City Council General Fund Budget Workshop Minutes
July 19, 2021
Council Chambers
5:30 PM

MAITLAND
FLORIDA

I. CALL TO ORDER

Mayor Lowndes called the meeting to order at 5:33 P.M. Present were Councilmembers Guthrie, Hall Harrison and Wilde; City Manager Anselmo, Assistant City Manager Reggentin and City Clerk Waldrop; Department Heads and an interested resident. Councilmember Thomas was unavoidably absent.

II. PRESENTATION

1. GENERAL FUND BUDGET DRAFT

City Manager Anselmo provided a brief overview of the FY2021 budget and a Power Point Presentation (attached hereto and made part hereof) of the upcoming FY2022 budget. The presentation included an overview of each department and their recommendations for FY2022, followed by a general discussion.

III. ADJOURNMENT

Thereupon the Budget Workshop adjourned at 7:14 P.M.

CITY OF MAITLAND

Signature

Mayor

Title

ATTEST:

Signature

City Clerk

Title

FY 2022
General Fund Budget Presentation

CITY COUNCIL WORKSHOP

JULY 19, 2021

5:30 P.M.

MAITLAND

FLORIDA

Budget Calendar

January - March

- Staff Review
- Board Review

June – July - August

- Budget Draft Issued
- July 19 – Budget Workshop
- July 26 – Tentative Millage
- August 2 – Budget Workshop
- August 9 – Library and A&H Workshop
- August 23 – Stormwater Rates

September

- September 13 – First Reading: Millage, Budget and CIP
- September 27 – Final Adoption Public Hearing – Millage, Budget and CIP

Tonight's Goals

Review Budget Draft Document (navigation, sections, etc)

General Fund Summary

- General Fund Revenue Summary
- Ad Valorem Tax Projections
- General Fund Revenues
- Fund Balance Impacts
- Program Budgets Comparison to Prior Year
- Staffing & Workload
- Budget Recommendations
- Capital Improvements Program Draft
- Council Clarifications/Questions

Wrap Up/Next Steps

- Next Steps – Set Millage Rate
- Next Budget Workshop – August 2

Budget Draft Document

- ✓Bookmarks
- ✓Page Numbers
- ✓Table of Contents
- ✓Sections

FY 2022
General Fund Summary

GENERAL FUND BUDGET SUMMARY FY 2022 - 4.3453 mills		
Source of Funds		
Ad Valorem Taxes	$	13,189,609
Other Taxes & Fees		4,725,291
Licenses & Permits		2,909,300
Intergovernmental		4,345,000
Charges for Service		2,658,100
Fines & Forfeits		359,500
Miscellaneous Revenue		723,500
Total Sources	$	28,910,300
Uses of Funds		
Personnel	$	18,629,000
Other Operating Expenses		8,847,920
Capital		2,296,500
Contributions		1,109,580
Recommendations		890,000
Budget Reductions		(287,400)
Total Uses	$	31,485,600
Transfer to/(from) fund balance:	$	(2,575,300)

FY 2022
Strategic Planning

FY 2022 Strategic Planning

Project	Votes
☆ Independence Lane North	4
☆ Library	2
☆ Walkability / Trails / Crossing 17-92	2
Dog Park	1
☆ Parks Master Plan / Maintain/Update Parks	1
☆ Septic to Sewer Conversion	1
☆ Sidewalk Implementation	1
☆ Staffing	1
☆ Undergrounding Master Plan	1
☆ Urban Forestry	1
Total	15

FY 2022 General Fund Summary 5 Year

Funds Remaining	**136,300**	**(73,407)**	**(103,996)**	**270,168**	**1,394,668**	**1,623,733**
CIP	$ 2,109,000	$ 2,535,500	$ 3,734,500	$ 2,038,500	$ 2,175,000	$ 12,592,500
Budget Reductions	(287,400)	(722,830)	(776,504)	(724,000)	(726,000)	(3,236,734)
Recommendations	890,000	902,000	927,000	902,000	929,000	4,550,000
Total CIP & Recomm	**$ 2,711,600**	**$ 2,714,670**	**$ 3,884,996**	**$ 2,216,500**	**$ 2,378,000**	**$ 13,905,766**
Impact on Fund Balance	(2,575,300)	(2,788,077)	(3,988,992)	(1,946,332)	(983,332)	**$ (12,282,033)**

	Beginning	FY 22	FY 23	FY 24	FY 25	FY 26	Ending
Designations							
Grant Matching	**$ 350,000**	$ -	$ -	$ -	$ -	$ -	**$ 350,000**
Op Contingency	**750,000**	-	-	-	-	-	**750,000**
Other	**221,500**	-	-	-	-	-	**221,500**
Vehicle/Equip	**2,837,000**	456,000	150,000	150,000	-	-	**3,593,000**
CIP	**1,232,000**	-	-	-	-	-	**1,232,000**
Advance from CRA	**6,879,500**	(1,105,830)	(746,430)	(1,986,739)	(2,029,230)	(1,011,271)	-
Undesignated	**8,957,930**	(2,275,470)	(2,291,647)	(2,151,253)	82,898	27,939	**2,350,397**
Emergency	**3,850,000**	350,000	100,000	50,000	-	-	**4,350,000**
							-
Total	25,077,930	**(2,575,300)**	**(2,788,077)**	**(3,937,992)**	**(1,946,332)**	**(983,332)**	**12,846,897**

General Fund REVENUES

MAITLAND
FLORIDA

Revenue Summary

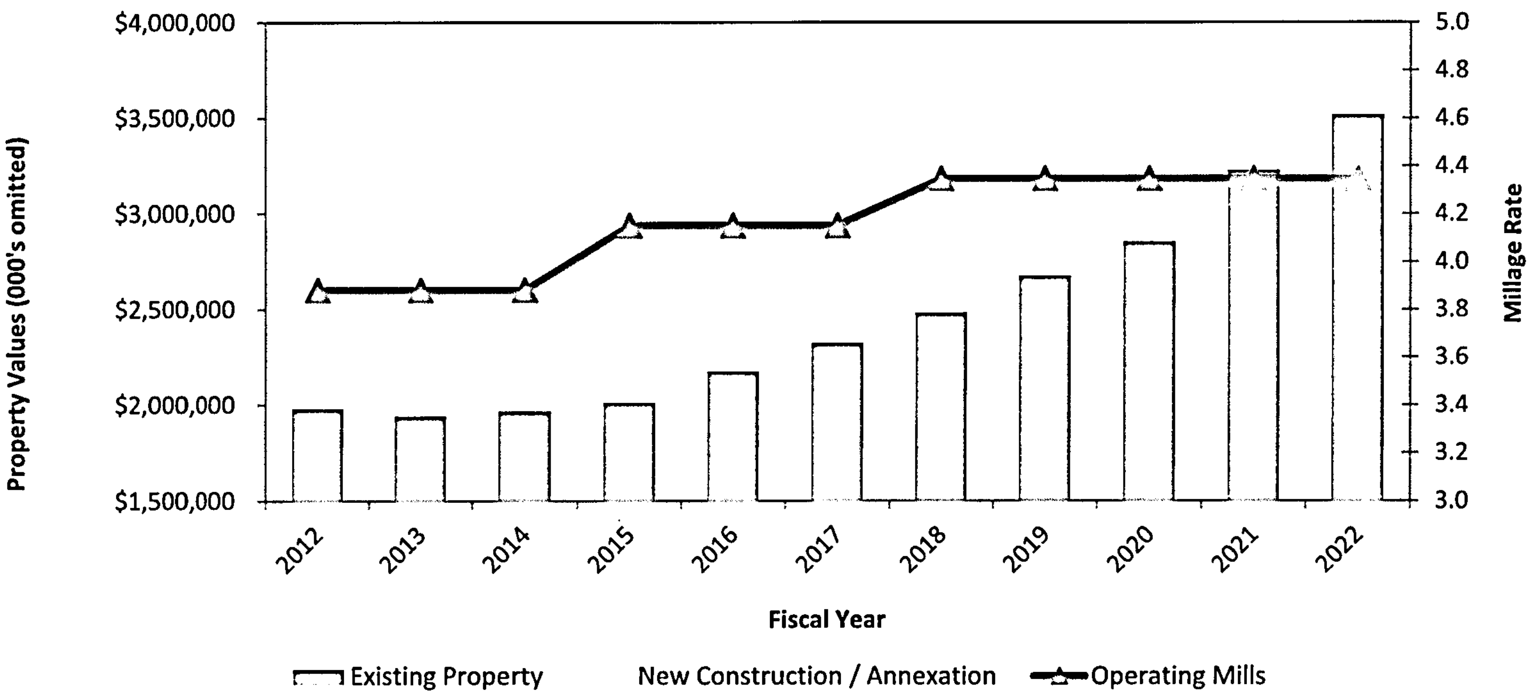
GENERAL FUND REVENUE SUMMARY

	Actual 19 4.3453	Actual 20 4.3453	Projected 21 4.3453	Budget 22 4.3453	Increase/ (Decrease)	
Ad Valorem Taxes	$ 10,789,269	$ 11,829,445	$ 12,527,200	$ 13,189,609	662,409	5.3%
Other Taxes & User Fees	4,752,171	4,809,005	4,343,320	4,725,291	381,971	8.8%
Licenses and Permits	3,036,264	2,986,853	2,649,000	2,909,300	260,300	9.8%
Intergovernmental	4,272,549	3,746,414	3,761,848	4,345,000	583,152	15.5%
Charges for Service	2,821,398	2,702,445	2,658,078	2,658,100	22	0.0%
Fines and Forfeitures	686,107	510,250	358,500	359,500	1,000	0.3%
Miscellaneous [1]	1,244,141	2,919,980	820,146	723,500	(96,646)	-11.8%
	27,601,899	29,504,392	27,118,092	28,910,300	1,792,208	6.6%

Transfer To/(from) Fund Balance	**(2,575,300)**
Total Sources of Funds	**$ 31,485,600**

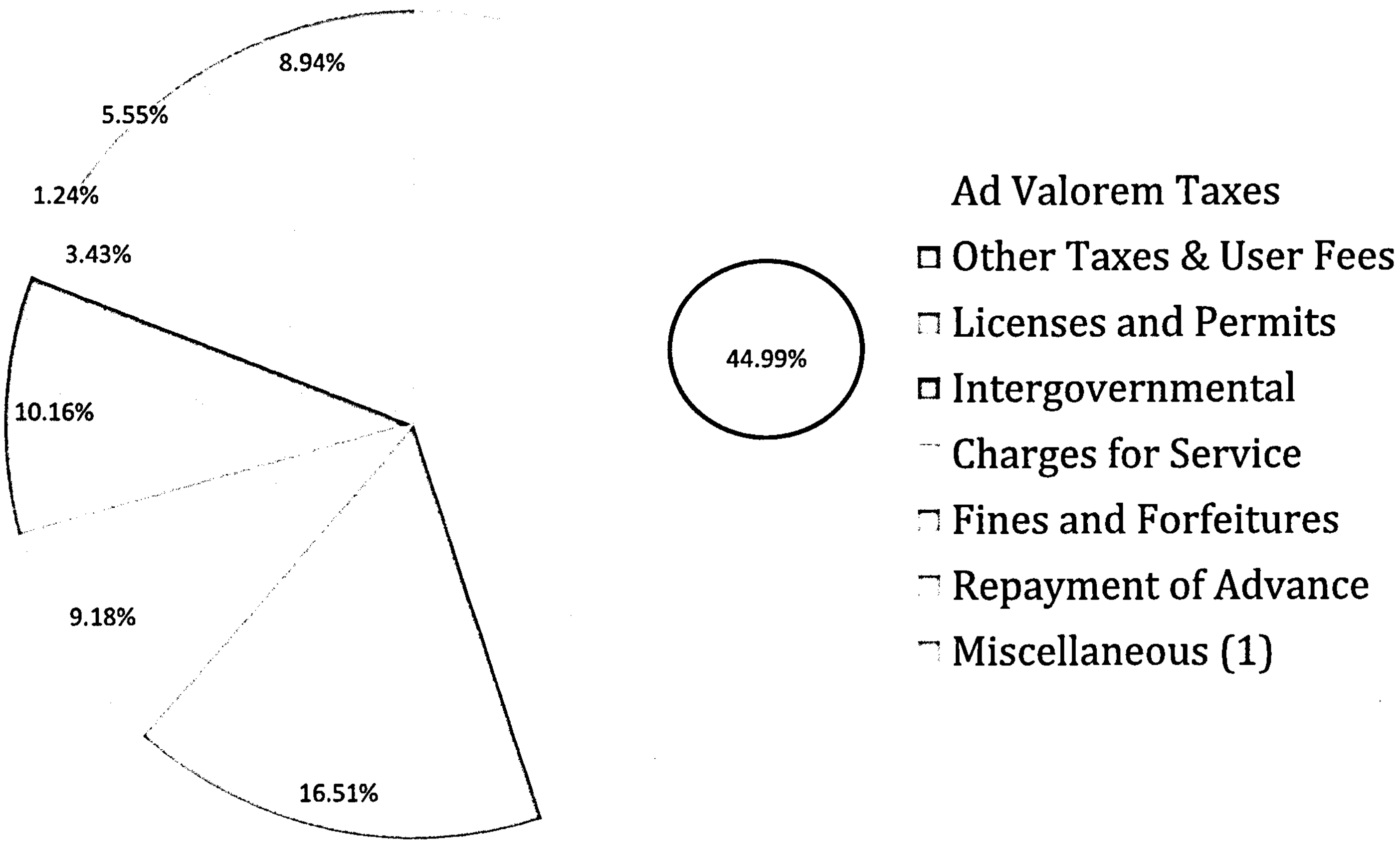
Ad Valorem Tax

Property Valuations



Taxable Value - $ 3.6 Billion

Ad Valorem Tax



Ad Valorem Taxes

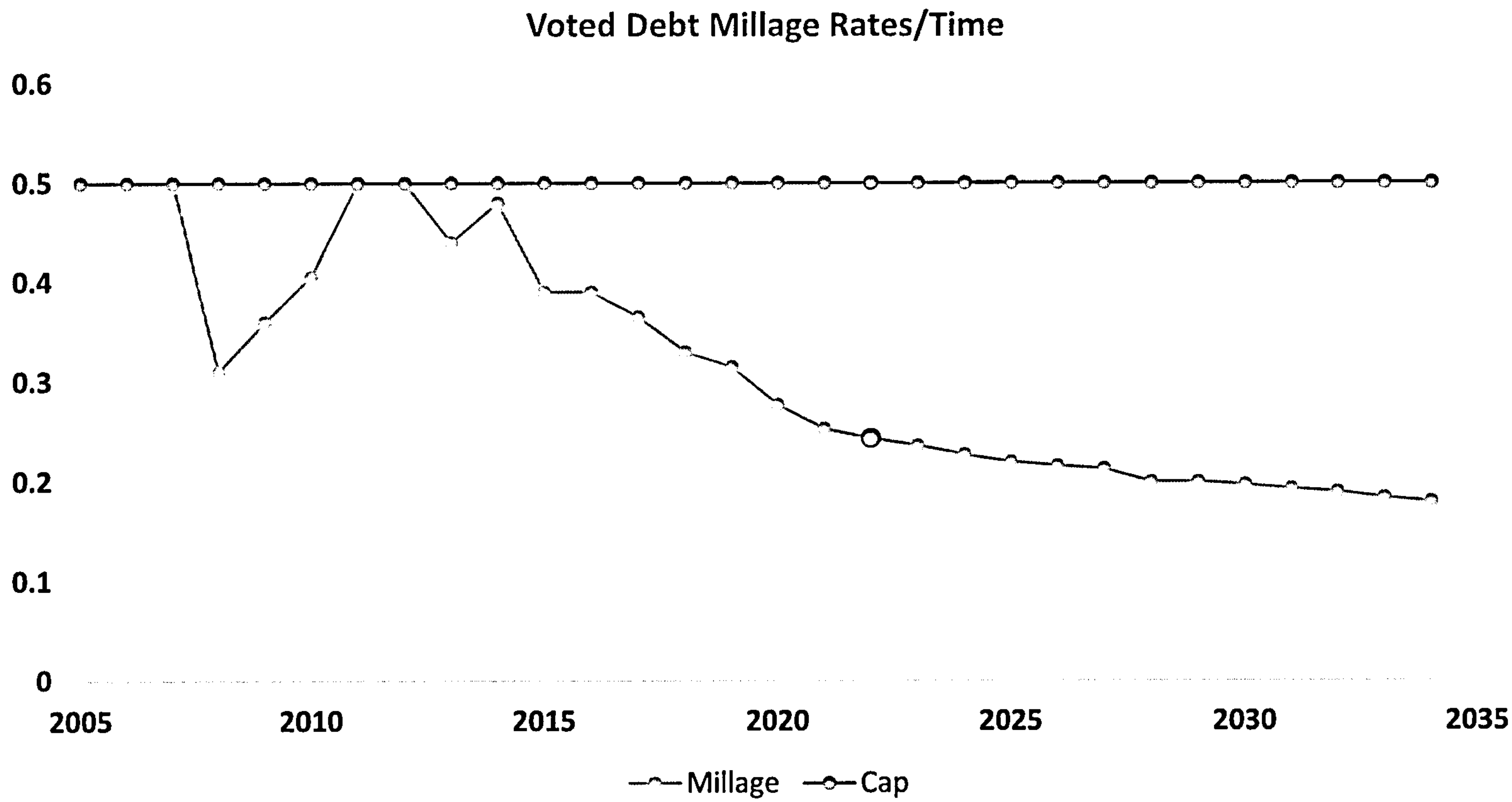
New Construction

Cert Occ Year	Fiscal Year	Impact
2022	2024	• GEM Lake Phase 1 • Concourse North Lot 2 • Uptown Maitland Lot 2 • Folis Property $39 MM
2021	2023	• ALF – MCN $10 MM

Voted Debt Millage

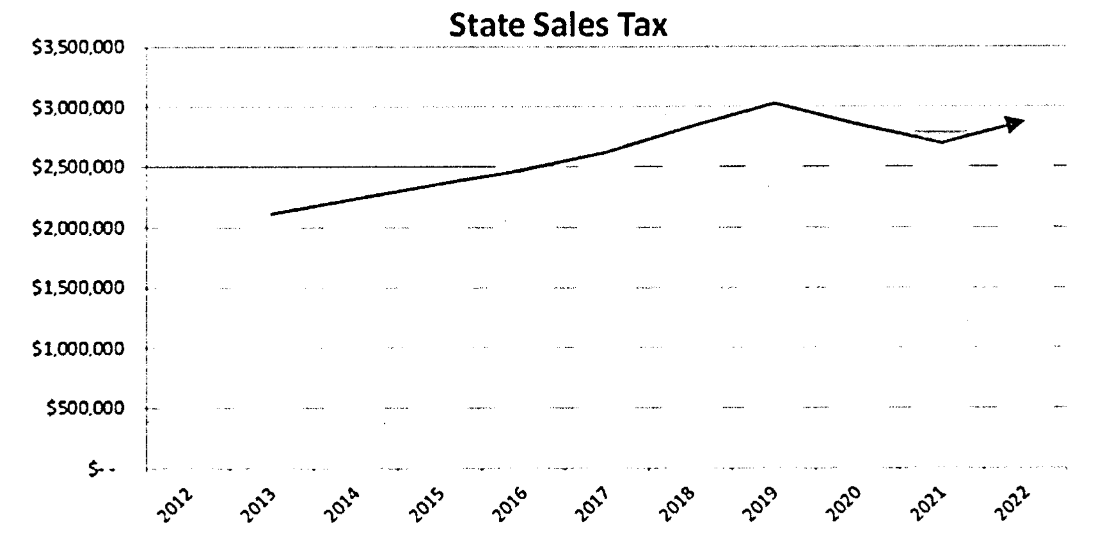
Fund 22 - Voted Millage Debt Service			
	Actual 20	**Projected 21**	**Budget 22**
Assumed Millage	0.2770	0.2530	0.2453
SOURCES			
Starting Balance	$100,378	$117,811	**$116,688**
Voted Millage	824,587	810,620	**820,000**
Interest Income	6,349	695	**600**
Total Sources:	**$931,314**	**$929,126**	**$937,288**
USES			
Debt Service			
Principal	$510,000	$525,000	**$550,000**
Interest	303,503	287,438	**270,900**
Total Uses:	**$813,503**	**$812,438**	**$820,900**
Ending Balance:	**$117,811**	**$116,688**	**$116,388**

Voted Debt Millage



Sales tax

Fiscal Year	Amount	Change from prev. year
2012	$ 2,042,292	-0.4%
2013	$ 2,179,474	6.7%
2014	$ 2,293,369	5.2%
2015	$ 2,428,525	5.9%
2016	$ 2,527,430	4.1%
2017	$ 2,709,729	7.2%
2018	$ 2,950,377	8.9%
2019	$ 3,110,855	5.4%
2020	$ 2,589,818	-16.7%
2021	$ 2,800,000	8.1%
2022	$ 2,950,000	5.4%



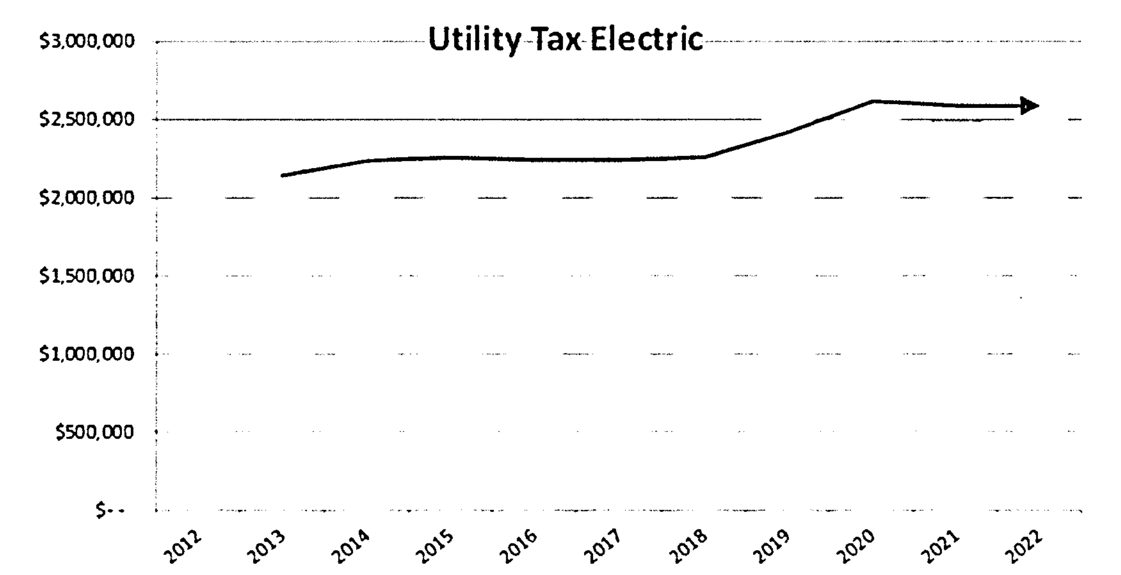
Factors:

Statewide Sales Tax Collections

Population

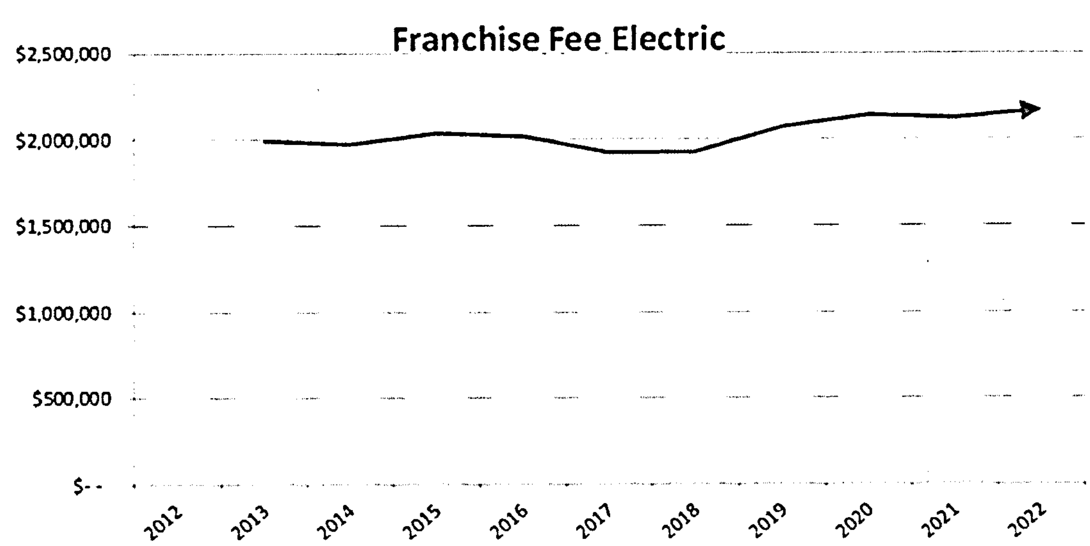
Utility Tax Electric

Fiscal Year	Amount	Change from prev. year
2012	$ 2,085,117	-7.1%
2013	$ 2,195,119	5.3%
2014	$ 2,277,147	3.7%
2015	$ 2,241,310	-1.6%
2016	$ 2,238,921	-0.1%
2017	$ 2,241,508	0.1%
2018	$ 2,276,239	1.5%
2019	$ 2,556,644	12.3%
2020	$ 2,673,496	4.6%
2021	$ 2,500,000	-6.5%
2022	$ 2,673,496	6.9%



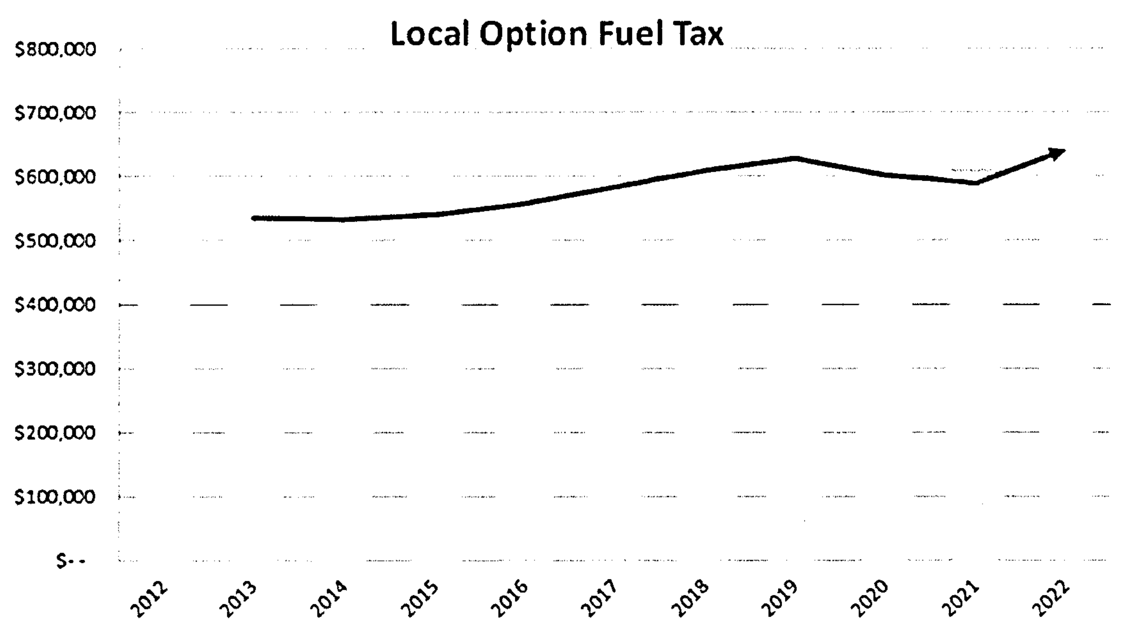
Franchise Fee Electric

Fiscal Year	Amount	Change from prev. year
2012	$ 2,051,239	-4.5%
2013	$ 1,928,829	-6.0%
2014	$ 2,012,528	4.3%
2015	$ 2,056,964	2.2%
2016	$ 1,974,659	-4.0%
2017	$ 1,874,741	-5.1%
2018	$ 1,975,022	5.3%
2019	$ 2,170,746	9.9%
2020	$ 2,111,895	-2.7%
2021	$ 2,136,000	1.1%
2022	$ 2,200,000	3.0%



Gas Tax

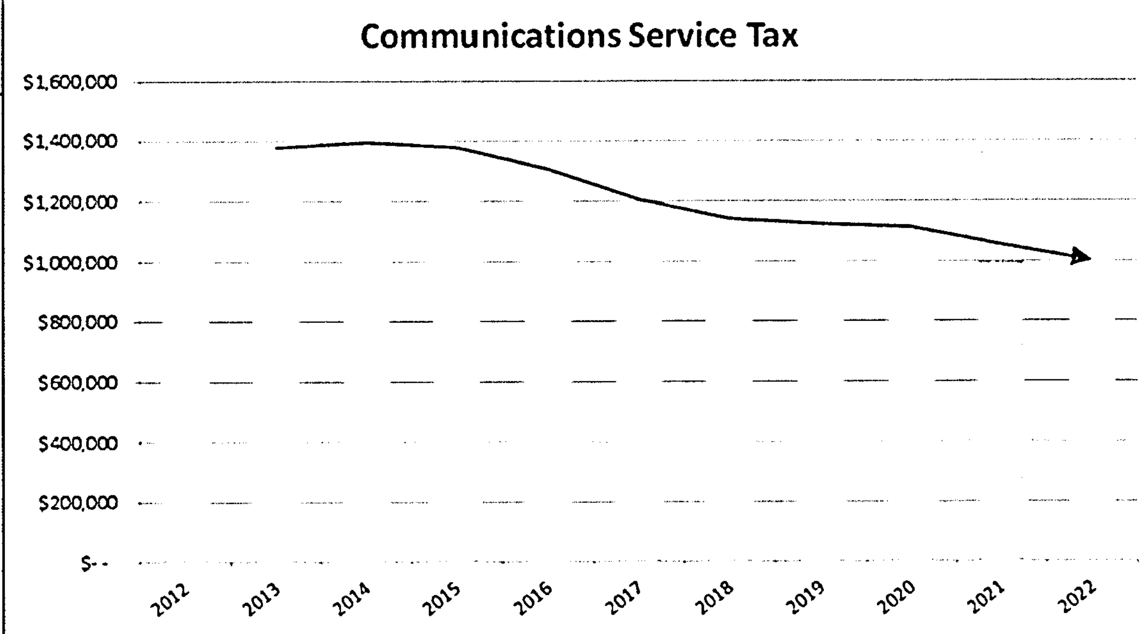
Fiscal Year	Amount	Change from prev. year
2012	$ 538,464	1.7%
2013	$ 532,378	-1.1%
2014	$ 531,885	-0.1%
2015	$ 546,720	2.8%
2016	$ 568,573	4.0%
2017	$ 597,580	5.1%
2018	$ 619,563	3.7%
2019	$ 635,678	2.6%
2020	$ 565,468	-11.0%
2021	$ 612,000	8.2%
2022	$ 669,750	9.4%



Factors – Flat Tax Per Gallon Sold and Population

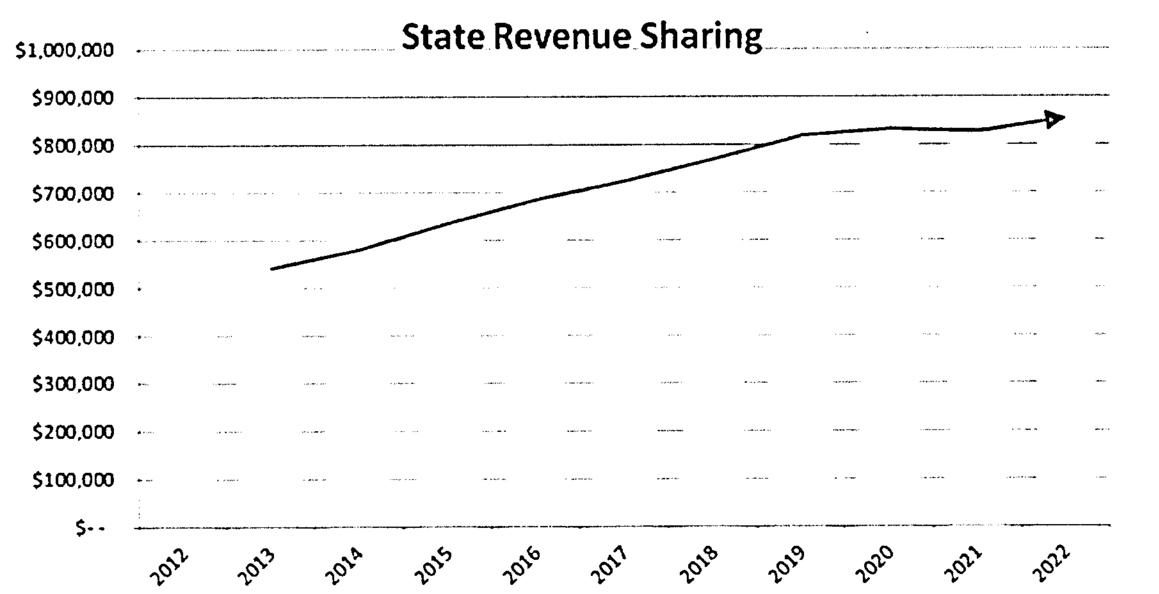
Communications service tax

Fiscal Year	Amount	Change from prev. year
2012	$ 1,379,977	-2.0%
2013	$ 1,376,561	-0.2%
2014	$ 1,411,408	2.5%
2015	$ 1,349,764	-4.4%
2016	$ 1,262,038	-6.5%
2017	$ 1,152,168	-8.7%
2018	$ 1,132,385	-1.7%
2019	$ 1,116,530	-1.4%
2020	$ 1,107,937	-0.8%
2021	$ 997,720	-9.9%
2022	$ 1,000,000	0.2%



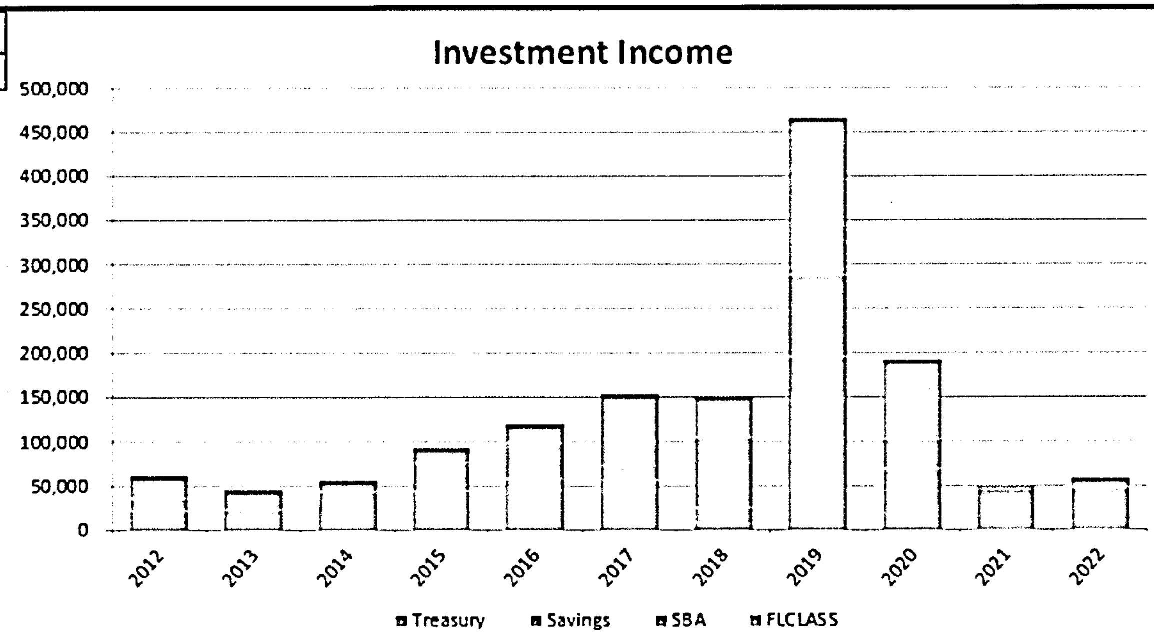
State revenue sharing

Fiscal Year	Amount	Change from prev. year
2012	$ 523,082	4.9%
2013	$ 556,426	6.4%
2014	$ 603,324	8.4%
2015	$ 665,880	10.4%
2016	$ 702,600	5.5%
2017	$ 744,858	6.0%
2018	$ 791,689	6.3%
2019	$ 843,020	6.5%
2020	$ 818,933	-2.9%
2021	$ 834,000	1.8%
2022	$ 875,000	4.9%



Interest Income

Fiscal Year	Amount Received	Change from prev. year
2012	$ 62,496	-24.5%
2013	$ 45,995	-26.4%
2014	$ 56,989	23.9%
2015	$ 93,135	63.4%
2016	$ 119,911	28.7%
2017	$ 173,468	44.7%
2018	$ 260,823	50.4%
2019	$ 553,223	112.1%
2020	$ 260,404	-52.9%
2021	$ 49,000	-81.2%
2022	$ 60,000	22.4%



EXPENDITURES

FY 2022 Budget Summary – Five Years

General Operations						
Personnel	$ 18,629,000	$ 19,172,000	$ 19,749,000	$ 20,339,000	$ 20,904,000	$ 98,793,000
Operating	8,347,920	8,035,455	8,024,736	8,075,472	7,787,020	40,270,603
Replacement Capital	687,500	1,174,660	1,712,240	1,073,860	300,620	4,948,880
Contributions	1,105,480	1,127,692	1,151,020	1,175,500	1,208,392	5,768,084
Operating Loans	4,100	-	-	-	-	4,100
Total Operating Expenses	**$ 28,774,000**	**$ 29,509,807**	**$ 30,636,996**	**$ 30,663,832**	**$ 30,200,032**	**$ 149,784,667**
Funds Remaining	**136,300**	(73,407)	(103,996)	**270,168**	**1,394,668**	**1,623,733**
CIP	$ 2,109,000	$ 2,535,500	$ 3,734,500	$ 2,038,500	$ 2,175,000	$ 12,592,500
Budget Reductions	(287,400)	(722,830)	(776,504)	(724,000)	(726,000)	(3,236,734)
Recommendations	890,000	902,000	927,000	902,000	929,000	4,550,000
Total CIP & Recomm	**$ 2,711,600**	**$ 2,714,670**	**$ 3,884,996**	**$ 2,216,500**	**$ 2,378,000**	**$ 13,905,766**
Impact on Fund Balance	(2,575,300)	(2,788,077)	(3,988,992)	(1,946,332)	(983,332)	$ (12,282,033)

FY 2022 Budget by Function

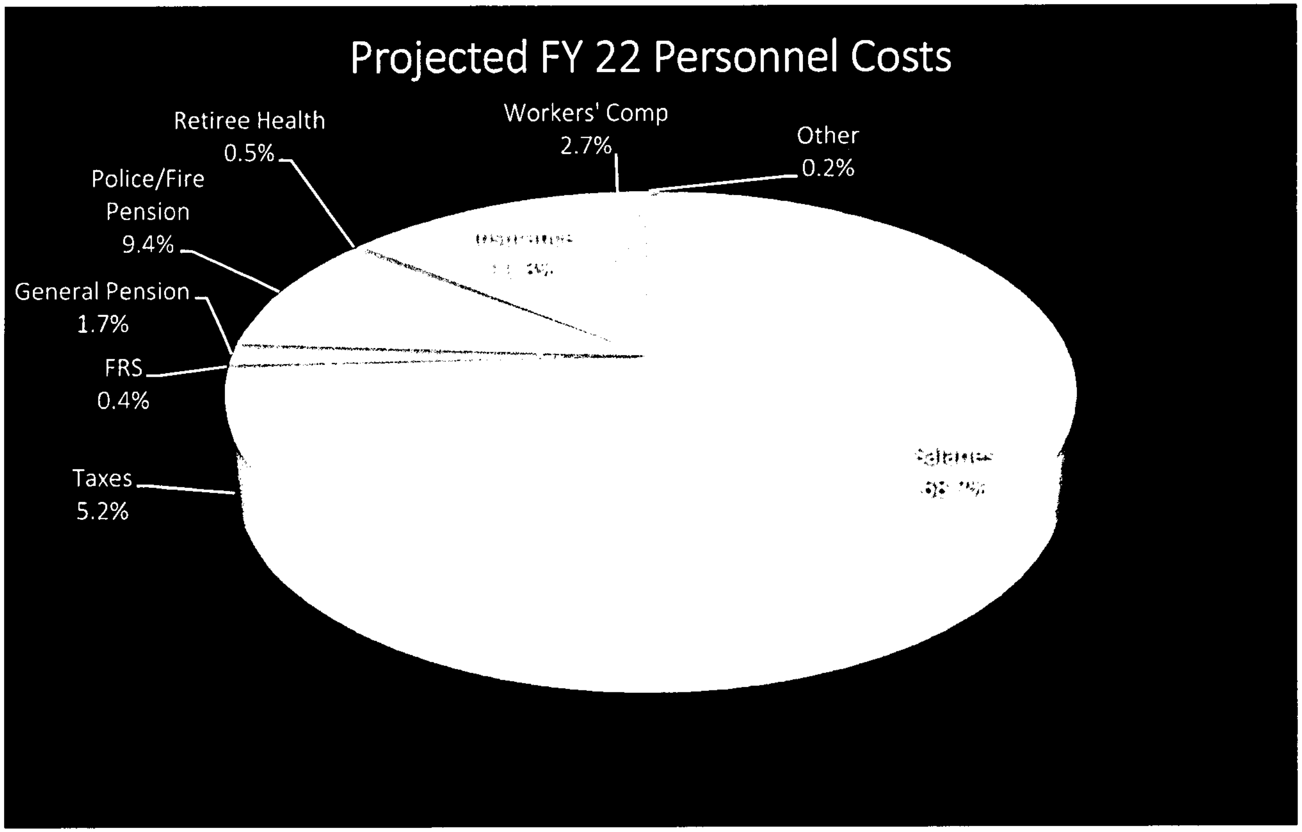
Function	Personnel	Operating	Contributions / Transfers	Capital	Recom-mendations	Budget FY22
General Government	$ 3,003,000	$ 1,364,400	$ 21,600	$ 64,000	$ -	$ 4,453,000
Public Safety	11,810,000	2,520,000	-	219,000	614,000	15,163,000
Public Works	2,984,000	4,429,400	4,100	1,748,500	276,000	9,442,000
Culture & Recreation	832,000	534,120	1,083,880	265,000	-	2,715,000
Total	**$ 18,629,000**	**$ 8,847,920**	**$ 1,109,580**	**$ 2,296,500**	**$ 890,000**	**$ 31,773,000**

FY 2022 Budget Recommendations

		Fiscal Year 2022	2023	2024	2025	2026
Fire/Rescue Department						
221-22-001	GPS Traffic Control Devices	85,000	51,000	51,000	-	-
221-22-003	Three Additional Firefighter/Paramedics	248,000	338,000	348,000	358,000	369,000
Police Department						
211-22-001	Addition of Two New Officers	281,000	232,000	239,000	246,000	253,000
Public Works Department						
270-22-001	Urban Forestry Crew Leader/Forester	85,900	115,000	119,000	122,000	125,000
270-22-002	Addition to the Fleet Urban Forestry	34,000	-	-	-	-
270-22-004	Integrated Pest Management Spec	36,800	48,000	50,000	51,000	53,000
270-22-005	Integrated Pest Management Tech	35,300	52,000	54,000	56,000	57,000
414-22-001	Facilities Division Foreman	52,000	66,000	68,000	70,000	72,000
414-22-002	Addition to the Fleet Facilities Foreman	32,000	-	-	-	-
	Funded in Budget Draft	**$ 890,000**	**$ 902,000**	**$ 929,000**	**$ 903,000**	**$ 929,000**

PERSONNEL

Personnel



General Fund = $18.6 million / City =$20 million

Recommended Budget

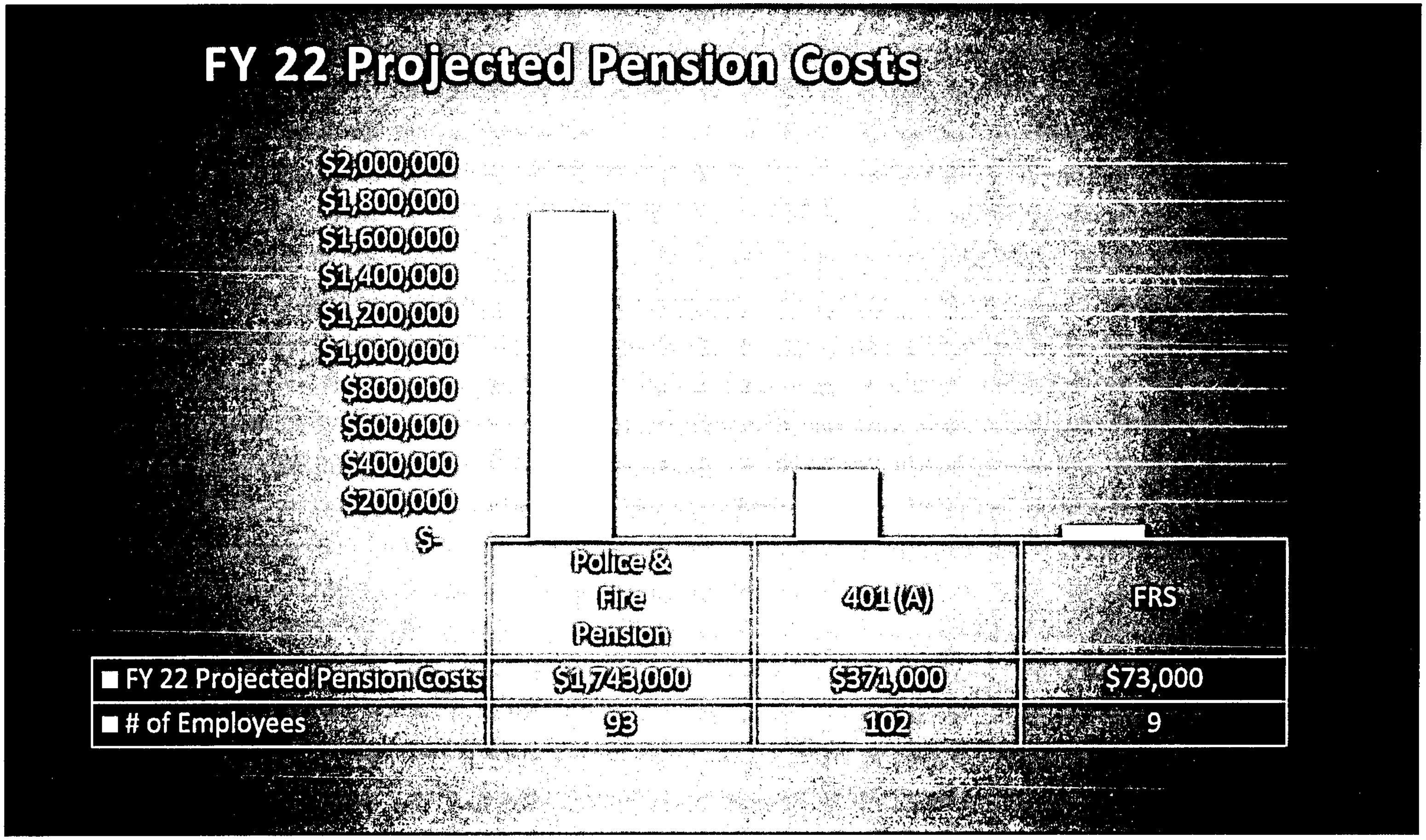
- Salaries
  - 1% Across the Board or Minimum of .30 cents/hour.
  - Merit increase allowances of 2.0% of salaries
  - Recommend Pay Study for 2023.
- Benefits
  - Estimates a 5% increase in premiums
  - 401(a) – 6%
  - 457 maintained
  - FRS Rate 10%
  - Police/Fire Pension – 29% of salaries, increase of $217K (Assumption Change to Assumed rate to 7.10%)

New Minimum Wage

DESCRIPTION	NO OF POSITIONS	FY 2021	Sept FY 2021	Sept* FY 2022	Sept FY 2023	Sept FY 2024	Sept FY 2025	Sept FY 2026
FACILITIES MAINTENANCE TRADESWORKER	3	**$ 14.89**	$ 15.19	$ 15.50	$ 15.81	$ 16.12	$ 16.44	$ 16.76
IRRIGATION TECHNICIAN	1	**$ 14.89**	$ 15.19	$ 15.50	$ 15.81	$ 16.12	$ 16.44	$ 16.76
STREETS MAINTENCE TRADESWORKER	3	**$ 14.89**	$ 15.19	$ 15.50	$ 15.81	$ 16.12	$ 16.44	$ 16.76
CUSTOMER SERVICE SPECIALIST	2	**$ 13.51**	$ 13.81	$ 14.12	$ 14.43	$ 14.74	$ 15.06	$ 15.38
GROUNDS MAINTENANCE TRADESWORKER	6	**$ 13.38**	$ 13.68	$ 13.99	$ 14.30	$ 14.61	$ 14.93	$ 15.25
COMMUNITY PROGRAM ASSISTANT I (PT)	6	**$ 13.13**	$ 13.43	$ 13.74	$ 14.05	$ 14.36	$ 14.68	$ 15.00
GROUNDS MAINTENANCE TRADESWORKER (NO-CDL)	10	**$ 13.13**	$ 13.43	$ 13.74	$ 14.05	$ 14.36	$ 14.68	$ 15.00
PARK MAINTENANCE TRADESWORKER	1	**$ 13.13**	$ 13.43	$ 13.74	$ 14.05	$ 14.36	$ 14.68	$ 15.00
SCHOOL CROSSING GUARD (PT)	5	**$ 13.13**	$ 13.43	$ 13.74	$ 14.05	$ 14.36	$ 14.68	$ 15.00

**Pay Study*

Pension


FY 22 Projected Pension Costs
$2,000,000
$1,800,000
$1,600,000
$1,400,000
$1,200,000
$1,000,000
$800,000
$600,000
$400,000
$200,000
$-
Police & Fire Pension
401 (A)
FRS
FY 22 Projected Pension Costs
$1,743,000
$371,000
$73,000
# of Employees
93
102
9

CONTRIBUTIONS

Contributions - $1,005,797

- **Maitland Public Library**

  Contribution $774K

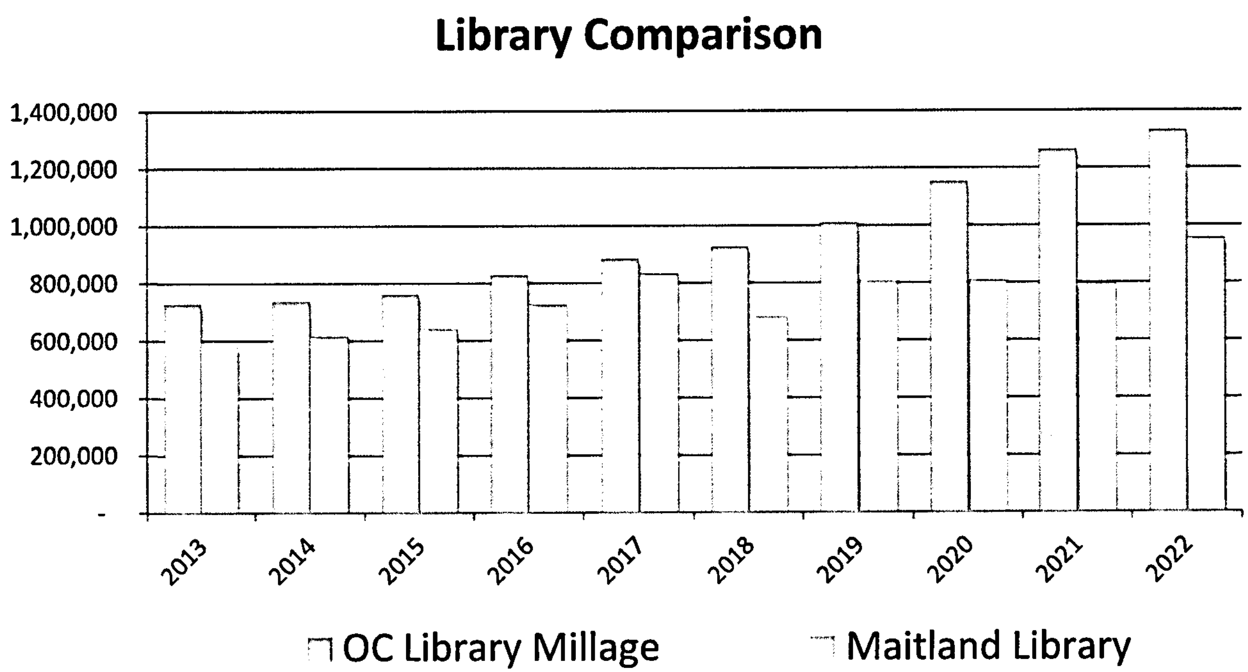
- **Art & History Museums - Maitland**

  Contribution $306K

- **MMS Gym**

  $4K (annual floor refinish)

Maitland Public Library



Equivalent Orange County Library Tax of .3748 mills is 39% higher than total Maitland Public Library contribution and direct support of $954K

Capital Improvements Program

Capital Improvement Program

FISCAL YEAR	2022	2023	2024	2025	2026	Total
GENERAL FUND	2,130,000	2,548,500	3,734,500	2,038,500	2,175,000	12,626,500
MOBILITY FEE FUND	225,000	-	-	-	-	225,000
ROAD IMPACT FEE	875,000	-	-	-	-	875,000
CRA	-	1,200,000	-	-	-	1,200,000
UTILITIES FUND	1,862,000	1,400,000	5,690,000	4,350,000	5,000,000	18,302,000
PARK TRUST FUND	1,200,000	-	85,000	-	25,000	1,310,000
SPACE NEEDS	-	100,000	1,200,000	-	-	1,300,000
STORMWATER FUND	675,000	600,000	750,000	375,000	685,000	3,085,000
FIRE IMPACT FEE	-	180,000	4,000,000	-	-	4,180,000
OTHER	-	-	-	1,800,000	-	1,800,000
TOTAL	$ 6,967,000	$ 6,028,500	$ 15,459,500	$ 8,563,500	$ 7,885,000	$ 44,903,500

Capital Improvement Program - Traffic

2022		
DETAILED TRAFFIC IMPROVEMENTS FISCAL YEAR 2022 THROUGH FISCAL YEAR 2026		
DESCRIPTION	**SOURCE**	**TOTAL ($)**

FISCAL YEAR 2022		
Keller Road Design *	Mobility Fee	225,000
Independence Lane Design/ROW Acquisition	Road Impact	800,000
TOTAL		**$ 1,025,000**

FISCAL YEAR 2023		
Seneca/Thistle Intersections Improvement Design **	Road Impact	75,000
Independence Lane Construction	CRA	1,200,000
TOTAL		**$ 1,275,000**

FISCAL YEAR 2024		
Keller Road Construction *	GF/RIF	1,200,000
TOTAL		**$ 1,200,000**

Capital Improvement Program – Sidewalks/Bike Paths

2022

DETAILED SIDEWALK IMPROVEMENTS
FISCAL YEAR 2022 THROUGH FISCAL YEAR 2026

DESCRIPTION	TOTAL ($)

FISCAL YEAR 2022

Maitland Community Park Boardwalk - Construction	750,000
Mohican Sidewalk from Thistle to Delorane (coordinated with waterline project)	360,000
TOTAL	**$ 1,110,000**

FISCAL YEAR 2023

Mayo Avenue Boardwalk	430,000
Lake Avenue Boardwalk	300,000
Accessibility Upgrades	100,000
TOTAL	**$ 830,000**

FISCAL YEAR 2024

Dommerich Sidewalks -Phase 2	700,000
Multiuse Path East-West Connector	630,000
TOTAL	**$ 1,330,000**

Capital Improvement Program – Sidewalks/Bike Paths

FISCAL YEAR 2025

Dommerich Drive Sidewalk (Choctaw to Sequoia) Design	60,000
Minnehaha Park Boardwalk	300,000
S. Lake Sybelia Drive (Boynton Road to Cranes Court new sidewalk)*	445,000
TOTAL	**$ 805,000**

FISCAL YEAR 2026

New Sidewalk	1,000,000
TOTAL	**$ 1,000,000**

GRAND TOTAL	**$ 5,075,000**

Capital Improvement Program - Paving

2022		
DETAILED PAVEMENT IMPROVEMENTS FISCAL YEAR 2022 THROUGH FISCAL YEAR 2026		
DESCRIPTION	**S.Y.**	**TOTAL ($)**
FISCAL YEAR 2022		
Multiple streets throughout the City to be determined by need	approx. 40,000	500,000
TOTAL	approx. 40,000	**$ 500,000**

FISCAL YEAR 2023		
Multiple streets throughout the City to be determined by need	approx. 40,000	500,000
TOTAL	approx. 40,000	**$ 500,000**

FISCAL YEAR 2024		
Multiple streets throughout the City to be determined by need	approx. 40,000	500,000
TOTAL	approx. 40,000	**$ 500,000**

FISCAL YEAR 2025		
Multiple streets throughout the City to be determined by need	approx. 40,000	500,000
TOTAL	approx. 40,000	**$ 500,000**

FISCAL YEAR 2026		
Multiple streets throughout the City to be determined by need	approx. 40,000	500,000
TOTAL	approx. 40,000	**$ 500,000**

Capital Improvement Program – Parks and Rec

2022		
PARK AND RECREATION IMPROVEMENTS FISCAL YEAR 2022 THROUGH FISCAL YEAR 2026		
DESCRIPTION	**SOURCE AND TOTAL**	
FISCAL YEAR 2022	**Fund 65**	**General Fund**
Ft. Maitland Improvements - Construction & CEI	1,200,000	-
Sybelia Beach Improvements Design and Engineering		60,000
Total FY 2022	1,200,000	60,000
FISCAL YEAR 2023	**Fund 65**	**General Fund**
Sybelia Beach Improvements Construction		497,000
Total FY 2023	-	497,000
FISCAL YEAR 2024	**Fund 65**	**General Fund**
Hill Rec. Park Improvements	85,000	
Bellamy Park Restroom Refurbishment		75,000
Total FY 2024	85,000	75,000

Capital Improvement Program - Parks and Rec

FISCAL YEAR 2025	Fund 65	General Fund
Minnehaha Park Playground Resurfacing		70,000
Hill Passive Park Improvements		50,000
Total FY 2025	-	120,000
FISCAL YEAR 2026	**Fund 65**	**General Fund**
Community Park Building Expansion Feasibility Study	25,000	
Total FY 2026	25,000	-
	$ 1,310,000	**$ 752,000**

Capital Improvement Program

Maintenance of Existing Facilities General Fund

	2022	2023	2024	2025	2026	TOTAL
Buildings	$ 269,000	$ 95,000	$ 25,000	$ -	$ -	$ 389,000
Buildings HVAC	21,000	13,000	-	-	-	34,000
Structures	-	-	-	-	-	-
Library	70,000	-	-	-	-	70,000
MAHA	100,000	113,500	104,500	113,500	100,000	531,500
Total	**$460,000**	**$221,500**	**$129,500**	**$ 113,500**	**$100,000**	**$ 1,024,500**

Additional Space Needs Citywide

	2022	2023	2024	2025	2026	TOTAL
Fire Stations	-	180,000	4,000,000	-	-	4,180,000
Public Works	-	100,000	1,200,000		-	1,300,000

Questions / Next Steps

Monday, July 26, 2021 – Set Millage Rate

Monday, August 2, 2021 – Second Budget Workshop – stormwater, utilities, solid waste, Misc funds and CRA.

Monday, August 9, 2021 – A&H and Maitland Public Library Workshop