

**AGENDA
CITY COUNCIL MEETING
3/8/2016
5:00 P.M.**

1. **OPEN MEETING**

2. **INVOCATION:**

3. **PLEDGE OF ALLEGIANCE**

4. ****APPROVAL OF AGENDA FOR ADDITIONAL ITEMS****
 - Recommendation for Additional Items from Staff
 - Recommendation for Additional Items from Council
 - (a) Council Reports

5. **APPROVAL OF MINUTES**

6. **RECOGNITIONS, SPECIAL PRESENTATIONS AND AWARDS:**

7. **PUBLIC HEARINGS/MEETINGS:**
 - 1) Public Hearing for CRA II and CRA III Master Plans

8. **PERSONS TO APPEAR:**

9. GENERAL CONSENT AGENDA

- 1) As forwarded from Executive Committee Meeting held on Monday, February 29, 2016 at 4:00 p.m.

10. MILTON PLANNING BOARD

- 1) Board is scheduled to meet on Thursday, April 7, 2016 at 5:00 p.m.

11. ORDINANCES, RESOLUTIONS & PROCLAMATIONS:

- 1) Ordinance #1429-16, Changing of Election Date (*2nd Reading*)
- 2) Ordinance #1430-16, Downtown Redevelopment Advisory Board (DRAB) Dissolution (*2nd Reading*)
- 3) Ordinance #1431-16, Itinerant Vendors (*2nd Reading*)
- 4) Resolution #1362-16, Adopting a Community Redevelopment Plan for CRAs II North and III South
- 5) Resolution #1363-16, Support for and Requesting that the Bay Area Resource Council (BARC) be designated as the Entity for the Pensacola Bay and Perdido Bay Estuary Programs
- 6) Resolution #1364-16, Authorization for City Manager to Submit Application for and to Administer a Grant for Funding for the Expansion of the Existing Marina Facilities and Services at the Quinn Street Marina

12. CITY ATTORNEY'S REPORT

13. CITY CLERK'S REPORT

14. COUNCIL COMMITTEE ITEMS:

Administration - Chairman: Councilman Grady Hester

Item 53 Recruitment and Replacement of Police Chief

Recommendation Vote Required

Authorization to proceed with program through Florida Police Chiefs Association to recruit and hire a new Police Chief

Cost \$11,000.00 **Funding Source** Budget

Item 1 Milton City Council Speaker Request Form

Recommendation Vote Required

2/29/2016 Action: Committee recommended approval to use speaker request form for Committee of the Whole, Executive Committee and Council Meetings with a 5 min time limit for speakers.
2/1/2016 Action: Approval of the Milton City Council Speaker Request Form and will take the time limit issue to Committee of the Whole

Cost \$0.00 **Funding Source**

TPO REPRESENTATIVE: COUNCILMAN JIMMY MESSICK

TDC REPRESENTATIVE: COUNCILMAN ALAN LOWERY

15. COUNCIL REPORTS:

16. MAYOR REPORT: WESLEY MEISS

**17. CITY MANAGER’S REPORT:
EXPENDITURES:**

- 1) Authorization to make payment to Florida Municipal Insurance Trust for the 3rd Installment Billing for FY 2016 in the amount of \$95,652.83 to be paid out of the budget *(Requires vote)*

18. OTHER BUSINESS:

Item 41 New City Seal

Recommendation Tabled

Action: Approval to table for revised design of the City Seal

Cost \$0.00 **Funding Source**

Item 82 VOIP, Voicemail and Unified Messaging System for City Buildings

Staff Recommendation Discussion

For Committee review and discussion

Cost \$0.00 **Funding Source**

19. ADJOURN/RECESS:

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the City at least 48 hours before the meeting by contacting City Hall, 6738 Dixon Street, Milton, or by calling 983-5410.

“If any person decides to appeal any decision made by the board, agency, or commission, with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.” FS 286.0105

CITY COUNCIL MEETING
March 8, 2016
5:00 P.M.
GENERAL CONSENT AGENDA ITEMS

Public Works - Chairman: Councilman R. L. Lewis

Item 67 Sewer Backup on Maggie Rose Circle

Action: Approval to proceed with the restoration of the residence using Complete DKI and to take action against Adams Homes to recover costs if insurance does not cover.

Cost \$0.00 **Funding Source**

Public Safety - Chairwoman: Councilwoman Pat Lunsford

Item 63 Request for Autistic Child Sign at 3-way stop at Sanders Street

Action: Approval to purchase and place the "Autistic Child" sign at the intersection of Lark and Sanders Street and leave at discretion of City Manager in the future

Cost \$0.00 **Funding Source** **Budget**

Item 11 Red Light Camera Program Renewal

Action Action: Approval of authorization for City Manager to negotiate contract with 4 cameras at \$4,250 and 1 camera at \$3,750 and to remain revenue neutral.

Cost \$0.00 **Funding Source** **W/S Reserves**

Parks & Recreation - Chairman: Councilman Lloyd Hinote

Item 57 Community Center Signs

Action: Approval to purchase the signs for the top of the GTCC at a cost of \$5,036 to be paid out of the budget

Cost \$5,036.00 **Funding Source** **Budget**

Item 42 Review of City Parade Fees

Action: Approval of increasing the fee charged by the city for holding a parade on a state road to \$1,000 and other roads will remain at \$350

Cost \$0.00 **Funding Source**

Item 59 Request from Milton High School Band for use of stage

Action: Approval of MHS Band using the city stage with the rental fee being paid

Cost \$0.00 **Funding Source**

Item 44 Men in Action use of the Guy Thompson Community Center for Basketball Leagues

Action: Approval for Men in Action to use the Community Center facilities for a youth basketball program with the requirement of the \$25 per hour fee for city staff to be present

Cost \$0.00 **Funding Source**

Item 52 Football Field Maintenance

Action: Approval to close public access to Milton Sportsplex Football Fields for restoration and maintenance of the playing surface

Cost \$0.00 **Funding Source** **Budget**

Item 50 Event Application for Monthly Car Show from March - October 2016

Action: Approval of the event application to hold a monthly car show in downtown Milton on the fourth Saturday from March - October 2016

Cost \$0.00 **Funding Source**

Growth & Development - Chairwoman: Councilwoman Ashley Lay

Item 60 Quinn Street Marina development RFP

Action: Approval to sub-divide the Quinn Street Marina property into 2 parcels

Cost \$0.00 **Funding Source**

Item 54 Request for Out-of-Town Travel for Randy Jorgenson, Planning Director, to attend the American Planning Assoc. Annual Conference in Phoenix, AZ on April 2-5, 2016 at a cost of \$785 plus Airline costs to be paid out of the budget

Action: Approval of Out-of-Town Travel request for Randy Jorgenson to attend the American Planning Assoc. Annual Conference in Phoenix, AZ

Cost		Funding Source	Budget
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Item 69 Walking/Biking Plan

Action: Approval for staff to integrate the walking/biking plan with the road paving priority plan

Cost	\$0.00	Funding Source	
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Item 70 CRA II/III

Action: Approval to forward to BOCC, School Board and WFWMD the notice of intent to adopt the master plans, schedule a public hearing at March Council meeting and adopt the Master Plans

Cost	\$0.00	Funding Source	
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Item 40 Resolution supporting the designation of the Bay Area Resource Council (BARC) as the governing structure to support the establishment of an Estuary Program for Perdido and Pensacola Bay.

Action: Approval of a resolution supporting the designation of the Bay Area Resource Council (BARC) as the governing structure to support the establishment of an Estuary Program for Perdido and Pensacola Bay

Cost	\$0.00	Funding Source	
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Item 68 Stewart Street Re-Zoning to RC-1

Action: Approval for staff to proceed with an outreach meeting with the affected property owners

Cost	\$0.00	Funding Source	
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Finance - Chairman: Councilman Jimmy Messick

Item 45 Contribution to Santa Rosa Leadership Class 29 Blackhawk Memorial Foundation

Action: Approval to make a \$1,500 donation to Leadership Class 29 to be put towards the building of the Blackhawk Memorial

Cost \$0.00 **Funding Source** Budget

Item 43 Review Requirement to Replace City Enterprise Software (HTE)

Action: Approval for staff to send out RFP to upgrade or change the City Enterprise Software

Cost \$0.00 **Funding Source** Budget

Item 61 Budget Planning Calendar for FY2017

Action: Approval of the FY 2017 Budget Planning Calendar

Cost \$0.00 **Funding Source**

Item 64 Appointment of Mr. Greg Brand to the Fire Pension Board

Action: Approval of appointment of Mr. Greg Brand to the Fire Pension Board as a City Representative

Cost \$0.00 **Funding Source**

Item 65 Establishment of facilities maintenance department (#0519) budget item in FY 17

Action: Approval for staff to establish the #0519 Budget item in the FY 2017 Budget

Cost \$0.00 **Funding Source** Budget

Item 71 Bad Debt Write-off for February 2016

Action: Approval of bad debt write-off for February 2016 in the amount of \$3,025.63 - FYTD \$23,296.21, less collections and gas fee account credit of (\$4,872.13) for a net total of \$18,424.08

Cost	\$0.00	Funding Source
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Item 62 Courthouse Update: 1. Purchase agreement for property number 2. Review New courthouse layout plan from HMM/HOK.

Action: Approval for the City Manager to sign a contract on parcel #03-1N-28-2530-03200-0090 with a closing date of September 30, 2016 or later

Cost	\$38,000.00	Funding Source	Budget
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Administration - Chairman: Councilman Grady Hester

Item 72 Administrative Accounts Clerk Job Description in Finance Department

Action: Approval of revised Administrative Accounts Job Description in the Finance Department

Cost	\$0.00	Funding Source	Budget
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Item 73 Payroll Administrative Clerk Job Description in Finance Department

Action: Approval of revised Payroll Administrative Clerk Job Description in the Finance

Cost	\$0.00	Funding Source	Budget
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Item 74 Use of One Council Office Space as Office for PIO/Marketing

Action: Approval to use one of the Council Office spaces as an Office for PIO/Marketing Director

Cost	\$0.00	Funding Source
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Item 18 Policies for Review:
2.3 Employee Recognition
2.4 Policy on Employee Certifications

Action: Approval of policies as presented

Cost \$0.00 **Funding Source**

Other Business

Item 80 Letter of Support for Sidewalk Connecting Downtown Milton to the Village of Bagdad

Action: Authorization to send letter of support for Sidewalk connecting Downtown Milton to the Village of Bagdad

Cost \$0.00 **Funding Source**

Item 79 Use of City Stage for Bagdad Festival.

Action: Authorization for the use of the city stage with the \$350 rental fee for Bagdad Festival and the inclusion of promotional materials for Downtown Milton and the businesses there

Cost \$0.00 **Funding Source**

Item 78 Landscape upgrades to South Riverwalk Park

Action: Approval for landscape upgrades to the South Riverwalk Park and to remove tree adjacent to Hwy 90 in South Riverwalk Park

Cost \$0.00 **Funding Source** CRA Fund

Item 77 Police Corporal Selection

Action: Approval of recommendation from Chief Brand to promote Officer Dewayne Smith to the rank of Corporal

Cost \$0.00 **Funding Source**

Item 81 Courthouse Committee

Action: Approval to recognize the Committee for a job well done and to dissolve the Courthouse Committee

Cost \$0.00 **Funding Source**

TPO REPRESENTATIVE: COUNCILMAN JIMMY MESSICK

TDC REPRESENTATIVE: COUNCILMAN ALAN LOWERY

MAYOR REPORT: WESLEY MEISS

CITY MANAGER'S REPORT:

OTHER BUSINESS:

RESOLUTION NO. 1362-16

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILTON, FLORIDA, ADOPTING A COMMUNITY REDEVELOPMENT PLAN FOR CRAs II NORTH AND III SOUTH REDEVELOPMENT AREAS LOCATED IN THE CITY OF MILTON, FLORIDA, MAKING LEGISLATIVE FINDINGS; ADOPTION OF PLANS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, on December 10, 2015 the Board of County Commissioners of Santa Rosa County, Florida adopted Resolution 2015-56, accepting the findings of necessity dated July 27, 2015 and authorizing the City Council of the City of Milton, Florida to create, operate, and maintain the City of Milton Community Redevelopment Agency; and

WHEREAS, pursuant to Resolution No. 1341-15, adopted by the City Council on August 11, 2015, determined that certain areas in the City of Milton, Florida were in need of redevelopment and so designated the areas as being a "Community Redevelopment Area" within the meaning of Section 163.340(10), Florida Statutes (the "Redevelopment Area"); and

WHEREAS, the City Council has designated itself as the Community Redevelopment Agency by Resolution No. 1355-16, enacted on January 12, 2016, and has further established the boundaries of CRA II North and III South Redevelopment Areas; (Legal descriptions attached) and

WHEREAS, the City has caused two redevelopment plans to be prepared for the Community Redevelopment Areas; and

WHEREAS, after due consideration as required by Part III of Chapter 163, Florida Statutes (The Community Redevelopment Act of 1969, as amended, or the "Act") specifically Section 163.360(4) of the Act, the Planning Board of the City of Milton, Florida, which is the local planning agency, has reviewed the Community Redevelopment Plans and found them to be in conformity with the City's Comprehensive Plan for the development of the City as a whole; and

WHEREAS, after due consideration as required by Section 163.360(5), Florida Statutes, the Community Redevelopment Agency for the City of Milton, Florida, has on March 8th, 2016, by adoption of their Resolution No. CRA 0001-16, recommended approval of the Community Redevelopment Plans, and

WHEREAS, on March 8, 2016, the City Council has held a public hearing on the Community Redevelopment Plans for the CRAs II North and III South Community Redevelopment Areas after public notice, as required by Sections 163.360(6) and 163.346, Florida Statutes.

NOW, THEREFORE, BE IT RESOLVED THAT:

SECTION ONE: Findings

1. The Planning Board reviewed the proposed Community Redevelopment Plans for the Community Redevelopment Areas, and found that the Community Redevelopment Plans conform to and are consistent with the applicable Goals, Objectives and policies of the City's Comprehensive Plan for the development of the City as a whole.
2. The Planning Board submitted the proposed Community Redevelopment Plans back to the Community Redevelopment Agency with their recommendations.
3. The Community Redevelopment Agency has submitted the proposed Redevelopment Plans for the Community Redevelopment Areas to each taxing authority that levies ad valorem taxes on taxable real property contained within the geographic boundaries of the Community Redevelopment Area, as required by the Act.
4. The Community Redevelopment Agency, by their adoption of Resolution CRA 0001-16 on March 8, 2016, recommends approval of the CRA II North and III South Community Redevelopment Plans for the City Council, City of Milton, Florida, finding it necessary to improve the general economic, social, cultural, aesthetic, health, safety, and welfare of the community.
5. Based on information presented to it, the City Council expressly finds that the Community Redevelopment Plans for CRAs II North and III South Community Redevelopment Areas (the "Plans") satisfies the requirements of Sections 163.360 and 163.362, Florida Statutes.

SECTION TWO: Adoption of Plan

The Community Redevelopment Plan for CRAs II North and III South Community Redevelopment Areas are hereby adopted as if fully set forth herein. A copy of the Plans shall be certified by the City Clerk as having been adopted by this Resolution. In accordance with Section 163.360(9), Florida Statutes, the Community Redevelopment Plans are hereby deemed to be in full force and effect of the Community Redevelopment Areas, and the Community Redevelopment Agency is hereby charged with responsibility of carrying out the Community Redevelopment Plans in accordance with its terms and applicable law.

SECTION THREE: Severability

If any section, part of a sentence, paragraph, phrase or word of this Resolution is for any reason held to be unconstitutional, invalid, inoperative or void, such holding shall not affect the validity of the remaining portions hereof and it shall be construed to have been the legislative intent to pass this Resolution without such unconstitutional, invalid or void part, thereby causing said remainder to remain in full force and effect.

SECTION FOUR: Conflicts

All Resolutions or part of Resolutions in conflict herewith are hereby repealed to the extent necessary to give this Resolution full force and effect.

Upon Motion by Councilman _____ and Seconded by Councilman _____, Resolution _____ was duly adopted at a Regular Meeting of the City Council of the City of Milton, Florida, held on the 8th day of March, 2016.

Ayes: _____
Nays: _____
Absent or Abstaining: _____

By: _____
Mayor

Attest:

City Clerk

RESOLUTION NUMBER 1363-16

A RESOLUTION OF THE CITY OF MILTON, FLORIDA, EXPRESSING SUPPORT FOR AND REQUESTING THAT THE BAY AREA RESOURCE COUNCIL (BARC) BE DESIGNATED AS THE ENTITY FOR THE PENSACOLA BAY AND PERDIDO BAY ESTUARY PROGRAMS WHICH WILL MANAGE COMPREHENSIVE PLANS FOR THE RESTORATION AND PROTECTION OF PENSACOLA BAY AND PERDIDO BAY; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, Pensacola Bay and Perdido Bay and their associated waterways provide boating, fishing, hunting and other outdoor recreational and economic opportunities for citizens and visitors of Florida; and

WHEREAS, mismanagement of Pensacola Bay and Perdido Bay may exacerbate flooding and property loss, negatively impact water quality and estuarine habitat, negatively affect the local economy, and threaten the health, safety and welfare of Florida's citizens and visitors; and

WHEREAS, the U.S. Environmental Protection Agency (USEPA) is seeking funding to "stand up" and establish one (1) Estuary Program in Perdido Bay, Pensacola Bay, or other bays in Northwest Florida in order to coordinate management and improvement of the water bodies; and

WHEREAS, the Bay Area Resource Council (BARC) is an intergovernmental organization established in 1987 with elected officials from five local governments (Escambia County, Santa Rosa County, City of Pensacola, City of Gulf Breeze, and City of Milton); and

WHEREAS, the BARC has the purpose of improving Pensacola Bay and Perdido Bay through community coordination and participation from stakeholders including federal, state and local governments, citizens, academia, and the private sector; and

WHEREAS, the Bay Area Resource Council (BARC) has the organizational structure, history and experience with local issues pertaining to Pensacola Bay and Perdido Bay to be the entity for the Pensacola Bay and Perdido Bay Estuary Programs.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF MILTON, AS FOLLOWS:

Section 1. That the City Council finds the above recitals to be true and correct and incorporates them herein by reference.

Section 2. That the City of Milton hereby expresses its support for and requests that the Bay Area Resource Council (BARC) be designated as the Estuary Program organization to manage a comprehensive plan for the restoration and protection of Pensacola Bay and Perdido Bay.

Section 3. That this resolution shall take effect immediately upon its adoption by the City of Milton.

Section 4. That the Clerk shall forward a copy of this Resolution to Secretary Jonathan P. Steverson of the Florida Department of Environmental Protection in Tallahassee; Director Shawn Hamilton of the Florida Department of Environmental Protection Northwest District in Pensacola; Executive Director Brett Cyphers of the Northwest Florida Water Management District in Havanna; Gulf Coast Ecosystem Restoration Council Chair and Secretary of the Department of Commerce Penny Pritzker in Washington, DC; Gulf Coast Ecosystem Restoration Council Executive Director Justin R. Ehrenwerth in Washington, DC; USEPA Secretary Gina McCarthy in Washington, DC; and USEPA Assistant Administrator for the Office of Water Ken Kopocis in Washington, DC.

ADOPTED this _____ day of _____, 2016.

Wesley Meiss, Mayor

ATTEST:

Dewitt Nobles, City Clerk

RESOLUTION NO. 1364-16

A RESOLUTION AUTHORIZING THE CITY MANAGER TO SUBMIT APPLICATION FOR AND TO ADMINISTER A GRANT FOR FUNDING FOR THE EXPANSION OF THE EXISTING MARINA FACILITIES AND SERVICES AT THE QUINN STREET MARINA TO INCLUDE THE REPAIR OF EXISTING COVERED DOCK, THE CONSTRUCTION OF ADDITIONAL COVERED DOCK AND FINGER PIERS, THE ADDITION OF PERMANENT SLIPS, AND THE PROVISION OF PORTABLE FUELING AND PUMP-OUT SERVICES, THROUGH THE FLORIDA BOATING IMPROVEMENT PROGRAM - BOATING ACCESS FACILITIES, FY 16-17; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Milton desires to offer its residents and visitors with a higher level of service by providing for improved marina facilities and services;

WHEREAS, the Florida Boating Improvement Program grant provides funds to local governments for the enhancement of boating facilities;

WHEREAS, the City Council of the City of Milton has determined that it is in the best interest of the City, which it serves, to apply to the Florida Fish and Wildlife Conservation Commission, Florida Boating Improvement Program - Boating Access Facilities, for funding for the expansion of facility and services at the Quinn Street Marina; and,

WHEREAS, the City Council wishes to designate a Project Manager to sign any necessary documents to administer the project.

WHEREAS, it is a requirement of the grant program for which application shall be submitted that this resolution be adopted prior to submittal and accompany said submittal.

NOW THEREFORE BE IT BE IT RESOLVED by the City Council of the City of Milton, Florida:

Section 1. The foregoing "WHEREAS" clauses are hereby ratified, confirmed as true and correct, and made a part of this Resolution.

Section 2. The City Manager shall be authorized to sign the application and related contract, as required to obtain funding from the Florida Fish and Wildlife Conservation Commission, through the Boating Improvement Program - Boating Access Facilities, be it further resolved that the aforesaid City Manager shall be authorized to sign and submit amendments to the approved application and/or the executed contract, as necessary and be it further resolved that the City Manager or his designee shall administer the grant on behalf of the City of Milton.

Section 3. Awarded grant funds, in an amount not to exceed \$200,000.00 shall be utilized solely in the expansion of facility and services of the existing Quinn Street Marina facility by: Constructing a 134 x 5 foot marginal dock along the shoreline, connected to the west side of the existing marginal dock (670 sq. ft.); Constructing 5, 30 x 4 foot finger piers along the new marginal dock (600 sq. ft.); Constructing 1, 16 x 4 foot finger pier along the existing boat ramp access pier (64 sq. ft.); Constructing/repairing/replacing a 9,512 square foot roof over the 24 permanent slips; The roof structures, including overhang, shall be contained within the proposed lease boundaries; and Operating a portable fueling facility (500 gallon portable gasoline tank trailer) and a portable sewage pump-out (Keco Model 425 Pump-Out Cart or similar

device) from the uplands in accordance with the Florida Department of Environmental Protection Spill Prevention and Control Plan.

Section 4. This Resolution shall become effective immediately upon its passage and adoption.

THIS RESOLUTION was duly adopted and recorded on _____, day of _____, 2016.

Wes Meiss, Mayor

ATTESTED BY:

Dewitt Nobles, City Clerk

Expend 1



Florida Municipal Insurance Trust (FMIT) Third Installment Billing - 15/16 Fund Year

FMIT # 0382

Invoice Date: 3/1/2016

Due Date: 4/1/2016

ATTN: Lori McCafferty
City of Milton
P.O. Box 909
Milton, FL 32572-0909

Please make check payable to:
Florida Municipal Insurance Trust
P.O. Box 1757
Tallahassee, FL 32302-1757

Policy Summary

	General Liability	Auto Liability	Auto Physical Damage	Property	Workers Compensation	Total
Gross Premium	\$113,822.00	\$31,588.00	\$8,911.00	\$124,067.00	\$155,628.00	\$434,016.00
Incentive Credit	(\$24,586.00)	\$0.00	\$0.00	\$0.00	(\$27,235.00)	(\$51,821.00)
Total Net Premium	\$89,236.00	\$31,588.00	\$8,911.00	\$124,067.00	\$128,393.00	\$382,195.00

Previous Activity

Previous Invoices	\$190,889.33
Payment Received On 10/13/2015	(\$95,544.50)
Payment Received On 1/4/2016	(\$95,344.83)
Total Balance Forward	\$0.00

Current Installment

Coverage	Premium	Incentive Credit	Total Net Premium
General Liability Coverage	\$28,455.50	(\$6,146.50)	\$22,309.00
Auto Liability Coverage	\$8,029.16	\$0.00	\$8,029.16
Auto Physical Damage Coverage	\$2,310.08	\$0.00	\$2,310.08
Property Coverage	\$30,906.34	\$0.00	\$30,906.34
Workers Compensation Coverage	\$38,907.00	(\$6,808.75)	\$32,098.25
Total Installment Amount			\$95,652.83

Total Due by 4/1/2016 **\$95,652.83**

NOTE: Any change in premium from the previous installment is due to endorsement(s) to your policy. These endorsements are available to you on the FMIT website: <http://insurance.flcities.com>

Please see reverse side for a copy of our Premium Installment Plan and Penalty Policy.

RECEIVED
3/1/16
w

PINK COPY - Please return with your payment

WHITE COPY - For your records

WJW
3/2/16

Process for selecting VoIP Candidates

The City of Milton issued an RFP to replace our current phones and phone system for several reasons.

The first reason was for a monthly cost reduction. Currently the City is paying AT&T and KMS \$4,670/monthly for phones, phone lines, and phone related services, excluding service calls. Service calls result in an additional expenses to the set monthly costs. Santa Rosa County recently switched their analog copper line phone system with a Voice over IP (VoIP) phone system and saved nearly \$100K per year. While the City of Milton doesn't expect to save that much money, we do expect to save between \$15K and \$25K a year.

The second reason is to utilize technology and have a better product that integrates with the City's mobile phones and current way of doing business. The final reason was to eliminate the need for the current company to have to come on-site to make the simplest of changes and bill the City service charges. The new system will have an administrative interface that the City's IT personnel can manage thus saving money by eliminating service calls.

The City communicated with 18 companies on this RFP, with 14 companies participating in the mandatory on-site visit. When the bids were opened on February 19th at 2pm, the City received 16 proposals from 13 distinct companies (some of the companies submitted multiple proposals). The companies who submitted proposals are as follows:

3T-Innovations	Affitini	American Tech Solutions
AT&T	CSPi Technology Solutions	Cspire
Forerunner Technologies	Information Transport Solutions	KMS
Maxis360	Morse Communications	Office Depot
PBX-change	Persido	Safarimicro
Speed of Light Communications	Vertical Communications	VOIP Supply

The City's goal is to review and reduce the proposals to 3 or 4 viable systems which closely meet the city's needs. The top 3 or 4 companies will then be invited to make a one-hour presentation to the selection committee so the proposals can be ranked and a recommendation provided to Council for an award.

The attached spreadsheet lists the 13 companies and their 16 proposal solutions. John Colby, IT Consultant, reviewed the proposals and created an initial breakdown of the proposals according to the following criteria.

- 1) Step #1 was to eliminate any proposals that did meet the mandatory site visit requirement.
 - a. This left 14 proposals from 11 companies
- 2) Step #2 was to eliminate any proposals that had a higher monthly cost than what the City is currently paying for phone service, since the idea of the RFP was to save money.
 - a. This left 10 proposals from 7 companies
- 3) Step #3 was to rate the remaining proposals in several categories, including:
 - a. Connection to the City (Fiber, T-1, analog, use of existing cables, etc.)
 - b. Redundancy (if the phone lines go down, is there redundancy to have them restored)
 - c. Long distance minutes per month (some were limited-- some were unlimited)
 - d. Number of concurrent calls
 - e. Brand of phones, and brand of switches
 - f. Time to implement the full solution
 - g. Monthly cost
 - h. References, size of business, location, and years in business for the company

After the third procedure was completed, 4 proposals were identified for further consideration. They are ranked in order of preference on the second spreadsheet marked in green. Once the ranking was completed, Mr. Colby, Mr. Watkins, and Ms. McCafferty discussed and reviewed the results to ensure that the criteria, the rankings, and the data was properly presented.

VOIP, VOICEMAIL, AND UNIFIED MESSAGING SYSTEM FOR CITY BUILDINGS (MAR 3.2016)

Company and Representative Name	Address	Phone	Email	Up-Front Costs	Analog Lines Included?	Monthly Fee	Total Cost (Year 1)	Connection to Host (City Hall)	Redundancy	Long Distance Minutes/month	Concurrent Calls	Brand of Phones	Brand of Switches	Start to Finish (# of days)
Affiniti				\$53,166.75	N/A	\$1,339.00	\$69,234.75							
American Telcom Solutions				\$0.00	N/A	\$3,068.25	\$36,819.00							
AT&T (Network & ShoreTel Calling)	1110 Montlmar Dr, Floor 2	251-635-5120	david_stark@att.com	\$6,742.08	YES	\$2,825.00	\$40,642.08							
AT&T (SVAS Hardware Leasing)	Mobile, AL 36609			\$0.00		\$3,576.82	\$42,921.84							
David Stark				Total \$6,742.08		\$6,401.82	\$83,563.92	?	?	15000 mins/mth	?	ShoreTel	?	60-90 days
C-Spire	107 St. Frances St. Ste 2500	1-855-277-4792	rgibson@cspire.com	\$0.00	YES	\$3,365.00	\$40,380.00	25 Meg SL Fiber	Yes, to City Fiber	Unlimited	200+	PolyCom	Adtran	10-12 weeks
Robert Gibson Sr.	Mobile, AL 36695							Comments: Larger company 1350+ employees, 1 million customers, largest private wireless company in Nation						
Information Transport Solutions (ITS)	7923 Airway Park Dr	1-334-567-1993	www.its-networks.com	\$21,000.00	NO	\$7,480.00	\$110,760.00	10 Meg Fiber	?	?	?	Cisco	?	Not Listed
Henry Zeigler	Mobile, AL 36608				NEED TO ADD			Comments: Mobile AL company, expensive, Top of the Line Cisco products						
KMS (Hosted RingCentral Solution)	3010 E. Cervantes St	850-433-1131	kbulla@kmsbusiness.com	\$3,059.10	NO	\$3,059.10	\$39,768.30	Use SL	1.5 Meg (T-1)	6900 mins/mth	23	PolyCom	HP	5-8 Weeks
KMS (On Premise PRI Spydur Solution)	Pensacola, FL 32503			\$0.00	NEED TO ADD	\$2,590.65	\$31,087.80	PRI	1.5 Meg (T-1)	6901 mins/mth	23	PolyCom	?	5-8 Weeks
Kevin Bulla								Comments: Ring Central Proposal for Hosted. Internal solution similar to what we have now.						
MAXIS 360	711 Ballard St	850-559-9004	scurry@maxis360.net	\$0.00	YES	\$2,201.50	\$26,418.00	Use current SL	Yes, to analog	Unlimited	25	Digium	Brocade	6-8 Weeks
Steve Curry	Altamonte Springs, FL 32701							Comments: Small Company, 48 Employees, 5 offices, 500 customers, Seat Licenses						
Morse Communications	395 East Dr	321-259-8469	mcostello@morsecom.com	\$8,268.00	No	\$4,134.00	\$57,876.00	?	?	Additional \$\$?	Mitel	?	Not Listed
Kevin Hoffman	Melbourne, FL 32904				NEED TO ADD			Comments: Small Company, 75 Employees, Have to purchase blocks of Long Distance						
Office Depot / Jive Communication	1275 West 1600 North Ste 100	866-768-5429	edu@jive.com	\$8,521.05	NO	\$2,257.26	\$35,608.17	?	No Plan, Cloud	Unlimited	100+	Polycom	Adtran	90 days
Neil Nisbet	Orem, UT 84057				NEED TO ADD			Comments: 3 References are from CA, CA, and SC. Medium Company 450 employees. Jive service, Office Depot hands-on.						
PBX-Change (City Maintain Network)	5706 Benjamin Ctr Dr # 116	866-400-8585	sales@pbx-change.com	\$0.00	YES	\$3,841.00	\$46,092.00	5 Meg SL Fiber	Yes, to City Fiber	Unlimited	800+	PolyCom	Cisco	27 days
PBX-Change (PBX Maintain Network)	Tampa, FL 33634			\$0.00		\$3,804.00	\$45,648.00	6 Meg SL Fiber	Yes, to City Fiber	Unlimited	800+	PolyCom	Cisco	27 days
Bill Heinz								Comments: Small company, Best network and backup solution of any proposals, cost high 36 mo						
Presidio (Hosted Fusion Solution)	2003 Apalachee Pkwy, Ste 105	904-236-5510	mnenard@presidio.com	\$4,109.00	YES	\$4,789.53	\$61,583.36	10 Meg Fiber	1.5 Meg T-1	Unlimited	100+	PolyCom	Cisco	80 days
Presidio (Dedicated Line Solution)				\$4,000.00		\$6,665.05	\$83,980.60	10 Meg Fiber	1.5 Meg T-1	Unlimited	32	PolyCom	Cisco	90 days
Melissa Menard	Tallahassee, FL 32301							Comments: Great Company, solid network solution, County recommended. \$500 per service call, High priced						
Speed of Light	PO Box 1624	850-543-0168	arnold@speedoflight.com	\$0.00	NO	\$1,534.00	\$18,408.00	?	?	Unlimited	25	Avaya	?	?
Arnold Haynes	Ft. Walton Bch, FL 32549				NEED TO ADD			Customers: Local 2 person company partnered with 2 person company. References in TN, NC.						
Vertical (Hosted Solution)	401 Commerce Way, STE 104	561-735-2460	cinman@vertical.com	\$0.00	NO	\$3,620.00	\$43,440.00	PRI	Internal Server	2000 mins/mth	23	Vertical Edge	LG	90 days
Vertical (On Premise Solution)	Longwood, FL 32750			\$0.00	NEED TO ADD	\$2,238.00	\$26,856.00	PRI	Internal Server	2000 mins/mth	23	Vertical Edge	LG	90 days
Craig Inman								Comments: Small, new company. References NJ, SC, Tampa. Own manufacturer						
NOTE: Contracts all based on 60 months														
NOTE: Average cost to add AT&T analog lines is \$300 month (based on 13 lines at \$23/line)														
NOTE: Did not comply with bid requirements by conducting a site visit. (Ineligible)														

VOIP, VOICEMAIL, AND UNIFIED MESSAGING SYSTEM FOR CITY BUILDINGS (MAR 3.2016)

Company and Representative Name	Address	Phone	Email	Up-Front Costs	Analog Lines Included?	Monthly Fee	Monthly Fee with AT&T	Total Cost (Year 1)	Connection to Host (City Hall)	Redundancy	Long Distance Minutes/month	Concurrent Calls	Brand of Phones	Brand of Switches	Start to Finish (# of days)	Monthly Fee	Total
C-Spire Robert Gibson Sr.	107 St. Frances St. Ste 2500 Mobile, AL 36695	1-855-277-4792	rgibson@cspire.com	\$0.00	YES	\$3,365.00	\$3,365.00	\$40,380.00	5	5	5	5	5	4	4	3	36
PBX-Change (City Maintain Network)	5706 Benjamin Ctr Dr # 116 Tampa, FL 33634	866-400-8585	sales@pbx-change.com	\$0.00	YES	\$3,841.00	\$3,841.00	\$46,092.00									
PBX-Change (PBX Maintain Network)	Tampa, FL 33634			\$0.00		\$3,804.00	\$3,804.00	\$45,648.00	4	4	5	5	5	5	5	3	36
MAXIS 360 Steve Curry	711 Ballard St Altamonte Springs, FL 32701	850-559-9004	scurry@maxis360.net	\$0.00	YES	\$2,201.50	\$2,201.50	\$26,418.00	3	4	5	2	2	5	4	4	29
KMS (Hosted RingCentral Solution)	3010 E. Cervantes St Pensacola, FL 32503	850-433-1131	mualla@kmsbusiness.com	\$3,059.10	NO	\$3,059.10	\$3,359.10	\$43,368.30									
KMS (On Premise PRI Spydur Solution) Kevin Bulla				\$0.00	NEED TO ADD	\$2,590.65	\$2,890.65	\$34,687.80	4	3	3	2	5	3	4	4	28
Office Depot / Jive Communication Neil Nisbet	1275 West 1600 North Ste 100 Orem, UT 84057	866-768-5429	edue@jive.com	\$8,521.05	NO	\$2,257.26	\$2,557.26	\$39,208.17	1	1	5	4	5	4	4	4	28
Speed of Light Arnold Haynes	PO Box 1624 Ft. Walton Bch, FL 32549	850-543-0168	arnold@speedoflightcom.com	\$0.00	NO	\$1,534.00	\$1,834.00	\$22,008.00	1	1	5	2	4	1	1	5	20
Vertical (Hosted Solution)	401 Commerce Way, STE 104 Longwood, FL 32750	561-735-2460	cjinman@vertical.com	\$0.00	NO	\$3,620.00	\$3,920.00	\$47,040.00									
Vertical (On Premise Solution) Craig Inman				\$0.00	NEED TO ADD	\$2,238.00	\$2,538.00	\$30,456.00	2	2	2	2	2	3	3	4	20
NOTE: Contracts all based on 60 months																	
NOTE: Average cost to add AT&T analog lines is \$300 month (based on 13 lines at \$23/line)																	
NOTE: Did not comply with bid requirements by conducting a site visit. (Ineligible)																	