

TOWN OF CINCO BAYOU  
TOWN COUNCIL MEETING  
MAY 7, 1991

Mayor Laginess called the Town Council Meeting to order at 6:03 P.M.

ROLL CALL

Present: Mayor Laginess  
Councilwoman Balsley  
Councilman Broxson  
Councilman Gage  
Councilman Kendrick  
Councilman Skelly

Also Present: Attorney McInnis   Carolynn Leach   Adelia Robblee  
Engineer King   Tim Olsen   Abbie Tyner  
Tom Leach   Michael Rushing   Sec. Cherniga

REGULAR BUSINESS

1. Minutes - April 2, 1991. Councilman Gage made the motion to accept the minutes of April 2, 1991 Town Council Meeting as presented, seconded by Councilwoman Balsley. The motion was unanimously approved.

2. Financial Report - April 1991. Councilman Gage made the motion to accept the Financial Report for April 1991, seconded by Councilwoman Balsley. The motion was unanimously approved.

3. Resolution 91-3. A Resolution of the Town of Cinco Bayou, Florida, endorsing the concept of a Uniform Municipal Election Day; and providing the effective date hereof. Attorney McInnis read the resolution by title only. Councilman Kendrick made a motion to adopt Resolution 91-3, seconded by Councilman Gage. The motion was unanimously approved.

4. Resolution 91-4 - National Safe Boating Week. Attorney McInnis read the resolution by title only. Councilman Broxson made the motion to adopt Resolution 91-4, seconded by Councilman Gage. The motion was unanimously approved.

5. Travel Policy - Per Diem. Mr. Kendrick submitted copies of the Okaloosa School Board Travel Policy, Meal and Lodging, as an outline. Councilman Gage made the motion to adopt the Travel Policy format submitted at the last council meeting, seconded by councilman Broxson. Councilman Skelly made the motion to amend the motion in regard to meals and lodging and insert in place of:

1. Meals should be based on the following schedule:

- a. Breakfast - When travel begins before 6 a.m. and extends beyond 8 a.m. . . . . 7.50
- b. Lunch - When travel begins before 12 noon and extends beyond 2 p.m. . . . . 10.00

5. (Cont)

c. Dinner - When travel begins before 6 p.m. and extends beyond 8 p.m. . . . . 20.00  
 or a cumulative total of . . . . . 37.50.

The motion was seconded by Councilman Gage, and was approved 3 - 2 with Councilman Kendrick and Councilwoman Balsley voting "nay".

The original motion as amended for the Travel Policy was approved with a vote of 3 - 2. Councilman Kendrick and Councilwoman Balsley voting "nay".

6. Truck Purchase - Councilman Skelly made the motion to accept the Gary Smith Ford Bid of a White Ranger LWB Pick-up Truck for \$8,176, such funds to be drawn from the Reserve Account, seconded by Councilman Broxson. The motion was unanimously approved.

7. FLOC Convention Ad. Councilman Gage made the motion to place an ad in the FLOC special convention issue of Quality Cities, seconded by Councilwoman Balsley. After a discussion the motion was voted down with a unanimous "nay" vote.

8. Town Hall for June Election. The Okaloosa County Supervisor of Elections made a special request by letter for the use of the Town Hall for the Fort Walton Beach Election Day. Councilman Skelly made the motion to approve the use of the Town Hall as a polling place for Precinct #28 (FWB) on June 11, 1991 and on June 25, 1991 if needed, and set a fee of \$75.00 a day, seconded by Councilman Gage. The motion was unanimously approved.

COUNCILMEMBERS REPORTS/COMMENTS

Councilwoman Balsley expressed concern over EWS not picking up some resident's garbage. Mayo Laginess assured her EWS would be contacted about this problem.

Councilwoman Balsley questioned the use of the Town Hall by residents and outsiders and establishing a set fee and rules. Mayor Laginess reported a committee of three was assigned this task, Councilman Broxson, Councilman Gage and Manager Borchik and they were to bring their recommendation to the Council next month.

Councilwoman Balsley questioned the meeting time of the Social Security/Retirement and Health Plan Review. Chairman Dick Gage named Thursday, May 16th at 7:00 P.M. to meet with committee members, Councilman Kendrick and Councilwoman Balsley.

Councilman Gage suggested perennials, wild flowers, be planted on the Town's right-of-ways. He also noted the streets were in need of repaving.

Councilman Kendrick expressed satisfaction of the dismantling of the buildings belonging to Investments Unlimited and Paul Howard.

Councilman Skelly also expressed pleasure of the

COUNCILMEMBERS REPORTS/COMMENTS (Cont)

dismantling of the two buildings and congratulated the Code Enforcement Officer for his excellent job. He urged everyone to attend the Hawaiian Dinner on May 21st.

PUBLIC REQUESTS WILL BE HEARD AT THIS TIME

Tom Leach urged the Council to give feed-back to the Public after attending a League of Cities Convention.

COMMITTEE REPORTS

1. Administrative Committee - No report
2. Budget Committee: Manager Borchik reported future events that need to be considered in the budget.
3. Comprehensive Plan Committee - No report

ENGINEER'S REPORT - Engineer King presented a design concept for drainage in Frances Park; a retention pond, 2 feet deep and 20 feet X 14 feet wide, with the option of 6 parking spaces, at minimal expense. This is a preliminary plan with the approach for a State/Federal Grant.

CODE ENFORCEMENT/MAINTENANCE REPORT - Mr. Olsen's Time/Work sheets were presented to each Council member. Councilman Skelly asked this no longer be presented, with all council members in agreement.

CORRESPONDENCE

1. EWS - Recycle Summary - No action.
2. Letter, BOCC - Intergovernmental Council - No action.
3. Letter, Florida LOC - "Harris Award" - No action.
4. Letter, DAV Memorial Day Ceremony - Mayor Laginess asked for a volunteer to place the wreath for the Memorial and that the Town Manager be notified of any Town Veteran deceased since May 20, 1990.

TOWN MANAGER'S REPORT - Manager Borchik

1. Reported pre-application forms had been received from Florida Dept. of Natural Resources for Recreation Development Assistance and Water Conservation Fund Program, both to be submitted by May 26th. Councilman Kendrick made the motion to submit forms for grants before the May 26th deadline, seconded by Councilman Gage. The motion was unanimously approved.
2. The State accepted total population count of Town of Cinco Bayou at 322. Note of Interest: 95 towns in Florida have less than 1,000 population. 39 Towns have less population than Cinco Bayou; 4 towns lost to Florida Census and 3 towns gained on Florida Census.
3. Annual State Code Enforcement Conference is to be held in Orlando, June 26, 27, 28, 1991. Reservations to be made prior to May 26, 1991. Councilman Kendrick made the motion to approve Tim Olsen, Code Enforcement Officer, to attend the Annual State Conference in Orlando in June, seconded by Councilman Skelly. The motion was unanimously approved.

TOWN MANAGER'S REPORT (Cont)

4. The Florida League of Cities Conference will be in Tampa, August 23, 24. Registration forms will come in mail this week.

5. Manager Borchik asked permission of the Council to cancel the ARC Contract because the general condition of driveways and parking areas throughout the Town cause sand and other debris to collect on street and in gutter making further cleaning efforts fruitless. Councilwoman Balsley made the motion to cancel the Contract, seconded by Councilman Skelly. The motion was unanimously approved.

MAYOR'S ANNOUNCEMENTS - Mayor Laginess

1. Mayor Laginess asked for a hand count as to who would attend the L.O.C. Convention in Tampa. The count was: Councilman Broxson, Councilman Gage and Mayor Laginess.

2. He announced the Panhandle League of Cities Annual Dinner & Business Meeting is Friday, May 31, 1991 in Panama City. Reservations must be in by May 27, 1991.

3. A final reminder to the Council to be sure to attend the Luau on May 21 at 6:30 P.M.

There being no further business, the meeting was adjourned at 8:14 P.M.

  
Mayor

ATTEST:

  
Town Manager/Clerk

NOTE: A mechanical recording has been made of the foregoing proceedings, of which these minutes are a part, and is on file in the office of the Town Manager/Clerk.

RESOLUTION 91-3

A RESOLUTION OF THE TOWN OF CINCO BAYOU,  
FLORIDA, ENDORSING THE CONCEPT OF A UNIFORM  
MUNICIPAL ELECTION DAY; AND PROVIDING THE  
EFFECTIVE DATE HEREOF.

WHEREAS, a Uniform Municipal Election day would involve less cost for Town taxpayers than individual election days, and

WHEREAS, a Uniform Municipal Election day would allow the entire elections staff to direct their full attention to a single election day, and

WHEREAS, since the same election code rules would apply in a Uniform Municipal Election day, it would be less confusing for candidates and would eliminate voter confusion over book closing, absentee ballots and polling places, and

WHEREAS, a Uniform Municipal Election day may generate greater media coverage for individual Cities and candidates, which may increase voter participation and turnout, and

WHEREAS, the Supervisor of Elections will provide all assistance in enacting legislation or Charter amendments to create a Uniform Municipal Election day.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF CINCO BAYOU, FLORIDA:

SECTION I. That the Town of Cinco Bayou endorses the concept of a Uniform Municipal Election day.

SECTION II. This resolution shall take effect immediately upon approval by the Council and signature by the Mayor.

ADOPTED THIS 7TH DAY OF MAY 1991

APPROVED:

CHARLES R. LAGINESS  
Mayor

ATTEST:

Town Manager/Clerk

RESOLUTION 91-4

WHEREAS, water-related recreational activities are vital elements in the lives of the citizens of the Town of Cinco Bayou; and

WHEREAS, Florida's 8,400 miles of saltwater tidal coastline, 3 million acres of inland lakes and 11,000 miles of rivers and streams provide for many of the needed outlets for recreation and relaxation; and

WHEREAS, recreational boating is one of Florida's leading outdoor activities with more than 4 million residents participating in this pastime; and

WHEREAS, Florida is the fastest growing recreational boating state in the nation with over 718,000 registered vessels and increasing at over 10,000 vessels each year; and

WHEREAS, every year lives are lost in boating accidents in spite of the educational efforts of the Florida Marine Patrol, U.S. Coast Guard, U.S. Coast Guard Auxiliary, U.S. Power Squadrons, Florida Game and Fresh Water Fish Commission and local agencies; and

WHEREAS, the Florida Marine Patrol, U.S. Coast Guard, U.S. Coast Guard Auxiliary, U.S. Power Squadrons, Florida Game and Fresh Water Fish Commission and other cooperating agencies and groups have developed and are now executing campaigns in this field; and

WHEREAS, the sponsors of these safety programs have addressed their efforts to the youth and general public of Florida, urging them to enhance boating pleasure and avoid possible loss of life and property damage.

WHEREAS, we the citizens of the Town of Cinco Bayou, affirm and support the goals of National Safe Boating Week, June 2-8, 1991.

NOW, THEREFORE I, CHARLES R. LAGINESS, MAYOR, DO PROCLAIM THE WEEK BEGINNING JUNE 2, 1991 AS

NATIONAL SAFE BOATING WEEK

IN THE Town of Cinco Bayou and urge all citizens who use our waterways to join in learning and practicing safe boating and in having their boats inspected for proper safety equipment.

PASSED AND ADOPTED THIS 7TH DAY OF MAY 1991.

\_\_\_\_\_  
CHARLES R. LAGINESS  
Mayor

ATTEST:

\_\_\_\_\_  
Town Manager/ Clerk

TOWN OF CINCO BAYOU

TRAVEL POLICIES

This policy establishes the procedures and practices to be followed for all official travel, attendance at conferences and reimbursement for expenses. It applies to all elected and appointed officials of the Town of Cinco Bayou.

TRANSPORTATION

- 1. All air travel will be as a coach or tourist class passenger. Request for tickets will be made to the Town Secretary as soon as possible to take advantage of early ticketing discounts. After the airline tickets have been purchased, any change in airline reservations requested or made by the traveler that result in a penalty charge or any other additional charges will be paid by the traveler.
- 2. Travel by personal vehicle is allowed. Traveler will be reimbursed for mileage at the rate approved for state employees in accordance with FS 112.0161. Mileage will be by the most direct route. The mileage rate includes all costs of vehicle ownership. Necessary local travel at your destination is eligible for reimbursement and should be listed separately.
- 3. Taxi fares are reimbursable when documented.
- 4. Automobile rental charges are reimbursable when documented.
- 5. Tolls and parking fees are reimbursable when documented.

MEALS AND LODGING:

- 1. Meals shall be based on the following schedule:
  - a. Breakfast - When travel begins before 6 a.m. and extends beyond 8 a.m. . . . . 7.50
  - b. Lunch - When travel begins before 12 noon and extends beyond 2 p.m. . . . . 10.00
  - c. Dinner - When travel begins before 6 p.m. and extends beyond 8 p.m. . . . . 20.00
 or a cumulative total of . . . . . 37.50.
- 2. No allowance shall be made for meals when travel is confined within the county.
- 3. Lodging shall be reimbursed based on actual expenses at the single occupancy rate and must be substantiated with an itemized hotel bill. No reimbursement shall be made for personal phone calls, bar bills, room service, movies, etc.

Any state or local taxes for the room will be reimbursed.

PER DIEM

- 1. Per Diem is not paid. The Town pays the actual allowable expenses charged to the Town's credit card account or reimburses the traveler for allowable expenses incurred and paid by the traveler.

GENERAL NOTES

- 1. The Town Council must authorize travel and attendance at conferences of all appointed officials and approve payment of travel, lodging and other expenses.
- 2. Personal phone calls are not reimbursable.
- 3. Spouse related expenses are not reimbursable.
- 4. Tips are reimbursable and must be documented on invoice or receipt.
- 5. Only those travel expenses which are necessary and reasonable in the performance of a public purpose will be paid/reimbursed.

6. The Town credit card will be used whenever possible to take advantage of the Town's tax exempt status. A Tax Exempt Certificate will be provided to all travelers.
7. Receipts and invoices along with requested reimbursement should be submitted to the Town Manager/Clerk for payment within three (3) days of returning.

This policy is effective immediately.

  
\_\_\_\_\_  
Mayor

MAY 10TH 1991  
Date



4-11-91

MB  
CY

## FLORIDA LEAGUE OF CITIES, INC.

### Memorandum

**TO:** City Manager/Clerks  
Local and Regional League Representatives

**FROM:** Priscilla Dawson, Publications Assistant 

**DATE:** April 10, 1991

We are pleased to announce that the 65th Annual Convention of the Florida League of Cities will be held August 22, 23 and 24, 1991 at the Tampa Convention Center, Tampa, Florida.

As in previous years, we are extending to all Florida cities and local/regional leagues an invitation to advertise in the 90-page-plus special convention issue of *Quality Cities*. This offers an excellent opportunity to extend best wishes for a successful convention to our host, the City of Tampa. Advertising space reservations should be made by June 1, 1991 and final advertising copy needs to be in the League office by June 3, 1991.

For your information, we are enclosing a sample copy of ad sizes and costs. Also, we have attached a form that must be signed and returned for ad placement. When developing your ad, please notice how much more attractive the ads can be when we include the city's logo or some artwork. Call us if you have questions about what kind of artwork will look good in your ad.

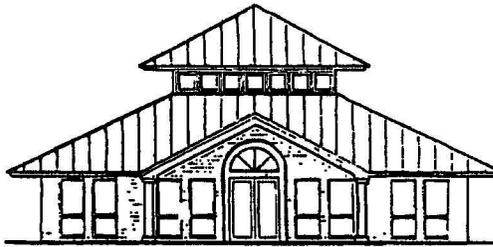
We look forward to your continued cooperation and support in our efforts to make this convention the best ever.

Enclosures

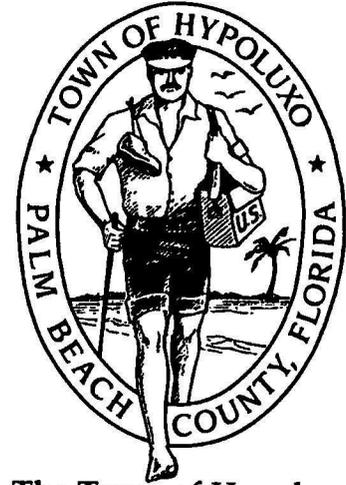


Town of  
**Cinco Bayou**  
 congratulates the  
**Florida League of Cities**  
 on its 64th Annual Convention  
 and salutes the hosts  
 the cities of Lake Buena Vista  
 and Bay Lake

Mayor - Charles R. Laginess  
 Mayor Pro Tem - Richard K. Gage  
 Councilmembers  
 Dot Buchanan  
 Eugene E. Broxson  
 Joyce V. Dumka  
 Joseph P. Skelly  
 Town Attorney - C. Jeffrey McInnis  
 Town Manager - Albert S. Borchik, Jr.



↑  
 4 PAGE - \$165.00

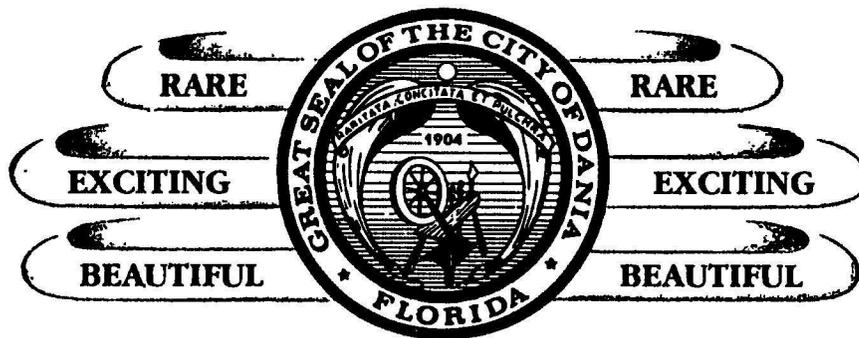


The Town of Hypoluxo  
*Home of the Barefoot Mailman*  
 extends best wishes  
 to all members of the  
**Florida League of Cities**

Mayor Al Merion  
 Vice Mayor Patricia Weeks  
 Council  
 William Hanway  
 Carmel Self  
 Ken Schultz  
 Ronald E. Young  
 Barbara L. Searls, Town Clerk

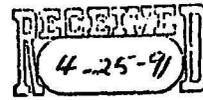
# DANIA

**"Antique and Design City of South Florida"**



**C.K. "Mac" McElyea**, Mayor  
**Bob Mikes**, Vice Mayor  
**John M. Bertino**, Commissioner

**Jean Cook**, Commissioner  
**Bobbie H. Grace**, Commissioner  
**Robert F. Flatley**, City Manager



1758

**Patricia M. Hollarn**  
Okaloosa County Supervisor of Elections



April 24, 1991

Town of Cinco Bayou  
10 Yacht Club Drive  
Ft Walton Bch FL 32548

Dear Mayor Laginess and Members of the Cinco Bayou Town Council:

I should like to express my extreme appreciation for the courtesy and consideration given to me in my presentation to you on a Uniform Municipal Election Day in Okaloosa County. Thank you so much for voting approval of my proposal.

As we are now beginning the many weeks of the current municipal election schedule, it will be approximately 8-10 weeks before I can turn our full attention to drafting the legislation. If anyone has specific suggestions or input before then, I would be happy to take them, however.

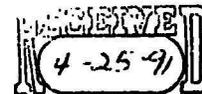
It is always a pleasant part of my job to work with the elected officials and staff of the Town of Cinco Bayou. Please call on me if I can be of assistance in any way.

Sincerely yours,

Patricia M. Hollarn  
Supervisor of Elections



**Patricia M. Hollarn**  
Okaloosa County Supervisor of Elections



MSB

April 24, 1991

Albert Borchik, Town Clerk  
Town of Cinco Bayou  
10 Yacht Club Drive  
Ft Walton Beach FL 32548

Dear Al:

This is to confirm our telephone conversation earlier today concerning the use of the Cinco Bayou Town Hall as a polling place for Precinct # 28 for the Fort Walton Beach City Election on Tuesday, June 11. As you know, your facility is the regular polling place for that precinct as there is no facility available within or near that precinct.

But as this election is only for Fort Walton Beach voters, I felt that I should make a special request for the use of your town hall for that day. Also, it would be perfectly proper for you to be paid for this use, considering the extra hours, utilities, etc. Please advise me of whatever fee is required.

We are no longer using voting machines, so there will not be any heavy equipment moved in or out. The new voting booths are self-contained 20-lb suitcases. Voting results will be tabulated by computer in a central count site, so the pollworkers should be packed up and on their way out within 30 minutes or less after poll-closing.

As a Cinco Bayou resident is the usual bailiff for your site, I plan to ask him to work at this election also. There will be four pollworkers inside, and they will need access at 6 a.m. on election day.

If a runoff election is necessary, it will be held on Tuesday, June 25. The same circumstances will apply, with payment for that day also. It is not necessary for you to close your offices to regular business on election day(s).

My utmost appreciation to the Town of Cinco Bayou for allowing us the privilege of using your facility.

Sincerely yours,

A handwritten signature in cursive script that reads "Pat".

Patricia M. Hollarn  
Supervisor of Elections



4-24-91

Waste Management, Inc.

CINCO BAYOU

1991

MONTH:	JAN.	FEBR.	MARCH	TOTAL LBS
CANS	<u>199</u> LBS	<u>209</u> LBS	<u>157</u> LBS	<u>565</u> LBS
GLASS	<u>673</u> LBS	<u>704</u> LBS	<u>702</u> LBS	<u>2079</u> LBS
PLASTIC	<u>148</u> LBS	<u>161</u> LBS	<u>151</u> LBS	<u>460</u> LBS
PAPER	<u>686</u> LBS	<u>1139</u> LBS	<u>1041</u> LBS	<u>2866</u> LBS
TOTAL TONS	<u>.85</u>	<u>1.11</u>	<u>1.03</u>	<u>2.99</u>

DOLLAR AMOUNTS

<u>\$13.63</u>	<u>\$ 16.44</u>	<u>\$15.31</u>	<u>\$ 45.38</u>
----------------	-----------------	----------------	-----------------

PERCENTAGE OF PARTICIPATION

<u>38.77</u> %	<u>44.10</u> %	<u>43.01</u> %	<u>41.96</u>
----------------	----------------	----------------	--------------

NON-PAYABLES

<u>214</u> LBS	<u>28</u> LBS
----------------	---------------



SHALIMAR

1991

MONTH:	JAN.	FEBR.	MARCH	TOTAL LBS
CANS	<u>498</u> LBS	<u>341</u> LBS	<u>245</u> LBS	<u>1084</u> LBS
GLASS	<u>1683</u> LBS	<u>1147</u> LBS	<u>1092</u> LBS	<u>3922</u> LBS
PLASTIC	<u>370</u> LBS	<u>263</u> LBS	<u>235</u> LBS	<u>868</u> LBS
PAPER	<u>1715</u> LBS	<u>1856</u> LBS	<u>1620</u> LBS	<u>5191</u> LBS
TOTAL TONS	<u>2.13</u>	<u>1.80</u>	<u>1.60</u>	<u>5.53</u>

DOLLAR AMOUNTS

<u>\$ 34.08</u>	<u>\$ 26.79</u>	<u>\$ 23.82</u>	<u>\$ 84.69</u>
-----------------	-----------------	-----------------	-----------------

PERCENTAGE OF PARTICIPATION

<u>79.44</u> %	<u>79.26</u> %	<u>74.07</u> %	<u>77.59</u>
----------------	----------------	----------------	--------------

NON-PAYABLES

<u>533</u> LBS	<u>45</u> LBS
----------------	---------------



MARY ESTHER

1991

MONTH:	JAN.	FEBR.	MARCH	TOTAL LBS
CANS	<u>3452</u> LBS	<u>2809</u> LBS	<u>2282</u> LBS	<u>8543</u> LBS
GLASS	<u>11672</u> LBS	<u>9439</u> LBS	<u>10173</u> LBS	<u>31284</u> LBS
PLASTIC	<u>2565</u> LBS	<u>2163</u> LBS	<u>2187</u> LBS	<u>6915</u> LBS
PAPER	<u>11898</u> LBS	<u>15273</u> LBS	<u>15091</u> LBS	<u>42262</u> LBS
TOTAL TONS	<u>14.79</u>	<u>14.84</u>	<u>14.87</u>	<u>44.50</u>

DOLLAR AMOUNTS

\$236.38      \$ 220.47      \$221.87      \$ 678.72

PERCENTAGE OF PARTICIPATION

63.48 %      68.05 %      70.18 %      67.24

NON-PAYABLES

3701LBS      414 LBS



DESTIN

1991

MONTH:	JAN.	FEBR.	MARCH	TOTAL LBS
CANS	<u>4361</u> LBS	<u>3388</u> LBS	<u>3489</u> LBS	<u>11238</u> LBS
GLASS	<u>14743</u> LBS	<u>11385</u> LBS	<u>15556</u> LBS	<u>41684</u> LBS
PLASTIC	<u>3240</u> LBS	<u>2609</u> LBS	<u>3344</u> LBS	<u>9193</u> LBS
PAPER	<u>15029</u> LBS	<u>18423</u> LBS	<u>23075</u> LBS	<u>56527</u> LBS
TOTAL TONS	<u>18.69</u>	<u>17.90</u>	<u>22.73</u>	<u>59.32</u>

DOLLAR AMOUNTS

\$ 298.58      \$ 265.94      \$ 333.26      \$ 903.78

PERCENTAGE OF PARTICIPATION

71.71 %      66.26 %      82.60 %      73.53

NON-PAYABLES

4675 LBS      633 LBS



VALPARIASO

1991

MONTH:	JAN.	FEBR.	MARCH	TOTAL LBS
CANS	<u>3320</u> LBS	<u>2038</u> LBS	<u>1990</u> LBS	<u>7348</u> LBS
GLASS	<u>11223</u> LBS	<u>6848</u> LBS	<u>8872</u> LBS	<u>26943</u> LBS
PLASTIC	<u>2466</u> LBS	<u>1569</u> LBS	<u>1907</u> LBS	<u>5942</u> LBS
PAPER	<u>11440</u> LBS	<u>11080</u> LBS	<u>13160</u> LBS	<u>35680</u> LBS
TOTAL TONS	<u>14.22</u>	<u>10.77</u>	<u>12.96</u>	<u>37.95</u>

DOLLAR AMOUNTS

\$ 227.29      \$ 159.95      \$ 193.49      \$ 580.73

PERCENTAGE OF PARTICIPATION

57.32 %      52.78 %      62.25 %      57.45

NON-PAYABLES

3559LBS      361 LBS



NICEVILLE

1991

MONTH:	JAN.	FEBR.	MARCH	TOTAL LBS
CANS	<u>11772</u> LBS	<u>9618</u> LBS	<u>10092</u> LBS	<u>31482</u> LBS
GLASS	<u>39800</u> LBS	<u>32322</u> LBS	<u>44996</u> LBS	<u>117118</u> LBS
PLASTIC	<u>8746</u> LBS	<u>7407</u> LBS	<u>9672</u> LBS	<u>25825</u> LBS
PAPER	<u>40571</u> LBS	<u>52301</u> LBS	<u>66747</u> LBS	<u>159619</u> LBS
TOTAL TONS	<u>50.44</u>	<u>50.82</u>	<u>65.75</u>	167.01

DOLLAR AMOUNTS

<u>\$806.04</u>	<u>\$ 754.97</u>	<u>\$981.33</u>	<u>\$ 2542.34</u>
-----------------	------------------	-----------------	-------------------

PERCENTAGE OF PARTICIPATION

<u>79.70</u> %	<u>76.51</u> %	<u>88.41</u> %	<u>81.54</u>
----------------	----------------	----------------	--------------

NON-PAYABLES

<u>12620</u> LBS	<u>1829</u> LBS
------------------	-----------------



OKALOOSA COUNTY

1991

MONTH:	JAN.	FEBR.	MARCH	TOTAL LBS
CANS	<u>33207</u> LBS	<u>27437</u> LBS	<u>23209</u> LBS	<u>83853</u> LBS
GLASS	<u>109468</u> LBS	<u>88472</u> LBS	<u>97453</u> LBS	<u>295393</u> LBS
PLASTIC	<u>25025</u> LBS	<u>22254</u> LBS	<u>22189</u> LBS	<u>69468</u> LBS
PAPER	<u>119709</u> LBS	<u>154739</u> LBS	<u>156775</u> LBS	<u>431223</u> LBS
TOTAL TONS	<u>143.70</u>	<u>146.45</u>	<u>149.81</u>	<u>439.96</u>

DOLLAR AMOUNTS

\$ 2275.54      \$ 2155.33      \$ 2212.39      \$ 6643.26

PERCENTAGE OF PARTICIPATION

62.32 %      64.95 %      62.88 %      63.39

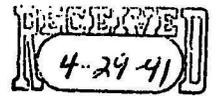
NON-PAYABLES

43755 LBS      3916LBS



State of Florida

## Board of County Commissioners



April 26, 1991

Honorable Charles Laginess  
Mayor, Town of Cinco Bayou  
10 Yacht Club Road  
Ft. Walton Bch., FL 32548

Dear Mayor Laginess:

The Board of County Commissioners would like to re-instate the Intergovernmental Council to help keep the lines of communication open and to act as an advisory board during emergencies.

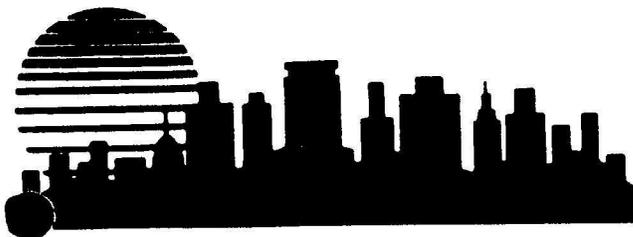
We would appreciate it if you and your City Manager would join us for coffee and sweet rolls on Friday, May 10 at 7:30 AM at the Shalimar Courthouse Annex Conference Room.

Please let us know if you are able to attend. We look forward to seeing you.

Sincerely,

ELLEN M. HOLT  
County Administrator

EMH;jb\intergov  
cc: Town Clerk



4-24-91 MB

# FLORIDA LEAGUE OF CITIES, INC.

## Memorandum

TO: City Managers/City Clerks *Raymond C. Sittig*

FROM: Raymond C. Sittig, Executive Director

DATE: April 23, 1991

SUBJECT: "E. Harris Drew Municipal Official of the Year Award"

Enclosed is the official nomination form for "Municipal Official of the Year" which is sponsored by the Florida League of Cities. The selected official will receive the "E. Harris Drew Award" at the Annual Convention on August 22-24, 1991.

If your city has an elected official who has performed in an outstanding manner and has made an unusual and lasting contribution to the improvement of municipal government and your city wishes to nominate him/her for this award, please fill out the enclosed form and return it to the League by June 20, 1991.

Since the Board of Directors will be making the final award, it has established a policy whereby no member of the Board, serving at the time the recipient is determined, be considered for the award unless they have officially announced their intent not to seek reelection.

Nominees will be reviewed by a screening committee and finalists will be submitted to the Board of Directors of the Florida League of Cities for final selection. The name of the city official chosen to receive the award will be announced at the time of the presentation at the opening general session of our Convention on August 24, 1991.

Enclosure

cc: President A. C. Littleton, Jr.  
Local/Regional Leagues

PLAYGROUND CHAPTER 72, INC.  
**DISABLED AMERICAN VETERANS**

P.O. BOX 2275  
FT. WALTON BEACH, FL 32549



3 April 1991

Honorable Mayor  
Town of Cinco Bayou  
10 Yacht Club Drive  
Ft. Walton Beach FL 32548-4436

The Disabled American Veterans, Playground Chapter 72, will host the annual Memorial Day ceremonies at Beal Memorial Cemetery on Monday, 27 May 1991.

We cordially extend to you, your organization, and families an invitation to participate with us in these ceremonies honoring all veterans who have unselfishly given themselves in service to our great nation.

In order that appropriate homage be paid to the deceased veterans who were members of your organization, we respectfully request that, at your earliest convenience, you forward to us a "ROLL CALL" listing the names of those veterans who have expired since 12 November, 1990 our last ceremony.

As in the past, it is customary at these ceremonies for the organizations to place a floral wreath at the memorial. If your organization or sub-organization desires to participate in this function, please indicate accordingly. It should be noted that the persons designated by you to place the wreath should be in place no later than 10:45 A.M. All others should arrive prior to 11:00 A.M.

In order to prepare the program, please return the attached form no later than 14 May 1991 to indicate your desires and intentions. If you have auxiliaries or other organizations that will participate, please complete an RSVP for each of them.

Respectfully,

  
William R. Patterson  
Commander

Telephone: 862-9215

WRP:jrb

*Motto: "If I cannot speak good of my comrade, I will not speak ill of him."*

\*RSVP

Your organization name and address:

---

---

---

---

Disabled American Veterans  
Playground Chapter 72  
P.O. Box 2275  
Fort Walton Beach FL 32549-2275

Dear Commander:

- Our organization will participate in the ceremonies.
- We will provide an honor guard for the opening ceremonies.
- We will be represented by: \_\_\_\_\_
- We will provide a wreath for the memorial.
- Our wreath presenters will be: \_\_\_\_\_
- Our "Roll Call" of veterans deceased since 20 May 1990 are listed below:

\* Please complete for each wreath presenting organization and return no later than 14 May 1991.

1. Mileage will be reimbursed at the rate of \$0.20 per mile both in and out of county.

2. PER DIEM:

- a. To claim per diem, you must be away from your official headquarters overnight, (out of the county).
- b. Reimbursement for per diem is divided into four (4) quarters beginning at midnight at a rate of \$50.00 per full day. Parts of a day should be pro-rated accordingly:

A quarter consists of six (6) hours, and to claim a quarter you must be away at least one half (1/2) of any given quarter.

3. MEALS AND LODGING:

- a. Meals shall be based on the following schedule:
  - 1. Breakfast - When travel begins before 6 a.m. and extends beyond 8 a.m.....\$3
  - 2. Lunch - When travel begins before 12 noon and extends beyond 2 p.m.....\$6
  - 3. Dinner - When travel begins before 6 p.m. and extends beyond 8 p.m.....\$12
- b. No allowance shall be made for meals when travel is confined within the county.
- c. Lodging shall be reimbursed based on actual expenses at the single occupancy rate and must be substantiated with an itemized hotel bill. No reimbursement shall be made for personal phone calls, bar bills, room service, movies, etc.

Any state or local taxes for the room will be reimbursed.

4. OTHER EXPENSES INCLUDES:

- a. Travel by air, bus or train
- b. Taxi fares
- c. Highway and bridge tolls
- d. Telephone and telegram expenses (Business Related)
- e. Registration

5. Any claim for reimbursement for other expenses must be substantiated with paid tickets, paid invoices or statement approved by

6. All travel reimbursement requests must be signed by the principal, department head, or project director before travel voucher can be processed.

7. Computation of mileage will be determined with the "Official Florida Highway Mileage Chart" and the "Standard Highway Mileage Guide" published by Rand McNally.

Note: FORM MIS-3041 PERSONAL STATEMENT OF TRAVEL PERFORMED MUST BE SUBMITTED WITH FORM MIS-3038, TEMPORARY DUTY ELSEWHERE BEFORE PROPER PAYMENT CAN BE MADE BY THE FINANCE OFFICE.

SCHOOL BOARD OF OKALOOSA COUNTY  
 OUT OF COUNTY TRAVEL REIMBURSEMENT

MIS 3041  
 REV(4/3/90)

(PLEASE PRINT)

NAME: \_\_\_\_\_

SOCIAL SECURITY #: \_\_\_\_\_

SCHOOL/DEPT: \_\_\_\_\_

MUST ATTACH APPROVED TDE FORM (MIS 5038)

TRANSPORTATION COSTS				
DATE	FROM(DEPARTURE POINT)	TO(DESTINATION)	MILES	COST

TRANSPORTATION COST \$ \_\_\_\_\_

TRAVEL EXPENSES  
 OPTION 1-PER DIEM

PLEASE READ INSTRUCTIONS ON REVERSE SIDE

DEPARTURE FROM COUNTY		RETURN TO COUNTY		DAYS FOR	COST=	OTHER	TOTAL
DATE	TIME	DATE	TIME	PER DIEM	DAYS X \$50	EXPENSES	EXPENSES

OPTION 2-MEALS PLUS LODGING

DEPARTURE FROM COUNTY		RETURN TO COUNTY		MEAL	COST OF	OTHER	TOTAL
DATE	TIME	DATE	TIME	ALLOWANCE	LODGING	EXPENSES	EXPENSES

CHARGE TO:

TOTAL COST  
 OF REIMBURSEMENT \$ \_\_\_\_\_

FUND: \_\_\_\_\_

FUNCTION: \_\_\_\_\_

OBJECT: 330

CENTER: \_\_\_\_\_

PROJECT: \_\_\_\_\_

REQ NO: \_\_\_\_\_

COMMENTS TO CLARIFY THIS REQUEST:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

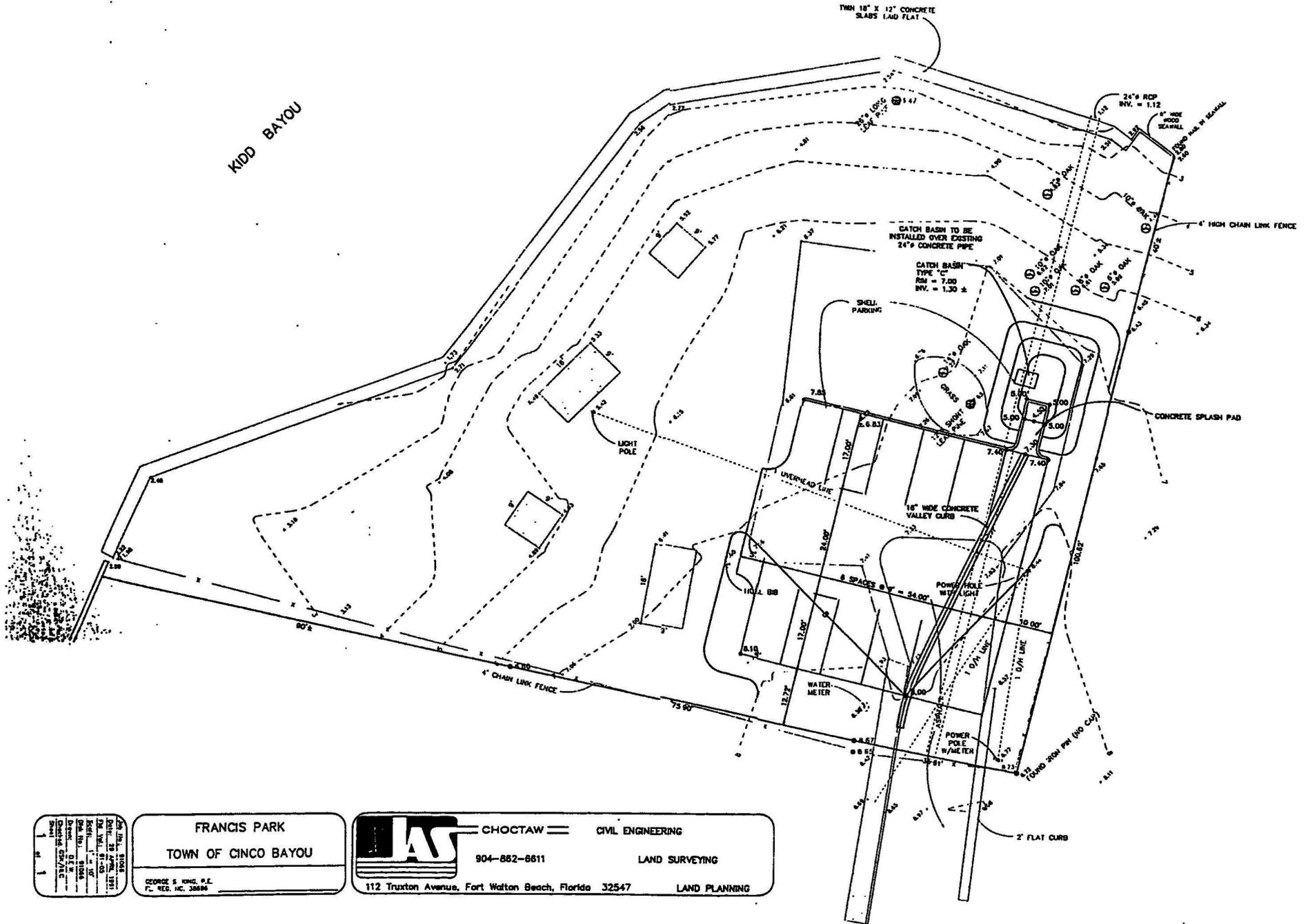
I HEREBY CERTIFY OR AFFIRM THAT THE ABOVE EXPENSES WERE ACTUALLY INCURRED BY ME AS NECESSARY TRAVELING EXPENSES IN THE PERFORMANCE OF MY OFFICIAL DUTIES, AND CONFORMS IN EVERY RESPECT WITH THE REQUIREMENTS OF SECTION 112.061 FLORIDA STATUTES.

APPROVED: PRINCIPAL/DEPT HEAD SIGNATURE \_\_\_\_\_

EMPLOYEE SIGNATURE \_\_\_\_\_

FIVE MILE BAYOU

KIDD BAYOU



DATE	BY	REVISION
11/18/11	GEORGE S. KING	FINAL PLAN
11/18/11	GEORGE S. KING	REVISED
11/18/11	GEORGE S. KING	REVISED
11/18/11	GEORGE S. KING	REVISED
11/18/11	GEORGE S. KING	REVISED
11/18/11	GEORGE S. KING	REVISED
11/18/11	GEORGE S. KING	REVISED
11/18/11	GEORGE S. KING	REVISED
11/18/11	GEORGE S. KING	REVISED

FRANCIS PARK  
TOWN OF CINCO BAYOU

GEORGE S. KING, P.E.  
FL. REG. NO. 38698



CHOCTAW CIVIL ENGINEERING  
904-882-6611  
LAND SURVEYING  
LAND PLANNING

112 Truxton Avenue, Fort Walton Beach, Florida 32547



## TOWN OF CINCO BAYOU

10 YACHT CLUB DRIVE (CINCO BAYOU)  
FT. WALTON BEACH, FLORIDA 32548-4436  
904-244-2712

### MEMORANDUM

Mayor:  
CHARLES R. LAGINESS

Council Members:  
IRENE E. BALSLEY  
EUGENE E. BROXSON  
RICHARD K. GAGE  
JIM KENDRICK  
JOSEPH P. SKELLY

Town Attorney:  
C. JEFFREY McINNIS

Town Manager/Clerk:  
ALBERT S. BORCHIK, JR.

TO: MAYOR & COUNCILMEMBERS *MB*

FROM: TOWN MANAGER/CLERK

DATE: MAY 3, 1991

SUBJECT: FYE 1991 BUDGET STATUS AND PROPOSED  
BUDGET REVISION

Enclosed is the Budget Summary for the period October 1, 1990 thru March 31, 1991 and the projection for the remaining 6 months. Although there are some line item amount changes in both the revenues and expenditures, the total budgeted revenues and expenditures are approximately the same as the approved budget. (The LDR Grant is included in the proposed revision and is discussed later) This summary, however, does not include the cost of the purchase of a new truck or any expenditures for Frances Park improvements. (Grant funds will be awarded next fall, however, it appears that some action needs to be taken now) Mandatory participation in the Social Security program or a municipal retirement plan goes into effect on July 1, 1991 and I have used the highest cost item (FICA) for budget planning purposes. At this time, it appears that the only item that would be funded from reserve funds would be the purchase of a truck.

During the audit, the Auditor suggested that we include the Land Development Regulation Grant and preparation contract with Dorman & Associates in the budget. Initially it was omitted from the budget as it was considered a "pass through" type activity - we would pay Dorman when the LDR was approved and the grant monies received. Because the contract called for quarterly payments beginning in FY 90 and carrying over into FY 91, the Auditor said that we needed to treat the grant as income and the contract fee as an expenditure for budget purposes - this is included in the proposed budget revision.

Without this \$10,209.00 LDR grant adjustment, the budget revenues and expenditures remain close. As you can see, there are several dollar adjustments between line items, however, the overall budget totals change by less than \$10.00 for revenues and less than \$250.00 for expenditures.

I have worked through the budget making adjustments to the adopted budget revenues and expenditures using known information from the first 6 months and projections for the remaining 6 months based known requirements and last year's expenditures.

With respect to Revenues, the increases and decreases appear to cancel each other with the exception of the grant for the LDR. Actual and projected decreases in the State Shared Revenues are offset by increases in Franchise Fee and Utility Tax receipts and projections. The same holds true for the expenditures. Increases in FICA, Workman's Comp, Law Enforcement, Recycling and the PAWS contract are offset by decreases in Legal Fees, Travel & Per Diem and Other Charges (we saved \$1,000.00 by putting up the Christmas decorations!)

The Florida League of Cities Annual Convention will be held in Tampa during the period August 22 thru August 24, 1991. Travel, registration fees and expenses for this activity are not included in the initial budget or the proposed revision.

This budget summary and proposed revision are on the agenda for discussion during the May 7th Town Council meeting. The proposal can be revised as necessary and placed on the agenda for adoption during the June meeting.

TOWN OF CINCO BAYOU  
REVENUE  
FYE 1991 GENERAL OPERATING BUDGET STATUS  
(PROPOSED BUDGET REVISION)

<u>SOURCE</u>	<u>FYE 91 BUDGET (APPROVED)</u>	<u>1ST HALF (ACTUAL)</u>	<u>2ND HALF (ESTIMATED)</u>	<u>REVISED BUDGET</u>	<u>+/- (CHANGE)</u>
Ad Valorem Taxes	\$ 50,452.00	\$ 42,617.21	\$ 7,835.00	\$ 50,452.00	n/c
Franchise Fees					
Gulf Power	17,000.00	7,167.15	10,033.00	17,200.00	+ 200.00
Okaloosa Gas	1,800.00	2,094.47	-	2,094.47	+ 294.47
Warner Cable	1,200.00	339.82	860.00	1,200.00	n/c
Utility Taxes					
Gulf Power	18,000.00	7,305.44	10,695.00	18,000.00	n/c
CENTEL	4,500.00	2,660.80	3,400.00	6,000.00	+1,500.00
Ft Walton Beach (Water)	3,000.00	1,441.03	2,000.00	3,400.00	+ 400.00
Okaloosa Gas	3,100.00	1,671.72	1,900.00	3,500.00	+ 400.00
Cinco Bayou Occ License	7,000.00	6,505.75	495.00	7,000.00	n/c
Land Development Code Grant	0	10,209.00	0	10,209.00	+10,209.00
State Shared Revenue					
Cigarette Tax	1,500.00	499.96	700.00	1,200.00	- 300.00
Revenue Sharing	21,997.00	10,998.00	10,999.00	21,997.00	n/c
Mobile Home Licenses	175.00	0	175.00	175.00	n/c
Alcoholic Bev Licenses	1,000.00	969.00	-	969.00	- 31.00
Half Cent Sales Tax	14,082.00	5,025.55	7,035.00	12,060.00	-2,020.00
Local Option Gas Tax	7,500.00	2,911.80	4,089.00	7,000.00	- 500.00
County Shared Revenue					
Occupational Licenses	400.00	340.53	60.00	400.00	n/c
Municipal Fines	1,600.00	363.80	650.00	1,000.00	- 600.00
Interest on Investments	4,000.00	2,356.55	2,150.00	4,500.00	+ 500.00
Miscellaneous Revenues	500.00	319.21	330.00	650.00	+ 150.00
<b>TOTALS</b>	<b>\$ 158,806.00</b>	<b>\$ 105,796.79</b>	<b>63,406.00</b>	<b>169,006.47</b>	<b>+10,200.47</b>
RESERVE FUNDS	72,507.39			72,507.39	
<b>TOTAL FUNDS AVAILABLE</b>	<b>\$ 231,313.39</b>			<b>\$ 241,513.86</b>	

TOWN OF CINCO BAYOU  
EXPENDITURES  
FYE 1991 GENERAL OPERATING BUDGET STATUS  
(PROPOSED BUDGET REVISION)

<u>ACCT # - ITEM</u>	<u>FYE 91 BUDGET (APPROVED)</u>	<u>1ST HALF (ACTUAL)</u>	<u>2ND HALF (ESTIMATED)</u>	<u>REVISED BUDGET</u>	<u>+/- (CHANGE)</u>
GENERAL GOVERNMENT SERVICE					
51312 Salaries & Wages	\$ 46,125.00	\$ 18,676.92	\$ 27,244.00	\$ 45,920.00	- 205.00
51321 FICA	0	0	1,030.00	1,030.00	+1,030.00
51323 Life & Health Ins	7,845.00	4,058.34	3,501.66	7,560.00	- 285.00
51324 Workman's Comp Ins	1,000.00	906.50	305.50	1,212.00	+ 212.00
51325 Unemployment Comp	-	0	0	0	n/c
51332 Acc't & Auditing	5,000.00	4,800.00	0	4,800.00	- 200.00
51431 Legal Counsel	7,560.00	2,342.20	4,217.80	6,560.00	-1,000.00
51531 LDR Prep Contract	0	10,209.00	0	10,209.00	+10,209.00
51549 Other Charges (LDR	1,000.00	0	0	0	-1,000.00
51931 Professional Svs	3,900.00	3,830.00	700.00	4,600.00	+ 700.00
51934 Other Contract Svs	220.00	0	220.00	220.00	n/c
51940 Travel & PerDiem	15,270.00	9,138.89	5,111.11	14,250.00	-1,020.00
51941 Communication Svs	700.00	320.56	379.44	700.00	n/c
51942 Transportation	450.00	220.73	229.27	450.00	n/c
51943 Utility Svs (TH)	3,400.00	1,437.99	2,202.01	3,640.00	+ 240.00
51945 Insurance	4,000.00	3,666.50	126.00	3,793.00	- 207.00

<u>ACCT # - ITEM</u>	<u>FY 91 BUDGET</u>	<u>1ST HALF</u>	<u>2ND HALF</u>	<u>REV BUDGET</u>	<u>+/-</u>
51946 Repairs & Maint (TH)	1,350.00	456.52	1,343.48	1,800.00	+450.00
51949 Other Charges	2,300.00	348.12	751.88	1,100.00	-1,200.00
51951 Office Supplies	1,000.00	846.60	403.40	1,250.00	+250.00
51952 Operating Supplies	3,120.00	1,870.32	999.68	2,870.00	-250.00
51954 Books, Pubs, Subscrpt	826.00	854.00	396.00	1,250.00	+424.00
51964 Capital Outlay	0	0	0	0	n/c
51982 Aid to Private Org	400.00	250.00	350.00	600.00	+200.00
<b>PUBLIC SAFETY</b>					
52100 Law Enforcement	13,800.00	6,960.00	7,290.00	14,250.00	+450.00
<b>PHYSICAL ENVIRONMENT; GARBAGE, SOLID WASTE DISPOSAL</b>					
53443 Solid Waste Recycling	5,224.00	2,306.10	3,344.00	5,650.00	+426.00
<b>TRANSPORTATION: ROADS, STREETS AND SIDEWALKS</b>					
54112 Salaries & Wages	8,125.00	4,155.00	3,970.00	8,125.00	n/c
54131 Professional Services	1,600.00	465.50	1,134.50	1,600.00	n/c
54143 Utilities	5,500.00	2,879.24	2,620.76	5,500.00	n/c
54146 Repairs & Maintenance	5,000.00	350.00	4,650.00	5,000.00	n/c
54152 Operating Supplies	500.00	12.72	487.28	500.00	n/c
54153 Materials & Supplies	1,500.00	42.93	1,457.07	1,500.00	n/c
54163 Capital Improvements	0	0	0	0	n/c

<u>ACCT # - ITEM</u>	<u>FY 90 BUDGET</u>	<u>1ST HALF</u>	<u>2ND HALF</u>	<u>REV BUDGET</u>	<u>+/-</u>
HUMAN SERVICES					
56234 Animal Control	0	133.10	402.90	536.00	+536.00
RECREATION AND CULTURE: PARKS					
57212 Salaries & Wages	3,250.00	1,610.00	1,640.00	3,250.00	n/c
57234 Contractual Services	6,600.00	2,200.00	4,400.00	6,600.00	n/c
57243 Utilities	940.00	452.30	547.70	1,000.00	+60.00
57246 Repairs & Maintenance	500.00	0	500.00	500.00	n/c
57252 Operating Supplies	200.00	59.38	140.00	200.00	n/c
57263 Capital Improvements	0	0	0	0	n/c
57264 Capital Outlay	0	0	0	0	n/c
57499 Special Events	600.00	494.24	255.76	750.00	+150.00
<u>TOTALS</u>	<u>\$ 158,805.00</u>			<u>\$ 168,775.00</u>	<u>+\$ 9970.00</u>

REVISED BUDGET SUMMARY

Revised Revenue Estimate	\$ 168,986.47
Reserve Funds (10/1/90)	72,507.39
Total Funds Available	\$ 241,493.86
Revised Expenditure Estimate	168,775.00
Reserve Fund Balance(9/30/91)	\$ 72,718.86