -	\$ 49,900	\$ 49,900	\$ -	\$ -	\$ -	\$ -
Bank Loan - Draws for 3 years (\$3.5m)	\$ 2,500,000	\$ 650,000	\$ 650,000	\$ 1,500,000	\$ -	\$ -	\$ -
Corner Post Signage (\$200 each) - #2015U	\$ 200	\$ 1,825	\$ 1,825	\$ 200	\$ 200	\$ 200	\$ 200
Carryforward Funding	\$ -			\$ 374,000			
Total Resources	\$ 3,804,147	\$ 1,089,749	\$ 1,089,749	\$ 3,297,700	\$ 597,700	\$ 597,700	\$ 597,700
Requirements							
Riverwalk Phase I (LAND) - #1061B	\$ 210,000	\$ 1,016,228	\$ 1,016,228	\$ -			
Riverwalk Phase II (WATER) - #1061B	\$ 3,000,000	\$ 30,399	\$ 30,399	\$ 2,240,000			
Riverwalk Options - #1061B	\$ 250,000	\$ 255,377	\$ 255,377	\$ -			
Riverwalk Dock Relocation	\$ -			\$ 140,000			
Splash Park - property purchase #17-02	\$ -		\$ 125,000		\$ -		
Splash Park - construction #17-02	\$ -		\$ -	\$ -	\$ 225,000		
Chamber Building Property Improvements - #16-01	\$ -			\$ 10,000			
Main Street Program - #2015Z	\$ 32,533	\$ 32,533	\$ 32,533	\$ 36,000			
Grant Program	\$ 50,000			\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Trail Improvements - #16-02	\$ 160,000	\$ -					
CRA Sidewalk Improvements #16-02		\$ -	\$ -	\$ 160,000			
Michigan Town Sidewalk Railing - #18-07		\$ 27,377	\$ 32,000				
Michigan Town Improvements				\$ 75,000			
Stormwater - BMP Feasibility Study - #63076		\$ 10,560	\$ 10,560				
Stormwater #19-01	\$ -			\$ 145,000			
Median Highway 19 - landscape #16-03	\$ -			\$ -			
Pole Banners - #16-04	\$ 2,000	\$ 1,093	\$ 1,093		\$ 2,000		\$ -
Corner Rightaways Designs/Construction #18-02	\$ 20,000	\$ 5,476	\$ 5,476	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Coastal Heritage Museum - #16-20	\$ -				\$ 15,000		
Clock - #18-03	\$ 5,000	\$ -	\$ -	\$ -			
Pumphouse #18-04	\$ 20,000	\$ -	\$ 5,500	\$ 14,500			
RESTORE new project						\$ 800,000	
Capital Requirements	\$ 3,749,533	\$ 1,379,043	\$ 1,514,166	\$ 2,890,500	\$ 312,000	\$ 870,000	\$ 70,000
Master Plan - studies	\$ 25,000		\$ 25,000	\$ -			
Street Signage - #2015U	\$ 10,000		\$ 5,000	\$ 5,000	\$ 5,000		
Other Requirements	\$ 35,000	\$ -	\$ 30,000	\$ 5,000	\$ 5,000	\$ -	\$ -

City of Crystal River FY2019 5-Year Capital Improvement Program - Community Redevelopment Association

	FY 2018 Adopted	Activity 7/31/18	FY 2018 Projected	FY 2019 Proposed	FY2020 Proposed	FY2021 Proposed	FY2022 Proposed
Total Requirements	\$ 3,784,533	\$ 1,379,043	\$ 1,544,166	\$ 2,895,500	\$ 317,000	\$ 870,000	\$ 70,000
Difference	\$ 19,614	\$ (289,294)	\$ (454,417)	\$ 402,200	\$ 280,700	\$ (272,300)	\$ 527,700

Rollforward Funds:

Trail Improvements - #16-02	\$ 160,000
Riverwalk Phase I (LAND) - #1061B	\$ -
Splash Park Construction - #17-02	\$ 105,000
Corner Rightways #18-02	\$ 14,500
CRA Sidewalk Improvements #16-02	\$ 80,000
Pumphouse #18-04	\$ 14,500

\$ 374,000

9/5/2018

**TAX INCREMENT FINANCING
Annual Billing Worksheet**

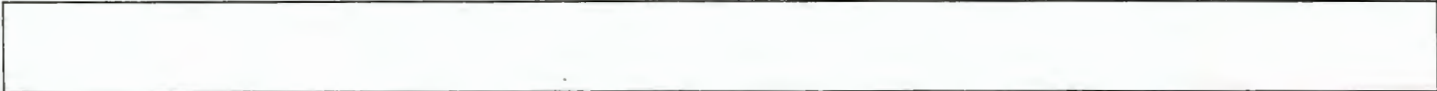
	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>
<u>Citrus County Office Billing Calculation</u>						
Current Year Property Value	\$63,115,330.00	\$60,909,113.00	\$59,493,969.00	\$58,196,415.00	\$58,772,835.00	\$60,253,884.00
Less: 1988 Property Value (Base Year)	(\$15,300,855.00)	(\$15,300,855.00)	(\$15,300,855.00)	(\$15,300,855.00)	(\$15,300,855.00)	(\$15,300,855.00)
Difference	\$47,814,475.00	\$45,608,258.00	\$44,193,114.00	\$42,895,560.00	\$43,471,980.00	\$44,953,029.00
Adopted County Millage Rate per CCPA	0.7356100%	0.7440700%	0.7665200%	0.7788700%	0.8118800%	0.8168400%
Subtotal	\$351,728.06	\$339,357.37	\$338,749.06	\$334,100.65	\$352,940.31	\$367,194.32
	95.00%	95.00%	95.00%	95.00%	95.00%	95.00%
Billable to BOCC	\$333,141.96	\$322,389.50	\$321,801.00	\$317,395.04	\$335,445.30	\$348,831.31
<u>CRA Billing Calculation</u>						
Current Year Property Value	\$63,115,330.00	\$60,909,113.00	\$59,493,969.00	\$58,196,415.00	\$58,772,835.00	\$60,253,884.00
Less: 1988 Property Value (Base Year)	(\$15,300,855.00)	(\$15,300,855.00)	(\$15,300,855.00)	(\$15,300,855.00)	(\$15,300,855.00)	(\$15,300,855.00)
Difference	\$47,814,475.00	\$45,608,258.00	\$44,193,114.00	\$42,895,560.00	\$43,471,980.00	\$44,953,029.00
Adopted City Millage	0.4500000%	0.4500000%	0.4200000%	0.4200000%	0.4200000%	0.3800000%
Subtotal	\$215,165.14	\$205,237.16	\$185,611.08	\$180,161.35	\$182,582.32	\$170,821.51
	95.00%	95.00%	95.00%	95.00%	95.00%	95.00%
Billable to CRA Trust Fund	\$204,406.88	\$194,975.30	\$176,330.52	\$171,153.28	\$171,453.20	\$162,280.43
TOTAL TIF \$ Billable	\$538,548.84	\$517,364.80	\$498,142.13	\$488,548.90	\$508,746.50	\$511,115.04

CITY OF CRYSTAL RIVER

Water & Sewer Operating Budget



Water and Sewer Operating Fund
FY 2018 Revised Budget vs. FY 2019 Proposed Budget



Revenues							
	Actual	Adopted	Amended	Current	Projected	Proposed	%
	2017	2018	2018	7/31/2018	2018	2019	Change
Connection Fees	\$ 2,475	\$ 10,000	\$ 10,000	\$ 5,327	\$ 5,500	\$ 5,000	-5%
Operating Revenue	\$ 3,254,019	\$ 3,244,500	\$ 3,244,500	\$ 2,584,967	\$ 3,289,567	\$ 3,252,000	-1%
Interest	\$ 6,737	\$ 5,000	\$ 5,000	\$ 7,114	\$ 8,414	\$ 7,500	-18%
Connect/Reconnect	\$ 13,525	\$ 15,000	\$ 15,000	\$ 11,600	\$ 12,600	\$ 15,000	16%
Duke Agreement	\$ 40,935	\$ 30,000	\$ 30,000	\$ 33,364	\$ 40,364	\$ 36,000	-15%
Misc. Revenue	\$ 5,102	\$ 6,545	\$ 6,545	\$ 24,122	\$ 25,622	\$ 6,545	-291%
Transfers In - R & R	\$ 362,972	\$ -	\$ -	\$ 291,667	\$ 350,000	\$ 350,000	0%
TOTAL	\$ 3,685,765	\$ 3,311,045	\$ 3,311,045	\$ 2,958,161	\$ 3,732,067	\$ 3,672,045	-2%

Expenses							
	Actual	Adopted	Amended	Current	Projected	Proposed	%
	2017	2018	2018	7/31/2018	2018	2019	Change
Operating Expenses:							
Wages & Benefits	\$ 82,687	\$ 108,172	\$ 108,172	\$ 86,652	\$ 108,172	\$ 134,148	
Contracted Svc	\$ 9,483	\$ 12,820	\$ 12,820	\$ 8,831	\$ 13,216	\$ 13,270	4%
Engineering	\$ 1,012	\$ 20,000	\$ 17,111	\$ 6,679	\$ 17,111	\$ 20,000	17%
Other Contracted	\$ 58,344	\$ 67,260	\$ 59,940	\$ 10,654	\$ 10,080	\$ 32,580	-46%
Postage	\$ 14,877	\$ 16,200	\$ 16,200	\$ 6,613	\$ 16,200	\$ 16,200	0%
Utilities & Insurance	\$ 199,067	\$ 319,265	\$ 319,265	\$ 93,271	\$ 259,265	\$ 263,014	-18%
Repair/Maintenance	\$ 6,133	\$ 84,766	\$ 85,766	\$ 845	\$ 85,766	\$ 92,500	8%
Pay to Other Govt.	\$ 2,025	\$ 3,000	\$ 3,000	\$ -	\$ 2,500	\$ 2,500	-17%
Uncap. Equipment	\$ 15,302	\$ 12,000	\$ 27,720	\$ 9,190	\$ 27,720	\$ 12,000	-57%
Other Operating Exp.	\$ 30,930	\$ 9,500	\$ 9,500	\$ -	\$ 4,500	\$ 4,255.00	-55%
Contracted Expense	\$ 1,139,324	\$ 1,311,986	\$ 1,311,986	\$ 529,600	\$ 1,271,064	\$ 1,271,064	-3%
Capital	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
Bond Loan P & I Pymts	\$ 123,351	\$ 584,262	\$ 584,262	\$ 97,408	\$ 584,262	\$ 585,753	0%
Bank Charges & CC Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	0%
Transfer to General Fund	\$ 160,430	\$ 160,430	\$ 160,430	\$ 66,845	\$ 160,430	\$ 160,430	0%
TOTAL	\$ 1,842,965	\$ 2,709,661	\$ 2,716,172	\$ 916,588	\$ 2,560,286	\$ 2,608,214	-4%
Reserve for W&S R & R	\$ 350,000	\$ 350,000	\$ 350,000	\$ 145,833	\$ 350,000	\$ 350,000	0%
Transfer to W & S CIP	\$ 250,000	\$ 250,000	\$ 250,000	\$ 104,167	\$ 250,000	\$ 500,000	100%
Fund Balance (9-30-17)	\$ 28,345,458	\$ 28,346,842	\$ 28,340,331	\$ 30,137,031	\$ 28,917,239	\$ 29,131,070	1%

9/5/2018

Positions	Current		New	Annual	14000	12100	21000	21001	22001	23000	Workers	
	Rate	Incr	Rate	Salary	Overtime	Bonus	FICA	Medicare	Retirement	Insurance	Comp	Total
Utility Clerk	\$ 15	2.50%	\$ 16	\$ 32,878	\$ 100	\$ -	\$ 2,045	\$ 478	\$ 2,724	\$ 9,575	\$ 65	\$ 47,865
A/P Clerk	\$ 3	2.50%	\$ 3	\$ 5,351	\$ 20	\$ -	\$ 333	\$ 78	\$ 444	\$ 1,915	\$ 18	\$ 8,158
Finance Director	\$ 7,134	12.15%	\$ 8,000	\$ 8,000	\$ -	\$ -	\$ 496	\$ 116	\$ 1,925	\$ 958	\$ 9	\$ 11,504
PW Project Mgr	\$ -	0.00%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PW AdmAssist't	\$ 4	2.50%	\$ 4	\$ 8,309	\$ 57	\$ -	\$ 519	\$ 121	\$ 691	\$ 1,915	\$ 24	\$ 11,637
PW Director	\$ 7,170	11.57%	\$ 8,000	\$ 8,000	\$ -	\$ -	\$ 496	\$ 116	\$ 1,925	\$ 958	\$ 12	\$ 11,506
PW Ass't Director	\$ 10,608	3.70%	\$ 11,000	\$ 11,000	\$ -	\$ -	\$ 682	\$ 160	\$ 2,647	\$ 1,915	\$ 735	\$ 17,138
City Manager	\$ 10,000	2.50%	\$ 10,250	\$ 10,250	\$ -	\$ -	\$ 636	\$ 149	\$ 2,466	\$ 958	\$ 7	\$ 14,465
Ass't CMO	\$ 8,000	3.50%	\$ 8,280	\$ 8,280	\$ -	\$ -	\$ 513	\$ 120	\$ 1,992	\$ 958	\$ 11	\$ 11,875
Staff Raises				\$ -			\$ -	\$ -	\$ -			\$ -
Total W&S				\$ 92,069	\$ 177	\$ -	\$ 5,719	\$ 1,338	\$ 14,813	\$ 19,150	\$ 881	\$ 134,148

9/5/2018

WATER SEWER
2019 BUDGET

ORG Code	Object Code	Object Code Description	Description of Item or Service	Individual Items	Amount Requested
	31000	Professional Svcs.	Ozello Water monthly report (\$50 x 12)	\$600.00	
			Ozello Water - Backflow annual test (5)	\$250.00	
			SW Direct Mail -utility bill print (\$600 x 12)	\$7,200.00	
			Sensus Tech - annual support	\$1,720.00	
			Citywide Customer Audit	\$0.00	
			Miscellaneous	\$1,000.00	\$10,770.00
	31001	Legal Services	Clerk of Courts Filings	\$2,500.00	\$2,500.00
	31002	Engineering	Engineering Service - Miscellaneous	\$20,000.00	\$20,000.00
	34000	Other Contractual Svc.	Locate Tickets	\$1,000.00	
			Generator Annual Tests (16 sytems)	\$15,000.00	
			Drain Clarifier - annual inspection	\$0.00	
			Water Tower - annual maintenance	\$7,450.00	
			Remove Sludge & Grease Drying Bed	\$0.00	
			Termite Annual Inspections	\$130.00	
			Miscellaneous	\$9,000.00	\$32,580.00
	34004	Contracted Services	Maint & Management Contract	\$1,271,064.00	\$1,271,064.00
	41000	Communication	Bright House - callouts for Lift Station	\$17,000.00	
			SCADA System	\$3,000.00	\$20,000.00
	42000	Freight & Postage	Postage	\$16,200.00	\$16,200.00
	43000	Utilities	Water-Sewer-Garbage - City BldgsGrounds	\$2,500.00	\$2,500.00
	43001	Utilities	Electric - City buildings/grounds	\$4,250.00	
			Electric - Sprayfield	\$24,600.00	
			Electric - WWTP (orig pd by M&M contract)	\$72,000.00	
			Electric - Lstations (orig pd by M&M contract)	\$35,400.00	
			Electric - 2 Vac Stations	\$15,000.00	\$151,250.00
	45000	Insurance	Gen Liab & Flood	\$89,264.00	\$89,264.00
	46000	Repairs & Maint	R & M - Buildings	\$7,500.00	
	46003		R & M - Equipment	\$50,000.00	
	46004		R & M - Lift Stations	\$35,000.00	\$92,500.00
	47000	Printing & Binding	Printing	\$1,000.00	\$1,000.00
	49001	Advertising	Advertising	\$500.00	\$500.00

WATER SEWER
2019 BUDGET

	49004	Pymt - Other Gov't	Drinking Water License	\$2,000.00	
			Miscellaneous	\$500.00	\$2,500.00
	49014	Miscell Charges	Bank Charges, Fees & Other	\$250.00	\$250.00
	49019	Credit Card Charges	Credit Card Charges	\$250.00	\$250.00
	51003	Uncap Equipment	Uncap Equipment	\$12,000.00	\$12,000.00
	52005	Uniforms	Uniforms	\$25.00	\$25.00
	52008	Chemicals & Fertilizers	Fluoride	\$0.00	\$0.00
	53000	Road Materials & Supplie	Supplies - Operating	\$2,500.00	\$2,500.00
	54002	Dues & Subscriptions	Diamond Maps	\$230.00	\$230.00
	64000	Capital - Other Equip		\$0.00	\$0.00
	71000	Loan Payments	Bond Principal & Interest Payments	\$476,189.00	
			DEP Loan Payments - Sewer Expansion	\$109,564.00	\$585,753.00
	99006	Transfers	Transfer to General Fund Operating	\$160,430.00	
			Transfer to W & S Capital	\$500,000.00	
			Reserve - Renewal & Replacement	\$350,000.00	\$1,010,430.00
9/5/2018			TOTAL		\$3,324,066.00

CITY OF CRYSTAL RIVER - Five Year Maturity Schedule

DEBT SUMMARY

Notes Payable - SRF Loans

Bonds Payable

Fiscal Year Ending	Principal	Interest	Total
2015	56,806	35,734	92,540
2016	68,437	41,127	109,564
2017	70,224	39,340	109,564
2018	72,058	37,507	109,565
2019	73,940	35,625	109,565
2020-2024	399,701	148,125	547,826
2025-2029	454,716	93,111	547,827
2030-2034	439,931	31,897	471,828
2035	16,802	224	17,026
	1,652,615	462,690	2,115,305

Fiscal Year Ending	Principal	Interest	Total
2015	364,000	111,446	475,446
2016	372,000	102,698	474,698
2017	381,000	93,748	474,748
2018	391,000	84,582	475,582
2019	401,000	75,189	476,189
2020-2024	2,149,000	226,894	2,375,894
2025-2026	695,000	16,670	711,670
	4,753,000	711,227	5,464,227

	2015	2016	2017	2018	2019	2020-2024	2025-2029	2030-2034	2035	Total to Pay
Total Debt Payments										
SRF Loans	92,540	109,564	109,564	109,565	109,565	547,826	547,827	471,828	17,026	2,115,305
Bonds Payable	475,446	474,698	474,748	475,582	476,189	2,375,894	711,670	0	0	5,464,227
	567,986	584,262	584,312	585,147	585,754	2,923,720	1,259,497	471,828	17,026	7,579,532

Debt Balances	2014	2015	2016	2017	2018
Bond Refunding	4,753,000	4,389,000	4,017,000	3,636,000	3,442,000
SRF - old sewer proj	0	514,779	493,210	471,110	471,110
SRF - Area 112-113-HI	0	526,574	501,216	475,238	475,238
SRF - Area 114	0	550,124	537,164	512,234	512,234
	4,753,000	5,980,477	5,548,590	5,094,582	4,900,582

CITY OF CRYSTAL RIVER

Water & Sewer Capital Improvement Plan Budget



City of Crystal River FY 2019 5-Year Capital Improvement Program - Water & Sewer Fund

	FY 2018 Adopted	FY2018 Activity 7/31/18	FY 2018 Projected	FY 2019 Proposed	FY2020 Proposed	FY2021 Proposed	FY2022 Proposed	FY2023 Proposed
Resources - Non-Designated								
Earnings on Investments	\$ 6,504	\$ 5,555	\$ 6,555	\$ 6,621	\$ 6,687	\$ 6,754	\$ 6,821	\$ 6,889
Transfer from W&S Operating Fund	\$ 250,000	\$ 208,333	\$ 250,000	\$ 500,000	\$ 512,500	\$ 525,313	\$ 538,445	\$ 551,906
Transfers from Renewal/Replacement Assessments	\$ -	\$ 93,409	\$ 103,409	\$ 60,000	\$ 45,000	\$ -	\$ 40,000	\$ -
Carryforward Funding	\$ 825,000	\$ -	\$ -	Return to w/s fund				
Total Non-Designated Revenue	\$ 1,131,504	\$ 307,297	\$ 359,964	\$ 611,621	\$ 604,187	\$ 567,066	\$ 615,266	\$ 588,796
Projects - Non-Designated								
Truck Replacements		\$ 28,134	\$ 28,134	\$ -	\$ 30,000		\$ 40,000	
Sewer Cleaner/ Camera System	\$ 50,000	\$ -	\$ -	\$ 105,000		\$ -	\$ -	\$ -
Pole Barn Pump/Generator				\$ 250,000				
Omni-Site Communication Equipment	\$ -	\$ 54,516	\$ 54,516	\$ -	\$ -			
Auto Chlorinator		\$ 9,929	\$ 9,929					
Manhole Infiltration/Repairs	\$ 5,000	\$ -	\$ 5,000	\$ 20,000	\$ -	\$ -	\$ -	\$ -
Relocate 5th St. Generator	\$ -		\$ 3,000		\$ -	\$ -	\$ -	\$ -
Lead Pipe Removal #18-08	\$ 300,000	\$ -	\$ 50,000					
Bmap Consulting	\$ 10,000	\$ 2,053	\$ 2,053	\$ 7,947	\$ -	\$ -	\$ -	\$ -
Utility Easements		\$ 24,550	\$ 24,550					
Backflow Preventer Program (#1343H)	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
Hwy 19 FDOT Engineering (#1343B)	\$ -	\$ 25,345	\$ 39,116	\$ 25,000	\$ -	\$ -	\$ -	\$ -
Hwy 19 Widening Utility Relocation	\$ 275,000	\$ 625,000	\$ 625,000	\$ 200,000				
Wastewater Treatment Plant Projects:								
Generator Transfer Switch-WWTP/#2015E	\$ 10,000		\$ 7,422	\$ -	\$ -	\$ -	\$ -	\$ -
Replace WWTP Generators w/one 750 w						\$ 250,000		
WWTP Capital Repairs	\$ 90,000		\$ -	\$ 90,000	\$ -	\$ -	\$ -	\$ -
Wastewater Gravity Collection Projects:								
Inflow & Infiltration /Insertion Values	\$ 100,000	\$ -	\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
AirVac Projects:								
Raise Breathers for Flood Protection				\$ 15,000	\$ 15,000			
Spare pit valves and controllers				\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Spare vacuum pump & motor and sewage pump				\$ 75,000				
Wastewater Lift Stations/Forcemain Projects:								
Lift Station #11 - Emergency Rehab			\$ 125,000		\$ -			
Lift Station #1 - Slurry Grout Soil Stabilization				\$ 30,000				
Lift Station Rehab - Pipe& Pumps Only (No panel)				\$ -	\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
Woodland Lift Stations					\$ 75,000	\$ 75,000	\$ 75,000	\$ 75,000
Paradise Pt Forcemain Re-Route & LS #15, 16 & 32				\$ 250,000				
Landscaping around Lift Stations	\$ -		\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -
Backup Generator LS #34	\$ -		\$ 25,000		\$ -	\$ -	\$ -	\$ -

City of Crystal River FY 2019 5-Year Capital Improvement Program - Water & Sewer Fund

	FY 2018 Adopted	FY2018 Activity 7/31/18	FY 2018 Projected	FY 2019 Proposed	FY2020 Proposed	FY2021 Proposed	FY2022 Proposed	FY2023 Proposed
Water Tower Generator to LS #29			\$ 25,000					
Spray Field/Reclaim Projects:								
Spare Parts Allowance						\$ 75,000		
Water Plant Projects:								
Emergency Generator Replacement			\$ 69,266					
Ground Storage Tank Coating				\$ 75,000				
Jockey Pump Replacement					\$ 30,000			
Determine Viability Well#2-WP/#2015F	\$ 30,000		\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -
Remove 5th St Water Plant/#2015G	\$ -		\$ 5,000	\$ 5,000	\$ -	\$ -	\$ -	\$ -
Water Distribution Projects:								
Insertion Valves for System Isolation			\$ 25,000					
Leak Detection & Repair #17-18	\$ 200,000	\$ 78,530	\$ 78,530		\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
Valves Replacement						\$ 25,000	\$ 25,000	\$ 25,000
Line Renewal/Repl. - Woodland Est -#1343C	\$ -		\$ -	\$ -	\$ -	\$ 725,000	\$ -	\$ -
Line Repl. - various sites to mitigate water loss	\$ -		\$ -		\$ 300,000	\$ 200,000	\$ 100,000	\$ 50,000
Water Line Repl - NE 5th St				\$ 30,000				
12" Watermain Loop on NW 6th Avenue						\$ 125,000		
Total Non-Designated Projects	\$ 1,070,000	\$ 848,057	\$ 1,201,516	\$ 1,302,947	\$ 715,000	\$ 1,720,000	\$ 485,000	\$ 395,000
Projected over (under) revenues	\$ 61,504	\$ (540,760)	\$ (841,552)	\$ (691,326)	\$ (110,813)	\$ (1,152,934)	\$ 130,266	\$ 193,796
Non-Desig Avail s (9-30-17)	\$ 208,118	\$ 269,622	\$ (332,642)	\$ (1,174,194)	\$ (1,186,520)	\$ (1,976,334)	\$ (3,129,268)	\$ (2,805,205)
Resources - Designated								
Expansion Fees - Water	\$ -	\$ 22,195	\$ 22,195	\$ -	\$ -	\$ -	\$ -	\$ -
Expansion Fees - Sewer	\$ -	\$ 11,125	\$ 11,125	\$ -	\$ 1,000,000	\$ -	\$ 192,059	\$ -
Interest -Expansion Agreements	\$ -	\$ 1,836	\$ 2,136	\$ -	\$ -	\$ -	\$ -	\$ -
FEMA Grant - Lift Station Upgrades	\$ 1,874,001	\$ -	\$ -	\$ 1,874,001				
SRF Water Project	\$ 1,500,000	\$ -	\$ -	\$ 4,054,813				
SRF Waste Treatment Upgrades					\$ 3,200,000			
DEP Master Plan	\$ 200,000		\$ 96,600				\$ -	\$ -
Indian Waters Phase 1 (925,000) Total Cost (100%) Grant		\$96,600	\$ 96,600					
Project				\$ 828,400				
DEP -Indian Shores Phase 2 - 50% Reimb	\$ 450,000			\$ 2,250,000				
SWFWMD - Indian Shores Phase 2 - 25% Reimb				\$ 1,125,000				
Assessment Loan				\$1,125,000				
Assessment Collection TBD								
DEP - South Sewer - 50% Reimb				\$3,250,000				
SWFWMD - South Sewer - 25% Reimb				\$ 1,625,000				
South Sewer Expansion Assessment Agreements - 25%				\$1,625,000				
Assessment Collection TBD								
Carryforward Funding	\$ -				\$ -	\$ -	\$ -	\$ -

City of Crystal River FY 2019 5-Year Capital Improvement Program - Water & Sewer Fund

	FY 2018 Adopted	FY2018 Activity 7/31/18	FY 2018 Projected	FY 2019 Proposed	FY2020 Proposed	FY2021 Proposed	FY2022 Proposed	FY2023 Proposed	
Total Designated	\$ 4,024,001	\$ 131,756	\$ 228,656	\$ 17,757,214	\$ 4,200,000	\$ -	\$ 192,059	\$ -	
Projects - Designated	FY 2018 Adopted	FY2018 Activity 7/31/18	FY 2018 Projected	FY 2019 Proposed	FY2020 Proposed	FY2021 Proposed	FY2022 Proposed	FY2023 Proposed	
SRF Water Project	\$ 1,500,000	\$ -	\$ -	\$ 4,054,813					
Start-up and Close Out									
Environmental									
Meter, meter boxes, valves & fittings									
Double Check valves									
Service Laterals									
Site work									
Technical and legal									
Valve Replacements									
Lift Station upgrades/ Back up pumps and generators	\$ 2,498,668	\$ 10,467		\$ 2,488,201	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	
SRF Waste Treatment Plant Upgrades					\$ 3,200,000				
Replace Digester Tank						\$ -			
Demo blower buildings/blower mods									
Grit Removal Aeration/Anoxic/Headworks									
Return Activated Sludge Flow Meters			\$ 10,000						
Replace Headworks - Screens & Grit Chamber							\$ -		
Aeration Mixer Upgrades									
Motor Control Center Replacement								\$ 250,000	
Mobile Dewatering Electrical Connection			\$ 15,000						
SCADE for WWTP						\$ 50,000			
Indian Waters Phase One									
Engineering		\$ 90,939	\$ 96,600	\$ 94,000					
Construction					\$ 407,000	\$ 407,000			
Connections									
Indian Water Phase 2									
Engineering				\$ 450,000					
Construction					\$ 2,050,000	\$ 2,000,000			
Connections									
South Sewer Expansion									
Engineering				\$ 650,000					
Construction					\$ 2,800,000	\$ 2,800,000	\$ 250,000		
Connections									
Total Designated Projects	\$ 3,998,668	\$ 101,406	\$ 121,600	\$ 7,737,014	\$ 8,557,000	\$ 5,357,000	\$ 350,000	\$ 350,000	
Projected over (under) revenues	\$ 25,333	\$ 30,350	\$ 107,056	\$ 10,020,200	\$ (4,357,000)	\$ (5,357,000)	\$ (157,941)	\$ (350,000)	
Desig Avail \$ (9-30-17)	\$ 624,355	\$ 649,688	\$ 654,705	\$ 10,781,961	\$ 6,424,961	\$ 1,067,961	\$ 910,020	\$ 560,020	
TOTALS Undesg & Designated	\$ 832,473	\$ 919,310	\$ 322,063	\$ (412,433)	\$ 8,916,441	\$ 4,448,627	\$ (2,061,307)	\$ (2,088,981)	\$ (2,245,185)

Rollforward Funding:	FY19	
Sewer Cleaner	\$ 50,000	Return to CIP fund
Lead Pipe Removal - #18-08	\$ 250,000	SRF project funding
Bmap Consulting	\$ 7,947	Committed funds
WWTP Capital Repairs	\$ 65,000	Return to CIP fund
Determine Viability Well#2-WP/#2015F	\$ 30,000	Return to w/s fund

City of Crystal River FY 2019 5-Year Capital Improvement Program - Water & Sewer Fund

		FY 2018	FY2018	FY 2018	FY 2019	FY2020	FY2021	FY2022	FY2023
		Adopted	Activity 7/31/18	Projected	Proposed	Proposed	Proposed	Proposed	Proposed
Leak Detection & Repair - #17-18	\$ 121,470	Return to w/s fund							
Manhole	\$ 5,000	Return to w/s fund	\$	524,417	Non-Designated				
Meter Replacement Program #18-09	\$ 1,500,000	SRF project funding							
Lift Station Upgrades	\$ 2,498,668	Return to w/s fund							
Indian Shores Phase 1 - #17-01	\$103,400	Return to Designated project							
Indian Shores Phase 2	\$450,000	Return to Designated project	\$	4,552,068	Designated				
	\$ 5,081,485								

9/5/2018

CITY OF CRYSTAL RIVER

Sanitation Budget



**City of Crystal River
Sanitation Fund
FY 2018 Revised Budget vs. FY 2019 Proposed Budget**

The Sanitation Department is responsible for refuse pickup for approximately 2000 residential and 400 commercial customers in the City. The Sanitation service is outsourced through a private contractor.

Revenues								
	<u>Actual</u>	<u>Adopted</u>	<u>Amended</u>	<u>Current</u>	<u>Projected</u>	<u>Proposed</u>		
	<u>2017</u>	<u>2018</u>	<u>2018</u>	<u>7/31/2018</u>	<u>2018</u>	<u>2019</u>	<u>Change</u>	<u>%</u>
Customer Charges	\$ 813,548	\$ 804,000	\$ 804,000	\$ 642,752	\$ 815,652	\$ 816,000	1.49%	
Franchise Fees	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	0.00%	
Interest	\$ 434	\$ 300	\$ 300	\$ 961	\$ 1,131	\$ 750	150.00%	
Incoming Transfer		\$ -	\$ -		\$ -	\$ -	0.00%	
Recycling Rebates	\$ -	\$ 500	\$ 500	\$ -	\$ 250	\$ 500	0.00%	
Miscellaneous	\$ 5,953	\$ 6,000	\$ 6,000	\$ 5,106	\$ 5,834	\$ 4,500	-25.00%	
Total	\$ 959,935	\$ 950,800	\$ 950,800	\$ 788,819	\$ 962,867	\$ 961,750	1.15%	

Expenditures by Class								
	<u>Actual</u>	<u>Adopted</u>	<u>Amended</u>	<u>Current</u>	<u>Projected</u>	<u>Proposed</u>		
	<u>2017</u>	<u>2018</u>	<u>2018</u>	<u>7/31/2018</u>	<u>2018</u>	<u>2019</u>	<u>Change</u>	<u>%</u>
Contracted Service	\$ 779,306	\$ 784,000	\$ 784,000	\$ 353,166	\$ 815,652	\$ 816,000	4.08%	
Transfers to GF	\$ 164,322	\$ 165,822	\$ 165,822	\$ 21,518	\$ 165,822	\$ 147,500	-11.05%	
Miscellaneous	\$ 107	\$ 600	\$ 600	\$ 56	\$ 325	\$ 600	0.00%	
Litter Reduction Program	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,766		
Total	\$ 943,735	\$ 950,422	\$ 950,422	\$ 374,740	\$ 981,799	\$ 979,866	3.10%	
Difference	\$ 16,200	\$ 378	\$ 378	\$ 414,079	\$ (18,932)	\$ (18,116)	-4892.54%	
Fund Balance (9/30/17)	\$ 178,940	\$ 179,318	\$ 179,318	\$ 593,019	\$ 160,008	\$ 141,892	-20.87%	

9/5/2018

CITY OF CRYSTAL RIVER

Three Sister Springs Budget



City of Crystal River
Three Sisters Project
FY 2018 Revised Budget vs. FY 2019 Proposed Budget

**THIS PROJECT WAS A NEW ENTERPRISE FUND FOR THE CITY IN FY2016. MANAGEMENT DESIRES TO CONTINUE.
 FOR DISCUSSION:**

Future of Three Sisters undetermined at this time; management must determine if they desire to continue operating the Refuge jointly with Fish & Wildlife or the Operation of the Refuge be the responsibility all the City in its entirety including potential improvements to the site.

****Budget reflects City in full operation of the Three Sisters Springs and includes state appropriation capital funds.**

REVENUES

	Actual 2017	Approved 2018	Amended 2018	7/31/2018 Current Revenues	Projected 2018	Proposed 2019	% Change
Admission Fees	\$ 301,931	\$ 350,000	\$ 350,000	\$ 420,641	\$ 428,141	\$ 350,000	0%
State Appropriation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400,000	0%
Interest & Other	\$ 50,325	\$ 150,000	\$ 150,000	\$ 22,208	\$ 22,553	\$ 150,000	0%
Total Revenues	\$ 352,256	\$ 500,000	\$ 500,000	\$ 442,849	\$ 450,693	\$ 900,000	80%
EXPENDITURES							
Salaries & Benefits	\$ 181,174	\$ 225,750	\$ 217,945	\$ 144,772	\$ 217,945	\$ 312,171	43%
Operating Expenses	\$ 117,588	\$ 71,460	\$ 93,460	\$ 57,298	\$ 88,960	\$ 110,100	18%
Capital Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 481,000	0%
Total Expenditures	\$ 298,762	\$ 297,210	\$ 311,405	\$ 202,070	\$ 306,905	\$ 903,271	190%
TOTAL DEPT.	\$ 53,494	\$ 202,790	\$ 188,595	\$ 240,779	\$ 143,794	\$ (3,271)	-102%
Fund Balance (9-30-17)	\$ 73,038	\$ 275,828	\$ 261,633	\$ 313,817	\$ 216,832	\$ 286,599	10%

9/5/2018

**THREE SISTERS SPRINGS
2019 BUDGET SALARY SCHEDULE**

Positions	Current Salary	Incr	New Salary	FICA	Medicare	Retirement	Insurance	Comp	Total
SEASONAL PAYROLL:									
Waterfronts Manager	\$ -	0.00%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Three Sisters Manager	\$ 21,000	2.50%	\$ 21,525	\$ 1,335	\$ 312	\$ 5,179	\$ 4,788	\$ 42	\$ 33,180
City Manager	\$ 12,500	2.50%	\$ 12,813	\$ 794	\$ 186	\$ 3,083	\$ 1,197	\$ 17	\$ 18,089
Finance Director	\$ 1,783	12.15%	\$ 2,000	\$ 124	\$ 29	\$ 481	\$ 239	\$ 2	\$ 2,876
Admin Staff	\$ 1,9413	2.50%	\$ 2,102	\$ 130	\$ 30	\$ 174	\$ 479	\$ 6	\$ 2,922
Specialist #1 FT	\$ 10,5000	2.50%	\$ 10,962	\$ 680	\$ 159	\$ 905	\$ 4,788	\$ 856	\$ 18,349
Specialist #2 FT	\$ 10,5000	2.50%	\$ 10,962	\$ 680	\$ 159	\$ 905	\$ 4,788	\$ 856	\$ 18,349
Specialist #3 FT	\$ 10,5000	2.50%	\$ 10,962	\$ 680	\$ 159	\$ 905	\$ -	\$ 856	\$ 13,562
Specialist #4 PT	\$ 10,5000	2.50%	\$ 9,555	\$ 592	\$ 139	\$ 789	\$ -	\$ 856	\$ 11,931
Specialist #5 PT	\$ 10,5000	2.50%	\$ 9,555	\$ 592	\$ 139	\$ 789	\$ -	\$ 856	\$ 11,931
Trolley Driver # 1	\$ 13,0000	2.50%	\$ 13,572	\$ 841	\$ 197	\$ 1,121	\$ -	\$ 856	\$ 16,587
Trolley Driver # 2	\$ 11,5000	2.50%	\$ 8,970	\$ 556	\$ 130	\$ 741	\$ -	\$ 856	\$ 11,253
Trolley Driver # 3	\$ 11,5000	2.50%	\$ 8,970	\$ 556	\$ 130	\$ 741	\$ -	\$ 856	\$ 11,253
Trolley Driver # 4	\$ 11,5000	2.50%	\$ 8,970	\$ 556	\$ 130	\$ 741	\$ -	\$ 856	\$ 11,253
			\$ 130,918	\$ 8,117	\$ 1,898	\$ 16,555	\$ 16,278	\$ 7,767	\$ 181,532
OFF-SEASON PAYROLL:									
Waterfronts Manager	\$ -	0.00%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Three Sisters Manager	\$ 21,000	2.50%	\$ 21,525	\$ 1,335	\$ 312	\$ 5,179	\$ 4,788	\$ 42	\$ 33,180
City Manager	\$ 12,500	2.50%	\$ 12,813	\$ 794	\$ 186	\$ 3,083	\$ 1,197	\$ 17	\$ 18,089
Finance Director	\$ 1,783	12.15%	\$ 2,000	\$ 124	\$ 29	\$ 481	\$ 239	\$ 2	\$ 2,876
Admin Staff	\$ 1,9413	2.50%	\$ 2,102	\$ 130	\$ 30	\$ 174	\$ 479	\$ 6	\$ 2,922
Specialist #1 FT	\$ 10,5000	2.50%	\$ 10,962	\$ 680	\$ 159	\$ 905	\$ 4,788	\$ 856	\$ 18,349
Specialist #2 FT	\$ 10,5000	2.50%	\$ 10,962	\$ 680	\$ 159	\$ 905	\$ 4,788	\$ 856	\$ 18,349
Specialist #3 FT	\$ 10,5000	2.50%	\$ 10,962	\$ 680	\$ 159	\$ 905	\$ -	\$ 856	\$ 13,562
Specialist #4 PT	\$ 10,5000	2.50%	\$ 8,190	\$ 508	\$ 119	\$ 676	\$ -	\$ 856	\$ 10,349
Trolley Driver # 2	\$ 11,5000	2.50%	\$ 2,990	\$ 185	\$ 43	\$ 247	\$ -	\$ 856	\$ 4,321
Trolley Driver # 3	\$ 11,5000	2.50%	\$ 2,990	\$ 185	\$ 43	\$ 247	\$ -	\$ 856	\$ 4,321
Trolley Driver # 4	\$ 11,5000	2.50%	\$ 2,990	\$ 185	\$ 43	\$ 247	\$ -	\$ 856	\$ 4,321
			\$ 88,486	\$ 5,486	\$ 1,283	\$ 13,050	\$ 16,278	\$ 6,056	\$ 130,638
Staff Raises			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTALS			\$ 219,404	\$ 13,603	\$ 3,181	\$ 29,605	\$ 32,555	\$ 13,822	\$ 312,171

9/5/2018

THREE SISTERS PROJECT
2019 BUDGET

Object Code	Object Code Description	Description of Item or Service	Individual Items	Amount Requested
31000	Professional Svc.	Marketing - brochures, Facebook, Consultants	\$4,000.00 \$2,500.00	\$6,500.00
34000	Contracted Svcs.	Trolley Services (Lease) Janitorial Services Pest Control	\$0.00 \$12,000.00 \$3,000.00	\$15,000.00
40000	Travel	Management and Marketing Seminars	\$1,500.00	\$1,500.00
41000	Communications	Land Line Cellphones Website	\$500.00 \$2,500.00 \$1,000.00	\$4,000.00
4200	Postage	Freight & Postage	\$200.00	\$200.00
43001	Utilities	Electric - Three Sisters Center	\$3,000.00	
43000	Utilities	Water & Sewer - restrooms/refuge Insurance	\$3,000.00 \$3,000.00	\$9,000.00
44000	Rentals	Portolets Parking Lot Lease Ricoh Copier Lease	\$4,080.00 \$1,800.00 \$360.00	\$6,240.00
46000	Repairs & Maint	Building Repair	\$4,000.00	\$4,000.00
46001	Repair/Automotive	Trolley and machinery	\$10,000.00	\$10,000.00
46003	Repair/Equip	Equipment Repairs	\$100.00	\$100.00
47000	Printing	Ricoh Copies	\$700.00	\$700.00
48004	Special Activities	Promotional Events/Crystal River Days	\$1,500.00	\$1,500.00
49001	Advertising General	Discover Magazine Citrus Chronicle Hometown Values Social Media Graphic Wraps on Trolley	\$2,000.00 \$1,000.00 \$1,000.00 \$2,000.00 \$10,000.00	\$16,000.00

**THREE SISTERS PROJECT
2019 BUDGET**

49005	Education & Training	Management Seminars	\$2,000.00	\$2,000.00
49019	Credit Card Charges	Pay Pal Fees	\$10,000.00	\$10,000.00
51003	Uncap Equipment	POS System	\$2,300.00	
		AED for Trolley (1)	\$1,500.00	\$3,800.00
52000	Supplies - Operating	Paper, Pens, Folders, Wrist Bands	\$3,000.00	\$3,000.00
52001	Gas/Diesel	Trolley Fuel	\$5,000.00	\$5,000.00
52005	Clothing	Three Sisters Clothing	\$1,500.00	\$1,500.00
52025	Product Line	Merchandise for Resale	\$6,000.00	\$6,000.00
53001	Street Signage	Building, City Hall/Citrus, 3SS Trail	\$4,000.00	\$4,000.00
54002	Dues/Fees	Occupational License	\$60.00	\$60.00
63000	Capital	Infrastructure	\$414,000.00	
		Buildings	\$0.00	
		Other	\$2,000.00	\$416,000.00
66000	Equipment	Lawn Mower, Bushhog	\$0.00	
		Trolley #2	\$65,000.00	
		F150 Truck	\$0.00	\$65,000.00
9/5/2018		TOTAL		\$591,100.00

City of Crystal River FY2014 5-Year Capital Improvement Program - Three Sisters Springs Property

	FY 2018 Adopted	Activity 2/28/18	FY 2018 Projected	FY 2019 Proposed	FY2020 Proposed	FY2021 Proposed	FY2022 Proposed	FY2023 Proposed
Resources								
State Appropriation (Reimb for Roadway Impr & Transp Equip)			\$ -	\$ 400,000				
	\$ -							
Total Resources	\$ -	\$ -	\$ -	\$ 400,000	\$ -	\$ -	\$ -	\$ -
Requirements								
Infrastructure:								
Walking Trails & Elevated Boardwalks	\$ 50,000							
Run existing Water/Sewer	\$ 30,000							
Run existing electric	\$ 10,000							
Platforms (2) at Magnolia Springs				\$ -				
Fishing Piers				\$ -				
Nature Trail Improvements				\$ -				
Interpretive Signage				\$ 10,000				
Other Infrastructure				\$ -				
Observation Platform / Wetlands				\$ -				
ADA/Other Parking Improvements				\$ -				
Additional Pavilion				\$ -				
Road Improvements & Utilities				\$ 360,000				
Engineering & Management Services				\$ 40,000				
Visitor Center Improvements (TV)				\$ 4,000				
	\$ 90,000	\$ -	\$ -	\$ 414,000	\$ -	\$ -	\$ -	\$ -
Buildings:								
Toilets, Fishing Pier, Docks, etc	\$ 175,000							
Visitor Center	\$ 300,000							
Restrooms			\$ 150,000					
Educational Station				\$ -				
	\$ 475,000	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -
Other:								
Street Signage	\$ 2,000			\$ 2,000	\$ 2,000			
	\$ 2,000	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ -	\$ -	\$ -
Equipment:								
Mower/Bushhog	\$ 7,000			\$ -				
F-150 Truck				\$ -				
Trolley #2 Purchase	\$ 25,000			\$ 65,000				
	\$ 32,000	\$ -	\$ -	\$ 65,000	\$ -	\$ -	\$ -	\$ -
Total Requirements	\$ 599,000	\$ -	\$ 150,000	\$ 481,000	\$ 2,000	\$ -	\$ -	\$ -
Difference	\$ (599,000)	\$ -	\$ (150,000)	\$ (81,000)	\$ (2,000)	\$ -	\$ -	\$ -

9/5/2018

CITY OF CRYSTAL RIVER

Reserves and Renewal & Replacement Five-Year Projections



City of Crystal River - Reserves

<u>Fund</u>	<u>Beg Balance</u> 10/1/2016	<u>Current Balance</u> 7/31/18	<u>Fund</u>	<u>Beg Balance</u> 10/1/2016	<u>Current Balance</u> 7/31/18
<u>General Fund</u>			<u>Sanitation Fund</u>		
Cash - Operating	\$549,410.05	\$ 773,616.95	Cash - Operating	\$113,638.69	\$ 335,117.00
Cash - Reserve Cemetary/Mauseolum	\$47,109.46	\$47,109.46	Cash - Reserved	\$0.00	\$0.00
Cash - Reserve Renewal/Replacement	\$638,250.67	\$896,417.27	Total Cash in Bank	\$113,638.69	\$335,117.00
Cash - Reserve - Emergency	\$500,000.00	\$1,047,400.00	Undesignated Reserves	\$49,103.09	\$257,900.21
Cash - Reserve 15% Contingency	\$664,500.67	\$597,046.46	Fund Balance	\$162,741.78	\$593,017.21
Cash - Undesignated	\$0.00	\$0.00	<u>Three Sisters Refuge</u>		
Total Cash in Bank/Investments	\$2,399,270.85	\$3,361,590.14	Cash - Operating	\$65,675.68	\$265,377.60
Undesignated Reserves	\$1,570,559.21	\$1,391,495.71	Cash - Reserved	\$102,265.44	\$52,366.69
Fund Balance	\$3,969,830.06	\$4,753,085.85	Total Cash in Bank	\$167,941.12	\$317,744.29
<u>Capital Improvement Fund</u>			Undesignated Reserves	(\$148,396.25)	(\$3,927.95)
Cash - Operating	(\$725,402.58)	(649,058.84)	Fund Balance	\$19,544.87	\$313,816.34
Cash - Reserve for Capital	\$1,494,284.86	\$1,883,777.08	<u>CRA Fund</u>		
Total Cash in Bank	\$768,882.28	\$1,234,718.24	Cash - Operating	\$242,232.21	\$ 142,852.06
Undesignated Reserves	\$786,896.43	\$575,693.83	Cash - Reserved for Riverwalk	\$600,000.00	\$500,000.00
Fund Balance	\$1,555,778.71	\$1,810,412.07	Total Cash in Bank	\$842,232.21	\$642,852.06
<u>Water & Sewer Fund</u>			Undesignated Reserves	(\$82,555.11)	(\$636,834.91)
Cash - Operating	\$1,100,284.16	\$ 1,176,257.89	Fund Balance	\$759,677.10	\$6,017.15
Cash - Reserve Capital Projects	\$1,264,149.15	\$1,046,783.60	TOTAL FUND BALANCE ALL FUNDS		
Cash - Reserve Debt Service	\$54,938.48	\$73,983.00	\$35,226,739.53	\$36,579,073.18	
Cash - Reserve Renewal/Replacement	\$299,241.01	\$944,286.09	Operating Cash		
Cash - Reserve Assessments	\$694,300.35	\$ 698,732.71	\$1,345,838.21	\$ 2,044,162.66	
Cash - Undesignated	\$0.00	\$0.00	Reserve/Committed Cash		
Total Cash in Bank/Investments	\$3,412,913.15	\$3,940,043.29	\$6,359,040.09	\$7,787,902.36	
Capital Assets Net of Debt	\$24,975,145.59	\$24,613,820.00	Undesignated Fund Balance		
Undesignated Reserves	\$371,108.27	\$548,861.27	\$2,546,715.64	\$2,133,188.16	
Fund Balance	\$28,759,167.01	\$29,102,724.56	Capital Assets Net of Debt		
			\$24,975,145.59	\$24,613,820.00	
			\$35,226,739.53	\$36,579,073.18	

CITY OF CRYSTAL RIVER
Fund Balance - Reserve Projections

	<u>Revenues</u>	<u>Expenditures</u>	<u>YE NET</u>	<u>YE Balance</u>	<u>Other-Restricted</u>	<u>Prepays</u>	<u>RESERVES - RESTRICTED</u>			<u>RESERVES</u>	<u>RESERVES</u>	
	<u>Actual</u>	<u>Actual</u>	<u>Rev/Exp</u>	<u>Fund Balance</u>			<u>Cemetary</u>	<u>R & R & CIP</u>	<u>15% Contingency</u>	<u>Emerg Savings</u>	<u>TOTAL RESTRICTED</u>	<u>UNRESTRICTED</u>
<u>General Fund Operating</u>												
Year Ended September 30, 2014	\$3,967,315	\$4,388,768	(\$421,452)	\$4,229,605		\$69,002	\$47,109	\$539,751	\$697,659	\$1,500,000	\$2,853,521	\$1,376,084
Year Ended September 30, 2015	\$3,970,433	\$4,015,341	(\$44,908)	\$4,184,698		\$77,438	\$47,109	\$664,501	\$634,441	\$1,500,000	\$2,923,489	\$1,261,208
Year Ended September 30, 2016	\$4,103,662	\$4,318,530	(\$214,868)	\$3,969,830		\$72,171	\$47,109	\$638,251	\$627,705	\$500,000	\$1,885,236	\$2,084,594
Year Ended September 30, 2017	\$6,303,820	\$6,293,341	\$10,479	\$3,980,309		\$77,461	\$47,109	\$896,418	\$597,046	\$1,047,400	\$2,665,434	\$1,314,875
Year Ended September 30, 2018 "Projected"	\$4,863,853	\$4,680,712	\$183,141	\$4,163,450		\$76,311	\$47,109	\$1,095,418	\$624,518	\$1,297,400	\$3,140,756	\$1,022,694
Year Ended September 30, 2019 "Projected"	\$4,759,249	\$4,778,965	(\$19,716)	\$4,143,734		\$76,311	\$47,109	\$1,294,418	\$621,560	\$1,547,400	\$3,586,798	\$556,936
<u>General Fund CIP</u>												
Year Ended September 30, 2014	\$1,597,808	\$1,535,029	\$62,778	\$2,323,650	\$1,153,508	\$0	\$0	\$0	\$0	\$0	\$1,153,508	\$1,170,143
Year Ended September 30, 2015	\$596,275	\$687,720	(\$91,444)	\$2,232,208	\$1,350,751	\$0	\$0	\$0	\$0	\$0	\$1,350,751	\$881,457
Year Ended September 30, 2016	\$1,125,687	\$1,802,115	(\$676,428)	\$1,555,780	\$1,477,196	\$0	\$0	\$0	\$0	\$0	\$1,477,196	\$78,584
Year Ended September 30, 2017	\$707,924	\$566,896	\$141,028	\$1,696,808	\$1,704,720	\$0	\$0	\$0	\$0	\$0	\$1,704,720	(\$7,912)
Year Ended September 30, 2018 "Projected"	\$699,365	\$761,177	(\$61,812)	\$1,634,996	\$1,738,814	\$0	\$0	\$0	\$0	\$0	\$1,738,814	(\$103,818)
Year Ended September 30, 2019 "Projected"	\$626,871	\$1,497,808	(\$870,937)	\$764,059	\$1,773,591	\$0	\$0	\$0	\$0	\$0	\$1,773,591	(\$1,009,532)
<u>Community Redevelopment Association</u>												
Year Ended September 30, 2014	\$513,539	\$432,760	\$80,779	\$774,314		\$0	\$0	\$0	\$0	\$0	\$0	\$774,314
Year Ended September 30, 2015	\$513,260	\$252,641	\$260,619	\$1,034,932		\$0	\$0	\$0	\$0	\$0	\$0	\$1,034,932
Year Ended September 30, 2016	\$1,094,379	\$1,369,634	(\$275,255)	\$759,677		\$0	\$0	\$0	\$0	\$0	\$0	\$759,677
Year Ended September 30, 2017	\$1,253,458	\$1,009,526	\$243,932	\$1,003,609		\$0	\$0	\$0	\$0	\$0	\$0	\$1,003,609
Year Ended September 30, 2018 "Projected"	\$1,224,190	\$1,903,639	(\$679,449)	\$324,160		\$0	\$0	\$0	\$0	\$0	\$0	\$324,160
Year Ended September 30, 2019 "Projected"	\$3,218,264	\$3,223,541	(\$5,277)	\$318,883		\$0	\$0	\$0	\$0	\$0	\$0	\$318,883
<u>Sanitation</u>												
Year Ended September 30, 2014	\$875,676	\$889,551	(\$13,875)	\$200,802		\$0	\$0	\$0	\$0	\$0	\$0	\$200,802
Year Ended September 30, 2015	\$821,499	\$840,200	(\$18,702)	\$182,101		\$0	\$0	\$0	\$0	\$0	\$0	\$182,101
Year Ended September 30, 2016	\$958,620	\$977,979	(\$19,359)	\$162,742		\$0	\$0	\$0	\$0	\$0	\$0	\$162,742
Year Ended September 30, 2017	\$959,934	\$943,736	\$16,198	\$178,940		\$0	\$0	\$0	\$0	\$0	\$0	\$178,940
Year Ended September 30, 2018 "Projected"	\$962,867	\$981,799	(\$18,932)	\$160,008		\$0	\$0	\$0	\$0	\$0	\$0	\$160,008
Year Ended September 30, 2019 "Projected"	\$961,750	\$964,100	(\$2,350)	\$157,658		\$0	\$0	\$0	\$0	\$0	\$0	\$157,658

CITY OF CRYSTAL RIVER
Fund Balance - Reserve Projections

	<u>Revenues</u>	<u>Expenditures</u>	<u>YE NET</u>	<u>YE Balance</u>	<u>Other-Restricted</u>	<u>Prepays</u>	<u>RESERVES - RESTRICTED</u>				<u>RESERVES</u>	<u>RESERVES</u>
	<u>Actual</u>	<u>Actual</u>	<u>Rev/Exp</u>	<u>Fund Balance</u>			<u>Cemetery</u>	<u>R & R & CIP</u>	<u>15% Contingency</u>	<u>Emerg Savings</u>	<u>TOTAL RESTRICTED</u>	<u>UNRESTRICTED</u>
<u>Water & Sewer Operating</u>												
Year Ended September 30, 2014	\$2,864,312	\$2,282,647	\$581,665	\$25,030,084	\$20,830,500	\$0	\$0	\$0	\$0	\$0	\$20,830,500	\$4,199,584
Year Ended September 30, 2015	\$3,091,978	\$3,701,689	(\$609,711)	\$26,802,699	\$24,324,335	\$0	\$0	\$242,725	\$0	\$0	\$24,567,060	\$2,235,639
Year Ended September 30, 2016	\$3,386,236	\$2,020,635	\$1,365,601	\$28,168,300	\$26,081,759	\$0	\$0	\$600,000	\$0	\$0	\$26,681,759	\$1,486,541
Year Ended September 30, 2017	\$3,685,763	\$2,442,984	\$1,242,779	\$29,411,079	\$27,232,481	\$0	\$0	\$600,000	\$0	\$0	\$27,832,481	\$1,578,598
Year Ended September 30, 2018 "Projected"	\$3,732,067	\$3,160,286	\$571,781	\$29,982,860	\$27,761,907	\$0	\$0	\$625,000	\$0	\$0	\$28,386,907	\$1,595,953
Year Ended September 30, 2019 "Projected"	\$3,672,045	\$3,441,744	\$230,301	\$30,213,161	\$27,975,149	\$0	\$0	\$625,000	\$0	\$0	\$28,600,149	\$1,613,012
<u>Water & Sewer CIP</u>												
Year Ended September 30, 2014	\$4,856,060	\$681,641	\$4,174,419	\$1,264,149	\$948,112	\$0	\$0	\$0	\$0	\$0	\$948,112	\$316,037
Year Ended September 30, 2015	\$7,823,943	\$1,469,049	\$6,354,894	\$1,515,010	\$1,136,258	\$0	\$0	\$0	\$0	\$0	\$1,136,258	\$378,753
Year Ended September 30, 2016	\$269,355	\$938,572	(\$669,217)	\$845,793	\$634,345	\$0	\$0	\$0	\$0	\$0	\$634,345	\$211,448
Year Ended September 30, 2017	\$426,083	\$1,250,098	(\$824,015)	\$21,778	\$16,334	\$0	\$0	\$0	\$0	\$0	\$16,334	\$5,445
Year Ended September 30, 2018 "Projected"	\$2,366,021	\$2,644,616	(\$278,595)	(\$256,817)	(\$192,613)	\$0	\$0	\$0	\$0	\$0	(\$192,613)	(\$64,204)
Year Ended September 30, 2019 "Projected"	\$2,591,621	\$5,331,500	(\$2,739,879)	(\$2,996,696)	(\$2,247,522)	\$0	\$0	\$0	\$0	\$0	(\$2,247,522)	(\$749,174)
<u>Three Sisters Springs</u>												
Year Ended September 30, 2016	\$343,399	\$323,854	\$19,545	\$19,545	\$14,659	\$0	\$0	\$0	\$0	\$0	\$14,659	\$4,886
Year Ended September 30, 2017	\$302,255	\$281,371	\$20,884	\$40,429	\$30,322	\$0	\$0	\$0	\$0	\$0	\$30,322	\$10,107
Year Ended September 30, 2018 "Projected"	\$450,699	\$306,905	\$143,794	\$184,223	\$138,167	\$0	\$0	\$0	\$0	\$0	\$138,167	\$46,056
Year Ended September 30, 2019 "Projected"	\$900,000	\$921,443	(\$21,443)	\$162,780	\$122,085	\$0	\$0	\$0	\$0	\$0	\$122,085	\$40,695

RENEWAL & REPLACEMENT PROJECTIONS
Fire Department

FA#	Unit#	Type	Original Purchase Info		Current Info		Estimated Replacement		FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025	
			Year	Price	Mileage	Engine Hrs	Cost	Year	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	
Annual Funding									\$ 548,782.53	\$ 648,782.53	\$ 748,782.53	\$ 398,782.53	\$ 498,782.53	\$ 508,782.53	\$ 518,782.53	\$ 523,782.53	\$ (276,217.47)	
									\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00
0120	E1	Engine	2013	\$323,727.10	5,425.00	408.00	\$425,000.00	2033										
3749	B1	Brush	2011	\$76,044.70	5,479.00	38.00	\$95,000.00	2023	x					\$0.00	(\$95,000.00)			
	M1	Marine	2002	\$11,896.95			\$90,000.00	2022	x				\$0.00	(\$90,000.00)				
	U1	Utility	2000	\$42,041.00	21,047.00	1,128.00	\$90,000.00	2021	x				(\$90,000.00)					
1272	T1	Tanker	1994	\$145,700.00	22,846.00	2,167.00	\$250,000.00	XX				\$0.00						
1268	E1A	Engine	1993	\$198,617.00	17,196.00	2,018.00	\$450,000.00	2019	x									
		Fire House					\$1,000,000.00								\$0.00			
		Radios																
		Airpacks																
		Aerial					\$900,000.00	2024	x							(\$900,000.00)		
									\$ 648,782.53	\$ 748,782.53	\$ 398,782.53	\$ 498,782.53	\$ 508,782.53	\$ 518,782.53	\$ 523,782.53	\$ (276,217.47)	\$ (176,217.47)	

**The desire by management is to trade in E1A Engine when they purchase the Aerial in FY2024.

9/5/2018

RENEWAL & REPLACEMENT PROJECTIONS
Public Works Department

Veh#	Type	Year	Original Purchase Info Date Price	Estimated Replacement Cost Year	FY2017 2016/2017	FY2018 2017/2018	FY2019 2018/2019	FY2020 2019/2020	FY2021 2020/2021	FY2022 2021/2022	FY2023 2022/2023	FY2024 2023/2024	FY2025 2024/2025
					\$ 402,465.24	\$ 334,947.24	\$ 383,947.24	\$ 108,947.24	\$ 122,947.24	\$ 131,947.24	\$ 74,947.24	\$ 68,947.24	\$ 92,947.24
Annual Funding - Trucks					\$ 44,000.00	\$ 44,000.00	\$ 44,000.00	\$ 44,000.00	\$ 44,000.00	\$ 44,000.00	\$ 44,000.00	\$ 44,000.00	\$ 44,000.00
Annual Funding - Equip					\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
FACILITIES													
909	Open Boat - Pump Boat(motor R&R)	2009	9/30/2009 \$61,815.00	\$15,000.00 2019			(\$15,000.00)						
368	Ford F150 Pickup Truck	2013	3/19/2013 \$16,015.84	\$25,000.00 2025									
PARKS													
773	Dodge 1500 Pickup Truck	2003	2/5/2003 \$14,761.10	\$25,000.00 2017	(\$25,000.00)								
969	Ford F150 Pickup Truck	2011		\$25,000.00 2023							(\$25,000.00)		
189	Ford F450 Small Dump Truck	2012	10/5/2011 \$35,474.00	\$37,000.00 2030									
STREETS													
315	Dump Truck (still have?? Still usable??)	2002	1/16/2002 \$99,393.60	\$37,000.00									
757	Dodge 2500 Pickup Truck	2002	6/27/2002 \$16,521.75	\$35,000.00 2022						(\$35,000.00)			
779	Vac Truck	2005	5/11/2007 \$214,631.85	\$220,000.00 2025									(\$220,000.00)
486	Ford Grapple	2013	6/25/2013 \$109,422.00	\$15,000.00 2033									
734	Ford F250 Pickup Truck	2014	9/30/2013 \$17,389.58	\$30,000.00 2026									
878	Ford Bucket Truck	2005	1/30/2012 \$35,204.40	\$40,000.00 2021					(\$40,000.00)				
WATER MANAGEMENT COMPANY													
198	Ford Ranger Pickup Truck	2011	3/23/2011 \$14,228.29	\$25,000.00 2019			(\$25,000.00)						
420	Dodge 2500 Utility Truck	2003		\$35,000.00 2020				(\$35,000.00)					
760	Dodge 1500 Pickup Truck	2001		\$13,823.00									
244	Ford F550 Crane Truck	2003	9/20/2012 \$24,132.10	\$30,000.00 2023							(\$30,000.00)		
992	Ford F150 Pickup Truck	2014	1/14/2015 \$20,717.00	\$25,000.00 2025									(\$25,000.00)
503	Ford Utility 350 Pickup Truck(not on PW list)	2012	1/17/2012 \$36,992.64	\$40,000.00 2022						(\$40,000.00)			
ADMINISTRATION													
771	Ford Fusion Automobile	2012	2/28/2012 \$15,840.99	\$22,000.00 2022					(\$22,000.00)				
572	Ford F150 Pickup Truck	2012		\$16,956.38								(\$25,000.00)	
919	Ford F150 Pickup Truck(pd W&S)	2013	3/18/2013 \$13,574.84	\$25,000.00 2025									(\$25,000.00)
CODE ENFORCEMENT													
373	Ford Ranger Pickup Truck	2005	2/3/2005 \$12,872.00	\$25,000.00 2017	(\$25,000.00)								
SPARE													
492	Ford Ranger Pickup Truck	1999		\$25,000.00 2015									
870	Ford F150 (not on PW list)	2014	6/20/2014 \$21,414.90										
EQUIPMENT													
	Side Mower Attachment			\$61,518.00 2017	(\$61,518.00)								
	Bobcat Milling Attachment - 24" used			\$15,000.00 2016									
	Roller for Paving Jobs - 2-3 ton used			\$18,000.00 2016									
	Stump Grinder - used			\$5,000.00 2017	(\$5,000.00)								
	Shop Exhaust Fan			\$2,500.00 2016									
	Mowers - 4 active & 1 spare			\$9,000.00 2016			(\$9,000.00)			(\$9,000.00)			
	Public Works Shop Building Rebuild						(\$275,000.00)						
	Waterfronts Building Rebuild												

RENEWAL & REPLACEMENT PROJECTIONS
Public Works Department

Veh#	Type	Year	Original Purchase Info		Estimated Replacement		FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023	FY2024	FY2025
			Date	Price	Cost	Year	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025
							\$ 402,465.24	\$ 334,947.24	\$ 383,947.24	\$ 108,947.24	\$ 122,947.24	\$ 131,947.24	\$ 74,947.24	\$ 68,947.24	\$ 92,947.24
							\$ 44,000.00	\$ 44,000.00	\$ 44,000.00	\$ 44,000.00	\$ 44,000.00	\$ 44,000.00	\$ 44,000.00	\$ 44,000.00	\$ 44,000.00
							\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
							\$ 334,947.24	\$ 383,947.24	\$ 108,947.24	\$ 122,947.24	\$ 131,947.24	\$ 74,947.24	\$ 68,947.24	\$ 92,947.24	\$ (128,052.76)

9/5/2018



CRYSTAL RIVER CITY COUNCIL

Agenda Item Summary

Meeting Date: September 10, 2018

Agenda Item Number: 7D

Requested Motion: Motion to approve Ordinance No. 18-O-14 amending Chapter 15, "Traffic", by creating a Residential Neighborhood Permit Parking Zone for the Michigan Town area on First Reading and setting a public hearing for September 24, 2018.

Summary: Staff previously discussed the need to regulate parking around Hunter Springs Park due to the parking issues affecting the Michigantown neighborhood.

Currently there is a problem with the chronic non-resident parking along their streets as a result of the "spill over" from the recreators at Hunter Springs Park and the quality of life in this neighborhood is declining. One solution to this problem would be to create a no parking zone except for residents and their guests.

Attached please find Ordinance 18-O-14 that creates a "Decal-only" parking zone for a certain area around the park for your review. This type of restrictive parking is common in other cities that experience spill overs from nearby nonresidential activity areas and works alongside of existing parking requirements already established in the city's Code.

This Ordinance will serve as a temporary solution until such time as we have the complete street study done for the downtown area.

Planning Commission held their Public Hearing on September 6, 2018. Results of this meeting are being confirmed at this Septemebr 10th City Council meeting.

Staff Recommendation: Approval

Funding Information:

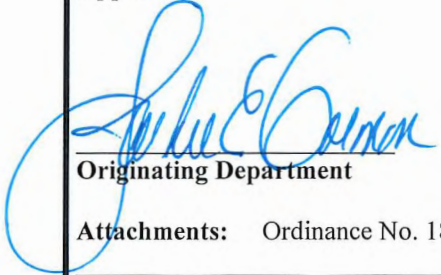
Project Cost:

Funding Source:

Amount Available:

Finance Department Approval: _____

Approvals:



Originating Department

City Manager

City Attorney (if applicable)

Attachments: Ordinance No. 18-O-14

Council Action:

Approved _____ Denied _____ Deferred _____ Other _____

ORDINANCE NO. 18-O-14

AN ORDINANCE THE CITY COUNCIL OF THE CITY OF CRYSTAL RIVER, FLORIDA; AMENDING CHAPTER 15, TRAFFIC, BY CREATING ARTICLE VII - RESIDENTIAL NEIGHBORHOOD PERMIT PARKING ZONE; PROVIDING FOR CONFLICTS; PROVIDING FOR INCLUSION IN THE CODE OF ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Crystal River is a properly formed political subdivision of the State of Florida and has broad authority for the adoption of ordinances to provide for self-governance; and

WHEREAS, the City Council acknowledges the need to enhance the quality of life in neighborhoods experiencing chronic non-resident parking along their streets that is a result of parking that "spills over" from the nearby nonresidential activity centers; and

WHEREAS, the City Council has concluded it is in the public interest to amend its ordinances to creating a "decal-only" area that will allow only residents and their guests with the proper decal on their vehicles to park along the street during the designated times.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF CRYSTAL RIVER, FLORIDA:

SECTION 1. A new Chapter 15, Article VII is hereby added to the Code of Ordinance of the City of Crystal River to read as follows:

ARTICLE VII – RESIDENTIAL NEIGHBORHOOD PERMIT PARKING ZONE

15-83 – Purpose and Intent

It is the intent of this Article to enhance the quality of life in neighborhoods experiencing chronic non-resident parking along their streets that is a result of parking that "spills over" from the nearby nonresidential activity centers.

15-84 - Definitions

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

Residential Neighborhood Permit Parking Zone is the list of streets and sections of streets designated in this chapter for restricted parking by residential neighborhood permit only at those designated times.

Single household detached dwelling means a building designed for the occupancy of one family or household. Proof of address will be required for the purpose of allowing a Residential Neighborhood Permit Parking pass.

Visitor permit is a permit to park in the Residential Neighborhood Permit Parking Zone on a temporary basis.

Section 15-85 - Applicability

It shall be unlawful to park a vehicle in any area of a residential permit parking zone unless a valid and appropriate permit is properly displayed.

The following zones are designated as residential neighborhood permit parking zones:

The *Michigan Town Neighborhood* shall apply to the following streets identified in Exhibit A.

In addition to the requirements of the Land Development Code, Chapter 6, Section 6.04.00. - Transportation, access, and parking requirements, no recreational or heavy commercial vehicles will be allowed in the designated residential neighborhood permit parking zones. This includes RV's, Boats, Boat Trailers, or Heavy Commercial Vehicles.

Parking permits and visitor permits valid for one zone shall not be valid of another zone.

Section 15-86 – Hours in effect

These zones shall be in effect 24 hours a day.

Section 15-87 – Eligibility

Each single household detached dwelling and multiple household dwelling is entitled to obtain one parking permit per motor vehicle. Each single household detached dwelling and multiple household dwelling is entitled to purchase one visitor permit for each household. Appeals for additional parking and/or visitor permits shall be made in writing, with all relevant documentation attached, to the City Manager or designee.

Section 15-86 – Fees

Fees, if any, will be reflected in the City's adopted Fee Ordinance.

Section 15-87 – Expiration of Permits

Permits will expire one year from date of issue. The date of expiration will be clearly marked on all permits. Permits issued under this Chapter shall be invalid if the permit holder moves from the residence address contained in the application for a residential neighborhood parking permit.

Section 15-88 – Information required on application

Permits will be issued only to residents of an address within the Neighborhood Permit Parking Zone. Proof of residency must be submitted upon making an application for a parking or visitor permit. In addition, proof of ownership or principal use of the motor vehicle must be submitted upon making application for a parking permit. Final determination of eligibility will be made by the City. Each application for a parking permit shall also contain the following information: applicant name and address; make, model and license tag number of

motor vehicle(s) for which an application is made, and any other information deemed relevant by the City of Crystal River.

Section 15-89 – Decal Required

Regular permits shall be visibly displayed and permanently affixed to the vehicle in the lower left corner of the rear window or other location as determined by the City of Crystal River. Visitor permits shall be visibly displayed by hanging the permit from the rearview mirror in the front windshield.

Section 15-90 – Parking Space Not Guaranteed

A residential neighborhood permit parking decal shall not guarantee or reserve the holder an on-street parking space.

Section 15-91 – Replacement of Permit

If the make, model or license tag number of a permitted vehicle changes during the year, the applicant may bring in the new information to the City to obtain a replacement sticker.

Section 15-91 – Change of residency

If residents of a property change during the calendar year, the new resident may complete a change of residency form and request application for permit.

Section 15-92 – Precedence of abandoned vehicle regulations

No part of this chapter shall conflict with existing regulations for abandoned vehicles.

Section 15-93 Special Exceptions

The City Manager shall have the authority to make a Special Exception from the Residential Neighborhood Permit Parking Regulations for a one-day period only and may be granted a temporary one-day permit with no fee.

SECTION 2. CONFLICTING ORDINANCES

All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 3. SEVERABILITY

The various parts, sections and clauses of this ordinance are hereby declared to be severable. If any part, sentence, paragraph section or clause is adjudged unconstitutional or invalid by any court of competent jurisdiction, the remainder of the ordinance shall not be affected thereby.

SECTION 4. INCLUSION IN THE CODE OF ORDINANCES

It is the intention of the City Council of Crystal River that the provisions of this Ordinance shall be codified and included in the Code of Ordinances, and any renumbering of the various sections are hereby authorized as necessary to achieve this directive.

SECTION 5. EFFECTIVE DATE

This ordinance shall become effective immediately upon adoption.

SODONE THIS ____ DAY OF _____, ____.

By: _____

Jim Farley, Mayor

Attest:

Mia Fink, City Clerk

Approved as to form and legality:

Jennifer C. Rey
Hogan Law Firm



N CITRUS AVE

NE 2nd ST

NE 1st AVE

NE 2nd AVE

NE 3rd ST

CROSTOWN TRAIL



MICHIGAN TOWN PERMIT PARKING AREA

Revision: 06SEP2018 1" = 150'

CRYSTAL RIVER CITY COUNCIL
Agenda Item Summary

Meeting Date: September 10, 2018

Agenda Item Number: 9A

Requested Motion: Motion to approve draft City of Crystal River Purchasing Policy revisions.

Summary: Staff recently attended a training offered by Department of Treasury to eligible RESTORE Act funding recipients on Post Federal Award Requirements, Procurement Standards and Sub-recipient Monitoring, and Management for Federal Awards. As an eligible sub-recipient for RESTORE Act funding through Citrus County, both the pass-through and sub-recipient entities are subject to federal sub-recipient monitoring requirements. Monitoring activities include a sub-recipient risk assessment conducted by Citrus County Office of Management Budget. Recommendations included an update to the City of Crystal River Purchasing Policy to ensure implementation of statutory changes to the Code of Federal Regulations .

Specifically, 2 CFR 200 Subpart D- Post Federal Award Requirements addresses Standards for Financial Program Management. The standards address the following areas: §200.300 Statutory and National Policy Requirements, § 200.301 Performance Measurement, § 200.302 Financial Management, § 200.303 Internal Controls, § 200.304 Bonds, § 200.305 Payments, § 200.306 Cost Sharing or Matching, § 200.307 Program Income, § 200.308 Revision of Budget and Program Plans, and § 200.309 Period of Performance.

This draft update to the Purchasing Policy is being brought before Council to ensure adherence to these statutory guidelines and minimize financial audit risk, as required. Subsequent revisions will likely be brought forth for further consideration as staff continues development of this internal document.

Staff Recommendation: Information only.

Funding Information:

Project Cost: N/A

Funding Source:

Amount Available: _____

Finance Department Approval: Michelle Kerswell

Approvals:

Michelle Kerswell

Originating Department

Don Bunnell

City Manager

City Attorney (if applicable)

Attachments: Draft City of Crystal River Purchasing Policy Manual (to be provided by Staff)

Council Action:

Approved _____ Denied _____ Deferred _____ Other _____



CITY OF CRYSTAL RIVER

PURCHASING OF GOODS AND SERVICES POLICY AND PROCEDURES

Section 1. Purpose.

- A. The purpose of this policy is to provide for a fair and equitable method of administering purchases of goods and services in order to maximize the purchasing value of public funds and to provide procedures and guidelines governing said purchases in accordance with Chapter 287 of the Florida Statutes. .
- B. Procurements of goods and services shall be based on fair and open competition, thereby reducing the appearance and opportunity for favoritism, and inspiring public confidence that contracts are awarded equitably and economically. Further, it is essential to the efficient operation of City government that procurements be made without undue delay.

Section 2. Applicability.

This Regulation applies to all purchases of supplies, services, and construction by the City of Crystal River after the effective date. In the event of a conflict between the provisions of this Regulation and any applicable state or federal law, the latter shall prevail.

Section 3. Policy.

- A. The current primary method of purchasing a product or services for the City is through a purchase order. A purchase order is intended to provide some assurance proper procedures and approvals have been obtained **prior** to placing the order for the product or service. In general, purchases are made through a purchase requisition, which is then processed into a purchase order. Certain items do not require a purchase order and are listed under the section "Procurement not Requiring Competition".
- B. All methods of procurement must be made in compliance with Federal levels per 2 CFR 200.320. The City procurement levels are defined under Section 5B.
- C. The City has adopted a procedure to simplify the purchasing process for obtaining supplies, materials, services, travel, and equipment by making available to certain employees the authority to make purchases directly through a purchasing card program. The purchasing card program is designed to improve efficiency in processing purchases from any authorized vendor that accepts the Visa credit card. See Purchasing Card Policy (*Exhibit I*)

- D. Grant funded procurements must follow the agreement with the awarding agency and the City Grant Manual in adherence to Code of Federal Regulations (2 CFR 200). See Grants Administration Manual.
- E. City employees making unauthorized purchases or participating in other violations of this policy may be subject to disciplinary action, up to and including termination.

Section 4. Responsibilities of the Finance Department.

- A. All purchases of goods and services shall be processed through the Finance Department. It is the responsibility of the Finance Director to approve **all** purchases of goods and/or services in accordance with these policies and procedures, and in a manner and method which provides for the most proficient and effective expenditure of City funds. The Finance Department is authorized to promulgate for the requisitioning of supplies and services.
- B. It is the policy of the City of Crystal River to approve authorized purchases in the most expedient manner consistent with both operational requirements and internal controls. The Finance Director will approve purchase requisitions within twenty-four (24) hours from the time requested. This approval is conditioned upon the requesting department supplying the required information.
- C. The Finance Director is responsible for the direction of the City's procurement process and operations as directed by Chapter 287 of the Florida Statutes, and other Federal, State and Local laws, statutes, ordinances, directives and policies as they apply to local government purchasing.
- D. The Finance Director recommends rules and procedures relative to the purchasing process, provides assistance and advice, as necessary, in the administration of, and compliance with, the purchasing policies and procedures.
- E. For all purchases the Finance Department shall certify that the purchase request has sufficient unencumbered funds to cover the purchase or transfer is in process for approval by the City Manager or his/her designee.

Section 5. General Purchasing Procedures.

A. Competitive Sealed Bidding.

- 1. Applicability. Except as otherwise authorized herein, all contracts for the purchase of goods or contractual services in excess of \$10,000 within a fiscal year shall be awarded by competitive sealed bid.
- 2. Invitation to Bid. For all purchases subject to competitive bidding, the Finance Department, with assistance from the affected department, shall issue an Invitation for Bids which includes specification, and all contractual terms and conditions applicable to the anticipated purchase. In the event of any conflict between the Invitation to Bids and this Regulation, the provisions of this Regulation shall prevail.

3. Addenda. After an Invitation to Bid is issued and before the bid opening, the affected department may issue one or more written addenda for the purpose of clarifying specifications or other matters to the bid.
4. Public Notice. All Invitations to Bid shall be published at least once in a newspaper of general circulation in the City a minimum of fourteen (14) days preceding the last day set for the opening of bids. The public notice shall state the place, date, and time of the bid opening; a general description of the subject matter of the bid, and where bid forms and specifications may be obtained.
5. Bid Bond. The Invitation to Bid may specify that a form of bid security, as a guarantee that all provisions of the specifications shall be met, is required. The bid bond shall provide that if the bid is: (a) rejected by the City; or (b) accepted and the bidder executes the contract and furnishes an appropriate bond, then the bid bond is void. Otherwise it remains in full force and effect. The security may be in the form of a certified check, a cashier's check, treasurer's check or bank draft of any national or state bank. If the City permits a bidder to withdraw its bid, no action shall be taken against the bidder or the bid security. If a bidder indicates that it has made a mistake that is of such magnitude that it will not be willing to perform a contract based on its bid, then the City shall not be obligated to formally accept the bid of that firm as a prerequisite to making a claim against the bid bond.
6. Bid Opening. Bids shall be opened publicly at the time and place designated in the Invitation for Bids. The amount of each bid, and such other relevant information as the purchasing agent deems appropriate, together with the name of each bidder shall be recorded and shall be available for public inspection. Bid openings shall be scheduled a minimum of fourteen (14) days after the date the Invitation for Bids is advertised.
7. Bid Acceptance and Bid Evaluation. Bids shall be unconditionally accepted without alteration or correction, except as may be authorized in this Regulation. All bids shall be held open and shall be irrevocable for the time period set forth in the Invitation for Bids. Bids shall be evaluated based on the requirements set forth in the Invitation for Bids, which may include criteria to determine acceptability such as inspection, testing, quality, workmanship, delivery, and suitability for a particular purpose. Those criteria that will affect the bid price and be considered in evaluation for award shall be objectively measurable, such as discounts, transportation costs, and total or life cycle costs. The Invitation for Bids shall set forth the evaluation criteria to be used. No criteria may be used in the bid evaluation that are not set forth in the Invitation for Bids.
8. Bid Mistakes. Mistakes discovered before the bids are opened may be modified or withdrawn by sealed written notice of the modification or withdrawal received

in the office designated in the Invitation for Bids prior to the time set for bid opening.

9. Bid Withdrawal. After bids are opened, corrections or modification to bids are not permitted, but a bidder may be permitted to withdraw an erroneous bid, prior to the bid award by City Council, if the following is established:
 - a) That the bidder acted in good faith in submitting the bid;
 - b) That in preparing the bid there was an error of such magnitude that enforcement of the bid would work severe hardship upon the bidder;
 - c) That the error was not the result of gross negligence or willful inattention on the part of the bidder;
 - d) That the error was discovered and communicated to the City within eight (8) business hours of bid opening, along with a request for permission to withdraw the bid; and
 - e) The bidder submits documentation and an explanation of how the bidding error was made.

10. Bid Award. All bids shall be awarded by City Council as soon as practical after the bids are opened. Bids shall be awarded to the lowest responsible and responsive bidder whose bid meets the requirements and criteria set forth in the Invitation for Bids. The City reserves the right to reject any and all bids and to waive minor irregularities in an otherwise valid bid. A minor irregularity is a variation from the bid invitation which does not affect the price of the bid, or give the bidder an advantage or benefit not enjoyed by other bidders, or does not adversely impact the interests of the City. In the event the lowest responsive and responsible bid for a construction project exceeds available funds as certified by the Finance Director, and such bid does not exceed such funds by more than ten percent (10%), the City Manager is authorized, when time or economic considerations preclude re-solicitation of work of a reduced scope, to negotiate an adjustment of the bid price with a low responsive bidder, in order to bring the bid within the amount of available funds. Any such negotiated adjustment shall be obtained only by eliminating independent deductive items specified in the Invitation of Bids.

11. Tie Bids. In the event two (2) or more bids are equal with respect to price, quality and service, preference will be given in the following order:
 - a) The bidder who has their principal place of business in the City of Crystal River.
 - b) The bidder who has their principal of business in Citrus County.
 - c) The bidder who has their business in the State of Florida.
 - d) Verified certification of Women/Minority-owned bidder.
 - e) Drug-free environment.

12. Notice of Intent to Award Bid. A Notice of Intent to Award Bid shall be sent to all bidders by United States mail and shall also be posted in the area of City Hall designated for public notices. The notice shall contain a statement that a failure to file a protest of the bid within the time prescribed in Section 11.A.(2) of this Regulation shall constitute a waiver of the right to protest the bid.

B. Small Purchases.

1. Applicability. Any contract not exceeding \$10,000 may be made in accordance with the small purchase procedures authorized in this section. Contract requirements shall not be artificially divided so as to constitute a small purchase under this section. Any purchase in excess of \$10,000 shall be approved by City Council.
2. Small Purchases Over \$3,000 and Not Greater Than \$10,000. For small purchases \$3,000 and over, no less than three (3) written quotations shall be obtained, if available. The award shall be made by the Department Director and City Manager to the business offering the lowest acceptable quotation. The names of the businesses submitting quotations, and the date and amount of each quotation, shall be recorded and maintained in the City's records. For items purchased on an ongoing basis, contracts shall not be automatically renewed without obtaining new quotations to determine if the price is still the lowest.
3. Small Purchases Under \$3,000 but Greater Than \$500. For purchases which are greater than \$500 but less than \$3,000, a minimum of three (3) verbal telephone or facsimile quotations shall be obtained, if available. The award shall be made by the Department Director to the business offering the lowest acceptable quotation. The names of the businesses submitting quotations, and the date and amount of each quotation, shall be recorded and maintained in the City's records.
4. Small Purchases \$500 and Under. For purchases \$500 and under, only one (1) quotation is required, provided the quotation is fair and reasonable as determined by the Department Director.

C. Sole Source Purchases.

A contract may be awarded without competition when the Finance Director, in conjunction with the Department Head, determines, in writing, after conducting a good faith review of available sources, that there is only one source for the required supply, equipment, service, or construction item. The requisitioning department shall submit to the Finance Department written justification as to why there is only one (1) source. The City Manager or his/her designee shall conduct negotiations, as appropriate, as to price, delivery, and terms. The contract must be approved by the City Manager. A record of

sole source purchases shall be maintained by the City Finance Department and shall list the vendor's name, the amount and type of each contract. For items purchased on an ongoing basis, contracts shall not be automatically renewed. The Finance Director, in conjunction with the Department Head, at the beginning of each fiscal year, shall list the vendor's name, the amount and type of each contract. For items purchased on an ongoing basis, contracts shall not be automatically renewed. The Finance Director, in conjunction with the Department Head, at the beginning of each fiscal year, shall determine whether the item is still only available from a sole source. If additional sources are discovered, then bids or quotations shall be obtained before the item is purchased. All sole source purchases of \$10,000 or more shall be approved by City Council.

D. Emergency Purchases.

Notwithstanding any other provisions of this Regulation, the City Manager or his/her designee may make, or authorize others to make emergency purchases of supplies, services, or construction items when there exists a threat to public health, welfare, or safety; provided that such emergency purchases shall be made with such competition as is practicable under the circumstances. The Department Head of the affected department shall notify the City Manager, who shall authorize the purchase of the needed item(s). The Department Head shall send a requisition to the Finance Department within twenty-four (24) hours of the notification to the Finance Department, together with a written explanation of the basis for the emergency purchase. The City Manager or his/her designee shall approve all emergency requisitions. Any emergency purchase in excess of \$10,000 must be approved by the City Council as soon as practicable after the purchase.

E. Purchases From Other Governmental Entities.

Purchases of goods from the Federal Government, any State or political subdivision thereof, or any municipality are exempt from the requirements of this Section. Any such purchases in an amount over \$10,000 must be approved by City Council.

F. Purchases of Goods From Contracts Awarded by Other Governmental Entities by Competitive Bid.

The purchase of goods under a contract awarded by another governmental entity is authorized provided the Finance Director makes determination that time and expense factors make it financially advantageous for the City to do so. In making that determination, the Finance Director shall consider the number of bids solicited by the other governmental entity and whether the City's Vendor List included entities that did not submit a bid contract awarded by another governmental entity which exceed \$10,000 must be approved by City Council.

G. Cooperative Purchasing.

The Finance Department may participate in, sponsor, conduct or administer a cooperative purchasing agreement for the procurement of any goods, services or construction with one (1) or more other governmental units. Cooperative purchasing agreements shall be authorized pursuant to an Interlocal Agreement approved by City Council and executed by all participating governmental units.

H. Competitive Negotiation for Professional Services.

1. **Applicability.** Contracts for professional services consisting of architecture, professional engineering, landscape architecture, or registered land surveying shall be competitively negotiated in accordance with the requirements of Section 287.055, Florida Statutes (the "Consultant's Competitive Negotiations Act").
2. **Public Notice and Qualification Procedures.**
 - a) The City Clerk shall publish, in a newspaper of general circulation in the City a notice on each occasion when professional services are required to be purchased for a project whose projected basic construction cost is estimated by the City to be in excess of Fifty Thousand Dollars (\$50,000), or for planning or study activities when the fee for professional services is estimated by the City to be in excess of Ten Thousand Dollars (\$10,000). The notice shall include a general description of the project and shall indicate how interested parties may apply for consideration and the closing date for receipt of proposals. Publications of statewide and national distribution may be utilized for such notices when the magnitude of the project so merits. The submission deadline shall be a minimum thirty (30) days after the date the RFP is first published.
 - b) **Addenda.** After a Request for Proposals is issued and before the submission deadline, the Finance Department, with assistance from the affected department, may issue one (1) or more written addenda for the purpose of clarifying specifications or other matters relating to the RFP.
 - c) Any firm or individual desiring to provide professional services to the City must first be certified by the City as qualified pursuant to law and the regulations of the City. The City shall make a finding that the firm or individual to be employed is fully qualified to render the required service. Among the factors to be considered are the capabilities, adequacy of personnel, past record, and experience of the firm or individual.
 - d) **Certification.** All individuals or firms desiring to be certified to provide professional services shall submit a full statement of their qualifications.

Those qualifications shall be reviewed by the "Selection Advisory Committee."

3. Selection Advisory Committee.

- a) The Selection Advisory Committee is hereby established for the purpose of evaluating firms who express interest in contracting with the City for consultant services on a project. The Selection Advisory Committee shall consist of: The City Manager or his/her designee, the Finance Director, the Public Works Director, and the Director of the affected Department. All meetings of the Selection Advisory Committee shall be open to the public and notices containing the date, time, place and purpose of all Selection Advisory committee meetings shall be conspicuously posted in City Hall. All minutes of the meetings of the Selection Advisory Committee shall be promptly recorded and such records shall be open to public inspection.
- b) For each proposed project, the Selection Advisory Committee shall evaluate current statements of qualifications and performance data on file with the City, together with those that may be submitted regarding the proposed project, and shall select no less than three (3) firms who will be requested to submit formal proposals, if possible. If no more than two (2) firms submit proposals the decision will be made by the City Manager to proceed with only two (2) based on availability of alternatives and qualifications.
- c) The Department Head shall prepare and review with the City Manager, or his/her designee, a Request for Proposals and send it to the chosen firms. The request shall include:
 - 1) A delineation of the required scope of services. The description shall be sufficient to assure that all firms have the same understanding of the requested basic services.
 - 2) A request for specific and general information on how the firm will proceed with the project.
 - 3) Specific instructions on how, when and where the proposal shall be submitted.
 - 4) A requirement that the proposal be submitted as a sealed package.
- d) After the final date for submittal, the Selection Advisory Committee shall open and review the proposals. The Committee shall evaluate each firm's qualifications based on past experience, expressed understanding of the project and proposed method of handling of the project. After evaluation, the

Committee, shall present the City Manager with a list, in order of preference, of no fewer than three (3) firms deemed to be the most highly qualified to perform the required services, unless noted above. The City Manager, after review, shall forward a similar list to the City Council. In determining whether a firm is qualified, the Committee shall consider such factors as the ability of professional personnel; past performance; willingness to meet time and budget requirements; location; recent, current, and projected workloads of the firm; whether a firm is a certified minority business enterprise; and the volume of work previously awarded to each firm by the City, with object of effecting an equitable distribution of contracts among qualified firms, provided such distribution does not violate the principle of selection of the most highly qualified firms. The Selection Advisory Committee shall not request, accept, or consider proposals for compensation to be paid under the contract.

- e) The City Council shall carefully consider the recommendation of the City Manager and shall review the qualifications of the firm and shall vote to accept or reject the ranking of the firms by the City Manager. After the ranking of the firms has been accepted by the City Council, they shall direct the Selection Advisory Committee to initiate negotiations with the number one ranked firm. If the City Council rejects the ranking order recommended by the City Manager, the City Council shall interview and rank the applicant(s).
- f) The City Manager and the Selection Advisory Committee shall negotiate a contract with the most qualified firm for professional services at compensation which the Committee determines is fair, competitive, reasonable, and for which funds are available. In making such determination, the Committee shall conduct a detailed analysis of the cost of the professional services required in addition to considering their scope and complexity. For any lump-sum or cost-plus-a-fixed-fee contract in excess of \$60,000, the firm receiving the contract shall execute a truth-in-negotiation certificate confirming that wage rates and other unit costs are accurate, complete and correct. The contract shall also contain language that the original contract price and any additions thereto will be adjusted to exclude any significant sums by which the City determines the contract price was increased due to inaccurate, incomplete, or non-current wage rates and unit costs.
- g) If the Selection Advisory Committee is unable to negotiate a satisfactory contract with the first ranked firm, negotiations with that firm shall be formally terminated and the Selection Advisory Committee shall undertake negotiations with the second ranked firm. If the Selection Advisory Committee fails to reach an agreement with the second ranked firm, negotiations with the third ranked firm shall be undertaken. If the Selection Advisory Committee is unable to negotiate a satisfactory contract with any of

the selected firms, The Selection Advisory Committee shall select additional firms in the order of their competence and qualification and continue negotiations as specified in this Regulation until an agreement is reached.

4. Council Approval. The City Manager shall submit the negotiated contract to the City Attorney for review and shall then submit the contract to City Council for approval.
5. Prohibition Against Contingent Fees. Each contract entered into by the City for professional services shall contain a prohibition against contingent fees as follows: "The architect (or registered land surveyor or professional engineer, as applicable) warrants that he/she has not employed or retained any company or person, other than a bona fide employee working solely for the architect (or registered land surveyor or professional engineer, as applicable) any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this agreement." For the breach or violation of this provision, the City shall have the right to terminate the agreement without liability and, at its discretion, to deduct from the contract price, or otherwise recover, the full amount of such fee, commission, percentage, gift, or consideration.
6. Reuse of Existing Plans. There shall be no public notice requirement or utilization of the selection process for projects in which the City is able to reuse existing plans from a prior project. However, for plans which the City intends to reuse at some future time, the public notice must contain a statement that the plans are subject to reuse in accordance with Section 287.055(11), Florida Statutes.

I. Contracting for Goods and/or Services Through Request for Proposals.

1. Applicability. Contracts for goods and/or services, which are not subject to the Consultant's Competitive Negotiation Act and for which uniform detailed specifications cannot be provided, may be obtained in accordance with this section. At the option of the City Manager, said contracts may be negotiated by utilizing the Selection Advisory Committee as specified in Section 3(a) above.
2. Addendum. After a Request for Proposal is issued and before the submission deadline, the Finance Department may issue one or more written addenda for the purpose of clarifying specifications or other matters relating to the RFP.
3. Statement of Qualifications. Persons and firms interested in providing goods and/or services to the City in response to an RFP issued pursuant to this Section may submit statements of qualification and expressions of interest in providing such goods and/or services.

4. Public Announcement and Request for Proposals. The City shall provide reasonable notice of the need for such goods and/or services through a Request for Proposals (RFP). The RFP shall describe the goods and/or services required, list the types of information and data required of each offeror, and state the relative importance of particular specifications or qualifications.
5. Discussions. The City Manager or his/her designee or the Selection Advisory Committee may conduct discussions with any offeror who has submitted a proposal to determine such offeror's qualifications for further consideration.
6. Award. Award shall be made by the City Council to the offeror determined to be best qualified based on the evaluation factors set forth in the RFP, and negotiation of compensation determined to be fair and reasonable. If compensation cannot be agreed upon with the best qualified offeror then negotiations will be formally terminated with the selected offeror. If proposals were submitted by one or more other offers determined to be qualified, negotiations may be conducted with such other offeror(s), in the order of their respective qualification ranking, and the contract may be awarded to the offeror then ranked best qualified if the amount of compensation is determined to be fair and reasonable.
7. Nothing in this Regulation shall be construed to prevent the hiring of expert witnesses and other professionals necessary to assist the City Manager or City Attorney in representing the City in litigation, but such hiring shall be subject to Council approval.

J. Cancellation of Invitation for Bids or Request for Proposals.

1. An Invitation for Bids, a Request for Proposals, or other solicitation may be cancelled, or any or all bids or proposals may be rejected in whole or in part with or without cause. The following shall be considered good cause for rejection of all bids:
 - a) All bids exceed the estimated or budgeted amount.
 - b) The specifications contain an error which causes confusion and misunderstanding among bidders.
 - c) The item(s) or service(s) are no longer needed.
 - d) Lack of adequate competition.
2. Notice of cancellation shall be sent to all businesses solicited or submitting bids.

Section 6. Purchase Order Processing Procedures.

A. Purchase Order Approval Sequence.

It is important to note that orders for goods or services cannot be placed until the Finance Director, or designee has approved a purchase order. The purchase order approval sequence outlines the steps in the process and the internal controls of segregation of duties, which requires that no one individual has approval authority over all the activities of ordering, receiving, storing, issuing materials, approve invoices and payments. Separate positions should be designated at the department level to control these activities.

1. The department identifies the need and obtains quotations, if required.
2. The department administrator enters the purchase requisition. All the information required as per these procedures must be entered in the requisition. Documentation is to be scanned and attached to the requisition for review and approval. Incomplete purchase requisitions will be returned to the departments, with an explanation in the comments section as to why it was returned.
3. Accounting Software Approval Levels on Purchase Orders are as follows:
 - a. Department Director – purchase order origination
 - b. City Manager/Assistant City Manager
 - c. Finance Director/Designee
 - d. Purchasing Section
4. The Finance Director, or designee, reviews and approves the purchase requisition. Before approval, the requisition must be in conformity with the procedures and include, as appropriate, the following:
 - a. Proper account number(s), project number, commodity and sub-commodity codes (if applicable), delivery date, vendor, quotes, comments, item description, quantity and unit cost, as applicable. All federal/state grant awards must contain a project number and the appropriate revenue/expenditure code corresponding to the State Uniform Account Codes.
 - b. The location to which the item or service will be delivered by the vendor shall be entered in the “Ship To” section of all requisitions. The “Bill To” address will also be required to be entered.
 - c. The name of the party requesting or inputting the purchase requisition should be placed in the buyer field within the requisition, This information will be listed as the buyer on the purchase order. In no case shall the requesting and approving parties be the same person.
 - d. Funds must be available in the account before approval.
 - e. All purchases approved by Council require a copy of the City Council’s approval (agenda item blue sheet) attached when requesting the purchase order.

5. After Finance approval, the department may print the purchase order and place the order with the vendor.
6. Paper copies of the purchase order will only be printed upon request by the vendor.
7. Purchases of the following items and services are exempted from the purchase order requirement and invoices may be sent directly to the Finance Department - Accounts Payable for processing:
 - a) Monthly utility bills for electricity, telephone, and garbage and water/sewer service.
 - b) Budgeted association membership renewals,
 - c) Budget subscription renewals.
 - d) Standing orders for updates or revisions of books, publications and software.
 - e) Advertising bills.
 - f) Mail carriers bills (UPS, Federal Express, Airborne Express).
 - g) Building rents and permits.
 - h) Late Fees/Refunds.
 - i) Legal Fees.
 - j) Workers Compensation/Insurance Premiums.
 - k) Agency Invoicing Bills.
 - l) Employee Incentives.
 - m) City of Crystal River previously approved payments.

B. Invoice Attest.

The primary responsibility for the validity of an invoice rests with the department. Specific responsibility should be assigned for the verification and accuracy of invoices. For contract invoices, employees assigned this responsibility should have copies of the payment terms as contained in the contract and copies of relevant contract amendments and change orders. For routine orders of consumable supplies, utility bills etc. attest should be made by an employee with personal knowledge or with documents confirming receipt of the goods.

The department's signature of approval on an invoice signifies that:

1. The goods or services covered by the invoices were delivered in proper condition or services were satisfactorily performed and in conformity with the terms and conditions of the contract between the parties. Questionable charges must be resolved before invoices are forwarded to Finance for payments.
2. Confirming copies of documents (e.g., receiving reports, waybills) were reviewed promptly upon receipt for validity of transactions, and scanned and attached to the system invoices pertaining to purchase order payments.

3. The quantities, prices and payment terms are correct as stated in the invoice and the proper accounts charged.
4. In the case of certain capital and expense purchases, the property control forms are attached and the property tags have been attached to the purchased item if required.
5. For Invoices that have a Purchase Order(s) assigned with them and only part of a shipment comes in, scan and attach a copy to the item along with the hand count and receiving report / bill of lading. When the final shipment is received then write final on invoice and purchase order and send to finance.
6. The invoice is coded to the proper account(s).
7. The payment being processed has not already been made.
8. Payments should be made only against original invoices, payments will not be made from vendor statements, invoices will need to be presented with the statement. Any alterations thereto should be questioned and, if acceptable, initialed.
9. Invoices must be properly signed by appropriate department head, or designee. This is the proof that invoice has been properly attested.
10. Supporting documents should be retained by the department in sufficient detail to verify work scopes, competitive quotes etc.
11. Record retention shall include current and previous fiscal year files, or appropriate Florida Statutes.
12. Final payment or retention release, if applicable, should not be approved until the department is satisfied that all the contractor's obligations have all been met.

C. Invoice Approval

Invoice approval should be by the Director responsible for the Department or Division budget being charged. The Director may both attest and approve an invoice.

The Finance Department recognizes that the smaller departments may not have sufficient personnel to separate effectively the attest function and the approval function or that the cost benefit (an inherent limitation of internal control) of this separation may not be justifiable.

D. Credit Memos:

Credit memos must be received from the vendor for items the City has contested. No invoices will be reduced; the only reduction to an invoice will be by authorized vendor credit memo.

A credit memo should be coded to the same account number as the original charge.

E. Signatures on Contracts:

Contracts for on-going and/or routine purchases of goods or services may be signed and executed by the relevant Department Head. All other contracts must be signed and executed by the City Clerk. The City Clerk will also sign and execute contracts approved by the City Council, unless the Mayor was specifically specified as the executor or signer.

F. Disbursement Procedures:

Normal procedures apply to five (5) day work weeks. Weeks with holidays will be handled on a case by case basis and the Finance Department will issue a memo of instruction.

Accounts payable will be processed each Thursday of each month. Invoices will be paid on a net due 30 day basis, no late fees or interest will be paid on any invoices paid within 30 days of receipt by the City of Crystal River.

G. Normal procedures.

Items for disbursement are due to Finance Accounts Payable before twelve (12:00) p.m. on Wednesday. Invoices must be properly stamped, attested and approved and must have supporting documents. Property control, fixed asset, forms (if applicable) should be part of the package, as fixed asset tags are issued through the payment process only.

Checks are issued and ready for disbursement on Friday mornings of each week of the month. Specifically this means prior to one (1:00) p.m., vendors are not to be "promised" checks at any other time or hour. The Finance department prefers that departments tell vendors that payment is by mail. However, should the vendor still wish a pickup, the proponent department will pick up the check from Finance and distribute to the vendor.

The same procedures apply to employees requiring checks for reimbursement and travel payments.

The vendor should call ahead to the department to ensure there have been no other problems (i.e. computers, power etc.) and the check is ready.

H. Year-End Process.

1. The Finance Director will establish year-end deadlines for the last day to process purchase orders, purchase order liquidation/closeout, and processing vendor payments.
2. All good/services purchased must be received no later than the final day of the fiscal year.
3. All vendor invoices must be received in a timely manner for payment by the established final year-end check run or payment will be required to come from the next year's budget.

Section 7. Vendor List and Vendor Registration.

- A. **Vendor List.** The Finance Department shall maintain a "Vendor List" of vendors who desire to receive Invitations for Bids and/or Requests for Proposals by mail. A vendor shall submit a written request on the firm's letterhead to the Purchasing Agent indicating a desire to be placed on the City's "Vendor List". City Council may establish a fee to be charged to vendors on the list to defray the cost of mailing the bid invitations and RFPs, if they so desire to cover administrative costs. Vendors are required to be on the City's "Vendor List" in order to submit bids or proposals.
- B. **Vendor Registration.** Any vendor who submits a bid or proposal must be registered with the City and must complete a "Public Entity Crimes Statement". All vendors shall also complete a vendor application form provided by the City which includes the following information:
 - 1) Location of the business.
 - 2) Type of business and the equipment, supplies or service offered.
 - 3) Names of all officers of the business and names of those persons authorized to sign bids for the firm.
 - 4) Financial information demonstrating the ability of the business to perform any contracts which may be awarded.
 - 5) Name and address of the nearest representative of the business.
 - 6) Length of time the business has existed and any references it may wish to provide.

Section 8. Removal from Vendor List and Re-registration.

Any vendor who does not respond to three (3) consecutive formal bids may be removed from the "Vendor List" and must re-register prior to being permitted to submit future bids.

- A. **General.** All specifications shall be drafted so as to promote overall economy for the purposes intended and encourage competition in satisfying the City's needs, and shall not be unduly restrictive. The policy enunciated in this Section applies to all specifications including, but not limited to, those prepared for the City by architects, engineers, designers, and draftsmen.

B. Brand Name or Equal Specification.

- 1) Use. Brand name or equal specifications may be used when the Department Head and Finance Director determine in writing that:
 - a) No other design or performance specifications or qualified products list is available;
 - b) Time does not permit the preparation of another form of purchase description, not including a brand name specification;
 - c) The nature of the product or the nature of the City's requirements makes use of a brand name or equal specification suitable; or
 - d) Use of a brand name or equal specification is in the City's best interest.
- 2) Designation of Several Brand Names. Brand name or equal specifications shall seek to designate three (3), or as many different brands as practicable, as "or equal" references and shall further state that substantially equivalent products to those designated will be considered for award.
- 3) Required Characteristics. Unless the Finance Director and the affected Department Director determine in writing that the essential characteristics of the brand names included in the specifications are commonly known in the industry or trade, brand name or equal specifications shall include a description of the particular design, functional, or performance characteristics which are required.
- 4) Nonrestrictive Use of Brand Name or Equal Specifications. Where a brand name or equal specification is used in a solicitation, the solicitation shall contain explanatory language that the use of a brand name is for the purpose of describing the standard of quality, performance and characteristics desired and is not intended to limit or restrict competition.

C. Brand Name Specification.

- 1) Use. Since use of a brand name specification is restrictive of product competition, it may be used only when the Finance Director makes a written determination that only the identified brand name item(s) will satisfy the City's needs.
- 2) Competition. The Finance Director, in conjunction with the Department Head, shall seek to identify sources from which the designated brand name item(s) can be obtained and shall solicit such sources to achieve whatever degree of price competition is practicable. If only one source can supply the requirement, the purchase shall be made in accordance with Section 5-C (Sole Source Purchases).

Section 9. Performance Bond and Insurance Requirements.

The Finance Director shall require a public construction bond for any contracts with an estimated cost in excess of \$200,000, per State Statute. In addition, he/she may require a performance bond and/or evidence of sufficient insurance for other contracts when necessary to protect the City.

Section 10. Construction Contracts and Supporting Documents.

- A. All construction contracts shall be reviewed by the City Attorney and shall be executed by the Mayor and City Clerk and by an authorized agent of the contractor.
- B. A construction project may not be divided into more than one project for the purpose of evading the requirements as set below.
- C. For routine construction projects of a general nature that have an estimated value of less than \$50,000, staff may utilize one of the contractors under the continuing services contract.
- D. For non-routine construction projects, or those requiring a specific type of construction discipline, that have an estimated value greater than \$5,000 and less than \$15,000, staff shall obtain a minimum of three written quotes from qualified contractors and award to the contractor offering their lowest price. If less than three quotes are obtained, or the lowest priced contractor is not selected for award, staff must maintain documentation as to the reason for such.
- E. Regardless of the value of the construction project, before award is made to a qualified contractor, the contractor to whom an award is being made shall 1) provide Certificates of Insurance evidencing that the contractor has the policies and limits as stipulated, 2) provide an executed Hold Harmless Agreement, and 3) provide copies of all licenses and certifications required for the type of services being provided. The contractor's licensing and/or certification credentials shall be verified through the City's Building Department and the State of Florida Department of Business and Professional Regulation.
- F. Once a determination has been made that the contractor's insurance and licenses/certifications are satisfactory and an executed Hold Harmless Agreement has been received, an award shall be made to the contractor.
- G. If the construction services are for the construction of a public building, for the prosecution and completion of a public work, or for repairs upon a public building or public work projects that are in excess of \$100,000, Payment and Performance Bonds will be required from the contractor. The contractor shall have ten (10) business days after Notice of Award to procure Payment and Performance Bonds in the amount of one hundred percent (100%) of the bid amount. The Bonds shall be in the form prescribed in Section 255.05 of the Florida Statutes. The surety company underwriting the Bonds shall be licensed to do business in the State of Florida and shall be rated by A.M. Best at A-, VI or better.

- H.** Once the contractor has procured the Bonds, the contractor shall have the Bonds recorded in the public records of Citrus County. Once recorded, the contractor shall deliver two certified copies of the Bonds, along with a receipt from the Clerk of the Circuit Court for recording of the Bonds to OMB. OMB shall verify that the surety company underwriting the Bonds has an A.M. Best rating of A-, VI or better and that the bond is in compliance with Section 255.05 of the Florida Statutes. If not, then the bonds shall be returned to the contractor with instructions to correct any deficiencies. OMB shall be the custodian of the bonds and shall distribute a copy of the bonds to Staff.
- I.** In accordance with Section 713.13(7) (g) of the Florida Statutes, for the construction of a public building, for the prosecution and completion of a public work, or for repairs upon a public building or public work projects, the County may be required to have a Notice of Commencement recorded in the public records of Citrus County before authorizing the contractor to proceed with the project. The Notice of Commencement must contain an address and legal description of the property, alternate key number, township/section/range number, and parcel identification number. Also required is a description of the improvement and information on the following if applicable: owner, contractor, surety, and loan institution; name of person(s) for notice to be sent; and the time of completion if greater than one year.
- J.** The Notice of Commencement shall be executed in accordance with the following guidelines:
1. Laying of pipes and conduit
 2. Grading and paving of streets
 3. Grading and excavating as defined
 4. Other work as defined in Section 713.04
- K.** Once the Notice of Commencement has been recorded in the public records, the County Clerk of Records shall return one (1) certified copy of the Notice of Commencement to Staff or OMB, as applicable. One certified copy shall be retained by Staff and OMB, as applicable, and copies of such shall be given to the contractor.
- L.** If the construction project requires Payment and Performance Bonds, one certified copy of the Bonds shall be attached to the Notice of Commencement before being submitted to the Board of County Commissioners for execution and recording in the public records
- M.** Once the Notice of Commencement has been recorded and distributed, Staff shall then issue a Notice to Proceed to the contractor.
- N.** If the duration of the construction project extends over several months, the contractor shall be allowed to make monthly progress payment requests for partially completed work. If this is allowed, Staff shall be permitted to withhold up to ten percent (10%) of the payment request as retainage until the construction project is fifty percent (50%)

complete, at which time retainage shall be reduced to five percent (5%) of the payment request as retainage until the construction project is. When the construction project is fifty percent (50%) complete, the contractor shall be permitted to request that one-half of the retainage held be released. Upon the satisfactory completion of the project, the remaining retainage shall be released to the contractor. All payments of retainage, partial or otherwise, shall require the approval of the Board of County Commissioners. Prior to final release of retainage, the Department of Finance shall verify that there are no outstanding liens and shall prepare an Agenda Item for the Board to approve the payment of the retainage.

- O. Insurance.** All construction contracts shall be accompanied by a certificate of insurance indicating coverage in the amounts required by the bid specifications and shall name the City of Crystal River as an additional insured, not just a certificate holder.
- P. Public Construction Bond.** Any person entering into a contract for the construction of a public building or public work, or for repairs upon a public building or public work shall, if required, before commencing work, execute, deliver to the City, and record in the Public Records of Citrus County, Florida, a public construction bond issued by a surety authorized to do business in the State of Florida.
- Q. Waiver of Bond.** The City shall waive the public construction bond requirement for projects with a total contract amount of \$200,000 or less, unless otherwise determined to be in the best interest of the City.
- R. Alternate Form of Security.** In lieu of a public construction bond, a contractor may file with the City an alternate form of security in the form of cash, a money order, a certified check, a cashier's check, an irrevocable letter of credit, or a security of a type listed in Part II of Chapter 625, Florida Statutes. Any such alternative form of security shall be for the same purpose and be subject to the same conditions as those applicable to the public construction bond. The determination of the value of an alternative form of security shall be made by the City.
- S. Change Orders.** No work outside the scope of the original contract shall be performed prior to approval of a change order by the City Council, provided, however, that City Council may delegate this authority, up to a specified amount, for contracts where Council approval of all change orders would hinder or delay work progress. This does not include contingency changes within a contract, which are approved by the Department Director and City Manager.
- T. Retainage.** For projects where no construction bond is required, the City shall hold a minimum of 5% of the contract amount until work on the project has been completed to the City's satisfaction.

1) Form. The bond shall be in substantially the following form:

PUBLIC CONSTRUCTION BOND

BY THIS BOND, We, _____, as Principal and _____ a corporation, as Surety, are bound to the CITY OF CRYSTAL RIVER, FLORIDA, herein called Owner, in the sum of \$ _____, for payment of which we bind ourselves, our heirs, personal representatives, successors, and assigns, jointly and severally.

THE CONDITION OF THIS BOND is that if Principal:

1. Performs the contract dated _____, between principal and Owner for construction of _____, the contract being made a part of this bond by reference, at the times and in the manner in the contract; and
2. Promptly makes payments to all claimants, as defined in Section 255.05(1), Florida Statutes, supplying Principal with labor, materials, or supplies, used directly or indirectly by Principal in the prosecution of the work provided for in the contract; and
3. Pays Owner all losses, damages, expenses, costs, and attorney's fees, including appellate proceedings, that Owner sustains because of a default by Principal under the contract; and
4. Performs the guarantee of all work and materials furnished under the contract for the time specified in the contract, then this bond is void; otherwise it remains in full force.

Any changes in or under the contract documents and compliance or noncompliance with any formalities connected with the contract or the changes does not affect Surety's obligation under this bond.

DATED ON _____,

(Name of Principal)

BY _____ (As Attorney in Fact)

(Name of Surety)

Section 10. Continuing Services Contract for Construction Services Construction

To facilitate expediting small construction projects, the City has entered into continuing services contracts with general contractors for various professional services including engineering, surveying, concrete work and electrical. The contractors are a pre-approved list of companies to provide professional services to the City. This affords staff the ability to match the project to the firm.

In addition, some firms offer specialists that staff believes could be helpful in the future, such as traffic engineers, stormwater specialists, CRA land use planners, and grant writers. Adding a firm to our list of continuing professional services does not obligate the City to use that company, it merely provides staff the option of doing so should it be determined they are the best match for a future project.

A continuing services contract shall be entered into with each selected contractor for with the term of three (3) years initially, with up to two (2) one (1) year extensions.

The contractors selected for a continuing services contract shall be available for use by all City Staff.

Staff shall make a good faith cost estimate as to the value of the proposed construction projects and follow the procedures outlined below, in accordance with the above threshold limits.

Section 11. Disqualification of Vendors and Bidders.

- A. **Procedure for Disqualification.** After reasonable notice to the person or firm involved and a reasonable opportunity for the person or firm to respond, the City Manager is authorized to disqualify that person or firm for cause from consideration for award of contracts. The disqualification shall be for a period of not more than three (3) years.
- B. **Grounds for Disqualification.** Grounds for disqualification include, but are not limited to:
- 1) Conviction for commission of criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract;
 - 2) Conviction under state or federal statutes for embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty which currently, seriously, and directly affects the person or firm's ability to perform work for the City;
 - 3) Conviction under state or federal antitrust statutes arising out of the submission of bids or proposals;

- 4) Deliberate failure without good cause to perform in accordance with contract specifications or within the time limit provided in a contract;
- 5) Financial irresponsibility;
- 6) Unethical conduct; or
- 7) Disciplinary action against the person or firm's professional or contractor's license.
- 8) Findings under Bid Protest that the firm acted fraudulently or in bad faith.

C. **Notice of Decision.** A copy of a decision to disqualify shall be mailed to the affected person or firm by certified mail, return receipt requested.

D. **Appeal.** Any person or firm who is disqualified may appeal the decision to the City Council, provided a Notice of Appeal is filed within thirty (30) days of the date the decision to disqualify is rendered.

Section 12. Appeals and Remedies

A. Bid Protests.

- 1) **Right to Protest.** Any person or firm who is affected adversely by the City's decision or intended decision may protest to the City Council.
- 2) **Time Limits and Form of Protest.** A protest with respect to an Invitation for Bids or Request for Proposals shall be submitted in writing to the City Clerk prior to the opening of bids or the closing date of proposals. A protest of a bid shall be filed with the City Clerk within seventy-two (72) hours (excluding Saturdays, Sundays, and legal holidays) after the posting of the bid tabulation or after receipt of the Notice of Appeal or Notice of Intent to award the contract, whichever is later. A formal written protest shall be filed within ten (10) days after the filing of the initial written Notice of Protest. The formal written protest shall state with particularity the facts and law upon which the protest is based. Failure to file a Notice of Protest or failure to file a formal written protest within the time limits prescribed herein shall constitute a waiver of the right to protest.
- 3) **Hearing.** If the subject of a protest is not resolved by mutual agreement within fourteen (14) days after receipt of a formal written protest, the matter may, at the option of the City Council, be referred to a hearing officer who shall conduct a hearing within fifteen (15) days of receipt of the formal written protest. The hearing officer shall render a recommended within thirty (30) days after the hearing. The recommended order shall be scheduled on the next Council agenda for final action. If Council so elects, the protest may be heard directly by the City Council.

- 4) Stay of Action. Upon receipt of a formal written protest which has been timely filed, the City shall stop the bid solicitation process or the contract award process until the subject of the protest is resolved either informally or by City Council action, unless the City Manager sets forth in writing particular facts and circumstances which require the continuance of the bid solicitation process or the contract award process without delay in order to avoid an immediate and serious danger to the public health, safety, or welfare.
- 5) Decision. If a protest is denied, the bidder or offeror shall have thirty (30) days to file for a writ of certiorari in Circuit Court in Citrus County, Florida.

B. Remedies for Solicitations or Awards in Violation of Law.

- 1) Prior to Bid Opening or Closing Date for receipt of Proposals. If prior to the bid opening or the closing date for receipt of proposals, the Finance Director and the affected Department Director, after consultation with the City Manager and City Attorney, determines that a solicitation is in violation of federal, state, or municipal law, then the solicitation shall be cancelled or revised to comply with applicable law.
- 2) Prior to Award. If after the bid opening or the closing date for receipt of proposals, the Finance Director and the affected Department Director, after consultation with the City Manager and City Attorney, determines that a solicitation or a proposed award of a contract is in violation of federal, state, or municipal law, then the solicitation or proposed award shall be cancelled.
- 3) After Award. If, after an award, the Finance Director and the affected Department Director, after consultation with the City Manager and City Attorney, determines that a solicitation or award of a contract was in violation of applicable law, then:
 - a) If the person or firm that awarded the contract has not acted fraudulently or in bad faith:
 - (i) The contract may be ratified and affirmed, provided it is determined that doing so is in the best interests of the City; or
 - (ii) The contract may be terminated and the person awarded the contract shall be compensated for any actual costs reasonably incurred under the contract, plus a reasonable amount for overhead, prior to the termination; or

- b) If the person or firm that awarded the contract has acted fraudulently or in bad faith, the contract may be declared null and void or voidable, if such action is in the best interests of the City.

Section 13. Standards of Conduct for City Officials and Employees.

- A. **Failure to Follow Proper Purchasing Procedures.** It shall be a violation of this section for any employee to order, contract for, or purchase any materials, supplies, or services except in strict compliance with all purchasing procedures as provided herein or as established by the Finance Department.
- B. **Solicitation or Acceptance of Gifts.** No City official or employee shall solicit or accept anything of value from any vendor or bidder, including a gift, loan, reward, promise of future employment, favor, or service, based upon any understanding that the actions of said official or employee would be influenced thereby.
- C. **Doing Business with the City.** No purchasing agent or public official acting in his/her official capacity shall either directly or indirectly purchase, rent, or lease any realty, goods, or services for the City from any business entity or which he/she or his/her spouse or child is an officer, partner, director, or proprietor or in which such official or employee or his/her spouse or child, or any combination of them, has a material interest. No City official or employee, acting in a private capacity, shall rent, lease, or sell any realty, goods, or services to the City.
- D. **Unauthorized Compensation.** No City official or employee or his/her spouse or minor child shall, at any time, accept any compensation, payment, or thing of value when that person knows, or with the exercise of reasonable care, should know, that it was given to influence action in which the official or employee was expected to participate in his/her official capacity.
- E. **Conflicting Employment or Contractual Relationship.** No City official or employee shall have or hold any employment or contractual relationship with any business entity which is doing business with the City, provided however, that this section shall not be construed to prevent any officer or employee from accepting other employment or following any pursuit which does not interfere with the full and faithful discharge of the officer or employee's duties in his/her employment with the City.
- F. **Contingent Fees.** No City official or employee shall be retained, or shall retain a person, to solicit or secure a City contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee.
- G. **Confidential Information.** No City official or employee shall disclose or use any information not available to members of the general public and gained by reason of

his/her official position for his/her personal gain or benefit or for the personal gain or benefit of any other person or business entity.

H. **Penalties.** Violation of any provision of this section may subject the officer or employee to discipline in the form of one or more of the following:

1) In the case of a City Official:

- (i) Forfeiture of office provided that if the official is found guilty of a willful violation, then forfeiture of office shall be mandatory.
- (ii) Restitution of any pecuniary benefits received because of the violation committed.

2) In the case of a City employee:

- (i) Dismissal from employment, provided that if the employee is found guilty of a willful violation, then dismissed from employment shall be mandatory.
- (ii) Suspension from employment for not more than ninety (90) days without pay.
- (iii) Demotion.
- (iv) Reduction in salary level.
- (v) Oral or written reprimands or warnings.

Any discipline imposed shall be subject to the City's personnel rules or the applicable collective bargaining agreement.

Contracts Voidable. If a violation of any of the prohibitions contained in this section occurs, then the contract involved may, at the option of the City, be declared null and void or voidable.

Section 14. Definitions.

- A. "Brand Name or Equal Specification" means a specification limited to one or more items by manufacturers' names or catalog numbers to describe the standard of quality, performance, and other salient characteristics needed to meet the City's requirements, and which provides for the submission of equivalent products.
- B. "Brand Name Specification" means a specification limited to one or more items by manufacturers' names or catalog numbers.

- C. "Business" means any corporation, partnership, individual, sole proprietorship, joint stock company, joint venture, association, or any other private legal entity.
- D. "Change Order" means a written change to a contract after the contract has been awarded.
- E. "City Official" means any City Council Member, the Mayor or any other person who is elected to fill a position with the City of Crystal River.
- F. "Confidential Information" means any information which is available to any employee only because of the employee's status as an employee of the City and is not a matter of public knowledge or available to the public on request.
- G. "Construction" means the process of building, altering, repairing, improving, or demolishing any public structure or building, or other public improvements of any kind to any public real property. It does not include the routine operation, routine repair, or routine maintenance of existing structures, buildings, or real property.
- H. "Contract" means all types of City agreements, regardless of what they may be called, for the procurement of supplies, services, or construction.
- I. "Contractor" means any person having a contract with the City.
- J. "Employee" means an individual drawing a salary or wages from the City and any non-compensated individual performing personal services for the City.
- K. "Equipment" means all property, including but not limited to, City capitalized equipment.
- L. "Firm" or "Vendor" means any corporation, partnership, individual, sole proprietorship, joint stock company, joint venture, association, or any other private legal entity.
- M. "Indirect" or "Indirect Interest" means an interest in which legal title is held by another as trustee or other representative capacity, but the equitable or beneficial interest is held by the employee or City official.
- N. "Material Interest" means direct or indirect ownership of more than five percent (5%) of the total assets or capital stock of any business entity.
- O. "Invitation for Bids" (IFB) means all documents, whether attached or incorporated by reference, utilized for soliciting sealed bids.
- P. "Request for Proposals" (RFP) means all documents, whether attached or incorporated by reference, utilized for soliciting proposals.

- Q. “Responsible Offeror” means a person or firm who has the capability in all respects to perform fully the contract requirements, and the tenacity, perseverance, experience, integrity, reliability, capacity, facilities, equipment, and credit which will assure good faith performance of the contract.
- R. “Responsive Bidder” means a person or firm who has submitted a bid which conforms in all material respects to the requirements set forth in the invitation for bids.
- S. “Selection Advisory committee” means a committee of staff who evaluates and negotiates professional service contracts for submittal to Council for approval.
- T. “Sole Source” means only one (1) available source for supply, equipment, service or construction items.
- U. “Specification” means any description of the physical or functional characteristics or of the nature of a supply, service, or construction item. It may include a description of any requirement for inspecting, testing, or preparing a supply, service, or construction item for delivery.
- V. “Supplies” means property, including but not limited to materials, printing, insurance, and leases of real property, excluding land or a permanent interest in land.

EXHIBIT 1
CREDIT CARD POLICY

PURPOSE

This policy establishes the basis for the City's credit card program. The credit card program is designed to improve efficiency in processing purchases from any authorized vendor that accepts the Visa credit cards.

The City has adopted a procedure to simplify the purchasing process for obtaining supplies, materials, services, travel, and equipment by making available to certain employees the authority to make purchases directly through a credit card program. Any purchase over \$100 will still need a purchase order.

This program will allow the cardholder to purchase approved supplies and services directly from vendors. Each credit card is issued in the name of the employee who is responsible for its use, and the "City of Crystal River" is clearly shown on the card as the governmental buyer of the supplies/services.

The card may be used to purchase non-restricted commodities in person at the vendor site, over the telephone, via fax, by mail and over the Internet.

Each cardholder has a specified credit limit.

OBJECTIVES

- To provide an efficient method of purchasing and paying for supplies/services.
- To reduce the use accounts payable edits and petty cash whenever possible.
- To ensure card purchases are in accordance with the City's Purchasing & Travel Policies.
- To reduce staff time involved in processing transactions.
- To ensure that the City bears no legal liability from inappropriate use.
- To provide for disciplinary action if the credit card is misused.

AUTHORIZATION

All requests for credit cards must be approved by the Finance Director or designee. The Finance Director is designated the Credit Card Administrator.

Employees must read and sign the Credit Card Agreement. By signing, the employee affirms that he/she has read and is familiar with the rules, regulations, and procedures as stated in the City of Crystal River purchasing and travel policies. Employees who misuse or abuse card usage will be subject to disciplinary action up to and including termination of employment.

Credit cards may be used only by the person whose name appears on the face of the card and may not be loaned to or used by any other person. The account number must not be given to any individual other than the vendor from whom the employee is making a purchase.

RESPONSIBILITIES

The following are the responsibilities of:

A. Card holder Daily:

- Hold and secure credit card
- Comply with all purchasing and travel policies
- Determine availability of budgeted funds before ordering
- Collect and save all sales receipts/invoices
- Log phone orders and request receipt
- Match receipts with monthly card statement
- Identify disputed charges
- Make sure vendor is aware of our tax exemption
- Notify the credit card administrator immediately of lost, stolen, or other cards requiring termination.

B. Card Holder Monthly:

- Review & reconcile monthly statement
- Assign and/or verify the appropriate accounting codes
- Obtain Department Director's signature to authorize payment
- Forward statements, receipts, and supporting paperwork to accounts payable at least seven working days prior to payment due date

I. Finance Director (Credit Card Administrator)

- Coordinate issuance and cancellation of cards
- Provide training to all new cardholders and periodic refresher training classes, as needed
- Participate in billing dispute resolution
- Maintain procedures and cardholder guides/manuals
- Conduct annual inventory of credit cards
- Request new credit cards submitted by Finance Director
- Coordinate program policy issues
- Coordinate and maintain internal controls

D. Accounts Payable

- Receive approved monthly statements from all cardholders
- Confirm that all charges are authorized by Department Director
- Notify Department Director when approved monthly statements are not received
- Pay all monthly charges from consolidated statements
- Process accounting data
- File and store relevant paperwork
- Administer 1099 reporting (Per 2011 IRS regulations as changed, Card holder is not responsible for reporting 1099 transactions on credit cards.)

LIMITS AND RESTRICTIONS

The credit card is for official City business only. The purchase of goods or services for the employee's personal use, the purchase of tobacco products, alcohol or obtaining a cash advance is strictly prohibited. Use of the City credit card for any of the aforementioned items could result in reprimands, up to and including termination of employment.

All items paid for with the credit card must be shipped to the City and are property of the City of Crystal River.

The Finance Director must approve all capital purchases made with the credit card.

Gasoline may only be purchased in the following two instances:

- 1) For City vehicles on City trips outside of Citrus County.
- 2) For an approved rental car on a City trip outside of Citrus County.

Food may only be purchased by departments authorized to purchase food items for authorized City events and purposes.

It is the responsibility of the user department to have adequate funding available prior to making purchases.

TRAVEL RELATED CHARGES

Expenditures for the following employee reimbursable travel expenses are allowed to be charged on the credit card:

- Road, bridge, and tunnel toll charges.
- Telephone charges
- Taxi, ferry and airport limousine/shuttle fares
- Parking charges

Purchases for conference registrations/classes, airline tickets, hotels and meals are permissible.

TAXES

Most purchases are exempt from sales tax. Cardholders should carry a tax exempt form with them or have available at time of purchase. Cardholders must assure that sales tax has not been added to the receipt or request that a credit be processed. Some Internet purchases will require the cardholder to call a customer service (contact us) number on the company's website in order not to have taxes placed on the order; it is the responsibility of the cardholder to ensure that this occurs. Cardholders using a credit card out of state may be subject to that state's tax law.

LOST OR STOLEN CARDS

If a card is lost or stolen, immediately contact 888-514-6843 **and** the Finance Director at 352-795-4216. Verbal reports of a lost or stolen card must be confirmed by e-mail to the Finance Director.

CREDITS/RETURNS

Merchandise returned must be credited to the City's account to which the transaction was charged. Cardholders are not authorized to receive a cash payment or store credit for returned merchandise. It is the responsibility of the user department to assure that credits for returned merchandise are properly applied to the monthly account statement.

DISPUTES/ERRONEOUS CHARGES

It is the responsibility of the cardholder to document and resolve disputes and erroneous charges directly with the vendor. In most cases, disputes can be resolved in this manner. If a dispute

cannot be resolved, a Statement of Disputed Item must be submitted to Visa Services no later than 60 days after the billing cycle in which the dispute first appears.

CREDIT CARD DISCIPLINE POLICY

The Credit Card Discipline Policy is a progressive step policy, and may be put into effect by a cardholder's failure to submit proper documentation to the Finance Director or Department Representative by the established deadlines, or by the misuse of card privileges by making inappropriate purchases of items or services not in compliance with this Credit Card Program policy.

First Offense: The cardholder will receive a written warning from the Finance Director.

Second Offense: Suspension of card privileges for a period of one (1) to three (3) months. The credit card is to be surrendered to the Finance Director during the suspension period.

Third Offense: Permanent revocation of card privileges.

ANNUAL CREDIT CARD INVENTORY

An annual Credit Card Inventory will be conducted by Finance Director.

RECORD KEEPING/RECEIPTS

It is the responsibility of the cardholder to obtain transaction receipts for all purchases. Sales receipts or packing slips must be obtained whether a purchase is made in person or via telephone, fax, mail, or over the Internet. It is the employee's responsibility to assure that the description on the sales receipt or packing slip is legible and clearly describes the purchase. These receipts will be used to balance the monthly statement reconciliation and be part of the documentation kept on file to substantiate the payment process.

Documentation maintained must be accurate, accessible and complete, as it not only records the transaction, but also supports the legitimate business purpose of the purchase. In addition to sales receipts and packing slips, the following are additional examples of supporting documentation:

- Copies of internal order forms
- Subscription or dues forms
- Conference registration forms
- Statement of service report from vendor performing on-site repairs
- Cash register receipts

In the event all efforts to obtain documentation of a transaction have failed, the cardholder must attach a written description of the purchase along with a signed certification that the purchase was made in accordance with City policy. Failure to provide certification may result in

disciplinary action and the employee may be required to pay the City for the undocumented expense. Three or more incidents of missing documentation may result in the cancellation of the employee's credit card.

The cardholder is responsible for submitting all documentation to the Accounts Payable Department as soon as possible after receiving monthly statement and completing final reconciliation. It is essential that the established time frames and documentation requirements be followed to insure timely payments to Visa.

CHANGES IN AUTHORIZED USERS

It is the responsibility of the user department to contact the Finance Director concerning any change to an authorized cardholder's employment status such as transfer or termination. Cards must be returned in person to the Finance Director.

EXCEPTIONS

The Finance Director or designee may authorize exceptions to this policy.

I, _____ have read this policy and understand the consequences of not following the required credit card rules and procedures. I am also aware that not following these credit card rules and procedures may result in disciplinary action.

CRYSTAL RIVER CITY COUNCIL
Agenda Item Summary

Meeting Date: September 10, 2018

Agenda Item Number: 9B

Requested Motion: Motion to approve draft City of Crystal River Grants Administration Manual.

Summary: Staff recently attended a training offered by Department of Treasury to eligible RESTORE Act funding recipients on Post Federal Award Requirements, Procurement Standards and Sub-recipient Monitoring, and Management for Federal Awards. As an eligible sub-recipient for RESTORE Act funding through Citrus County, both the pass-through and sub-recipient entities are subject to federal sub-recipient monitoring requirements. Monitoring activities include a sub-recipient risk assessment conducted by Citrus County Office of Management Budget. Recommendations included an update to the City of Crystal River Purchasing Policy to ensure implementation of statutory changes to the Code of Federal Regulations.

An additional recommendation based on the Sub-recipient Risk Assessment was to adopt a Grants Administration Manual, laying out internal processes for identification of suitable funding sources, submission of grant applications and proposals and post-award and program administration.

This draft Grants Administration Manual is being brought before Council to ensure adherence to a variety of statutory guidelines and minimize financial audit risk, as required. Additional appendices, including Grant Application Review Form and Grant Release Checklist will subsequently be completed as staff continues development of this internal document.

Staff Recommendation: Information only.

Funding Information:


Project Cost: N/A

Funding Source:

Amount Available: _____

Finance Department Approval: _____

Approvals:



Originating Department



City Manager

City Attorney (if applicable)

Attachments: Draft City of Crystal River Grants Administration Manual

Council Action:

Approved _____ Denied _____ Deferred _____ Other _____



City of Crystal River Grants Administration Manual

INTRODUCTION AND BACKGROUND

The purpose of this manual is to describe the policies and procedures of the City of Crystal River (city) associated with:

- The development of grant proposals to external public and private funding sources,
- Receipt and management of externally funded grant awards, and
- To define the roles and responsibilities of city employees pertaining to the management of external funding and compliance with prescribed grant and city requirements.

This manual is designed to assist city personnel in order to avoid duplication of effort, maximize human resources on projects that potentially interface across departmental lines, eliminate "process" questions relating to proposal development and award management, and to maintain accurate grant records for the city. It includes the procedures necessary for:

- Applying for a grant/external funding
- Accepting a grant/external funding
- Tracking the grant/external funding revenue and expenditures
- Closing out the grant/external funding

Grants defined:

Grants awarded to the city are financial assistance from an external entity to carry out a public purpose of support or stimulation. Funds can either be dispensed directly by the granting agency to the city, or in certain situations may be passed through another entity - such as the state or other governmental and non-state entities.

"Grants" can be in the form of: loan contracts, loan guarantees, cooperative agreements, joint participation agreements, contract for services, private and business contributions or interlocal agreements, as well as other types of contractual documents.

What is being agreed to?

When the city applies for and receives a grant, it agrees to administer the funding according to the granting agency's (Grantor) terms and conditions. Accounting properly for grant expenditures and providing program documentation and evaluation is critical to our success in getting and keeping city grant awards.

Who can provide assistance?

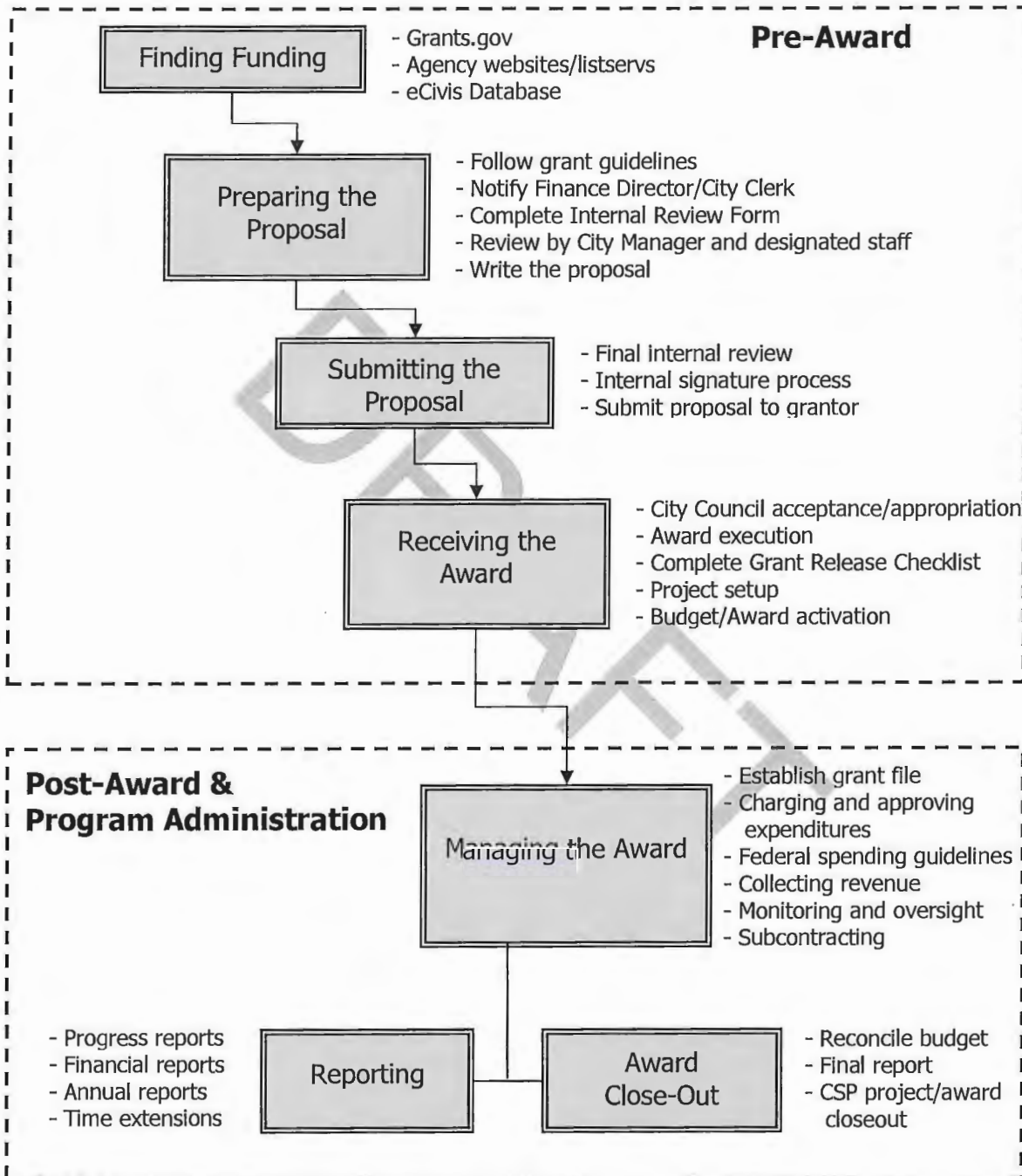
The City Manager, Finance Director and City Clerk oversee the acquisition and administration of grants executed by the city and assist city personnel in all grant-related matters.

What is your responsibility?

It is the responsibility of assigned department staff to appropriately and accurately manage the project and external funding per grantor agreements and guidelines and the policies and procedures of the City of Crystal River.



THE AWARD CYCLE





CHAPTER 1: APPLYING FOR A GRANT

Finding Funding

Grants.gov

Grants.gov is the single access point for grant programs offered by all federal grant making agencies. Grants.gov is the clearinghouse for all federal grant opportunities, and allows organizations to electronically find and apply for more than \$400 billion in federal grants and ultimately manage grant funds online through a common web site. Subscribing to Grants.gov will provide you perpetual notice of grant opportunities from federal agencies - simply visit the website and sign up for its email newsletter and email grant opportunities.

Agency Websites and Listservs

Many agencies have listservs to which interested parties can subscribe to receive the latest grant opportunities and information. Simply visit the respective agency grants office website and subscribe per instructions.

Florida Administrative Weekly

<http://faw.dos.state.fl.us/index.html>

The Florida Administrative Weekly is a weekly publication generated through the Florida Department of State to provide citizens access to proposed rules and regulations, notices of public meetings, and bid and Request for Proposal (RFP) announcements.

eCivis Grants Research Database

This database provides access to thousands of opportunities from all types of granting agencies. Contact the Mayor's Office to obtain this reference.

Internal Procedures

The City Manager and designated staff authorize the submittal of external grants on behalf the city of Crystal River. Unless otherwise noted, designated staff would include the Finance Director, City Clerk, relevant Department Director(s) that meet on a weekly basis at Department head meetings.

Grants Application and Administration

The following grant proposal process applies to all new and continuation grants:

1. All departments shall contact the City Clerk's Office when considering applying for a grant to discuss the scope of the grant, the potential impact on operations, financial considerations, and the procedures utilized by the grantor agency. Submit to the Clerk a copy of the funding agency's RFP or grant application guidelines upon your receipt of these documents.
2. Complete a Grant Application Review Form (**Appendix A**) available on the city website and submit to the City Clerk for inclusion on the next Department head meeting agenda.



3. Present your proposed grant project to the City Manager and designated staff for authorization to prepare and submit your proposed grant project to a funding agency.

In some cases, a proposal deadline may come before the next Department head meeting and department personnel should contact the City Clerk in order to have the proposal reviewed, authorized and signed outside of the regular process. At no time shall a grant proposal be submitted without first having been signed by the appropriate authority, either the City Manager or a delegated signatory (**see Grant Process, Appendix B**).

Writing the Proposal

It is the submitting department's responsibility to prepare and submit the grant proposal application, with the assistance and guidance of the City Clerk. Successful grant writing includes planning, searching for data and resources, writing and packaging a proposal, submitting a proposal to a grantor, and follow-up.

Read the guidelines for specifications about required information and how it should be arranged. Follow all guidelines as specified. Structure, attention to specifications, concise, enthusiastic and persuasive writing and a reasonable budget with justification narrative are the critical elements to be considered during the writing stage. Visit the *Grant Writing Tips & Guidance* page on the Contracts and Grants Management website (<http://www.stpete.org/budget/grantslinks.asp>) for useful tips on successful grant writing.

Grant Guidelines

Grant application guidelines identify what to include in the respective grant proposal, and therefore critical to thoroughly read and follow grant application guidelines.

Grant guidelines typically identify:

- Submission deadlines
- Grantee eligibility
- Proposal format: specifies the forms to use, page limitations, page margins, line spacing, etc.
- Agency proposal review timetable
- Budgets and budget justification narrative
- Funding goals and priorities
- Award levels
- Evaluation process and criteria
- Point(s) of contact
- Any other submission requirements

Submitting the Proposal

It is the responsibility of each respective department to ensure the grant application is internally approved and signed by an authorized representative of the city.

All applications shall be forwarded to the City Manager for signature and have the signed document returned to your department for submittal to the granting agency. It is the department's responsibility to ensure the proposal is submitted to the granting agency before the prescribed deadline.



CHAPTER 2: RECEIVING AND MANAGING THE GRANT

Types of Award Funding

Cost-Reimbursable

Cost-reimbursable grants are the most commonly received by the city. Reimbursement is requested by the city after expenditures have been paid, which means that the city subsidizes the project costs until reimbursement is made by the grantor. Therefore, it is vital that correct, allowable charges are posted to the right project and award and that reimbursement requests are submitted in a timely manner.

Advance Funding

Some awards are received by the city in advance of the project being performed, completed, or before expenditures are made. However, the reporting requirements are much the same as for cost-reimbursable grants. In addition, it is probable that any remaining, unspent funds must be returned to the grantor.

Advance funds normally require tracking interest revenues and either applying those funds to the project or returning them to the grantor. These requirements are detailed in the grant agreement. Contact the GCO for assistance in receiving advance funding and monitoring interest earnings.

Fixed Price

These are awards wherein the city is paid a set amount by the grantor to fulfill a project, and the city receives the full award amount regardless of whether all funds are expended – as long as the project successfully fulfills the stated objectives as proposed in the grant application. Requesting reimbursement of fixed price awards is the same as cost-reimbursable awards, except they do not require a detailed listing of expenditures and are normally reimbursed in fixed increments, with final payment received once all deliverables have been submitted and approved by the grantor.

Acceptance of the Award

Upon receipt of the grant award, the department prepares the council agenda materials (see city clerk's "Agenda Procedure Guide") and routes to the City Clerk's Office with a copy sent to the Legal. Legal will review the agreement and materials to ensure that they comply with applicable law and contractual requirements and internal policy. The Finance Director compares the agreement to the department's budget to determine if an appropriation is necessary, and designated staff begins inputting the award into BS&A.

After Legal has completed its review of the award agreement, the City Clerk prepares the document for signature by the city's authorized representative and returns it to the department upon subsequent acceptance by the city council. Following city council acceptance, the department forwards the agreement to the authorized representative for signature then submits to the grantor for full execution.

Upon receipt of the fully executed grant agreement, the original is sent to the City Clerk and a copy to the Finance Director (see Grant Process, **Appendix B**).

City Council Approval

The department is responsible for sending the council agenda materials to the city clerk for inclusion on the council agenda (see the city clerk's "Agenda Procedure Guide"). For those contracts that contain services subcontracted by external entities, the subcontract, when available, shall be included in the materials sent to council.



After council accepts the award, the department will send a copy of the budget (and signed resolution when necessary) to the Finance Department. Finance will record the itemized budget for the expenditure of grant funds.

After being approved by council, two or more original copies of the contract (one for the city plus the number required by the grantor) must be sent to the city's authorized representative for execution. The signed documents will be returned to the department, and the department returns the originals to the grantor for full execution. Upon receipt of the fully executed agreement from the grantor, the signed agreement is routed to the following:

- Original to city clerk for the official record
- One copy for department's files
- One copy to the Finance Director

Project Setup

It is the responsibility of the department to establish the project in BS&A; however, for those departments that do not routinely build projects the Finance Director will provide the necessary assistance to create your project.

Award Setup

Once the City Clerk receives the council approval accepting the grant award, the funds have been appropriated, and the Grant Release Checklist is completed an award will be established in Oracle. Award setup will be finalized upon receipt of a fully executed grant copy, and the award will be "baselined" in Oracle, releasing the project and award for spending. The CGO will prepare and submit to the department the Terms of Award portion of the Grant Release Checklist (see Grant Process, Appendix B).

Unless pre-spending has been authorized by the grantor, spending or encumbering eligible grant funds is prohibited until full execution of the grant agreement. Without prior approval, expenditures made before full grant execution will be ineligible for grant reimbursement and will be transferred to the department's operating budget.

The Grant Release Checklist

The Grant Release Checklist (**Appendix C**) is the form used for monitoring and notification processes throughout the life of the grant. The checklist is initially prepared by the City Clerk and then submitted to the department for completion. The City Clerk will review the award document and complete the Terms of Award portion that details those requirements vital to fulfill the administrative requirements of the grant.

The Grant Release Checklist will be used to:

- Identify the Project and Award Manager
- Assign the project and award numbers
- Identify the source(s) of cost sharing
- Establish the source of funding and the type of grant
- Identify the CFDA or CSFA number (critical for audit purposes)
- Provide appropriate grantor point of contact information
- Identify any subcontracts
- Identify key Terms of Award and deliverables required to fulfill grant administrative requirements
- Establish due-dates for grant deliverables/reports



Establish the Grant Files

Upon receipt of the award, establish a unique grant file for each grant award. At a minimum, the following documents must be contained in the grant file:

- Grant proposal/application
- Grant award letter/executed agreement
- Grant Release Checklist and Terms of Award
- All modifications to the grant award, i.e. continuations, supplements, modifications
- Council agenda items and resolution(s)
- Budget amendments/transfers
- Purchase orders and expenditure documentation
- Subcontract(s) (if applicable)
- Reimbursement requests
- All technical, progress and final reports
- Property records (and disposal records if applicable)
- All written documentation pertaining to the grant, including correspondence, emails, notes (and phone log if applicable)

Expenditures and Collecting Revenue

The grant agreement and grantor general policies establish the requirements for charging costs to the award, reporting those costs, and requesting reimbursement. The Finance Director can assist department staff with properly expensing award funds, invoicing and drawdowns, and identifying applicable expenditure backup documentation.

PTAEO Number String

The PTAEO is the critical number string used when charging expenditures to your award. Ensure the accuracy of this charge string prior to posting expenditures against the grant award. The PTAEO string consists of:

- Project
- Task
- Award
- Expenditure
- Owning organization (the unit responsible for "paying" the charge).

Eligible Costs and Assigning Project Charges

In order to be charged against a grant award, all costs must be eligible, which means they are:

- Allowable, allocable, necessary, and reasonable, and provide a direct benefit to a grant funded project.

It is vital that transactions are properly charged to the correct grant award to avoid unnecessary expenditure transfers later. Expenditure transfers on grants are audit flags that can lead to disallowable costs.



Federal Spending Guidelines

2 CFR Part 225 (formerly OMB Circular A-87)

The U. S. Office of Management and Budget (OMB) Circular A-87 was relocated to Title 2 in the Code of Federal Regulations, Subtitle A, Chapter II, part 225 (2 CFR 225) in August 2005. This policy guidance establishes principles and standards for determining costs for federal awards carried out through grants, cost reimbursement contracts, and other agreements with state, local and federally-recognized Indian tribal governments. These cost principles are applied by all federal agencies in determining costs incurred by the above governmental units under federal awards (including subcontracts).

In order to comply with 2 CFR Part 225 and federal cost accounting standards, the following principles must be considered when charging costs to projects funded with federal or federal flow-through monies (flow-through, or pass-through, monies are federal funds awarded through a non-federal entity):

Direct Costs

Direct costs are those costs that have been included in the proposal budget, and can be directly attributable to the expenses necessary to fulfill the project's objectives. Key direct costs typically allowable on awards are those that have been budgeted and thus approved via the award. These include:

- Salaries and fringe benefits of Project Manager and other technical personnel; other workforce members as allowed per guidelines
- Capital equipment
- Project related supplies and materials as allowed per guidelines
- Long distance telephone charges
- Travel costs
- Consultants/Subcontractors

Indirect Costs

Indirect costs, a.k.a. overhead costs or general and administrative (G&A) costs, are those costs that generally are shared among projects, and therefore cannot be directly attributable to a single project. These include:

- Clerical and administrative salaries and fringe benefits
- Postage (including commercial delivery services such as FedEx and DHL)
- Basic telephone service (i.e. monthly phone service)
- General purpose office supplies; e.g. copier paper, pens, ink cartridges, etc.
- Software purchased for general purposes; e.g. Microsoft Office suite
- Subscriptions and Individual memberships

Exceptions to these principles will be permitted only under the following circumstances:

Cost Accounting Standards (CAS) Exceptions

Cost accounting standards (CAS) exceptions are costs that are generally handled by the organization as indirect costs, but may be necessary and reasonable to charge to a grant award as a direct cost due to the specific nature of a project.

CAS exceptions must be:

- Specifically identified in the original grant proposal budget, or



- Prior approval from the granting agency's grants officer must be received before they are charged against a project.

The following identifies the types of costs that may be considered:

Clerical and Administrative

Individuals whose salaries are paid from a federal granting agency project must have responsibilities specifically associated with the work of the federal granting agency project. The specific association requirement may be satisfied by the following:

- Unusually high levels of administrative activity associated with unusually large and complex projects. Eligible responsibilities include coordination of financial activities for multiple projects, core units, coordinating meetings amongst project participants, special reporting needs, etc.

The clerical and administrative salaries must support a major project or activity. A major project would include large complex programs that entail assembling and managing teams from city departments and outside entities.

Postage and Commercial Carrier Charges

Direct charges for postage or commercial carrier services (e.g. DHL, FedEx) should be restricted to projects with a high demand for these items as described in the budget justification narrative.

Basic Telephone

Basic telephone charges may be direct charged to major projects/activities where it can be justified as essential. However, all toll calls are allowable as a direct cost.

General Office Supplies

Direct charging of general office supplies should be restricted to projects with an exceptionally high demand for these items as described in the budget justification narrative.

Collecting Revenue

Most grant awards are cost-reimbursable and therefore generally supported by the city until revenues are collected. Timely invoicing is critical to ensure that the city promptly receives grant revenue as expenses are incurred. Most federal and some state grant awards are electronically transferred lines-of-credit, and are "invoiced" via electronic drawdown.



CHAPTER 3: MONITORING AND OVERSIGHT

Every award has reporting requirements specified in the grant agreement. It is critical that all reports – technical and financial – are provided in a timely manner per the specified timeframe outlined in the agreement. During the life of the grant, the department shall notify the CGO and GCO of the date and type of any reports submitted to the grantor (see Grant Process, **APPENDIX B**).

Expenditure Monitoring

It is critical to the overall success of a project that grant funds are expended properly and accurately. After initial setup, grant awards should be reconciled on a monthly basis to ensure:

- Expenditures are allowable, allocable, necessary, and reasonable based on terms and conditions of the grant award
- Expenditures are adequately documented
- Award spending is commensurate with the project time frame.

Cost Transfers

Incorrectly posted charges to grant funded projects must be fixed within regulated time-constraints. Misdirected charges to federally funded projects must be transferred from the project and charged to the correct one *within 90 days* of the mistake, which is why routine account reconciliation is critical. Failure to transfer incorrectly posted charges in a timely manner will result in the possibility of the expense being disallowed for grant award reimbursement.

If you have any doubts or concerns regarding award expenditures, contact the Finance Director then the City Clerk if further assistance is necessary. The Finance Director and City Clerk will periodically review awards to ensure accuracy of expenditure transactions and compliance with applicable award regulations.

Reporting

The purpose of grant reporting is to appraise the grantor of the progress made towards fulfilling grant deliverables. The grant agreement or a grantor's guidance manual will outline the types of reports and submittal time schedules required by the grantor. These requirements will be used by the grantor as the basis for evaluation of grant award compliance. Typically, grants require financial reports, technical progress reports, annual progress reports (for multi-year awards), and a final report at grant end.

Financial Reporting

Financial reports are generally required when invoicing or drawdown occurs, and the necessary format or form to use is defined in the grant document. Depending on the award funding type, expenditure documentation may be required. Providing the appropriate expense documentation in a timely manner is essential to ensure that award revenue is collected as earned, is critical during year-end close out, and is vital for reducing the risk of adverse audit findings and the return of improperly accounted grant funds. Some grants may also have property reports that are part of the final close-out.

Technical/Progress Reports

In addition to the fiscal responsibilities associated with implementing a grant-funded project, there are also programmatic or activity-related responsibilities. Each grantor requires different levels of reporting. Technical progress reports will often be in the form of quarterly and/or annual reports (for multi-year awards). As with financial reports, some grantors may require specific forms to be used when documenting grant activity, which will be defined in the grant agreement and/or guidance manual provided by the grantor.



Final Reports

Typically, all final financial, programmatic, and other reports such as property are required to be submitted *within 90 days* after the end of the funding period. Meeting this deadline is especially crucial if the award specifically stipulates final billings received after the 90 day deadline are not acceptable and will not be paid.

Subcontracting

A subcontract is a purchase or other contractual arrangement made through a contract.

Types of Subcontracts

A vendor agreement is issued for obtaining routine commercial services, supplies, and equipment that require no special handling or prior approvals, and are issued as standard purchase orders.

A subaward is issued when part of the programmatic effort of the prime award must be performed by an external entity with special expertise or resources that the city does not possess, but are necessary to fulfill the overall objectives of the project. This type of subcontract usually requires prior approval of the grantor and is subject to subrecipient monitoring.

Subrecipient Monitoring

A subcontractor awarded via a subaward is referred to as a subrecipient. All grant requirements placed upon the city will flow-down to any subrecipient, and it is our responsibility to ensure subaward compliance with the prime grant provisions. All subawards issued under federal grants must contain language requiring subrecipients to fulfill the prime grant requirements (see Grant Process, Appendix B).

The federal regulations that describe subrecipient monitoring are general, but contain the following core elements of compliance:

- Advising subrecipients of all applicable federal laws and regulations, and all appropriate flow-down provisions from the prime agreement
- Routine receipt and review of technical performance/progress reports
- Routine review of expenses-to-budget
- Periodic on-site visits, or regular contact, if necessary
- The option to perform "audits" if necessary
- Review of A-133 audit reports filed by subrecipients and any audit findings
- Review of corrective actions cited by subrecipients in response to their audit findings
- Consideration of sanctions on subrecipients in cases of continued inability or unwillingness to have required audits or to correct non-compliant actions

All subawards for which monitoring is mandated shall be reviewed regularly throughout the year and at a minimum must include:

- Reviewing financial and performance reports submitted by the subrecipient
- Performing site visits to review records and observe operations
- Maintaining regular contact and making appropriate inquiries concerning program activities

Procurement and Suspension and Debarment

It is the responsibility of the department to ensure that any subcontractor or subawardee that will be funded through a grant award is not prohibited from receiving federal or state funds due to suspension or debarment. A person or entity debarred or suspended is excluded from federal financial and non-financial assistance and benefits under federal programs and activities. Debarment or suspension of a



participant in a program by one agency has government-wide, reciprocal effect. Contact the Purchasing Department for assistance in determining suspended or debarred contractors.

Cost Sharing/Matching

Cost sharing (a.k.a. matching) is provided either through cash, in-kind services, or via a third party commitment. On grants where cost sharing is committed, the cost share must be an eligible cost as mentioned previously – it must be allowable, allocable, necessary and reasonable, and provide a direct benefit to a grant funded project in order to be charged against a grant award. Any charge that cannot normally be applied to a grant award as a direct cost cannot be used as cost share. Source of cost share must be identified at award setup.

Program Generated Income

Some grant programs contain tasks or objectives that may result in program generated income (PGI). Typically, PGI could come from fees collected for services performed or registration fees for conferences or workshops. Such fees can also be generated through subawardees and must be accounted for in the same manner. PGI may be used for a project in several ways:

- Additive: PGI is added to funds committed to the project by the grantor and used to fulfill eligible project or program objectives.
- Cost Share: PGI is used to finance a share of the project or program.
- Deductive: PGI is deducted from the total project or program budget.

It is important that PGI be anticipated and disclosed in the grant proposal budget, which should include a plan for utilization that identifies the method of use. The plan should also include use of income collected in excess of expenditures. If PGI is not disclosed at the proposal stage, the grantor must be promptly notified that the project will generate PGI to determine how PGI is to be used.

All program income must be accounted for during the performance period of the award and be reported per the method of utilization approved by the grantor. Failure to disclose program income may require that all PGI be treated as Deductive.

Support of Salaries and Wages

Compensation for personnel services on federal grants must be based on payrolls documented through standard city policy, and salaries and wages of employees used in meeting cost sharing or matching requirements of federal awards must be supported in the same manner as those claimed as allowable costs under federal awards. The consequences of noncompliance with employee time and effort certification may be the disallowance of such charges to a federal grant program.

- Where an employee works on a single federal award, charges for their salaries and wages must be supported by periodic certification that the employee worked solely on that program for the period covered by the certification. Such certification must be prepared at least semi-annually and must be signed by the employee or supervisor *who has first-hand knowledge of the work performed by the employee.*
- Where an employee works on multiple awards (including federal and non-federal), a distribution of their salaries and wages must be supported by a personnel activity report that:
 - reflects an after-the fact distribution of the actual activity of the employee
 - accounts for total compensated activities
 - must be prepared at least monthly and coincide with one or more pay periods, and
 - must be signed by the employee or supervisor *who has first-hand knowledge of the work performed by the employee.*



Equipment and Real Property Management

Equipment purchased with grant funds shall be used exclusively for the project or program for which it was acquired during the life of the grant. Equipment records must be maintained per city policy, and the equipment must be properly maintained and safeguarded. When no longer needed for its originally authorized purpose, the Award Manager shall request disposition instructions from the grantor (Appendix D City Administrative Policy No. 040200 "Property Inventory & Fixed Asset Control").

Grant Close-Out

A grant award is considered completed when: (1) all work funded by the award is completed, or (2) the award period-of-performance ends. The Project Manager has the prime responsibility of ensuring that a continuation, supplement, or no-cost time extension is requested in a timely manner to continue the project, which is typically ***at least 45 days prior to the end of the award end-date***. If at the end of the award period-of-performance the city has not secured a continuation, supplement, or no-cost time extension, grant close-out must occur.

The grant agreement identifies the grantor's process to close-out the award, including record retention requirements. Key features of grant close-out are:

- Settlement of cash, and cost share (if applicable)
- Cancellation of outstanding purchase orders
- Ending personnel distribution
- Final property inventory, and disposition of property (if applicable)
- Consideration of program generated income
- Submission of all final technical and financial reports

The City Clerk and Finance Director will coordinate finalizing reconciling the award and closing it in the city's financial system BS&A.

Record Retention

The grant document or the grantor's guidance manual will define the period that all grant records must be retained by the city. This period is normally three years after the period-of-performance end date, and will be defined in the Terms of Award of the Grant Release Checklist.

Federal Financial Assistance Transparency Act (FFATA)

The Federal Funding Accountability and Transparency Act (FFATA) was signed on September 26, 2006. Prime Grant Recipients awarded a new Federal grant greater than or equal to \$25,000 as of October 1, 2010 are subject to FFATA sub-award reporting requirements. The prime awardee is required to file a FFATA sub-award report by the end of the month following the month in which the prime recipient awards any sub-grant greater than or equal to \$25,000. The Transparency Act requires a prime awardee to provide, for their DUNS number and the DUNS number of their sub-awardee(s), the names and total compensation of the five most highly compensated officers of a prime or sub-awardee entity if the entity in the preceding fiscal year: (1) Received 80 percent or more of its annual gross revenues in Federal awards and \$25,000,000 or more in annual gross revenues from Federal awards; and (2) the public does not have access to this information about the compensation of the senior executives of the entity through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. §§ 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. See FFATA § 2(b)(1).

Important Federal Guidelines Regarding Construction Projects

It is the responsibility of the department to ensure compliance with the following federal requirements involving construction related projects; however, the City Clerk is available for assistance with these



requirements. Departments should plan accordingly to ensure that adequate time, funding and staffing are available to carry out these additional responsibilities. These requirements shall flow-down to all subcontractors funded through a grant award.

Davis-Bacon Act

The Davis-Bacon Act of 1931 is a federal law that established the requirement for paying prevailing wages on public works projects. All federal government construction contracts, and most contracts for federally assisted construction over \$2,000, must include provisions for paying on-site workers no less than the locally prevailing wages and benefits paid on similar projects.

Uniform Relocation Assistance Act

The Uniform Relocation Assistance Act (a.k.a. Uniform Act) of 1970 is a federal law that establishes minimum standards for federally funded programs and projects that require the acquisition of real property (real estate) or displace persons from their homes, businesses, or farms. The Uniform Act's protections and assistance apply to the acquisition, rehabilitation, or demolition of real property for federally funded projects.

When conducting a program or project under the Uniform Act there are very specific legal responsibilities to affected property owners and displaced persons that must be addressed. The following must be considered prior to property acquisition:

For Real Property Acquisition

- Appraise property before negotiations.
- Invite the property owner to accompany the appraiser during the property inspection.
- Provide the owner with a written offer of just compensation and a summary of what is being acquired.
- Payment for property before possession.
- Reimburse expenses resulting from the transfer of title such as recording fees, prepaid real estate taxes, or other expenses.

For Residential Displacements

- Provide relocation advisory services to displaced tenants and owner occupants.
- Provide a minimum 90 days written Notice to Vacate prior to requiring possession.
- Reimburse residents for moving expenses.
- Provide payments for the added cost of renting or purchasing comparable replacement housing.

For Non-residential Displacements (businesses, farms, and nonprofits)

- Provide relocation advisory services.
- Provide a minimum 90 days written Notice to Vacate prior to requiring possession.
- Reimburse for moving and re-establishment expenses.



CHAPTER 4: MODIFICATIONS, EXTENSIONS, OR CANCELLATIONS TO THE BUDGET OR PROJECT SCOPE-OF-WORK

During the course of a grant's lifetime, there are times when changes are necessary to either the budget or the project scope-of-work. Most of these changes, typically called grant amendments, are allowable, but it is important to follow the procedures written in the grant agreement or in the guides provided by the grantor. These changes must be pre-approved before they are considered eligible. Contact the City Clerk for assistance when a change is necessary.

Prior Approvals

It is essential to get written confirmation from the grantor before any money is spent on items different from what was approved in the original budget. Also, project activities that deviate from those originally proposed in the grant application shall be documented and receive prior approval from the grantor before instituting these changes. Copies of any budget amendments or similar documentation affecting the grant budget shall be sent to the Clerk's Office and the Finance Department.

Most grants allow for at least one no-cost time extension to complete a project, if necessary. These requests must be documented and written approval must be received from the grantor, usually in the form of a grant amendment/modification. Copies of these extension approvals shall be forwarded to both the Clerk's Office and the Finance Department.

For those grants that have subawards for services, a subcontract extension may have to go through city council for approval. The department should contact the Legal Department for guidance on its specific subcontract(s). If council approval is necessary, the department shall send the amendment to the city clerk for council approval per the clerk's "Agenda Procedure Guide."

In the event that a grant must be terminated before the original completion date or returned to the grantor prior to project initiation, the Finance Director and City Clerk must be notified so that the grant is appropriately terminated. If the grant was required to be accepted by city council for execution, the council also must be notified of this termination.



CHAPTER 5: AUDITS

Preparation for an audit should begin at the time the award is received. There are specific requirements that must be met when managing grants, defined within the grant agreement. Questioned costs during a grantor audit can lead to the city having to pay back the amount of the questioned costs. In such an event, all disallowable costs will be transferred off of the grant award and onto a non-grant, non-federal award source.

The following internal entities must be promptly notified in the event your award or program has been selected for audit by an external granting agency:

- Finance Department
- Administration, Clerk's Office
- City Auditor

Federal Single Audit Act - OMB A-133

Federal audit and annual reporting requirements are contained in 2 CFR Part 225 (Cost Principles) and OMB Circular A-133 (Compliance and Audit Requirements). Non-federal entities that expend \$500,000 or more in a year in federal awards are required to have a single or program-specific audit conducted for that year, performed by an outside auditor. It is important that all grant activity and any changes to the grant are well documented to facilitate any audit. Audit findings made during the A-133 audit are provided to the grantor, which could prompt an audit by the granting agency.

The following activities are the fourteen types of compliance requirements considered in every audit conducted under OMB Circular A-133, and are found highlighted throughout this manual:

- 1 - Activities Allowed or Unallowed
- 2 - Allowable Costs/Cost Principles
- 3 - Cash Management
- 4 - Davis-Bacon Act
- 5 - Eligibility
- 6 - Equipment and Real Property Management
- 7 - Matching, Level of Effort, Earmarking
- 8 - Period of Availability of Federal Funds
- 9 - Procurement and Suspension and Debarment
- 10 - Program Income
- 11 - Real Property Acquisition and Relocation Assistance
- 12 - Reporting
- 13 - Subrecipient Monitoring
- 14 - Special Tests and Provisions

Florida Single Audit Act

The Florida Single Audit Act establishes uniform audit requirements for state financial assistance, and follows the same cost principles and requirements established in the Federal Single Audit Act.



CHAPTER 6: ROLES AND RESPONSIBILITIES

The following identifies the roles and responsibilities of personnel involved in the administration of externally funded awards. Grant personnel in the Administration and Finance Departments are available to answer any questions concerning grant proposal preparation, submittal, award, documentation, grant amendments, or changes.

Departments

Project Manager (Designated)

The Project Manager is the primary person responsible for programmatic activities on a project as authorized by the grant agreement. Although some tasks may be delegated, the Project Manager is the chief accountable person and bears responsibility for the overall administrative and fiscal conduct of the grant award for meeting the terms and conditions of the award and for representing the project to the granting agency.

The Project Manager is responsible for:

- Preparing the grant proposal, or assisting with its preparation, with emphasis on the technical and budgetary components.
- Modifying the project scope as needed to accommodate the granting agency.
- Modifying the project budget in line with the award budget provided by the granting agency.
- Notifying the department director about changes in project scope and budget.
- Appropriately managing the programmatic aspects of the project.
- Monitoring expenditures to ensure grant funds are spent in accordance with the approved budget, and approving all expenditures.
- Ensuring the completion, accuracy, and timeliness of technical reports to the granting agency.
- Ensuring continuation proposals, if any, are submitted on time.
- Ensuring that subcontractors have complied with the appropriate work in a timely manner and in accordance with technical, financial, and other requirements of the award.
- Adhering to the terms of the grant agreement and policies and notifying the City Clerk if changes are needed.
- Participating in grants administration training on grant management and compliance.

Award Manager (Designated)

The Award Manager is the individual who is responsible for fiscally managing the award and is the primary person who maintains the award record in the city's financial system.

The Award Manager is responsible for:

- Ensuring adherence to the terms of the grant agreement and policies and notifying appropriate staff if changes are needed.
- Monitoring the project budget and ensuring the appropriate charging of expenditures to the project grant award.
- Assisting with the resolution of over-expenditures.
- Evaluating and enacting expenditure transfer requests as needed.
- Participating in grants administration training on grant management and compliance.
- Ensuring that appropriate staff receive a copy of the letter of transmittal of any reports or correspondence with the granting agency.
- Assisting in the preparation of proposal preparation as delegated by a department director or project manager.



Administrative Staff

Administrative staff members are those persons who are typically responsible for certain delegated duties to provide assistance to Project and Award Managers. Administrative staff members are a critical element in the successful management of grant awards.

Administrative staff members are responsible for:

- Assisting in the preparation of proposal preparation as delegated by a department director or project manager.
- Assisting in the management of the programmatic and fiscal aspects of the project and grant award.
- Assisting Project and Award Managers with ensuring adherence to the terms of the grant agreement and policies.
- Assisting with monitoring the project budget and ensuring the appropriate charging of expenditures to the project grant award.
- Participating in grants administration training on grant management and compliance.

Department Directors

The department director is a manager with programmatic and fiscal responsibilities for a designated department. He or she is the individual who ensures adequate staff and infrastructure are provided for the appropriate conduct of project management duties and grant award management, and coordinates with staff members who serve as Project Manager, Award Manager, and administrative staff identified as key members on projects and grant awards.

The department director is responsible for:

- Ensuring adequate management of the programmatic and fiscal aspects of the project and grant award.
- Assigning staff to assist in monitoring the project budget.
- Ensuring staff have been trained in grant management and compliance.
- Managing general departmental-level support activities related to grants management.
- Approving any proposed programmatic and fiscal changes to the project and grant.
- Reviewing rebudgeting requests if they affect commitments by the department.
- Identifying the grant records retention requirements and ensuring that the department has a retention schedule in place to protect the integrity of the grant records and data collected during the project.
- Providing approval that:
 - The Project Manager is eligible to conduct the project and can manage the project effectively.
 - The Award Manager is capable of managing the grant award correctly and effectively.
 - Review of applications involving subcontracts, matching commitments, and other variables affecting the city's commitment to the grant are denoted.
 - Facilitating proposal preparation in a timely manner in order to meet city and granting agency submittal deadlines.
 - The budget is adequate relative to the project scope, and its justification is appropriate.
 - Committed cost sharing through contributed effort is appropriate, or that cost sharing dollars are available and documented.



Administration

City Clerk

The City Clerk is the primary person responsible for providing city-wide coordination and monitoring of contracts and grants. This individual is responsible for ensuring that the city's grants management and compliance program is current and effectively fulfills the compliance requirements of the city's administrative policies and external granting agencies.

The City Clerk is responsible for:

- Assisting staff with proposal preparation as it concerns adhering to grant guidelines, policies, and deadlines.
- Coordinating the grant related agenda items for City Council meetings.
- Providing assistance in preparing an itemized budget and justification.
- Assisting in the modification of the project budget in line with the award budget provided by the granting agency.
- Providing guidance in the pursuit of grant award changes as needed, and assisting in securing prior approval from the grantor for modifications to the award budget and requests for no-cost time extensions.
- Receiving a copy of the grant award and maintaining grant file.
- Assisting in monitoring the project budget.
- Developing and conducting grants administration training on grant management and compliance.

Finance

Finance Director

The Finance Director is the primary person in charge of and accountable for fiscal activities on externally awarded grants. This individual is responsible for supervising and participating in highly technical and complex accounting and financial management operations for externally funded awards and monitoring compliance with grantor requirements.

The Finance Director is responsible for:

- Ensuring proper financial management of projects and grant awards in compliance with grant program regulations.
- Participating with personnel engaged in specialized fiscal and grant regulation compliance operations.
- Coordinating and assisting in developing program budgets and required financial reporting.
- Performing the required pre-audit function for encumbrances and expenditures related to various grant programs.
- Assisting in the modification of the project budget in line with the award budget provided by the granting agency.
- Receiving a copy of the grant award and maintaining grant files.
- Develop and conduct grants administration training on fiscal grant management and compliance, as necessary.

Legal

The Legal Department provides counsel to the City Council, all City Departments, and City Boards and Commissions. The department also assists staff with writing ordinances and council resolutions, reviews and prepares grant agreements for signature by authorized representatives, and prepares and negotiates contracts, settlements, and other documents pertinent to grant awards.



City Manager

City Manager and Assistant City Manager are those individuals who are authorized to enter into agreements for the city, and who will enforce policies and procedures and thusly provide organizational oversight and accountability as related to grant compliance.

Internal Audit

The Finance Department performs operational, financial, systems, and compliance audits along with performing other special projects. The department is responsible for assuring that transactions are executed in accordance with laws and regulations and makes recommendations to increase the efficiency and effectiveness of city operations.

Internal Audit is responsible for:

- Coordinating on-site monitoring visits by the granting agency.
- Coordinating grantor audits of programs or projects.
- Coordinating annual federal and state Single Audit Act audits by the city's contracted external auditors.

CRYSTAL RIVER CITY COUNCIL

Agenda Item Summary

Meeting Date: September 10, 2018

Agenda Item Number: 9C

Information Only: Update regarding Cross Connection Control and F.O.G. (Fats, Oils, Grease) Ordinance Workshop

Summary: The City held a Public Workshop September 6, 2018 on options to modify/add changes to Ordinances related to backflow prevention and grease/oil controls in the water distribution and wastewater collection systems. The Workshop is to educate/clarify and take feedback of the improvements options in the public water and wastewater systems.

The water distribution aspect is part of an overall project to reduce water loss, improve security of the water system, improve reliability and improve water usage metering.

The discussion on the amount of oils and greases entering the wastewater system is currently problematic for reliability of the collection system and overall treatment of wastewater. It is a problem caused by dumping of oils and greases without systems to remove them prior to leaving the property, this is primarily commercial operations. This Workshop is to explain the problem, discuss possible solutions and hear concerns related to this from the public. There is also a public educational aspect to discuss related to not dump greases and oils directly down the drain.

This Agenda Item was written prior to the workshop, and staff will give a verbal update of the meeting.

Staff Recommendation: NA

Funding Information:

Project Cost: _____

Funding Source: _____

Amount Available: _____

Finance Department Approval: _____

Approvals:



Originating Department

City Manager

City Attorney (if applicable)

Attachments:

Council Action:

Approved _____ Denied _____ Deferred _____ Other _____