

RJP

TOWN OF CINCO BAYOU
SPECIAL MEETING
MAY 12, 1986

The Special Meeting of the Town of Cinco Bayou Town Council was called to order by Mayor Perry at 6 P.M.

SILENT PRAYER

PLEDGE OF ALLEGIANCE TO THE FLAG

ROLL CALL

Present: Mayor Perry
Councilwoman Balsley
Councilman Gage
Councilman Laginess
Councilman Plaster

Absent: Councilman Davis

Also Present: Attorney McInnis Abbie Tyner
Sadie Robblee Betty Gage
Ray Owens Clerk Borchik
Secretary Horton

1. Sidewalk Bids - Mayor Perry opened the sealed bids for sidewalk construction and Attorney McInnis read them to the Council. A bid of \$2,985 was submitted by Ray Owens, a bid of \$1,600 was submitted by R. J. Custom Builders, and a bid of \$1,472 was submitted by Kinetic Builders of Ft. Walton Beach. After a discussion, Mr. Laginess made a motion to have the Town Clerk contact each bidder to insure that their bid included clean up of the job site after work was completed. Mr. Gage seconded the motion and it was unanimously approved. Following a discussion on the sidewalk specifications, Councilman Laginess moved that the bid be readvertised with additional, more specific specifications. Councilwoman Balsley seconded the motion, and it was unanimously approved.

COUNCIL AS COMMITTEE MEETING

MINUTES - Mayor Perry asked the Council to review the minutes of the April 14 and April 21, 1986 Town Council Meetings for approval at the next council meeting.

FINANCIAL REPORT - Mayor Perry asked the Council to review the financial report for April for approval at the next council meeting.

REGULAR BUSINESS

1. Glenwood Park Grant Contract - Councilman Gage asked that the Councilmembers review the contract for the grant to complete the Glenwood Park Nature Trail. He advised the Council that the contract is due to DNR on May 27, and asked that a resolution accepting the grant be an agenda item for the next Regular Meeting.

2. 1986 League of Cities Convention Ad - Mayor Perry asked the Council to consider placing a convention ad and to review the advertising rates for the convention issue of the Florida Municipal Record. A decision will be made at next week's meeting.

3. 1986 League of Cities Delegate - Clerk Borchik advised the Council that the designated voting delegate to the convention had to be an individual who would attend. He also recommended that reservations be made as soon as possible. Councilwoman Balsley said she would be the Town's voting delegate if Mayor Perry was unable to attend. The Clerk informed the Council that he had information packages available for anyone interested in attending the convention.

4. Full-Time Employment - Mr. Dupree - Clerk Borchik asked the Council to consider full-time employment for Mr. Dupree, the Town maintenance man. Clerk Borchik stated that Mr. Dupree has been working for the Town for almost 90 days and has proved to be reliable, handy with tools and a productive employee.

5. Proposed Personnel Policy Revision - Clerk Borchik asked the Council to consider the proposed personnel policy which would regulate annual and sick leave accrual by length of employment. The number of paid holidays would be increased from seven (7) to nine (9) days.

6. Proposed Purchasing Policy Revision - Following a recommendation from the auditor, Clerk Borchik submitted a revision to the present purchasing policy. The proposed revision would increase the petty cash fund to \$50, and raise the limit to \$500 for the purchase of equipment, materials, etc., purchased with a written purchase order and countersigned by a committee chairman. All goods and services over \$500 would come before the Council as an agenda item.

PUBLIC REQUESTS WILL BE HEARD AT THIS TIME - None

COMMITTEE REPORTS

Standing Committes

1. Streets & Sidewalks - Councilman Davis, Chairman
No Report
2. Parks - Councilman Gage, Chairman, No Report
3. Finance & Budget - Councilwoman Balsley, Chairman
No Report
4. Waterfront - Boat Dock - Councilman Laginess, Chairman
No Report
5. Civil Defense - Councilman Plaster, Chairman
No Report
6. Neighborhood Watch - Councilman Laginess, Chairman,
No Report

Special Committes

1. Bicycle Path - Councilwoman Balsley, Chairman
No Report
2. Building Codes - Councilman Plaster, Chairman
No Report

3. Comprehensive Plan - Councilman Gage, Chairman, No Report

4. Code of Ordinances - Councilmen Gage & Laginess, No Report

5. Sign Ordinance - Councilman Laginess, Chairman, No Report

6. Building Committee - Councilwoman Balsley, Chairman No Report

ATTORNEY'S REPORT - No Report

CORRESPONDENCE

1. Letter - Marsha Laughlin - There was no discussion relating to this letter.

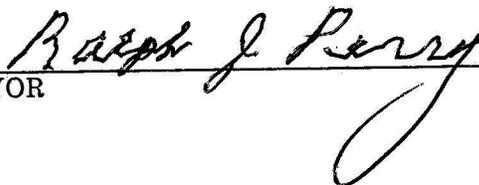
CLERK'S REPORT

Clerk Borchik stated that there had been problems with the Spring Clean Up. Participation was not as good and there were problems getting the dumpsters emptied and removed. The damage to the sidewalk, possibly done by Environmental Waste trucks, was discussed and Councilman Gage suggested that repair of the damage be included in the bid specifications for the sidewalk construction on Kelly Avenue.

Clerk Borchik suggested the Council consider an ordinance requiring an occupational license for anyone doing business in Cinco Bayou. This would be in line with the licensing requirements of the surrounding municipalities.

MAYOR'S ANNOUNCEMENTS - None

There being no further business, the meeting was adjourned at 6:55 P.M.


MAYOR

Attest:

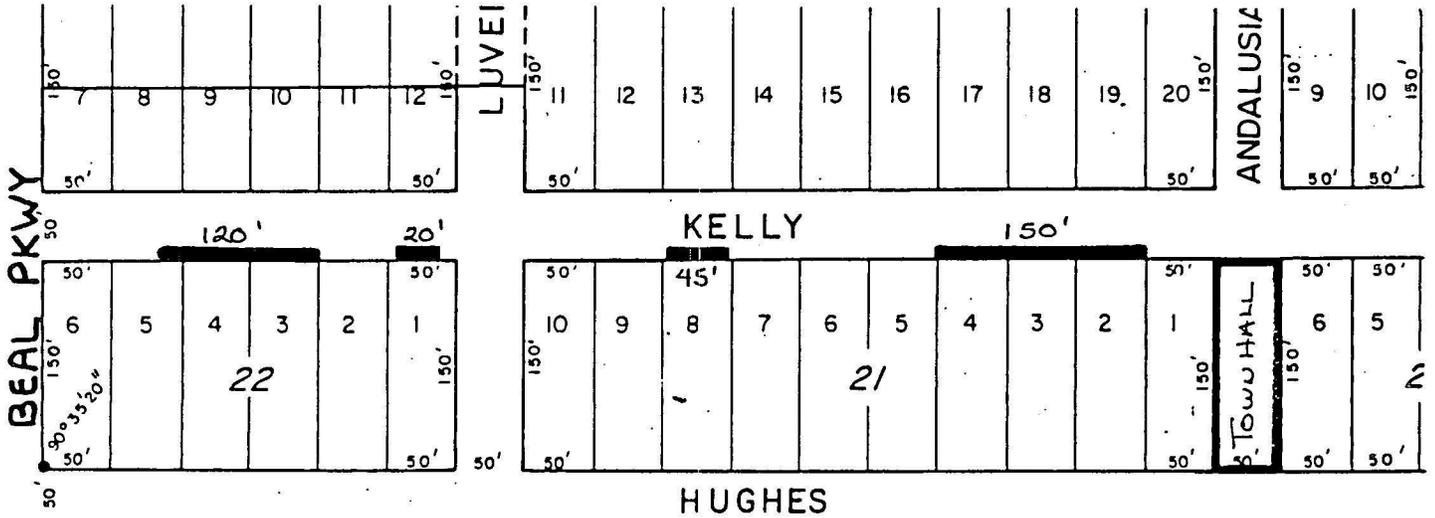

TOWN CLERK

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 Clerk.

Location of Work: South side of Kelly Avenue, Town of Cinco Bayou.

Description of Work:

1. Form and pour approx 335 linear feet of sidewalk, 3 ft wide, 4" thick, and 2" above existing curb.
2. Sidewalk to be 18 (eighteen) inches from edge of curb.
3. 3000 PSI concrete.
4. Grading, backfill and compact as required by existing conditions.
5. Town will be responsible for relocating signs and mail boxes.





RECEIVED
5/16/86
NAB

BOB GRAHAM
Governor
GEORGE FIRESTONE
Secretary of State
JIM SMITH
Attorney General
GERALD A. LEWIS
Comptroller
BILL GUNTER
Treasurer
DOYLE CONNER
Commissioner of Agriculture
RALPH D. TURLINGTON
Commissioner of Education

State of Florida
DEPARTMENT OF NATURAL RESOURCES

DR. ELTON J. GISSENDANNER
Executive Director
Marjory Stoneman Douglas Building
3900 Commonwealth Boulevard, Tallahassee, Florida 32303

May 15, 1986

Mr. Albert S. Borchik, Jr.
Town Clerk
35 Kelly Avenue
Ft. Walton, Florida 32548

Re: Glenwood Park Nature Trail
FRDAP #FB5-035

Dear Mr. Borchik:

You were previously informed of this Department's approval of the above referenced grant project under the Florida Recreation Development Assistance Program.

In order to activate the grant, the enclosed contract must be executed in duplicate and approved by resolution or other formal action of your governing body. In executing the contract, please do not complete the blank spaces provided for the effective date; this Department will date the contract upon executing it. Please return the executed contract within thirty days to this office.

If you have questions, please do not hesitate to contact us. Your cooperation is appreciated.

Sincerely,

Richard A. Halvorsen
Grants Specialist V
Office of Recreation Services
Division of Recreation and Parks

RAH/jm
Enclosure

23771
(DNR Contract Number)

FLORIDA DEPARTMENT OF NATURAL RESOURCES
FLORIDA RECREATION DEVELOPMENT ASSISTANCE PROGRAM
Project Agreement - Development

F85-035
(Project Number)

This Project Agreement made and entered into this _____ day of _____, 19____, by and between the State of Florida, Department of Natural Resources, hereinafter called the DEPARTMENT, and _____ the Town of Cinco Bayou _____, hereinafter called the PROJECT SPONSOR, in furtherance of an approved outdoor recreation project involving the parties hereto in pursuance of which the parties hereto agree as follows:

1. This Project Agreement shall be performed pursuant to Section 375.021(3), Florida Statutes and Chapter 16D-5, Part V, Florida Administrative Code, effective March 25, 1985, set forth in Exhibit A. The PROJECT SPONSOR agrees to become familiar with all provisions of the Florida Recreation Development Assistance Program (FRDAP) rules set forth in Exhibit A and to comply with such rules. The FRDAP rules are incorporated into this agreement as if fully set forth herein. Disputes concerning the interpretation or application of this Project Agreement shall be resolved by the DEPARTMENT whose decision shall be final and binding on the PROJECT SPONSOR so long as the DEPARTMENT is not arbitrary or capricious. It is the intent of the DEPARTMENT and PROJECT SPONSOR that none of the provisions of Section 163.01, Florida Statutes, shall have application to this Project Agreement.

2. The DEPARTMENT has found that outdoor recreation is the primary purpose of the project known as Glenwood Park Nature Trail (Florida Recreation Development Assistance Program, Project Number F85-035), and enters into this Project

Agreement with the PROJECT SPONSOR for construction of outdoor recreation facilities and improvements on real property, the legal description of which is set forth in Exhibit B, attached.

3. The PROJECT SPONSOR will construct, or cause the construction of, certain outdoor recreation facilities and improvements in accordance with the following project elements which may be modified with good cause by the DEPARTMENT:

Boardwalk, nature trail and related support facilities and improvements.

4. The DEPARTMENT shall pay, on a reimbursement basis, to the PROJECT SPONSOR such Program funds, not to exceed \$ 27,500.00 which will pay said Program's share of the cost of the project. Program fund limits are based upon the following:

| | | <u>Matching Basis</u> |
|-----------------------|---------------------|---------------------------|
| Program Amount | \$ <u>27,500.00</u> | (2/3) |
| Project Sponsor Match | \$ <u>13,750.00</u> | (1/3) |
| Type of Match | <u>Land Value</u> | |

The Contract Manager shall, within sixty (60) days after receipt of a payment request, review the work accomplished to date on the project and, if in order, approve the request for payment. The DEPARTMENT shall retain \$ 2,750.00 of the entire Program amount until completion of the project.

5. The PROJECT SPONSOR shall conform to the DEPARTMENT'S grant accountability policy, attached as Exhibit C, which defines eligible costs for constructing said project. Expenses, representing the grant amount and required matching contribution, shall be reported to the DEPARTMENT and summarized on certification forms provided in Exhibit C. The grant accountability policy is incorporated into this Project Agreement as if fully set forth herein. The policy establishes uniform guidelines and procedures to be utilized by the DEPARTMENT and PROJECT SPONSOR in accounting for grant funds disbursed under the

Program a _____ for determining eligible costs, supporting documentation and minimum reporting requirements. The PROJECT SPONSOR shall retain all records supporting project costs for three (3) years after the fiscal year in which the final Program payment was released by the DEPARTMENT or until final resolution of matters resulting from any litigation, claim, or audit that started prior to the expiration of the three-year retention period.

6. The DEPARTMENT and the PROJECT SPONSOR fully understand and agree that there shall be no reimbursement of funds by the DEPARTMENT for any obligation or expenditure made prior to the execution of this Project Agreement with the exception of \$ None, for: None

7. The PROJECT SPONSOR shall complete all project construction on or before December 31, 1987.

8. Richard A. Halvorsen, Grants Specialist V or successor, is hereby designated as the DEPARTMENT'S Contract Manager for the purpose of this Project Agreement and shall be responsible for ensuring performance of its terms and conditions and shall approve all reimbursement requests prior to payment. The PROJECT SPONSOR shall appoint a Liaison Agent, whose name and title shall be submitted to the DEPARTMENT upon execution of the Project Agreement, to act on behalf of the PROJECT SPONSOR relative to the provisions of the Project Agreement. The PROJECT SPONSOR'S Liaison Agent shall submit to the DEPARTMENT signed project status reports every sixty (60) days summarizing the work accomplished, problems encountered, percentage of completion and other appropriate information. Photographs shall be submitted when appropriate to reflect the work accomplished.

9. All monies expended by the PROJECT SPONSOR for the purposes contained herein shall be subject to preaudit review and approval by the Comptroller of Florida in accordance with Section 17.03, Florida Statutes.

10. The PROJECT SPONSOR agrees to save and hold harmless the DEPARTMENT, its officers, agents, and employees from any and all liabilities, claims, actions, damages, awards and judgements, to the extent allowed by law, arising from the PROJECT SPONSOR'S obligations contained herein to construct, operate and maintain the project.

11. The DEPARTMENT reserves the right to inspect said project and any and all records related thereto at any time.

12. This Project Agreement may be unilaterally cancelled by the DEPARTMENT in the event the PROJECT SPONSOR refuses to allow public access to all documents, papers, letters or other materials made or received in conjunction with the Project Agreement pursuant to the provisions of Chapter 119, Florida Statutes.

13. Following receipt of an audit report identifying any reimbursement due the DEPARTMENT for non-compliance by the PROJECT SPONSOR with said Project Agreement, the PROJECT SPONSOR will be allowed a maximum of sixty (60) days to submit additional pertinent documentation to offset the amount identified as being due the DEPARTMENT. The DEPARTMENT, following a review of the documentation submitted by the PROJECT SPONSOR, will inform the PROJECT SPONSOR of any reimbursement due the DEPARTMENT.

14. The DEPARTMENT shall have the right to demand a refund, either in whole or part, of the funds provided to the PROJECT SPONSOR, for non-compliance with the terms of the Project Agreement, and the PROJECT SPONSOR upon notification from the DEPARTMENT, agrees to refund, and will forthwith pay, the amount of money demanded--which payment shall be made directly to the DEPARTMENT.

15. For any year in which the Project Agreement extends beyond the end of the DEPARTMENT'S fiscal year (June 30), performance by the DEPARTMENT under said Project Agreement shall be subject to and contingent upon the availability of monies lawfully appropriated the DEPARTMENT for the purposes of said Project Agreement.

16. If reimbursement of travel expenses is provided for in this Project Agreement, then such reimbursement shall be subject to the requirements of Section 112.061, Florida Statutes.

17. The PROJECT SPONSOR and the DEPARTMENT mutually agree to the following special terms and conditions incorporated as part of this Project Agreement: None

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed by the officers and agents thereunto lawfully authorized.

STATE OF FLORIDA
DEPARTMENT OF NATURAL RESOURCES

TOWN OF CINCO BAYOU

By: Dr. Elton J. Gissendanner
Executive Director

By: Its Agent for this Purpose

Attest: _____

Attest: _____

George J. Stephens
DNR Contract Administrator

Richard D. Halvorsen
DNR Contract Manager

Approved as to
Form and Legality:

Effective Date: _____

J. Kathryn Hutchess
DNR Attorney

FLORIDA LEAGUE OF CITIES, INC.

201 West Park Avenue
Post Office Box 1757
Tallahassee, Florida 32302-1757
904/222-9684



TO: City Managers/Clerks
Local and Regional Leagues

FROM: Leslie Glenn, Publications Assistant
Beth Mills, Director of Communications

DATE: May 1, 1986

We are pleased to announce that the 60th ANNUAL CONVENTION of the Florida League of Cities will be held September 18, 19 and 20, 1986 in Orlando, Florida at the Marriott Orlando World Center. On Thursday, September 18 the Annual Golf and Tennis Tournaments will be held.

As in previous years, we are extending to all Florida cities an Invitation to advertise in the 90-page-plus special convention issue of the FLORIDA MUNICIPAL RECORD. This offers an excellent opportunity to extend best wishes for a successful convention to our host, the City of Orlando. Advertising space reservations should be made by July 1, 1986 with a copy deadline of July 14, 1986.

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.

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

Enclosures

1/2 page – \$195.00

"America's Sweetest Town"

City of Clewiston

W. H. "Jimmy" McDuffie, Jr., Mayor

| | | | |
|---------------------------|--------------|-----------------|------------------------|
| Lewell E. Hughes | Dan McCarthy | Robert W. Evans | John C. Swindle, Jr. |
| C. F. Blair, City Manager | | | John A. Yaun, Attorney |

*"America's
Sweetest
Town"*

Salutes
Florida
League
Of
Cities

1/4 page – \$131.00

ATLANTIC BEACH

"Star of the Florida Crown"
extends best wishes
to the 59th Annual Convention

1/8 page – \$68.00

TOWN OF CINCO BAYOU

congratulates the
FLORIDA LEAGUE OF CITIES
on its
59th
Annual Convention
and salutes the host city

Hollywood

MAYOR
Max O. Usrey

MAYOR PRO TEM
Ralph J. Perry

COUNCIL MEMBERS
Irene E. Balsley
Winfield H. Davis
Richard K. Gage
Charles R. Laginess

TOWN ATTORNEY
John Jay Gontarek

TOWN CLERK
Albert S. Borchik, Jr.

FLORIDA LEAGUE OF CITIES, INC.

201 West Park Avenue
P.O. Office Box 1757
Tallahassee, Florida 32302-1757
904/222-9684

RECEIVED
MAY 6 1986



MEMORANDUM

May 5, 1986

TO: City Managers/City Clerks

FROM: Raymond C. Sittig
Executive Director *Raymond C. Sittig*

SUBJECT: OFFICIAL ANNOUNCEMENT - 60th ANNUAL CONVENTION
Florida League of Cities, Inc.
Marriott Orlando World Center
September 18-20, 1986

Enclosed are registration materials for city officials to attend the annual meeting of the Florida League of Cities.

General policy development is one of the primary purposes of the annual convention. It provides cities with an opportunity to focus attention on municipal home rule and prepare a positive program to strengthen cities. Therefore, each city is encouraged to have one official attend the convention as its voting delegate and participate in the discussion. A form designating your city's voting delegate is enclosed along with procedures for presenting resolutions to the League membership.

It is important that each city send as many delegates to the convention as possible. The convention program will include some timely workshops, educational seminars, and general sessions of interest to all cities. An announcement highlighting convention speakers, workshops and other activities will be mailed to all city officials in early August.

Your assistance in distributing these materials will be greatly appreciated. Should you have any questions or need additional information, please feel free to contact the League office at SUNCOM 720-5010 or 1/800/342-8112.

Enclosures: Form Designating City's Voting Delegate
Procedures for Submitting Convention Resolutions
Convention Registration Forms
Tentative Program

cc: FLC Board of Directors
Standing Policy Committees
Local/Regional Leagues
Secretariat Organizations

**60TH ANNUAL CONVENTION
FLORIDA LEAGUE OF CITIES
SEPTEMBER 18-20, 1986
MARRIOTT ORLANDO WORLD CENTER**

It is important that each member city that will be sending delegates to the Annual Convention of the Florida League of Cities, designate one of their officials to cast their votes at the Annual Business Session. League By-Laws require that each city select one person to serve as the city's voting delegate.

Please fill out this form and return to the League office so that your voting delegate may be properly identified.

DESIGNATION OF VOTING DELEGATE

NAME OF VOTING DELEGATE: _____

TITLE: _____

CITY OF: _____

Return form to:

Florida League of Cities
Post Office Box 1757
Tallahassee, Florida 32302-1757

Authorized by:

PROPOSED

PERSONNEL POLICY #1

SUBJECT: PERSONNEL POLICY 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 annual leave, sick leave and paid holidays. All employees of the Town shall read this policy and signify their understanding of and agreement to by affixing their signature.

2. The Town Clerk will be responsible for maintaining the personnel records for all employees and insure that the appropriate personnel functions are performed to include the recording of work hours, accrued annual and sick leave and any leave taken.

3. Employees will accrue annual and sick leave in accordance with the following schedule. This schedule is based upon the length of employment with the Town and applies to all positions.

| <u>Length of Employment</u> | <u>Hours Accrued</u> | <u>Total Hours</u> |
|-----------------------------|----------------------|--------------------|
| 0 to 18 months | 3 1/3 Hrs/Mo | 40 Hrs |
| 18 to 42 months | 6 2/3 Hrs/Mo | 80 Hrs |
| Over 42 months | 10 Hrs/Mo | 120 Hrs |

An employee cannot accrue more hours of annual or sick leave than the hours listed for their length of employment. Annual leave and sick leave can be taken only as it is accrued. Unused accrued leave may be carried over to the following year. (All leave is based upon the calendar year.) Sick leave is granted for the purpose of treating of personal illness or injury by health care professionals and/or the recovery thereof. The employer may require evidence of such care/recovery for sick leave taken in excess of three (3) days.

4. Holiday leave will be granted as follows:

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

B. National Holidays will be observed on the designated day, otherwise holidays occurring on Saturday will be observed on Friday, holidays occurring on Sunday will be observed on Monday.

C. The Mayor and Town Council may designate additional holidays.

5. Upon the termination of employment with the Town, an employee may elect to be paid for any unused accrued annual leave. No payment will be made for unused accrued sick leave.

6. This personnel policy will be effective upon its adoption by the Town Council.

Adopted this ___ day of _____, 1986.

Mayor

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 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 accrue two weeks paid vacation leave annually. Employee may accrue a maximum of 80 hours vacation leave. Unused accrued annual leave may be carried over to the following year.

4. SICK LEAVE: Employees will accrue two weeks paid sick leave annually. Sick leave is granted for treatment of employee's personal illness of 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. Employee may accumulate a maximum of 80 hours. Unused accrued sick leave may be carried over to the following 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 will be December 15, 1980.

8. Adopted by the Town Council December 15, 1980.

Lorne E. Balsley
MAYOR

Ann B. Borchert
TOWN CLERK

Linda J. Knox
SECRETARY

PURCHASING POLICY #1

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 establish and implement the specific procedures to be used for all purchases for the Town of Cinco Bayou and for the payment of normal monthly operating expenses.

2. A Petty Cash fund of ~~\$25,000~~ ^{\$50.00} will be maintained in the Town Hall for the purpose of making small, general house-keeping, comfort and maintenance type purchases. The Petty Cash fund will be replenished as required and on the last day of the month by check written for an amount necessary to ^{\$50.00} return the fund balance to ~~\$25,000~~. A Petty Cash voucher system will be used for each withdrawal from the Petty Cash fund. Vouchers will be numbered in sequence, sales slip attached, and each voucher appropriately initialed.

3. Purchases of equipment, building materials, supplies or improvements to buildings, parks, streets ^{and sidewalks} ~~professional services, etc., valued at \$25,000 to \$200,000~~ ^{\$50.00 \$500.00} shall be made by the Town Clerk by use of written purchase order countersigned 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 ^{and sidewalks} ~~involving funds in excess of \$200,000~~ ^{\$500.00} shall be an agenda item for the Town Council meeting. ~~Approved, the item shall be~~ ^{If approved, the item shall be} ~~approved by the Mayor or his designated representative.~~ ^{approved by the Mayor or his designated representative.}

5. All purchases (except Petty Cash) shall be paid ~~by~~ ^{with} ~~check~~ ^a check signed by the Town Clerk and countersigned by the Mayor or his designated representative.

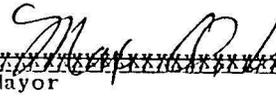
constrained by the amounts
 6. All purchases shall be ~~constrained by the amounts~~
 stated in the annual budget for those items or services
~~stated in the annual budget for those items or services~~
 necessary in the administration and operation of the Town.
~~necessary in the administration and operation of the Town.~~

7. Normal monthly bills for utilities, professional
 services, etc., shall be paid by check, signed by the Town
 Clerk and countersigned by the Mayor or ~~his designated representative.~~
 his designated representative.

8. Provisions of this policy may be amended at any
 time by the majority of the Council.

Adopted this ~~16th~~ day of ~~November~~

Approved:


~~Mayor~~
 Mayor

Attest:


 Town Clerk

RECEIVED
5/9/86

Mr. Al Borchik
Town of Cinco Bayou
Kelly Avenue

May 9, 1986

Dear Mr. Borchik,

This letter follows our phone conversation of Thursday, May 8. I trust that this letter will be read at Monday night's town council meeting and steps be taken to resolve the problem.

I am extremely annoyed with the almost constant dog barking that comes from the Kidd Street residential area. There are several large dogs that owners turn out, at all hours, and leave them to bark, and bark, and bark. This disturbs the tranquility of the bayou, as well as my sleep. The dogs will often bark in the evening until midnight or one o'clock. In the morning they start barking again at three, four or five and continue to bark non-stop for hours.

I respect the rights of my neighbors across the bayou to own dogs, but highly resent their lack of responsibility in restraining these pets that have become pests.

It is my understanding that two of these owners represent the town of Cinco Bayou. I hope they will help to structure a barking dog ordinance in your township.

Sincerely,

Marsha Laughlin

Marsha Laughlin
113 Sleepy Oaks Road
Fort Walton Beach, Fl 32548