

CITY OF MONTICELLO

July 26, 2023

MEMORANDUM

FROM: Emily Anderson

TO: City Council

IN RE: Application for Certificate of Appropriateness –
101 N. Cherry Street – Building Signage

On July 10, 2023, the Historic Design Review Board initially reviewed an Application for Certificate of Appropriateness for a sign proposal for the Collins Law Firm at 101 N. Cherry Street. After determining that further deliberation of sign standards was needed, on July 20, 2023, the Board reviewed an updated proposal (attached).

The Board noted that a standard should be developed for the entire building, since several businesses will be housed on the property. The minutes regarding the adopted standard are as below:

CONSIDERATION OF HISTORIC DISTRICT SIGN STANDARDS *The Board determined that a focused standard should be set for sign consistency for the various businesses within the building located at the intersection of E. Washington Street and N. Cherry Street. After review of an updated sign proposal submitted, the Board noted that the design submitted is appropriate in shape and facing for all businesses located in the building. It was also noted that signs could be elongated if needed.*

On motion of Susan Rissman, seconded by Diane Leach, the Board voted unanimously to approve the updated template presented for the building and allow flexibility as to scale corresponding to location on the building and in accordance with the city sign code, and the same style of sign should be used for ancillary signage needed. The Board further noted a strong suggestion that the border of all signs be preferably dark green, or black as an alternate. The Board asked that the owner of the building select the border color to be used by all signs.

Minutes regarding the application received for the Collins Law Firm are below:

***PUBLIC HEARING (CONTINUED) – BOARD RECOMMENDATION
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS –***

****101 N. Cherry Street – Sign***

On motion of Diane Leach, seconded by Susan Rissman, the Board voted unanimously to approve the updated sign proposal for Collins Law Firm, subject to the building standard as adopted.

The Board strongly recommended that the size of the shamrock logo be decreased, and the size of the lettering be increased so the business name would be prominent.

NOTE: At the meeting on July 10th, the Board had noted that lighting for signs should be external only, though that standard was not included in the vote on July 20th. I believe the omission of the lighting standard was unintended.

Although a proposal was prepared for The Social restaurant, no Application has been received.



City Clerk

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

BUILDING AND SITE INFORMATION:

Address: 101 N. Cherry St
Parcel I.D. No.: 00-00-00-0360-0000-0360 (1715)
Zoning Designation: B-1 Business/Central
Property Owner(s): James Hoenstine
Mailing Address: 1227 Archangel way
Tallahassee, FL 32317
Phone No.: 850-933-9109 E-Mail: hoenstinejames@gmail.com
Signature: See attached ownership Affidavit.

DESCRIPTION OF PROPOSED WORK:

New Addition New Roof Shutters Rehabilitation
 Signage Demolition New Construction
 Minor Alterations - Describe: _____
 Site Improvements - Describe: _____
 Other - Describe: _____

Detailed Description of the Proposed Work to be Performed (use additional sheets, if necessary):

72" W x 24" H Box Sign Cabinet to be installed On 2nd
Floor Wall facing E Washington Avenue. Detailed Information
Attached.

For Office Use:

Date Received at City Hall: 5-16-23
Application Fee Paid: ✓

City of Monticello
445 W Palmer Mill Rd
Monticello, FL 32344

To whom it may concern:

I, JAMES HOENSTINE owner of 101 N Cherry St. (PID: 00-00-00-0360-0000-0360), hereby give permission to 1 Hour Signs Inc. (dba Apogee Signs) to drop off, sign for, and pick up any document necessary to procure sign permits for this parcel.

Thank you,


Owner Signature

Date

4/18/2023

Print Owner Name

JAMES HOENSTINE

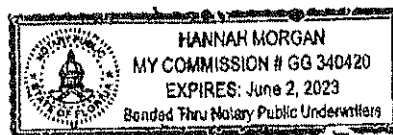
State of Florida
County of Jefferson

The foregoing instrument was acknowledged before me this 20 day of April, 2023 by James Hoenstine


Notary Public's Signature

Print Notary Name

Personally known OR
Type of Identification Produced _____



Emily Anderson

From: Clayton Tolbert <cgroupflorida@gmail.com>
Sent: Sunday, July 9, 2023 11:02 PM
To: Emily Anderson
Cc: abbottda@flcjn.net
Subject: Agenda Item - August 1st Meeting

I am requesting to be placed on the August 1, 2023 city council agenda in reference to the Monticello Police Department and its proposed budget.

Regards -

W. Clayton Tolbert
CGroup, LLC.e
Risk Management Specialists
P.O. Box 871
Monticello, Florida 32345
Tele: 850.408.9882
Email: cgroupflorida@gmail.com

Flag adoption ordinance, 2023:

In order for the city of Monticello to adopt an official flag, a majority of the present quorum must vote to enact a city ordinance recognizing the flag as the official city flag. The following design is the original design I made many months ago, code named "Jean":



[Jean, old design]

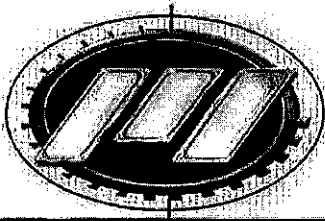
For the last few months, however, I have been developing the design with the help of seasoned, professional vexillologists to make it an optimal flag design to represent Monticello. Among the vexillologists who helped refine Jean was vexillologist Ted Kaye, who penned the book *Good Flag, Bad Flag*, and helped design the new state flag for Utah, which is to be adopted in the coming year.

Myself, Ted Kaye, and the other vexillologists within the North American Vexillological Association (NAVA) have worked together to create these updated designs that will serve as, or as the basis for a new flag for Monticello.

Important Notes:

The flag is not devoid of symbolism. The colors, their spacing, the fimbriation, the stars (or lack thereof,) are all important to representing Monticello. The red symbolizes our love for culture, and the rich, often hard-fought history of this town. The green represents our connection to the land, harking back to our history with agriculture as an economic forefront. The white indicates a pureness in the connection between our love for culture and history, and how that relates to the land we live on.

The three four-point stars represent Art, History, and Community, the three pillars on which this city thrives. One of our greatest points of interest, the Monticello Opera House, combines these three principles.



MITTAUER
& ASSOCIATES, INC.
CONSULTING ENGINEERS &
PROJECT FUNDING SPECIALISTS

580-1 WELLS ROAD
ORANGE PARK, FL 32073
PHONE: (904) 278-0030
FAX: (904) 278-0840
WWW.MITTAUER.COM

July 24, 2023

VIA EMAIL

Mr. Seth Lawless, City Manager
City of Monticello
245 S. Mulberry Street
Monticello, FL 32344

RE: Engineering Services Agreement
WWTF Operating Permit Renewal 2023
City of Monticello, Florida
Mittauer & Associates, Inc. Project No. 0808-09-1

Dear Mr. Lawless:

In accordance with our Agreement for Continuing Consulting Engineering Services, we are pleased to present the following proposal for Engineering Services to prepare and submit the Florida Department of Environmental Protection (FDEP) Wastewater Treatment Facility (WWTF) Operating Permit Renewal Application for the City of Monticello. Mittauer & Associates, Inc., hereinafter referred to as the Engineer, proposes to provide services as described in the Scope of Services to the City of Monticello, the Client, for the fees stipulated hereafter.

SCOPE OF SERVICES

1. Compile and evaluate data from Monthly Discharge Monitoring Reports (DMRs).
2. Prepare FDEP Permit Application Forms 1 and 2A for execution by the City.
3. Perform WWTF site visit and prepare Operation and Maintenance Performance Report, pursuant to Rule 62-600.735, F.A.C..
4. Prepare Capacity Analysis Report pursuant to Rule 62-600.405, F.A.C. (if required by FDEP).

Mr. Seth Lawless, City Manager
Engineering Services Agreement
July 24, 2023
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ITEMS FURNISHED BY CLIENT AT NO EXPENSE TO THE ENGINEER

The Client shall provide the following items in a timely fashion and at no expense to the Engineer:

1. Copies of monthly DMRs, previous correspondence with FDEP, and related data that the Engineer could not obtain from FDEP. If additional information is required, the Engineer will submit a request specifying what materials are needed to complete the necessary documentation for FDEP.
2. All required laboratory sampling and analysis.
3. All permit processing fees charged by regulatory agencies.

SCHEDULE OF FEES

The Engineer shall be paid the following lump sum amounts for the various items of the Scope of Services:

Item No. 1 - Data Compilation and Evaluation	\$1,000
Item No. 2 - FDEP Permit Application Forms	\$1,500
Item No. 3 - Site Visit and O&M Performance Report	\$4,500
Item No. 4 - Capacity Analysis Report (if required by FDEP)	\$2,500

The Engineer shall make himself available to the Client at the Engineer's standard hourly rates for additional services as requested and changes in project scope of work or additional documents as required by the regulatory agency.

Invoices for services in progress are prepared monthly and are due in accordance with Florida Statute 218, The Local Government Prompt Payment Act. Payments which are not received in accordance herewith are subject to late fees as outlined in the Act as well as collection fees and may cause the Engineer to stop work on the Client's projects. The fees listed above do not include state sales tax, federal sales tax, or value added tax (VAT), should it be required by law.

Mr. Seth Lawless, City Manager
Engineering Services Agreement
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ACCEPTANCE

Acceptance of this proposal may be indicated by the signature of a duly authorized official of the Client in the space provided below. One signed copy of the proposal returned to the Engineer shall serve as Notice to Proceed. Should this proposal not be accepted within a period of thirty (30) days, it shall become null and void.

Sincerely,
Mittauer & Associates, Inc.

Accepted by
City of Monticello, Florida



Joseph A. Mittauer, P.E.
President

By: _____
The Honorable Gloria Cox, Mayor

JAM/KAL/mar

Date: _____

**NOTES REGARDING PROPOSED AD VALOREM RATE
AND PROPOSED TENTATIVE HEARING DATE/TIME**

Proposed ad valorem rate -

6.2829 (rollback rate)

Proposed tentative budget hearing date and time -

September 6, 2023 at 6:00 p.m.

Council Action Needed at August 1st meeting:

Vote to select the rollback rate of 6.2829 to be the published rate on the TRIM notice and the establishment of the tentative budget hearing date of September 6th at 6:00 p.m.

RECAP

	2022-2023	2022-2023	2023-2024
	BUDGET	PROJECTED	BUDGET
GENERAL FUND			
TOTAL REVENUE - GENERAL FUND	3,185,516	3,335,829	3,347,964
Expenses - General Fund			
General Administrative	796,547	831,750	917,034
Law Enforcement	992,235	966,520	1,082,191
Fire Control	37,098	37,098	38,448
Garbage	362,273	329,520	0
Streets/Parks/Cemeteries/Animal Control	995,461	1,070,385	1,310,291
TOTAL EXPENSES - GENERAL FUND	3,183,614	3,235,272	3,347,964
WATER/SEWER FUND			
TOTAL REVENUE - WATER/SEWER FUND	1,528,806	1,388,700	1,653,605
Expenses - Water/Sewer			
Water Operating Expenses	492,066	456,171	629,512
Sewer Operating Expenses	1,035,018	1,024,209	1,024,094
TOTAL EXPENSES - WATER/SEWER FUND	1,527,084	1,480,380	1,653,605
Impact Fees - Revenue		100,000	324,000
Impact Fees - Expenses		100,000	324,000
GRANTS			
General Fund Grant Income	1,888,000	1,541,204	2,064,000
General Fund Grant Expense	1,888,000	1,541,204	2,064,000
Water/Sewer Grant Revenue	10,315,000	1,060,000	4,888,000
Water/Sewer Grant Expense	10,315,000	1,395,000	4,888,000
General Fund Carried Forward Balance (as amended)	5,427,594		
Water/Sewer Carried Forward Balance (as amended)	12,206,647		
Impact Fees Carried Forward Balance	371,290		
COMBINED CARRIED FORWARD/BEG. BALANCE	18,005,531		
COMBINED GENERAL FUND, WATER/SEWER FUND, GRANT REVENUE	11,953,569		
COMBINED GENERAL FUND, WATER/SEWER FUND, GRANT EXPENSES	11,953,569		
General Fund Carried Forward Balance	5,427,594		
Water/Sewer Carried Forward Balance	12,206,647		
Impact Fees Carried Forward Balance	57,290		
COMBINED ENDING BALANCE	17,691,531		

	2022-2023	2022-2023	2022-2023	2023-2024
	BUDGET YR TO DATE			BUDGET
Account	2022-2023	2022-2023	2022-2023	2023-2024
GENERAL FUND - REVENUE	BUDGET	YR TO DATE	PROJECTED	BUDGET
311.100 Ad Valorem	794,124	789,655	791,400	840,376 **at rollback rate of 6.2829 updated
312.300 New Local Option Fuel Tax	44,900	25,439	43,300	44,000
312.400 Local Option Gas Tax	81,188	43,780	81,000	82,800
312.600 One-Cent Local Option Sales Tax	235,000	150,987	261,400	267,400
312.650 One-Cent Local Option Sales Tax-Quarterly	87,900	52,717	96,900	105,600
313.100 Franchise Fees - Electricity	235,200	167,605	224,600	234,900
314.100 Utility Tax - Electricity	269,200	201,866	269,400	274,600
314.800 Utility Tax-Propane/Fuel Oil	26,400	24,926	26,500	27,600
315.000 Communications Services Tax	51,000	33,994	58,900	61,800
321.000 Business Taxes	6,400	1,358	6,400	0
329.000 Animal Control / County Labor Reimbursements	1,750	1,350	1,850	1,960
335.120 State Shared Revenue	175,824	120,258	162,800	164,400
335.140 Mobile Homes Licenses	1,200	701	1,100	1,180
335.150 Alcoholic Beverage Licenses	1,850	4,177	4,300	4,300
335.180 Local 1/2 Cent Sales Tax	396,100	266,866	456,900	470,500
341.200 Development Review Fees	4,500	9,480	10,600	6,412
342.200 Fire Assessment - City Share	37,000	37,098	37,098	38,448
343.400 Garbage/Solid Waste	292,400	199,800	319,400	330,000
New-Solid Waste Tipping Fee Reimburseme	0	0	0	3,000 possible transfer from county?
New-Storm Water Assessment	0	0	0	8,400
343.600 DOT Lighting Reimbursement	26,934	26,934	26,934	27,742
343.800 Cemetery Sales	30,000	17,300	21,400	26,000 Revenues transferred to Reserve
343.920 DOT Roadside Maintenance	51,646	38,735	51,646	51,646
347.400 Special Events Fees	1,600	600	1,200	1,600 fee increase for special events?
351.010 Fines/Judgments	25,000	7,390	11,200	11,400
369.000 Miscellaneous Revenue	13,100	4,735	5,800	6,000
365.000 Sale of Scrap/Surplus Material	4,000	12,533	22,600	9,100 22/23 includes sale of garbage truck
369.400 FLC Safety Grant Program Revenue	2,500	0	800	800
369.100 Capital Contributions (Donations)	30,000	0	0	20,000 donations of equipment/vehicles, etc.
Other Contributions/From Carryforward	15,000	0	0	100,000
From Garbage Reserves- Grapple Truck	79,800	0	79,800	0 22/23 purchase grapple truck end of lease
From Law Enforcement Reserves	0	0	0	2,000
From Facilities Management Reserve	0	0	0	53,000
From Gen Fund Reserves-Street Vehicle/Equip	115,000	96,193	145,321	18,000 22-23-vehicle/backhoe/jet trailer
From Fire Department Reserves	0	66,905	66,950	0 truck purchase
From Cemetery Trust Fund	8,000	5,530	5,530	10,000 planned improvements 23/24?
From New Local Option Gas Tax Reserves	30,000	30,000	30,000	30,000 road bond payment
From Gen Fund Reserves - City Hall Improvem	11,000	0	12,800	13,000 also some ARPA appropriations
TOTAL GENERAL REVENUE	3,185,516	2,438,909	3,335,829	3,347,964

2022-2023 2022-2023 2022-2023 2023-2024
 BUDGET YR TO DATE PROJECTED PROPOSED

	2022-2023	2022-2023	2022-2023	2023-2024
GENERAL - GRANT / APPROPRIATION REVENUE				
331.540 CDBG	700,000	0	600,000	700,000
334.000 SCOP - Street Paving - S Water St	235,000	8,350	200,000	35,000
Other Street Improvement Grants	0	0	0	225,000
FEMA Hazard Mitigation	0	0	0	500,000
331.250 Police Grant - Vehicles/Equipment	50,000	67,204	67,204	65,000
331.600 American Rescue Plan Act	143,000	1,690	143,000	524,000
331.200 Fire Department Grants	10,000		10,000	15,000
338.100 Other Grants/Bond Revenues	750,000	521,000	521,000	0
TOTAL GRANT REVENUE-GEN FUND	1,888,000	598,245	1,541,204	2,064,000

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 BUDGET TO DATE PROJECTED PROPOSED

Account GEN ADMINISTRATIVE EXPENSE

Salaries				
511.011	Legislative - City Council	40,000	39,420	40,000
Executive Salaries				
512.011	City Manager	90,000	90,000	90,000
	City Clerk/Treasurer	65,000	65,000	65,000
Regular Salaries				
512.012	Dep. Clerk/Personel Resources/Auditing	41,308	41,310	43,556 additional mgmt. responsibilities
	New Position - Code Enforcement Officer			0
	New Position - Intern			6,000 Seth would like to fund
	Sick/Annual Leave - Termination	0	0	1,000
	Performance/Merit Bonus	0	300	2,000
	Total Salaries	236,308	235,800	247,556
<hr/>				
512.021	FICA	18,078	18,039	18,938
513.022	Retirement Contributions Non-Police Personnel	192,658	159,800	169,900
513.023	Group Health/Group Life	24,700	29,100	27,800 assumption of \$770 per employee
513.024	Employee Assistance Program	700	627	640
513.025	Unemployment Compensation	300	3,900	3,100
	TOTAL PERSONNEL SERVICES	472,744	447,266	467,934
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Operating Expenses				
511.040	Council Member Travel/Education Expense	2,900	4,200	6,000
512.040	Travel-City Manager/City Clerk	1,200	1,300	2,000
519.031	Professional Services Including Lobbyist	10,000	3,900	28,000
513.032	Accounting and Auditing	28,000	27,700	27,800
514.031	City Attorney services plus travel	25,000	21,900	35,000
	New Tuition/Certification Reimbursement	0	0	1,000 education incentive
519.034	Contract Services-pest control, etc.	250	450	450
519.039	Gas/Oil - City Manager	3,000	300	400
519.041	Communications	8,400	5,100	5,100
519.042	Freight/Postage/Delivery	2,100	2,940	3,600
519.043	Utility Services	6,000	5,520	5,700
519.044	Rentals and Leases	800	650	650
519.045	Insurance	109,000	114,444	115,000
519.046	Repairs/Maintenance City Hall	1,000	2,526	13,000 also some ARPA appropriations

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 BUDGET TO DATE PROJECTED PROPOSED

GENERAL EXPENSE - CONTINUED

519.047	Facilities Management Reserve	7,500	65,000	65,000	8,000
519.048	Rentals-Christmas Pole Decorations	3,500	3,500	3,500	3,500
519.049	Current Charges	22,000	13,283	17,500	18,200
519.050	Advertising	8,600	8,216	12,900	13,000
519.051	Office Supplies/Equipment	8,600	2,746	5,200	5,700
519.052	Operating Supplies/Maintenance	5,100	118	2,000	1,200
519.054	Membership/Educational Costs	1,600	2,610	3,100	3,000
	Consulting Services/Matching Grant Costs	4,500	0	0	0
519.055	IT Support/Programming/Website	4,753	7,581	8,600	89,000
519.200	Development Review Fees	5,200	6,868	8,900	8,400
515.049	Election Expense	1,900	0	3,980	2,000
581.000	Bank Service Fees	2,900	1,769	2,400	2,400
	Cemetery Trust Fund Transfer	30,000	10,000	26,000	26,000
207.212	Due To Water/Sewer Fund	20,000	25,000	25,000	25,000
	TOTAL OPERATING EXPENSES	323,803	323,575	384,484	449,100
	TOTAL GENERAL ADMIN EXPENSE	796,547	632,702	831,750	917,034

transfer of revenues to reserve

GENERAL FUND - GRANT/APPROPRIATION EXPENSES

536.081	CDBG	700,000	0	600,000	700,000
549.000	SCOP - Street Paving - S Water St	235,000	18,750	200,000	35,000
	Other Street Improvement Grants	0	0	0	225,000 new SCOP
	FEMA Hazard Mitigation	0	0	0	500,000
521.600	Police Grant - Vehicles/Equipment	50,000	67,204	67,204	65,000
559.100	American Rescue Plan Act Allotment	143,000	5,474	143,000	524,000 detail pg 20
522.100	Fire Department Grants	10,000	0	10,000	15,000
549.100	Other Grant Funding /Bond Project Paving	750,000	19,500	521,000	0
	TOTAL GRANT EXPENSES-GEN FUND	1,888,000	110,929	1,541,204	2,064,000

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 BUDGET TO DATE PROJECTED PROPOSED

Account **LAW ENFORCEMENT**
 521.012 **Officer Salaries**

	Chief				77,250
	Captain				70,036
	Lieutenant				53,000
	Sargeant				50,000
	Patrol Officer				43,000
	Patrol Officer				43,000
	Patrol Officer				43,000
	Patrol Officer				43,000
	Patrol Officer				43,000
	Patrol Officer				43,000
521.013	Sick/Annual Leave-Termination	3,500	6,095	6,800	5,200
521.018	Sick/Annual Leave Buyback	6,200	9,510	9,600	3,500
	Overtime - Police	37,000	51,847	69,900	67,600
521.015	Incentive Pay (Training) - Officers	4,400	4,632	5,500	5,400
521.016	On-Call Pay	3,700	2,260	3,300	3,500
	Midnight Pay - Officers	5,600	4,160	5,900	5,720
	Bonus	0	14,900	14,900	13,500
	TOTAL OFFICER SALARIES	548,400	369,628	529,600	612,706

23-24 Performance Bonus

Communication Salaries

	Dispatcher Supervisor	40,000			41,363
	Dispatcher	33,000			34,270
	Dispatcher	32,000			32,949
	Dispatcher	32,000			32,949
	Dispatcher	0		23,000	32,949
	Dispatcher Part-Time (3positions)	10,000		4,900	4,000
	Overtime - Dispatch	15,000	9,436	14,200	15,000
	Midnight Pay - Dispatchers	1,460	984	1,300	1,300
	Sick Leave/Annual Leave - Termination	0	1,308	1,500	1,300
	Bonus	0	1,200	1,200	5,000
	TOTAL COMMUNICATION SALARIES	163,460	135,939	179,600	201,080

521.021 FICA

521.022 Retirement - Police - City Share

521.023 Group Health/Life

\$770 x 10 employees

TOTAL PERSONNEL SERVICES

		55,075	38,676	54,254	62,255
		14,500	5,000	5,000	5,000
		95,800	58,903	78,700	82,900
	TOTAL PERSONNEL SERVICES	877,235	608,146	831,700	963,941

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 BUDGET TO DATE PROJECTED PROPOSED

LAW ENFORCEMENT EXPENSES -CONTINUED

521.035	Law Enforcement Operating Expenses					
	Investigations/Training	400	0	200		200
521.039	Gas/Oil/Grease	36,000	18,994	25,000		25,800
521.040	Travel	100	0	100		100
521.041	Communications	16,000	10,922	15,200		15,300
521.042	Freight/Postage/Delivery	150	11	80		100
521.043	Utilities	5,500	4,859	6,200		6,300
521.045	Police Liability Insurance/Claims	14,900	13,424	14,600		14,900
521.046	Repairs/Maintenance (Buildings)	1,500	1,172	1,600		1,500
521.047	Repairs/Maintenance (Vehicles/Equip)	15,000	28,240	31,100		20,000
521.057	IT Equipment and Support	2,000	1,270	1,900		1,500
521.049	Miscellaneous	3,000	2,997	3,700		3,000
521.050	Pest Control/Termite Inspection	200	140	240		250
521.051	Office Supplies	3,000	5,264	6,900		6,900
521.052	Operating Supplies	3,000	1,593	2,800		2,800
521.053	Uniforms	3,500	4,509	5,000		4,000
521.054	Membership/Educational	250	1,010	1,400		600
521.056	Equipment	3,500	7,407	12,900		8,000
	TOTAL LAW ENF. OPERATING EXPENSE	108,000	101,814	128,920		111,250
	Capital Outlay					
521.064	Vehicle	2,000	0	2,000		2,000
	Equipment	2,000	0	0		2,000
	Reserve Funding					
	Vehicles/Equip Reserve	3,000	3,900	3,900		3,000
	TOTAL CAPITAL OUTLAY	7,000	3,900	5,900		7,000
	GRAND TOTAL-LAW ENFORCEMENT EXP	992,235	713,860	966,520		1,082,191

\$12,000 also budgeted in ARPA

2022-2023 2022-2023 2022-2023 2023-2024
 BUDGET TO DATE PROJECTED PROPOSED

Account	2022-2023 BUDGET	2022-2023 TO DATE	2022-2023 PROJECTED	2023-2024 PROPOSED
Account FIRE CONTROL				
522.012 Personnel (All Volunteer)	0	0	0	0
Operating Expenses				
522.039 Gas/Oil/Grease	350	732	790	800
522.040 Travel/Per Diem	100	0	50	50
522.041 Communication	2,650	1,137	1,700	2,000
522.043 Utilities	1,500	1,099	1,500	1,500
522.046 Repairs/Maintenance	9,800	7,797	10,900	10,900
522.045 Insurance-Property/Liability/Workers' Comp	3,900	4,000	4,000	4,500
522.049 Miscellaneous	250	213	250	500
522.051 Office Supplies	100	0	50	50
522.052 Operating Supplies/Uniforms	700	1,823	2,600	2,900
522.054 Membership/Educational Costs	2,500	125	1,600	1,200
522.050 Pension Valuation/Pension Expense/Audit	4,750	500	4,500	4,800
522.064 Equipment	2,000	71,913	71,913	6,000 22-23 (\$66,950 pulled from reserve)
TOTAL OPERATING EXPENSES	28,600	89,340	99,853	35,200
		-66,950	-66,950	reserve
Reserve Funding				
522.065 Fire Truck/Equipment Reserve	8,498	0	4,195	3,248
TOTAL CAPITAL OUTLAY	8,498	0	4,195	3,600
GRAND TOTAL - FIRE CONTROL	37,098	21,032	37,098	38,448

	2022-2023	2022-2023	2022-2023	2023-2024	
	BUDGET	TO DATE	PROJECTED	PROPOSED	
GARBAGE/SOLID WASTE					
534.012	0	0	0	0	moved to Streets 22-23
Salaries - Garbage	28,621				
Driver - Grapple Truck	31,720				
Collector	27,040				
Collector II	31,866				
Driver - Garbage Truck	8,450	1,140	1,140		
Overtime/Comp Time	750	3,164	3,164		
Sick/Annual Leave-Termination	0	1,200	1,200		
Bonus					
TOTAL SALARIES	128,447	59,331	59,331	0	
FICA					
534.021	9,826	4,539	4,539		
534.023	32,900	21,830	24,100		
TOTAL PERSONNEL EXPENSES	171,173	85,699	87,970	0	
Operating Expenses					
534.039	32,500	11,316	11,400		
Gas/Oil/Grease	500	88	250		
534.041	15,400	21,906	23,100		
Communications					
Repairs/Maintenance					
534.034	30,000	30,890	161,900		
Contracted Services	1,300	2,062	2,400		
534.049	3,500	1,964	39,000		purchase of Pop's trash cans
Current Charges	4,900	3,158	3,500		
534.052					
Operating Supplies					
534.055					
Uniforms					
TOTAL OPERATING EXPENSES	88,100	71,383	241,550	0	
Reserve Funding/Capital Outlay					
534.066	8,000	0	0		
Reserve - Vehicles/Equipment	95,000	0	0		
Reserve Garbage Truck / Grapple Truck					
GRAND TOTAL-GARBAGE/SOLID WASTE	362,273	157,083	329,520	0	

Account	STREETS/PARKS/CEMETERIES/SOLID WASTE ANIMAL CONTROL/SHOP	2022-2023	2022-2023	2022-2023	2023-2024
		BUDGET	TO DATE PROJECTED	BUDGET	BUDGET
541.012	Salaries				
	JA Public Works Director	45,938			47,502 salary
	RW Street Foreman	38,834			40,152
	JL Operator/Inmate Crew Supervisor	28,625			31,738 extra responsibilities
	CH Operator - Part-Time	25,400			15,950 part-time
	JN Laborer/Animal Control	29,204			31,278
	JR Laborer	30,535			31,571
	HW Laborer	29,703			30,714
	Laborer/Driver/Operator	30,170			30,109
	DC Driver - Grapple Truck	37,856			39,150
541.017	Overtime/On-Call Compensation	18,900	20,080	25,600	28,900 some offset for county animal control ce
	Performance/Merit Bonus	1,200	2,400	2,400	8,000
	TOTAL SALARIES	316,365	183,681	314,400	335,064
541.021	FICA	24,355	14,052	24,052	25,632
541.023	Group Health/Life	48,600	31,093	41,200	73,920 \$770/mo x 8 employees
	TOTAL PERSONNEL EXPENSES	389,320	228,826	379,652	434,616
	Operating Expense				
541.039	Gas/Oil/Grease	34,000	33,173	45,000	45,850
541.041	Communications	2,600	2,004	2,600	2,600
541.042	Signs	7,500	9,723	9,900	8,000
541.043	Utilities	4,900	4,174	5,600	5,900
541.044	Mowing Equipment/Supplies	12,000	6,722	8,700	10,950
541.040	Special Improvement Projects	65,000	12,796	41,200	9,650 some from ARPA also
541.046	Repairs/Maintenance - Vehicles/Equipment	16,000	17,061	18,000	14,500
	Contractual Services - Roads/Sidewalks	0	0	0	32,390 some from ARPA also
541.047	Barricade/Cone Rental or Purchase	4,100	2,250	3,800	3,800
541.049	Current Charges	4,000	4,406	6,500	8,000
541.052	Operating Supplies	51,000	37,065	46,000	55,900

2022-2023 BUDGET 2022-2023 TO DATE PROJECTED 2023-2024 BUDGET

STREET DEPARTMENT EXPENSES - CONTINUED

541.055	Uniforms	9,600	6,701	7,300	7,400
541.060	Street Lights	66,100	51,016	67,900	68,400
	New - Garbage Collection Services	0	0	0	406,500
	New - Solid Waste Tipping Fee??	0	0	0	524 tipping fees bill from county?
541.048	Lease Grapple Truck - ends 8/2023	37,730	30,870	37,730	0 moved from street dept
541.062	Park Supplies/Expenses	3,600	6,012	6,400	6,200
541.014	Cemetery Supplies /Improvements	8,000	4,453	5,600	10,000
541.063	Tree and Landscape Services/Supplies	6,100	6,157	6,300	7,800 includes bulb-out maintenance
	Education - Certification for Traffic Control	1,000	0	1,000	1,000
541.054	Animal Control Expenses	2,200	630	1,100	1,000
541.057	Animal Control - County Partnership	7,151	5,363	7,151	7,151 \$1,787.75 per qtr
541.059	Lease Agreements-parking lot	1,760	1,760	1,760	1,760
549.100	County Road Bond Agreement (until 2052)	30,000	30,000	30,000	30,000
	TOTAL OPERATING EXPENSES	374,341	272,337	359,541	745,275

Capital Outlay

541.065	Equipment/Vehicle - Pick-Up Truck 3/4 Ton Flat	34,000	30,321	30,321	75,000
	Grapple Truck Purchase (Off-Lease)	79,800	0	79,800	0
	Backhoe (split W/S- Gen. Fund)	90,000	0	90,000	0
	Jet Trailer	0	65,871	65,871	0

Reserve Funding

541.068	Reserve-Veh/Equip/Street Improvements	16,000	16,000	22,000	4,000
	To Paving Reserve- Local Option Gas Tax	12,000	21,263	43,200	43,000 moving all receipts to reserve
	New - To Reserve-Storm Water Assessment	0	0	0	8,400
	TOTAL CAPITAL OUTLAY/RESERVE	231,800	133,455	331,192	130,400

GRAND TOTAL-STREETS/PARKS/CEMETERIES/ANIMAL CONTROL/SHOP

995,461 634,618 1,070,385 1,310,291

Account	2021-2022 ACTUAL	2022-2023 BUDGET	2022-2023 TO DATE	2022-2023 PROJECTED	2023-2024 PROPOSED
WATER/SEWER REVENUE					
343.310		422,400	262,870	409,900	452,900 23-24 Proposed water rate increase
343.312		13,000	12,854	16,500	18,720
343.325		48,300	31,525	49,000	52,800
343.510		877,600	532,263	808,700	850,000 10/23 next 2% increase
343.512		11,306	9,175	14,100	27,485
369.000		23,000	4,453	6,000	13,000
	From Water Vehicle/Equipment Res	18,000	0	10,000	37,000 hydrant/main repair/truck
	From Sewer Vehicle/Equipment Res	40,000	0	24,000	15,000
	From Sewer Asset Mgt. Reserves	45,000		11,000	50,000 for Mays Street
	From Sewer Systems Charges	0	0	0	0 for Cross Landings/ hickory st lift
	From Sewer USDA Asset Reserve	0	0	11,200	15,000 roof replacement/storage facility
	From Water Asset Management	0	0	0	10,000 any asset mgt. projects 23/24?
	From Solar Array Debt Reserve	5,200	1,465	3,300	24,700 for loan payments
	From Water/Sewer Emergency	5,000	0	0	12,000 emergency repairs
	From BP Reserves for CDBG Grant	0	0	0	50,000 for match portion CDBG
	From Water Systems Charges	0	0	0	0
207.214	Reimbursements from Gen. Fund	20,000	25,000	25,000	25,000 for admin
	TOTAL WATER/SEWER REVENUE	1,528,806	879,605	1,388,700	1,653,605

WATER/SEWER GRANT/APPROPRIATION REVENUE					
337.901	Water Main Replacement 2021 & 202	325,000	17,690	290,000	40,000
	Water - Other Grant Funding	500,000	0	0	400,000 Legislative Appropriation
334.400	Sewer - Solar Facility Grant	1,800,000	10,000	400,000	1,400,000
	Sewer - Other Grant Funding	500,000	0	0	300,000
	Sewer - Wauneenah Extension	750,000	0	0	0
389.400	Sewer - Montivilla Extension	1,690,000	33,750	300,000	1,390,000
331.600	American Rescue Plan Act Allotment	550,000	20,085	70,000	358,000 detail page 20
	DEO U.S. 19 South Lift Station Improv	4,200,000	0	0	1,000,000
	TOTAL WATER/SEWER GRANT INC	10,315,000	81,525	1,060,000	4,888,000

	2022-2023	2022-2023	2022-2023	2023-2024
	BUDGET	TO DATE	PROJECTED	PROPOSED
Account WATER EXPENSES				
533.012 Salaries				
New - Lead Operator-Water	0	0	0	49,400
Deputy Clerk - Utilities	34,778			36,373 extra water use audit duties
Water Specialist	30,784		28,400	31,842 change during year
Meter Reader	30,826			31,195
Water Specialist	29,703			27,959
Water Specialist	31,867			32,962
533.017 Overtime/On-Call	23,000	13,365	18,500	20,400
Sick Leave/Annual Leave - Separation	500	0	0	400
Performance/Merit Bonus	1,100			6,000
TOTAL SALARIES	182,558	87,150	153,900	236,531
533.021 FICA	13,966	6,667	11,773	18,095
533.023 Group Health/Life	41,400	24,791	34,200	46,226 \$770/mo x 5 employees
TOTAL PERSONNEL	237,924	118,608	199,873	300,852
Operating Expenses				
533.031 Professional Services/Engineering	1,000	0	500	500
533.034 Contractual Services	3,500	5,537	6,200	6,600 some extra testing requirements
533.035 Water Tower Inspection/Maintenance	34,517	34,517	34,517	34,520
533.038 Sunshine State One Call	650	695	1,040	1,100
533.039 Gas/Oil/Grease	13,900	10,437	15,800	16,200
533.041 Communication	2,300	1,263	1,880	1,900
533.042 Freight/Postage/Delivery	6,100	4,990	7,800	8,500
533.043 Utility Services	32,400	27,901	41,860	42,000
533.045 Insurance	38,000	2,500	21,400	36,200
533.046 Repairs & Maintenance - Distribution	22,000	10,258	17,700	17,200 includes hydrant/main work
533.044 Repairs & Maintenance - Wells	18,000	2,756	31,000	20,000
533.048 Repairs & Maintenance - Vehicles/Equip	5,000	5,191	4,800	6,000
533.049 Current Charges	400	39	200	200
533.051 Office Supplies	700	0	200	200

2022-2023 BUDGET 2022-2023 TO DATE 2022-2023 PROJECTED 2023-2024 PROPOSED

WATER EXPENSES - CONTINUED

533.052	Operating Supplies	50,000	54,299	61,000	64,000	includes meters
533.054	Membership/Certification / Educational	3,500	1,017	1,200	1,200	
533.055	IT Equipment/Support	3,700	249	900	900	
533.059	Uniforms	5,800	1,265	1,850	1,960	
533.068	Annual Water Report Distribution Expens	675	451	451	480	
	TOTAL OPERATING EXPENSES	242,142	163,366	250,298	259,660	
	Capital Outlay					
	Pick-Up Truck	0	0	0	26,000	
	Reserve Funding					
	Water Vehicles/Equipment	6,000	0	3,000	6,000	
	Water Asset Management Plan Reserve	6,000	0	3,000	37,000	for relocation 19 S. repaving
	TOTAL PERSONNEL, OPERATING, RESER	492,066	281,973	456,171	629,512	
	WATER - GRANT EXPENSE					
533.701	Water Loss Grant 2021 & 2022	325,000	17,690	295,000	40,000	
	Water - Other Grant Funding	500,000	0	0	400,000	Legislative appropriation
559.100	American Rescue Plan Act Allotment	0	60,428	0	78,000	detail page 20
	TOTAL GRANT EXPENSES - WATER	825,000	78,118	295,000	518,000	

	2022-2023 BUDGET	2022-2023 TO DATE	2022-2023 PROJECTED	2023-2024 PROPOSED
Account SEWER EXPENSE				
535.012 Salaries				
Lead Operator	50,761			52,284
Assistant Treatment Plant Operator	43,455			44,934
Equipment Mechanic III	42,059			43,493
Equipment Mechanic II	41,455			36,561
Sewer Plant Technician	30,784			31,822
535.017 Overtime	8,450	7,469	8,900	9,900
535.013 Accrued Sick/Vacation - Termination	1,300	0	400	800
Performance/Merit Bonus	0	1,500	1,500	5,000
TOTAL SALARIES	218,264	121,185	209,400	224,794
535.021 FICA	16,697	9,271	16,019	17,197
535.023 Group Health/Group Life	24,680	22,782	32,500	36,952
TOTAL PERSONNEL EXPENSES	259,641	153,237	257,919	278,943
				\$770 mo. x 4 employees
Operating Expenses				
535.031 Professional Services	1,400	0	1,100	1,000
535.034 Contractual Services	21,100	5,712	14,000	13,000
535.033 Sludge Disposal	1,600	0	4,600	7,700
535.039 Gas/Oil/Grease	17,600	7,730	11,600	12,100
535.040 Travel and Per Diem	500	0	400	0
535.041 Communications	12,700	4,805	7,900	8,100
535.042 Postage/Freight/Delivery	5,200	5,067	8,200	8,600
535.043 Utilities	105,100	84,265	126,700	76,200
535.045 Insurance	41,000	2,500	31,100	40,000
535.044 Repairs & Maintenance - Sewer Plant	30,000	10,255	29,400	15,000
535.046 Repairs & Maintenance - Collections S/	40,717	45,239	100,000	25,000
Repairs & Maintenance - CDBG Gran	0	0	0	50,000
Repairs & Maintenance - Vehicles	7,600	7,397	8,750	8,500
				to be taken from BP Funds
				23- Cross Landings/Hickory St/Mays St Lifts
				roof replacement / storage facility
				solar coming on-line? Needs review

2022-2023 BUDGET 2022-2023 TO DATE PROJECTED 2022-2023 PROPOSED 2023-2024 PROPOSED

SEWER EXPENSES - CONTINUED

535.049	Current Charges	6,500	642	1,200	2,200
535.051	Office Supplies	800	0	200	200
535.052	Operating Supplies	32,500	17,734	27,100	41,226
535.054	Membership/Educational Costs	1,000	340	800	1,300
535.055	IT Support/Programming/Back-up Suppt	4,000	88	540	725
535.059	Uniforms	4,360	3,669	5,400	4,800
	TOTAL OPERATING EXPENSES	333,677	195,444	378,990	315,651

Debt Service

207.200	1990 Bond (through 2030)	138,900	46,300	138,900	138,200
207.400	2013 Bond (through 2053)	201,600	67,200	201,600	201,600
572.200	Solar Project Debt Service	5,200	1,465	3,800	24,700
	TOTAL DEBT SERVICE	345,700	114,965	344,300	364,500

Capital Outlay

	Vehicle/Equipment-	60,000	0	24,000	0
	Other				0

Reserve Funding

535.066	Reserve Funding - Vehicles/Equipment	5,000	0	0	35,000
	USDA Asset Management Reserve	7,000	7,000	7,000	7,000
	Treatment Plant Replacement	4,000	0	0	2,000
	Reserve Funding - Asset Management	20,000	0	12,000	21,000
	TOTAL OPERATING/DEBT SER/CAP OU*	1,035,018	470,646	1,024,209	1,024,094

SEWER - GRANT EXPENSE

572.210	Sewer - Solar Facility Grant	1,800,000	10,000	400,000	1,400,000
	Sewer - Other Grant Funding	500,000	0	0	300,000
	Sewer - Waukeena Extension	750,000	0	0	0
572.400	Sewer - Montivilla Extension	1,690,000	33,750	300,000	1,390,000
	DEO U.S. 19 South Lift Station Improve	4,200,000	0	0	1,000,000
559.100	American Rescue Plan Act Allotment	550,000	26,550	400,000	280,000
	TOTAL - SEWER GRANT EXPENSE	9,490,000	70,300	1,100,000	4,370,000

includes for manhole relocation 25/26

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IMPACT FEE REVENUE/EXPENSES

Account	2022-2023			2023-2024	
	BUDGET	TO DATE	PROJECTED	PROPOSED	PROPOSED
IMPACT FEES REVENUE					
800-362 Water Systems Charges	0	0	0	0	14,000
800-363 Sewer Systems Charges	0	0	100,000	310,000	310,000
TOTAL IMPACT FEES REVENUE			100,000	310,000	324,000

for Cross Landings/ hickory st lift

IMPACT FEES EXPENSES

800-533 Capita Outlay - Impact Fees Water	14,000
800-535 Capita Outlay - Impact Fees Sewer	310,000
TOTAL IMPACT FEES EXPENSES	324,000

CAPITAL IMPROVEMENTS RESERVE BUDGET

2023-2024

GENERAL FUND	Acquire Date	Cost	PRIOR YR BALANCE	TRANSFERS IN	TRANSFERS OUT	PROJECTED BALANCE 9/30/2024	5-YEAR CAPITAL RESERVE BUDGET								
							2024/2025	2025/2026	2026/2027	2027/2028	2028/2029				
LAW ENFORCEMENT															
Veh/Equip	Various	Various	49,781	1,000	0	50,781	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
FIRE CONTROL															
Fire Truck/Equipment	not known		45,650	6,200	0	51,850	7,700	8,200	8,500	8,800	9,100				
STREETS/PARKS															
Vehicle/Backhoe			2,900	14,000	0	16,900	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
Grapple Truck	2025		198,200	0	0	198,200	3,000	5,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000
WATER/SEWER FUND															
Sewer - Treatment Plant	2055		13,919	2,000	0	15,919	5,000	5,000	5,000	10,000	12,000				

RESERVE FUNDS OTHER THAN CAPITAL IMPROVEMENTS - RESTRICTED

	As of	Projected	Projected	Projected	
	10/1/2023	In	Out	Balance	
	Estimated	Est.	Est.	9/30/2024	
GENERAL FUND					
Cemetery Trust Fund	191,300	17,600	10,000	198,900	
New Local Option Gas Tax (Paving)	201,700	22,100	30,000	193,900	
WATER / SEWER FUND					
<u>Bond Reserves</u>					
Obligation Bond Reserves -92-95	158,400	2,200	0	160,600	required \$138,500
2013 Bond Issue - Required Reserve	207,901	1,350	0	209,251	required \$201,600
USDA Asset Management	35,500	7,000	15,000	27,500	
<u>Systems Service Charges</u>					
Water Systems Charges	81,900	7,900	14,000	75,800	
Sewer Systems Charges	304,208	18,900	300,000	23,108	Cross Landings/Hickory

RESERVE FUNDS OTHER THAN CAPITAL IMPROVEMENTS - UNRESTRICTED

GENERAL FUND					
General Fund Savings (BP Proceeds)	74,098	250	50,000	24,348	CDBG Match
Facilities Management Reserve	121,400	8,000	0	129,400	
City Hall - Maintenance Reserve	13,000	0	13,000	0	roof/flooring
Economic Development	5,000	0	0	0	
Grapple Truck Reserve	198,200	0	0	198,200	
Street Vehicle/Equipment	92,679	14,000	0	106,679	
WATER SEWER FUND					
Water / Sewer Emergency Fund	22,741	1,100	0	23,841	
Sewer Vehicles/Equipment	30,990	35,000	0	65,990	
Sewer Asset Management Plan Reser	56,000	21,000	50,000	22,000	
Water - Vehicle/Equipment	22,056	10,000	0	32,056	
Water Asset Management Plan Reser	17,000	10,000	0	13,000	

AMERICAN RESCUE PLAN ACT DETAIL

Budget Year 2022 - 2023

	BUDGETED	TO DATE 22-23	2022-2023 PROJECTED
Carryforward	874,614.00		972,210.69
Additional Distributions	0.00	1,690.19	1,690.19
Anticipated Interest Revenues - 22-23	2,800.00	24,401.00	28,100.00
TOTAL REVENUES	877,414.00	26,091.19	1,002,000.88

Anticipated Expenditures 2022-2023 Budget Year

General Fund:

Administrative Reporting Fees	3,000.00	590.00	590.00
*City Hall Repairs / Consulting Fee	140,000.00	3,500.00	16,000.00
GEN. FUND TOTAL EXPENDITURES	143,000.00	4,090.00	16,590.00

Water/Sewer:

*Sewer - Lift Station Engineering & Surveying(Cross Landings)	0.00	28,750.00	70,000.00
*Sewer - Lift Station Replacement (Cross Landings)	450,000.00	0.00	50,000.00
*Sewer - Project Engineering / Preventive Maintenance	100,000.00	0.00	0.00

W/S FUND TOTAL EXPENDITURES

	550,000.00	28,750.00	120,000.00
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22/23 TOTAL GEN & W/S EXPENDITURES

	693,000.00	32,840.00	136,590.00
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ANTICIPATED BALANCE 9/30/2023

	184,414.00		865,410.88
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AMERICAN RESCUE PLAN ACT DETAIL

Budget Year 2023 - 2024

Carryforward	865,410.88	BUDGETED
Additional Distributions	1,500.00	
Anticipated Interest Revenues - 23-24	15,500.00	
	<u>882,410.88</u>	

TOTAL REVENUES

Anticipated Expenditures 2023-2024 Budget Year

General Fund:

Administrative Reporting Fees	1,000.00
City Hall - Repairs/New Building	383,000.00
Special City Parks/Sidewalks/Streets Infrastructure Projects -	128,000.00
Police Department - Surveillance Equipment	<u>12,000.00</u>
	524,000.00

GEN. FUND TOTAL EXPENDITURES

Water/Sewer:

Sewer - Lift Station Engineering (Cross Landings)	25,000.00
*Sewer - Lift Station Replacement (Cross Landings)	210,000.00
*Sewer - Project Engineering /Maintenance	45,000.00
*Water - Meter and Facility Rehabilitation	<u>78,000.00</u>
	358,000.00

W/S FUND TOTAL EXPENDITURES

23/24 TOTAL GEN & W/S EXPENDITURES	882,000.00
ANTICIPATED BALANCE 9/30/2024	410.88