TOWN OF CINCO BAYOU
REGULAR COUNCIL MEETING MINUTES
January 13, 2005

Mayor Frucci called the Regular Council meeting to order at 6:00 P.M. on Thursday, January 13, 2005. Following a silent prayer and the pledge of allegiance, roll call was taken.

Roll Call: Mayor Frucci
Councilman Koch
Councilman Bratton
Councilman Iovieno
Councilman Payne
Councilman St. John

A quorum was present. Also present at the meeting were Town Manager/Clerk Nell Webb, Asst. Monika Gillette, Attorney Jeff McInnis, Community Officer Kevin Kirkpatrick, and Town Engineer Keith Fell.

REGULAR BUSINESS

1. **Council Approval of Agenda:** Mayor Frucci asked for acceptance of the agenda. Councilman Koch motioned to approve the agenda. Councilman St. John seconded the motion. The motion passed unanimously.
2. **Council Approval of Consent Agenda:** Mayor Frucci asked for acceptance of the consent agenda including Regular Council Meeting of December 9, 2004 and Budget Status of December 31, 2004. Councilman Koch motioned to accept the consent agenda. Councilman Iovieno seconded the motion. The motion passed unanimously.

Action Items

1. Councilman St. John motioned to remove the tabled matter of supporting a resolution supporting financial incentives for disaster recovery. Councilman Koch seconded the motion. The motion passed unanimously. The original motion supporting the resolution died due for lack of a motion.

2. A motion to proclaim January 23-29, 2005 Hazardous Materials Awareness Weed died for lack of a motion.

Reports

1. **Town Manager's Report:** Ms. Webb submitted a written report. She added that former resident Irene Balsley was in the hospital. She also updated the council on the sewage leak under the bridge and stated it had been repaired. Councilman St. John was concerned about future damage to the sewage line and suggested putting up warning signs about anchoring near the line. Mayor Frucci stated he would talk with Mayor Glover of Fort Walton Beach. Ms. Webb stated she would report back next month.

2. **Engineer's Report:** Mr. Fell stated he met with Larry McDonald about the drainage on Hughes Street. He said that a 2 x 4 piece of lumber was removed from the pipes that could have caused the drainage problem. He said he scheduled a survey of the property to check the elevation and that the house might have been built too low. He said he would research to see when the house was built. He also updated the council on speed humps for Opp Blvd. He

stated that Destin just installed one 12' long with a 3 to 4 inch rise at a cost of about $7500. He recommended that the town follow a uniform code if speed humps are installed and that there be 300-400 feet between humps. Councilman Koch questioned if that was the answer. Deputy Kirkpatrick stated he had spent two weeks on Opp Blvd. only stopped two speeders and two stop sign violators. He stated that he would arrange for a traffic counting device to see what is actually happening in the area.

3. **Community Officer's Report:** Deputy Kirkpatrick stated he went with the fire marshal to several locations in Cinco Bayou to see if they were up to code. Questionable properties included 91 Beal Parkway, 7 Hughes Street, 21 Kelly, 92 & 94 Opp Blvd and 90 Yacht Club.

4. **Attorney's Report:** Attorney McInnis recommended if a traffic device were installed that it would be a speed hump and not a speed bump and that it must be done in strict accordance with set standards. He also stated that Lamar Advertising had been sent a letter outlining three issues of concern and was waiting for them to reply and submit an application. In reference to the surplus property on Yacht Club Drive off of Sleepy Hollow, Mr. McInnis said several questions were raised such as how the town got the property. He stated that the title needed to be researched to see how the town acquired the property, but at this time it could not be considered as surplus.

Public Comments/Requests: none given

Council Member's Comments/Reports: none given

Mayor's Report – Mayor Frucci stated that Town Hall would be closed on Monday for the Martin Luther holiday and that the picnic would be held on Tuesday, January 18 with Councilman Bratton hosting.

Adjourn – There being no further business, the meeting adjourned at 6:50 pm.

ATTEST:

Norm Frucci

Norm Frucci, Mayor

Monika Gillette

Monika Gillette
Asst. Town Manager/Clerk

MANAGERS REPORT – JAN, 2005

1. **GLENWOOD PARK:** Repairs are complete. All paperwork has been sent to DCA for the balance of the FRDAP grants. We will be ready for official dedication in the very near future.

2. **LAGUNA PARK:** All paperwork has been sent to DCA for the balance of the FRDAP grants. We will be ready for official dedication in the very near future.

3. **FEMA:** I met with the FEMA reps and the rep from the state on December 21 for a closeout meeting. All documents are in order and we are waiting for reimbursement.

4. **AUDIT:** The auditors will present the audit to the Council at the February Council meeting.

5. **ELECTIONS:** Please note that the qualifying dates for the upcoming 2005 election is Noon, Tuesday, January 18, to Noon, Friday, January 21, 2005. (Monday, January 17, is a holiday) Incumbents are Council seat (Jim Bratton), 2-year term, Council seat (Mike Iovieno), 2-year term, and Council seat (Carol Koch), 2-year term. Please see the letter from Pat Hollarn, Supervisor of Elections in your packets.

6. **LAMAR OUTDOOR ADVERTISING:** Attorney McInnis has been in touch the attorney that counseled with him in writing the sign ordinance. See the copy of his letter to Lamar's attorney in your packets.

7. **DISPOSAL OF SURPLUS REAL PROPERTY:** Attorney McInnis has done the research on this item and will give his report at the council meeting.

8. **STORM WATER RUNOFF AND FLOODING:** The town engineer has been in touch with DOT and he and I met with the head of Public Works in FWB. Keith will bring you up to date on our findings at the council meeting.

9. **SPEED BUMP REQUEST:** Keith has been in touch with DOT and will bring the council up to date on his research.

10. **DATES FOR YOUR CALENDAR:** Please mark the following dates on your calendars for tentative workshops for the 2004/2005 budget review and 2005/2006 budget workshops.

    Thursday, June 23, 2005 – 5:30 PM – 2004/2005 Budget Review
    Thursday, July 7, 2005 – 5:30 PM – 1st budget workshop for 2005/2006
    Tuesday, July 12, 2005 – 5:30 PM – 2nd budget workshop for 2005/2006
    Monday, July 18, 2005 – 5:30 PM – 3rd budget workshop for 2005/2006

    The following dates are tentative for Public Hearings for the 2005/2006 budget and millage:

    Thursday, September 8, 2005 – 6:00 PM – 1st Public Hearing 2005/2006 budget & millage.
    Thursday, September 22, 2005 – 6:00 PM – 2nd Public Hearing & adoption of 2005/2006 budget and millage.

11. **TIME OUT OF THE OFFICE FOR TRAINING AND EDUCATION:**

    Thursday and Friday, February 10 – 11 – FCCMA Winter Institute
    Tuesday and Wednesday, March 29 – 30 – Gulf Power Symposium
    Wednesday thur Friday, May 11 – 13 – FCCMA Annual Conference
    Monday thru Wednesday, June 20 – 22 – FACC Annual Conference
    Thursday and Friday, August 18 – 19 – FLOC Annual Conference

1:51 PM
01/06/05
Accrual Basis

Town of Cinco Bayou
Profit & Loss Budget vs. Actual
October through December 2004

	Oct - Dec 04	Budget	$ Over Budget	% of Budget
Income				
001 REVENUE ACCOUNTS				
TAXES				
311.000 · ADVALOREM TAXES	28,130.92	88,176.00	-60,045.08	31.9%
312.410 · FIRST LOCAL OPTION FUEL TAX	4,533.98	25,585.00	-21,051.02	17.7%
Total TAXES	32,664.90	113,761.00	-81,096.10	28.7%
FRANCHISE FEES				
313.100 · FRANCHISE FEE - GULF POWER	6,419.81	33,500.00	-27,080.19	19.2%
313.400 · FRANCHISE FEE - OKALOOSA GAS	0.00	3,500.00	-3,500.00	0.0%
Total FRANCHISE FEES	6,419.81	37,000.00	-30,580.19	17.4%
UTILITY SERVICES TAXES				
314.100 · UTIL TAX - GULF POWER	4,458.81	22,300.00	-17,841.19	20.0%
314.300 · UTIL TAX - WATER FWB	0.00	5,300.00	-5,300.00	0.0%
314.400 · UTIL TAX - NAT GAS OKALOOSA CO	0.00	2,500.00	-2,500.00	0.0%
315.000 · UTIL TAX - LOCAL COM. SERVICES	3,253.11	25,842.00	-22,588.89	12.6%
Total UTILITY SERVICES TAXES	7,711.92	55,942.00	-48,230.08	13.8%
LICENSES AND PERMITS				
321.100 · OCCUPATIONAL LICENSES	5,540.00	7,000.00	-1,460.00	79.1%
322.000 · PERMITS - TOWN	213.75	700.00	-486.25	30.5%
Total LICENSES AND PERMITS	5,753.75	7,700.00	-1,946.25	74.7%
STATE GRANTS				
334.700 · FRDAP - LAGUNA PARK	0.00	2,500.00	-2,500.00	0.0%
334.701 · FRDAP - GLENWOOD PARK PHASE I	0.00	2,500.00	-2,500.00	0.0%
334.702 · FRDAP GLENWOOD PHASE II	0.00	2,500.00	-2,500.00	0.0%
Total STATE GRANTS	0.00	7,500.00	-7,500.00	0.0%
STATE SHARED REVENUES				
GENERAL GOVERNMENT				
335.120 · STATE REVENUE SHARING PROCEEDS	6,435.15	25,677.00	-19,241.85	25.1%
335.150 · ALCOHOLIC BEVERAGE LICENSES	70.45	800.00	-729.55	8.8%
335.180 · LOCAL GOVT HALF-CENT SALES TAX	6,943.87	28,675.00	-21,731.13	24.2%
Total GENERAL GOVERNMENT	13,449.47	55,152.00	-41,702.53	24.4%
Total STATE SHARED REVENUES	13,449.47	55,152.00	-41,702.53	24.4%
SHARED REV OTHER LOCAL UNITS				
338.100 · OCCUPATIONAL LIC OKALOOSA CO	791.25	750.00	41.25	105.5%
Total SHARED REV OTHER LOCAL UNITS	791.25	750.00	41.25	105.5%
PHYSICAL ENVIRONMENT				
343.400 · GARBAGE/SOLID WASTE	0.00	30,500.00	-30,500.00	0.0%
Total PHYSICAL ENVIRONMENT	0.00	30,500.00	-30,500.00	0.0%
FINES AND FORFEITS				
351.100 · COURT FINES - COUNTY	85.49	800.00	-714.51	10.7%
Total FINES AND FORFEITS	85.49	800.00	-714.51	10.7%
INTEREST AND OTHER EARNINGS				
361.140 · VANGUARD BANK CHECKING	22.17	75.00	-52.83	29.6%
361.181 · VANGUARD BANK MONEY MARKET	2.39	25.00	-22.61	9.6%
361.182 · INTEREST EARNINGS - TAX COLL	0.00	20.00	-20.00	0.0%
361.183 · BEACH COMMUNITY BANK CD	236.90	1,000.00	-763.10	23.7%
361.184 · BEACH COMMUNITY BANK SAVINGS	155.89			
Total INTEREST AND OTHER EARNINGS	417.35	1,120.00	-702.65	37.3%
RENTS AND ROYALTIES				
362.000 · SEAWAY STREET	500.00	500.00	0.00	100.0%
362.100 · FACILITY RENTAL-TOWN HALL	300.00	400.00	-100.00	75.0%
362.200 · TEMP CELL TOWER LEASE	4,635.00	18,900.00	-14,265.00	24.5%
362.300 · SEAWAY RIGHT OF WAY WHATABURGER	0.00	100.00	-100.00	0.0%
Total RENTS AND ROYALTIES	5,435.00	19,900.00	-14,465.00	27.3%
OTHER MISCELLANEOUS REVENUES				
369.000 · OTHER MISC REV	0.00	100.00	-100.00	0.0%
369.100 · OTHER MISC REV - SR 85 MAINT	0.00	1,180.00	-1,180.00	0.0%
369.201 · ST HIGHWAY SYSTEM LIGHTING	0.00	1,122.00	-1,122.00	0.0%
Total OTHER MISCELLANEOUS REVENUES	0.00	2,402.00	-2,402.00	0.0%
Total 001 REVENUE ACCOUNTS	72,728.94	332,527.00	-259,798.06	21.9%

Town of Cinco Bayou
Profit & Loss Budget vs. Actual
October through December 2004

	Oct - Dec 04	Budget	$ Over Budget	% of Budget
OTHER SOURCES				
337.501 · CRA NOTE PAYMENT	0.00	5,442.00	-5,442.00	0.0%
347.200 · BOAT LAUNCH FEES	4,011.02	15,000.00	-10,988.98	26.7%
Total OTHER SOURCES	4,011.02	20,442.00	-16,430.98	19.6%
Total Income	76,739.96	352,969.00	-276,229.04	21.7%
Expense				
001-EXPENDITURE/EXPENSE ACCTS.				
PAYROLL EXPENSE				
513.120 · SALARIES & WAGES	18,191.76	79,554.00	-61,362.24	22.9%
513.121 · EMPLOYEE BONUS	0.00	0.00	0.00	0.0%
513.210 · EMPLOYEE FICA/MEDICARE	1,434.51	6,086.00	-4,651.49	23.6%
513.230 · EMPLOYEE LIFE & HEALTH INS	4,641.84	18,567.00	-13,925.16	25.0%
513.240 · EMPLOYEE WORKMANS COMP	1,283.00	3,200.00	-1,917.00	40.1%
513.250 · EMPLOYEE UNEMPLOYMENT COMP	0.00			
PAYROLL EXPENSE - Other	560.29			
Total PAYROLL EXPENSE	26,111.40	107,407.00	-81,295.60	24.3%
OPERATING EXPENDITURE/EXPENSE				
513.320 · ACCOUNTING AND AUDITING	2,500.00	7,800.00	-5,300.00	32.1%
515.470 · MUNICIPAL CODE	0.00	1,300.00	-1,300.00	0.0%
PROFESSIONAL SERVICES LEGAL				
514.310 · PROFESSIONAL SERVICES-LEGAL	1,375.62	8,500.00	-7,124.38	16.2%
514.313 · PROF.SER.-LEGAL - TOWER PROJ.	37.50			
Total PROFESSIONAL SERVICES LEGAL	1,413.12	8,500.00	-7,086.88	16.6%
PROFESSIONAL SERVICES ENGINEER				
519.310 · PROFESSIONAL SERVICES-ENGINEER	229.61	6,000.00	-5,770.39	3.8%
Total PROFESSIONAL SERVICES ENGINEER	229.61	6,000.00	-5,770.39	3.8%
519.400 · TRAVEL AND PER DIEM	1,100.00	6,800.00	-5,700.00	16.2%
COMMUNICATIONS				
519.410 · COMMUNICATIONS-PHONE	312.94	1,500.00	-1,187.06	20.9%
519.411 · COMMUNICATIONS-POSTAGE	113.47	500.00	-386.53	22.7%
519.412 · COMMUNICATIONS-INTERNET	685.20	1,908.00	-1,222.80	35.9%
Total COMMUNICATIONS	1,111.61	3,908.00	-2,796.39	28.4%
519.430 · UTILITIES-TOWN HALL	1,461.80	3,800.00	-2,338.20	38.5%
519.440 · RENTALS AND LEASES	0.00	500.00	-500.00	0.0%
519.450 · INS PROP/LIB/AUTO	4,422.00	9,100.00	-4,678.00	48.6%
519.460 · REPAIR & MAINTENANCE -TOWN HALL	199.72	1,000.00	-800.28	20.0%
519.461 · REPAIR & MAINTENANCE - OTHER	0.00	500.00	-500.00	0.0%
LEGAL ADVERTISING				
519.480 · LEGAL ADVERTISING OTHER	880.66	3,500.00	-2,619.34	25.2%
Total LEGAL ADVERTISING	880.66	3,500.00	-2,619.34	25.2%
519.490 · OTHER CURRENT CHG & OBLIGATIONS	672.42	3,500.00	-2,827.58	19.2%
519.491 · ELECTION EXPENSE	0.00	1,200.00	-1,200.00	0.0%
519.510 · OFFICE SUPPLIES	315.64	1,300.00	-984.36	24.3%
519.520 · OPERATING SUPPLIES	352.76	1,400.00	-1,047.24	25.2%
519.540 · BOOKS,PUB,SUB & MEMBERSHIPS	786.00	1,750.00	-964.00	44.9%
519.630 · IMPROVEMENTS OTHER THAN BLDGS.	0.00	300.00	-300.00	0.0%
519.820 · AID TO PRIVATE ORGANIZATIONS	250.00	500.00	-250.00	50.0%
Total OPERATING EXPENDITURE/EXPENSE	15,695.34	62,658.00	-46,962.66	25.0%
PUBLIC SAFETY				
521.340 · LAW ENFORCEMENT	18,820.00	56,460.00	-37,640.00	33.3%
Total PUBLIC SAFETY	18,820.00	56,460.00	-37,640.00	33.3%
PHYSICAL ENVIRONMENT				
530.640 · TOWN TRUCK	0.00	17,000.00	-17,000.00	0.0%
534.430 · GARBAGE/SOLID WASTE-WASTE MGMT	7,036.44	30,500.00	-23,463.56	23.1%
537.630 · DRAINAGE DITCH YACHT CLUB DR	0.00	500.00	-500.00	0.0%
Total PHYSICAL ENVIRONMENT	7,036.44	48,000.00	-40,963.56	14.7%
TRANSPORTATION				
541.430 · UTILITY SERVICES - STREETS	2,923.21	7,000.00	-4,076.79	41.8%
541.530 · OPERATING SUPPLIES - STREETS	0.00	1,000.00	-1,000.00	0.0%
541.630 · IMPROVEMENTS - STREETS	0.00	5,000.00	-5,000.00	0.0%
541.710 · STREET REPAIR LOAN/ PRINCIPAL	0.00	12,853.00	-12,853.00	0.0%
541.720 · STREET REPAIR LOAN/INTEREST	0.00	3,070.00	-3,070.00	0.0%
Total TRANSPORTATION	2,923.21	28,923.00	-25,999.79	10.1%

Town of Cinco Bayou
Profit & Loss Budget vs. Actual
October through December 2004

	Oct - Dec 04	Budget	$ Over Budget	% of Budget
CRA TAX INCREMENT EXPENSES				
552.810 · CRA TAX INCREMENT EXPENSE	0.00	5,801.00	-5,801.00	0.0%
Total CRA TAX INCREMENT EXPENSES	0.00	5,801.00	-5,801.00	0.0%
HUMAN SERVICES				
562.340 · HUMAN SERVICES - PAWS	709.50	1,419.00	-709.50	50.0%
Total HUMAN SERVICES	709.50	1,419.00	-709.50	50.0%
CULTURE/RECREATION				
571.540 · LIBRARY MEMBERSHIP	20.00	400.00	-380.00	5.0%
Total CULTURE/RECREATION	20.00	400.00	-380.00	5.0%
PARKS AND RECREATION				
572.340 · OTHER CONTRACTUAL SERVICES	4,321.64	14,330.00	-10,008.36	30.2%
572.430 · UTILITIES - PARKS	94.54	1,200.00	-1,105.46	7.9%
572.520 · OPERATING SUPPLIES - PARKS	137.57	500.00	-362.43	27.5%
572.630 · REPAIRS & MAINTENANCE - PARKS	6,319.37	4,980.00	1,339.37	126.9%
FRDAP GRANT LAGUNA PARK				
572.631 · FRDAP GRANT/LAGUNA PARK	4,051.00	2,500.00	1,551.00	162.0%
Total FRDAP GRANT LAGUNA PARK	4,051.00	2,500.00	1,551.00	162.0%
FRDAP GRANT GLENWOOD PK PHASE I				
572.632 · FRDAP GRANT/GLENWOOD PARK	4,200.51	2,500.00	1,700.51	168.0%
Total FRDAP GRANT GLENWOOD PK PHASE I	4,200.51	2,500.00	1,700.51	168.0%
FRDAP GRANT GLENWOD PK PHASE II				
572.633 · FRDAP GRANT/GLENWOOD PK II	3,489.61	2,500.00	989.61	139.6%
Total FRDAP GRANT GLENWOD PK PHASE II	3,489.61	2,500.00	989.61	139.6%
Total PARKS AND RECREATION	22,614.24	28,510.00	-5,895.76	79.3%
SPECIAL EVENTS				
574.490 · SPECIAL EVENTS/PICNIC DINNERS	1,172.24	2,500.00	-1,327.76	46.9%
Total SPECIAL EVENTS	1,172.24	2,500.00	-1,327.76	46.9%
SPECIAL RECREATION FACILITIES				
575.630 · MAINTENANCE SEAWAY BOAT RAMP	1,083.64	500.00	583.64	216.7%
Total SPECIAL RECREATION FACILITIES	1,083.64	500.00	583.64	216.7%
OTHER CULTURE/RECREATION				
579.630 · TREE/BEAUTIFICATION	0.00	500.00	-500.00	0.0%
Total OTHER CULTURE/RECREATION	0.00	500.00	-500.00	0.0%
OTHER USES				
580.990 · CONTINGENCY FUND	0.00	9,891.00	-9,891.00	0.0%
Total OTHER USES	0.00	9,891.00	-9,891.00	0.0%
Total 001-EXPENDITURE/EXPENSE ACCTS.	96,186.01	352,969.00	-256,782.99	27.3%
Total Expense	96,186.01	352,969.00	-256,782.99	27.3%
Net Income	-19,446.05	0.00	-19,446.05	100.0%

Notes