

TOWN OF CINCO BAYOU
REGULAR COUNCIL MEETING
MARCH 20, 1980

1. MINUTES-SPECIAL COUNCIL MEETING-FEBRUARY 14, 1980.
2. MINUTES-REGULAR COUNCIL MEETING-FEBRUARY 21, 1980.
3. FINANCIAL STATEMENT-FEBRUARY 1980.
4. REPORT-SANITARY SEWER IMPROVEMENT PROJECT-OPP BOULEVARD. (Mr. Burt)
5. SECOND READING-ZONING CHANGE FROM RESIDENTIAL TO COMMERCIAL, LOTS 17-19, BLOCK 6.
6. LOCAL ORDINANCE WRITTEN TO ADOPT COMPREHENSIVE PLAN.
7. PROPOSED TRANSPORTATION ROUTING SYSTEM.
8. SUPPLEMENT TO DUTIES OF TOWN CLERK.
9. APPOINTMENT OF TOWN CLERK.

TOWN OF CINCO BAYOU
REGULAR COUNCIL MEETING
MARCH 20, 1980

Town officials in attendance: Mayor Irene Balsley, Council members Winfield Davis, Harold Peek, Ralph Perry and Max Usrey; Recorder Dee Carter and Engineer Miller Burt. Absent: Council member Phil Johnston and Attorney Rick Powell.

Also present were: Addie Johnson, Adelia Robblee, Tony Semenov-Town & Country Realty and Abbie Tyner.

Therefore, a quorum being present, Mayor Balsley opened the meeting at 7 p.m., with a silent prayer.

1. MINUTES-SPECIAL COUNCIL MEETING-FEBRUARY 14, 1980. Motion by Mr. Usrey to accept as printed, seconded by Mr. Perry. Motion carried unanimously.
2. MINUTES-REGULAR COUNCIL MEETING-FEBRUARY 21, 1980. Motion by Mr. Usrey to accept as printed, seconded by Mr. Perry. Motion carried unanimously.
3. FINANCIAL STATEMENT-FEBRUARY 1980. Motion by Mr. Peek to accept as presented, seconded by Mr. Usrey. Motion carried unanimously.
4. REPORT-SANITARY SEWER IMPROVEMENT PROJECT-OPP BOULEVARD. Mr. Burt informed Council that he had received the contracts and bond from Mr. Kenneth Crowder and he took the Contracts to Attorney Powell for his approval. Contracts will be sign on Monday, March 24, 1980. Mr. Burt also informed Council that he had phoned the Department of Environmental Regulation about the permit.
5. SECOND READING-ZONING CHANGE FROM RESIDENTIAL TO COMMERCIAL, LOTS 17-19, BLOCK 6.

Mayor Balsley read the second reading of the ordinance by title. Motion by Mr. Peek to accept the final reading of the ordinance for zone change from residential to commercial (C-1) on Lots 17-19, Block 6; spot zoning was allowed because the Leyenda Park separates this parcel from the remainder of the residential area of Block 6, it is also across the street from other businesses, seconded by Mr. Perry. Motion carried unanimously. (Ordinance to be numbered 67).

6. LOCAL ORDINANCE WRITTEN TO ADOPT COMPREHENSIVE PLAN. Motion by Mr. Peek to instruct the Town's Attorney to write an ordinance to adopt the Comprehensive Plan, seconded by Mr. Perry. Motion carried unanimously.
7. PROPOSED TRANSPORTATION ROUTING SYSTEM. Mr. Perry suggested that this item be placed on the agenda for the next Council Committee meeting.
8. SUPPLEMENT TO DUTIES OF TOWN CLERK. Motion by Mr. Davis to adopt the letter sent to Creel, Bryan & Gallagher noting the duties of the Town Clerk dated February 15, 1980, seconded by Mr. Peek. Motion carried unanimously.
8. APPOINTMENT OF TOWN CLERK. Motion by Mr. Usrey to hire Mr. Albert Borchik as Town Clerk for the Town of Cinco Bayou, seconded by Mr. Davis. Motion carried unanimously.

10. LETTER OF RECOMMENDATION. Motion by Mr. Davis that the Council give Mrs. Balsley a letter of recommend for her effort in serving as Town Clerk, seconded by Mr. Usrey. Motion carried unanimously.

11. ADJOURNMENT. Meeting adjourned at 7:18 p.m.

RESPECTFULLY SUBMITTED AS TRUE AND CORRECT TO BEST OF MY ACKNOWLEDGE.

Irene E. Balsley

IRENE E. BALSLEY
Acting Town Clerk

Attachments to record set of minutes:

1. Financial Statement-February.
2. Ordinance #67.
3. Ltr-Supplement to Town Clerk Duties.
4. Newspaper Clippings-PGDN.

FEBRUARY 1980

Check Number	To Whom	Purpose	Date	Amount Of Check	Bank Bal Fwd And Deposits	ACCOUNTING CODES
		Bal Fwd	1	--	26,626.34	
37	92 Boyette's	Svs-1/27-2/27	1	30.00		57252
	93 Salamander	Svs - Feb	1	500.00		52100
	94 Oka W&S Sys	Sewer Trmt-Jan	1	1513.00		53534
	95 Brian Lambert	Dues-PNJ-Jan	1	4.35		51954
	96 CENTEL	28th Pmt-U/F Tx	1	300.00		20310
	97 Flowers & Spice	Plant F/Johnston	1	15.00		51949
	98 PDQ Print	Data Sheets (50)	1	4.75		51951
	99 K-Mart	Supplies-Jan	1	64.14		51952
38	00 Waller Bros	Supplies-Jan	1	64.37		51951
	01 Town of Cinco	Petty Cash	1	22.21		10200
	02 FWB Postmaster	Roll of Stamps	4	15.00		51942
	03 Max Usrey	Refund F/Dinners	5	13.90		51954
	04 Gatlin's	Supplies-Jan	5	7.97		51946
	05 Humane Society	Svs - Jan	5	16.00		52934
	06 Estergren, FA&P	Ret - Jan	5	100.00		51431
	07 C, B & Gallagher	Consultation With Mayor & Dee	5	125.00		51332
	08 Polyengineering	Ret - Feb	5	100.00		51931
	09 Ruth Usrey	Refund F/Gift	6	20.80		57400
	10 Stone's	Gas-Truck-Jan	6	13.66		51952
	11 Hurricane Fence	Rpr Fence in Leyenda Park	6	85.80		57246
	12 Dept Of Environmental Regulation	Permit For Sewer Extension on Opp Blvd	7	20.00		51954
	13 City of FWB	Water-Town Hall Seaway Laguna Pk Francis Pk	12	27.38		51943 (47.79) 53543 (6.53) 53543 (6.53) 57243 (6.53)
	14 VOIDED	--	--	--		
	15 City Of FWB	Repair Potholes	12	121.35		54146
	16 F. Sahlin	2Wks-1/29-2/11	12	86.80		51312
	17 D. Carter	2Wks-1/29-2/11	12	190.20		51312
	18 I. Balsley	2Wks-1/29-2/11	12	250.00		51312
	19 CENTEL	Town Hall	12	30.78		51941
	20 F. Sahlin	Refund F/Paint	13	2.45		51952
	21 Barnett Bank	P/R Dep-Jan	13	209.40		21800
		See Dep. 79/80-15	13	--	2,252.77	
40	DM Frm Ck Acct	CD #7076	14	--	10,000.00*	

TOWN OF CINCO BAYOU - JOURNAL OF CHECKS WRITTEN - DEPOSITS MADE

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FEBRUARY 1980

Check Number	To Whom	Purpose	Date	Bank Bal		ACCOUNTING CODES
				Amount Of Check	Fwd And Deposits	
38	22 Sheraton Inn	Banquet, 1/24/80	20	726.13		51954 (4181.88) 13300 (1544.25)
23	Gulf Pwr Co	L/Sta-Laguna	20	133.88		53543 (811.04)
		Pump-Leyenda				57243 (4.14)
		Traffic Lights				54143 (21.88)
		Town Hall				51943 (92.68)
		Pump-Laguna				57243 (4.14)
24	A. Robblee	Bake Cake F/Party	20	15.00		57400
25	Atlas Ext	Svs - Feb	20	7.00		51946
	DM Frm Ck Acct	CD# 7082	22	--	10,000.00**	
26	Lindsey & Pelham	Fire Policy Renew	26	520.00		51945
		& Wkrm Comp				
		See Dep 79/80-16	22	--	4,927.32	
27	Sprinkler&Irrig	Repaired Sprinkler	26	31.00		57252
		in Laguna&Leyenda				
28	J. Vivarattas	Dues-PGDN-Feb	26	4.00		51954
29	I. Balsley	2Wks-2/12-2/25	26	250.00		51312
30	F. Sahlin	2Wks-2/12-2/25	26	29.75		51312
31	D. Carter	2Wks-2/12-2/25	26	190.20		51312
32	B. Lambert	Dues-PNJ-Feb	26	4.35		51954
33	CENTEL	Loop L/Stas	26	24.15		53541
34	Gulf Pwr Co	Street Lights	26	230.21		54143 (4213.12)
		L/Sta-Kelly				53543 (17.09)
	Total Cks Wr			6119.98	7,180.09	(Income for Feb)
	Bal Fwd 1 Feb 80				26,626.34	
	Total Funds Available				33,806.43	
	Cks Wr				-6,119.98	
	*TRF Frm Ck Acct For CD #7076				-10,000.00	
	**TRF Frm Ck Acct For CD #7082				-10,000.00	
	Cash O/H In Bank		29		7,686.45	
	Petty Cash Fund		29		.09	
	Cash In Bank & P/C		29		7,686.54	
	Sav #200-004-0, General		29		3,217.36	
	Sav #200-067-9, Fed Rev Shar		29		1,410.00	
	CD's 1 Feb 80			130,000.00		
	*Purchased CD#7076			10,000.00		
	**Purchased CD#7082			10,000.00		
	Total CD's		29		150,000.00	
	TOTAL FUNDS AVAILABLE		29		162,313.90	

Irene E. Bahley - Acting Town Clerk

ORDINANCE NO. 68

AN ORDINANCE TO BE ENTITLED:

AN ORDINANCE AMENDING ORDINANCE ADOPTED AUGUST 3, 1964, BY THE TOWN OF CINCO BAYOU, FLORIDA; BEING AN ORDINANCE ESTABLISHING A ZONING PLAN WITHIN THE TOWN OF CINCO BAYOU, FLORIDA; CREATING THREE DISTRICTS, REGULATING AND RESTRICTING THE LOCATION AND USE OF BUILDINGS, STRUCTURES AND LAND FOR TRADE, INDUSTRY, RESIDENCES OR OTHER PURPOSES, THE HEIGHT AND SIZE OF STRUCTURES, THE SIZE OF OPEN SPACES FOR LIGHT AND VENTILATION; ADOPTING A MAP OF SAID DISTRICTS, DEFINING TERMS USED; PROVIDING FOR THE ADJUSTMENT, ENFORCEMENT AND AMENDMENT THEREOF, DESCRIBING PENALTIES FOR VIOLATIONS THEREOF; SAID AMENDING ORDINANCE CHANGING THE BOUNDARIES OF THE R-1 "MULTIPLE FAMILY DWELLING DISTRICT" WITH RESPECT TO LOTS 17, 18 AND 19, BLOCK 6, CINCO BAYOU SUBDIVISION TO C-1 "LIMITED COMMERCIAL DISTRICT" UPON THE OFFICIAL ZONING MAP ADOPTED AUGUST 3, 1964; SEVERING INVALID PORTIONS OF SAID AMENDED ORDINANCE; REPEALING ORDINANCES INCONSISTENT WITH SAID AMENDED ORDINANCE AND PRESCRIBING AN EFFECTIVE DATE HEREOF.

BE IT ORDAINED by the Town Council of the Town of Cinco Bayou, Florida, as follows:

SECTION 1: From and after the effective date of this Ordinance, Section 3 of that Ordinance adopted August 3, 1964, creating various districts in the Town of Cinco Bayou, Florida, be, and it is, hereby amended to change the districts designated on this zoning map and accompanying the foregoing Ordinance of August 3, 1964, so as to redistrict the following-described lots:

Lots 17, 18 and 19, Block 6, Cinco Bayou Subdivision, according to plat thereof on record in the Public Records of Okaloosa County, Florida,

from an R-1 "Multiple Family Dwelling District" to a C-1 "Limited Commercial District" zoning designation. The boundaries of the district reflected upon the map accompanying the original zoning ordinance dated August 3, 1964, as amended, are hereby changed upon the map accompanying such Ordinance and made a part thereof and shall be designated the "Official Zoning Map of the Town of Cinco Bayou, Florida," dated August 3, 1964. Said map and all other notations, references and other information shown thereon are as much a part of this Ordinance as if the information set forth thereon were fully described and set out herein.

SECTION 2: Should any section, clause or provision of this Ordinance be declared by any court of competent jurisdiction to be invalid, the same shall not affect the validity of the Ordinance as a whole or any part thereof, other than the parts so declared to be invalid.

SECTION 3: All ordinances or partial ordinances in conflict herewith by the Town of Cinco Bayou, Florida, are hereby repealed.

SECTION 4: This Ordinance shall become effective immediately upon the passage and approval by the Mayor.

ADOPTED the 20th day of March, 1980.

APPROVED:

Irene E. Bakley
MAYOR

ATTEST:

Alvin Borchert
TOWN CLERK

TOWN OF CINCO BAYOU

35 KELLY AVENUE (CINCO BAYOU)
FT. WALTON BEACH, FLORIDA 32548
904-244-2712

February 15, 1980

Creel, Bryan & Gallagher
Certified Public Accountants
126 N. Eglin Parkway
Fort Walton Beach, Florida 32548

Gentlemen:

In consideration of your agreement to examine the financial records of the funds and account groups of the Town of Cinco Bayou, for the fiscal year ended September 1979, including the period of October 1977 through September 1978, we have to the best of our ability included the schedule duties of the Town employees which includes plan of organization specifying the division of duties area of responsibilities concerned with the accounting relating to the safeguarding of assets, custody of financial records, the written plan as follows:

1. Employees are the Town Clerk, Secretary and a regular maintenance employee ~~plus other jobbers from the City of Fort Walton Beach and the County.~~

It is the Town Clerk's responsibilities to the Town Council for the proper administration of the administrative and fiscal affairs assigned to him.

Each employee carries out duties assigned to him by the Town Clerk, when necessary the Town Clerk may need to assist them to complete the work.

It is necessary for the Town Clerk to tour the Town each day to quickly inspect the streets, parks and over-all appearance, detecting any necessary jobs to be done.

When pot holes occurs in the streets using our Town map, you must dot the location of the pot holes and write a corresponding letter to the City of Fort Walton Beach Street Department to aid the jobbers to do a complete job.

The street lights are done in the same manner, using a map and a letter sent to the Gulf Power Company. Do not expect a phone call to accomplish either jobs, they need the material for their files and for the jobbers reference.

We have sprinkler systems and pumps in Leyenda Park and Laguna Park. Each fall season, the pumps are drained and winterized against freezing.

In the spring season, they have to be primed, timers set on the sprinkler systems and checked to see that they are operating properly. When necessary check our Parks' files for the detailed information concerning company's originally installing same. The sprinkling must be done after the parks are closed at night and off when the parks are opens in the morning. Salamander Security secures our park gates each night at 8 p.m., and reopens the gates at 8 a.m., daily. Street patrolling is also a part of their duty to make our Town secure.

Mowing the grass in the parks, the Town's right-of-way and at the Town Hall will be done by use of the Gravely Mower. We have other hand tools to cut weeds and any unwanted brush. We have a tool-box on the truck containing tools to do small jobs as they are discovered and not allowed to accumulate. The mower must be cleaned after each use and service regularly. Record dates of maintenance in record book.

The Town Truck is to be used only during office hours unless permission has been granted by the Mayor or majority of the Council. Maintenance on the truck will be done at Trib's Auto Repair (not a service station). The record book must be used to record gas purchases and itemized repair recorded with dates. Visual inspection by Clerk daily to prevent major expenses. Wash and wax periodically.

The Town Hall needs to be vaccumed and cleaned each week and a daily inspection to keep the carpet, bathroom, furnace and storage room cleaned. Repairs and painting when needed. The storage building should be kept orderly and like things together to make the visional check easier. This is also done in the storage room in the shelf area with designated areas for like supplies.

To obtain a building permit, the person presents a written letter of his intentions accompanied by a planned drawing of the building or an addition to existing one. This must be inspected by the Town Clerk or the Town Council before a permit can be granted, the requestors will then go to the County for a building permit.

Each year the Mayor appoints Council members as Committee Chairman to assist the Clerk with the Streets; Utility; Financial; Parks, Recreation, Environment and Beautification; Health, Waterfront and Bayou. The Town Clerk will be obligated to keep the committee chairman aware of things being done, how the budgeted monies are being spent and to ask their assistance and approval. Committee Chairman approves purchase orders from ten dollars to two hundreds (over two hundred dollars must be approved by the Council).

The Town Clerk is to assist the Budget Committee Chairman in preparing a draft budget for the new fiscal year. This will be presented to the Council as a whole for approval. The budget must be approved thirty days prior to the end of the fiscal year.

Before the tenth of each month, the following special budgeted expenditures are due: CENTEL, \$300.00; Salamander Security, \$500.00; Polyengineer, \$100.00; Okaloosa Water & Sewer Systems, net amount on receipt (\$8.50 times

Creel, Bryan & Gallagher
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the number of users); Estergren, FA&P, \$100.00; Petty Cash (\$25.00 subtracting remaining balance from previous month). Payments of remaining bills are paid upon receipts.

Each certificate of deposits matures in six months from the date of issue. Notification of renewal is sent to the Town by the Barnett Bank to be renewed within ten days after maturity date. Interest accrued from certificate is deposited in the General Saving Account, #200-004-0 each month.

Income should be expected from the following: Ad Valorem Taxes; Gulf Power Company-Utility & Franchise Taxes; CENTEL-Utility & Franchise Taxes; Okaloosa Gas-Utility & Franchise Taxes; Warner Cable-Franchise Taxes; Fort Walton Beach (Water)-Utility; Okaloosa County Occupational Licenses; Business Registration; CETA; Federal Revenue Sharing; State Revenue Sharing; State Shared Cigarette Taxes; Mobile Home Licenses; Alcoholic Beverages Licenses; Road & Bridge Taxes; Sewer Tap Fee; Municipal Fines; Interest on Invested Certificates and Other Income.

There are charges accounts at Sears; Moore-Handley, Gatlin Lumber & Supply, Sprinkler & Irrigation Supply, Scotty's, Courter Garden Supply, Madaris Office Supplies, K-Mart's, Fort Walton Auto Parts, Waller Bros Office & Equipment, Trib's Auto Repair and Callahan's Cinco Service Station.

Original copies of accounts and certificates are kept in the safety deposit file in Barnett Bank. Copies for reference are kept in the Town's file cabinet.

Payroll is set up on a Bi-Weekly basis making every other Tuesday payday. The Administrative Secretary records the number of hours worked by the employer and employees on the Daily Hours & Leave Earning Data Sheet. At the end of each pay period, the employer and employees must sign the payroll data sheet.

Duties of the Administrative Secretary includes answering routine correspondences; file all office correspondences; act as Recorder for all meetings (Special; Regular and Council as Committee); type minutes in draft and final form; type financial reports for each month during fiscal year; type report of estimated revenues received and expenditures spent during each quarter of the fiscal year; post revenues and expenditures in ledgers and balance each month; prepare payroll data at the end of each pay period; maintain an accurate record of the employees and employer's time, equipment purchased, level of office supplies, key file, Certificate of Deposits ledger, checking account and savings accounts, and Petty Cash Fund; prepare withholding tax form, Quarterly Return of Withheld Federal Income Tax, PSE Employer's Quarterly Report, Reimbursable Employer's Quarterly Report and W-2 Wage & Tax Statements; issue building, sewer, sign and electrical permits; sort mail; prepare deposit slips as required; issue and maintain business registration forms.

2. Federal Revenue Sharing Trust Fund Monies will be mailed directly to Barnett Bank from the Federal Revenue Sharing Office and deposited into

Creel, Bryan & Gallagher
Page 4

Federal Revenue Sharing Account #200-067-9. We will be notified by mail of the date and amount of the deposit. This money is then used to pay part of the Town's Fire Protection. A transaction is made by transferring the Federal Revenue Sharing Trust Money into the General Checking Account #200-004-0.

3. We have recorded the dates of acquisition and cost of tangible personal properties that were not maintained for the past fiscal years.

Irene E. Balsley

IRENE E. BALSLEY
Acting Town Clerk

IEB/idr

New Town Clerk Named in Cinco Bayou

Cinco Bayou council members Thursday night appointed a Shallmar man to fill the town clerk position that has been vacant since late last year.

Albert Borchik, a retired Air Force officer, will assume the clerk's duties on Monday. He beat out Robert Nolen, a former Fort Walton Beach real estate man, for the post.

"We hope he'll be here a long time," Mayor Irene Balsley said of Borchik.

In other action Thursday night, town council members ap-

proved a zoning variance to allow Town & Country Realty to set up its offices in a house at 6 Yacht Club Drive.

Balsley said also that final drawings of the Opp Boulevard sewer extension project would be signed by town officials within a week. The project consists of laying 300 feet of pipe along the road.

Playground Daily
News

March 17, 1980

Leg:9008
NOTICE OF PROPOSED ENACTMENT OF ORDINANCE:

The Town Council of the Town of Cinco Bayou, Florida proposes to enact an Ordinance redistricting lots 17, 18 and 19, Block 6, Cinco Bayou Subdivision, from R-1 "Multiple Family Dwelling District" to C-1 "Limited Commercial District" zoning designation. Such Ordinance may be inspected by the public at the Town Hall of the Town of Cinco Bayou, Florida, and it is proposed that the first reading of this Ordinance shall be heard by the Town Council at a special council meeting to be held at 7:00 o'clock P.M., March 13, 1980, at the Town Hall, and shall be heard for second reading and be considered for enactment by the Town Council of the Town of Cinco Bayou, Florida, at the day of regular council meeting to be held at 7:00 o'clock P.M., March 20, 1980, at the Town Hall. At the time of each scheduled meeting, interested parties may appear and be heard with respect to the proposed Ordinance.

Irene E. Balsley
ACTING TOWN CLERK

Mar 10, 13, 17, 20