

TOWN OF CINCO BAYOU
Regular Monthly Council Meeting
December 12, 1974

Town officials in attendance: Mayor Ken Smith, Councilmembers Iva Booher, Phil Johnston and Harold Peek; Town Attorney Richard Powell. Absent: Irene Balsley, due to work schedule and Robert Powell, due to sickness.

Therefore, a quorum being present, the meeting was opened by Mayor Smith with silent prayer at 7:35 P.M.

1. MINUTES, NOVEMBER 14, 1974. Mr. Johnston made a motion to approve the minutes of the meeting, with the change concerning the Mental Health donation from being tabled for one month to one year. Mr. Peek request his name be inserted in item 5 as he made the motion to deny Atomic Exterminators a variance on their above ground storage tank. Mrs. Booher seconded the motion. Motion carried unanimously.

2. FINANCIAL STATEMENT FOR NOVEMBER 1974. Motion by Mrs. Booher to approve the statement as presented was seconded by Mr. Peek. Motion carried unanimously.

3. ORDINANCE - FIRST FEDERAL SAVINGS AND LOAN ASSOCIATION. Mr. Herb Tinsley and Mr. Brock Fisher, representatives from the First Federal Savings and Loan Association of Okaloosa County, stated that final plans for their Corporation building would be ready in another week.

THE SECOND READING of the ordinance, "Granting to First Federal Savings and Loan Association of Okaloosa County, A Corporation, the right to use, erect, maintain, repair, operate, pave, mark, regulate and supervise public parking facilities in, over, along, across and upon that certain public right-of-way known as Seaway Street in the Town of Cinco Bayou, Florida, in conjunction with and adjacent to Grantee's construction, maintenance and operation of a Savings and Loan Institution, for a period of twenty (20) years, with an option for Grantee to extend the Franchise for two (2) ten (10) year terms, and prescribing certain terms and conditions under which said Corporation is to operate said Franchise, and providing for the effective date hereof" was read by Mr. Rick Powell. Mrs. Booher made a motion to accept the acknowledgment of the SECOND READING. Mr. Johnston seconded the motion. The COUNCIL did not move to pass the Ordinance in the absence of the final plans for the Corporation building.

4. AUDIT. Mr. Brentwood Bryan, of Creel, Bryan and Gallagher, presented information concerning the auditing of a municipality. He stated that because of the extensive research involved in a first audit of this type, it could cost from \$1,500 to \$2,500; however, after this first year of research, it could probably be done for \$1,000 to \$1,500. His estimate of the proper time for such an audit would be 60 days.

Mr. Peek made a motion that the services of Creel, Bryan and Gallagher be accepted by Council with Mr. Johnston seconding the motion. Motion carried unanimously. It was noted during the discussion that an extension of the time necessary to complete the December 31, 1974 Annual Financial Report would be requested from the State Comptroller's office.

5. ITEMS FRM "COUNCIL AS COMMITTEE" WITH RECOMMENDATIONS AS FOLLOWS. Mr. Peek made a motion to approve the following items, 5a thru 5i, with Mrs. Booher seconding the motion. Motion carried unanimously.

a. The request from the Okaloosa Guidance Clinic for a donation of \$89.00 to be denied.

b. Mr. Allan Davis would be paid the annual park cleanup fee of \$50.00.

c. A portrait of Mayor Smith would be made at Shea's Studio to be hung in Town Hall.

d. A storage building from Portable Storage Buildings, FWB, would be purchased for approximately \$1,315. The building to be 12 x 26 feet with two doors, 42 inch front and 32 inch back, with two windows, and would be installed on property adjacent to the Town Hall. Walls and roof to be baked white enamel aluminum.

e. Mr. Ray Beard, "Beard Signs", would be paid \$60.00 upon completion of lettering of "CINCO BAYOU - TOWN HALL" on the front and back of Town Hall.

f. Fire Protection billing to Fort Walton Beach for the period July 1974 - September 1975 (\$21,196.54 less 4%, \$847.86, OR \$20,348.68) would be paid by December 20, 1974.

g. Okaloosa-Walton Junior College fees will be paid for Town Marshal, Ray Elliott, upon presentation of billings to Clerk. The fees will be \$4.00 for the course, \$17.50 lab fee and approximately \$25.00 for the textbooks. The course will begin January 1975.

h. Approximately \$161.00 will be paid for the purchase of a radio unit to be installed in Marshal Elliott's vehicle to enable him to contact the County Sheriff's Department and the Fort Walton Beach Police Department in the event of an emergency.

i. Adopt RESOLUTION 74-12-1 to join West Florida Regional Planning Council.

6. Mr. Peek made a motion to table the adoption of a RESOLUTION to join the Panhandle League of Cities with Mr. Johnston seconding the motion. In discussion Council was informed that the Mayor and Clerk had attended a meeting of the Panhandle League of Cities, held in Panama City on December 11, 1974, and their collective opinion was to recommend to Council to await further development of the League prior to joining. MOTION carried unanimously.

7. SIBERT'S GARBAGE FRANCHISE. Mr. Johnston made a motion to honor Mr. Sibert's garbage franchise, with Mr. Peek seconding the motion. In discussion the Clerk indicated to Mr. Sibert the need for a "certificate of insurance" and a listing of his residential and commercial users. Mr. Sibert indicated he could place suitable metal containers at the commercial establishments, currently being serviced by Dump-All and Sanitation Services, on January 1, 1975. These establishments being Ace Trim & Glass, Cinco Baptist Church, Hardee's of Fort Walton, Morris Pharmacy, Reynolds Paint & Body Shop and Church's Chicken. It was noted by Attorney Powell that only Morris Pharmacy had answered his letter of the previous month.

8. SEWER AND ELECTRICAL INSPECTIONS. Mr. Peek made a motion that an agreement between Okaloosa County Inspection Section and the Town of Cinco Bayou for the purpose of obtaining Sewer and electrical inspections, with Mr. Johnston seconding the motion. In discussion it was noted that Mr. Ray Deal, County Code Inspector, had been given verbal permission on December 10, 1974, by Council as Committee, to begin inspections pending the formalizing of official agreement. Attorney Powell will work with the County's attorney, Mr. Dowd on this agreement. It was also discussed that a time limit should be set for all residential and commercial owners to tie on to the existing sewer systems prior to Council setting a TAP-ON fee. MOTION carried unanimously.

9. INSURANCE. Clerk was directed to get bids for insurance for Town as soon as possible.

10. ADJOURNMENT. The motion to adjourn was made at 8:50 PM by Mr. Johnston with a second from Mrs. Booher.

Respectfully submitted as true and correct to best of my knowledge.

James O. Godwin Sr.
JAMES O. GODWIN SR.
Town Clerk

CINCO BAYOU TOWN COUNCIL MEETING
December 12, 1974

1. The Cinco Bayou Town Council Meeting was opened with a moment of silent prayer.
2. Mr. Johnston made a motion to approve the Minutes of the meeting held November 14, 1974, with the change concerning the Mental Health donation from being tabled for one month to one year. Mrs Booher seconded the motion which was passed by the Council.
3. Mr. Herb Tinsley and Mr. Brock Fisher, representatives from the First Federal Savings and Loan Association of Okaloosa County, stated that final plans for their Corporation building would be ready in another week. The SECOND READING of the Ordinance "Granting to First Federal Savings and Loan Association of Okaloosa County, a Corporation, the right to use, erect, maintain, repair, operate, pave, mark, regulate and supervise public parking facilities in, over, along, across and upon that certain public right-of-way known as Seaway Street in the Town of Cinco Bayou, Florida, in conjunction with and adjacent to Grantee's construction, maintenance and operation of a Savings and Loan Institution, for a period of twenty (20) years, with an option for Grantee to extend the Franchise for two (2) ten (10) year terms, and prescribing certain terms and conditions under which said Corporation is to operate said Franchise, and providing for the effective date hereof" was read by Mr. Rick Powell, Town Attorney. Mrs. Booher made a motion to accept the acknowledgment of the SECOND READING. Mr. Johnston seconded the motion. The Council did not move to pass the Ordinance in the absence of the final plans for the Corporation building.
4. Mr. Brentwood Bryan, of Creel, Bryant and Galleger, presented information concerning the auditing of a municipality. He stated that because of the extensive research involved in a first audit of this type, it could cost from \$1,500 to \$2,500; however, after this first year of research, it could probably be done for \$1,000 to \$1,500. His estimate of the proper time for such an audit would be 60 days. Mr. Peek made a motion that the services of Mr. Brentwood Bryan be accepted by the Council. Mr. Johnston seconded the motion. The Council passed upon it. It was noted during the discussion that an extension of the time necessary to complete the December 31, 1974, audit would be requested. (See Atch 1.)
5. The following items from the "Council as Committee" were approved:
 - a. The request from the Okaloosa Guidance Clinic for a donation of \$89.00 would be tabled for one year.
 - b. Mr. Allan Davis would be paid an annual park cleanup fee of \$50.00.
 - c. A portrait of Mayor Smith would be made at Shea's Studio to be hung in the Town Hall.

- d. A Storage Building from Portable Storage Buildings would be purchased for approximately \$1,315. The building would be approximately 12 ft by 26 ft with two doors, 42 inch front and 32 inch back, with two windows, and would be installed on property adjacent to the Town Hall. It will be baked enamel.
- e. Mr. Ray Beard Signs would be paid \$60.00 upon completion of a sign painted on the front and back of the Cinco Bayou Town Hall. The sign would read "CINCO BAYOU - TOWN HALL."
- f. Fire Protection billing to Fort Walton Beach for the period July 1974 - September 1975 (\$21,196.54 less 4%, \$847.86, or \$20,348.68) would be paid. This will be due on December 20, 1974.
- g. Okaloosa-Walton Junior College fees will be paid for Town Marshall, Ray Elliott. The fees will be \$4.00 for the course, \$17.50 lab fee, and approximately \$25.00 for the textbooks. The course will begin January 1975.
- h. Approximately \$161.00 will be paid for the purchase of a radio unit to be installed in Marshal Elliott's vehicle to enable him to contact the County Sheriff's Department and the Fort Walton Beach Police Department in the event of an emergency.
- i. RESOLUTION 74-12-1 to join West Florida Regional Planning Council was adopted.

Mr. Peek made the motion to approve the above items. Mrs. Booher seconded the motion which was passed by the Council.

6. Mr. Peek made a motion to table the approval of adoption of RESOLUTION to join the Panhandle League of Cities. Mr. Johnston seconded the motion which was passed by the Council.

7. Mr. Johnston made a motion to honor Mr. Sibert's garbage franchise. Mr. Peek seconded the motion which was passed by the Council. Mr. Godwin stated that he did need certification of insurance to satisfy the auditor.

8. Mr. Peek made a motion that an agreement between Town and County be made pertaining to the sewer tap-on and the electrical inspections. Mr. Johnston seconded the motion which was passed by the Council. There would be publicity concerning this information sent to the residents through news media.

9. The motion to adjourn was made at 8:50 o'clock by Mr. Johnston. Mrs. Booher seconded the motion.

Mayor
Peek
Johnston
Booher
2 Langer
Cline
Seaford

MUNICIPAL OFFICER'S ASSOCIATION TEXTBOOK ON GOVERNMENTAL ACCOUNTING AUDITING

Describes an audit as "An examination of documents and reports, systems of income control, necessary procedures, and other evidence for the purpose of:

a. Ascertaining whether the statements prepared for the Council are presented fairly from the financial position and results of financial operation of the constituent funds and accounts prove the governmental unit in accord with accounting principles applicable to governmental units and,

b. On the basis consistent with that of the preceding year to determine the propriety, legality, and mathematical accuracy of the governmental financial transaction.

c. To ascertain if all governmental transactions have been properly recorded and,

d. To ascertain the stewardship of public officials who handle or are responsible for such finances in the governmental unit and to see also the balance audit sheet, continuous audit, general audit, independent audit, post audit and preaudit."