

TOWN OF CINCO BAYOU
BUDGET WORKSHOP MEETING MINUTES
June 23, 2009

Mayor Iovieno called the budget workshop meeting to order at 5:00 pm. Those in attendance were Mayor Iovieno, Councilman Koch, Councilman Farley, Councilman Bratton, Councilman Chubb, Councilman Artabasy, Town Manager/Clerk Nell Dykes and Assistant Town Manager/Clerk Monika Gillette.

Attendees then reviewed the 2008/09 fiscal year budget revisions as submitted by the town manager.

Revenues: Each account changed was highlighted by Ms. Dykes including:

- 322.000 Permits – decreased by \$200
- 335.150 Alcoholic Beverage License – decreased by \$150
- 347.500 Boat Launch – decreased by \$3,000
- 351.100 Court Fines – County – decreased by \$400
- Interest Earnings for all accounts -- \$6,100

Total Revenue decrease of \$9,850

Expenses: Each account changed was highlighted by Ms. Dykes including:

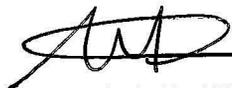
- 513.230 Employee Life & Health Ins – increase of \$219
- 513.230 Accounting & Auditing – increase of \$1,922
- 514.310 Professional Services Legal – increase of \$2000
- 519.310 Professional Services Engineer – increase of \$5,000
- 519.400 Travel and Per Diem – increase of \$2,600
- 519.460 Repair & Maintenance, Town Hall – increase of \$200
- 519.470 Printing/Binding – decrease of \$1,000
- 519.490 Other Current Charges & Obligations – decrease of \$500
- 541.430 Utility Services Streets – decrease of \$1,000
- 572.460 Repair & Maintenance Parks – decrease of \$1,000
- 572.630 Capital Improvements Parks – decrease of \$500
- 580.990 Contingency Fund – decrease of \$12,591

Total Expenditure decrease \$9,850

It was the consensus of the council to accept the expenditure changes and forward to the council meeting for approval on July 9, 2009. A reminder was given for the 09/10 budget workshop on July 14, 2009 at 5 pm.

Adjourn – There being no further business, the meeting adjourned at 5:46 pm.

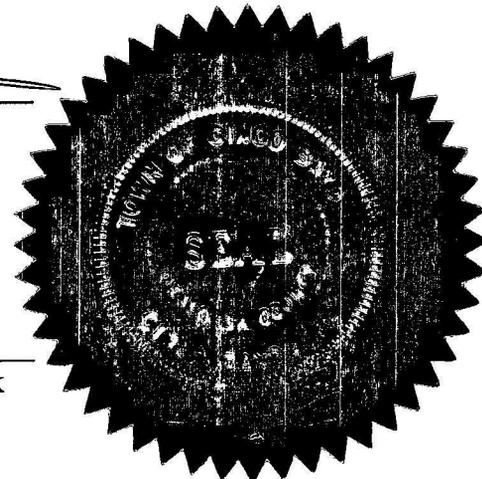
ATTEST:



Mike Iovieno, Mayor



Nell Dykes, CMC, Town Manager/Clerk



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

	Oct '08 - May 09	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	119,287.79	127,386.00	-8,078.21	93.7%
312.410 - FIRST LOCAL OPTION FUEL TAX	12,863.59	24,967.00	-12,103.41	51.5%
Total TAXES	132,151.38	152,333.00	-20,181.62	86.8%
FRANCHISE FEES				
313.100 - FRANCHISE FEE - GULF POWER	23,796.29	50,000.00	-26,203.71	47.6%
313.400 - FRANCHISE FEE - OKALOOSA GAS	2,748.73	4,500.00	-1,751.27	61.1%
Total FRANCHISE FEES	26,545.02	54,500.00	-27,954.98	48.7%
UTILITY SERVICES TAXES				
314.100 - UTIL TAX - GULF POWER	15,959.62	31,000.00	-15,040.38	51.5%
314.300 - UTIL TAX - WATER F/WB	2,590.29	6,000.00	-3,409.71	43.2%
314.400 - UTIL TAX - NAT GAS OKALOOSA CO	1,918.74	3,500.00	-1,581.26	54.8%
315.000 - UTIL TAX - LOCAL COM. SERVICES	14,344.33	29,813.00	-15,468.67	48.1%
315.100 - LOC CST REFUND	25,990.83			
Total UTILITY SERVICES TAXES	60,803.81	70,313.00	-9,509.19	86.5%
LICENSES AND PERMITS				
321.100 - OCCUPATIONAL LICENSES	5,492.50	6,200.00	-707.50	88.6%
322.000 - PERMITS - TOWN	165.00	400.00	-235.00	41.3%
Total LICENSES AND PERMITS	5,657.50	6,600.00	-942.50	85.7%
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	6,000.00	65,000.00	-59,000.00	9.2%
334.904 - CDBG FUNDS SIDEWALKS/PED MALLS	0.00	171,000.00	-171,000.00	0.0%
Total STATE GRANTS CDBG	35,805.00	650,000.00	-614,195.00	5.5%
STATE SHARED REVENUES				
GENERAL GOVERNMENT				
335.120 - STATE REVENUE SHARING PROCEEDS	21,843.57	24,600.00	-2,756.43	88.0%
335.160 - ALCOHOLIC BEVERAGE LICENSES	98.63	300.00	-201.37	32.9%
335.180 - LOCAL GOVT HALF-CENT SALES TAX	8,668.09	27,365.00	-18,696.91	32.4%
Total GENERAL GOVERNMENT	30,610.29	52,265.00	-21,654.71	58.6%
Total STATE SHARED REVENUES	30,610.29	52,265.00	-21,654.71	58.6%
SHARED REV OTHER LOCAL UNITS				
338.100 - OCCUPATIONAL LIC OKALOOSA CO	468.49	500.00	-33.51	93.3%
Total SHARED REV OTHER LOCAL UNITS	468.49	500.00	-33.51	93.3%
PHYSICAL ENVIRONMENT				
343.400 - GARBAGE/SOLID WASTE	14,595.51	30,500.00	-15,904.49	47.9%
Total PHYSICAL ENVIRONMENT	14,595.51	30,500.00	-15,904.49	47.9%
CULTURE/RECREATION				
347.500 - BOAT LAUNCH FEES	6,792.50	15,000.00	-8,207.50	45.3%
Total CULTURE/RECREATION	6,792.50	15,000.00	-8,207.50	45.3%
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				
381.140 - VANGUARD BANK CHECKING	79.11	500.00	-420.89	15.8%
381.182 - INTEREST EARNINGS - TAX COLL	141.55	1,000.00	-858.45	14.2%
381.183 - BEACH COMMUNITY BANK CD #3188	0.00	3,000.00	-3,000.00	0.0%
381.184 - BEACH COMMUNITY BANK SAVINGS	126.21	500.00	-373.79	25.2%
381.185 - BEACH COMMUNITY BANK CD #8649	1,363.74	3,000.00	-1,636.26	45.5%
381.186 - BEACH COMMUNITY BANK CD #8650	1,363.74	3,000.00	-1,636.26	45.5%
Total INTEREST AND OTHER EARNINGS	3,074.35	11,000.00	-7,925.65	27.9%
RENTS AND ROYALTIES				
382.000 - SEAWAY STREET	0.00	500.00	-500.00	0.0%
382.100 - FACILITY RENTAL-TOWN HALL	3,300.00	1,500.00	1,800.00	220.0%
382.200 - CELL TOWER LEASE	17,357.91	23,000.00	-5,642.09	75.5%
382.300 - SEAWAY RIGHT OF WAY WHATABURGER	100.00	100.00	0.00	100.0%
Total RENTS AND ROYALTIES	20,757.91	25,100.00	-4,342.09	82.7%
OTHER MISCELLANEOUS REVENUES				
389.000 - OTHER MISC REV	2,422.21	100.00	2,322.21	2,422.2%
389.100 - OTHER MISC REV - SR 85 MAINT	0.00	1,189.00	-1,189.00	0.0%
389.200 - OTHER MISC REV - TRAFFIC SIGNAL	1,238.00	1,200.00	38.00	103.0%
389.201 - ST HIGHWAY SYSTEM LIGHTING	0.00	1,087.00	-1,087.00	0.0%
Total OTHER MISCELLANEOUS REVENUES	3,658.21	3,576.00	82.21	102.3%
Total 001 REVENUE ACCOUNTS	340,991.52	1,117,287.00	-776,295.48	30.5%
Total Income	340,991.52	1,117,287.00	-776,295.48	30.5%

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

	Oct '08 - May 09	Budget	\$ Over Budget	% of Budget
Expense				
66900 · Reconciliation Discrepancies	2.14			
001-EXPENDITURE/EXPENSE ACCTS.				
PAYROLL EXPENSE				
513.120 · SALARIES & WAGES	66,718.46	100,323.00	-33,604.54	66.5%
513.210 · EMPLOYEE FICA/MEDICARE	5,103.96	7,675.00	-2,571.04	66.5%
513.230 · EMPLOYEE LIFE & HEALTH INS	8,692.44	12,300.00	-3,607.56	70.7%
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			
Total PAYROLL EXPENSE	79,979.09	123,798.00	-43,818.91	64.6%
EMPLOYEE RETIREMENT PLAN				
518.360 · RETIREMENT BENEFITS - EMPLOYEE	2,616.78	3,913.00	-1,296.22	66.9%
Total EMPLOYEE RETIREMENT PLAN	2,616.78	3,913.00	-1,296.22	66.9%
OPERATING EXPENDITURE/EXPENSE				
513.320 · ACCOUNTING AND AUDITING	12,922.00	11,000.00	1,922.00	117.5%
PROFESSIONAL SERVICES LEGAL				
514.310 · PROFESSIONAL SERVICES-LEGAL	6,284.00	8,000.00	-1,716.00	78.6%
Total PROFESSIONAL SERVICES LEGAL	6,284.00	8,000.00	-1,716.00	78.6%
COMPREHENSIVE PLAN				
518.310 · COMPREHENSIVE PLANNING	14,070.80	20,000.00	-5,929.20	70.4%
Total COMPREHENSIVE PLAN	14,070.80	20,000.00	-5,929.20	70.4%
PROFESSIONAL SERVICES ENGINEER				
518.310 · PROFESSIONAL SERVICES-ENGINEER	6,621.00	2,500.00	4,121.00	264.8%
Total PROFESSIONAL SERVICES ENGINEER	6,621.00	2,500.00	4,121.00	264.8%
519.400 · TRAVEL AND PER DIEM	4,309.28	10,500.00	-6,190.74	41.0%
COMMUNICATIONS				
519.410 · COMMUNICATIONS-PHONE	1,452.56	3,400.00	-1,947.44	42.7%
519.411 · COMMUNICATIONS-POSTAGE	173.12	300.00	-126.88	57.7%
519.412 · COMMUNICATIONS-INTERNET	968.00	1,700.00	-732.00	56.9%
Total COMMUNICATIONS	2,593.68	5,400.00	-2,806.32	48.0%
519.430 · UTILITIES-TOWN HALL	3,251.56	7,000.00	-3,748.44	46.5%
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	1,549.92	3,000.00	-1,450.08	51.7%
519.461 · 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%
LEGAL ADVERTISING				
519.480 · LEGAL ADVERTISING	1,947.63	2,200.00	-252.37	88.5%
Total LEGAL ADVERTISING	1,947.63	2,200.00	-252.37	88.5%
519.490 · OTHER CURRENT CHG & OBLIGATIONS	137.55	2,500.00	-2,362.45	5.5%
519.491 · ELECTION EXPENSE	265.50	700.00	-434.50	37.9%
519.510 · OFFICE SUPPLIES	1,522.04	2,000.00	-477.96	76.1%
519.520 · OPERATING SUPPLIES	471.93	800.00	-328.07	59.0%
519.540 · BOOKS,PUB,SUB & MEMBERSHIPS	1,707.06	2,600.00	-892.94	65.7%
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%
519.820 · AID TO PRIVATE ORGANIZATIONS	250.00	500.00	-250.00	50.0%
Total OPERATING EXPENDITURE/EXPENSE	65,889.83	104,200.00	-38,330.07	63.2%
PUBLIC SAFETY				
521.340 · LAW ENFORCEMENT	46,246.00	69,369.00	-23,123.00	66.7%
Total PUBLIC SAFETY	46,246.00	69,369.00	-23,123.00	66.7%
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				
530.620 · EQUIPMENT & TOOLS	199.95	500.00	-300.05	40.0%
534.430 · GARBAGE/SOLID WASTE-WASTE MGMT	13,860.00	28,000.00	-14,140.00	49.5%
537.480 · DRAIN,DCH,YACHT CL REP & MAINT	0.00	500.00	-500.00	0.0%
538.630 · STORMWATER MANAGEMENT	1,160.00	10,000.00	-8,840.00	11.6%
Total PHYSICAL ENVIRONMENT	15,219.95	39,000.00	-23,780.05	39.0%
TRANSPORTATION				
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%
541.620 · OPERATING SUPPLIES FUEL & OIL	454.08	1,500.00	-1,045.92	30.3%
541.630 · OPERATING SUPPLIES - STREETS	0.00	250.00	-250.00	0.0%
541.630 · IMPROVEMENTS - STREETS	0.00	500.00	-500.00	0.0%
Total TRANSPORTATION	6,900.49	16,450.00	-9,549.51	41.9%

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

	Oct '08 - May 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	47,840.00	-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%
Total STATE GRANTS - CDBG	35,805.00	649,640.00	-613,835.00	5.5%
ANIMAL CONTROL SERVICES				
552.340 - ANIMAL CONTROL SERVICES - PAWS	1,371.00	1,743.00	-372.00	78.7%
Total ANIMAL CONTROL SERVICES	1,371.00	1,743.00	-372.00	78.7%
PARKS AND RECREATION				
572.340 - OTHER CONTRACTUAL SERVICES	13,346.62	24,720.00	-11,373.38	54.0%
572.430 - UTILITIES - PARKS	232.62	500.00	-267.18	46.6%
572.480 - REPAIR AND MAINTENANCE PARKS	1,679.47	5,000.00	-3,320.53	33.6%
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%
Total PARKS AND RECREATION	15,258.91	32,020.00	-16,761.09	47.7%
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				
572.621 - 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%
Total SPECIAL RECREATION FACILITIES	437.03	3,400.00	-2,962.97	12.9%
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.	303,290.08	1,117,287.00	-813,996.92	27.1%
Total Expense	303,292.22	1,117,287.00	-813,994.78	27.1%
Net Ordinary Income	37,699.30	0.00	37,699.30	100.0%
Net Income	37,699.30	0.00	37,699.30	100.0%

MANAGER'S REPORT – JUN 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 went well. Attorney McInnis and I have been working on putting the easement request together. The DOT maintenance agreement is complete.

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

NEW BUSINESS:

AUDITOR REVIEW: Attorney McInnis and I met with Angela Balent from O'Sullivan Creel to discuss concerns of Councilman Bratton in reference to the Town's audit in light of the current problems with other agencies within the Okaloosa County area. Ms Balent will be on the agenda at the Jun regular council meeting to address any concerns the council may have.

VALPARAISO LAWSUIT WITH THE AIR FORCE: Councilman Chubb will be discussing the Resolution from the OCLOC in reference to Valparaiso and its lawsuit with the Air Force.

BUDGET STATUS 2008 – 2009: A copy 2008/2009 budget status will be given you at the council meeting Thursday evening. We will need to set a date for a workshop. Some suggested dates Tue, Jun 16th, Thur, Jun 18th, Tue, Jun 23rd or Thur, Jun 25th. Please check your calendars for the date that is best for you. I would like to plan on having our workshops for the 2009/2010 budget the second and third weeks of Jul. Possibly Tue, Jul 7th for the first one and Tue Jul 14th or Thur Jul 16th for the second one. I don't think we will need more than two workshops. If you will all check your calendars for the best dates for you it will be a great help.

DAYS TO REMEMBER:

Friday, Jul 3rd for Jul 4th holiday – Town Hall Closed