INITIAL MEETING OF THE KISSIMMEE UTILITY AUTHORITY TO BE HELD MONDAY, JUNE 3, 1985, AT 6:00 P.M., IN THE SECOND FLOOR CONFERENCE ROOM OF THE MUNICIPAL ADMINISTRATION BUILDING, KISSIMMEE, FLORIDA.

1. MEETING CALLED TO ORDER
   (Acting Chairman, Bruce VanMeter)

2. INVOCATION AND PLEDGE OF ALLEGIANCE

3. NEW BUSINESS

   A. ELECTION OF OFFICERS

      The Charter of the Kissimmee Utility Authority provides that "An election of officers of the Utility Authority shall be held at the first regular meeting at which all members are present following the appointment of a new member for a full term, but not later than the fourth meeting following the appointment."

      Officers to be elected are:

      1. Chairman
      2. Vice Chairman
      3. Secretary
      4. Assistant Secretary

   B. DISCUSSION OF CURRENT LEGAL STANDING

      The current legal standing and duties and obligations of the Authority between now and October 1 need to be discussed. Questions concerning the adoption of the 1985-1986 budget and associated rate changes need to be resolved.

   C. DISCUSSION OF RULES FOR CONDUCTING MEETINGS

      The Kissimmee Utility Authority Charter provides that "The Utility Authority shall adopt rules for the conduct of its meetings. No action shall be taken by the Utility Authority except by the affirmative vote of at least three (3) members."

      It is recommended that Roberts Rules of Order be adopted for the conduct of the Authority meetings.

      Another area which needs to be resolved is at what point does an Authority member divulge a conflict of interest to the rest of the Authority on a given issue.

   D. DISCUSSION OF LEGAL REPRESENTATION

      It is important that the Authority establish legal representation as quickly as possible. The City Attorney was asked to provide legal representation to the Authority for tonight's meeting on an interim basis. Determination of the Authority's permanent legal representation is of utmost importance.

   E. TOURS OF FACILITIES

      To facilitate the Authority members' orientation and to enhance their background, it is recommended that the physical facilities of the Kissimmee Electric Utility be inspected by them. It is recommended that three separate inspection trips be taken in the near future by all new Authority members who have not visited these sites. These tours are:

      1. Power Plant and Airport Substation
      2. Marydia, Taft and BVL Stanton
      3. Energy Center
Agenda - Kissimmee Utility Authority
June 3, 1985

It is recommended that the times and dates for these inspection tours be established for those Authority members desiring to participate.

F. TOPICS FOR FUTURE MEETINGS

Following are some key topics which need to be discussed in the near future to facilitate the orientation of the new Authority members and/or to facilitate the transition to the Authority structure on October 1, 1985:

1. Bond Situation - It is recommended that the Electric Utility's financial team present a workshop to the Authority on our current bond situation. Toby Wagner, the City's financial advisor, along with representatives from Merrill Lynch, who have in the past been the City's lead underwriters, should participate in this presentation.

2. Management Contract - Jean Bennett, the City's Finance Director, is in charge of developing the initial draft of the management contract necessary to be agreed upon between the City and the Utility Authority. This management contract will cover such areas as personnel, data processing, inventory, risk management, finance, accounting and purchasing. It is intended to ask Jean Bennett to present to the Authority the major elements for consideration in this management contract.

3. Budget Process - Authority members have received a copy of the 1984/1985 budget for the Electric Utilities Department. The 1985/1986 budget is currently being developed. It is intended that a representative of the City's Finance Department will describe to the Authority the mechanical aspects of the budget and the budget process.

4. Financial Reporting - It is intended that a presentation be made to the Authority on the current financial reporting system and the current periodic reports which are available. Also under this topic there should be a discussion of the assets and liabilities which are to be transferred from the City to the Authority on October 1, 1985.

5. Purchasing Procedures

6. Investment Procedures

7. Personnel - What rights or seniorities should be preserved when hiring personnel from the City need to be established. Areas of consideration are pension, vacation, seniority and others. These can or cannot be established through reciprocal arrangements with the City, depending on the policy established by the Authority.

8. 5-Year Staffing Plan - The City Manager has indicated that in order to "make these transitions as smoothly as possible" it is desirable to plan in advance when the Authority will provide for its own personnel, auditing, purchasing and/or construct its own administration center. A 5-year staffing plan would provide for this desired information.

G. AUTHORITY MEETING WITH ALL EMPLOYEES

It is recommended that a meeting time and place be established for the Authority members to introduce themselves in an informal setting to a general meeting of all employees of the Electric Utility. This will enable the employees to become familiar with the new policymaking group which will govern their work activities in the future.
4. NEXT MEETING
   Establish time and date.
5. HEAR ATTORNEY, UTILITY DIRECTOR, AUTHORITY MEMBERS
6. ADJOURNMENT
SECOND MEETING OF THE KISSIMMEE UTILITY AUTHORITY TO BE HELD THURSDAY, JUNE 27, 1985, AT 7:00 P.M., IN THE THIRD FLOOR CONFERENCE ROOM OF THE MUNICIPAL ADMINISTRATION BUILDING, KISSIMMEE, FLORIDA.

1. MEETING CALLED TO ORDER

2. INVOCATION AND PLEDGE OF ALLEGIANCE

3. PRESENTATIONS

   A. KUA ORGANIZATIONAL CHART

      At the previous meeting, the Authority members requested that a presentation be made on the organization of the Kissimmee Utility Authority. A copy of the organizational chart is included in the members' packets. This chart will be discussed by the Utility Director.

   B. FINANCIAL REPORTING SYSTEMS

      The current financial reporting and the current periodic reports which are available will be discussed by Jean Bennett, the City's Finance Director, and John Hearn, the Assistant Finance Director for the City. Also under this topic, the assets and liabilities which are to be transferred from the City to the Authority on October 1, 1985, will be discussed.

   C. THE BUDGET PROCESS

      Jean Bennett and John Hearn, from the City's Finance Department, will discuss the budget process as it currently exists and also describe current budget documents which are available. The purpose of their presentation is not to go into the details of this current year's budget, but to describe the process in general. Budget meetings to discuss next year's budget will be scheduled jointly with the City Commission.

4. UNFINISHED BUSINESS

   A. TRANSITION CALENDAR OF EVENTS

      Included in the Authority members' packets is a draft of a calendar of events which need to take place between now and October 1. It is recommended that the Authority approve the calendar schedule.

   B. KUA LOGO

      At the previous meeting the winning entries from the employees' logo contest were shown to the Authority members. It would be beneficial to adopt an official logo for the Kissimmee Utility Authority as soon as possible. It is necessary to order many essential items which should have the logo affixed (stationery, vehicle and clothing emblems, checks, etc.). The Finance Director indicates that it will be necessary to order new checks the first of July in order to continue business on October 1 when the Authority comes into being. These checks will have to be ordered either with or without the new logo.

      At the last meeting it was asked that examples of the winning entry be shown to the Authority members in various sizes as it may appear on letterhead and/or business cards. Examples of these various size logos have been included in the members' packets for their consideration. As can be observed, the winning entry which is very distinctive and uncomplicated, works well when reduced. It is very easily recognized and readable. It is recommended that the winning entry, as shown in the members' packets, be adopted as the new Authority logo.
C. OFFICIAL TITLES

At the last meeting it was discussed that there are no official titles for the Authority members. In that the Charter does not designate titles for the Authority members, it was suggested that the Authority members be considered the Board of Directors of the Kissimmee Utility Authority, with each of their official titles being Director. To avoid confusion, this would necessitate changing the title of the Utility Director. The title of General Manager was suggested.

It is recommended that the Utility Authority members be referred to as the Board of Directors of the Utility Authority with their official title of Director, and that the Utility Director, as referred to in the Charter Ordinance of the Authority, in the future be officially referred to as the General Manager of the Kissimmee Utility Authority.

D. LEGAL REPRESENTATION

At the last meeting, the firm of Brinson, Smith, Heller and Smith, through Ed Brinson, was requested to consider accepting the position of legal representation to the Kissimmee Utility Authority and to present to the Kissimmee Utility Authority a fee proposal for such services. Ed Brinson has indicated that he will be prepared at this meeting to indicate the decision of his firm regarding this issue. If Brinson, Smith Heller and Smith firm accepts the offer of the Kissimmee Utility Authority, they will have a fee proposal available at this meeting.

5. NEW BUSINESS

A. TEMPORARY EMPLOYEE

In the 1985-86 budget we are recommending the addition of a Secretary in the Director's Division. This is necessary due to growth in the Division, including the recent addition of a Staff Engineer and Rate & Financial Analyst. The need for this is increased by the added secretarial needs of the KUA Board. We would like to continue the services of a Kelly Services person from now through the start of the next budget year on October 1.

In the last couple weeks we have utilized Kelly Services for some added secretarial needs. Our needs have been acute, especially with the unexpected call to jury duty of the Director's Administrative Secretary. The cost for continuing this service from now through October 1 would be approximately $4,420. These funds are available in the 1985 budget due to personnel turnover.

We plan to agenda this item on the next available Commission meeting, which will be July 9, to ask for their concurrence on the plan to continue with the temporary secretarial help through October 1. We recommend that the Authority also concur with this plan and formally recommend this to the City Commission.

6. HEAR ATTORNEY, UTILITY DIRECTOR, AUTHORITY MEMBERS

7. ADJOURNMENT
AGENDA

THIRD MEETING OF THE KISSIMMEE UTILITY AUTHORITY TO BE HELD THURSDAY, JULY 11, 1985, AT 7:00 P.M., IN THE THIRD FLOOR CONFERENCE ROOM OF THE MUNICIPAL ADMINISTRATION BUILDING, KISSIMMEE, FLORIDA.

1. MEETING CALLED TO ORDER
2. INVOCATION AND PLEDGE OF ALLEGIANCE
3. APPROVAL OF MINUTES
4. PRESENTATIONS
   A. BONDING HISTORY
      Representatives from Merrill Lynch, Southeast Municipal and Freeman & Associates, as well as the Finance Director, will be present to discuss the Utility's bonding history. It is also anticipated that an update on the current market conditions, in connection with a possible refunding of the Utility's 1984 bond issue, will be made.
5. UNFINISHED BUSINESS
   A. CALENDAR
      Attached is the transition calendar of events as revised at the June 27 meeting of the Board of Directors. It is recommended that this calendar be approved by the Board.
6. NEW BUSINESS
   A. ORIENTATION TOURS
      It is desired to establish a date for a tour of the new Stanton plant which is under construction and scheduled for commercial operation in 1987. It is anticipated that during this tour the Board members would be able to discuss the management philosophy of OUC management with their management team.
      It is also appropriate to schedule an inspection tour of the Utility service vehicles and equipment. This should be a brief tour of approximately an hour in duration, around 3:00 P.M., or shortly thereafter when the majority of the fleet will be returned to the Service Center. This time can also be used to inspect the Service Center facilities which we will be utilizing under a management contract with the City.
   B. CLASSIFICATION AND PAY PLAN
      Attached is a copy of the report documenting the completed Classification and Pay Plan for the entire City (the individual job descriptions which are also a part of this report have not been included). This report was developed by Municipal Advisors Incorporated out of Virginia Beach, Virginia. John Maxwell presented this report to the City Commission at a workshop on Monday evening, July 8. Mr. Maxwell indicated that it may be appropriate to adjust the plan as presented here to meet the specific needs of the Electric Utility, especially with the development of the separate organization of the KUA.
7. HEAR DIRECTORS, UTILITY DIRECTOR, ATTORNEY
8. ADJOURNMENT
FOURTH MEETING OF THE KISSIMMEE UTILITY AUTHORITY TO BE HELD THURSDAY, JULY 18, 1985, AT 7:00 P.M., IN CITY COMMISSION CHAMBERS, MUNICIPAL ADMINISTRATION BUILDING, KISSIMMEE, FLORIDA.

1. MEETING CALLED TO ORDER
2. INVOCATION AND PLEDGE OF ALLEGIANCE
3. APPROVAL OF MINUTES
4. PRESENTATIONS
   A. PERSONNEL SERVICES
      The City's Personnel Director, Kathy Gaylor, will be present to present and discuss the Personnel Services Contract with the Board of Directors. She will also outline, in general, practices and services which she intends to perform for the Authority under that contract.

5. UNFINISHED BUSINESS
   A. CALENDAR
      The calendar was slightly revised at the last meeting. It is presented in your packets. It is recommended that this calendar be approved by the Board.

6. NEW BUSINESS
   A. BYLAWS DEVELOPMENT
      The Authority’s Attorney, Ed Brinson, has developed a draft set of bylaws as a working document for the Board to begin developing their bylaws and rules of conduct. A copy of this document is enclosed in your packets. Also enclosed are some thoughts prepared by Director Bobroff to be considered for inclusion in the bylaws.

7. HEAR DIRECTORS, UTILITY DIRECTOR, ATTORNEY

8. ADJOURNMENT
AGENDA

FIFTH MEETING OF THE KISSIMMEE UTILITY AUTHORITY TO BE HELD THURSDAY, JULY 25, 1985, AT 7:00 P.M., IN THE CITY COMMISSION CHAMBERS, MUNICIPAL ADMINISTRATION BUILDING, KISSIMMEE, FLORIDA.

1. MEETING CALLED TO ORDER

2. APPROVAL OF MINUTES

3. AWARDS & PRESENTATIONS

4. UNFINISHED BUSINESS
   A. STANTON TOUR

      (This item was continued to a time when all members of the Board were present, in order to coordinate schedules.) It is desired to establish a date for a tour of the new Stanton plant which is under construction and scheduled for commercial operation in 1987. It is anticipated that during this tour the Board members would be able to discuss with the OUC management team their construction and operating management philosophy.

   B. MANAGER OF ADMINISTRATION

      After a brief discussion of this potential new position for KUA at last week's meeting, the Board asked that it be agendaed at this meeting.

5. NEW BUSINESS
   A. FINANCIAL AND ACCOUNTING SERVICES MANAGEMENT CONTRACT

      The City's Finance Director, Jean Bennett, will be present to discuss a draft of the Financial and Accounting Service Management Contract. The Finance Director will also discuss the cost allocation for services under all management contracts.

6. HEAR GENERAL MANAGER, ATTORNEY, DIRECTORS

7. ADJOURNMENT
SIXTH MEETING OF THE KISSIMMEE UTILITY AUTHORITY TO BE HELD THURSDAY, AUGUST 1, 1985, AT 7:00 P.M., IN THE CITY COMMISSION CHAMBERS, MUNICIPAL ADMINISTRATION BUILDING, KISSIMMEE, FLORIDA.

1. MEETING CALLED TO ORDER
2. APPROVAL OF MINUTES
3. AWARDS & PRESENTATIONS
4. UNFINISHED BUSINESS

A. STANTON TOUR

(This item was continued to a time when all members of the Board were present, in order to coordinate schedules.) It is desired to establish a date for a tour of the new Stanton plant which is under construction and scheduled for commercial operation in 1987. It is anticipated that during this tour the Board members would be able to discuss with the OUC management team their construction and operating management philosophy.

B. BOND REFINANCING

The Finance Director, Jean Bennett, will give a brief update on the bond market conditions. The Finance Director will also discuss with the Board the possibilities of financing through FMPA. The FMPA options will entail the use of variable rate financing.

C. FINANCIAL AND ACCOUNTING SERVICES CONTRACT

At their previous meeting, the Board of Directors asked that the General Manager and the Attorney review the Financial and Accounting Services Contract and recommend to the Board as to its acceptance. Staff recommends that the Financial and Accounting Services Contract be affirmed by the Board of Directors for signing at their October 1, 1985, meeting. Subsequent to this affirmation, this contract will be presented to the City Commission recommending that it be signed by the Mayor and City Manager.

D. PAY PLAN WORKSHOP

At their last meeting, the Board of Directors asked that a workshop be scheduled to discuss the October 1 implementation of the pay plan. It is recommended that Wednesday, August 21, 6:00 P.M., be established for this workshop, if it meets the schedules of all of the Board members.

E. MANAGEMENT CONTRACTS

The general procedure leading to the execution of management contracts is that they will be affirmed by the Board for their execution on October 1. After this affirmation, they will be given to the City Commission recommending that the Mayor and City Manager execute these contracts prior to October 1. All management contracts will be executed after the Board of Directors acts on them after their October 1 meeting.

The Board has requested at previous meetings that the notification of cancellation of management contracts be 90 instead of 180 days (the Financial and Accounting Services Contract is excepted in that cancellation would never occur in the middle of the fiscal year except for a breach of contract). The City's Finance Director has been directed...
by the City Manager to negotiate as long a cancellation clause as possible for the management services contract. This is to enable the City to have enough lead time to react to cancellation and make suitable provisions for such cancellation. The City staff will recommend to the City Commission that no shorter than 180 days cancellation period be accepted in the management services contracts. While a shorter cancellation clause would afford the KUA maximum flexibility, it is anticipated that any assumption of services covered by these contracts could be seen at least 180 days in advance. The KUA's acceptance of the 180 days cancellation clause should not be a tremendous detriment to us. Staff's recommendation to the KUA is that this condition be accepted in the management services contracts, other than the one for Financial and Accounting Services.

F. BYLAWS

A current draft of the KUA bylaws has been prepared by the KUA Attorney. These are included in the Board’s packets. It is recommended that the final draft of the bylaws be developed and affirmed by the Board as soon as possible for their subsequent adoption at the October 1, 1985, meeting.

5. NEW BUSINESS

A. EMPLOYEE OF THE QUARTER (MONTH?)

The enclosed memorandum explains an Employee of the Quarter program suggested by the Employees' Organization's Representative Committee. It is recommended that their Employee of the Quarter program as outlined in this memorandum be adopted by the Board and consideration be given to expanding this program to an Employee of the Month program.

B. CUSTOMER SERVICE CONTRACT

Enclosed in the Directors' packets is a copy of the proposed contract for Customer Service. The payments to KUA under this contract are currently shown at $198,000. This will increase a few thousand dollars due to a needed recognition for accounts payable being held by the KUA for the Water & Sewer and Sanitation funds. This will also change somewhat due to increases in salaries to be implemented on October 1. With the above exceptions, staff recommends that the KUA affirm this contract in its present form to be authorized for signature at the October 1 meeting of the KUA.

C. SIGNATURE AUTHORIZATION

It is necessary that signature plates for checks be ordered as soon as possible. It is recommended that the Chairman and the General Manager’s signatures be affixed on all checks and that the Board authorize the Director of Finance to order signature plates and stamps and to begin using such plates and stamps beginning October 1, 1985.

The Finance Director reports that they have opened our three bank accounts and have gotten forms for our Employer I.D. Number and have ordered the new checks.

6. HEAR GENERAL MANAGER, ATTORNEY, DIRECTORS

7. ADJOURNMENT
A G E N D A

SEVENTH MEETING OF THE KISSIMMEE UTILITY AUTHORITY TO BE HELD THURSDAY,
AUGUST 8, 1985, AT 7:00 P.M., IN THE CITY COMMISSION CHAMBERS, MUNICIPAL
ADMINISTRATION BUILDING, KISSIMMEE, FLORIDA.

A. MEETING CALLED TO ORDER

B. APPROVAL OF MINUTES OF AUGUST 1, 1985, MEETING

Action: ________________________________________________________________
_________________________________________________________________

C. AWARDS AND PRESENTATIONS

D. HEAR THE AUDIENCE

E. INFORMATIONAL REPORTS (REQUIRING NO ACTION)

F. OLD BUSINESS

G. NEW BUSINESS

1. DATA PROCESSING MANAGEMENT CONTRACT

   The Finance Director, Jean Bennett, will be present to describe the cost allocation methodology for this contract. The Central Services Director, Jim Emory, will discuss the services to be provided under this agreement.

Action: ________________________________________________________________
_________________________________________________________________

2. WAREHOUSE MANAGEMENT CONTRACT

   The Finance Director, Jean Bennett, will describe the cost allocation methodology and Central Services Director, Jim Emory will discuss the services to be provided.

Action: ________________________________________________________________
_________________________________________________________________

3. FLEET MANAGEMENT CONTRACT

   Jim Emory, Central Services Director, will describe the services and the basis for the charges which will be covered by this contract. This is an exclusive fleet management contract in that all vehicle maintenance will be managed by the garage under this contract. The work will be performed by or contracted through the garage under the terms of this agreement.

Action: ________________________________________________________________
_________________________________________________________________
KUA AGENDA
AUGUST 8, 1985, MEETING

4. RATES

A brief presentation will be made by Bill Ulseth, Rate & Financial Analyst, on the proposed 2% rate change. Staff recommends that the KUA Board of Directors recommend to the City Commission implementation of a 2% rate change for the billing period beginning after the first of the fiscal year, October 1, 1985.

Action: ____________________________________________________________

H. CONSENT AGENDA

1. A revised Calendar of Events, between now and the first regular meeting, has been provided for your information and consideration. It is recommended that this calendar be approved by the KUA.

Action: ____________________________________________________________

2. BOARD POLICY STATEMENT – BUSINESS EXPENSES

Enclosed in the Board's packets is a Policy Statement on business expenses. This statement, in conjunction with related items in the bylaws, will provide a comprehensive fair and equitable approach to business expenses for those associated with the KUA organization. Staff recommends that they be adopted and that the Board authorize the Chairman and Secretary to sign this Policy Statement.

Action: ____________________________________________________________

3. POLICY STATEMENT – TRANSFER OF PENSION RIGHTS

Enclosed in the packets is a Policy Statement on the transfer of pension rights for a person leaving the City of Kissimmee and immediately accepting employment with the KUA. Basically, they would continue in the joint KUA/City of Kissimmee pension plan in an uninterrupted program. Staff recommends that this policy be adopted and that the Board authorize the Chairman and Secretary to sign this Policy Statement.

Action: ____________________________________________________________

I. HEAR GENERAL MANAGER, ATTORNEY, DIRECTORS

J. ADJOURNMENT
AGENDA

EIGHTH MEETING OF THE KISSIMMEE UTILITY AUTHORITY TO BE HELD THURSDAY, AUGUST 15, 1985, AT 7:00 P.M., IN THE CITY COMMISSION CHAMBERS, MUNICIPAL ADMINISTRATION BUILDING, KISSIMMEE FLORIDA.

A. MEETING CALLED TO ORDER

B. APPROVAL OF MINUTES (MOVED TO CONSENT AGENDA)

C. AWARDS AND PRESENTATIONS

D. HEAR THE AUDIENCE

E. INFORMATIONAL REPORTS (REQUIRING NO ACTION)

F. OLD BUSINESS

1. INVESTMENT POLICIES

The Finance Director, Jean Bennett, is currently drafting some formal investment policies for the KUA. These policies should be available for your packets. Discussion of their adoption should be conducted.

Action: ____________________________________________________________

2. ACCOUNTING AND FINANCIAL REPORTING POLICIES

The Finance Director, Jean Bennett, is currently drafting some formal accounting and financial reporting policies for the KUA. These policies should be available for your packets. Discussion of their adoption should be conducted.

Action: ____________________________________________________________

G. NEW BUSINESS

1. PURCHASING SERVICE CONTRACT

The management contract for purchasing services to be provided by the City to the KUA is included in your packets. A discussion by the City's Finance Director will be conducted on the services to be provided under this contract. The Finance Director will also discuss the allocation of cost of the Purchasing Department which allocation serves as a basis for the dollar amount of this contract.

Action: ____________________________________________________________
2. PURCHASING POLICIES

The purchasing policies which are to be administered by the General Manager, in conjunction with the Finance Director and the City's Purchasing Agent, are included for your discussion and consideration.

Action: ____________________________________________________________

3. REPRESENTATION ON PENSION BOARD

The need and plans for obtaining greater representation by the KUA on the Pension Board is detailed in the enclosed memorandum. I recommend that the Board of Directors request that the Pension Board recommend an expansion of the Pension Board to the City Commission as detailed in my memorandum.

Action: ____________________________________________________________

H. CONSENT AGENDA

1. APPROVAL OF MINUTES OF AUGUST 8, 1985, MEETING

Action: ____________________________________________________________

2. ADVERTISING FOR BUDGET HEARING

The text of the advertisement for the budget hearing is included for your information. This text was based upon the City's advertising for its budget hearing. Their advertising is prescribed by law. I recommend that we proceed in using this format for advertising this year's budget hearing and that a similar format be used for future budget hearings.

Action: ____________________________________________________________

I. HEAR GENERAL MANAGER, ATTORNEY, DIRECTORS

J. ADJOURNMENT
A. MEETING CALLED TO ORDER

B. APPROVAL OF MINUTES (MOVED TO CONSENT AGENDA)

C. AWARDS AND PRESENTATIONS

D. HEAR THE AUDIENCE

E. INFORMATIONAL REPORTS (REQUIRING NO ACTION)

F. OLD BUSINESS

1. TRANSFER OF ASSETS AGREEMENT

The Attorney, Ed Brinson, and the Bond Attorney, Bob Freeman, have developed a draft Transfer of Assets Agreement (included in your packet with associated resolutions on this agreement for the KUA and the City Commission). Since these agreements have been drafted, a conference call was held between the General Manager and attorneys concerning these agreements. Some wording changes have been developed and will be presented to the Board of Directors tonight.

Action: __________________________________________________

____________________________________________________________

2. REFINANCING REVISITED

Bob Freeman, of Freeman Associates, will briefly highlight our refinancing options at the following meeting on August 29. There will be a detailed presentation and discussion of the possibility of refinancing the Stanton Plant through the FMPA organization.

Action: __________________________________________________

____________________________________________________________

3. PAY PLAN

At the August 8 meeting of the KUA Board of Directors the merit pay plan report was distributed. A presentation on this report will be made at this meeting The plan, as outlined in this report, is in the best interest of the KUA organization as a whole. I recommend the adoption of the pay plan as outlined in this report. John Maxwell, MAI, will attend.

Action: __________________________________________________

____________________________________________________________

G. NEW BUSINESS
H. CONSENT AGENDA

1. APPROVAL OF MINUTES OF AUGUST 15, 1985, MEETING
   Action: __________________________________________________
   __________________________________________________

2. RESOLUTION APPOINTING MAY, ZIMA AS KUA AUDITORS
   In previous meetings it has been discussed the need for retaining the same auditors as the City of Kissimmee as long as we are employing the services of the City's Finance and Accounting Department. The attached Resolution formalizes that intent of the KUA Board. I recommend its adoption.
   Action: __________________________________________________
   __________________________________________________

I. HEAR GENERAL MANAGER, ATTORNEY, DIRECTORS

J. ADJOURNMENT
A G E N D A

TENTH MEETING OF THE KISSIMMEE UTILITY AUTHORITY TO BE HELD THURSDAY,
AUGUST 29, 1985, AT 7:00 P.M., IN THE CITY COMMISSION CHAMBERS,
MUNICIPAL ADMINISTRATION BUILDING/ KISSIMMEE, FLORIDA.

A. MEETING CALLED TO ORDER

B. AWARDS AND PRESENTATIONS

C. HEAR THE AUDIENCE

D. INFORMATIONAL REPORTS (REQUIRING NO ACTION)

1. FMPA FINANCING

There is a potential for refinancing our ownership share in
the Stanton Plant through the FMPA organization. This would
entail FMPA purchasing our share of Stanton with funds
generated through short term obligations. We would contract
with FMPA under a Project Support Agreement to cover the cost
of those obligations. Smith, Barney, who are underwriters for
FMPA, will make a presentation on this topic.

E. OLD BUSINESS

1. PERSONNEL SERVICES CONTRACT

Personnel Director, Kathy Gaylor, will be present to discuss
the revised Personnel Services Contract. She will also
discuss Personnel Rules and Regulations. The current rules,
as administered by the City management, have been reviewed
and adapted for KUA. The management rules and regulations,
with respect to personnel, serve as a guide to the day-to-day
functioning of the Authority.

Action: __________________________________________________

2. TRANSFER OF ASSETS AGREEMENT

Bob Freeman, our Bond Counsel, and Ed Brinson, our Attorney,
in conjunction with me, have been discussing and revising the
Transfer of Assets Agreement. There are many facets to this
problem. It may be advisable to have a joint meeting with the
City Commission on this agreement. We are attempting to
schedule a workshop between the City Commission and the KUA
Board of Directors for Monday, September 9, at 6:00 P.M. The
City Commission's availability and the KUA's availability for
this workshop will be discussed tonight.

Action: __________________________________________________

3. INDIRECT COST ALLOCATION

Except for the Warehouse Contract, all costs for contracts
have been agreed to, subject to changes necessitated by the
pay plan implementations. The final costs for contracts are
currently being detailed by the Finance Director. These will
be presented to the KUA for final approval. It is intended
that the final contracts be agendaed for the September 10 City Commission meeting.

Action: __________________ ________________________________
____________________________________________________________

F. NEW BUSINESS

1. AFFIRMATIVE ACTION PLAN

The City has had its current Affirmative Action Plan in place since 1977. It is necessary for every organization to have an adequate Affirmative Action Plan in order to not violate the Federal Equal Rights Act as administered by the Equal Employment Opportunity Commission (EEO). It is recommended that the KUA adopt the City's plan with any necessary name changes to make it specific to the KUA organization. The Personnel Director, Kathy Gaylor, will make a presentation on the intended Affirmative Action Plan and answer any of the Board's questions concerning this plan.

Action: __________________________________ ______________
____________________________________________________________

2. GENERAL SERVICES CONTRACT

A copy of the proposed General Services Contract is in the Director's packets. This will cover Workman's Comp., General Liability and miscellaneous insurance, working with insurance consultants, janitorial maintenance services, switchboard and records management services. Bob Berlinsky, Assistant City Manager, will be at the meeting to discuss the services to be provided under this contract. I recommend that the contract be affirmed by the KUA Board of Directors for signing on October 1, with the dollar amount to be determined in our discussion of the indirect cost allocations under Old Business.

Action: ____________________________________ ______________
____________________________________________________________

G. CONSENT AGENDA

1. APPROVAL OF MINUTES OF AUGUST 22, 1985, MEETING

Action: __________________________________________________
______________________________________ ______________________

2. FIXED ASSETS POLICY

The Fixed Asset Policy establishes a Property Control Officer for the KUA. The Finance Director for the City is designated the KUA's Property Control Officer by adoption of this Policy.
Currently the Finance Director for the City is also the Property Control Officer for the entire City. The Property Control Officer is responsible for the accountability of fixed assets and the implementation of inventory control procedures to reflect the acquisition and disposal of such fixed assets. Adoption of this Policy is recommended.

Action: __________________________________________________
______________________________________________________________

H. HEAR GENERAL MANAGER, ATTORNEY, DIRECTORS

J. ADJOURNMENT
A G E N D A

ELEVENTH MEETING OF THE KISSIMMEE UTILITY AUTHORITY TO BE HELD THURSDAY, SEPTEMBER 5, 1985, AT 7:00 P.M., IN THE CITY COMMISSION CHAMBERS, MUNICIPAL ADMINISTRATION BUILDING, KISSIMMEE, FLORIDA.

A. MEETING CALLED TO ORDER

B. AWARDS AND PRESENTATIONS - None

C. HEAR THE AUDIENCE

D. INFORMATIONAL REPORTS (REQUIRING NO ACTION)

E. OLD BUSINESS
   1. TENTATIVE BUDGET FOR FY 1985-86

This will be a public hearing for the tentative budget for the 1985-86 Fiscal Year. A brief presentation on this tentative budget will be made by KUA's Rate & Financial Analyst. The final budget resolution will be presented to the KUA for adoption at the October 1, 1985, meeting. I recommend, at this time, adoption of the tentative budget resolution for the fiscal year beginning October 1, 1985, and ending September 30, 1986.

Action: __________________________________________________
____________________________________________________________

F. NEW BUSINESS
   1. BANKING AGREEMENTS

This item includes the Agreement for Banking Services and the Repurchase Agreement for Sun Bank. Jean Bennett, Finance Director, will be on hand to detail the purposes of the agreements. Jean has also requested that a representative from Sun Bank be present to answer any questions.

Action: __________________________________________________
____________________________________________________________

G. CONSENT AGENDA
   1. APPROVAL OF MINUTES OF AUGUST 29, 1985, MEETING

Action: __________________________________________________
____________________________________________________________

   2. ADOPTION OF SECTIONS OF CITY CODE

Enclosed in the packets are sections of the City Code which pertain to the Utility. It is intended that these Codes be adopted by Resolution by the KUA on October 1, 1985. The Resolution will refer to these Codes. I recommend that these Codes be adopted by the KUA to provide a basis for the ongoing operation of the Utility. From time to time in the future, as it is necessary and appropriate, these Codes will be replaced by Resolutions of the KUA adopting Policy Directives.

Action: __________________________________________________
H. HEAR GENERAL MANAGER, ATTORNEY, DIRECTORS

J. ADJOURNMENT
AGENDA

TWELFTH MEETING OF THE KISSIMMEE UTILITY AUTHORITY TO BE HELD THURSDAY, SEPTEMBER 12, 1985, AT 7:00 P.M., CITY COMMISSION CHAMBERS, MUNICIPAL ADMINISTRATION BUILDING, KISSIMMEE, FLORIDA.

A. MEETING CALLED TO ORDER

B. AWARDS AND PRESENTATIONS - None

C. HEAR THE AUDIENCE

D. INFORMATIONAL REPORTS (REQUIRING NO ACTION)
   1. RISK MANAGEMENT AND INSURANCE

Jimmie Watford is our contact on the City management team who will be providing coordination of our insurance under the General Services Contract with the City. Mr. Al Waters is an insurance consultant hired by the City. Mr. Waters prepares and assists in evaluating bid specifications for various insurance contracts. Both of these gentlemen will be on hand to explain the services to be provided for the KUA under the General Services Contract, with respect to risk management and insurance. The various insurance policies which we have will be detailed and described. The decisions which the KUA Board of Directors will be making in the future with respect to insurance contracts will be enumerated.

E. OLD BUSINESS
   1. TRANSFER OF ASSETS AGREEMENT

This item, as of this dictation, is scheduled to be discussed at a joint workshop with the City Commission on September 9 at 6:00 P.M. The action required by the KUA Board of Directors on this item is dependent upon what is resolved at the workshop on the 9th and what action may be taken by the City Commission on this item at their meeting on September 10.

Action: ____________________________________________________________

F. NEW BUSINESS - None

G. CONSENT AGENDA
   1. APPROVAL OF MINUTES OF SEPTEMBER 5, 1985, MEETING

Action: ____________________________________________________________

H. HEAR GENERAL MANAGER, ATTORNEY, DIRECTORS

I. ADJOURNMENT
A G E N D A

THIRTEENTH MEETING OF KISSIMMEE UTILITY AUTHORITY TO BE HELD THURSDAY, SEPTEMBER 19, 1985, AT 7:00 P.M., CITY COMMISSION CHAMBERS, MUNICIPAL ADMINISTRATION BUILDING, KISSIMMEE, FLORIDA.

A. MEETING CALLED TO ORDER

B. AWARDS AND PRESENTATIONS - None

C. HEAR THE AUDIENCE

D. INFORMATIONAL REPORTS (REQUIRING NO ACTION)

1. BLACK & VEATCH, ENGINEER OF RECORD

   Black & Veatch, the Utility's Engineer of Record, will make a presentation. Past projects, ongoing projects, potential future projects, as well as the firm's overall capabilities will be detailed. Members of the Black & Veatch firm who will address the KUA Board of Directors will include:

   Earl Windish, Partner In Charge  
   Don Knighton, Partner and Overall Project Engineer for KUA  
   Ron Jarvis, Engineering Manager for Orlando Office

   The individuals making the presentation will be prepared to elaborate upon any aspects of the work done by the firm which is desired by the Board.

E. OLD BUSINESS

1. FMPA FINANCING

   Currently, Southeastern Municipal is evaluating the proposal by FMPA, to refinance Kissimmee's ownership in Stanton through their organization. Mr. Dick Wagner, Southeastern Municipal, will be present on Thursday night to detail his recommendation to the KUA Board of Directors.

   Action:

F. NEW BUSINESS

1. ETHICS PROCEDURE

   At the response of the KUA Board of Directors, the Attorney for KUA has drafted a document entitled "Procedure for Respondents Charged With Ethics Commission Violation". This procedure is an adaptation of one recently adopted by the City. This procedure is fair and equitable. I recommend its adoption by the KUA Board of Directors.

   Action:
2. **LINE EXTENSION CONTRACTS**

Any new construction will require a Line Extension Contract for electric services to be extended to the customer's new facilities. These are routine contracts which come about weekly in the normal course of business. It is recommended that the General Manager be authorized to sign any Line Extension Contracts up to $25,000 limit. Contracts in excess of $25,000 would be brought to the Board of Directors for their approval for signing by the Chairman and Secretary. The adoption of this procedure will facilitate the needs of both the KUA and its customers.

Action: ________________________________________________

G. **CONSENT AGENDA**

1. **APPROVAL OF MINUTES OF SEPTEMBER 12, 1985, MEETING**

Action: ________________________________________________

H. **HEAR GENERAL MANAGER, ATTORNEY, DIRECTORS**

I. **ADJOURNMENT**
FOURTEENTH MEETING OF KISSIMMEE UTILITY AUTHORITY TO BE HELD THURSDAY, SEPTEMBER 26, 1985, AT 7:00 P.M., CITY COMMISSION CHAMBERS, MUNICIPAL ADMINISTRATION BUILDING, KISSIMMEE, FLORIDA.

A. MEETING CALLED TO ORDER

B. AWARDS AND PRESENTATIONS - None

C. HEAR THE AUDIENCE

D. INFORMATIONAL REPORTS (REQUIRING NO ACTION)

1. MAY ZIMA AUDITORS

May Zima, the Auditors for the City and KUA, will be making a presentation. What the firm does under contract for the KUA will be detailed. The firm's other capabilities will also be highlighted. Members of the May Zima firm who will address the KUA Board of Directors will include John Vodenicker and Linda Lindsey.

Individuals making the presentation will be prepared to elaborate on any aspects of the work done by the auditing firm for KUA which the Board of Directors desires.

E. OLD BUSINESS

1. ICMA DEFERRED COMPENSATION PLANS

It will be necessary to pass Resolutions to adopt two of the ICMA (International City Managers Association Retirement Corporation) deferred compensation plans. One of these plans is for the general employees, some of whom are currently participating in the deferred compensation plan (this is the IRC 457 plan). The other plan, IRC 401a, is necessary for the General Manager's retirement plan which has been approved by the Board of Directors.

Action: __________________________________________________
____________________________________________________________

2. FMPA REFINANCING OF STANTON

The KUA Board of Directors requested that this item be continued from last week's agenda in order that a decision might be made with the full Board present.

Action: __________________________________________________
____________________________________________________________

3. ETHICS PROCEDURE

(This item was continued from last week's meeting due to the lateness of the hour.)

At the response of the KUA Board of Directors, the Attorney for KUA has drafted a document entitled "Procedure for Respondents Charged With Ethics Commission Violation". This
ETHICS PROCEDURE (Continued)

procedure is an adaptation of one recently adopted by the City. This procedure is fair and equitable. I recommend its adoption by the KUA Board of Directors.

Action: __________________________________________________

____________________________________________________________

F. NEW BUSINESS - None

G. CONSENT AGENDA

1. APPROVAL OF MINUTES OF SEPTEMBER 19, 1985, MEETING

Action: __________________________________________________

____________________________________________________________

H. HEAR GENERAL MANAGER, ATTORNEY, DIRECTORS

I. ADJOURNMENT
AGENDA

FIFTEENTH MEETING OF KISSIMMEE UTILITY AUTHORITY TO BE HELD TUESDAY, OCTOBER 1, 1985, AT 8:00 A.M., CITY COMMISSION CHAMBERS, MUNICIPAL ADMINISTRATION BUILDING, KISSIMMEE, FLORIDA.

A. MEETING CALLED TO ORDER

B. AWARDS AND PRESENTATIONS

1. SWEARING IN OF BOARD OF DIRECTORS
   The Oath of Office for the new KUA Board of Directors will be administered by Attorney Brinson.

C. HEAR THE AUDIENCE

D. INFORMATIONAL REPORTS (REQUIRING NO ACTION) – None

E. OLD BUSINESS

1. ADOPTION OF 1985-86 BUDGET
   Many hours have been expended by the KUA staff, Board members and City Commission reviewing and giving preliminary approval to the 1985-86 Budget. A Resolution is contained in your packets. I recommend approval of the Resolution adopting the 1985-86 Budget for the KUA and that the Board authorize the Chairman and Secretary to sign the Resolution.

   Action: __________________________________________________
   ____________________________________________________________

F. NEW BUSINESS

1. APPOINTMENT OF ATTORNEY
   It is recommended that the firm of Brinson, Smith, Heller and Smith be officially appointed to provide legal representation for the Kissimmee Utility Authority.

   Action: __________________________________________________
   ____________________________________________________________

2. APPOINTMENT OF ENGINEER OF RECORD
   It is recommended that Black & Veatch Engineers be officially appointed as the Engineer of Record of the Kissimmee Utility Authority.

   Action: __________________________________________________
   ____________________________________________________________

3. APPOINTMENT OF AUDITORS
   It is recommended that May Zima be officially appointed Auditors for the Kissimmee Utility Authority.

   Action: __________________________________________________
   ____________________________________________________________
NEW BUSINESS (Continued)

4. VALIDATION OF BOND ISSUE

In the coming months, interest rates for long-term fixed rate debts may decline to such a level that it would be in the Kissimmee Utility Authority's interest to refinance its long-term debt originally issued to finance the Stanton project and Transmission & Distribution System Expansion. In order to be poised to do this, validation in the courts must have been done for the reissuance of the bonds. The validation process takes approximately ninety (90) days. I recommend that the Board authorize validation for a refunding issue for a maximum amount of $30,000,000.

Action: ________________________________

G. CONSENT AGENDA

1. TRANSFER OF ASSETS AGREEMENT

At previous meetings the KUA Board has affirmed this agreement. It has been executed by the City of Kissimmee. I recommend that the KUA Board authorize the Chairman and Secretary to sign this agreement.

2. ACCOUNTING, FINANCIAL REPORTING AGREEMENT

This agreement was previously affirmed by the KUA Board and has been executed by the City of Kissimmee. I recommend Board authorization for the Chairman and Secretary to sign this agreement.

3. DATA PROCESSING SERVICES AGREEMENT

It is recommended that the Board authorize the Chairman and Secretary to sign this agreement which was previously affirmed and duly signed by the City of Kissimmee.

4. CUSTOMER SERVICE AGREEMENT

This agreement has been affirmed by the KUA Board and signed by the City of Kissimmee. I recommend Board approval for the Chairman and Secretary to sign the agreement.

5. FLEET MAINTENANCE SERVICES AGREEMENT

This agreement has been affirmed by the RUA Board and signed by the City of Kissimmee. I recommend Board approval for the Chairman and Secretary to sign the agreement.

6. PERSONNEL SERVICES AGREEMENT

It is recommended that the Board authorize the Chairman and Secretary to sign this agreement which was previously affirmed and duly signed by the City of Kissimmee.
CONSENT AGENDA (Continued)

7. GENERAL SERVICES AGREEMENT
   This agreement has been affirmed by the KUA Board and signed by the City of Kissimmee. I recommend Board approval for the Chairman and Secretary to sign the agreement.

8. PURCHASING SERVICES AGREEMENT
   This agreement was previously affirmed by the KUA Board and has been executed by the City of Kissimmee. I recommend Board authorization for the Chairman and Secretary to sign this agreement.

9. WAREHOUSE SERVICES AGREEMENT
   At previous meetings the KUA Board has affirmed this agreement. It has been executed by the City of Kissimmee. I recommend that the KUA Board authorize the Chairman and Secretary to sign this agreement.

10. AGREEMENT FOR BANKING SERVICES WITH SUN BANK, N.A.
    This agreement is contained in the Board's packets for review. I recommend its approval and authorization for the Chairman and Secretary to sign the agreement.

11. AGREEMENT FOR SALES-REPURCHASE TRANSACTIONS WITH SUN BANK, N.A.
    A copy of this agreement is included in the Board's packet for review. I recommend its approval and also approval for the Chairman and Secretary to sign the agreement.

12. RESOLUTION AUTHORIZING GENERAL MANAGER TO TRANSMIT FUNDS TO THE STATE BOARD OF ADMINISTRATION
    Copy of this agreement is included in the Board's packet for review. I recommend its approval and that the Board authorize the Chairman and Secretary to sign this Resolution.

13. RESOLUTION DESIGNATING VARIOUS FINANCIAL INSTITUTIONS AS DEPOSITORIES AND AUTHORIZING THE USE OF VARIOUS SECURITIES DEALERS
    A copy of this Resolution is contained in the Board's packets for review. I recommend its approval and that the Board authorize the Chairman and Secretary to sign the Resolution.

14. RESOLUTION DESIGNATING BARNETT BANK AS DEPOSITORY FOR KUA
    This Resolution is included in the Board's packets. Barnett Bank will be used for the receipt of utility payments for the convenience of our customers. I recommend its approval and that the Board authorize the Chairman and Secretary to sign this Resolution.

15. RESOLUTION DESIGNATING COMMUNITY NATIONAL BANK AS A DEPOSITORY FOR KUA
    A copy of this Resolution is included in the packets. Community National Bank will be used for receipt of utility payments for the convenience of our customers. I recommend its approval and authorization for the Chairman and Secretary to sign the Resolution.
CONSENT AGENDA (Continued)

16. RESOLUTION DESIGNATING FIRST FEDERAL SAVINGS & LOAN ASSOCIATION OF OSCEOLA COUNTY AS A DEPOSITORY FOR KUA

A copy of this Resolution is contained in the packets for review. First Federal will be used for the receipt of utility payments for the convenience of our customers. I recommend its approval and authorization for the Chairman and Secretary to sign the Resolution.

17. RESOLUTION DESIGNATING FIRST FLORIDA BANK AS DEPOSITORY FOR KUA

This Resolution is included in the Board's packets. First Florida Bank will be used for receipt of utility payments for the convenience of our customers. I recommend its approval and authorization for the Chairman and Secretary to sign the Resolution.

18. RESOLUTION DESIGNATING NCNB NATIONAL BANK AS A DEPOSITORY FOR KUA

Copy of this Resolution is contained in the Board's packets for review. NCNB will be used for the receipt of utility payments for the convenience of our customers. I recommend its approval and authorization for the Chairman and Secretary to sign the Resolution.

19. RESOLUTION DESIGNATING SUN BANK, N.A. AS A DEPOSITORY FOR KUA

This Resolution is contained in the Board's packets. Sun Bank will be the official depository for KUA. I recommend approval of the Resolution and authorization for the Chairman and Secretary to sign same.

20. RESOLUTION ADOPTING ORDINANCES

Previously adopted City Ordinances pertaining to the Utility have been edited and updated to apply directly to the KUA. The text of this Resolution was transmitted to you in a memorandum from me dated September 20, 1985. I recommend approval of the Resolution and authorization for the Chairman and Secretary to sign this Resolution.

H. HEAR GENERAL MANAGER, ATTORNEY, DIRECTORS

I. ADJOURNMENT
A G E N D A

REGULAR MEETING OF KISSIMMEE UTILITY AUTHORITY TO BE HELD THURSDAY, OCTOBER 24, 1985, AT 6:00 P.M., CITY COMMISSION CHAMBERS, MUNICIPAL ADMINISTRATION BUILDING, KISSIMMEE, FLORIDA.

A. MEETING CALLED TO ORDER

B. AWARDS AND PRESENTATIONS

1. EMPLOYEE OF THE QUARTER

   Mr. Ed Carter, a service lineman in the Distribution Department, has been selected by his fellow employees as KUA's Employee of the Quarter.

2. SWEARING IN OF DIRECTOR/MAYOR GANT

   Due to unavoidable commitments, Mayor Gant was unable to be present at the swearing in of the Directors on October 1, 1985. He will be sworn in as a Director (Ex-Officio) of the KUA at this meeting.

C. HEAR THE AUDIENCE

D. INFORMATIONAL REPORTS (REQUIRING NO ACTION)

1. COST OF POWER ADJUSTMENT (COPA)

   The actual COPA for the last month of the 1985 fiscal year was 1.97 mils/kWh, which was very close to the 2 mils/kWh projected. The COPA account balance, as of the end of the 1985 fiscal year, was $454,096.44. This will be carried forward for the 1986 fiscal year. I recommend that the COPA billing rate remain at 0.0 mils/kWh. Max Alderman, Manager/Generation & Transmission operations, will be on hand to detail the September operations which resulted in the actual COPA of 1.97 mils/kWh.

2. ENGINEERING PROJECTS

   Ken Davis, Manager/Planning & Engineering, will make a brief presentation on our four major ongoing engineering projects. These are the Transmission System Expansion, Combined Cycle Noise Control Modifications, Long-Range Power Purchase, and Combined Cycle Plant Improvements.

E. OLD BUSINESS

1. AUTHORIZING RESOLUTION

   Passage of the Authorizing Resolution will enable the validation process to continue. Validation of the KUA's rights to issue bonds in a court of law will leave us poised to enter the market place and achieve savings due to lower interest rates, when and if this opportunity presents itself. A copy of the draft resolution will be distributed to the KUA Directors early in the week of our regular monthly meeting. Bob Freeman, KUA's bond counsel, will be on hand to discuss this resolution and answer any questions concerning the validation procedures. I recommend passage of the authorizing resolution enabling the validation procedures to continue.

   Action: __________________________________________________
   ______________________________________________________________
OLD BUSINESS (Continued)

2. FIVE YEAR ORGANIZATIONAL PLAN

Adoption of a Five Year Organizational Plan will enable other needed planning. Both the City and the KUA will be able to plan for their long-range personnel needs based on this plan. Establishing our organizational development plan will also more precisely define our need for future office space, which will better enable us to plan our future development of administrative facilities.

Some tentative plans for the five year organizational development have been drafted and included for the Directors consideration. I recommend that these plans be adopted on a preliminary basis, to set in motion other planning and to establish general direction. Final approval of personnel additions required by needed organizational changes will take place during the normal budget process.

Action: ________________________________

3. ADMINISTRATIVE FACILITIES

At the September 26 meeting of the KUA Board of Directors, this item was placed on hold until more definite information had been received on the First National Bank building. We have received some indication from First Florida (formerly First National) Bank officials that they would seriously entertain an offer on the part of the KUA to purchase that building for $325,000.

Three possibilities for a new administrative building have been put forth in the recent past. These are: 1) the First National Bank building; 2) the Mickler property; 3) the Youth Center. Factors which come to bear on selecting future administrative facilities include: a) cost, b) effectiveness, c) community considerations.

It is recommended that our options be fully considered and that direction be established concerning this item as soon as possible.

Action: ________________________________

F. NEW BUSINESS

1. APPOINTMENT TO INVESTMENT COMMITTEE

It is recommended that the KUA Board appointed member to the Investment Committee be an individual who is responsible for managing an investment portfolio, but not be someone from a firm who might wish to offer investments to KUA.

Action: ________________________________

2. NEW GAS CONTRACT WITH FLORIDA GAS TRANSMISSION

The new contract with Florida Gas Transmission provides substantial financial benefit to the Kissimmee Utility Authority
NEW BUSINESS (Continued)

over the existing contract, on uses estimated for 1986. The new contract will enable us to save $563,000. This number was detailed in an analysis previously presented to the KUA Board of Directors. It is recommended that the KUA Board of Directors adopt a resolution which would authorize the execution of this contract by the Chairman and Secretary.

Action: __________________________________________________
____________________________________________________________

3. CONTRIBUTIONS TO CHARITY AND COOPERATIVE COMMUNITY EFFORTS

The attached policy statement would provide a consistent and fair way of the KUA making charitable contributions. It would also formalize an operational policy which has been in effect in the past concerning cooperation with non-profit community groups. I recommend its adoption.

Action: __________________________________________________
____________________________________________________________

4. FMPA ASSUMPTION AGREEMENT

A draft of an assumption agreement between the City of Kissimmee, KUA and FMPA regarding our contractual obligations under the St. Lucie contracts is being prepared by our bond counsel. This draft will be distributed to the Board of Directors in the early part of the week of our regular meeting. This agreement would supplement our Transfer of Assets Agreement. This has been characterized by our attorney as legal "housekeeping" procedures which are necessary under our existing St. Lucie contracts. I recommend that the Board authorize the Chairman and Secretary to sign this agreement.

Action: __________________________________________________
____________________________________________________________

5. APPA POLICY MAKERS ADVISORY BOARD

This Board is composed of policy makers from various utilities throughout the United States. Its purpose is to develop policy and advise the Board of Directors of the American Public Power Association. Commissioner Naomi Winbush has been a previous member of this Board. She has recommended our continued participation as being beneficial to the KUA system, enabling us to keep in touch with national trends effecting the public power industry. I recommend that the KUA Board of Directors nominate one of its members to serve in this capacity, at which time I will inform APPA of our offer to serve in this capacity.

Action: __________________________________________________
G. CONSENT AGENDA

1. APPROVAL OF MINUTES OF SEPTEMBER 26, 1985, MEETING

2. APPROVAL OF MINUTES OF OCTOBER 1, 1985, MEETING

3. MONY DEFERRED COMPENSATION PLAN

This plan was available to KUA employees in their previous status as City employees. Adoption of this plan will enable the benefits which they received by participating in the MONY plan to continue uninterrupted. There is no cost or obligation on the part of the KUA to allow our employees to participate in this plan. I recommend that the Board authorize execution of this contract by the Chairman and Secretary.

Action: __________________________________________________

H. HEAR GENERAL MANAGER, ATTORNEY, DIRECTORS

I. ADJOURNMENT
A G E N D A

REGULAR MEETING OF KISSIMMEE UTILITY AUTHORITY TO BE HELD THURSDAY, NOVEMBER 21, 1985, AT 6:00 P.M., CITY COMMISSION CHAMBERS, MUNICIPAL ADMINISTRATION BUILDING, KISSIMMEE, FLORIDA.

A. MEETING CALLED TO ORDER

B. AWARDS AND PRESENTATIONS - None

C. HEAR THE AUDIENCE

D. INFORMATIONAL REPORTS (REQUIRING NO ACTION)
   1. COST OF POWER ADJUSTMENT
   2. CUSTOMER SERVICE PROGRESS REPORT
   3. PROGRESS REPORT ON ENGINEERING PROJECTS

E. OLD BUSINESS
   1. BOND REFUNDING
      Action: __________________________________________________
               __________________________________________________
   2. ADMINISTRATIVE FACILITIES
      Action: __________________________________________________
               __________________________________________________
   3. 5-YEAR ORGANIZATIONAL PLAN
      Action: __________________________________________________
               __________________________________________________
   4. POWER PLANT INVENTORY & MAINTENANCE FACILITY
      Action: __________________________________________________
               __________________________________________________

F. NEW BUSINESS
   1. LINE EXTENSION POLICY (TOM CHALIFAUX)
      Action: __________________________________________________
               __________________________________________________
   2. TRANSMISSION SYSTEM EXPANSION RIGHT-OF-WAY ACQUISITION
      Action: __________________________________________________
               __________________________________________________
3. **BID #25-85E, TRANSMISSION LINE & SUBSTATION CONSTRUCTION**
   
   Action: __________________________________________________
   ____________________________________________________________

4. **BID #25-85B, SUBSTATION STRUCTURES & EQUIPMENT**
   
   Action: __________________________________________________
   ____________________________________________________________

G. **CONSENT AGENDA**

1. **APPROVAL OF MINUTES OF OCTOBER 24, 1985, MEETING**

2. **RESOLUTION AUTHORIZING EXECUTION OF THE SEABOARD SYSTEM RAILROAD CROSSING AGREEMENT**

3. **BUDGET TRANSFER FOR PRELIMINARY INVESTIGATION INTO NEW ADMINISTRATIVE FACILITIES**

4. **BID #53-85, SINGLE PHASE TRANSFORMERS**
   
   Action: __________________________________________________
   ____________________________________________________________

H. **HEAR GENERAL MANAGER, ATTORNEY, DIRECTORS**

I. **ADJOURNMENT**
A G E N D A

REGULAR MEETING OF KISSIMMEE UTILITY AUTHORITY TO BE HELD THURSDAY, DECEMBER 19, 1985, AT 6:00 P.M., CITY COMMISSION CHAMBERS, MUNICIPAL ADMINISTRATION BUILDING, KISSIMMEE, FLORIDA.

A. MEETING CALLED TO ORDER

B. AWARDS AND PRESENTATIONS - None

C. HEAR THE AUDIENCE

D. INFORMATIONAL REPORTS (REQUIRING NO ACTION)
   1. COST OF POWER ADJUSTMENT
   2. PROGRESS REPORT ON ENGINEERING PROJECTS

E. OLD BUSINESS
   1. INVESTMENT ADVISORY COMMITTEE
      Action: __________________________________________________
   2. ADMINISTRATIVE FACILITIES
      Action: __________________________________________________

F. NEW BUSINESS
   1. LONG-TERM PURCHASE POWER AGREEMENT
      Action: __________________________________________________
   2. FINANCIAL ADVISORY SERVICES
      Action: __________________________________________________

G. CONSENT AGENDA
   1. APPROVAL OF MINUTES OF NOVEMBER 21, 1985, MEETING
   2. DISPOSAL OF SCRAP MATERIALS
      Action: __________________________________________________
H. HEAR GENERAL MANAGER, ATTORNEY, DIRECTORS

I. ADJOURNMENT