

**TOWN OF CINCO BAYOU  
REGULAR TOWN COUNCIL MEETING  
MAY 18, 1995**

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

SILENT PRAYER

PLEDGE OF ALLEGIANCE TO THE FLAG

ROLL CALL            Present: Mayor Laginess  
   Councilman Broxson  
   Councilman Gage  
   Councilman Skelly

Absent: Councilwoman Chamberlain  
   Councilman Kendrick

Also Present:    Manager Borchik            Attorney Mcinnis            Jim Cook  
   Engineer King            A. Robblee            A. Tyner

1. Town Manager/Clerk Position - Mayor Laginess introduced Mr Jim Cook, Northwest Florida "Range Rider" for the Florida City and County Manager Association and a resident of Ft Walton Beach who was present to assist the Council in the process of selecting a new Manager/Clerk for the Town. Mr. Cook presented several options and provisions for the Council to consider in preparing the criteria for a Town Manager/Clerk and suggested several avenues to advertising, applicant review and selection process for their consideration. Following a discussion on the present and projected duties of the Town Manager/Clerk, Councilman Skelly made a motion to direct Mr. Cook to prepare and place an advertisement for a Town Manager/Clerk with the following criteria - 1. Advertise instate, 2. Salary between \$28,000. and \$ 32,000. and 3. With a BA/BPA and 4 years experience or a MA/MPA with 2 years experience. Mr. Cook then suggested that the instate advertisement criteria be deleted and that the ad be placed by the Town, both for obvious reasons and following a short discussion, it was agreed to amend the motion accordingly, seconded by Councilman Gage. The vote on the amendment was unanimous. Councilman Gage then seconded the main motion as amended. Mayor Laginess asked the Engineer for his comments and he stated that the Council should consider extended "hands on experience" be considered versus an academic degree. Following a short discussion, Councilman Skelly stood fast on the degree requirement in his motion. Mayor Laginess called for a vote on the main motion and the motion was unanimously approved on a roll call vote. Mr. Cook will prepare the advertisement and meet with the Mayor at 4 PM on Friday, May 19, 1995.

2. Town Policies

Following a short discussion concerning the Town current personnel, purchasing, travel & per diem policies along with the rules for the use of the Town Hall, it was decided that any further discussion should be take place with the full Council. Councilman Skelly made a motion to table any action on the policies concerned until the next council meeting when the full Council would be present, seconded by Councilman Broxson. The motion was unanimously approved.

There being no further business, the meeting was adjourned at 7:10 PM.

\_\_\_\_\_  
Mayor

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

CURRIGENT

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. Annual and Sick Leave:

a. 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

b. 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.) No more than two (2) weeks leave may be taken at one time without special approval of the Council.

c. Sick leave is granted for the purpose of treatment 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, 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 it's adoption by the Town Council.

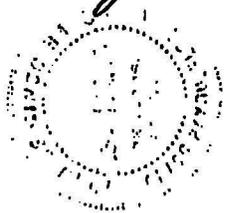
Mark B. Burch  
Town Clerk

Adopted this 19th day of May, 1986

Robert J. Perry  
Mayor

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Maintenance



PROPOSED

TOWN OF CINCO BAYOU  
PERSONNEL POLICY

SUBJECT: PERSONNEL POLICY PERTAINING TO ANNUAL LEAVE, SICK LEAVE  
AND PAID HOLIDAYS

TO: ALL TOWN EMPLOYEES

1. This policy pertains to all 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 Manager/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 annual and sick leave taken.

3. Annual and Sick Leave:

a. Regular employees 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 24 months	6 2/3 Hrs/Mo	80 Hrs
24 to 60 months	10 Hrs/Mo	120 Hrs
Over 60 months	13 1/3 Hrs/Mo	160 Hrs

b. Annual leave can be taken only as it is accrued. An employee can accrue a total of 240 hours of annual leave. No more than two (2) weeks annual leave can be taken at one time without the approval of the Town Council. Unused accrued leave may be carried over to the following year. Employees are encouraged to take their annual leave. All leave is based on the fiscal year, October 1 thru September 30. In the event an employee has more annual leave than allowed at the end of the fiscal year, payment for any annual leave in excess of 240 hours will be at the discretion of the Town Council.

c. Sick leave is granted for the purpose of treatment 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. An employee can accrue a total of 360 hours of sick leave. Unused sick leave may be carried over to the following year. All sick leave is based on the fiscal year. Any accumulation of sick leave over 360 hours will be converted to annual leave at the ratio of one (1) hour annual leave for every two (2) hours sick leave.

4. Probationary employees (employed less than 90 days) do not accrue annual leave or sick leave, however, upon achievement of regular employee status, annual leave and sick leave accrual shall be calculated retroactive to the employee's hiring date.

5. Holiday leave will be granted as follows:

a. Employees will be granted leave with pay for the following holidays: New Year's Day, Martin Luthur King, Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving (Thursday & Friday), Christmas Eve and Christmas Day.

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

c. The Mayor or Town Council may designate additional holidays.

6. Upon the termination of employment with the Town, an employee may elect to be paid for any unused accrued annual leave. Payment for any unused accrued sick leave will be a percentage based on the length of employment times 5% per year, i.e., one year - 5%, two years - 10%, three years - 15%, 5 years - 25%, etc. For example, an employee with 4 years employment and 50 hours of sick leave would receive payment for 20% or 10 hours.

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

Adopted this \_\_\_\_ day of September, 1990.

\_\_\_\_\_  
Mayor

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

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Maintenance

CURRENT

PURCHASING POLICY #1

SUBJECT: THIS POLICY PERTAINS TO THE AUTHORITY FOR, METHOD OF, AND ADMINISTRATIVE CONTROLS FOR PURCHASING SUPPLIES EQUIPMENT AND MAINTENANCE AND REPAIR SERVICES FOR THE TOWN OF CINCO BAYOU, FLORIDA.

TO: TOWN EMPLOYEES

1. This policy establishes and implements specific procedures to be followed for the purchase of supplies and equipment and for securing maintenance and repair services for the Town of Cinco Bayou, Florida and for the payment of normal operating expenses.

2. A Petty Cash fund of \$25.00 will be maintained for the purpose of making small, general housekeeping, 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 return the fund balance to \$25.00. 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 appropriately initialed.

3. The purchase of equipment, materials and supplies and maintenance and repair services valued at \$500.00 or less will be made by the Town Manager/Clerk by use of written purchase order. All expenditures will be within adopted budgeted funding for the specific item of service.

4. The purchase of equipment, materials and supplies and maintenance and repair services valued at more than \$500.00 shall be an agenda item for a Town Council Meeting. Approval for the purchase of the item or service will be reflected in the minutes of the meeting.

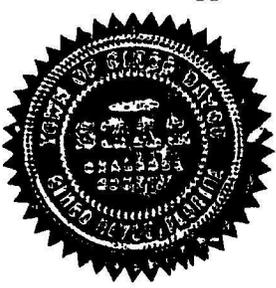
5. All expenditures (except Petty Cash) will be paid for by check signed by the Town Manager/Clerk and countersigned by the Mayor or his designated representative.

6. All purchases shall be constrained by the amounts listed in the approved annual General Operating Budget for those items and/or services necessary in the operation and administration of the Town.

Adopted this 19th day of August, 1987.

Approved:

*Charles R. Layman*  
Mayor



Attest:

*Ann B. Bachley*  
Town Manager/Clerk

CURRENT

PURCHASING POLICY # 2

THIS PURCHASING POLICY ESTABLISHES THE AUTHORITY FOR, METHOD OF SELECTION, MONITORING AND INSPECTION THRU COMPLETION, AND METHOD OF PAYMENT FOR ALL PROJECTS AND/OR CONSTRUCTION FOR THE TOWN OF CINCO BAYOU, FLORIDA.

1. The purpose of this policy is to establish and implement specific procedures to be used in contracting for all projects and/or construction for the Town of Cinco Bayou.

2. The Town Council will determine the manner in which the contract will be awarded and establish a cutoff date for bids if required. The Town Clerk will prepare and place the "Request for Bid" advertisement, or contact contractors directly as determined by the Council.

3. All bids or contractor's proposals will be opened/presented at a regular or special Town Council meeting and properly recorded. When a bid or proposal is accepted, the method of payment will be established and will include a 10% retainage to be paid 30 days after completion of the project/construction and publication of an advertisement announcing the completion of the project/construction. The advertisement will be placed by the contractor.

4. The Town Attorney will prepare the contract for the project/construction and will require the signatures of the Mayor and appropriate Council Committee Chairman. The contract will state the method of payment established by the Town Council.

5. The appropriate Town Council Committee Chairman will monitor the project/construction thru completion and report progress and/or recommendations to the Town Council. Payments will be made only with the recommendation of the appropriate Committee Chairman and the approval of the Town Council.

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

Adopted this 19<sup>th</sup> day of SEPTEMBER 1983.

Approved:

Max O. Lessey  
Mayor



Attest:

Alvin B. Borchers  
Town Clerk

Revised

PURCHASING POLICY NO. 2

THIS PURCHASING POLICY ESTABLISHES THE AUTHORITY FOR, METHOD OF SELECTION, MONITORING AND INSPECTION THROUGH COMPLETION, AND METHOD OF PAYMENT FOR ALL PROJECTS AND/OR CONSTRUCTION FOR THE TOWN OF CINCO BAYOU, FLORIDA.

1. The purpose of this policy is to establish and implement specific procedures to be used in contracting for all projects and/or construction for the Town of Cinco Bayou.

2. The Town Council will determine the manner by which the contract will be awarded and establish a cutoff date for bid submission if bids are required. The Town Manager/Clerk will place the "Request for Bid" advertisement or contract contractors directly as determined by the Town Council.

3. All bids or contractor's proposals will be opened/presented at a regular or special Town Council meeting and properly recorded. When a bid or proposal is accepted, the method of payment will be established and will include a 10% retainage to be paid 30 days after completion of the project/construction and the publication of an advertisement announcing the completion of the project/construction. The advertisement will be placed by the contractor.

4. The Mayor will designate a member of the Town Council to oversee the project/construction and to be the contact person for the contractor. The designated Town Council member will monitor the project/construction through its completion and report progress and/or recommendations to the Town Council. (The Town Engineer may be called upon to participate in matters pertaining to his area of expertise.) Payments will be made based upon the recommendation of the designated Town Council member and the approval of the Town Council.

5. The Town Attorney will prepare the contract for the project/construction and will require the signatures of the Mayor and the designated Town Council member. The contract will state the method of payment established by the Town Council and other specific provisions and conditions deemed necessary.

6. The provisions of this policy may be amended at any time by a majority of the Town Council.

Adopted this \_\_\_\_ day of \_\_\_\_\_, 1991

Approved:

\_\_\_\_\_  
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.

*Charles R. Cajigas*  
Mayor

MAY 10TH 1991  
Date

## TOWN OF CINCO BAYOU

RULES GOVERNING USE OF TOWN HALL

1. Smoking in the Town Hall is prohibited.
2. Serving and/or consumption of alcoholic beverages in the Town Hall or on the premises is prohibited.
3. Any special decorations used for a meeting or activity must be removed after the meeting. USE OF TACKS, NAILS OR STAPLE GUN IS FORBIDDEN in decoration of the Town Hall.
4. No crepe paper or streamers of any type are to be taped or hung from the ceiling and walls.
5. The pictures are not to be removed from the wall. If they are a \$50.00 fee will be deducted from the rental deposit. The flower arrangements and plants are not to be removed from their present location or an additional \$50.00 will also be retained from the renter's deposit.
6. Return chairs and/or tables to their proper places.
7. It is important that the outside be cleaned up as well as the inside. Unsightly trash, bottles, cans, etc. will cause renter to lose deposit.
8. Persons renting the Town Hall will be held responsible for any breakage or other damage inside as well as outside of building.
9. Be sure that all inside lights and air-conditioner are off before leaving the building. (Tower lights, restroom entrance and outside lights are on a timer). In winter if low temperatures are predicted, renter will be instructed to leave heat on at lowest setting.
10. Check all doors to see that they are locked before leaving.
11. The Town Hall must be vacated by 10:00 P.M. The Town security patrol will check the Town Hall and grounds between 10:00 and 10:30 P.M.

## 12. FEES &amp; DEPOSITS

A. A fee of \$ 50.00 will be charged for the use of the building. (See paragraph B for exceptions) If the kitchen is to be used or food served, the fee will be \$ 200.00. In addition, a \$25.00 refundable security deposit will be required and returned providing the building and grounds are cleaned and in order.

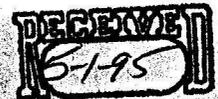
B. There is no charge for the use of the building and facilities when used for FREE training sessions, seminars and other meetings conducted for elected or appointed government officials. If a registration fee is charged OR a meal served, the \$50.00 use fee and \$25.00 security deposit is required.

RULES GOVERNING USE OF THE KITCHEN/RESTROOMS

1. The electric range and all lights must be turned off.
2. No food or beverages left in refrigerator.
3. Garbage must be placed in plastic bags, tied at the top and placed in the outside containers. (Bags are located under the sink or in the storage room)
4. Restrooms - must be clean, floors dry, waste baskets empty and lights off.



# Department of Environmental Protection



*MB*

Lawton Chiles  
Governor

Marjory Stoneman Douglas Building  
3900 Commonwealth Boulevard  
Tallahassee, Florida 32399-3000

Virginia B. Wetherell  
Secretary

April 28, 1995

TO: Interested Parties

FROM: Don Gerteisen, Chief  
Office of Local Recreation Services  
Division of Recreation and Parks

SUBJECT: LWCF FY 95-96 Application Submission Period and Maximum Grant Amount

The Department of Environmental Protection will accept grant applications for the **Land and Water Conservation Fund Program (LWCF)** for Fiscal Year 1995-1996. The maximum grant amount and submission period are described below:

**Submission Period: June 1-30, 1995**

**Maximum Amount: \$100,000.00**

**Matching ratio is one applicant dollar to one federal dollar (1:1)**

**An application must be postmarked by the last day of the program's application submission period deadline.**

**Revisions to the applicants' requested grant amounts may be due to limited program funding.**

**Eligible applicants include all county governments and incorporated municipalities of the State of Florida and other legally constituted local governmental entities of the State with the legal responsibility for the provision of outdoor recreation sites and facilities for the use and benefit of the public.**

For further information/application packets write or call:

Alexandra H. Weiss  
Office of Local Recreation Services  
Division of Recreation and Parks  
Department of Environmental Protection  
Mail Station #585  
3900 Commonwealth Boulevard  
Tallahassee, Florida 32399-3000  
(904) 488-7896; SUNCOM 278-7896  
FAX: (904) 488-3665

DG/bk

"Protect, Conserve and Manage Florida's Environment and Natural Resources"

Printed on recycled paper.



Florida Department of Agriculture & Consumer Services  
BOB CRAWFORD, Commissioner  
The Capitol • Tallahassee, FL 32399-0800

RECEIVED  
5295

1/8/95

April 28, 1995

Dear Friend of Urban Forestry:

The Department of Agriculture and Consumer Services, in cooperation with the Florida Urban Forestry Council is pleased to announce the 1995 Urban and Community Forestry matching grant program.

Urban and Community Forestry grant funds available to the State of Florida for 1995 total \$310,000. Municipalities, counties, school board districts, independent special districts, educational institutions, and legally organized nonprofit (volunteer) organizations may apply for up to \$20,000 to develop or enhance local urban and community forestry programs. The four grant categories include: 1) Local Government Program Development, 2) Demonstration or Site Specific Projects, 3) Non-Profit Administration, and 4) Information and Education Projects. These 50:50 matching grant funds will be paid to successful applicants on a reimbursement basis. Projects must be completed by September 30, 1996.

Applications will be evaluated (scored) by the Urban and Community Forestry Subcommittee of the Florida Urban Forestry Council. In scoring, additional points will be given to grant requests from applicants who have not been previously awarded an Urban and Community Forestry Grant.

A grant application packet (Request for Proposal) may be obtained by calling our Purchasing Office at 904/488-7552 or by returning the attached RFP request form to:

Mr. Frank Boyle, Purchasing Director  
Division of Administration  
Department of Agriculture and Consumer Services  
Mayo Building, Room SB - 8  
Tallahassee, FL 32399-0800

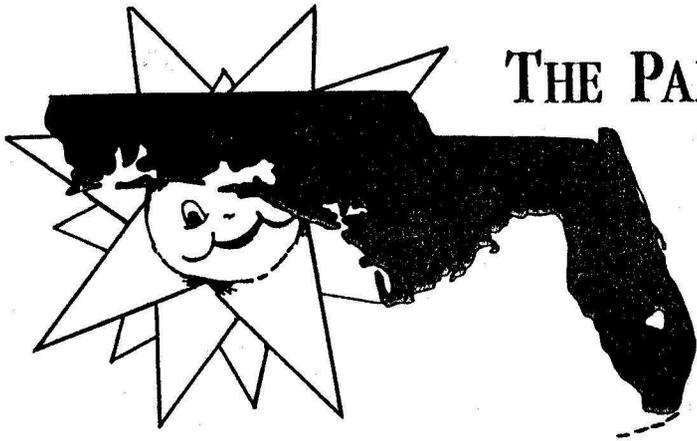
Reference #RFP/DF-94/95-44

Completed applications must be delivered no later than **2:30 p.m. June 28, 1995 to Purchasing Office, Mayo Building, Room SB - 8, Tallahassee, FL 32399-0800.**

PACKET ORDERED 5/4/95 AB

5-1-95  
1183

# THE PANHANDLE LEAGUE OF CITIES



**\*PRESIDENT\***

Ted Mathis, Mayor, Crestview

**\*VICE-PRESIDENTS\***

Alva Campbell, Mayor pro tem, DeFuniak Springs  
Randall Wise, Mayor, Niceville

**\*TREASURER\***

Al Borchik, Town Manager, Cinco Bayou

SECOND NOTICE

Notice of Summer Dinner Meeting of  
The Panhandle League of Cities

Who: Member Cities and Associate Members of the League

What: Eighteenth Annual Summer Dinner of the Panhandle  
League of Cities

When: Friday, May 19, 1995

Where: Harbour House, Panama City

Schedule: 5:00 p.m. Board of Directors meeting  
6:00 p.m. Reception  
7:00 p.m. Dinner

To be Honored: Rep. Scott Clemons, Panama City, 1995 Panhandle  
Legislator of the Year

Menu: The traditional Seafood Buffet

Cost: \$9.00

-----  
Pre-registration Is Required! Seating will be guaranteed only  
for those who are pre-registered! Return the enclosed form, or  
call 904-474-2374 (Suncom 680-2374), by May 16. Our FAX number  
is 904-474-3130. For further information, call.

To Cancel Registrations: Call the number above, by noon, May 16.  
All pre-registrations, as of noon, May 16, will be billed.

\*\*\*\*\*

Executive Director, Dr. Larry Walker, The Whitman Center  
The University of West Florida, Pensacola, FL 32514-5751. (904) 474-2370, Suncom 680-2370

