

TOWN OF CINCO BAYOU
CELL TOWER WORKSHOPW
MEETING MINUTES
21 JANUARY 2003

Mayor Sara Carroll called the workshop meetings to order at 4:35 P.M. on January 21, 2003. Roll call was taken.

Present:	Mayor Carroll	Mayor Pro Tem Koch
	Councilman DesGranges	Councilman Frucci
	Councilman Jim Bratton	

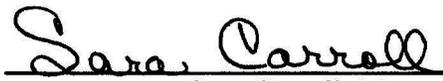
Also present were: Town Mgr/Clerk Nell Webb, Town Attorney Jeff McInnis, Assistant Monika Gillette and Verizon representatives Al Summerford, Michael Vitenas and Paula Young .

DISCUSSION ITEMS

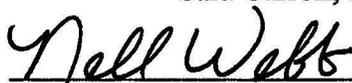
1. Mayor Carroll opened the meeting after roll call was taken. Attorney McInnis stated that in order to erect a cellular tower in Cinco Bayou it must be compliant with the current land development code and comprehensive plan. He also stated that currently very little area in Glenwood Park is not wetlands and that the upland area was adjacent to residential property. He also stated that the current comprehensive plan does not allow the project and that from a legal standpoint he has a problem with the project under the current comprehensive plan and land development code. He stated that he had identified a consulting expert that would be able to go through the land development code and the comprehensive plan to see if there was a way to go forward with the project. He suggested that through his firm he hire Gayle Easley at \$150 per hour, with approximately 8 hours needed for her to review both the land development code and the comprehensive plan. He felt that if there was a small scale amendment to the plan to allow using Glenwood Park, it would not have to go to the State of Florida for review and only take a few months, but that if the text in the comprehensive plan needed to be changed it must go to Tallahassee and could take six to nine months. Town Manager/Clerk Webb identified a small easement site for a temporary pole. Verizon representatives stated they would need 18 months for a temporary site. Town Manager/Clerk Webb stated she had spoken to property owner Jay Odom, whose property is adjacent to the easement who stated he was opposed to it being a permanent site and that he is currently negotiating the sale of the property, but might not object to a temporary site. Paula Young of Verizon asked if the council would consider a height variance if the temporary tower be moved to another parcel not owned by the Town. Based on council consensus, Attorney McInnis will retain the expert through his firm and the current mandate by the council to research the land development code and comprehensive plan. He will also prepare a resolution to authorize a temporary lease to Verizon at the February 13, 2003 council meeting. Mr. Summerford, Verizon's engineer, suggested a mono pole of about 150 feet for the temporary tower.

Adjourn – There being no further business, the meeting adjourned at 5:50 pm

ATTEST:



Sara Carroll, Mayor



Nell Webb, Town Manager/Clerk

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ATTEST:

Sara Carroll, Mayor

Nell Webb, Town Manager/Clerk

Town of Cinco Bayou
Profit & Loss Budget vs. Actual
 October 2002 through January 2003

	<u>Oct '02 - Jan 03</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
001 REVENUE ACCOUNTS				
TAXES				
311.000 · ADVALOREM TAXES	30,607.51	79,461.00	-48,853.49	38.52%
312.410 · FIRST LOCAL OPTION FUEL TAX	2,242.12	9,794.00	-7,551.88	22.89%
Total TAXES	<u>32,849.63</u>	<u>89,255.00</u>	<u>-56,405.37</u>	<u>36.8%</u>
FRANCHISE FEES				
313.100 · FRANCHISE FEE - GULF POWER	4,742.27	32,596.00	-27,853.73	14.55%
313.400 · FRANCHISE FEE - OKALOOSA GAS	0.00	3,500.00	-3,500.00	0.0%
Total FRANCHISE FEES	<u>4,742.27</u>	<u>36,096.00</u>	<u>-31,353.73</u>	<u>13.14%</u>
UTILITY SERVICES TAXES				
314.100 · UTIL TAX - GULF POWER	6,373.03	22,050.00	-15,676.97	28.9%
314.300 · UTIL TAX - WATER FWB	1,335.76	5,250.00	-3,914.24	25.44%
314.400 · UTIL TAX - NAT GAS OKALOOSA CO	265.58	2,500.00	-2,234.42	10.62%
315.000 · UTIL TAX - LOCAL COM. SERVICES	5,514.66	25,406.00	-19,891.34	21.71%
Total UTILITY SERVICES TAXES	<u>13,489.03</u>	<u>55,206.00</u>	<u>-41,716.97</u>	<u>24.43%</u>
LICENSES AND PERMITS				
321.100 · OCCUPATIONAL LICENSES	6,557.50	7,000.00	-442.50	93.68%
322.000 · PERMITS - TOWN	480.00	400.00	80.00	120.0%
Total LICENSES AND PERMITS	<u>7,037.50</u>	<u>7,400.00</u>	<u>-362.50</u>	<u>95.1%</u>
STATE GRANTS				
334.700 · FRDAP - LAGUNA PARK	0.00	50,000.00	-50,000.00	0.0%
334.701 · FRDAP - GLENWOOD PARK PHASE I	0.00	50,000.00	-50,000.00	0.0%
334.702 · FRDAP GLENWOOD PHASE II	0.00	50,000.00	-50,000.00	0.0%
Total STATE GRANTS	<u>0.00</u>	<u>150,000.00</u>	<u>-150,000.00</u>	<u>0.0%</u>
STATE SHARED REVENUES				
GENERAL GOVERNMENT				
335.120 · STATE REVENUE SHARING PROC	7,860.92	23,561.00	-15,700.08	33.36%
335.150 · ALCOHOLIC BEVERAGE LICENSES	0.00	1,000.00	-1,000.00	0.0%
335.180 · LOCAL GOVT HALF-CENT SALES T	6,180.92	27,880.00	-21,699.08	22.17%
Total GENERAL GOVERNMENT	<u>14,041.84</u>	<u>52,441.00</u>	<u>-38,399.16</u>	<u>26.78%</u>
Total STATE SHARED REVENUES	<u>14,041.84</u>	<u>52,441.00</u>	<u>-38,399.16</u>	<u>26.78%</u>
SHARED REV OTHER LOCAL UNITS				
338.100 · OCCUPATIONAL LIC OKALOOSA CO	435.90	600.00	-164.10	72.65%
Total SHARED REV OTHER LOCAL UNITS	<u>435.90</u>	<u>600.00</u>	<u>-164.10</u>	<u>72.65%</u>
PHYSICAL ENVIRONMENT				
343.400 · GARBAGE/SOLID WASTE	6,549.99	29,000.00	-22,450.01	22.59%
Total PHYSICAL ENVIRONMENT	<u>6,549.99</u>	<u>29,000.00</u>	<u>-22,450.01</u>	<u>22.59%</u>
FINES AND FORFEITS				
351.100 · COURT FINES - COUNTY	756.33	2,600.00	-1,843.67	29.09%
Total FINES AND FORFEITS	<u>756.33</u>	<u>2,600.00</u>	<u>-1,843.67</u>	<u>29.09%</u>
INTEREST AND OTHER EARNINGS				

Town of Cinco Bayou
Profit & Loss Budget vs. Actual
October 2002 through January 2003

	<u>Oct '02 - Jan 03</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
361.140 · VANGUARD BANK CHECKING	12.25	100.00	-87.75	12.25%
361.180 · VANGUARD BANK CD	1,186.51	2,500.00	-1,313.49	47.46%
361.181 · VANGUARD BANK MONEY MARKET	154.42	500.00	-345.58	30.88%
361.182 · INTEREST EARNINGS - TAX COLL	0.00	100.00	-100.00	0.0%
Total INTEREST AND OTHER EARNINGS	1,353.18	3,200.00	-1,846.82	42.29%
RENTS AND ROYALTIES				
362.000 · SEAWAY STREET	0.00	500.00	-500.00	0.0%
362.100 · FACILITY RENTAL-TOWN HALL	300.00			
Total RENTS AND ROYALTIES	300.00	500.00	-200.00	60.0%
OTHER MISCELLANEOUS REVENUES				
369.000 · OTHER MISC REV	50.00			
369.100 · OTHER MISC REV - SR 85 MAINT	0.00	2,368.00	-2,368.00	0.0%
Total OTHER MISCELLANEOUS REVENUES	50.00	2,368.00	-2,318.00	2.11%
Total 001 REVENUE ACCOUNTS	81,605.67	428,666.00	-347,060.33	19.04%
OTHER SOURCES				
381.910 · INTERFUND TRANSFER BOAT LAUNCH	0.00	14,000.00	-14,000.00	0.0%
Total OTHER SOURCES	0.00	14,000.00	-14,000.00	0.0%
Total Income	81,605.67	442,666.00	-361,060.33	18.44%
Expense				
001-EXPENDITURE/EXPENSE ACCTS.				
PAYROLL EXPENSE				
513.120 · SALARIES & WAGES	25,275.92	73,318.00	-48,042.08	34.47%
513.210 · EMPLOYEE FICA/MEDICARE	1,933.61	5,609.00	-3,675.39	34.47%
513.230 · EMPLOYEE LIFE & HEALTH INS	4,529.85	10,872.00	-6,342.15	41.67%
513.240 · EMPLOYEE WORKMANS COMP	1,256.50	2,513.00	-1,256.50	50.0%
513.250 · EMPLOYEE UNEMPLOYMENT COMP	45.06			
Total PAYROLL EXPENSE	33,040.94	92,312.00	-59,271.06	35.79%
OPERATING EXPENDITURE/EXPENSE				
513.320 · ACCOUNTING AND AUDITING	700.00	5,900.00	-5,200.00	11.86%
515.470 · MUNICIPAL CODE	0.00	200.00	-200.00	0.0%
PROFESSIONAL SERVICES LEGAL				
514.310 · PROFESSIONAL SERVICES-LEGAL	1,093.80	8,114.00	-7,020.20	13.48%
514.311 · PROF.SER.-LEGAL - CRA	237.50			
514.313 · PROF.SER.-LEGAL - TOWER PROJ	262.50			
514.314 · PROF SER - LEGAL - FRDAP	325.00			
514.316 · PROF SER - LEGAL - DRAIN DITCH	25.00			
Total PROFESSIONAL SERVICES LEGAL	1,943.80	8,114.00	-6,170.20	23.96%
PROFESSIONAL SERVICES ENGINEER				
519.310 · PROFESSIONAL SERVICES-ENGIN	0.00	4,500.00	-4,500.00	0.0%
519.316 · PROF SERV - ENG - DRAIN DITCH	774.00			
Total PROFESSIONAL SERVICES ENGINEER	774.00	4,500.00	-3,726.00	17.2%
519.400 · TRAVEL AND PER DIEM COMMUNICATIONS	1,909.41	6,500.00	-4,590.59	29.38%

Town of Cinco Bayou
Profit & Loss Budget vs. Actual
October 2002 through January 2003

	<u>Oct '02 - Jan 03</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
519.410 · COMMUNICATIONS-PHONE	420.77	1,900.00	-1,479.23	22.15%
519.411 · COMMUNICATIONS-POSTAGE	115.97	500.00	-384.03	23.19%
519.412 · COMMUNICATIONS-INTERNET	880.00	1,920.00	-1,040.00	45.83%
Total COMMUNICATIONS	1,416.74	4,320.00	-2,903.26	32.8%
519.430 · UTILITIES-TOWN HALL	1,186.26	3,500.00	-2,313.74	33.89%
519.450 · INS PROP/LIB/AUTO	3,805.50	7,610.00	-3,804.50	50.01%
519.460 · REPAIR & MAINTENANCE -TOWN HALL	861.64	1,900.00	-1,038.36	45.35%
LEGAL ADVERTISING				
519.480 · LEGAL ADVERTISING OTHER	400.24	1,700.00	-1,299.76	23.54%
Total LEGAL ADVERTISING	400.24	1,700.00	-1,299.76	23.54%
519.490 · OTHER CURRENT CHG & OBLIGATION:	1,363.14	2,900.00	-1,536.86	47.01%
519.491 · ELECTION EXPENSE	-50.00	1,285.00	-1,335.00	-3.89%
519.510 · OFFICE SUPPLIES	407.34	1,900.00	-1,492.66	21.44%
519.520 · OPERATING SUPPLIES	359.97	1,000.00	-640.03	36.0%
519.540 · BOOKS,PUB,SUB & MEMBERSHIPS	1,216.01	2,250.00	-1,033.99	54.05%
519.630 · IMPROVEMENTS OTHER THAN BLDGS	0.00	500.00	-500.00	0.0%
519.820 · AID TO PRIVATE ORGANIZATIONS	500.00	500.00	0.00	100.0%
Total OPERATING EXPENDITURE/EXPENSE	16,794.05	54,579.00	-37,784.95	30.77%
PUBLIC SAFETY				
521.340 · LAW ENFORCEMENT	21,890.00	52,536.00	-30,646.00	41.67%
Total PUBLIC SAFETY	21,890.00	52,536.00	-30,646.00	41.67%
PHYSICAL ENVIRONMENT				
534.430 · GARBAGE/SOLID WASTE-WASTE MGM	0.00	29,000.00	-29,000.00	0.0%
537.630 · DRAINAGE DITCH YACHT CLUB DR	0.00	1,000.00	-1,000.00	0.0%
Total PHYSICAL ENVIRONMENT	0.00	30,000.00	-30,000.00	0.0%
TRANSPORTATION				
541.430 · UTILITY SERVICES - STREETS	2,816.01	6,100.00	-3,283.99	46.16%
541.530 · OPERATING SUPPLIES - STREETS	217.55	1,000.00	-782.45	21.76%
541.630 · IMPROVEMENTS - STREETS	0.00	1,000.00	-1,000.00	0.0%
541.710 · STREET REPAIR LOAN/ PRINCIPAL	0.00	11,548.00	-11,548.00	0.0%
541.720 · STREET REPAIR LOAN/INTEREST	0.00	3,452.00	-3,452.00	0.0%
Total TRANSPORTATION	3,033.56	23,100.00	-20,066.44	13.13%
HUMAN SERVICES				
562.340 · HUMAN SERVICES - PAWS	635.58	1,272.00	-636.42	49.97%
Total HUMAN SERVICES	635.58	1,272.00	-636.42	49.97%
CULTURE/RECREATION				
571.540 · LIBRARY MEMBERSHIP	70.00	400.00	-330.00	17.5%
Total CULTURE/RECREATION	70.00	400.00	-330.00	17.5%
PARKS AND RECREATION				
572.340 · OTHER CONTRACTUAL SERVICES	3,004.98	12,124.00	-9,119.02	24.79%
572.430 · UTILITIES - PARKS	404.81	1,000.00	-595.19	40.48%
572.520 · OPERATING SUPPLIES - PARKS	5.76	100.00	-94.24	5.76%
572.630 · REPAIRS & MAINTENANCE - PARKS	122.39	1,675.00	-1,552.61	7.31%
FRDAP GRANT LAGUNA PARK				

Town of Cinco Bayou
Profit & Loss Budget vs. Actual
October 2002 through January 2003

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572.631 · FRDAP GRANT/LAGUNA PARK	0.00	50,000.00	-50,000.00	0.0%
572.310 · PROF.SER.-ENGINEER - LAGUNA F	320.00			
572.485 · LEGAL ADVERTISING FRDAP LAGI	113.16			
Total FRDAP GRANT LAGUNA PARK	<u>433.16</u>	<u>50,000.00</u>	<u>-49,566.84</u>	<u>0.87%</u>
FRDAP GRANT GLENWOOD PK PHASE I				
572.632 · FRDAP GRANT/GLENWOOD PARK	4,000.00	50,000.00	-46,000.00	8.0%
572.311 · PROF.SER.-ENGINEER-GLENWOOD	240.00			
Total FRDAP GRANT GLENWOOD PK PHASE I	<u>4,240.00</u>	<u>50,000.00</u>	<u>-45,760.00</u>	<u>8.48%</u>
FRDAP GRANT GLENWOOD PK PHASE II				
572.633 · FRDAP GRANT/GLENWOOD PK II	0.00	50,000.00	-50,000.00	0.0%
Total FRDAP GRANT GLENWOOD PK PHASE II	<u>0.00</u>	<u>50,000.00</u>	<u>-50,000.00</u>	<u>0.0%</u>
BOATING IMPROVEMENT FUND				
572.635 · BOATING IMPROV LEGAL EXPENS	125.00			
572.634 · PROF SERV - ENGINEER-SEAWAY	1,782.01			
Total BOATING IMPROVEMENT FUND	<u>1,907.01</u>			
Total PARKS AND RECREATION	<u>10,118.11</u>	<u>164,899.00</u>	<u>-154,780.89</u>	<u>6.14%</u>
SPECIAL EVENTS				
574.490 · SPECIAL EVENTS/PICNIC DINNERS	985.90	1,700.00	-714.10	57.99%
Total SPECIAL EVENTS	<u>985.90</u>	<u>1,700.00</u>	<u>-714.10</u>	<u>57.99%</u>
SPECIAL RECREATION FACILITIES				
575.630 · MAINTENANCE SEAWAY BOAT RAMP	0.00	1,000.00	-1,000.00	0.0%
Total SPECIAL RECREATION FACILITIES	<u>0.00</u>	<u>1,000.00</u>	<u>-1,000.00</u>	<u>0.0%</u>
OTHER CULTURE/RECREATION				
579.630 · TREE/BEAUTIFICATION	55.53	500.00	-444.47	11.11%
Total OTHER CULTURE/RECREATION	<u>55.53</u>	<u>500.00</u>	<u>-444.47</u>	<u>11.11%</u>
OTHER USES				
581.910 · INTERFUND TRANSFER BOAT LAUNCH	0.00	14,000.00	-14,000.00	0.0%
580.990 · CONTINGENCY FUND	0.00	6,368.00	-6,368.00	0.0%
Total OTHER USES	<u>0.00</u>	<u>20,368.00</u>	<u>-20,368.00</u>	<u>0.0%</u>
Total 001-EXPENDITURE/EXPENSE ACCTS.	<u>86,623.67</u>	<u>442,666.00</u>	<u>-356,042.33</u>	<u>19.57%</u>
Total Expense	<u>86,623.67</u>	<u>442,666.00</u>	<u>-356,042.33</u>	<u>19.57%</u>
Net Income	<u>-5,018.00</u>	<u>0.00</u>	<u>-5,018.00</u>	<u>100.0%</u>

REGULAR TOWN MEETING SIGN IN SHEET

Name:	Jerry Carroll		
Address:			
Phone:		Email:	

Name:	DANN WALLIS		
Address:	508 GOLF COURSE DR		NICEVILLE
Phone:		Email:	

Name:	Lee Forst		
Address:	DAILY NEWS		
Phone:		Email:	

Name:	Harold Sundry		
Address:	201 OPP Blv. Cinco		
Phone:	974-3582	Email:	

Name:	Cara Fernandez & Keith Hankins		
Address:	P.O. Box 283 Duline		
Phone:	244-3800	Email:	

Name:	Alexandra		
Address:	288 Kidd		
Phone:	244-2453	Email:	

Name:	Robt Smith		
Address:	1102 PERDIDO CIR		
Phone:	376 6122	Email:	SMITHCO@COX.NET

Name:	LT- BALOG		
Address:	205 OPP Blv		
Phone:	243 0904	Email:	

Name:			
Address:			
Phone:		Email:	

SPECIAL TOWN MEETING SIGN IN SHEET

Name:	Al Summerford		
Address:			
Phone:	504 232 6247	Email:	Al.Summerford@VerizonWireless.com

Name:	MICHAEL A. VITENAS - VERIZON WIRELESS		
Address:	3838 N. CAUSEWAY BLVD, METAIRIE, LA 70002		
Phone:	504 846-6277	Email:	MICHAEL.VITENAS@VERIZONWIRELESS.COM

Name:	NORM FRUCCI		
Address:	254 KIDD ST		
Phone:	243-2211	Email:	frucci ftwalton@cox.net

Name:	Came A Kola		
Address:	260 Hill St.		
Phone:	664 0698	Email:	mana22@COX.NET

Name:	ROD DESGRAVES		
Address:	100 Lucille St F		
Phone:	302-0272	Email:	rod-rai@COX.NET

Name:	PAULA R. YOUNG		
Address:	3838 N. CAUSEWAY BLVD - VERIZON WIRELESS METAIRIE, LA. 70002		
Phone:	504-846-6279	Email:	PAULA.YOUNG@VERIZONWIRELESS.COM

Name:	JEFF McINNIS		
Address:	909 MAR WALT Dr, Suite 1014, FWB, TX		
Phone:	(850)863-4064	Email:	

Name:			
Address:			
Phone:		Email:	

Name:			
Address:			
Phone:		Email:	

January 2, 2002

Mrs. Nell Webb
City Manager
Town of Cinco Bayou
10 Yacht Club Drive
Cinco Bayou, FL 32548

RE: Status Report

Dear Mrs. Webb,

Enclosed is the current project status report for the period ending January 2, 2003.
As always, please contact me should you have any questions.

Sincerely,

JONES, EDMUNDS, & ASSOCIATES, INC.

Ed Stanford

ELS/els

Enc.

**MONTHLY STATUS REPORT
TOWN OF CINCO BAYOU
JONES, EDMUNDS & ASSOCIATES, INC.
Period Ending December 2002**

PROJECT NO.

PROJECT TITLE/STATUS

09605-003-01

Currently reviewing solutions to drainage problems at the BP Station located at the corner of Eglin Parkway and Kelly Street.

09605-005-01

Drainage Ditch Modifications

The Contractor has written a letter verifying that the project has been completed and concerns expressed by the homeowner adjacent to the east of the site have been addressed.

09605-006-01

Glenwood and Laguna Park Improvements

The engineer and Town Manager met at Glenwood Park on Thursday, January 2 to determine the next steps to be taken in the design of the Park improvements. The Engineer will be contacting FRDAP to discuss revisions to the existing grant application to include removing vegetation and repairing the existing boardwalk. The Engineer will also contact FDEP to determine if the existing watercourse may be reestablished and redirected. Glenwood Park Improvements Phase I and II will then designed and bid along with the Laguna Park Project.