

TOWN OF CINCO BAYOU
TOWN COUNCIL MEETING
APRIL 2, 1991

Mayor Laginess called the Town Council Meeting to order at 6:00pm.

ROLL CALL Present: Mayor Laginess
Councilwoman Balsley
Councilman Broxson
Councilman Gage
Councilman Kendrick
Councilman Skelly

Also Present: Attorney McInnis Manager Borchik Tim Olsen
Engineer King Secretary Cherniga Karen Wolf
Pat Hollran W. E. Davis W. Sullivan
Sadie Robblee Abbie Tyner W. E. Spain
H. Spain J. Wright

PUBLIC HEARING

1. Opening of Bids for purchase of Compact Truck. Attorney McInnis opened the bids and read them aloud. The bids received were as follows:

a. Preston Hood Chevrolet - 1991 S-10 Pick-up Truck, \$ 10,347. with \$1,000. rebate if delivery taken prior to April 7, 1991.

b. Lee Pontiac-Oldsmobile - 1991 GMC Sonoma Pick-up Truck, \$ 10,595. with \$ 1,000. rebate if delivery taken prior to April 7, 1991. A second bid was submitted on a vehicle in stock with other than stipulated specifications for \$ 10,505. with \$1,000. rebate.

c. Gilliland Chevrolet - GEO - 1991 S-10 Pick-up Truck, \$ 8,986.50. Vehicle included items in addition to desired specifications.

d. Lee Chrysler, Plymouth, Dodge - Compact Pick-up Truck with short box, \$ 9,669.00

e. Gary Smith Ford - Ranger LWB Pick-up Truck, \$ 8,176.00. A second bid was included on a vehicle in stock with several added options for \$ 9,815.00 with a \$ 1,000.00 rebate.

f. State of Florida contract prices for the vehicles indicated are as follows: (Both vehicles to be delivered in Jacksonville)

(1) Ford Ranger Pick-up Truck - \$ 7,858.11

(2) Chevrolet S-10 Pick-up Truck - \$ 8,068.89

Mayor Laginess suggested the Council delay action on these bids to allow the Town Manager to examine the bids and vehicles concerned. Councilman Gage made a motion that the bids be closed and any action be deferred until another meeting, seconded by Councilman Skelly. The motion was unanimously approved.

2. Resolution 91-01 - A Resolution of the Town of Cinco Bayou, Florida opposing HB 1863 and SB 1808 which establishes exclusive territories for the retail distribution of electricity within

2. (Cont) the state, thereby effectively nullifying existing franchise agreements and adversely effecting the ability of local governments to negotiate favorable franchise agreements in the future. Attorney McInnis read the resolution by title only. Councilman Kendrick made a motion to adopt Resolution 91-1, seconded by Councilman Skelly. The motion was unanimously approved.

REGULAR BUSINESS

1. Minutes - March 5, and March 12, 1991. Councilwoman Balsley made a motion to accept the minutes of the March 5 and March 12, 1991 Town Council Meetings as presented, seconded by Councilman Skelly. The motion was unanimously approved.

2. Financial Report - March 1991. Councilman Skelly made a motion to accept the Financial report for March, 1991, seconded by Councilman Broxson. The motion was unanimously approved.

3. Political Pandemonium - Mrs Holt & Mr Schnitzius. A member of the Blackhawk Pirates (with a slight resemblance to Mr. Jerry Schnitzius) approached the Council and presented a challenge to the Mayor and members of the Town Council to participate in the Political Pandemonium activities associated with the annual Billy Bowlegs Festival. Mayor Laginess accepted the challenge in the name of the Town. The Pirate and his monkey quietly disappeared!

4. Town Election & Candidate Qualification - Mrs Hollran. Mrs Hollran, Okaloosa County Supervisor of Elections presented her proposal for a Uniform Municipal Election Day for all nine municipalities in Okaloosa County, citing many advantages such as increased participation, cost savings and increased efficiency in the total election process, i.e., candidate qualification through the final vote count. Mrs Hollran indicated that her office was still gathering information and data concerning the adoption of a uniform election day and asked the Council's support in this effort. Councilman Kendrick made a motion to prepare a resolution to participate in the studies as outlined by Mrs Hollran, seconded by Councilwoman Balsley. The motion was unanimously approved.

5. Code Enforcement Board Member Nomination. Mayor Laginess called the Council's attention to Mr. Leach's resignation and asked if there were any nominations for an alternate member to the Code Enforcement Board. There were none. The Mayor then requested the Council authorize him to locate and appoint an alternate member to the Code Enforcement Board. Attorney McInnis reminded the Council that even though there were designated alternates, they needed to formally appoint someone to serve on the Code Enforcement Board. Councilman Gage made a motion to move Cliff Black from alternate to permanent board member, the 2nd alternate be moved to 1st alternate and that the Mayor bring a

5. (Cont) name before the Council for the remaining vacancy on the board, seconded by Councilman Broxson. The motion was unanimously approved.

6. Spring Clean-Up. Mayor Laginess asked the Council to set the date for the annual Spring Clean-Up, suggesting the weekend of April 20th or April 27th. Following a short discussion, Councilman Gage made a motion to set the weekend of April 27th as Spring Clean-Up, seconded by Councilman Skelly. The motion was unanimously approved.

7. Mandatory Social Security/Public Retirement System. Following a short discussion, Mayor Laginess asked for volunteers to serve on a committee to review this requirement and make a recommendation to the full Council. Councilwoman Balsley, Councilmen Kendrick and Gage volunteered. Attorney McInnis reminded the Council that a formal workshop meeting would be necessary with advance notice and proper advertisement. Councilwoman Balsley suggested that the Health Plan be review by this same committee. Mayor Laginess agreed that this would be a good idea.

8. Health Plan Review. Councilwoman Balsley made a motion that during the Special meeting, the Council take into consideration the mandatory Social Security/Public Retirement System and the Health Plan, seconded by Councilman Skelly. The motion was unanimously approved.

9. Frances Park Project. Mayor Laginess advised the Council that there is funding available through two Department of Natural Resources programs for the further development and/or reclamation of Frances Park. The grant application requires a plan for the project with desired funding. Councilman Skelly made a motion to have the Town Engineer prepare the necessary plans for this project, seconded by Councilman Gage. The motion was unanimously approved.

10. Travel Policy. Mayor Laginess asked the Council to review the proposed travel policy and adopt it. The Council agreed that the policy was needed to get information "up front". After a short discussion, Councilman Skelly made a motion to adopt the Town of Cinco Bayou Travel Policy as submitted, seconded by Councilman Gage. Councilman Kendrick proposed an amendment stating that a fixed per diem rate be taken under study and brought up for discussion at the next meeting, seconded by Councilman Skelly. The amendment was unanimously approved. The original motion as amended was unanimously approved.

Mayor Laginess advised the Council that he and Attorney McInnis visited the PAWS facility to observe their operation. As a result, the Town will receive an accounting for expenditures and services performed. A revised contract will be presented for the Council's action at the next meeting.

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

ENGINEER'S REPORT - None

CODE ENFORCEMENT/MAINTENANCE REPORT - Mayor Laginess asked if there were any questions concerning Mr Olsen's report and also stated that Mr Olsen would gladly meet with any councilmember to answer questions concerning the report.

CORRESPONDENCE

1. Letter, County School Board - Resolution Request. Councilman Skelly made a motion to adopt a resolution requesting the Governor to grant local School Boards the authority to expend lottery funds, seconded by Councilman Kendrick. The motion was unanimously approved.

2. Letter, DeFuniak Springs - Northwest Florida Summit. Reservations are required by April 18, 1991.

3. Letter, Florida LOC - Institute of Government Funding Councilman Gage explained the role of the Institute of Government. There was no action on this matter.

TOWN MANAGER'S REPORT - The recent "Legislative Bulletin" called attention to the Billboard Compensation Act presently being addressed in the Legislature. Passage of this act could have an adverse impact upon the Town's past actions attempting to have Lamar remove the billboard on Beal Parkway. Request all contact members of the Senate and House committees asking them to reject this act.

MAYOR'S REPORT/ANNOUNCEMENTS. Reminded all of the Town Picnic on April 16, 1991.

There being no further business, the meeting was adjourned at 7:34 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.

RESOLUTION 91-1

A RESOLUTION OF THE TOWN OF CINCO BAYOU, FLORIDA ,OPPOSING THE ADOPTION OF FLORIDA HOUSE OF REPRESENTATIVES BILL 1863 AND FLORIDA SENATE BILL 1808 AUTHORIZING THE FLORIDA PUBLIC UTILITIES COMMISSION TO UNILATERALLY CERTIFY EXCLUSIVE TERRITORIES FOR THE RETAIL DISTRIBUTION OF ELECTRICITY.

WHEREAS, the Cinco Bayou Town Council believes that HB 1863 and SB 1808 as presently written seriously erode municipal Home Rule Powers by effectively nullifying existing franchise agreements and severely limiting the ability of local governments to negotiate favorable franchise agreements with electric utility companies; and,

WHEREAS, the Cinco Bayou Town Council is authorized to grant franchises to private electric utility companies for the purpose of providing their services to the residents and businesses in the Town; and,

WHEREAS, the Cinco Bayou Town Council exercises control through the franchise agreement of the specific territory and time period for the provision of electrical services; and,

WHEREAS, the Cinco Bayou Town Council through the issuance of the franchise and its terms, provides for the timely and adequate response by the private utility for initial service, continued service, expansion and maintenance of service and quality of service; and,

WHEREAS, the Cinco Bayou Town Council through the terms of the franchise, guarantees the residents and businesses located in the Town continued service after the expiration of a franchise by being able to exercise the option to purchase and operate the private utility.

NOW, THEREFORE BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF CINCO BAYOU, FLORIDA that:

1. The following recommendations be presented to the agencies indicated:
 - a. The State of Florida House of Representatives be requested to reject HB 1863.
 - b. The State of Florida Senate be requested to reject SB 1808.
 - c. The Florida League of Cities be provided with a copy of this resolution.
 - d. The Okaloosa County League of Cities Legislative Delegation be provided with a copy of this resolution.
 - e. The Panhandle League of Cities Legislative Delegation be provided with a copy of this resolution.
 - f. State Senators Bruner & Thomas, State Representatives Johnson and Harden be provided with copies of this resolution and requested to oppose this legislation.

Adopted this 2nd day of April, 1991

Mayor

ATTEST:

Town Manager/Clerk

RESOLUTION 91-2

A RESOLUTION OF THE TOWN OF CINCO BAYOU, FLORIDA, ENDORSING AND URGING STATE LEGISLATORS TO SUPPORT A BILL THAT WOULD GIVE THE COUNTIES THEIR PORTION OF LOTTERY MONEY EARMARKED FOR EDUCATION AND AT THE SAME TIME REMOVE RESTRICTIONS AND CONDITIONS RELATING TO STATE CONTROL OF THESE FUNDS THUS ALLOWING THE DULY ELECTED COUNTY SCHOOL BOARD TO DETERMINE AS TO WHAT, WHERE AND HOW TO SPEND THOSE FUNDS: AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the County has received funds from the State for several years that were derived from para-mutual betting with no strings or restrictions attached; and

WHEREAS, the elected officials of Okaloosa County School Board has a budget of approximately 136 million dollars they must monitor and provide accountability for; and

WHEREAS, additional funds of 8 to 10 million dollars derived from the lottery system could easily be incorporated into the accountability system of the Okaloosa County School Board.

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

SECTION 1:

1. That the Town Council of the Town of Cinco Bayou does endorse and urges support by our State Legislators of a bill that would give the counties their portion of lottery money earmarked for education and at the same time would remove restrictions and conditions imposed by the state thus allowing the duly elected county school board to determine as to what, where and how to spend these funds.

2. That a copy of this resolution be sent to the Okaloosa County School Board, the Board of Okaloosa County Commissioners, the Okaloosa County League of Cities, each municipality in the County, Northwest Florida's State Representatives, the Florida League of Cities, and any other governmental entity as deemed appropriate and each body is requested to adopt similar resolutions and positions.

SECTION 2:

This resolution shall become effective immediately upon adoption according to law.

PASSED AND ADOPTED THIS 2ND DAY OF APRIL 1991.



WITNESSED:


CHARLES R. LAGINESS
Mayor


Town Manager/Clerk



Board of County Commissioners

3-19-91 MAB

State of Florida

March 15, 1991

Honorable Charles Laginess
Town of Cinco Bayou
10 Yacht Club Drive
Fort Walton Beach, Florida 32548

Dear Mayor Laginess:

Last year an extraordinary event took place called Political Pandemonium. It was a huge success because almost every town or city in Okaloosa County participated.

The second annual Political Pandemonium is scheduled for Sunday, June 9, 1991 at 1:00 p.m. at Fort Walton Beach Landing on Brooks Street. There will be five events and you will receive extra points this year for designing your team shirt and for each elected official on your team. We would like to appear before your council on April 2 to issue an official invitation.

We look forward to meeting you on the field of honor and we suggest you begin training early because this year's competition appears to be awesome.

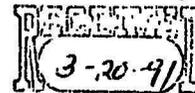
If you have any questions please call me at 651-7105.

Regards,

Ellen M. Holt

ELLEN M. HOLT
Bowlegs Festival Committee

cc: Al Borchik



CITY OF VALPARAISO

VALPARAISO, FLORIDA 32580

March 18, 1991

Mrs. Patricia M. Hollarn,
Okaloosa County Supervisor of Elections
Okaloosa County Courthouse
Crestview, FL 32536-3581

Dear Mrs. Hollarn:

I have reviewed the information that you have provided in reference to a uniform municipal election system in Okaloosa County. This information supplied all of the perceived advantages to a uniform system, but did not cover any of the disadvantages. Local officials should be given all advantages and disadvantages before being asked to make a change in their charter. The following are some of the drawbacks to a uniform election system that should not be overlooked.

1. VIOLATION OF HOME RULE

A mandatory uniform election takes away the home rule authority of municipalities. Municipalities should have the right to choose when they want to hold their elections. A uniform election system imposes a specific date for municipalities to hold an election.

2. LESS PUBLIC AWARENESS OF LOCAL ELECTIONS

With all elections being held on the same day, local elections may fade into the background and be overshadowed by other elections. Candidates for all elections will be competing for limited advertising space when elections are all held at the same time.

In your handout at the February 6 workshop, there was a statement that a uniform election will increase voter turnout. I would be very interested to see any studies that have been done which prove that voter participation would increase.

3. CITY ELECTIONS WILL BE PLACED AT THE END OF THE BALLOT

The City elections would receive the last position on the ballot. Voters may not turn the page or go on to the next group on the ballot if it is too long.

... of the World's Largest ... Institution ...

4. NON-PARTISAN ELECTIONS WOULD BE MIXED WITH PARTISAN ELECTIONS

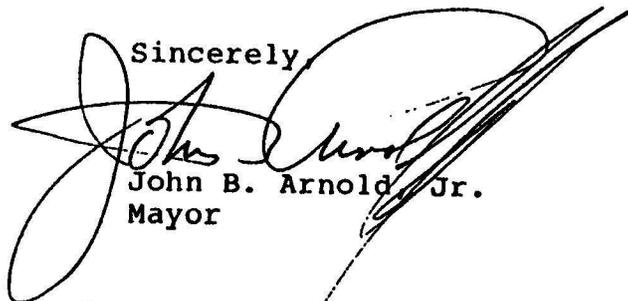
Since many cities have non-partisan elections, a uniform election would mix partisan and non-partisan elections at the same time and on the same ballot.

5. COST SAVINGS NOT SUBSTANTIAL

The prorated costs for overtime, advertising and printing may be reduced with a uniform election, but these costs are not substantial to begin with and only occur once every few years.

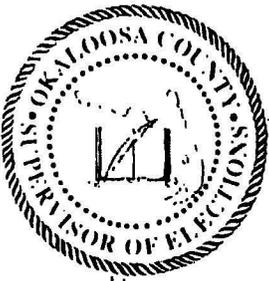
The City of Valparaiso is not interested in a uniform municipal election at this time. If a local bill is filed with the legislature calling for a mandatory uniform election in Okaloosa County, Valparaiso will oppose such legislation. As long as any efforts for a uniform election are not forced on cities, and we retain our right to hold elections when we please, we will not oppose your efforts.

Sincerely,

A large, stylized handwritten signature in black ink, appearing to read "John B. Arnold, Jr.", is written over the typed name and title.

John B. Arnold, Jr.
Mayor

cc: ✓ The Mayors of all Okaloosa County Municipalities
Carol Marchner, Florida League of Cities



Patricia M. Hollarn
Okaloosa County Supervisor of Elections

RECEIVED
3-21-91 MB
CF

March 20, 1991

John B. Arnold, Jr., Mayor
City of Valparaiso
P. O. Box 296
Valparaiso FL 32580

Dear Mr. Arnold:

I have received your letter of March 18 and feel compelled to provide an immediate written response to clarify the misconceptions I believe you have on my presentation of a Uniform Municipal Election Day for the nine municipalities of Okaloosa County.

I regret that you or a representative of Valparaiso did not attend my workshop to address your questions directly, or perhaps arrange a meeting where we could discuss this openly, so that I may allay all your fears. I sincerely hope this letter will at least begin to do that.

To address your letter specifically:

1. VIOLATION OF HOME RULE

A mandatory uniform election does indeed take away the home rule authority of municipalities, and they should have the right to choose when they want to hold their elections, as you say. That is precisely why I am proceeding to consult with each and every city, its elected officials and staff, to make them aware of what I am suggesting, and seek support and agreement. The material I have already provided you gives the details of the advantages. So far, three of our cities have passed resolutions giving this project their unanimous support, two more have invited me to address them, two more have indicated support and an invitation, and two are proceeding with no indication or a negative response (Valparaiso).

I am aware that Priority 601.4 of the Florida League of Cities "opposes legislation which would impose uniform election dates..." However, we are not talking about imposing, we are talking about choosing. A few weeks ago, Carol Marchner of the Florida League of Cities testified before the House Elections Sub-Committee that while they are opposed to PCB 91-03 concerning a mandated state-wide uniform municipal election day, there was no objection if cities within counties desired to have a uniform election date on a voluntary cooperative basis. The latter is what I am proposing.

2. LESS PUBLIC AWARENESS OF LOCAL ELECTIONS

"All" elections will not be held on the same day, only the nine city elections, and they will all be separate and unique to each city, exactly as they are now. My proposal is for a single day in the odd-numbered year, completely away from any other election. All elections for other local offices (school board, county commission, constitutional officers, etc.) are mandated by state law to be held in the even-numbered general election years, and my object is to stay totally away from that. Each city will have its own ballot and no other, just as it does now, except that all nine cities will have it on the same day.

When one city has an election in one part of the county, it does not have county-wide interest and thus does not generate much space in the local media. However, when nine cities throughout the county all have an election on the same day, that is an event of county-wide interest and will generate more media coverage and thus, more public awareness. This translates to higher voter turnout.

The only statistics I have at present on higher voter turnout in counties with a uniform municipal election day are in my notes taken in meetings with other supervisors of elections. I am now in the process of trying to get factual proof from Pasco, Brevard, and Palm Beach counties for you.

3. CITY ELECTIONS WILL BE PLACED AT THE END OF THE BALLOT

As mentioned above, each city will have a separate ballot of its own, no different than the past. It will not be part of any other city ballot, or any other jurisdiction or election. We now conduct elections with as many as 20 different ballot styles, providing the proper ballot to the proper precinct(s). Again, I repeat, do not confuse a municipal election day with any other local, state or federal election.

4. NON-PARTISAN ELECTIONS WOULD BE MIXED WITH PARTISAN ELECTIONS

No municipality in Okaloosa County has partisan races, and once again, each city gets only its own ballot. It would only be as long or short as that city wants it to be, containing only candidates and questions of that city.

5. COST SAVINGS NOT SUBSTANTIAL

In order to conduct an election following all the legal requirements, there are substantial cost savings when prorated as I have stated. As a specific example: the Town of Shalimar in 1989 spent approximately \$1200 on its election, conducting it themselves as you do. This year, they have accepted my estimate to conduct their entire election for \$1068, and that cost could be cut almost in half if on a municipal election day. In addition my estimate includes federally required military absentee ballot notification and other procedures not previously done.

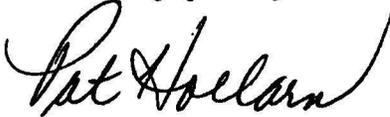
According to the records in this office, voter turnout for municipal elections ranges from 10% to 38%. Law requires election officials to prepare for the total number of registered voters in a jurisdiction. Greater media coverage and voter awareness would increase the voter turnout substantially. Your cost per vote is much less with higher turnout, and you are doing your public a greater service all around.

My approach with this proposal from the beginning was and is to create a climate of acceptance with understanding, the very antithesis of the word mandatory. I have been very encouraged by the unanimous acceptance of Mary Esther, Shalimar, and Fort Walton Beach city councils when I have been invited to appear there, and am looking forward with the same optimism as I visit the rest.

In every meeting I've held or attended, the subject of disadvantages comes up. With all the facts as I have presented them, we still haven't found one that held up.

I have been invited to address the Okaloosa County League of Cities on Thursday, March 21, and I hope I have the opportunity to see you there. I certainly do appreciate your thoughtful consideration.

Sincerely yours,



Patricia M. Hollarn
Supervisor of Elections

CC: Mayors of all Okaloosa County Municipalities
Members of the Valparaiso City Council
Carol Marchner, Florida League of Cities



3-26-91 MB

CITY OF VALPARAISO

VALPARAISO, FLORIDA 32580
March 21, 1991

Mrs. Patricia M. Hollarn
Okaloosa County Supervisor of Elections
Okaloosa County Courthouse
Crestview, FL 32536-3581

Dear Mrs. Hollarn:

Thank you for the prompt response to my March 18 letter regarding the concept of a Uniform Municipal Election Day. My major concern in writing the letter was to ensure that municipalities would not be forced into a Uniform Municipal Election Day against their will.

Although Valparaiso did not have a representative at your workshop meeting, we did review the minutes and handouts in detail. The following question and answer were included in the workshop meeting minutes:

"Question from Mr. Furry: When you talk about special legislation, you are talking about a local bill. What happens when there is a city, or two or even three out of the nine that has problems with that?

Answer: A uniform municipal election day is a uniform municipal election day. A special act supersedes a charter."

In reviewing this portion of the minutes it seemed clear that the possibility of a mandatory uniform election imposed through a local bill was under consideration. Your March 20, 1991 response to my letter indicates that is not the case and that you do not intend to try and pass legislation that would impose this against the will of a community.

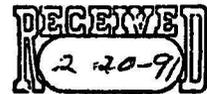
As I stated in my March 18 letter, Valparaiso does not oppose such a system on a voluntary basis. At this time Valparaiso does not wish to participate in a uniform election day. Thank you again for your prompt response to my concerns.

Sincerely,


John B. Arnold, Jr.
Mayor

CC: ✓ Mayors of all Okaloosa County Municipalities
Carol Marchner, Florida League of Cities

Home of the World's Largest Air Force Installation, Eglin Air Force Base, Florida



2/15/91

Tom Leach
254 Kidd St. N.E.
Ft. Walton Beach, Fl 32548

Mayor Chuck Laginess
Town of Cinco Bayou
10 Yacht Club Drive
Fort Walton Beach, Fl 32548-4436

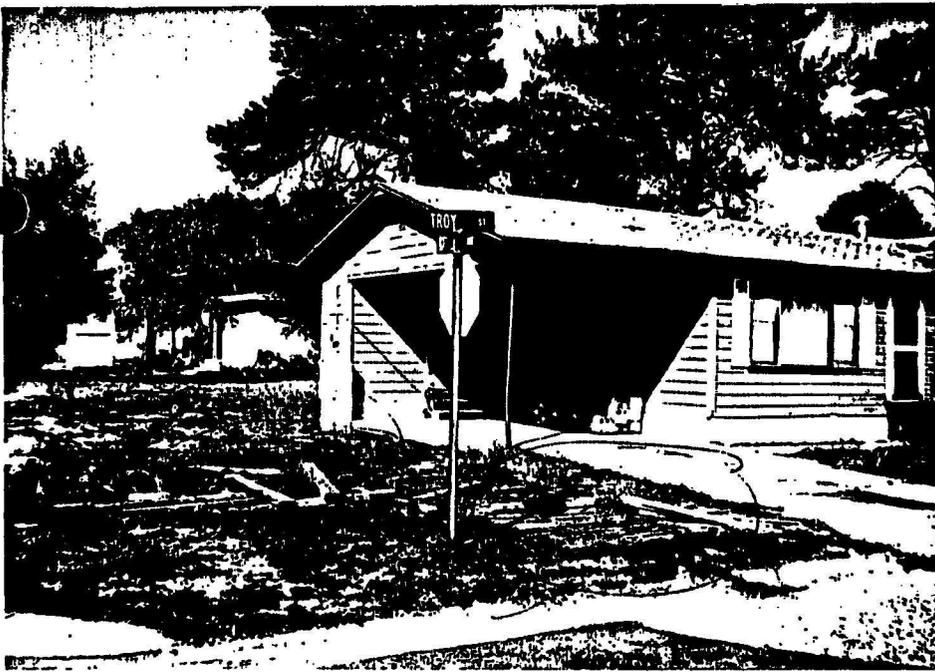
Dear Mayor Laginess:

This letter is to serve as my formal resignation from the Cinco Bayou Code Enforcement Board. I appreciate having had the chance to serve on the board. I have learned much from the seminars and texts provided. However, I feel I can contribute more to my community outside the confines of the Code Enforcement Board.

I have attached three pages of photos taken in our town from public right-a-ways. The photos in no way represent all of what I considered to be infractions of the Code of the Town of Cinco Bayou. They do I believe represent some examples that have not had any notable change in recent months. Since no change has taken place I have to presume that what I observe personally is not considered an infraction by the city and therefore was not brought before the board. I agree now and have agreed in the past that every effort has to be made thru positive communication with the owners of such property to bring it up to reasonable acceptable standards. I do not know what communication has taken place between the town and the owners of the property I have photographed. The bottom line is I personally find it not within reasonable care of one's property and therefore find a personal conflict with being on the Code Enforcement Board.

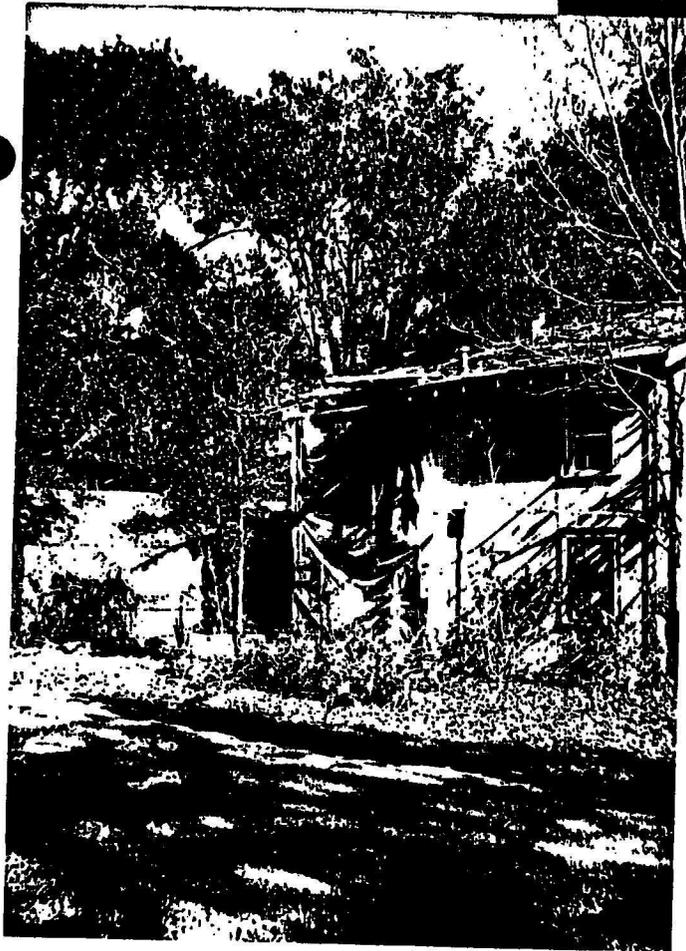
In closing, I again appreciate the chance to have served on the Code Enforcement Board. I appreciate the time and the work my fellow board members put forward and wish them the best in the future.

Sincerely,

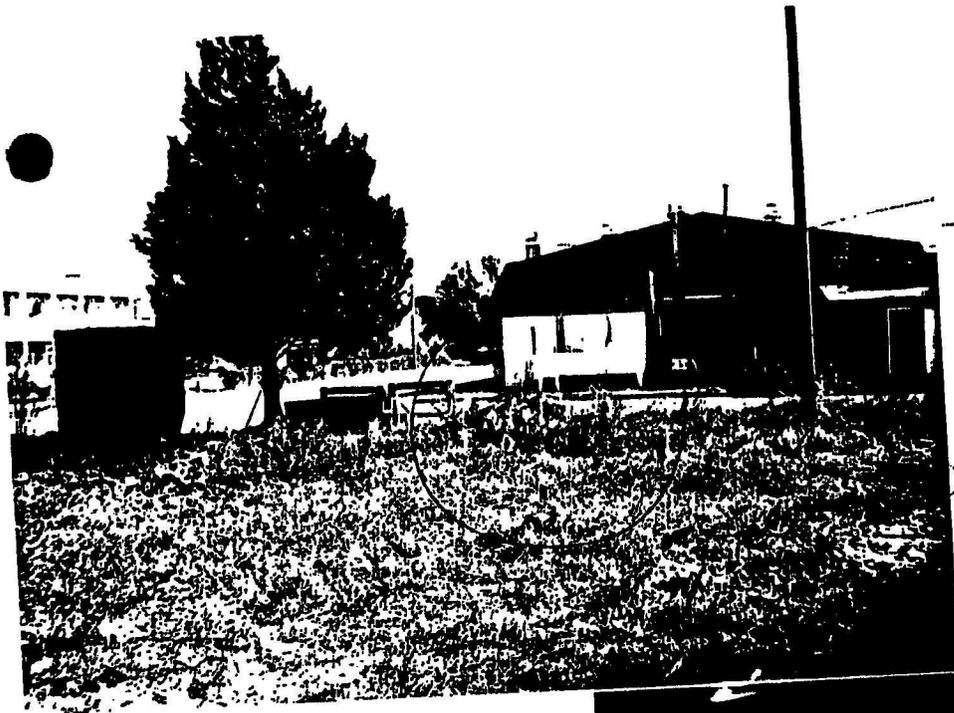


THIS HAS BEEN THIS WAY FOR A LEAST A YEAR - MINUS THE COUCH.

TWO MONTHS -



CANT EVEN MAKE A COMMENT - I GATHER THIS IS A SAFE STRUCTURE



JUNK & OLD ROOF
TILES THERE SINCE
REMODELING.

WEEDS DOWN BECAUSE
OF WINTER.

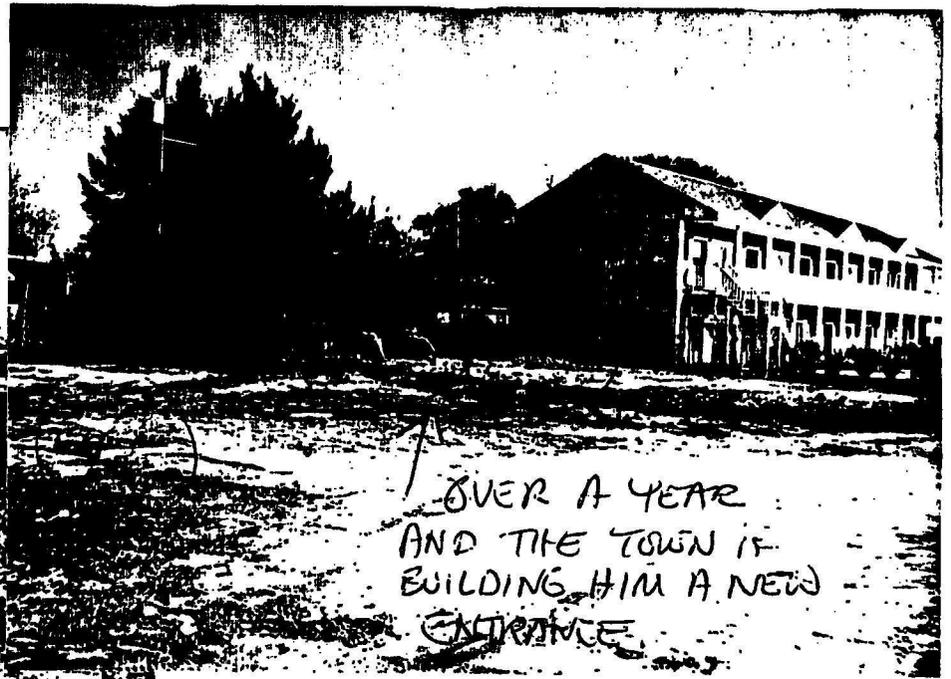
THE WAY IT IS
MOST DAYS!



KIND OF A
COOPERATIVE
JUNK CORNER



WHERE IS OUR COOPERATION
WITH THIS BUSINESS - ?



THIS HAS LOOKED WORSE
BUT RARELY BETTER!



I CAN'T BELIEVE WE
PAY A CONTRACTOR OR
ALLOW A LOCAL BUSINESS
TO BREAK UP OUR CURBS

President.
A. C. Littleton, Jr.
Commissioner, Panama City

First Vice President
Sadye Gibbs Martin
Commissioner, Plant City

Second Vice President
William A. Evers
Mayor, Bradenton



12-4-90

Florida League of Cities, Inc.
201 West Park Avenue
Post Office Box 1757
Tallahassee, FL 32302-1757
Telephone (904) 222-9684
Suncom 278-5331

TO: Selected Cities

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

DATE: December 3, 1990

RE: Mandatory Social Security Coverage by Local Governments and Employees

Our records indicate that your city does not currently participate in the federal Social Security program. This notice is to advise you that President Bush has signed the new federal tax and deficit-reduction budget plan which, among other things, requires Social Security and Medicare tax payments by municipalities and their employees, only if those employees are not actively covered by a public retirement system, effective July 1, 1991.. Social Security coverage requires a 6.2% federal tax contribution on all salary and wages from the local government employer and another 6.2% from the employee. Mandatory Medicare taxes must also be paid if the employee is required to participate in the new mandatory Social Security provision. Medicare taxes require a 1.45% federal tax contribution from the local government employer and another 1.45% from the employee. This measure is also effective July 1, 1991. Total costs to the city and employees will be 15.3 percent of payroll.

An employee is considered actively covered by a public retirement system when he or she is a participating member of the system. The language is intended to apply to municipal employees who are not eligible for any retirement plan, but also mandates coverage for an employee if the participation in a public retirement system is elective, and the employee elects not to participate.

The Secretary of the Treasury and the Social Security Administration are authorized to provide guidance regarding what types of retirement plans are covered. The NLC is urging the Social Security Administration to establish guidelines as soon as possible, to assist employers in making the decision to cover employees under Social Security and Medicare or under a pension plan.

A retirement system is defined as a pension, annuity, retirement.

At-Large: Alexander Penelas, Commissioner, Metro-Dade County • Gerald F. Thompson, Commissioner, Broward County • Barbara Sheen Todd, Commissioner, Pinellas County • **Congressional Districts:** Robert F. Barnard, Commissioner, Panama City • Dorothy Inman-Crews, Commissioner, Tallahassee • Glenn Edwards, Commissioner, Atlantic Beach • George E. Musson, Mayor, New Smyrna Beach • John H. Land, Mayor, Apopka • William Copeland, Councilman, Archer • Lee Duncan, Council Chairman, Tampa • Holland G. Mangum, Mayor, Seminole • William C. Meriwether, Mayor Pro Tem, Plant City • Don Olmstead, Mayor, Palmetto • Larry L. Schultz, Councilman, Rockledge • Clarence Anthony, Mayor, South Bay • George Smith, Councilman, Arcadia • Charles Helm, Councilman, Palm Springs • Ilene Lieberman, Mayor, Lauderhill • John M. Bertino, Commissioner, Dania • Shelly Gassner, Councilperson, North Miami • Dr. Louis Hees, Vice Mayor, Bay Harbor Islands • Roy S. Shiver, Commissioner, Florida City • **10 Largest Cities:** E. Denise Lee, Councilperson, Jacksonville • J. L. Plummer, Jr., Commissioner, Miami • Sandy W. Freedman, Mayor, Tampa • Robert Ulrich, Mayor, St. Petersburg • Evello Medina, Councilman, Hialeah • Jim Naugle, Vice Mayor, Fort Lauderdale • Mary Johnson, Commissioner, Orlando • Salvatore Oliveri, Mayor, Hollywood • Marty Shapiro, Commissioner, Miami Beach • Rita J. Garvey, Mayor, Clearwater • **Past Presidents:** Glenda E. Hood, Commissioner, Orlando • Eric B. Smith, Council President, Jacksonville • **FCCMA:** Howard D. Tipton, City Manager, Daytona Beach • Tallahassee Office: Raymond C. Sittig, Executive Director • Harry Morrison, Jr., General Counsel

or similar fund or system established by a state or by a political subdivision thereof. This is the same definition contained in the Social Security Act, 42 U.S.C. sec. 418(b)(4).

The new law also mandates Medicare taxes on all local governments and employees, unless those employees are covered by a public retirement system. Currently, only employees hired after March 31, 1986 and their employers must pay the tax.

If your city currently does not pay Social Security taxes for employees and your employees are not eligible for coverage under a city pension plan, there are several alternatives which are available:

- Provide for deduction of taxes for Social Security and Medicare coverage, which will require a payment by the city equal to 7.65% of employee payroll, and payroll deductions of 7.65% from employees' wages.

- Provide for a pension plan administered by the city or a private company for employees, which may be structured in a variety of ways. A defined benefit plan is one type of plan which provides for benefits based upon salary and number of years service; a defined contribution plan provides for benefits based upon annual contributions by employer and/or employee; or a specially structured annuity plan may also be designed to provide retirement benefits.

- Provide for a pension plan for employees through the FLC Municipal Pension Trust Fund, which offers defined benefit and defined contribution plans for public employees. Plans are tailored to fit the specific needs of each city and are centrally administered through the FLC. For example, the level of contribution can be set by the city at a greater or lesser amount than Social Security.

- Enroll in the Florida Retirement System (FRS), which is a state-administered system funded entirely by the employer. Contribution rates are 15.91% of payroll beginning January 1, 1991 for general employees. The system requires coverages for state, school and county employees, and participation is optional for cities and special districts. However, once the election to join the FRS is made, the decision is irrevocable. In recent years many cities currently in the FRS have supported legislation to allow a one-time option to withdraw from the FRS, because of increasing contribution rates required to fund the system deficits.

Should you desire to seek additional information relative to participating in the centrally administered pension plan sponsored by the Florida League of Cities, please contact Joyce Case at the League Office.

- 3-6 9:00A. - 11:15 A. — litter detail + right-of-way on W. Irwin
 11:25A. - 12:25 P. — start of requested project of MR. Kendrick.
 1:35 - 3:50 P. — right-of-ways
 4:00 - 4:35 P. — truck maintenance
 4:35 - 5:00 P. — closing
- 3-7 9:25 - 11:40 A. — litter detail;
 11:50A. - 12:25 P. — town hall maint.
 1:40P. - 3:25 P. — Kendrick project.
 3:40P. - 4:25 P. — right-of-ways.
 4:25 - 5:00 P. — T.H. maint. + closing
- 3-8 9:15 - 11:00 A. — litter detail
 11:15 - 11:55 A. — right-of-way
 12:05 - 12:25 P. — T.H. outside maint.
 1:30 - 2:30 P. — packages delivered
 2:30 - 4:00 P. — right-of-ways
 4:00 - 5:00 P. — T.H. property clean-up + closing
- 3-11 9:15 - 11:30 A. — litter detail
 12:10 - 12:30 P. — paperwork
 2:10 - 4:00 P. — right-of-way
 4:15 - 5:00 P. — truck maint. + logs + closing
- 3-12 9:15 - 11:00 A. — litter detail
 11:00 - 11:30 A. — recycle bucket count
 12:00 - 12:25 P. — equipment maint.
 3:20 - 4:25 P. — park maint.
 4:25 - 5:00 P. — T.H. clean-up + closing
- 3-13 9:10 - 11:45 A. — litter detail + right-of-ways.
 11:55A. - 12:25 P. — ~~maint.~~ maint. equip. maint.
 1:35 - 2:15 P. — paperwork
 2:30 - 4:20 P. — mowing right-of-way
 4:20 - 5:00 P. — closing
- 3-14 9:30 - 11:40 A. — litter detail
 11:40A. - 12:25 P. — tractor maint.

- 3-14 cont 1:40 - 4:25 P. — right-of-way on Eglin.
 4:25 - 5:00 P. — closing
- 3-15 9:25A. - 12:25P. — fliers
 1:45 - 2:45 P. — fliers
 3:00 - 4:20 P. — right-of-way
 4:25 - 5:00 P. — closing
- 3-~~16~~²⁰ 9:15 - 11:40 A. — litter + L. pk. sign.
 1:40 - 4:25 P. — mowed right-of-way
 4:25 - 5:00 P. — closing
- 3-21 9:15 - 11:00 A. — litter
 11:25A. - 12:25 P. — T.H. sprinkler system
- 3-22 9:15A. - 11:55A. — litter
 12:05P. - 12:25P. — T.H. sprinkler system
 1:40 - 4:30 P. — right-of-way mowing
 4:35 - 5:00 P. — closing
- 3-23 9:00 - 11:45 A. — litter
 11:55A. - 12:25 P. — equipment maint.
 1:40 - 2:20 P. — pick up parts for sprinklers
 2:30 - 4:30 P. — sprinkler system in L. Pk.
 4:30 - 5:00 P. — closing
- 3-26 9:15 - 11:30 A. — litter
 11:40A. - 12:15 P. — T.H. maint.
 1:40 - 4:00 P. — L. Pk. sprinkler
 4:00 - 4:35 P. — truck maint.
 4:40 - 5:00 P. — closing.
- 3-27 10:00A. - 12:05 P. — litter
 12:05 - 12:30 P. — equip. maint.
 1:35 - 2:30 P. — P.O. + newspaper ad
- 3-28 9:10 - 11:35 A. — litter
 11:45A. - 12:20 P. — right-of-way
 1:40 - 4:25 P. — right-of-way
 4:30 - 5:00 P. — closing
- 3-29 ~~8:10 - 9:00 A. — litter~~
 9:15 - 11:25 A. — litter + drains
 11:35A. - 12:30 P. — equip. maint.
 1:50 - 2:15 P. — drains

2:20 - 3:30 P. — package deliveries;

3:40 - 4:00 P. — drains

4:00 - 4:30 P. — paperwork

4:30 - 5:00 P. — closing

4-1 9:15 - 11:45 A. — litter

11:55 A. - 12:25 P. — T.H. outside maint.

1:35 - 4:35 P. — shrubery at town hall

4:45 - 5:00 P. — closing

SCHOOL BOARD OF OKALOOSA COUNTY

RECEIVED
3-18-91

H83
CF

ADMINISTRATION BUILDING
120 LOWERY PLACE S.E.
FORT WALTON BEACH, FLORIDA 32548

CRESTVIEW TELEPHONE 889-7100
FORT WALTON BEACH TELEPHONE 833-3100

BOARD MEMBERS
ROBERT B. GRANT
CHAIRMAN
FORT WALTON BEACH
CHARLA COTTON
VICE CHAIRMAN
SHALIMAR
JAMES S. HARKINS, JR.
FORT WALTON BEACH
JEAN LONG
VALPARAISO
BERT MOORE
CRESTVIEW
C. JEFFREY McINNIS
SCHOOL BOARD ATTORNEY



OFFICE OF
PLEDGER V. SULLIVAN
SUPERINTENDENT OF SCHOOLS

March 11, 1991

The Honorable Charles R. Laginess, Mayor
Town of Cinco Bayou
10 Yacht Club Drive
Ft. Walton Beach, FL 32549

Dear Mayor Laginess:

I want to thank you for allowing me to make a presentation, before your organization, Friday, March 8, 1991, at Nicometo's Restaurant, concerning education funding. The School Board and I appreciate your long-standing support of public education in all of Okaloosa County. I must ask your organization again to assist us in convincing the Governor and the Legislature to enact legislation that would give the School Board total autonomy in the expenditure of State lottery funds allocated to us for the 1991-92 school year.

Under current law the respective sixty-seven counties in the State of Florida do not have local control in establishing priority of expenditures of lottery funds. We understand fully that economic conditions from the Oval Office to Okaloosa County make it imperative that we live within our means and be good custodians of the monies allocated for public education.

The Okaloosa County School Board desperately needs to utilize lottery funds for the expressed purpose of renovating many of our older schools and other priority needs that are unique to this county.

May I enter this letter as a request for you, the Mayor, and the city council to consider adopting a Resolution to send to the Governor, members of the Legislature, and the Commissioner of Education in support of our request that legislation be passed during the session giving local school boards total autonomy for the expenditure of our lottery funds.

Sincerely,

Handwritten signature of Pledger V. Sullivan in cursive script.
Pledger V. Sullivan

PVS:w

City of DeFuniak Springs

POST OFFICE BOX 685
DEFUNIAK SPRINGS, FLORIDA 32433

RECEIVED
3-20-91
NB
cf

PH: (904) 892-2156
FAX (904) 892-9446

March 15, 1991

Charles R. Laginess
Mayor
Town of Cinco Bayou
10 Yacht Club Drive
Ft. Walton Beach, Florida 32548-4436

Dear Mayor Laginess:

During a recent lunch meeting between Mayor Mathis of Crestview, former Congressman Bob Sikes and myself, many varied subjects were discussed. We discussed the State Revenue Sharing and the reduction of the Cigarette Tax. We also compared experiences when dealing with the Department of Transportation, Department of Environmental Regulations and the Department of Community Affairs. We realized that there were many situations and problems that the municipalities of the Panhandle would have in common.

It was concluded at this meeting that a Northwest Florida Summit of Mayors, City Managers, and Clerks should be convened at the earliest possible date. We would like to invite former Governor Bob Martinez or the Secretary from one of the state agencies such as D.C.A., D.O.T., or D.E.R. to speak to our group. Please notify Mayor Mathis at 682-3812 or myself at 892-2156 as soon as possible to notify us of your preference.

We will schedule our first Northwest Florida Summit to be held at 6:00 p.m., Thursday, April 25, 1991. Since DeFuniak Springs is centrally located in the Panhandle, we will be honored to host the first meeting. City Hall is located at the intersection of Highways 90 and 331 (two miles north of I-10). Please encourage your City Manager and/or City Clerk to attend this meeting with you.

Your input is vital to the well being of our citizens, therefore, I urge you to make every effort to be in attendance. We look forward to seeing you.

Sincerely,



John V. Lawson
Mayor



3-27-91 11873
CF

FLORIDA LEAGUE OF CITIES, INC.

Memorandum

TO: Select Key Officials
FROM: Sharon G. Berrian, ^{SR} Director of Public Information
RE: Elimination of Institute of Government Program
DATE: March 26, 1991

As you may know, funding for continuation of the Institute of Government is in jeopardy. Lack of funding would eliminate programs vital to municipal governments throughout Florida.

WE NEED YOUR HELP!

The appropriations committees in the House and Senate are currently in deliberation on the budget. Enclosed you will find a list of key contacts. If your representative or senator is listed please write and/or call him/her immediately and urge that they support continued funding for the Institute of Government.

If your representative or senator is not listed, it is still important that you urge them to support continued funding for the Institute. Also write Chancellor Charlie Reed and Governor Lawton Chiles.

In addition to the list of contacts, enclosed is a letter from the League's Executive Director, Ray Sittig and some additional back-up information.

Again, it is crucial that you call/write your representative/senator, Chancellor Reed and Governor Lawton Chiles as soon as possible so that we may save this much needed program.

I would appreciate receiving a copy of any letter, telegram or other information that you send out. Should you have any questions or need additional information, please contact me at the League, (904) 222-9684 or Suncom 278-5331.

Thank you for your immediate attention to this matter.

SGB/sp

Enclosures

Institute of Government Funding

Funding for the Institute of Government is in jeopardy in this legislative session. Lack of funding would eliminate programs vital to municipal governments throughout Florida. It is crucial that you write to the following people to express your support for full funding of the institute:

Senate Appropriations Committee

Hon. Winston W. Gardner, Jr., Chairman
Room 212, SOB
Tallahassee, FL 32399-1100

Hon. Roberto Casas, Vice Chair
Room 216, SOB
Tallahassee, FL 32399-1100

Senate Sub B Committee

Hon. Carrie P. Meek, Chairman
Room 210, SOB
Tallahassee, FL 32399-1100

Hon. W.D. Childers
Room 205, SOB
Tallahassee, FL 32399-1100

Hon. Richard T. Crotty
Room 316, SOB
Tallahassee, FL 32399-1100

Hon. Mary R. Grizzle
Room 340, SOB
Tallahassee, FL 32399-1100

Hon. Bob Johnson
Room 346, SOB
Tallahassee, FL 32399-1100

Hon. Karen L. Thurman
Room 211, SOB
Tallahassee, FL 32399-1100

Hon. Sherry Walker
Room 248, SOB

Governor

Hon. Lawton Chiles
Governor's Office
The Capitol
Tallahassee, FL 32399-001

Chancellor

Mr. Charlie Reed
Chancellor
Florida Education Center
325 West Gaines Street
Tallahassee, FL 32399-1950
Board of Regents

WHAT IS THE FLORIDA INSTITUTE OF GOVERNMENT?

—A consortium funded by the Florida Legislature to provide training and development, technical assistance, and applied research services to Florida government. Its fundamental purpose is to increase the effectiveness and quality of government throughout the state.



—An institute that includes seven universities as well as ten state community colleges. Its budget and programs are administered through Florida State University which serves as the host institution.

—A program structured on the premise of home rule; its seventeen affiliates work closely with governments at the grass roots level to plan and implement programs. The central office, however, retains the capacity to respond to statewide needs and does so on a regular basis.

WHAT DOES THE INSTITUTE DO?

—Provides leadership development programs for elected officials and executive managers throughout the state.

—Provides low-cost, high-quality management/supervisory training for mid-level and entry-level government managers and supervisors.

—Delivers low-cost, high-quality employee skills training to government employees on an as-needed basis throughout the state.

—Provides specific orientation and education for elected and appointed officials throughout Florida.

—Conducts seminars, forums, conferences, and workshops on governmental problems and policy issues.

—Develops technical assistance and applied research projects that respond to specifically stated needs of state and local governments in Florida, and disseminates the results of these projects.

WHAT ARE THE INSTITUTE'S ACCOMPLISHMENTS?

—In recent years its programs and projects have reached into and served nearly all 458 of the municipalities and counties in Florida. All five water management districts, all eleven regional planning councils and most of the state governmental agencies have been served by its programs and projects.

—In fiscal year 1989-90 the institute generated more than 270,000 contact hours of instruction, delivered primarily to local governments at the grass roots level. Currently the institute offers somewhere between 90 - 100 programs a month at locations throughout the state. That's nearly 25 programs a week or 4 to 5 programs every day.

—In the past four years, through its STAR program and at the specific request of state and local government, the institute commissioned 60 applied research and technical assistance projects. The success rate of these projects, as judged by those agencies, is over 95%.

WHAT ARE THE INSTITUTE'S BENEFITS AND ADVANTAGES?

- It is the *only* state supported program providing comprehensive training and development services on a regular, annual basis to Florida's city and county managers, government finance officers, and municipal clerks.
- It is the *only* state-supported program that collaborates with the major governmental associations in providing comprehensive orientation and education services on a regular, annual basis to elected and appointed officials throughout the state.
- It is the *only* state-supported program that functions as the orientation and education arm of the Florida Commission on Ethics.
- It is the *only* state-supported program offering comprehensive assistance to municipalities and counties as they struggle to cope with ever increasing operational complexities and critical budget constraints.
- It is the *only* state-supported program that has studied the specific needs of small rural municipalities in Florida and provides a focus on those needs.
- It is the *only* state-supported program that responds to the applied research and technical assistance needs of governments throughout the state.

WHAT ABOUT THE FUTURE?

- The Institute of Government will continue its strong focus on the training technical assistance and applied research needs of municipal and county governments throughout Florida.
 - The institute will continue to serve state government, particularly at the district and regional level.
 - There will be an increased focus on meeting the training and technical assistance needs of special districts throughout Florida.
 - In addition, the institute will begin to address the training and technical assistance needs of those non-profit organizations that function as quasi-governmental agencies.
- 

President
A. C. Littleton, Jr.
Commissioner, Panama City

First Vice President
Sadye Gibbs Martin
Commissioner, Plant City

Second Vice President
William A. Evers
Mayor, Bradenton

March 25, 1991

Hon. Carrie P. Meek
Room 210, SOB
Tallahassee, FL 32399-1100

Dear Senator Meek:

On behalf of our 392 cities across the state, the Florida League of Cities urges you to support continued full funding for the Florida Institute of Government.

The Florida Institute of Government, established in 1981, has satellite offices at seven state universities and ten community colleges. Unless the Institute is fully funded by the Legislature for the 1991-92 year, essential support programs for city and county governments throughout the state of Florida will be seriously curtailed.

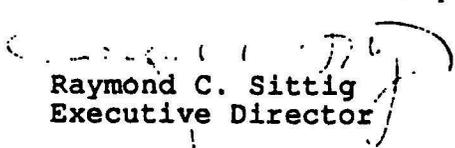
As you may know, the Institute has served Florida's communities increasingly well over the last several years. The list of training activities and seminars they conduct for locally elected officials is extensive and significant. It would be a serious loss to our cities and the people we serve should the Institute be unduly hampered in its activities.

During fiscal 1989-90, the Institute generated more than 270,000 contact hours of instruction, delivered primarily to newly-elected local government officials at the grassroots level. Currently, the Institute, through its affiliates, offers approximately 90-100 programs a month at locations throughout the state.

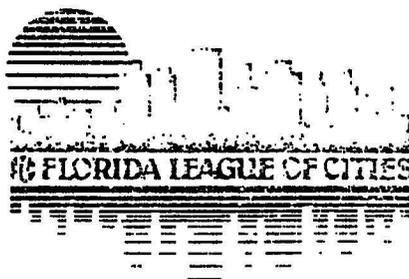
Also since July 1, 1990, the Institute conducted more than 200 training workshops. Over 5,000 participants attended these sessions. Again, please let me urge you to give strong support to the Institute in the upcoming budget deliberations.

For your information, I have enclosed some additional material about this fine and worthwhile program. Should you have any questions, please feel free to contact me or my Director of Public Information, Sharon Berrian at 222-9684.

Sincerely,


Raymond C. Sittig
Executive Director

RCS/sbp



Florida League of Cities, Inc.
201 West Park Avenue
Post Office Box 1757
Tallahassee, FL 32302-1757
Telephone (904) 222-9684
Suncom 278-5331

At-Large: Alexander Penelas, Commissioner, Metro-Dade County • Gerald F. Thompson, Commissioner, Broward County • Barbara Sheen Todd, Commissioner, Pinellas County • **Congressional Districts:** Robert F. Bernard, Commissioner, Panama City • Dorothy Inman-Crews, Commissioner, Tallahassee • Glenn Edwards, Commissioner, Atlantic Beach • George E. Musson, Mayor, New Smyrna Beach • John H. Land, Mayor, Apopka • William Copeland, Councilman, Archer • Lee Duncan, Council Chairman, Tampa • Holland G. Mangum, Mayor, Seminole • William C. Meriwether, Mayor Pro Tem, Plant City • Don Olmstead, Mayor, Palmetto • Larry L. Schultz, Councilman, Rockledge • Clarence Anthony, Mayor, South Bay • George Smith, Councilman, Arcadia • Charles Helm, Councilman, Palm Springs • Ilene Lieberman, Mayor, Lauderhill • John M. Bertino, Commissioner, Dania • Shelly Gassner, Councilperson, North Miami • Dr. Louis Haas, Vice Mayor, Bay Harbor Islands • Roy S. Shiver, Commissioner, Florida City • **10 Largest Cities:** E. Denise Lee, Councilperson, Jacksonville • J. L. Plummer, Jr., Commissioner, Miami • Sandy W. Freedman, Mayor, Tampa • Robert Ulrich, Mayor, St. Petersburg • Evello Medina, Councilman, Hialeah • Jim Naugle, Vice Mayor, Fort Lauderdale • Mary Johnson, Commissioner, Orlando • Salvatore Oliveri, Mayor, Hollywood • Marty Shapiro, Commissioner, Miami Beach • Rita J. Garvey, Mayor, Clearwater • **Past Presidents:** Glenda E. Hood, Commissioner, Orlando • Eric B. Smith, Council President, Jacksonville • **FCCMA:** Howard D. Tipton, City Manager, Daytona Beach • **Tallahassee Office:** Raymond C. Sittig, Executive Director • Harry Morrison, Jr., General Counsel



National Insurance Services, Inc.

A wholly owned subsidiary of Pan-American Life

11 Queen Palm Dr., Tampa, FL 33610 • P.O. Box 30324, Tampa, FL 33630-3324 • (813) 626-6111

3-24-91 1187

03/27/91

ALBERT BORCHIK
TOWN OF CINCO BAYOU
10 YACHT CLUB DRIVE
FT. WALTON BCH. FL 32548

cc: MARLIN C. TOWNSEND
321 PELHAM RD.
FT. WALTON BCH FL 32548

Telephone No.: (904)863-3142

RE: Your Group Insurance Renewal Premiums

Dear Plan Administrator:

Your May 1st bill will reflect a necessary adjustment in premiums. Your current total premium, (excluding the administration fee), based on the current ages, number of employees, and dependents, is \$277.39. Your new premium, as long as ages, employees, and dependents do not change, will be \$318.13. Your monthly administration fee is \$25.00. Your next renewal will be in twelve months.

IF YOU ARE INTERESTED IN REDUCING YOUR HEALTH INSURANCE PREMIUM - WE CAN HELP! You may save as much as 40% with deductible changes! Or, our new PALIC Plan 50/50 may allow dramatic rate reductions WITHOUT increasing your maximum out-of-pocket expense! Call your broker at the number listed above, or call one of our trained Customer Service Representatives at 1-800-666-5550, extension 505. We can give you quotations over the phone or we can send them to you to review at your convenience.

We at National Insurance Services and Pan-American Life Insurance Company appreciate your business and will continue to do all we can to hold down the costs of your health insurance through effective administration and plan design alternatives.

Sincerely,

Barbara J. Brennan
Vice President, Customer Services

Case#: 68993 107

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.

LODGING

1. Hotel/Motel expenses need to be documented by an invoice listing daily charges and the cash or credit card receipt.
2. If spouse and/or dependents are sharing the room with you, the single occupancy rate, if different than the double occupancy rate, also needs to be noted on the invoice.

MEALS

1. Meal expenses are reimbursable when documented. This includes meal expenses incurred traveling to and from the destination.
2. Meals included in the registration fee are not reimbursable.

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.

Mayor

Date



TOWN OF CINCO BAYOU

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

Mayor:
CHARLES R. LAGINESS

Council Members:
IRENE E. BALSLEY
EUGENE E. BROXSON
RICHARD K. GAGE
JIM KENDRICK
JOSEPH P. SKELLY

Town Attorney:
C. JEFFREY McINNIS

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

MEMORANDUM

TO: MAYOR & COUNCILMEMBERS

FROM: TOWN MANAGER/CLERK *MSB*

DATE: APRIL 1, 1991

SUBJECT: BUDGET SUMMARY, 1ST HALF FYE 1991

FYE 91 Budget revenues received to date appear to be at or near budget projections for the first 6 months of this fiscal year and should meet the projection for the full year. The State Department of Revenue has advised the Town to anticipate at least a 5% average reduction in all state shared revenues. This would mean the Town would receive approximately \$ xxxxx. less than planned. This shortage in revenues received could be made up from reserve funds.

FYE 91 Budget expenditures to date appear to be on track for the first 6 months of FY 91 with only a few minor exceptions, however, a mid-year budget revision is necessary to fund the line items added since the budget was adopted. These items are as follows: purchase of a new truck, ARC contract for street & sidewalk cleaning, PAWS Animal Control Contract and funding of mandatory social security/retirement plan contributions. In addition, the budget needs to be revised to account for the increased cost of the health benefits plan, increases in the charge for the AMSEC town patrol and increased recycling charges and tipping fees.

At present, there are no funds identified in the FY91 Budget for capital improvements in the parks or streets. Reserve funds are available for these activities.

The attached revenue and expenditure summary is for the first half of FY 91.

TOWN OF CINCO BAYOU
REVENUE
1ST HALF FYE 1991
(OCT 90 THRU MAR 91)

<u>SOURCE</u>	<u>FY 91 BUDGET</u>	<u>1ST HALF</u>	<u>%</u>
Ad Valorem Taxes	\$ 50,452.00	\$ 42,617.21	84
Franchise Fees			
Gulf Power	17,000.00	7,167.15	42
Okaloosa Gas	1,800.00	2,094.27	100
Warner Cable	1,200.00	339.82	28
Utility Taxes			
Gulf Power	18,000.00	7,305.44	41
CENTEL	4,500.00	2,660.80	59
Ft Walton Beach (Water)	3,000.00	1,441.03	48
Okaloosa Gas	3,100.00	1,671.72	54
Cinco Bayou Occ License	7,000.00	6,505.75	93
State Shared Revenue			
Cigarette Tax	1,500.00	499.96	34
Revenue Sharing	21,977.00	10,998.00	50
Mobile Home Licenses	175.00	-	0
Alcoholic Bev. Licenses	1,000.00	969.00	97
Half Cent Sales Tax	14,082.00	5,225.55	36
Local Option Gas Tax	7,500.00	2,911.80	39
County Shared Revenue			
Occupational Licenses	400.00	340.53	85
Municipal Fines	1,600.00	363.80	23
Interest on Investments	4,000.00	2,100.68	53
Miscellaneous Revenues	500.00	364.28	73
TOTAL	<u>\$ 158,815.00</u>	<u>\$ 95,376.73</u>	<u>60</u>

TOWN OF CINCO BAYOU
EXPENDITURES
1ST HALF FYE 1991
(OCT 90 THRU MAR 91)

<u>ACCT # - ITEM</u>	<u>FY 91 BUDGET</u>	<u>1ST HALF</u>	<u>%</u>
GENERAL GOVERNMENT SERVICE			
51312 Salaries & Wages	\$ 46,125.00	\$ 18,676.92	40
51323 Life & Health Ins	7,845.00	4,058.34	52
51324 Workman's Comp Ins	1,000.00	906.50	100
51325 Unemployment Comp	-	0	
51332 Acc't & Auditing	5,000.00	4,800.00	100
51431 Legal Counsel	7,560.00	2,342.20	31
51931 Professional Svs	3,900.00	3,830.00	98
51934 Other Contract Svs	220.00	0	-
51940 Travel & PerDiem	15,270.00	9,138.39	60
51941 Communication Svs	700.00	320.56	46
51942 Transportation	450.00	220.73	49
51943 Utility Svs (TH)	3,400.00	1,437.99	42
51945 Insurance	4,000.00	3,696.50	100
51946 Repairs & Maint (TH)	1,350.00	456.52	34
51949 Other Charges	2,300.00	348.12	15
51951 Office Supplies	1,000.00	846.60	85
51952 Operating Supplies	3,120.00	1,870.32	60
51954 Books, Pubs, Subscrpt	826.00	854.00	103
51964 Capital Outlay	-		
51982 Aid to Private Org	400.00	250.00	63%

<u>ACCT #</u>	<u>ITEM</u>	<u>FY 91 BUDGET</u>	<u>1ST HALF</u>	<u>%</u>
PUBLIC SAFETY				
52100	Law Enforcement	13,800.00	\$ 6,960.00	50
PHYSICAL ENVIRONMENT; GARBAGE, SOLID WASTE DISPOSAL				
53443	Solid Waste Recycling	5,224.00	2,306.10	44
TRANSPORTATION: ROADS, STREETS AND SIDEWALKS				
54112	Salaries & Wages	8,125.00	4,155.00	51
54131	Professional Services	1,600.00	465.50	29
54134	Contractual Services		0	
54143	Utilities	5,500.00	2,879.24	52
54146	Repairs & Maintenance	5,000.00	350.00	06
54152	Operating Supplies	500.00	12.72	02
54153	Materials & Supplies	1,500.00	42.93	03
54163	Capital Improvements	0	0	
HUMAN SERVICES: HEALTH				
56234	Animal Control		133.10	133
RECREATION AND CULTURE: PARKS				
57212	Salaries & Wages	3,250.00	1,610.00	50
57234	Contractual Services	6,600.00	2,200.00	33
57243	Utilities	940.00	452.30	48
57246	Repairs & Maintenance	500.00	0	
57252	Operating Supplies	200.00	0	
57264	Capital Outlay	-0-	0	
57400	Special Events	600.00	494.24	83
	<u>TOTALS</u>	<u>\$ 158,805.00</u>	<u>\$ 76,085.32</u>	<u>48</u>