

TOWN OF WELAKA
SPECIAL-CALLED TOWN COUNCIL MEETING

AGENDA

September 19, 2023, at 5:05 PM
Honorable Willie Washington, Jr. Town Council Room
400 4th Avenue, Welaka, FL 32193

(This meeting will be broadcasted, for view only, on the Town of Welaka's Facebook Page)

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE & INVOCATION**
3. **ROLL CALL** by Town Clerk, Meghan Allmon
4. **APPROVAL OF CURRENT AGENDA**
5. **SWEAR-IN OATH OF OFFICER TOMMY OWENS**, by Chief Michael Porath
6. **ORDINANCE 2023-05** – Annual Tax Levy Tentative Millage Rate **SECOND READING & ADOPTION**
7. **ORDINANCE 2023-06** – FY 2023/2024 Annual Budget **SECOND READING & ADOPTION**
8. **ADJOURNED**

**TOWN OF WELAKA
ORDINANCE 2023-05**

AN ORDINANCE ESTABLISHING THE ANNUAL TAX LEVY BY THE TOWN OF WELAKA, FLORIDA COVERING THE FISCAL YEAR OF OCTOBER 1, 2023 TO SEPTEMBER 30, 2024 BOTH INCLUSIVE, AND AN ORDINANCE SHOWING THE PROPOSED ADOPTED RATE OF 5.5050 TO BE 21.6% PERCENT OVER THE CURRENT ROLL BACK RATE OF 4.9113.

BE IT ENACTED by the Town of Welaka, Florida that:

WHEREAS, the Town Council of the Town of Welaka, Florida has determined with respect to all real and personal property 5.5050 mills upon the dollar on all property subject to such tax in order to meet and pay operating expenses of the Town of Welaka, Florida and:

NOW THEREFORE, be it ordained by the Town of Welaka, Florida that:

Section 1. That there be and there is hereby levied and imposed upon all the real and personal property within the corporate limits of the Town of Welaka, Florida for the fiscal year 2023/2024, subject to such tax, a tax of 5.5050 mills upon the dollar for operating expenses.

Section 2. This tentative levy of 5.5050 is 21.6% percent over the current roll back rate of 4.9113.

Section 3. All Ordinances or parts of Ordinances in conflict herewith are hereby repealed in so far as the same conflict with the terms of the Ordinance.

Section 4. That this Ordinance shall take effect immediately upon its passage.

Section 5. That this Ordinance shall be posted as provided by law.

PASSED BY the Town Council of the Town of Welaka, Florida on its **First Reading** on the 7th day of September 2023.

PASSED BY the Town Council of the Town of Welaka, Florida on this **Second Reading** this 19th day of September 2023.

ATTEST:

SIGNED:

Meghan E. Allmon, Town Clerk

Jamie D. Watts, Mayor

APPROVAL AS TO FORM AND LEGALITY:

Patrick Kennedy, Town Attorney

Jessica Finch, Town Council President

TOWN OF WELAKA

ORDINANCE 2023-06

AN ORDINANCE PROVIDING FOR, APPROVING, AND ADOPTING THE FINAL BUDGET FOR THE OPERATIONS OF THE TOWN OF WELAKA, FLORIDA FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2023 AND ENDING SEPTEMBER 30, 2024; SAID ORDINANCE IS TO BE KNOWN AS THE APPROPRIATIONS ORDINANCE FOR FY 2023/2024.

WHEREAS, the Town of Welaka, Putnam County, Florida on September 19, 2023, held a public hearing as required by Florida Statutes section 200.065;

NOW THEREFOR BE IT ENACTED by the Town Council of the Town of Welaka, Florida does hereby make the following appropriations covering the fiscal year 2023/2024 for its several departments as follows:

SECTION 1: The Fiscal Year 2023/2024 Final Budget as set forth below is hereby adopted.

Millage Rate	5.5050
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GENERAL FUND ESTIMATED BUDGET REVENUES & TAXES 2023/2024

AD VALOREM TAXES	\$	534,447
LOCAL OPTION GASOLINE TAX	\$	23,400
NEW LOCAL OPTION GASOLINE TAX	\$	16,380
DISCRETIONARY BETTER PLACE TAX	\$	94,440
ELECTRIC FRANCHISE FEES	\$	5,550
GAS (NATURAL) FRANCHISE FEES	\$	250
GOLF CART PERMITS	\$	6,650
ELECTRIC UTILITY TAX	\$	66,240
GAS (NATURAL) UTILITY TAX	\$	550
LOCAL COMMUNICATIONS SERVICE TAX	\$	33,000
MOBILE HOME DISTRIBUTION	\$	500
OCCUPATIONAL LICENSES	\$	1,500
LAW EQUIPMENT & SUPPLIES - FDLE JAG GRANT	\$	90,000
REVENUE SHARING	\$	23,750
ALCOHOLIC BEVERAGE LICENSE FEE	\$	2,000
HALF-CENT SALES TAX	\$	34,500
COURT FINES	\$	300
POLICE ACADEMY FEES	\$	50
OFFICE RENT/UTILITY DEPT	\$	5,000
CELL TOWER RENTAL	\$	22,241
ELECTIONS REVENUE	\$	70
FIRE INSPECTION FEE	\$	400
BUILDING PERMITS	\$	30,000

EVENTS & SPONSORSHIP REVENUE	\$	9,000
PUBLIC RECORDS/COPIES/FAXES	\$	200
INTEREST	\$	425
MISCELLANEOUS	\$	1,350
AMERICA RESCUE PLAN ACT	\$	90,592
FRDAP GRANT	\$	400,000
TOTAL ESTIMATED GENERAL FUND REVENUE 2023/2024	\$	1,492,785

GENERAL FUND ESTIMATED BUDGET EXPENDITURES 2023/2024

COUNCIL SALARIES	\$	19,200
COUNCIL EMPLOYER TAX	\$	1,495
TOWN CLERK SALARY	\$	48,256
TOWN CLERK EMPLOYER TAX	\$	3,692
MAYOR EDUCATION AND TRAVEL	\$	3,000
COUNCIL EDUCATION AND TRAVEL	\$	5,000
OFFICE CLERK SALARY	\$	16,500
OFFICE CLERK EMPLOYER TAX	\$	1,262
CHIEF OF POLICE SALARY	\$	53,560
CHIEF OF POLICE EMPLOYER TAX	\$	4,100
POLICE OFFICER SALARIES	\$	128,550
POLICE OFFICER SALARIES EMPLOYER TAX	\$	9,833
COPIER	\$	500
CODE ENFORCEMENT SALARY	\$	1,500
STREET MAINTENANCE SALARIES	\$	62,395
STREET EMPLOYER TAX	\$	4,774
RECREATION SALARIES	\$	62,395
RECREATION EMPLOYER TAX	\$	4,774
HEALTH & VISION / DENTAL & LIFE INSURANCE	\$	48,000
AUDITOR EXPENSE	\$	12,500
ENGINEERING/SURVEYING	\$	1,500
TELEPHONE	\$	2,500
TOWN UTILITIES	\$	4,200
FMIT INSURANCE (LIABILITY, W/C, AUTO, PROPERTY)	\$	39,095
TOWN HALL MAINT/REPAIR	\$	2,500
ADVERTISING	\$	1,500
OFFICE SUPPLIES/POSTAGE/ADMINISTRATIVE	\$	9,000
DUES/SUBSCRIPTIONS	\$	2,749
TOWN HALL CAPITAL IMPROVEMENT	\$	40,000
COMPOUND CAPITAL IMPROVEMENT	\$	1,500
MEDICAL CENTER EXPENSE	\$	1,600
COMPUTER HARDWARE/SOFTWARE	\$	5,000
LEGAL COUNSEL	\$	27,000
PENSION BENEFITS	\$	22,000
LAW OPERATING EXPENSE	\$	10,000
LAW DUES/MEMBERSHIP/EDUCATION	\$	9,470

LAW INCENTIVE	\$	2,400
LAW OFFICE EQUIPMENT & FURNITURE	\$	730
LAW REPAIR/MAINTENANCE	\$	4,092
LAW COMMUNITY EVENTS	\$	1,800
FIRE DEPT. PLEDGE	\$	5,000
CEMETERY MAINT.	\$	1,000
COMPUTER TECH SUPPORT	\$	8,500
STREET UTILITIES	\$	14,750
STREET IMPROVEMENTS	\$	10,000
STREET REPAIR/MAINT.	\$	25,000
STREET EQUIPMENT	\$	50,000
RECREATION MAINT/REPAIR	\$	20,000
RECREATION UTILITIES	\$	4,500
RECREATION EQUIPMENT	\$	50,000
EMERGENCY TREE MAINT.	\$	7,500
TOWN EVENTS	\$	10,000
RESERVE FOR CONTINGENCIES	\$	5,000
LAW EQUIPMENT & SUPPLIES - FDLE JAG GRANT	\$	90,000
RESERVE FOR CAPITAL OUTLAY	\$	10,000
TOWN WEBSITE & SOCIAL MEDIA	\$	5,500
CODE ENFORCEMENT	\$	2,000
MISCELLENOUS	\$	1,321
BANK SERVICE CHARGE	\$	1,000
UNIFORMS	\$	1,200
AMERICA RESCUE PLAN ACT	\$	90,592
FRDAP GRANT	\$	400,000
TOTAL ESTIMATED GENERAL FUND EXPENSES 2023/2024	\$	1,492,785

UTILITY FUND ESTIMATED BUDGET REVENUE 2023/2024

CARRY OVER FUNDS	\$	50,000
WATER REVENUE	\$	329,545
WATER CONNECTION FEE	\$	3,500
WATER LATE & LOCKOUT FEES/RETURNED CHECKS	\$	4,200
SURCHARGE - WATER	\$	21,600
MISCELLENOUS - WATER	\$	1,000
SEWER REVENUE	\$	363,998
SEWER CONNECTION FEE	\$	3,500
SEWER LATE & LOCKOUT FEES/RETURNED CHECKS	\$	4,200
FGUA UTIL BULK AGREEMENT - SEWER	\$	43,134
SURCHARGE -SEWER	\$	11,400
MISCELLENOUS - SEWER	\$	1,000
COMMUNITY DEVELOPMENT BLOCK GRANT - CDBG	\$	600,000
TOTAL ESTIMATED UTILITY FUND REVENUE 2023/2024	\$	1,476,461

UTILITY FUND ESTIMATED BUDGET EXPENDITURES 2023/2024

TOWN CLERK SALARY - WATER	\$	13,000
TOWN CLERK EMPLOYER TAX - WATER	\$	806
UTILITY CLERK - WATER	\$	21,840
UTILITY CLERK EMPLOYER TAX - WATER	\$	1,671
C OPERATOR CONTRACTED SERVICES - WATER	\$	26,000
UTILITY MAINTENANCE SALARY - WATER	\$	70,000
UTILITY MAINTENANCE EMPLOYER TAX - WATER	\$	5,355
PENSION BENEFITS - WATER	\$	8,680
HEALTH & VISION / DENTAL & LIFE INSURANCE - WATER	\$	18,000
COPIER - WATER	\$	700
FMIT INSURANCE (LIABILITY, W/C, AUTO, PROPERTY) - WATER	\$	20,000
OFFICE SUPPLIES - WATER	\$	6,800
LEGAL COUNSEL - WATER	\$	20,500
AUDITOR - WATER	\$	5,000
ENGINEERING/SURVEYING - WATER	\$	500
TELEPHONE - WATER	\$	1,000
ELECTRICITY - WATER	\$	6,700
REPAIR/MAINTENANCE - WATER	\$	15,000
SUPPLIES - WATER	\$	20,000
CHEMICALS - WATER	\$	3,000
EQUIPMENT - WATER	\$	11,291
COMPUTER HARDWARE/SOFTWARE - WATER	\$	3,351
DUES/SUBSCRIPTIONS/EDUCATION - WATER	\$	2,000
COMPUTER TECH - WATER	\$	8,500
CAPITAL IMPROVEMENTS - WATER	\$	5,000
TRANSFER TO GENERAL FUND - WATER	\$	2,500
BANK SERVICE CHARGES - WATER	\$	400
MISCELLENOUS - WATER	\$	500
CONTRACT LABOR - WATER	\$	750
EMPLOYEE DRUG TESTS - WATER	\$	250
CAPITAL CITY PRINCIPAL AND INTEREST	\$	40,064
RESERVE FOR CONTINGENCIES - WATER	\$	10,000
UNIFORMS - WATER	\$	1,250
TOWN CLERK SALARY - SEWER	\$	13,000
TOWN CLERK EMPLOYER TAX- SEWER	\$	806
UTILITY CLERK SALARY - SEWER	\$	21,840
UTILITY CLERK EMPLOYER TAX -SEWER	\$	1,671
UTILITY MAINTENANCE SALARY - SEWER	\$	70,000
UTILITY MAINTENANCE EMPLOYER TAX - SEWER	\$	5,355
C OPERATOR SALARY - SEWER	\$	69,738
C OPERATOR EMPLOYER - SEWER	\$	11,236
PENSION BENEFITS - SEWER	\$	8,680
HEALTH & VISION / DENTAL & LIFE INSURANCE - SEWER	\$	16,000
FMIT INSURANCE (LIABILITY, W/C, AUTO, PROPERTY) - SEWER	\$	20,000
COPIER - SEWER	\$	700
OFFICE SUPPLIES - SEWER	\$	6,210

LEGAL COUNSEL - SEWER	\$	20,500
AUDITOR - SEWER	\$	7,500
ENGINEERING/SURVEYING - SEWER	\$	500
DUES/SUBSCRIPTIONS/EDUCATION - SEWER	\$	2,000
TELEPHONE - SEWER	\$	5,800
ELECTRICITY - SEWER	\$	16,892
TESTING FEES - SEWER	\$	4,500
REPAIR/MAINTENANCE - SEWER	\$	15,000
SLUDGE - SEWER	\$	24,000
CHEMICALS - SEWER	\$	10,000
SUPPLIES - SEWER	\$	18,000
EQUIPMENT - SEWER	\$	11,291
COMPUTER HARDWARE/SOFTWARE - SEWER	\$	3,500
COMPUTER TECH SUPPORT - SEWER	\$	8,500
CAPITAL IMPROVEMENTS - SEWER	\$	5,000
TRANSFER TO GENERAL FUND - SEWER	\$	2,500
BANK SERVICE CHARGES - SEWER	\$	400
MISCELLENOUS - SEWER	\$	500
CAPITAL CITY PRINCIPAL AND INTEREST	\$	40,064
STATE REVOLVING LOAN PRINCIPAL - SEWER	\$	24,000
STATE REVOLVING LOAN INTEREST - SEWER	\$	1,935
STATE REVOLVING LOAN ASSESSMENT - SEWER	\$	1,935
CONTRACT SERVICES - SEWER	\$	20,000
EMPLOYEE DRUG TESTS - SEWER	\$	250
VACUUM SEWER SYSTEM - SEWER	\$	25,000
RESERVE FOR CONTINGENCIES - SEWER	\$	10,000
UNIFORMS - SEWER	\$	1,250
COMMUNITY DEVELOPMENT BLOCK GRANT - CDBG	\$	600,000
TOTAL ESTIMATED UTILITY FUND EXPENDITURES 2023/2024	\$	1,476,461

SECTION 2: That all Ordinances and parts of Ordinances in conflict herewith are hereby repealed.

SECTION 3: That this Ordinance shall become effective immediately upon its passage.

SECTION 4: That this Ordinance shall be posted as provided by law.

SECTION 5: That this Ordinance is the intention of the Welaka Town Council to establish each fund as the legal level of control. The line item detail provided in this budget is not intended to imply that the Town may not over expend each line item. Instead, it is the intention of the Council to limit expenditures for the year to the total of the budget for the fund as a whole. Any expenditure in excess of the total budget for the fund would require an amendment to this budget.

PASSED BY the Town Council of the Town of Welaka, Florida on its **First Reading** on 7th day of September, 2023.

APPROVED AND ADOPTED by the Town Council of the Town of Welaka, Florida, at this **Second Reading** on the 19th day of September 2023.

ATTEST:

SIGNED:

Meghan E. Allmon, Town Clerk

Jamie D. Watts, Mayor

APPROVAL AS TO FORM:

Patrick Kennedy, Town Attorney

Jessica Finch, Council President