

MINUTES OF BUDGET REVIEW SPECIAL MEETING OF KISSIMMEE UTILITY AUTHORITY HELD  
WEDNESDAY, JULY 11, 1990, AT 6:00 PM, ADMINISTRATIVE BUILDING, KISSIMMEE, FLORIDA

Present at the meeting were Chairman Hord, Vice-Chairman Gant, Secretary Bobroff, Assistant Secretary Lowenstein, Director Jones, Mayor Van Meter, Attorney Brinson, General Manager Welsh, Recording Secretary Rundio.

**MEETING CALLED TO ORDER** at 6:00 P.M. by Chairman Hord. The meeting covered the **FISCAL YEAR 1991 PROPOSED ANNUAL BUDGET.**

**6. CR-3 DECOMMISSIONING FUND AGENCY AGREEMENT**

This item was moved forward on the Agenda in order that it might be approved by the Board of Directors on July 11th.

General Manager Welsh indicated we needed to set up a decommissioning fund and do so through the offices of Florida Municipal Power Agency (FMPA). The Board of Directors directed staff to handle this. A second option points out the savings we can achieve in working with other municipals through FMPA.

Joe Hostetler, Director/Finance, said that FMPA had submitted some costs to us, which included FMPA administrative and trustee fees, which he explained to the Board. Sun Bank was selected as the lowest bidder to handle this transaction for KUA at a moderate fee. Some discussion followed. Joe stated that all participants agreed to being involved in this agreement. In response to Director Bobroff's inquiry, Joe indicated that we will have set aside the sum of \$583,000 by year end as our share of the costs.

**Moved by Director Bobroff to authorize the Chairman and Secretary to sign the agreement with FMPA for the CR-3 Decommissioning Fund Agreement. Seconded by Director Lowenstein.**

**Motion carried 5 - 0**

Chairman Hord introduced an item not on the Agenda, a proposal of settlement with **PALM STATE** regarding right-of-way.

**Moved by Director Lowenstein to place the PALM STATE proposal on the Agenda for discussion. Seconded by Director Bobroff.**

**Motion carried 5 - 0**

Mr. Welsh indicated a mediation was to take place July 12th with Judge Byrd on Palm State and on the Johnson property. Through meetings with Mr. Ed Lederer, President, Palm State Development Corporation, the City Mayor, City Manager and Mr. Welsh, a possibility of settlement was in the offing. Mayor Bruce Van Meter suggested some terms should be reached to resolve this issue. Following further discussions between KUA Attorney Ed Brinson and our staff, Mr. Welsh said it was concluded to attempt to mediate to avoid extremely high costs going through court settlement.

Mr. Welsh said he received a letter (handout to the Board) from Palm State indicating their willingness to settle the claim without going to mediation (which would raise the costs) for \$50,000, plus appraisal and attorney fees of \$20,000. Discussion followed on our appraisal of the property and costs, which were considerably lower than those submitted by Palm State. Mr. Brinson said he thought the attorney fees of \$20,000 could be substantiated.

**Moved by Director Bobroff authorizing staff to accept the offer made by Palm State Development Corporation for an easement (on Parcel #7) for a not-to-exceed amount of \$50,000, plus \$20,000 in appraisal and attorney fees. Seconded by Director Jones.**

Discussion continued. Mayor Van Meter indicated that it was his and the City Manager's opinion that they would not go back and try to renegotiate the \$21,000 per acre credit back to them (Palm State). He stated the City would not want to get involved in this claim all over again if a settlement could not be reached.

**Motion carried 5 - 0**

Mr. Brinson announced that he had received the signed contract on **CANE ISLAND** and that we have an option to purchase for 90 days from June 25th. Mr. Welsh reminded the Board that this option is in conjunction with the Transmission and Site Study meeting.

**It was agreed by the Board that August 6th be set for the Power Plant Site Planning meeting.** Mr. Welsh said some very important decisions must be made on that date regarding the site acquisition.

## **1. INTRODUCTION & OVERVIEW**

Mr. Welsh highlighted a budget calendar of the sequence of events which are continually being studied and amended. Some projects are slowed while others are accelerated. He gave a brief overview on the budget workshops slated for the latter part of this year and said that the 1991 Approved Budget must be presented to the City Commission in August.

## **2. FINANCIAL SUMMARY**

Joe Hostetler gave a lengthy presentation, via overheads, on the Sales Forecast, Operating Statement Comparison, Summary of Estimated Revenues and Other Sources, Budgeted Expenditures and the Budgeted Balance Sheet for FY 1990-91. A question and answer period followed on many issues. He detailed various items under discussion as well as any discrepancies.

Director Bobroff expressed concern whether we would have to borrow a large sum of money in the future for the combined cycle plant and the risks involved in our borrowing ability. He thought we might be endangering our borrowing power, which we may need when Curtis Stanton or other large projects come up, and he did not wish us to jeopardize this. In this respect, Chairman Hord inquired as to other sources of funds available at the end of FY 90 in the Capital Improvement Fund. Mr. Hostetler replied that funds are available in the range of \$15 million, which is reserved for Future Capital Outlay. Chairman Hord assured Director Bobroff that our income is such that our bond coverage and our borrowing power and rating is very good and would not jeopardize this. Considerable discussion was devoted to this and other areas of concern.

Chairman Hord questioned whether we need to set aside a large a sum of money for insurance to be self-insured. Mr. Welsh responded that the original intent several years ago had been to build up the insurance reserve. Mr. Welsh said that we are reviewing this to check the benefits of being self-insured on certain items. Currently, we have \$10,000 deductible(s), and \$50,000 property insurance. Discussion followed on how best to handle our insurance fund and on what to use it (auto, claims, property, etc.). Opinions were voiced as to how best to utilize such fund rather than leave it dormant (albeit it is collecting interest), and that perhaps we should transfer the monies to the Reserve for Future Capital Improvements.

Neville Turner, Director/Personnel & Risk Management, highlighted our status on the insurance--the pros and cons of our state statutes, Workers' Compensation requirements, etc. He said no specific amount can be predicted ahead of time as to how much we might need at any given time.

Chairman Hord asked the members whether they prefer to leave the money in the insurance account. Following discussions, it was agreed to retain certain unused monies in two accounts, "Rate Stabilization" and "Insurance", for the time being. Bonding was discussed.

The meeting recessed from 8:05 - 8:15 p.m.

### **3. ANALYSIS OF FRINGE BENEFIT COST CHANGES**

Mr. Hostetler outlined the Budget comparisons and cost increases of the various premiums and coverages. Mr. Turner briefed the Board on our Workers' Compensation and rates, which have increased, and projections for the next year. In response to Chairman Hord's inquiry whether we are in a self-insured plan, Mr. Turner replied that we are in the sense that it is a part of a municipal league and it is a governmental pool they call a "self-insurance plan", but we are not in a Florida self-insurance plan. Further discussion continued.

Director Gant questioned the budget payroll cost, which Mr. Hostetler responded to as being between 10-13%. Director Gant stressed this area needs to be looked at very carefully and requested figures for the July 12th meeting. Comparisons of cost of operation and increase in cost of revenue was touched upon along with personnel cost increases which is a continual cost. Director Gant foresaw staff pushing personnel costs and relying more on reserve, the point of contention. Chairman Hord was concerned about escalation in personnel and equipment in areas which do not generate any revenue.

### **4. OVERALL PERSONNEL SUMMARY**

Mr. Welsh highlighted the overall personnel picture. He said we are not recommending any increase or changes in benefits. The benefits package we do have is a good package but we do recommend that we pick up the natural increases in the cost to maintain the benefits (increase in cost for vacation time, sick leave, health insurance, Workers' Comp, and possible increases in Social Security costs).

Mr. Turner outlined KUA's projected personnel needs and the estimated cost to each Department involved. In response to an inquiry by the Board, he indicated that currently six positions need to be filled. His report dealt with the Market Level Adjustment of 5.5% factored into the personnel costs (p.18). He indicated that a survey had been done of 12 out of 20 utilities recommending an average of 5%; KUA's survey recommended 5.5%. Mr. Turner said the cost was based on 5.5%, with some exceptions. The total wage package for the coming year is projected to be 5.5%, excluding promotions and some merit increases. Mayor Van Meter asked what is the average percentage cost increase on our payroll. Mr. Welsh explained our three-step level and merit increase. Mayor Van Meter asked that if we use a 5.5% cost of living, the step levels and merit increase, what is the overall wage package percentage increase for the KUA? Some figures were provided by Mr. Hostetler indicating approximately 7.5%.

Mr. Welsh stated the Board will be asked to approve the Market Level Adjustment increase for October. Discussion continued for the reasons for this request, considering our survey is not out of alignment with the industry.

**Moved by Director Bobroff, seconded by Director Gant, to approve the Market Level Adjustment (excluding merit, grade levels, etc.) to 5.5%.**

Director Gant suggested that we should be aware of the other increases above the 5.5%, totaling about 10% which he considered excessive in today's market. He also said we should be cognizant of keeping unnecessary personnel requirements down.

**Motion carried 5 - 0**

## **5. OPERATING AND CAPITAL BUDGETS BY DEPARTMENTS**

### **A. POWER SUPPLY**

Ben Sharma responded to questions of the Board on several issues. Personnel requirements for the Generation and Transmission divisions were discussed. SCADA technical personnel needed during its development was also mentioned.

Director Gant indicated that of particular concern was a capital item, the Railroad Spur (p.164) in the amount of \$1,020,800, initially to serve the Imperial site from Hwy. 17-92. Following some discussion and considering that our interest now lies in another property (Cane Island), it was determined that this money would not be utilized for this purpose. Therefore, it was the decision of the Board to combine this amount with the New Gas Turbine Projects cost of \$14,600,000, together totaling \$15,620,800. Discussion continued on projected costs of the anticipated gas turbine(s).

Director Bobroff suggested that members get a list of all projects that were previously authorized, with the starting and completion dates shown at the bottom of the list for each project, in order that the Board and staff might have the information at hand and get the overall picture during discussions. Director Gant indicated it is imperative we know what our budget is.

The meeting concluded at 9:40 p.m. and was scheduled to resume the following evening, July 12th.

**The meeting reconvened at 6:00 p.m. on Thursday, July 12th. Mayor Van Meter was not present.**

Due to a severe storm and in order to accommodate the Distribution and Planning & Engineering staff possibly being called out, these reports were heard first. Chairman Hord suggested we first cover the Capital items before going on to other things.

### **B. DISTRIBUTION**

Ken Lackey highlighted the capital improvement personnel requirements and the project summary. Mr. Lackey explained how some payroll costs were capitalized instead of expensed. He said some items were new, others were replacement items. Discussion followed.

### **C. PLANNING & ENGINEERING**

Ken Davis explained the major capital items projected for 1991 (p. 170), the increase over this year, and the Marydia transformer expense. He addressed anticipated additional workstations and requiring new vehicles and new substations. These are necessary, he said, to keep up with the system growth and workload.

Discussion followed on the Administration Facility Development fund of \$500,000 held in reserve for future expansion plans (land and Administrative building). Director Gant said this amount was in addition to \$900,000 set aside in the previous budget and he said he preferred that large sums not lay dormant for long periods of time. Chairman Hord asked that, since we have \$900,000 already set aside, do we want to put in an additional \$500,000 designated for land and development of the new

administrative facility? Director Bobroff expressed his concern and said it was his responsibility to the downtown community to see that the Administrative facility remain downtown.

Mr. Welsh said that the Bermuda Avenue site is being negotiated with Southport. He said our concept is to build a facility to house the Energy Control Center, Engineering, and some of the facilities that are currently in leased areas so the downtown facility can be expanded. He continued that when we have the final dollar figure of the cost of such development, we will need to set a project budget for that (from dollars already earmarked in the budget or in the Reserve for Future Capital Outlay). Discussion continued.

**Moved by Director Gant to remove the \$500,000 (Project No. P18901), Administrative Facility Development, from the Project Summary (p. 170 of the Proposed Annual Budget). Seconded by Director Jones.**

**Motion carried 5 - 0**

The \$500,000 increases the Reserve for Future Capital Outlay and reduces the overall budget by that amount.

#### **A. POWER SUPPLY (Cont'd from July 11th )**

Some Capital projects itemized on pgs 163-7 which were questioned by the Board were answered by staff. Ben Sharma explained the justification for some much-needed equipment and personnel requirements for both the Generation and Transmission Divisions.

Regarding "Power Supply Investigation", Chairman Hord, inquired whether we were in a position at this time to have our own in-house consultant, as opposed to using a costly outside consultant. Following discussion on the lengthy learning process requirement, duplication of salary and requiring additional office space, it was the consensus of staff that the timing is not right for bringing in an outside Power Supply Investigator at this time. Staff indicated that using an outside consultant/firm affords us credibility, team work and flexibility.

Item G09005, "Remediation, Parking Lot Area" in the amount of \$65,000 will be deleted from the capital projects since it is currently in the 1990 Budget. This amount will be reimbursed to KUA by the State.

Mr. Sharma indicated that a Feasibility Study is being done on the Installation of Cold Firing for Boiler (an \$864,000 budgeted item). If an in-house study reveals this action is not economically feasible we would not proceed in this direction.

Discussions followed on various other capital items listed (computer/printers; telephone recorders; telephone answering machine (trouble); copy machine, auto replacement, replacing SCADA system, etc.).

Director Lowenstein suggested that, for easy comparison purposes and access, carryovers be in the form of footnotes in the Budget. Staff agreed this would be done.

#### **D. CUSTOMER RELATIONS**

Chris Beck made a brief presentation on the budgeted items (p.171-2) for her department. She elaborated on the capital item requirements and justification for same. Awnings for the Administration Building have been authorized (with the approval of the City of Kissimmee) to better control the temperature within the building. Some discussion continued.

The meeting recessed from 7:50 to 8:08 p.m.

**E. FINANCE**

Joe Hostetler gave an overview of his capital projects for FY 1991 which were discussed line-by-line. The backup printer enhancement to the letter billing, he said, would be deleted from the list as being unnecessary.

Mr. Hostetler explained the Fiber Optics Communications System, via overheads, whereby several KUA buildings would be connected through this cable for high-speed communication. The system costs \$177,000. Several suggestions were made in cutting costs by implementing the cable ourselves and curtailing it from some buildings. Mr. Hostetler reported that another, slower fiber optics system is an option, costing perhaps in the range of \$27,000. Chairman Hord felt that we are spending a large sum of money on a non-income producing item. Director Gant preferred that we eliminate some of the original cost but suggested we might wire buildings short distances for a much lesser amount.

Director Bobroff objected to eliminating the \$150,000 because if we want a tight budget and a good organization, he said, they must be brought into balance. He felt there was no sense in investing in second-rate materials and that we either go first class or don't go.

**Moved by Director Gant, seconded by Director Jones, restricting the \$177,000 Fiber Optics Communications System cost to \$27,000.**

**Motion carried 4 - 1  
Director Bobroff opposed**

Regarding the Telephone System Enhancements for \$30,000, Director Gant was opposed to such a system, because of previous experience. He stated we are a "PR" company and a recording would only confuse and turn off the customers. Director Bobroff concurred. Chairman Hord also does not prefer an electronic voice-operated telephone system. Chris Beck explained that we would keep the system simple for the customers and that installing it would alleviate some 18,000 phone calls in Customer Relations.

**Moved by Director Bobroff to eliminate the Telephone System Enhancements that provide for computer-answered calls and that we use a manual answering system and voice mail. Seconded by Director Gant.**

Director Jones suggested our decision hinged on the kind of system most compatible to our needs and further suggested that the Board witness several telephone systems before making a decision. **Director Bobroff and Director Gant withdrew their motion and second, respectively.**

Mr. Hostetler said the PC Software for \$37,000 has already been purchased, and at a considerably lower purchase price; therefore, it was deleted from the capital item list (p.174).

**F. GENERAL MANAGEMENT**

Mr. Welsh indicated that the only capital outlay was the replacement of his vehicle. The replaced vehicle will remain in the fleet.

**G. PERSONNEL & RISK MANAGEMENT**

Neville Turner said that he has no new personnel, no new capital items, no turnovers and no rollovers to report. There were no questions.

## H. MATERIALS MANAGEMENT

Jim Tillman used an organization chart to show how his department is set up and highlighted the duties and responsibilities of his employees. Mr. Tillman's new Contract Administrator will establish annual requirements bids, administer services, handle small construction bids and supply contracts, as well as track all bids. He will also process change orders and modifications to ensure they are valid.

Director Gant was concerned whether employees and KUA were getting full benefit from all our computers. He suggested that all KUA computers be inventoried as to usage, utilization and purpose. This would alert us on our needs, whether they are being used and used as they were intended. Mr. Welsh said this would be done.

Director Jones inquired about the procedure and formality of our bidding process. Mr. Tillman said our written bids (over \$25,000) are open to the public for their inspection. He said all written requests for quotations are posted on the bulletin board and any vendor may bid on any formal bids, etc. During discussion, Director Jones inquired whether our purchasing limitations are too high. Mr. Tillman said he did not think so because of the controls in place.

Director Jones asked the General Manager whether the \$25,000 limit also applies to Department Heads (besides the General Manager). Mr. Welsh said all requisitions over \$200 and under \$25,000 are reviewed and approved by the General Manager on a before-the-fact basis. All purchases under \$200 are reviewed by the General Manager on a monthly basis. Discussion continued on checks and balances and internal auditing to ensure all procedures are handled according to policy.

## 7. OTHER

Mr. Welsh stated that we had no benefit changes; however, we anticipate implementing compensatory time for some salaried employees (supervisors, middle management and professionals below Department Head level) who do not receive overtime. He said it would be a good enhancement; it would be a monetary amount in lieu of overtime for excessive times worked under severe operating needs of the system. **The compensatory time would be one and one-half times over 3 hours worked (above the normal 8 hours), with a maximum of 16 hours per week, and must have prior written approval from the General Manager, except on an emergency basis.**

## 8. HEAR GENERAL MANAGER, ATTORNEY, DIRECTORS

### GENERAL MANAGER

Mr. Welsh introduced a letter from the McCrory Holding Company (handout to the Board) on the downtown McCrory property (two two-story retail/office buildings) for the Board's consideration. He said one of the City Commissioners asked him about our interest in it and said he would propose it to the City for their consideration and possible purchase. The total selling price for the two buildings on Broadway is \$600,000.

Mr. Welsh invited the Board to see the completed aerated fountain at the Distribution Center.

Referring to the Prompt Payment Incentive Plan, Mr. Welsh said that we are complying with the request of the City Commission not to apply this to the non-electric (water, sewer, trash) City portion of the bill. He handed the members copies of a memo dated July 12th from Chris Beck on this Incentive Plan for their information. He brought to their attention a survey listing of varied penalties charged by other utilities in the State and pointed out that the action taken by the Board is not out of line with the costs that we experience or with industry practice.

The General Manager stated that negotiations are continuing with Southport Ranch and hopefully the finalized agreement will be received within two weeks. They agreed to move the closing date up from September, 1991, to the last week of February or first week of March, 1991, at the latest, at our urging to get our projects going.

**The Board agreed to the August 6th date for the Power Plant Site Planning Special Meeting.**

### **ATTORNEY**

Attorney Brinson briefed the Board on the Johnson property and asked to have this item agendaed.

**Motion by Director Lowenstein, seconded by Director Bobroff, to add the Johnson property issue to the agenda.**

**Motion carried 5 - 0**

Mr. Brinson referred to Parcel #6, the Michael B. Johnson, Trustee, property. A meeting of Jim Welsh, Ken Davis and Bill Morse, representing KUA, and Walt Medlin and Fred Cumbie, representing the property owner, was held with Judge Byrd in mediation proceedings. The value has been established by the City giving Palm State \$21,000 per acre for the road right-of-way in impact fee credits. They agreed, subject to the Board's approval, to the 3.04 acres (40' easement) for the value of \$60,648 based on \$21,000/acre, at a 95% discounted fee. Mr. Cumbie agreed that a reasonable attorney fee for his firm would be \$2,775. They had incurred about \$1,000 costs in appraisals. KUA's expenses would be \$3,775 representing costs and attorney's fees. The property owner is willing to accept and allow us to dismiss the suit of \$60,648 for the easement and \$3,775 attorney's fee and costs (totaling \$64,423).

**Moved by Director Lowenstein, seconded by Director Bobroff, to pay the property owner \$60,648 for the 3.04 acre easement on the Johnson property; and \$3,775 in attorney's fees and costs, and to dismiss the suit.**

**Motion carried 4 - 0  
Director Gant abstained**

Form 8B, Conflict of Interest (copy attached to these Minutes) was completed and signed by Director Gant.

### **DIRECTORS**

Director Lowenstein complimented the General Manager and staff for a well-prepared, easy-to-read Budget document and expressed his thanks for their doing such a good job.

Director Gant also commended the staff for an outstanding job on the Budget and for satisfactorily responding to the members' questions. He said the bottom line is that the budget is personnel heavy based on our projected revenues for next year but that it can be compensated for the following year.

Director Gant referred to an earlier APPA Denver trip and having his airline fare charged to his personal credit card. He suggested KUA have company credit cards for the members for all authorized KUA business trips and expenses. Mr. Welsh said we will accommodate the members with company credit cards for future travel. Director Jones' concern was lack of prompt reimbursement. Mr. Welsh apologized for this in that it was due to his tardiness in handling the necessary paperwork.

Director Lowenstein asked whether any direction was required by staff at this time on the McCrory offer. Chairman Hord suggested this offer should really be looked at, physically, prior to having any site planning done, etc. Director Bobroff suggested that for retail purposes the buildings would suffice, but if it hasn't had any major interior overhaul it would need to be demolished. In effect, we would be buying the land. Chairman Hord suggested this issue be tabled for about two weeks. It was agreed to take some pictures of the site and take up the discussion under Hear General Manager at the next Regular Meeting, July 25th.

Chairman Hord expressed his appreciation for the obvious efforts of staff in compiling the Budget. He said he hoped the Board members' remarks would be taken constructively and extended his thanks.

**9. ADJOURNMENT:** Meeting adjourned at 10:05 P.M.

  
\_\_\_\_\_  
CHAIRMAN

ATTEST:



\_\_\_\_\_  
SECRETARY

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS		
LAST NAME - FIRST NAME - MIDDLE NAME <i>GRANT George H</i>		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE <i>KDa</i>
MAILING ADDRESS <i>9 Glendale Dr</i>		THE BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE ON WHICH I SERVE IS A UNIT OF CITY COUNTY <u>OTHER LOCAL AGENCY</u>
CITY <i>Kissimmee Fl</i>	COUNTY <i>osceola</i>	NAME OF POLITICAL SUBDIVISION
DATE ON WHICH I VOTE OCCURRED		MY POSITION IS <i>Director</i> ELECTIVE APPOINTIVE

**WHO MUST FILE FORM 8B**

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies equally to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes. The requirements of this law are mandatory; although the use of this particular form is not required by law, you are encouraged to use it in making the disclosure required by law.

Your responsibilities under the law when faced with a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing the reverse side and filing the form.

**INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES**

**ELECTED OFFICERS:**

A person holding elective county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which inures to his special private gain. Each local officer also is prohibited from knowingly voting on a measure which inures to the special gain of a principal (other than a government agency) by whom he is retained.

In either case, you should disclose the conflict:

**PRIOR TO THE VOTE BEING TAKEN** by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

**WITHIN 15 DAYS AFTER THE VOTE OCCURS** by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

**APPOINTED OFFICERS:**

A person holding appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which inures to his special private gain. Each local officer also is prohibited from knowingly voting on a measure which inures to the special gain of a principal (other than a government agency) by whom he is retained.

A person holding an appointive local office otherwise may participate in a matter in which he has a conflict of interest, but must disclose the nature of the conflict before making any attempt to influence the decision by oral or written communication, whether made by the officer or at his direction.

**IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:**

- You should complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes.
- A copy of the form should be provided immediately to the other members of the agency.
- The form should be read publicly at the meeting prior to consideration of the matter in which you have a conflict of interest.

**IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:**

- You should disclose orally the nature of your conflict in the measure before participating.
- You should complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

**DISCLOSURE OF LOCAL OFFICER'S INTEREST**

George A GALT \_\_\_\_\_, hereby disclose that on July 12 \_\_\_\_\_, 19 90

(a) A measure came or will come before my agency which (check one)

inured to my special private gain; or

inured to the special gain of none - \_\_\_\_\_, by whom I am retained.

(b) The measure before my agency and the nature of my interest in the measure is as follows:

None other contact - business & person

Date Filed \_\_\_\_\_

Signature George A Galt

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317 (1985), A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$5,000.