

**AGENDA  
EXECUTIVE COMMITTEE MEETING  
10/3/2016  
4:00 P.M.**

**OPEN MEETING**

**\*\*APPROVAL OF AGENDA FOR ADDITIONAL ITEMS\*\***

- Recommendation for Additional Items from Staff
- Recommendation for Additional Items from Council

**PUBLIC HEARINGS/MEETINGS**

**RECOGNITIONS, SPECIAL PRESENTATIONS AND AWARDS:**

**PERSONS TO APPEAR:**

**CITY ATTORNEY'S REPORT**

**CITY CLERK'S REPORT**

## AGENDA ITEMS

### **Stormwater - Chairman: Councilman Alan Lowery**

**Item** 326 Storm Drain Markers

**Committee Recommendation** Information

Committee recommends purchase of markers at a cost not to exceed \$4,500 for compliance with NPDES permit.

**Cost** \$4,500.00 **Funding Source** Stormwater Fund

### **Public Works - Chairman: Councilman R. L. Lewis**

**Item** 321 Riverwalk Marina Improvements

**Committee Recommendation** Vote Required

Committee recommends approval for City Manager to sign contract with Ken Horne & Associates for Riverwalk Marina Improvements.

**Cost** \$84,200.00 **Funding Source** Budget

**Item** 333 Public Restroom Facility

**Committee Recommendation** Vote Required

Committee recommends approval to obtain a permitting and engineering design services proposal from Southern Site Utility & Design, Inc. for a public restroom facility at the south end of the Riverwalk complex.

**Cost** \$0.00 **Funding Source** General Fund Reserves

### **Public Safety - Chairwoman: Councilwoman Pat Lunsford**

**Item** 320 Pleasant Hill Baptist Church - Controlled Cross Walk

**Committee Recommendation** Vote Required

Staff to meet with members of Pleasant Hill Baptist Church and set plan for Controlled Cross Walk

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

**Item 322** No Wake Sign Moved at 5431 Munson Hwy Request

**Committee Recommendation**                      **Vote Required**

Committee recommends for staff to petition the state to update the existing permit.

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

## **Parks & Recreation - Chairman: Councilman Lloyd Hinote**

**Item**    327 Event Application for Veterans Day 5K Run and Parade

**Committee Recommendation**                      **Vote Required**

Committee recommends approval of event application for 2016 Veterans Day 5K Run and Parade.

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

**Item**    319 Event Application for 2017 Dr. Martin Luther King Jr. Day Block Party

**Committee Recommendation**                      **Vote Required**

Committee recommends approval of event application for 2017 Dr. Martin Luther King Jr. Day Block Party

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

**Item**    318 Event Application for 2017 Dr. Martin Luther King Jr. Day Parade

**Committee Recommendation**                      **Vote Required**

Committee recommends approval of event application for 2017 Dr. Martin Luther King Jr. Day Parade.

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

**Item**    317 Event Application for 2017 Mardi Gras Parade

**Committee Recommendation**                      **Vote Required**

Committee recommends approval of event application for 2017 Mardi Gras Parade.

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

## **Growth & Development - Chairwoman: Councilwoman Ashley Lay**

**Item** 331 Reappointment of Paul Kilmartin to Milton Planning Board, Council At-Large

**Committee Recommendation** Vote Required

Committee recommends reappointment of Paul Kilmartin to the Milton Planning Board, Council At-Large seat, for another term

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

**Item** 324 Unified Development Code

**Committee Recommendation** Vote Required

Committee recommends presenting the final draft of the proposed Unified Development Code at Executive Committee for vote

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

## **Finance - Chairman: Councilman Jimmy Messick**

**Item** 330 AT&T agreement for cellular equipment on the Barnes Street water tank

**Committee Recommendation** Vote Required

Committee recommends not accepting the full provisions of the proposed contract changes and to continue negotiating.

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

**Item** 309 Upgrades to the City Enterprise Software Program

**Committee Recommendation** Vote Required

Committee recommends upgrading the City Enterprise Software to include EDGE (replaces current Naviline and Windows Software)

**Cost** \$24,264.00 **Funding Source** General Fund Reserves

**Item** 332 Water Connection at 5691 Sunray Street

**Committee Recommendation** Vote Required

Committee recommends the City waive water connection and impact fees for 5691 Sunray Street up to the cost of their well.

**Cost** **Funding Source**

**Item** 314 Bad Debt Write-off for September 2016

**Committee Recommendation** Vote Required

Committee recommends approval of bad debt write-off for September 2016 in the amount of \$5,792.24

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

### **Administration - Chairman: Councilman Grady Hester**

**Item** 341 Locklin Lake Letter of Support

**Committee Recommendation** Vote Required

Citizen brought to the Committee. Committee requested a Locklin Lake Brief to be brought to Executive 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:**

**Item** 340 Number of Employee Positions in WWTP Department

**Description**

There are currently 8 positions in the WWTP. Mervin Dumas will be retiring in January and Christopher Barclay is training to fill the position that will be vacated to replace Mervin Dumas. This will temporarily add 1 position to WWTP till January for a total of 9 employees. Once Mervin has retired, this will drop back down to 8 employees.

**Staff Recommendation**

Staff recommends having 9 employee positions in WWTP until January 2017 when Mervin Dumas retires.

Cost \$0.00 Funding Source Budget

**Item** 338 Renewal of Landrum HR Management Consultation and Assistance

**Description**

The contract price has increased \$540 from last year.

**Staff Recommendation** Vote Required

Staff recommends renewal of Landrum HR Management Consultation and Assistance for FY 2017

Cost \$2,340.00 Funding Source Budget

**Item** 336 Employee Assistance Program Agreement Renewal

**Description**

There is no rate increase in the Agreement.

**Staff Recommendation** Vote Required

Staff recommends renewal of the Employee Assistance Program Agreement with Stone Ridge Counseling Center, Inc.

Cost \$2,580.00 Funding Source Budget

**Item 334** Reappointment of two Milton Housing Authority Board Members

**Description**

Ms. Jill Schwitzerlett and Mrs. Ann Scott's terms expire in 2016 and are willing to serve another term.

**Staff Recommendation**      Vote Required

Staff recommends reappointment of Jill Schwitzerlett and Ann Scott to the Milton Housing Authority for another term.

Cost                              \$0.00                              Funding Source

**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*

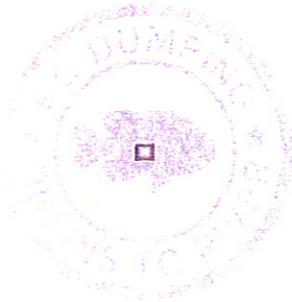
**Project Description: Storm Drain Markers**

Storm drain markers help to educate the public that most storm drains flow directly into waterways untreated. Markings assist in complying with NPDES, 40 CFR 122.26 when used as a Best Management Practice in Storm Water Pollution Prevention Plans. Public education and outreach is part of the NPDES requirement as well. Storm drain marking is an established method of involving the public and increasing community awareness about non-point source pollution. NFIP Coordinator's Manual credits this Activity as part an Outreach Project. The points for the single project are minimal but its addition could serve to act as a multiplier when taken into consideration with other projects and the PPI.

Almetek Industries, Inc. <http://www.stormdrainmarkerstore.com/drainMarkers.aspx>

**Product Description:**

Approximately 3" diameter Aluminum marker with center hole for mechanical fastener for surface mounting.

**Materials:**

1,300 Aluminum Markers @ \$2.45 each = \$3,185.00

1,300 Drive Rivet fasteners @ \$0.52 each = \$676.00

Up to ten ¼" concrete drill bits = \$6.00 - \$20.00 (Hammer Drill and Drive dependent) = \$60.00 -- \$200.00

Fuel for generator = \$20.00

Materials Cost Subtotal = \$3,941.00 -- \$4,081.00

Contingency = 10% of Max Material or \$408

Estimated Total: Not to exceed \$4,500



Kenneth Horne & Associates, Inc.  
CIVIL ENGINEERS

September 6, 2016

Mr. Brian Watkins  
City Manager, City of Milton Florida  
P.O. Box 909  
Milton, FL 32572-0909

**Re: Quinn Bayou Marina – Marine Retail – Bait & Tackle Store and Boat Repair Shop – Amended for RV Park Planning**

Dear Mr. Watkins:

Kenneth Horne & Associates, Inc. (KHA) in collaboration with TOWNES + architects, P.A., (T+a) is pleased to provide this proposal for Architectural and Engineering services associated with the subject project. We look forward to working with the City to create a facility that furthers the City's vision for enhancement of public recreational opportunities along the Blackwater Riverfront. **We have edited the proposal to include conceptual design and planning for a RV park on the south side of the existing property. It is our understanding that the general concept for the RV park is provided in the attached sketch provided by the City.**

Outlined below you will find the scope of services that our team expects to provide. This scope of services is created in accordance with our understanding of your needs, goals, and objectives, as communicated in our pre-proposal meetings.

**SCOPE OF SERVICES**

We expect to provide Basic Architectural and Engineering Services for two new buildings for the Quinn Bayou Marina, located on Quinn Street in Milton, FL. **We also anticipate development of a conceptual plan and cost estimate for the addition of an RV park.**

1. Building One is planned to be a Marina Bait and Tackle Shop and Parts Store. The building will include a small concessions area, with outdoor deck overlooking Quinn Bayou. Other functional spaces include male and female accessible toilets, office, and other associated spaces. The Building One Shop will be approximately 90' x 36', total. An 800 SF caretaker's apartment is included. Construction type has not been determined. The building will be provided with air conditioning. Building One will be located on the recently purchased uplands area. Paved parking as required will be included.

2. Building Two is planned to be an enclosed boat repair garage. The garage is planned for three repair bays. One bay will be structured for an 1-1/2 ton overhead crane. Other support spaces include a shop office, test room, and a uni-sex toilet. Building Two is anticipated to be a pre-fabricated "high bay", ventilated, pre-engineered metal building. Building Two will be approximately 60'-0" x 36'-0", total. Building Two will be located in the flood surge zone to facilitate movement of boats on trailers into the garage. Blow out walls and other flood features as required will be provided. Paved and/or unpaved parking as required will be included.

**3. The RV park plan will be developed based upon the sketch provided by the City and attached hereto. The form and function of the RV park will be coordinated with the two new facilities. The scope of work for the RV park includes carrying the design through the development of a Conceptual Plan and Cost Estimates, and conducting pre-application meetings with regulatory authorities including the Northwest Florida Water Management District and the Santa Rosa County Flood Plain Management representatives. Following completion of these pre-application meetings and concurrence from the City with the Conceptual plan and cost estimate, an updated fee proposal will be provided to incorporate final design, bidding and CA services associated with the RV Park portion of the project.**

Design work will be undertaken in phases as indicated below. The construction documents will include plans, elevations, details, schedules, legends, and notes necessary for construction. Mechanical, plumbing, and electrical documents as necessary are included in the proposal. A separate project manual is included in the proposal. The project will be bid on the open market. Construction duration has not been determined. Three architectural site construction observations are included in the proposal. Additional construction observations can be provided as a reimbursable expense. Other typical construction administration services such as review of shop drawings, review of contractor pay applications, preparation of change orders, etc. are included.

Anticipated permitting services include: a) assistance to the Contractor for Santa Rosa County Building permit, City of Milton Planning/Zoning/Stormwater, NFWFMD or FDEP ERP permit, FDEP sanitary sewer collection general permit.

**COST:**

The fixed fee proposed is \$84,200.00. This is based upon the following:

Geotechnical Investigation & Report	\$ 4,800
Survey <sup>1</sup>	\$ 0
Schematic Design	\$ 6,800
<b>Conceptual RV Park Design &amp; Cost Estimate</b>	<b>\$ 4,600</b>
Design Development	\$ 13,200
Construction Documents	\$ 38,200
Permitting Services <sup>2</sup>	\$ 8,400
Construction Administration	\$ 8,200
<b>TOTAL:</b>	<b>\$ 84,200</b>

Billings will be by phase, except for Construction Administration, which will be monthly. Payment is due within 30 days of receipt of invoice.

- 1 - Survey Provided By Owner
- 2 - Application fees payable to regulatory authorities are not included.

### Additional Services

Any work outside of the scope set forth in this proposal will be considered and submitted as a new proposal, or billed as additional services at hourly rates. An hourly rate schedule is shown below:

Principal	\$115.00
Professional Engineer	\$100.00
Architect	\$140.00
Staff Architect	\$110.00
Administrative Staff	\$45.00

Preparation of "as-built" measured drawings of the existing facility would be considered an additional service. It is anticipated that sufficient detail for the preliminary nature of this planning effort can be obtained from the City's record drawings of the facility.

Reimbursable expenses include sub-consultants (other than KHA/T+a as directed by the City), the cost of copying and blueprinting, postage and delivery services, mileage, etc.

### Execution of Agreement

If you are in agreement with the terms of this proposal, please sign in the designated area below, and return a signed copy to our office for our records. Thank you again for the opportunity to propose on this project. If you have any questions or you would like to discuss the ideas presented, please call our office.

I sincerely appreciate this opportunity and look forward to hearing from you.

Sincerely,

Kenneth Horne & Associates, Inc.



Kenneth C. Horne, PE

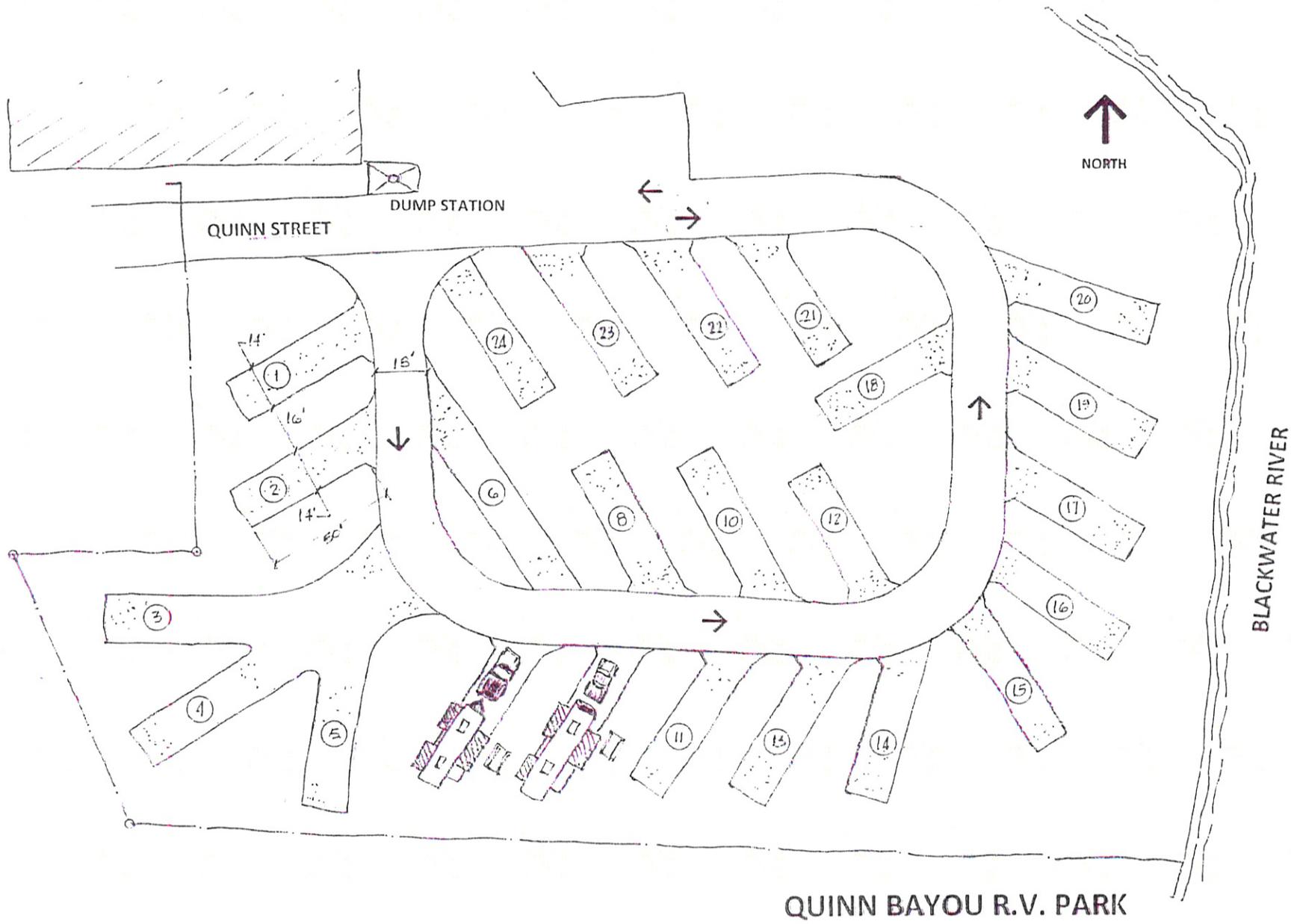
Accepted for City of Milton By:

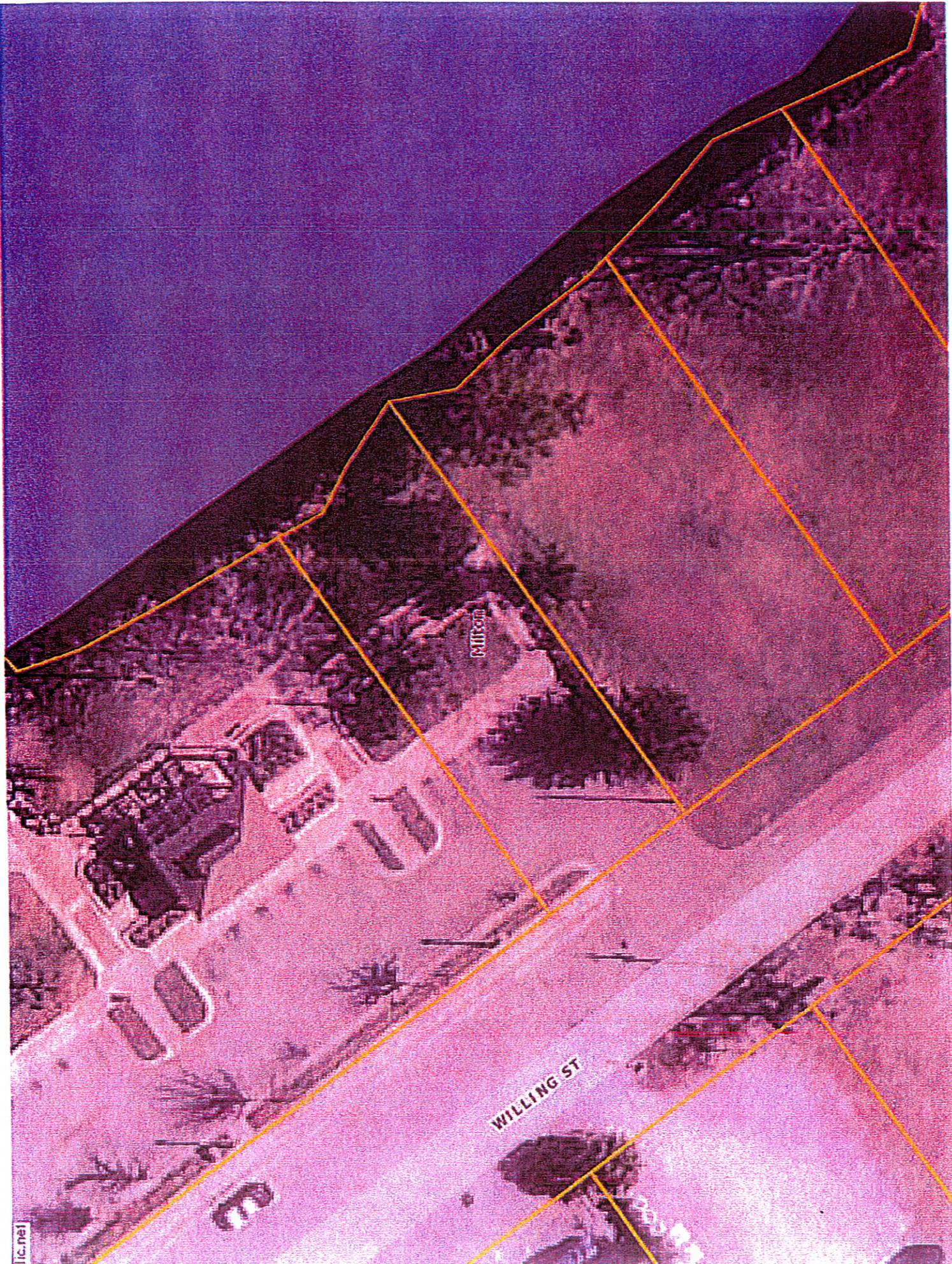
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Brian Watkins, City Manager

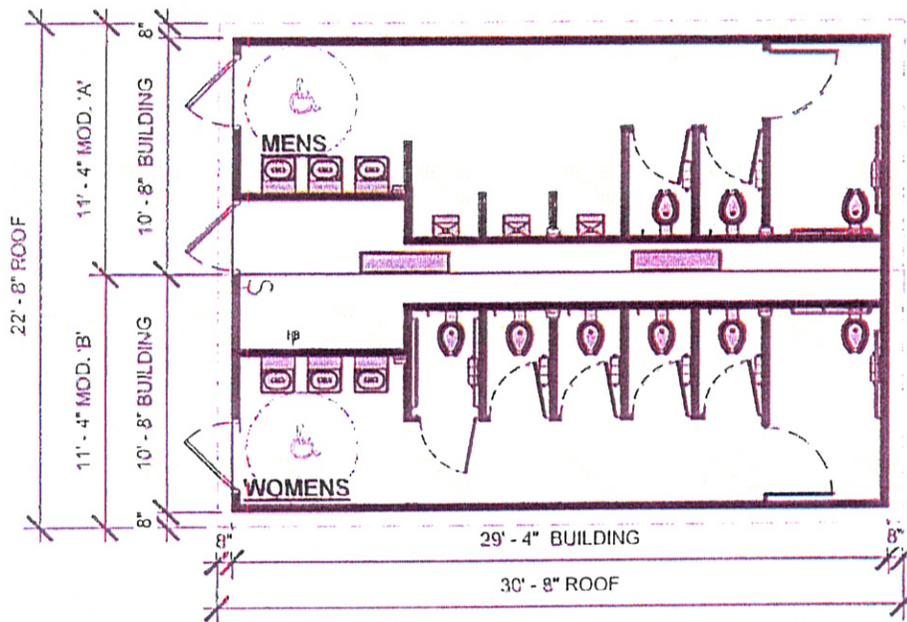
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Date

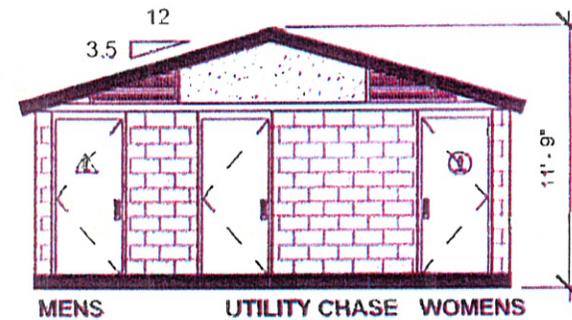




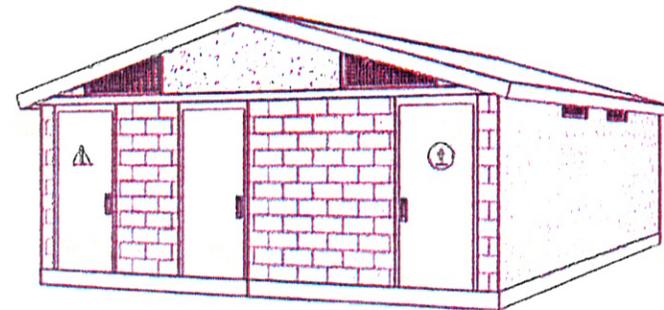
50' x 20' Area to work with  
at Riverwalk South



① FLOOR PLAN  
1/8" = 1'-0"



② FRONT ELEVATION  
1/8" = 1'-0"



③ PERSPECTIVE



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**STADIUM SERIES**

SS-396

MAXIMUM PERSON AN HOUR:

**540 M**

CITY OF MILTON (Billing code = UF)

APPLICATION FOR EVENTS/PARADES/FESTIVALS/SPECIAL ACTIVITIES

\*\*\*\*\*

1. Application Date: 9-19-2016

2. Sponsoring Organization (USER) SRC Veterans Memorial

- a. Non-Profit [x] Address
b. Community Based []
c. Commercial []
d. Private Citizen [] Phone # 626-7292 Ralph

3. Organization Point of Contact: Name: Prudence Caskey / Ralph Nesseson Phone #: 850-390-3512 E-Mail:

4. Name of Activity: Veterans Day 5K and Parade

- [x] Parade [ ] Car/Motorcycle Show
[ ] Festival [x] 5/10 K Race
[ ] Concert [x] Other (please explain activity): Veterans Day Ceremonys
[ ] Tournament Cookout
[ ] Community Awareness

5. Date of Activity: Nov. 11, 2016

6. Time Frame of Activity: 9:00am - 1:00pm

- 7. Location/Facility: [ ] North Riverwalk - \$150 [x] North Willing Street (from to)
[ ] South Riverwalk - \$150 [x] South Willing Street (from to)
[x] Entire Riverwalk - \$250 [ ] North Elmira Street (from to)
[ ] South Riverwalk Pavilion - \$50 [ ] South Elmira Street (from to)
[ ] Event Area - \$100 [ ] Imogene Parking Lot

Parade - MHS- Raymond Hobbs to Stewart south to Berryhill East to Willing Street South to Memorial.
5K - Riverwalk to Berryhill to Stewart Left on Park Right on Byrom Right on Raymond Hobbs to Stewart south to Berryhill East to

- 8. Special Requests: riverwalk.
[ ] Parade Security & Clean up on non-state roads \$350
[ ] Parade Security & Clean up on state roads\* \$1,000
[ ] 1 Dumpster \$75 [ ] Electrical Activation: \$75
[ ] 1 Dumpster / 5 Trashcans \$100 [ ] Stage Rental: \$350
[ ] 1 Dumpster / 10 Trashcans \$125 [ ] Road Closure N/C
[ ] 1 Dumpster / 15 Trashcans \$150 [ ] Crowd Control Barriers \$125
[ ] 1 Dumpster / 20 Trashcans \$175
[ ] 1 Dumpster / 25 Trashcans \$200
[ ] Extra Dump Fees \$75
[ ] Other

\*applications must be received a minimum of 90 days in advance

Tourism District Special Requests:

NOTE: Tourism District Special Requests applications must be received by the city sixty (60) days prior to the event.

1. I (We) hereby request waiver of the following ordinances:

- Open Container Ordinance (Sec 6-27)
- Noise Ordinance (LDR Sec. III-5.16)
- Animal Control Ordinance (Sec 4-37(b))
- and/or other Ordinance \_\_\_\_\_

2. I (We) hereby request the following regarding the Blackwater River:

- Activate Boating Restricted Areas\*  Area 1  Area 2  Area 3
- >24 Hr Docking at Riverwalk

3. The location applied for is: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Time Period From: \_\_\_\_\_ to \_\_\_\_\_

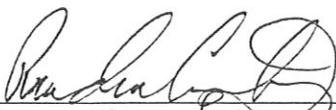
5. Event Security:  Yes  No

If yes, then who will provide the Security: \_\_\_\_\_

Security Time Period From: \_\_\_\_\_ to \_\_\_\_\_

The USER must agree to the following terms & conditions:

1. User shall supply and furnish all personnel, equipment, services and any other items the User deems necessary to the success of the User's event.
2. User shall assure that proper City Police protection and all governmental regulations pertaining to the scheduled event have been fully complied with.
3. You are reminded that City Ordinances PROHIBIT THE CONSUMPTION OF ALCOHOLIC BEVERAGES AT PARK FACILITIES.
4. User shall remove from property/streets, all equipment and items placed thereon by the User immediately following the event.
5. User shall accomplish reasonable clean-up of the area immediately following the event.
6. User shall be liable for any and all damages done to the property and area covered by this agreement, regardless of who causes such damage or how the damage is caused, during the period of use contained in this agreement. Further, the User shall agree to defend, indemnify and hold-harmless the City, its Officials, employees, and representatives for any and all claims caused by or arising out of, in whole or in part, the activities permitted by this agreement.
7. The User shall pay all fees prior to the event. No request for waiver of fees will be accepted.
8. User agrees to pay for extra dump fees if garbage pickup required during the event.
9. User must provide for liability insurance coverage (\$1 Million minimum) for the event.
10. Security arrangements can be made separately with Milton Police department.

 \_\_\_\_\_  
Signature of Requestor/User Representative



*FOR CITY USE ONLY*

Schedule of Charges

Parade \$ \_\_\_\_\_

Facility \$ \_\_\_\_\_

Crowd Barriers \$ \_\_\_\_\_

Clean Up \$ \_\_\_\_\_

Sanitation \$ \_\_\_\_\_

Electrical \$ \_\_\_\_\_

*Total Payment Due* \$ \_\_\_\_\_

Fee Paid \$ \_\_\_\_\_

Date of Payment \_\_\_\_\_

Receipt # \_\_\_\_\_

Insurance Certificate Received  Yes  No

This application has been: Approved  Disapproved

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of City Manager/Designee reviewing application

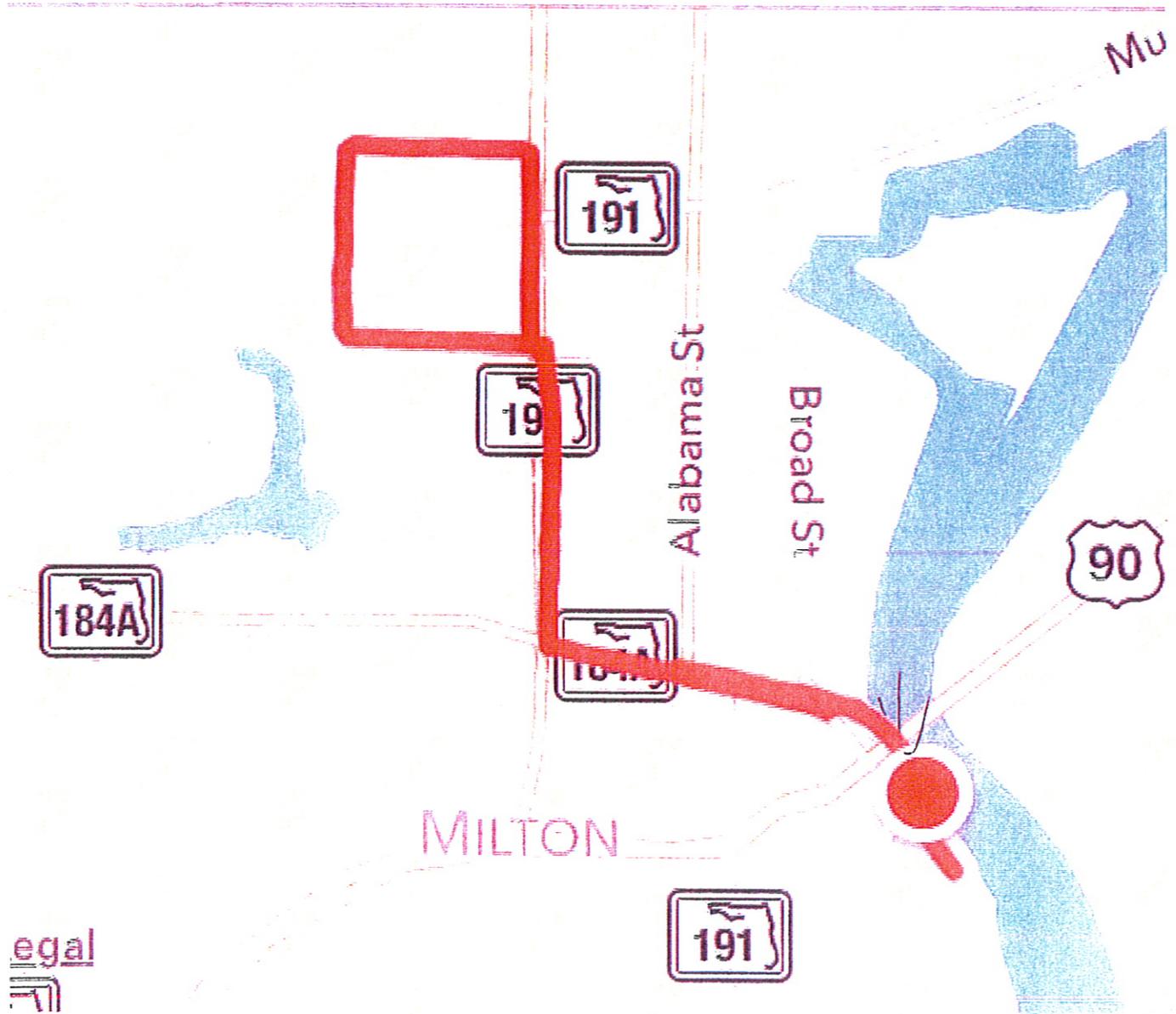
Form Copied to: Parks  Landscape  Police  Fire  Street  Sanitation  Public Works



Walked 3.14 mi on 9/14/16

Wednesday, Sep 14 at 7:58 am

Activity: **Walk**



Legal



3.14



1:02:57

CITY OF MILTON (Billing code = UF) APPLICATION FOR EVENTS/PARADES/FESTIVALS/SPECIAL ACTIVITIES

\*\*\*\*\*

- 1. Application Date: August 26, 2016
2. Sponsoring Organization (USER) Fellowship Churches of Santa Rosa County, Inc. -MLK Day Committee
a. Non-Profit [x] Address 5166 Dr. MLK Jr. Drive
b. Community Based [] Milton, Florida 32570
c. Commercial []
d. Private Citizen [] Phone # 850.748.8822

3. Organization Point of Contact:
Name: ANNIE GILMORE
Phone #: 850.748.8822 E-Mail: agilmore5166@bellsouth.net

- 4. Name of Activity: Dr. Martin Luther King Day Block Party
[] Parade [] Car/Motorcycle Show
[] Festival [] 5/10 K Race
[] Concert [x] Other (please explain activity):
[] Tournament The Dr. King Day Block Party is a family-oriented street
[] Community Awareness party that consist of music and vendors.

5. Date of Activity: Monday, January 16, 2017

6. Time Frame of Activity: 11 a.m. to 4 p.m.

- 7. Location/Facility:
[] North Riverwalk - \$100 [] North Willing Street (from to )
[] South Riverwalk - \$100 [] South Willing Street (from to )
[] South Riverwalk Pavilion - \$50 [] North Elmira Street (from to )
[] Event Area - \$100 [] South Elmira Street (from to )
[] Imogene Parking Lot [x] Other

The Block Party will begin at the intersection of Dr. MLK Jr Drive and Alice Street and span to the intersection of Dr. MLK Jr Drive and Walker Street. We are requesting that all side streets leading to this stretch of road be closed.

- 8. Special Requests:
[x] Road Closure N/C [] Electrical Activation: \$75
[] >24 Hr Docking at Riverwalk N/C [] Stage Rental: \$350
[] Boating Restricted Areas [] 1 Dumpster \$75
[] Parade Security & Clean up \$350 [x] 1 Dumpster / 5 Trashcans \$100
[] 1 Dumpster / 10 Trashcans \$125 [] 1 Dumpster / 15 Trashcans \$150
[] 1 Dumpster / 20 Trashcans \$157 [] 1 Dumpster / 25 Trashcans \$200
[] Crowd Control Barriers \$125 [] Extra Dump Fees \$75
[] Other

**Tourism District Special Requests:**

**NOTE: Tourism District Special Requests applications must be received by the city sixty (60) days prior to the event.**

1. I (We) hereby request waiver of the;  
 Open Container Ordinance (Sec 6-27)  
 Noise Ordinance (LDR Sec. III-5.16)  
 Animal Control Ordinance (Sec 4-37(b))  
 and/or other Ordinance \_\_\_\_\_
  
2. The location applied for is: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
3. Time Period From: \_\_\_\_\_ to \_\_\_\_\_
  
4. Event Security:  Yes  No  
If yes, then who will provide the Security: \_\_\_\_\_  
Security Time Period From: \_\_\_\_\_ to \_\_\_\_\_

**The USER must agree to the following terms & conditions:**

1. User shall supply and furnish all personnel, equipment, services and any other items the User deems necessary to the success of the User's event.
2. User shall assure that proper City Police protection and all governmental regulations pertaining to the scheduled event have been fully complied with.
3. You are reminded that City Ordinances PROHIBIT THE CONSUMPTION OF ALCOHOLIC BEVERAGES AT PARK FACILITIES.
4. User shall remove from property/streets, all equipment and items placed thereon by the User immediately following the event.
5. User shall accomplish reasonable clean-up of the area immediately following the event.
6. User shall be liable for any and all damages done to the property and area covered by this agreement, regardless of who causes such damage or how the damage is caused, during the period of use contained in this agreement. Further, the User shall agree to defend, indemnify and hold-harmless the City, its Officials, employees, and representatives for any and all claims caused by or arising out of, in whole or in part, the activities permitted by this agreement.
7. The User shall pay all fees prior to the event. No request for waiver of fees will be accepted.
8. User agrees to pay for extra dump fees if garbage pickup required during the event.
9. User must provide for liability insurance coverage (\$1 Million minimum) for the event.
10. Security arrangements can be made separately with Milton Police department.



\_\_\_\_\_  
Signature of Requestor/User Representative

*FOR CITY USE ONLY*

Schedule of Charges

Parade \$ \_\_\_\_\_

Facility \$ \_\_\_\_\_

Crowd Barriers \$ \_\_\_\_\_

Clean Up \$ \_\_\_\_\_

Sanitation \$ \_\_\_\_\_

Electrical \$ \_\_\_\_\_

*Total Payment Due* \$ \_\_\_\_\_

Fee Paid \$ \_\_\_\_\_

Date of Payment \_\_\_\_\_

Receipt # \_\_\_\_\_

Insurance Certificate Received  Yes  No

This application has been: Approved  Disapproved  Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of City Manager/Designee reviewing application

Form Copied to: Parks  Landscape  Police  Fire  Street  Sanitation  Public Works

CITY OF MILTON (Billing code = UF) APPLICATION FOR EVENTS/PARADES/FESTIVALS/SPECIAL ACTIVITIES

\*\*\*\*\*

- 1. Application Date: September 9, 2016
2. Sponsoring Organization (USER) Fellowship Churches of Santa Rosa County, Inc. -MLK Day Committee
a. Non-Profit [x] Address 5166 Dr. MLK Jr. Drive
b. Community Based [] Milton, Florida 32570
c. Commercial []
d. Private Citizen [] Phone # 850-748-8822
3. Organization Point of Contact:
Name: Annie Gilmore
Phone #: 850-748-8822 E-Mail: agilmore5166@bellsouth.net

- 4. Name of Activity: DR. MARTIN LUTHER KING DAY PARADE
[x] Parade [] Car/Motorcycle Show
[] Festival [] 5/10 K Race
[] Concert [] Other (please explain activity):
[] Tournament
[] Community Awareness

5. Date of Activity: Monday, January 16, 2017

6. Time Frame of Activity: Parade will start at 10 am and end at approximately 11 am. Parade line up will begin at 8:30 am.

- 7. Location/Facility:
[] North Riverwalk - \$150 [] North Willing Street (from to)
[] South Riverwalk - \$150 [] South Willing Street (from to)
[] Entire Riverwalk - \$250 [] North Elmira Street (from to)
[] South Riverwalk Pavilion - \$50 [] South Elmira Street (from to)
[] Event Area - \$100 [] Imogene Parking Lot
[x] Other: Parade will begin at Milton High School at Raymond Hobbs (the northend of the campus). Travel south on Stewart St. and end at Elva St. We are requesting that all streets leading to this stretch of highway be closed.

- 8. Special Requests:
[] Parade Security & Clean up on non-state roads \$350
[x] Parade Security & Clean up on state roads\* \$1,000
[] 1 Dumpster \$75 [] Electrical Activation: \$75
[] 1 Dumpster / 5 Trashcans \$100 [] Stage Rental: \$350
[] 1 Dumpster / 10 Trashcans \$125 [x] Road Closure N/C
[] 1 Dumpster / 15 Trashcans \$150 [] Crowd Control Barriers \$125
[] 1 Dumpster / 20 Trashcans \$175
[] 1 Dumpster / 25 Trashcans \$200
[] Extra Dump Fees \$75
[] Other

\*applications must be received a minimum of 90 days in advance

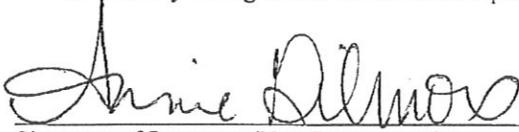
**Tourism District Special Requests:**

**NOTE: Tourism District Special Requests applications must be received by the city sixty (60) days prior to the event.**

1. I (We) hereby request waiver of the following ordinances:  
 Open Container Ordinance (Sec 6-27)  
 Noise Ordinance (LDR Sec. III-5.16)  
 Animal Control Ordinance (Sec 4-37(b))  
 and/or other Ordinance \_\_\_\_\_
  
2. I (We) hereby request the following regarding the Blackwater River:  
 Activate Boating Restricted Areas\*     Area 1     Area 2     Area 3  
 >24 Hr Docking at Riverwalk
  
3. The location applied for is: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
4. Time Period From: \_\_\_\_\_ to \_\_\_\_\_
  
5. Event Security:  Yes     No  
If yes, then who will provide the Security: \_\_\_\_\_  
Security Time Period From: \_\_\_\_\_ to \_\_\_\_\_

**The USER must agree to the following terms & conditions:**

1. User shall supply and furnish all personnel, equipment, services and any other items the User deems necessary to the success of the User's event.
2. User shall assure that proper City Police protection and all governmental regulations pertaining to the scheduled event have been fully complied with.
3. You are reminded that City Ordinances PROHIBIT THE CONSUMPTION OF ALCOHOLIC BEVERAGES AT PARK FACILITIES.
4. User shall remove from property/streets, all equipment and items placed thereon by the User immediately following the event.
5. User shall accomplish reasonable clean-up of the area immediately following the event.
6. User shall be liable for any and all damages done to the property and area covered by this agreement, regardless of who causes such damage or how the damage is caused, during the period of use contained in this agreement. Further, the User shall agree to defend, indemnify and hold-harmless the City, its Officials, employees, and representatives for any and all claims caused by or arising out of, in whole or in part, the activities permitted by this agreement.
7. The User shall pay all fees prior to the event. No request for waiver of fees will be accepted.
8. User agrees to pay for extra dump fees if garbage pickup required during the event.
9. User must provide for liability insurance coverage (\$1 Million minimum) for the event.
10. Security arrangements can be made separately with Milton Police department.



Signature of Requestor/User Representative

FOR CITY USE ONLY

Schedule of Charges

Parade \$ \_\_\_\_\_

Facility \$ \_\_\_\_\_

Crowd Barriers \$ \_\_\_\_\_

Clean Up \$ \_\_\_\_\_

Sanitation \$ \_\_\_\_\_

Electrical \$ \_\_\_\_\_

**Total Payment Due** \$ \_\_\_\_\_

Fee Paid \$ \_\_\_\_\_

Date of Payment \_\_\_\_\_

Receipt # \_\_\_\_\_

Insurance Certificate Received  Yes  No

This application has been: Approved  Disapproved  Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of City Manager/Designee reviewing application

Form Copied to: Parks  Landscape  Police  Fire  Street  Sanitation  Public Works

CITY OF MILTON

(Billing code = UF)

APPLICATION FOR EVENTS/PARADES/FESTIVALS/SPECIAL ACTIVITIES

\*\*\*\*\*

1. Application Date: 4-11-2016

2. Sponsoring Organization (USER) \_\_\_\_\_

- a. Non-Profit
- b. Community Based
- c. Commercial
- d. Private Citizen

Address P.O. Box 821  
MILTON, FL 32570  
 Phone # 850-503-0877

3. Organization Point of Contact:

Name: CONNIE CLARK  
 Phone #: 850 380-9507 E-Mail: MISSYTHUMB@AOL.COM

4. Name of Activity: MAIN STREET MILTONS MARDI GRAS PARADE

- Parade  Car/Motorcycle Show
- Festival  5/10 K Race
- Concert  Other (please explain activity): \_\_\_\_\_
- Tournament \_\_\_\_\_
- Community Awareness \_\_\_\_\_

5. Date of Activity: FEB 23 2017

6. Time Frame of Activity: 6 PM - 8 PM

7. Location/Facility:

- North Riverwalk - \$100  North Willing Street (from \_\_\_\_\_ to \_\_\_\_\_)
- South Riverwalk - \$100  South Willing Street (from \_\_\_\_\_ to \_\_\_\_\_)
- South Riverwalk Pavilion - \$50  North Elmira Street (from \_\_\_\_\_ to \_\_\_\_\_)
- Event Area - \$100  South Elmira Street (from \_\_\_\_\_ to \_\_\_\_\_)

Imogene Parking Lot

Other: PARADE ROUTE: DIXON ST TO ALABAMA ST TO BERRYHILL TO NORTH WILLING TO SOUTH WILLING TO PINE

8. Special Requests:

- Parade Security & Clean up on non-state roads \$350
- Parade Security & Clean up on state roads\* \$1,000
- 1 Dumpster \$75  Electrical Activation: \$75
- 1 Dumpster / 5 Trashcans \$100  Stage Rental: \$350
- 1 Dumpster / 10 Trashcans \$125  Road Closure N/C
- 1 Dumpster / 15 Trashcans \$150  Crowd Control Barriers \$125
- 1 Dumpster / 20 Trashcans \$175
- 1 Dumpster / 25 Trashcans \$200
- Extra Dump Fees \$75
- Other \_\_\_\_\_

\*applications must be received a minimum of 90 days in advance

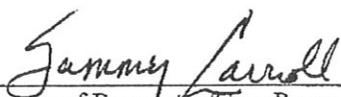
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 Noise Ordinance (LDR Sec. III-5.16)  
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 and/or other Ordinance \_\_\_\_\_
  
2. I (We) hereby request the following regarding the Blackwater River:  
 Activate Boating Restricted Areas\*     Area 1         Area 2         Area 3        N/C  
 >24 Hr Docking at Riverwalk        N/C
  
3. The location applied for is: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
4. Time Period From: \_\_\_\_\_ to \_\_\_\_\_
  
5. Event Security:  Yes     No  
If yes, then who will provide the Security: \_\_\_\_\_  
Security Time Period From: \_\_\_\_\_ to \_\_\_\_\_

**The USER must agree to the following terms & conditions:**

1. User shall supply and furnish all personnel, equipment, services and any other items the User deems necessary to the success of the User's event.
2. User shall assure that proper City Police protection and all governmental regulations pertaining to the scheduled event have been fully complied with.
3. You are reminded that City Ordinances PROHIBIT THE CONSUMPTION OF ALCOHOLIC BEVERAGES AT PARK FACILITIES.
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8. User agrees to pay for extra dump fees if garbage pickup required during the event.
9. User must provide for liability insurance coverage (\$1 Million minimum) for the event.
10. Security arrangements can be made separately with Milton Police department.

  
\_\_\_\_\_  
Signature of Requestor/User Representative

*FOR CITY USE ONLY*

Schedule of Charges

Parade \$ \_\_\_\_\_

Facility \$ \_\_\_\_\_

Crowd Barriers \$ \_\_\_\_\_

Clean Up \$ \_\_\_\_\_

Sanitation \$ \_\_\_\_\_

Electrical \$ \_\_\_\_\_

**Total Payment Due** \$ \_\_\_\_\_

Fee Paid \$ \_\_\_\_\_

Date of Payment \_\_\_\_\_

Receipt # \_\_\_\_\_

Insurance Certificate Received  Yes  No

This application has been: Approved  Disapproved  Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of City Manager/Designee reviewing application

Form Copied to: Parks  Landscape  Police  Fire  Street  Sanitation  Public Works

**Quote Prepared By:**

Josh Bisienere  
1000 Business Center Dr  
Lake Mary, FL 32746  
Phone: 407-304-3125 Fax:  
Email: joshua.bisienere@sungardps.com

**Quote Prepared For:**

John Colby, IT Manager  
City of Milton  
6738 Dixon Street  
Milton, FL 32572  
(850) 983-5400 ext. 1217

Quote	Date	Valid Until
Q-00022282	09/26/2016	10/31/2016

**License Fees**

**NaviLine Public Administration**

Product Code	Product Name	Quantity	Ext Price	Maintenance
UN	NaviLine Edge User Interface	1	4,416.00	706.56
<b>Totals:</b>			<b>\$ 4,416.00</b>	<b>\$706.56</b>

**Third Party License Fees**

Product Code	Product Name	Quantity	Ext Price	Maintenance
UL	NaviLine Edge	1.00	16,008.00	2,561.28
<b>Totals:</b>			<b>\$16,008.00</b>	<b>\$2,561.28</b>

**Professional Services**

**NaviLine Public Administration**

Product Code	Product Name	Proj Mgmt	Installation	Tech Svcs	Training	Impl Svcs	Consulting	Development	Total Services
UN	NaviLine Edge User Interface	Ext Price: 1,280.00	-	-	2,560.00	-	-	-	3,840.00
<b>Totals:</b>		<b>\$1,280.00</b>	<b>-</b>	<b>-</b>	<b>\$2,560.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>\$3,840.00</b>

**Product & Services**

<b>License Fees:</b>	\$4,416.00
<b>Professional Services:</b>	\$3,840.00
<b>Third Party License Fees:</b>	\$16,008.00
<b>Subtotal:</b>	<b>\$24,264.00</b>
<b>Total:</b>	<b>\$24,264.00</b>
<b>Maintenance:</b>	\$706.60
<b>Third Party Maintenance:</b>	\$2,561.28

**Product Notes**

UL: Requires IBM OS version V6R1 or higher and requires the latest version of NaviLine/Select before client can use the NaviLine Edge interface. Client is responsible for providing the necessary hardware. Installation of the Webupdater tool required on each client PC and is the responsibility of the client.

UN: Requires the latest version of NaviLine/Select before client can use the NaviLine Edge interface.

**Payment terms as follows, unless otherwise notated below for Special Payment Terms by Product:**

License, Project Planning, Project Management, Consulting, Technical Services, Conversion, Third Party Product Software and Hardware Fees are due upon execution of this Quote. Project Management Fees will be invoiced as one combined fee. Training fees and Travel & Living expenses are due as incurred monthly. Installation is due upon completion. Custom Modifications, System Change Requests or SOW's for customization, and Third Party Product Implementation Services fees are due 50% on execution of this Quote and 50% due upon invoice, upon completion. Unless otherwise provided, other Professional Services are due monthly, as such services are delivered. Additional services, if requested, will be invoiced at then-current rates. Any shipping charges shown are estimated only and actual shipping charges will be due upon invoice, upon delivery.

Annual Subscription Fee(s): Initial annual subscription fees are due 100% on the Execution Date. The initial annual subscription term for any subscription product(s) listed above shall commence on the Execution Date of this Agreement and extend for a period of one (1) year. Thereafter, the subscription terms shall automatically renew for successive one (1) year terms, unless either party gives the other party written notice of non-renewal at least sixty (60) days prior to expiration of the then-current term. The then-current fee will be specified by SunGard Public Sector in an annual invoice to Customer thirty (30) days prior to the expiration of then-current annual period.

SunGard Public Sector Application Annual Support: Customer is committed to the initial term of Maintenance and Support Services for which the support fee is included in the License fee(s) and begins upon execution of this Quote and extends for a twelve (12) month period. Subsequent terms of support will be for twelve (12) month periods, commencing at the end of the prior support period. Support fees shown are for the second term of support for which SunGard Public Sector is committed and which shall be due prior to the start of that term. Fees for subsequent terms of support will be due prior to the start of each term at the then-prevailing rate. Subsequent terms will renew automatically until such time SunGard Public Sector receives written notice from the Customer thirty (30) days prior to the expiration of the then current term. Notification of non-renewal is required prior to the start of the renewal term. Customer will be invoiced, and payment is due, upon renewal.

Third Party Product Annual Support Fees: The support fee for the initial annual period is included in the applicable Third Party Product License fees(s) unless otherwise stated. Subsequent terms invoiced by SunGard Public Sector will renew automatically at then-prevailing rates until such time SunGard Public Sector receives written notice of non-renewal from the Customer ninety (90) days in advance of the expiration of the then-current term. Notification of non-renewal is required prior to the start of the renewal term. Customer will be invoiced, and payment is due, upon renewal. As applicable for certain Third Party Products that are invoiced directly by the third party to Customer, payment terms for any renewal term(s) of support shall be as provided by the third party to Customer.

**Additional Terms:**

This Quote constitutes an Amendment to the Software License & Services Agreement and the Maintenance/Support Agreement (together, the "Contract and Agreement") by and between the parties hereto. The product and pricing information detailed above comprises the "Exhibit 1" schedule or "Supplement" attached to this Amendment. Except as otherwise provided herein, all terms and conditions of the Contract and Agreement shall remain in full force and effect.

Any interfaces listed above are interfaces only. Customer shall be responsible for obtaining the applicable software, hardware and system software from the appropriate third party vendor.

The Component Systems identified above are "Licensed Programs" or "Licensed Systems" licensed by SunGard Public Sector and are provided in and may be used in machine-readable object code form only.

Applicable taxes are not included, and, if applicable, will be added to the amount in the payment of invoice(s) being sent separately. Travel and living expenses are in addition to the prices quoted above and shall be governed by the SunGard Public Sector Corporate Travel and Expense Reimbursement Policy.

The date of delivery is the date on which SunGard Public Sector delivers, F.O.B. SunGard Public Sector's place of shipment, the Component Systems to Customer.

The SunGard Public Sector application software warranty shall be for a period of one (1) year after delivery. There is no Testing and Acceptance period on the Licensed System(s) herein.

Preprinted conditions and all other terms not included in this Quote or in the Contract and Agreement, stated on any purchase order or other document submitted hereafter by Customer are of no force or effect, and the terms and conditions of the Contract and Agreement and any amendments thereto shall control unless expressly accepted in writing by SunGard Public Sector to Customer.

Third party hardware/software maintenance and/or warranty will be provided by the third party hardware and software manufacturer(s). SunGard Public Sector makes no representations as to expected performance, suitability, or the satisfaction of Customer's requirements with respect to the hardware or other third party products specified in this Quote. The return and refund policy of each individual third party hardware/software supplier shall apply.

This Agreement is based on the current licensing policies of each third party software manufacturer as well as all hardware manufacturers. In the event that a manufacturer changes any of these respective policies or prices, SunGard Public Sector reserves the right to adjust this proposal to reflect those changes.

Should Customer terminate this agreement per any "Term of Contract" Section of the Contract and Agreement, as may be applicable for certain customers, Customer agrees to pay, immediately upon termination, the remaining balance for all hardware, software, and services delivered prior to the termination date together with travel reimbursements, if any, related to the foregoing. Notwithstanding any language in the Contract and Agreement to the contrary, the purchase of support services is NOT necessary for the continuation of Customer's License.

Pricing for professional services provided under this quote is a good faith estimate based on the information available to SunGard Public Sector at the time of execution of this Quote. The total amount that Customer will pay for these services will vary based on the actual number of hours of services required to complete the services. If required, additional services will be provided on a time and materials basis at hourly rates equal to SunGard Public Sector's then-current rates for the services at issue.

For training and on-site project management sessions which are cancelled at the request of Customer within fourteen (14) days of the scheduled start date, Customer is responsible for entire price of the training or on-site project management plus incurred expenses.

**City of Milton**

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Printed Name: \_\_\_\_\_

SunGard Public Sector

Utility Customer A/R  
AGING HISTORY

2016

FY 2016												
EOM:	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Current	385,056.98	346,333.23	322,519.06	499,248.96	563,682.25	639,810.87	507,781.94	318,544.72	443,320.15	377,210.26	310,163.85	
> 30 days	43,510.96	46,749.53	46,258.55	44,119.40	44,000.89	55,399.90	58,401.78	49,462.39	44,429.25	52,686.48	44,037.01	
> 60 days	15,372.32	16,746.75	18,344.44	17,910.38	14,851.51	17,166.90	18,622.23	18,771.71	17,286.56	16,036.29	18,442.54	
> 90 days	8,104.64	8,026.75	9,217.03	9,257.29	9,136.84	8,795.28	9,995.66	10,078.29	10,840.83	8,046.10	7,826.96	
> 120 days	33,218.92	32,707.65	33,839.28	35,789.27	36,803.43	38,087.53	34,923.78	37,999.25	39,032.25	38,124.54	37,247.70	
% over 30 days	21%	23%	25%	18%	16%	16%	19%	27%	20%	23%	26%	#DIV/0!
	100,206.84	104,230.68	107,659.30	107,076.34	104,792.67	119,449.61	121,943.45	116,311.64	111,588.89	114,893.41	107,554.21	
> 120 vs. Current	9%	9%	10%	7%	7%	6%	7%	12%	9%	10%	12%	#DIV/0!
> 120 vs. Total	7%	7%	8%	6%	6%	5%	6%	9%	7%	8%	9%	#DIV/0!
Total	485,263.82	450,563.91	430,178.36	606,325.30	668,474.92	759,260.48	629,725.39	434,856.36	554,909.04	492,103.67	417,718.06	

												Total	
Writeoff for FY2015												-	
Gs Svc Schg Non Ref												-	
Gas Meter Service												36.00	
Gas Penalties	79.16	16.72	4.32		5.70	22.16	9.64	10.76	10.19	19.67	53.21	69.08	300.61
Garbage Sales	103.75	89.03	79.51	124.73	55.82	161.87	148.37	38.52	144.22	188.84	109.55	124.11	1,368.32
Gas Sales	1,086.53	580.31	157.84	60.41	233.16	734.66	1,256.75	328.96	464.95	2,497.05	1,331.71	1,112.41	9,844.74
Gas Svc Connections												-	
Landfill	63.50	47.88	42.75	76.56	30.02	98.56	85.31	57.08	74.86	87.97	59.41	71.44	795.34
Misc Sanitation												72.00	
Misc Gas												-	
Misc Wa & Swr												145.00	
Sundial SWR Sales	133.21	731.29	102.87	35.82		47.09			285.99			582.56	1,918.83
San & Land Penalties	1.81	3.62	19.88	5.27	3.60	14.57	12.47	5.22	7.55	8.65	14.05	15.38	112.07
WQBEL Study												-	
Stormwater Utility	245.71	199.14	1,196.57	213.79	9.00	366.11	3.00	29.61	36.33	1,099.46	513.46	504.04	4,416.22
Sewer Sales	1,873.73	2,086.75	968.34	2,340.61	1,633.18	2,074.97	3,343.29	1,822.33	1,567.52	2,863.66	1,443.77	1,814.67	23,832.82
Gross Receipts Tax	18.97	1.34	1.99	0.66	0.93	3.84	1.27	6.01	3.79	28.04	22.02	11.42	100.28
Water Sales	2,401.82	1,999.71	1,042.95	1,754.62	1,025.86	1,690.65	2,289.33	1,389.38	2,124.24	1,934.86	1,050.91	1,405.16	20,109.49
WA & SWR Penalties	76.01	98.03	69.29	33.78	28.36	30.38	93.40	66.67	110.71	78.87	43.42	81.97	810.89
Sales Tax												0.95	
	6,084.20	5,853.82	3,686.31	4,646.25	3,025.63	5,244.86	7,362.83	3,779.54	4,830.35	8,916.02	4,641.51	5,792.24	63,863.56

Oct-Dec

Transfer to Gas From NonRefundable  
Account

	1,184.66	598.37	164.15	61.07	239.79	760.66	1,267.66	345.73	478.93	2,581.71	1,406.94	1,192.91	10,282.58
	1,359.03												

Oct	Write Off's Collected Oct- Sept	Collection Expense	Actual Dollars Collected
Write Offs Paid back to the City 10-1-15 to 10-31-15	\$ 181.62		\$ 181.62
Gas Write Offs Paid back from Initial Gas Fee Account	\$ 1,184.66		\$ 1,184.66
Total Write Offs Paid back to Pooled Cash Account Oct			\$ 1,366.28
Aug			
Write Offs Paid back to the City 8-1-16 to 8-31-16	\$ 589.56	\$ (80.60)	\$ 508.96
Gas Write Offs Paid back from Initial Gas Fee Account	\$ 1,406.94		\$ 1,406.94
Total Write Offs Paid back to Pooled Cash Account Aug			\$ 1,915.90
Sept			
Write Offs Paid back to the City 9-1-16 to 9-31-16			\$ -
Gas Write Offs Paid back from Initial Gas Fee Account	\$ 1,192.91		\$ 1,192.91
Total Write Offs Paid back to Pooled Cash Account Sept			\$ 1,192.91
Totals			
Write Offs Paid back to the City 10-1-15 to 9-30-16	\$ 8,890.64	\$ (2,408.69)	\$ 6,481.95
Gas Write Offs Paid back from Initial Gas Fee Account	\$ 10,282.58		\$ 10,282.58
Total Write Offs Paid back to Pooled Cash Account Total			\$ 16,764.53

Total Write-offs \$ 47,099.03

September 9, 2016

Christopher Barclay was hired through Landrum 6/13/2016, as a WWTP Operator. He will fill the position after Mervin Dumas retires in January. This was done so there will be a trained line of succession when Mervin leaves.

We typically use the Landrum 90 days as our probationary period per city policy. On the 90<sup>th</sup> day of employment we are required to offer health insurance as mandated by the Affordable Care Act. His 90<sup>th</sup> day with Landrum was 9/10/2016. We have the option to leave him as a temp with Landrum and still be in compliance, or since he is going to be hired in January; we could go ahead and put him on our payroll and offer benefits.

Matt Whitfield will be testing to take the place of Mervin and that would open up the position for Chris.

I spoke with George Rials and Rickey Hinote and they agree that we do have the intent to hire Christopher, and would agree to hire Christopher as of his 90 day period. He is a good employee and is expected to move into his position without issue.

Thank you

Laquita Neely  
HR Coordinator  
City of Milton



## **SCOPE OF WORK City of Milton**

**September 25, 2016**

### **Human Resources Management Consultation and Assistance:**

Landrum Consulting, Inc. (Landrum) will provide ongoing Human Resources support by assigning a certified Human Resources Manager to assist the City of Milton with employee relations issues. Landrum will provide guidance and support in the following areas:

- Compliance with Pertinent Employment Laws – federal and state
- Discrimination and Harassment Claim Avoidance
- Employee Disciplinary Actions
- Investigation of Employee Claims and Disputes
- Conflict Resolution

The Human Resources support listed above will be available to the City of Milton for up to 12 hours, to include guidance via telephone, site visits as necessary, travel time, and work product development. This contract will cover a 12-month period of service. The 12-month period will begin on the day of the execution of this agreement, and will end one year later.

### **Fees and Schedule:**

The above work will be conducted for a fixed fee of \$2,340 that will cover the 12-month period of service. The fee is due upon execution of this agreement.

Any hours not used by the end of the 12-month service period will be forfeited. Any services needed in addition to 12 hours during the service year will be billed at an hourly rate of \$195.00.

\* \* \* \* \*

The signature below signifies acceptance of the above terms.

Accepted by: \_\_\_\_\_ Date \_\_\_\_\_  
City Manager  
City of Milton

Billing Contact: \_\_\_\_\_

Billing Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

For Landrum: \_\_\_\_\_ Date \_\_\_\_\_  
Denise McLeod  
Vice President of Human Resources  
Landrum Consulting, Inc.

**Please mail executed scope of work and payment to:**

Landrum Consulting, Inc.  
6723 Plantation Road  
Pensacola, FL 32504  
Attn: Becki Haines

*The pricing for this scope of work is valid through November 25, 2016.*

*Guidance and services specified in this Scope of Work are provided with the understanding that Landrum Consulting, Inc. is not engaged in rendering legal advice or services, but is providing human resource advice based on the information provided by the client. Landrum Consulting, Inc. and its employees disclaim any liability, loss or risk incurred as a consequence, directly or indirectly, of following the recommendations made by Landrum Consulting, Inc.*

## Employee Assistance Program Agreement

This Employee Assistance Agreement is made between Stone Ridge Counseling Center, Inc. (referred to as SRCC) and The City of Milton, FL (hereinafter referred to as "The Employer")

- A. The following terms are defined herewith:
1. "Employees" shall be defined as full-time employees at the Employer's sites. Subcontractors and retirees are not covered.
  2. "Family" shall mean spouse and dependent children (i.e. biological, adopted, stepchildren living with the employee). Children between the ages of 18 and 21 must be attending school or college to be considered for the EAP service. It will be left to the discretion of the Employer to determine eligibility in any case that does not meet the above requirements.
  3. An initial evaluation will be provided for each referral to determine further needs to include but is not limited to the following problems: emotional state, alcohol or drug abuse, job related concerns and ability to perform work related duties/requirements, emotional or psychological well being, marriage and family relationships, school related issues and financial or legal problems.
  4. SRCC will provide treatment as deemed necessary by the therapist, however if services needed are beyond the treatment capabilities of SRCC, a referral will be made to an external referral source and are not covered by this agreement.
- B. SRCC agrees to the following:
1. Provide an initial evaluation/assessment, counseling and a referral if necessary during the duration of this agreement, to each employee and/or member of his/her family as defined above. This service will be provided both on a voluntary basis by the employee or family member and as referred by the Employer.
  2. Arrange and provide up to two follow-up visits for outpatient counseling as deemed appropriate. The employer may agree to pay for additional services on a case by case basis (to be confirmed by HR director or owner).
    - (a) In the event of a positive Department of Transportation (DOT) drug screen, SRCC will serve as a referral source for a Substance Abuse Professional (SAP) who will provide an evaluation of the employee who has tested positive. Payment for the evaluation and subsequent treatment for substance abuse is not the responsibility of SRCC.
  3. Designate an EAP representative who shall be responsible for resolving any and all problems associated with the Employer's involvement in the Employee Assistance Program.

4. Provide a quarterly report indicating the number of employees who have used the Employee Assistance Program. All names will be kept confidential to protect the rights of the employee unless a specific authorization of release of information has been signed.
  5. Provide emergency service to include 24 to 48 hour business day call back.
  6. Upon request from the Employer, provide training for managers and supervisors regarding the benefits of using the Employee Assistance Program and awareness of the effects of mental health related issues on job performance and attendance.
  7. Assist the Employer to promote awareness of the EAP. SRCC may also provide promotional materials to promote awareness of the EAP by the Employer's managers and employees.
  8. Consult with Employer's supervisory personnel, when requested and provide immediate feedback (within two business days) of any supervisor referral.
  9. Provide training and educational sessions as requested for the benefit of the eligible employees. The cost will be \$150.00 an hour, travel time @ \$30.00 per visit unless travel time is over 30 minutes then travel is billed at 15 minute increments @ \$15.00. Any program or training over four hours will be contracted negotiated and contracted separately. The EAP Coordinator of Stone Ridge Counseling Center will provide one informative discussion with employees to include a health fair or seminar explaining the EAP services for one hour at no charge.
  10. Provide crisis counseling at the Employer's request within 72 hours of the call made for the request. Crisis counseling is defined by an event that necessitates immediate response. The cost will be \$300.00 for a two hour minimum and \$150.00 per hour for each additional hour within the local area. If the counseling is provided outside the Employer's local area, travel time at \$60.00 per hour will be incurred in 15 minute increments. If an overnight stay is required it will be at the expense of the Employer.
  11. Keep in force comprehensive general liability insurance and professional malpractice insurance during the term of this contract with limits of not less than \$1,000,000 per occurrence and the \$3,000,000 aggregate.
  12. Provide services in a professional facility by licensed therapists.
  13. Submit invoices for any charges within 30 days of the date of service.
  14. SRCC reserves the following rights:
    - (a) A no-show by a client who fails to provide 24 hour notice to cancel the appointment will be counted and billed as a visit.
    - (b) Court-ordered counseling or assessments are not covered.
    - (c) Court-ordered appearances or documentation are not covered.
- C. The Employer agrees to:

1. Designate an Employer EAP Coordinator who will be the chief representative of the Employer and liaison with SRCC's EAP consultant.
  2. Provide SRCC with a suitable means to identify those individuals eligible to participate in the program with the understanding the employees/and or immediate family members can self-refer.
  3. Take reasonable steps to promote awareness of the EAP through internal communications and by Employer endorsement not limited to materials made available in employee workrooms.
  4. The EAP Coordinator and/or supervisor who makes a direct referral and wishes to have feedback will leave specific information with SRCC regarding the need for the referral, a contact name and number, and type of feedback requested.
  5. Compensate SRCC for the services described above as follows:
    - (a) The cost to employer to implement and operate this service will be \$2,580.00 to be paid annually, or if preferred two payments of \$1,290.00. The first payment will be made within 30 days of receipt of the invoice.
    - (b) The Employer shall establish service limits of three visits on each case which SRCC will not exceed without express approval by the Employer. Additional sessions paid by the Employer will be made on a case by case basis and will be charged at \$75.00 per session. A no-show by an employee will be counted as a billable visit.
    - (c) The Employer represents that it has approximately 137 employees who may avail themselves of the services to be provided under this agreement.
- D. Employer and SRCC mutually agree that:
1. The term of this Agreement shall be for one year from October 1, 2016 through September 30, 2017. Either party may terminate this Agreement upon 90 days written notice to the other. In the event of termination, the Employer will pay outstanding invoices within 30 days.
  2. The medical record shall be considered the property of SRCC which shall seek to safeguard it from unauthorized use, access, loss or destruction within the time deemed appropriate by the State of Florida and Federal laws. Release of information will be used in all incidences which require correspondence outside of SRCC therefore records shall not be accessed or released without the proper consent of the patient/client.
  3. The costs of further treatment to be rendered by SRCC will be paid by the employee or his/her insurer or other party payer unless specifically authorized by the Employer on a case by case basis. The Employer is therefore released from further financial obligations after the third session is completed. Any costs incurred via referrals made by SRCC are the responsibility of the patient.

4. There is an understanding that if at periodic review of the contract the services rendered have exceeded 25% of the value of the contract, both parties will renegotiate based on the amount of time left in the contract and services needed at a discounted rate that is mutually acceptable to both parties.
5. SRCC is an independent contractor in performing its obligations hereunder. In no event will SRCC be liable for any injury or damages to employees or members of the families or others arising out of any acts or omissions by the Employer, under this Agreement. Each party agrees to indemnify and hold the other harmless against claims arising out of its own acts and omissions and the acts and omissions of its employees under this Agreement.

IN WITNESS THEREOF, the parties have caused this Agreement to be duly executed by their duly authorized representatives of the date first written above.

Stone Ridge Counseling Center, Inc.

By: \_\_\_\_\_

Melissa Adams, President

City Of Milton

By: \_\_\_\_\_

Date: \_\_\_\_\_