

# City of Palm Coast, Florida Agenda Item

Agenda Date: July 18, 2023

<b>Department Division</b>	FINANCIAL SERVICES	<b>Amount Account #</b>
<b>Subject</b>	RESOLUTION 2023-XX SETTING A PROPOSED MAXIMUM MILLAGE (TRIM) RATE AND SETTING THE FIRST (TENTATIVE) BUDGET HEARING DATE, TIME, AND LOCATION FOR THE FISCAL YEAR 2024 BUDGET	
<b>Presenter: Helena Alves, Director of Financial Services</b>		
<p><b>Background:</b>  City Council adopted the Fiscal Year 2023 Budget on September 21, 2022, in the amount of \$328,187,636 per Resolution 2022-123.</p> <p>At the April 25, 2023, Special Budget Workshop, City Council was presented with the year-to-date budget results for operating department budgets for Fiscal Year 2023 October through March.</p> <p>On May 2, 2023, City Council approved and adopted the Strategic Action Plan (SAP) for Fiscal Year 2023-2024.</p> <p>At the May 23, 2023, Workshop, staff presented to City Council on fund accounting and revenue source restrictions to prepare for the upcoming Fiscal Year 2024 budget.</p> <p>On June 13, 2023, City Council was presented with an overview of the process for adopting the Property Tax and TRIM rate in preparation to adopt the Fiscal Year 2024 TRIM rate in September.</p> <p>On July 11, 2023, City Council was presented the Fiscal Year 2024 General Fund Budget, and an overview of the TRIM rate options. As discussed, staff is proposing a maximum millage rate of 4.6100 mills, which is an 8.29% increase from the rolled-back rate of 4.2570 mills, and the first budget hearing to be held at 5:15 p.m. on Thursday, September 7, 2023, at the Palm Coast City Hall Community Wing, located at 160 Lake Ave, Palm Coast.</p> <p>Local governments must conform to the maximum millage limitation requirements as outlined in Section 200.065(5), F.S. within 35 days of the certification of value, the City of Palm Coast must inform the property appraiser of the current year’s proposed millage rate and the first budget hearing date and location which will be advertised on the Notice of Proposed Property Taxes (TRIM notice) that the property appraiser mails.</p> <p>Director of Financial Services, Helena Alves, and Budget &amp; Procurement Manager, Gwen Ragsdale, will be presenting to City Council the Proposed Millage Rate &amp; Proposed Budget for the Fiscal Year 2024.</p>		

**Recommended Action:**

**ADOPT RESOLUTION 2023-XX SETTING A PROPOSED MAXIMUM MILLAGE (TRIM) RATE AND SETTING THE FIRST (TENTATIVE) BUDGET HEARING DATE, TIME, AND LOCATION FOR THE FISCAL YEAR 2024 BUDGET**



# Fiscal Year 2024 Proposed General Fund Budget Tuesday July 18, 2023

Helena P. Alves, CGFO, CIA, MBA  
Director of Financial Services

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Gwen E. Ragsdale, MBA  
Budget & Procurement Manager  
Raelene Bowman, Budget Coordinator

- Ad Valorem History
- 2024 Maximum Millage Rate Proposal
- Proposed Personnel Changes
- General Fund Revenue & Expenditures
- Maximum Millage Rate Recommendation



## First Public Hearing September 7, 2023

- Advertised on the TRIM Notice
- Tentative Budget and Millage

## Final Public Hearing September 20, 2023

- Final Budget and Millage adopted
- Final Millage cannot exceed the adopted tentative millage

Fiscal Year	Property Value	Percentage Change	Total Millage	Ad Valorem Receipts	Population
2024	* \$8,746,964,994	14.41%	4.6100	*** \$38,710,568	** 98,411
2023	\$7,645,411,750	19.52%	4.6100	\$33,835,534	96,504
2022	\$6,396,639,746	9.93%	4.6100	\$28,308,969	92,866
2021	\$5,818,727,063	6.72%	4.6989	\$26,247,952	89,437
2020	\$5,452,170,314	9.14%	4.6989	\$24,594,435	86,768
2019	\$4,995,651,282	8.46%	4.6989	\$22,535,103	84,575

\*Based on July 1 Property Appraiser Valuation \*\*Estimate based on July 1, 2022, from US Census Bureau

\*\*\* Ad Valorem Receipts is 96% of the Taxable Property Value



# PALM COAST 2023 Ad Valorem Taxes by Taxing Authority



**Flagler County ¢44**

**School Board ¢29**

**Palm Coast ¢24**

**Others  
¢3**

	Millage Rate
Adopted Fiscal Year 2023	4.6100
Proposed Maximum Millage Rate Fiscal Year 2024	4.6100



A large, stylized logo on the left side of the slide. It features a palm tree with green fronds and a brown trunk, set against a yellow sun. The entire logo is enclosed within a thick blue circular border. The background of the slide is white, with a green triangle at the top left and a yellow bar at the bottom.

# General Fund Revenues and Expenditures

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# General Fund Full Time Positions

	Adopted 2023	Proposed 2024	Change
City Manager's Office	4	5	1
Communications & Marketing	5.5	5.5	0
Economic Development	2	2	0
City Clerk	2.5	3.0	0.5
City Attorney	0.5	0.0	-0.5
Human Resources	8.0	8.0	0
Financial Services	15	15	0
Business Tax	2	2	0
Planning	19.66	20.66	1
Code Enforcement	25.21	25.21	0
Fire	69	75	6
Public Works Streets	53	58	5
Construction Management & Engineering	8	8	0
Parks & Recreation	42.0	44.0	2
<b>Total Full Time Positions</b>	<b>256.37</b>	<b>271.37</b>	<b>15.00</b>



	<b>Adopted 2023</b>	<b>Estimated 2023</b>	<b>Proposed 2024</b>	<b>Fiscal Year 23-24 Change</b>	<b>Percentage Change</b>
Ad Valorem Tax (Property Taxes)*	\$ 33,378,389	\$ 33,378,389	\$ 38,202,844	\$ 4,824,455	
Half Cent Sales Tax**	3,872,418	4,072,418	3,988,591	116,173	
Communication Services Tax**	2,648,290	2,648,290	2,701,256	52,966	
State Revenue Sharing**	1,156,192	1,156,192	1,167,754	11,562	
Other Taxes	835,000	855,000	855,000	20,000	
Permits and Fees	1,612,800	1,724,100	1,649,100	36,300	
Fines and Forfeitures	587,711	587,711	592,778	5,067	
Charges for Services	525,384	506,350	525,493	109	
Charges for Services - Parks and Recreation	2,235,000	2,193,265	2,293,000	58,000	
Charges for Services - Internal Services	3,743,848	3,743,848	3,963,489	219,641	
Other Revenue	127,938	683,615	253,932	125,994	
Interfund Transfers	1,276,379	1,265,962	1,369,172	92,793	
Appropriated Fund Balance	750,000	2,818,596	925,000	175,000	
<b>Total General Fund Revenue</b>	<b>\$ 52,749,349</b>	<b>\$ 55,633,736</b>	<b>\$ 58,487,409</b>	<b>\$ 5,738,060</b>	<b>10.9%</b>

\*2024 Based on Proposed TRIM Rate of 4.6100 and 96% of Taxable Property Values

\*\*Estimated Revenue – will continue to update as new estimates are released from the State

	<b>Adopted 2023</b>	<b>Estimated 2023</b>	<b>Proposed 2024</b>	<b>Fiscal Year 23-24 Change</b>	<b>Percentage Change</b>
Administrative Services	\$ 5,750,826	\$ 5,615,148	\$ 6,218,942	\$ 468,116	
Construction Management & Engineering	1,168,036	1,129,912	1,455,989	287,953	
Economic Development	411,945	403,227	529,382	117,437	
Planning	2,577,743	2,417,395	2,994,697	416,954	
Code Enforcement	3,314,269	3,199,125	3,599,508	285,239	
Business Tax	-	-	251,847	251,847	
Public Safety - Fire	12,827,111	12,885,246	13,240,986	413,875	
Public Safety - Flagler County Sheriff's Contract	6,532,276	6,532,276	7,363,929	831,653	
Public Works Streets Maintenance	8,572,048	8,559,145	9,366,829	794,781	
Parks, Recreation and Parks Maintenance	8,409,901	8,378,957	9,066,570	656,669	
Non-Departmental	3,185,194	6,513,305	4,398,730	1,213,536	
	<b>\$ 52,749,349</b>	<b>\$ 55,633,736</b>	<b>\$ 58,487,409</b>	<b>\$ 5,738,060</b>	<b>10.9%</b>

	<b>Adopted 2023</b>	<b>Estimated 2023</b>	<b>Proposed 2024</b>	<b>Fiscal Year 23-24 Change</b>	<b>Percentage Change</b>
City Council	\$ 290,524	\$ 276,964	\$ 387,804	\$ 97,280	
City Manager's Office	778,812	808,621	1,005,202	226,390	
City Clerk's Office	288,479	273,779	282,928	(5,551)	
City Attorney	624,617	592,001	685,254	60,637	
Communications and Marketing	671,800	667,445	712,045	40,245	
Human Resources	1,071,827	1,047,692	1,144,108	72,281	
Financial Services	2,024,767	1,948,646	2,001,601	(23,166)	
	<b>\$ 5,750,826</b>	<b>\$ 5,615,148</b>	<b>\$ 6,218,942</b>	<b>\$ 468,116</b>	<b>8.1%</b>

## Personnel

Transfer – Chief of Staff from Planning, Code Enforcement, and Building

Transfer – .5 FTE from City Attorney to City Clerk

Transfer Business Tax from Financial Services to Community Development



	<b>Adopted 2023</b>	<b>Estimated 2023</b>	<b>Proposed 2024</b>	<b>Fiscal Year 23-24 Change</b>	<b>Percentage Change</b>
Personnel Services	\$ 1,036,225	\$ 1,012,414	\$ 1,157,433	\$ 121,208	
Operating Expenditures	126,481	115,091	298,556	172,075	
Interfund Transfers	5,330	2,407	-	(5,330)	
<b>TOTAL</b>	<b>\$ 1,168,036</b>	<b>\$ 1,129,912</b>	<b>\$ 1,455,989</b>	<b>\$ 287,953</b>	<b>24.7%</b>



	<b>Adopted 2023</b>	<b>Estimated 2023</b>	<b>Proposed 2024</b>	<b>23-24 Change</b>	<b>Percentage Change</b>
Personnel Services	\$ 2,053,679	\$ 2,000,021	\$ 2,445,019	\$ 391,340	
Operating Expenditures	504,713	398,023	535,450	30,737	
Interfund Transfers	19,351	19,351	14,228	(5,123)	
<b>TOTAL</b>	<b>\$ 2,577,743</b>	<b>\$ 2,417,395</b>	<b>\$ 2,994,697</b>	<b>\$ 416,954</b>	<b>16.2%</b>

Personnel New Position:

New – Planning Manager – start 1/1

New – Community Development Director – start 10/1



	<b>Adopted 2023</b>	<b>Estimated 2023</b>	<b>Proposed 2024</b>	<b>Fiscal Year 23-24 Change</b>	<b>Percentage Change</b>
Personnel Services	\$ 2,087,613	\$ 2,037,183	\$ 2,320,485	\$ 232,872	
Operating Expenditures	1,223,256	1,158,542	1,277,300	54,044	
Interfund Transfers	3,400	3,400	1,723	(1,677)	
<b>TOTAL</b>	<b>\$ 3,314,269</b>	<b>\$ 3,199,125</b>	<b>\$ 3,599,508</b>	<b>\$ 285,239</b>	<b>8.6%</b>

Personnel New Position:

New – Community Development Director – start 10/1





	<b>Adopted 2023</b>	<b>Estimated 2023</b>	<b>Proposed 2024</b>	<b>Fiscal Year 23-24 Change</b>	<b>Percentage Change</b>
Personnel Services	\$ -	\$ -	\$ 189,349	\$ 189,349	
Operating Expenditures	-	-	62,498	62,498	
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 251,847</b>	<b>\$ 251,847</b>	<b>0.0%</b>

Business Tax separated from Financial Services in FY 2024



	<b>Adopted 2023</b>	<b>Estimated 2023</b>	<b>Proposed 2024</b>	<b>Fiscal Year 23-24 Change</b>	<b>Percentage Change</b>
Personnel Services	\$ 133,009	\$ 133,029	\$ 171,599	\$ 38,590	
Operating Expenditures	263,936	255,198	242,783	(21,153)	
Economic Development Special Projects	15,000	15,000	115,000	100,000	
<b>TOTAL</b>	<b>\$ 411,945</b>	<b>\$ 403,227</b>	<b>\$ 529,382</b>	<b>\$ 117,437</b>	<b>28.5%</b>





	<b>Adopted 2023</b>	<b>Estimated 2023</b>	<b>Proposed 2024</b>	<b>Fiscal Year 23-24 Change</b>	<b>Percentage Change</b>
Personnel Services	\$ 8,540,723	\$ 8,506,231	\$ 9,420,714	\$ 879,991	
Operating Expenditures	4,156,114	4,228,800	3,769,022	(387,092)	
Interfund Transfers	71,121	71,121	41,250	(29,871)	
Capital Outlay	59,153	79,094	10,000	(49,153)	
<b>TOTAL</b>	<b>\$ 12,827,111</b>	<b>\$ 12,885,246</b>	<b>\$ 13,240,986</b>	<b>\$ 413,875</b>	<b>3.2%</b>

Personnel New Position:

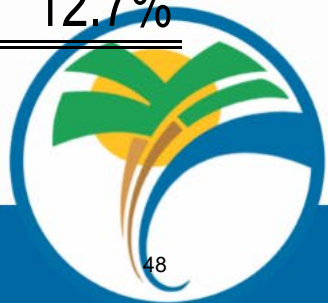
New Position - (6) Firefighter / EMT – (3) 10/1/23 and (3) 4/1/24



**FY 24 Increase Funding Request to Maintain Existing Service Levels**

- 5.3% Cost of Living Adjustment
- Contractual Step Increase
- FRS adopted Retirement Rates effective 7/1/23
- 9.78% increase in Health Insurance Premiums
- 3 Deputies in FY23 were funded for 9 months

	<b>Adopted 2023</b>	<b>Estimated 2023</b>	<b>Proposed 2024</b>	<b>Fiscal Year 23-24 Change</b>	<b>Percentage Change</b>
Enhanced Contract	\$ 6,532,276	\$ 6,532,276	\$ 7,363,929	\$ 831,653	
<b>TOTAL</b>	<b>\$ 6,532,276</b>	<b>\$ 6,532,276</b>	<b>\$ 7,363,929</b>	<b>\$ 831,653</b>	<b>12.7%</b>



	<b>Adopted 2023</b>	<b>Estimated 2023</b>	<b>Proposed 2024</b>	<b>Fiscal Year 23-24 Change</b>	<b>Percentage Change</b>
Personnel Services	\$ 4,116,736	\$ 4,067,779	\$ 4,728,395	\$ 611,659	
Operating Expenditures	4,326,270	4,362,322	4,622,434	296,164	
Interfund Transfers	113,042	118,744	-	(113,042)	
Capital Outlay	16,000	10,300	16,000	-	
<b>TOTAL</b>	<b>\$ 8,572,048</b>	<b>\$ 8,559,145</b>	<b>\$ 9,366,829</b>	<b>\$ 794,781</b>	<b>9.3%</b>

\* 5 positions for Facilities Mowing are moving to the General Fund in FY 2024

Personnel :

- Transfer from Facilities Maintenance Mowing - Public Works Lead
- Transfer from Facilities Maintenance Mowing - Landscape Technician
- Transfer from Facilities Maintenance Mowing - Grounds Maintenance Worker (3)



	<b>Adopted 2023</b>	<b>Estimated 2023</b>	<b>Proposed 2024</b>	<b>Fiscal Year 23-24 Change</b>	<b>Percentage Change</b>
Personnel Services	\$ 1,527,134	\$ 1,526,159	\$ 1,591,043	\$ 63,909	
Operating Expenditures	800,007	811,982	891,487	91,480	
Interfund Transfers	4,295	4,295	2,150	(2,145)	
Grants	50,000	39,000	53,000	3,000	
<b>TOTAL</b>	<b>\$ 2,381,436</b>	<b>\$ 2,381,436</b>	<b>\$ 2,537,680</b>	<b>\$ 156,244</b>	<b>6.6%</b>





# PALM COAST Parks & Recreation – Aquatics Center

	<b>Adopted 2023</b>	<b>Estimated 2023</b>	<b>Proposed 2024</b>	<b>Fiscal Year 23-24 Change</b>	<b>Percentage Change</b>
Personnel Services	\$ 362,814	\$ 362,887	\$ 373,446	\$ 10,632	
Operating Expenditures	132,566	128,066	157,666	25,100	
Interfund Transfers	3,215	3,215	-	(3,215)	
<b>TOTAL</b>	<b>\$ 498,595</b>	<b>\$ 494,168</b>	<b>\$ 531,112</b>	<b>\$ 32,517</b>	<b>6.5%</b>



	<b>Adopted 2023</b>	<b>Estimated 2023</b>	<b>Proposed 2024</b>	<b>Fiscal Year 23-24 Change</b>	<b>Percentage Change</b>
Personnel Services	\$ 276,682	\$ 277,682	\$ 413,777	\$ 137,095	
Operating Expenditures	152,519	151,519	238,610	86,091	
Interfund Transfers	-	-	7,440	7,440	
<b>TOTAL</b>	<b>\$ 429,201</b>	<b>\$ 429,201</b>	<b>\$ 659,827</b>	<b>\$ 230,626</b>	<b>53.7%</b>

Personnel New Positions:

New – Customer Service Representatives (2)– start 4/1





	<b>Adopted 2023</b>	<b>Estimated 2023</b>	<b>Proposed 2024</b>	<b>Fiscal Year 23-24 Change</b>	<b>Percentage Change</b>
Personnel Services	\$ 564,966	\$ 557,319	\$ 549,229	\$ (15,737)	
Operating Expenditures	1,533,774	1,536,943	1,534,149	375	
Interfund Transfers	43,050	37,528	-	(43,050)	
<b>TOTAL</b>	<b>\$ 2,141,790</b>	<b>\$ 2,131,790</b>	<b>\$ 2,083,378</b>	<b>\$ (58,412)</b>	<b>-2.7%</b>

	<b>Adopted 2023</b>	<b>Estimated 2023</b>	<b>Proposed 2024</b>	<b>Fiscal Year 23-24 Change</b>	<b>Percentage Change</b>
Personnel Services	\$ 1,679,763	\$ 1,671,950	\$ 1,849,385	\$ 169,622	
Operating Expenditures	1,187,436	1,192,398	1,405,188	217,752	
Interfund Transfers	79,590	61,323	-	(79,590)	
Capital Outlay	12,090	10,795	-	(12,090)	
<b>TOTAL</b>	<b>\$ 2,958,879</b>	<b>\$ 2,936,466</b>	<b>\$ 3,254,573</b>	<b>\$ 295,694</b>	<b>10.0%</b>

# Non-Departmental

	Adopted 2023	Estimated 2023	Proposed 2024	Fiscal Year 23-24 Change	Percentage Change
Operating Expenditures	1,467,699	1,498,810	1,615,802	\$ 148,103	
Interfund Transfers	964,495	4,464,495	1,088,344	123,849	
Grants*	3,000	-	-	(3,000)	
Contingency	750,000	550,000	750,000	-	
Available for Council Consideration	-	-	944,584	944,584	
<b>TOTAL</b>	<b>\$ 3,185,194</b>	<b>\$ 6,513,305</b>	<b>\$ 4,398,730</b>	<b>\$ 1,213,536</b>	<b>38.1%</b>

Transfers	FY2023	FY2024
Community Redevelopment Agency	\$ 964,495	\$ 1,088,344
Fund Balance - Disaster Reserve	\$ 1,000,000	\$ -
Fund Balance - Capital Projects	\$ 2,500,000	\$ -

\* Moved to Parks and Recreation in FY 2024



# Truth in Millage (TRIM) Property Taxes

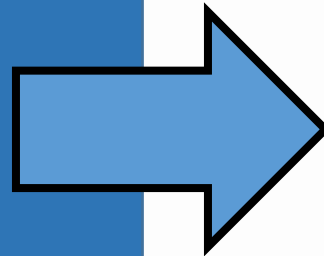
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## Next Step:

- July 18, 2023 – Resolution to Adopt the Maximum Millage Rate

	Millage Rate
Rolled-Back Rate	4.2570
2024 Majority Vote	5.6405
2024 Two-Thirds Vote	6.2046
2023 Adopted Millage	4.6100
2024 Proposed Maximum Millage	4.6100

Access to the Fiscal Year  
2024 budget calendar,  
budget worksheets, and  
previous Council  
presentations



Visit [www.palmcoast.gov](http://www.palmcoast.gov) and click the link



# Questions

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**RESOLUTION 2023-\_\_\_\_**  
**PROPOSED MAXIMUM MILLAGE RATE**

**A RESOLUTION OF THE CITY OF PALM COAST,  
FLAGLER COUNTY, FLORIDA, SETTING A  
PROPOSED MAXIMUM AD VALOREM MILLAGE  
RATE AND TENTATIVE BUDGET HEARING DATE,  
TIME AND LOCATION FOR THE CITY OF PALM  
COAST, FLAGLER COUNTY, FLORIDA, FOR  
FISCAL YEAR 2023-2024; AND PROVIDING AN  
EFFECTIVE DATE**

**WHEREAS**, the City of Palm Coast, Flagler County, Florida, must provide the Property Appraiser with a proposed millage rate, the current year rolled-back rate and the date, time, and meeting place of the Tentative Budget hearing; and

**WHEREAS**, this notification must be provided by August 4, 2023; and

**WHEREAS**, the gross taxable value of property within the City of Palm Coast, Flagler County, Florida, has been certified by the County Property Appraiser to the City of Palm Coast as \$8,746,964,994.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PALM COAST, FLORIDA, AS FOLLOWS:**

**SECTION 1. LEGISLATIVE AND ADMINISTRATIVE FINDINGS.** The above recitals (whereas clauses) are hereby adopted as the findings of the City Council of the City of Palm Coast.

**SECTION 2. PROPOSED MILLAGE AND PUBLIC HEARING.** The City Council of the City of Palm Coast, Flagler County, Florida, sets the fiscal year 2023-2024 proposed millage rate at 4.6100 mills, which is an 8.29% increase from the rolled-back rate of 4.257 mills. The Tentative Budget Hearing will be held at 5:15 p.m. on Thursday, September 7, 2023, at the Palm Coast City Hall Community Wing, located at 160 Lake Ave, Palm Coast.

**SECTION 3. EFFECTIVE DATE.** This Resolution shall become effective immediately upon its passage and adoption.



**DULY PASSED AND ADOPTED** at the meeting of the City Council of the City of Palm Coast, Florida, on this 18<sup>th</sup> day of July 2023.

ATTEST:

CITY OF PALM COAST

\_\_\_\_\_  
KALEY COOK, CITY CLERK

\_\_\_\_\_  
DAVID ALFIN, MAYOR

APPROVED AS TO FORM AND LEGALITY:

\_\_\_\_\_  
NEYSA BORKERT, CITY ATTORNEY