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ADMINISTRATIVE POLICY MANUAL

POLICY ADOPTION

1.1 Resolution 2017-011

This Administrative Policy is adopted by Resolution 2017-018, effective October 11, 2017.

2.0 GENERAL ADMINISTRATION

2.1 Office Procedures

This policy statement is not a contractual guarantee or the assurance by the Town of Shalimar to its employees of any specific right or expectation. This manual is a statement of policy, which is intended to be changed from time to time as circumstances warrant. Changes will be approved by the Town Commission. The words and privileges stated herein will be interpreted and applied at the sole reasonable discretion of the Town of Shalimar, acting through its Commission and authorized representatives. There is no contract right or employment expectation created by this manual. Its contents may be changed at any time and the changes will apply to all employees regardless of date of employment.

2.1.1 Invitations for Official Functions

Invitations for Official Functions are distributed to the Mayor and Commissioners by email (non-email members are notified by a copy in the Town Hall mailboxes). RSVPs are processed by Town Staff. Expenses for official functions are paid at the discretion of the Town Commission.

2.1.2 Town Marquee

Town Marquee use shall be for the benefit of Shalimar residents and is not to be used for recurring routine events. Shalimar business tax payers and non-profit organizations may be permitted informational postings for non-routine special events. Businesses along Hwy 85, not within the Town limits may be permitted special event postings for a nominal cash fee of $5 per posting. In the event of posting error or equipment malfunction, reposting of messages will be offered in lieu of a refund. A request form will be filled out by persons requesting marquee postings that reference names, births, specific age, or other personal information, at the discretion of the Town Administrative Official.

2.1.3 Notaries Public

The Town shall pay to have all full-time administrative employees certified as Notaries Public. Any Town resident may use these Notary services with no charge.

2.1.4 Copy Machine

Copy Machine use for residents is limited to twenty (20) copy pages per month, per household, at no charge. After twenty (20) pages, there will be a charge of $0.10 per page side. The copy fee
for all requested copies of Town public records will be $.15 per page side. Town employees must operate the copier.

2.1.5 Business hours

The Town Hall will be open for public business 9:00 a.m. - 12:00 p.m. and 1:00 p.m. - 4:00 p.m., Monday through Friday. Except for emergencies, any Town Hall closure of more than 15 minutes during public business hours will be coordinated (prior to closure) with the first available: the Mayor, any Commissioner, or the Town Administrator. Town Hall will be closed on all federal holidays and on other occasions as approved by the Mayor or Town Commission.

2.1.6 Facility Reservations

2.1.6.1 Town Hall Meeting Room

The Town Hall Meeting Room may be used by Shalimar residents and other civic groups/organizations when an application form is approved and scheduled by a Town Administrative Official. All non-Shalimar residents may reserve the meeting room for a $25 rental fee. All users will be responsible for room security and post-use cleaning. Any user may be denied use of the meeting room at any time if the room is needed for Town business. Non-recurring events may be reserved up to six months in advance. Recurring events (more than one use for the same purpose during the month) must be reserved on a month-to-month basis. Users must checkout a key to the room prior to their reserved date of use and they must make arrangements to return the key.

2.1.6.2 Cherokee Park Pavilion

The Cherokee Park pavilion may be reserved by anyone when an application form is approved and scheduled by a Town Administrative Official. Reservations for the pavilion are first come, first served. The $40 pavilion clean up deposits will be held and returned after determination of after-reservation pavilion cleanliness. Non-recurring events may be reserved up to six months in advance. Recurring events (more than one use for the same purpose during the month) must be reserved on a month-to-month basis.

2.1.7 Proclamations and Resolutions

An electronic copy of all Proclamations and Resolutions must accompany any and all requests for consideration by the Town of Shalimar Commission.

2.1.8 Use of Town Property

The Town provides employees with necessary equipment and materials to carry out their job assignments. The taxpaying residents of Shalimar pay for equipment and materials and it is the duty of each employee to respect the value of all supplies and equipment, regardless of their cost. It is important to handle with care the machines and equipment used in the work for the Town. It is also important that all office supplies be conserved.
Certain items of town equipment may be borrowed by Town residents, employees, and businesses up-to-date with their Town Business Tax. Items will be approved by the jurisdictional Commissioner in consultation with the loaning Department Supervisor. Those desiring to borrow a piece of equipment shall reserve the equipment on a first-come-first-served basis and complete an Equipment Loan Hold Harmless Agreement (Appendix II). The Department Supervisor will be consulted on equipment status prior to the lending of any Town equipment. Borrowing of equipment shall not interfere with normal or emergency Town business. The Town reserves the right to terminate a borrower agreement at any time and recover Town equipment for any reason as determined by the loaning Department Supervisor, the Town Administrator, or any member of the Town Commission.

All Town of Shalimar electronic and telephone communications systems, computers and other business equipment shall be used only for official Town purposes. While local personal phone calls are permitted, they must be kept to a minimum. No personal long distance calls may be charged to the Town. Town computer systems shall not be used to transmit or download offensive, vulgar, or otherwise disruptive messages or materials.

2.1.9 Town Boat Trailer Storage Lot Rules and Charges

The Town maintains a boat trailer storage lot on the bayou side of Snug Harbor Drive. This lot will accommodate between 15-20 boat trailers of various sizes. Boat trailer storage is available to Town residents who live in the Town limits on a first-come-first-served basis. Due on 1 April, the Town collects a boat storage annual fee of $120 per trailer. Residents storing boat trailers in the Town lot must sign a Storage and Vehicle Parking Hold Harmless Agreement (Appendix IV) and abide by the ROW Parking and Boat Trailer Storage Rules (Appendix V). Renewal Notices will be mailed to the address provided by the resident. If the annual storage fee is not paid by 1 May, one attempt to contact the resident will be made using the contact information provided on the Storage and Vehicle Parking Hold Harmless Agreement (Appendix IV). If no contact is made by the resident, the resident’s spot may be offered to someone else and their vehicle may be towed. All stored trailers must be tagged, roadworthy and have current registration.

2.1.10 Town Snug Harbor Resident Parking Agreement, Rules and Charges

The Town manages right-of-way (ROW) parking agreements for Snug Harbor Drive residents on Snug Harbor Drive and Old Ferry Road. For an annual fee of $60 due on 1 April, each resident will be assigned a specific parking spot numbered west to east within the approved ROW parking areas (parallel slots designated 1-7, perpendicular spots 8-19). Residents requesting a parking spot must sign a Storage and Vehicle Parking Hold Harmless Agreement (Appendix IV) and abide by the ROW Parking and Boat Trailer Storage Rules (Appendix V). The Town will attempt to manage the parking area to allow at least one parking spot for each resident. Additional slots not rented will be offered on an annual basis only. Residents without an assigned slot may place their name on a waiting list for the next available open spot. Residents with an additional spot may lose their second spot on an annual basis if someone is on the waiting list. Single spot reservations may be paid for multiple years ($60/year) but no refunds will be made. Renewal Notices will be mailed to the address provided by the resident. If the annual parking spot fee is not paid by 1 May, one attempt to contact the resident will be made using the contact information provided on the Storage and Vehicle Parking Hold Harmless Agreement (Appendix IV). If no contact is made,
the resident’s spot may be offered to someone else and their vehicle may be towed. All vehicles must be tagged, roadworthy and have current registration.

2.2 Computers

2.2.1 Data Processing Equipment

Data processing equipment maintained by the Town will only be used for official Town business as determined by a department’s supervising Commissioner. All email and internet use is subject to review and shall contain no morally or racially sensitive material.

2.2.2 Public Meeting Information Packets

Public meeting information packets to the Mayor, Commissioners, and P&Z Board members will be disseminated by email unless otherwise specifically requested.

2.2.3 Records and Informational Databases

The Administrative Department shall maintain the following records and/or databases:

- Contractor Tracking Certification (CTC) database;
- Zoning Compliance (Building) Permit database;
- Business Tax Receipt (BTR) database;
- Resident Name and Address database;
- Financial Accounting database;
- Snug Harbor ROW parking agreements;
- Boat Trailer Storage lot agreements;
- Original copies of approved Ordinances, Resolutions and Proclamations; and
- All incoming and Town-generated Public Records (including official e-mail).
- Changes to all routine administrative forms attached to this policy manual as appendices may be approved by the Town Commission without a Resolution.
- Continuity Document Listing database and all referenced documents and forms. (Appendix VII).

2.2.4 Computer Security

- All passwords for workstation computers will be at least eight (8) digits long and contain at least one lower case letter, one uppercase letter, one number and one special character. Passwords should be changed at least annually.
- A control list of all working passwords for web sites that Town personnel use regularly for Town business will be maintained by the Deputy Clerk and secured in the records vault.
- Commercial virus protection will be maintained on all official computers. Virus protection will be set to automatically update at least weekly.
• All Town computers will utilize an automatic, off-site, file back-up program ("Carbonite" or equivalent). Recovery of files will be tested at least once a year.

2.3 Taxes, Permits, and Licenses

2.3.1 Business Tax Receipts (BTRs)

Receipts for payment of business taxes will be signed by the Mayor and the Town Administrative Official. The fee schedule changes by resolution or ordinance and is kept on file in the Administration Office. Town fees, to include convenience fees and fine amounts, are listed in Fines and Fees Chart (Appendix I) to this manual.

2.3.2 Contractor Tracking Certificates (CTCs)

Contractor Tracking Certificates (CTCs) are required for all contractors working in the Town of Shalimar. Certificate fees are $20.00 per fiscal year and pro-rated on 1 April to $10.00. Applications for certification require the following documentation:

• Current Liability Insurance;
• Current Worker’s Compensation Insurance or Exemption;
• Current Okaloosa County Occupational License;

2.3.3 Zoning Compliance (Building) Permit

Zoning Compliance (Building) Permit forms are routinely completed by the project contractor, processed on the Town Hall office computer, and issued by the Town Administrative Official (per the Process Flow Diagram (Appendix VIII)). The completed application is copied and the original is given to the contractor. A copy is kept on file with all other permits from the year. At the beginning of the next fiscal year, last fiscal year’s permits are filed in the corresponding property folder. The Administrative Official is authorized to determine zoning compliance for fences, swimming pools, renovations/maintenance, minor construction projects, and some tree removal (safety, disease, or property damage). Projects generating any compliance concerns with current Ordinances and Development Codes, or projects that do not meet code and require a variance, must be brought before the Planning and Zoning Board. Permits are numbered sequentially on fiscal year basis and all contractors must possess a current Contractor Tracking Certificate. The Permit number and the means of payment are written on the receipt. Permit fees are assessed according to the fee schedule in Fines and Fees Chart (Appendix I). All Development Application forms can be found in Appendix VIII.

2.4 Planning and Zoning Board Variances

The Planning and Zoning (P & Z) Board will provide a Town Administrative Official and the Town Commission with a draft summary of each variance granted by the Board. A Town Administrative Official shall generate a letter to the requester of the variance that details the variance granted or denied. Approved dimensional variances will be filed with the County Clerk of Courts.
2.5 Planning and Zoning (P&Z) Meetings

Planning and Zoning Meetings are regularly scheduled and held the last Wednesday of each month at 6:00 p.m. in the Town Hall meeting room. Items submitted for review at the Planning and Zoning meeting must be presented at Town Hall no later than 10 working days prior to the scheduled meeting date. The agenda for this meeting is will be finalized and posted no later than 5 working days prior to the meeting. The minutes of this meeting will be drafted no later than 7 working days after the meeting, with the final draft completed no later than 12 working days after the meeting. Minutes will be available as an agenda item for the next scheduled Town Commission Meeting.

2.6 Tidbits Newsletter

The Tidbits newsletter is published quarterly by the Administrative Department and is mailed to all residents and Business Tax Receipt holders in the months of: March, June, September, and December. The deadline for inputs for each edition of the Tidbits is no later than the end of January (for March), April (for June), July (for September) and October (for December).

2.7 Inventory

Department Supervisors are responsible for inventory control within their departments. All inventoried non-consumable property with an initial value of $200.00 will be kept on a list. The list will include property descriptions, serial numbers, dates of purchase, and purchase prices. The list will also annotate details of property disposal. The disposal of all listed property will be coordinated with the Town Administrator. Property with an estimated value of at least $50.00 will normally be sold, recycled, or given to a charitable organization.

2.8 Safety

The Town Administrator will chair a Safety Committee comprised of the Town Administrator, Maintenance Supervisor, and the Chief of Police. The Safety Committee will meet in compliance with safety procedures in the Florida League of Cities Safety and Health Manual that (at a minimum) qualifies the Town for available insurance discounts.

2.9 Code Enforcement Process/Timeline

A. Enforcement timeline begins with a code violation is officially reported or observed. An official file and written record shall be initiated.

B. Within 5 days of violation reported or observed and the violation is not under voluntary owner mitigation, the Code Enforcement Official shall send a certified letter to the property owner(s) of violation (ref: General Ordinance 6.03.03)

1. All specific violations must be listed to include remedy actions recommended along with photos if appropriate.

2. Letter should include potential maximum fine or estimate cost if Town must resolve.

3. Letter must include date that subject code violation action will be a code enforcement topic at a Town Commission meeting.
C. The property owner has minimum 15 days from date of certified letter to remedy issues and may be longer depending on date of next scheduled Town Commission meeting.

D. The Code Enforcement Officer shall report at next scheduled Town Commission meeting that issue is or is not remedied, and present a draft resolution if issue is not resolved for code enforcement action if required.

E. The Town Commission will schedule quasi-judicial hearing (must meet advertising guidelines only) to address code enforcement resolution and property owner will be notified of hearing date/time once again by certified letter.

F. If matter is not resolved by date of quasi-judicial meeting - the Town Commission during the meeting will consider a written resolution detailing actions to be taken by the Code Enforcement Official. This resolution may specify a fine and/or the resolution may determine the violation must be resolved as soon as possible by the Town. In all instances, the resolution should include dates in which any directed actions must occur.

G. If matter is still not resolved based on terms of Town Commission approved code enforcement resolution, the Code Enforcement Official shall record a lien against the property.

H. Subject code violation topic will remain as an open business item on all further regular Town Commission meeting agendas until resolved or a lien is filed. Any property lien will remain open until Town Commission agreement to close subject code violation issue.

3.0 FINANCIAL POLICIES

3.1 Monetary Transactions

3.1.1 Check and Balance System

The Town is to protect funds received and disbursed with a check and balance system. Routinely, the Deputy Clerk receives and receipts incoming funds and the Town Administrator records the receipts in the financial bookkeeping software and makes bank deposits. As a check and balance system, the Deputy Clerk then balances monthly bank statements including the investment accounts.

3.1.2 Revenue

All revenue that comes into Town Hall, whether by mail or in person, will be receipted at the time of its arrival or locked in storage as opened or unopened mail. Checks are endorsed with the Town stamp “For Deposit Only” and placed in the bank bag.

3.1.3 Checks

Under no circumstances are checks without an amount to be signed or remitted by anyone; nor are any blank checks to be signed and issued. All checks require two signatures by either the Mayor and one Commissioner or two Commissioners. No checks will be processed for any expenditure that does not comply with Town approval requirements. If a check gets processed without following the correct procedure, the reimbursement will not be processed without approval by the Town Commission.
3.1.4 Town Credit Card

The Town credit cards will be securely controlled by a Town Administrative Official and/or the Chief of Police. Individual purchasing limits using the credit card are as stated in the Shalimar Code of Ordinances. Credit card users must present signed documentation for all purchases (bill, receipt, invoice, purchase order, travel expense form) to the Financial Administrator. Any receipt for a credit card that is not forwarded to the Financial Administrator within five working days will be considered an unauthorized purchase and the amount will be taken out of the employee’s pay check. Prior to issuance for travel purposes, a Travel Voucher (Appendix III) detailing expected expenses and approved by the Department Supervisor must be presented to a Town Administrative Official. Non-routine use of personal funds for official business requires expenditure receipt for reimbursement.

3.2 Grant Management

3.2.1 Grant Financial Transactions

Grant Financial Transactions shall be conducted in accordance with the Shalimar Code and any specific requirements enumerated in the Grant contract/agreement.

3.2.2 Grant Administrator

In accordance with the grant contract, the Town may assign an elected official or a Town employee as the Grant Administrator. The Grant Administrator will be identified to the grant authority as the sole person having responsibility/authority for management and execution of each specific grant. The Town shall establish management accounts to track all grant funded expenditures. Each individual grant will be tracked as a separate project and be budgeted and reported by line item in the Town’s financial management software.

3.2.3 Grant Documentation

A copy of the fully executed Grant contract and any subsequent amendments will be recorded in the grant file. All invoices (construction, engineering, and administration) submitted for payment under a grant will also be contained in this file that shall contain the following information:

- The Grant number for which payment is requested;
- The total contract amount;
- The payments to date by total and by budget line item;
- The current amount due by total and by budget line item.
3.2.4 Grant Invoices

If an outside Project Engineer/Architect is managing specific grant construction projects, all construction invoices shall be submitted by this Project Engineer/Architect, who shall check invoices for accuracy, verify quantities/percent completion and approve invoices for payment. The Project Engineer/Architect will then send the approved invoices to the Grant Administrator.

3.2.5 Grant Administrator Financial Responsibilities

The Grant Administrator shall verify that all requested payments are allowable, due, and payable under the grant contract. The Grant Administrator shall prepare a Request for Funds based upon the verified invoices and present them for review and signature by the Mayor and a Commission member (as required on the Signature Certification form). The Grant Administrator shall ensure that the Request for Funds is properly executed and the originals sent to the appropriate grant authority. He/she shall retain a copy of the Request for Funds, the verified invoices and the summary of payments in the grant file.

3.2.6 Grant Funds Accounting:

The Financial Administrator shall pay all invoices approved by the Grant Administrator from the established grant accounts. The declining balance of the Project Fund Account shall mirror the declining balance in the Grant Request for Funds.

3.3 Investments

According to SB 2090 (Florida State Legislature, May 1995), the governing body of a local government may restrict its investments. The Town of Shalimar attempts to match investment maturity with known cash needs and anticipated cash flow requirements. The Town of Shalimar invests its funds according to SB 2090 and limits investments to the following instruments (TC Minutes, Oct 1, 1995):

- Local Government Surplus Funds, Trust Funds or any intergovernmental investment pool authorized through the Florida Inter-local Cooperation Act (i.e., the League’s Florida Municipal Investment Trust);
- SEC registered money market funds with the highest credit quality rating from a nationally recognized rating company;
- Savings accounts in state-certified qualified public depositories;
- Certification of Deposits (CDs) in state-certified qualified public depositories;
- Direct obligations of the U.S. Treasury;
- Federal Agencies and instruments.

4.0 BUDGET POLICIES
4.1 Budget Development

4.1.1 Budget Preparation Guidance
By June 30th following receipt of property tax estimates, the Financial Administrator will issue written budget guidance and a proposed schedule to all Department Supervisors, Committee Chairs and Commissioners. Under normal circumstances, the Town will maintain reserve funds equal to at least 75% of the preceding fiscal year’s operating expenses. As a financial goal and to cover emergency expenditures, the Town strives to maintain reserve cash funds equivalent to twice the average revenue (not to include budgeted revenue from reserves) of the last two fiscal year budgets.

4.1.2 Compensation Guidelines
The Town Commission should consider the total costs of all employee compensation when approving the compensation portion of the budget. Factors to be considered in approving total compensation for each employee include:

- Employee position, experience, and responsibilities;
- Employee performance; incentives/disincentives may be considered for exception/marginal performance;
- Market factors including; changes in forecast of Town revenues, changes in local cost of living, local job market conditions, and changes in healthcare costs;

4.1.3 Department Supervisor Presentations and Financial Forecast
During the month of May, Department Supervisors will provide the Financial Administrator with a prioritized list of recommended budget allocations for the coming fiscal year. The Finance Commissioner and Financial Administrator will review all inputs and present them to the Town Commission. Department Supervisors should be present to answer Town Commission questions on their recommendations. The Financial Administrator will also present a five-year forecast of all funds and capital improvements to the Town Commission. Justification for recommended raises higher than published Cost of Living Allowance (COLA) should be based on current fiscal year performance or other specific circumstances. This justification should be presented to the Town Commission during the initial budget workshop in written form approved by at least one commissioner. Justification can be evaluated by the Town Commission for fiscal year merit or superior performance salary increases.

4.1.4 Budget Development
During the last week of May, the Financial Administrator and the Finance Commissioner will prepare a preliminary forecast of the Town’s budget based on current year expenditures and other projected revenue trends. This draft budget may also incorporate inputs received from Department Supervisors, committee chairs, and Town Commissioners. The Financial Administrator will also craft a millage rate recommendation for the coming tax year and assure compliance with the local government Truth in Millage (TRIM) Timetable per Chapter 200 of the Florida Statutes.
4.1.5 Budget Workshops

In June, the Finance Commissioner will host a Budget Workshop to present the draft budget and the Financial Administrator’s millage rate recommendation to the Town Commission for consideration. The Financial Administrator will also provide his analysis of the likelihood and impact of potential changes to projected revenues. Additional Budget Workshops may be held at the discretion of the Finance Commissioner to seek a general consensus on the proposed budget and millage rate.

4.1.6 Tentative Budget Hearing

Prior to final adoption, the Commission will hold a public hearing to seek citizen input on the proposed budget ordinance and recommend a tentative millage rate ordinance.

4.1.7 Final Budget Hearing

The Finance Commissioner will present a final Budget Ordinance and Millage Rate Ordinance to the Town Commission for adoption by majority vote.

4.2 Budget Execution

4.2.1 Adjustments to the Budget

In order to ensure that the budget remains in balance throughout the Fiscal Year, the Finance Administrator monitors actual expenditures and revenue receipts each month. Department Supervisors/Commissioners may request budget adjustments between expenditure line items within their department during normal Town Commission meetings for Commission approval.

4.2.2 Budget Amendments

The Finance Commissioner will recommend any required budget amendments to the Commission for approval. The Financial Administrator shall note the date of the meeting at which the Commission approved/disapproved the amendments. The budget amendment will then be entered into the budget system by the Financial Administrator. For budget amendments that would require an increase/decrease in total revenues or expenditures, the Finance Commissioner will prepare a budget change Resolution for Commission approval.

4.2.3 Budget Monitoring

Beginning in March, the Financial Administrator shall meet with each Department Supervisor and conduct a second quarter/half year budget review. The Financial Administrator will then brief the Finance Commissioner on current year budget execution status.
4.2.4 Status Reports

On a monthly basis, the Financial Administrator will provide the Finance Commissioner with an activity report within each budget category and provide a summary on budget status. The Finance Commissioner will provide the Town Commission with a budget status report each month.

4.2.5 Deficits

In the event of a projected year-end deficit, the Financial Administrator will brief the Finance Commissioner on options to reduce expenditures. Actions necessary to ensure a healthy budget status at the end of the fiscal year are also recommended in the monthly budget status reports.

5.0 TRAVEL POLICY

5.1 Definitions

This travel policy is designed to implement the Provisions of F.S. Chapter 112.061, covering per diem and travel expenses of Public Officers, Employees, and Authorized Persons. The following definitions apply:

- Officer or public officer: An individual who, in the performance of his/her official duties, is vested by law with sovereign powers of government and who is either elected by the people or appointed by the Town Commission.
- Employee or public employee: An individual who is filling a regular or full-time authorized position and is responsible to the Commission.
- Authorized person: A person authorized by the Town Commission to conduct specific items of business for the Town.
- Traveler: A public officer, public employee, or authorized person, when performing authorized travel for the Town.
- Common carrier: Train, bus, commercial airline operating scheduled flights, or rental cars of an established rental car firm.
- Travel Day: A period of 24 hours consisting of four quarters of 6 hours each.
- Travel period: A period of time between the time of departure and time of return.
- Class A travel: Continuous travel that involves overnight absence from the Town of Shalimar area.
- Class B travel: Travel for short or day trips where the traveler is not remaining overnight away from the Town of Shalimar.

5.2 Travel Authority

5.2.1 Reimbursable Travel
Reimbursable Travel must be authorized and approved by the Town Administrator, Mayor or assigned Commissioner. Travel expenses shall be limited to those expenses necessarily incurred in the performance of a public purpose and must be within the limitations prescribed by this section. Travel by public officers or employees serving temporarily on behalf of another agency or partly on behalf of more than one agency at the same time, or authorized persons who are called upon to contribute time and services as consultants or advisors, may be authorized by the Town Commission. All reimbursable expenses must be annotated on the Travel Voucher (Appendix III) and signed by the approver prior to presentation to the Financial Administrator for payment.

5.2.2 Illness during Reimbursable Travel

A traveler who becomes sick or injured while away from the Town of Shalimar and is therefore unable to perform the official business of the Town may continue to receive subsistence, as approved by the Town Commission, during this period of illness or injury until such time as he/she is able to perform the official business of the Town or returns to the Town of Shalimar.

5.3 Travel Computation

5.3.1 Class A

The travel day for Class A travel shall begin at departure time and end upon return to the local area. For Class A travel, the traveler shall be reimbursed one-fourth of the authorized per diem rate for each quarter of a travel day, or fraction thereof, incurred during the travel period.

5.3.2 Class B

A traveler shall not be reimbursed on a per diem basis for Class B travel, but shall receive an allowance for meals based on the following schedule:

- Breakfast - When travel begins before 6 a.m. and extends beyond 8 a.m.;
- Lunch – When travel begins before 12 noon and extends beyond 2 p.m.;
- Dinner – When travel begins before 6 p.m. and extends beyond 8 p.m. or when travel occurs during nighttime hours due to special assignment.

5.4 Allowances

5.4.1 For Class A Travel

For Class A travel, lodging reimbursement is authorized at a single occupancy rate by actual receipt(s). Lodging rates in excess of those approved by the DoD Per Diem Committee (pursuant to Title 37, US Code) must be approved by the Mayor or responsible Commissioner. A standard daily subsistence (per diem) rate of $50 ($12.50/quarter) applies. Expenses above the standard rate may only be authorized by the Mayor or the Town Commission.

5.4.2 For Class B travel

For Class B travel, standard subsistence for meals is:
• Breakfast - $10
• Lunch - $15
• Dinner - $20

The Mayor or Town Commission may approve additional reimbursement for actual meal costs when the traveler submits justification with a copy of the paid receipt. No receipts are necessary to be reimbursed for standard subsistence rates above. No one shall be reimbursed for any meal or lodging included in a convention or conference registration fee paid by the Town.

5.4.3 **Incidental travel expenses**

Incidental travel expenses for which the traveler may be reimbursed:

• Taxi fare;
• Ferry fares and bridge, road and tunnel tolls;
• Storage or parking fees;
• Communication expense;
• Convention registration fees while at a convention or conference that will serve a direct public purpose with relation to the Town. A traveler may be reimbursed the actual and necessary fees for attending events, which are not included in a basic registration fee that directly enhances the public purpose of the participation in the conference. Such expenses may include, but not be limited to, banquets and other meal functions. It shall be the responsibility of the traveler to substantiate that the charges were proper and necessary. However, any meals or lodging included in the registration fee will be deducted in accordance with the allowance provisions above.

5.4.4 **Advances**

Notwithstanding any of the foregoing restrictions and limitations, the Town Administrator or jurisdictional Commissioner may authorize advances to cover anticipated costs to travelers. Such advancements may include the costs of subsistence, lodging, and/or transportation.

5.5 **Transportation**

5.5.1 **Reimbursement**

Reimbursement for transportation is based on direct routing to the place of intended business. In cases where a person travels by an indirect route for his/her own convenience, any extra costs shall be borne by the traveler; and any reimbursement for expenses shall be based only on such charges as would have been incurred by a direct route. The Town Administrator or jurisdictional Commissioner shall designate the most economical methods of travel for each trip, keeping in mind the following conditions:

• The nature of the business;
The most efficient and economical means of travel (considering time of the travel, cost of transportation, and per diem or subsistence required);

The number of persons making the trip and the amount of equipment or material to be transported.

A receipt shall substantiate transportation by common carrier when traveling on official business and paid for personally by the traveler. Federal tax shall not be reimbursable to the traveler unless the state and other public agencies are also required by federal law to pay such tax. In the event transportation other than the most economical class (as approved by the Mayor or Town Commission) is provided by a common carrier, the charges in excess of the most economical class shall not be reimbursed by the Town.

5.5.2 Privately Owned Vehicles (POVs)

Privately Owned Vehicles (POVs) may be used for official travel in lieu of publicly owned vehicles or common carriers as authorized by the Town Administrator or jurisdictional Commissioner. Whenever travel is by privately owned vehicle, the traveler shall be entitled to a mileage allowance equal to the rate currently set by the Internal Revenue Service for business use of a vehicle. No other reimbursement for the operation of a private vehicle is authorized. All mileage shall be shown from the point of origin to point of destination. Vicinity mileage necessary for the conduct of official business is allowable but must be shown as a separate item on the expense voucher.

5.5.3 Local Transportation by Chartered Vehicles

Local transportation by chartered vehicles, when traveling on official business, may be authorized when necessary or where it is to the advantage of the Town, provided the cost of such transportation does not exceed the cost of transportation by privately owned vehicle.

5.5.4 Passenger Travel

No traveler shall be allowed either mileage or transportation expense when he/she is transported by another traveler who is entitled to mileage or transportation expense. However, a traveler on a private aircraft shall be reimbursed the actual amount charged and paid for his/her fare for such transportation up to the cost of a commercial airline ticket for the same flight, even though the owner or pilot of such aircraft is also entitled to transportation expense for the same flight.

COMMISSION PROCEDURES

6.1 Town Commission Meetings

Town Commission meetings are regularly scheduled and held on the second Tuesday of each month at 6:00 p.m. in the Town Hall meeting room. The Town Administrative Official routinely records the minutes of this meeting.
6.2 Agendas
Agendas for all meetings of the Town Commission at which votes will be taken will be controlled by the Mayor, except that Commissioner's will control their agenda items under the heading of a Commissioner's Report. The agenda development for an upcoming Commission meeting will begin by Town Staff and the Mayor immediately following previously completed Commission meetings. The Mayor may delegate agenda development to other Town Commissioners or staff. Agenda items suggested by Commission members, Town committees and Boards, Staff, or Residents should be sent to the Town Administrative Staff as soon as possible, but not later than 3 working days prior to the agenda’s meeting day. Suggested agenda items should have sufficient explanation so the Mayor can determine urgency and applicability to a specific meeting. Except in an emergency, the Staff will make every attempt to post the finalized agenda by close of business 3 working days prior to the agenda's meeting date (close of business on Thursdays prior to a meeting scheduled for the following Tuesday). In order to minimize any potential for inadvertent violation of State Sunshine Laws, documents supporting an agenda item submitted by the Mayor or any Commissioner will be withheld by Staff from the developing agenda, and posted to the agenda immediately prior to finalization and Staff release of the finalized agenda to the public.

6.3 Conduct of Meetings
Meetings shall be conducted under current Robert’s Rules of Order except: The Chair may entertain discussion prior to having a specific motion on the table.

6.3.1 Monthly Legislative Meetings
Legislative public hearings are routine meetings to obtain public input and make legislative decisions on matters of policy. These meetings address such matters as zoning, land use, ordinances, budget, personnel, and routine financial decisions. These meetings do not involve the legal rights of specific, private parties in a contested setting, but rather affect a wider range of citizens or perhaps the entire Town.

6.3.2 Quasi-judicial Meetings
These public hearings are generally more formal than legislative meetings and should be scheduled as a separate matter. These public meetings involve the legal rights of specific parties, and the decisions made as a result of such hearings must be based upon and supported by the “record” developed at the hearing. Quasi-judicial hearings are subject to stricter procedural requirements than legislative hearings. Most quasi-judicial hearings are held when the Commission and/or Planning & Zoning Board must make a decision on land use matters, including site specific rezones, preliminary plats, variances, and conditional uses. The Commission decision on a quasi-judicial matter must be based on and supported by the “record” in that matter. The “record” consists of all testimony or comment presented at the meeting and all documents or exhibits that have been submitted in connection with the matter being considered. All documents, including maps, drawings, and staff reports, should be admitted as numbered exhibits during the public meeting.

6.3.3 Workshops
Workshops will be routinely scheduled to discuss and obtain public input on Town issues. Workshops allow Town Commission members to discuss and work out details of an issue prior to formal consideration. Routine workshop topics include the annual budget development, policy development, and ordinance development or updates. Agendas are developed; however, no legislative decisions occur during a workshop. Monthly workshops should be advertised as a standing public meeting, one time per year, in the newspaper.

6.4 Meeting Minutes

Minutes will contain all motions and decisions. The details of all discussion will be documented in the minutes in an executive summary style to include enough detail so that the basics of an issue can be referenced at a later date.

No addresses will be recorded in the minutes unless the inclusion of an address is directly germane to the issue discussed or at the request of the person residing at that address.

All documents presented for discussion at a meeting will become part of the minutes and any voting meeting member may request that material be included in the minutes under his/her report. This material will be identified by subject in the minutes. A hard copy will be added to the hard copy minutes and a link to the material made in the electronic minutes. The Chair of a meeting or workshop is responsible for developing the draft minutes. The Town Clerk, or designee, will provide the Chair as well as all voting meeting members with draft minutes for review. The Chair will then suggest edits as appropriate and the Town Clerk, or designee, will disseminate the final draft minutes to voting board members of the meeting. Draft minutes will be emailed to voting board members as soon as possible after each meeting – the goal being within five working days following the meeting. The draft minutes will also be posted on the Town website. All minor corrections brought to the attention of the Staff will be automatically corrected and an email sent to alert meeting members that a change has been made. If a suggested correction/edit cannot be validated by staff reference to recorded data, the requested change will be postponed for discussion at the earliest following meeting, and reference made to the request in the meeting agenda. Minutes are the official written record of a meeting and as such, they should be correct. All minutes should be unanimously approved; however, if a voting meeting member desires to vote against approval of meeting minutes said member must state objection during the meeting in which meeting minutes are to be voted on.

All meetings and workshops may be recorded by audio and/or video means to enable accurate development of official meeting minutes.

6.5 Policy Manuals

All Town employees shall review this manual and the Personnel Policy Manual upon employment with the Town and within 30 days of any changes to either/both Manual(s). Once the manual(s) has/have been reviewed, employees shall sign the Employment Agreement (Personnel Policy, Appendix II) and the Town Administration Official will maintain records of this review.
APPENDIX I - FINES AND FEES CHART

### BUSINESS TAX (Ref: Shalimar General Ordinances Table 13.04.03)

<table>
<thead>
<tr>
<th>Business Tax Category</th>
<th>Cash or Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Business Tax - Home Businesses</td>
<td>$10.00</td>
</tr>
<tr>
<td>2. Business Tax - Sale or Consumption of Alcohol</td>
<td>$50.00</td>
</tr>
<tr>
<td>3. Business Tax - Retail Stores</td>
<td>$50.00</td>
</tr>
<tr>
<td>4. Business Tax - Auto service and/or filling (gasoline) stations</td>
<td>$50.00</td>
</tr>
<tr>
<td>5. Business Tax - Peddlers and house to house solicitors</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

Peddlers and solicitors must provide names and photo id for everyone participating in any sales. Soliciting hours are from 10:00 a.m. – 4:00 p.m.

<table>
<thead>
<tr>
<th>Business Tax Category</th>
<th>Cash or Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>6. Business Tax - Curb market vendors (temporary facilities)</td>
<td>$15.00</td>
</tr>
<tr>
<td>7. Business Tax - Automobile dealers, new and used</td>
<td>$50.00</td>
</tr>
<tr>
<td>8. Business Tax - Service establishments (example-laundry)</td>
<td>$50.00</td>
</tr>
<tr>
<td>9. Business Tax - Professionals (legal, medical, dental, real estate, etc.)</td>
<td>$60.00</td>
</tr>
<tr>
<td>10. Business Tax - Financial institutions</td>
<td>$375.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Business Tax Category</th>
<th>Cash or Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>11. Business Tax - Charter Vessels based on length</td>
<td></td>
</tr>
<tr>
<td>101-150 feet</td>
<td>$350.00</td>
</tr>
<tr>
<td>81-100 feet</td>
<td>$250.00</td>
</tr>
<tr>
<td>61-80 feet</td>
<td>$150.00</td>
</tr>
<tr>
<td>0-60 feet</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Business Tax Category</th>
<th>Cash or Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>12. Business Tax – Marina</td>
<td>$375.00</td>
</tr>
<tr>
<td>* plus $3 per available non-live-aboard wet slip and $3 per available dry storage lot</td>
<td></td>
</tr>
<tr>
<td>* plus $120 per each wet slip designated as live-aboard. Live-aboard slips are to be taxed in increments of 10 per year. Maximum number of live-aboard slips is 20.</td>
<td></td>
</tr>
</tbody>
</table>

Marina owners/operators must designate and list the slips that will be used for live-aboard(s) as part of the annual business license renewal. Changes to this list must be updated at Town Hall and failure to do so may result in all slips being licensed as live-aboard at the next license renewal.

<table>
<thead>
<tr>
<th>Business Tax Category</th>
<th>Cash or Check</th>
</tr>
</thead>
<tbody>
<tr>
<td>13. Business License – Hotel</td>
<td>$375 plus $14 per room per year</td>
</tr>
</tbody>
</table>

### CONTRACTORS TRACKING CERTIFICATES

| Contractor Tracking Certificate | $20.00 |

### ZONING COMPLIANCE/DEVELOPMENT PERMIT FEES (Building Permits)

<table>
<thead>
<tr>
<th>Estimated Cost of Construction</th>
<th>$10.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>$200.00 to $999.99</td>
<td></td>
</tr>
<tr>
<td>$1,000.00 to $4,999.99</td>
<td>$20.00</td>
</tr>
<tr>
<td>$5,000.00 to $24,999.99</td>
<td>$30.00</td>
</tr>
<tr>
<td>$25,000.00 to $99,999.99</td>
<td>$40.00</td>
</tr>
<tr>
<td>$100,000.00 and up</td>
<td>$50.00</td>
</tr>
</tbody>
</table>
### SIGN PERMIT FEES

<table>
<thead>
<tr>
<th>Estimated Cost of Sign</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>$100.00 to $499.99</td>
<td>$10.00</td>
</tr>
<tr>
<td>$500.00 to $999.99</td>
<td>$20.00</td>
</tr>
<tr>
<td>$1,000.00 to $1999.99</td>
<td>$30.00</td>
</tr>
<tr>
<td>$2,000.00 and up</td>
<td>$40.00</td>
</tr>
</tbody>
</table>

### CONCURRENCY EVALUATION REVIEW

<table>
<thead>
<tr>
<th>Fee Per Building</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Multi-family project</td>
<td>$10.00</td>
</tr>
<tr>
<td>2 Commercial project</td>
<td>$100.00</td>
</tr>
<tr>
<td>3 Single-family project (New Service)</td>
<td>$10.00</td>
</tr>
</tbody>
</table>

### DEVELOPMENT ORDERS

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Major</td>
<td>$300.00</td>
</tr>
<tr>
<td>2 Expedited</td>
<td>$200.00</td>
</tr>
<tr>
<td>3 Application for rezone plus expenses for advertising, mailing and administrative fees</td>
<td>$75.00</td>
</tr>
<tr>
<td>4 Application for variance and vacations plus expenses for advertising, mailing and administrative fees</td>
<td>$75.00</td>
</tr>
<tr>
<td>5 Application for special exception plus expenses for advertising, mailing and administrative fees</td>
<td>$75.00</td>
</tr>
<tr>
<td>6 Appeal decision of administrator (refundable if the complainant prevails)</td>
<td>$25.00</td>
</tr>
<tr>
<td>7 Zoning amendment petition review</td>
<td>$75.00</td>
</tr>
</tbody>
</table>

### MISCELLANEOUS FEES

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Cherokee Park Deposit - refundable</td>
<td>$40.00</td>
</tr>
<tr>
<td>2 Conference Room Rental - non-resident</td>
<td>$25.00</td>
</tr>
<tr>
<td>3 Trailer Storage - per 6 months</td>
<td>$60.00</td>
</tr>
<tr>
<td>4 Snug Harbor Parking Permit - per year</td>
<td>$60.00</td>
</tr>
<tr>
<td>5 Marquee posting for non-Resident</td>
<td>$5.00</td>
</tr>
</tbody>
</table>

### FINES (Ref: Shalimar General Ordinances)

<table>
<thead>
<tr>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Nuisance Fine - per day</td>
<td>up to $500.00</td>
</tr>
<tr>
<td>2 Curfew fine after first warning</td>
<td>$100.00</td>
</tr>
<tr>
<td>3 Parking on street or right-of-way</td>
<td>$25.00 up to $250.00</td>
</tr>
<tr>
<td>4 Interference with Animal Control Officer</td>
<td>$100.00</td>
</tr>
<tr>
<td></td>
<td>Animal Control fines</td>
</tr>
<tr>
<td>---</td>
<td>----------------------</td>
</tr>
<tr>
<td>6</td>
<td>Animal not spayed or neutered when picked up by Animal Control</td>
</tr>
<tr>
<td>7</td>
<td>Accident Reports</td>
</tr>
</tbody>
</table>

**UTILITY TAXES AND FRANCHISE FEES**

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Utility taxes are 10% of gross revenues collected from gas, water, and electricity (electric after first 500 KW for residential)</td>
</tr>
<tr>
<td>2</td>
<td>Communication taxes are 5% of gross revenue on telecommunications, video, direct-to-home satellite, and related services</td>
</tr>
<tr>
<td>3</td>
<td>Gulf Power franchise fees are 3% of gross income</td>
</tr>
<tr>
<td>4</td>
<td>Okaloosa Gas franchise fees are 6% of gross revenues collected</td>
</tr>
<tr>
<td>5</td>
<td>Waste Management franchise fees are 2% of gross revenues collected</td>
</tr>
</tbody>
</table>
HOLD HARMLESS AGREEMENT BY
AND BETWEEN SHALIMAR RESIDENT AND
THE TOWN OF SHALIMAR

I, _____________________________, of _________________________, hereby agree to accept full responsibility for the temporary use of equipment owned by the Town of Shalimar. I accept the equipment as suitable for my purposes in its current condition, and agree to return the equipment in like condition or reimburse the Town for costs incurred in returning the equipment to like condition. I assume total responsibility for the use of this equipment and agree to hold the Town of Shalimar harmless for any and all damages or injuries that may occur during the use of this equipment. **Use of Town equipment for commercial purposes or non-resident use is strictly prohibited. If it is determined that I did use this equipment for other than my own personal use, I realize I will lose any and all privileges for future use of Town equipment.**

Equipment to be used: ________________________________

If trailer, what are you hauling: ________________________

Expected date(s) of use: _____________________________

Location of use: __________________________________

Signature: ______________________________ Date: ____________

Printed Name: ______________________________

Street Address: ________________________________

Witness Signature: ______________________________
APPENDIX III - TRAVEL VOUCHER

Town of Shalimar

TRAVEL EXPENSE REPORT

Reason for travel:
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

<table>
<thead>
<tr>
<th>Expense Type</th>
<th>Date</th>
<th>Date</th>
<th>Date</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class A Per Diem</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>($50/day, 12.50/qtr., day=6am-6am)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Lodging</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tips</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Air Travel</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ground Transportation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Rental Car</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal Auto</td>
<td>_____miles</td>
<td>_____miles</td>
<td>_____miles</td>
<td></td>
</tr>
<tr>
<td>Miles x .445 = $_____</td>
<td>______</td>
<td>______</td>
<td>______</td>
<td></td>
</tr>
<tr>
<td>*Other Expense (Describe)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Asterisked items normally require receipt.

Total expenses claimed: $___________

Signed: ___________________________ Date ________________.
APPENDIX IV - HOLD HARMLESS AGREEMENT

Town of Shalimar
Storage and Vehicle Parking Hold Harmless Agreement

☐  Boat Trailer Storage (trailer info/tag # _____________________________)
☐  ROW Parking Spot Number: __________
☐  Other: __________________________________________________________

I (the undersigned), do hereby agree and attest that as part of my agreement with the Town of Shalimar allowing the parking of my vehicle (or my guest's vehicle) or storage of my boat trailer on Town property THAT:

1. I have been provided a copy of the appropriate Rules and further agree to abide by those rules.

2. I agree that the Town of Shalimar shall have no liability for any and all damages that may be sustained for any reason to my vehicle (or my guest's vehicle) or my boat trailer, while located on Town property. I also hold the Town harmless from all liability for any damages to any property or any injury as a result of operating my vehicle (or my guest's vehicle) or my stored boat trailer on Town property for any reason.

Signed,
______________________________________________  Date _______________________
Signature
______________________________________________
Printed name

Renewal Notice Mailing Address:
________________________________________________________

Phone: _____________________________
Email: _____________________________
APPENDIX V - ROW PARKING AND BOAT TRAILER STORAGE RULES

Town of Shalimar

Boat Trailer Storage Rules

1. Storage is restricted to empty boat trailers registered to Shalimar residents. Storage is limited to one item per household.
2. Registration must be current and trailer must be kept in road worthy condition.
3. Before a trailer is stored, a Storage and Vehicle Parking Hold Harmless Agreement (Appendix IV) will be signed.
4. An annual storage fee of $120.00 ($10.00 per month) will be due to Town staff on April 1st of each year. Slots allocated after payment due dates will be prorated to the next payment period; any storage applications for less than 6 months must include payment for the following year.
5. Storage locations will be assigned by Town Staff. Vacated storage locations will be offered according to a waiting list maintained in Town Hall. No fee storage on a temporary basis (less than two weeks - may include other type vehicles) must be pre-coordinated with Town Staff according to Town policy.
6. On site repairs are limited to minor repairs to maintain minimum road worthiness.
7. All damage inflicted by or occurring to an owner’s stored trailer will be reported to the Shalimar Police Department immediately.
8. Violation of these rules will result in trailer being towed to a commercial impound lot at the owner’s expense.

Snug Harbor ROW Vehicle Parking Rules

1. Before a spot is assigned, a Storage and Vehicle Parking Hold Harmless Agreement (Appendix IV) must be signed.
2. No portion of a permitted vehicle will be allowed to extend past the edge of any roadway.
3. Vehicles utilizing permitted parking will be limited to:
   - Passenger vehicles and PU trucks (not to exceed 19 feet in length);
   - Vehicles that are currently licensed, registered, and roadworthy; and
   - No commercial advertising will be allowed on permitted vehicles.
APPENDIX VI - DEVELOPMENT FORMS

- Development Flow Diagram
- Application for Development
- Application for Single-Family Residential (SR) Development
- Application for Multi-Family Residential (MR) Development
- Application for Variance (VAR)
- Application for Vacating Public Land and Easements (VAC)
- Application for Rezoning (REZ)
- Application for Special Exception (SE)
- Application for Commercial, Planned Use Development and Mixed-Use Developments

APPENDIX VII - CONTINUITY DOCUMENTS LIST (DEPUTY CLERK MAINTAINED).

1. Police Department Support
2. Maintenance Department Support
3. Contractors Tracking Certificate (CTC) Processing
4. Business Tax Registration (BTR) Processing
5. House Watch Request Processing
6. Marquee Requests and Posting
7. Equipment Rental
8. Building Permit Processing
9. Resident Database
10. Town Website Maintenance
11. Filing and Email & Records Management
12. Processing Daily Mail
13. Facebook Page Upkeep
14. Reservations (Cherokee Park)
15. Reservations (Conference Room)
16. Receipts and Weekly Deposit
17. Part-time Leave Reports for Payroll
18. Preparation for all Meetings and Workshops
19. Agenda and Minutes Drafting and Publishing
20. QuickBooks Reconciliation
21. Leave Spreadsheets
22. OCLOC Website Maintenance
23. Tidbits Newsletter Development
24. Drafting and Submitting a Legal Advertisement
25. How to Mail Merge
26. Inventory Control
27. OCLOC Secretary Responsibilities
28. Ordinance Changes
29. Processing Resolutions and Policy Updates
30. Town Hiring Process
31. BTR Renewal Process
32. CTC Renewal Process
33. Trailer Storage
34. Snug Harbor Right-of-Way Parking
35. Annual Audit Support
36. Election Process
37. New Commission Process
38. Email Forwarder Process
39. Adding New Commission to website, etc.