

TOWN OF CINCO BAYOU
2006 – 2007 BUDGET REVIEW WORKSHOP MINUTES
May 24, 2007 – 6:05 PM

Mayor Iovieno called the Regular Council meeting to order at 6:05 P.M. on Thursday, May 24, 2007. Roll call was taken:

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

Also present at the meeting were: Town Manager/Clerk Nell Webb and Asst. Town Manager/Clerk Monika Gillette.

Mayor Iovieno explained the purpose of the meeting was to review the current year's budget and make changes necessary. Ms. Webb stated that there were no changes to be made on the revenue side of the budget and if expenses go over normal revenues the Town would use reserves of \$45,000. Councilman Chubb suggested that future budgets account for the Town's future capital requirements. Mayor Iovieno asked if each councilmember had reviewed the budget and recommended changes and asked if there were any specific questions. No changes to the recommendations were made. Ms. Webb stated that the Florida League of Cities Annual Conference to be held in Orlando was expected to cost \$1169 and if the Council wanted to send a representative the budget would need to be changed accordingly. Councilman Farley stated she would be interested in going. Ms. Webb said the meeting request would be on an agenda at an upcoming council meeting. Ms. Webb also had the council members present review sign designs already budgeted.

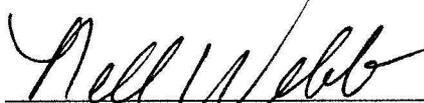
Tentative 2007/2008 budget meetings were set for July 10th and July 17th, 2007.

Adjourn – There being no further business, the meeting adjourned at 6:37 pm.

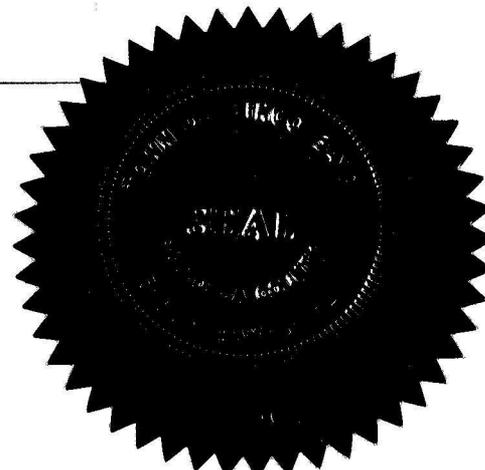
ATTEST:



Michael Iovieno, Mayor



Nell Webb
Town Manager/Clerk



MANAGERS REPORT – MAY 2007

UNFINISHED BUSINESS: Francis Park – Keith has spread the mulch around the plants along the fence line. A load of dirt has been delivered to start the erosion repair.

Sea Way Boat Launch – As soon as the repairs are done in Francis Park, Keith will start on the repairs for Sea Way. The damages caused by Auer Marine have been repaired.

CDBG Grant – Mayor Pro-Tem Koch and I closed the money market and transferred the funds to a non interest bearing account for the distribution of the CDBG funds.

I spoke with Joe Mittauer today. Dave Hodges has placed a call to Gulf Power. Mr. Mittauer did not know at the time we spoke what Dave found out but will let me know as soon as he has a chance to speak with Mr. Hodges. I had a call from Gulf Power today. They are running behind on getting the estimates to us and FWB. They had several projects ahead of ours and had delays on them so it has put all of us behind. They should be starting on ours within then next three or four weeks.

Disaster Preparedness – I received a revised bid from Koosen Equipment, LLC include the additional one year warranty to give a two year warranty as requested by the Council. The award letter has been sent to them with instructions to place the order for the generator.

Town Hall – Keith will work in getting the conference room painted around his other projects with priority being given to Francis Park and the boat launch erosion control.

CRA: There have been no changes at this point. We are still waiting for the legislature to decide what changes will affect the CRA's with the property tax reform.

Communications Services Tax: Please refer to the email I sent for your information on the latest update on this topic.

Backwater Development: The demolition at 6 Yacht Club Drive has begun.

Employee Job Descriptions: See attached.

Council members will review the Town Manager/Clerk's job description and task.

Property Tax Reform: Updates are being emailed to you as I receive them.

NEW BUSINESS: Homestead Exemption: Increase: Seniors – The 2007 Legislature enacted a new law increasing the additional exemption for low income seniors that cities and counties may grant from a maximum of \$25,000 to a maximum of \$50,000. Under current law, counties and municipalities must deliver a copy of the ordinance providing for the additional senior exemption to the property appraiser no later than December 1, prior to the year the ordinance will take effect. For the 2007 tax roll only, a county or municipality that has adopted the exemption for the 2007 year may increase the exemption by delivering a copy of the adopted ordinance to the property appraiser by June 1, 2007. Please see your packets for more information. Please see the letter received from the Okaloosa County Property Appraiser's office in your packets. According to the property appraiser's office there are currently no residents that have qualified for the exemption therefore it is my recommendation that if the council's wishes to adopt an ordinance granting the maximum additional homestead exemption from \$25,000 to a

maximum of \$50,000, hold a first reading of the ordinance at the June Council meeting and the second reading at the July Council meeting. The ordinance would have to be submitted to the property appraiser's office no later than December 1st of this year and the exemption would be effective January 1, 2008.

E.A.R (Evaluation and Appraisal Report): On April 19th I met with Tom Burns, Town of Shalimar, Town of Shalimar Planning Board members and Jack Dorman of Dorman & Associates to discuss the state mandated Evaluation and Appraisal Report of the local government comprehensive plan. The state requires that municipalities and counties file an evaluation and appraisal report on their comprehensive plans every seven years. The Town of Cinco Bayou and Shalimar as well some other small cities were exempted the last evaluation period but no one is exempt this period. The Town of Cinco Bayou's deadline to submit this period's evaluation report is February 1, 2008. This report can be quite extensive and complicated. Mr. Jack Dorman wrote Cinco Bayou and Shalimar's comprehensive plan and has offered his services on a joint cost sharing with Shalimar. Attorney McInnis was serving the council at the time Mr. Dorman wrote the comprehensive plan and will elaborate further on this topic.

NEWSLETTER: The next newsletter will go out in mid June to announce the 57th anniversary of our Town. Please be thinking about what you would like put in the letter and ideas for the celebration. The Town was incorporated on July 5, 1950. Destin is calling their anniversary celebration a Founders Day Celebration coming up soon and Shalimar is having their 60th birthday celebration with a flea market in Cherokee Park. We need to have some ideas for our celebration. Please send your ideas for the celebration and newsletter as soon as possible to Monika.

DATES FOR YOUR CALENDAR:

Friday, May 11th – NWFLOC Summer Dinner Meeting – Sandestin Golf & Bch Resort – 5:00 PM – RSVP
Friday, May 25th through Friday June 1st – I will be out on vacation.
Monday, May – 28th – Holiday – Memorial Day – Town Hall Closed.

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

	Oct '06 - May 07	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
001 REVENUE ACCOUNTS				
300.000 · CASH FORWARD	0.00	45,000.00	-45,000.00	0.0%
TAXES				
311.000 · ADVALOREM TAXES	120,218.67	133,493.00	-13,274.33	90.1%
312.410 · FIRST LOCAL OPTION FUEL TAX	14,849.03	28,207.00	-13,357.97	52.6%
Total TAXES	135,067.70	161,700.00	-26,632.30	83.5%
FRANCHISE FEES				
313.100 · FRANCHISE FEE - GULF POWER	26,259.10	33,500.00	-7,240.90	78.4%
313.400 · FRANCHISE FEE - OKALOOSA GAS	2,676.47	3,500.00	-823.53	76.5%
Total FRANCHISE FEES	28,935.57	37,000.00	-8,064.43	78.2%
UTILITY SERVICES TAXES				
314.100 · UTIL TAX - GULF POWER	16,393.24	22,300.00	-5,906.76	73.5%
314.300 · UTIL TAX - WATER FWB	3,393.20	5,300.00	-1,906.80	64.0%
314.400 · UTIL TAX - NAT GAS OKALOOSA CO	1,768.72	2,500.00	-731.28	70.7%
315.000 · UTIL TAX - LOCAL COM. SERVICES	19,281.82	24,219.00	-4,937.18	79.6%
Total UTILITY SERVICES TAXES	40,836.98	54,319.00	-13,482.02	75.2%
LICENSES AND PERMITS				
321.100 · OCCUPATIONAL LICENSES	4,640.50	6,000.00	-1,359.50	77.3%
322.000 · PERMITS - TOWN	75.00	600.00	-525.00	12.5%
Total LICENSES AND PERMITS	4,715.50	6,600.00	-1,884.50	71.4%
STATE SHARED REVENUES				
GENERAL GOVERNMENT				
335.120 · STATE REVENUE SHARING PROCE...	17,352.48	26,392.00	-9,039.52	65.7%
335.140 · MOBILE HOME LICENSES	39.25			
335.150 · ALCOHOLIC BEVERAGE LICENSES	197.27	500.00	-302.73	39.5%
335.180 · LOCAL GOVT HALF-CENT SALES TAX	16,235.49	32,870.00	-16,634.51	49.4%
Total GENERAL GOVERNMENT	33,824.49	59,762.00	-25,937.51	56.6%
Total STATE SHARED REVENUES	33,824.49	59,762.00	-25,937.51	56.6%
SHARED REV OTHER LOCAL UNITS				
338.100 · OCCUPATIONAL LIC OKALOOSA CO	311.48	750.00	-438.52	41.5%
Total SHARED REV OTHER LOCAL UNITS	311.48	750.00	-438.52	41.5%
PHYSICAL ENVIRONMENT				
343.400 · GARBAGE/SOLID WASTE	15,223.78	35,500.00	-20,276.22	42.9%
Total PHYSICAL ENVIRONMENT	15,223.78	35,500.00	-20,276.22	42.9%
CULTURE/RECREATION				
347.500 · BOAT LAUNCH FEES	8,741.50	15,000.00	-6,258.50	58.3%
Total CULTURE/RECREATION	8,741.50	15,000.00	-6,258.50	58.3%
FINES AND FORFEITS				
351.100 · COURT FINES - COUNTY	489.07	800.00	-310.93	61.1%
Total FINES AND FORFEITS	489.07	800.00	-310.93	61.1%
INTEREST AND OTHER EARNINGS				
361.140 · VANGUARD BANK CHECKING	395.67	250.00	145.67	158.3%
361.180 · VANGUARD BANK CD	0.00	0.00	0.00	0.0%
361.181 · VANGUARD BANK MONEY MARKET	79.29			
361.182 · INTEREST EARNINGS - TAX COLL	20.90	125.00	-104.10	16.7%
361.183 · BEACH COMMUNITY BANK CD #3188	1,371.87	1,500.00	-128.13	91.5%
361.184 · BEACH COMMUNITY BANK SAVINGS	0.00	1,500.00	-1,500.00	0.0%
361.185 · BEACH COMMUNITY BANK CD #8649	1,364.15	1,500.00	-135.85	90.9%
361.186 · BEACH COMMUNITY BANK CD #8650	1,364.15			
Total INTEREST AND OTHER EARNINGS	4,596.03	4,875.00	-278.97	94.3%
RENTS AND ROYALTIES				
362.000 · SEAWAY STREET	0.00	500.00	-500.00	0.0%
362.100 · FACILITY RENTAL-TOWN HALL	950.00	500.00	450.00	190.0%
362.200 · CELL TOWER LEASE	16,361.55	22,200.00	-5,838.45	73.7%
362.300 · SEAWAY RIGHT OF WAY WHATABUR...	0.00	100.00	-100.00	0.0%
Total RENTS AND ROYALTIES	17,311.55	23,300.00	-5,988.45	74.3%
OTHER MISCELLANEOUS REVENUES				
369.000 · OTHER MISC REV	561.30	100.00	461.30	561.3%
369.100 · OTHER MISC REV - SR 85 MAINT	1,189.61	1,189.00	0.61	100.1%
369.200 · OTHER MISC REV - TRAFFIC SIGNAL	1,165.00	1,098.00	67.00	106.1%
369.201 · ST HIGHWAY SYSTEM LIGHTING	0.00	1,087.00	-1,087.00	0.0%
Total OTHER MISCELLANEOUS REVENUES	2,915.91	3,474.00	-558.09	83.9%
Total 001 REVENUE ACCOUNTS	292,969.56	448,080.00	-155,110.44	65.4%
Total Income	292,969.56	448,080.00	-155,110.44	65.4%

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

	Oct '06 - May 07	Budget	\$ Over Budget	% of Budget
Expense				
001-EXPENDITURE/EXPENSE ACCTS.				
PAYROLL EXPENSE				
513.120 · SALARIES & WAGES	60,054.60	92,856.00	-32,801.40	64.7%
513.210 · EMPLOYEE FICA/MEDICARE	4,677.01	7,104.00	-2,426.99	65.8%
513.230 · EMPLOYEE LIFE & HEALTH INS	15,709.94	22,335.00	-6,625.06	70.3%
513.240 · EMPLOYEE WORKMANS COMP	1,933.50	3,000.00	-1,066.50	64.5%
513.250 · EMPLOYEE UNEMPLOYMENT COMP	5.84			
PAYROLL EXPENSE - Other <i>overtime Keith</i>	1,082.89			
Total PAYROLL EXPENSE	83,463.78	125,295.00	-41,831.22	66.6%
OPERATING EXPENDITURE/EXPENSE				
513.320 · ACCOUNTING AND AUDITING	9,500.00	12,000.00	-2,500.00	79.2%
515.470 · PRINTING/BINDING	1,942.21	200.00	1,742.21	971.1%
PROFESSIONAL SERVICES LEGAL				
514.310 · PROFESSIONAL SERVICES-LEGAL	5,474.00	5,600.00	-126.00	97.8%
Total PROFESSIONAL SERVICES LEGAL	5,474.00	5,600.00	-126.00	97.8%
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	5,110.34	7,000.00	-1,889.66	73.0%
COMMUNICATIONS				
519.410 · COMMUNICATIONS-PHONE	1,522.25	1,600.00	-77.75	95.1%
519.411 · COMMUNICATIONS-POSTAGE	318.05	500.00	-181.95	63.6%
519.412 · COMMUNICATIONS-INTERNET	1,072.00	1,400.00	-328.00	76.6%
Total COMMUNICATIONS	2,912.30	3,500.00	-587.70	83.2%
519.430 · UTILITIES-TOWN HALL	3,126.75	5,000.00	-1,873.25	62.5%
519.440 · RENTALS AND LEASES	1,069.67	3,000.00	-1,930.33	35.7%
519.450 · INS PROP/LIB/AUTO	12,700.80	11,500.00	1,200.80	110.4%
519.460 · REPAIR & MAINTENANCE -TOWN HALL	2,286.96	4,900.00	-2,613.04	46.7%
519.461 · REPAIR & MAINTENANCE - OTHER	48.65	500.00	-451.35	9.7%
LEGAL ADVERTISING				
519.480 · LEGAL ADVERTISING OTHER	667.00	3,000.00	-2,333.00	22.2%
Total LEGAL ADVERTISING	667.00	3,000.00	-2,333.00	22.2%
519.490 · OTHER CURRENT CHG & OBLIGATIONS	5,389.62	2,300.00	3,089.62	234.3%
519.491 · ELECTION EXPENSE	637.20	1,200.00	-562.80	53.1%
519.510 · OFFICE SUPPLIES	1,573.38	1,800.00	-226.62	87.4%
519.520 · OPERATING SUPPLIES	440.36	1,500.00	-1,059.64	29.4%
519.540 · BOOKS,PUB,SUB & MEMBERSHIPS	1,450.63	2,700.00	-1,249.37	53.7%
519.620 · CAPITOL IMPROVEMENTS - TOWN HAL	5,280.00	8,000.00	-2,720.00	66.0%
519.630 · IMPROVEMENTS OTHER THAN BLDGS.	0.00	3,500.00	-3,500.00	0.0%
519.640 · MACHINERY & EQUIPMENT	2,412.33	1,500.00	912.33	160.8%
519.820 · AID TO PRIVATE ORGANIZATIONS	500.00	500.00	0.00	100.0%
Total OPERATING EXPENDITURE/EXPENSE	62,522.20	84,200.00	-21,677.80	74.3%
PUBLIC SAFETY				
521.340 · LAW ENFORCEMENT	50,146.47	66,862.00	-16,715.53	75.0%
Total PUBLIC SAFETY	50,146.47	66,862.00	-16,715.53	75.0%
PHYSICAL ENVIRONMENT				
530.520 · EQUIPMENT & TOOLS	349.87			
534.430 · GARBAGE/SOLID WASTE-WASTE MG...	13,860.00	35,500.00	-21,640.00	39.0%
537.630 · DRAINAGE DITCH YACHT CLUB DR	0.00	500.00	-500.00	0.0%
Total PHYSICAL ENVIRONMENT	14,209.87	36,000.00	-21,790.13	39.5%
TRANSPORTATION				
541.430 · UTILITY SERVICES - STREETS	6,536.20	9,000.00	-2,463.80	72.6%
541.460 · REPAIR & MAINTENANCE SERVICES	1,237.70	3,000.00	-1,762.30	41.3%
541.520 · OPERATING SUPPLIES FUEL & OIL	518.07	1,000.00	-481.93	51.8%
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	8,299.53	37,922.00	-29,622.47	21.9%
HUMAN SERVICES				
562.340 · HUMAN SERVICES - PAWS	1,176.75	1,500.00	-323.25	78.5%
Total HUMAN SERVICES	1,176.75	1,500.00	-323.25	78.5%
CULTURE/RECREATION				
571.540 · LIBRARY MEMBERSHIP	180.00	400.00	-220.00	45.0%
Total CULTURE/RECREATION	180.00	400.00	-220.00	45.0%
PARKS AND RECREATION				
572.340 · OTHER CONTRACTUAL SERVICES	20,563.28	24,120.00	-3,556.72	85.3%
572.430 · UTILITIES - PARKS	207.20	800.00	-592.80	25.9%
572.460 · REPAIR AND MAINTENANCE PARKS	2,084.42	1,800.00	284.42	115.8%
572.520 · OPERATING SUPPLIES - PARKS	11.65	500.00	-488.35	2.3%
572.630 · CAPITAL IMPROVEMENTS PARKS	6,162.07	13,200.00	-7,037.93	46.7%
Total PARKS AND RECREATION	29,028.62	40,420.00	-11,391.38	71.8%

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

	Oct '06 - May 07	Budget	\$ Over Budget	% of Budget
SPECIAL EVENTS				
574.490 · SPECIAL EVENTS/PICNIC DINNERS	870.51	2,000.00	-1,129.49	43.5%
Total SPECIAL EVENTS	870.51	2,000.00	-1,129.49	43.5%
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	247.99	2,500.00	-2,252.01	9.9%
Total SPECIAL RECREATION FACILITIES	247.99	3,400.00	-3,152.01	7.3%
OTHER CULTURE/RECREATION				
579.630 · TREE/BEAUTIFICATION	537.50	500.00	37.50	107.5%
Total OTHER CULTURE/RECREATION	537.50	500.00	37.50	107.5%
OTHER USES				
580.990 · CONTINGENCY FUND	0.00	11,486.00	-11,486.00	0.0%
581.910 · CRA TAX INCREMENTS TWN PORTION	38,094.33	38,095.00	-0.67	100.0%
Total OTHER USES	38,094.33	49,581.00	-11,486.67	76.8%
Total 001-EXPENDITURE/EXPENSE ACCTS.	288,777.55	448,080.00	-159,302.45	64.4%
Total Expense	288,777.55	448,080.00	-159,302.45	64.4%
Net Ordinary Income	4,192.01	0.00	4,192.01	100.0%
Other Income/Expense				
Other Expense				
Clearing Account	0.00			
Total Other Expense	0.00			
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	4,192.01	0.00	4,192.01	100.0%

2:07 PM

06/11/07

Accrual Basis

**Town of Cinco Bayou
Trial Balance
As of May 31, 2007**

	May 31, 07	
	Debit	Credit
001- CASH ACCOUNTS:101.220 · VANGUARD BANK CHECKING	96,906.77	
001- CASH ACCOUNTS:101.224 · BEACH COMMUNITY BANK SAVINGS	23,658.87	
001- CASH ACCOUNTS:101.223 · BEACH COMMUNITY BANK CD #3188	55,369.53	
001- CASH ACCOUNTS:101.225 · BEACH COMMUNITY BANK CD #8649	52,024.12	
001- CASH ACCOUNTS:101.226 · BEACH COMMUNITY BANK CD #8650	52,024.12	
001- CASH ACCOUNTS:101.227 · VANGUARD BANK CDBG	6,477.69	
TOTAL	286,461.10	0.00

CRA

160,458.84

REGULAR TOWN MEETING SIGN IN SHEET

Name:	Susan Cox (Representative for Bienville Square)		
Address:	Manager for 115 Hughes St.		
Phone:	259-6948	Email:	ccc@cox.net

Name:	ED STANFORD		
Address:	1089 Sleepy Daks Rd NW		
Phone:	850-664-6686	Email:	elssr@cox.net

Name:	DUTCH PAUNE		
Address:	134 OPP		
Phone:		Email:	

Name:			
Address:			
Phone:		Email:	

Name:			
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