

AGENDA
REGULAR COUNCIL MEETING
12 AUGUST 2004 • 6:00 PM

SILENT PRAYER / PLEDGE OF ALLEGIANCE TO THE FLAG

ROLL CALL

MAYOR FRUCCI
COUNCILMAN KOCH
COUNCILMAN ST. JOHN

COUNCILMAN BRATTON
COUNCILMAN IOVIENO
COUNCILMAN SIMMONS

PUBLIC HEARING:

1. Second reading of Ordinance 206.

REGULAR BUSINESS:

1. Council approval of Agenda
2. Consent Agenda:
 - A. Minutes, Regular Council Meeting July 8, 2004, Budget Meetings of July 15 and July 24, 2004; and Budget Status July 30, 2004.

Action Items:

- A. Second Reading and adoption of Ordinance 206.
- B. Motion to approve policy change to present annual reviews and proposed staff raises annually during the September meeting.

Discussion Items:

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

1. Town Hall Closed for Labor Day, September 6, 2004

Adjourn

**VICKI SIMMONS
7732 NAVARRE PKWY. # 210
NAVARRE, FL. 32566
(850) 939-7211**

August 12, 2004

Mayor Frucci & Fellow Councilmen:

With great regret, I am giving you my immediate resignation as Councilman. I have had to relocate outside of Cinco Bayou.

Thank you for the opportunity to work with such a great group of professionals.

Vicki Simmons
Vicki Simmons

Town of Cinco Bayou
Profit & Loss Budget vs. Actual
 October 1, 2003 through August 5, 2004

	<u>Oct 1, '03 - ...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</u>
Income				
001 REVENUE ACCOUNTS				
TAXES				
311.000 · ADVALOREM TAXES	80,527.67	80,370.00	157.67	100.2%
312.410 · FIRST LOCAL OPTION FUEL TAX	15,879.01	19,436.00	-3,556.99	81.7%
Total TAXES	96,406.68	99,806.00	-3,399.32	96.6%
FRANCHISE FEES				
313.100 · FRANCHISE FEE - GULF POWER	26,909.95	33,500.00	-6,590.05	80.3%
313.400 · FRANCHISE FEE - OKALOOSA GAS	2,509.40	3,500.00	-990.60	71.7%
Total FRANCHISE FEES	29,419.35	37,000.00	-7,580.65	79.5%
UTILITY SERVICES TAXES				
314.100 · UTIL TAX - GULF POWER	19,217.48	22,300.00	-3,082.52	86.2%
314.300 · UTIL TAX - WATER FWB	4,092.51	5,300.00	-1,207.49	77.2%
314.400 · UTIL TAX - NAT GAS OKALOOSA CO	2,300.75	2,500.00	-199.25	92.0%
315.000 · UTIL TAX - LOCAL COM. SERVICES	18,781.85	26,157.00	-7,375.15	71.8%
Total UTILITY SERVICES TAXES	44,392.59	56,257.00	-11,864.41	78.9%
LICENSES AND PERMITS				
321.100 · OCCUPATIONAL LICENSES	7,556.00	7,000.00	556.00	107.9%
322.000 · PERMITS - TOWN	1,144.03	600.00	544.03	190.7%
Total LICENSES AND PERMITS	8,700.03	7,600.00	1,100.03	114.5%
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	16,678.52	27,880.00	-11,201.48	59.8%
Total GENERAL GOVERNMENT	38,289.73	52,441.00	-14,151.27	73.0%
Total STATE SHARED REVENUES	38,289.73	52,441.00	-14,151.27	73.0%
SHARED REV OTHER LOCAL UNITS				
338.100 · OCCUPATIONAL LIC OKALOOSA CO	893.48	600.00	293.48	148.9%
Total SHARED REV OTHER LOCAL UNITS	893.48	600.00	293.48	148.9%
PHYSICAL ENVIRONMENT				
343.400 · GARBAGE/SOLID WASTE	20,207.30	30,500.00	-10,292.70	66.3%
Total PHYSICAL ENVIRONMENT	20,207.30	30,500.00	-10,292.70	66.3%
FINES AND FORFEITS				
351.100 · COURT FINES - COUNTY	1,059.16	2,600.00	-1,540.84	40.7%
Total FINES AND FORFEITS	1,059.16	2,600.00	-1,540.84	40.7%
INTEREST AND OTHER EARNINGS				
361.140 · VANGUARD BANK CHECKING	71.49	50.00	21.49	143.0%
361.180 · VANGUARD BANK CD	0.00	1,500.00	-1,500.00	0.0%
361.181 · VANGUARD BANK MONEY MARKET	7.49	300.00	-292.51	2.5%
361.182 · INTEREST EARNINGS - TAX COLL	0.04	50.00	-49.96	0.1%
361.183 · BEACH COMMUNITY BANK CD	994.72	300.00	694.72	331.6%
361.184 · BEACH COMMUNITY BANK SAVINGS	351.13			
Total INTEREST AND OTHER EARNINGS	1,424.87	2,200.00	-775.13	64.8%

Town of Cinco Bayou
Profit & Loss Budget vs. Actual
October 1, 2003 through August 5, 2004

	Oct 1, '03 - ...	Budget	\$ Over Bud...	% of Budget
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	1,776.51	2,368.00	-591.49	75.0%
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	3,736.77	3,368.00	368.77	110.9%
Total 001 REVENUE ACCOUNTS	370,738.93	462,454.00	-91,715.07	80.2%
OTHER SOURCES				
381.910 · INTERFUND TRANSFER BOAT LAUNCH	12,950.40	15,000.00	-2,049.60	86.3%
Total OTHER SOURCES	12,950.40	15,000.00	-2,049.60	86.3%
Total Income	383,689.33	477,454.00	-93,764.67	80.4%
Expense				
001-EXPENDITURE/EXPENSE ACCTS.				
PAYROLL EXPENSE				
513.120 · SALARIES & WAGES	66,562.52	75,828.00	-9,265.48	87.8%
513.210 · EMPLOYEE FICA/MEDICARE	5,094.26	5,801.00	-706.74	87.8%
513.230 · EMPLOYEE LIFE & HEALTH INS	13,441.85	15,803.00	-2,361.15	85.1%
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	87,817.04	100,432.00	-12,614.96	87.4%
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	6,221.40	23,200.00	-16,978.60	26.8%
514.313 · PROF.SER.-LEGAL - TOWER PROJ.	5,840.09			
514.314 · PROF SER - LEGAL - FRDAP	275.00			
514.317 · PROF SER LEGAL - SIGN ISSUE	7,350.09			
Total PROFESSIONAL SERVICES LEGAL	19,686.58	23,200.00	-3,513.42	84.9%
PROFESSIONAL SERVICES ENGINEER				
519.310 · PROFESSIONAL SERVICES-ENGINEER	5,654.90	6,500.00	-845.10	87.0%
Total PROFESSIONAL SERVICES ENGINEER	5,654.90	6,500.00	-845.10	87.0%
519.400 · TRAVEL AND PER DIEM	4,207.41	4,800.00	-592.59	87.7%
COMMUNICATIONS				
519.410 · COMMUNICATIONS-PHONE	1,338.11	1,400.00	-61.89	95.6%
519.411 · COMMUNICATIONS-POSTAGE	340.57	500.00	-159.43	68.1%
519.412 · COMMUNICATIONS-INTERNET	1,758.83	1,920.00	-161.17	91.6%
Total COMMUNICATIONS	3,437.51	3,820.00	-382.49	90.0%
519.430 · UTILITIES-TOWN HALL	3,089.90	3,700.00	-610.10	83.5%
519.440 · RENTALS AND LEASES	21.00	500.00	-479.00	4.2%
519.450 · INS PROP/LIB/AUTO	8,123.00	8,200.00	-77.00	99.1%
519.460 · REPAIR & MAINTENANCE -TOWN HALL	906.05	1,500.00	-593.95	60.4%
519.461 · REPAIR & MAINTENANCE - OTHER	0.00	700.00	-700.00	0.0%
LEGAL ADVERTISING				
519.480 · LEGAL ADVERTISING OTHER	6,239.58	7,200.00	-960.42	86.7%
Total LEGAL ADVERTISING	6,239.58	7,200.00	-960.42	86.7%

Town of Cinco Bayou
Profit & Loss Budget vs. Actual
 October 1, 2003 through August 5, 2004

	Oct 1, '03 - ...	Budget	\$ Over Bud...	% of Budget
519.490 · OTHER CURRENT CHG & OBLIGATIONS	2,777.25	3,500.00	-722.75	79.4%
519.491 · ELECTION EXPENSE	630.00	650.00	-20.00	96.9%
519.510 · OFFICE SUPPLIES	735.96	1,100.00	-364.04	66.9%
519.520 · OPERATING SUPPLIES	1,288.56	1,375.00	-86.44	93.7%
519.540 · BOOKS,PUB,SUB & MEMBERSHIPS	1,688.85	1,750.00	-61.15	96.5%
519.630 · IMPROVEMENTS OTHER THAN BLDGS.	0.00	100.00	-100.00	0.0%
519.820 · AID TO PRIVATE ORGANIZATIONS	500.00	500.00	0.00	100.0%
Total OPERATING EXPENDITURE/EXPENSE	65,086.55	75,395.00	-10,308.45	86.3%
PUBLIC SAFETY				
521.340 · LAW ENFORCEMENT	51,157.37	55,808.00	-4,650.63	91.7%
Total PUBLIC SAFETY	51,157.37	55,808.00	-4,650.63	91.7%
PHYSICAL ENVIRONMENT				
534.430 · GARBAGE/SOLID WASTE-WASTE MGMT	26,763.80	30,500.00	-3,736.20	87.8%
537.630 · DRAINAGE DITCH YACHT CLUB DR	0.00	100.00	-100.00	0.0%
Total PHYSICAL ENVIRONMENT	26,763.80	30,600.00	-3,836.20	87.5%
TRANSPORTATION				
541.430 · UTILITY SERVICES - STREETS	7,216.59	7,000.00	216.59	103.1%
541.530 · OPERATING SUPPLIES - STREETS	391.29	500.00	-108.71	78.3%
541.630 · IMPROVEMENTS - STREETS	11,697.31	12,000.00	-302.69	97.5%
541.710 · STREET REPAIR LOAN/ PRINCIPAL	12,112.69	12,183.00	-70.31	99.4%
541.720 · STREET REPAIR LOAN/INTEREST	3,809.74	3,740.00	69.74	101.9%
Total TRANSPORTATION	35,227.62	35,423.00	-195.38	99.4%
HUMAN SERVICES				
562.340 · HUMAN SERVICES - PAWS	965.87	1,272.00	-306.13	75.9%
Total HUMAN SERVICES	965.87	1,272.00	-306.13	75.9%
CULTURE/RECREATION				
571.540 · LIBRARY MEMBERSHIP	40.00	200.00	-160.00	20.0%
Total CULTURE/RECREATION	40.00	200.00	-160.00	20.0%
PARKS AND RECREATION				
572.340 · OTHER CONTRACTUAL SERVICES	10,216.60	12,924.00	-2,707.40	79.1%
572.430 · UTILITIES - PARKS	650.97	1,100.00	-449.03	59.2%
572.520 · OPERATING SUPPLIES - PARKS	312.98	500.00	-187.02	62.6%
572.630 · REPAIRS & MAINTENANCE - PARKS	3,129.45	7,905.00	-4,775.55	39.6%
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	27,980.19	42,394.00	-14,413.81	66.0%
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	25,592.23	43,585.00	-17,992.77	58.7%
FRDAP GRANT GLENWOD PK PHASE II				
572.633 · FRDAP GRANT/GLENWOOD PK II	14,445.00	50,000.00	-35,555.00	28.9%
Total FRDAP GRANT GLENWOD PK PHASE II	14,445.00	50,000.00	-35,555.00	28.9%
BOATING IMPROVEMENT FUND				
572.636 · BOATING IMPROVEMENT FUND	12,752.00	13,000.00	-248.00	98.1%
Total BOATING IMPROVEMENT FUND	12,752.00	13,000.00	-248.00	98.1%
Total PARKS AND RECREATION	95,079.42	171,408.00	-76,328.58	55.5%
SPECIAL EVENTS				
574.490 · SPECIAL EVENTS/PICNIC DINNERS	1,732.30	2,000.00	-267.70	86.6%
Total SPECIAL EVENTS	1,732.30	2,000.00	-267.70	86.6%
SPECIAL RECREATION FACILITIES				
575.630 · MAINTENANCE SEAWAY BOAT RAMP	0.00	200.00	-200.00	0.0%
Total SPECIAL RECREATION FACILITIES	0.00	200.00	-200.00	0.0%

1:38 PM
 08/05/04
 Accrual Basis

Town of Cinco Bayou
Profit & Loss Budget vs. Actual
 October 1, 2003 through August 5, 2004

	<u>Oct 1, '03 - ...</u>	<u>Budget</u>	<u>\$ Over Bud...</u>	<u>% of Budget</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	1,216.00	-1,216.00	0.0%
581.910 · INTERFUND TRANSFER BOAT LAUNCH	2,823.36	3,000.00	-176.64	94.1%
Total OTHER USES	<u>2,823.36</u>	<u>4,216.00</u>	<u>-1,392.64</u>	<u>67.0%</u>
Total 001-EXPENDITURE/EXPENSE ACCTS.	<u>366,693.33</u>	<u>477,454.00</u>	<u>-110,760.67</u>	<u>76.8%</u>
Total Expense	<u>366,693.33</u>	<u>477,454.00</u>	<u>-110,760.67</u>	<u>76.8%</u>
Net Income	<u>16,996.00</u>	<u>0.00</u>	<u>16,996.00</u>	<u>100.0%</u>

MANAGERS REPORT – AUG, 2004

1. **GLENWOOD PARK PHASE I AND II:** THE CONTRACTOR HAS FINISHED HIS PORTION OF THE IMPROVEMENTS. I HAVE ORDERED THE SIGNS AND I HAVE ACQUIRED INFORMATION OF THE PICNICS TABLES. WE WILL HAVE A DEDICATION CEREMONY WHEN WE GET THE SIGNS INSTALLED. FOR ALL INTENSIVE PURPOSES, THE PARKS ARE OPEN FOR PUBLIC USE.
2. **LAGUNA PARK:** THE CONTRACTOR HAS FINISHED HIS PORTION OF THE IMPROVEMENTS. I HAVE ORDERED THE SIGNS AND I HAVE ACQUIRED INFORMATION OF THE PICNICS TABLES. WE WILL HAVE A DEDICATION CEREMONY WHEN WE GET THE SIGNS INSTALLED. FOR ALL INTENSIVE PURPOSES, THE PARKS ARE OPEN FOR PUBLIC USE.
3. **YACHT CLUB TOWNHOMES (TRAILER PARK):** THE PLAT HAS BEEN RECORDED AND CONSTRUCTION HAS BEGUN.
4. **YACHT CLUB HARBOR CONDOMINIUMS:** CONCRETE HAS BEEN POURED AND THE WALLS ARE GOING UP.
5. **CDBG:** STILL WAITING ON THE STATE TO SEE IF WE QUALIFIED FOR THE GRANT.
6. **2004 / 2005 BUDGET AND MILLAGE RATE:** THE PROPOSED BUDGET WAS PRESENTED TO THE COUNCIL MEMBERS AT THE JULY 15TH AND JULY 24TH BUDGET WORKSHOPS. IT WILL BE ON THE SEPTEMBER 9TH REGULAR COUNCIL MEETING AGENDA FOR THE FIRST PUBLIC HEARING AND ON THE AGENDA AT A SPECIAL PUBLIC HEARING ON SEPTEMBER 23RD FOR THE SECOND PUBLIC HEARING AND ADOPTION OF THE BUDGET AND MILLAGE RATE FOR THE FISCAL YEAR OF 2004 / 2005. THE PROPOSED MILLAGE WAS SET TO STAY THE SAME AT 2.3 MILLS PER \$1000 AT A PUBLIC HEARING HELD ON JULY 27TH.
7. **SICK LEAVE:** I AM SCHEDULED FOR SURGERY ON FRIDAY, AUGUST 13TH TO UNDERGO COMPLETE KNEE REPLACEMENT. THE ANTICIPATED DOWN TIME ACCORDING TO THE DOCTORS IS APPROXIMATELY SIX WEEKS. I DO NOT ANTICIPATE BEING OUT THAT LONG AND WILL BE WORKING FROM HOME AS SOON AS POSSIBLE.

