

**AGENDA
REGULAR COUNCIL MEETING
DECEMBER 10, 2009 ♦ 5:30 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 November 12, 2009, and Budget Status as of November 30, 2009

Action Items:

Discussion Items:

1. CRA / CDBG – Easement Update
2. Glenwood Park Drainage Culvert

Reports:

1. Town Manager's 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: Thursday & Friday, December 24th & 25th - Christmas Holidays and
Friday Jan 1st - New Year's Day - Town Hall Closed**

March Election Qualifying, 12:00 noon Mon, Dec 28th to 12:00 noon Thur, Dec 31st.

MANAGER'S REPORT – DEC, 2009

UNFINISHED BUSINESS:

CRA/CDBG Grant – Please see the report from Mittauer & Associates in your packets. The hard copies are available at town hall. Attorney McInnis will give an update on the easements.

GLENWOOD PARK DRAINAGE ISSUE: We contacted the county about the possibility of using some of their ABS pipe. They are checking to see if they have any that we could borrow and should be back in touch with Keith this week.

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

NEW BUSINESS:

ELECTION QUALIFYING: March Election Qualifying begins at 12:00 noon on Monday, December 28th and ends at 12:00 noon on Thursday, December 31st.

DAYS TO REMEMBER:

Thursday and Friday, December 24th & 25th, 2009 – Christmas Holidays and Friday, January 1st - New Year's Day – Town Hall Closed

Election Qualifying Dates: 12:00 noon Mon, Dec 28th to 12:00 noon Thur, Dec 31st.

3:21 PM
 11/30/09
 Accrual Basis

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

	Oct - Nov 09	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
001 REVENUE ACCOUNTS				
TAXES				
311.000 · ADVALOREM TAXES	4,072.41	121,520.00	-117,447.59	3.4%
312.410 · FIRST LOCAL OPTION FUEL TAX	1,720.35	21,575.00	-19,854.65	8.0%
Total TAXES	5,792.76	143,095.00	-137,302.24	4.0%
UTILITY SERVICES TAXES				
314.100 · UTIL TAX - GULF POWER	5,331.84	28,000.00	-22,668.16	19.0%
314.300 · UTIL TAX - WATER FWB	1,835.91	6,300.00	-4,664.09	26.0%
314.400 · UTIL TAX - NAT GAS OKALOOSA CO	331.57	3,675.00	-3,343.43	9.0%
315.000 · UTIL TAX - LOCAL COM. SERVICES	2,487.46	37,986.00	-35,508.54	6.5%
316.100 · LOC CST REFUND	602.15	7,226.00	-6,623.85	8.3%
Total UTILITY SERVICES TAXES	10,388.93	83,197.00	-72,808.07	12.5%
LICENSES AND PERMITS				
321.100 · OCCUPATIONAL LICENSES	1,175.00	6,200.00	-5,025.00	19.0%
322.000 · PERMITS - TOWN	95.00	200.00	-105.00	47.5%
Total LICENSES AND PERMITS	1,270.00	6,400.00	-5,130.00	19.8%
FRANCHISE FEES				
323.100 · Franchise fees - electricity	11,242.83	53,000.00	-41,757.17	21.2%
323.400 · Franchise fees - natural gas	780.00	4,725.00	-3,945.00	16.5%
Total FRANCHISE FEES	12,022.83	57,725.00	-45,702.17	20.8%
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	2,122.57	24,193.00	-22,070.43	8.8%
335.150 · ALCOHOLIC BEVERAGE LICENSES	97.89	200.00	-102.11	48.9%
335.180 · LOCAL GOVT HALF-CENT SALES TAX	2,188.00	22,374.00	-20,186.00	9.8%
Total GENERAL GOVERNMENT	4,408.46	46,767.00	-42,358.54	9.4%
Total STATE SHARED REVENUES	4,408.46	46,767.00	-42,358.54	9.4%
SHARED REV OTHER LOCAL UNITS				
338.100 · OCCUPATIONAL LIC OKALOOSA CO	295.70	500.00	-204.30	59.1%
Total SHARED REV OTHER LOCAL UNITS	295.70	500.00	-204.30	59.1%
PHYSICAL ENVIRONMENT				
343.400 · GARBAGE/SOLID WASTE	6,921.97	30,500.00	-23,578.03	22.7%
Total PHYSICAL ENVIRONMENT	6,921.97	30,500.00	-23,578.03	22.7%

3:21 PM

11/30/09

Accrual Basis

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

	Oct - Nov 09	Budget	\$ Over Budget	% of Budget
CULTURE/RECREATION				
347.500 · BOAT LAUNCH FEES	814.50	12,000.00	-11,185.50	6.8%
Total CULTURE/RECREATION	814.50	12,000.00	-11,185.50	6.8%
FINES AND FORFEITS				
351.100 · COURT FINES - COUNTY	53.03	200.00	-146.97	26.5%
Total FINES AND FORFEITS	53.03	200.00	-146.97	26.5%
INTEREST AND OTHER EARNINGS				
381.140 · VANGUARD BANK CHECKING	18.35	100.00	-81.65	18.4%
381.182 · INTEREST EARNINGS - TAX COLL	40.18	200.00	-159.82	20.1%
381.184 · BEACH COMMUNITY BANK SAVINGS	0.00	200.00	-200.00	0.0%
381.185 · BEACH COMMUNITY BANK CD #8649	469.02	2,200.00	-1,730.98	21.3%
381.186 · BEACH COMMUNITY BANK CD #8660	469.02	2,200.00	-1,730.98	21.3%
Total INTEREST AND OTHER EARNINGS	996.57	4,900.00	-3,903.43	20.3%
RENTS AND ROYALTIES				
382.000 · SEAWAY STREET	0.00	500.00	-500.00	0.0%
382.100 · FACILITY RENTAL-TOWN HALL	900.00	1,500.00	-600.00	60.0%
382.200 · CELL TOWER LEASE	3,984.30	24,000.00	-20,015.70	16.6%
382.300 · SEAWAY RIGHT OF WAY WHATABURGER	0.00	100.00	-100.00	0.0%
Total RENTS AND ROYALTIES	4,884.30	26,100.00	-21,215.70	18.7%
OTHER MISCELLANEOUS REVENUES				
389.000 · OTHER MISC REV	18.00	100.00	-82.00	18.0%
389.100 · OTHER MISC REV - SR 85 MAINT	1,189.51	1,189.00	0.51	100.0%
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	1,207.51	3,576.00	-2,368.49	33.8%
Total 001 REVENUE ACCOUNTS	49,056.56	1,064,960.00	-1,015,903.44	4.6%
Total Income	49,056.56	1,064,960.00	-1,015,903.44	4.6%
Expense				
001-EXPENDITURE/EXPENSE ACCTS.				
PAYROLL EXPENSE				
513.120 · SALARIES & WAGES	16,802.06	107,781.00	-90,978.94	15.6%
513.210 · EMPLOYEE FICA/MEDICARE	1,285.35	8,246.00	-6,960.65	15.6%
513.230 · EMPLOYEE LIFE & HEALTH INS	1,033.33	13,700.00	-12,666.67	7.5%
513.240 · EMPLOYEE WORKMANS COMP	0.00	3,500.00	-3,500.00	0.0%
513.250 · EMPLOYEE UNEMPLOYMENT COMP	41.94			
PAYROLL EXPENSE - Other	0.00			
Total PAYROLL EXPENSE	19,162.68	133,227.00	-114,064.32	14.4%
EMPLOYEE RETIREMENT PLAN				
518.360 · RETIREMENT BENEFITS - EMPLOYEE	638.05	4,232.00	-3,593.95	15.1%
Total EMPLOYEE RETIREMENT PLAN	638.05	4,232.00	-3,593.95	15.1%
OPERATING EXPENDITURE/EXPENSE				
513.320 · ACCOUNTING AND AUDITING	8,000.00	12,000.00	-4,000.00	66.7%

3:21 PM

11/30/09

Accrual Basis

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

	Oct - Nov 09	Budget	\$ Over Budget	% of Budget
PROFESSIONAL SERVICES LEGAL				
514.310 · PROFESSIONAL SERVICES-LEGAL	2,084.00	8,000.00	-5,916.00	26.1%
Total PROFESSIONAL SERVICES LEGAL	2,084.00	8,000.00	-5,916.00	26.1%
PROFESSIONAL SERVICES ENGINEER				
519.310 · PROFESSIONAL SERVICES-ENGINEER	0.00	7,500.00	-7,500.00	0.0%
Total PROFESSIONAL SERVICES ENGINEER	0.00	7,500.00	-7,500.00	0.0%
519.400 · TRAVEL AND PER DIEM	600.00	8,400.00	-8,800.00	6.4%
COMMUNICATIONS				
519.410 · COMMUNICATIONS-PHONE	353.14	3,500.00	-3,146.86	10.1%
519.411 · COMMUNICATIONS-POSTAGE	100.20	300.00	-199.80	33.4%
519.412 · COMMUNICATIONS-INTERNET	448.00	1,700.00	-1,252.00	26.4%
Total COMMUNICATIONS	901.34	5,500.00	-4,598.66	16.4%
519.430 · UTILITIES-TOWN HALL	881.01	7,500.00	-6,608.99	11.9%
519.440 · RENTALS AND LEASES	0.00	2,000.00	-2,000.00	0.0%
519.460 · INS PROP/LIB/AUTO	0.00	19,000.00	-19,000.00	0.0%
519.480 · REPAIR & MAINTENANCE -TOWN HALL	289.75	3,000.00	-2,710.25	9.7%
519.481 · REPAIR & MAINTENANCE - OTHER	0.00	500.00	-500.00	0.0%
519.470 · PRINTING/BINDING	0.00	500.00	-500.00	0.0%
LEGAL ADVERTISING				
519.480 · LEGAL ADVERTISING	1,337.38	2,000.00	-662.62	66.9%
Total LEGAL ADVERTISING	1,337.38	2,000.00	-662.62	66.9%
519.490 · OTHER CURRENT CHG & OBLIGATIONS	438.50	2,000.00	-1,561.50	21.9%
519.491 · ELECTION EXPENSE	0.00	1,200.00	-1,200.00	0.0%
519.510 · OFFICE SUPPLIES	525.61	2,000.00	-1,474.39	26.3%
519.520 · OPERATING SUPPLIES	223.29	800.00	-576.71	27.9%
519.540 · BOOKS,PUB,SUB & MEMBERSHIPS	878.00	2,600.00	-1,722.00	33.8%
519.620 · CAPITOL IMPROVEMENTS - TOWN HAL	0.00	600.00	-600.00	0.0%
519.630 · IMPROVEMENTS OTHER THAN BLDGS.	0.00	600.00	-600.00	0.0%
519.640 · MACHINERY & EQUIPMENT	778.88	1,000.00	-221.32	77.9%
519.820 · AID TO PRIVATE ORGANIZATIONS	250.00	500.00	-250.00	50.0%
Total OPERATING EXPENDITURE/EXPENSE	17,197.56	88,200.00	-71,002.44	19.5%
PUBLIC SAFETY				
521.340 · LAW ENFORCEMENT	11,695.50	70,173.00	-58,477.50	16.7%
Total PUBLIC SAFETY	11,695.50	70,173.00	-58,477.50	16.7%
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				
530.520 · 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%
Total PHYSICAL ENVIRONMENT	6,930.00	29,000.00	-22,070.00	23.9%

3:21 PM
 11/30/09
 Accrual Basis

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

	Oct - Nov 09	Budget	\$ Over Budget	% of Budget
TRANSPORTATION				
541.430 · UTILITY SERVICES - STREETS	1,726.99	12,000.00	-10,273.01	14.4%
541.460 · REPAIR & MAINTENANCE SERVICES	29.69	2,200.00	-2,170.31	1.3%
541.520 · OPERATING SUPPLIES FUEL & OIL	233.75	1,500.00	-1,266.25	15.6%
541.630 · OPERATING SUPPLIES - STREETS	0.00	250.00	-250.00	0.0%
541.630 · IMPROVEMENTS - STREETS	0.00	800.00	-800.00	0.0%
Total TRANSPORTATION	1,990.43	16,550.00	-14,559.57	12.0%
STATE GRANTS - CDBG				
550.331 · CDBG ENGINEERING	917.00	66,000.00	-65,083.00	1.4%
550.340 · CDBG GRANT ADMINISTRATION	0.00	47,840.00	-47,840.00	0.0%
550.630 · CDBG RELOCATION OF UTILITIES	0.00	300,000.00	-300,000.00	0.0%
550.631 · TIF RELOCATION OF UTILITIES	1,156.65	65,000.00	-63,843.35	1.8%
550.632 · CDBG FUNDS SIDEWALKS/PED MALLS	0.00	171,000.00	-171,000.00	0.0%
Total STATE GRANTS - CDBG	2,073.65	649,840.00	-647,566.35	0.3%
ANIMAL CONTROL SERVICES				
562.340 · ANIMAL CONTROL SERVICES - PAWS	423.00	1,830.00	-1,407.00	23.1%
Total ANIMAL CONTROL SERVICES	423.00	1,830.00	-1,407.00	23.1%
PARKS AND RECREATION				
572.340 · OTHER CONTRACTUAL SERVICES	6,136.66	24,720.00	-18,583.34	24.8%
572.430 · UTILITIES - PARKS	57.19	500.00	-442.81	11.4%
572.460 · REPAIR AND MAINTENANCE PARKS	651.95	4,000.00	-3,348.05	16.3%
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%
Total PARKS AND RECREATION	6,845.80	30,520.00	-23,674.20	22.4%
SPECIAL EVENTS				
574.490 · SPECIAL EVENTS/PICNIC DINNERS	2,482.34	7,500.00	-5,017.66	33.1%
Total SPECIAL EVENTS	2,482.34	7,500.00	-5,017.66	33.1%
SPECIAL RECREATION FACILITIES				
572.521 · OPERATING SUPPLIES-BOAT LAUNCH	0.00	900.00	-900.00	0.0%
575.460 · SEA WAY BOAT LAUNCH REP & MAINT	62.89	2,500.00	-2,437.11	2.5%
Total SPECIAL RECREATION FACILITIES	62.89	3,400.00	-3,337.11	1.8%
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	4,211.00	-4,211.00	0.0%
581.910 · CRA TAX INCREMENTS TWN PORTION	0.00	24,977.00	-24,977.00	0.0%
Total OTHER USES	0.00	29,188.00	-29,188.00	0.0%
Total 001-EXPENDITURE/EXPENSE ACCTS.	69,501.90	1,064,960.00	-995,458.10	6.5%
Total Expense	69,501.90	1,064,960.00	-995,458.10	6.5%
Net Ordinary Income	-20,445.34	0.00	-20,445.34	100.0%
Net Income	-20,445.34	0.00	-20,445.34	100.0%