

AGENDA
REGULAR COUNCIL MEETING
JULY 14, 2005 ♦ 6:00 PM

SILENT PRAYER / PLEDGE OF ALLEGIANCE TO THE FLAG

ROLL CALL

MAYOR FRUCCI
COUNCILMAN KOCH
COUNCILMAN PAYNE

COUNCILMAN BRATTON
COUNCILMAN IOVIENO

REGULAR BUSINESS:

1. Council approval of Agenda
2. Consent Agenda:
 - A. Minutes, Regular Town Council Meeting June 9, 2005, Special Council Meeting, June 23, 2005, Budget Workshop, June 23, 2005, and Budget Status June 2005.

Action Items:

- A. Approval of Resolution 2005-04 Amending the 2004 / 2005 Fiscal Year Budget
- B. Setting of Millage Rate for the 2005/06 Budget (*the current rate is 2.30 mills*)
- C. Review and or Acceptance of Auditor Proposal Submitted from Bid Request
- D. Consideration and or Acceptance of Verbal Proposals Submitted for Debris Cleanup in the Town
- E. Emergency Policy/Procedures for Fee for Sea Way Boat Launch
- F. Compensation for Staff During Hurricane Preparations/Cleanup

Discussion Items:

1. Tabled from June 23, 2005 Special Council Meeting - Model Outdoor Lighting Ordinance for Cities and Towns requested by Councilman Bratton.

Reports:

1. Town Manager' Report
2. Engineer's Report
3. Attorney's Report
4. Community Officer's Report

Public Request / Comments:

1. Public Request
2. Council Members Comments / Request

Mayor's Comments / Announcements

Swearing in of Hugh Bainter as Councilman replacing Jim St. John

Adjourn

MANAGERS REPORT – JUL 2005

1. **2004 / 2005 BUDGET REVIEW:** The final Line Item Changes have been made and spread sheet for your records is at your stations. Please note the only change after the June 23rd Budget Workshop is the out-of-pocket medical expenses (\$1739) which was added to line item #513.230 *Employee Life & Health Ins* and changed the *Line Item Change* column from 0.00 to \$1739 and the *Budget After Change* column from \$18,567 to \$20,306. The line item #580.990 *Contingency Fund* was reduced by \$1739 and changed the *Line Item Change* column from \$41,357 to \$39,618 and the *Budget After Change* column from \$51,248 to \$49,509. These changes were made per the consensuses of the Council at the Budget Workshop on July 13, 2005.
2. **SETTING OF MILLAGE FOR 2005 / 2006 FISCAL YEAR BUDGET:** It was the consensus of the Council in the July 13, 2005 to keep the millage at the current rate of 2.30 mills. This needs an official vote of the Council (Agenda item B)
3. **REVIEW AND OR ACCEPTANCE OF AUDITOR PROPOSAL:** Only proposal was submitted. It was from O'Sullivan Creel. A copy of their fee options are at your stations. Their entire proposal is available for review in my office.
4. **CONSIDERATION AND OR ACCEPTANCE OF DEBRIS REMOVAL PROPOSAL:** I received two verbal proposals. One from Waste Management and one from Gary's Lawn & Tree Service. Copies are at you stations.
5. **EMERGENCY POLICY / PROCEDURES FOR FEE FOR SEA WAY BOAT LAUNCH:** There is no set policy at this time. Instructions were given to staff to close the boat launch immediately after the storm and remain closed until it could be determined that it was safe for boats to launch. The fee envelopes were removed on Friday afternoon before the storm hit to allow use of the launch with no fees. The fee envelopes were returned late Tuesday afternoon. Myself and Councilman Payne assisted a young lady who was taking on water on a Jet Ski in a safe exit via the boat launch late Tuesday afternoon. My suggestion for a policy would be: *To discontinue fee collections 48 hours prior to the arrival of the storm. The boat launch should be closed immediately (as soon it is safe for staff to be out) after the storm and remain closed until it is determined to be safely reopened.*
6. **COMPENSATION FOR STAFF DURING HURRICANE PREPARTIONS/CLEANUP:** Staff was paid overtime for hours worked during preparation / cleanup from Hurricane Ivan. It is the intent of Management to pay overtime hours for preparation / cleanup from Hurricane Dennis per the overtime schedule at your stations.
7. **DATES FOR YOUR CALENDAR:** 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.

Town of Cinco Bayou
Profit & Loss Budget vs. Actual
 October 2004 through June 2005

	Oct '04 - Jun 05	Budget	\$ Over Budget	% of Budget
Income				
001 REVENUE ACCOUNTS				
TAXES				
311.000 · ADVALOREM TAXES	87,963.76	88,176.00	-212.24	99.8%
312.410 · FIRST LOCAL OPTION FUEL TAX	17,941.95	25,585.00	-7,643.05	70.1%
Total TAXES	105,905.71	113,761.00	-7,855.29	93.1%
FRANCHISE FEES				
313.100 · FRANCHISE FEE - GULF POWER	22,524.19	33,500.00	-10,975.81	67.2%
313.400 · FRANCHISE FEE - OKALOOSA GAS	2,017.37	3,500.00	-1,482.63	57.6%
Total FRANCHISE FEES	24,541.56	37,000.00	-12,458.44	66.3%
UTILITY SERVICES TAXES				
314.100 · UTIL TAX - GULF POWER	15,344.45	22,300.00	-6,955.55	68.8%
314.300 · UTIL TAX - WATER FWB	2,939.29	5,300.00	-2,360.71	55.5%
314.400 · UTIL TAX - NAT GAS OKALOOSA CO	1,500.27	2,500.00	-999.73	60.0%
315.000 · UTIL TAX - LOCAL COM. SERVICES	13,256.99	25,842.00	-12,585.01	51.3%
Total UTILITY SERVICES TAXES	33,041.00	55,942.00	-22,901.00	59.1%
LICENSES AND PERMITS				
321.100 · OCCUPATIONAL LICENSES	6,175.50	7,000.00	-824.50	88.2%
322.000 · PERMITS - TOWN	388.75	700.00	-311.25	55.5%
Total LICENSES AND PERMITS	6,564.25	7,700.00	-1,135.75	85.3%
STATE GRANTS				
334.700 · FRDAP - LAGUNA PARK	10,324.76	2,500.00	7,824.76	413.0%
334.701 · FRDAP - GLENWOOD PARK PHASE I	7,578.17	2,500.00	5,078.17	303.1%
334.702 · FRDAP GLENWOOD PHASE II	14,626.26	2,500.00	12,126.26	585.1%
Total STATE GRANTS	32,529.19	7,500.00	25,029.19	433.7%
STATE SHARED REVENUES				
GENERAL GOVERNMENT				
335.120 · STATE REVENUE SHARING PROCEEDS	22,400.12	25,677.00	-3,276.88	87.2%
335.150 · ALCOHOLIC BEVERAGE LICENSES	169.08	800.00	-630.92	21.1%
335.180 · LOCAL GOVT HALF-CENT SALES TAX	17,465.74	28,675.00	-11,209.26	60.9%
Total GENERAL GOVERNMENT	40,034.94	55,152.00	-15,117.06	72.6%
Total STATE SHARED REVENUES	40,034.94	55,152.00	-15,117.06	72.6%
SHARED REV OTHER LOCAL UNITS				
338.100 · OCCUPATIONAL LIC OKALOOSA CO	963.91	750.00	213.91	128.5%
Total SHARED REV OTHER LOCAL UNITS	963.91	750.00	213.91	128.5%
PHYSICAL ENVIRONMENT				
343.400 · GARBAGE/SOLID WASTE	14,313.71	30,500.00	-16,186.29	46.9%
Total PHYSICAL ENVIRONMENT	14,313.71	30,500.00	-16,186.29	46.9%
FINES AND FORFEITS				
351.100 · COURT FINES - COUNTY	1,865.71	800.00	1,065.71	233.2%
Total FINES AND FORFEITS	1,865.71	800.00	1,065.71	233.2%
INTEREST AND OTHER EARNINGS				
361.140 · VANGUARD BANK CHECKING	121.58	75.00	46.58	162.1%
361.181 · VANGUARD BANK MONEY MARKET	13.28	25.00	-11.72	53.1%
361.182 · INTEREST EARNINGS - TAX COLL	0.00	20.00	-20.00	0.0%
361.183 · BEACH COMMUNITY BANK CD	867.90	1,000.00	-132.10	86.8%
361.184 · BEACH COMMUNITY BANK SAVINGS	397.60			
Total INTEREST AND OTHER EARNINGS	1,400.36	1,120.00	280.36	125.0%
RENTS AND ROYALTIES				
362.000 · SEAWAY STREET	500.00	500.00	0.00	100.0%
362.100 · FACILITY RENTAL-TOWN HALL	500.00	400.00	100.00	125.0%
362.200 · CELL TOWER LEASE	13,635.00	18,900.00	-5,265.00	72.1%
362.300 · SEAWAY RIGHT OF WAY WHATABURGER	100.00	100.00	0.00	100.0%
Total RENTS AND ROYALTIES	14,735.00	19,900.00	-5,165.00	74.0%

Town of Cinco Bayou Profit & Loss Budget vs. Actual October 2004 through June 2005

	Oct '04 - Jun 05	Budget	\$ Over Budget	% of Budget
OTHER MISCELLANEOUS REVENUES				
369.000 · OTHER MISC REV	1,871.53	100.00	1,771.53	1,871.5%
369.100 · OTHER MISC REV - SR 85 MAINT	0.00	1,180.00	-1,180.00	0.0%
369.200 · OTHER MISC REV - TRAFFIC SIGNAL	1,098.00			
369.201 · ST HIGHWAY SYSTEM LIGHTING	1,022.74	1,122.00	-99.26	91.2%
369.600 · REIMBURSEMENT FEMA/STATE	26,309.21			
Total OTHER MISCELLANEOUS REVENUES	30,301.48	2,402.00	27,899.48	1,261.5%
Total 001 REVENUE ACCOUNTS	306,196.82	332,527.00	-26,330.18	92.1%
OTHER SOURCES				
337.501 · CRA NOTE PAYMENT	5,442.00	5,442.00	0.00	100.0%
347.200 · BOAT LAUNCH FEES	13,396.31	15,000.00	-1,603.69	89.3%
Total OTHER SOURCES	18,838.31	20,442.00	-1,603.69	92.2%
Total Income	325,035.13	352,969.00	-27,933.87	92.1%
Expense				
001-EXPENDITURE/EXPENSE ACCTS.				
PAYROLL EXPENSE				
513.120 · SALARIES & WAGES	58,040.91	79,554.00	-21,513.09	73.0%
513.121 · EMPLOYEE BONUS	0.00	0.00	0.00	0.0%
513.210 · EMPLOYEE FICA/MEDICARE	4,483.07	6,086.00	-1,602.93	73.7%
513.230 · EMPLOYEE LIFE & HEALTH INS	13,925.52	18,567.00	-4,641.48	75.0%
513.240 · EMPLOYEE WORKMANS COMP	2,693.00	3,200.00	-507.00	84.2%
513.250 · EMPLOYEE UNEMPLOYMENT COMP	0.00			
PAYROLL EXPENSE - Other	561.59			
Total PAYROLL EXPENSE	79,704.09	107,407.00	-27,702.91	74.2%
OPERATING EXPENDITURE/EXPENSE				
513.320 · ACCOUNTING AND AUDITING	12,300.00	7,800.00	4,500.00	157.7%
515.470 · MUNICIPAL CODE	0.00	1,300.00	-1,300.00	0.0%
PROFESSIONAL SERVICES LEGAL				
514.310 · PROFESSIONAL SERVICES-LEGAL	4,580.12	8,500.00	-3,919.88	53.9%
514.313 · PROF.SER.-LEGAL - TOWER PROJ.	37.50			
514.317 · PROF SER LEGAL - SIGN ISSUE	1,412.50			
Total PROFESSIONAL SERVICES LEGAL	6,030.12	8,500.00	-2,469.88	70.9%
PROFESSIONAL SERVICES ENGINEER				
519.310 · PROFESSIONAL SERVICES-ENGINEER	1,722.74	6,000.00	-4,277.26	28.7%
Total PROFESSIONAL SERVICES ENGINEER	1,722.74	6,000.00	-4,277.26	28.7%
519.400 · TRAVEL AND PER DIEM	3,939.25	6,800.00	-2,860.75	57.9%
COMMUNICATIONS				
519.410 · COMMUNICATIONS-PHONE	980.10	1,500.00	-519.90	65.3%
519.411 · COMMUNICATIONS-POSTAGE	274.23	500.00	-225.77	54.8%
519.412 · COMMUNICATIONS-INTERNET	1,639.20	1,908.00	-268.80	85.9%
Total COMMUNICATIONS	2,893.53	3,908.00	-1,014.47	74.0%
519.430 · UTILITIES-TOWN HALL	3,469.40	3,800.00	-330.60	91.3%
519.440 · RENTALS AND LEASES	0.00	500.00	-500.00	0.0%
519.450 · INS PROP/LIB/AUTO	9,193.00	9,100.00	93.00	101.0%
519.460 · REPAIR & MAINTENANCE -TOWN HALL	1,047.13	1,000.00	47.13	104.7%
519.461 · REPAIR & MAINTENANCE - OTHER	0.00	500.00	-500.00	0.0%
LEGAL ADVERTISING				
519.480 · LEGAL ADVERTISING OTHER	1,999.14	3,500.00	-1,500.86	57.1%
Total LEGAL ADVERTISING	1,999.14	3,500.00	-1,500.86	57.1%

Town of Cinco Bayou
Profit & Loss Budget vs. Actual
October 2004 through June 2005

	Oct '04 - Jun 05	Budget	\$ Over Budget	% of Budget
519.490 · OTHER CURRENT CHG & OBLIGATIONS	1,797.43	3,500.00	-1,702.57	51.4%
519.491 · ELECTION EXPENSE	487.35	1,200.00	-712.65	40.6%
519.510 · OFFICE SUPPLIES	1,028.70	1,300.00	-271.30	79.1%
519.520 · OPERATING SUPPLIES	1,303.46	1,400.00	-96.54	93.1%
519.540 · BOOKS,PUB,SUB & MEMBERSHIPS	1,180.00	1,750.00	-570.00	67.4%
519.630 · IMPROVEMENTS OTHER THAN BLDGS.	0.00	300.00	-300.00	0.0%
519.820 · AID TO PRIVATE ORGANIZATIONS	500.00	500.00	0.00	100.0%
Total OPERATING EXPENDITURE/EXPENSE	48,891.25	62,658.00	-13,766.75	78.0%
PUBLIC SAFETY				
521.340 · LAW ENFORCEMENT	47,050.00	56,460.00	-9,410.00	83.3%
Total PUBLIC SAFETY	47,050.00	56,460.00	-9,410.00	83.3%
PHYSICAL ENVIRONMENT				
530.640 · TOWN TRUCK	0.00	17,000.00	-17,000.00	0.0%
534.430 · GARBAGE/SOLID WASTE-WASTE MGMT	20,790.00	30,500.00	-9,710.00	68.2%
537.630 · DRAINAGE DITCH YACHT CLUB DR	0.00	500.00	-500.00	0.0%
Total PHYSICAL ENVIRONMENT	20,790.00	48,000.00	-27,210.00	43.3%
TRANSPORTATION				
541.430 · UTILITY SERVICES - STREETS	7,426.08	7,000.00	426.08	106.1%
541.460 · REPAIR & MAINTENANCE SERVICES	14.38			
541.530 · OPERATING SUPPLIES - STREETS	950.14	1,000.00	-49.86	95.0%
541.630 · IMPROVEMENTS - STREETS	0.00	5,000.00	-5,000.00	0.0%
541.631 · HUGHES STREET REPAIRS	28.76			
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	8,419.36	28,923.00	-20,503.64	29.1%
CRA TAX INCREMENT EXPENSES				
552.810 · CRA TAX INCREMENT EXPENSE	7,716.21	5,801.00	1,915.21	133.0%
Total CRA TAX INCREMENT EXPENSES	7,716.21	5,801.00	1,915.21	133.0%
HUMAN SERVICES				
562.340 · HUMAN SERVICES - PAWS	1,419.00	1,419.00	0.00	100.0%
Total HUMAN SERVICES	1,419.00	1,419.00	0.00	100.0%
CULTURE/RECREATION				
571.540 · LIBRARY MEMBERSHIP	180.00	400.00	-220.00	45.0%
Total CULTURE/RECREATION	180.00	400.00	-220.00	45.0%
PARKS AND RECREATION				
572.340 · OTHER CONTRACTUAL SERVICES	11,631.60	14,330.00	-2,698.40	81.2%
572.430 · UTILITIES - PARKS	250.52	1,200.00	-949.48	20.9%
572.520 · OPERATING SUPPLIES - PARKS	303.87	500.00	-196.13	60.8%
572.630 · REPAIRS & MAINTENANCE - PARKS	8,504.40	4,980.00	3,524.40	170.8%
572.653 · BOAT LAUNCH - CIP	116.64			
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	32,548.15	28,510.00	4,038.15	114.2%
SPECIAL EVENTS				
574.490 · SPECIAL EVENTS/PICNIC DINNERS	1,896.97	2,500.00	-603.03	75.9%
Total SPECIAL EVENTS	1,896.97	2,500.00	-603.03	75.9%

8:23 AM
 07/13/05
 Accrual Basis

Town of Cinco Bayou
Profit & Loss Budget vs. Actual
 October 2004 through June 2005

	<u>Oct '04 - Jun 05</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
SPECIAL RECREATION FACILITIES				
575.630 · MAINTENANCE SEAWAY BOAT RAMP	1,277.83	500.00	777.83	255.6%
Total SPECIAL RECREATION FACILITIES	1,277.83	500.00	777.83	255.6%
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				
572.521 · OPERATING SUPPLIES-BOAT LAUNCH	153.13			
580.990 · CONTINGENCY FUND	0.00	9,891.00	-9,891.00	0.0%
Total OTHER USES	153.13	9,891.00	-9,737.87	1.5%
Total 001-EXPENDITURE/EXPENSE ACCTS.	250,045.99	352,969.00	-102,923.01	70.8%
Total Expense	250,045.99	352,969.00	-102,923.01	70.8%
Net Income	74,989.14	0.00	74,989.14	100.0%