



**Town of Cutler Bay
Budget Hearing Agenda**

Wednesday, September 28, 2022

6:00 PM

Town Hall

10720 Caribbean Blvd

Cutler Bay, FL 33189

Council Chambers

MAYOR AND COUNCIL MEMBERS

Mayor Tim Meerbott

Vice Mayor Michael P. Callahan

Council Member Robert "BJ" Duncan

Council Member Suzy Lord

Council Member Roger Coriat

CHARTER OFFICIALS

Town Manager Rafael G. Casals, ICMA-CM, CFM

Town Clerk Mauricio Melinu

Town Attorney Mitchell Bierman

Town Attorney Chad Friedman

Decorum Policy

No individuals shall make slanderous or unduly repetitive remarks or engage in any other form of behavior that disrupts or impedes the orderly conduct of the meeting, as determined by the Presiding Officer. No clapping, applauding, heckling or verbal outbursts in support or opposition to a speaker or his or her remarks shall be permitted.

Individuals addressing the Town Council must first be recognized by the Presiding Officer and must do so utilizing the designated podium in the Council Chambers. No more than one person may address the Council at a time unless specifically permitted by the Presiding Officer. Comments are to be made to the Town Council and not to the audience. Persons exiting the Council Chambers shall do so quietly. Any individuals determined to have violated the Rules of Decorum, as determined by the Presiding Officer, may be required to leave the Council Chambers.

Notice To All Lobbyists

Any person who receives compensation, remuneration or expenses for conducting lobbying activities is required to register as a Lobbyist with the Town Clerk prior to engaging in lobbying activities before the Town Council pursuant to Sec. 2-236, Town Code and Sec. 7.6, Town Charter.

To Watch or Listen to the Public Meeting Virtually:

The meeting is accessible to the public live via web link:
https://virtualmeetings.cutlerbay-fl.gov/LPA_RTCand2ndBudgetHearing
Enter the Meeting ID: 858 5303 7470

You may listen to the meeting via telephone by dialing 786-573-5529. See the instructions below for additional information.

**Public Comments will be accepted in advance of the meeting
and during the live meeting by the following means:**

BY STATING YOUR NAME, ADDRESS, AND AGENDA NUMBER

**EMAIL THE PUBLIC COMMENT TO TownClerk@cutlerbay-fl.gov
PRIOR TO 5 PM TUESDAY, SEPTEMBER 27, 2022 AND LIMIT IT TO 400 WORDS**

**CALL 786-573-5529 AND LEAVE A MESSAGE, UP TO 3 MINUTES IN LENGTH,
PRIOR TO 5 PM ON TUESDAY, SEPTEMBER 27, 2022.**

If you wish to register in advance and receive a meeting reminder or to make a Public Comment, please do so prior to 6 PM, Wednesday, September 28, 2022 at
https://virtualmeetings.cutlerbay-fl.gov/RegisterLPA_RTCand2ndBudgetHearing

To Participate in Telephone Public Comments During The Live Meeting:

You will automatically be muted and will hear a recorded message advising how many participants are in the meeting and that if you wish to speak, you should press *9 and the host will be alerted. Pressing *9 is known as "raising your hand." Once you press *9, you will be placed in a queue to speak and will be called upon by your name or the last three digits of your telephone number. Please wait to be called upon.

Before delivering your comments, please provide: Your Name, Address, if you are a hired Consultant of Town Employee, and/or if you are engaged in Lobbying Activities and/or representing an organization.

Please be sure to be in a quiet area to avoid unnecessary noise.

A time limit of three minutes may be imposed for each speaker during public comment.

Your cooperation is appreciated in observing the time limit.

1. CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE, & MOMENT OF SILENCE

2. PUBLIC COMMENTS

Any person who wishes to comment on an agenda item which is not under public hearings may be heard at this time and must sign up in advance. Please limit your comments to three (3) minutes or less, as directed by the Presiding Officer. Comments made by members of the public are important to the Town Council. If appropriate, items may be referred to town staff for review and resolution. Speakers will address the Town Council with respect. Inappropriate language will not be tolerated.

3. TOWN COUNCIL ANNOUNCEMENTS, BOARD & COMMITTEE REPORTS

4. REPORTS

4.a. Town Manager Report

4.b. Town Attorney Report

4.c. Town Clerk Report

5. CONSENT AGENDA

Any items shall be removed from the Consent Agenda for discussion or separate vote if requested or “pulled” by a Council Member or the Town Manager.

6. QUASI-JUDICIAL HEARINGS (PUBLIC HEARING REQUIRED)

(These hearings are scheduled to begin being heard not later than 7:00 P.M.)

All persons addressing the Town Council shall be sworn-in prior to giving testimony and may be subject to cross examination. All persons addressing the Town Council shall state their name and address for the record.

Each party will be limited to a presentation of 20 minutes. This time limitation may be extended by the chair of the meeting.

7. PUBLIC COMMENTS

Any person who wishes to comment on an agenda item which is not under public hearings may be heard at this time and must sign up in advance. Please limit your comments to three (3) minutes or less, as directed by the Presiding Officer. Comments made by members of the public are important to the Town Council. If appropriate, items may be referred to town staff for review and resolution. Speakers will address the Town Council with respect. Inappropriate language will not be tolerated.

8. ORDINANCES FOR FIRST READING (NO PUBLIC HEARING REQUIRED)

9. ORDINANCES FOR FIRST READING (PUBLIC HEARING REQUIRED)

10. ORDINANCES FOR SECOND READING (PUBLIC HEARING REQUIRED)

11. RESOLUTIONS

11.a. Final Millage Rate-Second Budget Hearing FY22-23

A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, ADOPTING THE FINAL MILLAGE RATE OF THE TOWN OF CUTLER BAY FOR THE FISCAL YEAR COMMENCING OCTOBER 1, 2022 THROUGH SEPTEMBER 30, 2023 PURSUANT TO SECTION 200.065, FLORIDA STATUTES; AND PROVIDING FOR AN EFFECTIVE DATE.

11.b. Final Budget-Second Budget Hearing FY22-23

A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, ADOPTING THE FINAL OPERATING AND CAPITAL OUTLAY BUDGET FOR THE FISCAL YEAR COMMENCING OCTOBER 1, 2022, THROUGH SEPTEMBER 30, 2023, PURSUANT TO SECTION 200.065, FLORIDA STATUTES; AUTHORIZING THE TOWN MANAGER TO MAKE EXPENDITURES CONSISTENT THEREWITH AND AUTHORIZING THE TOWN MANAGER TO MAKE CERTAIN BUDGET AMENDMENTS WITHIN A DEPARTMENT PROVIDED THAT THE TOTAL OF THE APPROPRIATIONS IS NOT CHANGED; AND PROVIDING FOR AN EFFECTIVE DATE.

12. ADJOURNMENT

Pursuant to Florida Statutes 286.0105, the town hereby advises the public that if a person decides to appeal any decision made by the council with respect to any matter considered at its meeting or hearing, he or she will need a record of the proceedings, and that for such purpose, the affected person may need to ensure that verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is to be based. This notice does not constitute consent by the town for the introduction or admission of otherwise inadmissible or irrelevant evidence, nor does it authorize challenges or appeals not otherwise allowed by law.

This meeting is open to the public. In accordance with the Americans with Disabilities Act of 1990, persons needing special accommodation or a sign language interpreter to participate in this proceeding should contact the Town Clerk at (305) 234-4262 for assistance no later than four days prior to the meeting. Hearing Assistance Devices are available with the Town Clerk.

Wireless connection GUEST@TOWNOFCUTLERBAY is now available in the Town Council Chambers. Once connected, you will be redirected to the new splash page where you must read the Terms of Service and click "I Accept Connect Me Now." Please make note there is a maximum of two (2) hours before you are automatically disconnected from the Wi-Fi and must reconnect.

We, the Town Council of Cutler Bay, hereby recommit ourselves to maintain civility in our public and political discourse and we hereby pledge our commitment to the following principles:

We will respect the right of all citizens in our community to hold different opinions;
We will avoid rhetoric intended to humiliate or question the wisdom of those whose opinions are different from ours;
We will strive to understand differing perspectives;
We will choose our words carefully;
We will speak truthfully without accusation and we will avoid distortion; and
We will speak out against violence, prejudice and incivility of their forms, whenever and wherever they occur.



OFFICE OF THE TOWN MANAGER

Rafael G. Casals, ICMA-CM, CFM

Town Manager

Memorandum

To: Honorable Mayor and Town Council

From: Rafael G. Casals, ICMA-CM, CFM, Town Manager

Date: September 28, 2022

Re: Fiscal Year 2022-23 Tentative Millage Rate for Final Adoption
(Second Advertised Budget Hearing)

REQUEST

A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, ADOPTING THE FINAL MILLAGE RATE OF THE TOWN OF CUTLER BAY FOR THE FISCAL YEAR COMMENCING OCTOBER 1, 2022 THROUGH SEPTEMBER 30, 2023 PURSUANT TO SECTION 200.065, FLORIDA STATUTES; AND PROVIDING FOR AN EFFECTIVE DATE.

BACKGROUND AND ANALYSIS

Please find attached the tentative Fiscal Year 2022-23 budget for final adoption, which includes the changes to both revenues, expenditures, and items discussed during the First Public Hearing on September 14, 2022, and which incorporates the Town Council changes during the three (3) scheduled Town Council Budget Workshops held July 20, 2022, July 27, 2022, and September 1, 2022. The tentative budget was developed using a millage rate of 2.8332 mills as approved by the Town Council during the First Public Hearing on September 14, 2022, via Resolution No. 22-65. This rate is 12.55% greater than the rolled-back rate of 2.5173 mills. Pursuant to State TRIM requirements, the Town advertised a Budget Summary and Notice of Proposed Tax Increase in *The Miami Herald* Local Section on Sunday, September 25, 2022. The tentative millage rate does not prevent the Town Council from adopting a lower rate during our advertised Second Budget Hearing.

Based on the July 1, 2022, certification received from the Property Appraiser, the taxable value of property within the Town's boundaries increased 11.85% since last year's certification. While this increase is an average Town-wide increase, it should be noted that homesteaded properties are protected from large increases by the Save Our Home caps reflected in State law.

The "rolled-back" millage rate is defined as the millage rate necessary to raise the same amount of ad valorem tax revenue as the previous Fiscal Year, excluding taxes from new construction. The "rolled-back" millage rate will not result in an increase of municipal taxes to the Town's property owners.





OFFICE OF THE TOWN MANAGER

Rafael G. Casals, ICMA-CM, CFM

Town Manager

In late fiscal year 2020, the Town Council gave Staff authorization to move forward with a “Fund Balance Replenishment Plan” (the “Plan”), developed in coordination with Lourdes Abadin of Estrada Hinojosa (the “Financial Advisor”), to help the Town stabilize and begin to re-strengthen its fund balance reserves which had begun to deteriorate significantly in recent years due primarily to operating deficits, impacts from COVID-19, and the undertaking of substantial capital projects which have been funded to date in large part by the General Fund’s fund balance.

This Plan was implemented over fiscal years 2021 and 2022, and resulted in the Town’s General Fund’s fund balance increasing from \$13.7 million at September 30, 2020 to \$19.4 million at September 30, 2021 (of which \$18.8 million was classified as “unassigned” and available for appropriation by the Town Council for any legal purpose).

As we approach an upcoming General Obligation bond offering, it is more important than ever for the Town to maintain its renewed financial strength and not revert to using reserves to fund the operating budget. This will ensure that the Town can get and maintain a solid bond rating which will result in lower interest costs to the Town.

General Fund:

The attached General Fund budget has been prepared using the current 2.8332 mill rate and it generates a budget surplus of \$173,197. For the most part, the attached General Fund budget maintains the levels of service comparable to the recent past. The Community Development Department reflects a full-time Building Inspector (a Building Official and a night/weekend Code Officer were budgeted last year and carry forward to this year’s budget). These three department positions were filled during fiscal year 2022. The Parks Department reflects a full-time night/weekend Recreation Supervisor, a position created in fiscal year 2022 by conversion of a part-time staff to full-time. No other changes to Town or Police staffing levels are anticipated. Other significant changes in the General Fund departmental budgets are discussed in the attached “Attachment A – Second Budget Hearing – Executive Summary”.

As noted above, it is important that the Town Council adopt a millage rate that is sufficient to provide revenues to cover budgeted General Fund expenditures and which avoids generating deficits that draw down fund balance further.





OFFICE OF THE TOWN MANAGER

Rafael G. Casals, ICMA-CM, CFM

Town Manager

Other Funds:

The FY 2022-23 budget also includes various special revenue funds, a capital projects fund and a stormwater utility fund. These funds are used to account for planned projects using revenues from special/restricted sources, such as grants, including ARPA funds, impact fees, and PTP funds. Below is a “brief” summary of the planned projects for FY 2022-23:

Special Revenue Fund projects:

- Park programs – funded by The Children’s Trust and the Department of Juvenile Justice
- Transit – continuation of the Town circulator bus (PTP funds) as well as the Go Connect/On Demand service (FDOT grant and PTP funds)
- Transportation:
 - Continuation of the roadway resurfacing program (PTP funds)
 - Traffic calming projects (PTP funds)
 - Continuation of the Franjo Road JPA roadway project (County JPA and PTP funds)
 - Construction of a roundabout on S.W. 200 St & S.W. 103 Ave (FDOT grant and PTP funds)
- Sidewalks – continuation of the town-wide sidewalk repair/replacement program (gas taxes and ARPA funds) as well as construction of a sidewalk around, and a pad on, Lincoln City Park (Road Impact Fees and PTP funds)
- Park Lighting – LED lighting updates to various Town parks (ARPA funds)

Capital Projects-Parks project:

- Playground ground surfacing improvements at various Town parks (ARPA funds)

Stormwater Utility Fund:

- Continuation of the current level of service for maintenance of the stormwater system
- Completion of the Stormwater Master Plan update (ARPA funds)
- Design and/or construction of various drainage improvement projects:
 - Caribbean Blvd/SW 87 Ave to S.W. 184 St (FDOT grant and PTP funds)
 - Marlin Road Complete Streets (State Appropriation and FDOT TAP grant)
 - Lakes by the Bay area ARPA projects
 - Bel-Aire area ARPA projects
 - Saga Bay area ARPA projects
 - Cutler Ridge Pines ARPA project
 - S.W. 207 St & S.W. 85 Ave ARPA project
 - Completion of Saga Bay 1.7 project (FDEP grant and PTP funds)
 - Saga Bay 1.5 project (State Appropriation and PTP funds)
 - Whispering Pines Swale improvement project (PTP funds)
 - Canal Bank Stabilization project (ARPA funds)
 - S.W. 82 Ave Drainage project (FDOT grant and PTP funds)





OFFICE OF THE TOWN MANAGER

Rafael G. Casals, ICMA-CM, CFM

Town Manager

The attached Second Budget Hearing Executive Summary (*Attachment "A"*) and the Tentative Budget Fiscal Year 2022-23 Fund Summaries and Department Expenditures Report (*Attachment "B"*) reflect changes to our projected revenues/expenditures based on items discussed during the First Budget Hearing on September 14, 2022, as well as during the three (3) Budget Workshops (July 20, 2022, July 27, 2022, and September 1, 2022).

The attached Executive Summary provides a concise narrative of the significant changes made to the budget drafts based on Town Council discussions during the First Budget Hearing and the Budget Workshops.

The Fund Summaries and Department Expenditures Report provides detailed information by revenue source and expenditures by Department.

Detailed Revenue and Expenditure Worksheets provide the Town Council with the following comparative information:

- Actual Fiscal Year 2020-21
- Adopted Fiscal Year 2021-22
- Actual Projection Fiscal Year 2021-22
- Tentative Fiscal Year 2022-23 (based on Millage Rate at 2.8332 for the General Fund)
- Net Change:
 - July 27, 2022 Workshop (Proposed FY 2022-23) compared to Adopted FY 2021-22
 - September 1, 2022 Workshop (Proposed FY 2022-23) compared to July 27, 2022 Workshop (Proposed FY 2022-23)
 - ***NOTE – there were no changes from First Budget Hearing (September 14, 2022) to the Second Budget Hearing (September 28, 2022) and no column is presented.***

Additionally, please find attached the Fund Balance Ordinance Certification (*Attachment "C"*) and the Fiscal Year 2022-23 Tentative Millage Cost of Departments General Fund (*Attachment "D"*) as stated in Section (A) (11) of the Town Charter's Citizens' Bill of Rights.

ATTACHMENTS:

- Attachment "A" – Second Budget Hearing Executive Summary
- Attachment "B" – Tentative Budget FY 2022-23 Fund Summaries and Department Expenditures Report
- Attachment "C" – Fund Balance Ordinance Certification
- Attachment "D" – FY 2022-23 Tentative Millage Cost of Departments General Fund





Executive Summary

Proposed FY 2022-23 Significant Budget Expenditure – Changes Per Department

September 28, 2022 Second Hearing Versus September 14, 2022 First Hearing

Mayor and Town Council (Page 3):

- Other Current Charges and Obligations reflects transfer of budgeted Council Committee Funds to Economic Development Council (\$10,000).

September 14, 2022 First Hearing Versus September 1, 2022 Workshop

- No Significant Changes.

September 1, 2022 Workshop Versus July 27, 2022 Workshop

Mayor and Town Council (Page 3):

- No Significant Changes.

Town Clerk (Page 4):

- Other Contractual Services **decreased** \$60,000 as a result of elimination of election runoff costs.

General Government (Page 5):

- **Increase** in Professional Services (\$10,000 **increase**) reflects provision for completion of the S.A.R. report (\$27,000 **increase**), offset by decreases in communications consultant services (\$15,000 **decrease**) and in financial advisor services (\$2,000 **decrease**).



- **Increase** in insurance (\$36,500) reflects actual renewal premiums for business insurance. Increase reflects more insured property and risks, as well as increased rates.
- The **decrease** in dues, subscriptions and memberships (\$6,000 **decrease**) reflects reductions to staff training (\$5,000 **decrease**) and continuing education conferences (\$1,000 **decrease**).

Finance (Page 8):

- The **decrease** in Accounting and Auditing (\$3,025) reflects lower negotiated rates for audit services.

Town Attorney (Page 9):

- No Significant Changes.

Community Development (Page 10):

- The \$10,000 **decrease** in Professional Services reflects a reduction in the planned use of planning consultant services.
- The \$6,000 **decrease** in Other Contractual Services reflects a reduction in property abatement services (\$3,000 **decrease**), potential unsafe structure services (\$2,000 **decrease**) and document recording services (\$1,000 **decrease**).

Public Works (Page 12):

- The \$14,500 **decrease** in Professional Services reflects reduction in right-of-way permitting services (\$5,000 **decrease**) and in general engineering services (\$9,500 **decrease**).
- The \$1,500 **increase** in Other Contractual Services reflects the addition of holiday lighting (\$8,500 **increase**) offset by a reduction in town-wide median beautification projects (\$7,000 **decrease**).

Police Services (Page 14):

- No Significant Changes.



Parks and Recreation (Page 15):

- The \$14,688 **increase** in salaries and benefits reflects changes to the hourly rates for part-time staff.

Stormwater Utility Fund (Page 22):

- The \$665,000 **increase** in Professional Services results primarily from the design costs for the Marlin Road project (\$795,000, all grant funded), offset by **decreases** in design services for repetitive loss areas (\$90,000) and for the Caribbean Blvd/S.W. 87 Ave to S.W. 184 St project (\$22,000), as well as a decrease for an environmental lobbyist now budgeted in the General Fund (\$18,000).
- The \$111,000 **increase** in Professional Services – Stormwater Master Plan reflects the cost of the master plan update (all funded with ARPA grant).
- The \$75,000 **decrease** in Other Contractual Services reflects fewer neighborhood drainage improvements/repairs (\$50,000) and a reduction in right-of-way tree planting (\$25,000).

July 27, 2022 Workshop Versus Adopted Fiscal Year 2022

Mayor and Town Council (Page 3):

- Salaries and Benefits **increased** as a result of cost of living adjustments (COLA) and projected increases in health insurance premiums and retirement plan contributions.
- Other Current Charges **decreased** \$10,000 due to elimination of funding for Environmental Task Force outreach efforts.

Town Clerk (Page 4):

- Salaries and Benefits **increased** as a result of projected COLA and merit pay increases, as well as a result of projected increases in health insurance premiums and retirement plan contributions.
- Other Contractual Services **increased** \$80,000 because of an increase in budgeted election costs.



General Government (Page 5):

- Salaries and benefits *increased* primarily as a result of COLA and merit pay increases, as well as a result of projected increases in health insurance premiums and retirement contributions.
- Professional Services *decreased* \$25,000 primarily as a result of elimination of GO Bond consultant services (\$70,000) offset by an increase in communications consultant services (\$45,000).
- Other Contractual Services - Brownfield *increased* \$67,000 as this is a new account created to track expenditures eligible for tax credit.
- Communications & Freight *increased* approximately \$21,800 primarily as a result of increased cellphone and park telecom services (\$14,000) and from the cost of an Annual Year in review mailer (\$7,000).
- Rentals & Leases *increased* approximately \$68,600 primarily from budgeting Town-wide copier leases in the General Government department in FY 2022-23 (\$12,000) and from projected increases in Town Hall office rent (\$57,000).
- Printing & Binding *increased* \$13,000 reflecting the cost of printing the Annual Year in Review mailer document.
- Dues, Subscriptions & Memberships *increased* approximately \$9,200 reflecting additional planned staff training (\$5,000) and Zoom video conferencing costs (\$3,700).
- Debt Service reflects the projected principal and interest payments due on the remaining existing debt and the restructured debt.

Finance (Page 8):

- Accounting & Auditing *increased* approximately \$6,000 reflecting anticipated higher costs for Single Audit services and to provide for an update to the actuarial valuation for other post-employment benefits.

Town Attorney (Page 9):

- No Significant Changes.

**Community Development (Page 10):**

- Salaries and benefits *increased* primarily as a result of COLA and merit pay increases, as well as a result of projected increases in health insurance premiums retirement plan contributions, as well as budgeting for a Building Official and Building Inspector for FY 2022-23.
- Professional Services *increased* \$80,000 resulting primarily for budgeting a grant funded resiliency study (\$125,000), offset by the elimination from the budget of the update to the growth management plan (\$45,000).

Public Works (Page 12):

- Salaries and benefits *increased* primarily as a result of COLA and merit pay increases, as well as a result of projected increases in health insurance premiums and retirement plan contributions.
- The \$39,500 *increase* in Other Contractual Services reflects an increase in Town-wide beautification projects (\$48,000), offset by a decrease in holiday lighting (\$8,500).
- Rentals & Leases *increased* approximately \$72,000 as of the lease cost of the new vehicle fleet more than doubled over the cost of the expiring lease.
- Operating Supplies – Fuel *increased* \$12,000 reflecting the current state of fuel prices.

Police Services (Page 14):

- Professional Services include costs for MDPD local police services that are passed through to the Town for the appropriate police employees. The budget reflects an approximate \$696,200 *increase* in the projected cost of service based on current contract costs for the same level of personnel.

Parks and Recreation (Page 15):

- Salaries and benefits *increased* primarily as a result of COLA and merit pay increases, as well as a result of projected increases in health insurance premiums and retirement plan contributions. The FY 2022-23 budget also reflects budgeted hourly rate increases and benefits for part-time staff as a recruitment and retention tool.
- Other Contractual Services *increased* approximately \$164,600 resulting primarily from increased Active Adult Programming provided by State funding (\$100,000 increase), increased Town sponsored events (\$16,000), increased landscaping costs (approximate \$34,000), increased summer camp activities (\$2,000), provision for canoe/kayak guided tours (\$9,500) and from issuance of an active adult newsletter (\$2,000).



- Repairs & Maintenance *increased* \$312,700 reflecting \$250,000 to clear the 8.45 acre land site at Old Cutler Road & SW 184 Street (grant funded), \$45,000 to re-clip the Lakes By The Bay Park baseball infields and bullpens, and the balance of the increase to provide for miscellaneous park repairs and maintenance services.
- The \$14,000 *increase* in Operating Supplies primarily reflects the increased cost for field striping supplies (\$10,000) as well as the increase in various cleaning supplies and chemicals used in operations.
- Capital Outlay *decreased* \$20,000 primarily due to fewer budgeted park improvement projects. For FY 2022-23, the Parks departmental budget provides for new fencing at Saga Bay Park (\$20,000).

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SECOND BUDGET HEARING FISCAL YEAR 2022-23

SEPTEMBER 28, 2022





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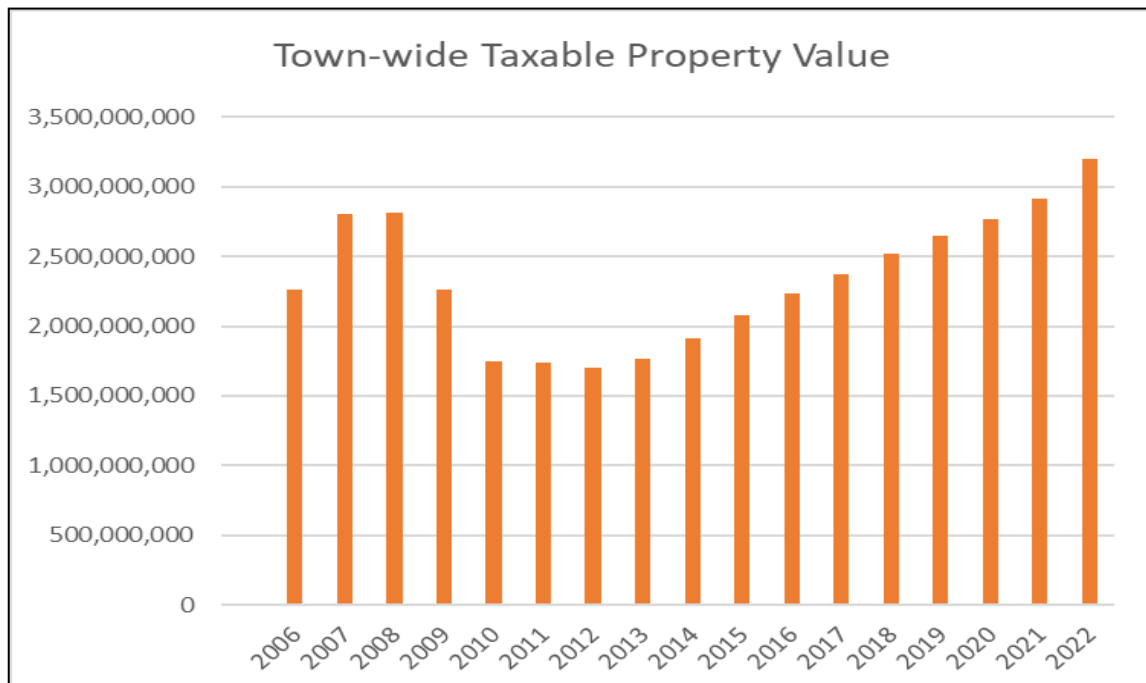
Town Manager's Executive Message

September 14, 2022

Dear Mayor and Council Members, Residents and Community Leaders:

The purpose of my introductory message is to provide the Community with a framework for our *Tentative Fiscal Year 2022-23* budget.

The Town's 2022-23 certified property tax roll reflects an approximate 11.85% *increase* in Town-wide property values from the previous fiscal year. This is certainly a *positive* economic indicator reflecting the impact of recent trends in both residential and commercial property developments in Town. As you may recall, property values within the Town saw significant declines from 2008 through 2012 (an approximate 40% decline from the 2008 valuation level). Since 2012, property values within the Town have increased each year (from 2013 through 2022), reflecting a gain of approximately 91% from our 2012 lows. The following chart displays the Town's certified taxable property values since 2006:



Over the past decade, legislation passed at the State level has negatively impacted the Town's property tax revenues. These changes were exacerbated by the effects of the general economic downturn in the United States but, through prudent management and cost control, the Town was able to weather the multi-year decreases in our property tax revenues. The recovering economy and new building activity within our Town the past several years has brought positive growth in our property values.



During the July 20, 2022 Town Council Meeting, the Town Council established the Proposed millage rate “cap” at \$2.9388 per thousand of assessed property value (Resolution No. 22-63). As required by State Statute, in addition to setting the Proposed millage rate, the Resolution established the dates and times for our first and second public Budget Hearings: September 14 and September 28, 2022.

Prior to the scheduled Public Budget Hearings, the Town Council held three (3) Budget Workshops in order to publicly discuss upcoming Council priorities and objectives for the upcoming fiscal year. The Budget Workshops were publicly advertised and held in-person (and broadcast virtually) as described below:

- Wednesday, July 20, 2022 at 5:00 PM (Budget Visioning Session)
- Wednesday, July 27, 2022 at 4:00 PM (Second Budget Workshop)
- Thursday, September 1, 2022 at 6:00 PM (Third Budget Workshop)

During the First Budget Workshop, Town staff conducted a Budget Visioning Session with the Town Council and public audience. The Budget Visioning Session summarized the budget priorities that have been discussed throughout the past year, and identified program initiatives and projects that will be included in the remaining two (2) Budget Workshops and the state mandated Budget Hearings.

During the Second Budget Workshop, Town staff developed a budget utilizing the millage “ceiling” rate of 2.9388 and presented the detailed budget revenues and departmental expenditures for the General Fund to the Town Council. Prior to the Second Budget Workshop, individual meetings were held by the Town Manager and Department Heads to prioritize initiatives, programs, and projects while maintaining the millage “ceiling” rate of 2.9388. The Town Council unanimously voted to reduce the millage “ceiling” rate of 2.9388 to the current millage rate of 2.8332. As a result of the millage “ceiling” rate, the Proposed budget yielded a budget surplus of \$392,513. By moving to reduce the millage rate to the current rate of 2.8332, Town staff was challenged to find savings in the budget so as not to generate an unbalanced budget.

Prior to the Third Budget Workshop, individual meetings were held by the Town Manager and Department Heads to prioritize initiatives, programs, and projects while maintaining the millage “ceiling” rate of 2.8332. During the Third Budget Workshop, Town staff presented the detailed budget revenues and departmental expenditures for the General Fund to the Town Council reflecting budget surplus of \$173,197. The Town Council provided no significant changes to initiatives/programs/ projects presented.

The Proposed budget presented at this first Budget Hearing on September 14, 2022 is based on the 2.8332 millage “ceiling” rate discussed during the Second Budget Workshop. The 2.8332 millage “ceiling” rate is lower than what was advertised (2.9388) on the TRIM notices mailed to residents and taxpayers by the Miami-Dade Property Appraiser in August 2022. The budget presented at this first Budget Hearing, based on a millage rate of 2.8332, reflects an increase in fund balance of \$173,197.



Background, Priorities and Issues

The Town has grown substantially since our incorporation (2005), in order to provide high level services to the community with leadership support from the Mayor and Council. We are very proud to have held the Administrative core staff to only thirty-two (32) full time positions in the General Fund, including the Town Charter positions of Town Clerk and Town Manager. As a result, we have kept personnel costs as low as possible while continuing to provide “outstanding” services to our residents and business owners. As your Town Manager, I am constantly working on ways to streamline Town operations in order to be the most efficient local government, within Miami-Dade County (the “County”) and the State of Florida. In 2020, the Florida House of Representatives released a Taxpayer Accountability & Transparency Project (TATP) and Local Government Report Card, designed to show residents exactly how effective, both in performance and cost, their local government is when compared with other counties and cities – in areas like government spending, debt, and size.

The TATP website (<https://floridat taxpayers.com/faq/>) ranks cities and counties in Florida of similar size on government spending, government debt, government size, crime and education. The categories are ranked based on six (6) years’ worth of data (2014 - 2019). Cutler Bay was ranked against ninety (90) cities of similar size in all of Florida (cities with over 25,000 residents).

Below is the Town’s final ranks:

- **Government Spending - A: #1 out of 90** This means that the Town averaged the least amount of dollars spent per capita and total dollar increase in spending
- **Government Size - A: #1 out of 90** This category includes data on government spending on salaries and benefits, Full-Time employees per 100k residents, and average public employee salary
- **Education - A: #12 of 90** This category includes data on average school grade and graduation rate.
- **Government Debt - A: #18 of 90** This category includes data on the 6-year average per capita debt and total dollar increase in debt
- **Crime - B: #36 of 90** This category includes data on violent crime rate, property crime rate, and total crime clearance rate.

In late fiscal year 2020, the Town Council gave Staff authorization to move forward with a “Fund Balance Replenishment Plan” (the “Plan”), developed in coordination with Lourdes Abadin of Estrada Hinojosa (the “Financial Advisor”), to help the Town stabilize and begin to re-strengthen its fund balance reserves which had begun to deteriorate significantly in recent years due primarily to operating deficits, impacts from COVID-19, and the undertaking of substantial capital projects which have been funded to date in large part by the General Fund’s fund balance.

This Plan was implemented over fiscal years 2021 and 2022, and resulted in the Town’s General Fund’s fund balance increasing from \$13.7 million September 30, 2020 to \$19.4 million at September 30, 2021 (of which \$18.8 million was classified as “unassigned” and available for appropriation by the Town Council for any legal purpose). As we approach an upcoming General Obligation bond offering, it is more important than ever for the Town to maintain its renewed financial strength and not revert to using reserves to fund the operating budget. This will ensure that the Town can get and maintain a solid bond rating which will result in lower interest costs to the Town.



The Town's budget process includes, pursuant to State law, two (2) Public Budget Hearings which allow for public communication and participation before the Town Council adopts the final budget. Additionally, Town Staff coordinated three (3) Town Council Budget Workshops prior to the State mandated two (2) Budget Hearings, in order to gain consensus on programs and projects from the Town Council. Town residents and business owners were able to provide direct input regarding our 2022-23 Proposed budget during these three (3) public Budget Workshops and will also be able to do so during the upcoming Budget Hearings.

There continued to be a common theme as to what the Town Council wanted to accomplish in the upcoming budget year. The priorities established by the Town Council included:

- **General Government**
 - To be funded by the American Rescue Plan Act (ARPA)
 - ITD Software/Efficiency Assessment
 - Upgrading the Town's Software Operating System
 - Adoption of New Employee Classification & Compensation Plan
 - Health, Dental, and Vision Benefits for Part-Time Employees
 - Communications/ Media Consultant to assist in Promotional Video Campaigns
 - Publication and Mailing of Annual Year in Review Brochure
- **Parks & Recreation Department**
 - Capital Improvement Projects to be funded by ARPA
 - Complete Design, Bidding, and Construction Phases of Retro-fitting High-Intensity Discharge lamps to Light Emitting Diode lamps at Bel Aire Park and Lakes by the Bay Park
 - State of Florida Appropriation(s)
 - Increased Active Adults Programming
 - Complete Bidding and Land Clearing of the Restoration of Buffer Land (8.45 Acres)
 - Various Park improvements (non-impact fees)
 - Upgrading playground equipment surface area at the following Parks funded by ARPA:
 - Bel-Aire
 - Lakes by the Bay
 - Saga Bay
 - Installation of new perimeter fencing at Saga Bay Park



- **Public Works Department**
 - Capital Improvement Projects to be funded by ARPA
 - Complete Stormwater Master Plan Update
 - Commence construction of Townwide and ADA Sidewalk Improvements
 - Complete Design and Bidding Phases for various Sub-Basin Water Quality Improvement Projects
 - Bel Aire Neighborhood
Sub-Basin Areas: 1.2, 6, 12, 19, and 22; Eureka Drive ESTS; Cutler Country Groves 1st Addn; Allom ESTS; and South Grove
 - Lakes by the Bay (LBTB) Neighborhood
Sub-Basin Areas: Old Cutler Common UN 1 and 2; LBTB Sections 4 and 7; and J Twin Villas
 - Saga Bay Neighborhood and Entrances
Sub-Basin Areas: Section 1.1 East, 1.1 West, 1.5 North, 1.6, and 1.8
- S.W. 207 Street Corridor (S.W. 87 Avenue to S.W. 80 Court)
- S.W. 85 Avenue Corridor (S.W. 212 Street to Old Cutler Road)
 - Cutler Ridge Pines Neighborhood (Behind Franjo Park Complex)
Cutler Ridge Drive Corridor (Franjo Road to S.W. 87 Avenue)
- S.W. 88 Place (S.W. 198 Street to S.W. 200 Terrace)
- S.W. 88 Court (S.W. 198 Street to Cutler Ridge Drive)
- S.W. 87 Place (S.W. 198 Street to Cutler Ridge Drive)
- S.W. 87 Court (S.W. 198 Street to Cutler Ridge Drive)
- S.W. 200 Terrace (S.W. 88 Place to S.W. 87 Avenue)
 - Capital Improvement Projects (Non-ARPA):
 - Commence Design Phase for Capital Improvement Projects:
- Bel-Aire and Cutler Ridge Neighborhoods Roadway Resurfacing Phase VIII
- S.W. 200 St and S.W. 103 Ave Roundabout, Sidewalk, and Drainage Improvements
 - Complete Design and Bidding Phases for Capital Improvement Projects:
- Franjo Road Complete Streets (S.W. 184 Street and Old Cutler Road)
- Caribbean Boulevard Complete Streets (S.W. 87 Avenue to S.W. 184 Street)
- S.W. 82 Avenue Roadway Traffic Circle and Sidewalk Improvements
- Lincoln City Park New Perimeter Sidewalk and ADA Ramps
- Traffic Calming Project (S.W. 212 Street)
 - Complete Bidding and Construction Phases for Capital Improvement Projects:
- Whispering Pines Park/Neighborhood Roadway and Drainage Project
 - Complete Construction Phase for Capital Improvement Projects:
- Saga Bay 1.5 Sub-Basin Water Quality Improvements, Drainage, and Roadway
- Saga Bay 1.7 Sub-Basin Water Quality Improvements, Drainage, and Roadway
 - C100B Canal Bank Erosion Protection Project (FDEP Grant)
 - State of Florida Appropriation Funded Project:
 - Commence Design Phase for the following Appropriation Project:
- Marlin Road Complete Streets Roadway Improvement Project



Tentative Budget

The *Tentative* budget presented herein includes the budget for the General Fund, the primary operating fund of the Town that is supported by ad valorem taxes, as well as budgets for various special revenue funds, and a stormwater utility fund, all of which are supported by non-ad valorem revenues. The *Tentative* budget is summarized below (note – format is as prescribed by *Florida Truth in Millage* advertisement requirements and is presented for information purposes only):

Budget Summary

Millage per \$1000
General Fund: 2.8332

ESTIMATED REVENUES	GENERAL FUND	SPECIAL REVENUE	CAPITAL PROJECTS	ENTERPRISE FUND	TOTAL ALL FUNDS
Ad Valorem Taxes - Millage per \$1000 = 2.8332	\$8,779,276.00				\$8,779,276.00
Franchise Fees	\$2,480,000.00				\$2,480,000.00
Utility Taxes	\$3,550,000.00				\$3,550,000.00
Intergovernmental Revenue	\$6,563,619.00	\$2,202,293.00		\$1,025,000.00	\$9,790,912.00
Licenses & Registration Fees	\$180,000.00				\$180,000.00
Building Permits & Zoning Fees	\$982,000.00				\$982,000.00
Impact Fees		\$26,000.00			\$26,000.00
Miscellaneous Revenue	\$585,000.00	\$33,500.00			\$618,500.00
Grants	\$475,000.00	\$7,223,453.00	\$0.00	\$1,545,000.00	\$9,243,453.00
TOTAL SOURCES	\$23,594,895.00	\$9,485,246.00	\$0.00	\$2,570,000.00	\$35,650,141.00
Transfers In	\$180,000.00	\$3,996,398.00	\$255,000.00	\$2,893,255.00	\$7,324,653.00
Fund Balances/Reserves/Net Assets	\$19,576,949.00	\$6,338,341.00		\$7,730,316.00	\$33,645,606.00
TOTAL REVENUES, TRANSFERS & BALANCES	\$43,351,844.00	\$19,819,985.00	\$255,000.00	\$13,193,571.00	\$76,620,400.00

EXPENDITURES	GENERAL FUND	SPECIAL REVENUE	CAPITAL PROJECTS	ENTERPRISE FUND	TOTAL ALL FUNDS
Mayor and Council	\$223,614.00				\$223,614.00
Town Clerk	\$515,812.00				\$515,812.00
Town Attorney	\$500,000.00				\$500,000.00
General Government	\$4,494,302.00				\$4,494,302.00
Finance	\$541,384.00				\$541,384.00
Police Services	\$11,306,000.00				\$11,306,000.00
Public Works	\$1,209,682.00	\$6,577,955.00		\$2,503,937.00	\$10,291,574.00
Community Development	\$1,758,317.00				\$1,758,317.00
Parks and Recreation	\$3,052,588.00	\$1,910,336.00	\$255,000.00		\$5,217,924.00
TOTAL EXPENDITURES	\$23,601,699.00	\$8,488,291.00	\$255,000.00	\$2,503,937.00	\$34,848,927.00
Transfers Out	\$0.00	\$7,324,653.00			\$7,324,653.00
Fund Balances/Reserves/Net Assets	\$19,750,145.00	\$4,007,041.00		\$10,689,634.00	\$34,446,820.00
TOTAL APPROPRIATED EXPENDITURES, TRANSFERS, RESERVES & BALANCES	\$43,351,844.00	\$19,819,985.00	\$255,000.00	\$13,193,571.00	\$76,620,400.00



Budget Overview

The *Tentative* FY 2022-23 budget is a numerical reflection of the Town Council's priorities communicated during the budget planning process. The following are some of the more significant budget initiatives that have been included in this *Tentative* budget:

General Fund

General Fund Revenues:

The *Tentative* General Fund budget reflects operating revenues of approximately \$23.6 million, of which approximately \$8.78 million, or 37.2%, represents ad valorem revenues at the *Tentative* Millage Rate of 2.8332 mills. The following table summarizes the General Fund operating revenues:

REVENUE TYPE	FY 2022-23 BUDGET	PERCENTAGE OF TOTAL
Ad Valorem	\$ 8,779,276	37%
Utility Taxes	\$ 3,550,000	15%
Local Gov't Half-Cent Sales Tax	\$ 3,762,208	16%
Communications Services Tax	\$ 961,530	4%
Revenue Sharing	\$ 1,313,079	6%
Electrical Franchise Fees	\$ 2,250,000	10%
Solid Waste Franchise Fees	\$ 230,000	1%
1st Local Option Gas Tax	\$ 526,802	2%
Building Permits	\$ 842,000	4%
Zoning Fees	\$ 80,000	0%
Code Compliance Fines	\$ 70,000	0%
Other Building and Zoning	\$ 60,000	0%
Licenses and Registrations	\$ 180,000	1%
Parks Fees	\$ 90,000	0%
Judgements and Fines	\$ 20,000	0%
Miscellaneous Revenues	\$ 370,000	2%
Grants	\$ 475,000	2%
Investment Income	\$ 35,000	0%
TOTAL OPERATING REVENUES	\$ 23,594,895	100%

Additionally, \$150,000 of 2nd local option gas taxes are budgeted to be transferred in from the Special Revenue Fund for use on the continuation of the Town's sidewalk repair and replacement program, and an additional \$30,000 are budgeted to be transferred in from the Special Revenue – ARPA Fund to cover the cost of the IT review of new Town-wide software systems.



General Fund Expenditures:

The following table reflects budgeted General Fund spending by department (excluding transfers out):

FUND		Operating	Capital	Debt Service	TOTAL
	Council	\$223,614	-	-	\$223,614
	Clerk	\$515,812	-	-	\$515,812
	General Government	\$2,943,472	\$7,530	\$1,543,300	\$4,494,302
	Town Attorney	\$500,000	-	-	\$500,000
	Community Development	\$1,758,317	-	-	\$1,758,317
	Finance	\$541,384	-	-	\$541,384
	Public Works	\$1,209,682	-	-	\$1,209,682
	Police	\$11,306,000	-	-	\$11,306,000
	Parks & Recreation	\$3,032,588	\$20,000	-	\$3,052,588
PERCENTAGE	TOTAL FY 2022-23	\$22,030,869	\$27,530	\$1,543,300	\$23,601,699
OF	FY 2022-23	93.4%	0.1%	6.5%	100%
EXPENDITURES	FY 2021-22	92.6%	0.2%	7.2%	100%
	TOTAL FY 2021-22	\$19,836,513	\$47,530	\$1,543,200	\$21,427,243
	NET INCREASE (DECREASE)	\$2,194,356	-\$20,000	\$100	\$2,174,456

The *Tentative* FY 2022-23 budget generally provides for continuation of current operating service levels and operating expenditures are in line with the prior year. No new full-time positions are budgeted for the upcoming fiscal year. Capital expenditures are budgeted to decrease in the upcoming budget year while Debt Service expenditures are budgeted to be flat versus the prior year based on the restructuring of debt executed in FY 2020-21.

General Fund - Reserves/Fund Balances:

Fund balances brought forward (referred to as "carryover") is the amount of estimated fund balance remaining at year-end that is carried forward into the new fiscal year and available for appropriation by the Council. The carryover into FY 2022-23 is estimated as \$19.58 million.

Although, from an accounting point of view, "carryover" is a fund balance item and not a revenue item, in governmental budgets carryover is included as part of the operating budget as it represents resources available, to the extent represented by unrestricted Fund Balance items, for appropriation by the Town Council to fund the new budget year's operations. Carryover, however, should never be, and is not, treated as a recurring revenue source available for on-going operating expenses.



Having sufficient Fund Balance reserves is critical to any municipality for many reasons, such as providing the necessary cash flow at the beginning of the fiscal year before property taxes collections begin in November/December or having resources available for unexpected emergencies or contingencies. Also, having adequate available fund balances is a sign of fiscal health that is viewed favorably by lenders and financial rating agencies/institutions.

Essentially, Fund Balance is the residual balance of a fund. Governmental accounting standards guide how fund balance is classified. After making appropriate classifications of fund balance, the remaining amount, known as “unrestricted” fund balance, is available for appropriation for any lawful purpose. The *Tentative* FY 2022-23 budget reflects total Fund Balance in the General Fund of approximately \$19.75 million, of which approximately \$19.16 million is considered “unrestricted” Fund Balance.

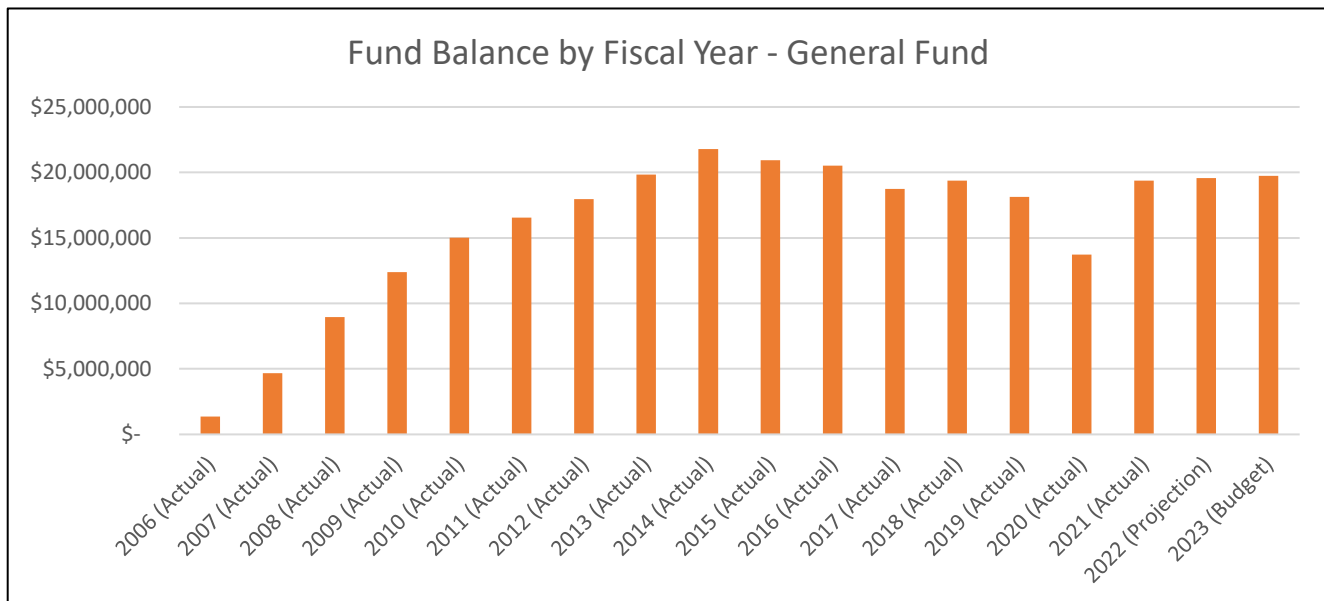
To demonstrate the Town’s financial health, the budgeted \$19.16 million unrestricted fund balance represents approximately sixty-seven percent (81%) of *total* budgeted General Fund expenditures for FY 2022-23. If you exclude debt service, capital outlays and transfers out, the unrestricted Fund Balance coverage increases to approximately seventy-three percent (87%). To put that in perspective, the GFOA’s Best Practice Guidance Manual recommends coverage equal to two months of regular General Fund operating expenditures (or approximately seventeen percent (17%). The Town’s budgeted unrestricted fund balance is well in excess of that recommended Best Practice amount, demonstrating the health of the Town’s finances.

Pursuant to the Town’s adopted Fund Balance Policy, adopted by Ordinance No. 13-06 and as amended by Ordinance No. 15-07, the Town is required to maintain a fund balance reserve for “contingencies and emergencies” equal to a minimum of seventeen percent (17%) of the budgeted Fiscal Year’s operating expenditures, as defined. Based on the *Tentative* FY 2022-23 budget, operating expenditures are \$22,030,869, seventeen percent (17%) of which would equal \$3,745,248. The *Tentative* budget provides a reserve for contingencies and emergencies of \$18,160,145, far exceeding the minimum amount to be set aside by the Fund Balance Policy.

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The following chart demonstrates the growth in the fund balance of the Town's General Fund:



The fund balance has grown substantially since incorporation and remains healthy. A combination of factors, including the COVID-19 pandemic and the commencement of construction to restore Franjo Park, as well as opportunities, including finalizing the "land swap" deal, caused a significant decline in fund balance in FY 2019-20. However, the Town addressed this issue in the summer of 2020 by adopting and executing a "Fund Balance Replenishment Plan" (the "Plan") which was a multifaceted plan that involved debt restructuring, including the issuance of bonds, as well as planned increases to the millage rate for FY 2020-21 and FY 2021-22 to ensure a balanced budget was adopted. By following this Plan the Town's fund balance has started to gradually recover from FY 2019-20's severe decrease.

The Town, as well as the entire United States, continues to deal with the COVID-19 pandemic. While certain of the Town's revenue sources were impacted, the impact was not too severe. The Town has incurred additional unbudgeted expenses as a result of the pandemic, and a substantial portion of these have been, or will be, recovered through various grant sources. The Town has been informed that it will be entitled to approximately \$21.9 million of American Rescue Plan Act funds to assist with certain impacts from the pandemic. As a jurisdiction with a population under 50,000, these funds will be passed through from the State of Florida. The Town anticipates the majority of this grant funding will be used on water and/or stormwater related projects (\$11 million) and the remaining (\$10 million) for general government services (sidewalk replacements, upgrades to Town Parks, etc.)

The *Tentative* budget incorporates the framework of the Fund Balance Replenishment Plan by setting a 2.8332 millage rate and incorporating the impacts of the aforementioned debt restructuring in FY 2020-21. The combination of these actions provided the Town with a more level debt service structure going forward and is a contributing factor to the FY 2022-23 increase in fund balance of approximately \$173,197.



Special Revenue Funds

Special Revenue Fund

The Special Revenue Fund is used to account for restricted gas taxes and impact fee revenues. Such revenues are transferred to other funds for expenditure as authorized by the Town Council. The *Tentative* FY 2022-23 budget includes transfer of restricted gas taxes (\$150,000) to the General Fund for use in the Town's sidewalk repair/replacement program and transfer of Road Impact Fees (\$105,000) to the Sidewalks Fund for use in the Lincoln City Park sidewalk/pad project.

The Children's Trust (TCT) Fund

The Children's Trust Fund is used to account for grant revenues (\$185,636) to be specifically used for children's after school programs at the Town's Parks.

TCT - STEM Camp Fund

The TCT - STEM Camp Fund is used to account for grant revenues (\$135,700) to be specifically used for a children's technology-oriented summer camp program at the Town.

The Department of Juvenile Justice (DJJ) Fund

The DJJ Fund is used to account for grant revenues (\$61,500) to be used specifically for at-risk children programs at the Town's Parks.

Citizen's Independent Transportation Trust (CITT) Fund

The CITT Fund, a major fund, is used to account for the revenues received from the Miami-Dade County Charter Transit System Surtax to be used specifically for eligible transit and transportation related expenditures, including transfer to other funds for expenditure on eligible items. The *Tentative* FY 2022-23 budget provides for the following:

- Operation of the Town's circulator bus (\$325,000)
- Contribution to the Miami-Dade Transit Planning Organization transit corridor study (\$50,400)
- Roadway resurfacing projects (\$700,000)
- Traffic calming projects (\$121,200)
- Transfers out to other funds for use on eligible projects (approximately \$3,007,348)

Sidewalks Fund

The Sidewalks Fund reflects construction of a sidewalk and pad around Lincoln City Park utilizing road impact fees (\$105,000) and PTP funds (\$27,000). This will result in improved pedestrian access to and around the Park enabling greater capacity and use of the Park. Additionally, this Fund reflects an increase of \$800,000 (ARPA funds) for Town-wide sidewalk replacements.

Lighting Fund

The Lighting Fund reflects the design, permitting assistance, bid and construction assistance of existing HID lighting to LED lighting at Bel-Aire and Lakes by the Bay Parks (Design: \$27,500 / Construction estimate \$1,500,000)

Transportation Fund

The Transportation Fund is used to account for completion of the Traffic Calming Roundabout (S.W. 200 Street and S.W. 103 Avenue) design phase (\$40,000 from the PTP Funds)



Transit Fund

The Transit Fund is used to account for grant revenues (\$192,500) and funds transferred in from the CITT Fund (\$192,500) related to a Strategic Miami Area Rapid Transit (SMART) Plan Demonstration grant from the Florida Department of Transportation (through the Miami-Dade Transit Planning Organization). The grant aims to promote “on demand” transit opportunities. The Town will utilize the grant to implement Business Express Service shuttles that will operate during peak AM and PM business hours, transporting residents directly to the South-Dade Transitway. The project will help ease congestion by allowing Town residents to leave their vehicles at home and be shuttled to several transit stops along the South Dade Transitway.

Franjo Road JPA Fund

The Franjo Road JPA Fund is used to account for transportation funding received from Miami-Dade County (the “County”) pursuant to a Joint Participation Agreement (“JPA”) for roadway improvements along Franjo Road extending from Old Cutler Road to S.W. 184 Street. The County is providing approximately \$8.89 million (design and construction phase) and the Town will fund the construction engineering inspection and project enhancements elements (from the Town’s CITT surtax funds). The FY 2022-23 budget reflects the completion of design phase cost for that project (approximately \$81,600) paid fully with County funds, as well as commencement of the construction phase (\$3,808,610) funded with County Funds (\$2,504,212) and Town PTP funds (\$1,304,398).

ARPA Fund

The Town has been informed that it will be entitled to approximately \$21.9 million of American Rescue Plan Act funds to assist with certain impacts from the pandemic. As a jurisdiction with a population under 50,000, these funds will be passed through from the State of Florida. The Town anticipates the majority of this grant funding will be used on water and/or stormwater related projects (\$11 million) and the remaining (\$10 million) for general government services (sidewalk replacements, upgrades to Town Parks, etc.). The ARPA Fund will transfer funds to other funds to support approved projects. These projects to date have been discussed in the Public Works and Parks “Priorities” section above. For FY 2022-23, the ARPA Fund is budgeted to transfer \$4,062,305 to eligible projects.

Capital Projects – Parks Fund

For FY 2022-23, approximately \$255,000 in ARPA Funds are budgeted to be transferred to the Capital Projects – Parks Fund to be used on upgrades to the playground ground surfacing at various Town Parks.

Stormwater Utility Fund

The Stormwater Utility Fund is used to account for all financial resources received and allocated on behalf of the Stormwater Utility maintained by the Town. The funds are used to maintain the sewer system and drainage canals located within the Town. This is a proprietary fund which focuses on the determination of net position, revenues, expenses and changes in net position, and cash flows. The Tentative FY 2022-23 budget maintains the current level of service of the stormwater utility operation without an increase in the stormwater fees.

This activity is projected to be self-sufficient as the anticipated revenues (\$1,025,000) plus accumulated earnings are projected to cover anticipated recurring expenditures. Various projects have been budgeted in the Stormwater Utility Fund utilizing grants, PTP funds and ARPA funds. These projects have been described more fully in the Public Works “Priorities” section above.



Conclusion

On behalf of your dedicated and professional Town staff, we are exceptionally proud of the many seemingly insignificant steps that we take each year that ultimately lead to a much higher quality of life. Town employee awareness has been raised to ensure that environmentally safe products shall be used whenever practicable. The Town's Leadership is committed to environmentally preferred procurement and shall continue to promote the use of recycled products by publicizing the Town's purchasing policy whenever possible.

As always, your professional Town Staff will endeavor to continue to provide the levels of services our community is entitled to and continue to operate on a daily basis by incorporating the following Town Core Values:

- Every resident is valued equally
- Diversity and tolerance are valued and encouraged
- Innovation is encouraged
- Courage to take on important projects, even in the face of risk or pessimism
- Regional approaches to large scale problems, mindful of the wellbeing of our neighbors outside of Cutler Bay
- Quality in public service is expected, and never compromised
- Principled leadership
- Honest, responsive governance
- Transparent, responsible financial management
- Competent, ethical Town management

We are grateful for your continued contributions to the budget development process.

The confidence you hold in your staff makes it possible for us to provide the results our community deserves and expects. By working together, we have once again been able to craft a budget that addresses the priorities you have created for our community.

Respectfully submitted,

Rafael G. Casals, ICMA-CM, CFM
Town Manager



General Fund

Budget Worksheet

CATEGORY	ACTUAL FY 20/21	ADOPTED 2.8332 MILL RATE FY 21/22	FY 21/22 ACTUAL PROJECTION	TENTATIVE 2.8332 MILL RATE FY 22/23	NET CHANGE 7/27 WORKSHOP VS ADOPTED FY 21/22	NET CHANGE 9/1 WORKSHOP VS 7/27 WORKSHOP
REVENUES and INFLOWS:						
General Revenues:						
Ad Valorem	\$6,897,920	\$7,849,026	\$7,850,000	\$8,779,276	\$1,257,474	A -\$327,224 1
Utility Taxes	\$3,651,893	\$3,450,000	\$3,500,000	\$3,550,000	\$100,000	C -
Local Gov't Half-Cent Sales Tax	\$3,720,322	\$3,272,134	\$3,400,000	\$3,762,208	\$490,074	B -
Communications Services Tax	\$958,466	\$902,500	\$950,000	\$961,530	\$47,500	\$11,530 2
Revenue Sharing	\$1,332,095	\$1,544,302	\$1,400,000	\$1,313,079	-\$207,764	B -\$23,459 2
Electrical Franchise Fees	\$2,236,657	\$2,280,000	\$2,250,000	\$2,250,000	-\$30,000	C -
Solid Waste Franchise Fees	\$261,968	\$200,000	\$200,000	\$230,000	\$30,000	C -
Licenses and Registrations	\$220,562	\$150,000	\$150,000	\$180,000	\$30,000	C -
1st Local Option Gas Tax	\$516,305	\$507,186	\$515,000	\$526,802	\$19,616	B -
Building Permits	\$887,885	\$675,000	\$800,000	\$842,000	\$167,000	D -
Zoning Fees	\$114,580	\$45,000	\$80,000	\$80,000	\$35,000	C -
Code Compliance Fines	\$141,100	\$60,000	\$80,000	\$70,000	\$10,000	C -
Other Building and Zoning	\$110,846	\$44,000	\$160,000	\$60,000	\$16,000	C -
Parks Fees	\$82,324	\$100,000	\$80,000	\$90,000	-\$10,000	C -
Judgements and Fines	\$18,940	\$20,000	\$26,000	\$20,000	-	-
Misc Revenues	\$294,101	\$236,000	\$223,600	\$370,000	\$34,000	C \$100,000 3
Grants	\$654,949	-	-	\$475,000	\$475,000	F -
Investment Income	\$31,572	\$50,000	\$30,000	\$35,000	-\$15,000	C -
Sub-total	\$22,132,485	\$21,385,148	\$21,694,600	\$23,594,895	\$2,448,900	-\$239,153
Transfer In from Special Revenues	\$150,000	\$150,000	\$150,000	\$180,000	\$57,500	E -\$27,500 4
Balances brought forward	\$13,725,399	\$14,887,595	\$19,380,460	\$19,576,949	\$4,492,865	\$196,489
Proceeds from issuance of debt	\$17,650,384	-	-	-	-	\$0
Total Revenues and Inflows	\$53,658,268	\$36,422,743	\$41,225,060	\$43,351,844	\$6,999,265	-\$70,164
EXPENDITURES, OUTFLOWS AND FUND BALANCES:						
Expenditures and Outflows:						
Mayor & Council	\$137,428	\$224,468	\$174,812	\$223,614	-\$854	-
Town Clerk	\$483,695	\$475,769	\$486,348	\$515,812	\$100,043	-\$60,000
General Government	\$16,470,342	\$4,213,288	\$4,402,655	\$4,494,302	\$248,014	\$33,000
Finance	\$559,482	\$538,312	\$526,700	\$541,384	\$6,097	-\$3,025
Town Attorney	\$349,549	\$500,000	\$450,000	\$500,000	-	-
Community Development	\$1,411,932	\$1,517,162	\$1,626,700	\$1,758,317	\$260,155	-\$19,000
Public Works	\$1,004,319	\$1,077,182	\$1,035,783	\$1,209,682	\$145,500	-\$13,000
Law Enforcement	\$10,070,627	\$10,618,265	\$10,534,000	\$11,306,000	\$687,735	-
Parks	\$1,896,717	\$2,262,797	\$2,411,113	\$3,052,588	\$775,102	\$14,688
Transfer Out to Capital Projects	\$1,893,717	-	-	-	-	-
Transfer Out to Special Revenue	-	-	-	-	-	-
Transfer Out to Stormwater	-	-	-	-	-	-
Total Expenditures and Outflows	\$34,277,808	\$21,427,243	\$21,648,111	\$23,601,699	\$2,221,792	-\$47,337
Fund Balances:						
Fund Balance - Nonspendable	\$468,869	\$500,000	\$468,869	\$500,000	-	-
Fund Balance - Restricted	-	-	-	-	-	-
Public safety	\$81,635	\$90,000	\$81,635	\$90,000	-	-
Fund Balance - Assigned:						
Building: capital reserve	-	-	-	-	-	-
Building: operating reserve	-	-	-	-	-	-
Reserve for future land acquisition	-	-	-	-	-	-
Fund Balance - Unassigned:						
Contingencies and Emergencies	\$17,829,956	\$13,405,500	\$18,026,445	\$18,160,145	\$4,777,473	-\$22,827
Grant Match Reserves	\$500,000	\$500,000	\$500,000	\$500,000	-	-
Insurance contingencies	\$500,000	\$500,000	\$500,000	\$500,000	-	-
Other reserves	-	-	-	-	-	-
Total Fund Balances:	\$19,380,460	\$14,995,500	\$19,576,949	\$19,750,145	\$4,777,473	-\$22,827
Total Expenditures, Outflows and Fund Balances	\$53,658,268	\$36,422,743	\$41,225,060	\$43,351,844	\$6,999,265	-\$70,164

Budgeted FY 2022 Surplus \$173,197

**Significant Changes from the FY 21/22 Adopted Budget**

- A – Reflects increase in property values and change in millage rate versus prior years
- B – Reflects State estimate at a 95% budget factor
- C – Current year estimates brought in line with prior year actuals estimated for current year
- D – Anticipated revenues based on projected building activity for upcoming year
- E – Change reflects transfers in of ARPA Funds for LED Lighting Project and Software Assessment Project
- F – Reflects resiliency grant (\$125,000), land clearing grant (\$250,000), and Active Adults State Appropriation (\$100,000)

Significant Changes from the July 27, 2022 Budget Workshop

- 1 – Reflects change in mileage rate to 2.8332 mills
- 2 – Reflects change in State revenue estimates applicable to the Town
- 3 – Reflects the Town's five percent (5%) administrative fee for handling the CITT Program
- 4 – Reflects elimination of amount transferred in from the Special Revenue – ARPA Fund for the LED Lighting Project

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Mayor and Town Council

Budget Worksheet

CATEGORY	ACTUAL FY 20/21	ADOPTED FY 21/22	FY 21/22 ACTUAL PROJECTION	TENTATIVE FY 22/23	NET CHANGE 7/27 WORKSHOP VS ADOPTED FY 21/22		NET CHANGE 9/1 WORKSHOP VS 7/27 WORKSHOP
Executive Salaries	\$50,244	\$51,147	\$51,147	\$53,377	\$2,230	A	-
Payroll Taxes	\$4,265	\$4,665	\$4,665	\$4,836	\$171	A	-
Retirement Contributions	\$18,311	\$28,131	\$20,000	\$32,026	\$3,895	A	-
Life and Health Insurance	\$36,380	\$75,000	\$55,000	\$78,000	\$3,000	A	-
Professional Services	-	-	-	-	-		-
Other Contractual Services	-	-	-	-	-		-
Travel & Per Diem	\$8,937	\$19,885	\$12,000	\$19,885	-		-
Communications & Freight	\$2,801	\$3,140	\$3,000	\$3,140	-		-
Other Current Charges	\$272	\$20,000	\$10,000	\$10,000	-\$10,000	B	-
Operating Supplies	\$862	\$5,000	\$3,000	\$5,000	-		-
Dues, Subscriptions, Memberships	\$15,356	\$17,500	\$16,000	\$17,350	-\$150		-
Capital Outlay	-	-	-	-	-		-
TOTAL	\$137,428	\$224,468	\$174,812	\$223,614	-\$854		\$ -

Significant Changes from the FY 21/22 Adopted Budget

A – Increase in salaries and benefits due primarily to anticipated COLA pay adjustments and related fringe benefits

B – Decrease reflects elimination of \$10,000 for outreach efforts of Environmental Task Force

Significant Changes from the July 27, 2022 Budget Workshop

No Significant Changes

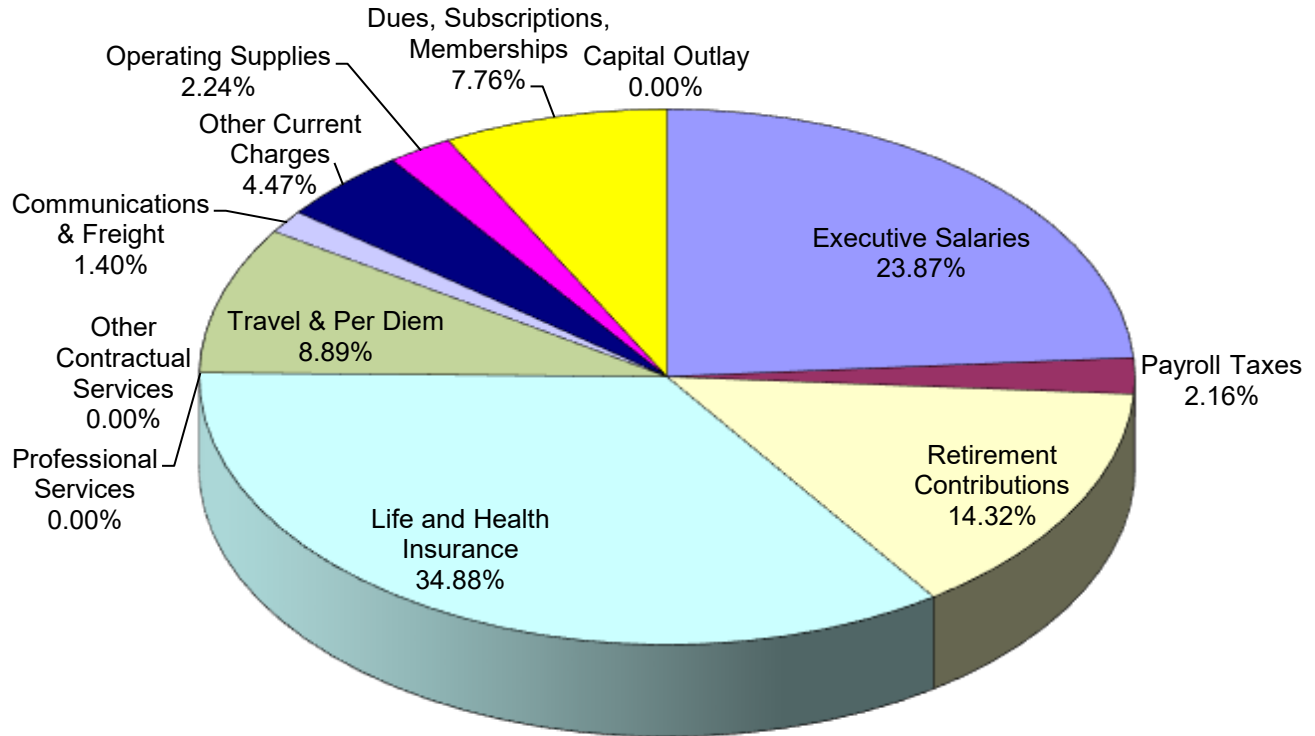
Significant Changes from the September 14, 2022 Budget Hearing

Reflects transfer of budgeted Council Committee Funds to Economic Development Council



Mayor and Town Council

Tentative Expenditures



Executive Salaries	Payroll Taxes	Retirement Contributions
Life and Health Insurance	Professional Services	Other Contractual Services
Travel & Per Diem	Communications & Freight	Other Current Charges
Operating Supplies	Dues, Subscriptions, Memberships	Capital Outlay

BUDGET WORKSHEET

*Includes salaries for elected officials, and top level management, and if earned, qualification salary for elected officials.
Constitutional Officers would include the officer's salary only.*

EXECUTIVE SALARIES
OBJECT CODE 11.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Charter Compensation - Mayor	\$17,049		\$17,049	\$ 16,904
Charter Compensation - Council Members (4)	\$34,097		\$34,097	\$ 33,807
COLA (4.36% - BLS)	\$ 2,230		\$ 2,230	\$ 436
EXECUTIVE SALARIES TOTAL	\$ 53,377		\$ 53,377	\$ 51,147

BUDGET WORKSHEET

Social Security matching/Medicare matching.

FICA TAXES
OBJECT CODE 21.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Salaries and Wages x 7.65%	\$ 4,836		\$ 4,836	\$ 4,665
FICA TAXES TOTAL	\$ 4,836		\$ 4,836	\$ 4,665

BUDGET WORKSHEET

Amounts contributed to a retirement fund.

RETIREMENT CONTRIBUTIONS
OBJECT CODE 22.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Retirement Contributions	\$ 32,026		\$ 32,026	\$ 28,131
RETIREMENT CONTRIBUTIONS TOTAL	\$ 32,026		\$ 32,026	\$ 28,131

BUDGET WORKSHEET

Includes life and health insurance premiums and benefits paid for employees.

LIFE AND HEALTH INSURANCE
OBJECT CODE 23.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Mayor & Council <i>Estimated \$1300/mo per Employee Health Insurance, Vision, Dental, Disability, and Life</i>	\$ 78,000		\$ 78,000	\$ 75,000
LIFE AND HEALTH INSURANCE TOTAL	\$ 78,000		\$ 78,000	\$ 75,000

BUDGET WORKSHEET

Legal, medical, dental, engineering, architectural, appraisal, and other services procured by the local unit as independent professional assistance. Includes such financial services as bond rating, etc., where the service received is not directly involved with accounting and/or auditing. Includes fees paid for competency and/or psychiatric evaluations and court appointed attorneys.

PROFESSIONAL SERVICES
OBJECT CODE 31.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
	\$ -		\$ -	\$ -
PROFESSIONAL SERVICES TOTAL	\$ -		\$ -	\$ -

BUDGET WORKSHEET

This includes the costs of public transportation, motor pool charges, reimbursements for use of private vehicles, per diem, meals, and incidental travel expenses.

TRAVEL AND PER DIEM
OBJECT CODE 40.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Mayor - Annual Legislative Meetings and Training Conferences	\$ 3,685		\$ 3,685	\$ 3,685
Council - Annual Legislative Meetings and Training Conferences				
Vice Mayor	\$ 2,250		\$ 2,250	\$ 2,250
Council Seat 1	\$ 2,250		\$ 2,250	\$ 2,250
Council Seat 2	\$ 2,250		\$ 2,250	\$ 2,250
Council Seat 3	\$ 2,250		\$ 2,250	\$ 2,250
Local Travel Mayor	\$ 2,400		\$ 2,400	\$ 2,400
Local Travel Council	\$ 4,800		\$ 4,800	\$ 4,800
TRAVEL & PER DIEM TOTAL	\$ 19,885		\$ 19,885	\$ 19,885

BUDGET WORKSHEET

Telephone, cellular telephone, telegraph, or other communications as well as freight and express charges, drayage, postage, and messenger services.

COMMUNICATIONS AND FREIGHT SERVICES
OBJECT CODE 41.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Telephone Reimbursement- Council \$110 per Month (2)*	\$ 2,640		\$ 2,640	\$ 2,640
iPad Data Plans	\$ -		\$ -	\$ -
Phone Upgrades	\$ 500		\$ 500	\$ 500
COMMUNICATIONS AND FREIGHT SERVICES TOTAL	\$ 3,140		\$ 3,140	\$ 3,140
* Vice Mayor Callahan and Council Member Coriat (Mayor Meerbott, Council Member Duncan and Council Member Lord declined)				

BUDGET WORKSHEET

Includes current charges and obligations not otherwise classified.

OTHER CURRENT CHARGES AND OBLIGATIONS
OBJECT CODE 49.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Council Committee Funds	\$ 10,000	\$ -	\$ -	\$ 10,000
Economic Development Council	\$ -	\$ 10,000	\$ 10,000	\$ 10,000
OTHER CURRENT CHARGES AND OBLIGATIONS TOTAL	\$ 10,000	\$ 10,000	\$ 10,000	\$ 20,000

BUDGET WORKSHEET

All types of supplies consumed in the conduct of operations. This category may include food, fuel, lubricants, chemicals, laboratory supplies, household items, institutional supplies, computer software, uniforms and other clothing. Also includes recording tapes and transcript production supplies. Does not include materials and supplies unique to construction or repair of roads and bridges.

OPERATING SUPPLIES
OBJECT CODE 52.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Miscellaneous Operating Supplies	\$ 5,000		\$ 5,000	\$ 5,000
OPERATING SUPPLIES TOTAL	\$ 5,000		\$ 5,000	\$ 5,000

BUDGET WORKSHEET

Includes books, or sets of books if purchased by set, and not purchases for use by libraries, educational institutions, and other institutions where books and publications constitute capital outlay. This object also includes subscriptions, memberships, professional data costs, and training and educational costs.

BOOKS, PUBLICATIONS, SUBSCRIPTIONS AND MEMBERSHIPS
OBJECT CODE 54.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Florida League of Cities Dues	\$6,850		\$6,850	\$6,500
Florida League of Mayors	\$1,500		\$1,500	\$1,500
South Dade Chamber of Commerce	\$2,500		\$2,500	\$2,500
Miami Dade League of Cities	\$5,000		\$5,000	\$5,000
Cutler Bay Business Assoc. Dues	\$500		\$500	\$500
South Dade Economic Development Council (5 Supporter Level Memberships)	\$1,000		\$1,000	\$1,500
BOOKS, PUBLICATIONS, SUBSCRIPTIONS AND MEMBERSHIPS TOTAL	\$ 17,350		\$ 17,350	\$ 17,500

BUDGET WORKSHEET

Includes motor vehicles, heavy equipment - transportation, other heavy equipment, office furniture and equipment, and other machinery and equipment. Also includes court recording, duplicating, and transcribing equipment.

MACHINERY AND EQUIPMENT
OBJECT CODE 64.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
	\$ -		\$ -	\$ -
MACHINERY AND EQUIPMENT TOTAL	\$ -		\$ -	\$ -



Town Clerk

Budget Worksheet

CATEGORY	ACTUAL FY 20/21	ADOPTED FY 21/22	FY 21/22 ACTUAL PROJECTION	TENTATIVE FY 22/23	NET CHANGE 7/27 WORKSHOP VS ADOPTED FY 21/22	NET CHANGE 9/1 WORKSHOP VS 7/27 WORKSHOP
Salaries	\$212,034	\$208,624	\$215,000	\$222,747	\$14,123	A -
Payroll Taxes	\$16,350	\$16,437	\$16,448	\$17,150	\$713	A -
Retirement Contributions	\$39,196	\$42,388	\$40,000	\$51,895	\$9,507	A -
Life and Health Insurance	\$34,201	\$45,000	\$40,000	\$46,800	\$1,800	A -
Other Contractual Services	\$80,090	\$700	\$65,000	\$20,700	\$80,000	B -\$60,000 1
Travel & Per Diem	\$2,506	\$10,100	\$2,500	\$8,200	-\$1,900	-
Communications & Freight	\$1,603	\$3,440	\$2,000	\$3,440	-	-
Rentals & Leases	\$2,375	\$2,400	\$2,000	-	-\$2,400	-
Repairs & Maintenance	\$18,433	\$44,010	\$44,000	\$40,310	-\$3,700	-
Printing & Binding	\$0	\$5,700	\$2,500	\$5,700	-	-
Other Current Charges	\$41,311	\$90,000	\$50,000	\$90,000	-	-
Operating Supplies	\$1,001	\$4,000	\$4,000	\$4,000	-	-
Dues, Subscriptions, Memberships	\$34,595	\$2,970	\$2,900	\$4,870	\$1,900	-
Capital Outlay	-	-	-	-	-	-
TOTAL	\$483,695	\$475,769	\$486,348	\$515,812	\$100,043	-

Significant Changes from the FY 21/22 Adopted Budget

A – Increase in salaries and benefits due primarily to anticipated merit and COLA pay adjustments

B – Increase primarily reflects provision for election costs in FY 2022-23

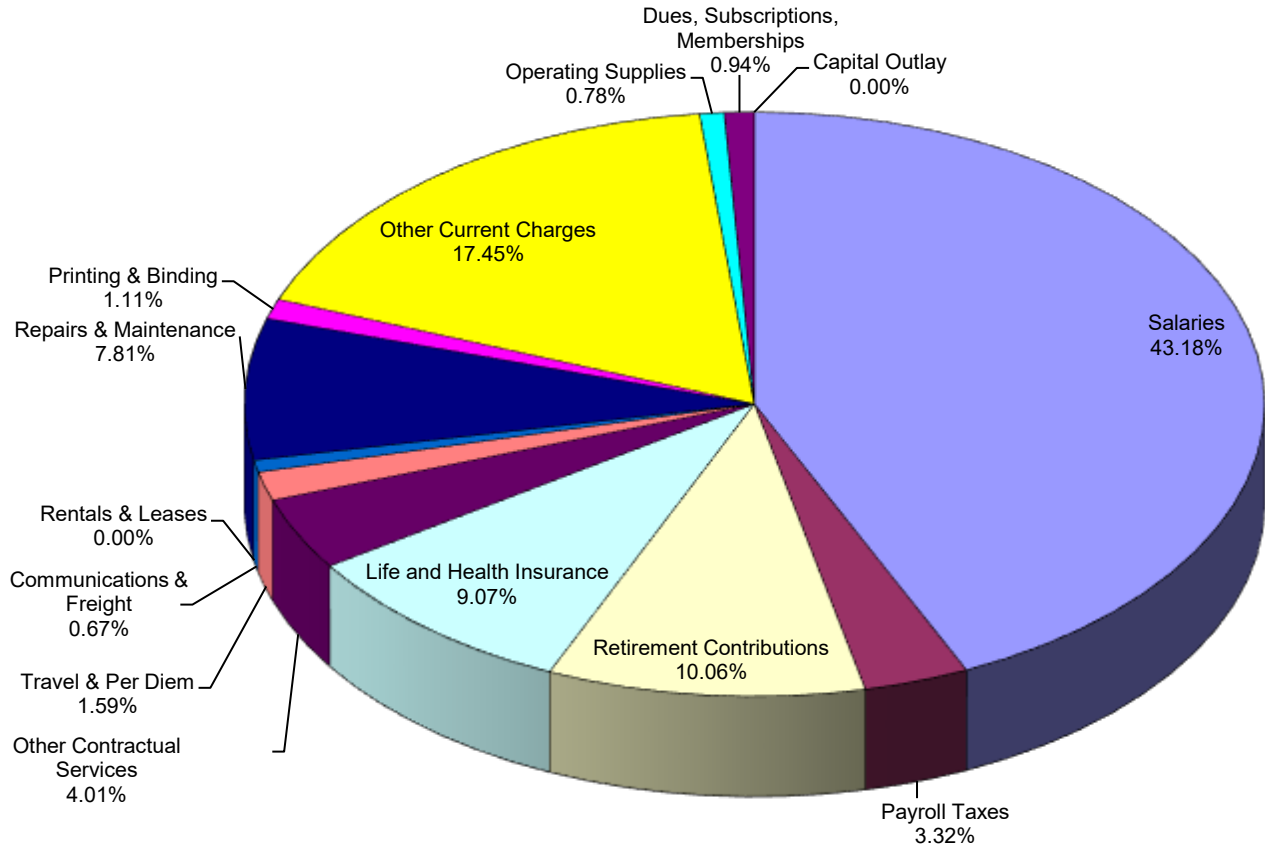
Significant Changes from the July 27, 2022 Budget Workshop

1 – Reflects elimination of estimated cost for December runoff elections



Town Clerk

Tentative Expenditures



Salaries	Payroll Taxes	Retirement Contributions
Life and Health Insurance	Other Contractual Services	Travel & Per Diem
Communications & Freight	Rentals & Leases	Repairs & Maintenance
Printing & Binding	Other Current Charges	Operating Supplies
Dues, Subscriptions, Memberships	Capital Outlay	

BUDGET WORKSHEET

Employees who are or will be members of a retirement system as a condition of employment. Includes all full-time and part-time employees who make up the regular work force. Includes all salaries and salary supplements for official court reporters and electronic recorder operator transcribers.

REGULAR SALARIES
OBJECT CODE 12.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Town Clerk	\$ 97,652		\$ 97,652	\$ 95,000
Deputy Town Clerk	\$ 68,669		\$ 68,669	\$ 62,000
Assistant to Town Clerk	\$ 45,000		\$ 45,000	\$ 48,718
COLA (4.36% - BLS)	\$ 9,214		\$ 9,214	\$ 1,236
Merit Pool (3% max)	\$ 2,212		\$ 2,212	\$ 1,670
REGULAR SALARIES TOTAL	\$ 222,747		\$ 222,747	\$ 208,624

BUDGET WORKSHEET

Social Security matching/Medicare matching.

FICA TAXES
OBJECT CODE 21.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Town Clerk	\$ 7,965		\$ 7,965	\$ 7,853
Deputy Town Clerk	\$ 5,498		\$ 5,498	\$ 4,743
Assistant to Town Clerk	\$ 3,687		\$ 3,687	\$ 3,841
FICA TAXES TOTAL	\$ 17,150		\$ 17,150	\$ 16,437

BUDGET WORKSHEET*Amounts contributed to a retirement fund.***RETIREMENT CONTRIBUTIONS****OBJECT CODE 22.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Town Clerk	\$ 33,885		\$ 33,885	\$ 28,922
Deputy Town Clerk	\$ 10,780		\$ 10,780	\$ 7,440
Assistant to Town Clerk	\$ 7,230		\$ 7,230	\$ 6,026
RETIREMENT CONTRIBUTIONS TOTAL	\$ 51,895		\$ 51,895	\$ 42,388

BUDGET WORKSHEET*Includes life and health insurance premiums and benefits paid for employees.***LIFE AND HEALTH INSURANCE****OBJECT CODE 23.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Town Clerk	\$ 15,600		\$ 15,600	\$ 15,000
Deputy Town Clerk	\$ 15,600		\$ 15,600	\$ 15,000
Assistant to Town Clerk	\$ 15,600		\$ 15,600	\$ 15,000
<i>Estimated \$13000/mo per Full-Time Employee Health Insurance, Vision, Dental, Disability & Life</i>				
LIFE AND HEALTH INSURANCE TOTAL	\$ 46,800		\$ 46,800	\$ 45,000

BUDGET WORKSHEET

Custodial, janitorial, and other services procured independently by contract or agreement with persons, firms, corporations, or other governmental units. Does not include contracts or services which are defined under sub-objects 31, 32, 33, 46, and 47.

**OTHER CONTRACTUAL SERVICES
OBJECT CODE 34.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
<i>Miami Dade Municipal Elections</i>				
November 2022	\$ 20,000		\$ 20,000	\$ -
Election Runoff - December	\$ -		\$ -	\$ -
MuniCode (Online Code Hosting)	\$ 700		\$ 700	\$ 700
OTHER CONTRACTUAL SERVICES TOTAL	\$ 20,700		\$ 20,700	\$ 700

BUDGET WORKSHEET

This includes the costs of public transportation, motor pool charges, reimbursements for use of private vehicles, per diem, meals, and incidental travel expenses.

**TRAVEL AND PER DIEM
OBJECT CODE 40.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
FACC Conference (Mandatory Continuing Education)	\$ 5,000		\$ 5,000	\$ 4,000
FACC Professional Education Academy (Town Clerk CMC training)	\$ 2,000		\$ 2,000	\$ 800
Other Meetings and Conferences	\$ 1,200		\$ 1,200	\$ 500
Auto Allowance* - Town Clerk	\$ -		\$ -	\$ 4,800
TRAVEL & PER DIEM TOTAL	\$ 8,200		\$ 8,200	\$ 10,100
* Per Contract				

BUDGET WORKSHEET

Telephone, cellular telephone, telegraph, or other communications as well as freight and express charges, drayage, postage, and messenger services.

**COMMUNICATIONS AND FREIGHT SERVICES
OBJECT CODE 41.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Other Postage/Courier	\$ 2,000		\$ 2,000	\$ 2,000
Cell Phone Allowance* - Town Clerk	\$ 1,440		\$ 1,440	\$ 1,440
COMMUNICATIONS AND FREIGHT SERVICES TOTAL	\$ 3,440		\$ 3,440	\$ 3,440
* Per Contract				

BUDGET WORKSHEET

Amounts paid for the lease or rent of land, buildings, or equipment. This would also include the leasing of vehicles.

**RENTAL AND LEASES
OBJECT CODE 44.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Copier Lease (moved to General Government)	\$ -		\$ -	\$ 2,400
RENTAL AND LEASES TOTAL	\$ -		\$ -	\$ 2,400

BUDGET WORKSHEET

The costs incurred for the repair and maintenance of buildings and equipment, including all maintenance and service contracts. Does not include custodial or janitorial services which are recorded under sub-object 34.

REPAIRS AND MAINTENANCE
OBJECT CODE 46.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Copier Maintenance (moved to General Government)	\$ -	\$ -	\$ -	\$ 4,000
Maintenance Laserfiche*	\$ 4,600		\$ 4,600	\$ 4,600
eScribe * (Webcasting Plus support services/maint.)	\$ 33,010		\$ 33,010	\$ 32,910
VR Systems - Online Campaign Finance Reporting *	\$ 2,700		\$ 2,700	\$ 2,500
REPAIRS AND MAINTENANCE TOTAL	\$ 40,310		\$ 40,310	\$ 44,010
* Per Contract				

BUDGET WORKSHEET

Costs of printing, binding, and other reproduction services which are contracted for or purchased from outside vendors. Also, include charges for printing, etc., which is performed by an in-house print shop.

PRINTING AND BINDING
OBJECT CODE 47.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Minutes/Resolutions/Ordinances/LDRS	\$ 4,700		\$ 4,700	\$ 4,700
Proclamations & Awards	\$ 1,000		\$ 1,000	\$ 1,000
PRINTING AND BINDING TOTAL	\$ 5,700		\$ 5,700	\$ 5,700

BUDGET WORKSHEET

Includes current charges and obligations not otherwise classified.

**OTHER CURRENT CHARGES AND OBLIGATIONS
OBJECT CODE 49.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Legal Advertising (Some Cost Recovery) <i>- Increased Cost of Miami Herald Ads - Any Code Amendment - Ads Relating to Charter Review - Bid Advertisement - Budget Ads</i>	\$ 80,000		\$ 80,000	\$ 80,000
Remediation of Docs for ADA Compliance <i>keep forever docs (ordinance and resolutions, etc)</i>	\$ 10,000		\$ 10,000	\$ 10,000
OTHER CURRENT CHARGES AND OBLIGATIONS TOTAL	\$ 90,000		\$ 90,000	\$ 90,000

BUDGET WORKSHEET

All types of supplies consumed in the conduct of operations. This category may include food, fuel, lubricants, chemicals, laboratory supplies, household items, institutional supplies, computer software, uniforms and other clothing. Also includes recording tapes and transcript production supplies. Does not include materials and supplies unique to construction or repair of roads and bridges.

**OPERATING SUPPLIES
OBJECT CODE 52.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Miscellaneous Supplies	\$ 4,000		\$ 4,000	\$ 4,000
OPERATING SUPPLIES TOTAL	\$ 4,000		\$ 4,000	\$ 4,000

BUDGET WORKSHEET

Includes books, or sets of books if purchased by set, and not purchases for use by libraries, educational institutions, and other institutions where books and publications constitute capital outlay. This object also includes subscriptions, memberships, professional data costs, and training and educational costs.

BOOKS, PUBLICATIONS, SUBSCRIPTIONS AND MEMBERSHIPS
OBJECT CODE 54.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
<i>Professional Association Dues:</i>				
International Institute of Municipal Clerks	\$ 445		\$ 445	\$ 445
Florida Association of Clerk's	\$ 300		\$ 300	\$ 300
Miami Dade County Municipal Clerks Association	\$ 225		\$ 225	\$ 225
<i>Training</i>				
FACC Conference Registration	\$ 2,000		\$ 2,000	\$ 1,000
Other Conferences/Seminars Registration	\$ 1,500		\$ 1,500	\$ 600
Misc. Publications/Educational Materials	\$ 400		\$ 400	\$ 400
BOOKS, PUBLICATIONS, SUBSCRIPTIONS AND MEMBERSHIPS TOTAL	\$ 4,870		\$ 4,870	\$ 2,970

BUDGET WORKSHEET

Includes motor vehicles, heavy equipment - transportation, other heavy equipment, office furniture and equipment, and other machinery and equipment. Also includes court recording, duplicating, and transcribing equipment.

MACHINERY AND EQUIPMENT
OBJECT CODE 64.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
MACHINERY AND EQUIPMENT TOTAL				
	\$ -		\$ -	\$ -



General Government

Budget Worksheet

CATEGORY	ACTUAL FY 20/21	ADOPTED FY 21/22	FY 21/22 ACTUAL PROJECTION	TENTATIVE FY 22/23	NET CHANGE 7/27 WORKSHOP VS ADOPTED FY 21/22	NET CHANGE 9/1 WORKSHOP VS 7/27 WORKSHOP
Salaries	\$620,564	\$655,021	\$650,000	\$700,901	\$45,880	A -
Payroll Taxes	\$40,963	\$50,844	\$49,725	\$54,353	\$3,509	A -
Retirement Contributions	\$127,004	\$143,629	\$140,000	\$173,632	\$30,003	A -
Life and Health Insurance	\$80,702	\$90,000	\$90,000	\$95,640	\$5,640	-
Professional Services	\$116,400	\$226,000	\$335,000	\$211,000	-\$25,000	B \$10,000 1
Other Contractual Services	\$475,890	\$301,155	\$325,000	\$298,988	-\$2,167	-
Other Contractual Services - Brownfield	-	-	-	\$67,000	\$67,000	C -
Travel & Per Diem	\$14,141	\$21,200	\$21,000	\$20,200	-	-\$1,000
Communications & Freight	\$69,204	\$89,034	\$80,000	\$110,822	\$21,788	D -
Utilities	\$6,686	\$5,000	\$5,000	\$5,000	-	-
Rentals & Leases	\$592,990	\$622,207	\$640,000	\$689,785	\$68,578	E -\$1,000
Insurance	\$246,751	\$276,000	\$280,000	\$322,500	\$10,000	\$36,500 2
Repairs & Maintenance	\$46,923	\$67,277	\$65,000	\$62,748	-\$4,529	-
Printing & Binding	\$2,189	\$2,500	\$4,000	\$14,500	\$13,000	F -\$1,000
Promotional	-	\$4,000	\$500	\$7,500	\$5,000	-\$1,500
Other Current Charges	\$800,341	\$36,000	\$65,000	\$34,500	-	-\$1,500
Office Supplies	\$6,352	\$10,000	\$13,000	\$10,000	-	-
Operating Supplies	\$37,813	\$7,000	\$27,500	\$5,500	-	-\$1,500
Dues, Subscriptions, Memberships	\$61,171	\$55,691	\$55,000	\$58,903	\$9,212	G -\$6,000 3
Capital Outlay	\$8,455,041	\$7,530	\$15,000	\$7,530	-	-
Debt Service - Principal	\$3,902,928	\$524,550	\$524,000	\$537,600	\$13,050	H -
Debt Service - Interest	\$420,737	\$672,650	\$672,000	\$659,700	-\$12,950	H -
Contributions & Aid to Governmental Entities	-	-	-	-	-	-
TOTAL	\$16,124,790	\$3,867,288	\$4,056,725	\$4,148,302	\$248,014	\$33,000

**Significant Changes from the FY 21/22 Adopted Budget**

- A – Increase in salaries and benefits due primarily to anticipated merit and COLA pay adjustments
- B – Net decrease results primarily from elimination of GOB Marketing consultant services (\$70,000) offset by an increase in communications consultant services (\$45,000)
- C – This account is new for FY 2022-23 budget and is being used to track expenditures eligible for tax credit purposes
- D – Increase results primarily from increased cellphone and park telecom services (\$14,000) and for the cost of an Annual Year in Review mailer (\$7,000)
- E – Increase results primarily from budgeting Town-wide copier leases (\$12,000) and from projected increases in Town Hall office rent (\$57,000)
- F – Increase reflects the printing of an Annual Year in Review document (\$13,000)
- G – Increase primarily due to increased staff training (\$5,000) and provision for Zoom video conferencing (\$3,700)
- H – Changes reflect the normal amortization of the Town's debt

Significant Changes from the July 27, 2022 Budget Workshop

- 1 – Increase reflects provision for completion of SAR report that commenced in FY 2022 (\$27,000), offset by decrease in communications consultant (\$15,000) and financial advisor (\$2,000)
- 2 – Increase reflects actual renewal premiums for insured risks
- 3 – Decrease primarily reflects reductions to staff training (\$5,000) and continuing education conferences (\$1,000)



Quality Neighborhood IMP Program

(Part of General Government)

Budget Worksheet

CATEGORY	ACTUAL FY 20/21	ADOPTED FY 21/22	FY 20/21 ACTUAL PROJECTION	TENTATIVE FY 22/23	NET CHANGE 7/27 WORKSHOP VS ADOPTED FY 21/22	NET CHANGE 9/1 WORKSHOP VS 7/27 WORKSHOP
QNIP Debt Service	\$345,552	\$346,000	\$345,930	\$346,000	-	-
TOTAL	\$345,552	\$346,000	\$345,930	\$346,000	-	-

Significant Changes from the FY 21/22 Adopted Budget

No significant changes

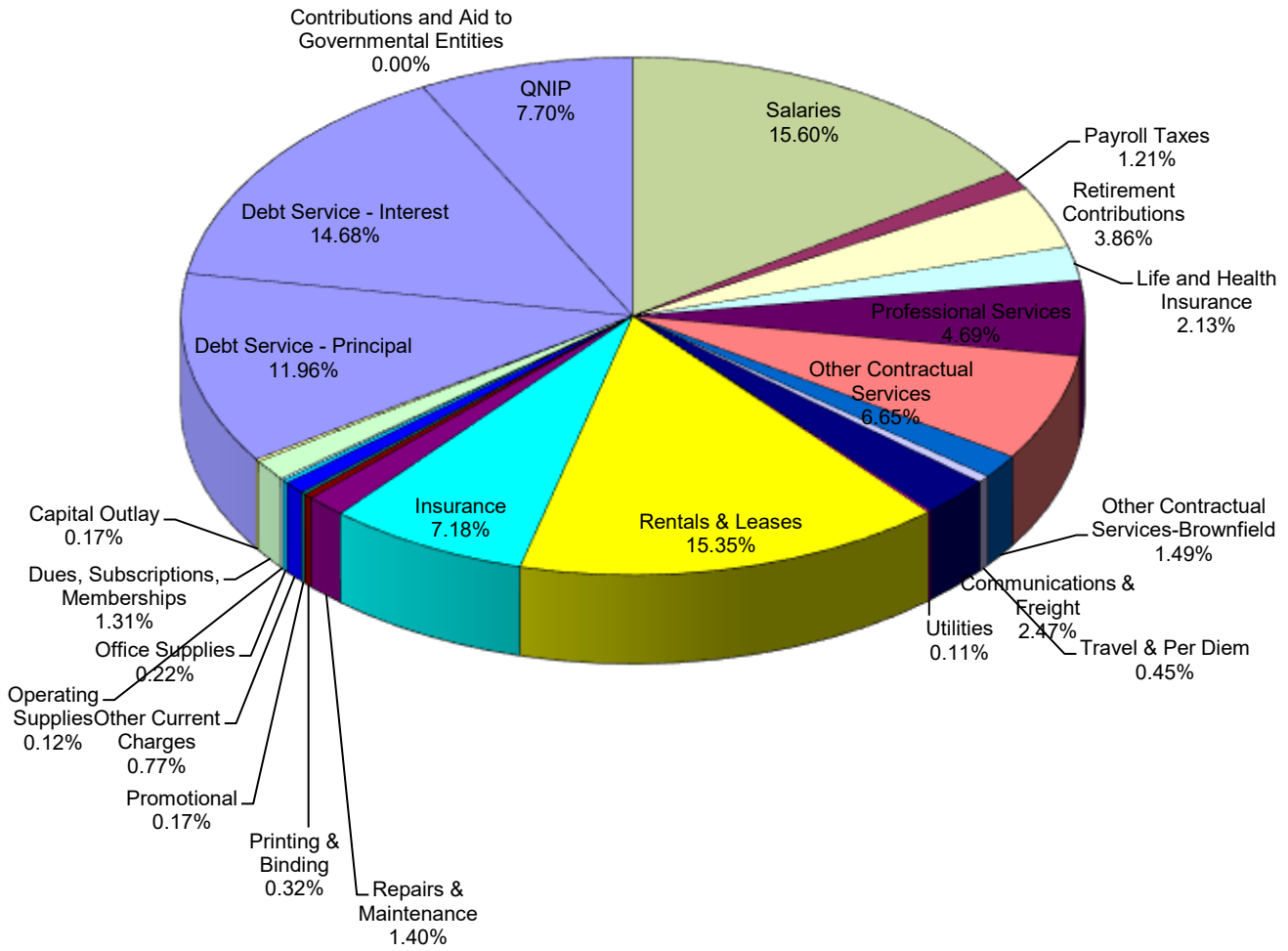
Significant Changes from the July 27, 2022 Budget Workshop

No significant changes



General Government

Tentative Expenditures



Salaries	Payroll Taxes
Retirement Contributions	Life and Health Insurance
Professional Services	Other Contractual Services
Other Contractual Services-Brownfield	Travel & Per Diem
Communications & Freight	Utilities
Rentals & Leases	Insurance
Repairs & Maintenance	Printing & Binding
Promotional	Other Current Charges
Office Supplies	Operating Supplies
Dues, Subscriptions, Memberships	Capital Outlay
Debt Service - Principal	Debt Service - Interest
Contributions and Aid to Governmental Entities	QNIP

BUDGET WORKSHEET

Employees who are or will be members of a retirement system as a condition of employment. Includes all full-time and part-time employees who make up the regular work force. Includes all salaries and salary supplements for official court reporters and electronic recorder operator transcribers.

REGULAR SALARIES
OBJECT CODE 12.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Town Manager	\$ 246,515		\$ 246,515	\$ 244,413
Executive Assistant to Town Manager	\$ 77,980		\$ 77,980	\$ 75,063
Administrative Services Director	\$ 114,912		\$ 114,912	\$ 110,613
IT Administrative Assistant	\$ 58,000		\$ 58,000	\$ 50,320
Customer Service Representative	\$ 41,400		\$ 41,400	\$ 39,851
Communications Manager	\$ 80,466		\$ 80,466	\$ 77,456
Grant Coordinator (Part-Time)	\$ 45,629		\$ 45,629	\$ 45,240
COLA (4.36% - BLS)	\$ 28,990		\$ 28,990	\$ 5,529
Merit Pool (3% max)	\$ 7,009		\$ 7,009	\$ 6,536
REGULAR SALARIES TOTAL	\$ 700,901		\$ 700,901	\$ 655,021

BUDGET WORKSHEET

Social Security matching/Medicare matching.

FICA TAXES
OBJECT CODE 21.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Salaries and Wages x 7.65%	\$ 54,353		\$ 54,343	\$ 50,844
FICA TAXES TOTAL	\$ 54,353		\$ 54,343	\$ 50,844

BUDGET WORKSHEET

Amounts contributed to a retirement fund.

RETIREMENT CONTRIBUTIONS
OBJECT CODE 22.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Town Manager	\$ 85,622		\$ 85,622	\$ 74,587
Executive Assistant to Town Manager	\$ 12,249		\$ 12,249	\$ 9,116
Administrative Services Director	\$ 39,955		\$ 39,955	\$ 33,791
IT Administrative Assistant	\$ 9,318		\$ 9,318	\$ 6,263
Customer Service Representative	\$ 6,590		\$ 6,590	\$ 4,904
Communications Manager	\$ 12,755		\$ 12,755	\$ 9,492
Grant Coordinator (Part-Time)	\$ 7,143		\$ 7,143	\$ 5,475
RETIREMENT CONTRIBUTIONS TOTAL	\$ 173,632		\$ 173,632	\$ 143,628

BUDGET WORKSHEET

Includes life and health insurance premiums and benefits paid for employees.

LIFE AND HEALTH INSURANCE
OBJECT CODE 23.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Town Manager	\$ 15,600		\$ 15,600	\$ 15,000
Executive Assistant to Town Manager	\$ 15,600		\$ 15,600	\$ 15,000
Administrative Services Director	\$ 15,600		\$ 15,600	\$ 15,000
IT Administrative Assistant	\$ 15,600		\$ 15,600	\$ 15,000
Customer Service Representative	\$ 15,600		\$ 15,600	\$ 15,000
Communications Manager	\$ 15,600		\$ 15,600	\$ 15,000
Grant Coordinator (Part-Time)	\$ 2,040		\$ 2,040	\$ -
<i>Estimated \$1300/mo per Full-Time Employee Health Insurance, Vision, Dental, Disability, and Life</i>				
<i>Estimated \$170/mo per Part-Time Employee</i>				
LIFE AND HEALTH INSURANCE TOTAL	\$ 95,640		\$ 95,640	\$ 90,000

BUDGET WORKSHEET

Legal, medical, dental, engineering, architectural, appraisal, and other services procured by the local unit as independent professional assistance. Includes such financial services as bond rating, etc., where the service received is not directly involved with accounting and/or auditing. Includes fees paid for competency and/or psychiatric evaluations and court appointed attorneys.

PROFESSIONAL SERVICES**OBJECT CODE 31.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
State Lobbying Services* - Gomez Barker	\$ 60,000		\$ 60,000	\$ 60,000
Financial Advisor Services* - Estrada Hinojosa	\$ 10,000		\$ 10,000	\$ 12,000
Marketing Consultant (GOB)	\$ -		\$ -	\$ 70,000
Conceptual Design Consultant (GOB):	\$ -		\$ -	\$ 24,000
Site Assessment Report Completion	\$ 27,000		\$ 27,000	\$ -
Environmental Lobbyist: * Conservation Concepts	\$ 24,000		\$ 24,000	\$ -
Federal Lobbyist: Thorn Run Partners	\$ 60,000		\$ 60,000	\$ 60,000
Communications Consultant:				
To assist the Communications Manager	\$ 30,000		\$ 30,000	\$ -
PROFESSIONAL SERVICES TOTAL	\$ 211,000		\$ 211,000	\$ 226,000
* Per Contract				

BUDGET WORKSHEET

Custodial, janitorial, and other services procured independently by contract or agreement with persons, firms, corporations, or other governmental units. Does not include contracts or services which are defined under sub-objects 31, 32, 33, 46, and 47.

OTHER CONTRACTUAL SERVICES**OBJECT CODE 34.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Grant Research System (Grant Finder)	\$ 1,200		\$ 1,200	\$ 1,200
Community News - Center Pages	\$ 16,800		\$ 16,800	\$ 16,800
IT Basic Support*	\$ 119,606		\$ 119,606	\$ 113,910
DB Support/COOP Server/Data Storage*	\$ 51,464		\$ 51,464	\$ 59,189
Support & A/V Maintenance in Chambers	\$ -		\$ -	\$ 25,000
MDC-ITD GIS Support & Contractual Service	\$ 10,000		\$ 10,000	\$ 10,000
MDC-ITD Consulting Services (S/W/ Assess.) ARPA New Operating Software/System	\$ 30,000		\$ 30,000	\$ -
TMS Time Clock System Monthly Fees	\$ 2,400		\$ 2,400	\$ 2,400
Grant Writing Consultant (\$3,000/month)	\$ 36,000		\$ 36,000	\$ 36,000
Social Media Archiving (Archive Social)*	\$ 7,176		\$ 7,176	\$ 7,200
Videographer (State of the Town)	\$ 10,000		\$ 10,000	\$ 10,000
Text Message Archiving (SMARSH)	\$ 4,542		\$ 4,542	\$ 4,456
Social Media Listening Platform	\$ 7,800		\$ 7,800	\$ -
Social Media Advertising	\$ 2,000		\$ 2,000	\$ -
Brownfield Consultant (A)- Goldstein Environ. Firm	\$ -		\$ -	\$ -
OTHER CONTRACTUAL SERVICES TOTAL	\$ 298,988		\$ 298,988	\$ 286,155
* Per Contract				
(A) Moved to Account No. 3415				

BUDGET WORKSHEET

Custodial, janitorial, and other services procured independently by contract or agreement with persons, firms, corporations, or other governmental units. Does not include contracts or services which are defined under sub-objects 31, 32, 33, 46, and 47.

OTHER CONTRACTUAL SERVICES**OBJECT CODE 34.150**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Brownfield Consultant (A)- Goldstein Environ. Firm	\$ 15,000		\$ 15,000	\$ 15,000
Brownfield Maintenance* - Top Notch, Inc.	\$ 42,000		\$ 42,000	\$ -
Soil Management Plan	\$ 10,000		\$ 10,000	\$ -
OTHER CONTRACTUAL SERVICES TOTAL	\$ 67,000		\$ 67,000	\$ 15,000
* Per Contract				
(A) Moved from Account No. 3400				

BUDGET WORKSHEET

This includes the costs of public transportation, motor pool charges, reimbursements for use of private vehicles, per diem, meals, and incidental travel expenses.

TRAVEL AND PER DIEM**OBJECT CODE 40.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
State of the Town Event	\$ 8,000		\$ 8,000	\$ 8,000
ICMA Annual Conference (Town Manager)	\$ 2,000		\$ 2,000	\$ 2,000
Tallahassee Travel (Town Manager)	\$ 2,500		\$ 2,500	\$ 2,500
Manager's Car Allowance*	\$ 7,200		\$ 7,200	\$ 7,200
Meals, Meetings, Etc.	\$ 500		\$ 500	\$ 1,500
TRAVEL & PER DIEM TOTAL	\$ 20,200		\$ 20,200	\$ 21,200
* Per Contract				

BUDGET WORKSHEET

Telephone, cellular telephone, telegraph, or other communications as well as freight and express charges, drayage, postage, and messenger services.

**COMMUNICATIONS AND FREIGHT SERVICES
OBJECT CODE 41.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Postage and Shipping	\$ 15,000		\$ 15,000	\$ 15,000
Courier Services	\$ -		\$ -	\$ 500
CBTC VoIP Communication Services*	\$ 9,984		\$ 9,984	\$ 9,882
CRP/Pool VoIP Communication Services*	\$ 2,496		\$ 2,496	\$ 2,592
CBTC Internet Connectivity*	\$ 11,040		\$ 11,040	\$ 11,040
AT&T (Telco) CR Park & Pool*	\$ 7,896		\$ 7,896	\$ 7,308
AT&T (Telco) LBTB Park*	\$ 7,368		\$ 7,368	\$ 792
AT&T (ISP) Franjo Park*	\$ 7,368		\$ 7,368	\$ 7,308
AT&T Circuit Town Hall*	\$ 9,216		\$ 9,216	\$ 9,158
AT&T (ISP/DSL) Monument Signs	\$ 3,054		\$ 3,054	\$ 3,054
Cell Ph Service Dept Heads & Staff	\$ 28,000		\$ 28,000	\$ 20,000
Manager's Cell Allowance*	\$ 2,400		\$ 2,400	\$ 2,400
Annual Year in Review Publication Mailers	\$ 7,000		\$ 7,000	\$ -
COMMUNICATIONS AND FREIGHT SERVICES TOTAL	\$ 110,822		\$ 110,822	\$ 89,034
* Per Contract				

BUDGET WORKSHEET

Telephone, cellular telephone, telegraph, or other communications as well as freight and express charges, drayage, postage, and messenger services.

**UTILITIES
OBJECT CODE 43.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Old Cutler Rd & Caribbean Blvd <i>(Electrical Meters for Bus Shelters, Irrigation System Enhancements on OCR)</i>	\$ 5,000		\$ 5,000	\$ 5,000
UTILITIES TOTAL	\$ 5,000		\$ 5,000	\$ 5,000

BUDGET WORKSHEET

Amounts paid for the lease or rent of land, buildings, or equipment. This would also include the leasing of vehicles.

RENTAL AND LEASES
OBJECT CODE 44.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Copy Machine Lease Payments (Town-wide) (inclusive of maintenance - no budget in account 4600)	\$ 15,000		\$ 15,000	\$ 3,426
Postage Meter Equipment Lease	\$ 6,100		\$ 6,100	\$ 6,100
Miscellaneous Rentals	\$ -		\$ -	\$ 1,000
CBTC Office Rental (assumes 8% increase on lease anniversary) (no provision for potential CAM Add'l rent)	\$ 668,685		\$ 668,685	\$ 611,681
RENTAL AND LEASES TOTAL	\$ 689,785		\$ 689,785	\$ 622,207

BUDGET WORKSHEET

Includes all insurance carried for the protection of the local government such as fire, theft, casualty, general and professional liability, auto coverage, surety bonds, etc.

INSURANCE
OBJECT CODE 45.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Florida League of Cities:				
- General Liability	\$ 100,000		\$ 100,000	\$ 100,000
- Auto	\$ 10,000		\$ 10,000	\$ 10,000
- Property	\$ 135,000		\$ 135,000	\$ 125,000
- Workers' Comp	\$ 40,000		\$ 40,000	\$ 40,000
- Cybersecurity**	\$ -		\$ -	\$ -
Flood	\$ 1,000		\$ 1,000	\$ 1,000
Town Manager's Surety Bond*	\$ -		\$ -	\$ -
INSURANCE TOTAL	\$ 286,000		\$ 286,000	\$ 276,000
* Included in Standard FMIT Policy at No Additional Cost				
** Now included in Liability Coverage				

BUDGET WORKSHEET

The costs incurred for the repair and maintenance of buildings and equipment, including all maintenance and service contracts. Does not include custodial or janitorial services which are recorded under sub-object 34.

REPAIRS AND MAINTENANCE
OBJECT CODE 46.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
CBTC Network Maintenance/Support	\$ 17,040		\$ 17,040	\$15,000
Copier Maintenance Agreement (included in Account 4400 Lease Total)	\$ -		\$ -	\$10,000
Dot GOV Domain Renewal	\$ 400		\$ 400	\$400
Misc IT Hardware Repairs	\$ 3,000		\$ 3,000	\$3,000
TMS Time Clock System Maintenance	\$ 3,400		\$ 3,400	\$3,400
Exclaimer Disclaimer support	\$ 300		\$ 300	\$300
Exclaimer Auto-Responder Support	\$ 300		\$ 300	\$300
HR Software Maintenance (NeoGov)	\$ 9,431		\$ 9,431	\$9,431
CISCO Phone System Maintenance (CBTC)	\$ 4,320		\$ 4,320	\$3,612
CISCO Phone System Maint (CRP & Pool)	\$ 756		\$ 756	\$588
VDI Support	\$ 15,360		\$ 15,360	\$14,640
GIS DMZ Server Certificate (Go Daddy-3 yr)	\$ 400		\$ 400	\$400
CBTC Firewall Maintenance	\$ 5,335		\$ 5,335	\$3,500
AntiVirus Subscription	\$ 2,706		\$ 2,706	\$2,706
REPAIRS AND MAINTENANCE TOTAL	\$ 62,748		\$ 62,748	\$ 67,277

BUDGET WORKSHEET

Costs of printing, binding, and other reproduction services which are contracted for or purchased from outside vendors. Also, include charges for printing, etc., which is performed by an in-house print shop.

PRINTING AND BINDING
OBJECT CODE 47.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Miscellaneous Printing	\$ 1,500		\$ 1,500	\$ 2,500
Annual Year in Review Publication	\$ 13,000		\$ 13,000	\$ -
PRINTING AND BINDING TOTAL	\$ 14,500		\$ 14,500	\$ 2,500

BUDGET WORKSHEET*Includes any type of promotional advertising on behalf of the local unit.***PROMOTIONAL ACTIVITIES****OBJECT CODE 48.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Brochures, Flyers, Plaques, Etc.	\$ 2,500		\$ 2,500	\$ 4,000
Annual Events/ Park Publication Printing	\$ 5,000		\$ 5,000	
PROMOTIONAL ACTIVITIES TOTAL	\$ 7,500		\$ 7,500	\$ 4,000

BUDGET WORKSHEET*Includes current charges and obligations not otherwise classified.***OTHER CURRENT CHARGES AND OBLIGATIONS****OBJECT CODE 49.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Bank Service Charges/Merchant Fees	\$ 12,000		\$ 12,000	\$ 12,000
Miscellaneous	\$ 1,500		\$ 1,500	\$ 3,000
Background Checks (SSCI, Level 2/DOJJ)	\$ 4,000		\$ 4,000	\$ 4,000
Drug Testing	\$ 2,000		\$ 2,000	\$ 2,000
Reimbursable Unemployment Reserves	\$ 15,000		\$ 15,000	\$ 15,000
OTHER CURRENT CHARGES AND OBLIGATIONS TOTAL	\$ 34,500		\$ 34,500	\$ 36,000

BUDGET WORKSHEET*This object includes materials and supplies such as stationery, preprinted forms, paper, charts, and maps.***OFFICE SUPPLIES****OBJECT CODE 51.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Miscellaneous Office Supplies	\$ 10,000		\$ 10,000	\$ 10,000
OFFICE SUPPLIES TOTAL	\$ 10,000		\$ 10,000	\$ 10,000

BUDGET WORKSHEET

All types of supplies consumed in the conduct of operations. This category may include food, fuel, lubricants, chemicals, laboratory supplies, household items, institutional supplies, computer software, uniforms and other clothing. Also includes recording tapes and transcript production supplies. Does not include materials and supplies unique to construction or repair of roads and bridges.

OPERATING SUPPLIES
OBJECT CODE 52.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Miscellaneous IT Software/Supplies	\$ 3,500		\$ 3,500	\$ 5,000
Miscellaneous Operating Supplies	\$ 2,000		\$ 2,000	\$ 2,000
OPERATING SUPPLIES TOTAL	\$ 5,500		\$ 5,500	\$ 7,000

BUDGET WORKSHEET

Includes books, or sets of books if purchased by set, and not purchases for use by libraries, educational institutions, and other institutions where books and publications constitute capital outlay. This object also includes subscriptions, memberships, professional data costs, and training and educational costs.

BOOKS, PUBLICATIONS, SUBSCRIPTIONS AND MEMBERSHIPS
OBJECT CODE 54.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
FCCMA Membership - Town Manager (\$3/\$1000 of salary)	\$ 769		\$ 769	\$ 763
ICMA Membership - Town Manager (salary x .0075)	\$ 1,923		\$ 1,923	\$ 1,906
FCCMA Annual Conference	\$ 1,500		\$ 1,500	\$ 1,500
Maintenance of Employee Licensing (CPRP)	\$ 500		\$ 500	\$ -
FLC Annual Conference	\$ 1,500		\$ 1,500	\$ 1,500
Zoom Video Communications, Inc. (Virtual Meetings)	\$ 3,700		\$ 3,700	\$ -
GovQA Subscription	\$ 3,500		\$ 3,500	\$ 3,500
MS Office 365 Subscriptions/Licenses*	\$ 14,189		\$ 14,189	\$ 14,200
Windows Enterprise Licenses - E1 (\$50 x 69)	\$ 3,450		\$ 3,450	\$ 3,450
User License - E1 (\$72 x 24)	\$ 1,728		\$ 1,728	\$ 1,728
User License - E3 (\$204 x 35)	\$ 7,140		\$ 7,140	\$ 7,140
User License - F1 (\$56 x 10)	\$ 560		\$ 560	\$ 560
CORE License - E3 (\$19 x 69)	\$ 1,311		\$ 1,311	\$ 1,311
Human Resources Conferences	\$ 1,000		\$ 1,000	\$ 2,000
Human Resources Professional Subscriptions	\$ 1,133		\$ 1,133	\$ 1,133
Staff Training	\$ 15,000		\$ 15,000	\$ 15,000
BOOKS, PUBLICATIONS, SUBSCRIPTIONS AND MEMBERSHIPS TOTAL	\$ 58,903		\$ 58,903	\$ 55,691

BUDGET WORKSHEET

Includes motor vehicles, heavy equipment - transportation, other heavy equipment, office furniture and equipment, and other machinery and equipment. Also includes court recording, duplicating, and transcribing equipment.

MACHINERY AND EQUIPMENT**OBJECT CODE 64.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Microsoft SQL 2 Core Licenses (2)* EDEN SQL and Legacy SQL	\$7,530		\$7,530	\$7,530
MACHINERY AND EQUIPMENT TOTAL	\$ 7,530		\$ 7,530	\$ 7,530
* Per Contract				

BUDGET WORKSHEET

Debt Service - PRINCIPAL

PRINCIPAL**OBJECT CODE 71.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
TD BANK LOAN (2015A)	\$ 373,100		\$ 373,100	\$ 363,900
2020 Truist Loan	\$ 164,500		\$ 164,500	\$ 160,650
2020 Bonds	\$ -		\$ -	\$ -
PRINCIPAL TOTAL	\$ 537,600		\$ 537,600	\$ 524,550

BUDGET WORKSHEET

Debt Service - INTEREST

INTEREST**OBJECT CODE 72.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
TD BANK LOAN (2015A)	\$ 78,100		\$ 78,100	\$ 87,300
2020 Truist Loan	\$ 64,200		\$ 64,200	\$ 67,950
2020 Bonds	\$ 517,400		\$ 517,400	\$ 517,400
INTEREST TOTAL	\$ 659,700		\$ 659,700	\$ 672,650

CONTRIBUTIONS AND AID TO GOVERNMENTAL ENTITIES**OBJECT CODE 81.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
	\$ -		\$ -	\$ -
CONTRIBUTIONS AND AID TO GOVERNMENTAL ENTITIES TOTAL	\$ -		\$ -	\$ -



Finance Department

Budget Worksheet

CATEGORY	ACTUAL FY 20/21	ADOPTED FY 21/22	FY 21/22 ACTUAL PROJECTION	TENTATIVE FY 22/23	NET CHANGE 7/27 WORKSHOP VS ADOPTED FY 21/22	NET CHANGE 9/1 WORKSHOP VS 7/27 WORKSHOP
Salaries	\$320,657	\$303,122	\$300,000	\$295,319	-\$7,803	-
Payroll Taxes	\$23,176	\$23,189	\$22,950	\$22,592	-\$597	-
Retirement Contributions	\$63,204	\$63,601	\$63,000	\$68,423	\$4,822	-
Life and Health Insurance	\$40,393	\$45,000	\$42,500	\$46,800	\$1,800	-
Accounting and Auditing	\$31,675	\$32,400	\$30,000	\$35,450	\$6,075	A -\$3,025 1
Other Contractual Services	\$8,007	\$5,000	\$5,000	\$5,000	-	-
Travel & Per Diem	-	\$1,200	\$250	\$1,200	-	-
Repairs & Maintenance	\$54,650	\$61,200	\$60,000	\$63,000	\$1,800	-
Other Current Charges	-	-	\$0	\$600	-	-
Operating Supplies	-	-	\$0	\$0	-	-
Dues, Subscriptions, Memberships	\$2,004	\$3,000	\$3,000	\$3,000	\$0	-
Capital Outlay	-	-	-	-	-	-
Accounting Software	\$15,716	-	-	-	-	-
TOTAL	\$559,482	\$537,712	\$526,700	\$541,384	\$6,097	-\$3,025

Significant Changes from the FY 21/22 Adopted Budget

A – Reflects estimated increased costs for single audit services as well as for an update to the actuarial valuation for other post-employment benefits

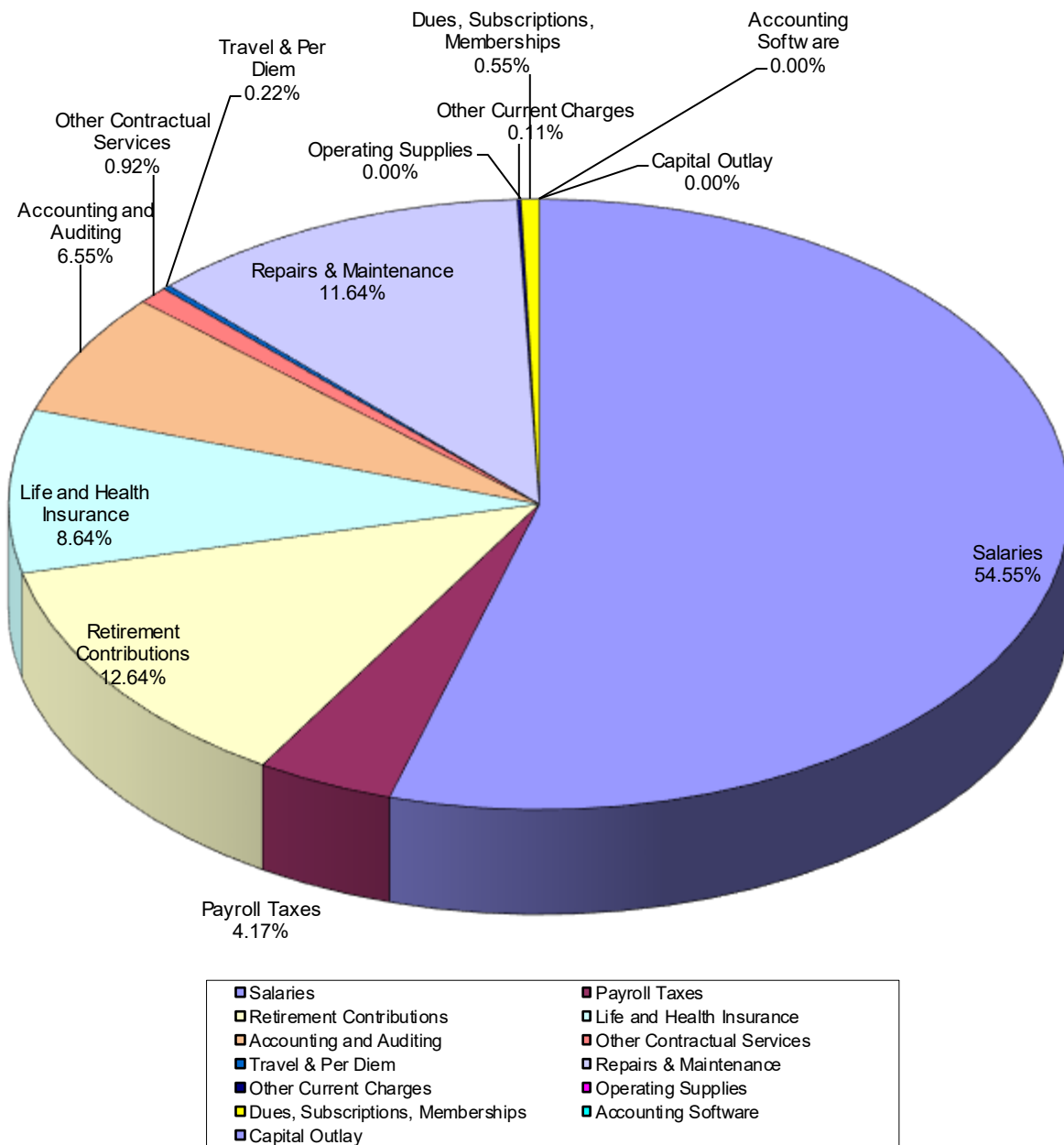
Significant Changes from the July 27, 2022 Budget Workshop

1 – Reflects lower negotiated fees with auditors



Finance Department

Tentative Expenditures



BUDGET WORKSHEET

Employees who are or will be members of a retirement system as a condition of employment. Includes all full-time and part-time employees who make up the regular work force. Includes all salaries and salary supplements for official court reporters and electronic recorder operator transcribers.

REGULAR SALARIES
OBJECT CODE 12.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Finance Director	\$ 127,492		\$ 127,492	\$ 149,968
Accountant	\$ 76,121		\$ 76,121	\$ 76,121
Finance Clerk	\$ 48,309		\$ 48,309	\$ 46,501
Accounting Clerk (Part-Time)	\$ 29,286		\$ 29,286	\$ 27,144
COLA (4.36% - BLS)	\$ 13,241		\$ 13,241	\$ 2,578
Merit Pool (3% max)	\$ 870		\$ 870	\$ 810
REGULAR SALARIES TOTAL	\$ 295,319		\$ 295,319	\$ 303,122

BUDGET WORKSHEET

Social Security matching/Medicare matching.

FICA TAXES
OBJECT CODE 21.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Salaries and Wages x 7.65%	\$ 22,592		\$ 22,592	\$ 23,189
FICA TAXES TOTAL	\$ 22,592		\$ 22,592	\$ 23,189

BUDGET WORKSHEET*Amounts contributed to a retirement fund.***RETIREMENT CONTRIBUTIONS****OBJECT CODE 22.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Finance Director	\$ 44,230		\$ 44,230	\$ 45,377
Accountant	\$ 11,916		\$ 11,916	\$ 9,213
Finance Clerk	\$ 7,693		\$ 7,693	\$ 5,725
Accounting Clerk (Part-Time)	\$ 4,584		\$ 4,584	\$ 3,285
RETIREMENT CONTRIBUTIONS TOTAL	\$ 68,423		\$ 68,423	\$ 63,600

BUDGET WORKSHEET*Includes life and health insurance premiums and benefits paid for employees.***LIFE AND HEALTH INSURANCE****OBJECT CODE 23.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Finance Director	\$ 15,600		\$ 15,600	\$ 15,000
Accountant	\$ 15,600		\$ 15,600	\$ 15,000
Finance Clerk	\$ 15,600		\$ 15,600	\$ 15,000
Accounting Clerk (Part-Time) - waived coverage	\$ -		\$ -	\$ -
<i>Estimated \$1300/mo per Full-Time Employee Health Insurance, Vision, Dental, Disability, and Life</i>				
LIFE AND HEALTH INSURANCE TOTAL	\$ 46,800		\$ 46,800	\$ 45,000

BUDGET WORKSHEET

Generally includes all services received from independent certified public accountants.

ACCOUNTING & AUDITING

OBJECT CODE 32.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Independent Auditors				
Regular Audit Services*	\$ 27,500		\$ 27,500	\$ 26,500
Single Audit Services* (only if needed)	\$ 3,300		\$ 3,300	\$ 3,000
Other Post Employment Benefits Review/Update	\$ 3,250		\$ 3,250	\$ 1,500
CAFR Submission	\$ 700		\$ 700	\$ 700
Budget Book Submission	\$ 700		\$ 700	\$ 700
ACCOUNTING & AUDITING TOTAL	\$ 35,450		\$ 35,450	\$ 32,400
* Per Contract				

BUDGET WORKSHEET

Custodial, janitorial, and other services procured independently by contract or agreement with persons, firms, corporations, or other governmental units. Does not include contracts or services which are defined under sub-objects 31, 32, 33, 46, and 47.

OTHER CONTRACTUAL SERVICES

OBJECT CODE 34.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Payroll Processing, Tax Reporting, Year-End	\$ 5,000		\$ 5,000	\$ 5,000
OTHER CONTRACTUAL SERVICES TOTAL	\$ 5,000		\$ 5,000	\$ 5,000

BUDGET WORKSHEET

This includes the costs of public transportation, motor pool charges, reimbursements for use of private vehicles, per diem, meals, and incidental travel expenses.

**TRAVEL AND PER DIEM
OBJECT CODE 40.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Miscellaneous Auto Reimbursements	\$ 600		\$ 600	\$ 600
Miscellaneous Travel and Per Diem	\$ 600		\$ 600	\$ 600
TRAVEL & PER DIEM TOTAL	\$ 1,200		\$ 1,200	\$ 1,200

BUDGET WORKSHEET

Telephone, cellular telephone, telegraph, or other communications as well as freight and express charges, drayage, postage, and messenger services.

**COMMUNICATIONS AND FREIGHT SERVICES
OBJECT CODE 41.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
	\$ -		\$ -	\$ -
COMMUNICATIONS AND FREIGHT SERVICES TOTAL	\$ -		\$ -	\$ -

BUDGET WORKSHEET

The costs incurred for the repair and maintenance of buildings and equipment, including all maintenance and service contracts. Does not include custodial or janitorial services which are recorded under sub-object 34.

**REPAIRS AND MAINTENANCE
OBJECT CODE 46.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
ERP System Maintenance*	\$ 63,000		\$ 63,000	\$ 61,200
REPAIRS AND MAINTENANCE TOTAL	\$ 63,000		\$ 63,000	\$ 61,200
* Per Contract				

BUDGET WORKSHEET

Includes current charges and obligations not otherwise classified.

**OTHER CURRENT CHARGES AND OBLIGATIONS
OBJECT CODE 49.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Miscellaneous	\$ 600		\$ 600	\$ 600
OTHER CURRENT CHARGES AND OBLIGATIONS TOTAL	\$ 600		\$ 600	\$ 600

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BUDGET WORKSHEET

Includes books, or sets of books if purchased by set, and not purchases for use by libraries, educational institutions, and other institutions where books and publications constitute capital outlay. This object also includes subscriptions, memberships, professional data costs, and training and educational costs.

BOOKS, PUBLICATIONS, SUBSCRIPTIONS AND MEMBERSHIPS
OBJECT CODE 54.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
AICPA Dues	\$700		\$700	\$600
FICPA Dues	\$500		\$500	\$400
Training, Subscriptions - Finance Director	\$1,300		\$1,300	\$1,500
GFOA/FGFOA Memberships	\$500		\$500	\$500
BOOKS, PUBLICATIONS, SUBSCRIPTIONS AND MEMBERSHIPS TOTAL	\$ 3,000		\$ 3,000	\$ 3,000

BUDGET WORKSHEET

ACCOUNTING SOFTWARE
OBJECT CODE 64.400

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
	\$ -		\$ -	\$ -
ACCOUNTING SOFTWARE TOTAL	\$ -		\$ -	\$ -

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Town Attorney

Budget Worksheet

CATEGORY	ACTUAL FY 20/21	ADOPTED FY 21/22	FY 21/22 ACTUAL PROJECTION	TENTATIVE F Y 22/23	NET CHANGE 7/27 WORKSHOP VS ADOPTED FY 21/22	NET CHANGE 9/1 WORKSHOP VS 7/27 WORKSHOP
Professional Services	\$349,549	\$450,000	\$450,000	\$450,000	-	-
Litigation Services	-	\$50,000	-	\$50,000	-	-
TOTAL	\$349,549	\$500,000	\$450,000	\$500,000	-	-

Significant Changes from the FY 21/22 Adopted Budget

No Significant Changes

Significant Changes from the July 27, 2022 Budget Workshop

No Significant Changes

BUDGET WORKSHEET

Legal, medical, dental, engineering, architectural, appraisal, and other services procured by the local unit as independent professional assistance. Includes such financial services as bond rating, etc., where the service received is not directly involved with accounting and/or auditing. Includes fees paid for competency and/or psychiatric evaluations and court appointed attorneys.

PROFESSIONAL SERVICES

OBJECT CODE 31.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Town Attorney Services	\$450,000		\$450,000	\$450,000
PROFESSIONAL SERVICES TOTAL	\$450,000		\$450,000	\$450,000

LITIGATION SERVICES

OBJECT CODE 3150

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Additional Litigation Services - If necessary	\$50,000		\$50,000	\$50,000
LITIGATION SERVICES TOTAL	\$50,000		\$50,000	\$50,000



Community Development

Budget Worksheet

CATEGORY	ACTUAL FY 20/21	ADOPTED FY 21/22	FY 21/22 ACTUAL PROJECTION	TENTATIVE FY 22/23	NET CHANGE 7/27 WORKSHOP VS ADOPTED FY 21/22		NET CHANGE 9/1 WORKSHOP VS 7/27 WORKSHOP	
Salaries	\$483,773	\$651,290	\$600,000	\$763,334	\$112,044	A	-	
Payroll Taxes	\$36,149	\$49,824	\$45,900	\$58,395	\$8,571	A	-	
Retirement Contributions	\$71,214	\$101,048	\$95,000	\$139,108	\$38,060	A	-	
Life and Health Insurance	\$74,190	\$105,000	\$102,000	\$128,880	\$23,880	A	-	
Professional Services	\$68,841	\$70,000	\$70,000	\$140,000	\$80,000	B	-\$10,000	1
Court Reporter Service	-	\$800	-	\$800	-		-	
Other Contractual Services	\$653,473	\$498,500	\$680,000	\$492,500	-		-\$6,000	2
Travel & Per Diem	-	\$5,000	\$2,500	\$5,000	-		-	
Communications & Freight	-	\$2,000	-	\$2,000	-		-	
Rentals & Leases	\$1,250	\$1,500	\$500	\$500	-\$1,500		-	
Repairs & Maintenance	\$4,107	\$5,700	\$4,500	\$4,800	-\$900		-	
Printing & Binding	\$763	\$2,500	\$2,500	\$1,500	-		-\$1,000	
Other Current Charges	-	\$1,000	-	\$1,000	-		-	
Office Supplies	\$3,488	\$5,000	\$5,000	\$5,000	-		-	
Operating Supplies	\$9,090	\$3,500	\$5,300	\$3,500	-		-	
Dues, Subscriptions, Memberships	\$3,604	\$14,500	\$12,000	\$12,500	-		-\$2,000	
Capital Outlay	\$1,990	-	\$1,500	-	-		-	
TOTAL	\$1,411,932	\$1,517,162	\$1,626,700	\$1,758,817	\$260,155		-\$19,000	

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**Significant Changes from the FY 21/22 Adopted Budget**

A – Increase in salaries and benefits due primarily to anticipated merit and COLA pay adjustments, as well as budgeting for a Building Official and Building Inspector for FY 2022/23

B – Increase reflects provision for a grant funded resiliency study (\$125,000), offset by elimination of the Growth Management Plan update (\$45,000)

Significant Changes from the July 27, 2022 Budget Workshop

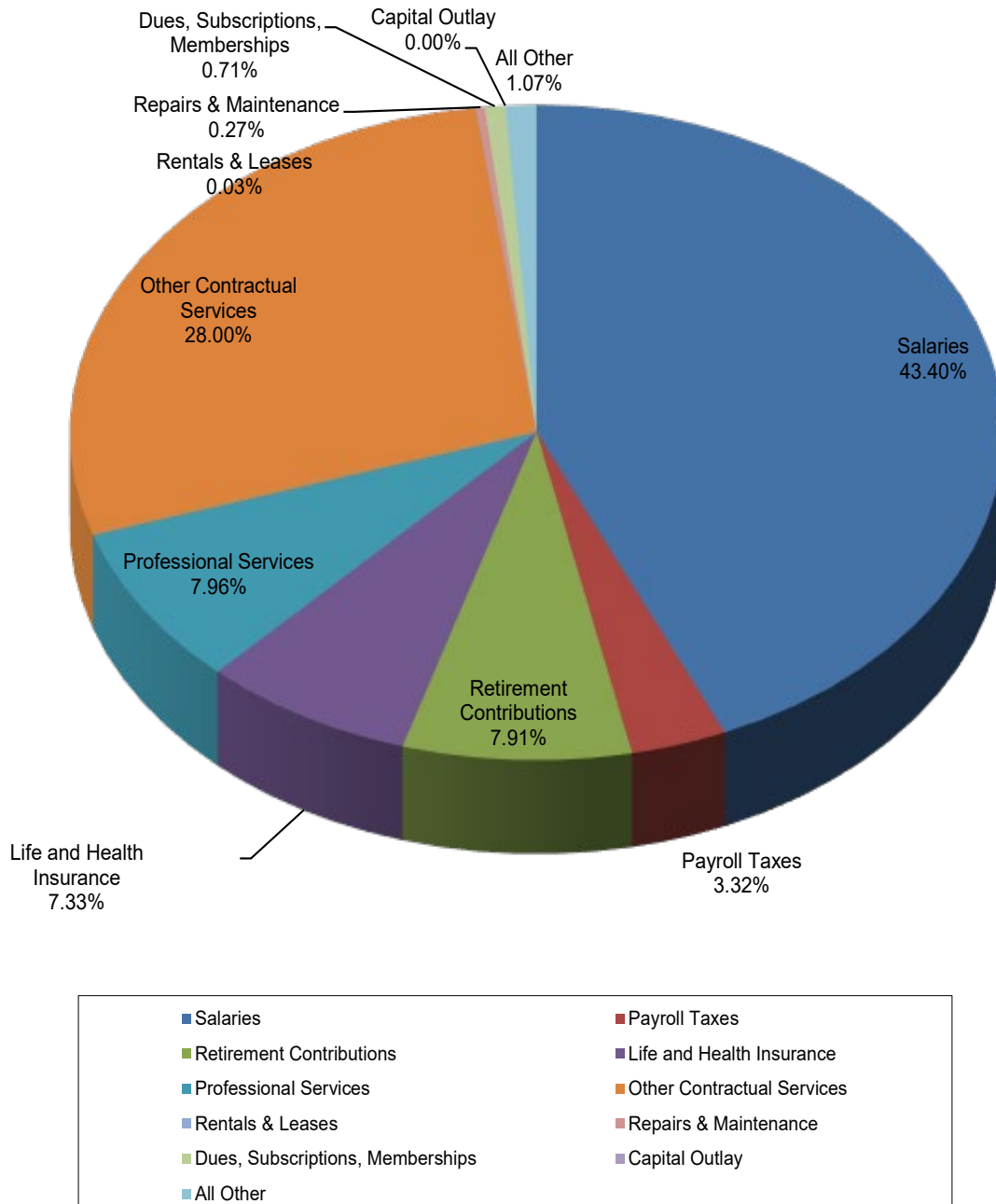
1 – Reflects reduction in planning consultant services (\$10,000)

2 – Reflects reduction in budgeted amounts for property abatement (\$3,000), possible unsafe structure work (\$2,000), and document recording services (\$1,000)



Community Development Department

Tentative Expenditures



BUDGET WORKSHEET

Employees who are or will be members of a retirement system as a condition of employment. Includes all full-time and part-time employees who make up the regular work force. Includes all salaries and salary supplements for official court reporters and electronic recorder operator transcribers.

REGULAR SALARIES
OBJECT CODE 12.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Community Development Director	\$ 130,144		\$ 130,144	\$ 125,276
Planning Administrator	\$ 74,838		\$ 74,838	\$ 70,000
Building & Code Compliance Manager	\$ 88,040		\$ 88,040	\$ 84,747
Code Officers (2)	\$ 135,928		\$ 135,928	\$ 134,696
Code Officer (Night/Weekends)	\$ 56,000		\$ 56,000	\$ 65,000
Building Official (P/T)	\$ 74,100		\$ 74,100	\$ 83,850
Building Inspector	\$ 76,910		\$ 76,910	\$ -
Building Department Clerical Assistant	\$ 54,401		\$ 54,401	\$ 52,366
Code Compliance Clerical Asst (P/T)	\$ 30,160		\$ 30,160	\$ 24,700
COLA (4.36% - BLS)	\$ 31,415		\$ 31,415	\$ 4,229
Merit Pool (3% max)	\$ 11,398		\$ 11,398	\$ 6,426
REGULAR SALARIES TOTAL	\$ 763,334		\$ 763,334	\$ 651,290

BUDGET WORKSHEET

Social Security matching/Medicare matching.

FICA TAXES
OBJECT CODE 21.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Salaries and Wages @ 7.65%	\$ 58,395		\$ 58,395	\$ 49,824
FICA TAXES TOTAL	\$ 58,395		\$ 58,395	\$ 49,824

BUDGET WORKSHEET*Amounts contributed to a retirement fund.***RETIREMENT CONTRIBUTIONS
OBJECT CODE 22.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Director	\$ 45,115		\$ 45,115	\$ 38,155
Other Departmental Staff	\$ 93,993		\$ 93,993	\$ 62,893
RETIREMENT CONTRIBUTIONS TOTAL	\$ 139,108		\$ 139,108	\$ 101,048

BUDGET WORKSHEET*Includes life and health insurance premiums and benefits paid for employees.***LIFE AND HEALTH INSURANCE
OBJECT CODE 23.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Eight (8) Full-Time Departmental Staff <i>Estimated \$1300/mo per Full-Time Employee Health Insurance, Vision, Dental, Disability, and Life</i>	\$ 124,800		\$ 124,800	\$ 105,000
Two (2) Part-Time Departmental Staff <i>Estimated \$170/mo per Part-Time Employee Health Insurance, Vision, and Dental</i>	\$ 4,080		\$ 4,080	\$ -
LIFE AND HEALTH INSURANCE TOTAL	\$ 128,880		\$ 128,880	\$ 105,000

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BUDGET WORKSHEET

Legal, medical, dental, engineering, architectural, appraisal, and other services procured by the local unit as independent professional assistance. Includes such financial services as bond rating, etc., where the service received is not directly involved with accounting and/or auditing. Includes fees paid for competency and/or psychiatric evaluations and court appointed attorneys.

**PROFESSIONAL SERVICES
OBJECT CODE 31.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Planning Consulting Services**	\$ 15,000		\$ 15,000	\$ 25,000
Growth Management Plan Update (every 7 years)	\$ -		\$ -	\$ 45,000
Resilience and Vulnerability Study (FDEP Resilient Grant Florida)	\$ 125,000		\$ 125,000	\$ -
PROFESSIONAL SERVICES TOTAL	\$ 140,000		\$ 140,000	\$ 70,000
(**) Some Expenditures Recoverable thru Cost Recovery from Applications				

BUDGET WORKSHEET

This includes the costs of appearance fees and transcript fees for in-court proceedings, appeals, and depositions.

**COURT REPORTER SERVICES
OBJECT CODE 33.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Court Reporting for Special Master Hearings at \$80 per hour	\$ 800		\$ 800	\$ 800
COURT REPORTER SERVICES TOTAL	\$ 800		\$ 800	\$ 800

BUDGET WORKSHEET

Custodial, janitorial, and other services procured independently by contract or agreement with persons, firms, corporations, or other governmental units. Does not include contracts or services which are defined under sub-objects 31, 32, 33, 46, and 47.

**OTHER CONTRACTUAL SERVICES
OBJECT CODE 34.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Special Master: Code Hearings*	\$ 6,000		\$ 6,000	\$ 6,000
Building Permits & Inspection Services* (Calvin, Giordano, and Associates)	\$ 450,000		\$ 450,000	\$ 450,000
Document Scanning Services	\$ 15,000		\$ 15,000	\$ 15,000
Property Abatement - Special Master Order	\$ 14,000		\$ 14,000	\$ 17,000
Possible Unsafe Structure Work	\$ 5,000		\$ 5,000	\$ 7,000
Document Recording Services	\$ 2,500		\$ 2,500	\$ 3,500
OTHER CONTRACTUAL SERVICES TOTAL	\$ 492,500		\$ 492,500	\$ 498,500
* Per Contract				

BUDGET WORKSHEET

This includes the costs of public transportation, motor pool charges, reimbursements for use of private vehicles, per diem, meals, and incidental travel expenses.

**TRAVEL AND PER DIEM
OBJECT CODE 40.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Travel and Meals	\$ 4,500		\$ 4,500	\$ 4,500
Miscellaneous	\$ 500		\$ 500	\$ 500
TRAVEL & PER DIEM TOTAL	\$ 5,000		\$ 5,000	\$ 5,000

BUDGET WORKSHEET

Telephone, cellular telephone, telegraph, or other communications as well as freight and express charges, drayage, postage, and messenger services.

COMMUNICATIONS AND FREIGHT SERVICES**OBJECT CODE 41.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Postage/Courier	\$ 1,500		\$ 1,500	\$ 1,500
Miscellaneous	\$ 500		\$ 500	\$ 500
COMMUNICATIONS AND FREIGHT SERVICES TOTAL	\$ 2,000		\$ 2,000	\$ 2,000

BUDGET WORKSHEET

Amounts paid for the lease or rent of land, buildings, or equipment. This would also include the leasing of vehicles.

RENTAL AND LEASES**OBJECT CODE 44.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Copier Lease (moved to General Government)	\$ -		\$ -	\$ 1,500
RENTAL AND LEASES TOTAL	\$ -		\$ -	\$ 1,500

BUDGET WORKSHEET

The costs incurred for the repair and maintenance of buildings and equipment, including all maintenance and service contracts. Does not include custodial or janitorial services which are recorded under sub-object 34.

REPAIRS AND MAINTENANCE**OBJECT CODE 46.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Copier Maintenance (moved to General Government)	\$ -		\$ -	\$ 1,000
GIS Software Support (ESRI) Arc Editor (Annual Maintenance) *	\$ 4,100		\$ 4,100	\$ 4,100
Time Solve (Cost Recovery Tracking App)	\$ 700		\$ 700	\$ 600
REPAIRS AND MAINTENANCE TOTAL	\$ 4,800		\$ 4,800	\$ 5,700

* Per Contract

COMMUNITY DEVELOPMENT

FY 2022-23

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BUDGET WORKSHEET

Costs of printing, binding, and other reproduction services which are contracted for or purchased from outside vendors. Also, include charges for printing, etc., which is performed by an in-house print shop.

**PRINTING AND BINDING
OBJECT CODE 47.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Miscellaneous Printing of Informational Brochures, Pamphlets, Code Enforcement Materials Information and Land Use Hearing Presentations	\$ 1,500		\$ 1,500	\$ 2,500
PRINTING AND BINDING TOTAL	\$ 1,500		\$ 1,500	\$ 2,500

BUDGET WORKSHEET

Includes current charges and obligations not otherwise classified.

**OTHER CURRENT CHARGES AND OBLIGATIONS
OBJECT CODE 49.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Miscellaneous	\$ 1,000		\$ 1,000	\$ 1,000
OTHER CURRENT CHARGES AND OBLIGATIONS TOTAL	\$ 1,000		\$ 1,000	\$ 1,000

BUDGET WORKSHEET

This object includes materials and supplies such as stationery, preprinted forms, paper, charts, and maps.

**OFFICE SUPPLIES
OBJECT CODE 51.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Miscellaneous Office Supplies	\$ 5,000		\$ 5,000	\$ 5,000
OPERATING SUPPLIES TOTAL	\$ 5,000		\$ 5,000	\$ 5,000

BUDGET WORKSHEET

All types of supplies consumed in the conduct of operations. This category may include food, fuel, lubricants, chemicals, laboratory supplies, household items, institutional supplies, computer software, uniforms and other clothing. Also includes recording tapes and transcript production supplies. Does not include materials and supplies unique to construction or repair of roads and bridges.

OPERATING SUPPLIES
OBJECT CODE 52.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Uniforms, Safety Shoes, Safety Equipment, etc.	\$ 2,500		\$ 2,500	\$ 2,500
Miscellaneous Equipment/ Supplies	\$ 1,000		\$ 1,000	\$ 1,000
OPERATING SUPPLIES TOTAL	\$ 3,500		\$ 3,500	\$ 3,500

BUDGET WORKSHEET

Includes books, or sets of books if purchased by set, and not purchases for use by libraries, educational institutions, and other institutions where books and publications constitute capital outlay. This object also includes subscriptions, memberships, professional data costs, and training and educational costs.

BOOKS, PUBLICATIONS, SUBSCRIPTIONS AND MEMBERSHIPS
OBJECT CODE 54.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
CLE/ Professional Licenses	\$7,500		\$7,500	\$8,500
FACE Training (Maintain Certifications)	\$5,000		\$5,000	\$6,000
BOOKS, PUBLICATIONS, SUBSCRIPTIONS AND MEMBERSHIPS TOTAL	\$ 12,500		\$ 12,500	\$ 14,500

BUDGET WORKSHEET

Includes motor vehicles, heavy equipment - transportation, other heavy equipment, office furniture and equipment, and other machinery and equipment. Also includes court recording, duplicating, and transcribing equipment.

MACHINERY AND EQUIPMENT
OBJECT CODE 64.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
	\$ -		\$ -	\$ -
MACHINERY AND EQUIPMENT TOTAL	\$ -		\$ -	\$ -



Public Works

Budget Worksheet

CATEGORY	ACTUAL FY 20/21	ADOPTED FY 21/22	FY 21/22 ACTUAL PROJECTION	TENTATIVE FY 22/23	NET CHANGE 7/27 WORKSHOP VS ADOPTED FY 21/22		NET CHANGE 9/1 WORKSHOP VS 7/27 WORKSHOP	
Salaries	\$209,267	\$198,160	\$205,000	\$209,328	\$11,168	A	-	
Payroll Taxes	\$15,327	\$15,159	\$15,683	\$16,014	\$855	A	-	
Retirement Contributions	\$37,922	\$39,610	\$39,000	\$47,985	\$8,375	A	-	
Life and Health Insurance	\$31,067	\$39,000	\$39,000	\$40,560	\$1,560	A	-	
Professional Services	-	\$20,000	\$10,000	\$5,500	-		-\$14,500	1
Other Contractual Services	\$602,581	\$633,000	\$600,000	\$674,000	\$39,500	B	\$1,500	2
Travel & Per Diem	-	\$2,400	\$2,400	\$2,400	-		-	
Communications & Freight	-	\$700	\$200	\$700	-		-	
Rentals & Leases	\$61,957	\$60,903	\$61,000	\$132,945	\$72,042	C	-	
Repairs & Maintenance	\$6,893	\$6,000	\$6,000	\$6,000	-		-	
Printing & Binding	\$57	\$1,500	\$500	\$1,500	-		-	
Other Current Charges	\$0	\$500	\$500	\$500	-		-	
Office Supplies	\$284	\$2,750	\$2,500	\$2,750	-		-	
Operating Supplies	\$7,644	\$19,500	\$17,000	\$19,500	-		-	
Operating Supplies - Fuel	\$22,432	\$36,000	\$35,000	\$48,000	\$12,000	D	-	
Dues, Subscriptions, Memberships	\$2,595	\$2,000	\$2,000	\$2,000	-		-	
Capital Outlay	\$6,293	-	-	-	-		-	
TOTAL	\$1,004,319	\$1,077,182	\$1,035,783	\$1,209,682	\$145,500		-\$13,000	

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**Significant Changes from the FY 21/22 Adopted Budget**

- A – Increase in salaries and benefits due primarily to anticipated merit and COLA pay adjustments
- B – Increase primarily reflects an increase in Town-wide beautification projects (\$48,000), offset by a decrease in holiday lighting (\$8,500)
- C – Increase reflects the cost of new vehicle leases for Town's expiring leased fleet
- D – Increase reflects the higher anticipated cost to fuel the Town's vehicles

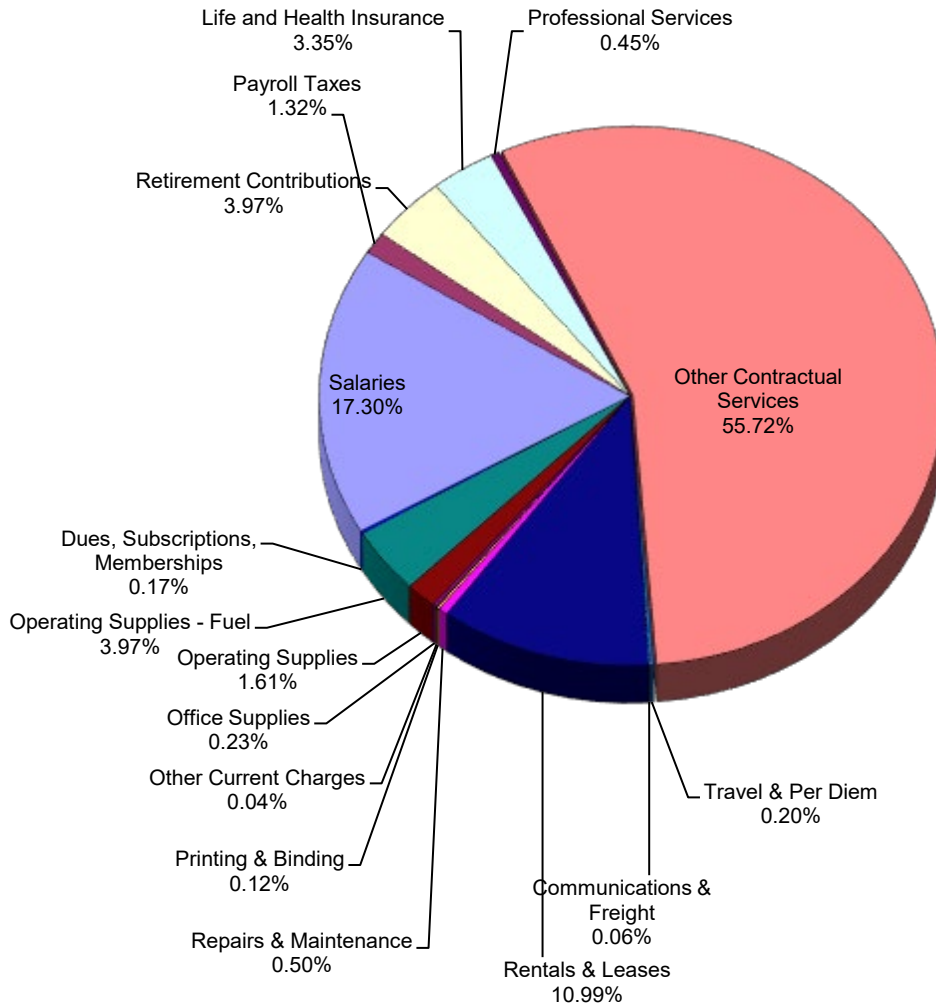
Significant Changes from the July 27, 2022 Budget Workshop

- 1 – Reflects reduction in right-of-way permitting services (\$5,000) and in general engineering services (\$9,500)
- 2 – Reflects addition of holiday lighting (\$8,500) offset by a decrease in Town-wide median beautification projects (\$7,000)



Public Works Department

Tentative Expenditures



Salaries	Payroll Taxes
Retirement Contributions	Life and Health Insurance
Professional Services	Other Contractual Services
Travel & Per Diem	Communications & Freight
Rentals & Leases	Repairs & Maintenance
Printing & Binding	Other Current Charges
Office Supplies	Operating Supplies
Operating Supplies - Fuel	Dues, Subscriptions, Memberships
Capital Outlay	

BUDGET WORKSHEET

Employees who are or will be members of a retirement system as a condition of employment. Includes all full-time and part-time employees who make up the regular work force. Includes all salaries and salary supplements for official court reporters and electronic recorder operator transcribers.

REGULAR SALARIES
OBJECT CODE 12.000

	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Public Works Director	\$ 134,151		\$ 134,151	\$ 134,151
Maintenance Workers (3)	\$ 169,507		\$ 169,507	\$ 167,404
COLA (4.36% - BLS)	\$ 13,239		\$ 13,239	\$ 2,593
Merit Pool (3% max)	\$ 5,146		\$ 5,146	\$ 713
Allocated to Stormwater Fund (30%)	\$ (96,613)		\$ (96,613)	\$ (91,458)
Allocated to Surtax Fund (5%)	\$ (16,102)		\$ (16,102)	\$ (15,243)
REGULAR SALARIES TOTAL	\$ 209,328		\$ 209,328	\$ 198,160

BUDGET WORKSHEET

Social Security matching/Medicare matching.

FICA TAXES
OBJECT CODE 21.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Salaries and Wages x 7.65%	\$ 24,636		\$ 24,636	\$ 23,322
Allocated to Stormwater Fund (30%)	\$ (7,391)		\$ (7,391)	\$ (6,997)
Allocated to Surtax Fund (5%)	\$ (1,232)		\$ (1,232)	\$ (1,166)
FICA TAXES TOTAL	\$ 16,014		\$ 16,014	\$ 15,159

BUDGET WORKSHEET*Amounts contributed to a retirement fund.***RETIREMENT CONTRIBUTIONS
OBJECT CODE 22.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Public Works Director	\$ 46,781		\$ 46,781	\$ 40,591
Maintenance Workers (3)	\$ 27,042		\$ 27,042	\$ 20,347
Allocated to Stormwater Fund (30%)	\$ (22,147)		\$ (22,147)	\$ (18,281)
Allocated to Surtax Fund (5%)	\$ (3,691)		\$ (3,691)	\$ (3,047)
RETIREMENT CONTRIBUTIONS TOTAL	\$ 47,985		\$ 47,985	\$ 39,610

BUDGET WORKSHEET*Includes life and health insurance premiums and benefits paid for employees.***LIFE AND HEALTH INSURANCE
OBJECT CODE 23.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
4 Full-Time Employees	\$ 62,400		\$ 62,400	\$ 60,000
Allocated to Stormwater Fund (30%)	\$ (18,720)		\$ (18,720)	\$ (18,000)
Allocated to Surtax Fund (5%)	\$ (3,120)		\$ (3,120)	\$ (3,000)
<i>Estimated \$1300/mo per Full-Time Employee Health Insurance, Vision, Dental, Disability, and Life</i>				
LIFE AND HEALTH INSURANCE TOTAL	\$ 40,560		\$ 40,560	\$ 39,000

BUDGET WORKSHEET

Legal, medical, dental, engineering, architectural, appraisal, and other services procured by the local unit as independent professional assistance. Includes such financial services as bond rating, etc., where the service received is not directly involved with accounting and/or auditing. Includes fees paid for competency and/or psychiatric evaluations and court appointed attorneys.

PROFESSIONAL SERVICES
OBJECT CODE 31.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Other Professional Services:				
-Neighborhood Traffic Studies	\$ -		\$ -	\$ -
-Right-of-Way Permitting Services	\$ -		\$ -	\$ 5,000
-General Engineering Services	\$ 5,500		\$ 5,500	\$ 15,000
PROFESSIONAL SERVICES TOTAL	\$ 5,500		\$ 5,500	\$ 20,000

BUDGET WORKSHEET

Custodial, janitorial, and other services procured independently by contract or agreement with persons, firms, corporations, or other governmental units. Does not include contracts or services which are defined under sub-objects 31, 32, 33, 46, and 47.

OTHER CONTRACTUAL SERVICES
OBJECT CODE 34.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Roadside Maintenance (potholes, stripping)	\$ 12,000		\$ 12,000	\$ 12,000
Sidewalk Repairs, Replacements & ADA Compliance (local option gas tax)	\$ 150,000		\$ 150,000	\$ 150,000
Holiday Lighting	\$ 8,500		\$ 8,500	\$ 8,500
Town-wide median beautification projects	\$ 53,000		\$ 53,000	\$ 12,000
Miscellaneous Tree/Landscape Replacement	\$ 25,000		\$ 25,000	\$ 25,000
Right-of-Way Maintenance (mowing & tree trimming) VisualScape (ROW's)* Old Cutler Rd maintenance* (included in ROW) Caribbean Blvd maintenance* (included in ROW) Weekend litter pick-up* (included in ROW) Town-wide Mulching (included in ROW)	\$ 375,000		\$ 375,000	\$ 375,000
Town-wide Tree Trimming services	\$ 30,000		\$ 30,000	\$ 30,000
SW 211 St - Bike Lane Curb Separators (Reso 20-13)	\$ 5,700		\$ 5,700	\$ 5,700
SW 85 Ave & SW 213 ST Site 135 (Reso 21-05)	\$ 5,800		\$ 5,800	\$ 5,800
Solid Waste/Dumping fees	\$ 9,000		\$ 9,000	\$ 9,000
OTHER CONTRACTUAL SERVICES TOTAL	\$ 674,000		\$ 674,000	\$ 633,000

* Per Contract

BUDGET WORKSHEET

This includes the costs of public transportation, motor pool charges, reimbursements for use of private vehicles, per diem, meals, and incidental travel expenses.

**TRAVEL AND PER DIEM
OBJECT CODE 40.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
APWA Annual Conference	\$ 1,200		\$ 1,200	\$ 1,200
FDEP Sediment & Erosion Re-Cert. Courses	\$ 300		\$ 300	\$ 300
T2 Center Equip. Training	\$ 200		\$ 200	\$ 200
U of Fla. Agricultural Extension Training	\$ 300		\$ 300	\$ 300
Arborist Entry Level Cert.	\$ 200		\$ 200	\$ 200
FEMA Disaster Preparedness Training	\$ 200		\$ 200	\$ 200
TRAVEL & PER DIEM TOTAL	\$ 2,400		\$ 2,400	\$ 2,400

BUDGET WORKSHEET

Telephone, cellular telephone, telegraph, or other communications as well as freight and express charges, drayage, postage, and messenger services.

**COMMUNICATIONS AND FREIGHT SERVICES
OBJECT CODE 41.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Standby Emergency Cellphones	\$ 700		\$ 700	\$ 700
COMMUNICATIONS AND FREIGHT SERVICES TOTAL	\$ 700		\$ 700	\$ 700

BUDGET WORKSHEET

Amounts paid for the lease or rent of land, buildings, or equipment. This would also include the leasing of vehicles.

**RENTAL AND LEASES
OBJECT CODE 44.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Miscellaneous Rentals	\$ 1,000		\$ 1,000	\$ 1,000
Fleet Lease Payment:				
Public Works (Director & 3 Maintenance Workers)	\$ 49,756		\$ 49,756	\$ 27,236
Stormwater Utility Manager	\$ 9,323		\$ 9,323	\$ 5,818
Other Departments	\$ 97,116		\$ 97,116	\$ 40,838
Less: Stormwater Utility Manager	\$ (9,323)		\$ (9,323)	\$ (5,818)
PW Allocated to Stormwater (30%)	\$ (14,927)		\$ (14,927)	\$ (8,171)
RENTAL AND LEASES TOTAL	\$ 132,945		\$ 132,945	\$ 60,903

BUDGET WORKSHEET

The costs incurred for the repair and maintenance of buildings and equipment, including all maintenance and service contracts. Does not include custodial or janitorial services which are recorded under sub-object 34.

**REPAIRS AND MAINTENANCE
OBJECT CODE 46.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Fleet Maintenance	\$ 6,000		\$ 6,000	\$ 6,000
REPAIRS AND MAINTENANCE TOTAL	\$ 6,000		\$ 6,000	\$ 6,000

BUDGET WORKSHEET

Costs of printing, binding, and other reproduction services which are contracted for or purchased from outside vendors. Also, include charges for printing, etc., which is performed by an in-house print shop.

**PRINTING AND BINDING
OBJECT CODE 47.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Miscellaneous Printing	\$ 1,500		\$ 1,500	\$ 1,500
PRINTING AND BINDING TOTAL	\$ 1,500		\$ 1,500	\$ 1,500

BUDGET WORKSHEET

Includes current charges and obligations not otherwise classified.

OTHER CURRENT CHARGES AND OBLIGATIONS**OBJECT CODE 49.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Miscellaneous	\$ 500		\$ 500	\$ 500
OTHER CURRENT CHARGES AND OBLIGATIONS TOTAL	\$ 500		\$ 500	\$ 500

BUDGET WORKSHEET

This object includes materials and supplies such as stationery, preprinted forms, paper, charts, and maps.

OFFICE SUPPLIES**OBJECT CODE 51.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Miscellaneous Office Supplies	\$ 2,750		\$ 2,750	\$ 2,750
OFFICE SUPPLIES TOTAL	\$ 2,750		\$ 2,750	\$ 2,750

BUDGET WORKSHEET

All types of supplies consumed in the conduct of operations. This category may include food, fuel, lubricants, chemicals, laboratory supplies, household items, institutional supplies, computer software, uniforms and other clothing. Also includes recording tapes and transcript production supplies. Does not include materials and supplies unique to construction or repair of roads and bridges.

OPERATING SUPPLIES**OBJECT CODE 52.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Miscellaneous Supplies - Tools, Cold Patch, Paint, Uniforms/Boots, Sign Repair Material, Safety Equipment, Street Signs and Hardware, and Miscellaneous Items.	\$ 19,500		\$ 19,500	\$ 19,500
OPERATING SUPPLIES TOTAL	\$ 19,500		\$ 19,500	\$ 19,500

BUDGET WORKSHEET

All types of supplies consumed in the conduct of operations. This category may include food, fuel, lubricants, chemicals, laboratory supplies, household items, institutional supplies, computer software, uniforms and other clothing. Also includes recording tapes and transcript production supplies. Does not include materials and supplies unique to construction or repair of roads and bridges.

OPERATING SUPPLIES
OBJECT CODE 52.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Fleet Fuel	\$ 48,000		\$ 48,000	\$ 36,000
OPERATING SUPPLIES TOTAL	\$ 48,000		\$ 48,000	\$ 36,000

BUDGET WORKSHEET

Includes books, or sets of books if purchased by set, and not purchases for use by libraries, educational institutions, and other institutions where books and publications constitute capital outlay. This object also includes subscriptions, memberships, professional data costs, and training and educational costs.

BOOKS, PUBLICATIONS, SUBSCRIPTIONS AND MEMBERSHIPS
OBJECT CODE 54.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
APWA Annual Membership	\$1,500		\$1,500	\$1,500
Books, Publications, Subscriptions, etc.	\$300		\$300	\$300
Arborist Assoc. Training Manuals	\$200		\$200	\$200
BOOKS, PUBLICATIONS, SUBSCRIPTIONS AND MEMBERSHIPS TOTAL	\$ 2,000		\$ 2,000	\$ 2,000

BUDGET WORKSHEET

Includes motor vehicles, heavy equipment - transportation, other heavy equipment, office furniture and equipment, and other machinery and equipment. Also includes court recording, duplicating, and transcribing equipment.

MACHINERY AND EQUIPMENT
OBJECT CODE 64.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
	\$ -		\$ -	\$ -
MACHINERY AND EQUIPMENT TOTAL	\$ -		\$ -	\$ -



Police Department

Budget Worksheet

CATEGORY	ACTUAL FY 20/21	ADOPTED FY 21/22	FY 21/22 ACTUAL PROJECTION	TENTATIVE FY 22/23	NET CHANGE 7/27 WORKSHOP VS ADOPTED FY 21/22	NET CHANGE 9/1 WORKSHOP VS 7/27 WORKSHOP
Salaries	-	-	-	-	-	-
Payroll Taxes	-	-	-	-	-	-
Retirement Contributions	-	-	-	-	-	-
Life and Health Insurance	-	-	-	-	-	-
Professional Services	\$10,050,540	\$10,572,765	\$10,500,000	\$11,269,000	\$696,235	A
Communications & Freight	-	-	-	-	-	-
Rentals & Leases	\$2,915	\$3,000	\$1,500	\$0	-\$3,000	-
Repairs & Maintenance	\$2,713	\$9,500	\$9,500	\$4,000	-\$5,500	-
Printing & Binding	\$4,854	\$5,000	\$3,000	\$5,000	-	-
Other Current Charges	\$17	\$1,000	\$500	\$1,000	-	-
Office Supplies	\$3,902	\$12,000	\$7,500	\$12,000	-	-
Operating Supplies	\$5,686	\$15,000	\$12,000	\$15,000	-	-
Capital Outlay	-	-	-	-	-	-
Capital Outlay - Vehicles	-	-	-	-	-	-
TOTAL	\$10,070,627	\$10,618,265	\$10,534,000	\$11,306,000	\$687,735	-

Significant Changes from the FY 21/22 Adopted Budget

A – Increase reflects projected cost of local patrol services by MDPD based on current contract costs and no change in staff levels

Significant Changes from the July 27, 2022 Budget Workshop

No Significant Changes

BUDGET WORKSHEET

Legal, medical, dental, engineering, architectural, appraisal, and other services procured by the local unit as independent professional assistance. Includes such financial services as bond rating, etc., where the service received is not directly involved with accounting and/or auditing. Includes fees paid for competency and/or psychiatric evaluations and court appointed attorneys.

PROFESSIONAL SERVICES

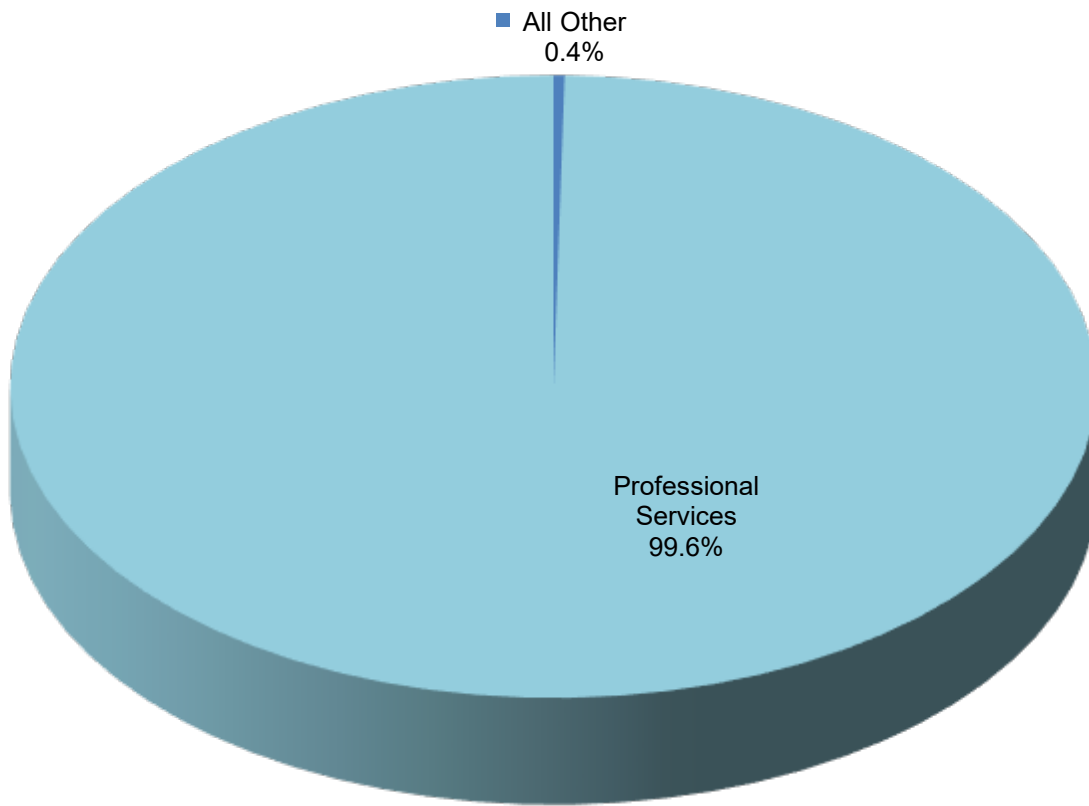
OBJECT CODE 31.000

LOCAL PATROL	NO.	AVG. COST	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
CLASSIFICATION - ENHANCED			TOTAL			
Police Major-Enhancement - 4205(L)	1	\$ 235,904	\$ 235,904		\$ 235,904	\$ 220,090
Police Lieutenant - 4203(P)	1	\$ 202,071	\$ 202,071		\$ 202,071	\$ 185,964
Police Sergeant - 4202(E)	7	\$ 183,225	\$ 1,282,578		\$ 1,282,578	\$ 1,218,805
Police Officer - 4201(E)	46	\$ 152,322	\$ 7,006,814		\$ 7,006,814	\$ 6,652,290
			\$ 8,727,367		\$ 8,727,367	\$ 8,277,149
SUB-TOTAL SWORN	55					
Personnel Technician - 0402(H)	1	\$ 82,185	\$ 82,185		\$ 82,185	\$ 67,423
Police Records Specialist - 4312(H)	1	\$ 61,923	\$ 61,923		\$ 61,923	\$ 61,893
Police Crime Analyst Specialist - 4336(H)	1	\$ 111,028	\$ 111,028		\$ 111,028	\$ 107,687
Public Service Aide - 4301(H)	1	\$ 89,727	\$ 89,727		\$ 89,727	\$ 86,323
Admin Secretary - 0094(H)	1	\$ 85,556	\$ 85,556		\$ 85,556	\$ 69,203
			\$ 430,418		\$ 430,418	\$ 392,529
SUB-TOTAL NON-SWORN	5					
VEHICLES:						
Marked (Policy Payment)	22	\$ 13,057	\$ 287,264		\$ 287,264	\$ 353,394
Marked (No Policy Payment)	26	\$ 8,502	\$ 221,057		\$ 221,057	\$ 151,851
Truck (TCB Owned)	3	\$ 8,024	\$ 24,072		\$ 24,072	\$ 36,155
PSA (Policy Payment)	1	\$ 10,331	\$ 10,331		\$ 10,331	\$ 19,046
Unmarked (Policy Payment)	4	\$ 14,152	\$ 56,606		\$ 56,606	\$ 45,696
Unmarked (No Policy Payment)	1	\$ 7,370	\$ 7,370		\$ 7,370	\$ 6,440
Unmarked Rental	6	\$ 15,900	\$ 95,400		\$ 95,400	\$ 91,326
	63		\$ 702,100		\$ 702,100	\$ 703,908
SUB-TOTAL VEHICLES						
SUB-TOTAL PERSONNEL			\$ 9,859,885		\$ 9,859,884	\$ 9,373,586
(Sworn, Non-Sworn, Vehicles)						
General Overtime			\$ 510,000		\$ 510,000	\$ 510,000
			\$ 10,369,885		\$ 10,369,884	\$ 9,883,586



Police Department

Tentative Expenditures



BUDGET WORKSHEET

Legal, medical, dental, engineering, architectural, appraisal, and other services procured by the local unit as independent professional assistance. Includes such financial services as bond rating, etc., where the service received is not directly involved with accounting and/or auditing. Includes fees paid for competency and/or psychiatric evaluations and court appointed attorneys.

**PROFESSIONAL SERVICES
OBJECT CODE 31.000**

LOCAL PATROL	NO.	AVG. COST	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
SUB-TOTAL						
Local Patrol Subtotal w/ Overtime / EEI 6.79% Overhead NEED UPDATE			\$ 704,115		\$ 704,115	\$ 494,179
EST. MIN. PATROL COST			\$ 11,074,000		\$ 11,074,000	\$ 10,377,765
<i>* All costs are based on estimated average salaries and include Fringe costs.</i>						
Optional Services-(Crossing Guards)			\$ 195,000.00		\$ 195,000.00	\$ 195,000.00
Union Contract Allowances			\$ -		\$ -	\$ -
Investigative			\$ -		\$ -	\$ -
PROFESSIONAL SERVICES TOTAL			\$ 11,269,000		\$ 11,269,000	\$ 10,572,765

BUDGET WORKSHEET

Telephone, cellular telephone, telegraph, or other communications as well as freight and express charges, drayage, postage, and messenger services.

COMMUNICATIONS AND FREIGHT SERVICES
OBJECT CODE 41.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Cell Phones (4 lines) for Investigative Officers	\$ -		\$ -	\$ -
COMMUNICATIONS AND FREIGHT SERVICES TOTAL	\$ -		\$ -	\$ -

BUDGET WORKSHEET

Amounts paid for the lease or rent of land, buildings, or equipment. This would also include the leasing of vehicles.

RENTAL AND LEASES
OBJECT CODE 44.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Copier Lease <i>(moved to General Government)</i>	\$ -		\$ -	\$ 3,000
RENTAL AND LEASES TOTAL	\$ -		\$ -	\$ 3,000

BUDGET WORKSHEET

The costs incurred for the repair and maintenance of buildings and equipment, including all maintenance and service contracts. Does not include custodial or janitorial services which are recorded under sub-object 34.

**REPAIRS AND MAINTENANCE
OBJECT CODE 46.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Copier Maintenance (moved to General Government)	\$ -		\$ -	\$ 5,500
Equipment Calibration	\$ 4,000		\$ 4,000	\$ 4,000
REPAIRS AND MAINTENANCE TOTAL	\$ 4,000		\$ 4,000	\$ 9,500

BUDGET WORKSHEET

Costs of printing, binding, and other reproduction services which are contracted for or purchased from outside vendors. Also, include charges for printing, etc., which is performed by an in-house print shop.

**PRINTING AND BINDING
OBJECT CODE 47.000**

Local Patrol	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
<u>Miscellaneous Supplies:</u> Letterhead, Business Cards, Door Hangers, and Envelopes	\$ 5,000		\$ 5,000	\$ -
PRINTING AND BINDING TOTAL	\$ 5,000		\$ 5,000	\$ -

BUDGET WORKSHEET

Includes current charges and obligations not otherwise classified.

**OTHER CURRENT CHARGES AND OBLIGATIONS
OBJECT CODE 49.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Miscellaneous	\$ 1,000		\$ 1,000	\$ 1,000
OTHER CURRENT CHARGES AND OBLIGATIONS TOTAL	\$ 1,000		\$ 1,000	\$ 1,000

BUDGET WORKSHEET

This object includes materials and supplies such as stationery, preprinted forms, paper, charts, and maps.

OFFICE SUPPLIES
OBJECT CODE 51.000

LOCAL PATROL	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Miscellaneous Office Supplies	\$ 12,000		\$ 12,000	\$ 12,000
OFFICE SUPPLIES TOTAL	\$ 12,000		\$ 12,000	\$ 12,000

BUDGET WORKSHEET

All types of supplies consumed in the conduct of operations. This category may include food, fuel, lubricants, chemicals, laboratory supplies, household items, institutional supplies, computer software, uniforms and other clothing. Also includes recording tapes and transcript production supplies. Does not include materials and supplies unique to construction or repair of roads and bridges.

OPERATING SUPPLIES
OBJECT CODE 52.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Uniform Patches, Bullets, Etc.	\$ 5,000		\$ 5,000	\$ 5,000
Hurricane Materials	\$ 2,500		\$ 2,500	\$ 2,500
Misc Operating Supplies	\$ 4,000		\$ 4,000	\$ 4,000
Bicycle Supplies/Maintenance	\$ 2,500		\$ 2,500	\$ 2,500
Community Outreach Supplies	\$ 1,000		\$ 1,000	\$ 1,000
OPERATING SUPPLIES TOTAL	\$ 15,000		\$ 15,000	\$ 15,000

BUDGET WORKSHEET

Includes motor vehicles, heavy equipment - transportation, other heavy equipment, office furniture and equipment, and other machinery and equipment. Also includes court recording, duplicating, and transcribing equipment.

MACHINERY AND EQUIPMENT
OBJECT CODE 64.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
	\$ -		\$ -	\$ -
MACHINERY AND EQUIPMENT TOTAL	\$ -		\$ -	\$ -



Parks and Recreation Department

Budget Worksheet

CATEGORY	ACTUAL FY 20/21	ADOPTED FY 21/22	FY 21/22 ACTUAL PROJECTION	TENTATIVE FY 22/23	NET CHANGE 7/27 WORKSHOP VS ADOPTED FY 21/22		NET CHANGE 9/1 WORKSHOP VS 7/27 WORKSHOP	
Salaries	\$680,375	\$865,237	\$825,000	\$1,057,716	\$180,503	A	\$11,976	1
Payroll Taxes	\$51,160	\$66,191	\$63,113	\$80,915	\$13,808	A	\$916	1
Retirement Contributions	\$87,804	\$115,110	\$100,000	\$179,431	\$62,525	A	\$1,796	1
Life and Health Insurance	\$91,931	\$113,500	\$100,000	\$166,540	\$53,040	A	-	
Professional Fees	-	-	-	-	-		-	
Other Contractual Services	\$566,810	\$663,770	\$800,000	\$828,355	\$164,585	B	-	
Travel & Per Diem	\$1,665	\$2,000	\$500	\$2,000	-		-	
Communications & Freight	\$250	\$1,000	\$250	\$1,000	-		-	
Utilities	\$198,506	\$227,259	\$300,000	\$222,530	-\$4,729		-	
Rentals & Leases	\$3,664	\$7,200	\$6,000	\$3,000	-\$4,200		-	
Repairs & Maintenance	\$81,373	\$79,000	\$95,000	\$391,700	\$312,700	C	-	
Other Current Charges	\$411	\$500	\$250	\$500	-		-	
Office Supplies	\$3,950	\$3,000	\$3,000	\$3,500	\$500		-	
Operating Supplies	\$65,054	\$66,500	\$85,000	\$80,500	\$14,000	D	-	
Dues, Subscriptions, Memberships	\$12,203	\$12,530	\$12,000	\$14,900	\$2,370		-	
Capital Outlay	\$51,561	\$40,000	\$21,000	\$20,000	-\$20,000	E	-	
TOTAL	\$1,896,717	\$2,262,797	\$2,411,113	\$3,052,588	\$775,102		\$14,688	

**Significant Changes from the FY 21/22 Adopted Budget**

- A** – Increase in salaries and benefits due primarily to anticipated merit and COLA pay adjustments, as well as budgeting increased hourly rates and benefits for part-time staff as a recruitment and retention tool
- B** – Increase reflects an additional \$100,000 for Active Adult Programming provided by State funding, increased Town sponsored events (\$16,000), increased landscaping costs (\$34,000), an increase in summer camp activities (\$2,000), canoe/kayak guided tours (\$9,500), and an active adults newsletter (\$2,000)
- C** – Increase primarily reflects \$250,000 to clear the 8.45-acre land site at Old Cutler Road and S.W. 184 Street (grant funded), re-claying the Lakes by the Bay baseball infields and bullpens (\$45,000), with the balance being an increase in miscellaneous park repair and maintenance services
- D** – Increase primarily reflects the increased cost of field stripping supplies (\$10,000), as well as the increase in various cleaning supplies and chemicals used in operations
- E** – Current year budget only reflects the cost of a fence for Saga Bay Park

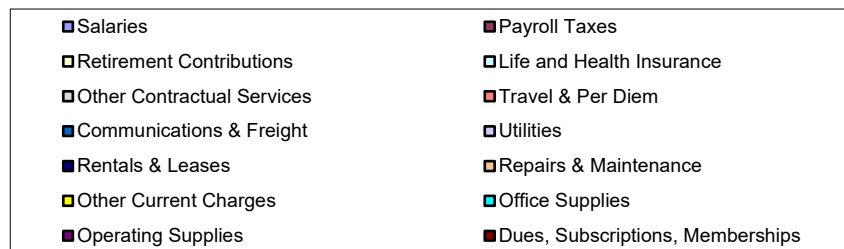
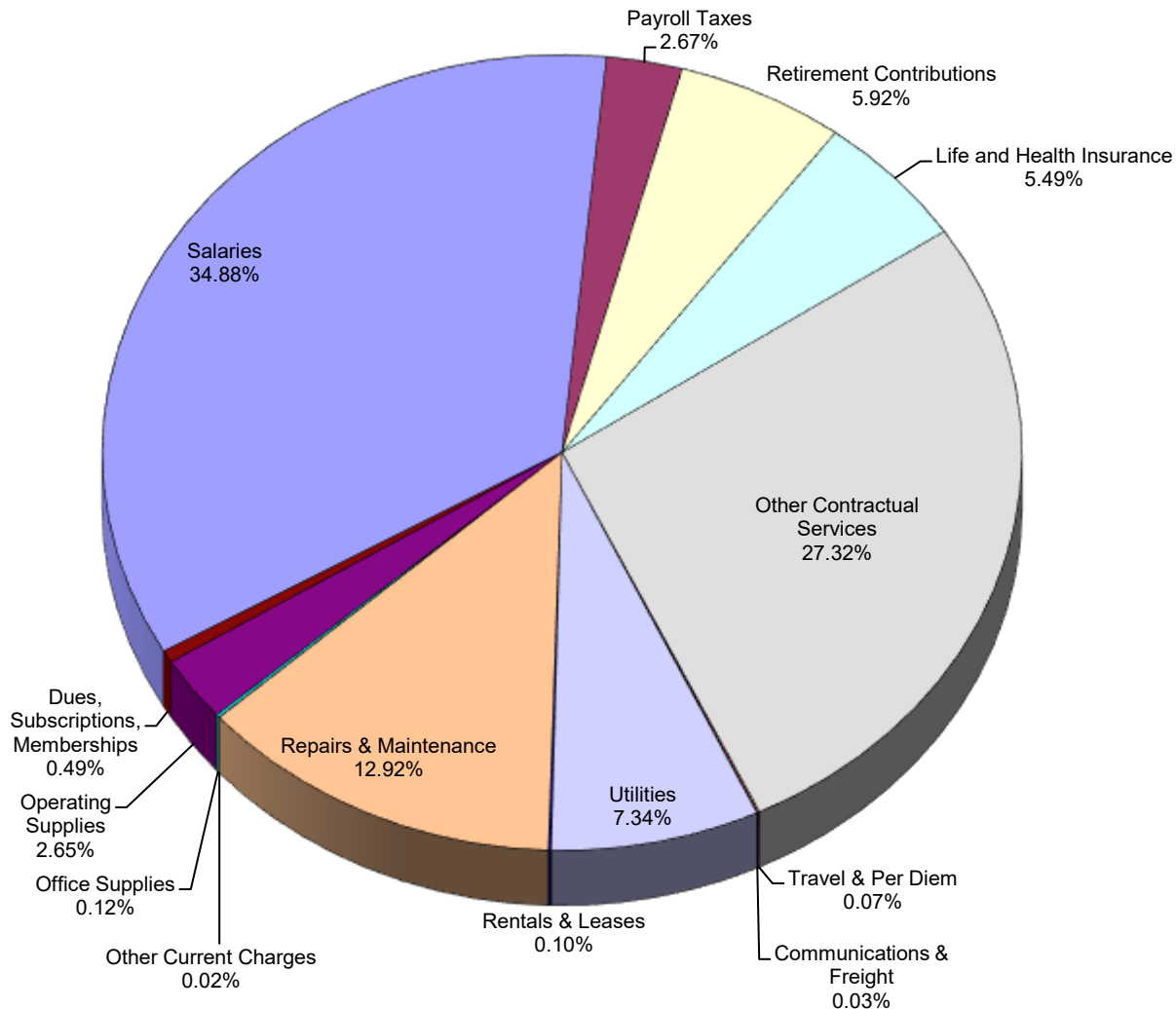
Significant Changes from the July 27, 2022 Budget Workshop

- 1** – Reflects changes to hourly rates of part-time staff



Parks and Recreation Department

Tentative Expenditures



BUDGET WORKSHEET

Employees who are or will be members of a retirement system as a condition of employment. Includes all full-time and part-time employees who make up the regular work force. Includes all salaries and salary supplements for official court reporters and electronic recorder operator transcribers.

**REGULAR SALARIES
OBJECT CODE 12.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Parks and Recreation Director	\$ 109,812		\$ 109,812	\$ 105,646
Administrative Assistant	\$ 46,711		\$ 46,711	\$ 44,964
Coordinators & Specialist (4)	\$ 219,784		\$ 219,784	\$ 201,375
Park Maintenance Worker (Full-Time)	\$ 36,143		\$ 36,143	\$ 34,791
Recreation Supervisor (Nights/Weekends)	\$ 44,434		\$ 44,434	\$ -
Part-Time Staff	\$ 395,624		\$ 395,624	\$ 320,530
Seasonal (Non-Benefits)	\$ -		\$ -	\$ 65,000
Grant Staff (Town Portion)	\$ 153,730		\$ 153,730	\$ 77,722
COLA (4.36% - BLS)	\$ 43,372		\$ 43,372	\$ 8,701
Merit Pool (3% max)	\$ 7,606		\$ 7,606	\$ 6,508
REGULAR SALARIES TOTAL	\$ 1,057,716		\$ 1,057,716	\$ 865,237

BUDGET WORKSHEET

Social Security matching/Medicare matching.

**FICA TAXES
OBJECT CODE 21.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Salaries and Wages x 7.65%	\$ 80,915		\$ 80,915	\$ 66,191
FICA TAXES TOTAL	\$ 80,915		\$ 80,915	\$ 66,191

BUDGET WORKSHEET

Amounts contributed to a retirement fund.

**RETIREMENT CONTRIBUTIONS
OBJECT CODE 22.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Department Director	\$ 38,085		\$ 38,085	\$ 32,192
Others	\$ 116,437		\$ 116,437	\$ 73,289
Grant Staff (Town Portion) <i>TCT and DJJ Grants</i>	\$ 24,354		\$ 24,354	\$ 9,629
RETIREMENT CONTRIBUTIONS TOTAL	\$ 179,431		\$ 179,431	\$ 115,110

BUDGET WORKSHEET

Includes life and health insurance premiums and benefits paid for employees.

**LIFE AND HEALTH INSURANCE
OBJECT CODE 23.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Parks Staff (8 Full-Time)	\$ 124,800		\$ 124,800	\$ 105,000
Youth Program Coordinator (Non-Grant Portion)	\$ 9,100		\$ 9,100	\$ 8,500
Part-Time Staff Benefits General Fund (14) - Five (5) waived coverage TCT After School (6) - One (1) waived coverage DJJ (2)	\$ 32,640		\$ 32,640	\$ -
<i>Estimated \$1300/mo per Full-Time Employee Health Insurance, Vision, Dental, Disability, and Life</i>				
<i>Estimated \$170/mo per Part-Time Employee Health Insurance, Vision, and Dental</i>				
LIFE AND HEALTH INSURANCE TOTAL	\$ 166,540		\$ 166,540	\$ 113,500

BUDGET WORKSHEET

Legal, medical, dental, engineering, architectural, appraisal, and other services procured by the local unit as independent professional assistance. Includes such financial services as bond rating, etc., where the service received is not directly involved with accounting and/or auditing. Includes fees paid for competency and/or psychiatric evaluations and court appointed attorneys.

**PROFESSIONAL SERVICES
OBJECT CODE 31.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
PROFESSIONAL SERVICES TOTAL	\$ -		\$ -	\$ -

BUDGET WORKSHEET

Custodial, janitorial, and other services procured independently by contract or agreement with persons, firms, corporations, or other governmental units. Does not include contracts or services which are defined under sub-objects 31, 32, 33, 46, and 47.

**OTHER CONTRACTUAL SERVICES
OBJECT CODE 34.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Town Sponsored Special Events	\$ 131,500		\$ 131,500	\$ 115,500
Landscaping Maintenance Services*	\$ 465,655		\$ 465,655	\$ 441,970
Other Landscaping Services (Not Covered)	\$ 70,000		\$ 70,000	\$ 60,000
Wetlands Area Maintenance*	\$ 4,200		\$ 4,200	\$ 4,800
Summer Camp Program Activities	\$ 22,000		\$ 22,000	\$ 20,000
Canoe/Kayak Launch Guided Tours	\$ 9,500		\$ 9,500	\$ -
Active Adults Newsletter	\$ 2,000		\$ 2,000	\$ -
SMDCAC Tickets	\$ 3,500		\$ 3,500	\$ 3,500
Active Adult Programming	\$ 16,000		\$ 16,000	\$ 15,000
Active Adult Programming (State Appropriation)	\$ 100,000		\$ 100,000	\$ -
Senior Games	\$ 4,000		\$ 4,000	\$ 3,000
OTHER CONTRACTUAL SERVICES TOTAL	\$ 828,355		\$ 828,355	\$ 663,770
* Per Contract				

BUDGET WORKSHEET

This includes the costs of public transportation, motor pool charges, reimbursements for use of private vehicles, per diem, meals, and incidental travel expenses.

**TRAVEL AND PER DIEM
OBJECT CODE 40.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Parking, Mileage, Etc.	\$ 2,000		\$ 2,000	\$ 2,000
TRAVEL & PER DIEM TOTAL	\$ 2,000		\$ 2,000	\$ 2,000

BUDGET WORKSHEET

Telephone, cellular telephone, telegraph, or other communications as well as freight and express charges, drayage, postage, and messenger services.

**COMMUNICATIONS AND FREIGHT SERVICES
OBJECT CODE 41.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Postage, Courier	\$ 500		\$ 500	\$ 500
Verizon Tablet Cellular	\$ 500		\$ 500	\$ 500
COMMUNICATIONS AND FREIGHT SERVICES TOTAL	\$ 1,000		\$ 1,000	\$ 1,000

BUDGET WORKSHEET

Telephone, cellular telephone, telegraph, or other communications as well as freight and express charges, drayage, postage, and messenger services.

UTILITIES
OBJECT CODE 43.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
<u>WATER:</u>				
Cutler Ridge Park	\$ 20,000		\$ 20,000	\$ 16,692
Bel Aire Park	\$ 5,510		\$ 5,510	\$ 5,245
Franjo Park	\$ 5,510		\$ 5,510	\$ 5,245
Saga Bay Park	\$ 3,510		\$ 3,510	\$ 3,342
Saga Lake Park (No Irrigation)	\$ -		\$ -	\$ -
LBTB Park	\$ 5,000		\$ 5,000	\$ 10,733
WATER SUBTOTAL	\$ 39,530		\$ 39,530	\$ 41,257
<u>ELECTRIC:</u>				
Cutler Ridge Park	\$ 5,000		\$ 5,000	\$ 7,571
Cutler Ridge Park Soccer	\$ 12,000		\$ 12,000	\$ 17,175
Cutler Ridge Pool	\$ 25,000		\$ 25,000	\$ 23,848
Cutler Ridge Outdoor Lighting	\$ -		\$ -	\$ -
Cutler Ridge Soccer Lighting	\$ 8,000		\$ 8,000	\$ 8,652
Bel Aire Park	\$ 20,000		\$ 20,000	\$ 17,175
Franjo Park	\$ 25,000		\$ 25,000	\$ 31,600
Saga Bay Park	\$ 8,000		\$ 8,000	\$ 10,851
LBTB Park	\$ 70,000		\$ 70,000	\$ 63,160
ELECTRIC SUBTOTAL	\$ 173,000		\$ 173,000	\$ 180,032
<u>PARKS RECYCLING SERVICES:</u>				
Recycling Program	\$ 10,000		\$ 10,000	\$ 5,970
PARKS RECYCLING SUBTOTAL	\$ 10,000		\$ 10,000	\$ 5,970
UTILITIES TOTAL	\$ 222,530		\$ 222,530	\$ 227,259

BUDGET WORKSHEET

Amounts paid for the lease or rent of land, buildings, or equipment. This would also include the leasing of vehicles.

RENTAL AND LEASES
OBJECT CODE 44.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Copy Machine Rental (moved to General Government)	\$ -		\$ -	\$ 4,200
Other Rental Expense	\$ 2,000		\$ 2,000	\$ 2,000
Pool Chemical Tank Rental	\$ 1,000		\$ 1,000	\$ 1,000
RENTAL AND LEASES TOTAL	\$ 3,000		\$ 3,000	\$ 7,200

BUDGET WORKSHEET

The costs incurred for the repair and maintenance of buildings and equipment, including all maintenance and service contracts. Does not include custodial or janitorial services which are recorded under sub-object 34.

REPAIRS AND MAINTENANCE
OBJECT CODE 46.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Misc Park Repairs	\$ 60,000		\$ 60,000	\$ 50,000
Pest Control	\$ 5,500		\$ 5,500	\$ 5,000
Copier Maintenance (moved to General Government)	\$ -		\$ -	\$ 3,300
Weather Bug System Maintenance*	\$ 1,250		\$ 1,250	\$ 1,250
Methan Testing (Quarterly)	\$ 6,500		\$ 6,500	\$ 1,000
Shade Structure Maintenance (Yearly)	\$ 4,000		\$ 4,000	\$ 4,000
Playground Inspections (Bi-Annualy)	\$ 4,950		\$ 4,950	\$ 4,950
Pressure Clean Playgrounds (Bi-Annually)	\$ 4,900		\$ 4,900	\$ 4,900
Pressure Clean Tennis Courts (Annually)	\$ 3,000		\$ 3,000	\$ 3,000
Pressure Clean Park Monument Signs	\$ 1,600		\$ 1,600	\$ 1,600
Canopy Removal and Installation (Storm)	\$ 5,000		\$ 5,000	\$ -
Reclaying Lakes by the Bay Baseball Infields/ Bull Pens	\$ 45,000		\$ 45,000	\$ -
Land Clearing: 8.45-Acre Site (Old Cutler and S.W. 184 St) - Funded with \$250,000 grant	\$ 250,000		\$ 250,000	\$ -
REPAIRS AND MAINTENANCE TOTAL	\$ 391,700		\$ 391,700	\$ 79,000

* Per Contract

BUDGET WORKSHEET

Includes current charges and obligations not otherwise classified.

OTHER CURRENT CHARGES AND OBLIGATIONS
OBJECT CODE 49.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Newspaper Advertising and Misc.	\$ 500		\$ 500	\$ 500
OTHER CURRENT CHARGES AND OBLIGATIONS TOTAL	\$ 500		\$ 500	\$ 500

BUDGET WORKSHEET

This object includes materials and supplies such as stationery, preprinted forms, paper, charts, and maps.

OFFICE SUPPLIES
OBJECT CODE 51.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Misc. Office Supplies	\$ 3,500		\$ 3,500	\$ 3,000
OFFICE SUPPLIES TOTAL	\$ 3,500		\$ 3,500	\$ 3,000

BUDGET WORKSHEET

All types of supplies consumed in the conduct of operations. This category may include food, fuel, lubricants, chemicals, laboratory supplies, household items, institutional supplies, computer software, uniforms and other clothing. Also includes recording tapes and transcript production supplies. Does not include materials and supplies unique to construction or repair of roads and bridges.

OPERATING SUPPLIES
OBJECT CODE 52.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Uniforms (Staff & Participant)	\$ 3,000		\$ 3,000	\$ 3,500
Cleaning Supplies	\$ 10,000		\$ 10,000	\$ 8,000
First Aid Supplies	\$ 5,000		\$ 5,000	\$ 5,000
EZChild Track	\$ 1,000		\$ 1,000	\$ -
POOL:				
Chemicals	\$ 18,000		\$ 18,000	\$ 18,000
Pool Supplies	\$ 2,000		\$ 2,000	\$ 2,000
Cleaning Supplies	\$ 1,000		\$ 1,000	\$ 1,000
Miscellaneous Pool Supplies	\$ 5,000		\$ 5,000	\$ 5,000
POOL SUBTOTAL	\$ 26,000		\$ 26,000	\$ 26,000
PARK:				
Safety Equipment	\$ 1,500		\$ 1,500	\$ 1,000
Playground Supplies	\$ 10,000		\$ 10,000	\$ 9,000
Miscellaneous Park Supplies	\$ 8,000		\$ 8,000	\$ 8,000
Field Stripping Paint	\$ 16,000		\$ 16,000	\$ 6,000
PARK SUBTOTAL	\$ 35,500		\$ 35,500	\$ 24,000
OPERATING SUPPLIES TOTAL	\$ 80,500		\$ 80,500	\$ 66,500

BUDGET WORKSHEET

Includes books, or sets of books if purchased by set, and not purchases for use by libraries, educational institutions, and other institutions where books and publications constitute capital outlay. This object also includes subscriptions, memberships, professional data costs, and training and educational costs.

**BOOKS, PUBLICATIONS, SUBSCRIPTIONS AND MEMBERSHIPS
OBJECT CODE 54.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Florida Recreation & Park Assoc. <i>Agency Membership (FT Staff Only)</i>	\$1,700		\$1,700	\$1,500
Park Staff Specific Training/Education	\$3,000		\$3,000	\$3,000
Content Watch Annual Subscription	\$500		\$500	\$250
Earth Networks Alerting Subscription*	\$4,200		\$4,200	\$3,805
Music Licensing Fees - Movie Nights	\$800		\$800	\$800
National Recreation & Park Assoc. <i>Agency Certification (Director Only)</i>	\$1,700		\$1,700	\$175
FL Rec. & Park Assoc. Conference	\$3,000		\$3,000	\$3,000
BOOKS, PUBLICATIONS, SUBSCRIPTIONS AND MEMBERSHIPS TOTAL	\$ 14,900		\$ 14,900	\$ 12,530
* Per Contract				

BUDGET WORKSHEET

Includes motor vehicles, heavy equipment - transportation, other heavy equipment, office furniture and equipment, and other machinery and equipment. Also includes court recording, duplicating, and transcribing equipment.

**MACHINERY AND EQUIPMENT
OBJECT CODE 64.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Saga Bay Park Fence	\$ 20,000		\$ 20,000	\$ -
Beautification of Saga Bay Park South End	\$0		\$0	\$30,000
Safety Shelter at Bel-Aire Park	\$0		\$0	\$10,000
MACHINERY AND EQUIPMENT TOTAL	\$ 20,000		\$ 20,000	\$ 40,000



Special Revenue Fund

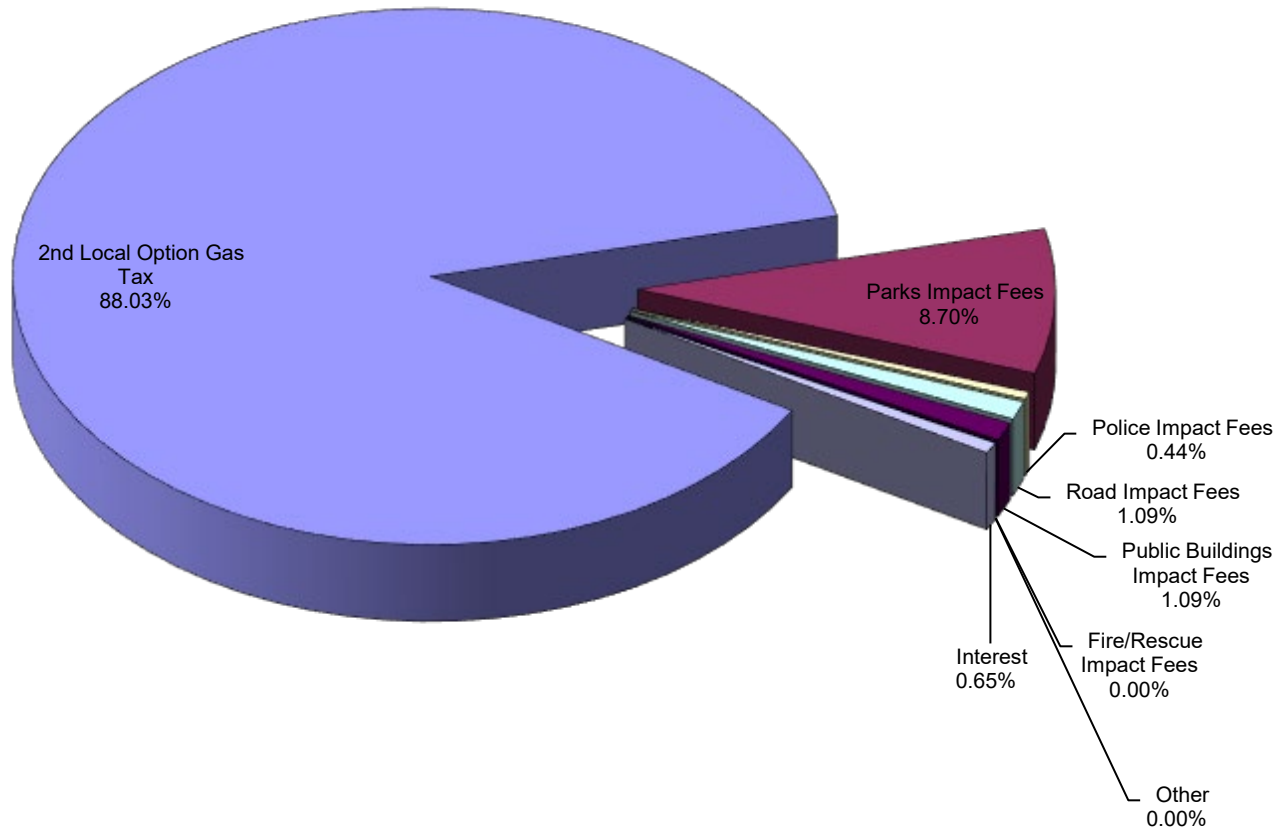
Budget Worksheet

CATEGORY	ACTUAL FY 20/21	ADOPTED FY 21/22	FY 21/22 ACTUAL PROJECTION	TENTATIVE FY 22/23	NET CHANGE 7/27 WORKSHOP VS ADOPTED FY 21/22	NET CHANGE 9/1 WORKSHOP VS 7/27 WORKSHOP
REVENUES:						
2nd Local Option Gas Tax	\$195,166	\$193,435	\$195,000	\$202,293	Not Presented	\$8,858
Parks Impact Fees	\$22,396	\$25,000	\$16,800	\$20,000	Not Presented	-\$5,000
Police Impact Fees	\$5,754	\$1,000	\$1,000	\$1,000	Not Presented	-
Road Impact Fees	\$39,469	\$10,000	\$2,500	\$2,500	Not Presented	-\$7,500
Public Bldgs. Impact Fees	\$11,507	\$10,000	\$2,000	\$2,500	Not Presented	-\$7,500
Fire/Rescue Impact Fees	-	-	-	-	Not Presented	-
Forfeitures	-	-	-	-	Not Presented	-
Interest	\$2,399	\$2,500	\$1,500	\$1,500	Not Presented	-\$1,000
Carryover	\$1,286,651	\$1,236,251	\$1,371,657	\$1,440,457	Not Presented	\$204,206
Total Revenues and Transfers In	\$1,563,342	\$1,478,186	\$1,590,457	\$1,670,250	Not Presented	\$192,064
EXPENDITURES:						
Reserves - Special Revenue Fund:						
Police	\$110,961	\$107,248	\$112,061	\$113,161	Not Presented	\$5,913
Parks	\$830,769	\$783,913	\$848,769	\$869,969	Not Presented	\$86,056
Roads	\$103,078	\$31,209	\$105,628	\$3,178	Not Presented	-\$28,031
Public Works	\$97,665	\$130,888	\$142,715	\$195,058	Not Presented	\$64,170
Public Bldgs.	\$229,184	\$229,928	\$231,284	\$233,884	Not Presented	\$3,956
Fire/Rescue	-	-	-	-		-
Miscellaneous Expenses						
Transfer to <u>General Fund</u>:						
Public Works (Local Option Gas Taxes)	\$150,000	\$150,000	\$150,000	\$150,000	Not Presented	-
Transfer to <u>Special Revenue Projects</u>:						
Roads (Impact Fees)		\$45,000		\$105,000	Not Presented	\$60,000
Transfer to <u>Capital Projects</u>:						
Parks (Impact Fees)	\$41,685	-	-	-		-
Total Expenses	\$1,563,342	\$1,478,186	\$1,590,457	\$1,670,250	Not Presented	\$192,064



Special Revenue Fund

Tentative Expenditures



■ 2nd Local Option Gas Tax	■ Parks Impact Fees
■ Police Impact Fees	■ Road Impact Fees
■ Public Buildings Impact Fees	■ Fire/Rescue Impact Fees
■ Other	■ Interest



Special Revenue Projects

Budget Worksheet

CATEGORY	ACTUAL FY 20/21	ADOPTED FY 21/22	FY 21/22 ACTUAL PROJECTION	TENTATIVE FY 22/23	NET CHANGE 7/27 WORKSHOP VS ADOPTED FY 21/22	NET CHANGE 9/1 WORKSHOP VS 7/27 WORKSHOP
The Children's Trust Fund						
Revenues and Inflows: After School Program Grant	\$151,038	\$185,636	\$185,636	\$185,636	Not Presented	-
Expenditures and Outflows: Children's Trust Program Costs	\$151,038	\$185,636	\$185,636	\$185,636	Not Presented	-
The Children's Trust - STEM Camp						
Revenues and Inflows: Program Grant	\$85,407	\$135,700	\$135,700	\$135,700	Not Presented	-
Expenditures and Outflows: Children's Trust Program Costs	\$85,407	\$135,700	\$135,700	\$135,700	Not Presented	-
DJJ Fund						
Revenues and Inflows: Program Grant	\$31,539	\$61,500	\$61,500	\$61,500	Not Presented	-
Expenditures and Outflows: Program Costs	\$31,539	\$61,500	\$61,500	\$61,500	Not Presented	-
Transit Fund						
Revenues: FDOT SMART Demo State Grant	\$184,528	\$192,500	\$192,500	\$192,500	Not Presented	-
Revenues: Transfer (PTP funds)	\$184,528	\$192,500	\$192,500	\$192,500	Not Presented	-
	\$369,056	\$385,000	\$385,000	\$385,000	Not Presented	-
Expenditures: Contractual Services	\$369,056	\$385,000	\$385,000	\$385,000	Not Presented	-
	\$369,056	\$385,000	\$385,000	\$385,000	Not Presented	-
Franjo Road JPA Fund						
Revenues: Local Grant - Miami Dade County	\$386,266	\$2,454,752	\$75,000	\$2,585,812	Not Presented	\$131,060
Revenues: Transfer (PTP funds)	-	\$457,874	-	\$1,304,398	Not Presented	\$846,524
	\$386,266	\$2,912,626	\$75,000	\$3,890,210	Not Presented	\$977,584
Expenditures: Design Phase Costs	\$386,266	\$100,000	\$75,000	\$81,600	Not Presented	-\$18,400
Expenditures: Construction	-	\$2,812,626	-	\$3,808,610	Not Presented	\$995,984
	\$386,266	\$2,912,626	\$75,000	\$3,890,210	Not Presented	\$977,584



Special Revenue Projects (cont.)

Budget Worksheet

CATEGORY	ACTUAL FY 20/21	ADOPTED FY 21/22	FY 21/22 ACTUAL PROJECTION	TENTATIVE FY 22/23	NET CHANGE 7/27 WORKSHOP VS ADOPTED FY 21/22	NET CHANGE 9/1 WORKSHOP VS 7/27 WORKSHOP
Transportation Fund						
<u>Roundabout (S.W. 200 Street and S.W. 103 Avenue)</u>						
Revenues: Transfer (PTP funds)	-	-	-	\$40,000	Not Presented	\$40,000
Expenditures: Contractual Services	-	-	-	\$40,000	Not Presented	\$40,000
Sidewalks Fund						
<u>Lincoln City Park Sidewalk and Pad</u>						
Revenues:						
Transfer (Road Impact Fees)	-	\$45,000	\$15,000	\$105,000	Not Presented	\$60,000
Transfer (PTP funds)	-	-	-	\$27,000	Not Presented	\$27,000
	-	\$45,000	\$15,000	\$132,000	Not Presented	\$87,000
Expenditures: Contractual Services	-	\$45,000	\$15,000	\$132,000	Not Presented	\$87,000
<u>Town-wide Replacement Program</u>						
Revenues: Transfer (ARPA funds)	-	-	-	\$800,000	Not Presented	\$800,000
Expenditures: Contractual Services	-	-	-	\$800,000	Not Presented	\$800,000
Lighting Fund						
Revenues: Transfer (ARPA funds)	-	-	-	\$1,527,500		\$1,527,500
Expenditures:						
Design Phase Costs	-	-	-	\$27,500	Not Presented	\$27,500
Construction	-	-	-	\$1,500,000		\$1,500,000
	-	-	-	\$1,527,500	Not Presented	\$1,527,500



Special Revenue Projects (cont.)

Budget Worksheet

CATEGORY	ACTUAL FY 20/21	ADOPTED FY 21/22	FY 21/22 ACTUAL PROJECTION	TENTATIVE FY 22/23	NET CHANGE 7/27 WORKSHOP VS ADOPTED FY 21/22	NET CHANGE 9/1 WORKSHOP VS 7/27 WORKSHOP
The CITT Fund						
Revenues and Inflows: CITT Surtax	\$2,008,359	\$1,850,000	\$2,000,000	\$2,000,000	Not Presented	\$150,000
Revenues and Inflows: Interest	\$7,803	\$10,000	\$7,000	\$7,000	Not Presented	-\$3,000
Revenues and Inflows: Carryover	\$4,286,125	\$5,438,885	\$5,587,084	\$4,888,684	Not Presented	-\$550,201
Total Revenues and Inflows	\$6,302,287	\$7,298,885	\$7,594,084	\$6,895,684	Not Presented	-\$403,201
Expenditures and Outflows:						
Expenditures and Outflows: Salaries and Benefits	\$22,271	\$22,456	\$22,400	\$24,145	Not Presented	\$1,689
Expenditures and Outflows: Professional Fees	-	\$50,000	\$10,000	\$10,000	Not Presented	-\$40,000
Expenditures and Outflows: Administrative Fee	-	-	\$100,000	\$100,000	Not Presented	\$100,000
Expenditures and Outflows: Transportation						
Resurfacing	-	\$477,000	\$445,000	\$700,000	Not Presented	\$223,000
Traffic Calming Projects	-	\$175,000	-	\$121,200	Not Presented	-\$53,800
Expenditures and Outflows: Transit						
Circulator Bus	\$324,620	\$325,000	\$325,000	\$325,000	Not Presented	-
Bus Shelter Design	-	-	-	-	Not Presented	-
Bus Shelter Construction	-	-	-	-	Not Presented	-
MPO Transit Corridor Study	-	\$50,400	-	\$50,400		-
Transfers Out	\$368,312	\$2,967,374	\$1,803,000	\$3,007,348	Not Presented	\$39,974
Carryover	\$5,587,084	\$3,231,655	\$4,888,684	\$2,557,591	Not Presented	-\$674,064
	\$6,302,287	\$7,298,885	\$7,594,084	\$6,895,684	Not Presented	-\$403,145
ARPA Fund						
Revenues: Federal Grant	-	-	\$700,000	\$4,062,305	Not Presented	\$4,062,305
Revenues: Interest	-	-	\$9,200	\$25,000	Not Presented	\$25,000
Revenues: Carryover	-	-	-	\$9,200	Not Presented	\$9,200
Total Revenues	-	-	\$709,200	\$4,096,505	Not Presented	\$4,096,505
Expenditures: Transfers Out	-	-	\$700,000	\$4,062,305	Not Presented	\$4,062,305
Carryover	-	-	\$9,200	\$34,200	Not Presented	\$34,200
	-	-	\$709,200	\$4,096,505	Not Presented	\$4,096,505



Capital Projects Fund

CATEGORY	ACTUAL FY 20/21	ADOPTED FY 21/22	FY 21/22 ACTUAL PROJECTION	TENTATIVE FY 22/23	NET CHANGE 7/27 WORKSHOP VS ADOPTED FY 21/22	NET CHANGE 9/1 WORKSHOP VS 7/27 WORKSHOP
Capital Projects Fund: Parks						
Revenues: Transfer (ARPA Funds)	-	-	-	\$255,000	Not Presented	\$255,000
Revenues: Transfer (General Fund)	\$1,935,402	-	-	-	Not Presented	-
Revenues: FRDAP Grant (Franjo Park)	\$200,000	-	-	-	Not Presented	-
	\$2,135,402	-	-	\$255,000	Not Presented	\$255,000
Expenditures: Franjo Park Restoration	\$2,135,402	-	-	-	Not Presented	-
Expenditures: Playground Ground Surfacing	-	-	-	\$255,000	Not Presented	\$255,000
	\$2,135,402	-	-	\$255,000	Not Presented	\$255,000



Stormwater Utility Fund

CATEGORY	ACTUAL FY 20/21	ADOPTED FY 21/22	FY 21/22 ACTUAL PROJECTION	TENTATIVE FY 22/23	NET CHANGE 7/27 WORKSHOP VS ADOPTED FY 21/22	NET CHANGE 9/1 WORKSHOP VS 7/27 WORKSHOP
Net Position, Beginning	\$5,359,915	\$5,095,410	\$5,463,375	\$7,730,316	Not Presented	\$2,634,906
Revenues:						
Stormwater Billings	\$1,017,995	\$1,025,000	\$1,025,000	\$1,025,000	Not Presented	-
Interest and other	\$89	-	-	-	Not Presented	-
Grants	\$200,000	\$800,000	\$800,000	\$1,545,000	Not Presented	\$745,000
Transfer in	\$126,996	\$2,200,000	\$2,098,000	\$2,893,255	Not Presented	\$693,255
Total Revenues and Transfers In	\$1,345,080	\$4,025,000	\$3,923,000	\$5,463,255	Not Presented	\$1,438,255
Expenses:						
Salaries and benefits	\$309,270	\$323,114	\$314,060	\$342,137	Not Presented	\$19,023
Operating expenses	\$879,692	\$1,422,639	\$1,292,000	\$2,116,800	Not Presented	\$694,161
Capital outlay	-	-	-	-	Not Presented	-
Debt service	\$52,658	\$50,000	\$50,000	\$45,000	Not Presented	-\$5,000
Total Expenses	\$1,241,620	\$1,795,753	\$1,656,060	\$2,503,937	Not Presented	\$708,184
Net Position, Ending	\$5,463,375	\$7,324,657	\$7,730,316	\$10,689,634	Not Presented	\$3,364,977



Stormwater Utility Fund

Budget Worksheet

CATEGORY	ACTUAL FY 20/21	ADOPTED FY 21/22	FY 21/22 ACTUAL PROJECTION	TENTATIVE FY 22/23	NET CHANGE 7/27 WORKSHOP VS ADOPTED FY 21/22	NET CHANGE 9/1 WORKSHOP VS 7/27 WORKSHOP	
Salaries	\$220,764	\$223,886	\$223,000	\$232,011	Not Presented	\$8,125	
Payroll Taxes	\$16,296	\$17,055	\$17,060	\$17,749	Not Presented	\$694	
Retirement Contributions	\$30,111	\$34,173	\$34,000	\$42,457	Not Presented	\$8,284	
Life and Health Insurance	\$42,099	\$48,000	\$40,000	\$49,920	Not Presented	\$1,920	
Professional Services	\$67,206	\$313,000	\$225,000	\$978,000	Not Presented	\$665,000	1
Prof Services - S/W Master Plan	-	-	\$15,000	\$111,000	Not Presented	\$111,000	2
Prof Services - LBTB area	-	-	-	-	Not Presented	-	
Prof Services - Bel-Aire area	-	-	-	-	Not Presented	-	
Prof Services - Saga bay area	-	-	-	-	Not Presented	-	
Prof Services - Cutler Ridge Pines	-	-	-	-	Not Presented	-	
Prof Services - S.W. 207 St & S.W. 85 Ave	-	-	-	-	Not Presented	-	
Other Contractual Services	\$571,361	\$786,000	\$700,000	\$711,000	Not Presented	-\$75,000	3
Contractual Services-CR Sec 3	-	-	-	-	Not Presented	-	
Contractual Services-Saga Bay 1.7	-	-	-	-	Not Presented	-	
Contractual Services-Saga Bay 1.5	-	-	-	-	Not Presented	-	
Contractual Services-Whispering Pines Swale Imp.	-	-	-	-	Not Presented	-	
Contractual Services-LBTB Area	-	-	-	-	Not Presented	-	
Contractual Services-Bel-Aire Area	-	-	-	-	Not Presented	-	
Contractual Services-Saga Bay Area	-	-	-	-	Not Presented	-	
Contractual Services-Caribbean Blvd. (S.W.87/S.W.184)	-	-	-	-	Not Presented	-	
Contractual Services-Canal Bank	-	-	-	-	Not Presented	-	
Contractual Services-S.W.82 Ave	-	-	-	-	Not Presented	-	
Travel & Per Diem	\$8	\$5,300	\$1,000	\$5,300	Not Presented	-	



Stormwater Utility Fund (cont.)

Budget Worksheet

CATEGORY	ACTUAL FY 20/21	ADOPTED FY 21/22	FY 21/22 ACTUAL PROJECTION	TENTATIVE FY 22/23	NET CHANGE 7/27 WORKSHOP VS ADOPTED FY 21/22	NET CHANGE 9/1 WORKSHOP VS 7/27 WORKSHOP
Communications & Freight	-	-	-	-	Not Presented	-
Rentals & Leases	\$15,503	\$15,589	\$13,500	\$24,250	Not Presented	\$8,661
Repairs & Maintenance	\$519	\$2,250	\$1,000	\$750	Not Presented	-\$1,500
Printing & Binding	\$4,745	\$10,000	\$5,000	\$10,000	Not Presented	-
Office Supplies	-	\$2,000	\$1,000	\$2,000	Not Presented	-
Operating Supplies	\$1,585	\$4,000	\$60,000	\$4,000	Not Presented	-
Operating Supplies - Fuel	\$1,547	\$3,000	\$2,500	\$4,000		\$1,000
Dues, Subscriptions, Memberships	\$4,524	\$6,500	\$8,000	\$6,500		-
Depreciation	\$212,694	\$275,000	\$260,000	\$260,000		-\$15,000
Capital Outlay	-	-	-	-	Not Presented	-
Other Debt Service	\$52,658	\$50,000	\$50,000	\$45,000	Not Presented	-\$5,000
TOTAL	\$1,241,620	\$1,795,753	\$1,656,060	\$2,503,937		\$708,184

Significant Changes from the FY 21/22 Adopted Budget

- 1 – Increase primarily reflects design costs for Marlin Road (\$795,000, funded with grants), offset by decreases in design services for repetitive loss areas (\$90,000), environmental lobbyist now recorded in the General Fund (\$18,000) and a decrease in the design costs for the Caribbean Blvd/SW 87 Ave to SW 184 St Project (\$22,000)
- 2 – Increase reflects the cost of the Stormwater master Plan update (funded with ARPA grant)
- 3 – Decrease reflects fewer neighborhood drainage repairs (\$50,000) and less Right-of-Way tree planting (\$25,000 decrease)



OFFICE OF THE TOWN MANAGER

Rafael G. Casals, ICMA-CM, CFM
Town Manager

Memorandum

To: Honorable Mayor and Town Council

From: Rafael G. Casals, ICMA-CM, CFM, Town Manager

Date: September 28, 2022

Re: Fund Balance Reserve Policy Annual Certification
Pursuant to Ordinance No. 13-06 (As Amended)

On October 21, 2015, the Town adopted Ordinance No. 15-07, which amended Ordinance No. 13-06 adopted on April 17, 2013 establishing a Fund Balance Reserve Policy. Ordinance No. 13-06, as amended, requires both the Town Manager and Finance Director to certify, as part of the annual budget adoption process, that the adopted budget complies with the provisions of the Ordinance.

Below is an excerpt of Section VI, which requires an Annual Certification:

***“Annual Review and Compliance Certification** Compliance with the provisions of this policy shall be reviewed as a part of the annual budget adoption process. The budget presented to the Town Council for consideration and deliberation will include a calculation demonstrating compliance with this fund balance policy and the Town Manager and Finance Director shall include in the budget book written certification signifying that the adopted budget complies with the provisions of this policy.”*

Section II of the Ordinance, as amended, provides that the Town maintain a reservation of fund balance equal to a minimum of seventeen percent (17%) of the next Fiscal Year’s operating expenditure budget for the General Fund. The amount so determined will be set aside in an unassigned fund balance category called “reserve for contingencies and emergencies”.

Based on the ***Tentative*** FY 2022-23 budget presented to the Town Council on September 28, 2022, General Fund operating expenditures, as defined, total \$22,030,869, seventeen percent (17%) of which would yield a minimum reserve of \$3,745,248. The ***Tentative*** General Fund budget for FY 2022-23, based on a millage rate of 2.8332 mills, provides for an unassigned fund balance amount of **\$18,160,145** for contingencies and emergencies.

This Memorandum is being issued to certify that the ***Tentative*** budget complies with the provisions of the Fund Balance Reserve Ordinance, as amended. Based on the calculation in the preceding paragraph, the ***Tentative*** FY 2022-23 General Fund budget is in compliance with the Town’s Fund Balance Reserve Ordinance.





ESTIMATED MILLAGE COST OF DEPARTMENTS* GENERAL FUND

(Fiscal Year Ending 9/30/2023)

Millage Rate = 2.8332 mils per \$1,000

Tentative Budget Fiscal Year 2022-23

DEPARTMENT	TENTATIVE 2022-23 BUDGET COST	ESTIMATED MILLAGE COST PER \$1,000	PERSONNEL	TOTAL PERSONNEL	DESCRIPTION
Mayor and Council	\$223,614	0.0268	5 Elected Officials	5 Employees	Serve as Town's Legislative Body.
Town Clerk	\$515,812	0.0619	1 Charter Official 2 Full-Time Employees	3 Employees	Serves Mayor and Town Council.
General Government	\$4,494,302	0.5395	1 Charter Official 5 Full-Time Employees 1 Part-Time Employee	7 Employees	Provides Administration Support to Other Departments.
Finance	\$541,384	0.0650	3 Full-Time Employees 1 Part-Time Employee	4 Employees	Accounting, Payroll and Financial Reporting Services; Processes Certain Revenues.
Town Attorney	\$500,000	0.0600	1 Charter Official (With Support from Subject Matter Experts/Firm)	1 Employee	Contracted Firm Provides the Town with Legal Counsel/Services.
Community Development	\$1,758,317	0.2111	8 Full-Time Employees 2 Part-Time Employees	10 Employees	Provides Building and Zoning Compliance and Planning for Future Activities.
Public Works	\$1,209,682	0.1452	4 Full-Time Employees	4 Employees	Provides Maintenance of Roads, Public Areas and Public Facilities.
Police Services	\$11,306,000	1.3573	60 Contracted Positions	60 Employees	Provides Law Enforcement Services Through Interlocal Agreement with Miami-Dade Police Department.
Parks & Recreation	\$3,052,588	0.3664	9 Full-Time Employees 14 Part-Time Employees	23 Employees	Provides Activities and Programs at Town Parks.
	\$23,601,699	2.8332			

*As per Town Charter Section 6.2 Citizen's Bill of Rights (A)(11)

RESOLUTION NO. 22-__

A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, ADOPTING THE FINAL MILLAGE RATE OF THE TOWN OF CUTLER BAY FOR THE FISCAL YEAR COMMENCING OCTOBER 1, 2022 THROUGH SEPTEMBER 30, 2023 PURSUANT TO SECTION 200.065, FLORIDA STATUTES; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, on July 20, 2022, the Town Council of the Town of Cutler Bay (the “Town”) adopted Resolution No. 22-63 determining the proposed millage rate for the Fiscal Year commencing October 1, 2022, and further scheduled the first public hearing required by Section 200.065 of the Florida Statutes to be held on September 14, 2022, at 6:00 PM; and

WHEREAS, the Property Appraiser properly noticed the first public hearing scheduled for September 14, 2022, at 6:00 PM in the Cutler Bay Council Chambers, 10720 Caribbean Blvd, Cutler Bay, Florida, as required by Chapter 200 of the Florida Statutes; and

WHEREAS, the Second Public Hearing scheduled for September 28, 2022, 6:00 PM, as required by Chapter 200 of the Florida Statutes, was advertised in *The Miami Herald* Local Section on Sunday, September 25, 2022; and

WHEREAS, said Public Hearings, as required by Section 200.065(2)(c) of the Florida Statutes were held by the Town Council on September 14, 2022 and September 28, 2022 as previously noticed and the public and all interested parties had the opportunity to address their comments to the Town Council and the Town Council has considered the comments of the public regarding the Proposed and Final Millage Rate and has complied with the notice requirements of Florida Statutes.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND TOWN COUNCIL OF CUTLER BAY, FLORIDA, AS FOLLOWS:

Section 1. Recitals. The above recitals are true and correct and are incorporated herein by reference.

Section 2. Adoption of Final Millage Rate. That the Town’s Final Millage Rate for the Fiscal Year commencing October 1, 2022, through September 30, 2023, is hereby fixed at the rate of 2.8332 mills per \$1,000.00 of assessed property value within the Town, which is 12.55 percent greater than the rolled-back rate of 2.5173 mills per \$1,000.00 of assessed property value.

Section 3. Effective Date. This Resolution shall take effect immediately upon adoption.

PASSED and ADOPTED on this ____ day of September 2022 at ____ PM

TIM MEERBOTT
Mayor

Attest:

MAURICIO MELINU
Town Clerk

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY FOR THE
SOLE USE OF THE TOWN OF CUTLER BAY:

WEISS SEROTA HELFMAN
COLE & BIERMAN, P.L.
Town Attorney

Moved By: _____
Seconded By: _____

FINAL VOTE AT ADOPTION:

Mayor Tim Meerbott _____

Vice Mayor Michael P. Callahan _____

Council Member Robert "BJ" Duncan _____

Council Member Suzy Lord _____

Council Member Roger Coriat _____



OFFICE OF THE TOWN MANAGER

Rafael G. Casals, ICMA-CM, CFM

Town Manager

Memorandum

To: Honorable Mayor and Town Council

From: Rafael G. Casals, ICMA-CM, CFM, Town Manager

Date: September 28, 2022

Re: Fiscal Year 2022-23 Tentative Operating and Capital Outlay Budget for Final Adoption (Second Advertised Budget Hearing)

REQUEST

A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, ADOPTING THE FINAL OPERATING AND CAPITAL OUTLAY BUDGET FOR THE FISCAL YEAR COMMENCING OCTOBER 1, 2022, THROUGH SEPTEMBER 30, 2023, PURSUANT TO SECTION 200.065, FLORIDA STATUTES; AUTHORIZING THE TOWN MANAGER TO MAKE EXPENDITURES CONSISTENT THEREWITH AND AUTHORIZING THE TOWN MANAGER TO MAKE CERTAIN BUDGET AMENDMENTS WITHIN A DEPARTMENT PROVIDED THAT THE TOTAL OF THE APPROPRIATIONS IS NOT CHANGED; AND PROVIDING FOR AN EFFECTIVE DATE.

BACKGROUND AND ANALYSIS

Please find attached the tentative Fiscal Year 2022-23 budget for final adoption, which includes the changes to both revenues, expenditures, and items discussed during the First Public Hearing on September 14, 2022, and which incorporates the Town Council changes during the three (3) scheduled Town Council Budget Workshops held July 20, 2022, July 27, 2022, and September 1, 2022. The tentative budget was developed using a millage rate of 2.8332 mills as approved by the Town Council during the First Public Hearing on September 14, 2022, via Resolution No. 22-65. This rate is 12.55% greater than the rolled-back rate of 2.5173 mills. Pursuant to State TRIM requirements, the Town advertised a Budget Summary and Notice of Proposed Tax Increase in *The Miami Herald* Local Section on Sunday, September 25, 2022. The tentative millage rate does not prevent the Town Council from adopting a lower rate during our advertised Second Budget Hearing.

Based on the July 1, 2022, certification received from the Property Appraiser, the taxable value of property within the Town's boundaries increased 11.85% since last year's certification. While this increase is an average Town-wide increase, it should be noted that homesteaded properties are protected from large increases by the Save Our Home caps reflected in State law.





OFFICE OF THE TOWN MANAGER

Rafael G. Casals, ICMA-CM, CFM

Town Manager

The “rolled-back” millage rate is defined as the millage rate necessary to raise the same amount of ad valorem tax revenue as the previous Fiscal Year, excluding taxes from new construction. The “rolled-back” millage rate will not result in an increase of municipal taxes to the Town’s property owners.

In late fiscal year 2020, the Town Council gave Staff authorization to move forward with a “Fund Balance Replenishment Plan” (the “Plan”), developed in coordination with Lourdes Abadin of Estrada Hinojosa (the “Financial Advisor”), to help the Town stabilize and begin to re-strengthen its fund balance reserves which had begun to deteriorate significantly in recent years due primarily to operating deficits, impacts from COVID-19, and the undertaking of substantial capital projects which have been funded to date in large part by the General Fund’s fund balance.

This Plan was implemented over fiscal years 2021 and 2022, and resulted in the Town’s General Fund’s fund balance increasing from \$13.7 million at September 30, 2020 to \$19.4 million at September 30, 2021 (of which \$18.8 million was classified as “unassigned” and available for appropriation by the Town Council for any legal purpose).

As we approach an upcoming General Obligation bond offering, it is more important than ever for the Town to maintain its renewed financial strength and not revert to using reserves to fund the operating budget. This will ensure that the Town can get and maintain a solid bond rating which will result in lower interest costs to the Town.

General Fund:

The attached General Fund budget has been prepared using the current 2.8332 mill rate and it generates a budget surplus of \$173,197. For the most part, the attached General Fund budget maintains the levels of service comparable to the recent past. The Community Development Department reflects a full-time Building Inspector (a Building Official and a night/weekend Code Officer were budgeted last year and carry forward to this year’s budget). These three department positions were filled during fiscal year 2022. The Parks Department reflects a full-time night/weekend Recreation Supervisor, a position created in fiscal year 2022 by conversion of a part-time staff to full-time. No other changes to Town or Police staffing levels are anticipated. Other significant changes in the General Fund departmental budgets are discussed in the attached “Attachment A – Second Budget Hearing – Executive Summary”.

As noted above, it is important that the Town Council adopt a millage rate that is sufficient to provide revenues to cover budgeted General Fund expenditures and which avoids generating deficits that draw down fund balance further.





OFFICE OF THE TOWN MANAGER

Rafael G. Casals, ICMA-CM, CFM

Town Manager

Other Funds:

The FY 2022-23 budget also includes various special revenue funds, a capital projects fund and a stormwater utility fund. These funds are used to account for planned projects using revenues from special/restricted sources, such as grants, including ARPA funds, impact fees, and PTP funds. Below is a “brief” summary of the planned projects for FY 2022-23:

Special Revenue Fund projects:

- Park programs – funded by The Children’s Trust and the Department of Juvenile Justice
- Transit – continuation of the Town circulator bus (PTP funds) as well as the Go Connect/On Demand service (FDOT grant and PTP funds)
- Transportation:
 - Continuation of the roadway resurfacing program (PTP funds)
 - Traffic calming projects (PTP funds)
 - Continuation of the Franjo Road JPA roadway project (County JPA and PTP funds)
 - Construction of a roundabout on S.W. 200 St & S.W. 103 Ave (FDOT grant and PTP funds)
- Sidewalks – continuation of the town-wide sidewalk repair/replacement program (gas taxes and ARPA funds) as well as construction of a sidewalk around, and a pad on, Lincoln City Park (Road Impact Fees and PTP funds)
- Park Lighting – LED lighting updates to various Town parks (ARPA funds)

Capital Projects-Parks project:

- Playground ground surfacing improvements at various Town parks (ARPA funds)

Stormwater Utility Fund:

- Continuation of the current level of service for maintenance of the stormwater system
- Completion of the Stormwater Master Plan update (ARPA funds)
- Design and/or construction of various drainage improvement projects:
 - Caribbean Blvd/SW 87 Ave to S.W. 184 St (FDOT grant and PTP funds)
 - Marlin Road Complete Streets (State Appropriation and FDOT TAP grant)
 - Lakes by the Bay area ARPA projects
 - Bel-Aire area ARPA projects
 - Saga Bay area ARPA projects
 - Cutler Ridge Pines ARPA project
 - S.W. 207 St & S.W. 85 Ave ARPA project
 - Completion of Saga Bay 1.7 project (FDEP grant and PTP funds)
 - Saga Bay 1.5 project (State Appropriation and PTP funds)
 - Whispering Pines Swale improvement project (PTP funds)
 - Canal Bank Stabilization project (ARPA funds)
 - S.W. 82 Ave Drainage project (FDOT grant and PTP funds)





OFFICE OF THE TOWN MANAGER

Rafael G. Casals, ICMA-CM, CFM

Town Manager

The attached Second Budget Hearing Executive Summary (*Attachment "A"*) and the Tentative Budget Fiscal Year 2022-23 Fund Summaries and Department Expenditures Report (*Attachment "B"*) reflect changes to our projected revenues/expenditures based on items discussed during the First Budget Hearing on September 14, 2022, as well as during the three (3) Budget Workshops (July 20, 2022, July 27, 2022, and September 1, 2022).

The attached Executive Summary provides a concise narrative of the significant changes made to the budget drafts based on Town Council discussions during the First Budget Hearing and the Budget Workshops.

The Fund Summaries and Department Expenditures Report provides detailed information by revenue source and expenditures by Department.

Detailed Revenue and Expenditure Worksheets provide the Town Council with the following comparative information:

- Actual Fiscal Year 2020-21
- Adopted Fiscal Year 2021-22
- Actual Projection Fiscal Year 2021-22
- Tentative Fiscal Year 2022-23 (based on Millage Rate at 2.8332 for the General Fund)
- Net Change:
 - July 27, 2022 Workshop (Proposed FY 2022-23) compared to Adopted FY 2021-22
 - September 1, 2022 Workshop (Proposed FY 2022-23) compared to July 27, 2022 Workshop (Proposed FY 2022-23)
 - ***NOTE – there were no changes from First Budget Hearing (September 14, 2022) to the Second Budget Hearing (September 28, 2022) and no column is presented.***

Additionally, please find attached the Fund Balance Ordinance Certification (*Attachment "C"*) and the Fiscal Year 2022-23 Tentative Millage Cost of Departments General Fund (*Attachment "D"*) as stated in Section (A) (11) of the Town Charter's Citizens' Bill of Rights.

ATTACHMENTS:

- Attachment "A" – Second Budget Hearing Executive Summary
- Attachment "B" – Tentative Budget FY 2022-23 Fund Summaries and Department Expenditures Report
- Attachment "C" – Fund Balance Ordinance Certification
- Attachment "D" – FY 2022-23 Tentative Millage Cost of Departments General Fund





Executive Summary

Proposed FY 2022-23 Significant Budget Expenditure – Changes Per Department

September 28, 2022 Second Hearing Versus September 14, 2022 First Hearing

Mayor and Town Council (Page 3):

- Other Current Charges and Obligations reflects transfer of budgeted Council Committee Funds to Economic Development Council (\$10,000).

September 14, 2022 First Hearing Versus September 1, 2022 Workshop

- No Significant Changes.

September 1, 2022 Workshop Versus July 27, 2022 Workshop

Mayor and Town Council (Page 3):

- No Significant Changes.

Town Clerk (Page 4):

- Other Contractual Services **decreased** \$60,000 as a result of elimination of election runoff costs.

General Government (Page 5):

- **Increase** in Professional Services (\$10,000 **increase**) reflects provision for completion of the S.A.R. report (\$27,000 **increase**), offset by decreases in communications consultant services (\$15,000 **decrease**) and in financial advisor services (\$2,000 **decrease**).



- **Increase** in insurance (\$36,500) reflects actual renewal premiums for business insurance. Increase reflects more insured property and risks, as well as increased rates.
- The **decrease** in dues, subscriptions and memberships (\$6,000 **decrease**) reflects reductions to staff training (\$5,000 **decrease**) and continuing education conferences (\$1,000 **decrease**).

Finance (Page 8):

- The **decrease** in Accounting and Auditing (\$3,025) reflects lower negotiated rates for audit services.

Town Attorney (Page 9):

- No Significant Changes.

Community Development (Page 10):

- The \$10,000 **decrease** in Professional Services reflects a reduction in the planned use of planning consultant services.
- The \$6,000 **decrease** in Other Contractual Services reflects a reduction in property abatement services (\$3,000 **decrease**), potential unsafe structure services (\$2,000 **decrease**) and document recording services (\$1,000 **decrease**).

Public Works (Page 12):

- The \$14,500 **decrease** in Professional Services reflects reduction in right-of-way permitting services (\$5,000 **decrease**) and in general engineering services (\$9,500 **decrease**).
- The \$1,500 **increase** in Other Contractual Services reflects the addition of holiday lighting (\$8,500 **increase**) offset by a reduction in town-wide median beautification projects (\$7,000 **decrease**).

Police Services (Page 14):

- No Significant Changes.



Parks and Recreation (Page 15):

- The \$14,688 *increase* in salaries and benefits reflects changes to the hourly rates for part-time staff.

Stormwater Utility Fund (Page 22):

- The \$665,000 *increase* in Professional Services results primarily from the design costs for the Marlin Road project (\$795,000, all grant funded), offset by *decreases* in design services for repetitive loss areas (\$90,000) and for the Caribbean Blvd/S.W. 87 Ave to S.W. 184 St project (\$22,000), as well as a decrease for an environmental lobbyist now budgeted in the General Fund (\$18,000).
- The \$111,000 *increase* in Professional Services – Stormwater Master Plan reflects the cost of the master plan update (all funded with ARPA grant).
- The \$75,000 *decrease* in Other Contractual Services reflects fewer neighborhood drainage improvements/repairs (\$50,000) and a reduction in right-of-way tree planting (\$25,000).

July 27, 2022 Workshop Versus Adopted Fiscal Year 2022

Mayor and Town Council (Page 3):

- Salaries and Benefits *increased* as a result of cost of living adjustments (COLA) and projected increases in health insurance premiums and retirement plan contributions.
- Other Current Charges *decreased* \$10,000 due to elimination of funding for Environmental Task Force outreach efforts.

Town Clerk (Page 4):

- Salaries and Benefits *increased* as a result of projected COLA and merit pay increases, as well as a result of projected increases in health insurance premiums and retirement plan contributions.
- Other Contractual Services *increased* \$80,000 because of an increase in budgeted election costs.

**General Government (Page 5):**

- Salaries and benefits *increased* primarily as a result of COLA and merit pay increases, as well as a result of projected increases in health insurance premiums and retirement contributions.
- Professional Services *decreased* \$25,000 primarily as a result of elimination of GO Bond consultant services (\$70,000) offset by an increase in communications consultant services (\$45,000).
- Other Contractual Services - Brownfield *increased* \$67,000 as this is a new account created to track expenditures eligible for tax credit.
- Communications & Freight *increased* approximately \$21,800 primarily as a result of increased cellphone and park telecom services (\$14,000) and from the cost of an Annual Year in review mailer (\$7,000).

- Rentals & Leases *increased* approximately \$68,600 primarily from budgeting Town-wide copier leases in the General Government department in FY 2022-23 (\$12,000) and from projected increases in Town Hall office rent (\$57,000).
- Printing & Binding *increased* \$13,000 reflecting the cost of printing the Annual Year in Review mailer document.
- Dues, Subscriptions & Memberships *increased* approximately \$9,200 reflecting additional planned staff training (\$5,000) and Zoom video conferencing costs (\$3,700).
- Debt Service reflects the projected principal and interest payments due on the remaining existing debt and the restructured debt.

Finance (Page 8):

- Accounting & Auditing *increased* approximately \$6,000 reflecting anticipated higher costs for Single Audit services and to provide for an update to the actuarial valuation for other post-employment benefits.

Town Attorney (Page 9):

- No Significant Changes.

**Community Development (Page 10):**

- Salaries and benefits *increased* primarily as a result of COLA and merit pay increases, as well as a result of projected increases in health insurance premiums retirement plan contributions, as well as budgeting for a Building Official and Building Inspector for FY 2022-23.
- Professional Services *increased* \$80,000 resulting primarily for budgeting a grant funded resiliency study (\$125,000), offset by the elimination from the budget of the update to the growth management plan (\$45,000).

Public Works (Page 12):

- Salaries and benefits *increased* primarily as a result of COLA and merit pay increases, as well as a result of projected increases in health insurance premiums and retirement plan contributions.
- The \$39,500 *increase* in Other Contractual Services reflects an increase in Town-wide beautification projects (\$48,000), offset by a decrease in holiday lighting (\$8,500).
- Rentals & Leases *increased* approximately \$72,000 as of the lease cost of the new vehicle fleet more than doubled over the cost of the expiring lease.
- Operating Supplies – Fuel *increased* \$12,000 reflecting the current state of fuel prices.

Police Services (Page 14):

- Professional Services include costs for MDPD local police services that are passed through to the Town for the appropriate police employees. The budget reflects an approximate \$696,200 *increase* in the projected cost of service based on current contract costs for the same level of personnel.

Parks and Recreation (Page 15):

- Salaries and benefits *increased* primarily as a result of COLA and merit pay increases, as well as a result of projected increases in health insurance premiums and retirement plan contributions. The FY 2022-23 budget also reflects budgeted hourly rate increases and benefits for part-time staff as a recruitment and retention tool.
- Other Contractual Services *increased* approximately \$164,600 resulting primarily from increased Active Adult Programming provided by State funding (\$100,000 increase), increased Town sponsored events (\$16,000), increased landscaping costs (approximate \$34,000), increased summer camp activities (\$2,000), provision for canoe/kayak guided tours (\$9,500) and from issuance of an active adult newsletter (\$2,000).



- Repairs & Maintenance *increased* \$312,700 reflecting \$250,000 to clear the 8.45 acre land site at Old Cutler Road & SW 184 Street (grant funded), \$45,000 to re-clip the Lakes By The Bay Park baseball infields and bullpens, and the balance of the increase to provide for miscellaneous park repairs and maintenance services.
- The \$14,000 *increase* in Operating Supplies primarily reflects the increased cost for field striping supplies (\$10,000) as well as the increase in various cleaning supplies and chemicals used in operations.
- Capital Outlay *decreased* \$20,000 primarily due to fewer budgeted park improvement projects. For FY 2022-23, the Parks departmental budget provides for new fencing at Saga Bay Park (\$20,000).

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SECOND BUDGET HEARING FISCAL YEAR 2022-23

SEPTEMBER 28, 2022





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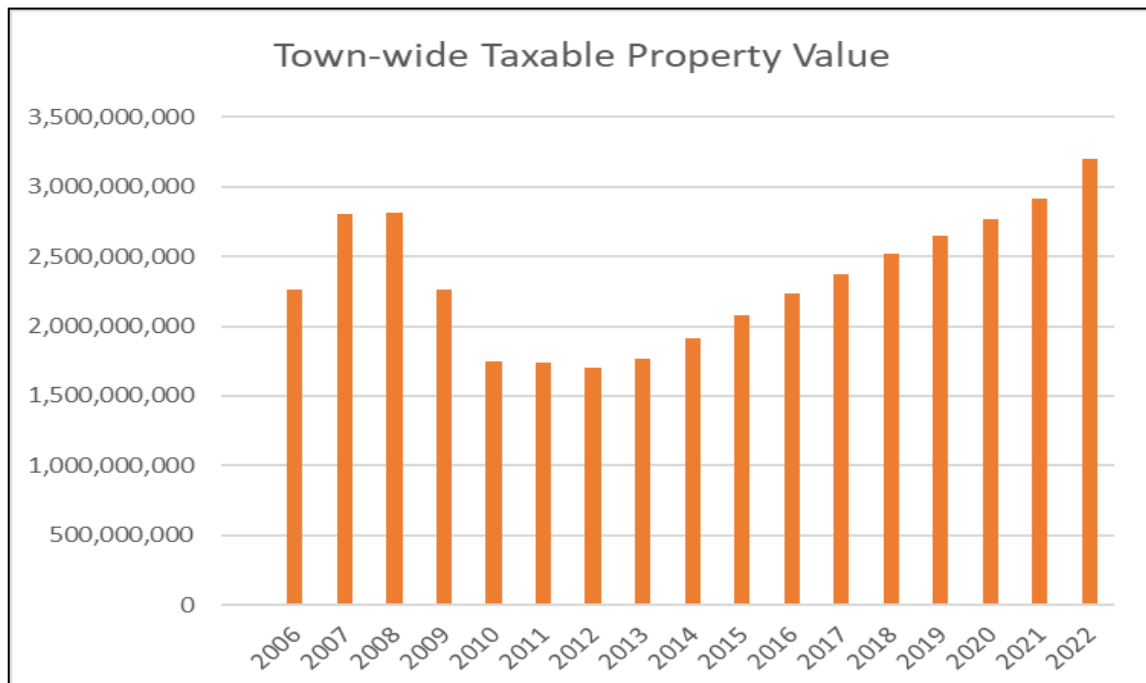
Town Manager's Executive Message

September 14, 2022

Dear Mayor and Council Members, Residents and Community Leaders:

The purpose of my introductory message is to provide the Community with a framework for our *Tentative Fiscal Year 2022-23* budget.

The Town's 2022-23 certified property tax roll reflects an approximate 11.85% *increase* in Town-wide property values from the previous fiscal year. This is certainly a *positive* economic indicator reflecting the impact of recent trends in both residential and commercial property developments in Town. As you may recall, property values within the Town saw significant declines from 2008 through 2012 (an approximate 40% decline from the 2008 valuation level). Since 2012, property values within the Town have increased each year (from 2013 through 2022), reflecting a gain of approximately 91% from our 2012 lows. The following chart displays the Town's certified taxable property values since 2006:



Over the past decade, legislation passed at the State level has negatively impacted the Town's property tax revenues. These changes were exacerbated by the effects of the general economic downturn in the United States but, through prudent management and cost control, the Town was able to weather the multi-year decreases in our property tax revenues. The recovering economy and new building activity within our Town the past several years has brought positive growth in our property values.



During the July 20, 2022 Town Council Meeting, the Town Council established the Proposed millage rate “cap” at \$2.9388 per thousand of assessed property value (Resolution No. 22-63). As required by State Statute, in addition to setting the Proposed millage rate, the Resolution established the dates and times for our first and second public Budget Hearings: September 14 and September 28, 2022.

Prior to the scheduled Public Budget Hearings, the Town Council held three (3) Budget Workshops in order to publicly discuss upcoming Council priorities and objectives for the upcoming fiscal year. The Budget Workshops were publicly advertised and held in-person (and broadcast virtually) as described below:

- Wednesday, July 20, 2022 at 5:00 PM (Budget Visioning Session)
- Wednesday, July 27, 2022 at 4:00 PM (Second Budget Workshop)
- Thursday, September 1, 2022 at 6:00 PM (Third Budget Workshop)

During the First Budget Workshop, Town staff conducted a Budget Visioning Session with the Town Council and public audience. The Budget Visioning Session summarized the budget priorities that have been discussed throughout the past year, and identified program initiatives and projects that will be included in the remaining two (2) Budget Workshops and the state mandated Budget Hearings.

During the Second Budget Workshop, Town staff developed a budget utilizing the millage “ceiling” rate of 2.9388 and presented the detailed budget revenues and departmental expenditures for the General Fund to the Town Council. Prior to the Second Budget Workshop, individual meetings were held by the Town Manager and Department Heads to prioritize initiatives, programs, and projects while maintaining the millage “ceiling” rate of 2.9388. The Town Council unanimously voted to reduce the millage “ceiling” rate of 2.9388 to the current millage rate of 2.8332. As a result of the millage “ceiling” rate, the Proposed budget yielded a budget surplus of \$392,513. By moving to reduce the millage rate to the current rate of 2.8332, Town staff was challenged to find savings in the budget so as not to generate an unbalanced budget.

Prior to the Third Budget Workshop, individual meetings were held by the Town Manager and Department Heads to prioritize initiatives, programs, and projects while maintaining the millage “ceiling” rate of 2.8332. During the Third Budget Workshop, Town staff presented the detailed budget revenues and departmental expenditures for the General Fund to the Town Council reflecting budget surplus of \$173,197. The Town Council provided no significant changes to initiatives/programs/ projects presented.

The Proposed budget presented at this first Budget Hearing on September 14, 2022 is based on the 2.8332 millage “ceiling” rate discussed during the Second Budget Workshop. The 2.8332 millage “ceiling” rate is lower than what was advertised (2.9388) on the TRIM notices mailed to residents and taxpayers by the Miami-Dade Property Appraiser in August 2022. The budget presented at this first Budget Hearing, based on a millage rate of 2.8332, reflects an increase in fund balance of \$173,197.



Background, Priorities and Issues

The Town has grown substantially since our incorporation (2005), in order to provide high level services to the community with leadership support from the Mayor and Council. We are very proud to have held the Administrative core staff to only thirty-two (32) full time positions in the General Fund, including the Town Charter positions of Town Clerk and Town Manager. As a result, we have kept personnel costs as low as possible while continuing to provide “outstanding” services to our residents and business owners. As your Town Manager, I am constantly working on ways to streamline Town operations in order to be the most efficient local government, within Miami-Dade County (the “County”) and the State of Florida. In 2020, the Florida House of Representatives released a Taxpayer Accountability & Transparency Project (TATP) and Local Government Report Card, designed to show residents exactly how effective, both in performance and cost, their local government is when compared with other counties and cities – in areas like government spending, debt, and size.

The TATP website (<https://floridataxpayers.com/faq/>) ranks cities and counties in Florida of similar size on government spending, government debt, government size, crime and education. The categories are ranked based on six (6) years’ worth of data (2014 - 2019). Cutler Bay was ranked against ninety (90) cities of similar size in all of Florida (cities with over 25,000 residents).

Below is the Town’s final ranks:

- **Government Spending - A: #1 out of 90** This means that the Town averaged the least amount of dollars spent per capita and total dollar increase in spending
- **Government Size - A: #1 out of 90** This category includes data on government spending on salaries and benefits, Full-Time employees per 100k residents, and average public employee salary
- **Education - A: #12 of 90** This category includes data on average school grade and graduation rate.
- **Government Debt - A: #18 of 90** This category includes data on the 6-year average per capita debt and total dollar increase in debt
- **Crime - B: #36 of 90** This category includes data on violent crime rate, property crime rate, and total crime clearance rate.

In late fiscal year 2020, the Town Council gave Staff authorization to move forward with a “Fund Balance Replenishment Plan” (the “Plan”), developed in coordination with Lourdes Abadin of Estrada Hinojosa (the “Financial Advisor”), to help the Town stabilize and begin to re-strengthen its fund balance reserves which had begun to deteriorate significantly in recent years due primarily to operating deficits, impacts from COVID-19, and the undertaking of substantial capital projects which have been funded to date in large part by the General Fund’s fund balance.

This Plan was implemented over fiscal years 2021 and 2022, and resulted in the Town’s General Fund’s fund balance increasing from \$13.7 million September 30, 2020 to \$19.4 million at September 30, 2021 (of which \$18.8 million was classified as “unassigned” and available for appropriation by the Town Council for any legal purpose). As we approach an upcoming General Obligation bond offering, it is more important than ever for the Town to maintain its renewed financial strength and not revert to using reserves to fund the operating budget. This will ensure that the Town can get and maintain a solid bond rating which will result in lower interest costs to the Town.



The Town's budget process includes, pursuant to State law, two (2) Public Budget Hearings which allow for public communication and participation before the Town Council adopts the final budget. Additionally, Town Staff coordinated three (3) Town Council Budget Workshops prior to the State mandated two (2) Budget Hearings, in order to gain consensus on programs and projects from the Town Council. Town residents and business owners were able to provide direct input regarding our 2022-23 Proposed budget during these three (3) public Budget Workshops and will also be able to do so during the upcoming Budget Hearings.

There continued to be a common theme as to what the Town Council wanted to accomplish in the upcoming budget year. The priorities established by the Town Council included:

- **General Government**
 - To be funded by the American Rescue Plan Act (ARPA)
 - ITD Software/Efficiency Assessment
 - Upgrading the Town's Software Operating System
 - Adoption of New Employee Classification & Compensation Plan
 - Health, Dental, and Vision Benefits for Part-Time Employees
 - Communications/ Media Consultant to assist in Promotional Video Campaigns
 - Publication and Mailing of Annual Year in Review Brochure
- **Parks & Recreation Department**
 - Capital Improvement Projects to be funded by ARPA
 - Complete Design, Bidding, and Construction Phases of Retro-fitting High-Intensity Discharge lamps to Light Emitting Diode lamps at Bel Aire Park and Lakes by the Bay Park
 - State of Florida Appropriation(s)
 - Increased Active Adults Programming
 - Complete Bidding and Land Clearing of the Restoration of Buffer Land (8.45 Acres)
 - Various Park improvements (non-impact fees)
 - Upgrading playground equipment surface area at the following Parks funded by ARPA:
 - Bel-Aire
 - Lakes by the Bay
 - Saga Bay
 - Installation of new perimeter fencing at Saga Bay Park



- **Public Works Department**
 - Capital Improvement Projects to be funded by ARPA
 - Complete Stormwater Master Plan Update
 - Commence construction of Townwide and ADA Sidewalk Improvements
 - Complete Design and Bidding Phases for various Sub-Basin Water Quality Improvement Projects
 - Bel Aire Neighborhood
Sub-Basin Areas: 1.2, 6, 12, 19, and 22; Eureka Drive ESTS; Cutler Country Groves 1st Addn; Allom ESTS; and South Grove
 - Lakes by the Bay (LBTB) Neighborhood
Sub-Basin Areas: Old Cutler Common UN 1 and 2; LBTB Sections 4 and 7; and J Twin Villas
 - Saga Bay Neighborhood and Entrances
Sub-Basin Areas: Section 1.1 East, 1.1 West, 1.5 North, 1.6, and 1.8
- S.W. 207 Street Corridor (S.W. 87 Avenue to S.W. 80 Court)
- S.W. 85 Avenue Corridor (S.W. 212 Street to Old Cutler Road)
 - Cutler Ridge Pines Neighborhood (Behind Franjo Park Complex)
Cutler Ridge Drive Corridor (Franjo Road to S.W. 87 Avenue)
- S.W. 88 Place (S.W. 198 Street to S.W. 200 Terrace)
- S.W. 88 Court (S.W. 198 Street to Cutler Ridge Drive)
- S.W. 87 Place (S.W. 198 Street to Cutler Ridge Drive)
- S.W. 87 Court (S.W. 198 Street to Cutler Ridge Drive)
- S.W. 200 Terrace (S.W. 88 Place to S.W. 87 Avenue)
 - Capital Improvement Projects (Non-ARPA):
 - Commence Design Phase for Capital Improvement Projects:
- Bel-Aire and Cutler Ridge Neighborhoods Roadway Resurfacing Phase VIII
- S.W. 200 St and S.W. 103 Ave Roundabout, Sidewalk, and Drainage Improvements
 - Complete Design and Bidding Phases for Capital Improvement Projects:
- Franjo Road Complete Streets (S.W. 184 Street and Old Cutler Road)
- Caribbean Boulevard Complete Streets (S.W. 87 Avenue to S.W. 184 Street)
- S.W. 82 Avenue Roadway Traffic Circle and Sidewalk Improvements
- Lincoln City Park New Perimeter Sidewalk and ADA Ramps
- Traffic Calming Project (S.W. 212 Street)
 - Complete Bidding and Construction Phases for Capital Improvement Projects:
- Whispering Pines Park/Neighborhood Roadway and Drainage Project
 - Complete Construction Phase for Capital Improvement Projects:
- Saga Bay 1.5 Sub-Basin Water Quality Improvements, Drainage, and Roadway
- Saga Bay 1.7 Sub-Basin Water Quality Improvements, Drainage, and Roadway
 - C100B Canal Bank Erosion Protection Project (FDEP Grant)
 - State of Florida Appropriation Funded Project:
 - Commence Design Phase for the following Appropriation Project:
- Marlin Road Complete Streets Roadway Improvement Project



Tentative Budget

The *Tentative* budget presented herein includes the budget for the General Fund, the primary operating fund of the Town that is supported by ad valorem taxes, as well as budgets for various special revenue funds, and a stormwater utility fund, all of which are supported by non-ad valorem revenues. The *Tentative* budget is summarized below (note – format is as prescribed by *Florida Truth in Millage* advertisement requirements and is presented for information purposes only):

Budget Summary

Millage per \$1000
General Fund: 2.8332

ESTIMATED REVENUES	GENERAL FUND	SPECIAL REVENUE	CAPITAL PROJECTS	ENTERPRISE FUND	TOTAL ALL FUNDS
Ad Valorem Taxes - Millage per \$1000 = 2.8332	\$8,779,276.00				\$8,779,276.00
Franchise Fees	\$2,480,000.00				\$2,480,000.00
Utility Taxes	\$3,550,000.00				\$3,550,000.00
Intergovernmental Revenue	\$6,563,619.00	\$2,202,293.00		\$1,025,000.00	\$9,790,912.00
Licenses & Registration Fees	\$180,000.00				\$180,000.00
Building Permits & Zoning Fees	\$982,000.00				\$982,000.00
Impact Fees		\$26,000.00			\$26,000.00
Miscellaneous Revenue	\$585,000.00	\$33,500.00			\$618,500.00
Grants	\$475,000.00	\$7,223,453.00	\$0.00	\$1,545,000.00	\$9,243,453.00
TOTAL SOURCES	\$23,594,895.00	\$9,485,246.00	\$0.00	\$2,570,000.00	\$35,650,141.00
Transfers In	\$180,000.00	\$3,996,398.00	\$255,000.00	\$2,893,255.00	\$7,324,653.00
Fund Balances/Reserves/Net Assets	\$19,576,949.00	\$6,338,341.00		\$7,730,316.00	\$33,645,606.00
TOTAL REVENUES, TRANSFERS & BALANCES	\$43,351,844.00	\$19,819,985.00	\$255,000.00	\$13,193,571.00	\$76,620,400.00

EXPENDITURES	GENERAL FUND	SPECIAL REVENUE	CAPITAL PROJECTS	ENTERPRISE FUND	TOTAL ALL FUNDS
Mayor and Council	\$223,614.00				\$223,614.00
Town Clerk	\$515,812.00				\$515,812.00
Town Attorney	\$500,000.00				\$500,000.00
General Government	\$4,494,302.00				\$4,494,302.00
Finance	\$541,384.00				\$541,384.00
Police Services	\$11,306,000.00				\$11,306,000.00
Public Works	\$1,209,682.00	\$6,577,955.00		\$2,503,937.00	\$10,291,574.00
Community Development	\$1,758,317.00				\$1,758,317.00
Parks and Recreation	\$3,052,588.00	\$1,910,336.00	\$255,000.00		\$5,217,924.00
TOTAL EXPENDITURES	\$23,601,699.00	\$8,488,291.00	\$255,000.00	\$2,503,937.00	\$34,848,927.00
Transfers Out	\$0.00	\$7,324,653.00			\$7,324,653.00
Fund Balances/Reserves/Net Assets	\$19,750,145.00	\$4,007,041.00		\$10,689,634.00	\$34,446,820.00
TOTAL APPROPRIATED EXPENDITURES, TRANSFERS, RESERVES & BALANCES	\$43,351,844.00	\$19,819,985.00	\$255,000.00	\$13,193,571.00	\$76,620,400.00



Budget Overview

The *Tentative* FY 2022-23 budget is a numerical reflection of the Town Council's priorities communicated during the budget planning process. The following are some of the more significant budget initiatives that have been included in this *Tentative* budget:

General Fund

General Fund Revenues:

The *Tentative* General Fund budget reflects operating revenues of approximately \$23.6 million, of which approximately \$8.78 million, or 37.2%, represents ad valorem revenues at the *Tentative* Millage Rate of 2.8332 mills. The following table summarizes the General Fund operating revenues:

REVENUE TYPE	FY 2022-23 BUDGET	PERCENTAGE OF TOTAL
Ad Valorem	\$ 8,779,276	37%
Utility Taxes	\$ 3,550,000	15%
Local Gov't Half-Cent Sales Tax	\$ 3,762,208	16%
Communications Services Tax	\$ 961,530	4%
Revenue Sharing	\$ 1,313,079	6%
Electrical Franchise Fees	\$ 2,250,000	10%
Solid Waste Franchise Fees	\$ 230,000	1%
1st Local Option Gas Tax	\$ 526,802	2%
Building Permits	\$ 842,000	4%
Zoning Fees	\$ 80,000	0%
Code Compliance Fines	\$ 70,000	0%
Other Building and Zoning	\$ 60,000	0%
Licenses and Registrations	\$ 180,000	1%
Parks Fees	\$ 90,000	0%
Judgements and Fines	\$ 20,000	0%
Miscellaneous Revenues	\$ 370,000	2%
Grants	\$ 475,000	2%
Investment Income	\$ 35,000	0%
TOTAL OPERATING REVENUES	\$ 23,594,895	100%

Additionally, \$150,000 of 2nd local option gas taxes are budgeted to be transferred in from the Special Revenue Fund for use on the continuation of the Town's sidewalk repair and replacement program, and an additional \$30,000 are budgeted to be transferred in from the Special Revenue – ARPA Fund to cover the cost of the IT review of new Town-wide software systems.



General Fund Expenditures:

The following table reflects budgeted General Fund spending by department (excluding transfers out):

FUND		Operating	Capital	Debt Service	TOTAL
	Council	\$223,614	-	-	\$223,614
	Clerk	\$515,812	-	-	\$515,812
	General Government	\$2,943,472	\$7,530	\$1,543,300	\$4,494,302
	Town Attorney	\$500,000	-	-	\$500,000
	Community Development	\$1,758,317	-	-	\$1,758,317
	Finance	\$541,384	-	-	\$541,384
	Public Works	\$1,209,682	-	-	\$1,209,682
	Police	\$11,306,000	-	-	\$11,306,000
	Parks & Recreation	\$3,032,588	\$20,000	-	\$3,052,588
PERCENTAGE	TOTAL FY 2022-23	\$22,030,869	\$27,530	\$1,543,300	\$23,601,699
OF	FY 2022-23	93.4%	0.1%	6.5%	100%
EXPENDITURES	FY 2021-22	92.6%	0.2%	7.2%	100%
	TOTAL FY 2021-22	\$19,836,513	\$47,530	\$1,543,200	\$21,427,243
	NET INCREASE (DECREASE)	\$2,194,356	-\$20,000	\$100	\$2,174,456

The *Tentative* FY 2022-23 budget generally provides for continuation of current operating service levels and operating expenditures are in line with the prior year. No new full-time positions are budgeted for the upcoming fiscal year. Capital expenditures are budgeted to decrease in the upcoming budget year while Debt Service expenditures are budgeted to be flat versus the prior year based on the restructuring of debt executed in FY 2020-21.

General Fund - Reserves/Fund Balances:

Fund balances brought forward (referred to as "carryover") is the amount of estimated fund balance remaining at year-end that is carried forward into the new fiscal year and available for appropriation by the Council. The carryover into FY 2022-23 is estimated as \$19.58 million.

Although, from an accounting point of view, "carryover" is a fund balance item and not a revenue item, in governmental budgets carryover is included as part of the operating budget as it represents resources available, to the extent represented by unrestricted Fund Balance items, for appropriation by the Town Council to fund the new budget year's operations. Carryover, however, should never be, and is not, treated as a recurring revenue source available for on-going operating expenses.



Having sufficient Fund Balance reserves is critical to any municipality for many reasons, such as providing the necessary cash flow at the beginning of the fiscal year before property taxes collections begin in November/December or having resources available for unexpected emergencies or contingencies. Also, having adequate available fund balances is a sign of fiscal health that is viewed favorably by lenders and financial rating agencies/institutions.

Essentially, Fund Balance is the residual balance of a fund. Governmental accounting standards guide how fund balance is classified. After making appropriate classifications of fund balance, the remaining amount, known as “unrestricted” fund balance, is available for appropriation for any lawful purpose. The *Tentative* FY 2022-23 budget reflects total Fund Balance in the General Fund of approximately \$19.75 million, of which approximately \$19.16 million is considered “unrestricted” Fund Balance.

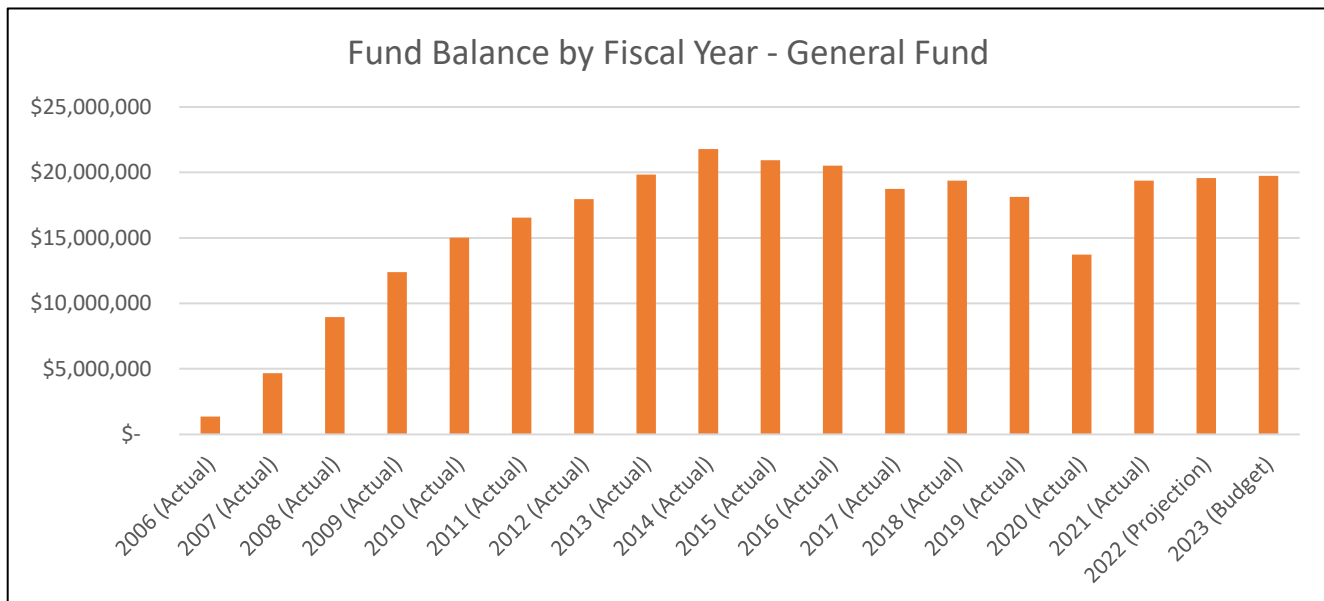
To demonstrate the Town’s financial health, the budgeted \$19.16 million unrestricted fund balance represents approximately sixty-seven percent (81%) of *total* budgeted General Fund expenditures for FY 2022-23. If you exclude debt service, capital outlays and transfers out, the unrestricted Fund Balance coverage increases to approximately seventy-three percent (87%). To put that in perspective, the GFOA’s Best Practice Guidance Manual recommends coverage equal to two months of regular General Fund operating expenditures (or approximately seventeen percent (17%). The Town’s budgeted unrestricted fund balance is well in excess of that recommended Best Practice amount, demonstrating the health of the Town’s finances.

Pursuant to the Town’s adopted Fund Balance Policy, adopted by Ordinance No. 13-06 and as amended by Ordinance No. 15-07, the Town is required to maintain a fund balance reserve for “contingencies and emergencies” equal to a minimum of seventeen percent (17%) of the budgeted Fiscal Year’s operating expenditures, as defined. Based on the *Tentative* FY 2022-23 budget, operating expenditures are \$22,030,869, seventeen percent (17%) of which would equal \$3,745,248. The *Tentative* budget provides a reserve for contingencies and emergencies of \$18,160,145, far exceeding the minimum amount to be set aside by the Fund Balance Policy.

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The following chart demonstrates the growth in the fund balance of the Town's General Fund:



The fund balance has grown substantially since incorporation and remains healthy. A combination of factors, including the COVID-19 pandemic and the commencement of construction to restore Franjo Park, as well as opportunities, including finalizing the "land swap" deal, caused a significant decline in fund balance in FY 2019-20. However, the Town addressed this issue in the summer of 2020 by adopting and executing a "Fund Balance Replenishment Plan" (the "Plan") which was a multifaceted plan that involved debt restructuring, including the issuance of bonds, as well as planned increases to the millage rate for FY 2020-21 and FY 2021-22 to ensure a balanced budget was adopted. By following this Plan the Town's fund balance has started to gradually recover from FY 2019-20's severe decrease.

The Town, as well as the entire United States, continues to deal with the COVID-19 pandemic. While certain of the Town's revenue sources were impacted, the impact was not too severe. The Town has incurred additional unbudgeted expenses as a result of the pandemic, and a substantial portion of these have been, or will be, recovered through various grant sources. The Town has been informed that it will be entitled to approximately \$21.9 million of American Rescue Plan Act funds to assist with certain impacts from the pandemic. As a jurisdiction with a population under 50,000, these funds will be passed through from the State of Florida. The Town anticipates the majority of this grant funding will be used on water and/or stormwater related projects (\$11 million) and the remaining (\$10 million) for general government services (sidewalk replacements, upgrades to Town Parks, etc.)

The *Tentative* budget incorporates the framework of the Fund Balance Replenishment Plan by setting a 2.8332 millage rate and incorporating the impacts of the aforementioned debt restructuring in FY 2020-21. The combination of these actions provided the Town with a more level debt service structure going forward and is a contributing factor to the FY 2022-23 increase in fund balance of approximately \$173,197.



Special Revenue Funds

Special Revenue Fund

The Special Revenue Fund is used to account for restricted gas taxes and impact fee revenues. Such revenues are transferred to other funds for expenditure as authorized by the Town Council. The *Tentative* FY 2022-23 budget includes transfer of restricted gas taxes (\$150,000) to the General Fund for use in the Town's sidewalk repair/replacement program and transfer of Road Impact Fees (\$105,000) to the Sidewalks Fund for use in the Lincoln City Park sidewalk/pad project.

The Children's Trust (TCT) Fund

The Children's Trust Fund is used to account for grant revenues (\$185,636) to be specifically used for children's after school programs at the Town's Parks.

TCT - STEM Camp Fund

The TCT - STEM Camp Fund is used to account for grant revenues (\$135,700) to be specifically used for a children's technology-oriented summer camp program at the Town.

The Department of Juvenile Justice (DJJ) Fund

The DJJ Fund is used to account for grant revenues (\$61,500) to be used specifically for at-risk children programs at the Town's Parks.

Citizen's Independent Transportation Trust (CITT) Fund

The CITT Fund, a major fund, is used to account for the revenues received from the Miami-Dade County Charter Transit System Surtax to be used specifically for eligible transit and transportation related expenditures, including transfer to other funds for expenditure on eligible items. The *Tentative* FY 2022-23 budget provides for the following:

- Operation of the Town's circulator bus (\$325,000)
- Contribution to the Miami-Dade Transit Planning Organization transit corridor study (\$50,400)
- Roadway resurfacing projects (\$700,000)
- Traffic calming projects (\$121,200)
- Transfers out to other funds for use on eligible projects (approximately \$3,007,348)

Sidewalks Fund

The Sidewalks Fund reflects construction of a sidewalk and pad around Lincoln City Park utilizing road impact fees (\$105,000) and PTP funds (\$27,000). This will result in improved pedestrian access to and around the Park enabling greater capacity and use of the Park. Additionally, this Fund reflects an increase of \$800,000 (ARPA funds) for Town-wide sidewalk replacements.

Lighting Fund

The Lighting Fund reflects the design, permitting assistance, bid and construction assistance of existing HID lighting to LED lighting at Bel-Aire and Lakes by the Bay Parks (Design: \$27,500 / Construction estimate \$1,500,000)

Transportation Fund

The Transportation Fund is used to account for completion of the Traffic Calming Roundabout (S.W. 200 Street and S.W. 103 Avenue) design phase (\$40,000 from the PTP Funds)



Transit Fund

The Transit Fund is used to account for grant revenues (\$192,500) and funds transferred in from the CITT Fund (\$192,500) related to a Strategic Miami Area Rapid Transit (SMART) Plan Demonstration grant from the Florida Department of Transportation (through the Miami-Dade Transit Planning Organization). The grant aims to promote “on demand” transit opportunities. The Town will utilize the grant to implement Business Express Service shuttles that will operate during peak AM and PM business hours, transporting residents directly to the South-Dade Transitway. The project will help ease congestion by allowing Town residents to leave their vehicles at home and be shuttled to several transit stops along the South Dade Transitway.

Franjo Road JPA Fund

The Franjo Road JPA Fund is used to account for transportation funding received from Miami-Dade County (the “County”) pursuant to a Joint Participation Agreement (“JPA”) for roadway improvements along Franjo Road extending from Old Cutler Road to S.W. 184 Street. The County is providing approximately \$8.89 million (design and construction phase) and the Town will fund the construction engineering inspection and project enhancements elements (from the Town’s CITT surtax funds). The FY 2022-23 budget reflects the completion of design phase cost for that project (approximately \$81,600) paid fully with County funds, as well as commencement of the construction phase (\$3,808,610) funded with County Funds (\$2,504,212) and Town PTP funds (\$1,304,398).

ARPA Fund

The Town has been informed that it will be entitled to approximately \$21.9 million of American Rescue Plan Act funds to assist with certain impacts from the pandemic. As a jurisdiction with a population under 50,000, these funds will be passed through from the State of Florida. The Town anticipates the majority of this grant funding will be used on water and/or stormwater related projects (\$11 million) and the remaining (\$10 million) for general government services (sidewalk replacements, upgrades to Town Parks, etc.). The ARPA Fund will transfer funds to other funds to support approved projects. These projects to date have been discussed in the Public Works and Parks “Priorities” section above. For FY 2022-23, the ARPA Fund is budgeted to transfer \$4,062,305 to eligible projects.

Capital Projects – Parks Fund

For FY 2022-23, approximately \$255,000 in ARPA Funds are budgeted to be transferred to the Capital Projects – Parks Fund to be used on upgrades to the playground ground surfacing at various Town Parks.

Stormwater Utility Fund

The Stormwater Utility Fund is used to account for all financial resources received and allocated on behalf of the Stormwater Utility maintained by the Town. The funds are used to maintain the sewer system and drainage canals located within the Town. This is a proprietary fund which focuses on the determination of net position, revenues, expenses and changes in net position, and cash flows. The Tentative FY 2022-23 budget maintains the current level of service of the stormwater utility operation without an increase in the stormwater fees.

This activity is projected to be self-sufficient as the anticipated revenues (\$1,025,000) plus accumulated earnings are projected to cover anticipated recurring expenditures. Various projects have been budgeted in the Stormwater Utility Fund utilizing grants, PTP funds and ARPA funds. These projects have been described more fully in the Public Works “Priorities” section above.



Conclusion

On behalf of your dedicated and professional Town staff, we are exceptionally proud of the many seemingly insignificant steps that we take each year that ultimately lead to a much higher quality of life. Town employee awareness has been raised to ensure that environmentally safe products shall be used whenever practicable. The Town's Leadership is committed to environmentally preferred procurement and shall continue to promote the use of recycled products by publicizing the Town's purchasing policy whenever possible.

As always, your professional Town Staff will endeavor to continue to provide the levels of services our community is entitled to and continue to operate on a daily basis by incorporating the following Town Core Values:

- Every resident is valued equally
- Diversity and tolerance are valued and encouraged
- Innovation is encouraged
- Courage to take on important projects, even in the face of risk or pessimism
- Regional approaches to large scale problems, mindful of the wellbeing of our neighbors outside of Cutler Bay
- Quality in public service is expected, and never compromised
- Principled leadership
- Honest, responsive governance
- Transparent, responsible financial management
- Competent, ethical Town management

We are grateful for your continued contributions to the budget development process.

The confidence you hold in your staff makes it possible for us to provide the results our community deserves and expects. By working together, we have once again been able to craft a budget that addresses the priorities you have created for our community.

Respectfully submitted,

Rafael G. Casals, ICMA-CM, CFM
Town Manager



General Fund

Budget Worksheet

CATEGORY	ACTUAL FY 20/21	ADOPTED 2.8332 MILL RATE FY 21/22	FY 21/22 ACTUAL PROJECTION	TENTATIVE 2.8332 MILL RATE FY 22/23	NET CHANGE 7/27 WORKSHOP VS ADOPTED FY 21/22	NET CHANGE 9/1 WORKSHOP VS 7/27 WORKSHOP
REVENUES and INFLOWS:						
General Revenues:						
Ad Valorem	\$6,897,920	\$7,849,026	\$7,850,000	\$8,779,276	\$1,257,474	A -\$327,224 1
Utility Taxes	\$3,651,893	\$3,450,000	\$3,500,000	\$3,550,000	\$100,000	C -
Local Gov't Half-Cent Sales Tax	\$3,720,322	\$3,272,134	\$3,400,000	\$3,762,208	\$490,074	B -
Communications Services Tax	\$958,466	\$902,500	\$950,000	\$961,530	\$47,500	\$11,530 2
Revenue Sharing	\$1,332,095	\$1,544,302	\$1,400,000	\$1,313,079	-\$207,764	B -\$23,459 2
Electrical Franchise Fees	\$2,236,657	\$2,280,000	\$2,250,000	\$2,250,000	-\$30,000	C -
Solid Waste Franchise Fees	\$261,968	\$200,000	\$200,000	\$230,000	\$30,000	C -
Licenses and Registrations	\$220,562	\$150,000	\$150,000	\$180,000	\$30,000	C -
1st Local Option Gas Tax	\$516,305	\$507,186	\$515,000	\$526,802	\$19,616	B -
Building Permits	\$887,885	\$675,000	\$800,000	\$842,000	\$167,000	D -
Zoning Fees	\$114,580	\$45,000	\$80,000	\$80,000	\$35,000	C -
Code Compliance Fines	\$141,100	\$60,000	\$80,000	\$70,000	\$10,000	C -
Other Building and Zoning	\$110,846	\$44,000	\$160,000	\$60,000	\$16,000	C -
Parks Fees	\$82,324	\$100,000	\$80,000	\$90,000	-\$10,000	C -
Judgements and Fines	\$18,940	\$20,000	\$26,000	\$20,000	-	-
Misc Revenues	\$294,101	\$236,000	\$223,600	\$370,000	\$34,000	C \$100,000 3
Grants	\$654,949	-	-	\$475,000	\$475,000	F -
Investment Income	\$31,572	\$50,000	\$30,000	\$35,000	-\$15,000	C -
Sub-total	\$22,132,485	\$21,385,148	\$21,694,600	\$23,594,895	\$2,448,900	-\$239,153
Transfer In from Special Revenues	\$150,000	\$150,000	\$150,000	\$180,000	\$57,500	E -\$27,500 4
Balances brought forward	\$13,725,399	\$14,887,595	\$19,380,460	\$19,576,949	\$4,492,865	\$196,489
Proceeds from issuance of debt	\$17,650,384	-	-	-	-	\$0
Total Revenues and Inflows	\$53,658,268	\$36,422,743	\$41,225,060	\$43,351,844	\$6,999,265	-\$70,164
EXPENDITURES, OUTFLOWS AND FUND BALANCES:						
Expenditures and Outflows:						
Mayor & Council	\$137,428	\$224,468	\$174,812	\$223,614	-\$854	-
Town Clerk	\$483,695	\$475,769	\$486,348	\$515,812	\$100,043	-\$60,000
General Government	\$16,470,342	\$4,213,288	\$4,402,655	\$4,494,302	\$248,014	\$33,000
Finance	\$559,482	\$538,312	\$526,700	\$541,384	\$6,097	-\$3,025
Town Attorney	\$349,549	\$500,000	\$450,000	\$500,000	-	-
Community Development	\$1,411,932	\$1,517,162	\$1,626,700	\$1,758,317	\$260,155	-\$19,000
Public Works	\$1,004,319	\$1,077,182	\$1,035,783	\$1,209,682	\$145,500	-\$13,000
Law Enforcement	\$10,070,627	\$10,618,265	\$10,534,000	\$11,306,000	\$687,735	-
Parks	\$1,896,717	\$2,262,797	\$2,411,113	\$3,052,588	\$775,102	\$14,688
Transfer Out to Capital Projects	\$1,893,717	-	-	-	-	-
Transfer Out to Special Revenue	-	-	-	-	-	-
Transfer Out to Stormwater	-	-	-	-	-	-
Total Expenditures and Outflows	\$34,277,808	\$21,427,243	\$21,648,111	\$23,601,699	\$2,221,792	-\$47,337
Fund Balances:						
Fund Balance - Nonspendable	\$468,869	\$500,000	\$468,869	\$500,000	-	-
Fund Balance - Restricted	-	-	-	-	-	-
Public safety	\$81,635	\$90,000	\$81,635	\$90,000	-	-
Fund Balance - Assigned:	-	-	-	-	-	-
Building: capital reserve	-	-	-	-	-	-
Building: operating reserve	-	-	-	-	-	-
Reserve for future land acquisition	-	-	-	-	-	-
Fund Balance - Unassigned:	-	-	-	-	-	-
Contingencies and Emergencies	\$17,829,956	\$13,405,500	\$18,026,445	\$18,160,145	\$4,777,473	-\$22,827
Grant Match Reserves	\$500,000	\$500,000	\$500,000	\$500,000	-	-
Insurance contingencies	\$500,000	\$500,000	\$500,000	\$500,000	-	-
Other reserves	-	-	-	-	-	-
Total Fund Balances:	\$19,380,460	\$14,995,500	\$19,576,949	\$19,750,145	\$4,777,473	-\$22,827
Total Expenditures, Outflows and Fund Balances	\$53,658,268	\$36,422,743	\$41,225,060	\$43,351,844	\$6,999,265	-\$70,164

Budgeted FY 2022 Surplus \$173,197

**Significant Changes from the FY 21/22 Adopted Budget**

- A – Reflects increase in property values and change in millage rate versus prior years
- B – Reflects State estimate at a 95% budget factor
- C – Current year estimates brought in line with prior year actuals estimated for current year
- D – Anticipated revenues based on projected building activity for upcoming year
- E – Change reflects transfers in of ARPA Funds for LED Lighting Project and Software Assessment Project
- F – Reflects resiliency grant (\$125,000), land clearing grant (\$250,000), and Active Adults State Appropriation (\$100,000)

Significant Changes from the July 27, 2022 Budget Workshop

- 1 – Reflects change in mileage rate to 2.8332 mills
- 2 – Reflects change in State revenue estimates applicable to the Town
- 3 – Reflects the Town's five percent (5%) administrative fee for handling the CITT Program
- 4 – Reflects elimination of amount transferred in from the Special Revenue – ARPA Fund for the LED Lighting Project

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Mayor and Town Council

Budget Worksheet

CATEGORY	ACTUAL FY 20/21	ADOPTED FY 21/22	FY 21/22 ACTUAL PROJECTION	TENTATIVE FY 22/23	NET CHANGE 7/27 WORKSHOP VS ADOPTED FY 21/22		NET CHANGE 9/1 WORKSHOP VS 7/27 WORKSHOP
Executive Salaries	\$50,244	\$51,147	\$51,147	\$53,377	\$2,230	A	-
Payroll Taxes	\$4,265	\$4,665	\$4,665	\$4,836	\$171	A	-
Retirement Contributions	\$18,311	\$28,131	\$20,000	\$32,026	\$3,895	A	-
Life and Health Insurance	\$36,380	\$75,000	\$55,000	\$78,000	\$3,000	A	-
Professional Services	-	-	-	-	-		-
Other Contractual Services	-	-	-	-	-		-
Travel & Per Diem	\$8,937	\$19,885	\$12,000	\$19,885	-		-
Communications & Freight	\$2,801	\$3,140	\$3,000	\$3,140	-		-
Other Current Charges	\$272	\$20,000	\$10,000	\$10,000	-\$10,000	B	-
Operating Supplies	\$862	\$5,000	\$3,000	\$5,000	-		-
Dues, Subscriptions, Memberships	\$15,356	\$17,500	\$16,000	\$17,350	-\$150		-
Capital Outlay	-	-	-	-	-		-
TOTAL	\$137,428	\$224,468	\$174,812	\$223,614	-\$854		\$ -

Significant Changes from the FY 21/22 Adopted Budget

A – Increase in salaries and benefits due primarily to anticipated COLA pay adjustments and related fringe benefits

B – Decrease reflects elimination of \$10,000 for outreach efforts of Environmental Task Force

Significant Changes from the July 27, 2022 Budget Workshop

No Significant Changes

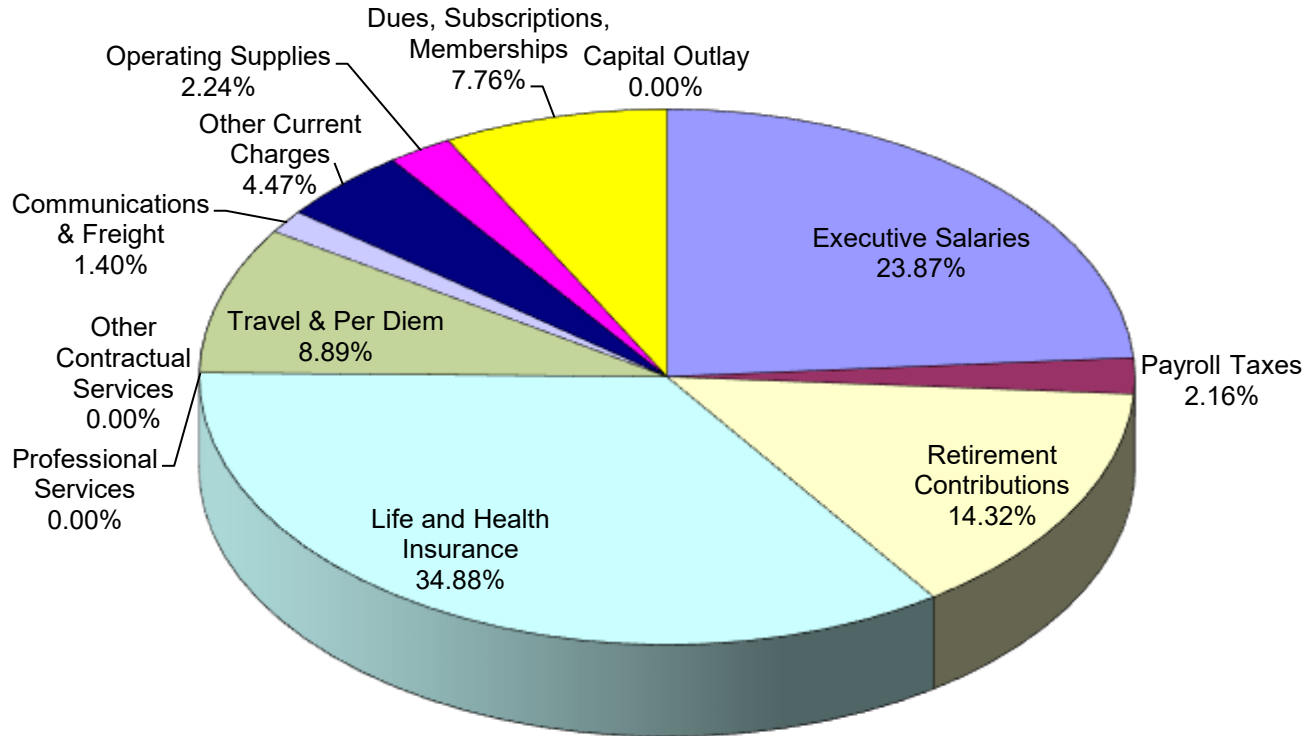
Significant Changes from the September 14, 2022 Budget Hearing

Reflects transfer of budgeted Council Committee Funds to Economic Development Council



Mayor and Town Council

Tentative Expenditures



Executive Salaries	Payroll Taxes	Retirement Contributions
Life and Health Insurance	Professional Services	Other Contractual Services
Travel & Per Diem	Communications & Freight	Other Current Charges
Operating Supplies	Dues, Subscriptions, Memberships	Capital Outlay

BUDGET WORKSHEET

*Includes salaries for elected officials, and top level management, and if earned, qualification salary for elected officials.
Constitutional Officers would include the officer's salary only.*

EXECUTIVE SALARIES
OBJECT CODE 11.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Charter Compensation - Mayor	\$17,049		\$17,049	\$ 16,904
Charter Compensation - Council Members (4)	\$34,097		\$34,097	\$ 33,807
COLA (4.36% - BLS)	\$ 2,230		\$ 2,230	\$ 436
EXECUTIVE SALARIES TOTAL	\$ 53,377		\$ 53,377	\$ 51,147

BUDGET WORKSHEET

Social Security matching/Medicare matching.

FICA TAXES
OBJECT CODE 21.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Salaries and Wages x 7.65%	\$ 4,836		\$ 4,836	\$ 4,665
FICA TAXES TOTAL	\$ 4,836		\$ 4,836	\$ 4,665

BUDGET WORKSHEET

Amounts contributed to a retirement fund.

RETIREMENT CONTRIBUTIONS
OBJECT CODE 22.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Retirement Contributions	\$ 32,026		\$ 32,026	\$ 28,131
RETIREMENT CONTRIBUTIONS TOTAL	\$ 32,026		\$ 32,026	\$ 28,131

BUDGET WORKSHEET

Includes life and health insurance premiums and benefits paid for employees.

LIFE AND HEALTH INSURANCE
OBJECT CODE 23.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Mayor & Council <i>Estimated \$1300/mo per Employee Health Insurance, Vision, Dental, Disability, and Life</i>	\$ 78,000		\$ 78,000	\$ 75,000
LIFE AND HEALTH INSURANCE TOTAL	\$ 78,000		\$ 78,000	\$ 75,000

BUDGET WORKSHEET

Legal, medical, dental, engineering, architectural, appraisal, and other services procured by the local unit as independent professional assistance. Includes such financial services as bond rating, etc., where the service received is not directly involved with accounting and/or auditing. Includes fees paid for competency and/or psychiatric evaluations and court appointed attorneys.

PROFESSIONAL SERVICES
OBJECT CODE 31.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
	\$ -		\$ -	\$ -
PROFESSIONAL SERVICES TOTAL	\$ -		\$ -	\$ -

BUDGET WORKSHEET

This includes the costs of public transportation, motor pool charges, reimbursements for use of private vehicles, per diem, meals, and incidental travel expenses.

TRAVEL AND PER DIEM
OBJECT CODE 40.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Mayor - Annual Legislative Meetings and Training Conferences	\$ 3,685		\$ 3,685	\$ 3,685
Council - Annual Legislative Meetings and Training Conferences				
Vice Mayor	\$ 2,250		\$ 2,250	\$ 2,250
Council Seat 1	\$ 2,250		\$ 2,250	\$ 2,250
Council Seat 2	\$ 2,250		\$ 2,250	\$ 2,250
Council Seat 3	\$ 2,250		\$ 2,250	\$ 2,250
Local Travel Mayor	\$ 2,400		\$ 2,400	\$ 2,400
Local Travel Council	\$ 4,800		\$ 4,800	\$ 4,800
TRAVEL & PER DIEM TOTAL	\$ 19,885		\$ 19,885	\$ 19,885

BUDGET WORKSHEET

Telephone, cellular telephone, telegraph, or other communications as well as freight and express charges, drayage, postage, and messenger services.

COMMUNICATIONS AND FREIGHT SERVICES
OBJECT CODE 41.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Telephone Reimbursement- Council \$110 per Month (2)*	\$ 2,640		\$ 2,640	\$ 2,640
iPad Data Plans	\$ -		\$ -	\$ -
Phone Upgrades	\$ 500		\$ 500	\$ 500
COMMUNICATIONS AND FREIGHT SERVICES TOTAL	\$ 3,140		\$ 3,140	\$ 3,140
* Vice Mayor Callahan and Council Member Coriat (Mayor Meerbott, Council Member Duncan and Council Member Lord declined)				

BUDGET WORKSHEET

Includes current charges and obligations not otherwise classified.

OTHER CURRENT CHARGES AND OBLIGATIONS
OBJECT CODE 49.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Council Committee Funds	\$ 10,000	\$ -	\$ -	\$ 10,000
Economic Development Council	\$ -	\$ 10,000	\$ 10,000	\$ 10,000
OTHER CURRENT CHARGES AND OBLIGATIONS TOTAL	\$ 10,000	\$ 10,000	\$ 10,000	\$ 20,000

BUDGET WORKSHEET

All types of supplies consumed in the conduct of operations. This category may include food, fuel, lubricants, chemicals, laboratory supplies, household items, institutional supplies, computer software, uniforms and other clothing. Also includes recording tapes and transcript production supplies. Does not include materials and supplies unique to construction or repair of roads and bridges.

OPERATING SUPPLIES
OBJECT CODE 52.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Miscellaneous Operating Supplies	\$ 5,000		\$ 5,000	\$ 5,000
OPERATING SUPPLIES TOTAL	\$ 5,000		\$ 5,000	\$ 5,000

BUDGET WORKSHEET

Includes books, or sets of books if purchased by set, and not purchases for use by libraries, educational institutions, and other institutions where books and publications constitute capital outlay. This object also includes subscriptions, memberships, professional data costs, and training and educational costs.

BOOKS, PUBLICATIONS, SUBSCRIPTIONS AND MEMBERSHIPS
OBJECT CODE 54.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Florida League of Cities Dues	\$6,850		\$6,850	\$6,500
Florida League of Mayors	\$1,500		\$1,500	\$1,500
South Dade Chamber of Commerce	\$2,500		\$2,500	\$2,500
Miami Dade League of Cities	\$5,000		\$5,000	\$5,000
Cutler Bay Business Assoc. Dues	\$500		\$500	\$500
South Dade Economic Development Council (5 Supporter Level Memberships)	\$1,000		\$1,000	\$1,500
BOOKS, PUBLICATIONS, SUBSCRIPTIONS AND MEMBERSHIPS TOTAL	\$ 17,350		\$ 17,350	\$ 17,500

BUDGET WORKSHEET

Includes motor vehicles, heavy equipment - transportation, other heavy equipment, office furniture and equipment, and other machinery and equipment. Also includes court recording, duplicating, and transcribing equipment.

MACHINERY AND EQUIPMENT
OBJECT CODE 64.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
	\$ -		\$ -	\$ -
MACHINERY AND EQUIPMENT TOTAL	\$ -		\$ -	\$ -



Town Clerk

Budget Worksheet

CATEGORY	ACTUAL FY 20/21	ADOPTED FY 21/22	FY 21/22 ACTUAL PROJECTION	TENTATIVE FY 22/23	NET CHANGE 7/27 WORKSHOP VS ADOPTED FY 21/22	NET CHANGE 9/1 WORKSHOP VS 7/27 WORKSHOP
Salaries	\$212,034	\$208,624	\$215,000	\$222,747	\$14,123	A -
Payroll Taxes	\$16,350	\$16,437	\$16,448	\$17,150	\$713	A -
Retirement Contributions	\$39,196	\$42,388	\$40,000	\$51,895	\$9,507	A -
Life and Health Insurance	\$34,201	\$45,000	\$40,000	\$46,800	\$1,800	A -
Other Contractual Services	\$80,090	\$700	\$65,000	\$20,700	\$80,000	B -\$60,000 1
Travel & Per Diem	\$2,506	\$10,100	\$2,500	\$8,200	-\$1,900	-
Communications & Freight	\$1,603	\$3,440	\$2,000	\$3,440	-	-
Rentals & Leases	\$2,375	\$2,400	\$2,000	-	-\$2,400	-
Repairs & Maintenance	\$18,433	\$44,010	\$44,000	\$40,310	-\$3,700	-
Printing & Binding	\$0	\$5,700	\$2,500	\$5,700	-	-
Other Current Charges	\$41,311	\$90,000	\$50,000	\$90,000	-	-
Operating Supplies	\$1,001	\$4,000	\$4,000	\$4,000	-	-
Dues, Subscriptions, Memberships	\$34,595	\$2,970	\$2,900	\$4,870	\$1,900	-
Capital Outlay	-	-	-	-	-	-
TOTAL	\$483,695	\$475,769	\$486,348	\$515,812	\$100,043	-

Significant Changes from the FY 21/22 Adopted Budget

A – Increase in salaries and benefits due primarily to anticipated merit and COLA pay adjustments

B – Increase primarily reflects provision for election costs in FY 2022-23

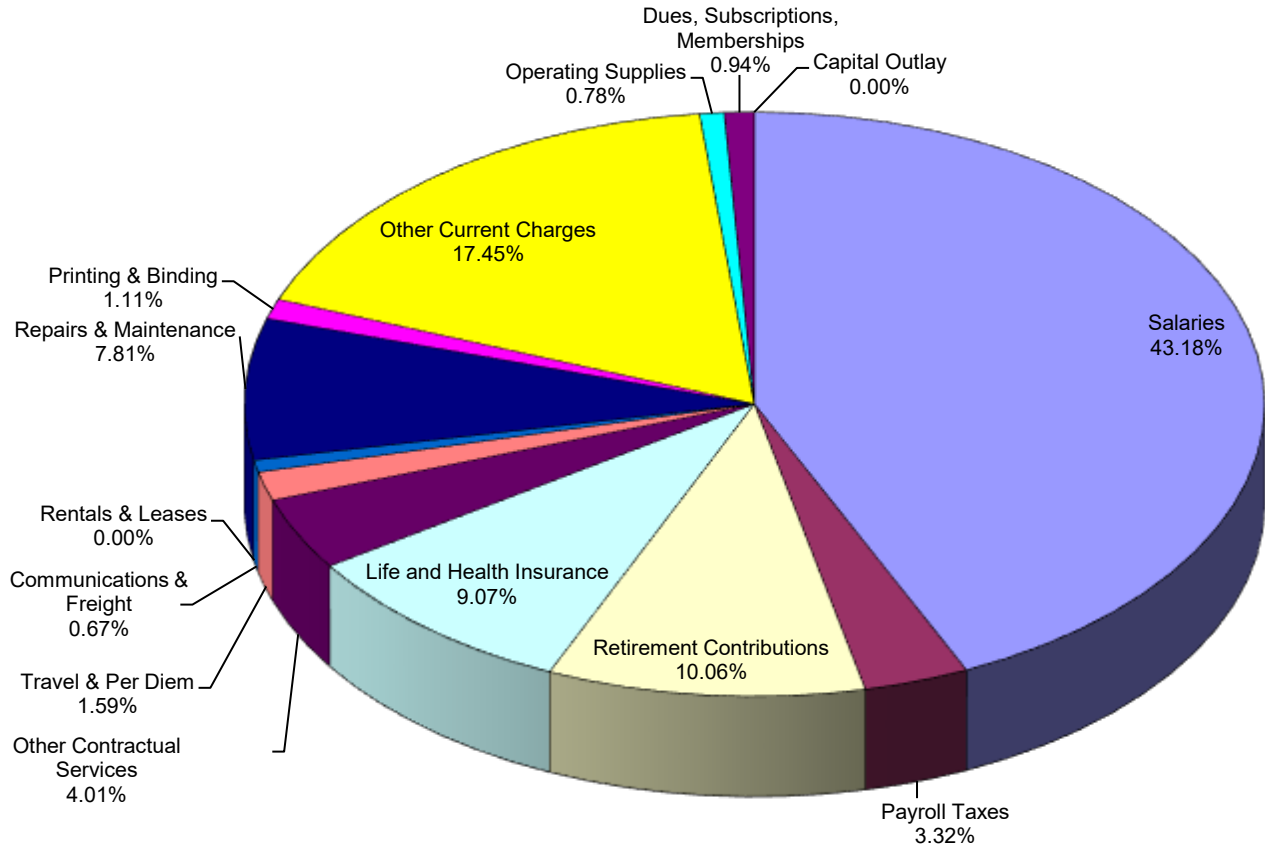
Significant Changes from the July 27, 2022 Budget Workshop

1 – Reflects elimination of estimated cost for December runoff elections



Town Clerk

Tentative Expenditures



Salaries	Payroll Taxes	Retirement Contributions
Life and Health Insurance	Other Contractual Services	Travel & Per Diem
Communications & Freight	Rentals & Leases	Repairs & Maintenance
Printing & Binding	Other Current Charges	Operating Supplies
Dues, Subscriptions, Memberships	Capital Outlay	

BUDGET WORKSHEET

Employees who are or will be members of a retirement system as a condition of employment. Includes all full-time and part-time employees who make up the regular work force. Includes all salaries and salary supplements for official court reporters and electronic recorder operator transcribers.

REGULAR SALARIES
OBJECT CODE 12.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Town Clerk	\$ 97,652		\$ 97,652	\$ 95,000
Deputy Town Clerk	\$ 68,669		\$ 68,669	\$ 62,000
Assistant to Town Clerk	\$ 45,000		\$ 45,000	\$ 48,718
COLA (4.36% - BLS)	\$ 9,214		\$ 9,214	\$ 1,236
Merit Pool (3% max)	\$ 2,212		\$ 2,212	\$ 1,670
REGULAR SALARIES TOTAL	\$ 222,747		\$ 222,747	\$ 208,624

BUDGET WORKSHEET

Social Security matching/Medicare matching.

FICA TAXES
OBJECT CODE 21.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Town Clerk	\$ 7,965		\$ 7,965	\$ 7,853
Deputy Town Clerk	\$ 5,498		\$ 5,498	\$ 4,743
Assistant to Town Clerk	\$ 3,687		\$ 3,687	\$ 3,841
FICA TAXES TOTAL	\$ 17,150		\$ 17,150	\$ 16,437

BUDGET WORKSHEET*Amounts contributed to a retirement fund.***RETIREMENT CONTRIBUTIONS****OBJECT CODE 22.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Town Clerk	\$ 33,885		\$ 33,885	\$ 28,922
Deputy Town Clerk	\$ 10,780		\$ 10,780	\$ 7,440
Assistant to Town Clerk	\$ 7,230		\$ 7,230	\$ 6,026
RETIREMENT CONTRIBUTIONS TOTAL	\$ 51,895		\$ 51,895	\$ 42,388

BUDGET WORKSHEET*Includes life and health insurance premiums and benefits paid for employees.***LIFE AND HEALTH INSURANCE****OBJECT CODE 23.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Town Clerk	\$ 15,600		\$ 15,600	\$ 15,000
Deputy Town Clerk	\$ 15,600		\$ 15,600	\$ 15,000
Assistant to Town Clerk	\$ 15,600		\$ 15,600	\$ 15,000
<i>Estimated \$13000/mo per Full-Time Employee Health Insurance, Vision, Dental, Disability & Life</i>				
LIFE AND HEALTH INSURANCE TOTAL	\$ 46,800		\$ 46,800	\$ 45,000

BUDGET WORKSHEET

Custodial, janitorial, and other services procured independently by contract or agreement with persons, firms, corporations, or other governmental units. Does not include contracts or services which are defined under sub-objects 31, 32, 33, 46, and 47.

**OTHER CONTRACTUAL SERVICES
OBJECT CODE 34.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
<i>Miami Dade Municipal Elections</i>				
November 2022	\$ 20,000		\$ 20,000	\$ -
Election Runoff - December	\$ -		\$ -	\$ -
MuniCode (Online Code Hosting)	\$ 700		\$ 700	\$ 700
OTHER CONTRACTUAL SERVICES TOTAL	\$ 20,700		\$ 20,700	\$ 700

BUDGET WORKSHEET

This includes the costs of public transportation, motor pool charges, reimbursements for use of private vehicles, per diem, meals, and incidental travel expenses.

**TRAVEL AND PER DIEM
OBJECT CODE 40.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
FACC Conference (Mandatory Continuing Education)	\$ 5,000		\$ 5,000	\$ 4,000
FACC Professional Education Academy (Town Clerk CMC training)	\$ 2,000		\$ 2,000	\$ 800
Other Meetings and Conferences	\$ 1,200		\$ 1,200	\$ 500
Auto Allowance* - Town Clerk	\$ -		\$ -	\$ 4,800
TRAVEL & PER DIEM TOTAL	\$ 8,200		\$ 8,200	\$ 10,100
* Per Contract				

BUDGET WORKSHEET

Telephone, cellular telephone, telegraph, or other communications as well as freight and express charges, drayage, postage, and messenger services.

**COMMUNICATIONS AND FREIGHT SERVICES
OBJECT CODE 41.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Other Postage/Courier	\$ 2,000		\$ 2,000	\$ 2,000
Cell Phone Allowance* - Town Clerk	\$ 1,440		\$ 1,440	\$ 1,440
COMMUNICATIONS AND FREIGHT SERVICES TOTAL	\$ 3,440		\$ 3,440	\$ 3,440
* Per Contract				

BUDGET WORKSHEET

Amounts paid for the lease or rent of land, buildings, or equipment. This would also include the leasing of vehicles.

**RENTAL AND LEASES
OBJECT CODE 44.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Copier Lease (moved to General Government)	\$ -		\$ -	\$ 2,400
RENTAL AND LEASES TOTAL	\$ -		\$ -	\$ 2,400

BUDGET WORKSHEET

The costs incurred for the repair and maintenance of buildings and equipment, including all maintenance and service contracts. Does not include custodial or janitorial services which are recorded under sub-object 34.

REPAIRS AND MAINTENANCE
OBJECT CODE 46.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Copier Maintenance <i>(moved to General Government)</i>	\$ -	\$ -	\$ -	\$ 4,000
Maintenance Laserfiche*	\$ 4,600		\$ 4,600	\$ 4,600
eScribe * <i>(Webcasting Plus support services/maint.)</i>	\$ 33,010		\$ 33,010	\$ 32,910
VR Systems - Online Campaign Finance Reporting *	\$ 2,700		\$ 2,700	\$ 2,500
REPAIRS AND MAINTENANCE TOTAL	\$ 40,310		\$ 40,310	\$ 44,010
* Per Contract				

BUDGET WORKSHEET

Costs of printing, binding, and other reproduction services which are contracted for or purchased from outside vendors. Also, include charges for printing, etc., which is performed by an in-house print shop.

PRINTING AND BINDING
OBJECT CODE 47.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Minutes/Resolutions/Ordinances/LDRS	\$ 4,700		\$ 4,700	\$ 4,700
Proclamations & Awards	\$ 1,000		\$ 1,000	\$ 1,000
PRINTING AND BINDING TOTAL	\$ 5,700		\$ 5,700	\$ 5,700

BUDGET WORKSHEET

Includes current charges and obligations not otherwise classified.

**OTHER CURRENT CHARGES AND OBLIGATIONS
OBJECT CODE 49.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Legal Advertising (Some Cost Recovery) <i>- Increased Cost of Miami Herald Ads - Any Code Amendment - Ads Relating to Charter Review - Bid Advertisement - Budget Ads</i>	\$ 80,000		\$ 80,000	\$ 80,000
Remediation of Docs for ADA Compliance <i>keep forever docs (ordinance and resolutions, etc)</i>	\$ 10,000		\$ 10,000	\$ 10,000
OTHER CURRENT CHARGES AND OBLIGATIONS TOTAL	\$ 90,000		\$ 90,000	\$ 90,000

BUDGET WORKSHEET

All types of supplies consumed in the conduct of operations. This category may include food, fuel, lubricants, chemicals, laboratory supplies, household items, institutional supplies, computer software, uniforms and other clothing. Also includes recording tapes and transcript production supplies. Does not include materials and supplies unique to construction or repair of roads and bridges.

**OPERATING SUPPLIES
OBJECT CODE 52.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Miscellaneous Supplies	\$ 4,000		\$ 4,000	\$ 4,000
OPERATING SUPPLIES TOTAL	\$ 4,000		\$ 4,000	\$ 4,000

BUDGET WORKSHEET

Includes books, or sets of books if purchased by set, and not purchases for use by libraries, educational institutions, and other institutions where books and publications constitute capital outlay. This object also includes subscriptions, memberships, professional data costs, and training and educational costs.

BOOKS, PUBLICATIONS, SUBSCRIPTIONS AND MEMBERSHIPS
OBJECT CODE 54.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
<i>Professional Association Dues:</i>				
International Institute of Municipal Clerks	\$ 445		\$ 445	\$ 445
Florida Association of Clerk's	\$ 300		\$ 300	\$ 300
Miami Dade County Municipal Clerks Association	\$ 225		\$ 225	\$ 225
<i>Training</i>				
FACC Conference Registration	\$ 2,000		\$ 2,000	\$ 1,000
Other Conferences/Seminars Registration	\$ 1,500		\$ 1,500	\$ 600
Misc. Publications/Educational Materials	\$ 400		\$ 400	\$ 400
BOOKS, PUBLICATIONS, SUBSCRIPTIONS AND MEMBERSHIPS TOTAL	\$ 4,870		\$ 4,870	\$ 2,970

BUDGET WORKSHEET

Includes motor vehicles, heavy equipment - transportation, other heavy equipment, office furniture and equipment, and other machinery and equipment. Also includes court recording, duplicating, and transcribing equipment.

MACHINERY AND EQUIPMENT
OBJECT CODE 64.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
MACHINERY AND EQUIPMENT TOTAL	\$ -		\$ -	\$ -



General Government

Budget Worksheet

CATEGORY	ACTUAL FY 20/21	ADOPTED FY 21/22	FY 21/22 ACTUAL PROJECTION	TENTATIVE FY 22/23	NET CHANGE 7/27 WORKSHOP VS ADOPTED FY 21/22	NET CHANGE 9/1 WORKSHOP VS 7/27 WORKSHOP
Salaries	\$620,564	\$655,021	\$650,000	\$700,901	\$45,880	A -
Payroll Taxes	\$40,963	\$50,844	\$49,725	\$54,353	\$3,509	A -
Retirement Contributions	\$127,004	\$143,629	\$140,000	\$173,632	\$30,003	A -
Life and Health Insurance	\$80,702	\$90,000	\$90,000	\$95,640	\$5,640	-
Professional Services	\$116,400	\$226,000	\$335,000	\$211,000	-\$25,000	B \$10,000 1
Other Contractual Services	\$475,890	\$301,155	\$325,000	\$298,988	-\$2,167	-
Other Contractual Services - Brownfield	-	-	-	\$67,000	\$67,000	C -
Travel & Per Diem	\$14,141	\$21,200	\$21,000	\$20,200	-	-\$1,000
Communications & Freight	\$69,204	\$89,034	\$80,000	\$110,822	\$21,788	D -
Utilities	\$6,686	\$5,000	\$5,000	\$5,000	-	-
Rentals & Leases	\$592,990	\$622,207	\$640,000	\$689,785	\$68,578	E -\$1,000
Insurance	\$246,751	\$276,000	\$280,000	\$322,500	\$10,000	\$36,500 2
Repairs & Maintenance	\$46,923	\$67,277	\$65,000	\$62,748	-\$4,529	-
Printing & Binding	\$2,189	\$2,500	\$4,000	\$14,500	\$13,000	F -\$1,000
Promotional	-	\$4,000	\$500	\$7,500	\$5,000	-\$1,500
Other Current Charges	\$800,341	\$36,000	\$65,000	\$34,500	-	-\$1,500
Office Supplies	\$6,352	\$10,000	\$13,000	\$10,000	-	-
Operating Supplies	\$37,813	\$7,000	\$27,500	\$5,500	-	-\$1,500
Dues, Subscriptions, Memberships	\$61,171	\$55,691	\$55,000	\$58,903	\$9,212	G -\$6,000 3
Capital Outlay	\$8,455,041	\$7,530	\$15,000	\$7,530	-	-
Debt Service - Principal	\$3,902,928	\$524,550	\$524,000	\$537,600	\$13,050	H -
Debt Service - Interest	\$420,737	\$672,650	\$672,000	\$659,700	-\$12,950	H -
Contributions & Aid to Governmental Entities	-	-	-	-	-	-
TOTAL	\$16,124,790	\$3,867,288	\$4,056,725	\$4,148,302	\$248,014	\$33,000

**Significant Changes from the FY 21/22 Adopted Budget**

- A – Increase in salaries and benefits due primarily to anticipated merit and COLA pay adjustments
- B – Net decrease results primarily from elimination of GOB Marketing consultant services (\$70,000) offset by an increase in communications consultant services (\$45,000)
- C – This account is new for FY 2022-23 budget and is being used to track expenditures eligible for tax credit purposes
- D – Increase results primarily from increased cellphone and park telecom services (\$14,000) and for the cost of an Annual Year in Review mailer (\$7,000)
- E – Increase results primarily from budgeting Town-wide copier leases (\$12,000) and from projected increases in Town Hall office rent (\$57,000)
- F – Increase reflects the printing of an Annual Year in Review document (\$13,000)
- G – Increase primarily due to increased staff training (\$5,000) and provision for Zoom video conferencing (\$3,700)
- H – Changes reflect the normal amortization of the Town's debt

Significant Changes from the July 27, 2022 Budget Workshop

- 1 – Increase reflects provision for completion of SAR report that commenced in FY 2022 (\$27,000), offset by decrease in communications consultant (\$15,000) and financial advisor (\$2,000)
- 2 – Increase reflects actual renewal premiums for insured risks
- 3 – Decrease primarily reflects reductions to staff training (\$5,000) and continuing education conferences (\$1,000)



Quality Neighborhood IMP Program

(Part of General Government)

Budget Worksheet

CATEGORY	ACTUAL FY 20/21	ADOPTED FY 21/22	FY 20/21 ACTUAL PROJECTION	TENTATIVE FY 22/23	NET CHANGE 7/27 WORKSHOP VS ADOPTED FY 21/22	NET CHANGE 9/1 WORKSHOP VS 7/27 WORKSHOP
QNIP Debt Service	\$345,552	\$346,000	\$345,930	\$346,000	-	-
TOTAL	\$345,552	\$346,000	\$345,930	\$346,000	-	-

Significant Changes from the FY 21/22 Adopted Budget

No significant changes

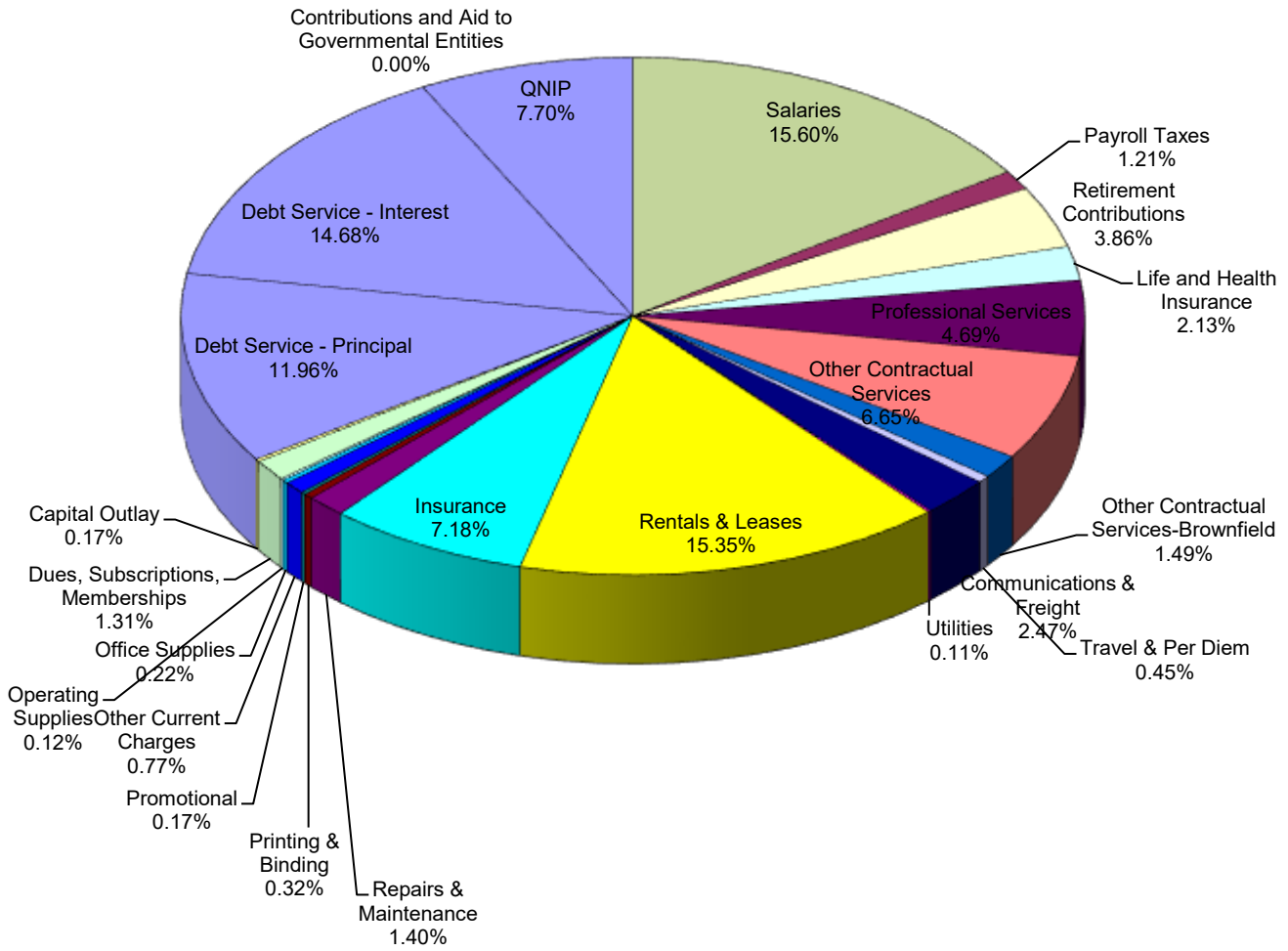
Significant Changes from the July 27, 2022 Budget Workshop

No significant changes



General Government

Tentative Expenditures



Salaries	Payroll Taxes
Retirement Contributions	Life and Health Insurance
Professional Services	Other Contractual Services
Other Contractual Services-Brownfield	Travel & Per Diem
Communications & Freight	Utilities
Rentals & Leases	Insurance
Repairs & Maintenance	Printing & Binding
Promotional	Other Current Charges
Office Supplies	Operating Supplies
Dues, Subscriptions, Memberships	Capital Outlay
Debt Service - Principal	Debt Service - Interest
Contributions and Aid to Governmental Entities	QNIP

BUDGET WORKSHEET

Employees who are or will be members of a retirement system as a condition of employment. Includes all full-time and part-time employees who make up the regular work force. Includes all salaries and salary supplements for official court reporters and electronic recorder operator transcribers.

REGULAR SALARIES
OBJECT CODE 12.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Town Manager	\$ 246,515		\$ 246,515	\$ 244,413
Executive Assistant to Town Manager	\$ 77,980		\$ 77,980	\$ 75,063
Administrative Services Director	\$ 114,912		\$ 114,912	\$ 110,613
IT Administrative Assistant	\$ 58,000		\$ 58,000	\$ 50,320
Customer Service Representative	\$ 41,400		\$ 41,400	\$ 39,851
Communications Manager	\$ 80,466		\$ 80,466	\$ 77,456
Grant Coordinator (Part-Time)	\$ 45,629		\$ 45,629	\$ 45,240
COLA (4.36% - BLS)	\$ 28,990		\$ 28,990	\$ 5,529
Merit Pool (3% max)	\$ 7,009		\$ 7,009	\$ 6,536
REGULAR SALARIES TOTAL	\$ 700,901		\$ 700,901	\$ 655,021

BUDGET WORKSHEET

Social Security matching/Medicare matching.

FICA TAXES
OBJECT CODE 21.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Salaries and Wages x 7.65%	\$ 54,353		\$ 54,343	\$ 50,844
FICA TAXES TOTAL	\$ 54,353		\$ 54,343	\$ 50,844

BUDGET WORKSHEET

Amounts contributed to a retirement fund.

RETIREMENT CONTRIBUTIONS
OBJECT CODE 22.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Town Manager	\$ 85,622		\$ 85,622	\$ 74,587
Executive Assistant to Town Manager	\$ 12,249		\$ 12,249	\$ 9,116
Administrative Services Director	\$ 39,955		\$ 39,955	\$ 33,791
IT Administrative Assistant	\$ 9,318		\$ 9,318	\$ 6,263
Customer Service Representative	\$ 6,590		\$ 6,590	\$ 4,904
Communications Manager	\$ 12,755		\$ 12,755	\$ 9,492
Grant Coordinator (Part-Time)	\$ 7,143		\$ 7,143	\$ 5,475
RETIREMENT CONTRIBUTIONS TOTAL	\$ 173,632		\$ 173,632	\$ 143,628

BUDGET WORKSHEET

Includes life and health insurance premiums and benefits paid for employees.

LIFE AND HEALTH INSURANCE
OBJECT CODE 23.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Town Manager	\$ 15,600		\$ 15,600	\$ 15,000
Executive Assistant to Town Manager	\$ 15,600		\$ 15,600	\$ 15,000
Administrative Services Director	\$ 15,600		\$ 15,600	\$ 15,000
IT Administrative Assistant	\$ 15,600		\$ 15,600	\$ 15,000
Customer Service Representative	\$ 15,600		\$ 15,600	\$ 15,000
Communications Manager	\$ 15,600		\$ 15,600	\$ 15,000
Grant Coordinator (Part-Time)	\$ 2,040		\$ 2,040	\$ -
<i>Estimated \$1300/mo per Full-Time Employee Health Insurance, Vision, Dental, Disability, and Life</i>				
<i>Estimated \$170/mo per Part-Time Employee</i>				
LIFE AND HEALTH INSURANCE TOTAL	\$ 95,640		\$ 95,640	\$ 90,000

BUDGET WORKSHEET

Legal, medical, dental, engineering, architectural, appraisal, and other services procured by the local unit as independent professional assistance. Includes such financial services as bond rating, etc., where the service received is not directly involved with accounting and/or auditing. Includes fees paid for competency and/or psychiatric evaluations and court appointed attorneys.

PROFESSIONAL SERVICES**OBJECT CODE 31.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
State Lobbying Services* - Gomez Barker	\$ 60,000		\$ 60,000	\$ 60,000
Financial Advisor Services* - Estrada Hinojosa	\$ 10,000		\$ 10,000	\$ 12,000
Marketing Consultant (GOB)	\$ -		\$ -	\$ 70,000
Conceptual Design Consultant (GOB):	\$ -		\$ -	\$ 24,000
Site Assessment Report Completion	\$ 27,000		\$ 27,000	\$ -
Environmental Lobbyist: * Conservation Concepts	\$ 24,000		\$ 24,000	\$ -
Federal Lobbyist: Thorn Run Partners	\$ 60,000		\$ 60,000	\$ 60,000
Communications Consultant:				
To assist the Communications Manager	\$ 30,000		\$ 30,000	\$ -
PROFESSIONAL SERVICES TOTAL	\$ 211,000		\$ 211,000	\$ 226,000
* Per Contract				

BUDGET WORKSHEET

Custodial, janitorial, and other services procured independently by contract or agreement with persons, firms, corporations, or other governmental units. Does not include contracts or services which are defined under sub-objects 31, 32, 33, 46, and 47.

OTHER CONTRACTUAL SERVICES**OBJECT CODE 34.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Grant Research System (Grant Finder)	\$ 1,200		\$ 1,200	\$ 1,200
Community News - Center Pages	\$ 16,800		\$ 16,800	\$ 16,800
IT Basic Support*	\$ 119,606		\$ 119,606	\$ 113,910
DB Support/COOP Server/Data Storage*	\$ 51,464		\$ 51,464	\$ 59,189
Support & A/V Maintenance in Chambers	\$ -		\$ -	\$ 25,000
MDC-ITD GIS Support & Contractual Service	\$ 10,000		\$ 10,000	\$ 10,000
MDC-ITD Consulting Services (S/W/ Assess.) ARPA New Operating Software/System	\$ 30,000		\$ 30,000	\$ -
TMS Time Clock System Monthly Fees	\$ 2,400		\$ 2,400	\$ 2,400
Grant Writing Consultant (\$3,000/month)	\$ 36,000		\$ 36,000	\$ 36,000
Social Media Archiving (Archive Social)*	\$ 7,176		\$ 7,176	\$ 7,200
Videographer (State of the Town)	\$ 10,000		\$ 10,000	\$ 10,000
Text Message Archiving (SMARSH)	\$ 4,542		\$ 4,542	\$ 4,456
Social Media Listening Platform	\$ 7,800		\$ 7,800	\$ -
Social Media Advertising	\$ 2,000		\$ 2,000	\$ -
Brownfield Consultant (A)- Goldstein Environ. Firm	\$ -		\$ -	\$ -
OTHER CONTRACTUAL SERVICES TOTAL	\$ 298,988		\$ 298,988	\$ 286,155
* Per Contract				
(A) Moved to Account No. 3415				

BUDGET WORKSHEET

Custodial, janitorial, and other services procured independently by contract or agreement with persons, firms, corporations, or other governmental units. Does not include contracts or services which are defined under sub-objects 31, 32, 33, 46, and 47.

OTHER CONTRACTUAL SERVICES**OBJECT CODE 34.150**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Brownfield Consultant (A)- Goldstein Environ. Firm	\$ 15,000		\$ 15,000	\$ 15,000
Brownfield Maintenance* - Top Notch, Inc.	\$ 42,000		\$ 42,000	\$ -
Soil Management Plan	\$ 10,000		\$ 10,000	\$ -
OTHER CONTRACTUAL SERVICES TOTAL	\$ 67,000		\$ 67,000	\$ 15,000
* Per Contract				
(A) Moved from Account No. 3400				

BUDGET WORKSHEET

This includes the costs of public transportation, motor pool charges, reimbursements for use of private vehicles, per diem, meals, and incidental travel expenses.

TRAVEL AND PER DIEM**OBJECT CODE 40.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
State of the Town Event	\$ 8,000		\$ 8,000	\$ 8,000
ICMA Annual Conference (Town Manager)	\$ 2,000		\$ 2,000	\$ 2,000
Tallahassee Travel (Town Manager)	\$ 2,500		\$ 2,500	\$ 2,500
Manager's Car Allowance*	\$ 7,200		\$ 7,200	\$ 7,200
Meals, Meetings, Etc.	\$ 500		\$ 500	\$ 1,500
TRAVEL & PER DIEM TOTAL	\$ 20,200		\$ 20,200	\$ 21,200
* Per Contract				

BUDGET WORKSHEET

Telephone, cellular telephone, telegraph, or other communications as well as freight and express charges, drayage, postage, and messenger services.

**COMMUNICATIONS AND FREIGHT SERVICES
OBJECT CODE 41.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Postage and Shipping	\$ 15,000		\$ 15,000	\$ 15,000
Courier Services	\$ -		\$ -	\$ 500
CBTC VoIP Communication Services*	\$ 9,984		\$ 9,984	\$ 9,882
CRP/Pool VoIP Communication Services*	\$ 2,496		\$ 2,496	\$ 2,592
CBTC Internet Connectivity*	\$ 11,040		\$ 11,040	\$ 11,040
AT&T (Telco) CR Park & Pool*	\$ 7,896		\$ 7,896	\$ 7,308
AT&T (Telco) LBTB Park*	\$ 7,368		\$ 7,368	\$ 792
AT&T (ISP) Franjo Park*	\$ 7,368		\$ 7,368	\$ 7,308
AT&T Circuit Town Hall*	\$ 9,216		\$ 9,216	\$ 9,158
AT&T (ISP/DSL) Monument Signs	\$ 3,054		\$ 3,054	\$ 3,054
Cell Ph Service Dept Heads & Staff	\$ 28,000		\$ 28,000	\$ 20,000
Manager's Cell Allowance*	\$ 2,400		\$ 2,400	\$ 2,400
Annual Year in Review Publication Mailers	\$ 7,000		\$ 7,000	\$ -
COMMUNICATIONS AND FREIGHT SERVICES TOTAL	\$ 110,822		\$ 110,822	\$ 89,034
* Per Contract				

BUDGET WORKSHEET

Telephone, cellular telephone, telegraph, or other communications as well as freight and express charges, drayage, postage, and messenger services.

**UTILITIES
OBJECT CODE 43.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Old Cutler Rd & Caribbean Blvd <i>(Electrical Meters for Bus Shelters, Irrigation System Enhancements on OCR)</i>	\$ 5,000		\$ 5,000	\$ 5,000
UTILITIES TOTAL	\$ 5,000		\$ 5,000	\$ 5,000

BUDGET WORKSHEET

Amounts paid for the lease or rent of land, buildings, or equipment. This would also include the leasing of vehicles.

RENTAL AND LEASES
OBJECT CODE 44.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Copy Machine Lease Payments (Town-wide) (inclusive of maintenance - no budget in account 4600)	\$ 15,000		\$ 15,000	\$ 3,426
Postage Meter Equipment Lease	\$ 6,100		\$ 6,100	\$ 6,100
Miscellaneous Rentals	\$ -		\$ -	\$ 1,000
CBTC Office Rental (assumes 8% increase on lease anniversary) (no provision for potential CAM Add'l rent)	\$ 668,685		\$ 668,685	\$ 611,681
RENTAL AND LEASES TOTAL	\$ 689,785		\$ 689,785	\$ 622,207

BUDGET WORKSHEET

Includes all insurance carried for the protection of the local government such as fire, theft, casualty, general and professional liability, auto coverage, surety bonds, etc.

INSURANCE
OBJECT CODE 45.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Florida League of Cities:				
- General Liability	\$ 100,000		\$ 100,000	\$ 100,000
- Auto	\$ 10,000		\$ 10,000	\$ 10,000
- Property	\$ 135,000		\$ 135,000	\$ 125,000
- Workers' Comp	\$ 40,000		\$ 40,000	\$ 40,000
- Cybersecurity**	\$ -		\$ -	\$ -
Flood	\$ 1,000		\$ 1,000	\$ 1,000
Town Manager's Surety Bond*	\$ -		\$ -	\$ -
INSURANCE TOTAL	\$ 286,000		\$ 286,000	\$ 276,000
* Included in Standard FMIT Policy at No Additional Cost				
** Now included in Liability Coverage				

BUDGET WORKSHEET

*The costs incurred for the repair and maintenance of buildings and equipment, including all maintenance and service contracts.
Does not include custodial or janitorial services which are recorded under sub-object 34.*

**REPAIRS AND MAINTENANCE
OBJECT CODE 46.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
CBTC Network Maintenance/Support	\$ 17,040		\$ 17,040	\$15,000
Copier Maintenance Agreement (included in Account 4400 Lease Total)	\$ -		\$ -	\$10,000
Dot GOV Domain Renewal	\$ 400		\$ 400	\$400
Misc IT Hardware Repairs	\$ 3,000		\$ 3,000	\$3,000
TMS Time Clock System Maintenance	\$ 3,400		\$ 3,400	\$3,400
Exclaimer Disclaimer support	\$ 300		\$ 300	\$300
Exclaimer Auto-Responder Support	\$ 300		\$ 300	\$300
HR Software Maintenance (NeoGov)	\$ 9,431		\$ 9,431	\$9,431
CISCO Phone System Maintenance (CBTC)	\$ 4,320		\$ 4,320	\$3,612
CISCO Phone System Maint (CRP & Pool)	\$ 756		\$ 756	\$588
VDI Support	\$ 15,360		\$ 15,360	\$14,640
GIS DMZ Server Certificate (Go Daddy-3 yr)	\$ 400		\$ 400	\$400
CBTC Firewall Maintenance	\$ 5,335		\$ 5,335	\$3,500
AntiVirus Subscription	\$ 2,706		\$ 2,706	\$2,706
REPAIRS AND MAINTENANCE TOTAL	\$ 62,748		\$ 62,748	\$ 67,277

BUDGET WORKSHEET

*Costs of printing, binding, and other reproduction services which are contracted for or purchased from outside vendors. Also,
include charges for printing, etc., which is performed by an in-house print shop.*

**PRINTING AND BINDING
OBJECT CODE 47.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Miscellaneous Printing	\$ 1,500		\$ 1,500	\$ 2,500
Annual Year in Review Publication	\$ 13,000		\$ 13,000	\$ -
PRINTING AND BINDING TOTAL	\$ 14,500		\$ 14,500	\$ 2,500

BUDGET WORKSHEET*Includes any type of promotional advertising on behalf of the local unit.***PROMOTIONAL ACTIVITIES****OBJECT CODE 48.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Brochures, Flyers, Plaques, Etc.	\$ 2,500		\$ 2,500	\$ 4,000
Annual Events/ Park Publication Printing	\$ 5,000		\$ 5,000	
PROMOTIONAL ACTIVITIES TOTAL	\$ 7,500		\$ 7,500	\$ 4,000

BUDGET WORKSHEET*Includes current charges and obligations not otherwise classified.***OTHER CURRENT CHARGES AND OBLIGATIONS****OBJECT CODE 49.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Bank Service Charges/Merchant Fees	\$ 12,000		\$ 12,000	\$ 12,000
Miscellaneous	\$ 1,500		\$ 1,500	\$ 3,000
Background Checks (SSCI, Level 2/DOJJ)	\$ 4,000		\$ 4,000	\$ 4,000
Drug Testing	\$ 2,000		\$ 2,000	\$ 2,000
Reimbursable Unemployment Reserves	\$ 15,000		\$ 15,000	\$ 15,000
OTHER CURRENT CHARGES AND OBLIGATIONS TOTAL	\$ 34,500		\$ 34,500	\$ 36,000

BUDGET WORKSHEET*This object includes materials and supplies such as stationery, preprinted forms, paper, charts, and maps.***OFFICE SUPPLIES****OBJECT CODE 51.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Miscellaneous Office Supplies	\$ 10,000		\$ 10,000	\$ 10,000
OFFICE SUPPLIES TOTAL	\$ 10,000		\$ 10,000	\$ 10,000

BUDGET WORKSHEET

All types of supplies consumed in the conduct of operations. This category may include food, fuel, lubricants, chemicals, laboratory supplies, household items, institutional supplies, computer software, uniforms and other clothing. Also includes recording tapes and transcript production supplies. Does not include materials and supplies unique to construction or repair of roads and bridges.

OPERATING SUPPLIES
OBJECT CODE 52.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Miscellaneous IT Software/Supplies	\$ 3,500		\$ 3,500	\$ 5,000
Miscellaneous Operating Supplies	\$ 2,000		\$ 2,000	\$ 2,000
OPERATING SUPPLIES TOTAL	\$ 5,500		\$ 5,500	\$ 7,000

BUDGET WORKSHEET

Includes books, or sets of books if purchased by set, and not purchases for use by libraries, educational institutions, and other institutions where books and publications constitute capital outlay. This object also includes subscriptions, memberships, professional data costs, and training and educational costs.

BOOKS, PUBLICATIONS, SUBSCRIPTIONS AND MEMBERSHIPS
OBJECT CODE 54.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
FCCMA Membership - Town Manager (\$3/\$1000 of salary)	\$ 769		\$ 769	\$ 763
ICMA Membership - Town Manager (salary x .0075)	\$ 1,923		\$ 1,923	\$ 1,906
FCCMA Annual Conference	\$ 1,500		\$ 1,500	\$ 1,500
Maintenance of Employee Licensing (CPRP)	\$ 500		\$ 500	\$ -
FLC Annual Conference	\$ 1,500		\$ 1,500	\$ 1,500
Zoom Video Communications, Inc. (Virtual Meetings)	\$ 3,700		\$ 3,700	\$ -
GovQA Subscription	\$ 3,500		\$ 3,500	\$ 3,500
MS Office 365 Subscriptions/Licenses*	\$ 14,189		\$ 14,189	\$ 14,200
Windows Enterprise Licenses - E1 (\$50 x 69)	\$ 3,450		\$ 3,450	\$ 3,450
User License - E1 (\$72 x 24)	\$ 1,728		\$ 1,728	\$ 1,728
User License - E3 (\$204 x 35)	\$ 7,140		\$ 7,140	\$ 7,140
User License - F1 (\$56 x 10)	\$ 560		\$ 560	\$ 560
CORE License - E3 (\$19 x 69)	\$ 1,311		\$ 1,311	\$ 1,311
Human Resources Conferences	\$ 1,000		\$ 1,000	\$ 2,000
Human Resources Professional Subscriptions	\$ 1,133		\$ 1,133	\$ 1,133
Staff Training	\$ 15,000		\$ 15,000	\$ 15,000
BOOKS, PUBLICATIONS, SUBSCRIPTIONS AND MEMBERSHIPS TOTAL	\$ 58,903		\$ 58,903	\$ 55,691

BUDGET WORKSHEET

Includes motor vehicles, heavy equipment - transportation, other heavy equipment, office furniture and equipment, and other machinery and equipment. Also includes court recording, duplicating, and transcribing equipment.

MACHINERY AND EQUIPMENT**OBJECT CODE 64.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Microsoft SQL 2 Core Licenses (2)* EDEN SQL and Legacy SQL	\$7,530		\$7,530	\$7,530
MACHINERY AND EQUIPMENT TOTAL	\$ 7,530		\$ 7,530	\$ 7,530
* Per Contract				

BUDGET WORKSHEET

Debt Service - PRINCIPAL

PRINCIPAL**OBJECT CODE 71.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
TD BANK LOAN (2015A)	\$ 373,100		\$ 373,100	\$ 363,900
2020 Truist Loan	\$ 164,500		\$ 164,500	\$ 160,650
2020 Bonds	\$ -		\$ -	\$ -
PRINCIPAL TOTAL	\$ 537,600		\$ 537,600	\$ 524,550

BUDGET WORKSHEET

Debt Service - INTEREST

INTEREST**OBJECT CODE 72.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
TD BANK LOAN (2015A)	\$ 78,100		\$ 78,100	\$ 87,300
2020 Truist Loan	\$ 64,200		\$ 64,200	\$ 67,950
2020 Bonds	\$ 517,400		\$ 517,400	\$ 517,400
INTEREST TOTAL	\$ 659,700		\$ 659,700	\$ 672,650

CONTRIBUTIONS AND AID TO GOVERNMENTAL ENTITIES**OBJECT CODE 81.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
	\$ -		\$ -	\$ -
CONTRIBUTIONS AND AID TO GOVERNMENTAL ENTITIES TOTAL	\$ -		\$ -	\$ -



Finance Department

Budget Worksheet

CATEGORY	ACTUAL FY 20/21	ADOPTED FY 21/22	FY 21/22 ACTUAL PROJECTION	TENTATIVE FY 22/23	NET CHANGE 7/27 WORKSHOP VS ADOPTED FY 21/22	NET CHANGE 9/1 WORKSHOP VS 7/27 WORKSHOP
Salaries	\$320,657	\$303,122	\$300,000	\$295,319	-\$7,803	-
Payroll Taxes	\$23,176	\$23,189	\$22,950	\$22,592	-\$597	-
Retirement Contributions	\$63,204	\$63,601	\$63,000	\$68,423	\$4,822	-
Life and Health Insurance	\$40,393	\$45,000	\$42,500	\$46,800	\$1,800	-
Accounting and Auditing	\$31,675	\$32,400	\$30,000	\$35,450	\$6,075	A -\$3,025 1
Other Contractual Services	\$8,007	\$5,000	\$5,000	\$5,000	-	-
Travel & Per Diem	-	\$1,200	\$250	\$1,200	-	-
Repairs & Maintenance	\$54,650	\$61,200	\$60,000	\$63,000	\$1,800	-
Other Current Charges	-	-	\$0	\$600	-	-
Operating Supplies	-	-	\$0	\$0	-	-
Dues, Subscriptions, Memberships	\$2,004	\$3,000	\$3,000	\$3,000	\$0	-
Capital Outlay	-	-	-	-	-	-
Accounting Software	\$15,716	-	-	-	-	-
TOTAL	\$559,482	\$537,712	\$526,700	\$541,384	\$6,097	-\$3,025

Significant Changes from the FY 21/22 Adopted Budget

A – Reflects estimated increased costs for single audit services as well as for an update to the actuarial valuation for other post-employment benefits

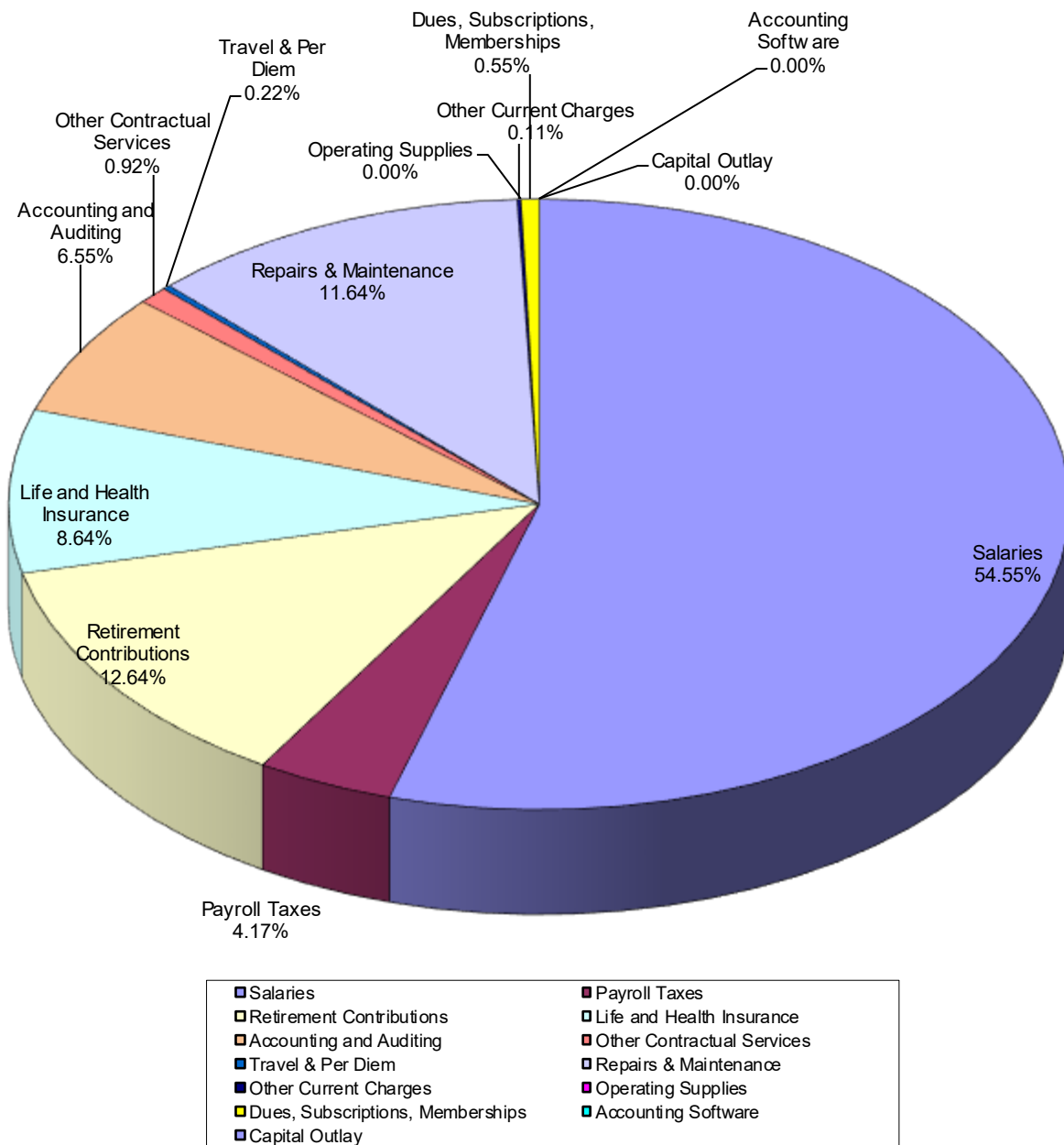
Significant Changes from the July 27, 2022 Budget Workshop

1 – Reflects lower negotiated fees with auditors



Finance Department

Tentative Expenditures



BUDGET WORKSHEET

Employees who are or will be members of a retirement system as a condition of employment. Includes all full-time and part-time employees who make up the regular work force. Includes all salaries and salary supplements for official court reporters and electronic recorder operator transcribers.

REGULAR SALARIES
OBJECT CODE 12.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Finance Director	\$ 127,492		\$ 127,492	\$ 149,968
Accountant	\$ 76,121		\$ 76,121	\$ 76,121
Finance Clerk	\$ 48,309		\$ 48,309	\$ 46,501
Accounting Clerk (Part-Time)	\$ 29,286		\$ 29,286	\$ 27,144
COLA (4.36% - BLS)	\$ 13,241		\$ 13,241	\$ 2,578
Merit Pool (3% max)	\$ 870		\$ 870	\$ 810
REGULAR SALARIES TOTAL	\$ 295,319		\$ 295,319	\$ 303,122

BUDGET WORKSHEET

Social Security matching/Medicare matching.

FICA TAXES
OBJECT CODE 21.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Salaries and Wages x 7.65%	\$ 22,592		\$ 22,592	\$ 23,189
FICA TAXES TOTAL	\$ 22,592		\$ 22,592	\$ 23,189

BUDGET WORKSHEET*Amounts contributed to a retirement fund.***RETIREMENT CONTRIBUTIONS****OBJECT CODE 22.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Finance Director	\$ 44,230		\$ 44,230	\$ 45,377
Accountant	\$ 11,916		\$ 11,916	\$ 9,213
Finance Clerk	\$ 7,693		\$ 7,693	\$ 5,725
Accounting Clerk (Part-Time)	\$ 4,584		\$ 4,584	\$ 3,285
RETIREMENT CONTRIBUTIONS TOTAL	\$ 68,423		\$ 68,423	\$ 63,600

BUDGET WORKSHEET*Includes life and health insurance premiums and benefits paid for employees.***LIFE AND HEALTH INSURANCE****OBJECT CODE 23.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Finance Director	\$ 15,600		\$ 15,600	\$ 15,000
Accountant	\$ 15,600		\$ 15,600	\$ 15,000
Finance Clerk	\$ 15,600		\$ 15,600	\$ 15,000
Accounting Clerk (Part-Time) - waived coverage	\$ -		\$ -	\$ -
<i>Estimated \$1300/mo per Full-Time Employee Health Insurance, Vision, Dental, Disability, and Life</i>				
LIFE AND HEALTH INSURANCE TOTAL	\$ 46,800		\$ 46,800	\$ 45,000

BUDGET WORKSHEET

Generally includes all services received from independent certified public accountants.

ACCOUNTING & AUDITING

OBJECT CODE 32.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Independent Auditors				
Regular Audit Services*	\$ 27,500		\$ 27,500	\$ 26,500
Single Audit Services* (only if needed)	\$ 3,300		\$ 3,300	\$ 3,000
Other Post Employment Benefits Review/Update	\$ 3,250		\$ 3,250	\$ 1,500
CAFR Submission	\$ 700		\$ 700	\$ 700
Budget Book Submission	\$ 700		\$ 700	\$ 700
ACCOUNTING & AUDITING TOTAL	\$ 35,450		\$ 35,450	\$ 32,400
* Per Contract				

BUDGET WORKSHEET

Custodial, janitorial, and other services procured independently by contract or agreement with persons, firms, corporations, or other governmental units. Does not include contracts or services which are defined under sub-objects 31, 32, 33, 46, and 47.

OTHER CONTRACTUAL SERVICES

OBJECT CODE 34.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Payroll Processing, Tax Reporting, Year-End	\$ 5,000		\$ 5,000	\$ 5,000
OTHER CONTRACTUAL SERVICES TOTAL	\$ 5,000		\$ 5,000	\$ 5,000

BUDGET WORKSHEET

This includes the costs of public transportation, motor pool charges, reimbursements for use of private vehicles, per diem, meals, and incidental travel expenses.

**TRAVEL AND PER DIEM
OBJECT CODE 40.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Miscellaneous Auto Reimbursements	\$ 600		\$ 600	\$ 600
Miscellaneous Travel and Per Diem	\$ 600		\$ 600	\$ 600
TRAVEL & PER DIEM TOTAL	\$ 1,200		\$ 1,200	\$ 1,200

BUDGET WORKSHEET

Telephone, cellular telephone, telegraph, or other communications as well as freight and express charges, drayage, postage, and messenger services.

**COMMUNICATIONS AND FREIGHT SERVICES
OBJECT CODE 41.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
	\$ -		\$ -	\$ -
COMMUNICATIONS AND FREIGHT SERVICES TOTAL	\$ -		\$ -	\$ -

BUDGET WORKSHEET

The costs incurred for the repair and maintenance of buildings and equipment, including all maintenance and service contracts. Does not include custodial or janitorial services which are recorded under sub-object 34.

**REPAIRS AND MAINTENANCE
OBJECT CODE 46.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
ERP System Maintenance*	\$ 63,000		\$ 63,000	\$ 61,200
REPAIRS AND MAINTENANCE TOTAL	\$ 63,000		\$ 63,000	\$ 61,200
* Per Contract				

BUDGET WORKSHEET

Includes current charges and obligations not otherwise classified.

**OTHER CURRENT CHARGES AND OBLIGATIONS
OBJECT CODE 49.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Miscellaneous	\$ 600		\$ 600	\$ 600
OTHER CURRENT CHARGES AND OBLIGATIONS TOTAL	\$ 600		\$ 600	\$ 600

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BUDGET WORKSHEET

Includes books, or sets of books if purchased by set, and not purchases for use by libraries, educational institutions, and other institutions where books and publications constitute capital outlay. This object also includes subscriptions, memberships, professional data costs, and training and educational costs.

BOOKS, PUBLICATIONS, SUBSCRIPTIONS AND MEMBERSHIPS
OBJECT CODE 54.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
AICPA Dues	\$700		\$700	\$600
FICPA Dues	\$500		\$500	\$400
Training, Subscriptions - Finance Director	\$1,300		\$1,300	\$1,500
GFOA/FGFOA Memberships	\$500		\$500	\$500
BOOKS, PUBLICATIONS, SUBSCRIPTIONS AND MEMBERSHIPS TOTAL	\$ 3,000		\$ 3,000	\$ 3,000

BUDGET WORKSHEET

ACCOUNTING SOFTWARE
OBJECT CODE 64.400

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
	\$ -		\$ -	\$ -
ACCOUNTING SOFTWARE TOTAL	\$ -		\$ -	\$ -

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Town Attorney

Budget Worksheet

CATEGORY	ACTUAL FY 20/21	ADOPTED FY 21/22	FY 21/22 ACTUAL PROJECTION	TENTATIVE F Y 22/23	NET CHANGE 7/27 WORKSHOP VS ADOPTED FY 21/22	NET CHANGE 9/1 WORKSHOP VS 7/27 WORKSHOP
Professional Services	\$349,549	\$450,000	\$450,000	\$450,000	-	-
Litigation Services	-	\$50,000	-	\$50,000	-	-
TOTAL	\$349,549	\$500,000	\$450,000	\$500,000	-	-

Significant Changes from the FY 21/22 Adopted Budget

No Significant Changes

Significant Changes from the July 27, 2022 Budget Workshop

No Significant Changes

BUDGET WORKSHEET

Legal, medical, dental, engineering, architectural, appraisal, and other services procured by the local unit as independent professional assistance. Includes such financial services as bond rating, etc., where the service received is not directly involved with accounting and/or auditing. Includes fees paid for competency and/or psychiatric evaluations and court appointed attorneys.

PROFESSIONAL SERVICES

OBJECT CODE 31.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Town Attorney Services	\$450,000		\$450,000	\$450,000
PROFESSIONAL SERVICES TOTAL	\$450,000		\$450,000	\$450,000

LITIGATION SERVICES

OBJECT CODE 3150

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Additional Litigation Services - If necessary	\$50,000		\$50,000	\$50,000
LITIGATION SERVICES TOTAL	\$50,000		\$50,000	\$50,000



Community Development

Budget Worksheet

CATEGORY	ACTUAL FY 20/21	ADOPTED FY 21/22	FY 21/22 ACTUAL PROJECTION	TENTATIVE FY 22/23	NET CHANGE 7/27 WORKSHOP VS ADOPTED FY 21/22		NET CHANGE 9/1 WORKSHOP VS 7/27 WORKSHOP	
Salaries	\$483,773	\$651,290	\$600,000	\$763,334	\$112,044	A	-	
Payroll Taxes	\$36,149	\$49,824	\$45,900	\$58,395	\$8,571	A	-	
Retirement Contributions	\$71,214	\$101,048	\$95,000	\$139,108	\$38,060	A	-	
Life and Health Insurance	\$74,190	\$105,000	\$102,000	\$128,880	\$23,880	A	-	
Professional Services	\$68,841	\$70,000	\$70,000	\$140,000	\$80,000	B	-\$10,000	1
Court Reporter Service	-	\$800	-	\$800	-		-	
Other Contractual Services	\$653,473	\$498,500	\$680,000	\$492,500	-		-\$6,000	2
Travel & Per Diem	-	\$5,000	\$2,500	\$5,000	-		-	
Communications & Freight	-	\$2,000	-	\$2,000	-		-	
Rentals & Leases	\$1,250	\$1,500	\$500	\$500	-\$1,500		-	
Repairs & Maintenance	\$4,107	\$5,700	\$4,500	\$4,800	-\$900		-	
Printing & Binding	\$763	\$2,500	\$2,500	\$1,500	-		-\$1,000	
Other Current Charges	-	\$1,000	-	\$1,000	-		-	
Office Supplies	\$3,488	\$5,000	\$5,000	\$5,000	-		-	
Operating Supplies	\$9,090	\$3,500	\$5,300	\$3,500	-		-	
Dues, Subscriptions, Memberships	\$3,604	\$14,500	\$12,000	\$12,500	-		-\$2,000	
Capital Outlay	\$1,990	-	\$1,500	-	-		-	
TOTAL	\$1,411,932	\$1,517,162	\$1,626,700	\$1,758,817	\$260,155		-\$19,000	

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**Significant Changes from the FY 21/22 Adopted Budget**

A – Increase in salaries and benefits due primarily to anticipated merit and COLA pay adjustments, as well as budgeting for a Building Official and Building Inspector for FY 2022/23

B – Increase reflects provision for a grant funded resiliency study (\$125,000), offset by elimination of the Growth Management Plan update (\$45,000)

Significant Changes from the July 27, 2022 Budget Workshop

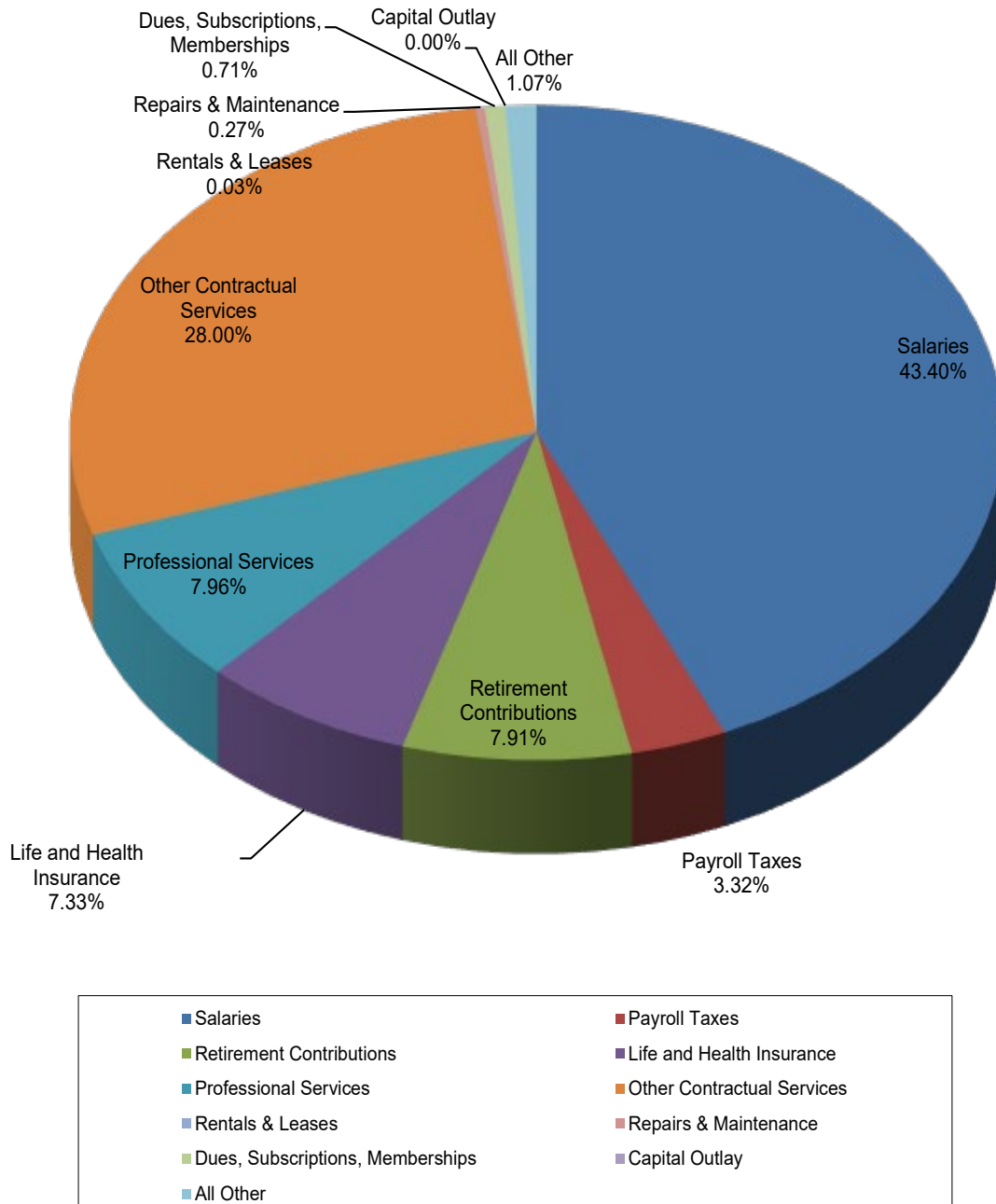
1 – Reflects reduction in planning consultant services (\$10,000)

2 – Reflects reduction in budgeted amounts for property abatement (\$3,000), possible unsafe structure work (\$2,000), and document recording services (\$1,000)



Community Development Department

Tentative Expenditures



BUDGET WORKSHEET

Employees who are or will be members of a retirement system as a condition of employment. Includes all full-time and part-time employees who make up the regular work force. Includes all salaries and salary supplements for official court reporters and electronic recorder operator transcribers.

REGULAR SALARIES
OBJECT CODE 12.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Community Development Director	\$ 130,144		\$ 130,144	\$ 125,276
Planning Administrator	\$ 74,838		\$ 74,838	\$ 70,000
Building & Code Compliance Manager	\$ 88,040		\$ 88,040	\$ 84,747
Code Officers (2)	\$ 135,928		\$ 135,928	\$ 134,696
Code Officer (Night/Weekends)	\$ 56,000		\$ 56,000	\$ 65,000
Building Official (P/T)	\$ 74,100		\$ 74,100	\$ 83,850
Building Inspector	\$ 76,910		\$ 76,910	\$ -
Building Department Clerical Assistant	\$ 54,401		\$ 54,401	\$ 52,366
Code Compliance Clerical Asst (P/T)	\$ 30,160		\$ 30,160	\$ 24,700
COLA (4.36% - BLS)	\$ 31,415		\$ 31,415	\$ 4,229
Merit Pool (3% max)	\$ 11,398		\$ 11,398	\$ 6,426
REGULAR SALARIES TOTAL	\$ 763,334		\$ 763,334	\$ 651,290

BUDGET WORKSHEET

Social Security matching/Medicare matching.

FICA TAXES
OBJECT CODE 21.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Salaries and Wages @ 7.65%	\$ 58,395		\$ 58,395	\$ 49,824
FICA TAXES TOTAL	\$ 58,395		\$ 58,395	\$ 49,824

BUDGET WORKSHEET*Amounts contributed to a retirement fund.***RETIREMENT CONTRIBUTIONS
OBJECT CODE 22.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Director	\$ 45,115		\$ 45,115	\$ 38,155
Other Departmental Staff	\$ 93,993		\$ 93,993	\$ 62,893
RETIREMENT CONTRIBUTIONS TOTAL	\$ 139,108		\$ 139,108	\$ 101,048

BUDGET WORKSHEET*Includes life and health insurance premiums and benefits paid for employees.***LIFE AND HEALTH INSURANCE
OBJECT CODE 23.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Eight (8) Full-Time Departmental Staff <i>Estimated \$1300/mo per Full-Time Employee Health Insurance, Vision, Dental, Disability, and Life</i>	\$ 124,800		\$ 124,800	\$ 105,000
Two (2) Part-Time Departmental Staff <i>Estimated \$170/mo per Part-Time Employee Health Insurance, Vision, and Dental</i>	\$ 4,080		\$ 4,080	\$ -
LIFE AND HEALTH INSURANCE TOTAL	\$ 128,880		\$ 128,880	\$ 105,000

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BUDGET WORKSHEET

Legal, medical, dental, engineering, architectural, appraisal, and other services procured by the local unit as independent professional assistance. Includes such financial services as bond rating, etc., where the service received is not directly involved with accounting and/or auditing. Includes fees paid for competency and/or psychiatric evaluations and court appointed attorneys.

**PROFESSIONAL SERVICES
OBJECT CODE 31.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Planning Consulting Services**	\$ 15,000		\$ 15,000	\$ 25,000
Growth Management Plan Update (every 7 years)	\$ -		\$ -	\$ 45,000
Resilience and Vulnerability Study (FDEP Resilient Grant Florida)	\$ 125,000		\$ 125,000	\$ -
PROFESSIONAL SERVICES TOTAL	\$ 140,000		\$ 140,000	\$ 70,000
(**) Some Expenditures Recoverable thru Cost Recovery from Applications				

BUDGET WORKSHEET

This includes the costs of appearance fees and transcript fees for in-court proceedings, appeals, and depositions.

**COURT REPORTER SERVICES
OBJECT CODE 33.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Court Reporting for Special Master Hearings at \$80 per hour	\$ 800		\$ 800	\$ 800
COURT REPORTER SERVICES TOTAL	\$ 800		\$ 800	\$ 800

BUDGET WORKSHEET

Custodial, janitorial, and other services procured independently by contract or agreement with persons, firms, corporations, or other governmental units. Does not include contracts or services which are defined under sub-objects 31, 32, 33, 46, and 47.

**OTHER CONTRACTUAL SERVICES
OBJECT CODE 34.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Special Master: Code Hearings*	\$ 6,000		\$ 6,000	\$ 6,000
Building Permits & Inspection Services* (Calvin, Giordano, and Associates)	\$ 450,000		\$ 450,000	\$ 450,000
Document Scanning Services	\$ 15,000		\$ 15,000	\$ 15,000
Property Abatement - Special Master Order	\$ 14,000		\$ 14,000	\$ 17,000
Possible Unsafe Structure Work	\$ 5,000		\$ 5,000	\$ 7,000
Document Recording Services	\$ 2,500		\$ 2,500	\$ 3,500
OTHER CONTRACTUAL SERVICES TOTAL	\$ 492,500		\$ 492,500	\$ 498,500
* Per Contract				

BUDGET WORKSHEET

This includes the costs of public transportation, motor pool charges, reimbursements for use of private vehicles, per diem, meals, and incidental travel expenses.

**TRAVEL AND PER DIEM
OBJECT CODE 40.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Travel and Meals	\$ 4,500		\$ 4,500	\$ 4,500
Miscellaneous	\$ 500		\$ 500	\$ 500
TRAVEL & PER DIEM TOTAL	\$ 5,000		\$ 5,000	\$ 5,000

BUDGET WORKSHEET

Telephone, cellular telephone, telegraph, or other communications as well as freight and express charges, drayage, postage, and messenger services.

COMMUNICATIONS AND FREIGHT SERVICES**OBJECT CODE 41.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Postage/Courier	\$ 1,500		\$ 1,500	\$ 1,500
Miscellaneous	\$ 500		\$ 500	\$ 500
COMMUNICATIONS AND FREIGHT SERVICES TOTAL	\$ 2,000		\$ 2,000	\$ 2,000

BUDGET WORKSHEET

Amounts paid for the lease or rent of land, buildings, or equipment. This would also include the leasing of vehicles.

RENTAL AND LEASES**OBJECT CODE 44.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Copier Lease (moved to General Government)	\$ -		\$ -	\$ 1,500
RENTAL AND LEASES TOTAL	\$ -		\$ -	\$ 1,500

BUDGET WORKSHEET

The costs incurred for the repair and maintenance of buildings and equipment, including all maintenance and service contracts. Does not include custodial or janitorial services which are recorded under sub-object 34.

REPAIRS AND MAINTENANCE**OBJECT CODE 46.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Copier Maintenance (moved to General Government)	\$ -		\$ -	\$ 1,000
GIS Software Support (ESRI) Arc Editor (Annual Maintenance) *	\$ 4,100		\$ 4,100	\$ 4,100
Time Solve (Cost Recovery Tracking App)	\$ 700		\$ 700	\$ 600
REPAIRS AND MAINTENANCE TOTAL	\$ 4,800		\$ 4,800	\$ 5,700

* Per Contract

COMMUNITY DEVELOPMENT

FY 2022-23

Page 5

BUDGET WORKSHEET

Costs of printing, binding, and other reproduction services which are contracted for or purchased from outside vendors. Also, include charges for printing, etc., which is performed by an in-house print shop.

**PRINTING AND BINDING
OBJECT CODE 47.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Miscellaneous Printing of Informational Brochures, Pamphlets, Code Enforcement Materials Information and Land Use Hearing Presentations	\$ 1,500		\$ 1,500	\$ 2,500
PRINTING AND BINDING TOTAL	\$ 1,500		\$ 1,500	\$ 2,500

BUDGET WORKSHEET

Includes current charges and obligations not otherwise classified.

**OTHER CURRENT CHARGES AND OBLIGATIONS
OBJECT CODE 49.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Miscellaneous	\$ 1,000		\$ 1,000	\$ 1,000
OTHER CURRENT CHARGES AND OBLIGATIONS TOTAL	\$ 1,000		\$ 1,000	\$ 1,000

BUDGET WORKSHEET

This object includes materials and supplies such as stationery, preprinted forms, paper, charts, and maps.

**OFFICE SUPPLIES
OBJECT CODE 51.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Miscellaneous Office Supplies	\$ 5,000		\$ 5,000	\$ 5,000
OPERATING SUPPLIES TOTAL	\$ 5,000		\$ 5,000	\$ 5,000

BUDGET WORKSHEET

All types of supplies consumed in the conduct of operations. This category may include food, fuel, lubricants, chemicals, laboratory supplies, household items, institutional supplies, computer software, uniforms and other clothing. Also includes recording tapes and transcript production supplies. Does not include materials and supplies unique to construction or repair of roads and bridges.

OPERATING SUPPLIES
OBJECT CODE 52.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Uniforms, Safety Shoes, Safety Equipment, etc.	\$ 2,500		\$ 2,500	\$ 2,500
Miscellaneous Equipment/ Supplies	\$ 1,000		\$ 1,000	\$ 1,000
OPERATING SUPPLIES TOTAL	\$ 3,500		\$ 3,500	\$ 3,500

BUDGET WORKSHEET

Includes books, or sets of books if purchased by set, and not purchases for use by libraries, educational institutions, and other institutions where books and publications constitute capital outlay. This object also includes subscriptions, memberships, professional data costs, and training and educational costs.

BOOKS, PUBLICATIONS, SUBSCRIPTIONS AND MEMBERSHIPS
OBJECT CODE 54.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
CLE/ Professional Licenses	\$7,500		\$7,500	\$8,500
FACE Training (Maintain Certifications)	\$5,000		\$5,000	\$6,000
BOOKS, PUBLICATIONS, SUBSCRIPTIONS AND MEMBERSHIPS TOTAL	\$ 12,500		\$ 12,500	\$ 14,500

BUDGET WORKSHEET

Includes motor vehicles, heavy equipment - transportation, other heavy equipment, office furniture and equipment, and other machinery and equipment. Also includes court recording, duplicating, and transcribing equipment.

MACHINERY AND EQUIPMENT
OBJECT CODE 64.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
	\$ -		\$ -	\$ -
MACHINERY AND EQUIPMENT TOTAL	\$ -		\$ -	\$ -



Public Works

Budget Worksheet

CATEGORY	ACTUAL FY 20/21	ADOPTED FY 21/22	FY 21/22 ACTUAL PROJECTION	TENTATIVE FY 22/23	NET CHANGE 7/27 WORKSHOP VS ADOPTED FY 21/22		NET CHANGE 9/1 WORKSHOP VS 7/27 WORKSHOP	
Salaries	\$209,267	\$198,160	\$205,000	\$209,328	\$11,168	A	-	
Payroll Taxes	\$15,327	\$15,159	\$15,683	\$16,014	\$855	A	-	
Retirement Contributions	\$37,922	\$39,610	\$39,000	\$47,985	\$8,375	A	-	
Life and Health Insurance	\$31,067	\$39,000	\$39,000	\$40,560	\$1,560	A	-	
Professional Services	-	\$20,000	\$10,000	\$5,500	-		-\$14,500	1
Other Contractual Services	\$602,581	\$633,000	\$600,000	\$674,000	\$39,500	B	\$1,500	2
Travel & Per Diem	-	\$2,400	\$2,400	\$2,400	-		-	
Communications & Freight	-	\$700	\$200	\$700	-		-	
Rentals & Leases	\$61,957	\$60,903	\$61,000	\$132,945	\$72,042	C	-	
Repairs & Maintenance	\$6,893	\$6,000	\$6,000	\$6,000	-		-	
Printing & Binding	\$57	\$1,500	\$500	\$1,500	-		-	
Other Current Charges	\$0	\$500	\$500	\$500	-		-	
Office Supplies	\$284	\$2,750	\$2,500	\$2,750	-		-	
Operating Supplies	\$7,644	\$19,500	\$17,000	\$19,500	-		-	
Operating Supplies - Fuel	\$22,432	\$36,000	\$35,000	\$48,000	\$12,000	D	-	
Dues, Subscriptions, Memberships	\$2,595	\$2,000	\$2,000	\$2,000	-		-	
Capital Outlay	\$6,293	-	-	-	-		-	
TOTAL	\$1,004,319	\$1,077,182	\$1,035,783	\$1,209,682	\$145,500		-\$13,000	

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**Significant Changes from the FY 21/22 Adopted Budget**

- A – Increase in salaries and benefits due primarily to anticipated merit and COLA pay adjustments
- B – Increase primarily reflects an increase in Town-wide beautification projects (\$48,000), offset by a decrease in holiday lighting (\$8,500)
- C – Increase reflects the cost of new vehicle leases for Town’s expiring leased fleet
- D – Increase reflects the higher anticipated cost to fuel the Town’s vehicles

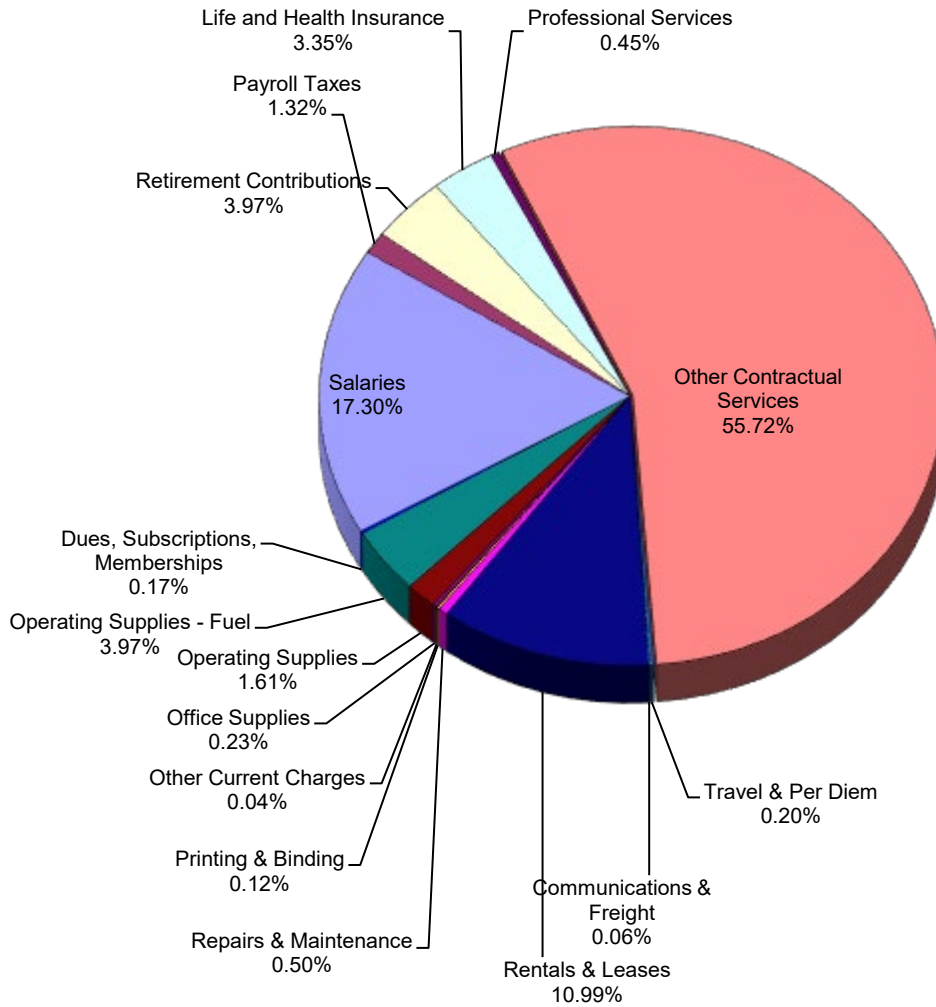
Significant Changes from the July 27, 2022 Budget Workshop

- 1 – Reflects reduction in right-of-way permitting services (\$5,000) and in general engineering services (\$9,500)
- 2 – Reflects addition of holiday lighting (\$8,500) offset by a decrease in Town-wide median beautification projects (\$7,000)



Public Works Department

Tentative Expenditures



Salaries	Payroll Taxes
Retirement Contributions	Life and Health Insurance
Professional Services	Other Contractual Services
Travel & Per Diem	Communications & Freight
Rentals & Leases	Repairs & Maintenance
Printing & Binding	Other Current Charges
Office Supplies	Operating Supplies
Operating Supplies - Fuel	Dues, Subscriptions, Memberships
Capital Outlay	

BUDGET WORKSHEET

Employees who are or will be members of a retirement system as a condition of employment. Includes all full-time and part-time employees who make up the regular work force. Includes all salaries and salary supplements for official court reporters and electronic recorder operator transcribers.

REGULAR SALARIES
OBJECT CODE 12.000

	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Public Works Director	\$ 134,151		\$ 134,151	\$ 134,151
Maintenance Workers (3)	\$ 169,507		\$ 169,507	\$ 167,404
COLA (4.36% - BLS)	\$ 13,239		\$ 13,239	\$ 2,593
Merit Pool (3% max)	\$ 5,146		\$ 5,146	\$ 713
Allocated to Stormwater Fund (30%)	\$ (96,613)		\$ (96,613)	\$ (91,458)
Allocated to Surtax Fund (5%)	\$ (16,102)		\$ (16,102)	\$ (15,243)
REGULAR SALARIES TOTAL	\$ 209,328		\$ 209,328	\$ 198,160

BUDGET WORKSHEET

Social Security matching/Medicare matching.

FICA TAXES
OBJECT CODE 21.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Salaries and Wages x 7.65%	\$ 24,636		\$ 24,636	\$ 23,322
Allocated to Stormwater Fund (30%)	\$ (7,391)		\$ (7,391)	\$ (6,997)
Allocated to Surtax Fund (5%)	\$ (1,232)		\$ (1,232)	\$ (1,166)
FICA TAXES TOTAL	\$ 16,014		\$ 16,014	\$ 15,159

BUDGET WORKSHEET

Amounts contributed to a retirement fund.

RETIREMENT CONTRIBUTIONS
OBJECT CODE 22.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Public Works Director	\$ 46,781		\$ 46,781	\$ 40,591
Maintenance Workers (3)	\$ 27,042		\$ 27,042	\$ 20,347
Allocated to Stormwater Fund (30%)	\$ (22,147)		\$ (22,147)	\$ (18,281)
Allocated to Surtax Fund (5%)	\$ (3,691)		\$ (3,691)	\$ (3,047)
RETIREMENT CONTRIBUTIONS TOTAL	\$ 47,985		\$ 47,985	\$ 39,610

BUDGET WORKSHEET

Includes life and health insurance premiums and benefits paid for employees.

LIFE AND HEALTH INSURANCE
OBJECT CODE 23.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
4 Full-Time Employees	\$ 62,400		\$ 62,400	\$ 60,000
Allocated to Stormwater Fund (30%)	\$ (18,720)		\$ (18,720)	\$ (18,000)
Allocated to Surtax Fund (5%)	\$ (3,120)		\$ (3,120)	\$ (3,000)
<i>Estimated \$1300/mo per Full-Time Employee Health Insurance, Vision, Dental, Disability, and Life</i>				
LIFE AND HEALTH INSURANCE TOTAL	\$ 40,560		\$ 40,560	\$ 39,000

BUDGET WORKSHEET

Legal, medical, dental, engineering, architectural, appraisal, and other services procured by the local unit as independent professional assistance. Includes such financial services as bond rating, etc., where the service received is not directly involved with accounting and/or auditing. Includes fees paid for competency and/or psychiatric evaluations and court appointed attorneys.

**PROFESSIONAL SERVICES
OBJECT CODE 31.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Other Professional Services:				
-Neighborhood Traffic Studies	\$ -		\$ -	\$ -
-Right-of-Way Permitting Services	\$ -		\$ -	\$ 5,000
-General Engineering Services	\$ 5,500		\$ 5,500	\$ 15,000
PROFESSIONAL SERVICES TOTAL	\$ 5,500		\$ 5,500	\$ 20,000

BUDGET WORKSHEET

Custodial, janitorial, and other services procured independently by contract or agreement with persons, firms, corporations, or other governmental units. Does not include contracts or services which are defined under sub-objects 31, 32, 33, 46, and 47.

**OTHER CONTRACTUAL SERVICES
OBJECT CODE 34.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Roadside Maintenance (potholes, stripping)	\$ 12,000		\$ 12,000	\$ 12,000
Sidewalk Repairs, Replacements & ADA Compliance (local option gas tax)	\$ 150,000		\$ 150,000	\$ 150,000
Holiday Lighting	\$ 8,500		\$ 8,500	\$ 8,500
Town-wide median beautification projects	\$ 53,000		\$ 53,000	\$ 12,000
Miscellaneous Tree/Landscape Replacement	\$ 25,000		\$ 25,000	\$ 25,000
Right-of-Way Maintenance (mowing & tree trimming) VisualScape (ROW's)* Old Cutler Rd maintenance* (included in ROW) Caribbean Blvd maintenance* (included in ROW) Weekend litter pick-up* (included in ROW) Town-wide Mulching (included in ROW)	\$ 375,000		\$ 375,000	\$ 375,000
Town-wide Tree Trimming services	\$ 30,000		\$ 30,000	\$ 30,000
SW 211 St - Bike Lane Curb Separators (Reso 20-13)	\$ 5,700		\$ 5,700	\$ 5,700
SW 85 Ave & SW 213 ST Site 135 (Reso 21-05)	\$ 5,800		\$ 5,800	\$ 5,800
Solid Waste/Dumping fees	\$ 9,000		\$ 9,000	\$ 9,000
OTHER CONTRACTUAL SERVICES TOTAL	\$ 674,000		\$ 674,000	\$ 633,000

* Per Contract

BUDGET WORKSHEET

This includes the costs of public transportation, motor pool charges, reimbursements for use of private vehicles, per diem, meals, and incidental travel expenses.

**TRAVEL AND PER DIEM
OBJECT CODE 40.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
APWA Annual Conference	\$ 1,200		\$ 1,200	\$ 1,200
FDEP Sediment & Erosion Re-Cert. Courses	\$ 300		\$ 300	\$ 300
T2 Center Equip. Training	\$ 200		\$ 200	\$ 200
U of Fla. Agricultural Extension Training	\$ 300		\$ 300	\$ 300
Arborist Entry Level Cert.	\$ 200		\$ 200	\$ 200
FEMA Disaster Preparedness Training	\$ 200		\$ 200	\$ 200
TRAVEL & PER DIEM TOTAL	\$ 2,400		\$ 2,400	\$ 2,400

BUDGET WORKSHEET

Telephone, cellular telephone, telegraph, or other communications as well as freight and express charges, drayage, postage, and messenger services.

**COMMUNICATIONS AND FREIGHT SERVICES
OBJECT CODE 41.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Standby Emergency Cellphones	\$ 700		\$ 700	\$ 700
COMMUNICATIONS AND FREIGHT SERVICES TOTAL	\$ 700		\$ 700	\$ 700

BUDGET WORKSHEET

Amounts paid for the lease or rent of land, buildings, or equipment. This would also include the leasing of vehicles.

**RENTAL AND LEASES
OBJECT CODE 44.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Miscellaneous Rentals	\$ 1,000		\$ 1,000	\$ 1,000
Fleet Lease Payment:				
Public Works (Director & 3 Maintenance Workers)	\$ 49,756		\$ 49,756	\$ 27,236
Stormwater Utility Manager	\$ 9,323		\$ 9,323	\$ 5,818
Other Departments	\$ 97,116		\$ 97,116	\$ 40,838
Less: Stormwater Utility Manager	\$ (9,323)		\$ (9,323)	\$ (5,818)
PW Allocated to Stormwater (30%)	\$ (14,927)		\$ (14,927)	\$ (8,171)
RENTAL AND LEASES TOTAL	\$ 132,945		\$ 132,945	\$ 60,903

BUDGET WORKSHEET

*The costs incurred for the repair and maintenance of buildings and equipment, including all maintenance and service contracts.
Does not include custodial or janitorial services which are recorded under sub-object 34.*

**REPAIRS AND MAINTENANCE
OBJECT CODE 46.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Fleet Maintenance	\$ 6,000		\$ 6,000	\$ 6,000
REPAIRS AND MAINTENANCE TOTAL	\$ 6,000		\$ 6,000	\$ 6,000

BUDGET WORKSHEET

Costs of printing, binding, and other reproduction services which are contracted for or purchased from outside vendors. Also, include charges for printing, etc., which is performed by an in-house print shop.

**PRINTING AND BINDING
OBJECT CODE 47.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Miscellaneous Printing	\$ 1,500		\$ 1,500	\$ 1,500
PRINTING AND BINDING TOTAL	\$ 1,500		\$ 1,500	\$ 1,500

BUDGET WORKSHEET

Includes current charges and obligations not otherwise classified.

OTHER CURRENT CHARGES AND OBLIGATIONS**OBJECT CODE 49.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Miscellaneous	\$ 500		\$ 500	\$ 500
OTHER CURRENT CHARGES AND OBLIGATIONS TOTAL	\$ 500		\$ 500	\$ 500

BUDGET WORKSHEET

This object includes materials and supplies such as stationery, preprinted forms, paper, charts, and maps.

OFFICE SUPPLIES**OBJECT CODE 51.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Miscellaneous Office Supplies	\$ 2,750		\$ 2,750	\$ 2,750
OFFICE SUPPLIES TOTAL	\$ 2,750		\$ 2,750	\$ 2,750

BUDGET WORKSHEET

All types of supplies consumed in the conduct of operations. This category may include food, fuel, lubricants, chemicals, laboratory supplies, household items, institutional supplies, computer software, uniforms and other clothing. Also includes recording tapes and transcript production supplies. Does not include materials and supplies unique to construction or repair of roads and bridges.

OPERATING SUPPLIES**OBJECT CODE 52.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Miscellaneous Supplies - Tools, Cold Patch, Paint, Uniforms/Boots, Sign Repair Material, Safety Equipment, Street Signs and Hardware, and Miscellaneous Items.	\$ 19,500		\$ 19,500	\$ 19,500
OPERATING SUPPLIES TOTAL	\$ 19,500		\$ 19,500	\$ 19,500

BUDGET WORKSHEET

All types of supplies consumed in the conduct of operations. This category may include food, fuel, lubricants, chemicals, laboratory supplies, household items, institutional supplies, computer software, uniforms and other clothing. Also includes recording tapes and transcript production supplies. Does not include materials and supplies unique to construction or repair of roads and bridges.

OPERATING SUPPLIES
OBJECT CODE 52.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Fleet Fuel	\$ 48,000		\$ 48,000	\$ 36,000
OPERATING SUPPLIES TOTAL	\$ 48,000		\$ 48,000	\$ 36,000

BUDGET WORKSHEET

Includes books, or sets of books if purchased by set, and not purchases for use by libraries, educational institutions, and other institutions where books and publications constitute capital outlay. This object also includes subscriptions, memberships, professional data costs, and training and educational costs.

BOOKS, PUBLICATIONS, SUBSCRIPTIONS AND MEMBERSHIPS
OBJECT CODE 54.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
APWA Annual Membership	\$1,500		\$1,500	\$1,500
Books, Publications, Subscriptions, etc.	\$300		\$300	\$300
Arborist Assoc. Training Manuals	\$200		\$200	\$200
BOOKS, PUBLICATIONS, SUBSCRIPTIONS AND MEMBERSHIPS TOTAL	\$ 2,000		\$ 2,000	\$ 2,000

BUDGET WORKSHEET

Includes motor vehicles, heavy equipment - transportation, other heavy equipment, office furniture and equipment, and other machinery and equipment. Also includes court recording, duplicating, and transcribing equipment.

MACHINERY AND EQUIPMENT
OBJECT CODE 64.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
	\$ -		\$ -	\$ -
MACHINERY AND EQUIPMENT TOTAL	\$ -		\$ -	\$ -



Police Department

Budget Worksheet

CATEGORY	ACTUAL FY 20/21	ADOPTED FY 21/22	FY 21/22 ACTUAL PROJECTION	TENTATIVE FY 22/23	NET CHANGE 7/27 WORKSHOP VS ADOPTED FY 21/22	NET CHANGE 9/1 WORKSHOP VS 7/27 WORKSHOP
Salaries	-	-	-	-	-	-
Payroll Taxes	-	-	-	-	-	-
Retirement Contributions	-	-	-	-	-	-
Life and Health Insurance	-	-	-	-	-	-
Professional Services	\$10,050,540	\$10,572,765	\$10,500,000	\$11,269,000	\$696,235	A
Communications & Freight	-	-	-	-	-	-
Rentals & Leases	\$2,915	\$3,000	\$1,500	\$0	-\$3,000	-
Repairs & Maintenance	\$2,713	\$9,500	\$9,500	\$4,000	-\$5,500	-
Printing & Binding	\$4,854	\$5,000	\$3,000	\$5,000	-	-
Other Current Charges	\$17	\$1,000	\$500	\$1,000	-	-
Office Supplies	\$3,902	\$12,000	\$7,500	\$12,000	-	-
Operating Supplies	\$5,686	\$15,000	\$12,000	\$15,000	-	-
Capital Outlay	-	-	-	-	-	-
Capital Outlay - Vehicles	-	-	-	-	-	-
TOTAL	\$10,070,627	\$10,618,265	\$10,534,000	\$11,306,000	\$687,735	-

Significant Changes from the FY 21/22 Adopted Budget

A – Increase reflects projected cost of local patrol services by MDPD based on current contract costs and no change in staff levels

Significant Changes from the July 27, 2022 Budget Workshop

No Significant Changes

BUDGET WORKSHEET

Legal, medical, dental, engineering, architectural, appraisal, and other services procured by the local unit as independent professional assistance. Includes such financial services as bond rating, etc., where the service received is not directly involved with accounting and/or auditing. Includes fees paid for competency and/or psychiatric evaluations and court appointed attorneys.

PROFESSIONAL SERVICES

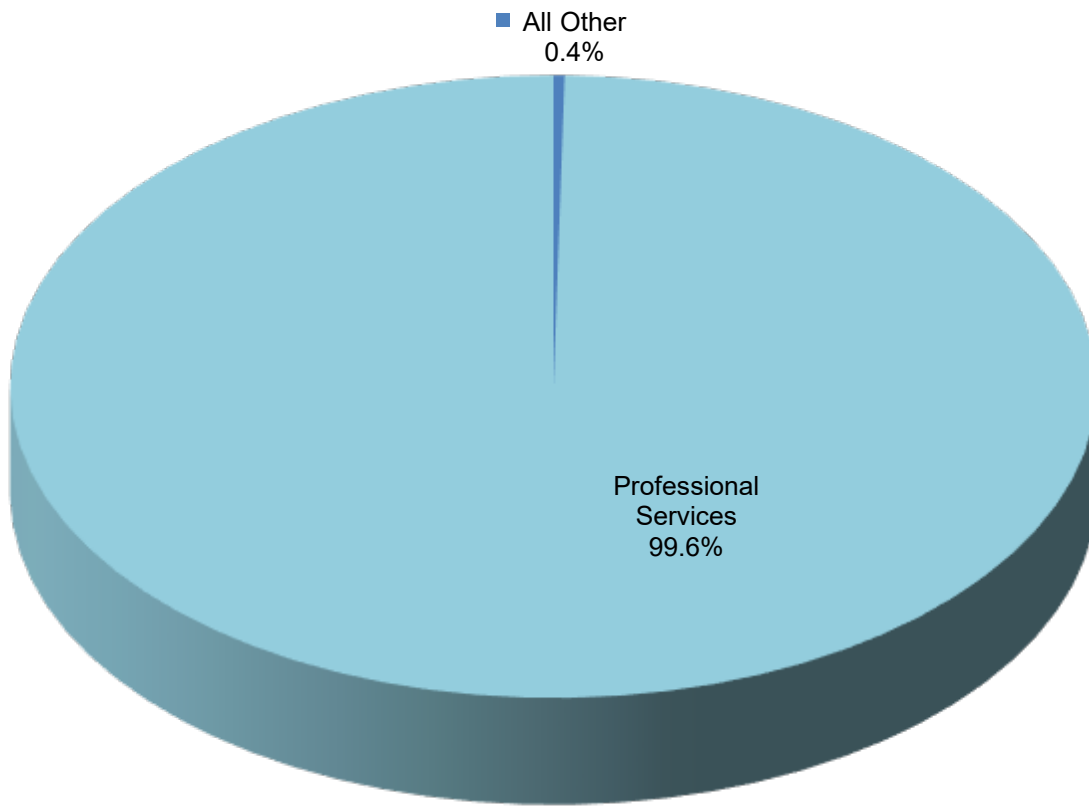
OBJECT CODE 31.000

LOCAL PATROL	NO.	AVG. COST	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
CLASSIFICATION - ENHANCED			TOTAL			
Police Major-Enhancement - 4205(L)	1	\$ 235,904	\$ 235,904		\$ 235,904	\$ 220,090
Police Lieutenant - 4203(P)	1	\$ 202,071	\$ 202,071		\$ 202,071	\$ 185,964
Police Sergeant - 4202(E)	7	\$ 183,225	\$ 1,282,578		\$ 1,282,578	\$ 1,218,805
Police Officer - 4201(E)	46	\$ 152,322	\$ 7,006,814		\$ 7,006,814	\$ 6,652,290
			\$ 8,727,367		\$ 8,727,367	\$ 8,277,149
SUB-TOTAL SWORN	55					
Personnel Technician - 0402(H)	1	\$ 82,185	\$ 82,185		\$ 82,185	\$ 67,423
Police Records Specialist - 4312(H)	1	\$ 61,923	\$ 61,923		\$ 61,923	\$ 61,893
Police Crime Analyst Specialist - 4336(H)	1	\$ 111,028	\$ 111,028		\$ 111,028	\$ 107,687
Public Service Aide - 4301(H)	1	\$ 89,727	\$ 89,727		\$ 89,727	\$ 86,323
Admin Secretary - 0094(H)	1	\$ 85,556	\$ 85,556		\$ 85,556	\$ 69,203
			\$ 430,418		\$ 430,418	\$ 392,529
SUB-TOTAL NON-SWORN	5					
VEHICLES:						
Marked (Policy Payment)	22	\$ 13,057	\$ 287,264		\$ 287,264	\$ 353,394
Marked (No Policy Payment)	26	\$ 8,502	\$ 221,057		\$ 221,057	\$ 151,851
Truck (TCB Owned)	3	\$ 8,024	\$ 24,072		\$ 24,072	\$ 36,155
PSA (Policy Payment)	1	\$ 10,331	\$ 10,331		\$ 10,331	\$ 19,046
Unmarked (Policy Payment)	4	\$ 14,152	\$ 56,606		\$ 56,606	\$ 45,696
Unmarked (No Policy Payment)	1	\$ 7,370	\$ 7,370		\$ 7,370	\$ 6,440
Unmarked Rental	6	\$ 15,900	\$ 95,400		\$ 95,400	\$ 91,326
	63		\$ 702,100		\$ 702,100	\$ 703,908
SUB-TOTAL VEHICLES						
SUB-TOTAL PERSONNEL			\$ 9,859,885		\$ 9,859,884	\$ 9,373,586
(Sworn, Non-Sworn, Vehicles)						
General Overtime			\$ 510,000		\$ 510,000	\$ 510,000
			\$ 10,369,885		\$ 10,369,884	\$ 9,883,586



Police Department

Tentative Expenditures



BUDGET WORKSHEET

Legal, medical, dental, engineering, architectural, appraisal, and other services procured by the local unit as independent professional assistance. Includes such financial services as bond rating, etc., where the service received is not directly involved with accounting and/or auditing. Includes fees paid for competency and/or psychiatric evaluations and court appointed attorneys.

**PROFESSIONAL SERVICES
OBJECT CODE 31.000**

LOCAL PATROL	NO.	AVG. COST	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
SUB-TOTAL						
Local Patrol Subtotal w/ Overtime / EEI 6.79% Overhead NEED UPDATE			\$ 704,115		\$ 704,115	\$ 494,179
EST. MIN. PATROL COST			\$ 11,074,000		\$ 11,074,000	\$ 10,377,765
<i>* All costs are based on estimated average salaries and include Fringe costs.</i>						
Optional Services-(Crossing Guards)			\$ 195,000.00		\$ 195,000.00	\$ 195,000.00
Union Contract Allowances			\$ -		\$ -	\$ -
Investigative			\$ -		\$ -	\$ -
PROFESSIONAL SERVICES TOTAL			\$ 11,269,000		\$ 11,269,000	\$ 10,572,765

BUDGET WORKSHEET

Telephone, cellular telephone, telegraph, or other communications as well as freight and express charges, drayage, postage, and messenger services.

COMMUNICATIONS AND FREIGHT SERVICES
OBJECT CODE 41.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Cell Phones (4 lines) for Investigative Officers	\$ -		\$ -	\$ -
COMMUNICATIONS AND FREIGHT SERVICES TOTAL	\$ -		\$ -	\$ -

BUDGET WORKSHEET

Amounts paid for the lease or rent of land, buildings, or equipment. This would also include the leasing of vehicles.

RENTAL AND LEASES
OBJECT CODE 44.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Copier Lease <i>(moved to General Government)</i>	\$ -		\$ -	\$ 3,000
RENTAL AND LEASES TOTAL	\$ -		\$ -	\$ 3,000

BUDGET WORKSHEET

The costs incurred for the repair and maintenance of buildings and equipment, including all maintenance and service contracts. Does not include custodial or janitorial services which are recorded under sub-object 34.

REPAIRS AND MAINTENANCE
OBJECT CODE 46.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Copier Maintenance (moved to General Government)	\$ -		\$ -	\$ 5,500
Equipment Calibration	\$ 4,000		\$ 4,000	\$ 4,000
REPAIRS AND MAINTENANCE TOTAL	\$ 4,000		\$ 4,000	\$ 9,500

BUDGET WORKSHEET

Costs of printing, binding, and other reproduction services which are contracted for or purchased from outside vendors. Also, include charges for printing, etc., which is performed by an in-house print shop.

PRINTING AND BINDING
OBJECT CODE 47.000

Local Patrol	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
<u>Miscellaneous Supplies:</u> Letterhead, Business Cards, Door Hangers, and Envelopes	\$ 5,000		\$ 5,000	\$ -
PRINTING AND BINDING TOTAL	\$ 5,000		\$ 5,000	\$ -

BUDGET WORKSHEET

Includes current charges and obligations not otherwise classified.

OTHER CURRENT CHARGES AND OBLIGATIONS
OBJECT CODE 49.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Miscellaneous	\$ 1,000		\$ 1,000	\$ 1,000
OTHER CURRENT CHARGES AND OBLIGATIONS TOTAL	\$ 1,000		\$ 1,000	\$ 1,000

BUDGET WORKSHEET

This object includes materials and supplies such as stationery, preprinted forms, paper, charts, and maps.

OFFICE SUPPLIES
OBJECT CODE 51.000

LOCAL PATROL	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Miscellaneous Office Supplies	\$ 12,000		\$ 12,000	\$ 12,000
OFFICE SUPPLIES TOTAL	\$ 12,000		\$ 12,000	\$ 12,000

BUDGET WORKSHEET

All types of supplies consumed in the conduct of operations. This category may include food, fuel, lubricants, chemicals, laboratory supplies, household items, institutional supplies, computer software, uniforms and other clothing. Also includes recording tapes and transcript production supplies. Does not include materials and supplies unique to construction or repair of roads and bridges.

OPERATING SUPPLIES
OBJECT CODE 52.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Uniform Patches, Bullets, Etc.	\$ 5,000		\$ 5,000	\$ 5,000
Hurricane Materials	\$ 2,500		\$ 2,500	\$ 2,500
Misc Operating Supplies	\$ 4,000		\$ 4,000	\$ 4,000
Bicycle Supplies/Maintenance	\$ 2,500		\$ 2,500	\$ 2,500
Community Outreach Supplies	\$ 1,000		\$ 1,000	\$ 1,000
OPERATING SUPPLIES TOTAL	\$ 15,000		\$ 15,000	\$ 15,000

BUDGET WORKSHEET

Includes motor vehicles, heavy equipment - transportation, other heavy equipment, office furniture and equipment, and other machinery and equipment. Also includes court recording, duplicating, and transcribing equipment.

MACHINERY AND EQUIPMENT
OBJECT CODE 64.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
	\$ -		\$ -	\$ -
MACHINERY AND EQUIPMENT TOTAL	\$ -		\$ -	\$ -



Parks and Recreation Department

Budget Worksheet

CATEGORY	ACTUAL FY 20/21	ADOPTED FY 21/22	FY 21/22 ACTUAL PROJECTION	TENTATIVE FY 22/23	NET CHANGE 7/27 WORKSHOP VS ADOPTED FY 21/22		NET CHANGE 9/1 WORKSHOP VS 7/27 WORKSHOP	
Salaries	\$680,375	\$865,237	\$825,000	\$1,057,716	\$180,503	A	\$11,976	1
Payroll Taxes	\$51,160	\$66,191	\$63,113	\$80,915	\$13,808	A	\$916	1
Retirement Contributions	\$87,804	\$115,110	\$100,000	\$179,431	\$62,525	A	\$1,796	1
Life and Health Insurance	\$91,931	\$113,500	\$100,000	\$166,540	\$53,040	A	-	
Professional Fees	-	-	-	-	-		-	
Other Contractual Services	\$566,810	\$663,770	\$800,000	\$828,355	\$164,585	B	-	
Travel & Per Diem	\$1,665	\$2,000	\$500	\$2,000	-		-	
Communications & Freight	\$250	\$1,000	\$250	\$1,000	-		-	
Utilities	\$198,506	\$227,259	\$300,000	\$222,530	-\$4,729		-	
Rentals & Leases	\$3,664	\$7,200	\$6,000	\$3,000	-\$4,200		-	
Repairs & Maintenance	\$81,373	\$79,000	\$95,000	\$391,700	\$312,700	C	-	
Other Current Charges	\$411	\$500	\$250	\$500	-		-	
Office Supplies	\$3,950	\$3,000	\$3,000	\$3,500	\$500		-	
Operating Supplies	\$65,054	\$66,500	\$85,000	\$80,500	\$14,000	D	-	
Dues, Subscriptions, Memberships	\$12,203	\$12,530	\$12,000	\$14,900	\$2,370		-	
Capital Outlay	\$51,561	\$40,000	\$21,000	\$20,000	-\$20,000	E	-	
TOTAL	\$1,896,717	\$2,262,797	\$2,411,113	\$3,052,588	\$775,102		\$14,688	

**Significant Changes from the FY 21/22 Adopted Budget**

- A** – Increase in salaries and benefits due primarily to anticipated merit and COLA pay adjustments, as well as budgeting increased hourly rates and benefits for part-time staff as a recruitment and retention tool
- B** – Increase reflects an additional \$100,000 for Active Adult Programming provided by State funding, increased Town sponsored events (\$16,000), increased landscaping costs (\$34,000), an increase in summer camp activities (\$2,000), canoe/kayak guided tours (\$9,500), and an active adults newsletter (\$2,000)
- C** – Increase primarily reflects \$250,000 to clear the 8.45-acre land site at Old Cutler Road and S.W. 184 Street (grant funded), re-claying the Lakes by the Bay baseball infields and bullpens (\$45,000), with the balance being an increase in miscellaneous park repair and maintenance services
- D** – Increase primarily reflects the increased cost of field stripping supplies (\$10,000), as well as the increase in various cleaning supplies and chemicals used in operations
- E** – Current year budget only reflects the cost of a fence for Saga Bay Park

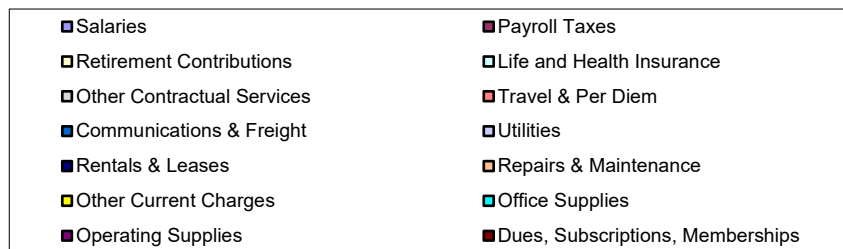
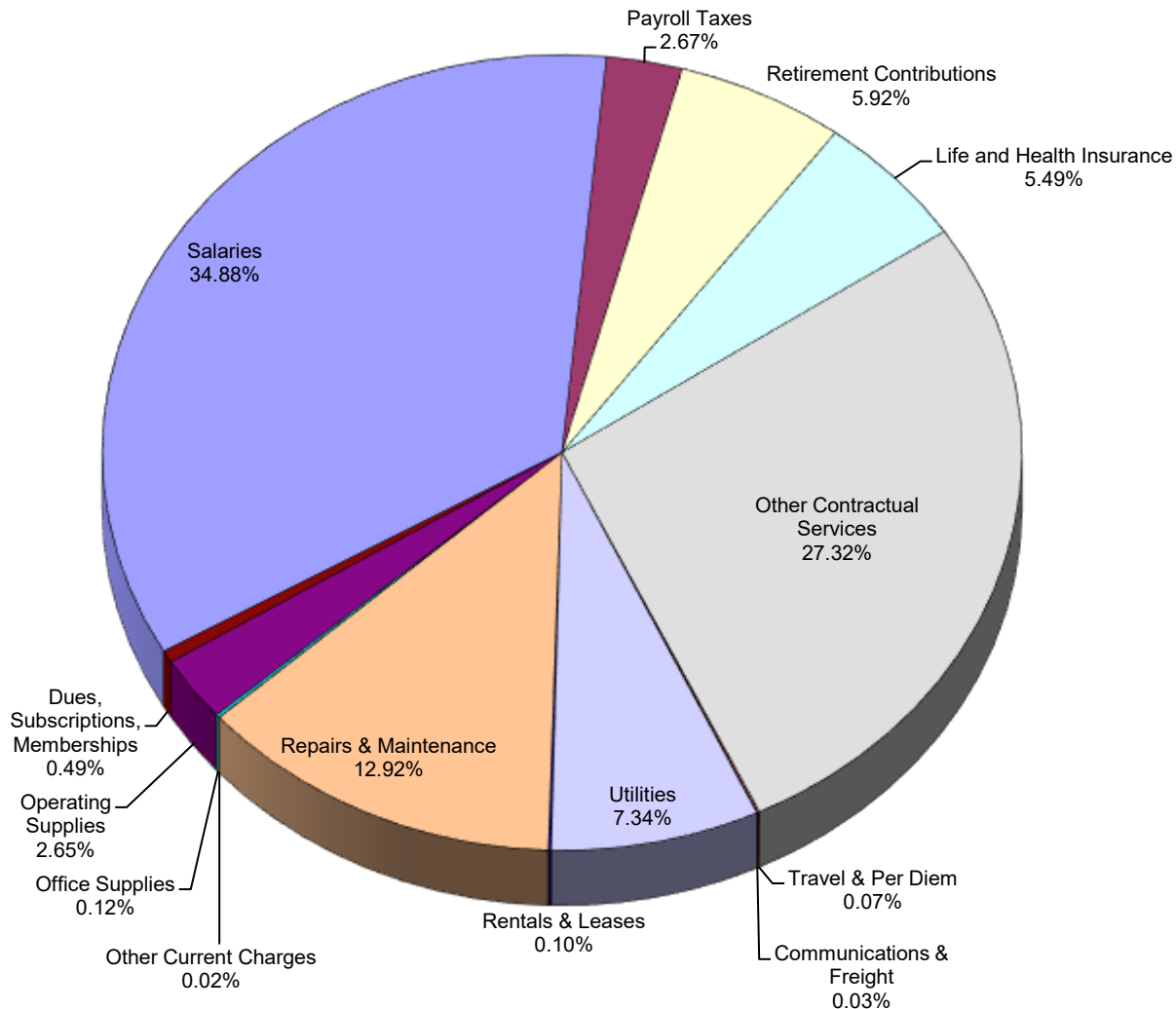
Significant Changes from the July 27, 2022 Budget Workshop

- 1** – Reflects changes to hourly rates of part-time staff



Parks and Recreation Department

Tentative Expenditures



BUDGET WORKSHEET

Employees who are or will be members of a retirement system as a condition of employment. Includes all full-time and part-time employees who make up the regular work force. Includes all salaries and salary supplements for official court reporters and electronic recorder operator transcribers.

REGULAR SALARIES
OBJECT CODE 12.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Parks and Recreation Director	\$ 109,812		\$ 109,812	\$ 105,646
Administrative Assistant	\$ 46,711		\$ 46,711	\$ 44,964
Coordinators & Specialist (4)	\$ 219,784		\$ 219,784	\$ 201,375
Park Maintenance Worker (Full-Time)	\$ 36,143		\$ 36,143	\$ 34,791
Recreation Supervisor (Nights/Weekends)	\$ 44,434		\$ 44,434	\$ -
Part-Time Staff	\$ 395,624		\$ 395,624	\$ 320,530
Seasonal (Non-Benefits)	\$ -		\$ -	\$ 65,000
Grant Staff (Town Portion)	\$ 153,730		\$ 153,730	\$ 77,722
COLA (4.36% - BLS)	\$ 43,372		\$ 43,372	\$ 8,701
Merit Pool (3% max)	\$ 7,606		\$ 7,606	\$ 6,508
REGULAR SALARIES TOTAL	\$ 1,057,716		\$ 1,057,716	\$ 865,237

BUDGET WORKSHEET

Social Security matching/Medicare matching.

FICA TAXES
OBJECT CODE 21.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Salaries and Wages x 7.65%	\$ 80,915		\$ 80,915	\$ 66,191
FICA TAXES TOTAL	\$ 80,915		\$ 80,915	\$ 66,191

BUDGET WORKSHEET

Amounts contributed to a retirement fund.

**RETIREMENT CONTRIBUTIONS
OBJECT CODE 22.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Department Director	\$ 38,085		\$ 38,085	\$ 32,192
Others	\$ 116,437		\$ 116,437	\$ 73,289
Grant Staff (Town Portion) <i>TCT and DJJ Grants</i>	\$ 24,354		\$ 24,354	\$ 9,629
RETIREMENT CONTRIBUTIONS TOTAL	\$ 179,431		\$ 179,431	\$ 115,110

BUDGET WORKSHEET

Includes life and health insurance premiums and benefits paid for employees.

**LIFE AND HEALTH INSURANCE
OBJECT CODE 23.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Parks Staff (8 Full-Time)	\$ 124,800		\$ 124,800	\$ 105,000
Youth Program Coordinator (Non-Grant Portion)	\$ 9,100		\$ 9,100	\$ 8,500
Part-Time Staff Benefits General Fund (14) - Five (5) waived coverage TCT After School (6) - One (1) waived coverage DJJ (2)	\$ 32,640		\$ 32,640	\$ -
<i>Estimated \$1300/mo per Full-Time Employee Health Insurance, Vision, Dental, Disability, and Life</i>				
<i>Estimated \$170/mo per Part-Time Employee Health Insurance, Vision, and Dental</i>				
LIFE AND HEALTH INSURANCE TOTAL	\$ 166,540		\$ 166,540	\$ 113,500

BUDGET WORKSHEET

Legal, medical, dental, engineering, architectural, appraisal, and other services procured by the local unit as independent professional assistance. Includes such financial services as bond rating, etc., where the service received is not directly involved with accounting and/or auditing. Includes fees paid for competency and/or psychiatric evaluations and court appointed attorneys.

**PROFESSIONAL SERVICES
OBJECT CODE 31.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
PROFESSIONAL SERVICES TOTAL	\$ -		\$ -	\$ -

BUDGET WORKSHEET

Custodial, janitorial, and other services procured independently by contract or agreement with persons, firms, corporations, or other governmental units. Does not include contracts or services which are defined under sub-objects 31, 32, 33, 46, and 47.

**OTHER CONTRACTUAL SERVICES
OBJECT CODE 34.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Town Sponsored Special Events	\$ 131,500		\$ 131,500	\$ 115,500
Landscaping Maintenance Services*	\$ 465,655		\$ 465,655	\$ 441,970
Other Landscaping Services (Not Covered)	\$ 70,000		\$ 70,000	\$ 60,000
Wetlands Area Maintenance*	\$ 4,200		\$ 4,200	\$ 4,800
Summer Camp Program Activities	\$ 22,000		\$ 22,000	\$ 20,000
Canoe/Kayak Launch Guided Tours	\$ 9,500		\$ 9,500	\$ -
Active Adults Newsletter	\$ 2,000		\$ 2,000	\$ -
SMDCAC Tickets	\$ 3,500		\$ 3,500	\$ 3,500
Active Adult Programming	\$ 16,000		\$ 16,000	\$ 15,000
Active Adult Programming (State Appropriation)	\$ 100,000		\$ 100,000	\$ -
Senior Games	\$ 4,000		\$ 4,000	\$ 3,000
OTHER CONTRACTUAL SERVICES TOTAL	\$ 828,355		\$ 828,355	\$ 663,770
* Per Contract				

BUDGET WORKSHEET

This includes the costs of public transportation, motor pool charges, reimbursements for use of private vehicles, per diem, meals, and incidental travel expenses.

**TRAVEL AND PER DIEM
OBJECT CODE 40.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Parking, Mileage, Etc.	\$ 2,000		\$ 2,000	\$ 2,000
TRAVEL & PER DIEM TOTAL	\$ 2,000		\$ 2,000	\$ 2,000

BUDGET WORKSHEET

Telephone, cellular telephone, telegraph, or other communications as well as freight and express charges, drayage, postage, and messenger services.

**COMMUNICATIONS AND FREIGHT SERVICES
OBJECT CODE 41.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Postage, Courier	\$ 500		\$ 500	\$ 500
Verizon Tablet Cellular	\$ 500		\$ 500	\$ 500
COMMUNICATIONS AND FREIGHT SERVICES TOTAL	\$ 1,000		\$ 1,000	\$ 1,000

BUDGET WORKSHEET

Telephone, cellular telephone, telegraph, or other communications as well as freight and express charges, drayage, postage, and messenger services.

UTILITIES
OBJECT CODE 43.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
<u>WATER:</u>				
Cutler Ridge Park	\$ 20,000		\$ 20,000	\$ 16,692
Bel Aire Park	\$ 5,510		\$ 5,510	\$ 5,245
Franjo Park	\$ 5,510		\$ 5,510	\$ 5,245
Saga Bay Park	\$ 3,510		\$ 3,510	\$ 3,342
Saga Lake Park (No Irrigation)	\$ -		\$ -	\$ -
LBTB Park	\$ 5,000		\$ 5,000	\$ 10,733
WATER SUBTOTAL	\$ 39,530		\$ 39,530	\$ 41,257
<u>ELECTRIC:</u>				
Cutler Ridge Park	\$ 5,000		\$ 5,000	\$ 7,571
Cutler Ridge Park Soccer	\$ 12,000		\$ 12,000	\$ 17,175
Cutler Ridge Pool	\$ 25,000		\$ 25,000	\$ 23,848
Cutler Ridge Outdoor Lighting	\$ -		\$ -	\$ -
Cutler Ridge Soccer Lighting	\$ 8,000		\$ 8,000	\$ 8,652
Bel Aire Park	\$ 20,000		\$ 20,000	\$ 17,175
Franjo Park	\$ 25,000		\$ 25,000	\$ 31,600
Saga Bay Park	\$ 8,000		\$ 8,000	\$ 10,851
LBTB Park	\$ 70,000		\$ 70,000	\$ 63,160
ELECTRIC SUBTOTAL	\$ 173,000		\$ 173,000	\$ 180,032
<u>PARKS RECYCLING SERVICES:</u>				
Recycling Program	\$ 10,000		\$ 10,000	\$ 5,970
PARKS RECYCLING SUBTOTAL	\$ 10,000		\$ 10,000	\$ 5,970
UTILITIES TOTAL	\$ 222,530		\$ 222,530	\$ 227,259

BUDGET WORKSHEET

Amounts paid for the lease or rent of land, buildings, or equipment. This would also include the leasing of vehicles.

RENTAL AND LEASES
OBJECT CODE 44.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Copy Machine Rental <i>(moved to General Government)</i>	\$ -		\$ -	\$ 4,200
Other Rental Expense	\$ 2,000		\$ 2,000	\$ 2,000
Pool Chemical Tank Rental	\$ 1,000		\$ 1,000	\$ 1,000
RENTAL AND LEASES TOTAL	\$ 3,000		\$ 3,000	\$ 7,200

BUDGET WORKSHEET

The costs incurred for the repair and maintenance of buildings and equipment, including all maintenance and service contracts. Does not include custodial or janitorial services which are recorded under sub-object 34.

REPAIRS AND MAINTENANCE
OBJECT CODE 46.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Misc Park Repairs	\$ 60,000		\$ 60,000	\$ 50,000
Pest Control	\$ 5,500		\$ 5,500	\$ 5,000
Copier Maintenance <i>(moved to General Government)</i>	\$ -		\$ -	\$ 3,300
Weather Bug System Maintenance*	\$ 1,250		\$ 1,250	\$ 1,250
Methan Testing (Quarterly)	\$ 6,500		\$ 6,500	\$ 1,000
Shade Structure Maintenance (Yearly)	\$ 4,000		\$ 4,000	\$ 4,000
Playground Inspections (Bi-Annualy)	\$ 4,950		\$ 4,950	\$ 4,950
Pressure Clean Playgrounds (Bi-Annually)	\$ 4,900		\$ 4,900	\$ 4,900
Pressure Clean Tennis Courts (Annually)	\$ 3,000		\$ 3,000	\$ 3,000
Pressure Clean Park Monument Signs	\$ 1,600		\$ 1,600	\$ 1,600
Canopy Removal and Installation (Storm)	\$ 5,000		\$ 5,000	\$ -
Reclaying Lakes by the Bay Baseball Infields/ Bull Pens	\$ 45,000		\$ 45,000	\$ -
Land Clearing: 8.45-Acre Site (Old Cutler and S.W. 184 St) - Funded with \$250,000 grant	\$ 250,000		\$ 250,000	\$ -
REPAIRS AND MAINTENANCE TOTAL	\$ 391,700		\$ 391,700	\$ 79,000
* Per Contract				

BUDGET WORKSHEET

Includes current charges and obligations not otherwise classified.

OTHER CURRENT CHARGES AND OBLIGATIONS
OBJECT CODE 49.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Newspaper Advertising and Misc.	\$ 500		\$ 500	\$ 500
OTHER CURRENT CHARGES AND OBLIGATIONS TOTAL	\$ 500		\$ 500	\$ 500

BUDGET WORKSHEET

This object includes materials and supplies such as stationery, preprinted forms, paper, charts, and maps.

OFFICE SUPPLIES
OBJECT CODE 51.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Misc. Office Supplies	\$ 3,500		\$ 3,500	\$ 3,000
OFFICE SUPPLIES TOTAL	\$ 3,500		\$ 3,500	\$ 3,000

BUDGET WORKSHEET

All types of supplies consumed in the conduct of operations. This category may include food, fuel, lubricants, chemicals, laboratory supplies, household items, institutional supplies, computer software, uniforms and other clothing. Also includes recording tapes and transcript production supplies. Does not include materials and supplies unique to construction or repair of roads and bridges.

OPERATING SUPPLIES
OBJECT CODE 52.000

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Uniforms (Staff & Participant)	\$ 3,000		\$ 3,000	\$ 3,500
Cleaning Supplies	\$ 10,000		\$ 10,000	\$ 8,000
First Aid Supplies	\$ 5,000		\$ 5,000	\$ 5,000
EZChild Track	\$ 1,000		\$ 1,000	\$ -
POOL:				
Chemicals	\$ 18,000		\$ 18,000	\$ 18,000
Pool Supplies	\$ 2,000		\$ 2,000	\$ 2,000
Cleaning Supplies	\$ 1,000		\$ 1,000	\$ 1,000
Miscellaneous Pool Supplies	\$ 5,000		\$ 5,000	\$ 5,000
POOL SUBTOTAL	\$ 26,000		\$ 26,000	\$ 26,000
PARK:				
Safety Equipment	\$ 1,500		\$ 1,500	\$ 1,000
Playground Supplies	\$ 10,000		\$ 10,000	\$ 9,000
Miscellaneous Park Supplies	\$ 8,000		\$ 8,000	\$ 8,000
Field Stripping Paint	\$ 16,000		\$ 16,000	\$ 6,000
PARK SUBTOTAL	\$ 35,500		\$ 35,500	\$ 24,000
OPERATING SUPPLIES TOTAL	\$ 80,500		\$ 80,500	\$ 66,500

BUDGET WORKSHEET

Includes books, or sets of books if purchased by set, and not purchases for use by libraries, educational institutions, and other institutions where books and publications constitute capital outlay. This object also includes subscriptions, memberships, professional data costs, and training and educational costs.

**BOOKS, PUBLICATIONS, SUBSCRIPTIONS AND MEMBERSHIPS
OBJECT CODE 54.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Florida Recreation & Park Assoc. <i>Agency Membership (FT Staff Only)</i>	\$1,700		\$1,700	\$1,500
Park Staff Specific Training/Education	\$3,000		\$3,000	\$3,000
Content Watch Annual Subscription	\$500		\$500	\$250
Earth Networks Alerting Subscription*	\$4,200		\$4,200	\$3,805
Music Licensing Fees - Movie Nights	\$800		\$800	\$800
National Recreation & Park Assoc. <i>Agency Certification (Director Only)</i>	\$1,700		\$1,700	\$175
FL Rec. & Park Assoc. Conference	\$3,000		\$3,000	\$3,000
BOOKS, PUBLICATIONS, SUBSCRIPTIONS AND MEMBERSHIPS TOTAL	\$ 14,900		\$ 14,900	\$ 12,530
* Per Contract				

BUDGET WORKSHEET

Includes motor vehicles, heavy equipment - transportation, other heavy equipment, office furniture and equipment, and other machinery and equipment. Also includes court recording, duplicating, and transcribing equipment.

**MACHINERY AND EQUIPMENT
OBJECT CODE 64.000**

DESCRIPTION	MANAGER REQUEST	COUNCIL CHANGES	FY 22/23 BUDGET	FY 21/22 BUDGET
Saga Bay Park Fence	\$ 20,000		\$ 20,000	\$ -
Beautification of Saga Bay Park South End	\$0		\$0	\$30,000
Safety Shelter at Bel-Aire Park	\$0		\$0	\$10,000
MACHINERY AND EQUIPMENT TOTAL	\$ 20,000		\$ 20,000	\$ 40,000



Special Revenue Fund

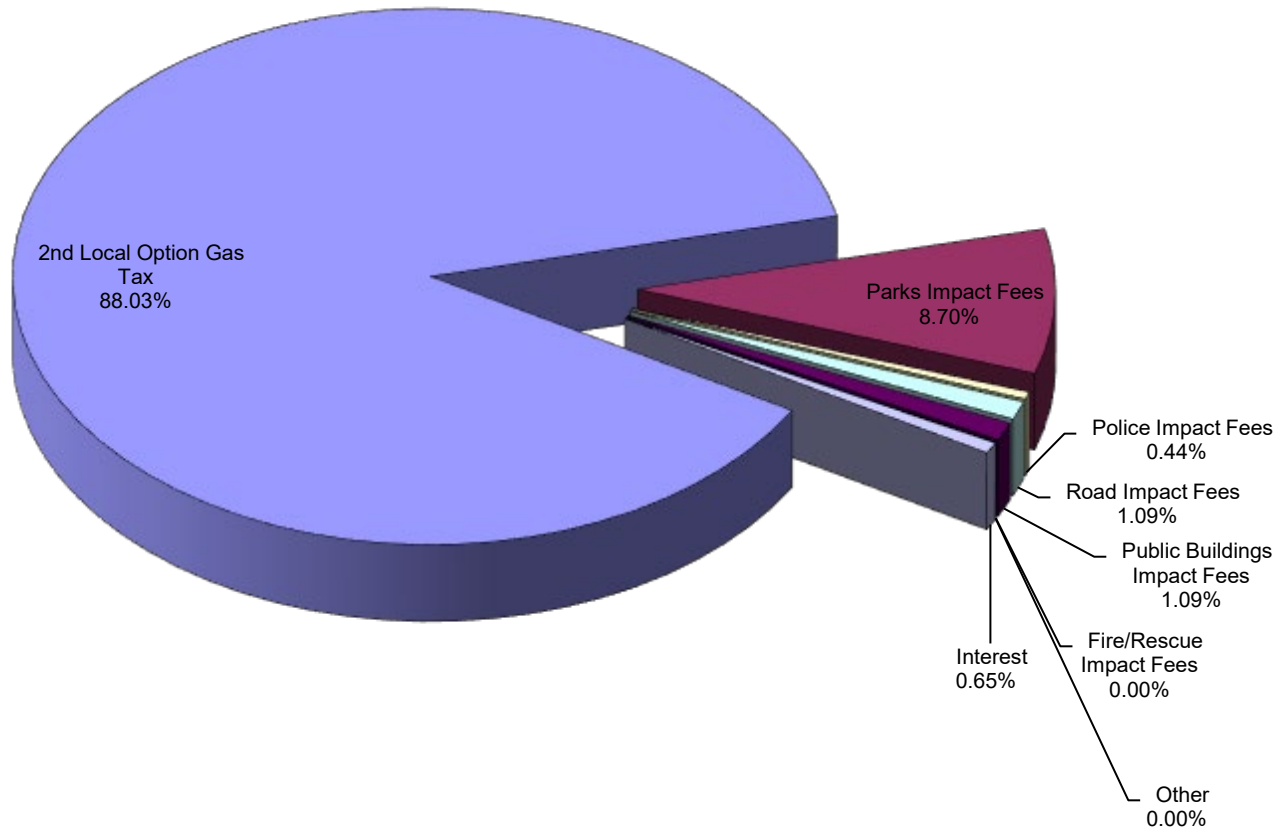
Budget Worksheet

CATEGORY	ACTUAL FY 20/21	ADOPTED FY 21/22	FY 21/22 ACTUAL PROJECTION	TENTATIVE FY 22/23	NET CHANGE 7/27 WORKSHOP VS ADOPTED FY 21/22	NET CHANGE 9/1 WORKSHOP VS 7/27 WORKSHOP
REVENUES:						
2nd Local Option Gas Tax	\$195,166	\$193,435	\$195,000	\$202,293	Not Presented	\$8,858
Parks Impact Fees	\$22,396	\$25,000	\$16,800	\$20,000	Not Presented	-\$5,000
Police Impact Fees	\$5,754	\$1,000	\$1,000	\$1,000	Not Presented	-
Road Impact Fees	\$39,469	\$10,000	\$2,500	\$2,500	Not Presented	-\$7,500
Public Bldgs. Impact Fees	\$11,507	\$10,000	\$2,000	\$2,500	Not Presented	-\$7,500
Fire/Rescue Impact Fees	-	-	-	-	Not Presented	-
Forfeitures	-	-	-	-	Not Presented	-
Interest	\$2,399	\$2,500	\$1,500	\$1,500	Not Presented	-\$1,000
Carryover	\$1,286,651	\$1,236,251	\$1,371,657	\$1,440,457	Not Presented	\$204,206
Total Revenues and Transfers In	\$1,563,342	\$1,478,186	\$1,590,457	\$1,670,250	Not Presented	\$192,064
EXPENDITURES:						
Reserves - Special Revenue Fund:						
Police	\$110,961	\$107,248	\$112,061	\$113,161	Not Presented	\$5,913
Parks	\$830,769	\$783,913	\$848,769	\$869,969	Not Presented	\$86,056
Roads	\$103,078	\$31,209	\$105,628	\$3,178	Not Presented	-\$28,031
Public Works	\$97,665	\$130,888	\$142,715	\$195,058	Not Presented	\$64,170
Public Bldgs.	\$229,184	\$229,928	\$231,284	\$233,884	Not Presented	\$3,956
Fire/Rescue	-	-	-	-		-
Miscellaneous Expenses						
Transfer to <u>General Fund</u>:						
Public Works (Local Option Gas Taxes)	\$150,000	\$150,000	\$150,000	\$150,000	Not Presented	-
Transfer to <u>Special Revenue Projects</u>:						
Roads (Impact Fees)		\$45,000		\$105,000	Not Presented	\$60,000
Transfer to <u>Capital Projects</u>:						
Parks (Impact Fees)	\$41,685	-	-	-		-
Total Expenses	\$1,563,342	\$1,478,186	\$1,590,457	\$1,670,250	Not Presented	\$192,064



Special Revenue Fund

Tentative Expenditures



■ 2nd Local Option Gas Tax	■ Parks Impact Fees
■ Police Impact Fees	■ Road Impact Fees
■ Public Buildings Impact Fees	■ Fire/Rescue Impact Fees
■ Other	■ Interest



Special Revenue Projects

Budget Worksheet

CATEGORY	ACTUAL FY 20/21	ADOPTED FY 21/22	FY 21/22 ACTUAL PROJECTION	TENTATIVE FY 22/23	NET CHANGE 7/27 WORKSHOP VS ADOPTED FY 21/22	NET CHANGE 9/1 WORKSHOP VS 7/27 WORKSHOP
The Children's Trust Fund						
Revenues and Inflows: After School Program Grant	\$151,038	\$185,636	\$185,636	\$185,636	Not Presented	-
Expenditures and Outflows: Children's Trust Program Costs	\$151,038	\$185,636	\$185,636	\$185,636	Not Presented	-
The Children's Trust - STEM Camp						
Revenues and Inflows: Program Grant	\$85,407	\$135,700	\$135,700	\$135,700	Not Presented	-
Expenditures and Outflows: Children's Trust Program Costs	\$85,407	\$135,700	\$135,700	\$135,700	Not Presented	-
DJJ Fund						
Revenues and Inflows: Program Grant	\$31,539	\$61,500	\$61,500	\$61,500	Not Presented	-
Expenditures and Outflows: Program Costs	\$31,539	\$61,500	\$61,500	\$61,500	Not Presented	-
Transit Fund						
Revenues: FDOT SMART Demo State Grant	\$184,528	\$192,500	\$192,500	\$192,500	Not Presented	-
Revenues: Transfer (PTP funds)	\$184,528	\$192,500	\$192,500	\$192,500	Not Presented	-
	\$369,056	\$385,000	\$385,000	\$385,000	Not Presented	-
Expenditures: Contractual Services	\$369,056	\$385,000	\$385,000	\$385,000	Not Presented	-
	\$369,056	\$385,000	\$385,000	\$385,000	Not Presented	-
Franjo Road JPA Fund						
Revenues: Local Grant - Miami Dade County	\$386,266	\$2,454,752	\$75,000	\$2,585,812	Not Presented	\$131,060
Revenues: Transfer (PTP funds)	-	\$457,874	-	\$1,304,398	Not Presented	\$846,524
	\$386,266	\$2,912,626	\$75,000	\$3,890,210	Not Presented	\$977,584
Expenditures: Design Phase Costs	\$386,266	\$100,000	\$75,000	\$81,600	Not Presented	-\$18,400
Expenditures: Construction	-	\$2,812,626	-	\$3,808,610	Not Presented	\$995,984
	\$386,266	\$2,912,626	\$75,000	\$3,890,210	Not Presented	\$977,584



Special Revenue Projects (cont.)

Budget Worksheet

CATEGORY	ACTUAL FY 20/21	ADOPTED FY 21/22	FY 21/22 ACTUAL PROJECTION	TENTATIVE FY 22/23	NET CHANGE 7/27 WORKSHOP VS ADOPTED FY 21/22	NET CHANGE 9/1 WORKSHOP VS 7/27 WORKSHOP
Transportation Fund						
<u>Roundabout (S.W. 200 Street and S.W. 103 Avenue)</u>						
Revenues: Transfer (PTP funds)	-	-	-	\$40,000	Not Presented	\$40,000
Expenditures: Contractual Services	-	-	-	\$40,000	Not Presented	\$40,000
Sidewalks Fund						
<u>Lincoln City Park Sidewalk and Pad</u>						
Revenues:						
Transfer (Road Impact Fees)	-	\$45,000	\$15,000	\$105,000	Not Presented	\$60,000
Transfer (PTP funds)	-	-	-	\$27,000	Not Presented	\$27,000
	-	\$45,000	\$15,000	\$132,000	Not Presented	\$87,000
Expenditures: Contractual Services	-	\$45,000	\$15,000	\$132,000	Not Presented	\$87,000
<u>Town-wide Replacement Program</u>						
Revenues: Transfer (ARPA funds)	-	-	-	\$800,000	Not Presented	\$800,000
Expenditures: Contractual Services	-	-	-	\$800,000	Not Presented	\$800,000
Lighting Fund						
Revenues: Transfer (ARPA funds)	-	-	-	\$1,527,500		\$1,527,500
Expenditures:						
Design Phase Costs	-	-	-	\$27,500	Not Presented	\$27,500
Construction	-	-	-	\$1,500,000		\$1,500,000
	-	-	-	\$1,527,500	Not Presented	\$1,527,500



Special Revenue Projects (cont.)

Budget Worksheet

CATEGORY	ACTUAL FY 20/21	ADOPTED FY 21/22	FY 21/22 ACTUAL PROJECTION	TENTATIVE FY 22/23	NET CHANGE 7/27 WORKSHOP VS ADOPTED FY 21/22	NET CHANGE 9/1 WORKSHOP VS 7/27 WORKSHOP
The CITT Fund						
Revenues and Inflows: CITT Surtax	\$2,008,359	\$1,850,000	\$2,000,000	\$2,000,000	Not Presented	\$150,000
Revenues and Inflows: Interest	\$7,803	\$10,000	\$7,000	\$7,000	Not Presented	-\$3,000
Revenues and Inflows: Carryover	\$4,286,125	\$5,438,885	\$5,587,084	\$4,888,684	Not Presented	-\$550,201
Total Revenues and Inflows	\$6,302,287	\$7,298,885	\$7,594,084	\$6,895,684	Not Presented	-\$403,201
Expenditures and Outflows:						
Expenditures and Outflows: Salaries and Benefits	\$22,271	\$22,456	\$22,400	\$24,145	Not Presented	\$1,689
Expenditures and Outflows: Professional Fees	-	\$50,000	\$10,000	\$10,000	Not Presented	-\$40,000
Expenditures and Outflows: Administrative Fee	-	-	\$100,000	\$100,000	Not Presented	\$100,000
Expenditures and Outflows: Transportation						
Resurfacing	-	\$477,000	\$445,000	\$700,000	Not Presented	\$223,000
Traffic Calming Projects	-	\$175,000	-	\$121,200	Not Presented	-\$53,800
Expenditures and Outflows: Transit						
Circulator Bus	\$324,620	\$325,000	\$325,000	\$325,000	Not Presented	-
Bus Shelter Design	-	-	-	-	Not Presented	-
Bus Shelter Construction	-	-	-	-	Not Presented	-
MPO Transit Corridor Study	-	\$50,400	-	\$50,400		-
Transfers Out	\$368,312	\$2,967,374	\$1,803,000	\$3,007,348	Not Presented	\$39,974
Carryover	\$5,587,084	\$3,231,655	\$4,888,684	\$2,557,591	Not Presented	-\$674,064
	\$6,302,287	\$7,298,885	\$7,594,084	\$6,895,684	Not Presented	-\$403,145
ARPA Fund						
Revenues: Federal Grant	-	-	\$700,000	\$4,062,305	Not Presented	\$4,062,305
Revenues: Interest	-	-	\$9,200	\$25,000	Not Presented	\$25,000
Revenues: Carryover	-	-	-	\$9,200	Not Presented	\$9,200
Total Revenues	-	-	\$709,200	\$4,096,505	Not Presented	\$4,096,505
Expenditures: Transfers Out	-	-	\$700,000	\$4,062,305	Not Presented	\$4,062,305
Carryover	-	-	\$9,200	\$34,200	Not Presented	\$34,200
	-	-	\$709,200	\$4,096,505	Not Presented	\$4,096,505



Capital Projects Fund

CATEGORY	ACTUAL FY 20/21	ADOPTED FY 21/22	FY 21/22 ACTUAL PROJECTION	TENTATIVE FY 22/23	NET CHANGE 7/27 WORKSHOP VS ADOPTED FY 21/22	NET CHANGE 9/1 WORKSHOP VS 7/27 WORKSHOP
Capital Projects Fund: Parks						
Revenues: Transfer (ARPA Funds)	-	-	-	\$255,000	Not Presented	\$255,000
Revenues: Transfer (General Fund)	\$1,935,402	-	-	-	Not Presented	-
Revenues: FRDAP Grant (Franjo Park)	\$200,000	-	-	-	Not Presented	-
	\$2,135,402	-	-	\$255,000	Not Presented	\$255,000
Expenditures: Franjo Park Restoration	\$2,135,402	-	-	-	Not Presented	-
Expenditures: Playground Ground Surfacing	-	-	-	\$255,000	Not Presented	\$255,000
	\$2,135,402	-	-	\$255,000	Not Presented	\$255,000



Stormwater Utility Fund

CATEGORY	ACTUAL FY 20/21	ADOPTED FY 21/22	FY 21/22 ACTUAL PROJECTION	TENTATIVE FY 22/23	NET CHANGE 7/27 WORKSHOP VS ADOPTED FY 21/22	NET CHANGE 9/1 WORKSHOP VS 7/27 WORKSHOP
Net Position, Beginning	\$5,359,915	\$5,095,410	\$5,463,375	\$7,730,316	Not Presented	\$2,634,906
Revenues:						
Stormwater Billings	\$1,017,995	\$1,025,000	\$1,025,000	\$1,025,000	Not Presented	-
Interest and other	\$89	-	-	-	Not Presented	-
Grants	\$200,000	\$800,000	\$800,000	\$1,545,000	Not Presented	\$745,000
Transfer in	\$126,996	\$2,200,000	\$2,098,000	\$2,893,255	Not Presented	\$693,255
Total Revenues and Transfers In	\$1,345,080	\$4,025,000	\$3,923,000	\$5,463,255	Not Presented	\$1,438,255
Expenses:						
Salaries and benefits	\$309,270	\$323,114	\$314,060	\$342,137	Not Presented	\$19,023
Operating expenses	\$879,692	\$1,422,639	\$1,292,000	\$2,116,800	Not Presented	\$694,161
Capital outlay	-	-	-	-	Not Presented	-
Debt service	\$52,658	\$50,000	\$50,000	\$45,000	Not Presented	-\$5,000
Total Expenses	\$1,241,620	\$1,795,753	\$1,656,060	\$2,503,937	Not Presented	\$708,184
Net Position, Ending	\$5,463,375	\$7,324,657	\$7,730,316	\$10,689,634	Not Presented	\$3,364,977



Stormwater Utility Fund

Budget Worksheet

CATEGORY	ACTUAL FY 20/21	ADOPTED FY 21/22	FY 21/22 ACTUAL PROJECTION	TENTATIVE FY 22/23	NET CHANGE 7/27 WORKSHOP VS ADOPTED FY 21/22	NET CHANGE 9/1 WORKSHOP VS 7/27 WORKSHOP	
Salaries	\$220,764	\$223,886	\$223,000	\$232,011	Not Presented	\$8,125	
Payroll Taxes	\$16,296	\$17,055	\$17,060	\$17,749	Not Presented	\$694	
Retirement Contributions	\$30,111	\$34,173	\$34,000	\$42,457	Not Presented	\$8,284	
Life and Health Insurance	\$42,099	\$48,000	\$40,000	\$49,920	Not Presented	\$1,920	
Professional Services	\$67,206	\$313,000	\$225,000	\$978,000	Not Presented	\$665,000	1
Prof Services - S/W Master Plan	-	-	\$15,000	\$111,000	Not Presented	\$111,000	2
Prof Services - LBTB area	-	-	-	-	Not Presented	-	
Prof Services - Bel-Aire area	-	-	-	-	Not Presented	-	
Prof Services - Saga bay area	-	-	-	-	Not Presented	-	
Prof Services - Cutler Ridge Pines	-	-	-	-	Not Presented	-	
Prof Services - S.W. 207 St & S.W. 85 Ave	-	-	-	-	Not Presented	-	
Other Contractual Services	\$571,361	\$786,000	\$700,000	\$711,000	Not Presented	-\$75,000	3
Contractual Services-CR Sec 3	-	-	-	-	Not Presented	-	
Contractual Services-Saga Bay 1.7	-	-	-	-	Not Presented	-	
Contractual Services-Saga Bay 1.5	-	-	-	-	Not Presented	-	
Contractual Services-Whispering Pines Swale Imp.	-	-	-	-	Not Presented	-	
Contractual Services-LBTB Area	-	-	-	-	Not Presented	-	
Contractual Services-Bel-Aire Area	-	-	-	-	Not Presented	-	
Contractual Services-Saga Bay Area	-	-	-	-	Not Presented	-	
Contractual Services-Caribbean Blvd. (S.W.87/S.W.184)	-	-	-	-	Not Presented	-	
Contractual Services-Canal Bank	-	-	-	-	Not Presented	-	
Contractual Services-S.W.82 Ave	-	-	-	-	Not Presented	-	
Travel & Per Diem	\$8	\$5,300	\$1,000	\$5,300	Not Presented	-	



Stormwater Utility Fund (cont.)

Budget Worksheet

CATEGORY	ACTUAL FY 20/21	ADOPTED FY 21/22	FY 21/22 ACTUAL PROJECTION	TENTATIVE FY 22/23	NET CHANGE 7/27 WORKSHOP VS ADOPTED FY 21/22	NET CHANGE 9/1 WORKSHOP VS 7/27 WORKSHOP
Communications & Freight	-	-	-	-	Not Presented	-
Rentals & Leases	\$15,503	\$15,589	\$13,500	\$24,250	Not Presented	\$8,661
Repairs & Maintenance	\$519	\$2,250	\$1,000	\$750	Not Presented	-\$1,500
Printing & Binding	\$4,745	\$10,000	\$5,000	\$10,000	Not Presented	-
Office Supplies	-	\$2,000	\$1,000	\$2,000	Not Presented	-
Operating Supplies	\$1,585	\$4,000	\$60,000	\$4,000	Not Presented	-
Operating Supplies - Fuel	\$1,547	\$3,000	\$2,500	\$4,000		\$1,000
Dues, Subscriptions, Memberships	\$4,524	\$6,500	\$8,000	\$6,500		-
Depreciation	\$212,694	\$275,000	\$260,000	\$260,000		-\$15,000
Capital Outlay	-	-	-	-	Not Presented	-
Other Debt Service	\$52,658	\$50,000	\$50,000	\$45,000	Not Presented	-\$5,000
TOTAL	\$1,241,620	\$1,795,753	\$1,656,060	\$2,503,937		\$708,184

Significant Changes from the FY 21/22 Adopted Budget

- 1 – Increase primarily reflects design costs for Marlin Road (\$795,000, funded with grants), offset by decreases in design services for repetitive loss areas (\$90,000), environmental lobbyist now recorded in the General Fund (\$18,000) and a decrease in the design costs for the Caribbean Blvd/SW 87 Ave to SW 184 St Project (\$22,000)
- 2 – Increase reflects the cost of the Stormwater master Plan update (funded with ARPA grant)
- 3 – Decrease reflects fewer neighborhood drainage repairs (\$50,000) and less Right-of-Way tree planting (\$25,000 decrease)



OFFICE OF THE TOWN MANAGER

Rafael G. Casals, ICMA-CM, CFM

Town Manager

Memorandum

To: Honorable Mayor and Town Council

From: Rafael G. Casals, ICMA-CM, CFM, Town Manager

Date: September 28, 2022

Re: Fund Balance Reserve Policy Annual Certification
Pursuant to Ordinance No. 13-06 (As Amended)

On October 21, 2015, the Town adopted Ordinance No. 15-07, which amended Ordinance No. 13-06 adopted on April 17, 2013 establishing a Fund Balance Reserve Policy. Ordinance No. 13-06, as amended, requires both the Town Manager and Finance Director to certify, as part of the annual budget adoption process, that the adopted budget complies with the provisions of the Ordinance.

Below is an excerpt of Section VI, which requires an Annual Certification:

***“Annual Review and Compliance Certification** Compliance with the provisions of this policy shall be reviewed as a part of the annual budget adoption process. The budget presented to the Town Council for consideration and deliberation will include a calculation demonstrating compliance with this fund balance policy and the Town Manager and Finance Director shall include in the budget book written certification signifying that the adopted budget complies with the provisions of this policy.”*

Section II of the Ordinance, as amended, provides that the Town maintain a reservation of fund balance equal to a minimum of seventeen percent (17%) of the next Fiscal Year’s operating expenditure budget for the General Fund. The amount so determined will be set aside in an unassigned fund balance category called “reserve for contingencies and emergencies”.

Based on the ***Tentative*** FY 2022-23 budget presented to the Town Council on September 28, 2022, General Fund operating expenditures, as defined, total \$22,030,869, seventeen percent (17%) of which would yield a minimum reserve of \$3,745,248. The ***Tentative*** General Fund budget for FY 2022-23, based on a millage rate of 2.8332 mills, provides for an unassigned fund balance amount of **\$18,160,145** for contingencies and emergencies.

This Memorandum is being issued to certify that the ***Tentative*** budget complies with the provisions of the Fund Balance Reserve Ordinance, as amended. Based on the calculation in the preceding paragraph, the ***Tentative*** FY 2022-23 General Fund budget is in compliance with the Town’s Fund Balance Reserve Ordinance.





ESTIMATED MILLAGE COST OF DEPARTMENTS* GENERAL FUND

(Fiscal Year Ending 9/30/2023)

Millage Rate = 2.8332 mils per \$1,000

Tentative Budget Fiscal Year 2022-23

DEPARTMENT	TENTATIVE 2022-23 BUDGET COST	ESTIMATED MILLAGE COST PER \$1,000	PERSONNEL	TOTAL PERSONNEL	DESCRIPTION
Mayor and Council	\$223,614	0.0268	5 Elected Officials	5 Employees	Serve as Town's Legislative Body.
Town Clerk	\$515,812	0.0619	1 Charter Official 2 Full-Time Employees	3 Employees	Serves Mayor and Town Council.
General Government	\$4,494,302	0.5395	1 Charter Official 5 Full-Time Employees 1 Part-Time Employee	7 Employees	Provides Administration Support to Other Departments.
Finance	\$541,384	0.0650	3 Full-Time Employees 1 Part-Time Employee	4 Employees	Accounting, Payroll and Financial Reporting Services; Processes Certain Revenues.
Town Attorney	\$500,000	0.0600	1 Charter Official (With Support from Subject Matter Experts/Firm)	1 Employee	Contracted Firm Provides the Town with Legal Counsel/Services.
Community Development	\$1,758,317	0.2111	8 Full-Time Employees 2 Part-Time Employees	10 Employees	Provides Building and Zoning Compliance and Planning for Future Activities.
Public Works	\$1,209,682	0.1452	4 Full-Time Employees	4 Employees	Provides Maintenance of Roads, Public Areas and Public Facilities.
Police Services	\$11,306,000	1.3573	60 Contracted Positions	60 Employees	Provides Law Enforcement Services Through Interlocal Agreement with Miami-Dade Police Department.
Parks & Recreation	\$3,052,588	0.3664	9 Full-Time Employees 14 Part-Time Employees	23 Employees	Provides Activities and Programs at Town Parks.
	\$23,601,699	2.8332			

*As per Town Charter Section 6.2 Citizen's Bill of Rights (A)(11)

RESOLUTION NO. 22-__

A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, ADOPTING THE FINAL OPERATING AND CAPITAL OUTLAY BUDGET FOR THE FISCAL YEAR COMMENCING OCTOBER 1, 2022, THROUGH SEPTEMBER 30, 2023, PURSUANT TO SECTION 200.065, FLORIDA STATUTES; AUTHORIZING THE TOWN MANAGER TO MAKE EXPENDITURES CONSISTENT THEREWITH AND AUTHORIZING THE TOWN MANAGER TO MAKE CERTAIN BUDGET AMENDMENTS WITHIN A DEPARTMENT PROVIDED THAT THE TOTAL OF THE APPROPRIATIONS IS NOT CHANGED; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town Manager presented to the Town Council of the Town of Cutler Bay (the “Town”) the Proposed Operating and Capital Outlay Budget for the Fiscal Year commencing October 1, 2022; and

WHEREAS, on July 20, 2022, the Town Council of the Town adopted Resolution No. 22-63 determining the proposed millage rate for the Fiscal Year commencing October 1, 2022, and further scheduled the first public hearing required by Section 200.065 of the Florida Statutes to be held on September 14, 2022, at 6:00 PM; and

WHEREAS, the Town Council also held three (3) Budget Workshops on July 20, 2022, July 27, 2022, and September 1, 2022, to discuss the Town Manager’s Proposed Operating and Capital Outlay Budget for Fiscal Year commencing October 1, 2022; and

WHEREAS, the Property Appraiser properly noticed the first public hearing scheduled for September 14, 2022, at 6:00 PM in the Cutler Bay Council Chambers, 10720 Caribbean Blvd, Cutler Bay, Florida, as required by Chapter 200 of the Florida Statutes; and

WHEREAS, the Second Public Hearing scheduled for September 28, 2022, 6:00 PM as required by Chapter 200 of the Florida Statutes, was advertised in *The Miami Herald* Local Section on Sunday, September 25, 2022; and

WHEREAS, the Town Council had an opportunity to amend the Town Manager’s Proposed and Tentative Budgets as it deemed appropriate, considered the comments of the public regarding the Proposed and Final Budgets, and complied with the requirements of Florida Statutes; and

WHEREAS, the amount of funds available from taxation and other non-ad valorem revenues equals the total appropriations for expenditures and reserves.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND TOWN COUNCIL OF CUTLER BAY, FLORIDA, AS FOLLOWS:

Section 1. Recitals. The above recitals are true and correct and are incorporated herein by reference.

Section 2. Adoption of Final Budget. That the Operating and Capital Outlay Budget for the Fiscal Year commencing October 1, 2022, through September 30, 2023, attached as Exhibit “A”, as presented by the Town Manager and amended by the Town Council, with total expenditures in the amount of \$ _____, be and is hereby adopted as provided by Section 200.065 of the Florida Statutes. The Town Manager is authorized to expend funds appropriated in the Town Budget in accordance with the Town Charter and applicable law. Pending receipt of adequate ad valorem tax or other revenue collections, the Town Manager is hereby authorized to expend necessary funds from the Contingency Account or other available Town funds to meet the obligations and requirements of the Town and to charge the appropriate line item of the budget for such purpose once adequate ad valorem tax or other revenues are received. The Town Manager as the designated budget officer of the Town may authorize certain budget amendments within a department, provided that the total of the appropriations of the department is not changed.

Section 3. Expenditure of Funds. The Town Manager or his designee is authorized to expend or contract for expenditure such funds as are necessary for the operation of the Town government in accordance with the budget. The Town Manager may transfer any unencumbered line item allocation of funds, or any portion thereof, to another line item classification within the same department.

Section 4. Amendments. Upon the passage and adoption of the budget, if the Town Council determines that a department, category or line item will exceed its original allocation, the Town Council is authorized to modify any department, category total or line item of the budget via Resolution so long as the modification does not exceed the Town’s total budgeted funds for the Fiscal Year 2022-2023.

Section 5. Effective Date. This Resolution shall take effect immediately upon adoption.

PASSED and ADOPTED on this ____ day of September 2022 at ____ PM

TIM MEERBOTT
Mayor

Attest:

MAURICIO MELINU
Town Clerk

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY FOR THE
SOLE USE OF THE TOWN OF CUTLER BAY:

WEISS SEROTA HELFMAN
COLE & BIERMAN, P.L.
Town Attorney

Moved By: _____
Seconded By: _____

FINAL VOTE AT ADOPTION:

Mayor Tim Meerbott _____

Vice Mayor Michael P. Callahan _____

Council Member Robert "BJ" Duncan _____

Council Member Suzy Lord _____

Council Member Roger Coriat _____