

**AGENDA  
EXECUTIVE COMMITTEE MEETING  
7/5/2016  
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:**

**ORDINANCES, RESOLUTIONS, & PROCLAMATIONS:**

**CITY ATTORNEY'S REPORT**

**CITY CLERK'S REPORT**

**COUNCIL COMMITTEE REPORTS:**

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

**Item** 231 Utilities Department - Natural Gas Staffing

**Committee Recommendation** Vote Required

Committee recommends establishing a Natural Gas Utility Crew Foreman position so that the structure is aligned with the Water and Sewer Division of the Utilities Department providing a progressive advancement path for Natural Gas of Milton

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

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

**Item** 217 Date Change of Bands on the Blackwater

**Committee Recommendation** Vote Required

Committee recommends keeping the Bands on the Blackwater on Friday nights.

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

**Item** 212 Guy Thompson Community Center Operating Hours on Saturday

**Committee Recommendation** Vote Required

Committee recommends having the GTCC open on Saturdays with operating hours from 10am-5pm

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

**Item** 213 Usage of Milton Housing Authority (MHA) portable buildings

**Committee Recommendation** Vote Required

Committee recommends proceeding with an agreement with MHA to use one or both portable buildings on James Street as office space for nonprofit organizations

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

**Item** 214 MIA Back to School Bash Sponsorship

**Committee Recommendation** Vote Required

Committee recommends a \$250 sponsorship for a Back to School Bash held by MIA on July 31, 2016 to be paid out of Natural Gas Marketing

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

**Item** 5 Sportsplex Master Plan Initial Concept Drawing & Preliminary Program

**Committee Recommendation** Information

Committee recommends approval of the preliminary design plans for the Sportsplex

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

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

**Item** 6 Contract with a Retail/Business Recruitment Firm

**Committee Recommendation** Discussion

Committee recommends to proceed with issuing an RFP to select a Retail/Business Recruitment Firm

**Cost** \$150,000.00 **Funding Source** General Fund Reserves

**Item** 223 Dissected Properties

**Committee Recommendation** Vote Required

Committee recommends obtaining owner consent and develop necessary instruments to justify boundary line.

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

**Item** 224 Trust Fund Ordinance

**Committee Recommendation** Vote Required

Committee recommends proceeding with the Trust Fund Ordinance which is the final action step in the creation of our two new CRA's. First Reading of the Trust Fund Ordinance would be at Council meeting on Tuesday, July 12, 2016

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

**Item 227 TDC Funding Request**

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

Committee recommends to proceed with seeking TDC/BOCC commitment to provide designated funding for Riverwalk Park Project

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

**Item 233 Bulk Item Disposal Day Program**

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

Committee recommends proceeding with developing guidelines to establish a bulk item program and recommending a schedule for designated areas

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

**Item 234 Olivet Baptist Church Request**

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

Committee recommends denying the request with an explanation of the reason why and the potential for future review

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

**Item 226 Stewart Street Rezoning**

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

Committee recommends initiating the rezoning of Stewart Street by Ordinance. First Reading of the Ordinance would be held on Tuesday, August 9, 2016 at the Council

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

**Item 222 Store All Sales**

**Committee Recommendation**                      **Discussion**

Committee directed Staff to provide draft language for a potential ordinance to Executive Committee

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

## Finance - Chairman: Councilman Jimmy Messick

### Item 237 FY2017 Millage Rate

**Committee Recommendation**                      **Vote Required**  
Committee recommends to maintain millage rate of 3.2373 for FY 2017

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

**Item**    205 Bad Debt Write-off for June 2016 - \$4,830.35  
                    FYTD - \$44,513.79, less collections and gas fee credit of (10,144.32) for a net  
                    total of \$34,369.47

**Committee Recommendation**                      **Vote Required**  
Committee recommends bad debt write-off for June 2016 - \$4,830.35, FYTD -  
\$44,513.79, less collections and gas fee account credit of (\$10,144.32) for a net total of  
\$34,369.47

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

**Item**    206 Gas Line of Credit for \$500,000 with Suntrust Bank Resolution

**Committee Recommendation**                      **Vote Required**  
Committee recommends continuing the Natural Gas Line of Credit of \$500,000 with  
Suntrust Bank by resolution

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

## Administration - Chairman: Councilman Grady Hester

**Item**    239 Committee of the Whole Dates for August and September

**Committee Recommendation**                      **Vote Required**  
Committee recommends moving Committee of the Whole meetings in August to  
August 25th and September to September 22nd.

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

**Item** 204 Validation Study of 13th Check - Police Pension Board

**Committee Recommendation** Vote Required

Committee recommends taking this item to Executive Committee and for staff to find out more information on the proposal

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

**Item** 175 Policies for Approval:  
5.0 Non-Fraternization Policy  
5.1 Harassment Policy

**Committee Recommendation** Vote Required

Committee recommends approval of these two policies:  
5.0 Non-Fraternization Policy  
5.1 Harassment Policy

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

**Item** 210 Landscape Job Descriptions for Approval:  
Landscape Maintenance Supervisor  
Municipal Service Worker I  
Municipal Service Worker II  
Municipal Service Worker III

**Committee Recommendation** Vote Required

Committee recommends approval of the following Landscape Department job descriptions:

Landscape Maintenance Supervisor  
Municipal Service Worker I  
Municipal Service Worker II

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

**Item** 236 Request for Out-of-Town Travel for Heather Lindsay, City Attorney, to attend the 35th Annual Florida Municipal Attorneys Association Seminar in Bonita Springs, Florida on July 28-30, 2016 at a cost of approximately

**Committee Recommendation** Vote Required

Committee recommends approval of Out-of-Town Travel for Heather Lindsay, City Attorney, to attend the 35th Annual Florida Municipal Attorneys Association Seminar in Bonita Springs, Florida on July 28-30, 2016 at a cost of approximately \$975.

**Cost** \$975.00 **Funding Source** Budget

**Item** 229 Modification of NAI Halford Real Estate Broker Contract to Include Residential Properties 3.2016

**Committee Recommendation** Vote Required

Committee recommends to modify NAI Halford contract to allow them to engage Residential Real Estate Agents

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

**Item** 240 Purchase 2 foot City Seal from Signcrafters

**Committee Recommendation** Vote Required

Committee recommends approval to purchase (1) 2 foot City Seal from Signcrafters for

**Cost** \$499.00 **Funding Source** Budget

**Item** 208 Request for Continuing Training in Orange Beach, AL for Curtis Krebs at a cost of \$518 on August 24-25, 2016

**Committee Recommendation** Vote Required

Committee recommends Continuing Training for Curtis Krebs in Orange Beach, AL on August 24-25, 2016

**Cost** \$518.00 **Funding Source** Budget

**TPO REPRESENTATIVE: COUNCILMAN JIMMY MESSICK**

**TDC REPRESENTATIVE: COUNCILMAN ALAN LOWERY**

**MAYOR REPORT: WESLEY MEISS**

**CITY MANAGER'S REPORT:**

**OTHER BUSINESS:**

**Item** 246Fire Pension Board Amendments to Ordinance

**Description**

The Share Plan is required by Florida Statutes. The City and pension plan members have mutually consented to utilize all future premium tax dollars for the purpose of plan funding. Secondly, the plan has undergone an IRS review to determine IRS compliance. The recommended changes to bring the plan into full IRS compliance are included.

**Staff Recommendation**      Vote Required

For discussion

Cost                              \$0.00                              Funding Source

**Item 245** Hemochromatosis Screening Awareness Month Proclamation for the month of July 2016

**Description**

A citizen request has been received for the month of July to be proclaimed "Hemochromatosis Screening Awareness Month"

**Staff Recommendation**    Vote Required

Staff recommends July 2016 to be recognized as "Hemochromatosis Screening Awareness Month" in the City of Milton, Florida

Cost                            \$0.00                            Funding Source

**Item 244** FY 2017 Community Planning Technical Assistance Grants

**Description**

The City of Milton made application to FDEO for a Community Life Cycle Plan Project that will be funded by a \$30,000 grant

**Staff Recommendation**    Information

The City has been awarded a \$30,000 grant by the Florida Dept. of Economic Opportunity for the development of a plan to address future needs of our elderly population

Cost                            \$0.00                            Funding Source

**Item 241** Vision Insurance Renewal with Avesis

**Description**

Renewal rates with Avesis for Vision Insurance. Cost paid by employees.

**Staff Recommendation**    Vote Required

Staff recommends renewal of Avesis Vision Insurance at new renewal rate and benefit

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*

## UTILITY DEPARTMENT

### Natural Gas Foreman

**WORKING TITLE:** Natural Gas Foreman

#### **BASIC REQUIREMENTS:**

- Education: High school diploma or equivalent preferred, or sufficient education with the ability to read, write and do basic math, add, subtract, multiply and divide.
- Experience: Six (6) years verifiable experience, with very high degree of knowledge of natural gas pipeline or distribution systems including but not limited to, installing, repairing, and maintaining mains, services, meters, valves, pressure regulators and cathodic protection systems. One (1) year of which should have been at the supervisory level. Have the ability to supervise personnel assigned to him/her.
- Strong computer skills, and knowledgeable in the use of Windows, MS Office, Internet Explorer and email.
- Basic knowledge of AC/DC electricity.
- Subject to drug and alcohol testing per Department of Transportation Pipeline and Hazardous Materials Safety Administration (PHMSA) and City of Milton Policy.

#### **LICENSE REQUIREMENTS, CERTIFICATIONS, ETC.:**

- Required to obtain all licenses or certificates as required by the City, County, State or Federal Government.
- Valid State of Florida drivers license, but will be required to obtain a Class "B" CDL with "N" endorsement within six (6) months of employment.
- Certification in polyethylene (PE) heat fusion procedures per PHMSA Part 192, Subpart F; consensus standards and pipe manufacturer standards.
- Transmission Advanced Distribution Training, Gas Leakage Detection Training, Transmission Regulator Training, Certified Trainer for Electrofusion, Line Master Training, Odorization Training, Transmission Supervisors Training, Gas Pipeline Safety Training, Maintenance of Traffic Intermediate 16 Hr. Training, U.S. Department of Transportation Safety Regulations Training, and First Aid Training.
- Certification in use of stopping and by-pass equipment.

#### **ESSENTIAL JOB FUNCTIONS:**

(These examples are only representative work samples for this job and do not include all duties or special work assignments that may be required.)

- Performs all the duties of Utility Service Technician I, II, III, & IV (Gas).
- Is a working foreman in the Utility Department, Natural Gas Division.
- Receives makes and completes work orders, plans and assigns work for subordinate employees.
- Reviews and evaluates subordinate employees in Natural Gas Division.
- Supervises, teaches & trains subordinates in all aspects of the natural gas operations.

## Utility Department Natural Gas Foreman

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- Performs cathodic protection and/or corrosion control for the gas system.
- Assures preventive maintenance (PM) is performed on all natural gas equipment and facilities in a timely manner and always seeks to improve PM.
- Assists Field Superintendent with the planning in the expansion, upgrade or repair of the natural gas distribution system.
- Ensures natural gas distribution system operations are in compliance with all requirements of the City, County, State and Federal Government rules and regulations.
- Maintains work discipline, safety procedures and reports serious infractions.
- Works independently to achieve desired results for the City of Milton, Utility Department Natural Gas Division.
- Makes written reports, submits required forms when necessary, using MS Office.
- Makes sure all the rules of governing agencies are followed and executed correctly.
- Works independently making sure there is an adequate supply of spare parts on hand at all times, obtaining pricing from vendors and ordering parts as needed.
- Communicates with superiors at all times, keeping them informed on status of work in progress, system problems and deficiencies.
- Works with superiors to meet the City of Milton's goals.
- Makes sure after hours work is performed efficiently and complies with City policy and the customers needs.
- Subject to being on-call.
- Other duties/jobs and responsibilities as assigned throughout the City of Milton.

### KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough knowledge of equipment and procedures used in construction and maintenance of the natural gas distribution system.
- Ability to develop thorough knowledge of CFR 49, part 192, as well as chapter 25-12 of the rules of the Florida Public Service Commission
- Highly knowledgeable of all governmental requirements governing the safe operation of natural gas distribution systems.
- Ability to develop sufficient understanding of all operations of the natural gas system to lend assistance when needed.
- Ability to plan, assign and supervise the work of others.
- Ability to prepare oral and written reports.
- Ability to understand and carry out oral and written instructions and to read and interpret sketches, diagrams, blueprints and charts.
- Ability to maintain records.
- Ability to prepare estimates of labor, material and equipment to install, repair and maintain the natural gas distribution system.
- Highly knowledgeable of the parts and materials used in the installation, repair and maintenance of natural gas distribution systems.
- Capable and willing to carry out the City's business goals.
- Ability to understand and carry out oral and written instructions.

## Utility Department Natural Gas Foreman

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- Requires the ability to maintain harmonious relationships with the general public.

### **HOURS OF WORK, SUPERVISORY RESPONSIBILITIES AND ACCOUNTABILITY REQUIREMENTS:**

- Normal field operation hours, Monday through Friday; subject to working late, weekends and emergency call-outs. Work hours may be adjusted at times to meet workloads.
- Supervises Utilities Department Natural Gas Division employees, contractors, temporary employees or those assigned.
- Reports to Superintendent, Department Head or others designated.

### **JOB SUMMARY:**

This is a highly skilled, very knowledgeable, technical, supervisory position in the Utilities Department Natural Gas Division which requires extensive experience in natural gas distribution systems. An employee in this position works independently, and must have the ability to make independent decisions using his/her knowledge of the system. An employee in this position supervises and works installing, maintaining and repairing the natural gas distribution system.

### **PHYSICAL REQUIREMENTS:**

Employee is regularly required to use hands and fingers to hold or feel, reach with hands and arms, walk, talk, smell and hear. The employee is occasionally required to stand, sit, climb, balance, stoop, crouch and crawl. Specific vision abilities include close, distance, color and peripheral vision and depth perception. The employee regularly lifts and/or moves up to 45 pounds and occasionally lifts and/or moves up to 90 pounds.

This description does not constitute a written or implied contract of employment. Duties may be modified as necessary. Reasonable accommodations may be made for qualified individuals who identify themselves with a disability pursuant to the ADA.

**Range: 21**

**Date Established:**

**Approved by Council:**

Current Staffing (Gas - 402)			
Council Approved FTE's	Funded FY2015 FTE's	Department/Position	Range
1	1	Utility Department Head (Gas & W/S)	Salary
1	1	Utility Field Superintendent (Gas)	22
1	1	Utility Service Technician IV (Gas) - Team Leader	20
7	3	Utility Service Technician III (Gas)	17
1	5	Utility Service Technician II (Gas)	15
0	0	Utility Service Technician I (Gas)	12
1	1	Utilities Administrative Assistant	18
12	12		

Proposed Staffing (Gas - 402)			
Council Approved FTE's	Funded FY2016 FTE's	Department/Position	Range
1	1	Utility Department Head (Gas & W/S)	Salary
1	1	Utility Field Superintendent (Gas)	22
1	1	Utility Crew Foreman (Gas)	21
1	1	Utility Service Technician IV (Gas) - Team Leader	20
6	2	Utility Service Technician III (Gas)	17
1	5	Utility Service Technician II (Gas)	15
0	0	Utility Service Technician I (Gas)	12
1	1	Utilities Administrative Assistant	18
12	12		



## 2016 BACK TO SCHOOL BASH

"Enhancing Community Awareness, Education, and Safety"

Join us in ensuring that the children in our community are ready to be successful and confident for the coming school year. Last year we served 400+ children by providing backpacks, school supplies, haircuts and important information regarding community and school resources/services and much more! With so many families in need of our help, we are reaching out to you for your support! This event would not be possible without community sponsors like you!

We look forward to discussing a sponsorship package with you!

DATE: July 31, 2016

TIME: 3 p.m. to 5 p.m.

LOCATION: Guy Thompson Community Center

Email:

miaoutreachinc@gmail.com

For more information call:

Morris Smith 1 (850) 284-8360

OR

Tiphonie Sapp (850) 723-1136

*Thank you for your support!*

#214

### SPONSORSHIPS

#### GOLD

\$500.00

- Organization/ Company name or logo on the event banner
- Name or logo on the event flyer
- Recognition of sponsorship on social networking sites
- Certificate of appreciation

#### SILVER

\$250.00

- Name or logo on the event flyer
- Recognition of sponsorship on social networking sites
- Certificate of appreciation

#### BRONZE

\$100.00

- Recognition of sponsorship on social networking sites
- Certificate of appreciation

#### SPONSORSHIP DEADLINE:

~~Wednesday June 22, 2016~~

July 15, 2016

#223

**171.044 Voluntary annexation.—**

(1) The owner or owners of real property in an unincorporated area of a county which is contiguous to a municipality and reasonably compact may petition the governing body of said municipality that said property be annexed to the municipality.

(2) Upon determination by the governing body of the municipality that the petition bears the signatures of all owners of property in the area proposed to be annexed, the governing body may, at any regular meeting, adopt a nonemergency ordinance to annex said property and redefine the boundary lines of the municipality to include said property. Said ordinance shall be passed after notice of the annexation has been published at least once each week for 2 consecutive weeks in some newspaper in such city or town or, if no newspaper is published in said city or town, then in a newspaper published in the same county; and if no newspaper is published in said county, then at least three printed copies of said notice shall be posted for 4 consecutive weeks at some conspicuous place in said city or town. The notice shall give the ordinance number and a brief, general description of the area proposed to be annexed. The description shall include a map clearly showing the area and a statement that the complete legal description by metes and bounds and the ordinance can be obtained from the office of the city clerk.

(3) An ordinance adopted under this section shall be filed with the clerk of the circuit court and the chief administrative officer of the county in which the municipality is located and with the Department of State within 7 days after the adoption of such ordinance. The ordinance must include a map which clearly shows the annexed area and a complete legal description of that area by metes and bounds.

(4) The method of annexation provided by this section shall be supplemental to any other procedure provided by general or special law, except that this section shall not apply to municipalities in counties with charters which provide for an exclusive method of municipal annexation.

(5) Land shall not be annexed through voluntary annexation when such annexation results in the creation of enclaves.

(6) Not fewer than 10 days prior to publishing or posting the ordinance notice required under subsection (2), the governing body of the municipality must provide a copy of the notice, via certified mail, to the board of the county commissioners of the county wherein the municipality is located. The notice provision provided in this subsection may be the basis for a cause of action invalidating the annexation.

**History.**—s. 1, ch. 74-190; ss. 4, 5, ch. 75-297; s. 3, ch. 76-176; s. 2, ch. 86-113; s. 1, ch. 90-171; s. 16, ch. 90-279; s. 16, ch. 98-176; s. 3, ch. 2006-218.

**171.045 Annexation limited to a single county.—**In order for an annexation proceeding to be valid for the purposes of this chapter, the annexation must take place within the boundaries of a single county.

**History.**—s. 2, ch. 74-190.

**171.046 Annexation of enclaves.—**

- (1) The Legislature recognizes that enclaves can create significant problems in planning, growth management, and service delivery, and therefore declares that it is the policy of the state to eliminate enclaves.
- (2) In order to expedite the annexation of enclaves of 110 acres or less into the most appropriate incorporated jurisdiction, based upon existing or proposed service provision arrangements, a municipality may:
  - (a) Annex an enclave by interlocal agreement with the county having jurisdiction of the enclave; or
  - (b) Annex an enclave with fewer than 25 registered voters by municipal ordinance when the annexation is approved in a referendum by at least 60 percent of the registered voters who reside in the enclave.
- (3) This section does not apply to undeveloped or unimproved real property.

**History.**—s. 18, ch. 93-206; s. 5, ch. 2016-148.

**171.051 Contraction procedures.—**Any municipality may initiate the contraction of municipal boundaries in the following manner:

- (1) The governing body shall by ordinance propose the contraction of municipal boundaries, as described in the ordinance, and provide an effective date for the contraction.
- (2) A petition of 15 percent of the qualified voters in an area desiring to be excluded from the municipal boundaries, filed with the clerk of the municipal governing body, may propose such an ordinance. The municipality to which such petition is directed shall immediately undertake a study of the feasibility of such proposal and shall, within 6 months, either initiate proceedings under subsection (1) or reject the petition, specifically stating the facts upon which the rejection is based.
- (3) After introduction, the contraction ordinance shall be noticed at least once per week for 2 consecutive weeks in a newspaper of general circulation in the municipality, such notice to describe the area to be excluded. Such description shall include a statement of findings to show that the area to be excluded fails to meet the criteria of s. 171.043, set the time and place of the meeting at which the ordinance will be considered, and advise that all parties affected may be heard.
- (4) If, at the meeting held for such purpose, a petition is filed and signed by at least 15 percent of the qualified voters resident in the area proposed for contraction requesting a referendum on the question, the governing body shall, upon verification, paid for by the municipality, of the sufficiency of the petition, and before passing such ordinance, submit the question of contraction to a vote of the qualified voters of the area proposed for contraction, or the governing body may vote not to contract the municipal boundaries.
- (5) The governing body may also call for a referendum on the question of contraction on its own volition and in the absence of a petition requesting a referendum.
- (6) The referendum, if required, shall be held at the next regularly scheduled election, or, if approved by a majority of the municipal governing body, at a special election held prior to such election, but no

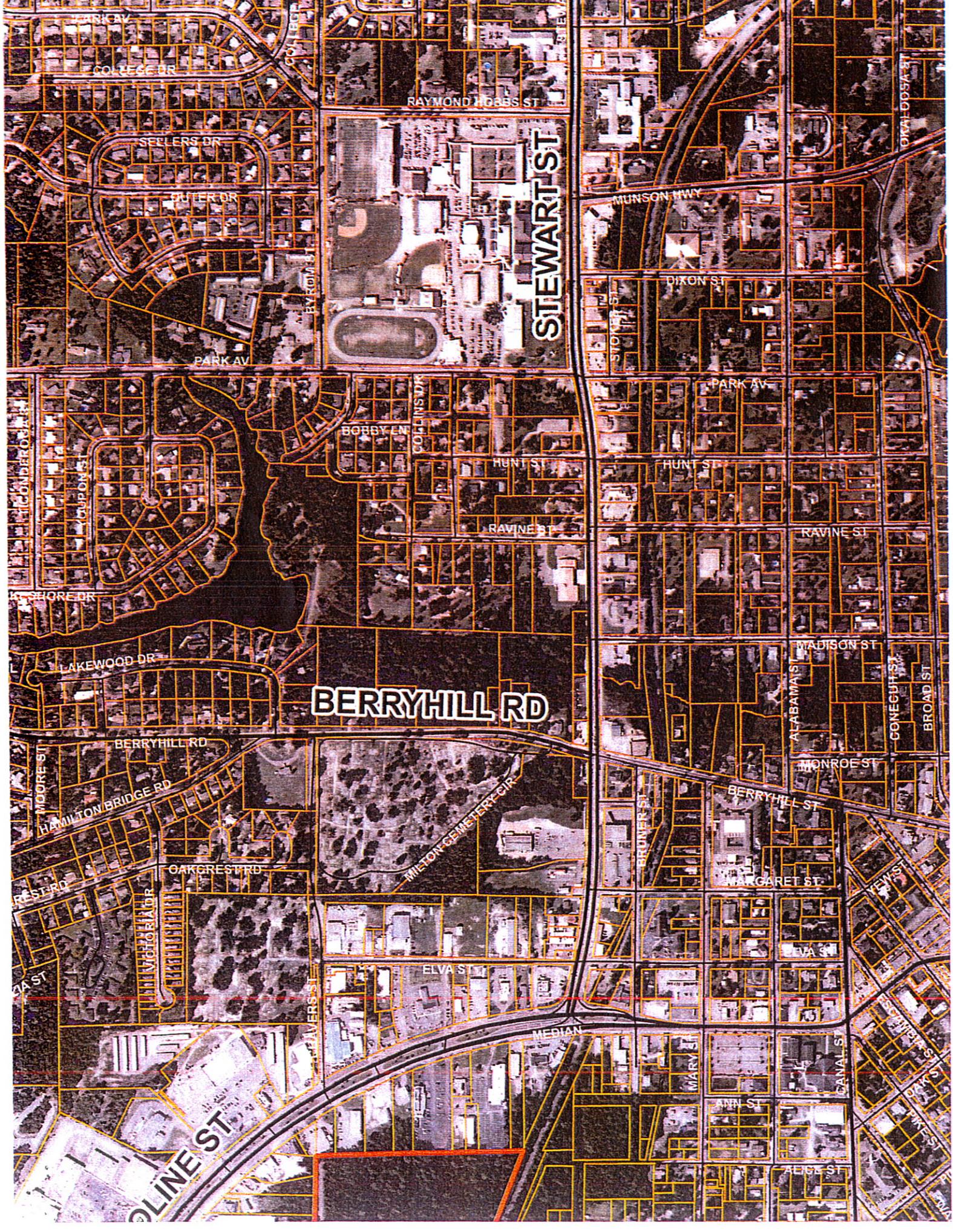
sooner than 30 days after verification of the petition or passage of the resolution or ordinance calling for the referendum.

(7) The municipal governing body shall establish the date of election and publish notice of the referendum election at least once a week for the 2 consecutive weeks immediately prior to the election in a newspaper of general circulation in the area proposed to be excluded or in the municipality. Such notice shall give the time and places for the election and a general description of the area to be excluded, which shall be in the form of a map clearly showing the area proposed to be excluded.

(8) Ballots or mechanical voting devices shall offer the choices "For deannexation" and "Against deannexation," in that order.

(9) A majority vote "For deannexation" shall cause the area proposed for exclusion to be so excluded upon the effective date set in the contraction ordinance.

(10) A majority vote "Against deannexation" shall prevent any part of the area proposed for exclusion from being the subject of a contraction ordinance for a period of 2 years from the date of the referendum election.



PARK AV  
COLLEGE BR

RAYMOND HOBBS ST

SELLERS DR

BUTLER DR

STEWART ST

MUNSON HWY

DIXON ST

PARK AV

BOBBY LN

COLLINS DR

PARK AV

HUNT ST

HUNT ST

RAVINE ST

RAVINE ST

SHORE DR

LAKWOOD DR

BERRYHILL RD

MADISON ST

BERRYHILL RD

ALABAMA ST

CONECUT ST

BROAD ST

HAMILTON BRIDGE RD

MILTON CEMETERY CIR

MONROE ST

REST RD

OAKCREST RD

BRUNER ST

BERRYHILL ST

MARGARET ST

LEWIS ST

PA ST

VICTORIA DR

ELVA ST

ELVA ST

OLINE ST

MEDIAN

MARY ST

ANN ST

CANAL ST

ALICE ST

ALICE ST

ORDINANCE \_\_\_\_\_

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MILTON

AN ORDINANCE TO ESTABLISH A REDEVELOPMENT TRUST FUND FOR THE MILTON COMMUNITY REDEVELOPMENT AREAS II NORTH AND III SOUTH, RESPECTIVELY, PURSUANT TO SECTION 163.387, FLORIDA STATUTES; PROVIDING FOR THE ESTABLISHMENT OF A BASE YEAR, PROVIDING FOR THE FUNDING OF SUCH TRUST FUNDS; PROVIDING FOR THE DURATION; PROVIDING FOR EXPENDITURES; PROVIDING FOR AN AUDIT OF SUCH FUNDS EVERY FISCAL YEAR; PROVIDING FOR REPEAL OF ANY ORDINANCE IN CONFLICT HEREWITH, PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Milton City Council passed Resolution No. \_\_\_\_\_ and Resolution \_\_\_\_\_, which found the need for rehabilitation, conservation, or redevelopment in the Milton CRA's II North and III South, respectively; and

WHEREAS, the City of Milton City Council created the Milton CRA's II North and III South Redevelopment Agency; and

WHEREAS, the City of Milton's Redevelopment Agency shall serve the two distinct areas; and

WHEREAS, the City of Milton had adopted two redevelopment plans for the areas; and

WHEREAS, the City of Milton desires to establish the base year for the calculation of Tax Increment Financing, and

WHEREAS, the City Council of the City of Milton desires to establish redevelopment trust funds for CRA's II North and III South; and

WHEREAS, the City of Milton City Council desires that the funds for CRA's II North and III South be kept separate and apart from each other; and

WHEREAS, all notices and advertisements required by Chapter 163, Part III, Florida Statutes to establish the CRA's and their associated trust funds have been provided; and

WHEREAS, the City Council of the City of MILTON accordingly desires to pass this Ordinance \_\_\_\_\_.

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MILTON, FLORIDA, THAT:

Section 1: Name.

This ordinance shall be known as the City of Milton CRA's II North and III South Community Redevelopment Agency (the "Agency ") Redevelopment Trust Fund Ordinance.

Section 2: Creation and Purpose.

A. There is hereby established and created, pursuant to Section 163.387, Florida Statutes, the Milton CRA's II North and III South Areas Redevelopment Trust Funds, to be used exclusively to finance or refinance community redevelopment projects in the Milton CRA's II North and III South Areas pursuant to their adopted Plans. The funds allocated to and deposited into the Milton CRA's II North and III South

Trust Funds as provided in this ordinance are hereby appropriated to finance community redevelopment projects within the Areas. The Agency shall utilize the funds and revenues paid into and earned by the Trust Funds for those community redevelopment purposes contained in their respective plans and for any other purpose allowed by law. The CRA's II North and III South Area Funds shall exist for the duration of the redevelopment projects and for so long thereafter as any indebtedness shall continue to exist, but, not for more than thirty (30) years, unless extended in accordance with applicable law.

### Section 3: Base year value.

For CRA II North and III South Community Redevelopment Areas the most recently approved tax roll prior to July 15, 2016, used in connection with the taxation of real property in the CRA II North and III South Community Redevelopment Areas shall be the real property assessment roll of the county, reflecting the valuation of real property for purposes of ad valorem taxation as of January 1, 2016, the base year value, and submitted to the state department of revenue pursuant to F.S. 193.1142, and all deposits into the CRA II North and III South Trust Fund shall be in the amount of tax increment calculated as provided in Section 4 based upon increases in valuation of taxable real property from the base year value.

### Section 4: Moneys Appropriated to and Comprising the Milton CRA's II North and III South Fund.

The Funds shall consist of and the City hereby appropriates, commits, and sets over for payment into the Funds an amount not less than that increment of income, proceeds, revenues, and funds of each taxing authority for each respective area derived from or held in connection with its undertaking and carrying out of community redevelopment projects in accordance with their respective plans. Such increments shall be that amount equal to ninety-five percent (95 %) of the difference between: a) The amount of any ad valorem taxes levied each year by each taxing authority, exclusive of any amount from any debt service millage, on taxable real property contained within the geographic boundaries of the Milton CRA's II North and III South Areas, respectively; and b) The amount of ad valorem taxes which would have been produced by the rate upon which the tax is levied each year by or for each taxing authority exclusive of any debt service millage, upon the total of the assessed value of taxable real property in the CRA's II North and III South Areas, respectively, as shown on the most recent assessment roll used in connection with the taxation of such property by each taxing authority. c) The taxing authorities enumerated in Section 163.387(2)(c), Florida Statutes, are exempt from increment financing.

### Section 5: Expenditure of Funds.

Moneys in the Funds may be expended from time to time for undertakings of the Agency as described in the Plans for each respective area for the following purposes, including, but not limited to: a) Administrative and overhead expenses necessary or incidental to the implementation of the Plans. b) Expenses of redevelopment planning, surveys, and financial analysis. c) The acquisition of real property in the redevelopment areas. d) The clearance and preparation of any redevelopment area for redevelopment and relocation of site occupants within or outside the community redevelopment area as provided in Section 163.370, Florida Statutes. e) The repayment of principal and interest or any redemption premium for loans, advances, bonds, bond anticipation notes, and any other form of indebtedness. f) All expenses incidental to or connected with the issuance, sale, redemption, retirement, or purchase of bonds, bond anticipation notes, or other form of indebtedness, including funding of any reserve, redemption, or other fund or account provided for in the ordinance or resolution authorizing

such bonds, notes, or other form of indebtedness. g) The development of affordable housing within each respective community redevelopment area. h) The development of community policing innovations.

Section 6: Audit

The Agency shall provide for an audit of the Funds each fiscal year and a report of such audit to be prepared by an independent certified public accountant or firm. Such report shall describe the amount and source of deposits into, and the amount and purpose of withdrawals from, the Funds during such fiscal year and the amount of principal and interest paid during such year on any indebtedness to which increment revenues are pledged and the remaining amount of such indebtedness. The Agency shall provide by registered mail a copy of the report to each taxing authority.

Section 7: Severability.

If any provision or portion of this Ordinance is declared by any court of competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and portions of this Ordinance shall remain in full force and effect.

Section 8: Effective Date.

This Ordinance shall become effective immediately upon passage by the City Council of the City of Milton.

PASSED by the City Council of the City of Milton, Florida, this .....

# 233

Memorandum

Date: May 3, 2016

To: Brian Watkins

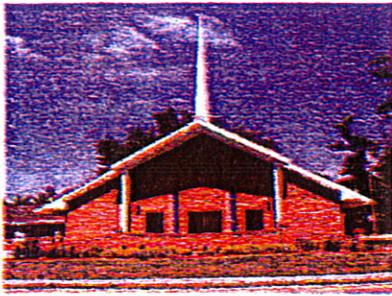
From: RL Jorgenson

Re: Clean up

Staff assisted with an area day of service on April 23<sup>rd</sup>. The emphasis of the effort was the Byrom Street north area. In the conduct of the activity it became apparent to me that one of the biggest hurdles residents face is the transportation of the discarded items. Bulk items are placed curb side where they languish indefinitely. The items are then identified as a code violation and the responsible party is notified to have them removed. With an inability to transport the items for proper disposal many items they find their way to rear yard areas. There they become an attractive nuisance further compounding the problem.

As a potential solution Code Enforcement is of the opinion that the placement of a dumpster used for, in theory, a local amnesty program could relieve the citizen and the City of this burden. Properly placed where the need is highest, periodically, would allow for disposal. The costs for the program are unknown but an estimate can be developed.

Staff awaits your direction.



#  
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Olivet

Olivet Baptist Church  
5240 Dogwood Drive  
Milton, Florida 32570  
Office Phone 850-623-2780  
Web: [olivetbapt.org](http://olivetbapt.org)  
E-Mail: [olivetbaptistchurch@outlook.com](mailto:olivetbaptistchurch@outlook.com)  
Bro. William Milam, Pastor

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May 18, 2016

City of Milton  
Attn: Mr. Randy Jorgenson, Planning Director  
P.O. Box 909  
Milton, FL 32570

**Subject: Request submitted to the City of Milton to: Deed the Ten Foot Easement, that adjoins Olivet's Dogwood Street property with Mr. Timothy P. Judge's and Mrs. Merita Meyer's properties on Newton Street, to Olivet Baptist Church, on July 27, 2015**

Enclosure (1) Unsigned Copy of Olivet Baptist Church's letter Dated July 27, 2015,  
(less enclosure 7)

Dear Mr Jorgenson:

Olivet Baptist Church was advised during your visit with our pastor, Rev. William Milam, subsequent to submission of enclosure (1), that the City of Milton no longer relinquishes easements within the city limits of Milton.

There appears to have been a change in the City of Milton's policy regarding easements, since we initiated our request in July 2015. Rev. William Milam and Donald E. Harris, Olivet Trustee Chairman, were in attendance, at the regular City of Milton Council Meeting, at 5 PM on May 10, 2015. An easement request on Savannah Street, within the city limits of Milton, was an agenda item at that meeting. After consideration, the City Council voted, 100% "aye", to relinquish the Savannah Street easement.

It is requested that Olivet Baptist Church's request, (enclosure (1) on file in your office, be resubmitted to the City of Milton Council for reconsideration.

Sincerely,

Roland Henson  
Trustee Secretary



Olivet

Olivet Baptist Church  
5240 Dogwood Drive  
Milton, Florida 32570  
Office Phone 850-623-2780  
Web: [olivetbapt.org](http://olivetbapt.org)  
E-Mail: [olivetbaptistchurch@outlook.com](mailto:olivetbaptistchurch@outlook.com)  
Bro. William Pastor

July, 27, 2015

City of Milton Council Members  
Attn: Mr. Tim Milstead  
P.O. Box 909  
Milton, FL 32570

Enclosure (1): Milton Parkway Lots 10, 11 & 12 Blk 3 Less or 1639 Pg 536 to dot for road R/W as des in or 3312 pg 1964

Enclosure (2): Photo of Lots 10, 11 & 12, facing Dogwood Drive, identified by the number 10. The applicable portion of the easement is identified by the number 3 behind lots 10, 11 & 12

Enclosure (3) Milton Parkway Lots 1 & 2 Blk 3 as des in or 513 pg 341

Enclosure (4) Milton Parkway Lots 3, 4, 5, & 6 as des in or 2923 pg 1539

Enclosure (5) Timothy P. & Jacqueline L. Judge letter, dated May 16, 2015

Enclosure (6) Timothy P. Judge letter, dated July 21, 2015

Enclosure (7) National Cremation & Burial Society memorial for Jacqueline Leslie Judge

Enclosure (8) Merita Meyer letter, dated July 21, 2015

Dear Council Members:

This is an updated request, from Olivet Baptist Church, Inc., requesting the portion of the easement that adjoins our Dogwood property, with Mr. Timothy P. Judge's and Mrs. Merita Meyer's properties on Newton Street, be deeded to Olivet Baptist Church, Inc. We purchased the vacant lot, 0.433 acreage, identified as parcel number 04-1N-28-2500-00300-0100, frontage on Dogwood Drive, from Sharon Ann Rigby & Michael G. Smith on December 19, 2013. See enclosure (1). During the surveying process and prior to completing the purchase, we were made aware of an easement (alley/abutment), approximately 10' in width, located immediately behind this parcel. This easement extends to Hamilton Bridge Road, see enclosure (2).

Olivet Baptist Church, Inc., is interested in adding, to our existing parcel, the portion of the easement, that we may become entitled to if the City of Milton deems there is no other use for this part of the easement. We are aware that two Newton Street property owners, Timothy P. Judge, parcel 04-1N-28-2500-00300-0010, and Merita Meyer, parcel 04-1N-28-2500-00300-0030, enclosures (3) and (4), have an interest in the footage of this easement that adjoins their properties and that Olivet Baptist Church, Inc. may thus be eligible for only the half of the easement that adjoins our property.

Newton Street property owners, Timothy P Judge, parcel 04-1N-28-2500-00300-0010, enclosures (3), and Merita Meyer, parcel 04-1N-28-2500-00300-0030, enclosure (4), have indicated, by enclosures (5), (6) and (8), that they wish to give their portions of the easement that adjoins their properties, to Olivet Baptist Church, Inc., should the City of Milton Counsel decide to relinquish the easement that adjoins the properties identified in enclosure (1).

Mrs. Jacqueline L. Judge passed away on July 10, 2015, see enclosure (7), before Olivet obtained Merita Meyer's notarized authorization, on July 21, 2015, that would give her portion of the easement to Olivet as well, see enclosure (8). As a result of Mrs. Judge's passing, enclosure (5), signed by Timothy P. and Jacqueline L. Judge on May 16, 2015, may be null and void. Mr. Timothy P. Judge signed a notarized authorization on July 21, 2015 subsequent to his wife's death, as the current property owner, giving his portion of the easement to Olivet, see enclosure (6), if the City of Milton Counsel concurs.

Roland Henson  
Trustee-Secretary



# Santa Rosa County Property Appraiser

## Gregory S. Brown, CFA



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### Owner and Parcel Information

Owner Name	OLVET BAPTIST CHURCH BIC	Today's Date	March 25, 2014
Mailing Address	5240 DOGWOOD DR MILTON, FL 32570	Parcel Number	04-1N-28-2500-00100-0100
Situs/Physical Address	DOGWOOD DR	Tax District	Milton (District 3)
Property Usage	VACANT COM (001000)	2013 Millage Rates	17.1205
Section Township Range	04-1N-28	Acraage	0.433
		Homestead	N

[Tax Collector Bill](#) | [Permits](#) | [Show Parcel Maps](#) | [Generate Owner List By Radius](#) | [Show Zoning](#)

### Value Information

	2011 Certified Values	2012 Certified Values	2013 Certified Values
Building Value	\$0	\$0	\$0
Extra Feature Value	\$0	\$0	\$0
Land Value	\$53,223	\$53,223	\$53,223
Land Agricultural Value	\$0	\$0	\$0
Agricultural (Market) Value	\$0	\$0	\$0
Just (Market) Value*	\$53,223	\$53,223	\$53,223
Assessed Value	\$53,223	\$53,223	\$53,223
Exempt Value	\$0	\$0	\$0
Taxable Value	\$53,223	\$53,223	\$53,223

### Legal Description

MILTON PARKWAY LOTS 10, 11 & 12 BLK 3 LESS OR 1689 PG 536 TO DOT FOR ROAD R/W AS DES IN OR 0312 PG 1964

The legal description shown here may be condensed for assessment purposes. Exact description should be obtained from the recorded deed.

\*Just (Market) Value\* description - This is the value established by the Property Appraiser for ad valorem purposes. This value does not represent anticipated selling price.

### Extra Features Data

Description	Number of Items	Units	Year	Extra Feature Value
No records associated with this parcel.				

### Land Information

Item	Land Code	Description	Zoning	Frontage	Depth	Unit Type	Land Units	Land Value
1	001000	COMMERCIAL	C1	150	125	150	FF	\$53,223

### Sale Information

Sale Date	Sale Price	Instrument	Deed Book	Deed Page	Sale Qualification	Vacant or Improved	Grantor	Grantee
11-19-2013	\$ 40,000	Warranty Deed	1113	1254	Unqualified	Vacant	RIGBY SHARON ANN & SMITH MICHAEL G	OLVET BAPTIST CHURCH BIC
04-29-2013	\$ 100	PROBATE	1111	1424	Unqualified	Vacant	ORD OF SUMM ACMDR - "GLADYS ETHEL SMITH EST"	RIGBY SHARON ANN & SMITH MICHAEL G (1/2 IN EA)

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[Sales In Section](#)  
[Sales In Subdivision](#)

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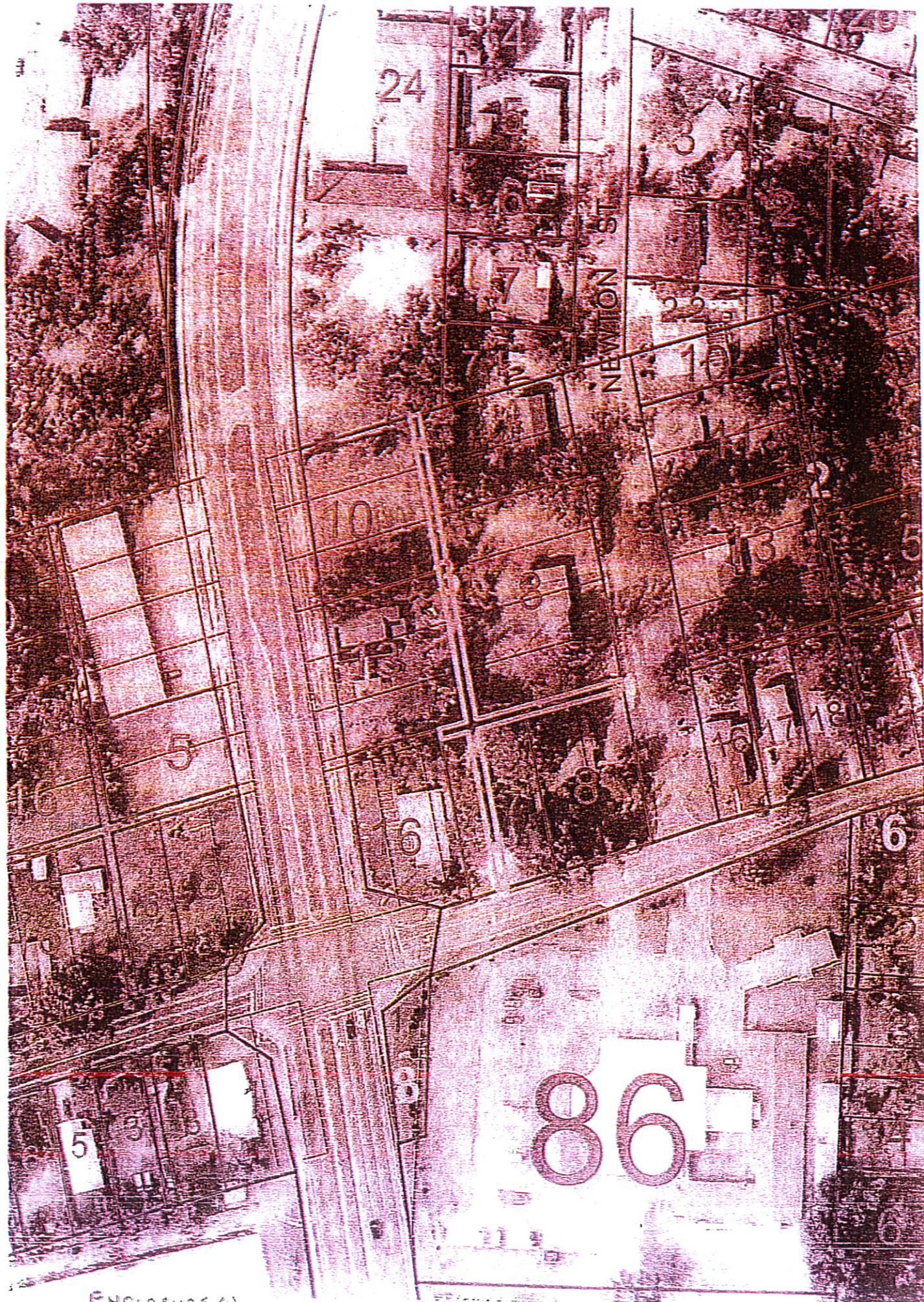
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The Santa Rosa County Property Appraiser's Office makes every effort to produce the most accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use or interpretation. The Senior Exemption Does Not Apply to All Taxing Authorities. Just (Market) Value is established by the Property Appraiser for ad valorem tax purposes. It does not represent anticipated selling price. Working values are subject to change. Website Updated: March 24, 2014

ENCLOSURE (2)



24

NEWTON ST

10

3

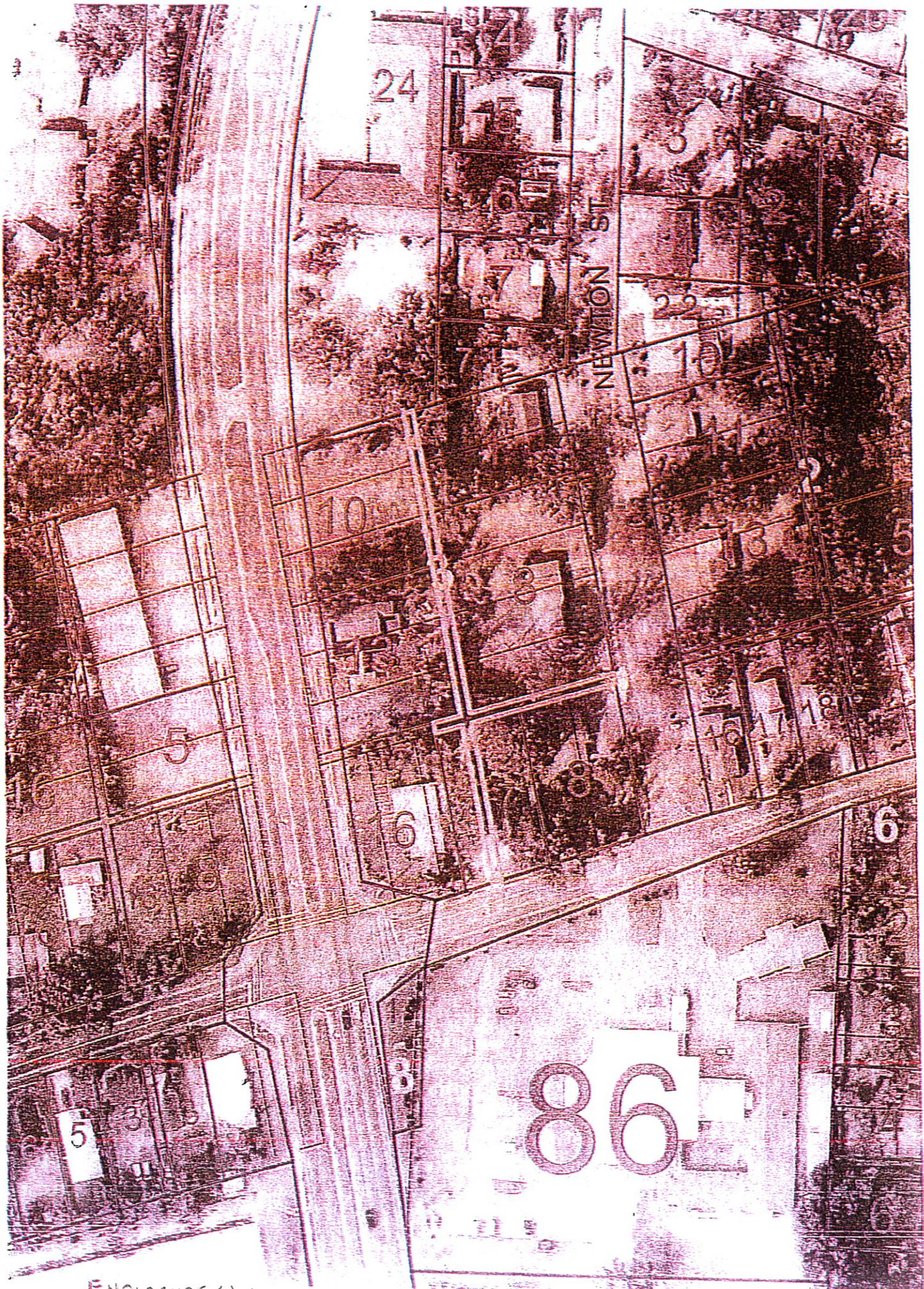
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6

6

86

5



**STEWART STEET CORRIDOR RESIDENTIAL COMMERCIAL DISTRICT (SSC-RC).**

(A) Intent and purpose.

The following applies exclusively to the Stewart Street Corridor:

- (1) It is the intent of this district to provide for and guide the development and use of land within the area defined as the Stewart Street Corridor.
- (2) The purpose of this district classification is to designate, regulate and restrict the location, design and use of buildings and structures; to promote higher standards of exterior appearance of buildings and grounds; to stabilize and improve property value in a consistent manner while maintaining and improving the general character of the City; to promote health, safety, and general welfare; and thus to provide the economic and social benefits resulting from an improved and revitalized mixed-use corridor.
- (3) It is further the purpose of this district to promulgate redevelopment and infill of the area as a planned mixture of residential, commercial, and other uses within a pedestrian friendly and multi-modal corridor providing for various ancillary uses, and amenity features appropriate for a mixed-use corridor by:
  - a. Encouraging skillful planning and allowing flexibility in type, placement, and design of buildings while promoting coordinated aesthetic scheme;
  - b. Encouraging a mixture of complementary land uses that includes housing, retail, offices, commercial services, and civic and governmental uses, to create economic vitality;
  - c. Providing flexibility in the siting and design of redevelopment and development to coordinate changes in the marketplace;
  - d. Establishing design criteria for new development and substantial redevelopment that is aesthetically pleasing;
  - e. Fostering pedestrian and multi-modal movement along the corridor.
  - f. Promoting a higher level of landscaping to:
    - i. Buffer and protect adjacent land uses;
    - ii. Maximize the existing and intended community characteristics along the corridor; and,
    - iii. Foster improved design and a sense of cohesion to the maximum extent practicable.
  - g. Controlling the vehicular circulation and access to existing roads to minimize, to the extent practicable, congestion and to increase safety.
  - h. Providing for an efficient means of facilitating the redevelopment of the corridor.

(B) Uses permitted.

Unless otherwise specified, the following use categories or combination thereof, are determined to be appropriate to and compatible with the expressed purpose of this district and shall be permitted:

- (1) Uses permitted in R-2 one-family and two-family dwelling districts;
- (2) Uses permitted in R-3 multiple-family dwelling districts;
- (3) Uses permitted in the C-1 and C-2 commercial districts;

(4) The following uses and others consistent with the district's intent, which are not otherwise excluded, are permitted:

- a. Professional office buildings;
- b. Planned development projects as provided for in **section III-6;**
- c. Internet retail and wholesale businesses; and
- d. Very light manufacturing businesses; provided that:
  - i. All external or outside storage shall be screened from view; and
  - ii. The process does not generate any noise outside the **building.**
- e. Vehicle or equipment dealerships and major vehicle **repair** facilities shall be permitted with the following conditions:
  - i. All work, maintenance, and repair shall occur **within** a **permitted** structure.
  - ii. No outside storage of vehicles visible from a **public** right of way shall be allowed with the exception of tagged and licensed vehicles in **designated** parking stalls and **one** stacked vehicle outside of each bay for a time period limited to one **business** day.
- f. Thrift stores, pawn shops, second-hand, and **consignment** stores shall be **permitted** subject to the following conditions and limitations:
  - i. That no such use is located **on a** lot with a **property line** within a distance of 1,320 feet, measured in a straight line in any **direction, of the property line of a** another lot with the same or similar use, regardless of the zoning **district.**
  - ii. No such use shall be permitted **on a** lot **with or adjacent to a** lot that has a residential use.
  - iii. All **donations of goods** or merchandise shall be made and processed within the interior of the **primary use** structure.
  - iv. The use of **exterior drop off** donation **bins** or areas shall be allowed in rear or side yards only and shall be **screened from view.**
  - v. **No open air and/or outdoor display of goods** and merchandise shall be allowed at any time with the exception of during a **permitted temporary** event.

(C) Uses specifically prohibited.

The following uses are specifically prohibited from location in the Stewart Street Corridor Residential Commercial District:

- (1) Recycling, **collection** and **processing** centers
- (2) Uses requiring **outside storage;**
  - a. Accept that **outside storage** shall be allowed in rear and side yards only, provided there is sufficient fencing and/or buffer yard, or combination of screening in place so that the storage of any materials cannot be seen from any public right-of-way
- (3) Junk, salvage, scrap, wrecking, and construction yards and structures.
- (4) Alcohol and drug rehabilitation facilities providing in-house residence to clients, halfway houses, shelters for homeless or indigent persons; and
- (5) Missions and benevolent distribution centers.

(D) Site and building requirements.

- (1) New and Existing Residential Uses.

- a. Single-family and two-family site requirements shall be the same as the R-2 district except that:
  - i. Front yard and rear yard setbacks: 20 feet;
  - ii. Side yard setbacks: ten percent or 10 feet, whichever is less; and
  - iii. Lot coverage: 40 percent;
- b. Multiple-family side yard requirements shall be ten percent of the lot width at the front building line or 15 feet, whichever is less. The maximum floor area ratio shall be 3.0, except as provided for in **section III-12.5**.
  - i. There shall be a front yard having a depth of no less than the average depth of the front yards on the lots next adjacent thereto on either side. In case there is no dwelling within 200 feet of either side of the lot, the front yard depth shall be no less than 15 feet.
- c. If surrounded by commercial property, the same requirements as C-1 existing structures; provided that life safety/fire prevention concerns of building separations can be met; and
- d. In a residential setting where two sides or fewer are abutting commercial property, the same requirements as R-2 new residential.

(2) Standards for Conversions to Residential Use.

- a. Conversions require site plan review and approval.
  - i. Submission of construction plans and drawings adequate for review and issuance of a building permit are required as part of the application;
  - ii. Submission of construction plans and drawings stamped by a certified engineer describing in detail the proposed conversion are required as part of the application for structures which include three or more dwelling units;
- b. Upon conversion all residential units shall meet all applicable Florida Building Code requirements.
- c. Converted structures shall be required to meet the minimum lot standards of the pre-conversion use.
  - i. Conversions of existing structures with lot coverage ratios of up to 100 percent shall be permitted.
  - ii. Conversions costing more than 50 percent of the structure's assessed value shall be limited to a lot coverage ratio of no greater than 60 percent.
- d. Landscaping.

A minimum of 25 percent of the front yard area shall be dedicated to landscaping. Landscaping shall be provided outside of the public right of way. One or more of the following landscaping components shall be utilized to meet the required percentage of yard area:

  - i. Grass or lawn area;
  - ii. Planter boxes and or potted plants; and
  - iii. Approved trees, shrubs, and ground cover materials
  - iv. Approved Streetscape furnishings may be used in conjunction with the required landscaped area
  - v. Provision of public seating areas, fountains, public open space, and other approved streetscape furnishings and elements may reduce the required landscaped area by up to 10% when required area exceeds 450 square feet.
- e. On-site Parking.
  - i. Single family to quad-family dwelling units shall require one parking space for each dwelling unit.
  - ii. Structures with five (5) or more dwelling units shall require 1.5 parking spaces per dwelling unit.

iii. Parking areas should be designed to utilize side and rear yards whenever possible.

f. Lighting.

i. Conversions involving four (4) or more dwelling units shall be required to submit a lighting plan as part of the application and shall be required to meet all applicable lighting standards of this Code.

g. Required Façade Improvements.

i. Façade improvements shall be required to the extent that a previously operated commercial use/structure can be viewed and generally interpreted as a residential structure by onlookers and passersby. Façade improvements shall at minimum include four of the following:

1. General rehabilitation;
2. Building and site cleaning;
3. Repair and/or reconstruction of existing stucco, siding, brick or other;
4. Painting;
5. Exterior lighting changes/improvements in keeping with the standards of this code;
6. Landscaping and parking lot improvements as per the applicable standards of this code.

ii. The following design guidelines and standards shall apply to residential conversions with a construction cost exceeding 50 percent of the structure's assessed value. Improvements should be designed to reduce massing and scope of the existing commercial structure. Design elements that can produce the desired effect include the following:

1. Variations in roof form and parapet height;
2. Pronounced recesses and projections;
3. Distinct changes in texture and color of wall surfaces;
4. Ground level arcades;
5. Cornices;
6. Vertical accents or focal points;
7. Recessed or protected entry ways; and
8. Enhanced window treatments.

iii. The use of a common palette of building materials shall be maintained for building facades to create a consistent and traditional architectural identity.

iv. Contrasting accent colors on any single facade shall be limited to no more than 25 percent of the total wall area for any single facade.

v. All ground or roof-mounted mechanical, HVAC, and like systems shall be screened from public street view (within 300 feet) on all sides by an opaque wall or fence made of brick, stucco, split face block, or landscaping.

vi. For all commercial buildings, roof-mounted mechanical, HVAC, and like systems shall be screened from public street view (within 300 feet) on all sides by a raised parapet or pitched roof along the edge of the roofline.

vii. Allowed building materials.

1. Brick, and modern brick veneers that are intended to simulate brick exteriors;

2. Stone. Natural stone such as, granite, limestone, and acid marble; Terra cotta and/or cast stone, which simulate natural stone, are also acceptable. Painted stone is not allowed;
3. Split-face block/concrete masonry unit (CMU) shall be limited to 25 percent of the surface area of the facade;
5. Natural wood and/or cement-based artificial wood siding;
6. Glass;
7. Any other material and/or combination of materials which, in the opinion of the planning department, planning board and/or city council, accomplishes the intent of this section shall be allowed.

ix. Prohibited Building Materials.

1. Exposed concrete block, metal, and tile are not allowed as building materials on a facade.

x. Ratios and amounts of allowed building materials.

1. Small amounts of building materials such as wood, tile, etc., should be used to enhance the facade of the building or for decorative elements, but should not exceed 25 percent of total wall area per facade.
2. With the exception of accent/trim materials, doors and windows, there shall be no more than two primary building materials used.

h. Dwelling units shall meet the following minimum area requirements:

- i. Efficiency unit: 500 square feet;
- ii. One bedroom unit: 750 square feet;
- iii. Two bedroom unit: 900 square feet;
- iv. Three bedroom unit: 1,100 square feet.

(3) Commercial.

- a. Generally. The following requirements apply to commercial property located within the SSC-RC district:
  - No building or structure on a site located in the SSC-RC district shall exceed the lesser of four stories or 48 feet from grade at the required front, rear, or side yard lines.
- b. Must meet C-1 requirements wherever possible.
  - i. There are no specific yards or setbacks required, except where a lot line is adjacent to a residential use, in which case a 10-foot building setback from the adjacent residential lot line shall be maintained.
- c. The landscaping standards of Article 8 shall be met when conversion and/or construction costs exceed 50 percent of the structures assessed value.
- d. Floor area ratio.
  - i. No structure shall be renovated with a floor area ratio in excess of 3.0, except as provided in section III-12.5. (Administrative Adjustment language reference)
  - ii. Structures used exclusively for parking shall not be included in floor area ratio calculations, but must meet all other requirements and shall be included in site coverage, yard regulations, etc.
- e. Site coverage.

- i. Renovations of existing structures will be allowed for a structure covering 100 percent of the site area. New construction and conversions with a cost that exceeds 50 percent of the structural value, shall maintain a lot coverage ratio which shall not exceed 60 percent.

(4) New commercial.

The following requirements apply to new commercial property located within the SSC-RC district:

- a. Setback specifications:
  - i. Front yard and rear yard: 15 feet;
  - ii. Side yard: six feet, except where a lot line is adjacent to a residential use, in which case a 15-foot setback from the adjacent residential lot line shall be required;
  - iii. Street fronts: shall install and maintain a minimum ten-foot landscaping buffer meeting the standards of Article 8; and
  - iv. Maximum lot coverage not to exceed 60 percent;
- b. If attached to an existing building, must match existing setbacks, heights, lot coverage, and style of architecture or motif. In the case of an existing building within 200 feet of the lot, the front yard depth may be adjusted to align the building fronts as determined by the Approval Authority;
- c. Maximum height is 48 feet; and

(E) Off-street parking and loading requirements.

(1) Parking.

- a. Parking areas should be designed to utilize side and rear yards whenever possible.
- b. There shall be provided at the time of erection or alteration of any commercial structure, with the exception of the standards identified in Subsection D(2) above, within the SSC-RC, one off-street parking space for each 300 square feet of net rentable tenant or occupant space, along with adequate provisions for ingress and egress by automobiles of standard size, except as set forth in subsection (a)(1)b, of this section.
- c. There shall be an exemption from the requirement of off-street parking, for the purchase and renovation of an existing structure without available appurtenant off-street parking, or for the renovation of the same for any usage not inconsistent with the other requirements of these regulations.
- d. There shall be provided at the time of erection or alteration of any residential structure within the district, adequate off-street parking along with suitable provision of ingress and egress by automobiles of standard size as follows:

Table 16.1: City of Milton, Florida Off-street Parking Requirements	
Number of Units	Required Spaces (Per Unit)
1—4	2.0
5 or more	1.5

(2) Loading. Subsection V-4.2(c) of this Unified Development Code shall apply.

(F) Exceptions. The provisions of this section shall not apply to the following:

- (1) Completion of work subject to preliminary plats, site development plans, construction plans, building permits, or interior finish permits approved prior to the effective date of the ordinance from which this section is derived.
- (2) Improvements and additions that are made to a single-family use previously permitted and built on a lot of record prior to enactment of the ordinance from which this section is derived.

(G) Property development standards.

1. Lot standards.

- a. Minimum commercial lot frontage shall be 100 feet along an arterial.
- b. Nonresidential lots shall be generally rectangular with a ratio of depth to frontage not greater than 4:1.

2. Access management standards.

- a. Driveways, streets and facilities for routing traffic shall be designed in such a manner that entrances and exits to public streets shall not be hazardous and that traffic congestion is minimized. Furthermore, no entrances or exits shall direct traffic into adjacent residential districts. (Refer to the Milton Public Works Manual, section II, streets and highways, for technical design standards for streets and roadways).
  - i. Driveway connections shall not be permitted within the controlled access zone of an intersection.
  - ii. Except for single-family and two-family residences, driveway grades shall conform to the requirements of the Florida Department of Transportation Regulations for Driveway and Encroachment Control.
  - iii. Whenever possible, driveways on undivided arterials, collector streets, or local streets should align with driveways (if any) on the opposite side of such street.
  - iv. On a divided arterial street that includes a median, driveways should align with median breaks whenever possible. Driveways not meeting this standard shall be limited to right turn access (ingress) and right turn egress.
  - v. A major driveway entering a street with a regulated arterial speed greater than 35 miles per hour shall be required to provide a deceleration lane.
  - vi. An acceleration or deceleration lane that would begin or end within 75 feet of another driveway or intersecting street shall be lengthened so that it connects with the adjacent street or driveway.

3. Landscaped strip to screen parking lots and loading areas.

- a. Where a parking lot or loading area for a commercial, multi-family, or institutional use is located adjacent to the public right-of-way, it shall meet the landscaping standards as set forth in Article 8.
- b. Setbacks for screening areas facing Stewart Street shall be based on future right-of-way considerations.

(H) Environmental controls.

- (1) Stormwater management design shall comply in all respects with the city and state stormwater management requirements.
- (2) Parking lot landscaping. Parking areas shall incorporate landscaped areas. Such landscaped areas shall adhere to the standards set forth in Article 8.

(I) Dumpsters.

- (1) Location.

- a. Dumpsters and trash receptacles shall be located where they are not visible from adjacent properties and shall be adequately screened from view from all other adjacent properties and streets.
  - b. Dumpsters shall be enclosed in a fashion or manner that they are out of sight from public streets or located outside to the rear of the principal building.
  - c. Dumpsters shall be set back a minimum of five feet from all property lines. If a buffer is required on the subject property line, the dumpster shall not be located within the buffer.
- (2) Pad.
- a. Dumpsters shall be placed on concrete pads of sufficient size and strength to support the weight of service vehicles.
  - b. Restaurants and other food service establishments shall place dumpsters on concrete pads that are designed to slope into a drain that is equipped with a grease trap.
- (J) Lighting.
- (1) Parking lot, sidewalk, and building illumination.
- a. Lighting shall be designed to prevent light spillover on to adjacent properties. All lighting shall be fully shielded, have recessed luminaries, or be cut-off luminary fixtures mounted in such a manner that the cone of light is directed downward and does not cross any property line of the site.
  - b. LED, incandescent, florescent, metal halide, low-pressure sodium, or color corrected, high pressure sodium may be used. The same type of lighting must be used for the same or similar types of lighting on any one site.
  - c. Parking light fixtures shall be the box head type, shall have a maximum height of 35 feet, and shall employ a fluted pole. All parking light fixtures and poles shall be black.

**Table 16.2: Lighting Specifications**

	Street Lights	Parking Light Fixtures
<b>Max. Height</b>	40'	35'
<b>Color</b>	Black, Brown, Dark Green, or other suitable color similar to above.	Black, Brown, Dark Green, or other suitable color similar to above.
<b>Pole Type</b>	Unspecified	Fluted
<b>Fixture Type</b>	Cobra Head	Box Head
<b>Shielding</b>	Full-cutoff	Full-cutoff
<b>Spacing</b>	150' on center	Unspecified
*Streetlights on other streets may employ other fixture types per approval of the Public Works Department.		

- (3) Security lighting restrictions.
- a. Full cutoff luminaries shall be used for all security lighting.

- b. The number of luminaries remaining on for security lighting shall not exceed one-fourth the total number of each type of luminaire used for the maximum level of illumination; after dividing the total number by four, any remainder is counted as a whole number.
- (4) Sign illumination.
- a. Signs may be illuminated with external lighting fixtures, provided that fixtures are directed downward and away from public or private streets and adjacent property. All lighting shall be fully shielded, have recessed luminaries, or be full cut-off luminary fixtures.
- (5) Drive-under canopies and pump islands at fueling stations. The luminaire shall be recessed into the canopy ceiling so that the bottom of the luminaire does not extend below the ceiling.
- (K) Architectural standards. The Residential District Design Standards as per Article 6 shall apply to all newly constructed buildings and those that have undergone improvements totaling 50% of the structural value and are used for multifamily residential, office, commercial, or storage / warehouse uses; these standards do not apply to single-family and duplex residential uses:
- (L) Street orientation. Principal building entrances shall be oriented to public streets.
- (M) Signage. Signage shall comply with the regulations in section V-7.
- (N) Public improvement standards shall be in keeping with the requirements of Article 14 of this Unified Development Code.

DRAFT

- ARTICLE IV. - ITINERANT VENDORS<sup>[2]</sup>
- DIVISION 1. – GENERALLY
- Sec. 36-166. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Itinerant vendor* includes all persons as well as their agents and employees, who engage in the temporary or transient business in the city of selling, offering for sale or exhibiting for sale any goods, wares or merchandise and who, for the purpose of carrying on such business, either hires, rents, leases or occupies any room or space in any building, structure, lot or parcel of land or vehicle or roadside stand in the city in, through or from which any goods, wares or merchandise may be sold, offered for sale or exhibited for sale.

*Temporary* means any such business transacted or conducted in the incorporated area of the city for which definite arrangements have not been made for the hire, rental or lease of premises for at least 30 days in or upon which such business is to be operated or conducted, excepting from the provisions of this article any business sponsored by or under contract with an established business, shopping mall, shopping center or interstate fairground, and which agrees in writing to act as surety therefor for the period which such business contracts with or is sponsored by such established business, shopping mall, shopping center or interstate fairground and two years thereafter.

*Transient* means any such business of any such itinerant vendor as may be operated or conducted by persons or their agents or employees who reside away from the city, who have fixed places of business in places other than the city, who have their headquarters in places other than the city, or who move stocks of goods or merchandise or samples thereof into the city with the purpose or intention of removing them or the unsold portion thereof away from the county before the expiration of 30 days.

*Self Service Storage Facility* means any real property designed and used for the purpose of renting or leasing individual storage space to occupants who are to have access to such for the purpose of storing, selling, and removing personal property.

*Owner* means the owner, or lessee of a self-service storage space.

*Rental agreement* means any agreement or lease, written or oral that establishes or modifies the terms, conditions, rules or any other provisions concerning the use and occupancy of a self-service storage facility.

*Personal property* means movable property not affixed to land, and includes, but is not limited to goods, merchandise, motor vehicles, watercraft, and household items.

- **Sec. 36-167. - Applicability.**

This article is not and shall not be held to be applicable to the following:

(1)

Salespersons representing wholesale houses or distributors who sell to local retail merchants from catalogues or samples.

(2)

Sales of goods or merchandise, the proceeds whereof to be applied to any charitable or philanthropic purpose.

(3)

The conducting of a sale of privately owned, used merchandise at a garage or yard sale on premises owned or rented as a residence by the seller of such goods **or on the property of a** Self-service storage facility **by the Owner of the Personal property who possesses a** Rental agreement.

**Secs. 36-168—36-198. - Reserved.**

- **DIVISION 2. - PERMIT**

- **Sec. 36-199. - Required; fee.**

It shall be unlawful for an itinerant vendor to sell, offer for sale or exhibit for sale any goods, wares or merchandise without having first secured a permit as provided in this division. The office of inspections shall issue to any itinerant vendor a permit authorizing such itinerant vendor to sell, exhibit for sale or offer for sale, in the city, goods, wares and merchandise only after such itinerant vendor shall have fully complied with the provisions of this division and made payment of a fee as currently established or as hereafter adopted by resolution of the city council from time to time.

(Code 1977, § 15-33(a))

- **Sec. 36-200. - Application.**

(a)

*Form.* The itinerant vendor shall make an application to the city office of inspections at least three days prior to the date of his contemplated sale or offer for sale to be held in the city. The application shall be in the form of an affidavit stating the following:

(1)

The full name and address of the itinerant vendor.

(2)

The location of his principal office and place of business.

(3)

The name and addresses of the officers if it is a corporation and the partnership name and the names and addresses of all partners if such itinerant vendor is a firm.

(b)

*Contents; bond.* Before the permit required under this division shall be issued, the application therefor must be accompanied by the following:

(1)

A statement showing the kind and character of the goods, wares or merchandise to be sold or offered for sale.

(2)

A certified copy of the charter, if the itinerant vendor is a corporation, incorporated under state law.

(3)

A certified copy of its permit to do business in this state if the itinerant vendor is a corporation, incorporated under the laws of some state other than this state.

(4)

A bond in the sum as currently established or as hereafter adopted by resolution of the city council from time to time. The bond shall be executed by the itinerant vendor as principal with two or more good and sufficient sureties satisfactory to the office of inspections, which bond shall be payable to the city for the use and benefit of the city and any other person entitled thereto and conditioned that the principal and surety will pay all damages to persons caused by, or arising from or growing out of, the wrongful, fraudulent or illegal conduct of the itinerant vendor while conducting the sale or offer for sale in the city. The bond shall remain in full force and effect for the entire duration of the permit and two years thereafter or until compliance with the provisions of this division, whichever period is greater.

(Code 1977, §§ 15-33(b), 15-33(c))

- **Sec. 36-201. - Special sale requirements.**

An itinerant vendor shall not advertise, represent or hold forth a sale of goods, wares, or merchandise as an emergency, insurance, bankrupt, insolvent, assignee, trustee, estate, executor, administrator, receiver, manufacturer's wholesale, cancelled order, or misfit sale or closing out or a sale of any goods damaged by smoke, fire, water or otherwise, unless before so doing he shall state in writing under oath to the office of inspections, at the time he makes an application for a permit, all the facts relating to the reason and character of such special sale so advertised, held forth or represented, including:

(1)

A statement of the names of persons from whom the goods, wares or merchandise were purchased;

(2)

The date of delivery of the goods, wares or merchandise to the person applying for the permit;

(3)

The place where the goods, wares or merchandise were taken last;

(4)

Such details necessary to exactly locate and fully identify the goods, wares, or merchandise to be sold;

(5)

Such further disclosure to and give such information as may be required by the office of inspections;

(6)

The names and residences of the owners in whose interest the sale is conducted; and

(7)

Whether the special sale is conducted as an individual, firm, association or corporation.

(Code 1977, § 15-33(d))

- **Sec. 36-202. - Grounds for denial.**

(a)

It shall be unlawful for any itinerant vendor to sell or exhibit for sale, either at public or private sale, any goods, wares, or merchandise:

(1)

Without first complying with the provisions of this division;

(2)

To make any false statements in reference to the matters required in sections [36-200](#) and [36-201](#); or

(3)

To fail or refuse to comply with the requirements of any of the provisions of this division.

(b)

Every person, whether principal or agent, who, by circular, handbill, newspaper, poster, or in any manner, advertises such sales as contemplated in this article before the proper permit is issued to the itinerant vendor or before he has complied with the provisions of this division shall be guilty of a violation of this section.

(c)

Nothing in this division shall be construed as abridging or denying the right and power of the city council to refuse or withhold the granting of any permit or to revoke the permit, if granted, to an itinerant vendor upon any hearing thereof when, in the city council's discretion, on the basis of the disclosures during such hearing or from other information deemed by it sufficient, such action may be deemed necessary or proper to protect or safeguard the public from imposition, mischief or fraud.

(Code 1977, § 15-33(e))

- **Sec. 36-203. - Sales report required.**

All itinerant vendors shall make a verified report of sales within seven days of the close of business.

(Code 1977, § 15-33(f))

- **Sec. 36-204. - Sale on public way prohibited unless within scope of permit.**

An itinerant vendor shall not ply his vocation on any street, sidewalk, park or parkway or in any other public place, unless his permit specifies that sales or offers for sale in such public place are permitted under the permit.

(Code 1977, § 15-33(g))

- **Sec. 36-205. - Sale on private property prohibited without owner consent.**

An itinerant vendor shall not ply his vocation on private property without the written consent of the owner, and such consent shall be in the physical possession of the vendor. **Sales from or on the property of a Self Service Storage Facility by an individual storage space or spaces occupant/ owner who are to have access to such and possess a rental agreement and intend to sell personal property owned by them shall be limited to 10 units for facilities with greater than 500 total units and 5 units for facilities with less than 500 total units. Permits provided for sales from a Self Service Storage Facility shall be limited to two calendar days in each calendar week and further limited to 12 hours of operation each day.**

(Code 1977, § 15-33(h))

- **Sec. 36-206. - Nontransferable.**

The permit provided for in this division shall be nontransferable, nor does it give the authority to more than one person to sell or exhibit goods or merchandise as an itinerant vendor, either by agent or by employee or in any other way than his own proper person. However, any person having obtained such permit may have the assistance of one or more persons in conducting the sale or offer of sale, who shall have authority to aid that principal, but not to act for or without him.

(Code 1977, § 15-34)

- **Sec. 36-207. - Duration; display.**

(a)

The permit as provided in this division shall continue so long as such sale or exhibit is continuously held in the unincorporated areas of the city, but in no event shall it continue for more than 180 days from the date of issuance.

(b)

Such permit shall be prominently displayed in a conspicuous place on the premises where such sale or exhibit is being conducted and shall remain so displayed so long as any goods, wares or merchandise are being sold or offered for sale.

(Code 1977, § 15-35)

# Art and Holly Maconeughy

---

6563 Julia Drive Milton Fl. 32570 | [Telephone] | [Email]

May 19, 2016

Milton City Council Members

Churches Chicken  
6584 Hwy 90  
Milton, Fl. 32570

As an owner/operator of a business on Hwy 90 I had no problem having Art and Holly Maconeughy having their yard sale at 6588 Hwy 90 in the past.

I feel that when they had their sales each week on Saturday it was beneficial to my business. When people that would not normally stop at my store stopped for their sale they many times would come in and shop.

I would appreciate if you would take this in consideration when making a decision on their request to have their sale to be set up at the storage units again.

Thank you,

Sincerely,



LPUBMIL3

# Art and Holly Maconeughy

---

[Address, City, ST ZIP Code] | [Telephone] | [Email]

May 19, 2016

Milton City Council Members

Gulf Coast Communications  
6594 Hwy 90  
Milton, Fl. 32570

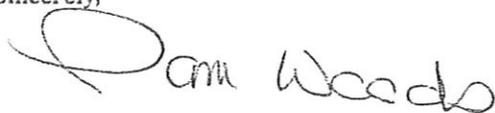
As an owner/operator of a business on Hwy. 90 I had no problem having Art and Holly Maconeughy having their yard sale at 6588 Hwy. 90 in the past.

I feel that when they had their sales each week on Saturday it was beneficial to my business. When people that would not normally stop at my store stopped for their sale they many times would come in and shop.

I would appreciate if you would take this in consideration when making a decision on their request to have their sale to be set up at the storage units again.

Thank you,

Sincerely,



[Your Name] Pam Woods

With them setting up their sale each time,  
it has helped improve the traffic into my store  
and ~~also~~ help with my business.

# Art and Holly Maconeghy

---

6563 Julia Drive Milton Fl. 32570 | [Telephone] | [Email]

May 19, 2016

Milton City Council Members

Gateway Storage Units  
6588 Hwy. 90  
Milton, Fl. 32570

For one year Art and Holly Maconeghy had a yard sale at my facility. They rented several units from me during that time. When they were asked to leave the city limits I lost that income.

I believe that it would be beneficial to my business for them to set up the sales again. I have no problem if they would be allowed to return to this location for their yard sales each week.

Thank you for your consideration for their request to return to this location.

Sincerely,



LPUBMIL3

# Art and Holly Maconeughy

---

[Address, City, ST ZIP Code] | [Telephone] | [Email]

May 19, 2016

Milton City Council Members

Chavers Feed and Seed  
6596 Hwy 90  
Milton, Fl. 32570

As an owner/operator of a business on Hwy. 90 I had no problem having Art and Holly Maconeughy having their yard sale at 6588 Hwy. 90 in the past.

I feel that when they had their sales each week on Saturday it was beneficial to my business. When people that would not normally stop at my store stopped for their sale they many times would come in and shop.

I would appreciate if you would take this in consideration when making a decision on their request to have their sale to be set up at the storage units again.

Thank you,

Sincerely,

*"Jackie"*  


LIBPUBMIL3

*I Am Also the owner of this property.*

# Art and Holly Maconeughy

---

6563 Julia Drive Milton FL 32570 | [Telephone] | [Email]

May 19, 2016

Milton City Council Members

Before January 2016 for approximately one year we had a yard sale almost every Saturday at 6588 Hwy. 90. We were asked to move out of the city limits at that time, so we did.

We are both on a limited income. It was a great benefit to us having the sales at this location. When we moved We have lost anywhere from ½ to some days 2/3 of the income we made on Hwy. 90. We feel that a big part of This is because there is so much more traffic there. Another reason is the Gateway storage was more reasonable than where we are now.

The physical work of set up in the morning and packing up in the evening is much more work now and takes much longer.

We also felt that while we were at Gateway Storage we were helping the other businesses around the area.

We are willing to do what is necessary to be able to return to this location in Milton to have our sales.

Please take our request into consideration for us to set up at this location again.

Thank you,

Sincerely,

A. Maconeughy  
Holly Maconeughy

[Your Name]

ADVALOREM TAX

( Projections/ Incomplete Data are in "YELLOW" )

Tax Year/ Budget Year	Est. Taxable Value (Trim-Line 4)	Final Value (DR-422 Line 2)	Millage Rate	Tax Value X Millage	95% (of Final Value)	Budget	Revenue Received	Rev Incr/Decr from Prior Yr
2006/ 2007	344,026,029		2.7500	946,072	898,768	907,258	884,914	81,200
2007/ 2008	347,395,598		2.7500	955,338	907,571	925,841	914,699	29,785
2008/ 2009	330,276,774		3.2373	1,069,205	1,015,745	1,015,744	1,022,291	107,592
2009/ 2010	306,308,652		3.2373	991,613	942,032	942,032	984,660	(37,631)
2010/ 2011	301,801,404		3.2373	977,022	928,171	931,979	967,369	(17,291)
2011/ 2012	295,426,651	297,627,518	3.2373	963,510	915,335	907,661	935,372	(31,997)
2012/ 2013	295,534,050	293,943,173	3.2373	951,582	904,004	908,896	922,419	(12,953)
2013/ 2014	298,150,086	297,385,508	3.2373	962,726	914,590	916,941	924,913	2,494
2014/ 2015	308,729,765	307,900,885	3.2373	996,768	946,930	949,478	983,530	58,617
2015/ 2016	311,444,631	313,026,721	3.2373	1,008,240	962,694	957,828	945,561	(37,969)
2016/2017	315,941,297		3.2373	1,022,797	971,657			
2017/ 2018								



RESOLUTION NO. 1373-16

A RESOLUTION OF THE CITY COUNCIL, CITY OF MILTON, FLORIDA, TO APPROVE THE EXTENSION OF THE SUNTRUST BANK LOAN AS DEFINED IN ORDINANCE NO. 1384-13 FOR A PERIOD OF ONE YEAR COMMENCING AUGUST 21, 2016 IN A NOT EXCEEDING AMOUNT OF \$500,000.00; PROVIDING THAT ALL TERMS ARE TO REMAIN AS STATED IN THE ORIGINAL ORDINANCE.

WHEREAS, the City Council of the City of Milton, Florida (the "Issuer") enacted Ordinance No. 1384-13 on May 28, 2013, (as heretofore amended and supplemented, the "Original Ordinance"), authorizing the SunTrust Bank Loan, as defined therein, which loan is evidenced by a Utility System Line of Credit Note, Series 2013B, and

WHEREAS, the Original Ordinance provided for annual renewal of the SunTrust Bank Loan upon certain conditions as described therein; and

WHEREAS, the current Renewal Period (as defined in the Original Ordinance) expires August 21, 2017,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MILTON, FLORIDA:

1. The SunTrust Bank Loan, as defined in the Original Ordinance, in an amount not exceeding \$500,000.00 is hereby approved for a renewal period of one year commencing August 21, 2016 and ending August 20, 2017. Such SunTrust Bank Loan shall have all of the terms and conditions more fully described in the Original Ordinance.

2. The Mayor, Mayor Pro-Tem, the City Manager, the City Clerk, the Chief Accountant, the Attorney for the Issuer and Bond Counsel for the Issuer are each designated agents of the Issuer in connection with renewal of the SunTrust Bank Loan, and are authorized and empowered, collectively or individually, to take all action and steps to execute and deliver any and all instruments, documents or contracts on behalf of the Issuer which are necessary or desirable in connection with such renewal and which are not inconsistent with the terms and provisions of this resolution or the Original Ordinance, including, in particular, the execution and delivery of the following: (A) the Extension Agreement in the form attached hereto as Exhibit "A" and (B) an opinion of the Attorney for the Issuer as to the validity and enforceability of this resolution and the Extension Agreement and the authority of the officials signing the same to execute and deliver such documents.

**PASSED AND ADOPTED** by the City Council of the City of Milton, Santa Rosa County, Florida, on this 12th day of July, 2016.

**CITY OF MILTON, FLORIDA**

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

ATTEST:

By: \_\_\_\_\_  
City Clerk

**EXHIBIT "A"**

**EXTENSION AGREEMENT**

For and in consideration of the mutual obligations and rights conferred upon the parties hereto pursuant to the provisions of Ordinance No. 1384-13 duly enacted by the City of Milton, Florida (the "Issuer") on the May 28, 2013 (as heretofore amended and supplemented, the "Original Ordinance"), and pursuant to the provisions of that certain Gas System Line of Credit Note, Series 2013B evidencing the SunTrust Bank Loan (as defined in the Original Ordinance), the Issuer and SunTrust Bank hereby agree to extend the term of the SunTrust Bank Loan for an additional term of one year commencing August 21, 2016 and ending August 20, 2017.

This Extension Agreement is executed, delivered, and shall be effective upon this 12th day of July, 2016.

**CITY OF MILTON, FLORIDA**

(SEAL)

By: \_\_\_\_\_  
Mayor, City Council

Attest:

By: \_\_\_\_\_  
City Clerk

**SUNTRUST BANK**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_



November 30, 2015

Board of Trustees  
City of Milton  
Police Officers' Pension Trust Fund  
5451 Alabama Street  
Milton, Florida 32570

Re: *City of Milton Police Officers' Pension Trust Fund*

Dear Board of Trustees:

In response to the request of the Board at the September 2, 2015 meeting, we have performed a special actuarial analysis to determine the impact of a benefit change providing for a 13<sup>th</sup> check to be paid to all retirees in years where the investment rate of return (Market Value of Assets basis) exceeds 8.5%.

We have analyzed the impact of this change in conjunction with the changes to mortality table and assumed salary increases, under two scenarios. Under the first scenario (Scenario A) the 13<sup>th</sup> check is assumed to be paid to retirees while they are participating in DROP; under the second scenario (Scenario B) the 13<sup>th</sup> check is assumed not to be paid to retirees while they are participating in DROP. In both scenarios, the 13<sup>th</sup> check is assumed to be paid not only to current retirees as of October 1, 2014, but to future retirees as well.

All assumptions and methods used in determining the liability were consistent with those used to develop the October 1, 2014 actuarial valuation report, except that the mortality table and salary increase assumption changes described in our recent experience study were included. The impact of this change is as follows:

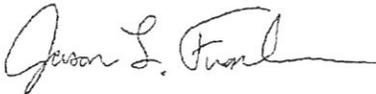
	Salary Increase and Mortality Table Changes Only	Scenario A	Scenario B
Total Actuarial Accrued Liability	\$6,299,180	\$6,556,493	\$6,508,208
Actuarial Value of Assets	\$6,613,871	\$6,613,871	\$6,613,871
Funded Status	105.0%	100.9%	101.6%
Total City + State Contribution	\$137,988	\$144,468	\$142,519

While this change does increase liabilities, and therefore reduces the funded status, the plan still remains over 100% funded. As a result, this change has no immediate impact on the amortization payment since the plan actually has negative unfunded liabilities at this point. The plan is required to fund to a level at least equal to the normal cost plus administrative expenses. However, because the funded status did decrease, this change would eventually influence the annual contributions to the plan.

The undersigned is familiar with the immediate and long-term aspects of pension valuations and meets the Qualification Standards of the American Academy of Actuaries necessary to render the actuarial opinions contained herein. The October 1, 2014 actuarial valuation report is considered an integral part of the actuarial opinions.

If you have any questions regarding this analysis, please do not hesitate to contact us.

Sincerely,

A handwritten signature in black ink that reads "Jason L. Franken". The signature is written in a cursive style with a long horizontal flourish at the end.

Jason L. Franken, FSA, EA, MAAA  
JLF/lke



June 21, 2016

Board of Trustees  
City of Milton  
Police Officers' Pension Trust Fund  
5451 Alabama Street  
Milton, Florida 32570

Re: *City of Milton Police Officers' Pension Trust Fund*

Dear Board of Trustees:

As requested, we have performed a special actuarial analysis to determine the impact of a benefit change providing for a 13<sup>th</sup> check to be paid to all retirees in years where the investment rate of return (Market Value of Assets basis) exceeds 8.5%. While the fund's expected return assumption is 8.0%, no 13<sup>th</sup> check will be provided in any year in which the return does not exceed 8.5%. It is the Board's intention to adjust the 8.5% threshold as necessary in future years to ensure the fund can attain its return target.

We have analyzed the impact of this change in conjunction with the changes to mortality table and assumed salary increases. Under this scenario, a 13<sup>th</sup> check is assumed to be paid to retirees including while they are participating in DROP. Additionally, the 13<sup>th</sup> check is assumed to be paid not only to current retirees as of October 1, 2014, but to future retirees as well.

All assumptions and methods used in determining the liability were consistent with those used to develop the October 1, 2014 actuarial valuation report, except that the mortality table and salary increase assumption changes described in our recent experience study were included. The impact of this change is as follows:

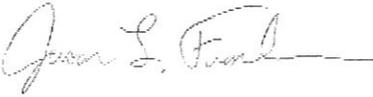
	Salary Increase and Mortality Table Changes Only	13 <sup>th</sup> Check
Total Actuarial Accrued Liability	\$6,299,180	\$6,556,493
Actuarial Value of Assets	\$6,613,871	\$6,613,871
Funded Status	105.0%	100.9%
Total City + State Contribution	\$137,988	\$144,468

While this change does increase liabilities, and therefore reduces the funded status, the plan still remains over 100% funded. As a result, this change has no immediate impact on the amortization payment since the plan actually has negative unfunded liabilities at this point. The plan is required to fund to a level at least equal to the normal cost plus administrative expenses. However, because the funded status did decrease, this change would eventually influence the annual contributions to the plan.

The undersigned is familiar with the immediate and long-term aspects of pension valuations and meets the Qualification Standards of the American Academy of Actuaries necessary to render the actuarial opinions contained herein. The October 1, 2014 actuarial valuation report is considered an integral part of the actuarial opinions.

If you have any questions regarding this analysis, please do not hesitate to contact us.

Sincerely,

A handwritten signature in cursive script, appearing to read "Jason L. Franken", followed by a horizontal line.

Jason L. Franken, FSA, EA, MAAA  
JLF/lke

### CITY OF MILTON POLICY

Title: Harassment Policy	Page: 2	Policy Number: 5.1
Effective Date: September 13, 1994	Revised Date: March 15, 2011	Next Review Date: March 15, 2013
Approved by Council: May 10, 2011		
Legal Review:		

#### Policy and Procedure on Harassment (Racial, Ethnic, Sexual & General)

The following policy speaks to harassment in the workplace

**Policy Purpose:** To ensure the establishment of a work environment free from racial, ethnic, sexual harassment and general harassment.

**Policy Statement:** Harassment of an individual on the basis of race, color, religion, sex, national origin, age, physical handicap, marital status, veteran status, union membership or any other reason is a violation of the City of Milton standards of conduct.

#### General Harassment (EXAMPLE)

An example of general harassment that will not be tolerated or condoned is the use of offensive or demeaning language or treatment of an individual, where such language and/or treatment is based on stereotypes of a group to which an individual may belong or any other reason. Offensive jokes, threatening or actual physical harm or abuse, or conduct which is intimidating or insulting directed against an individual will also be considered as harassment. In short, it is the City policy for each employee to respect the dignity and worth of every individual with whom we come in contact.

#### Sexual Harassment

**Definition:** Sexual Harassment is defined as unwelcome or unsolicited sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is explicitly a term or condition of an individual's employment status.
2. Submission to or rejection of such conduct by an individual is used as a basis for employment, reprimand, or retaliation affecting an individual.
3. Such conduct has the purpose or direct effect of unreasonably interfering with an individual's work or creates an intimidating, hostile, or offensive work environment.

**Reporting:** If an employee feels that he/she is being sexually harassed, or harassed in any other manner, they shall report the incident to their respective department head. If the department head is the source of the problem the matter may be reported to the City Manager or the Human Resources Coordinator. All department heads shall be required to confidentially report such incidents immediately to the City Manager. Any such reports received by the City Manager's office shall be treated in a confidential manner while an appropriate determination of fact is made. The City Manager shall work to insure that all employees are informed of this policy and

shall act in accordance with the following procedure, upon verifying that a valid and factual complaint exists.

1. Upon reasonable suspicion, the City Manager shall order an investigation of the alleged complaint by an independent group of investigators including the Human Resources Coordinator.
2. Upon receiving a follow-up report/information, the City Manager shall determine whether to resolve the issue through informal discussions and warnings or whether such conduct is worthy of further disciplinary action to be filed with the Civil Service Board or other appropriate authorities.
3. In all cases, the City Attorney will be notified and advised through the office of the City Manager as to the status of each complaint.
4. Employees who are found in violation of any of the City Harassment Policies shall be subject to disciplinary action, transfer, and/or termination.

Approved by: \_\_\_\_\_  
City Manager

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

## CITY OF MILTON POLICY

Title: Non Fraternalization Policy	Page: 1	Policy Number: 5.0
Effective Date: May 11, 1999	Revised Date: February 11, 2011	Next Review Date: February 11, 2013
Approved by Council:		
Legal Review:		

### Non Fraternalization Policy

#### 1. Restrictions on dating and Romantic Relationships

Supervisors and managers are prohibited from dating any employee under their supervision. Such relationships can be disruptive to the work environment, create a conflict or the appearance of a conflict of interest, and lead to charges of favoritism, discrimination, and sexual harassment. Accordingly, the City of Milton has adopted the following policy and guidelines:

The City of Milton strictly prohibits supervisory personnel from dating, or engaging in romantic or sexual relationships with, personnel under their supervision. Any relationship must be disclosed so immediate steps can be taken to resolve conflict with this policy. Additionally, no employee may engage in inappropriate conduct while on duty.

#### 2. General

General provisions applicable to this policy are as follows:

The terms dating and romantic relationship, as used in this policy, include, but are not limited to: casual dating, serious dating, casual sexual involvement where the parties have no intention of carrying on a long-term relationship, cohabitation, and any other conduct or behavior normally associated with romantic or sexual relationships.

This policy is not intended to discourage friendship between co-workers or between supervisory and non-supervisory personnel.

This policy shall be implemented in a nondiscriminatory manner and the City of Milton shall take any steps necessary to avoid treatment of disparate treatment of either sex.

This policy applies only to consensual romantic or sexual relationships between employees. Unwanted sexual attention (including physical contact) and sexually oriented behavior with the purpose of effect of creating an offensive environment is strictly prohibited. See the City of Milton's Sexual Harassment Policy.

Approved by: \_\_\_\_\_  
City Manager

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

PARKS AND RECREATION DEPARTMENT  
LANDSCAPE MAINTENANCE SUPERVISOR

WORKING TITLES: Landscape Maintenance Supervisor

BASIC REQUIREMENTS:

Education: High school diploma or equivalent.

Experience: Four (4) years of pertinent experience. Supervisory experience required.

LICENSE REQUIREMENTS, CERTIFICATES, ETC.:

- Current and valid State of Florida Operator's license for equipment operated.
- Ability to obtain Limited Lawn & Ornamental License and Chemical Application License.

ESSENTIAL JOB FUNCTIONS: (These examples are only representative samples for this job and do not include all duties or special work assignments that may be required of this job.)

- Plans, supervises, and coordinates all landscape maintenance of city properties to include: Pride in Progress, highway medians, all city parks, all athletic fields, city public buildings, city street-scape, all retention ponds, growth in right of ways, and DOT contract areas.
- Assists controlling expenditures for landscape maintenance.
- Assists in the formulation of policies and regulations regarding landscape maintenance.
- Responsible for all city irrigation maintenance.
- Supervise cleaning parks on a regular basis.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND

ABILITIES:

- Considerable knowledge of pertinent methods, materials, supplies, tools and practices to include: Proper techniques for planting, fertilizing and pruning trees, shrubs, vines and ground covers; weed management methods; design, installation and repair of irrigation systems and turf grass management techniques.
- Considerable knowledge of the safety hazards of the types of work being performed and of necessary safety precautions.
- Knowledge of supervisory methods and techniques.
- Ability to plan, assign and supervise the work of others.
- Ability to prepare oral and written reports.
- Ability to understand and carry out oral and written reports.
- Ability to understand and carry out oral and written instructions
- Ability to maintain records and reports.
- Ability to establish and maintain effective working relationships with employees and the public.

#### HOURS OF WORK, SUPERVISORY RESPONSIBILITIES, AND ACCOUNTABILITY REQUIREMENTS:

- Normal working hours, Monday through Friday.
- Subject to weekend duty and emergency call out as needed.
- Reports to Landscape Director

#### JOB SUMMARY:

This is a working supervisory position directing the activities of skilled and semi-skilled workers and directing horticulture and landscape maintenance of City properties. The employee in this position is responsible for planning, supervising and coordinating the work of professional, technical and non-professional employees. General direction is received from the Landscape Director. However, the employee has considerable latitude for exercising judgement and improvisation of methods in the planning, assigning and performing of work. Work is evaluated upon completion based on results and overall impact achieved. The employee is subject to emergency call-out and weekend hours as a routine part of the regular duties.

#### PHYSICAL REQUIREMENTS:

Employee is regularly required to use hands and fingers to hold or feel, reach with hands and arms, walk, talk, smell, hear and drive. The employee is occasionally required to stand, sit, climb, balance, stoop, crouch and crawl. Specific vision abilities include close, distance, color and peripheral vision and depth perception. The employee regularly lifts and/or moves up to 45 pounds and occasionally lifts and/or moves up to 90 pounds.

This description does not constitute a written or implied contract of employment. Duties may be modified as necessary. Reasonable accommodations may be made for qualified individuals who identify themselves with a disability pursuant to the ADA.

Range: 21

Approved by Council: 11/10/03

Approved by CSB:

\jd

## **Landscape Municipal Service Worker I**

**WORKING TITLE:** Municipal Service Worker I

### **BASIC REQUIREMENTS:**

Education: High School Diploma or equivalent.

Experience: One (1) year in outdoor work and lawn maintenance operation

### **LICENSE REQUIREMENTS, CERTIFICATES, ETC.**

- Current and Valid State of Florida driver's license

**ESSENTIAL JOB FUNCTIONS: (These examples are only representative work samples for this classification and do not include all duties or special work assignments that may be required of this classification or job.)**

- Loads and unloads trash cans and litter from all City parks and properties
- Operates and repairs basic hand tools and equipment
- Cuts grass, rakes, and picks up paper and debris; weeds, waters and performs other grounds keeping duties
- Assists in the maintenance of recreational, municipal and right of way areas
- Operates mower, weed eater, chain saws and other equipment
- May operate pick-up truck
- Completes daily work orders
- Work occasional weekends

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Some knowledge of the methods, tools and materials used in landscape maintenance
- Some knowledge of pertinent safety standards and practices followed in construction, maintenance and repair work
- Ability to keep simple records
- Ability to maintain harmonious relationships with the public
- Skill in routine care and use of tools and equipment
- Ability to operate and maintain commercial lawn equipment
- Ability to withstand working outdoors under variable weather conditions and risks
- Ability to work at heights on occasions

**HOURS OF WORK, SUPERVISORY RESPONSIBILITY AND ACCOUNTABILITY REQUIREMENTS:**

- This is a classified position consisting of forty (40) hours per week.
- Required to observe all City of Milton policies including but not limited to occupational safety.
- Normal business hours, Monday through Friday, some weekends
- There is no routine supervisory responsibility in this position; may augment supervisory staff in absence of supervisors.

**JOB SUMMARY:**

An employee in this job under general supervision performs a variety of duties, which may include collecting litter and the performance of laboring duties in the light construction, maintenance and repair areas. Assignments are outlined and work is routine. Work is spot checked for successful completion.

**PHYSICAL REQUIREMENTS:**

Ability to lift 25 pounds or more

Ability to work outside in all conditions

This description does not constitute a written or implied contract of employment. Duties may be modified as necessary. Reasonable accommodations may be made for qualified individuals who identify themselves with a disability pursuant to the ADA.

**Range: 11**

**Approved by Council:**

**Approved by CSB:** \_\_\_\_\_

## **Landscape Municipal Service Worker II**

**WORKING TITLE:** Municipal Service Worker II

**BASIC REQUIREMENTS:**

Education: High School Diploma or equivalent.

Experience: Two-Three (2-3) years in outdoor work and lawn maintenance operation

**LICENSE REQUIREMENTS, CERTIFICATES, ETC.**

- Current and Valid State of Florida driver's license

**ESSENTIAL JOB FUNCTIONS: (These examples are only representative work samples for this classification and do not include all duties or special work assignments that may be required of this classification or job.)**

- Loads and unloads trash cans and litter from all City parks and properties
- Operates and repairs basic hand tools and equipment
- Cuts grass, rakes, and picks up paper and debris; weeds, waters and performs other grounds keeping duties
- Assists in the maintenance of recreational, municipal and right of way areas
- Operates mower, weed eater, chain saws and other equipment
- May operate pick-up truck
- Completes daily work orders
- Work occasional weekends
- Reports to Director or Supervisor
- Be responsible for routine maintenance routes
- Be responsible for maintenance of right of ways
- Ability to diagnose and repair minor irrigation systems
- Ability to diagnose and repair maintenance equipment
- Knowledge of basic chemical application (i.e.: round-up)
- Ability to assist with athletic field maintenance
- Ability to assist in tree care maintenance

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- Some knowledge of the methods, tools and materials used in landscape maintenance
- Some knowledge of pertinent safety standards and practices followed in construction, maintenance and repair work
- Ability to keep simple records
- Ability to maintain harmonious relationships with the public
- Skill in routine care and use of tools and equipment
- Ability to operate and maintain commercial lawn equipment
- Ability to withstand working outdoors under variable weather conditions and risks
- Ability to work at heights on occasions

## **HOURS OF WORK, SUPERVISORY RESPONSIBILITY AND ACCOUNTABILITY REQUIREMENTS:**

- This is a classified position consisting of forty (40) hours per week.
- Required to observe all City of Milton policies including but not limited to occupational safety.
- Normal business hours, Monday through Friday, some weekends
- There is no routine supervisory responsibility in this position; may augment supervisory staff in absence of supervisors.

## **JOB SUMMARY:**

An employee in this job under general supervision performs a variety of duties, which may include collecting litter and the performance of laboring duties in the light construction, maintenance and repair areas. Assignments are outlined and work is routine. Work is spot checked for successful completion.

## **PHYSICAL REQUIREMENTS:**

Ability to lift 25 pounds or more

Ability to work outside in all conditions

This description does not constitute a written or implied contract of employment. Duties may be modified as necessary. Reasonable accommodations may be made for qualified individuals who identify themselves with a disability pursuant to the ADA.

**Range: 13**

**Approved by Council:**

**Approved by CSB:** \_\_\_\_\_

## **Landscape Municipal Service Worker III**

**WORKING TITLE:** Municipal Service Worker III

**BASIC REQUIREMENTS:**

Education: High School Diploma or equivalent.

Experience: Four-Five (4-5) years in outdoor work and lawn maintenance operation

**LICENSE REQUIREMENTS, CERTIFICATES, ETC.**

- Current and Valid State of Florida driver's license
- Ability to obtain Limited Lawn & Ornamental license per Chapter 482 of the Florida Statutes and a Public Right-of-Way Pesticide Application license per Chapter 487 Florida Statutes.

**ESSENTIAL JOB FUNCTIONS: (These examples are only representative work samples for this classification and do not include all duties or special work assignments that may be required of this classification or job.)**

- Loads and unloads trash cans and litter from all City parks and properties
- Operates and repairs basic hand tools and equipment
- Cuts grass, rakes, and picks up paper and debris; weeds, waters and performs other grounds keeping duties
- Assists in the maintenance of recreational, municipal and right of way areas
- Operates mower, weed eater, chain saws and other equipment
- May operate pick-up truck
- Completes daily work orders
- Work occasional weekends
- Reports to Director or Supervisor
- Be responsible for routine maintenance routes
- Be responsible for maintenance of right of ways
- Ability to diagnose and repair minor irrigation systems
- Ability to diagnose and repair maintenance equipment
- Knowledge of basic chemical application (i.e.: round-up)
- Ability to assist with athletic field maintenance
- Ability to assist in tree care maintenance
- Ability to fill in for Supervisor and/or run daily operation in Supervisors absence
- Knowledge of daily schedule
- Advanced knowledge of irrigation systems
- Advanced knowledge of equipment repair and maintenance
- Advanced knowledge of chemical application
- Knowledge of athletic turf care and maintenance
- Ability to identify insect and disease issues on athletic field turf
- Knowledge of multiple sport field set ups
- Ability to prepare athletic fields for games and tournaments
- Ability to properly use heavy equipment

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- Advanced knowledge of the methods, tools and materials used in landscape maintenance
- Some knowledge of pertinent safety standards and practices followed in construction, maintenance and repair work
- Ability to keep simple records
- Ability to maintain harmonious relationships with the public
- Skill in routine care and use of tools and equipment
- Ability to operate and maintain commercial lawn equipment
- Ability to withstand working outdoors under variable weather conditions and risks
- Ability to work at heights on occasions

## **HOURS OF WORK, SUPERVISORY RESPONSIBILITY AND ACCOUNTABILITY REQUIREMENTS:**

- This is a classified position consisting of forty (40) hours per week.
- Required to observe all City of Milton policies including but not limited to occupational safety.
- Normal business hours, Monday through Friday, some weekends
- There is no routine supervisory responsibility in this position; may augment supervisory staff in absence of supervisors.

## **JOB SUMMARY:**

An employee in this job under general supervision performs a variety of duties, which may include collecting litter and the performance of laboring duties in the light construction, maintenance and repair areas. Assignments are outlined and work is routine. Work is spot checked for successful completion.

## **PHYSICAL REQUIREMENTS:**

Ability to lift 25 pounds or more

Ability to work outside in all conditions

This description does not constitute a written or implied contract of employment. Duties may be modified as necessary. Reasonable accommodations may be made for qualified individuals who identify themselves with a disability pursuant to the ADA.

**Range: 15**

**Approved by Council:**

**Approved by CSB:** \_\_\_\_\_

# 236

# LINDSAY & LINDSAY

A PROFESSIONAL ASSOCIATION  
ATTORNEYS AT LAW  
5218 WILLING STREET  
MILTON, FLORIDA 32570

ALLEN W. LINDSAY, JR. \*  
(awl@lal-law.com)

HEATHER F. LINDSAY \*  
(hfl@lal-law.com)

\*ALSO ADMITTED IN ALABAMA

(850) 623-3200  
FAX (850) 623-0104

[www.lal-law.com](http://www.lal-law.com)

REPLY TO  
POST OFFICE BOX 536  
MILTON, FLORIDA 32572

June 17, 2016

Via Email  
Mr. Brian Watkins, City Manager  
CITY OF MILTON  
P. O. Box 909  
Milton, FL 32572

Re: 35th Annual Florida Municipal Attorneys Association Seminar  
File No. 2c-0185

Dear Brian:

Please find attached a copy of the information regarding the above-referenced seminar which will be held in Bonita Springs from July 28-30, 2016. Attendance at these seminars is extremely valuable for legal updates and written materials. A multitude of issues affecting municipalities will be covered, as shown in the attached program. The only charges involved will be lodging (approximately \$600 for three nights), fuel reimbursement (estimate \$100), and the registration fee (\$275).

I would like to ask at the Committee of the Whole that this trip be approved and placed on the agenda for the July City Council meeting for a vote. Should you require further information, please do not hesitate to contact me. Thank you for your attention to this matter.

Sincerely,



Heather F. Lindsay

HFL/lh

Attachments

# 35<sup>th</sup> Annual Seminar

**FLORIDA MUNICIPAL ATTORNEYS ASSOCIATION**

Hyatt Regency Coconut Point - Bonita Springs  
July 28-30, 2016



# Florida Municipal Attorneys Association – 35th Annual Seminar

## Hyatt Regency Coconut Point - Bonita Springs • July 28-30, 2016

Return completed form with registration fees to: Florida Municipal Attorneys Association, P.O. Box 1757, Tallahassee, FL 32302-1757; (850) 222-9684. Make checks payable to Florida Municipal Attorneys Association. Visa or MasterCard payments may be emailed to [mhowe@flcities.com](mailto:mhowe@flcities.com) or faxed to (850) 222-3806. Online registration also is available at [www.fmaa.us](http://www.fmaa.us).

**Please type or print information.**

Full Name: \_\_\_\_\_ First Name or Nickname: \_\_\_\_\_  
(as you wish it to appear on badge)

Title: \_\_\_\_\_ Representing: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_

Spouse (if attending): \_\_\_\_\_ First Name or Nickname: \_\_\_\_\_  
(as you wish it to appear on badge)

Payment must accompany each registration	Qty.	Fee	Fee Paid
<b>Registration: On/Prior to July 8, 2016</b> <i>(Includes up to two reception tickets and one luncheon ticket)</i>	_____	@ \$ 275.00 = \$	_____
<b>Regular Registration: After July 8, 2016</b> <i>(Includes up to two reception tickets and one luncheon ticket)</i>	_____	@ \$ 300.00 = \$	_____
<b>Extra Luncheon Ticket</b> <i>(One included in registration)</i>	_____	@ \$ 25.00 = \$	_____
<b>Extra Reception Ticket</b> Children Ages 5-12	_____	@ \$ 15.00 = \$	_____
<b>Extra Reception Ticket</b> Children Ages 13 and Older/Adult <i>(Two included in registration)</i>	_____	@ \$ 25.00 = \$	_____
<b>Total Fee Paid</b>			\$ _____

Please indicate below the meal functions you plan to attend and if you will bring a spouse/guest.

I plan to attend the lunch:  Yes  No

I plan to attend the reception:  Yes  No

I also will have one spouse/guest attending the reception:  Yes  No

**Cancellation Policy:** Because of the requirement for advance attendance guarantees, cancellations must be received and confirmed by Friday, July 15, 2016.

**NOTE:** If you are physically challenged, require special services, or if you have special dietary needs, please attach a written description to this form.

Amount Enclosed: \$ \_\_\_\_\_ Method of Payment:  Check *(made payable to FMAA)*

**NOTE:** If you wish to pay via Visa or MasterCard you must register online. See page 2 of the announcement for details.

## George Rials

---

**From:** signcrafter@bellsouth.net  
**Sent:** Thursday, June 23, 2016 9:10 AM  
**To:** George Rials  
**Subject:** Fw: seals

George – I'm sending this so you have it for the meeting, I have another quote coming today and will get that to you when I receive it.

I think this is the best thing for the bigger building signs, the other quote/method will be best for the interior ones, I should have it by noon

### Exterior seals:

Quantity (2)

5' circles

Each seal made from 4" thick urethane foam and finished with epoxy hard coat

Lettering and circles (rings) embossed 1" depth

Center graphic (flags and blended background in center) to be flat full color digital print

Price \$4431 for both \*\* No Install included

### Interior seals:

Quantity (2)

2' circle / 3' circle

Each seal made from 3" thick urethane foam and finished with epoxy hard coat

Lettering and circles (rings) embossed .75" depth

Center graphic (flags and blended background in center) to be flat full color digital print

Price for (1) 2' \$499 \*\*No Install included

Price for (1) 3' \$648 \*\*No Install included

Kevin Arrant

Signcrafters of NW, FL

5273 Hwy 90

Pace, FL 32571

850-995-0010

signcrafter@bellsouth.net

Visit our Facebook page at

<https://www.facebook.com/pages/Signcrafters/154951564540072?ref=hl>

To: City Council

From: Dewitt Nobles

Subject: Training for Continuing Training in Orange Beach, Alabama  
for Curtis Krebs

Yearly training recommended by the City auditors each year.

Date: June 09, 2016

---

I am requesting authorization for training in Orange Beach, AL for Curtis Krebs for August 24-25, 2016. The training is 2 days for both the "2016 Governmental Accounting & Auditing Update" and the "2016 The Single Audit From Beginning to End" class. The training is presented by the University of North Alabama continuing education seminars. No mileage expense will be required.

Cost for two days is: \$ 518.00

Total Cost \$ 518.00

To: City Manager/Brian Watkins  
From: Lt. Geoffrey Freeman  
Subject: Fire Pension Amendments  
Date: June 27, 2016



Attached are two amendments for councils review:

The Share Plan amendment is required by Florida statute, and noncompliance will result in the loss of all state plan funding. The City and pension plan members have mutually consented to utilize all future premium tax dollars for the purpose of plan funding, therefore leaving the share plan component unfunded.

The IRS favorable determination letter amendment will bring the current Ordinance into compliance with all applicable Federal Tax laws. Noncompliance could result in the loss of the plans current IRS standing and all future income would be subject to income taxes.

\*Neither of the two amendments will cost any additional funding, and in fact could reduce future funding requirements. There are no benefit improvements involved here, only the alteration of ordinance language to comply with Federal and State requirements.

## History of proposed amendments

### Share Plan Creation

May 22, 2015; CS/SB 172: Local Government Pension Reform:

- Bill became effective
  - SB 172 requires that each plan sponsor must create a share plan/supplemental defined contribution plan (hereinafter "share plan") within the local law plan for the payment of special benefits. The new share plan must be adopted upon entering into a collective bargaining agreement on or after July 1, 2015, or by October 1, 2015, for non-collectively bargained service. Depending upon the application of Section 175.351 and 185.35 to your plan, the new share plan may or may not receive any funding. Any share plan in existence on March 1, 2015, shall be deemed to be a defined contribution plan in compliance with Sections 175.351(6) and 185.35(6).
- October 13, 2015; The City of Milton and the members of the Fire Department Pension Plan mutually consent to utilizing all Premium Tax dollar overages for the purpose of plan funding. The Share plan will be created as required by law, but will not receiving any funding.
- April 21, 2016; Lee Dehner's services are retained, for the purposes of drafting the required amendment to the Pension Ordinance.
- June 27, 2016; Completed amendment and cover letter provided to Chairman Geoffrey Freeman for submission to the City of Milton.

### IRS Favorable Determination Letter:

- In light of the potential devastating effects a negative audit conducted by the IRS could have to the plan. The Milton Fire Pension Board, recommended to the City of Milton to undergo the voluntary compliance process, and identify any issues within the ordinance that were not compliant with IRS standards.
- December 2010; Mike Stebbins, board attorney recommends the Plan sponsor hire Attorney Gray Robinson to handle the voluntary compliance process, and draft any amendment that may be needed.
- December 2010; letter submitted to council, regarding the recommendations of attorney Mike Stebbins to hire Gray Robinson.
- Gray Robinson's services retained and process begun.
- April 20, 2016; A Lengthy process ensued, resulting in the proposed amendment.



Dead line for acceptance is December 2016

Law Offices

**Christiansen & Dehner, P.A.**

63 Sarasota Center Blvd. Suite 107 Sarasota, Florida 34240 • 941-377-2200 • Fax 941-377-4848

June 27, 2016

Mr. Geoffrey Freeman  
City of Milton Municipal Firefighters' Pension Trust Fund  
5321 Stewart Street  
Milton, FL 32570

Re: City of Milton Municipal Firefighters' Pension Trust Fund - Proposed Ordinance

Dear Geoffrey:

Enclosed please find a proposed ordinance amending the City of Milton Municipal Firefighters' Pension Trust Fund. With the recent adoption by the Florida Legislature of Chapter 2015-39, Laws of Florida, the following amendment to the pension plan is proposed:

Section 38-373, Supplemental Benefit Component for Special Benefits; Chapter 175 Share Accounts, is a new Section being added to the plan. This Section creates a 'Share Plan', or defined contribution component, and the addition of a share plan is a requirement of recently adopted Chapter 2015-39, Laws of Florida, for all pension plans that are subject to the provisions of Chapters 175 and 185, Florida Statutes. The additional administrative provisions will be amended if funding occurs.

By copy of this letter to the Board's actuary, Foster & Foster, Inc., I am requesting that they provide you with a letter indicating the cost, if any, associated with the adoption of this ordinance. Please provide a copy of the document to the members of the Board for review at the next meeting. If you have any questions with regard to this ordinance, please feel free to give me a call.

This ordinance should be adopted prior to August 2016 to avoid delay in the payment of state monies. Also, it is my understanding that mutual consent on use of state money has been agreed to between the membership and the City and it should be signed by both prior to August 2016.

Yours very truly,



H. Lee Dehner

HLD/ksh  
enclosure

e-copy: Michael Stebbins, with enclosure  
Jason Franken, with enclosure

Dictated by Mr. Dehner  
but signed in his absence  
to avoid delay in mailing

AN ORDINANCE OF THE CITY OF MILTON AMENDING THE CITY OF MILTON MUNICIPAL FIREFIGHTER' PENSION TRUST FUND, ADOPTED PURSUANT TO ORDINANCE NO. 987, AS SUBSEQUENTLY AMENDED; ADDING SECTION 38-373, SUPPLEMENTAL BENEFIT COMPONENT FOR SPECIAL BENEFITS; CHAPTER 175 SHARE ACCOUNTS; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR CODIFICATION AND PROVIDING AN EFFECTIVE DATE.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MILTON, FLORIDA;

**SECTION 1:** That the City of Milton Municipal Firefighters' Pension Trust Fund, adopted pursuant to Ordinance No. 987, as subsequently amended, is hereby further amended by adding Section 38-373, Supplemental benefit component for special benefits; Chapter 175 share accounts, to read as follows:

**Sec. 38-373. Supplemental benefit component for special benefits; Chapter 175 share accounts.**

There is hereby established an additional plan component to provide special benefits in the form of a supplemental retirement, termination, death and disability benefits to be in addition to the benefits provided for in the previous Sections of this Plan, such benefit to be funded solely and entirely by F.S. Chapter 175, premium tax monies for each plan year which are allocated to this supplemental component as provided for in F.S. §175.351. Amounts allocated to this supplemental component ("Share Plan") shall be further allocated to the members and DROP participants in a manner to be agreed upon.

Secs. ~~38-373~~ 38-374--38-400.- Reserved.

**SECTION 2:** If any section, subsection, sentence, clause, phrase of this ordinance, or the particular application thereof shall be held invalid by any court, administrative agency, or other body with appropriate jurisdiction, the remaining section, subsection, sentences, clauses, or phrases under application shall not be affected thereby.

**SECTION 3:** Specific authority is hereby granted to codify and incorporate this Ordinance in the existing Code of Ordinances of the City of Milton.

**SECTION 4:** All Ordinances or parts of Ordinances in conflict herewith be and the same are hereby repealed.

**SECTION 5:** That this Ordinance shall become effective upon its adoption.

PASSED ON FIRST READING, this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

2016. PASSED AND ADOPTED ON SECOND READING, this \_\_\_\_\_ day of \_\_\_\_\_,

ATTEST:

MAYOR \_\_\_\_\_

CITY CLERK \_\_\_\_\_

Approved as to form:

CITY ATTORNEY \_\_\_\_\_

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: APR 20 2016

CITY OF MILTON  
C/O LOWELL WALTERS  
401 E JACKSON ST STE 2700  
TAMPA, FL 33602

Employer Identification Number:  
59-6000377  
DLN:  
17007049214011  
Person to Contact:  
JENNIFER M THIMMADASIAH ID# 31316  
Contact Telephone Number:  
(513) 263-4613  
Plan Name:  
CITY OF MILTON MUNICIPAL  
FIREFIGHTERS PENSION TRUST FUND  
Plan Number: 001

Dear Applicant:

Based on the information you provided, we are issuing this favorable determination letter for your plan listed above. However, our favorable determination only applies to the status of your plan under the Internal Revenue Code and is not a determination on the effect of other federal or local statutes. To use this letter as proof of the plan's status, you must keep this letter, the application forms, and all correspondence with us about your application.

Your determination letter does not apply to any qualification changes that become effective, any guidance issued, or any statutes enacted after the dates specified in the Cumulative List of Changes in Plan Requirements (the Cumulative List) for the cycle you submitted your application under, unless the new item was identified in the Cumulative List.

Your plan's continued qualification in its present form will depend on its effect in operation (Section 1.401-1(b)(3) of the Income Tax Regulations). We may review the status of the plan in operation periodically.

You can find more information on favorable determination letters in Publication 794, Favorable Determination Letter, including:

- The significance and scope of reliance on this letter,
- The effect of any elective determination request in your application materials,
- The reporting requirements for qualified plans, and
- Examples of the effect of a plan's operation on its qualified status.

You can get a copy of Publication 794 by visiting our website at [www.irs.gov/formspubs](http://www.irs.gov/formspubs) or by calling 1-800-TAX-FORM (1-800-829-3676) to request a copy.

This letter considered the 2009 Cumulative List of Changes in Plan Qualification Requirements.

We made this determination on the condition that you adopt the proposed

Letter 5274

CITY OF MILTON

amendments you submitted in your letter dated 10/7/15, on or before the date the Income Tax Regulations provide under Section 401(b) of the Internal Revenue Code.

We based this determination letter solely on your claim that the plan meets the requirements of a governmental plan under Section 414(d) of the Internal Revenue Code.

This determination letter applies to the plan and related documents you submitted with the application you filed during the remedial amendment cycle ending 1/31/11.

This letter is not a determination with respect to any language in the plan or any amendment to the plan that reflects Section 3 of the Defense of Marriage Act, Pub. L. 104-199, 110 Stat. 2419 (DOMA) or U.S. v. Windsor, 133 S. Ct 2675 (2013), which invalidated that section.

If you submitted a Form 2848, Power of Attorney and Declaration of Representative, or Form 8821, Tax Information Authorization, with your application and asked us to send your authorized representative or appointee copies of written communications, we will send a copy of this letter to him or her.

If you have any questions, you can contact the person listed at the top of this letter.

Sincerely,



Karen D. Truss  
Director, EP Rulings & Agreements

AN ORDINANCE OF THE CITY OF MILTON AMENDING THE CITY OF MILTON MUNICIPAL FIREFIGHTERS' PENSION TRUST FUND, ADOPTED PURSUANT TO ORDINANCE NO. 987, AS SUBSEQUENTLY AMENDED; AMENDING SECTION 38-372, DEFERRED RETIREMENT OPTION PLAN (DROP), BY CLARIFYING THE METHOD FOR DETERMINING EARNINGS, REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING AN EFFECTIVE DATE.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MILTON, FLORIDA:

SECTION 1: That the City of Milton Municipal Firefighters' Pension Trust Fund, adopted pursuant to Ordinance No. 987, as subsequently amended, is hereby amended by amending Section 38-372(c)(2)b.(2), to read as follows:

(2) Earnings, determined as follows: The average daily balance in a member's DROP account shall be credited or debited at a rate equal to the net investment return realized by the system for that quarter. For purposes of this subsection, the term "net investment return" means the total return of the assets in which the member's DROP account is invested by the board net of brokerage commissions, transaction costs and management fees-, determined based on the formula  $2I/(A+B-I)$  where:

I = Investment income

A = Beginning of period asset value

B = End of period asset value

SECTION 2: Specific authority is hereby granted to codify and incorporate this Ordinance in the existing Code of Ordinances of the City of Milton.

SECTION 3: All Ordinances or parts of Ordinances in conflict herewith be and the same are hereby repealed.

SECTION 4: That this Ordinance shall become effective upon its adoption.

PASSED ON FINAL READING, this \_\_\_\_ day of \_\_\_\_\_, 2015.

PASSED AND ADOPTED ON SECOND READING, this \_\_\_\_ day of \_\_\_\_\_,  
2015.

\_\_\_\_\_  
MAYOR

First Reading:  
w/ changes:  
Second Reading:

ATTEST:

\_\_\_\_\_  
CITY CLERK

Approved as to form:

\_\_\_\_\_  
CITY ATTORNEY

**A PROCLAMATION**

**HEMOCHROMATOSIS SCREENING AWARENESS MONTH**

**WHEREAS:** Hemochromatosis is a genetic disorder which causes excess iron to accumulate in the liver, heart, pancreas, sex glands and joints; and

**WHEREAS:** Ironitout.org estimates that one in 200 Floridians and 1,500,000 Americans have this disorder, yet remain undiagnosed; and

**WHEREAS:** With early diagnosis and treatment, Hemochromatosis patients can enjoy a healthy and full life-span; and

**WHEREAS:** Because few people are aware of the symptoms or risk factors involved with this disorder, Ironitout.org is working to raise public awareness and encourage routine screening; now

**THEREFORE:** I, Wesley Meiss, Mayor of the City of Milton, FL, do hereby proclaim the month of July 2016 as "HEMOCHROMATOSIS SCREENING AWARENESS MONTH" in the City of Milton in support of Ironitout.org and its efforts to combat this treatable disorder.

**IN WITNESS WHEREOF,** I have set my hand and caused to be affixed the official seal of the City of Milton, Florida, this \_\_\_\_\_ day of July, 2016.

\_\_\_\_\_  
**Wesley Meiss, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Dewitt Nobles, City Clerk**

#244

**Rick Scott**  
GOVERNOR



**Cissy Proctor**  
EXECUTIVE DIRECTOR

June 28, 2016

Brian Watkins, City Manager  
City of Milton  
P. O. Box 909  
Milton, FL 32572

Re: FY 2016-2017 Community Planning Technical Assistance Grants

Dear Mr. Watkins:

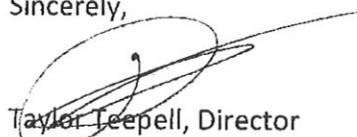
Thank you for your interest in the Department of Economic Opportunity's community planning technical assistance grant program. The level of interest in the program has been extremely high, with the Department receiving 110 requests totaling nearly \$4.6 million.

I am pleased to inform you that the City of Milton Community Life Cycle Plan project described in your grant request letter was selected for funding in the amount of **\$30,000**. We look forward to working with you to finalize the scope of work and execute the grant agreement. Department program staff will be in contact in the near future to get the process underway for this project.

I regret to inform you that the City's Stewart Street Comprehensive Market Study proposal was not selected for funding this fiscal year. Technical assistance grant funding may be available on an annual basis, subject to legislative approval, and I encourage you to apply again in the future.

if you have any questions, please do not hesitate to contact Sherry Spiers, Regional Planning Administrator, by telephone at 850-717-8499 or by email at [Sherry.Spiers2@deo.myflorida.com](mailto:Sherry.Spiers2@deo.myflorida.com).

Sincerely,



Taylor Teepell, Director  
Division of Community Development

TT/ss

cc: Stella Lewis, DEO Agreement Manager

Florida Department of Economic Opportunity | Caldwell Building | 107 E. Madison Street | Tallahassee, FL 32399  
850.245.7105 | [www.floridajobs.org](http://www.floridajobs.org)  
[www.twitter.com/FLDEO](http://www.twitter.com/FLDEO) | [www.facebook.com/FLDEO](http://www.facebook.com/FLDEO)

An equal opportunity employer/program. Auxiliary aids and service are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/ITD equipment via the Florida Relay Service at 711.

**Pam Haddan**

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**From:** Heather Adams  
**Sent:** Monday, June 27, 2016 3:27 PM  
**To:** Pam Haddan  
**Subject:** FW: Vision Benefit Upgrade  
**Attachments:** 2016 Renewal - City of Milton.pdf

Will you put this on our agenda for the meeting please.

**From:** Anna Causey [mailto:anna@ciscompanies.com]  
**Sent:** Tuesday, June 21, 2016 1:10 PM  
**To:** Heather Adams <heather.adams@ci.milton.fl.us>  
**Cc:** Brian Watkins <brian.watkins@ci.milton.fl.us>  
**Subject:** Vision Benefit Upgrade

Hi Heather,

I have attached the renewal rates with Avesis to upgrade the frames to every 12 months instead of every year. It's not bad but does represent about a \$1/month increase on the single and about \$3 on the family.

Please let me know if you would like to move forward with the change. If so, we will have paperwork that will need to be completed. If not, your rates and benefits will remain as is for another year.

Thank you!

*Anna B. Causey, ChHC®, RHU®*  
**Vice President**

Combined Insurance Services, Inc.  
2704 North 12<sup>th</sup> Avenue  
Pensacola, FL 32503  
(850) 433-9996  
(850) 432-5726 / Fax  
[www.ciscompanies.com](http://www.ciscompanies.com)



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GENERAL DISCLAIMER: Combined Insurance Services' employees and agents do not provide Legal or Tax Advice.



June 20, 2016

RE: City of Milton  
Advantage Vision Plan Renewal

Thank you for choosing Avesis as your vision care provider. We are privileged to have **City of Milton** as our client. We are committed to maintaining our high customer satisfaction rating by ensuring that our clients receive the best vision care experience available. We look forward to continuing our relationship with you and serving as your vision carrier of choice in the upcoming years.

We are pleased to offer a **two (2)** year guarantee with the following premium rates:

<b>Group Number:</b>	<b>90791-1000</b>
<b>Renewal Period:</b>	<b>October 1, 2016 to September 30, 2018</b>
<b>Plan:</b>	<b>936</b>
<b>Current Rates:</b>	<b>\$6.50 / \$13.05 / \$12.39 / \$19.56</b>
<b>Renewal Rates*:</b>	<b>\$7.47 / \$15.00 / \$14.25 / \$22.49</b>

Your vision benefits will renew automatically on the date shown above unless otherwise indicated by you in advance of the scheduled renewal date. Please sign and return the attached Renewal Agreement and your vision plan will continue to remain in effect from October 1, 2016 to September 30, 2018. Signed renewals should be emailed to [renewals@avesis.com](mailto:renewals@avesis.com) or faxed to 1-855-643-6630 within 30 days of the renewal date.

If you should have any questions or need additional information regarding your renewal, please contact me at 727.771-5174 or by email at [Jcarta@avesis.com](mailto:Jcarta@avesis.com).

Sincerely,

Joy Carta  
Account Manager

\*Premium is subject to adjustment in the event of changes in benefits, contributions, or the number of eligible employees, or any future additional tax, fee or assessment imposed by the Federal or State governments with associated administrative costs and expenses.

\*\*Beginning in 2014, health insurers are required to pay an annual Health Insurer Assessment Fee (HIAF) in accordance with Section 9010 of the Patient Protection and Affordable Care Act (PPACA). The amount due from each insurer is based on the insurer's market share of health premiums, including dental and vision insurance premiums. Rates in this renewal notification are adjusted to reflect the estimated cost of this fee. We reserve the right to adjust rates based on PPACA fees or assessments imposed by any governmental authority or agency

