



Town Council Workshop

Monday, August 16, 2021 at 7:00 pm

1. CALL TO ORDER, PRAYER AND PLEDGE

2. ROLL CALL

3. WORKSHOP ACTION

a. Review Proposed Budget for Personnel, Operating and Capital Projects.

Agenda Reports Number 3a(1) & 3a(2)

Attachments:

- **Agenda Report Number 3a(1)** (Agenda_Report_Number_3a_1_.pptx)
- **Agenda Report Number 3a(2)** (Agenda_Report_Number_3a_2_.pdf)

b. Funding Priorities for Capital Projects.

Attachments:

- **Agenda Report Number 3b** (Agenda_Report_Number_3b.pdf)

4. ADJOURNMENT

Contact: Debby Franklin (townclerk@townofmalabar.org 321-727-7764) | Agenda published on
08/10/2021 at 3:12 PM



Town of Malabar

Budget Workshop

August 16, 2021



Agenda & Key Budget Timeline

- **June 28, 2021 -Budget Workshop #1 –Millage**
 - **Drafting Base Budget**
 - **Operational Priorities**
 - **Council Priorities & Framework Discussion**
- **Certified Taxable Values – BCPAO sends 1st/2nd Week of July**
- **July 19, 2021 - Set Millage for TRIM Notice to Property Owners**
- **Budget Workshop Date:**
 - **August 16**
- **Budget Hearings – Adopt Millage Rate & Budget**
 - **September 14th at 7:30pm (First)**
 - **September 27th at 7:30pm (Second)**



Millage Rates

FY 2020-2021 Adopted Budget

Property Value	Millage Rate	Ad Valorem Tax Revenue	Budgeted 95%	Y-T-D Balance
\$279,749,989	2.38	\$647,122.00	\$632,515.00	\$639,185.00

FY 2021–2022 Draft Budget

Property Value	Millage Rate	Ad Valorem Tax Revenue	Budgeted 95%	Y-T-D Balance
\$303,721,771 (Revised)	2.4899	\$756,236.84	\$725,987.36	\$0.00
\$299,986,688 (Null)	2.4999	\$749,936.67	\$712,440.15	\$0.00

Draft Budget Highlights

- Millage Calculation Reduced to 2.4899 from 2.4999
 - New Property Valuation Increased
 - Within the 10% CAP
- Balanced Budget Totaling 3,189,672
 - Building Fund will use fund balance of \$64,722 FY21/22
 - Reduced Revenues Projected
 - Increased Contracted Personnel Added
 - Revisit Permit Fees – Zero \$ permits
 - Remaining fund balance est. \$56,498
 - Stormwater Fund \$219K - will use fund balance of \$89,720
 - Allocate Capital Project Funding – 96K
 - Mini-Excavator – 70% from the SW Fund.
 - Increased Maintenance Activities \$100K for Projects & Contract VacTruck Services

Draft Budget Highlights (continued)

- General Fund

- Reviewed Personnel Costs and Recalculated all related expenses:
 - Town Portion of Health, Dental, Vision Enrollment, FICA, Worker's Comp, Life, AD&D, FRS
 - Includes 3% Cos of Living to Non-Union Employees
 - Includes Union Tentative Negotiated Increases for LT's and Driver Engineers
- Funded Other Employee Benefits (EOB) liabilities (sick/vacation payouts) from 0% to 26% funded.
- Consolidated General Fund Expenses to 519 – Pest, It, Communications, Telephone, Utilities, Rentals, Insurances, Operating Supplies.
- Funded Special Projects Position 50/50 General Fund and ARPA., as directed
- Increased Legal Funding to 60K from 30K.

Draft Budget Highlights (continued)

- General Fund (Continued)
 - Replace Fire Chief's Pickup Truck with SUV and transfer to oldest PW truck for surplus.
 - Funded LifePaks for FD – Cardio monitor defibrillator units – may be eligible for grants funds
 - Maintained funding of PW Vehicle & Road Maintenance
 - Allocated GF PW Portion of Funding for Mini Excavator, \$19,500
 - Increased PW CIP Paving Fund to 160K from 66K
 - 25K Funded Park bathroom remodel (roof, doors, lights, fixtures) Grant funds may be a resource to augment expenses.
 - Replacing both Toro mowers, \$25K – trade-in credit may be add'l savings
 - Special Event Funding increased to 7K, additional 1K from last budget year

Capital Improvement Plan

- Need to be Prioritized
- Needs Funding allocated based on Estimates in Plan Years
- Needs to include any ongoing costs/personnel/annual maintenance after improvement.
- Capital Projects Thresholds - \$5K+, Fixed Tangible Asset, or a useful life of 7+ years.

Council Discussion & Direction for Draft FY21/22 Budget



Thank
You



Budget Fiscal Year 2021/2022

First Public Hearing on

Second Public Hearing on

Millage adopted Ordinance 2021-

Budget adopted Ordinance 2021-

Fund Balance Reserves 7/9/21	Balance	FY22 Use	Reserve Balance
Cash - General Fund	\$ 126,783.43	\$ -	\$ 126,783.43
Investments- General Fund	\$ 1,231,765	\$ -	\$ 1,231,765.40
Investments - Gen. Fund - SBA	\$ 45,030	\$ -	\$ 45,030.07
Park Fund	\$ 144,873	\$ -	\$ 144,873.20
Building Fund	\$ 121,220	\$ (64,722)	\$ 56,497.56
Stormwater Fund	\$ 276,246	\$ (89,720)	\$ 186,526.35
CIP - Streets & Roads	\$ 101,002	\$ -	\$ 101,002.12
CIP - PW Vehicle Replacement	\$ 60,908	\$ -	\$ 60,908.00
CIP - FD Vehicle Replacement	\$ 8,204	\$ -	\$ 8,204.00
	<u>\$ 2,116,032.57</u>	<u>\$ (154,442)</u>	<u>\$ 1,961,590.13</u>

Revenues

Account Fund	FY22 Estimates	Fund Balance	Total Revenues
General Fund	\$ 2,135,230	\$ -	
Disaster Relief Fund	\$ 600,000	\$ -	\$ 2,735,230
Building Fund	\$ 171,220	\$ 64,722	\$ 235,942
Stormwater Fund	\$ 128,780	\$ 89,720	\$ 218,500
	<u>\$ 3,035,230</u>	<u>\$ 154,442</u>	<u>\$ 3,189,672</u>
			<u>\$ 3,189,672</u>

Expenditures

Account Fund	Personnel	Operating	Capital	Total Expenses
511-Legislative	\$ 72,307	\$ 22,099	\$ -	\$ 94,406
512-Executive	\$ 98,273	\$ 2,500	\$ -	\$ 100,773
513-Admin	\$ 189,398	\$ 34,000	\$ -	\$ 223,398
514-Legal	\$ -	\$ 60,000	\$ -	\$ 60,000
515-Comp Plan	\$ -	\$ 3,500	\$ -	\$ 3,500
519-General Government	\$ 69,054	\$ 153,546	\$ -	\$ 222,600
522-Fire Control	\$ 491,626	\$ 84,500	\$ 149,696	\$ 725,822
524-Protective Inspections	\$ 122,817	\$ 113,125	\$ -	\$ 235,942
525-Disaster Relief	\$ 72,307	\$ -	\$ 527,693	\$ 600,000
538-Flood Control	\$ -	\$ 123,000	\$ 95,500	\$ 218,500
541-Streets Roads	\$ 229,930	\$ 121,100	\$ 216,575	\$ 567,605
572-Parks	\$ 68,725	\$ 37,400	\$ 24,000	\$ 130,125
574-Special Events	\$ -	\$ 7,000	\$ -	\$ 7,000
All Funds Total	<u>\$ 1,414,438</u>	<u>\$ 761,770</u>	<u>\$ 1,013,464</u>	<u>\$ 3,189,672</u>
General Fund Expense Total	<u>\$ 1,291,620</u>	<u>\$ 525,645</u>	<u>\$ 917,964</u>	<u>\$ 2,735,229</u>
Building Fund Expense Total	<u>\$ 122,817</u>	<u>\$ 113,125</u>	<u>\$ -</u>	<u>\$ 235,942</u>
Stormwater Fund Expense Total	<u>\$ -</u>	<u>\$ 123,000</u>	<u>\$ 95,500</u>	<u>\$ 218,500</u>
				<u>\$ 3,189,672</u>

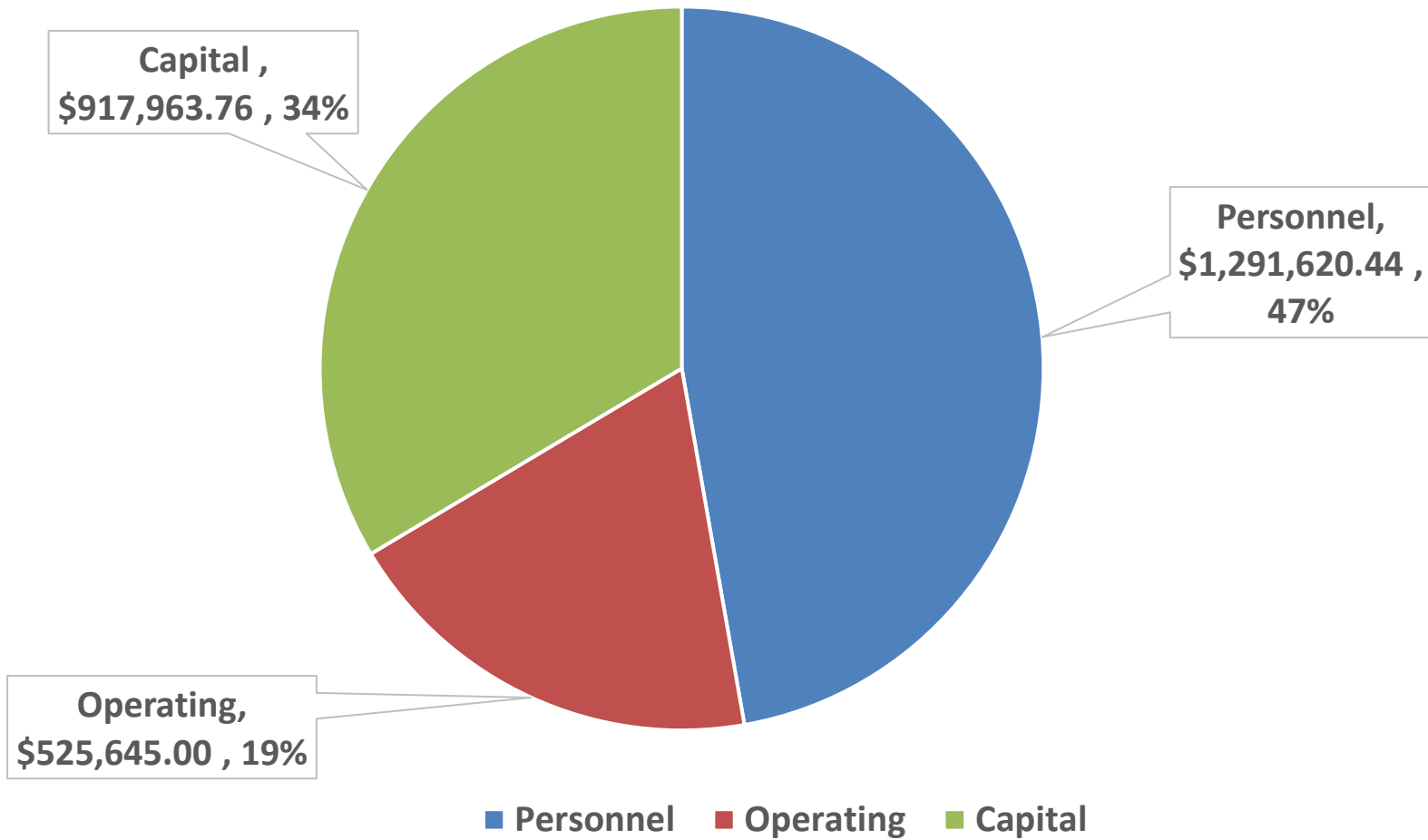
ACCT NO.	ACCOUNT DESCRIPTION	FYE 9/2019	FYE 9/2020	BUDGET FY 20/21	FYTD 8/4/2021	Proposed FY 21/22	Notes
	Funding Sources						
31	TAXES	1,053,956	1,117,341	1,148,542	1,112,189	1,294,759	
32	PERMITS, FEES, & SPECIAL ASSESSMENTS	403,300	465,210	422,000	389,348	432,038	
33	INTERGOVERNMENTAL REVENUE	314,146	260,604	237,969	219,134	888,898	
34	CHARGES FOR SERVICES	69,122	50,608	53,885	44,210	64,722	
35	FINES AND FORFEITURES	80	175	150	360	400	
36	MISCELLANEOUS	178,253	133,989	168,053	315,614	236,580	
38	OTHER SOURCES	42,369	44,905	125,123	120,276	117,833	
	TOTAL REVENUE	2,061,226	2,072,832	2,155,722	2,201,131	3,035,230	
38 Cont.	RESERVED FUNDING/FINANCING	148,533	77,437	194,911	59,686	154,442	
	TOTAL FUNDING	2,209,759	2,150,269	2,350,633	2,260,817	3,189,672	

ACCT NO.	ACCOUNT DESCRIPTION	FYE 9/2019	FYE 9/2020	BUDGET FY 20/21	FYTD 8/4/2021	Proposed FY 21/22	Notes
	EXPENDITURES	FYE 9/2019	FYE 9/2020	BUDGET FY 20/21	FYTD Jun-21	Proposed FY 21/22	Notes
511	LEGISLATIVE	22,301	24,000	24,000	20,847	94,406	
512	EXECUTIVE	95,967	99,047	122,085	89,860	100,773	
513	FINANCE & ADMINISTRATIVE	168,879	194,266	208,877	140,092	223,398	
514	LEGAL	29,659	27,555	30,000	23,780	60,000	
515	COMPREHENSIVE PLANNING	14,580	3,475	5,000	892	3,500	
519	GENERAL GOVERNMENT	97,201	85,837	72,014	70,678	222,600	
522	FIRE CONTROL	646,675	655,900	687,600	511,705	725,822	
524	PROTECTIVE INSPECTIONS	114,201	152,277	201,526	136,158	235,942	
525	DISASTER RELIEF	24,371	220	0	1,101	600,000	
538	FLOOD CONTROL/SW MANAGEMENT	109,682	69,644	234,076	180,309	218,500	
541	STREETS AND ROADS	444,972	411,858	679,646	418,408	567,605	
572	PARKS AND RECREATION	71,853	66,253	91,809	155,912	130,125	
574	SPECIAL EVENTS	278	4,527	6,000	1,395	7,000	
	TOTAL EXPENDITURES	1,840,619	(1,794,859)	(2,362,633)	(1,751,137)	(3,189,672)	

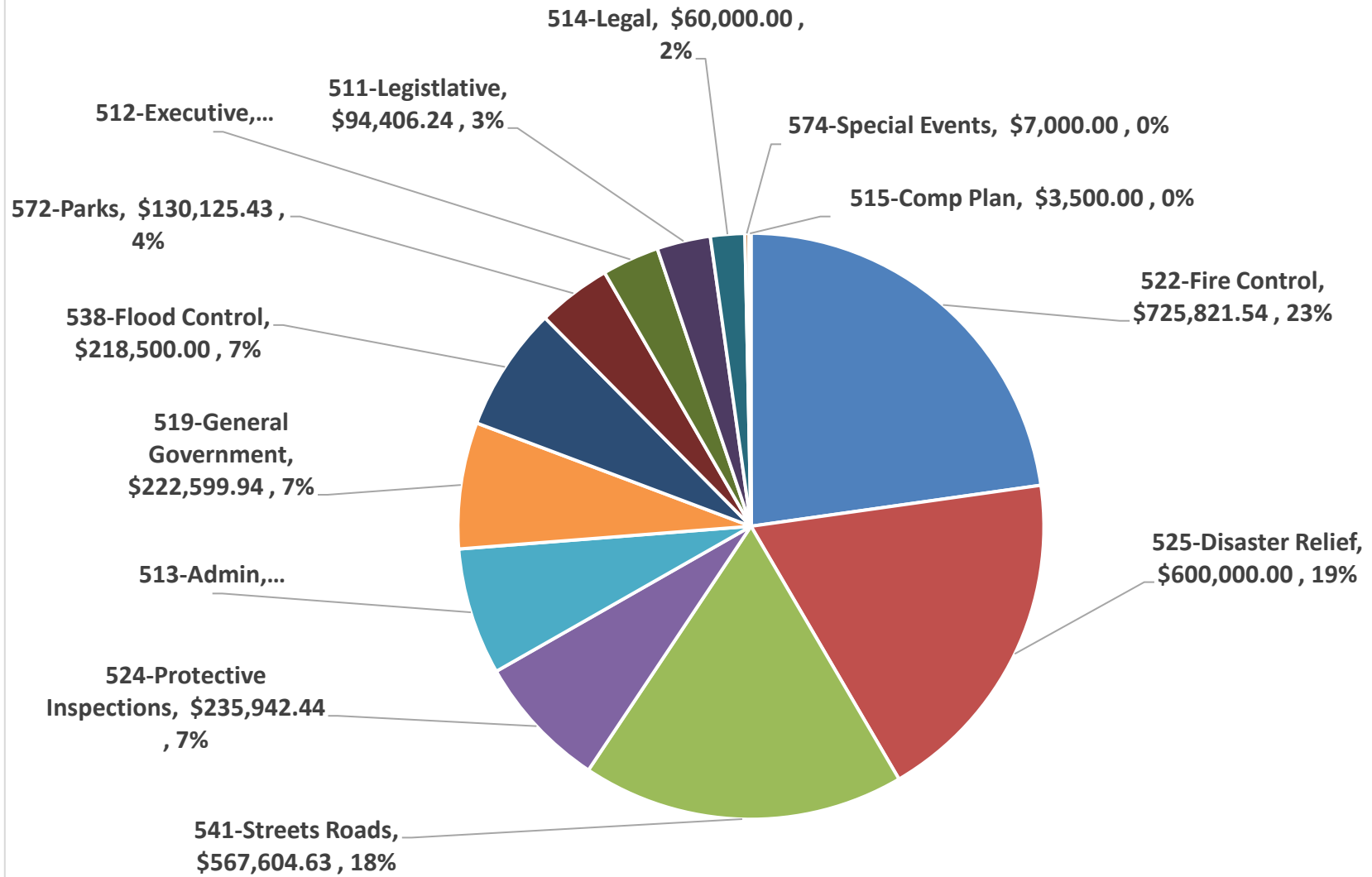
GENERAL FUND FUNDING SOURCES							
population per State for formulas - 2,979 - an increase of 80 persons from last year							
ACCT	ACCOUNT DESCRIPTION	FYE 9/2019	FYE 9/2020	BUDGET 20/21	FYTD 08/04/2021	Proposed FY 22/22	Notes
31	TAXES						
311.1000	Ad Valorem Taxes 2.4899	513,065	574,725	632,515	639,178	725,988	Total Taxable Value of \$ (96% of expected returns)
312.4000	Local Option Gas Tax	109,443	105,988	94,048	98,614	122,729	Est. from County
314.1000	Utility Tax - Electricity	300,042	300,959	291,964	258,657	310,296	based on prior receipts
314.4000	Utility Tax - Gas	13,718	10,710	12,000	11,654	13,265	based on prior receipts
315.1000	Communications Services Tax	99,055	103,996	97,515	85,583	102,481	waiting on Est. from State
316.1000	Business Tax Receipts - Malabar	18,633	20,963	20,500	18,503	20,000	Local Business
	TOTAL TAXES	1,053,956	1,117,341	1,148,542	1,112,189	1,294,759	
32	PERMITS, FEES, & SPECIAL ASSESS						
322.1000	Building Permits	142,824	212,464	175,000	142,903	171,220	This Funds Dept 524,
323.1000	Electric - Franchise	212,019	203,972	200,000	170,421	210,000	30 yr contract
323.4000	Water - Franchise Fee	6,827	7,193	6,000	5,150	6,818	Contract ends 9/2022
323.7000	Solid Waste Franchise	34,615	34,227	36,000	28,111	37,000	7 yr contract - termed by vendor
329.1000	OPSA - Land Use Related	7,015	7,354	5,000	42,763	7,000	Land Uses Incl.
	TOTAL PERMITS, FEES, & SPECIAL ASSESS	403,300	465,210	422,000	389,348	432,038	
33	INTERGOVERNMENTAL REVENUE						
331.6200	FEMA Reimbursement	27,779	2,381	3,762	0	0	
331.6300	ARP	0	0	0	0	600,000	ARP 2 est 1.2/2 annuals
335.1200	State Revenue Sharing	84,734	77,939	70,337	63,540	90,757	Est. from State
335.1400	State Mobile Home Tax	2,021	1,975	2,295	2,728	2,951	Based on past receipts
335.1500	Alcoholic Beverage Licenses	1,776	1,468	1,700	1,477	1,700	Based on past receipts
335.1800	Local Gov't Half Cent Sales Tax	189,826	168,277	151,122	142,512	184,354	Est. from State
335.4900	Other General Government - Traffic Signal Maintenance	7,276	7,466	7,653	7,653	8,036	Annual (July) Reimbursement from FDOT
338.2000	Business Tax Receipts Brevard Ct	734	1,098	1,100	1,224	1,100	From Brevard Cty BTR receipts
	TOTAL INTERGOVERNMENTAL REVENUE	314,146	260,604	237,969	219,134	888,898	

GENERAL FUND FUNDING SOURCES							
population per State for formulas - 2,979 - an increase of 80 persons from last year							
ACCT	ACCOUNT DESCRIPTION	FYE 9/2019	FYE 9/2020	BUDGET 20/21	FYTD 08/04/2021	Proposed FY 22/22	Notes
34	CHARGES FOR SERVICES						
349.2000	Cell Tower Lease	31,390	28,980	28,980	21,465	28,980	2415 x 12
349.5000	Special Event Revenue	970	3,214	4,000	1,602	1,000	
349.7000	Fire Dept Training Fees - others	0	0	0	0		training outsiders
349.7010	Background Check	360	0	0	155	600	
349.8000	Paving Assesment	32,392	12,239	17,555	14,238	26,442	Smith \$8887/Hunter \$17356
349.8010	Golf Cart Registration Fee	350	525	350	200	200	1-time \$50 cost
349.9000	Lien Searches	3,660	5,650	3,000	6,550	7,500	based on prior receipts
	TOTAL CHARGES FOR SERVICES	69,122	50,608	53,885	44,210	64,722	
35	FINES & FORFEITURES						
351.5000	Fines & Forfeitures	80	175	150	360	400	
	TOTAL FINES & FORFEITURES	80	175	150	360	400	
36	MISCELLANEOUS REVENUES						
361.1000	Interest	28,525	16,831	20,000	4,456	3,000	
363.1000	SW Assessment	100,741	95,702	128,953	122,324	128,780	based on \$64/ERU
363.2300	TIFT Received	13,479	12,000	0	0	100,000	From Cty on new const
365.1000	Sale of Surplus Materials	15,404	4,500	10,000	185,630	1,500	
366.1000	Donations FD	13,290	110	5,000	1,450	1,500	
369.3000	Insurance Refund	4,113	3,175	3,500	1,493	1,500	
369.9000	Miscellaneous Revenues	2,701	1,671	600	261	300	
	TOTAL MISCELLANEOUS REVENUE	178,253	133,989	168,053	315,614	236,580	
38	OTHER SOURCES						
389.2000	General Grant Revenue	33,195	0	0	0	0	future grant applications
389.3000	VFA State Grant	9,174	2,910	20,000	0	0	FD 50/50 match from VFA
389.5000	DEP Revolving Loan	0	41,995	105,123	120,276	70,000	
389.9020	Use of TIFT Funding	0	0	0		47,833	Trans Impact Fee Bal/ 6/30/21 \$309,262
	TOTAL OTHER SOURCES	42,369	44,905	125,123	120,276	117,833	
38 Cont.	USE OF RESERVED FUNDING				-77,513		
389.9000	Parks Rec Funds	0	45,160	0	45,160	0	99K bal in reserves 10/1/2021
389.9520	Use of BD Restricted Funding	0	32,277	14,526	14,526	64,722	Balance FY21 \$121,220
389.9530	Use of General Fund Reserve	0	0	180,385	0	0	
389.9540	Use of SW Reserved Funding	148,533	0	0	0	89,720	Balance FY21 \$136,241
	TOTAL OTHER SOURCES	148,533	77,437	194,911	59,686	154,442	
	TOTAL FUNDING	2,209,839	2,150,269	2,350,633	2,260,817	3,189,672	

General Fund Expense Allocation



Total Department Budgeted Expenses



511 - LEGISLATIVE							
ACCT	ACCOUNT DESCRIPTION	FYE	FYE	BUDGET	FYTD	Proposed	Notes
NO.		9/2019	9/2020	FY 20/21	08/04/2021	FY21/22	FY 20/21
	Personnel Services						
512.1100	Special Projects Manager	0	0	0	0	50,000	
512.2100	FICA Taxes	0	0	0	0	3,825	
512.2200	Retirement Contribution - FRS	0	0	0	0	5,410	
512.2300	Employee Benefits	0	0	0	0	13,072	
512.2400	Workers Compensation	0	0	0	0	0	
	Total Personnel Services	0	0	0	0	72,307	
	Operating Expenses						
511.3400	Contractual Services -	11,283	10,000	15,000	16,776	14,600	Code, FLC, SCLC,
511.4000	Travel & Per Diem - Mayor	1,315	1,500	1,500	1,045	1,500	League of Mayors, Civ-Mil, SCLC
511.4010	Travel & Per Diem - Council	3,162	2,500	2,500	2,763	3,500	FLC Conf, IEMO, SCLC, Ethics
511.4100	Printing, Postage, PR	5,169	5,000	2,000	263	1,000	PR, Postage
511.5200	Operating Supplies	1,372	5,000	3,000	0	1,499	
	Total Operating Expenses	22,301	24,000	24,000	20,847	22,099	
	Capital Outlay						
511.6400	Machinery & Equipment	0	0	0	0	0	
	Total Capital Outlay	0	0	0	0	0	
	TOTAL LEGISLATIVE	22,301	24,000	24,000	20,847	94,406	

512 - EXECUTIVE							
ACCT NO.	ACCOUNT DESCRIPTION	FYE 9/2019	FYE 9/2020	BUDGET FY 20/21	FYTD 08/04/2021	Proposed FY 21/22	Notes FY 20/21
	Personnel Services						
512.1100	Town Manager	45,481	65,000	13,000	11,950	53,002	9.5 months
512.1100	ITM	7,827	0	65,000	51,312	-	
512.1600	Retiree Pay	16,670	0	0	0	-	
512.2100	FICA Taxes	5,279	4,208	5967	4,616	4,055	
512.2200	Retirement Contribution - FRS	11,648	16,517	21286	17,858	19,442	Contributions due for full salary
	Retirement True Up - FRS	0	0	0	0	15,174	10097.30/2020 & 5076.75/2021
512.2300	Employee Benefits	5,480	7,975	8852	-352	6,601	
512.2400	Workers Compensation	308	480	480	505	-	
	Total Personnel Services	92,693	94,180	114,585	85,889	98,273	
	Operating Expenses						
512.4000	Travel, Train & Per Diem	3,274	4,867	5,000	3,775	2,500	Continuing education/car allowance
512.5200	Operating Supplies	0	0	2,500	196	0	Moved to 519 GGE
	Total Operating Expenses	3,274	4,867	7,500	3,971	2,500	
	Capital Outlay						
511.6400	Machinery & Equipment	0	0	0	0	0	
	Total Capital Outlay	0	0	0	0	0	
	TOTAL EXECUTIVE	95,967	99,047	122,085	89,860	100,773	

513 - FINANCE & ADMINISTRATION							
ACCT	ACCOUNT DESCRIPTION	FYE	FYE	BUDGET	FYTD	Proposed	Notes
NO.		9/2019	9/2020	FY 20/21	08/04/2021	FY 21/22	
	Personnel Services						
513.1100	Clerk/Treasurer	59,763	63,420	65,000	56,197	66,950	
513.1200	Deputy Clerk/Treasurer	13,323	33,438	36,036	29,700	37,117	
513.1300	Reception/Clerical Asst to Clerk	17,000	15,625	17,160	14,122	23,566	FTE
513.1400	Overtime	350	789	2,000	386	1,000	
513.2100	FICA Taxes	6,557	8,523	9,073	6,822	9,764	
513.2200	Retirement Contribution - FRS	18,220	19,407	22,978	15,968	25,988	
513.2300	Employee Benefits	21,354	21,031	20,690	14,717	25,013	
513.2400	Workers Compensation	1,230	1,440	1,440	1,486	0	
	Total Personnel Services	137,797	163,673	174,377	139,398	189,398	
	Operating Expense						
513.3100	Election Expenses	159	0	2,000	0	1,000	Districts 4 & 5
513.3210	Auditing	19,000	19,500	21,000	0	21,500	Annual Contract
513.4000	Travel & Per Diem	1,787	4,037	5,000	20,000	5,000	Continuing education/training
513.4900	Charges & Obligations	7,999	4,041	5,000	2,901	5,000	Legal ads, Qbooks
513.5200	Operating Supplies	1,031	3,015	1,500	5,806	1,500	
	Total Operating Expenses	29,976	30,593	34,500	694	34,000	
	Capital Outlay						
513.6400	Machinery & Equipment	1,106	0	0	0	0	
	Total Capital Outlay	1,106	0	0	0	0	
	TOTAL FINANCE & ADMIN.	168,879	194,266	208,877	140,092	223,398	

514 - LEGAL

514 - LEGAL							
ACCT	ACCOUNT DESCRIPTION	FYE	FYE	BUDGET	FYTD	Proposed	Notes
NO.		9/2019	9/2020	FY 20/21	08/04/2021	FY 21/22	
	Operating Expenses						
514.3100	Professional Services	29,659	27,555	30,000	23,780	60,000	Employee manual update, ongoing litigation
	TOTAL LEGAL	29,659	27,555	30,000	23,780	60,000	

515 - COMPREHENSIVE PLANNING							
ACCT	ACCOUNT DESCRIPTION	FYE	FYE	BUDGET	FYTD	Proposed	Notes
NO.		9/2019	9/2020	FY 20/21	08/04/2021	FY 21/22	
	Operating Expenses						
515.3100	Professional Services	14,580	3,475	5,000	892	3,500	Comp Plan updates, LDC updates
	TOTAL COMP PLANNING	14,580	3,475	5,000	892	3,500	

519 - GENERAL GOVERNMENT							
ACCT NO.	ACCOUNT DESCRIPTION	FYE 9/2019	FYE 9/2020	BUDGET FY 20/21	FYTD 08/04/2021	Proposed FY 21/22	Notes FY 20/21
	Personnel Services						
519.2330	OEB Liabilities	0	0	0	0	27,286	\$106K Term/Conversion Payouts 26% Funded
519.2400	Worker's Compensation	0	0	0	0	40,835	
519.2410	AD&D FFCD Premium	0	0	0	0	933	
	Total Personnel Services	0	0	0	0	69,054	
	Operating Expenses						
519.3400	Contractual Serv: Pest Control	1,678	1,276	1,400	988	2,200	GF
519.3420	Contractual Serv: IT /Web	10,444	11,056	10,000	11,359	15,000	O365 \$3876, IT Spt \$5040, Iworq, Soniclear\$500,
519.3460	Contractual Serv: Cleaning	2,960	2,180	2,500	1,560	4,620	all depts except BD will be merged
519.4000	Travel,Train & Per Diem	0	0	0	0	7,080	Conference, Trianing, Travel, Per Diem
519.4100	Comm & Freight - Tele/ISP	6,647	3,020	5,500	3,777	12,650	Internet, PhoneSystem, Cell phones
519.4300	Utilities - Electric	4,215	2,770	2,300	1,942	10,150	
519.4400	Rentals & Leases	4,464	4,472	4,000	3,582	12,700	Dex,H2o,CIT
519.4500	Insurance - Property Liability	51,858	35,694	32,314	35,330	50,000	property, liability & auto ins, exec travel, ADD
519.4600	Repair & Maintenance	8,331	18,040	5,000	4,086	10,000	All GF
519.4900	Other Current Chrgs & Oblig	1,539	2,605	2,000	3,704	5,000	Cty landfill, invest/bank fees,recording fees,FRS fees
519.4920	Contingency	0	200	1,000	0	7,229	
519.5200	Operating Supplies	5,065	4,524	6,000	4,350	16,917	
	Total Operating Expenses	97,201	85,837	72,014	70,678	153,546	
	TOTAL GEN GOVERNMENT	97,201	85,837	72,014	70,678	222,600	

522 - FIRE CONTROL							
ACCT	ACCOUNT DESCRIPTION	FYE	FYE	BUDGET	FYTD	Proposed	Staff Notes
NO.		9/2019	9/2020	FY 20/21	08/04/2021	FY 21/22	
	Personnel Services						
522.1100	Executive - Fire Chief	40,673	39,884	47,000	33,903	48,410	
522.1200	Reg Salaries - Lt - 4 each	141,228	232,825	118,702	195,630	130,572	FTE Lt (14.78 x 2208) = 32643.07 x 4
	Reg Salary - Admin Asst	-	-	14,976		15,452	1300 hrs @ 11.54
	FTE FF- Driver/Eng 4 each	73,163	-	91,853		101,957	FTE (11.54 x 2208) = 25,489X4
522.1300	Holiday	5,769	8,688	8,000	8,025	8,000	
522.1400	Overtime	3,436	10,278	7,000	2,823	5,000	
522.1500	Pay Per Call vol FF	14,171	12,477	15,000	5,885	7,500	PPC FD volunteers
522.2100	FICA taxes	19,209	22,542	20,850	15,815	23,248	
522.2200	FRS	69,141	67,852	72,197	51,295	74,407	
522.2300	Employee Benefits	59,900	73,760	83,031	43,487	77,080	
522.2400	Workers Compensation	7,500	10,579	11,000	10,100	0	
	Total Personnel Services	434,190	478,885	489,609	366,963	491,626	
	Operating Expenses						
522.3100	HFAdvent CentraCare	1,212	1,345	5,000	335	5,000	Annual Physicals - HF \$550/Member (9)
522.3100	Contractor Medical Director	0	0	0	0	7,500	Dudley - FY21 Training 3440
522.3420	IT, Cloud, Related	2,445	6,267	7,500	3,424	1,150	Fire Programs
522.3440	Training for MVFD members	1,249	2,854	2,500	10,320	2,500	MVFD personnel, target solutions
522.3470	ILA for 800 Mhz Sys	4,832	6,239	6,500	12,623	6,250	ILA MFD portion for Cty Backbone Per Radio Charge
522.3490	ILA 911 County Dispatch	9,500	9,500	9,500	9,500	9,500	ILA annual payment w/ County
522.4000	Travel & Per Diem	240	0	0	0	0	
522.4100	Com & Freight-Telephone	6,233	4,277	5,000	5,920	500	Freight, Comms to 519
522.4300	Utilities - Electric	9,681	8,510	7,000	6,101	0	FD & Annex to 519
522.4400	Rentals & Leases	3,948	3,984	3,984	3,551	0	to 519
522.4600	Repairs & Maintenance	26,227	35,688	30,000	23,813	30,000	bldg & vehicles
522.4615	Expend from Donations	3,300	7,103	5,000	145	0	see revenue 366.1000 for donations
522.4620	Repairs Maint/Radio	8,004	4,069	7,000	6,034	1,500	-6500
522.4800	Promotional Activities	653	0	0	129	0	Pancake Breakfast funded by FD Inc.
522.5100	Office Supplies	1,223	1,355	1,600	0	0	519

522 - FIRE CONTROL							
ACCT	ACCOUNT DESCRIPTION	FYE	FYE	BUDGET	FYTD	Proposed	Staff Notes
NO.		9/2019	9/2020	FY 20/21	08/04/2021	FY 21/22	
522.5200	Operating Supplies - Fuel	8,392	6,042	7,000	4,677	7,500	
522.5210	Operating Expenses	18,658	18,677	18,111	8,019	12,500	
522.5400	Books, Pub, Subscrip, Membership	583	485	600	455	600	
	Total Operating Expenses	106,380	116,395	116,295	95,046	84,500	
	Capital Outlay						
522.6300	Lease Purchase Eng 99	49,696	49,696	49,696	49,696	49,696	10yr term
522.6400	Machinery & Equipment	3,824	0	17,000	0	100,000	lifepak & replacement SUV
522.8300	Grants	52,585	10,924	15,000	0		2 cycles 50% reimbursed VFA grant
	Total Capital Outlay	106,105	60,620	81,696	49,696	149,696	
	TOTAL FIRE CONTROL	646,675	655,900	687,600	511,705	725,822	

524 - PROTECTIVE INSPECTIONS							
ACCT	ACCOUNT DESCRIPTION	FYE	FYE	BUDGET	FYTD	Proposed	Notes
NO.		9/2019	9/2020	FY 20/21	08/04/2021	FY 21/22	
	Personnel Services						
524.1100	Executive - Building Official - P/T	17,391	17,924	17,280	11,248	17,280	.26 FTE
524.1110	Executive - ITM	-	-	12,000	10,313	0	
524.1200	Building Department Manager	36,489	41,328	42,000	37,026	43,260	
524.1210	Permitting Clerk	0	0	24,960	6,529	25,709	
524.1400	Overtime	2,902	3,414	4,000	401	2,000	
524.2100	FICA Taxes	4,464	4,941	6,444	3,841	5,276	
524.2200	Retirement Contribution - FRS	3,709	3,853	6,696	3,742	7,462	
524.2300	Employee Benefits	8,072	7,461	18,225	5,339	16,675	
524.2400	Workers' Compensation	1,365	1,440	2,880	2,416	5,155	
	Total Personnel Services	74,392	80,361	134,485	80,855	122,817	
	Operating Expenses						
524.3100	Professional Services - Engineer	9,840	11,940	12,000	12,413	12,000	
524.3110	Professional Services - Planner	3,127	7,833	9,000	1,267	2,000	
524.3120	Professional Services - Legal	0	4,425	5,000	3,980	5,000	
524.3130	Part Time Assistant	3,948	2,229	10,123	3,263	0	
524.3400	Contractual Serv: Pest Control	0	391	420	329	420	
524.3420	I.T. Services	2,370	5,448	5,000	7,784	7,943	iWorq \$3500, IT Sppt \$1500, Town Cloud \$500, O365 \$552
524.3440	Contractual Serv - BO, Reviewer, Insp	8,055	3,073	4,000	2,650	60,000	BOfficial, Inspector, Plan Reviewer
524.3460	Contractual Serv -Cleaning	80	960	840	740	860	
524.4000	Travel & Per Diem	35	900	1,000	0	500	
524.4100	Communication/ISP	1,772	1,580	3,000	2,160	3,000	
524.4300	Electric	599	1,122	1,200	884	1,200	
524.4400	Rental and Leases	2,861	4,245	4,000	3,421	4,000	Copier, Record Storage
524.4500	Insurance/Prop Liab	0	1,533	6,854	6,854	6,854	
524.4900	Other Current Charges & Obligations	4,657	3,961	3,000	8,633	7,148	ltransact CC Fees from 3420 \$2148
524.5200	Operating Expenses	1,359	22,276	1,604	748	2,200	
	Total Operating Expenses	38,703	71,916	67,041	55,126	113,125	
	Capital Outlay						
524.6400	Machinery & Equipment	1,106	0	0	177	0	

524 - PROTECTIVE INSPECTIONS							
ACCT	ACCOUNT DESCRIPTION	FYE	FYE	BUDGET	FYTD	Proposed	Notes
NO.		9/2019	9/2020	FY 20/21	08/04/2021	FY 21/22	
	Total Capital Outlay	1,106	0	0	177	0	
	Total Protective Services	114,201	152,277	201,526	136,158	235,942	

525 - Disaster Relief							
ACCT	ACCOUNT DESCRIPTION	FYE	FYE	BUDGET	FYTD	Proposed	Notes
NO.		9/2019	9/2020	FY 20/21	08/04/2021	FY 21/22	
	Personnel Services						
512.1100	Special Projects Manager	0	0	0	0	50000	
512.2100	FICA Taxes	0	0	0	0	3825	
512.2200	Retirement Contribution - FRS	0	0	0	0	5410	
512.2300	Employee Benefits	0	0	0	0	13072	
512.2400	Workers Compensation	0	0	0	0	0	
	Total Personnel Services	0	0	0	0	72,307	
	Operating Expenses						
							Emergency expenditures made due to natural disaster recovery
525.1000	Hurricane Expenses	24,371	0	0	0	0	
525.3010	COVID-19 Expenses	0	220	0	1,101	0	
525.3020	ARPA - American Relief Plan	0	0	0	0	527,693	
	TOTAL DISASTER RELIEF	24,371	220	0	1,101	600,000	

538 - Flood Control / Storm Water Management							
ACCT	ACCOUNT DESCRIPTION	FYE	FYE	BUDGET	FYTD	Proposed	Notes
NO.		9/2019	9/2020	FY 20/21	08/04/2021	FY 21/22	
	Operating Expenses						
538.3100	Cont Serv - Engineering	11,940	1,400	5,000	348	5,000	SAI Design
538.3110	Cont Serv - VacTruck Services	0	0	0	0	50,000	RFP - Pipe Cleanout Mtnce
538.3400	Administrative Fees/Costs	7,016	9,880	18,052	14,843	18,000	County Admin
538.4900	SW Projects related costs	78,043	16,369	105,901	32,494	50,000	SW maintenance projects
	Total Operating Expenses	96,999	27,649	128,953	47,685	123,000	
	Capital Outlay						
538.6300	Infrastructure - Stormwater	0	41,995	105,123	132,624	50,000	SAI Eng/Design Projects
538.6400	Equipment	0	0	0	0	45,500	70% Mini-Excavator
	Total Capital Outlay	12,683	41,995	105,123	132,624	95,500	
	TOTAL FLOOD CONTROL	109,682	69,644	234,076	180,309	218,500	

541 - STREETS & ROADS							
ACCT NO.	ACCOUNT DESCRIPTION	FYE 9/2019	FYE 9/2020	BUDGET FY 20/21	FYTD 08/04/2021	Proposed FY 21/22	Notes
	Personnel Services						
541.1100	Public Works Director	46,629	49,879	50,470	43,614	51,984	
541.1200	Regular Salaries & Wages	87,935	89,096	109,200	73,041	113,526	3 H.E.O.
541.1400	Overtime	334	169	1,000	66	500	
541.2100	FICA Taxes	9,825	10,583	12,215	7,765	12,662	
541.2200	Retirement Contribution - FRS	12,282	12,227	15,967	9,597	17,908	
541.2300	Employee Benefits	30,801	31,489	46,789	22,626	33,350	
541.2400	Workers' Compensation	5,521	10,000	10,000	10,048	0	
	Total Personnel Services	193,327	203,443	245,641	166,757	229,930	
	Operating Expenses						
541.4000	Travel & Per Diem	0	876	1,000	0	500	
541.4300	Electric St. Lights & Signals	12,090	12,467	11,000	12,538	11,000	Partially offset from FDOT 335.4900
541.4600	Repair & Main -vehicles	40,084	49,106	45,000	25,701	35,000	
541.4610	Repair & Main - roads	39,864	54,353	50,000	19,932	50,000	
541.4650	Repair/Main - RR Crossing	3,600	3,600	3,600	3,600	3,600	for Jordan RR xing per FEC
541.4900	Other Charges & Obligations	4,119	5,287	2,000	451	2,000	
541.5200	Operating Supplies - Fuel	18,168	11,681	12,000	8,873	12,000	
541.5210	Operating Supplies	6,143	6,331	6,000	6,232	7,000	
	Total Operating Expenses	124,068	143,701	130,600	77,327	121,100	
	Capital Outlay						
541.6300	Trans Impact Fee \$ - TIFT Projects	0	0	0	12,000		Hunter
541.6400	Machinery and Equipment	37,074	47,008	37,075	37,075	37,075	Gradall Payment
541.6410	Equipment Replacement	7,092	0	200,000	58,919	19,500	30% Mini-Ex
541.6420	C.I.P. Road Paving	83,411	17,706	66,330	66,330	160,000	Road Paving/Resurfacing
	Total Capital Outlay	127,577	64,714	303,405	174,324	216,575	
	TOTAL STREETS & ROADS	444,972	411,858	679,646	418,408	567,605	

572 - PARKS AND RECREATION							
ACCT	ACCOUNT DESCRIPTION	FYE	FYE	BUDGET	FYTD	Proposed	Notes
NO.		9/2019	9/2020	FY 20/21	08/04/2021	FY 21/22	
	Personnel Services						
572.1200	Parks Supervisor	33,891	36,005	37,440	32,321	38,563	FTE-Park Supervisor
572.1210	Temp Worker	0	0	3,700	0	0	Summer Mowing Assistance
572.1400	Overtime	105	0	300	27	300	
572.2100	FICA Taxes	2,601	2,723	2,864	2,114	17,908	
572.2200	Retirement Contribution - FRS	3,193	3,147	3,744	2,810	4,173	
572.2300	Health & Dental Insurance	7,781	7,210	8,809	5,222	7,782	
572.2400	Workers Compensation	668	480	480	449	0	
	Total Personnel Expenses	48239	49565	57337	42943	68,725	
	Operating Expenses						
572.3400	Cont Serv - Pest Control	1,200	480	1,200	381	0	restrooms 100 per month
572.3460	Cont Serv - Pk Restroom Cleaning	3,080	2,900	3,120	2,460	0	2 restrooms
572.4300	Utilities - Electric	576	500	700	449	0	MCP and Sandhill Trailhead
572.4400	Rentals and Leases-Port-a-lets	1,200	1,071	1,300	1,013	1,300	
572.4600	Repairs and Maintenance	14,212	10,349	15,000	11,446	25,000	25K Bathrooms
572.4900	Other Current Charges & Obligations	300	458	1,100	466	1,100	Trail Head Lease (\$300), Town Cloud
572.4930	Greenways & Trails Develop	3,046	930	10,000	466	10,000	Eagles NestTH
	Total Operating Expenses	23,614	16,688	32,420	16,681	37,400	
	Capital Outlay						
572.6400	Machinery & Equipment	0	0	2,052	48,126	24,000	ToroX2
572.6410	Infrastructure	0	0	0	48,162	0	
	Total Capital Outlay	0	0	2,052	96,288	24,000	
	TOTAL PARK AND RECREATION	71,853	66,253	91,809	155,912	130,125	

574 - SPECIAL EVENTS							
ACCT NO.	ACCOUNT DESCRIPTION	FYE 9/2019	FYE 9/2020	BUDGET 20/21	FYTD 8/4/2021	Proposed FY 21/22	Notes
	Operating Expenses						
574.4800	Expenditures	278	4,527	6,000	1,395	7,000	Fall Fest, Tree Lighting
	Total Operating Expenses	278	4,527	6,000	1,395	7,000	

CAPITAL IMPROVEMENT PLAN								
ACCT	ACCOUNT DESCRIPTION	Proposed	Year 2	Year 3	Year 4	Year5	Future	Notes
NO.		FY 21/22	FY22/23	FY23/24	FY24/25	FY25/26		
	Capital Projects							
519.6400	Shared Town Hall w/EEL	0	0	0	0	0	0	2018-2022 CIP
522.6300	Lease Purchase Eng 99	49,696	49,696	49,696	49,696	49,696	49,696	Matures FY26/27
522.6400	LifePak	70,000	0	0	0	0	70,000	1 time CIP, Plus Annual Mtnc
522.6400	Replacement FD	30,000	0	0	0	0	30,000	1 time CIP, Plus Annual Mtnc
522.6400	FD Flashing ER Signal	0	0	0	0	0	0	2018-2022 CIP
522.6400	Scott Air Pacsk 5/year	0	0	0	0	0	0	2018-2022 CIP
522.6400	Combo Squad/Tanker Vehicle	0	0	0	0	0	0	2018-2022 CIP
522.6400	Refurb Tanker99	0	0	0	0	0	0	2018-2022 CIP
522.6400	Artesian Hydrant	0	0	0	0	0	0	2018-2022 CIP
525.3020	ARPA Relief	527,693	600,000	0	0	0	0	
541.6400	Gradall	37,075	37,075	37,075	37,075	37,075	37,075	Matures FY26/27
541.6400	Mini-Excavator	19,500	0	0	0	0	0	1 time CIP, Plus Annual Mtnc
541.6400	Road Paving Fund Balance	160,000	0	0	0	0	0	
541.6400	Corey Right Turn Lane	0	0	0	0	0	0	2018-2022 CIP
541.6400	Weber Right Turn Lane	0	0	0	0	0	0	2018-2022 CIP
541.6400	Resurface Old Mission	0	0	0	0	0	0	2018-2022 CIP
541.6400	S/E Rocky Point Rd ROW Repair	0	10,000	0	0	0	0	2018-2022 CIP
572.6400	Community Center	0		0	0	0	0	2018-2022 CIP
572.6400	Baseball Field Dugout & Concession	0		0	0	0	0	2018-2022 CIP
572.6400	Toro Mower Replacement	24,000		0	0	0	0	1 time CIP, Plus Annual Mtnc

CAPITAL IMPROVEMENT PLAN								
ACCT	ACCOUNT DESCRIPTION	Proposed	Year 2	Year 3	Year 4	Year5	Future	Notes
NO.		FY 21/22	FY22/23	FY23/24	FY24/25	FY25/26		
538.6300	SW Projects from 2014	50,000		0	0	0	0	2018-2022 CIP
538.6300	RFP - Pipe Cleanout Mtnce	0		0	0	0	0	50K in FY22 Operating VacTruck, 2018-2022 CIP
538.6300	Maintain Existing SW Infrastructure	0		0	0	0	0	50K in FY22 Operating Mtnce, 2018-2022 CIP
538.6300	Replace Steel Culverts under Roads	0	30,000	0	0	0	0	2018-2022 CIP
538.6300	Atz Southside Ditch, Smith to Jordan/Twin Lakes	0	85,000	0	0	0	0	2018-2022 CIP
538.6300	Cason Lane, West side to Atz	0	2,500	0	0	0	0	2018-2022 CIP
538.6300	Sandy Creek to SR-514 east side	0	17,000	0	0	0	0	2018-2022 CIP
538.6300	Ditch North side Hall, Flashy Lane to Tillman Canal	0	10,000	0	0	0	0	2018-2022 CIP
538.6300	Ditch North side Hall, Weber to Flashy	0	60,000	0	0	0	0	2018-2022 CIP
538.6300	Ditch North side Hall, Duncil to Weber	0	25,000	0	0	0	0	2018-2022 CIP
538.6300	Ditch North side Atz, Candy to Corey	0	60,000	0	0	0	0	2018-2022 CIP
538.6400	Mini-Excavator	45,500	4,527	6,000	1,395	7,000	7,000	1 time CIP, Plus Annual Mtnce
	Total CIP Expenses	1,013,464	990,798	92,771	88,166	93,771	193,771	

TOWN OF MALABAR

MEMORANDUM

Date: July 30, 2021 21-BDM-019

To: Town Council
Lisa Morrell, Interim Town Manager
Debby Franklin, Town Clerk/Treasurer

From: PZ Board
Denine M. Sherear, Building Department Manager DS

Ref: Advisement to Council Suggestions for Capital Improvement Plan
2022 (CIP)


At the Planning and Zoning Meeting of 7/28/2021 the Board discussed the Capital Improvement Plan (CIP) & Advisement to Town Council, the following suggestions as noted in the Draft Minutes of 7/28/2021.

To Add the following to the Table:

- Mail Boat Quarterly News- to get information out to residents
- Hire an Economic Development Recruiter- to obtain Grants, Market Commercial area of Town (pay salary & commission)
- Research a River front access for a non-motorized boat launch area (north end of Rocky Point Road)
- Jordan Blvd- to construct a through road due to highspeed train eventually coming through Town
- Pursue City Water and start with arterial roads & connectors'
- Paving Roads start with those roads that have the most houses
- Community Center- construct
- Reprioritize monies for ditches

TOWN OF MALABAR

MEMORANDUM

Date: August 4, 2021 2020-PB-02
To: Debby Franklin, C.M.C., Town Clerk/Treasurer
From:  Dorothy Carmel, Park Board Secretary
Re: Park Board Requests

The Park Board met on Wednesday, 7/21/21. The list of Capital Improvement Projects they have are as follows.

1. Pavilion at the North end of Corey
2. Memorial Wall
3. Digital Sign in front of Fire House
4. New signs for all of the parks
5. Dog Park

TOWN OF MALABAR

MEMORANDUM

Date: July 13, 2021 2021-DTC/T-06
To: Town Clerk/Treasurer, Debby Franklin
From: Richard W. Kohler, Deputy Town Clerk/Treasurer
Ref: Trails and Greenways Committee Capital Improvement Plan Recommendations

During the July 12th Trails and Greenways Committee Meeting, the Committee discussed their goals for the next 5 years. The Committee agreed that over the next five years, they would make every reasonable effort to fully utilize their budgeted funds and any available grant funding to complete the following:

- Completion of Eagles Nest Trailhead (ENT)
 - to include restrooms and a potable well (Trail Users & Horses)
- Completion of the "Zig-Zag Trail" in Cameron Preserve
- Continuation of the South Brevard Linear Trail to Grant-Valkaria
- Rehabilitation and Continued Maintenance of the Sandhill Trailhead
- Connection of the Brook Hollow Sidewalk to the Al Tuttle Paved Trail
- Addition of a Second Trail Shelter in the Cameron Preserve near the Swallow-Tailed Kite Trailhead (North Corey Road)