

2021/2022

Budget Basics Workshop



Reviewing Definitions



- Revenues – what are they
- Expenses
- Fund Balance

Discuss Fund Distributions and Expenditures

- Fund Distributions
- Expenditures
- Transfer In's – where from and why

City Funds

General Fund - Operating

Public Facility Fund

Capital Vehicle/Project Fund

Grant Funds

Law Enforcement Fund

Revenues

- Taxes
- Fees
- Fines
- Sale of Assets
- Charges for Services
- Grants

General Fund Revenues

- Ad Valorem
- Other Fees
- Intergovernmental
- Charges for Services
- Fine, Forfeitures & Penalties
- Uses of Money
- Other Revenues

Other Fees

- **Utility Taxes** – 10% Received directly from Utility
 - Electric
 - Natural Gas
 - Propane
- **Business Tax Receipts** – by Ordinance of Council
- **Public Service Fee** – by Ordinance of Council
- **Fire Insurance Premium Tax** – 175.131 F.S.
- **Casualty Insurance Premium Tax** – 185.11 F.S.

Intergovernmental Fees (Part 1)

- **Municipal Revenue Sharing (SRS)**-1.3653% of net sales and use tax collections
 - Factors
 - Population County/City
 - Population of all cities
 - % Restricted for Transportation related expenses
- **Mobile Home Licenses**-Tax Collector – can be paid on a 2 year cycle
- **Alcohol Beverage Licenses** – 38% of tax remitted to city
- **Half Cent Sales Tax**- F.S. 212 percentage of net sales tax proceeds our portion of the countywide amount this year is 13%
 - Factors
 - Ratios of Population of County/City

Intergovernmental Fees (Part 2)

- **One Cent Sales Tax** – F.S. 212 Collected in County
- **Communication Service Tax**-Telecommunications, Satellite, mobile communications
 - Florida CST and Local CST
- **Public Safety** – SRO OCSB
- **County Business License Tax**

Charges for Services

- **Building & Inspection Fees**
- **Exception & Zoning Fees**
- **Franchise Fees**
 - Electric
 - Natural Gas
 - Solid Waste
- **Plan Review Fees**
- **Alley Closing/Map Sales**
- **Public Safety SRO Private Entity (OCA)**
- **Solid Waste Collection Fees - Residential**

Fines, Forfeitures & Penalties

- Court Fines
- Radio Communication Fees
- Law Enforcement Education
- Investigation Cost Reimbursement
- Ordinance Violations

Uses of Money & Property

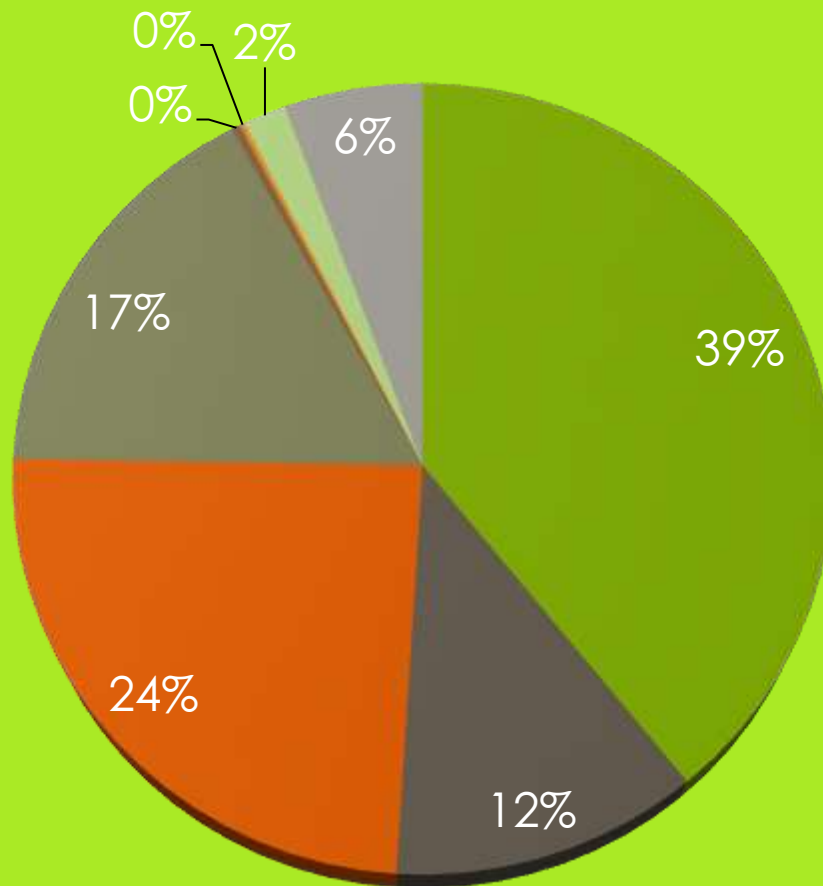
- ◉ Interest Earnings
- ◉ Surplus City Property (shifted to Capital Fund)

Other Revenues

- **Public Safety Grant**
- **Special Purpose Grant**
- **DOT Hwy Maintenance Contract**
 - Mowing
 - Traffic Signals
- **Code Enforcement Fines**
- **Police Accident Reports**

General Fund Revenues

(without transfer from Capital Fund)



2021 GF Budgeted Revenue Sources

- Ad Valorem
- Other Fees
- Intergovernmental
- Charges for Services
- Fines, Forfeitures & Penalties
- Uses of Money & Property
- Other Revenues
- Public Facilities - Transfer In

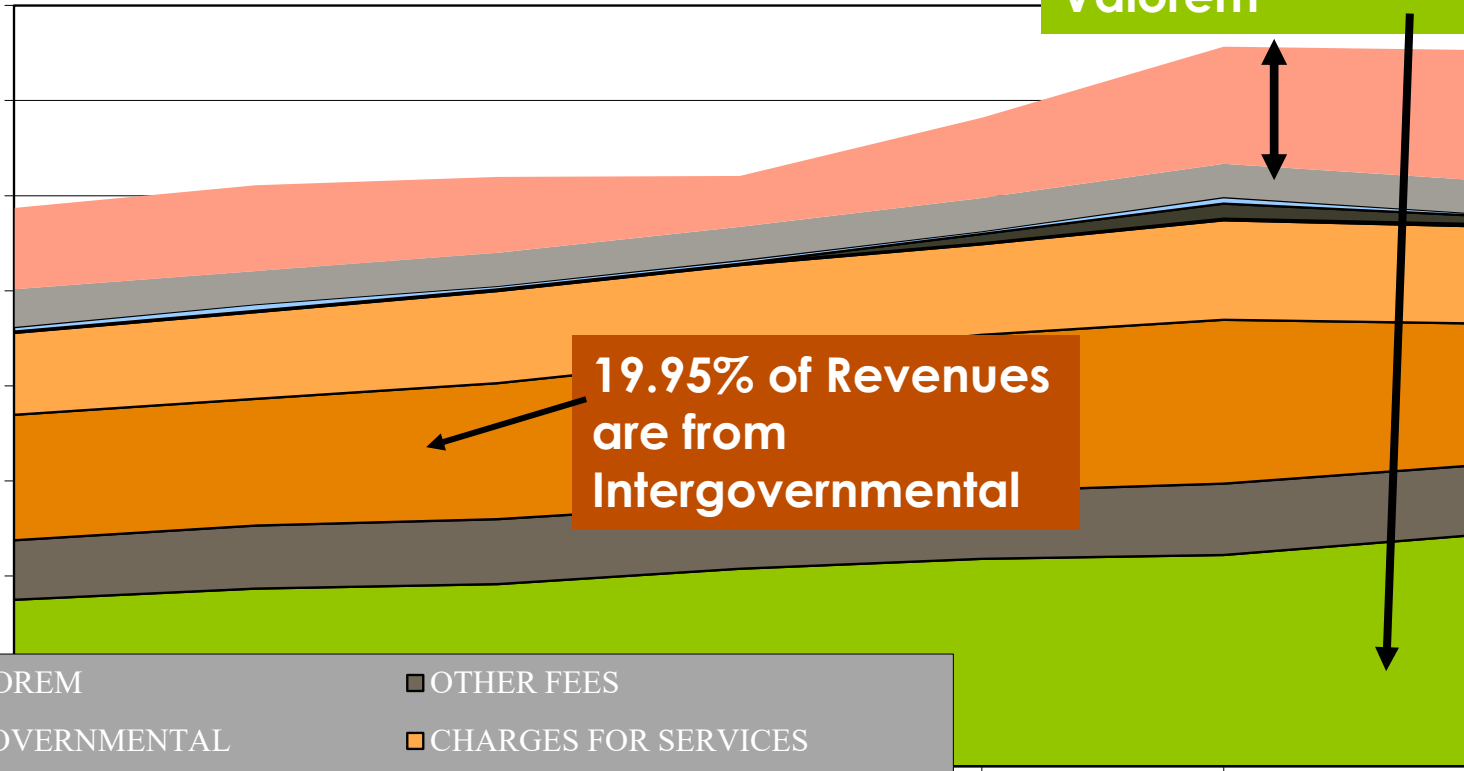


Revenues Trends

32.18% of Revenues
are from Ad
Valorem

19.95% of Revenues
are from
Intergovernmental

- | | |
|----------------------------------|-------------------------|
| ■ AD VALOREM | ■ OTHER FEES |
| ■ INTERGOVERNMENTAL | ■ CHARGES FOR SERVICES |
| ■ FINES, FORFEITURES & PENALTIES | ■ USES OF MONEY |
| ■ OTHER REVENUS | ■ TRANSFER FROM PUB FAC |
| ■ TRANSFER FROM CAPITAL | |

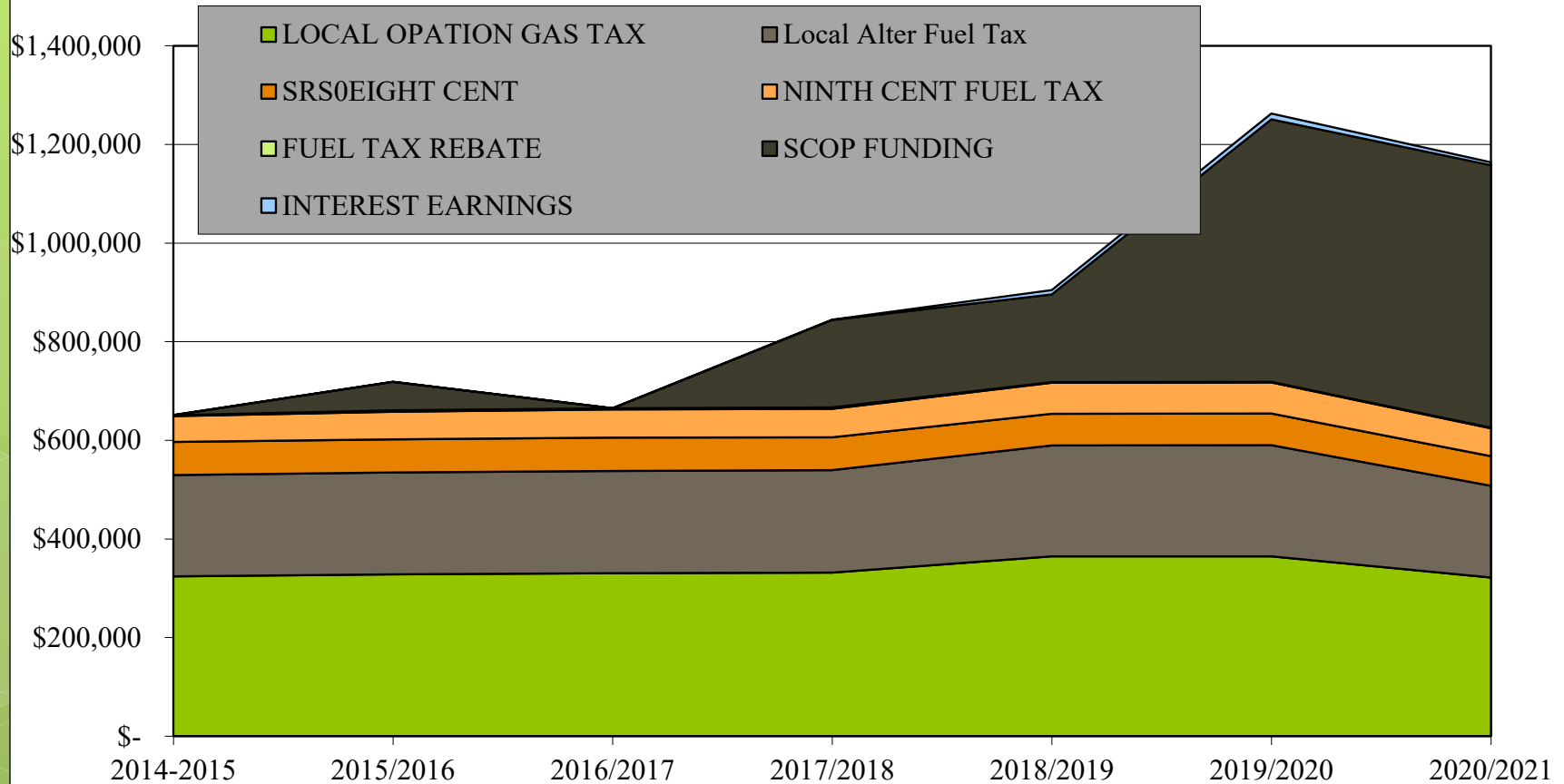


Public Facility Revenues

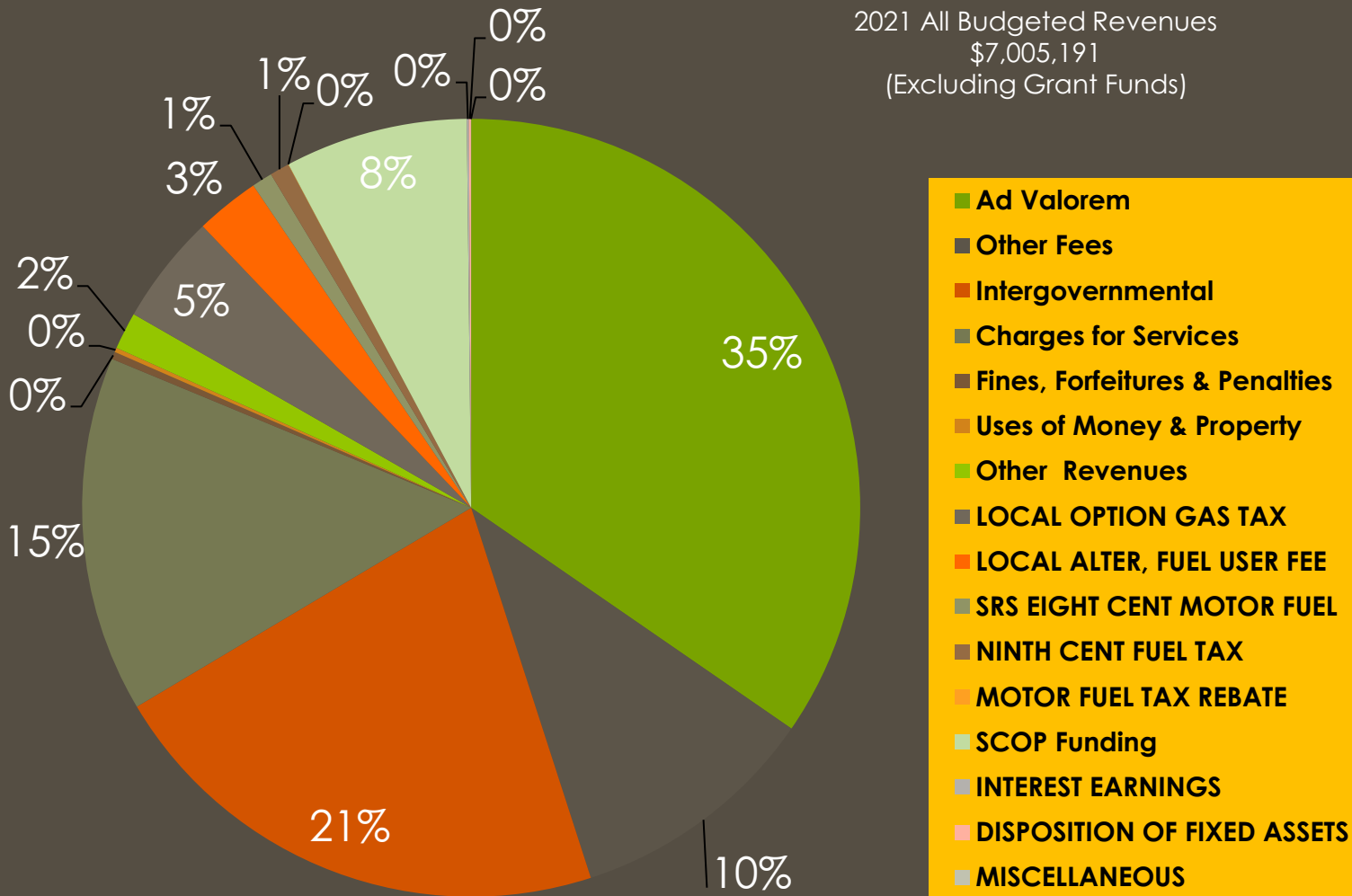
- **Local Option Gas Tax** – 5 cents per gallon motor fuel only (F.S. 206.41(1) (e))
- **Local Alternate Fuel Tax** - 6 cents per gallon (F.S. 206.41(1) (e))
- **SRS aka Eight Cent Fuel Tax – 1 cent**
 - Distribution based on per lane mile
- **Ninth Cent Fuel Tax - 1 cent per gallon**
 - By Interlocal Agreement 19.34%
- Fuel Tax Rebate
- **SCOP Funding (Grant)**
- Interest Earnings



Public Facility Revenues



2021 All Budgeted Revenues
\$7,005,191
(Excluding Grant Funds)



Expenses

- Operating

- Capital

General Fund Expenses

- Legislative (Council)
- Executive (Administration)
- Clerk
- Finance
- General Services
- Law Enforcement
- Fire Protection
- Public Works

Expenses

- **Operating Expenses**

- General Fund

- Legislative, Executive, Clerk, Finance, General Services, Law Enforcement, Fire Protection, and Public Works

- Public Facility Fund

- Contractual maintenance, Street light utilities, Repair and Maintenance of Equipment, Road and Materials,

- **Capital Improvements and Replacements**

- Capital Fund, all departments except Transportation related items

What are Operating Expenses

- **Personnel cost**
 - Salaries of People who serve the citizens
 - Health Insurance, Worker Compensation, Pension
- **Contractual Services**
 - Legislative services
 - Legal presentation
 - Building Inspector
 - Planning Services
 - School Resource Officers
 - Crime Lab (IRSC)
 - Solid Waste Pickup
 - IT Services
 - Communications
 - Animal Control
 - Ground Maintenance of Medians/Parks/Properties
 - Street Sweeping
 - Fire Services
 - Engineering Services
 - 2-year commitment for 3 Firefighters to BOCC

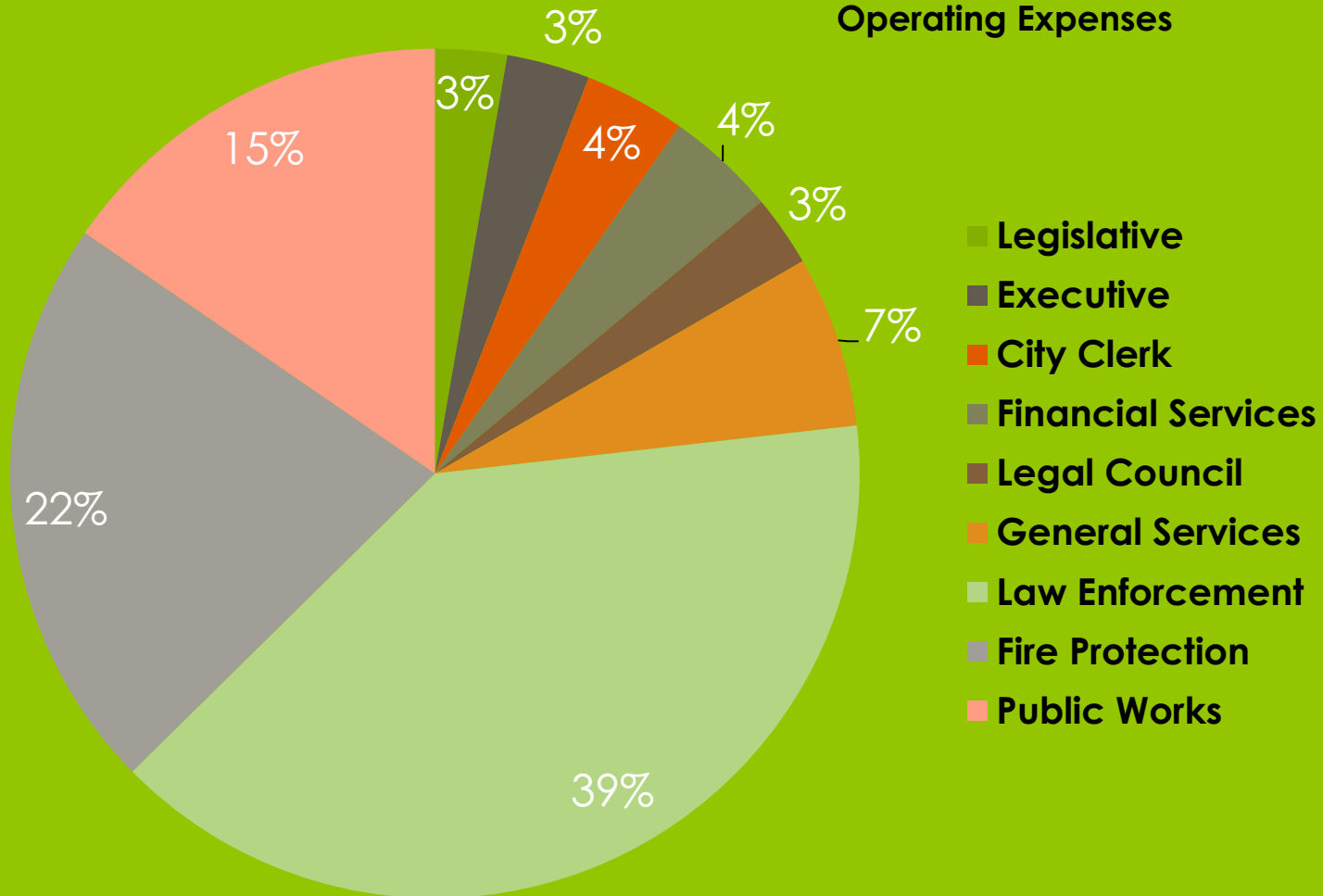
Other Operating Expenses

- **Repair and Maintenance**
 - **Buildings, Equipment, Parks, Roadways, Vehicles, Landscape Replacement**
- **Risk Management (Insurance)**
- **Fuel Cost**
- **Advertising**
- **Education**
- **Utilities**
- **Traffic Signal Maintenance and upgrades**
- **Stormwater Ditch Maintenance**
- **Sidewalk repair**
- **Streetlights (off highway)**

Other Items Classified as Operating Expenses

- Committee charges (publications, communications, legal representation, etc.)
- Community requests (Economic Development Corp.)
- Landscape Architects
- Additional Planning Services (LDR, Comprehensive Plan, etc.)
- Grant Writer/Administration

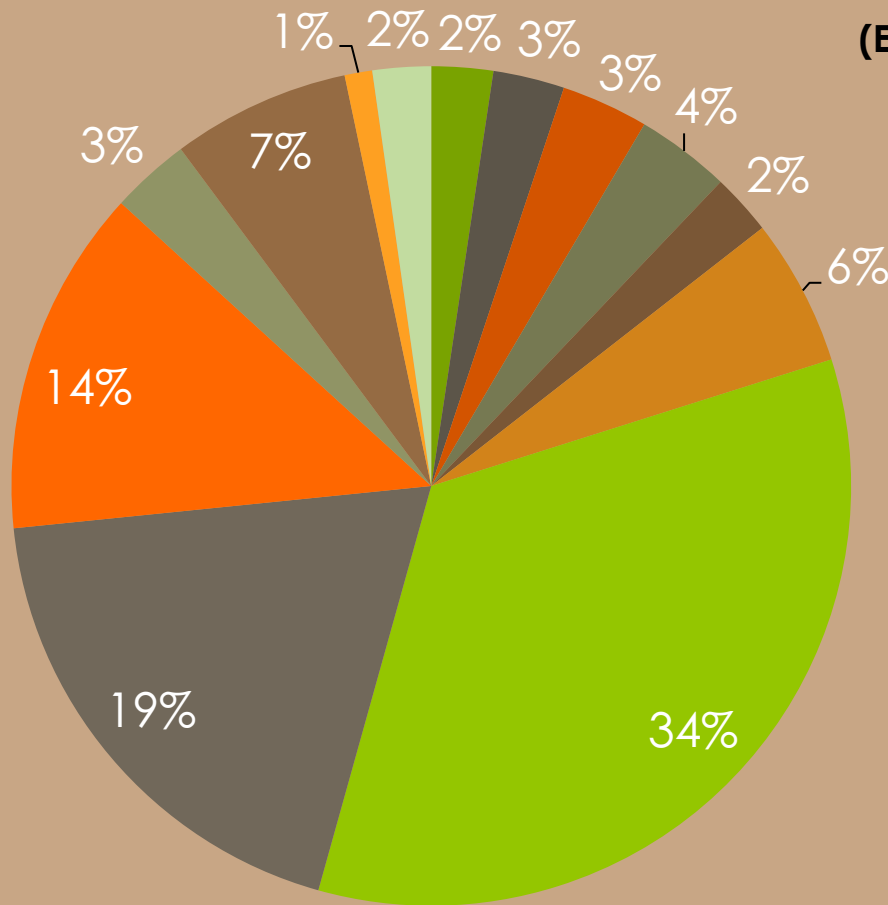
2021 General Fund Budgeted Items Operating Expenses



Capital Improvements and Replacements

- Replacement Vehicles, Equipment
- Replacement Computers, Radios, Tasers, Radars
- Major Overlay Paving Projects
- Major additions to Sidewalks
- Major Changes to Building which extend the life, i.e. roofs, Storm windows
- Additional Security for Buildings
- Major New Landscaping, Tree Program, Median Replacement, Park Street Lights
- Stormwater Systems

**2021 All Budgeted Expenses
\$9,179,816
(Excluding Grant Funds)**



- Legislative
- Executive
- City Clerk
- Financial Services
- Legal Council
- General Services
- Law Enforcement
- Fire Protection
- Public Works
- Public Facility Operating
- Public Facility Improvements
- Capital Operating
- Capital Projects/Improvements

Fund Balance

- Collective balance
 - Excess revenues over expenses throughout time
 - Sale of Assets (i.e. OUA and Property)_

Categories

- Non-spendable
- Restricted
- Committed
- Assigned
- Unassigned

Definitions

- **Non-spendable** – Inventory, Unearned revenue
- **Restricted** – Constrained by their providers (Legislators, Grants, Bondholders)
- **Committed** – Constrained for a specific purpose (highest level of authority)
- **Assigned** – Amount intended for a specific purpose
- **Unassigned** – Remainder of General Fund including Capital Vehicle fund

Restricted Funds -

Restricted funds are to be used for a specific purpose based on limitations (restrictions). They should be used first based on their designation and as budgeted.

- **Public Facility Funds – Gas Tax Revenues**
- **Special Law Enforcement Funds**
- **Non-spendable Inventory**

Assigned Funds -

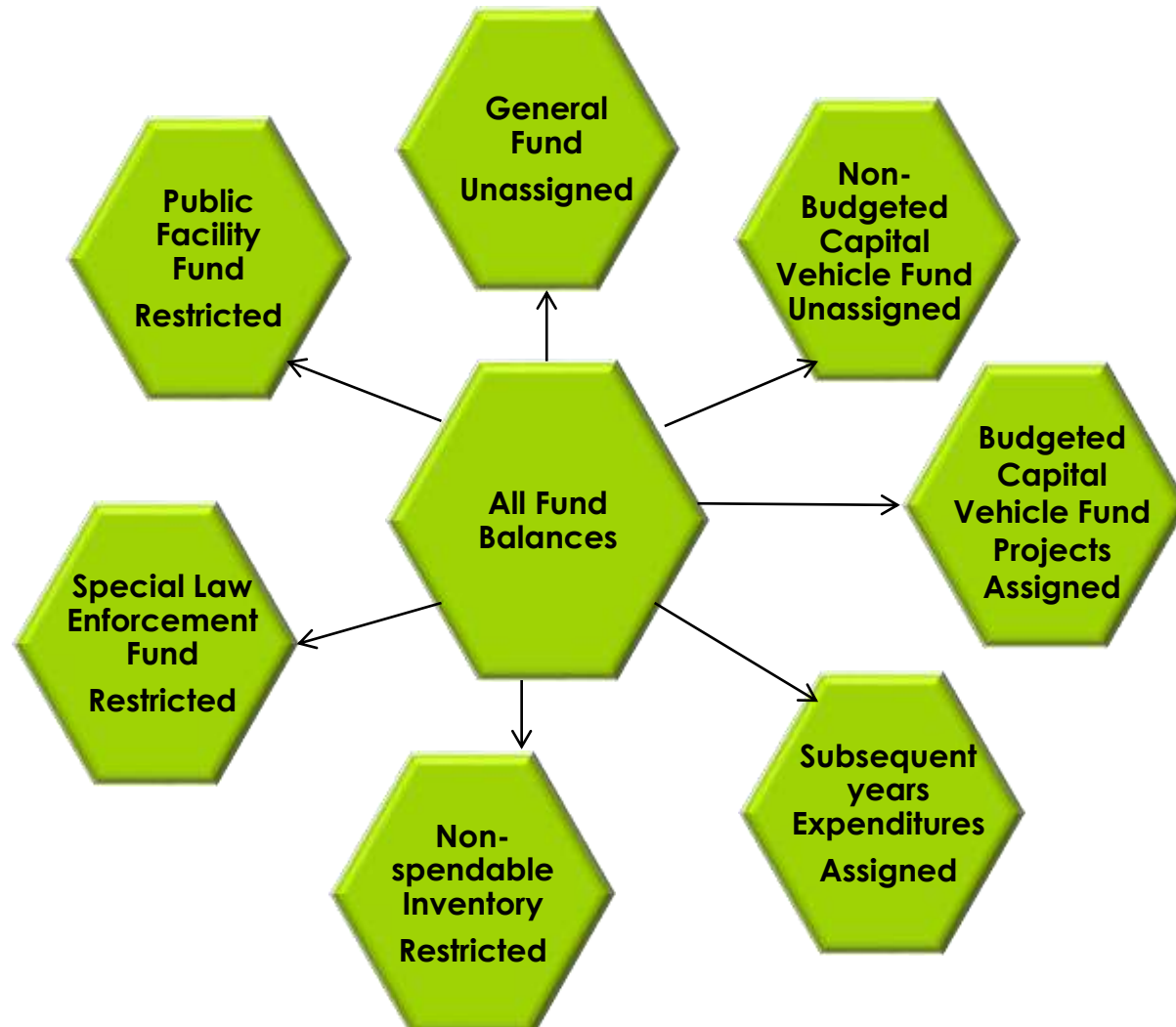
- Grant Funds – Projects that will be reimbursed
- Subsequent years Expenditures
- Future Capital Projects
 - 5 Year Capital Improvement Plan
- Multi year designated projects
- Replenishment of depreciated assets

Unassigned Funds -

Residual classification for the General and Capital Vehicle/Project Fund.

- **Budget Stabilization (use of reserves for operating expenses)**
- **5 Year Capital Improvement Plan**
- **Multi year designated projects**
- **Replenishment of depreciated assets**

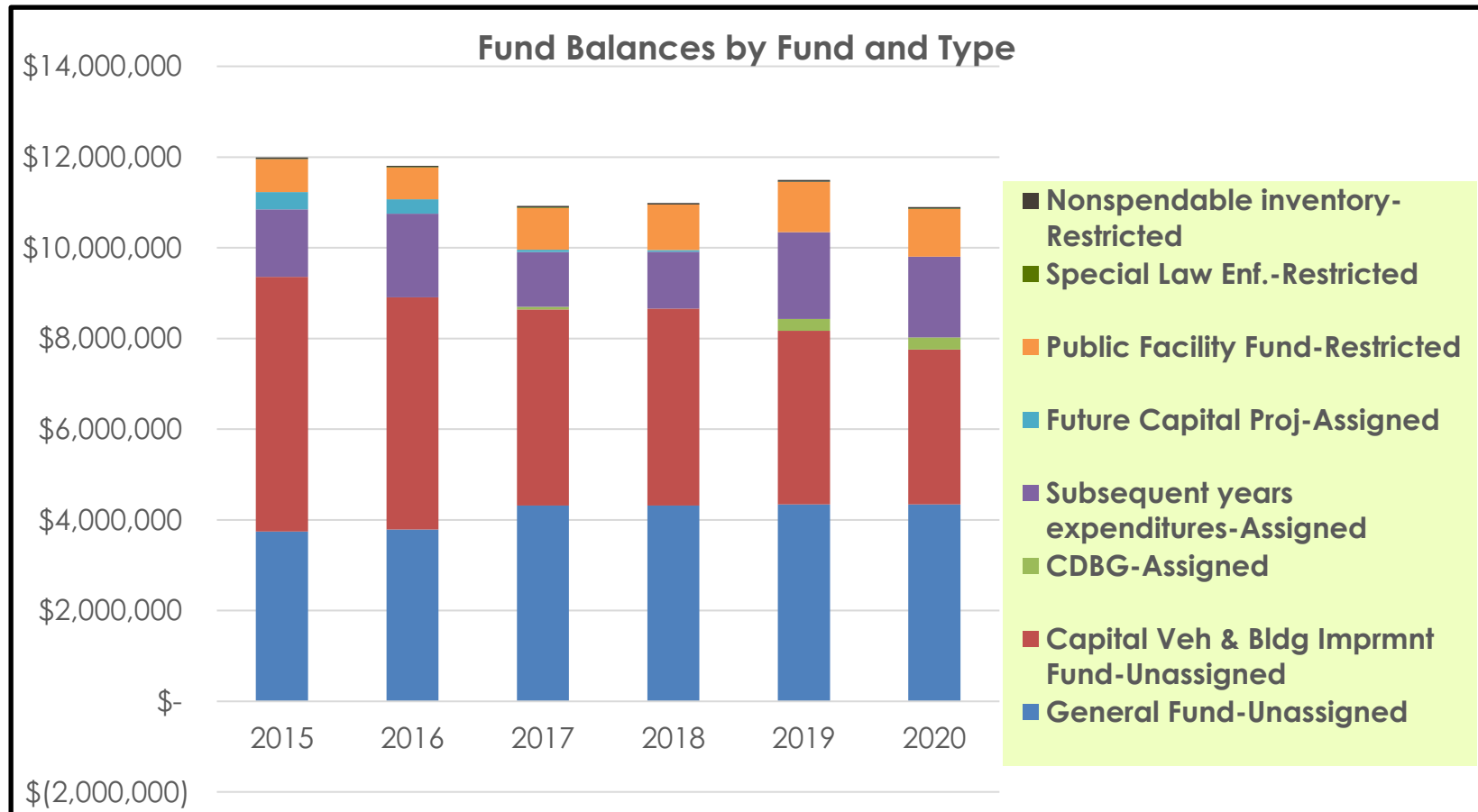
City Fund Balances



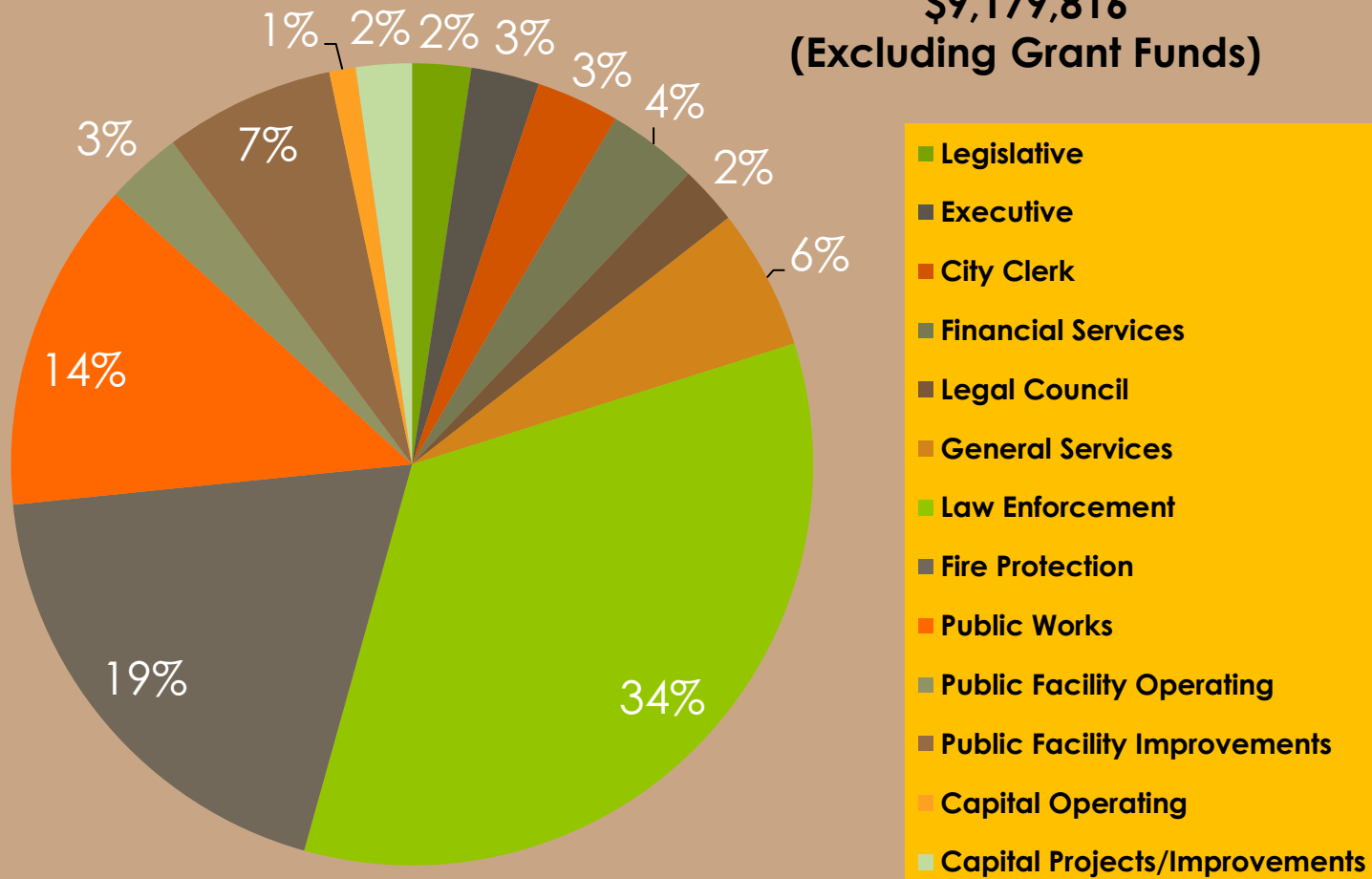
City Funds



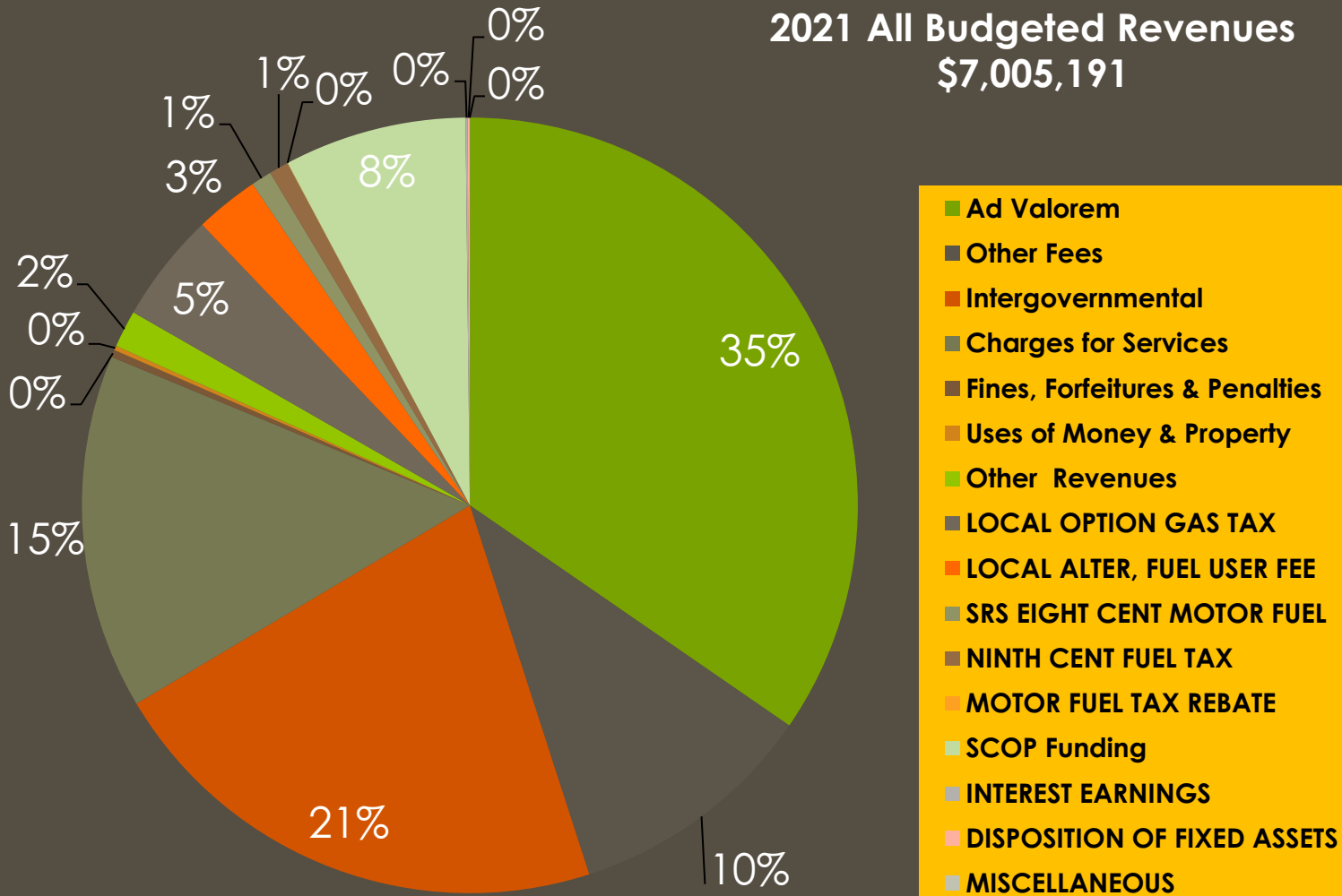
Audited Fund Balance



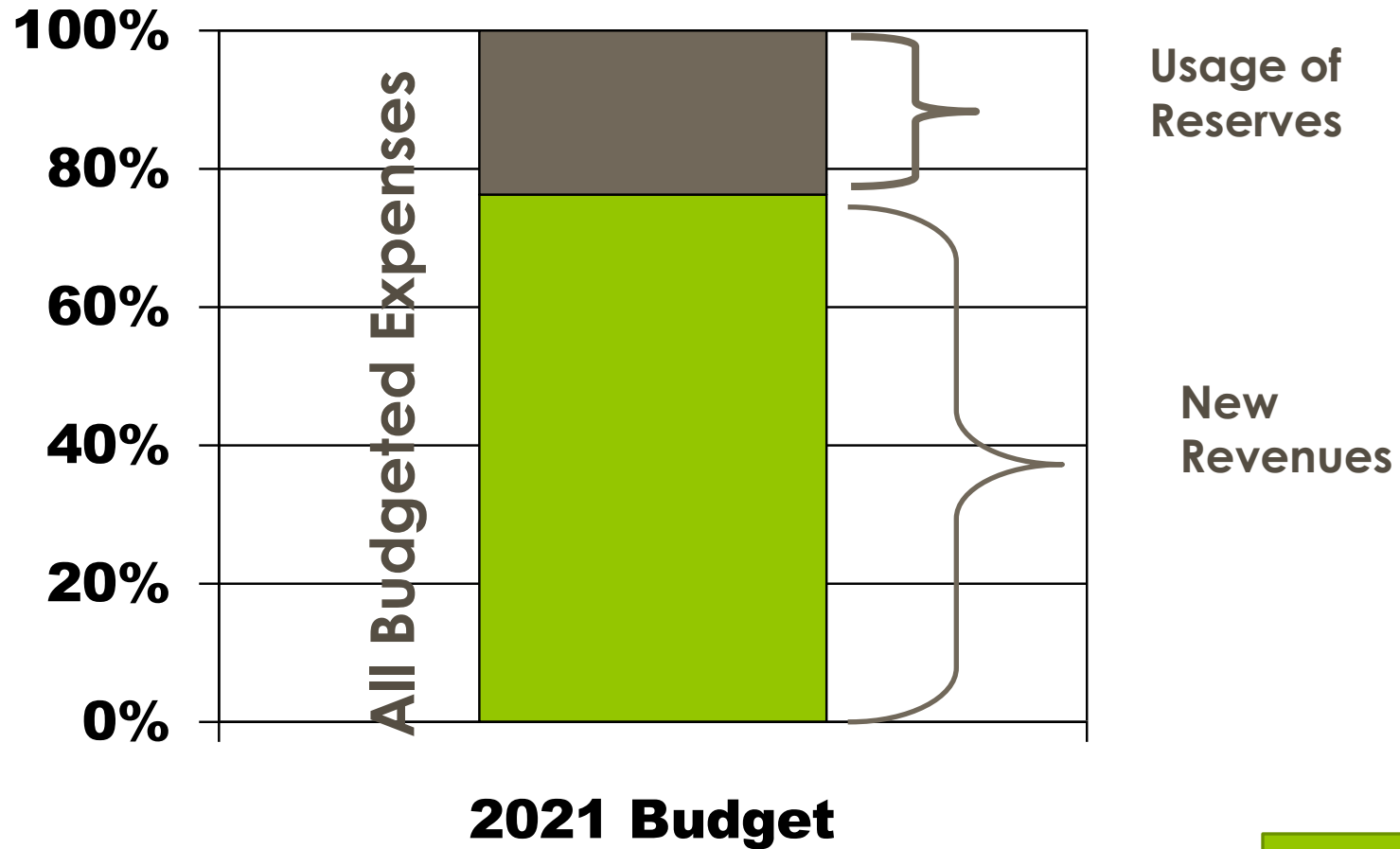
**2021 All Budgeted Expenses
\$9,179,816
(Excluding Grant Funds)**



2021 All Budgeted Revenues \$7,005,191



Revenues, Expenses the 'Difference'



2021/2022

Questions?

Budget Basics Workshop

