

City of Flagler Beach



Final Budget Book Fiscal Year 2021 – 2022

Adopted September 23, 2021



City of Flagler Beach

P.O. Box 70 • 105 South 2nd Street
Flagler Beach, Florida 32136

Phone (386) 517-2000 • Fax (386) 517-2008

September 7, 2021

Honorable Flagler Beach Elected Officials

RE: Budget Message

I am pleased to submit for your final review and consideration the Fiscal Year 2021/22 City of Flagler Beach Budget. This document is comprised of all financial, operational and capital project plans prepared by our staff under your guidance and direction. This year, we introduced the concept of decision modules. A decision module is a strategic investment or choice to work towards a specific program goal. Many hours have been spent working with you on this balanced budget approach. Thank you for your leadership in reviewing all the various decision modules and working through the many choices it takes to build a quality community.

We also continue to develop our Strategic Plan following our initial workshop. In light of our discussions held at the Strategic Planning Retreat in June; this budget sets reasonable goals for the City to achieve in FY 21/22. Our desire was to build a pathway forward while balancing the many fiscal restraints we must all recognize. Increasing property values (6.77%) increase, have helped our overall financial condition as a City. Unfortunately, demands for wage increases and the rising cost of insurance (Health & Property) severely limited the gains made by this year's budget. Achieving a proper balance is about making wise strategic investments that move the City in a positive direction. Our investments should be made in an incremental manner in areas that support our operations. This general approach is critical to our future success. We believe this year's millage rate of 5.4200 (an increase of 2.55% over last year's tax rate of 5.2850) will help us move towards achieving incremental strategic investments.

Outside pressures from Tallahassee are also changing our response to future budget expenses as well. One prime example is the environmental directive to remove all discharges from the intercostal waterways of the State by 2036. As a result, the City will be investing millions in a new wastewater treatment facility. Fortunately, we received a grant from the State for a portion of the new plant and a low-interest loan from the State Revolving fund to execute the project. In addition, we hope that making these investments will not only allow us to achieve the State goal of eliminating surface discharges to State waters, but, will also allow the City to begin serving

reclaim water as part of this process. These investments will be transformational and show tangible benefits to the City for decades to come.

It is the City's desire to maintain our current service levels for water, wastewater, police, fire, beach and stormwater management as well as strategically improve the overall quality of multiple other City services in 2022. We have set a final budget level of \$20,488,735 inclusive of all funds. The funds are balanced with fund specific revenues \$16,772,807. Transfers from restricted reserves of \$2,097,729 for expenses related to the individual reserves. Transfers from unrestricted Fund Balance of \$1,649,608 for Capital Purchases and Projects.

This budget while fiscally conservative represents a significant step forward to achieving progress for a few of our major City operational goals like:

- 1) Expansion, sustainability and greater resilience of wastewater services
- 2) Improvement of Public safety services (Police & Fire Operations)
- 3) Expansion and improvement of City well fields and water services operations
- 4) Expansion and improvement of Grounds and Building Maintenance
- 5) Expansion and Improvement of the CRA District operations
- 6) Expansion of our general outreach and communications with the public
- 7) Improvements for our Code Enforcement Operations
- 8) Expansion and improvements of our solid waste operations

The City plans on making critical investments towards reaching new goals in these areas which include new equipment, new staff, initiating expanded recycling efforts, upgrading technology and more. In addition to our local funding sources we will be tackling several major projects in the coming FY with federal resources. These projects will most likely also extend into FY22/23 also.

Outlined below is a brief summary of a few of the federally funded projects that exceed \$250K:

- Fishing Pier (restoration/rebuild from Hurricane Mathew)- \$10+ Million
- Completion of Dune Walkovers (restoration/rebuild from Hurricane Mathew)
- Installation of New Well #16 (American Rescue Act Funding)
- Small Business Mini Grants- Support for Business Resilience
- City Fiber Optic Ring
- Waste water Pump Station expansion

The City Budget is made up of various funds that address different needs and services that the City plans for each and every year. The General Fund is for the delivery of general public services like Police, Fire, Beach Life guard services, management, administration, accounting, streets, building maintenance, parks and grounds, HR and more. The General fund Budget this year is \$7,842,932. That is an increase in expenditures from the Pandemic year of 2020 totaling 20.1 %. Dollar wise, the amount is \$1.3 million. The majority of the increase to operating expenses in the general fund is due largely to the deficit in the Pier Operations fund, \$559,000.

Our five year General Fund Capital Plan will use a projected \$1,438,813 next FY.

The projected ad valorem revenue generated by our proposed tax rate of 5.420 is \$4,165,256. The mill rate itself increased 9.34% over the rate needed to produce the same amount of ad valorem revenue as FY 20-21. However, while there is not an average home or increase per say, a homeowner with a taxable value of approximately \$400,000 would see a 3.99% or \$83 increase to the taxes paid to Flagler Beach in 2020.

The Utility Fund is by definition an enterprise fund operation. This means that the revenues generated by the production of water and waste water services should pay for the operation of those services. Our Utility fund is set at \$1,517,696 for waste water and \$6,309,793 for water. Service charges next year will only increase by a modest 1.17% because we have substantial State loan funding planned for waste water and our water operations will also receive additional project assistance. This means that our rate increases can be delayed for a bit longer. Restricted utility impact fees are currently stand at \$3,082 for waste water & \$2,509 for water. The fees are increased annually on October 1, based on the September ENR Construction Cost Index. I will be recommending that the City hire a consultant to study and review the potential for future user based fee increases here.

The Building Code Inspection Fund is also an enterprise fund. Unfortunately, the City has not reviewed an increase in fees to fund this operation in over five years. If the Commission approves the recommended fee increase, we project a much stronger fund that is able to be more sustainable in the future. The fund is presently projected for \$308,608 in expenses and \$86,608 revenues. The use of the Fund Balance for this budget is \$86,608.

The Sanitation Fund is an enterprise fund with healthy reserves for new projects that we will be initiating this year to expand our recycling efforts. Expenses are projected at \$1,770,884 and revenues at \$1,392,900.

The Stormwater Fund will be used to match grants as needed and implement various projects in the new year like swale work on Flagler Ave. This fund will seek to improve and maintain our drainage structure. We will also be seeking grants to assess the impacts of sea level rise.

The Pier Fund continues to be a drag on the City General Fund budget due to rising insurance costs and structural damages sustained by past Hurricanes as well as the Pandemic. An encouraging sign is the increased revenues seen in 2021 by more normal operating conditions and a turnaround of the general economy. For example, sales are expected of 315,000 compared to 2020 sales of \$196,150. Operating expenses for 2021 are expected to be \$473,000 compared to 2020 expenses of \$435,723. The highest operating cost of operations is the insurance, which accounts for 46% of the cost to operate the Pier and Baitshop. Once the Pier is reconstructed; our analysis shows that better insurance rates are a real possibility along with the stability that may result from a new and improved concrete structure. Although it will take a few more lean years of operations due to the current conditions, future revenues (barring excess Hurricane activity) should improve.

The Community Redevelopment Agency (CRA) shows revenues beginning to return and the real potential for development of the long-awaited Hotel near Veterans Park. The current budget estimates an excess of \$150,000 in revenues vs expenses for Year End 2021, increasing the Fund Balance to \$371,000. Next year we anticipate hiring a new director and re-starting the grant

program to improve the overall appearance and look of the community. Taxable property values increased over 2020 by 5.82%

In summary, a few additional budget facts important to remember for FY 21/22:

- Property values increased by 6.77% generating \$254,091 in revenues
- The Taxable value of property in Flagler Beach is just now climbing to levels nearing the property value market crash of 2007/08 and is \$109,583,357 short of that level which would have produced an addition \$593,942 in overall general fund revenues.
- The proposed property tax rate of 5.420 is 9.34% above the roll back rate and takes 4 of 5 Commission votes to adopt.

In closing, I wish to extend my gratitude to you, the Finance staff and Dept. Heads for working so diligently on the budget to catch-up meet all the deadlines necessary to adopt the FY 21/22 budget on time. I believe with extra time next year we can produce an even stronger budget document that will continue our progress in the critical areas that you indicated we should invest. Please note that we are working towards producing a "Citizens Budget Fact Sheet" that will help us all better communicate the final budget results for FY 21/22. We anticipate that fact sheet to be completed before the second reading of the budget on September 23, 2021. Again thank you for your patience in this extensive budget process.

Sincerely,



William R. Whitson, City
Manager

TABLE OF CONTENTS

2020 Property Tax Chart	1
Comparison to Neighboring Municipalities	2
\$100 Bill	3
Sample Tax Bill	4
Budget Summary	5
General Fund	
<i>Revenues</i>	
Ad Valorem, Sales and Use Taxes,	6
Licenses & Permits	6
Inter-Govt. Revenue	7
Charges for Services	7
Fines & Forfeits	8
Misc. Revenues	8
<i>Expenditures</i>	
<i>Public Safety Summary</i>	
Law Enforcement	9
Victims Advocate Program	14
Fire Department	15
Lifeguard Services/Beach Safety	18
<i>Growth Management Summary</i>	
Growth Management & Code Enforcement	22
<i>Administration Summary</i>	
Commission	23
Executive	25
City Clerk	26
Human Resources	28
Legal Counsel	31
Finance	32
General Government	36
<i>Facilities & Public Works Summary</i>	
Maintenance & Capital Operations	37
Roads & Bridges	39
<i>Recreation Summary</i>	
Library	40
Museum	43
Parks & Recreation	44

Community Redevelopment Area FUND

Summary	48
<i>Revenues</i>	
Tax Increment Funding	49
<i>Expenditures</i>	
CRA Fund Expense	50

Building Code Inspection Fund

Summary	52
<i>Revenues</i>	
Permitting	53
<i>Expenditures</i>	
Building Code Inspection Operations	52

Pier Enterprise Fund

Summary	55
<i>Revenues</i>	
Charges for Goods and Services	56
<i>Expenditures</i>	
Fishing Pier & Bait Shop (Operations and Capital)	57

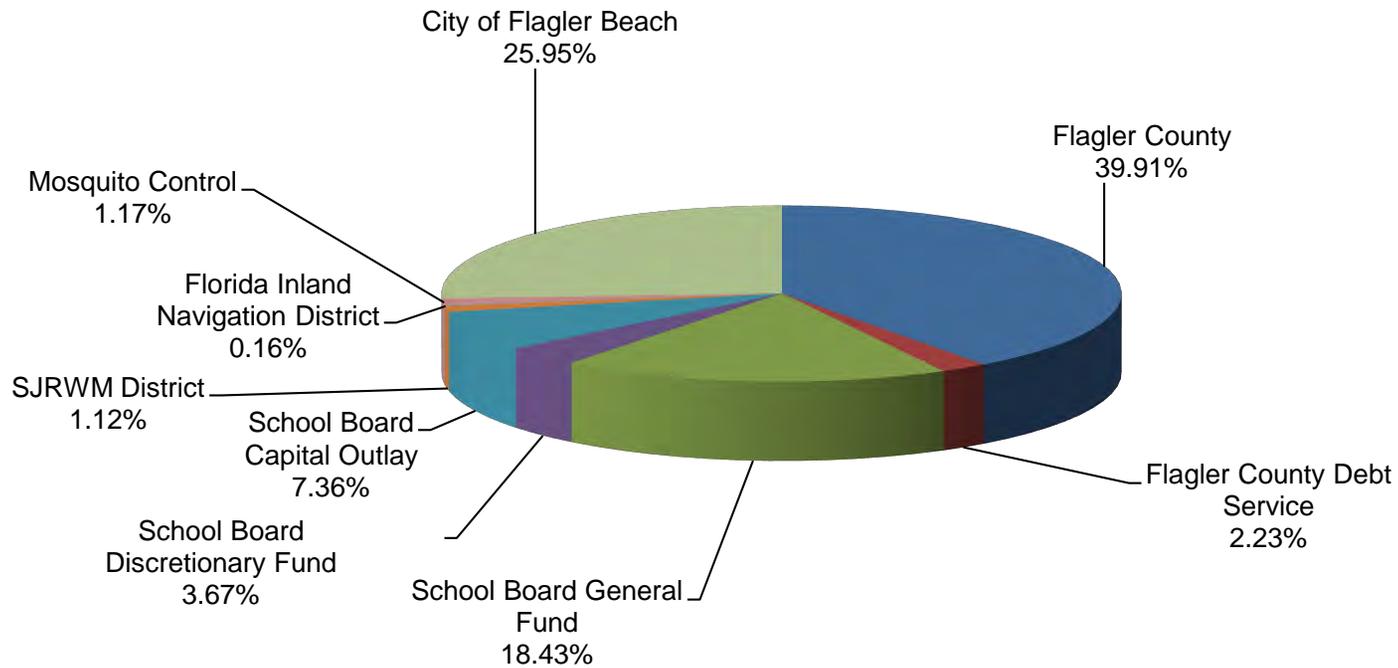
Utility Fund

<i>Revenues</i>	58
Water Treatment Plant Summary	60
<i>Expenses</i>	
Water Treatment Plant (Operations & Capital)	65
Field Operations (Transmission & Distribution)	67
Waste Water Treatment Plant Summary	72
<i>Expenses</i>	
Wastewater Treatment Plant (Operations & Capital)	73
Field Operations (Sewer Collection)	75
Field Operations (Lift Station Maintenance)	76

<u>Engineering Budget Summary</u>	78
<u>Utility Fund Administration</u>	
Water & Wastewater Administrative Costs	79
Sanitation Fund	
<u>Revenues</u>	
Charges for Services	80
Summary	81
<u>Expenses</u>	
<u>REFUSE COLLECTION</u>	
Sanitation (Operations & Capital)	82
<u>ADMINISTRATION</u>	
Sanitation Administrative Costs	83
Stormwater Fund	
Summary	0
<u>Revenues</u>	
Charges for Services	84
<u>Expenses</u>	
Stormwater Operations & Capital Projects	85
Schedules	
5 Year Capital Plan	87
Salary Schedule	93



Total Property Taxes by Taxing Authority (2020 Tax Rates - 20.3699 Mills to Flagler Beach Resident)

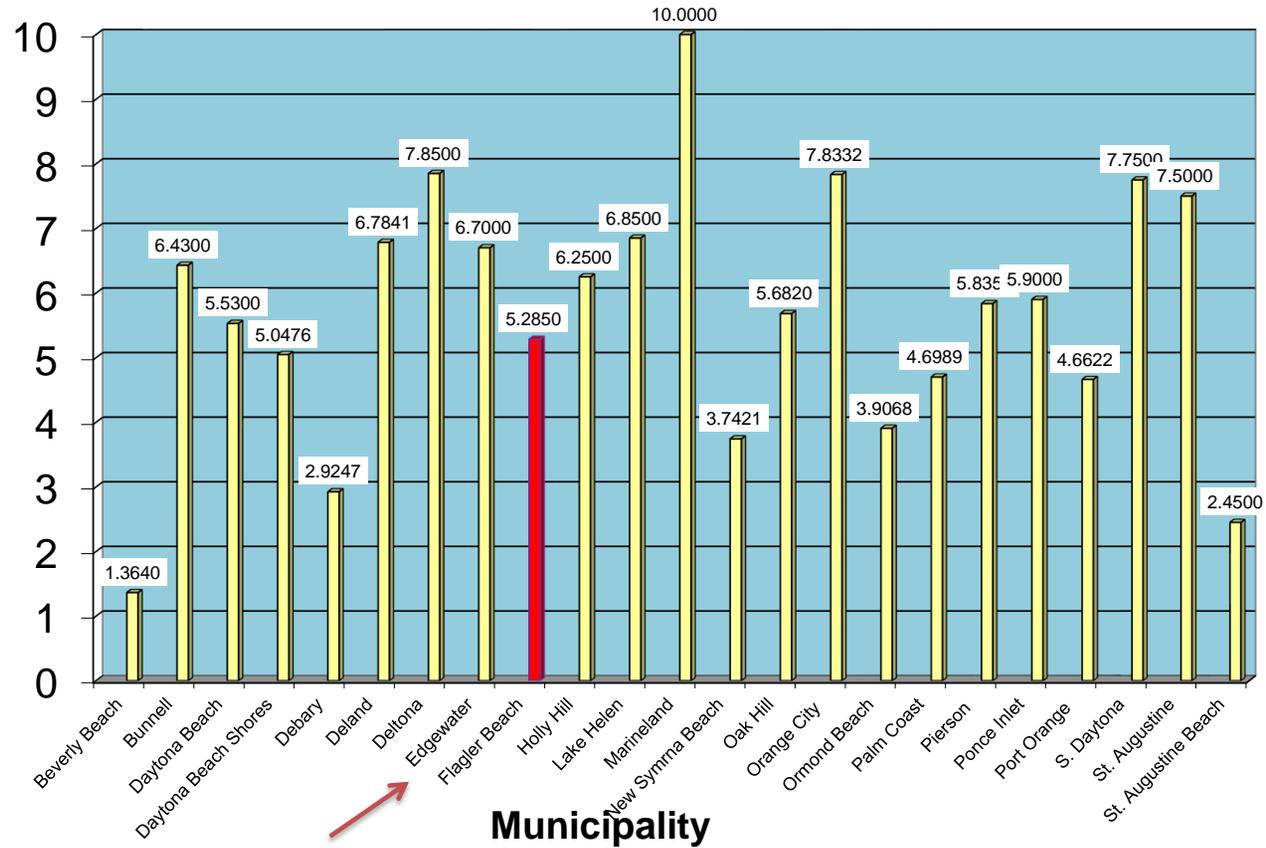


Note: The total mill rate of 20.3699 was a 0.50% decrease over the 2019 Tax Year

■ Flagler County	■ Flagler County Debt Service	■ School Board General Fund
■ School Board Discretionary Fund	■ School Board Capital Outlay	■ SJRWM District
■ Florida Inland Navigation District	■ Mosquito Control	■ City of Flagler Beach

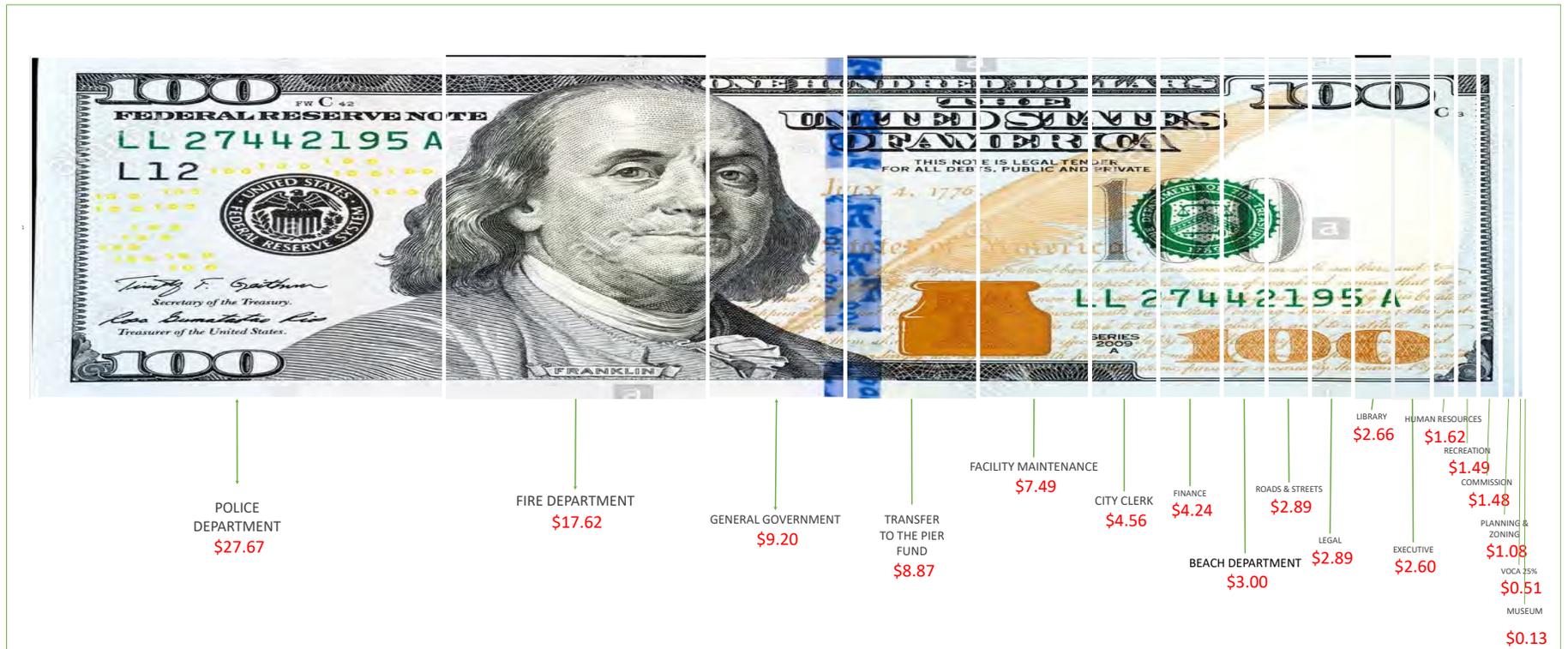
Comparing Flagler Beach to Neighboring Cities 2020-21 Operating Tax Rates

2020 Millage Rate



61% of Surrounding Municipalities have higher Mil Rates than Flagler Beach

How \$100 of Ad Valorem (Property) Tax is Budgeted in Flagler Beach



Annual Cost of Services Provided with Ad Valorem Dollars

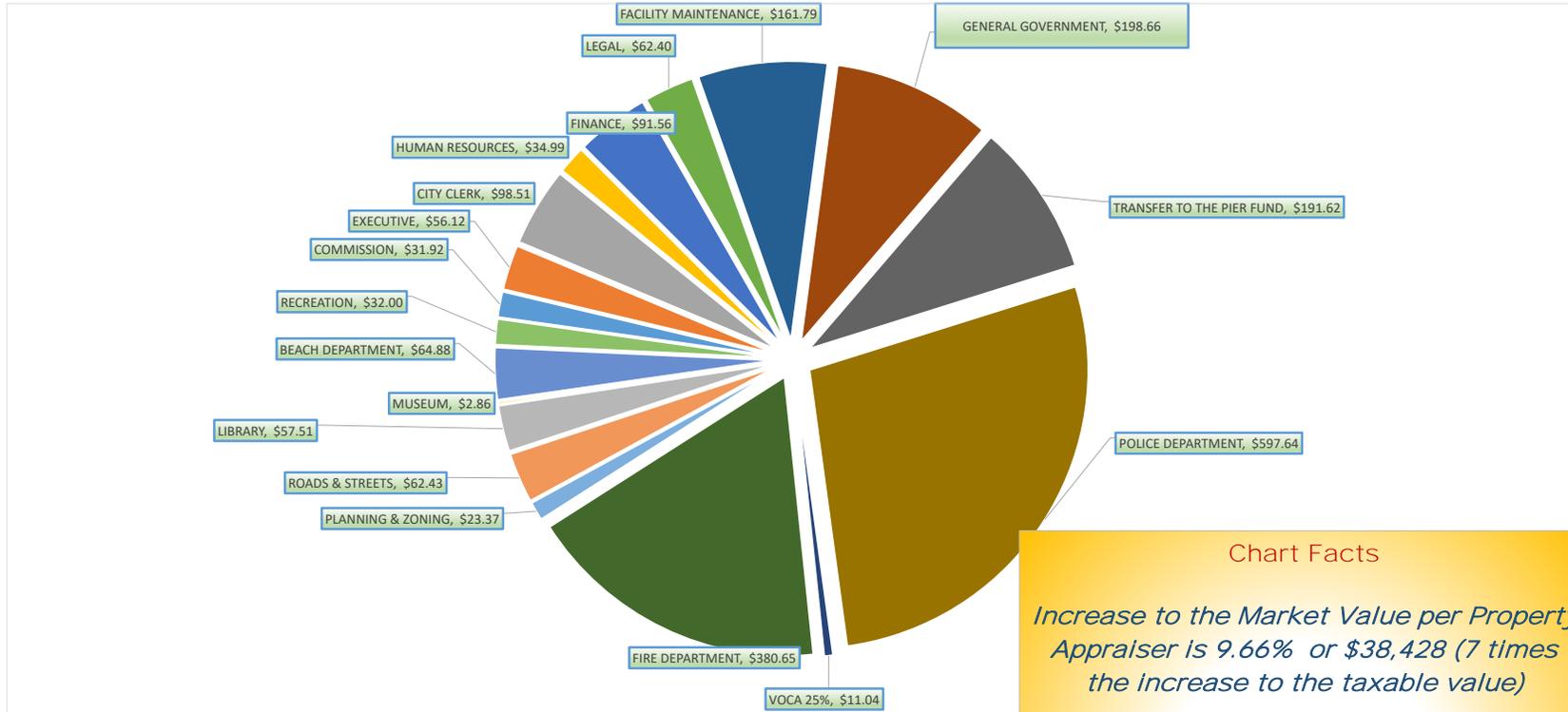


Chart Facts

Increase to the Market Value per Property Appraiser is 9.66% or \$38,428 (7 times the increase to the taxable value)

Taxable Value Increase 1.40% (this is a Homesteaded Property) or \$5,502

Increase to the Mill Rate from Last Year 2.55%

Total Dollar Increase \$82.88. That's \$6.90 per month

	2021 Proposed	2020 Tax Rate		
Market Value	436,098	397,667	9.66%	<i>increase to market value</i>
Taxable Value	398,513	393,011	1.40%	<i>increase to taxable value</i>
Mill Rate	5.4200	5.2850	2.55%	<i>increase to mill rate</i>
City of Flagler Beach Tax Bill	2,159.94	2,077.06	3.99%	<i>increase to tax bill</i>
Increase to Tax Bill	\$ 82.88			

**BUDGET SUMMARY
CITY OF FLAGLER BEACH - FISCAL YEAR 2021/22**

***THE PROPOSED OPERATING BUDGET EXPENDITURES OF THE CITY OF FLAGLER BEACH ARE 20.1% MORE THAN LAST YEARS TOTAL OPERATING EXPENDITURES.**

	GENERAL FUND	PIER ENTERPRISE FUND	BUILDING CODE INSPECTION FUND	UTILITY FUND	SANITATION FUND	STORM WATER FUND	CRA FUND	TOTAL BUDGET
ESTIMATED REVENUES:								
<i>Taxes: Millage per \$1000 = Flagler Co.</i>	5.4200							
<i>Taxes: Millage per \$1000 = Volusia Co.</i>	5.4200							
Ad Valorem Taxes	\$4,165,256						\$374,773	\$4,540,029
Sales and Use Taxes	\$1,416,438							\$1,416,438
Licenses and Permits	\$160,450		292,000					\$452,450
Intergovernmental	\$718,728			\$1,000,000				\$1,718,728
Charges for Services	\$15,522	\$299,000		\$4,934,000	\$1,358,700	\$514,140		\$7,121,362
Fines and Forfeitures	\$58,300			\$35,000	8,500	\$3,800		\$105,600
Miscellaneous Revenue	\$91,700	\$135,000	\$1,000	\$1,164,000	\$25,700	\$800		\$1,418,200
TOTAL SOURCES	\$6,626,394	\$434,000	\$293,000	\$7,133,000	\$1,392,900	\$518,740	\$374,773	\$16,772,807
Transfers In	\$338,801	558,928		\$1,200,000	\$-	-	-	\$2,097,729
Use of Fund Balances/Reserves/Net Assets	\$ 877,044	\$ -	\$ 86,608	\$-	\$ 377,984	\$ 264,878	43,094	\$1,649,608
TOTAL ESTIMATED REVENUES, TRANSFERS AND BALANCES	\$7,842,239	\$992,928	\$379,608	\$8,333,000	\$1,770,884	\$783,618	\$417,867	\$20,520,144
EXPENSES								
General Government Services	\$1,907,421						228,331	\$2,135,752
Public Safety	\$4,163,836		358,608					\$4,522,444
Physical Environment	\$192,811			6,815,411	1,529,185	\$665,214		\$9,202,621
Transportation	382,196							\$382,196
Human Services								\$0
Culture and Recreation	306,441	992,928						\$1,299,369
Debt Services	\$5,047			514,506	\$103,554	118,404	189,536	\$931,047
Financial and Administrative	\$865,180			\$497,572	\$138,145			\$1,500,897
TOTAL EXPENSES	\$7,822,932	\$992,928	\$358,608	\$7,827,489	\$1,770,884	\$783,618	\$417,867	\$19,974,326
Transfers Out	\$ -		\$21,000	\$285,000				\$306,000
Fund Balances/Reserves/Net Assets	\$19,307	\$ -	\$ -	\$220,511	\$ -	\$0	\$0	\$239,819
TOTAL APPROPRIATED EXPENDITURES								
TRANSFERS, RESERVES AND BALANCE	\$7,842,239	\$992,928	\$379,608	\$8,333,000	\$1,770,884	\$783,618	\$417,867	\$20,520,144

The tentative, adopted, and / or final budgets are on file in the clerk's office of the City of Flagler Beach as a public record

Must show at least 95% Ad Valorem for each millage

9/3/2021

GENERAL FUND REVENUES

		2019-20	2020-21	2020-21	2020-21	2021-2022	% INCREASE
		AUDITED	ORIGINAL	AMENDED	PROJECTED	PROPOSED	(DECREASE)
		ACTIVITY	BUDGET	BUDGET	ACTIVITY	BUDGET	TO AMENDED
							BUDGET
<u>Dept 3100 - AD VALOREM, SALES AND USE TAXES</u>							
311100	AD VALOREM TAXES	3,823,021	3,751,103	3,751,103	3,890,000	4,165,256	11.04%
311200	DELINQUENT AD VALOREM TAXES	451					#DIV/0!
312600	DISCRETIONARY STATE (INFRAS	180,523	133,688	133,688	215,000	204,678	53.10%
313100	FRANCHISE FEES	306,536	300,000	300,000	300,000	300,000	0.00%
314100	SERVICE TAX FPL	465,051	430,000	430,000	440,000	445,000	3.49%
314200	COMM SERV TAX(PHONE,CABLE,S	183,954	173,797	173,797	174,000	176,960	1.82%
314400	SERVICE TAX GAS	20,302	23,000	23,000	24,800	24,800	7.83%
314500	UTILITY TAX WATER	245,952	225,000	225,000	264,000	265,000	17.78%
Totals for dept 3100 - AD VALOREM, S		\$ 5,225,790	\$ 5,036,588	\$ 5,036,588	\$ 5,307,800	\$ 5,581,694	10.82%

Dept 3200 - LICENSE & PERMITS

321100	LBTR'S	46,969	48,000	48,000	41,300	42,000	12.50%
321101	BUILDING PERMITS						#DIV/0!
321103	CITY ENGINEER REVIEW	8,975	8,500	8,500	10,000	10,000	17.65%
321105	MOBILE HOME LICENSES	5,014	4,000	4,000	5,000	5,000	25.00%
321106	LICENSES ALCHOL & BEVERAG	16,443	13,500	13,500	16,500	16,500	22.22%
321107	Plan Review Fees	20,719	20,000	20,000	25,000	25,000	25.00%
321108	Engineer Reveiw Fees	7,975	6,500	6,500	6,500	6,500	0.00%
321109	CODE ENFORCEMENT FINES						#DIV/0!
322111	FIRE INSPECTIONS	8,750	2,000	2,000	2,000	2,000	0.00%
322112	RENTAL PERMITS SHORT TERM	10,271	9,500	9,500	9,720	9,500	0.00%
329100	OTHER SPECIAL PERMITS	7,739	5,000	5,000	1,500	5,000	0.00%
329101	TREE REMOVAL REVIEW	25	100	100		0	100.00%
329102	APPLICATION FEE	4,021	3,500	3,500	3,500	3,500	0.00%
329103	ESTOPPEL RESEARCH FEES	8,505	7,000	7,000	1,000	10,000	42.86%
329104	PENALTIES	100					#DIV/0!
329105	ADMINISTRATIVE REVENUE	3,133	3,000	3,000	3,500	3,500	16.67%
329200	ANIMAL LICENSES	203	300	300	350	300	0.00%
329201	DOGGIE DINING LICENSE	1,050	1,050	1,050	850	850	19.05%
329202	WAYFINDER SIGNS	2,835					#DIV/0!
329300	Golf Cart Registration Fee	15,845	15,500	15,500	17,800	20,800	34.19%
Totals for dept 3200 - LICENSE & PERM		\$ 168,572	\$ 147,450	\$ 147,450	\$ 144,520	\$ 160,450	8.82%

GENERAL FUND REVENUES

	2019-20	2020-21	2020-21	2020-21	2021-2022	% INCREASE
	AUDITED	ORIGINAL	AMENDED	PROJECTED	PROPOSED	(DECREASE)
	ACTIVITY	BUDGET	BUDGET	ACTIVITY	BUDGET	TO AMENDED
						BUDGET

Dept 3300 - INTERGOVERNMENTAL (Revenues include, Federal, State and Local Grants and Agreements)

#DIV/0!

330100	LOCAL OPTION FUEL TAX	100,172	98,334	98,334	106,000	107,314	9.13%
331101	FEDERAL/STATE GRANT FEMA	946,825		280,000	875,000		100.00%
331105	CARES ACT	696,819					#DIV/0!
334200	STATE GRANT V.O.C.A.	112,314	126,900	126,900	11,500	103,638	18.33%
334300	STATE GRANT OFFICE OF CRIMINAL JUSTICE						#DIV/0!
334305	TDC GRANT JULY 4TH		25,000	25,000		25,000	0.00%
335102	STATE REVENUE SHARING MUNIC	99,384	98,939	98,939	100,104	117,059	18.31%
335108	1/2 CENT LOCAL GOV'T SALES TAX	172,281	138,833	138,833	198,000	185,667	33.73%
337200	FDOT LANDSCAPE MAINT	29,353	29,352	29,352	29,352	29,352	0.00%
337201	MOTOR FUEL REBATE	7,814	7,000	7,000	7,400	7,500	7.14%
337204	LIFEGUARD GRANT COUNTY	72,500	82,500	82,500	82,500	84,500	2.42%
337206	FLAGLER COUNTY GRANT MUSEUM						#DIV/0!
337207	STATE FDOT HWG LIGHT MAINT	55,329	55,700	55,700	56,989	58,698	5.38%
337210	MISC GRANTS			3,000			100.00%
Totals for dept 3300 - INTERGOVERME		\$ 2,292,791	\$ 662,558	\$ 945,558	\$ 1,466,845	\$ 718,728	-23.99%

Dept 3400 - CHARGES FOR SERVICE

341100	PHOTO COPY	213	175	175	200	175	0.00%
341200	CANDIDATE FILING FEE		485	485		485	0.00%
341201	CANDIDATE 1% STATE ASSESS	340	162	162		162	0.00%
347100	LIBRARY DUES	1,110	1,200	1,200	1,000	1,200	0.00%
347500	SPECIAL RECREATION FEES		11,000	11,000	7,800	11,000	0.00%
347501	SPECIAL EVENT FEES/SPONSORSH	2,605	2,500	2,500		2,500	0.00%
347600	WICKLINE RENTAL REVENUE						#DIV/0!
Totals for dept 3400 - CHARGES FOR SE		\$ 4,268	\$ 15,522	\$ 15,522	\$ 9,000	\$ 15,522	0.00%

GENERAL FUND REVENUES

		2019-20	2020-21	2020-21	2020-21	2021-2022	% INCREASE
		AUDITED	ORIGINAL	AMENDED	PROJECTED	PROPOSED	(DECREASE)
		ACTIVITY	BUDGET	BUDGET	ACTIVITY	BUDGET	TO AMENDED
							BUDGET
<u>Dept 3500 - FINES & FORFEITURES</u>							
351100	COURT FINES	10,400	7,500	7,500	10,300	12,000	60.00%
351300	POLICE EDUCATION/TRAINING	690	500	500	650	500	0.00%
354100	PENALTIES LOCAL ORDS	350	800	800	50	800	0.00%
354200	PARKING TICKETS	21,425	45,000	45,000	38,000	45,000	0.00%
Totals for dept 3500 - FINES & FORFEIT		\$ 32,865	\$ 53,800	\$ 53,800	\$ 49,000	\$ 58,300	8.36%
<u>Dept 3600 - MISCELLANEOUS REVENUE</u>							
361101	SBA INTEREST INCOME	40,270	30,000	30,000	6,500	8,000	73.33%
361103	FL MUNICIPAL INVESTMENT INTER	100,783	85,000	85,000	2,000	10,000	88.24%
361104	INTEREST INCOME CRA	593	500	500			100.00%
362100	GOLF COURSE RENTAL	2,701	2,700	2,700	4,500	2,700	0.00%
364100	SALE OF FIXED ASSETS	5,300					#DIV/0!
369100	MISCELLANEOUS REVENUE	3,111	8,000	8,000	20,000	8,000	0.00%
369101	MISC REVENUE FROM RESERVES	11,947					#DIV/0!
369200	INSURANCE PROCEEDS	17,826			5,200		#DIV/0!
384000	Other Funding Sources FIRE TRUCK FROM DEVELOPERS			10,006	160,500	63,000	529.62%
Totals for dept 3600 - MISCELLANEOUS		\$ 182,531	\$ 126,200	\$ 136,206	\$ 198,700	\$ 91,700	-32.68%
TOTAL GENERAL FUND REVENUES		\$ 7,906,817	\$ 6,042,118	\$ 6,335,124	\$ 7,175,865	\$ 6,626,394	4.60%



FLAGLER BEACH POLICE DEPARTMENT

OVERVIEW

The following is a brief overview of the Flagler Beach Police Department, our Mission and our goals for the upcoming fiscal year.

In the United States, the Law Enforcement profession is rapidly evolving in order to meet the needs of our communities. Policing in the 2020's has created new and unique challenges to Police Departments around the Country. The enforcement of State Statues and Ordinances is just one (1) of many different roles of a Police Department. Other important roles include working in unison with our incredible community to prevent crime from occurring, while creating solutions for various "quality of life" problems, maintaining order, conducting criminal investigations and responding to emerging societal concerns such as persons with mental health issues, opioid overdoses and civil unrest. Our Department currently has fifteen (15) full-time Sworn Police Officers and six (6) Civilian Staff members that work together to ensure the safety of our great City.

Mission Statement

It is the mission of the Flagler Beach Police Department to serve and protect the citizens, businesses and visitors of our City by providing professional, competent Law Enforcement services. We strive to protect and preserve the Constitutional Rights of all people and mandate the fair and impartial enforcement of the law. We are committed to providing professional, efficient and courteous public service and creating a safe environment for those we serve. We will work as a Team in order to accomplish our mission with "**P.R.I.D.E.**"

- **Professional** – we set the example for others to follow
- **Respectful** – to ourselves and all that we encounter
- **Integrity** – in our professional and personal lives
- **Disciplined** – accountable and consistent in the quality of services we deliver
- **Ethical** – in our behavior and our actions

Goals for Fiscal Year 2021/2022

The goals for the Police Department each and every year are very simple; to protect and serve our community to the best of our abilities, and to make Flagler Beach a safe place to live, work and visit. The manner in which we go about achieving these goals can be measured in the following ways. The first is the prevention of crime during the calendar year as

compiled by the State's Uniform Crime Report (UCR); which tracks all "Part One Crimes" that occur in our jurisdiction. These crimes include, but are not limited to; Homicides, Sexual Battery's, Burglary's, Thefts, Aggravated Assaults, Aggravated Battery's and Robberies. Our goal is to reduce the number of these crimes each year.

The second measurable yardstick is the "Clearance Rate" for Part One Crimes that occur in our City. This benchmark is also part of the annual Uniform Crime Report and each year we strive to solve more cases than we did the year before.

The methodology that we utilize to accomplish our ambitious goals is to work both hard, and smart, each and every day. We're committed to utilizing both proven policing practices along with the assistance of available technology to make our goals a reality. Examples of our Department utilizing technology to its fullest potential in order to accomplish our goals are as follows; License Plate Readers (LPR's) in our City, County and surrounding jurisdictions, our "Community Eye Watch Program" (Database of privately owned surveillance cameras in our City), emerging DNA technology, Nationwide Pawn Store Databases, and weekly Crime Mapping meetings (Multi-agency cooperation and Information sharing). Lastly, we capitalize on the use of social media to provide our community with Public Service Announcements, emerging crime trends and to solicit the public's assistance in identifying crime suspects. The two (2) way interaction between our Department and our community via social media has proven extremely useful and we'll continue these efforts to help us achieve our goals of making our City safe.

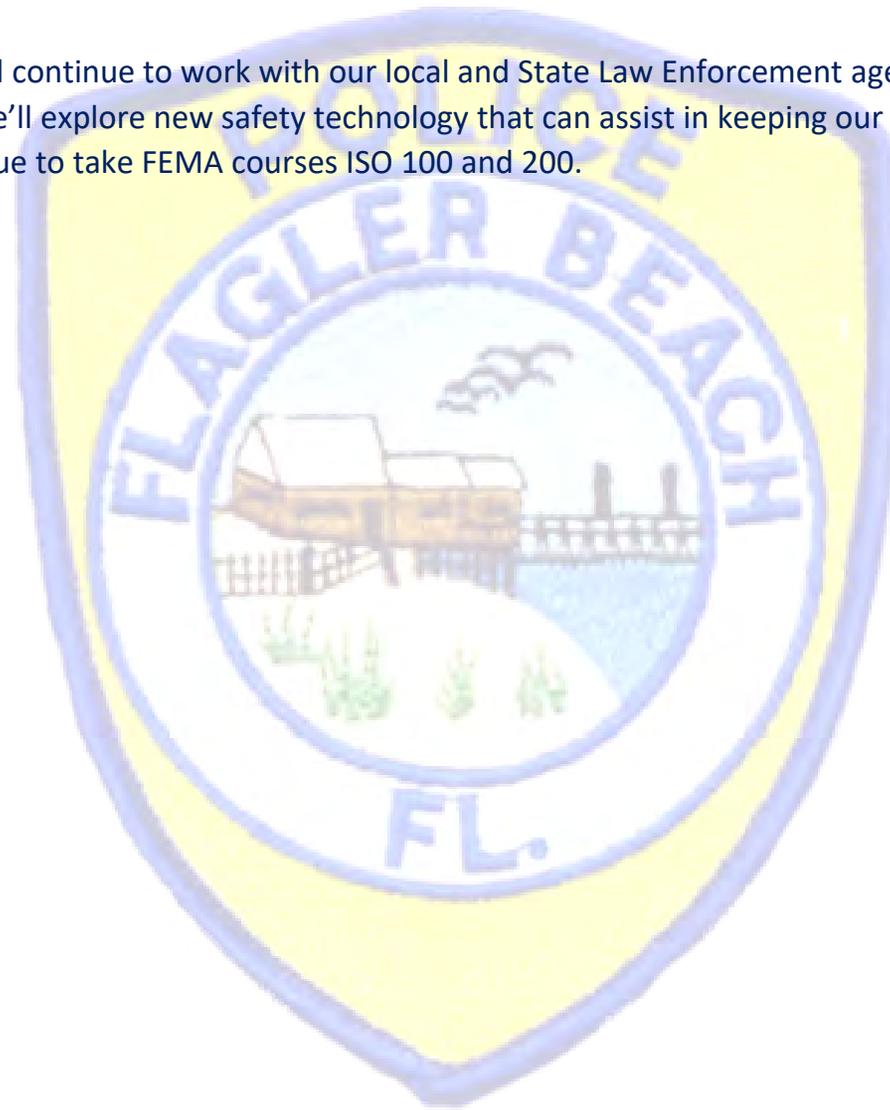
As we move forward during the global pandemic, here are some additional goals with regard to the upcoming fiscal year;

COVID-19: Our goals are two-fold; encourage vaccinations to the members of our Team for their health and the health of their families, and to provide timely and accurate information to the public about vaccinations, social distancing and up-to-date guidelines as outlined by the Center for Disease Control (CDC). Our department will work with other Agencies to monitor the impacts of special events.

Natural Disasters: All members of our Department have successfully completed FEMA's Incident Command Systems (ICS) 100 and 200 classes. These classes will assist our Department members and our City should an event occur. We'll continue to work with our City's Fire Department to ensure that our "Evacuation Plan" is up to date, we'll work with the Flagler County Emergency Operations Center (EOC) on "tabletop exercises" and we'll provide the public with timely and accurate information via social media, radio and New Releases. Additionally, we'll work together with our City

Departments to ensure public safety is the top priority, and that cost tracking is done correctly for future reimbursement opportunities.

Emergency Situations: We'll continue to work with our local and State Law Enforcement agencies on trainings related to emergency situations and we'll explore new safety technology that can assist in keeping our Staff and our community safe. All staff have and will continue to take FEMA courses ISO 100 and 200.



Dept 5214 - POLICE DEPARTMENT

GL NUMBER	DESCRIPTION	2019-20 AUDITED ACTIVITY	2020-21 ORIGINAL BUDGET	2020-21 AMENDED BUDGET	2020-21 PROJECTED ACTIVITY	2021-22 PROPOSED BUDGET	% INCREASE (DECREASE) TO AMENDED BUDGET
001.5214.101200	SALARY	892,991	880,009	880,009	897,691	957,031	8.75%
001.5214.101400	OVERTIME	77,836	57,000	57,000	57,000	57,000	0.00%
001.5214.101500	SPECIAL & INCENTIVE PAY	15,293	15,000	15,000	15,500	17,000	13.33%
001.5214.102100	FICA/MEDICARE	72,708	73,984	73,984	74,500	79,000	6.78%
001.5214.102200	RETIREMENT	151,206	142,618	142,618	155,100	185,130	29.81%
001.5214.102300	LIFE & HEALTH INSURANCE	144,373	167,461	167,461	162,600	183,780	9.74%
001.5214.102400	WORKER'S COMPENSATION	30,857	26,240	26,240	33,000	42,250	61.01%
SALARY TOTALS		1,385,264	1,362,312	1,362,312	1,395,391	1,521,191	11.66%
001.5214.303100	PROFESSIONAL SERVICES	13,983	65,800	65,800	28,834	64,800	1.52%
001.5214.303400	CONTRACTUAL SERVICES	4,900	52,500	52,500	49,900	28,500	45.71%
001.5214.303500	INVESTIGATIONS	3,479	3,500	3,500	2,828	4,460	27.43%
001.5214.304000	TRAVEL/TRAINING	20,745	32,500	32,500	15,218	33,850	4.15%
001.5214.304100	TELEPHONE	11,076	12,200	12,200	10,680	12,600	3.28%
001.5214.304300	UTILITY SERVICES	10,524	11,600	11,600	9,000	11,600	0.00%
001.5214.304400	RENTALS & LEASES	1,642	4,558	4,558	1,658	4,558	0.00%
001.5214.304600	REPAIRS & MAINTENANCE	2,109	6,270	6,270	1,815	6,270	0.00%
001.5214.304700	PRINTING & BINDING	553	2,500	2,500	500	2,500	0.00%
001.5214.304800	PROMOTIONAL ACTIVITIES	2,970	4,200	4,200	875	4,200	0.00%
001.5214.305100	OFFICE SUPPLIES	2,808	4,200	4,200	2,500	4,200	0.00%
001.5214.305200	OPERATING SUPPLIES	30,918	38,275	41,276	17,051	42,030	1.83%
001.5214.305400	MEMBRSHPS SUBSCRPTS DUES	6,370	7,860	7,860	7,860	8,145	3.63%
001.5214.464100	VEHICLE REPAIRS & MAINTENANC	24,280	26,500	26,500	20,500	26,500	0.00%
001.5214.464105	GASOLINE & DIESEL FUEL	34,931	47,000	47,000	38,500	48,825	3.88%
001.5214.606401	EQUIPMENT LESS THAN \$5000	134,188	10,800	10,800		21,800	101.85%
OPERATION TOTALS		305,476	330,263	333,264	207,719	324,838	-2.53%
001.5214.606400	CAPITALIZED EQUIPMENT VEHICLES	103,786	90,000	90,000	90,000	135,000	50.00%
001.5214.606400	LICENSE PLATE READER		60,000	60,000	3,000		100.00%
001.5214.606300	IMPROVEMENTS ROOF FOR POLICE DEPT					45,000	
001.5214.606400	RADIO RESERVE		14,000	14,000	14,000	14,000	0.00%
CAPITAL TOTALS		103,786	164,000	164,000	107,000	194,000	18.29%
Totals for dept 5214 - POLICE DEPARTMENT		1,794,526	1,856,575	1,859,576	1,710,110	2,040,029	9.70%

Dept 5215 - VICTIM'S ADVOCATE

		2019-20	2020-21	2020-21	2020-21	2021-22	% INCREASE
		AUDITED	ORIGINAL	AMENDED	PROJECTED	PROPOSED	(DECREASE)
GL NUMBER	DESCRIPTION	ACTIVITY	BUDGET	BUDGET	ACTIVITY	BUDGET	TO AMENDED
							BUDGET
001.5215.101200	SALARY	85,494	88,531	88,531	88,531	89,551	1.15%
001.5215.102100	FICA/MEDICARE	6,378	6,775	6,775	6,400	6,900	1.85%
001.5215.102200	RETIREMENT	3,416	3,440	3,440	3,500	3,575	3.92%
001.5215.102300	LIFE & HEALTH INSURANCE	9,253	9,975	9,975		10,210	2.36%
001.5215.102400	WORKER'S COMPENSATION	3,301	2,460	2,460	2,450	2,500	1.63%
	SALARY TOTALS	107,842	111,181	111,181	100,881	112,736	1.40%
001.5215.304000	TRAVEL/TRAINING	15	7,350	7,350	200	10,950	48.98%
001.5215.304100	TELEPHONE	1,142	1,400	1,400	1,260	1,300	7.14%
001.5215.305100	OFFICE SUPPLIES	1,093	1,200	1,200		1,680	40.00%
001.5215.305200	OPERATING SUPPLIES	1,873	1,057	1,057	5,057	1,247	17.98%
001.5215.464100	VEHICLE REPAIRS & MAINTENANCE		250	250	100	250	0.00%
001.5215.464105	GASOLINE & DIESEL FUEL	316	1,000	1,000	450	600	40.00%
001.5215.606401	EQUIPMENT LESS THAN \$5000				5,000		#DIV/0!
	OPERATION TOTALS	4,439	12,257	12,257	12,067	16,027	30.76%
Totals for dept 5215 - VICTIM'S ADVOCATE		112,281	123,438	123,438	112,948	128,763	4.31%



City of Flagler Beach Fire Department

Established 1926

320 S. Flagler Ave Flagler Beach, Florida 32136
Phone 386-517-2010

The mission of the Flagler Beach Fire Department is to minimize the loss of life and property resulting from fire, medical emergencies and other disasters. A lot goes into our planning to support our daily operations. Fire crews start their days each morning by inspecting and cleaning fire apparatus. All the fire equipment stored on the fire trucks is also cycled and inspected daily. Fire crews must insure that all fire equipment is in proper working order before responding to calls. There are many annual inspections, testing, and maintenance that takes place for department equipment. Some of these include fire pumps, the aerial, ground ladders, air packs, fire hydrants, extrication equipment, fire hose, and generators. Whether the work is contracted out or completed in-house, the lieutenants work with fire administration to insure the scheduled is adhered to. Often times FBFD Staff can spend more time with co-workers than with their own families. While at work, the fire station is not only an operation center, but also it is home for the firefighters. From a firefighter's first day on the job, taking pride in the station is drilled in their heads. There are daily cleaning responsibilities shared by all crews. In being prepared for any emergency, fire crews participate in training regularly. This is accomplished through internal, external, and on-line training. Typically, fire administration will address scheduling, budget needs, and maintenance issues daily.

There are several goals for FBFD in the coming budget year. The department is anticipating taking delivery of the 2020 Pierce Enforcer Fire Engine and removing Engine 111 from service. Staff will work with the technicians from Pierce on mounting/stocking fire equipment that is the most efficient for staff and that will best serve our community. While still keeping it in service, this action will help gain many hours of operation time and assist in preserving Ladder 11. Rescue Boat 111 is scheduled for replacement after 30 years of service. The department has plans on purchasing an 11 ft. ZAR Inflatable Boat in the coming year. ATV 11 was removed from service approximately a year ago. This purchase will also be made and a new ATV added to the fleet. An evaluation of Fire Support Equipment will take place throughout the year. It is not anticipated for several years, but Brush Attack 11 is earmarked as the next piece of equipment to be replaced within this line item. Upon further evaluation, it will be determined if a smaller piece of equipment requires replacement in the meantime. The department will continue to allocate \$20,000 annually to SCBA Reserves working towards 2025 replacement. Allocations of \$16,000 annually will also continue to Radio

Reserves working towards 2030 replacement. The purchase and implementation of the ESO software for incident reporting will take place. During next year's workshops, once again beginning \$100,000 annual allocation towards Fire Truck Reserves will be requested. This will put the city on track to replace Engine 11 in 2028. Finally, the reality of offering ALS Services to our residents will be addressed.

The world has been dealing with the the COVID Pandemic for approximately a year and half. We are very proud of what the department has done locally . FBFD has obtained thousands of dollars in grants/donations towards equipment. This was done through the State and private sector. Some of those items include, PPE, cleaning supplies and test kits. This practice will continue as long as required. Although, fire crews have become fatigued, they are regularly toned out to homes with COVID patients. All BSI precautions will continue to take place, including the utilization of N95 Masks worn by staff. The department has also done well by minimizing exposures when staff members have contracted the virus. In critical times, administration of rapid test kits will take place daily. When there is improvement to the positivity rate are determined, testing practices can be relaxed. Staff members would complete a rapid test after traveling, when symptomatic, or if they have been exposed to someone who is COVID positive. The city's safety officers will continue to evaluate when city events can take place or require denial/cancelation.

When a natural disaster will occur cannot be determined, however the city must always be prepared. The Emergency and Evacuation Guide is a tool utilized by city staff. An annual review will be conducted, insuring that all information within the guide is current and correct. The department has worked with Flagler County Emergency Management and the State on obtaining several supplies dedicated towards natural disasters. Provisions include bottled water, MREs, sandbags, and cleaning supplies. This practice will continue in the coming year in hopes of increasing the city's current reserves. The department will participate in hurricane exercises with the other agencies within the county. Training for other types of natural disasters and significant calls will take place. This would include, but not limited to tornados, brush fires, and MCIs. All staff has completed and will continue training courses with FEMA, ISO 100 and 200. A key goal for 21-22, is to increase our communication and outreach to the public. Through the American Rescue Act Funding we hope to purchase two Areoclave Machines, to assist in sanitation of city buildings, equipment and vehicles. We will also support training of other staff to utilize this important sanitizing device to further fight the pandemic.

As mentioned in opening, FBFD is constantly training for a multitude of emergency situations. Again, anticipating the new fire engine will be approved, there will be much time devoted to staff training on the newest apparatus (2020 Pierce Enforcer Fire Engine. One of the new pieces of equipment addressed in this report is the new ATV 11. The new ATV will allow the department to have more mobility on the beach and water rescue calls. The department has utilized an ATV several times in the past on local nature/bike trails in search and rescue operations. The department can once again offer this service. By replacing Rescue Boat 111 with the new ZAR Boat, the department will have an additional watercraft that can respond in the IW and for ocean operations. The implementation of ESO Software for incident reporting can streamline patient treatment. By sharing real time information on scene, patient transport can be expedited to definitive care.

Dept 5221 - FIRE DEPARTMENT

GL NUMBER	DESCRIPTION	2019-20	2020-2021	2020-2021	2020-2021	2021-2022	% INCREASE (DECREASE) TO AMENDED BUDGET
		AUDITED	ORIGINAL	AMENDED	PROJECTED	PROPOSED	
		ACTIVITY	BUDGET	BUDGET	ACTIVITY	BUDGET	
001.5221.101200	SALARY	541,283	546,372	546,372	559,872	578,234	5.83%
001.5221.101300	OTHER SALARIES & WAGES	54,459	26,000	26,000	25,513	26,500	1.92%
001.5221.101400	OVERTIME	58,319	20,000	35,000	50,000	58,000	65.71%
001.5221.101500	SPECIAL & INCENTIVE PAY	4,985	5,600	5,600	4,750	5,000	10.71%
001.5221.102100	FICA/MEDICARE	50,101	45,300	45,300	48,500	49,700	9.71%
001.5221.102200	RETIREMENT	64,793	67,600	67,600	73,000	71,800	6.21%
001.5221.102300	LIFE & HEALTH INSURANCE	93,280	108,250	108,250	113,850	112,310	3.75%
001.5221.102400	WORKER'S COMPENSATION	23,839	25,010	25,010	24,800	37,350	49.34%
	SALARY TOTALS	891,059	844,132	859,132	900,285	938,894	9.28%
001.5221.303100	PROFESSIONAL SERVICES	7,749	8,200	9,400	7,200	5,500	41.49%
001.5221.304000	TRAVEL/TRAINING	10,373	11,180	11,180	5,000	10,180	8.94%
001.5221.304100	TELEPHONE	3,247	3,550	3,550	3,480	3,700	4.23%
001.5221.304300	UTILITY SERVICES	13,210	13,800	13,800	13,300	14,000	1.45%
001.5221.304500	INSURANCE	5,130	8,976	8,976	8,950	8,976	0.00%
001.5221.304600	REPAIRS & MAINTENANCE	3,859	7,100	7,100	7,101	5,800	18.31%
001.5221.304601	R&M MACHINERY & EQUIPMENT	8,784	14,050	14,050	7,250	13,250	5.69%
001.5221.304700	PRINTING & BINDING	721	800	800	200	300	62.50%
001.5221.304800	PROMOTIONAL ACTIVITIES	316	3,000	3,000		1,500	50.00%
001.5221.305100	OFFICE SUPPLIES	1,826	2,500	2,500	2,000	2,000	20.00%
001.5221.305200	OPERATING SUPPLIES	48,792	53,670	53,545	43,670	50,000	6.62%
001.5221.305400	MEMBRSHPS SUBSCRPTS DUES	6,285	8,000	6,925	6,800	10,900	57.40%
001.5221.464100	VEHICLE REPAIRS & MAINTENANC	29,798	31,900	31,900	27,900	30,800	3.45%
001.5221.464105	GASOLINE & DIESEL FUEL	8,724	13,000	13,000	9,000	11,000	15.38%
001.5221.606300	IMPROVEMENTS						#DIV/0!
001.5221.606401	EQUIPMENT LESS THAN \$5000	149,292	4,000	4,000		3,500	12.50%
	OPERATION TOTALS	298,106	183,726	183,726	141,851	171,406	-6.71%
001.5221.606400	CAPITALIZED EQUIPMENT	48,060	45,167	45,167	16,000	16,000	64.58%
001.5221.606400	FIRE TRUCK PURCHASE					546,333	
001.5221.909302	RESER. FOR CONTINGENCIES	15,000	15,000	0	15,000	0	#DIV/0!
001.5221.909303.099	FIRE TRUCK RESERVE	75,000	100,000	100,000	100,000	0	100.00%
001.5221.909308.100	FIRE SUPPORT EQUIPMENT RESER	0	20,000	20,000	20,000	49,167	145.84%
	CAPITAL TOTALS	138,060	180,167	165,167	151,000	611,500	270.23%
Totals for dept 5221 - FIRE DEPARTMENT		1,327,225	1,208,025	1,208,025	1,193,136	1,721,800	42.53%

Beach Department

Flagler Beach Ocean Rescue

The goal of the City of Flagler Beach Ocean Rescue Department is to provide for the safety of all the visitors to Flagler Beach, educate the community about ocean safety, and maintain the highest standards of lifeguarding. We estimate that approximately 54 major rescue and 190 minor rescue actions took place this fiscal year.

Lifeguards typically begin the summer season in the month of May working weekends only. Beginning Memorial Day weekend, lifeguards will be on duty seven days per week through Labor Day weekend in September. After Labor Day, lifeguards will go back to a weekends only schedule through the end of October. An additional \$15,000 contingency is included in the annual budget to provide lifeguard protection during Spring Break where warm weather and large beach crowds may create a need for off-season lifeguard coverage.

Every year, all lifeguards will receive 60 hours of lifeguard training which includes First Aid, CPR, and open water prevention and rescue techniques through the guidelines of The United States Lifesaving Association. As part their daily work shift, all lifeguards participate in morning lifeguard rescue drills and in-service training from 9:00 to 9:45am. Lifeguards typically sit on tower from 10:00am to 5:30pm.

COVID 19

Our COVID 19 guidelines are constantly being reevaluated and updated as the most recent research and information becomes available. Our greatest challenge to lifeguards is that physical distancing and avoiding contact is not possible during skills training and performing rescues in open water. All lifeguards are highly encouraged to be vaccinated and masks are required inside our ocean rescue headquarters.

The following are the most recent United States Lifesaving Association Guidelines:

1. Follow the directives of your employing agency, which should be informed by and consistent with the directives of state and local public health authorities.
2. Use social distancing at work, avoiding large meetings, close training, and close proximity to others (example: one guard per stand/tower).
3. Practice good personal hygiene, including regular hand washing.
4. Use universal precautions when providing medical aid. Avoid mouth to mouth or mouth to mask resuscitation. Use a bag-valve-mask or positive pressure ventilator.

5. Regularly clean the surfaces with which you, your fellow lifeguards, and the public come in contact.
6. Avoid touching other people, including your fellow lifeguards, unless necessary.
7. Consider regular temperature checks by lifeguards.
8. If you feel ill, advise your supervisor.

Natural Disasters

Each natural disaster is unique and the specific impacts on the City will need to be addressed as they are identified. The most common disaster are storms and hurricanes. At the beginning of each hurricane season, the City Hurricane Emergency Response Plan is reviewed by all lifeguards and safety procedures are practiced.

Emergency Situations

All lifeguards have completed Incident Command System Courses (100 and 200 Level) and will assume duties assigned from Command Supervisors.

Dept 5722 - BEACH DEPARTMENT

		2019-20	2020-21	2020-21	2020-21	2021-22	% INCREASE
		AUDITED	ORIGINAL	AMENDED	PROJECTED	PROPOSED	(DECREASE)
GL NUMBER	DESCRIPTION	ACTIVITY	BUDGET	BUDGET	ACTIVITY	BUDGET	TO AMENDED
							BUDGET
001.5722.101200	SALARY	28,894	45,500	45,500	44,092	47,505	4.41%
001.5722.101300	OTHER SALARIES & WAGES	180,730	125,000	125,000	128,000	132,721	6.18%
001.5722.101400	OVERTIME	9,333	7,000	7,000	5,000	7,000	0.00%
001.5722.102100	FICA/MEDICARE	16,025	13,600	13,600	13,600	14,300	5.15%
001.5722.102200	RETIREMENT	1,628	3,100	3,100	3,100	3,300	6.45%
001.5722.102300	LIFE & HEALTH INSURANCE	4,250	7,880	7,880	7,880	8,168	3.65%
001.5722.102400	WORKER'S COMPENSATION	7,335	7,380	7,380	7,312	9,200	24.66%
	SALARY TOTALS	248,195	209,460	209,460	208,984	222,194	6.08%
001.5722.303100	PROFESSIONAL SERVICES	915	1,500	1,500	1,200	1,500	0.00%
001.5722.304000	TRAVEL/TRAINING	1,112	5,000	5,000	4,950	8,000	60.00%
001.5722.304100	TELEPHONE	478	600	600	540	600	0.00%
001.5722.304600	REPAIRS & MAINTENANCE	1,979	2,500	2,500	1,800	4,000	60.00%
001.5722.304601	R&M MACHINERY & EQUIPMENT	1,024	1,500	1,500	1,200	1,500	0.00%
001.5722.305200	OPERATING SUPPLIES	18,224	16,500	16,500	16,500	16,000	3.03%
001.5722.305400	MEMBRSHPS SUBSCRPTS DUES	570	500	500	500	500	0.00%
001.5722.464100	VEHICLE REPAIRS & MAINTENANC	2,263	4,500	8,045	8,000	6,500	19.20%
001.5722.464105	GASOLINE & DIESEL FUEL	131	1,500	1,500	1,200	1,500	0.00%
001.5722.606401	EQUIPMENT LESS THAN \$5000	4,079	3,050	6,050	4,050	2,950	51.24%
	OPERATION TOTALS	30,775	37,150	43,695	39,940	43,050	-1.48%
001.5722.606400	CAPITALIZED EQUIPMENT ATV's	6,422	28,000	24,455	18,067	8,000	67.29%
	CAPITAL TOTALS	6,422	28,000	24,455	18,067	8,000	-67.29%
Totals for dept 5722 - BEACH DEPARTMENT		285,392	274,610	277,610	266,991	273,244	-1.57%

Dept 5241 - PLANNING & ZONING

Dept 5241 - PLANNING & ZONING		2019-20	2020-21	2020-21	2020-21	2021-22	% INCREASE
		AUDITED	ORIGINAL	AMENDED	PROJECTED	CITY MANAGER	(DECREASE)
GL NUMBER	DESCRIPTION	ACTIVITY	BUDGET	BUDGET	ACTIVITY	REVIEW	TO AMENDED
							BUDGET
001.5241.101200	SALARY	116,705	104,675	104,675	100,862	102,716	1.87%
001.5241.101300	OTHER SALARIES & WAGES	35,791	36,450	36,450	26,531	36,100	0.96%
001.5241.101400	OVERTIME	936	1,000	1,000	600	1,000	0.00%
001.5241.102100	FICA/MEDICARE	11,469	10,900	10,900	9,800	10,700	1.83%
001.5241.102200	RETIREMENT	6,272	6,806	6,806	3,300	4,125	39.39%
001.5241.102300	LIFE & HEALTH INSURANCE	14,868	23,750	23,750	7,100	16,550	30.32%
001.5241.102400	WORKER'S COMPENSATION	1,760	205	205	205	250	21.95%
SALARY TOTALS		187,801	183,786	183,786	148,398	171,441	-6.72%
001.5241.303100	PROFESSIONAL SERVICES	69,680	4,000	21,500	18,500	10,000	53.49%
001.5241.304000	TRAVEL/TRAINING	204	4,000	4,000		4,000	0.00%
001.5241.304100	TELEPHONE	549	750	1,290	1,500	1,500	16.28%
001.5241.304600	REPAIRS & MAINTENANCE		500	500	500	500	0.00%
001.5241.304700	PRINTING & BINDING	284	1,000	1,000			100.00%
001.5241.305100	OFFICE SUPPLIES	1,183	1,800	1,260	300	300	76.19%
001.5241.305200	OPERATING SUPPLIES	1,109	1,200	1,200	500	1,000	16.67%
001.5241.305400	MEMBRSHPS SUBSCRPTS DUES	70	570	570	70	70	87.72%
001.5241.305800	POSTAGE	1,000	1,000	1,000	700	1,500	50.00%
001.5241.464100	VEHICLE REPAIRS & MAINTENANC	1,311	800	800	500	800	0.00%
001.5241.464105	GASOLINE & DIESEL FUEL	972	1,700	1,700	1,200	1,700	0.00%
001.5241.606401	EQUIPMENT LESS THAN \$5000	3,110	1,500	2,245	2,245	0	100.00%
OPERATION TOTALS		79,472	18,820	37,065	26,015	21,370	-42.34%
Totals for dept 5241 - BUILDING & ZONING		267,273	202,606	220,851	174,413	192,811	-12.70%

CITY COMMISSION

The City Commission of the City of Flagler Beach is the elected legislative body for the City of Flagler Beach. The Commission establishes policies that should manage growth and plan for the adequate funding of services desired by the public including provision and maintenance of public facilities, and provide for the safety and welfare of the citizens. The City Commission appoints the City Manager and the City Attorney. This year the Commission performed a nationwide search and selected a new City Manager. The Commission also lead efforts to work with the new City Manager and began the process of Strategic Planning.

Dept 5111 - COMMISSION

<u>Dept 5111 - COMMISSION</u>		2019-20	2020-21	2020-21	2020-21	2021-22	% INCREASE
		AUDITED	ORIGINAL	AMENDED	PROJECTED	PROPOSED	(DECREASE)
GL NUMBER	DESCRIPTION	ACTIVITY	BUDGET	BUDGET	ACTIVITY	BUDGET	TO AMENDED
							BUDGET
001.5111.101200	SALARY	50,958	52,020	52,020	51,980	53,484	2.89%
001.5111.102100	FICA/MEDICARE	3,898	4,004	4,004	4,004	4,100	2.40%
001.5111.102400	WORKERS COMP	110	62	62	62	80	29.03%
SALARY TOTALS		54,966	56,086	56,086	56,046	57,664	2.89%
001.5111.303100	PROFESSIONAL SERVICES		550	550	550	1,500	172.73%
001.5111.304000	TRAVEL/TRAINING	3,769	8,500	8,500	5,000	9,500	90.00%
001.5111.304600	REPAIRS & MAINTENANCE	22	2,000	1,500	500	4,200	740.00%
001.5111.304800	PROMOTIONAL ACTIVITIES	3,402	3,200	3,666	3,000	5,480	82.67%
001.5111.305200	OPERATING SUPPLIES	4,684					#DIV/0!
001.5111.305400	MEMBRSHPS SUBSCRPTS DUES	1,814	1,550	1,550	1,550	1,590	2.58%
001.5111.305500	ELECTION EXPENSES	6,551	13,370	14,399	14,300	13,170	7.90%
001.5111.606401	EQUIPMENT LESS THAN \$5000	1,487		500	300		100.00%
OPERATION TOTALS		21,729	29,170	30,665	25,200	35,440	40.63%
Totals for dept 5111 - COMMISSION		76,695	85,256	86,751	81,246	93,104	14.60%

Dept 5122 - EXECUTIVE

<u>Dept 5122 - EXECUTIVE</u>		2019-20	2020-21	2020-21	2020-21	2021-22	% INCREASE
		AUDITED	ORIGINAL	AMENDED	PROJECTED	PROPOSED	(DECREASE)
GL NUMBER	DESCRIPTION	ACTIVITY	BUDGET	BUDGET	ACTIVITY	BUDGET	TO AMENDED
							BUDGET
001.5122.101200	SALARY	127,404	149,265	149,265	144,148	113,100	21.54%
001.5122.102100	FICA/MEDICARE	9,389	11,475	11,475	10,725	8,750	18.41%
001.5122.102200	RETIREMENT	8,051	9,750	9,750	9,100	8,250	9.34%
001.5122.102300	LIFE & HEALTH INSURANCE	11,490	14,939	14,939	13,000	17,815	37.04%
001.5122.102400	WORKER'S COMPENSATION	257	150	150	150	120	20.00%
SALARY TOTALS		156,591	185,579	185,579	177,123	148,035	-16.42%
001.5122.304000	TRAVEL/TRAINING	2,940	8,000	8,000	2,000	7,000	250.00%
001.5122.304100	TELEPHONE	2,380	3,100	3,100	2,336	2,820	20.72%
001.5122.304800	PROMOTIONAL ACTIVITIES	1,873	2,000	1,400	200	1,400	600.00%
001.5122.304901	LEGAL & PERSONAL NOTICES			600			#DIV/0!
001.5122.305100	OFFICE SUPPLIES	335	500	500	800	800	0.00%
001.5122.305200	OPERATING SUPPLIES	76	350	350	350	1,800	414.29%
001.5122.606401	EQUIPMENT LESS THAN \$5000	1,886	1,800	1,800	800	1,850	131.25%
OPERATION TOTALS		9,490	15,750	15,750	6,486	15,670	141.60%
Totals for dept 5122 - EXECUTIVE		166,081	201,329	201,329	183,609	163,705	-10.84%

CITY CLERK

The City Clerk's office acts as Secretary to City Commission, and Committees including but not limited to: preparing, filing, and distributing agendas for meetings, attending meetings, recording, filing, indexing, and distributing minutes for meetings, producing documents for Committees, schedules travel for Elected Officials and City Manager as well as processing documents for the payments and reimbursement's. The Clerk's office is responsible for publishing all public notices required by state and local laws, setting public hearings when required and giving proper notification, records management, elections, website, distribution of mail, liaison to IT, responsible for phones, cellular and land lines, and Special Events. The Clerk's office writes bid packages and works with consulting engineers on bid packages that have a technical elements beyond our level of service. The Clerk prepares correspondence for the City Manager. All public record requests with the exception of the Police Department records, are filed and produced through this department. The Clerk processes all Special Events, including coordination of support staff and billing, along with a myriad of other duties.

Clerk's Office Staff:

- **City Clerk** responsible for all activities, and knowledgeable on all operations and responsibilities of the Clerk's office. Oversees the Deputy Clerk. Twenty-one years of service to the City, twenty years in the Clerk's Office, in current position since 2009.
- **Deputy Clerk** supports the City Clerk, handles majority of Committee responsibilities, prime webmaster, and assessment clerk. Eight years of service to the City, in current position five years.
The staff of the City Clerk's office has completed and will continue to update FEMA Training, ISO 100 and 200.

Capital Improvements FY 2021/2022

- *The Clerk's budget includes a capital purchase in the amount of \$35,000 for two new servers and the accompanying licenses.*

Goals for FY 2021/2022 include:

- *Procurement of additional emergency contracts*

Dept 5123 - CITY CLERK

		2019-20	2020-21	2020-21	2020-21	2021-22	% INCREASE
		AUDITED	ORIGINAL	AMENDED	PROJECTED	PROPOSED	(DECREASE)
GL NUMBER	DESCRIPTION	ACTIVITY	BUDGET	BUDGET	ACTIVITY	BUDGET	TO AMENDED
							BUDGET
001.5123.101200	SALARY	115,514	116,856	116,856	118,928	122,779	5.07%
001.5123.101300	OTHER SALARIES & WAGES	1,728					#DIV/0!
001.5123.101400	OVERTIME	131	153	153	100	150	1.96%
001.5123.102100	FICA/MEDICARE	8,753	8,976	8,976	9,106	9,300	3.61%
001.5123.102200	RETIREMENT	7,413	7,599	7,599	7,600	7,900	3.96%
001.5123.102300	LIFE & HEALTH INSURANCE	18,444	19,279	19,279	20,281	19,910	3.27%
001.5123.102400	WORKER'S COMPENSATION	220	123	123	125	150	21.95%
SALARY TOTALS		152,203	152,986	152,986	156,140	160,189	4.71%
001.5123.303100	PROFESSIONAL SERVICES						#DIV/0!
001.5123.303400	CONTRACTURAL SERVICES	12,379	21,714	21,714	17,000	34,259	57.77%
001.5123.304000	TRAVEL/TRAINING	3,459	1,080	1,080	500	5,680	425.93%
001.5123.304100	TELEPHONE	1,397	1,650	1,650	1,545	1,545	6.36%
001.5123.304600	REPAIRS & MAINTENANCE	5,777	7,700	7,700	4,500	29,945	288.90%
001.5123.304700	PRINTING & BINDING	5,092	12,000	12,000	3,000	12,000	0.00%
001.5123.304901	LEGAL & PERSONAL NOTICES	21,672	19,000	19,000	5,000	7,000	63.16%
001.5123.305100	OFFICE SUPPLIES	702	1,300	1,300	800	1,600	23.08%
001.5123.305200	OPERATING SUPPLIES	3,913					#DIV/0!
001.5123.305400	MEMBRSHPS SUBSCRPTS DUES	16,238	39,741	39,741	28,000	47,724	20.09%
001.5123.606401	EQUIPMENT LESS THAN \$5000	2,478		2,520	2,520	2,400	4.76%
OPERATION TOTALS		73,107	104,185	106,705	62,865	142,153	33.22%
001.5123.606400	CAPITALIZED EQUIPMENT					30,000	#DIV/0!
CAPITAL TOTALS		0	0	0	0	30,000	#DIV/0!
Totals for dept 5123 - CITY CLERK		225,310	257,171	259,691	219,005	332,342	27.98%

Human Resources Department

The Human Resources Department provides services that promote a friendly work environment characterized by trust, mutual respect, open communication, unbiased treatment and personal accountability. We work together with all departments to foster a positive environment while supporting the goals and objectives of the City of Flagler Beach.

The Human Resources Department works with the City Manager, department heads and employees in the area of recruitment, classification, compensation, training, benefits, labor/employee relations and related human resources functions.

The Human Resources Department supports the City's efforts to attract, develop and retain a diverse and productive workforce that is capable of providing quality services to the citizens of Flagler Beach.

The efficiency and effectiveness with which the City services are delivered to the public depends, in large part, on the quality and motivation of the workforce providing those services. The City's employees are its most important asset in accomplishing its varied goals and objectives.

The Human Resources Department ensures consistent practices are followed in compliance with State and Federal Laws.

The Human Resources Department also is responsible for the administration of the City's Risk Management Program. The Risk Management Program includes our worker's compensation program, as well as, all property, casualty, pollution, and liability insurance. All claims are processed through HR where coordination with carriers, adjusters, and legal counsel occurs. Risk Management also provides direction on safety efforts to reduce litigation, accidents, injuries, and incidents.

Human Resources Staff

Human Resource/Risk Manager accountable for all of the above responsibilities. (19.5 years of service to the City, with 7 years in current position) . The R Manager has completed and will continue to update FEMA ISO 100 & 200 training. In the new fiscal year R will also support the City Manager s reorgani ation process.

Performance Measures

	FY2017/2018	FY 2018/2019	FY 2019/2020	FY 2020/2021 (thru 9/1)
Average number of Employees (including seasonal)	105	107	113	117
Number of New Hires (not including seasonal)	16	19	10	13
Number of Seasonal Employees Hired	19	21	24	15
Number of Employees Terminated/Resigned/Retired	11	14	9	11
Number of Worker's Comp Claims filed	15	7	4	8
Number of General Liability Claims filed	10	10	7	4

Dept 5124 - HUMAN RESOURCES

		2019-20	2020-21	2020-21	2020-21	2021-22	% INCREASE
		AUDITED	ORIGINAL	AMENDED	PROJECTED	PROPOSED	(DECREASE)
GL NUMBER	DESCRIPTION	ACTIVITY	BUDGET	BUDGET	ACTIVITY	BUDGET	TO AMENDED
							BUDGET
001.5124.101200	SALARY	70,912	70,632	70,632	53,265	54,007	23.54%
001.5124.102100	FICA/MEDICARE	5,261	5,610	5,610	4,000	4,150	26.02%
001.5124.102200	RETIREMENT	4,471	4,590	4,590	3,407	3,510	23.53%
001.5124.102300	LIFE & HEALTH INSURANCE	10,744	11,883	11,883	7,305	7,147	39.86%
001.5124.102400	WORKER'S COMPENSATION	165	90	90	90	100	11.11%
	SALARY TOTALS	91,553	92,805	92,805	68,067	68,914	-25.74%
001.5124.303100	PROFESSIONAL SERVICES	6,017	12,000	12,000	6,200	11,200	6.67%
001.5124.304000	TRAVEL/TRAINING	3,271	7,500	7,500	1,500	6,500	13.33%
001.5124.304100	TELEPHONE	939	1,775	1,775	960	960	45.92%
001.5124.304800	PROMOTIONAL ACTIVITIES	4,363	7,000	7,000	5,000	9,000	28.57%
001.5124.304901	LEGAL & PERSONAL NOTICES	2,739	3,000	3,000	2,800	3,000	0.00%
001.5124.305100	OFFICE SUPPLIES	430	500	500	500	600	20.00%
001.5124.305200	OPERATING SUPPLIES	808	1,900	1,900	1,100	1,600	15.79%
001.5124.305400	MEMBRSHPS SUBSCRPTS DUES	483	600	600	300	300	50.00%
001.5124.606401	EQUIPMENT LESS THAN \$5000	3,642	2,150	2,150			100.00%
	OPERATION TOTALS	22,692	36,425	36,425	18,360	33,160	-8.96%
Totals for dept 5124 - HUMAN RESOURCES		114,245	129,230	129,230	86,427	102,074	-21.01%

Dept 5141 - LEGAL

GL NUMBER	DESCRIPTION	2019-20 AUDITED ACTIVITY	2020-21 ORIGINAL BUDGET	2020-21 AMENDED BUDGET	2020-21 PROJECTED ACTIVITY	2021-22 PROPOSED BUDGET	% INCREASE (DECREASE) TO AMENDED BUDGET
001.5141.303400	CONTRACTUAL SERVICES	135,881	128,400	128,400	145,000	148,000	15.26%
001.5141.305600	JUDGMNTS, CLAIMS, & AWRDS	4,000	5,000	5,000	5,000	5,000	0.00%
001.5141.305800	CODE ENFORCEMENT	380	3,000	3,000	1,350	4,000	33.33%
001.5141.305900	SPECIAL COUNCIL	11,591	10,000	10,000	18,000	25,000	150.00%
Totals for dept 5141 - LEGAL		151,852	146,400	146,400	169,350	182,000	24.32%

FINANCE DEPARTMENT

“Our mission is to pro-actively manage the financial affairs of the city, employing the highest level of professional standards, personal ethics, and civil behaviors.”

The Finance Department is the steward of moneys for the citizens of Flagler Beach. The Finance Department provides a broad range of services both to other departments in the City and to the public.

Our responsibilities include oversight and management of the following tasks

- **Budgeting** – Work with the City Manager to prepare, explain and administer the annual budget for the City
- **Auditing** – Work with Independent Auditing Team to evaluate the internal controls of the City, review Financial Statements, and implement Governmental Accounting Standards
- **Purchasing** – Enforce the purchasing ordinance, with the approval of every purchase order initiated by City Staff; prior to final approval by the City Manager

**Utility Billing ~ Accounting ~ Payroll ~ Fixed Asset Management ~ Revenue Collection ~ Vendor Payments
Investments ~ Accounts Receivable ~ Capital Project Funding ~ Grant Assistance**

Finance Department Staff

- Finance Director accountable for all above responsibilities. Oversees the following positions within the department. (16 years of service to the City)
- Payroll/Bookkeeper – responsible for Payroll, Benefit Reconciliation, oversight on Cash Receipts for Utilities, Finance, Pier and Building Departments (11 years of service to the City)
- Utility Billing Manager – responsible for all aspects of billing process, including excellent Customer Service, Bill Preparation, Work Orders (12 years of service to the City)

- Utility Billing Clerk – responsible for assisting Utility Billing Manager and to cross train in that position, while providing excellent Customer Service and serving as the Cashier for the City.
- Accounting Clerk – responsible for review of expenditures and payment to City approved vendors, assists staff with purchasing (14 years of service to the City)
- Cashier – (Currently Unfunded)
- Assistant to the Finance Director –responsible for all assisting the Finance Director with all aspects of budgeting, auditing and purchasing, including enforcement of the purchasing ordinance. This person would closely assist the Finance Director, receive similar training and learn the daily, monthly, quarterly and annual routine of the Finance Director. (Newly Hired)
- Meter Reader – this position formerly under Public Works will now be handled by the Finance Department. Responsible for city wide meter reading and related work orders, providing excellent customer service.
- Meter Reader –Part Time – Same duties as above and will serve as a back-up meter reader when the Full time position is unavailable.

Finance Department Salaries and Benefits are split throughout the city’s governmental and enterprise funds, as finance staff provides services to all funds. The staff has completed and will continue to update FEMA ISO 100 and 200 training.

Emergency Preparation

During the pandemic, Finance Staff had to work remotely. While this was challenging, we are now able to provide all of the responsibilities stated above from anywhere we can connect to the internet. We are ready to serve our citizens during any type of emergency situation.

Future Vision for the Finance Department

Succession Planning

The Finance Department plans to utilize the Assistant to the Finance Director position as a possible future Finance Director for the City. Our Cashier position for the City is unfunded, in an effort to provide succession for the Utility Billing Manager, a new position “Utility Billing Clerk” was created.

Other Impacts

The expansion of the John Anderson Corridor, for which the City provides water and wastewater services to, will in turn impact the Utility Billing/Customer Service segment of the Finance Department, future planning may include another position to this section of the finance department. New growth in the coming budget year on Roberts Road will provide the same impact to the Finance Department.

Telemetry System

The City has budgeted to replace our antiquated touch read meter system in the new year.

American Rescue Act

Finance Department will oversee proper implementation of the funds for the American Rescue Act.

Dept 5131 - FINANCE

GL NUMBER	DESCRIPTION	2019-20	2020-21	2020-21	2020-21	2021-22	% INCREASE
		AUDITED	ORIGINAL	AMENDED	PROJECTED	PROPOSED	(DECREASE) TO AMENDED BUDGET
	ACTIVITY	BUDGET	BUDGET	ACTIVITY	BUDGET	BUDGET	
001.5131.101200	SALARY	164,789	173,562	173,562	156,936	192,964	11.18%
001.5131.101400	OVERTIME	1,473	1,530	1,530	1,000	1,500	1.96%
001.5131.102100	FICA/MEDICARE	12,517	13,300	13,300	12,100	14,400	8.27%
001.5131.102200	RETIREMENT	10,307	11,300	11,300	10,200	12,400	9.73%
001.5131.102300	LIFE & HEALTH INSURANCE	24,815	30,215	30,215	25,000	30,630	1.37%
001.5131.102400	WORKER'S COMPENSATION	385	205	205	205	225	9.76%
SALARY TOTALS		214,286	230,112	230,112	205,441	252,119	9.56%
001.5131.303200	AUDIT			2,500	2,500		100.00%
001.5131.304000	TRAVEL/TRAINING	4,125	10,500	8,000	1,500	8,500	6.25%
001.5131.304100	TELEPHONE	2,028	2,500	2,500	2,200	2,200	12.00%
001.5131.304900	OTHER CURRENT CHARGES						#DIV/0!
001.5131.305100	OFFICE SUPPLIES	1,449	2,200	2,200	1,500	2,200	0.00%
001.5131.305200	OPERATING SUPPLIES	1,015	800	800	600	800	0.00%
001.5131.305400	MEMBRSHPS SUBSCRPTS DUES	130	265	265	160	240	9.43%
001.5131.606401	EQUIPMENT LESS THAN \$5000	10,699		2,245	2,245	1,000	55.46%
OPERATION TOTALS		19,446	16,265	18,510	10,705	14,940	-19.29%
Totals for dept 5131 - FINANCE		233,732	246,377	248,622	216,146	267,059	7.42%

Dept 5192 - GENERAL GOVERNMENT

GL NUMBER	DESCRIPTION	2019-20 AUDITED ACTIVITY	2020-21 ORIGINAL BUDGET	2020-21 AMENDED BUDGET	2020-21 PROJECTED ACTIVITY	2021-22 PROPOSED BUDGET	% INCREASE (DECREASE) TO AMENDED BUDGET
001.5192.102400	WORKER'S COMPENSATION	3,877	984	1,584	1,515	4,000	152.53%
001.5192.102500	UNEMPLOYMENT COMPENSATION	449	1,500	900	550	1,500	66.67%
001.5192.303100	PROFESSIONAL SERVICES	55,215	60,700	72,379	72,000	60,700	16.14%
001.5192.303200	AUDIT	31,600	28,000	28,000	28,000	28,500	1.79%
001.5192.303400	CONTRACTUAL SERVICES	62,681	63,000	63,000	61,600	68,000	7.94%
001.5192.303401	ANIMAL CONTROL FLG H. SOC	13,714	17,200	17,200	16,182	17,200	0.00%
001.5192.303404	CONTRACTURAL INTERLOCAL AGREEMENTS			6,000	4,250		100.00%
001.5192.304100	TELEPHONE	13,504	10,960	12,460	11,960	12,300	1.28%
001.5192.304300	UTILITY SERVICES	38,894	35,500	34,000	30,500	35,500	4.41%
001.5192.304400	RENTALS & LEASES	5,228	5,211	5,911		5,211	11.84%
001.5192.304500	INSURANCE	224,791	234,000	236,259	238,000	322,985	36.71%
001.5192.304600	REPAIRS & MAINTENANCE	615	2,850	2,850	1,800	2,850	0.00%
001.5192.304700	PRINTING & BINDING	2,000	2,700	2,300	2,300	2,700	17.39%
001.5192.304800	PROMOTIONAL ACTIVITIES	59					#DIV/0!
001.5192.304900	OTHER CURRENT CHARGES	1,859	3,000	3,000	3,000	3,000	0.00%
001.5192.305100	OFFICE SUPPLIES	3,479	3,500	3,500	3,500	4,600	31.43%
001.5192.305200	OPERATING SUPPLIES	18,848	7,630	8,610	8,650	725	91.58%
001.5192.305400	MEMBRSHPS SUBSCRPTS DUES	2,094	2,350	2,350	2,350	2,850	21.28%
001.5192.305800	POSTAGE	3,661	5,850	5,550	4,000	5,850	5.41%
001.5192.305801	BAD DEBT EXPENSE	921	1,000	1,000	1,000	1,000	0.00%
001.5192.606401	EQUIPMENT LESS THAN \$5000	1,275					#DIV/0!
OPERATION TOTALS		484,764	485,935	506,853	491,157	579,471	14.33%
	TRANSFER TO PIER FUND	20,199	98,324	95,085	350,000	558,928	
CAPITAL TOTALS		20,199	98,324	95,085	350,000	558,928	487.82%
<hr/>							
Totals for dept 5192 - GENERAL GOVERNMENT		504,963	584,259	601,938	841,157	1,138,399	89.12%

Maintenance Department



The Flagler Beach Maintenance Department will undergo a reorganization in the new budget year. The department will expand its mission to maintain all City Buildings, Grounds, Infrastructure and Parks. The Department will gain 3 additional FTE's and will strive to complete and update FEMA ISO 100 &200

- Commission Room
- Utility Office
- Library – Wickline Center – Senior Center
- Fuel Dispensing Operation
- Pier – Funky Pelican, A Frame, Fishing Pier
- Dune Walkovers and Huts
- Museum
- Police Department
- Fire Department

On a daily basis we strive with a proactive approach to maintain the care of our facilities in order to keep repairs and maintenance to a minimal. The following are a list of daily maintenance scopes that help to maintain our City's facilities.

- Lighting
- Painting
- Electrical
- Plumbing
- Air Conditioning
- Roofing
- Irrigation

Dept 5191 - MAINTENANCE

GL NUMBER	DESCRIPTION	2019-20	2020-21	2020-21	2020-21	2021-22	% INCREASE (DECREASE) TO AMENDED BUDGET
		AUDITED	ORIGINAL	AMENDED	PROJECTED	PROPOSED	
		ACTIVITY	BUDGET	BUDGET	ACTIVITY	BUDGET	
001.5191.101200	SALARY	145,532	149,102	149,102	147,302	218,863	46.79%
001.5191.101400	OVERTIME	1,893	2,400	2,400	1,500	2,400	0.00%
001.5191.101500	SPECIAL & INCENTIVE PAY	6,801	7,000	7,000	7,000	7,000	0.00%
001.5191.102100	FICA/MEDICARE	11,676	11,500	11,500	11,900	17,500	52.17%
001.5191.102200	RETIREMENT	9,407	9,750	9,750	9,550	14,300	46.67%
001.5191.102300	LIFE & HEALTH INSURANCE	36,931	40,284	40,284	40,481	59,525	47.76%
001.5191.102400	WORKER'S COMPENSATION	13,717	12,915	12,915	12,915	20,600	59.50%
SALARY TOTALS		225,957	232,951	232,951	230,648	340,188	46.03%
001.5191.303100	PROFESSIONAL SERVICES	110					#DIV/0!
001.5191.303400	CONTRACTUAL SERVICES	53,317	63,400	63,400	58,600	54,300	14.35%
001.5191.304000	TRAVEL/TRAINING		1,650	1,650			100.00%
001.5191.304100	TELEPHONE	2,362	3,125	3,125	2,624	2,900	7.20%
001.5191.304300	UTILITY SERVICES	3,206	3,580	3,580	3,200	3,400	5.03%
001.5191.304400	RENTALS & LEASES	2,306	3,300	3,300	2,290	2,500	24.24%
001.5191.304600	REPAIRS & MAINTENANCE	38,702	42,000	45,402	42,000	42,000	7.49%
001.5191.304602	DUNE WALKOVER REPAIRS & MAINT	5,946	8,800	8,800	5,000	5,000	43.18%
001.5191.304800	PROMOTIONAL ACTIVITIES		1,100	1,100	350	1,100	0.00%
001.5191.305200	OPERATING SUPPLIES	4,430	4,640	4,640	4,640	15,070	224.78%
001.5191.464100	VEHICLE REPAIRS & MAINTENANCE	713	1,450	1,450	800	960	33.79%
001.5191.464105	GASOLINE & DIESEL FUEL	4,149	5,000	5,000	4,000	4,500	10.00%
001.5191.606401	EQUIPMENT LESS THAN \$5000	532	3,300	3,300	800		100.00%
OPERATION TOTALS		115,773	141,345	144,747	124,304	131,730	-8.99%
001.5191.606300	IMPROVEMENTS	467,104	6,000	335,598	210,687	12,000	96.42%
001.5191.606400	CAPITALIZED EQUIPMENT	5,200	10,000	10,000	23,500	10,000	0.00%
CAPITAL TOTAL		472,304	16,000	345,598	234,187	22,000	-93.63%
Totals for dept 5191 - MAINTENANCE		814,034	390,296	723,296	589,139	493,918	-31.71%

Dept 5411 - ROADS & STREETS

GL NUMBER	DESCRIPTION	2019-20 AUDITED ACTIVITY	2020-21 ORIGINAL BUDGET	2020-21 AMENDED BUDGET	2020-21 PROJECTED ACTIVITY	2021-22 PROPOSED BUDGET	% INCREASE (DECREASE) TO AMENDED BUDGET
001.5411.101200	SALARY	35,825	37,567	37,567	37,567	40,696	8.33%
001.5411.101400	OVERTIME	323	1,000	1,000	1,000	1,000	0.00%
001.5411.102100	FICA/MEDICARE	2,744	3,000	3,000	2,900	3,200	6.67%
001.5411.102200	RETIREMENT	2,312	2,500	2,500	2,400	2,600	4.00%
001.5411.102300	LIFE & HEALTH INSURANCE	8,878	9,840	9,840	9,840	10,210	3.76%
001.5411.102400	WORKERS COMP	1,540	2,050	2,050	2,031	2,250	9.76%
	SALARY TOTALS	51,622	55,957	55,957	55,738	59,956	7.15%
001.5411.303400	CONTRACTUAL SERVICES	106,728	120,000	120,000	105,000	0	100.00%
001.5411.304400	STREET LIGHTING	74,826	75,000	75,000	73,000	76,000	1.33%
001.5411.304401	RENTALS & LEASES	228		111	111	150	35.14%
001.5411.304600	REPAIRS & MAINTENANCE ROADV	10,525	19,000	21,500	9,000	6,500	69.77%
001.5411.304600	RESTRICTED FOR PAVING	110,254	75,000	75,000	74,200	17,140	77.15%
001.5411.304600	PAVE PUBLIC WORKS/MAINTENANCE PARKING LOTS					90,000	#DIV/0!
001.5411.304600	RESTRICTED FOR STREET LIGHTING	27,272	25,000	25,000	25,000	120,000	380.00%
001.5411.304601	R&M MACHINERY & EQUIPMENT	89	800	800	200	500	37.50%
001.5411.305100	OFFICE SUPPLIES		500	500	300	300	40.00%
001.5411.305200	OPERATING SUPPLIES	5,591	9,650	9,164	4,500	6,500	29.07%
001.5411.305400	MEMBRSHPS SUBSCRPTS DUES	218	250	625	250	250	60.00%
001.5411.464100	VEHICLE REPAIRS & MAINTENANC	394	800	800	800	1,400	75.00%
001.5411.464105	GASOLINE & DIESEL FUEL	3,174	3,500	3,500	3,500	3,500	0.00%
001.5411.606401	EQUIPMENT LESS THAN \$5000	4,240	4,500	4,500	800		100.00%
	OPERATION TOTALS	343,539	334,000	336,500	296,661	322,240	-4.24%
001.5411.606300	IMPROVEMENTS CITY PARKING LOTS		150,000	150,000	67,000		100.00%
001.5411.707100	DEBT SERVICE PRINCIPAL	4,632	4,767	4,767	4,767	5,000	4.89%
001.5411.707200	DEBT SERVICE INTEREST	415	281	281	281	47	83.27%
	CAPITAL TOTAL	5,047	155,048	155,048	72,048	5,047	-96.74%
Totals for dept 5411 - ROADS & STREETS		400,208	545,005	547,505	424,447	387,243	-29.27%

Flagler Beach Library

As an independent Library funded by our Residents, the Flagler Beach Library is considered to be a charming throwback to an earlier era. Our primary search engines are old-fashioned Card Catalogs and our Circulation system is based on the use of pocket cards and ink stamps. It's the same system that was used when the Library was started many years ago by the Flagler Beach Women's Club, and while it may appear to be primitive, it works just fine. However, the simplicity of our system isn't a reflection of our services. The Library staff of City Employees and Volunteers takes great pride in caring for this collection, as well as doing our best to connect our Residents and friends to the world at large.

On a daily basis, we're loaning and reserving the latest in print and ebooks; helping Patrons with printing, copying and scanning services and hosting a number of Local groups in our Reading Room (which serves as a quiet place to read or study when not in use). We offer a number of periodicals, including daily newspapers that bring in familiar faces every day, and we offer free wi-fi on the premises during business hours, which is especially helpful to visitors and travelling workers. We also field an assortment of questions from visitors and callers regarding everything from local services to how to build a boat. The Library has also been helping with research in the City effort to secure funds from the American Rescue Plan Act, which will help our small businesses as they continue to recover from the impacts of the Pandemic.

We may appear to be small, but our Library collection often prompts high compliments. One of the things that elicits the most comments is the large assortment of "Florida" titles we have, including history, tales & trivia, towns and cities, wildlife, fishing, flora & fauna, as well as Florida stories and Local Authors. Visitors and new residents can often be found diving into these sections as they navigate the area for the first time. We also have an extensive collection of Classics and Literature, where you're likely to find books that are older than your Grandma. These are some of the oldest items in our collection and are the direct result of the efforts of the Women's Club all those years ago.

While we love the old-time feel of the Library, we recognize how useful modern amenities are. Especially since the restrictions placed on the world during the pandemic started more than a year ago, we understood that we'd need to get our resources into people's homes as much as possible. We've been working on a database, available through the City website, for more than a year. What started out with roughly 2,500 titles in March of 2020 has increased to well over 16,000. In our online 'card catalog', patrons can search our holdings. This was one of the things that made our Curbside service last year so accessible. We also maintain a list of New titles, which is updated every week, and which highlights the Library's

newest acquisitions. Card holders may request items by phone or by email, and can stop by to pick things up if they don't have the time or the inclination to come inside. We also recognize that not everyone is interested in the world of the internet. We are always available by phone during business hours, and have been known to take people around the Library during our conversations in order to find, together, just what they're looking for.

The Pandemic necessitated some changes to the handling of our books. Early on, we began quarantining to ensure safety in circulation. Our actions reflected the recommended guidelines as things progressed, and while we are no longer quarantining books before sending them out again, we have kept our standards of sanitization. We also make an effort to disinfect common surfaces regularly, as well as sanitizing the public computers between uses.

Our goals for FY 2021-22 include the enhancement of our current services through expanding and strengthening our Library team. The day-to-day details in caring for our collection are fairly extensive, and careful training and repetition for our newest team members is provided so that we can offer services to our Patrons and Visitors with the same care and attention we give to our Collection. In addition to the friendly and welcoming approach we strive to project, this training emphasizes a strong working knowledge of our collection so we can all provide access to the many treasures we have here. We also want to ensure consistency to our Circulation methods in order to be able to locate our books and get our Patrons the items they're after as quickly as possible. Another major goal in the next year is to give extra attention to our Children's and Young Adult Departments in order to present a foundation that will foster an early love of reading.

The one Capital Project slated at the Library this year will be the replacement of some of the older shelving. Looking forward to the future, our carpets are stained and worn, and we might look toward replacement within the next year or two.

The Department will continue to support the research and implementation of the American Rescue Grant Program.

Dept 5711 - LIBRARY

GL NUMBER	DESCRIPTION	2019-20	2020-21	2020-21	2020-21	2021-22	% INCREASE
		ACTIVITY	ORIGINAL	AMENDED	PROJECTED	PROPOSED	(DECREASE)
		BUDGET	BUDGET	BUDGET	ACTIVITY	BUDGET	TO AMENDED BUDGET
001.5711.101200	SALARY	68,938	79,020	79,020	66,200	90,476	14.50%
001.5711.102100	FICA/MEDICARE	4,934	6,100	6,100	5,064	6,950	13.93%
001.5711.102200	RETIREMENT	4,186	4,400	4,400	4,330	4,525	2.84%
001.5711.102300	LIFE & HEALTH INSURANCE	11,526	20,000	20,000	10,540	20,420	2.10%
001.5711.102400	WORKER'S COMPENSATION	165	90	90		90	0.00%
	SALARY TOTALS	89,749	109,610	109,610	86,134	122,461	11.72%
001.5711.304000	TRAVEL/TRAINING		500	500		500	0.00%
001.5711.304100	TELEPHONE	2,741	3,100	3,100	2,900	3,100	0.00%
001.5711.304300	UTILITY SERVICES	5,816	5,500	5,500		5,500	0.00%
001.5711.304400	RENTALS & LEASES	1,085	1,200	1,200		1,200	0.00%
001.5711.304600	REPAIRS & MAINTENANCE	1,360	1,460	1,460	1,431	1,500	2.74%
001.5711.304800	PROMOTIONAL ACTIVITIES		350	350		350	0.00%
001.5711.305100	OFFICE SUPPLIES		300	300	300	300	0.00%
001.5711.305200	OPERATING SUPPLIES	3,773	1,204	1,204	1,191	1,576	30.90%
001.5711.305201	MAGAZINES		2,600	2,600	1,000	1,650	36.54%
001.5711.305400	MEMBRSHPS SUBSCRPTS DUES		460	460	420	420	8.70%
001.5711.606401	EQUIPMENT LESS THAN \$5000	1,357	3,070	3,070	3,070	4,200	36.81%
	OPERATION TOTALS	16,132	19,744	19,744	10,312	20,296	2.80%
001.5711.606400	CAPITALIZED EQUIPMENT	9,750	7,000	9,750	9,750	7,000	28.21%
001.5711.606600	LIB. BOOKS & PUBLICATIONS	16,354	17,500	17,500	17,500	18,000	2.86%
	CAPITAL TOTAL	26,104	24,500	27,250	27,250	25,000	-8.26%
lept 5711 - LIBRARY		131,985	153,854	156,604	123,696	167,757	7.12%

Dept 5712 - MUSEUM

GL NUMBER	DESCRIPTION	2019-20	2020-21	2020-21	2020-21	2021-22	% INCREASE (DECREASE) TO AMENDED BUDGET
		AUDITED	ORIGINAL	AMENDED	PROJECTED	PROPOSED	
		ACTIVITY	BUDGET	BUDGET	ACTIVITY	BUDGET	
001.5712.304100	TELEPHONE	210	240	240	220	240	0.00%
001.5712.304300	UTILITY SERVICES	2,985	4,000	4,000	3,100	3,600	10.00%
001.5712.304600	REPAIRS & MAINTENANCE	1,125	3,000	3,000	0	3,000	0.00%
001.5712.305400	MEMBRSHPS SUBSCRPTS DUES	1,500	1,500	1,500	1,500	1,500	0.00%
Totals for dept 5712 - MUSEUM		5,820	8,740	8,740	4,820	8,340	-4.58%

Recreation Department

Flagler Beach Junior Lifeguards

The goal of the City of Flagler Beach Junior Lifeguard summer camp program is to promote aquatic safety and prevent youth drowning, to encourage an appreciation, a respect and concern for our beach environment, and to create an interest in the job of being a lifeguard

The City of Flagler Beach Junior Lifeguard Camp is open to students ages of six to fifteen. It is a traditional Junior Lifeguard Camp Program which stresses ocean safety, physical fitness, teamwork, and basic Junior Lifeguard competition skills. Students will learn skills in CPR, First Aid, basic ocean rescue, ocean safety, surfing, and beach competition events. Camps run for 8 weeklong sessions throughout the summer. Each session operates from 9:30am to 12:30pm, Monday through Friday.

The Junior Lifeguard Program is taught by professional ocean rescue Lifeguards. The lifeguards have extensive experience and rigorous training in surf and ocean rescue, beach safety, first aid, and CPR. The instructors also have teaching experience and training for working with children.

COVID 19

Our COVID 19 guidelines are constantly being reevaluated and updated as the most recent research and information becomes available. All counselors are highly encouraged to be vaccinated and masks are required when indoors. The following are our latest COVID 19 guidelines:

Flagler Beach Junior Lifeguard

COVID-19 Procedures

Camper Management:

1. Parents will pick up and drop off at the walkover steps located on the north side of The Funky Pelican Restaurant. Campers will be evaluated upon sign-in which will include temperature check and documentation. Campers will then proceed to the beach for opening activity. All opening activities will adhere to CDC recommended six-foot social distancing.

2. Each camp session will be limited to 16 participants. Camp will be divided into two groups of 8. Each group will be supervised by two counselors and they will stay together and not intermingle throughout the day. Counselors will be in the same group for the duration of the week.
3. All camp activities will be conducted outside. Activities will be modified to comply with CDC social distancing guidelines.
4. In the case of inclement weather, activities will be conducted using the two multipurpose rooms located on the north side of the Wickline Center building. Participants will be provided face masks and activities will comply with CDC social distancing guidelines.
5. All activity equipment used will be used individually and will be disinfected after daily use.
6. Campers will be instructed to bring their own snacks and water bottles.
7. Campers will be reminded and required to wash their hands properly before exiting the bathroom.
8. If a camper develops flu or COVID-19 related symptoms they will be isolated and will have to be picked up. They will be unable to return until they have been symptom free for 72 hours without medicine.

Dept 5800 - RECREATION

<u>Dept 5800 - RECREATION</u>		2019-20	2020-21	2020-21	2020-21	2021-22	% INCREASE
		AUDITED	ORIGINAL	AMENDED	PROJECTED	PROPOSED	(DECREASE)
GL NUMBER	DESCRIPTION	ACTIVITY	BUDGET	BUDGET	ACTIVITY	BUDGET	TO AMENDED
							BUDGET
001.5800.101200	SALARY	30,647	11,525	11,525	12,225	11,627	0.89%
001.5800.101300	OTHER SALARIES & WAGES	27,988					#DIV/0!
001.5800.101301	JR LIFEGUARD SALARY	120	9,800	9,800	9,800	9,800	0.00%
001.5800.101400	OVERTIME	608	1,200	1,200	600	1,200	0.00%
001.5800.102100	FICA/MEDICARE	3,748	1,750	1,750	1,750	1,675	4.29%
001.5800.102200	RETIREMENT	2,000	800	800	800	800	0.00%
001.5800.102300	LIFE & HEALTH INSURANCE	5,189	2,014	2,014	2,065	2,042	1.39%
001.5800.102400	WORKER'S COMPENSATION	565	246	246	255	600	143.90%
SALARY TOTALS		70,865	27,335	27,335	27,495	27,744	1.50%
001.5800.303100	PROFESSIONAL SERVICES	16,384					#DIV/0!
001.5800.304100	TELEPHONE	1,030	1,100	1,100	1,100	1,100	0.00%
001.5800.304500	INSURANCE		750	750		750	0.00%
001.5800.304600	REPAIRS & MAINTENANCE	9,590	5,000	8,000	8,000	13,000	62.50%
001.5800.305200	OPERATING SUPPLIES	5,813	5,800	2,800	2,800	5,800	107.14%
		4,456	34,950	34,950	5,000	41,950	20.03%
001.5800.305201	JR LIFEGUARD OPERATING EXPENS	602	2,500	2,500	1,500	2,500	0.00%
001.5800.464105	GASOLINE		1,000	1,000	500	500	50.00%
001.5800.606401	EQUIPMENT LESS THAN \$5000	2,290					#DIV/0!
OPERATION TOTALS		40,165	51,100	51,100	18,900	65,600	28.38%
001.5800.606300	IMPROVEMENTS		20,000	20,000	7,000	12,000	40.00%
001.5800.909302	PARKS RESERVE					25,000	#DIV/0!
CAPITAL TOTALS		0	20,000	20,000	7,000	37,000	85.00%
Totals for dept 5800 - RECREATION		111,030	98,435	98,435	53,395	130,344	32.42%

COMMUNITY REDEVELOPMENT AGENCY FUND

DEPARTMENT FUNCTION AND BUDGETARY HIGHLIGHTS

The City of Flagler Beach created a Community Redevelopment Agency and identified a specific geographic area in an effort to revitalize its core downtown business district as well as a designated older residential area. The primary goal in the establishment of the Redevelopment Agency is to encourage investment, retain existing businesses and implement the community's vision of a walkable, livable and vibrant downtown for generations to enjoy the true "Old Florida" experience.

Budgetary Highlights for 2021-2022:

- City Commission approved the funding for a CRA Director
- City Staff will prepare for the New Hotel Project
- City Commission approved the Funding for Small Business Grants
- Once the pandemic has subsided, CRA Director will work towards reinstating out "First Friday Events", securing a new business partner under contract

Fund 101 - CRA - Community Redevelopment

GL NUMBER	DESCRIPTION	2019-20 AUDIT ACTIVITY	2020-21 ORIGINAL BUDGET	2020-21 AMENDED BUDGET	2020-21 PROJECTED ACTIVITY	2021-22 PROPOSED BUDGET	% INCREASE (DECREASE) TO AMENDED BUDGET
<u>CRA REVENUES</u>							
<u>Dept 3100 - AD VALOREM, SALES AND USE TAXES</u>							
311100	AD VALOREM TAXES	124,432	129,285	129,285	129,096	147,330	13.96%
311300	CRA AD VALOREM TAXES(COUNTY)	181,234	189,390	189,390	198,309	220,987	16.68%
311400	CRA AD VALOREM TAXES(EFMCD)	5,630	6,000	6,000	5,822	6,456	7.60%
Totals for dept 3100 - AD VALOREM TAXES		311,296	324,675	324,675	333,227	374,773	15.43%

Fund 101 - CRA - Community Redevelopment

GL NUMBER	DESCRIPTION	2019-20 AUDIT ACTIVITY	2020-21 ORIGINAL BUDGET	2020-21 AMENDED BUDGET	2020-21 PROJECTED ACTIVITY	2021-22 PROPOSED BUDGET	% INCREASE (DECREASE) TO AMENDED BUDGET
<u>CRA FUND EXPENSE</u>							
401.5391.101200	SALARY					94,822	#DIV/0!
401.5391.101400	OVERTIME					0	#DIV/0!
401.5391.102100	FICA/MEDICARE					7,300	#DIV/0!
401.5391.102200	RETIREMENT					6,200	#DIV/0!
401.5391.102300	LIFE & HEALTH INSURANCE					22,156	#DIV/0!
401.5391.102400	WORKER'S COMPENSATION					1,500	#DIV/0!
SALARY TOTALS		0	0	0	0	131,978	#DIV/0!
101.5391.303100.10	PROFESSIONAL SERVICES					12,000	#DIV/0!
101.5391.303200	AUDIT	4,000	5,000	5,000	5,000	5,000	0.00%
101.5391.303400	CONTRACTUAL SERVICES	67,690	79,400	79,400	67,700	5,000	93.70%
101.5391.303400.17	LIBRARY CURB APPEAL						#DIV/0!
101.5391.304000	TRAVEL AND TRAINING					500	
101.5391.304100	TELEPHONE					600	
101.5391.304300	UTILITIES	5,870	8,500	8,500	4,800	6,500	23.53%
101.5391.304600	REPAIRS & MAINTENANCE	21,103	10,000	10,000	7,000	55,000	450.00%
101.5391.304600.10	REPAIRS & MAINTENANCE						#DIV/0!
101.5391.304901	LEGAL & PERSONAL NOTICES		500	500		500	0.00%
101.5391.305100	OFFICE SUPPLIES					500	
101.5391.305200	OPERATING SUPPLIES		1,500	1,500		8,753	483.53%
101.5391.305400	MEMBRSHPS SUBSCRPTS DUES	175	200	200	175	200	0.00%
101.5391.606401	EQUIPMENT LESS THAN \$5000					1,800	
OPERATION TOTALS		98,838	105,100	105,100	84,675	96,353	-8.32%

Fund 101 - CRA - Community Redevelopment

GL NUMBER	DESCRIPTION	2019-20 AUDIT ACTIVITY	2020-21 ORIGINAL BUDGET	2020-21 AMENDED BUDGET	2020-21 PROJECTED ACTIVITY	2021-22 PROPOSED BUDGET	% INCREASE (DECREASE) TO AMENDED BUDGET
101.5391.606300	IMPROVEMENTS					45,000	#DIV/0!
101.5391.606300	LIBRARY PARKING LOT	128,460					
101.5391.6063030	GRANT PROGRAM					70,000	#DIV/0!
101.5391.707200	INTEREST LOAN FROM GENERAL FUND	593					#DIV/0!
101.5391.707206	DEBT SERVICE PRINCIPAL	58,000	60,000	60,000	60,000	61,000	1.67%
101.5391.707207	DEBT SERVICE INTEREST	16,521	15,054	15,054	15,054	13,536	10.08%
CAPITAL TOTAL		203,574	75,054	75,054	75,054	189,536	152.53%
Totals for dept 5391 - FUND EXPENSE		302,412	180,154	180,154	159,729	417,867	131.95%
NET OF REVENUES/APPROPRIATIONS - FUND 101		8,884	144,521	144,521	173,498	(43,094)	-129.82%

BUILDING DEPARTMENT

On a Daily Basis, First and foremost, the Building Department strives to provide superior customer service to the public. This is achieved providing information concerning building requirements, zoning questions, assisting with applications and general questions. The staff has completed and will continue to update the FEMA ISO 100 and 200 training.

The department takes in and processes applications for building, short-term rentals local business tax receipts and way-finder signs. The department estimates that it reviewed and processed over 1450 building permits last fiscal year. The reviews for each application are performed once the applications are processed and input into the building module in the computer. Once all reviews have been approved, the contractor is called and informed their permit is ready and the amount they owe.

Payments are taken either over the phone by credit card and the permit is e-mailed to them, or the customer comes into the office and makes payment. Daily cash receipting reports are done and taken to the finance department.

Phone calls are a big part of our daily routine. We receive multiple calls from home inspectors, contractors, realtors and citizens. Inspections are scheduled through the voicemail inspection line as well as through phone calls and in person.

The Building Inspector performs inspections throughout the city of Flagler Beach as well as in the Town of Beverly Beach. While in the field the inspector is also watching for work being done without permits and unlicensed contractors.

The Building Official performs the building plans reviews, supervised the Building Department, Planning and Zoning, Engineering, Utilities, Lift Stations and Building Maintenance. He meets with the department supervisors, contractors, developers and residence. The Building Official attends meetings with the City Manager as well as other department heads.

The Building Department's goals and Capital Projects for the FY 2021-22 are to harden the Wickline building by replacing all windows and doors bringing them up to current building codes. Restructure the entry to the building to bring it into compliance with the 2017 Building Codes and renovate the men & women's restrooms to make them fully functional.

Building Code Inspection FUND

		2019-20	2020-21	2020-21	2020-21	2021-22	% INCREASE
		AUDITED	ORIGINAL	AMENDED	PROJECTED	PROPOSED	(DECREASE)
		ACTIVITY	BUDGET	BUDGET	ACTIVITY	BUDGET	BUDGET
<u>Dept 3200 - LICENSE & PERMITS</u>							
321101	BUILDING PERMITS	216,592	220,000	220,000	231,000	253,000	15.00%
321102	EDUCATION FEES (RESTRICTED)	7,188	7,000	7,000	7,000	10,500	50.00%
321103	TECHNOLOGY FEE (RESTRICTED)	7,182	7,000	7,000	7,000	10,500	50.00%
321104	REINSPECTIONS FEES	9,105	8,000	8,000	9,500	8,000	0.00%
321107	Plan Review Fees	11,679	10,000	10,000	10,000	10,000	0.00%
322111	FIRE PLAN REVIEW						#DIV/0!
<u>Totals for dept 3200 - LICENSE & PERMITS</u>		\$ 251,746	\$ 252,000	\$ 252,000	\$ 264,500	\$ 292,000	15.87%
<u>Dept 3600 - MISCELLANEOUS REVENUE</u>							
369100	MISCELLANEOUS REVENUE	4,598					#DIV/0!
384001	SURCHARGE FEE		1,000	1,000	1,000	1,000	0.00%
<u>Totals for dept 3600 - MISCELLANEOUS REVENUE</u>		\$ 4,598	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	0.00%
<u>TOTAL ESTIMATED REVENUES</u>		\$ 256,344	\$ 253,000	\$ 253,000	\$ 265,500	\$ 293,000	15.81%

Building Code Inspection FUND

		2019-20	2020-21	2020-21	2020-21	2021-22	% INCREASE
		AUDITED	ORIGINAL	AMENDED	PROJECTED	PROPOSED	(DECREASE)
		ACTIVITY	BUDGET	BUDGET	ACTIVITY	BUDGET	BUDGET
<u>Dept 5242 - BUILDING CODE INSPECTION</u>							
102.5242.101200	SALARY	189,888	203,266	203,266	182,000	227,573	11.96%
102.5242.101400	OVERTIME	1,181	1,500	1,500	1,200	1,500	0.00%
102.5242.102100	FICA/MEDICARE	13,394	15,700	15,700	14,500	17,550	11.78%
102.5242.102200	RETIREMENT	11,205	13,300	13,300	10,600	13,500	1.50%
102.5242.102300	LIFE & HEALTH INSURANCE	28,316	30,050	30,050	30,230	35,735	18.92%
102.5242.102400	WORKER'S COMPENSATION	3,594	3,280	3,280	3,280	3,700	12.80%
	SALARY TOTALS	247,578	267,096	267,096	241,810	299,558	12.15%
102.5242.303100	PROFESSIONAL SERVICES	495	4,000	10,390	7,500	16,000	53.99%
102.5242.303400	CONTRACTUAL SERVICES	1,076	2,000	2,000	1,200	1,200	40.00%
102.5242.304000	TRAVEL/TRAINING	4,741	11,000	11,000	5,000	9,000	18.18%
102.5242.304100	TELEPHONE	4,638	4,575	4,593	4,440	4,600	0.15%
102.5242.304300	UTILITY SERVICES	5,114	6,500	6,482	5,300	5,700	12.06%
102.5242.304400	RENTALS & LEASES	2,278	3,000	3,000	4,400	4,850	61.67%
102.5242.304600	REPAIRS & MAINTENANCE	25	10,000	3,610	500	8,000	121.61%
102.5242.304900	OTHER CURRENT CHARGES		100	100			100.00%
102.5242.305100	OFFICE SUPPLIES	796	1,200	1,200	1,200	1,200	0.00%
102.5242.305200	OPERATING SUPPLIES	3,252	3,200	3,200	1,000	2,500	21.88%
102.5242.305400	MEMBRSHPS SUBSCRPTS DUES	225	265	265	265	300	13.21%
102.5242.305800	POSTAGE		1,000	1,000			100.00%
102.5242.464100	VEHICLE REPAIRS & MAINTENANCE	1,184	800	800	500	1,200	50.00%
102.5242.464105	GASOLINE & DIESEL FUEL	2,373	3,500	3,500	2,800	3,500	0.00%
102.5242.606401	EQUIP LESS THAN \$5000	5,512	7,500	7,500	5,000	1,000	86.67%
	OPERATION TOTALS	31,709	58,640	58,640	39,105	59,050	0.70%
102.5242.606400	CAPITALIZED EQUIPMENT	32,017					
	CAPITAL TOTALS	32,017	0	0	0	0	#DIV/0!
<u>Totals for dept 5242 - BUILDING CODE INSPECTION</u>		\$ 311,304	\$ 325,736	\$ 325,736	\$ 280,915	\$ 358,608	10.09%

PIER DEPARTMENT

The mission is to manage pier operations to ensure the local and tourist enjoyment of the jewel of Flagler County and Flagler Beach.

The Flagler Beach Pier being the main attraction for Flagler County operates from 6:00 am to 9:00pm. The Pier shop has a complete bait shop, tackle, 25 fishing pole rentals, snacks, drinks, and hot coffee. Pier attendants check paying visitors in and processes passes. The existing pier is 160 feet shorter after Hurricane Matthew, however \$10 million has been obligated by FEMA for a full replacement of the Pier. The City is currently creating a plan to proceed with Design and Construction.

Pier Department Staff

- 5 Part-time attendants: All have knowledge of fishing tackle and best uses for fish species. (Average years of service 10.5)
- 1 Pier Manager: Has a history and knowledge of saltwater fishing and species, work with vendors to maintain inventory, maintain payroll and scheduling, and records for audit purposes. Manages and creates special events for fishing or otherwise. (7 Years of Service). All Staff has completed and will continue to update the FEMA ISO 100 & 200 training.

Fund 103 - PIER ENTERPRISE FUND

		2019-20	2020-21	2020-21	2020-21	2021-22	% INCREASE
		AUDITED	ORIGINAL	AMENDED	PROJECTED	PROPOSED	(DECREASE)
GL NUMBER	DESCRIPTION	ACTIVITY	BUDGET	BUDGET	ACTIVITY	BUDGET	TO AMENDED BUDGET
<u>PIER REVENUES</u>							
Dept 3300 - INTERGOVERNMENTAL							
331105	CARES ACT	1,077					#DIV/0!
334305	STATE GRANT TDC	90,436			50,000		#DIV/0!
337210	MISC GRANTS			3,405	3,405		100.00%
Totals for dept 3300 - INTERGOVERNMENTAL		91,513	0	3,405	53,405	0	-100.00%
Dept 3400 - CHARGES FOR SERVICE							
347200	PIER TICKET SALES	123,162	165,000	165,000	190,000	185,000	12.12%
347202	BAIT SHOP SALES BAIT	59,927	90,000	90,000	80,000	90,000	0.00%
347203	Bait Shop Rentals	7,800	14,000	14,000	14,000	14,000	0.00%
347204	T SHIRTS BAIT SHOP	5,260	7,500	7,500	10,000	10,000	33.33%
Totals for dept 3400 - CHARGES FOR SERVICE		196,149	276,500	276,500	294,000	299,000	8.14%
Dept 3600 - MISCELLANEOUS REVENUE							
362100	PIER RENTAL	101,670	120,000	120,000	128,000	135,000	12.50%
Totals for dept 3600 - MISCELLANEOUS REVENUE		101,670	120,000	120,000	128,000	135,000	12.50%
TOTAL REVENUES PIER FUND		389,332	396,500	399,905	475,405	434,000	8.53%

Fund 103 - PIER ENTERPRISE FUND

		2019-20	2020-21	2020-21	2020-21	2021-22	% INCREASE
		AUDITED	ORIGINAL	AMENDED	PROJECTED	PROPOSED	(DECREASE)
GL NUMBER	DESCRIPTION	ACTIVITY	BUDGET	BUDGET	ACTIVITY	BUDGET	TO AMENDED BUDGET
Dept 5725 - BAIT SHOP							
103.5725.101200	SALARY	113,746	111,100	110,300	104,500	121,158	9.84%
103.5725.101400	OVERTIME	10,988	2,000	2,800	3,600	3,000	7.14%
103.5725.102100	FICA/MEDICARE	9,895	8,700	8,700	8,300	8,950	2.87%
103.5725.102200	RETIREMENT	3,054	2,150	2,150	2,150	2,200	2.33%
103.5725.102300	LIFE & HEALTH INSURANCE	9,250	10,000	10,000	10,300	10,360	3.60%
103.5725.102400	WORKER'S COMPENSATION	330	164	164	162	200	21.95%
SALARY TOTALS		147,263	134,114	134,114	129,012	145,868	8.76%
103.5725.303100.130	PROFESSIONAL SERVICES PIER DESIGN	3,288		7,671			100.00%
103.5725.303100.201	FUNKY PELICAN DUMPSTER AREA			30,000	25,000		100.00%
103.5725.303400	CONTRACTUAL SERVICES	3,050	2,100	2,100	2,100	2,100	0.00%
103.5725.304000	TRAVEL TRAINING		1,500	1,500			100.00%
103.5725.304100	TELEPHONE	2,869	3,400	3,400	3,180	3,260	4.12%
103.5725.304300	UTILITY SERVICES	12,348	9,500	11,500	12,200	13,000	13.04%
103.5725.304400	RENTALS & LEASES	12,633	10,460	10,460	8,000	12,000	14.72%
103.5725.304500	INSURANCE	203,530	214,000	216,358	216,358	260,000	20.17%
103.5725.304600	REPAIRS & MAINTENANCE	3,054	55,000	58,405	127,000	5,000	91.44%
103.5725.304900	OTHER CURRENT CHARGES	3,493	5,000	5,000	5,000	5,000	0.00%
103.5725.305100	OFFICE SUPPLIES	153	150	150	100	100	33.33%
103.5725.305200	OPERATING SUPPLIES	40,833	53,000	48,642	45,000	45,000	7.49%
103.5725.305400	MEMBRSHPS SUBSCRPTS DUES	1,131	1,100	1,100	854	1,100	0.00%
103.5725.606401	EQUIPMENT LESS THAN \$5000	2,080	500	500	350	500	0.00%
OPERATION TOTALS		288,462	355,710	396,786	445,142	347,060	-12.53%
103.5725.606300	BUILDING IMPROVEMENTS FUNKY PELICAN					500,000	
CAPITAL TOTAL		125,000	0	0	0	500,000	#DIV/0!
Totals for dept 5725 - BAIT SHOP		560,725	489,824	530,900	574,154	992,928	87.03%
NET OF REVENUES/APPROPRIATIONS - FUND 103		(171,393)	(93,324)	(130,995)	(98,749)	(558,928)	326.68%

UTILITY FUND

	2019-20	2020-21	2020-21	2020-21	2021-22	% INCREASE
	AUDITED	ORIGINAL	AMENDED	PROJECTED	PROPOSED	(DECREASE)
	ACTIVITY	BUDGET	BUDGET	ACTIVITY	BUDGET	TO AMENDED
						BUDGET

UTILITY FUND REVENUES

Dept 3300 - INTERGOVERNMENTAL (Revenues include, Federal, State and Local Grants and Agreements)

331101	FEDERAL/STATE GRANT FEMA						#DIV/0!
331102	LEGISLATIVE GRANT	394,006				1,000,000	#DIV/0!
331103	SJRWMD GRANT	500,000	500,000	500,000	500,000		100.00%
331105	CARES ACT	3,254					#DIV/0!
<u>Totals for dept 3300 - INTERGOVERNMENTAL</u>		\$ 897,260	\$ 500,000	\$ 500,000	\$ 500,000	\$ 1,000,000	100.00%

Dept 3400 - CHARGES FOR SERVICE

343301	WATER SALES	1,027,950	998,000	998,000	973,000	1,000,000	0.20%
343302	WATER SERVICE BASE CHARGE	1,589,752	1,680,000	1,680,000	1,750,000	1,770,000	5.36%
343303	WATER METER CONNECTIONS	26,190	28,000	28,000	28,000	28,000	0.00%
343305	ACCOUNT MAINT FEE	5,955	5,000	5,000	5,500	5,500	10.00%
343501	SEWAGE SERVICE	930,435	903,000	903,000	930,000	950,000	5.20%
343502	SEWER TAP/CONNECTION	38,000	35,000	35,000	68,000	40,000	14.29%
343503	SEWER INSPECTION	460	500	500	500	500	0.00%
343511	SEWER BASE FEES	1,046,768	1,080,000	1,080,000	1,130,000	1,140,000	5.56%
<u>Totals for dept 3400 - CHARGES FOR SERVICE</u>		\$ 4,665,510	\$ 4,729,500	\$ 4,729,500	\$ 4,885,000	\$ 4,934,000	4.32%

UTILITY FUND

	2019-20 AUDITED	2020-21 ORIGINAL	2020-21 AMENDED	2020-21 PROJECTED	2021-22 PROPOSED	% INCREASE (DECREASE) TO AMENDED BUDGET
	ACTIVITY	BUDGET	BUDGET	ACTIVITY	BUDGET	

Dept 3500 - FINES & FORFEITURES

354000	PENALTIES LOCAL ORDINANCE	20,334	30,000	30,000	38,000	35,000	16.67%
<u>Totals for dept 3500 - FINES & FORFEITURES</u>		\$ 20,334	\$ 30,000	\$ 30,000	\$ 38,000	\$ 35,000	16.67%

Dept 3600 - MISCELLANEOUS REVENUE

331104	INTEREST INCOME MORNINGSIDE						#DIV/0!
361100	INTEREST INCOME	2,930	3,200	3,200	4,500	4,000	25.00%
361101	SBA INTEREST INCOME	26,604	25,000	25,000	3,200	3,500	86.00%
361103	FL MUNICIPAL INVESTMENT INTERE	147,179	150,000	150,000	10,000	10,000	93.33%
361104	INTEREST INCOME MORNINGSIDE	7,054	8,000	8,000	7,000	6,500	18.75%
363204	WATER IMPACT FEES	96,507	125,000	125,000	125,000	125,000	0.00%
363206	SEWER IMPACT FEES	143,301	160,000	160,000	175,000	160,000	0.00%
369100	MISCELLANEOUS REVENUE	18,038	53,000	53,000	5,000	5,000	90.57%
384000	Loan Proceeds	178,481		634,342		850,000	34.00%
<u>Totals for dept 3600 - MISCELLANEOUS REVENUE</u>		\$ 620,094	\$ 524,200	\$ 1,158,542	\$ 329,700	\$ 1,164,000	0.47%

<u>TOTAL UTILITY REVENUES</u>		\$ 6,203,198	\$ 5,783,700	\$ 6,418,042	\$ 5,752,700	\$ 7,133,000	11.14%
--------------------------------------	--	---------------------	---------------------	---------------------	---------------------	---------------------	---------------

Water Treatment Plant

Our goal is to provide water to the customer that complies with state and federal regulations, employing the highest level of professional standards.

The Water Treatment Plant is working toward providing aesthetically pleasing water at the lowest possible cost to the citizens of Flagler Beach. The Water Treatment Plant follows the guidelines set forth from the Department of Environmental Protection Agency. This entails testing on the drinking water and raw water for Bacteriological, TTHM's, HAA5's, Lead and Coppers, VOC's SOC's, Nitrates, Nitrites, Primary Inorganics, and Radionuclides. The Water Treatment Plant provides a broad range of services to the citizens and other departments. We maintain the Water Treatment Plant and Wellfield to a high standard. We flush the north and south ends of town to maintain the chlorine residual at a regulatory agency recommended level.

Our responsibilities include:

Budgeting – Working with the Utility Director, Finance Director, and City Manager to prepare and explain the budget.

Compliance – Working with state and federal regulatory agencies to provide safe drinking water to our customers.

Purchasing – Working with our Finance Department following the purchasing ordinances set forth by the City.

Repairs and Maintenance – Repairing pumps, motors, PLC's, VFD's, and all other needs that have to be addressed at the Water Treatment Plant and WellField.

Operations – Running over 200 tests per day on raw and finished water and purchasing chemicals to stay in compliance with the regulatory agencies. Drawdowns, statics, and meter readings on well levels.

Scheduling – Make sure all three shifts are covered with a licensed operator.

Testing ~ Fixed Asset Management ~ Repairs and Maintenance ~ Operations

Water Plant Staff

Water Plant Superintendent accountable for all the above responsibilities. Oversees the following positions within the department. A License. (26 years of service to the City)

Operator B accountable for, repairs and maintenance in the plant and well field, mowing. They must run hourly tests to stay within the parameters set forth by the Superintendent and the state and federal regulatory agencies. They run tests on raw water and drawdowns and statics on wells. (29 years of service to the City)

Operator B accountable for, repairs and maintenance in the plant and well field, mowing. They must run hourly tests to stay within the parameters set forth by the Superintendent and the state and federal regulatory agencies. They run tests on raw water and drawdowns and statics on wells. (15 years of service to the City)

Operator B DW and Operator C WW accountable for, repairs and maintenance in the plant and well field, mowing. They must run hourly tests to stay within the parameters set forth by the Superintendent and the state and federal regulatory agencies. They run tests on raw water and drawdowns and statics on wells. (12 years of service to the City)

Operator C part-time accountable for, repairs and maintenance in the plant and well field, mowing. They must run hourly tests to stay within the parameters set forth by the Superintendent and the state and federal regulatory agencies. They run tests on raw water and drawdowns and statics on wells. (15 years of service to the City)

Operator C accountable for, repairs and maintenance in the plant and well field, mowing. They must run hourly tests to stay within the parameters set forth by the Superintendent and the state and federal regulatory agencies. They run tests on raw water and drawdowns and statics on wells. (4 years of service to the City)

Operator C accountable for, repairs and maintenance in the plant and well field, mowing. They must run hourly tests to stay within the parameters set forth by the Superintendent and the state and federal regulatory agencies. They run tests on raw water and drawdowns and statics on wells. (3 years of service to the City)

Operator C accountable for, repairs and maintenance in the plant and well field, mowing. They must run hourly tests to stay within the parameters set forth by the Superintendent and the state and federal regulatory agencies. They run tests on raw water and drawdowns and statics on wells. (1 year of service to the City)

Operator Trainee accountable for, repairs and maintenance in the plant and well field, mowing. They must run hourly tests to stay within the parameters set forth by the Superintendent and the state and federal regulatory agencies. They run tests on raw water and drawdowns and statics on wells. (3 months of service to the City)

As indicated by the longevity of operators, there is very little turnover here at the Water Treatment Plant. However, we will be experiencing operator loss due to retirement in the next 5 years.

Impact on the Budget

When compared to the current budget, the increase in the Water Treatment Plant Budget is a salary increase due to employee longevity and Operating budget 9% increase due to chemical cost. The decrease in the current Repairs and Maintenance budget 10% is due to the project that we plan on finishing out of this year's budget. We also have a decrease in our Improvement budget of 9%. Would like to turn a part-time position into a full-time position. The department will work with the City Manager to expend funds to put the new well online with American Rescue Act.

Future Vision for the Water Treatment Plant

We plan on expanding our Wellfield capacity from 2 MGD (5 Wells) to 4.5 MGD (10 Wells) and the Water Treatment Plant treatment capacity to provide potable water to subdivisions on John Anderson in the future. We would also like to hire our part-time operator for a full-time position when this happens. This would help us maintain the expanded well field and maintain the residual on the north end of town. We encouraged our operators to eventually obtain there advanced WTP B, and eventually A licenses. This will eventually allow them to lead the plant someday as the others retire.

UTILITY FUND

		2019-20	2020-21	2020-21	2020-21	2021-22	% INCREASE
		AUDITED	ORIGINAL	AMENDED	PROJECTED	PROPOSED	(DECREASE)
	ACTIVITY	BUDGET	BUDGET	BUDGET	ACTIVITY	BUDGET	TO AMENDED
							BUDGET
<u>Dept 5331 - WATER TREATMENT PLANT</u>							
401.5331.101200	SALARY	411,714	412,334	412,334	408,000	450,149	9.17%
401.5331.101400	OVERTIME	13,862	13,000	13,000	12,000	12,500	3.85%
401.5331.101500	SPECIAL & INCENTIVE PAY	6,603	6,800	6,800	6,800	6,800	0.00%
401.5331.102100	FICA/MEDICARE	30,400	33,100	33,100	32,700	35,400	6.95%
401.5331.102200	RETIREMENT	23,715	27,000	27,000	24,400	30,100	11.48%
401.5331.102300	LIFE & HEALTH INSURANCE	70,135	84,600	84,600	79,500	94,136	11.27%
401.5331.102400	WORKER'S COMPENSATION	15,844	16,646	16,646	16,492	18,480	11.02%
	SALARY TOTALS	572,273	593,480	593,480	579,892	647,565	9.11%
401.5331.303100	PROFESSIONAL SERVICES		14,200	14,200		15,200	7.04%
401.5331.303100.114	WELL #14 ENGINEERING			18,797	18,400		100.00%
401.5331.303100.203	WELL #15 DESIGN		50,000	69,987	55,000		100.00%
401.5331.303100	WELL #16 DESIGN					115,000	#DIV/0!
401.5331.304000	TRAVEL/TRAINING	789	8,675	8,675	3,000	9,500	9.51%
401.5331.304100	TELEPHONE	3,136	6,013	6,013	5,430	6,000	0.22%
401.5331.304300	UTILITY SERVICES	69,434	76,500	76,500	74,800	76,800	0.39%
401.5331.304600	REPAIRS & MAINTENANCE	85,258	96,619	96,619	72,000	85,619	11.38%
401.5331.305100	OFFICE SUPPLIES	1,481	1,700	1,700	1,000	1,700	0.00%
401.5331.305200	OPERATING SUPPLIES	64,475	32,684	32,684	28,000	83,300	154.86%
401.5331.305201	CHEMICALS		52,000	52,000	50,000		100.00%
401.5331.305400	MEMBRSHPS SUBSCRPTS DUES	3,965	2,225	2,225	1,500	1,770	20.45%
401.5331.464100	VEHICLE REPAIRS & MAINTENANCE	761	1,400	1,400	600	1,400	0.00%
401.5331.464105	GASOLINE & DIESEL FUEL	2,152	6,500	6,500	2,800	6,500	0.00%
401.5331.606401	EQUIPMENT LESS THAN \$5000	9,423	17,000	17,000	5,000	31,000	82.35%
	OPERATION TOTALS	240,874	365,516	404,300	317,530	433,789	7.29%

UTILITY FUND

		2019-20	2020-21	2020-21	2020-21	2021-22	% INCREASE
		AUDITED	ORIGINAL	AMENDED	PROJECTED	PROPOSED	(DECREASE)
	ACTIVITY		BUDGET	BUDGET	ACTIVITY	BUDGET	TO AMENDED
							BUDGET
<u>Dept 5331 - WATER TREATMENT PLANT</u>							
401.5331.606300	IMPROVEMENTS		250,500	113,000	125,000	202,450	79.16%
401.5331.606300.114	WELL #14			261,310	261,310		100.00%
401.5331.606300.115	CLIMATE CONTROL BUILDING			114,505	55,000		100.00%
401.5331.606300.203	WELL #15 CONSTRUCTION		400,000	380,013			100.00%
401.5331.606300	WELL #16 CONSTRUCTION					885,000	#DIV/0!
401.5331.606300.207	WATER VALVES INTERCOASTAL CROSSING			120,000	120,000	2,000,000	1566.67%
401.5331.606400	CAPITALIZED EQUIPMENT		50,000	50,000	15,000		100.00%
401.5331.606400.208	WTP HIGH SERVICE PUMPS			80,000	80,000	45,000	43.75%
401.5331.909310.117	WTP CAPITAL RESERVE	12,185	50,000	50,000		50,000	0.00%
CAPITAL & DEBT SERVICE TOTAL		12,185	750,500	1,168,828	656,310	3,182,450	172.28%
Totals for dept 5331 - WATER TREATMENT PLANT		825,332	1,709,496	2,166,608	1,553,732	4,263,804	96.80%

The Public works Department is a collective of T&D (Transmission and Distribution of water) Storm Water Infrastructure, Roads and Bridges and Sewer Collection. In the new year, the department will work with the City Manager and Finance Department to focus efforts to reduce zero reads through aggressive meter change out program.

T&D: Maintain water mains and line from 2" to 16" which are Poly Vinyl Chloride (PVC), ductile, cast iron or A/C (asbestos/ cement).

New installations: tap water main with new saddle, new poly line, corp. stop, shut off valve, back flow preventer, meter and meter box. This is done either by hand digging or with equipment, or both.

Water breaks on lines that are damaged or leaking. Repair or replace damaged line to restore service.

Resolve low water pressure issues for residents and businesses per work orders. This is anywhere from a saddle re-tapping to replacement of the saddle and service line. Some line require under road replacement.

Complete work order from utility billing for new construction, low water pressure, leaking valves, etc. Must have at least one State licensed Distribution System Operator on staff.

Sewer:

Provide new installation for residents and businesses with clean out on city right of way. This is done using equipment.

Repair broken service lines, cleanouts, replace missing components.

Use equipment to unclog backed up sewer lines.

Roads and Bridges:

Provide the citizens of Flagler Beach with the safest possible roadway infrastructure with funds that are available.

To improve the system as funding is available, and protect the investment in the system.

Maintain 61.5 miles of paved roadway.

Maintained areas include drainage ditches, sidewalks, pathways and city right of ways.

This consists of mowing, tree and brush trimming of city right of ways and alleys.

Storm Water: Maintain entire storm water system, clean out of all catch basins, swale projects, out falls, retention ponds submit reports and logs to State of Florida. At this time we have TWO staff that is certified Storm water, Erosion and Sedimentation control inspectors.

Public Works Staff

Public Works Supervisor Supervises all personnel assigned to T&D, Streets, and Storm Water. Plans and schedules work and routine maintenance of all equipment.

Assists in developing a street resurfacing program and annual upgrades on T&D lines.

Oversees all construction, reconstruction, and renovations to City streets, T&D lines.

Evaluates rolling stock, tractors and heavy equipment to provide an evaluation of replacement and/or upgrade for budgetary purposes.

Do budgets for all departments in public works. (6 years of service)

Utility Mechanic Repairs and maintains water lines and sewer connections.

Connects water service for residents and businesses.

Repairs water breaks or leaks

Maintain State license as a Distribution System Operator. (13 years of service)

Laborer Assist with water and sewer line installation

Assist with water and sewer connections

Load and unload heavy materials

Work with hand and power tools

Knowledge of all task involved with Public Works

3 laborers are in Public Works:

15 years of service

4 years of service

1 new hire

Equipment Operator inspects and operates equipment in a safe manner.

Assist with water and sewer connections

Load and unload equipment for transport

Knowledge of all task involved in Public Works

(4 years of service)

All staff is MOT certified

All staff has completed FEMA ISO 100 & 200 Training and will continue to update as needed

2 State Certified Storm water Inspectors

2 State licensed Distribution System Operators 1 in training ending 07/24/19

Carry on call phone on rotating basis

UTILITY FUND

		2019-20	2020-21	2020-21	2020-21	2021-22	% INCREASE
		AUDITED	ORIGINAL	AMENDED	PROJECTED	PROPOSED	(DECREASE)
	ACTIVITY	BUDGET	BUDGET	BUDGET	ACTIVITY	BUDGET	TO AMENDED
							BUDGET
Dept 5332 - T&D - WATER TRANSMISSION & DISTRIBUTION							
401.5332.101200	SALARY	155,007	214,041	214,041	183,987	219,016	2.32%
401.5332.101400	OVERTIME	3,477	3,500	3,500	3,500	3,500	0.00%
401.5332.101500	SPECIAL & INCENTIVE PAY	6,030	7,000	7,000	6,100	6,200	11.43%
401.5332.102100	FICA/MEDICARE	12,124	17,200	17,200	14,900	16,700	2.91%
401.5332.102200	RETIREMENT	13,500	14,000	14,000	11,500	12,600	10.00%
401.5332.102300	LIFE & HEALTH INSURANCE	38,165	59,100	59,100	50,000	51,080	13.57%
401.5332.102400	WORKER'S COMPENSATION	7,408	6,970	6,970	6,906	7,700	10.47%
SALARY TOTALS		235,711	321,811	321,811	276,893	316,796	-1.56%
401.5332.303100	PROFESSIONAL SERVICES	8,905	31,000	25,889	1,500	25,000	3.43%
401.5332.304000	TRAVEL/TRAINING	50	1,000	1,000	800	1,000	0.00%
401.5332.304100	TELEPHONE	2,791	3,600	3,600	3,860	4,100	13.89%
401.5332.304300	UTILITY SERVICES	6,474	7,300	7,300	6,500	7,300	0.00%
401.5332.304400	RENTALS & LEASES	228		111	111	125	12.61%
401.5332.304600	REPAIRS & MAINTENANCE	201,345	136,750	136,750	64,000	60,000	56.12%
401.5332.304600.048	FIRE HYDRANTS R&M	112,679	15,000	26,500	30,000	26,000	1.89%
401.5332.304601	R&M MACHINERY & EQUIPMENT	1,264	3,500	3,500	1,500		100.00%
401.5332.305200	OPERATING SUPPLIES	2,382	5,200	10,200	7,000		100.00%
401.5332.464100	VEHICLE REPAIRS & MAINTENANCE	1,067	3,500	3,500	2,000	2,000	42.86%
401.5332.464105	GASOLINE & DIESEL FUEL	3,476	4,500	4,500	4,000	4,000	11.11%
401.5332.606401	EQUIPMENT LESS THAN \$5000		10,000	10,000			100.00%
OPERATION TOTALS		340,661	221,350	232,850	121,271	129,525	-44.37%

UTILITY FUND

		2019-20	2020-21	2020-21	2020-21	2021-22	% INCREASE
		AUDITED	ORIGINAL	AMENDED	PROJECTED	PROPOSED	(DECREASE)
	ACTIVITY		BUDGET	BUDGET	ACTIVITY	BUDGET	TO AMENDED
							BUDGET
<u>Dept 5332 - T&D - WATER TRANSMISSION & DISTRIBUTION</u>							
401.5332.606300	IMPROVEMENTS		50,000	50,000			100.00%
401.5332.606300.175	VALVE REPLACEMENT	2,775		4,140	4,140		100.00%
401.5332.606300.176	METER RADIO READ REPLACEMENT		200,000	200,000	200,000	850,000	325.00%
401.5332.606300.204	WATER SYSTEM REHAB/REPLACE		350,000	350,000	70,000		100.00%
401.5332.606400	CAPITALIZED EQUIPMENT	28,115	7,500	7,500	7,500	7,500	0.00%
401.5332.606400.048	WATER VALVE REPLACEMENTS	230,598		11,057	11,000		100.00%
401.5332.707100	DEBT SERVICE PRINCIPAL	4,633	4,767	4,767	4,767	4,800	0.69%
401.5332.707200	DEBT SERVICE INTEREST	415	281	281	281	248	11.74%
401.5332.909306	INFRASTRUCTURE RESERVE		50,000	38,500	50,000	50,000	29.87%
CAPITAL & DEBT SERVICE TOTAL		266,536	662,548	666,245	347,688	912,548	36.97%
Totals for dept 5332 - T&D - WATER TRANSMISSION & DIS		842,908	1,205,709	1,220,906	745,852	1,358,869	11.30%

Wastewater Treatment Plant Duties, Goals and Capital Projects for FY 21/22

A. Daily Duties

- Daily duties consists of running tests on chlorine residual (for disinfection and and dechlorination operations), pH, dissolved oxygen and solids.
1. Recording of FDEP required flows (wastewater, concentrate, process) and rainfall amounts on a daily basis.
Run tests on a monthly, quarterly, weekly, semi-annual and annual basis for Total Nitrogen, Total Phosphorus, Bioassays (Intercoastal Waterway), and other water quality parameters required by the FDEP Permit
 2. Lawn maintenance (mowing, weedeating, edging, etc.) at the facility on a weekly basis.
Maintenance of the 8 sludge drying beds at the facility. Operators are required to manually clean the sludge out of the beds (with assistance from Labor Force, as needed) and remove weeds from the beds as needed.
 3. Daily housekeeping of all of the tanks, structures and infrastructure at the facility. Weekly deragging of the dissolved oxygen probes, the oxidation ditch aerators, flow splitter box and secondary clarifier.
 4. Generation and submittal of all monthly, quarterly and annual reports to the FDEP in accordance with the FDEP Operations permit and all data/information record keeping.
 5. Work closely with the City and our Consulting Engineer, CPH, Inc., on upcoming wastewater, effluent disposal, lift station and reclaimed water projects.
 6. Ordering of all chemicals, personal protective equipment, facility equipment and infrastructure.
 7. Natural Disasters/Emergency Situations - WWTF Operations staff continually work through them and we are ALL "on-call" until the situation has passed.
 - 8.
 - 9.
 - 10.

All Staff is full trained and continues to update FEMA ISO 100 and 200 Training

B. Goals/Capital Projects for FY 21/22

1. Get the current two (2) Operator trainees certified before the end of FY 21/22. Thus, we will have 3 licensed operators and a Lead Operator (myself).
Either train at least one of the current operators trained to assist in generating the monthly FDEP DMR (Discharge Monitoring Report) or have an electric model developed that does all of the work automatically.
2. BNR Improvements Project (1.0 MGD AADF, but able to be easily increased to 1.5 MGD AADF as needed) should go out to bid in either late 4th Quarter 2021 or 1st Quarter 2022. About 18 - 22 months to construct.
3. City received \$850,000 from the State for the installation of a new biosolids dewatering screw press. This will eliminate the need to manually clean the sludge drying beds. We are hoping to fast-track this project.
4. A Non-Beneficial Surface Water Discharge Elimination Plan has to be submitted to FDEP by November 1, 2021 with discharge to the ICW eliminated by 1/1/2032. CPH, Inc. is currently working on this Plan.
- 5.
6. Continue following City and CDC guidelines related to the COVID-19 Pandemic as the facility operators are designated as "essential worker's".
Development of a Long-Term Effluent Disposal/Reclaimed Water Plan for the Wastewater Treatment Facility. City Manager has tasked CPH, Inc. with
7. developing a scope for the work and conducting the study in FY 21/22.
Identification of treatment facility hardening to account for potential issues associated with Climate Control and Sea Level Rise. Working with CPH, Inc.
8. to address this and potential grant monies for required improvements.
Development of Facility Safety Plan (FSP), Asset Management Program and revised O&M Manual for the WWTF. Working with CPH, Inc. in FY 21/22 to
9. develop these as part of BNR facility improvements.
Working to reduce I/I within the wastewater collection system to reduce the chlorides being received at the WWTF (low concentrations needed for
10. reclaimed water). Working with CPH, Inc. on this program currently.

UTILITY FUND

		2019-20	2020-21	2020-21	2020-21	2021-22	% INCREASE
		AUDITED	ORIGINAL	AMENDED	PROJECTED	PROPOSED	(DECREASE)
	ACTIVITY	BUDGET	BUDGET	BUDGET	ACTIVITY	BUDGET	TO AMENDED
							BUDGET
<u>Dept 5351 - WASTE WATER TREATMENT PLANT</u>							
401.5351.101200	SALARY	196,630	220,993	220,993	161,000	196,193	11.22%
401.5351.101400	OVERTIME	7,194	10,000	10,000	15,000	10,000	0.00%
401.5351.102100	FICA/MEDICARE	14,859	17,800	17,800	13,500	15,600	12.36%
401.5351.102200	RETIREMENT	12,487	14,400	14,400	10,400	13,200	8.33%
401.5351.102300	LIFE & HEALTH INSURANCE	27,305	45,000	45,000	21,600	43,086	4.25%
401.5351.102400	WORKER'S COMPENSATION	5,208	4,920	4,920	4,875	5,200	5.69%
	SALARY TOTALS	263,683	313,113	313,113	226,375	283,279	-9.53%
401.5351.303005	SLUDGE REMOVAL	16,569	25,000	25,000	29,000	30,000	20.00%
401.5351.303100	PROFESSIONAL SERVICES	16,896	20,000	20,000	18,000	22,500	12.50%
401.5351.304000	TRAVEL/TRAINING	941	3,000	3,000	1,000	3,500	16.67%
401.5351.304100	TELEPHONE	3,655	3,800	3,800	3,700	3,700	2.63%
401.5351.304300	UTILITY SERVICES	52,016	53,000	53,000	55,600	57,500	8.49%
401.5351.304600	REPAIRS & MAINTENANCE	53,173	210,000	209,590	25,000	30,000	85.69%
401.5351.304601	R&M MACHINERY & EQUIPMENT	5,534	5,000	5,000	2,000	2,000	60.00%
401.5351.305100	OFFICE SUPPLIES	539	600	600	600	600	0.00%
401.5351.305200	OPERATING SUPPLIES	116,010	44,300	14,800	13,500	25,000	68.92%
401.5351.305201	CHEMICALS		100,000	100,000	80,000	95,000	5.00%
401.5351.305202	LAB TESTING			29,500	30,000	30,000	1.69%
401.5351.305400	MEMBRSHPS SUBSCRPTS DUES	6,150	11,000	11,000	6,500	6,500	40.91%
401.5351.464100	VEHICLE REPAIRS & MAINTENANCE	817	2,000	2,000	1,000	1,000	50.00%
401.5351.464105	GASOLINE & DIESEL FUEL	1,332	4,000	4,000	2,800	2,800	30.00%
401.5351.606401	EQUIPMENT LESS THAN \$5000	171		410			100.00%
	OPERATION TOTALS	273,803	481,700	481,700	268,700	310,100	-35.62%

UTILITY FUND

		2019-20	2020-21	2020-21	2020-21	2021-22	% INCREASE
		AUDITED	ORIGINAL	AMENDED	PROJECTED	PROPOSED	(DECREASE)
		ACTIVITY	BUDGET	BUDGET	ACTIVITY	BUDGET	TO AMENDED
							BUDGET
<i>Dept 5351 - WASTE WATER TREATMENT PLANT</i>							
401.5351.606300.119	WWTP PHASE III	684,200		634,342	635,000		100.00%
	CAPITAL EQUIPMENT 2 TRUCKS	46,600					#DIV/0!
401.5351.909311.122	WWTP CAPITAL RESERVE		50,000	50,000	50,000		100.00%
CAPITAL & DEBT SERVICE TOTAL		730,800	50,000	684,342	685,000	0	-100.00%
<hr/>							
Totals for dept 5351 - WASTE WATER TREATMENT PLANT		1,268,286	844,813	1,479,155	1,180,075	593,379	-59.88%

UTILITY FUND

		2019-20	2020-21	2020-21	2020-21	2021-22	% INCREASE
		AUDITED	ORIGINAL	AMENDED	PROJECTED	PROPOSED	(DECREASE)
	ACTIVITY	BUDGET	BUDGET	BUDGET	ACTIVITY	BUDGET	TO AMENDED
							BUDGET
Dept 5352 - SEWER COLLECTION							
401.5352.101200	SALARY	37,045	38,064	38,064	37,564	41,027	7.78%
401.5352.101400	OVERTIME	323	1,000	1,000	1,000	1,000	0.00%
401.5352.102100	FICA/MEDICARE	2,744	3,100	3,100	3,000	3,200	3.23%
401.5352.102200	RETIREMENT	2,252	2,600	2,600	2,400	2,600	0.00%
401.5352.102300	LIFE & HEALTH INSURANCE	8,878	9,840	9,840	9,840	10,210	3.76%
401.5352.102400	WORKER'S COMPENSATION	2,567	2,050	2,050	2,050	2,300	12.20%
	SALARY TOTALS	53,809	56,654	56,654	55,854	60,337	6.50%
401.5352.303100.032	PROFESSIONAL SERVICES						#DIV/0!
401.5352.304100	TELEPHONE	26	100	100			100.00%
401.5352.304400	RENTALS & LEASES	228	270	270	111	125	53.70%
401.5352.304600	REPAIRS & MAINTENANCE	180,077	20,000	27,000	11,000	15,000	44.44%
401.5352.304601	R&M MACHINERY & EQUIPMENT	215	750	750	300	750	0.00%
401.5352.305200	OPERATING SUPPLIES	1,317	2,000	7,000	1,500	2,000	71.43%
401.5352.305200.200	OPERATING SUPPLIES						#DIV/0!
	OPERATION TOTALS	181,863	23,120	35,120	12,911	17,875	-49.10%
401.5352.606300	IMPROVEMENTS		50,000	31,000	11,200		100.00%
401.5352.606300.034	IMPROVEMENTS SEWER CONNECTI	37,865	50,000	50,000	20,000		100.00%
401.5352.606300.199	SEWER REHABILITATION		100,000	100,000	3,500		100.00%
401.5352.606302.032	SLIPLINING	728,981	700,000	715,900	725,000		100.00%
401.5352.606400	CAPITALIZED EQUIPMENT		10,000	5,000			100.00%
401.5352.707100	DEBT SERVICE PRINCIPAL	4,633	4,767	4,767	4,767	4,767	0.00%
401.5352.707200	DEBT SERVICE INTEREST	415	281	281	281	281	0.00%
	CAPITAL & DEBT SERVICE TOTAL	771,894	915,048	906,948	764,748	5,048	-99.44%
Totals for dept 5352 - SEWER COLLECTION		1,007,566	994,822	998,722	833,513	83,260	-91.66%

UTILITY FUND

		2019-20	2020-21	2020-21	2020-21	2021-22	% INCREASE
		AUDITED	ORIGINAL	AMENDED	PROJECTED	PROPOSED	(DECREASE)
	ACTIVITY	BUDGET	BUDGET	BUDGET	ACTIVITY	BUDGET	TO AMENDED
							BUDGET
<u>Dept 5353 - LIFT STATION MAINTENANCE</u>							
401.5353.101200	SALARY	123,060	122,162	122,162	122,162	131,919	7.99%
401.5353.101400	OVERTIME	5,504	7,000	7,000	3,500	4,000	42.86%
401.5353.101500	SPECIAL & INCENTIVE PAY	6,801	7,000	7,000	6,900	7,000	0.00%
401.5353.102100	FICA/MEDICARE	10,006	11,400	11,400	10,200	10,800	5.26%
401.5353.102200	RETIREMENT	7,699	8,000	8,000	8,000	8,300	3.75%
401.5353.102300	LIFE & HEALTH INSURANCE	27,427	29,550	29,550	30,952	30,630	3.65%
401.5353.102400	WORKER'S COMPENSATION	3,521	2,788	2,788	2,762	3,100	11.19%
	SALARY TOTALS	184,018	187,900	187,900	184,476	195,749	4.18%
401.5353.304000	TRAVEL/TRAINING	145	2,000	2,000	200	2,000	0.00%
401.5353.304100	TELEPHONE	923	1,100	1,100	972	1,050	4.55%
401.5353.304300	UTILITY SERVICES	20,469	21,000	21,000	24,000	25,000	19.05%
401.5353.304600	REPAIRS & MAINTENANCE	14,281	37,000	35,149	18,000	20,000	43.10%
401.5353.304601	R&M MACHINERY & EQUIPMENT		2,500	2,500	1,200	2,500	0.00%
401.5353.305100	OFFICE SUPPLIES	124	300	300	250	300	0.00%
401.5353.305200	OPERATING SUPPLIES	21,826	6,000	6,000	2,500	7,000	16.67%
401.5353.464100	VEHICLE REPAIRS & MAINTENANCE	1,198	3,000	3,000	1,500	3,000	0.00%
401.5353.464105	GASOLINE & DIESEL FUEL	2,754	4,000	4,000	3,000	4,500	12.50%
401.5353.606401	EQUIPMENT LESS THAN \$5000	15,475	5,000	5,000	1,500	5,000	0.00%
	OPERATION TOTALS	77,195	81,900	80,049	53,122	70,350	-12.12%

UTILITY FUND

		2019-20	2020-21	2020-21	2020-21	2021-22	% INCREASE
		AUDITED	ORIGINAL	AMENDED	PROJECTED	PROPOSED	(DECREASE)
		ACTIVITY	BUDGET	BUDGET	ACTIVITY	BUDGET	TO AMENDED
							BUDGET
<i>Dept 5353 - LIFT STATION MAINTENANCE</i>							
401.5353.606300	LIFT STATION IMPROVEMENTS		195,000	74,340	30,000	190,000	155.58%
401.5353.606300.033	PS 05 3RDST SOUTH			100,000	20,000		100.00%
401.5353.606300.067	IMPROVEMENTS			5,330	5,500		100.00%
401.5353.606300.168	LS 08 WINDSONG			5,330			100.00%
401.5353.606300.170	LS 11 OCEAN MARINA			10,000			100.00%
401.5353.606400	CAPITALIZED EQUIPMENT		110,000	96,221	84,000	60,000	37.64%
401.5353.606400.033	PS 05 3RD ST SOUTH EQUIPMENT			13,779			100.00%
CAPITAL & DEBT SERVICE TOTAL		161,456	305,000	305,000	139,500	250,000	-18.03%
Totals for dept 5353 - LIFT STATION MAINTENANCE		422,669	574,800	572,949	377,098	516,099	-9.92%



Engineering

City of Flagler Beach

Memorandum

August 30, 2021

To: Kathleen Doyle

From: Dr. Lee Richards

RE Engineering Description of Departmental Daily Duties

The Engineering Department duties consist of the following:

- Building permit site plan reviews and inspections
- Rights-of-way permit coordination
- Site inspection project coordination
- Utilize AutoCAD to prepare construction documents and specifications for in-house projects
- Project management of all in-house capital projects
- Manage the City's Community Rating System (CRS) report to FEMA
- Manage the MS4 program for the City's Stormwater Permit
- Represent the City at the County Local Mitigation Strategy (LMS) meetings
- Respond to citizens' questions and inquiries concerning stormwater and grading issues
- Problem solve solutions to complex engineering site and stormwater issues
- Regulatory permit writing and reporting – Author of Chapter VIII in new LDC
- Grant writing, management and reporting
- Create and manage Standard Details for engineering
- Write RFQs and RFPs for contractors and consultant selections
- Manage Bid processes for capital projects
- Manage and coordinate professional consultants (especially engineering fees)
- Craft City Commission agenda items
- Develop operating and capital budgets for engineering department
- Write Flood Zone Determination letters for citizens

UTILITY FUND

		2019-20	2020-21	2020-21	2020-21	2021-22	% INCREASE
		AUDITED	ORIGINAL	AMENDED	PROJECTED	PROPOSED	(DECREASE)
	ACTIVITY	BUDGET	BUDGET	BUDGET	ACTIVITY	BUDGET	TO AMENDED
							BUDGET
<u>Dept 5391 - UTILITY FUND EXPENSE</u>							
401.5391.101200	SALARY	121,369	126,529	126,529	126,300	171,888	35.85%
401.5391.101400	OVERTIME	337	500	500	500	500	0.00%
401.5391.102100	FICA/MEDICARE	8,764	9,800	9,800	9,750	13,241	35.11%
401.5391.102200	RETIREMENT	117,188	8,300	8,300	8,255	11,215	35.12%
401.5391.102300	LIFE & HEALTH INSURANCE	21,213	25,200	25,200	25,200	33,168	31.62%
401.5391.102400	WORKER'S COMPENSATION	246	144	144	143	260	80.56%
SALARY TOTALS		269,117	170,473	170,473	170,148	230,272	
401.5391.303100	PROFESSIONAL SERVICES	5,686	7,000	7,000	6,600	8,800	25.71%
401.5391.303200	AUDIT	6,000	8,500	8,500	8,500	15,000	76.47%
401.5391.304000	TRAVEL/TRAINING	1,055	2,500	2,500	350	5,000	100.00%
401.5391.304100	TELEPHONE	793	1,000	1,000	600	600	40.00%
401.5391.304500	INSURANCE	160,264	169,000	169,000	168,205	202,000	19.53%
401.5391.304700	PRINTING & BINDING	8,304	9,000	9,000	8,400	9,000	0.00%
401.5391.304900	OTHER CURRENT CHARGES	21,830	15,000	15,000	3,500	3,500	76.67%
401.5391.305100	OFFICE SUPPLIES	1,868	2,300	2,300	1,000	1,500	34.78%
401.5391.305200	OPERATING SUPPLIES	903	1,500	1,500	750	1,500	0.00%
401.5391.305400	MEMBRSHPS SUBSCRPTS DUES		750	750	400	400	46.67%
401.5391.305800	POSTAGE	12,313	15,000	15,000	12,000	15,000	0.00%
401.5391.305801	BAD DEBT EXPENSE	19,333	5,000	5,000		5,000	0.00%
401.5391.606401	EQUIPMENT LESS THAN \$5000		4,000	4,000	1,500		100.00%
OPERATION TOTALS		238,349	240,550	240,550	211,805	267,300	
401.5391.707106	SRF CREDIT LINE PRINCIPAL		394,912	394,912	394,912	394,912	0.00%
401.5391.707108	SRF WWTP PRINCIPAL		21,711	21,711	21,711	43,422	100.00%
401.5391.707207	DEBT SERVICE INTEREST	78,972	70,838	70,838	70,838	70,838	0.00%
401.5391.707208	SRF WWTP INTEREST		2,667	2,667	2,667	5,334	100.00%
401.5391.707308	SRF SERVICE FEE			19,000			100.00%
CAPITAL & DEBT SERVICE TOTAL		78,972	490,128	509,128	490,128	514,506	1.06%
Totals for dept 5391 -UTILITY FUND EXPENSE		586,438	901,151	920,151	872,081	1,012,078	9.99%

SANITATION FUND

	2019-20 AUDITED	2020-21 ORIGINAL	2020-21 AMENDED	2020-21 PROJECTED	2021-22 PROPOSED	% INCREASE (DECREASE) TO AMENDED BUDGET
ACTIVITY	BUDGET	BUDGET	BUDGET	ACTIVITY	BUDGET	

SANITATION REVENUES**Dept 3300 - INTERGOVERNMENTAL**

331101	FEDERAL/STATE GRANT FEMA	24,351			2,478		#DIV/0!
331105	CARES ACT	17,265					#DIV/0!
<u>Totals for dept 3300 - INTERGOVERNMENTAL</u>		\$ 41,616			\$ 2,478		#DIV/0!

Dept 3400 - CHARGES FOR SERVICE

343303	SPECIAL PICKUPS	3,500	3,500	3,500	4,500	3,500	0.00%
343306	RECYCLING FEES	1,638	3,000	3,000	4,500	77,200	2473.33%
343401	GARBAGE FEES	1,180,982	1,310,000	1,310,000	1,220,000	1,278,000	2.44%
<u>Totals for dept 3400 - CHARGES FOR SERVICE</u>		\$ 1,186,120	\$ 1,316,500	\$ 1,316,500	\$ 1,229,000	\$ 1,358,700	3.21%

Dept 3500 - FINES & FORFEITURES

354000	PENALTIES LOCAL ORDINANCE	4,485	8,500	8,500	8,500	8,500	0.00%
<u>Totals for dept 3500 - FINES & FORFEITURES</u>		\$ 4,485	\$ 8,500	\$ 8,500	\$ 8,500	\$ 8,500	0.00%

Dept 3600 - MISCELLANEOUS REVENUE

361100	INTEREST INCOME	993	2,500	2,500	1,500	1,500	40.00%
361101	SBA INTEREST INCOME	6,319	7,000	7,000	800	1,000	85.71%
361103	FL MUNICIPAL INVESTMENT INTE	18,324	12,000	12,000		5,000	58.33%
369100	MISCELLANEOUS REVENUE	29,097	3,000	3,000	15,000	10,000	233.33%
367100	ROLL OFF LICENSE	8,200	8,200	8,200	8,200	8,200	0.00%
<u>Totals for dept 3600 - MISCELLANEOUS REVENUE</u>		\$ 62,933	\$ 32,700	\$ 32,700	\$ 25,500	\$ 25,700	-21.41%

<u>TOTAL ESTIMATED REVENUES</u>		\$ 1,295,154	\$ 1,357,700	\$ 1,357,700	\$ 1,265,478	\$ 1,392,900	2.59%
--	--	---------------------	---------------------	---------------------	---------------------	---------------------	--------------

The City of Flagler Beach Sanitation Department has two main goals in our work scope.

A- To provide reliable trash, yard waste and recycle pickup for both the citizens and businesses of Flagler Beach at a reasonable cost.

B- To be prepared to with a fast response to clean up city streets and property following a storm or any other emergency situation.

The City's Sanitation Department is made up of approximately 14 employees. 6 are city employees which consists of 4 drivers, 1 mechanic/driver and a supervisor. The remainder are Temp workers/day labor.

We operate 6 garbage trucks, 2 grapple yard waste trucks and 2 ¾ ton pickups. Our equipment is kept at a high standard of maintenance in order to be ready for any normal days work and also on call for emergency storm cleanup. Sanitation services approximately 2250 households and 220 businesses daily. We provide 4 normal days of pickup services for all businesses and residents and also operate 7 days a week to service all city owned trash cans and businesses.

The Sanitation Department has recently started its own recycling program that is operated in-house by the city employees in its department. We are looking forward of the purchase of a new machine in Fiscal year 2022/2023 that will be able to recycle glass and also help separate plastics and other material that we can recycle within our own constraints. The City of Flagler Beach will be the first to recycle from within our own department in this area.

The purchase of a new garbage truck in Fiscal year 2021/2022 will help facilitate both the growth of the city and replacement of older antiquated equipment. And again in fiscal year 2023/2024 another truck will be replaced with a new unit. This keeps our standard of service and reliability at the level expected by our residents and business owners.

SANITATION FUND

		2019-20	2020-21	2020-21	2020-21	2021-22	% INCREASE
		AUDITED	ORIGINAL	AMENDED	PROJECTED	PROPOSED	(DECREASE)
							TO
		ACTIVITY	BUDGET	BUDGET	ACTIVITY	BUDGET	AMENDED
							BUDGET
<u>Dept 5341 - REFUSE COLLECTION</u>							
403.5341.101200	SALARY	242,109	231,362	231,362	222,400	247,122	6.81%
403.5341.101300	OTHER SALARIES & WAGES	7,148					#DIV/0!
403.5341.101400	OVERTIME	32,877	25,000	25,000	30,000	30,000	20.00%
403.5341.102100	FICA/MEDICARE	19,979	19,000	19,000	19,400	22,100	16.32%
403.5341.102200	RETIREMENT	(12,546)	14,430	14,430	14,500	18,800	30.28%
403.5341.102300	LIFE & HEALTH INSURANCE	52,255	49,250	49,250	59,400	61,260	24.39%
403.5341.102400	WORKER'S COMPENSATION	14,364	13,284	13,284	13,161	15,500	16.68%
SALARY TOTALS		356,186	352,326	352,326	358,861	394,782	12.05%
403.5341.303100	PROFESSIONAL SERVICES	245,964	225,000	225,000	259,000	270,000	20.00%
403.5341.303401	RECYCLE TIPPING FEES	24,415	29,000	29,000	5,000		100.00%
403.5341.303402	LANDFILL FEES	214,062	230,000	230,000	250,300	275,333	19.71%
403.5341.303403	YARD TIPPING FEES	45,209	38,000	33,000	51,700	40,000	21.21%
403.5341.304000	TRAVEL/TRAINING		500	500		800	60.00%
403.5341.304100	TELEPHONE	3,005	3,323	3,323	2,170	2,170	34.70%
403.5341.304300	UTILITY SERVICES	5,273	5,800	5,800	6,900	5,800	0.00%
403.5341.304600	REPAIRS & MAINTENANCE	2,896	9,000	9,000		4,000	55.56%
403.5341.304601	R&M MACHINERY & EQUIPME	1,640	1,500	2,500	1,800	2,500	0.00%
403.5341.304800	PROMOTIONAL ACTIVITIES	95	500	500	500	500	0.00%
403.5341.304900	OTHER CURRENT CHARGES	144	200	5,200		200	96.15%
403.5341.305100	OFFICE SUPPLIES	694	1,000	1,000		600	40.00%
403.5341.305200	OPERATING SUPPLIES	40,843	44,050	44,050	35,000	40,000	9.19%
403.5341.464100	VEHICLE REPAIRS & MAINTENA	98,423	45,000	42,650	38,000	38,000	10.90%
403.5341.464105	GASOLINE & DIESEL FUEL	49,937	55,000	55,000	47,000	55,000	0.00%
403.5341.606401	EQUIPMENT LESS THAN \$5000		10,000	10,000	1,500	1,500	85.00%
OPERATION TOTALS		732,600	697,873	696,523	698,870	736,403	5.73%
403.5341.606400	CAPITALIZED EQUIPMENT				5,800	200,000	#DIV/0!
403.5341.606402	SANITATION TRUCKS	178,121	35,000	36,350	36,500	198,000	444.70%
CAPITAL TOTALS		178,121	35,000	36,350	42,300	398,000	994.91%
<u>Totals 5341 - REFUSE COLLECTION</u>		\$ 1,266,907	\$ 1,085,199	\$ 1,085,199	\$ 1,100,031	\$ 1,529,185	40.91%

SANITATION FUND

		2019-20	2020-21	2020-21	2020-21	2021-22	% INCREASE
		AUDITED	ORIGINAL	AMENDED	PROJECTED	PROPOSED	(DECREASE) TO AMENDED
		ACTIVITY	BUDGET	BUDGET	ACTIVITY	BUDGET	BUDGET
<u>Dept 5391 - FUND EXPENSE</u>							
403.5391.101200	SALARY	33,710	39,075	39,075	36,505	48,228	23.42%
403.5391.101400	OVERTIME	116	250	250	200	250	0.00%
403.5391.102100	FICA/MEDICARE	2,752	3,060	3,060	2,800	3,780	23.53%
403.5391.102200	RETIREMENT	29,840	2,600	2,600	2,400	3,222	23.92%
403.5391.102300	LIFE & HEALTH INSURANCE	6,017	7,200	7,200	6,450	9,744	35.33%
403.5391.102400	WORKER'S COMPENSATION	147	82	82	82	130	58.54%
SALARY TOTALS		72,582	52,267	52,267	48,437	65,354	25.04%
403.5391.303200	AUDIT	2,800	4,000	4,000	4,000	5,000	25.00%
403.5391.304300	UTILITY SERVICES	487					#DIV/0!
403.5391.304500	INSURANCE	22,530	25,200	25,200	25,100	30,200	19.84%
403.5391.304900	OTHER CURRENT CHARGES						#DIV/0!
403.5391.305801	BAD DEBT EXPENSE	6,588	3,000	3,000	500	3,000	0.00%
OPERATION TOTALS		32,405	32,200	32,200	29,600	38,200	18.63%
403.5391.707207	DEBT SERVICE INTEREST	12,209	9,380	8,425	9,380	9,380	11.34%
403.5391.707208	DEBT SERVICE PRINCIPAL	125,936	128,765	129,720	128,765	128,765	0.74%
CAPITAL TOTALS		138,145	138,145	138,145	138,145	138,145	0.00%
<u>Totals for dept 5391 - FUND EXPENSE</u>		\$ 243,132	\$ 222,612	\$ 222,612	\$ 216,182	\$ 241,699	8.57%

<i>Fund 405 STORMWATER FUND</i>		2019-20	2020-21	2020-21	2020-21	2021-22	% INCREASE
GL NUMBER	DESCRIPTION	AUDITED	ORIGINAL	AMENDED	PROJECTED	PROPOSED	(DECREASE)
		ACTIVITY	BUDGET	BUDGET	ACTIVITY	BUDGET	TO AMENDED BUDGET
STORMWATER REVENUES							
Dept 3300 - INTERGOVERNMENTAL							
334308	GRANT SJRWM	500,000					#DIV/0!
Totals for dept 3300 - INTERGOVERNMENTAL		500,000	0	0	0	0	#DIV/0!
Dept 3400 - CHARGES FOR SERVICE							
343402	STORMWATER FEES	474,946	510,000	510,000	514,140	514,140	0.81%
354000	PENALTIES LOCAL ORDINANCE	1,682	3,800	3,800	3,800	3,800	0.00%
Totals for dept 3400 - CHARGES FOR SERVICE		476,628	513,800	513,800	517,940	517,940	0.81%
Dept 3600 - MISCELLANEOUS REVENUE							
361100	INTEREST INCOME	344	500	500	500	500	0.00%
361101	SBA INTEREST INCOME	1,197	1,800	1,800	150	300	83.33%
369100	MISCELLANEOUS REVENUE	21					#DIV/0!
Totals for dept 3600 - MISCELLANEOUS REVENUE		1,562	2,300	2,300	650	800	-65.22%
TOTAL STORMWATER REVENUES		978,190	516,100	516,100	518,590	518,740	0.51%

<i>Fund 405 STORMWATER FUND</i>		2019-20	2020-21	2020-21	2020-21	2021-22	% INCREASE
		AUDITED	ORIGINAL	AMENDED	PROJECTED	PROPOSED	(DECREASE)
GL NUMBER	DESCRIPTION	ACTIVITY	BUDGET	BUDGET	ACTIVITY	BUDGET	TO AMENDED BUDGET
Dept 5391 - FUND EXPENSE							
405.5391.101200	SALARY	60,863	73,509	73,509	68,000	57,917	21.21%
405.5391.101400	OVERTIME	335	1,000	1,000	7,000	1,000	0.00%
405.5391.102100	FICA/MEDICARE	4,497	5,800	5,800	5,800	4,515	22.16%
405.5391.102200	RETIREMENT	2,976	4,900	4,900	4,420	3,800	22.45%
405.5391.102300	LIFE & HEALTH INSURANCE	11,147	15,200	15,200	13,500	13,375	12.01%
405.5391.102400	WORKER'S COMPENSATION	2,567	2,050	2,050	2,030	2,000	2.44%
SALARY TOTALS		82,385	102,459	102,459	100,750	82,607	-19.38%
405.5391.303100	PROFESSIONAL SERVICES		10,000	15,611	7,000	30,000	92.17%
405.5391.303200	AUDIT	4,000	5,500	5,500	5,500	6,500	18.18%
405.5391.304000	TRAVEL/TRAINING	100	1,000	1,000			100.00%
405.5391.304400	RENTALS & LEASES	228		111			100.00%
405.5391.304600	REPAIRS & MAINTENANCE		65,000	65,000		89,800	38.15%
405.5391.305200	OPERATING SUPPLIES	842	1,500	1,500	1,200	1,500	0.00%
405.5391.305801	BAD DEBT EXPENSE	2,317	750	750		750	0.00%
OPERATION TOTALS		7,487	83,750	89,472	13,700	128,550	43.68%

<i>Fund 405 STORMWATER FUND</i>		2019-20	2020-21	2020-21	2020-21	2021-22	% INCREASE
GL NUMBER	DESCRIPTION	AUDITED	ORIGINAL	AMENDED	PROJECTED	PROPOSED	(DECREASE)
		ACTIVITY	BUDGET	BUDGET	ACTIVITY	BUDGET	TO AMENDED BUDGET
405.5391.606300	IMPROVEMENTS		180,000	124,922			100.00%
405.5391.606300.08	LAMBERT SW PROJECT PHASE 1	176,700		148,110			100.00%
405.5391.606300	PALM ISLAND SUBDIVISION					40,692	#DIV/0!
405.5391.606300	S FLAGLER 9TH 13TH					39,900	#DIV/0!
405.5391.606300	PALM VISTA SUBDIVISION					77,760	#DIV/0!
405.5391.606300	VENICE PARK SUBDIVISION					38,520	#DIV/0!
405.5391.606300	S FLAGLER NEAR FIRE STATION					43,140	#DIV/0!
405.5391.606300	SWALE ADDITIONS					209,018	#DIV/0!
405.5391.606300	FLAGLER AVENUE (PURSUE GRANT) Estimated Cost \$600,000						#DIV/0!
405.5391.606300	SEA LEVEL RISE (PURSUE GRANT) Estimated Cost \$500,000						#DIV/0!
405.5391.606300	CENTRAL & DAYTONA SW \$500,000 SJRWMD GRANT	527,645					#DIV/0!
405.5391.707100	DEBT SERVICE PRINCIPAL		4,746	4,746	4,746	4,746	0.00%
405.5391.707200	DEBT SERVICE INTEREST	415	281	281	281	281	0.00%
405.5391.707206	DEBT SERVICE PRINCIPAL		94,000	94,000	94,000	97,000	3.19%
405.5391.707207	DEBT SERVICE INTEREST	26,110	23,782	23,782	23,782	21,404	10.00%
CAPITAL TOTAL		730,870	302,809	395,841	122,809	572,461	44.62%
Totals for dept 5391 - FUND EXPENSE		820,742	489,018	587,772	237,259	783,618	33.32%
NET OF REVENUES/APPROPRIATIONS - FUND 405		157,448	27,082	(71,672)	281,331	(264,878)	269.57%

City of Flagler Beach 5 Year Capital Plan

Fund	Department	Project or Equipment Description for Current Year	Funding Grant/Reserves/ Etc.	TOTAL PROJECT 5 YEAR BUDGET	BUDGET FY 21/22	BUDGET FY 22/23	BUDGET FY 23/24	BUDGET FY 24/25	BUDGET 25/26
CRA	CRA	Decorative Street Lighting	CRA	45,000	45,000				
	CRA Total			\$45,000	\$45,000	\$0	\$0	\$0	\$0
General	Beach	Vehicles (Ocean Rescue, ATV, Utility ATV)	Unrestricted General Fund	82,700	8,000	8,500	48,500	8,700	9,000
	Beach Total			\$82,700	\$8,000	\$8,500	\$48,500	\$8,700	\$9,000
General	Commission	Re-design, re-wire for presentations in Commission Chambers	Unrestricted General Fund	90,000	-		90,000		
	Commission Total			\$90,000	\$0	\$0	\$90,000	\$0	\$0
General	City Clerk	Nimble Storage Device	Unrestricted General Fund	35,000		35,000			
General	City Clerk	New Server	Unrestricted General Fund	60,000	30,000				30,000
	City Clerk Total			\$95,000	\$30,000	\$35,000	\$0	\$0	\$30,000
General	Fire Dept	Fire Truck Purchase 22-23	Fire Truck Reserve & Infrastructure Surtax	76,574	76,574	-	-		
General	Fire Dept	Fire Truck Reserve	Infrastructure Surtax	300,000			100,000	100,000	100,000
General	Fire Dept	Radio Reserve	Unrestricted General Fund	80,000	16,000	16,000	16,000	16,000	16,000
General	Fire Dept	Air Pack Replacement Reserve	Unrestricted General Fund	80,000	20,000	20,000	20,000	20,000	
General	Fire Dept	Fire Equipment Reserve	Unrestricted General Fund	145,835	29,167	29,167	29,167	29,167	29,167
	Fire Dept Total			\$682,409	\$141,741	\$65,167	\$165,167	\$165,167	\$145,167
General	Library	Replace Carpet	Unrestricted General Fund	20,000		20,000			
General	Library	Shelving	Unrestricted General Fund	7,000	7,000				
	Library Total			\$27,000	\$7,000	\$20,000	\$0	\$0	\$0

City of Flagler Beach 5 Year Capital Plan

Fund	Department	Project or Equipment Description for Current Year	Funding Grant/Reserves/ Etc.	TOTAL PROJECT 5 YEAR BUDGET	BUDGET FY 21/22	BUDGET FY 22/23	BUDGET FY 23/24	BUDGET FY 24/25	BUDGET 25/26
General	Maintenance	Wicklaine Building Improvements (Furniture, Buildout, IT, New Entrance, Windows)	Unrestricted General Fund	130,000	-	130,000			
General	Maintenance	Wicklaine Building Mitigation Hardening	DEM-HL00055 Contract #B0121	194,000	194,000				
General	Maintenance	Wicklaine Complex Hardening City Share	Pursuing Hazzard Mitigation Grant 75/25 Match	324,000		324,000			
General	Maintenance	Replace tank at current depot	Unrestricted General Fund	100,000		100,000			
General	Maintenance	Christmas Decorations	Unrestricted General Fund	15,000	-	15,000			
General	Maintenance	Maintenance Dept Roof	Unrestricted General Fund	12,000		12,000			
General	Maintenance	2018 Service Truck Replacement F250 (2)	Unrestricted General Fund	70,000				70,000	
General	Maintenance	Office Improvement City Hall	Unrestricted General Fund	40,000		40,000			
General	Maintenance	Air Conditioning Units	Unrestricted General Fund	30,000	10,000	8,000	12,000		
	Maintenance Total			\$915,000	\$204,000	\$629,000	\$12,000	\$70,000	\$0
General	Planning/Zoning	Code Inspector Vehicle	Unrestricted General Fund	45,000		45,000			
General	Planning/Zoning	Renovation of Mens/Womens Restrooms	Unrestricted General Fund	19,500		19,500			
General	Planning/Zoning	Paint Building	Unrestricted General Fund	18,000			18,000		
General	Planning/Zoning	Computer Equipment	Unrestricted General Fund	15,000				15,000	
	Planning/Zoning Total			\$97,500	\$0	\$64,500	\$18,000	\$15,000	\$0
BCI	Building Code Inspection	Building Office Vehicle	BCI Reserves	55,000		55,000			
BCI	Building Code Inspection	Building Inspector Vehicle	BCI Reserves	55,000	-				55,000
	Building Code Inspection			\$110,000	\$0	\$55,000	\$0	\$0	\$55,000
General	Police	Police Equipment Reserve	Unrestricted General Fund	260,000		65,000	65,000	65,000	65,000
General	Police	New Roof	Unrestricted General Fund	45,000	45,000				
General	Police	Aeroclave	Amer Rescue Plan Act	40,000		40,000			
General	Police	Painting of Police Department	Unrestricted General Fund	10,000		10,000			
General	Police	Vehicles	Unrestricted General Fund	715,000	135,000	285,000	95,000	100,000	100,000
General	Police	Radio Reserve	Unrestricted General Fund	70,000	14,000	14,000	14,000	14,000	14,000
	Police Total			\$1,140,000	\$194,000	\$414,000	\$174,000	\$179,000	\$179,000
General	Roads/Bridges	Paving & Striping	Local Option Fuel Tax/Unrestricted General Fund	517,140	17,140	125,000	125,000	125,000	125,000
General	Roads/Bridges	Public Works Maintenance Bldg - Pave Parking Lots	Unrestricted General Fund	90,000	90,000				

City of Flagler Beach 5 Year Capital Plan

Fund	Department	Project or Equipment Description for Current Year	Funding Grant/Reserves/ Etc.	TOTAL PROJECT 5 YEAR BUDGET	BUDGET FY 21/22	BUDGET FY 22/23	BUDGET FY 23/24	BUDGET FY 24/25	BUDGET 25/26
General	Roads/Bridges	Bridge Lighting	FDOT Reserve	120,000	120,000				
General	Roads/Bridges	Multi-Modal	Unrestricted General Fund	60,000	-	20,000	20,000	20,000	-
General	Roads/Bridges	Alleyway Aprons	Unrestricted General Fund	20,000	-	20,000			
	Roads/Bridges Total			\$807,140	\$227,140	\$165,000	\$145,000	\$145,000	\$125,000
General	Recreation	Parks City Wide Design	Unrestricted General Fund	25,000	25,000				
General	Recreation	Pal Parker Park	Unrestricted General Fund	330,000		130,000	200,000		
General	Recreation	Wickline Playground	Unrestricted General Fund	72,000	12,000	60,000			
	Recreation			\$427,000	\$37,000	\$190,000	\$200,000	\$0	\$0
Sanitation	Sanitation	Building Repairs	Sanitation Fund	40,000		20,000	20,000		
Sanitation	Sanitation	Glass Crusher	Sanitation Reserves	200,000	200,000				
Sanitation	Sanitation	Vehicles	Sanitation Reserves	698,000	198,000		250,000		250,000
	Sanitation Total			\$938,000	\$398,000	\$20,000	\$270,000	\$0	\$250,000
Utility	Lift Station Maintenance	Replace Service Truck/Crane	Unrestricted Utility Fund	60,000	60,000				
Utility	Lift Station Maintenance	Bypass Pump on Trailer	Unrestricted Utility Fund	100,000			50,000		50,000
Utility	Lift Station Maintenance	Cellular Monitors	Unrestricted Utility Fund	130,000		55,000	25,000	25,000	25,000
Utility	Lift Station Maintenance	Large Pumps	Unrestricted Utility Fund	133,000		18,000	35,000	40,000	40,000
Utility	Lift Station Maintenance	Pump Station Rebuilds	Amer Rescue Plan Act	655,000	190,000	15,000	150,000	150,000	150,000
Utility	Lift Station Maintenance	Wet Well Rehabs	Unrestricted Utility Fund	145,000		55,000	30,000	30,000	30,000
Utility	Lift Station Maintenance	Pump Station Lighting	Unrestricted Utility Fund	20,000		10,000	10,000		
Utility	Lift Station Maintenance	Crane Service Truck	Unrestricted Utility Fund	100,000		100,000			
Utility	Lift Station Maintenance	Install Hose Bibs	Unrestricted Utility Fund	10,000		5,000	5,000		
	Lift Station Maintenance			\$1,353,000	\$250,000	\$258,000	\$305,000	\$245,000	\$295,000

City of Flagler Beach 5 Year Capital Plan

Fund	Department	Project or Equipment Description for Current Year	Funding Grant/Reserves/ Etc.	TOTAL PROJECT 5 YEAR BUDGET	BUDGET FY 21/22	BUDGET FY 22/23	BUDGET FY 23/24	BUDGET FY 24/25	BUDGET 25/26
Utility	Sewer Collections	Sewer Rehab	Unrestricted Utility Fund	1,200,000		300,000	300,000	300,000	300,000
Utility	Sewer Collections	New Sewer Laterals Install	Unrestricted Utility Fund	200,000		50,000	50,000	50,000	50,000
Utility	Sewer Collections	Crew Truck Replacement	Unrestricted Utility Fund	40,000					40,000
	Sewer Collections Total			\$1,440,000	\$0	\$350,000	\$350,000	\$350,000	\$390,000
Utility	Wastewater Plant	Service Truck Replacement	Unrestricted Utility Fund	30,000					30,000
Utility	Wastewater Plant	Bio solids Screw Press	State Grant Funds	850,000	850,000				
Utility	Wastewater Plant	Bio solids Screw Press	Reserves/Unrestricted Utility Fee	850,000	850,000				
Utility	Wastewater Plant	Reclaimed Water /Effluent Disposal System		-	TBD	TBD	TBD	TBD	TBD
Utility	Wastewater Plant	Telescoping Valve Replacement	Unrestricted Utility Fund	40,000		40,000			
Utility	Wastewater Plant	WWTF Security System	ARPA or City Funds	125,000		125,000			
Utility	Wastewater Plant	BNR Improvements	SRF Loan/Impact Fees	5,500,000		5,500,000			
Utility	Wastewater Plant	Raise PPI-1 Structure (Sea Level Rise)	ARPA/Grants	75,000		75,000			
Utility	Wastewater Plant	Raise PPI-2 Structure (Sea Level Rise)	ARPA/Grants	75,000		75,000			
Utility	Wastewater Plant	New WWTF Operations Building	SRF Loan/City Funds/ARPA/Impact Fees	800,000		800,000			
Utility	Wastewater Plant	Retaining Wall - East Side of WWTF	ARPA/Grants	250,000			250,000		
Utility	Wastewater Plant	WWTP Construction (See Note on last page)	SRF Loan	12,000,000	12,000,000				
	Wastewater Plant Total			\$20,595,000	\$13,700,000	\$6,615,000	\$250,000	\$0	\$30,000
Utility	Water Distribution	Water Service Truck	Unrestricted Utility Fund	35,000	-	35,000			
Utility	Water Distribution	Water System Rehab/Replace	Unrestricted Utility Fund	1,200,000		300,000	300,000	300,000	300,000
Utility	Water Distribution	Fire Hydrant Replacement	Unrestricted Utility Fund	115,000	15,000	25,000	25,000	25,000	25,000
Utility	Water Distribution	Meter Replacement/Radio Reads	Unrestricted Utility Fund/Reserve	850,000	850,000				
Utility	Water Distribution	Meter Reading Equipment	Unrestricted Utility Fund	7,500	7,500				
Utility	Water Distribution	Water Distrib. Reserve	Unrestricted Utility Fund	250,000	50,000	50,000	50,000	50,000	50,000
Utility	Water Distribution	Meter Truck Replacement	Unrestricted Utility Fund	30,000					30,000
Utility	Water Distribution	16" Main Running Down Lambert Ave.	Unrestricted Utility Fund	1,500,000		1,500,000			
	Water Distribution Total			\$3,987,500	\$922,500	\$1,910,000	\$375,000	\$375,000	\$405,000

City of Flagler Beach 5 Year Capital Plan

Fund	Department	Project or Equipment Description for Current Year	Funding Grant/Reserves/ Etc.	TOTAL PROJECT 5 YEAR BUDGET	BUDGET FY 21/22	BUDGET FY 22/23	BUDGET FY 23/24	BUDGET FY 24/25	BUDGET 25/26
Utility	Water Production	Replace Riser, Pipe and Valve South Tank	Unrestricted Utility Fund	40,000	40,000				
Utility	Water Production	Well #16 Design	Amer Rescue Plan Act	115,000	115,000				
Utility	Water Production	Well #16 Construction	Amer Rescue Plan Act	885,000	885,000				
Utility	Water Production	Well #17 Design	Water Impact/Unrestricted Utility Fund	115,000		115,000			
Utility	Water Production	Well #17 Construction	Water Impact/Unrestricted Utility Fund	1,400,000		1,400,000			
Utility	Water Production	1 MG Tank Design	Unrestricted Utility Fund	150,000			150,000		
Utility	Water Production	1 MG Tank Construction	Unrestricted Utility Fund	1,800,000				1,800,000	
Utility	Water Production	Train Motor Rehab	Unrestricted Utility Fund	40,000		20,000	20,000		
Utility	Water Production	Replacement Vehicles	Unrestricted Utility Fund	140,000		70,000		70,000	
Utility	Water Production	Treatment Train Meters	Unrestricted Utility Fund	15,000		5,000	5,000	5,000	
Utility	Water Production	River Crossing Main Line	Grant/Water Impact Fees	2,000,000	2,000,000				
Utility	Water Production	High Service #2	Unrestricted Utility Fund	45,000	45,000				
Utility	Water Production	High Service #3	Unrestricted Utility Fund	45,000		45,000			
Utility	Water Production	Acid Tanks	Unrestricted Utility Fund	60,000			60,000		
Utility	Water Production	Computers	Unrestricted Utility Fund	9,000		9,000			
Utility	Water Production	Well Meters	Unrestricted Utility Fund	25,000					25,000
Utility	Water Production	WTP Reserve	Unrestricted Utility Fund	250,000	50,000	50,000	50,000	50,000	50,000
	Water Production Total			\$7,134,000	\$3,135,000	\$1,714,000	\$285,000	\$1,925,000	\$75,000

City of Flagler Beach 5 Year Capital Plan

Fund	Department	Project or Equipment Description for Current Year	Funding Grant/Reserves/ Etc.	TOTAL PROJECT 5 YEAR BUDGET	BUDGET FY 21/22	BUDGET FY 22/23	BUDGET FY 23/24	BUDGET FY 24/25	BUDGET 25/26
Storm Water	Engineering/ Stormwater	Lambert Ave Swales Phase 2 City Share	Pursuing Grant	300,000		100,000	200,000		
Storm Water	Engineering/ Stormwater	Stormwater Improvements South Flagler Avenue Rte 100-S 7th City	Stormwater Funds	209,018	209,018				
Storm Water	Engineering/ Stormwater	Palm Island Subdivision	Stormwater Funds	40,692	40,692				
Storm Water	Engineering/ Stormwater	S Flagler Ave 9th-13th	Stormwater Funds	39,900	39,900				
Storm Water	Engineering/ Stormwater	Palma Vista Subdivision	Stormwater Funds	77,760	77,760				
Storm Water	Engineering/ Stormwater	Venice Park Subdivision	Stormwater Funds	38,520	38,520				
Storm Water	Engineering/ Stormwater	Flagler Avenue	Pursue Grant	600,000		600,000			
Storm Water	Engineering/ Stormwater	Sea Level Rise	Pursue Grant	500,000		500,000			
	Engineering Total			\$1,805,890	\$405,890	\$1,200,000	\$200,000	\$0	\$0
	Grand Total			\$41,772,139	\$19,705,271	\$13,713,167	\$2,887,667	\$3,477,867	\$1,988,167

5 Year Capital Plan by FUND

These projects are a partial list of those selected for ARPA. See following page for full list.

Fund	TOTAL PROJECT 5 YEAR BUDGET	BUDGET FY 21/22	BUDGET FY 22/23	BUDGET FY 23/24	BUDGET FY 24/25	BUDGET 25/26
CRA	\$45,000	\$45,000				
General	\$4,363,749	848,881	1,591,167	852,667	582,867	488,167
BCI	\$110,000	\$0	\$55,000	\$0	\$0	\$55,000
Sanitation	\$938,000	\$398,000	\$20,000	\$270,000	\$0	\$250,000
Storm Water	\$1,805,890	\$405,890	\$1,200,000	\$200,000	\$0	\$0
Utility	\$34,509,500	18,007,500	10,847,000	1,565,000	2,895,000	1,195,000
Total	\$41,772,139	\$0	\$13,713,167	\$2,887,667	\$3,477,867	\$1,988,167

NOTE: This document includes an estimate of \$12 million for the WWTP improvements, which is anticipated to begin construction in 21-22
The project will be paid with a State Revolving Fund Loan
The loan is already secured; when the project is awarded a budget amendment will be made

ARPA Projects:**Cost**

Fiber Optic Loop Phase 1	\$359,000
Premium Pay for Essential Workers	\$82,000
New Well Planning & Construction	\$1,000,000
Pump Station Rebuilds	\$710,000
Aeroclave	\$40,000
Economic Gardening Research Support Contract	\$68,000
Small Business Mini Grants	\$305,000

Total Projects	\$2,564,000
-----------------------	--------------------

Proposed Salary Schedule

<u>FUND</u>	<u>DEPARTMENT</u>	<u>Split Salary</u>	<u>POSITION</u>	<u>Current Salary 2020-2021</u>	<u>Proposed Salary 2021-2022</u>	<u>% Increase</u>
General	Commission		City Mayor	8,663	8,914	2.90%
General	Commission		City Commissioner	8,663	8,914	2.90%
General	Commission		City Commissioner	8,663	8,914	2.90%
General	Commission		City Commissioner	8,663	8,914	2.90%
General	Commission		City Commissioner	8,663	8,914	2.90%
General	Commission		City Commissioner	8,663	8,914	2.90%
	Commission			51,978	53,486	2.90%
General	Executive	*	City Manager	127,005	127,005	0.00%
General	HR	*	<i>Administrative Assistant (Decision Module)</i>		55,000	#DIV/0!
	Executive		DEPARTMENT TOTAL	127,005	182,005	43.31%
General	Clerk		City Clerk	74,818	76,987	2.90%
General	Clerk	*	Deputy City Clerk	43,202	46,256	7.07%
	Clerk		DEPARTMENT TOTAL	118,019	123,244	4.43%
General	HR	*	HR Officer	73,590	75,725	2.90%
General	HR	*	<i>Administrative Assistant (UNFUNDED)</i>	36,150	-	-100.00%
	HR		DEPARTMENT TOTAL	109,741	75,725	-31.00%
General	Finance	*	Finance Director	101,504	104,448	2.90%
General	Finance	*	Utility Billing Manager	55,162	56,761	2.90%
General	Finance	*	Payroll/Bookkeeper	48,131	51,329	6.64%
General	Finance	*	Accounts Payable Clerk	41,746	44,758	7.22%
General	Finance	*	Assistant to Finance Director	54,891	56,483	2.90%
General	Finance	*	<i>Cashier (UNFUNDED)</i>	29,120	-	-100.00%
General	Finance	*	Utility Billing Clerk	-	31,200	#DIV/0!
	Finance		DEPARTMENT TOTAL	330,553	344,979	4.36%

*Salary Split Between Departments or Funds

Proposed Salary Schedule

<u>FUND</u>	<u>DEPARTMENT</u>	<u>Split Salary</u>	<u>POSITION</u>	<u>Current Salary 2020-2021</u>	<u>Proposed Salary 2021-2022</u>	<u>% Increase</u>
General	Police		Police Chief	82,430	84,821	2.90%
General	Police		Police Captain	75,816	78,015	2.90%
General	Police		Sergeant	59,252	60,970	2.90%
General	Police		Sergeant	59,252	60,970	2.90%
General	Police		Sergeant	53,421	54,970	2.90%
General	Police		Sergeant	52,110	53,621	2.90%
General	Police		Detective	46,410	47,756	2.90%
General	Police		Officer	51,106	52,588	2.90%
General	Police		Officer	49,795	51,239	2.90%
General	Police		Officer	48,528	49,936	2.90%
General	Police		Officer	46,410	47,756	2.90%
General	Police		Officer	44,772	46,070	2.90%
General	Police		Officer	38,657	39,778	2.90%
General	Police		Officer	41,605	42,812	2.90%
General	Police		Officer	39,421	40,564	2.90%
<i>General</i>	<i>Police</i>		<i>Officer (Decision Module)</i>	-	39,778	#DIV/0!
General	Police		Administrative Assistant	38,438	41,355	7.59%
General	Police		Records Clerk	29,266	31,916	9.06%
General	Police		Evidence Custodian (Part Time)	22,464	23,115	2.90%
	Police		DEPARTMENT TOTAL	879,154	948,031	7.83%
General	VOCA		Victims Advocate	53,310	54,856	2.90%
General	VOCA		Victims Advocate (Part Time)	20,230	20,817	2.90%
General	VOCA		Victims Advocate (Part Time)	13,487	13,878	2.90%
	VOCA		DEPARTMENT TOTAL	87,027	89,551	2.90%

*Salary Split Between Departments or Funds

Proposed Salary Schedule

<u>FUND</u>	<u>DEPARTMENT</u>	<u>Split Salary</u>	<u>POSITION</u>	<u>Current Salary 2020-2021</u>	<u>Proposed Salary 2021-2022</u>	<u>% Increase</u>
General	Fire		Fire Chief	82,222	84,607	2.90%
General	Fire		Fire Captain	63,086	64,916	2.90%
General	Fire		Lieutenant	45,402	46,718	2.90%
General	Fire		Lieutenant	46,178	47,517	2.90%
General	Fire		Lieutenant	52,668	54,196	2.90%
General	Fire		Driver Engineer	42,886	44,130	2.90%
General	Fire		Driver Engineer	40,091	41,254	2.90%
General	Fire		Driver Engineer	40,868	42,053	2.90%
General	Fire		Fire Fighter	36,000	37,044	2.90%
General	Fire		Fire Fighter	36,737	37,803	2.90%
General	Fire		Fire Fighter	36,737	37,803	2.90%
General	Fire		Fire Marshall (Part Time)	7,000	7,203	2.90%
General	Fire		Fire Fighter (Part Time)	4,000	4,116	2.90%
General	Fire		Fire Fighter (Part Time)	4,000	4,116	2.90%
General	Fire		Fire Fighter (Part Time)	4,000	4,116	2.90%
General	Fire		Fire Fighter (Part Time)	4,000	4,116	2.90%
	Fire		DEPARTMENT TOTAL	541,876	561,707	3.66%

NOTE: Firefighter Salary DOES NOT INCLUDE Holiday Pay, Additional Overtime or Impact of Increase to Minimum W

*Salary Split Between Departments or Funds

Proposed Salary Schedule

<u>FUND</u>	<u>DEPARTMENT</u>	<u>Split Salary</u>	<u>POSITION</u>	<u>Current Salary 2020-2021</u>	<u>Proposed Salary 2021-2022</u>	<u>% Increase</u>
General	Recreation/Beach		Life Guards (Seasonal)	128,700	128,700	0.00%
General	Recreation/Beach	*	Beach/Recreation Director	56,493	58,131	2.90%
	Recreation/Beach		DEPARTMENT TOTAL	185,193	186,831	0.88%
General	Maintenance		Maintenance Supervisor	53,269	54,814	2.90%
General	Maintenance		Maintenance Worker	34,237	37,032	8.16%
General	Maintenance		Maintenance Worker	29,702	32,366	8.97%
General	Maintenance		Maintenance Worker	29,702	32,366	8.97%
General	Maintenance	*	Parks Worker		31,200	#DIV/0!
General	Maintenance	*	Parks Worker		31,200	#DIV/0!
General	Maintenance	*	Parks Worker		31,200	#DIV/0!
General	Maintenance	*	Parks Worker (UNFUNDED)		-	#DIV/0!
	Maintenance		DEPARTMENT TOTAL	146,910	250,177	70.29%
General	Planning		City Planner (Part Time)	61,562	63,347	2.90%
General	Planning		Code Enforcement Officer Part Time	26,520	7,500	-71.72%
General	Planning		Code Enforcement Officer Full Time to replace Part Time	-	28,600	#DIV/0!
General	Planning	*	Customer Service Rep	35,090	37,909	8.04%
	Planning		DEPARTMENT TOTAL	123,172	137,356	11.52%
General	Library		Librarian	40,789	43,774	7.32%
General	Library		Library Assistant	26,520	29,091	9.69%
General	Library		Library Assistant (Part Time)	16,588	17,069	2.90%
	Library		DEPARTMENT TOTAL	83,897	89,934	7.20%

*Salary Split Between Departments or Funds

Proposed Salary Schedule

<u>FUND</u>	<u>DEPARTMENT</u>	<u>Split Salary</u>	<u>POSITION</u>	<u>Current Salary 2020-2021</u>	<u>Proposed Salary 2021-2022</u>	<u>% Increase</u>
Building	BCI		Chief Building Inspector	86,091	88,588	2.90%
Building	BCI		Building Inspector	53,040	54,578	2.90%
Building	BCI		Permit Tech	41,330	44,330	7.26%
Building	BCI		Permit Tech (Part Time)	20,526	21,122	2.90%
	Building		DEPARTMENT TOTAL	200,987	208,618	3.80%
PIER	Pier		Pier Coordinator	32,573	35,319	8.43%
PIER	Pier		Bait Shop Attendent (Part Time)	20,177	20,762	2.90%
PIER	Pier		Bait Shop Attendent (Part Time)	4,680	4,816	2.90%
PIER	Pier		Bait Shop Attendent (Part Time)	15,413	15,860	2.90%
PIER	Pier		Bait Shop Attendent (Part Time)	14,820	15,250	2.90%
PIER	Pier		Bait Shop Attendent (Part Time)	14,820	15,250	2.90%
PIER	Pier		Bait Shop Attendent (Part Time)	8,320	8,561	2.90%
	Pier		DEPARTMENT TOTAL	110,803	115,818	4.53%
CRA	CRA		CRA Director (Decision Module)	-	55,000	#DIV/0!
CRA	CRA		DEPARTMENT TOTAL	-	55,000	#DIV/0!

*Salary Split Between Departments or Funds

Proposed Salary Schedule

<u>FUND</u>	<u>DEPARTMENT</u>	<u>Split Salary</u>	<u>POSITION</u>	<u>Current Salary 2020-2021</u>	<u>Proposed Salary 2021-2022</u>	<u>% Increase</u>
Utility	Engineering	*	City Engineer (UNFUNDED)	83,762	-	-100.00%
Utility	Engineering	*	Project Manager	55,000	56,595	2.90%
	Engineering		DEPARTMENT TOTAL	138,762	56,595	-59.21%
Utility	WTP		Water Plant Superintendant	74,818	76,987	2.90%
Utility	WTP		Operator B	52,374	53,893	2.90%
Utility	WTP		Operator B	51,126	52,609	2.90%
Utility	WTP		Operator B	49,421	50,854	2.90%
Utility	WTP		Operator C	35,568	38,401	7.97%
Utility	WTP		Operator C	35,568	38,401	7.97%
Utility	WTP		Operator C Part Time	23,525	24,207	2.90%
Utility	WTP		Operator C	35,360	38,187	8.00%
Utility	WTP		Trainee	29,744	32,409	8.96%
	WTP		DEPARTMENT TOTAL	387,504	405,950	4.76%

*Salary Split Between Departments or Funds

Proposed Salary Schedule

<u>FUND</u>	<u>DEPARTMENT</u>	<u>Split Salary</u>	<u>POSITION</u>	<u>Current Salary 2020-2021</u>	<u>Proposed Salary 2021-2022</u>	<u>% Increase</u>
Utility	Public Works	*	Public Works Supervisor	52,666	54,193	2.90%
Utility	Public Works		T &D Utility Mechanic	43,826	46,899	7.01%
Utility	Public Works	*	Project Coordinator	38,189	41,098	7.62%
Utility	Public Works		Meter Reader	36,837	39,707	7.79%
Utility	Public Works		Utility Mechanic	35,360	38,187	8.00%
Utility	Public Works		Light Equipment Operator	29,702	32,366	8.97%
Utility	Public Works	*	Laborer	29,702	32,366	8.97%
Utility	Public Works	*	Laborer	29,702	32,366	8.97%
Utility	Public Works		Meter Reader (Part Time)	21,112	22,224	5.27%
	Public Works		DEPARTMENT TOTAL	317,096	339,406	7.04%
Utility	WWTP		Superintendant of Waste Water	58,573	60,271	2.90%
Utility	WWTP		Operator B	44,720	47,819	6.93%
Utility	WWTP		Trainee to Oper C	30,389	38,401	26.36%
Utility	WWTP		Trainee to Oper C	30,347	38,401	26.54%
	WWTP		DEPARTMENT TOTAL	164,029	184,892	12.72%
Utility	LS Maintenance		Crew Leader	45,469	48,589	6.86%
Utility	LS Maintenance		Utility Mechanic	41,850	44,865	7.21%
Utility	LS Maintenance		Utility Mechanic	34,840	37,652	8.07%
	LS Maintenance		DEPARTMENT TOTAL	122,158	131,107	7.33%

*Salary Split Between Departments or Funds

Proposed Salary Schedule

<u>FUND</u>	<u>DEPARTMENT</u>	<u>Split Salary</u>	<u>POSITION</u>	<u>Current Salary 2020-2021</u>	<u>Proposed Salary 2021-2022</u>	<u>% Increase</u>
Sanitation	Sanitation		Solid Waste Superintendent	61,214	62,990	2.90%
Sanitation	Sanitation		S/W Equipment Operator/Mechanic	50,003	51,453	2.90%
Sanitation	Sanitation		S/W Equipment Operator	25,792	32,105	24.48%
Sanitation	Sanitation		S/W Equipment Operator	30,409	35,572	16.98%
Sanitation	Sanitation		S/W Equipment Operator	27,809	32,897	18.30%
Sanitation	Sanitation		S/W Equipment Operator	26,312	32,105	22.02%
	Sanitation		DEPARTMENT TOTAL	221,540	247,121	11.55%

Building Code Inspection	\$ 200,987	\$ 208,618	3.80%
Pier Enterprise	\$ 110,803	\$ 115,818	4.53%
Utility Fund	\$ 1,129,549	\$ 1,117,950	-1.03%
Sanitation Fund	\$ 221,540	\$ 247,121	11.55%
General Fund	\$ 2,784,525	\$ 3,043,025	9.28%
CRA	\$ -	\$ 55,000	#DIV/0!
Grand Total	\$ 4,447,403	\$ 4,787,531	7.65%

*Salary Split Between Departments or Funds