



Freeport City Council
May 9, 2017
Regular Council Meeting
Package

Consent

Agenda

TAB 1

A-C



City of Freeport
REGULAR COUNCIL MEETING
9:00 a.m./Council Chambers/Freeport City Hall
May 09, 2017 Agenda

- I. Meeting Called to Order**
- II. Invocation and Pledge of Allegiance**
- III. Recognition of Guests**
- IV. Public Comment on Consent Agenda**
- V. Approval of Consent Agenda**
 - Pay all Bills in Order
 - April 27, 2017 Regular Meeting
 - April 27, 2017 Workshop – Impact Fees
- VI. Consideration of Additions/Deletions to Agenda**
- VII. Approval of Agenda with Additions/Deletions**
- VIII. Staff Reports**
 - A. City Clerk Matters
 1. Set Waiver of Fees Workshop
 - Tuesday, May 16th @ 6:30
 2. FMIT Renewal - Property & Workers Comp. Insurance
 3. Website Design Update
 4. Request approval to close City Hall – Strategic Planning Meeting
 - Employee Teambuilding Lunch/Workshop (Pot Luck provided by Dept. Heads)
 - May 24, 2017 from 11:00 am to 1:00 pm
 - Request Staff Only Attend
 5. Schedule Elected Official Training Workshop for a Thursday evening in June
 - Quest Management Consultants, LLC – 2 Hour Training
 - B. Planning & Zoning Dept.
 - C. Legal Matters
 1. Four Mile Creek FBIP Grant Application Resolution
 2. State Revolving Fund Loan Program Resolution
 - D. Parks Dept.
 - E. Engineering
 1. Engineering Update Report
 2. CIP Approval
 3. 331 Watermain Extension Project
 - F. Water Dept.
 1. Approval for Jurgen Kallenbach to attend the FRWA Conference
 - G. Sewer Dept.
 1. Councilwoman McLean

The City of Freeport may take action on any matter during this meeting, including items that are not set forth within this agenda.

In accordance with Section 286.26, [Florida Statutes](#), persons with disabilities needing special accommodations to participate in this meeting should contact the City Clerk's office at 850-835-2822 by 5:00 p.m. on the day prior to the meeting.

No verbatim record by a certified court reporter is made of these proceedings. Accordingly, any person who may seek to appeal any decision involving the matters noticed herein will be responsible for making a verbatim record of the testimony and evidence at these proceedings upon which any appeal is to be based (see Section 286.0105, [Florida Statutes](#)).



City of Freeport
REGULAR COUNCIL MEETING
9:00 a.m./Council Chambers/Freeport City Hall
May 09, 2017 Agenda

IX. Old Business

- A. Impact Fees

X. New Business

- A. Mayor Russ Barley

- B. Councilwoman Brannon

1. Legislative Matters

- C. Councilwoman Cuchens

- D. Councilman Farris

1. Walton County Emergency Management Meeting

- June 12th from 10am - 11:30am at the Emergency Operations Center

- E. Councilwoman Laird

- F. Councilwoman McLean

XI. Public Comment

XII. Adjournment

The City of Freeport may take action on any matter during this meeting, including items that are not set forth within this agenda.

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***Check Detail Register©**

April 16-17

		Check Amt	Invoice	Comment
E 001-554-44910	Temporary Relocation - CDBG	\$795.80	73795	Storage Unit Rental for CDBG
Total THE MOBILE ATTIC OF NW FLORIDA		\$1,591.60		
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Paid Chk# 027232	4/24/2017	The Water Spigot, Inc.		
E 420-535-43135	Outside Lab Services	\$150.00	17-1297	Test for Fecal Coliform
E 420-535-43135	Outside Lab Services	\$3,030.00	17-1387	Sample for Inorganics, Secondaries
Total The Water Spigot, Inc.		\$3,180.00		
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Paid Chk# 027233	4/24/2017	USABBLUEBOOK		
E 410-533-45200	Operating Supplies & Mat	\$585.75	224768	2 Chlorine Test Kits & Chlorine Pocket Colorimeter II
E 410-533-45200	Operating Supplies & Mat	(\$259.90)	230003	Credit Memo fpr 2 Colorimeters
Total USABBLUEBOOK		\$325.85		
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Paid Chk# 027234	4/24/2017	VERIZON		
E 001-510-44100	Telephone Expense	\$179.98	Apr 2017	Cell Phone Bill
E 001-572-44300	Utilities	\$99.42	Apr 2017	Cell Phone Bill
E 410-533-44100	Telephone Expense	\$535.84	Apr 2017	Cell Phone Bill
E 420-535-44100	Telephone Expense	\$403.29	Apr 2017	Cell Phone Bill
Total VERIZON		\$1,218.53		
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Paid Chk# 027235	4/24/2017	WALTON CONSTRUCTION SERVICE		
E 420-535-43130	Outside Labor & Services	\$3,000.00	2017/036	2" X 70 Feet Bore
E 420-535-43130	Outside Labor & Services	\$840.00	2017/037	2" Bore - 250 Feet
Total WALTON CONSTRUCTION SERVICE		\$3,840.00		
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Paid Chk# 027236	4/24/2017	WINDSTREAM (ALL TEL LONG DIST)		
E 410-533-44100	Telephone Expense	\$9.75	Apr 2017	Phone Service
E 412-534-44300	Utilities	\$9.76	Apr 2017	Phone Service
E 420-535-44100	Telephone Expense	\$20.17	Apr 2017	Phone Service
Total WINDSTREAM (ALL TEL LONG DIST)		\$39.68		
10101 Payables		\$53,530.40		
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Fund Summary				
10101 Payables				
001 General Fund		\$5,075.84		
410 Water Fund		\$15,406.91		
412 North Bay Water Fund		\$9.76		
420 Sewer Fund		\$33,037.89		
		\$53,530.40		

Tab 1
A

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April 16-17

Check Amt Invoice Comment

10101 Payables

Paid Chk#		Date	Vendor	Check Amt	Invoice	Comment
10101 Payables						
Paid Chk# 027206 4/24/2017 Aqua Products						
E 420-535-45200	Operating Supplies & Mat		\$1,374.75	20170490	Chlorine Cylinders for Sewer	
Total Aqua Products			\$1,374.75			
Paid Chk# 027207 4/24/2017 BARBOSA, ANTONIO						
R 410-31200	Impact Fees		\$500.00	Memo 4/26/20	Credit Memo Re: Impact Fee, Tap & Security Deposit	
R 410-34331	Connection Fees		\$4,000.00	Memo 4/26/20	Credit Memo Re: Impact Fee, Tap & Security Deposit	
G 410-22000	Meter Deposits		\$62.50	Memo 4/26/20	Credit Memo Re: Impact Fee, Tap & Security Deposit	
Total BARBOSA, ANTONIO			\$4,562.50			
Paid Chk# 027208 4/24/2017 BEARD EQUIPMENT CO						
E 001-572-44600	Bldg Maint & Furniture		\$42.49	856154	Equipment Maintenance for Parks	
Total BEARD EQUIPMENT CO			\$42.49			
Paid Chk# 027209 4/24/2017 BOWERS, SARA						
E 001-510-44000	Travel Expense		\$100.66	Travel-Apr 17	Attended Southern Grants Forum	
Total BOWERS, SARA			\$100.66			
Paid Chk# 027210 4/24/2017 Bridgett Hilgenberg						
E 420-535-43015	Taxes & Permits		\$150.00	Reimburse	Reimbursement for Bridgett's & Robert's Operator License	
Total Bridgett Hilgenberg			\$150.00			
Paid Chk# 027211 4/24/2017 Chevron U.S.A., Inc.						
E 420-535-45210	Gas & Oil		\$192.72	50099368		
Total Chevron U.S.A., Inc.			\$192.72			
Paid Chk# 027212 4/24/2017 COASTAL EQUIP RENTAL OF SW						
E 001-541-43000	Operating Expense		\$739.17	123872-0	Trimmer and Blower Backpack for Streets	
E 001-572-43000	Operating Expense		\$117.70	47061-0	Rental of a Sodcutter for Parks	
Total COASTAL EQUIP RENTAL OF SW			\$856.87			
Paid Chk# 027213 4/24/2017 CRC DATA TECHNOLOGIES						
E 001-510-45100	Office Supplies		\$185.00	76530		
Total CRC DATA TECHNOLOGIES			\$185.00			
Paid Chk# 027214 4/24/2017 DANA WEILER						
E 001-572-46370	Festival Expenses		\$64.41	Reimburse Apr	Postage for Grant & Travel to pick up Sod Cutter & Electric Panels	
E 001-572-43000	Operating Expense		\$7.60	Reimburse Apr	Postage for Grant & Travel to pick up Sod Cutter & Electric Panels	
Total DANA WEILER			\$72.01			
Paid Chk# 027215 4/24/2017 DEWBERRY ENGINEERS INC						
E 420-535-43140	Engineering Services		\$12,632.00	1411333	Conceptual Site Plan for WWTP	
E 420-535-43140	Engineering Services		\$2,400.00	1411335	Sewer Plant Operating Permit	
G 410-16400	Distribution System		\$2,000.00	1411339	Tie-In Freeport Water System to Defuniak's System	
G 420-16400	Distribution System		\$731.00	1411342	331 Utility Upgrades	
G 420-16400	Distribution System		\$3,000.00	1411396	Fluffy landing Sewer Improvement	
Total DEWBERRY ENGINEERS INC			\$20,763.00			
Paid Chk# 027216 4/24/2017 FERGUSON ENTERPRISES, INC.						
E 420-535-45200	Operating Supplies & Mat		\$43.78	1224139	Operating Supplies for Sewer	
E 420-535-45200	Operating Supplies & Mat		\$244.98	1224558	Operating material for Sewer	
E 420-535-45200	Operating Supplies & Mat		\$165.00	1224747	HDPE Pipe for Sewer	
Total FERGUSON ENTERPRISES, INC.			\$453.76			
Paid Chk# 027217 4/24/2017 GODWIN, DAVID						
E 410-533-42600	Uniform Expenses		\$225.00	Uniform 2017		

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April 16-17

			Check Amt	Invoice	Comment
Total		GODWIN, DAVID	\$225.00		
Paid Chk#	027218	4/24/2017	Gulf Coast Pump & Equipment		
E 420-535-45205	Operating Supplies - LPS		\$3,520.00	022005	Four 2HP Grinder Pumps
E 420-535-45200	Operating Supplies & Mat		\$810.20	022023	Operating Supplies
Total		Gulf Coast Pump & Equipment	\$4,330.20		
Paid Chk#	027219	4/24/2017	H D WATERWORKS		
E 410-533-45200	Operating Supplies & Mat		\$7,743.60	G995892	24 Water meters
Total		H D WATERWORKS	\$7,743.60		
Paid Chk#	027220	4/24/2017	HARDEE, ASHLEY		
E 420-535-42600	Uniform Expenses		\$225.00	Uniform 17	Uniform Allowance
Total		HARDEE, ASHLEY	\$225.00		
Paid Chk#	027221	4/24/2017	JANICE MCLEAN		
E 001-510-44000	Travel Expense		\$450.22	Reimburse Apr	Mileage & Parking For Southern Grants Forum
Total		JANICE MCLEAN	\$450.22		
Paid Chk#	027222	4/24/2017	JONES-PHILLIPS & ASSOCIATES, I		
E 001-554-44900	Administration Expense		\$125.50	Reimburse 4-1	Reimbursement for CDBG Expenses
Total		JONES-PHILLIPS & ASSOCIATES, I	\$125.50		
Paid Chk#	027223	4/24/2017	MASTERCARD		
E 001-510-44900	Administration Expense		\$75.00	Apr 2017 Stmt	Charge for Dropbox
E 001-510-43009	Miscellaneous		\$10.00	Apr 2017 Stmt	Attendance at First Friday Breakfast
Total		MASTERCARD	\$85.00		
Paid Chk#	027224	4/24/2017	METROPOLITAN COMPOUNDS INC		
E 001-541-43000	Operating Expense		\$614.19	0066684	5 Gal Ground Sterilant
Total		METROPOLITAN COMPOUNDS INC	\$614.19		
Paid Chk#	027225	4/24/2017	MOBILE TOOL REPAIR, INC		
E 420-535-45200	Operating Supplies & Mat		\$70.00	Apr 2017	Milwaukee Saw & Drill
Total		MOBILE TOOL REPAIR, INC	\$70.00		
Paid Chk#	027226	4/24/2017	NW Florida League of Cities		
E 001-510-44000	Travel Expense		\$100.00	2017 summer	2017 NW Florida League of Cities Summer Dinner-Farris
Total		NW Florida League of Cities	\$100.00		
Paid Chk#	027227	4/24/2017	QUILL		
E 001-510-45100	Office Supplies		\$139.30	7899	Office Supplies
E 410-533-43009	Miscellaneous		\$4.37	7899	Office Supplies
Total		QUILL	\$143.67		
Paid Chk#	027228	4/24/2017	RITEWAY		
E 001-510-45100	Office Supplies		\$129.60	17-31165	Lasor Check Order
Total		RITEWAY	\$129.60		
Paid Chk#	027229	4/24/2017	SMITHS SIGNS & PRINTING		
E 001-572-46370	Festival Expenses		\$304.00	Signs 4-17	38 Directional signs for festival
Total		SMITHS SIGNS & PRINTING	\$304.00		
Paid Chk#	027230	4/24/2017	Terminix Pest Control		
E 420-535-44600	Bldg Maint & Furniture		\$35.00	15196955739	Pest Control dor 718 Earl Godwin Rd
Total		Terminix Pest Control	\$35.00		
Paid Chk#	027231	4/24/2017	THE MOBILE ATTIC OF NW FLORIDA		
E 001-554-44910	Temporary Relocation - CDBG		\$795.80	73793	Storage Unit Rental for CDBG

***Check Detail Register©**

April 16-17

Check Amt Invoice Comment

10101 Payables

Paid Chk#		Date	Vendor	Check Amt	Invoice	Comment
331 POOL & BEACH SUPPLY						
E 001-541-43000	Operating Expense		\$22.99	17776	4 Chlorine Tabs	
Total 331 POOL & BEACH SUPPLY			\$22.99			
Clayton Adkinson						
E 001-510-43100	Legal Services		\$4,393.75	Mar 2017	Legal Services	
Total Clayton Adkinson			\$4,393.75			
COX COMMUNICATIONS						
E 001-510-44100	Telephone Expense		\$913.21	Apr 2017	Phone Service for City Hall	
Total COX COMMUNICATIONS			\$913.21			
CRC DATA TECHNOLOGIES						
E 001-510-43130	Outside Labor & Services		\$302.50	76705	Setup workstations, trouble shoot various computer issues	
Total CRC DATA TECHNOLOGIES			\$302.50			
Freeport Auto Parts						
E 410-533-44610	Vehicle & Equip Maint		\$730.00	69084	Three Tool Boxes	
E 420-535-44610	Vehicle & Equip Maint		\$44.30	69104	Fleet Runner	
E 410-533-44610	Vehicle & Equip Maint		\$40.95	69142	12 Quarts SAE 40HD	
E 420-535-44610	Vehicle & Equip Maint		\$11.20	69303	Super Weatherstrip	
E 420-535-44610	Vehicle & Equip Maint		\$64.91	69351	Wix Fuel/Water Separator	
E 420-535-44610	Vehicle & Equip Maint		\$5.27	69395	High Strength	
E 001-510-44610	Vehicle & Equip Maint		\$3.62	69405	Fluids for vehicle	
E 420-535-44610	Vehicle & Equip Maint		\$126.43	69472	Wrenches & Belts	
E 420-535-44610	Vehicle & Equip Maint		\$21.88	69528	Fuel Filter & Gear Oil	
E 420-535-44610	Vehicle & Equip Maint		\$72.28	69541	Fuel Cap & Battery for lawn mower	
E 420-535-44610	Vehicle & Equip Maint		\$38.07	69558	Combination Wrench & automobile oil	
E 420-535-44610	Vehicle & Equip Maint		\$15.41	69591	9 Piece Long arm Hex Key	
E 420-535-44610	Vehicle & Equip Maint		\$18.13	69607	Heater Hose	
E 420-535-44610	Vehicle & Equip Maint		\$1.27	69613	Hose Clamps	
E 420-535-44610	Vehicle & Equip Maint		\$24.79	K69404	Wrench	
Total Freeport Auto Parts			\$1,218.51			
LOWES						
E 001-572-43050	Community Center Operations		\$150.32	13703919	Blinds for Community Center	
Total LOWES			\$150.32			
MID-AMERICAN RESEARCH CHEMICAL						
E 001-510-44900	Administration Expense		\$413.00	0605208-IN	Spectricide for city grounds	
Total MID-AMERICAN RESEARCH CHEMICAL			\$413.00			
PORTLAND SELF STORAGE						
E 001-510-43009	Miscellaneous		\$85.00	3316	Storage Unit Rental	
Total PORTLAND SELF STORAGE			\$85.00			
QUILL						
E 001-510-45100	Office Supplies		\$5.49	5999875	Binder Clips	
E 001-510-45100	Office Supplies		\$61.24	6005835	Office supplies and Garbage Can Liners	
E 001-510-44600	Bldg Maint & Furniture		\$32.89	6005835	Office supplies and Garbage Can Liners	
E 001-510-45100	Office Supplies		\$176.88	6095573	Office supplies for Admin	
Total QUILL			\$276.50			
STATELINE SMALL ENGINE REPAIR						
E 001-510-44610	Vehicle & Equip Maint		\$50.16	95645	Spring for Mower Deck	
Total STATELINE SMALL ENGINE REPAIR			\$50.16			

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April 16-17

		Check Amt	Invoice	Comment
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Paid Chk# 027247	5/26/2017	The Water Spigot, Inc.		
E 412-534-43135	Outside Lab Services	\$40.00	17-1298	Nitrate/Nitrite Test
E 410-533-43135	Outside Lab Services	\$100.00	17-1452	Test for Coliform
E 412-534-43135	Outside Lab Services	\$80.00	17-1452	Test for Coliform
	Total The Water Spigot, Inc.	\$220.00		
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Paid Chk# 027248	5/26/2017	WASTE MANAGEMENT		
E 001-572-46365	Freeport Regional Sports Comp	\$834.60	May 2017	Garbage Service
E 001-572-46345	Casey Park & Pool Complex	\$114.37	May 2017	Garbage Service
E 420-535-44350	Garbage	\$76.26	May 2017	Garbage Service
E 410-533-44350	Garbage	\$201.25	May 2017	Garbage Service
E 001-572-43050	Community Center Operations	\$76.25	May 2017	Garbage Service
	Total WASTE MANAGEMENT	\$1,302.73		
	10101 Payables	\$9,348.67		

Fund Summary

10101 Payables	
001 General Fund	\$7,636.27
410 Water Fund	\$1,072.20
412 North Bay Water Fund	\$120.00
420 Sewer Fund	\$520.20
	<hr/>
	\$9,348.67

***Check Detail Register©**

May 16-17

			Check Amt	Invoice	Comment
10101 Payables					
Paid Chk#	027249	5/3/2017	B & M Tire Center		
E 410-533-44610	Vehicle & Equip Maint		\$51.95	14718	Vehicle Repairs
E 410-533-44610	Vehicle & Equip Maint		\$67.95	14873	Vehicle Repairs
	Total B & M Tire Center		\$119.90		
Paid Chk#	027250	5/3/2017	BARBARA MOORE		
E 001-510-44000	Travel Expense		\$64.16	April 2017	Mileage to go to bank and post office
	Total BARBARA MOORE		\$64.16		
Paid Chk#	027251	5/3/2017	BEARD EQUIPMENT CO		
E 420-535-44610	Vehicle & Equip Maint		\$1,114.24	859298	Equipment Repair for Sewer
	Total BEARD EQUIPMENT CO		\$1,114.24		
Paid Chk#	027252	5/3/2017	CARR, RIGGS & INGRAM, LLC		
E 001-510-43200	Auditing Services		\$5,000.00	16278888	Work performed on the city's audit
	Total CARR, RIGGS & INGRAM, LLC		\$5,000.00		
Paid Chk#	027253	5/3/2017	CENTURY LINK		
E 001-572-46365	Freeport Regional Sports Comp		\$369.74	May 2017	Phone and Internet Service for Parks
E 410-533-44100	Telephone Expense		\$482.73	May 2017	Phone and Internet for Water
E 410-533-44100	Telephone Expense		\$54.08	May 2017	Phone Service for water
E 420-535-44100	Telephone Expense		\$232.44	May 2017	Phone and Internet Service for Sewer
	Total CENTURY LINK		\$1,138.99		
Paid Chk#	027254	5/3/2017	COASTAL EQUIP RENTAL OF SW		
E 001-541-43000	Operating Expense		\$223.43	124889-0	Parts for Trimmers
	Total COASTAL EQUIP RENTAL OF SW		\$223.43		
Paid Chk#	027255	5/3/2017	COMMUNITY COFFEE COMPANY		
E 001-510-45100	Office Supplies		\$40.00	2484711711	Coffee
E 410-533-45100	Office Supplies		\$40.00	2484711711	Coffee
	Total COMMUNITY COFFEE COMPANY		\$80.00		
Paid Chk#	027256	5/3/2017	COMPUTER NETWORK		
E 410-533-44620	System Maint & Repairs		\$745.00	0029989	Technical Support for Meter Change Outs
	Total COMPUTER NETWORK		\$745.00		
Paid Chk#	027257	5/3/2017	CRC DATA TECHNOLOGIES		
E 420-535-44610	Vehicle & Equip Maint		\$42.50	76769	Password reset for Treatment Plant computer
	Total CRC DATA TECHNOLOGIES		\$42.50		
Paid Chk#	027258	5/3/2017	DeFuniak Herald Breeze		
E 001-510-48100	Advertising		\$72.60	00024299	Ads for Sewer Maint. Worker & Roadside Temp Worker
	Total DeFuniak Herald Breeze		\$72.60		
Paid Chk#	027259	5/3/2017	DEWBERRY ENGINEERS INC		
E 001-510-43140	Engineering Services		\$1,300.00	1374128	O'Reilly Auto Parts - Engineering Review
E 001-510-43140	Engineering Services		\$220.00	1411328-007	Central Park Ph 2 Inspections
E 001-510-43140	Engineering Services		\$2,025.00	1414333	Work on the CIP
	Total DEWBERRY ENGINEERS INC		\$3,545.00		
Paid Chk#	027260	5/3/2017	Frank s Cash & Carry		
E 001-572-44600	Bldg Maint & Furniture		\$81.26	20290264	Liquid nails, flourescent bulbs & spring clamps
E 001-572-44600	Bldg Maint & Furniture		\$20.97	20290284	Felt Pads & T-Plates
E 410-533-44620	System Maint & Repairs		\$15.29	20290382	Fittings
E 001-572-44600	Bldg Maint & Furniture		\$31.58	20290468	Pressure Treated Lumber cut to order
E 001-572-46365	Freeport Regional Sports Comp		\$539.00	20290480	Gravel Mix
E 001-572-44600	Bldg Maint & Furniture		\$2.99	20290496	Eye Bolt

***Check Detail Register©**

May 16-17

		Check Amt	Invoice	Comment
E 001-572-44600	Bldg Maint & Furniture	\$25.98	20290707	C-Clamp Heavy Duty Bin
E 001-572-44600	Bldg Maint & Furniture	\$2.97	20290945	Galvanized Screw Pin
E 001-572-44600	Bldg Maint & Furniture	\$83.76	20290960	Chain
E 001-572-44600	Bldg Maint & Furniture	\$3.16	20290971	Zinc Quick Link
E 410-533-45200	Operating Supplies & Mat	\$15.99	20291363	Pliers
E 001-572-46360	Blount House Operations	\$29.99	20291447	Toilet Seat for Blount House
E 001-572-43000	Operating Expense	\$10.99	20291453	Batteries
E 001-572-44600	Bldg Maint & Furniture	\$13.98	20291598	Batteries
E 001-572-44600	Bldg Maint & Furniture	\$0.24	20292286	Tapping Screw
E 410-533-45200	Operating Supplies & Mat	\$13.98	20292586	Batteries
E 001-572-44600	Bldg Maint & Furniture	\$23.97	20292746	Door Stops & Hose Nozzle
E 420-535-45200	Operating Supplies & Mat	\$890.61	20292830	Various Parts for Operations
E 001-510-44600	Bldg Maint & Furniture	\$69.89	20292973	Fireant Killer & Bleach for Triangle Fountain and City Hall Grounds
E 410-533-45200	Operating Supplies & Mat	\$7.96	20292976	Bleach
E 001-510-44600	Bldg Maint & Furniture	\$107.94	20293007	Fireant Killer for city grounds
E 001-510-44610	Vehicle & Equip Maint	\$14.99	20293022	Ratchet Tiedown for irrigation at City Hall
E 001-572-45250	Grounds Maintenance	\$54.67	20293061	Fireant Killer
E 410-533-45200	Operating Supplies & Mat	\$4.59	20293063	Stake Pet Tie Out
E 001-510-44610	Vehicle & Equip Maint	\$21.29	20293232	Electrical supplies for Town Planters
E 410-533-45200	Operating Supplies & Mat	\$6.78	20293251	Fireant Killer and Wasp Spray
E 001-572-43000	Operating Expense	\$14.99	20293263	Drill Bit
E 001-572-43050	Community Center Operations	\$3.10	20293412	2 keys cut for the community center and new electrical switch
E 001-510-44610	Vehicle & Equip Maint	(\$8.99)	20293451	40 Amp Breaker
E 001-572-45250	Grounds Maintenance	\$43.05	20293490	Quikrete Athletic Field Marker
E 001-572-43000	Operating Expense	\$4.90	20293998	Screws
E 001-572-43050	Community Center Operations	\$2.08	20294365	Power Bit & Drill Bit
E 001-572-43000	Operating Expense	\$52.50	20294693	Screws
E 001-541-45200	Operating Supplies & Mat	\$34.76	20294833	Gator Aid Powder
E 001-572-43000	Operating Expense	\$34.76	20294833	Gator Aid Powder
Total Frank s Cash & Carry		\$2,275.97		
<hr/>				
Paid Chk#	027261	5/3/2017	Gulf Coast Pump & Equipment	
G 420-16600	Equipment	\$3,583.74	022079	4" Non-Clog Pump
Total Gulf Coast Pump & Equipment		\$3,583.74		
<hr/>				
Paid Chk#	027262	5/3/2017	HOKE, ROBERT E.	
E 001-510-43130	Outside Labor & Services	\$100.00	April 2017	Deputy Service for April 27, 2017 Council Meeting
Total HOKE, ROBERT E.		\$100.00		
<hr/>				
Paid Chk#	027263	5/3/2017	HYDRA SERVICES, INC.	
E 420-535-44610	Vehicle & Equip Maint	\$611.18	120407	Repairs to compressor belt
Total HYDRA SERVICES, INC.		\$611.18		
<hr/>				
Paid Chk#	027264	5/3/2017	KASEY CUCHENS	
E 001-510-44000	Travel Expense	\$100.00	May 2017	Reimbursement for NWFL League Dinner
Total KASEY CUCHENS		\$100.00		
<hr/>				
Paid Chk#	027265	5/3/2017	LOWES	
E 410-533-45200	Operating Supplies & Mat	\$94.05	12625	NICD 2-Pack Battery
Total LOWES		\$94.05		
<hr/>				
Paid Chk#	027266	5/3/2017	MID-AMERICAN RESEARCH CHEMICAL	
E 420-535-45205	Operating Supplies - LPS	\$496.00	0605209-IN	Veg-A-Kill Plus Spray
Total MID-AMERICAN RESEARCH CHEMICAL		\$496.00		
<hr/>				
Paid Chk#	027267	5/3/2017	NW Florida League of Cities	

***Check Detail Register©**

May 16-17

		Check Amt	Invoice	Comment
E 001-510-44000	Travel Expense	\$50.00	May 2017	NW Florida League May Dinner - Reservation for Council Woman Laird
Total NW Florida League of Cities		\$50.00		
<hr/>				
Paid Chk# 027268	5/3/2017	NWFL C STORES INC VI		
E 001-510-45210	Gas & Oil	\$299.76	April 2017	Fuel Purchases - Admin
E 410-533-45210	Gas & Oil	\$289.91	April 2017	Fuel Purchases - Water
E 420-535-45210	Gas & Oil	\$783.56	April 2017	Fuel Purchases - Sewer
Total NWFL C STORES INC VI		\$1,373.23		
<hr/>				
Paid Chk# 027269	5/3/2017	PURITY CHEMICALS		
E 420-535-45200	Operating Supplies & Mat	\$899.99	INV27442	Chemicals
Total PURITY CHEMICALS		\$899.99		
<hr/>				
Paid Chk# 027270	5/3/2017	SALTWATER STEEL		
E 420-535-44610	Vehicle & Equip Maint	\$184.00	15977a	Stainless Steel Flatbar & Installation
Total SALTWATER STEEL		\$184.00		
<hr/>				
Paid Chk# 027271	5/3/2017	SCURLOCK BURKETT MOBILE HOME M		
E 001-554-44910	Temporary Relocation - CDBG	\$250.00	April 2017	CDBG-Mobile Home Inspection Report
Total SCURLOCK BURKETT MOBILE HOME M		\$250.00		
<hr/>				
Paid Chk# 027272	5/3/2017	The Water Spigot, Inc.		
E 420-535-43135	Outside Lab Services	\$150.00	17-1530	Fecal Coliform & Nitrate Test
E 420-535-43135	Outside Lab Services	\$150.00	17-1531	Fecal Coliform & Nitrate Test
E 420-535-43135	Outside Lab Services	\$1,200.00	17-1549	1st Quarter 2017 WWTP sample of monitoring wells
Total The Water Spigot, Inc.		\$1,500.00		
<hr/>				
Paid Chk# 027273	5/3/2017	Walton County Board of Commiss		
E 001-581-49000	Infrastructure Tax	\$46,018.91	0317Disc	Payment of Discretionary Tax per agreement
Total Walton County Board of Commiss		\$46,018.91		
<hr/>				
Paid Chk# 027274	5/3/2017	ZEB WATTS SEPTIC & UNDERGROUND		
E 420-535-44620	System Maint & Repairs	\$1,050.00	4611	Vacuum truck rental & commercial jetter
E 420-535-44620	System Maint & Repairs	\$2,075.00	4640	Pumped out five lift stations
E 420-535-44620	System Maint & Repairs	\$225.00	4641	Pump out lift station at Magnolia
Total ZEB WATTS SEPTIC & UNDERGROUND		\$3,350.00		
10101 Payables		\$73,032.89		

Fund Summary

10101 Payables	
001 General Fund	\$57,454.37
410 Water Fund	\$1,890.26
420 Sewer Fund	\$13,688.26
	\$73,032.89



City of Freeport
REGULAR COUNCIL MEETING
6:00 p.m./Council Chambers/Freeport City Hall
April 27, 2017 Minutes

I. Meeting Opened

The April 27, 2017 Regular Council Meeting was called to order at 6:00 p.m. by Mayor Russ Barley. The meeting was held in City Council Chambers of Freeport City Hall.

Council Members present: Mayor Russ Barley, Councilwoman Kasey Cuchens, Councilwoman Janice McLean, Councilwoman Jennifer Laird, Councilwoman Elizabeth Brannon, and Councilman Eddie Farris

Staff present: City Clerk Rebecca Podraza, City Attorney Clay Adkinson, Finance Officer Sara Bowers, Parks Director Dana Weiler, Sewer Operator Bridget Hilgenberg, Water Supervisor Larry Tuggle, Water Meter Reader Gary Thomas, City Engineer Cliff Knauer, City Engineer William Menadier, City Planner Latilda Hughes-Neel and Billing Supervisor Jennifer Douglas.

II. Invocation and Pledge of Allegiance

The invocation was given by Councilwoman Cuchens, followed by the Pledge of Allegiance to the American Flag.

I. Recognition of Guests: None

II. Public Comment on Consent Agenda: None

III. Approval of Consent Agenda

- Pay all Bills in Order
- April 11, 2017 Regular Council Meeting Minutes
- April 11, 2017 Workshop – Purchasing Policy
- April 13, 2017 Special Meeting DOT & DOC Contracts
- April 13, 2017 Special Meeting – Impact Fees & Brandon Oaks

Council Action: Councilwoman McLean made a motion to approve the Consent Agenda as presented. Councilman Farris seconded the motion. All ayes, (Brannon, Cuchens, Farris, Laird, McLean); motion carried.

IV. Consideration of Additions/Deletions to Agenda

Additions:

- Councilwoman Cuchens – Workshop for Waiver of Fees

The City of Freeport may take action on any matter during this meeting, including items that are not set forth within this agenda.

In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the City Clerk's office at 850-835-2822 by 5:00 p.m. on the day prior to the meeting.

No verbatim record by a certified court reporter is made of these proceedings. Accordingly, any person who may seek to appeal any decision involving the matters noticed herein will be responsible for making a verbatim record of the testimony and evidence at these proceedings upon which any appeal is to be based (see Section 286.0105, Florida Statutes).



City of Freeport
REGULAR COUNCIL MEETING
6:00 p.m./Council Chambers/Freeport City Hall
April 27, 2017 Minutes

- Legal – Canvassing Board & Election Day Poll Workers
- Parks & Rec. – Part for Well 6

Deletions: None

V. Approval of Agenda with Additions/~~Deletions~~

Council Action: Councilman Farris made a motion to approve the Agenda with specified Additions and ~~Deletions~~ as presented. Councilwoman Cuchens seconded the motion. All ayes, (Brannon, Cuchens, Farris, Laird, McLean); motion carried.

VI. Staff Reports

A. City Clerk Matters

1. Elected Official Training Proposal

Council Action: Councilwoman Cuchens made a motion to approve Quest Management Consultants, LLC to provide training to City of Freeport Elected Officials for \$350.00. Councilwoman McLean seconded the motion. All ayes, (Brannon, Cuchens, Farris, Laird, McLean); motion carried.

2. Brown & Brown PRIA Employee Benefits Renewal

Council Action: Councilwoman McLean made a motion to approve the Brown & Brown PRIA Insurance renewal effective October 1, 2017. Councilwoman Cuchens seconded the motion. All ayes, (Brannon, Cuchens, Farris, Laird, McLean); motion carried.

3. Website Design Update

- City Clerk Podraza updated the Council on the Website Design currently being created. The launch date has been moved up from September 1st to sometime the end of June or the beginning of July.

B. Planning & Zoning Dept.: None

C. Legal Matters

1. City Canvassing Board & Election Day Poll Workers
 - City Attorney Adkinson advised the Council that Councilmembers who are not running will serve as the Canvassing Board.

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City of Freeport
REGULAR COUNCIL MEETING
6:00 p.m./Council Chambers/Freeport City Hall
April 27, 2017 Minutes

Council Action: Councilman Farris made a motion to appoint the City Clerk as the Clerk of Elections and to appoint the Supervisor of Elections and between three (3) to five (5) of his deputies or other employees, to act as the Directors or Managers of the 2017 Election, to fulfill the roll of reviewing and handling the ballots. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Cuchens, Farris, Laird, McLean); motion carried.

Council Action: Councilwoman Brannon made a motion to approve the use of Supervisor of Elections Poll Workers from outside the City Limits as follows:

- 1 - Clerk - \$150 for Election Day
- 1 - Assistant Clerk - \$140 for Election Day
- 4 - Inspectors - \$130 for Election Day
- 1 - Bailiff - \$130 for Election Day

Councilwoman Cuchens seconded the motion. All ayes, (Brannon, Cuchens, Farris, Laird, McLean); motion carried.

D. Parks Dept.

1. Purchase part for Well 6 at the Sports Complex
 - Parks Director Weiler informed the Council that the pump for Well 6 broke down and needs to be replaced. The cost of the part and repairs should not exceed \$4,000.00.
2. Certified Pool Operator Course for Chris Campbell
 - Panama City Beach May 24th – 25th \$290.00

Council Action: Councilwoman McLean made a motion to approve Chris Campbell to attend a Certified Pool Operator Course in the amount of \$290.00. Councilwoman Cuchens seconded the motion. All ayes, (Brannon, Cuchens, Farris, Laird, McLean); motion carried.

3. Extension of contract services with Garland Lawn Service LLC

Council Action: Councilwoman McLean made a motion to approve the extension of the contract with Garland Lawn Service, LLC for another year. Councilman Farris seconded the motion. All ayes, (Brannon, Cuchens, Farris, Laird, McLean); motion carried.

4. Pay increase request for Chris Campbell – 6-month Evaluation
 - Tabled to a future meeting for further consideration

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City of Freeport
REGULAR COUNCIL MEETING
6:00 p.m./Council Chambers/Freeport City Hall
April 27, 2017 Minutes

5. Follow up on communication
 - Parks Director Weiler presented a Communication Follow-Up report regarding the Parks and Recreation Department.

E. Engineering

1. Engineering Update Report
 - City Engineer William Menadier updated the Council on the following projects
 - Fluffy Landing Project - Complete
 - Sewer Plant Update
 - Reclaim Water Tower Update
 - Pool Bid Update
 - Madison Street and Blue Ridge Parkway Traffic Evaluation
2. Capital Improvement Plan Approval
 - Councilman Farris requested to change the following: *Move item 17 from VII. Recreation (master Pedestrian/Multi-Use Path Plan) to IV. Special Projects.* The final CIP will be approved on May 9, 2017.
3. US 331 Water Main Extension Bid Approval
 - City Engineer Menadier updated the Council on the Formal Bid Process and the SRF Loan being applied for.

F. Water Dept.: None

G. Sewer Dept.

1. Approve recommendation for Sewer Worker – Jacob Dixon

Council Action: Councilman Farris made a motion to approve Jacob Dixon as a full-time Sewer Department Worker at \$11.00 per hour. Councilwoman Cuchens seconded the motion. All ayes, (Brannon, Cuchens, Farris, Laird, McLean); motion carried.

VII. Old Business: None

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City of Freeport
REGULAR COUNCIL MEETING
6:00 p.m./Council Chambers/Freeport City Hall
April 27, 2017 Minutes

VIII. New Business

A. Request for Waiver of Fees – Community Center

Council Action: Councilman Farris made a motion to approve the Waiver of Fees request for the Community Center for a fund raiser being held Friday, April 28th. Councilwoman McLean seconded the motion. All ayes, (Brannon, Cuchens, Farris, Laird, McLean); motion carried.

B. Information Regarding Available Property – 4.37 acres \$250,000.00

- No action taken

C. Business/Non-Residential Registration

- City Planner Latilda Hughes-Neel updated the Council on the Registration and its useful applications. Topic tabled until a later date.

D. Mayor Russ Barley

1. NRPA Training for Parks Department Staff

Council Action: Councilwoman Cuchens made a motion to approve Parks Director Weiler and Parks Director Assistant Chris Campbell to attend the NRPA Training in New Orleans, September 26th and 28th. Councilwoman Laird seconded the motion. All ayes, (Brannon, Cuchens, Farris, Laird, McLean); motion carried.

2. Donate Old Ball Field Lights

Council Action: Councilwoman McLean made a motion to donate the old ball field lights to the Freeport High School for the soccer field. Councilman Farris seconded the motion. All ayes, (Brannon, Cuchens, Farris, Laird, McLean); motion carried.

3. Gordy Williams for City Historian

- Mayor Barley informed the Council that Gordy Williams will be taking over as City Historian for Ms. Becky Buxton.

E. Councilwoman Brannon: None

F. Councilwoman Cuchens

1. Workshop for Waiver of Fees

The City of Freeport may take action on any matter during this meeting, including items that are not set forth within this agenda.

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City of Freeport
REGULAR COUNCIL MEETING
6:00 p.m./Council Chambers/Freeport City Hall
April 27, 2017 Minutes

- Councilwoman Cuchens requested that Council meet with the local organizations who will be submitting a request for a waiver of fees for the 2016/2017 budget year, to identify needs and iron out any concerns prior to the approval process beginning June 1st through June 30th.

Council Action: Councilwoman Cuchens made a motion to direct City Clerk Podraza to contact the local organizations who will be requesting a waiver of fees, and to secure a couple of dates for a Workshop to be held at the City Community Center. Councilwoman McLean seconded the motion. All ayes, (Brannon, Cuchens, Farris, Laird, McLean); motion carried.

- Councilwoman Cuchens announced that there will be an Okaloosa/Walton Transportation Planning Organization (TPO) meeting on May 17th at the Destin Community Center at 5:30 regarding the Triumph Funds and regional priorities.
- West Florida Regional Planning Council will be moving their headquarters to Destin, FL.
- The Florida Communities Trust should be starting the appraisal on the property next to City Hall soon.

G. Councilman Farris: None

H. Councilwoman Laird: None

I. Councilwoman McLean

- Riverway South will be sponsoring a Choctawhatchee River Fest on May 13th.
- Councilwoman McLean attended the Walton/Okaloosa Utility Meeting in Ft. Walton on April 12th. Councilwoman McLean provided a hand-out she prepared on the meeting for Councils information.
- Councilwoman McLean asked to give a big welcome to the Walton County Planning Department who will be opening an office here in Freeport.

IX. Public Comment: None

X. Adjournment

Mayor Barley adjourned the meeting at 7:30 p.m.

The City of Freeport may take action on any matter during this meeting, including items that are not set forth within this agenda.

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City of Freeport
REGULAR COUNCIL MEETING
6:00 p.m./Council Chambers/Freeport City Hall
April 27, 2017 Minutes

FREEPORT CITY COUNCIL

Mayor

Council President

ATTEST

City Clerk

The City of Freeport may take action on any matter during this meeting, including items that are not set forth within this agenda.

In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the City Clerk's office at 850-835-2822 by 5:00 p.m. on the day prior to the meeting.

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Tab 1C

City of Freeport
Workshop
5:00 PM/Council Chambers/Freeport City Hall
April 27, 2017 Minutes

I. Meeting Opened

The April 27, 2017 Workshop was called to order at 5:00 pm by Mayor Russ Barley. The meeting was held in City Council Chambers of Freeport City Hall.

Council members present: Mayor Russ Barley, Councilwoman Kasey Cuchens, Councilwoman Janice McLean, Councilman Eddie Farris, Councilwoman Jennifer Laird, and Councilwoman Elizabeth Brannon

Staff present: City Attorney Clay Adkinson, Water Supervisor Larry Tuggle, City Planner Latilda Hughes-Neel, City Engineer Cliff Knauer, and Billing Supervisor Jennifer Douglas

II. Invocation and Pledge of Allegiance

The invocation was given by Councilwoman Cuchens, followed by the Pledge of Allegiance to the American Flag.

III. Impact Fees

- Mayor Russ Barley requested public comment.
- Councilwoman Cuchens requested information from the Attorney regarding the City going to a one fee structure opposed to staying the same with the current Impact Fee structure. City Attorney Adkinson explained the difference and the benefits of going to a one fee structure.
- City Engineer Knauer provided information to the Council regarding the benefits of going to a one fee structure.
- Council discussed a single fee structure and what would be required of staff and legal to come up with the numbers and methodology process to make a recommendation to the Council.

IV. Adjournment

Mayor Barley adjourned the meeting at 5:38 pm.

The City of Freeport may take action on any matter during this meeting, including items that are not set forth within this agenda.

In accordance with Section 286.26, [Florida Statutes](#), persons with disabilities needing special accommodations to participate in this meeting should contact the City Clerk's office at 850-835-2822 by 5:00 p.m. on the day prior to the meeting.

No verbatim record by a certified court reporter is made of these proceedings. Accordingly, any person who may seek to appeal any decision involving the matters noticed herein will be responsible for making a verbatim record of the testimony and evidence at these proceedings upon which any appeal is to be based (see Section 286.0105, [Florida Statutes](#)).



City of Freeport
Workshop
5:00 PM/Council Chambers/Freeport City Hall
April 27, 2017 Minutes

FREEPORT CITY COUNCIL

Mayor

Council President

ATTEST:

City Clerk

The City of Freeport may take action on any matter during this meeting, including items that are not set forth within this agenda.

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In addition to the FMIT, which is staffed 24/7, the League provides a host of ongoing services to every city in Florida, including:

Advocacy: The League advocates for cities at the state and federal levels, as it's been done for nearly a century. Our core mission is to lobby for cities' interests and Home Rule authority.

Expertise: Questions about municipal governance or operations? Experienced League staff standby to assist and are only a phone call or email away.

Training: Through FLC University, thousands of city officials receive training on important topics ranging from crisis communication to effective leadership to required ethics training and more.

WE DON'T HAVE SHAREHOLDERS:

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The FMIT is governed by city officials. Because the Trust is not for profit, with minimal hurricane activity since 2007, it has returned a total of \$69.5 million in property premiums to members.

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LEAGUES: We Know the Value of These Regional Networks.

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May 1, 2017

Ms. Rebecca Podraza
City Clerk
City of Freeport FMIT# 0201
P.O. Box 339
Freeport FL 32439

Dear Ms. Podraza:

In advance of the upcoming 2017-2018 policy year, I would like to thank you on behalf of the Florida Municipal Insurance Trust (FMIT or Trust) and the Florida League of Cities staff for placing your confidence in us. We truly value our partnership and look forward to continuing to work with you to fulfill your insurance and risk management needs.

As you may know, the FMIT is governed by a Board of our Members and answers only to you, our Members. What you may not know is that this year marks the 40th year FMIT has been serving governments as a risk transfer partner – please join me in wishing the FMIT a **Happy 40th Birthday!** Over the past four decades, governments like yours have relied on the FMIT for insurance coverages and services customized to meet your specialized needs. The financial position of the Trust remains very strong with surplus of \$195 million and total assets over \$475 million. Additionally, all of FMIT's reinsurers are rated 'A' or better by A.M. Best.

As we humbly reflect upon 2016 Hurricanes Hermine and Matthew and closely pay attention to 2017 hurricane forecasts, we could not be more proud of FMIT's first-class Disaster Response & Recovery Program. With your input and help, and leveraging forty years' worth of experience understanding governments, FMIT has built the best disaster response and recovery program in the state and arguably across the globe. If you have not yet had firsthand experience with the Program, I encourage you to watch the following short video and learn how essential and impactful this Program can be: <https://www.youtube.com/watch?v=WYbtBzH8NOI>. It is so rewarding to hear directly from our Members how FMIT supported their organization before, during and after a major storm.

Please find the attached renewal instructions and return the information to us by **May 31, 2017** so we may process your insurance renewal timely. We are excited for the upcoming 2017-2018 policy year, and look forward to continuing to serve you as *Your Resource, Your Advocate, Your Partner*. Thank you for your continued participation in the Florida Municipal Insurance Trust.

Sincerely,

Jeannie Garner
Deputy Executive Director

Enclosures

0201



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Competitive Bidding Results

Named Insured	Year	Expiring Premium	FMIT's Bid / Quote	 PRIA / PGIT's Bid / Quote	Expiring Premium vs. Low Bid Premium	Bid Results Over Expiring Premium	Coverage Differences
City of Frostproof	2016	\$ 86,342	-	\$ 75,396.00	\$ (10,946)	-13%	Not a formal bid process. Competitive quotes were offered against FMIT.
City of Marianna	2016	\$ 331,668	\$ 317,721.00	\$ 266,068.00	\$ (65,600)	-20%	
City of Dade City	2016	\$ 285,474	\$ 219,815.00	\$ 218,725.00	\$ (66,749)	-23%	
City of Chattahoochee	2016	\$ 85,291	-	\$ 73,970.00	\$ (11,321)	-13%	Not a formal bid process. Premiums shown do not include workers' compensation (property and general liability only).
City of Palm Bay	2015	\$ 1,751,198	\$ 766,705.00	\$ 773,298.00	\$ (977,900)	-56%	\$1,661,496 Fully Insured Renewal through FMIT. Self Insured options requested through competitive bid process. Premiums shown reflect SIR programs.
City of Punta Gorda	2015	\$ 1,171,840	\$ 1,171,750.00	\$ 997,563.00	\$ (174,277)	-15%	PRM 14-15 premium is reflected under expiring premium. PRM renewal offered at \$998,263.
Town of Indian Shores	2015	\$ 121,598	\$ 131,878.00	\$ 94,316.00	\$ (27,282)	-22%	
City of Lake Helen	2015	\$ 76,860	\$ 67,432.00	\$ 60,174.00	\$ (16,686)	-22%	Not a formal bid process. Competitive quotes were offered against FMIT.
City of Lauderhill	2011	\$ 893,029	\$ 891,178.00	\$ 700,427.00	\$ (192,602)	-22%	
City of Coral Springs	2011	\$ 1,586,000	\$ 1,393,103.00	\$ 1,171,957.00	\$ (414,043)	-26%	
City of Treasure Island	2010	\$ 389,316	\$ 497,491.00	\$ 415,588.00	\$ 26,272	7%	FMIT - within 1/2 mile, Wind/Hail deductible of 5%, \$100,000 minimum vs. PGIT Named Storm deductible.
City of Lake Worth	2010	\$ 931,140	\$ 701,426.00	\$ 691,849.00	\$ (239,291)	-26%	
Village of North Palm Beach	2010	\$ 675,298	\$ 611,344.00	\$ 523,196.00	\$ (152,102)	-23%	
Madison County	2010	\$ 273,996	\$ 242,007.00	\$ 172,394.00	\$ (101,602)	-37%	Increased Employee Dishonesty on Crime coverage to \$250,000 from \$150,000; Reduced GL Deductible to \$0 from \$5,000;
City of Haines City	2010	\$ 412,495	\$ 629,745.00	\$ 371,526.00	\$ (40,969)	-10%	Increased POL limit to \$3,000,000 from \$2,000,000 and Prior Acts included; Auto not auditable; Provide E&O Coverage Propoerty
Vill. Of Wellington	2010	\$ 1,083,517	\$ 793,495.00	\$ 724,900.00	\$ (358,617)	-33%	
City of North Palm Beach	2010	\$ 675,298	\$ 611,344.00	\$ 523,196.00	\$ (152,102)	-23%	
Village of Bal Harbour	2009	\$ 430,558	\$ 335,316.00	\$ 304,163.00	\$ (126,395)	-29%	No coinsurance vs. FMIT 90%
City of Cooper City	2009	\$ 752,113	\$ 614,799.00	\$ 557,012.00	\$ (195,101)	-26%	Auto not auditable; No coinsurance vs. FMIT 80%; Higher Crime limits; \$614,799 premium includes a \$73,343 return of premium
Pinellas Suncoast Transit Authority	2009	\$ 673,114	\$ 610,913.00	\$ 530,502.00	\$ (142,612)	-21%	Bound with Additional Coverage, including Stop Loss Aggregate of \$500,000 (not offered by FMIT), lower property deductible, higher Crime limits.
City of Treasure Island	2008	\$ 667,046	\$ 394,354.90	\$ 386,435.00	\$ (280,611)	-42%	City was purchasing stand alone Citizens wind policies for coastal properties, Increased their Crime coverage from \$10,000 to \$100,000
City of Margate	2008	\$ 524,074	\$ 283,606.00	\$ 279,617.00	\$ (244,457)	-47%	
Oakland Park	2007	\$ 1,554,734	\$ 1,299,608.00	\$ 1,335,038.00	\$ (219,696)	-14%	



Tab 3

WEBSITE DESIGN UPDATE

FREEPORT DESIGN TEAM PROGRESS REPORT

- aha Municode Web Design Company was approved by Council on February 14, 2017
- Letter of Engagement signed with Municode on Feb. 22, 2017
- February 27th - initial phone contact with Dave Fels, Municode Project Lead, to discuss the design process and schedule 1st meeting.
 - Design Team to include: Kasey Cuchens, Dana Weiler, and Becky Podraza
- March 1st – First Design Team Meeting - Discussed Specifications outline and design plan.
- April 10, 2017 - Updated cover page to include City Logo and sample inner page provided to Clerk.
- April 19, 2017 – Second Design Team Meeting – Discussed the Website Content and timeline for approval.
- April 24th – May 11th Clerk will continue to work with Municode and collaborate with staff and Council to provide content information, as well as streamline the content from the old site to the new site.
- Becky Podraza worked with Dave Fels on content for the new site during the week of May 1st.
- May 11, 2017 - Training for Website Administrators to update and maintain the website. *Postponed until the first part of June.*

TIMELINE TO PERFORM AND IMPLEMENT PROGRAM ACTIVITY

- March 15 – outline, design plan of website to EFI for approval
 - Emailed first draft to Mr. Roy Baker of Opportunity Florida on March 16th
 - Revised 1st draft after receiving clarification on the Enterprise Florida branding that is needed to comply with the grant.
 - Emailed revised draft to Mr. Roy Baker for approval on March 21st.
 - APPROVED March 21, 2017



- **May 15 – website content complete and submitted for approval**
 - *Per Dave Fels, the City is currently ahead of schedule and the Team should be able to request a Special Meeting at the first Council Meeting in June, to present the completed website to Council.*
- **June 30 – implement approved plan for website**
 - *Team’s new target date is to have the site approved by Opportunity Florida and live before July 11th in order for it to be ready before the election.*
- **September 30 – website complete**

Tab 4



1424 SW EDGEWOOD AVENUE
GREENVILLE, FL 32331
(850) 673-7851

WWW.QUESTMANAGEMENTCONSULTANTS.COM
parnold@questmanagementconsultants.com

TO CITY OF FREEPORT, FLORIDA

COUNCIL TRAINING: Training will consist of thorough review and guidelines of the following areas:

1. Forms of Government
2. Roberts Rules of Order
3. Sunshine Law
4. Government Purchasing
5. Setting Policy and the role of the Council
6. Ethics (light overview)

The Training is structured to encourage questions and discussion at any point and to allow for specific question/answer and discussion as may be requested by participants. The presenter will provide handouts and have a prepared PowerPoint presentation.



Tab 5

April 24, 2017

Florida Fish and Wildlife Conservation Commission

Commissioners

Brian Yablonski
Chairman
Tallahassee

Aliese P. "Liesa" Priddy
Vice Chairman
Immokalee

Ronald M. Bergeron
Fort Lauderdale

Richard Hanas
Oviedo

Bo Rivard
Panama City

Charles W. Roberts III
Tallahassee

Robert A. Spottswood
Key West

Executive Staff

Nick Willey
Executive Director

Eric Sutton
Assistant Executive Director

Jennifer Fitzwater
Chief of Staff

Division of Law Enforcement

Colonel Curtis Brown
Director

(850) 488-6251
(850) 487-0463 FAX

Managing fish and wildlife resources for their long-term well-being and the benefit of people.

620 South Meridian Street
Tallahassee, Florida
32399-1600
Voice: (850) 488-4676

Hearing/speech-impaired:
(800) 955-8771 (T)
(800) 955-8770 (V)

MyFWC.com

The Honorable Russ Barley, Mayor
City of Freeport
P.O. Box 339
Freeport, FL 32439

RE: Florida Boating Improvement Program Application #17-014
Four Mile Creek Park

Dear Mayor Barley:

The Fish and Wildlife Conservation Commission (FWC) has received your application for a Florida Boating Improvement Program grant. The application has been assigned number 17-015. Please use this number in all future correspondence regarding your application.

The initial review of the application by FWC staff indicates the application is **incomplete**. The following items are required to complete your application:

Adopted Resolution: An adopted resolution, by the Governing Body, authorizing that the Project Manager has the authority to apply for and administer the grant on behalf of the applicant. **Please submit a copy of the adopted resolution no later than May 24, 2017.**

Permits: If awarded a grant, a copy of all permits for construction must be submitted within 12 months of the award date.

If these items are not received within the time allotted, your application will be ineligible for FBIP funding. Thank you for your attention to this matter. If you have any questions, please call (850) 488-5600 or email fbip@MyFWC.com.

Sincerely,

Tim Woody

Tim Woody, Program Administrator
Florida Boating Improvement Program
Boating and Waterways Section

/tw

RESOLUTION _____ - _____

WHEREAS, the City of Freeport in Walton County, Florida is responsible for controlling, construction and improving certain recreation and park facilities in the City of Freeport, Florida, for the use and enjoyment of residents of the county; and,

WHEREAS, the City of Freeport would like to apply for a certain Florida Boating Improvement Program (“FBIP”) Grant through the Florida Fish and Wildlife Conservation Commission; and,

WHEREAS, the City of Freeport intends to adopt a Resolution stating that it approved its City Engineer, William A. Menadier, Dewberry | Preble-Rish, to apply for the above referenced Grant and to do the necessary preparation to apply for said Grant.

NOW, THEREFORE, BE IT RESOLVED by the City of Freeport, Walton County, Florida, to request and approve that William A. Menadier, Dewberry | Preble-Rish, as City Engineer for the City of Freeport, apply for the FBIP Grant on behalf of the City of Freeport for the above referenced Grant.

PASSED AND DULY ADOPTED this ____ day of _____, 2017.

MAYOR RUSS BARLEY, CITY OF FREEPORT

ATTEST, CITY CLERK, CITY OF FREEPORT

Tab 6

RESOLUTION _____

“A RESOLUTION OF CITY OF FREEPORT, FLORIDA, RELATING TO THE STATE REVOLVING FUND LOAN PROGRAM; MAKING FINDINGS; AUTHORIZING THE LOAN APPLICATION; AUTHORIZING THE LOAN AGREEMENT; ESTABLISHING PLEDGED REVENUES; DESIGNATING AUTHORIZED REPRESENTATIVES; PROVIDING ASSURANCES; PROVIDING FOR CONFLICTS, SEVERABILITY, AND EFFECTIVE DATE.”

WHEREAS, Florida Statutes provide for loans to local government agencies to finance the construction of wastewater treatment facilities; and

WHEREAS, Florida Administrative Code rules require authorization to apply for loans, to establish pledged revenues, to designate an authorized representative; to provide assurances of compliance with loan program requirements; and to enter into a loan agreement; and

WHEREAS, the State Revolving Fund loan priority list designates Project No. WW66032 as eligible for available funding; and

WHEREAS; the City of Freeport, Florida, intends to enter into a loan agreement with the Department of Environmental Protection under the State Revolving Fund for project financing.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF FREEPORT, FLORIDA, AS FOLLOWS:

SECTION I. The foregoing findings are incorporated herein by reference and made a part hereof.

SECTION II. The City of Freeport, Florida, is authorized to apply for a loan to finance the Project.

SECTION III. The revenues pledged for the repayment of the loan are net water and sewer system revenues after payment of debt service on the following obligations of the Rural Development Loans, 91-11, 92-13, 91-14, 91-16 and 91-20, and CoBank by Loan Resolution #2015-06, which have as their security the water and sewer revenues of the City of Freeport.

SECTION IV. The Mayor is hereby designated as the authorized representative to provide the assurances and commitments required by the loan application.

SECTION V. The Mayor is hereby designated as the authorized representative to execute the loan agreement which will become a binding obligation in accordance with its terms when signed by both parties. The Mayor is authorized to represent the City in carrying out the City's responsibilities under the loan agreement. The Mayor is authorized to delegate responsibility to appropriate City staff to carry out technical, financial, and administrative activities associated with the loan agreement.

SECTION VI. The legal authority for borrowing moneys to construct this Project is F.S. 166.111, Florida Statutes.

SECTION VII. All resolutions or part of Resolutions in conflict with any of the provisions of this Resolution are hereby repealed.

SECTION VIII. If any section or portion of a section of this Resolution proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or part of this Resolution.

SECTION IX. This Resolution shall become effective immediately upon its passage and adoption.

PASSED and ADOPTED this _____ Day of _____ [month], _____ [year].

ATTEST

APPROVED AS TO FORM AND
LEGALITY

City Clerk

City Attorney

Mayor

Tab 7

SCHEDULE OF CAPITAL IMPROVEMENTS
FISCAL YEARS 2015 - 2020
(UPDATED 5-1-2017)
CITY OF FREEPORT

Project Description	Funding Source	Project Cost \$	Scheduled (w/in 5 Fiscal Years)	Scheduled (beyond 5 Fiscal Years)	Consistent with Other Elements	Status
1. S Nick Wilson Way		\$94,984.00		X		
2. Kylea Laird Drive		\$96,858.00		X		
3. N Jackson Street		\$107,325.00		X		
4. Hollyn Court		\$7,499.00		X		
5. Sawyer Court		\$5,250.00		X		
6. Jakes Way		\$33,744.00		X		
7. Live Oak Street		\$24,059.00		X		
8. Gracie Bell Boulevard		\$26,246.00		X		
9. Hammock Trail E		\$199,455.00		X		
10. Hammock Trail W		\$288,699.00		X		
11. Shipyard Road		\$82,017.00		X		
12. North Street		\$38,900.00		X		
13. Madison Street		\$68,738.00		X		
14. Van Buren Street		\$14,060.00		X		
15. Genoa Street		\$14,763.00		X		
16. S Jackson Street		\$69,988.00		X		
17. CR 85A		\$1,690,200.00		X		
18. Industrial Court		\$26,557.78		X		
19. Tulane Street		\$6,890.00		X		
20. Village Court		\$18,747.00		X		
21. Bent Oak		\$75,456.00		X		
22. Whispering Creek Ave		\$90,906.00		X		
23. Partridge Lane		\$53,179.00		X		
24. Water Tower Road		\$21,403.00		X		
25. Highland Street		\$16,708.00		X		
26. Old Eucheeanna Rd		\$60,302.00		X		
27. Hazelwood Lane		\$18,122.00		X		
28. Breckyn Loop		\$34,682.00		X		
29. Great Hammock Bend		\$287,840.00		X		
30. Rhapsody Street		\$12,936.00		X		
31. Echo Cove		\$18,278.00		X		
32. Whispering Way		\$64,536.00		X		
33. Mango Lane		\$75,924.00		X		
34. Mango Cove		\$5,999.00		X		
35. Secret Street		\$43,868.00		X		
36. Windchime Way		\$81,408.00		X		
37. Lullaby Lane		\$5,000.00		X		
38. Quiet Cove		\$10,124.00		X		
39. Camellia Lane		\$11,248.00		X		
40. Camellia Cove		\$7,874.00		X		
41. Camellia Court		\$91,109.00		X		
42. Harmony Way		\$32,901.00		X		
43. Leap Year Lane		\$22,778.00		X		
44. Barefoot Cove		\$12,514.00		X		
45. Winter Way		\$9,561.00		X		
46. Autumn Avenue		\$28,402.00		X		
47. Whitman Way		\$71,425.00		X		

48. Dicken's Drive				\$44,430.00				X	
49. Twain Trail				\$21,090.00				X	
50. Hemingway Lane				\$12,092.00				X	
51. Amadeus Avenue				\$36,556.00				X	
52. Classical Cove				\$9,983.00				X	
53. Concert Court				\$50,898.00				X	
54. Melody Lane				\$15,748.00				X	
55. Mozart Lane				\$17,154.00				X	
56. Sonata Street				\$20,247.00				X	
57. Symphony Way				\$150,442.00				X	
58. Woodwind Way				\$14,060.00				X	
59. Comelia Street				\$60,458.00				X	
60. Lilly Bell Lane				\$27,339.00				X	
61. Sarona Street				\$50,460.00				X	
62. Fanny Ann Way				\$100,920.00				X	
63. Nelly Street				\$46,555.00				X	
64. Ettie Lee lane				\$9,842.00				X	
65. Haven Way				\$24,324.00				X	
66. Canopy Cove				\$37,400.00				X	
67. Dunaway Road				\$91,234.00				X	
68. Earl Godwin Road				\$155,129.00				X	
69. April Court				\$8,124.00				X	
70. Andy Drive				\$34,369.00				X	
71. Robinwood Drive				\$55,459.00				X	
72. Sarah Street				\$27,277.00				X	
73. Winners Circle				\$109,981.00				X	
74. Victory Boulevard				\$113,886.00				X	
75. Bobcat Lane				\$14,373.00				X	
76. Buster Marse Road				\$20,778.00				X	
77. Laurel Oaks Circle				\$27,496.00				X	
78. Blue Ridge Parkway				\$24,996.00				X	
79. Joe Campbell Road				\$134,273.00				X	
80. Old Jolly Bay Road				\$225,742.00				X	
81. W Mallard Creek Drive				\$23,434.00				X	
82. E Mallard Creek Drive				\$59,052.00				X	
83. Hummingbird Lane				\$18,278.00				X	
84. Lakeside Drive				\$21,497.00				X	
85. Saddlewood Drive				\$17,716.00				X	
86. Canary Drive				\$17,435.00				X	
87. Ramsey Branch Road				\$40,774.00				X	
88. Old Oak Road				\$8,436.00				X	
89. Bulldog Road				\$120,479.00			X		
90. Orillius Drive				\$13,436.00			X		
91. N Nick Wilson Way				\$20,747.00			X		
92. Industrial Park Road				\$20,309.00			X		
93. Pine Street				\$33,463.00			X		
94. Bourbon Street				\$46,680.00			X		
95. Village Lane				\$24,996.00			X		
96. Azalea Drive				\$19,684.00			X		
97. Stella Drive				\$21,653.00			X		
98. Palm Street				\$41,337.00			X		
99. Piney Point Road				\$84,360.00			X		
100. Hansen Road				\$51,085.00			X		
101. Polk Street				\$30,229.00			X		
102. Jessica Court				\$9,702.00			X		

Project Description	Funding Source	Project Cost \$	Scheduled (w/in 5 Fiscal Years)	Scheduled (beyond 5 Fiscal Years)	Consistent with Other Elements	Status
103. Laurel Oaks Drive		\$6,499.00	X			
104. Harrison Street		\$29,245.00	X			
105. John Adams Street		\$19,403.00	X			
106. Washington Street		\$25,972.00	X			
107. Jefferson Street		\$28,964.00	X			
108. Sparkleberry Lane		\$59,474.00	X			
109. CR 883 (Business 331)	SCOP	\$1,159,044.00	X			Funded; \$400K
110. Spring Street		\$26,246.00	X			
111. Blueberry Road	SCOP	\$60,615.00	X			Funded; Not yet Constructed
112. Four Mile Road	SCOP	\$149,193.00	X			
113. Lagrange Road		\$336,191.00	X			
114. Garrett Lane		\$25,308.00	X			
115. Lowery Road		\$14,998.00	X			

II. Florida Department Of Transportation Five-Year Work Program – City of Freeport

Project Description	Funding Source	Project Cost \$	Scheduled (w/in 5 Fiscal Years)	Scheduled (beyond 5 Fiscal Years)	Consistent with Other Elements	Status
1. CR-883 (Old US-331) Madison St. from Azalea Dr. to New US-331	FDOT SCRAP	\$469,759.00	X			Engineering funded 2108 \$469,759
2. CR-883 (Old US-331) Madison St. from Azalea Dr. to New US-331	FDOT SCRAP	\$1,871,883.00	X			Construction funded 2019 \$1,871,993
3. Blueberry Road Improvements	FDOT SCOP					
4.						
5.						

III. Bridge Replacements/Improvements

Project Description	Funding Source	Project Cost \$	Scheduled (w/in 5 Fiscal Years)	Scheduled (beyond 5 Fiscal Years)	Consistent with Other Elements	Status
1. Bayloop Rd at Bear Creek		\$200,000.00	X			
2. Roof Structure for Existing Pedestrian Path @ Bridge		\$75,000.00		X		
3.						
4.						
5.						

IV. Special Projects

Project Description	Funding Source	Project Cost \$	Scheduled (w/in 5 Fiscal Years)	Scheduled (beyond 5 Fiscal Years)	Consistent with Other Elements	Status
1. Intersection Improvements at E Bay Loop and SR 20/ SR 20 Beautification (Sidewalks & Lighting)	DOT Enhancement Grant	\$200,000.00	X			
2. Industrial Park Roadway Extension to US 331		\$596,200.00	X			
3. Freeport Elementary /Kylea Laird Drive/331 Business Sidewalk Extension	CTST	\$32,000.00	X			Planning
4. North Street Pedestrian Improvements	CTST	\$17,500.00	X			
5. Madison Street Pedestrian Improvements	CTST	\$49,000.00		X		
6. Four Mile Road Pedestrian Improvements	CTST	\$43,000.00	X			
7. Master Pedestrian/ Multi-Use Path Plan		\$10,000.00	X			Pending City Staff

V. Facilities

Project Description	Funding Source	Project Cost \$	Scheduled (w/in 5 Fiscal Years)	Scheduled (beyond 5 Fiscal Years)	Consistent with Other Elements	Status
1. Civic Centre/Cultural Arts Centre/Amphitheatre (assume 5000 SF at \$150/SF and no property acquisition required)		\$750,000.00	X			Submitted for \$500k through Legislative Appropriation for Cultural Arts Bldg. (2-7-17)
2. Improved EMS Facilities (within City Limits)	USDA- RD	\$200,000.00		X		
3.						
4.						
5.						

VI. City Drainage Plan/Improvements

Project Description	Funding Source	Project Cost \$	Scheduled (w/in 5 Fiscal Years)	Scheduled (beyond 5 Fiscal Years)	Consistent with Other Elements	Status
1. Stormwater Master Plan	RESTORE	\$75,000.00	X			
2. Madison Street Stormwater Treatment	NRCs/USDA	\$40,000.00	X			Awarded; Awaiting Funds from Walton Co. BCC
3. Kylea Laird & SR 20 Drainage Improvements	NRCs/USDA	\$50,000.00	X			
4.						

VII. Recreation

Project Description	Funding Source	Project Cost \$	Scheduled (w/in 5 Fiscal Years)	Scheduled (beyond 5 Fiscal Years)	Consistent with Other Elements	Status
1. Lafayette Creek Docks Phase 2	FBIP/NRDA	\$200,000.00	X			Funded for Construction waiting on ACOE Permits
2. Fourmile Creek Mooring Field	FBIP	\$100,000.00		X		
3. Waterfront Property Purchase for Festivals and Parks	FRDAP	unknown		X		
4. Lagrange Bayou/ Intracoastal Waterway Channel Dredging		\$3,500,000.00		X		
5. Wayfinding Signage for Waterfront Areas	FBIP	\$25,000.00		X		
6. Marse Landing/Fourmile Creek Parking & Bank Fishing		\$200,000.00	X			In Permitting (Wetland Mitigation)
7. Splash Pad at Freeport Regional Sports Complex	FRDAP	\$70,000.00	2017/2018			
8. Paddle Trail at Four Mile Creek/Tucker Town Road		\$100,000.00	X			
9. Skate Park (Phase 2 @ Sports Complex)		\$30,000.00		X		
10. Restroom Facility, Walking Trail and Exercise Area(s) at Sports Complex	FRDAP & Florida Trails	\$200,000.00	2017/2018			
11. Archery Range at Sports Complex		\$5,000.00	X			
12. Multi-purpose Room at Sports Complex		\$50,000.00		X		
13. Bay Loop Bike Path Pavilion & Parking	Florida Trails	\$50,000.00		X		
14. Bay Loop Bike Path Signage Plan		\$5,000.00		X		
15. Lagrange Bayou Recreational Park		\$200,000.00	X			Application in Process
16. Recreational Renovation to City Parks, City Sports Complex and the City Swimming Pool	FRDAP	\$50,000.00	2017/2018			
17. City Center Barrier Free Park play area, pavilion, sensory stations, kiosk, water fountain	RDDAP	\$100,000.00	2018/2019 w/m 3 yrs			
18. City Center Barrier Free Park hard surface trail, boardwalk, lookout area, exercise stations	FL Rec Trail	\$200,000.00	2018/2019 w/m 3 yrs			
19. Casey Park Walking Trail, benches, landscaping, basketball surface (5 years)	FRDAP	\$100,000.00	X			
20. Cultural Arts Facility	Dept. of State	\$500,000.00	X			
21. Convert Old Baiting Cage to Skateboard area	Tony Hawk	\$20,000.00	X			
22. Dept. of Interior Property			X			

Tab 8



August 7, 8, and 9, 2017
Hilton Daytona Beach
100 N Atlantic Ave.
Daytona Beach FL 32118

The 2017 Thirty-Eighth Florida Rural Water Association's Annual Technical and Training Conference will be held at the Hilton Daytona Beach/Ocean Walk Village, Daytona Beach, Florida.

Room rates start at \$104.00 (and a reduced rate of \$5.00 per night for self-parking) plus tax.

This is all the information that we have at this point. As soon as pricing or an agenda has been finalized, it will be available here first.

EXPENSE REPORT



PURPOSE: FRWA Conference / Daytona

EMPLOYEE INFORMATION:

NAME Jurgen Kallenbach POSITION Water Operator
 DEPARTMENT Water SUPERVISOR Larry Tuggle

Date	Account	Description	Hotel	Transport	Fuel	Mileage	Meals	Registration	Total
8/6/2017	Water	FRWA Annual	\$109.00			\$198.32	\$41.00	\$75.00	\$423.32
8/7/2017	Water	FRWA Annual	\$109.00				\$41.00		\$150.00
8/8/2017	Water	FRWA Annual	\$109.00				\$41.00		\$150.00
8/9/2017	Water	FRWA Annual	\$109.00			\$198.32	\$41.00		\$348.32
Total			\$436.00	\$0.00	\$0.00	\$396.64	\$164.00	\$75.00	\$1,071.64
APPROVED:			SUBTOTAL \$1,071.64						
			ADVANCES \$0.00						
			TOTAL \$1,071.64						

NOTES: .565 Per Mile/Includes Mileage & Fuel