

AGENDA  
REGULAR COUNCIL MEETING  
AUGUST 12, 2010 ♦ 6:05 PM

SILENT PRAYER / PLEDGE OF ALLEGIANCE TO THE FLAG

**ROLL CALL:**

MAYOR FARLEY  
COUNCILMAN CHUBB  
COUNCILMAN BRATTON

MAYOR PRO-TEM KOCH  
COUNCILMAN ARTABASY  
COUNCILMAN DRIVER

**REGULAR BUSINESS:**

1. Council Approval of Agenda
2. Council Approval of Consent Agenda: Regular Council Meeting Minutes of July 8, 2010, Budget Workshops of July 15 and July 22, 2010, Special Council Meeting of August 2, 2010 and Budget Status as of July 31, 2010

**Action Items:**

1. Motion to approve Resolution 2010-04: *A RESOLUTION OF THE TOWN OF CINCO BAYOU, OKALOOSA COUNTY, FLORIDA, TO DECLARE AUGUST 28, 2010 AS ARMED FORCES APPRECIATION DAY (AFAD).*
2. Motion to allow keys to be distributed for town hall rentals.

**Discussion Items:**

1. CRA / CDBG Update
2. Glenwood Park Drainage Culvert
3. Boat Week volunteers for Sea Way Boat Launch

**Reports:**

1. Town Manager's 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:**

**Dates to Remember: First 2010/2011 Budget Hearing, September 9, 5:30 PM, Town Hall Closed Monday, September 6 for Labor Day.**

**Adjourn:**

**MANAGER'S REPORT – AUG, 2010 (Monika)**

**UNFINISHED BUSINESS:**

**CRA/CDBG Grant** – Jeff, Theresa and I met with the contractor and the DOT representative separately to discuss the project and the crucial time line the Town is under. Jeff stressed the repercussion to the Town and the requirement to repay the grant money if the project is not completed by March 1. Both parties agreed that there was adequate time to complete the project and understood the Town's need for a timely completion. He also stressed the need for open communication to avoid any delays. Keith is going to meet with the DOT representative and oversee the project for Town Hall.

This morning, the Findleys signed the easement for the Salon and have been paid. Jeff has contacted Sears to arrange the signing of their easement and has talked to Jason Shepler to get the pre-construction meeting set up and the contract signed.

**SEAWAY BOAT LAUNCH** – Keith met with Pops of Gulf Coast Parking Lots to complete the repair project the council approved. Unfortunately, he was unable to complete the job because of the condition of the road, which could not have been determined until the project had been started. The asphalt is too thin to make proper repairs. He did fill the potholes for \$660 but cannot warranty the work. The current fix should last for at least another year, but permanent repairs would require an overlay of 185' by 8' of asphalt at a cost of \$3850.

**GLENWOOD PARK DRAINAGE ISSUE:** Mr. Lewis will update us tonight on the project.

**BUDGET STATUS:** The first hearing for the 2001/2011 is set for Sept. 9. We currently have accounts still open at Coastal, but until EFT (electronic funds transfers) are changed to Suntrust, those accounts will remain open.

**DAYS TO REMEMBER:**

Sept. 6 – Town Hall closed for Labor Day  
Sept. 9, 2010 – 1<sup>st</sup> Public Hearing for the 2010/2011 Budget, Council Meeting

1:15 PM  
 08/06/10  
 Accrual Basis

**Town of Cinco Bayou**  
**Profit & Loss Budget vs. Actual**  
 October 2009 through July 2010

	Oct '09 - Jul 10	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>001 REVENUE ACCOUNTS</b>				
<b>TAXES</b>				
311.000 · ADVALOREM TAXES	122,602.21	121,520.00	1,082.21	100.9%
312.410 · FIRST LOCAL OPTION FUEL TAX	13,530.78	21,575.00	-8,044.22	62.7%
<b>Total TAXES</b>	<b>136,132.99</b>	<b>143,095.00</b>	<b>-6,962.01</b>	<b>95.1%</b>
<b>UTILITY SERVICES TAXES</b>				
314.100 · UTIL TAX - GULF POWER	19,348.55	28,000.00	-8,651.45	69.1%
314.300 · UTIL TAX - WATER FWB	4,440.36	6,300.00	-1,859.64	70.5%
314.400 · UTIL TAX - NAT GAS OKALOOSA CO	2,467.83	3,675.00	-1,207.17	67.2%
315.000 · UTIL TAX - LOCAL COM. SERVICES	27,582.83	37,996.00	-10,413.17	72.6%
315.100 · LOC CST REFUND	3,011.05	7,226.00	-4,214.95	41.7%
<b>Total UTILITY SERVICES TAXES</b>	<b>56,850.62</b>	<b>83,197.00</b>	<b>-26,346.38</b>	<b>68.3%</b>
<b>LICENSES AND PERMITS</b>				
321.100 · OCCUPATIONAL LICENSES	5,957.25	6,200.00	-242.75	96.1%
322.000 · PERMITS - TOWN	180.00	200.00	-20.00	90.0%
<b>Total LICENSES AND PERMITS</b>	<b>6,137.25</b>	<b>6,400.00</b>	<b>-262.75</b>	<b>95.9%</b>
<b>FRANCHISE FEES</b>				
323.100 · Franchise fees - electricity	40,409.55	53,000.00	-12,590.45	76.2%
323.400 · Franchise fees - natural gas	2,861.72	4,725.00	-1,863.28	60.6%
<b>Total FRANCHISE FEES</b>	<b>43,271.27</b>	<b>57,725.00</b>	<b>-14,453.73</b>	<b>75.0%</b>
<b>STATE GRANTS CDBG</b>				
334.900 · ADMIN CDBG FUNDS	11,062.69	48,000.00	-36,937.31	23.0%
334.901 · ENGINEERING CDBG FUNDS	1,000.00	66,000.00	-65,000.00	1.5%
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>12,062.69</b>	<b>650,000.00</b>	<b>-637,937.31</b>	<b>1.9%</b>
<b>STATE SHARED REVENUES</b>				
<b>GENERAL GOVERNMENT</b>				
335.120 · STATE REVENUE SHARING PROCEEDS	19,113.81	24,193.00	-5,079.19	79.0%
335.150 · ALCOHOLIC BEVERAGE LICENSES	244.72	200.00	44.72	122.4%
335.180 · LOCAL GOVT HALF-CENT SALES TAX	20,847.02	22,374.00	-1,526.98	93.2%
<b>Total GENERAL GOVERNMENT</b>	<b>40,205.55</b>	<b>46,767.00</b>	<b>-6,561.45</b>	<b>86.0%</b>
<b>Total STATE SHARED REVENUES</b>	<b>40,205.55</b>	<b>46,767.00</b>	<b>-6,561.45</b>	<b>86.0%</b>
<b>SHARED REV OTHER LOCAL UNITS</b>				
338.100 · OCCUPATIONAL LIC OKALOOSA CO	456.93	500.00	-43.07	91.4%
<b>Total SHARED REV OTHER LOCAL UNITS</b>	<b>456.93</b>	<b>500.00</b>	<b>-43.07</b>	<b>91.4%</b>

1:15 PM  
 08/06/10  
 Accrual Basis

**Town of Cinco Bayou**  
**Profit & Loss Budget vs. Actual**  
 October 2009 through July 2010

	Oct '09 - Jul 10	Budget	\$ Over Budget	% of Budget
<b>PHYSICAL ENVIRONMENT</b>				
343.400 · GARBAGE/SOLID WASTE	21,757.23	30,500.00	-8,742.77	71.3%
<b>Total PHYSICAL ENVIRONMENT</b>	21,757.23	30,500.00	-8,742.77	71.3%
<b>CULTURE/RECREATION</b>				
347.500 · BOAT LAUNCH FEES	6,024.90	12,000.00	-5,975.10	50.2%
<b>Total CULTURE/RECREATION</b>	6,024.90	12,000.00	-5,975.10	50.2%
<b>FINES AND FORFEITS</b>				
351.100 · COURT FINES - COUNTY	246.51	200.00	46.51	123.3%
<b>Total FINES AND FORFEITS</b>	246.51	200.00	46.51	123.3%
<b>INTEREST AND OTHER EARNINGS</b>				
361.140 · VANGUARD BANK CHECKING	191.53	100.00	91.53	191.5%
361.182 · INTEREST EARNINGS - TAX COLL	367.35	200.00	187.35	193.7%
361.184 · BEACH COMMUNITY BANK SAVINGS	0.00	200.00	-200.00	0.0%
361.185 · BEACH COMMUNITY BANK CD #8649	1,628.64	2,200.00	-571.36	74.0%
361.186 · BEACH COMMUNITY BANK CD #8650	1,628.64	2,200.00	-571.36	74.0%
<b>Total INTEREST AND OTHER EARNINGS</b>	3,836.16	4,900.00	-1,063.84	78.3%
<b>RENTS AND ROYALTIES</b>				
362.000 · SEAWAY STREET	0.00	500.00	-500.00	0.0%
362.100 · FACILITY RENTAL-TOWN HALL	2,600.00	1,500.00	1,100.00	173.3%
362.200 · CELL TOWER LEASE	19,936.70	24,000.00	-4,063.30	83.1%
362.300 · SEAWAY RIGHT OF WAY WHATABURGER	100.00	100.00	0.00	100.0%
<b>Total RENTS AND ROYALTIES</b>	22,636.70	26,100.00	-3,463.30	86.7%
<b>OTHER MISCELLANEOUS REVENUES</b>				
369.000 · OTHER MISC REV	5,483.17	100.00	5,383.17	5,483.2%
369.100 · OTHER MISC REV - SR 85 MAINT	1,784.27	1,189.00	595.27	150.1%
369.200 · OTHER MISC REV - TRAFFIC SIGNAL	1,273.00	1,200.00	73.00	106.1%
369.201 · ST HIGHWAY SYSTEM LIGHTING	1,331.00	1,087.00	244.00	122.4%
<b>Total OTHER MISCELLANEOUS REVENUES</b>	9,871.44	3,576.00	6,295.44	276.0%
<b>Total 001 REVENUE ACCOUNTS</b>	359,490.24	1,064,960.00	-705,469.76	33.8%
<b>Total Income</b>	359,490.24	1,064,960.00	-705,469.76	33.8%
<b>Expense</b>				
<b>001-EXPENDITURE/EXPENSE ACCTS.</b>				
<b>PAYROLL EXPENSE</b>				
513.120 · SALARIES & WAGES	90,254.24	107,781.00	-17,526.76	83.7%
513.121 · EMPLOYEE BONUS	300.00			
513.210 · EMPLOYEE FICA/MEDICARE	6,904.43	8,246.00	-1,341.57	83.7%
513.230 · EMPLOYEE LIFE & HEALTH INS	9,821.37	13,700.00	-3,878.63	71.7%
513.240 · EMPLOYEE WORKMANS COMP	3,337.50	3,500.00	-162.50	95.4%

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513.250 · EMPLOYEE UNEMPLOYMENT COMP PAYROLL EXPENSE - Other	120.32 0.00			
<b>Total PAYROLL EXPENSE</b>	<b>110,737.86</b>	<b>133,227.00</b>	<b>-22,489.14</b>	<b>83.1%</b>
<b>EMPLOYEE RETIREMENT PLAN</b>				
518.360 · RETIREMENT BENEFITS - EMPLOYEE	3,557.97	4,232.00	-674.03	84.1%
<b>Total EMPLOYEE RETIREMENT PLAN</b>	<b>3,557.97</b>	<b>4,232.00</b>	<b>-674.03</b>	<b>84.1%</b>
<b>OPERATING EXPENDITURE/EXPENSE</b>				
513.320 · ACCOUNTING AND AUDITING PROFESSIONAL SERVICES LEGAL	7,712.00	12,000.00	-4,288.00	64.3%
514.310 · PROFESSIONAL SERVICES-LEGAL	3,202.00	8,000.00	-4,798.00	40.0%
514.320 · LEGAL - EGLIN CORRIDOR PROJECT	7,274.65			
<b>Total PROFESSIONAL SERVICES LEGAL</b>	<b>10,476.65</b>	<b>8,000.00</b>	<b>2,476.65</b>	<b>131.0%</b>
<b>PROFESSIONAL SERVICES ENGINEER</b>				
519.310 · PROFESSIONAL SERVICES-ENGINEER	1,286.11	7,500.00	-6,213.89	17.1%
519.315 · PROF SER - ENGINEER - CDBG	14,402.00			
<b>Total PROFESSIONAL SERVICES ENGINEER</b>	<b>15,688.11</b>	<b>7,500.00</b>	<b>8,188.11</b>	<b>209.2%</b>
519.400 · TRAVEL AND PER DIEM COMMUNICATIONS	3,450.00	9,400.00	-5,950.00	36.7%
519.410 · COMMUNICATIONS-PHONE	2,258.67	3,500.00	-1,241.33	64.5%
519.411 · COMMUNICATIONS-POSTAGE	227.57	300.00	-72.43	75.9%
519.412 · COMMUNICATIONS-INTERNET	1,305.00	1,700.00	-395.00	76.8%
<b>Total COMMUNICATIONS</b>	<b>3,791.24</b>	<b>5,500.00</b>	<b>-1,708.76</b>	<b>68.9%</b>
519.430 · UTILITIES-TOWN HALL	5,367.58	7,500.00	-2,132.42	71.6%
519.440 · RENTALS AND LEASES	750.00	2,000.00	-1,250.00	37.5%
519.450 · INS PROP/LIB/AUTO	6,471.50	19,000.00	-12,528.50	34.1%
519.460 · REPAIR & MAINTENANCE -TOWN HALL	2,317.58	3,000.00	-682.42	77.3%
519.461 · REPAIR & MAINTENANCE - OTHER	0.00	500.00	-500.00	0.0%
519.470 · PRINTING/BINDING	0.00	500.00	-500.00	0.0%
<b>LEGAL ADVERTISING</b>				
519.480 · LEGAL ADVERTISING	0.00	2,000.00	-2,000.00	0.0%
<b>Total LEGAL ADVERTISING</b>	<b>0.00</b>	<b>2,000.00</b>	<b>-2,000.00</b>	<b>0.0%</b>
519.490 · OTHER CURRENT CHG & OBLIGATIONS	1,200.91	2,000.00	-799.09	60.0%
519.491 · ELECTION EXPENSE	867.31	1,200.00	-332.69	72.3%
519.510 · OFFICE SUPPLIES	1,378.49	2,000.00	-621.51	68.9%
519.520 · OPERATING SUPPLIES	612.45	800.00	-187.55	76.6%
519.540 · BOOKS,PUB,SUB & MEMBERSHIPS	1,878.68	2,600.00	-721.32	72.3%
519.620 · CAPITOL IMPROVEMENTS - TOWN HAL	875.00	600.00	275.00	145.8%
519.630 · IMPROVEMENTS OTHER THAN BLDGS.	0.00	600.00	-600.00	0.0%
519.640 · MACHINERY & EQUIPMENT	841.73	1,000.00	-158.27	84.2%
519.820 · AID TO PRIVATE ORGANIZATIONS	250.00	500.00	-250.00	50.0%
<b>Total OPERATING EXPENDITURE/EXPENSE</b>	<b>63,929.23</b>	<b>88,200.00</b>	<b>-24,270.77</b>	<b>72.5%</b>

1:15 PM

08/06/10

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<b>PUBLIC SAFETY</b>				
521.340 · LAW ENFORCEMENT	64,325.25	70,173.00	-5,847.75	91.7%
<b>Total PUBLIC SAFETY</b>	64,325.25	70,173.00	-5,847.75	91.7%
<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>	0.00	1,000.00	-1,000.00	0.0%
<b>PHYSICAL ENVIRONMENT</b>				
530.520 · EQUIPMENT & TOOLS	755.70	500.00	255.70	151.1%
534.430 · GARBAGE/SOLID WASTE-WASTE MGMT	20,974.80	28,000.00	-7,025.20	74.9%
537.490 · DRAIN.DCH.YACHT CL REP & MAINT	0.00	500.00	-500.00	0.0%
538.630 · STORMWATER MANAGEMENT	4,096.71			
<b>Total PHYSICAL ENVIRONMENT</b>	25,827.21	29,000.00	-3,172.79	89.1%
<b>TRANSPORTATION</b>				
541.430 · UTILITY SERVICES - STREETS	8,725.59	12,000.00	-3,274.41	72.7%
541.460 · REPAIR & MAINTENANCE SERVICES	2,011.27	2,200.00	-188.73	91.4%
541.520 · OPERATING SUPPLIES FUEL & OIL	853.66	1,500.00	-646.34	56.9%
541.530 · OPERATING SUPPLIES - STREETS	0.00	250.00	-250.00	0.0%
541.630 · IMPROVEMENTS - STREETS	0.00	600.00	-600.00	0.0%
<b>Total TRANSPORTATION</b>	11,590.52	16,550.00	-4,959.48	70.0%
<b>STATE GRANTS - CDBG</b>				
550.331 · CDBG ENGINEERING	1,000.00	66,000.00	-65,000.00	1.5%
550.340 · CDGB GRANT ADMINISTRATION	16,012.03	47,640.00	-31,627.97	33.6%
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%
<b>Total STATE GRANTS - CDBG</b>	17,012.03	649,640.00	-632,627.97	2.6%
<b>ANIMAL CONTROL SERVICES</b>				
582.340 · ANIMAL CONTROL SERVICES - PAWS	846.00	1,830.00	-984.00	46.2%
<b>Total ANIMAL CONTROL SERVICES</b>	846.00	1,830.00	-984.00	46.2%
<b>PARKS AND RECREATION</b>				
572.340 · OTHER CONTRACTUAL SERVICES	21,716.60	24,720.00	-3,003.40	87.9%
572.430 · UTILITIES - PARKS	276.14	500.00	-223.86	55.2%
572.460 · REPAIR AND MAINTENANCE PARKS	1,443.32	4,000.00	-2,556.68	36.1%
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>	23,436.06	30,520.00	-7,083.94	76.8%
<b>SPECIAL EVENTS</b>				
574.490 · SPECIAL EVENTS/PICNIC DINNERS	5,733.41	7,500.00	-1,766.59	76.4%
<b>Total SPECIAL EVENTS</b>	5,733.41	7,500.00	-1,766.59	76.4%

1:15 PM

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<b>SPECIAL RECREATION FACILITIES</b>				
572.521 · OPERATING SUPPLIES-BOAT LAUNCH	70.88	900.00	-829.12	7.9%
575.460 · SEA WAY BOAT LAUNCH REP & MAINT	488.49	2,500.00	-2,011.51	19.5%
<b>Total SPECIAL RECREATION FACILITIES</b>	<u>559.37</u>	<u>3,400.00</u>	<u>-2,840.63</u>	<u>16.5%</u>
<b>OTHER CULTURE/RECREATION</b>				
579.630 · TREE/BEAUTIFICATION	39.99	500.00	-460.01	8.0%
<b>Total OTHER CULTURE/RECREATION</b>	<u>39.99</u>	<u>500.00</u>	<u>-460.01</u>	<u>8.0%</u>
<b>OTHER USES</b>				
580.990 · CONTINGENCY FUND	0.00	4,211.00	-4,211.00	0.0%
581.910 · CRA TAX INCREMENTS TWN PORTION	24,976.44	24,977.00	-0.56	100.0%
<b>Total OTHER USES</b>	<u>24,976.44</u>	<u>29,188.00</u>	<u>-4,211.56</u>	<u>85.6%</u>
<b>Total 001-EXPENDITURE/EXPENSE ACCTS.</b>	<u>352,571.34</u>	<u>1,064,960.00</u>	<u>-712,388.66</u>	<u>33.1%</u>
<b>Total Expense</b>	<u>352,571.34</u>	<u>1,064,960.00</u>	<u>-712,388.66</u>	<u>33.1%</u>
<b>Net Ordinary Income</b>	<u>6,918.90</u>	<u>0.00</u>	<u>6,918.90</u>	<u>100.0%</u>
<b>Net Income</b>	<u><u>6,918.90</u></u>	<u><u>0.00</u></u>	<u><u>6,918.90</u></u>	<u><u>100.0%</u></u>