

**AGENDA  
EXECUTIVE COMMITTEE MEETING  
12/5/2016  
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:**

- 1) Recognition of Outgoing Council Members

**PERSONS TO APPEAR:**

**CITY ATTORNEY'S REPORT**

**CITY CLERK'S REPORT**

## AGENDA ITEMS

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

**Item** 315 Drainage Issue at Susan Street Church of Christ

**Committee Recommendation** Vote Required

Committee recommends Susan Street Church of Christ file a petition for an informal or formal determination on their property since it is private property

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

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

**Item** 388 Residential Back Yard Pickup, Residential Garbage Exemption and Commercial Garbage Exemptions

**Committee Recommendation** Vote Required

Committee recommends approval of the Residential Back Yard Pickup, Residential Garbage Exemptions and Commercial Garbage Exemptions

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

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

**Item** 382 No Thru Trucks designation for North Willing Street

**Committee Recommendation** Vote Required

Committee recommends installation of no thru truck signs on all approaches to North Willing Street based upon repeat incidences of damage.

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

### **Parks & Recreation - Chairman: Councilwoman Sharon Holley**

**Item** 384 Bands on the Blackwater 2017 Spring Series Event Application

**Committee Recommendation** Vote Required

Committee recommends approval of the Bands on the Blackwater 2017 Spring Series Event Application

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

**Item 366** Event Application from Cemetery Board for Fundraiser

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

Committee recommends approval of the Event Application and approval of the purchase of tickets through the Natural Gas Marketing fund.

**Cost**                      \$2,000.00                      **Funding Source**                      Budget

**LEAP - Chairwoman: Councilwoman Mary Ellen Johnson**

**Item**    390 Camp Fire Program

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

Committee recommends allowing Camp Fire Program to use portable buildings on James Street and refer to LEAP Sub-Committee for review of Camp Fire Program and recommended funding levels

**Cost**                      \$10,500.00                      **Funding Source**

**Finance - Chairman: Councilman Jimmy Messick**

**Item**    378 Bad Debt Write-off for November 2016

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

Committee recommends write off for November, 2016 \$4,249.52  
FYTD \$9,128.65, less collections and gas fee account credit of (\$2,202.16) for a net total of \$6,926.49

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

**Administration - Chairman: Councilman Grady Hester**

**Item**    387 Meeting Times on December 13th for Special Session, CRA and Council

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

Committee recommends the following times for the meetings on December 13, 2016:  
Individual Pictures for Newly Elected Council: 4:15 pm  
Group Pictures of all Council: 4:30 pm  
Swearing In Special Session - 4:45 pm  
CRA - 5:00 pm  
Council Meeting - 5:15 pm  
Reception to follow Council Meeting

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

**Item** 380 New Proposed Date for Planning Workshop - December 14th at 1:30 p.m.

**Committee Recommendation** Vote Required

Committee recommends holding a Planning Workshop on December 14th at 1:30 p.m.

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

**Item** 379 Sunday Alcohol Sales

**Committee Recommendation** Vote Required

Committee recommends forwarding this item to Council on December 13, 2016 for review and consideration

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

**Item** 375 Approval of 2017 Holiday Schedule

**Committee Recommendation** Vote Required

Committee recommends approval of the 2017 Holiday Schedule

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

**Item** 362 Policies for Approval:

4.2 Tobacco-Free Workplace Policy

5.2 Policy on Letters of Counseling

**Committee Recommendation** Vote Required

Staff recommends approving the following policies:

4.2 Tobacco-Free Workplace Policy

5.2 Policy on Letters of Counseling

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

**MAYOR REPORT: WESLEY MEISS**

**CITY MANAGER'S REPORT:**

**OTHER BUSINESS:**

**Item** 399 Fire Service Assessment Resolution for 2017

**Description**

A resolution needs to be approved for the Fire Service Assessment to be added to the TRIM Notice for 2017

**Staff Recommendation** Vote Required

Staff recommends approval of a Fire Service Assessment Resolution to be read at the Council Meeting set for Tuesday, December 13, 2016 so it can be added to the TRIM Notice

Cost                      \$0.00                      Funding Source

**Item** 398 Rezoning of 6821 Caroline Street

**Description**

The Milton Planning Board reviewed an application for the rezoning of 6821 Caroline Street from RC-1 to Traditional Neighborhood District (TND) to supersede the existing and underlying zoning designation of RC-1 in order to expand the uses of the property

**Staff Recommendation** Vote Required

The Milton Planning Board recommends the rezoning of 6821 Caroline Street from RC-1 to TND to supersede the existing and underlying zoning designation of RC-1 in order to expand the uses of the property

Cost                      \$0.00                      Funding Source

**Item 381 Letter to DEO Concerning CDBG Utility Relocation**

**Description**

The city was awarded a \$700,000 CDBG grant for the development of Gill-Bass Park, installation of lighting and landscaping on south Canal Street and relocation of utilities along north Canal Street. A Letter to Dept. of Economic Opportunity is required to document changes in funding allocation between the application and the bid documents.

**Staff Recommendation**      **Vote Required**

Staff recommends approval of letter to DEO defining options on funding allocations.

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*

ITEM #	NAME	ADDRESS	DATE REC'D	REASON
1	Elizabeth Brewton	5041 Dr MLK Jr Dr	10/24/2016	90 yr old has bad arthritis
2	John Gordon	6885 Chaffin St B	<b>Finalled</b>	Elderly Unable to walk
3	Charlotte Nichols	5288 Lakewood Dr	<b>No Reply</b>	Handicap
4	Virginia Turner	5312 Collins Dr	10/21/2016	Cancer
5	Adele Leggett	6533 Outer Dr	10/21/2016	Use Walker, bad legs, spinal problems, breathing issues
6	Coma Lee Owens	6339 Honeysuckle Dr	10/18/2016	86 yr old unable to move can
7	Mail to 6336 Wisteria Dr, Milton, FL 32570			
8	George Jernigan	5279 Alabama St	10/21/2016	Parkinson's , 3 back surgeries
9	Sandra Smith	6413 Cypress St	<b>No Reply</b>	Handicap in wheelchair
10	Viola Mateo	5403 Oak Meadow Dr	10/19/2016	Walks with a cane, severe back pain
11	Timothy Judge	5233 Newton St	<b>No Reply</b>	Wife on hospice, husband blind
12	Ina Russell	6465 Cedar St	10/21/2016	COPD & on oxygen
13	Naomi Hancock	6301 Hamilton Bridge Rd	10/18/2016	Oxygen and 80 yo, legally blind
14	Linda Sue Hannah	6634 A Hillcrest Cir	10/17/2016	muscle spasms
15	Rebecca Harris	6509 College Dr	8/12/2016	Cancer, RM Arthritis
16	Tom Dorfmeister	6146 Ashton Woods Cir	10/21/2016	Triple bypass & hip replacement
mydocuments/christie/sanitation/backyard pick up/2017				

Item #	Name	Address	Account #	Date Recvd	Reason
1	Mary Darby	6569 Lee St	931-33020	11/4/2016	Has a dumpster at apts she manages
2	Barbara Craig	5261 Newton St	14705-10352	10/24/2016	She recycles & composts
3	Thelma Mayo	5342 Broad St	265-8384	10/19/2016	92 yr old can not afford garbage/ don't cook
4	France Florence	5297 Goshawk Dr	12167-11212	11/14/2016	only here part time due to husbands illness
	PO Box 370341, Decatur, GA 30037-0341				
	mydocuments/christie/sanitation/backyard pick up/2016				

Item #	Name	Address	Date Recvd	Reason
1	Florida Tropical PO Box 4193, Milton, FL 32572	6690 Ravine St	<b>No Reply</b>	Only one person works here uses can @ home
2	Whiting Furniture	6447 Highway 90	<b>No Reply</b>	Takes trash to other business
3	Mail Box Plus	6745 Caroline St	10/17/2016	Recycles Weekly. Do not need services
4	Mt Zion Pentacostal	5532 Osceola St	11/2/2016	only produces 1 bag every 3 months
5	Brewton Mgt Corp PO Box 3887, Milton, FL 32572	5111 Mary St	11/3/2016	Can not afford garbage
6	Church of God mailing address: 5440 Delona Rd, Milton, FL 32583	6215 HBR	10/28/2016	Pastor disposes of garbage does not produce a lot
7	R & R Wholesale	6708 Dearborn St	10/28/2016	Hauls to County
8	Holladay Properties Po Box 2440, Spokane, WA 99210-2440	5992Berryhill Rd	<b>No Reply</b>	SRM pays their garbage
mydocuments/christie/sanitation/backyard pick up/2015				

CITY OF MILTON

(Billing code = UF)

APPLICATION FOR EVENTS/PARADES/FESTIVALS/SPECIAL ACTIVITIES

\*\*\*\*\*

1. Application Date: Nov. 10, 2016

2. Sponsoring Organization (USER) City of Milton Parks Dept

- a. Non-Profit
  - b. Community Based
  - c. Commercial
  - d. Private Citizen
- Address 5024 Byrom St.  
Milton, FL
- Phone # 850-983-5466

3. Organization Point of Contact:

Name: Bill Gamblin  
Phone #: 850-983-5466 E-Mail: bill.gamblin@ci.milton.fl.us

4. Name of Activity: Bands on the Blackwater 2017 Spring Series

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

5. Date of Activity: Each Friday April 14 - June 30, 2016/17

6. Time Frame of Activity: 7-9 pm

7. Location/Facility:

- North Riverwalk - \$150
- South Riverwalk - \$150
- Entire Riverwalk - \$250
- South Riverwalk Pavilion - \$50
- Event Area - \$100
- Other: \_\_\_\_\_
- North Willing Street (from \_\_\_\_\_ to \_\_\_\_\_)
- South Willing Street (from 5pm to 9:30pm)
- North Elmira Street (from \_\_\_\_\_ to \_\_\_\_\_)
- South Elmira Street (from \_\_\_\_\_ to \_\_\_\_\_)
- Imogene Parking Lot

8. Special Requests:

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

6 Rolling trash cans South Willing closed from courthouse to Pine St.  
\*applications must be received a minimum of 90 days in advance

**Tourism District Special Requests:**

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

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

Open Container Ordinance (Sec 6-27)

Noise Ordinance (LDR Sec. III-5.16)

Animal Control Ordinance (Sec 4-37(b))

and/or other Ordinance \_\_\_\_\_

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

Activate Boating Restricted Areas\*  Area 1

Area 2

Area 3

>24 Hr Docking at Riverwalk

3. The location applied for is:

Event Area

4. Time Period From:

6pm

to

9pm

5. Event Security:  Yes  No

If yes, then who will provide the Security:

Milton Police Dept.

Security Time Period From:

6pm

to

9:30pm

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

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

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

*FOR CITY USE ONLY*

Schedule of Charges

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

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

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

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

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

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

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

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

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

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

Insurance Certificate Received  Yes  No

This application has been: Approved  Disapproved

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

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

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

**From:** noreply@civicplus.com  
**Sent:** Monday, October 24, 2016 4:38 PM  
**To:** John Norton; Bill Gamblin; Christie Haarmann; Pam Haddan  
**Subject:** Online Form Submittal: Application For Events / Parades / Festivals / Special Activities

## Application For Events / Parades / Festivals / Special Activities

Reminders and Important Information -- Please read before filling out application

*Thank you for your interest in holding your event/parade/festival or special activity within the City of Milton. This letter is a brief description of the process your application must follow in order to hold your event/special activity.*

- 1) First, you must completely fill out the application given to you. So please read all the terms and conditions at the bottom of the application form.*
- 2) Return the application back in to the Guy Thompson Community Center.*
- 3) The application goes through the Milton Parks and Recreation Committee for approval. The Parks and Recreation Committee will be on the fourth Thursday of each month at 9 a.m. in Meeting Room C at Milton City Hall.*
- 4) The application goes before the Milton City Council Executive Committee. This committee meets the first Monday of the month at 4 p.m. in the Milton Council Chambers.*
- 5) Application goes before the Milton City Council. The Milton City Council will meet on the second Tuesday of the month at 5 p.m. in the Milton City Council Chambers.*
- 6) We will notify you if the application has been accepted or denied.*
- 7) If accepted you will need to come to the Guy Thompson Community Center to pay the appropriate fees associated with your event.*

Date of Application	10/24/2016 4:00 PM
Sponsor Organization (User)	Milton Benevolent Cemetery Board
Address	6738 Dixon Street
Phone	850-983-5411
Type of Organization	Community Based
Organization Point of Contact	Pam Mitchell
Address	PO Box 488 Bagdad FL 32530
Phone	8503246682
Name of Activity	Love Beyond the Grave

Type of Activity	Other Activity
Other Activity Description	Dinner and Tour Fund Raiser
Date & Time Frame of Activity	2/10/2017 5:00 PM - 2/12/2017 9:00 PM
Location / Facility	Other Location
Other Location Description	Train Depot and Mllton Cemetery
<b>Special Requests and Fees</b> <i>The following special requests and fees are there for the purpose of letting the City of Milton better plan your event.</i>	
Road Closure	None Required
24 Hour Docking at Riverwalk	None Required
Crowd Control Barrier Fees	None Required
Dumpster / Trashcan Service Fees	None Required
Extra Dumpster Fees	None Required
<b>Important Dumpster and Trashcan Information</b> <i>(1) An event is defined as consecutive days in an application. A break in days will constitute a new event.</i> <i>(2) All trashcans must be emptied and placed next to dumpster at the end of the event.</i>	
Stage Rental Fees	None Required
Boating Restricted Areas	None Required
Parade Security & Cleanup	None Required
Electrical Activation Fees	None Required
Other Service Fees	<i>Field not completed.</i>
Event Held in the Tourist District?	No

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

The user must agree to the following terms and conditions:

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

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Your Signature                      Pam Mitchell

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The Following Information is for City Use Only

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Form is copied to the              Parks  
following departments:

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Email not displaying correctly? [View it in your browser.](#)



# Camp Fire

Light the fire within

## What is Camp Fire?

Camp Fire prepares youth, teens and young adults for life... *now*. We help youth find their spark, lift their voice, and discover who they are. Our trained, caring staff listens to and guides youth to realize the full potential of their unique skills, passions, and attributes, developing lifelong leadership skills, healthy habits, and a strong connection to nature and their community. We mentor youth to set goals and map a plan of action, allowing them to shape their world and thrive. And in turn, Camp Fire youth give back by mentoring the next generation of young people.

Camp Fire is focused in three program areas:



### School-Year Programs

Delivered before and after school, during the school day, over school breaks, or in volunteer-led club settings, our programs include conflict resolution, cyber-bullying, healthy lifestyle, digital literacy, and community action, as well as mentoring and tutoring.



### Environmental & Camp Programs

Going beyond traditional resident and day camp programs, Camp Fire environmental education helps youth develop a strong connection to nature and healthy, active habits that will last a lifetime.



### Teen Service and Leadership Programs

Introducing teens to model citizenship and civic engagement, our teen service and leadership programs give young people the opportunity to participate in meaningful community service and leadership experiences.

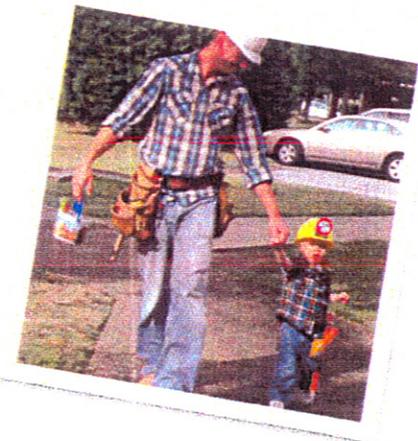
Camp Fire Gulf Wind Inc. provides programs and services to approximately 1500 Escambia, Okaloosa and Santa Rosa area youth, and is expected to more than double this number by 2016. Current local Camp Fire program sites include:

### Escambia County

Camp Fire Pensacola State College Child Development Center  
Camp Fire Century Youth Learning Center  
Camp Fire Longleaf After-School Program

### Santa Rosa County

Camp Fire Club House





## The Camp Fire Difference

Camp Fire incorporates the Thrive Theory of Change, a research and evidence based methodology, in all programs. It is a four-step process that ensures we provide a more meaningful experience that instills the necessary skills for youth to thrive.

- ✦ Youth identify their personal sparks
- ✦ Youth discover and adopt a "growth mindset"
- ✦ Youth practice self-reflection to assess and define personal goals
- ✦ Youth develop goal management strategies to respond to any challenges

According to the Thrive Foundation for Youth research, youth exposed to this methodology are more likely to:

- ✦ Achieve higher grades
- ✦ Attain better school attendance rates
- ✦ Demonstrate social competence
- ✦ Lead healthy lifestyles
- ✦ Volunteer to help other people
- ✦ Provide sound stewardship of the earth and its resources
- ✦ Have a sense of purpose

## Measuring Success

Camp Fire, in collaboration with the David P. Weikart Center for Youth Program Quality and TCC Group, is the first organization of its kind to implement a comprehensive evaluation system focused on understanding the connection between youth outcomes, program quality, and organizational effectiveness. By using the Youth Program Quality Improvement Assessment (YPQA) and Core Capacity Assessment Tool (CCAT), we ensure effective decision-making, resource allocation, and program planning. At Camp Fire, we are dedicated to measuring and increasing those behaviors that most impact program capacity and improve program outcomes.



# InterACTION

Learning to  
InterACT with Peers  
and Adults: The Basics of  
Communication



## Why Middle School?

Middle school is an emotionally, socially, and physically turbulent time for youth. Changes in friends, increased interaction with adults, and more complicated peer settings all create complex communication situations. InterACTION helps them gain key skills to navigate these new situations and friendships while increasing their independence.

## Why Camp Fire?

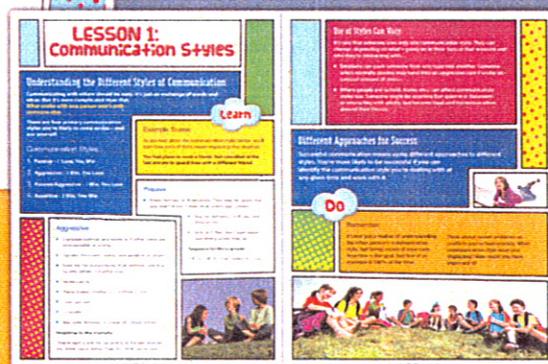
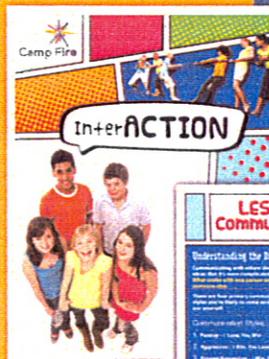
Camp Fire's promise is to help youth lift their voice and change the world around them. Trained, caring adults work with teens to help identify their sparks (inner passions and unique talents) by allowing them to have a voice and choice in activities and learning experiences. Camp Fire offers an environment that embraces diversity and fosters inclusion. Teens in Camp Fire have the opportunity to put InterACTION skills into practice as they take on many service leadership projects, where good communication skills are key.

## InterACTION is designed to help youth:

- Communicate more effectively
- Understand how body language and the medium used (text, phone, email, in person) affects their messages
- Avoid common communication pitfalls
- Learn about peer pressure, both good and bad, and how to prevent conflict

## InterACTION offers a flexible and engaging program for middle-schoolers:

- Six one-hour lessons to learn, practice, and reflect on communication skills
- Activities designed to get kids talking and sharing with one another
- Workbook and handouts for each participant
- Goal-setting and management activities



COMMUNICATE

For more Information:

Kevin Mann

850-476-1760x107

Funded by a grant from  
New York Life



**Camp Fire**

Light the fire within

[www.campfire.org](http://www.campfire.org)

# InterACTION

## Learning Objectives

Each lesson offers youth a chance to learn about, then practice more effective communication skills.

*Note: The InterACTION curriculum fits the English Core Standards as defined by The Common Core State Standards Initiative*

### Lesson 1 — Communication Styles

- Learn the different types of communication styles and how they affect communication.
- Understand their own communication style and how it affects the way they communicate with others.

### Lesson 2 — Understanding Each Other

- Understand how different communication tools (social media, phone texts) change the way messages are sent and received.
- Understand the communication components involved in friendship (listening, compliments, support).

### Lesson 3 — Working on Friendship

- Identify different types of friendship behaviors and strategies to be a better friend.
- Learn about the different types of peer pressure and strategies for handling a negative peer pressure situation.

### Lesson 4 — Working With Adults

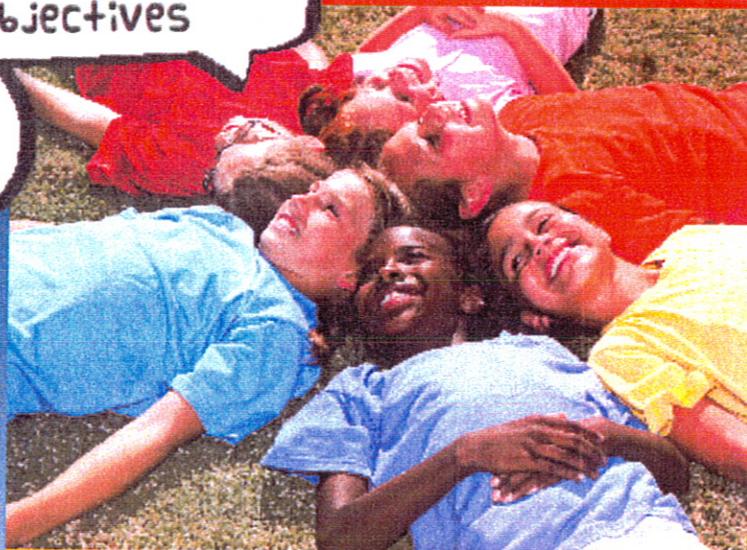
- Understand different approaches for communicating with adults in different roles (i.e., authority figures, social contacts, etc.).
- Understand that not all efforts will be successful and what they can do about it.

For more information:

Kevin Mann

850-476-1760x107

Funded by a grant from  
New York Life



### Lesson 5 — Conflict: Prevent It, Manage It

- Identify strategies for preventing or managing conflict, both in person and digitally.
- Understand that conflict is not always avoidable or manageable and what to do when it happens.

### Lesson 6 — Wrapping It All Up

- Review the previous lessons to reinforce learning about communication styles and issues and conflict prevention and management.
- Review what strategies make for positive communication with friends, parents, and adults, and how to handle negative peer pressure or communication situations.

## Camp Fire's Thrive{ology} focus

Each InterACTION lesson incorporates our Thrive{ology} framework

1. **Growth mindset mentality** – everyone can learn new skills and improve through hard work
2. **GPS** – goal setting and pursuit of strategies to best manage attainment of goals
3. **Reflection** – reflect on a topic or situation, plan for and make changes or improve next time, reflect again...it's an ongoing thing!

Camp Fire Gulf Wind Inc.  
 Proposed Budget  
 Teen in Action  
 Eight Week Program  
 Milton, Florida



	Rate	Qty	Total
Wages	538.25	8 weeks	4,306.00
Materials	15.00	30 students	450.00
Supplies	300.00	1	300.00
Laptops	600.00	6	3,600.00
Snacks	150.00	8 Weeks	1,200.00
Ins. - General Liab.	350.00	1	350.00
Background Screen	85.00	2	170.00

Total 10,376.00

Camp Fire - 5590 Byrom Street

	Rate	Qty	Total
Rent	700.00	2 months	1,400.00
Utilities	200.00	2 months	400.00
Wages	538.25	8 weeks	4,306.00
Materials	15.00	30 students	450.00
Supplies	300.00	1	300.00
Laptops	600.00	6	3,600.00
Snacks	150.00	8 Weeks	1,200.00
Background Screen	85.00	2	170.00

Total 11,826.00

Utility Customer A/R  
AGING HISTORY

2017

FY 2016

EOM:	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Current	450,984.31											
> 30 days	49,174.05											
> 60 days	16,495.85											
> 90 days	9,137.93											
> 120 days	36,826.72											
<b>% over 30 days</b>	<b>20%</b>	<b>#DIV/0!</b>										
	111,634.55											
> 120 vs. Current	8%	#DIV/0!										
> 120 vs. Total	7%	#DIV/0!										
<b>Total</b>	<b>562,618.86</b>	<b>-</b>										

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total
<b>Writeoff for FY2015</b>													
Gs SVc Schg Non Ref													-
Gas Meter Service													-
Gas Penalties	39.76	23.00											62.76
Garbage Sales	100.00	152.63											252.63
Gas Sales	1,035.45	851.73											1,887.18
Gas Svc Connections	57.98												57.98
Landfill	54.10	85.73											139.83
Misc Sanitation													-
Misc Gas	42.00												42.00
Misc Wa & Swr	25.03												25.03
Sundial SWR Sales		1,021.16											1,021.16
San & Land Penalties	7.49	13.03											20.52
WQBEL Study													-
Stormwater Utility	111.35	444.57											555.92
Sewer Sales	1,718.66	226.41											1,945.07
Gross Receipts Tax	10.66	3.30											13.96
Water Sales	1,612.36	1,342.85											2,955.21
WA & SWR Penalties	64.29	85.11											149.40
Sales Tax													-
	<b>4,879.13</b>	<b>4,249.52</b>	<b>-</b>	<b>9,128.65</b>									

Transfer to Gas From NonRefundable Account	1,185.85	878.03	-	-	-	-	-	-	-	-	-	-	2,063.88
							878.03						

	Write Off's Collected Oct-Sept	Collection Expense	Actual Dollars Collected
<b>Oct</b>			
Write Offs Paid back to the City 10-1-15 to 10-31-15	\$ 138.28		\$ 138.28
Gas Write Offs Paid back from Initial Gas Fee Account	\$ 1,185.85		\$ 1,185.85
<b>Total Write Offs Paid back to Pooled Cash Account Oct</b>			<b>\$ 1,324.13</b>
<b>Nov</b>			
Write Offs Paid back to the City 11-1-15 to 11-30-15			\$ -
Gas Write Offs Paid back from Initial Gas Fee Account	\$ 878.03		\$ 878.03
<b>Total Write Offs Paid back to Pooled Cash Account Nov</b>			<b>\$ 878.03</b>
<b>Totals</b>			
Write Offs Paid back to the City 10-1-15 to 9-30-16	\$ 138.28	\$ -	\$ 138.28
Gas Write Offs Paid back from Initial Gas Fee Account	\$ 2,063.88		\$ 2,063.88
<b>Total Write Offs Paid back to Pooled Cash Account Total</b>			<b>\$ 2,202.16</b>
<b>Total Write-offs</b>			<b>\$ 6,926.49</b>

ITEM # 387

**TUESDAY, DECEMBER 13, 2016**

- 4:15 pm      New Council Members Individual Pictures Taken
- 4:30 pm      Council Group Photo taken on Front Porch
- 4:45 pm      Swearing In of New and Re-elected Council Members
- 5:00 pm      CRA Meeting
- 5:15 pm      Council Meeting
- Reception after Council Meeting

**CITY OF MILTON**  
**2017 HOLIDAY SCHEDULE**

NEW YEAR'S DAY	MONDAY	JANUARY 2, 2017
MARTIN LUTHER KING JR	MONDAY	JANUARY 16, 2017
MEMORIAL DAY	MONDAY	MAY 29, 2017
INDEPENDENCE DAY	TUESDAY	JULY 4, 2017
LABOR DAY	MONDAY	SEPTEMBER 4, 2017
VETERAN'S DAY	FRIDAY	NOVEMBER 10, 2017
THANKSGIVING DAY	THURSDAY	NOVEMBER 23, 2017
DAY AFTER THANKSGIVING	FRIDAY	NOVEMBER 24, 2017
CHRISTMAS EVE	MONDAY	DECEMBER 25, 2017
CHRISTMAS DAY	TUESDAY	DECEMBER 26, 2017
PERSONAL DAY		

## CITY OF MILTON POLICY

Title: Tobacco-Free Workplace Policy	Page: 2	Policy Number: 4.2
Effective Date: December 11, 2012	Revised Date: November 17, 2014	Next Review Date: November 17, 2016
Approved by Council:		
Legal Review:		

The City of Milton is committed to promoting health and wellness in the workplace and the community, and to provide a safe, clean, and healthy environment for our employees and customers.

**I. PURPOSE**

The purpose of this policy is to protect against the health hazards of environmental tobacco smoke and tobacco products, to protect non-smoking members and the public from the inherent dangers and risks of tobacco while in the workplace, and to project a professional image of the City of Milton's employees and facilities. It is the policy of the City of Milton to prohibit the use of tobacco products in and/or on any City property by its members and any visitors from the public. Furthermore, it is in the best interest of the agency for the effective delivery of public safety services by its members to hire only those persons who do not use tobacco products.

**II. DEFINITION OF TOBACCO PRODUCTS**

- A. For the purpose of this general order, all forms of tobacco products or similar products will be inclusive of, but not limited to: cigarettes, cigars, pipes, electronic cigarettes, chewing tobacco, snuff, and generic equivalents thereof.

**III. ESTABLISHMENT**

Effective October 1, 2013, the City of Milton is a Smoke and Tobacco-Free workplace.

- A. The use of any tobacco products in the buildings, on City property, and in vehicles owned or being used, by the City of Milton, shall be prohibited.
1. The ban on the use of tobacco products shall apply to all City of Milton Employees, contract personnel, and all visitors in or on City property.
  2. There shall be no area set aside for the purpose of tobacco use on City property.
- B. Employees hired after October 1, 2013 are strictly prohibited from using tobacco products on City property. Tobacco products will not be used while working on City time.
- C. Employees hired prior to October 1, 2013 are encouraged to stop the use of tobacco products. These tenured employees must adhere to all provisions of this policy. The City

of Milton will provide as much assistance as is reasonably possible to our employees who wish to quit smoking, in the form of smoking cessation programs.

#### **IV. PRE-EMPLOYMENT REQUIREMENTS**

Effective October 1, 2013, the City of Milton will only hire applicants who do not smoke or use any tobacco products in any way, and have not used tobacco products six (6) months prior to the application process. Applicants shall sign an agreement stating they do not now, and will not in the future, use any tobacco products. Violation of this agreement will result in termination of employment.

- A. By hiring persons who do not use tobacco products, the City of Milton intends to reduce the amount of lost productivity and lost work days due to poor health as a result of tobacco product usage.
- B. Lost work days and decreases in productivity result in decreased efficiency. By hiring persons who do not use tobacco products, the department intends to increase efficiency and insure that services relative to public safety are not affected as a result of absenteeism and limited activity due to poor health as a result of the use of tobacco products.

#### **V. NICOTINE TESTING**

- A. All potential employees hired after October 1, 2013 will have to take and pass a nicotine test for employment.
- B. Employees will be tested for nicotine annually to establish any contributions he/she will have to pay towards his/her healthcare premium. Employees will be asked to sign a Tobacco Test Authorization stating he/she gives permission to Landrum to release tobacco test results to the City. Employees who do not complete a tobacco screening or choose to use tobacco products will be required to pay up to 5% of their health insurance premium. In accordance to the Wellness Program Policy, employees must comply with the wellness program in order to be given credit for participation (See 2.5 Wellness Program Policy). Employees that do not participate in the wellness program may be required to pay up to an additional 5% of their health insurance premium. Employees will be required to complete an online Health Risk Assessment (HRA).

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

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

## CITY OF MILTON POLICY

<b>Title: Policy on Letters of Counseling</b>	Page: I	<b>Policy Number:</b> <b>5.2</b>
<b>Effective Date: June 2000</b>	<b>Revised Date: February 14, 2011</b>	<b>Next Review Date: February 14, 2013</b>
Approved by Council: April 12, 2011		
Legal Review:		

### **Policy on Letters of Counseling**

The following policy pertains to issuing letters of counseling. Exceptions to these procedures must be approved by the City Manager.

#### **Statement:**

The supervisors are authorized to issue Letters of Counseling. Such a letter of counseling shall not constitute or be construed to be a written reprimand, and shall not be a disciplinary action.

#### **Purpose:**

The presence of a letter of counseling in an employee's file shall be for the purpose of providing management documentation of facts related to the employees' performance. Letters of counseling in an employee file shall not automatically result in determination that the employee has not rendered satisfactory service as required for step increases. The letter will be submitted to the Civil Service Board for placement in the employee's personnel file. Written reprimands if appropriate shall be issued and approved as required by the civil service law.

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

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



# City of Milton

December 14, 2016

Honorable Gregory Brown  
Santa Rosa County Property Appraiser  
6495 Caroline Street, Suite K  
Milton, FL 32570

Dear Mr. Brown:

Please find attached the City of Milton's Fire Service Assessment data and Resolution. It is our City Council's direction to use the Uniform Method of Collection (F.S. 197.3632) to have the Fire Assessments be included with the 2017 Calendar Year Tax Roll.

Note: we will be using this same process annually and will submit data to you prior to January 10<sup>th</sup> each year to meet Florida Statutes deadline. (F.S. 197.3632)

Please let us know if you will require anything else. The electronic data attached was formatted from your office for ease of entry into your system. Please sign and date this letter for proof of meeting the TRIM Requirements.

Signature: \_\_\_\_\_

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

Thank you,

**Brian Watkins**  
CITY Manager  
City of Milton  
P. O. Box 909  
Milton, FL 32572  
Ph: 850-983-5411

**RESOLUTION NO: 1391-16**

**A RESOLUTION OF THE CITY COUNCIL OF MILTON, FLORIDA, RELATING TO THE AVAILABILITY AND FUNDING OF FIRE PROTECTION AND RELATED ESSENTIAL SERVICES WITHIN THE CITY; PROVIDING FOR THE IMPOSITION OF SPECIAL ASSESSMENTS WITHIN THE CITY TO FUND, IN PART, THE SERVICES, FACILITIES AND PROGRAMS ASSOCIATED WITH THE CONTINUAL READINESS TO PROVIDE FIRE PROTECTION; IDENTIFYING BENEFITS, BURDENS AND COSTS TO BE ASSESSED; ESTABLISHING THE METHOD OF APPORTIONING BENEFITS, BURDENS AND COSTS AMONG SPECIALLY BENEFITED PROPERTY; ADOPTING AN ASSESSMENT ROLL; PROVIDING THE METHOD OF COLLECTION; PROVIDING FOR ASSOCIATED POLICY DIRECTION; AND PROVIDING AN EFFECTIVE DATE.**

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MILTON, FLORIDA, AS FOLLOWS:**

**ARTICLE I. INTRODUCTION**

**SECTION 1.01. AUTHORITY.** This Resolution of the City of Milton, Florida is adopted pursuant to Ordinance No. 1428-16 (the "Fire Assessment Ordinance"), Sections 166.21 and 166.041, Florida Statutes, and other applicable provisions of law.

**SECTION 1.02. DEFINITIONS.** This Resolution constitutes the Annual Assessment Resolution as defined in the Fire Assessment Ordinance. All capitalized words and terms not otherwise defined herein shall have the meaning set forth in the Fire Assessment Ordinance, unless the context hereof otherwise requires.

**SECTION 1.03. INTERPRETATION.** Unless the context indicates otherwise, words importing the singular number include the plural number, and vice versa; the terms "hereof," "hereby," "herein," "hereto," "hereunder" and similar terms refer to this Resolution; and the term "hereafter" means after, and the term "heretofore" means before, the effective date of this Resolution. Words of any gender include the correlative words of the other gender, unless the sense indicates otherwise.

**SECTION 1.04. FINDINGS.** It is hereby ascertained, determined and declared as follows:

- (A) The constant and continued preparedness to provide fire protection services, facilities and programs possesses a rational relationship to the use and enjoyment of real property by: (1) protecting the value of the improvements and structures through the continual availability of fire control and provision of fire protection and associated rescue services; (2) protecting the life and safety of intended occupants in the use and enjoyment of real property; (3) lowering the cost of fire insurance by the presence of a professional and comprehensive fire protection and associated rescue program within the City; (4) providing protection for uninsured or underinsured property and property owners; and (5) containing the spread of fire incidents, sometimes occurring on vacant or undeveloped property, with the potential to spread and endanger the structures and occupants of nearby improved property, thereby limiting liability.
- (B) The sharing of benefits, burdens and costs for fire protection services and facilities based upon the replacement value of improvements for each Tax Parcel in the City as compared to the replacement value of improvements for all Tax Parcels in the City could conceivably serve alone as a fair and reasonable means to apportion entirely the Fire Services Assessed Cost. Such approach substantially removes the underlying land values from consideration and reasonably focuses upon the built environment on the land protected by fire services, facilities and programs. This is a direct and logically related means to share benefits, burdens and costs of fire protection services, facilities and programs.
- (C) It is also clear that the relative improvement value of improvements to land may be utilized as one factor among others considered in a given formula or calculus since the resulting Assessments are formed from a reasoned or logical base against which the special benefits, burdens and costs may be multiplied or determined.
- (D) Apportionment on the basis of replacement value derived from the relative improvement value (as determined by data derived from the Tax Roll prepared by the Property Appraiser) recognizes the relatively higher benefit accruing to properties which face greater financial loss in the event of fire incident.
- (E) Besides the advantage of relying upon data prepared by the Property Appraiser in the normal conduct of his or her responsibilities, an approach based in whole or in part upon relative improvement value is also advantageous because it is self-correcting. Relative value of improvements may change from year to year in accordance with market conditions and other factors and such variation will be adjusted automatically each subsequent year in accordance with

the updated improvement value determined by the Property Appraiser. If the improvements on a given Tax Parcel were to increase or decrease in value with the passage of time relative to the updated improvement value city- wide, that Tax Parcel's relative percentage to the total amount assessed for that Tax Parcel and all Tax Parcels would also increase or decrease proportionately.

- (F) The mere availability of fire protection services and facilities benefits each Tax Parcel of real property in the City in a substantially uniform fashion by relieving the common burden placed upon City services and facilities collectively created by individual Tax Parcels whether a fire event occurs or not. Fundamentally, the presence of each Tax Parcel within the City creates a comparable and similar requirement to stand ready to serve and continually maintain a preparedness to provide fire protection and associated services and facilities for all Tax Parcels.
- (G) The City's core preparedness costs are generally those necessary to maintain the readiness of fire personnel to respond in the event of random emergency calls and to assure an effective network of coverage for basic insurance ratings. Such preparedness is continual and predominantly lies in wait for the emergency of a fire incident.
- (H) The Council has carefully considered the information prepared by City Staff describing a special assessment apportionment methodology designed to fund all or some portion of the City's annual budget expenditures corresponding to fixed and variable costs incurred in maintaining common or similar continual readiness to provide fire protection to all parcels and the actual provision of service to all parcels.
- (I) Preparedness costs of lying in wait are largely recurring, almost fixed over the course of a budgetary period, because they are typically associated with wages, salaries, administration, and overhead which support the constant availability of services and facilities. Such core costs must be absorbed even when firefighting capabilities remain exclusively in standby mode.
- (J) Fixed costs can generally be described as those costs incurred in providing services, facilities and programs required for readiness to provide fire protection which do not necessarily vary from parcel to parcel based upon property classification, parcel- specific physical characteristics (improvements) or actual demand in the event of deployment. Variable costs are those dependent upon or which more closely bear a direct relationship to property classification and/or parcel- specific physical characteristics such as replacement value of improvements, and therefore are more likely to vary from parcel to parcel.

- (K) The constant potential for the outbreak of a fire represents the predominant requirement for service. When and where a fire incident occurs is essentially an unknown and a difficult variable to accurately predict. The scale of this potential defines the basic underlying cost of being prepared to limit fire loss and to protect property values. From a policy and public purpose standpoint, preparedness is the predominant activity of the City's fire services and facilities. The City, in this state of readiness, must consider the committable personnel, necessary equipment and facilities, and the time likely required to extinguish a fire (planning or preparing for the potential incident or event) prior to the emergency allocation of direct resources enabling a fire to be extinguished as quickly as possible (deploying to or intervening in the incident or event itself). The amount of resources for fire protection service, facilities and programs made available in such a continual preparedness exercise each year is a public administration and policy decision which necessarily focuses in the aggregate on all property within the City.
- (L) In developing a recurring revenue source to fund a portion of the core fixed cost component of the City's annual budget associated with a continued readiness to provide fire protection services, facilities and programs, it is not necessary to solely focus on the size, value or physical characteristics of individual Tax Parcels for fire protection. Instead, in this context, each individual Tax Parcel contributes similarly to the required state of readiness, and similarly and substantially shares the same benefits from such cost components; and, therefore it is fair and reasonable to ask the owner of each Tax Parcel to contribute equally toward funding all or a portion of the costs associated with such continual readiness to provide fire protection services and facilities.
- (M) The findings contained herein are premised upon information, input, analysis and review from City staff, officials, and public comment, as well as careful consideration by the City Council. A combination of the foregoing yields a reasoned apportionment methodology premised upon two distinct tiers or classes of apportionment allocation: Tier 1- a sharing of benefits, burdens and costs for fire protection services and facilities on a per Tax Parcel allocation premised upon maintaining a continual state of preparedness and readiness to serve whether or not a request for actual assistance is ever received; and, Tier 2 - a sharing of benefits, burdens and costs for fire protection services and facilities based upon the replacement value of improvements for each Tax Parcel in the City as compared to the value of improvements for all Tax Parcels in the City. Although either of these two tiers might be used singularly to address a significant portion of the budget for special assessment apportionment purposes, together they provide a simplified and

powerful equity tool for the City to fairly and reasonably share assessable benefits, burdens and costs among all assessable Tax Parcels in the City.

- (N) Allocating a portion of the costs attributable to the City's continual readiness to provide fire protection services and facilities on a Tax Parcel basis reasonably avoids cost inefficiencies and unnecessary administration, and is a fair, efficient and reasonable mechanism to allocate such costs among all Tax Parcels.
  - (1) The use of data derived from the Tax Roll (both in form and content), which is a publicly and uniformly maintained database of all Tax Parcels employed by the Property Appraiser and Tax Collector, is an accurate, fair, and efficient means to allocate or distribute Fire Service Assessed Costs associated with standing ready to provide fire protection and associated services and facilities and the provision of said services.
- (P) It is fair, reasonable, effective, and efficient for all Tax Parcels, including statutorily defined parcels such as individual condominium or cooperative units with extraordinary alienability, to share equally in the core fixed costs represented by the special assessments to be imposed hereby, particularly since such costs are not necessarily dependent upon or determined by physical characteristics or demand in the event of deployment.
- (Q) It is also fair and reasonable that some portion of fixed costs and variable costs be shared and distributed among Tax Parcels, including statutorily defined parcels such as individual condominium or cooperative units with extraordinary alienability, using the apportionment methods which are weighted more heavily on the Fire Assessment Roll (using data from the Tax Roll) toward physical characteristics, such as those represented by the replacement value of improvements.
- (R) City Staff has reviewed current and prior year budget information related to the provision of fire protection services and facilities and conducted a reasoned analysis of advanced life support services ("ALS"), to avoid any question that the Fire Service Assessed Cost improperly includes emergency medical services other than first response medical services routinely delivered by fire fighters. This is a well-considered means to isolate such advanced life support medical services from fire service related responses and avoid debate as to case law validity of the resulting Fire Services Assessment.
- (S) City Staff has reviewed current and prior budget information related to the provision of fire protection services and facilities and conducted a reasoned analysis of preparedness and provision

cost budget components, resulting in the determination that all Tax Parcels benefit in a substantially uniform manner from services, facilities and programs characterized as fixed and otherwise necessary to provide a continual readiness to provide fire protection. City Staff has determined that a portion of the fire department budget could be reasonably allocated per Tax Parcel to preparedness cost expenditures incurred in maintaining readiness to provide fire protection and associated services and facilities (Tier 1); and a portion of the fire department budget could be reasonably allocated to both fixed and variable cost expenditures of the actual provision of services based upon the replacement value of improvements associated with each Tax Parcel (Tier 2).

- (T) It is fair and reasonable to fund all or a portion of the Fire Services Assessed Cost on the basis of the replacement value of improvements associated with each Tax Parcel compared to the total replacement value of all improvements in the City in order to recognize the proportional benefit accruing to properties which face greater financial loss in the event of fire incident.
- (U) It is fair and reasonable to multiply the established budget for fire protection services, facilities and programs by an identified proportion of the costs associated with the continual readiness to provide fire protection, in order to determine a proportional amount of the estimated budget allocable to such costs; and, then divide such amount by the total number of Tax Parcels within the City in order to determine the proposed annual rate of assessment per Tax Parcel in an attempt to uniformly and proportionally fund such preparedness costs.
- (V) The City is not required to fully fund any given essential service or improvement cost through a special assessment. So long as the application of funds is for a public purpose and funds are legally available, the City may alternatively determine to fund all or some discrete portion of an essential service or improvement, such as fire protection services, facilities and programs, with the general fund or other legally available revenues. The determination as to whether to contribute other legally available revenues, and how much to contribute, lies solely in the discretion of the City Council.
- (W) There is no requirement that the City impose an assessment for the maximum amount of the budget which can be funded by special assessments. Stated in the alternative, the City Council may annually determine as a tax equity tool to impose special assessments at a rate less than necessary to fund all or any specific portion of the costs which might otherwise be funded by special assessments associated with fire protection services and facilities. Costs incurred in providing fire protection services, facilities and programs not otherwise funded

through Fire Services Assessments may be paid with general fund or other legally available revenues. Such legally available revenues as a matter of policy may be applied exclusively to any tier or class of budget allocation or expense otherwise funded by a special assessment, in part to one tier or class of any budget allocation or expense, or in any combination thereof, and maintain the validity of each apportionment approach used for the remaining portion of the budget attributed to the Fire Service Assessed Cost. The flexibility is implemented through a policy and legislative determination employed through careful adherence to case law, statutory law, and the State Constitution, as well as the exercise of annual budget responsibility, discretion and equity vested in the City Council. However, in no event shall any annual rate of special assessment exceed that previously noticed to the affected land owners without further notice and public hearing pursuant to the Fire Assessment Ordinance.

- (X) The City Council is cognizant that any system, metric or analytical view of appraising benefits or assessing costs will be open to some criticism or suggestion of alternative methods or approaches, and has labored to educate itself as to the facts, analysis, law and policy latitudes available to it in determining the Fire Services Assessed Cost and the rate of the Fire Services Assessment and approving the Fire Services Assessment Roll.
- (Y) The apportionment among Tax Parcels of a portion of the City's annual budget for fire protection services, facilities and programs represented by the assessment rates and Fire Services Assessments hereby adopted, are reasonably characterized as necessary for providing the continual readiness to provide fire protection, notwithstanding whether fire incidents or fire calls materialize or not; and, is hereby determined to be a fair and reasonable means to annually allocate and share such benefits, burdens and costs.
- (Z) The benefits derived or burdens relieved from the continual readiness to provide fire protection services, facilities and programs as to each Tax Parcel subjected to the Fire Services Assessments equal or exceed the amount of the special assessments levied and imposed hereunder. The Assessment for any Tax Parcel within the City in employing such an approach also does not exceed the proportional benefits that such Tax Parcel will receive compared to any other Tax Parcel so assessed within the City.
- (AA) The City Council hereby finds and determines that the Fire Services Assessments to be imposed in accordance with this Resolution provide a proper and equitable method of funding associated fire protection services and facilities by fairly and reasonably allocating a portion of the cost thereof among specially benefited property.

## ARTICLE II. NOTICE AND PUBLIC HEARING

### SECTION 2.01. ESTIMATED FIRE SERVICE ASSESSED COST; RATE OF ASSESSMENT.

- (A) The estimated Fire Service Assessed Cost to be recovered through Fire Service Assessments for the Fiscal Year commencing October 1, 2017 is \$226,981, (\$181,584.80 for Tier 1- per Tax Parcel for readiness to serve; and \$45,396.20 for Tier 2 - relative value of improvement for each Tax Parcel) The total is derived from the average of actual operating and capital costs from the previous four (4) years, with approximately eighty percent (80%) reasonably allocated to Tier 1; and twenty percent (20%) reasonably allocated to Tier 2. Parcel information is based on the previous years certified tax roll provided annually by the Santa Rosa County Property Appraiser.
- (B) The Fire Service Assessments established in this Annual Assessment Resolution are determined by the assessment rates prepared for consideration by the public and City Council in the preparation of the Fire Service Assessment Roll for the Fiscal Year commencing October 1, 2017.
- (C) The rate of Fire Services Assessment is \$41.54 per Tax Parcel (Tier 1), plus \$0.08 per thousand dollars of improvements, or fraction thereof, for each Tax Parcel as reflected in the Tax Roll (Tier 2).
- (D) The administrative costs to be recovered through the Fire Service Assessments for the Fiscal Year Commencing October 1, 2017 is \$0.00.

### SECTION 2.02. FIRE SERVICES ASSESSMENT ROLL.

- (A) The Assessment Coordinator has prepared a preliminary Fire Service Assessment Roll that contains the following information:
  - (1) A summary description of each Tax Parcel (conforming to the description contained on the Tax Roll maintained by the Property Appraiser for the purpose of levying and collecting ad valorem taxes) which is intended to be subject to the Fire Service Assessment;
  - (2) The name of the owner of record of each Tax Parcel, as shown on the Tax Roll; and

- (3) The proposed amount of the total Fire Service Assessment for each affected Tax Parcel for the fiscal year as referenced in Section 2.01, exclusive of anticipated costs of collection and administration.
- (B) In the event the City also imposes or collects an impact fee upon new growth or development for capital improvements related to fire protection, the special assessments provided for hereunder shall not include costs attributable to capital improvements necessitated by new growth or development which were included in the computation of such impact fee or which are otherwise funded by such impact fee.
- (C) Copies of the Fire Assessment Ordinance, this Resolution and the preliminary Fire Services Assessment Roll have been made available in the City Clerk's office at 6738 Dixon Street, Milton, Florida or have been open to public inspection in a manner consistent with the Fire Assessment Ordinance. The amount of the proposed Assessment for each Tax Parcel has been noticed through the City's website and accessible through the internet at [www.miltonfl.org](http://www.miltonfl.org).
- (D) In the event the Assessment Coordinator makes any corrections, exemptions, administrative hardship deferrals or other modifications to the Assessment Roll authorized by the Fire Assessment Ordinance, this Resolution or otherwise, all funding for such changes to the Assessment Roll shall be funded by legally available funds other than direct proceeds of the Fire Services Assessment. Such changes shall not require any recalculation or change in the rate or rates of assessment otherwise considered or adopted pursuant to the Assessment Ordinance or any Annual Assessment Resolution.

**SECTION 2.03. NOTICE BY PUBLICATION.** The Assessment Coordinator directed the publication of notice of a public hearing in the manner and time provided in the Fire Assessment Ordinance. Proof of publication of the notice is attached hereto as Appendix A.

**SECTION 2.04. PUBLIC HEARING.** A public hearing was held (reference Section 2.01) in Council Chambers at City Hall, 6738 Dixon Street, Milton, Florida, at which time the Council received and considered information and comments on the Fire Services Assessment from City officials, staff and advisors, as well as the public and affected property owners, and considered imposing Fire Services Assessments and the method of collection thereof as required by the Fire Assessment Ordinance.

## **ARTICLE III. ASSESSMENTS**

**SECTION 3.01. IMPOSITION THROUGHOUT CITY.** Upon adoption hereof, Fire Services Assessments are to be imposed throughout the entire area within the boundaries of the City and this Resolution shall be deemed to be adopted and confirmed for all purposes.

**SECTION 3.02. IMPOSITION OF ASSESSMENTS.** Fire Service Assessments shall be imposed against Tax Parcels located within the City, the annual amount of which shall be computed for each Tax Parcel in accordance with this Resolution. When imposed, the Fire Services Assessment for each Fiscal Year shall constitute a lien upon Assessed Property equal in rank and dignity with the liens of all state, county, district or municipal taxes and other non-ad valorem assessments as provided in the Assessment Ordinance.

### **SECTION 3.03. APPORTIONMENT APPROACH.**

- (A) As provided for herein, the Fire Services Assessed Cost shall be apportioned among all Tax Parcels within the City. The estimated Fire Services Assessed Cost and rate of Fire Services Assessment shall be that described in Section 2.01 hereof.
- (B) It is hereby ascertained, determined, and declared that the method of determining the Fire Service Assessments as set forth in this Annual Assessment Resolution is a fair and reasonable method of apportioning the Fire Services Assessed Cost among Tax Parcels of Assessed Property located within the City.
- (C) The Fire Services Assessment Roll is hereby approved.

**SECTION 3.04. APPLICATION OF ASSESSMENT PROCEEDS.** Proceeds derived by the City from the Fire Services Assessments, after payment of costs and expenses associated with collection and administration of the Assessments, shall be utilized for the provision of fire protection related services, facilities, and programs associated with maintaining continual readiness to serve and the provision of service. In the event there is any fund balance remaining at the end of the Fiscal Year, such

balance shall be carried forward and used only to fund costs associated with fire protection related services, facilities, and programs.

**SECTION 3.05. COLLECTION OF ASSESSMENTS; VALIDATION.**

- (A) Unless otherwise determined by the City Council, collection of the Fire Services Assessments shall take place pursuant to the uniform method of collection described in Article III of the Assessment Ordinance.
- (B) The amount of the Assessment billed to each owner of Assessed Property may include a pro rata share of the costs and expenses associated with collection and administration of the Assessments.
- (C) Capital equipment and facilities are fundamental components to the preparedness necessary to continually stand ready to provide fire protection services, facilities and programs. Following adoption of this Annual Assessment Resolution, but prior to the date on which the Fire Service Assessment Roll is certified for collection, the Assessment Coordinator and counsel for the City are directed and authorized to promptly institute proceedings pursuant to Chapter 75, Florida Statutes, if applicable, for validation of any Obligations to be secured by the Assessments. Unless directed otherwise by resolution of the City Council, the imposition and collection of Assessments as provided herein shall be contingent upon the validation of any such Obligations and the appeal period having expired without an appeal having been taken and/or any appeal having been resolved in favor of the City. Any Obligations issued by the City shall contain a covenant by the City to adopt an Annual Assessment Resolution imposing Assessments for each Fiscal Year until the Obligations have been paid in full.

**SECTION 3.06. EXEMPTION.**

- (A) The City Council reserves the right and ability in the future to find and hold exempt from Fire Services Assessments, any Tax Parcel or property.
- (B) Using legally available funds other than the proceeds of the Fire Services Assessments, the City shall otherwise fund or contribute an amount equal to the Fire Services Assessments that would have been otherwise derived from such exempt Tax parcels or properties.
- (C) The following Tax Parcel classifications are special designations used by the Property Appraiser for recordkeeping purposes and do not represent actual or assessable Tax Parcels and are not

subject to the Fire Service Assessments contemplated hereunder: (1) common element, (2) header record, and (3) notes parcel.

- (D) Certain Tax Parcels associated with the following classifications used by the Property Appraiser typically do not receive a special benefit from the provision of fire protection services and facilities or are infeasible or impractical to assess, and therefore are not subject to the Fire Services Assessments contemplated hereunder: (1) subsurface rights, (2) right-of-way, (3) rivers, lakes & submerged land, (4) sewage disposal & waste lands.
- (E) Certain Extra Features associated with the following classifications used by the Property Appraiser which have been determined to receive no benefit from the provision of fire protection services and facilities or are infeasible or impractical to assess are not subject to the Fire Services Assessments contemplated hereunder: (1) Asphalt, (2) Brick Paving, (3) Cell Site, (4) Concrete, (5) Driveway, (6) Helicopter Pad, (7) MH Park Site, (8) MH Site, (9) MH Vacant Site, (10) Parking Space, (11) Patio, (12) Pavement, (13) Swimming Pool, and (14) Walkway.
- (E) The foregoing classifications of properties and/or features are reasonably determined to be inappropriate, infeasible or impracticable to assess, and either benefit marginally or create a lesser or nominal demand or burden on the City's costs associated with readiness to serve, and do not merit the expenditure of public funds to impose or collect the Fire Services Assessments. The Assessment Coordinator, or designee, is authorized and directed to use sound judgment in extending such determinations and guidance as the Fire Services Assessment Roll is collected.
- (G) The City Council reserves the right and ability in the future to impose Fire Services Assessments against the properties and features indicated in the foregoing, to the extent permitted by law or otherwise in the event required or directed to do so by a court of competent jurisdiction.

### **SECTION 3.07. EFFECT OF ANNUAL ASSESSMENT RESOLUTION.**

The adoption of this Annual Assessment Resolution shall be the final adjudication of the issues presented herein (including, but not limited to, the method of apportionment and assessment, the rate or rates of assessment, the Assessment Roll, and the levy and lien of the Assessments), unless proper steps are initiated in a court of competent jurisdiction to secure relief within twenty (20) days from the date of City Council's adoption of this Annual Assessment Resolution.

**ARTICLE IV. GENERAL PROVISIONS**

**SECTION 4.01. AUTHORIZATIONS.** The Mayor and any member of the City Council, the City Manager, the City Attorney, the Clerk, the Fire Chief and such other officials, employees or agents of the City as may be designated by the City Manager are authorized and empowered, collectively or individually, to take all action and steps and to execute all instruments, documents, and contracts on behalf of the City that are necessary or desirable in connection with the imposition and collection of the Fire Services Assessments contemplated hereunder, and which are specifically authorized or are not inconsistent with the terms and provisions of this Resolution.

**SECTION 4.02. CONFLICTS.** All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

**SECTION 4.03. SEVERABILITY.** If any provision of this Resolution or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this Resolution that can be given effect without the invalid provision or application, and to this end the provisions of this Resolution are declared to be severable.

**SECTION 4.04. EFFECTIVE DATE.** This Annual Assessment Resolution shall take effect immediately upon its passage and adoption. ADOPTED THIS \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

**CITY COUNCIL OF  
CITY OF MILTON**

By: \_\_\_\_\_  
Wesley Meiss, Mayor

**ATTEST:**

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

**APPROVED:**

\_\_\_\_\_  
Heather Lindsay, City Attorney

**ITEM: Rezoning Request 16-6821-129 Caroline Street - TND Rezoning**

**DESCRIPTION:** The rezoning of the property located at 6821 Caroline Street, commonly referred to as the Old Post Office, from its current zoning classification of Residential/Commercial (RC-1) to the established zoning overlay designation of Traditional Neighborhood Development (TND) to expand the uses to include the light industrial/ manufacturing process associated with the request. Thereby adopting the overlay zoning district principles. The owner is requesting the rezoning in order to support the change of occupancy from its current mercantile/restaurant to a restaurant and brewery that will include the production of alcoholic beverages for consumption and distribution.

**PLANNING BOARD RECOMMENDATION:** Recommend the rezoning of 6821 Caroline Street from RC-1 to Traditional Neighborhood District (TND) to supplement the existing and underlying zoning designation of RC-1 in order to expand the uses of the property.

**COST:** N/A

**FUNDING SOURCE:****BACKGROUND:****Part I. General Information:**

Owner/Applicant:	Casandra Sharp
Potential Business Owner:	Sean McCool
Location:	6821 Caroline Street, Milton, FL 32570
Current Zoning:	RC-1
Proposed Zoning:	TND
Districts:	Community Redevelopment Area I, Historic District
Ward:	Ward 1
Current Condition:	Old Post Office is a mercantile and restaurant use that holds a 2COP license for the consumption on premises of wine and beer. (Permitted Use)

**Part II. Staff Position:**

The characteristics of Conventional Development typically include separated land uses, where housing, retail, office and light industrial uses are isolated from one another in separate buildings, areas of a development or areas of a community. Housing is usually further separated into neighborhoods, such that apartments, condominiums and other higher density housing are separate from single family housing. Parks, schools, post offices, health facilities, and other community resources are at a large scale and separated from other uses to the degree that they can only be reached by motor vehicle.

TND, in contrast, is very supportive of pedestrian, bicycle and transit modes. Land uses are mixed, with retail, office, civic buildings, light industrial, and residential interwoven throughout the community, often located in the same buildings. Block sizes are a smaller scale to improve walkability and to create a fine

network of streets that accommodate bicyclists and pedestrians, providing a variety of routes for all users. Multi-family and single family residential is located in close proximity or adjacent to each other, and residential of various sizes and prices is mixed into neighborhoods. In an infill or redevelopment site, designers need to understand that they will have to “do the best they can.” In other words, design requires flexibility in its approach to a constrained environment.

**Mr. Ted Court**  
**Florida Small Cities CDBG Program**  
**Department of Economic Opportunity**  
**107 East Madison Street – MSC 400**  
**Tallahassee, FL 32399-6508**

**Dear Mr. Court:**

The City of Milton was awarded a CDBG grant in the amount of \$700,000.00 for the development of Gill-Bass Park, installation of lighting and landscaping on south Canal Street and relocation of utilities along north Canal Street. The total construction budget for the grant is \$657,000.00 (including the City's matching funds of \$50,000.00). The City of Milton received bids for the development of Gill-Bass Park and the purchase and installation of lighting and landscaping along south Canal Street and has voted to award the contract to Hewes and Company, LLC in the amount of \$547,629.00 pending DEO approval. This will leave only \$109,371.00 for the utility relocation along North Canal Street. Because of this, the City acknowledges that they have three options in relation to the utility relocation:

- 1.) The City proceeds with utility relocation and will pay for the difference in the grant money available for utilities (\$109,371.00) and the cost of construction for relocating the utilities (cable, electrical, phone) as described in the CDBG application. The cost of the utility construction is currently unknown but was estimated in the application at \$137,000.00.
- 2) The City uses the available grant funds (\$109,371.00) to construct a portion of the utilities on North Canal.
- 3) The City amends its contract with DEO to remove utility relocation from the grant.

We are working with the utility companies in order to establish the exact cost of relocation and will notify the Department of Economic Opportunity with our decision on how to proceed.

The City is committed to either fund the difference between the available grant funds and the construction amount, or working with DEO in amending our contract with your agency. Please contact our grant administrator, Robin Phillips, if you have any questions.

**Sincerely,**

**Wesley Meiss, Mayor**