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1.0 POLICY ADOPTION

1.1 Resolution 2011-05

This Administrative Policy is adopted by Resolution 2011-05, effective July 12, 2003.

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.

Appreciation Plaques will be presented to the Mayor and Commissioners when they leave the Commission if they have completed a full term of office. Other plaques and recognition awards may be given, when funding allows, at the discretion of the Commission, individual commissioners and department heads.

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 Commission. Any commission member or Town employee who makes a reservation for a specific function and does not attend shall be responsible for any charges incurred for that event.

2.1.2 Town Marquee

Town Marquee use shall be for the benefit of Shalimar residents and is not to be used for commercial purposes. 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. Messages shall have the following priority:

1. Town Business
2. Shalimar Residents
3. Shalimar Businesses
4. School Information
5. Non-profit Organization Information
6. Military Information
7. Neighboring municipal or county resident and business Information

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 ten (10) pages, there will be a charge of \$0.10 per page side. If the resident furnishes paper, the charge will be \$0.05 per page side. This price schedule also applies to all requested copies of Town public records. 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 Manager. 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.

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.

2.2 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 Informational Databases

The Administrative Department shall maintain the following databases:

- Contractor Tracking Certification database
- Zoning Compliance (Building) Permit database
- Business Tax Database
- Resident Name and Address Database
- Financial Accounting Database
- Original copies of approved Ordinances, Resolutions and Proclamations
- All incoming and Town-generated Public Records (including official e-mail)

2.3 Taxes, Permits, and Licenses

2.3.1 Business Taxes

Receipts for payment of business taxes will be signed by the Mayor and a Town Administrative Official. The Fee schedule changes by resolution or ordinance and is kept on file in the Administration Office.

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 a Town Administrative Official. 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 following schedule:

<u>Estimated project cost</u>	<u>Fee</u>
\$200 - \$999.99	\$10.00
\$1000- \$4,999.99	\$20.00
\$5,000- \$24,999.99	\$30.00
\$25,000 - \$99,999.99	\$40.00
\$100,000 and up	\$50.00

2.3.4 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.

2.4 Meetings

2.4.1 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. Advertising requirements for Commission Meetings can be found in the Shalimar Code of Ordinances, Chapter 58, Section 58-102. The agenda for Commission meetings shall be finalized and posted in front of Town Hall, as well as e-mailed to all commissioners, by close of business on the Friday prior to the meeting. The Town Administrative Official is responsible for recording the meeting minutes. A draft of Commission meeting minutes will be disseminated to Commissioners for review no later than 8 working days after the meeting. A final draft is due no later than 7 working days prior to the next scheduled meeting. Minutes will be approved during the following Commission meeting.

2.4.2 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. Advertising requirements for this meeting can be found in the Shalimar Code of Ordinances; Chapter 58, Section 58-102. 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.

2.5 Tidbits Newsletter

The Tidbits newsletter is published quarterly by the Administrative Department and is mailed to all residents and business Occupational License 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 the month prior to the mailing month.

2.6 Inventory

Department heads are responsible for inventory control within their departments. All non-consumable property with an initial value of \$200.00 - \$500.00 will be kept on a List of "Uncontrolled Property." Non-consumable property with an initial value of over \$500.00 will be kept on a "Controlled Property" list. Both lists will include property descriptions, dates of purchase, and purchase prices. Both lists will also annotate details of property disposal. A current Controlled Property list will be forwarded annually to the Town Manager in August. The disposal of all listed property will be coordinated with the Town Manager and according to Code of Ordinance Sec. 2-179. Property with an estimated value of at least \$50.00 will normally be sold, recycled, or given to a charitable organization.

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 Manager records the receipts in the financial bookkeeping software and makes bank deposits. As a checks 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.



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. Prior to issuance for travel purposes, a Travel Expense Report (see Article IV - Travel Policy (page 11)) detailing expected expenses and approved by the Department Head must be presented to a Town Administrative Official.

3.2 Grant Management

3.2.1 Grant Financial Transactions

Grant Financial Transactions shall be conducted in accordance with Chapter 2, Article V of 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

In April, the Financial Administrator will issue written budget guidance and a proposed schedule to all Department Heads, Committee Chairs, and Commissioners.

4.1.2 Budget Workshop 1: Department Head Presentations and Financial Forecast

During the month of May, Department Heads 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 Commission. Department Heads will be present to answer Commission questions on their recommendations. The Financial Administrator will also present a five year forecast of all funds and capital improvements to the Commission.

4.1.3 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 Heads, Committee Chairs, and Commissioners. The Financial Administrator will also craft a millage rate recommendation for the coming tax year.



4.1.3.1 Steps to Establish the Millage Rate (The Local Government TRIM Timetable)

Using 1 July as the date of certification and showing the range of dates (minimum to maximum) that are utilized for scheduling are as indicated below. These dates are maximums.

1. Property Appraiser certifies on Form DR-420, to each taxing authority, the taxable value within the jurisdiction of the taxing authority. (The time periods shall be determined by using the date of certification of value or 1 July, whichever date is later, as day 1).
2. Within 35 days (4 August) of certification of value, each taxing authority shall advise the Property Appraiser (Form DR-420) of the following:
 - Proposed millage rate
 - Current year rolled-back rate (computed pursuant to section 200.065, F.S.)
 - The date, time and meeting place of the Tentative Budget Hearing
3. Not later than 55 days (24 August) after certification of value the Property Appraiser shall mail out the Notice of Proposed Property Taxes (Form DR-474, TRIM Notice) pursuant to section 200.069, F.S.). If a review notice has been issued pursuant to section 193.1142, F.S., the TRIM Notice may not be sent until the Department has approved the assessment roll.
4. Between 65/80 days (3 – 18 September (assuming notice is mailed 24 August)) taxing authority tentatively adopts millage and budget at the tentative millage and budget hearing. This hearing cannot be held sooner than 10 days following the mailed TRIM Notice.
5. Between 80/95 days (18 September – 3 October) taxing authority advertises (in newspaper) final millage and budget hearing within 15 days after the tentative millage and budget are adopted.
6. Between 2-5 days after advertisement (20 September – 8 October) taxing authority holds final millage and budget hearing no sooner than 2 days nor later than 5 days after it is advertised in the newspaper. Adopts final millage and budget.
7. Within 3 days after adoption (23 September – 11 October) taxing authority forwards resolution or ordinance adopting final millage to Property Appraiser and Tax Collector. No later than 3 days typically, after the Value Adjustment Board (VAB) Property Appraiser certifies final tax roll to taxing authorities. Form DR-422.
8. No later than 3 days after receipt of notice of final taxable value (Form DR-422) taxing authority completes and certifies Form DR-422 to Property Appraiser.
9. Within 30 days final millage and budget adoption taxing authority certifies compliance with F.S. 200.065 and 200.069 to Department of Revenue Form DR-487.

4.1.4 Budget Workshop 2: Budget Review

In June, the Finance Commissioner will host a second Budget Workshop to present the draft budget and the Financial Administrator's millage rate recommendation to the 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.



4.1.5 Public Hearing

Prior to final adoption, the Commission will hold a public hearing to seek citizen input on the proposed budget

4.1.6 Adoption

The Finance Commissioner will present a final budget proposal to the 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 Heads/Commissioners may request budget adjustments between expenditure line items within their department on a quarterly basis by completing the approved budget amendment form. The Department Head /Commissioner shall complete the form, sign and submit to the Financial Administrator to be forwarded to the Finance Commissioner for approval (Sunshine Law). Adjustments may be authorized so long as there is no net impact to the Adopted Budget. Otherwise, an amendment will be required.

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 on the form. The budget amendment will then be entered into the budget system by the Financial Administrator. The date posted will be noted on the form, along with the initials of the person who entered the amendment. All original budget amendment forms will be maintained in the permanent file vault according to State law. 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 head and conduct 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 Finance Administrator will provide the Finance Commissioner with a report activity within each budget category and provide a summary on budget status. The Finance Commissioner will provide the Commission with a budget status report each month.

4.2.5 Deficits

In the event of a projected year-end deficit, the Finance 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 a Department Head, 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 Commission. All reimbursable expenses must be annotated on the Travel Expense Voucher 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 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 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 Manager 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 Manager 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 manager 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.

6.0 EMPLOYEE ORGANIZATIONS AND JOB DESCRIPTIONS

6.1 Organization

6.1.1 Workforce Organization

The Town's paid workforce will be organized into the following three departments with respective Department Heads:

Department	Department Head
Administrative Department	Town Manager
Police Department	Chief of Police
Maintenance Department	Maintenance Department Head

6.1.2 Commission Organization

Departments will be administratively supervised by the Town Manager as approved by the Town Commission. The Town Commission will appoint Department Heads. The Mayor will appoint an oversight Commissioner in each of the following jurisdictions.

- Finance, Administration
- Police
- Special Projects
- Streets, Roads, and Maintenance

Commissioners will exercise oversight of their assigned departments through the Town Manager. Oversight disputes between a responsible Commissioner and the Town Manager will be brought before the Town Commission for resolution.



6.2 Job Descriptions

These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related duties as required.

6.2.1 Town Manager Duties

- Ensure Municipal and departmental compliance with Federal laws and Codes, Florida Statutes, County Ordinances, Shalimar Ordinances and with Shalimar Town Policies.
- Act as the "Administrative Official", "Town Financial Director" and the "Town Clerk" as described in the Shalimar Code of Ordinances.
- Design and implement Town Policies in support of Town Commission directives and objectives.
- Administer the annual Town budget procedures
- Oversee acquisition of Town property and services.
- Act as advisor to the Commission for human resource issues and policy.
- Oversee Town grant acquisition and management.
- Oversee Town records and information management.
- Act as Town focal point for Florida regional and Okaloosa County planning and inter-local cooperation.
- Attend all Town Commission meetings and act as liaison between the Commission and all Mayor/Commission appointed boards and committees.
- Serve in an advisory capacity regarding all personnel and administrative matters within each department.
- Act as the liaison between Dept. Heads and the Commission.

6.2.2 Chief of Police Duties

The Chief of Police will provide direct operational supervision of the Police Department and coordinate appropriate administrative issues with the Town Administrative Department. Specific duties include:

- Plans, organizes and directs all activities of the police department. Formulates long-range plans, goals, objectives and policies for the department.
- Appraises crime prevention and law enforcement problems of the city, develops efficient police solutions and adjusts departmental methods to meet new situations and improve existing operations and effectiveness.
- Controls expenditures of departmental appropriations and prepares department budget.
- Supervises training of members of the police department.
- Advises and assists police officers in routine criminal or other investigations.
- Receives and responds to complaints. Attends, conducts and addresses meetings at public gatherings to explain the activities and functions of the police department.
- Work and cooperate with County, State, Federal and all other police agencies in all police-related matters.
- Performs routine administrative functions.
- Selects, assesses and makes recommendations to the Town commission regarding department operations and programs.
- Prepares reports as required regarding operations, programs and statistical data.
- Maintain department inventory according to Town Policy.



6.2.3 Maintenance Dept. Head Duties

The Maintenance Department Head will provide direct operational supervision of maintenance staff and coordinate with the Administrative Department. Specific duties include:

- Survey Town daily for obvious maintenance needs and schedule/provide required corrective action.
- Assist other departments as required.
- Maintain equipment and vehicles within the ability/capability of Town resources.
- Monitor contract maintenance and keep Town Manager advised of problem areas.
- Administer department budget and formulate annual budget requirements.
- Maintain department inventory according to Town Policy.
- Supervise, train and assign tasks to maintenance personnel according to ability, priority and resources.
- Perform building maintenance within capability.
- Inspect, maintain and repair park equipment.
- Inspect, maintain and repair storm drainage systems.
- Maintain master tasking list and weekly tasking schedule.
- Maintain department inventory according to Town Policy.

6.2.4 Deputy Town Clerk

- Be responsible for the proper administration of the business of the Town and act as the Administrative Official and Town Clerk in the absence of the Town Manager.
- Perform all general office duties as assigned, including typing, filing, bookkeeping, computer records, word processing, telephone operation, messages, mail handling, reconciling bank accounts, correspondence and other official daily business.
- Prepare Agenda Packets for the Mayor, Commissioners and Town Attorney for all Town Commission meetings.
- Provide all notifications of meetings to the necessary individuals, agencies and appropriate news media and ensure that notices are posted on the Town bulletin board located in front of Town Hall.
- Record and prepare minutes for all meetings indexed in the prescribed manner.
- Prepare Business Tax Receipts and maintain current records of all businesses.
- Prepare Contractor Tracking Certificates and maintain current records of all certificate holders.
- Make appointments/reservations for all Town Officials as required.
- Assist the Town Manager in the performance of his/her duties as assigned on a daily basis.
- Become familiar with the duties of Town Manager in order to facilitate a smooth transition of duties in event of extended absence or separation of the Town Manager.
- Collect and post all messages on the Town marquee.
- Maintain and update the official Town website.
- Maintain a record of Commissioner attendance at scheduled meetings and report the third absence of a Commissioner in any 6-month period to the Commission.
- Maintain a record of all approved special exceptions currently in effect.

