

AGENDA
REGULAR COUNCIL MEETING
APRIL 9, 2009 ♦ 6:00 PM

SILENT PRAYER / PLEDGE OF ALLEGIANCE TO THE FLAG

ROLL CALL:

MAYOR IOVIENO
MAYOR PRO-TEM FARLEY

COUNCILMAN KOCH
COUNCILMAN CHUBB

SPECIAL BUSINESS:

1. Appointment of two new council members
2. Swearing in of new council members

REGULAR BUSINESS:

1. Council Approval of Agenda
2. Council Approval of Consent Agenda: Minutes: Regular Council Meeting Minutes of March 12, 2009, LPA Meeting of March 25, 2009, EAR Public Hearing of March 25, 2009 and Budget Status as of March 31, 2009.

Action Items:

1. Direct Staff to Send Property Owners Letters and approve date and time of Town Hall Meeting.
- *2. Approve recommendations from CDBG Workshop for proposal from Mittauer & Associates for fee for Rendering Assistance.
- *3. Approve recommendations from CDBG Workshop for proposal from Mittauer & Associates for fees for Easement Acquisition Assistance.
- *4. Approve recommendations from CDBG Workshop for DOT Maintenance Agreement.
5. Approval of revised employee personnel manual.

Discussion Items:

1. CRA / CDBG - see manager's report.

Reports:

1. Town Manager' Report
2. Engineer's Report
3. Attorney's Report
4. Community Officer's Report

Public Request / Comments:

Council Members Comments / Request:

Mayor's Comments / Announcements –

Adjourn

Town of Cinco Bayou
Profit & Loss Budget vs. Actual
October 2008 through March 2009

Ordinary Income/Expense	Oct '08 - Mar 09	Budget	\$ Over Budget	% of Budget
Income				
001 REVENUE ACCOUNTS				
300.000 · CASH FORWARD	0.00	45,000.00	-45,000.00	0.0%
TAXES				
311.000 · ADVALOREM TAXES	102,320.39	127,366.00	-25,045.61	80.3%
312.410 · FIRST LOCAL OPTION FUEL TAX	9,771.11	24,967.00	-15,195.89	39.1%
Total TAXES	112,091.50	152,333.00	-40,241.50	73.6%
FRANCHISE FEES				
313.100 · FRANCHISE FEE - GULF POWER	19,657.04	60,000.00	-30,342.96	39.3%
313.400 · FRANCHISE FEE - OKALOOSA GAS	1,240.66	4,500.00	-3,259.34	27.6%
Total FRANCHISE FEES	20,897.70	64,500.00	-43,602.30	38.3%
UTILITY SERVICES TAXES				
314.100 · UTIL TAX - GULF POWER	13,681.08	31,000.00	-17,318.92	44.1%
314.300 · UTIL TAX - WATER FWB	1,548.63	6,000.00	-4,451.37	25.8%
314.400 · UTIL TAX - NAT GAS OKALOOSA CO	1,471.51	3,500.00	-2,028.49	42.0%
315.000 · UTIL TAX - LOCAL COM. SERVICES	8,948.80	29,813.00	-20,864.20	30.0%
315.100 · LOC CST REFUND	24,184.38			
Total UTILITY SERVICES TAXES	49,834.40	70,313.00	-20,478.60	70.9%
LICENSES AND PERMITS				
321.100 · OCCUPATIONAL LICENSES	5,417.50	6,200.00	-782.50	87.4%
322.000 · PERMITS - TOWN	110.00	400.00	-290.00	27.5%
Total LICENSES AND PERMITS	5,527.50	6,600.00	-1,072.50	83.8%
STATE GRANTS CDBG				
334.900 · ADMIN CDBG FUNDS	5,805.00	48,000.00	-42,195.00	12.1%
334.901 · ENGINEERING CDBG FUNDS	24,000.00	66,000.00	-42,000.00	36.4%
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	29,805.00	650,000.00	-620,195.00	4.6%
STATE SHARED REVENUES				
GENERAL GOVERNMENT				
335.120 · STATE REVENUE SHARING PROCEEDS	15,219.30	24,600.00	-9,380.70	61.9%
336.160 · ALCOHOLIC BEVERAGE LICENSES	98.63	300.00	-201.37	32.9%
336.180 · LOCAL GOV'T HALF-CENT SALES TAX	5,341.32	27,365.00	-22,023.68	19.5%
Total GENERAL GOVERNMENT	20,659.25	52,265.00	-31,605.75	39.5%
Total STATE SHARED REVENUES	20,659.25	52,265.00	-31,605.75	39.5%
SHARED REV OTHER LOCAL UNITS				
338.100 · OCCUPATIONAL LIC OKALOOSA CO	404.08	500.00	-95.92	80.8%
Total SHARED REV OTHER LOCAL UNITS	404.08	500.00	-95.92	80.8%
PHYSICAL ENVIRONMENT				
343.400 · GARBAGE/SOLID WASTE	7,266.91	30,500.00	-23,233.09	23.8%
Total PHYSICAL ENVIRONMENT	7,266.91	30,500.00	-23,233.09	23.8%
CULTURE/RECREATION				
347.600 · BOAT LAUNCH FEES	4,846.50	15,000.00	-10,153.50	32.3%
Total CULTURE/RECREATION	4,846.50	15,000.00	-10,153.50	32.3%
FINES AND FORFEITS				
351.100 · COURT FINES - COUNTY	73.55	600.00	-526.45	12.3%
Total FINES AND FORFEITS	73.55	600.00	-526.45	12.3%
INTEREST AND OTHER EARNINGS				
361.140 · VANGUARD BANK CHECKING	43.11	500.00	-456.89	8.6%
361.182 · INTEREST EARNINGS - TAX COLL	141.55	1,000.00	-858.45	14.2%
361.183 · BEACH COMMUNITY BANK CD #3188	0.00	3,000.00	-3,000.00	0.0%
361.184 · BEACH COMMUNITY BANK SAVINGS	126.21	500.00	-373.79	25.2%
361.185 · BEACH COMMUNITY BANK CD #8849	912.18	3,000.00	-2,087.82	30.4%
361.186 · BEACH COMMUNITY BANK CD #8850	912.18	3,000.00	-2,087.82	30.4%
Total INTEREST AND OTHER EARNINGS	2,135.23	11,000.00	-8,864.77	19.4%
RENTS AND ROYALTIES				
362.000 · SEAWAY STREET	0.00	500.00	-500.00	0.0%
362.100 · FACILITY RENTAL-TOWN HALL	2,250.00	1,500.00	750.00	160.0%
362.200 · CELL TOWER LEASE	13,489.67	23,000.00	-9,510.33	58.7%
362.300 · SEAWAY RIGHT OF WAY WHATABURGER	0.00	100.00	-100.00	0.0%
Total RENTS AND ROYALTIES	15,739.67	25,100.00	-9,360.33	62.7%
OTHER MISCELLANEOUS REVENUES				
369.000 · OTHER MISC REV	2,088.00	100.00	1,988.00	2,088.0%
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	1,200.00	-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	2,088.00	3,576.00	-1,488.00	58.4%
Total 001 REVENUE ACCOUNTS	271,369.29	1,117,287.00	-845,917.71	24.3%
Total Income	271,369.29	1,117,287.00	-845,917.71	24.3%

Town of Cinco Bayou
Profit & Loss Budget vs. Actual
October 2008 through March 2009

Expense	Oct '08 - Mar 09	Budget	\$ Over Budget	% of Budget
68900 · Reconciliation Discrepancies	-2.66			
001-EXPENDITURE/EXPENSE ACCTS.				
PAYROLL EXPENSE				
813.120 · SALARIES & WAGES	51,209.18	100,323.00	-49,113.82	51.0%
813.210 · EMPLOYEE FICA/MEDICARE	3,917.49	7,875.00	-3,757.51	51.0%
813.230 · EMPLOYEE LIFE & HEALTH INS	7,525.85	12,300.00	-4,774.15	61.2%
813.240 · EMPLOYEE WORKMANS COMP	-571.00	3,500.00	-4,071.00	-18.3%
813.250 · EMPLOYEE UNEMPLOYMENT COMP	35.23			
PAYROLL EXPENSE - Other	0.00			
Total PAYROLL EXPENSE	62,116.75	123,798.00	-61,681.25	50.2%
EMPLOYEE RETIREMENT PLAN				
819.360 · RETIREMENT BENEFITS - EMPLOYEE	1,998.40	3,913.00	-1,914.60	51.1%
Total EMPLOYEE RETIREMENT PLAN	1,998.40	3,913.00	-1,914.60	51.1%
OPERATING EXPENDITURE/EXPENSE				
813.320 · ACCOUNTING AND AUDITING	12,922.00	11,000.00	1,922.00	117.5%
PROFESSIONAL SERVICES LEGAL				
814.310 · PROFESSIONAL SERVICES-LEGAL	4,482.00	8,000.00	-3,518.00	56.0%
Total PROFESSIONAL SERVICES LEGAL	4,482.00	8,000.00	-3,518.00	56.0%
COMPREHENSIVE PLAN				
815.310 · COMPREHENSIVE PLANNING	14,000.00	20,000.00	-6,000.00	70.0%
Total COMPREHENSIVE PLAN	14,000.00	20,000.00	-6,000.00	70.0%
PROFESSIONAL SERVICES ENGINEER				
819.310 · PROFESSIONAL SERVICES-ENGINEER	2,295.00	2,500.00	-205.00	91.8%
Total PROFESSIONAL SERVICES ENGINEER	2,295.00	2,500.00	-205.00	91.8%
819.400 · TRAVEL AND PER DIEM COMMUNICATIONS				
819.410 · COMMUNICATIONS-PHONE	1,203.38	3,400.00	-2,196.62	35.4%
819.411 · COMMUNICATIONS-POSTAGE	164.42	300.00	-135.58	54.8%
819.412 · COMMUNICATIONS-INTERNET	864.00	1,700.00	-836.00	50.8%
Total COMMUNICATIONS	2,231.80	5,400.00	-3,168.20	41.3%
819.430 · UTILITIES-TOWN HALL	2,420.62	7,000.00	-4,579.38	34.6%
819.440 · RENTALS AND LEASES	725.00	2,000.00	-1,275.00	36.3%
819.450 · INS PROP/LIB/AUTO	6,891.00	20,000.00	-13,109.00	34.5%
819.460 · REPAIR & MAINTENANCE -TOWN HALL	872.36	3,000.00	-2,127.64	29.1%
819.461 · REPAIR & MAINTENANCE - OTHER	0.00	300.00	-300.00	0.0%
819.470 · PRINTING/BINDING	0.00	1,000.00	-1,000.00	0.0%
LEGAL ADVERTISING				
819.480 · LEGAL ADVERTISING	1,455.30	2,200.00	-744.70	66.2%
Total LEGAL ADVERTISING	1,455.30	2,200.00	-744.70	66.2%
819.490 · OTHER CURRENT CHG & OBLIGATIONS	621.11	2,500.00	-1,878.89	24.8%
819.491 · ELECTION EXPENSE	0.00	700.00	-700.00	0.0%
819.810 · OFFICE SUPPLIES	1,005.87	2,000.00	-994.13	50.3%
819.820 · OPERATING SUPPLIES	375.28	800.00	-424.72	46.9%
819.840 · BOOKS,PUB,SUB & MEMBERSHIPS	2,960.10	2,600.00	360.10	113.9%
819.820 · CAPITOL IMPROVEMENTS - TOWN HAL	0.00	700.00	-700.00	0.0%
819.830 · IMPROVEMENTS OTHER THAN BLDGS.	0.00	500.00	-500.00	0.0%
819.840 · MACHINERY & EQUIPMENT	0.00	1,000.00	-1,000.00	0.0%
819.820 · AID TO PRIVATE ORGANIZATIONS	250.00	500.00	-250.00	50.0%
Total OPERATING EXPENDITURE/EXPENSE	55,647.44	104,200.00	-48,552.56	53.4%
PUBLIC SAFETY				
821.340 · LAW ENFORCEMENT	40,465.25	69,369.00	-28,903.75	58.3%
Total PUBLIC SAFETY	40,465.25	69,369.00	-28,903.75	58.3%
EMERGENCY AND DISASTER RELIEF S				
826.490 · 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				
830.620 · EQUIPMENT & TOOLS	0.00	500.00	-500.00	0.0%
834.430 · GARBAGE/SOLID WASTE-WASTE MGMT	6,930.00	28,000.00	-21,070.00	24.8%
837.490 · DRAIN.DCH.YACHT CL REP & MAINT	0.00	500.00	-500.00	0.0%
838.630 · STORMWATER MANAGEMENT	0.00	10,000.00	-10,000.00	0.0%
Total PHYSICAL ENVIRONMENT	6,930.00	39,000.00	-32,070.00	17.8%
TRANSPORTATION				
841.430 · UTILITY SERVICES - STREETS	5,428.72	12,000.00	-6,573.28	45.2%
841.460 · REPAIR & MAINTENANCE SERVICES	78.85	2,200.00	-2,121.15	3.6%
841.620 · OPERATING SUPPLIES FUEL & OIL	336.89	1,500.00	-1,163.11	22.5%
841.630 · OPERATING SUPPLIES - STREETS	0.00	250.00	-250.00	0.0%
841.630 · IMPROVEMENTS - STREETS	0.00	500.00	-500.00	0.0%
Total TRANSPORTATION	5,842.46	16,450.00	-10,607.54	35.5%

Town of Cinco Bayou
Profit & Loss Budget vs. Actual
October 2008 through March 2009

	Oct '08 - Mar 09	Budget	\$ Over Budget	% of Budget
STATE GRANTS - CDBG				
550.331 · CDBG ENGINEERING	24,000.00	66,000.00	-42,000.00	36.4%
550.340 · CDBG 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	0.00	65,000.00	-65,000.00	0.0%
550.632 · CDBG FUNDS SIDEWALKS/PED MALLS	0.00	171,000.00	-171,000.00	0.0%
Total STATE GRANTS - CDBG	29,805.00	649,640.00	-619,835.00	4.6%
ANIMAL CONTROL SERVICES				
562.340 · ANIMAL CONTROL SERVICES - PAWS	914.00	1,743.00	-829.00	52.4%
Total ANIMAL CONTROL SERVICES	914.00	1,743.00	-829.00	52.4%
PARKS AND RECREATION				
572.340 · OTHER CONTRACTUAL SERVICES	7,209.96	24,720.00	-17,510.04	29.2%
572.430 · UTILITIES - PARKS	621.84	500.00	121.84	124.4%
572.460 · REPAIR AND MAINTENANCE PARKS	1,090.98	5,000.00	-3,909.04	21.8%
572.520 · OPERATING SUPPLIES - PARKS	0.00	300.00	-300.00	0.0%
572.630 · CAPITAL IMPROVEMENTS PARKS	0.00	1,500.00	-1,500.00	0.0%
Total PARKS AND RECREATION	8,922.76	32,020.00	-23,097.24	27.9%
SPECIAL EVENTS				
574.490 · SPECIAL EVENTS/PICNIC DINNERS	4,311.35	6,000.00	-1,688.65	71.9%
Total SPECIAL EVENTS	4,311.35	6,000.00	-1,688.65	71.9%
SPECIAL RECREATION FACILITIES				
572.521 · OPERATING SUPPLIES-BOAT LAUNCH	0.00	900.00	-900.00	0.0%
576.460 · SEA WAY BOAT LAUNCH REP & MAINT	276.80	2,500.00	-2,223.20	11.1%
Total SPECIAL RECREATION FACILITIES	276.80	3,400.00	-3,123.20	8.1%
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	36,979.00	-36,979.00	0.0%
581.910 · CRA TAX INCREMENTS TWN PORTION	29,274.55	29,275.00	-0.45	100.0%
Total OTHER USES	29,274.55	66,254.00	-36,979.45	44.2%
Total 001-EXPENDITURE/EXPENSE ACCTS.	246,504.76	1,117,287.00	-870,782.24	22.1%
Total Expense	246,502.10	1,117,287.00	-870,784.90	22.1%
Net Ordinary Income	24,867.19	0.00	24,867.19	100.0%
Net Income	24,867.19	0.00	24,867.19	100.0%