



COMMITTEE OF THE WHOLE
Regular Meeting Agenda

January 20, 2022
5:30 PM
6738 Dixon Street
Milton, FL 32570

- 1. Open Meeting**
- 2. Invocation**
- 3. Pledge of Allegiance**
- 4. Approval of Agenda for Additional Items**
 - Recommendation for Additional Items from Staff
 - Recommendation for Additional Items from Council
- 5. Recognitions, Special Presentations and Awards**
- 6. Public Hearings/Meetings**
- 7. Invited Speakers**
- 8. Persons to Appear**
- 9. Agenda Items**

Administration Department

Item # 2022-148
Piggyback Santa Rosa County's Road Striping bid

Item # 2022-152
Bid Opening for RFP- Engineering Services Roeville Waterwell & Tank

Item # 2022-154
Chief Financial Officer and Director of Public Relations Job Descriptions

Item # 2022-163
18-Wheeler Traffic on Willing Street

Item # 2022-164
Creek Indian Historic Marker

Office of Economic Development

Item # 2022-162
Economic Development Incentives

Planning Department

Item # 2022-153
FEMA Flood Maps Update

Item # 2022-155
City of Milton Board Vacancies

Item # 2022-156
Dogwood Dr Commercial Rezoning

Item # 2022-158
Bagdad-Milton Connector

Item # 2022-159
Tree Inventory and Stormwater Mitigation Discussion

Item # 2022-161
Residential Facade Improvement Program

Public Works Department

Item # 2022-104
Cemetery Ordinance

Item # 2022-150
Babyland Update

Item # 2022-151
Holiday Sanitation Schedule

10. Council Reports

11. City Manager's Report

12. Public Input

13. Adjournment

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



Agenda Item # 2022-148

Piggyback Santa Rosa County's Road Striping bid

MEETING DATE

January 20, 2022

PREPARED BY

Diane Ebentheuer, Purchasing
Agent/Risk Manager

BACKGROUND

The City purchasing policy allows council to waive the bid process and use "Other Contracts" that have gone through the review process and have been approved by another government entity. The Road & Street Department needs a Road Striping Vendor.

SUMMARY

Santa Rosa County: ITB 22-006
Pricing: Various
Vendor: Gulf Coast Traffic Engineers, Inc.

RECOMMENDATION

Request Council waive the bid process and approve piggyback off Santa Rosa County's bid for Road Striping to Gulf Coast Traffic Engineers, Inc.

ATTACHMENTS

1. Road Striping Piggy Back from Santa Rosa County

Diane Ebentheuer

*Approval from Gulf Coast Traffic Engineers
to Piggy Back*

From: Blair Crooke <blair@gcteinc.com>
Sent: Tuesday, January 11, 2022 8:46 AM
To: Diane Ebentheuer
Subject: Re: Gulf Coast Traffic Engineers - Piggy Back off Santa Rosa County contract

WARNING: The sender of this email could not be validated and may not match the person in the "From" field.

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Yes!

Blair Crooke

President
Gulf Coast Traffic Engineers
blair@gcteinc.com
Work (850) 316-4112
Cell (850) 910-1520

On Jan 11, 2022, at 8:31 AM, Diane Ebentheuer <debentheuer@miltonfl.org> wrote:

Hi Blair Crooke,
Please respond back to this email "yes" if you wish to allow us to piggy back off your contract with Santa Rosa County honoring the prices you quoted them.

I have copies of all the paperwork I need.

Thank you,

Diane E. Ebentheuer, CGFO
PURCHASING OFFICER / RISK MANAGER
City of Milton
P. O. Box 909
Milton, FL 32572
Ph: 850-983-5438
Fx: 850-983-5415
debentheuer@MiltonFL.org

Diane Ebentheuer

Approval from SRC to Piggy Back

From: Lyndsey Gibson <LyndseyG@santarosa.fl.gov>
Sent: Monday, January 10, 2022 10:34 AM
To: Diane Ebentheuer
Subject: RE: request to Piggy Back your Striping Contract
Attachments: Agreement with Gulf Coast Traffic Engineers-Final.pdf; 22-006 Bid Tabulation.pdf

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Diane,

Attached is the Agreement with Gul Coast Traffic Engineers, the solicitation and vendor submittal is under exhibit A. I have also attached the bid tab, they were the only vendor

Lyndsey Gibson
Santa Rosa County
Procurement Officer
6495 Caroline Street, Suite L | Milton, Florida 32570
P: 850.983.1870 C: 850.380.1754 F: 850.983.1856
Santarosa.fl.gov | [Facebook](#) | [Twitter](#) | [Instagram](#)

All vendors wishing to receive solicitations and requests for quotes from Santa Rosa County should sign up with our vendor management solution at:

<https://vrapp.vendorregistry.com/Vendor/Register/Index/santa-rosa-county-fl-vendor-registration>

From: Diane Ebentheuer <debentheuer@miltonfl.org>
Sent: Monday, January 10, 2022 10:20 AM
To: Lyndsey Gibson <LyndseyG@santarosa.fl.gov>
Subject: request to Piggy Back your Striping Contract

Hi Lindsey,
We would like to piggy back your striping contract with Gulf Coast Striping??
If yes, can you send me your backup/proof of solicitation and contract?

Thank you,

Diane E. Ebentheuer, CGFO
PURCHASING OFFICER / RISK MANAGER
City of Milton
P. O. Box 909
Milton, FL 32572
Ph: 850-983-5438
Fx: 850-983-5415
debentheuer@MiltonFL.org



SANTA ROSA COUNTY PROCUREMENT DEPARTMENT

6495 Caroline Street, Suite L | Milton, Florida 32570 850-983-1870 procurement@santarosa.fl.gov

BID TABULATION

TO: Whom it may concern DATE: November 15, 2021

FROM: Santa Rosa County Procurement Office

SUBJECT: Bid Tabulation for **ITB 22- 006 Road Striping**

Notice is hereby given that the Santa Rosa County Board of County Commissioners received sealed bids on November 15, 2021, in the Office of Procurement for Road Striping as indicated within the bid package. Bid opening was held at 10:00 a.m. CST.

Present for Santa Rosa County: Lyndsey Gibson - Procurement Officer
Brandy Kea – Sr. Administrative Assistant
Tom Collins – Public Works

Others in Attendance: Jon Green – Gulf Coast Traffic Engineers
Blair Crooke - Gulf Coast Traffic Engineers

A single bid submission was received and recorded as follows:

<u>Contractor</u>	<u>Bid Amount</u>
Gulf Coast Traffic Engineers	\$62,428.00

BID FORM

ROAD STRIPING

Santa Rosa County Procurement Department 6495 Caroline Street, Suite J Milton, Florida 32570

Dear Sir/Madam:

The undersigned agrees to furnish the service as requested by you for Santa Rosa County in your invitation to bid and certifies that the bid meets or exceeds the specifications called for, except as set out in "Exceptions to Bid Conditions" and attached to this form. The undersigned agrees to furnish materials, equipment and labor, and complete projects in accordance with conditions and specifications as outlined in the scope of services contained herein for thermoplastic and paintend traffic striping and markings, as well as raised retro-reflective pavement markers with bituminous adhesive located in Santa Rosa County.

Name and Address of Bidder:

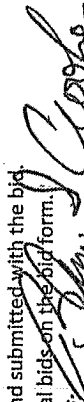
10/19/21 BID FORM

Item #	FDOT Spec # or SRC Category	Item Description	Unit of Measure	Est. Qty.	Unit Price	Extension
Adapted from FDOT Master Unit Cost Items						
1	0701 18101	PROFIED THERMOPLASTIC, STANDARD- ASPHALT SURFACES, WHITE, SOLID, 6"	GM	1	\$4,600.00	\$4,600.00
2	0701 18201	PROFIED THERMOPLASTIC, STANDARD- ASPHALT SURFACES, YELLOW, SOLID, 6"	GM	1	\$4,600.00	\$4,600.00
3	0701 18221	PROFIED THERMOPLASTIC, STANDARD- ASPHALT SURFACES, YELLOW, SKIP, 6"	GM	0.5	\$2,000.00	\$1,000.00
4	702 18221	PROFIED THERMOPLASTIC, STANDARD- ASPHALT SURFACES, WHITE, SKIP, 6"	GM	0.5	\$2,000.00	\$1,000.00
5	702 18101	PROFIED THERMOPLASTIC, STANDARD- ASPHALT SURFACES, WHITE, SOLID, 6"	LF	1320	\$0.90	\$1,188.00
6	702 18201	PROFIED THERMOPLASTIC, STANDARD- ASPHALT SURFACES, YELLOW, SOLID, 6"	LF	1320	\$0.90	\$1,188.00
7	702 18221	PROFIED THERMOPLASTIC, STANDARD- ASPHALT SURFACES, YELLOW, SKIP, 6"	LF	700	\$0.35	\$245.00
8	703 18221	PROFIED THERMOPLASTIC, STANDARD- ASPHALT SURFACES, WHITE, SKIP, 6"	LF	700	\$0.35	\$245.00
9	0711 15101	PROFIED THERMOPLASTIC STND-OPEN GRADED ASPHALT SURFACES, WHITE, SOLID 6"	GM	1	\$4,600.00	\$4,600.00
10	0711 15201	PROFIED THERMOPLASTIC STND-OPEN GRADED ASPHALT SURFACES, YELLOW, SOLID, 6"	GM	1	\$4,600.00	\$4,600.00
11	0711 15231	PROFIED THERMOPLASTIC STND-OPEN GRADED ASPHALT SURFACES, YELLOW, SKIP, 6"	GM	0.5	\$2,000.00	\$1,000.00
12	0711 15131	PROFIED THERMOPLASTIC STND-OPEN GRADED ASPHALT SURFACES, WHITE, SKIP, 6"	GM	0.5	\$2,000.00	\$1,000.00
13	0711 15101	PROFIED THERMOPLASTIC STND-OPEN GRADED ASPHALT SURFACES, WHITE, SOLID 6"	LF	1320	\$0.90	\$1,188.00
14	0711 15201	PROFIED THERMOPLASTIC STND-OPEN GRADED ASPHALT SURFACES, YELLOW, Solid, 6"	LF	1320	\$0.90	\$1,188.00
15	0711 15231	PROFIED THERMOPLASTIC STND-OPEN GRADED ASPHALT SURFACES, YELLOW, SKIP, 6"	LF	700	\$0.35	\$245.00
16	0711 15131	PROFIED THERMOPLASTIC STND-OPEN GRADED ASPHALT SURFACES, WHITE, SKIP, 6"	LF	700	\$0.35	\$245.00
17	0711 11102	THERMOPLASTIC, STANDARD, WHITE, SOLID, 8" FOR CROSSWALK	LF	200	\$1.25	\$250.00
18	0711 11124	THERMOPLASTIC, STANDARD, WHITE, SOLID, 18" FOR STOP LINE AND CROSSWALK	LF	200	\$2.00	\$400.00
19	0711 11125	THERMOPLASTIC, STANDARD, WHITE, SOLID, 24" FOR STOP LINE AND CROSSWALK	LF	200	\$8.00	\$1,600.00
20	E711 11121	THERMOPLASTIC, STANDARD, WHITE, SOLID, 6"	LF	5280	\$0.80	\$4,224.00

21	E711 11141	THERMOPLASTIC, STANDARD, WHITE, SKIP, 6"	LF	700	\$0.35	\$245.00
22	E711 11221	THERMOPLASTIC, STANDARD, YELLOW, SOLID, 6"	LF	5280	\$0.80	\$4,224.00
23	E711 11241	THERMOPLASTIC, STANDARD, YELLOW, SKIP, 6"	LF	700	\$0.60	\$420.00
24	0711 14123	THERMOPLASTIC, PREFORMED, WHITE, SOLID, 12" CROSSWALK	LF	200	\$2.75	\$550.00
25	0711	THERMOPLASTIC, PREFORMED, WHITE, SOLID, 18" STOP LINE AND CROSSWALK	LF	200	\$3.00	\$600.00
26	0711 14125	THERMOPLASTIC, PREFORMED, WHITE, SOLID, 24" STOP LINE AND CROSSWALK	LF	200	\$6.50	\$1,300.00
27	0711 11160	THERMOPLASTIC, STANDARD, WHITE, MESSAGE OR SYMBOL (STOP)	EA	15	\$90.00	\$1,350.00
28	0711 11160	THERMOPLASTIC, STANDARD, WHITE, MESSAGE OR SYMBOL (SCHOOL)	EA	4	\$125.00	\$500.00
29	0711 11160	THERMOPLASTIC, STANDARD, WHITE, MESSAGE OR SYMBOL (SCHOOL CROSSING)	EA	4	\$70.00	\$280.00
30	0711 11160	THERMOPLASTIC, STANDARD, WHITE, MESSAGE OR SYMBOL (PED X-ING)	EA	4	\$70.00	\$280.00
31	0711 11160	THERMOPLASTIC, STANDARD, WHITE, MESSAGE OR SYMBOL (ONLY)	EA	15	\$75.00	\$1,125.00
32	0711 14191	THERMOPLASTIC, PREFORMED, 6" WHITE, RAILROAD DYNAMIC ENVELOPE	LF	200	\$6.00	\$1,200.00
33	0711 11170	THERMOPLASTIC, STANDARD, WHITE, ARROW	EA	6	\$50.00	\$300.00
34	0711 11180	THERMOPLASTIC, STANDARD, WHITE, YIELD LINE	LF	100	\$5.00	\$500.00
35	0711 11224	THERMOPLASTIC, STANDARD, YELLOW, SOLID, 18" FOR DIAGONAL OR CHEVRON	LF	500	\$4.00	\$2,000.00
36	0710 11101	PAINTED PAVEMENT MARKINGS, STANDARD, WHITE, SOLID, 6"	GM	1	\$1,000.00	\$1,000.00
37	0710 11201	PAINTED PAVEMENT MARKINGS, STANDARD, YELLOW, SOLID, 6"	GM	1	\$1,000.00	\$1,000.00
38	0710 11131	PAINTED PAVEMENT MARKINGS, STANDARD, WHITE, SKIP, 10-30 OR 3-9 SKIP, 6" WIDE	GM	0.5	\$1,000.00	\$500.00
39	0710 11231	PAINTED PAVEMENT MARKINGS, STANDARD, YELLOW, SKIP, 6"	GM	0.5	\$1,000.00	\$500.00
40	0710 11125	PAINTED PAVEMENT MARKINGS, STANDARD, WHITE, SOLID FOR STOP LINE OR CROSSWALK, 24"	LF	200	\$2.50	\$500.00
41	0706 1 3	RAISED PAVEMENT MARKER, TYPE B	EA	100	\$10.00	\$1,000.00
42		THERMOPLASTIC & PAINT, REMOVE EXISTING THERMOPLASTIC PAVEMENT MARKINGS- SURFACE TO REMAIN (HYDRO-BLASTING)	SF	2640	\$1.60	\$4,224.00
43	0711 17 1	THERMOPLASTIC & PAINT, REMOVE EXISTING THERMOPLASTIC PAVEMENT MARKINGS- SURFACE TO REMAIN (SAND-BLASTING)	SF	2640	N/A	N/A
44	0711 17 1	THERMOPLASTIC & PAINT, REMOVE EXISTING THERMOPLASTIC PAVEMENT MARKINGS- SURFACE TO REMAIN (GRINDING OR OTHER)	SF	2640	\$1.60	\$4,224.00
TOTAL						\$62,428.00

Reference: Current FDOT Design & Construction Standards in Effect at the Time of Bid
Estimated quantities are not guaranties and are included only as a guide for bidding.

Additional rate and unit cost information may be provided on a separate sheet titled, "Additional Rate and Unit Cost Information" and submitted with the bid.
Additional rate and unit cost information provided will not be used to select the lowest bidder and should not be included in the total bids on the bid form.

COMPANY REPRESENTATIVE SIGNATURE: 

Date: 11/15/21

NOTE: Please return this bid form to the above address. NO OTHER BID FORM WILL BE ACCEPTED.

STANDARD FORM CONSTRUCTION BID AGREEMENT

THIS AGREEMENT is dated as of the 9th day of December in the year 2021 by and between Santa Rosa County, a political subdivision of the state of Florida ("County") and Gulf Coast Traffic Engineers, Inc. ("Contractor").

County and Contractor, in consideration of the mutual covenants hereinafter set forth, agree as follows:

Article 1. WORK.

Contractor shall complete all Work as specified or indicated in the Contract Documents. The Work is generally described as follows:

ROAD STRIPING

Article 2. CONTRACT TIMES.

- 2.1 The Work will be substantially completed within the prescribed number of calendar days after the date when the Contract Times commence to run, and completed and ready for final payment within 30 calendar days after the date when the Contract Times commence to run.
- 2.2 Liquidated Damages. County and Contractor recognize that time is of the essence of this Agreement and that County will suffer financial loss if the Work is not completed within the times specified in paragraph 2.1 above, plus any extensions thereof allowed by the County. They also recognize the delays, expense and difficulties involved in proving the actual loss suffered by County if the Work is not completed on time. Accordingly, instead of requiring of such proof, County and Contractor agree that as liquidated damages for delay (but not as a penalty) Contractor shall pay County the amount specified in Paragraph 2.3. for each day that expires after the time specified in paragraph 2.1 for Substantial Completion until the Work is substantially complete. After Substantial Completion, if Contractor shall neglect, refuse, or fail to complete the remaining Work within the time specified in paragraph 2.1 for completion and readiness for final payment or any proper extension thereof granted by County, Contractor shall pay County the amount specified in Paragraph 2.3. for each day that expires after the time specified in paragraph 2.1 for completion and readiness for final payment. The Contractor hereby expressly waives and relinquishes any right which it may have to seek to characterize the liquidated damages as a penalty, which the parties agree represents a fair and reasonable estimate of the County's actual damages at the time of contracting if the Contractor fails to substantially complete the Work in a timely manner.
- 2.3 Liquidated Damages are based upon the original contract amount, as established by Santa Rosa County. Liquidated damages, based upon the task order amount will be: \$250 dollars per calendar day for task orders below \$50,000, \$500 dollars per calendar day for task orders \$50,000.01 to \$99,999, and \$1,000 dollars per calendar day for task orders \$100,000 and above.

LIQUIDATED DAMAGES SCHEDULE

Phase	Begin Date	Consecutive Calendar Days to Complete	Liquidated Damages
1	Issuance of Task Order	7	Daily Rate as Referenced on ITB 22-006
Entire Project	Notice to Proceed	TBD	Daily Rate as Referenced on ITB 22-006

Article 3. CONTRACT PRICE.

County shall pay Contractor for completion of the Work in accordance with the Contract Documents an amount in current funds equal to the sum of the established unit price for each separately identified item of Unit Price Work times the estimated quantity of that item as indicated in the Bid Schedule submitted in the Bid Form. The cost of this project is not to exceed an annual amount of \$120,000 as per the attached Contractor bid.

Article 4. PAYMENT PROCEDURES

Contractor shall submit Application for Payment in accordance with Contract. Applications for Payment will be processed by Engineer as provided in the contract.

4.1 *Progress Payments; Retainage.* County shall make progress payments on account of the Contract Price on the basis of Contractor's Applications for Payment as recommended by Engineer, on or about the fifteenth (15th) day of each month during construction as provided in paragraph 4.1.1. All such payments will be measured based on the number of units completed. Payments to the Contractor shall in no way imply approval or acceptance of Contractor's work.

4.1.1 Contractor may be paid 95 % of Work completed (with the balance being retainage), less the aggregate of payments previously made and less such amounts as Engineer shall determine, or County may withhold. Contractor may be paid 95 % (with the balance being retainage) of materials and equipment not incorporated in the Work (but delivered, suitably stored and accompanied by documentation satisfactory to County).

4.1.2 Retainage requirements may be changed to reflect a proposed change to state regulatory statutes.

4.2 *Final Payment.* Upon final completion and acceptance of the Work, County shall pay the remainder of the Contract Price as recommended by Engineer.

4.2.1 Contractor's acceptance of final payment shall constitute a full waiver of any and all claims by Contractor against the County arising out of this Agreement or otherwise relating to the Project, except those previously made in writing and identified by Contractor as unsettled at the time of the final Application for Payment. Neither the acceptance of the Work nor payment by the County shall be deemed to be a waiver of the County's right to enforce any obligations of the Contractor hereunder or to the recovery of damages for defective Work not discovered by the Engineer or the County at the time of final inspection.

4.2 Payments Withheld

4.2.1 The Engineer or the County may decline to approve any Applications for Payment, or portions thereof, because of subsequently discovered evidence or subsequent inspections. The Engineer or the County may nullify the whole or any part of any inspections. The Engineer or the County may nullify the whole or any part of any approval for payment previously issued and the County may withhold any payments otherwise due Contractor under this Agreement or any other agreement between the County and the Contractor, to such extent as may be necessary in the County's opinion to protect it from loss because of:

4.2.1.1 Defective Work not remedied;

4.2.1.2 Third party claims filed or reasonable evidence indicating probable filing of

such claims;

4.2.1.3 Failure of Contractor to make payment properly to subcontractors or for labor, materials or equipment;

4.2.1.4 Reasonable doubt that the Work can be completed for the unpaid balance of the Contract Amount;

4.2.1.5 Reasonable indication that the Work will not be completed within the Contract Time;

4.2.1.6 Unsatisfactory prosecution of the Work by the Contractor;

4.2.1.7 Failure to provide accurate and current "As-Builts"; or

4.2.1.8 Any other material breach of the Contract Documents.

4.3.2 If these conditions in Subsection 4.3.1 are not remedied or removed, the County may, after three (3) days written notice, rectify the same at Contractor's expense. The County also may offset against any sums due Contractor the amount of any liquidated or unliquidated obligations of Contractor to the County, whether relating to or arising out of his Agreement or any other agreement between Contractor and the County.

Article 5. CONTRACTOR'S REPRESENTATIONS.

In order to induce County to enter into this Agreement Contractor makes the following representations:

5.1 Contractor has examined and carefully studied the Contract Documents (including the Addenda listed in Article 6) and the other related data identified in the Project Documents including "technical data."

5.2 Contractor has visited the site and become familiar with and is satisfied as to the general, local, and site conditions that may affect cost, progress, performance or furnishing of the Work.

5.3 Contractor is familiar with and is satisfied as to all federal, state, and local Laws and Regulations that may affect cost, progress, performance and furnishing of the Work.

5.4 Contractor has carefully studied all reports of explorations and tests of subsurface conditions at or contiguous to site and all drawings of physical conditions in or relating to existing surface or subsurface structures at or contiguous to the site (except Underground Facilities) which have been identified in the Bid documents. Contractor acknowledges that such reports and drawings are not Contract Documents and may not be complete for Contractor's purposes. Contractor acknowledges that County and Engineer do not assume responsibility for the accuracy or completeness of information and data shown, indicated in the Contract Documents with respect to Underground Facilities at, or contiguous to the site. Contractor has obtained and carefully studied (or assumes responsibility for having done so) all such additional supplementary examinations, investigations, explorations, tests, studies, and data concerning conditions (surface, subsurface, and Underground Facilities) at or contiguous to the site or otherwise which may affect cost, progress, performance, or furnishing of the Work or which relate to any aspect of the means, methods, techniques, sequences, and procedures of construction to be employed by Contractor and safety precautions, and programs incident thereto. Contractor does not consider that any additional examinations, investigations, explorations, tests, studies, or data are necessary for the performance and furnishing of the Work at the Contract Price, within the Contract Times and in accordance with the other terms and conditions of the Contract Documents.

5.5 Contractor is aware of the general nature of work to be performed by County and others at the site that relates to the Work as indicated in the Contract Documents.

5.6. Contractor has correlated the information known to Contractor, information and observation obtained

from visits to the site, reports, and drawings identified in the Contract Documents and all additional examinations, investigations, explorations, tests, studies, and data with the Contract Documents.

5.7. Contractor has given Engineer written notice of all conflicts, errors, ambiguities or discrepancies that Contractor has discovered in the Contract Documents and the written resolution thereof by Engineer is acceptable to Contractor, and the Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.

Article 6. CONTRACT DOCUMENTS

The Contract Documents that comprise the entire agreement between County and Contractor concerning the Work consist of the following:

- 6.1 This Agreement
- 6.2 Exhibit A- Scope of Work and Contractor's Bid
- 6.3 Exhibit B- Insurance Requirements
- 6.4 Exhibit C- Civil Rights Clauses
- 6.5 Exhibit D- Scrutinized Contractors Certificate
- 6.6 Any other documents necessary to clarify and memorialize the agreement between Contractor and County.

Article 7. PUBLIC RECORDS

Any record created by either party in accordance with this Contract shall be retained and maintained in accordance with the public records law, Florida Statutes, Chapter 119.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS WANDA PITTS, AT (850) 963-1925, wandap@santarosa.fl.gov, 6945 Caroline Street, Milton, FL 32570.

Contractor must comply with the public records laws, Florida Statute Chapter 119, Specifically, Contractor must:

- 7.1 Keep and maintain public records required by the County to perform the service.
- 7.2 Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 Florida Statutes or as otherwise provided by law.
- 7.3 Ensure that public records that are exempt or confidential and exempt from public records disclosure

requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the consultant does not transfer the records to the County.

7. 4 Upon completion of the contract, transfer, at no cost, to the County all public records in possession of the contractor or keep and maintain public records required by the County to perform the service. If the contractor transfers all public records to the public agency upon completion of the contract, the consultant shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the consultant keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining the public records. All records stored electronically must be provided to the public agency, upon the request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

Article 8. AUDIT

The County and/or its designee shall have the right from time to time at its sole expense to audit the compliance by the Contractor with the terms, conditions, obligations, limitations, restrictions, and requirements of this Contract and such right shall extend for a period of three (3) years after termination of this Contract.

Article 9. TERMINATION FOR CONVENIENCE

County may at any time and for any reason terminate Contractor's services and work at County's convenience. Upon receipt of such notice, Contractor shall, unless the notice directs otherwise, immediately discontinue the work and placing of orders for materials, facilities and supplies in connection with the performance of this Agreement.

Upon such termination, Contractor shall be entitled to payment only as follows: (1) the actual cost of the work completed in conformity with this Agreement; plus, (2) such other costs actually incurred by Contractor as are permitted by the prime contract and approved by County; (3) plus ten percent (10%) of the cost of the work referred to in subparagraph (1) above for overhead and profit. There shall be deducted from such sums as provided in this subparagraph the amount of any payments made to Contractor prior to the date of the termination of this Agreement. Contractor shall not be entitled to any claim or claim of lien against County for any additional compensation or damages in the event of such termination and payment. Further, County may terminate this contract immediately for failure of contractor to comply with Chapter 119, Florida Statutes.

Article 10. VIOLATIONS OF CHAPTER 119 FLORIDA STATUTES

The County reserves the right to terminate this agreement immediately for failure of Contractor to adhere to the requirements of Florida Statutes Chapter 119.

Article 11. MISCELLANEOUS.

11.1 Terms used in this Agreement which are defined in the Bid documents.

11.2 No assignment by a Party of any rights under or interests in the Contract Documents will be binding on another Party without the written consent of the Party sought to be bound; and, specifically but without limitation, moneys that may become due and moneys that are due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment no assignment will release

or discharge the assignor from any duty or responsibility under the Contract Documents.

- 11.3 County and Contractor each binds itself, its partners, successors, assigns and legal representatives to the other Party, its partners, successors, assigns and legal representatives in respect to all covenants, agreements, and obligations contained in the Contract Documents.
- 11.4 Any provisions or part of the Contract Documents held to be void or unenforceable under any Law or Regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon County and Contractor, who agree that the Contract Documents shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision
- 11.5 All documents prepared by the Contractor pursuant to this Agreement and related Services to this Agreement are intended and represented for the Ownership of the County only. Any other use by Contractor or other parties shall be approved in writing by the County. If requested, Contractor shall deliver the documents to the County within fifteen (15) calendar days.

Article 12. GOVERNING LAW, VENUE AND WAIVER OF JURY TRIAL.

This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. All parties agree and accept that jurisdiction of any dispute or controversy arising out of this Agreement, and any action involving the enforcement or interpretation of any rights hereunder shall be brought exclusively in the 1st Judicial Circuit in and for Santa Rosa County, Florida, and venue for litigation arising out of this Agreement shall be exclusively in such state courts, forsaking any other jurisdiction which either party may claim by virtue of its residency or other jurisdictional device. In the event it becomes necessary for the County to file a lawsuit to enforce any term or provision under this Agreement, then the County shall be entitled to its costs and attorney's fees at the pretrial, trial and appellate levels. BY ENTERING INTO THIS AGREEMENT, CONTRACTOR AND COUNTY HEREBY EXPRESSLY WAIVE ANY RIGHTS EITHER PARTY MAY HAVE TO A TRIAL BY JURY OF ANY CIVIL LITIGATION RELATED TO THIS AGREEMENT. Nothing in this Agreement is intended to serve as a waiver of sovereign immunity, or of any other immunity, defense, or privilege enjoyed by the County pursuant to Section 768.28, Florida Statutes.

Article 13. CIVIL RIGHTS.

The Contractor agrees to comply with pertinent statutes, Executive Orders and such rules as are promulgated to ensure that no person shall, on the grounds of race, creed, color, national origin, sex, age, or disability be excluded from participating in any activity conducted with or benefiting from Federal assistance. This provision binds the Contractor and subcontractors from the bid solicitation period through the completion of the contract. This provision is in addition to that required by Title VI of the Civil Rights Act of 1964.

ARTICLE 14. COMPLIANCE WITH NONDISCRIMINATION REQUIREMENTS.

During the performance of this Agreement, the Contractor, for itself, its assignees, and successors in interest, agrees as follows:

- a. Compliance with Regulations: The Contractor will comply with the Title VI List of Pertinent Nondiscrimination Acts and Authorities, as they may be amended from time to time, which are herein incorporated and attached hereto as Attachment "B".

b. Nondiscrimination: The Contractor, with regard to the work performed by it during the Agreement, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The Contractor will not participate directly or indirectly in the discrimination prohibited by the Nondiscrimination Acts and Authorities, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.

c. Solicitations for Subcontracts, including Procurements of Materials and Equipment: In all solicitations, either by competitive bidding or negotiation made by the Contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the Contractor of the contractor's obligations under this contract and the Nondiscrimination Acts and Authorities on the grounds of race, color, or national origin.

d. Information and Reports: The Contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the County or other governmental entity to be pertinent to ascertain compliance with such Nondiscrimination Acts and Authorities and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the Contractor will so certify to the County or the other governmental entity, as appropriate, and will set forth what efforts it has made to obtain the information.

e. Sanctions for Noncompliance: In the event of a Contractor's noncompliance with the non-discrimination provisions of this contract, the County will impose such contract sanctions as it or another applicable state or federal governmental entity may determine to be appropriate, including, but not limited to:

a. Withholding payments to the Contractor under the Agreement until the Contractor complies; and/or

b. Cancelling, terminating, or suspending the Agreement, in whole or in part.

f. Incorporation of Provisions: The Contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations, and directives issued pursuant thereto. The Contractor will take action with respect to any subcontract or procurement as the County may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the Contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the Contractor may request the County to enter into any litigation to protect the interests of the County. In addition, the Contractor may request the United States to enter into the litigation to protect the interests of the United States.

ARTICLE 15. COMPLIANCE WITH LAWS.

Contractor shall secure any and all permits, licenses and approvals that may be required in order to perform the Services, shall exercise full and complete authority over Contractor's personnel, shall comply with all workers' compensation, employer's liability and all other federal, state, county, and municipal laws, ordinances, rules and regulations required of an employer performing services such as the Services, and shall make all reports and remit all withholdings or other deductions from the compensation paid to

Contractor's personnel as may be required by any federal, state, county, or municipal law, ordinance, rule, or regulation.

ARTICLE 16. CONFLICT OF INTEREST.

The Contractor covenants that it presently has no interest and shall not acquire any interest, directly or indirectly which could conflict in any manner or degree with the performance of the Services. The Contractor further covenants that in the performance of this Agreement, no person having any such interest shall knowingly be employed by the Contractor. The Contractor guarantees that he/she has not offered or given to any member of, delegate to the Congress of the United States, any or part of this contract or to any benefit arising therefrom.

ARTICLE 17. INDEPENDENT CONTRACTOR.

Contractor enters into this Agreement as, and shall continue to be, an independent contractor. All services shall be performed only by Contractor and Contractor's employees/subcontractors. Under no circumstances shall Contractor or any of Contractor's employees/subcontractors look to the County as his/her employer, or as partner, agent or principal. Neither Contractor, nor any of Contractor's employees/subcontractors, shall be entitled to any benefits accorded to the County's employees, including without limitation worker's compensation, disability insurance, vacation or sick pay. Contractor shall be responsible for providing, at Contractor's expense, and in Contractor's name, unemployment, disability, worker's compensation and other insurance as well as licenses and permits usual and necessary for conducting the services to be provided under this Agreement.

ARTICLE 18. THIRD PARTY BENEFICIARIES.

It is specifically agreed between the Parties executing this Agreement that it is not intended by any of the provisions of any part of the Agreement to create in the public or any member thereof, a third party beneficiary under this Agreement, or to authorize anyone not a party to this Agreement to maintain a suit for personal injuries or property damage pursuant to the terms or provisions of this Agreement.

ARTICLE 19. INDEMNIFICATION AND WAIVER OF LIABILITY.

The Contractor agrees, to the fullest extent permitted by law, to defend, indemnify and hold harmless the County, its agents, representatives, officers, directors, officials and employees from and against claims, damages, losses and expenses (including but not limited to attorney's fees, court costs and costs of appellate proceedings) relating to, arising out of or resulting from the Contractor's negligent acts, errors, mistakes or omissions relating to professional Services performed under this Agreement. The Contractor's duty to defend, hold harmless and indemnify the County its agents, representatives, officers, directors, officials and employees shall arise in connection with any claim, damage, loss or expense that is attributable to bodily injury; sickness; disease; death; or injury to impairment, or destruction of tangible property including loss of use resulting therefrom, caused by any negligent acts, errors, mistakes or omissions related to Services in the performance of this Agreement including any person for whose acts, errors, mistakes or omissions the Contractor may be legally liable. The parties agree that TEN DOLLARS (\$10.00) represents specific consideration to the Contractor for the indemnification set forth herein.

The waiver by a party of any breach or default in performance shall not be deemed to constitute a waiver of any other or succeeding breach or default. The failure of the County to enforce any of the provisions hereof shall not be construed to be a waiver of the right of the County thereafter to enforce such provisions.

ARTICLE 20. TAXES AND ASSESSMENTS.

Contractor agrees to pay all sales, use, or other taxes, assessments and other similar charges when due now or in the future, required by any local, state or federal law, including but not limited to such taxes and assessments as may from time to time be imposed by the County in accordance with this Agreement. Contractor further agrees that it shall protect, reimburse and indemnify County from and assume all liability for its tax and assessment obligations under the terms of the Agreement.

The County is exempt from payment of Florida state sales and use taxes. The Contractor shall not be exempted from paying sales tax to its suppliers for materials used to fulfill contractual obligations with the County, nor is the Contractor authorized to use the County's tax exemption number in securing such materials.

The Contractor shall be responsible for payment of its own and its share of its employees' payroll, payroll taxes, and benefits with respect to this Agreement.

ARTICLE 21. PROHIBITION AGAINST CONTRACTING WITH SCRUTINIZED COMPANIES.

Pursuant to Florida Statutes Section 215.4725, contracting with any entity that is listed on the Scrutinized Companies that Boycott Israel List or that is engaged in the boycott of Israel is prohibited. Contractors must certify that the company is not participating in a boycott of Israel. Any contract for goods or services of One Million Dollars (\$1,000,000) or more shall be terminated at the County's option if it is discovered that the entity submitted false documents of certification, is listed on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria after July 1, 2018.

Any contract entered into or renewed after July 1, 2018 shall be terminated at the County's option if the company is listed on the Scrutinized Companies that Boycott Israel List or engaged in the boycott of Israel. Contractors must submit the certification that is attached to this agreement as Attachment "C". Submitting a false certification shall be deemed a material breach of contract. The County shall provide notice, in writing, to the Contractor of the County's determination concerning the false certification. The Contractor shall have ninety (90) days following receipt of the notice to respond in writing and demonstrate that the determination was in error. If the Contractor does not demonstrate that the County's determination of false certification was made in error, then the County shall have the right to terminate the contract and seek civil remedies pursuant to Florida Statute Section 215.4725.

ARTICLE 22. INCONSISTENCIES AND ENTIRE AGREEMENT.

If there is a conflict or inconsistency between any term, statement, requirement, or provision of any attachment attached hereto, any document or events referred to herein, or any document incorporated into this Agreement, the term, statement, requirement, or provision contained in this Agreement shall prevail and be given superior effect and priority over any conflicting or inconsistent term, statement, requirement or provision contained in any other document or attachment, including but not limited to Attachments listed in Article 6.

ARTICLE 23. SEVERABILITY.

If any term or condition of this Contract shall be deemed, by a court having appropriate jurisdiction, invalid or unenforceable, the remainder of the terms and conditions of this Contract shall remain in full force and effect. This Contract shall not be more strictly construed against either party hereto by reason of the fact that one party may have drafted or prepared any or all the terms and provisions hereof.

ARTICLE 24. ENTIRE AGREEMENT.

This Agreement and Exhibits A through D contains the entire agreement of the parties, and may be amended, waived, changed, modified, extended or rescinded only by in writing signed by the party against whom any such amendment, waiver, change, modification, extension and/or rescission is sought.

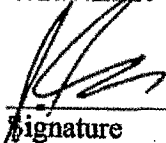
ARTICLE 25. REPRESENTATION OF AUTHORITY TO CONTRACTOR/SIGNATORY.

The individual signing this Agreement on behalf of Contractor represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this Agreement. The signatory represents and warrants to the County that the execution and delivery of this Agreement and the performance of the Services and obligations hereunder have been duly authorized and that the Agreement is a valid and legal agreement binding on the Contractor and enforceable in accordance with its terms.

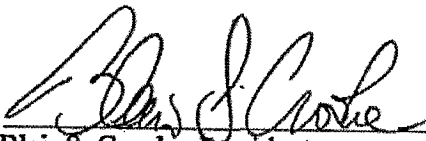
-- **IN WITNESS WHEREOF**, County, and Contractor have signed this Agreement in triplicate. One counterpart each has been delivered to County, Contractor, and Engineer. All portions of the Contract Documents have been signed, initialed or identified by County, and Contractor, or identified by Engineer on their behalf.

This Agreement will be effective on December 9, 2021 (which is the Effective Date of the Agreement).

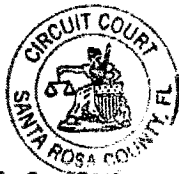
WITNESS:


Signature

Jonathan Green
Print Name

BY: 
Blair S. Crooke, President

ATTEST:



SANTA ROSA COUNTY, FLORIDA


Donald C. Spencer, Clerk of Court

BY: 
Robert A. "Bob" Cole, Chairman



Agenda Item # 2022-152

Bid Opening for RFP- Engineering Services Roeville Waterwell & Tank

MEETING DATE

January 20, 2022

PREPARED BY

BACKGROUND

The City solicited request for proposals (RFP) for Engineering Services for Roeville Waterwell & Tank.

SUMMARY

Bid opening was held on 01/12/2022. Proposals were received from 1 Engineering Firm. Staff have reviewed the proposal and made a recommendation to award to Baskerville-Donovan, Inc.

RECOMMENDATION

City staff recommends the award to Baskerville-Donovan, inc.

ATTACHMENTS

1. 2022.01 Eng Svcs Roeville Bid Tab



BID TABULATION

01/12/2022 2:00 p.m.

Present for the City of Milton:

Diane Ebentheuer

Michele Williams

Curtis Krebs

Joe Cook

Purchasing Officer

Purchasing Assistant

Chief Financial Officer

Public Works Director

Others in attendance:

None

Bid opening was held at 2:00 p.m. The purpose of the meeting was to receive bids for the following solicitation:

RFP 2022.01 Engineering Services Roeville Waterwell & Tank

1 [Baskerville-Donovan, Inc.](#)

Proposal



Agenda Item # 2022-154

Chief Financial Officer and Director of Public Relations Job Descriptions

MEETING DATE

January 20, 2022

PREPARED BY

BACKGROUND

The CFO position and Director of Public Relations position are council approved positions.

SUMMARY

The attached job descriptions encompass the duties and functions of these positions.

RECOMMENDATION

Council approval

ATTACHMENTS

1. CFO Description DRAFT
2. Director of Public Relations

Chief Financial Officer (CFO)

BASIC REQUIREMENTS:

- Education:** Master's Degree in Accountancy, Business Administration or CPA
- Experience:** Ten (10) years of experience in a financial management position such as an auditor or city accountant for at least ten years.

JOB SUMMARY:

The Chief Financial Officer (CFO) will oversee all accounting tasks and financial reporting procedures of the City. These tasks will include supervising the Finance Department personnel, accounts receivable, accounts payable, debt transactions, general ledger, etc. This position will work closely with and supervise financial personnel to prepare daily/monthly/quarterly financial reports. The CFO will also work closely with all other departments to properly account/identify areas to implement cost-saving procedures, limit expenditures and enhance overall efficiency.

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)

- Supervises the Finance Department: (6 employees) including evaluations, counseling, interviewing, hiring, disciplining, training, daily accounting tasks, and monitoring daily financial operations.
- Effectively responds to stressful or high-pressure environment, working with the public. Taking customer complaints, making account adjustments, performing customer cut-offs, implementing customer payment plans.
- Approves accounts payables for check processing.
- Monitoring payables for Finance and processing AMI invoices, Postage, ENCO invoices, and others as needed.
- Mail/Postage daily delivery and pickup
- Prepares and monitors the budget for the Finance Department.
- Develops/Implements new/more efficient policies and procedures for personnel and finance including investment policies.
- Bank runs for Region's CC invoice and the 3 SRF Loans.
- Provides comprehensive oversight of the City's financial condition.
- Reviews City contracts for integrity, accountability, and fiscal compliance.
- Reviews entries to the general and statistical ledgers to assure accuracy and compliance with established accounting principles and procedures, Prepares general and statistical ledger entries.
- Prepares financial and statistical reports as required.
- Coordinates and prepares for financial audits as required by governmental regulation, or other organization.
- Assists in the preparation of the annual budget and coordinating the completion of the Annual Audit

- Recommends changes in financial policies and procedures, as necessary.
- Monitors established internal controls to assure proper compliance.
- Assists in the preparation of cost reimbursement reports and other interim reports as may be required.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of generally accepted accounting principles and Governmental Accounting and Financial Reporting Standards relating to municipal finance.
- Knowledge of requirements and regulation set forth by the Auditor General and other related agencies.
- Skilled in the use of computer-based automated financial programs as well as other computer applications including excel and word.
- Ability to prepare financial and special reports from financial records and the ability to complete a year end audit working with the City's auditors.
- Ability to maintain good working relationships with co-workers, supervisor, management, and department head staff and various agency personnel.

HOURS OF WORK, SUPERVISORY RESPONSIBILITY AND ACCOUNTABILITY REQUIREMENTS:

- Normal office hours, Monday through Friday. Additional hours will be necessary for scheduled council, committee and board meetings.
- Reports directly to the City Manager.

PHYSICAL REQUIREMENTS:

The employee in this position is in constant communication with coworkers, elected officials and the public. Employee must be able to communicate clearly and effectively and exchange accurate information in person and on the phone. The employee must be able to review documents in paper or electronic form. The employee regularly lifts and/or moves up to 10 pounds and occasionally lifts and/or moves up to 20 pounds. Must be able to utilize a variety of office equipment and a computer. The employee must be able to conduct research online and on paper, create and complete paperwork, and other similar tasks.

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.

Approved By: _____
City Manager

Date:

**CITY OF MILTON
DIRECTOR OF PUBLIC RELATIONS**

BASIC REQUIREMENTS:

EDUCATION & EXPERIENCE: Bachelors' degree in journalism, media relations, communications, public administration, or related field – project management, event management & marketing. Three (3) years recent experience in community/media relations, public relations for a government agency or for a private agency servicing local government clients. Five (5) years' experience in successful event planning & management. Will accept any suitable combination of education, experience, and training sufficient to successfully perform the essential functions of the job. Required experience in advanced computer skills, database management, social media platforms, SEO & proficient in design software (adobe creative suite software preferred)

LICENSE REQUIREMENTS, CERTIFICATES, ETC.

- Applicant must have a valid driver's license

ESSENTIAL JOB FUNCTIONS: Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed

- Conveys city policies, regulations, and responsibilities to members of the media to help promote accurate reporting about the organization. Responds to reporter inquiries, conducts research, pitches stories to members of the media when appropriate, and keeps internal stakeholders informed about areas of media interests.
- Serves as the primary point-of-contact for media inquiries and monitors media coverage.
- Establishes and maintains professional relationships with members of the media as well as building contacts with counterparts at other government and community agencies.
- Acts in a liaison capacity with community leaders, other governmental agencies and communication groups requesting information on government related activities.
- Consults with city departments to develop external and internal marketing, communication plans and strategies for the dissemination of complex information on a wide range of agency activities, programs and goals.
- Manages the city's social media accounts.
- Assists and advises departments and commission with general communications needs including press releases, brochures, posters, speeches, remarks, comments, photos, presentations, press conference, special events and other related needs.
- Trains city staff on best practices when working with the media.
- Attends city council and other meetings as necessary to stay informed on county activities and projects.
- Manages responsibilities for community outreach activities beyond regular city business hours including extended workdays, evenings, weekends and holidays.

- Expected to be on-call and respond to emergency callouts and participate with emergency activations.
- Assists in the preparation of the annual budget in various accounts.
- Develop, implement & manage the Brand strategy.
- Overseeing implementation of the Marketing strategy – including campaigns, events, digital marketing, and PR.
- Work closely with city staff to define marketing materials and programs.
- Developing and delivering marketing communications strategies for the city business operations.
- Develop and oversee the on-site management of special events in the City, including but not limited to: Bands on the Blackwater, Waterfest, Fall Festival, and Light up Milton.
- Manage event logistics pre-and-post each event, including but not limited to: registration & attendee tracking, promotional materials, ad campaigns, entertainment contracts & management, vendor contracts & management, on-site event development & layout, and pre-and-post event evaluations (AAR).
- Collaborate & communicate with city staff on all relevant event details and needs – operations, security & EMS, staffing, etc.
- Develop and oversee commercial sponsorship contracts, solicitation of funds, grants, etc.
- Work with sponsors & corporate partners to make sure all parties receive their contractual rights.
- Develop a communication plan to ensure community awareness and involvement in events.
- Identify trends and book entertainment that meets a family-friendly environment.
- Works with other City Departments and divisions to ensure projects and special events are progressing. Create and update venue site plan for each event.
- Develops all marketing materials for assigned special events.
- Manage event signage and décor inventory.
- Identifies, solicits, and secures vendors to participate in City special events.
- Serves as a representative at community events, expos, and booths.
- Develop and manage an intern program and utilize interns to help with events.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

- State, federal, county and city laws; familiar with city, county, state and federal agencies.
- Knowledge of sound public relations and marketing techniques for promoting and advancing special events, and the ability to make effective presentations in a group or individual setting.
- Knowledge of City budget and procurement regulations.
- Principles, practices and methods of social media; practices and principles of public information, crisis communications, public relations and marketing; web site design, management, and/or content development; basic copyright laws applicable to design work and creative properties; design and electronic pre-press processes and experience with typography, color, conceptual thinking, print layout, digital production, and post-production; emergency public information policies, methodologies and procedures
- Operate media equipment
- Operate office equipment; design and layouts for brochures and pamphlets; relate to any audience regardless of age; participate in or host radio and television programs.
- Exercise independent judgment
- Highly motivated and able to take initiative.

- Work under minimum supervision.
- Strong organizational skills.
- Experience in high-level event planning and delivery of events.
- Strategic thinker with the ability to learn existing processes and adapt to current surroundings.
- Ability to work in a fast-paced, dynamic environment meeting multiple deadlines.
- Direct and supervise a group of volunteers or workers
- Proofread and edit documents
- Function well under stressful situations
- Ability to exercise considerable initiative and independent judgment and must work effectively with City staff, elected officials, appointed officials, intergovernmental organizations, neighborhood associations, outside consultants, their employees, and the general public.
- Deal effectively with the public, media and officials in a courteous and tactful manner
- Proper spelling, grammar, punctuation, vocabulary, and sentence structure; proficient in press release writing and AP style; digital photography & photo editing; and MS Office /Windows OS platform programs required. Additional computer program expertise a plus.

HOURS OF WORK:

- Normal office hours, Monday through Friday. May vary with requirement to participate in City Council or Community functions
- Reports directly to the City Manager and may be designated as essential personnel in case of natural disaster.

JOB SUMMARY:

The Director of Marketing is responsible for coordinating city communications and releasing accurate and timely information to City of Milton and Santa Rosa County residents, the media and city employees. Duties include seasonal campaigns, managing crisis and disaster related information, as well as the day-to-day management of internal and external communication strategies. This position provides services similar to those provided by a full-service communications agency, focusing on heightening awareness of the city's mission, programs, policies, initiatives and services offered. The Director of Marketing also works in the field during emergencies and is available to the media 24/7. The Director of Public Relations is responsible for developing and implementing special events in the City. This position reports directly to the city manager. This employee exercises considerable initiative and independent judgment and must work closely with a wide variety of stakeholders including City officials and staff, special event promoters, entertainment and production professionals, local business owners, neighborhood associations, outside consultants, and City residents. The position requires an individual with high energy, enthusiasm, passion for special events and community enrichment, and an ability to attract and retain vendors, sponsors, performers, and production professionals and build relationships with stakeholders. Strong oral and written communication skills are necessary, including the ability to negotiate effectively.

PHYSICAL REQUIREMENTS:

The employee in this position is in constant communication with coworkers, elected officials, and the public. Employee must be able to communicate clearly and effectively verbally, in writing, and electronically. Communication must be exchanged accurately. This position requires the review of documents on paper or electronic form. Employee regularly lifts and/or moves 25 pounds and

occasionally lifts and/or moves up to 50 pounds. This position will remain stationary for 40% of the position and the employee will move and traverse at events and other city buildings 60% of the position. Must be able to utilize a variety of office equipment, computer, and media equipment. The employee will be required to fulfill this role at several different locations. Employee must be able to perform the physical aspects of event set up, tear down, and execution. Employee should be able to handle outdoor temperatures ranging from moderate to severe. This employee must be able to operate a City vehicle.

ENVIRONMENTAL CONDITIONS: Work indoors and outdoors; on occasion works in hazardous and stressful environment.

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.



Agenda Item # 2022-163

18-Wheeler Traffic on Willing Street

MEETING DATE

January 20, 2022

PREPARED BY

BACKGROUND

Mayor Lindsay has received a citizen request for this item to be brought before the City Council.

SUMMARY

Mayor Lindsay proposes the City Council discuss and support the placement of a sign requiring that 18-wheelers not travel on Willing Street.

RECOMMENDATION

Staff seeks Council direction. If sponsored, this item will be assigned to the appropriate department.

ATTACHMENTS

None



Agenda Item # 2022-164

Creek Indian Historic Marker

MEETING DATE

January 20, 2022

PREPARED BY

BACKGROUND

Mayor Lindsay has received a citizen request for this item to be brought before the City Council.

SUMMARY

Mayor Lindsay proposes the City Council discuss and support the placement of a historical marker at Jernigan's Landing. During Ghost Walk, Chief Sky Horse (Dan Helms) has shared a story, backed up by historical documents, about Creek Indian heritage in Milton. To recognize the Creek Indian heritage in our area, a historical marker would be appropriate. If invited, Chief Sky Horse would like to share the information he has for consideration by the City Council at a future meeting.

RECOMMENDATION

Staff seeks Council direction. If sponsored, this item will be assigned to the appropriate department.

ATTACHMENTS

None



Agenda Item # 2022-162

Economic Development Incentives

MEETING DATE

January 20, 2022

PREPARED BY

Ed Spears, Director of
Economic Development

BACKGROUND

This item provides a listing of the various economic development incentives available to businesses looking to relocate, start up or expand within the City of Milton. The City Council requested a discussion of the various incentives provided by the City to businesses in order to possibly explore new alternatives. The attached list shows the current incentives available from the City of Milton and Santa Rosa County. The specific items discussed at the previous meeting were: adding business equipment as an eligible expense back to the Commercial Facade Program to assist businesses with the equipment necessary to expand. Staff would also like to discuss a consideration for new construction within the targeted areas as an eligible activity for City assistance. Making historic properties owned by not-for-profit organizations was also discussed. However, those structures are eligible under the current program, but at a lower rate.

SUMMARY

City Council requested information and a discussion of incentives available to businesses that start-up, relocate and/or expand within the City of Milton.

RECOMMENDATION

Staff requests City Council provide direction on possible new, expanded incentives for businesses to relocate, start up, or expand within the City of Milton.

ATTACHMENTS

1. Economic Development Incentives 1-14-21



Economic Development Business Incentives

Economic Development Ad Valorem Tax Exemption (EDATE): This program is a local option tax incentive for new or expanding businesses, which may be granted at the sole discretion of the City Council, if certain criteria are met. The abatement will not exceed 75% of the City's portion of the ad valorem tax.

Impact Fee Reduction Program: This program allows businesses to reduce the City of Milton Water and Sewer Impact Fee. The number of jobs created and the increase in property valuation determine the percentage reduction.

Impact Fee Financing Program: The program provides financing opportunities when the total of City impact fees reaches \$50,000.00. The program requires the business to pay 20% of the impact fee upon application with the balance financed over a period of up to five years at a minimum of \$700.00 per month until paid in full.

City of Milton Commercial Façade Program (CFP): Matching grants to improve the exterior of commercial buildings.

Stormwater Fee Credits: Stormwater fee credits of up to fifty percent (50%) may be given to newly developed properties demonstrating stormwater control and management facilities which generate less volume of runoff than currently required and apply Best Management Practices (BMPs) to improve water quality.

Capital Investment Tax Credit (CITC): Annual credit against Florida corporate income taxes for certain approved industry sectors (Financial Services, Biomedical Technology, Silicon Technology, Transportation Equipment Manufacturing).

Economic Development Transportation Fund (EDTF): This program is funded by the state legislature as an inducement for the location, expansion, or retention of qualified business and industrial projects to Florida. Application is made by the city/county to the state of Florida to fund the cost (up to \$2,000,000) of transportation

projects (access roads, road widening, grade crossings, traffic signalization, etc.) necessary for the location, expansion, or retention of a qualified business or industry in Florida.

High Impact Performance Incentive Grant (HIPI): The High Impact Performance Incentive is a negotiated grant used to attract and grow major high impact facilities in Florida.

Incumbent Worker Training Grant (IWT): The Incumbent Worker Training Program provides grant funding for customized training for existing for-profit businesses.

Permit Streamlining Initiatives: Companies with extensive permitting and regulatory needs can benefit from streamlining procedures. Streamlining is achieved through commitment among the state's regulatory agencies and local governments to provide quicker, less costly, and more predictable permit approvals to significant economic development projects without reducing environmental standards.

Qualified Target Industry (QTI): The Qualified Target Industry Tax Refund incentive is available for companies that create high wage jobs in targeted high value-added industries.

Qualified Defense Contractor Tax Refund (QDC): The Florida Qualified Defense Contractor program is provided to encourage the location and expansion of defense industries in the state.

Quick Response Training Grant (QRT): An inducement program for job creation and retention. In addition to actual employee training, the grant may cover the cost of acquiring specialized equipment, retaining an instructor, and provision of a training facility (if required) necessary for the conduct of the training program.



Through the Santa Rosa County Economic Development Organization, the following incentives are available to businesses within the Milton City Limits:

Land Pricing Guidelines: Pricing Guidelines are in place to provide Santa Rosa Economic Development with a rational, non-arbitrary, non-discriminating basis for determining a cost per acre for industrial publicly owned property within Santa Rosa County. The point system represents the discount from the base price of publicly owned industrial property as it relates to the economic impact the proposed business will have on the area.

Ad Valorem / Property Tax Rebates: The Economic Development Ad Valorem Tax Exemption (EDATE) is a local option tax incentive for new or expanding businesses, which may be granted at the sole discretion of Santa Rosa County Commissioners.

Capital Investment Tax Credit, (CITC): Annual credit against Florida corporate income taxes for certain approved industry sectors (Financial Services, Biomedical Technology, Silicon Technology, Transportation Equipment Manufacturing).

Economic Development Transportation Fund (EDTF): This program is funded by the state legislature as an inducement for the location, expansion, or retention of qualified business and industrial projects to Florida. Application is made by the city/county to the state of Florida to fund the cost (up to \$2,000,000) of transportation projects (access roads, road widening, grade crossings, traffic signalization, etc.) necessary for the location, expansion, or retention of a qualified business or industry in Florida.

High Impact Performance Incentive Grant (HIPI): The High Impact Performance Incentive is a negotiated grant used to attract and grow major high impact facilities in Florida.

Incumbent Worker Training Grant (IWT): The Incumbent Worker Training Program provides grant funding for customized training for existing for-profit businesses.

Qualified Target Industry (QTI): The Qualified Target Industry Tax Refund incentive is available for companies that create high wage jobs in targeted high value-added industries.

Quick Response Training Grant (QRT): An inducement program for job creation and retention. In addition to actual employee training, the grant may cover the cost of acquiring specialized equipment, retaining an instructor, and provision of a training facility (if required) necessary for the conduct of the training program.

Sales and Use Tax Exemption on Electricity and Steam: Charges for electricity used directly and exclusively at a fixed location to operate machinery and equipment that is used to manufacture, process, compound, or produce items of tangible personal property for sale, or to operate pollution control equipment, recycling equipment, maintenance equipment, or monitoring or control equipment used in such operations, may be exempt from the sales tax.

Sales and Use Tax Exemption on Machinery and Equipment: Tax exemption award made to businesses to aid new and expanding businesses that use machinery and equipment at a particular location to manufacture, process, compound, or produce tangible personal property for sale or for exclusive use in spaceport activities.

Florida Vets Business Training Grant: The Veterans Florida Business Training Grant Program, is designed to increase the competitiveness of Florida businesses in the global economy by providing a trained, skilled workforce from the pool of Florida's military veteran population. The business benefits of hiring military veterans are well documented, and the economic impact of the veteran workforce continues to rise. The Veterans Florida Business Training Grant program provides grant funding for customized, skills-based curriculum development and training, through partial reimbursement, to businesses in Florida's targeted, high-growth and high-wage industries (qualified targeted industries). These are high-skill industries producing goods or services and wages generally 125 percent above state or local wages.



Agenda Item # 2022-153

FEMA Flood Maps Update

MEETING DATE

January 20, 2022

PREPARED BY

Tim Milstead, Planning Director

BACKGROUND

Flood zone maps produced and released by FEMA are updated from time to time for each community. Flood zones include those zones known as special flood hazard areas that require the purchase of flood insurance by property owners within those areas. Within the City of Milton, these FEMA-issued flood maps have recently been updated, and modifications to the Special Flood Hazard Areas are found on the maps.

SUMMARY

The last FEMA-issued flood maps went into effect on December 26, 2006, and remained in effect until the most recent flood maps went into effect on November 19, 2021. The majority of the changes to the special flood hazard areas and floodway boundaries within the community took place along the Blackwater River. An expansion of the special flood hazard areas, including both the 100 year flood zones and floodway areas can be discerned in the new maps, most notably in areas to the south of the CSX railroad line. The most recent FEMA flood maps from 2006 covering areas along the Blackwater River, as well as the newly adopted 2021 maps are attached to demonstrate the areas impacted by the expansion in the Special Flood Hazard Area.

RECOMMENDATION

Information Only. No action required.

ATTACHMENTS

1. 0320H_2021_Panel
2. 0431H_2021_Panel
3. 0431G_2006_Panel
4. 0320G_2006_Panel

This map is for use in administering the National Flood Insurance Program. It does not necessarily identify all other subject to flooding, potential point source drainage sources of small size. The community map repository should be consulted for available updates or additional flood hazard information.

Coastal Base Flood Elevations shown on this map apply only landward of 200 feet from the Wetland Boundary. 1989 NFAD elevation and FEMA FIRM should be used for the coastal boundary. Data are provided in the Summary of Flooded Elevation Information and Flood Insurance Study report for this project.

As shown in the Summary of Flooded Elevation Information table, the base flood elevation for this project is shown when they are higher than the FIRM.

Screen areas not in Special Flood Hazard Areas may be protected by flood control structures. Refer to Section 4.1.1 for Flooded Areas in the Town last name. If they report the information on flood control structures for this jurisdiction.

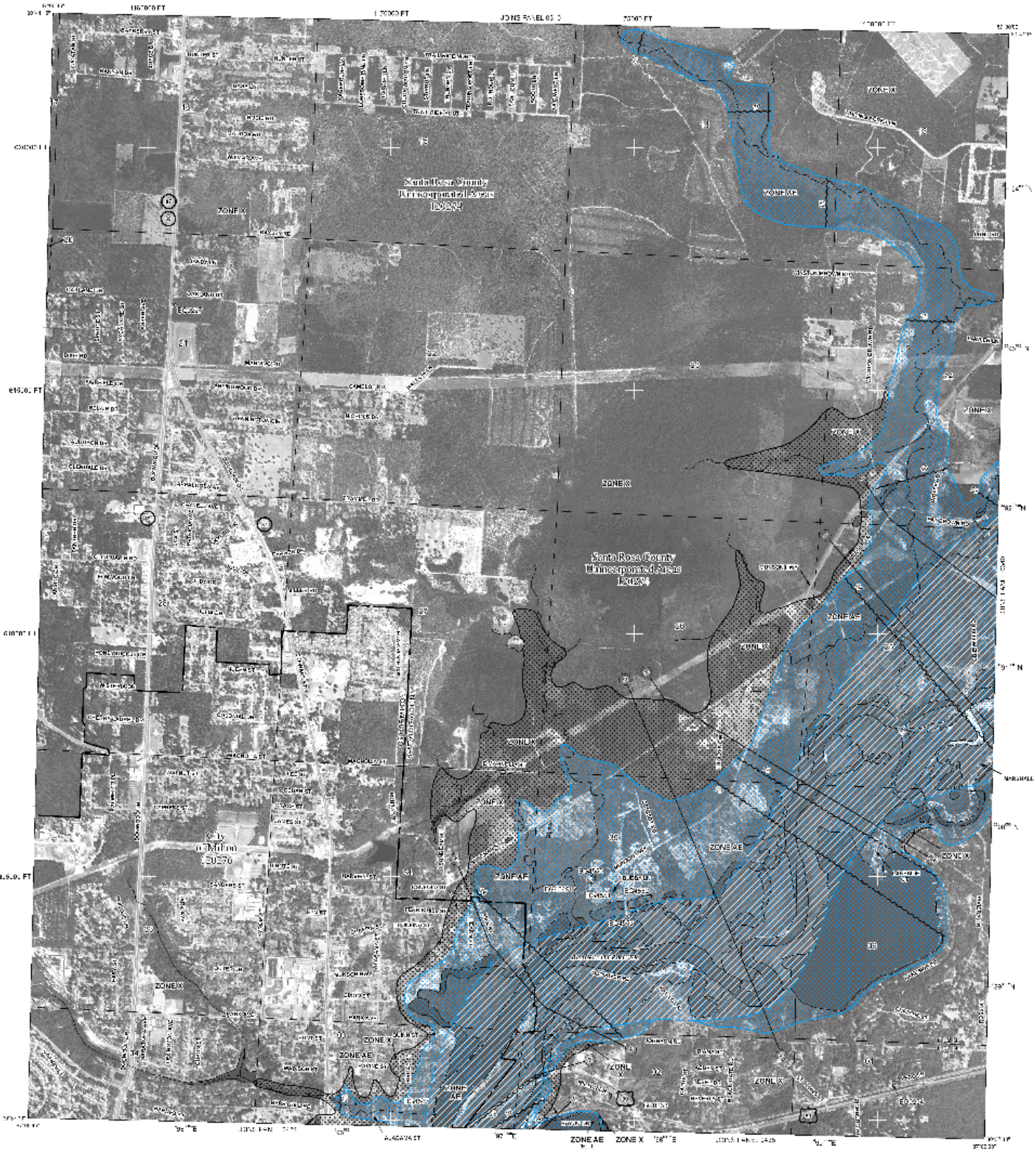
There is a distinction in the interpretation of the term "North American" in the title of the 1987. These data are not to be compared in structure and content to data collected in the same vertical datum. The association regarding sources of data for the National Geodetic Vertical Datum of 1929 and the North American Vertical Datum of 1988, with the National Geographic Survey, is available at <http://www.ngs.noaa.gov/USCORS/USCORS.html>. See the information below.

To obtain current listings, distribution, and location information for brands marked as new in this issue, please contact the ChemSource Division, branch of the National Chemical Industry at (501) 743-2242, or visit us online at chemsource.org/chemsource.

This map reflects how recorded and unrecorded stream channel configurations have changed since the previous FHM for a jurisdiction. The boundaries and map features were downloaded from the database. The only new data added to reflect these changes are stream channel configurations. As a result, the 1990, 2000 and 2010 maps for the same jurisdiction may not reflect stream channel changes that have taken place in the 10 years since the previous FHM.

Community is a computerized profile Map Index for an ecological map of the county showing the location of map panels, community map repository addresses and a listing of communities within each panel. National and state maps are kept for each community as well as a listing of the panels on which each community is located.

For more questions about this map or questions concerning the National Flood Insurance Program, in general, please call 1-877-FEMA-MAP (1-877-365-2627) or visit the FEMA website at <http://www.fema.gov>.



SPECIAL FLOOD HAZARD AREAS SUBJECT TO FLOODATION
BY THE TULARE COUNTY BOARD OF SUPERVISORS

ZONE A	No data should be used as a datum.
ZONE B	Sea Level should be datum.
ZONE C	Two points of datum (usually one of priding) Two Two

22402 *See* 22401 for title. **ABSTRACT** The authors report that the use of a "series" of computer queries was necessary to find the desired information.

[illegible]

2016/10 2016/11	2016/12 2017/01	2017/02 2017/03	2017/04 2017/05	2017/06 2017/07	2017/08 2017/09	2017/10 2017/11	2017/12 2018/01	2018/02 2018/03	2018/04 2018/05	2018/06 2018/07	2018/08 2018/09	2018/10 2018/11	2018/12 2019/01	2019/02 2019/03	2019/04 2019/05	2019/06 2019/07	2019/08 2019/09	2019/10 2019/11	2019/12 2020/01	2020/02 2020/03	2020/04 2020/05	2020/06 2020/07	2020/08 2020/09	2020/10 2020/11	2020/12 2021/01	2021/02 2021/03	2021/04 2021/05	2021/06 2021/07	2021/08 2021/09	2021/10 2021/11	2021/12 2022/01	2022/02 2022/03	2022/04 2022/05	2022/06 2022/07	2022/08 2022/09	2022/10 2022/11	2022/12 2023/01	2023/02 2023/03	2023/04 2023/05	2023/06 2023/07	2023/08 2023/09	2023/10 2023/11	2023/12 2024/01	2024/02 2024/03	2024/04 2024/05	2024/06 2024/07	2024/08 2024/09	2024/10 2024/11	2024/12 2025/01	2025/02 2025/03	2025/04 2025/05	2025/06 2025/07	2025/08 2025/09	2025/10 2025/11	2025/12 2026/01	2026/02 2026/03	2026/04 2026/05	2026/06 2026/07	2026/08 2026/09	2026/10 2026/11	2026/12 2027/01	2027/02 2027/03	2027/04 2027/05	2027/06 2027/07	2027/08 2027/09	2027/10 2027/11	2027/12 2028/01	2028/02 2028/03	2028/04 2028/05	2028/06 2028/07	2028/08 2028/09	2028/10 2028/11	2028/12 2029/01	2029/02 2029/03	2029/04 2029/05	2029/06 2029/07	2029/08 2029/09	2029/10 2029/11	2029/12 2030/01	2030/02 2030/03	2030/04 2030/05	2030/06 2030/07	2030/08 2030/09	2030/10 2030/11	2030/12 2031/01	2031/02 2031/03	2031/04 2031/05	2031/06 2031/07	2031/08 2031/09	2031/10 2031/11	2031/12 2032/01	2032/02 2032/03	2032/04 2032/05	2032/06 2032/07	2032/08 2032/09	2032/10 2032/11	2032/12 2033/01	2033/02 2033/03	2033/04 2033/05	2033/06 2033/07	2033/08 2033/09	2033/10 2033/11	2033/12 2034/01	2034/02 2034/03	2034/04 2034/05	2034/06 2034/07	2034/08 2034/09	2034/10 2034/11	2034/12 2035/01	2035/02 2035/03	2035/04 2035/05	2035/06 2035/07	2035/08 2035/09	2035/10 2035/11	2035/12 2036/01	2036/02 2036/03	2036/04 2036/05	2036/06 2036/07	2036/08 2036/09	2036/10 2036/11	2036/12 2037/01	2037/02 2037/03	2037/04 2037/05
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_____ 100% **Plasma and plasma-based products**
 _____ 100% **Whole animal-derived products**
 _____ 100% **Plasma-derived products**

~~~~~ \$5 ~~~~~

June 1997

Please indicate how much of a loss you have  
from the following investment vehicles in the last  
year. (List all investments where you have a net loss, regardless  
of year)

[illegible]

ACCEPTED MANUSCRIPT

The authors thank the study participants for their participation, the U.S. Department of Health and Human Services for the Title I research study award for this publication.

 **FIRM**

FLORIDA  
AND INCORPORATED AREAS  
DANIEL 808.05.057

| 2000 N.Y.                                                           | 1999-01                                          | 1998-01                       | 2000-01   |
|---------------------------------------------------------------------|--------------------------------------------------|-------------------------------|-----------|
| 2000 N.Y. <td>2000 N.Y. <td>2000 N.Y. <td>2000 N.Y. </td></td></td> | 2000 N.Y. <td>2000 N.Y. <td>2000 N.Y. </td></td> | 2000 N.Y. <td>2000 N.Y. </td> | 2000 N.Y. |
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MAP NUMBER

DECEMBER 19, 2006

Federal Emergency Management Agency





Agenda Item # 2022-155

## City of Milton Board Vacancies

### MEETING DATE

January 20, 2022

### PREPARED BY

Melissa Short, Admin  
Assistant/Permit Clerk

### BACKGROUND

Currently, the Board of Adjustment, Police Pension Board, and Fire Pension Board have one vacancy. The General Employees' Pension Board and Civil Service Board have two vacancies. The Community Development Advisory Board has seven vacancies.

### SUMMARY

Attached are the five applicants who want to serve on the CDAB. In addition, attached are three previous members from the Riverfront Redevelopment Team who expressed an interest in continuing to serve as a part of the CDAB. They are Laura Spencer Coleman, Deb Becker, and Michael Johnson. Attached is the Community Development Advisory Board description and qualifications. Staff did not receive any applications for any other boards that currently have vacancies. It is important to fill these positions so a meeting can be held with a simple majority of the board present.

### RECOMMENDATION

Staff recommends review of the five applicants for the Community Development Advisory Board (CDAB) and the three applications from the previous members of the Riverfront Redevelopment Team, who expressed an interest in continuing to serve as a part of the CDAB.

### ATTACHMENTS

1. Community Development Advisory Board Description and Qualifications
2. Community Development Advisory Board Applicants
3. City of Milton Board Vacancies

## Community Development Advisory Board

The 7-member Community Development Advisory Board (CDAB) provides recommendations to the Community Redevelopment Agencies and City Council on matters pertaining to economic development investments and activities primarily in the lands along the riverfront. Its primary responsibility is to review and evaluate all funding requests and development proposals. Nothing however prohibits their ability to evaluate other community and economic development activities in other areas if requested by Council. Further, the CDAB shall evaluate pertinent projects to determine the potential impacts on the community's character and unique history.

### Members

The members shall reflect experience or interest in the following fields of expertise:

1. Financial services (banking, investment, and insurance).
2. Technology and communications.
3. Professional services (lawyers, engineers, scientists, and architects).
4. Arts, culture, and recreation.
5. Construction and real estate.
6. Tourism to include Eco-tourism and lodging.
7. Marketing and public relations.
8. Historic Preservation.
9. Small business and retail centers.

The board consists of 7 members. The members shall serve for 2-year terms at the pleasure of the City Council and without compensation. No more than three members from any area of expertise shall be appointed and serve on the board at one time. If any member fails to attend, without cause, 50% of all meetings held during any calendar year from the date of appointment by City Council, the member's seat shall be declared vacant.

### Duties

Act in an advisory capacity to the City Council in matters related to economic development and business activities in the development of and periodic updates to the city's economic development strategic plan.

Perform other duties as requested by the City Council or as considered advisable by the Committee and approved by the City Council. Act in an advisory capacity to the City Council in matters related to economic development and business activities in the development of and periodic updates to the city's economic development strategic plan.

Make recommendations on ordinances, policies, short-term action plans, and resources allocated to business and economic development activities and programs of the city.

Have such other advisory duties granted by the City Council consistent with the business and economic development needs of the city. Identify actions to promote the economic

health of the business community while preserving our unique characteristics as a welcoming riverfront community

Promote the hospitality and tourism industry in Milton while fostering businesses that serve and enjoy the loyalty of our local and regional community

Identify programs, policies, and activities that can help the business community recover from any economic recession.

Pursue new and diversified businesses leveraging our expertise, including the use of special zones, to address issues of concern.

**CITY OF MILTON  
BOARD APPOINTMENT SURVEY/INFORMATION**

Date: 01/05/2022

Name Gregory "Cole" Brunner Phone (hm) \_\_\_\_\_

E-mail address Gcbrunner@ft.newyorklife.com Phone (wk/cell) (850) 516-6230

Address 6075 Sunnyridge Rd City Ward \_\_\_\_\_

Education 2-15 Life and Health Insurance License

Work Experience: Agent/Financial Planner with New York Life

Community Service YAC youth soccer coach

Awards \_\_\_\_\_

Hobbies, Travel, etc Spending time in community with my family and neighbors

Other comments that would be helpful in determining appropriate appointment \_\_\_\_\_

Please attach a brief resume.

Please check the Boards that you are interested in.

☐ Milton Housing Authority

☐ Milton Planning Board

☐ Historic Preservation Board

☒ Community Development Advisory Board

☐ Civil Service Board

☐ General Employees Pension Board

☐ Board of Adjustments

☐ Firefighters Pension Board

☐ Police Pension Board





# Cole Brunner

6075 Sunnyridge Dr Milton, FL 32570  
T: (850) 516-6230 E: GCBRUNNER86@GMAIL.COM

**Objective** To obtain a position enabling me to utilize my strong communication and leadership skills that offers growth and advancement opportunities.

**Experience** New York Life-Agent December 2020-Today  
Pensacola FL

Financial planning for families, and individuals on a personal and professional level. Handling accounts, file claims, customer service, schedule client appointments, sales of policies to businesses and its employees, business networking, and review policies for clients.

Aflac-Benefits Advisor April 2018-December 2020  
Pensacola FL

Handling accounts, file claims, customer service, schedule client appointments, sales of policies to businesses and its employees, business networking, and review policies for clients.

Martial Arts America-Manager

Pace FL

June 2006-March 2021

Budget planning, financial projections, handling accounts, customer service, scheduling and planning events, scheduling employee hours, managing employees, ordering merchandize, organizing inventory, sales, business networking, and marketing.

**Education** University Of West Florida January 2012-May 2017  
3<sup>rd</sup> year student working on a B.A. in business

**Volunteer** American Cancer Society 2007-2013

Team Captain for 6 years, Entertainment & Activity Chair for 3 years

Santa Rosa County Back to School Bash

2014

Planned event with 40 vendors in participation and over 4,000 people in attendance

**Certifications** 2-15 Life & Health Insurance License, First aid/ CPR Certified

**Skills** People person, works well under pressure, can organize events, able to meet deadlines,  
Can prioritize and complete tasks in a timely manner

**CITY OF MILTON  
BOARD APPOINTMENT SURVEY/INFORMATION**

Date: January 6, 2022

Name Brandi Lee Bates Phone (hm) \_\_\_\_\_

E-mail address brandileebates@gmail.com Phone (wk/cell) 850-291-5911

Address 5242B Willing St. (and soon 6850 Quinn Bayou Dr.), City Ward 1, soon barely 4

BA in creative writing from Eckerd College  
Education \_\_\_\_\_

Work Experience: See attached resume. Currently the public information and community/  
outreach officer for Santa Rosa County District Schools, soon to be with Matrix Design Group

Community Service I have served on deployments helping Florida communities recover  
from hurricanes from one end of the state to the other, volunteer photographer for regattas

Awards Florida Public Relations Association/Pensacola Communicator of the Year 2019  
\_\_\_\_\_  
\_\_\_\_\_

Hobbies, Travel, etc I love traveling to historic southern towns - most recently St. Augustine,  
Savannah, Charleston and Ocean Springs. I love paddleboarding, sailing and boating in general.

Other comments that would be helpful in determining appropriate appointment I have had  
experience in local county government and my father's family came from Jay and Milton.

**Please attach a brief resume.**

**Please check the Boards that you are interested in.**

|                                                      |                                                                          |
|------------------------------------------------------|--------------------------------------------------------------------------|
| <input type="checkbox"/> Milton Housing Authority    | <input type="checkbox"/> Milton Planning Board                           |
| <input type="checkbox"/> Historic Preservation Board | <input checked="" type="checkbox"/> Community Development Advisory Board |
| <input type="checkbox"/> Civil Service Board         | <input type="checkbox"/> General Employees Pension Board                 |
| <input type="checkbox"/> Board of Adjustments        | <input type="checkbox"/> Firefighters Pension Board                      |
| <input type="checkbox"/> Police Pension Board        |                                                                          |



# Brandi Bates

## Public Information Officer



Experienced public information officer with a demonstrated experience in government administration as well as the non-profit and private sector. Highly skilled in social media, crisis communications, web content management, corporate communications, media relations, marketing, public relations, public involvement, videography, graphics and photography.

### PUBLIC INFORMATION OFFICER

**Santa Rosa County Board of County Commissioners, 2016 to present**

- Promote county programs, policies and initiatives to residents, staff, volunteers, organizations and media using 20 social media accounts (Facebook, Instagram, Twitter, NextDoor, YouTube, LinkedIn), news distribution lists and website
- Oversee media relations, crisis communications (24/7/365), marketing campaigns, coordination of town hall meetings, audio/video production, feedback surveys, content for web sites, newsletters, news releases, brochures and reports
- Strengthen communications with community through our emergency alert system, social media platforms and news release subscribers, encouraging feedback and increasing citizen engagement
- Build trust with the local media (resulting in regular broadcast opportunities)
- Instill loyalty and increase respect between county departments through more frequent internal communication, recognition of accomplishments, and implementation of employee fund raising activities and friendly competitions
- Serve as PIO on the region's All Hazards Incident Management Team during deployments for hurricane response - five separate missions in the past two years
- Graduated from FEMA's Master Public Information Officer Program as one of only 65 MPIOs in the United States.
- Recognized as the Florida Public Relations Association - Pensacola Chapter's Communicator of the Year for 2019.

### PUBLIC INVOLVEMENT COORDINATOR III

**Emerald Coast Regional Council, 2014 to 2016**

- Developed creative community outreach strategies to encourage public participation in all aspects of planning for a seven-county region
- Put a "face" to the RPC and strengthened its relationship in the community
- Implemented all marketing, media relations and public information projects
- Coordinated public speaking opportunities to provide educational information to residents and local governments with a focus on reaching the underserved
- Wrote content for website, social media, newsletters, news releases and brochures
- Sought and organized events to promote the RPC and its community programs

## **MARKETING DIRECTOR**

**The Arc Gateway, Inc., 2012 to 2014**

- Developed strong relations with the community, members, the foundation and the media through social media, news releases and newsletters
- Promoted services, events and opportunities for giving and sponsorship
- Identified and coordinated public speaking opportunities and presentations
- Overhauled all communication pieces and oversaw rebranding
- Recruited volunteers for staff assistance, fund raising events and special projects
- Researched grant opportunities and assisted with grant writing

## **SENIOR ACCOUNT DIRECTOR**

**idgroup consulting + creative, 2010 to 2012**

- Served as a liaison between clients and creative team
- Crafted news and feature articles, news releases and promotional campaigns
- Oversaw advertising budgets and media placements
- Developed highly successful paid social media marketing campaigns

## **PUBLIC INFORMATION COORDINATOR**

**Escambia County Public Information, 2008 to 2010**

- Oversaw a complete rebranding of all marketing components
- Developed the county's first social media sites
- Coordinated web site content with a team of more than 20 contributors
- Handled crisis communications 24/7/365 (fires, oil spills, hurricanes)
- Created news releases, campaigns, newsletters, viewpoints and speeches
- Conducted media interviews and regular radio shows

## **ACCOUNT MANAGER**

**E. W. Bullock Associates Marketing and Communication, 1990 to 2008**

- Developed over 100 web sites (small to large) for clients throughout the region
- Promoted large scale events including the former Blue Angels Golf Classic
- Public relations, client management, copywriting, presentations, graphic design
- Served as a founding board member and marketing chair for BRACE

## **EDUCATION**

**Bachelor of Arts in Creative Writing: Eckerd College, St. Petersburg, Florida**  
Recent Training: FEMA Master PIO Program (see page three for all training)

## **SOFTWARE SKILLS (MAC AND PC)**

Civic Plus, WordPress, Wix, MailChimp, Constant Contact, Canva, SurveyMonkey, iMovie, Creative Cloud (Photoshop, InDesign, Illustrator), Prezi and Microsoft Office

## **ORGANIZATIONS**

Northwest Florida All Hazards Incident Management Team, Leadership Santa Rosa, National Information Officers Association, National Association of Government Communicators, Florida Public Relations Association, Be Ready Alliance (BRACE)

## FEMA TRAININGS

AWR-160-W WMD – Terrorism Awareness for Emergency Responders  
E0388 – Advanced PIO Training  
E0389 – Master PIO Program  
G141 – Instructional Presentation and Evaluation Skills  
G290 – Basic Public Information Officer (PIO) Training  
G291 – Joint Information System  
I400 Advanced ICS – ICS for Command and General Staff, Complex Incidents  
IS029 – Public Information Officer Awareness  
IS042 – Social Media in Emergency Management  
IS100c – Introduction to Incident Command System  
IS200c – Basic Incident Command System for Initial Response  
IS242b – Effective Communication  
IS247a – Integrated Public Alert and Warning System (IPAWS)  
IS250a – Emergency Support Function 15 (ESF 15) External Affairs  
IS700b – An Introduction to the National Incident Management System  
IS701a – NIMS Multiagency Coordination System (MACS)  
IS702a – NIMS Public Information Systems  
IS703a – NIMS Resource Management  
IS800c – National Response Framework, An Introduction  
IS907 – Active Shooter, What You Can Do  
IS909: Community Preparedness: Implementing Simple Activities for Everyone  
L449 – ICS Curricula Train the Trainer  
Level 4 CJIS Security Training  
WMD Terrorism Awareness for Emergency Responders

## PUBLICATIONS/PRESENTATIONS

### **WEBINAR - How to Handle Trolls on Your Social Media Platforms**

*American Association of Community Colleges (Feb. 2021)*

### **WEBINAR - Trolls and Their Toll on YOU**

*Argonne National Laboratory PAST Fusion Cell (Aug. 2020)*

### **WEBINAR - Trolls and Their Toll**

*FEMA's Master PIO 2020-21 Class (Oct. 2020)*

### **WEBINAR - Social Media Spotlight - Pushing the Positives on Social Media**

*Argonne National Laboratory (Apr. 2020)*

### **WEBINAR - Trolls and Their Toll on Social Media Communicators**

*ArchiveSocial (May 2020)*

### **BLOG - Why Do Trolls Troll?**

*National Association of Government Communicators (Nov. 2019)*

### **ARTICLE - Beware of the Trolls**

*National Information Officers Association (Nov. 2019)*

### **PODCAST - Online Trolls and How to Handle Them**

*Argonne National Laboratory PAST Fusion Cell (Nov. 2019)*



CITY OF MILTON  
BOARD APPOINTMENT SURVEY/INFORMATION

Date: February 18, 2021

Name Sean T. McCool Phone (hm) 850-292-8193

E-mail address stmccool@gmail.com Phone (wk/cell) 850-564-0034

Address 7650 Christie Street, Milton, FL 32583 City Ward Business Owner  
In Ward 1

Education BS Computer Science

Work Experience: US Government Civil Service 18 years, Business owner 4 years

Community Service \_\_\_\_\_

Awards \_\_\_\_\_

Hobbies, Travel, etc Brewing, computers, models

Other comments that would be helpful in determining appropriate appointment Life time  
resident of the Milton area, wanting to do my part to grow and enhance it.

Please attach a brief resume.

Please check the Boards that you are interested in.

☐ Milton Housing Authority

☐ Milton Planning Board

☐ Historic Preservation Board

☒ ~~Riverfront Redevelopment Team~~ **CDAB**

☐ Civil Service Board

☐ Milton Benevolent Cemetery Board

☐ Board of Adjustments

☐ General Employees Pension Board

☐ Police Pension Board

☐ Firefighters Pension Board

**CITY OF MILTON  
BOARD APPOINTMENT SURVEY/INFORMATION**

Date: 1.5.2022

Name Jasline Franklin Phone (hm) 850-740-9105

E-mail address jasline.k@hotmail.com Phone (wk/cell) 859 351 3482

Address 5872 Old Plantation Court City Ward 4

Education (FAMU) Master of Science Health Administration (UF) Bachelor of Science

Work Experience: US Dept. of Veterans Affairs, University of Phoenix Business

Cohen Innovations, LLC; Blackwater Treats, Stewart Square

Community Service City of Milton Community Garden (founder);

Magnolia Bend (HOA); Civil Service Board; (see resume)

Awards NATHSE Chapter of the year; FAMU School Allied Health Monitor

Hobbies, Travel, etc Gardening, historical land visitations, homeschooling,

travel to all 50 states; city council; bow making; acrobacy pregnancy/early

business plan creation / update small business

Other comments that would be helpful in determining appropriate appointment I own 2 local businesses in the city.

I was a faculty planner for 7 years. I thought facility design and  
I created VHA 2010-2012 strategic function for 3 years. I have a master  
Please attach a brief resume. Plan for entire system. Certification in Project

Please check the Boards that you are interested in.

☐ Milton Housing Authority

☐ Milton Planning Board

☐ Historic Preservation Board

☒ Community Development Advisory Board

☐ Civil Service Board

☐ General Employees Pension Board

☐ Board of Adjustments

☐ Firefighters Pension Board

☐ Police Pension Board

managing business rollout plans.

# **Jasline M. Franklin, MSHA**

5872 Old Plantation Court  
Milton, FL 32570

Cell: (859) 351 - 3482  
[Jaslinek@hotmail.com](mailto:Jaslinek@hotmail.com)

## **Education/Training**

### **Master of Science in Health Care Administration**

Florida Agriculture and Mechanical University, Tallahassee, FL - August 2006

### **Bachelor of Art Degree in Business Administration**

University of Florida, Gainesville, FL - December 2003

### **Master's Certificate in Project Management**

The George Washington University, Washington D.C. - July 2012

## **Career Profile**

I am a Senior Health Administrator with 19 years' experience in the areas of operations clinical and administrative. I am proficient in the following areas: process improvement, project management, budget management, contract management, training, strategic and succession planning, human resources, performance management, policy, and customer service. I develop new services and joint ventures with government agencies and community merchants. I am an expert in contract management and government policy. I author, edit and publish government directives and policy. I am an advocate, liaison, and steward of taxpayer dollars for multi-million-dollar contracts that provide medical equipment and services. I create, manage, and monitor the community vendor performance and contract compliance. I have an impressive record in cost containment through inventory management, reorganization, new contracts, and increased productivity. I am skilled and sought after to set and implement corporate short- and long-term goals. I am highly detailed, driven, adaptable, analytical and team oriented. I have sound knowledge and experience in government processes. I am successful in establishing and cultivating positive relationships. I have assisted both state and federal government agencies in optimizing costs through development of alternate sources.

## **City and Civic Contributions:**

Civil Service Board Member

City of Milton Community Garden (Founder)

President of Magnolia Bend Phase 1 HOA

Street Lighting

Park Equipment Repairs

Road Maintenance

Ordinance and Policy Input

National Association of Health Service Executives (NAHSE):

- 1) Founding member of 1<sup>st</sup> Federal Government and Virtual Chapter – Veterans Affairs
- 2) Established scholarship, authored criteria, and raised funds
- 3) Established, coordinated, and lead the VA Chapter annual Community Service project and monetary contribution to VA Medical Center,

Mentoring - Florida Agriculture and Mechanical University (FAMU) School of Allied Health: Created and establish internship criteria program for 1<sup>st</sup> Historically Black College partnership with Tallahassee VA Medical Clinic

Fayetteville, NC Community Leadership Program

Volunteer: Food and Clothing Drive – Mt. Pilgrim Baptist Church; Community Clean Up Day(s) – Magnolia Bend; Voter Registration

## **Work Experience**

Department of Veterans Affairs, VA Capitol Network (VISN 5)

### **Durable Medical Equipment and Prosthetics Regional Service Manager**

(July 2016 – Present)

Responsible for providing clinical and administrative guidance, instruction and leadership in the operations and management of the Durable Medical Equipment and Prosthetics programs at six (6) Medical Center and outpatient clinics. Develop, monitor, and analyze the annual budget formulation and execution process for \$131M. Evaluate financial trends and determine compliance with agency guidance.

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Responsible for overseeing and coordinating all policy and guidance in compliance with Veterans Health Administration (VHA) and VA guidelines. Interpret and implement procedures and policy directives at all levels of the organization. Research, develop, and coordinate contracts. Estimate, execute and create budgetary controls. Apply and interpret laws. I evaluate trending market needs, create market analysis, create, and author work statements for contracts, review offers, make selections and monitor contract performance for million-dollar community vendors to provide durable medical equipment to Veterans.

Department of Veterans Affairs, VA Capitol Network (VISN 5)  
**Health System Specialist (Executive Assistant) to the Deputy Network Director**  
(February 2013 – July 2016)

Responsible for program oversight to include coordination, administrative operations, budget analysis/forecast, analytical evaluation, and interpreting local and national requirements for: Human Resources, Logistics, Safety, Capital Asset Management, Privacy, Prosthetics & Sensory Aids, Business Office, Financial Quality Assurance Management, Compliance Business Integrity, Nutrient and Food, Voluntary, Contracting and Information & Technology. Office budget management \$71M – plan, develop and prepare budget estimates; prepared and submitted budget request. Monitor and analysis monthly facility spend plans; Analyze costs to develop cost containment initiatives; Estimate, execute and create budgetary controls to eliminate budget shortage/ overage; Reconciled and coordinate budget in accordance with fiscal account regulations for excess identification and needs assessment. Fund Control Approving Official. Plan, schedule, review and analyze workload. Apply and interpret laws. Review and implement new directives, programs, and policies. Provide employee training and education. Representative for public relations activities. Receive, coordinate, fact find, proofread, and respond to Congressional and Veterans Administration Central Office inquires/action items. Prepare reports and program updates to senior management. Designed, compiled, analyzed, and implemented program specific dashboards. Office Facility Planner: Developed, planned, coordinate and executed the office consolidation: Move Plan, Lease Negotiation, Contract Management. Reviewed, analyzed, and consolidated medical center contracts to reduce cost for all programs. Serve as Contracting Officer Representative (COR) for all office contracts; Provide advice and guidance to customers and senior management on the contracting processes; provide guidance in preparing statements of work, item specifications, performance-based work statements, quality assurance surveillance plans, acquisition plans, Independent Government Cost Estimates, and trend analysis for a wide variety of healthcare, administrative, and technical support services.

Department of Veterans Affairs, VA Capitol Network (VISN 5)  
**Health System Specialist (Executive Assistant) to the Network Director**  
(December 2014 – March 2015)

Serve as member of the executive management team in areas pertaining to field and office operations. Provide leadership, oversight and assistance in policy development and managerial decision making to include, but not limited to Prosthetics & Sensory Aids, Voluntary Service, Nutrition and Food, Human Resources and Fiscal. Assist with planning, organizing, developing, and implementing programs/projects medical center wide to include outpatient clinics. Congressional Liaison and VISN Customer Service Liaison. Chief Correspondence Coordinator (Medical Center, VA Central Office, other government agency officials, Congressional Offices, Veterans Service Organizations, private sector health care providers, vendors, and others) involved at all levels of correspondence preparation, review, editing and communication to internal and external agencies: Congressional, Central Office, VISN Office, and Medical Centers. Human Resources Management: Assist Network Director with complex, highly sensitive and confidential staffing issues, classification, pay, recruitment, benefits, training, employee relations, and labor relations. Directly plan, coordinate and implement recommendations and decisions that affect the expansion, curtailing, reallocation and reprogramming of funds, reorganization of services, prioritization of projects and programs to include, but not limited to Prosthetics & Sensory Aids, Voluntary Service, Nutrition and Food, Human Resources, and Fiscal. Identify and analyze atypical situations and advise top management including Medical Center Director, Network Director, and VA Central Office staff.

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Department of Veterans Affairs, Washington DC VA Medical Center (VISN 5)

**Acting Assistant Medical Center Director**

*(June 2014 – August 2014)*

The Washington DC VA Medical Center offers tertiary care in a Complexity Level 1A hospital. The facility provides comprehensive primary and specialty care in medicine, surgery, neurology, and psychiatry. The Medical Center has 175 acute care beds, 30 Psychosocial Residential Rehabilitation Treatment beds, and a 20-suite Fisher House. The Medical Center is home to an adjacent 120-bed Community Living Center which provides Veterans with geriatric long-term care, hospice, and palliative care. Direct Oversight/Supervision for Prosthetics & Sensory Aids Service, Chaplin Service, Voluntary Service, Canteen Service, Nutrition and Food Service, Patient Advocate Office, Office of Patient Centered Care. Coordinated with Medical Center Executive Leadership to resolve internal issues that cut across organizational lines to include staffing, labor relations and budget allocation. Represented the Director in contacts with VA officials, Veteran Service Organizations, and officials from various other agencies.

University of Phoenix – Nashville

**Adjunct Professor – Health Care Management Program**

*(July 2010 – February 2013)*

## **Affiliations**

- Member 2014 - 2016 American College Health Executives (ACHE)
- Member, President 2015 - 2017 National Association of Health Services Executives (NAHSE)
  - President Elect 2013 - 2015
  - Treasurer 2010 - 2013
  - Secretary 2007 - 2009

**References upon request**



CITY OF MILTON  
BOARD APPOINTMENT SURVEY/INFORMATION

Date: 11-17-21

Name Cassandra Sharp Phone (hm) \_\_\_\_\_

E-mail address mainstreetcafe02@gmail.com Phone (wk/cell) 850-723-4726

Address 3109 Waterview Dr. City Ward one (prop. owner)

Education Real Estate, Bus / RE. Law, Held several Licenses and

Work Experience: Real Estate, Investment / Property certifications

Development + management, Historic Preservation, Adaptive Reuse,

Construction, Restaurant + Retail Business, Owner.

Community Service 17 yrs of community service, Milton

organizations: Santa Rosa Hist. Society, Main Street Milton,

Awards) Santa Rosa Arts + Culture Foundation.

Several awards for adaptive reuse, hist. preservation, bus. awards

Hobbies, Travel, etc community service, cooking, and food service,

entertaining, gardening, I have traveled in the US and abroad

Other comments that would be helpful in determining appropriate appointment I believe in strong

community values, preservation of history + places, a vibrant

downtown with people, economic opportunities and equality

Please attach a brief resume. for everyone. My dedication is proven with

and my diverse business development + recruitment.

Please check the Boards that you are interested in. my investments in the hist. dist

#1 ☒ Historic Preservation Board #2 ☒ Riverfront Redevelopment Team CR + DIB

☐ Civil Service Board ☐ Milton Benevolent Cemetery Board

☐ Board of Adjustments ☐ General Employees Pension Board

☐ Police Pension Board ☐ Firefighters Pension Board

Csharp@pb@gmail.com

## **City of Milton Board Vacancies**

### **Board of Adjustment**

The Board of Adjustment is a seven-member board that is charged with the review of variances, special exceptions, and administrative appeals. There is currently one vacancy on this board. This position, when filled, is an at-large position that is appointed by the Council and would be for the remainder of the term.

At this time, staff has no applications on file from individuals interested in serving on this board. It is important to fill these positions so a meeting can be held with a simple majority of the board present. This becomes more difficult for applicants to achieve if board members are absent, or if vacancies exist.

### **Community Development Advisory Board**

The Community Development Advisory Board is a seven-member board that recently was established by the City Council in place of the previous Riverfront Redevelopment Team. All seven positions are available to be filled. These positions, when filled, will serve two-year terms.

At this time, staff has five applications on file from individuals interested in serving on this board. The five applications accompany this notice. Additionally, there are three previous members from the Riverfront Redevelopment Team who expressed an interest in continuing to serve as a part of the CDAB. They are Laura Spencer Coleman, Deb Becker, and Michael Johnson. It is important to fill these positions so a meeting can be held with a simple majority of the board present.

### **General Employees' Pension Board**

The General Employees' Pension Board is a five-member board that do not have to live inside the city limits. The General Employees' Pension Board oversees the allocations of funds for the general employee pension fund. Process retirements/payments, reviews the recommendations of the investment company, consultant, attorney, and actuary, and meets necessary reporting requirements. There are currently two vacancies on this board. These positions, when filled, are Council Representatives. These positions, when filled, will serve four-year terms.

At this time, staff has no applications on file from individuals interested in serving on this board.

### **Police Pension Board**

The Police Pension Board is a five-member board that oversees the allocations of funds for the police officer's pension. Reviews the recommendations of the investment company, attorney, and actuary. There is currently one vacancy on this board. This position, when filled, is a City Resident appointed by City Council and will serve a four-year term.

At this time, staff has no applications on file from individuals interested in serving on this board.

“Due to the size of the city and narrow jurisdictional boundaries, we have had a hard time filling the vacant position on the Milton Police Pension Fund Board. To alleviate this, an agenda item will be added to all public meetings in an attempt to fill this position. When this position is filled, the Division of Retirement will be notified immediately with the information needed to close the vacant position.”

### **Fire Pension Board**

The Fire Pension Board is a five-member board that is charged with overseeing the allocations of funds for the firefighter's pension. Reviews the recommendations of the investment company, attorney, and actuary. There is currently one vacancy on this board. This position, when filled, is a City Resident appointed by the City Council and serve a two-year term.

At this time, staff has no applications on file from individuals interested in serving on this board.

### **Civil Service Board**

The Civil Service Board is a five-member board that encourages and promotes a proper personnel system for employees of the City of Milton. The board has authority to write and adopt rules that shall cover subject areas such as disciplinary hearings, code and/or standards of conduct for members of classified service, probationary periods, employment eligibility criteria and applicant register procedures. All rules shall be approved by the City Council. There are currently two vacancies on this board, Council Appointed. The positions, when filled, will serve two-year terms.

#### **Appointment and Structure:**

1. All members shall reside within the city limits of the City of Milton.
2. The City Council shall not appoint a current or former city employee to the Board.
3. The City Council shall not appoint a current member of the City Council to the Board. Former City Council members may be appointed provided they have not held elective position in the City for a period of at least one year.
4. No person may serve as a board member if they have a relative in the Civil Service System. Relative means an individual who is related to the Board member as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister.
5. The Council shall strive to select members who have previous experience in personnel Administration, management, small business, self-employment, and/or with other outside public employers. In all cases, the City Council shall seek to appoint members with the best expertise and a wide variety of backgrounds to serve the citizens of Milton with regard to the Civil Service System.

At this time, staff has no applications on file from individuals interested in serving on this board.



Agenda Item # 2022-156

## Dogwood Dr Commercial Rezoning

### MEETING DATE

January 20, 2022

### PREPARED BY

Lyndsey Benton, Current  
Planner/Zoning Officer

### BACKGROUND

The City of Milton Planning Department received an application for a potential rezoning on Dogwood Dr. The rezoning request will be reviewed at the Planning Board meeting on January 18th, 2022.

### SUMMARY

The rezoning request will be reviewed by the Planning Board on January 18th. If approved, the rezoning will be discussed at the Executive Committee meeting on January 31st, 2022, and a public hearing will be held before the City Council on February 8th, 2022.

### RECOMMENDATION

Council awaits recommendation from the Planning Board.

### ATTACHMENTS

None



Agenda Item # 2022-158

## Bagdad-Milton Connector

### MEETING DATE

January 20, 2022

### PREPARED BY

Tim Milstead, Planning Director

### BACKGROUND

Staff is working with Councilman Compton to seek support of the construction of a sidewalk from Municipal Dr. along Henry St. south to the city boundary. The primary objective of which is to demonstrate the city's commitment to the Bagdad/Milton connector and achieve goals and objectives found in Chapter 4 of the City's Comprehensive Plan.

### SUMMARY

We have long supported the Santa Rosa County application to the Florida Department of Transportation to request a sidewalk connection along Henry Street connecting the Historic Downtown of Milton with the Historic Village of Bagdad. Adequate sidewalk and bicycle facilities are increasingly becoming livability metrics for communities. This project will provide the aforementioned benefit and improve the overall livability of the city. The continued development of this connection is in keeping with the jointly developed area master plan and is necessary to address the safety and infrastructure needs of all.

This pedestrian pathway is a High Priority on the Multi-Use Trail Network schedule of the area TPO. Both the Blackwater Heritage State Trail and the Bagdad Mill Site are designated through the Florida Greenways and Trails Designation Program. This system will provide much needed multi-modal access to our city from the south. Additionally, this historic corridor enters Milton in an area we are currently developing as a community gateway.

Additionally, to achieve the Objectives of the Comprehensive Plan staff offers the following:

**CHAPTER 4: TRANSPORTATION ELEMENT A. ELEMENT OVERVIEW** According to Rule 9J-5.019 of the Florida Administrative Code, the purpose of the Transportation Element is to plan for a multi-modal transportation system that places emphasis on public transportation systems. The goal of the City of Milton's Transportation Element is to develop and maintain an integrated multi-modal transportation system that ensures that multiple travel options are afforded to all.

The achievement of policies within the Comprehensive Plan will have a positive impact on increasing the modal split of transit along with bicycle and pedestrian modes. Additionally, promoting quality developments with accessible pedestrian, bicycle and transit infrastructure provides increased mobility to disadvantaged populations, as well as achieving resource protection goals.



OBJECTIVE 1.1: THE CITY OF MILTON SHALL PROVIDE FOR SAFE, CONVENIENT, AND EFFICIENT MOTORIZED AND NON-MOTORIZED TRAFFIC BY IMPLEMENTING THE POLICIES OF THE COMPREHENSIVE PLAN.

Costs follow:

Funding would be derived from 302.0572 Steets/Sidewalks while still allowing for 2022 Street Improvements and leaving 80K for other system needs.

| New Sidewalk                                                                                | 5' x 4" SqFt. | 4" Cost     | 6" Driveway SqFt. | 6" Driveway Cost | Total Cost  |
|---------------------------------------------------------------------------------------------|---------------|-------------|-------------------|------------------|-------------|
| Butterfly House to City Limit Sign                                                          | 3,700         | \$22,200.00 | 1,300             | \$9,750.00       | \$31,950.00 |
| Note: 2 each Gulf Power poles do not have clearance for a 5 ft sidewalk to edge of the road |               |             |                   |                  |             |
| Homeowner fencing for front yard impacts new sidewalk clearance                             |               |             |                   |                  |             |
| \$6.00 sqft - 4"                                                                            |               |             |                   |                  |             |
| \$7.50 sqft - 6"                                                                            |               |             |                   |                  |             |

RECOMMENDATION

Council Direction

ATTACHMENTS

None



Agenda Item # 2022-159

## Tree Inventory and Stormwater Mitigation Discussion

### MEETING DATE

January 20, 2022

### PREPARED BY

Tim Milstead, Planning Director

### BACKGROUND

At the Executive Committee Meeting on January 3rd, a request was made by Councilman Compton to have a discussion about tree mitigation as it pertains to preventing stormwater issues in the future. The City has a tree mitigation fund that requires developers to pay fees for any removed trees that are unable to be mitigated for new developments in the City limits.

### SUMMARY

According to the City's Unified Development Code, "Where it is not possible to plant replacement trees onsite, tree impacts shall be offset by contributing to a mitigation fund used to plant new trees or for green-space enhancement projects in appropriate locations throughout the community. When every effort to incorporate existing trees into designs is exhausted and there is still not ample room within the project site for all of the required replacement plantings, the offsite mitigation fee shall be calculated using the formula found herein with a value of \$250.00 per replacement tree." As of January 2022, the existing tree mitigation fund has approximately \$18,000 in the fund available for use. Additionally, city staff is nearing completion of its tree inventory database of all city-owned and maintained trees. There are remaining areas in Ward 4 to be surveyed, but specific information about all city-owned trees in Wards 1-3 has recently been updated.

### RECOMMENDATION

Staff awaits direction from the Committee of the Whole.

### ATTACHMENTS

None



Agenda Item # 2022-161

## Residential Facade Improvement Program

### MEETING DATE

January 20, 2022

### PREPARED BY

Tim Milstead, Planning Director

### BACKGROUND

Discussion has recently taken place regarding a prospective residential facade improvement program that will apply to areas within the City's CRA and Historic District. The need for such a program has been identified, as there are many deteriorated residential structures that would benefit from a funding source to make improvements to buildings that in many cases have acquired historic value over many decades of existence. Staff is currently working on language for a prospective residential facade improvement program, similar to the existing commercial facade improvement program.

### SUMMARY

While staff is still working on the specific details of this program, if approved, the program would allow grants to be awarded to residential property owners within the CRA areas and the Historic District for facade improvements to residential structures. Examples of projects that would be eligible to receive grant funding would include, but not be limited to repainting, roof replacement, replacement of damaged or deteriorated walls or other exterior support structures. Like the commercial facade improvement program, any funding awarded would require a full match from the property owner. Staff expects to be able to present the item for council discussion at the February Committee of the Whole meeting.

### RECOMMENDATION

Information Only. No action required.

### ATTACHMENTS

None



Agenda Item # 2022-104

## Cemetery Ordinance

### MEETING DATE

January 20, 2022

### PREPARED BY

Christie Haarmann, Public  
Works Admin

### BACKGROUND

The cemetery board resigned, leaving the ordinance for review of changes.

### SUMMARY

The current ordinance directs the board. Because the board resigned, the new ordinance needs to direct the Cemetery Manager and City Manager. The attached ordinance is a draft and there will be staff recommended changes before the Executive Meeting.

### RECOMMENDATION

Staff recommends moving this item to the Executive Committee where further updates may be presented.

### ATTACHMENTS

1. Cemetery Updated Ordinance

- **Chapter 16 - CEMETERIES<sup>[1]</sup>**

***Footnotes:***

--- (1) ---

***State Law reference— Florida Funeral and Cemetery Services Act, F.S. ch. 497.***

- **ARTICLE I. - IN GENERAL**

- **Secs. 16-1—16-30. - Reserved.**

- **ARTICLE II. - MILTON BENEVOLENT CEMETERY**

- **Sec. 16-31. - Penalty.**

Anyone violating the cemetery regulations and city restrictions covering the use of the cemetery, upon conviction, shall be punished by fine, imprisonment, or both, as provided by law.

(Ord. No. 1087, § 8, 3-12-2002)

- **Sec. 16-32. - Owned by city.**

Ownership of the city cemetery, named "Milton Benevolent Cemetery," is vested solely in the city.

(Ord. No. 1087, § 1, 3-12-2002)

- **~~Sec. 16-33. -- Board of trustees; composition; term; funding.~~**

~~(a) — There is hereby established and constituted a Milton Benevolent Cemetery Board of Trustees, referred to as the "board."~~

~~(b) — The board shall consist of ten persons who shall be appointed by the mayor, with the approval of the city council. The board members will have term limits of one, two, and three years, as determined by the original nine members, in order to stagger subsequent terms and preserve continuity of board member experience. Subsequently, each board member shall be appointed to serve a term of three~~



~~years, effective from January 1 of the first year through December 31 of the third year.~~

- ~~(c) — When a vacancy occurs on the board, the mayor, with approval of the city council, shall appoint the new member, including any vacancy that occurs in a midterm.~~
- ~~(d) — The board shall hold general and special meetings at the city hall or such other location as might be designated and at such times as it shall deem necessary.~~
- ~~(e) — The board shall select the chair from the ten members of the board, to serve at the pleasure of the board.~~
- ~~(f) — The city clerk shall serve as secretary to the board. The city clerk shall not be a member of the board. The secretary shall keep a record of the board's proceedings in the city clerk's office at the city hall.~~
- ~~(g) — The board shall select a treasurer, who shall prepare an annual budget to be adopted by the board. The treasurer shall receive, hold and disburse all funds in accordance with board approval. The treasurer shall prepare an annual accounting which will be furnished to the board and the city council. Funds released from the cemetery trust fund by the city for cemetery purposes shall be disbursed to the board at least quarterly.~~

(Ord. No. 1087, § 2, 3-12-2002; Ord. No. [1416-14](#), §§ I, II, 10-14-2014)

• **Sec. 16-34. - Control and management.**

- (a) The cemetery shall be under the supervision of the ~~board of trustees to:~~ Cemetery Manager who answers to the City Manager and the Public Works Director with our City Clerk serving as secretary and trustee.
  - (1) Maintain and enhance the landscaping and appearance of the cemetery;
  - (2) Coordinate burial ceremonies and monument settings;
  - ~~(3) — Coordinate the opening and closing of grave sites;~~
  - (4) Meet the needs of clients and potential clients; and
  - (5) Coordinate records management with the city clerk.
- (b) The ~~designee of the board of trustees~~ Cemetery Manager shall demand and examine burial permits and may refuse burial until such permit and papers shall comply with cemetery policies and city restrictions. The ~~board~~ Cemetery Manager shall hold sole and exclusive rights in person or through competent employees to perform all duties required for the operation and proper maintenance of the cemetery under the authority of the city council.

- (c) The ~~board~~ Cemetery Manager shall have the responsibility of determining the rules and policies relating to the operation and maintenance of the cemetery, as approved by the city council. The cemetery policy statement will be filed in the city clerk's office and be available upon request from ~~members of the board~~ Cemetery Manager. The ~~board~~ Cemetery Manager shall make recommendations for the upkeep and maintenance of the cemetery to the city council at any time deemed necessary to carry out its responsibilities.

(Ord. No. 1087, § 3, 3-12-2002)

- **Sec. 16-35. - Trust fund.**

- (a) *Established; managed by city clerk.* There is established a cemetery trust fund, which fund shall be made up of funds and donations, unless otherwise stipulated by the donor, paid into and becoming a part of the trust fund. The trust fund shall be managed and invested by the city clerk. All money designated for or to the trust fund shall be immediately placed into the trust fund account upon receipt. The interest of the trust fund and any principal authorized by the city council will be used for the purposes of maintaining the cemetery and carrying out the duties of the cemetery ~~board of trustees~~ manager.
- (b) ~~Board~~ *The City Manager may appoint trustee; acceptable investments.* The ~~board~~ City Manager may appoint a trustee to manage the funds collected for perpetual care of the cemetery at such time as it may be deemed necessary or financially advantageous. Such trustee so named and appointed shall be licensed by the state to handle the investment of fiduciary funds and shall furnish the city council, at the end of each fiscal year, a complete statement as to the condition of the various investments held for the cemetery. No more than ten percent of the aggregate sum on hand shall be placed in any one type of security, except United States government securities. The city council reserves the right to handle all investments itself or to deposit the funds with any company, or corporation. ~~or cemetery board appointed to act as trustee for such funds.~~

(Ord. No. 1087, § 4, 3-12-2002)

- **Sec. 16-36. - Sale of interment privilege; burial certificates.**

- (a) One hundred percent of the revenue derived from the sale of lots and property within the cemetery shall be deposited in the trust fund. Interest earnings on the investments of the trust fund shall be transferred to the general fund and shall be used for the care and improvements of the cemetery.
- (b) The ~~board~~ Cemetery Manager shall be authorized to sell lots and spaces in the cemetery and to make repurchases of lots and spaces as may be deemed necessary or trade lots and spaces within the cemetery as may be necessary. Lots and spaces when repurchased by the city shall be purchased at the same price per unit as originally sold to the seller. Trades of lots and spaces shall be even exchanges by unit property without additional compensation.

- (c) The sale of burial certificates for the cemetery shall be in a manner prescribed by law and pursuant to the regulations adopted by the city council or ~~any duly constituted board thereof~~ Cemetery Manger:
- (1) A comprehensive record of plats shall be kept by the board Cemetery Manger, and all sales shall be noted thereon. The records shall show all lots for which burial certificates have been sold or are for sale. The records shall show:
- a. Date of purchase and payment;
  - b. Name of purchaser; and
  - c. Section, lot and grave number.
- A burial certificate shall be issued in the purchaser's name, upon full payment of the purchase price, signed by City officials.
- (2) The burial certificate shall affirm the purchaser's written agreement not to allow interment for remuneration in the subject grave space, and such burial certificate shall not be transferable without written permission first obtained from the duly constituted city/cemetery authorities.
- (3) Nothing contained in this subsection shall be construed to allow the sale of the title to any land in the cemetery, but ownership thereof shall remain in the city, and only the privilege of interment shall be sold.
- ~~(4) The board will publish and keep on file in the city clerk's office a current price list of all services provided by the cemetery. Such prices shall be established from time to time by the board.~~

(Ord. No. 1087, § 5, 3-12-2002)

• **Sec. 16-37. - Payment regulations.**

- (a) All payments for the sale of burial certificates and all service charges noted in this article shall be payable to the city at the city hall. The city clerk shall record and deposit all payments in the cemetery trust fund. After all the due bills for the operation and maintenance of the cemetery are paid, all receipts from the sale of burial certificates, fees and charges for beautification service shall be paid into the cemetery fund, and monies in this fund shall be used only for cemetery purposes.
- (b) No burial certificate for grave spaces will be executed and no burials will be permitted, except as described in this article, until the burial certificate price has been paid to the city for the required burial space.
- ~~(c) The cemetery board of trustees may issue a burial permit and make no charge for such certificate for the grave space after it has been determined that the deceased person or the nearest of kin is unable to make the payment.~~

(Ord. No. 1087, § 6, 3-12-2002)

- **Sec. 16-38. - Burial permit required; contents.**

It shall be unlawful for any undertaker or other person to bury the body of a deceased human being at the cemetery without first securing from the ~~cemetery board of trustees~~ funeral home a burial permit ~~signed by the board~~. This burial permit shall be issued when a properly executed death certificate or a burial transit permit of the decedent named in the burial permit shall have been exhibited to the city clerk and this fact has been noted on the permit. The burial permit shall show the:

- (1) Name, address, sex and age of the applicant;
- (2) Name of attending physician;
- (3) Burial certificate;
- ~~(4) Lot and grave space number; and~~
- (5) Such other details and information as the city clerk may require for permanent records.

(Ord. No. 1087, § 7, 3-12-2002)

- **Sec. 16-39. - Public health and safety rules.**

(a) *Designation; rules.* The park is hereby designated a public place. As such the following rules apply to the Milton Benevolent Cemetery:

- (1) No alcoholic products are allowed;
- (2) No dogs are allowed in the cemetery;
- (3) No littering; and
- (4) Cemetery hours are from dawn to dusk.

These rules may be amended by a majority vote of the city council.

(b) *Penalty.* A violation of any of the rules set forth in subsection (a) of this section shall be deemed a noncriminal infraction. The penalties are as follows:

- (1) First offense: \$50.00;
- (2) Second offense: \$100.00;
- (3) Third offense: \$200.00;
- (4) Fourth and all subsequent offenses: \$500.00; and

- (5) Violators may also be prohibited from entry to the cemetery for a period of 90 days.

(Ord. No. 1298-08, §§ I, II, 11-10-2008)





Agenda Item # 2022-150  
**Babyland Update**

**MEETING DATE**

January 20, 2022

**PREPARED BY**

Christie Haarmann, Public  
Works Admin

**BACKGROUND**

50 headstones have been placed in babyland. On August 10, 2021, The City of Milton sent out certificates to all who donated to Babyland. None of the donors were able to make it to the Council Meeting, so therefore, they were all mailed out except for one and it was hand delivered.

**SUMMARY**

We had 50 headstones donated to babyland.

**RECOMMENDATION**

For Information

**ATTACHMENTS**

1. Baby Land photo
2. Babyland update 2022





DAUGHTER OF  
WILLIAM & LARRY WELCH  
MELISSA ANN WELCH  
MAY 20, 1965  
APR 20, 1966

KRISTY LAYTON  
MAY 20, 1965  
APR 20, 1966

BABYLAND









Agenda Item # 2022-151

## Holiday Sanitation Schedule

### MEETING DATE

January 20, 2022

### PREPARED BY

Christie Haarmann, Public  
Works Admin

### BACKGROUND

Customers are sent the Holiday Sanitation twice a year, January and approx July, August

### SUMMARY

Holiday Sanitation Schedule

### RECOMMENDATION

For Information

### ATTACHMENTS

1. 2022 SANITATION PICKUP SCHEDULE

## **2022 SANITATION PICKUP SCHEDULE**

**NEW YEAR'S DAY**                      **FRIDAY**                      **DECEMBER 31, 2021**  
Monday/Tuesday P/U as scheduled, Thursday P/U on Wednesday, Friday P/U on Thursday

**MARTIN LUTHER KING JR**                      **MONDAY**                      **JANUARY 17, 2022**  
Monday P/U on Tues, Tuesday P/U on Wed, Thursday/Friday P/U as scheduled

**MEMORIAL DAY**                      **MONDAY**                      **MAY 30, 2022**  
Monday P/U on Tues, Tuesday P/U on Wed, Thursday/Friday P/U as scheduled

**INDEPENDENCE DAY**                      **MONDAY**                      **JULY 04, 2022**  
Monday P/U on Tues, Tuesday P/U on Wed, Thursday/Friday P/U as scheduled

**LABOR DAY**                      **MONDAY**                      **SEPTEMBER 5, 2022**  
Monday P/U on Tues, Tuesday P/U on Wed, Thursday/Friday P/U as scheduled

**VETERAN'S DAY**                      **FRIDAY**                      **NOVEMBER 11, 2022**  
Monday and Tuesday P/u as scheduled, Thursday P/U on Wednesday, Friday PU on Thursday

**THANKSGIVING DAY**                      **THURSDAY**                      **NOVEMBER 24, 2022**  
**DAY AFTER THANKSGIVING**                      **FRIDAY**                      **NOVEMBER 25, 2022**  
**There will only be pickup on Monday & Tuesday before Thanksgiving!**

**CHRISTMAS EVE**                      **FRIDAY**                      **DECEMBER 23, 2022**  
**CHRISTMAS DAY**                      **MONDAY**                      **DECEMBER 26, 2022**  
**There will only be pickup on Monday, Tuesday, and Thursday before Christmas!**  
**Week of December 26 will be picked up Tuesday, Thursday, and Friday**

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## **2022 HOLIDAY SCHEDULE**

**NEW YEAR'S DAY**                      **FRIDAY**                      **DECEMBER 31, 2022**

**MARTIN LUTHER KING JR**                      **MONDAY**                      **JANUARY 17, 2022**

**MEMORIAL DAY**                      **MONDAY**                      **MAY 30, 2022**

**INDEPENDENCE DAY**                      **MONDAY**                      **JULY 4, 2022**

**LABOR DAY**                      **MONDAY**                      **SEPTEMBER 5, 2022**

**VETERAN'S DAY**                      **FRIDAY**                      **NOVEMBER 11, 2022**

**THANKSGIVING DAY**                      **THURSDAY**                      **NOVEMBER 24, 2022**  
**DAY AFTER THANKSGIVING**                      **FRIDAY**                      **NOVEMBER 25, 2022**

**CHRISTMAS EVE**                      **FRIDAY**                      **DECEMBER 23, 2022**  
**CHRISTMAS DAY**                      **MONDAY**                      **DECEMBER 26, 2022**