

TOWN OF CINCO BAYOU  
SPECIAL COUNCIL MEETING  
JULY 30, 1990

Mayor Laginess called the Special Council Meeting to order at 6:00 PM.

SILENT PRAYER

PLEDGE OF ALLEGIANCE TO THE FLAG

ROLL CALL

Present: Mayor Laginess  
Councilman Broxson  
Councilwoman Buchanan  
Councilman Gage  
Councilman Skelly

Absent: Councilwoman Dumka

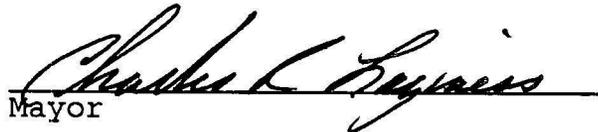
Also Present: Manager Borchik                      Attorney McInnis  
Secretary Dole                                      Karen Wolf

1. FYE 1991 General Operating Budget and Ad Valorem Tax Millage Rate. - Councilman Gage made a motion to adopt the timetable for the 1991 budget as presented, seconded by Councilwoman Buchanan. The motion was unanimously approved.

Councilman Skelly made a motion to accept the proposed operating millage rate of 2.798 mills for Fiscal Year Ending 1991, seconded by Councilman Gage. The motion was unanimously approved.

Mayor Laginess announced that the first Public Hearing on the proposed budget and millage rate would be held on Thursday, September 6, 1990, here in the Town Hall.

There being no further business, the meeting was adjourned at 6:04 PM.

  
Mayor

ATTEST:

  
Town Manager/Clerk

NOTE: A mechanical recording has been made of the foregoing proceedings of which these minutes are a part and is on file in the office of the Town Manager/Clerk.

PROPOSED MILLAGE AND BUDGET ADOPTION TIMETABLE

FYE 1991 BUDGET

<u>DATE</u>	<u>EVENT</u>
June 28	Certification of Taxable Value received from Property Appraiser.
July 2 thru Aug 3	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 3, 1990. (Workshop scheduled for 7/19/90, Special Meeting scheduled for 7/24/90)
August 17	Property Appraiser mails notice of proposed millage rate and Public Hearing time, date and place to property owners.
September 6	Hold Public Hearing at 6 PM on proposed millage rate and FYE 1991 General Operating Budget and adopt tentative millage rate and budget. Present first reading of millage ordinance and budget resolution.
September 21	Advertise second reading and proposed adoption of millage ordinance and budget resolution during Special Meeting on Tuesday, September 25, 1990. Also publish Department of Revenue required ads for millage and budget adoption.
September 25	Special Meeting to adopt ordinance establishing millage rate and resolution adopting FYE 1991 General Operating Budget.
September 28	Certify adopted millage rate to Property Appraiser, Tax Collector and Department of Revenue.
October 1	Effective date of FYE 1991 Budget.
October 19	Deadline for certifying TRIM compliance to the Department of Revenue.

This proposed schedule satisfies the 1990/1991 TRIM calendar advertising and public hearing requirements set forth in Florida Statutes, Department of Revenue Administrative procedures and Town of Cinco Bayou ordinance adoption procedures.

TOWN OF CINCO BAYOU  
REVENUES  
FYE 1991  
(OCT 90 TO SEPT 91)

<u>SOURCE</u>		<u>AMOUNT</u>
Ad Valorem Taxes (2.789 mills)		50,452.00
Franchise Fees		20,000.00
Gulf Power	17,000.00	
Okaloosa Gas	1,800.00	
Warner Communications	1,200.00	
Utility Taxes		28,600.00
Gulf Power	18,000.00	
CENTEL	4,500.00	
Ft Walton Beach (Water)	3,000.00	
Okaloosa Gas	3,100.00	
Cinco Bayou Occupational License		7,000.00
State Shared Revenue		46,263.00
Cigarette Tax	1,500.00	
Revenue Sharing	21,997.00	
Mobile Home Licenses	175.00	
Alcoholic Beverage Licenses	1,000.00	
Half Cent Sales Tax	14,082.00	
Local Option Gas Tax	7,500.00	
County Shared Revenue		2,000.00
Occupational Licenses	400.00	
Municipal Fines	1,600.00	
Interest		4,000.00
Other Miscellaneous Revenues		500.00
	<u>TOTAL REVENUE</u>	<u>\$ 158,815.00</u>

7/20/90

TOWN OF CINCO BAYOU  
EXPENDITURES  
FYE 1991  
(Oct 90 to Sept 91)

<u>ACCOUNT #</u>	<u>EXPENDITURE</u>	<u>AMOUNT</u>
<u>GENERAL GOVERNMENT SERVICE</u>		
51312	Salaries and Wages (\$ 28,300.00 - Town Manager/Clerk) (\$ 11,960.00 - Secretary) (\$ 1,625.20 - Maintenance Man) (\$ 4,160.00 - Code Enforcement Officer)	\$ 46,125.00
51323	Life & Health Insurance (\$ 205.00 - Life Insurance) (\$ 5,220.00 - Health Insurance) (\$ 1,100.00 - Deductables) (\$ 600.00 - Prescriptions) (\$ 300.00 - Administrative fees) (\$ 420.00 - MEDICARE Hospital Tax)	7,845.00
51324	Workmans Compensation Insurance	1,000.00
51332	Accounting and Auditing	5,000.00
51431	Legal Counsel - Professional Services (\$ 3,000.00 - Retainer @ \$250.00/mo) (\$ 3,000.00 - Legal Fees) (\$ 1,560.00 - Code Enforcement Board)	7,560.00
51549	Other Charges (Comp Plan/LDR)	1,000.00
51931	Professional Services - Other (\$ 600.00 - Engineer Retainer @ \$50/mo) (\$ 800.00 - Engineering Fees) (\$ 2,500.00 - Codification)	3,900.00
51934	Other Contractual Services (\$ 220.00 - Alarm Monitoring Service)	220.00
51940	Travel and Per Diem (\$ 9,570.00 - Convention & Meetings) (\$ 1,500.00 - Code Enforcement Board) (\$ 4,200.00 - Mayor & Council Expenses)1 Mayor - \$100.00/mo Council - \$50.00/mo	15,270.00
51941	Communications Services (\$ 700.00 - Town Hall)	700.00
51942	Transportation (\$ 350.00 - Postage) (\$ 100.00 - Freight)	450.00

<u>ACCT #</u>	<u>EXPENDITURE</u>	<u>AMOUNT</u>
51943	Utility Services (Town Halls) (\$ 3,000.00 - Electricity) (\$ 400.00 - Water & Sewer)	3,400.00
51945	Insurance (\$ 3,500.00 - Liability) (\$ 500.00 - Auto)	4,000.00
51946	Repairs & Maintenance - Town Hall (\$ 450.00 - Copier Maintenance Agreement) (\$ 82.00 - Recorder Maintenance Agreement) (\$ 400.00 - Computer Maintenance Agreement) (\$ 240.00 - Monthly Pest Control) (\$ 75.00 - Annual Termite Control) (\$ 103.00 - Miscellaneous)	1,350.00
51949	Other Current Charges (\$ 550.00 - Legal Ads) (\$ 300.00 - Legal Ads, Code Enforcement Board) (\$ 100.00 - Printing, Code Enforcement Board) (\$ 1,000.00 - Install & Remove Christmas Decorations) (\$ 350.00 - Storage, Christmas Decorations)	\$ 2,300.00
51951	Office Supplies (\$ 300.00 - Copier paper) (\$ 150.00 - Copier Supplies) (\$ 150.00 - Computer Supplies) (\$ 400.00 - Miscellaneous)	\$ 1,000.00
51952	Operating Supplies (\$ 500.00 - Gasoline) (\$ 1,000.00 - Truck Repair/Parts/Tires) (\$ 400.00 - Equipment Maintenance/Parts) (\$ 720.00 - Uniforms) (\$ 500.00 - Code Enforcement Board)	\$ 3,120.00
51954	Books, Publications, Subscriptions and Memberships (\$ 250.00 - Economic Development Council) (\$ 150.00 - Florida League of Cities) (\$ 157.50 - Chamber of Commerce) (\$ 84.00 - Daily News) (\$ 60.00 - Okaloosa League of Cities) (\$ 35.00 - FL City & County Mgr Assoc) (\$ 35.00 - Panhandle League of Cities) (\$ 30.00 - Barnett Visa annual charge) (\$ 25.00 - FL Assoc of City Clerks)	\$ 826.00
51964	Capital Outlay	0
51982	Aid to Private Organizations (\$ 325.00 - Okaloosa Guidance Clinic) (\$ 75.00 - Miscellaneous)	400.00

PUBLIC SAFETY

52134	Law Enforcement AMSEC Contract (\$ 1,150.00/month)	13,800.00
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<u>ACCT #</u>	<u>EXPENDITURE</u>	<u>AMOUNT</u>
<u>PHYSICAL ENVIRONMENT: GARBAGE, SOLID WASTE DISPOSAL</u>		
53443	Solid Waste Disposal (\$4,824.00 - Recycle Charge) (\$ 400.00 - Clean-Up Dumping Charges)	\$ 5,224.00
<u>TRANSPORTATION: ROADS, STREETS AND SIDEWALKS</u>		
54112	Salaries & Wages	8,125.00
54131	Professional Services (\$ 1,600.00 - Engineering Svs)	1,600.00
54143	Utility Service (\$ 4,400.00 - Street Lights) (\$ 600.00 - Traffic Lights) (\$ 500.00 - Christmas Lights)	5,500.00
54146	Repairs and Maintenance (\$ 2,500.00 - Curb Repair) (\$ 2,225.00 - Pot Hole Repair) (\$ 275.00 - Signal Repair)	5,000.00
54152	Operating Supplies	500.00
54153	Materials and Supplies	1,500.00
54163	Capital Improvements	0
<u>RECREATION AND CULTURE: PARKS</u>		
57212	Salaries and Wages	3,250.00
57234	Other Contractual Services ARC Park Maintenance Contract (\$ 550.00/month)	6,600.00
57243	Utilities (\$ 300.00 - Electricity) (\$ 240.00 - Water) (\$ 400.00 - Rubbish/Trash Pick-up)	940.00
57246	Repairs and Maintenance	500.00
57252	Operating Supplies	200.00
57264	Capital Outlay	0
57499	Special Events (\$ 400.00 - Town Picnics) (\$ 200.00 - Miscellaneous)	600.00
	<u>TOTAL</u>	<u>\$ 158,805.00</u>

7/20/90

SALARIES & WAGES

TOWN MANAGER/CLERK	\$ 28,380.00
Annual Salary (No Change)	
SECRETARY	\$ 11,960.00
\$ 5.75/Hr (15% Increase)	
MAINTENANCE MAN	\$ 17,160.00
Code Enforcement - \$2.00/HR (No Change)	
Maintenance - \$6.25/HR (No Change)	
TOTAL	\$ 57,500.00

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SALARY & WAGE BREAKOUT BY ACCOUNT

TOWN MANAGER/CLERK	Acct # 51312	\$ 28,380.00
SECRETARY	Acct # 51312	11,960.00
MAINTENANCE MAN	Acct # 51312	1,625.00
	(1 HR/DAY = 260 HRS)	
	Acct # 54112	8,125.00
	(5 HRS/DAY = 1300 HRS)	
	Acct # 57212	3,250.00
	(2 HRS/DAY = 520 HRS)	
CODE ENFORCEMENT OFFICER	Acct # 51312	4,160.00
	(8 HRS/DAY = 2080 HRS)	

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ACCOUNT TOTALS

GENERAL GOVERNMENT SERVICES	ACCT # 51312	\$ 46,125.00
TRANSPORTATION: ROADS & STREETS	ACCT # 54112	8,125.00
RECREATION: PARKS	ACCT # 57212	3,250.00

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THIS SALARY & WAGE SUMMARY INCLUDES A 15% WAGE INCREASE FOR THE SECRETARY. NO SALARY INCREASE WAS GRANTED FOR THE TOWN MANAGER/CLERK OR THE CODE ENFORCEMENT OFFICER/MAINTENANCE MAN.



# CERTIFICATION OF TAXABLE VALUE

OKALOUSSA County, Florida TCD CINCO BAYOU  
(Name of Taxing Authority)

(1) Current Year Taxable Value of Real Property for Operating Purposes	\$ <u>16,166,629</u>
(2) Current Year Taxable Value of Personal Property for Operating Purposes	\$ <u>2,614,001</u>
(3) Current Year Taxable Value of Centrally Assessed Property for Operating Purposes	\$ <u>0</u>
(4) Current Year Gross Taxable Value for Operating Purposes (1) + (2) + (3)	\$ <u>18,782,630</u>
(5) Current Year Net New Taxable Value (New Construction + Additions + Annexations - Deletions)	\$ <u>265,586</u>
(6) Current Year Adjusted Taxable Value (4) - (5)	\$ <u>18,517,044</u>
(7) Prior Year Gross Taxable Value (From Prior Year DR-403)	\$ <u>18,548,529</u>

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 CRESTVIEW, Florida, this the 28 day of JUNE, 19 90.

*Howard E. Hillman, CFA*  
Signature of Property Appraiser

SEE INSTRUCTIONS ON REVERSE SIDE

The following is to be completed by 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-

(8) Prior Year Operating Millage Levy	\$ <u>1.484</u> per \$1,000
(9) Prior Year Ad Valorem Proceeds (7) x (8)	\$ <u>27,526</u>
(10) Current Year Rolled-Back Rate (9) ÷ (6)	\$ <u>1.487</u> per \$1,000
(11) Current Year Proposed Operating Millage Rate (Use Line (14) for Current Debt Service Millage and Line (15) for Current Voted Millage)	\$ <u>2.798</u> per \$1,000

(12) Check one (1) TYPE of Taxing Authority:  
 County  Municipality  Independent Special District  Dependent Special District  MSTU  Multi-County  
If Taxing Authority has Dependent Special Districts, list all those "DEPENDENT SPECIAL DISTRICTS" that levy a millage and the proposed millage for each Special District. (If no millage is proposed, please enter - 0 -.)

Name	Proposed Millage Rate (Per \$1,000)	Name	Proposed Millage Rate (Per \$1,000)
<u>NONE</u>		<u>NONE</u>	

NOTE: If Additional Space is Required, Please Attach Supplemental Listing.

(14) Current Year Voted Debt Service Millage Levy	\$ <u>0</u> per \$1,000
(15) Current Year Other Voted Millage (IN EXCESS OF MILLAGE CAP AND NOT TO EXCEED TWO YEARS)	\$ <u>0</u> per \$1,000
DEPENDENT SPECIAL DISTRICTS ONLY skip lines (16) thru (24)	
(16) Enter Prior Year Ad Valorem Proceeds of the Principal Taxing Authority. (Line (9) from DR-420)	\$ <u>27,526</u>
(17) Enter total Prior Year Ad Valorem Proceeds of ALL DEPENDENT Special Districts levying a millage. (The sum of Line (9) from each Dependent Special District's DR-420) If none enter - 0 -.	\$ <u>0</u>
(18) Total Prior Year Proceeds: Line (16) + (17)	\$ <u>27,526</u>
(19) The Current Year Aggregate Rolled-back Rate: Line (18) ÷ Line (6)	\$ <u>1.487</u> per \$1,000
(20) Current Year Aggregate Rolled-back Taxes: Line (4) x Line (19)	\$ <u>27,930</u>
(21) Enter total of all non-voted Ad Valorem Taxes proposed to be levied by the Principal Taxing Authority and all Dependent Districts, if any. Line (11) X Line (4) (DO NOT include levies other than those derived from Millage Rates. DO NOT include voted Debt Service levies or Voted Millage Levies.)	\$ <u>52,554</u>
(22) Enter Current Year Gross Taxable Value for Operating Purposes: (Line (4) DR-420 of Principal Taxing Authority)	\$ <u>18,782,630</u>
(23) Current Year Proposed Aggregate Millage Rate: Line (21) ÷ Line (22)	\$ <u>2.798</u> per \$1,000
(24) Current Year Proposed Rate as a PERCENT CHANGE of Rolled-Back Rate: [(Line 23 ÷ Line 19) - 1.00] x 100.	<u>88.2</u> %

Date, Time and Place of the first Public Budget Hearing: THURSDAY, SEPTEMBER 6, 1990  
6:00 PM, CINCO BAYOU TOWN HALL, 10 YACHT CLUB DRIVE,  
CINCO BAYOU, FLORIDA.

I do hereby certify the millages and rates shown herein to be correct to the best of my knowledge and belief, FURTHER, 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 of Chief Administrative Officer \_\_\_\_\_  
\_\_\_\_\_   
Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Person to contact should any question arise concerning this taxing authority.  
Name of Contact Person \_\_\_\_\_  
( ) \_\_\_\_\_  
Phone Number \_\_\_\_\_