

**TOWN OF CINCO BAYOU  
SPECIAL COUNCIL MEETING MINUTES  
16 AUGUST 2002**

Mayor Carroll called a special Town Council meeting to order at 12:00 P.M. on August 16, 2002. Following a silent prayer and the pledge of allegiance, roll call was taken.

Roll Call: Mayor Carroll - present  
Councilman Bainter - present  
Councilman DesGranges - present  
Councilman Farley - present  
Councilman Frucci - absent  
Mayor Pro Tem Koch - present

A quorum was present. Also present were Town Attorney Jeff McInnis, Town Manager/Clerk Nell Webb, and Assistant Monika Gillette.

**SPECIAL BUSINESS**

1. Town Manager/Clerk Nell Webb explained to the council that Yacht Club Drive would soon be paved and suggested to the council to ask the county to resurface Lucille Street and Seaway Drive at the same time. Mayor Carroll asked for a motion to have Mrs. Webb negotiate with Okaloosa County to resurface Lucille Street and Seaway Drive at a cost of \$5,776. Councilman Koch made the motion and Councilman Bainter seconded the motion. A friendly amendment was accepted to increase the amount to \$6,500. A roll call vote was taken:

Councilman DesGranges - yea  
Councilman Koch - yea  
Councilman Bainter - yea  
Councilman Farley - yea

The motion passed unanimously.

2. Mrs. Webb stated that she and the engineer had inspected the rip-rap that the City of Mary Esther offered was too full of rebar. She stated that the county offered rip-rap for \$26 per ton delivered. Councilman DesGranges made a motion to authorize the mayor to sign a contract with a contractor for either buying rip-rap from the County or supplying it at \$26 per ton delivered and installing it for a total cost of under \$10,000. Councilman Farley seconded the motion. A roll call vote was taken:

Councilman DesGranges - yea  
Councilman Koch - yea  
Councilman Bainter - yea  
Councilman Farley - yea

The motion passed unanimously.

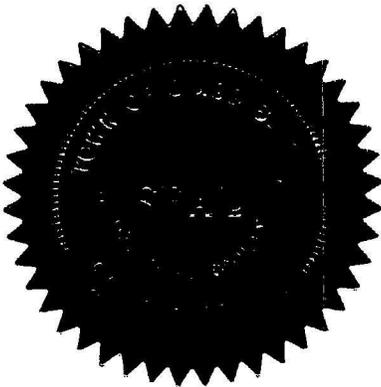
3. Town Manager/Clerk Webb updated the council on the terms of the Florida Boating Improvement Program Project Agreement stating that if the money was accepted it extended the existing requirements of the current contract by 19 years. Attorney McInnis explained that this would require the boat ramp facility on Seaway Drive to remain dedicated for public recreational use for that time period. Councilman Bainter made a motion to approve the agreement. Councilman Koch seconded the motion. A roll call vote was taken:

Councilman DesGranges - yea  
Councilman Koch - yea  
Councilman Bainter - yea  
Councilman Farley - yea

The motion passed unanimously.

**Adjourn** – There being no further business, the meeting adjourned at 12:20

ATTEST:



  
\_\_\_\_\_  
Sara Carroll, Mayor

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\_\_\_\_\_  
Nell Webb, Town Manager/Clerk  
Town Manager/Clerk

## MANAGERS REPORT – AUGUST 8, 2002

1. **STATUS OF HUGHES STREET PROJECT:** A meeting was held at town hall on July 18<sup>th</sup> attended by the following people: **Town of Cinco Bayou** – Nell Webb, Town Manager/Clerk, Jeff McInnis, Town Attorney, Ed Stanford, Town Engineer – **City of Fort Walton Beach** – Reid Silverboard, City Manager, John Hofstad and Larry McDonald, Public Works – **Okaloosa County** – Rick Koosen and Greg Parker, Public Works – **Crystal Beach Development** – Jay Odom, owner and John Dowd, Attorney – **APAC Construction** – Curtis George. The meeting was held to coordinate each phase of the milling and repaving. *(see the engineer's memorandum attached)* The Inter-local-agreement was approved and executed by the Okaloosa County Board of Commissioners. The letter of Memorandum between the City of Fort Walton Beach and Cinco Bayou has been approved by the Attorney, the City of Fort Walton Beach and has been executed by both municipalities. The check from Jay Odom for the milling has been received and deposited. The revised contract with Apac has been approved by Attorney McInnis, has been executed and delivered. Work is scheduled to begin August 6<sup>th</sup> and will continue through August 8<sup>th</sup> providing there are no delays due to weather.
2. **STATUS DRAINAGE DITCH:** I have placed a call to Danielle Slaterpryce, public works director with Okaloosa County to request their assistance in obtaining riprap. Ms. Slaterpryce is out of town until Tuesday, August 6<sup>th</sup>. I will be in contact with her when she returns. The engineer has submitted a request for a modified permit from DEP. *(see engineer's report attached)*
3. **GLENWOOD PARK:** We are still waiting on the permit from DEP to start the FRDAP project. *(see engineer's report attached)*
4. **PAWS:** They have placed a trap in Glenwood Park and will monitor it through the weekend. Keith will help monitor it through next week. They will be available to remove any animals trapped in cat traps also over the weekend. Please call the regular number 243-1525 and leave your name, phone number, and address on the voice mail. Fliers have been delivered to all residents and businesses surrounding the park. I have been invited by the Attorney who is working on the PAWS contract for Laurel Hill to visit the Animal Control Center in Santa Rosa County on Wednesday the 7<sup>th</sup>. She is gathering data to present to the County within the next six months to help relieve burden of expense placed on the municipalities of Okaloosa County for animal control. I have invited a representative from the Town of Shalimar to go also. If any one of you would like to attend – you are welcome too since this would be a fact finding trip and Sunshine would not be a problem. Let me know. We will be leaving around 8:30 Wednesday morning.
5. **LAGUNA PARK:** We have received all of the approvals from DCA and we are ready to advertise for bids. *(see engineer's report attached)*
6. **BUDGET WORKSHOPS:** The next scheduled workshop is Thursday, August 22, 2002 at 5:00 PM. Hopefully this will be the last one but just in case it isn't we have also scheduled Thursday, August 29, 2002 at 5:00 PM. I thank you the Council for all your efforts and support in putting this budget together.
7. **MEETINGS AND APPOINTMENTS:** I will be out Monday and maybe Tuesday. I have received a call and need to take care of some family business. Monika will be back on Monday

**Town of Cinco Bayou**  
**Profit & Loss Budget vs. Actual**  
 October 2001 through August 2002

	Oct '01 - ...	Budget	\$ Over Bu...	% of Bud...
<b>Income</b>				
<b>001 REVENUE ACCOUNTS</b>				
300.000 · CASH FORWARD	0.00	55,889.00	-55,889.00	0.0%
<b>TAXES</b>				
311.000 · ADVALOREM TAXES	76,618.52	78,435.00	-1,816.48	97.7%
312.410 · FIRST LOCAL OPTION FUEL TAX	7,802.35	10,009.00	-2,206.65	78.0%
<b>Total TAXES</b>	<b>84,420.87</b>	<b>88,444.00</b>	<b>-4,023.13</b>	<b>95.5%</b>
<b>FRANCHISE FEES</b>				
313.100 · FRANCHISE FEE - GULF POWER	14,260.99	15,000.00	-739.01	95.1%
313.400 · FRANCHISE FEE - OKALOOSA GAS	5,309.35	3,000.00	2,309.35	177.0%
<b>Total FRANCHISE FEES</b>	<b>19,570.34</b>	<b>18,000.00</b>	<b>1,570.34</b>	<b>108.7%</b>
<b>UTILITY SERVICES TAXES</b>				
314.100 · UTIL TAX - GULF POWER	19,137.65	21,000.00	-1,862.35	91.1%
314.300 · UTIL TAX - WATER FWB	3,814.68	5,000.00	-1,185.32	76.3%
314.400 · UTIL TAX - NAT GAS OKALOOSA CO	1,783.81	2,800.00	-1,016.19	63.7%
315.000 · UTIL TAX - LOCAL COM. SERVICES	20,854.62	14,651.00	6,003.62	141.0%
<b>Total UTILITY SERVICES TAXES</b>	<b>45,390.76</b>	<b>43,451.00</b>	<b>1,939.76</b>	<b>104.5%</b>
<b>LICENSES AND PERMITS</b>				
321.100 · OCCUPATIONAL LICENSES	7,861.00	7,000.00	861.00	112.3%
322.000 · PERMITS - TOWN	745.00	400.00	345.00	186.3%
<b>Total LICENSES AND PERMITS</b>	<b>8,606.00</b>	<b>7,400.00</b>	<b>1,206.00</b>	<b>116.3%</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%
<b>Total STATE GRANTS</b>	<b>0.00</b>	<b>100,000.00</b>	<b>-100,000.00</b>	<b>0.0%</b>
<b>STATE SHARED REVENUES</b>				
<b>GENERAL GOVERNMENT</b>				
335.120 · STATE REVENUE SHARING PROCEEDS	17,758.46	23,561.00	-5,802.54	75.4%
335.150 · ALCOHOLIC BEVERAGE LICENSES	948.28	1,000.00	-51.72	94.8%
335.180 · LOCAL GOVT HALF-CENT SALES TAX	21,992.66	26,316.00	-4,323.34	83.6%
<b>Total GENERAL GOVERNMENT</b>	<b>40,699.40</b>	<b>50,877.00</b>	<b>-10,177.60</b>	<b>80.0%</b>
<b>Total STATE SHARED REVENUES</b>	<b>40,699.40</b>	<b>50,877.00</b>	<b>-10,177.60</b>	<b>80.0%</b>
<b>SHARED REV OTHER LOCAL UNITS</b>				
338.100 · OCCUPATIONAL LIC OKALOOSA CO	679.27	600.00	79.27	113.2%
<b>Total SHARED REV OTHER LOCAL UNITS</b>	<b>679.27</b>	<b>600.00</b>	<b>79.27</b>	<b>113.2%</b>
<b>PHYSICAL ENVIRONMENT</b>				
343.400 · GARBAGE/SOLID WASTE	20,838.84	36,000.00	-15,161.16	57.9%
<b>Total PHYSICAL ENVIRONMENT</b>	<b>20,838.84</b>	<b>36,000.00</b>	<b>-15,161.16</b>	<b>57.9%</b>
<b>FINES AND FORFEITS</b>				
351.100 · COURT FINES - COUNTY	2,945.30	1,800.00	1,145.30	163.6%
354.000 · VIOLATIONS OF LOCAL ORDINANCES	250.00			
<b>Total FINES AND FORFEITS</b>	<b>3,195.30</b>	<b>1,800.00</b>	<b>1,395.30</b>	<b>177.5%</b>
<b>INTEREST AND OTHER EARNINGS</b>				
361.140 · VANGUARD BANK CHECKING	36.65	350.00	-313.35	10.5%
361.180 · VANGUARD BANK CD	4,497.96	4,500.00	-2.04	100.0%
361.181 · VANGUARD BANK MONEY MARKET	446.69	2,300.00	-1,853.31	19.4%
361.182 · INTEREST EARNINGS - TAX COLL	74.85	1,000.00	-925.15	7.5%
<b>Total INTEREST AND OTHER EARNINGS</b>	<b>5,056.15</b>	<b>8,150.00</b>	<b>-3,093.85</b>	<b>62.0%</b>
<b>RENTS AND ROYALTIES</b>				
362.000 · SEAWAY STREET	500.00	500.00	0.00	100.0%
362.100 · FACILITY RENTAL-TOWN HALL	250.00			
<b>Total RENTS AND ROYALTIES</b>	<b>750.00</b>	<b>500.00</b>	<b>250.00</b>	<b>150.0%</b>

**Town of Cinco Bayou**  
**Profit & Loss Budget vs. Actual**  
 October 2001 through August 2002

	Oct '01 - ...	Budget	\$ Over Bu...	% of Bud...
<b>OTHER MISCELLANEOUS REVENUES</b>				
369.000 · OTHER MISC REV	4.40			
369.100 · OTHER MISC REV - SR 85 MAINT	1,776.51	2,368.00	-591.49	75.0%
<b>Total OTHER MISCELLANEOUS REVENUES</b>	<b>1,780.91</b>	<b>2,368.00</b>	<b>-587.09</b>	<b>75.2%</b>
<b>Total 001 REVENUE ACCOUNTS</b>	<b>230,987.84</b>	<b>413,479.00</b>	<b>-182,491.16</b>	<b>55.9%</b>
<b>Total Income</b>	<b>230,987.84</b>	<b>413,479.00</b>	<b>-182,491.16</b>	<b>55.9%</b>
<b>Expense</b>				
<b>001-EXPENDITURE/EXPENSE ACCTS.</b>				
<b>PAYROLL EXPENSE</b>				
513.120 · SALARIES & WAGES	65,548.70	71,985.00	-6,436.30	91.1%
513.121 · EMPLOYEE BONUS	300.00	300.00	0.00	100.0%
513.130 · TEMPORARY EMPLOYEE	761.45	831.00	-69.55	91.6%
513.210 · EMPLOYEE FICA/MEDICARE	5,826.63	5,436.00	390.63	107.2%
513.230 · EMPLOYEE LIFE & HEALTH INS	11,784.25	13,415.00	-1,630.75	87.8%
513.240 · EMPLOYEE WORKMANS COMP	3,018.00	2,500.00	518.00	120.7%
513.250 · EMPLOYEE UNEMPLOYMENT COMP	2,315.32	2,315.00	0.32	100.0%
<b>Total PAYROLL EXPENSE</b>	<b>89,554.35</b>	<b>96,782.00</b>	<b>-7,227.65</b>	<b>92.5%</b>
<b>OPERATING EXPENDITURE/EXPENSE</b>				
513.320 · ACCOUNTING AND AUDITING	6,150.00	6,150.00	0.00	100.0%
514.310 · PROFESSIONAL SERVICES-LEGAL	5,020.22	6,174.00	-1,153.78	81.3%
514.311 · PROF.SER.-LEGAL - CRA	0.00	750.00	-750.00	0.0%
514.312 · PROF.SER.-LEGAL - HUGHES ST.	517.00	200.00	317.00	258.5%
514.313 · PROF.SER.-LEGAL - TOWER PROJ.	1,298.00	1,078.00	220.00	120.4%
514.314 · PROF SER - LEGAL - FRDAP	165.00	165.00	0.00	100.0%
514.315 · PROF SER - LEGAL - CDBG	82.50	83.00	-0.50	99.4%
514.316 · PROF SER - LEGAL - DRAIN DITCH	2,847.85	600.00	2,247.85	474.6%
519.310 · PROFESSIONAL SERVICES-ENGINEER	521.39	4,000.00	-3,478.61	13.0%
519.312 · PROF.SER.-ENGINEER - HUGHES ST	6,044.01	7,000.00	-955.99	86.3%
519.316 · PROF SERV - ENG - DRAIN DITCH	9,398.93	10,000.00	-601.07	94.0%
519.400 · TRAVEL AND PER DIEM	5,632.30	7,200.00	-1,567.70	78.2%
519.410 · COMMUNICATIONS-PHONE	2,315.71	2,300.00	15.71	100.7%
519.411 · COMMUNICATIONS-POSTAGE	351.06	500.00	-148.94	70.2%
519.412 · COMMUNICATIONS-INTERNET	2,067.21	1,920.00	147.21	107.7%
519.430 · UTILITIES-TOWN HALL	3,025.06	3,300.00	-274.94	91.7%
519.440 · RENTALS AND LEASES	-35.00			
519.450 · INS PROP/LIB/AUTO	6,716.00	7,104.00	-388.00	94.5%
519.460 · REPAIR & MAINTENANCE -TOWN HALL	3,244.57	3,200.00	44.57	101.4%
519.480 · LEGAL ADVERTISING	1,161.58	1,375.00	-213.42	84.5%
519.481 · LEGAL ADVERTISING - CRA	0.00	140.00	-140.00	0.0%
519.482 · LEGAL ADVERTISING - CDBG	1,322.42	1,117.00	205.42	118.4%
519.483 · LEGAL ADVERTISING - DRAIN.DITCH	107.71	100.00	7.71	107.7%
519.485 · LEGAL ADVERTISING - FRDAP GLNWD	41.13	108.00	-66.87	38.1%
519.490 · OTHER CURRENT CHG & OBLIGATIONS	2,228.20	9,800.00	-7,571.80	22.7%
519.491 · ELECTION EXPENSE	1,283.99	1,284.00	-0.01	100.0%
519.510 · OFFICE SUPPLIES	1,541.43	1,750.00	-208.57	88.1%
519.520 · OPERATING SUPPLIES	1,038.86	900.00	138.86	115.4%
519.540 · BOOKS,PUB,SUB & MEMBERSHIPS	1,597.70	2,700.00	-1,102.30	59.2%
519.630 · IMPROVEMENTS OTHER THAN BLDGS.	0.00	0.00	0.00	0.0%
519.640 · MACHINERY & EQUIPMENT	966.00			
519.820 · AID TO PRIVATE ORGANIZATIONS	500.00	500.00	0.00	100.0%
<b>Total OPERATING EXPENDITURE/EXPENSE</b>	<b>67,150.83</b>	<b>81,498.00</b>	<b>-14,347.17</b>	<b>82.4%</b>
<b>PUBLIC SAFETY</b>				
521.340 · LAW ENFORCEMENT	27,246.00	27,246.00	0.00	100.0%
521.410 · LAW ENFORCEMENT-PHONE	179.30	115.00	64.30	155.9%
<b>Total PUBLIC SAFETY</b>	<b>27,425.30</b>	<b>27,361.00</b>	<b>64.30</b>	<b>100.2%</b>
<b>PHYSICAL ENVIRONMENT</b>				
534.430 · GARBAGE/SOLID WASTE-WASTE MGMT	20,602.14	35,620.00	-15,017.86	57.8%
537.630 · DRAINAGE DITCH YACHT CLUB DR	0.00	14,300.00	-14,300.00	0.0%
539.490 · ABATEMENT FEES	0.00			
<b>Total PHYSICAL ENVIRONMENT</b>	<b>20,602.14</b>	<b>49,920.00</b>	<b>-29,317.86</b>	<b>41.3%</b>

**Town of Cinco Bayou**  
**Profit & Loss Budget vs. Actual**  
October 2001 through August 2002

	Oct '01 - ...	Budget	\$ Over Bu...	% of Bud...
<b>TRANSPORTATION</b>				
541.430 · UTILITY SERVICES - STREETS	6,505.22	6,100.00	405.22	106.6%
541.630 · OPERATING SUPPLIES - STREETS	498.25	400.00	98.25	124.6%
541.630 · IMPROVEMENTS - STREETS	189.70	200.00	-10.30	94.9%
541.631 · HUGHES STREET REPAIRS	-17,722.66	12,000.00	-29,722.66	-147.7%
541.710 · STREET REPAIR LOAN/ PRINCIPAL	10,869.02	10,946.00	-76.98	99.3%
541.720 · STREET REPAIR LOAN/INTEREST	5,053.41	4,977.00	76.41	101.5%
<b>Total TRANSPORTATION</b>	<b>5,392.94</b>	<b>34,623.00</b>	<b>-29,230.06</b>	<b>15.6%</b>
<b>HUMAN SERVICES</b>				
562.340 · HUMAN SERVICES - PAWS	1,246.16	1,247.00	-0.84	99.9%
<b>Total HUMAN SERVICES</b>	<b>1,246.16</b>	<b>1,247.00</b>	<b>-0.84</b>	<b>99.9%</b>
<b>CULTURE/RECREATION</b>				
571.640 · LIBRARY MEMBERSHIP	210.00	400.00	-190.00	52.5%
<b>Total CULTURE/RECREATION</b>	<b>210.00</b>	<b>400.00</b>	<b>-190.00</b>	<b>52.5%</b>
<b>PARKS AND RECREATION</b>				
572.340 · OTHER CONTRACTUAL SERVICES	13,310.00	14,624.00	-1,314.00	91.0%
572.430 · UTILITIES - PARKS	889.42	1,000.00	-110.58	88.9%
572.620 · OPERATING SUPPLIES - PARKS	221.24	100.00	121.24	221.2%
572.630 · REPAIRS & MAINTENANCE - PARKS	261.07	1,000.00	-738.93	26.1%
572.631 · FRDAP GRANT/LAGUNA PARK				
572.310 · PROF.SER.-ENGINEER - LAGUNA PK	7,149.00			
572.631 · FRDAP GRANT/LAGUNA PARK - Other	250.00	50,000.00	-49,750.00	0.5%
<b>Total 572.631 · FRDAP GRANT/LAGUNA PARK</b>	<b>7,399.00</b>	<b>50,000.00</b>	<b>-42,601.00</b>	<b>14.8%</b>
572.632 · FRDAP GRANT/GLENWOOD PARK				
572.311 · PROF.SER.-ENGINEER-GLENWOOD PK	5,869.00			
572.632 · FRDAP GRANT/GLENWOOD PARK - Other	500.00	50,000.00	-49,500.00	1.0%
<b>Total 572.632 · FRDAP GRANT/GLENWOOD PARK</b>	<b>6,369.00</b>	<b>50,000.00</b>	<b>-43,631.00</b>	<b>12.7%</b>
<b>Total PARKS AND RECREATION</b>	<b>28,449.73</b>	<b>116,724.00</b>	<b>-88,274.27</b>	<b>24.4%</b>
<b>SPECIAL EVENTS</b>				
574.490 · SPECIAL EVENTS/PICNIC DINNERS	1,452.57	1,700.00	-247.43	85.4%
<b>Total SPECIAL EVENTS</b>	<b>1,452.57</b>	<b>1,700.00</b>	<b>-247.43</b>	<b>85.4%</b>
<b>SPECIAL RECREATION FACILITIES</b>				
576.630 · MAINTENANCE SEAWAY BOAT RAMP	934.00	1,000.00	-66.00	93.4%
<b>Total SPECIAL RECREATION FACILITIES</b>	<b>934.00</b>	<b>1,000.00</b>	<b>-66.00</b>	<b>93.4%</b>
<b>OTHER CULTURE/RECREATION</b>				
579.630 · TREE/BEAUTIFICATION	765.65	1,500.00	-734.35	51.0%
<b>Total OTHER CULTURE/RECREATION</b>	<b>765.65</b>	<b>1,500.00</b>	<b>-734.35</b>	<b>51.0%</b>
<b>OTHER USES</b>				
580.990 · CONTINGENCY FUND	0.00	724.00	-724.00	0.0%
581.000 · INTERFUND TRANSFER	8,441.95			
<b>Total OTHER USES</b>	<b>8,441.95</b>	<b>724.00</b>	<b>7,717.95</b>	<b>1,166.0%</b>
<b>Total 001-EXPENDITURE/EXPENSE ACCTS.</b>	<b>251,625.62</b>	<b>413,479.00</b>	<b>-161,853.38</b>	<b>60.9%</b>
<b>Total Expense</b>	<b>251,625.62</b>	<b>413,479.00</b>	<b>-161,853.38</b>	<b>60.9%</b>
<b>Net Income</b>	<b>-20,837.78</b>	<b>0.00</b>	<b>-20,837.78</b>	<b>100.0%</b>