AGENDA
EXECUTIVE COMMITTEE MEETING
2/29/2016
4:00 P.M.

OPEN MEETING

APPROVAL OF AGENDA FOR ADDITONAL ITEMS

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

PUBLIC HEARINGS/MEETINGS

RECOGNITIONS, SPECIAL PRESENTATIONS AND AWARDS:

PERSONS TO APPEAR:

1) American Traffic Solutions Representative – Re: Red Light Camera Program

ORDINANCES, RESOLUTIONS, & PROCLAMATIONS:

CITY ATTORNEY'S REPORT

CITY CLERK'S REPORT

MILTON PLANNING BOARD

1) Board to meet on Thursday, March 3, 2016 at 5:00 p.m.

Public Works - Chairman: Councilman R. L. Lewis

Item 67 Sewer Backup on Maggie Rose Circle

Committee Recommendation Vote Required

Authorization to proceed with the restoration of the residence using Complete DKI and to take action against Adams Homes to recover costs.

Cost $0.00 **Funding Source**

Public Safety - Chairwoman: Councilwoman Pat Lunsford

Item 11 Red Light Camera Program Renewal

Committee Recommendation Tabled

Committee recommends approval to renew the red light camera contract with ATS

Cost $0.00 **Funding Source** W/S Reserves

Item 63 Request for Autistic Child Sign at 3-way stop at Sanders Street

Committee Recommendation Vote Required

Authorization to purchase and place the sign for "Autistic Child" at the intersection of Lark and Sanders Street

Cost $0.00 **Funding Source** Budget

Parks & Recreation - Chairman: Councilman Lloyd Hinote

Item 59 Request from Milton High School Band for use of stage

Committee Recommendation Vote Required

Approval of MHS Band request to use the city stage, with the rental fee being paid.

Cost $0.00 **Funding Source**

Item 42 Review of City Parade Fees

Committee Recommendation Vote Required

Committee recommends we increase the fee charged by the city for holding a parade on a state road to $1000.

Cost $0.00 **Funding Source**

Item 44 Men in Action use of the Guy Thompson Community Center for Basketball

Committee Recommendation Vote Required

Authorization For Men in Action to use Community Center facilities for a youth basketball program with the requirement of the $25 per hour fee for city staff to be

Cost $0.00 **Funding Source**

Item 50 Event Application for Monthly Car Show from March - October 2016

Committee Recommendation Vote Required

Approval of event application to hold the monthly car show in downtown on the fourth Saturday from March - October 2016

Cost $0.00 **Funding Source**

Item 52 Football Field Maintenance

Committee Recommendation Vote Required

Authorization to close public access to Milton Sportsplex Football Fields for restoration and maintenance of the playing surface.

Cost $0.00 **Funding Source** Budget

Item 57 Community Center Signs

Committee Recommendation Vote Required

Authorization to purchase the signs for the top of the Guy Thompson Community Center at a cost of $5,036 to be paid out of the budget

Cost $5,036.00 **Funding Source** Budget

Growth & Development - Chairwoman: Councilwoman Ashley Lay

Item 69 Walking/Biking Plan

Committee Recommendation Vote Required

Direct staff to integrate the walking/biking plan with the road paving priority plan

Cost $0.00 **Funding Source**

Item 40 Resolution supporting the designation of the Bay Area Resource Council (BARC) as the governing structure to support the establishment of an Estuary Program for Perdido and Pensacola Bay.

Committee Recommendation Vote Required

Committee recommends the approval of a Resolution supporting the designation of the Bay Area Resource Council (BARC) as the governing structure to support the establishment of an Estuary Program for Perdido and Pensacola Bay.

Cost $0.00 **Funding Source**

Item 60 Quinn Street Marina development RFP

Committee Recommendation Vote Required

Authorization to sub-divide property into 2 parcels

Cost $0.00 **Funding Source**

Item 70 CRA II/III

Committee Recommendation Vote Required

Authorization to forward to BOCC, School Board and WFWMD the notice of intent to adopt the master plans, schedule a public hearing at March Council meeting and

Cost $0.00 **Funding Source**

Item 54 Request for Out-of-Town Travel for Randy Jorgenson, Planning Director, to attend the American Planning Assoc. Annual Conference in Phoenix, AZ on April 2-5, 2016 at a cost of $785 plus Airline costs to be paid out of the

Committee Recommendation Vote Required

Authorization for the Out-of-Town Travel request for Randy Jorgenson

Cost **Funding Source** Budget

Item 68 Stewart Street Re-Zoning to RC-1

Committee Recommendation Vote Required

Authorization for staff to proceed with an outreach meeting with the effected property owners.

Cost $0.00 **Funding Source**

Finance - Chairman: Councilman Jimmy Messick

Item 64 Appointment of Mr. Greg Brand to the Fire Pension Board

Committee Recommendation Vote Required

Authorization to appoint Mr. Greg Brand to the Fire Pension Board as a City

Cost $0.00 **Funding Source**

Item 61 Budget Planning Calendar for FY2017

Committee Recommendation Vote Required

Approval of the FY 2017 Budget Planning Calendar

Cost $0.00 **Funding Source**

Item 62 Courthouse Update: 1. Purchase agreement for property number 2. Review New courthouse layout plan from HMM/HOK.

Committee Recommendation Vote Required

Authorization for City Manager to sign a contract on parcel # 03-1N-28-2530-03200-0090 with a closing date of September 30, 2016 or later.

Cost $38,000.00 **Funding Source** Budget

Item 45 Contribution to Santa Rosa Leadership Class 29 Blackhawk Memorial

Committee Recommendation Vote Required

Authorization to make a $1,500 donation to Leadership Class 29 to be put towards the building of the Blackhawk Memorial

Cost $0.00 **Funding Source** Budget

Item 71 Bad Debt Write-off for February 2016

Committee Recommendation Vote Required

Authorization of bad debt write-off for February 2016 in the amount of $3,025.63 - FYTD $23,296.21, less collections and gas fee account credit of ($4,872.13) for a net total of $18,424.08

Cost $0.00 **Funding Source**

Item 43 Review Requirement to Replace City Enterprise Software (HTE)

Committee Recommendation Vote Required

Authorization for staff to send out RFP to upgrade or change the City Enterprise

Cost $0.00 **Funding Source** Budget

Item 65 Establishment of facilities maintenance department (#0519) budget item in FY 17 Budget.

Committee Recommendation Vote Required

Authorization for staff to establish the #0519 Budget item in the FY 17 Budget

Cost $0.00 **Funding Source** Budget

Administration - Chairman: Councilman Grady Hester

Item 1 Milton City Council Speaker Request Form

Committee Recommendation Vote Required

1/21/2016: Committee recommended approval to use speaker request form for Committee of the Whole, Executive Committee and Council Meetings.
2/18/2016: Committee recommended approval to use speaker request form for Committee of the Whole, Executive Committee and Council Meetings with a 5 min

Cost $0.00 **Funding Source**

Item 74 Use of One Council Office Space as Office for PIO/Marketing

Committee Recommendation Vote Required

Authorization to use one of the Council Office spaces as an Office for PIO/Marketing

Cost $0.00 **Funding Source**

Item 72 Administrative Accounts Clerk Job Description in Finance Department

Committee Recommendation Vote Required

Authorization of revised Administrative Accounts Clerk Job Description in the Finance Department

Cost $0.00 **Funding Source** Budget

Item 18 Policies for Review:
2.3 Employee Recognition
2.4 Policy on Employee Certifications

Committee Recommendation Vote Required

Committee recommends approval of policies as presented.

Cost $0.00 **Funding Source**

Item 73 Payroll Administrative Clerk Job Description in Finance Department

Committee Recommendation Vote Required

Authorization of revised Payroll Administrative Clerk Job Description in the Finance

Cost $0.00 **Funding Source** Budget

Item 53 Recruitment and Replacement of Police Chief

Committee Recommendation Vote Required

Authorization to proceed with program through Florida Police Chiefs Association to recruit and hire a new police chief.

Cost $11,000.00 **Funding Source** Budget

TPO REPRESENTATIVE: COUNCILMAN JIMMY MESSICK

TDC REPRESENTATIVE: COUNCILMAN ALAN LOWERY

MAYOR REPORT: WESLEY MEISS

CITY MANAGER'S REPORT:

OTHER BUSINESS:

1) Police Corporal Selection ***(Staff recommends to accept Chief Brand's recommendation to promote Office Dewayne Smith to the rank of Corporal)(Requires vote)***

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

Mardi Gras Parade Costs (2016)

	Law Enforcement Employees	Over Time/ Comp Time	Hours Worked	
1	Chief Brand	$ 55.56	2	$ 111.12
2	Captain Tindell	$ 45.36	2	$ 90.72
3	Corporal Cline	$ 37.55	2	$ 75.09
4	Detective Mistovich	$ 28.67	2	$ 57.33
5	Sergeant Catalfu	$ 42.33	2	$ 84.66
6	Officer Riley	$ 36.26	2	$ 72.51
7	Officer Spratt	$ 25.40	2	$ 50.79
8	Officer Gagnon	$ 24.50	2	$ 48.99
9	Corporal Ferguson	$ 37.55	2	$ 75.09
10	Sergeant Groenenboom	$ 40.91	2	$ 81.81
11	Officer Aguiar	$ 22.70	2	$ 45.39
12	Officer Clifft	$ 26.37	2	$ 52.74
13	Officer Jacobsma	$ 25.40	2	$ 50.79
			26	**$ 897.03**

	Employees Working Parade		Over Time/ Comp Time	Hours Worked	
1	Randy Hoyt	Street Sanitation - Dept Head	$ 39.41	4.5	$ 177.32
2	Steve Williams	Street- MSW IV	$ 29.81	4.5	$ 134.12
3	Joseph Qualls	Street- MSW III	$ 22.70	4.5	$ 102.13
4	David Martinez	Street- MSW III	$ 21.89	4.5	$ 98.48
5	Terry Copeland	Sanitation - Foreman	$ 28.67	4.5	$ 128.99
6	Christopher Boggan	Sanitation - MSW III	$ 20.25	4.5	$ 91.13
7	Jerry Moran	Sanitation - MSW III	$ 26.37	4.5	$ 118.67
				31.5	**$ 850.84**

Costs	Rate	Hours	
Street Sweeper	$ 125.00	2	$ 250.00
Light Tower Diesel	$ 50.00	2	$ 100.00
Gasoline Flashing Arrow Board	$ 50.00	2	$ 100.00
2 Trucks - Pull Arrow Board & Light Tower @ Cleanup ($25 ea)	$ 50.00	2	$ 100.00
			$ 550.00

Costs	Rate	Quantity	
Electronic Message Boards	$ 250.00	3	$ 750.00
			$ 750.00

Parade Costs **$ 3,047.87**

CITY OF MILTON *(Billing code = UF)*

APPLICATION FOR EVENTS/PARADES/FESTIVALS/SPECIAL ACTIVITIES

****

1. Application Date: JANUARY 28, 2016
2. Sponsoring Organization **(USER)** Santa Rosa Arts & Culture Foundation
   a. Non-Profit [✓] Address 6815 Caroline St. Milton FL.
   b. Community Based [ ]
   c. Commercial [ ]
   d. Private Citizen [ ] Phone # 850-981-1100
3. **Organization Point of Contact:**
   Name: DON NORRIS DONNORRIS11555@Aol.Com
   Phone #: 850-565-0046 E-Mail: ANORRISCOMPANY@YAHOO.COM
4. **Name of Activity:** _____
   [ ] Parade [✓] Car/Motorcycle Show
   [ ] Festival [ ] 5/10 K Race
   [ ] Concert [ ] Other (please explain activity):
   [ ] Tournament _____
   [ ] Community Awareness _____
5. **Date of Activity:** MARCH 26, APRIL 23, MAY 28, JUNE 25, July 23, AUGUST 27 September 24 OCTOBER 22
6. **Time Frame of Activity:** 5:30 pm to 9:00pm
7. **Location/Facility:**
   [ ] North Riverwalk - $100 [✓] North Willing Street (from 5:30 pm to 9:00 pm)
   [ ] South Riverwalk - $100 [ ] South Willing Street (from_____ to _____)
   [ ] South Riverwalk Pavilion - $50 [ ] North Elmira Street (from_____ to _____)
   [ ] Event Area - $100 [ ] South Elmira Street (from_____ to _____)
   [✓] Imogene Parking Lot
   [ ] Other: SEE ATTACHMENT AREA IN YELLOW
8. **Special Requests:**

[✓] Road Closure 5:30pm to 9:00pm	N/C	[ ] Electrical Activation:	$75
[ ] >24 Hr Docking at Riverwalk	N/C	[ ] Stage Rental:	$350
[ ] Boating Restricted Areas		[ ] 1 Dumpster	$75
[ ] Parade Security & Clean up	$350	[ ] 1 Dumpster / 5 Trashcans	$100
[ ] 1 Dumpster / 10 Trashcans	$125	[ ] 1 Dumpster / 15 Trashcans	$150
[ ] 1 Dumpster / 20 Trashcans	$157	[ ] 1 Dumpster / 25 Trashcans	$200
[ ] Crowd Control Barriers	$125	[ ] Extra Dump Fees	$75

[ ] Other POST ON City CALENDAR, DATE AND EVENT INFORMATION BE GIVEN to ANYONE WHO MAY INQUIRE OR CALL THE PARKS AND RECREATION PHONE. DATES AND TIME. MR. NORTON HELP WITH THIS LAST YEAR.

Tourism District Special Requests:

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

1. I (We) hereby request waiver of the;
   [ ] Open Container Ordinance (Sec 6-27)
   [ ] Noise Ordinance (LDR Sec. III-5.16)
   [ ] Animal Control Ordinance (Sec 4-37(b))
   [ ] and/or other Ordinance NONE

2. The location applied for is: NORTH Willing St. AND IMOGENE PARKING LOT SEE ATTACHMENT AREA IN YELLOW

3. Time Period From: 5:30pm to 9:00 pm

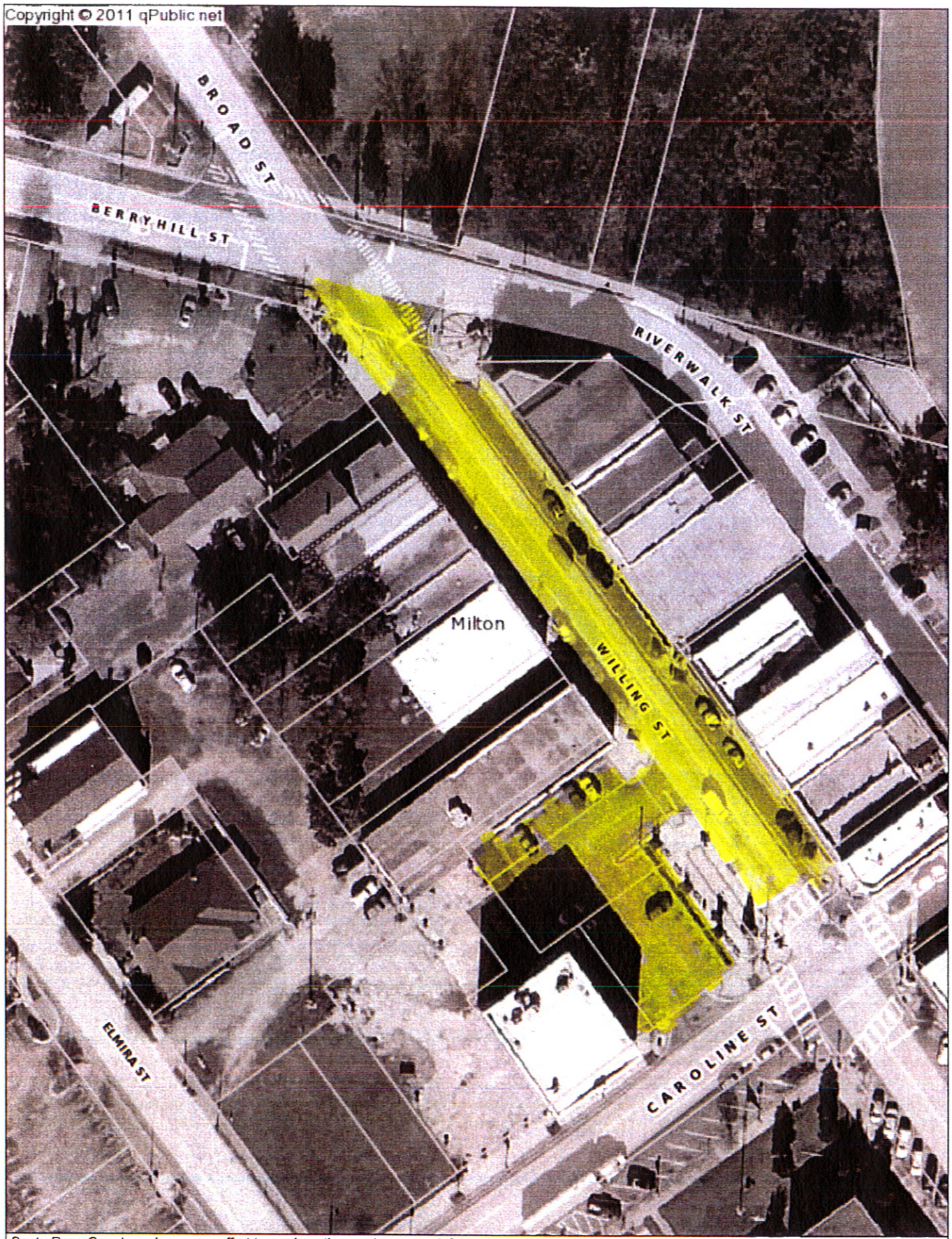
4. Event Security: [ ] Yes [✓] No
   If yes, then who will provide the Security: N/A
   Security Time Period From: _____ to _____

The USER must agree to the following terms & conditions:

1. User shall supply and furnish all personnel, equipment, services and any other items the User deems necessary to the success of the User's event.
2. User shall assure that proper City Police protection and all governmental regulations pertaining to th 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 agreemen regardless of who causes such damage or how the damage is caused, during the period of use contai 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 whol 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.

Dan Norris

Signature of Requestor/User Representative



Santa Rosa County 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 assessment information is from the last certified taxroll. All data is subject to change before the next certified taxroll. All data is subject to change before the next certified taxroll. Greg Brown Santa Rosa County Property Appraiser
Date printed: 01/28/16 : 21:35:21

FOR CITY USE ONLY

Schedule of Charges

Parade $ _____

Facility $ _____

Crowd Barriers $ _____

Clean Up $ _____

Sanitation $ _____

Electrical $ _____

Total Payment Due $ _____

Fee Paid $ _____

Date of Payment _____

Receipt # _____

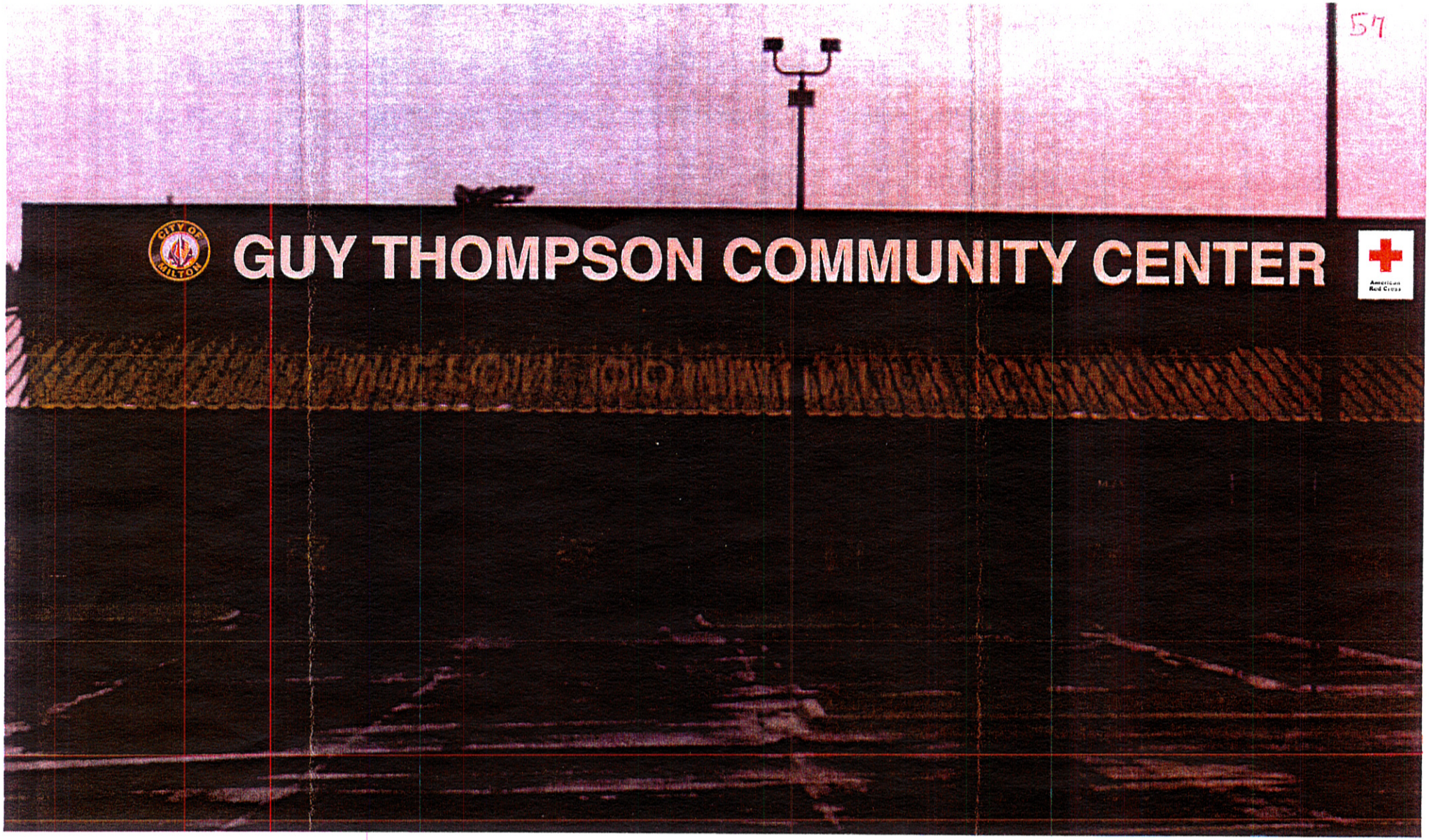
Insurance Certificate Received [ ] Yes [ ] No

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 [ ]


GUY THOMPSON COMMUNITY CENTER
CITY OF MILTON
American Red Cross

RESOLUTION NUMBER 1363-16

A RESOLUTION OF THE CITY OF MILTON, FLORIDA, EXPRESSING SUPPORT FOR AND REQUESTING THAT THE BAY AREA RESOURCE COUNCIL (BARC) BE DESIGNATED AS THE ENTITY FOR THE PENSACOLA BAY AND PERDIDO BAY ESTUARY PROGRAMS WHICH WILL MANAGE COMPREHENSIVE PLANS FOR THE RESTORATION AND PROTECTION OF PENSACOLA BAY AND PERDIDO BAY; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, Pensacola Bay and Perdido Bay and their associated waterways provide boating, fishing, hunting and other outdoor recreational and economic opportunities for citizens and visitors of Florida; and

WHEREAS, mismanagement of Pensacola Bay and Perdido Bay may exacerbate flooding and property loss, negatively impact water quality and estuarine habitat, negatively affect the local economy, and threaten the health, safety and welfare of Florida's citizens and visitors; and

WHEREAS, the U.S. Environmental Protection Agency (USEPA) is seeking funding to "stand up" and establish one (1) Estuary Program in Perdido Bay, Pensacola Bay, or other bays in Northwest Florida in order to coordinate management and improvement of the water bodies; and

WHEREAS, the Bay Area Resource Council (BARC) is an intergovernmental organization established in 1987 with elected officials from five local governments (Escambia County, Santa Rosa County, City of Pensacola, City of Gulf Breeze, and City of Milton); and

WHEREAS, the BARC has the purpose of improving Pensacola Bay and Perdido Bay through community coordination and participation from stakeholders including federal, state and local governments, citizens, academia, and the private sector; and

WHEREAS, the Bay Area Resource Council (BARC) has the organizational structure, history and experience with local issues pertaining to Pensacola Bay and Perdido Bay to be the entity for the Pensacola Bay and Perdido Bay Estuary Programs.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF MILTON, AS FOLLOWS:

Section 1. That the City Council finds the above recitals to be true and correct and incorporates them herein by reference.

Section 2. That the City of Milton hereby expresses its support for and requests that the Bay Area Resource Council (BARC) be designated as the Estuary Program organization to manage a comprehensive plan for the restoration and protection of Pensacola Bay and Perdido Bay.

Section 3. That this resolution shall take effect immediately upon its adoption by the City of Milton.

Section 4. That the Clerk shall forward a copy of this Resolution to Secretary Jonathan P. Steverson of the Florida Department of Environmental Protection in Tallahassee; Director Shawn Hamilton of the Florida Department of Environmental Protection Northwest District in Pensacola; Executive Director Brett Cyphers of the Northwest Florida Water Management District in Havanna; Gulf Coast Ecosystem Restoration Council Chair and Secretary of the Department of Commerce Penny Pritzker in Washington, DC; Gulf Coast Ecosystem Restoration Council Executive Director Justin R. Ehrenwerth in Washington, DC; USEPA Secretary Gina McCarthy in Washington, DC; and USEPA Assistant Administrator for the Office of Water Ken Kopocis in Washington, DC.

ADOPTED this _____ day of _____, 2016.

_____

Wesley Meiss, Mayor

ATTEST:

_____

Dewitt Nobles, City Clerk

CURRENT STATUS OF ADOPTION PROPOSED CRA PLANS

1. Feb. 4, 2016 – The Milton Planning Board met: To consider if the proposed plans consistency with the comprehensive plan of the City. [Fla. Stat. 163.360(4)] [NOTE: STAFF HAS REVIEWED THE COMPREHENSIVE PLAN TO ENSURE THAT THE PROPOSED PLANS ARE NOT INCONSISTENT WITH THE COMPREHENSIVE PLAN AND HAS IDENTIFIED GOALS, OBJECTIVES, AND POLICIES WHICH INDICATE THE PLANS CONSISTENCY WITH THE COMPREHENSIVE PLAN.]

2. Mar. 8, 2016 - Planning Boards Recommendation/ Finding re: Comp Plan Consistency determination to CRA Board:

3. Mar. 8, 2016 - CRA Board meeting: The CRA governing board receives and considers the recommendations/ findings from the local planning agency. When considering the plans, the CRA governing board may either: (i) approve the plans and forward to the City Council with recommendations; (ii) make changes to the proposed plan or (iii) reject the proposed plans. If rejected, that is the end of the process. The CRA shall submit the plans with recommendations to City Council to be considered at a public hearing.

4. FEBRUARY 22, 2016 (at least 15 days prior to Council public hearing) – Send notice by registered mail: The City Council AND the CRA shall send a joint notice by registered mail to the County, School Board, and West Florida Water Management District, [Fla. Stat. 163.360(5)] of the public hearing and shall send a copy of the plans with the notice of the public hearing.

5. FEBRUARY 26, 2016 – Send notice to newspaper for publication: Council must have a notice published in a newspaper of general circulation in the City 10 days prior to the public hearing. The notice must include: time, date, place, and purpose of public hearing; general description of the redevelopment area; outline general scope of the plans; where the proposed plans can be inspected (presumably, City Hall); and a statement that interested persons may appear at the meeting and be heard with respect to the plans. Fla. Stat. 163.360(6)(a); 163.346; 166.041(3)(a)] [NOTE: Since the original redevelopment plan and subsequent amendment were created by resolution, the amended redevelopment plan must also be adopted by resolution.]

6. FEB. 27, 2016 (or before) – Notice to appear in newspaper per #5 above.

7. MARCH 8, 2016 – Public hearing before Council: City Council holds the public hearing at the time and location noticed. The proposed plans are presented and comments are received from the public. After the close of the public hearing, City Council may either: (i) approve the plans as presented; (ii) reject the plans; or (iii) return the plans to the CRA with further direction.

RESOLUTION CRA 0001-16

A RESOLUTION OF THE MILTON COMMUNITY REDEVELOPMENT AGENCY, FLORIDA, RECOMMENDING APPROVAL OF THE COMMUNITY REDEVELOPMENT PLANS, PROVIDING RECOMMENDATIONS FOR THE PLANS, AND PROVIDING FOR EFFECTIVE DATES.

WHEREAS, the City Council of the City of Milton established the Milton Community Redevelopment Agency (CRA); and

WHEREAS, The establishment of two new Community Redevelopment Areas requires comprehensive Community Redevelopment Plans to be completed under the auspices of the Milton CRA and approval by same; and

WHEREAS, the CRA has caused said plans to be prepared and has submitted such plans to the local planning agency of the City in accordance with the requirements of § 163.360 Florida Statutes, for review and recommendations as to its conformity with the comprehensive plan for the development of the City of Milton as a whole; and

WHEREAS, the CRA has received the City of Milton Planning Board recommendations, being the local planning agency and determination of its review of the proposed CRA II North and III South Community Redevelopment Plans, February 2016, and finding said proposed redevelopment plans to be in conformity with the City's Comprehensive Plan as a whole, as adopted in accordance with Florida Statutes, Chapter 163, Part II "Community Planning Act"; and,

WHEREAS, on March 8, 2016, the CRA reviewed the proposed Community Redevelopment Plans, February 2016 in accordance with the requirements of § 163.360, Florida Statutes, for the purpose of considering the local planning agency's recommendation for making its own final recommendations, and considering approval and submittal of the proposed plans to the City Council.

NOW, THEREFORE, BE IT RESOLVED by the Milton Community Redevelopment Agency, as follows:

1. The aforementioned recitals are hereby incorporated by reference and adopted as findings of fact.

2. The proposed Community Redevelopment Plans for the Milton Community Redevelopment Areas, dated February 2016, are recommended for approval;

3. The Community Redevelopment Agency Administrator is directed to submit this Resolution and the proposed Community Redevelopment Plans for CRA's II North and III South, dated February 2016 to the City Council.

4. *This Resolution shall become effective upon its passage and adoption.*

Resolution CRA 0001-16 was duly adopted at a Regular Meeting of the Milton Community Redevelopment Agency, Milton, Florida, held on the 8th day of March, 2016.

BY: _____
Wesley Meiss, Mayor

ATTEST:

_____
Dewitt Nobles, City Clerk

RESOLUTION NO. 1362-16

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILTON, FLORIDA, ADOPTING A COMMUNITY REDEVELOPMENT PLAN FOR CRAs II NORTH AND III SOUTH REDEVELOPMENT AREAS LOCATED IN THE CITY OF MILTON, FLORIDA, MAKING LEGISLATIVE FINDINGS; ADOPTION OF PLANS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, on December 10, 2015 the Board of County Commissioners of Santa Rosa County, Florida adopted Resolution 2015-56, accepting the findings of necessity dated July 27, 2015 and authorizing the City Council of the City of Milton, Florida to create, operate, and maintain the City of Milton Community Redevelopment Agency; and

WHEREAS, pursuant to Resolution No. 1341-15, adopted by the City Council on August 11, 2015, determined that certain areas in the City of Milton, Florida were in need of redevelopment and so designated the areas as being a "Community Redevelopment Area" within the meaning of Section 163.340(10), Florida Statutes (the "Redevelopment Area"); and

WHEREAS, the City Council has designated itself as the Community Redevelopment Agency by Resolution No. 1355-16, enacted on January 12, 2016, and has further established the boundaries of CRA II North and III South Redevelopment Areas; (Legal descriptions attached) and

WHEREAS, the City has caused two redevelopment plans to be prepared for the Community Redevelopment Areas; and

WHEREAS, after due consideration as required by Part III of Chapter 163, Florida Statutes (The Community Redevelopment Act of 1969, as amended, or the "Act") specifically Section 163.360(4) of the Act, the Planning Board of the City of Milton, Florida, which is the local planning agency, has reviewed the Community Redevelopment Plans and found them to be in conformity with the City's Comprehensive Plan for the development of the City as a whole; and

WHEREAS, after due consideration as required by Section 163.360(5), Florida Statutes, the Community Redevelopment Agency for the City of Milton, Florida, has on March 8th, 2016, by adoption of their Resolution No. CRA 0001-16, recommended approval of the Community Redevelopment Plans, and

WHEREAS, on March 8, 2016, the City Council has held a public hearing on the Community Redevelopment Plans for the CRAs II North and III South Community Redevelopment Areas after public notice, as required by Sections 163.360(6) and 163.346, Florida Statutes.

NOW, THEREFORE, BE IT RESOLVED THAT:

SECTION ONE: Findings

1. The Planning Board reviewed the proposed Community Redevelopment Plans for the Community Redevelopment Areas, and found that the Community Redevelopment Plans conform to and are consistent with the applicable Goals, Objectives and policies of the City's Comprehensive Plan for the development of the City as a whole.
2. The Planning Board submitted the proposed Community Redevelopment Plans back to the Community Redevelopment Agency with their recommendations.
3. The Community Redevelopment Agency has submitted the proposed Redevelopment Plans for the Community Redevelopment Areas to each taxing authority that levies ad valorem taxes on taxable real property contained within the geographic boundaries of the Community Redevelopment Area, as required by the Act.
4. The Community Redevelopment Agency, by their adoption of Resolution CRA 0001-16 on March 8, 2016, recommends approval of the CRA II North and III South Community Redevelopment Plans for the City Council, City of Milton, Florida, finding it necessary to improve the general economic, social, cultural, aesthetic, health, safety, and welfare of the community.
5. Based on information presented to it, the City Council expressly finds that the Community Redevelopment Plans for CRAs II North and III South Community Redevelopment Areas (the "Plans") satisfies the requirements of Sections 163.360 and 163.362, Florida Statutes.

SECTION TWO: Adoption of Plan

The Community Redevelopment Plan for CRAs II North and III South Community Redevelopment Areas dated July 27, 2015, is hereby adopted as if fully set forth herein. A copy of the Plans shall be certified by the City Clerk as having been adopted by this Resolution. In accordance with Section 163.360(9), Florida Statutes, the Community Redevelopment Plans are hereby deemed to be in full force and effect of the Community Redevelopment Areas, and the Community Redevelopment Agency is hereby charged with responsibility of carrying out the Community Redevelopment Plans in accordance with its terms and applicable law.

SECTION THREE: Severability

If any section, part of a sentence, paragraph, phrase or word of this Resolution is for any reason held to be unconstitutional, invalid, inoperative or void, such holding shall not affect the validity of the remaining portions hereof and it shall be construed to have been the legislative intent to pass this Resolution without such unconstitutional, invalid or void part, thereby causing said remainder to remain in full force and effect.

SECTION FOUR: Conflicts

All Resolutions or part of Resolutions in conflict herewith are hereby repealed to the extent necessary to give this Resolution full force and effect.

Upon Motion by Councilman _____ and Seconded by Councilman _____, Resolution _____ was duly adopted at a Regular Meeting of the City Council of the City of Milton, Florida, held on the 8th day of March, 2016.

Ayes: _____
Nays: _____
Absent or Abstaining: _____

By: _____
Mayor

Attest:

_____
City Clerk

Brian, this year the American Planning Associations annual conference is in Phoenix Arizona April 2-5. As you are aware the conference provides planning professionals with the continuing education credits necessary to maintain certification. The cost of the conference is $785.00 and travel is estimated at $350.00. I will take care of the lodging and meal expense which would normally be an additional $750.00+. This year's tracks are below listed as just an example of the topics broached at this gathering. The Department budgets for training each year and this is a part of that budget item.

Once again I thank you for your consideration and support.

RL Jorgenson, AICP

2016 Tracks

Tracks help focus a portion of the conference program on selected current topics and provide a "conference within a conference." These topics help call attention to emerging issues and guide planning practice. Not all sessions fit into a track, as planning is broad field with many topical areas.

Evolving Solar, Wind, and Energy Planning

How we harvest and use energy plays an important role in how communities develop and sustain themselves. The last decade has brought many technical innovations, and utility companies themselves are often leading the way in creating sustainable practices. Delve into creative energy planning (this might include utilities) and see what is happening across the country. You'll find sessions that demonstrate the role of planning in supporting sustainable energy.

Housing Trends

It's been a roller coaster ride for housing. As America has emerged from the recession, the landscape of housing has changed. Proposers may wish to examine what is happening in the market place, others will look at the challenges to providing adequate, varied, and affordable housing for all members of the community. Housing is central to the well-being of a community.

Lessons from the Recession

The great recession had a broad and historic impact on communities and the practice of planning. How has planning and how have communities changed since the recession? There are many dimensions to this change with economic development being one of the most important. Sessions examine management practices, economic development, new services provided by planners, municipal finance, and more. Take stock of where we are and what we have learned about how community planning should proceed in the future.

Nuts and Bolts

This track will focus on essential planning skills. Consider what planners need to know for their day-to-day jobs and what skill building you might provide in a session. Whether it's zoning, management, implementing site planning, or developing a new plan, this track will help new planners and provide a refresher for experienced planners. Discover solutions to common problems and master essential skills.

Planning and the Regulatory Realm

The regulatory landscape is a mix of federal initiatives, case law challenges, local land use regulation development, and state policies. Sessions address how states are creating legislation in the absence of Congressional leadership, focus on the U.S. Supreme Court and federal district court rulings, and consider regulation developed at the local level. The track explores what's new, emerging trends and their implications, and how regulatory tools are being used in the current environment.

Planning for a More Dynamic Population

The U.S. population is dynamic. Not only are traditional categories of households changing, but where and how people live is changing as well. Sessions look at how planning is responding to new immigrants or new life-style choices, such as transportation choices. Not all immigrant communities are the same. Not all groups conform to one pattern of behavior. Not all communities, such as suburbs, are the same as they were 25 years ago. Explore what makes our population dynamic, how communities respond to rapid changes, and how planning can address these issues.

Planning for All Generations

It is critical to engage all generations and populations in planning for their needs and goals. Sessions consider the issues of the wage-earner population and how it is declining as the retired population grows. This track looks at the trends and implications of varied populations and the manifestations of generational shifts in opportunity, attitude, and living choice.

Public Health and Planning for Resilience

How do health and resilience come together and how should your community consider this issue? Health is now a significant driver of planning. See how planners and professional colleagues are creating healthy communities and populations that can withstand changes in the economy and natural hazards. Whether the issue is research, policy, plan implementation, or measurement of actions, you'll find valuable information on current health and planning practice.

Real Estate and Finance and Role of Planning

The real estate market affects communities in ways not always well understood by planners. Development and municipal finance have changed considerably over the past few years. It is time for planners to assess what is happening, what the dynamics of the market really are, and how they relate to planning.

Water and Community Planning

Explore issues of water and how to develop effective multidepartmental, interdisciplinary plans for water. Community planners and water resource professionals can significantly impact each other's outcomes, but traditionally have operated in separate spheres. The fractured nature of water governance, the layers of regulations for community planning and water planning, the lack of a shared vocabulary, the lack of understanding of each other's objectives — all create significant obstacles to achieve sustainable, resilient communities and water resources. Learn how to integrate water planning and management. Sponsored by Lincoln Institute of Land Policy.

PHYSICAL ADDRESS	OWNER ADDRESS
5172 STEWART ST	LONG HENRY LAMAR & AGNES TRUST 6377 MUNSON HWY MILTON FL 32570
5173 STEWART ST	BASS NANCY R 8395 HWY 90 E MILTON FL 32583
5177 STEWART ST	THOMPSON GUYLAND WAYNE 6336 WISTERIA DR MILTON FL 32570
5180 STEWART ST	CULPEPPER DAVID L & BOBBIE A 7064 WINDWOOD LN MILTON FL 32583 3215
5189 STEWART ST	WATT STANLEY & SHIRLEY AS CO-TRUSTEES ETAL 5871 HOGANS ALLEY MILTON FL 32570
5197 STEWART ST	BATES J HUGH & ERNESTINE G AS TRUSTEES & BATES LEONARD H 4725 GERI ST MILTON FL 32583 1624
5198 STEWART ST	J & D CLEANERS LLC 5198 STEWART ST MILTON FL 32570
5207 STEWART ST	HURRICANE XPRESS CARWASH LLC 5207 STEWART ST MILTON FL 32570
5221 STEWART ST	L V DAVIS & SONS LIMITED PARTNERSHIP PO BOX 252 BAGDAD FL 32530
5224 STEWART ST	SUN BANK/WEST FLORIDA N A SUNTRUST CORP R/E 919 E MAIN ST 14TH FL-DELANO RICHMOND VA 23219 4625
5250 STEWART ST	BARNES GREGORY P & MARK C & JOHN T II 5924 MANDIE LN MILTON FL 32570 5433
5259 STEWART ST	KINCAID PAUL R SR & PAUL R JR 5259 STEWART ST MILTON FL 32570
5271 STEWART ST	PARADISE HOMES INC 5271 STEWART ST MILTON FL 32570
5288 STEWART ST	BARNES FAMILY PROPERTIES LTD 5924 MANDIE LN MILTON FL 32570 5433
5308 STEWART ST	UNITED CEREBRAL PALSY OF NORTHWEST FLORIDA 2912 N E ST PENSACOLA FL 32501 1324
5318 STEWART ST	SOUTHERN SITE & UTILITY DESIGN INC 8098 HWY 89 N MILTON FL 32570
5326 STEWART ST	CPM HOLDINGS LLC 2652 SANDCREST DR CANTONMENT FL 32533
5336 STEWART ST	FARM CREDIT OF NORTHWEST FL FLCA PO BOX 7000 MARIANNA FL 32447 7000
5341 STEWART ST	GRACE DEVELOPMENT COMPANY OF SANTA ROSA 5003 BASIN AVE MILTON FL 32583
5346 STEWART ST	CHUMUCKLA LLC C/O WHATABURGER VENTURES LLC 1900 DALROCK ROAD ROWLETT TX 75088
5347 STEWART ST	HOLZKNECHT RICHARD A 6533 TERRASANTA PENSACOLA FL 32504
5355 STEWART ST	GULF COAST COMMUNITY BANK 40 N PALAFOX ST PENSACOLA FL 32502
5357 STEWART ST	IBRAHIM YEHIA PO BOX 787 MILTON FL 32572
5360 STEWART ST	STEWART SAM F & MARY 5360 STEWART ST SE MILTON FL 32570 4734
5365 STEWART ST	FRAZIER TIMOTHY 873 DOLPHIN RD MILTON FL 32583
5374 STEWART ST	JOHNSON DAVID JOHN & KRISTY LYNN 5673 TREVINO DR MILTON FL 32570
5381 STEWART ST	MILTON GLASS COMPANY INC 5381 STEWART ST MILTON FL 32570
5382 STEWART ST	MILTON GLASS CO INC 5381 STEWART ST MILTON FL 32570 4731
5388 STEWART ST	NGUYEN NGOC HUYNH THI & SON NGOC 5382 STEWART ST MILTON FL 32570
5396 STEWART ST	LOCKLIN INSURANCE AGENCY INC PO BOX 777 MILTON FL 32572
5404 STEWART ST	WILSON GREG 210 JUNIPER CREEK DR BREWTON AL 36426
5412 STEWART ST	HARVEY BRADLEY & JUDY A 5404 STEWART ST MILTON FL 32570
5418 STEWART ST	MAI THAN & KIM B 3120 CLAYSTONE ST SE GRAND RAPIDS MI 49546

5422 STEWART ST	KOVACHICK CHARLES J 6000 ARNIE'S WAY MILTON FL 32570
5432 STEWART ST	PHILLIPS JOHN W 6177 JAYS WAY MILTON FL 32570
5462 STEWART ST	PHILLIPS JOHN W 6177 JAYS WAY MILTON FL 32570
5472 STEWART ST	CIRCLE K STORES INC 12911 N TELECOM PKWY TAMPA FL 33637
5480 STEWART ST	HAYES LYNDA H AS TRUSTEE 5545 PINE RIDGE DR MILTON FL 32570
5500 STEWART ST	VEGA MIGUEL 9348 NICHOLS ST BELLFLOWER CA 90706
5518 STEWART ST	TIITF/HRS-RETARDATION SERV SANTA ROSA HOSPITAL C/O DEP 3900 COMMONWEALTH BLVD TALLAHASSEE FL 32399
5524 STEWART ST	MATTHEWS ROGER D 5645 COUNTRY SQUIRE DR MILTON FL 32570
5535 STEWART ST	PRESCRIPTION SHOP OF MILTON INC (THE) 5645 COUNTRY SQUIRE DR MILTON FL 32570
5536 STEWART ST	SANTA ROSA REALTY OF NORTHWEST FLORIDA INC 5535 STEWART ST MILTON FL 32570 1943
5553 STEWART ST	WATSON WILLIAM N 5536 STEWART ST MILTON FL 32570
5560 STEWART ST	NEW VISION WORSHIP CENTER OF NORTHWEST FLORIDA INC 5573 STEWART ST MILTON FL 32570
5568 STEWART ST	JOSLIN FRANK A 5560 STEWART ST MILTON FL 32570
5572 STEWART ST	JGW PROPERTIES LLC 5750 HWY 90 MILTON FL 32583
5573 STEWART ST	WATSON WILLIAM N & BETTY 5536 STEWART ST MILTON FL 32570
5579 STEWART ST	WATSON WILLIAM N 5536 STEWART ST MILTON FL 32570
5585 STEWART ST	SMITH ROBERT E & THERESA A 5579 STEWART ST MILTON FL 32570
5593 STEWART ST	GENE TERREZZA OD & ASSOC P A 5593 STEWART ST MILTON FL 32570
5599 STEWART ST	TERREZZA GENE A J AKA GENE J A 5593 STEWART ST MILTON FL 32570
5603 STEWART ST	TERREZZA GENE OD & ASSOCIATES 5593 STEWART ST MILTON FL 32570
5621 STEWART ST	DUREN LISA T 355 DRIFTWOOD RD UNIT 12 DESTIN FL 32550
5627 STEWART ST	BAYVIEW LOAN SERVICING LLC 4425 PONCE DE LEON BLVD 5TH FLOOR CORAL GABLES FL 33146
5643 STEWART ST	IBRAHIM YEHIA PO BOX 787 MILTON FL 32572
5646 STEWART ST	SANTA ROSA KID'S HOUSE INC 5643 STEWART ST MILTON FL 32570
5670 STEWART ST	HENDRICKS GEORGE E & VIRGINIA HENDRICKS JACK ALFRED 4717 EDENWOOD DR FORT WORTH TX 76123
5673 STEWART ST	OREHOSKY GERALD R 6103 OGLESBY RD MILTON FL 32570
5682 STEWART ST	GULF POWER CO ONE ENERGY PL PENSACOLA FL 32520
5701 STEWART ST	RANKIN BARBARA A AS TRUSTEE 6726 JAMES ST MILTON FL 32570
5705 STEWART ST	JOHNSON JAMES D SR 5701 N STEWART ST MILTON FL 32570
5722 STEWART ST	RALEY REBECCA JANE 6420 PANSY DR MILTON FL 32570
5730 STEWART ST	RANDALL CHAVERS SEPTIC TANK SERVICE INC 9492 PENSACOLA BLVD PENSACOLA FL 32534
5736 STEWART ST	SHEETS LEONARD & BETTY 436 SWAN DR SEBRING FL 33872
5739 STEWART ST	PREGNANCY RESOURCE CENTER INC 5736 STEWART ST MILTON FL 32570
5740 STEWART ST	SHEETS LEONARD G & BETTY A 436 SWAN DR SEBRING FL 33872
5746 STEWART ST	NOBLES LEWIS & DEWITT 6621 CEDAR ST MILTON FL 32570 4319
5756 STEWART ST	NOBLES LEWIS & DEWITT 6621 CEDAR ST MILTON FL 32570 4319
5763 STEWART ST	JOYNER DEAN 4689 PINE LN PACE FL 32571
5764 STEWART ST	LICHTENWALNER STEPHEN L & AVELYN R 5763 STEWART ST MILTON FL 32570

5770 STEWART ST	ROSENFIELD ZIPORA OR ROSENFIELD LILLIAN & DAVID 4348 JERNIGAN RD MILTON FL 32571
5771 STEWART ST	KIRKLIN CLEVE S (ESTATE) C/O SAMUEL & KRISTINE KIRKLIN 33421 BROWNS LANDING RD SEMINOLE AL 36574
5781 STEWART ST	LICHTENWALNER JONATHAN S & SHERRIE L 15674 DEERFIELD ST STERLING CO 80751
5788 STEWART ST	FOP SANTA ROSA LODGE #123 INC P O BOX 683 MILTON FL 32572
5800 STEWART ST	LINDSAY LISA R P O BOX 1441 GULF BREEZE FL 32562
5801 STEWART ST	AVALON GLASS INC 5800 STEWART ST MILTON FL 32570
5811 STEWART ST	WATSON WM N & JAMES A 5536 STEWART ST MILTON FL 32570
5812 STEWART ST	MARTIN FRANKLIN J & ARMBRUST JULIE A 10069 MUSCOGEE RD MILTON FL 32583
5813 STEWART ST	KING GERALD GENE & REGINA Y 5642 CHANTERELLE CIR MILTON FL 32583
5833 STEWART ST	LICHTENWALNER STEVE & LICHTENWALNER RUTH ANN 5763 STEWART ST MILTON FL 32570
5837 STEWART ST	TURN ONE PERFORMANCE LLC 5833 N STEWART ST MILTON FL 32570
5844 STEWART ST	JOINER LONNIE A 4985 JOINER CIR MILTON FL 32583
5855 STEWART ST	FLORITEX INC 5844 STEWART ST MILTON FL 32570
5856 STEWART ST	HOPMEIER JAMES M 5855 N STEWART ST MILTON FL 32570
5859 STEWART ST	JOINER LONNIE A & JOINER BEULAH O 4895 JOINER CIR MILTON FL 32583
5863 STEWART ST	HOPMEIER JAMES M 5855 N STEWART ST MILTON FL 32570
5866 STEWART ST	BLACKWATER FOLK ART INC P O BOX 488 BAGDAD FL 32530 0488
5879 STEWART ST	DG MILTON ENTERPRISES LLC 1003 GREENSWAY DR DOUGLAS GA 31533
5880 STEWART ST	HELPING HAND MISSIONS OF SANTA ROSA INC (THE) 6423 HAMILTON BRIDGE RD MILTON FL 32570
5887 STEWART ST	RADER SCHOOLS INC 5880 N STEWART ST MILTON FL 32583
5919 STEWART ST	HELPING HAND MISSIONS OF SANTA ROSA INC (THE) 6423 HAMILTON BRIDGE RD MILTON FL 32570
5953 STEWART ST	COOPER PLUMBING & COMPANY INC 5919 STEWART ST MILTON FL 32570
5957 STEWART ST	COMMANDER TIMOTHY RAY & JUDY ANN PO BOX 3583 MILTON FL 32572
6708 STEWART ST	TREASURE VENTURE INC (A) 1130 NORTHBROOK DR PENSACOLA FL 32504
	FRAZIER TIMOTHY L 873 DOLPHIN RD MILTON FL 32583

Budget Planning Calendar
Fiscal Year 2016/2017

Mar 1 ..... Receive Parcel Data from Property Appraiser for Fire Assessments

April 12 ..... Fire Resolution approved by Council

April 15 ..... Budget Office provides departments worksheets and instructions.

May 1 ..... Merit Worksheets for each department due from Human Resources.

May 16 ..... Department Budgets due to Budget Coordinator.

May 15-30 ... Departmental Budget reviews with City Manager and/or Dept. Heads.

June 1 ..... Property Appraiser provides estimate of total assessed non-exempt property.

July 1 ..... Property Appraiser provides Certificate of Property Value.

July 5 ..... Council discusses Millage.

July 12 ..... Council approves Millage.
DRAFT Budget Summary presented to Council.

July ..... Department Budgets presented at all Committee Meetings.

Aug 4 ..... Advise Property Appraiser of:
(on or before Aug 4)

1. Maximum Millage Rate
2. Rollback Rate
3. Date, Time, Place of 1st Public Hearing

Aug 24 ..... Property Appraiser mails proposed property tax (TRIM). (on or before)

Sept 13 ..... 1st Public Hearing on Tentative Budget. (at 5:01 p.m.)

Sept 17 ..... Dates to advertise Final Public Hearing and details in Newspapers.

Sept 22 ..... Final Public Hearing on Proposed Budget. (at 5:01 p.m.)
Resolution to Tax Collector, Property Appraiser, & DOR. (adopting millage rate)

Oct 1 ..... Start of Fiscal Year 2016-2017.

Budget Hearings

2016 SEPTEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5 Holiday	6	7	8	9	10
11	12	13 ☆	14	15	16	17
18	19	20	21	22 ☆	23	24
25	26 ☆	27	28	29	30	

www.free-printable-calendar.com

1st Hearing (9-3 to 9-18)

Advertise (within 15 days)

2nd Hearing (2-5 days)

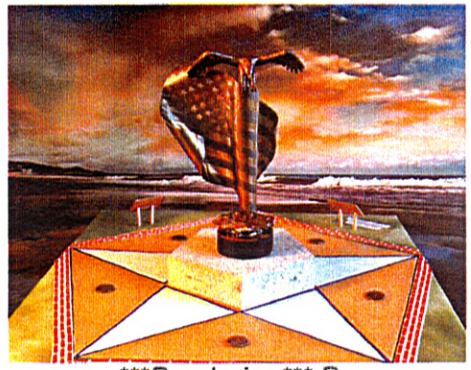
County Sept 6th, Sept 20th

School Sept 8th

City Sept 13 + Sept 22 & 26

The tragic events of March 10, 2015 in which a United States Army UH-60 Black Hawk helicopter went down in the Navarre Sound, resulting in the death of four Soldiers and seven Marines, polarized the nation and rocked the Navarre area and Santa Rosa County. Santa Rosa County and the surrounding areas of Northwest Florida have a proud history of military service and support and the members of Leadership Santa Rosa Class 29 are the embodiment of it, a group comprised of active duty military, veterans, retirees, spouses and children of someone who has served.

When Leadership Santa Rosa Class 29 met to discuss a legacy type class project it was not surprising to see the idea to construct a memorial to honor those who lost their lives the night of March 10th and everyone who has ever fallen in service to our great country surface as the unanimous choice. In spite of the tremendous undertaking a project of this size and scope presents, Leadership Santa Rosa Class 29 is unwavering in their commitment to provide this memorial.



Rendering By
Randy New, Artist and Sculptor

The "Navarre Black Hawk Memorial" will be located in Navarre Park at 8543 Navarre Parkway, Navarre FL 32566. Leadership Santa Rosa Class 29 anticipates completion of the project by the end of 2016.

Tax deductible donations may be made sent to the Navarre Black Hawk Memorial, in care of the Santa Rosa Chamber Foundation and mailed to the address below.

Donations may be made online at www.navarreblackhawkmemorial.com.

Thank you for your support.

Leadership Santa Rosa
Class 29

Navarre Black Hawk Memorial
Santa Rosa Chamber Foundation
5247 Stewart Street
Milton, FL 32570

45

Navarre Memorial Tribute
Navarre Black Hawk Memorial

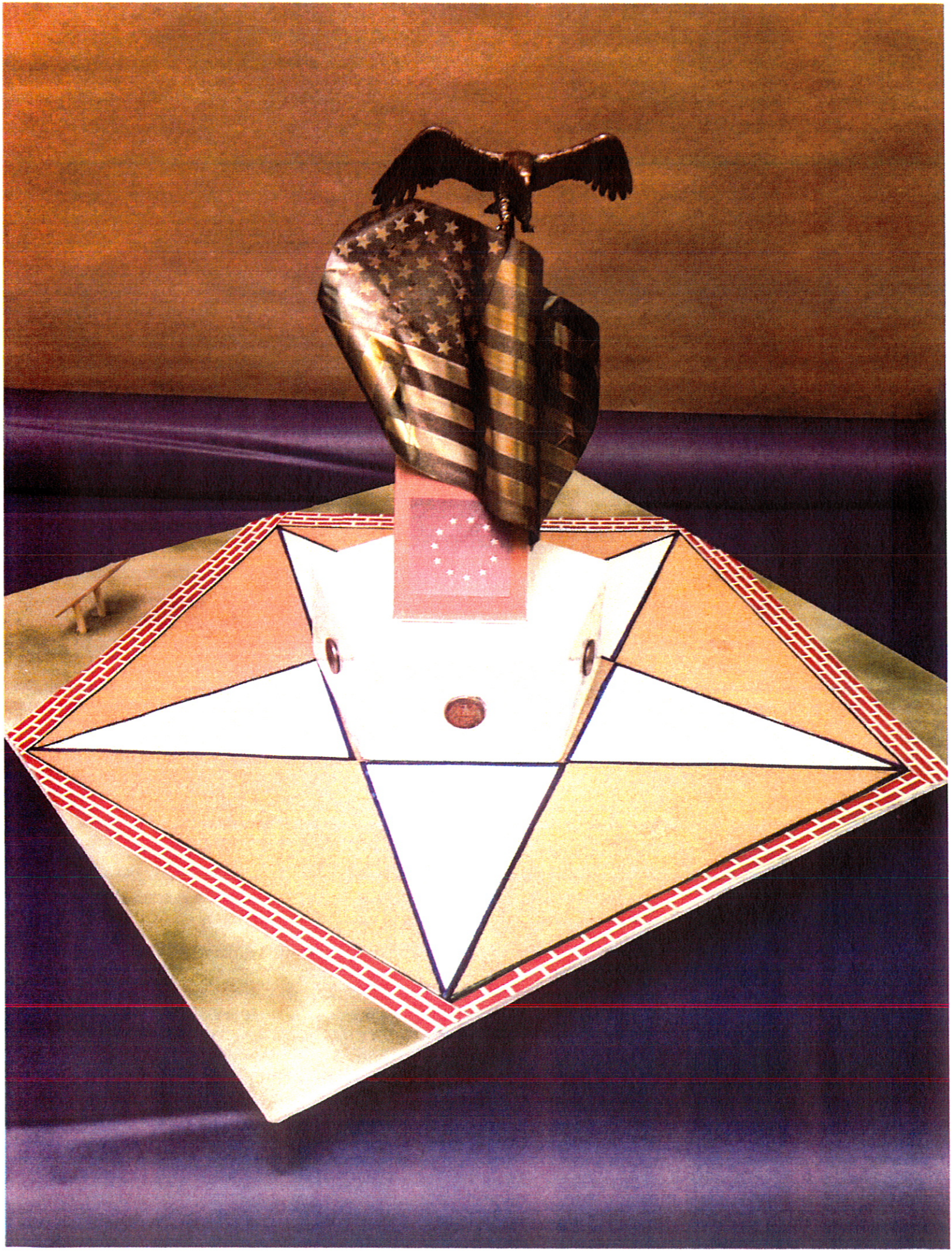
The Navarre Black Hawk Memorial also pays tribute to the men and women of the United States Armed Forces assigned to or who were from our area.

Since the tragic training accident of March 10, 2015 . . .

We remember and pay tribute to:

1SG Peter A. McKenna, US Army
TSgt. Marty B. Bettelyoun, US Air Force
TSgt. Timothy A. Officer, US Air Force
Capt. Matthew D. Roland, US Air Force
SSgt. Forrest B. Sibley, US Air Force
Sgt. First Class Andrew Weathers, US Army
SrA Nathan C. Sartain, US Air Force
Chief Warrant Officer 3 Stephen B. Coley, US Army
Maj. Adrianna M. Vorderbruggen, US Air Force

The artist's rendering is expressly for the purposes of promotional materials and does not depict the final rendering, All rights belong to the artist and Leadership Santa Rosa Class 29.



Sgt. Rich Aloy, Public Information Officer with the Santa Rosa County Sheriff's Office, is a member of Leadership Santa Rosa Class 29, shared the following story with our Class. Wish his permission, we would like to share it with You.

I wanted to share a quick story. Yesterday, I went to Navarre beach on a work call. On my way out a saw a couple on the causeway bridge. They wore a Mojo69 shirt and they looked a bit lost. I just had to stop and check it out. After I introduced myself, I was amazed to find myself with the family of Chief Warrant Officer George Griffin, one of the pilots of the crashed Blackhawk. They told me several families were in town on their first visit since the crash. After a long exchange of great stories and memories from the family, they asked where the official memorial was going to be. The brother stated he heard an organization was planning one. Well, I told him he was in luck because I (proudly) was part of that organization.

Its hard to state in words the thankfulness expressed by the family when I shared just a little about our project.

I wanted to share that experience with everyone. I was fortunate to be at the right place at the right time.

Sgt. Rich Aloy
Public Information Officer
Santa Rosa County Sheriff's Office

MEMORANDUM

Budget Dept.

Date: February 11, 2016

To: Brian Watkins, City Manager

From: Diane Ebentheuer, Budget Coordinator

RE: Re-establishing Department 0519 – Facilities Maintenance

RECOMMENDATION:

As we begin the budget process for FY2017, I request Council re-establish the Facilities Maintenance Department #0519 within the General Fund. Budgeting would be reallocated from the current Road & Street Department #0541 to better define expenditures. This change would reflect a -0- net change for this area of the FY2017 budget.

BACKGROUND:

Department #0519 Facilities Maintenance was last active in fiscal year 2009.

In accordance with Florida Statute and the standard for Uniform Accounting System, the current Road & Street Department #0541 is a Transportation Department used for:

> Cost of providing and maintaining road and street plant facilities and ancillary facilities such as bridges, viaducts, sidewalks, traffic control devices, street-lights, right-of-way, shoulders and other facilities incidental to the proper movement of traffic along roads and streets.

Facilities Maintenance Department # 0519 is a General Government Department used for:

> Cost of general government services, which are not specifically classified within other activity classifications. Facility Maintenance.

2016 FROM ACCOUNT: 01-0519-519.00-00 THRU ACCOUNT: 01-0519-519.99-99

ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	BALANCE
001-0519-519.46-03	R&M / Pride & Prog Maint			
001-0519-519.46-11	R&M / City Hall			
001-0519-519.46-12	R&M / Utility Dept Bldg			
001-0519-519.46-14	R&M / Warehouse/Garage			
001-0519-519.46-15	R&M / LANDSCP-General			
001-0519-519.46-16	R&M / LANDSCP-Ballfields			
001-0519-519.46-21	R&M / Police Dept			
001-0519-519.46-22	R&M / Firehouse			
001-0519-519.46-42	R&M / Water Well Bldgs			
001-0519-519.46-43	R&M / WWTP Facility			
001-0519-519.46-72	R&M / MCC&Skateprk-STREET			
001-0519-519.46-73	R&M / LANDSCP Building			
001-0519-519.46-74	R&M / Carpenters Park			
001-0519-519.46-75	R&M / Hindall Park			
001-0519-519.46-76	R&M / FieldHouse & fields			
001-0519-519.46-77	R&M / Riverwalk Park			
001-0519-519.46-78	R&M / Russell Harber Land			
001-0519-519.46-79	R&M / Mary/Barnes & Prks			
001-0519-519.46-81	R&M / Community Center			
TOTALS:		$173,260		

CITY OF MILTON, FL
ACCOUNT BALANCE LIST
2016 FROM ACCOUNT: 01-0541-541.00-00 THRU ACCOUNT: 01-0541-541.99-99

ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	BALANCE
001-0541-541.12-00	Regular salaries	299,875.00	91,604.74	208,270.26
001-0541-541.14-00	Overtime	15,000.00	7,084.44	7,915.56
001-0541-541.15-01	Bonuses	2,000.00	2,000.00	
001-0541-541.15-02	Holiday Pay		8,285.92	8,285.92-
001-0541-541.16-00	Sick pay		2,972.42	2,972.42-
001-0541-541.17-00	Excess Sick Leave Payout	343.00		343.00
001-0541-541.18-00	Vacation Payout			
001-0541-541.20-00	Retirees Benefit	14,095.00	5,255.88	8,839.12
001-0541-541.21-00	FICA / medicare taxes	20,964.00	8,119.94	12,844.06
001-0541-541.22-00	Retirement contributions	56,225.00	17,528.59	38,696.41
001-0541-541.22-01	ICMA			
001-0541-541.23-00	Life & health insurance	89,946.00	27,812.32	62,133.68
001-0541-541.24-00	Workers compensation	10,271.00	5,135.72	5,135.28
001-0541-541.25-00	Unemployment			
001-0541-541.29-00	Contract Personnel			
001-0541-541.29-01	Contr Person / STREET			
001-0541-541.29-02	Contr Person / LANDSC			
001-0541-541.29-03	Contr Person / LAWN&IRRIG			
001-0541-541.31-00	Professional services			
001-0541-541.31-01	Legal Counsel			
001-0541-541.31-03	Engineering			
001-0541-541.32-00	Accounting & auditing			
001-0541-541.34-00	Other contractual svcs			
001-0541-541.34-01	Contr. Svcs / STREET	6,560.00	688.56	5,871.44
001-0541-541.34-02	Contr. Svcs / LANDSC			
001-0541-541.34-03	Contr. Svcs / GARAGE	45,000.00	24,701.95	20,298.05
001-0541-541.34-05	ContrSvcs /TREE INVENTORY			
001-0541-541.34-06	Contr. Svcs / Hwy 90			
001-0541-541.40-00	Travel and per diem	1,500.00	471.44	1,028.56
001-0541-541.41-00	Communication services	6,200.00	1,538.91	4,661.09
001-0541-541.42-00	Postage and shipping	250.00	4.21	245.79
001-0541-541.43-00	Utility services	198,000.00	50,963.10	147,036.90
001-0541-541.43-41	Asphalt Repair - STREET			
001-0541-541.44-00	Equipment Rental	5,000.00	2,413.18	2,586.82
001-0541-541.45-00	Insurance & bonds			
001-0541-541.46-00	Repair and Maintenance			
001-0541-541.46-01	R&M / TRAFFIC SIGNAL REPR	46,208.00	1,606.01	44,601.99
001-0541-541.46-02	R&M / STREET	24,780.00	3,667.42	21,112.58
001-0541-541.46-03	R&M / Pride & Prog Maint	2,500.00		2,500.00
001-0541-541.46-11	R&M / City Hall	27,000.00	5,179.97	21,820.03
001-0541-541.46-12	R&M / Utility Dept Bldg	1,500.00	238.98	1,261.02
001-0541-541.46-13	R&M / DWNTWN-Lights/Bnnrs	15,865.00	2,069.87	13,795.13
001-0541-541.46-14	R&M / Warehouse/Garage	3,000.00	1,128.34	1,871.66
001-0541-541.46-15	R&M / LANDSCP-General			
001-0541-541.46-16	R&M / LANDSCP-Ballfields			
001-0541-541.46-17	R&M / Medians			
001-0541-541.46-21	R&M / Police Dept	2,000.00	478.35	1,521.65
001-0541-541.46-22	R&M / Firehouse	1,000.00	45.91	954.09
001-0541-541.46-42	R&M / Water Well Bldgs	500.00	317.66	182.34
001-0541-541.46-43	R&M / WWTP Facility	500.00		500.00
001-0541-541.46-72	R&M / MCC&Skateprk-STREET			
001-0541-541.46-73	R&M / LANDSCP Building	1,114.00		1,114.00
001-0541-541.46-74	R&M / Carpenters Park	4,088.00	1,527.22	2,560.78

2016 FROM ACCOUNT: 01-0541-541.00-00 THRU ACCOUNT: 01-0541-541.99-99

ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	BALANCE
001-0541-541.46-75	R&M / Hindall Park	7,000.00		7,000.00
001-0541-541.46-76	R&M / FieldHouse & fields	21,583.00	265.15	21,317.85
001-0541-541.46-77	R&M / Riverwalk Park	5,000.00	510.25	4,489.75
001-0541-541.46-78	R&M / Russell Harber Land	3,000.00	69.19	2,930.81
001-0541-541.46-79	R&M / Mary/Barnes & Prks	2,000.00	5.38	1,994.62
001-0541-541.46-80	R&M / GARAGE	76,474.00	35,823.76	40,650.24
001-0541-541.46-81	R&M / Community Center	15,000.00	2,636.88	12,363.12
001-0541-541.46-82	R&M / Skatepark	2,500.00	7.99	2,492.01
001-0541-541.46-83	R&M / Optimist Park	1,500.00	250.30	1,249.70
001-0541-541.46-84	R&M / Tennis Courts	4,500.00		4,500.00
001-0541-541.46-85	R&M / Sundial	500.00		500.00
001-0541-541.46-86	Marina	1,000.00		1,000.00
001-0541-541.46-99	R&M / Damage Clm Repairs	10,365.00		10,365.00
001-0541-541.47-00	Printing and binding			
001-0541-541.48-00	Advertising / promotional	250.00		250.00
001-0541-541.49-00	Misc. Expenditures	500.00	279.06	220.94
001-0541-541.49-01	Gas and Oil	18,000.00	3,335.83	14,664.17
001-0541-541.49-02	Uniforms	2,200.00	683.16	1,516.84
001-0541-541.49-04	Computer Programming			
001-0541-541.49-07	Bloodborne Pathogens			
001-0541-541.49-08	Hurricane Expenditures			
001-0541-541.49-10	Christmas Decorations	6,770.00	4,243.66	2,526.34
001-0541-541.49-14	Operating Exp. Mary St Pk			
001-0541-541.49-94	FEMA 2014Flood Mitigation			
001-0541-541.49-95	Flood 09 Expenses			
001-0541-541.49-96	Waveland KATRINA Contribs			
001-0541-541.49-97	Hurricane KATRINA Expense			
001-0541-541.49-98	Hurricane DENNIS Expenses			
001-0541-541.49-99	Hurricane IVAN Expenses			
001-0541-541.51-00	Office supplies	800.00	57.30	742.70
001-0541-541.52-00	Operating supplies			
001-0541-541.52-01	Operat Supplies / STREET	5,000.00	3,006.86	1,993.14
001-0541-541.52-02	Operat Supplies / LANDSC			
001-0541-541.52-03	Operat Supplies / GARAGE	20,000.00	8,723.68	11,276.32
001-0541-541.52-08	Non-Capital Computer Exp			
001-0541-541.53-00	Materials/Rep & Supplies	5,000.00	768.10	4,231.90
001-0541-541.53-01	Asphalt Repair			
001-0541-541.53-02	Street & Sidewalk Improve	15,000.00	880.01	14,119.99
001-0541-541.53-03	Designated Street Improve			
001-0541-541.53-04	Sanders St Improvements			
001-0541-541.53-05	Dogwood Dr Lighting Proj			
001-0541-541.53-06	Signage	5,000.00	2,613.85	2,386.15
001-0541-541.53-41	Asphalt Repair - STREET			
001-0541-541.53-42	Asphalt Repair - GAS			
001-0541-541.53-43	Asphalt Repair - W & S			
001-0541-541.54-00	Dues/subscrip/training	1,500.00	251.00	1,249.00
001-0541-541.58-00	Penalties			
001-0541-541.59-00	Depreciation			
001-0541-541.62-01	Building Improvements			
001-0541-541.62-99	Labor			
001-0541-541.63-15	Street & Sidewalk Improvm			
001-0541-541.63-16	City Signage	5,824.00		5,824.00
001-0541-541.63-94	FEMA 2014FloodMitigation	23,364.00	15,548.24	7,815.76

CITY OF MILTON, FL
ACCOUNT BALANCE LIST
2016 FROM ACCOUNT: 01-0541-541.00-00 THRU ACCOUNT: 01-0541-541.99-99

ACCOUNT	DESCRIPTION	BUDGET	ACTUAL	BALANCE
001-0541-541.63-95	Canal Street -CDBG			
001-0541-541.63-99	Labor			
001-0541-541.64-01	Vehicles			
001-0541-541.64-02	Computers/Printers			
001-0541-541.64-03	Copy Machine			
001-0541-541.64-04	Radio			
001-0541-541.64-07	Misc. Equipment		2,564.45	2,564.45-
001-0541-541.64-22	Machinery and Equipment			
001-0541-541.64-27	CDBG Expenses			
001-0541-541.64-60	Fiber Optics Cabling			
001-0541-541.65-01	Storm Water Projects			
001-0541-541.65-99	Labor			
001-0541-541.71-00	Principal Expense			
001-0541-541.72-00	Interest Expense			
001-0541-541.73-00	Lease Payment			
TOTALS:		1,160,914.00	355,365.15	805,548.85

-173,260

987,654

MILTON CITY COUNCIL
SPEAKER REQUEST FORM

Complete and return this form to the Front Table if you wish to address the City Council.

***Date:** _____

***Name:** _____

***Address:** _____

Phone: _____

Email Address: _____

***Subject you wish to speak about:** _____

_____

_____

When ready to speak please step to the podium and state your name and address. The matter should be presented concisely and within three (3) minutes to allow others an opportunity to address the Council.

If you have written materials, please furnish an extra copy to the City Clerk for the official records.

***Items must be completed.**

Number: _____
For Staff Use

C:\My Files\Forms\Speaker Request Form.docx

FINANCE DEPARTMENT
ADMINISTRATIVE ACCOUNTS CLERK

WORKING TITLE: Administrative Accounts Clerk

BASIC REQUIREMENTS:

Education: High School Diploma or equivalent

Experience: Five years of progressively responsible clerical experience. Two (2) years of bookkeeping experience. (Courses in bookkeeping and accounting may be substituted for bookkeeping experience on a one (1) year for one (1) year basis) Typing accuracy of 35 correct works per minute. Ability to operate a computerized accounting system, including spreadsheet software.

LICENSE REQUIREMENTS, CERTIFICATES, ETC.
Ability to type thirty-five (35) correct words per minute.

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

- Process accounts payable invoices on a daily basis preparing them for payment, matching invoices to purchase orders and processing reports.
- Process accounts payable checks, including deposit refunds, which will be printed and disbursed weekly (with appropriate documentation).
- Reconcile accounts payable checks on the system and clear them monthly, producing a check list and an outstanding check list. Void and/ or stop payment on checks, as necessary.
- Prepare 1099's annually for accounts payable vendors.
- Processes vendor checks for payroll.
- Reconcile payroll checks in system, print check list and outstanding check list.
- Prepare 94•1 and UTC 6 schedule of payroll exemptions and taxes and compare to payroll tax deposit.
- Review and evaluate the work of accounting employees
- Prepare daily cash deposit by counting cash receipts, verifying accuracy, preparing daily cash summary and updating monthly summary sheet by fund.
- Prepare and verify monthly total sheet for cash summary by funds.
- Post manual checks in system and prepare voucher register of manual checks for council meeting.
- Report monthly gross receipt's tax, prepare wire payment and return. Also, prepare and report gas sales tax report.
- Assist in training personnel in various accounting and clerical duties.
- Maintain office files, account records and other records.
- Assist persons seeking information by phone or in person.
- Supervise and assist accounting clerks with customer billing when necessary
- File and process daily payment received
- Oversee the City's cash collection process
- Help with City election
- Meet with customers to resolve issues

- Notary
- Performs other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of bookkeeping, accounting principles, procedures and terminology.
- Knowledge of office methods, practices and procedures.
- Ability to operating standard office equipment.
- Ability to establish and maintain effective working relationships with associates and the general public.
- Ability to master computerized accounting system requirements in order to enter and extract necessary data. Also, ability to use spreadsheet and word processing programs, as necessary.

HOURS OF WORK, SUPERVISORY RESPONSIBILITY AND ACCOUNTABILITY REQUIREMENTS:

- This is a classified position consisting of forty (40) hours per week.
- Normal business hours, Monday through Friday.
- Employee reports to the City Clerk
- There is no supervisory responsibility in this position.

JOB SUMMARY:

This is a classified, responsible clerical and technical position responsible for work in accounts payable and accounts receivable. An employee in this classification will perform bookkeeping andaccounting work of considerable variety and complexity. Work involves the application of independent judgment on the basis of considerable knowledge of the activities, practices, proceduresand policies of the department.

PHYSICAL REQUIREMENTS:

Employee is 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 25 pounds and occasionally lifts and/or moves up to 45 pounds.

This description does not constitute a written or implied contract of employlnent. Duties may be modified as necessary. Reasonable accomlnodations lnay be lnade for qualified individuals who identify th4elnselves with a disability pursuant to the ADA.

Range: 19

CITY OF MILTON POLICY

Title: Employee Recognition	Page: 2	Policy Number: 2.3
Effective Date: June 12, 2009	Revised Date:	Next Review Date: June 12, 2011
Approved by Council: September 8, 2009		
Legal Review:		

Employee Recognition
Do you have a co-worker that has displayed exemplary performance or has made a significant contribution to your team? Now you have a way to say thank you!
The Employee Recognition Program is based upon the concept of promoting team spirit! The City of Milton recognizes and values the strength in our teams and will continue to encourage and support efforts in building a team environment.

*** Selection Criteria**
Nominations may be made for superior performance and/or contribution by a co-worker involving activities such as: internal or external customer service, cost savings, productivity/work processes, or outstanding citizenship. Normal required performance standards, duties and job responsibilities are not eligible for recognition. Some examples of this are: working late hours when needed, being kind to customers on a daily basis, helping out when we are short employees, making our customers, guests feel comfortable when they visit, smiling and being kind, going out of their way for customers, and doing their job without constant direction and guidance. These are expectations of every City of Milton employee.

The categories listed below are suggested guidelines to follow:
Teamwork:
- willing takes on additional responsibilities and learns new tasks
- Often goes above and beyond normal job duties
- Motivates others and self to achieve excellence
- Often assists coworkers without request

Overall Performance:
- Shows strong initiative in performing job duties and does not need constant direction
- Upholds the highest standards of excellence in work

Creativity and Problem Solving:
- Has the ability to resolve difficult situations with positive results
- Takes initiative and recognizes opportunities to improve and takes action
- Consistently generates enthusiasm with a positive attitude

Customer Service:
- Takes internal and external services to the next level by anticipating and exceeding customer needs
- Receives positive feedback from customers
- Frequently performs tasks that go above and beyond customer's normal expectations.

*** Nominating a Co-Worker**
To nominate a co-worker, a nomination form must be completed and submitted to the HR Department. The Senior Staff will review nominations for adherence to criteria and proper completion of the submission form for eligibility and selection of the award.

*** The Reward**
Two awards will be given, the employee nominated will be awarded a certificate of achievement and 8 hours of administrative leave if they meet the proper criteria.

*** Program Rules**
In order to be eligible for an award, all employees must be employed at the time the award is given and have been employed with the City for at least 90 days. Recognized employees cannot be nominated again within 6 months of receiving the award. All employees have the opportunity to nominate any of their co-workers. All nomination forms must be received by the 25th of every month. The recognized employee or employees will be announced to all staff via email, bulletin board postings etc. and will receive their award during monthly Council Meetings.

Approved by: _____ Date: 11/13/2009
City Manager

Employee Recognition Nomination Form

Nominee's Name: _____

Nominee's Significant Contribution:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Your Name: _____ Date: _____

Managers Name: _____ Date: _____

CITY OF MILTON POLICY

Title: Policy on Employee Certifications	Page: 1	Policy Number: 2-4
Effective Date: January 10, 2012	Revised Date:	Next Review Date: January 10, 2014
Approved by Council: February 14, 2012		
Legal Review:		

Policy on Employee Certifications

Certification demonstrates a level of knowledge and expertise within the profession. Certain positions within a department may be required to attain these certifications as a condition of employment. These expectations will be clearly outlined within the job description and communicated to prospective employees. The following policy refers to employee certifications. Exceptions to these procedures must be approved by the City Manager.

1. Courses leading to certification may be paid for by the department as part of the employee's training plan.

2. Travel expenses incurred through the acquisition of certification will be paid as with other events.

3. Examination fees will be paid for by the employee's department.

4. All certification requirements must be fulfilled before a promotion and/or pay increase can be granted.

5. Employees who do not pass the certification exam will not be eligible for a promotion and/or a pay increase.

6. Employees who do not pass the certification exam will have to re-take the exam at their own expense.

7. It will be the employee's responsibility to provide annual proof of continuing professional status, to be included in their personnel file.

8. Employees who fail to maintain required certification may be subject to disciplinary action and/or demotion.

Approved by: _____ Date: 2/15/12
City Manager

FINANCE DEPARTMENT
PAYROLL ADMINISTRATIVE CLERK
June 6, 2013

WORKING TITLE: Payroll Admin Clerk

BASIC REQUIREMENTS:

Education: High School Diploma or equivalent. Degree in Accounting preferred.

Experience: Payroll Office Experience.

REQUIRED QUALIFICATIONS

- Excellent skills in using MS Word. Excel, Access, Internet Explorer.
- Strong skills and understanding the flow of transaction in an integrated and automated payroll accounting system.
- Ability to maintain confidentially and exercise extreme discretion.
- High level of attention to detail; excellent problem solving skills, and ability to work under pressure.
- Ability to handle multiple tasks and meet deadlines.
- Ability to deal tactfully and courteous with the public and officials.

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.)

- Processing Payroll and maintain payroll information; issue employee paychecks and statements of earnings; processing each department's payroll sheets and inputting the hours for each employee (HR verifies payroll sheets and then sends to payroll for processing and double checking for errors).
- Processing bi-weekly payroll for employees and review and ensure accuracy of approved timesheets; track and deduct all garnishments, child support and other special payroll deductions
- Responsible for the coordination with Human Resources, Budget and other departments to ensure proper flow of maintenance of employer data.
- Help maintain personnel files of all employees
- Compile reports from system data for auditors, departments, retirement actuaries, and worker's compensation
- System administrator for SunTrust ACH banking and maintain retiree's insurance disbursement through banking.
- Research discrepancies of payroll data (e.g. timesheets, leave time, sick leave pool, direct deposit requirement, salary schedule, placement status, benefit eligibility
- Responsible clerical and administrative work assisting the clerks
- Perform other duties as required
- Reconcile W2's to quarterly payroll
- Utility Supervisor – organizes and plan the updates for filing
- Perform nightly update of billing payment files

- Meet with customers and resolve issues
- Check all billing registers after accounting clerk check for high consumption, zero consumption and stopped meters
- Minutes for Council
- Help process mail when needed
- Civil Service Board
- Perform other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of modern office practices.
- Working knowledge of standard bookkeeping.
- Ability to follow department procedures.
- Ability to communicate effectively.
- Knowledge to operate standard office equipment including computer, word processor, bill mailing machine, calculator, cash drawer, copy machine and typewriter.
- Ability to file records.
- Ability to establish and maintain effective working relationships with co-workers and public.
- Excellent skills in using MS Word. Excel, Access, Internet Explorer.
- Strong skills and understanding the flow of transaction in an integrated and automated payroll accounting system.
- Ability to maintain confidentially and exercise extreme discretion.
- High level of attention to detail; excellent problem solving skills, and ability to work under pressure.
- Ability to handle multiple tasks and meet deadlines.
- Ability to deal tactfully and courteous with the public and officials.

HOURS OF WORK, SUPERVISORY RESPONSIBILITY AND ACCOUNTABILITY REQUIREMENTS:

- Normal business hours, Monday through Friday 7:30am – 4:30pm
- Reports to City Clerk.

JOB SUMMARY:

An employee in this job performs a wide variety of highly responsible administrative tasks. Must perform technical and support task for the internet, computer operating system, and other computer components. Work is performed in accordance with pertinent state and municipal laws and ordinances under direction of the City Clerk.

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 25 pounds and occasionally lifts and/or moves up to 50 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: 19
Approved by Council: 11/12/2013
Approved by CSB: _____

THE FLORIDA POLICE CHIEFS STARS PROGRAM

City of Milton, Florida

Executive Search and Recruitment Services

Police Chief

February 18, 2016

The Florida Police Chiefs STARS Program

Law Enforcement Professional Consultants

PO Box 14038
Tallahassee, FL 32317
P: 850 219 3631
F: 850 219 3640
www.fpca.com/stars

THE FLORIDA POLICE CHIEFS STARS PROGRAM

City of Milton

Proposal for

Executive Search & Recruitment Services

Police Chief

February 18, 2016

The Florida Police Chiefs STARS Program
Amy Mercer
Executive Director, FPCA/STARS Project Coordinator
P.O. Box 14038
Tallahassee, FL 32317
850-219-3631
amercer@fpca.com
www.fpca.com

THE FLORIDA POLICE CHIEFS STARS PROGRAM

February 18, 2016

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

Dear Mr. Watkins:

Thank you for allowing the Florida Police Chiefs Education and Research Foundation (FPCERF) STARS to submit our qualifications for the City of Milton Police Chief recruitment.

The Florida Police Chiefs Association (FPCA), established in 1952, the professional association for which the FPCERF was created is the state's pre-eminent law enforcement professional association, speaking for Florida's chiefs and providing guidance and leadership for the future of law enforcement and our communities. The FPCA's mission is to continuously enhance law enforcement professionalism in the state of Florida, serving as the public face of law enforcement executive leadership, and providing a forum for executive education, development, and exchange of ideas.

STARS understands the scope of the work desired by the City of Milton. The attached proposal illustrates our understanding and details our approach. A STARS executive search is a collaborative effort. Our work plan will be developed by officials from your city, agency and STARS. Our services will be tailored to preferences from your agency.

As the Project Coordinator for the STARS program, I am authorized to submit this proposal on behalf of the FPCERF. Please contact me if you have any questions or require further information. I can be reached by phone at 850-219-3631 and my email address is amercer@fpca.com.

Sincerely

Amy Mercer

Amy Mercer
FPCA Executive Director / STARS Project Coordinator

cc: Chief Greg Brand, City of Milton Police Department

PO Box 14038
Tallahassee, FL 32317
P: 850 219 3631
F: 850 219 3640
www.fpca.com/stars

THE FLORIDA POLICE CHIEFS STARS PROGRAM

STARS PROGRAM OVERVIEW:

When a community, organization or an agency has to fill a law enforcement executive position, finding the best candidates can be challenging. Those hiring may have limited or no access to law enforcement recruitment experts, and qualified candidates may be difficult to locate. Professional searches for qualified candidates can also be costly.

By providing Selection, Training, Assessment, Recruitment and Support, the Florida Police Chiefs STARS Program is setting the standard for finding, retaining and supporting the best law enforcement executives available.

The STARS Program will take an organization through an extensive search and qualification process. Pre-screened qualified applicants will be recommended to the participating entity, based on that agency's specific needs.

With **the Florida Police Chiefs STARS Program**, you have access to the following benefits:

A professional search team managed by law enforcement experts,

Florida-based experts with extensive knowledge of national law enforcement issues and those specific to our state,

A cost efficient process with proven results,

Reassurance that the best candidates have been recruited for the job and

Support and training provided so the selected candidate's transition is seamless.

PO Box 14038
Tallahassee, FL 32317
P: 850 219 3631
F: 850 219 3640
www.fpca.com/stars

Project Team:

STARS has the resources available to conduct this search and avoid untimely delays in the process. Top law enforcement experts will be chosen who are uniquely qualified to lead this search for the new Police Chief.

Proposal/Scope of Services:

It is our understanding that the scope of work, minimum responsibilities and search and recruitment services shall include the following:

- Job and candidate profiling in cooperation with hiring officials that will identify the agency policing environment;
- Job analysis that will produce a list of tasks, duties and responsibilities for your next Police Chief;
- Advertisement and outreach that utilizes the STARS nationwide network, internet, email and diversity recruitment;
- Resume receipt and review;
- Categorize resumes based on their basic qualifications relative to the needs of the department as identified through the job analysis;
- Provide a detailed letter to the City Manager that identifies the best candidates (10-20) for initial and further screening;
- Develop and provide a written questionnaire to the (10-20) identified candidates for further screening;
- Questionnaire receipt and review;
- Provide a written letter to the City Manager that identifies the best candidates (approximately 5) for further screening by the municipality; and
- Once the new Chief is selected, we will provide mentoring, training, various resources and support services to the selected individual.

Objectives:

- To assist the municipality and the agency during a time of transition.
- To save a considerable amount of the municipality's time in establishing a position profile and reviewing applicants.
- To independently and objectively assess the qualifications and suitability of candidates for the position.
- To recommend a pool of highly qualified candidates to the City Manager
- To respond to all candidate inquiries and produce all correspondence during. the search.
- To preserve the confidentiality of inquiries to the degree possible under Florida law.
- To keep the City Manager closely involved in key decisions and informed of our progress.
- To support the new Chief once hired to help ensure his or her success in leading the Police Department.

Tasks Timeline & Deliverables:

Tasks	Estimated Timeframe	Deliverable
Phone Conference – Job/candidate profile	1 week of contract execution	
Open Job: Begin recruitment, marketing, advertising and outreach	Immediately following phone conference and continue for up to 30 days	Recruitment advertising materials
Review resumes, make first cut and provide detailed letter to the City Manager	2 weeks after job closes	Listing of all applicants noting those advanced to written questionnaire
Develop and review written questionnaires, make final cut and provide detailed letter to the City Manager	2 weeks after municipality reviews and approves the written questionnaires	Listing of all applicants noting those advanced to municipality for final screening
Mentor, train, and provide various resources and support	Immediately once the new Chief is selected and on going	Assign a mentor, conduct training for the new Chief, provide polices and other resources as needed

Sampling of Client List:

2016	University of South Florida Police Department (ongoing)
2016	City of Ormond Beach Police Department (ongoing)
2015	City of Casselberry Police Department
2015	City of Port Orange Police Department
2014	City of Port Richey Police Department
2014	University of Central Florida Police Department
2014	City of High Springs Police Department
2014	City of Bunnell Police Department
2014	City of Miami Gardens Police Department
2012	City of Miami Beach Police Department
2012	City of West Melbourne Police Department
2011	City of Altamonte Springs Police Department
2008	City of Bartow Police Department

References:

Mr. Cameron Benson
City of Miami Gardens
1515 NW 167th Street #200
Miami Gardens, FL 33169
Phone: (305) 622-8000
Email: cbenson@miamigardens-fl.gov

Mr. George Long
City of Bartow
450 North Wilson Ave.
Bartow, FL 33830
Phone: 863-534-0100
Email: psams.cm@cityofbartow.net

Mr. Larry Williams, City Manager
City of Bunnell
1769 E. Moody Blvd.
Bunnell, FL 32110
Phone: 386-437-7500
Email: ljwilliams@bunnellcity.us

Chief Richard M. Beary
University of Central Florida P.D.
PO Box 163550
Orlando, FL 32816-3550
Phone: (407) 823-2419
Email: richard.beary@ucf.edu

Mr. Tom O'Neill, City Manager
City of Port Richey
6333 Ridge Road
Port Richey, FL 34668
Phone: (727) 816-1900
Email: t.oneill@cityofportrichey.com

Mr. Ed Booth, City Manager
City of High Springs
110 NW 1st Avenue
High Springs, FL 32643
Phone: (386) 454-1416
Email: ebooth@highsprings.us

Mr. James "Randy" Newlon, City Manager
City of Casselberry
95 Triplet Lake Drive
Casselberry, FL 32707
Phone: (407) 262-7700
Email: jnewlon@casselberry.org

Mr. Michael Johansson, City Manager
City of Port Orange
1000 City Center Circle
Port Orange, FL 32129
Phone: (386) 506-5501
Email: mjohansson@port-orange.org

Additional references provided upon request.

Cost:

Below are the proposed fees associated with providing these services to the municipality. The fees outlined below are inclusive of all developmental and administrative costs.

Tasks	Cost
Job/candidate profile, job analysis, job advertisement and outreach	$2,500
Resume receipt and review, make first cut and provide a detailed letter to the City Manager	$5,000
Develop and review written questionnaire, make final cut and provide a detailed letter to the City Manager	$3,500
Mentor, train and provide various resources and support services to the new Police Chief	No Cost
Total	**$11,000**

Additional Services are available through the STARS program if requested.

The Florida Police Chiefs STARS Program
Amy Mercer
Executive Director, FPCA/STARS Project Coordinator
P.O. Box 14038
Tallahassee, FL 32317
850-219-3631
amercer@fpca.com
www.fpca.com

Brian Watkins

From: Greg Brand
Sent: Friday, February 26, 2016 1:49 PM
To: Brian Watkins
Subject: Corporal Position

Brian,

As you know, the Police Department has a vacant position at the rank of Corporal. We have three candidates that are qualified and interested in the position.

Standard procedure would dictate that candidates take a written test and an oral interview before an interview panel to obtain a promotional score with certain bonus points added (seniority and education points). In conclusion the candidates would receive a final score that would rank order the candidates. The ultimate goal of the candidates is to finish in one of the TOP THREE POSITIONS to be considered for promotion to an existing vacancy. The Police Promotional Process dictate that the Chief consider the top three candidates as equals and he/she must promote from the top three candidates to fill a vacancy, this process is typically referred to as the Rule of Three. (Very similar to civil service rules that recognize the top five eligible candidates)

Being that we have only three interested and qualified candidates,(Officer Cory Clifft, Officer Dwayne Smith, and Officer Dalyn Wilson) and that the rule of three gives the Chief the option of promoting from among the top three, I am recommending that we promote from these three candidates without administering the test and interview due to the fact that they already constitute the "Top Three" regardless of what their scores would be if they tested. Once in the top three they are considered as equals and the Chief decides which of the three to promote in consultation with the City Manager.

In this instance I am recommending that Officer Dwayne Smith be promopted to the rank of Corporal.

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