

TOWN OF CINCO BAYOU
REGULAR COUNCIL MEETING MINUTES
February 8, 2007 – 6:00 PM

Mayor Iovieno called the Regular Council meeting to order at 6:00 P.M. on Thursday, February 2007. Following the Pledge of Allegiance and a silent prayer, roll call was taken:

Roll Call: Mayor Iovieno
Mayor Pro Tem Koch
Councilman Bratton
Councilman Payne (absent)
Councilman Chubb
Councilman Caforio

A quorum was present. Also present at the meeting were: Asst. Town Manager/Clerk Monika Gillette, Attorney Amy McBride, Engineer Keith Fell, and Community Officer Jim Welch.

REGULAR BUSINESS

1. **Council Approval of Agenda:** Mayor Iovieno asked for acceptance of the agenda. Councilman Koch motioned to approve the agenda. Councilman Chubb seconded the motion. The motion passed unanimously.
2. **Council Approval of Consent Agenda:** Mayor Iovieno asked for acceptance of the consent agenda including Council Approval of Consent Agenda: Minutes: Regular Council Meeting January 11, 2007, CRA Meeting January 11, 2007, and Budget Status as of January 31, 2007. Councilman Koch questioned the amounts in accounts for Books and Subscriptions and Engineering. Ms. Gillette stated that they could be reviewed after the meeting. Councilman Bratton motioned to accept the consent agendas with clarification of the questioned accounts. Councilman Cafforio seconded the motion. The motion passed unanimously.

DISCUSSION ITEMS

1. Hurricane Preparedness – Engineer Fell stated that he had talked with Mr. Sullivan who recommended that the town solicit quotes for a generator directly from the manufacturer with a separate quote for installation based on specifications developed by Mr. Sullivan. It was the consensus of the council that Mr. Fell and the Town Manager solicit quotes to present to the council. Maintenance Supervisor Keith Williams will be asked to price pouring a concrete pad and fence removal for the generator installation.
2. CRA – Ms. Gillette updated the council on the change in CRA funding stating that the original calculation for Okaloosa County's TIF portion for the Town's CRA was based on the millage rate in place at that time, which was estimated to be \$70,391.70. Since the county dropped their millage rate during the budget process the actual amount received by the Town's CRA was \$60,454.05. The Town's portion paid to the CRA fund on January 31, 2007 was \$38,094.33. The current balance of the CRA account is \$122,166.72.

Reports

1. **Town Manager's Report:** Ms. Webb submitted a written report. Councilman Chubb requested more information about Francis Park repairs and the status with DEP. Ms. Gillette stated that staff and DEP would be meeting on Wednesday, February 14 at 1 pm. Councilman Koch stated that she will also attend the meeting.

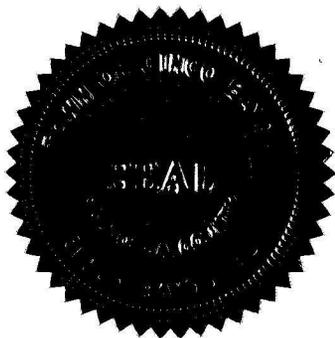
2. **Engineer's Report:** Engineer Fell stated that he was asked about drainage off Yacht Club into Laguna Street and that a request from a resident included installing a speed bump to divert water down Yacht Club to Eglin Parkway. Mayor Iovieno gave background on the issue stating that Yacht Club Road slopes toward Laguna tunneling water onto Laguna Street. Engineer Fell stated he would research the problem after a formal letter was submitted by the residents of Laguna Landing. Engineer Fell also updated the council on the Eglin Parkway corridor stating that a deposit had been sent to Gulf Power to estimate the cost of putting utilities underground.
3. **Attorney's Report:** None given
4. **Community Officer's Report:** Deputy Welch submitted a written report and reviewed the year end report from 2006 noting that there had been a rise in calls but not in crime. He also updated the council on a robbery that took place on January 21, 2007 at the Exprezit Store on the corner of Yacht Club Drive and Eglin Parkway.

Public Comments/Requests: None given

Council Member's Comments/Reports: Councilman Caforio questioned the status of the newsletter. Ms. Gillette stated that at the last council meeting that Councilman Koch and Councilman Caforio said that they would help design a newsletter but that no information was submitted. Mayor Iovieno commented that communication between staff and Council should be improved. Councilman Chubb furthered this comment by stating that more action items needed to be included on each agenda to make sure projects were being followed through and suggested that email be used more frequently to update the council. He specifically listed action items: carpeting, park erosion control, street signs, picnic and CERT training. Councilman Bratton stated that he sensed a disappointment with the Town Manager. Mayor Iovieno stated the there was a sense of neglect and complacency with certain issues and that he would talk to the Town Manager. Councilman Koch agreed with Councilmen Bratton and Chubb with concerns about the Town Manager. She also stated she would meet on Saturday at 1 pm with Councilman Coforio and Councilman Chubb for a workshop to review the newsletter.

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

ATTEST:



A handwritten signature in black ink, appearing to read "Michael Iovieno", is written over a horizontal line.

Michael Iovieno, Mayor

A handwritten signature in black ink, appearing to read "Monika Gillette", is written over a horizontal line.

Monika Gillette
Asst. Town Manager/Clerk

Town of Cinco Bayou Profit & Loss Budget vs. Actual

October 2006 through January 2007

	Oct '06 - Jan 07	Budget	\$ Over Budget	% of Budget
Expense				
001-EXPENDITURE/EXPENSE ACCTS.				
PAYROLL EXPENSE				
513.120 · SALARIES & WAGES	31,651.52	92,856.00	-61,204.48	34.1%
513.210 · EMPLOYEE FICA/MEDICARE	2,444.29	7,104.00	-4,659.71	34.4%
513.230 · EMPLOYEE LIFE & HEALTH INS	8,744.10	22,335.00	-13,590.90	39.1%
513.240 · EMPLOYEE WORKMANS COMP	1,178.00	3,000.00	-1,822.00	39.3%
513.250 · EMPLOYEE UNEMPLOYMENT COMP	2.16			
PAYROLL EXPENSE - Other	300.00			
Total PAYROLL EXPENSE	44,320.07	125,295.00	-80,974.93	35.4%
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	2,136.00	5,600.00	-3,464.00	38.1%
Total PROFESSIONAL SERVICES LEGAL	2,136.00	5,600.00	-3,464.00	38.1%
PROFESSIONAL SERVICES ENGINEER				
519.310 · PROFESSIONAL SERVICES-ENGINEER	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	2,910.42	7,000.00	-4,089.58	41.6%
COMMUNICATIONS				
519.410 · COMMUNICATIONS-PHONE	914.19	1,600.00	-685.81	57.1%
519.411 · COMMUNICATIONS-POSTAGE	60.60	500.00	-439.40	12.1%
519.412 · COMMUNICATIONS-INTERNET	760.00	1,400.00	-640.00	54.3%
Total COMMUNICATIONS	1,734.79	3,500.00	-1,765.21	49.6%
519.430 · UTILITIES-TOWN HALL	1,561.59	5,000.00	-3,438.41	31.2%
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	796.83	4,900.00	-4,103.17	16.3%
519.461 · REPAIR & MAINTENANCE - OTHER	0.00	500.00	-500.00	0.0%
LEGAL ADVERTISING				
519.480 · LEGAL ADVERTISING OTHER	274.15	3,000.00	-2,725.85	9.1%
Total LEGAL ADVERTISING	274.15	3,000.00	-2,725.85	9.1%
519.490 · OTHER CURRENT CHG & OBLIGATIONS	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	536.76	1,800.00	-1,263.24	29.8%
519.520 · OPERATING SUPPLIES	178.46	1,500.00	-1,321.54	11.9%
519.540 · BOOKS,PUB,SUB & MEMBERSHIPS	4,561.78	2,700.00	1,861.78	169.0%
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	28,903.47	84,200.00	-55,296.53	34.3%
PUBLIC SAFETY				
521.340 · LAW ENFORCEMENT	27,859.15	66,862.00	-39,002.85	41.7%
Total PUBLIC SAFETY	27,859.15	66,862.00	-39,002.85	41.7%
PHYSICAL ENVIRONMENT				
534.430 · GARBAGE/SOLID WASTE-WASTE MGMT	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	3,203.16	9,000.00	-5,796.84	35.6%
541.460 · REPAIR & MAINTENANCE SERVICES	495.00	3,000.00	-2,505.00	16.5%
541.520 · OPERATING SUPPLIES FUEL & OIL	219.51	1,000.00	-780.49	22.0%
541.530 · OPERATING SUPPLIES - STREETS	7.56	2,000.00	-1,992.44	0.4%
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	3,925.23	37,922.00	-33,996.77	10.4%
CRA TAX INCREMENT EXPENSES				
552.810 · CRA	38,094.33			
Total CRA TAX INCREMENT EXPENSES	38,094.33			
HUMAN SERVICES				
562.340 · HUMAN SERVICES - PAWS	784.50	1,500.00	-715.50	52.3%
Total HUMAN SERVICES	784.50	1,500.00	-715.50	52.3%
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	10,906.64	24,120.00	-13,213.36	45.2%
572.430 · UTILITIES - PARKS	107.43	800.00	-692.57	13.4%
572.460 · REPAIR AND MAINTENANCE PARKS	251.89	1,800.00	-1,548.11	14.0%
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	11,377.61	40,420.00	-29,042.39	28.1%

Town of Cinco Bayou
Profit & Loss Budget vs. Actual
 October 2006 through January 2007

	Oct '06 - Jan 07	Budget	\$ Over Budget	% of Budget
SPECIAL EVENTS				
574.490 · SPECIAL EVENTS/PICNIC DINNERS	1,849.12	2,000.00	-150.88	92.5%
Total SPECIAL EVENTS	1,849.12	2,000.00	-150.88	92.5%
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.	164,143.48	448,080.00	-283,936.52	36.6%
Total Expense	164,143.48	448,080.00	-283,936.52	36.6%
Net Income	11,796.23	0.00	11,796.23	100.0%

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02/06/07

Accrual Basis

Town of Cinco Bayou
Trial Balance
As of January 31, 2007

	Jan 31, 07	
	Debit	Credit
001- CASH ACCOUNTS:101.220 · VANGUARD BANK CHECK...	107,501.49	
001- CASH ACCOUNTS:101.221 · VANGUARD BANK MONE...	6,438.36	
001- CASH ACCOUNTS:101.223 · BEACH COMMUNITY BAN...	54,686.88	
001- CASH ACCOUNTS:101.225 · BEACH COMMUNITY BAN...	51,345.07	
001- CASH ACCOUNTS:101.226 · BEACH COMMUNITY BAN...	51,345.07	
TOTAL	271,316.87	0.00