

TOWN OF CINCO BAYOU
REGULAR COUNCIL MEETING MINUTES
13 MARCH 2003

Mayor Sara Carroll called the regular Town Council meeting to order at 6:00 P.M. Following a silent prayer and the pledge of allegiance, roll call was taken.

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

A quorum was present. Also present were Town Manager/Clerk Nell Webb, Assistant Monika Gillette, Community Officer Frank Hawley, Attorney Jeff McInnis, Town Engineer Ed Stanford, Lee Forst and residents Rai DesGranges, Dutch Payne, Kim Payne and Jerry Carroll and members of the public.

REGULAR BUSINESS

1. **Council Approval of Agenda and Consent Agenda:** - Mayor Carroll asked for acceptance of the agenda and consent agenda with the change of Action Items "D" and "E" be moved ahead of items "A" and "B" and to delete visitor requests. Councilman Koch moved to approve the agenda with changes and consent agenda. Councilman Bratton seconded the motion. The motion passed unanimously.

ACTION ITEMS

1. Attorney McInnis stated that Florida Statutes required the drawing of lots to decide the outcome of the tied election of March 11, 2003. Both Dutch Payne and Jim Bratton agreed that a coin flip would be the deciding factor. Councilman DesGranges motioned to flip a coin with Jim Bratton winning if it landed on heads and Dutch Payne winning if it landed on tails. Councilman Koch seconded the motion. Mr. Lee Forst flipped the coin, which landed on the floor tails up. Councilman Koch motioned to forward the winner of the lots to the Supervisor of Elections. Councilman DesGranges seconded the motion.
2. Attorney McInnis read by title Resolution 2003-01: A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF CINCO BAYOU, FLORIDA, PROVIDING FOR AUTHORITY; PROVIDING FOR THE ESTABLISHMENT OF FEES FOR THE RESERVATION AND USE OF TOWN RECREATIONAL AND PARK FACILITIES; PROVIDING FOR WAIVER OF FEES FOR CERTAIN NON-PROFIT ORGANIZATIONS; PROVIDING FOR PENALTY; REPEALING CONFLICTING RESOLUTIONS; AND PROVIDING FOR AN EFFECTIVE DATE. Stating changes made in the workshop: \$5 per day or \$100 per year for non-residents, for commercial launches the rates would be \$5 per launch, \$150 per month unlimited launches or \$1,200 per year unlimited launches. On exhibit B of Resolution2003-01 the word "together" was added on item D. Councilman Bratton moved to accept Resolution 2003-01 with changes. Councilman Koch seconded the motion. A roll call vote was taken:

Councilman Koch - yea
Councilman DesGranges - yea
Councilman Bainter - yea
Councilman Bratton - yea
Councilman Frucci - no

The motion passed.

3. Councilman DesGranges motioned to begin the assessment of Sea Way boat launch fees effective April 14, 2003. Councilman Bainter seconded the motion. During discussion, Councilman DesGranges and Councilman Bainter accepted a friendly motion to move the effective date to May 1, 2003. The motion passed with Councilman Frucci casting a nay vote. Councilman Koch motioned to assess fees based on fiscal year of October 1 through September 30th. Councilman DesGranges seconded the motion. Councilman Koch and Councilman DesGranges accepted a friendly amendment to pro rate the first year. The motion passed with Councilman Frucci casting a nay vote.
4. Councilman DesGranges motioned to approve renewal of DOT Memorandum of Agreement for maintenance of right-of-ways. Councilman Koch seconded the motion. The motion passed unanimously

Reports

1. **Engineer's Report:** Engineer Ed Stanford stated that a pre-bid meeting was held for the FRDAP Grant.
2. **Attorney's Report:** Mr. McInnis asked for direction to submit a formal request to Verizon to help pay for the amendment to the comprehensive plan. Councilman Bainter moved to direct Attorney McInnis to contact Verizon. Councilman Koch seconded the motion. The motion passed unanimously.
3. **Community Officer's Report:** Deputy Hawley stated that the owners had responded to the abatement letter and that Mrs. Webb would update the council on the issue.
4. **Town Manager's Report** – Ms. Webb submitted a written report. In addition, Mrs. Webb stated that Keith Williams and Mr. Ricky Smith had completed the repair work on Kelly and Eglin Parkway. She stated that she had received three bids for the clean up of the Oakland Trailer Park. She recommend that Chad Henderson be hired to clean up the park. Councilman Frucci motioned to hire Chad Henderson as per his bid to clean up the trailer park. Councilman DesGranges seconded the motion. The motion passed unanimously.
5. **Public Comments/Requests:** none given.
6. **Council Member's Comments/Reports:** Councilman Koch thanked the audience for her reelection. Councilman Bratton thanked Councilman Bainter for his service. He also asked if Cinco Bayou's water was being tested. Councilman DesGranges stated that it said a lot that 31 percent of registered voters voted. Councilman Bainter stated it was a challenge, honor and privilege to have been a council member.

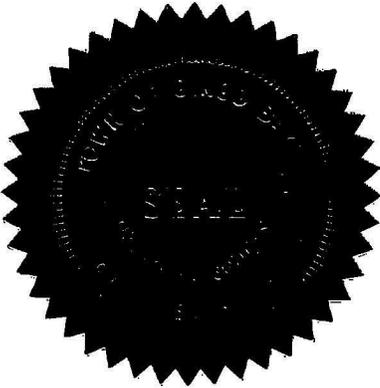
Mayor's Report – Mayor Carroll stated that the Okaloosa League of Cities' quarterly dinner was March 20 and invited everyone to attend. Tearfully, Mayor Carroll told the Council that she would regretfully be resigning her post as Mayor sometime in April and that the next mayor pro tem would take over her remaining term.

Adjourn – There being no further business, the meeting adjourned at 6:40 pm.

ATTEST:



Sara Carroll, Mayor





Nell Webb, Town Manager/Clerk
Town Manager/Clerk

March 31, 2003

To the Town Council of Cinco Bayou

Please consider this letter as my official notification that effective April 30, 2003 I will end my tenure as Mayor of Cinco Bayou.

My husband and I are moving out of the Town and, thus, I can no longer serve as an elected official.

It has been my deep honor to serve the Town for five years. I see a bright future looming and urge the Town Council to be aggressive yet careful in the plans you make for the years to come.

Sincerely yours,

A handwritten signature in cursive script that reads "Sara H. Carroll". The signature is written in black ink and is positioned above the printed name.

Sara H. Carroll

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

Income	<u>Oct '02 - Mar 03</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
001 REVENUE ACCOUNTS				
TAXES				
311.000 · ADVALOREM TAXES	59,127.03	79,461.00	-20,333.97	74.41%
312.410 · FIRST LOCAL OPTION FUEL TAX	3,797.29	9,794.00	-5,996.71	38.77%
Total TAXES	62,924.32	89,255.00	-26,330.68	70.5%
FRANCHISE FEES				
313.100 · FRANCHISE FEE - GULF POWER	15,878.16	32,596.00	-16,717.84	48.71%
313.400 · FRANCHISE FEE - OKALOOSA GAS	737.94	3,500.00	-2,762.06	21.08%
Total FRANCHISE FEES	16,616.10	36,096.00	-19,479.90	46.03%
UTILITY SERVICES TAXES				
314.100 · UTIL TAX - GULF POWER	10,960.49	22,050.00	-11,089.51	49.71%
314.300 · UTIL TAX - WATER FWD	1,335.76	5,250.00	-3,914.24	25.44%
314.400 · UTIL TAX - NAT GAS OKALOOSA	847.09	2,500.00	-1,652.91	33.88%
315.000 · UTIL TAX - LOCAL COM. SERVICE	9,619.48	25,406.00	-15,786.52	37.86%
Total UTILITY SERVICES TAXES	22,762.82	55,206.00	-32,443.18	41.23%
LICENSES AND PERMITS				
321.100 · OCCUPATIONAL LICENSES	6,770.00	7,000.00	-230.00	96.71%
322.000 · PERMITS - TOWN	785.00	400.00	385.00	196.25%
Total LICENSES AND PERMITS	7,555.00	7,400.00	155.00	102.1%
STATE GRANTS				
334.700 · FRDAP - LAGUNA PARK	0.00	50,000.00	-50,000.00	0.0%
334.701 · FRDAP - GLENWOOD PARK PHA	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	0.00	150,000.00	-150,000.00	0.0%
STATE SHARED REVENUES				
GENERAL GOVERNMENT				
335.120 · STATE REVENUE SHARING	11,791.38	23,561.00	-11,769.62	50.05%
335.150 · ALCOHOLIC BEVERAGE LIC	810.20	1,000.00	-189.80	81.02%
335.180 · LOCAL GOVT HALF-CENT S.	10,487.97	27,880.00	-17,392.03	37.62%
Total GENERAL GOVERNMENT	23,089.55	52,441.00	-29,351.45	44.03%
Total STATE SHARED REVENUES	23,089.55	52,441.00	-29,351.45	44.03%
SHARED REV OTHER LOCAL UNITS				
338.100 · OCCUPATIONAL LIC OKALOOSA	488.85	600.00	-111.15	81.48%
Total SHARED REV OTHER LOCAL UNITS	488.85	600.00	-111.15	81.48%
PHYSICAL ENVIRONMENT				
343.400 · GARBAGE/SOLID WASTE	6,549.99	29,000.00	-22,450.01	22.59%
Total PHYSICAL ENVIRONMENT	6,549.99	29,000.00	-22,450.01	22.59%
FINES AND FORFEITS				
351.100 · COURT FINES - COUNTY	1,496.75	2,600.00	-1,103.25	57.57%

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

	<u>Oct '02 - Mar 03</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total FINES AND FORFEITS	1,496.75	2,600.00	-1,103.25	57.57%
INTEREST AND OTHER EARNINGS				
361.140 · VANGUARD BANK CHECKING	19.22	100.00	-80.78	19.22%
361.180 · VANGUARD BANK CD	1,186.51	2,500.00	-1,313.49	47.46%
361.181 · VANGUARD BANK MONEY MARI	264.91	500.00	-235.09	52.98%
361.182 · INTEREST EARNINGS - TAX COL	9.09	100.00	-90.91	9.09%
Total INTEREST AND OTHER EARNINGS	1,479.73	3,200.00	-1,720.27	46.24%
RENTS AND ROYALTIES				
362.000 · SEAWAY STREET	500.00	500.00	0.00	100.0%
362.100 · FACILITY RENTAL-TOWN HALL	350.00			
Total RENTS AND ROYALTIES	850.00	500.00	350.00	170.0%
OTHER MISCELLANEOUS REVENUES				
369.000 · OTHER MISC REV	762.76			
369.100 · OTHER MISC REV - SR 85 MAINT	592.17	2,368.00	-1,775.83	25.01%
Total OTHER MISCELLANEOUS REVENUES	1,354.93	2,368.00	-1,013.07	57.22%
Total 001 REVENUE ACCOUNTS	145,168.04	428,666.00	-283,497.96	33.87%
OTHER SOURCES				
381.910 · INTERFUND TRANSFER BOAT LAUN	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	145,168.04	442,666.00	-297,497.96	32.79%
Expense				
001-EXPENDITURE/EXPENSE ACCTS.				
PAYROLL EXPENSE				
513.120 · SALARIES & WAGES	36,549.71	73,318.00	-36,768.29	49.85%
513.210 · EMPLOYEE FICA/MEDICARE	2,796.05	5,609.00	-2,812.95	49.85%
513.230 · EMPLOYEE LIFE & HEALTH INS	5,435.82	10,872.00	-5,436.18	50.0%
513.240 · EMPLOYEE WORKMANS COMP	1,884.25	2,513.00	-628.75	74.98%
513.250 · EMPLOYEE UNEMPLOYMENT C	129.55			
Total PAYROLL EXPENSE	46,795.38	92,312.00	-45,516.62	50.69%
OPERATING EXPENDITURE/EXPENSE				
513.320 · ACCOUNTING AND AUDITING	6,081.00	5,900.00	181.00	103.07%
515.470 · MUNICIPAL CODE	0.00	200.00	-200.00	0.0%
PROFESSIONAL SERVICES LEGAL				
514.310 · PROFESSIONAL SERVICES-	3,883.79	8,114.00	-4,230.21	47.87%
514.311 · PROF.SER.-LEGAL - CRA	237.50			
514.313 · PROF.SER.-LEGAL - TOWEF	3,162.50			
514.314 · PROF SER - LEGAL - FRDAF	325.00			
514.316 · PROF SER - LEGAL - DRAIN	275.00			
Total PROFESSIONAL SERVICES LEGAL	7,883.79	8,114.00	-230.21	97.16%
PROFESSIONAL SERVICES ENGINEER				

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

	<u>Oct '02 - Mar 03</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
519.310 · PROFESSIONAL SERVICES-	0.00	4,500.00	-4,500.00	0.0%
519.316 · PROF SERV - ENG - DRAIN I	774.00			
Total PROFESSIONAL SERVICES ENGINE	774.00	4,500.00	-3,726.00	17.2%
519.400 · TRAVEL AND PER DIEM	2,748.32	6,500.00	-3,751.68	42.28%
COMMUNICATIONS				
519.410 · COMMUNICATIONS-PHONE	666.06	1,900.00	-1,233.94	35.06%
519.411 · COMMUNICATIONS-POSTAC	231.67	500.00	-268.33	46.33%
519.412 · COMMUNICATIONS-INTERN	1,040.00	1,920.00	-880.00	54.17%
Total COMMUNICATIONS	1,937.73	4,320.00	-2,382.27	44.86%
519.430 · UTILITIES-TOWN HALL	1,745.61	3,500.00	-1,754.39	49.88%
519.440 · RENTALS AND LEASES	21.00			
519.450 · INS PROP/LIB/AUTO	5,707.75	7,610.00	-1,902.25	75.0%
519.460 · REPAIR & MAINTENANCE -TOWI	1,253.53	1,900.00	-646.47	65.98%
LEGAL ADVERTISING				
519.480 · LEGAL ADVERTISING OTHE	665.76	1,700.00	-1,034.24	39.16%
Total LEGAL ADVERTISING	665.76	1,700.00	-1,034.24	39.16%
519.490 · OTHER CURRENT CHG & OBLIG	2,191.54	2,900.00	-708.46	75.57%
519.491 · ELECTION EXPENSE	-50.00	1,285.00	-1,335.00	-3.89%
519.510 · OFFICE SUPPLIES	619.16	1,900.00	-1,280.84	32.59%
519.520 · OPERATING SUPPLIES	467.46	1,000.00	-532.54	46.75%
519.540 · BOOKS,PUB,SUB & MEMBERSH	1,216.01	2,250.00	-1,033.99	54.05%
519.630 · IMPROVEMENTS OTHER THAN E	88.88	500.00	-411.12	17.78%
519.820 · AID TO PRIVATE ORGANIZATION	500.00	500.00	0.00	100.0%
Total OPERATING EXPENDITURE/EXPENSE	33,851.54	54,579.00	-20,727.46	62.02%
PUBLIC SAFETY				
521.340 · LAW ENFORCEMENT	30,646.00	52,536.00	-21,890.00	58.33%
Total PUBLIC SAFETY	30,646.00	52,536.00	-21,890.00	58.33%
PHYSICAL ENVIRONMENT				
534.430 · GARBAGE/SOLID WASTE-WAST	6,475.44	29,000.00	-22,524.56	22.33%
537.630 · DRAINAGE DITCH YACHT CLUB	56.40	1,000.00	-943.60	5.64%
Total PHYSICAL ENVIRONMENT	6,531.84	30,000.00	-23,468.16	21.77%
TRANSPORTATION				
541.430 · UTILITY SERVICES - STREETS	4,245.16	6,100.00	-1,854.84	69.59%
541.530 · OPERATING SUPPLIES - STREE	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/ PRINCIP	0.00	11,548.00	-11,548.00	0.0%
541.720 · STREET REPAIR LOAN/INTERES	0.00	3,452.00	-3,452.00	0.0%
Total TRANSPORTATION	4,462.71	23,100.00	-18,637.29	19.32%
HUMAN SERVICES				
562.340 · HUMAN SERVICES - PAWS	953.37	1,272.00	-318.63	74.95%
Total HUMAN SERVICES	953.37	1,272.00	-318.63	74.95%

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

	<u>Oct '02 - Mar 03</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
CULTURE/RECREATION				
571.540 · LIBRARY MEMBERSHIP	105.00	400.00	-295.00	26.25%
Total CULTURE/RECREATION	105.00	400.00	-295.00	26.25%
PARKS AND RECREATION				
572.340 · OTHER CONTRACTUAL SERVICE	5,924.96	12,124.00	-6,199.04	48.87%
572.430 · UTILITIES - PARKS	534.92	1,000.00	-465.08	53.49%
572.520 · OPERATING SUPPLIES - PARKS	107.70	100.00	7.70	107.7%
572.630 · REPAIRS & MAINTENANCE - PAI	150.62	1,675.00	-1,524.38	8.99%
FRDAP GRANT LAGUNA PARK				
572.631 · FRDAP GRANT/LAGUNA PAI	250.00	50,000.00	-49,750.00	0.5%
572.310 · PROF.SER.-ENGINEER - LA	320.00			
572.485 · LEGAL ADVERTISING FRDA	113.16			
Total FRDAP GRANT LAGUNA PARK	683.16	50,000.00	-49,316.84	1.37%
FRDAP GRANT GLENWOOD PK PHASE I				
572.632 · FRDAP GRANT/GLENWOOD	4,000.00	50,000.00	-46,000.00	8.0%
572.311 · PROF.SER.-ENGINEER-GLEI	240.00			
Total FRDAP GRANT GLENWOOD PK PHA	4,240.00	50,000.00	-45,760.00	8.48%
FRDAP GRANT GLENWOD PK PHASE II				
572.633 · FRDAP GRANT/GLENWOOD	0.00	50,000.00	-50,000.00	0.0%
Total FRDAP GRANT GLENWOD PK PHAS	0.00	50,000.00	-50,000.00	0.0%
BOATING IMPROVEMENT FUND				
572.635 · BOATING IMPROV LEGAL E	125.00			
572.634 · PROF SERV - ENGINEER-SE	1,782.01			
Total BOATING IMPROVEMENT FUND	1,907.01			
Total PARKS AND RECREATION	13,548.37	164,899.00	-151,350.63	8.22%
SPECIAL EVENTS				
574.490 · SPECIAL EVENTS/PICNIC DINNE	1,242.07	1,700.00	-457.93	73.06%
Total SPECIAL EVENTS	1,242.07	1,700.00	-457.93	73.06%
SPECIAL RECREATION FACILITIES				
575.630 · MAINTENANCE SEAWAY BOAT I	0.00	1,000.00	-1,000.00	0.0%
Total SPECIAL RECREATION FACILITIES	0.00	1,000.00	-1,000.00	0.0%
OTHER CULTURE/RECREATION				
579.630 · TREE/BEAUTIFICATION	55.53	500.00	-444.47	11.11%
Total OTHER CULTURE/RECREATION	55.53	500.00	-444.47	11.11%
OTHER USES				
581.910 · INTERFUND TRANSFER BOAT L	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	0.00	20,368.00	-20,368.00	0.0%

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

	<u>Oct '02 - Mar 03</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total 001-EXPENDITURE/EXPENSE ACCTS.	<u>138,191.81</u>	<u>442,666.00</u>	<u>-304,474.19</u>	<u>31.22%</u>
Total Expense	<u>138,191.81</u>	<u>442,666.00</u>	<u>-304,474.19</u>	<u>31.22%</u>
	<u><u>6,976.23</u></u>	<u><u>0.00</u></u>	<u><u>6,976.23</u></u>	<u><u>100.0%</u></u>

REGULAR TOWN MEETING SIGN IN SHEET

Name:	FT. WALTON MOTORSPORTS		
Address:	219 RACETRACK Rd N.W.		
Phone:	850 315 7388	Email:	PALEWRINCH@earthlink.net

Name:			
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