

CITY OF KEYSTONE HEIGHTS, FLORIDA

ORDINANCE 2022-597

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 1<sup>ST</sup>, 2022 AND ENDING SEPTEMBER 30<sup>TH</sup>, 2023 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 1<sup>st</sup>, 2022 and ending September 30<sup>th</sup>, 2023, and

**WHEREAS**, the Council of the City of Keystone Heights, Florida, will finalize the tentative budget for the fiscal year beginning October 1, 2022 and ending September 30, 2023 on September 26th 2022,

**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 1<sup>st</sup>, 2022 and ending September 30<sup>th</sup>, 2023.


Section Two: This Ordinance shall not become effective until its final reading, passage and adoption by the City Council at its meeting September 26th, 2022.

**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 12th, 2022 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 26th, 2022 after 6:00PM at City Hall in Keystone Heights, Florida.

**ENACTED, PASSED AND ADOPTED** after final reading by the City Council of Keystone Heights, Florida on the 26th day of September, 2022.

**CITY COUNCIL OF KEYSTONE HEIGHTS,  
FLORIDA**

By:

  
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Karen Lake, Mayor

ATTEST:

  
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Lynn Rutkowski, City Manager

**City of Keystone Heights Cemetery Fund  
FY 22-23 Proposed Budget @ 4.2901**

Proposed FY 2022/23 @4.2901
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<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Burial Permit Income	3,000.00
Cell Tower Rent	13,961.70
Lot Sales	15,000.00
Oper Acct Perpetual Contribut	0.00
Veterans Memorial Pathway Inc	0.00
<b>Total Income</b>	<b>31,961.70</b>
<b>Other Income</b>	
CD Interest Income	250.00
Interest Income	100.00
<b>Total Other Income</b>	<b>350.00</b>
<b>Net Other Income</b>	<b>350.00</b>
<b>Gross Profit</b>	<b>32,311.70</b>
<b>Expense</b>	
Audit	5,000.00
Bank Charges	0.00
Capital Improvements	5,561.70
Computer Software Support	1,500.00
Equipment Purchase	500.00
<b>Legal</b>	
Deed Recording Fees	200.00
Legal Expense	2,000.00
<b>Total Legal</b>	<b>2,200.00</b>
Perpetual Care Contribution	7,200.00
<b>Repairs</b>	
Building Repairs	500.00
Equipment Repairs & Maintenance	2,000.00
<b>Total Repairs</b>	<b>2,500.00</b>
Salaries & Taxes	6,000.00
Supplies	400.00
Utilities	1,500.00
Veterans Memorial Pathway Exp	300.00
<b>Total Expense</b>	<b>32,661.70</b>
<b>Net Income</b>	<b>0.00</b>

**City of Keystone Heights Infrastructure Fund  
FY 22-23 Proposed Budget @ 4.2901**

Proposed FY 2022/23 @4.2901
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<b>Income</b>	
312600 · STATE INCOME	156,028.00
<b>361100 · INTEREST INCOME</b>	
361100A · BANK ACCOUNT INTEREST	150.00
361100B · CD INTEREST	300.00
CD 0266	0.00
361100 · INTEREST INCOME - Other	0.00
Carry Forward	120,000.00
<b>Total 361100 · INTEREST INCOME</b>	<u>120,450.00</u>
<b>Total Income</b>	<u>276,478.00</u>
<b>Expense</b>	
<b>511.300 · OPERATING EXPENDITURES</b>	
511.301 · AUDIT/CPA	4,000.00
511.300 · OPERATING EXPENDITURES - Other	0.00
<b>Total 511.300 · OPERATING EXPENDITURES</b>	<u>4,000.00</u>
<b>511.600 · CAPITAL OUTLAY</b>	
Planning- Right of Way	20,000.00
Road Sys Resurfacing Proj	100,000.00
Sidewalk Construction	7,500.00
511.600 · CAPITAL OUTLAY - Other	144,978.00
<b>Total 511.600 · CAPITAL OUTLAY</b>	<u>272,478.00</u>
66000 · Payroll Expenses	
<b>Total Expense</b>	<u>276,478.00</u>
<b>Net Income</b>	<u>0.00</u>

**City of Keystone Heights Community Redevelopment Fund  
FY 22-23 Proposed Budget @ 4.2901**

Proposed FY 2022/23 @4.2901
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<b>Ordinary Income/Expense</b>	
<b>Income</b>	
City Increment Revenue at 95%	42,824.00
<b>Direct Public Support</b>	
County Funding	80,000.00
<b>Total Direct Public Support</b>	<b>122,824.00</b>
<b>Other Types of Income</b>	
Carry forward	110,000.00
Interest Revenue	50.00
<b>Total Other Types of Income</b>	<b>110,050.00</b>
<b>Total Income</b>	<b>122,824.00</b>
<b>Gross Profit</b>	<b>232,874.00</b>
<b>Expense</b>	
<b>Business Expenses</b>	
Advertising fees	10,000.00
Insurance - Liability, D and O	4,900.00
Membership Dues	1,500.00
Postage, Mailing Service	50.00
Printing and Copying	50.00
Supplies	50.00
<b>Total Business Expenses</b>	<b>16,550.00</b>
<b>Contract Services</b>	
Staff Services- GF	10,000.00
Audit/Accounting Fees	11,500.00
Clay County EDC	3,000.00
Legal Fees	5,000.00
SBDC	2,000.00
<b>Total Contract Services</b>	<b>21,500.00</b>
<b>Event Security</b>	
<b>Events &amp; Festivals</b>	
5K Run July 4th	1,800.00
Events and Other	29,224.00
July Fourth Fireworks Event	7,500.00
Kiwanis Parade	1,800.00
Outside Event Security Reimburs	4,000.00
Seasonal Decorations	15,000.00
<b>Total Events &amp; Festivals</b>	<b>59,324.00</b>
<b>Grant Contribution Expenses</b>	
<b>Other Types of Expenses</b>	
CIP expenses	

**City of Keystone Heights Community Redevelopment Fund  
FY 22-23 Proposed Budget @ 4.2901**

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Aesthetic/Beach	0.00
Benches/Trash Cans	10,000.00
Grant Contribution Expenses	50,000.00
Pavilion Outfitting&Furnishings	0.00
Rails to Trails	0.00
Streetscape Improvement	75,000.00
Welcome Center Expenses	500.00
<b>Total CIP expenses</b>	<u>135,500.00</u>
<b>Total Other Types of Expenses</b>	<u>135,500.00</u>
<b>Total Expense</b>	<u>271,000.00</u>
<b>Net Ordinary Income</b>	0.00

**City of Keystone Heights General Fund  
FY 22-23 Proposed Budget @ 4.2901**

	Proposed FY 2022/23 @4.2901
Ordinary Income/Expense	
Income	
310000 · TAXES	
311100 · PROPERTY TAXES	319,282.11
312410 · GAS TAX	70,000.00
313300 · UTILITY TAX - CCUA	35,000.00
314103 · UTILITY TAX - ELECTRIC	89,000.00
315000 · LOCAL COMMUNICATION SERVICE TAX	81,500.63
323000 · ADMINISTRATIVE FEE - WASTE	0.00
Total 310000 · TAXES	594,782.74
320000 · LICENSES AND PERMITS	
321102 · BUSINESS TAX	5,200.00
341202 · PERMIT/ZONING RELATED FEES	20,000.00
Total 320000 · LICENSES AND PERMITS	25,200.00
335000 · STATE - SHARED REVENUES	
335120 · STATE REVENUE SHARING	58,271.00
335140 · MOBILE HOME LICENSES	1,200.00
335150 · ALCOHOL BEV LICENSES	5,000.00
335180 · HALF CENT SALES TAX	90,044.00
Total 335000 · STATE - SHARED REVENUES	154,515.00
341000 · CHARGES FOR CITY SERVICES	
350600 · FDOT HIGHWAY MAINTENANCE	52,055.75
350601 · FDOT TRAFFIC LIGHT REIMBURSEMEN	13,367.00
350602 · FDOT STREET LIGHT REIMBURSEMENT	17,248.00
Total 341000 · CHARGES FOR CITY SERVICES	82,670.75
360100 · MISC CITY INCOME	
341203 · ELECTION FEES	0.00
360102 · FACILITY RENTALS	8,000.00
360103 · COPIES/FAXES	20.00
360106A · BANK ACCOUNT INTEREST INCOME	500.00
360106B · CD - INTEREST INCOME	500.00
360107 · CREDIT CARD PROCESSING FEES	200.00
360109 · MISC OTHER INCOME	
360109A · NE FL LEAGUE OF CITIES REIMBURS	2,000.00
360109 · MISC OTHER INCOME - Other	2,500.00
360110 · FESTIVALS & CONCERTS	3,000.00
360100 · MISC CITY INCOME - Other	0.00
Total 360100 · MISC CITY INCOME	16,720.00
382000 · INTERNAL SERVICES/REIMBURSEMENT	
382001 · CEMETERY ADMIN AND LABOR REIMB	6,000.00
382002 · CEMETERY LEGAL	2,000.00
382021 · CRA-REIMBURSEMENT -GENERAL FUND	10,000.00
382024 · CRA LEGAL FEE REIMBURSEMENT	5,000.00
Total 382000 · INTERNAL SERVICES/REIMBURSEMENT	23,000.00
Total Income	896,888.49
Gross Profit	896,888.49

**City of Keystone Heights General Fund  
FY 22-23 Proposed Budget @ 4.2901**

	Proposed FY 2022/23 @4.2901
Expense	
CULTURE AND RECREATION	
FESTIVALS AND CONCERTS	
OPERATING EXPENSES	3,000.00
Total FESTIVALS AND CONCERTS	3,000.00
PARKS AND RECREATION	
OPERATING EXPENSES	
572340 · MATERIALS & SUPPLIES-PARKS	15,000.00
572370 · PARKS ELECTRIC	7,000.00
572380 · PARKS WATER	3,500.00
OPERATING EXPENSES - Other	
Total OPERATING EXPENSES	25,500.00
PERSONAL SERVICES	
572390 · PAYROLL PARKS & REC	50,000.00
Total PERSONAL SERVICES	50,000.00
Total PARKS AND RECREATION	75,500.00
CULTURE AND RECREATION - Other	
Total CULTURE AND RECREATION	78,500.00
GENERAL GOVERNMENT	
COMPREHENSIVE PLANNING	
OPERATING EXPENSES	
551020 · PLANNER FEES	20,000.00
Total OPERATING EXPENSES	20,000.00
Total COMPREHENSIVE PLANNING	20,000.00
FINANCE AND ADMINISTRATION	
OPERATING EXPENSE	
513141 · VEHICLE ALLOWANCE	2,400.00
513300 · LIAB/FIRE/AUTO/PROPERTY INSUR	35,000.00
513350 · TELEPHONE/INTERNET/CATV	7,500.00
513360 · CITY HALL SUPPLIES	5,000.00
513370 · CITY HALL ELECTRIC	4,000.00
513390 · CITY HALL WATER	700.00
513400 · MAINTENANCE-BUILDING/EQUIPMENT	3,500.00
513402 · MAINTENANCE-COPIER	1,000.00
513440 · POSTAGE/PRINTING	500.00
513460 · ADVERTISING	7,000.00
513480 · AUDITING/Pre-Audit	20,500.00
513510 · CONTINGENCY CITYHALL/MEMBERSHIP	9,000.00
513520 · RECODIFICATION	1,000.00
513540 · CPA SERVICES	6,000.00
513604 · IT HOSTING	17,440.68
514001 · PROFESSIONAL FEES-MEDICAL	500.00
514002 · CITY ENGINEERS	45,000.00
519500 · ELECTION EXP	2,500.00
521120 · MAINTENANCE-GENERATOR	2,000.00
521702 · SPECIAL MAGISTRATE	1,000.00
541300 · CONTINGENCY PUBLIC WORKS	1,000.00
551023 · CONTINGENCY CODE ENFORCEMENT	2,000.00
572503 · EVENTS	1,000.00

**City of Keystone Heights General Fund  
FY 22-23 Proposed Budget @ 4.2901**

	Proposed FY 2022/23 @4.2901
Total OPERATING EXPENSE	175,540.68
PERSONAL SERVICES	
513099 · PAYROLL CITY STAFF	143,000.00
513111 · CITY HALL/COUNCIL PRTAX	17,000.00
513120 · CONTINGENCY CITY MANAGER	2,500.00
513121 · PTO CREDIT	35,000.00
513122 · PTO DEBIT	(35,000.00)
513123 · CONTINGENCY CITY ADMIN	1,000.00
513125 · CONTINGENCY MAYOR/COUNCIL	6,000.00
513140 · HEALTH INSURANCE	50,725.00
513150 · WORKER'S COMP INSURANCE	26,000.00
513530 · ICMA MATCH	9,176.30
Total PERSONAL SERVICES	255,401.30
Total FINANCE AND ADMINISTRATION	430,941.98
LEGAL	
CONTRACTUAL SERVICES	
514000 · CITY ATTORNEY	59,000.00
Total CONTRACTUAL SERVICES	59,000.00
Total LEGAL	59,000.00
LEGISLATIVE	
PERSONAL SERVICES	
511100 · PAYROLL MAYOR & COUNCIL	24,660.00
Total PERSONAL SERVICES	24,660.00
Total LEGISLATIVE	24,660.00
Total GENERAL GOVERNMENT	534,601.98
HUMAN SERVICES	
PERSONAL SERVICES	
CEMETERY	
541137 · CEMETERY CREW PAYROLL	6,000.00
Total CEMETERY	6,000.00
Total PERSONAL SERVICES	6,000.00
Total HUMAN SERVICES	6,000.00
Internal Service CRA REIMB GF	
PUBLIC SAFETY	
CODE ENFORCEMENT	
PERSONAL SERVICES	
521700 · PAYROLL CE OFFICER	32,163.00
Total PERSONAL SERVICES	32,163.00
Total CODE ENFORCEMENT	32,163.00
OPERATING EXPENSES	
521905 · EMERGENCY SUPPLIES	150.00
541375 · SAFETY/SECURITY	14,517.19
Total OPERATING EXPENSES	14,667.19
Total PUBLIC SAFETY	46,830.19
TRANSPORTATION	
ROADS AND STREETS FACILITIES	
OPERATING EXPENSES	
541340 · MATERIALS/SUPPLIES	18,000.00



**City of Keystone Heights General Fund  
FY 22-23 Proposed Budget @ 4.2901**

	Proposed FY 2022/23 @4.2901
541350 · SIGNS & PAVEMENT MARKINGS	5,000.00
541360 · PW ELECTRIC	3,000.00
541365 · PW TELEPHONE/INTERNET/CATV	8,741.67
541370 · PW WATER	1,000.00
541380 · UTILITIES-ELECTRIC-STREET LIGHT	13,000.00
541390 · UTILITIES-ELECTRIC-TRAFFIC LIGH	1,000.00
541500 · GAS & OIL	14,638.39
549657 · TRAFFIC LIGHT REPAIR	3,000.00
<b>Total OPERATING EXPENSES</b>	<b>67,380.05</b>
<b>PERSONAL SERVICES</b>	
541100 · PAYROLL PUBLIC WORKS	87,753.00
541101 · PW PR TAX	11,500.00
<b>Total PERSONAL SERVICES</b>	<b>99,253.00</b>
<b>Total ROADS AND STREETS FACILITIES</b>	<b>166,633.05</b>
<b>Total TRANSPORTATION</b>	<b>166,633.05</b>
513000L · CITY HALL-OTHER EXPENSES	
519495 · COMM REDEVELOP AGENCY	42,123.27
519497 · CREDIT CARD FEES	700.00
572505 · MISC OTHER EXPENSE	
513000L · CITY HALL-OTHER EXPENSES - Other	
<b>Total 513000L · CITY HALL-OTHER EXPENSES</b>	<b>42,823.27</b>
515000 · TRANSFERS/COMMUNITY SUPPORT	
521610 · LAKES	10,000.00
550100 · 2025 CENTENNIAL CELEBRATION	1,500.00
<b>Total 515000 · TRANSFERS/COMMUNITY SUPPORT</b>	<b>11,500.00</b>
521600 · HERITAGE COMMISSION EXPENSE	4,000.00
572000A · FESTIVALS & CITY EVENTS	
572501 · NE FLORIDA LEAGUE DINNER	2,000.00
<b>Total 572000A · FESTIVALS &amp; CITY EVENTS</b>	<b>6,000.00</b>
572001 · PARKS & REC - OPERATING EXP	
572400 · MAINT - EQUIP	
<b>Total 572001 · PARKS &amp; REC - OPERATING EXP</b>	<b>0.00</b>
<b>Total Expense</b>	<b>896,888.49</b>
<b>Net Ordinary Income</b>	<b>0.00</b>
<b>Other Income/Expense</b>	
<b>Other Expense</b>	
DEO GRANT	46,000.00
DEO GRANT	(46,000.00)
ARPA	
CARES ACT FUNDING	
CARES ACT EXP REIMBURSEMENT	
<b>Total CARES ACT FUNDING</b>	<b>0.00</b>
<b>Total Other Expense</b>	<b>0.00</b>
<b>Net Other Income</b>	<b>0.00</b>
<b>Net Income</b>	<b>0.00</b>