

TOWN OF CINCO BAYOU
CDBG BID OPENING AND RATING
December 27, 2006 – 10:00 AM

Present: Mayor Pro Tem Carol Koch, Town Manager/Clerk Nell Webb, Assistant Town Manager/Clerk Monika Gillette.

Mayor Pro Tem Koch called the RFP evaluation committee meeting to order at 10 AM on Wednesday, December 27, 2006. The purpose of the meeting was to open and evaluate bid applications for Grant Administrator and Engineer for DCA Project #07DB-3R-01-56-02-C02. Ms. Webb stated that one proposal for each administration (grant and engineering) had been submitted on December 19, 2006 at 1 pm which was within the time frame required. The proposals were submitted jointly. Six originals were submitted and signed by Joseph Mittauer, President of Mittauer & Associates and Kimberly Daniels, Vice President of Jordan and Associates. The proposals were ranked by both the Town Manager and Mayor Pro Tem. Both applications were awarded all points available. Mayor Pro Tem Koch stated it would be her recommendation to award the contract to each company.

Adjourn – There being no further business, the meeting adjourned at 10:20 am.

ATTEST:



Carol Koch, Mayor Pro Tem



Nell Webb
Town Manager/Clerk



Town of Cinco Bayou
Profit & Loss Budget vs. Actual
 October through December 2006

	Oct - Dec 06	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	60,506.90	133,493.00	-72,986.10	45.3%
312.410 · FIRST LOCAL OPTION FUEL TAX	4,128.40	28,207.00	-24,078.60	14.6%
Total TAXES	64,635.30	161,700.00	-97,064.70	40.0%
FRANCHISE FEES				
313.100 · FRANCHISE FEE - GULF POWER	7,725.34	33,500.00	-25,774.66	23.1%
313.400 · FRANCHISE FEE - OKALOOSA GAS	0.00	3,500.00	-3,500.00	0.0%
Total FRANCHISE FEES	7,725.34	37,000.00	-29,274.66	20.9%
UTILITY SERVICES TAXES				
314.100 · UTIL TAX - GULF POWER	4,689.92	22,300.00	-17,610.08	21.0%
314.300 · UTIL TAX - WATER FWB	0.00	5,300.00	-5,300.00	0.0%
314.400 · UTIL TAX - NAT GAS OKALOOSA CO	177.40	2,500.00	-2,322.60	7.1%
315.000 · UTIL TAX - LOCAL COM. SERVICES	5,476.32	24,219.00	-18,742.68	22.6%
Total UTILITY SERVICES TAXES	10,343.64	54,319.00	-43,975.36	19.0%
LICENSES AND PERMITS				
321.100 · OCCUPATIONAL LICENSES	4,465.00	6,000.00	-1,535.00	74.4%
322.000 · PERMITS - TOWN	20.00	600.00	-580.00	3.3%
Total LICENSES AND PERMITS	4,485.00	6,600.00	-2,115.00	68.0%
STATE SHARED REVENUES				
GENERAL GOVERNMENT				
335.120 · STATE REVENUE SHARING PROCEE...	6,507.18	26,392.00	-19,884.82	24.7%
335.150 · ALCOHOLIC BEVERAGE LICENSES	197.27	500.00	-302.73	39.5%
335.180 · LOCAL GOVT HALF-CENT SALES TAX	4,589.13	32,870.00	-28,280.87	14.0%
Total GENERAL GOVERNMENT	11,293.58	59,762.00	-48,468.42	18.9%
Total STATE SHARED REVENUES	11,293.58	59,762.00	-48,468.42	18.9%
SHARED REV OTHER LOCAL UNITS				
338.100 · OCCUPATIONAL LIC OKALOOSA CO	164.34	750.00	-585.66	21.9%
Total SHARED REV OTHER LOCAL UNITS	164.34	750.00	-585.66	21.9%
PHYSICAL ENVIRONMENT				
343.400 · GARBAGE/SOLID WASTE	0.00	35,500.00	-35,500.00	0.0%
Total PHYSICAL ENVIRONMENT	0.00	35,500.00	-35,500.00	0.0%
CULTURE/RECREATION				
347.500 · BOAT LAUNCH FEES	3,674.50	15,000.00	-11,325.50	24.5%
Total CULTURE/RECREATION	3,674.50	15,000.00	-11,325.50	24.5%
FINES AND FORFEITS				
351.100 · COURT FINES - COUNTY	39.61	800.00	-760.39	5.0%
Total FINES AND FORFEITS	39.61	800.00	-760.39	5.0%
INTEREST AND OTHER EARNINGS				
361.140 · VANGUARD BANK CHECKING	80.30	250.00	-169.70	32.1%
361.180 · VANGUARD BANK CD	0.00	0.00	0.00	0.0%
361.181 · VANGUARD BANK MONEY MARKET	13.44			
361.182 · INTEREST EARNINGS - TAX COLL	20.90	125.00	-104.10	16.7%
361.183 · BEACH COMMUNITY BANK CD #3188	0.00	1,500.00	-1,500.00	0.0%
361.184 · BEACH COMMUNITY BANK SAVINGS	0.00	1,500.00	-1,500.00	0.0%
361.185 · BEACH COMMUNITY BANK CD #8649	0.00	1,500.00	-1,500.00	0.0%
Total INTEREST AND OTHER EARNINGS	114.64	4,875.00	-4,760.36	2.4%
RENTS AND ROYALTIES				
362.000 · SEAWAY STREET	0.00	500.00	-500.00	0.0%
362.100 · FACILITY RENTAL-TOWN HALL	200.00	500.00	-300.00	40.0%
362.200 · CELL TOWER LEASE	7,246.05	22,200.00	-14,953.95	32.6%
362.300 · SEAWAY RIGHT OF WAY WHATABURG...	0.00	100.00	-100.00	0.0%
Total RENTS AND ROYALTIES	7,446.05	23,300.00	-15,853.95	32.0%

Town of Cinco Bayou Profit & Loss Budget vs. Actual

October through December 2006

	Oct - Dec 06	Budget	\$ Over Budget	% of Budget
OTHER MISCELLANEOUS REVENUES				
369.000 · OTHER MISC REV	177.29	100.00	77.29	177.3%
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	0.00	1,098.00	-1,098.00	0.0%
369.201 · ST HIGHWAY SYSTEM LIGHTING	0.00	1,087.00	-1,087.00	0.0%
Total OTHER MISCELLANEOUS REVENUES	177.29	3,474.00	-3,296.71	5.1%
Total 001 REVENUE ACCOUNTS	110,099.29	448,080.00	-337,980.71	24.6%
Total Income	110,099.29	448,080.00	-337,980.71	24.6%
Expense				
001-EXPENDITURE/EXPENSE ACCTS.				
PAYROLL EXPENSE				
513.120 · SALARIES & WAGES	21,207.37	92,856.00	-71,648.63	22.8%
513.210 · EMPLOYEE FICA/MEDICARE	1,645.31	7,104.00	-5,458.69	23.2%
513.230 · EMPLOYEE LIFE & HEALTH INS	6,818.64	22,335.00	-15,516.36	30.5%
513.240 · EMPLOYEE WORKMANS COMP	1,178.00	3,000.00	-1,822.00	39.3%
513.250 · EMPLOYEE UNEMPLOYMENT COMP	2.16			
PAYROLL EXPENSE - Other	300.00			
Total PAYROLL EXPENSE	31,151.48	125,295.00	-94,143.52	24.9%
OPERATING EXPENDITURE/EXPENSE				
513.320 · ACCOUNTING AND AUDITING	9,500.00	12,000.00	-2,500.00	79.2%
515.470 · MUNICIPAL CODE	0.00	200.00	-200.00	0.0%
PROFESSIONAL SERVICES LEGAL				
514.310 · PROFESSIONAL SERVICES-LEGAL	1,774.00	5,600.00	-3,826.00	31.7%
Total PROFESSIONAL SERVICES LEGAL	1,774.00	5,600.00	-3,826.00	31.7%
PROFESSIONAL SERVICES ENGINEER				
519.310 · PROFESSIONAL SERVICES-ENGINEER	0.00	5,000.00	-5,000.00	0.0%
Total PROFESSIONAL SERVICES ENGINEER	0.00	5,000.00	-5,000.00	0.0%
519.400 · TRAVEL AND PER DIEM	2,560.42	7,000.00	-4,439.58	36.6%
COMMUNICATIONS				
519.410 · COMMUNICATIONS-PHONE	578.70	1,600.00	-1,021.30	36.2%
519.411 · COMMUNICATIONS-POSTAGE	60.60	500.00	-439.40	12.1%
519.412 · COMMUNICATIONS-INTERNET	552.00	1,400.00	-848.00	39.4%
Total COMMUNICATIONS	1,191.30	3,500.00	-2,308.70	34.0%
519.430 · UTILITIES-TOWN HALL	1,101.19	5,000.00	-3,898.81	22.0%
519.440 · RENTALS AND LEASES	21.00	3,000.00	-2,979.00	0.7%
519.450 · INS PROP/LIB/AUTO	3,559.50	11,500.00	-7,940.50	31.0%
519.460 · REPAIR & MAINTENANCE -TOWN HALL	566.17	4,900.00	-4,333.83	11.6%
519.461 · REPAIR & MAINTENANCE - OTHER	0.00	500.00	-500.00	0.0%
LEGAL ADVERTISING				
519.480 · LEGAL ADVERTISING OTHER	0.00	3,000.00	-3,000.00	0.0%
Total LEGAL ADVERTISING	0.00	3,000.00	-3,000.00	0.0%
519.490 · OTHER CURRENT CHG & OBLIGATIONS	882.19	2,300.00	-1,417.81	38.4%
519.491 · ELECTION EXPENSE	0.00	1,200.00	-1,200.00	0.0%
519.510 · OFFICE SUPPLIES	441.55	1,800.00	-1,358.45	24.5%
519.520 · OPERATING SUPPLIES	165.58	1,500.00	-1,334.42	11.0%
519.540 · BOOKS,PUB,SUB & MEMBERSHIPS	4,381.80	2,700.00	1,681.80	162.3%
519.620 · CAPITOL IMPROVEMENTS - TOWN HAL	0.00	8,000.00	-8,000.00	0.0%
519.630 · IMPROVEMENTS OTHER THAN BLDGS.	0.00	3,500.00	-3,500.00	0.0%
519.640 · MACHINERY & EQUIPMENT	0.00	1,500.00	-1,500.00	0.0%
519.820 · AID TO PRIVATE ORGANIZATIONS	250.00	500.00	-250.00	50.0%
Total OPERATING EXPENDITURE/EXPENSE	26,394.70	84,200.00	-57,805.30	31.3%
PUBLIC SAFETY				
521.340 · LAW ENFORCEMENT	22,287.32	66,862.00	-44,574.68	33.3%
Total PUBLIC SAFETY	22,287.32	66,862.00	-44,574.68	33.3%
PHYSICAL ENVIRONMENT				
534.430 · GARBAGE/SOLID WASTE-WASTE MGMT	0.00	35,500.00	-35,500.00	0.0%
537.630 · DRAINAGE DITCH YACHT CLUB DR	0.00	500.00	-500.00	0.0%
Total PHYSICAL ENVIRONMENT	0.00	36,000.00	-36,000.00	0.0%

Town of Cinco Bayou
Profit & Loss Budget vs. Actual
 October through December 2006

	Oct - Dec 06	Budget	\$ Over Budget	% of Budget
TRANSPORTATION				
541.430 · UTILITY SERVICES - STREETS	2,368.32	9,000.00	-6,631.68	26.3%
541.460 · REPAIR & MAINTENANCE SERVICES	495.00	3,000.00	-2,505.00	16.5%
541.520 · OPERATING SUPPLIES FUEL & OIL	176.06	1,000.00	-823.94	17.6%
541.530 · OPERATING SUPPLIES - STREETS	0.00	2,000.00	-2,000.00	0.0%
541.630 · IMPROVEMENTS - STREETS	0.00	7,000.00	-7,000.00	0.0%
541.710 · STREET REPAIR LOAN/ PRINCIPAL	0.00	14,305.00	-14,305.00	0.0%
541.720 · STREET REPAIR LOAN/INTEREST	0.00	1,617.00	-1,617.00	0.0%
Total TRANSPORTATION	3,039.38	37,922.00	-34,882.62	8.0%
HUMAN SERVICES				
562.340 · HUMAN SERVICES - PAWS	392.25	1,500.00	-1,107.75	26.2%
Total HUMAN SERVICES	392.25	1,500.00	-1,107.75	26.2%
CULTURE/RECREATION				
571.540 · LIBRARY MEMBERSHIP	100.00	400.00	-300.00	25.0%
Total CULTURE/RECREATION	100.00	400.00	-300.00	25.0%
PARKS AND RECREATION				
572.340 · OTHER CONTRACTUAL SERVICES	9,704.98	24,120.00	-14,415.02	40.2%
572.430 · UTILITIES - PARKS	80.89	800.00	-719.11	10.1%
572.460 · REPAIR AND MAINTENANCE PARKS	183.54	1,800.00	-1,616.46	10.2%
572.520 · OPERATING SUPPLIES - PARKS	11.65	500.00	-488.35	2.3%
572.630 · CAPITAL IMPROVEMENTS PARKS	100.00	13,200.00	-13,100.00	0.8%
Total PARKS AND RECREATION	10,081.06	40,420.00	-30,338.94	24.9%
SPECIAL EVENTS				
574.490 · SPECIAL EVENTS/PICNIC DINNERS	1,245.80	2,000.00	-754.20	62.3%
Total SPECIAL EVENTS	1,245.80	2,000.00	-754.20	62.3%
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	0.00	2,500.00	-2,500.00	0.0%
Total SPECIAL RECREATION FACILITIES	0.00	3,400.00	-3,400.00	0.0%
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	11,486.00	-11,486.00	0.0%
581.910 · CRA TAX INCREMENTS TWN PORTION	0.00	38,095.00	-38,095.00	0.0%
Total OTHER USES	0.00	49,581.00	-49,581.00	0.0%
Total 001-EXPENDITURE/EXPENSE ACCTS.	94,691.99	448,080.00	-353,388.01	21.1%
Total Expense	94,691.99	448,080.00	-353,388.01	21.1%
Net Income	15,407.30	0.00	15,407.30	100.0%

REGULAR TOWN MEETING SIGN IN SHEET

Name:	Ed Stanford		
Address:	109 Sleepy Oaks Rd NW FWB		
Phone:	850-664-6686	Email:	edwin.stanford@ngc.com

Name:			
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