

AGENDA  
REGULAR COUNCIL MEETING  
AUGUST 13, 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

**PUBLIC HEARING:**

1. Second Reading of Ordinance 219:

AN ORDINANCE OF THE TOWN OF CINCO BAYOU, FLORIDA, AMENDING THE COMPREHENSIVE PLAN BY ADOPTING A SET OF AMENDMENTS REQUIRED BY AND BASED ON THE ADOPTED EVALUATION AND APPRAISAL REPORT ON THE COMPREHENSIVE PLAN; PROVIDING FOR AUTHORITY; PROVIDING FOR PURPOSE; PROVIDING FOR LEGISLATIVE FINDINGS OF FACT; PROVIDING FOR ADOPTION OF COMPREHENSIVE PLAN AMENDMENTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE

2. Public Comments
3. Motion to adopt Ordinance 219.
4. Close Public Hearing

**REGULAR BUSINESS:**

Council Approval of Agenda

2. Council Approval of Consent Agenda, Regular Council Meeting Minutes of July 9, 2009, Budget Workshop Minutes of July 14, 2009, Minutes of EAR Special Meeting, July 21, 2009, Minutes of Budget Workshop, July 21, 2009 and Budget Status as of July 31, 2009.

**Action Items:**

**Discussion Items:**

1. CRA / CDBG - see manager's report.

**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: Monday, September 7<sup>th</sup>, Labor Day – Town Hall Closed**

**Thursday, September 10<sup>th</sup>, First Public Hearing – 2009/2010 Millage & Budget**

**Thursday, September 17<sup>th</sup>, Second Public Hearing – 2009/2010 Millage & Budget**

Adjourn

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

	Oct '08 - Jul 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	128,828.72	127,366.00	1,462.72	101.1%
312.410 · FIRST LOCAL OPTION FUEL TAX	16,841.38	24,967.00	-8,125.64	67.5%
<b>Total TAXES</b>	<b>145,670.08</b>	<b>152,333.00</b>	<b>-6,662.92</b>	<b>95.6%</b>
<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	3,899.52	6,000.00	-2,100.48	65.0%
314.400 · UTIL. TAX - NAT GAS OKALOOSA CO	2,267.21	3,500.00	-1,232.79	64.8%
316.000 · UTIL. TAX - LOCAL COM. SERVICES	20,675.87	29,813.00	-9,137.13	69.4%
316.100 · LOC CST REFUND	26,592.98			
<b>Total UTILITY SERVICES TAXES</b>	<b>73,714.65</b>	<b>70,313.00</b>	<b>3,401.65</b>	<b>104.8%</b>
<b>LICENSES AND PERMITS</b>				
321.100 · OCCUPATIONAL LICENSES	5,492.50	6,200.00	-707.50	88.6%
322.000 · PERMITS - TOWN	210.00	200.00	10.00	105.0%
<b>Total LICENSES AND PERMITS</b>	<b>5,702.50</b>	<b>6,400.00</b>	<b>-697.50</b>	<b>89.1%</b>
<b>FRANCHISE FEES</b>				
323.100 · Franchise fees - electricity	43,032.48			
323.400 · Franchise fees - natural gas	4,376.99			
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>	<b>35,667.69</b>	<b>54,500.00</b>	<b>-18,832.31</b>	<b>65.4%</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	68,000.00	-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>	<b>35,805.00</b>	<b>650,000.00</b>	<b>-614,195.00</b>	<b>5.5%</b>
<b>STATE SHARED REVENUES</b>				
<b>GENERAL GOVERNMENT</b>				
335.120 · STATE REVENUE SHARING PROCE...	21,643.57	24,800.00	-2,956.43	88.0%
335.180 · ALCOHOLIC BEVERAGE LICENSES	88.63	150.00	-61.37	65.8%
335.180 · LOCAL GOVT HALF-CENT SALES T...	13,282.02	27,365.00	-14,082.98	48.5%
<b>Total GENERAL GOVERNMENT</b>	<b>35,024.22</b>	<b>52,115.00</b>	<b>-17,090.78</b>	<b>67.2%</b>
<b>Total STATE SHARED REVENUES</b>	<b>35,024.22</b>	<b>52,115.00</b>	<b>-17,090.78</b>	<b>67.2%</b>
<b>SHARED REV OTHER LOCAL UNITS</b>				
338.100 · OCCUPATIONAL LIC OKALOOSA CO	485.30	500.00	-14.70	97.1%
<b>Total SHARED REV OTHER LOCAL UNITS</b>	<b>485.30</b>	<b>500.00</b>	<b>-14.70</b>	<b>97.1%</b>
<b>PHYSICAL ENVIRONMENT</b>				
343.400 · GARBAGE/SOLID WASTE	21,722.62	30,500.00	-8,777.38	71.2%
<b>Total PHYSICAL ENVIRONMENT</b>	<b>21,722.62</b>	<b>30,500.00</b>	<b>-8,777.38</b>	<b>71.2%</b>
<b>CULTURE/RECREATION</b>				
347.500 · BOAT LAUNCH FEES	10,923.50	12,000.00	-1,076.50	91.0%
<b>Total CULTURE/RECREATION</b>	<b>10,923.50</b>	<b>12,000.00</b>	<b>-1,076.50</b>	<b>91.0%</b>
<b>FINES AND FORFEITS</b>				
351.100 · COURT FINES - COUNTY	123.07	200.00	-76.93	61.5%
<b>Total FINES AND FORFEITS</b>	<b>123.07</b>	<b>200.00</b>	<b>-76.93</b>	<b>61.5%</b>
<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	578.38	200.00	378.38	289.2%
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 #8849	1,823.96	2,200.00	-376.04	82.9%
361.186 · BEACH COMMUNITY BANK CD #8850	1,823.96	2,200.00	-376.04	82.9%
<b>Total INTEREST AND OTHER EARNINGS</b>	<b>4,468.47</b>	<b>4,900.00</b>	<b>-431.53</b>	<b>91.2%</b>
<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	21,240.91	23,000.00	-1,759.09	92.4%
362.300 · SEAWAY RIGHT OF WAY WHATABUR...	100.00	100.00	0.00	100.0%
<b>Total RENTS AND ROYALTIES</b>	<b>25,140.91</b>	<b>25,100.00</b>	<b>40.91</b>	<b>100.2%</b>

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

	Oct '08 - Jul 09	Budget	\$ Over Budget	% of Budget
<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>399,538.22</b>	<b>1,107,437.00</b>	<b>-707,898.78</b>	<b>36.1%</b>
<b>Total Income</b>	<b>399,538.22</b>	<b>1,107,437.00</b>	<b>-707,898.78</b>	<b>36.1%</b>
<b>Expense</b>				
66900 · Reconciliation Discrepancies	0.00			
<b>001-EXPENDITURE/EXPENSE ACCTS.</b>				
<b>PAYROLL EXPENSE</b>				
513.120 · SALARIES & WAGES	86,327.49	100,323.00	-13,995.51	86.0%
513.210 · EMPLOYEE FICA/MEDICARE	6,604.06	7,675.00	-1,070.94	86.0%
513.230 · EMPLOYEE LIFE & HEALTH INS	12,152.17	12,519.00	-366.83	97.1%
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>105,186.45</b>	<b>124,017.00</b>	<b>-18,830.55</b>	<b>84.8%</b>
<b>EMPLOYEE RETIREMENT PLAN</b>				
519.360 · RETIREMENT BENEFITS - EMPLOYEE	3,388.35	3,913.00	-524.65	86.6%
<b>Total EMPLOYEE RETIREMENT PLAN</b>	<b>3,388.35</b>	<b>3,913.00</b>	<b>-524.65</b>	<b>86.6%</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	7,694.00	10,000.00	-2,306.00	76.9%
<b>Total PROFESSIONAL SERVICES LEGAL</b>	<b>7,694.00</b>	<b>10,000.00</b>	<b>-2,306.00</b>	<b>76.9%</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-ENGIN...	10,054.00	7,500.00	2,554.00	134.1%
<b>Total PROFESSIONAL SERVICES ENGINEER</b>	<b>10,054.00</b>	<b>7,500.00</b>	<b>2,554.00</b>	<b>134.1%</b>
<b>519.400 · TRAVEL AND PER DIEM COMMUNICATIONS</b>	<b>5,009.26</b>	<b>7,800.00</b>	<b>-2,890.74</b>	<b>63.4%</b>
519.410 · COMMUNICATIONS-PHONE	2,200.83	3,400.00	-1,199.17	64.7%
519.411 · COMMUNICATIONS-POSTAGE	257.12	300.00	-42.88	85.7%
519.412 · COMMUNICATIONS-INTERNET	1,384.00	1,700.00	-316.00	81.4%
<b>Total COMMUNICATIONS</b>	<b>3,841.95</b>	<b>5,400.00</b>	<b>-1,558.05</b>	<b>71.1%</b>
519.430 · UTILITIES-TOWN HALL	4,835.38	7,000.00	-2,164.62	69.1%
519.440 · RENTALS AND LEASES	811.73	2,000.00	-1,188.27	40.6%
519.450 · INS PROP/LIB/AUTO	10,337.50	20,000.00	-9,662.50	51.7%
519.460 · REPAIR & MAINTENANCE -TOWN HALL	1,990.65	3,000.00	-1,009.35	66.4%
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 & OBLIGATIO...	208.16	2,000.00	-1,791.84	10.4%
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	576.85	800.00	-223.15	72.1%
519.540 · BOOKS,PUB,SUB & MEMBERSHIPS	1,978.74	2,600.00	-621.26	76.1%
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	500.00	500.00	0.00	100.0%
<b>Total OPERATING EXPENDITURE/EXPENSE</b>	<b>79,424.05</b>	<b>109,222.00</b>	<b>-29,797.95</b>	<b>72.7%</b>
<b>PUBLIC SAFETY</b>				
521.340 · LAW ENFORCEMENT	63,588.25	69,369.00	-5,780.75	91.7%
<b>Total PUBLIC SAFETY</b>	<b>63,588.25</b>	<b>69,369.00</b>	<b>-5,780.75</b>	<b>91.7%</b>
<b>EMERGENCY AND DISASTER RELIEF S</b>				
525.490 · OTHER CHG & OBLIGATIONS	976.81	1,000.00	-23.19	97.7%
<b>Total EMERGENCY AND DISASTER RELIEF S</b>	<b>976.81</b>	<b>1,000.00</b>	<b>-23.19</b>	<b>97.7%</b>
<b>PHYSICAL ENVIRONMENT</b>				
530.520 · EQUIPMENT & TOOLS	199.95	500.00	-300.05	40.0%
534.430 · GARBAGE/SOLID WASTE-WASTE MG...	20,790.00	28,000.00	-7,210.00	74.3%
537.490 · DRAIN.DCH.YACHT CL REP & MAINT	0.00	500.00	-500.00	0.0%
538.630 · STORMWATER MANAGEMENT	1,885.00	10,000.00	-8,115.00	18.9%
<b>Total PHYSICAL ENVIRONMENT</b>	<b>22,874.95</b>	<b>39,000.00</b>	<b>-16,125.05</b>	<b>58.7%</b>

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

	Oct '08 - Jul 09	Budget	\$ Over Budget	% of Budget
<b>TRANSPORTATION</b>				
541.430 - UTILITY SERVICES - STREETS	8,993.44	11,000.00	-2,006.56	81.8%
541.480 - REPAIR & MAINTENANCE SERVICES	1,444.85	2,200.00	-755.15	65.7%
541.520 - OPERATING SUPPLIES FUEL & OIL	656.23	1,500.00	-843.77	43.7%
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>11,094.52</b>	<b>15,450.00</b>	<b>-4,355.48</b>	<b>71.8%</b>
<b>STATE GRANTS - CDBG</b>				
550.331 - CDBG ENGINEERING	24,000.00	68,000.00	-42,000.00	38.4%
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	1,743.00	1,743.00	0.00	100.0%
<b>Total ANIMAL CONTROL SERVICES</b>	<b>1,743.00</b>	<b>1,743.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>PARKS AND RECREATION</b>				
572.340 - OTHER CONTRACTUAL SERVICES	16,781.60	24,720.00	-7,938.40	67.9%
572.430 - UTILITIES - PARKS	316.81	500.00	-183.19	63.4%
572.460 - REPAIR AND MAINTENANCE PARKS	1,717.84	4,000.00	-2,282.16	42.9%
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>18,816.25</b>	<b>30,520.00</b>	<b>-11,703.75</b>	<b>61.7%</b>
<b>SPECIAL EVENTS</b>				
574.490 - SPECIAL EVENTS/PICNIC DINNERS	4,465.85	6,000.00	-1,534.15	74.4%
<b>Total SPECIAL EVENTS</b>	<b>4,465.85</b>	<b>6,000.00</b>	<b>-1,534.15</b>	<b>74.4%</b>
<b>SPECIAL RECREATION FACILITIES</b>				
572.521 - OPERATING SUPPLIES-BOAT LAUNCH	795.00	900.00	-105.00	88.3%
575.480 - SEA WAY BOAT LAUNCH REP & MAINT	437.03	2,500.00	-2,062.97	17.5%
<b>Total SPECIAL RECREATION FACILITIES</b>	<b>1,232.03</b>	<b>3,400.00</b>	<b>-2,167.97</b>	<b>36.2%</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>377,870.06</b>	<b>1,107,437.00</b>	<b>-729,566.94</b>	<b>34.1%</b>
<b>Total Expense</b>	<b>377,870.06</b>	<b>1,107,437.00</b>	<b>-729,566.94</b>	<b>34.1%</b>
<b>Net Ordinary Income</b>	<b>21,668.16</b>	<b>0.00</b>	<b>21,668.16</b>	<b>100.0%</b>
<b>Net Income</b>	<b>21,668.16</b>	<b>0.00</b>	<b>21,668.16</b>	<b>100.0%</b>

## **MANAGER'S REPORT – AUG 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 bid documents have been submitted to and reviewed by DCA. There were 3 items of concern that were noted and are currently being addressed by the engineer. The easement letters are being prepared and it is the goal of staff and Attorney McInnis to have the easements completed by the end of the month.

**GLENWOOD PARK DRAINAGE ISSUE:** Engineer Martin has met with DEP. Please see his report included in your packets. He will address the report in the council meeting.

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

### **NEW BUSINESS:**

The first Public Hearing for adoption of the millage and budget for 2009/2010 fiscal year is set for Thursday, September 10<sup>th</sup> at 6:00 PM prior to the regular council meeting. The second and final Public Hearing is set for Thursday, September 17<sup>th</sup> at 5:01 PM.

### **DAYS TO REMEMBER:**

Thursday, September 10<sup>th</sup>, 6:00 PM – first Public Hearing for 2009 / 2010 fiscal year millage and budget.

Thursday, September 17<sup>th</sup>, 5:01 PM – second and final Public Hearing for 2009 / 2010 fiscal year millage and budget.