

CITY OF KEYSTONE HEIGHTS, FLORIDA

ORDINANCE 2023-603

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, 2023 AND ENDING SEPTEMBER 30th, 2024 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, 2023, and ending September 30th, 2024, and

WHEREAS, the Council of the City of Keystone Heights, Florida, will finalize the tentative budget for the fiscal year beginning October 1, 2023, and ending September 30, 2024 on September 25th, 2023,

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

Section One: The 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, 2023, and ending September 30th, 2024.

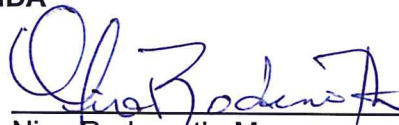
Section Two: This Ordinance shall not become effective until after its final reading, passage and adoption by the City Council at its meeting September 25th, 2023.

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 11th, 2023, 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 25th, 2023, 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 25th day of September 2023.

**CITY COUNCIL OF KEYSTONE HEIGHTS,
FLORIDA**

By:


Nina Rodenroth, Mayor

ATTEST:



Lynn Rutkowski, City Manager

**City of Keystone Heights
GENERAL FUND
FY2023-2024
FINAL BUDGET**

	FY 2023/2024 @ 4.2901
Ordinary Income/Expense	
Income	
310000 · TAXES	
311100 · PROPERTY TAXES	356,011.36
312410 · GAS TAX	78,000.00
313300 · UTILITY TAX - CCUA	35,000.00
314103 · UTILITY TAX - ELECTRIC	95,000.00
315000 · LOCAL COMMUNICATION SERVICE TAX	103,617.00
323000 · ADMINISTRATIVE FEE - WASTE	24,000.00
Total 310000 · TAXES	691,628.36
320000 · LICENSES AND PERMITS	
321102 · BUSINESS TAX	5,200.00
341202 · PERMIT/ZONING RELATED FEES	3,000.00
Total 320000 · LICENSES AND PERMITS	8,200.00
335000 · STATE - SHARED REVENUES	
335120 · STATE REVENUE SHARING	64,247.00
335140 · MOBILE HOME LICENSES	2,000.00
335150 · ALCOHOL BEV LICENSES	4,500.00
335180 · HALF CENT SALES TAX	100,389.00
Total 335000 · STATE - SHARED REVENUES	171,136.00
341000 · CHARGES FOR CITY SERVICES	
350600 · FDOT HIGHWAY MAINTENANCE	52,056.00
350601 · FDOT TRAFFIC SIGNAL REIMBURSEMEN	14,011.00
350602 · FDOT STREET LIGHT REIMBURSEMENT	20,331.04
Total 341000 · CHARGES FOR CITY SERVICES	86,398.04
360100 · MISC CITY INCOME	
341203 · ELECTION FEES	
360102 · FACILITY RENTALS	6,000.00
360103 · COPIES/FAXES	35.00
360106A · BANK ACCOUNT INTEREST INCOME	6,000.00
360106B · CD - INTEREST INCOME	500.00
360107 · CREDIT CARD PROCESSING FEES	400.00
360110 · FESTIVALS & CONCERTS	13,000.00
360112 · CHARGEPOINT STATION	200.00
CARRY FORWARD/TRANSFER FROM RESERVES	58,747.00
360100 · MISC CITY INCOME - Other	0.00
Total 360100 · MISC CITY INCOME	84,882.00
382000 · INTERNAL SERVICES/REIMBURSEMENT	
382001 · CEMETERY ADMIN AND LABOR REIMB	10,000.00
382002 · CEMETERY LEGAL/AUDIT FEE REIMB	3,000.00
382021 · CRA-REIMBURSEMENT -GENERAL FUND	16,000.00
382024 · CRA LEGAL FEE REIMBURSEMENT	5,000.00
Total 382000 · INTERNAL SERVICES/REIMBURSEMENT	34,000.00
Total Income	1,076,244.40
Gross Profit	1,076,244.40
Expense	
CULTURE AND RECREATION	
FESTIVALS AND EVENTS	
OPERATING EXPENSES	
574200 · MATERIALS & SUPPLIES	3,000.00
574300 · PERSONNEL SERVICES - SECURITY	2,000.00
Total OPERATING EXPENSES	5,000.00

**City of Keystone Heights
GENERAL FUND
FY2023-2024
FINAL BUDGET**

	FY 2023/2024 @ 4.2901
Total FESTIVALS AND EVENTS	5,000.00
PARKS AND RECREATION	
OPERATING EXPENSES	
572330 · LAKE MAINTENANCE FUND	5,000.00
572340 · MATERIALS & SUPPLIES-PARKS	12,000.00
572370 · PARKS ELECTRIC	6,000.00
572380 · PARKS WATER	6,000.00
572400 · EQUIP MAINT	10,000.00
Total OPERATING EXPENSES	39,000.00
PERSONNEL SERVICES	
572390 · PAYROLL PARKS & REC	30,000.00
Total PERSONNEL SERVICES	30,000.00
Total PARKS AND RECREATION	69,000.00
TRANSFERS/COMMUNITY SUPPORT	
521600 · HERITAGE COMMISSION EXPENSE	5,500.00
521610 · LAKES	10,000.00
Total TRANSFERS/COMMUNITY SUPPORT	15,500.00
Total CULTURE AND RECREATION	89,500.00
GENERAL GOVERNMENT	
COMPREHENSIVE PLANNING	
OPERATING EXPENSES	
551020 · PLANNER FEES	200,000.00
Total OPERATING EXPENSES	200,000.00
Total COMPREHENSIVE PLANNING	200,000.00
FINANCE AND ADMINISTRATION	
OPERATING EXPENSE	
513141 · VEHICLE ALLOWANCE	3,000.00
513300 · LIAB/FIRE/AUTO/PROPERTY INSUR	37,000.00
513350 · TELEPHONE/INTERNET/CATV	8,000.00
513360 · CITY HALL SUPPLIES	7,000.00
513370 · CITY HALL ELECTRIC	4,000.00
513390 · CITY HALL WATER	700.00
513400 · MAINTENANCE-BUILDING/EQUIPMENT	3,500.00
513402 · MAINTENANCE-COPIER	2,000.00
513440 · POSTAGE/PRINTING	500.00
513460 · ADVERTISING	5,000.00
513480 · AUDITING	13,000.00
513510 · CONTINGENCY CITYHALL/MEMBERSHIP	9,000.00
513520 · RECODIFICATION	500.00
513540 · CPA SERVICES	12,000.00
513604 · IT HOSTING	27,000.00
514001 · PROFESSIONAL FEES-MEDICAL	250.00
514002 · CITY ENGINEERS	10,000.00
519497 · CREDIT CARD FEES	1,000.00
519500 · ELECTION EXP	4,000.00
521120 · MAINTENANCE-GENERATOR	1,000.00
521702 · SPECIAL MAGISTRATE	500.00
541300 · CONTINGENCY PUBLIC WORKS	1,000.00

**City of Keystone Heights
GENERAL FUND
FY2023-2024
FINAL BUDGET**

	FY 2023/2024 @ 4.2901
551023 · CONTINGENCY CODE ENFORCEMENT	1,000.00
572505 · MISC OTHER EXPENSE	0.00
Total OPERATING EXPENSE	150,950.00
PERSONNEL SERVICES	
513099 · PAYROLL CITY STAFF	130,000.00
513111 · CITY HALL/COUNCIL PRTAX	14,000.00
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	47,000.00
513150 · WORKER'S COMP INSURANCE	26,000.00
513530 · 401K MATCH	11,000.00
Total PERSONNEL SERVICES	237,500.00
Total FINANCE AND ADMINISTRATION	388,450.00
LEGAL	
CONTRACTUAL SERVICES	
514000 · CITY ATTORNEY	72,000.00
Total CONTRACTUAL SERVICES	72,000.00
Total LEGAL	72,000.00
LEGISLATIVE	
PERSONNEL SERVICES	
511100 · PAYROLL MAYOR & COUNCIL	25,560.00
Total PERSONNEL SERVICES	25,560.00
Total LEGISLATIVE	25,560.00
Total GENERAL GOVERNMENT	686,010.00
HUMAN SERVICES	
PERSONNEL SERVICES	
CEMETERY	
541137 · CEMETERY CREW PAYROLL	10,000.00
Total CEMETERY	10,000.00
Total PERSONNEL SERVICES	10,000.00
Internal Service CRA REIMB GF	
PUBLIC SAFETY	
CODE ENFORCEMENT	
PERSONNEL SERVICES	
521700 · PAYROLL CE OFFICER	34,000.00
Total PERSONNEL SERVICES	34,000.00
Total CODE ENFORCEMENT	34,000.00
OPERATING EXPENSES	
521905 · EMERGENCY SUPPLIES	2,000.00
541375 · SAFETY/SECURITY	25,000.00
Total OPERATING EXPENSES	27,000.00
Total PUBLIC SAFETY	61,000.00
TRANSPORTATION	
ROADS AND STREETS FACILITIES	

**City of Keystone Heights
GENERAL FUND
FY2023-2024
FINAL BUDGET**

	FY 2023/2024 @ 4.2901
OPERATING EXPENSES	
541340 · MATERIALS/SUPPLIES	10,000.00
541345 · WASTE/SANITATION	12,550.00
541350 · SIGNS & PAVEMENT MARKINGS	8,000.00
541355 · VEHICLE/EQUIP MAINT	4,000.00
541360 · PW ELECTRIC	3,000.00
541365 · PW TELEPHONE/INTERNET/CATV	9,000.00
541370 · PW WATER	700.00
541380 · UTILITIES-ELECTRIC-STREET LIGHT	17,000.00
541390 · UTILITIES-ELECTRIC-TRAFFIC LIGH	1,500.00
541500 · GAS & OIL	15,000.00
549657 · TRAFFIC LIGHT REPAIR	2,000.00
Total OPERATING EXPENSES	82,750.00
PERSONNEL SERVICES	
541100 · PAYROLL PUBLIC WORKS	130,264.00
541101 · PW PRTAX	16,720.40
Total PERSONNEL SERVICES	146,984.40
Total ROADS AND STREETS FACILITIES	229,734.40
Total 572001 · PARKS & REC - OPERATING EXP	0.00
Total Expense	1,076,244.40
Net Ordinary Income	0.00
Other Income/Expense	
Other Expense	
GRANTS	
DEO GRANT	46,000.00
DEO GRANT	-46,000.00
ARPA	350,000.00
ARPA	-350,000.00
Total Other Expense	0.00
Net Other Income/Expense	0.00
Net Income	0.00

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

FY 2023/2024 Final Budget @4.2901

Ordinary Income/Expense	
Income	
City Increment Revenue at 95%	49,785.39
Direct Public Support	
County Funding	105,000.00
Total Direct Public Support	154,785.39
Other Types of Income	
Carry forward	290,000.00
Interest Revenue	50.00
Total Other Types of Income	290,050.00
Total Income	154,785.39
Gross Profit	444,835.39
Expense	
Business Expenses	
Advertising fees	10,000.00
Insurance - Liability, D and O	5,400.00
Membership Dues	1,500.00
Postage, Mailing Service	50.00
Printing and Copying	50.00
Supplies	50.00
Total Business Expenses	17,050.00
Contract Services	
Staff Services- GF	10,000.00
Audit/Accounting Fees	11,500.00
Clay County EDC	5,000.00
Legal Fees	5,000.00
Total Contract Services	21,500.00
Event Security	
Events & Festivals	
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	15,500.00
Total Events & Festivals	59,824.00
Grant Contribution Expenses	
Other Types of Expenses	
CIP expenses	
Moon Tree	1,000.00

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

FY 2023/2024 Final Budget @4.2901

Benches/Trash Cans	10,000.00
Grant Contribution Expenses C/F Unfinish	15,000.00
Pavilion Outfitting&Furnishings	0.00
Rails to Trails	500.00
Streetscape Improvement C/F	75,000.00
Streetscape Improvement Continued	244,961.39
Total CIP expenses	346,461.39
Total Other Types of Expenses	346,461.39
Total Expense	444,835.39
Net Ordinary Income	0.00

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

FY 2023/2024 Final Budget @4.2901

Ordinary Income/Expense	
Income	
Burial Permit Income	3,000.00
Cell Tower Rent	14,866.60
Lot Sales	19,000.00
Oper Acct Perpetual Contribut	0.00
Veterans Memorial Pathway Inc	0.00
Total Income	36,866.60
Other Income	
CD Interest Income	250.00
Interest Income	100.00
Total Other Income	350.00
Net Other Income	350.00
Gross Profit	37,216.60
Expense	
Audit	5,650.00
Bank Charges	0.00
Capital Improvements	2,966.60
Computer Software Support	1,500.00
Equipment Purchase	500.00
Legal	
Deed Recording Fees	200.00
Legal Expense	2,000.00
Total Legal	2,200.00
Perpetual Care Contribution	7,200.00
Repairs	
Building Repairs	500.00
Equipment Repairs & Maintenance	2,000.00
Total Repairs	2,500.00
Salaries & Taxes	10,000.00
Supplies	400.00
Utilities	1,500.00
Veterans Memorial Pathway Exp	300.00
Total Expense	37,216.60
Net Income	0.00

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

FY 2023/2024 Final Budget @4.2901

Income	
312600 · STATE INCOME	222,690.00
361100 · INTEREST INCOME	
361100A · BANK ACCOUNT INTEREST	4,072.00
361100B · CD INTEREST	1,412.25
361100 · INTEREST INCOME - Other	0.00
Carry Forward	200,000.00
Total 361100 · INTEREST INCOME	205,484.25
Total Income	428,174.25
Expense	
511.300 · OPERATING EXPENDITURES	
511.301 · AUDIT/CPA	5,000.00
511.300 · OPERATING EXPENDITURES - Other	0.00
Total 511.300 · OPERATING EXPENDITURES	5,000.00
511.600 · CAPITAL OUTLAY	
Planning- Right of Way	40,000.00
Road Sys Resurfacing Proj	230,696.25
Sidewalk Construction	7,500.00
511.600 · CAPITAL OUTLAY - Other	144,978.00
Total 511.600 · CAPITAL OUTLAY	423,174.25
66000 · Payroll Expenses	
Total Expense	428,174.25
Net Income	0.00