



# Meeting Agenda Item Coversheet

<b>MEETING DATE:</b>		09/14/2020	<b>Submitted By:</b> City Manager		
<b>SUBJECT:</b> <i>This will be the name of the Item as it will appear on the Agenda</i>		S.A. Nelson and Associates LLC Contract			
<b>STAFF RECOMMENDATION:</b> (MOTION READY)		<b>Recommend approval of contract with S. A. Nelson and Associates LLC.</b>			
<b>SUMMARY and/or JUSTIFICATION:</b>		Enter a contract with S.A. Nelson and Associates LLC for public relations work on an as need basis. Task are to be performed by an approved Work Authorization which specifies the scope of work, deliverables, time line and cost. Work Authorizations that fall within the City Managers authorized spending limits will be approved by the manager. Work Authorizations that exceed the Managers limits will be brought to Council for approval. Projects that exceed the category two in the Florida Statutes will require a formal request for proposals for said project.			
<b>SELECT, if applicable</b>		<b>AGREEMENT:</b>	<input checked="" type="checkbox"/>	<b>BUDGET:</b>	<input type="checkbox"/>
		<b>STAFF REPORT:</b>	<input checked="" type="checkbox"/>	<b>PROCLAMATION:</b>	<input type="checkbox"/>
		<b>EXHIBIT(S):</b>	<input type="checkbox"/>	<b>OTHER:</b>	<input type="checkbox"/>
<b>IDENTIFY EACH ATTACHMENT.</b> <i>For example, an agreement may have 2 exhibits, identify the agreement and Exhibit A and Exhibit B</i>		Memo from City Manager S. A. Nelson and Associates LLC contract.			
<b>SELECT, if applicable</b>		<b>RESOLUTION:</b>	<input type="checkbox"/>	<b>ORDINANCE:</b>	<input type="checkbox"/>
<b>IDENTIFY FULL RESOLUTION OR ORDINANCE TITLE</b> <i>(if Item is <u>not</u> a Resolution or Ordinance, please erase all default text from this field's textbox and leave blank) <b><u>Please keep text indented.</u></b></i>		<Enter Short Resolution/Ordinance Title Here>  <ENTER FULL RESOLUTION/ORDINANCE TITLE HERE>			
<b>FISCAL IMPACT (if any):</b>		Utilize the budgeted line item for Public Relations.		\$	