

TOWN OF CINCO BAYOU
2004/2005 FINANCIAL WORKSHOP MEETING MINUTES
20 July 2004

Mayor Norm Frucci called the Financial Workshop Meeting to order at 5:30 P.M. Present at the meeting were: Mayor Norm Frucci, Mayor Pro Tem Carol Koch, Councilman Vicki Simmons, Councilman Michael Iovieno, Councilman Jim St. John, Town Manager/Clerk Nell Webb, Assistant Monika Gillette and EDC representative John Dumas.

Mr. John Dumas gave background on the Economic Development Council and asked for funding of \$250.00

Mayor Frucci stated that he and other council members had received an anonymous letter from a "concerned citizen" and asked for any comments. Councilman St. John stated that since the letter was unsigned that it had no merit. Councilman Simmons stated that she felt Ms. Webb was doing a good job. Councilman Koch also stated she supported Ms. Webb.

Before attendees reviewed proposed expenditures for fiscal year 2004/05 budget, Mayor Frucci asked the council to consider if the budget is a guide or if it is decided in the budget meetings that the expenditures are assumed. The consensus was that current purchasing guidelines be continued and that anything over \$500 would go before the council except for reoccurring expenses. Annual raises would be budgeted, but would go in front of the council for consideration at the September meeting and be approved by motion. Mayor Frucci stated this policy should be voted on at the August Council meeting.

Revenues: Ms. Webb stated that changes were made from the budget workshop of July 15, 2004. She stated that the Town would receive \$5441 from the CRA during FY 04/05. A discussion of the CRA followed.

Expenses: Ms. Webb submitted a proposed budget which was reviewed line by line by the council. It was the consensus of the council to support the proposed budget with minor changes: increase account 541.630 (Streets) by \$3,000 and reduce the contingency account by the same amount.

Ms. Webb stated that a proposed updated 2003/04 budget would be presented at the next regular council meeting and that there should be a discussion of the proposed millage rate for 04/05.

Adjourn – There being no further business, the meeting adjourned at 7:00 pm

ATTEST:



Norm Frucci, Mayor



Nell Webb, Town Manager/Clerk

2. Councilman Simmons motioned to set the tentative millage rate for the 2004/05 fiscal year budget at 2.3. Councilman Bratton seconded the motion. A roll call vote was taken:

Councilman St. John	yes
Councilman Simmons	yes
Councilman Bratton	yes

The motion passed unanimously.

3. Ms. Webb stated that Attorney McInnis, she and Mayor Frucci met with the attorney representing the Town in the sign lawsuit. It was recommended that the Town does not accept the offer to settle the case. Councilman Bratton motioned to accept the attorney's recommendation and not settle the case. Councilman Simmons seconded the motion. The motion passed unanimously.
4. Ms. Webb stated the need to replace the damaged storm grate on Irwin and Beal. Councilman St. John motioned to approve the purchase of up to \$600 plus shipping for a storm grate. Councilman Simmons seconded the motion. It was recommended that Keith Willaims look at local sources also. A roll call vote was taken:

Councilman St. John	yes
Councilman Simmons	yes
Councilman Bratton	yes

The motion passed unanimously.

Adjourn – There being no further business, the meeting adjourned at 6:03 pm

ATTEST:



Norm Frucci, Mayor



Nell Webb, CMC
Town Manager/Clerk

MANAGERS REPORT – JUL, 2004

1. **GLENWOOD PARK PHASE I AND II:** THE PROJECTS ARE WAITING ON THE COUNTY'S APPROVAL FROM THE COUNTY INSPECTOR.
2. **LAGUNA PARK:** THE PROJECTS ARE WAITING ON THE COUNTY'S APPROVAL FROM THE COUNTY INSPECTOR.
3. **YACHT CLUB TOWNHOMES (TRAILER PARK):** THE PLAT WAS DELIVERED TO TOWN HALL AT 5:00 PM WEDNESDAY, JUL 7TH FOR THE MAYOR'S AND TOWN CLERK'S SIGNATURE.
4. **YACHT CLUB HARBOR CONDOMINIUMS:** MUCH PROGRESS HAS BEEN MADE IN THE PAST MONTH.
5. **CDBG:** PER A PHONE CALL RECEIVED FROM BETTY JORDAN THIS AFTERNOON, CINCO BAYOU MAY NOT QUALIFY FOR THE CDBG GRANT DUE TO LACK OF TAXABLE SALES GENERATED WITH THE TOWN LIMITS. WE ONLY GENERATED \$21,000,000, BUT NEEDED AT LEAST \$32,000,000.
6. **2003 / 2004 BUDGET:** THE LINE ITEM CHANGE AMOUNTS ON SOME OF THE ACCOUNTS MAY VARY A LITTLE FROM WHAT WAS DISCUSSED AT THE BUDGET WORKSHOP. I WILL ADDRESS THOSE ITEMS AT THE COUNCIL MEETING AND ANSWER ANY QUESTIONS YOU MAY HAVE.
7. **MILLAGE RATE FOR FISCAL YEAR 2004 / 2005:** THIS DOES NOT HAVE TO BE GIVEN TO THE TAX OFFICE UNTIL AUGUST 4TH, THEREFORE YOU WILL HAVE A CHANCE TO REVIEW THE TENTATIVE BUDGET AT THE WORKSHOPS AND HAVE A BETTER IDEA AS TO WHETHER AN INCREASE / DECREASE SHOULD BE CONSIDERED.

Town of Cinco Bayou
Profit & Loss Budget vs. Actual
 October 2003 through June 2004

	Oct '03 - Jun 04	Budget	\$ Over Budget	% of Budget
Income				
001 REVENUE ACCOUNTS				
TAXES				
311.000 · ADVALOREM TAXES	80,494.23	80,370.00	124.23	100.2%
312.410 · FIRST LOCAL OPTION FUEL TAX	15,879.01	19,436.00	-3,556.99	81.7%
Total TAXES	96,373.24	99,806.00	-3,432.76	96.6%
FRANCHISE FEES				
313.100 · FRANCHISE FEE - GULF POWER	22,899.94	33,500.00	-10,600.06	68.4%
313.400 · FRANCHISE FEE - OKALOOSA GAS	2,509.40	3,500.00	-990.60	71.7%
Total FRANCHISE FEES	25,409.34	37,000.00	-11,590.66	68.7%
UTILITY SERVICES TAXES				
314.100 · UTIL TAX - GULF POWER	16,693.25	22,300.00	-5,606.75	74.9%
314.300 · UTIL TAX - WATER FWB	2,664.80	5,300.00	-2,635.20	50.3%
314.400 · UTIL TAX - NAT GAS OKALOOSA CO	1,547.09	2,500.00	-952.91	61.9%
315.000 · UTIL TAX - LOCAL COM. SERVICES	16,644.04	26,157.00	-9,512.96	63.6%
Total UTILITY SERVICES TAXES	37,549.18	56,257.00	-18,707.82	66.7%
LICENSES AND PERMITS				
321.100 · OCCUPATIONAL LICENSES	7,556.00	7,000.00	556.00	107.9%
322.000 · PERMITS - TOWN	1,134.03	600.00	534.03	189.0%
Total LICENSES AND PERMITS	8,690.03	7,600.00	1,090.03	114.3%
STATE GRANTS				
334.700 · FRDAP - LAGUNA PARK	30,966.34	42,601.00	-11,634.66	72.7%
334.701 · FRDAP - GLENWOOD PARK PHASE I	36,052.83	43,631.00	-7,578.17	82.6%
334.702 · FRDAP GLENWOOD PHASE II	27,769.80	50,000.00	-22,230.20	55.5%
334.703 · BOATING IMP FUND SEAWAY	15,000.00	15,000.00	0.00	100.0%
Total STATE GRANTS	109,788.97	151,232.00	-41,443.03	72.6%
STATE SHARED REVENUES				
GENERAL GOVERNMENT				
335.120 · STATE REVENUE SHARING PROCEEDS	20,801.02	23,561.00	-2,759.98	88.3%
335.150 · ALCOHOLIC BEVERAGE LICENSES	810.19	1,000.00	-189.81	81.0%
335.180 · LOCAL GOVT HALF-CENT SALES TAX	13,546.61	27,880.00	-14,333.39	48.6%
Total GENERAL GOVERNMENT	35,157.82	52,441.00	-17,283.18	67.0%
Total STATE SHARED REVENUES	35,157.82	52,441.00	-17,283.18	67.0%
SHARED REV OTHER LOCAL UNITS				
338.100 · OCCUPATIONAL LIC OKALOOSA CO	883.74	600.00	283.74	147.3%
Total SHARED REV OTHER LOCAL UNITS	883.74	600.00	283.74	147.3%
PHYSICAL ENVIRONMENT				
343.400 · GARBAGE/SOLID WASTE	13,075.82	30,500.00	-17,424.18	42.9%
Total PHYSICAL ENVIRONMENT	13,075.82	30,500.00	-17,424.18	42.9%
FINES AND FORFEITS				
351.100 · COURT FINES - COUNTY	723.40	2,600.00	-1,876.60	27.8%
Total FINES AND FORFEITS	723.40	2,600.00	-1,876.60	27.8%
INTEREST AND OTHER EARNINGS				
361.140 · VANGUARD BANK CHECKING	48.76	50.00	-1.24	97.5%
361.180 · VANGUARD BANK CD	0.00	1,500.00	-1,500.00	0.0%
361.181 · VANGUARD BANK MONEY MARKET	6.98	300.00	-293.02	2.3%
361.182 · INTEREST EARNINGS - TAX COLL	0.04	50.00	-49.96	0.1%
361.183 · BEACH COMMUNITY BANK CD	838.25	300.00	538.25	279.4%
Total INTEREST AND OTHER EARNINGS	894.03	2,200.00	-1,305.97	40.6%
RENTS AND ROYALTIES				
362.000 · SEAWAY STREET	500.00	500.00	0.00	100.0%
362.100 · FACILITY RENTAL-TOWN HALL	450.00	250.00	200.00	180.0%
362.200 · TEMP CELL TOWER LEASE	15,370.00	18,000.00	-2,630.00	85.4%
362.300 · SEAWAY RIGHT OF WAY WHATABURGER	100.00	100.00	0.00	100.0%
Total RENTS AND ROYALTIES	16,420.00	18,850.00	-2,430.00	87.1%
OTHER MISCELLANEOUS REVENUES				
369.000 · OTHER MISC REV	21.00	500.00	-479.00	4.2%
369.100 · OTHER MISC REV - SR 85 MAINT	1,184.34	2,368.00	-1,183.66	50.0%
369.200 · OTHER MISC REV - TRAFFIC SIGNAL	799.00	500.00	299.00	159.8%
369.201 · ST HIGHWAY SYSTEM LIGHTING	592.48			
369.300 · SCHOOL PLANNING INTERLOCAL AGRE	547.78			
Total OTHER MISCELLANEOUS REVENUES	3,144.60	3,368.00	-223.40	93.4%
Total 001 REVENUE ACCOUNTS	348,110.17	462,454.00	-114,343.83	75.3%

Town of Cinco Bayou Profit & Loss Budget vs. Actual

October 2003 through June 2004

	Oct '03 - Jun 04	Budget	\$ Over Budget	% of Budget
OTHER SOURCES				
381.910 - INTERFUND TRANSFER BOAT LAUNCH	10,453.90	15,000.00	-4,546.10	69.7%
Total OTHER SOURCES	<u>10,453.90</u>	<u>15,000.00</u>	<u>-4,546.10</u>	<u>69.7%</u>
Total Income	358,564.07	477,454.00	-118,889.93	75.1%
Expense				
001-EXPENDITURE/EXPENSE ACCTS.				
PAYROLL EXPENSE				
513.120 - SALARIES & WAGES	57,902.37	75,828.00	-17,925.63	76.4%
513.210 - EMPLOYEE FICA/MEDICARE	4,431.76	5,801.00	-1,369.24	76.4%
513.230 - EMPLOYEE LIFE & HEALTH INS	11,894.57	15,803.00	-3,908.43	75.3%
513.240 - EMPLOYEE WORKMANS COMP	2,689.00	3,000.00	-311.00	89.6%
513.250 - EMPLOYEE UNEMPLOYMENT COMP	0.00			
PAYROLL EXPENSE - Other	29.41			
Total PAYROLL EXPENSE	<u>76,947.11</u>	<u>100,432.00</u>	<u>-23,484.89</u>	<u>76.6%</u>
OPERATING EXPENDITURE/EXPENSE				
513.320 - ACCOUNTING AND AUDITING	6,100.00	6,100.00	0.00	100.0%
515.470 - MUNICIPAL CODE	0.00	200.00	-200.00	0.0%
PROFESSIONAL SERVICES LEGAL				
514.310 - PROFESSIONAL SERVICES-LEGAL	5,771.40	8,200.00	-2,428.60	70.4%
514.313 - PROF.SER.-LEGAL - TOWER PROJ.	5,602.59			
514.314 - PROF SER - LEGAL - FRDAP	125.00			
514.317 - PROF SER LEGAL - SIGN ISSUE	7,225.09			
Total PROFESSIONAL SERVICES LEGAL	<u>18,724.08</u>	<u>8,200.00</u>	<u>10,524.08</u>	<u>228.3%</u>
PROFESSIONAL SERVICES ENGINEER				
519.310 - PROFESSIONAL SERVICES-ENGINEER	4,918.42	4,500.00	418.42	109.3%
Total PROFESSIONAL SERVICES ENGINEER	<u>4,918.42</u>	<u>4,500.00</u>	<u>418.42</u>	<u>109.3%</u>
519.400 - TRAVEL AND PER DIEM COMMUNICATIONS	3,839.91	6,800.00	-2,960.09	56.5%
COMMUNICATIONS				
519.410 - COMMUNICATIONS-PHONE	1,206.31	1,400.00	-193.69	86.2%
519.411 - COMMUNICATIONS-POSTAGE	336.15	500.00	-163.85	67.2%
519.412 - COMMUNICATIONS-INTERNET	1,440.00	1,920.00	-480.00	75.0%
Total COMMUNICATIONS	<u>2,982.46</u>	<u>3,820.00</u>	<u>-837.54</u>	<u>78.1%</u>
519.430 - UTILITIES-TOWN HALL	2,720.06	3,700.00	-979.94	73.5%
519.440 - RENTALS AND LEASES	21.00	500.00	-479.00	4.2%
519.450 - INS PROP/LIB/AUTO	8,123.00	9,000.00	-877.00	90.3%
519.460 - REPAIR & MAINTENANCE -TOWN HALL	906.05	500.00	406.05	181.2%
519.461 - REPAIR & MAINTENANCE - OTHER	0.00	1,700.00	-1,700.00	0.0%
LEGAL ADVERTISING				
519.480 - LEGAL ADVERTISING OTHER	6,073.83	1,700.00	4,373.83	357.3%
Total LEGAL ADVERTISING	<u>6,073.83</u>	<u>1,700.00</u>	<u>4,373.83</u>	<u>357.3%</u>
519.490 - OTHER CURRENT CHG & OBLIGATIONS	2,539.82	3,500.00	-960.18	72.6%
519.491 - ELECTION EXPENSE	630.00	850.00	-220.00	74.1%
519.510 - OFFICE SUPPLIES	735.96	1,300.00	-564.04	56.6%
519.520 - OPERATING SUPPLIES	1,020.55	1,500.00	-479.45	68.0%
519.540 - BOOKS,PUB,SUB & MEMBERSHIPS	1,523.85	1,750.00	-226.15	87.1%
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	<u>61,358.99</u>	<u>56,420.00</u>	<u>4,938.99</u>	<u>108.8%</u>
PUBLIC SAFETY				
521.340 - LAW ENFORCEMENT	46,506.70	55,808.00	-9,301.30	83.3%
Total PUBLIC SAFETY	<u>46,506.70</u>	<u>55,808.00</u>	<u>-9,301.30</u>	<u>83.3%</u>
PHYSICAL ENVIRONMENT				
534.430 - GARBAGE/SOLID WASTE-WASTE MGMT	19,430.27	30,500.00	-11,069.73	63.7%
537.630 - DRAINAGE DITCH YACHT CLUB DR	0.00	500.00	-500.00	0.0%
Total PHYSICAL ENVIRONMENT	<u>19,430.27</u>	<u>31,000.00</u>	<u>-11,569.73</u>	<u>62.7%</u>
TRANSPORTATION				
541.430 - UTILITY SERVICES - STREETS	6,492.02	8,000.00	-1,507.98	81.2%
541.530 - OPERATING SUPPLIES - STREETS	370.26	2,500.00	-2,129.74	14.8%
541.630 - IMPROVEMENTS - STREETS	11,697.31	15,000.00	-3,302.69	78.0%
541.710 - STREET REPAIR LOAN/ PRINCIPAL	0.00	12,183.00	-12,183.00	0.0%
541.720 - STREET REPAIR LOAN/INTEREST	0.00	3,740.00	-3,740.00	0.0%
Total TRANSPORTATION	<u>18,559.59</u>	<u>41,423.00</u>	<u>-22,863.41</u>	<u>44.8%</u>
HUMAN SERVICES				
562.340 - HUMAN SERVICES - PAWS	965.87	1,272.00	-306.13	75.9%
Total HUMAN SERVICES	<u>965.87</u>	<u>1,272.00</u>	<u>-306.13</u>	<u>75.9%</u>

Town of Cinco Bayou
Profit & Loss Budget vs. Actual
 October 2003 through June 2004

	Oct '03 - Jun 04	Budget	\$ Over Budget	% of Budget
CULTURE/RECREATION				
571.540 · LIBRARY MEMBERSHIP	20.00	400.00	-380.00	5.0%
Total CULTURE/RECREATION	<u>20.00</u>	<u>400.00</u>	<u>-380.00</u>	<u>5.0%</u>
PARKS AND RECREATION				
572.340 · OTHER CONTRACTUAL SERVICES	9,014.94	12,124.00	-3,109.06	74.4%
572.430 · UTILITIES - PARKS	585.29	1,100.00	-514.71	53.2%
572.520 · OPERATING SUPPLIES - PARKS	312.98	500.00	-187.02	62.6%
572.630 · REPAIRS & MAINTENANCE - PARKS	1,454.68	3,780.00	-2,325.32	38.5%
FRDAP GRANT LAGUNA PARK				
572.631 · FRDAP GRANT/LAGUNA PARK	27,980.19	42,394.00	-14,413.81	66.0%
Total FRDAP GRANT LAGUNA PARK	<u>27,980.19</u>	<u>42,394.00</u>	<u>-14,413.81</u>	<u>66.0%</u>
FRDAP GRANT GLENWOOD PK PHASE I				
572.632 · FRDAP GRANT/GLENWOOD PARK	25,592.23	43,585.00	-17,992.77	58.7%
Total FRDAP GRANT GLENWOOD PK PHASE I	<u>25,592.23</u>	<u>43,585.00</u>	<u>-17,992.77</u>	<u>58.7%</u>
FRDAP GRANT GLENWOOD PK PHASE II				
572.633 · FRDAP GRANT/GLENWOOD PK II	14,445.00	50,000.00	-35,555.00	28.9%
Total FRDAP GRANT GLENWOOD PK PHASE II	<u>14,445.00</u>	<u>50,000.00</u>	<u>-35,555.00</u>	<u>28.9%</u>
BOATING IMPROVEMENT FUND				
572.636 · BOATING IMPROVEMENT FUND	12,752.00	15,000.00	-2,248.00	85.0%
Total BOATING IMPROVEMENT FUND	<u>12,752.00</u>	<u>15,000.00</u>	<u>-2,248.00</u>	<u>85.0%</u>
Total PARKS AND RECREATION	<u>92,137.31</u>	<u>168,483.00</u>	<u>-76,345.69</u>	<u>54.7%</u>
SPECIAL EVENTS				
574.490 · SPECIAL EVENTS/PICNIC DINNERS	1,732.30	2,000.00	-267.70	86.6%
Total SPECIAL EVENTS	<u>1,732.30</u>	<u>2,000.00</u>	<u>-267.70</u>	<u>86.6%</u>
SPECIAL RECREATION FACILITIES				
575.630 · MAINTENANCE SEAWAY BOAT RAMP	0.00	500.00	-500.00	0.0%
Total SPECIAL RECREATION FACILITIES	<u>0.00</u>	<u>500.00</u>	<u>-500.00</u>	<u>0.0%</u>
OTHER CULTURE/RECREATION				
579.630 · TREE/BEAUTIFICATION	0.00	500.00	-500.00	0.0%
Total OTHER CULTURE/RECREATION	<u>0.00</u>	<u>500.00</u>	<u>-500.00</u>	<u>0.0%</u>
OTHER USES				
580.990 · CONTINGENCY FUND	0.00	4,216.00	-4,216.00	0.0%
581.910 · INTERFUND TRANSFER BOAT LAUNCH	2,323.81	15,000.00	-12,676.19	15.5%
Total OTHER USES	<u>2,323.81</u>	<u>19,216.00</u>	<u>-16,892.19</u>	<u>12.1%</u>
Total 001-EXPENDITURE/EXPENSE ACCTS.	<u>319,981.95</u>	<u>477,454.00</u>	<u>-157,472.05</u>	<u>67.0%</u>
Total Expense	<u>319,981.95</u>	<u>477,454.00</u>	<u>-157,472.05</u>	<u>67.0%</u>
Net Income	<u>38,582.12</u>	<u>0.00</u>	<u>38,582.12</u>	<u>100.0%</u>

