



**FINAL BUDGET HEARING**

**MONDAY, SEPTEMBER 25, 2023**

**5:01 P.M.**



**PUBLIC NOTICE/AGENDA  
SPECIAL TOWN COMMISSION MEETING at 5:01 p.m.  
Monday September 25, 2023**

| Town Commission                  |       | Town Staff                               |       |
|----------------------------------|-------|--|-------|
| Stewart Satter, Mayor            | _____ | Linda A. Stumpf, Town Manager            | _____ |
| John Deese, Vice Mayor           | _____ | Carmen Mattox, Chief of Police           | _____ |
| Simone Bonutti, Mayor Pro Tem    | _____ | Erika Petersen, Town Clerk               | _____ |
| Richard Granara, Commissioner    | _____ | Keith Davis, Town Attorney               | _____ |
| Chauncey Johnstone, Commissioner | _____ | Trey Nazzaro, Ass't. Town Attorney       | _____ |
| Aileen Carlucci, Commissioner    | _____ | Brent Watson, Water Plant Superintendent | _____ |
| Kristin Rosen, Commissioner      | _____ | Ashley Watson, Accounting Clerk          | _____ |

**1. Adoption of Final Millage Rate and Final 2023-2024 Budget – 2<sup>nd</sup> Hearing**

- a) Open the Public Hearing
- b) Announce that the millage rate is 13.35% higher than the rolled-back rate of 2.6466 necessary to fund the budget.
- c) Announce the proposed Millage Rate of 3.000.
- d) Summary of the Final Budget: General Fund Budget \$7,880,344; Library Fund Budget \$77,000; Utility Fund Budget \$7,529,698 for a Total Fund Budget of \$15,487,042. Which includes the specific purposes for which ad valorem revenues are being used.
- e) Comments from the public.

**2. Adoption of Resolution 06-2023:**

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF MANALAPAN, FLORIDA, ADOPTING THE FINAL MILLAGE RATE FOR THE TOWN OF MANALAPAN FOR THE FISCAL YEAR COMMENCING ON OCTOBER 1, 2023 AND ENDING ON SEPTEMBER 30, 2024; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

**3. Adoption of the Final Budget for fiscal year 2023-2024. Adoption of Resolution 07-2023:**

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF MANALAPAN, FLORIDA, ADOPTING ITS FINAL BUDGET FOR FISCAL YEAR 2023-2024; PROVIDING THAT THE BUDGET HEREBY ADOPTED MAY BE ADJUSTED OR MODIFIED BY SUBSEQUENT RESOLUTION OF THE TOWN COMMISSION UNDER CERTAIN CIRCUMSTANCES; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.

**4. Close the Public Hearing.**

**ADJOURNMENT**

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision made by the Town Commission, Special Magistrate or any other Boards or Commissions of the Town with respect to any matter considered at this meeting or hearing, such interested person will need a record of the proceedings, and for such purpose may need to insure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The meeting/hearing will be continued from day to day, time to time, place to place, as may be found necessary during the aforesaid meeting. IN ACCORDANCE WITH THE PROVISIONS OF THE AMERICANS WITH DISABILITIES ACT (ADA), THIS DOCUMENT CAN BE MADE AVAILABLE IN AN ALTERNATE FORMAT (LARGE PRINT) UPON REQUEST AND SPECIAL ACCOMMODATIONS CAN BE PROVIDED UPON REQUEST WITH THREE (3) DAYS ADVANCE NOTICE. Please contact the Town Clerk at (561) 585-9477 - 600 South Ocean Blvd., Manalapan, FL 33462 - townhall@manalapan.org

**Exhibit A**  
**BUDGET SUMMARY**  
**TOWN OF MANALAPAN-FISCAL YEAR 2023-2024**

Millage Per \$1000  
**General Fund 3.000**

|  | <b>GENERAL<br/>FUND</b> | <b>LIBRARY<br/>FUND</b> | <b>UTILITY<br/>FUND</b> | <b>TOTAL<br/>BUDGET</b> |
|--|-------------------------|-------------------------|-------------------------|-------------------------|
| <b>REVENUES/SOURCES:</b>               |                         |                         |                         |                         |
| TAXES:                                 |                         |                         |                         |                         |
| Ad Valorem Taxes                       | 6,260,763               |                         |                         | 6,260,763               |
| Sales and Use Taxes                    | 96,506                  |                         |                         | 96,506                  |
| Franchise Taxes                        | 393,569                 |                         |                         | 393,569                 |
| Utility Service Taxes                  | 131,433                 |                         |                         | 131,433                 |
| Business Tax and Permits               | 749,200                 |                         |                         | 749,200                 |
| Intergovernmental Revenue              | 23,968                  |                         |                         | 23,968                  |
| Charges for Services                   | 2,000                   | 10,000                  | 2,030,344               | 2,042,344               |
| Fines and Forfeitures                  | 3,237                   |                         |                         | 3,237                   |
| Interest                               | 25,368                  | 0                       | 16,185                  | 41,553                  |
| Miscellaneous Revenue                  | 32,300                  | 3,000                   | 7,500                   | 42,800                  |
| Other Financing Sources                | 162,000                 | 64,000                  | 5,065,669               | 5,291,669               |
| Interfund Transfer In                  |                         |                         | 410,000                 | 410,000                 |
| Fund Balance/Reserves/Net Assets       | 0                       |                         |                         | 0                       |
| <b>TOTAL REVENUES/SOURCES</b>          | <b>\$7,880,344</b>      | <b>\$77,000</b>         | <b>\$7,529,698</b>      | <b>\$15,487,042</b>     |
| <b>EXPENDITURES/USES:</b>              |                         |                         |                         |                         |
| Legislative                            | 12,000                  |                         |                         | 12,000                  |
| Finance & Administration               | 774,930                 |                         |                         | 774,930                 |
| Information Technology                 | 157,460                 |                         |                         | 157,460                 |
| Public Safety                          |                         |                         |                         |                         |
| Police Department                      | 3,089,282               |                         |                         | 3,089,282               |
| Fire/Rescue                            | 2,032,264               |                         |                         | 2,032,264               |
| Physical Environment:                  |                         |                         |                         |                         |
| Building, Planning & Zoning            | 418,096                 |                         |                         | 418,096                 |
| Emergency/Disaster                     | 5,000                   |                         |                         | 5,000                   |
| Sanitation                             | 160,377                 |                         |                         | 160,377                 |
| Facilities & Grounds Maintenance       | 105,339                 |                         |                         | 105,339                 |
| Transportation/Streets                 | 11,200                  |                         |                         | 11,200                  |
| Library                                | 54,000                  | 77,000                  |                         | 131,000                 |
| Interfund Transfer Out                 | 410,000                 |                         |                         | 410,000                 |
| Water Department                       |                         |                         | 2,337,502               | 2,337,502               |
| Waste Water Department                 |                         |                         | 417,196                 | 417,196                 |
| Capital Asset Acquisition/Improvements | 650,396                 |                         | 4,775,000               | 5,425,396               |
| Reserves                               | 0                       | 0                       | 0                       | 0                       |
| <b>TOTAL EXPENDITURES/USES</b>         | <b>\$7,880,344</b>      | <b>\$77,000</b>         | <b>\$7,529,698</b>      | <b>\$15,487,042</b>     |

The tentative, adopted, and/or final budgets are on file in the office  
of the above referenced taxing authority as a public record

**RESOLUTION NO. 06-2023**

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF MANALAPAN, FLORIDA, ADOPTING THE FINAL MILLAGE RATE FOR THE TOWN OF MANALAPAN FOR THE FISCAL YEAR COMMENCING ON OCTOBER 1, 2023 AND ENDING ON SEPTEMBER 30, 2024; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.**

**WHEREAS**, the Town Commission of the Town of Manalapan has determined the sum of \$14,587,042 will be required to operate the Town during the next fiscal year; and

**WHEREAS**, the gross taxable value for operating purposes not exempt from taxation within the Town of Manalapan has been certified by the County Property Appraiser as \$2,158,139,772; and

**WHEREAS**, pursuant to the provisions of Section 200, F.S., the Town of Manalapan has the power to levy ad valorem taxes against real property and tangible personal property in accordance with state law.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF MANALAPAN, FLORIDA, THAT:**

**Section 1:** The Town Commission of the Town of Manalapan does hereby adopt its final millage rate of 3.000 mills to be levied for the general fund upon all real and tangible personal property located within the boundaries of the above named taxing authority.

**Section 2:** The final levy of 3.000 mills represents an increase from the rolled-back rate of 2.6466 mills by 13.35 %.

**Section 3:** This final millage rate of 3.000 mills is levied to fund expenses for the fiscal year commencing October 1, 2023 and ending September 30, 2024.

**Section 4:** This Resolution shall take effect immediately upon adoption by the Town Commission.

PASSED AND ADOPTED this 25th day of September 2023.

TOWN OF MANALAPAN

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STEWART SATTER, MAYOR

ATTEST:

(Seal)

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ERIKA PETERSEN, TOWN CLERK

**RESOLUTION NO. 07-2023**

**A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF MANALAPAN, FLORIDA, ADOPTING ITS FINAL BUDGET FOR FISCAL YEAR 2023-2024; PROVIDING THAT THE BUDGET HEREBY ADOPTED MAY BE ADJUSTED OR MODIFIED BY SUBSEQUENT RESOLUTION OF THE TOWN COMMISSION UNDER CERTAIN CIRCUMSTANCES; PROVIDING AN EFFECTIVE DATE; AND FOR OTHER PURPOSES.**

**WHEREAS**, the Town of Manalapan has established its fiscal year to begin October 1<sup>st</sup> of each year and end on September 30<sup>th</sup> of the following year; and

**WHEREAS**, Section 166.241(2), F.S. requires each municipality to adopt a budget by ordinance or resolution unless otherwise specified in the respective municipality's Charter; and

**WHEREAS**, the Charter of the Town of Manalapan at Section 3.11 provides that the budget be adopted by resolution; and

**WHEREAS**, the Town of Manalapan has held the required budget hearings in accordance with Chapter 200, F.S.; and

**WHEREAS**, having considered the estimates of revenues and expenses, it is the will and desire of the Town Commission that the final budget be approved and adopted as set forth herein.

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF MANALAPAN, FLORIDA, THAT:**

**Section 1:** The Town Commission of the Town of Manalapan, Florida, hereby adopts its budget for fiscal year 2023-2024, which budget is attached hereto as Exhibit "A" and made a part hereof as if fully set forth herein.

**Section 2:** The 2023-2024 Budget establishes limitations on expenditures by total. Appropriations for expenditures within a fund may be decreased or increased by motion of the Town Commission recorded in the minutes, provided that the total of the appropriations of the fund is not changed.

**Section 3:** The Town Commission may establish procedures by which the designated budget officer may authorize certain budget amendments within a department, provided that the total of the appropriations of the department is not changed.

**Section 4:** Amendments other than those delineated in Sections 2 and 3 must be adopted by resolution.

**Section 5:** The Town Clerk shall mail a copy of this Resolution to the Palm Beach County Property Appraiser, to the Palm Beach County Tax Collector, and to the State of Florida, Department of Revenue within three (3) days after its adoption.

**Section 6:** The Town Clerk shall, within thirty (30) days of the effective date of this Resolution, certify to the State of Florida, Department of Revenue that the Town has complied with all statutory requirements in adopting the millage rate and budget. The Town Clerk shall transmit to the Department a copy of this Resolution, a copy of the certification of value showing the rolled-back rate and proposed millage rates as provided to the Property Appraiser and a certified copy of the published advertisement of the final budget public hearing.

**Section 7:** This Resolution shall take effect immediately upon adoption by the Town Commission.

PASSED AND ADOPTED this 25<sup>th</sup> day of September, 2023

TOWN OF MANALAPAN

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STEWART SATTER, MAYOR

ATTEST:

(Seal)

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ERIKA PETERSEN, TOWN CLERK