

**TOWN OF CINCO BAYOU, FLORIDA
BUDGET WORKSHOP
JULY 29, 1997**

PRESENT

Mayor Drabczuk
Councilman Beard
Councilman Kendrick
Councilwoman Leach
Councilman Payne
Councilman Skelly

Also Present: Interim Town Manager Albert Borchik, Legal Counsel Jeff McInnis, Engineer Richard Griswold and Secretary Faye Payne.

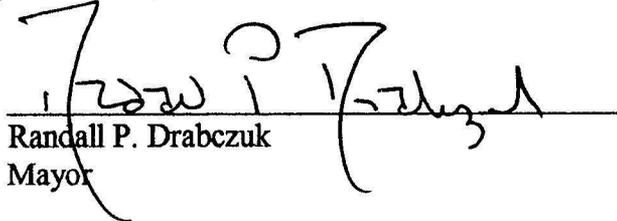
FY 1998 MILLAGE RATE & GENERAL OPERATING BUDGET

Mr. Borchik reviewed the ad valorem tax millage rate adoption process along with the options for the FY98 millage rate and a proposed public hearing and adoption schedule. In addition, a draft budget proposal was presented that listed the basic operating and maintenance costs for the coming year without capital improvements. The main purpose of the workshop was to select a millage rate cap and to set the dates for the required public hearings for millage rate and budget adoption. A budget workshop/s will be held at a later date to finalize the FY 98 Budget and millage rate.

Councilman Skelly made a motion to set the first public hearing date for September 4, 1997 with the final adoption public hearing date September 25, 1997, seconded by Councilwoman Leach. The motion was unanimously approved. Councilman Skelly then made a motion to set the millage rate cap at 2.3 mills, seconded by Councilwoman Leach. The motion was unanimously approved.

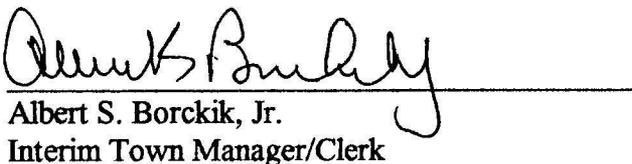
The Council agreed that workshops to review and finalize the FY 98 budget would be required, however, dates for the workshops were not set at this time.

There being no further business, the meeting was adjourned at 9:20 PM.



Randall P. Drabczuk
Mayor

Attest:



Albert S. Borckik, Jr.
Interim Town Manager/Clerk



TOWN OF CINCO BAYOU

10 YACHT CLUB DRIVE (CINCO BAYOU)
FT. WALTON BEACH, FLORIDA 32548-4436
850-244-2712
FAX 850-244-9188

Mayor:
RANDALL P. DRABCZUK

Council Members:
BRYAN BEARD
JIM KENDRICK
CAROLYNN H. LEACH
V.E. "Dutch" PAYNE
JOSEPH P. SKELLY

July 25, 1997

Mayor Drabczuk
Councilman Beard
Councilman Kendrick
Councilwoman Leach
Councilman Payne
Councilman Skelly

Re: FY 98 Millage Rate & General Operating Budget

This packet contains information and suggestions for you to consider concerning the FY 98 millage rate and General Operating Budget.

The Budget Workshop scheduled for Tuesday, July 29 is primarily to review the budget and set a tentative millage rate along with the dates for an additional budget workshop/s and the dates for the formal adoption of the millage rate and budget. A chart showing the millage rates, revenue generated for each rate along with rate increase percentages is included. A copy of the form that must be completed and submitted by August 1 is also included. A proposed schedule of events to comply with TRIM is enclosed for your consideration.

The budget as presented has a estimated income of \$192,451.00 and expenditures of 169,983.20, however, it does not include any major capital improvements to the roads or parks. Mr Gillespie has provided detailed cost estimates for paving Opp Boulevard, Opp Road and Troy Street and these estimates are included in this packet.

During January, priorities were established for road repairs/repaving, park and town hall repairs along with the requirement to retain at least \$100,000. in reserve funds. Repairs to Frances Park have been completed and the repairs to the town hall are included in the budget proposal.

A detailed Salaries and Wage proposal is included and reflects a 5% COL for the secretary and maintenance man.

All other items in the budget are based upon known future contract charges, past history and/or annual amounts based on the previous 9 month's income/expenses adjusted to 12 months.

Respectfully,


ALBERT S. BORCHIK, JR.
Interim Town Manager/Clerk

FY 1998 MILLAGE RATES

APPRAISED VALUE - \$ 28,834.742.

<u>PROPOSED MILLAGE RATE</u>	<u>AD VAL TAX</u>	<u>95%</u>	<u>INCREASE OVER R/B</u>
2.23 (ROLL BACK RATE)	\$ 64,013	\$ 60,812	-
2.25	64,876	61,632	.9%
2.30	66,320	63,004	3.13%
2.35	67,761	64,374	5.38%
2.40	69,203	65,743	7.62%
2.45	70,645	67,113	9.87%
2.50	72,087	68,483	12.10%

PROPOSED MILLAGE AND BUDGET ADOPTION TIMETABLE

FYE 1998 BUDGET

<u>DATE</u>	<u>EVENT</u>
June 27	Certification of Taxable Value received from Property Appraiser.
July 1 thru July 31	Establish proposed millage rate. Establish date, time & place for Public Hearing on the proposed millage rate. Complete form DR 420 and submit to Property Appraiser by August 1, 1997.
August 22	Property Appraiser mails notice of proposed millage rate and Public Hearing time, date and place to property owners.
September 2	Special meeting and Public Hearing, 6 PM, Town Hall, on proposed millage rate and FYE 1998 General Operating Budget. Adopt tentative millage rate and budget. Present first reading of millage rate ordinance and budget resolution.
September 11	Publish Department of Revenue required ads for proposed millage rate and budget adoption during Special Meeting on September 25, 1997. Also publish ad for second reading and proposed adoption of millage ordinance and budget resolution.
September 25	Special Meeting and Public Hearing to adopt millage rate and budget and ordinance establishing millage rate and resolution adopting FYE 1998 General Operating Budget.
September 29	Certify adopted millage rate to Property Appraiser, Tax Collector and Department of Revenue. (Within 3 working days of adoption)
October 1	Effective date of FYE 1998 Budget.
October 25	Deadline for certifying TRIM compliance to the Department of Revenue. (Within 30 days of adoption)

This TRIM schedule satisfies the 1997/1998 TRIM calendar advertising and public hearing requirements set forth in Florida Statutes, Department of Revenue TRIM Manual and Administrative Procedures and Town of Cinco Bayou ordinance adoption procedures.

CERTIFICATION OF TAXABLE VALUE

DR-420
R.01/95

SECTION I

1997 Year

Okaloosa County

To CINCO BAYOU

(Name of Taxing Authority)

- (1) Current Year Taxable Value of Real Property for Operating Purposes \$ 25,025,414
- (2) Current Year Taxable Value of Personal Property for Operating Purposes \$ 3,809,328
- (3) Current Year Taxable Value of Centrally Assessed Property for Operating Purposes \$ -
- (4) Current Year Gross Taxable Value for Operating Purposes (1) + (2) + (3) \$ 28,834,742
- (5) Current Year Net New Taxable Value (New Construction + Additions + Rehabilitative Improvements Increasing Assessed Value By At Least 100% + Annexations - Deletions) \$ 764
- (6) Current Year Adjusted Taxable Value (4) - (5) \$ 28,833,978
- (7) Prior Year Final Gross Taxable Value (From Prior Year Applicable Form DR-403 Series) \$ 27,894,300

I do hereby certify the values shown herein to be correct to the best of my knowledge and belief. Witness my hand and official signature at Ft. Walton Beach, FL, Florida, this the 27th day of June, 1997.

Samuel P. Smith
Signature of Property Appraiser

TAXING AUTHORITY: If this portion of the form is not completed in FULL your Authority will be denied TRIM certification and possibly lose its millage levy privilege for the tax year. If any line is inapplicable, enter N/A or -0-.

SECTION II

- (8) Prior Year Operating Millage Levy \$ 2.3 per \$1,000
- (9) Prior Year Ad Valorem Proceeds: (7) x (8) \$ 64,157.
- (10) Current Year Rolled-Back Rate (9) ÷ (6) \$ 2.23 per \$1,000
- (11) Current Year Proposed Operating Millage Rate \$ _____ per \$1,000
- (12) Check one (1) TYPE of Taxing Authority:
 County Municipality Independent Special District Dependent Special District Municipal Service Taxing Unit Multi-County Taxing Unit
- (13) IF DEPENDENT SPECIAL DISTRICT OR MSTU IS MARKED, PLEASE SEE REVERSE SIDE.
- (14) Current Year Millage Levy for VOTED DEBT SERVICE \$ -0- per \$1,000
- (15) Current Year OTHER VOTED MILLAGE \$ -0- per \$1,000

DEPENDENT SPECIAL DISTRICTS SKIP lines (16) through (22)

- (16) Enter Total Prior Year Ad Valorem Proceeds of ALL DEPENDENT Special Districts & MSTU's levying a millage. (The sum of Line (9) from each District's Form DR-420) \$ -0-
- (17) Total Prior Year Proceeds: (9) + (16) \$ 64,157.
- (18) The Current Year Aggregate Rolled-back Rate: (17) ÷ (6) \$ 2.23 per \$1,000
- (19) Current Year Aggregate Rolled-back Taxes: (4) x (18) \$ 64,301
- (20) Enter Total of all non-voted Ad Valorem Taxes proposed to be levied by the Principal Taxing Authority, all Dependent Districts, & MSTU's if any. Line (11) x Line (4) \$ _____
- (21) Current Year Proposed Aggregate Millage Rate: (20) ÷ (4) \$ _____ per \$1,000
- (22) Current Year Proposed Rate as a PERCENT CHANGE of Rolled-back Rate: _____ %
 [(Line 21 ÷ Line 18) - 1.00] x 100

Date, Time and Place of the first Public Budget Hearing: _____

I do hereby certify the millages and rates shown herein to be correct to the best of my knowledge and belief, FURTHER, I certify that all millages comply with the provisions of Section 200.071 or 200.081, F.S. WITNESS my hand and official signature at _____, Florida, this the _____ day of _____, 19_____.

Signature and Title of Chief Administrative Officer

Address of Physical Location

Mailing Address

Name of Contact Person

City

State

Zip

Phone Number

Fax Number

SEE INSTRUCTIONS ON REVERSE SIDE

SALARIES & WAGES - FYE 1998

TOWN MANAGER/CLERK	\$ 33,332.00
Annual Salary (Same as FY97)	
SECRETARY	\$ 16,432.00
\$ 7.90/Hr (5% COL)	
MAINTENANCE MAN	\$ 17,441.20
\$ 8.33/Hr (Pay Increase effective Aug 1)	
Oct 1, 97 thru July 30, 98 -	\$ 14,994.00
\$ 8.74/Hr (5% COL)	
Aug 1, 98 thru Sept 30, 98 -	\$ 2,447.20
TOTAL	\$ 67,205.20

SALARY & WAGE BREAKOUT BY ACCOUNT

TOWN MANAGER/CLERK	Acct # 51312	\$ 33,332.00
SECRETARY	Acct # 51312	16,432.00
MAINTENANCE MAN	Acct # 51312	4,360.30
(2 hr/day X 225 days X \$8.33/hr)	\$ 3,748.50	
(2 hr/day X 35 days X \$8.74/hr)	\$ 611.80	
	Acct # 54112	8,720.60
(4 hr/day X 225 days X \$8.33/hr)	\$ 7,487.00	
(4 hr/day X 35 days X \$8.74/hr)	\$ 1,223.60	
	Acct # 57212	4,360.30
(2 hr/day X 225 days X \$8.33/hr)	\$ 3,748.50	
(2 hr/day X 35 days X \$8.74/hr)	\$ 611.80	

ACCOUNT TOTALS

GENERAL GOVERNMENT SERVICES	ACCT # 51312	\$ 54,124.30
TRANSPORTATION: ROADS & STREETS	ACCT # 54112	8,720.60
RECREATION: PARKS	ACCT # 57212	4,360.30

EMPLOYEE WAGE HISTORY

Mrs Payne Hired May 18, 1994. Wage increases based on the fiscal year - latest increase in FY 97 budget and effective Oct 1, 1996; \$ 7.00 to \$ 7.53.
FY 98 budget 5% COL (\$.37) increases wage to \$7.90/hr.

Mr Connors Hired February 24, 1997. Initial wage \$7.00/hr. Increased to \$8.00/hr on March 31 with promise of additional \$.33 to match FY97 budget. Additional \$.33 to be effective on August 1, (\$8.33).
FY 98 budget reflects 5% COL (\$.41) to be effective on August 1, 1998, (\$8.74).

TOWN OF CINCO BAYOU
REVENUES
FYE 1998
(OCT 97 THRU SEPT 98)

<u>SOURCE</u>		<u>AMOUNT</u>
Ad Valorem Taxes (2.3 mills X \$28,834,742 x 95%)		63,004.00
Franchise Fees		23,800.00
Gulf Power	19,200.00	
Okaloosa Gas	2,400.00	
Warner Communications	2,200.00	
Utility Taxes		37,000.00
Gulf Power	19,600.00	
CENTEL	9,600.00	
Ft Walton Beach (Water)	4,300.00	
Okaloosa Gas	3,500.00	
Cinco Bayou Occupational License		7,000.00
State Shared Revenue		54,097.00
Cigarette Tax	1,450.00	
Revenue Sharing	21,997.00	
Mobile Home Licenses	100.00	
Alcoholic Beverage Licenses	1,000.00	
Half Cent Sales Tax	21,100.00	
Local Option Gas Tax	8,450.00	
County Shared Revenue		1,050.00
Occupational Licenses	550.00	
Municipal Fines	500.00	
Interest		5,000.00
Other Miscellaneous Revenues		1,500.00
		<u>TOTAL REVENUE - \$ 192,451.00</u>

7/25/97

TOWN OF CINCO BAYOU
EXPENDITURES
FYE 1998
(OCT 97 THRU SEPT 98)

<u>ACCOUNT #</u>	<u>EXPENDITURE</u>	<u>AMOUNT</u>
<u>GENERAL GOVERNMENT SERVICE</u>		
51312	Salaries and Wages (\$ 32,332.00 - Town Manager/Clerk) (\$ 16,432.00 - Secretary) (\$ 4,360.30 - Maintenance Man)	\$ 54,124.30
51321	FICA	4,167.00
51323	Life & Health Insurance (\$ 360.00 - Life Insurance) (\$ 11,280.00 - Health Insurance) (\$ 300.00 - Deductables) (\$ 975.00 - Medicare Tax)	12,915.00
51324	Workmans Compensation Insurance	1,650.00
51332	Accounting and Auditing (\$ 5,000.00 - Audit Contract)	5,000.00
51431	Legal Counsel - Professional Services (\$ 3,000.00 - Retainer @ \$250.00/mo) (\$ 2,000.00 - Legal Fees)	5,000.00
51931	Professional Services - Other (\$ 2,500.00 - Engineering Fees)	2,500.00
51934	Other Contractual Services (\$ 720.00 - Janitorial Service)	720.00
51940	Travel and Per Diem (\$ 2,000.00 - Meetings & Travel) (\$ 4,200.00 - Mayor & Council Expenses) Mayor - \$100.00/mo Council - \$50.00/mo (\$ 600.00 - Orientation)	6,800.00
51941	Communications Services (\$ 1,000.00 - Town Hall) (\$ 600.00 - Cellular Phones) (\$ 100.00 - Pager)	1,700.00
51942	Transportation (\$ 450.00 - Postage) (\$ 75.00 - Freight)	525.00

<u>ACCT #</u>	<u>EXPENDITURE</u>	<u>AMOUNT</u>
51943	Utility Service (Town Hall) (\$ 3,500.00 - Electricity) (\$ 300,00 - Water & Sewer)	3,800.00
51945	Insurance (\$ 3,500.00 - Liability) (\$ 735.00 - Vehicle) (\$ 675.00 - Christmas Decorations)	4,910.00
51946	Repairs & Maintenance - Town Hall (\$ 500.00 - Paint Town Hall Railing) (\$ 550.00 - Replace Columns on Town Hall) (\$ 300.00 - Paint Cupola (\$ 375.00 - Copier Maintenance Agreement) (\$ 240.00 - Monthly Pest Control) (\$ 85.00 - Annual Termite Control) (\$ 150.00 - Fire Safety Inspection) (\$ 400.00 - Miscellaneous)	2,570.00
51949	Other Current Charges (\$ 2,500.00 - Legal Ads)	\$ 2,500.00
51951	Office Supplies (\$ 300.00 - Copier paper) (\$ 150.00 - Copier Supplies) (\$ 150.00 - Computer Supplies) (\$ 600.00 - Miscellaneous)	\$ 1,200.00
51952	Operating Supplies (\$ 600.00 - Fuel & Oil) (\$ 450.00 - Truck Repair/Parts/Tires) (\$ 600.00 - Equipment Maintenance/Parts) (\$ 300.00 - Computer Software) (\$ 250.00 - Miscellaneous)	\$ 2,200.00
51954	Books, Publications, Subscriptions and Memberships (\$ 500.00 - Economic Development Council) (\$ 150.00 - Florida League of Cities) (\$ 150.00 - Florida Statutes) (\$ 100.00 - Panhandle League of Cities) (\$ 100.00 - 1998 Sunshine Law Manuals) (\$ 100.00 - FCCMA Annual Dues (\$ 50.00 - Okaloosa League of Cities) (\$ 50.00 - FACC Annual Dues (\$ 96.00 - Daily News) (\$ 30.00 - Barnett Visa) (\$ 200.00 - Miscellaneous)	\$ 1,526.00
51963	Capital Improvements	0
51964	Capital Outlay	0

<u>ACCT #</u>	<u>EXPENDITURE</u>	<u>AMOUNT</u>
51982	Aid to Private Organizations (\$ 500.00 - Bridgeway Center) (\$ 200.00 - Shelter House) (\$ 200.00 - OW Child Care) (\$ 75.00 - Project Cheer) (\$ 50.00 - OWCC Symphony)	1,025.00
<u>PUBLIC SAFETY</u>		
52134	Law Enforcement (AMSEC Contract - \$1,390.00/Month)	16,680.00
<u>PHYSICAL ENVIRONMENT: GARBAGE, SOLID WASTE DISPOSAL</u>		
53443	Solid Waste Disposal (\$ 1,000.00 - Clean-Up Dumping Charges)	1,000.00
<u>TRANSPORTATION: ROADS, STREETS AND SIDEWALKS</u>		
54112	Salaries & Wages	\$ 8,720.60
54131	Professional Services (\$ 1,500.00 - Engineering Svcs)	1,500.00
54143	Utility Service (\$ 6,200.00 - Street Lights) (\$ 500.00 - Traffic Lights) (\$ 500.00 - Christmas Lights)	7,200.00
54146	Repairs and Maintenance (\$ 1,000.00 - ROW Maintenance) (\$ 1,000.00 - Curb Repair) (\$ 1,000.00 - Miscellaneous)	3,000.00
54152	Operating Supplies	1,000.00
54153	Materials and Supplies (\$ 1,500.00 - Asphalt Patch) (\$ 500.00 - Miscellaneous)	2,000.00
54163	Capital Improvements	SEE ATTACHED SHEET
54164	Capital Outlay	
<u>HUMAN SERVICES: ANIMAL CONTROL</u>		
56234	PAWS Contract	730.00

<u>ACCT #</u>	<u>EXPENDITURE</u>	<u>AMOUNT</u>
<u>RECREATION AND CULTURE: PARKS</u>		
57212	Salaries and Wages	4,360.30
57234	Other Contractual Services (\$ 405/Month - Cutting Edge Lawn Svs)	4,860.00
57243	Utilities (\$ 400.00 - Electricity) (\$ 400.00 - Water)	800.00
57246	Repairs and Maintenance (\$1,000.00 - Tree Pruning/Mulch/Fertilize) (\$1,000.00 - Misc)	2,000.00
57252	Operating Supplies	500.00
57263	Capital Improvements	0
57264	Capital Outlay	0
57499	Special Events (\$ 450.00 - Town Picnics) (\$ 350.00 - Miscellaneous)	800.00
58099	Contingency Fund	.00
<u>TOTAL EXPENDITURES - \$</u>		

7/25/97

OPP BLVD. - YACHT CLUB DR. TO TROY ST.
OVERLAY COST ESTIMATE 1927

ITEM	QUANTIT	UNIT	UNIT PRICE	TOTAL
1" leveling course	256	tons	\$45.00	\$11,520
1 1/4" top course	320	tons	\$45.00	\$14,400
Adjust San. Sewer MH	3	ea.	\$300.00	\$900
Striping and Signage	1	l.s.	\$1,300.00	\$1,300
				\$0
Subtotal:				\$28,120
add 10% contingency				\$2,812
Total Construction				\$30,932
Engineering, Inspection				\$3,712
Total Project Cost				\$34,644

Kelly
13,000.00

OPP ROAD - HUGHES ST. TO OPP BLVD.
OVERLAY COST ESTIMATE 333 L.F.

ITEM	QUANTITY	UNIT	UNIT PRICE	TOTAL
1" leveling course	44	tons	\$45.00	\$1,980
1 1/4" top course	56	tons	\$45.00	\$2,520
Adjust San. Sewer MH	3	ea.	\$300.00	\$900
Striping and Signage	1	l.s.	\$500.00	\$500
				\$0
Subtotal				\$5,900
add 10% contingency				\$590
Total Construction				\$6,490
Engineering, Inspection				\$779
Total Project Cost				\$7,269

TROY STREET - KELLY TO YACHT CLUB DR.
OVERLAY COST ESTIMATE 1063 L.F.

ITEM	QUANTITY	UNIT	UNIT PRICE	TOTAL
1" leveling course	141	tons	\$45.00	\$6,345
1 1/4" top course	177	tons	\$45.00	\$7,965
Adjust San. Sewer MH	3	ea.	\$300.00	\$900
Striping and Signage	1	l.s.	\$1,000.00	\$1,000
				\$0
Subtotal				\$16,210
add 10% contingency				\$1,621
Total Construction				\$17,831
Engineering, Inspection				\$2,140
Total Project Cost				\$19,971