

SEPTEMBER 27, 2021

RESOLUTION 2021-33

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WESTLAKE, FLORIDA, ADOPTING THE FINAL BUDGET FOR THE CITY OF WESTLAKE, FLORIDA, AND MAKING AN APPROPRIATION FOR THE FISCAL YEAR BEGINNING ON OCTOBER 1, 2021, AND ENDING ON SEPTEMBER 30, 2022; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, in accordance with applicable provision of the law, the City of Westlake has prepared a final budget for the fiscal period beginning on October 1, 2021 and ending on September 30, 2022, and determined the amount of available funds on hand, the estimated revenues, and appropriated amounts for the support of various operations of the City for the fiscal period; and

WHEREAS, a "Budget Summary" advising the public on the final budget and the date of the final public hearing has been published as required by Florida Statute 200.065; and

WHEREAS, said public hearing has been held as stated above and comments from the public concerning said final millage rates and final budget have been heard and considered; and

WHEREAS, as set forth during the final budget hearing the City Council acknowledges that said final budgets reflect the following revenue and expenditure estimates for the fiscal year beginning on October 1, 2021 and ending September 30, 2022 for all funds total \$6,405,600 and

WHEREAS, it is the desire of the City Council for the City of Westlake, to adopt a final budget for the fiscal year beginning October 1, 2021 and ending on September 30, 2022;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL FOR THE CITY OF WESTLAKE, FLORIDA:

SECTION 1. The foregoing "WHEREAS" clauses are true and correct and hereby ratified and confirmed by the City Council. All exhibits attached hereto are hereby incorporated herein.

SECTION 2. There is hereby approved and adopted the final budget for the City of Westlake, Florida, as reflected in Exhibit "A", which is attached hereto and made a part hereof, for the fiscal period beginning on October 1, 2021 and ending on September 30, 2022.

- SECTION 3. There is hereby appropriated for all funds of the City of Westlake, Florida, the sum of \$6,405,600 as the appropriation for the fiscal year, October 1, 2021 through September 30, 2022.
- SECTION 4. That the adopted final operation budget for Fiscal Year 2022 established limitations on expenditures/expenses by fund total. Said limitation meaning that the total sum allocated to each fund for total expenditures/expenses may not be increased without specific authorization by a duly enacted resolution effecting such amendment or transfer.
- SECTION 5. That during the course of the 2022 fiscal year the City Council may transfer budgeted amounts from one fund or project to another fund or project and otherwise amend the budget by resolution as permitted by the laws and regulations of this State and the City Charter.
- SECTION 6. Conflicts: All Resolutions or parts of Resolutions in conflict herewith, be and the same are repealed to the extent of such conflict.
- SECTION 7. Severability: If any clause, section or other part of this Resolution shall be held by any court of competent jurisdiction to be unconstitutional or invalid, such unconstitutional or invalid part shall be considered eliminated and will in no way affect the validity of the other provisions of this Resolution.
- SECTION 8. This resolution shall become effective immediately upon its adoption.

PASSED AND APPROVED BY the City Council for the City of Westlake, Florida, this 27th day of September 2021.



Roger Manning, Mayor
City of Westlake, Florida



Zoie P. Burgess, City Clerk

Approved as to Legal Form and Sufficiency:



Office of City Attorney

City of Westlake



FISCAL YEAR 2022

ANNUAL BUDGET

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Council Members

Roger Manning-Mayor
JohnPaul O'Connor -Vice Mayor
Kara Crump-Seat 2
Patric Paul-Seat 3
Katrina Long Robinson-Seat 4



City of Westlake

4001 Seminole Pratt Whitney Rd.
Westlake, Florida 33470
Phone: 561-530-5880
Fax: 561-790-5466

Budget Message

Honorable Mayor and City Council

I am pleased to submit the Fiscal Year 2022 budget message for the City of Westlake. The City continues to grow quickly. The last of the City's Land Development Regulations (LDR's) were adopted. The next step is to have the ordinance codified. After codification we will begin a thorough review and amend sections that may conflict with other portions of the LDRs. The teamwork between the City Council, City Manager, Interim City Attorney, City Planner, City Engineer, City Clerk, Building Department, administrative staff, Seminole Improvement District and the developers' representatives has allowed us to complete the last several sections.

According to the Palm Beach County Property Appraiser the City of Westlake's taxable value has increased forty-seven (47%) over last year. The growth in home construction and sales continues to be strong. We are seeing a rise in commercial development within the City. The City has processed an additional eleven plats this year to accommodate current and projected development.

Milestones in FY2021 included the following:

- Approved the site plan for the Publix Shopping center on the west side of Seminole Pratt Whitney Road north of Persimmon Blvd.
- Approved the site plan for the self-storage facility in POD H west of Seminole Pratt Whitney Road and south of Persimmon Blvd.
- Approved the site plan for the Shops at Westlake Landings.
- Approved the plats for the Orchards, Crossings town homes, Cresswind phase 3, and Sky South neighborhoods.
- Approved Town Center Parkway South west roadway plat.

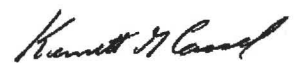
The **proposed millage rate for the FY2022 is 5.125**. This rate is projected to generate \$1,711,879 in ad-valorem taxes to the City based on the taxable value as of January 1st as provided by Palm Beach County Property Appraiser. The total proposed general fund budget for FY2022 is \$3,693,400, which is a 21.1% increase over the current year. The difference between the taxes received and the budget is made up of several components, including interest, licenses, permits & fees, other taxes and deficit funding from the primary developer as needed.

The proposed millage rate of 5.125 mills is a 18.37% tax increase over the rolled-back rate of 4.3296. Generating revenue based on the rolled-back rate would not be practical as the City must be able to provide the administrative infrastructure to operate. With a growing city the administrative expenses occur before the tax revenue is received and therefore, it appears to be a tax increase. The actual ad-valorem tax rate per property remains flat at 5.125 mils. The largest impact on the taxes is the assessed value established by the County Property Appraiser.

Due to the lag time of taxable values and the budget cycle, this budget is again dependent on deficit funding from the primary developer. One of the areas that has increased is the reserve and contingency funds. This increase is necessary in order to have the appropriate level of funds for first quarter reserves and contingency balances needed by FY2024. It is still important to remember that a portion of land within the City limits is assessed based on agricultural use by the property assessor. The agricultural land use assessed value is a lower taxable value therefore generates lower tax revenues. As the City continues to develop residential and commercial properties the tax base will continue to increase. This increase in taxable value reduces the dependency on deficit funding.

There are approximately fifty individuals involved in the overall operation and administration of the City. These individuals are part of the contracted service provided by the various entities. These individuals are a combination of dedicated full-time personnel and those that work a percentage of their time on City business. This is part of the overall vision of the City to remain a government-light operation. This allows for an efficient effective government providing a high level of service to the residents.

Respectfully submitted,



Kenneth Cassel

City of Westlake

Budget Calendar - Fiscal Year 2022 Annual Budget

| Key Dates | Activity / Tasks | |
|-------------------------|--|----|
| By June 1 | Receipt of Estimated Assessable Property Values | |
| Thu July 1 | Property Appraiser certifies the taxable values | |
| Mon July 12 | City of Westlake Regular Council Meeting – Preliminary Budget Presentation; Approve Tentative Millage Rate and date of first public hearing; Set Assessment Rate for Solid Waste Collection. | |
| Wed July 28 | County School Board Budget 1st Hearing | ** |
| Mon August 2 | City of Westlake Budget Workshop – Budget Presentation with Council changes | |
| Wed August 4 | Deadline for submitting DR 420 to Property Appraiser & Tax Collector a) Include Proposed Millage Rate b) the current rollback rate c) The date, time, and meeting place of the tentative budget hearing | |
| Mon August 23 | City of Westlake Budget Workshop – As needed | |
| Thu September 9 | County Budget 1st Hearing | ** |
| Mon September 13 | City of Westlake Regular Council Meeting – 1st Budget & Millage Rate Hearing; Assessment Rates for Solid Waste Collection | |
| Tue September 14 | County School Board Budget 2nd Hearing | ** |
| Mon September 20 | County Budget 2nd Hearing | ** |
| Thu September 23 | Publish Notice of Budget Increase and Budget Summary in PB Post | |
| Mon September 27 | City of Westlake Special Council Meeting - 2nd and Final Budget Hearing | |
| Thu September 30 | Deadline to Send Adopted Millage Rate to Property Appraiser & Tax Collector | |
| Wed October 27 | Deadline to Certify Compliance with Florida Department of Revenue | |

** Per Florida Statutes, the hearing dates scheduled by the county commission and school board shall not be utilized by any other taxing authority within the county for its public hearings.



Budget Summary

**City of Westlake
Fiscal Year 2022 Budget**

All Funds – Total Budget

| Description | FY 2021 | | | FY 2022 | | |
|----------------------------------|--------------------|--------------------|---------------------|--------------------|---------------------------|-------------------------|
| | Amended Budget | Forecast | Fav / (Unfav) | Budget | Incr./(Decr.) Over Budget | % Budget Incr./ (Decr.) |
| FUNDING | | | | | | |
| Total Revenue | \$5,269,800 | \$7,899,076 | \$ 2,629,275 | \$6,405,600 | \$ 1,135,800 | 21.6% |
| Total Fund Bal. Use / (Addition) | - | (3,075,145) | (3,075,145) | - | - | NA |
| Total Funding | \$5,269,800 | \$4,823,931 | \$ (445,870) | \$6,405,600 | \$ 1,135,800 | 21.6% |
| EXPENDITURES | | | | | | |
| Personnel Expenditures | \$ 157,600 | \$ 157,600 | \$ - | \$ 118,800 | \$ (38,800) | -24.6% |
| Operating Expenditures | 4,743,700 | 4,657,594 | 86,106 | 5,620,500 | 876,800 | 18.5% |
| Debt Service Expenses | - | - | - | - | - | NA |
| Capital Expenditures | - | - | - | 50,000 | 50,000 | NA |
| Contingency | 134,000 | 8,737 | 125,263 | 151,400 | 17,400 | 13.0% |
| Reserves | 234,500 | - | 234,500 | 464,900 | 230,400 | 98.3% |
| Total Expenditures | \$5,269,800 | \$4,823,931 | \$ 445,869 | \$6,405,600 | \$ 1,135,800 | 21.6% |



**General
Fund**

**City of Westlake
Fiscal Year 2022 Budget**

General Fund – Summary

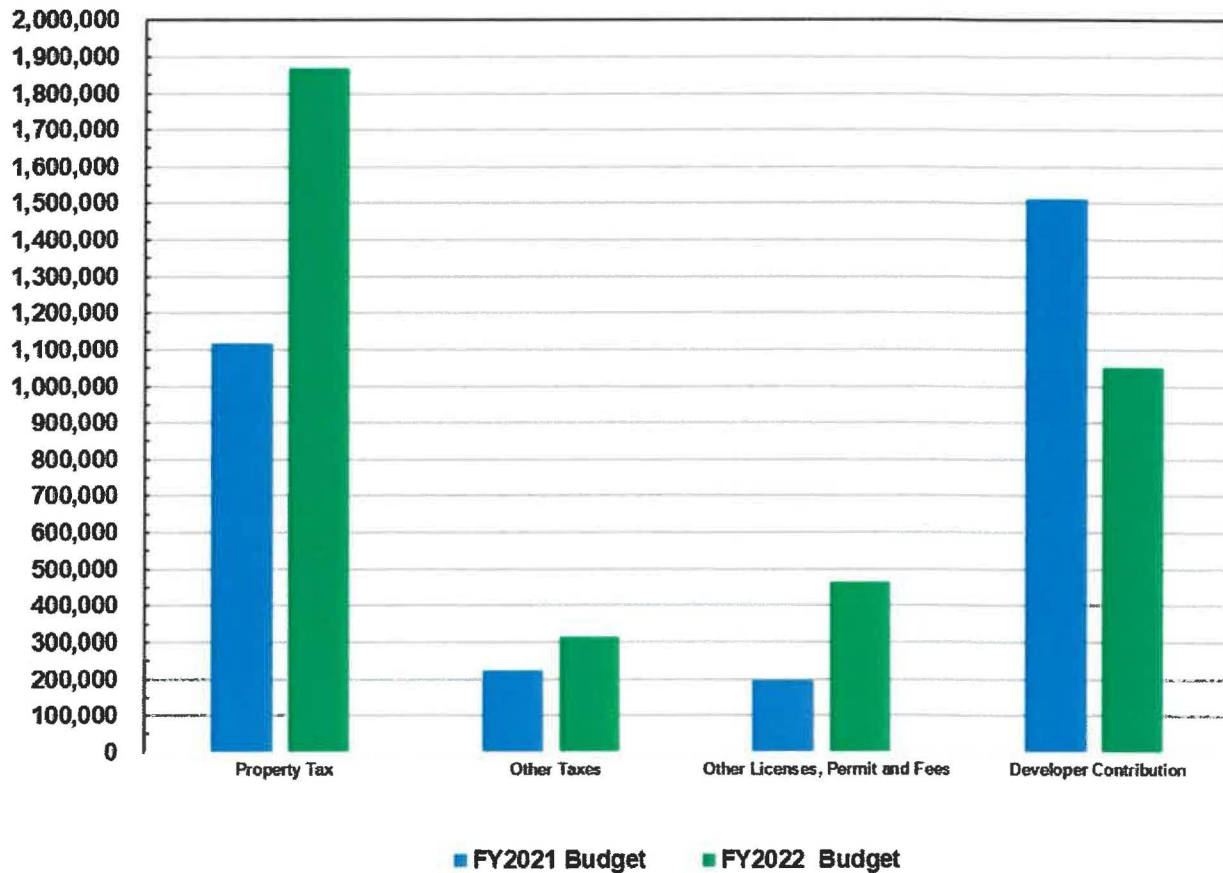
| Description | FY 2021 | | | FY 2022 | | |
|-------------------------------|--------------------|--------------------|---------------------|--------------------|---------------------------|------------------------|
| | Amended Budget | Forecast | Fav / (Unfav) | Budget | Incr./(Decr.) Over Budget | % Budget Incr./(Decr.) |
| FUNDING | | | | | | |
| Total Revenue | \$3,048,700 | \$2,646,325 | \$ (402,375) | \$3,693,400 | \$ 644,700 | 21.1% |
| Total Funding | \$3,048,700 | \$2,646,325 | \$ (402,375) | \$3,693,400 | \$ 644,700 | 21.1% |
| EXPENDITURES | | | | | | |
| Personnel Expense | \$ 157,600 | \$ 157,600 | \$ - | \$ 118,800 | \$ (38,800) | -24.6% |
| Operating Expense | 2,522,600 | 2,479,988 | 42,612 | 2,908,300 | 385,700 | 15.3% |
| Capital Expenditures | - | - | - | 50,000 | 50,000 | NA |
| Contingency | 134,000 | 8,737 | 125,263 | 151,400 | 17,400 | 13.0% |
| Reserves | 234,500 | - | 234,500 | 464,900 | 230,400 | 98.3% |
| Total Expenditures | \$3,048,700 | \$2,646,325 | \$ 402,375 | \$3,693,400 | \$ 644,700 | 21.1% |
| AVAILABLE FUND BALANCE | | | | | | |
| Opening Balance | \$ 203,643 | \$ 203,643 | \$ - | \$ 203,643 | \$ - | 0.0% |
| Closing Balance | \$ 203,643 | \$ 203,643 | \$ - | \$ 203,643 | \$ - | 0.0% |
| Closing Bal % Of Total Exp | 6.7% | 7.7% | 1.0% | 5.5% | 0.0% | N/A |

City of Westlake Fiscal Year 2022 Budget

General Fund – Source of Funds

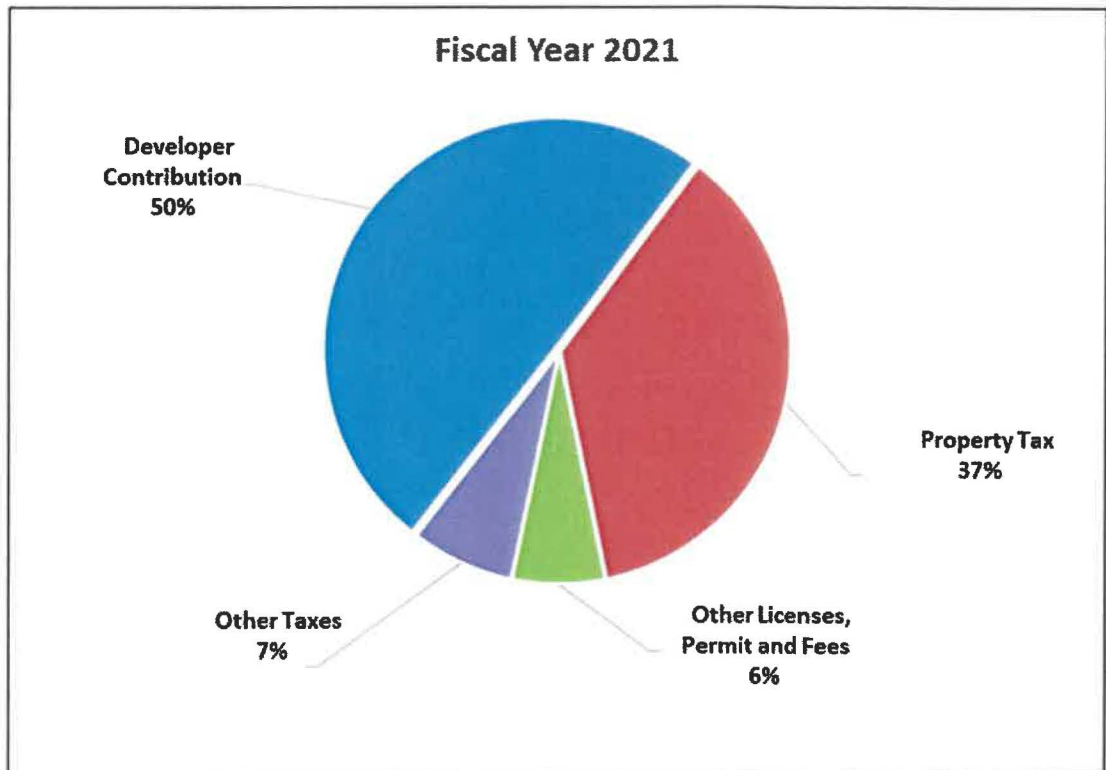
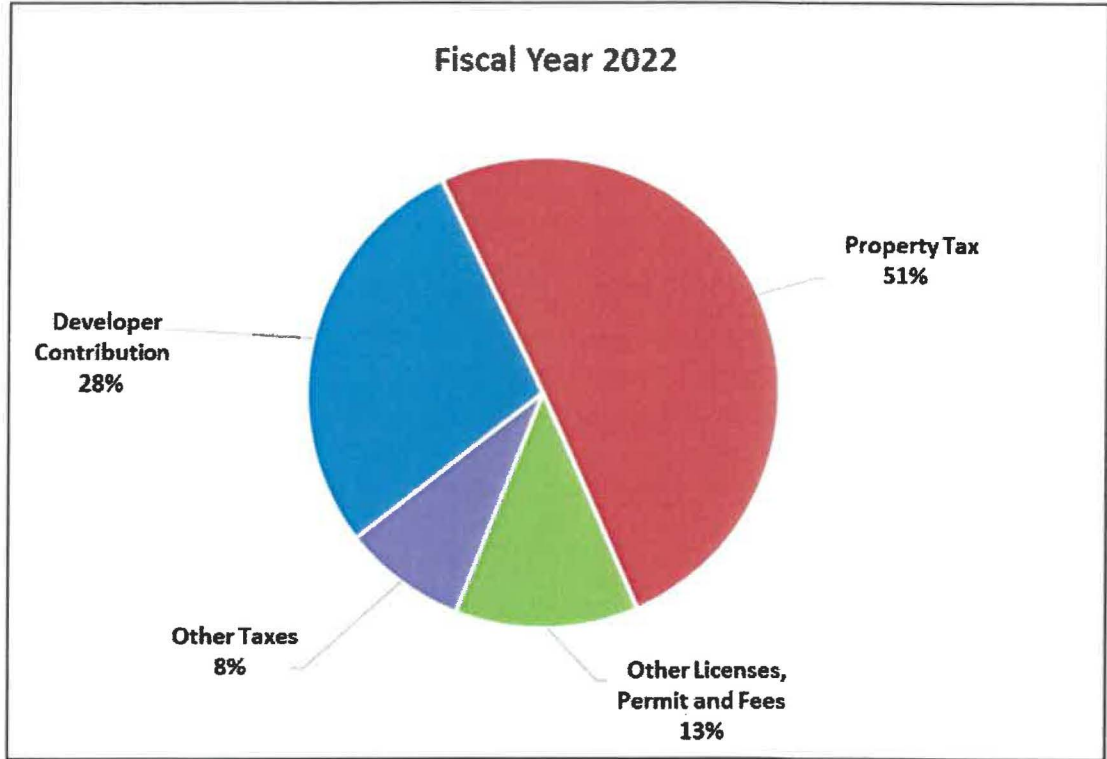
| Description | FY 2021 | | | FY 2022 | | |
|---------------------------------|--------------------|--------------------|---------------------|--------------------|---------------------------|------------------------|
| | Amended Budget | Forecast | Fav / (Unfav) | Budget | Incr./(Decr.) Over Budget | % Budget Incr./(Decr.) |
| Property Tax | \$1,117,967 | \$1,087,432 | \$ (30,535) | \$1,866,704 | \$ 748,737 | 67.0% |
| Other Taxes | 221,500 | 217,605 | (3,895) | 312,800 | 91,300 | 41.2% |
| Other Licenses, Permit and Fees | 196,300 | 775,967 | 579,667 | 462,100 | 265,800 | 135.4% |
| Developer Contribution | 1,512,933 | 564,175 | (948,758) | 1,051,796 | (461,137) | -30.5% |
| Interest Income | - | 1,146 | 1,146 | - | - | NA |
| Total Source of Funds | \$3,048,700 | \$2,646,325 | \$ (402,375) | \$3,693,400 | \$ 644,700 | 21.1% |

FY2021 Budget vs. FY2022 Budget



**City of Westlake
Fiscal Year 2022 Budget**

General Fund – Source of Funds



**City of Westlake
Fiscal Year 2022 Budget**

General Fund – Revenue Detail

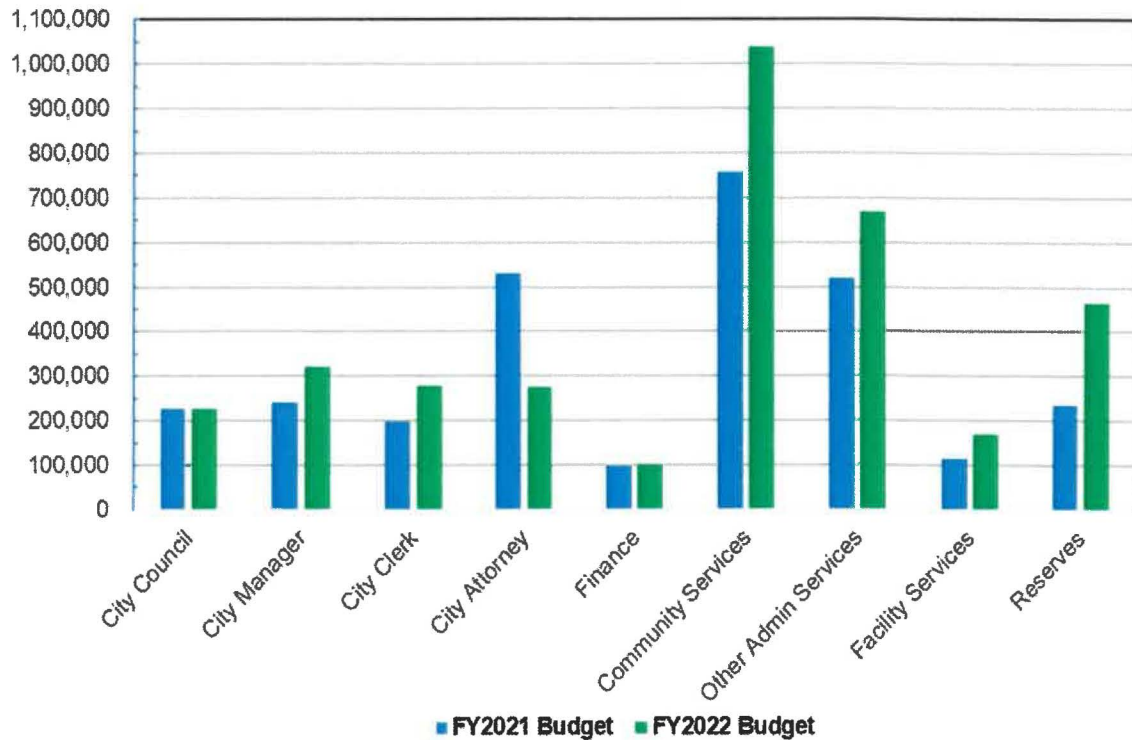
| Description | FY 2019 | FY 2020 | FY 2021 | | | FY 2022 | | |
|---|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------------|------------------------|
| | Actual | Actual | Amended Budget | Forecast | Fav / (Unfav) | Budget | Incr./(Decr.) Over Budget | % Budget Incr./(Decr.) |
| Property Tax | | | | | | | | |
| Tax Receipts - Current Year | \$ 229,571 | \$ 554,887 | \$ 1,164,549 | \$ 1,130,469 | \$ (34,080) | \$ 1,711,879 | \$ 547,330 | 47.0% |
| Tax Receipts - Discounts | (7,573) | (19,605) | (46,582) | (43,037) | 3,545 | (68,475) | (21,893) | 47.0% |
| Special Assessments-Tax Collector | - | - | - | - | - | 232,600 | 232,600 | NA |
| Special Assmnts- Discounts | - | - | - | - | - | (9,300) | (9,300) | NA |
| Total - Property Tax | \$ 221,998 | \$ 535,282 | \$ 1,117,967 | \$ 1,087,432 | \$ (30,535) | \$ 1,866,704 | \$ 748,737 | 67.0% |
| Other Taxes | | | | | | | | |
| Local Option Fuel Tax | 47 | 138 | 100 | 20 | (80) | - | (100.00) | -100.0% |
| Municipal Revenue Sharing | - | 864 | 4,700 | 5,930 | 1,230 | 17,200 | 12,500 | 266.0% |
| Local Discretionary Sales Tax | - | - | - | - | - | 69,700 | 69,700 | NA |
| Public Service Tax-Electricity | 28,645 | 119,672 | 152,900 | 129,161 | (23,739) | 113,600 | (39,300) | -25.7% |
| Public Service Tax-Water | 4,603 | 20,755 | 27,000 | 30,440 | 3,440 | 41,500 | 14,500 | 53.7% |
| Public Service Tax-Gas | 8,118 | 17,573 | 19,000 | 25,352 | 6,352 | 34,600 | 15,600 | 82.1% |
| Communications Svcs. Tax | 16,353 | 15,190 | 17,800 | 26,702 | 8,902 | 36,200 | 18,400 | 103.4% |
| Total - Other Taxes | \$ 57,766 | \$ 174,192 | \$ 221,500 | \$ 217,605 | \$ (3,895) | \$ 312,800 | \$ 91,300 | 41.2% |
| Other Licenses, Permits and Fees Fees | | | | | | | | |
| FPL Franchise Fee | \$ 83,563 | \$ 94,338 | \$ 113,700 | \$ 125,318 | \$ 11,618 | \$ 110,300 | \$ (3,400) | -3.0% |
| Occupational Licenses | 8,700 | 6,060 | 5,000 | 5,000 | - | 6,100 | 1,100 | 22.0% |
| Building Reinspection Fees | 13,400 | 24,550 | - | - | - | - | - | NA |
| State Building Surcharge Admin.Fees | 1,461 | 3,497 | - | - | - | - | - | NA |
| FPL TUG Program Admin.Fee | 16,800 | 49,500 | - | - | - | - | - | NA |
| Solid Waste Disposal Fees | - | 53,917 | 3,600 | 229,824 | 226,224 | 29,100 | 25,500 | 708.3% |
| County Impact Fee Admin.Fees | 63,229 | 149,209 | 45,500 | 120,824 | 75,324 | 62,100 | 16,600 | 36.5% |
| County Solid Waste Admin.Fees | 5,728 | - | - | - | - | - | - | NA |
| Contractor Registration Fees | 4,775 | 2,175 | 2,300 | 762 | (1,538) | - | (2,300) | -100.0% |
| Impact Fees | - | - | - | - | - | - | - | NA |
| Lien Search Fees | 570 | 1,330 | - | 5,302 | 5,302 | 1,300 | 1,300 | NA |
| Administrative Fees | - | - | 10,500 | 265,519 | 255,019 | 245,400 | 234,900 | 2237.1% |
| Burgler Alarm Fees | - | 2,438.00 | 2,500 | 4,693 | 2,193 | 2,400 | (100) | -4.0% |
| Other Fees | 40,324 | 7,508 | 13,200 | 18,725 | 5,525 | 5,400 | (7,800) | -59.1% |
| Total - Other Licenses, Permits and Fees | \$ 238,550 | \$ 394,522 | \$ 196,300 | \$ 775,967 | \$ 579,667 | \$ 462,100 | \$ 265,800 | 135.4% |
| Developer Contribution | \$ 1,100,000 | \$ 625,000 | \$ 1,512,933 | \$ 564,175 | \$ (948,758) | \$ 1,051,796 | \$ (461,137) | -30.5% |
| Interest Income | | | | | | | | |
| Interest Income | \$ 1,161 | \$ 28 | \$ - | \$ 652 | \$ 652 | \$ - | \$ - | NA |
| Interest Income - Tax Collector | 42 | 610 | - | 494 | 494 | - | - | NA |
| Total - Interest Income | \$ 1,203 | \$ 638 | \$ - | \$ 1,146 | \$ 1,146 | \$ - | \$ - | NA |
| Total Revenue | \$ 2,492,761 | \$ 3,921,070 | \$ 3,048,700 | \$ 2,646,325 | \$ (402,375) | \$ 3,693,400 | \$ 644,700 | 21.1% |
| Use / (Add't) Fund Balance | 161,016 | 116,791 | - | - | - | - | - | NA |
| Total Funding | \$ 2,653,777 | \$ 4,037,861 | \$ 3,048,700 | \$ 2,646,325 | \$ (402,375) | \$ 3,693,400 | \$ 644,700 | 21.1% |

City of Westlake Fiscal Year 2022 Budget

General Fund – Expenditures by Function

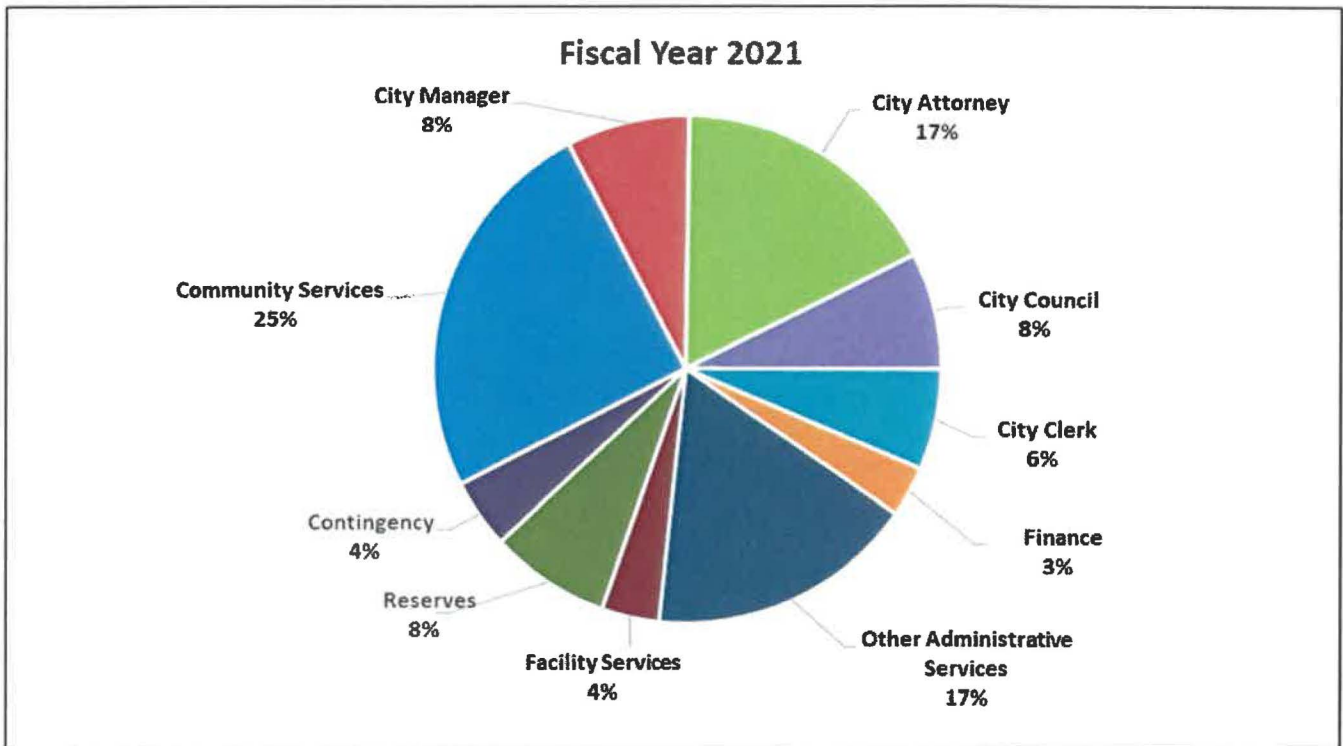
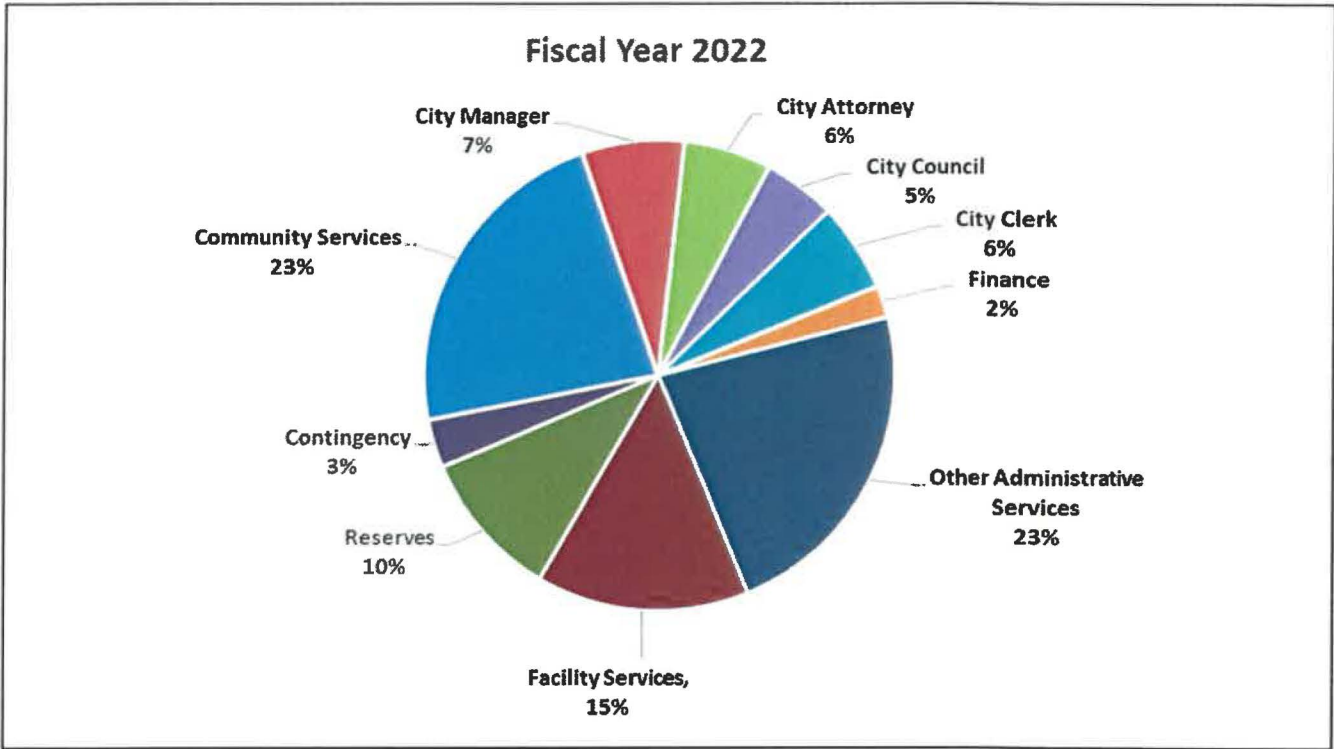
| Description | FY 2021 | | | FY 2022 | | |
|-------------------------------|--------------------|--------------------|-------------------|--------------------|---------------------------|------------------------|
| | Amended Budget | Forecast | Fav / (Unfav) | Budget | Incr./(Decr.) Over Budget | % Budget Incr./(Decr.) |
| City Council | \$ 227,400 | \$ 168,751 | \$ 58,649 | \$ 227,400 | \$ - | 0.0% |
| City Manager | 240,600 | 238,122 | 2,478 | 320,700 | 80,100 | 33.3% |
| City Clerk | 196,600 | 176,248 | 20,352 | 278,200 | 81,600 | 41.5% |
| City Attorney | 529,100 | 438,730 | 90,370 | 275,000 | (254,100) | -48.0% |
| Finance | 98,000 | 97,950 | 50 | 100,800 | 2,800 | 2.9% |
| Community Services | 757,000 | 1,071,994 | (314,994) | 1,037,300 | 280,300 | 37.0% |
| Other Administrative Services | 518,400 | 368,051 | 150,349 | 669,400 | 151,000 | 29.1% |
| Facility Services | 113,100 | 77,741 | 35,359 | 168,300 | 55,200 | 48.8% |
| Contingency | 134,000 | 8,737 | 125,263 | 151,400 | 17,400 | 13.0% |
| Reserves | 234,500 | - | 234,500 | 464,900 | 230,400 | 98.3% |
| Total Expense | \$3,048,700 | \$2,646,325 | \$ 402,375 | \$3,693,400 | \$ 644,700 | 21.1% |

FY2021 Budget vs. FY2022



City of Westlake Fiscal Year 2022 Budget

General Fund – Expenditures by Function



City of Westlake Fiscal Year 2022 Budget

General Fund – City Council Department

Summary

The form of government used by the City of Westlake is a Council-Manager form. The City Council shall conduct regular meetings, special meetings, adopt codes and ordinances, and approve the annual budget by September 30th each year by resolution.

Mission

To serve as the legislative body in accordance with the Charter and applicable statutes.

Current Year Highlights

- Approved over eight plats for future development.
- Adopted ordinances for additional chapters of the City's Land Development regulations.
- Approved three site plans for nonresidential properties.
- Conducted annual budget workshops with the City Manager and staff.
- Approved plans to remodel the Grove Market Place and Winn Dixie.
- Implemented an evaluation process for applicable staff.
- Released the first video of "Back and Beyond" describing the City's origin and future.

Next Year Goals

- Improve Communication with the Residents through multiple media methods.
- Finish the adoption of the remaining chapters of the City's Land Development regulations.
- Approve additional plats as presented by staff.
- Approve nonresidential site plans for developments in conformance with the City's Land Development Regulations (LDRs).

| Description | FY 2019 | FY 2020 | FY 2021 | | | FY 2022 | | |
|---------------------------------|-------------------|-------------------|-------------------|-------------------|------------------|-------------------|---------------------------|-----------------------|
| | Actual | Actual | Amended Budget | Forecast | Fav / (Unfav) | Budget | Incr./(Decr.) Over Budget | % Budget Incr.(Decr.) |
| Personal Services | | | | | | | | |
| Mayor/Council Stipend | \$ 204,000 | \$ 175,200 | \$ 146,400 | \$ 146,400 | \$ - | \$ 110,400 | \$ (36,000) | -24.59% |
| FICA | 15,606 | 13,403 | 11,200 | 11,200 | - | 8,400 | (2,800) | -25.00% |
| Total Personal Services | \$ 219,606 | \$ 188,603 | \$ 157,600 | \$ 157,600 | \$ - | \$ 118,800 | \$ (38,800) | -24.62% |
| Operating Expenses | | | | | | | | |
| ProfServ-Legislative Expense | \$ - | \$ - | \$ 24,000 | \$ - | \$ 24,000 | \$ 24,000 | \$ - | 0.00% |
| Public Officials Insurance | - | 3,500 | 3,900 | 4,025 | (125) | 4,400 | 500 | 12.82% |
| City Events | - | - | 25,000 | - | 25,000 | 63,800 | 38,800 | 155.20% |
| Election Fees | - | 560 | - | - | - | - | - | NA |
| Council Expenses | 4,617 | 8,068 | 15,000 | 5,731 | 9,269 | 15,000 | - | 0.00% |
| Dues, Licenses, Subscriptions | - | - | 1,900 | 1,395 | 505 | 1,400 | (500) | -26.3% |
| Total Operating Expenses | \$ 4,617 | \$ 12,128 | \$ 69,800 | \$ 11,151 | \$ 58,649 | \$ 108,600 | \$ 38,300 | 55.6% |
| Total City Council | \$ 224,223 | \$ 200,731 | \$ 227,400 | \$ 168,751 | \$ 58,649 | \$ 227,400 | \$ (500) | 0.0% |

City of Westlake Fiscal Year 2022 Budget

General Fund – City Manager Department

Summary

The City Manager is the chief administrative officer of the City and is responsible for directing and supervising the administration of all departments, offices, and agencies of the City except the City Attorney, unless otherwise directed in the City Charter. The City Manager shall:

- Execute all laws and provisions of the Charter and acts of the City Council.
- Make recommendations to the City Council concerning the affairs of the City.
- Prepare the annual operating and capital budgets.
- Ensure that the City Clerk prepares the agendas for City Council meetings.
- Draw and sign vouchers as provided by ordinance.
- Provide administrative services to support the City Council.
- Keep the City Council advised as to the financial condition of the City.
- Provide reports to the City Council on the finances and administrative services of the City.
- Perform other duties as outlined in the Charter or requested by the City Council.

Mission

To implement the policies and direction of the City Council, serve the residents of the community by fulfilling duties as the legislative body directs through developing policies designed to successfully perform municipal functions and render other municipal services.

Major Challenges

- Planning for sufficient space or alternate means to provide City services.
- Final implementation of the Building Department software allowing the electronic submission, approval and inspections reporting of the Building Department.
- Maintaining the proper level of service while minimizing the overall cost for services.
- Identifying services needed in the future and available revenues.
- Maintaining cooperation with other agencies surrounding and impacting the City.
- Working with the developers and other third parties to maintain the original vision of the City.

Current Year Highlights

- Completed drafting and first reading of Chapter 5 “Land Development”.
- Completed drafting of the noise ordinance.
- Held monthly “Coffee with the Manager” online discussions with the residents.
- Ensured that development complied with the comprehensive master plan and current LDRs.
- Processed eight additional plats for development within the City.
- Continued to implement the GIS program for all facilities located within the City.
- Made progress toward implementation of a building department software system.
- Made progress toward implementation of administrative processes and software that improves efficiency and minimizes additional staffing requirements.
- Implemented additional social media outreach to the residents through the City Clerk’s office.
- Implemented the Public Relations video for the “Back and Beyond” messaging.

City of Westlake Fiscal Year 2022 Budget

General Fund – City Manager Department

Next Year Goals

- Continue monthly “Coffee with the Manager” to keep residents informed of what is happening within the city.
- Work on City Hall planning and facilities.
- Draft and adopt the final chapters of the City Code.
- Codify the LDR ordinances in Municode.
- Review all LDRs and modify as necessary.
- Review new commercial and residential plats as submitted for future development and ensure that conflicts with developers and the Seminole Improvement District are minimized.
- Review and draft contracts for additional services as needed.
- Work with new commercial and residential developers to ensure compliance with the City code.
- Improve community outreach through the appropriate combination of meetings and media.
- Improve the City website and ensure compliance with applicable ADA requirements.

| Description | FY 2019 | FY 2020 | FY 2021 | | | FY 2022 | | |
|---------------------------------|-------------------|-------------------|-------------------|-------------------|-----------------|-------------------|----------------------------|-------------------------|
| | Actual | Actual | Amended Budget | Forecast | Fav / (Unfav) | Budget | Incr./ (Decr.) Over Budget | % Budget Incr./ (Decr.) |
| Operating Expenses | | | | | | | | |
| Contracts - City Manager | \$ - | \$ 251,882 | \$ 222,900 | \$ 222,900 | \$ - | \$ 251,900 | \$ 29,000 | 13.0% |
| Office Supplies | 8,817 | 14,851 | 15,500 | 11,470 | 4,030 | 14,900 | (600) | -3.9% |
| Dues, Licenses, Subscriptions | 4,929 | 5,032 | 2,200 | 3,752 | (1,552) | 3,900 | 1,700 | 77.3% |
| Management Services | 413,956 | - | - | - | - | - | - | NA |
| Total Operating Expenses | \$ 427,702 | \$ 271,765 | \$ 240,600 | \$ 238,122 | \$ 2,478 | \$ 270,700 | \$ 30,100 | 12.5% |
| Capital Expenses | | | | | | | | |
| Capital Outlay | 39,646 | - | - | - | - | 50,000 | 50,000 | NA |
| Total Capital Expenses | \$ 39,646 | \$ - | \$ - | \$ - | \$ - | \$ 50,000 | \$ 50,000 | NA |
| Total City Manager | \$ 467,348 | \$ 271,765 | \$ 240,600 | \$ 238,122 | \$ 2,478 | \$ 320,700 | \$ 80,100 | 33.3% |

City of Westlake Fiscal Year 2022 Budget

General Fund – City Clerk Department

Summary

The City Clerk reports to the City Manager and serves as a liaison between the City Council, City staff, the public, other local governing bodies, and governmental agencies at various levels. The City Clerk's office renders unbiased and impartial service to all residents. The City Clerk is the official record keeper responsible for maintaining, preserving, and recording official actions, documents, and legislative history for the City and is responsible for ensuring the order, accessibility, and transparency of such records. The Clerk's office is the local supervisor of elections for the City. The City Clerk administers the City's website and other social media.

Mission

Establish confidence and trust in municipal government while providing efficient, effective, and transparent public service to the City Council, City Departments, and the Citizens of Westlake, safeguarding accurate records of municipal activities in accordance with applicable federal, state, and local laws. The City Clerk shall:

- Prepare and publish meeting notices, including legally required advertisements, and prepare and distribute agenda packets in advance of City Council meetings and public hearings.
- Provide clerical support to the City Council.
- Prepare and publish meeting notices and prepare and distribute agenda packets in advance of Advisory Board meetings and facilitate recruitment of Advisory Board members.
- Maintain the City's official records, provide information and records to the public and staff, maintain data on legislative history, and update the City Charter and City Code.
- Coordinate and manage municipal elections and serve as the filing clerk.
- Draft and disseminate public information through various modes of communication.
- Oversee website updates, site navigations, and ensure document accuracy and accessibility.

Current Year Highlights

- Filled a Deputy Clerk position.
- Created an additional social media platform to improve resident communications, in conjunction with an archiving platform to maintain compliance with public records law.
- Expanded various website features for enhanced resident communications and transparency.
- Modified and oversaw systems for public meeting notification, publication, virtual meeting broadcasting, and sustained civic engagement.
- Continue developing operating procedures and a manual for the Clerk's department.
- Implemented business registration software including online application and renewal processes.
- Established various electronic city processes.

City of Westlake Fiscal Year 2022 Budget

General Fund – City Clerk Department

Next Year Goals

- Enhance and promote accessibility to ensure services are provided in an open and transparent manner.
- Maintain and seek strong cooperative partnerships, relationships, and opportunities to improve services, meeting the changing needs of the community, including the rapidly increasing size and variety of its population.
- Develop additional records management policies and procedures in accordance with State guidelines.
- Oversee the 2022 municipal election process.
- Improve virtual meeting access.
- Implement codification project to ensure that accurate information is available and organized for dissemination.
- Improve website redevelopment for enhanced user experience.
- Improve business licensing processes.
- Pursue municipal clerk education opportunities.
- Maintain relationships with local and state municipal clerk associations.

| Description | FY 2019 | FY 2020 | FY 2021 | | | FY 2022 | | |
|-------------------------------|------------------|-------------------|-------------------|-------------------|------------------|-------------------|--------------------------|-------------------------|
| | Actual | Actual | Amended Budget | Forecast | Fav / (Unfav) | Budget | Incr.(Decr.) Over Budget | % Budget Incr./ (Decr.) |
| Operating Expenses | | | | | | | | |
| Website Support | \$ 5,904 | \$ 14,641 | \$ 18,000 | \$ 10,600 | \$ 7,400 | \$ 10,600 | \$ (7,400) | -41.1% |
| Contracts-City Clerk | - | 123,764 | 125,100 | 125,100 | - | 206,000 | 80,900 | 64.7% |
| Postage and Freight | 855 | 866 | 1,400 | 1,009 | 391 | 1,000 | (400) | -28.6% |
| Printing | 3,370 | 7,047 | 22,500 | 4,265 | 18,235 | 19,400 | (3,100) | -13.8% |
| Advertising | 21,442 | 31,177 | 28,200 | 23,743 | 4,457 | 31,200 | 3,000 | 10.6% |
| Office Supplies | - | - | - | 1,117 | (1,117) | - | - | NA |
| Miscellaneous Services | 532 | 1,094 | - | 341 | (341) | - | - | NA |
| Dues, Licenses, Subscriptions | - | - | 1,400 | 10,073 | (8,673) | 10,000 | 8,600 | 614.3% |
| Total City Clerk | \$ 32,103 | \$ 178,589 | \$ 196,600 | \$ 176,248 | \$ 20,352 | \$ 278,200 | \$ 81,600 | 41.5% |

City of Westlake Fiscal Year 2022 Budget

General Fund – City Attorney

Summary

The City Attorney is a designated Charter Officer appointed by a majority vote of the City Council and serves at its pleasure. The City Attorney provides legal support and advice to the City Council, City Manager, Staff, and Advisory Boards on all legal matters affecting or involving the City. The City Attorney works with the City Manager drafting policies as requested by the City Council. The City Attorney provides services as outlined in the City Charter. The City Attorney is a contracted service.

Mission

To provide efficient, effective, and competent legal advice to the City Council, the City Manager and staff on legal matters and their impacts on the City of Westlake, including legislative and statutory changes.

Current Year Highlights

- Drafted the remaining Land Development Regulations with the City Manager and Planning & Zoning and Engineering personnel.
- Reviewed and approved the plat language and bonds on eight new plats for development.
- Drafted appropriate mortgage documents for Housing Assistance awards.
- Monitored the legislature for potential impacts on the City.
- Advised City Council on plats and LDRs.

Next Year Goals

- Draft and adopt the remaining chapters of the City's Land Development regulations.
- Provide legal review for the Housing Assistance program to the City Manager and staff.
- Review plat language for consistency with the City's interests.
- Provide legal advice and reviews as needed and directed by the City Council.

| Description | FY 2019 | FY 2020 | FY 2021 | | | FY 2022 | | |
|-------------------------------|-------------------|-------------------|-------------------|-------------------|------------------|-------------------|---------------------------|------------------------|
| | Actual | Actual | Amended Budget | Forecast | Fav / (Unfav) | Budget | Incr./(Decr.) Over Budget | % Budget Incr./(Decr.) |
| Operating Expenditures | | | | | | | | |
| ProfServ-Legal Services | \$ 369,100 | \$ 414,079 | \$ 404,000 | \$ 93,484 | \$ 310,516 | \$ 275,000 | \$ (129,000) | -31.9% |
| ProfServ-Other Legal Charges | - | - | - | 339,175 | (339,175) | - | - | NA |
| Miscellaneous Services | - | 119 | - | 180 | (180) | - | - | NA |
| Outside Legal Services | - | 23,970 | 115,000 | - | 115,000 | - | (115,000) | -100.0% |
| Miscellaneous Expenses | - | - | 10,100 | 5,891 | 4,209 | - | (10,100) | -100.0% |
| Total City Attorney | \$ 369,100 | \$ 438,168 | \$ 529,100 | \$ 438,730 | \$ 90,370 | \$ 275,000 | \$ (254,100) | -48.0% |

City of Westlake Fiscal Year 2022 Budget

General Fund – Community Services Department

Summary

The Community Services department consists of solid waste collection, law enforcement, electricity and community service functions.

Solid Waste Collection – Costs related to the collection and disposal of resident solid waste are accounted for in the Community Service Department

Law Enforcement - The current contract with the Palm Beach County Sheriff's department calls for one 24/7 deputy. To accomplish this coverage, five deputies are required. The contract includes dedicated officers, vehicles, and dispatch. The contract also includes the supervisory personnel, K-9, detectives, crime lab, SWAT, and other resource necessary for the safety of the residents.

Electricity – Expenditures for roadway lighting and traffic control are accounted for in the Community Service Department.

Community Service – Expenditures for personnel performing community-wide maintenance are accounted for in the Community Service Department, along with the cost to purchase trash collection bins and other necessary maintenance supplies.

| Description | FY 2019 | FY 2020 | FY 2021 | | | FY 2022 | | |
|---------------------------------|-----------------|------------------|------------------|--------------------|--------------------|--------------------|------------------------------|---------------------------|
| | Actual | Actual | Budget | Forecast | Fav / (Unfav) | Budget | Incr./(Decr.) Over Budget | % Budget Incr./(Decr.) |
| Operating Expenditures | | | | | | | | |
| Contracts-Solid Waste | \$ - | \$ 51,350 | \$ - | \$ 261,205 | \$(261,205) | \$ 248,600 | \$ 248,600 | N/A |
| Contracts-Sheriff | 74,067 | 650,451 | 662,000 | 650,000 | 12,000 | 656,500 | (5,500) | -0.8% |
| Electricity-Streetlighting | 3,866 | 47,255 | 43,300 | 81,115 | (37,815) | 98,600 | 55,300 | 127.7% |
| R&M-Community Service | - | 26,700 | 26,700 | 26,700 | - | 27,500 | 800 | 3.0% |
| Operating Supplies | - | 6,121 | 25,000 | 52,974 | (27,974) | 6,100 | (18,900) | -75.6% |
| Total Community Services | \$77,933 | \$781,877 | \$757,000 | \$1,071,994 | \$(314,994) | \$1,037,300 | \$ 280,300 | 37.0% |

**City of Westlake
Fiscal Year 2022 Budget**

General Fund – Other Departments

| Description | FY 2019 | FY 2020 | FY 2021 | | | FY 2022 | | |
|---------------------------------------|--------------------|--------------------|--------------------|-------------------|-------------------|--------------------|----------------------------|-------------------------|
| | Actual | Actual | Amended Budget | Forecast | Fav / (Unfav) | Budget | Incr./((Decr.) Over Budget | % Budget Incr./((Decr.) |
| Finance | | | | | | | | |
| Auditing Services | \$ 3,225 | \$ 5,250 | \$ 5,300 | \$ 5,250 | \$ 50 | \$ 5,300 | \$ - | 0.0% |
| Contracts - Finance | - | 91,769 | 92,700 | 92,700 | - | 95,500 | 2,800 | 3.0% |
| Total Finance | \$ 3,225 | \$ 97,019 | \$ 98,000 | \$ 97,950 | \$ 50 | \$ 100,800 | \$ 2,800 | 2.9% |
| Comprehensive Planning | | | | | | | | |
| Engineering | 188,591 | 352,565 | - | - | - | - | - | NA |
| Planning & Zoning | 237,434 | 240,146 | - | - | - | - | - | NA |
| Building | 738,120 | 999,480 | - | - | - | - | - | NA |
| Total Comprehensive Planning | \$1,164,145 | \$1,592,191 | \$ - | \$ - | \$ - | \$ - | \$ - | NA |
| Other Administrative Services | | | | | | | | |
| ProfServ-Information Technology | 190,948 | 164,744 | 144,700 | 169,389 | (24,689) | 195,100 | 50,400 | 34.8% |
| ProfServ-Compliance Service | - | - | 25,000 | - | 25,000 | 25,000 | - | 0.0% |
| ProfServ-Consultants | 13,775 | 9,625 | - | - | - | - | - | NA |
| Contracts-Admin. Service | - | 156,997 | 158,700 | 158,700 | - | 257,000 | 98,300 | 61.9% |
| Misc-Assessmnt Collection Cost | - | - | - | - | - | 2,300 | 2,300 | NA |
| Misc-Public Relations | - | 1,244 | 50,000 | - | 50,000 | 75,000 | 25,000 | 50.0% |
| General Government | 51,189 | 278 | 115,000 | 39,962 | 75,038 | 90,000 | (25,000) | -21.7% |
| Misc. Late Fees | 455 | - | - | - | - | - | - | NA |
| Emergency Comm. Program | - | - | 25,000 | - | 25,000 | 25,000 | - | 0.0% |
| Total Community Services | \$ 256,367 | \$ 332,888 | \$ 518,400 | \$ 368,051 | \$ 150,349 | \$ 669,400 | \$ 151,000 | 29.1% |
| Facility Services | | | | | | | | |
| Telephone, Cable and Internet Service | 22,237 | 19,104 | 21,200 | 14,864 | 6,336 | 13,200 | (8,000) | -37.7% |
| Lease - Building | 500 | 500 | 12,500 | 500 | 12,000 | 86,700 | 74,200 | 593.6% |
| Lease-Copier | - | 52,207 | 20,500 | 15,982 | 4,518 | 16,000 | (4,500) | -22.0% |
| Insurance(Liab,Auto,Property) | 7,120 | 3,620 | 4,000 | 4,088 | (88) | 4,500 | 500 | 12.5% |
| Miscellaneous Services | - | - | 1,200 | 1,204 | (4) | 1,200 | - | 0.0% |
| Cleaning Services | - | 36,497 | 43,500 | 30,904 | 12,596 | 36,500 | (7,000) | -16.1% |
| Principal-Capital Lease Payments | 5,524 | 6,848 | 7,600 | 7,600 | - | 8,500 | 900 | 11.8% |
| Interest-Capital Lease Payments | 2,988 | 3,366 | 2,600 | 2,600 | - | 1,700 | (900) | -34.6% |
| Total Facility Services | \$ 38,369 | \$ 122,142 | \$ 113,100 | \$ 77,741 | \$ 35,359 | \$ 168,300 | \$ 55,200 | 48.8% |
| Contingency | \$ 20,964 | \$ 22,491 | \$ 134,000 | \$ 8,737 | \$ 125,263 | \$ 151,400 | \$ 17,400 | 13.0% |
| Reserves | | | | | | | | |
| 1st Quarter Operating | - | - | 234,500 | - | 234,500 | 264,900 | 30,400 | 13.0% |
| Building | - | - | - | - | - | 200,000 | 200,000 | NA |
| Total Reserves | \$ - | \$ - | \$ 234,500 | \$ - | \$ 234,500 | \$ 464,900 | \$ 230,400 | 98.3% |
| Total Other Departments | \$ 318,925 | \$ 574,540 | \$1,098,000 | \$ 552,479 | \$ 545,521 | \$1,554,800 | \$ 456,800 | 41.6% |



**Special
Revenue
Fund**

**City of Westlake
Fiscal Year 2022 Budget**

Special Revenue Fund Summary

| Description | FY 2021 | | | FY 2022 | | |
|---------------------------|---------------------|---------------------|--------------------|---------------------|---------------------------|------------------------|
| | Amended Budget | Forecast | Fav / (Unfav) | Budget | Incr./(Decr.) Over Budget | % Budget Incr./(Decr.) |
| FUNDING | | | | | | |
| Revenue | \$ 2,221,100 | \$ 5,252,751 | \$ 3,031,651 | \$ 2,712,200 | \$ 491,100 | 22.1% |
| Addition to Fund Balance | - | (3,075,145) | (3,075,145) | - | - | NA |
| Total Funding | \$ 2,221,100 | \$ 2,177,607 | \$ (43,493) | \$ 2,712,200 | \$ 491,100 | 22.1% |
| EXPENDITURES | | | | | | |
| Expense | 2,221,100 | 2,177,607 | (43,493) | 2,712,200 | 491,100 | 22.1% |
| Total Expenditures | \$ 2,221,100 | \$ 2,177,607 | \$ 43,493 | \$ 2,712,200 | \$ 491,100 | 22.1% |

**City of Westlake
Fiscal Year 2022 Budget**

Special Revenue Fund Detail-Comprehensive Planning Services

| Description | FY 2019 | FY 2020 | FY 2021 | | | FY 2022 | | |
|---------------------------------------|-------------|-------------|---------------------|---------------------|-----------------------|---------------------|---------------------------|------------------------|
| | Actual | Actual | Amended Budget | Forecast | Fav / (Unfav) | Budget | Incr./(Decr.) Over Budget | % Budget Incr./(Decr.) |
| Revenue | | | | | | | | |
| Building Permits | \$ - | \$ - | \$ 1,159,200 | \$ 2,800,891 | \$ 1,641,691 | \$ 1,561,100 | \$ 401,900 | 34.7% |
| Reinspection Fees | - | - | 8,600 | 52,080 | 43,480 | 24,600 | 16,000 | 186.0% |
| Building Permits-Surcharge | - | - | 2,000 | 29,600 | 27,600 | 3,500 | 1,500 | 75.0% |
| Other Building Permit Fees | - | - | 15,000 | 85,860 | 70,860 | 30,000 | 15,000 | 100.0% |
| Building Permits-Admin Fee | - | - | 64,400 | 167,622 | 103,222 | 87,900 | 23,500 | 36.5% |
| Engineering Permits | - | - | 590,900 | 593,654 | 2,754 | 374,600 | (216,300) | -36.6% |
| Planning/Zoning Permits | - | - | 231,000 | 301,714 | 70,714 | 301,700 | 70,700 | 30.6% |
| Developer Contributions | - | - | - | - | - | 25,000 | 25,000 | NA |
| Total Revenue | \$ - | \$ - | \$ 2,071,100 | \$ 4,031,422 | \$ 1,960,322 | \$ 2,408,400 | \$ 337,300 | 16.3% |
| Expenditures | | | | | | | | |
| ProfServ-Engineering | \$ - | \$ - | \$ 562,900 | \$ 300,169 | \$ 262,731 | \$ 352,600 | \$ (210,300) | -37.4% |
| ProfServ-Information Technology | - | - | 28,100 | 32,223 | (4,123) | 170,900 | 142,800 | 508.2% |
| ProfServ-Planning/Zoning Board | - | - | 231,000 | 301,714 | (70,714) | 301,700 | 70,700 | 30.6% |
| ProfServ-Consultants | - | - | 28,000 | 4,325 | 23,675 | 22,000 | (6,000) | -21.4% |
| ProfServ-Building Permits | - | - | 1,219,900 | 1,258,229 | (38,329) | 1,258,200 | 38,300 | 3.1% |
| Outside Legal Services | - | - | - | 825 | (825) | - | - | NA |
| Postage and Freight | - | - | - | 19 | (19) | - | - | NA |
| Telephone, Cable and Internet Service | - | - | 1,200 | 1,142 | 58 | 1,100 | (100) | -8.3% |
| Lease - Building | - | - | - | - | - | 43,400 | 43,400 | NA |
| Lease - Copier | - | - | - | 5,066 | (5,066) | 5,100 | 5,100 | NA |
| Printing | - | - | - | 1,757 | (1,757) | 1,800 | 1,800 | NA |
| Miscellaneous Services | - | - | - | 378 | (378) | - | - | NA |
| Administration Fee | - | - | - | 250,761 | (250,761) | 224,400 | 224,400 | NA |
| Office Supplies | - | - | - | 2,200 | (2,200) | 2,200 | 2,200 | NA |
| Capital Improvements | - | - | - | - | - | 25,000 | 25,000 | NA |
| Total Expenditures | \$ - | \$ - | \$ 2,071,100 | \$ 2,158,808 | \$ (87,708) | \$ 2,408,400 | \$ 337,300 | 16.3% |
| Change in Fund Balance | \$ - | \$ - | \$ - | \$ 1,872,613 | \$ (1,872,613) | \$ - | \$ - | NA |
| Beginning Fund Balance | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 1,872,613 | \$ 1,872,613 | NA |
| Ending Fund Balance | \$ - | \$ - | \$ - | \$ 1,872,613 | \$ (1,872,613) | \$ 1,872,613 | \$ 1,872,613 | NA |

**City of Westlake
Fiscal Year 2022 Budget**

Special Revenue Fund Detail-Housing Assistance

| Description | FY 2019 | FY 2020 | FY 2021 | | | FY 2022 | | |
|-------------------------------|-------------------|--------------------|--------------------|--------------------|----------------------|--------------------|---------------------------|------------------------|
| | Actual | Actual | Amended Budget | Forecast | Fav / (Unfav) | Budget | Incr./(Decr.) Over Budget | % Budget Incr./(Decr.) |
| Revenue | | | | | | | | |
| Interest-Investments | \$ 7,549 | \$ 6,775 | \$ - | \$ 3,808 | \$ 3,808 | \$ 3,800 | \$ 3,800 | NA |
| Donations | 349,608 | 736,863 | 150,000 | 1,217,522 | 1,067,522 | 300,000 | 150,000 | 100.0% |
| Total Revenue | \$ 357,157 | \$ 743,638 | \$ 150,000 | \$1,221,330 | \$ 1,071,330 | \$ 303,800 | \$ 153,800 | 102.5% |
| Expenditures | | | | | | | | |
| Assistance Program | 3,713 | 10,550 | 138,700 | 3,713 | 134,987 | 282,800 | 144,100 | 103.9% |
| Administration Fee | - | - | 11,300 | 15,085 | (3,785) | 21,000 | 9,700 | 85.8% |
| Bank Charges | 24 | - | - | - | - | - | - | NA |
| Total Expenditures | \$ 3,737 | \$ 10,550 | \$ 150,000 | \$ 18,798 | \$ 131,202 | \$ 303,800 | \$ 153,800 | 102.5% |
| Change in Fund Balance | \$ 353,420 | \$ 733,088 | \$ - | \$1,202,531 | \$(1,202,531) | \$ - | \$ - | NA |
| Beginning Fund Balance | \$ 336,953 | \$ 690,373 | \$1,423,461 | \$1,423,461 | \$ - | \$2,625,992 | \$ 1,202,531 | 84.5% |
| Ending Fund Balance | \$ 690,373 | \$1,423,461 | \$1,423,461 | \$2,625,992 | \$(1,202,531) | \$2,625,992 | \$ 1,202,531 | 84.5% |