

TOWN OF CINCO BAYOU  
REGULAR COUNCIL MEETING MINUTES  
May 14, 2009 – 6:00 PM

Mayor Iovieno called the Regular Council meeting to order at 6:00 P.M. on Thursday, May 14, 2009. Following the Pledge of Allegiance and a silent prayer, roll call was taken:

Roll Call: Mayor Iovieno  
Mayor Pro Tem Farley (absent)  
Councilman Artabasy  
Councilman Bratton  
Councilman Koch  
Councilman Chubb (absent)

Also present at the meeting were: Town Manager/Clerk Nell Dykes, Assistant Town Manager/Clerk Monika Gillette, Attorney Amy McBride, and Engineer Tim Martin.

**Regular Business:**

1. **Council Approval of Agenda:** Mayor Iovieno asked for acceptance of the agenda. Councilman Koch motioned to accept the agenda as presented. Councilman Artabasy seconded the motion. The motion passed unanimously.
2. **Council Approval of Consent Agenda:** Mayor Iovieno asked for acceptance of the consent agenda including: CDBG Workshop Minutes of April 9, 2009, Regular Council Meeting Minutes of April 9, 2009, and Budget Status as of April 30, 2009. Councilman Koch motioned to accept the consent agenda. Councilman Bratton seconded the motion. The motion passed unanimously.

**ACTION ITEMS:**

1. Councilman Koch motioned to submit exemption application for Public Schools Facilities Planning Element in Reference to the Evaluation and Review of the Town's Comprehensive Plan. Councilman Bratton seconded the motion. The motion passed unanimously.

**DISCUSSION ITEMS:**

1. **CRA/CDBG** – Mrs. Dykes submitted a written report. In addition she stated that she had talked with Jason Sheplar and that an extension request for the CDBG grant may need to be submitted.
2. **MEMORIAL DAY CEREMONY** – Councilman Artabasy volunteered to represent the Town at the annual Memorial Day Ceremony and present a wreath.

**REPORTS:**

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

**Engineer's Report:** Engineer Martin updated the council on the Glenwood Park erosion project. He also stated he had talked with a City of Fort Walton Beach engineer about the repaving of Yacht Club Drive with federal stimulus money and that he should be given more information in the coming weeks.

**Attorney's Report:** None given.

**Community Officer's Report:** Deputy Welch submitted a written report. In addition left notice that the cars at Serigraphia were covered and now in compliance and the Yacht Club Drive/Eglin Parkway intersection had been restriped.

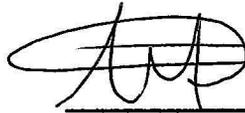
**Public Comments/Requests:** None given.

**Council Member's Comments/Reports:**

- Councilman Bratton questioned confidence in the Town's audit firm in light of the current problems with audits with the Okaloosa County Sheriff's Department. He questioned the need for an independent review. At the request of the council Attorney McBride stated she would talk with Attorney McInnis for a recommendation.
- Councilman Koch stated that a CERT training refresher course would be held June 13 and that currently the Town had a 8-9 member trained team. She asked staff when mosquito spraying was to begin.
- Councilman Artabasy stated that there was considerable trash in Laguna Park generated during the weekend. Ms. Dykes reminded the Council that alcohol was not allowed in the parks and to please call the Sheriff's department if there were open containers.
- Mayor Iovieno commented that the Eglin Parkway Corridor project town hall meeting went well. He announced upcoming closure and meeting dates.

**Adjourn** – There being no further business, the meeting adjourned at 6:30 pm.

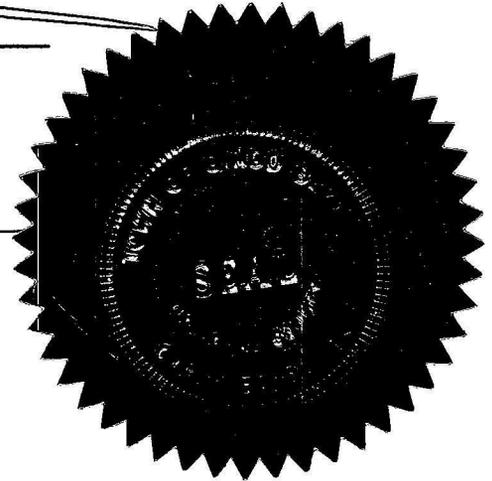
ATTEST:



Michael Iovieno, Mayor



Nell Dykes  
Town Manager/Clerk



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

	Oct '08 - Apr 09	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>001 REVENUE ACCOUNTS</b>				
300.000 · CASH FORWARD	0.00	45,000.00	-45,000.00	0.0%
<b>TAXES</b>				
311.000 · ADVALOREM TAXES	102,320.39	127,366.00	-25,045.61	80.3%
312.410 · FIRST LOCAL OPTION FUEL TAX	11,491.41	24,967.00	-13,475.59	46.0%
<b>Total TAXES</b>	<b>113,811.80</b>	<b>152,333.00</b>	<b>-38,521.20</b>	<b>74.7%</b>
<b>FRANCHISE FEES</b>				
313.100 · FRANCHISE FEE - GULF POWER	19,657.04	50,000.00	-30,342.96	39.3%
313.400 · FRANCHISE FEE - OKALOOSA GAS	1,240.66	4,500.00	-3,259.34	27.6%
<b>Total FRANCHISE FEES</b>	<b>20,897.70</b>	<b>54,500.00</b>	<b>-33,602.30</b>	<b>38.3%</b>
<b>UTILITY SERVICES TAXES</b>				
314.100 · UTIL TAX - GULF POWER	13,681.08	31,000.00	-17,318.92	44.1%
314.300 · UTIL TAX - WATER FWB	2,590.29	6,000.00	-3,409.71	43.2%
314.400 · UTIL TAX - NAT GAS OKALOOSA CO	1,717.55	3,500.00	-1,782.45	49.1%
315.000 · UTIL TAX - LOCAL COM. SERVICES	12,084.85	29,813.00	-17,728.15	40.5%
315.100 · LOC CST REFUND	24,184.38			
<b>Total UTILITY SERVICES TAXES</b>	<b>54,258.15</b>	<b>70,313.00</b>	<b>-16,054.85</b>	<b>77.2%</b>
<b>LICENSES AND PERMITS</b>				
321.100 · OCCUPATIONAL LICENSES	5,392.50	6,200.00	-807.50	87.0%
322.000 · PERMITS - TOWN	155.00	400.00	-245.00	38.8%
<b>Total LICENSES AND PERMITS</b>	<b>5,547.50</b>	<b>6,600.00</b>	<b>-1,052.50</b>	<b>84.1%</b>
<b>STATE GRANTS CDBG</b>				
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%
<b>Total STATE GRANTS CDBG</b>	<b>29,805.00</b>	<b>650,000.00</b>	<b>-620,195.00</b>	<b>4.6%</b>
<b>STATE SHARED REVENUES</b>				
<b>GENERAL GOVERNMENT</b>				
335.120 · STATE REVENUE SHARING PROCEEDS	15,219.30	24,600.00	-9,380.70	61.9%
335.160 · ALCOHOLIC BEVERAGE LICENSES	98.63	300.00	-201.37	32.9%
335.180 · LOCAL GOVT HALF-CENT SALES TAX	7,052.00	27,385.00	-20,313.00	25.8%
<b>Total GENERAL GOVERNMENT</b>	<b>22,369.93</b>	<b>52,285.00</b>	<b>-29,895.07</b>	<b>42.8%</b>
<b>Total STATE SHARED REVENUES</b>	<b>22,369.93</b>	<b>52,285.00</b>	<b>-29,895.07</b>	<b>42.8%</b>
<b>SHARED REV OTHER LOCAL UNITS</b>				
338.100 · OCCUPATIONAL LIC OKALOOSA CO	441.38	500.00	-58.62	88.3%
<b>Total SHARED REV OTHER LOCAL UNITS</b>	<b>441.38</b>	<b>500.00</b>	<b>-58.62</b>	<b>88.3%</b>
<b>PHYSICAL ENVIRONMENT</b>				
343.400 · GARBAGE/SOLID WASTE	14,595.51	30,500.00	-15,904.49	47.9%
<b>Total PHYSICAL ENVIRONMENT</b>	<b>14,595.51</b>	<b>30,500.00</b>	<b>-15,904.49</b>	<b>47.9%</b>
<b>CULTURE/RECREATION</b>				
347.500 · BOAT LAUNCH FEES	5,795.50	15,000.00	-9,204.50	38.6%
<b>Total CULTURE/RECREATION</b>	<b>5,795.50</b>	<b>15,000.00</b>	<b>-9,204.50</b>	<b>38.6%</b>
<b>FINES AND FORFEITS</b>				
351.100 · COURT FINES - COUNTY	73.55	600.00	-526.45	12.3%
<b>Total FINES AND FORFEITS</b>	<b>73.55</b>	<b>600.00</b>	<b>-526.45</b>	<b>12.3%</b>
<b>INTEREST AND OTHER EARNINGS</b>				
361.140 · VANGUARD BANK CHECKING	61.66	500.00	-438.34	12.3%
361.162 · 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%
<b>Total INTEREST AND OTHER EARNINGS</b>	<b>2,153.78</b>	<b>11,000.00</b>	<b>-8,846.22</b>	<b>19.6%</b>
<b>RENTS AND ROYALTIES</b>				
362.000 · SEAWAY STREET	0.00	500.00	-500.00	0.0%
362.100 · FACILITY RENTAL-TOWN HALL	2,300.00	1,500.00	800.00	153.3%
362.200 · CELL TOWER LEASE	15,423.79	23,000.00	-7,576.21	67.1%
362.300 · SEAWAY RIGHT OF WAY WHATABURGER	0.00	100.00	-100.00	0.0%
<b>Total RENTS AND ROYALTIES</b>	<b>17,723.79</b>	<b>25,100.00</b>	<b>-7,376.21</b>	<b>70.6%</b>
<b>OTHER MISCELLANEOUS REVENUES</b>				
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%
<b>Total OTHER MISCELLANEOUS REVENUES</b>	<b>2,088.00</b>	<b>3,576.00</b>	<b>-1,488.00</b>	<b>58.4%</b>
<b>Total 001 REVENUE ACCOUNTS</b>	<b>289,561.59</b>	<b>1,117,287.00</b>	<b>-827,725.41</b>	<b>25.9%</b>
<b>Total Income</b>	<b>289,561.59</b>	<b>1,117,287.00</b>	<b>-827,725.41</b>	<b>25.9%</b>

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

Expense	Oct '08 - Apr 09	Budget	\$ Over Budget	% of Budget
66900 - Reconciliation Discrepancies	-2.66			
001-EXPENDITURE/EXPENSE ACCTS.				
<b>PAYROLL EXPENSE</b>				
513.120 - SALARIES & WAGES	59,018.88	100,323.00	-41,304.12	58.8%
513.210 - EMPLOYEE FICA/MEDICARE	4,514.95	7,675.00	-3,160.05	58.8%
513.230 - EMPLOYEE LIFE & HEALTH INS	8,526.84	12,300.00	-3,773.16	69.3%
513.240 - EMPLOYEE WORKMANS COMP	-571.00	3,500.00	-4,071.00	-16.3%
513.250 - EMPLOYEE UNEMPLOYMENT COMP	35.23			
PAYROLL EXPENSE - Other	0.00			
<b>Total PAYROLL EXPENSE</b>	<b>71,524.90</b>	<b>123,798.00</b>	<b>-52,273.10</b>	<b>57.8%</b>
<b>EMPLOYEE RETIREMENT PLAN</b>				
518.380 - RETIREMENT BENEFITS - EMPLOYEE	2,308.79	3,913.00	-1,604.21	59.0%
<b>Total EMPLOYEE RETIREMENT PLAN</b>	<b>2,308.79</b>	<b>3,913.00</b>	<b>-1,604.21</b>	<b>59.0%</b>
<b>OPERATING EXPENDITURE/EXPENSE</b>				
513.320 - ACCOUNTING AND AUDITING	12,922.00	11,000.00	1,922.00	117.5%
<b>PROFESSIONAL SERVICES LEGAL</b>				
514.310 - PROFESSIONAL SERVICES-LEGAL	5,168.00	8,000.00	-2,834.00	64.6%
<b>Total PROFESSIONAL SERVICES LEGAL</b>	<b>5,168.00</b>	<b>8,000.00</b>	<b>-2,834.00</b>	<b>64.6%</b>
<b>COMPREHENSIVE PLAN</b>				
516.310 - COMPREHENSIVE PLANNING	14,070.80	20,000.00	-5,929.20	70.4%
<b>Total COMPREHENSIVE PLAN</b>	<b>14,070.80</b>	<b>20,000.00</b>	<b>-5,929.20</b>	<b>70.4%</b>
<b>PROFESSIONAL SERVICES ENGINEER</b>				
519.310 - PROFESSIONAL SERVICES-ENGINEER	2,295.00	2,500.00	-205.00	91.8%
<b>Total PROFESSIONAL SERVICES ENGINEER</b>	<b>2,295.00</b>	<b>2,500.00</b>	<b>-205.00</b>	<b>91.8%</b>
519.400 - TRAVEL AND PER DIEM	2,450.00	10,500.00	-8,050.00	23.3%
<b>COMMUNICATIONS</b>				
519.410 - COMMUNICATIONS-PHONE	1,452.58	3,400.00	-1,947.44	42.7%
519.411 - COMMUNICATIONS-POSTAGE	164.42	300.00	-135.58	54.8%
519.412 - COMMUNICATIONS-INTERNET	968.00	1,700.00	-732.00	56.9%
<b>Total COMMUNICATIONS</b>	<b>2,584.98</b>	<b>5,400.00</b>	<b>-2,815.02</b>	<b>47.9%</b>
519.430 - UTILITIES-TOWN HALL	2,793.45	7,000.00	-4,206.55	39.9%
519.440 - RENTALS AND LEASES	725.00	2,000.00	-1,275.00	36.3%
519.450 - INS PROP/LIB/AUTO	6,891.00	20,000.00	-13,109.00	34.5%
519.460 - REPAIR & MAINTENANCE -TOWN HALL	872.38	3,000.00	-2,127.64	29.1%
519.481 - REPAIR & MAINTENANCE - OTHER	350.00	300.00	50.00	116.7%
519.470 - PRINTING/BINDING	0.00	1,000.00	-1,000.00	0.0%
<b>LEGAL ADVERTISING</b>				
519.480 - LEGAL ADVERTISING	1,947.63	2,200.00	-252.37	88.5%
<b>Total LEGAL ADVERTISING</b>	<b>1,947.63</b>	<b>2,200.00</b>	<b>-252.37</b>	<b>88.5%</b>
519.490 - OTHER CURRENT CHG & OBLIGATIONS	731.11	2,500.00	-1,768.89	29.2%
519.491 - ELECTION EXPENSE	265.50	700.00	-434.50	37.9%
519.510 - OFFICE SUPPLIES	1,013.88	2,000.00	-986.14	50.7%
519.520 - OPERATING SUPPLIES	438.41	800.00	-361.59	54.8%
519.540 - BOOKS,PUB,SUB & MEMBERSHIPS	2,960.10	2,600.00	360.10	113.9%
519.620 - CAPITOL IMPROVEMENTS - TOWN HAL	0.00	700.00	-700.00	0.0%
519.630 - IMPROVEMENTS OTHER THAN BLDGS.	0.00	500.00	-500.00	0.0%
519.640 - MACHINERY & EQUIPMENT	0.00	1,000.00	-1,000.00	0.0%
519.620 - AID TO PRIVATE ORGANIZATIONS	250.00	500.00	-250.00	50.0%
<b>Total OPERATING EXPENDITURE/EXPENSE</b>	<b>58,727.20</b>	<b>104,200.00</b>	<b>-45,472.80</b>	<b>56.4%</b>
<b>PUBLIC SAFETY</b>				
521.340 - LAW ENFORCEMENT	46,248.00	69,369.00	-23,123.00	66.7%
<b>Total PUBLIC SAFETY</b>	<b>46,248.00</b>	<b>69,369.00</b>	<b>-23,123.00</b>	<b>66.7%</b>
<b>EMERGENCY AND DISASTER RELIEF S</b>				
525.490 - OTHER CHG & OBLIGATIONS	0.00	1,000.00	-1,000.00	0.0%
<b>Total EMERGENCY AND DISASTER RELIEF S</b>	<b>0.00</b>	<b>1,000.00</b>	<b>-1,000.00</b>	<b>0.0%</b>
<b>PHYSICAL ENVIRONMENT</b>				
530.520 - EQUIPMENT & TOOLS	0.00	500.00	-500.00	0.0%
534.430 - GARBAGE/SOLID WASTE-WASTE MGMT	13,860.00	28,000.00	-14,140.00	49.5%
537.490 - DRAIN.DCH.YACHT CL REP & MAINT	0.00	500.00	-500.00	0.0%
538.630 - STORMWATER MANAGEMENT	870.00	10,000.00	-9,130.00	8.7%
<b>Total PHYSICAL ENVIRONMENT</b>	<b>14,730.00</b>	<b>39,000.00</b>	<b>-24,270.00</b>	<b>37.8%</b>
<b>TRANSPORTATION</b>				
541.430 - UTILITY SERVICES - STREETS	6,339.68	12,000.00	-5,660.32	52.8%
541.460 - REPAIR & MAINTENANCE SERVICES	106.73	2,200.00	-2,093.27	4.9%
541.520 - OPERATING SUPPLIES FUEL & OIL	395.06	1,500.00	-1,104.94	26.3%
541.530 - OPERATING SUPPLIES - STREETS	0.00	250.00	-250.00	0.0%
541.630 - IMPROVEMENTS - STREETS	0.00	500.00	-500.00	0.0%
<b>Total TRANSPORTATION</b>	<b>6,841.47</b>	<b>16,450.00</b>	<b>-9,608.53</b>	<b>41.6%</b>

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

	Oct '08 - Apr 09	Budget	\$ Over Budget	% of Budget
<b>STATE GRANTS - CDBG</b>				
650.331 - CDBG ENGINEERING	24,000.00	66,000.00	-42,000.00	36.4%
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	6,000.00	65,000.00	-59,000.00	9.2%
550.632 - CDBG FUNDS SIDEWALKS/PED MALLS	0.00	171,000.00	-171,000.00	0.0%
<b>Total STATE GRANTS - CDBG</b>	<b>35,805.00</b>	<b>649,640.00</b>	<b>-613,835.00</b>	<b>5.5%</b>
<b>ANIMAL CONTROL SERVICES</b>				
562.340 - ANIMAL CONTROL SERVICES - PAWS	1,371.00	1,743.00	-372.00	78.7%
<b>Total ANIMAL CONTROL SERVICES</b>	<b>1,371.00</b>	<b>1,743.00</b>	<b>-372.00</b>	<b>78.7%</b>
<b>PARKS AND RECREATION</b>				
572.340 - OTHER CONTRACTUAL SERVICES	8,411.62	24,720.00	-16,308.38	34.0%
572.430 - UTILITIES - PARKS	645.21	500.00	145.21	129.0%
572.460 - REPAIR AND MAINTENANCE PARKS	1,330.48	5,000.00	-3,669.54	26.6%
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%
<b>Total PARKS AND RECREATION</b>	<b>10,387.29</b>	<b>32,020.00</b>	<b>-21,632.71</b>	<b>32.4%</b>
<b>SPECIAL EVENTS</b>				
574.490 - SPECIAL EVENTS/PICNIC DINNERS	4,311.35	6,000.00	-1,688.65	71.9%
<b>Total SPECIAL EVENTS</b>	<b>4,311.35</b>	<b>6,000.00</b>	<b>-1,688.65</b>	<b>71.9%</b>
<b>SPECIAL RECREATION FACILITIES</b>				
572.621 - OPERATING SUPPLIES-BOAT LAUNCH	0.00	900.00	-900.00	0.0%
575.460 - SEA WAY BOAT LAUNCH REP & MAINT	437.03	2,500.00	-2,062.97	17.5%
<b>Total SPECIAL RECREATION FACILITIES</b>	<b>437.03</b>	<b>3,400.00</b>	<b>-2,962.97</b>	<b>12.9%</b>
<b>OTHER CULTURE/RECREATION</b>				
579.630 - TREE/BEAUTIFICATION	0.00	500.00	-500.00	0.0%
<b>Total OTHER CULTURE/RECREATION</b>	<b>0.00</b>	<b>500.00</b>	<b>-500.00</b>	<b>0.0%</b>
<b>OTHER USES</b>				
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%
<b>Total OTHER USES</b>	<b>29,274.55</b>	<b>66,254.00</b>	<b>-36,979.45</b>	<b>44.2%</b>
<b>Total 001-EXPENDITURE/EXPENSE ACCTS.</b>	<b>281,964.58</b>	<b>1,117,287.00</b>	<b>-835,322.42</b>	<b>25.2%</b>
<b>Total Expense</b>	<b>281,961.92</b>	<b>1,117,287.00</b>	<b>-835,325.08</b>	<b>25.2%</b>
<b>Net Ordinary Income</b>	<b>7,599.67</b>	<b>0.00</b>	<b>7,599.67</b>	<b>100.0%</b>
<b>Net Income</b>	<b>7,599.67</b>	<b>0.00</b>	<b>7,599.67</b>	<b>100.0%</b>

## MANAGER'S REPORT – MAY 2009

### UNFINISHED BUSINESS:

**CRA/CDBG Grant** – Please see the report from Mittauer & Associates in your packets. The hard copies are available at town hall. The Open House to brief the Property Owners is set for 8:30 am Wednesday, May 13<sup>th</sup>. The letters to the Property Owners were mailed the last week in April. A copy of the letter was in your April packet and also was sent to you via email this week along with the names of the utilities reps that will be in attendance.

**LOCAL COMMUNICATIONS SERVICES TAX:** The payments are schedule as from DOR.

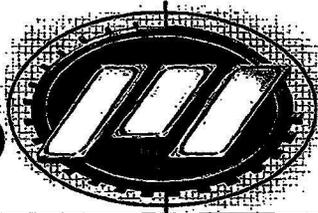
### NEW BUSINESS:

**MEMORIAL DAY REPRESENTATIVE:** The Disabled American Veterans, Playground Chapter72 will host the annual Memorial Day Ceremony on Monday May 25, 2009 at 11:00 am. They would like a representative from the town to attend. Please let Monika know if you would like to attend on behalf of the town by Tuesday, May 19<sup>th</sup>.

**EXEMPTION APL. FOR PUBLIC SCHOOLS FACILITIES PLANNING ELEMENT:** Reference to the Town's completing the Evaluation and Review for its Comprehensive Plan (EAR). Hard copies are available at Town Hall.

### DAYS TO REMEMBER:

Monday, May 25<sup>th</sup> – Memorial Day – Town Hall Closed



**MITTAUER  
& ASSOCIATES, INC.  
CONSULTING ENGINEERS**

580-1 WELLS ROAD  
ORANGE PARK, FL 32073  
PHONE: (904) 278-0030  
FAX: (904) 278-0640  
WWW.MITTAUER.COM

April 30, 2009

Ms. Nell Dykes, Town Manager  
Town of Cinco Bayou  
10 Yacht Club Drive  
Cinco Bayou, FL 32548

RE: Monthly Update  
CDBG Commercial Revitalization Project  
CDBG Grant No. 07DB-3R-01-56-02-C02  
Town of Cinco Bayou, Florida  
Mittauer & Associates, Inc. Project No. 0108-01-1

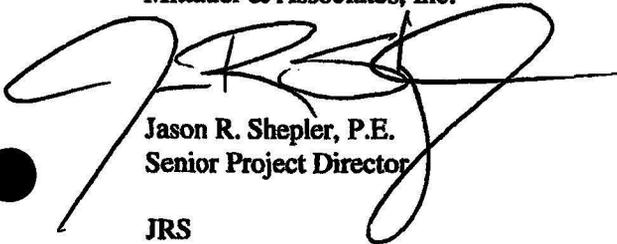
Dear Nell:

We are providing this monthly update to detail items which have occurred since our last progress update. As noted previously, FDOT approvals for all the utilities have been completed and the only FDOT item that is lacking is related to the General Use Permit for the paver and driveway installations. The General Use Permit application also included the FDOT Maintenance Agreement which was recently approved by the Town. These items were delivered to FDOT for approval, and we received some review comments in response to the submittal toward the end of this month. We are currently coordinating with the Town to respond to FDOT's latest items. Generally they are related to: permit application form revisions (i.e. FDOT has updated their forms and needs new signatures), maintenance agreement provisions, and three (3) driveway areas that they would like "flares" and/or width to be addressed. We anticipate responding to these items ahead of the May 13<sup>th</sup> public meeting.

The Town is currently working on the easement acquisition which will kick-off at the May 13<sup>th</sup> public meeting. Once the easement acquisition is completed the project can proceed to the bidding phase.

If you should happen to have any question with the current status or outstanding issues, please do not hesitate to contact me via telephone at 904.644.0644 or e-mail at [jshepler@mittauer.com](mailto:jshepler@mittauer.com).

Sincerely,  
Mittauer & Associates, Inc.

  
Jason R. Shepler, P.E.  
Senior Project Director

JRS

cc: Tim Martin (Connelly & Wicker)

Kathy Baker (Jordan & Associates)