

CITY OF KEYSTONE HEIGHTS, FLORIDA

ORDINANCE 2020-588

BEFORE THE CITY COUNCIL

AN ORDINANCE FOR THE PURPOSE OF ADOPTING THE FINAL BUDGET FOR THE CITY OF KEYSTONE HEIGHTS, FLORIDA FOR THE FISCAL YEAR BEGINNING OCTOBER 1st, 2020 AND ENDING SEPTEMBER 30th, 2021 AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Council of the City of Keystone Heights, Florida, has prepared a budget estimate of the expenditures and revenues of all City Departments, divisions and offices of said City for the Fiscal year beginning October 1st, 2020 and ending September 30th, 2021, and

WHEREAS, the Council of the City of Keystone Heights, Florida, will finalize the tentative budget for the fiscal year beginning October 1, 2020 and ending September 30, 2021 on September 28th 2020,

NOW THEREFORE, BE IT ORDAINED by the City Council of the City of Keystone Heights, Florida in regular session assembled, that:

Section One: The tentative budget, a copy of which is attached hereto, be and the same is hereby ratified, confirmed and adopted for the budget of the City of Keystone Heights, Florida for the fiscal year beginning October 1st, 2020 and ending September 30th, 2021.

Section Two: This Ordinance shall not become effective until its final reading, passage and adoption by the City Council at its meeting September 28th, 2020.

CERTIFICATE OF AUTHENTICATION: This Ordinance will be adopted pursuant to the authority conferred by Chapter 200, Florida Statutes. Public hearing after notice of the tax rate held on September 10th, 2020 after 6:00P.M. at City Hall in Keystone Heights, Florida. The second public hearing after notice of the tax rate will be held on September 28th, 2020 after 5:15PM at City Hall in Keystone Heights, Florida.

ENACTED, PASSED AND ADOPTED after final reading by the City Council of Keystone Heights, Florida on the 28th day of September, 2020.

**CITY COUNCIL OF KEYSTONE HEIGHTS,
FLORIDA**

By: 
Karen Lake, Mayor

ATTEST:


Lynn Rutkowski, City Manager

CITY OF KEYSTONE HEIGHTS-CEMETERY FUND
Profit & Loss Budget Performance
July 2020

Cemetery

Ordinary Income/Expense

	Jul 20	Oct '19 - Jul 20	Annual Budget	Over/Under Budget	2020/2021 PROPOSED BUDGET
Income					
Burial Permit Income	200.00	3,400.00	3,000.00	-400.00	3,000.00
CD Interest Income	608.41	2,291.41	0.00	-2,291.41	2,000.00
Cell Tower Rent	1,292.75	12,927.50	13,961.70	1,034.20	13,961.70
Interest Income	111.99	1,817.60	1,677.62	-139.98	2,000.00
Lot Sales	2,400.00	18,300.00	16,000.00	-2,300.00	17,000.00
Miscellaneous Income	0.00	50,000.00	50,000.00	0.00	62,000.00
Veterans Memorial Pathway Inc	0.00	0.00	100.00	100.00	0.00
Total Income	4,613.15	88,736.51	84,739.32	-3,997.19	99,961.70
Gross Profit	4,613.15	88,736.51	84,739.32	-3,997.19	
Expense					
Audit	0.00	2,650.00	2,710.00	60.00	2,700.00
Capital Improvements	0.00	6,070.34	58,070.92	52,000.58	75661.7
Computer Software Support	0.00	300.00	1,975.00	1,675.00	1,500.00
Equipment Purchase	0.00	0.00	500.00	500.00	500.00
Legal					
Deed Recording Fees	36.80	278.80	200.00	-78.80	200.00
Legal Expense	0.00	0.00	1,500.00	1,500.00	1,500.00
Legal - Other	0.00	0.00	1,700.00	1,700.00	0.00
Total Legal	36.80	278.80	3,400.00	3,121.20	1,700.00
Perpetual Care Contribution	0.00	0.00	7,200.00	7,200.00	7,200.00
Repairs					
Building Repairs	0.00	0.00	391.70	391.70	500.00
Equipment Repairs & Maintenance	184.84	1,185.28	700.00	-485.28	2,000.00
Repairs - Other	0.00	0.00	1,091.70	1,091.70	0.00
Total Repairs	184.84	1,185.28	2,183.40	998.12	2500
Salaries & Taxes	886.20	4,122.51	6,000.00	1,877.49	6,000.00
Supplies	0.00	52.84	400.00	347.16	400.00
Utilities	136.00	1,241.25	2,000.00	758.75	1,500.00
Veterans Memorial Pathway Exp	0.00	193.93	300.00	106.07	300.00
Total Expense	1,243.84	16,094.95	84,739.32	68,644.37	99,961.7
Net Ordinary Income	3,369.31	72,641.56	0.00	-72,641.56	
Net Income	3,369.31	72,641.56	0.00	-72,641.56	

LAKE REPLENISH/RESTORATION ACCOUNT

Profit & Loss Budget vs. Actual

October 2019 through September 2020

TOTAL

LAKES	Jul 20	Oct '19 - Sep 20	Budget	Over/Under Budget	2020/2021 Proposed
Ordinary Income/Expense					
Income					
Interest Income	19.32	339.38	0.00	-339.38	2350
Total Income	19.32	339.38	0.00	-339.38	
Expense					
Lake Maintenance	250.00	1,414.97	2,000.00	585.03	2000
PROJECT EXPENSES	0.00	0.00	5,000.00	5,000.00	0
Total Expense	250.00	1,414.97	7,000.00	5,585.03	
Net Ordinary Income	-230.68	-1,075.59	-7,000.00	-5,924.41	
Net Income	-230.68	-1,075.59	-7,000.00	-5,924.41	

COMMUNITY REDEVELOPMENT TRUST FUND
INCOME/EXPENSES
July 2020

CRA	2020/2021 PROPOSED BUDGET
Ordinary Income/Expense	
Income	
City Increment Revenue at 95%	24,000.00
Direct Public Support	
County Funding	40,000.00
Total Direct Public Support	64,000.00
Other Types of Income	
CIP/Carry forward	90,000.00
Interest Revenue	700.00
Total Other Types of Income	90,700.00
Total Income	154,700.00
Gross Profit	
Expense	
Business Expenses	
Advertising fees	500.00
Insurance - Liability, D and O	4,900.00
Membership Dues	200.00
Postage, Mailing Service	50.00
Printing and Copying	50.00
Supplies	50.00
Total Business Expenses	5,750.00
Contract Services	
Audit/Accounting Fees	1,800.00
Clay County EDC	2,000.00
Legal Fees	5,000.00
SBDC	1,000.00
Total Contract Services	9,800.00
Events & Festivals	
Embrace - Christmas Event	
Events and Other	5,000.00
Festival for BusinessSupport	
July Fourth Fireworks Event	7500
Kiwanis Parade	1500
5K Run July 4th	1500
Seasonal Decorations	15,000.00
Total Events & Festivals	30,500.00
Other Types of Expenses	
CIP expenses	
Aesthetic Grant/Beach	
Benches/Trash Cans	
Pavillion/Comm Center Study	25,000.00
Rails to Trails	30,000.00
Streetscape Improvement	53,650.00
Total CIP expenses	108,650.00
Total Other Types of Expenses	108,650.00
Total Expense	154,700.00
Net Ordinary Income	0.00
Net Income	

City of Keystone Heights
GF Income-Expenses vs Budget
July 2020

General Fund & CIP

Ordinary Income/Expense

Income

310000 - TAXES

311100 · PROPERTY TAXES	275,974.84
312410 · GAS TAX	75,000.00
313300 · UTILITY TAX - CCUA	35,000.00
314103 · UTILITY TAX - ELECTRIC	85,000.00
315000 · LOCAL COMMUNICATION SERVICE TAX	79,000.00
323000 · ADMINISTRATIVE FEE - WASTE	4,500.00

Total 310000 - TAXES

554,474.84

320000 · LICENSES AND PERMITS

321102 · BUSINESS TAX	5,200.00
341202 · PERMIT/ZONING RELATED FEES	2,000.00

Total 320000 · LICENSES AND PERMITS

7,200.00

335000 · STATE - SHARED REVENUES

335120 · STATE REVENUE SHARING	55,000.00
335140 · MOBILE HOME LICENSES	1,000.00
335150 · ALCOHOL BEV LICENSES	5,000.00
335180 · HALF CENT SALES TAX	64,000.00

Total 335000 · STATE - SHARED REVENUES

125,000.00

339100 · FUNDS FROM COUNTY

339101 · TRAFFIC VIOLATIONS	100.00
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Total 339100 · FUNDS FROM COUNTY

100.00

341000 · CHARGES FOR CITY SERVICES

350600 · FDOT HIGHWAY MAINTENANCE	52,055.75
350601 · FDOT TRAFFIC LIGHT REIMBURSEMEN	8,257.00
350602 · FDOT STREET LIGHT REIMBURSEMENT	12,586.75

Total 341000 · CHARGES FOR CITY SERVICES

72,899.50

360100 · MISC CITY INCOME

341203 · ELECTION FEES	0.00
360102 · FACILITY RENTALS	0
360103 · COPIES/FAXES	30.00
360106A · BANK ACCOUNT INTEREST INCOME	3,000.00
360106B · CD - INTEREST INCOME	4,000.00
360107 · CREDIT CARD PROCESSING FEES	100.00
360109 · MISC OTHER INCOME	0.00

Total 360100 · MISC CITY INCOME

7,130.00

382000 · INTERNAL SERVICES/REIMBURSEMENT

382001 · CEMETERY ADMIN AND LABOR REIMB	6,000.00
382002 · CEMETERY LEGAL FEE REIMB	1,500.00
382023 · CRA AUDIT FEE REIMBURSEME	0.00
382024 · CRA LEGAL FEE REIMBURSEMENT	5,000.00
382000 · INTERNAL SERVICES/REIMBURSEMENT - Other	0.00

Total 382000 · INTERNAL SERVICES/REIMBURSEMENT

12,500.00

Total Income

779,304.34

Gross Profit

Expense

511000 · PAYROLL & BENEFITS

511100 · PAYROLL MAYOR & COUNCIL	25,000.00
513099 · PAYROLL CITY STAFF	176,000.00
513111 · CITY HALL/COUNCIL PRTAX	18,000.00
513121 · PTO CREDIT	-35,000.00
513122 · PTO DEBIT	35,000.00

City of Keystone Heights
GF Income-Expenses vs Budget
July 2020

General Fund & CIP

	2020/2021 PROPOSED BUDGET @4.2901
513141 · VEHICLE ALLOWANCE	2,400.00
513142 · PHONE ALLOWANCE	0.00
513530 · ICMA MATCH	11,000.00
521700 · PAYROLL CE OFFICER	13,000.00
541100 · PAYROLL PUBLIC WORKS	109,000.00
541101 · PW PRTAX	9,000.00
572390 · PAYROLL PARKS & REC	11,000.00
Total 511000 · PAYROLL & BENEFITS	374,400.00
513000A · CONTINGENCY EXPENSE	
513120 · CONTINGENCY CITY MANAGER	4,500.00
513123 · CONTINGENCY CITY ADMIN	2,000.00
513125 · CONTINGENCY MAYOR/COUNCIL	6,000.00
513510 · CONTINGENCY CITYHALL/MEMBERSHIP	6,000.00
541300 · CONTINGENCY PUBLIC WORKS	1,000.00
551023 · CONTINGENCY CODE ENFORCEMENT	2,500.00
513000A · CONTINGENCY EXPENSE - Other	0.00
Total 513000A · CONTINGENCY EXPENSE	22,000.00
513000C · INSURANCES	
513140 · HEALTH INSURANCE	36,000.00
513150 · WORKER'S COMP INSURANCE	26,000.00
513300 · LIAB/FIRE/AUTO/PROPERTY INSUR	35,000.00
541150 · INS-WORKMAN'S COMP-PW	3,500.00
Total 513000C · INSURANCES	100,500.00
513000D · CITY HALL EXPENSES	
513360 · CITY HALL SUPPLIES	7,000.00
513600 · CITY HALL EQUIPMENT	0.00
Total 513000D · CITY HALL EXPENSES	7,000.00
513000E · CITY HALL UTILITIES	
513350 · TELEPHONE/INTERNET/CATV	7,500.00
513370 · CITY HALL ELECTRIC	3,500.00
513390 · CITY HALL WATER	700.00
Total 513000E · CITY HALL UTILITIES	11,700.00
513000F · MAINTENANCE - CITY HALL	
513400 · MAINTENANCE-BUILDING/EQUIPMENT	2,500.00
513402 · MAINTENANCE-COPIER	800.00
521120 · MAINTENANCE-GENERATOR	600.00
Total 513000F · MAINTENANCE - CITY HALL	3,900.00
513000G · POSTAGE & ADVERTISING	
513440 · POSTAGE/PRINTING	700.00
513460 · ADVERTISING	3,000.00
Total 513000G · POSTAGE & ADVERTISING	3,700.00
513000J · PROFESSIONAL SERVICES	
513480 · AUDITING	16,000.00
513520 · RECODIFICATION	1,000.00
513540 · CPA SERVICES	2,500.00
513560 · CONSULTING FEES	0.00
513604 · IT HOSTING	10,000.00
514000 · CITY ATTORNEY	60,000.00
514001 · PROFESSIONAL FEES-MEDICAL	200.00
514002 · CITY ENGINEERS	5,000.00
521702 · SPECIAL MAGISTRATE	1,000.00
551020 · PLANNER FEES	1,000.00
Total 513000J · PROFESSIONAL SERVICES	96,700.00

City of Keystone Heights
GF Income-Expenses vs Budget
July 2020

General Fund & CIP	2020/2021 PROPOSED BUDGET @4.2901
513000L · CITY HALL-OTHER EXPENSES	
519495 · COMM REDEVELOP AGENCY	24,000.00
519497 · CREDIT CARD FEES	0.00
519500 · ELECTION EXP	2,500.00
572503 · EVENTS	6,000.00
572504 · MYAC	0.00
572505 · MISC OTHER EXPENSE	0.00
Total 513000L · CITY HALL-OTHER EXPENSES	32,500.00
515000 · TRANSFERS/COMMUNITY SUPPORT	
521610 · LAKES	2000
542000 · KEYSTONE HEIGHTS AIRPORT	0.00
550100 · 2025 CENTENNIAL CELEBRATION	1,500.00
5501001 · SENIOR CENTER	0.00
580000 · RECAPITALIZATION	
Total 515000 · TRANSFERS/COMMUNITY SUPPORT	3500
521000 · EMERGENCY & SAFETY SECURITY	
521905 · EMERGENCY SUPPLIES	150.00
541375 · SAFETY/SECURITY	9,000.00
521000 · EMERGENCY & SAFETY SECURITY - Other	
Total 521000 · EMERGENCY & SAFETY SECURITY	9,150.00
521600 · HERITAGE COMMISSION EXPENSE	
541000 · SALARIES/TAXES/INS - PUB WORKS	
541137 · CEMETERY CREW PAYROLL	6,000.00
Total 541000 · SALARIES/TAXES/INS - PUB WORKS	6,000.00
541200 · PW OPERATING EXPENSE	
541340 · MATERIALS/SUPPLIES	30,000.00
541350 · SIGNS & PAVEMENT MARKINGS	10,000.00
541360 · PW ELECTRIC	2,000.00
541365 · PW TELEPHONE/INTERNET/CATV	4,000.00
541370 · PW WATER	1,000.00
541380 · UTILITIES-ELECTRIC-STREET LIGHT	15,000.00
541390 · UTILITIES-ELECTRIC-TRAFFIC LIGH	1,000.00
541500 · GAS & OIL	10,000.00
549657 · TRAFFIC LIGHT REPAIR	2,000.00
Total 541200 · PW OPERATING EXPENSE	75,000.00
572001 · PARKS & REC - OPERATING EXP	
572340 · MATERIALS & SUPPLIES-PARKS	25,754.34
572370 · PARKS ELECTRIC	4,500.00
572380 · PARKS WATER	3,000.00
Total 572001 · PARKS & REC - OPERATING EXP	33,254.34
Total Expense	779,304.34
Net Ordinary Income	0.00
Other Income/Expense	
Other Income	
800000 · CDBG Income	
334392 · CDBG Grant	0.00
800000 · CDBG Income - Other	0.00
Total 800000 · CDBG Income	0.00
899998 · CIP Income	
312600 · STATE INCOME - INFRASTRUCTURE	211,069.00
812601 · CD INFRASTRUCTURE INTEREST	2,500.00
812602 · Infrastructure Interest	1,900.00
Total 899998 · CIP Income	215,469.00

City of Keystone Heights
GF Income-Expenses vs Budget
 July 2020

General Fund & CIP

	2020/2021 PROPOSED BUDGET @4.2901
CARES ACT FUNDING	
CARES ACT EXPENSES	750,000.00
CARES ACT FUNDING - Other	-750,000.00
Total CARES ACT FUNDING	0.00
550050 · CEMETERY IMPROVEMENTS TRANSFER	
800001 · CDBG Expense	
800002 · CDBG - Summit Professional	0.00
800001 · CDBG Expense - Other	0.00
Total 800001 · CDBG Expense	0.00
899999 · CIP Expenses	
549610E · SIDEWALK CONSTRUCTION	7,500.00
549680E · ROAD SYS RESURFACING PROJ	207,069.00
549682E · FRDAP - THEME PARK/PICKLE BALL	15,000.00
Total 899999 · CIP Expenses	229,569.00