

ORDINANCE _____

AN ORDINANCE OF WAKULLA COUNTY, FLORIDA, AUTHORIZING THE EXPENDITURE OF COUNTY FUNDS TO PROVIDE FOR INCENTIVES AND AWARDS FOR EMPLOYEES, INDIVIDUALS AND ORGANIZATIONS PROVIDING OUTSTANDING SERVICES TO THE COMMUNITY; AUTHORIZING THE EXPENDITURE OF FUNDS TO PROMOTE, MAKE KNOWN AND ENGENDER GOOD WILL TOWARD THE COUNTY; SETTING FORTH CERTAIN PURPOSES TO BE ACCOMPLISHED AUTHORIZING EXPENDITURES THAT MAY BE MADE TO ACCOMPLISH THE PURPOSE OF THIS ORDINANCE; PROVIDING THE ESTABLISHMENT OF PROGRAMS TO ACCOMPLISH THE PURPOSES OF THIS ORDINANCE AND THE DEVELOPMENT OF RULES AND PROCEDURES FOR THE IMPLEMENTATION OF SUCH PROGRAMS; PROVIDING FOR THE APPLICATION OF THE ORDINANCE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, pursuant to the authority granted by Section 125.01, Florida Statutes, the Board of County Commissioners of Wakulla County has the power to carry on County government to the extent not inconsistent with general law and to adopt ordinances and resolutions necessary for the exercise of its power; and

WHEREAS, the Board of County Commissioners of Wakulla County is desirous of enhancing within Wakulla County Government, including its constitutional offices, the productivity and efficiency of the working environment, and within this community a better understanding of County programs and services and engendering a spirit of cooperation and goodwill; and

WHEREAS, Chapter 65-1886, Laws of Florida, has previously authorized the appropriation and expenditure of general funds for the purposes of advertising and promoting community projects; and

WHEREAS, Section 125.01(bb), Florida Statutes, has authorized programs providing extra compensation; and

WHEREAS, the purpose of this Ordinance is to benefit the residents of Wakulla County by **insuring that an** efficient and responsive local government to serve the needs of Wakulla County **exists that is also fiscally prudent and responsible.**

NOW, THEREFORE, be it ordained by the Board of County Commissioners of Wakulla County, Florida, as follows:

SECTION 1: FINDINGS OF FACT

It is hereby found and determined by the Board of County Commissioners of Wakulla County that the expenditure of public funds in compliance with the requirements of this Ordinance can serve a proper and valid public purpose, and that the requirements set forth herein provide **appropriate fiscal oversight and related management** controls to guard against abuse and assure accountability to the taxpayers and the public.

SECTION 2: PURPOSE

The purpose of this Ordinance is to provide a more efficient and responsive local government to serve the needs of the people of Wakulla County by the development of programs to provide for one or more of the following **within approved and existing budgetary constraints**:

- A. To recognize and appropriately award County employees whose performance exceeds standards for their positions.
- B. To recognize and reward community service groups and volunteers for outstanding contributions to the community.
- C. To recognize and reward individuals for their service to County government and the community as professionals, as volunteers, as members of advisory boards, councils, committees, and as corporate sponsors of County programs for programs of service to the community.
- D. To promote, make known and engender goodwill, participation and cooperation of individuals, groups and organizations in the activities, services and programs of the County.
- E. To promote efficiency and productivity and enhance the performance of duties by employees and volunteers in a structured and appropriate manner.

SECTION 3: EXPENDITURES AUTHORIZED

Upon determination that an expenditure **of existing and otherwise unencumbered budgeted funds** would accomplish one or more of the above stated purposes and in accordance with the requirements of Section 4 of this Ordinance and adequate unencumbered budgeted funding for same, the expenditure of funds for any of the following is hereby authorized **as provided for within this ordinance**:

- A. Non-alcoholic refreshments at any County-related functions **that shall be made open to the public upon request**.

- B. All or a portion of the cost of meals or banquet expenses in connection with special meetings, educational programs, recognition and awards ceremonies, seasonal or holiday gatherings and other similar special events **that shall be made open to the public upon request.**
- C. Meals and non-alcoholic refreshments in connection with recruitment proceedings for managerial employees.
- D. Frames, plaques, certificates, trophies, pins, paperweights and other suitable tokens of recognition to acknowledge significant contributions.
- E. ~~Cash or personal property in connection with contests and competitions including a lump sum bonus programs to award outstanding employees whose performance exceeds standards, if the program provides that a bonus payment may not be included in an employee's base rate of pay, may not be carried forward in subsequent years, and is authorized by the Board under a separate policy.~~
- F. Souvenirs and other tokens commemorating and or promoting programs, events and undertakings of the County.
- G. Additional vacation time or paid time off beyond the standard provisions of the personnel policies of the County or one of its officers as a part of an awards and incentives program.
- H. Flowers and other suitable tokens of sympathy for illness and/or death of individuals who have provided services to the County as professionals, volunteers, members of advisory boards, councils, or committees **not to exceed \$50 in each specific case.**
- I. Other expenditures specifically approved by the Board of County Commissioners whether similar or dissimilar to the nature of expenditures authorized herein, provided that the expenditure is approved in advance at a regular or special meeting of the Board of County Commissioners.

SECTION 4: ESTABLISHMENT OF PROGRAMS AND DEVELOPMENT OF RULES AND PROCEDURES

- A. All requests for approval shall **be presented to the County Administrator or Deputy County Administrator (in the administrator's absence) for approval and shall** identify one or more of the purposes to be served as authorized in Section 2, the expenditures to be

made as provided in Section 3, along with a statement describing the manner in which the expenditure will accomplish the purpose of this Ordinance, a specific description of those who will be eligible beneficiaries of the program, and all other details as appropriate. **The County Administrator's Office, or designee office (such as the Office of Management and Budget), shall maintain a file of all such processed requests for expenditure, including all approved or disapproved requests.**

B. All expenditures shall come from monies designated or approved for accomplishing the purposes of this Ordinance by the Board of County Commissioners at the time of adoption of the County Budget. Nothing herein shall prohibit the use of personal property, goods or services donated to the County to fulfill the purposes of this Ordinance. Any programs approved prior to the enactment of this ordinance shall identify the source of funds that will be used.

~~C.~~ Expenditures authorized under this Ordinance shall be approved **by the County Administrator in advance of processing for payment. None of these expenditures shall be over \$500, in any case, without prior approval by the Board of County Commissioners during a regular meeting of the Board. in advance as follows:**

~~1. Expenditures not to exceed \$1,000 (\$0 - \$1,000) shall be authorized in advance by the Department Head, given adequately budgeted funds.~~

~~2. Expenditures over \$1,000 not to exceed \$3,000 shall be authorized in advance by the County Administrator, given adequately budgeted funds.~~

~~3. Expenditures over \$3,000 shall be authorized in advance by the Board of County Commissioners at a regular or special meeting of the Board, provided that adequately budgeted funds exist for this purpose.~~

D. The provisions of this Section 4 shall not apply to expenditures authorized pursuant to other provisions of law including other County ordinances, to vacation, sick leave, compensated holidays, health care, and retirement benefits, or conditions of employment provided as a part of the County's Personnel Policies or employment contracts, or, to other programs previously authorized by the Board of County Commissioners. However, the provisions of this Section 4 shall apply to the promotion of other community projects as reflected in Chapter 65-1886, Laws of Florida. The provisions of Section 4.B. shall apply to expenses incurred under Section 3.G.

SECTION 5: APPLICATION OF ORDINANCE

This Ordinance applies to all County departments, divisions and offices established pursuant to Article VIII, Section 1(d) of the Constitution of the State of Florida, as well as the governing body of Wakulla County.

SECTION 6: EFFECTIVE DATE

A certified copy of this Ordinance shall be filed with the Department of State by the Clerk within ten days after enactment by the Board, and shall take effect upon receipt of official acknowledgment of filing as provided by Section 125.66(2), Florida Statutes.

ADOPTED with a quorum present and voting this the _____ day of _____, 2007.

ATTEST: _____

**BOARD OF COUNTY COMMISSIONERS
OF WAKULLA COUNTY, FLORIDA**

By: _____
Honorable Brent X. Thurmond
Clerk of the Circuit Court

By: _____
Honorable Brian Langston
Chairman of the Board

By: _____
Ronald A. Mowrey
County Attorney
Approved as to form only.