MINUTES
REGULAR MEETING
of THE MARY ESTHER CITY COUNCIL
July 24, 2023 - 6:00 PM
195 Christobal Road – North, Mary Esther, FL 32569

1. **INVOCATION**
Deputy Chief Jeff Wagner, Ocean City-Wright Fire Control District, gave the invocation.

2. **CALL TO ORDER**
City Manager Jared Cobb called the Special City Council Meeting to order at 6:01 PM.

CM Cobb explained that Mayor Stein nor Mayor Pro Tem Carter were able to attend the meeting; therefore, the first order of business was to appoint an Acting Mayor Pro Tem. Councilmember April Sutton made the motion to appoint Councilmember Oder as the Acting Mayor Pro Tem for the July 24, 2023 meeting, seconded by Councilmember Susan Coxwell. The motion passed 4 to 0.

RESULT:	**(4-0)**
MOVER:	Councilmember April Sutton
SECOND:	Councilmember Susan Coxwell
AYES:	Susan Coxwell, Bernie Oder, Janice Lipscomb, April Sutton
NAYS:	None

3. **PLEDGE OF ALLEGIANCE**
Acting Mayor Pro Tem Oder led the pledge of allegiance.

4. **ROLL CALL**
The City Clerk called the roll. Those in attendance are listed below.

Attendee Name	Title
Bernie Oder	Acting Mayor Pro Tem
Jan Lipscomb	Councilmember
Susan Coxwell	Councilmember
April Sutton	Councilmember

5. **APPROVAL OF THE AGENDA**
To adopt the agenda, Acting Mayor Pro Tem Oder requested a motion. The motion was made by Councilmember Sutton. Due to the absence of Mayor Stein and Mayor Pro Tem, CM Cobb requested that item 7.3 be removed from the agenda. Councilmember Sutton asked to amend her motion to remove agenda item 7.3. Councilmember Lipscomb seconded the motion. City Clerk Broxson asked Council to consider proceeding with the discussion of Agenda Item 7.3. Councilmember Coxwell stated that it would be fair to council if they waited until the council and the mayor were all present. Acting Mayor Pro Tem Oder and Councilmember Sutton agreed to pull agenda item 7.3 and include it at the next regular meeting. The motion passed 4 to 0.

RESULT:	**(4-0)**
MOVER:	Councilmember April Sutton
SECOND:	Councilmember Janice Lipscomb

AYES:	Susan Coxwell, Bernie Oder, Janice Lipscomb, April Sutton
NAYS:	None

6. **PUBLIC COMMENT (NON-AGENDA ITEMS)**

None.

7. **NEW BUSINESS**

7.1. **Development Agreement with Santa Rosa Hotel LLC:**
Staff Presentation
Applicant Presentation
Public Comment
Council Discussion
Council Motion

1. Staff Presentation. CM Cobb announced that this was the second public hearing about the agreement with the Santa Rosa Hotel LLC. The first public hearing was held on July 10, 2023 at the Regular Council meeting. CM Cobb read the background and discussion section of the agenda item out loud.
2. Applicant Presentation. DT Horton from Kimly Horton appeared via Zoom for the applicant's presentation. Mr. Horton had nothing additional to add.
3. Public Comment. None.
4. Council Discussion and Motion. Members of the council have nothing to discuss related to the development agreement. Hearing none, Acting Mayor Pro Tem Oder asked for a motion to approve the Development Agreement with Santa Rosa Hotel LLC. Councilmember Coxwell made the motion to approve the Development Agreement with Santa Rosa Hotel LLC., seconded by Councilmember Sutton. Motion passed 4 to 0.

RESULT:	**PASSED (4-0)**
MOVER:	Councilmember Susan Coxwell
SECOND:	Councilmember April Sutton
AYES:	Susan Coxwell, Bernie Oder, Janice Lipscomb, April Sutton
NAYS:	None

7.2. **Proposed FY 2024 Budget and 5-Year Community Investment Plan**

City Manager Cobb started by highlighting the discussion topics from the agenda item. Those items include the following assumptions and highlights: • Maintains the existing millage rate of 5.0261 • Anticipates property and liability insurance increase of up to 50% • Recommends 5% water and sewer rate adjustment to keep pace with inflation (no increase approved for FY 2023) • Recommends 5% cost of living adjustment for all employees • City Manager request to reclassify City Planner position to Community Development Director and add a Public Works Director • City Clerk request to add a Deputy City Clerk.

CM Cobb stated that most General Fund revenues are consistent with the prior year. The main sources of revenue are ad valorem and sales tax. There is a significant increase in revenues from other sources due to receiving two CGDB grants, a $500,000 state grant for stormwater projects and a transfer in from the Discretionary sales tax fund for street and sidewalk improvements to the Azalea Park Neighborhood.

CM Cobb stated the General Fund Balance includes restricted and assigned funds, as well as an unassigned portion that is available for spending. The restricted and assigned funds include account payables, impact fees, and reserves for natural disasters.

City Clerk Broxson presented the Mayor and the Council's budget along with the City Clerk's Budget utilizing a PowerPoint (See attached). Accounts highlighted include the salaries of councilmembers due to additional penalties that can be added once Form 6 becomes a requirement, the professional salaries account, the league of cities account increase caused by sponsoring a dinner in the coming fiscal year, and the funds are being budgeted to purchase computer equipment if needed by the council. CC Broxson presented the City Clerk budget noting the addition of one full-time employee and the purchase of a desk along with goals in the coming fiscal year.

CM Cobb moved into highlighting the individual department budgets. He started with presenting the City Manager's budget by stating that the allocation for the City Manager's salary had changed. The previous allocation was 50% of it charged to Water & Sewer. The new allegation charges 90% of the City Manager's salary to this department along with the majority of the salary for the Assistant to the City Manager. Another change was to add funds for furniture.

CM Cobb presented the City Attorney's budget. The amount used in the budget matches the historical amount spent on this account.

The Administrative Services (Finance) budget is consistent with previous years. Accounting and auditing are a little higher due to receiving Federal money and the requirement to perform a single audit.

The HR Budget received a decrease in personal services due to the change in how the Assistant to the City Manager's pay is allocated. The amount budgeted for tuition has increased to account for the extra cost potentially associated with the adoption of the Tuition Reimbursement Program.

The amount budgeted for the IT budget increased because the IT contract will need to go out to bid in the coming fiscal year, potentially causing an increase.

The planning and Zoning budget personal services budget increased due to the reclassification of a full-time employee.

The Code Compliance and Animal Control budgets are consistent.

The council asked what happens if funds are not used and CM Cobb stated that those funds stay in the fund balance.

CM Cobb shared that the Sheriffs Department has requested a 13% increase. That request will come before the council for approval. For now, the requested amount is included in the budget.

The Council discussed which municipalities did not have their own police department locally and if the contract could be negotiated.

The Fire Department budget is contracted, and the increase is 3%.

The Facilities budget includes the addition of a Public Works Director. The Building R & M account is increased to account for the roof being repaired in the maintenance building. The Facilities Capital Outlay includes $200,000 for repairs to City Hall, Library, and Fire Station; $75,000 for landscaping, and $25,000 for an office in the Maintenance building for the Public Works Director.

The streets budget Capital Outlay includes the Springdale Park neighborhood streets and sidewalk project, the Azalea Park neighborhood streets and sidewalks project, miscellaneous sidewalk improvements, and equipment needed to maintain the streets of HWY 98.

The council asked about the street sweeper and if the current equipment needs to be replaced. The council also asked if additional personnel will be needed to maintain the streets and complete the sidewalk repairs.

The Parks budget increased to account for community events, such as the Veteran's Day parade, Christmas tree lighting, and potentially a movie in the park. Under Capital Outlay, the infrastructure includes the Misty Water Pier and the rehabilitation of the Azalea Park.

The Storm Water budget allocated funds for Professional Services. Those funds are for the stormwater assets into GIS for a complete inventory. Under the capital outlay infrastructure, the budgeted amount includes Northwest Stormwater improvements and the Azalea Park Neighborhood Stormwater.

The library had no significant changes.

The General Government budget had an increase in liability insurance.

The operating budget summary, utilities fund has a positive surplus; however, the amount is expected to decrease in the coming years due to debt services. The revenue budgeted is based upon the current utility accounts and not the projected growth that could come with the Santa Rosa Mall hotel. The other sources include SRF Funding for the Springdale and Azalea Park neighborhood water and sewer improvements.

The Water budget budgeted funds under Professional Services for the lead and copper program, which is a federal mandate, and for the GIS work being done. The funding allocated to the capital outlay infrastructure will provide some security cameras, chlorine regulars, and valve insertions along with funding for miscellaneous items listed on the capital items form located near the back of the draft budget.

The sewer budget has funds allocated for professional services to perform GIS. The Capital Outlay Infrastructure is for the Azalea Park Neighborhood improvements and the Springdale Park improvements, along with funding for miscellaneous items listed on the capital items form located near the back of the draft budget.

The Council asked about equipment in the spray field and the value of the equipment.

CM Cobb stated that he anticipates the debt service budget to go up in the future years with the projects.

Sales tax fund is money used to cover items that are not being covered by CDBG funds. It is anticipated that Azalea will be covered by the sales tax fund; however, Mary Esther does not have the funds in the sales tax currently to cover the cost. So right now, the general fund is covering the cost and it will be paid back annually by the sales tax fund. The bottom of the page shows the projections of the costs for the project.

Council asked if the payroll budget includes the 5% cola, and CM Cobb confirmed that it does include it.

CM Cobb then went through the Capital Improvement Plan (CIP) directly from the CIP handout.
At the conclusion of the presentation, the Council mentioned budget questions. Discussion included the Form 6 requirement, staffing to accomplish the projects, the surplus limitations, additional funding sources, and the salary range placed in the budget for the new staff being requested.

Hearing no further discussion, Acting Mayor Pro Tem Oder asked for a motion to set the millage rate at 5.0261. Councilmember Sutton made the motion, seconded by Councilmember

Coxwell. Acting Mayor Pro Tem Oder read the following into the record. "The fiscal year 2023 millage rate is 5.0261. • The fiscal year 2024 rolled-back rate is 4.6770. • The proposed fiscal year 2024 millage rate is 5.0261. • Budget hearings are scheduled for Wednesday, September 6, and Wednesday, September 20, at 6:00 P.M. at Mary Esther City Hall. The motion passed 4 to 0.

RESULT:	**PASSED (4-0)**
MOVER:	Councilmember April Sutton
SECOND:	Councilmember Susan Coxwell
AYES:	Susan Coxwell, Bernie Oder, Janice Lipscomb, April Sutton
NAYS:	None

7.3. **Reporting Lines for the City Clerk**

Agenda Item 7.3 was removed from the agenda during the approval of the agenda. The agenda item will be added to the next council meeting.

8. OTHER COMMENTS

CM Cobb asked council if they would like to have a workshop in August to discuss short-term rentals. The council agreed to conduct it Monday, August 21 at 6 pm . The location is Mary Esther City Hall.

9. ADJOURN

The council meeting adjourned at 7:19 PM.

Valerie M. Bryson

City Clerk

Approved at 8/7/23 meeting.

CITY OF MARY ESTHER
CERTIFIED TRUE AND CORRECT COPY OF THE ORIGINAL DOCUMENT
CLERK
CERTIFIED COPY

Budget FY 23-24

(Mayor and Council & City Clerk)

001	GENERAL FUND
11	MAYOR AND CITY COUNCIL
51100	LEGISLATIVE

		FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 BUDGET	FY 2023 PROJECTED	FY 2024 BUDGET
EXPENDITURES							
PERSONAL SERVICES							
1210	SALARIES	17,845	18,075	16,470	19,200	17,000	19,200
2110	SOCIAL SECURITY TAXES	1,106	1,121	1,021	1,190	1,000	1,200
2410	WORKER'S COMPENSATION	39	413	338	600	600	600
3000	MEDICARE INSURANCE	259	262	239	278	230	300
	SUBTOTAL PERSONAL SERVICES	**19,249**	**19,871**	**18,069**	**21,268**	**18,830**	**21,300**

Effective January 1, 2024, Form 1 Financial Interests will be replaced with Form 6 Full and Public Disclosure of Financial Interests.

- My net worth as of (date) was $xxx
- Assets individually valued at over $1,000 (listed individually)
- Liabilities in excess of $1,000 (listed individually)
- Primary source of income exceeding $1,000 (and the amount)

Okaloosa Elected Officials (FLC 2020 Statistics)

- **Sec. 3.06. - Compensation.**
  - The council may determine the annual salary of council members and the mayor by ordinance, but no ordinance increasing such salary shall become effective until the date of commencement of the terms of the council members and mayor elected at the next regular election, provided that such election follows the adoption of such ordinance by at least six (6) months.

Okaloosa Elected Officials (FLC 2020 Statistics)

	Cinco Bayou	Crestview	Destin	Fort Walton Beach	Laurel Hill	Mary Esther	Niceville	Shalimar
	417	25675	13441	20940	578	4013	14693	839
Salary Mayor	$1,200	$20,000	$ -	$5,915	$2,400	$4,200	$ -	$ -
Salary Councilmember	$600	$5,040	$ -	$5,286	$1,200	$3,000	$ -	$ -

Elected Officials – Similar Populations (FLC 2020 Statistics)

	Palm Beach	Bay	Manatee	Polk	Mary Esther	Pinellas	Lake	Indian River	Walton	Brevard
	3671	3694	3927	3983	4013	4053	4154	4314	4316	4346
Salary Mayor		$ 1	$24,000	$9,488	$4,200	NA	$4,800	$ -		$ -
Salary Councilmember		$ 1	$600	$7,764	$3,000	NA	$4,800	$ -		$ -

001	GENERAL FUND
11	MAYOR AND CITY COUNCIL
51100	LEGISLATIVE

		FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 BUDGET	FY 2023 PROJECTED	FY 2024 BUDGET
OPERATING EXPENSES							
3100	PROFESSIONAL SERVICES	-	3,000	12,325	10,000	7,000	11,000
4010	TRAVEL & PER DIEM	593	4,929	6,596	12,500	12,500	13,000
4655	COMPUTER HARDWARE & SOFTW.	60	295	15	-	-	-
4676	FURNITURE/EQUIPMENT	-	-	-	500	500	-
4810	TROPHIES & AWARDS	491	481	706	850	850	800
4907	STRATEGIC PLANNING	-	-	-	-	-	-
4908	CITY MANAGER RECRUITMENT	24	-	-	-	-	-
4930	TRAINING	-	2,503	2,797	4,000	4,000	4,200
4940	ELECTION EXPENDITURES	1,487	-	4,311	1,000	1,000	3,000
5110	OFFICE SUPPLIES	223	27	53	250	250	250
5231	SEASONAL DECORATIONS	-	-	750	-	-	-
5225	NEWSLETTER	-	-	-	-	-	-
5280	LEAGUE OF CITIES DINNERS	118	305	6,770	1,000	1,000	11,875
5290	OPERATING SUPPLIES	755	73	961	2,149	2,149	2,150
5410	BOOKS, PUBS, SUBS & MEMBS	3,580	4,009	3,739	4,518	4,518	4,600
5740	VETERANS DAY PARADE	597	1,007	-	-	-	-
5741	COMMUNITY EVENTS	-	-	1,648	5,000	6,000	-
5742	SANTA RUN	-	-	-	-	-	-
	SUBTOTAL OPERATING EXPENSES	**7,927**	**16,629**	**40,672**	**41,767**	**39,767**	**50,875**
CAPITAL OUTLAY							
6400	COMPUTER SOFTWARE & EQUIPM	-	45,230	-	-	-	1,500
	SUBTOTAL CAPITAL OUTLAY	**-**	**45,230**	**-**	**-**	**-**	**1,500**
	TOTAL EXPENDITURES	**27,176**	**81,730**	**58,740**	**63,035**	**58,597**	**73,675**

Recruiting service fees for hiring Charter Officers.

001	GENERAL FUND
11	MAYOR AND CITY COUNCIL
51100	LEGISLATIVE

		FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 BUDGET	FY 2023 PROJECTED	FY 2024 BUDGET
OPERATING EXPENSES							
3100	PROFESSIONAL SERVICES	-	3,000	12,325	10,000	7,000	11,000
4010	TRAVEL & PER DIEM	593	4,929	6,596	12,500	12,500	13,000
4655	COMPUTER HARDWARE & SOFTW.	60	295	15	-	-	-
4676	FURNITURE/EQUIPMENT	-	-	-	500	500	-
4810	TROPHIES & AWARDS	491	481	706	850	850	800
4907	STRATEGIC PLANNING	-	-	-	-	-	-
4908	CITY MANAGER RECRUITMENT	24	-	-	-	-	-
4930	TRAINING	-	2,503	2,797	4,000	4,000	4,200
4940	ELECTION EXPENDITURES	1,487	-	4,311	1,000	1,000	3,000
5110	OFFICE SUPPLIES	223	27	53	250	250	250
5231	SEASONAL DECORATIONS	-	-	750	-	-	-
5225	NEWSLETTER	-	-	-	-	-	-
5280	LEAGUE OF CITIES DINNERS	118	305	6,770	1,000	1,000	11,875
5290	OPERATING SUPPLIES	755	73	961	2,149	2,149	2,150
5410	BOOKS, PUBS, SUBS & MEMBS	3,580	4,009	3,739	4,518	4,518	4,600
5740	VETERANS DAY PARADE	597	1,007	-	-	-	-
5741	COMMUNITY EVENTS	-	-	1,648	5,000	6,000	-
5742	SANTA RUN	-	-	-	-	-	-
	SUBTOTAL OPERATING EXPENSES	**7,927**	**16,629**	**40,672**	**41,767**	**39,767**	**50,875**
CAPITAL OUTLAY							
6400	COMPUTER SOFTWARE & EQUIPM	-	45,230	-	-	-	1,500
	SUBTOTAL CAPITAL OUTLAY	**-**	**45,230**	**-**	**-**	**-**	**1,500**
	TOTAL EXPENDITURES	**27,176**	**81,730**	**58,740**	**63,035**	**58,597**	**73,675**

Mary Esther sponsored OCLOC Dinner is scheduled for April 18, 2024

001	GENERAL FUND
11	MAYOR AND CITY COUNCIL
51100	LEGISLATIVE

		FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 BUDGET	FY 2023 PROJECTED	FY 2024 BUDGET
OPERATING EXPENSES							
3100	PROFESSIONAL SERVICES	-	3,000	12,325	10,000	7,000	11,000
4010	TRAVEL & PER DIEM	593	4,929	6,596	12,500	12,500	13,000
4655	COMPUTER HARDWARE & SOFTW.	60	295	15	-	-	-
4676	FURNITURE/EQUIPMENT	-	-	-	500	500	-
4810	TROPHIES & AWARDS	491	481	706	850	850	800
4907	STRATEGIC PLANNING	-	-	-	-	-	-
4908	CITY MANAGER RECRUITMENT	24	-	-	-	-	-
4930	TRAINING	-	2,503	2,797	4,000	4,000	4,200
4940	ELECTION EXPENDITURES	1,487	-	4,311	1,000	1,000	3,000
5110	OFFICE SUPPLIES	223	27	53	250	250	250
5231	SEASONAL DECORATIONS	-	-	750	-	-	-
5225	NEWSLETTER	-	-	-	-	-	-
5280	LEAGUE OF CITIES DINNERS	118	305	6,770	1,000	1,000	11,875
5290	OPERATING SUPPLIES	755	73	961	2,149	2,149	2,150
5410	BOOKS, PUBS, SUBS & MEMBS	3,580	4,009	3,739	4,518	4,518	4,600
5740	VETERANS DAY PARADE	597	1,007	-	-	-	-
5741	COMMUNITY EVENTS	-	-	1,648	5,000	6,000	-
5742	SANTA RUN	-	-	-	-	-	-
	SUBTOTAL OPERATING EXPENSES	**7,927**	**16,629**	**40,672**	**41,767**	**39,767**	**50,875**
CAPITAL OUTLAY							
6400	COMPUTER SOFTWARE & EQUIPM	-	45,230	-	-	-	1,500
	SUBTOTAL CAPITAL OUTLAY	**-**	**45,230**	**-**	**-**	**-**	**1,500**
	TOTAL EXPENDITURES	**27,176**	**81,730**	**58,740**	**63,035**	**58,597**	**73,675**

Purchase computer or equipment, if needed

001	GENERAL FUND
16	CITY CLERK
51600	CITY CLERK

		FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 BUDGET	FY 2023 PROJECTED	FY 2024 BUDGET
EXPENDITURES							
PERSONAL SERVICES							
1210	SALARIES	113,476	100,645	98,204	71,285	56,248	125,930
1310	PART-TIME SALARIES	-	-	3,111	-	4,944	
1410	OVERTIME	-	-	-	-	-	-
2110	SOCIAL SECURITY TAXES	6,951	6,151	6,245	4,420	3,794	7,808
2210	RETIREMENT	12,603	12,812	8,950	9,980	3,600	17,630
2310	EMPLOYEE INSURANCE	17,851	17,967	11,366	17,000	18,000	53,800
2410	WORKER'S COMPENSATION	159	137	97	100	42	200
3000	MEDICARE INSURANCE	1,626	1,439	1,461	1,034	890	1,826
	SUBTOTAL PERSONAL SERVICES	**152,666**	**139,151**	**129,433**	**103,819**	**87,518**	**207,194**

Hire Deputy City Clerk

Duties:

City Clerk

- Mayor & Council related duties. Election duties.
- Meeting related duties (minus minutes).
- Public Records Request (share responsibility)
- Website and Facebook maintenance
- Maintain all executed contracts and agreements
- Plans and executes special events and/or local League of Cities quarterly dinners when hosted by Mary Esther.
- Point of contact for issuance of RFP/RFB/RFQ's & and administers the openings and distribution of the process.
- Financial Disclosure Coordinator for the City with the Florida Commission on Ethics

Deputy City Clerk

- Travel Coordinator (make travel/training arrangements)
- Record Coordinator (Oversees the records management program, serving as RMLO to the State, scheduling destructions, retrieving records from outside storage facility, sorting, filing, boxing and providing general oversight of the City's public records in accordance with the Division of Library & Information Services retention schedules)
- Public Records Request (share responsibility)
- Attend council meetings and assist with CivicClerk.
- Prepare minutes from meetings
- Provides Notary Public and certification services
- Yard of the Month

Goals for FY 2023-2024

- Develop Operating/Reference Manuals:
  - City Clerk Desk Manual
  - Guide for Newly Elected Officials
- Record Management/Transparency –
  - Establish a comprehensive list of documents, location of documents, destruction date, etc. Scan anything needing to be kept or dispose of information allowable
  - Develop a tracking number system for Contracts and Agreements for enhanced record keeping

001	**GENERAL FUND**
16	**CITY CLERK**
51600	**CITY CLERK**

		FY 2020 ACTUAL	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 BUDGET	FY 2023 PROJECTED	FY 2024 BUDGET
OPERATING EXPENSES							
3100	PROFESSIONAL SERVICES	2,412	1,092	682	2,500	2,500	2,350
4010	TRAVEL & PER DIEM	1,771	-	2,550	2,000	7,000	2,150
4510	NOTARY INSURANCE	-	-	99	50	50	150
4612	FURNITURE/EQUIPMENT	-	-	-	-	-	-
4650	COMPUTER OPERATIONS & MAINT	-	-	-	-	-	-
4655	COMPUTER HARDWARE & SOFTW/	-	-	-	-	-	-
4676	FURNITURE/EQUIP. UNDER $1000	-	-	874	-		
4710	PRINTING & BINDING	-	-	163	500	500	-
4930	TRAINING	660	698	325	1,500	1,500	1,500
4946	LEGAL & RETAIL ADVERTISEMENTS	3,603	7,071	2,001	8,700	8,700	8,700
5110	OFFICE SUPPLIES	619	-	242	1,612	1,612	1,605
5290	OPERATING SUPPLIES	84	-	513	500	500	600
5410	BOOKS, PUBS, SUBS & MEMBS	1,024	903	794	1,000	1,000	1,200
5416	CODIFICATION	3,361	3,466	2,053	3,500	3,500	3,500
	SUBTOTAL OPERATING EXPENSES	**13,534**	**13,229**	**10,296**	**21,862**	**26,862**	**21,755**
CAPITAL OUTLAY							
6400	COMPUTER SOFTWARE & EQUIPMI	-	-	-	-	-	-
6411	OFFICE EQUIPMENT/FURNITURE	-	-	-	-	-	1,500
	SUBTOTAL CAPITAL OUTLAY	**-**	**-**	**-**	**-**	**-**	**1,500**

Purchase Office Furniture