

TOWN OF CINCO BAYOU  
SPECIAL COUNCIL MEETING  
JULY 8, 1987

Mayor Laginess called the Special Council Meeting to order at 6:05 PM.

SILENT PRAYER

PLEDGE OF ALLEGIANCE TO THE FLAG

ROLLCALL

Present: Mayor Laginess  
Councilwoman Buchanan (Arrive 6:07 PM)  
Councilman Davis  
Councilwoman Dumka  
Councilman Gage  
Councilman Skelly

Also Present: Manager Borchik          Attorney McInnis  
Tom Stevens                              Douglas Johnson  
Bill Kelly                                   Lee Martin  
Libby Webb                                William Lance  
Bill Blizzard                              John Thompson  
Millicent Thompson                      Lloyd Hodges  
Jim Shrine

PUBLIC HEARING - ORDINANCE NO. 112 - An Ordinance amending Appendix A, "Zoning", Section 11, "Board of Adjustment" Cinco Bayou Code of Ordinances designating the Mayor and Town Councilmembers as the Town's Planning and Zoning Board. Attorney McInnis read the ordinance by title only. Councilman Gage made a motion to accept the first reading of Ordinance No. 112, seconded by Councilman Skelly. The motion was unanimously approved on a roll call vote.

The Special Meeting was adjourned at 6:07.

(Councilwoman Buchanan arrived at this time)

COUNCIL AS COMMITTEE MEETING

REGULAR BUSINESS

1. Minutes - Councilman Skelly made a motion to accept the minutes of June 10 and June 17, 1987 and to place this item on the Consent Agenda, seconded by Councilwoman Dumka. The motion was unanimously approved.

2. Financial Report - Councilman Skelly made a motion to accept the Financial Report for June 1987 and to place this item on the Consent Agenda, seconded by Councilman Gage. The motion was unanimously approved.

3. Variance Request - Cinco Baptist Church - Mayor Laginess explained the procedure for granting variances to those present and advised them that tonight's meeting was for discussion and action would be taken at the Planning and Zoning Meeting at 6:30 on July 15, 1987. Mr. Bell explained the proposed reconstruction of the church and the reason for the variance request. The Mayor asked the members of the Council to look at the site prior to next weeks meeting.

4. Request for Building Permit - Serigraphia - Mayor Laginess explained the request for a 20' by 40' addition to the rear of the present building for additional storage space. Councilwoman Dumka made a motion to approve the proposed construction and to place this item on the Consent Agenda, seconded by Councilman Gage. The motion was unanimously approved.

5. Okaloosa League of Cities By Laws Revision - Councilman Gage explained the changes to the By Laws. There was no objection to the proposed changes and Mayor Laginess asked Councilman Gage to convey the Council's approval to the Board at their next meeting.

6. Proposed Millage Rate - FYE 1988 - The Town Manager explained the procedure for arriving at the proposed millage rate for the coming year. 2.828 mills is the roll-back millage rate that will produce the same dollars as last year's millage rate before any growth dollars are considered. As the Budget must be considered prior to setting the millage rate, the Mayor suggested that the Council's discussion move to the Budget as it is the next item on the agenda.

7. Proposed Budget - FYE 1988 - The budget as presented is the General Operating Budget without any capital improvements. The Manager explained the expected revenues for the coming year. The expenditures were briefly reviewed with significant changes highlighted. With the concurrence of the Council, a budget workshop to finalize the budget and set the millage rate was scheduled for Wednesday, July 15, 1987 at 5:30 PM.

COUNCILMEMBERS REPORTS/COMMENTS - None

PUBLIC REQUESTS WILL BE HEARD AT THIS TIME - None

COMMITTEE REPORTS

1. Administrative Committee - No Report
2. Finance & Budget Committee - See Items 6 & 7
3. Comprehensive Plan Committee - Councilman Gage asked the Attorney to address the public notice requirement as it pertains to workshop meetings in light of the recent DCA letter. The Attorney recommended that the Council amend Ordinance No. 110 to require public notice of all workshops concerning the Comprehensive Plan. The Manager will prepare the amendment and place it on the agenda for next week's meeting.

CORRESPONDENCE

1. Letter - Florida LOC, "Municipal Official of the Year"-  
There were no nominations at this time.

TOWN MANAGER'S REPORT

1. There will be a Celebrity Softball Game on Friday, July 17, 1987, at the Fairgrounds to raise funds for Mark Stone to help defray hospital bills. He is suffering from cancer.. The organizers are asking for at least two representatives from the Town to attend and participate.

2. The Panhandle League of Cities Annual Dinner Meeting will be held during August, more details to follow!

3. Mr. Overstreet is in the process of determining the grades along Yacht Club Drive prior to preparing the plans for the curb. If all appears well, the plans will be drawn up and bid packages put together. Each resident will be contacted to determine the proper location for their driveway entrance.

4. With the coming of the 911 emergency system, it appears that now is the time to correct the address problems along Yacht Club Drive. There are even and odd numbers on the same side and they do not follow the logical sequence. There are also some address problems along Opp Boulevard. Councilman Skelly suggested that an attempt be made to secure a zip code for the Town at the same time the address problem is resolved.

MAYOR'S ANNOUNCEMENTS - None

There being no further business, the meeting adjourned at 7:24 PM.

  
\_\_\_\_\_  
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.

OKALOOSA LEAGUE OF CITIES  
EXECUTIVE COMMITTEE MINUTES  
JUNE 19, 1987

Members Present

John Shortall: President  
Bill Phillips: Vice President  
Greg Wood: Acting Secretary / Treasurer  
Dick Gage: Cinco Bayou  
Ernestine Barker: Crestview  
A. P. Day: Laurel Hill  
Joe Young: Mary Esther

Guests

Sid Rosenbaum: Ft Walton Beach  
Lee Bobo: Ft Walton Beach  
Helen Spencer: Ft Walton Beach

The June Executive Committee meeting was held at Tony's Restaurant in Fort Walton Beach. The meeting was called to order by President Shortall at 11:30 am.

There was a discussion regarding the previous nights vote of the general membership to continue to conduct business at the quarterly meetings. Mayor Young emphasized that the Executive Committee's role should be active and to assure that any problems or policies have been discussed and staffed prior to their presentation at quarterly meetings.

A motion was made by Mayor Young and seconded by Councilman Gage to nominate Bill Phillips as chairman of the Legislative Committee. The motion passed unanimously. Mr. Phillips stated that his committee should develop a legislative statement for yearly submittal to the Panhandle and Florida League of Cities. All were in agreement.

Joe Young presented suggested amendments to the by-laws. He stated with proper coordination the changes can be addressed as the first order of business at the September meeting.

Suggested Changes:

Article IV: Increase dues to \$50.00 to give the League enough funds to accomplish legislative tasks.

Article V: One city, one vote, needs to be utilized.

Article VI: League elections in September, with the new officers installed at the close of business at the December meeting. This will provide greater continuity and a smoother transition for new officers.

Article VII: Add members to Executive Committee to include immediate past president and an elected official from each municipality not otherwise represented. This will provide better representation and communication to the committee.

Article IX: Books and records shall be maintained by the League secretary.

The President requested that the nominating committee have a slate of candidates ready for the August meeting.

Mayor Young suggested that the goals and objectives of the Executive Committee be briefed at the next quarterly meeting. The committee agreed.

The topic of presenting a unified front was discussed. One area that league action could be very effective was in pressing the county for equity in tax and service delivery. A staff committee was formed to address the issue. Greg Wood was selected as chairman. A report will be presented in August.

Being no further business the meeting adjourned at 1:00 pm.

RECEIVED  
6/30/87 MB

OKALOOSA COUNTY LEAGUE OF CITIES

DATE: July 29, 1987

TO: MAYORS & EXECUTIVE COMMITTEE MEMBERS

FROM: JOHN L. SHORTALL, JR. *JLS*  
PRESIDENT

SUBJECT: PROPOSED BYLAWS

=====

Attached are the proposed Bylaws of the Okaloosa County League of Cities in final draft for your review before going to the September 17, 1987 quarterly meeting for final approval.

Please review these Bylaws with all changes that have been discussed at previous meetings and be prepared to discuss at the July 17, 1987 Executive Committee meeting.

S/s

BYLAWS

OKALOOSA COUNTY LEAGUE OF CITIES

ARTICLE I

Name

The name of this organization shall be the Okaloosa County League of Cities, and its principal place of business shall be in Okaloosa County, Florida.

ARTICLE II

Purposes

The purpose of this association shall be:

Section 1. To serve as a medium of exchange of ideas, information, and help to aid member municipalities in the solution of common problems.

Section 2. To unite in a central organization all Okaloosa County municipalities who are interested in the present growth and future expansion of this area. It shall further be the purpose of this organization to help members become better acquainted; encourage and maintain among its members unity and the spirit of good fellowship, sociality, fair play and good will; and to promote efficiency among the officials of the incorporated cities and towns of Okaloosa County, Florida.

Section 3. The association shall be non-profit and non-partisan.

ARTICLE III

Membership

Section 1. Any incorporated city or town in Okaloosa County, Florida, may become a members of this League upon its decision to affiliate communicated to the officers of the association. Member municipalities' and incorporated towns' representation in the league will be restricted to Mayors, Commissioners, Councilmen, City Managers, City Attorneys, and City Clerks.

Section 2. Resignation. Any member may resign by filing a written resignation with the Secretary.

Section 3. Membership in this League is not transferable or assignable.

ARTICLE IV

Dues

Section 1. Dues in this League shall be \$50.00 per year, payable annually by each member municipality or incorporated town.

Section 2. Dues paid by a new member municipality or incorporated town after November 1 of each year shall constitute payment of the full dues for the ensuing calendar year.

Section 3. Dues shall be payable in advance on or before the first day of January each year.

ARTICLE V

Meetings of Members

Section 1. Regular meetings of the members shall be held during each quarter of each calendar year beginning with the year 1967, the exact date, time, and place thereof to be determined by the membership at the preceding meeting.

Section 2. Special meetings of the members may be called by either the President or not less than one-third of the membership having voting rights.

Section 3. Written or printed notice stating the place, day and hour of any meeting of members shall be delivered, either in person or by mail, to each member municipality and incorporated town entitled to vote at such meeting not less than five days or more than forty days before date of such meeting, by or at the direction of the President, or the Secretary, or the officers or persons calling the meeting.

Section 4. Regular or special meetings will not be conducted without a quorum of member municipalities and incorporated towns present.

Section 5. Each member municipality and town will have one vote and the name of the official and alternate authorized to cast a vote for each municipality and town shall be maintained in accordance with Article IX of these Bylaws.

ARTICLE VI

Officers

Section 1. The officers of the League will be a President, a Vice-President, a Treasurer, and a Secretary. The office of Secretary and the office of Treasurer may be held by one person.

Section 2. Officers of the League shall be elected in September of each calendar year by a majority vote of member municipalities and towns. Installation of officers shall be at the close of business at the December meeting of each calendar year. Each officer shall hold office until a successor shall have been elected and shall have qualified.

Section 3. A vacancy in any office because of death, resignation, disqualification or otherwise may be filled by the President or by the Vice-President in the event of the President's death, resignation, etc., for the unexpired portion of the term.

Section 4. The President shall be the principal executive officer of the League and shall in general supervise and control all of the business and affairs of the League. He shall preside at all meetings of the members. He may sign, with the Secretary or any other proper officer of the League, any deeds, mortgages, bonds, contracts, or other instruments which the majority of the membership have authorized to be executed except in cases where signing and execution thereof shall be expressly delegated by the membership or by these bylaws or by statute to some other officer or agent of the League; and in general shall perform all duties incident to the office of President and such other duties as may be prescribed by the membership.

Section 5. In the absence of the President or in the event of his liability or refusal to act, the Vice-President shall perform the duties of the President, and when so acting shall have all powers of and be subject to all the restrictions upon the President. The Vice-President shall perform such other duties as from time to time may be assigned to him by the President.

Section 6. If required by the membership the Treasurer shall give a bond for the faithful discharge of his duties in such sum and with such surety or sureties as the membership shall determine. He shall have charge and custody of and be responsible for all funds payable to the League from any source whatsoever and deposit all such monies in the name of the League in such banks, trust companies or other depositories as shall be selected in accordance with the provisions of these bylaws; and in general all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him by the President.

Section 7. The Secretary shall keep minutes of the meetings of the members in one or more books provided for that purpose; see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law; be custodian of the League records, keep a register of the post office address of each member which shall be furnished him by each member, and in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him by the President.

#### ARTICLE VII

##### Committees

Section 1. Committees will be appointed by the President of the League and will be subject to ratification by a majority of the members present at such meeting. Committees will consist of a chairman and at least two additional members.

Section 2. There shall be the following committees: an Executive Committee, a Program Committee, a Legislative Committee, and such other committees deemed necessary by the President or the Executive Committee.

Section 3. The Executive Committee shall consist of the League Officers, immediate past President, and an elected official from each member municipality or town not represented by the aforementioned as member at large.

Section 4. Each member of a committee shall serve on such committee until a successor is appointed, unless the committee shall be sooner terminated, or unless such member be removed from such committee, or unless such member shall cease to qualify as a member thereof.

Section 5. Vacancies in the membership of any committee may be filled by appointment made in the same manner as provided in the case of the original appointments.

Section 6. Unless otherwise provided in the designation or appointment of a committee, a majority of the whole committee shall constitute a quorum and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the committee.

Section 7. Each committee may adopt rules for its own government consistent with these Bylaws or with rules adopted by the Executive Committee.

#### ARTICLE VIII

##### Contracts, Checks, Deposits and Funds

Section 1. The League, by a majority vote of the members present at a meeting, may authorize any officer, officers, agent or agents of the League, in addition to the officers so authorized by these Bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the League and such authority may be general or confined to specific instances.

Section 2. All checks, drafts, or other orders for the payment of money, notes, or other evidences of indebtedness in excess of \$25 issued in the name of the League shall be signed by the Treasurer and countersigned by either the President or Vice-President of the League. All checks, drafts, or other orders for the payment of money, notes, or other evidences of indebtedness less than \$25 issued in the name of the League shall be signed by the Treasurer.

Section 3. All funds of the League shall be deposited from time to time to the credit of the League in such banks, trust companies, or other depositories as the League may select.

Section 4. The officers of the League may accept on behalf of the League any contributions, gifts, bequest, or device for the general purpose or any special purpose of the League.

#### ARTICLE IX

##### Books and Records

The League shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its members, Executive Board meetings, and committees having authority of the League, and shall keep a record giving the name and addresses of all members and the members entitled to vote. All League books and records may be inspected by any member, or his agent, or any citizen or resident of Okaloosa County for any proper purpose at any reasonable time. Books and records shall be maintained by the League Secretary.

#### ARTICLE X

##### Fiscal Year

The Fiscal Year of the League shall begin on the first day of January and end on the last day of December in each year.

#### ARTICLE XI

##### Amendments to Bylaws

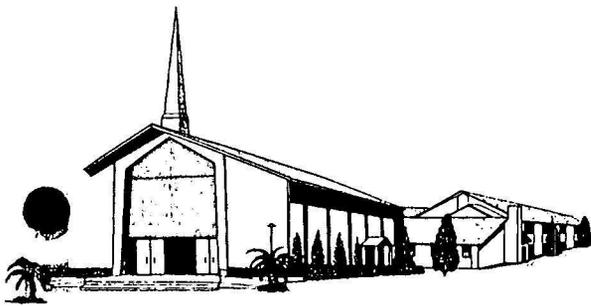
A proposed amendment to these Bylaws shall be submitted to any member of the Executive Committee for action at the next regular meeting or Special meeting 10 days prior to such meeting. The proposed amendment will be presented to the membership by the President at the next meeting and if the proposed amendment receives a majority vote of the members voting, it will be incorporated in the Bylaws of the League.

#### ARTICLE XII

##### Adoption

IN WITNESS WHEREOF, I have hereunto set my hand and seal as President of the Okaloosa County League of Cities in Okaloosa County, Florida, this 17th day of September 1987.

-----  
JOHN L. SHORTALL, JR.  
PRESIDENT - OKALOOSA LEAGUE OF CITIES



RECEIVED  
6/23/87  
1183

## CINCO BAPTIST CHURCH

26 YACHT CLUB DRIVE  
FT. WALTON BEACH, FL 32548

(904) 243-7656

REVEREND JOHN THOMPSON  
MINISTER OF MUSIC & ACTIVITIES

23 June 1987

Town of Cinco Bayou  
35 Kelly Avenue (Cinco Bayou)  
Fort Walton Beach, FL 32548

Gentlemen:

As you are aware, this church has recently experienced the disaster of a fire in our main sanctuary.

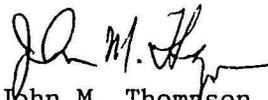
We are presently making plans to restore our building. These plans include an expansion of the width of the present building to provide some additional seating capacity.

Attached hereto, in duplicate, you will find a layout of the property showing locations of present buildings, and the proposed additions. Please note the following:

1. The additions are well away from the main corner and, except for one corner, stay within the established set-back line.
2. The only other property owners in this block are over four hundred (400) feet away at the eastern end of Block 5.
3. The church owns the property directly across Kidd Street from the sanctuary.

We respectfully request your approval of the layout presented so we may proceed with the planning necessary to get our church plant back in operation at the earliest practicable time.

Yours very truly,

  
John M. Thompson  
Senior Minister

lj  
encs.

KIDD

STREET

RESET BACK

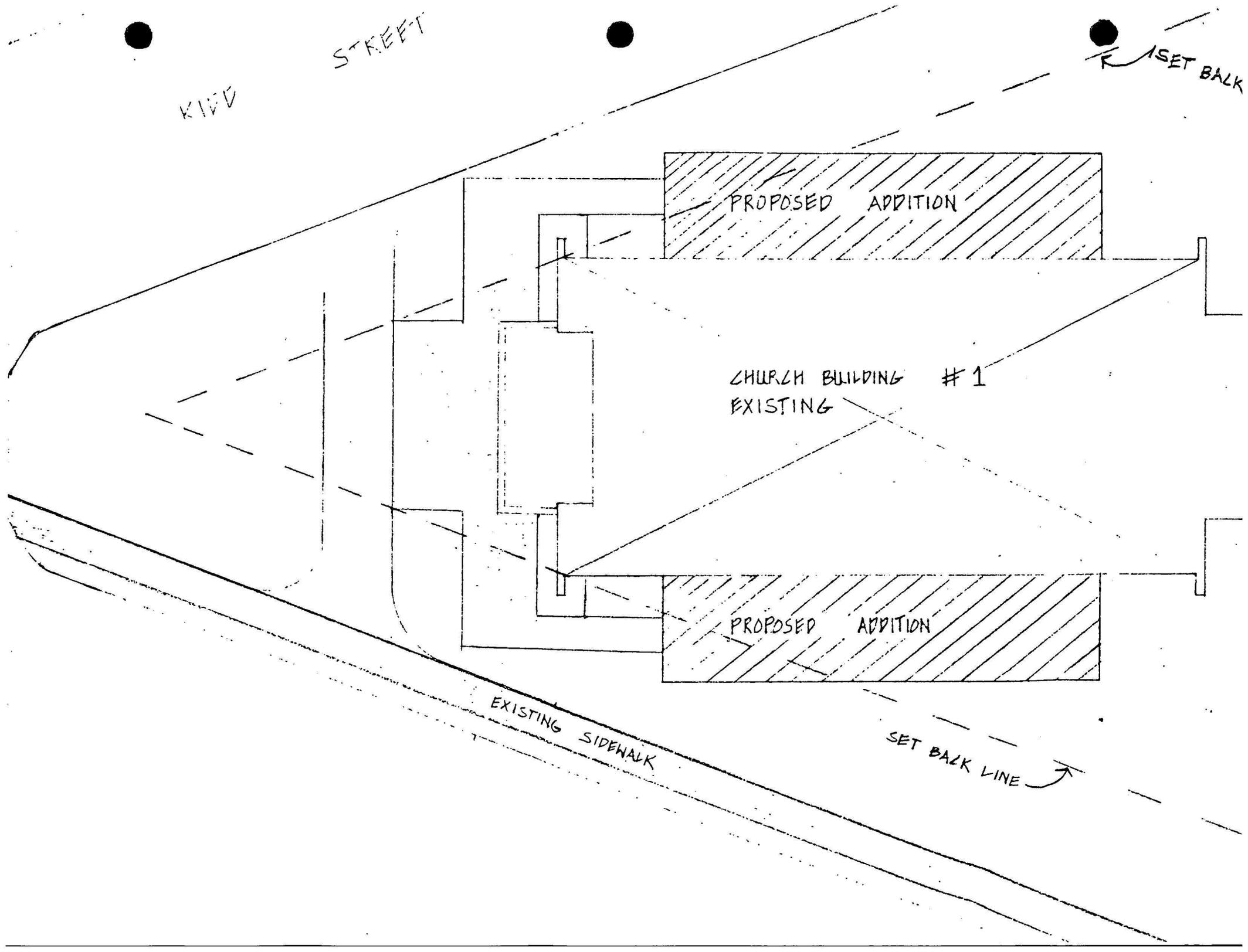
PROPOSED ADDITION

CHURCH BUILDING #1  
EXISTING

PROPOSED ADDITION

EXISTING SIDEWALK

SET BACK LINE



ORDINANCE NO. 112

AN ORDINANCE OF THE TOWN OF CINCO BAYOU AMENDING SECTION 11 OF APPENDIX A, ZONING, OF THE CODE OF ORDINANCES; ESTABLISHING THE TOWN COUNCIL AS THE PLANNING AND ZONING BOARD; DESCRIBING DUTIES AND RESPONSIBILITIES WITH THE SPECIFIC AUTHORITY TO REVIEW AND ACT ON REQUESTS FOR VARIANCES AND SPECIAL EXCEPTIONS; REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING AN EFFECTIVE DATE HEREOF.

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF CINCO BAYOU, FLORIDA:

Section 1. Section 11 of Appendix A, Zoning, of the Code of Ordinances, Town of Cinco Bayou, Florida, is hereby amended to read as follows:

A. CREATION AND COMPOSITION: There is hereby established a Planning and Zoning Board consisting of six members, the Town Mayor and the five Town Council Members.

B. OFFICERS, RULES OF PROCEDURE, QUORUM: The Board shall elect a chairperson and a vice-chairperson from among its members and shall appoint a secretary who may be an officer or employee of the Town. A majority of the Board members will constitute a quorum for the transaction of business. The Board shall adopt rules for the transaction of business, and shall keep a record of its resolutions, transactions, findings and determinations, which record shall be public record. Meetings of the Board shall be called by the chairperson and at such times as the Board may determine. All meetings shall be held in the Cinco Bayou Town Hall.

C. POWERS AND DUTIES: The Planning and Zoning Board shall have all power and duties as granted through the municipality as prescribed in Florida Statute 166, "Home Rule Powers Act" with regard to planning and zoning actions. The Board is authorized to consider requests and grant variances and special exceptions from the terms of the Zoning Ordinance, Appendix A, Cinco Bayou Code of Ordinances.

D. Application for Variance/Special Exception: A request for a variance or special exception shall be submitted in writing to the Town Manager and be accompanied by the documents, plans, papers, specifications and other materials necessary to clarify and support the request. The Town Manager shall receive and forward the request to the Board for consideration.

SECTION II: All ordinances or parts thereof in conflict herewith are hereby repealed.

SECTION III: This ordinance shall become effective immediately upon its passage and approval by the Mayor.

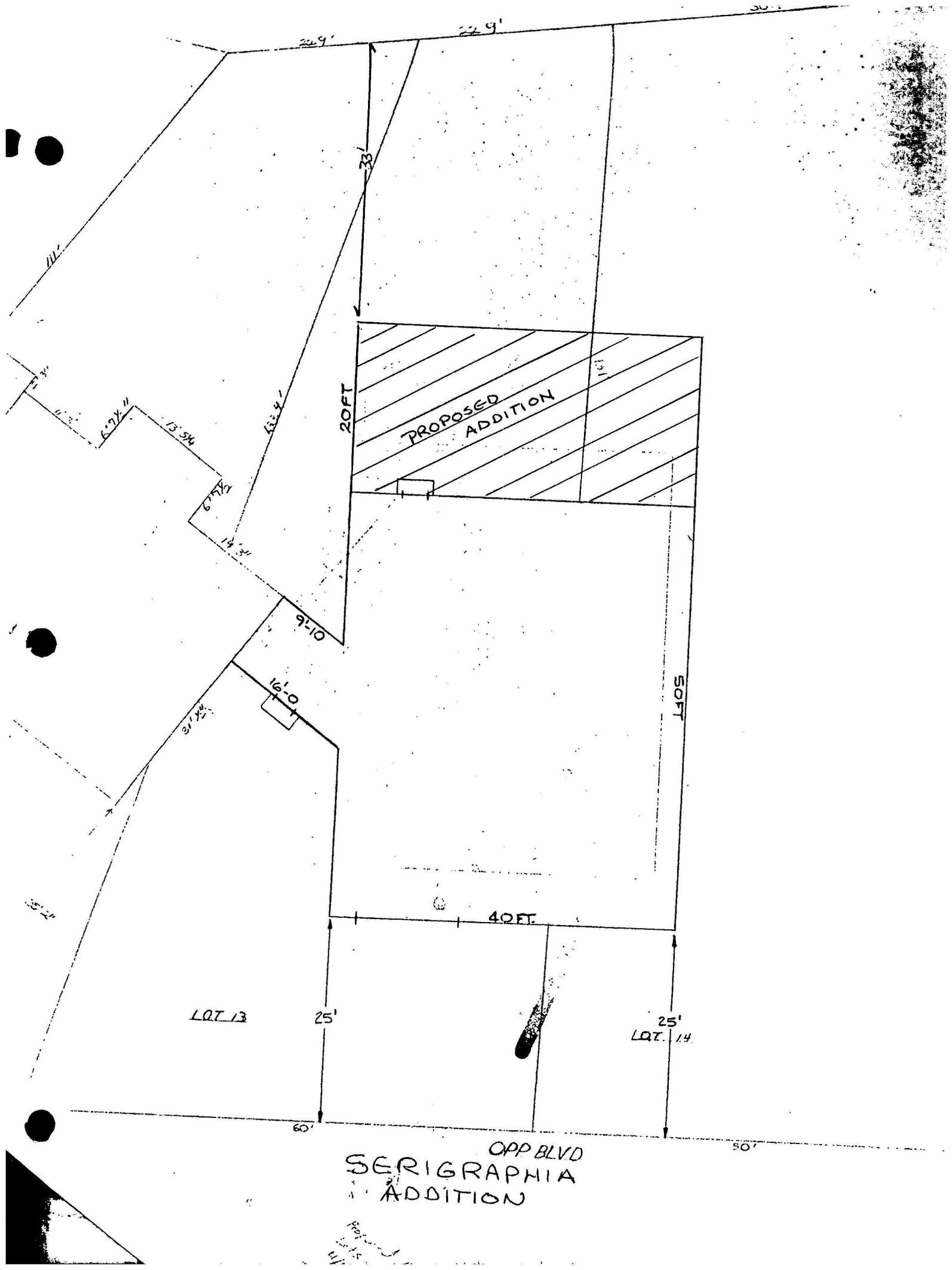
ADOPTED this \_\_\_ day of \_\_\_\_\_, 1987.

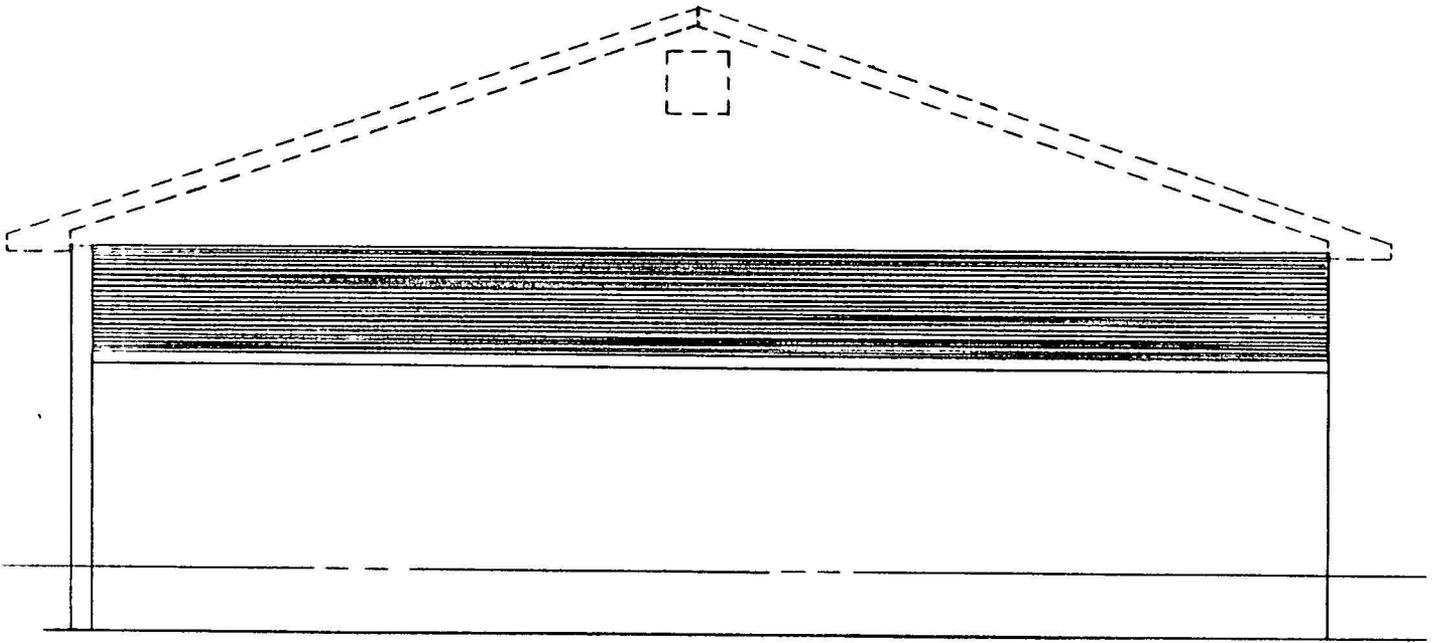
APPROVED:

\_\_\_\_\_  
Mayor

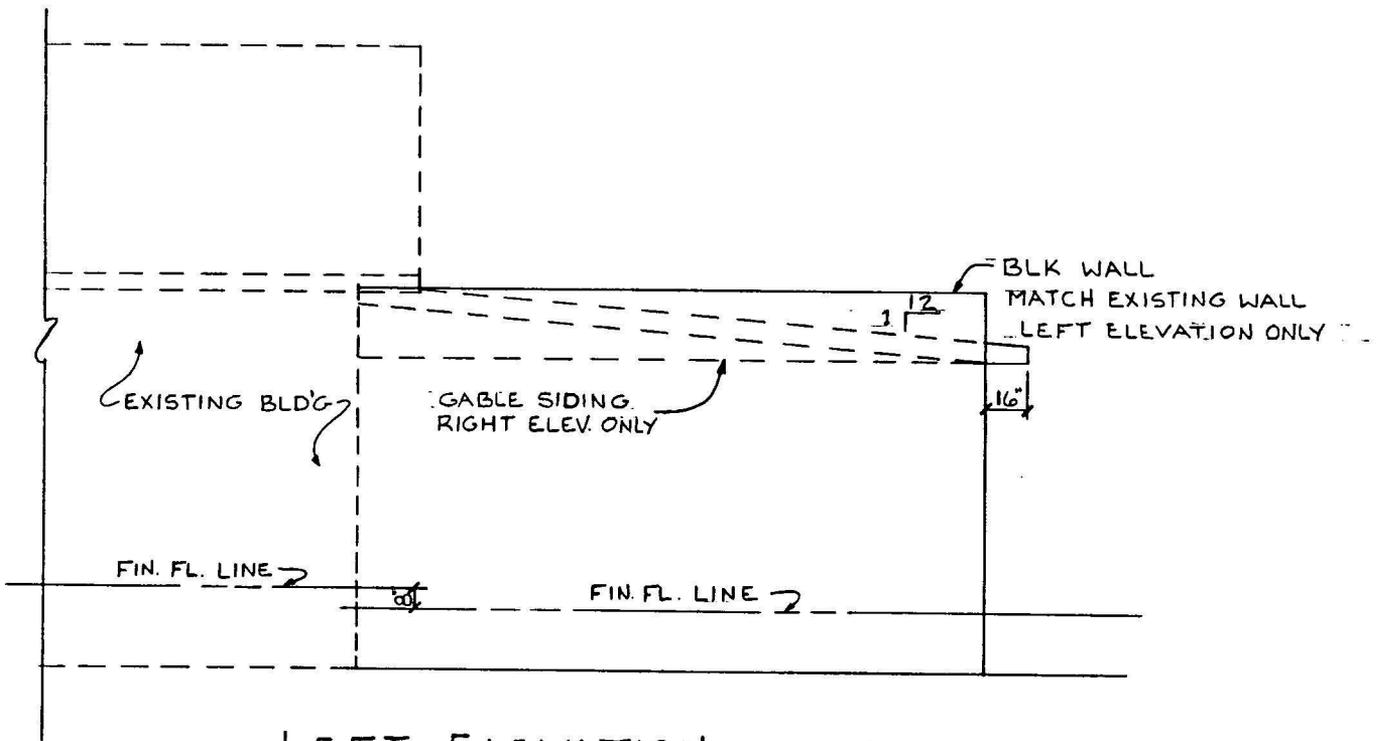
ATTEST:

\_\_\_\_\_  
Town Manager





FRONT ELEVATION SCALE  $\frac{1}{4} = 1'-0''$



LEFT ELEVATION SCALE  $\frac{1}{4} = 1'-0''$

RIGHT ELEVATION (SIM.)

TOWN OF CINCO BAYOU  
ANTICIPATED REVENUE  
FYE 1988  
(OCT 87 TO SEPT 88)

SOURCE		AMOUNT
Ad Valorem Taxes		\$ 46,537.00
Franchise Fees		22,750.00
Gulf Power	17,000.00	
CENTEL	4,000.00	
Okaloosa Gas	1,250.00	
Warner Communications	500.00	
Utility Taxes		27,500.00
Gulf Power	16,000.00	
CENTEL	5,000.00	
Ft Walton Beach (Water)	2,500.00	
Okaloosa Gas	4,000.00	
Cinco Bayou Occupational License		6,400.00
State Shared Revenue		30,997.00
Cigarette Tax	900.00	
Revenue Sharing	21,977.00	
Mobile Home Licenses	200.00	
Alcoholic Beverage Licenses	900.00	
Local Govm't Half Cent Sales Tax	7,000.00	
County Shared Revenue		8,200.00
Occupational Licenses	200.00	
Municipal Fines	3,000.00	
One Cent Fuel Tax	7,000.00	
Other Miscellaneous Revenues		1,000.00
	<u>TOTAL REVENUE</u>	<u>\$ 143,384.00</u>

TOWN OF CINCO BAYOU  
ESTIMATED EXPENDITURES  
FYE 1988  
(Oct 87 to Sept 88)

ACCT #	EXPENDITURE	AMOUNT
<u>GENERAL GOVERNMENT SERVICE</u>		
51312	Salaries and Wages (\$ 24,000.00 - Town Clerk) (\$ 9,360.00 - Typist/Receptionist) (\$ 1,300.00 - Maintenance Man) (\$ 1,000.00 - Extra Hire)	\$ 35,660.00
51323	Hospital Tax	150.00
51324	Workmans Compensation Insurance	810.00
51332	Accounting and Auditing	4,000.00
51431	Legal Counsel - Professional Services (\$ 3,000.00 - Retainer @ \$250.00/mo) (\$ 3,000.00 - Legal Fee)	6,000.00
51931	Professional Services - Other (\$ 1,200.00 - Engineer Retainer) (\$ 1,300.00 - Engineering Services)	2,500.00
51940	Travel and Per Diem (\$ 4,000.00 - Convention & Meetings) (\$ 4,200.00 - Mayor & Council Expenses) Mayor - \$100.00/mo Council - \$50.00/mo	8,200.00
51941	Communications Services (\$ 960.00 - Town Hall) (\$ 150.00 - Election Clerks) (\$ 150.00 - Voting Machines)	1,260.00
51942	Transportation (\$ 300.00 - Postage) (\$ 150.00 - Freight)	450.00
51943	Utility Services (Town Hall) (\$ 1,600.00 - Electricity) (\$ 50.00 - Garbage) (\$ 150.00 - Water & Sewer)	1,800.00
51945	Insurance (\$ 2,100.00 - Liability) (\$ 675.00 - Auto) (\$ 100.00 - Clerk's Bond)	2,875.00

ACCT #	EXPENDITURES	AMOUNT
51946	Repairs & Maintenance - Town Hall (\$ 450.00 - Copier Maintenance Agreement) (\$ 82.00 - Recorder Maintenance Agreement) (\$ 250.00 - Computer Maintenance Agreement)	782.00
51949	Other Current Charges (\$ 600.00 - Legal Ads) (\$ 850.00 - Install & Remove Christmas Decorations) (\$ 300.00 - Storage of Christmas Decorations) (\$ 200.00 - Miscellaneous)	\$ 1,950.00
51951	Office Supplies (\$ 550.00 - Copier paper) (\$ 200.00 - Copier Supplies) (\$ 250.00 - Computer Supplies) (\$ 600.00 - Miscellaneous)	\$ 1,600.00
51952	Operating Supplies (\$ 600.00 - Gasoline) (\$ 350.00 - Truck Maintenance/Parts) (\$ 350.00 - Equipment Maintenance/Parts) (\$ 600.00 - Uniforms)	\$ 1,900.00
51954	Books, Publications, Subscriptions and Memberships (\$ 250.00 - Committee of 100) (\$ 150.00 - Florida League of Cities) (\$ 150.00 - Chamber of Commerce) (\$ 75.00 - Sunshine Law Booklets) (\$ 35.00 - Panhandle League of Cities) (\$ 25.00 - FL Assoc of City Clerks) (\$ 50.00 - Okaloosa League of Cities)	885.00
51964	Capital Outlay	
51982	Aid to Private Organizations	400.00
51991	CENDEL Repayment	4,600.00
<u>PUBLIC SAFETY</u>		
52100	Law Enforcement (\$ 1,155.00/month - American Security)	13,860.00
52210	Fire Control - Contract with OC/WFD	29,325.00

ACCT 3EXPENDITURESAMOUNTTRANSPORTATION: ROADS, STREETS AND SIDEWALKS

54112	Salaries & Wages	\$ 2,600.00
54143	Utility Service	5,500.00
	(\$ 4,400.00 - Street Lights)	
	(\$ 600.00 - Traffic Lights)	
	(\$ 500.00 - Christmas Lights)	
54146	Repairs and Maintenance	\$ 6,000.00
54152	Operating Supplies	500.00
54153	Materials and Supplies	500.00
54163	Capital Improvements	0

RECREATION AND CULTURE: PARKS

57212	Salaries and Wages	6,500.00
57243	Utilities	900.00
	(\$ 600.00 - Electricity)	
	(\$ 150.00 - Water)	
	(\$ 150.00 - Rubbish/Trash Pick-up)	
57246	Repairs and Maintenance	500.00
57252	Operating Supplies	500.00
57264	Capital Outlay	0
57400	Special Events	600.00
	(\$ 300.00 - Town Picnics)	
	(\$ 300.00 - Miscellaneous)	

TOTAL \$ 143,287.00

SALARIES & WAGES

TOWN CLERK	\$ 24,000.00
Annual Salary - 9% increase	
SECRETARY	\$ 9,360.00
\$ 4.40/Hr - 10% increase	
MAINTENANCE MAN	\$ 10,400.00
\$ 5.00/Hr - 7% increase	
EXTRA HIRE	\$ 1,000.00
TOTAL	\$ 44,760.00

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SALARY & WAGE BREAKOUT BY ACCOUNT

TOWN CLERK	Acct # 51312	\$ 24,000.00
SECRETARY	Acct # 51312	9,360.00
MAINTENANCE	Acct # 51312	1,300.00
	Acct # 54112	2,600.00
	Acct # 57212	6,500.00
EXTRA HIRE	Acct # 51312	1,000.00

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ACCOUNT TOTALS

51312	\$ 35,660.00
54112	2,600.00
57212	6,500.00

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TOTAL SALARY & WAGE INCREASE OVER FYE 1987 - \$ 3,268.00 (7%)

# FLORIDA LEAGUE OF CITIES, INC.

201 West Park Avenue  
Post Office Box 1757  
Tallahassee, Florida 32302-1757  
1-9684

RECEIVED  
7/6/87



## MEMORANDUM

TO: City Managers or City Clerks

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

DATE: July 1, 1987

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 October 15-17, 1987.

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 August 15, 1987. 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 he has officially announced his 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 our Convention in October.

Registration materials for city officials to attend the annual meeting of the Florida League of Cities will be mailed the middle of July.

Enclosures

cc: Local Leagues

FLORIDA LEAGUE OF CITIES  
MUNICIPAL OFFICIAL AWARD

"E. HARRIS DREW" Award – Florida's Municipal Official of the Year"

**PURPOSE:** This award, sponsored by the Florida League of Cities, will recognize and honor a local elected official who has made a lasting and worthwhile contribution to the citizens of Florida through his/her efforts and dedication in the performance of his/her duties on the local level, thus fulfilling the League's motto, "Local Self-Government – Keystone of American Democracy." The Annual Award is named the "E. Harris Drew Award" in memory of Justice Drew who coined the League's motto when he was active in the Florida League of Municipalities in the 1940s and early 1950s. When he was appointed to the Supreme Court in 1952, he was serving as the first vice president of the League. In 1923, when he was admitted to the Florida Bar, he was named Town Attorney for the Town of Palm Beach and soon became active in the League. He expressed a continuing interest in local government throughout his career, which was highlighted by his service as Chief Justice of the Florida Supreme Court.

**METHOD OF SELECTION:** Each year an honoree will be nominated by a selection committee of three appointed by President Hood. In September of each year, the Board of Directors will consider the nominees recommended by the selection committee and the recipient of the E. Harris Drew Award will be chosen from this group. That selection will then be announced at the Annual Convention and appropriate honors will be bestowed. The process will then be repeated each succeeding year. A permanent plaque will be placed in the League office and the name of each year's recipient of the E. Harris Drew Award will be added. The plaque will have space for forty names.

**NOMINATION PROCEDURE:** Nominations may be made by any member and must be submitted by August 15th. This will give the selection committee an opportunity to review the nominations.

Nominations should be sent to:

Selection Committee  
"E. Harris Drew Award"  
Florida League of Cities, Inc.  
Post Office Box 1757  
Tallahassee, Florida 32302-1757

PROPOSED MILLAGE AND BUDGET ADOPTION TIMETABLE

FYE 1988 BUDGET

<u>DATE</u>	<u>EVENT</u>
June 30	Certification of Taxable Value received from Property Appraiser
July 8 thru July 31	Establish proposed millage rate. Establish date, time and place for Public Hearing on proposed millage rate. Provide information to Property Appraiser by August 5.  Recommend the Public Hearing be held September 9 in a Special Meeting prior to the Council as Committee Meeting.
August 24	Property Appraiser mails notices to property owners.
September 9	Hold Public Hearing at 6 PM on proposed millage rate and FYE 1988 Operating Budget and Capital Improvements Budget. Adopt tentative millage rate and budgets at this time.
September 16	Present first reading of millage ordinance and budgets resolution at regular meeting.
September 18	Advertise millage ordinance and budget resolution for adoption at Special Meeting on September 30, 1987.
September 25	Publish Department of Revenue required ads for millage and budget adoption.
September 30	Special Meeting to adopt ordinance establishing millage rate and resolution adopting FYE 1988 Budgets.
October 1	Effective date of FYE 1988 Budgets
October 30	Deadline for certifying compliance to the Department of Revenue and providing millage ordinance to Property Appraiser and Tax Collector.

This proposed schedule meets the advertising and public hearing requirements set forth in Florida Statutes, Department of Revenue Administrative procedures and Town ordinance adoption procedures.