

TOWN OF CINCO BAYOU
REGULAR COUNCIL MEETING MINUTES
November 13, 2008 – 6:00 PM

Mayor Iovieno called the Regular Council meeting to order at 6:02 P.M. on Thursday, November 13, 2008. Following the Pledge of Allegiance and a silent prayer, roll call was taken:

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

Also present at the meeting were: Town Manager/Clerk Nell Dykes, Assistant Town Manager/Clerk Monika Gillette, Attorney Jeffrey McInnis and Engineer Tim Martin.

Regular Business:

1. **Council Approval of Agenda:** Mayor Iovieno asked for acceptance of the agenda. Councilman Koch motioned to approve the agenda as submitted. Councilman Farley seconded the motion. The motion passed unanimously.
2. **Council Approval of Consent Agenda:** Mayor Iovieno asked for acceptance of the consent agenda including: minutes Regular Council Meeting of October 9, 2008 and Budget Status as of October 31, 2008. Councilman Farley motioned to accept the consent agenda. Councilman Gailey seconded the motion. The motion passed unanimously. At this time Councilman Gailey excused himself and left the meeting.

DISCUSSION ITEMS:

1. **CRA** – Jason Shepler of Mittauer & Associates submitted a written report.

REPORTS:

1. **Town Manager's Report:** Mrs. Dykes submitted a written report. She added that she received a letter from the Florida Department of Revenue approving submitted forms from the Town for the TRIM package. Mrs. Dykes asked the council if they wanted to plan a picnic for December. It was the consensus of the council to hold an open house reception after the following the December council meeting. Mrs. Dykes also stated that Councilman Chubb had received a complaint about ants on the sidewalks around Town Hall. Mrs. Dykes stated that Keith Williams had taken care of the problem.

1. **Engineer's Report:** None given
2. **Attorney's Report:** None given.
3. **Community Officer's Report:** Deputy Welch submitted a written report.

Public Comments/Requests: None given.

Council Member's Comments/Reports:

- Councilman Farley stated that the fill behind the seawall in Laguna Park was washed out and needed to be looked at.
- Mayor Iovieno announced upcoming meeting dates and Town Hall closures.

Adjourn – There being no further business, the meeting adjourned at 6:15 pm.

ATTEST:

A handwritten signature in black ink, appearing to read 'M. Iovieno', written over a horizontal line.

Michael Iovieno, Mayor

A handwritten signature in black ink, appearing to read 'Nell Dykes', written over a horizontal line.

Nell Dykes
Town Manager/Clerk

10:18 AM

11/10/08

Accrual Basis

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

Ordinary Income/Expense	Oct 08	Budget	\$ Over Budget	% of Budget
Income				
001 REVENUE ACCOUNTS				
300.000 · CASH FORWARD	0.00	45,000.00	-45,000.00	0.0%
TAXES				
311.000 · ADVALOREM TAXES	0.00	127,366.00	-127,366.00	0.0%
312.410 · FIRST LOCAL OPTION FUEL TAX	1,431.61	24,967.00	-23,535.39	5.7%
Total TAXES	1,431.61	152,333.00	-150,901.39	0.9%
FRANCHISE FEES				
313.100 · FRANCHISE FEE - GULF POWER	10,808.81	50,000.00	-39,191.19	21.6%
313.400 · FRANCHISE FEE - OKALOOSA GAS	932.97	4,500.00	-3,567.03	20.7%
Total FRANCHISE FEES	11,741.78	54,500.00	-42,758.22	21.5%
UTILITY SERVICES TAXES				
314.100 · UTIL TAX - GULF POWER	2,748.62	31,000.00	-28,251.38	8.9%
314.300 · UTIL TAX - WATER FWB	1,460.80	6,000.00	-4,539.20	24.3%
314.400 · UTIL TAX - NAT GAS OKALOOSA CO	175.50	3,500.00	-3,324.50	5.0%
315.000 · UTIL TAX - LOCAL COM. SERVICES	3,201.55	29,813.00	-26,611.45	10.7%
Total UTILITY SERVICES TAXES	7,586.47	70,313.00	-62,726.53	10.8%
LICENSES AND PERMITS				
321.100 · OCCUPATIONAL LICENSES	435.00	6,200.00	-5,765.00	7.0%
322.000 · PERMITS - TOWN	10.00	400.00	-390.00	2.5%
Total LICENSES AND PERMITS	445.00	6,600.00	-6,155.00	6.7%
STATE GRANTS CDBG				
334.900 · ADMIN CDBG FUNDS	0.00	48,000.00	-48,000.00	0.0%
334.901 · ENGINEERING CDBG FUNDS	0.00	66,000.00	-66,000.00	0.0%
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%
Total STATE GRANTS CDBG	0.00	650,000.00	-650,000.00	0.0%
STATE SHARED REVENUES				
GENERAL GOVERNMENT				
335.120 · STATE REVENUE SHARING PROCEEDS	4,501.45	24,600.00	-20,098.55	18.3%
335.150 · ALCOHOLIC BEVERAGE LICENSES	0.00	300.00	-300.00	0.0%
335.180 · LOCAL GOVT HALF-CENT SALES TAX	0.00	27,365.00	-27,365.00	0.0%
Total GENERAL GOVERNMENT	4,501.45	52,265.00	-47,763.55	8.6%
Total STATE SHARED REVENUES	4,501.45	52,265.00	-47,763.55	8.6%
SHARED REV OTHER LOCAL UNITS				
338.100 · OCCUPATIONAL LIC OKALOOSA CO	251.60	500.00	-248.40	50.3%
Total SHARED REV OTHER LOCAL UNITS	251.60	500.00	-248.40	50.3%
PHYSICAL ENVIRONMENT				
343.400 · GARBAGE/SOLID WASTE	6,340.37	30,500.00	-24,159.63	20.8%
Total PHYSICAL ENVIRONMENT	6,340.37	30,500.00	-24,159.63	20.8%
CULTURE/RECREATION				
347.500 · BOAT LAUNCH FEES	732.50	15,000.00	-14,267.50	4.9%
Total CULTURE/RECREATION	732.50	16,000.00	-14,267.50	4.9%
FINES AND FORFEITS				
351.100 · COURT FINES - COUNTY	21.71	600.00	-578.29	3.6%
Total FINES AND FORFEITS	21.71	600.00	-578.29	3.6%

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11/10/08

Accrual Basis

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

	Oct 08	Budget	\$ Over Budget	% of Budget
INTEREST AND OTHER EARNINGS				
381.140 · VANGUARD BANK CHECKING	0.00	500.00	-500.00	0.0%
381.182 · INTEREST EARNINGS - TAX COLL	17.08	1,000.00	-982.92	1.7%
381.183 · BEACH COMMUNITY BANK CD #3188	0.00	3,000.00	-3,000.00	0.0%
381.184 · BEACH COMMUNITY BANK SAVINGS	0.00	500.00	-500.00	0.0%
381.185 · BEACH COMMUNITY BANK CD #8649	454.25	3,000.00	-2,545.75	15.1%
381.186 · BEACH COMMUNITY BANK CD #8650	454.25	3,000.00	-2,545.75	15.1%
Total INTEREST AND OTHER EARNINGS	925.58	11,000.00	-10,074.42	8.4%
RENTS AND ROYALTIES				
382.000 · SEAWAY STREET	0.00	500.00	-500.00	0.0%
382.100 · FACILITY RENTAL-TOWN HALL	0.00	1,500.00	-1,500.00	0.0%
382.200 · CELL TOWER LEASE	1,934.12	23,000.00	-21,065.88	8.4%
382.300 · SEAWAY RIGHT OF WAY WHATABURGER	0.00	100.00	-100.00	0.0%
Total RENTS AND ROYALTIES	1,934.12	25,100.00	-23,165.88	7.7%
OTHER MISCELLANEOUS REVENUES				
389.000 · OTHER MISC REV	638.00	100.00	538.00	638.0%
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	0.00	1,200.00	-1,200.00	0.0%
389.201 · ST HIGHWAY SYSTEM LIGHTING	0.00	1,087.00	-1,087.00	0.0%
Total OTHER MISCELLANEOUS REVENUES	638.00	3,576.00	-2,938.00	17.8%
Total 001 REVENUE ACCOUNTS	36,550.19	1,117,287.00	-1,080,736.81	3.3%
Total Income	36,550.19	1,117,287.00	-1,080,736.81	3.3%
Expense				
001-EXPENDITURE/EXPENSE ACCTS.				
PAYROLL EXPENSE				
513.120 · SALARIES & WAGES	8,068.42	100,323.00	-92,254.58	8.0%
513.210 · EMPLOYEE FICA/MEDICARE	817.23	7,875.00	-7,057.77	8.0%
513.230 · EMPLOYEE LIFE & HEALTH INS	2,001.10	12,300.00	-10,298.90	16.3%
513.240 · EMPLOYEE WORKMANS COMP	0.00	3,500.00	-3,500.00	0.0%
513.250 · EMPLOYEE UNEMPLOYMENT COMP	27.79			
PAYROLL EXPENSE - Other	0.00			
Total PAYROLL EXPENSE	10,714.54	123,798.00	-113,083.46	8.7%
EMPLOYEE RETIREMENT PLAN				
518.360 · RETIREMENT BENEFITS - EMPLOYEE	309.94	3,913.00	-3,603.06	7.9%
Total EMPLOYEE RETIREMENT PLAN	309.94	3,913.00	-3,603.06	7.9%
OPERATING EXPENDITURE/EXPENSE				
513.320 · ACCOUNTING AND AUDITING	0.00	11,000.00	-11,000.00	0.0%
PROFESSIONAL SERVICES LEGAL				
514.310 · PROFESSIONAL SERVICES-LEGAL	502.00	8,000.00	-7,498.00	6.3%
Total PROFESSIONAL SERVICES LEGAL	502.00	8,000.00	-7,498.00	6.3%
COMPREHENSIVE PLAN				
515.310 · COMPREHENSIVE PLANNING	3,000.00	20,000.00	-17,000.00	15.0%
Total COMPREHENSIVE PLAN	3,000.00	20,000.00	-17,000.00	15.0%
PROFESSIONAL SERVICES ENGINEER				
519.310 · PROFESSIONAL SERVICES-ENGINEER	700.00	2,500.00	-1,800.00	28.0%
Total PROFESSIONAL SERVICES ENGINEER	700.00	2,500.00	-1,800.00	28.0%
519.400 · TRAVEL AND PER DIEM	350.00	10,500.00	-10,150.00	3.3%

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11/10/08

Accrual Basis

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

	Oct 08	Budget	\$ Over Budget	% of Budget
COMMUNICATIONS				
519.410 · COMMUNICATIONS-PHONE	400.47	3,400.00	-2,999.53	11.8%
519.411 · COMMUNICATIONS-POSTAGE	51.36	300.00	-248.64	17.1%
519.412 · COMMUNICATIONS-INTERNET	448.00	1,700.00	-1,252.00	26.4%
Total COMMUNICATIONS	899.83	5,400.00	-4,500.17	16.7%
519.430 · UTILITIES-TOWN HALL	488.47	7,000.00	-6,511.53	7.0%
519.440 · RENTALS AND LEASES	0.00	2,000.00	-2,000.00	0.0%
519.450 · INS PROP/LIB/AUTO	0.00	20,000.00	-20,000.00	0.0%
519.460 · REPAIR & MAINTENANCE -TOWN HALL	216.79	3,000.00	-2,783.21	7.2%
519.481 · REPAIR & MAINTENANCE - OTHER	0.00	300.00	-300.00	0.0%
519.470 · PRINTING/BINDING	0.00	1,000.00	-1,000.00	0.0%
LEGAL ADVERTISING				
519.480 · LEGAL ADVERTISING	1,455.30	2,200.00	-744.70	66.2%
Total LEGAL ADVERTISING	1,455.30	2,200.00	-744.70	66.2%
519.490 · OTHER CURRENT CHG & OBLIGATIONS	95.00	2,500.00	-2,405.00	3.8%
519.491 · ELECTION EXPENSE	0.00	700.00	-700.00	0.0%
519.510 · OFFICE SUPPLIES	240.38	2,000.00	-1,759.62	12.0%
519.520 · OPERATING SUPPLIES	169.25	800.00	-640.75	19.9%
519.540 · BOOKS,PUB,SUB & MEMBERSHIPS	1,269.16	2,600.00	-1,330.84	48.8%
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	9,626.18	104,200.00	-94,573.82	9.2%
PUBLIC SAFETY				
521.340 · LAW ENFORCEMENT	11,561.50	69,369.00	-57,807.50	16.7%
Total PUBLIC SAFETY	11,561.50	69,369.00	-57,807.50	16.7%
EMERGENCY AND DISASTER RELIEF \$				
525.490 · OTHER CHG & OBLIGATIONS	0.00	1,000.00	-1,000.00	0.0%
Total EMERGENCY AND DISASTER RELIEF \$	0.00	1,000.00	-1,000.00	0.0%
PHYSICAL ENVIRONMENT				
530.520 · EQUIPMENT & TOOLS	0.00	500.00	-500.00	0.0%
534.430 · GARBAGE/SOLID WASTE-WASTE MGMT	6,930.00	28,000.00	-21,070.00	24.8%
537.490 · DRAIN.DCH.YACHT CL REP & MAINT	0.00	500.00	-500.00	0.0%
538.630 · STORMWATER MANAGEMENT	0.00	10,000.00	-10,000.00	0.0%
Total PHYSICAL ENVIRONMENT	6,930.00	39,000.00	-32,070.00	17.8%
TRANSPORTATION				
541.430 · UTILITY SERVICES - STREETS	692.81	12,000.00	-11,107.19	7.4%
541.480 · REPAIR & MAINTENANCE SERVICES	0.00	2,200.00	-2,200.00	0.0%
541.520 · OPERATING SUPPLIES FUEL & OIL	65.00	1,500.00	-1,435.00	4.3%
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%
Total TRANSPORTATION	957.81	16,450.00	-15,492.19	5.8%
STATE GRANTS - CDBG				
550.331 · CDBG ENGINEERING	0.00	66,000.00	-66,000.00	0.0%
550.340 · CDBG GRANT ADMINISTRATION	0.00	47,640.00	-47,640.00	0.0%
550.630 · CDBG RELOCATION OF UTILITIES	0.00	300,000.00	-300,000.00	0.0%
550.631 · TIF RELOCATION OF UTILITIES	0.00	63,000.00	-63,000.00	0.0%
550.632 · CDBG FUNDS SIDEWALKS/PED MALLS	0.00	171,000.00	-171,000.00	0.0%
Total STATE GRANTS - CDBG	0.00	647,640.00	-647,640.00	0.0%
ANIMAL CONTROL SERVICES				
562.340 · ANIMAL CONTROL SERVICES - PAWS	457.00	1,743.00	-1,286.00	26.2%
Total ANIMAL CONTROL SERVICES	457.00	1,743.00	-1,286.00	26.2%

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11/10/08

Accrual Basis

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

	Oct 08	Budget	\$ Over Budget	% of Budget
PARKS AND RECREATION				
572.340 · OTHER CONTRACTUAL SERVICES	2,318.32	24,720.00	-22,401.68	9.4%
572.430 · UTILITIES - PARKS	36.62	500.00	-463.38	7.3%
572.460 · REPAIR AND MAINTENANCE PARKS	69.81	5,000.00	-4,930.39	1.4%
572.620 · 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	2,424.55	32,020.00	-29,595.45	7.6%
SPECIAL EVENTS				
574.480 · SPECIAL EVENTS/PICNIC DINNERS	1,306.18	6,000.00	-4,693.82	21.8%
Total SPECIAL EVENTS	1,306.18	6,000.00	-4,693.82	21.8%
SPECIAL RECREATION FACILITIES				
572.521 · OPERATING SUPPLIES-BOAT LAUNCH	0.00	900.00	-900.00	0.0%
575.480 · SEA WAY BOAT LAUNCH REP & MAINT	268.53	2,500.00	-2,231.47	10.7%
Total SPECIAL RECREATION FACILITIES	268.53	3,400.00	-3,131.47	7.9%
OTHER CULTURE/RECREATION				
578.630 · TREE/BEAUTIFICATION	0.00	500.00	-500.00	0.0%
Total OTHER CULTURE/RECREATION	0.00	500.00	-500.00	0.0%
OTHER USES				
580.980 · CONTINGENCY FUND	0.00	38,979.00	-38,979.00	0.0%
581.910 · CRA TAX INCREMENTS TWN PORTION	0.00	29,275.00	-29,275.00	0.0%
Total OTHER USES	0.00	68,254.00	-68,254.00	0.0%
Total 001-EXPENDITURE/EXPENSE ACCTS.	44,556.23	1,117,287.00	-1,072,730.77	4.0%
Total Expense	44,556.23	1,117,287.00	-1,072,730.77	4.0%
Net Ordinary Income	-8,006.04	0.00	-8,006.04	100.0%
Net Income	-8,006.04	0.00	-8,006.04	100.0%

MANAGER'S REPORT – NOV 2008

UNFINISHED BUSINESS:

CRA/CDBG Grant – Please see the Monthly Report received from Jason Shepler of Mittauer & Associates. The hard copies are in your boxes.

NEW BUSINESS:

AUDIT FOR FISCAL YEAR 2007/2008: The audit is in progress and should be complete within the next couple of weeks.

LOCAL COMMUNICATIONS SERVICES TAX: I received a letter on the 6th of November from DOR in reference to the underpayment of the services tax distributions due to Cinco Bayou. It stated that the final distribution due Cinco Bayou is \$45,861.87 which is \$1,686.32 more than the \$44,175.55 that was noted in the letter we received in July, 2008. Also it stated that the distribution would start in Feb 2009 instead of Dec 2008. I have spoken with some of the other city managers in the county and none of them are budgeting any extra for the services tax. I also spoke with Angela with O'Sullivan Creel. She said we would make the necessary entries to the General Fund when the distributions start.

DATES FOR YOUR CALENDAR:

Tuesday, November 11th, Veterans Day, Town Hall Closed.

Thursday and Friday, November 27th and 28th, Thanksgiving Holiday, Town Hall Closed