

TOWN OF CINCO BAYOU
REGULAR COUNCIL MEETING MINUTES
April 8, 2010 – 6:00 PM

Mayor Farley called the Regular Council meeting to order at 6:00 P.M. on Thursday, April 8, 2010. Following the Pledge of Allegiance and a silent prayer, roll call was taken:

Roll Call: Mayor Farley
Councilman Artabasy
Councilman Bratton
Councilman Koch
Councilman Chubb
Councilman Driver

Also present at the meeting were: Town Manager/Clerk Nell Dykes, Asst. Town Manager Monika Gillette, Attorney Jeff McInnis, Engineer John Lewis and Deputy Jim Welch.

Special Business:

1. Attorney McInnis performed the Oath of Office for Mayor Theresa Farley and Councilman Carol Koch who will be serving an additional two year term.

Regular Business:

2. **Council Approval of Agenda:** Mayor Farley asked for acceptance of the agenda. Councilman Koch motioned to approve the agenda. Councilman Artabasy seconded the motion. The motion passed unanimously.
3. **Council Approval of Consent Agenda:** Mayor Farley asked for acceptance of the consent agenda: Regular Council Meeting Minutes of March 11, 2010, Workshop Meeting Minutes of April 1, 2010 and Budget Status as of March 31, 2010. Councilman Koch motioned to approve the agenda. Councilman Artabasy seconded the motion. The motion passed unanimously.

ACTION ITEMS:

1. Resident Nick Chubb submitted a letter of intent for the vacant council position. Councilman Artabasy motioned to appoint Mr. Chubb to the council for a two year term. Councilman Driver seconded the motion. The motion passed unanimously. Attorney McInnis performed the Oath of Office for Councilman Chubb.
2. Councilman Chubb motioned to appoint Councilman Koch as Mayor Pro Tem for a one year term. Councilman Bratton seconded the motion. The motion passed unanimously.

DISCUSSION ITEMS:

1. Councilman Chubb recapped the history of a resolution passed by the Okaloosa County League of Cities denouncing a lawsuit filed by the City of Valparaiso. After discussion, it was the consensus of the Council not to rescind the resolution.
2. **CRA/CDBG – Easement Update:** Attorney McInnis updated the council on the three remaining easements. He stated that Gatlin Lumber and Dan Findley Salon denied easements but that another property owner had signed a needed easement. He also stated that K-Mart easement had been cleared but was waiting on a compensation agreement from corporate.

3. **Glenwood Park Drainage Culvert:** Engineer Lewis stated that the DEP permit was received and that he responded to questions from Corps of Engineers.

REPORTS:

Town Manager's Report: Ms. Dykes submitted a written report.

Engineer's Report: nothing additional

Attorney's Report: nothing additional

Community Officer's Report: Officer Welch submitted a written report and added there had been several accidents on Eglin Parkway and a fraud case at Coastal Bank

Public Comments/Requests: None given.

Council Member's Comments/Reports:

- Councilman Artabasy stated he appreciated the workshop on the overview of the CRA and Eglin Parkway Corridor Project.
- Councilman Bratton thanked everyone for the support for his son's memorial. He also submitted a name to contact for the bidding on the Eglin Parkway Corridor project.
- Councilman Driver congratulated the incoming Mayor and Council
- Councilman Chubb reminded the council of the Okaloosa County League of Cities dinner at Niceville on April 20. He also stated he was selected to be on the visioning task force through the chamber
- Mayor Farley stated she had attended a dinner with the Sec. of the Air Force followed by announcing upcoming meeting/closure dates..

Adjourn – There being no further business, the meeting adjourned at 6:35 pm.

ATTEST:



Theresa Farley, Mayor



Nell Dykes
Town Manager/Clerk

11:47 AM

04/06/10

Accrual Basis

Town of Cinco Bayou
Profit & Loss Budget vs. Actual
October 2009 through March 2010

	Oct '09 - Mar 10	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
001 REVENUE ACCOUNTS				
TAXES				
311.000 · ADVALOREM TAXES	100,533.28	121,520.00	-20,986.72	82.7%
312.410 · FIRST LOCAL OPTION FUEL TAX	4,135.81	21,575.00	-17,439.19	19.2%
Total TAXES	104,669.09	143,095.00	-38,425.91	73.1%
UTILITY SERVICES TAXES				
314.100 · UTIL TAX - GULF POWER	12,343.46	28,000.00	-15,656.54	44.1%
314.300 · UTIL TAX - WATER FWB	1,237.30	6,300.00	-5,062.70	19.6%
314.400 · UTIL TAX - NAT GAS OKALOOSA CO	1,590.24	3,675.00	-2,084.76	43.3%
315.000 · UTIL TAX - LOCAL COM. SERVICES	16,890.78	37,996.00	-21,105.22	44.5%
315.100 · LOC CST REFUND	1,204.30	7,226.00	-6,021.70	16.7%
Total UTILITY SERVICES TAXES	33,266.08	83,197.00	-49,930.92	40.0%
LICENSES AND PERMITS				
321.100 · OCCUPATIONAL LICENSES	5,916.25	6,200.00	-283.75	95.4%
322.000 · PERMITS - TOWN	95.00	200.00	-105.00	47.5%
Total LICENSES AND PERMITS	6,011.25	6,400.00	-388.75	93.9%
FRANCHISE FEES				
323.100 · Franchise fees - electricity	22,477.09	53,000.00	-30,522.91	42.4%
323.400 · Franchise fees - natural gas	1,915.19	4,725.00	-2,809.81	40.5%
Total FRANCHISE FEES	24,392.28	57,725.00	-33,332.72	42.3%
STATE GRANTS CDBG				
334.900 · ADMIN CDBG FUNDS	5,805.00	48,000.00	-42,195.00	12.1%
334.901 · ENGINEERING CDBG FUNDS	0.00	66,000.00	-66,000.00	0.0%
334.902 · CDBG RELOCATION OF UTILITIES	0.00	300,000.00	-300,000.00	0.0%
334.903 · TIF RELOCATION OF UTILITIES	0.00	65,000.00	-65,000.00	0.0%
334.904 · CDBG FUNDS SIDEWALKS/PED MALLS	0.00	171,000.00	-171,000.00	0.0%
Total STATE GRANTS CDBG	5,805.00	650,000.00	-644,195.00	0.9%
STATE SHARED REVENUES				
GENERAL GOVERNMENT				
335.120 · STATE REVENUE SHARING PROCEE...	12,735.42	24,193.00	-11,457.58	52.6%
335.150 · ALCOHOLIC BEVERAGE LICENSES	146.83	200.00	-53.17	73.4%
335.180 · LOCAL GOVT HALF-CENT SALES TAX	11,003.83	22,374.00	-11,370.17	49.2%
Total GENERAL GOVERNMENT	23,886.08	46,767.00	-22,880.92	51.1%
Total STATE SHARED REVENUES	23,886.08	46,767.00	-22,880.92	51.1%
SHARED REV OTHER LOCAL UNITS				
338.100 · OCCUPATIONAL LIC OKALOOSA CO	388.60	500.00	-111.40	77.7%
Total SHARED REV OTHER LOCAL UNITS	388.60	500.00	-111.40	77.7%

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**Town of Cinco Bayou
Profit & Loss Budget vs. Actual
October 2009 through March 2010**

	Oct '09 - Mar 10	Budget	\$ Over Budget	% of Budget
PHYSICAL ENVIRONMENT				
343.400 · GARBAGE/SOLID WASTE	7,032.57	30,500.00	-23,467.43	23.1%
Total PHYSICAL ENVIRONMENT	7,032.57	30,500.00	-23,467.43	23.1%
CULTURE/RECREATION				
347.500 · BOAT LAUNCH FEES	1,639.90	12,000.00	-10,360.10	13.7%
Total CULTURE/RECREATION	1,639.90	12,000.00	-10,360.10	13.7%
FINES AND FORFEITS				
351.100 · COURT FINES - COUNTY	84.43	200.00	-115.57	42.2%
Total FINES AND FORFEITS	84.43	200.00	-115.57	42.2%
INTEREST AND OTHER EARNINGS				
361.140 · VANGUARD BANK CHECKING	93.39	100.00	-6.61	93.4%
361.182 · INTEREST EARNINGS - TAX COLL	40.18	200.00	-159.82	20.1%
361.184 · BEACH COMMUNITY BANK SAVINGS	0.00	200.00	-200.00	0.0%
361.185 · BEACH COMMUNITY BANK CD #8649	941.84	2,200.00	-1,258.16	42.8%
361.186 · BEACH COMMUNITY BANK CD #8650	941.84	2,200.00	-1,258.16	42.8%
Total INTEREST AND OTHER EARNINGS	2,017.25	4,900.00	-2,882.75	41.2%
RENTS AND ROYALTIES				
362.000 · SEAWAY STREET	0.00	500.00	-500.00	0.0%
362.100 · FACILITY RENTAL-TOWN HALL	2,500.00	1,500.00	1,000.00	166.7%
362.200 · CELL TOWER LEASE	11,952.90	24,000.00	-12,047.10	49.8%
362.300 · SEAWAY RIGHT OF WAY WHATABURG...	0.00	100.00	-100.00	0.0%
Total RENTS AND ROYALTIES	14,452.90	26,100.00	-11,647.10	55.4%
OTHER MISCELLANEOUS REVENUES				
369.000 · OTHER MISC REV	1,471.00	100.00	1,371.00	1,471.0%
369.100 · OTHER MISC REV - SR 85 MAINT	1,784.27	1,189.00	595.27	150.1%
369.200 · OTHER MISC REV - TRAFFIC SIGNAL	0.00	1,200.00	-1,200.00	0.0%
369.201 · ST HIGHWAY SYSTEM LIGHTING	0.00	1,087.00	-1,087.00	0.0%
Total OTHER MISCELLANEOUS REVENUES	3,255.27	3,576.00	-320.73	91.0%
Total 001 REVENUE ACCOUNTS	226,900.70	1,064,960.00	-838,059.30	21.3%
Total Income	226,900.70	1,064,960.00	-838,059.30	21.3%
Expense				
001-EXPENDITURE/EXPENSE ACCTS.				
PAYROLL EXPENSE				
513.120 · SALARIES & WAGES	53,608.38	107,781.00	-54,172.62	49.7%
513.121 · EMPLOYEE BONUS	300.00			
513.210 · EMPLOYEE FICA/MEDICARE	4,101.03	8,246.00	-4,144.97	49.7%
513.230 · EMPLOYEE LIFE & HEALTH INS	6,531.48	13,700.00	-7,168.52	47.7%
513.240 · EMPLOYEE WORKMANS COMP	2,765.25	3,500.00	-734.75	79.0%

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513.250 · EMPLOYEE UNEMPLOYMENT COMP PAYROLL EXPENSE - Other	117.16 0.00			
Total PAYROLL EXPENSE	67,423.30	133,227.00	-65,803.70	50.6%
EMPLOYEE RETIREMENT PLAN				
518.390 · RETIREMENT BENEFITS - EMPLOYEE	2,102.62	4,232.00	-2,129.38	49.7%
Total EMPLOYEE RETIREMENT PLAN	2,102.62	4,232.00	-2,129.38	49.7%
OPERATING EXPENDITURE/EXPENSE				
513.320 · ACCOUNTING AND AUDITING	7,712.00	12,000.00	-4,288.00	64.3%
PROFESSIONAL SERVICES LEGAL				
514.310 · PROFESSIONAL SERVICES-LEGAL	2,118.00	8,000.00	-5,882.00	26.5%
Total PROFESSIONAL SERVICES LEGAL	2,118.00	8,000.00	-5,882.00	26.5%
PROFESSIONAL SERVICES ENGINEER				
519.310 · PROFESSIONAL SERVICES-ENGINEER	675.00	7,500.00	-6,825.00	9.0%
Total PROFESSIONAL SERVICES ENGINEER	675.00	7,500.00	-6,825.00	9.0%
519.400 · TRAVEL AND PER DIEM	2,116.00	9,400.00	-7,284.00	22.5%
COMMUNICATIONS				
519.410 · COMMUNICATIONS-PHONE	1,163.76	3,500.00	-2,336.24	33.3%
519.411 · COMMUNICATIONS-POSTAGE	155.98	300.00	-144.02	52.0%
519.412 · COMMUNICATIONS-INTERNET	869.00	1,700.00	-831.00	51.1%
Total COMMUNICATIONS	2,188.74	5,500.00	-3,311.26	39.8%
519.430 · UTILITIES-TOWN HALL	3,049.46	7,500.00	-4,450.54	40.7%
519.440 · RENTALS AND LEASES	750.00	2,000.00	-1,250.00	37.5%
519.450 · INS PROP/LIB/AUTO	3,235.75	19,000.00	-15,764.25	17.0%
519.460 · REPAIR & MAINTENANCE -TOWN HALL	637.37	3,000.00	-2,362.63	21.2%
519.461 · REPAIR & MAINTENANCE - OTHER	0.00	500.00	-500.00	0.0%
519.470 · PRINTING/BINDING	0.00	500.00	-500.00	0.0%
LEGAL ADVERTISING				
519.480 · LEGAL ADVERTISING	0.00	2,000.00	-2,000.00	0.0%
Total LEGAL ADVERTISING	0.00	2,000.00	-2,000.00	0.0%
519.490 · OTHER CURRENT CHG & OBLIGATIONS	651.61	2,000.00	-1,348.39	32.6%
519.491 · ELECTION EXPENSE	0.00	1,200.00	-1,200.00	0.0%
519.510 · OFFICE SUPPLIES	903.76	2,000.00	-1,096.24	45.2%
519.520 · OPERATING SUPPLIES	438.59	800.00	-361.41	54.8%
519.540 · BOOKS,PUB,SUB & MEMBERSHIPS	1,538.68	2,600.00	-1,061.32	59.2%
519.620 · CAPITOL IMPROVEMENTS - TOWN HAL	0.00	600.00	-600.00	0.0%
519.630 · IMPROVEMENTS OTHER THAN BLDGS.	0.00	600.00	-600.00	0.0%
519.640 · MACHINERY & EQUIPMENT	778.68	1,000.00	-221.32	77.9%
519.820 · AID TO PRIVATE ORGANIZATIONS	250.00	500.00	-250.00	50.0%
Total OPERATING EXPENDITURE/EXPENSE	27,043.64	88,200.00	-61,156.36	30.7%

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Profit & Loss Budget vs. Actual
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	Oct '09 - Mar 10	Budget	\$ Over Budget	% of Budget
PUBLIC SAFETY				
521.340 · LAW ENFORCEMENT	40,934.25	70,173.00	-29,238.75	58.3%
Total PUBLIC SAFETY	40,934.25	70,173.00	-29,238.75	58.3%
EMERGENCY AND DISASTER RELIEF S				
525.490 · OTHER CHG & OBLIGATIONS	0.00	1,000.00	-1,000.00	0.0%
Total EMERGENCY AND DISASTER RELIEF S	0.00	1,000.00	-1,000.00	0.0%
PHYSICAL ENVIRONMENT				
530.520 · EQUIPMENT & TOOLS	460.38	500.00	-39.62	92.1%
534.430 · GARBAGE/SOLID WASTE-WASTE MGMT	6,930.00	28,000.00	-21,070.00	24.8%
537.490 · DRAIN.DCH.YACHT CL REP & MAINT	0.00	500.00	-500.00	0.0%
538.630 · STORMWATER MANAGEMENT	5,827.82			
Total PHYSICAL ENVIRONMENT	13,218.20	29,000.00	-15,781.80	45.6%
TRANSPORTATION				
541.430 · UTILITY SERVICES - STREETS	5,224.24	12,000.00	-6,775.76	43.5%
541.460 · REPAIR & MAINTENANCE SERVICES	379.69	2,200.00	-1,820.31	17.3%
541.520 · OPERATING SUPPLIES FUEL & OIL	520.33	1,500.00	-979.67	34.7%
541.530 · OPERATING SUPPLIES - STREETS	0.00	250.00	-250.00	0.0%
541.630 · IMPROVEMENTS - STREETS	0.00	600.00	-600.00	0.0%
Total TRANSPORTATION	6,124.26	16,550.00	-10,425.74	37.0%
STATE GRANTS - CDBG				
550.331 · CDBG ENGINEERING	6,858.00	66,000.00	-59,142.00	10.4%
550.340 · CDGB GRANT ADMINISTRATION	5,805.00	47,640.00	-41,835.00	12.2%
550.630 · CDBG RELOCATION OF UTILITIES	0.00	300,000.00	-300,000.00	0.0%
550.631 · TIF RELOCATION OF UTILITIES	1,898.65	65,000.00	-63,101.35	2.9%
550.632 · CDBG FUNDS SIDEWALKS/PED MALLS	0.00	171,000.00	-171,000.00	0.0%
Total STATE GRANTS - CDBG	14,561.65	649,640.00	-635,078.35	2.2%
ANIMAL CONTROL SERVICES				
562.340 · ANIMAL CONTROL SERVICES - PAWS	423.00	1,830.00	-1,407.00	23.1%
Total ANIMAL CONTROL SERVICES	423.00	1,830.00	-1,407.00	23.1%
PARKS AND RECREATION				
572.340 · OTHER CONTRACTUAL SERVICES	12,059.96	24,720.00	-12,660.04	48.8%
572.430 · UTILITIES - PARKS	162.07	500.00	-337.93	32.4%
572.460 · REPAIR AND MAINTENANCE PARKS	747.56	4,000.00	-3,252.44	18.7%
572.520 · OPERATING SUPPLIES - PARKS	0.00	300.00	-300.00	0.0%
572.630 · CAPITAL IMPROVEMENTS PARKS	0.00	1,000.00	-1,000.00	0.0%
Total PARKS AND RECREATION	12,969.59	30,520.00	-17,550.41	42.5%
SPECIAL EVENTS				
574.490 · SPECIAL EVENTS/PICNIC DINNERS	5,876.51	7,500.00	-1,623.49	78.4%
Total SPECIAL EVENTS	5,876.51	7,500.00	-1,623.49	78.4%

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Accrual Basis

Town of Cinco Bayou
Profit & Loss Budget vs. Actual
October 2009 through March 2010

	<u>Oct '09 - Mar 10</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
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	316.43	2,500.00	-2,183.57	12.7%
Total SPECIAL RECREATION FACILITIES	<u>316.43</u>	<u>3,400.00</u>	<u>-3,083.57</u>	<u>9.3%</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				
580.980 · CONTINGENCY FUND	0.00	4,211.00	-4,211.00	0.0%
581.910 · CRA TAX INCREMENTS TWN PORTION	24,976.44	24,977.00	-0.56	100.0%
Total OTHER USES	<u>24,976.44</u>	<u>29,188.00</u>	<u>-4,211.56</u>	<u>85.6%</u>
Total 001-EXPENDITURE/EXPENSE ACCTS.	<u>215,969.89</u>	<u>1,064,960.00</u>	<u>-848,990.11</u>	<u>20.3%</u>
Total Expense	<u>215,969.89</u>	<u>1,064,960.00</u>	<u>-848,990.11</u>	<u>20.3%</u>
Net Ordinary Income	<u>10,930.81</u>	<u>0.00</u>	<u>10,930.81</u>	<u>100.0%</u>
Net Income	<u>10,930.81</u>	<u>0.00</u>	<u>10,930.81</u>	<u>100.0%</u>

MANAGER'S REPORT – APR, 2010

UNFINISHED BUSINESS:

CRA/CDBG Grant – Please see the report from Mittauer & Associates in your packets. The hard copies are available at town hall. Attorney McInnis will give an update on the easements.

A pre-bid mandatory meeting was held at 2:00 PM on Thursday, April 1, 2010. Only one bidder indicated they were going to submit a bid. One other contractor stated they may pick up plans on Friday, the 2nd. They picked up plans on Monday, the 5th. The contractor indicated to Jason Shepler they may not be able to meet the bond requirements of the project. They think they are only bondable up to \$300,000. A workshop was held on Thursday, April 1st at 5:30pm. It was the consensus of the council to extend the bid opening date if there was only one bidder. Due to the bond issues of the 2nd bidder, an addendum made to extend the bid opening date to April 26th with a pre-bid date of April 19th. Both meetings will be at 2:00 pm at town hall.

GLENWOOD PARK DRAINAGE ISSUE: The permit has been received from DEP but a resubmittal to the Corps of Engineers with revised plans was done on the 31st of March.

LOCAL COMMUNICATIONS SERVICES TAX: The payments are being made as promised by DOR.

ADDITIONAL FUNDING FOR CDBG PROJECT: The loan packet has been delivered to Charlie Wilbur at Beach Community bank. He requested more information Monday, the 5th. It will be delivered to him on the 6th.

DAYS TO REMEMBER:

Tuesday, April 13th - Special Elections
Monday, April 19th - Mandatory Pre-bid meeting 2:00 pm town hall
Tuesday, April 20th - OCLOC Quarterly Dinner - Niceville 6:00 pm
Wednesday, April 21st - Administrative Professionals Day
Monday, April 26th - Bid Opening 2:00 pm town hall
Monday, May 10th - Memorial Day - Town Hall closed