

City of Williston



Fiscal Year 2021/2022 Adopted Budget

(Adopted on September 28, 2021)

Table of Contents

	<u>Page #</u>
Budget Summary	
Budget Summary by Fund	1
Budget Comparison by Fund	4
Property Tax Revenue	
Millage Rate Options	7
Taxable Values & Millage Rate Trend	9
Budget by Fund	
General Fund	11
Airport Fund	61
Community Redevelopment Agency (CRA) Fund	75
Utility Fund	83
COWLink Fund	119
Capital Improvement Program (CIP) Funds	125
Other Supporting Schedules	
Staffing Plan	131
Capital Improvement Plan (Sorted By Department)	137



Budget Summary

Budget Summary by Fund

Departments/Division	General Fund	Airport Fund	CRA Fund	Utility Fund	COWLink Fund	CIP Fund	Total FY2022 Budget	FY2021 Budget	% Chg
Expenditures by Type									
City Council	\$ 53,611	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 53,611	\$ 37,719	42.1%
Administration									
City Manager	38,405	10,545	-	63,269	-	-	112,219	111,503	0.6%
City Clerk	58,929	-	-	33,142	-	-	92,071	65,274	41.1%
Human Resources	19,432	6,204	-	40,328	-	-	65,964	42,992	53.4%
Purchasing	19,115	-	-	40,505	-	-	59,620	48,173	23.8%
City Administration	124,343	-	-	-	-	-	124,343	126,145	-1.4%
Information Technology	1,141	-	-	51,722	-	-	52,864	-	n/a
Special Events	20,235	-	-	-	-	-	20,235	13,300	52.1%
Library	6,113	-	-	-	-	-	6,113	6,199	-1.4%
Legal Services	46,500	-	-	-	-	-	46,500	41,000	13.4%
Financial Services	41,637	24,982	8,327	91,600	2,000	-	168,546	163,637	3.0%
Community Development									
Planning & Zoning	63,803	-	43,913	-	-	-	107,717	143,605	-25.0%
Building & Permitting / Inspections	109,361	-	-	-	-	-	109,361	106,089	3.1%
Community Redevelopment	141,462	-	674,764	-	-	-	816,225	548,600	48.8%
Law Enforcement/Public Safety									
Administration	376,374	-	-	-	-	-	376,374	342,596	9.9%
Patrol	878,394	-	-	-	-	-	878,394	868,437	1.1%
Police Communication	281,527	-	-	-	-	-	281,527	268,953	4.7%
Fire	643,037	-	-	-	-	-	643,037	587,580	9.4%
Animal Control / Code Enfor.	59,768	-	-	-	-	-	59,768	50,116	19.3%
Crossing Guards	11,026	-	-	-	-	-	11,026	20,251	-45.6%
Recreation/Athletics	3,000	-	-	-	-	-	3,000	7,497	-60.0%
Airport									
Operations	-	1,524,257	-	-	-	-	1,524,257	1,313,055	16.1%
Capital Projects	-	666,189	-	-	-	-	666,189	440,523	51.2%
Streets & Parks	563,375	-	-	-	-	-	563,375	309,732	81.9%
Utility Services / Public Works									
Utility Administration	-	-	-	171,070	-	-	171,070	161,988	5.6%
Customer Service	-	-	-	145,951	-	-	145,951	-	n/a
Electric Services	-	-	-	2,438,035	-	-	2,438,035	2,538,533	-4.0%
Gas Services	-	-	-	588,441	-	-	588,441	560,801	4.9%
Water Services	-	-	-	403,973	-	-	403,973	381,856	5.8%
Solid Waste Collection	-	-	-	543,641	-	-	543,641	545,108	-0.3%
Sewer Collection	-	-	-	212,060	-	-	212,060	207,614	2.1%
Sewer Treatment	-	-	-	357,062	-	-	357,062	275,431	29.6%
COWLink	-	-	-	-	39,545	-	39,545	-	n/a
Capital Projects/Equipment	-	-	-	-	-	2,891,440	2,891,440	995,935	190.3%
Transfer to General Fund	-	-	-	900,000	-	-	900,000	800,000	12.5%
Transfer to Capital Improv. Fund	52,500	-	-	112,600	-	-	165,100	276,385	-40.3%
Contingency / Reserves	5,989	22,793	-	20,000	-	-	48,782	44,544	9.5%
Total Expenditures	\$3,619,076	\$2,254,970	\$ 727,004	\$6,213,400	\$ 41,545	\$2,891,440	\$15,747,436	\$12,451,173	26.5%

Budget Summary by Fund

Departments/Division	General Fund	Airport Fund	CRA Fund	Utility Fund	COWLink Fund	CIP Fund	Total FY2022 Budget	FY2021 Budget	% Chg
Revenue / Funding Sources									
Property Taxes	\$ 797,395	\$ -	\$ 330,077	\$ -	\$ -	\$ -	\$ 1,127,472	\$ 974,789	15.7%
Other Locally Levied Taxes	410,581	-	-	-	-	-	410,581	366,018	12.2%
Utility Billing	-	-	-	5,640,008	-	-	5,640,008	5,629,303	0.2%
COWLink Billing	-	-	-	-	41,545	-	41,545	-	n/a
Gas Infrastructure Reimb.	-	-	-	43,750	-	-	43,750	43,750	0.0%
Fuel Sales	-	1,244,371	-	-	-	-	1,244,371	1,031,253	20.7%
Rental & Leases	-	328,300	-	-	-	-	328,300	304,695	7.7%
Public Service Taxes	390,000	-	-	-	-	-	390,000	375,000	4.0%
Franchise Fees	92,230	-	-	-	-	-	92,230	77,230	19.4%
County Fire Services	347,700	-	-	-	-	-	347,700	-	n/a
Intergovernmental Revenues	399,670	-	-	-	-	-	399,670	640,113	-37.6%
Fines & Forfeitures	25,050	-	-	-	-	-	25,050	19,050	31.5%
Licenses & Permits	99,950	-	-	-	-	-	99,950	106,850	-6.5%
Miscellaneous	46,132	15,360	500	82,360	-	-	144,352	126,020	14.5%
Interest Income	10,000	750	150	1,500	-	-	12,400	9,750	27.2%
Grant	-	666,189	-	-	-	2,726,340	3,392,529	970,423	249.6%
Non-Operating/ Transfers	900,000	-	-	-	-	165,100	1,065,100	1,076,385	-1.0%
Other Sources / Loan Repayment	10,000	-	-	30,100	-	-	40,100	209,750	-80.9%
Use of Fund Bal. / Retained Earnings	90,368	-	396,277	415,682	-	-	902,328	490,793	83.9%
Total Revenue/Funding Sources	3,619,076	2,254,970	727,004	6,213,400	41,545	2,891,440	15,747,436	12,451,173	26.5%
Surplus / Deficit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	n/a

Budget Comparison By Fund

Budget Changes	General Fund	Airport Fund	CRA Fund	Utility Fund	COWLink Fund	CIP Fund	Total Budget
Revenues							
FY2021 Budget	\$3,164,160	\$1,793,931	\$ 512,248	\$5,984,898	\$ -	\$ 995,935	\$ 12,451,172
Change in Property Taxes	70,296	-	82,387	-	-	-	152,683
Change in Intergovernmental Revenue	101,420	-	-	-	-	-	101,420
Change in Utility Billings	-	-	-	14,705	-	-	14,705
COWLink Billings	-	-	-	-	41,545	-	41,545
Gas Infrastructure Reimbursement	-	-	-	-	-	-	-
Change in Grant Revenue	-	225,666	-	-	-	2,196,440	2,422,106
Change in Transfers from GF/UF	100,000	-	-	-	-	(111,285)	(11,285)
Change in estimated fuel revenue	-	213,118	-	-	-	-	213,118
Change in Rental/Leases Revenue	-	23,605	-	-	-	-	23,605
Increase in County Fire Contribution	50,400	-	-	-	-	-	50,400
Change in Franchise Fees Revenue	15,000	-	-	-	-	-	15,000
Increase in Public Service Taxes	15,000	-	-	-	-	-	15,000
Change in interest income	6,000	150	-	(3,500)	-	-	2,650
Change in Business Licenses	(7,000)	-	-	-	-	-	(7,000)
Change in Code Enforcement Fees	11,000	-	-	-	-	-	11,000
Change in Permitting Revenue	100	-	-	-	-	-	100
Change to Fund Balance	90,368	-	131,869	189,297	-	-	411,535
All other revenue changes	2,332	(1,500)	500	28,000	-	-	29,332
FY2022 Budget	\$3,619,076	\$2,254,970	\$ 727,004	\$6,213,400	\$ 41,545	\$2,891,440	\$ 15,747,436
<i>Amount increased (decreased)</i>							\$ 3,296,264
<i>% Change</i>							26.5%

Budget Comparison By Fund

Budget Changes	General Fund	Airport Fund	CRA Fund	Utility Fund	COWLink Fund	CIP Fund	Total Budget
<u>Expenditures / Expenses</u>							
FY2021 Budget	\$3,164,160	\$1,793,931	\$ 512,248	\$5,984,898	\$ -	\$ 995,935	\$ 12,451,172
<u>Personnel Expenses</u>							
New Positions	-	-	-	-	-	-	-
Council Wage Adjustments	16,709	-	-	-	-	-	16,709
All other Staffing Changes / Adjustments	227,657	(3,808)	3,886	237,268	24,914	-	489,918
Change in retirement plan	11,175	1,299	(209)	4,159	-	-	16,424
Change in Overtime / Holiday Pay	(3,800)	-	-	300	-	-	(3,500)
Change in Insurance (Workers Comp)	18,517	1,407	252	13,690	-	-	33,867
Change for Insurance (Health / Life)	70,981	7,359	3,006	59,856	-	-	141,202
Subtotal	341,240	6,258	6,934	315,274	24,914	-	694,620
<u>Operating Expenses</u>							
Change in Insurance (Prop/GL/Liab)	9,029	13,086	-	5,181	-	-	27,296
Change in Legal Services	5,500	-	-	-	-	-	5,500
Change in Contract Services	(875)	(2,832)	-	5,600	-	-	1,893
Change in Professional Services	(1,620)	7,000	-	11,000	-	-	16,380
Change in Building Services	-	-	-	-	-	-	-
Change in Financial Services	727	436	(8,036)	9,782	2,000	-	4,909
Change in Audit Fees	(2,250)	(150)	(50)	1,450	2,000	-	1,000
Change in Rental/Leases	-	1,280	-	-	-	-	1,280
Change in Utility Expenses	925	(1,560)	-	21,450	-	-	20,815
Change in telephone expenses	(1,483)	(3,575)	-	(2,690)	-	-	(7,748)
Change in material & supplies exp.	16,280	3,000	-	63,500	250	-	83,030
Change in building maintenance	-	-	-	-	-	-	-
Change in repair & maintenance	2,500	4,000	-	3,500	1,000	-	11,000
Change in advertising expenses	525	800	-	12,500	750	-	14,575
Change in Vehicle Maintenance/Fuel	15,550	(6,000)	-	4,300	-	-	13,850
Change in Training expenses	3,090	-	-	11,150	-	-	14,240
Change in IT Services/ Software Maint.	(10,409)	5,965	-	(17,345)	3,936	-	(17,854)
Change in Airport fuel purchases	-	186,701	-	-	-	-	186,701
Change in Credit Card Fees	-	1,000	-	-	-	-	1,000
Change in Solid Waste services	-	-	-	12,405	-	-	12,405
Change in Electricity Purchases	-	-	-	(212,669)	-	-	(212,669)
Change in Gas Purchases	-	-	-	540	-	-	540
Change to Contingency / reserve	(7,136)	14,463	-	(3,089)	-	-	4,238
Change in bad debt expense	-	3,000	-	(5,500)	-	-	(2,500)
All other changes	9,861	2,500	40,000	5,950	6,695	-	65,006
Subtotal	40,215	229,115	31,914	(72,986)	16,631	-	244,887

Budget Comparison By Fund

Budget Changes	General Fund	Airport Fund	CRA Fund	Utility Fund	COWLink Fund	CIP Fund	Total Budget
<u>Expenditures / Expenses (continued)</u>							
<u>Capital Outlay</u>							
Change in Capital Outlay / Projects	-	225,666	175,909	-	-	1,895,505	2,297,080
Change in transfer to General Fund	-	-	-	100,000	-	-	100,000
Change in transfer to CRA Fund	28,997	-	-	-	-	-	28,997
Change in transfer to CIP Fund	2,500	-	-	(113,785)	-	-	(111,285)
Subtotal	31,497	225,666	175,909	(13,785)	-	1,895,505	2,314,791
<u>Debt Service Payments</u>							
Loan Repayments	20,000	-	-	-	-	-	20,000
Change in Bank Loan Payments	21,965	-	-	-	-	-	21,965
Subtotal	41,965	-	-	-	-	-	41,965
<i>Net Adjustments</i>	454,916	461,039	214,756	228,502	41,545	1,895,505	3,296,264
FY2022 Budget	\$ 3,619,076	\$ 2,254,970	\$ 727,004	\$ 6,213,400	\$ 41,545	\$ 2,891,440	\$ 15,747,436
Surplus / Deficit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



Millage Rate Options

Comparison of Taxable Values - (FY2021 vs FY2022)

Fiscal Year	Gross Taxable Value	Difference	% Change (incr / decr)
FY21 Final Taxable Values	110,633,914		n/a
FY22 Preliminary Taxable Values	118,122,672	7,488,758	6.77%

Comparison of Millage Rate Options

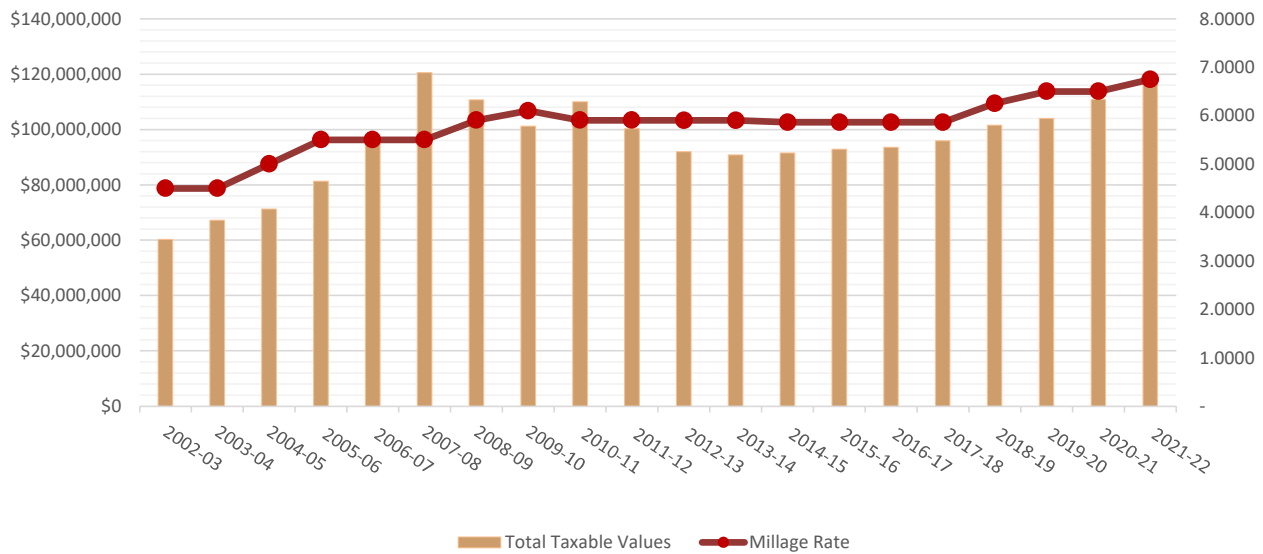
Millage Option	Gross Taxable Value	Millage Rate	Gross Tax Revenue (1)	Year-over-Year Change in Revenue Incr. (Decr.)	% Over Roll Back Rate
Roll Back Millage Rate	118,122,672	6.3526	750,386	31,266	
Prior Year Millage Rate	118,122,672	6.5000	767,797	48,677	2.32%
Other Millage Rates (option 1)	118,122,672	6.7500	797,328	78,208	6.26%
Other Millage Rates (option 2)	118,122,672	7.0000	826,859	107,738	10.19%
Other Millage Rates (option 3)	118,122,672	7.2500	856,389	137,269	14.13%
Other Millage Rates (option 4)	118,122,672	7.5000	885,920	166,800	18.06%
Other Millage Rates (option 5)	118,122,672	8.0000	944,981	225,861	25.93%
Preliminary Millage Rate	118,122,672	6.7500	797,328	78,208	6.26%

Notes

(1) Gross tax revenue does not include discounts taken for early payment.

Taxable Values and Millage Rate Trend (2002 - present)

Fiscal Year	Taxable Value	Millage Rate	Property Taxes	% Change
2002-03	\$60,300,000	4.5000	\$271,350	
2003-04	\$67,221,333	4.5000	\$302,496	11.5%
2004-05	\$71,309,400	5.0000	\$356,547	17.9%
2005-06	\$81,293,273	5.5000	\$447,113	25.4%
2006-07	\$96,978,545	5.5000	\$533,382	19.3%
2007-08	\$120,554,182	5.5000	\$663,048	24.3%
2008-09	\$110,668,869	5.9025	\$653,223	-1.5%
2009-10	\$101,266,765	6.0990	\$617,626	-5.4%
2010-11	\$109,993,847	5.9025	\$649,239	5.1%
2011-12	\$100,245,489	5.9025	\$591,699	-8.9%
2012-13	\$91,916,789	5.9025	\$542,539	-8.3%
2013-14	\$90,789,524	5.9025	\$535,885	-1.2%
2014-15	\$91,506,544	5.8627	\$536,475	0.1%
2015-16	\$92,898,940	5.8627	\$544,639	1.5%
2016-17	\$93,577,254	5.8627	\$548,615	0.7%
2017-18	\$95,947,250	5.8627	\$562,510	2.5%
2018-19	\$101,511,962	6.2500	\$634,450	12.8%
2019-20	\$103,958,462	6.5000	\$675,730	20.1%
2020-21	\$110,784,851	6.5000	\$720,102	13.5%
2021-22	\$118,122,672	6.7500	\$797,328	18.0%



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CITY OF WILLISTON
FY 2021-2022 Budget
Budget Summary – General Fund

Budget Highlights

The General Fund has a FY 2021-22 budget of **\$3,619,076** which represents an increase of **\$454,916 or 14.4%** from the adopted FY 2020-21 budget of \$3,164,160. The increase is primarily the result of new positions added to the Streets & Parks departments as well as staff wage adjustments.

Budget Details

Department Recap	2020 Actual	2021 Budget	2022 Budget	Change	% Change
City Council	\$33,651	\$35,219	\$53,611	\$18,392	52.2%
City Manager	29,632	34,877	38,405	3,528	10.1%
City Clerk	37,473	55,441	58,929	3,488	6.3%
Legal Services	45,621	41,000	46,500	5,500	13.4%
Administration	185,984	138,944	161,381	22,437	16.1%
Human Resources	199	18,254	19,432	1,178	6.5%
Purchasing	12,383	19,190	19,115	(75)	(0.4%)
Planning & Zoning	70,725	58,664	63,803	5,139	8.8%
Building Permits	91,426	106,089	109,361	3,272	3.1%
Animal Control / Code Enfor.	58,341	50,116	59,768	9,652	19.3%
Police	1,128,224	1,231,283	1,265,793	34,510	2.8%
Police Communications	240,313	268,953	281,527	12,574	4.7%
Fire	693,722	587,580	643,037	55,457	9.4%
Streets & Parks	292,390	309,732	563,375	253,643	81.9%
Recreation / Athletics	1,570	7,497	3,000	(4,497)	(60.0%)
Library	6,343	6,199	6,113	(86)	(1.4%)
Special Events	1,192	13,300	20,235	6,935	52.1%
Non-Departmental	282,562	181,822	205,691	23,869	13.1%
Rounding	3	-	-	-	n/a
Total	\$3,211,754	\$3,164,160	\$3,619,076	\$454,916	14.4%



CITY OF WILLISTON
FY 2021-2022 Budget
Budget Summary – General Fund

Budget Details (continued)

Summary	2020 Actual	2021 Budget	2022 Budget	Change	% Change
Property Taxes	\$716,225	\$727,099	\$797,395	\$70,296	9.7%
Locally Levied Taxes	531,407	477,606	554,545	76,939	16.1%
Intergovernmental Revenues	489,900	523,725	603,406	79,681	15.2%
Public Service Taxes	358,562	375,000	390,000	15,000	4.0%
Franchise Fees	91,870	77,230	92,230	15,000	19.4%
License & Permits	98,419	110,150	99,950	(10,200)	(9.3%)
Fines & Forfeitures	27,405	20,550	25,050	4,500	21.9%
Miscellaneous Revenue	14,337	32,300	56,132	23,832	73.8%
Interest Income	712	4,000	10,000	6,000	150.0%
Non-Operating Revenue	890,003	816,500	900,000	83,500	10.2%
Use of Reserves	-	-	90,368	90,368	n/a
Total Revenue/ Other Funding	\$3,218,840	\$3,164,160	\$3,619,076	\$454,916	14.4%
Personnel (Salaries & Benefits)	\$2,120,266	\$2,182,476	\$2,521,716	\$339,240	15.5%
Operating Expenses	791,428	772,613	821,964	49,351	6.4%
Debt Service Expenses	23,380	33,480	75,445	41,965	125.3%
Transfer To CRA Fund	97,668	112,465	141,462	28,997	25.8%
Transfer to Capital Fund	179,012	50,000	52,500	2,500	5.0%
Reserves	-	-	-	-	n/a
Contingency	-	13,125	5,989	(7,136)	(54.4%)
Rounding	-	1	0	(1)	(100.0%)
Total Expenditures	\$3,211,754	\$3,164,160	\$3,619,076	\$454,916	14.4%
Net (Expenditures) Revenue	\$7,086	\$0	\$0	\$0	n/a



CITY OF WILLISTON
FY 2021-2022 Budget
Budget Summary – General Fund

Budget Details (continued)

Staffing Recap	2020 Actual	2021 Budget	2022 Budget	Change	% Change
Dedicated Staff					
<u>Full-Time Staff</u>					
Building Permit Dept.	1	1	1	0	0.0%
Police	13	13	13	0	0.0%
Police Communications	5	5	5	0	0.0%
Animal Control / Code	1	1	1	0	0.0%
Fire	0	0	1	1	n/a
Streets & Parks	2	2	9	7	350.0%
Subtotal	22	22	30	8	36.4%
<u>Part-Time Staff</u>					
Police	1	1	2	1	100.0%
Police Communications	5	5	2	(3)	(60.0%)
Crossing Guards	2	2	1	(1)	(50.0%)
Animal Control / Code	1	1	1	0	0.0%
Fire (Volunteer)	34	34	33	(1)	(3.0%)
Subtotal	43	43	39	(4)	(9.3%)
Allocated Staff	17	17	10	(7)	(41.2%)
Subtotal	17	17	10	(7)	(41.2%)
Total Staff	82	82	79	(3)	(3.7%)



CITY OF WILLISTON
FY 2021-2022 Budget
Budget Summary – General Fund

Staffing Plan – Dedicated Staff

The following position(s) are 100% dedicated to the General Fund.

Name	Title	Hourly Rate	Type	Hours	Annual Wages
<u>Building Permits</u>					
Krystal Ramos	Building Permit Technician	\$15.05	Full-Time	2,080	\$31,304
Other Pay	Safety Awards				\$25
Subtotal					\$31,329
<u>Public Safety</u>					
Police	See Staffing Plan for Details				\$657,918
Crossing Guards	See Staffing Plan for Details				\$10,242
Police Communications	See Staffing Plan for Details				\$187,388
Fire	See Staffing Plan for Details				\$333,751
Subtotal					\$1,189,299
<u>Animal Control / Code</u>					
Wayne Carson	Animal Control / Code Officer	\$17.52	Full-Time	2,080	\$36,442
James Holloway	Kennel Technician	\$12.02	Part-Time	312	\$3,750
Other Pay	Safety Awards				\$75
Subtotal					\$40,267
<u>Streets & Parks</u>					
Kendall M Haymons	Supervisor of Streets & Parks	\$21.45	Full-Time	2,080	\$44,616
Joseph Whitehead	Crew Worker	\$14.61	Full-Time	2,080	\$30,389
David Kidd	Inmate Supervisor	\$15.34	Full-Time	2,080	\$31,907
Logan Ethington	Inmate Supervisor	\$15.34	Full-Time	2,080	\$31,907
Shayne Emerson	Park Ranger	\$14.61	Full-Time	2,080	\$30,389
Nicholas Thomas	Maintenance Worker	\$12.62	Full-Time	2,080	\$26,250
Open Position	Heavy Equipment Operator	\$17.76	Full-Time	2,080	\$36,941
New Position	Maintenance Worker	\$12.62	Full-Time	2,080	\$26,250
New Position	Maintenance Worker	\$12.62	Full-Time	2,080	\$26,250
Other Pay	Safety Awards				\$450
Subtotal					\$285,349
Total					\$1,546,244



CITY OF WILLISTON
FY 2021-2022 Budget
Budget Summary – General Fund

Staffing Plan – Allocated Staff

The following position(s) are allocated to the General Fund. Only the amount(s) shown in the last column are included in the salary budget for FY 2021-22.

Name	Title	Hourly Rate	Type	Hours	Annual Wages	Allocation %	Amount Allocated
Jackie Gorman	City Manager	\$37.26	FT	2,080	\$77,500	30%	\$23,250
Patricia Nipper	Admin Assistant	\$18.00	FT	2,080	\$37,440	30%	\$11,232
Latricia Wright	City Clerk	\$24.52	FT	2,080	\$51,003	50%	\$25,502
Danny Wallace	Logistics Manager	\$19.13	FT	2,080	\$39,800	25%	\$9,950
Melisa Thompson	HR Director	\$22.66	FT	2,080	\$47,133	25%	\$11,783
Aaron Mills	Technology Manager	\$28.74	FT	2,080	\$59,769	20%	\$11,954
New Position	IT Technician	\$20.00	PT	1,040	\$20,800	5%	\$1,040
Laura Jones	Community Dev. Mgr.	\$27.55	FT	2,080	\$57,304	40%	\$22,922
Nicole Bouse	P&Z Admin Assistant	\$15.20	FT	2,080	\$31,616	50%	\$15,808
New Position	PW Mechanic	\$17.76	PT	1,560	\$27,706	25%	\$6,927
Other Pay	Car Allowance				\$5,045	30%	\$1,514
Other Pay	Safety Awards						\$75
Rounding							(\$3)
Total							\$141,954

Total Dedicated and Allocated Staff	\$1,688,198
Total City Council Pay	\$31,200
Total Overtime, Training, Special Pay, Drug Testing & Holiday Pay	\$71,650
Total Taxes, Benefits & Workers' Comp.	\$730,668
Total Personal Services	\$2,521,716

Anticipated Projects / Capital Spending

The following capital projects are anticipated for FY 2021-22.

Description	Project Amount	Funding Source
Fire Brush Truck	\$54,000	USDA Grant - 75%; Reserves - 25%
Extrication Equipment Replacement	\$90,000	Grant - 90%; Reserves - 10%
Mower replacements	\$30,000	Reserves
Video Surveillance System	\$32,005	JAG Grant - 100%
Total	\$206,005	

General Fund - FY 2021/22 Budget

Number	Description	FY 2020 Actual	FY2021 Amended Budget	Total FY2021 Projected	FY2022 Budget	% Budget Incr (Decr)
REVENUES/ OTHER SOURCES						
001-311-100	Ad valorem Property Taxes	\$ 647,389	\$ 702,099	\$ 702,099	\$ 777,395	10.7%
001-311-200	Delinquent Ad Valorem Taxes	68,836	25,000	16,800	20,000	-20.0%
001-312-400	Local Option Tax: Gas 6C	116,819	106,018	112,340	123,683	16.7%
001-312-600	Local Govt Infrtr Tax - Discretionary	280,427	260,000	285,222	286,898	10.3%
001-314-100	Public Service Tax - Electricity	268,578	270,500	265,396	280,000	3.5%
001-314-300	Public Service Tax - Water	47,425	45,500	47,762	50,000	9.9%
001-314-400	Public Service Tax - Gas	39,742	55,000	46,599	55,000	0.0%
001-314-800	Public Service Tax - Propane	2,818	4,000	4,836	5,000	25.0%
001-315-000	Telecommunications Tax	83,084	75,000	73,744	73,165	-2.4%
001-316-000	Business & Prof Occ. Licenses	21,351	30,000	21,054	23,000	-23.3%
001-322-110	Building Permits	73,652	75,000	97,213	75,000	0.0%
001-322-120	Fire Inspection Fee	450	1,500	1,050	1,500	0.0%
001-322-130	Bldg Permit Admin Fee	-	-	90	100	n/a
001-323-100	Franchise Fees - Electricity	45,080	30,000	45,323	45,000	50.0%
001-323-200	Franchise Fees - Telephone Pole Rental	2,230	2,230	2,230	2,230	0.0%
001-323-700	Franchise Fees - Solid Waste	44,560	45,000	43,671	45,000	0.0%
001-329-100	Animal Licenses/Misc.	220	350	350	350	0.0%
001-331-100	Fed Payments In Lieu of Taxes	5,716	5,800	5,716	5,800	0.0%
001-335-120	State Revenue Sharing	101,848	90,000	97,289	115,966	28.9%
001-335-123	Mun Vehicle Gas Tax Rebate	50	-	-	-	n/a
001-335-140	Mobile Home Licenses Tax	1,959	3,500	2,673	3,500	0.0%
001-335-150	Alcoholic Beverage Licenses	1,237	1,300	1,475	1,475	13.5%
001-335-180	Local Govt 1/2 Cent Sales Tax	134,161	111,588	146,330	143,964	29.0%
001-335-290	FDOT - Traffic Signal Maintenance	14,422	15,900	14,801	15,900	0.0%
001-335-291	FDOT - Highway Lighting Maint.	32,516	33,825	32,516	34,000	0.5%
001-337-200	Crossing Guards Levy County	3,743	5,900	5,545	5,900	0.0%
001-338-115	County Fire Services	248,522	297,300	297,300	297,300	0.0%
001-338-116	Other Fire Services	-	-	39,375	50,400	n/a
001-341-900	Land Development Regulation Fees	10,320	14,500	13,724	14,500	0.0%
001-342-100	Pub Safety: Misc. Police Services	727	2,500	1,058	2,500	0.0%
001-342-110	Police Investigation Revenue	500	500	1,708	1,750	250.0%
001-344-121	Rent - Community Room	12	-	780	1,000	n/a
001-347-200	Parks Application Fee-Nonrefund	20	100	1,000	1,000	900.0%
001-347-300	Parks Use Fee	50	200	38	200	0.0%
001-351-100	Fines & Forfeitures	7,433	10,000	3,637	5,000	-50.0%
001-351-101	Fines - Parking Violations (City)	20	50	50	50	0.0%
001-351-103	Court Fees	-	500	500	500	0.0%
001-351-102	Code Enforcement Fees	19,502	8,500	16,790	19,500	129.4%
001-360-100	Miscellaneous Income	1,410	12,750	13,094	16,000	25.5%
001-360-200	Misc. Reimbursement Police Dept	328	550	1,445	1,682	205.9%

General Fund - FY 2021/22 Budget

Number	Description	FY 2020 Actual	FY2021 Amended Budget	Total FY2021 Projected	FY2022 Budget	% Budget Incr (Decr)
REVENUES/SOURCES (continued)						
001-361-100	Interest Income	712	4,000	6,668	10,000	150.0%
001-364-200	Disposition of Scrap Materials	3	1,000	765	1,000	0.0%
001-365-000	Parade Fees	970	1,200	375	1,000	-16.7%
001-382-100	Utility Fund Contribution	890,000	800,000	800,000	900,000	12.5%
001-382-600	Loan Repayment	-	10,000	10,000	10,000	0.0%
001-392-100	Sale of General Fixed Assets	-	2,000	241	2,000	0.0%
001-392-200	Sale of Fixed Assets (Land)	-	-	116,675	-	n/a
001-338-117	Insurance Claim Refund	-	-	5,743	-	n/a
001-366-000	Donations	-	3,500	2,200	3,500	0.0%
001-384-000	Use of Fund Balance	-	-	-	90,368	n/a
TOTAL REVENUES/SOURCES		3,218,840	3,164,160	3,405,287	3,619,076	14.4%

General Fund - FY 2021/22 Budget

Number	Description	FY 2020 Actual	FY2021 Amended Budget	Total FY2021 Projected	FY2022 Budget	% Budget Incr (Decr)
<u>EXPENDITURES/USES</u>						
CITY COUNCIL						
001-511-010-021	Payroll Taxes	1,295	1,278	1,599	2,387	86.8%
001-511-010-022	Retirement	1,125	1,500	-	-	-100.0%
001-511-010-024	Workers' Compensation	378	377	488	983	160.9%
001-511-010-111	Executive Salaries	15,800	15,600	20,715	31,200	100.0%
Total Personal Services		18,598	18,754	22,802	34,569	84.3%
001-511-030-113	Election Fees	-	1,100	-	2,550	131.8%
001-511-030-031	Professional Services	225	500	500	500	0.0%
001-511-030-034	Other Contractual Services	1,086	500	500	500	0.0%
001-511-030-040	Travel & Per Diem	1,136	1,000	1,000	1,000	0.0%
001-511-030-041	Telephone	480	480	420	480	0.0%
001-511-030-042	Postage	124	500	566	500	0.0%
001-511-030-045	Insurance	9,010	8,885	7,959	10,012	12.7%
001-511-030-154	Dues & Subscriptions	812	1,000	1,000	1,000	0.0%
001-511-030-254	Training & Seminars	635	1,000	1,000	1,000	0.0%
001-511-030-352	Operating Supplies	1,546	1,500	1,620	1,500	0.0%
Total Operating Expenditures		15,054	16,465	14,565	19,042	15.7%
TOTAL CITY COUNCIL		33,651	35,219	37,368	53,611	52.2%

General Fund - FY 2021/22 Budget

Number	Description	FY 2020 Actual	FY2021 Amended Budget	Total FY2021 Projected	FY2022 Budget	% Budget Incr (Decr)
EXPENDITURES/USES (continued)						
CITY MANAGER						
001-512-010-021	Payroll Taxes	1,883	2,033	2,012	1,895	-6.8%
001-512-010-022	Retirement	1,238	2,040	1,761	1,860	-8.8%
001-512-010-023	Life & Health Insurance	853	2,798	2,024	3,109	11.1%
001-512-010-024	Workers' Compensation	551	396	410	780	96.8%
001-512-010-112	Salaries & Wages	24,613	26,580	26,306	24,771	-6.8%
Total Personal Services		29,137	33,847	32,513	32,415	-4.2%
001-512-030-040	Travel & Per Diem	-	-	-	2,650	n/a
001-512-030-041	Telephone	-	-	-	500	n/a
001-512-030-154	Dues & Subscriptions	495	1,030	1,140	1,140	10.7%
001-512-030-254	Training-Schools & Seminars	-	-	-	700	n/a
001-512-030-352	Materials & Supplies	-	-	-	1,000	n/a
Total Operating Expenditures		495	1,030	1,140	5,990	481.6%
TOTAL CITY MANAGER		29,632	34,877	33,653	38,405	10.1%
CITY CLERK						
001-519-010-021	Payroll Taxes	1,040	1,952	1,915	1,952	0.0%
001-519-010-022	Retirement	272	510	501	495	-3.0%
001-519-010-023	Life & Health Insurance	2,547	4,663	4,662	5,181	11.1%
001-519-010-024	Workers' Compensation	495	380	373	804	111.2%
001-519-010-112	Salaries & Wages	13,593	25,513	25,038	25,514	0.0%
Total Personal Services		17,946	33,018	32,490	33,946	2.8%
001-519-030-031	Professional Services	11,074	12,228	11,418	10,608	-13.2%
001-519-030-039	Coding Ordinances	1,200	1,200	1,557	2,700	125.0%
001-519-030-040	Travel & Per Diem	1,056	2,000	-	2,650	32.5%
001-519-030-041	Telephone	-	-	-	500	n/a
001-519-030-154	Dues & Subscriptions	-	495	500	550	11.1%
001-519-030-248	Advertising & Promotions	6,196	6,000	5,272	6,275	4.6%
001-519-030-254	Training-Schools & Seminars	-	500	75	700	40.0%
001-519-030-352	Materials & Supplies	-	-	-	1,000	n/a
Total Operating Expenditures		19,526	22,423	18,822	24,983	11.4%
TOTAL CITY CLERK		37,473	55,441	51,312	58,929	6.3%

General Fund - FY 2021/22 Budget

Number	Description	FY 2020 Actual	FY2021 Amended Budget	Total FY2021 Projected	FY2022 Budget	% Budget Incr (Decr)
EXPENDITURES/USES (continued)						
LEGAL SERVICES						
001-514-030-031	Professional Services - City Attorney	45,261	40,000	43,348	45,000	12.5%
001-514-030-033	Professional Services - Other Legal	361	1,000	1,236	1,500	50.0%
TOTAL LEGAL SERVICES		45,621	41,000	44,583	46,500	13.4%
ADMINISTRATION						
001-513-010-014	Overtime	490	500	236	-	-100.0%
001-513-010-021	Payroll Taxes	1,262	537	944	1,854	245.3%
001-513-010-022	Retirement	1,091	130	265	470	260.7%
001-513-010-023	Life & Health Insurance	4,679	1,865	2,314	3,109	66.7%
001-513-010-024	Workers' Compensation	27	97	396	763	685.2%
001-513-010-025	Drug Testing	80	150	375	400	166.7%
001-513-010-025-1	Unemployment Compensation	-	-	3,655	3,000	n/a
001-513-010-112	Salaries & Wages	17,861	6,519	13,820	24,240	271.8%
Total Personal Services		25,490	9,799	22,006	33,836	245.3%
001-513-030-032	Auditing Fees	10,130	12,000	12,000	9,750	-18.8%
001-513-030-034	Other Contractual Services	13,136	6,875	10,081	7,000	1.8%
001-513-030-036	Financial Services	39,718	40,909	40,909	41,637	1.8%
001-513-030-037	Information Technology Services	26,150	15,500	16,517	-	-100.0%
001-513-030-038	Software Maintenance	8,038	9,157	2,116	8,798	-3.9%
001-513-030-041	Telephone	14,832	13,460	8,870	7,820	-41.9%
001-513-030-042	Postage	2,863	2,000	4,174	2,000	0.0%
001-513-030-043	Utility Services	4,784	4,000	5,289	5,500	37.5%
001-513-030-044	Rental/Leases	1,814	1,620	1,620	1,620	0.0%
001-513-030-045	Insurance - Other	4,802	4,574	5,388	5,154	12.7%
001-513-030-154	Dues & Subscriptions	3,167	830	241	266	-68.0%
001-513-030-246	Building Maintenance	2,959	3,000	4,451	3,000	0.0%
001-513-030-249	Miscellaneous Expense	9,762	5,000	8,962	5,000	0.0%
001-513-030-254	Training-Schools & Seminars	557	500	299	-	-100.0%
001-513-030-352	Materials & Supplies	17,783	9,720	10,857	10,000	2.9%
Total Operating Expenditures		160,495	129,145	131,774	107,544	-16.7%
001-513-090-020	Debt Service- Repayment to Utility Fund	-	-	-	20,000	n/a
Total Debt Service		-	-	-	20,000	n/a
TOTAL ADMINISTRATION		185,984	138,944	153,780	161,381	16.1%

General Fund - FY 2021/22 Budget

Number	Description	FY 2020 Actual	FY2021 Amended Budget	Total FY2021 Projected	FY2022 Budget	% Budget Incr (Decr)
EXPENDITURES/USES (continued)						
HUMAN RESOURCES						
001-517-010-021	Payroll Taxes	-	702	1,033	902	28.5%
001-517-010-022	Retirement	-	183	270	229	24.7%
001-517-010-023	Life & Health Insurance	-	3,264	4,896	2,591	-20.6%
001-517-010-024	Workers' Compensation	-	633	949	371	-41.3%
001-517-010-112	Salaries & Wages	-	9,172	13,500	11,790	28.5%
Total Personal Services		-	13,954	20,648	15,882	13.8%
001-517-030-038	Software Maintenance	-	100	17	100	0.0%
001-517-030-040	Travel & Per Diem	-	1,000	-	750	-25.0%
001-517-030-154	Dues & Subscriptions	-	300	-	300	0.0%
001-517-030-248	Advertising & Promotions	-	1,000	263	750	-25.0%
001-517-030-254	Training-Schools & Seminars	199	1,000	-	750	-25.0%
001-517-030-255	Employee Incentives	-	500	-	500	0.0%
001-517-030-256	Background Checks	-	400	-	400	0.0%
Total Operating Expenditures		199	4,300	280	3,550	-17.4%
TOTAL HUMAN RESOURCES		199	18,254	20,928	19,432	6.5%
PURCHASING						
001-516-010-021	Payroll Taxes	448	761	748	762	0.1%
001-516-010-022	Retirement	117	199	196	193	-2.9%
001-516-010-023	Life & Health Insurance	1,271	2,331	2,323	2,591	11.1%
001-516-010-024	Workers' Compensation	139	148	146	314	111.3%
001-516-010-112	Salaries & Wages	5,857	9,950	9,777	9,956	0.1%
Total Personal Services		7,832	13,390	13,190	13,815	3.2%
001-516-030-040	Travel & Per Diem	74	1,000	-	1,000	0.0%
001-516-030-154	Dues & Subscriptions	40	250	-	250	0.0%
001-516-030-249	Miscellaneous Expense	487	500	347	500	0.0%
001-516-030-254	Training-Schools & Seminars	30	500	-	500	0.0%
001-516-030-346	Vehicle Repair/Expense	483	1,000	-	1,000	0.0%
001-516-030-452	Vehicle Fuel	231	1,500	277	1,000	-33.3%
001-516-030-352	Materials & Supplies	3,207	800	837	800	0.0%
001-516-030-752	Uniforms	-	250	-	250	0.0%
Total Operating Expenditures		4,551	5,800	1,462	5,300	-8.6%
TOTAL PURCHASING		12,383	19,190	14,651	19,115	-0.4%

General Fund - FY 2021/22 Budget

Number	Description	FY 2020 Actual	FY2021 Amended Budget	Total FY2021 Projected	FY2022 Budget	% Budget Incr (Decr)
EXPENDITURES/USES (continued)						
PLANNING & ZONING						
001-515-010-014	Overtime	447	500	173	500	0.0%
001-515-010-021	Payroll Taxes	3,120	2,774	1,741	3,003	8.3%
001-515-010-022	Retirement	687	715	218	752	5.1%
001-515-010-023	Life & Health Insurance	8,813	6,528	5,829	9,326	42.9%
001-515-010-024	Workers' Compensation	1,003	863	1,119	1,220	41.4%
001-515-010-112	Salaries & Wages	41,281	35,759	22,865	38,752	8.4%
Total Personal Services		55,350	47,139	31,945	53,553	13.6%
001-515-030-031	Professional Services - Comp Plan	3,500	-	-	-	n/a
001-515-030-034	Contractual Services	7,498	8,100	8,100	5,100	-37.0%
001-515-030-042	Postage	943	375	236	-	-100.0%
001-515-030-051	Office Supplies	124	400	61	-	-100.0%
001-515-030-154	Dues & Subscriptions	220	900	150	900	0.0%
001-515-030-248	Advertising	1,651	750	601	750	0.0%
001-515-030-040	Travel & Per Diem	225	-	-	500	n/a
001-515-030-254	Training Schools & Seminars	140	-	509	1,500	n/a
001-515-030-352	Materials & Supplies	1,073	1,000	1,300	1,500	50.0%
Total Operating Expenditures		15,375	11,525	10,956	10,250	-11.1%
TOTAL PLANNING & ZONING		70,725	58,664	42,901	63,803	8.8%
BUILDING PERMITS						
001-524-010-014	Overtime	34	-	596	500	n/a
001-524-010-021	Payroll Taxes	1,476	2,373	3,247	2,435	2.6%
001-524-010-022	Retirement	391	620	828	608	-2.0%
001-524-010-023	Life & Health Insurance	4,531	9,325	13,669	10,362	11.1%
001-524-010-024	Workers' Compensation	135	749	971	987	31.8%
001-524-010-112	Salaries & Wages	19,590	31,022	42,397	31,329	1.0%
Total Personal Services		26,157	44,089	61,708	46,221	4.8%
001-524-030-038	Software Maintenance	-	2,000	1,000	2,000	0.0%
001-524-030-034	Contractual Services - Building	65,269	60,000	77,770	60,000	0.0%
001-524-030-040	Travel & Per Diem	-	-	-	500	n/a
001-524-030-254	Training Schools & Seminars	-	-	-	540	n/a
001-524-030-352	Materials & Supplies	-	-	1,078	100	n/a
Total Operating Expenditures		65,269	62,000	79,849	63,140	1.8%
TOTAL BUILDING PERMITS		91,426	106,089	141,556	109,361	3.1%

General Fund - FY 2021/22 Budget

Number	Description	FY 2020 Actual	FY2021 Amended Budget	Total FY2021 Projected	FY2022 Budget	% Budget Incr (Decr)
EXPENDITURES/USES (continued)						
ANIMAL CONTROL / CODE ENFORCEMENT						
001-562-010-014	Overtime	1,024	1,000	1,509	1,000	0.0%
001-562-010-017	Overtime-Special Events	608	750	96	750	0.0%
001-562-010-016	Holiday Pay	300	350	459	350	0.0%
001-562-010-021	Payroll Taxes	3,337	2,872	1,797	3,241	12.9%
001-562-010-022	Retirement	723	709	617	781	10.2%
001-562-010-023	Life & Health Insurance	71	76	70	72	-4.8%
001-562-010-024	Worker's Comp	842	855	1,109	1,268	48.2%
001-562-010-025	Drug Testing	-	100	-	100	0.0%
001-562-010-112	Salaries & Wages	36,965	35,438	36,395	40,267	13.6%
Total Personal Services		43,870	42,150	42,053	47,829	13.5%
001-562-030-038	Software Maintenance	-	-	-	2,000	n/a
001-562-030-043-2	Utilities	704	1,050	834	1,050	0.0%
001-562-030-041	Telephone	880	675	697	-	-100.0%
001-562-030-045	Insurance - Other	2,780	2,741	2,455	3,089	12.7%
001-562-030-248	Advertising	-	-	-	500	n/a
001-562-030-346	Vehicle Repairs & Maintenance	652	1,000	321	800	-20.0%
001-562-030-352	Materials & Supplies	8,281	1,500	3,713	3,000	100.0%
001-562-030-452	Vehicle Fuel	1,175	1,000	1,410	1,500	50.0%
Total Operating Expenditures		14,472	7,966	9,431	11,939	49.9%
TOTAL ANIMAL CONTROL/CODE ENFORCEMENT		58,341	50,116	51,483	59,768	19.3%

General Fund - FY 2021/22 Budget

Number	Description	FY 2020 Actual	FY2021 Amended Budget	Total FY2021 Projected	FY2022 Budget	% Budget Incr (Decr)
EXPENDITURES/USES (continued)						
POLICE DEPARTMENT						
001-521-010-014	Overtime	14,235	11,250	10,957	11,250	0.0%
001-521-010-016	Holiday Pay	16,393	20,000	19,040	20,000	0.0%
001-521-010-017	Overtime- Special Events	5,064	6,000	2,430	6,000	0.0%
001-521-010-015	Special Pay	10,810	12,180	12,653	12,180	0.0%
001-521-010-021	Payroll Taxes	49,665	54,663	47,882	54,759	0.2%
001-521-010-022	Retirement	111,113	119,573	95,340	115,493	-3.4%
001-521-010-023	Life & Health Insurance	109,314	130,480	116,153	134,710	3.2%
001-521-010-023	Life & Health Insurance - retiree	-	9,325	-	10,362	11.1%
001-521-010-024	Workers' Compensation	15,571	15,805	19,539	20,986	32.8%
001-521-010-025	Drug Testing and Physical Examinations	1,060	1,400	1,400	1,400	0.0%
001-521-010-113	Salaries & Wages - Training	-	10,400	-	10,400	0.0%
001-521-010-112	Salaries & Wages	616,813	654,713	586,502	655,980	0.2%
Total Personal Services		950,039	1,045,790	914,197	1,053,521	0.7%
001-521-030-031	Professional Services	2,634	2,000	1,590	2,000	0.0%
001-521-030-034	Other Contractual Services	12,585	10,600	8,126	10,600	0.0%
001-521-030-037	Information Technology Services	3,803	5,234	3,165	5,234	0.0%
001-521-030-038	Software Maintenance	15,592	16,000	16,000	17,000	6.3%
001-521-030-035	Investigations	364	500	500	500	0.0%
001-521-030-040	Travel & Per Diem	-	750	-	750	0.0%
001-521-030-041	Telephone	8,796	7,000	4,943	7,000	0.0%
001-521-030-042	Postage	234	500	445	500	0.0%
001-521-030-043	Utility Services	5,186	5,000	4,986	5,000	0.0%
001-521-030-045	Insurance - Other	32,240	31,910	29,269	35,813	12.2%
001-521-030-047	Printing & Binding	1,048	1,500	628	1,500	0.0%
001-521-030-051	Office Supplies	1,065	1,500	951	1,500	0.0%
001-521-030-146	Repairs & Maintenance (Equipment)	205	1,500	1,500	1,500	0.0%
001-521-030-154	Dues & Subscriptions	811	500	428	500	0.0%
001-521-030-246	Building Maintenance	5,431	8,000	4,693	8,000	0.0%
001-521-030-249	Miscellaneous Expense	4,180	4,000	2,292	4,000	0.0%
001-521-030-254	Training-Schools & Seminars	1,990	4,000	2,375	4,000	0.0%
001-521-030-346	Vehicle Repairs & Maintenance	31,576	26,500	30,569	34,000	28.3%
001-521-030-352	Materials & Supplies	9,951	8,500	10,422	8,500	0.0%
001-521-030-452	Vehicle Fuel	34,816	39,000	36,083	40,000	2.6%
001-521-030-353	Police Education Material	911	1,000	1,000	1,000	0.0%
001-521-030-247	Generator Maintenance	-	2,000	700	-	-100.0%
001-521-030-752	Uniforms	4,768	8,000	5,996	8,000	0.0%
Total Operating Expenditures		178,185	185,494	166,661	196,897	6.1%
001-521-090-010	Loan Payments - Police Building	-	-	-	15,376	n/a
Total Debt Service		-	-	-	15,376	n/a
TOTAL POLICE DEPARTMENT		1,128,224	1,231,283	1,080,859	1,265,793	2.8%

General Fund - FY 2021/22 Budget

Number	Description	FY 2020 Actual	FY2021 Amended Budget	Total FY2021 Projected	FY2022 Budget	% Budget Incr (Decr)
EXPENDITURES/USES (continued)						
POLICE COMMUNICATIONS						
001-529-010-014	Overtime	5,698	10,000	3,489	6,000	-40.0%
001-529-010-016	Holiday Pay	6,285	5,500	6,149	7,000	27.3%
001-529-010-017	Overtime - Special Events	201	500	480	500	0.0%
001-529-010-021	Payroll Taxes	13,389	14,904	9,525	15,368	3.1%
001-529-010-022	Retirement	3,143	3,226	3,033	3,349	3.8%
001-529-010-023	Life & Health Insurance	34,197	37,377	39,094	41,521	11.1%
001-529-010-024	Workers' Compensation	4,020	4,317	5,596	5,901	36.7%
001-529-010-025	Drug Testing and Physical Examinations	50	500	-	500	0.0%
001-529-010-112	Salaries & Wages	162,412	178,828	155,217	187,388	4.8%
Total Personal Services		229,395	255,153	222,583	267,527	4.8%
001-529-030-034	Other Contractual Services	330	500	579	500	0.0%
001-529-030-085	Software Maintenance	3,191	6,800	6,694	7,000	2.9%
001-529-030-146	Repairs & Maintenance	-	750	750	750	0.0%
001-529-030-040	Travel & Per Diem	-	750	-	750	0.0%
001-529-030-254	Training-Schools & Seminars	3,226	2,000	2,000	2,000	0.0%
001-529-030-352	Materials & Supplies	3,415	2,000	2,217	2,000	0.0%
001-529-030-752	Uniforms	755	1,000	500	1,000	0.0%
Total Operating Expenditures		10,918	13,800	12,740	14,000	1.4%
TOTAL POLICE COMMUNICATIONS		240,313	268,953	235,323	281,527	4.7%

General Fund - FY 2021/22 Budget

Number	Description	FY 2020 Actual	FY2021 Amended Budget	Total FY2021 Projected	FY2022 Budget	% Budget Incr (Decr)
EXPENDITURES/USES (continued)						
FIRE DEPARTMENT						
001-522-010-017	Overtime - Special Events	-	1,000	-	-	-100.0%
001-522-010-021	Payroll Taxes	31,527	23,908	26,834	25,532	6.8%
001-522-010-022	Retirement	99,554	74,381	83,665	86,408	16.2%
001-522-010-024	Workers' Compensation	7,558	7,520	9,749	10,511	39.8%
001-522-010-025	Drug Testing/Physicals	-	500	1,700	500	0.0%
001-522-010-023	Life & Health Insurance	1,446	1,865	3,057	4,318	131.5%
001-522-010-112	Salaries & Wages	412,240	311,526	350,991	333,751	7.1%
Total Personal Services		552,324	420,700	475,995	461,020	9.6%
001-522-030-034	Other Contractual Services	537	1,000	1,000	1,000	0.0%
001-522-030-037	Information Technology Services	3,157	6,786	356	6,786	0.0%
001-522-030-085	Software Maintenance	7,075	7,050	9,381	9,300	31.9%
001-522-030-040	Travel	151	1,000	-	1,000	0.0%
001-522-030-041	Telephone	4,161	3,768	5,308	5,700	51.3%
001-522-030-042	Postage	51	400	243	400	0.0%
001-522-030-043	Utility Services	5,186	5,900	4,986	5,900	0.0%
001-522-030-255	Fire Prevention Education	-	1,000	1,000	1,000	0.0%
001-522-030-045	Insurance - Other	12,757	12,696	12,058	14,161	11.5%
001-522-030-051	Office Supplies	1,035	1,200	500	1,200	0.0%
001-522-030-146	Maintenance Of Equipment	4,941	5,000	5,000	5,000	0.0%
001-522-030-147	Equipment Inspection	1,480	2,500	2,500	2,500	0.0%
001-522-030-154	Dues & Subscriptions	5,752	6,000	5,346	6,000	0.0%
001-522-030-246	Building Maintenance	4,567	4,000	4,000	4,000	0.0%
001-522-030-249	Miscellaneous Expense	2,477	2,000	2,880	2,000	0.0%
001-522-030-254	Training-Schools & Seminars	1,955	6,100	5,164	7,000	14.8%
001-522-030-346	Vehicle Repairs & Maintenance	21,177	15,000	15,000	15,000	0.0%
001-522-030-352	Materials & Supplies	23,696	30,500	30,500	30,500	0.0%
001-522-030-452	Vehicle Fuel	15,745	16,000	14,041	16,000	0.0%
001-522-030-752	Uniforms	2,118	5,500	2,548	7,500	36.4%
Total Operating Expenditures		118,017	133,400	121,812	141,947	6.4%
001-471-200	Principal Payment - Fire Vehicle	21,730	21,601	22,203	22,203	2.8%
001-472-200	Interest Payment - Fire Vehicle	1,650	1,780	1,177	1,177	-33.8%
001-471-250	Repayment to Utility Fund - Fire Vehicle	-	10,100	10,100	10,100	0.0%
001-471-275	Loan Payments - Fire Doors	-	-	-	6,590	n/a
Total Debt Service		23,380	33,480	33,480	40,070	19.7%
TOTAL FIRE DEPARTMENT		693,722	587,580	631,288	643,037	9.4%

General Fund - FY 2021/22 Budget

Number	Description	FY 2020 Actual	FY2021 Amended Budget	Total FY2021 Projected	FY2022 Budget	% Budget Incr (Decr)
EXPENDITURES/USES (continued)						
STREETS & PARKS						
001-541-010-014	Overtime	(52)	3,000	3,820	3,000	0.0%
001-541-010-017	Overtime- Special Events	427	1,000	380	1,000	-66.7%
001-541-010-021	Payroll Taxes	8,677	10,968	12,516	22,665	106.6%
001-541-010-022	Retirement	2,265	2,788	3,037	5,670	103.4%
001-541-010-023	Life & Health Insurance	30,081	38,701	42,011	93,261	141.0%
001-541-010-024	Workers' Compensation	3,630	3,365	4,362	9,205	173.6%
001-541-010-025	Drug Test	1,700	1,000	473	500	-50.0%
001-541-010-112	Salaries & Wages	117,252	139,376	160,931	292,280	109.7%
Total Personal Services		163,981	200,197	227,529	427,581	113.6%
001-541-030-041	Telephone	3,416	1,400	3,188	3,300	-30.0%
001-541-030-042	Postage	292	278	128	278	1.1%
001-541-030-043	Utility Services	22,017	25,000	25,265	25,000	-4.2%
001-541-030-045	Insurance - Other	11,263	11,107	9,949	12,516	12.7%
001-541-030-146	Repairs & Maintenance	23,890	19,500	17,253	20,000	2.6%
001-541-030-153	Street Repair	12,341	4,000	1,500	4,000	0.0%
001-541-030-249	Miscellaneous Expense	4,237	1,000	44	1,000	0.0%
001-541-030-254	Training-Schools & Seminars	643	750	200	750	0.0%
001-541-030-346	Vehicle Repairs & Maintenance	6,357	5,000	4,797	5,000	0.0%
001-541-030-352	Materials & Supplies	20,156	21,000	25,690	32,000	52.4%
001-541-030-452	Vehicle Fuel	22,256	18,500	25,550	25,750	39.2%
001-541-030-355	Safety Supplies	579	1,000	1,000	1,000	0.0%
001-541-030-247	Generator Maintenance	-	-	-	2,000	n/a
001-541-030-752	Uniforms	963	1,000	660	3,200	220.0%
Total Operating Expenditures		128,410	109,535	115,223	135,794	24.0%
001-541-090-100	Red Light Maintenance Program	-	-	-	-	n/a
001-541-090-101	Street Light Maintenance Program	-	-	-	-	n/a
Total Reserves (Sinking Fund)		-	-	-	-	n/a
TOTAL STREETS & PARKS		292,390	309,732	342,751	563,375	81.9%

General Fund - FY 2021/22 Budget

Number	Description	FY 2020 Actual	FY2021 Amended Budget	Total FY2021 Projected	FY2022 Budget	% Budget Incr (Decr)
EXPENDITURES/USES (continued)						
RECREATION/ATHLETICS						
001-572-010-014	Overtime	-	50	-	-	-100.0%
001-572-010-017	Overtime-Special Events	-	250	6	-	-100.0%
001-572-010-021	Payroll Taxes	5	244	44	-	-100.0%
001-572-010-022	Retirement	1	58	12	-	-100.0%
001-572-010-023	Life & Health Insurance	-	933	357	-	-100.0%
001-572-010-024	Workers' Compensation	77	70	90	-	-100.0%
001-572-010-112	Salaries & Wages	65	2,892	585	-	-100.0%
Total Personal Services		148	4,497	1,095	-	-100.0%
001-572-030-034	Other Contractual Services	1,422	3,000	3,844	3,000	0.0%
Total Operating Expenditures		1,422	3,000	3,844	3,000	0.0%
TOTAL RECREATION/ATHLETICS		1,570	7,497	4,939	3,000	-60.0%
LIBRARY						
001-571-030-034	Other Contractual Services	471	600	337	600	0.0%
001-571-030-043	Utilities	1,949	2,000	1,807	2,000	0.0%
001-571-030-045	Insurance	912	899	805	1,013	12.7%
001-571-030-246	Building Maintenance	3,011	2,500	2,502	2,500	0.0%
001-571-030-352	Materials & Supplies	-	200	-	-	-100.0%
Total Operating Expenditures		6,343	6,199	5,450	6,113	-1.4%
TOTAL LIBRARY		6,343	6,199	5,450	6,113	-1.4%
SPECIAL EVENTS						
001-574-030-034	Other Contractual Services	375	2,000	3,575	4,000	100.0%
001-574-030-040	Fireworks	-	8,500	13,235	13,235	55.7%
001-574-030-249	Miscellaneous Expense	712	1,300	1,300	-	-100.0%
001-574-030-352	Materials & Supplies	105	1,500	1,500	3,000	100.0%
Total Operating Expenditures		1,192	13,300	19,610	20,235	52.1%
TOTAL SPECIAL EVENTS		1,192	13,300	19,610	20,235	52.1%

General Fund - FY 2021/22 Budget

Number	Description	FY 2020 Actual	FY2021 Amended Budget	Total FY2021 Projected	FY2022 Budget	% Budget Incr (Decr)
EXPENDITURES/USES (continued)						
NON-DEPARTMENTAL						
001-590-080-082	Aid To Private Organizations	5,000	5,000	5,000	5,000	0.0%
001-590-030-043	Utility Services	216	575	-	-	-100.0%
001-590-030-045	Insurance - Other	667	657	588	740	12.6%
001-590-090-091	Transfer To CRA	97,668	112,465	112,464	141,462	25.8%
001-590-090-096	Transfer to Capital Improvements Fund	179,012	50,000	30,728	52,500	5.0%
001-590-030-250	Contingency	-	13,125	-	5,989	-54.4%
TOTAL NON-DEPARTMENTAL		282,562	181,822	148,780	205,691	13.1%
TOTAL EXPENDITURES (all departments)		3,211,754	3,164,160	3,061,215	3,619,076	14.4%
REVENUES OVER (UNDER) EXPENDITURES		\$ 7,086	\$ -	\$ 344,072	\$ -	n/a

General Fund - FY 2021/22 Budget Notes

Account Number	Account Description / Budget Notes	FY2022 Budget
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REVENUES / SOURCES

001-311-100 ADVALOREM PROPERTY TAXES

Ad Valorem taxes collected from property owners	777,395
Total	777,395

001-311-200 DELINQUENT AD VALOREM TAXES

Delinquent Ad Valorem taxes collected from prior years	20,000
Total	\$20,000

001-312-400 LOCAL OPTION TAX: GAS 6C

Share of taxes imposed on motor and diesel fuels sold within the County	123,683
Total	\$123,683

001-312-600 LOCAL GOVT INFRTR TAX - DISCRETIONARY

Share of local discretionary sales taxes imposed within the County	286,898
Total	\$286,898

001-314-100 PUBLIC SERVICE TAX - ELECTRICITY

Utility service tax collected on electricity sales	280,000
Total	\$280,000

001-314-300 PUBLIC SERVICE TAX - WATER

Utility service tax collected on water sales (Increased per current run rate)	50,000
Total	\$50,000

001-314-400 PUBLIC SERVICE TAX - GAS

Utility service tax collected on gas sales (reduced based on current run rate)	55,000
Total	\$55,000

001-314-800 PUBLIC SERVICE TAX - PROPANE

Utility service tax collected on propane sales	5,000
Total	\$5,000

001-315-000 TELECOMMUNICATIONS TAX

Share of taxes imposed on telecommunications and related services.	73,165
Total	\$73,165

General Fund - FY 2021/22 Budget Notes

Account Number	Account Description / Budget Notes	FY2022 Budget
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REVENUES / SOURCES (continued)

001-316-000 BUSINESS & PROF OCC LICENSES

Fees levied on businesses operating with the City	23,000
Total	\$23,000

001-322-110 BLDG PERMITS-STRUCTURAL & EQ

Building permitting fees	75,000
Total	\$75,000

001-322-120 FIRE INSPECTION FEES

Revenue received from fire inspections	1,500
Total	\$1,500

001-323-100 FRANCHISE FEES - ELECTRICITY

Revenue from electric franchise fees	45,000
Total	\$45,000

001-323-200 FRANCHISE FEES - TELEPHONE POLE RENTAL

Revenue from telephone franchise fees	2,230
Total	\$2,230

001-323-700 FRANCHISE FEES - SOLID WASTE

Revenue from solid waste franchise fees	45,000
Total	\$45,000

001-329-100 ANIMAL LICENSES/MISC.

Revenue from animal license fees	350
Total	\$350

001-331-100 FED PYMTS IN LIEU OF TAXES

Federal payment to City to that help offset losses in property taxes due to non-taxable Federal lands within their boundaries.	5,800
Total	\$5,800

001-335-120 STATE REVENUE SHARING

Share of Revenue Sharing Trust Fund for Municipalities	115,966
Total	\$115,966

General Fund - FY 2021/22 Budget Notes

Account Number	Account Description / Budget Notes	FY2022 Budget
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REVENUES / SOURCES (continued)

001-335-140 MOBILE HOME LICENSES TAX

Revenue from annual license tax on all mobile homes and other similar vehicles	3,500
Total	\$3,500

001-335-150 ALCOHOLIC BEVERAGE LICENSES

Revenue from alcohol beverage licenses / fees	1,475
Total	\$1,475

001-335-180 LOCAL GOVT 1/2 CENT SALES TAX

Portion of state sales tax revenue distributed to eligible municipal governments.	143,964
Total	\$143,964

001-335-290 FDOT - TRAFFIC SIGNAL MAINTENANCE

Compensation for maintenance of traffic signals & equipment on state highway system	15,900
Total	\$15,900

001-335-291 FDOT - HIGHWAY LIGHTING MAINTENANCE

Compensation for maintenance of state highway streetlights	34,000
Total	\$34,000

001-337-200 CROSSING GUARDS LEVY COUNTY

Revenue from interlocal agreement with County for crossing guard services	5,900
Total	\$5,900

001-338-115 COUNTY FIRE SERVICES

Revenue from interlocal agreement with County for fire services	297,300
Total	\$297,300

001-341-900 LAND DEVELOPMENT REGULATION FEES

Revenue received from site plan reviews and variances	14,500
Total	\$14,500

001-342-100 PUB SAFETY: MISC. POLICE SVE

Fees from fingerprinting, background checks, notary services, etc.	2,500
Total	\$2,500

General Fund - FY 2021/22 Budget Notes

Account Number	Account Description / Budget Notes	FY2022 Budget
REVENUES / SOURCES (continued)		
001-342-110	POLICE INVESTIGATION REVENUE	
	Revenue received from investigation activities	1,750
	Total	\$1,750
001-347-200	PARKS APPLICATION FEE-NONREFUND	
	Application fees for use of City parks	1,000
	Total	\$1,000
001-347-300	PARKS USE FEE	
	Fees for use of City Parks	200
	Total	\$200
001-351-100	FINES & FORFEITURES	
	Fines for code violations	5,000
	Total	\$5,000
001-351-101	FINES - PARKING VIOLATIONS (CITY)	
	Fines from parking violations	50
	Total	\$50
001-351-103	COURT FINES	
	Court fines	500
	Total	\$500
001-351-102	CODE ENFORCEMENT FEES	
	Fine from code enforcement	8,500
	Total	\$8,500
001-360-100	MISCELLANEOUS INCOME	
	All other miscellaneous income not budgeted in other lines	16,000
	Total	\$16,000
001-360-200	MISC. - REIMBURSEMENT POLICE DEPT	
	Misc reimbursement for Police department	1,682
	Total	\$1,682

General Fund - FY 2021/22 Budget Notes

Account Number	Account Description / Budget Notes	FY2022 Budget
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REVENUES / SOURCES (continued)

001-361-100 INTEREST INCOME

Interest earned on operating and investments bank accounts	10,000
Total	\$10,000

001-364-200 DISPOSITION OF SCRAP MATERIALS

Revenue received from sale of scrap material	1,000
Total	1,000

001-365-000 PARADE FEES

Revenue received for cost of parades	1,200
Total	1,200

001-382-100 UTILITY FUND CONTRIBUTION

Transfer from Utility fund for shared costs	900,000
Total	\$900,000

001-382-600 LOAN REPAYMENT

Airport loan repayment	10,000
Total	\$10,000

001-392-100 SALE OF GENERAL FIXED ASSETS

Revenue from sale of fixed assets	2,000
Total	\$2,000

001-366-000 DONATIONS

Miscellaneous donations for City Events	3,500
Total	\$3,500

General Fund - FY 2021/22 Budget Notes

Account Number	Account Description / Budget Notes	FY2022 Budget
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EXPENDITURES - CITY COUNCIL

PERSONAL SERVICES

001-511-010-XXX SALARIES & OTHER BENEFITS

Allocated payroll expenses (see staffing plan for further details).	34,569
Total	\$34,569

OPERATING EXPENSES

001-511-030-113 ELECTION FEES

Poll workers	1,600
Election equipment rentals	950
Total	\$2,550

001-511-030-031 PROFESSIONAL SERVICES

All other professional services	500
Total	\$500

001-511-030-034 OTHER CONTRACTUAL SERVICES

All other contractual services	500
Total	\$500

001-511-030-040 TRAVEL & PER DIEM

Reimbursement for travel expenses.	1,000
Total	\$1,000

001-511-030-041 TELEPHONE

Reimbursement to Mayor for cell phone usage (\$40 per month)	480
Total	\$480

001-511-030-042 POSTAGE

Pitney Bowes - Allocated share of postage cost (amount varies per month)	500
Total	\$500

001-511-030-045 INSURANCE

FMIT - Allocated share of GL/property insurance premiums	10,012
Total	\$10,012

General Fund - FY 2021/22 Budget Notes

Account Number	Account Description / Budget Notes	FY2022 Budget
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EXPENDITURES - CITY COUNCIL (continued)

OPERATING EXPENSES

001-511-030-154 DUES & SUBSCRIPTIONS

Florida League of Cities / Mayors - annual dues	250
FCCMA - annual membership renewal	105
All other memberships	645
Total	\$1,000

001-511-030-254 TRAINING & SEMINARS

Reimbursement for training & seminar registration	1,000
Total	\$1,000

001-511-030-352 OPERATING SUPPLIES

Various operating supplies / expenses (i.e. flowers, ballots printed, gift certificate)	1,500
Total	\$1,500

General Fund - FY 2021/22 Budget Notes

Account Number	Account Description / Budget Notes	FY2022 Budget
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EXPENDITURES - CITY MANAGER

PERSONAL SERVICES

001-512-010-XXX SALARIES & OTHER BENEFITS

Allocated payroll expenses (see staffing plan for further details).	32,415
Total	\$32,415

OPERATING EXPENSES

001-512-030-040 TRAVEL & PER DIEM

Travel cost including per diem, car rental and lodging.	2,650
Total	\$2,650

001-512-030-041 TELEPHONE

Verizon Wireless - cell phone charges	500
Total	\$500

001-512-030-154 DUES & SUBSCRIPTIONS

ICMA membership	620
Florida League of Cities membership	520
Total	\$1,140

001-512-030-254 TRAINING-SCHOOLS & SEMINARS

Cost to attend training, classes and conferences	700
Total	\$700

001-512-030-352 MATERIALS & SUPPLIES

All other supplies purchased by department.	1,000
Total	\$1,000

General Fund - FY 2021/22 Budget Notes

Account Number	Account Description / Budget Notes	FY2022 Budget
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EXPENDITURES - CITY CLERK

PERSONAL SERVICES

001-519-010-XXX SALARIES & OTHER BENEFITS

Allocated payroll expenses (see staffing plan for further details).	33,946
Total	\$33,946

OPERATING EXPENSES

001-519-030-031 PROFESSIONAL SERVICES

Cleaning Services for City Hall	10,608
Total	\$10,608

001-519-030-039 CODING ORDINANCES

Annual cost for municipal code - admin fee / online code hosting.	2,700
Total	\$2,700

001-519-030-040 TRAVEL & PER DIEM

Travel cost including per diem, car rental and lodging.	2,650
Total	\$2,650

001-519-030-154 DUES & SUBSCRIPTIONS

Annual memberships (FL Assoc of Clerks; International Institute of Municipal Clerks)	550
Total	\$550

001-519-030-248 ADVERTISING & PROMOTIONS

Allocated share of advertising cost for meetings & other required notices	6,275
Total	\$6,275

001-519-030-254 TRAINING-SCHOOLS & SEMINARS

Cost for Conferences (2 planned)	700
Total	\$700

001-519-030-352 MATERIALS & SUPPLIES

All other supplies purchased by department.	1,000
Total	\$1,000

General Fund - FY 2021/22 Budget Notes

Account Number	Account Description / Budget Notes	FY2022 Budget
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EXPENDITURES - LEGAL SERVICES

OPERATING EXPENSES

001-514-030-031 PROFESSIONAL SERVICES - CITY ATTORNEY

Legal services provided by City Attorney	45,000
Total	\$45,000

001-514-030-033 PROFESSIONAL SERVICES - OTHER LEGAL

Contingency for all legal services not performed by City Attorney	1,500
Total	\$1,500

EXPENDITURES - ADMINISTRATION

PERSONAL SERVICES

001-513-010-XXX SALARIES & OTHER BENEFITS

Allocated payroll expenses (see staffing plan for further details).	33,836
Total	\$33,836

OPERATING EXPENSES

001-513-030-032 AUDITING FEES

Allocated portion of annual auditing fees	9,750
Total	\$9,750

001-513-030-034 OTHER CONTRACTUAL SERVICES

Pest control services	500
Allocated share of annual GASB 45 report	2,010
Allocated share of copier lease / expenses	3,600
Alachua fire inspection	388
All Other	502
Total	\$7,000

General Fund - FY 2021/22 Budget Notes

Account Number	Account Description / Budget Notes	FY2022 Budget
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EXPENDITURES - ADMINISTRATION

OPERATING EXPENSES (continued)

001-513-030-036 FINANCIAL SERVICES

Inframark - Allocated portion of financial services contract	41,637
Total	\$41,637

001-520-030-038 SOFTWARE MAINTENANCE

Allocated share of ADG software (accounting program)	1,798
Software Licenses - Windows / Office 365	6,000
All Other	1,000
Total	8,798

001-513-030-041 TELEPHONE

Verizon Wireless - cell phone charges	3,900
State of FL Dep - phone charges for City Hall	2,100
Century Link - Fiber Optic Services	1,820
Total	\$7,820

001-513-030-042 POSTAGE

Pitney Bowes - Allocated share of postage cost (amount varies per month)	2,000
Total	\$2,000

001-513-030-043 UTILITY SERVICES

City Utility bills	5,500
Total	\$5,500

001-513-030-044 RENTAL / LEASES

Ice Machine Rental	1,620
Total	\$1,620

001-513-030-045 INSURANCE - OTHER

FMIT - Allocated portion of GL/Property insurance premiums	5,154
Total	\$5,154

General Fund - FY 2021/22 Budget Notes

Account Number	Account Description / Budget Notes	FY2022 Budget
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EXPENDITURES - ADMINISTRATION

OPERATING EXPENSES (continued)

001-513-030-154 DUES & SUBSCRIPTIONS

SAMS membership	140
Amazon Prime	26
Other	100
Total	\$266

001-513-030-246 BUILDING MAINTENANCE

Carpet Cleaning	1,000
Repairs / maintenance made to City Hall	2,000
Total	\$3,000

001-513-030-249 MISCELLANEOUS EXPENSE

All other miscellaneous expenses not included in other line items	5,000
Total	\$5,000

001-513-030-352 MATERIALS & SUPPLIES

Have-A-Cup Beverages - Coffee supplies	720
All other supplies purchased by department	9,280
Total	\$10,000

DEBT SERVICE

001-513-090-020 DEBT SERVICE- REPAYMENT TO UTILITY FUND

Repayment for City Hall Loan.	20,000
Total	\$20,000

General Fund - FY 2021/22 Budget Notes

Account Number	Account Description / Budget Notes	FY2022 Budget
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EXPENDITURES - HUMAN RESOURCES

PERSONAL SERVICES

001-517-010-XXX SALARIES & OTHER BENEFITS

Allocated payroll expenses (see staffing plan for further details).	15,882
Total	\$15,882

OPERATING EXPENSES

001-517-030-038 SOFTWARE MAINTENANCE

Miscellaneous software membership	100
Total	\$100

001-517-030-040 TRAVEL & PER DIEM

Miscellaneous travel expense for HR activities.	750
Total	\$750

001-517-030-154 DUES & SUBSCRIPTIONS

Miscellaneous due or fees.	300
Total	\$300

001-517-030-248 ADVERTISING & PROMOTIONS

Cost to place employee advertising for open positions.	750
Total	\$750

001-517-030-254 TRAINING-SCHOOLS & SEMINARS

Cost to attend training seminars.	750
Total	\$750

001-517-030-255 EMPLOYEE INCENTIVES

Miscellaneous cost for employee incentives.	500
Total	\$500

001-517-030-256 BACKGROUND CHECKS

Cost to perform background checks.	400
Total	\$400

General Fund - FY 2021/22 Budget Notes

Account Number	Account Description / Budget Notes	FY2022 Budget
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EXPENDITURES - PURCHASING

PERSONAL SERVICES

001-516-010-XXX SALARIES & OTHER BENEFITS

Allocated payroll expenses (see staffing plan for further details).	13,815
Total	\$13,815

OPERATING EXPENSES

001-516-030-040 TRAVEL & PER DIEM

Miscellaneous travel expense for purchasing activities.	1,000
Total	\$1,000

001-516-030-154 DUES & SUBSCRIPTIONS

Miscellaneous due or fees.	250
Total	\$250

001-516-030-249 MISCELLANEOUS EXPENSE

All other expenses related to purchasing activities.	500
Total	\$500

001-516-030-254 TRAINING-SCHOOLS & SEMINARS

Miscellaneous training expenses.	500
Total	\$500

001-516-030-346 VEHICLE REPAIR/EXPENSE

Vehicle repairs	1,000
Total	\$1,000

001-516-030-452 VEHICLE FUEL

Purchased fuel for vehicle.	1,000
Total	\$1,000

General Fund - FY 2021/22 Budget Notes

Account Number	Account Description / Budget Notes	FY2022 Budget
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EXPENDITURES - PURCHASING

OPERATING EXPENSES (continued)

001-516-030-352 MATERIALS & SUPPLIES

Miscellaneous supplies	800
Total	\$800

001-516-030-752 UNIFORMS

Miscellaneous uniform expenses	250
Total	\$250

EXPENDITURES - PLANNING & ZONING

PERSONAL SERVICES

001-515-010-XXX SALARIES & OTHER BENEFITS

Allocated payroll expenses (see staffing plan for further details).	53,553
Total	\$53,553

OPERATING EXPENSES

001-515-030-034 CONTRACTUAL SERVICES

Copier monthly fees	2,100
All Other Contractual Services	3,000
Total	5,100

001-515-030-154 DUES & SUBSCRIPTIONS

APA membership	300
All Other	600
Total	\$900

General Fund - FY 2021/22 Budget Notes

Account Number	Account Description / Budget Notes	FY2022 Budget
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EXPENDITURES - PLANNING & ZONING

OPERATING SERVICES (continued)

001-515-030-248 ADVERTISING

Cost of various advertising and public notices.	750
Total	\$750

001-515-030-040 TRAVEL & PER DIEM

Cost for travel to conferences/seminars	500
Total	\$500

001-515-030-254 TRAINING SCHOOLS & SEMINARS

Cost to attend class / conferences.	1,500
Total	\$1,500

001-515-030-352 MATERIALS & SUPPLIES

All other miscellaneous materials & supplies required throughout the year	1,500
Total	\$1,500

General Fund - FY 2021/22 Budget Notes

Account Number	Account Description / Budget Notes	FY2022 Budget
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EXPENDITURES - BUILDING PERMITS

PERSONAL SERVICES

001-524-010-XXX SALARIES & OTHER BENEFITS

Allocated payroll expenses (see staffing plan for further details).	46,221
Total	\$46,221

OPERATING EXPENSES

001-524-030-038 SOFTWARE MAINTENANCE

Annual software renewal - Building Permit ADG module	2,000
Total	\$2,000

001-524-030-034 CONTRACTUAL SERVICES - BUILDING

Building department services	60,000
Total	\$60,000

001-524-030-040 TRAVEL & PER DIEM

Cost for travel to conferences/seminars	500
	\$500

001-524-030-254 TRAINING SCHOOLS & SEMINARS

Cost to attend class / conferences.	540
	\$540

001-524-030-352 MATERIALS & SUPPLIES

All other miscellaneous materials & supplies required throughout the year	100
Total	\$100

General Fund - FY 2021/22 Budget Notes

Account Number	Account Description / Budget Notes	FY2022 Budget
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EXPENDITURES - ANIMAL CONTROL

PERSONAL SERVICES

001-562-010-XXX SALARIES & OTHER BENEFITS

Allocated payroll expenses (see staffing plan for further details).	47,829
Total	\$47,829

OPERATING SERVICES

001-562-030-038 SOFTWARE MAINTENANCE

Code Enforcement Software	2,000
Total	\$2,000

001-562-030-043-2 UTILITIES

City Utility bills	1,050
Total	\$1,050

001-562-030-045 INSURANCE - OTHER

FMIT - Allocated share of GL/property insurance premiums	3,089
Total	\$3,089

001-562-030-248 ADVERTISING

Cost for advertising meeting notices and/or ordinances	500
Total	\$500

001-562-030-346 VEHICLE REPAIRS & MAINTENANCE

Miscellaneous required maintenance to vehicle	800
Total	\$800

001-562-030-352 MATERIALS & SUPPLIES

Miscellaneous supplies purchased	3,000
Total	\$3,000

001-562-030-452 VEHICLE FUEL

Fuel purchases for City vehicle	1,500
Total	\$1,500

General Fund - FY 2021/22 Budget Notes

Account Number	Account Description / Budget Notes	FY2022 Budget
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EXPENDITURES - POLICE

PERSONAL SERVICES

001-521-010-XXX SALARIES & OTHER BENEFITS

Allocated payroll expenses (see staffing plan for further details).	1,053,521
Total	\$1,053,521

OPERATING SERVICES

001-521-030-031 PROFESSIONAL SERVICES

Costs for drug screening and background checks	1,500
All other professional services	500
Total	\$2,000

001-521-030-034 OTHER CONTRACTUAL SERVICES

Pest control services	450
Lexis Nexis - Risk data contract	900
Copier lease contract	3,420
Replay Systems - Voice logging recorder	2,000
Century Link - annual billing	1,255
Repeater Rental	2,000
All other	575
Total	\$10,600

001-521-030-037 INFORMATION TECHNOLOGY SERVICES

Contract for IT services	5,234
Total	\$5,234

001-521-030-038 SOFTWARE MAINTENANCE

RMS / CAD / Voice Recorder / Backup software / Emails	17,000
Total	\$17,000

001-521-030-035 INVESTIGATIONS

Miscellaneous costs for investigations	500
Total	\$500

001-521-030-040 TRAVEL & PER DIEM

Reimbursement for travel expenses.	750
Total	\$750

General Fund - FY 2021/22 Budget Notes

Account Number	Account Description / Budget Notes	FY2022 Budget
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EXPENDITURES - POLICE

OPERATING SERVICES (continued)

001-521-030-041 TELEPHONE

Verizon Wireless - cell phone charges	1,200
Employee phone reimbursement	600
Century Link - local and long distance phone charges	5,200
Total	\$7,000

001-521-030-042 POSTAGE

Postage cost (amount varies per month)	500
Total	\$500

001-521-030-043 UTILITY SERVICES

City Utility bills	5,000
Total	\$5,000

001-521-030-045 INSURANCE - OTHER

FMIT - Allocated portion of GL/Property insurance premiums	35,058
Additional police policy premium	755
Total	\$35,813

001-521-030-047 PRINTING & BINDING

Miscellaneous forms, signs, name tags, etc. purchased throughout the year	1,500
Total	\$1,500

001-521-030-051 OFFICE SUPPLIES

Miscellaneous office supplies purchased throughout the year	1,500
Total	\$1,500

001-521-030-146 REPAIRS & MAINTENANCE (EQUIPMENT)

Equipment repairs and maintenance required throughout the year	1,500
Total	\$1,500

001-521-030-154 DUES & SUBSCRIPTIONS

Florida Police - Annual Renewal /IACP - Annual Membership Renewal	270
All other	230
Total	\$500

General Fund - FY 2021/22 Budget Notes

Account Number	Account Description / Budget Notes	FY2022 Budget
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EXPENDITURES - POLICE

OPERATING SERVICES (continued)

001-521-030-246 BUILDING MAINTENANCE

Miscellaneous building repairs & maintenance	8,000
Total	\$8,000

001-521-030-249 MISCELLANEOUS EXPENSE

All other miscellaneous expenses not budgeted in other line items	4,000
Total	\$4,000

001-521-030-254 TRAINING-SCHOOLS & SEMINARS

Reimbursement for certification & training expenses	4,000
Total	\$4,000

001-521-030-346 VEHICLE REPAIRS & MAINTENANCE

Vehicle repairs and maintenance required throughout the year	34,000
Total	\$34,000

001-521-030-352 MATERIALS & SUPPLIES

All other miscellaneous materials & supplies required throughout the year	8,500
Total	\$8,500

001-521-030-452 VEHICLE FUEL

(Budget increased based on recent run rates)	40,000
Total	\$40,000

001-521-030-353 POLICE EDUCATION MATERIAL

Cost to purchase educational material for use as hand-outs	1,000
Total	\$1,000

001-521-030-752 UNIFORMS

Various uniform purchases	8,000
Total	\$8,000

General Fund - FY 2021/22 Budget Notes

Account Number	Account Description / Budget Notes	FY2022 Budget
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EXPENDITURES - POLICE

DEBT SERVICE

001-521-090-010	LOAN PAYMENTS - POLICE BUILDING	
	Annual payment on five year loan.	15,376
	Total	\$15,376

EXPENDITURES - POLICE COMMUNICATIONS

PERSONAL SERVICES

001-529-010-XXX	SALARIES & OTHER BENEFITS	
	Allocated payroll expenses (see staffing plan for further details).	267,527
	Total	\$267,527

OPERATING SERVICES

001-529-030-034	OTHER CONTRACTUAL SERVICES	
	Contingency for miscellaneous contractual services	500
	Total	\$500

001-529-030-085	SOFTWARE MAINTENANCE	
	Allocated share of annual maintenance cost for shared software (split with Fire department)	7,000
	Total	\$7,000

001-529-030-146	REPAIRS & MAINTENANCE	
	Miscellaneous repairs required throughout the year	750
	Total	\$750

001-529-030-040	TRAVEL & PER DIEM	
	Reimbursement for certification & training expenses	750
	Total	\$750

001-529-030-254	TRAINING-SCHOOLS & SEMINARS	
	Reimbursement for certification & training expenses	2,000
	Total	\$2,000

General Fund - FY 2021/22 Budget Notes

Account Number	Account Description / Budget Notes	FY2022 Budget
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EXPENDITURES - POLICE COMMUNICATIONS

OPERATING SERVICES (continued)

001-529-030-352 MATERIALS & SUPPLIES

Miscellaneous materials & supplies required throughout the year	2,000
Total	\$2,000

001-529-030-752 UNIFORMS

Miscellaneous uniform purchases (i.e. shirts)	1,000
Total	\$1,000

EXPENDITURES - FIRE DEPARTMENT

PERSONAL SERVICES

001-522-010-XXX SALARIES & OTHER BENEFITS

Allocated payroll expenses (see staffing plan for further details).	461,020
Total	\$461,020

OPERATING SERVICES

001-522-030-034 OTHER CONTRACTUAL SERVICES

Miscellaneous contractual services	1,000
Total	\$1,000

001-522-030-037 INFORMATION TECHNOLOGY SERVICES

ESecurity - Allocated portion of IT services contract	6,786
Total	\$6,786

001-529-030-085 SOFTWARE MAINTENANCE

Allocated share of maintenance cost for shared software (split with Police dispatchers dept.)	9,300
Total	\$9,300

001-522-030-040 TRAVEL

Reimbursement of travel expenses	1,000
Total	\$1,000

General Fund - FY 2021/22 Budget Notes

Account Number	Account Description / Budget Notes	FY2022 Budget
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EXPENDITURES - FIRE DEPARTMENT

OPERATING SERVICES (continued)

001-522-030-041 TELEPHONE

Phone reimbursement to City employees	1,200
Century Link - local and long distance charges	4,500
Total	\$5,700

001-522-030-042 POSTAGE

Pitney Bowes - Allocated share of postage cost (amount varies per month)	400
Total	\$400

001-522-030-043 UTILITY SERVICES

City Utility bills	5,900
Total	\$5,900

001-522-030-255 FIRE PREVENTION EDUCATION

Miscellaneous supplies for fire prevention education	1,000
Total	\$1,000

001-522-030-045 INSURANCE - OTHER

FMIT - Allocated share of GL/property insurance premiums	13,406
policy premium	755
Total	\$14,161

001-522-030-051 OFFICE SUPPLIES

Miscellaneous office supplies purchases	1,200
Total	\$1,200

001-522-030-146 MAINTENANCE OF EQUIPMENT

Various costs for maintenance of equipment	5,000
Total	\$5,000

001-522-030-147 EQUIPMENT INSPECTION

Annual inspections to equipment	2,500
Total	\$2,500

General Fund - FY 2021/22 Budget Notes

Account Number	Account Description / Budget Notes	FY2022 Budget
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EXPENDITURES - FIRE DEPARTMENT

OPERATING SERVICES (continued)

001-522-030-154 DUES & SUBSCRIPTIONS

Annual dues & subscriptions (includes EDACS dispatcher system)	6,000
Total	\$6,000

001-522-030-246 BUILDING MAINTENANCE

Miscellaneous building repairs	4,000
Total	\$4,000

001-522-030-249 MISCELLANEOUS EXPENSE

All other minor purchases not budgeted in other line items	2,000
Total	\$2,000

001-522-030-254 TRAINING-SCHOOLS & SEMINARS

Various training and other required classes / certifications	7,000
Total	\$7,000

001-522-030-346 VEHICLE REPAIRS & MAINTENANCE

Vehicle repairs & maintenance (Includes \$1,500 for planned tire replacement)	15,000
Total	\$15,000

001-522-030-352 MATERIALS & SUPPLIES

5 sets of Bunker gear	8,000
Foam	3,000
Gloves / Nomex	1,000
EMS equipment	1,000
Communications / Fire Equipment	6,000
Fire Hose	6,000
Rescue Equipment	3,000
Fire Boots/Helmets	2,500
Total	\$30,500

001-522-030-452 VEHICLE FUEL

Fuel purchases for City vehicle	16,000
Total	\$16,000

General Fund - FY 2021/22 Budget Notes

Account Number	Account Description / Budget Notes	FY2022 Budget
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EXPENDITURES - FIRE DEPARTMENT

OPERATING SERVICES (continued)

001-522-030-752 UNIFORMS

Uniforms and other related supplies (shirts, hats, patches)	7,500
Total	\$7,500

DEBT SERVICE

001-471-200 DEBT SERVICE - PRINCIPAL FIRE

Principal payments on Fire truck loan ((Drummond Bank)	22,203
Total	\$22,203

001-472-200 DEBT SERVICE - INTEREST FIRE

Interest payments on Fire truck loan (Drummond Bank)	1,177
Total	\$1,177

001-471-250 REPAYMENT TO UTILITY FUND - FIRE VEHICLE

Repayment for Fire engine.	10,100
Total	\$10,100

001-471-275 LOAN PAYMENTS - FIRE DOORS

Repayment to Utility Fund for loan to purchase fire engine.	6,590
Total	\$6,590

General Fund - FY 2021/22 Budget Notes

Account Number	Account Description / Budget Notes	FY2022 Budget
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EXPENDITURES - STREETS & PARKS

PERSONAL SERVICES

001-541-010-XXX SALARIES & OTHER BENEFITS

Allocated payroll expenses (see staffing plan for further details).	427,581
Total	\$427,581

OPERATING SERVICES

001-541-030-041 TELEPHONE

Verizon Wireless bill for cell phone usage	3,300
Total	\$3,300

001-541-030-042 POSTAGE

Pitney Bowes - Allocated share of postage cost (amount varies per month)	278
Total	\$278

001-541-030-043 UTILITY SERVICES

City Utility bills	25,000
Total	\$25,000

001-541-030-045 INSURANCE - OTHER

FMIT - Allocated portion of GL/Property insurance premiums	12,516
Total	\$12,516

001-541-030-146 REPAIRS & MAINTENANCE

Various supplies, tools, and other purchases required to make repairs	20,000
Total	\$20,000

001-541-030-153 STREET REPAIR

Purchase of supplies for minor street repair (i.e. asphalt)	4,000
Total	\$4,000

001-541-030-249 MISCELLANEOUS EXPENSE

All other miscellaneous expenses not budgeted in other lines	1,000
Total	\$1,000

General Fund - FY 2021/22 Budget Notes

Account Number	Account Description / Budget Notes	FY2022 Budget
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EXPENDITURES - STREETS & PARKS

OPERATING SERVICES (continued)

001-541-030-254 TRAINING-SCHOOLS & SEMINARS

Contingency for training expenses	750
Total	\$750

001-541-030-346 VEHICLE REPAIRS & MAINTENANCE

Miscellaneous repair & maintenance to City vehicles	5,000
Total	\$5,000

001-541-030-352 MATERIALS & SUPPLIES

Operating supplies purchased by department (various vendors)	32,000
Total	\$32,000

001-541-030-452 VEHICLE FUEL

Fuel purchases for City vehicles	25,750
Total	\$25,750

001-541-030-355 SAFETY SUPPLIES

Miscellaneous safety supplies purchases (offset by scrap revenue)	1,000
Total	\$1,000

001-541-030-247 GENERATOR MAINTENANCE

Annual maintenance on generator for traffic lights	2,000
Total	\$2,000

001-541-030-752 UNIFORMS

City uniform purchases	3,200
Total	\$3,200

General Fund - FY 2021/22 Budget Notes

Account Number	Account Description / Budget Notes	FY2022 Budget
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EXPENDITURES - RECREATION/ATHLETICS

OPERATING SERVICES

001-572-030-034 OTHER CONTRACTUAL SERVICES

Summer recreation programs	3,000
Total	\$3,000

EXPENDITURES - LIBRARY

OPERATING SERVICES

001-571-030-034 OTHER CONTRACTUAL SERVICES

Pest control services (\$25 per month)	225
Security Alarm Monitoring services (\$75 per quarter)	375
Total	\$600

001-571-030-043 UTILITIES

City Utility bills for Library	2,000
Total	\$2,000

001-571-030-045 INSURANCE

FMIT - Allocated portion of GL/Property insurance premiums	1,013
Total	\$1,013

001-571-030-246 BUILDING MAINTENANCE

Monthly cleaning service (Average \$175 per month)	2,100
All other building maintenance costs	400
Total	\$2,500

General Fund - FY 2021/22 Budget Notes

Account Number	Account Description / Budget Notes	FY2022 Budget
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EXPENDITURES - SPECIAL EVENTS

OPERATING SERVICES

001-574-030-034 OTHER CONTRACTUAL SERVICES

Contingency for contractual services related to City sponsored events	4,000
Total	\$4,000

001-574-030-040 FIREWORKS

July 4th fireworks	13,235
Total	\$13,235

001-574-030-352 MATERIALS & SUPPLIES

Supplies purchased for City sponsored events	3,000
Total	\$3,000

EXPENDITURES - NON-DEPARTMENTAL

001-590-080-082 AID TO PRIVATE ORGANIZATIONS

Payments to Chamber of Commerce	5,000
Total	\$5,000

001-590-030-045 INSURANCE - OTHER

FMIT - Allocated portion of GL/Property insurance premiums	740
Total	\$740

001-590-090-091 TRANSFER TO CRA

City share of tax incremental revenue received from property taxes	141,462
Total	\$141,462

001-599-030-250 CONTINGENCY

All other items not included in any other department.	5,989
Total	\$5,989



Airport Fund



CITY OF WILLISTON
FY 2021-2022 Budget
Budget Summary – Airport Fund

Budget Highlights

The Airport has a FY 2021-22 budget of **\$2,254,970** which represents an increase of **\$461,039** or **25.7%** from the adopted FY 2020-21 budget of \$1,793,931. The increase is a result of a return to normal operations in states across the country from COVID-19 related policies and procedures as well as anticipated capital projects. The Airport budget operates independently of the general fund or any other fund and as a result is balanced so as not to interfere with any other City operations. Generally, our revenues are received in the form of fuel sales, land leases, and hanger space rentals.

Budget Details

Summary	2020 Actual	2021 Budget	2022 Budget	Change	% Change
Grant Revenue	\$131,923	\$440,523	\$666,189	\$225,666	51.2%
Operating Revenue	1,246,733	1,335,948	1,572,671	236,723	17.7%
Other Revenue	14,550	17,460	16,110	(1,350)	(7.7%)
Total Revenue/ Other Funding	\$1,393,206	\$1,793,931	\$2,254,970	\$461,039	25.7%
Personnel (Salaries & Benefits)	\$239,730	\$260,005	\$266,263	\$6,258	2.1%
Operating Expenses	1,019,437	1,083,403	1,292,518	209,115	19.3%
Capital Projects / Spending	131,698	440,523	666,189	225,666	51.2%
Debt Service Expenses	-	10,000	10,000	-	0.0%
Reserves	-	-	20,000	20,000	n/a
Total Expenditures	\$1,390,865	\$1,793,931	\$2,254,970	\$461,039	25.7%
Net (Expenditures) Revenue	\$2,341	\$0	\$0	\$0	n/a

Staffing	2020 Actual	2021 Budget	2022 Budget	Change	% Change
Dedicated Staff					
Full-Time Staff	3	3	3	0	0.0%
Part-Time Staff	4	4	5	1	25.0%
Subtotal	7	7	8	1	14.3%
Allocated Staff	2	2	4	2	100.0%
Total	9	9	12	3	33.3%



CITY OF WILLISTON
FY 2021-2022 Budget
Budget Summary – Airport Fund

Staffing Plan – Dedicated Staff

The following position(s) are 100% dedicated to this department.

Name	Title	Hourly Rate	Type	Hours	Annual Wages
Benton Stegall	Airport Manager	\$28.79	Full-Time	2,080	\$59,883
Kelly Hars	Administrative Assistant	\$17.00	Full-Time	2,080	\$35,360
Duane Hogge	Crew Worker/Airport Facilities	\$13.50	Part-Time	2,080	\$28,080
Daniel Jones	Crew Worker/Airport Facilities	\$14.71	Part-Time	800	\$11,768
Joseph Sistruck	Crew Worker/Airport Facilities	\$13.50	Part-Time	800	\$10,800
Michael Boatwright	Crew Worker/Airport Facilities	\$12.62	Part-Time	800	\$10,096
Thomas Womble	Crew Worker/Airport Facilities	\$12.62	Part-Time	800	\$10,096
Audrey Weaver	Crew Worker/Airport Facilities	\$12.62	Part-Time	800	\$10,096
Other Pay	Safety Awards				\$275
Total					\$176,454

Staffing Plan – Allocated Staff

The following position(s) are allocated to the Airport Fund. Only the amount(s) shown in the last column are included in the salary budget for FY 2021-22.

Name	Title	Hourly Rate	Type	Hours	Annual Wages	Allocation %	Amount Allocated
Jackie Gorman	City Manager	\$37.26	Full-Time	2,080	\$77,500	10%	\$7,750
Melisa Thompson	HR Director	\$22.66	Full-Time	2,080	\$47,133	10%	\$4,713
Aaron Mills	Technology Manager	\$28.74	Full-Time	2,080	\$59,769	5%	\$2,989
Selina Leavy	Accounting Clerk	\$17.00	Full-Time	2,080	\$35,360	30%	\$10,608
Other Pay	Car Allowance				\$5,045	10%	\$504
Other Pay	Safety Award						\$14
Total							\$26,578

Total Dedicated and Allocated Staff	\$203,032
Overtime	\$500
Total Taxes, Benefits & Workers' Comp.	\$62,731
Total Personal Services	\$266,263



CITY OF WILLISTON
FY 2021-2022 Budget
Budget Summary – Airport Fund

Anticipated Projects / Capital Spending

The following capital projects are anticipated for FY 2021-22.

Description	Project Amount	Funding Source
Rehabilitate Transient Apron, Construct Portion of Taxiway H	\$607,189	100% FAA/FDOT
Building Improvements	\$44,000	100% American Rescue Plan Act
Ground Power Unit	\$15,000	100% American Rescue Plan Act
Total	\$666,189	

Airport Fund - FY 2021/22 Budget

Number	Description	FY 2020 Actual	FY2021 Budget	Total FY2021 Projected	FY2022 Budget	% Budget Incr (Decr)
REVENUES / OTHER SOURCES						
<u>Revenues</u>						
402-344-200	Avgas Fuel Sales	\$ 420,396	\$ 485,820	\$ 514,940	\$ 514,940	6.0%
402-344-300	Jet Fuel Sales	486,589	545,433	722,208	729,430	33.7%
402-344-130	T-Hangar Rentals	134,292	75,738	96,225	96,600	27.5%
402-344-131	Corporate Bulk Hangars Rentals	27,718	54,957	57,586	58,000	5.5%
402-344-132	Temp Parking (Tie Down) Revenue	1,188	25,000	2,905	3,000	-88.0%
402-344-123	Parking Revenue	17,890	-	1,812	2,000	n/a
402-344-116-1	Hay Harvesting	1,628	2,900	5,058	4,500	55.2%
402-344-120	Building Rent	40,107	40,000	75,336	43,200	8.0%
402-344-121	Land Rent	116,925	106,100	120,654	121,000	14.0%
402-344-110	Interest Income	461	600	343	750	25.0%
402-344-112	Sales Tax Collection Fee	360	360	360	360	0.0%
402-344-115	Miscellaneous Income	13,729	16,500	10,533	15,000	-9.1%
Total Revenues		1,261,283	1,353,408	1,607,960	1,588,781	17.4%
<u>Other Funding Sources</u>						
402-331-000	Grant Revenue (FAA/FDOT)	131,923	440,523	440,523	607,189	37.8%
402-331-100	Grant Revenue (ARPA)	-	-	-	59,000	n/a
Total Other Funding Sources		131,923	440,523	440,523	666,189	51.2%
TOTAL REVENUES / OTHER SOURCES		1,393,206	1,793,931	2,048,483	2,254,970	25.7%

Airport Fund - FY 2021/22 Budget

Number	Description	FY 2020 Actual	FY2021 Budget	Total FY2021 Projected	FY2022 Budget	% Budget Incr (Decr)
EXPENDITURES/USES						
<u>Personal Services</u>						
402-542-010-014	Overtime	316	500	3,099	500	0.0%
402-542-010-021	Payroll Taxes	14,354	15,841	11,172	15,570	-1.7%
402-542-010-022	Retirement Contributions	3,888	3,100	2,135	4,399	41.9%
402-542-010-023	Health Insurance	30,042	28,909	26,981	36,268	25.5%
402-542-010-024	Workers' Compensation	4,815	4,987	6,464	6,394	28.2%
402-542-010-025-1	Drug Testing	318	100	67	100	0.0%
402-542-010-112	Salaries & Wages	185,997	206,569	145,195	203,032	-1.7%
Total Personal Services		239,730	260,005	195,113	266,263	2.4%
<u>Operating Expenses</u>						
402-542-030-031	Professional Services	-	1,000	3,250	8,000	700.0%
402-542-030-031-2	Professional Services - City Attorney	-	1,000	-	1,000	0.0%
402-542-030-032	Auditing Fees	8,104	6,000	6,078	5,850	-2.5%
402-542-030-034	Contractual Services	3,404	7,000	7,283	4,168	-40.5%
402-542-030-085	Software Maintenance	6,425	5,219	10,970	11,184	114.3%
402-542-030-037	Information Technology Services	1,380	-	1,122	-	n/a
402-542-030-036	Financial Services	31,774	24,546	24,546	24,982	1.8%
402-542-030-044	Equipment Rental/Leases	28,645	27,929	29,155	29,209	4.6%
402-542-030-041	Telephone	5,045	4,775	3,384	1,200	-74.9%
402-542-030-042	Postage	103	250	222	250	0.0%
402-542-030-040	Travel & Per Diem	-	1,000	1,000	1,000	0.0%
402-542-030-043	Utilities	21,417	27,000	24,274	25,440	-5.8%
402-542-030-045	Insurance	48,589	45,371	56,548	58,457	28.8%
402-542-030-154	Dues & Subscriptions	1,148	1,500	3,424	4,000	166.7%
402-542-030-248	Advertising	1,490	1,200	1,981	2,000	66.7%
402-542-030-346	Vehicle Repairs & Maintenance	10,671	15,000	8,394	9,000	-40.0%
402-542-030-246	Airfield Repairs & Maintenance	10,833	10,000	13,359	14,000	40.0%
402-542-030-146	Repairs & Maintenance	6,821	10,000	10,000	10,000	0.0%
402-542-030-452	Vehicle Fuel	3,517	4,000	3,810	4,000	0.0%
402-542-030-352	Materials And Supplies	10,564	14,000	16,656	17,000	21.4%
402-542-030-352-1	Materials & Supplies-Avgas Fuel	374,027	422,664	464,332	453,148	7.2%
402-542-030-352-2	Materials & Supplies-Jet Fuel	382,727	403,620	556,787	559,838	38.7%
402-542-030-250	Credit Card Fees	-	40,000	40,677	41,000	2.5%
402-542-030-249	Miscellaneous Expense	42,536	-	-	-	n/a

Airport Fund - FY 2021/22 Budget

Number	Description	FY 2020 Actual	FY2021 Budget	Total FY2021 Projected	FY2022 Budget	% Budget Incr (Decr)
<u>Operating Expenses (continued)</u>						
402-542-030-349	Contingency	217	8,330	-	2,793	-66.5%
402-542-090-050-1	Bad Debt Charge	20,000	2,000	5,000	5,000	150.0%
	Total Operating Expenditures	1,019,437	1,083,403	1,292,251	1,292,518	19.3%
<u>Capital Projects / Purchases</u>						
402-542-060-062	Airport Improvements	131,698	440,523	440,523	607,189	37.8%
402-542-060-075	Building Improvements	-	-	-	44,000	n/a
402-542-060-064-2	Capital Outlay - GPU	-	-	-	15,000	n/a
	Total Capital	131,698	440,523	440,523	666,189	51.2%
<u>Debt Service</u>						
402-542-070-010	Note Payment (General Fund)	-	10,000	10,000	10,000	0.0%
	Total Debt Service	-	10,000	10,000	10,000	0.0%
<u>Reserves</u>						
402-542-090-010	Reserve for Future Uses	-	-	-	20,000	n/a
	Total Reserves	-	-	-	20,000	n/a
TOTAL EXPENDITURES/USES		1,390,865	1,793,931	1,937,887	2,254,970	25.7%
REVENUES OVER (UNDER) EXPENDITURES		\$ 2,341	\$ -	\$ 110,595	\$ -	n/a

Airport Fund - FY 2021/22 Budget Notes

Account Number	Account Description / Budget Notes	FY2022 Budget
REVENUES		
402-344-200	AVGAS FUEL SALES	
	Sales on AVGAS fuel at airport	514,940
	Total	\$514,940
402-344-300	JET FUEL SALES	
	Sales on jet fuel at airport	729,430
	Total	\$729,430
402-344-130	T-HANGAR RENTALS	
	Revenue received from T-Hangar rentals at the airport	96,600
	Total	\$96,600
402-344-131	Corporate Bulk Hangars Rentals	
	Revenue received from bulk hangar rentals at the airport	58,000
	Total	\$58,000
402-344-132	Temp Parking (Tie Down) Revenue	
	Revenue received from temporary parking (tie-downs) at the airport.	3,000
	Total	\$3,000
402-344-123	PARKING REVENUE	
	Revenue received from parking revenue at the airport.	2,000
	Total	\$2,000
402-344-116-1	HAY HARVESTING	
	Estimated revenue from hay harvesting land rental at airport	4,500
	Total	\$4,500
402-344-120	BUILDING RENT	
	Revenue received from building rent billings at airport	43,200
	Total	\$43,200
402-344-121	LAND RENT	
	Revenue received from land rent billings at airport	121,000
	Total	\$121,000

Airport Fund - FY 2021/22 Budget Notes

Account Number	Account Description / Budget Notes	FY2022 Budget
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REVENUES (continued)

402-344-110 INTEREST INCOME

Interest earned on operating accounts	750
Total	\$750

402-344-112 SALES TAX COLLECTION FEE

Monthly fee received for sales tax collection responsibilities.	360
Total	\$360

402-344-115 MISCELLANEOUS INCOME

All other revenue received from billings (includes property insurance reimbursements.	15,000
Total	\$15,000

OTHER FUNDING SOURCES

402-331-000 GRANT REVENUE (FDOT / FAA)

Grant revenue expected on joint airport projects (100% reimbursed)	607,189
Total	\$607,189

402-331-100 GRANT REVENUE (ARPA)

Grant revenue expected from the American Rescue Plan Act.	59,000
Total	\$59,000

EXPENDITURES

PERSONAL SERVICES

402-542-010-XX SALARIES & OTHER BENEFITS

Payroll expenses for airport staff (see staffing plan for further details).	266,263
Total	\$266,263

OPERATING EXPENSES

402-542-030-31 PROFESSIONAL SERVICES

Website Maintenance	1,200
Pest Control	1,800
All Other	5,000
Total	\$8,000

Airport Fund - FY 2021/22 Budget Notes

Account Number	Account Description / Budget Notes	FY2022 Budget
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EXPENDITURES

OPERATING EXPENSES (continued)

402-542-030-031-1 PROFESSTIONAL SERVICES - CITY ATTORNEY

Legal services for lease reviews	1,000
Total	\$1,000

402-542-030-32 AUDITING

Allocated portion of annual auditing fees	5,850
Total	\$5,850

402-542-030-034 CONTRACTUAL SERVICES

Fire Extinguisher Annual Inspection	1,200
Fire Extinguisher	850
Storage Tank Registration	75
Self Service Fuel Dispenser Maintenance Agreement	1,595
All other	448
Total	\$4,168

402-542-030-085 SOFTWARE MAINTENANCE

Allocated share of ADG software (accounting program)	1,079
AWOS Maintenance	5,500
RSINET Data	720
Qtpod - Base Network Access	945
Atlas Software License (monthly amount - \$245)	2,940
Total	\$11,184

402-542-030-036 FINANCIAL SERVICES

Inframark - Allocated portion of financial services contract	24,982
Total	\$24,982

402-542-030-044 EQUIPMENT RENTAL/LEASES

Titan Aviation - Fuel Truck rental	25,800
FL Ice Machine - Ice Machine rental	1,680
Adams Water - Water Services rental	1,229
Miscellaneous rentals	500
Total	\$29,209

Airport Fund - FY 2021/22 Budget Notes

Account Number	Account Description / Budget Notes	FY2022 Budget
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EXPENDITURES

OPERATING EXPENSES (continued)

402-542-030-041	TELEPHONE	
	Verizon Wireless - cell phone charges	900
	CenturyLink - local and long distance phone charges	300
	Total	\$1,200

402-542-030-042	POSTAGE	
	Postage and express mail charges	250
	Total	\$250

402-542-030-040	TRAVEL & PER DIEM	
	Reimbursement for travel expenses.	1,000
	Total	\$1,000

402-542-030-043	UTILITIES	
	Central FL Electric	24,000
	City Utilities	1,440
	Total	\$25,440

402-542-030-045	INSURANCE	
	FMIT - Allocated portion of GL/Property insurance premiums	34,123
	Additional airport policy premiums	11,902
	Tank storage premium	1,247
	Total	\$58,457

402-542-030-154	DUES & SUBSCRIPTIONS	
	Florida Airport Managers Association Inc. - Annual Membership	1,500
	Flight Aware subscription	1,140
	Dish Network subscription	1,110
	All other	250
	Total	\$4,000

402-542-030-248	ADVERTISING	
	Advertising requirements at airport	2,000
	Total	\$2,000

Airport Fund - FY 2021/22 Budget Notes

Account Number	Account Description / Budget Notes	FY2022 Budget
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EXPENDITURES

OPERATING EXPENSES (continued)

402-542-030-346 VEHICLE REPAIR & MAINTENANCE

Repairs and maintenance to Airport vehicles.	9,000
Total	\$9,000

402-542-030-246 AIRFIELD - REPAIR & MAINTENANCE

Repairs and maintenance to airfield.	14,000
Total	\$14,000

402-542-030-146 REPAIRS & MAINTENANCE

All repairs & maintenance except for airfield	10,000
Total	\$10,000

402-542-030-452 VEHICLE FUEL

Fuel purchases for airport vehicles	4,000
Total	\$4,000

402-542-030-352 MATERIALS AND SUPPLIES

Miscellaneous Operating supplies	17,000
Total	\$17,000

402-542-030-352-1 AVGAS FUEL

Purchase of AVGAS fuel	453,148
Total	\$453,148

402-542-030-352-2 JET FUEL

Purchase of Jet fuel	559,838
Total	\$559,838

402-542-030-250 CREDIT CARD FEES

Fees charged for credit card receipts at the airport.	41,000
Total	\$41,000

Airport Fund - FY 2021/22 Budget Notes

Account Number	Account Description / Budget Notes	FY2022 Budget
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EXPENDITURES

OPERATING EXPENSES (continued)

402-542-030-349 CONTINGENCY

All other expenses not budgeted in any other line item	2,793
Total	\$2,793

402-542-090-050-1 BAD DEBT CHARGE

Allowance for uncollectible customer accounts	5,000
Total	\$5,000

CAPITAL PROJECTS / PURCHASES

402-542-060-062 AIRPORT IMPROVEMENTS

See capital improvement plan for details	607,189
Total	\$607,189

402-542-060-075 BUILDING IMPROVEMENTS

Various improvements planned on Airport Building.	44,000
	\$44,000

402-542-060-064-2 CAPITAL OUTLAY - GPU

Purchase of new GPU.	15,000
	\$15,000

DEBT SERVICE PAYMENTS

402-542-070-010 NOTE PAYMENT (GENERAL FUND)

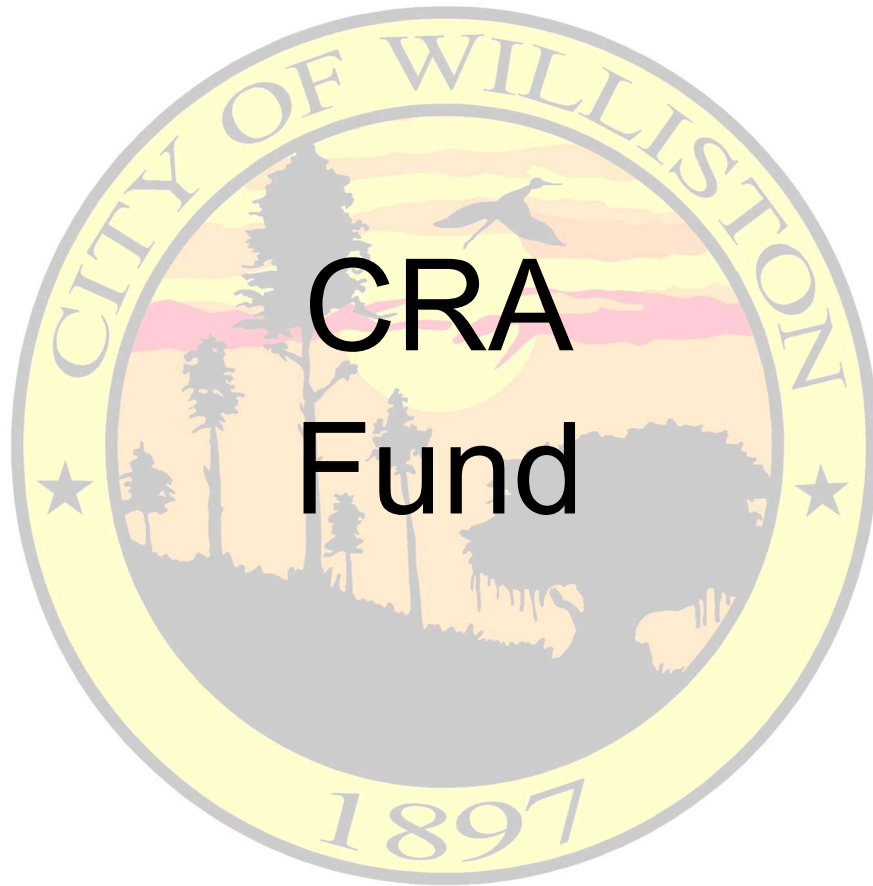
Payment to General Fund for outstanding note	10,000
Total	\$10,000

RESERVES

402-542-090-010 RESERVE FOR FUTURE USES

Reserves for future projects / capital purchases	20,000
Total	\$20,000

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CITY OF WILLISTON
FY 2021-2022 Budget
Budget Summary – CRA Fund

Budget Highlights

The CRA has a FY 2021-22 budget of **\$727,004** which represents an increase of **\$214,756** or **41.9%** from the adopted FY 2020-21 budget of \$512,248. The Increase is the result of additional resources being available due to an increase in the FY 2021-22 tax revenue as well as unspent prior year revenue.

Budget Details

Summary	2020 Actual	2021 Budget	2022 Budget	Change	% Change
Tax Revenue	\$232,894	\$247,690	\$330,077	\$82,387	33.3%
Other Revenue	2,892	150	650	500	333.3%
Fund Balance (reserves)	-	264,408	396,277	131,869	49.9%
Total Revenue/ Other Funding	\$235,786	\$512,248	\$727,004	\$214,756	41.9%
Personnel (Salaries & Benefits)	\$53,662	\$61,198	\$68,132	\$6,934	11.3%
Operating Expenses	18,510	64,239	56,152	(8,087)	(12.6%)
Capital Projects / Spending	137,487	376,812	552,720	175,908	46.7%
Non-Operating Expenditures	-	10,000	50,000	40,000	400.0%
Rounding	-	(1)	-	1	(100%)
Total Expenditures	\$209,659	\$512,248	\$727,004	\$214,756	41.9%
Net (Expenditures) Revenue	\$26,127	\$0	\$0	\$0	n/a

Staffing	2020 Actual	2021 Budget	2022 Budget	Change	% Change
Allocated Staff	4	4	2	(2)	(50%)
Total Staff	4	4	2	(2)	(50%)



CITY OF WILLISTON
FY 2021-2022 Budget
Budget Summary – CRA Fund

Staffing Plan – Allocated Staff

The following position(s) are allocated to the CRA Fund. Only the amount(s) shown in the last column are included in the salary budget for FY 2021-22.

Name	Title	Hourly Rate	Type	Hours	Annual Salary	Allocation %	Amount Allocated
Laura Jones	Community Dev. Mgr.	\$27.55	Full-Time	2,080	\$57,304	60%	\$34,382
Nicole Bouse	P&Z Admin Assistant	\$15.20	Full-Time	2,080	\$31,616	50%	\$15,808
Other Pay	Safety Award						\$28
Total Allocated Staff							\$50,218
Total Overtime							\$300
Taxes, Benefits & Workers' Comp.							\$17,614
Total Personal Services							\$68,132

Anticipated Projects / Capital Spending

The following capital projects are anticipated for FY 2021-22.

Description	Project Amount	Funding Source
Phase II	\$552,720	Fund Balance (Reserves)
Total	\$552,720	

CRA Fund - FY 2021/22 Budget

Number	Description	FY 2020 Actual	FY2021 Budget	Total FY2021 Projected	FY2022 Budget	% Budget Incr (Decr)
REVENUES/SOURCES						
403-331-200	Tax Incremental Revenue City	\$ 97,668	\$ 112,465	\$ 112,465	\$ 141,462	25.8%
403-331-300	Tax Incremental Revenue - County	135,226	135,225	155,721	188,616	39.5%
403-361-100	Interest Income	142	150	175	150	0.0%
403-385-000	Special Events	2,750	-	300	500	n/a
403-384-000	Use of Fund Balance	-	264,408	-	396,277	49.9%
TOTAL REVENUES/SOURCES		235,786	512,248	268,661	727,004	41.9%
EXPENDITURES/USES						
403-552-010-014	Overtime	458	300	307	300	0.0%
403-552-010-021	Payroll Taxes	3,058	3,588	3,332	3,865	7.7%
403-552-010-022	Retirement Contributions	1,265	1,184	591	974	-17.7%
403-552-010-023	Life & Health Insurance	6,064	8,393	7,099	11,399	35.8%
403-552-010-024	Workers' Compensation	1,183	1,125	1,458	1,377	22.4%
403-552-010-112	Salaries & Wages	41,633	46,608	43,713	50,218	7.7%
Total Personal Services		53,662	61,198	56,500	68,132	11.3%
403-552-030-031	Professional Services	-	15,000	5,000	15,000	0.0%
403-552-030-038	Software Maintenance	172	-	-	-	n/a
403-552-030-246	Building Maintenance	448	-	-	-	n/a
403-552-030-032	Auditing Fees	6,078	7,000	7,000	6,950	-0.7%
403-552-030-036	Financial Services	7,944	16,364	16,364	8,327	-49.1%
403-552-030-040	Travel And Per Diem	-	3,000	1,500	3,000	0.0%
403-552-030-042	Postage	-	200	56	200	0.0%
403-552-030-154	Dues & Subscriptions	175	175	795	175	0.0%
403-552-030-248	Advertising	232	1,000	1,149	1,000	0.0%
403-552-030-254	Training - Schools & Seminars	-	3,000	-	3,000	0.0%
403-552-030-352	Materials And Supplies	702	15,000	7,430	15,000	0.0%
403-552-030-400	Special Events	2,760	3,500	1,250	3,500	0.0%
Total Operating Expenditures		18,510	64,239	40,543	56,152	-12.6%
403-552-060-064	Capital Outlay - Projects	-	376,812	126,090	552,720	46.7%
403-552-060-061	Patrick Property	96,010	-	-	-	n/a
403-552-060-063	Capital Outlay - Heritage Park	41,477	-	-	-	n/a
Total Capital Outlay		137,487	376,812	126,090	552,720	46.7%
403-552-080-082	Facade Grant	-	10,000	-	50,000	400.0%
Total Non-Operating Expenditures		-	10,000	-	50,000	400.0%
TOTAL EXPENDITURES/USES		209,659	512,248	223,133	727,004	41.9%
REVENUES OVER (UNDER) EXPENDITURES		\$ 26,127	\$ -	\$ 45,528	\$ -	n/a

CRA Fund - FY 2021/22 Budget Notes

Account Number	Account Description / Budget Notes	FY2022 Budget
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REVENUES / SOURCES

403-331-200 TAX INCREMENTAL REVENUE CITY

Tax incremental revenue transferred from General Fund (property taxes)	141,462
Total	\$141,462

403-331-300 TAX INCREMENTAL REVENUE - COUNTY

Tax incremental revenue received from County	188,616
Total	\$188,616

403-361-100 INTEREST INCOME

Interest earned on operating accounts	150
Total	\$150

403-385-000 SPECIAL EVENTS

Fee charged for special events	500
Total	\$500

403-384-000 USE OF FUND BALANCE

Use of fund balance to pay for capital projects (Required to balance budget)	396,277
Total	\$396,277

EXPENDITURES

PERSONAL SERVICES

403-552-010-XX SALARIES & OTHER BENEFITS

Allocated payroll expenses (see staffing plan for further details).	68,132
Total	\$68,132

OPERATING EXPENSES

403-552-030-031 PROFESSIONAL SERVICES

Cost to update the redevelopment plan / other professional services.	15,000
Total	\$15,000

403-552-030-032 AUDITING FEES

Allocated portion of annual auditing fees (includes cost of single-audit)	6,950
Total	\$6,950

CRA Fund - FY 2021/22 Budget Notes

Account Number	Account Description / Budget Notes	FY2022 Budget
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EXPENDITURES

OPERATING EXPENSES (continued)

403-552-030-036 FINANCIAL SERVICES

Allocated portion of financial services contract (Inframark)	8,327
Total	\$8,327

403-552-030-040 TRAVEL AND PER DIEM

Cost for travel to conferences/seminars	3,000
Total	\$3,000

403-552-030-042 POSTAGE

Postage required for CRA fund	200
Total	\$200

403-552-030-154 DUES & SUBSCRIPTIONS

Florida Dept. of Economic Opportunity - annual fee	175
Total	\$175

403-552-030-248 ADVERTISING

Advertising cost for CRA projects	1,000
Total	\$1,000

403-552-030-254 TRAINING - SCHOOLS & SEMINARS

Cost to attend class / conferences.	3,000
Total	\$3,000

403-552-030-352 MATERIALS AND SUPPLIES

Miscellaneous materials and supplies	15,000
Total	\$15,000

403-552-030-400 SPECIAL EVENTS

Miscellaneous special events	3,500
Total	\$3,500

CRA Fund - FY 2021/22 Budget Notes

Account Number	Account Description / Budget Notes	FY2022 Budget
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EXPENDITURES

CAPITAL OUTLAY

403-552-060-064 CAPITAL OUTLAY - CRA PROJECTS

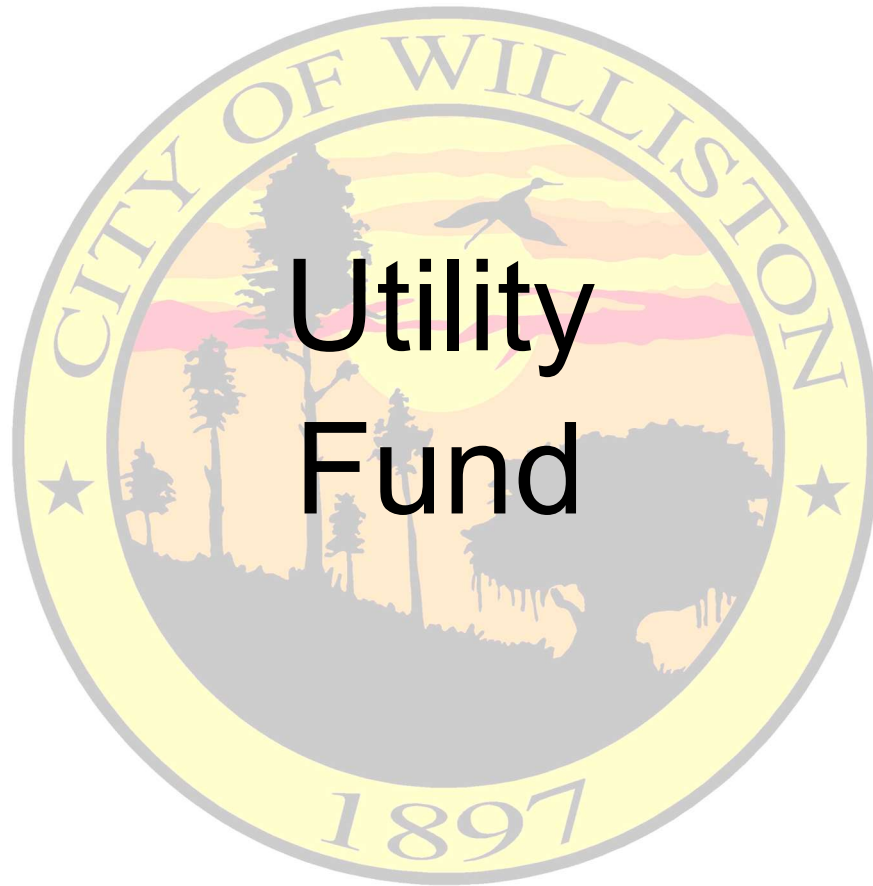
CRA Projects	552,720
Total	\$552,720

NON-OPERATING EXPENSES

403-552-080-082 FAÇADE GRANT

Budget for potential façade grant	50,000
Total	\$50,000

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CITY OF WILLISTON
FY 2021-2022 Budget
Budget Summary – Utility Fund

Budget Highlights

The Utility Fund has a FY 2021-22 budget of **\$6,213,400** which represents an increase of **\$228,502 or 3.8%** from the adopted FY 2020-21 budget of \$5,984,898. The increase is primarily the result of new positions added to the fund as well as additional materials & supplies necessary to meet safety and compliance requirements. This increase is offset by a reduction in the budgeted transfer to the capital project fund due to anticipated grant revenue from the American Rescue Plan Act.

Budget Details

Department Recap	2020 Actual	2021 Budget	2022 Budget	Change	% Change
Administration	\$326,229	\$243,807	\$354,419	\$110,612	45.4%
Customer Service	-	-	145,951	145,951	n/a
Electric Service	2,746,651	2,980,885	2,796,667	(184,218)	(6.2%)
Gas Services	631,075	709,904	745,643	35,739	5.0%
Water Services	881,778	751,989	742,333	(9,656)	(1.3%)
Solid Waste Collection	552,594	552,587	548,783	(3,804)	(0.7%)
Sewer Services	918,360	745,727	879,604	133,877	18.0%
Rounding	-	(1)	-	1	(100.0%)
Total	\$6,056,687	\$5,984,898	\$6,213,400	\$228,502	3.8%

Summary	2020 Actual	2021 Budget	2022 Budget	Change	% Change
Operating Revenue	5,521,193	5,689,303	5,704,008	14,705	0.3%
Other Revenue	42,773	69,210	93,710	24,500	35.4%
Use of Reserves	-	226,385	415,682	189,297	83.6%
Total Revenue/ Other Funding	\$5,563,966	\$5,984,898	\$6,213,400	\$228,502	3.8%
Personnel (Salaries & Benefits)	\$996,714	\$1,285,713	\$1,600,987	\$315,274	24.5%
Operating Expenses	3,382,237	3,561,685	3,491,788	(69,897)	(2.0%)
Debt Service Expenses	43,597	88,026	88,026	-	0.0%
Transfer To General Fund	890,000	800,000	900,000	100,000	12.5%
Transfer to Capital Fund	14,315	226,385	112,600	(113,785)	(50.3%)
Reserves	-	-	10,000	10,000	n/a
Contingency	-	23,089	10,000	(13,089)	(56.7%)
Rounding	-	-	(1)	(1)	n/a
Total Expenses	\$5,326,863	\$5,984,898	\$6,213,400	\$228,502	3.8%
Net (Expenses) Revenue	\$237,103	\$0	\$0	\$0	n/a

(1)

(1) Excludes Depreciation Expense.



CITY OF WILLISTON
FY 2021-2022 Budget
Budget Summary – Utility Fund

Budget Details (continued)

Staffing Recap	2020 Actual	2021 Budget	2022 Budget	Change	% Change
Dedicated Staff					
Full-Time Staff	21	21	22	1	4.8%
Part-Time Staff	0	0	1	1	n/a
Subtotal	21	21	23	2	9.5%
Allocated Staff	7	7	9	2	28.6%
Total Staff	28	28	32	4	14.3%

Staffing Plan – Dedicated Staff

The following position(s) are 100% dedicated to the Utility Fund.

Name	Title	Hourly Rate	Type	Hours	Annual Wages
<u>Administration</u>					
Jonathen Bishop	Public Works/Utilities Manager	\$30.37	Full-Time	2,080	\$63,170
Donald Barber	Public Works Supervisor	\$22.65	Full-Time	2,080	\$47,112
Sharon Holcomb	Administrative Assistant	\$17.76	Full-Time	2,080	\$36,941
Leandrea Evans	Records Mgmt. Assistant	\$12.62	Part-Time	2,080	\$19,687
Safety Awards					\$175
Subtotal					\$167,085
<u>Customer Service</u>					
Shanon Blackburn	Customer Service Rep.	\$16.00	Full-Time	2,080	\$33,280
Christine Williams	Customer Service Rep.	\$16.80	Full-Time	2,080	\$34,944
Safety Awards					\$50
Subtotal					\$68,274
<u>Electric Services</u>					
Cody Aukamp	Groundman	\$14.61	Full-Time	2,080	\$30,389
Kurt Williams	Lineman Apprentice	\$17.76	Full-Time	2,080	\$36,941
Mike Miller	Line Foreman Supervisor	\$37.00	Full-Time	2,080	\$76,960
Open Position	Lineman	\$35.00	Full-Time	2,080	\$72,800
New Position	Lineman Trimmer	\$17.76	Full-Time	2,080	\$36,941
New Position	Groundman	\$14.61	Full-Time	2,080	\$30,389
Other Pay				450	\$11,162
Safety Awards					\$300
Subtotal					\$295,882



CITY OF WILLISTON
FY 2021-2022 Budget
Budget Summary – Utility Fund

Staffing Plan – Dedicated Staff (continued)

Name	Title	Hourly Rate	Type	Hours	Annual Wages
<u>Gas Services</u>					
Jeff Bridges	Crew Leader (Gas & Water)	\$17.76	Full-Time	2,080	\$36,941
Open Position	Gas Technician / Equip. Operator	\$13.91	Full-Time	2,080	\$28,933
New Position	Crew Worker	\$13.91	Full-Time	2,080	\$28,933
Safety Awards					\$150
Subtotal					\$94,957
<u>Water Services</u>					
Christy Richardson	Meter Reader / Gas	\$13.91	Full-Time	2,080	\$28,933
Jason Lee	Meter Reader/Logistics	\$13.91	Full-Time	2,080	\$28,933
New Position	Water Technician	\$14.61	Full-Time	2,080	\$30,389
New Position	Water Technician	\$14.61	Full-Time	2,080	\$30,389
New Position	Crew Worker	\$13.91	Full-Time	2,080	\$28,933
Safety Awards					\$250
Subtotal					\$147,827
<u>Sewer Services</u>					
Peter Jacobs	Lift Station Technician	\$14.61	Full-Time	2,080	\$30,389
Leo R Dash	Wastewater Operator II	\$20.56	Full-Time	2,080	\$42,765
Open Position	Wastewater Operator I	\$20.56	Full-Time	2,080	\$42,765
Safety Awards					\$150
Subtotal					\$116,069
Rounding					(\$3)
Total					\$890,091



CITY OF WILLISTON
FY 2021-2022 Budget
Budget Summary – Utility Fund

Staffing Plan – Allocated Staff

The following position(s) are allocated to the Utility Fund. Only the amount(s) shown in the last column are included in the salary budget for FY 2021-22.

Name	Title	Hourly Rate	Type	Hours	Annual Wages	Allocation %	Amount Allocated
Jackie Gorman	City Manager	\$37.26	FT	2,080	\$77,500	60%	\$46,500
Patricia Nipper	Admin Assistant	\$18.00	FT	2,080	\$37,440	60%	\$22,464
Latricia Wright	City Clerk	\$24.52	FT	2,080	\$51,003	50%	\$25,502
Danny Wallace	Logistics Manager	\$19.13	FT	2,080	\$39,800	75%	\$29,850
Melisa Thompson	HR Director	\$22.66	FT	2,080	\$47,133	65%	\$30,636
Aaron Mills	Technology Manager	\$28.74	FT	2,080	\$59,769	65%	\$38,850
New Position	IT Technician	\$20.00	PT	1,040	\$20,800	40%	\$8,320
Selina Leavy	Accounting Clerk	\$17.00	FT	2,080	\$35,360	70%	\$24,752
New Position	PW Mechanic	\$17.76	PT	1,560	\$27,706	75%	\$20,780
Other Pay	Car Allowance				\$5,045	60%	\$3,027
Other Pay	Safety Awards						\$138
Rounding							\$1
Total							\$250,820

Total Dedicated and Allocated Staff	\$1,140,911
Total Overtime	\$38,760
Total Taxes, Benefits, Workers' Comp & Other.	\$421,315
Rounding	\$1
Total Personal Services	\$1,600,987



CITY OF WILLISTON
FY 2021-2022 Budget
Budget Summary – Utility Fund

Staffing History

The chart below shows the year-over-year changes to the staffing plan. A net of two (2) new positions were added to this department. Those additions were offset by changes in the allocation of other administrative positions.

Position	FY 2021 Budget	Changed in FY2021	Changed in FY2022	FY 2022 Staffing Plan
Public Works/Utilities Manager	1			1
Public Works Supervisor	2	(1)		1
Administrative Assistant	1			1
Records Mgmt. Assistant (Part-time)		1		1
Customer Service Representative	2			2
Crew Leader	1			1
Crew Worker	4	(4)	2	2
Groundman	1		1	2
Line Foreman Supervisor	1			1
Lineman	1			1
Lineman Trimmer			1	1
Lineman Apprentice	1			1
Meter Reader/Gas technician/Crew Leader	1	1		2
Utility Technician	2			2
Water Technician			2	2
Wastewater Operator II		1		1
Wastewater Operator I		1		1
Utility Worker	1	(1)		0
Operator Trainee - Sewer treatment	1	(1)		0
Utility Technician / Trainee - Sewer collection	1	(1)		0
Total	21	(4)	6	23

Anticipated Projects / Capital Spending

The following capital projects are anticipated for FY 2021-22.

Description	Project Amount	Funding Source
Master Infrastructure Plan	\$112,600	Reserves
Meter replacement program	\$30,000	American Rescue Plan Act (ARPA)
Fire Hydrants	\$10,000	American Rescue Plan Act (ARPA)
Electric Infrastructure Improvements	\$50,000	American Rescue Plan Act (ARPA)
Sewer Infrastructure Improvements	\$375,000	American Rescue Plan Act (ARPA)
Water Infrastructure Improvements	\$644,835	American Rescue Plan Act (ARPA)
Gas Infrastructure Improvements	\$50,000	American Rescue Plan Act (ARPA)
Sewer Plant Improvements	\$700,000	CDGB Grant / ARPA
John Henry Park Stormwater Improvements	\$713,000	Cooperative Funding Initiative (CFI) Grant Program (SWFWMD) / ARPA
Total	\$2,685,435	

Utility Fund (All Services) - FY 2021/22 Budget

Description	Cust Serv /					Solid	Sewer	Total
	Admin	Billing	Electric	Gas	Water	Waste		
REVENUES/SOURCES								
Utility Billings	-	-	3,271,028	599,750	621,984	542,823	653,173	5,688,758
Transfers	500	-	-	-	-	-	-	500
Meter Connections/Reconnect	4,500	-	-	-	-	-	-	4,500
Penalties	54,000	-	-	-	-	-	-	54,000
Interest Income	1,500	-	-	-	-	-	-	1,500
Sales Tax Coll Fees	360	-	-	-	-	-	-	360
Bad Debt Recovered	6,000	-	-	-	-	-	-	6,000
Other Miscellaneous Income	10,000	-	-	-	-	-	-	10,000
Disposition Of Scrap Materials	2,000	-	-	-	-	-	-	2,000
Loan Repayment	30,100	-	-	-	-	-	-	30,100
Use of Retained Earnings	415,682	-	-	-	-	-	-	415,682
TOTAL REVENUES/SOURCES	524,642	-	3,271,028	599,750	621,984	542,823	653,173	6,213,400

EXPENSES/USES

Personal Services

Overtime	-	1,000	8,000	5,660	5,250	-	18,850	38,760
Payroll Taxes	-	7,194	27,757	15,026	14,604	287	25,377	90,245
Retirement	-	1,805	7,436	4,252	4,154	73	7,173	24,893
Life & Health Insurance	-	27,978	73,572	50,257	50,257	1,036	64,246	267,347
Workers' Compensation	-	2,930	11,175	6,007	5,847	118	9,854	35,931
Drug Test	-	500	200	500	200	-	750	2,150
Unemployment Compensation	-	500	-	250	-	-	-	750
Salaries & Wages	-	93,044	354,834	190,752	185,656	3,747	312,880	1,140,911
Total Personal Services	-	134,951	482,973	272,704	265,968	5,260	439,131	1,600,987

Administration Expenses

Professional Services	-	-	10,000	5,120	1,500	542,823	8,100	567,543
Accounting And Auditing	21,450	-	-	-	-	-	-	21,450
Other Contractual Services	7,000	-	-	-	27,000	-	20,000	54,000
Licenses & Permits	-	-	-	-	5,000	-	-	5,000
Financial Services	91,600	-	-	-	-	-	-	91,600
Travel	-	-	-	-	200	-	-	200
Telephone	7,080	500	2,160	1,800	2,040	-	2,205	15,785
Postage	-	8,000	-	-	-	-	-	8,000
Utilities	100	-	14,000	850	45,000	-	88,200	148,150
Insurance	3,062	-	13,651	9,327	12,541	-	9,706	48,287
Dues and Subscriptions	-	-	9,000	725	560	-	-	10,285
Advertising and Promotions	1,000	-	-	12,500	-	-	-	13,500

Utility Fund (All Services) - FY 2021/22 Budget

Description	Cust Serv /		Electric	Gas	Water	Solid Waste	Sewer	Total
	Admin	Billing						
Miscellaneous Expense	1,000	-	750	-	500	-	15,250	17,500
Training-Schools & Seminars	-	500	12,000	1,000	500	-	500	14,500
State Sales Tax	-	-	3,100	-	-	-	-	3,100
Bad Debt Charged Off	-	-	5,000	2,000	1,500	700	500	9,700
Total Administration	132,292	9,000	69,661	33,322	96,341	543,523	144,461	1,028,601
Operating Expenses								
Repairs To Equipment	-	-	7,000	10,000	18,000	-	18,000	53,000
Vehicle Repair/Expense	-	-	10,000	2,500	2,000	-	7,500	22,000
Safety Supplies	4,000	-	-	-	-	-	-	4,000
Vehicle Fuel	-	-	7,000	3,000	4,000	-	4,200	18,200
Materials & Supplies	7,500	2,000	95,000	24,000	45,000	-	46,000	219,500
Electricity Purchased	-	-	1,813,336	-	-	-	-	1,813,336
Compliance Program	-	-	-	5,000	-	-	-	5,000
Uniforms	-	-	4,000	1,850	1,100	-	2,200	9,150
Gas Purchasing	-	-	-	287,000	-	-	-	287,000
Water Analysis	-	-	-	-	22,500	-	-	22,500
Sewer Analysis	-	-	-	-	-	-	9,500	9,500
Total Operating	11,500	2,000	1,936,336	333,350	92,600	-	87,400	2,463,186
Debt Service								
Interest Expense	41,920	-	-	-	-	-	-	41,920
Principal Expense	46,106	-	-	-	-	-	-	46,106
Total Debt Service	88,026	-	-	-	-	-	-	88,026
Non-Operating								
Transfer To General Fund	-	-	297,697	106,267	287,425	-	208,612	900,000
Transfer to Capital Fund	112,600	-	-	-	-	-	-	112,600
Reserves	10,000	-	-	-	-	-	-	10,000
Contingency	-	-	10,000	-	-	-	-	10,000
Total Non-Operating	122,600	-	307,697	106,267	287,425	-	208,612	1,032,600
TOTAL EXPENSES/USES	354,419	145,951	2,796,667	745,643	742,333	548,783	879,604	6,213,400
REV. OVER (UNDER) EXPENSES	\$ 170,224	\$ (145,951)	\$ 474,361	\$ (145,893)	\$ (120,350)	\$ (5,960)	\$ (226,431)	\$ 0

Utility Fund (Administration) - FY 2021/22 Budget

Number	Description	FY 2020 Actual	FY2021 Budget	Total FY2021 Projected	FY2022 Budget	% Budget Incr (Decr)
REVENUES/SOURCES						
405-343-102	Transfers	\$ 180	500	210	500	0.0%
405-343-103	Meter Connections/Reconnect	3,700	4,500	3,810	4,500	0.0%
405-343-105	Penalties	38,530	50,000	53,640	54,000	8.0%
405-343-111	Interest Income	1,165	5,000	738	1,500	-70.0%
405-343-112	Sales Tax Coll Fees	360	360	360	360	0.0%
405-343-113	Bad Debt Recovered	730	3,500	4,698	6,000	71.4%
405-343-114	Other Miscellaneous Income	22,533	4,500	16,887	10,000	122.2%
405-364-000	Disposition Of Fixed Assets	-	-	23,627	-	n/a
405-364-200	Disposition Of Scrap Materials	1,583	2,000	2,000	2,000	0.0%
405-389-200	Grant Revenues	3,901	-	-	-	n/a
405-384-175	Loan Repayment	-	10,100	10,100	30,100	198.0%
405-384-100	Use of Retained Earnings (Reserves)	-	-	-	415,682	n/a
TOTAL REVENUES/SOURCES		72,682	80,460	116,071	524,642	552.1%
EXPENSES/USES						
405-530-010-023	Life & Health Insurance	8,530	-	-	-	n/a
405-530-030-032	Auditing Fees	16,207	20,000	20,000	21,450	7.3%
405-530-030-034	Other Contractual Services	22,397	7,000	39,724	7,000	0.0%
405-530-030-036	Financial Services	79,436	81,819	81,819	91,600	12.0%
405-530-030-037	Information Technology Services	13,212	7,750	12,269	-	-100.0%
405-530-030-085	Software Maintenance	9,561	9,596	1,633	-	-100.0%
405-530-030-038	Software Subscriptions	198	-	-	-	n/a
405-530-030-041	Telephone	10,481	8,800	7,617	7,080	-19.5%
405-530-030-042	Postage	10,469	1,000	9,624	-	-100.0%
405-530-030-043	Utilities	60	100	72	100	0.0%
405-530-030-045	Insurance	7,217	2,717	2,783	3,062	12.7%
405-530-030-246	Building Maintenance	70	-	-	-	n/a
405-530-030-248	Advertising	1,114	1,000	683	1,000	0.0%
405-530-030-249	Miscellaneous Expense	1,586	1,000	929	1,000	0.0%
405-530-030-352	Materials & Supplies	5,805	11,000	11,000	7,500	-31.8%
405-530-030-355	Safety Supplies	4,693	4,000	4,000	4,000	0.0%
405-530-090-059	Depreciation Expense	91,596	-	-	-	n/a
Total Operating		282,632	155,781	192,152	143,792	-7.7%
405-530-090-015	Interest Expense - City Hall	43,597	43,756	41,920	41,920	-4.2%
405-530-090-010	Principal Expense - City Hall	-	44,270	46,106	46,106	4.1%
Total Debt Service		43,597	88,026	88,026	88,026	0.0%
405-530-090-100	Reserves - Sinking Fund	-	-	-	10,000	n/a
405-530-090-096	Transfer to Capital Impr. Fund (UF)	-	-	269,509	112,600	n/a
Total Non-Operating		-	-	269,509	122,600	n/a
TOTAL EXPENSES/USES		326,229	243,807	549,687	354,419	45.4%
REVENUES OVER (UNDER) EXPENSES		\$ (253,546)	\$ (163,347)	\$ (433,616)	\$ 170,224	-204.2%

Utility Fund (Customer Service / Billing) - FY 2021/22 Budget

Number	Description	FY 2020 Actual	FY2021 Budget	Total FY2021 Projected	FY2022 Budget	% Budget Incr (Decr)
EXPENSES/USES						
405-539-010-014	Overtime	-	-	-	1,000	n/a
405-539-010-021	Payroll Taxes	-	-	-	7,194	n/a
405-539-010-022	Retirement	-	-	-	1,805	n/a
405-539-010-023	Life & Health Insurance	-	-	-	27,978	n/a
405-539-010-024	Workers' Compensation	-	-	-	2,930	n/a
405-539-010-025	Drug Test	-	-	-	500	n/a
405-539-010-025-1	Unemployment Compensation	-	-	-	500	n/a
405-539-010-112	Salaries & Wages	-	-	-	93,044	n/a
Total Personal Services		-	-	-	134,951	n/a
405-539-030-042	Postage	-	-	-	8,000	n/a
405-539-030-041	Telephone	-	-	-	500	n/a
405-539-030-254	Training-Schools & Seminars	-	-	-	500	n/a
405-539-030-352	Materials And Supplies	-	-	-	2,000	n/a
Total Operating		-	-	-	11,000	n/a
TOTAL EXPENSES/USES		-	-	-	145,951	n/a
REVENUES OVER (UNDER) EXPENSES		\$ -	\$ -	\$ -	\$ (145,951)	n/a

Utility Fund (Electric Services) - FY 2021/22 Budget

Number	Description	FY 2020 Actual	FY2021 Budget	Total FY2021 Projected	FY2022 Budget	% Budget Incr (Decr)
REVENUES/SOURCES						
405-343-101	Electric Utility	\$ 1,347,894	\$ 1,350,809	\$ 1,379,706	\$ 1,448,692	7.2%
405-343-101-2	Electric Utility - Power Cost Adj	1,943,874	2,026,006	1,745,274	1,813,336	-10.5%
405-343-104	New Electric Service	1,680	4,000	1,170	4,000	0.0%
405-343-106	Electric Overhead / Underground	12,930	5,000	5,928	5,000	0.0%
405-384-100	Use of Retained Earnings (Reserves)	-	116,596	-	-	-100.0%
TOTAL REVENUES/SOURCES		3,306,379	3,502,411	3,132,078	3,271,028	-6.6%
EXPENSES/USES						
405-531-010-014	Overtime	9,680	10,000	6,271	7,500	-25.0%
405-531-010-017	Overtime - special events	68	500	193	500	0.0%
405-531-010-021	Payroll Taxes	17,458	25,261	16,873	27,757	9.9%
405-531-010-022	Retirement	4,932	6,947	4,136	7,436	7.0%
405-531-010-023	Life & Health Insurance	40,010	62,224	39,944	73,572	18.2%
405-531-010-024	Workers' Compensation	7,845	7,718	10,005	11,175	44.8%
405-531-010-025	Drug Test	310	200	525	200	0.0%
405-531-010-112	Salaries & Wages	219,501	319,710	212,259	354,834	11.0%
Total Personal Services		299,805	432,560	290,205	482,973	11.7%
405-531-030-031	Professional Services	34,407	4,000	9,264	10,000	150.0%
405-531-030-154	Dues And Subscriptions	-	9,000	9,000	9,000	0.0%
405-531-030-041	Telephone	2,288	3,000	1,853	2,160	-28.0%
405-531-030-043	Utilities	7,693	14,000	13,883	14,000	0.0%
405-531-030-045	Insurance	12,283	12,114	12,410	13,651	12.7%
405-531-030-146	Repairs To Equipment	3,246	3,500	11,077	7,000	100.0%
405-531-030-249	Miscellaneous Expense	730	-	739	750	n/a
405-531-030-254	Training-Schools & Seminars	575	1,600	-	12,000	650.0%
405-531-030-346	Vehicle Repair/Expense	13,064	10,000	10,000	10,000	0.0%
405-531-030-352	Materials And Supplies	30,518	40,000	26,301	95,000	137.5%
405-531-030-452	Vehicle Fuel	9,315	5,400	6,248	7,000	29.6%
405-531-030-549	Electricity Purchased	1,943,874	2,026,006	1,743,593	1,813,336	-10.5%
405-531-030-550	State Sales Tax	3,627	3,100	2,204	3,100	0.0%
405-531-030-752	Uniforms	2,265	2,300	3,031	4,000	73.9%
405-531-090-050	Bad Debt Charged Off	-	10,000	5,000	5,000	-50.0%
405-531-090-059	Depreciation	82,726	-	-	-	n/a
Total Operating		2,146,611	2,144,020	1,854,603	2,005,997	-6.4%
405-531-090-094	Transfer To General Fund	294,389	264,619	264,619	297,697	12.5%
405-531-090-096	Transfer to Capital Improvement Func	5,846	116,596	-	-	-100.0%
405-531-030-349	Contingency	-	23,089	-	10,000	-56.7%
Total Non-Operating		300,235	404,305	264,619	307,697	-23.9%
TOTAL EXPENSES/USES		2,746,651	2,980,885	2,409,427	2,796,667	-6.2%
REVENUES OVER (UNDER) EXPENSES		\$ 559,728	\$ 521,526	\$ 722,650	\$ 474,361	-9.0%

Utility Fund (Gas Services) - FY 2021/22 Budget

Number	Description	FY 2020 Actual	FY2021 Budget	Total FY2021 Projected	FY2022 Budget	% Budget Incr (Decr)
REVENUES/SOURCES						
405-343-210	Gas Utility	\$ 406,898	\$ 550,000	\$ 429,802	\$ 550,000	0.0%
405-343-220	Gas Meter Connection/Reconnection	1,435	2,000	1,125	2,000	0.0%
405-343-230	New Gas Service	891	600	3,560	4,000	566.7%
405-343-240	Misc. Infrastructure Reimbursement	12,500	43,750	43,750	43,750	0.0%
405-384-100	Use of Retained Earnings (Reserves)	-	16,596	-	-	-100.0%
TOTAL REVENUES/SOURCES		421,724	612,946	478,237	599,750	-2.2%
EXPENSES/USES						
405-532-010-014	Overtime	5,298	6,500	2,901	5,500	-15.4%
405-532-010-017	Overtime - special events	78	160	62	160	0.0%
405-532-010-021	Payroll Taxes	11,327	14,349	9,233	15,026	4.7%
405-532-010-022	Retirement	3,346	4,171	2,195	4,252	1.9%
405-532-010-023	Life & Health Insurance	32,156	44,506	29,688	50,257	12.9%
405-532-010-024	Workers' Compensation	3,799	4,367	5,661	6,007	37.6%
405-532-010-025	Drug Test	110	200	200	500	150.0%
405-532-010-025-1	Unemployment Compensation	-	500	-	250	-50.0%
405-532-010-112	Salaries & Wages	143,963	180,908	121,276	190,752	5.4%
Total Personal Services		200,077	255,661	171,217	272,704	6.7%
405-532-030-031	Professional Service	2,882	120	1,230	5,120	4166.7%
405-532-030-248	Advertising/Promotion	-	-	-	12,500	n/a
405-532-030-041	Telephone	2,039	2,280	1,483	1,800	-21.1%
405-532-030-043	Utilities	715	850	482	850	0.0%
405-532-030-045	Insurance	8,393	8,277	8,479	9,327	12.7%
405-532-030-146	Repairs To Equipment	30,726	10,000	19,336	10,000	0.0%
405-532-030-249	Miscellaneous Expense	(240)	-	-	-	n/a
405-532-030-254	Training-Schools & Seminars	75	750	750	1,000	33.3%
405-532-030-346	Vehicle Repair/Expense	2,412	1,000	1,008	2,500	150.0%
405-532-030-352	Materials And Supplies	30,857	24,000	15,986	24,000	0.0%
405-532-030-452	Vehicle Fuel	4,327	2,500	2,572	3,000	20.0%
405-532-030-749	Gas Purchasing	124,988	286,460	265,539	287,000	0.2%
405-532-030-154	Dues & Subscriptions	-	-	725	725	n/a
405-532-030-750	Compliance Program	-	4,500	4,500	5,000	11.1%
405-532-030-752	Uniforms	524	450	306	1,850	311.1%
405-532-090-050	Bad Debt Charged Off	-	2,000	2,000	2,000	0.0%
405-532-090-059	Depreciation	109,744	-	-	-	n/a
Total Operating		317,442	343,187	324,396	366,672	6.8%
405-532-090-094	Transfer To General Fund	105,087	94,459	94,459	106,267	12.5%
405-532-090-096	Transfer to Capital Improvement Fund	8,469	16,596	-	-	-100.0%
Total Non-Operating		113,556	111,056	94,459	106,267	-4.3%
TOTAL EXPENSES/USES		631,075	709,904	590,071	745,643	5.0%
REVENUES OVER (UNDER) EXPENSES		\$ (209,350)	\$ (96,957)	\$ (111,834)	\$ (145,893)	50.5%

Utility Fund (Water Services) - FY 2021/22 Budget

Number	Description	FY 2020 Actual	FY2021 Budget	Total FY2021 Projected	FY2022 Budget	% Budget Incr (Decr)
REVENUES/SOURCES						
405-343-310	Water Utility	\$ 577,405	524,289	\$ 578,080	\$ 606,984	15.8%
405-343-320	Water Meter Connection/Reconn	5,264	5,000	3,893	5,000	0.0%
405-343-330	New Water Service	11,995	10,000	10,710	10,000	0.0%
405-384-100	Use of Retained Earnings (Reserves)	-	76,596	-	-	-100.0%
TOTAL REVENUES/SOURCES		594,664	615,885	592,682	621,984	1.0%
EXPENSES/USES						
405-533-010-014	Overtime	4,124	5,000	2,398	5,000	0.0%
405-533-010-017	Overtime - special events	78	250	79	250	0.0%
405-533-010-021	Payroll Taxes	11,180	13,520	9,025	14,604	8.0%
405-533-010-022	Retirement	3,287	3,983	2,165	4,154	4.3%
405-533-010-023	Life & Health Insurance	32,639	42,640	29,242	50,257	17.9%
405-533-010-024	Workers' Compensation	3,601	4,140	5,366	5,847	41.2%
405-533-010-025	Drug Test	128	200	200	200	0.0%
405-533-010-112	Salaries & Wages	142,668	171,482	118,938	185,656	8.3%
Total Personal Services		197,705	241,215	167,414	265,968	10.3%
405-533-030-031	Professional Services	2,831	1,500	636	1,500	0.0%
405-533-030-034	Other Contractual Services	26,510	24,400	25,376	27,000	10.7%
405-533-030-035	Licenses & Permits	5,000	4,000	4,000	5,000	25.0%
405-533-030-040	Travel	-	200	200	200	0.0%
405-533-030-041	Telephone	3,549	2,600	2,783	2,040	-21.5%
405-533-030-043	Utilities	46,948	30,500	43,190	45,000	47.5%
405-533-030-045	Insurance	11,285	11,129	11,400	12,541	12.7%
405-533-030-146	Repairs To Equipment	19,585	18,000	15,241	18,000	0.0%
405-533-030-154	Dues & Subscriptions	560	560	560	560	0.0%
405-533-030-249	Miscellaneous Expense	193	500	500	500	0.0%
405-533-030-254	Training - Schools & Seminar	568	500	500	500	0.0%
405-533-030-330	Water Analysis	23,047	22,500	22,500	22,500	0.0%
405-533-030-346	Vehicle Repair/Expense	1,280	2,000	2,000	2,000	0.0%
405-533-030-352	Materials And Supplies	62,344	45,000	37,515	45,000	0.0%
405-533-030-354	Fire Hydrants	-	10,000	-	-	-100.0%
405-533-030-452	Vehicle Fuel	6,088	3,500	3,672	4,000	14.3%
405-533-030-752	Uniforms	297	300	83	1,100	266.7%
405-533-090-050	Bad Debt Charged Off	-	1,500	1,500	1,500	0.0%
405-533-090-059	Depreciation	189,755	-	-	-	n/a
Total Operating		399,842	178,689	171,656	188,941	5.7%
405-533-090-094	Transfer To General Fund	284,231	255,489	255,489	287,425	12.5%
405-533-090-096	Transfer to Capital Improvement Fund	-	76,596	-	-	-100.0%
Total Non-Operating		284,231	332,085	255,489	287,425	-13.4%
TOTAL EXPENSES/USES		881,778	751,989	594,558	742,333	-1.3%
REVENUES OVER (UNDER) EXPENSES		\$ (287,115)	\$ (136,104)	\$ (1,876)	\$ (120,350)	-11.6%

Utility Fund (Solid Waste Collection) - FY 2021/22 Budget

Number	Description	FY 2020 Actual	FY2021 Budget	Total FY2021 Projected	FY2022 Budget	% Budget Incr (Decr)
REVENUES/SOURCES						
405-343-410	Solid Waste Income	\$ 554,311	\$ 567,669	\$ 542,823	\$ 542,823	-4.4%
TOTAL REVENUES/SOURCES		554,311	567,669	542,823	542,823	-4.4%
EXPENSES/USES						
405-534-010-014	Overtime	180	200	107	-	-100.0%
405-534-010-021	Payroll Taxes	779	1,184	876	287	-75.8%
405-534-010-022	Retirement	487	557	219	73	-87.0%
405-534-010-023	Life & Health Insurance	2,224	3,730	3,145	1,036	-72.2%
405-534-010-024	Workers' Compensation	297	369	478	118	-68.0%
405-534-010-112	Salaries & Wages	10,954	15,282	12,407	3,747	-75.5%
Total Personal Services		14,922	21,323	17,233	5,260	-75.3%
405-534-030-031	Professional Services	537,493	530,419	500,938	542,823	2.3%
405-534-030-041	Telephone	180	145	192	-	-100.0%
405-534-090-050	Bad Debt Charged Off	-	700	700	700	0.0%
Total Operating		537,673	531,264	501,830	543,523	2.3%
TOTAL EXPENSES/USES		552,594	552,587	519,062	548,783	-0.7%
REVENUES OVER (UNDER) EXPENSES		\$ 1,717	\$ 15,082	\$ 23,761	\$ (5,960)	-139.5%

Utility Fund (Sewer Services) - FY 2021/22 Budget

Number	Description	FY 2020 Actual	FY2021 Budget	Total FY2021 Projected	FY2022 Budget	% Budget Incr (Decr)
REVENUES/SOURCES						
405-343-510	Sewer Utility	\$ 603,966	\$ 583,931	\$ 610,641	\$ 641,173	9.8%
405-343-520	Sewer Connection	10,240	5,000	11,700	12,000	140.0%
405-384-100	Use of Retained Earnings (Reserves)	-	16,596	-	-	-100.0%
TOTAL REVENUES/SOURCES		614,206	605,527	622,341	653,173	7.9%
EXPENSES/USES						
SEWER COLLECTION						
405-535-010-014	Overtime	7,977	9,000	9,240	9,000	0.0%
405-535-010-017	Overtime - Special events	31	100	60	100	0.0%
405-535-010-021	Payroll Taxes	8,000	9,644	8,517	10,353	7.4%
405-535-010-022	Retirement	2,169	2,892	2,011	3,001	3.7%
405-535-010-023	Life & Health Insurance	21,718	27,195	25,536	29,533	8.6%
405-535-010-024	Workers' Compensation	2,761	2,823	3,660	3,975	40.8%
405-535-010-025	Drug Test	128	250	100	250	0.0%
405-535-010-112	Salaries & Wages	97,544	116,962	104,713	126,234	7.9%
Total Personal Services		140,329	168,867	153,836	182,446	8.0%
405-535-030-031	Professional Service	2,431	100	1,354	100	0.0%
405-535-030-041	Telephone	754	750	503	525	-30.0%
405-535-030-043	Utilities	37,282	34,250	44,964	45,000	31.4%
405-535-030-045	Insurance	1,596	1,574	1,622	1,774	12.7%
405-535-030-146	Repairs To Equipment	12,523	10,000	6,717	10,000	0.0%
405-535-030-249	Miscellaneous Expense	42	-	207	250	n/a
405-535-030-254	Training Schools & Seminars	-	300	-	300	0.0%
405-535-030-346	Vehicle Repair/Expense	161	3,000	3,000	3,000	0.0%
405-535-030-352	Materials And Supplies	18,237	16,000	7,480	16,000	0.0%
405-535-030-452	Vehicle Fuel	2,925	2,000	1,494	2,000	0.0%
405-535-030-752	Uniforms	149	100	165	1,100	1000.0%
405-535-090-050	Bad Debt Charged Off	-	1,000	1,000	500	-50.0%
405-535-090-059	Depreciation	158,995	-	-	-	n/a
Total Operating Expenditures		235,094	69,074	68,505	80,549	16.6%
TOTAL SEWER COLLECTION		375,423	237,941	222,342	262,995	10.5%

Utility Fund (Sewer Services) - FY 2021/22 Budget

Number	Description	FY 2020 Actual	FY2021 Budget	Total FY2021 Projected	FY2022 Budget	% Budget Incr (Decr)
SEWER TREATMENT						
405-536-010-014	Overtime	8,103	6,500	9,240	9,500	46.2%
405-536-010-017	Overtime - Special events	31	250	85	250	0.0%
405-536-010-021	Payroll Taxes	8,129	9,464	8,518	15,024	58.8%
405-536-010-022	Retirement	2,218	2,892	2,011	4,173	44.3%
405-536-010-023	Life & Health Insurance	22,520	27,195	25,536	34,714	27.6%
405-536-010-024	Workers' Compensation	2,761	2,823	3,660	5,878	108.2%
405-536-010-025	Drug Test	128	-	-	500	n/a
405-536-010-112	Salaries & Wages	99,984	116,962	104,713	186,646	59.6%
Total Personal Services		143,875	166,087	153,763	256,685	344.6%
405-536-030-031	Professional Service	5,155	8,000	8,556	8,000	0.0%
405-536-030-034	Other Contractual Services	-	17,000	-	20,000	17.6%
405-536-030-041	Telephone	2,235	900	1,747	1,680	86.7%
405-536-030-043	Utilities	46,302	47,000	42,837	43,200	-8.1%
405-536-030-045	Insurance	7,369	7,296	7,211	7,932	8.7%
405-536-030-146	Repairs To Equipment	503	8,000	53	8,000	0.0%
405-536-030-249	Miscellaneous Expense	10	-	5	15,000	n/a
405-536-030-254	Training Schools & Seminars	70	200	225	200	0.0%
405-536-030-335	Sewer Analysis	3,510	9,500	3,513	9,500	0.0%
405-536-030-346	Vehicle Repair/Expense	658	4,500	1,699	4,500	0.0%
405-536-030-352	Materials And Supplies	25,631	20,000	27,425	30,000	50.0%
405-536-030-452	Vehicle Fuel	4,272	2,000	2,146	2,200	10.0%
405-536-030-575	County Fees Sludge	-	15,000	-	-	-100.0%
405-536-030-752	Uniforms	43	275	-	1,100	300.0%
405-536-090-059	Depreciation	97,008	-	-	-	n/a
Total Operating Expenditures		192,767	139,671	95,416	151,312	8.3%
TOTAL SEWER TREATMENT						
		336,643	305,758	249,179	407,997	33.4%
NON-DEPARTMENTAL						
405-536-090-093	Transfer To General Fund	206,294	185,433	185,433	208,612	12.5%
405-536-090-096	Transfer to Capital Improvement Fund	-	16,596	-	-	-100.0%
TOTAL NON-DEPARTMENTAL		206,294	202,029	185,433	208,612	3.3%
TOTAL EXPENSES/USES						
		918,360	745,727	656,954	879,604	18.0%
REVENUES OVER (UNDER) EXPENSES						
		\$ (304,154)	\$ (140,200)	\$ (34,613)	\$ (226,431)	61.5%

Utility Fund - FY 2021/22 Budget Notes

Account Number	Account Description / Budget Notes	FY2022 Budget
REVENUES / SOURCES (ADMINISTRATION DEPARTMENT)		
405-343-102	TRANSFERS	
	Miscellaneous revenue received from transferring accounts	500
	Total	\$500
405-343-103	METER CONNECTIONS/RECONNECT	
	Miscellaneous revenue received from meter connections / reconnect.	4,500
	Total	\$4,500
405-343-105	PENALTIES	
	Revenue received from penalties on late payments.	54,000
	Total	\$54,000
405-343-111	INTEREST INCOME	
	Interest earned on operating and investment accounts.	1,500
	Total	\$1,500
405-343-112	SALES TAX COLL FEES	
	Monthly fee received for sales tax collection responsibilities.	360
	Total	\$360
405-343-113	BAD DEBT RECOVERED	
	Revenue received from recovery of bad debt on utility accounts	6,000
	Total	\$6,000
405-343-114	OTHER MISCELLANEOUS INCOME	
	All other miscellaneous revenue not budgeted in other line items	10,000
	Total	\$10,000
405-364-200	DISPOSITION OF SCRAP MATERIALS	
	Revenue received from sale of scrap material (use to offset safety supply purchases)	2,000
	Total	\$2,000
405-384-175	LOAN REPAYMENT	
	Repayment from General Fund for City Hall and Fire Engine Loans.	30,100
	Total	\$30,100
405-343-410	USE OF RETAINED EARNINGS (RESERVES)	
	Use of prior year's retained earnings to fund a portion of next year's budgeted expenses	415,682
		\$415,682

Utility Fund - FY 2021/22 Budget Notes

Account Number	Account Description / Budget Notes	FY2022 Budget
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EXPENSES - ADMINISTRATION

OPERATING EXPENSES

405-530-030-032 AUDITING FEES

Allocated portion of annual auditing fees	21,450
Total	\$21,450

405-530-030-034 OTHER CONTRACTUAL SERVICES

Allocated share of annual GASB 45 report	1,200
Copier lease agreement	1,100
Other	4,700
Total	\$7,000

405-530-030-036 FINANCIAL SERVICES

Allocated portion of financial services contract (Inframark)	91,600
Total	\$91,600

405-530-030-041 TELEPHONE

Verizon Wireless - cell phone charges	1,020
CenturyLink - internet (Fiber/DSL)	1,860
State of FL Dep - allocated portion of phone charges for City Hall	4,200
Total	\$7,080

405-530-030-043 UTILITIES

City Utility bills	100
Total	\$100

405-530-030-045 INSURANCE

FMIT - Allocated share of GL/property insurance premiums	3,062
Total	\$3,062

405-530-030-248 ADVERTISING

Allocated share of advertising cost for meetings & other required notices	1,000
Total	\$1,000

405-530-030-249 MISCELLANEOUS EXPENSE

All other miscellaneous expenses not included in other line items	1,000
Total	\$1,000

Utility Fund - FY 2021/22 Budget Notes

Account Number	Account Description / Budget Notes	FY2022 Budget
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EXPENSES - ADMINISTRATION

OPERATING EXPENSES (continued)

405-530-030-352 MATERIALS & SUPPLIES

All other supplies purchased by department	7,500
Total	\$7,500

405-530-030-355 SAFETY SUPPLIES

Safety supplies purchased by department	4,000
Total	\$4,000

DEBT SERVICE

405-530-090-015 INTEREST PAYMENTS

Interest payments on City Hall loan	41,920
Total	\$41,920

405-530-090-010 DEBT SERVICE PAYMENTS

Principal payments on City Hall loan	46,106
Total	\$46,106

NON-DEPARTMENTAL

405-530-090-100 RESERVES - SINKING FUND

Reserve for Future projects / capital spending.	10,000
Total	\$10,000

405-530-090-096 TRANSFER TO CAPITAL IMPR. FUND (UF)

Transfer to CIP plan for capital project spending	112,600
	\$112,600

Utility Fund - FY 2021/22 Budget Notes

Account Number	Account Description / Budget Notes	FY2022 Budget
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EXPENSES - CUSTOMER SERVICE / BILLING

PERSONAL SERVICES

405-539-010-XXX SALARIES & OTHER BENEFITS

Allocated payroll expenses (see staffing plan for further details).	134,951
Total	\$134,951

OPERATING EXPENSES

405-539-030-042 POSTAGE

Postage for utility billing	8,000
Total	\$8,000

405-539-030-041 TELEPHONE

Allocated share of telephone expense	500
Total	\$500

405-539-030-254 TRAINING-SCHOOLS & SEMINARS

Cost to attend training, certification classes and conferences	500
Total	\$500

405-539-030-352 MATERIALS AND SUPPLIES

Various material & supplies purchased by department throughout the year	2,000
Total	\$2,000

Utility Fund - FY 2021/22 Budget Notes

Account Number	Account Description / Budget Notes	FY2022 Budget
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REVENUES / SOURCES (ELECTRIC DEPARTMENT)

405-343-101	ELECTRIC UTILITY	
	Revenue received from electric billings (overhead portion of electric sales)	1,448,692
	Total	\$1,448,692

405-343-101-2	ELECTRIC UTILITY - POWER COST ADJ	
	Revenue received from electric billings (portion of sales used to cover power purchased)	1,813,336
	Total	\$1,813,336

405-343-104	NEW ELECTRIC SERVICE	
	Revenue received from new customers charge for electric services	4,000
	Total	\$4,000

405-343-106	ELECTRIC OVERHEAD / UNDERGROUND	
	Additional fee charged for installing overhead or underground utility lines	5,000
	Total	\$5,000

Utility Fund - FY 2021/22 Budget Notes

Account Number	Account Description / Budget Notes	FY2022 Budget
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EXPENSES - ELECTRIC

PERSONAL SERVICES

405-531-010-XXX SALARIES & OTHER BENEFITS

Allocated payroll expenses (see staffing plan for further details).	482,973
Total	\$482,973

OPERATING EXPENSES

405-531-030-031 PROFESSIONAL SERVICES

Sunshine State - allocated portion of monthly assessment bill	108
NERC/SERC assessment	1,204
All other professional services (will vary from year to year)	8,688
Total	\$10,000

405-531-030-154 DUES AND SUBSCRIPTIONS

FMEA membership	9,000
Total	\$9,000

405-531-030-041 TELEPHONE

Verizon Wireless bill for cell phone usage	2,160
Total	\$2,160

405-531-030-043 UTILITIES

City Utility bills	14,000
Total	\$14,000

405-531-030-045 INSURANCE

FMIT - Allocated share of GL/property insurance premiums	13,651
Total	\$13,651

405-531-030-146 REPAIRS TO EQUIPMENT

Miscellaneous repairs made to equipment throughout the year	7,000
18Total	\$7,000

Utility Fund - FY 2021/22 Budget Notes

Account Number	Account Description / Budget Notes	FY2022 Budget
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EXPENSES - ELECTRIC

OPERATING EXPENSES (continued)

405-531-030-249 MISCELLANEOUS EXPENSE

All other miscellaneous expenses not included in other line items	750
Total	\$750

405-531-030-254 TRAINING-SCHOOLS & SEMINARS

Apprenticeship Program	12,000
Total	\$12,000

405-531-030-346 VEHICLE REPAIR/EXPENSE

Miscellaneous vehicle repairs made to City vehicles	10,000
Total	\$10,000

405-531-030-352 MATERIALS AND SUPPLIES

Misc Projects for Compliance	95,000
Total	\$95,000

405-531-030-452 VEHICLE FUEL

Fuel purchase for City vehicles	7,000
Total	\$7,000

405-531-030-549 ELECTRICITY PURCHASED

Cost of electricity purchased.	1,813,336
Total	\$1,813,336

405-531-030-550 STATE SALES TAX

Sales tax collected and paid to state for material & supplies used on work orders	3,100
Total	\$3,100

405-531-030-752 UNIFORMS

Miscellaneous uniform purchases for employees	4,000
Total	\$4,000

405-531-090-050 BAD DEBT CHARGED OFF

Allowance for uncollectible customer accounts	5,000
Total	\$5,000

Utility Fund - FY 2021/22 Budget Notes

Account Number	Account Description / Budget Notes	FY2022 Budget
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NON-DEPARTMENTAL

405-531-090-094 TRANSFER TO GENERAL FUND

Transfer to general fund for allocated costs	297,697
Total	\$297,697

405-531-030-349 CONTINGENCY

Contingency for unexpected spending	10,000
	\$10,000

Utility Fund - FY 2021/22 Budget Notes

Account Number	Account Description / Budget Notes	FY2022 Budget
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REVENUES / SOURCES (GAS DEPARTMENT)

405-343-210	GAS UTILITY	
	Revenue received from gas billings	550,000
	Total	\$550,000

405-343-220	GAS METER CONNECTION/RECONNECTION	
	Miscellaneous revenue received from gas connection/reconnection fees	2,000
	Total	\$2,000

405-343-230	NEW GAS SERVICE	
	Miscellaneous revenue received from new gas customers	4,000
	Total	\$4,000

405-343-240	MISC. INFRASTRUCTURE REIMBURSEMENT	
	Reimbursement for gas main extension project	43,750
	Total	\$43,750

EXPENSES - GAS

PERSONAL SERVICES

405-532-010-XXX	SALARIES & OTHER BENEFITS	
	Allocated payroll expenses (see staffing plan for further details).	272,704
	Total	\$272,704

OPERATING EXPENSES

405-532-030-031	PROFESSIONAL SERVICE	
	Sunshine State - allocated portion of monthly assessment bill	120
	FGU support	5,000
	Total	\$5,120

405-532-030-248	ADVERTISING AND PROMOTIONS	
	FGU Marketing Material	12,500
	Total	\$12,500

405-532-030-041	TELEPHONE	
	Verizon Wireless bill for cell phone usage	1,800
	Total	\$1,800

Utility Fund - FY 2021/22 Budget Notes

Account Number	Account Description / Budget Notes	FY2022 Budget
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EXPENSES - GAS

OPERATING EXPENSES (continued)

405-532-030-043 UTILITIES

City Utility bills	850
Total	\$850

405-532-030-045 INSURANCE

FMIT - Allocated share of GL/property insurance premiums	9,327
Total	\$9,327

405-532-030-146 REPAIRS TO EQUIPMENT

Miscellaneous repairs made to equipment throughout the year	10,000
Total	\$10,000

405-532-030-254 TRAINING-SCHOOLS & SEMINARS

Cost to attend training, certification classes and conferences	1,000
Total	\$1,000

405-532-030-346 VEHICLE REPAIR/EXPENSE

Miscellaneous vehicle repairs made to City vehicles	2,500
Total	\$2,500

405-532-030-352 MATERIALS & SUPPLIES

Various operating supplies purchased throughout the year	24,000
Total	\$24,000

405-532-030-452 VEHICLE FUEL

Purchase of fuel for City vehicles	3,000
Total	\$3,000

405-532-030-749 GAS PURCHASING

Cost of purchased natural gas from FGU	287,000
Total	\$287,000

405-532-030-154 DUES & SUBSCRIPTIONS

FGU annual membership	725
Total	\$725

Utility Fund - FY 2021/22 Budget Notes

Account Number	Account Description / Budget Notes	FY2022 Budget
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EXPENSES - GAS

OPERATING EXPENSES (continued)

405-532-030-750 COMPLIANCE PROGRAM

Cost to maintain compliance program	5,000
Total	\$5,000

405-532-030-752 UNIFORMS

Miscellaneous uniform purchases for employees	1,850
Total	\$1,850

405-532-090-050 BAD DEBT CHARGED OFF

Allowance for uncollectible customer accounts	2,000
Total	\$2,000

NON-DEPARTMENTAL

405-532-090-093 TRANSFER TO GENERAL FUND

Transfer to general fund for allocated costs	106,267
Total	\$106,267

Utility Fund - FY 2021/22 Budget Notes

Account Number	Account Description / Budget Notes	FY2022 Budget
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REVENUES / SOURCES (WATER DEPARTMENT)

405-343-310 WATER UTILITY

Revenue received from water billings	606,984
Total	\$606,984

405-343-320 WATER METER CONNECTION/RECONN

Miscellaneous revenue received from water connection/reconnection fees	5,000
Total	\$5,000

405-343-330 NEW WATER SERVICE

Miscellaneous revenue received from new water customers	10,000
Total	\$10,000

EXPENSES - WATER

PERSONAL SERVICES

405-533-010-XXX SALARIES & OTHER BENEFITS

Allocated payroll expenses (see staffing plan for further details).	265,968
Total	\$265,968

OPERATING EXPENSES

405-533-030-031 PROFESSIONAL SERVICES

Sunshine State - allocated portion of monthly assessment bill	120
All other professional services (varies from year to year)	1,380
Total	\$1,500

405-533-030-034 OTHER CONTRACTUAL SERVICES

Quarterly invoices for Elevated Hilltop tank maintenance program - (Utilities Services)	27,000
Total	\$27,000

Utility Fund - FY 2021/22 Budget Notes

Account Number	Account Description / Budget Notes	FY2022 Budget
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EXPENSES - WATER

OPERATING EXPENSES (continued)

405-533-030-035 LICENSES & PERMITS

License/Permit Drinking Water	5,000
Total	\$5,000

405-533-030-040 TRAVEL

Reimbursement for travel expenses	200
Total	\$200

405-533-030-041 TELEPHONE

Verizon Wireless bill for cell phone usage	2,040
Total	\$2,040

405-533-030-043 UTILITIES

City Utility bills	45,000
Total	\$45,000

405-533-030-045 INSURANCE

FMIT - Allocated share of GL/property insurance premiums	12,541
Total	\$12,541

405-533-030-146 REPAIRS TO EQUIPMENT

Miscellaneous repairs made to equipment throughout the year	18,000
Total	\$18,000

405-533-030-154 DUES & SUBSCRIPTIONS

Florida Rural Water Association - annual membership renewal	560
Total	\$560

405-533-030-249 MISCELLANEOUS EXPENSE

All other miscellaneous expenses not budgeted in other lines	500
Total	\$500

405-533-030-254 TRAINING - SCHOOLS & SEMINAR

Cost to attend training, certification classes and conferences	500
Total	\$500

Utility Fund - FY 2021/22 Budget Notes

Account Number	Account Description / Budget Notes	FY2022 Budget
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EXPENSES - WATER

OPERATING EXPENSES (continued)

405-533-030-330 WATER ANALYSIS

Monthly water service testing - (Two-Fold Water)	22,500
Total	\$22,500

405-533-030-346 VEHICLE REPAIR/EXPENSE

Miscellaneous vehicle repairs made to City vehicles	2,000
Total	\$2,000

405-533-030-352 MATERIALS AND SUPPLIES

Various operating supplies purchased throughout the year	45,000
Total	\$45,000

405-533-030-452 VEHICLE FUEL

Fuel purchases for City vehicles	4,000
Total	\$4,000

405-533-030-752 UNIFORMS

Miscellaneous uniform purchases for employees	1,100
Total	\$1,100

405-533-090-050 BAD DEBT CHARGED OFF

Allowance for uncollectible customer accounts	1,500
Total	\$1,500

NON-DEPARTMENTAL

405-533-090-094 TRANSFER TO GENERAL FUND

Transfer to general fund for allocated costs	287,425
Total	\$287,425

Utility Fund - FY 2021/22 Budget Notes

Account Number	Account Description / Budget Notes	FY2022 Budget
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REVENUES / SOURCES (SOLID WASTE COLLECTION)

405-343-410	SOLID WASTE INCOME	
	Revenue received from solid waste billings	542,823
	Total	\$542,823

EXPENSES - TRASH COLLECTION

OPERATING EXPENSES

405-534-030-031	PROFESSIONAL SERVICE	
	Waste Pro contract for solid waste collection	542,823
	Total	\$542,823

405-534-090-050	BAD DEBT CHARGED OFF	
	Allowance for uncollectible customer accounts	700
	Total	\$700

Utility Fund - FY 2021/22 Budget Notes

Account Number	Account Description / Budget Notes	FY2022 Budget
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REVENUES / SOURCES (SEWER DEPARTMENT)

405-343-510	SEWER UTILITY	
	Revenue received from sewer billings.	641,173
	Total	\$641,173

405-343-520	SEWER CONNECTION	
	Miscellaneous revenue from sewer connection fees	12,000
	Total	\$12,000

EXPENSES - SEWER COLLECTION

PERSONAL SERVICES

405-535-010-XXX	SALARIES & OTHER BENEFITS	
	Allocated payroll expenses (see staffing plan for further details).	182,446
	Total	\$182,446

EXPENSES - SEWER COLLECTION

OPERATING SERVICES

405-535-030-031	PROFESSIONAL SERVICE	
	Sunshine State - allocated portion of monthly assessment bill	100
	Total	\$100

405-535-030-041	TELEPHONE	
	Verizon Wireless bill for cell phone usage	525
	Total	\$525

405-535-030-043	UTILITIES	
	City Utility bills	45,000
	Total	\$45,000

405-535-030-045	INSURANCE	
	FMIT - Allocated share of GL/property insurance premiums	1,774
	Total	\$1,774

Utility Fund - FY 2021/22 Budget Notes

Account Number	Account Description / Budget Notes	FY2022 Budget
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EXPENSES - SEWER COLLECTION

OPERATING SERVICES (continued)

405-535-030-146 REPAIRS TO EQUIPMENT

Miscellaneous repairs made to equipment throughout the year	10,000
Total	\$10,000

405-535-030-249 MISCELLANEOUS EXPENSE

All other minor purchases not budgeted in other line items	250
Total	\$250

405-535-030-254 TRAINING SCHOOLS & SEMINARS

Reimbursement for training and other classes / certification expenses	300
Total	\$300

405-535-030-346 VEHICLE REPAIR/EXPENSE

Miscellaneous repair & maintenance to City vehicles	3,000
Total	\$3,000

405-535-030-352 MATERIALS AND SUPPLIES

Various operating supplies purchased throughout the year	16,000
Total	\$16,000

405-535-030-452 VEHICLE FUEL

Purchased fuel for City vehicles	2,000
Total	\$2,000

405-535-030-752 UNIFORMS

Miscellaneous uniform purchases for employees	1,100
Total	\$1,100

405-535-090-050 BAD DEBT CHARGED OFF

Allowance for uncollectible customer accounts	500
Total	\$500

Utility Fund - FY 2021/22 Budget Notes

Account Number	Account Description / Budget Notes	FY2022 Budget
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EXPENSES - SEWER TREATMENT

PERSONAL SERVICES

405-536-010-XXX SALARIES & OTHER BENEFITS

Allocated payroll expenses (see staffing plan for further details).	256,685
Total	\$256,685

OPERATING EXPENSES

405-536-030-031 PROFESSIONAL SERVICE

Engineering fees to renewal permit (includes permit fee)	8,000
Total	\$8,000

405-536-030-034 OTHER CONTRACTUAL SERVICES

laboratory testing / pump out pit, LS clear.	20,000
Total	\$20,000

405-536-030-041 TELEPHONE

Verizon Wireless bill for cell phone usage	1,680
Total	\$1,680

405-536-030-043 UTILITIES

City Utility bills	43,200
Total	\$43,200

405-536-030-045 INSURANCE

FMIT - Allocated share of GL/property insurance premiums	4,103
Additional pollution policy premium	3,829
Total	\$7,932

405-536-030-146 REPAIRS TO EQUIPMENT

Miscellaneous repairs made to equipment throughout the year	8,000
Total	\$8,000

Utility Fund - FY 2021/22 Budget Notes

Account Number	Account Description / Budget Notes	FY2022 Budget
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EXPENSES - SEWER TREATMENT

OPERATING EXPENSES (continued)

405-536-030-249 MISCELLANEOUS EXPENSE

All other minor purchases not budgeted in other line items	15,000
Total	\$15,000

405-536-030-254 TRAINING SCHOOLS & SEMINARS

Reimbursement for training and other classes / certification expenses	200
Total	\$200

405-536-030-335 SEWER ANALYSIS

Advanced Environmental - sewer analysis / testing	9,500
Total	\$9,500

405-536-030-346 VEHICLE REPAIR/EXPENSE

Miscellaneous vehicle repairs made to City vehicles	4,500
Total	\$4,500

405-536-030-352 MATERIALS AND SUPPLIES

Various material & supplies purchased by department throughout the year	30,000
Total	\$30,000

405-536-030-452 VEHICLE FUEL

Fuel purchases for City vehicles	2,200
Total	\$2,200

405-536-030-752 UNIFORMS

Miscellaneous uniform purchases for employees	1,100
Total	\$1,100

NON-DEPARTMENTAL

405-536-090-093 TRANSFER TO GENERAL FUND

Transfer to general fund for allocated costs	208,612
Total	\$208,612

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CITY OF WILLISTON
FY 2021-2022 Budget
Budget Summary – COWLink Fund

Budget Highlights

The COWLink Fund was established to account for the revenue and expenses related to providing broadband services to the community. The FY 2021-22 budget is **\$41,545** which represents a decrease of **\$90,163** or **68.5%** from the amended FY 2020-21 budget of \$131,708. The initial funding in FY2020-21 was provided by a grant from the Internet Society.

Budget Details

Summary	2020 Actual	2021 Budget	2022 Budget	Change	% Change
Grant Revenue	\$0	\$131,708	\$0	(\$131,708)	(100.0%)
Charges for Services	-	-	41,545	41,545	n/a
Total Revenue	\$0	\$131,708	\$41,545	(\$90,163)	(68.5%)
Personnel (Salaries & Benefits)	\$0	\$26,208	\$24,914	(\$1,294)	(4.9%)
Operating Expenses	-	14,588	16,631	2,043	14.0%
Capital Projects / Spending	-	90,912	-	(90,912)	(100.0%)
Total Expenses	\$0	\$131,708	\$41,545	(\$90,163)	(68.5%)
Net (Expense) Revenue	\$0	\$0	\$0	\$0	n/a

Staffing	2020 Actual	2021 Budget	2022 Budget	Change	% Change
Allocated Staff	0	3	3	0	n/a
Total Staff	0	3	3	0	n/a



CITY OF WILLISTON
FY 2021-2022 Budget
Budget Summary – COWLink Fund

Revenue Plan - 5-Year Forecast

Below is a 5-year forecast on the number of subscriptions anticipated and related pricing broken down by Residential and Commercial customers.

Residential		# of Subscriptions		
Service	Pricing	Year 1	Year 3	Year 5
25 Mbps	\$30	100	150	300
50 Mbps	\$55	15	26	52
100 Mbps	\$100	2	3	6
Total		117	179	358

Commercial		# of Subscriptions		
Service	Pricing	Year 1	Year 3	Year 5
25 Mbps	\$35	40	60	120
50 Mbps	\$60	5	8	16
100 Mbps	\$105	2	3	6
Total		47	71	142

Staffing Plan – Allocated Staff

The following position(s) are allocated to this Fund. Only the amount(s) shown in the last column are included in the salary budget for FY 2021-22.

Name	Title	Hourly Rate	Type	Hours	Annual Salary	Allocation %	Amount Allocated
Patricia Nipper	Administrative Assistant	\$18.00	Full-Time	2,080	\$37,440	10%	\$3,744
Aaron Mills	Technology Manager	\$28.74	Full-Time	2,080	\$59,769	10%	\$5,977
New Position	IT Technician	\$20.00	Full-Time	1,040	\$20,800	55%	\$11,440
Other Pay	Safety Award						\$19
Total Allocated Staff							\$21,180
Taxes, Benefits & Workers' Comp.							\$3,734
Total Personal Services							\$24,914

Anticipated Projects / Capital Spending

No anticipated capital spending for FY 2021-22.

COWLink (Broadband) Fund - FY 2021/22 Budget

Number	Description	FY 2020 Actual	FY2021 Amended Budget	Total FY2021 Projected	FY2022 Budget	% Budget Incr (Decr)
REVENUES/SOURCES						
410-389-200	Grant Revenue	\$ -	\$ 131,708	\$ 131,708	\$ -	-100.0%
410-349-010	Residential Internet Services	-	-	-	29,639	n/a
410-349-020	Commercial Internet Services	-	-	-	11,906	n/a
TOTAL REVENUES/SOURCES		-	131,708	131,708	41,545	-68.5%
EXPENSES/USES						
<u>Personal Services</u>						
410-540-010-021	Payroll Taxes	-	1,828	1,828	1,620	-11.4%
410-540-010-022	Retirement	-	478	478	411	-14.0%
410-540-010-023	Life & Health Insurance	-	-	-	1,036	n/a
410-540-010-024	Workers' Compensation	-	-	-	667	n/a
410-540-010-112	Salaries & Wages	-	23,902	23,902	21,180	-11.4%
Total Personal Services		-	26,208	26,208	24,914	-4.9%
<u>Operating Expenses</u>						
410-540-030-031	Professional Services	-	5,000	5,000	2,500	-50.0%
410-540-030-032	Auditing Fees	-	-	-	2,000	n/a
410-540-030-036	Financial Services	-	-	-	2,000	n/a
410-540-030-042	Postage	-	-	-	250	n/a
410-540-030-248	Advertising	-	-	-	750	n/a
410-540-030-038	Software Subscriptions	-	50	50	3,936	7772.0%
410-540-030-146	Equipment Maintenance	-	-	-	1,000	n/a
410-540-030-352	Materials And Supplies	-	-	-	250	n/a
410-540-030-349	Contingency	-	9,538	9,538	3,945	-58.6%
Total Operating Expenditures		-	14,588	14,588	16,631	14.0%
<u>Capital Projects / Purchases</u>						
410-540-060-078	Equipment	-	90,912	90,912	-	-100.0%
Total Capital		-	90,912	90,912	-	-100.0%
TOTAL EXPENSES/USES		-	131,708	131,708	41,545	-68.5%
REVENUES OVER (UNDER) EXPENSES		\$ -	\$ -	\$ -	\$ -	n/a

COWLink Fund - FY 2021/22 Budget Notes

Account Number	Account Description / Budget Notes	FY2022 Budget
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REVENUES / SOURCES

410-349-010 RESIDENTIAL INTERNET SERVICES

Anticipated charges to residents for internet services.	29,639
Total	\$29,639

410-349-020 COMMERCIAL INTERNET SERVICES

Anticipated charges to businesses for internet services.	11,906
Total	\$11,906

EXPENSES

PERSONAL SERVICES

410-540-010-XXX SALARIES & OTHER BENEFITS

Allocated payroll expenses (see staffing plan for further details).	24,914
Total	\$24,914

OPERATING EXPENSES

410-540-030-031 PROFESSIONAL SERVICES

Project management expenses	2,500
Total	\$2,500

410-540-030-032 AUDITING FEES

Allocated portion of annual auditing fees	2,000
Total	\$2,000

410-540-030-036 FINANCIAL SERVICES

Allocated portion of financial services contract (Inframark)	2,000
Total	\$2,000

410-540-030-042 POSTAGE

Pitney Bowes - Allocated share of postage cost (amount varies per month)	250
Total	\$250

410-540-030-248 ADVERTISING

Cost to advertise and promote broadband program.	750
Total	\$750

COWLink Fund - FY 2021/22 Budget Notes

Account Number	Account Description / Budget Notes	FY2022 Budget
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EXPENSES

OPERATING EXPENSES (continued)

410-540-030-038 SOFTWARE SUBSCRIPTIONS

	3,936
Total	\$3,936

410-540-030-146 EQUIPMENT MAINTENANCE

Cost for equipment maintenance.	1,000
Total	\$1,000

410-540-030-352 MATERIALS AND SUPPLIES

All other supplies purchased by department.	250
Total	\$250

410-540-030-349 CONTINGENCY

All other costs not budgeted in any other line.	3,945
Total	\$3,945



CIP Funds

Capital Improvement Program (CIP) Fund - FY 2021/22 Budget

Number	Description	FY 2020 Actual	FY2021 Budget	Total FY2021 Projected	FY2022 Budget	% Budget Incr (Decr)
REVENUES/SOURCES						
300-389-210	Grant Revenue	\$ 50,000	\$ 103,500	\$ 68,240	\$ 153,505	48.3%
300-382-100	Transfer From General Fund	179,012	50,000	30,728	52,500	5.0%
300-384-100	Bank Loan Proceeds	-	189,650	100,000	-	-100.0%
300-334-200	Insurance Reimbursement	-	-	5,353	-	n/a
300-338-117	Insurance Claim	-	-	168	-	n/a
300-334-101	County Contribution	10,391	-	-	-	n/a
TOTAL REVENUES/SOURCES		239,403	343,150	204,489	206,005	-40.0%
EXPENDITURES/USES						
<u>Capital Outlay</u>						
300-560-060-066	Building Renovations	-	82,000	105,400	-	-100.0%
300-560-060-085	Software Purchases	-	-	2,860	-	n/a
300-560-060-067	Vehicle Purchases	132,451	138,000	96,229	54,000	-60.9%
300-560-060-078	Equipment	12,386	98,150	-	152,005	54.9%
300-560-060-072	Street Improvements	9,886	25,000	-	-	-100.0%
300-513-060-065	Police Dept Building Repairs	7,684	-	-	-	n/a
300-513-060-064	Animal Shelter	76,995	-	-	-	n/a
Total Capital Outlay		239,403	343,150	204,489	206,005	-40.0%
TOTAL EXPENDITURES/USES		239,403	343,150	204,489	206,005	-40.0%
REVENUES OVER (UNDER) EXPENDITURES		\$ -	\$ -	\$ -	\$ -	n/a

Capital Improvement Program (CIP) Fund - FY 2021/22 Budget Notes

Account Number	Account Description / Budget Notes	FY2022 Budget
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REVENUES / SOURCES

300-389-210 GRANT REVENUE

Video Surveillance System	32,005
Extrication Equipment Replacement	81,000
Fire Brush Truck	40,500
Total	\$153,505

300-382-100 TRANSFER FROM GENERAL FUND

Funds transferred in from general fund for capital project spending	52,500
Total	\$52,500

EXPENDITURES

CAPITAL PROJECTS / SPENDING

300-560-060-067 VEHICLE PURCHASES

Fire Brush Truck	54,000
Total	\$54,000

300-560-060-078 EQUIPMENT PURCHASES

Extrication Equipment Replacement	90,000
Mower replacements	30,000
Video Surveillance System	32,005
Total	\$152,005

Utility Capital Improvement Program (CIP) Fund - FY 2021/22 Budget

Number	Description	FY 2020 Actual	FY2021 Budget	Total FY2021 Projected	FY2022 Budget	% Budget Incr (Decr)
REVENUES/SOURCES						
301-389-200	Grant Revenue	\$ 193,055	\$ 426,400	\$ 450,000	\$2,572,835	503.4%
301-389-400	Blue Rock Development	-	-	31,098	-	n/a
301-382-101	Transfer From Utility Fund	14,315	226,385	269,509	112,600	-50.3%
TOTAL REVENUES/SOURCES		207,370	652,785	750,607	2,685,435	311.4%
EXPENDITURES/USES						
301-560-060-065	GIS Mapping	-	15,000	-	-	-100.0%
301-560-060-063	Utility Master Plan	-	-	30,000	112,600	n/a
301-560-060-085	Software Purchase	-	21,385	-	-	-100.0%
301-560-060-078	Equipment	12,807	60,000	70,727	-	-100.0%
301-560-060-068	Meter Replacement Program	3,984	20,000	23,657	30,000	50.0%
301-560-060-069	Fire Hydrant Safety Program	-	10,000	-	10,000	0.0%
301-560-060-070	Electric Improvements	-	100,000	25,716	50,000	-50.0%
301-560-060-071	Sewer Improvements	5,000	426,400	326,065	1,075,000	152.1%
301-560-060-075	Gas Improvements	-	-	-	50,000	n/a
301-560-060-072	Blue Rock Development	-	-	24,443	-	n/a
301-560-060-080	Drainage Improvements	-	-	250,000	713,000	n/a
301-560-060-077	Water Improvements	-	-	-	644,835	n/a
Total Capital Outlay		21,791	652,785	750,607	2,685,435	311.4%
TOTAL EXPENDITURES/USES		21,791	652,785	750,607	2,685,435	311.4%
REVENUES OVER (UNDER) EXPENDITURES		\$ 185,579	\$ -	\$ -	\$ -	n/a

Utility Capital Improvement Program Fund - FY 2021/22 Budget Notes

Account Number	Account Description / Budget Notes	FY2022 Budget
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REVENUES / SOURCES

301-389-200 GRANT REVENUE

American Rescue Plan Act	1,369,835
Cooperative Funding Initiative (CFI) Grant Program (SWFWMD)	573,000
CDGB Grant	630,000
Total	\$2,572,835

301-382-101 TRANSFER FROM UTILITY FUND

Cost for Master Infrastructure Plan	112,600
Total	\$112,600

EXPENSES

CAPITAL OUTLAY

301-560-060-063 UTILITY MASTER PLAN

Cost for Master Infrastructure Plan	112,600
Total	\$112,600

301-560-060-068 METER REPLACEMENT PROGRAM

Meter replacement program	30,000
Total	\$30,000

301-560-060-069 FIRE HYDRANT / EMERGENCY SAFETY PROGRAM

Fire hydrants	10,000
Total	\$10,000

301-560-060-070 ELECTRIC IMPROVEMENTS

Infrastructure improvements	50,000
Total	\$50,000

301-560-060-071 SEWER IMPROVEMENTS

Upgrade Sewer Plant (CDGB project)	700,000
Other Infrastructure improvements	375,000
Total	1,075,000

301-560-060-075 GAS IMPROVEMENTS

Infrastructure improvements	50,000
Total	\$50,000

Utility Capital Improvement Program Fund - FY 2021/22 Budget Notes

Account Number	Account Description / Budget Notes	FY2022 Budget
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EXPENSES

CAPITAL OUTLAY (continued)

301-560-060-080 DRAINAGE IMPROVEMENTS

John Henry Park Stormwater Improvements	713,000
	\$713,000

301-560-060-077 WATER IMPROVEMENTS

Infrastructure improvements	644,835
	\$644,835



Staffing Plan (Listed by Department)

Position	Dept	Current Rate	FY2022 Rate	Emp Type	Team Count	Total Hrs	Regular Wages	Other Pay	Safety Pay	Incentive Pay	Total Wages	Total Taxes & Benefits	Total Payroll Cost
CITY COUNCIL													
Council President	511	500.00	500.00	n/a	1.0	-	6,000	-		-	6,000	459	6,459
Council Vice-president	511	400.00	400.00	n/a	1.0	-	4,800	-		-	4,800	367	5,167
Mayor	511	500.00	500.00	n/a	1.0	-	6,000	-		-	6,000	459	6,459
Councilmember	511	400.00	400.00	n/a	1.0	-	4,800	-		-	4,800	367	5,167
Councilmember	511	400.00	400.00	n/a	1.0	-	4,800	-		-	4,800	367	5,167
Councilmember	511	400.00	400.00	n/a	1.0	-	4,800	-		-	4,800	367	5,167
Subtotal					6.0	-	\$31,200	\$0		\$0	\$31,200	\$2,387	\$33,587
CITY ADMINISTRATION													
City Manager	513	\$37.26	\$37.26	FT	1.0	2,080	77,500	5,045	25	-	82,570	22,879	105,448
City Clerk	513	\$24.52	\$24.52	FT	1.0	2,080	51,003	-	25	-	51,028	15,256	66,284
Administrative Assistant	513	\$15.91	\$18.00	FT	1.0	2,080	37,440	-	25	-	37,465	13,955	51,420
Logistics Manager	513	\$19.13	\$19.13	FT	1.0	2,080	39,800	-	25	-	39,825	14,182	54,007
HR Director	513	\$18.65	\$22.66	FT	1.0	2,080	47,133	-	25	-	47,158	14,885	62,043
Building Permit Technician	524	\$14.61	\$15.05	FT	1.0	2,080	31,304	-	25	-	31,329	13,367	44,696
P&Z Admin Assistant	515	\$14.90	\$15.20	FT	1.0	2,080	31,616	-	25	-	31,641	13,397	45,038
Community Dev. & Grants Mgr	515	\$24.98	\$27.55	FT	1.0	2,080	57,304	-	25	-	57,329	15,860	73,189
Animal Ctrl / Code Enf. Officer	562	\$17.01	\$17.52	FT	1.0	2,080	36,442	-	50	-	36,492	3,572	40,063
Kennel Technician	562	\$10.20	\$12.02	PT	1.0	312	3,750	-	25	-	3,775	362	4,137
Technology Manager	520	\$28.74	\$28.74	FT	1.0	2,080	59,769	-	25	-	59,794	5,734	65,529
IT Technician	520	N/A	\$20.00	PT	1.0	1,040	20,800	-	25	-	20,825	1,997	22,822
Subtotal					12.0	22,152	\$493,862	\$5,045	\$325	\$0	\$499,231	\$135,445	\$634,676
CUSTOMER SERVICE													
Customer Serv. Representative	513	\$13.13	\$16.00	FT	1.0	2,080	33,280	-	25	-	33,305	13,556	46,861
Customer Serv. Representative	513	\$16.80	\$16.80	FT	1.0	2,080	34,944	-	25	-	34,969	13,716	48,685
Accounting Clerk - Utility Billing	513	\$16.80	\$17.00	FT	1.0	2,080	35,360	-	25	-	35,385	13,756	49,141
Subtotal					3.0	6,240	\$103,584	\$0	\$75	\$0	\$103,659	\$41,028	\$144,687

Staffing Plan (Listed by Department)

Position	Dept	Current Rate	FY2022 Rate	Emp Type	Team Count	Total Hrs	Regular Wages	Other Pay	Safety Pay	Incentive Pay	Total Wages	Total Taxes & Benefits	Total Payroll Cost
POLICE													
Chief of Police	521	\$33.26	\$33.26	FT	1.0	2,080	69,181	-	50	1,560	70,791	15,778	86,569
Deputy Chief	521	\$33.02	\$33.50	FT	1.0	2,080	69,682	-	50	1,200	70,932	29,805	100,736
Police Captain	521	\$32.83	\$33.29	FT	1.0	2,184	72,701	-	50	1,200	73,951	30,632	104,583
Administrative Assistant	521	\$23.09	\$23.57	FT	1.0	2,080	49,027	-	25	-	49,052	15,066	64,119
Administrative Assistant	521	\$8.73	\$12.02	PT	1.0	250	3,005	-	25	-	3,030	232	3,262
Custodian	521	\$10.82	\$12.02	PT	1.0	250	3,005	-	25	-	3,030	232	3,262
Police Officer	521	\$18.69	\$19.15	FT	1.0	2,184	41,819	-	50	1,440	43,309	22,233	65,542
Police Officer	521	\$15.57	\$16.49	FT	1.0	2,184	36,005	-	50	480	36,535	20,376	56,911
Police Officer	521	\$15.57	\$16.49	FT	1.0	2,184	36,005	-	50	480	36,535	20,376	56,911
Police Sergeant	521	\$20.92	\$21.38	FT	1.0	2,184	46,689	-	50	720	47,459	23,371	70,830
Police Sergeant	521	\$20.36	\$20.82	FT	1.0	2,184	45,466	-	50	480	45,996	22,970	68,966
Police Sergeant	521	\$19.24	\$19.70	FT	1.0	2,184	43,020	-	50	1,080	44,150	22,464	66,614
Police Sergeant	521	\$21.58	\$22.04	FT	1.0	2,184	48,131	-	50	1,500	49,681	23,980	73,660
Police Officer	521	\$18.69	\$19.62	FT	1.0	2,184	42,850	-	50	480	43,380	22,253	65,633
Police Officer	521	\$17.16	\$17.62	FT	1.0	2,184	38,477	-	50	1,560	40,087	21,350	61,438
Dispatch Officer	529	\$16.59	\$17.55	FT	1.0	2,080	36,507	-	25	-	36,532	13,866	50,398
Dispatch Officer	529	\$13.30	\$14.91	FT	1.0	2,080	31,013	-	25	-	31,038	13,339	44,377
Dispatch Officer	529	\$16.00	\$16.96	FT	1.0	2,080	35,280	-	25	-	35,305	3,458	38,763
Dispatch Officer	529	\$16.09	\$17.05	FT	1.0	2,080	35,467	-	25	-	35,492	13,766	49,258
Dispatch Officer	529	\$15.50	\$16.46	FT	1.0	2,080	34,240	-	25	-	34,265	13,648	47,913
Dispatch Officer	529	\$13.51	\$13.51	PT	1.0	560	7,566	-	25	-	7,591	581	8,171
Dispatch Officer	529	\$12.75	\$12.75	PT	1.0	560	7,140	-	25	-	7,165	548	7,713
Crossing Guard	521	\$10.20	\$12.02	PT	1.0	850	10,217	-	25	-	10,242	784	11,026
Subtotal					23.0	40,950	\$842,493	\$0	\$875	\$12,180	\$855,548	\$351,107	\$1,206,655
FIRE													
Chief (Oct-April)	522	\$26.80	\$26.80	VOL	1.0	325	8,709	9,673	50	-	18,432	6,182	24,614
Chief (May-Sept)	522	\$26.80	\$31.25	VOL		867	27,083	-	-	-	27,083	13,401	40,485
Duty Pay	522	\$14.94	\$15.94	VOL		13,140	209,452	-	1,500	-	210,952	70,753	281,705
Firefighter I - Call Pay	522	\$16.51	\$17.51	VOL	5.0	450	7,880	-	-	-	7,880	2,643	10,522
Firefighter II - Call out rate	522	\$17.87	\$18.87	VOL	14.0	1,500	28,305	-	-	-	28,305	9,493	37,798
Fire Team Leader - Call out Pay	522	\$21.33	\$22.33	VOL	7.0	1,000	22,330	-	-	-	22,330	7,489	29,819
Fire Officer - Call Pay	522	\$26.00	\$27.00	VOL	7.0	400	10,800	-	-	-	10,800	3,622	14,422
Special Duty - Special Events	522	\$14.94	\$15.94	VOL		500	7,970	-	-	-	7,970	2,673	10,643
Subtotal					34.0	18,182	\$322,528	\$9,673	\$1,550	\$0	\$333,751	\$116,258	\$450,009

Staffing Plan (Listed by Department)

Position	Dept	Current Rate	FY2022 Rate	Emp Type	Team Count	Total Hrs	Regular Wages	Other Pay	Safety Pay	Incentive Pay	Total Wages	Total Taxes & Benefits	Total Payroll Cost
UTILITY FUND - ADMIN													
Public Works/Utilities Manager	541	\$30.37	\$30.37	FT	1.0	2,080	63,170	-	50	-	63,220	16,425	79,645
Public Works Supervisor	541	\$22.65	\$22.65	FT	1.0	2,080	47,112	-	50	-	47,162	14,885	62,047
Administrative Assistant	541	\$17.00	\$17.76	FT	1.0	2,080	36,941	-	50	-	36,991	13,910	50,901
Records Mgmt. Assistant	541	\$10.71	\$12.62	PT	1.0	1,560	19,687	-	25	-	19,712	1,890	21,603
Subtotal	4.0					7,800	\$166,910	\$0	\$175	\$0	\$167,085	\$47,110	\$214,195
UTILITY FUND - ELECTRIC													
Groundman	541	\$14.16	\$14.61	FT	1.0	2,305	30,389	3,287	50	-	33,726	13,597	47,323
Groundman	541	\$0.00	\$14.61	FT	1.0	2,080	30,389	-	50	-	30,439	13,281	43,720
Line Foreman Supervisor	541	\$37.00	\$37.00	FT	1.0	2,080	76,960	-	50	-	77,010	17,748	94,758
Lineman	541	\$35.00	\$35.00	FT	1.0	2,305	72,800	7,875	50	-	80,725	18,104	98,829
Lineman Apprentice	541	\$17.68	\$17.76	FT	1.0	2,080	36,941	-	50	-	36,991	13,910	50,901
Lineman Trimmer	541	\$0.00	\$17.76	FT	1.0	2,080	36,941	-	50	-	36,991	13,910	50,901
Subtotal	6.0					12,930	\$284,419	\$11,162	\$300	\$0	\$295,881	\$90,549	\$386,430
UTILITY FUND - GAS													
Crew Worker (NEW)	541	\$0.00	\$13.91	FT	1.0	2,080	28,933	-	50	-	28,983	13,142	42,125
Crew Leader (Gas & Water)	541	\$15.30	\$17.76	FT	1.0	2,080	36,941	-	50	-	36,991	13,910	50,901
Gas Technician/Equip. Operator	541	\$13.35	\$13.91	FT	1.0	2,080	28,933	-	50	-	28,983	13,142	42,125
Subtotal	3.0					6,240	\$94,806	\$0	\$150	\$0	\$94,956	\$40,193	\$135,150
UTILITY FUND - WATER													
Meter Reader / Gas	541	\$13.35	\$13.91	FT	1.0	2,080	28,933	-	50	-	28,983	13,142	42,125
Meter Reader/Logistics	541	\$12.34	\$13.91	FT	1.0	2,080	28,933	-	50	-	28,983	13,142	42,125
Water Technician (NEW)	541	\$0.00	\$14.61	FT	1.0	2,080	30,389	-	50	-	30,439	13,281	43,720
Water Technician (NEW)	541	\$0.00	\$14.61	FT	1.0	2,080	30,389	-	50	-	30,439	13,281	43,720
Crew Worker (NEW)	541	\$0.00	\$13.91	FT	1.0	2,080	28,933	-	50	-	28,983	13,142	42,125
Subtotal	5.0					10,400	\$147,576	\$0	\$250	\$0	\$147,826	\$65,988	\$213,814
UTILITY FUND - SEWER													
Lift Station Technician	541	\$12.34	\$14.61	FT	1.0	2,080	30,389	-	50	-	30,439	13,281	43,720
Wastewater Operator II	541	\$20.09	\$20.56	FT	1.0	2,080	42,765	-	50	-	42,815	14,468	57,283
Wastewater Operator I	541	\$19.58	\$20.56	FT	1.0	2,080	42,765	-	50	-	42,815	14,468	57,283
Subtotal	3.0					6,240	\$115,918	\$0	\$150	\$0	\$116,068	\$42,218	\$158,286

Staffing Plan (Listed by Department)

Position	Dept	Current Rate	FY2022 Rate	Emp Type	Team Count	Total Hrs	Regular Wages	Other Pay	Safety Pay	Incentive Pay	Total Wages	Total Taxes & Benefits	Total Payroll Cost
STREETS & PARKS													
Heavy Equipment Operator	541	\$16.91	\$17.76	FT	1.0	2,080	36,941	-	50	-	36,991	13,910	50,901
Inmate Supervisor	541	\$14.83	\$15.34	FT	1.0	2,080	31,907	-	50	-	31,957	13,427	45,384
Inmate Supervisor	541	\$12.61	\$15.34	FT	1.0	2,080	31,907	-	50	-	31,957	13,427	45,384
Park Ranger	541	\$13.13	\$14.61	FT	1.0	2,080	30,389	-	50	-	30,439	13,281	43,720
Park Ranger	541	\$12.62	\$14.61	FT	1.0	2,080	30,389	-	50	-	30,439	13,281	43,720
Supervisor of Streets & Parks	541	\$21.45	\$21.45	FT	1.0	2,080	44,616	-	50	-	44,666	14,646	59,312
Maintenance Worker	541	\$12.62	\$12.62	FT	1.0	2,080	26,250	-	50	-	26,300	12,884	39,184
Maintenance Worker (NEW)	541	\$0.00	\$12.62	FT	1.0	2,080	26,250	-	50	-	26,300	12,884	39,184
Maintenance Worker (NEW)	541	\$0.00	\$12.62	FT	1.0	2,080	26,250	-	50	-	26,300	12,884	39,184
Public Works Mechanic (NEW)	541	\$0.00	\$17.76	PT	1.0	1,560	27,706	-	25	-	27,731	2,659	30,390
Subtotal					10.0	20,280	\$312,603	\$0	\$475	\$0	\$313,078	\$123,285	\$436,363
AIRPORT													
Airport Facilities Manager	542	\$28.79	\$28.79	FT	1.0	2,080	59,883	-	50	-	59,933	16,110	76,043
Administrative Assistant	542	\$17.00	\$17.00	FT	1.0	2,080	35,360	-	50	-	35,410	13,758	49,168
Crew Worker/Airport Facilities	542	\$13.50	\$13.50	FT	1.0	2,080	28,080	-	50	-	28,130	13,060	41,190
Crew Worker/Airport Facilities	542	\$14.71	\$14.71	PT	1.0	800	11,768	-	25	-	11,793	1,131	12,924
Crew Worker/Airport Facilities	542	\$13.50	\$13.50	PT	1.0	800	10,800	-	25	-	10,825	1,038	11,863
Crew Worker/Airport Facilities	542	\$12.62	\$12.62	PT	1.0	800	10,096	-	25	-	10,121	971	11,092
Crew Worker/Airport Facilities	542	\$12.62	\$12.62	PT	1.0	800	10,096	-	25	-	10,121	971	11,092
Crew Worker/Airport Facilities	542	\$12.62	\$12.62	PT	1.0	800	10,096	-	25	-	10,121	971	11,092
Subtotal					8.0	10,240	\$176,179	\$0	\$275	\$0	\$176,454	\$48,009	\$224,463
Total Personnel Costs					117.0	161,654	\$3,092,079	\$25,880	\$4,600	\$12,180	\$3,134,739	\$1,103,576	\$4,238,315

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Capital Improvement Plan

CITY OF WILLISTON

FY 2022 Capital Budget

(Sorted by Department)

Department / Project Description	Total Cost	Fund Source
<u>Police/Fire</u>		
Extrication Equipment Replacement (Fire)	\$90,000	Grant / Reserves
Surveillance and Infrastructure Hardening (Police)	\$32,005	Grant
Fire Vehicle	\$54,000	Grant / Reserves
<i>Subtotal</i>	<i>\$176,005</i>	
<u>Utility Fund / Public Works</u>		
Utility Master Plan	\$112,600	Reserves
Infrastructure Improvements		
Electric	\$50,000	Grant
Gas	\$50,000	Grant
Water	\$644,835	Grant
Sewer Collection	\$187,500	Grant
Sewer Treatment	\$187,500	Grant
Mowers replacements	\$30,000	Reserves
Fire Hydrant Program	\$10,000	Grant
Meter replacements	\$30,000	Grant
John Henry Park Stormwater Improvements	\$713,000	Grant
Upgrade Sewer Plant	\$700,000	Grant
<i>Subtotal</i>	<i>\$2,715,435</i>	
<u>Airport</u>		
Building Improvements	\$44,000	Grant
GPU Unit	\$15,000	Grant
Rehabilitate apron, Construct Portion of Taxiway H	\$607,189	Grant
<i>Subtotal</i>	<i>\$666,189</i>	
<u>Community Redevelopment Agency</u>		
Phase II	\$500,000	Reserves
<i>Subtotal</i>	<i>\$500,000</i>	
TOTAL	<i>\$4,057,629</i>	