

**TOWN OF CINCO BAYOU
REGULAR TOWN COUNCIL MEETING
JUNE 8, 1995**

Mayor Laginess called the Cinco Bayou Town Council Meeting to order at 6:00 P.M.

SILENT PRAYER

PLEDGE OF ALLEGIANCE TO THE FLAG

ROLL CALL Present: Mayor Laginess
 Councilman Broxson
 Councilwoman Chamberlain
 Councilman Gage
 Councilman Kendrick

Absent: Councilman Skelly

Also Present: Secretary Payne James Cook Lee Forst
 Attorney Anchors Engineer King

PUBLIC HEARING

Resolution No. 95-05 - Second reading and proposed adoption of Resolution 95-05, a Resolution amending the General Operating Budget for FY 1995. Attorney Anchors read Resolution 95-05 by title only. Councilman Gage made a motion to approve the second reading and adopt Resolution 95-05, seconded by Councilman Broxson. The motion was unanimously approved.

REGULAR BUSINESS

1. Minutes - May 11 and May 18, 1995 - Councilwoman Chamberlain made a motion to approve the minutes of May 11 and May 18, 1995, seconded by Councilman Gage. The motion was unanimously approved.

NOTE: COUNCILMAN SKELLY ARRIVED AT THIS TIME.

2. Financial Report - May, 1995 - Councilwoman Chamberlain made a motion to approve the Financial Report for May, 1995, seconded by Councilman Broxson. At that time Councilman Gage inquired about check no. 9462 to Sprint/Centel for cellar phones. Mayor Laginess explained that due to lack of a Town Manager, cellar phones was needed so that he would be able to contact the maintenance man and the secretary at all times in order to conduct business as needed at anytime during the day. At that time Mayor Laginess called for a vote and the motion was unanimously approved.

Agenda Item No. 4 was moved to Agenda Item No. 3.

3. Replacement of Town Manager/Clerk - Mayor Laginess explained to the Council that the screening committee which would be Mr. James Cook, Northwest Florida "Range Rider" for the Florida City and County Manager Association, Attorney McInnis, and himself will screen all applicants after the June 30, 1995 deadline when all application are received. And at that time, if none of the Councilmembers had any objections; the committee would then narrow the applicants down to three (3), and bring those three before the Council. Councilman Kendrick said he had no objections, but requested the opportunity to review all of the application that had been received. Mayor Laginess then explained to the Council that all advertisement for the Town Manager/Clerk position had been placed and the ad had appeared in the Florida League of Cities Data-Gram. At that time Mayor Laginess announced that if there was no further questions Mr. Cook had to leave early, for another appointment.

4. TOWN POLICIES REVIEW -

1. Personnel Policy- Mayor Laginess explained to the Council that the proposed Personnel Policy is based on other Municipalities in the area. After a lengthy discussion it was decided that it be rewritten and bought back to the Council. 2. Purchasing Policy #2 - Councilman Skelly made a motion to approve the Town's proposed purchasing policy, seconded by Councilwoman Chamberlain. The motion was unanimously approved.

3. Travel Policy - After a short discussion concerning the Travel Policy, Councilman Skelly made a motion to approve the Travel Policy with the amendment of item three (3) meals and lodging with lodging not to exceed \$100.00 except for special circumstances, seconded by Councilwoman Chamberlain. The motion was unanimously approved

COUNCILMEMBERS REPORTS/COMMENTS - Councilman Skelly informed the Council that he had received a complaint from Compass Bank, concerning an oil drum that had washed up on shore and asked if the Town's Maintenance man could check on the status of the oil drum, so that the correct agency could be contacted to remove it. Councilman Skelly also inquired on the status of the old sign and other material behind Impact Graphics, as of today it has not; been cleaned up and questioned if a letter had been sent giving them a ten (10) day notice to clean up the property. Mayor Laginess said he would check and see if a letter had been sent already and if not he would have Attorney Mcinnis prepare one. Councilman Gage inquired on the status of the recycle program and ask if we still have one. Councilman Gage said he was under the impression that since their was little participation that EWS was no longer picking up. Mayor Laginess informed him that yes EWS was still picking up for recycling in Cinco Bayou.

Councilwoman Chamberlain informed Council that she had received a complaint from Mr. Tom Leach, a citizen of Cinco Bayou concerning the seawall at Frances Park. Mr. Leach said he had called the Town Hall several times concerning this problem. Mayor Laginess informed Councilwoman Chamberlain the seawall had been repaired.

PUBLIC REQUESTS WILL BE HEARD AT THIS TIME - None

COMMITTEE REPORTS

- 1. Administrative Committee - No Report
- 2. Finance & Budget Committee - No Report
- 3. Comprehensive Plan Committee - No Report

TOWN MANAGER'S REPORT - Due to the absents of a Town Manager, Mayor Laginess announced that he had received notice from Pete Smith of the Okaloosa County Property Appraiser's office providing estimated taxable value for the 1995 tax roll as of June 1, 1995 for Town of Cinco Bayou is estimated taxable value \$25,514,425.00. Mayor Laginess also announced that a rough draft of the annual budget for 1996 will be presented at the July Town Council Meeting.

MAYOR'S ANNOUNCEMENTS - Mayor Laginess announced with extreme regret that Councilman Gage had turned in his resignation effective as of July 13, 1995.

Mayor Laginess also reminded everyone of the Town Picnic on June 20, 1995.

There being no further business, the meeting was adjourned at 6:45 P.M.


MAYOR

ATTEST:


TOWN MANAGER/CLERK


RESOLUTION 95-05

A RESOLUTION OF THE TOWN OF CINCO BAYOU, OKALOOSA COUNTY, FLORIDA, REVISING THE GENERAL OPERATING BUDGET FOR THE TOWN OF CINCO BAYOU, FLORIDA, FOR THE FISCAL YEAR OCTOBER 1, 1994 THROUGH SEPTEMBER 30, 1995.

WHEREAS, the Town Council of the Town of Cinco Bayou, Florida, adopted the General Operating Budget on September 21, 1994, with Resolution 94-07; and,

WHEREAS, the Town Council of the Town of Cinco Bayou, Florida, has reviewed the revenues and expenditures for the first half of Fiscal Year 1995; and,

WHEREAS, The Town Council of the Town of Cinco Bayou unanimously agreed that a budget revision is necessary to reflect the current financial activities for the Town.

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

1. The current General Operating Budget (\$168,368.00) for the fiscal year ending September 30, 1995 is hereby revised and increased to \$ 183,070.00 by unanimous decision of the Town Council of the Town of Cinco Bayou, Florida, without objection, at a public hearing held after due notice of the same.

2. This resolution shall take effect immediately upon its passage and approval by the Mayor.

Adopted this 8th day of June, 1995

Approved:

Mayor

Attest:

Town Manager/Clerk

01212607

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.

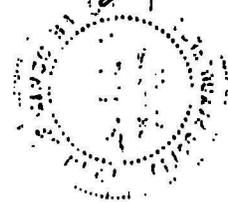
Alvin B. Bouchard
Town Clerk

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 Luther 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. Rajinas
Mayor



Attest:

William B. Barclay
Town Manager/Clerk

URGENT

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 19th day of SEPTEMBER 1983.

Approved:

Max O. Lessey
Mayor



Attest:

Alvin B. Borchers
Town Clerk

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. Sargent
 Mayor
 Date MAY 10TH 1991



TOWN OF CINCO BAYOU

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

Richard K. Gage, Councilman

Mayor:
CHARLES R. LAGINESS

Council Members:
EUGENE E. BROXSON
RENÉ CHAMBERLAIN
RICHARD K. GAGE
JIM KENDRICK
JOSEPH P. SKELLY

Town Attorney:
C. JEFFREY McINNIS

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

Charles R. Laginess, Mayor
Town of Cinco Bayou
10 Yacht Club Drive
Fort Walton Beach, Fl 32548

June 8, 1995

Dear Mayor Laginess,

As a result of our forthcoming move from the Town of Cinco Bayou I am notifying you of my resignation from the Town Council. The effective date of this resignation is July 13, 1995.

It has been both an honor and a pleasure to serve the people of Cinco Bayou as a member of their Town council. I thank you, the Council members, and the Town's employees for their assistance and cooperation over the years.

With my best wishes for the future of Cinco Bayou.

Cordially,

Richard K. Gage
Richard K. Gage

61-95

Pete Smith
Okaloosa County Property Appraiser



151-D N.E. Eglin Pkwy
Ft Walton Beach, FL 325
(904) 651-7240
651-7244 FAX

OFFICE OF
OKALOOSA COUNTY
PROPERTY APPRAISER

June 1, 1995

Town of Cinco Bayou
Albert Borchik
10 Yacht Club Drive
Ft. Walton Beach, Florida 32548

Dear Albert,

Pursuant to Chapter 200.065 (7), Florida Statutes, we are hereby providing an estimate of taxable value for the 1995 tax roll for your budget planning purposes.

Our estimate of taxable value as of June 1, 1995 for Town of Cinco Bayou is \$ 25,514,425.00.

Respectfully,

A handwritten signature in cursive script that reads "Pete Smith".

Pete Smith
Property Appraiser
Okaloosa County

TPS/rf