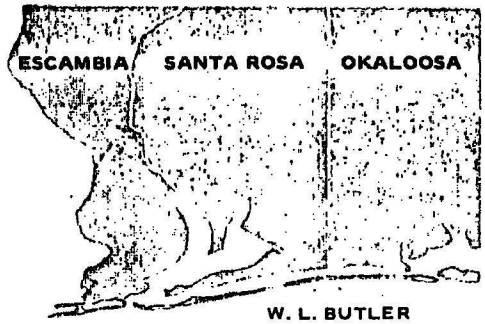
TOWN OF CINCO BAYOU
"COUNCIL AS COMMITTEE"
February 8, 1979

1. PERSONNEL POLICY #1.
2. CLEARING OF VACANT LOTS IN CINCO. (Balsley)
3. BOOKKEEPING SYSTEM. (Clerk)
4. CENTEL - SPLIT DIRECTORY.
5. CENTEL - TOLL FREE SERVICE FOR OKALOOSA COUNTY.
6. EXCESSIVE POWER BILL FOR LAGUNA PARK FOR DECEMBER.
7. PAYMENT OF FIRE PROTECTION FROM FORT WALTON BEACH.

WEST FLORIDA REGIONAL PLANNING COUNCIL

5904 NORTH 9TH AVENUE • POST OFFICE BOX 486
PENSACOLA, FLORIDA 32593 • PHONE (904)478-5870



W. L. BUTLER
Chairman

KENNETH KELSON
Vice-Chairman

DANIEL F. KRUMEL
Executive Director

February 2, 1979

HONORABLE JIM KENDRICKS III, MAYOR AND MEMBERS OF THE CINCO BAYOU TOWN COUNCIL

Dear Elected Official,

I have received your letter indicating that the Town Council has voted to withdraw membership from the West Florida Regional Planning Council. I realize that it is sometimes difficult for a small community to recognize what benefits they might derive from membership but I assure you it is well worth the $117.00 annual dues assessed to Cinco Bayou. If nothing else, it gives your community an opportunity to be heard regarding county and regional issues. The Planning Council needs your support and your opinions as much as any other city or county.

I must note also that active participation is important. Membership in the Council is of limited value if the individual members are not at the meetings and expressing their opinions and the opinions of their community.

I realize that tangible benefits are sometimes non-existent, however, they can happen. For example, Laurel Hill just recently received a free fire truck, a project that Council planners worked on for well over a year. This is not to say that Cinco Bayou is going to receive something tangible, only that it is possible.

I will continue to keep you advised of on-going planning activities in the Region. I hope that you will reconsider your decision to withdraw from Council and again be a part of the organization. In any event, if we can be of any assistance to you, please call us.

Sincerely yours,

Daniel F. Krumel

Daniel F. Krumel
Executive Director

DFK:nr

cc: Mr. Reid P. Gilland
Mr. W.L. Butler

In 1934, a gentleman named George Robertson of Pensacola, Florida, sub-divided approximately 158 acres of land in Okaloosa County, Florida, bounded on the North by Five Mile Bayou and Kidd Bayou and named this sub-division Cinco Bayou. The land was owned by Mr. F. E. Cocke and the Town was suggested and formed by the efforts of Mr. Martin Van Burah Harrelson, an early settler and businessman. First Mayor was Gordon Givson followed by his brother, Ronald. The Gibson boys worked hard with Mr. Robertson to clear the land for the development which followed the sub-division. Portion of this sub-division were on occasion sold to various individuals and an unincorporated area existed until 1950.
On July 3, 1950, the citizens of this unincorporated area met and adopted a charter of the Town of Cinco Bayou which encompass the same boundaries as Mr. F. E. Cocke original sub-division.
The Town is governed by a Mayor and five Council members:

Jim Kendrick, III - Mayor

Irene E. Balsley - Council members

Phil Johnston - "

Harold Peek - "

Ralph J. Perry - "

Max O. Usrey - "

Address: 35 Kelly Avenue

Population: 417

George Robertson [redacted]

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-Van-
Marion Burrah

Location: 35 Kelly Avenue

Population: 417

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PERSONNEL POLICY #1

SUBJECT: PERTAINING TO ANNUAL LEAVE, SICK LEAVE AND PAID HOLIDAYS.

TO : TOWN EMPLOYEES

1. This policy pertains to all full time employees of the Town of Cinco Bayou, and sets forth the intent of the Town Council regarding subject Leave and Holidays. All employees of the Town shall read this policy and signify their understanding of and agreement to, by their signature on a copy hereof.

2. The Town Manager/Clerk will maintain the Personnel Records, and insure that appropriate personnel functions are carried out, including maintenance of work time, leave and attendance records.

3. Annual Leave: Employees will be granted two weeks (80 hours) paid vacation leave annually. One week may be granted after six months employment at the discretion of the employer. Leave will not accumulate beyond the leave year.

4. Sick Leave: Employees will be granted two weeks (80 hours) paid annually. This leave is granted for treatment of employees personal illness or injury by Health Care Professionals. The employer may require evidence of such care for sick leave taken in excess of three days. Sick leave may be taken only as accrued. Leave will not accumulate beyond the leave year.

5. Holiday Leave:

A. Employees will be granted leave with pay for the following paid holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day.

B. When a holiday falls on Saturday, the preceding Friday is observed. When a holiday falls on Sunday, the following Monday is observed.

C. The Mayor and Council as a body may designate additional holidays.

6. Termination Leave: No paid termination leave shall be granted to any employee, except their unused annual vacation leave.

7. Effective date of this policy will be January 1, 1979.

8. Adopted by the Town Council February 15, 1979

Jim Kendricks
MAYOR

Kenneth H. Espy
TOWN MANAGER/CLERK

Alda D. Lance
ADMINISTRATIVE SECRETARY

SUBJECT: PURCHASING POLICY #1 - PERTAINING TO THE AUTHORITY FOR, METHOD OF AND ADMINISTRATIVE CONTROLS OVER PURCHASING BUILDING MAINTENANCE AND REPAIRS, PARK MAINTENANCE, EQUIPMENT SUPPLIES, AND SERVICE FOR THE TOWN OF CINCO BAYOU, FLORIDA.

TO : TOWN EMPLOYEES

1. This policy is to implement that part of Town's Ordinance #56, providing for appointment and setting forth powers and duties of the Town Manager/Clerk being Section 3, Paragraph F, City responsibilities for "purchasing procedures" for the office involved.

2. A Petty Cash Fund is maintained in the office to purchase inexpensive household type items, it will be limited to $25.00 cash monthly. On the first working day of each month, a check will be written, deducting the balance from the previous month, if any to determine the amount necessary to return the cash fund to the monthly allotment. A legible single entry account system will be used, copies of each sales slip, invoice or ticket will be attached to the monthly record.

3. Purchases of equipment, building materials, supplies or improvements to buildings, parks, streets or sewer systems, professional services, etc., valued at $10.00 to $200.00 shall be made by the Town Manager/Clerk by use of written purchase order countersigned (approved) by the appropriate committee chairman knowledgeable of the need and use of the item involved as well as the adequacy of budgeted funds.

4. Purchases of Equipment, Building materials, supplies or improvements to buildings, parks, streets or sewer systems involving funds in excess of $200.00 shall be an item of a Town Council meeting and shall be discussed to be disapproved or approved at that time. It shall then be purchased by use of a written purchase order countersigned (approved) by a member of the Town Council knowledgeable of the action taken in the Council meeting.

5. All purchases (except Petty Cash) shall be paid for by the Town Manager/Clerk by use of check countersigned by the Mayor or Mayor Pro-Tem.

6. All purchases shall be made only when mindful of amounts budgeted for various needs of the administration of the Town's affairs.

7. Normal monthly bills for utilities, professional services, insurance, etc., shall be paid by the Town Manager/Clerk by use of check countersigned by the Mayor or Mayor Pro-Tem.

8. Provisions of this policy may be amended at any time by the majority of the Council. Adopted: February 15, 1979.

Jim Kendrick III

JIM KENDRICK, III
MAYOR

Kenneth H. Espy

KENNETH H. ESPY
TOWN MANAGER/CLERK

Playground Daily News 2/7/79

TOWN OF CINCO BAYOU
PUBLIC NOTICE
CHANGE IN MEETINGS TIME
NOTICE IS HEREBY GIVEN THAT THE TOWN COUNCIL OF THE TOWN OF CINCO BAYOU, OKALOOSA COUNTY, FLORIDA, WILL EFFECTIVE WITH THE JANUARY 1979 MEETINGS, MEET AS FOLLOWS: "COUNCIL AS COMMITTEE" EVERY SECOND THURSDAY AND "REGULAR MONTHLY COUNCIL MEETING" EVERY THIRD THURSDAY EACH MONTH. MEETINGS WILL COMMENCE AT 7:00 P.M., AND WILL BE HELD IN THE TOWN HALL, LOCATED ON KELLY AVENUE.
BY DIRECTION OF COUNCIL:
KENNETH H. ESLY
Town Manager/Clerk
8721: Feb. 7, 8, 15, 1979

PLAYGROUND DAILY NEWS FEBRUARY 9, 1979

Cinco Bayou to Use 'Uniform Accounting'

Cinco Bayou councilmen, meeting as a committee Thursday, decided to align the town's accounting system with the "uniform system of accounting" all Florida municipalities were required to adopt last October.

The council was informed Jan. 18 that the town was in violation of state law for not adopting the new system at the beginning of the 1979 fiscal year.

The use of a Fort Walton Beach accountant in addition to the Pensacola firm presently handling the town's financial affairs was also discussed.

"It is unnecessary not to have one locally," councilwoman Irene Balsley said. "I think we should use a local accountant."

The matter will be considered for official action at the council's regular meeting Feb. 15.

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