

**TOWN OF CINCO BAYOU  
2002/2003 FINANCIAL WORKSHOP MEETING MINUTES  
17 JULY 2003**

Mayor Norm Frucci called the Financial Workshop Meeting to order at 6:00 P.M. Present at the meeting were: Mayor Norm Frucci, Councilman Carol Koch, Councilman Dutch Payne, Councilman Michael Iovieno, Councilman Jim Bratton and Councilman Rod DesGranges Town Manager/Clerk Nell Webb and Assistant Monika Gillette.

Attendees reviewed proposed line item changes to the fiscal year 2002/03 budget and the proposed budget for fiscal year 2003/04. Highlights included:

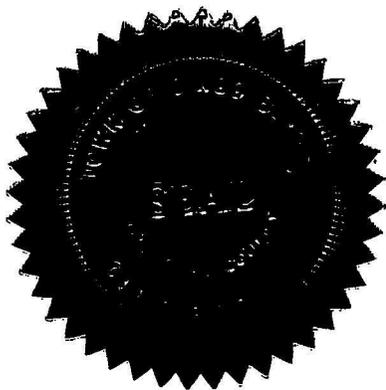
- Mayor Frucci asked if anyone had questions or comments on the line item changes for the 02/03 budget.
- Ms. Webb stated that she wanted to retain Ken Small of the Florida League of Cities for a revenue review and wanted a consensus from the council members.
- Ms. Webb stated that she was contacted by the Florida Department of Finance to say that they were requesting that the town pay \$675 in current liability from the defunct health insurance company, National Employees Public Trust (NPET). It was the consensus of the council to sign the agreement and send the check, although it was requested to have the document reviewed by the attorney.

Proposed 2003/04 budget:

- Revenue: Ms. Webb clarified that the local option gas tax would be \$24,000 not an additional \$24,000.
- Expenses: It was the consensus of the council to increase salary and wages by 3%.  
It was the consensus of the council to increase 541.530(Streets) to \$2,500 with the increase of \$1,300 coming out of the contingency.
- Mayor Frucci confirmed that there was no balloon payment associated with the note the town owed.
- Councilman DesGranges suggested that there be a designated and undesignated reserve fund set up in the budget to address long term capital improvement.
- Mayor Frucci stated there would be a special called meeting on July 25, 2003 to address the agreement with the state to settle the debt with NPET and to discuss the change to synthetic decking for the boat launch with Decks and Such.
- It was the consensus of the council to not change the current milage rate of 2.3.

**Adjourn** – There being no further business, the meeting adjourned at 7:39 pm

ATTEST:



Norm Frucci  
Norm Frucci, Mayor

Nell Webb  
Nell Webb, Town Manager/Clerk

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

	<u>Oct '02 - Jul...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
<b>Income</b>				
<b>001 REVENUE ACCOUNTS</b>				
<b>TAXES</b>				
312.600 · DISCRETIONARY SALES SURTAXES	44.87			
311.000 · ADVALOREM TAXES	75,989.56	79,461.00	-3,471.44	95.6%
312.410 · FIRST LOCAL OPTION FUEL TAX	8,358.33	9,794.00	-1,435.67	85.3%
<b>Total TAXES</b>	<b>84,392.76</b>	<b>89,255.00</b>	<b>-4,862.24</b>	<b>94.6%</b>
<b>FRANCHISE FEES</b>				
313.100 · FRANCHISE FEE - GULF POWER	30,934.04	32,596.00	-1,661.96	94.9%
313.400 · FRANCHISE FEE - OKALOOSA GAS	1,903.31	3,500.00	-1,596.69	54.4%
<b>Total FRANCHISE FEES</b>	<b>32,837.35</b>	<b>36,096.00</b>	<b>-3,258.65</b>	<b>91.0%</b>
<b>UTILITY SERVICES TAXES</b>				
314.100 · UTIL TAX - GULF POWER	22,014.46	22,050.00	-35.54	99.8%
314.300 · UTIL TAX - WATER FWB	5,158.01	5,250.00	-91.99	98.2%
314.400 · UTIL TAX - NAT GAS OKALOOSA CO	3,269.44	2,500.00	769.44	130.8%
315.000 · UTIL TAX - LOCAL COM. SERVICES	21,504.71	25,406.00	-3,901.29	84.6%
<b>Total UTILITY SERVICES TAXES</b>	<b>51,946.62</b>	<b>55,206.00</b>	<b>-3,259.38</b>	<b>94.1%</b>
<b>LICENSES AND PERMITS</b>				
321.100 · OCCUPATIONAL LICENSES	1,945.50	7,000.00	-5,054.50	27.8%
322.000 · PERMITS - TOWN	865.00	400.00	465.00	216.3%
<b>Total LICENSES AND PERMITS</b>	<b>2,810.50</b>	<b>7,400.00</b>	<b>-4,589.50</b>	<b>38.0%</b>
<b>STATE GRANTS</b>				
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%
<b>Total STATE GRANTS</b>	<b>0.00</b>	<b>150,000.00</b>	<b>-150,000.00</b>	<b>0.0%</b>
<b>STATE SHARED REVENUES</b>				
<b>GENERAL GOVERNMENT</b>				
335.120 · STATE REVENUE SHARING PROCEEDS	15,721.84	23,561.00	-7,839.16	66.7%
335.150 · ALCOHOLIC BEVERAGE LICENSES	810.20	1,000.00	-189.80	81.0%
335.180 · LOCAL GOVT HALF-CENT SALES TAX	19,448.93	27,880.00	-8,431.07	69.8%
<b>Total GENERAL GOVERNMENT</b>	<b>35,980.97</b>	<b>52,441.00</b>	<b>-16,460.03</b>	<b>68.6%</b>
<b>Total STATE SHARED REVENUES</b>	<b>35,980.97</b>	<b>52,441.00</b>	<b>-16,460.03</b>	<b>68.6%</b>
<b>SHARED REV OTHER LOCAL UNITS</b>				
338.100 · OCCUPATIONAL LIC OKALOOSA CO	553.63	600.00	-46.37	92.3%
<b>Total SHARED REV OTHER LOCAL UNITS</b>	<b>553.63</b>	<b>600.00</b>	<b>-46.37</b>	<b>92.3%</b>
<b>PHYSICAL ENVIRONMENT</b>				
343.400 · GARBAGE/SOLID WASTE	26,249.13	29,000.00	-2,750.87	90.5%
<b>Total PHYSICAL ENVIRONMENT</b>	<b>26,249.13</b>	<b>29,000.00</b>	<b>-2,750.87</b>	<b>90.5%</b>
<b>FINES AND FORFEITS</b>				
351.100 · COURT FINES - COUNTY	2,610.48	2,600.00	10.48	100.4%
<b>Total FINES AND FORFEITS</b>	<b>2,610.48</b>	<b>2,600.00</b>	<b>10.48</b>	<b>100.4%</b>
<b>INTEREST AND OTHER EARNINGS</b>				
361.140 · VANGUARD BANK CHECKING	36.04	100.00	-63.96	36.0%
361.180 · VANGUARD BANK CD	1,186.51	2,500.00	-1,313.49	47.5%
361.181 · VANGUARD BANK MONEY MARKET	38.46	500.00	-461.54	7.7%
361.182 · INTEREST EARNINGS - TAX COLL	216.34	100.00	116.34	216.3%
<b>Total INTEREST AND OTHER EARNINGS</b>	<b>1,477.35</b>	<b>3,200.00</b>	<b>-1,722.65</b>	<b>46.2%</b>
<b>RENTS AND ROYALTIES</b>				
362.200 · TEMP CELL TOWER LEASE	10,500.00			
362.000 · SEAWAY STREET	500.00	500.00	0.00	100.0%
362.100 · FACILITY RENTAL-TOWN HALL	350.00			
<b>Total RENTS AND ROYALTIES</b>	<b>11,350.00</b>	<b>500.00</b>	<b>10,850.00</b>	<b>2,270.0%</b>

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

	Oct '02 - Jul...	Budget	\$ Over Bud...	% of Budget
<b>OTHER MISCELLANEOUS REVENUES</b>				
369.200 · OTHER MISC REV - TRAFFIC SIGNAL	545.23			
369.000 · OTHER MISC REV	244.00			
369.100 · OTHER MISC REV - SR 85 MAINT	2,368.68	2,368.00	0.68	100.0%
<b>Total OTHER MISCELLANEOUS REVENUES</b>	<b>3,157.91</b>	<b>2,368.00</b>	<b>789.91</b>	<b>133.4%</b>
<b>Total 001 REVENUE ACCOUNTS</b>	<b>253,366.70</b>	<b>428,666.00</b>	<b>-175,299.30</b>	<b>59.1%</b>
<b>OTHER SOURCES</b>				
381.910 · INTERFUND TRANSFER BOAT LAUNCH	7,621.90	14,000.00	-6,378.10	54.4%
<b>Total OTHER SOURCES</b>	<b>7,621.90</b>	<b>14,000.00</b>	<b>-6,378.10</b>	<b>54.4%</b>
<b>Total Income</b>	<b>260,988.60</b>	<b>442,666.00</b>	<b>-181,677.40</b>	<b>59.0%</b>
<b>Expense</b>				
<b>001-EXPENDITURE/EXPENSE ACCTS.</b>				
<b>PAYROLL EXPENSE</b>				
513.120 · SALARIES & WAGES	61,944.10	73,318.00	-11,373.90	84.5%
513.210 · EMPLOYEE FICA/MEDICARE	4,738.73	5,609.00	-870.27	84.5%
513.230 · EMPLOYEE LIFE & HEALTH INS	12,236.20	10,872.00	1,364.20	112.5%
513.240 · EMPLOYEE WORKMANS COMP	2,512.00	2,513.00	-1.00	100.0%
513.250 · EMPLOYEE UNEMPLOYMENT COMP	194.17			
<b>Total PAYROLL EXPENSE</b>	<b>81,625.20</b>	<b>92,312.00</b>	<b>-10,686.80</b>	<b>88.4%</b>
<b>OPERATING EXPENDITURE/EXPENSE</b>				
513.320 · ACCOUNTING AND AUDITING	6,081.00	5,900.00	181.00	103.1%
515.470 · MUNICIPAL CODE	0.00	200.00	-200.00	0.0%
<b>PROFESSIONAL SERVICES LEGAL</b>				
514.310 · PROFESSIONAL SERVICES-LEGAL	6,082.76	8,114.00	-2,031.24	75.0%
514.311 · PROF.SER.-LEGAL - CRA	237.50			
514.313 · PROF.SER.-LEGAL - TOWER PROJ.	4,903.90			
514.314 · PROF SER - LEGAL - FRDAP	325.00			
514.316 · PROF SER - LEGAL - DRAIN DITCH	2,337.50			
<b>Total PROFESSIONAL SERVICES LEGAL</b>	<b>13,886.66</b>	<b>8,114.00</b>	<b>5,772.66</b>	<b>171.1%</b>
<b>PROFESSIONAL SERVICES ENGINEER</b>				
519.310 · PROFESSIONAL SERVICES-ENGINEER	-367.76	4,500.00	-4,867.76	-8.2%
519.313 · PROF.SER.-ENGINEER - TOWER PROJ	3,486.80			
519.316 · PROF SERV - ENG - DRAIN DITCH	774.00			
<b>Total PROFESSIONAL SERVICES ENGINEER</b>	<b>3,893.04</b>	<b>4,500.00</b>	<b>-606.96</b>	<b>86.5%</b>
519.400 · TRAVEL AND PER DIEM	4,959.48	6,500.00	-1,540.52	76.3%
<b>COMMUNICATIONS</b>				
519.410 · COMMUNICATIONS-PHONE	1,164.39	1,900.00	-735.61	61.3%
519.411 · COMMUNICATIONS-POSTAGE	362.55	500.00	-137.45	72.5%
519.412 · COMMUNICATIONS-INTERNET	1,840.00	1,920.00	-80.00	95.8%
<b>Total COMMUNICATIONS</b>	<b>3,366.94</b>	<b>4,320.00</b>	<b>-953.06</b>	<b>77.9%</b>
519.430 · UTILITIES-TOWN HALL	2,939.52	3,500.00	-560.48	84.0%
519.440 · RENTALS AND LEASES	21.00			
519.450 · INS PROP/LIB/AUTO	8,055.00	7,610.00	445.00	105.8%
519.460 · REPAIR & MAINTENANCE -TOWN HALL	2,186.94	1,900.00	286.94	115.1%
<b>LEGAL ADVERTISING</b>				
519.480 · LEGAL ADVERTISING OTHER	989.97	1,700.00	-710.03	58.2%
<b>Total LEGAL ADVERTISING</b>	<b>989.97</b>	<b>1,700.00</b>	<b>-710.03</b>	<b>58.2%</b>
519.490 · OTHER CURRENT CHG & OBLIGATIONS	3,234.23	2,900.00	334.23	111.5%
519.491 · ELECTION EXPENSE	1,818.18	1,285.00	533.18	141.5%
519.510 · OFFICE SUPPLIES	1,258.09	1,900.00	-641.91	66.2%
519.520 · OPERATING SUPPLIES	1,091.84	1,000.00	91.84	109.2%
519.540 · BOOKS,PUB,SUB & MEMBERSHIPS	1,760.01	2,250.00	-489.99	78.2%
519.630 · IMPROVEMENTS OTHER THAN BLDGS.	88.88	500.00	-411.12	17.8%
519.820 · AID TO PRIVATE ORGANIZATIONS	500.00	500.00	0.00	100.0%
<b>Total OPERATING EXPENDITURE/EXPENSE</b>	<b>56,130.78</b>	<b>54,579.00</b>	<b>1,551.78</b>	<b>102.8%</b>

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

	Oct '02 - Jul...	Budget	\$ Over Bud...	% of Budget
<b>PUBLIC SAFETY</b>				
521.340 · LAW ENFORCEMENT	48,158.00	52,536.00	-4,378.00	91.7%
Total PUBLIC SAFETY	48,158.00	52,536.00	-4,378.00	91.7%
<b>PHYSICAL ENVIRONMENT</b>				
534.430 · GARBAGE/SOLID WASTE-WASTE MGMT	0.00	29,000.00	-29,000.00	0.0%
537.630 · DRAINAGE DITCH YACHT CLUB DR	63.28	1,000.00	-936.72	6.3%
Total PHYSICAL ENVIRONMENT	63.28	30,000.00	-29,936.72	0.2%
<b>TRANSPORTATION</b>				
541.430 · UTILITY SERVICES - STREETS	4,462.39	6,100.00	-1,637.61	73.2%
541.530 · OPERATING SUPPLIES - STREETS	3,377.98	1,000.00	2,377.98	337.8%
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	7,840.37	23,100.00	-15,259.63	33.9%
<b>HUMAN SERVICES</b>				
562.340 · HUMAN SERVICES - PAWS	953.37	1,272.00	-318.63	75.0%
Total HUMAN SERVICES	953.37	1,272.00	-318.63	75.0%
<b>CULTURE/RECREATION</b>				
571.540 · LIBRARY MEMBERSHIP	255.00	400.00	-145.00	63.8%
Total CULTURE/RECREATION	255.00	400.00	-145.00	63.8%
<b>PARKS AND RECREATION</b>				
572.340 · OTHER CONTRACTUAL SERVICES	9,931.60	12,124.00	-2,192.40	81.9%
572.430 · UTILITIES - PARKS	916.88	1,000.00	-83.12	91.7%
572.520 · OPERATING SUPPLIES - PARKS	209.22	100.00	109.22	209.2%
572.630 · REPAIRS & MAINTENANCE - PARKS	698.45	1,675.00	-976.55	41.7%
FRDAP GRANT LAGUNA PARK				
572.631 · FRDAP GRANT/LAGUNA PARK	2,455.00	50,000.00	-47,545.00	4.9%
572.310 · PROF.SER.-ENGINEER - LAGUNA PK	320.00			
572.485 · LEGAL ADVERTISING FRDAP LAGUNA	211.15			
Total FRDAP GRANT LAGUNA PARK	2,986.15	50,000.00	-47,013.85	6.0%
FRDAP GRANT GLENWOOD PK PHASE I				
572.632 · FRDAP GRANT/GLENWOOD PARK	13,847.50	50,000.00	-36,152.50	27.7%
572.311 · PROF.SER.-ENGINEER-GLENWOOD PK	1,840.00			
572.486 · LEGAL ADVERTISING-FRDAP GLNWOOD	98.00			
Total FRDAP GRANT GLENWOOD PK PHASE I	15,785.50	50,000.00	-34,214.50	31.6%
FRDAP GRANT GLENWOD PK PHASE II				
572.633 · FRDAP GRANT/GLENWOOD PK II	1,350.00	50,000.00	-48,650.00	2.7%
Total FRDAP GRANT GLENWOD PK PHASE II	1,350.00	50,000.00	-48,650.00	2.7%
<b>BOATING IMPROVEMENT FUND</b>				
572.636 · BOATING IMPROVEMENT FUND	2,046.54			
572.635 · BOATING IMPROV LEGAL EXPENSES	916.11			
572.634 · PROF SERV - ENGINEER-SEAWAY	1,782.01			
Total BOATING IMPROVEMENT FUND	4,744.66			
Total PARKS AND RECREATION	36,622.46	164,899.00	-128,276.54	22.2%
<b>SPECIAL EVENTS</b>				
574.490 · SPECIAL EVENTS/PICNIC DINNERS	1,701.73	1,700.00	1.73	100.1%
Total SPECIAL EVENTS	1,701.73	1,700.00	1.73	100.1%
<b>SPECIAL RECREATION FACILITIES</b>				
575.630 · MAINTENANCE SEAWAY BOAT RAMP	359.53	1,000.00	-640.47	36.0%
Total SPECIAL RECREATION FACILITIES	359.53	1,000.00	-640.47	36.0%
<b>OTHER CULTURE/RECREATION</b>				
579.630 · TREE/BEAUTIFICATION	55.53	500.00	-444.47	11.1%
Total OTHER CULTURE/RECREATION	55.53	500.00	-444.47	11.1%

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08/12/03

Accrual Basis

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

	<u>Oct '02 - Jul...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
<b>OTHER USES</b>				
581.910 · INTERFUND TRANSFER BOAT LAUNCH	630.44	14,000.00	-13,369.56	4.5%
580.990 · CONTINGENCY FUND	0.00	6,368.00	-6,368.00	0.0%
<b>Total OTHER USES</b>	<u>630.44</u>	<u>20,368.00</u>	<u>-19,737.56</u>	<u>3.1%</u>
<b>Total 001-EXPENDITURE/EXPENSE ACCTS.</b>	<u>234,395.69</u>	<u>442,666.00</u>	<u>-208,270.31</u>	<u>53.0%</u>
<b>Total Expense</b>	<u>234,395.69</u>	<u>442,666.00</u>	<u>-208,270.31</u>	<u>53.0%</u>
<b>Net Income</b>	<u>26,592.91</u>	<u>0.00</u>	<u>26,592.91</u>	<u>100.0%</u>

# REGULAR TOWN MEETING SIGN IN SHEET

Name:	Paula Young		
Address:	3838 N. Causeway Blvd. Metairie, La		
Phone:	504-846-6279	Email:	

Name:	Tyler Corley		
Address:			
Phone:		Email:	

Name:	Mett Herbert		
Address:			
Phone:		Email:	

Name:	Sam McClead		
Address:			
Phone:		Email:	

Name:	Matt Powell		
Address:			
Phone:		Email:	

Name:	Zack Webster		
Address:			
Phone:		Email:	

Name:	Ande Gonzales		
Address:			
Phone:		Email:	

Name:	Robert Backley		
Address:			
Phone:		Email:	

Name:	Justin Hamlin		
Address:			
Phone:		Email:	

Town of Cinco Bayou Date: 7-10-03

Reg Council Mtg  
VISION-WORKSHOP SIGN IN SHEET

Name:	A.J. Nikitin		
Address:			
Phone:		Email:	

Name:	Chris Bagley		
Address:			
Phone:		Email:	

Name:	Chris Kelly		
Address:			
Phone:		Email:	

Name:	Chris Roberts		
Address:			
Phone:		Email:	

Name:	Da Walker		
Address:			
Phone:		Email:	

Name:	Heather Corley		
Address:			
Phone:		Email:	

Name:	Duff Banson		
Address:			
Phone:		Email:	

Name:	[Signature]		
Address:	45 Woodham Ave FwB		
Phone:	863-1906	Email:	Taz331@cox.net

Name:	ALEXEI NIKITIN		
Address:	203 Newcastle Drive, FwB 32547		
Phone:	862-2219	Email:	NIKITIN@COX.NET

Reg. Council Mtg Town of Cinco Bayou Date: 7-10-03  
VISION WORKSHOP SIGN IN SHEET

Name:	Bill Roberts		
Address:	913 Spruce Ct Pk3		
Phone:	863 7031	Email:	

Name:			
Address:			
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