

AGENDA
REGULAR COUNCIL MEETING
January 11, 2007 ♦ 6:00 PM

SILENT PRAYER / PLEDGE OF ALLEGIANCE TO THE FLAG

ROLL CALL

MAYOR IOVIENO
COUNCILMAN KOCH
COUNCILMAN PAYNE

COUNCILMAN BRATTON
COUNCILMAN CAFORIO
COUNCILMAN CHUBB

REGULAR BUSINESS:

1. Council Approval of Agenda
2. Council Approval of Consent Agenda: Minutes: Regular Council Meeting December 14, 2006, CDBG Grant Administrators Bid Opening and Rating, December 27, 2006, and Budget Status as of December 31, 2006.

Action Items:

1. Motion to Accept Audit Report submitted by O'Sullivan Creel.
2. Motion to Approve acceptance of CDBG contract from DCA.
3. Motion to approve CDBG bid proposals for Grant Administrator and Engineering.

Discussion Items:

1. Hurricane Preparedness Plan.
2. CRA.
3. Progress on erosion control in Francis Park

Reports:

1. Town Manager's Report - Request to be excused from the February Council meeting to attend the Florida City County Manager's Winter Institute in St. Augustine, FL.
2. Engineer's Report
3. Attorney's Report
4. Community Officer's Report

Public Request / Comments:

Council Members Comments / Request:

Mayor's Comments / Announcements

Town Hall Closings: Monday, January 15, 2006 Martin Luther King Day

Tuesday, January 16 – Town Picnic 6:30 PM

Wednesday, January 17, 2007 – Disaster Preparedness Workshop – 5:30 PM – Town Hall

Thursday, January 18 – OCLOC Quarterly Dinner Mtg. – 6:00 PM – Destin – Louisiana Lagniappe

Thursday, January 18 – NWFLOC Monthly Meeting – 5:00 PM - Pensacola City Hall

Monday, January 22 at noon to Friday, January 26 at noon – Qualifying for March 13th election. Three seats will be up – they are Mayor Pro-tem Carol Koch, Councilman Bratton and Councilman Payne.

Adjourn

Town of Cinco Bayou
Profit & Loss Budget vs. Actual
October through December 2006

Income	Oct - Dec 06	Budget	\$ Over Budget	% of Budget
001 REVENUE ACCOUNTS				
300.000 · CASH FORWARD	0.00			
TAXES		45,000.00	-45,000.00	0.0%
311.000 · ADVALOREM TAXES	60,506.90			
312.410 · FIRST LOCAL OPTION FUEL TAX	6,585.43	133,493.00	-72,986.10	45.3%
Total TAXES	67,092.33	28,207.00	-21,621.57	23.3%
FRANCHISE FEES		161,700.00	-94,607.67	41.5%
313.100 · FRANCHISE FEE - GULF POWER	18,543.23			
313.400 · FRANCHISE FEE - OKALOOSA GAS	826.82	33,500.00	-14,956.77	55.4%
Total FRANCHISE FEES	19,370.05	3,500.00	-2,673.18	23.6%
UTILITY SERVICES TAXES		37,000.00	-17,629.95	52.4%
314.100 · UTIL TAX - GULF POWER	10,550.59			
314.300 · UTIL TAX - WATER FWB	1,750.16	22,300.00	-11,749.81	47.3%
314.400 · UTIL TAX - NAT GAS OKALOOSA CO	341.58	5,300.00	-3,549.84	33.0%
315.000 · UTIL TAX - LOCAL COM. SERVICES	7,601.68	2,500.00	-2,158.42	13.7%
Total UTILITY SERVICES TAXES	20,244.01	24,219.00	-16,617.32	31.4%
LICENSES AND PERMITS		54,319.00	-34,074.99	37.3%
321.100 · OCCUPATIONAL LICENSES	1,055.00			
322.000 · PERMITS - TOWN	20.00	6,000.00	-4,945.00	17.6%
Total LICENSES AND PERMITS	1,075.00	600.00	-580.00	3.3%
STATE SHARED REVENUES		6,600.00	-5,525.00	16.3%
GENERAL GOVERNMENT				
335.120 · STATE REVENUE SHARING PROCE...	6,507.18	26,392.00	-19,884.82	24.7%
335.150 · ALCOHOLIC BEVERAGE LICENSES	197.27	500.00	-302.73	39.5%
335.180 · LOCAL GOVT HALF-CENT SALES T...	7,099.35	32,870.00	-25,770.65	21.6%
Total GENERAL GOVERNMENT	13,803.80	59,762.00	-45,958.20	23.1%
Total STATE SHARED REVENUES	13,803.80	59,762.00	-45,958.20	23.1%
SHARED REV OTHER LOCAL UNITS				
338.100 · OCCUPATIONAL LIC OKALOOSA CO	471.64	750.00	-278.36	62.9%
Total SHARED REV OTHER LOCAL UNITS	471.64	750.00	-278.36	62.9%
PHYSICAL ENVIRONMENT				
343.400 · GARBAGE/SOLID WASTE	7,339.30	35,500.00	-28,160.70	20.7%
Total PHYSICAL ENVIRONMENT	7,339.30	35,500.00	-28,160.70	20.7%
CULTURE/RECREATION				
347.500 · BOAT LAUNCH FEES	2,374.50	15,000.00	-12,625.50	15.8%
Total CULTURE/RECREATION	2,374.50	15,000.00	-12,625.50	15.8%
FINES AND FORFEITS				
351.100 · COURT FINES - COUNTY	39.61	800.00	-760.39	5.0%
Total FINES AND FORFEITS	39.61	800.00	-760.39	5.0%
INTEREST AND OTHER EARNINGS				
361.140 · VANGUARD BANK CHECKING	80.30	250.00	-169.70	32.1%
361.180 · VANGUARD BANK CD	0.00	0.00	0.00	0.0%
361.181 · VANGUARD BANK MONEY MARKET	13.44			
361.182 · INTEREST EARNINGS - TAX COLL	20.90	125.00	-104.10	16.7%
361.183 · BEACH COMMUNITY BANK CD #3188	0.00	1,500.00	-1,500.00	0.0%
361.184 · BEACH COMMUNITY BANK SAVINGS	0.00	1,500.00	-1,500.00	0.0%
361.185 · BEACH COMMUNITY BANK CD #8649	0.00	1,500.00	-1,500.00	0.0%
Total INTEREST AND OTHER EARNINGS	114.64	4,875.00	-4,760.36	2.4%
RENTS AND ROYALTIES				
362.000 · SEAWAY STREET	0.00	500.00	-500.00	0.0%
362.100 · FACILITY RENTAL-TOWN HALL	200.00	500.00	-300.00	40.0%
362.200 · CELL TOWER LEASE	5,469.30	22,200.00	-16,730.70	24.6%
362.300 · SEAWAY RIGHT OF WAY WHATABUR...	0.00	100.00	-100.00	0.0%
Total RENTS AND ROYALTIES	5,669.30	23,300.00	-17,630.70	24.3%
OTHER MISCELLANEOUS REVENUES				
369.000 · OTHER MISC REV	177.29	100.00	77.29	177.3%
369.100 · OTHER MISC REV - SR 85 MAINT	0.00	1,189.00	-1,189.00	0.0%
369.200 · OTHER MISC REV - TRAFFIC SIGNAL	0.00	1,098.00	-1,098.00	0.0%
369.201 · ST HIGHWAY SYSTEM LIGHTING	0.00	1,087.00	-1,087.00	0.0%
Total OTHER MISCELLANEOUS REVENUES	177.29	3,474.00	-3,296.71	5.1%
Total 001 REVENUE ACCOUNTS	137,771.47	448,080.00	-310,308.53	30.7%
Total Income	137,771.47	448,080.00	-310,308.53	30.7%

Town of Cinco Bayou Profit & Loss Budget vs. Actual

October through December 2006

Expense	Oct - Dec 06	Budget	\$ Over Budget	% of Budget
001-EXPENDITURE/EXPENSE ACCTS.				
PAYROLL EXPENSE				
513.120 · SALARIES & WAGES	21,207.37	92,856.00	-71,648.63	22.8%
513.210 · EMPLOYEE FICA/MEDICARE	1,645.31	7,104.00	-5,458.69	23.2%
513.230 · EMPLOYEE LIFE & HEALTH INS	5,187.58	22,335.00	-17,147.42	23.2%
513.240 · EMPLOYEE WORKMANS COMP	589.50	3,000.00	-2,410.50	19.7%
513.250 · EMPLOYEE UNEMPLOYMENT COMP	2.16			
PAYROLL EXPENSE - Other	300.00			
Total PAYROLL EXPENSE	28,931.92	125,295.00	-96,363.08	23.1%
OPERATING EXPENDITURE/EXPENSE				
513.320 · ACCOUNTING AND AUDITING	9,500.00	12,000.00	-2,500.00	79.2%
515.470 · MUNICIPAL CODE	0.00	200.00	-200.00	0.0%
PROFESSIONAL SERVICES LEGAL				
514.310 · PROFESSIONAL SERVICES-LEGAL	2,388.00	5,600.00	-3,212.00	42.6%
Total PROFESSIONAL SERVICES LEGAL	2,388.00	5,600.00	-3,212.00	42.6%
PROFESSIONAL SERVICES ENGINEER				
519.310 · PROFESSIONAL SERVICES-ENGINE...	0.00	5,000.00	-5,000.00	0.0%
Total PROFESSIONAL SERVICES ENGINEER	0.00	5,000.00	-5,000.00	0.0%
519.400 · TRAVEL AND PER DIEM	2,560.42	7,000.00	-4,439.58	36.6%
COMMUNICATIONS				
519.410 · COMMUNICATIONS-PHONE	578.70	1,600.00	-1,021.30	36.2%
519.411 · COMMUNICATIONS-POSTAGE	60.60	500.00	-439.40	12.1%
519.412 · COMMUNICATIONS-INTERNET	552.00	1,400.00	-848.00	39.4%
Total COMMUNICATIONS	1,191.30	3,500.00	-2,308.70	34.0%
519.430 · UTILITIES-TOWN HALL	1,101.19	5,000.00	-3,898.81	22.0%
519.440 · RENTALS AND LEASES	21.00	3,000.00	-2,979.00	0.7%
519.450 · INS PROP/LIB/AUTO	3,559.50	11,500.00	-7,940.50	31.0%
519.460 · REPAIR & MAINTENANCE -TOWN HALL	566.17	4,900.00	-4,333.83	11.6%
519.461 · REPAIR & MAINTENANCE - OTHER	0.00	500.00	-500.00	0.0%
LEGAL ADVERTISING				
519.480 · LEGAL ADVERTISING OTHER	980.03	3,000.00	-2,019.97	32.7%
Total LEGAL ADVERTISING	980.03	3,000.00	-2,019.97	32.7%
519.490 · OTHER CURRENT CHG & OBLIGATIO...	882.19	2,300.00	-1,417.81	38.4%
519.491 · ELECTION EXPENSE	0.00	1,200.00	-1,200.00	0.0%
519.510 · OFFICE SUPPLIES	441.55	1,800.00	-1,358.45	24.5%
519.520 · OPERATING SUPPLIES	215.58	1,500.00	-1,284.42	14.4%
519.540 · BOOKS,PUB,SUB & MEMBERSHIPS	822.00	2,700.00	-1,878.00	30.4%
519.620 · CAPITOL IMPROVEMENTS - TOWN HAL	0.00	8,000.00	-8,000.00	0.0%
519.630 · IMPROVEMENTS OTHER THAN BLDGS.	0.00	3,500.00	-3,500.00	0.0%
519.640 · MACHINERY & EQUIPMENT	0.00	1,500.00	-1,500.00	0.0%
519.820 · AID TO PRIVATE ORGANIZATIONS	250.00	500.00	-250.00	50.0%
Total OPERATING EXPENDITURE/EXPENSE	24,478.93	84,200.00	-59,721.07	29.1%
PUBLIC SAFETY				
521.340 · LAW ENFORCEMENT	22,287.32	66,862.00	-44,574.68	33.3%
Total PUBLIC SAFETY	22,287.32	66,862.00	-44,574.68	33.3%
PHYSICAL ENVIRONMENT				
534.430 · GARBAGE/SOLID WASTE-WASTE MG...	6,930.00	35,500.00	-28,570.00	19.5%
537.630 · DRAINAGE DITCH YACHT CLUB DR	0.00	500.00	-500.00	0.0%
Total PHYSICAL ENVIRONMENT	6,930.00	36,000.00	-29,070.00	19.3%
TRANSPORTATION				
541.430 · UTILITY SERVICES - STREETS	2,368.32	9,000.00	-6,631.68	26.3%
541.460 · REPAIR & MAINTENANCE SERVICES	495.00	3,000.00	-2,505.00	16.5%
541.520 · OPERATING SUPPLIES FUEL & OIL	176.06	1,000.00	-823.94	17.6%
541.530 · OPERATING SUPPLIES - STREETS	0.00	2,000.00	-2,000.00	0.0%
541.630 · IMPROVEMENTS - STREETS	0.00	7,000.00	-7,000.00	0.0%
541.710 · STREET REPAIR LOAN/ PRINCIPAL	0.00	14,305.00	-14,305.00	0.0%
541.720 · STREET REPAIR LOAN/INTEREST	0.00	1,617.00	-1,617.00	0.0%
Total TRANSPORTATION	3,039.38	37,922.00	-34,882.62	8.0%
HUMAN SERVICES				
562.340 · HUMAN SERVICES - PAWS	0.00	1,500.00	-1,500.00	0.0%
Total HUMAN SERVICES	0.00	1,500.00	-1,500.00	0.0%
CULTURE/RECREATION				
571.540 · LIBRARY MEMBERSHIP	100.00	400.00	-300.00	25.0%
Total CULTURE/RECREATION	100.00	400.00	-300.00	25.0%
PARKS AND RECREATION				
572.340 · OTHER CONTRACTUAL SERVICES	9,704.98	24,120.00	-14,415.02	40.2%
572.430 · UTILITIES - PARKS	80.89	800.00	-719.11	10.1%
572.460 · REPAIR AND MAINTENANCE PARKS	183.54	1,800.00	-1,616.46	10.2%
572.520 · OPERATING SUPPLIES - PARKS	11.65	500.00	-488.35	2.3%
572.630 · CAPITAL IMPROVEMENTS PARKS	100.00	13,200.00	-13,100.00	0.8%
Total PARKS AND RECREATION	10,081.06	40,420.00	-30,338.94	24.9%
SPECIAL EVENTS				
574.490 · SPECIAL EVENTS/PICNIC DINNERS	1,245.80	2,000.00	-754.20	62.3%
Total SPECIAL EVENTS	1,245.80	2,000.00	-754.20	62.3%

11:27 AM

01/08/07

Accrual Basis

Town of Cinco Bayou Profit & Loss Budget vs. Actual

October through December 2006

	Oct - Dec 06	Budget	\$ Over Budget	% of Budget
SPECIAL RECREATION FACILITIES				
572.521 · OPERATING SUPPLIES-BOAT LAUNCH	0.00	900.00	-900.00	0.0%
575.460 · SEA WAY BOAT LAUNCH REP & MAINT	0.00	2,500.00	-2,500.00	0.0%
Total SPECIAL RECREATION FACILITIES	0.00	3,400.00	-3,400.00	0.0%
OTHER CULTURE/RECREATION				
579.630 · TREE/BEAUTIFICATION	0.00	500.00	-500.00	0.0%
Total OTHER CULTURE/RECREATION	0.00	500.00	-500.00	0.0%
OTHER USES				
580.990 · CONTINGENCY FUND	0.00	11,486.00	-11,486.00	0.0%
581.910 · CRA TAX INCREMENTS TWN PORTION	0.00	38,095.00	-38,095.00	0.0%
Total OTHER USES	0.00	49,581.00	-49,581.00	0.0%
Total 001-EXPENDITURE/EXPENSE ACCTS.	97,094.41	448,080.00	-350,985.59	21.7%
Total Expense	97,094.41	448,080.00	-350,985.59	21.7%
Net Income	40,677.06	0.00	40,677.06	100.0%

4:39 PM

01/08/07

Accrual Basis

Town of Cinco Bayou
Trial Balance
As of December 31, 2006

	Dec 31, 06	
	Debit	Credit
001- CASH ACCOUNTS:101.220 · VANGUARD BANK CHECKING	113,371.00	
001- CASH ACCOUNTS:101.221 · VANGUARD BANK MONEY MARKET	6,411.84	
001- CASH ACCOUNTS:101.224 · BEACH COMMUNITY BANK SAVINGS	24,038.38	
001- CASH ACCOUNTS:101.223 · BEACH COMMUNITY BANK CD #3188	53,997.66	
001- CASH ACCOUNTS:101.225 · BEACH COMMUNITY BANK CD #8649	50,659.97	
001- CASH ACCOUNTS:101.226 · BEACH COMMUNITY BANK CD #8650	50,659.97	
TOTAL	299,138.82	0.00

MANAGERS REPORT – JANUARY 2007

1. **CDBG GRANT/CRA PROJECT:** Mayor Pro-tem Koch and I serving as the Bid Committee opened the bids submitted for the Grant Administrator and Grant Engineer on December 27th in an open public meeting. The bid proposals and rating sheet are in your packets. The CDBG contract has been received from DCA and will need to be executed by the Mayor and returned to DCA on Friday Jan 12th.
2. **CRA:** Gulf Power has request for application fee for a cost estimate to relocate utilities to underground along the Eglin right-of-way from Hughes Street to the Cinco Bayou Bridge and will be voted on at the CRA meeting before the Council meeting.
3. **AUDIT:** Angela Ballet of O'Sullivan Creel will present the results of the Audit to the Council. The Financial Reports are in the packets. The monthly Profit & Loss Budget vs. Actual reports in your packets are inflated in some receivable accounts and expense accounts due Quick Book problems with the journal entries received from the auditors. We are hoping to have them resolved by the council meeting and will give the corrected reports to you at the meeting.
4. **BACKWATER DEVELOPMENT PROPERTY ADJACENT TO TOWN HALL:** Staff has relayed the requirements that need to be met to the demolition company as discussed at the last council meeting. We have not heard anything on their intent since.
5. **DISASTER PREPAREDNESS:** Workshop on Thursday, January 17, 2007 at 5:30 PM.
6. **PROGRESS ON EROSION CONTROL IN FRANCIS PARK:** I have submitted some additional information to DEP.

DATES FOR YOUR CALENDAR:

- Tuesday, January 16, 2007 – Town Picnic 6:30 PM
Monday, January 15, 2007 – Martin Luther King Day - Town Hall Closed
Wednesday, January 17, 2007 – Disaster Preparedness Workshop 5:30 PM – Town Hall
Thursday, January 18, 2007 – OCLOC Quarterly Dinner Meeting – 6:00 PM - Destin Louisiana Lagniappe
Thursday, January 18, 2007 – NWFLOC Monthly Dinner Meeting – 5:00 PM – Pensacola City Hall
Monday, January 22, 2007 Noon to Friday, January 26 Noon – Election qualifying.
Wednesday, February 7, 2007 to Friday, February 9, 2007 – Florida City County Managers Winter Institute
(I will be attending)