

AGENDA  
REGULAR COUNCIL MEETING  
JULY 09, 2009 ♦ 6:00 PM

SILENT PRAYER / PLEDGE OF ALLEGIANCE TO THE FLAG

**ROLL CALL:**

MAYOR IOVIENO

MAYOR PRO-TEM FARLEY

COUNCILMAN BRATTON

COUNCILMAN KOCH

COUNCILMAN CHUBB

COUNCILMAN ARTABASY

**REGULAR BUSINESS:**

1. Council Approval of Agenda
2. Council Approval of Consent Agenda: Minutes: Regular Council Meeting Minutes of June 11, 2009, Budget Workshop Minutes of June 23, 2009 and Budget Status as of June 30, 2009.

**Action Items:**

**No Action Items**

1. Motion to adopt Resolution **2009-02** adopting the revised Budget for fiscal year 2008/2009 with the recommended changes from the Town Manager/Clerk and the consensus of the Council at the Budget Workshop on June 24, 2009. The total for the revised 2008/2009 Budget will be **\$1,107,437.00**. The total for the 2008/2009 adopted on Resolution 2008-09 on September 11, 2008 was **\$1,117,287.00**. This is a decrease of **\$9,850.00**.
2. Motion to adopt Resolution **2009-03** authorizing the Town Manager/Clerk to execute and deliver the State Highway System Lighting Maintenance and Compensation Agreement to FDOT.

**2. Discussion Items:**

1. Yacht Club Drive Stimulus Funds – Michael Beedie, Engineer – City of FWB
2. CRA / CDBG - see manager's report.
3. Budget Workshops for the 2009 - 2010 Fiscal Year – set date for 2<sup>nd</sup> workshop (*Tuesday, Jul 21<sup>st</sup>*)

**Reports:**

1. Town Manager' Report
2. Engineer's Report - Drainage culvert – Glenwood Park
3. Attorney's Report
4. Community Officer's Report

**Public Request / Comments:**

**Council Members Comments / Request:**

**Mayor's Comments / Announcements –**

**Days to Remember: Tuesday, July 14<sup>th</sup> – 2009/2010 Budget workwhop**

**Tuesday, July 21<sup>st</sup> – Tentative date for 2<sup>nd</sup> 2009/2010 Budget workshop**

Adjourn

**AGENDA**  
**BUDGET WORKSHOP**  
**June 23, 2009 ♦ 5:00 PM**

**ROLL CALL:**

**MAYOR IOVIENO**

**MAYOR PRO-TEM FARLEY**

**COUNCILMAN BRATTON**

**COUNCILMAN CHUBB**

**COUNCILMAN KOCH**

**COUNCILMAN ARTABASY**

**DISCUSSION ITEMS:**

1. Review 2008/2009 Fiscal Year Budget Status Through May 31<sup>st</sup> and Recommended Line Item Changes Presented by the Town Manager.
2. Discuss Stipend for Medicare Insurance for Town Manager as Noted in Memorandum
3. Make Decision on Recommendations to be Considered by Town Council at the Jul 9<sup>th</sup> Council Meeting.

Adjourn

June 16, 2009

Council Members:

Ref: 2008 / 2009 Budget Workshop – Tuesday, June 23, 2009 at 5:00 PM

Please find enclosed:

1. Memorandum from the town manager.
2. Copy of town manager employment agreement.
3. Copy of Medicare insurance quarterly premiums for Apr, May, Jun, and Jul, Aug, Sep
4. 2008/2009 fiscal year budget status through May 31, 2009 which includes recommended line item adjustments and the projected revised budget.

Please note that the Franchise Fees with the line numbers (313.100 and 313.400) have been reclassified to line numbers (323.100 and 323.400) due to new UAS reclassification changes. I did not put these new numbers in numerical order with the other line items because it would mess up my formula calculation totals. These new numbers were given to me from the auditor after I had made the line entries. The numbers will be in order on the new 2009/2010 budget.

Please call if you have questions or comments.

Respectfully submitted,



Nell Dykes, CMC  
Town Manager/Clerk

**NOTE:**

*Please note that line items highlighted in pink outlined in yellow are negative figures, and line items highlighted in yellow are positive figures. The copy machine only copies in black & white.*

## Town of Cinco Bayou Profit & Loss Budget vs. Actual

October 2008 through June 2009

Ordinary Income/Expense	Oct '08 - Jun 09	Budget	\$ Over Budget	% of Budget
<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	128,234.36	127,366.00	868.36	100.7%
312.410 · FIRST LOCAL OPTION FUEL TAX	14,830.65	24,967.00	-10,136.35	59.4%
<b>Total TAXES</b>	143,065.01	152,333.00	-9,267.99	93.9%
<b>UTILITY SERVICES TAXES</b>				
314.100 · UTIL TAX - GULF POWER	20,279.07	31,000.00	-10,720.93	65.4%
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	2,096.41	3,500.00	-1,403.59	59.9%
315.000 · UTIL TAX - LOCAL COM. SERVICES	17,197.40	29,813.00	-12,615.60	57.7%
315.100 · LOC CST REFUND	26,592.98			
<b>Total UTILITY SERVICES TAXES</b>	68,756.15	70,313.00	-1,556.85	97.8%
<b>LICENSES AND PERMITS</b>				
321.100 · OCCUPATIONAL LICENSES	5,492.50	6,200.00	-707.50	88.6%
322.000 · PERMITS - TOWN	200.00	200.00	0.00	100.0%
<b>Total LICENSES AND PERMITS</b>	5,692.50	6,400.00	-707.50	88.9%
<b>FRANCHISE FEES</b>				
323.100 · Franchise fees - electricity	43,032.48			
323.400 · Franchise fees - natural gas	3,681.70			
313.100 · FRANCHISE FEE - GULF POWER	-10,808.81	50,000.00	-60,808.81	-21.6%
313.400 · FRANCHISE FEE - OKALOOSA GAS	-932.97	4,500.00	-5,432.97	-20.7%
<b>Total FRANCHISE FEES</b>	34,972.40	54,500.00	-19,527.60	64.2%
<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	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%
<b>Total STATE GRANTS CDBG</b>	35,805.00	650,000.00	-614,195.00	5.5%
<b>STATE SHARED REVENUES</b>				
<b>GENERAL GOVERNMENT</b>				
336.120 · STATE REVENUE SHARING PROCEE...	21,643.57	24,600.00	-2,956.43	88.0%
336.160 · ALCOHOLIC BEVERAGE LICENSES	98.63	150.00	-51.37	65.8%
336.180 · LOCAL GOVT HALF-CENT SALES TAX	11,053.49	27,365.00	-16,311.51	40.4%
<b>Total GENERAL GOVERNMENT</b>	32,795.69	52,115.00	-19,319.31	62.9%
<b>Total STATE SHARED REVENUES</b>	32,795.69	52,115.00	-19,319.31	62.9%
<b>SHARED REV OTHER LOCAL UNITS</b>				
338.100 · OCCUPATIONAL LIC OKALOOSA CO	475.64	500.00	-24.36	95.1%
<b>Total SHARED REV OTHER LOCAL UNITS</b>	475.64	500.00	-24.36	95.1%
<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>	14,595.51	30,500.00	-15,904.49	47.9%
<b>CULTURE/RECREATION</b>				
347.500 · BOAT LAUNCH FEES	9,253.50	12,000.00	-2,746.50	77.1%
<b>Total CULTURE/RECREATION</b>	9,253.50	12,000.00	-2,746.50	77.1%
<b>FINES AND FORFEITS</b>				
351.100 · COURT FINES - COUNTY	123.07	200.00	-76.93	61.5%
<b>Total FINES AND FORFEITS</b>	123.07	200.00	-76.93	61.5%
<b>INTEREST AND OTHER EARNINGS</b>				
361.140 · VANGUARD BANK CHECKING	115.96	100.00	15.96	116.0%
361.182 · INTEREST EARNINGS - TAX COLL.	541.48	200.00	341.48	270.7%
361.183 · BEACH COMMUNITY BANK CD #3188	0.00	0.00	0.00	0.0%
361.184 · BEACH COMMUNITY BANK SAVINGS	126.21	200.00	-73.79	63.1%
361.185 · BEACH COMMUNITY BANK CD #8649	1,363.74	2,200.00	-836.26	62.0%
361.186 · BEACH COMMUNITY BANK CD #8650	1,363.74	2,200.00	-836.26	62.0%
<b>Total INTEREST AND OTHER EARNINGS</b>	3,511.13	4,900.00	-1,388.87	71.7%

## Town of Cinco Bayou Profit & Loss Budget vs. Actual

October 2008 through June 2009

	Oct '08 - Jun 09	Budget	\$ Over Budget	% of Budget
<b>RENTS AND ROYALTIES</b>				
362.000 · SEAWAY STREET	500.00	500.00	0.00	100.0%
362.100 · FACILITY RENTAL-TOWN HALL	3,300.00	1,500.00	1,800.00	220.0%
362.200 · CELL TOWER LEASE	19,299.41	23,000.00	-3,700.59	83.9%
362.300 · SEAWAY RIGHT OF WAY WHATABURG...	100.00	100.00	0.00	100.0%
<b>Total RENTS AND ROYALTIES</b>	<b>23,199.41</b>	<b>25,100.00</b>	<b>-1,900.59</b>	<b>92.4%</b>
<b>OTHER MISCELLANEOUS REVENUES</b>				
369.000 · OTHER MISC REV	2,812.21	100.00	2,712.21	2,812.2%
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	1,236.00	1,200.00	36.00	103.0%
369.201 · ST HIGHWAY SYSTEM LIGHTING	1,042.00	1,087.00	-45.00	95.9%
<b>Total OTHER MISCELLANEOUS REVENUES</b>	<b>5,090.21</b>	<b>3,576.00</b>	<b>1,514.21</b>	<b>142.3%</b>
<b>Total 001 REVENUE ACCOUNTS</b>	<b>377,335.22</b>	<b>1,107,437.00</b>	<b>-730,101.78</b>	<b>34.1%</b>
<b>Total Income</b>	<b>377,335.22</b>	<b>1,107,437.00</b>	<b>-730,101.78</b>	<b>34.1%</b>
<b>Expense</b>				
66900 · Reconciliation Discrepancies	0.00			
<b>001-EXPENDITURE/EXPENSE ACCTS.</b>				
<b>PAYROLL EXPENSE</b>				
513.120 · SALARIES & WAGES	78,587.83	100,323.00	-21,735.17	78.3%
513.210 · EMPLOYEE FICA/MEDICARE	6,011.97	7,675.00	-1,663.03	78.3%
513.230 · EMPLOYEE LIFE & HEALTH INS	11,054.34	12,519.00	-1,464.66	88.3%
513.240 · EMPLOYEE WORKMANS COMP	67.50	3,500.00	-3,432.50	1.9%
513.260 · EMPLOYEE UNEMPLOYMENT COMP	35.23			
PAYROLL EXPENSE - Other	0.00			
<b>Total PAYROLL EXPENSE</b>	<b>95,756.87</b>	<b>124,017.00</b>	<b>-28,260.13</b>	<b>77.2%</b>
<b>EMPLOYEE RETIREMENT PLAN</b>				
518.360 · RETIREMENT BENEFITS - EMPLOYEE	3,078.76	3,913.00	-834.24	78.7%
<b>Total EMPLOYEE RETIREMENT PLAN</b>	<b>3,078.76</b>	<b>3,913.00</b>	<b>-834.24</b>	<b>78.7%</b>
<b>OPERATING EXPENDITURE/EXPENSE</b>				
513.320 · ACCOUNTING AND AUDITING	12,922.00	12,922.00	0.00	100.0%
<b>PROFESSIONAL SERVICES LEGAL</b>				
514.310 · PROFESSIONAL SERVICES-LEGAL	7,220.00	10,000.00	-2,780.00	72.2%
<b>Total PROFESSIONAL SERVICES LEGAL</b>	<b>7,220.00</b>	<b>10,000.00</b>	<b>-2,780.00</b>	<b>72.2%</b>
<b>COMPREHENSIVE PLAN</b>				
515.310 · 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	7,358.00	7,500.00	-142.00	98.1%
<b>Total PROFESSIONAL SERVICES ENGINEER</b>	<b>7,358.00</b>	<b>7,500.00</b>	<b>-142.00</b>	<b>98.1%</b>
519.400 · TRAVEL AND PER DIEM	5,009.26	7,900.00	-2,890.74	63.4%
<b>COMMUNICATIONS</b>				
519.410 · COMMUNICATIONS-PHONE	1,703.60	3,400.00	-1,696.40	50.1%
519.411 · COMMUNICATIONS-POSTAGE	257.12	300.00	-42.88	85.7%
519.412 · COMMUNICATIONS-INTERNET	1,072.00	1,700.00	-628.00	63.1%
<b>Total COMMUNICATIONS</b>	<b>3,032.72</b>	<b>5,400.00</b>	<b>-2,367.28</b>	<b>56.2%</b>
519.430 · UTILITIES-TOWN HALL	4,288.19	7,000.00	-2,731.81	61.0%
519.440 · RENTALS AND LEASES	725.00	2,000.00	-1,275.00	36.3%
519.450 · INS PROP/LIB/AUTO	10,337.50	20,000.00	-9,662.50	51.7%
519.460 · REPAIR & MAINTENANCE -TOWN HALL	1,549.92	3,000.00	-1,450.08	51.7%
519.461 · REPAIR & MAINTENANCE - OTHER	350.00	500.00	-150.00	70.0%
<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	162.55	2,000.00	-1,837.45	8.1%
519.491 · ELECTION EXPENSE	265.50	700.00	-434.50	37.9%
519.510 · OFFICE SUPPLIES	1,531.90	2,000.00	-468.10	76.6%
519.520 · OPERATING SUPPLIES	500.59	800.00	-299.41	62.6%
519.540 · BOOKS,PUB,SUB & MEMBERSHIPS	1,827.06	2,600.00	-772.94	70.3%
519.620 · CAPITOL IMPROVEMENTS - TOWN HAL	498.00	700.00	-202.00	71.1%
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%
<b>Total OPERATING EXPENDITURE/EXPENSE</b>	<b>73,826.62</b>	<b>109,222.00</b>	<b>-35,395.38</b>	<b>67.6%</b>

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

	Oct '08 - Jun 09	Budget	\$ Over Budget	% of Budget
<b>PUBLIC SAFETY</b>				
521.340 · LAW ENFORCEMENT	57,807.50	69,369.00	-11,561.50	83.3%
<b>Total PUBLIC SAFETY</b>	<b>57,807.50</b>	<b>69,369.00</b>	<b>-11,561.50</b>	<b>83.3%</b>
<b>EMERGENCY AND DISASTER RELIEF S</b>				
525.490 · OTHER CHG & OBLIGATIONS	704.68	1,000.00	-295.32	70.5%
<b>Total EMERGENCY AND DISASTER RELIEF S</b>	<b>704.68</b>	<b>1,000.00</b>	<b>-295.32</b>	<b>70.5%</b>
<b>PHYSICAL ENVIRONMENT</b>				
530.520 · 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%
537.490 · DRAIN.DCH.YACHT CL REP & MAINT	0.00	500.00	-500.00	0.0%
538.630 · STORMWATER MANAGEMENT	1,595.00	10,000.00	-8,405.00	16.0%
<b>Total PHYSICAL ENVIRONMENT</b>	<b>15,654.95</b>	<b>39,000.00</b>	<b>-23,345.05</b>	<b>40.1%</b>
<b>TRANSPORTATION</b>				
541.430 · UTILITY SERVICES - STREETS	8,098.04	11,000.00	-2,903.96	73.6%
541.460 · REPAIR & MAINTENANCE SERVICES	1,342.73	2,200.00	-857.27	61.0%
541.520 · OPERATING SUPPLIES FUEL & OIL	546.81	1,500.00	-953.19	36.5%
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%
<b>Total TRANSPORTATION</b>	<b>9,985.58</b>	<b>15,450.00</b>	<b>-5,464.42</b>	<b>64.6%</b>
<b>STATE GRANTS - CDBG</b>				
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	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	15,579.94	24,720.00	-9,140.06	63.0%
572.430 · UTILITIES - PARKS	288.66	500.00	-211.34	57.7%
572.460 · REPAIR AND MAINTENANCE PARKS	1,699.85	4,000.00	-2,300.15	42.5%
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%
<b>Total PARKS AND RECREATION</b>	<b>17,568.45</b>	<b>30,520.00</b>	<b>-12,951.55</b>	<b>57.6%</b>
<b>SPECIAL EVENTS</b>				
574.490 · SPECIAL EVENTS/PICNIC DINNERS	4,417.99	6,000.00	-1,582.01	73.6%
<b>Total SPECIAL EVENTS</b>	<b>4,417.99</b>	<b>6,000.00</b>	<b>-1,582.01</b>	<b>73.6%</b>
<b>SPECIAL RECREATION FACILITIES</b>				
572.521 · 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	24,388.00	-24,388.00	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>53,663.00</b>	<b>-24,388.45</b>	<b>54.6%</b>
<b>Total 001-EXPENDITURE/EXPENSE ACCTS.</b>	<b>345,688.98</b>	<b>1,107,437.00</b>	<b>-761,748.02</b>	<b>31.2%</b>
<b>Total Expense</b>	<b>345,688.98</b>	<b>1,107,437.00</b>	<b>-761,748.02</b>	<b>31.2%</b>
<b>Net Ordinary Income</b>	<b>31,646.24</b>	<b>0.00</b>	<b>31,646.24</b>	<b>100.0%</b>
<b>Net Income</b>	<b>31,646.24</b>	<b>0.00</b>	<b>31,646.24</b>	<b>100.0%</b>

## MANAGER'S REPORT – JUL 2009

### UNFINISHED BUSINESS:

**CRA/CDBG Grant** – Please see the report from Mittauer & Associates in your packets. The hard copies are available at town hall.

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

**BUDGET STATUS 2008 – 2009:** The revised Budget for the 2008/2009 fiscal year was presented to the Council (sitting as the Budget Committee) for review and recommendations will be presented to the Council for approval at the Jul 9<sup>th</sup> regular Council meeting.

### NEW BUSINESS:

**YACHT CLUB DRIVE STIMULUS FUNDS:** Please see the email below received June 26<sup>th</sup> from Michael Beedie with the City of FWB: Mr. Beedie will be at the Jul 9<sup>th</sup> regular council meeting.

Nell,

At last Tuesday night's City Council meeting, our Council authorized the execution of the Local Agency Program agreements with FDOT for the five resurfacing projects the FHWA will fund through the American Recovery & Reinvestment Act of 2009. As you know, Yacht Club Drive between Beal Parkway and Eglin Parkway is included in one of the project groups with Memorial Parkway NW between Hollywood Boulevard and Beal Parkway.

If necessary, I would like to come to your next Council/Commission meeting to answer any questions concerning the project. The next step in the process is awaiting a Notice to Proceed from the FDOT so we can issue a Request for Proposal package for a design / build contract. Based on conversations with FDOT, it appears as if the let dates for these design / build projects will be September or October. I would like to begin coordinating with the Town and your consultant to determine the improvements you would like to see along Yacht Club Drive.

Please contact me if you have any questions.

Thanks,  
Michael D. Beedie, P.E.  
City Engineer  
Engineering Services Department

### DAYS TO REMEMBER:

Tuesday, Jul 14<sup>th</sup> – 2009/2010 first Budget Workshop at 5:00 PM.