



CITY COUNCIL
Regular Meeting Agenda

July 11, 2023
5:30 PM
6738 Dixon Street
Milton, FL 32570

1. Open Meeting

2. Invocation

Pastor Nathan Brown,
Pine Terrace Baptist Church, Milton

3. Pledge of Allegiance

4. Approval of Minutes

Item # 2023-1579
Approval of Minutes from June 13, 2023

5. Approval of Agenda

- Recommendation for additional items from the staff.
- Recommendation for additional items from the Council.

6. Recognitions, Proclamations & Awards

Presentation to Holley Family

7. Invited Speakers

My-Lan Eberhard & Casey Johnson of Men Empowered

8. Persons to Appear

9. General Consent Agenda

General Consent Agenda

Item # 2023-1604

Florida APA Conference Travel Request - Tim Milstead & Jacob Hullett

Item # 2023-1616

Florida LGISA Conference Travel Request - Krystle Nowlin

Item # 2023-1610

Bid Opening for 2023.11 RFP - Engineering Services - Russell Harber Park
Dock Repair/Replace

10. Public Information Officer Report

Bethany Anderson

Public Information Report for July

11. Finance, Planning Board

Councilman Michael Cusack

Item # 2023-1626

Fiscal Year 2024 Millage Rate

12. Administration, Emerald Coast Regional Council

Councilwoman Marilyn Farrow

Item # 2023-1608

Bid Opening for 2023.10 RFP- Engineering Services - Locklin Lake

City of Milton Board Vacancies

13. Parks & Recreation, Community Improvement Board

Councilman Gavin Hawthorne

14. LEAP

Councilman Jason Vance

15. Board of Adjustments

Councilman Matthew Jarrett

16. Historic Preservation Board, Transportation Planning Organization

Councilwoman Roxanne Meiss

17. Growth, Development & Annexation, Tourist Development Council

Councilman Jeff Snow

Item # 2023-1603

Munson Highway Annexation Petition

Item # 2023-1614

RFP - Milton Downtown Waterfront Marina, Residential & Mixed-Use
Development Opportunity

18. Public Works

Councilman Casey Powell

19. Ordinances & Resolutions

Item # 2023-1615

Fire Assessment Resolution #1572-23

Item # 2023-1527

Utility System Revenue Note, Second Reading

Item # 2023-1671

Extension of Territorial Limits, First Reading

20. Mayor Report: Public Safety, Ordinance Committee

Mayor Heather Lindsay

21. City Attorney's Report

22. Public Input

23. City Manager Interview with Mr. Scott Collins

Item # 2023-1667

Mr. Scott Collins

24. City Manager's Report

Item # 2023-1673
Council Representative for Contract Negotiation

25. Adjourn

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



Approval of Minutes from June 13, 2023

MEETING DATE	PREPARED BY
July 11, 2023	Clerk's Office Dawn Molinero, City Clerk



CITY COUNCIL Regular Meeting Minutes

June 13, 2023
5:30 PM
6738 Dixon Street
Milton, FL 32570

1. Open Meeting

The meeting was called to order at 5:35 PM.

Members Present:

Mayor Heather Lindsay
Council Member, Ward I, Seat I Mike Cusack
Council Member, Ward II, Seat I Marilyn Farrow
Council Member Ward IV, Seat II Casey Powell
Council Member, Ward III, Seat I Gavin Hawthorne
Council Member Ward III, Seat II Jeff Snow
Council Member Ward I, Seat II Matt Jarrett
Council Member Ward II, Seat II Roxanne Meiss

Members Absent:

Council Member, Ward IV, Seat I Jason Vance

Members of the Public in Attendance

Christa Waite, Pam Mitchell, Jerry Mitchell, Al Brewton, Vernon Compton, Jerry Couey, David Farrow, Jimmy Messick, Cassandra Sharp, Donna Long, Nicole Jackson, Antonio Jackson, Gwen Sachar, Justin Serrano, Kim Sumner

Staff in Attendance

City Manager, Randy Jorgenson
City Attorney, Rick Meade
City Clerk, Dawn Molinero
IT Systems Analyst, Hunter Green
Chief Financial Officer, Curtis Krebs
Public Information Officer, Bethany Anderson
Planning Director, Tim Milstead
Director of Economic Development, Ed Spears
Public Works Director, Joe Cook
Events Coordinator, Jay Conrad
Chief of Police, Tony Tindell

2. Invocation

Pastor Nicole Jackson,
Bearing Fruit Community Church

3. Pledge of Allegiance

4. Approval of Minutes

Item # 2023-1532

Approval of Minutes from May 9, 2023

ACTION: Motion to Approve by Roxanne Meiss;
second by Casey Powell;
Motion passed - 7:0

YEAS: Matt Jarrett, Roxanne Meiss, Jeff Snow,
Casey Powell, Mike Cusack, Marilynn
Farrow, Gavin Hawthorne

NAYS: None

ABSTAIN: None

5. Approval of Agenda

ACTION: Motion to Approve by Casey Powell; second by Marilynn
Farrow;
Motion passed - 7:0

YEAS: Matt Jarrett, Roxanne Meiss, Jeff Snow, Casey Powell, Mike
Cusack, Marilynn Farrow, Gavin Hawthorne

NAYS: None

ABSTAIN: None

6. Recognitions, Proclamations & Awards

Juneteenth Proclamation

Mayor Heather Lindsay read a proclamation in honor of
Juneteenth.

7. Invited Speakers

Mr. Justin Serrano,
CEO Santa Rosa Medical Center

Mr. Justin Serrano, the CEO of Santa Rosa Medical Center
(SRMC) gave a presentation about the SRMC mission and
vision, 2023 access accomplishments and recruiting new
specialty providers.
Councilman Jeff Snow and Councilwoman Marilynn Farrow
thanked Mr. Serrano and the SRMC team for all their hard work.

8. Persons to Appear

Persons to Appear was provided by: Kim Sumner, Vernon Compton, Al Brewton
and the City Manager, Randy Jorgenson, read a letter from Christa Waite into the

record.

Councilman Jeff Snow and Councilman Casey Powell reported to the Council.

9. General Consent Agenda

ACTION: Motion to Approve by Jeff Snow; second by Matt Jarrett;
Motion passed - 7:0

YEAS: Matt Jarrett, Roxanne Meiss, Jeff Snow, Casey Powell, Mike
Cusack, Marilynn Farrow, Gavin Hawthorne

NAYS: None

ABSTAIN: None

General Consent Agenda

Item # 2023-1497

SEPA - Milton's Blackwater Food Truck Festival

Item # 2023-1548

SEPA - Juneteenth Celebration

Item # 2023-1583

SEPA - Riverfest

Item # 2023-1538

Naming of Fire Training Facility & Road

10. Ordinances & Resolutions

Item # 2023-1458

Firefighters Pension Trust Fund, Second Reading

ACTION: Motion to Approve by Jeff Snow; second by
Casey Powell;

Motion passed - 7:0

YEAS: Matt Jarrett, Roxanne Meiss, Jeff Snow,
Casey Powell, Mike Cusack, Marilynn
Farrow, Gavin Hawthorne

NAYS: None

ABSTAIN: None

Item # 2023-1410

Civil Service Board, Second Reading

ACTION: Motion to Approve by Marilynn Farrow;
second by Casey Powell;

Motion passed - 7:0

YEAS: Matt Jarrett, Roxanne Meiss, Jeff Snow,
Casey Powell, Mike Cusack, Marilynn
Farrow, Gavin Hawthorne
NAYS: None
ABSTAIN: None

Item # 2023-1513

Conduct of Meetings, Second Reading

ACTION: Motion to Approve by Casey Powell;
second by Gavin Hawthorne;
Motion passed - 7:0
YEAS: Matt Jarrett, Roxanne Meiss, Jeff Snow,
Casey Powell, Mike Cusack, Marilynn
Farrow, Gavin Hawthorne
NAYS: None
ABSTAIN: None

Item # 2023-1527

Utility System Revenue Note, First Reading

ACTION: Motion to Approve by Jeff Snow; second by
Mike Cusack;
Motion passed - 7:0
YEAS: Matt Jarrett, Roxanne Meiss, Jeff Snow,
Casey Powell, Mike Cusack, Marilynn
Farrow, Gavin Hawthorne
NAYS: None
ABSTAIN: None

Item # 2023-1597

Resolution 1571-23, Fiscal Year 2023 Budget

ACTION: Motion to Approve by Jeff Snow; second by
Marilynn Farrow;
Motion passed - 7:0
YEAS: Matt Jarrett, Roxanne Meiss, Jeff Snow,
Casey Powell, Mike Cusack, Marilynn
Farrow, Gavin Hawthorne
NAYS: None
ABSTAIN: None

11. City of Milton Events

ACTION: Motion to Approve by Jeff Snow; second by Gavin
Hawthorne;
Motion passed - 7:0
YEAS: Matt Jarrett, Roxanne Meiss, Jeff Snow, Casey Powell, Mike
Cusack, Marilynn Farrow, Gavin Hawthorne

NAYS: None

ABSTAIN: None

The motion and vote is to allow the Panhandle Butterfly House to close a portion of Municipal Drive for an event on June 24th.

The Events Coordinator, Jay Conrad, reported to the Council.

The City Manager, Randy Jorgenson, reported to the Council on behalf of the Panhandle Butterfly House.

Councilman Jeff Snow reported to the Council.

12. Public Information Officer Report

June Report

The Public Information Officer, Bethany Anderson, reported to the Council.

13. Finance, Planning Board

Councilman Mike Cusack reported to the Council that the next Planning Board Meeting is June 20th.

14. Administration, Emerald Coast Regional Council

The next Emerald Coast Regional Council meets on Thursday June 15th.

Pensacola Perdido Bay Estuary Program Update,
Vernon Compton

The PPBEP representative, Vernon Compton, reported to the Council.

Item # 2023-1512

DUO 'Do Unto Others'

ACTION: Motion to Approve by Jeff Snow; second by
Matt Jarrett;

Motion passed - 5:2

YEAS: Matt Jarrett, Roxanne Meiss, Jeff Snow,
Casey Powell, Gavin Hawthorne

NAYS: Mike Cusack, Marilynn Farrow

ABSTAIN: None

Councilwoman Marilynn Farrow reported to the Council.

Public input concerning DUO 'Do Unto Others' was provided by:
Shari Sebastiao, Christa Waite

Item # 2023-1582

Highway 90 Design Outreach Meetings

Councilwoman Marilynn Farrow reported to the Council.

Each Councilmember gave their input regarding this item.

The Planning Director, Tim Milstead, reported to the Council.

The City Manager, Randy Jorgenson, reported to the Council.

Public input concerning Highway 90 Design Outreach Meetings

was provided by: Cassandra Sharp, Pam Mitchell, Al Brewton,
Vernon Compton

15. Parks & Recreation, Community Improvement Board

Councilman Gavin Hawthorne reported to the Council.

The Community Improvement Board Chairwoman, Cassandra Sharp, reported to the Council.

16. LEAP

No report.

17. Board of Adjustments

No report.

18. Historic Preservation Board, Transportation Planning Organization

Councilwoman Roxanne Meiss reported to the Council that the next Transportation Planning Organization meeting is June 14th.

The Planning Director, Tim Milstead, reported to the Council.

19. Growth, Development & Annexation, Tourist Development Council

No report.

20. Public Works

No report.

21. Mayor Report: Public Safety, Ordinance Committee

Mayor Heather Lindsay reported to the Council.

Public input was provided by: Shari Sebastiao

22. City Attorney's Report

No report.

23. City Manager's Report

WWTP Update

The City Manager, Randy Jorgenson, reported to the Council.
Councilwoman Roxanne Meiss reported to the Council.

24. Public Input

No public input.

25. Adjourn

The meeting adjourned at 7:28 PM.



Presentation to Holley Family

MEETING DATE	PREPARED BY
July 11, 2023	Clerk's Office Dawn Molinero, City Clerk



My-Lan Eberhard & Casey Johnson of Men Empowered

MEETING DATE	PREPARED BY
July 11, 2023	Clerk's Office Dawn Molinero, City Clerk



Agenda Item # 2023-1604

Florida APA Conference Travel Request - Tim Milstead & Jacob Hullett

MEETING DATE

July 11, 2023

PREPARED BY

Tim Milstead, Planning Director

BACKGROUND

This request is for Tim Milstead and Jacob Hullett to attend the annual conference of the Florida Chapter of the American Planning Association on Sept. 5th-8th 2023. This conference will take place in Jacksonville, and carries a cost of approximately \$2,700.00.

SUMMARY

This conference will provide valuable training for Mr. Milstead and Mr. Hullett about various aspects of the planning profession, and will provide opportunities to network hundreds of other planning professionals throughout the state. The training offered at this conference will help better equip them with the ideas and skills necessary to improve day to day functionality of the Planning Department, and will provide creative ideas from other areas that can be incorporated into Milton's future development, where applicable. The estimated cost is fully budgeted in the Department's travel line item.

RECOMMENDATION

Unanimously approved at Executive Committee.

ATTACHMENTS

1. FPC Sept 2023 Flyer



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[REGISTRATION](#)

[SCHEDULE & SPEAKERS](#)

[HOTEL & TRAVEL](#)

[TOURS, WORKSHOPS, & RECEPTIONS](#)



2023 FLORIDA PLANNING CONFERENCE

SEPT. 5 - 8 | JACKSONVILLE



Agenda Item # 2023-1616

Florida LGISA Conference Travel Request - Krystle Nowlin

MEETING DATE

July 11, 2023

PREPARED BY

Dawn Molinero, City Clerk

BACKGROUND

The Florida Local Government Information Systems Association annual conference entails a dynamic agenda of topics for local government agencies to stay up to date with state and federal government statute changes, cyber security and maximizing return on current technology assets.

SUMMARY

Conference is held at the Hilton Orlando Bonnet Creek from July 10-13, 2023.

Registration: \$275

Hotel: \$651.75

Meals: \$168

Fuel: \$175

Total Estimated Cost: \$994.75

POV will be used for travel. July 10th is a travel day with one class in the evening. July 13th is the travel day home with classes until noon. 4 days @ \$42 = \$168

RECOMMENDATION

Unanimously approved at Executive Committee.

ATTACHMENTS

1. Krystle Nowlin - FLAGISA

IT Director – Krystle Nowlin
Florida Local Government Information Systems Association Annual Conference
Hilton Orlando Bonnet Creek
July 10-13, 2023

Registration	\$275.00
Hotel	\$651.75
Meals	\$168.00
Fuel	\$175
Total Estimate*	\$994.75

*Estimated costs are based on the current prices for hotel and fuel.

Krystle Nowlin will use her personal vehicle for travel.

July 10th is a travel day with one class in the evening.

July 13th is a travel day with classes until noon.

4 days @ \$42 per day for meals =\$168.00

Budgeted items – Travel & Per Diem 001-0523-523-54.00

Training 001-0523-523-40.00

The Florida Local Government Information Systems Association annual conference entails a dynamic agenda of topics for local government agencies to stay up-to-date with state and federal governments statue changes, cyber security, and maximizing return on current technology assets.



Agenda Item # 2023-1610

Bid Opening for 2023.11 RFP - Engineering Services - Russell Harbor Park Dock Repair/Replace

MEETING DATE

July 11, 2023

PREPARED BY

Diane Ebentheuer, Purchasing
Agent/Risk Manager

BACKGROUND

The City solicited request for proposals (RFP) for Engineering Services for Russell Harbor Park Dock Repair/Replace.

SUMMARY

Bid opening was held on 05/17/2023. Proposals were received from 3 different engineering Firms. Staff evaluated the proposals and made recommendation.

RECOMMENDATION

Unanimously approved.

ATTACHMENTS

1. 2023.11 Bid Tab with links
2. 2023.11 Evaluation Eng Russell Harbor



BID TABULATION

05/17/2022 2:00 p.m.

Present for the City of Milton:

Diane Ebentheuer
Michele Williams
Curtis Krebs
Molly Turnes
Sandi Woodbery

Purchasing Officer
Purchasing Assistant
Chief Financial Officer
Executive Assistant
Grants Coordinator

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 2023.11 Engineering Services - Russell Harbor Park

(Click on Name for link to proposal)

- | | | |
|---|-------------------------------------|----------|
| 1 | American Consulting | Proposal |
| 2 | AMI Engineers, P.A. | Proposal |
| 3 | Bowman | Proposal |

RFP Evaluation Criteria

2023.11 RFP Engineering - RUSSELL HARBOR PARK

The City of Milton seeks a qualified company (s) to achieve the City's needs. The RFP process is intended to allow all interested companies to participate and respond. Proposal packages should include and will be evaluated on the following items and requirements:

	American Consulting Engineers, P.A.	AMI	Bowman
Ability to design an approach and work plan to meet the project requirements - 15 Points	10	15	10
Ability to devote the needed time to the project based on current workload - 15 Points	15	15	15
Ability to commence services and complete services within a timely manner - 15 Points	15	15	15
Experience in the design of this type of work - 25 Points	20	25	20
Prior experience with this type of work - 15 Points	15	15	15
Availability of adequate personnel and technology - 7 Points	5	7	7
Reputation and competence including technical, education training, timeliness, cost control and quality of work - 6 Points	6	6	6
Certified Minority Firm. (Yes = 2 pts/ No = 0 pts.)	0	0	0

TOTAL - 100 points

86	98	88
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Joseph E. Cook	Joe Cook	6-1-23
Molly Turney	Molly Turney	6-1-23
Sandra C Woodbury	Sandra C Woodbury	6/1/23
RANDI JORGENSEN	Randi Jorgensen	6/1/23

Evaluator's Name / Signature Date
Diane Eberthauer / Diane Eberthauer 6/1/23



Public Information Report for July

MEETING DATE	PREPARED BY
July 11, 2023	Administration Department Bethany Anderson, Public Information Officer

PUBLIC INFORMATION REPORT

June - July 2023



Presented By : Bethany Anderson

Social Media Monthly Report

Previous 28 Days



New Followers:
+200, total - 16,421
+63% increase



Post Engagement: 30,000

Post Reach: 90,800



Presented By : Bethany Anderson

Top Social Posts

June - July 2023

#1

Road Paving
15K Views



#2

Fire Dept.
Training
12K Views



#3

Bands on The
Blackwater
11K Views



#4

Foam Zone
11K views



Presented By : Bethany Anderson

Public Relations

Press Releases

Riverfest, Housing Ceremony

Promoted

Bands on The Blackwater	Dumpster Days
Farmer's Market	Juneteenth
Riverfest	Father's Day
Road Repaving	Scoops Opening
SRC Headstart	Springfest
Great Milltown Duck	Amvets
Housing Ceremony	Dumpster Days

Coming up

July Events

- Back to School
- A Hope Fundraiser





Agenda Item # 2023-1626

Fiscal Year 2024 Millage Rate

MEETING DATE

July 11, 2023

PREPARED BY

Heidi Sroka, Budget
Coordinator

BACKGROUND

Each year council must discuss and decide if the current millage rate should remain the same or if it should decrease/increase.

SUMMARY

The current millage rate for the City of Milton is 2.9900. The prior year rate was 3.0841. The "Rolled-Back Rate" generates the same amount of property tax revenue as the prior year, but does not account for increasing operating expenses. When the tax base increases, the "Rolled-Back Rate" is less than the prior year's rate. For reference, an increase in .5 mill to 3.4900 would increase revenue by \$251,835 and an increase of 1 mill to 3.9900 would increase revenue by \$503,670. The projected revenue at the current millage is \$1,552,651.

RECOMMENDATION

Recommend approval.

ATTACHMENTS

1. 2023-2024 BUDGET SUMMARY
2. 2022-2023 BUDGET SUMMARY

BUDGET SUMMARY
City of Milton - Fiscal Year 2023 - 2024
THE PROPOSED OPERATING BUDGET EXPENDITURES OF THE CITY OF MILTON

General Fund 2.99

	GENERAL FUND	CRA I,II,III FUNDS	DEBT SERVICE	CAPITAL PROJECTS FUNDS	NATURAL GAS FUND	WATER/ SEWER FUND	SANITATION FUND	OTHER FUNDS	TOTAL ALL FUNDS
ESTIMATED REVENUES									
Taxes: Millage per \$1000									
Ad Valorem Taxes 2.9900	1,552,651								1,552,651
Local Gov 1/2 Cent Sales Tax				969,472					969,472
Local Option Gas Tax	322,529			219,053					541,582
Electricity Taxes	928,554								928,554
Communication Service Tax	555,448								555,448
Business Taxes	134,000								134,000
Permits, Fees:									
Electric Franchise Fees	837,400								837,400
Other licenses & Fees	47,000								47,000
Fire Assessments	177,556								177,556
Intergovernmental Revenue	1,940,255	161,663		1,804,625	5,000,000	500,000			9,406,543
Charges for Services	1,662,536	5,000			5,658,465	9,845,230	1,864,217		19,035,448
Fines and Forfeitures	27,650								27,650
Miscellaneous Revenue	388,119	5,019		6,900	112,500	112,500	3,200		628,238
Other Funds:									
Stormwater Fund								3,178,890	3,178,890
Marina Fund								51,900	51,900
Sundial Fund								753,800	753,800
TOTAL SOURCES	8,573,698	171,682	-	3,000,050	10,770,965	10,457,730	1,867,417	3,984,590	38,826,132
Transfers In	4,939,399								4,939,399
Fund Balances/Reserves/Net Assets	0			50,000					50,000
TOTAL REVENUES, TRANSFERS & BALANCES	\$13,513,097	\$171,682	\$0	\$3,050,050	\$10,770,965	\$10,457,730	\$1,867,417	\$3,984,590	\$43,815,531
EXPENDITURES / EXPENSES									
General Government	4,592,868			210,000					4,802,868
Public Safety	5,512,591			296,446					5,809,037
Physical Environment					9,429,892	7,031,404	1,695,417		18,156,713
Transportation	1,608,084			1,329,504					2,937,588
Economic Environment	116,768	171,682							288,450
Culture / Recreation	1,682,786			1,139,500					2,822,286
Debt Service									0
Other Funds:									
Stormwater Fund								3,178,890	3,178,890
Marina Fund								51,900	51,900
Sundial Fund								753,800	753,800
TOTAL EXPENDITURES / EXPENSES	13,513,097	171,682	0	2,975,450	9,429,892	7,031,404	1,695,417	3,984,590	38,801,532
Transfers Out	0	0			1,341,073	3,426,326	172,000		4,939,399
Fund Balances/Reserves/Net Assets	0	0		74,600	0	0	0	0	74,600
TOTAL APPROPRIATED EXPENDITURES									
TRANSFERS, RESERVES & BALANCES	\$13,513,097	\$171,682	\$0	\$3,050,050	\$10,770,965	\$10,457,730	\$1,867,417	\$3,984,590	\$43,815,531

The tentative, adopted, and / or final budgets are on file in the office of the above referenced taxing authority as a public record.

BUDGET SUMMARY FISCAL YEAR 2022-2023

	GENERAL	CRA I,II,III	DEBT	CAPITAL	NATURAL	WATER/	SANITATION	OTHER	TOTAL ALL
ESTIMATED REVENUES	FUND	FUNDS	SERVICE	PROJECTS	GAS	SEWER/	FUND	FUNDS	FUNDS
Taxes: Millage per \$1000									
Ad Valorem Tax 2.9900	1,358,948								1,358,948
Local Gov 1/2 Cent Sales Tax				905,290					905,290
Local Option Gas Tax	302,560			205,491					508,051
Electricity Taxes	871,064								871,064
Communication Service Tax	474,154								474,154
Business Taxes	134,000								134,000
Permits, Fees:									
Electric Franchise Fees	790,000								790,000
Other licenses & Fees	39,000								39,000
Fire Assessments	177,319								177,319
Intergovernmental Revenue	1,723,446	129,888							1,853,334
Charges for Services	1,214,712	5,000			5,562,562	9,628,181	1,716,972		18,127,427
Fines and Forfeitures	27,650								27,650
Miscellaneous Revenue	238,147	5,019			21,600	20,000	500		285,266
Other Funds:									
Stormwater Fund								254,150	254,150
Marina Fund								47,000	47,000
Sundial Fund								676,600	676,600
TOTAL SOURCES	7,351,000	139,907	-	1,110,781	5,584,162	9,648,182	1,717,472	977,750	26,529,253
Transfers In	5,296,225						375,000		5,671,225
Fund Balances/Reserves/Net Assets		15,000		940,459	150,000				1,105,459
TOTAL REVENUES, TRANSFERS & BALANCES	\$12,647,225	\$154,907	\$0	\$2,051,240	\$5,734,162	\$9,648,182	\$2,092,472	\$977,750	\$33,305,937
EXPENDITURES / EXPENSES									
General Government	3,847,833								3,847,833
Public Safety	5,395,334			20,000					5,415,334
Physical Environment					4,464,397	6,215,863	1,853,479		12,533,739
Transportation	1,609,162			581,240					2,190,402
Economic Environment	132,377	154,907							287,284
Culture / Recreation	1,662,518			1,450,000					3,112,518
Debt Service									0
Other Funds:									
Stormwater Fund								254,150	254,150
Marina Fund								47,000	47,000
Sundial Fund								676,600	676,600
TOTAL EXPENDITURES / EXPENSES	12,647,224	154,907	0	2,051,240	4,464,397	6,215,863	1,853,479	977,750	28,364,860
Transfers Out	0	0			1,269,765	3,432,319	238,993		4,941,077
Fund Balances/Reserves/Net Assets	0	0		0	0	0	0	0	0
TOTAL APPROPRIATED EXPENDITURES									
TRANSFERS, RESERVES & BALANCES	\$12,647,224	\$154,907	\$0	\$2,051,240	\$5,734,162	\$9,648,182	\$2,092,472	\$977,750	\$33,305,937



Agenda Item # 2023-1608

Bid Opening for 2023.10 RFP- Engineering Services - Locklin Lake

MEETING DATE

July 11, 2023

PREPARED BY

Diane Ebentheuer, Purchasing
Agent/Risk Manager

BACKGROUND

The City solicited request for proposals (RFP) for Engineering Services for Locklin Lake.

SUMMARY

Bid opening was held on 05/17/2023. Proposals were received from 2 different Engineering Firms. Staff evaluated the proposals and made recommendation.

RECOMMENDATION

Upon evaluation, city staff recommends the award to Baskerville-Donovan, Inc.

ATTACHMENTS

1. Locklin Lake Additional Info on Evaluation
2. 2023.10 Bid Tab with links
3. 2023.10 Evaluation Eng Locklin Lake



City of Milton

Purchasing Department

MEMORANDUM

TO: City Council
From: Diane Ebentheuer, Purchasing Officer 
Date: June 28, 2023
Subject: Locklin Lake Engineering Evaluation- Additional Information

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This is additional Information requested on the evaluation held on 06/01/2023 for 2023.10 RFP Engineering – Locklin Lake. The top two scores of the evaluation that were brought to discussion are listed and elaborated below with the views of the evaluation committee.

1. Ability to design an approach and work plan to meet the project requirements- 15 pts.

- The Baskerville Donovan, Inc. (BDI) proposal was specific and more detailed and tailored to the Locklin Lake project.
- The BDI team that would be assigned to the Locklin Lake project are different than those of our current projects.

2. Ability to devote the needed time to the project based on current workload – 15 pts.

- Both proposals do not contain definitive timelines.
- The committee anticipates a shorter timeline with BDI because of their proximity to the City allowing them the ability to respond quickly.
- BDI already has prior knowledge of this project, and they have the existing plans and surveys.

CONCLUSION:

The committee selected Baskerville Donovan, Inc. because they felt that they had the most comprehensive knowledge and experience for this project. And they are local.

see attached: Florida's Consultants' Competitive Negotiation Act (CCNA)

Certain professionals (such as Engineers) are protected and must abide by these rules.

RFP Evaluation Criteria

2023.10 RFP Engineering - LOCKLIN LAKE

The City of Milton seeks a qualified company (s) to achieve the City's needs. The RFP process is intended to allow all interested companys to participate and respond. Proposal packages should include and will be evaluated on the following items and requirements:

	Baskerville- Donovan, Inc	First Line Coastal
Ability to design an approach and work plan to meet the project requirements - 15 Points	15	10
Ability to devote the needed time to the project based on current workload - 15 Points	15	10
Ability to commence services and complete services within a timely manner - 15 Points	15	15
Experience in the design of this type of work - 25 Points	25	25
Prior experience with this type of work - 15 Points	15	15
Availability of adequate personnel and technology - 7 Points	7	7
Reputation and competence including technical, education training, timeliness, cost control and quality of work - 6 Points	6	6
Certified Minority Firm. (Yes = 2 pts/ No = 0 pts.)	0	2
TOTAL - 100 points	98	90

Joseph E. Carl	Molly Turnes / Molly Turnes	6-1-23
Sandra C. Woodbury	Sandra C. Woodbury	6/1/23
DAVID JORGENSEN	RK Jorgensen	10 JUNE 23
Wane E. Ebert-Hewer		6/11/23



FLORIDA'S CONSULTANTS' COMPETITIVE NEGOTIATION ACT ("CCNA") PRIMER

Florida Statute §287.055 is known as the Consultants' Competitive Negotiation Act ("CCNA"). This Act governs a public entity's acquisition of professional architectural, engineering, landscape architecture, and surveying and mapping services. CCNA requires two (2) separate and distinct components that must be completed sequentially: The Competitive Selection process, followed by the Competitive Negotiation process.

The **Competitive Selection** process required a public body to evaluate current statements of qualifications and performance data on file, together with those that may be submitted by other firms regarding a project, and may require public presentations by no fewer than 3 firms regarding the firm's qualifications, approach to the project, and ability to furnish the services.

The public body shall select in order of preference no fewer than 3 firms deemed the most qualified. The public body shall consider qualification factors such as "ability of professional personnel; whether a firm is a certified minority business enterprise; past performance; willingness to meet time and budget requirements; location; recent, current, and projected workloads; and the volume of work previously awarded to each firm by the agency, with the object of effecting an equitable distribution of contracts among qualified firms, provided such distribution does not violate the principle of selection of the most highly qualified firms."

Once a ranked choice is provided, the **Competitive Negotiation** process can begin. The public body shall negotiate a contract with the most qualified firm at compensation the public body determines is fair, competitive, and reasonable. "In making such determination, the agency shall conduct a detailed analysis of the cost of the professional services required in addition to considering their scope and complexity."

The public body may request, accept, and consider proposals for compensation only during the Competitive Negotiation process. The cost of services, past, present, or future, may not be considered, requested, or discussed during the Competitive Selection process.

If the public body is unable to negotiate a satisfactory contract with the firm it considers most qualified at a compensation it determines to be fair, competitive, and reasonable, the public body shall terminate negotiations with this firm and move on to the second most qualified firm. (If the public body cannot negotiate fair, competitive, and reasonable compensation with this firm, public body shall terminate negotiations and move on to third most qualified firm.)



BID TABULATION

05/17/2022 2:00 p.m.

Present for the City of Milton:

Diane Ebentheuer
Michele Williams
Curtis Krebs
Molly Turnes
Sandi Woodbery

Purchasing Officer
Purchasing Assistant
Chief Financial Officer
Executive Assistant
Grants Coordinator

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 2023.10 Engineering Services - Locklin Lake

(Click on Name for link to proposal)

- | | | |
|---|---|----------|
| 1 | Baskerville-Donovan, Inc. | Proposal |
| 2 | First Line Coastal | Proposal |
-

RFP Evaluation Criteria

2023.10 RFP Engineering - LOCKLIN LAKE

The City of Milton seeks a qualified company (s) to achieve the City's needs. The RFP process is intended to allow all interested companys to participate and respond. Proposal packages should include and will be evaluated on the following items and requirements:

	Baskerville- Donovan, Inc	First Line Coastal	
Ability to design an approach and work plan to meet the project requirements - 15 Points	15	10	
Ability to devote the needed time to the project based on current workload - 15 Points	15	10	
Ability to commence services and complete services within a timely manner - 15 Points	15	15	
Experience in the design of this type of work - 25 Points	25	25	
Prior experience with this type of work - 15 Points	15	15	
Availability of adequate personnel and technology - 7 Points	7	7	
Reputation and competence including technical, education training, timeliness, cost control and quality of work - 6 Points	6	6	
Certified Minority Firm. (Yes = 2 pts/ No = 0 pts.)	0	2	
TOTAL - 100 points	98	90	

Joseph E. Gosh	Molly Turnes / Molly Turnes	6-1-23
Sandra C. Woodbury	Sandra C. Woodbury	6/1/23
DAVID JORGENSEN	RH Jones	10 JUNE 23
Maane E. Ebert-Henrich		6/1/23

Evaluator's Name

Signature

Date



Agenda Item # 2023-1668

City of Milton Board Vacancies

MEETING DATE

July 11, 2023

PREPARED BY

Melissa Short, Admin
Assistant/Permit Clerk/Assistant
City Clerk

BACKGROUND

This is an item update that is to be provided monthly to the Council as long as city boards have membership vacancies. Currently, the Milton Planning Board has one vacancy. This is a Council At-Large position. It is important to fill this position so a meeting can be held with a simple majority of the board present.

SUMMARY

At each Council meeting, the Council shall receive a list of open positions on city boards.

RECOMMENDATION

Informational Item

ATTACHMENTS

1. Board Vacancies Updated 6.16.2023

CITY OF MILTON BOARD VACANCIES

PLANNING BOARD

The Planning Board is a seven-member board. The City of Milton Planning Board is designated as the Local Planning Agency. The Planning Board shall be responsible for review and recommendations regarding the development, updating and amendment of the comprehensive plan and land development regulations. All plan amendments and revised regulations shall require Planning Board review and recommendation prior to Council approval. All major subdivision plats and planned development projects shall require review and recommendation by the Milton Planning Board prior to action by the City Council. There is currently one vacancy on this board, Council At-Large position. This position, when filled, will serve a four-year term.

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



Agenda Item # 2023-1603

Munson Highway Annexation Petition

MEETING DATE

July 11, 2023

PREPARED BY

Tim Milstead, Planning Director

BACKGROUND

Staff has received an annexation request from Fred Simmons for two properties adjacent to the city limits along and immediately north of Munson Highway. These properties encompass approximately 61 acres, and are currently vacant/undeveloped lands.

SUMMARY

The largest property immediately adjacent to Munson Highway is zoned by the county as Recreation. The smaller property to the northwest is zoned as Agriculture/Rural Residential. If approved for annexation, the larger property is proposed to receive a recreation zoning designation, which compliments the existing county zoning, and the smaller property is proposed to receive a city zoning of R-U (Rural Urban). The developer has expressed his desire to develop a RV and glamping campground on the two properties. This proposed use is allowed by right within the city's Recreation zoning district, and the proposed Rural Urban (R-U) zoning district, if annexed. Maps showing these zoning districts and property locations are attached. The staff analysis for this project is attached. If advanced by the Executive Committee, staff will provide a copy of the annexation ordinance, which will be available for first reading at the City Council meeting.

RECOMMENDATION

Staff recommends Council review and approval of the proposed annexation and accompanying ordinance.

ATTACHMENTS

1. Simmons Ecopartners Annexation staff analysis 062823
2. Simmons ANNEXATION PETITION parcels 700 and 702 - Rotated
3. ProposedAnnexation_COM
4. ProposedAnnexation_SRC

EcoPartners Annexation Request

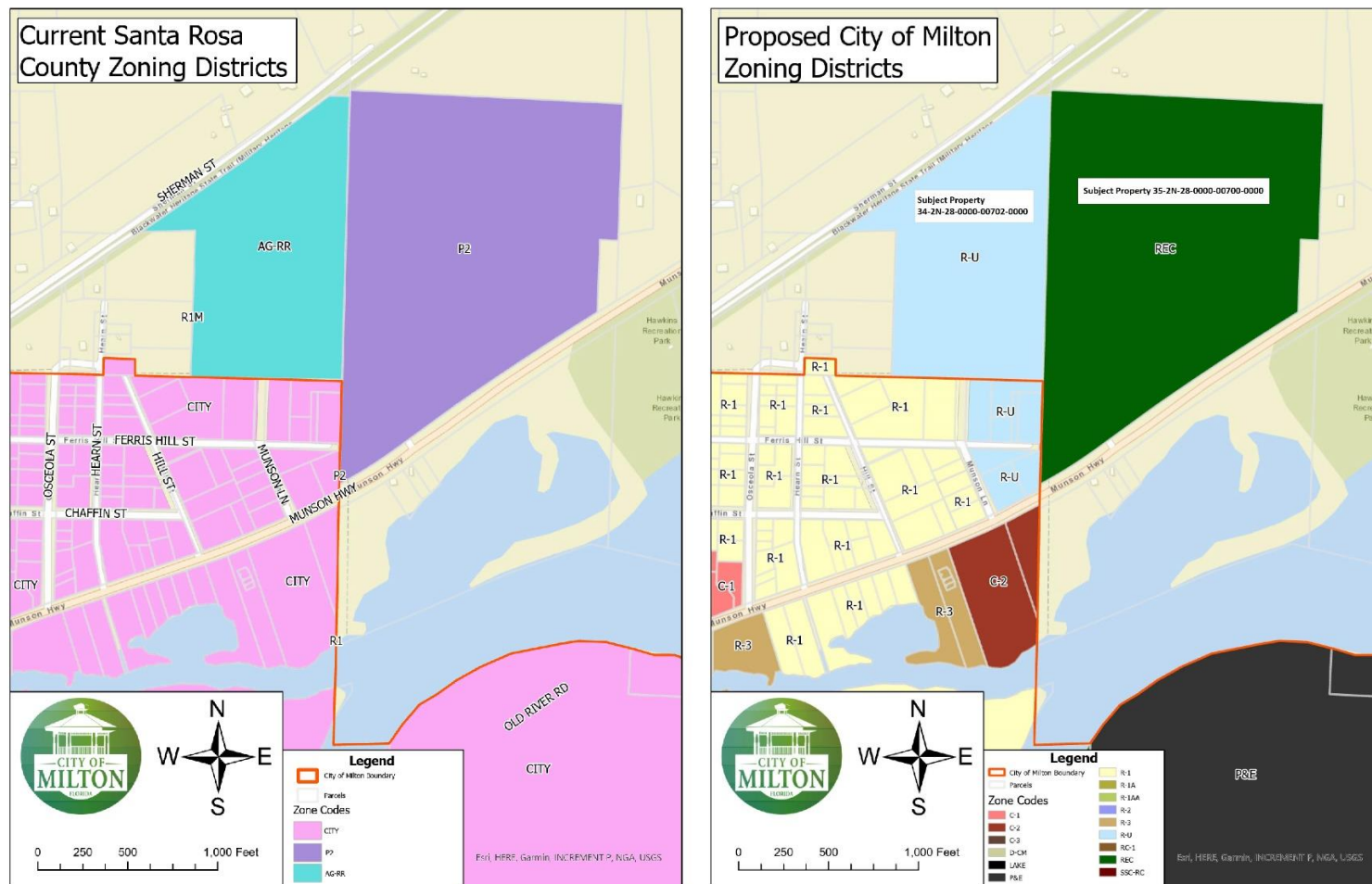
Data & Analysis

The applicant, EcoPartners Inc., has initiated the process to annex 61 acres of property to the north of Munson Highway immediately adjacent to the northeast of the city boundary along Munson Highway. The land consists of two properties: Parcel # 35-2N-28-0000-00700-0000 contains approximately 42 acres that lie along and immediately north of Munson Highway. Parcel # 34-2N-28-0000-00702-0000 contains 18.8 acres that lie immediately west of the 41 acre property and lies adjacent to and south of Sherman Street and the Blackwater Heritage State Trail. The applicant's authorized agent, Fred Simmons, has expressed his desire to annex the property and develop a RV Park and campground facility on the upland portions of the property. The conceptual plan that has been provided by the applicant is shown below.



[1] 22x34 (1 of 1)

ZONING: The larger 42 acre parcel is currently zoned as P2, which is a parkland zoning district within Santa Rosa County. If annexed, the property would obtain the closest zoning district established within the City's Comprehensive Plan, which is the Recreation (REC) zoning district. A campground/RV park is an allowable use within the REC zoning district. The 18.8 acre property to the northwest currently is zoned as AG-RR (Agriculture/Rural Residential) and would obtain a city zoning district of R-U (Rural Urban) upon annexation, which would also allow for the development of a RV park/campground by right. The property, if this request is approved by the City Council, would annex the entire 61 acres into Ward 4. The existing and proposed zoning maps are shown below.



FLOOD HAZARD: This property lies entirely within a regulated Special Flood Hazard Area, including a large area adjacent to Munson Highway that lies within the floodway area of the Blackwater River. If annexed, the proposed use will represent a beneficial use of the property since RVs and amenities supporting the campsites can mostly be either moved off the site or will not be significantly impacted in the event of a flood on the property.

LEVEL OF SERVICE STANDARDS IN CITY COMPREHENSIVE PLAN: The City's comprehensive plan calls for LOS standards for Police and Fire Protection for properties within the City limits. The following levels of service (LOS) are based upon industry standards:

Police - 2.0 FTE's per 1000 population*

Fire - 6 minute response time 90% of call outs*

The proposed development is expected to not impact the LOS standards for Police and Fire protection.

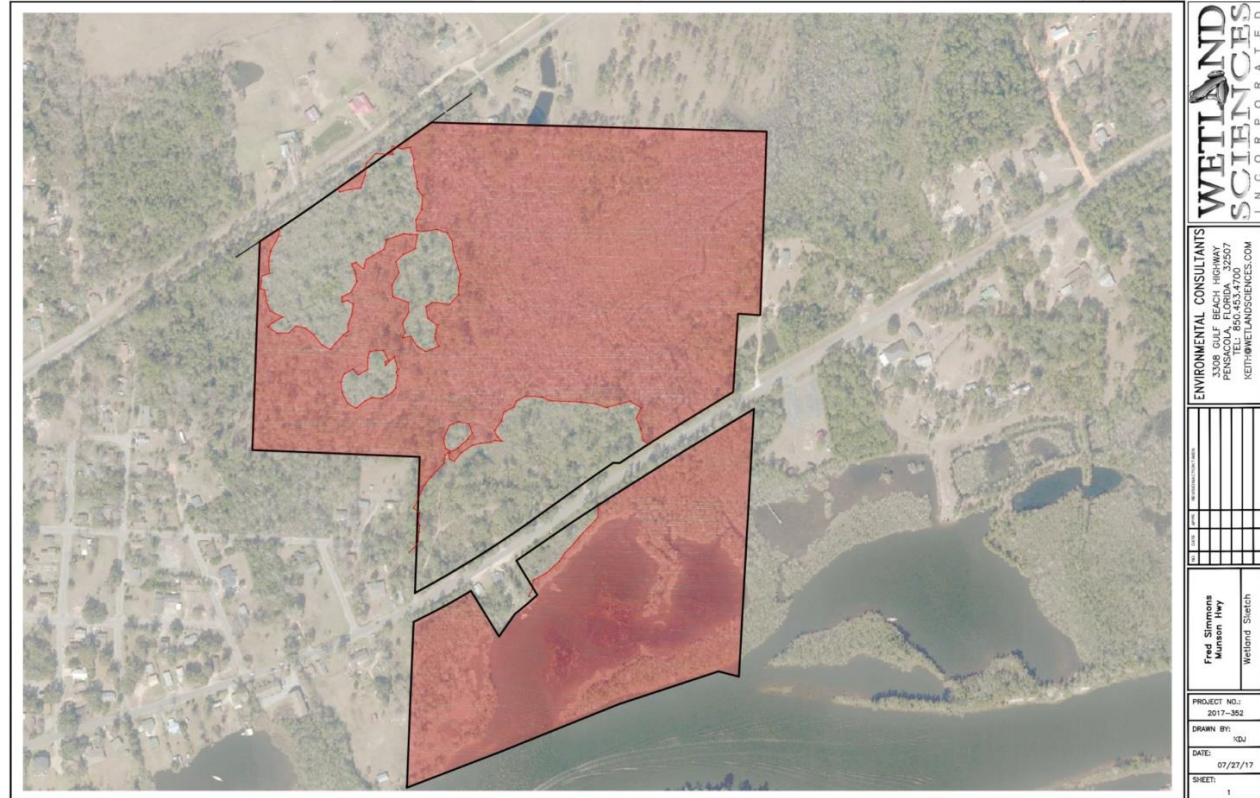
AREA SOILS PRIMARY: Property consists of mostly Rutledge Loamy Sands, Pactolus Loamy Sands, and Bibb Kinston Association, which consists mostly of poorly drained soils that are at least partially hydric.

DRAINAGE AND PERMEABILITY: Site drainage mostly consists of drainage of upland areas into surrounding wetland areas or into the Blackwater River across Munson Highway from the development.

USE AND VEGETATION: Major Uses: Historically Residential Use and undeveloped uses featuring mixed use forest areas and wetland areas mostly. The wetland survey below shows the existing wetland areas on the property.

Done

WETLAND SKETCH REVISED 9-29-17.pdf



TRAFFIC: Currently, the properties to be rezoned are accessed from Munson Highway to the south, or from Sherman Street to the north in the case of the northwest property. The proposed concept for development of the property proposed a separate access to each property. Access is already provided to the property along Munson Highway, while the property to the northwest would have a separate new access point from Sherman Street crossing over the Blackwater Heritage State Trail. According to the Institute of Transportation Engineers, a campground/RV park would generate around 60 trips (.98 trips per acre X 61 acres) during peak hour period across the entire site. However, given the low percentage

of developable land on the property, this trip generation could be anticipated to be considerably lower. Trip generation for this development is not anticipated to cause any capacity issues on Sherman Street or Munson Highway. Average annual daily traffic for this segment of Munson Highway is around 4500 trips per day, according to FDOT.

LIGHTING: Current City regulations require that lighting from new developments may not exceed 1 foot candle at any lot line. 1 foot candle is equivalent to being inside of a parking garage, and is generally considered to be approximately the minimum amount of light necessary for an individual to safely walk without the hazard of tripping over anything or colliding with something (i.e. it necessary for the safety of employees taking out the garbage behind the store at night, or customers and employees walking to their vehicles late at night in a dark parking lot). Staff will require a plan that demonstrates the applicant's capability to meet this requirement as a part of the development plan should this annexation be approved and the concept submitted as shown.

SOUND: The applicant will be required to establish required landscaping buffers on all sides to minimize sound effects on neighboring residential areas. Solid fencing will be required in some areas of the development to further mitigate sound impacts from neighboring residential areas. The City's regulations state for a commercial development, that sound may not exceed 65 decibels at anytime, measured at any property line or 50 feet from the source of sound, whichever is less.

To aid in this, City Ordinance requires a minimum 15 foot side and rear buffer yard where non-residential uses abuts residential uses in any zoning district, such as in this case.

The side and rear buffer yard must include the following. A fence or wall, constructed of approved materials to a minimum height of six (6) feet and to a maximum height of eight (8) feet,

and the approved combination of landscaping materials.

a. A Buffer yard, must at minimum be comprised of one shade tree planted for every 35 linear feet of buffer yard length. As part of the landscape plan approval, trees may be spaced at various intervals based on specific site requirements, but the total number of trees planted must be no less than the equivalent of one per 35 linear feet of buffer yard length.

b. One shrub, measuring a minimum of 18 inches in height at planting and reaching a minimum

of three feet in height at maturity, must be planted for every seven linear feet of buffer yard length, spaced linearly.

- c. The remainder of the buffer yard must be planted in live groundcover, perennials, and/or grass.
- d. Onsite Stormwater management mechanisms should be located within these required buffer yard areas.

Additionally, the Ordinance requires a mandatory 20 foot streetscape buffer yard with similar landscaping requirements, and a landscaped 20 foot parking lot screening buffer with specific requirements as well that will aid in sound deadening.

Section 8.1 (N.) Campground and Recreational Vehicle (RV) Park.

(1) *Area.* The following requirements shall be required of campgrounds and recreational vehicle parks:

- a. Campgrounds and recreational vehicle parks shall contain at least five acres in area.

(2) *Buffers.* A buffer of 25 feet in width shall be provided and maintained around the perimeter of the campgrounds and recreational vehicle parks, except where walks and drives penetrate the yard. Such buffer shall not be considered to be part of an abutting space.

(3) *Space size.* Each recreational vehicle space shall contain at least 1,500 square feet in area.

(4) *Roadways.* Each space in a campground or recreational vehicle park shall abut at least 15 feet on a roadway within the boundary of the campground or recreational vehicle park which shall have unobstructed access to a public street. Such roadways shall have unobstructed right-of-way of at least 30 feet in width for two-way drives and at least 20 feet in width for one-way drives. Turning radii at entrances and exits to public roads shall be designed to accommodate recreational vehicle requirements.

(5) *Recreational area.* A recreational area shall be provided equivalent to:

- a. In campgrounds and recreational vehicle parks 1,000 square feet per space. Such recreation space shall be maintained in a clean and presentable condition. In some cases, the development approval authority may consider allowable commercial outdoor recreation facilities to meet part of this requirement.

(6) *Density.* The following density limitations shall be applied to campgrounds and recreational vehicle parks:

- a. Campgrounds shall contain a maximum of ten recreational vehicle spaces, tent spaces or cottages per gross acre; and
- b. Recreational vehicle parks shall contain a maximum of 15 spaces per gross acre.

- (7) *Setbacks.* No part of any recreational vehicle, tent or cottage or addition thereto shall be placed within 7½ feet of any space line, nor shall same be located within 15 feet of any accessory or service building. Tents may be exempt from this provision.
- (8) *Space markers.* Each recreational vehicle space or tent space shall be clearly identified by steel corner markers to be flush with the ground and visible.
- (9) *Permanent additions.* Permanent additions to recreational vehicles, or tents, such as Florida rooms, shall not be permitted.
- (10) *Driveways.* Driveways shall be provided to each space; such driveways shall be at least 12 feet wide.
- (11) *Firefighting system.* Firefighting systems are required in campground and recreational vehicle parks and must be approved by the fire department if located within a fire district. When a campground or a recreational vehicle park is not located within a fire district, such firefighting systems must be approved by the Florida Life Safety Code officer.
- (12) *Water and sewer.* Each campground and recreational vehicle park shall provide an adequate and safe water supply and an adequate and safe method of sewage collection, treatment and disposal as required by the local development approval authority, county, and state department of environmental protection. Whenever municipal or public water or sewer systems are available to the campground or recreational vehicle Park, such systems shall be used.
- (13) *Sewage dumping stations.* Each recreational vehicle park which does not provide individual sewer connection to each recreational vehicle site shall provide an easily accessible sanitary sewage dumping station approved by the county and state department of environmental protection. Such dumping station shall have sewer connections at a ratio of one for every 200 recreational vehicle spaces or fractional part thereof for the disposal of liquid wastes from the sewage holding tanks of vehicles. Such stations shall be screened by walls or landscaping at least four feet in height and 75 percent opaque and shall be separated from any vehicle site or accessory building by a distance of no less than 50 feet.
- (14) *Water outlets.* In each recreational vehicle park there shall be no less than one running water spigot for every two recreational vehicle or tent spaces.
- (15) *Electricity.* In recreational vehicle parks each space shall be provided with at least one electrical receptacle having a minimum of 110/115 volt alternating current.
- (16) *Occupancy.* No operator or owner of a campground or recreational vehicle park shall permit permanent occupancy by patrons in such campground or Recreational Vehicle Park. Permanent occupancy shall be construed as continuous usage of the campground/park facilities for more than six months. Nothing in this provision shall be construed as to prohibit permanent occupancy by a resident caretaker/operator of the facility.

Proposed Zoning Sec. 6.4 (A.7). – Recreation district (REC) & Rural Urban district (R-U)

Recreation District (REC). It is the intent of the Recreation district to provide land for public recreation, parks, and gathering places.

R-U Rural Urban District. The R-U Rural Urban District is a less restrictive district intended to provide for a reasonable and mixed-use of property while keeping with the surrounding area and nearby character and preventing blighted conditions to proliferate. This district is intended for those areas where development patterns are unclear and seeks to provide flexibility for a variety of uses and dimensional standards.

Permanent Uses allowed by right in the REC zoning district: Boat Ramp/Pier, Governmental Buildings, Campground/RV Park, Community Garden, Conservation Area, Public Park, Utility uses

Permanent Uses allowed by right in the R-U zoning district: Adult Family Care Home, Agriculture uses, Outdoor amusement facility, Art Gallery, Boat House, Governmental buildings, Campground/RV Park, Community Center, Community Garden, Community Residential Home, Conservation Area, Country Club, Cultural Facility, Day Care Center, Day Care Home, Single Family & Two Family Dwellings, Educational Facility, Fallout Shelter, Community Shelter, Farmers Market, Golf Course, Greenhouse/Nursery, Home Occupation, Manufactured Home Park, Medical/Dental Office, Residential Planned Development Project, Place of Worship, Private Stable, Public Park, Public Safety Facility, Public Works Facility, Utility Uses, Wind Energy System

Florida Statutes Chapter 171.044 - Voluntary annexation.

- (1) The owner or owners of real property in an unincorporated area of a county which is contiguous to a municipality and reasonably compact may petition the governing body of said municipality that said property be annexed to the municipality.
- (2) Upon determination by the governing body of the municipality that the petition bears the signatures of all owners of property in the area proposed to be annexed, the governing body may, at any regular meeting, adopt a nonemergency ordinance to annex said property and redefine the boundary lines of the municipality to include said property. Said ordinance shall be passed after notice of the annexation has been published at least once each week for 2 consecutive weeks in some newspaper in such city or town or, if no newspaper is published in said city or town, then in a newspaper published in the same county; and if no newspaper is published in said county, then at least three printed copies of said notice shall be posted for 4 consecutive weeks at some conspicuous place in said city or town. The notice shall give the ordinance number and a brief, general description of the area proposed to be annexed. The description shall include a map clearly showing the area and a statement that the complete legal description by metes and bounds and the ordinance can be obtained from the office of the city clerk.
- (3) An ordinance adopted under this section shall be filed with the clerk of the circuit court and the chief administrative officer of the county in which the municipality is located and with the Department of State within 7 days after the adoption of such ordinance. The ordinance must include a map which clearly shows the annexed area and a complete legal description of that area by metes and bounds.
- (4) The method of annexation provided by this section shall be supplemental to any other procedure provided by general or special law, except that this section shall not apply to municipalities in counties with charters which provide for an exclusive method of municipal annexation.

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

STAFF RECOMMENDATION: This proposed annexation is consistent with the City's Comprehensive Plan and based upon the proposed development concept will have a minimal impact on surrounding properties. In the absence of the development, the high percentage of wetland coverage on both properties will significantly limit the types of development that can take place on the property. The proposed usage of the properties will fit the zoning district. The applicant should work closely with the neighboring dwellings to the west of the primary parcel along Munson Highway to mitigate any affects from increased sound, lighting, and traffic. Because this request is expected to support the surrounding neighborhood, and will not have a detrimental impact upon the those areas, staff recommends City Council approval of the annexation. The request and accompanying annexation ordinance will be considered by the City Council on July 11th.

**PETITION TO INTEGRATE AND ANNEX TERRITORY
INTO THE CITY OF MILTON**

This petition is filed pursuant to Florida Statutes, Chapter 171 of the State of Florida as the same appears in the office of the Secretary of State, for the purpose of integrating and annexing into the City of Milton, Florida, the hereinafter described lands.

We, the undersigned, being qualified electors residing in; or being all of the owners of the said area of the hereinafter described territory, who are duly registered as freeholders on the registration records of Santa Rosa County, Florida, hereby file this, our petition, for the integration and annexation of the following described territory into the City of Milton, Florida, in accordance with the above described laws, of Florida, to-wit:

PROPERTY DESCRIPTION:

Parcel Numbers - 35-2N-28-0000-00700-0000 and
34-2N-28-0000-00702-0000

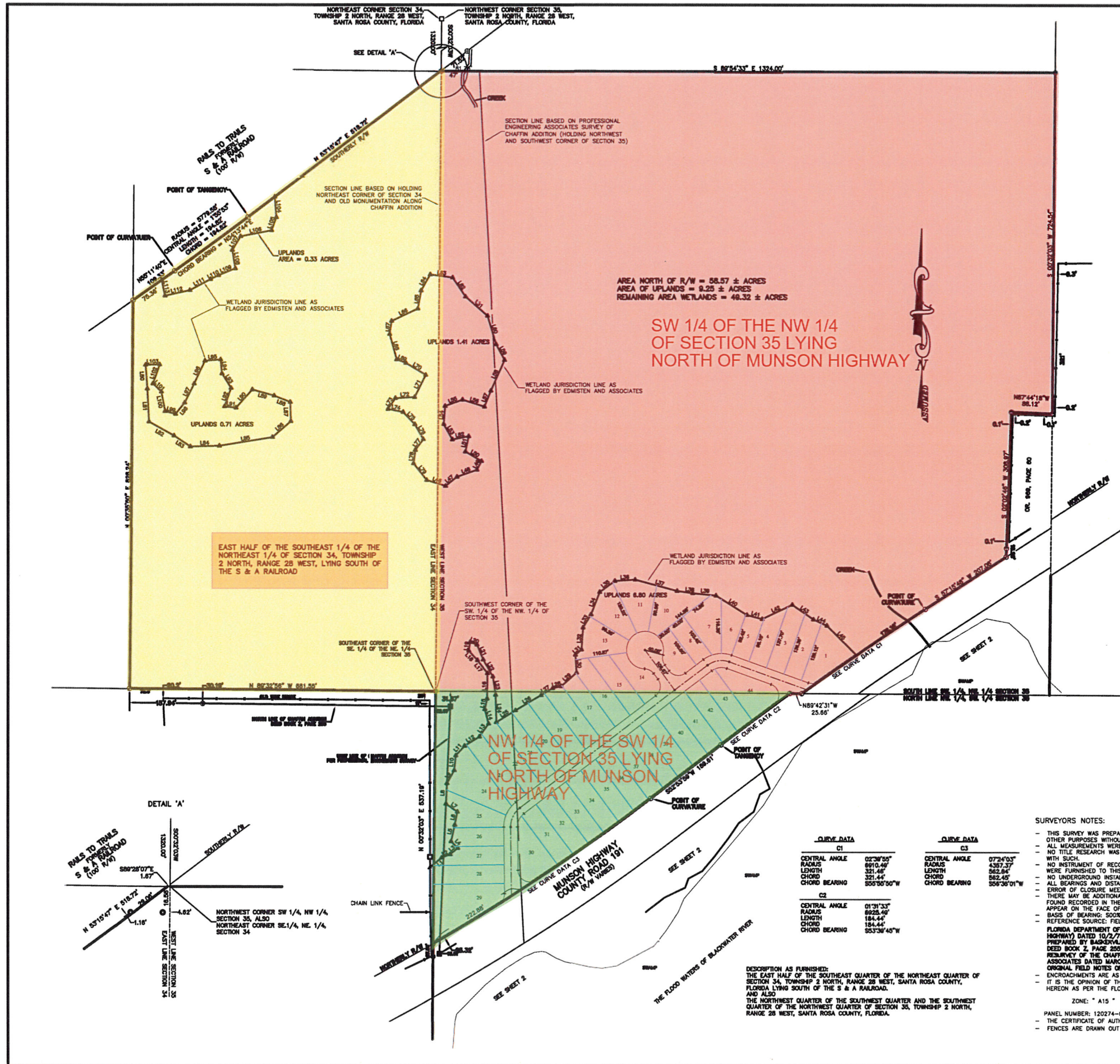
Please see attached surveys and Warranty Deed

NAME:

Fred H. Simmons Jr.
Fred H. Simmons Jr.

STREET OR POST OFFICE BOX:

29 Via Deluna
Pensacola Beach, Fl. 32561



LINE #	FLAG #	BEARING	DISTANCE	LINE #	FLAG #	BEARING	DISTANCE	LINE #	FLAG #	BEARING	DISTANCE
L1		N51°02'43"E	21.42'	L21	OB4	S23°00'04"E	34.82'	L41	SD21	S78°28'18"E	34.07'
L2	GA2	N08°08'14"E	19.99'	L22	OB3	S29°59'13"E	41.94'	L42	SD22	N64°43'52"E	71.84'
L3	GA3	N51°12'58"E	21.02'	L23	OB2	S08°01'08"E	38.24'	L43	SD23	S58°28'22"E	55.80'
L4	GA4	N48°18'52"W	30.44'	L24	OB1	S01°52'58"E	57.78'	L44	SD24	S85°53'18"E	31.80'
L5	GA5	N12°47'18"E	35.74'	L25	GA14	N08°53'37"E	48.54'	L45	SD25	S48°24'37"E	80.83'
L6	GA6	N11°11'18"E	28.73'	L26	OB2	N08°52'24"E	63.82'				
L7	GA7	N09°33'38"E	28.85'	L27	OB3	N08°08'04"E	28.14'	L46	OC1	S72°41'08"E	42.48'
L8	GA8	N02°51'55"E	43.90'	L28	OB4	N77°57'18"E	18.80'	L47	OC2	N51°17'53"E	31.41'
L9	GA9	N28°33'38"E	31.52'	L29	OB5	N48°32'03"E	43.84'	L48	OC3	N70°57'20"E	48.27'
L10	GA10	N08°08'11"E	31.58'	L30	OB6	N03°33'54"W	38.27'	L49	OC4	N28°10'02"E	21.18'
L11	GA11	N42°28'38"E	27.83'	L31	OB7	N48°15'48"E	17.17'	L50	OC5	N08°34'44"W	40.12'
L12	GA12	N08°28'07"E	37.87'	L32	OB8	N04°00'54"E	47.06'	L51	OC6	N12°06'07"E	33.28'
L13	GA13	N38°08'14"E	34.15'	L33	OB9	N31°17'21"E	32.83'	L52	OC7	S78°04'37"W	38.73'
L14	GA14	N14°57'58"W	31.73'	L34	OB10	N21°12'45"E	51.29'	L53	OC8	N28°28'31"W	37.80'
L15	GA15	N12°43'53"E	22.80'	L35	OB11	N04°08'52"E	40.38'	L54	OC9	N04°30'15"E	38.58'
L16	GA16	N07°22'45"E	54.07'	L36	OB12	N08°32'27"E	44.01'	L55	OC10	N88°55'44"E	38.88'
L17	GA17	N37°55'21"W	35.17'	L37	OB13	S78°10'48"E	63.75'	L56	OC11	S72°27'31"E	48.88'
L18	GA18	N42°53'21"W	27.47'	L38	OB14	S81°44'57"E	33.88'	L57	OC12	N22°22'47"E	38.82'
L19	OB5	N08°52'28"E	18.74'	L39	OB15	S84°18'40"E	50.28'	L58	OC13	N28°30'55"W	37.88'
L20	OB4	S70°00'29"E	15.88'	L40	SD21	S08°17'28"E	78.63'	L59	OC14	N17°03'29"W	63.40'

LINE #	FLAG #	BEARING	DISTANCE	LINE #	FLAG #	BEARING	DISTANCE	LINE #	FLAG #	BEARING	DISTANCE
L81	OC18	N48°18'48"W	82.36'	L80	GF8	S03°52'48"E	51.00'	L104	SB1	S04°21'44"E	43.84'
L82	OC17	N34°15'54"W	48.13'	L81	GF7	S02°56'17"E	70.27'	L105	SB2	S20°08'01"W	28.73'
L83	OC16	N82°15'42"W	48.47'	L82	GF6	S81°00'08"E	81.41'	L106	SB3	S78°11'03"W	88.01'
L84	OC15	S30°08'30"W	38.28'	L83	GF5	S84°34'06"E	42.04'	L107	SB4	S31°36'03"W	34.08'
L85	OC14	S10°27'37"W	38.18'	L84	GF4	N88°38'28"E	82.53'	L108	SB5	S08°03'57"E	38.27'
L86	OC13	S88°08'48"W	82.61'	L85	GF3	N80°55'23"E	115.77'	L109	SB6	S88°02'58"W	38.89'
L87	OC12	S08°31'43"W	27.88'	L86	GF2	N44°29'06"E	52.30'	L110	SB7	S83°57'01"W	18.02'
L88	OC11	S18°42'37"E	54.08'	L87	GF1	N01°48'28"W	40.88'	L111	SB8	S82°28'37"W	80.47'
L89	OC10	S88°08'16"E	21.05'	L88	GF0	N85°34'03"W	37.16'	L112	SB9	S77°34'14"W	54.85'
L90	OC9	S58°02'58"E	48.80'	L89	GF0	N74°28'06"W	48.71'	L113	SB10	N12°00'57"W	34.27'
L91	OC8	S28°57'04"W	52.97'	L90	GF17	S42°32'42"W	82.38'				
L92	OC7	S87°01'45"W	41.58'	L91	GF16	N83°48'30"W	24.56'				
L93	OC6	S34°44'34"W	27.98'	L92	GF15	N18°47'48"E	41.82'				
L94	OC5	S78°28'17"E	33.23'	L93	GF14	N32°22'10"W	38.48'				
L95	OC4	S44°10'12"E	36.50'	L94	GF13	N05°25'23"W	28.98'				
L96	OC3	S28°33'31"E	38.47'	L95	GF12	S85°20'28"W	33.74'				
L97	OC2	S38°41'08"W	28.80'	L96	GF11	S28°56'54"W	63.78'				
L98	OC1	S38°28'17"E	45.30'	L97	GF10	S28°43'31"W	48.51'				
				L98	GF9	S38°38'08"W	31.07'				
				L99	GF8	N78°22'13"W	23.04'				
				L100	GF7	N10°54'38"W	42.41'				
				L101	GF6	N44°22'00"W	28.09'				
				L102	GF5	N20°02'02"E	42.84'				
				L103	GF4	S88°01'11"W	30.35'				
				L104	GF3						
				L105	GF2						
				L106	GF1						
				L107	GF0						
				L108	GF0						
				L109	GF0						
				L110	GF0						
				L111	GF0						
				L112	GF0						
				L113	GF0						

LEGEND

- ① FOUND 4" x 4" CONCRETE MONUMENT #3407
- ② FOUND 3" DIAMETER PERMANENT REFERENCE MONUMENT # 3292
- ③ FOUND 1 1/4" CAPPED IRON PIPE #179
- ④ FOUND 1/2" IRON ROD INSIDE 2" PVC PIPE NO IDENTIFICATION
- ⑤ FOUND 1/2" IRON ROD NO IDENTIFICATION
- ⑥ FOUND 4" x 4" CONCRETE MONUMENT #1292
- ⑦ FOUND 1/2" IRON ROD #3578
- ⑧ FOUND 3/4" IRON PIPE NO IDENTIFICATION
- ⑨ SET 1/2" CAPPED IRON ROD #7107
- (FIELD) FIELD MEASURE
- (DESC) DESCRIPTION CALL
- (PLAT) PLAT CALL
- R/W RIGHT-OF-WAY
- LB LICENSED BUSINESS

SURVEYOR'S NOTES:

- THIS SURVEY WAS PREPARED FOR THE CLIENT SHOWN AND IS NOT TO BE USED FOR ANY OTHER PURPOSES WITHOUT PRIOR CONSENT FROM THIS SURVEYOR.
- ALL MEASUREMENTS WERE MADE ACCORDING TO UNITED STATES STANDARD FOOT.
- NO TITLE RESEARCH WAS PERFORMED BY THIS SURVEYOR, NOR WERE WE FURNISHED WITH SUCH.
- NO INSTRUMENT OF RECORD REFLECTING EASEMENTS, RIGHT-OF-WAY, AND/OR OWNERSHIP WERE FURNISHED TO THIS SURVEYOR EXCEPT AS SHOWN.
- NO UNDERGROUND INSTALLATIONS OR IMPROVEMENTS HAVE BEEN LOCATED EXCEPT AS SHOWN.
- ALL BEARINGS AND DISTANCES ARE RECORD UNLESS OTHERWISE NOTED.
- THERE MAY BE ADDITIONAL RESTRICTIONS AFFECTING THIS PROPERTY THAT MAY BE FOUND RECORDED IN THE PUBLIC RECORDS OF SANTA ROSA COUNTY, FLORIDA THAT DO NOT APPEAR ON THE FACE OF THIS PLAT.
- BASIS OF BEARING: S00S032°03"W ALONG THE WEST LINE OF SECTION 35.
- REFERENCE SOURCE: FIELD WORK AND EXISTING FIELD MONUMENTATION.
- FLORIDA DEPARTMENT OF TRANSPORTATION R/W PLANS OF STATE ROAD 191 (MUNSON HIGHWAY) DATED 10/2/78, SECTION 80000, SHEET 1 OF 6; SURVEY OF RAILS TO TRAILS PREPARED BY BASKERVILLE DONOVAN, INC. DATED 4/14/83; PLAT OF CHAFFIN ADDITION DEED BOOK 2, PAGE 255; PLAT OF JAMES CURRIE WATERFRONT DEED BOOK A23, PAGE 490; RESURVEY OF THE CHAFFIN ADDITION PREPARED BY PROFESSIONAL ENGINEERING ASSOCIATES DATED MARCH, 1983; SURVEY PREPARED BY RUTH PHAIR, DATED 4/15/98; ORIGINAL FIELD NOTES OF SECTIONS 34 AND 35.
- ENCROACHMENTS ARE AS SHOWN.
- IT IS THE OPINION OF THE UNDERSIGNED SURVEYOR THAT THE PARCEL OF LAND SHOWN HEREON AS PER THE FLOOD INSURANCE RATE MAP INFORMATION AS FOLLOWS.
- ZONE: "A15" ELEVATION: 15
- PANEL NUMBER: 120274-0195-8 AS DATED: 11/1/85
- THE CERTIFICATE OF AUTHORIZATION NUMBER FOR KJM SURVEYING, INC. IS LB. # 7107.
- FENCES ARE DRAWN OUT OF SCALE FOR CLARITY PURPOSES.

ADDRESS: MUNSON HIGHWAY
REQUESTED BY: GREG ENGLISH

TYPE: SPECIFIC PURPOSE SURVEY

SECTION	TOWNSHIP	RANGE	COUNTY
SECTION 34 & 35	TOWNSHIP 2 NORTH	RANGE 28 WEST	SANTA ROSA COUNTY

DATE	TIME	DATE	TIME	DATE	TIME
04/15/98	08:00	04/15/98	08:00	04/15/98	08:00

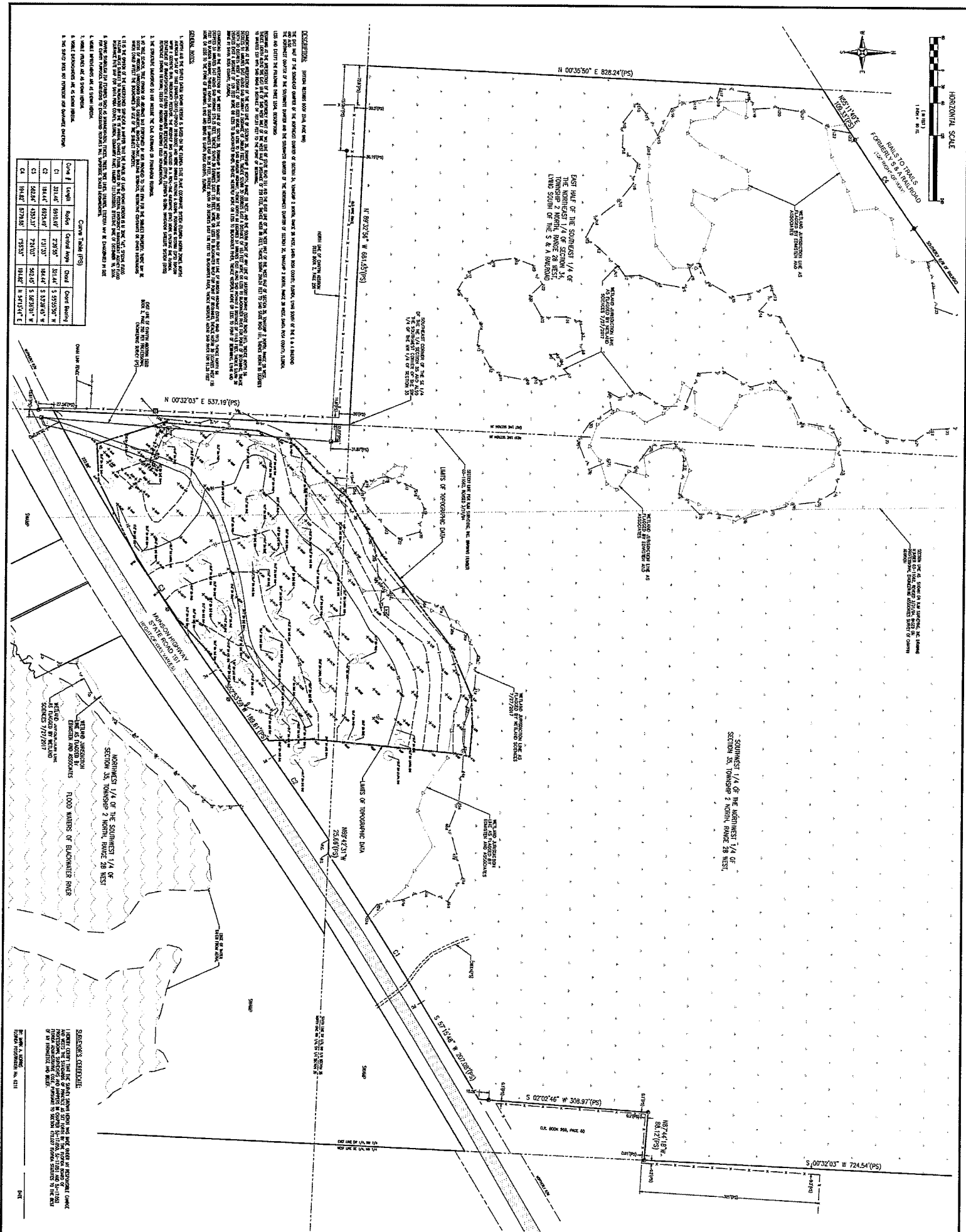
SURVEYOR'S CERTIFICATE

I, RUTH PHAIR, a duly licensed Professional Engineer, do hereby certify that the foregoing is a true and correct copy of the original field notes and computations of the above described survey, and that the same were made by me or under my direct supervision and in accordance with the provisions of the Florida Statutes.

RUTH PHAIR
Professional Engineer
No. 120274-0195-8
Date: 11/1/85

KJM
Surveying, Inc.
1100 N. W. 10th Ave.
Fort Lauderdale, FL 33304
Phone: (305) 555-1100
Fax: (305) 555-1101

03-11002



TOPOGRAPHIC SURVEY		PROJECT NO. 2017.150		DATE 9-17-2017	
DRAWN BY: MAN		SCALE: 1"=40'		REVISION/NOTATION TAKEN	
CHECKED BY: MAN		DATE: 9-17-2017			
PREPARED FOR: MR. FRED SAMMONS					
PROJECTED BY: MR. FRED SAMMONS					
PARADISE COASTAL REALTY					
PARADISE COASTAL REALTY					
DATE: 9-17-2017					
SECTION 24 & 25		COUNTY: SANTA ROSA		RANGE 28 WEST	
TOWNSHIP 2 NORTH		STATE: FLORIDA		RANGE 28 WEST	
STATE: FLORIDA					
NOT FIELD VERIFY THE DATA AND THE ORIGINAL SURVEY DATA OF A PLANNED SURVEYOR AND SURVEY					
RBA					
REBOL-BATTLE & ASSOCIATES					
CIVIL ENGINEERS AND SURVEYORS					
2001 E. North Avenue, Suite 200					
Tampa, Florida 33606					
Telephone: 813-288-0000 Fax: 813-288-0000					
EIN: 000000000					

Prepared by and return to:

Charles L. Hoffman, Jr.

Attorney at Law

Shell, Fleming, Davis & Menge, P.A.

Post Office Box 1831

Pensacola, FL 32591-1831

File Number: H211-25158

Will Call No.:

[Space Above This Line For Recording Data]

Warranty Deed

This Warranty Deed made this 5th day of January, 2004 between William E. Carroll, Barbara Brouillette, Elinor Olsey and Sue Jones whose post office address is 6038 Willard Norris Road, Milton, FL 32570, grantor, and Ecopartners, LLC, a Florida limited liability company whose post office address is 27 Via DeLuna, Pensacola Beach, FL 32561, grantee:

(Whenever used herein the terms "grantor", and "grantee" include all the parties to this instrument and the heirs, legal representatives, and assigns of individuals, and the successors and assigns of corporations, trusts and trustees)

Witnesseth, that said grantor, for and in consideration of the sum of TEN AND NO/100 DOLLARS (\$10.00) and other good and valuable considerations to said grantor in hand paid by said grantee, the receipt whereof is hereby acknowledged, has granted, bargained, and sold to the said grantee, and grantee's heirs and assigns forever, the following described land, situate, lying and being in Santa Rosa County, Florida to-wit:

See attached Exhibit "A" for legal description

Parcel Identification Number: 342N280000007020000

The above referenced property is not the homestead property of any of the Grantors.

Together with all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

To Have and to Hold, the same in fee simple forever.

And subject to taxes for the current year and later years and all valid easements and restrictions of record, if any, which are not hereby reimposed; and also subject to any claim, right, title or interest arising from any recorded instrument reserving, conveying, leasing, or otherwise alienating any interest in the oil, gas and other minerals. And grantor does warrant the title to said land and will defend the same against the lawful claims of all persons whomsoever, subject only to the exceptions set forth herein.

In Witness Whereof, grantor has hereunto set grantor's hand and seal the day and year first above written.

Signed, sealed and delivered in our presence:

Charles L. Hoffman, Jr.
Witness Name: Charles L. Hoffman, Jr.

Monica S. Cone
Witness Name: Monica S. Cone

William E. Carroll
(Seal)
William E. Carroll

Barbara Brouillette
(Seal)
Barbara Brouillette

Elinor Olsey
(Seal)
Elinor Olsey

Sue Jones
(Seal)
Sue Jones

State of Florida
County of Escambia

The foregoing instrument was acknowledged before me this 5th day of January, 2004 by William E. Carroll, Barbara Brouillette, Elinor Olsey and Sue Jones, who ☐ are personally known or ☒ have produced a driver's license as identification.

[Notary Seal]

Charles L. Hoffman, Jr.
Notary Public

Printed Name: Charles L. Hoffman, Jr.

My Commission Expires: February 28, 2005

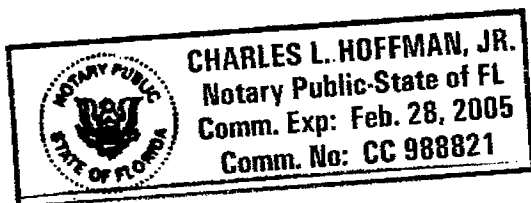
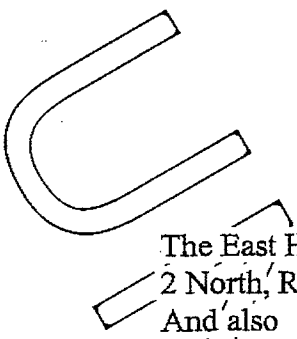
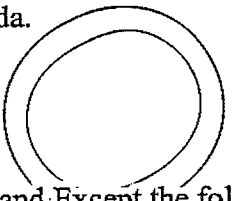


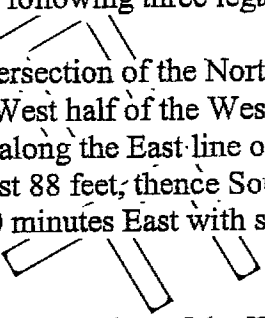
EXHIBIT A



The East Half of the Southeast Quarter of the Northeast Quarter of Section 34, Township 2 North, Range 28 West, Santa Rosa County, Florida, lying South of the S & A Railroad
And also
The Northwest Quarter of the Southwest Quarter and the Southwest Quarter of the Northwest Quarter of Section 35, Township 2 North, Range 28 West, Santa Rosa County, Florida.

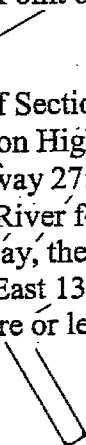


Less and Except the following three legal descriptions:



Beginning at the intersection of the Northerly Right of Way line of State Road 191 and the East line of the West half of the West half of Section 35, Township 2 North, Range 28 West, thence North along the East line of said West half of the West half a distance of 229 feet, thence West 88 feet, thence South 290.24 feet to said State Road 191, thence North 55 degrees 10 minutes East with said road a distance of 107.21 feet to the Point of Beginning.

Commencing at the intersection of the West line of Section 35, Township 2 North, Range 28 West, and the South Right of Way line of Munson Highway (State Road 191), thence North 56 degrees 51 minutes East along said highway a distance of 369.65 feet, thence South 30 degrees East a distance of 153 feet more or less to Blackwater River for Point of Beginning, thence North 30 degrees West a distance of 153 feet more or less to said Munson Highway, thence North 56 degrees 51 minutes East along said highway a distance of 114.5 feet, thence South 30 degrees East a distance of 120 feet more or less to Blackwater River, thence Westerly more or less to Point of Beginning. Lying and Being in Santa Rosa County, Florida.



Commencing at the intersection of the West line of Section 35, Township 2 North, Range 28 West and the South Right of Way line of Munson Highway (State Road 191), thence North 56 degrees 51 minutes East along said highway 275.15 feet, thence South 30 degrees East 135 feet, more or less to Blackwater River for Point of Beginning, thence North 30 degrees West 135 feet to Munson Highway, thence North 56 degrees 51 minutes East 91.35 feet, thence South 30 degrees East 138 feet to Blackwater River, thence Westerly along said river for 91.35 feet more or less to the Point of Beginning. Lying and Being in Santa Rosa County, Florida.

STATE OF FLORIDA
DEPARTMENT OF HEALTH
ON-SITE SEWAGE TREATMENT AND DISPOSAL SYSTEM
CONSTRUCTION PERMIT

CENTRAX #: 57-52-05616
DATE PAID: 7-2-04
FEE PAID: \$ 90.00
RECEIPT: 72089
OSTDGNBR: 04-0003-A

CONSTRUCTION PERMIT FOR:

[] New System [] Existing System [] Holding Tank [] Innovative Other
[] Repair [X] Abandonment [] Temporary []

APPLICANT: Carroll Estates

AGENT: NONE

PROPERTY STREET ADDRESS: 810 Munson Hwy Milton FL 32570

LOT: NA BLOCK: NA SUBDIVISION: NAB

PROPERTY ID #: 35-2N-28-0000-00700- [Section/Township/Range/Parcel No.]
[OR TAX ID NUMBER]

SYSTEM MUST BE CONSTRUCTED IN ACCORDANCE WITH SPECIFICATIONS AND STANDARDS OF CHAPTER 64E-6, FAC
DEPARTMENT APPROVAL OF SYSTEM DOES NOT GUARANTEE SATISFACTORY PERFORMANCE FOR ANY SPECIFIC TIME
PERIOD. ANY CHANGE IN MATERIAL FACTS WHICH SERVED AS A BASIS FOR ISSUANCE OF THIS PERMIT,
REQUIRE THE APPLICANT TO MODIFY THE PERMIT APPLICATION. SUCH MODIFICATIONS MAY RESULT IN THIS
PERMIT BEING MADE NULL AND VOID. ISSUANCE OF THIS PERMIT DOES NOT EXEMPT THE APPLICANT FROM
COMPLIANCE WITH OTHER FEDERAL, STATE OR LOCAL PERMITTING REQUIRED FOR PROPERTY DEVELOPMENT.

SYSTEM DESIGN AND SPECIFICATIONS

T [0] Gallons SEPTIC TANK MULTI-CHAMBERED/IN SERIES: [Y]
A [0] Gallons MULTI-CHAMBERED/IN SERIES: [Y]
N [0] GALLONS GREASE INTERCEPTOR CAPACITY
K [0] GALLONS DOSING TANK CAPACITY [0] GALLONS @ [0] DOSES PER 24 HRS # PUMPS [0]
D [0] SQUARE FEET PRIMARY DRAINFIELD SYSTEM
R [0] SQUARE FEET SYSTEM
A TYPE SYSTEM: [N] STANDARD [N] FILLED [N] MOUND [N]
I CONFIGURATION: [N] TRENCH [N] BRD [N]
N
F LOCATION TO BENCHMARK:
I ELEVATION OF PROPOSED SYSTEM SITE [0.0] [FEET] [BELOW] BENCHMARK/REFERENCE POINT
E BOTTOM OF DRAINFIELD TO BE [0.0] [FEET] [] BENCHMARK/REFERENCE POINT
L
D FILL REQUIRED: [0.0] INCHES EXCAVATION REQUIRED: [0.0] INCHES

OTHER REMARKS:

Pump tank, crush or rupture bottom, fill with suitable soil, provide pump out receipt,
contact this department for inspection.

The licensed contractor installing the system is responsible for installing the minimum category of tank
in accordance with s. 64E-6.013(3)(f), FAC.

SPECIFICATIONS BY: Sirmans, William

TITLE:

APPROVED BY: Sirmans, William

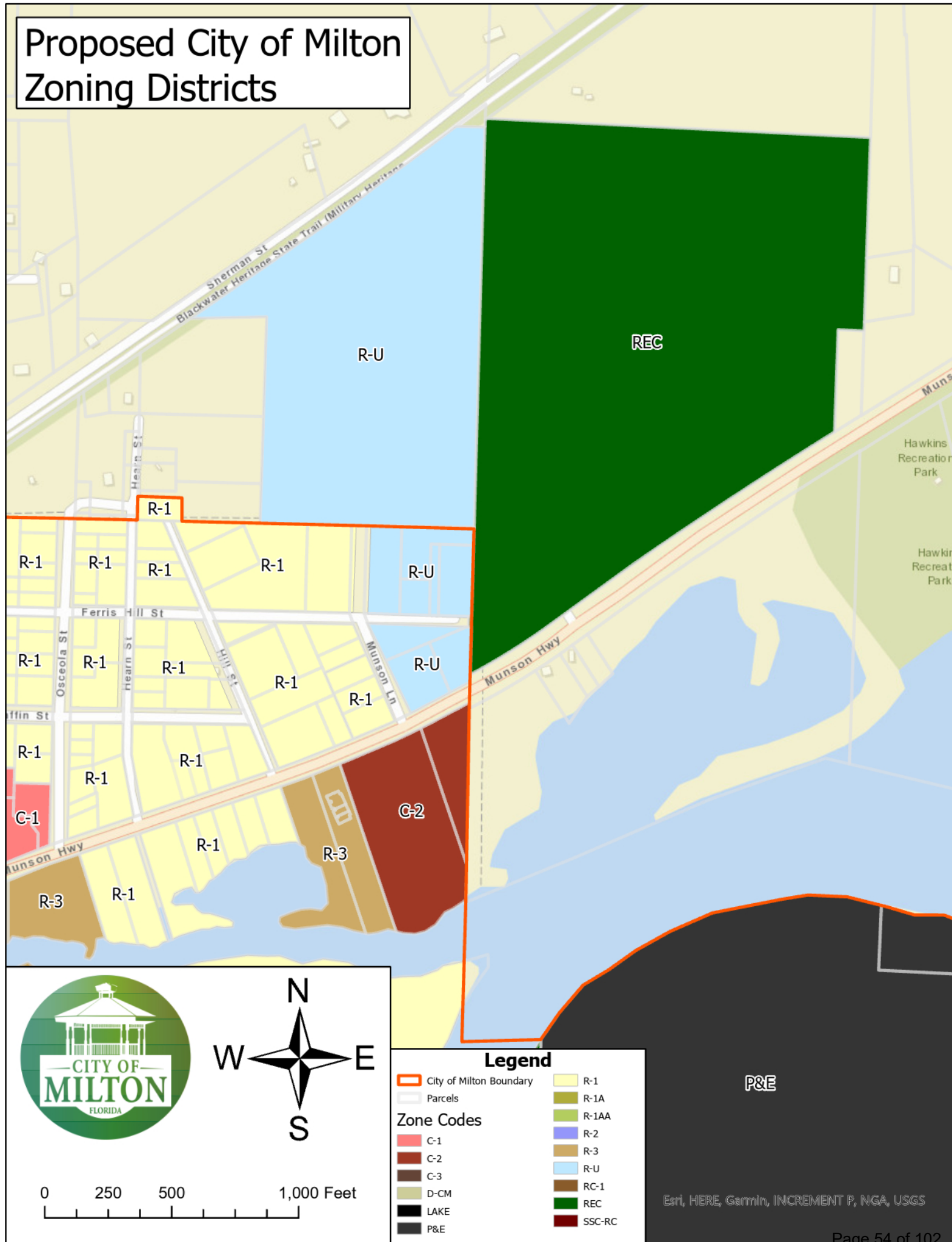
TITLE: Env. Manager

Santa Rosa CHD

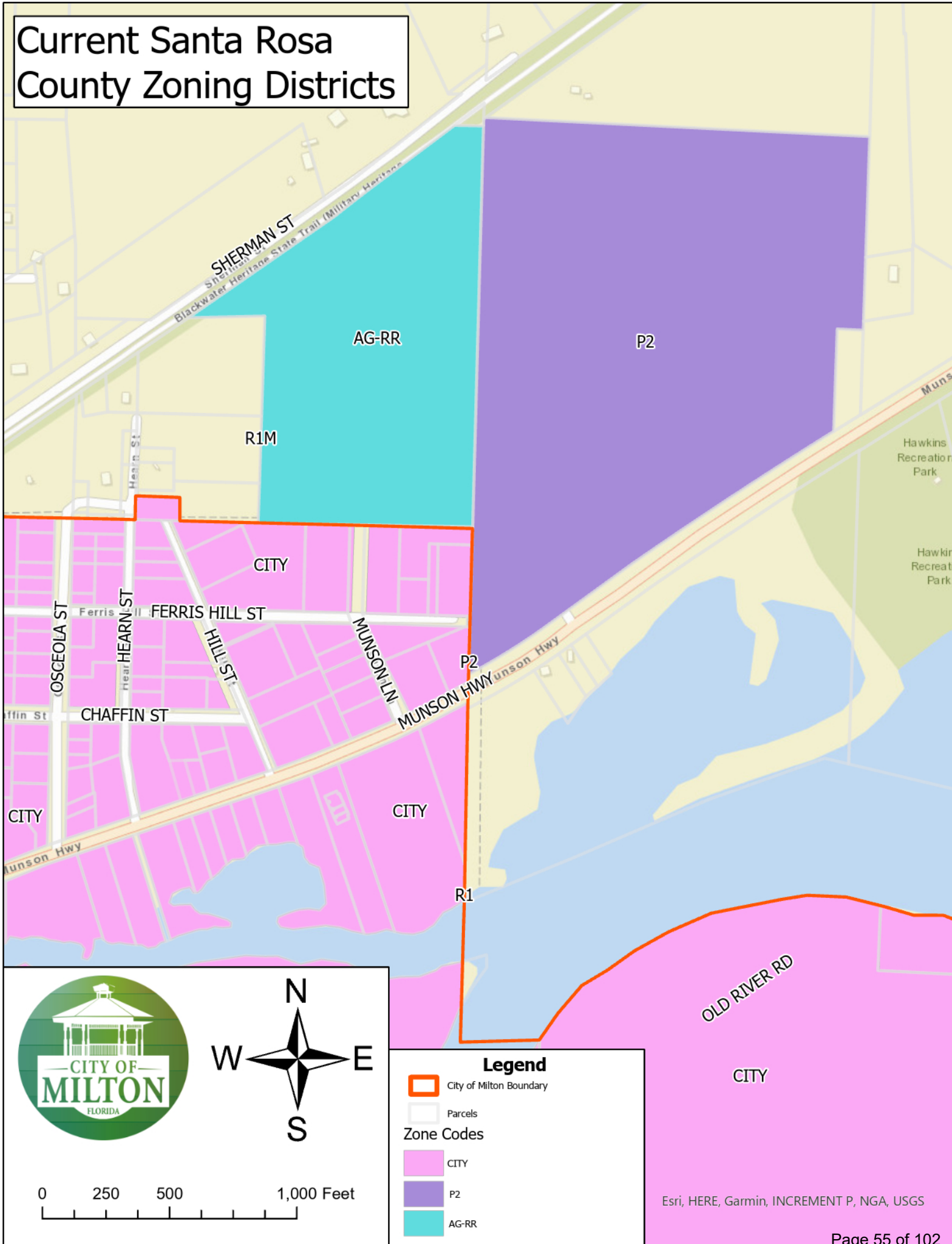
DATE ISSUED: 1/2/04

EXPIRATION DATE: 4/1/04

Proposed City of Milton Zoning Districts



Current Santa Rosa County Zoning Districts





Agenda Item # 2023-1614

RFP - Milton Downtown Waterfront Marina, Residential & Mixed-Use Development Opportunity

MEETING DATE

July 11, 2023

PREPARED BY

Ed Spears, Director of
Economic Development

BACKGROUND

On two previous occasions, (January, 2021 and May, 2022) the City issued a Request for Proposals (RFP) for the development of a marina, mixed-use and residential on property that the City owns along Broad Street. Due to the pandemic, inflation and economic downturn, a successful project was not achieved and Council chose to shelve the project until such time as conditions improved. Staff has worked diligently over the past year to cultivate interest in the properties. As the economic environment has changed, the City has been approached by multiple parties expressing an interest. Due to interest from multiple parties, and in consultation with the City attorney, staff is of the opinion that the fairest way to move forward is to re-issue the RFP and allow open competition by any party. The draft RFP is attached. The goals and objectives of the RFP remain unchanged from the previous two versions, which are:

- Return the parcels to maximum productive, tax-generating use, including new City Utility customers
- Serve as a catalyst for further downtown and riverfront revitalization
- Develop new development opportunities
- Develop a connected, walkable, mixed-use environment with enhanced amenities and destinations
- Create an inclusive project that is reflective of the Milton Community
- Complies with the spirit and goals of the Downtown CRA Plan and the Riverfront Master Plan

Release of the RFP does not obligate the City to take any action or award any project to any respondent.

At the Agenda Workshop, Council voted to approve the item and forward to the Executive Committee. Staff will make a presentation on the RFP at the Executive Committee meeting.

SUMMARY

N/A

RECOMMENDATION

Council authorize the release of the RFP to the public and approve the timeline for the solicitation.

ATTACHMENTS

1. RFP - City Downtown Waterfront Properties - Draft 6-22



City of Milton

P.O. Box 909, MILTON, FL 32572

Phone: (850) 983-5438

Fax: (850) 983-5415

Milton Downtown Waterfront Marina, Residential & Mixed-Use Development Opportunity

Executive Summary:

The City of Milton, FL (City) (pop. 10,690) is seeking proposals from experienced individuals or firms interested in developing a marina, residential, restaurant/entertainment, and mixed-use development project on seven (7) city-owned waterfront properties totaling 7.9 +/- acres along the Blackwater River. Qualified respondents must demonstrate the ability to design, finance, and construct projects in accordance with the terms, conditions, and specifications contained in this Request for Proposal (RFP).

Community Overview:

Milton is located in Santa Rosa County, an urban, suburban, and rural county in the far western portion of the Florida Panhandle. The City of Milton is among the oldest cities in Florida, incorporated in 1844 under the Florida Territorial Acts of 1844. This makes Milton older than Florida, which was granted statehood in 1845. Milton is the county seat for Santa Rosa County, which is a part of the two-county Pensacola Standard Metropolitan Statistical Area. The City of Milton and the nearby areas of Pace, Navarre, and Gulf Breeze can be considered suburbs of the City of Pensacola because they are located within easy driving distance of the Pensacola urbanized area, a population center containing over 520,000 persons. Milton is a vital, progressive city able to maintain the fine balance between small town charm and modern urban life. The area includes a variety of key industries, top-rated school systems, low cost of living, low taxes, and a wide variety of recreational activities. While there is growth, historic preservation remains important, as exhibited in the city's nationally registered Downtown Historic District.

Santa Rosa County contains three incorporated municipalities of which Milton is the largest. The City's population has grown 15.5% from 2010 to 2020, eclipsing 10,000 for the first time in history. Santa Rosa County (population 193,998) is one of the fastest growing counties in Northwest Florida and the nation. Growth in the county, over 24% from 2010-2020, has traditionally focused in the southern portion of the county. That expansion has now expanded to the central and northern portions of the County. Santa Rosa County has a total land area of approximately 1,174 square miles, possesses a multitude of natural resources, and has one of the lowest costs of living in the State of Florida. These factors combined, make Santa Rosa County one of the most desirable locations in the nation for a family to make a home and for industry to locate their activities. The beautiful Gulf Coast waters and beaches, the pure water rivers, and expansive bays make the area ideal for boating, camping, canoeing, fishing, and all other water sports. These attributes combined with Santa Rosa County's fine climate, which allows at least nine months a year for outside activities, are magnets that attract many families and new business to Santa Rosa County.

Running through the historic downtown, the Blackwater River, classified as one of the last "pristine" sand-bottom rivers in Florida, is the heart of the City. The river winds approximately 2.1 miles through the City limits. Including the City's public park on the east bank of the river, there are over 2.75 miles of riverbank within the City limits. The City serves as a launching site for outdoor adventures in all directions. In addition

to the river, to the north, the Blackwater State Forest and Park offers a natural oasis with camping, fishing, equestrian and other outdoor activities. To the east and west lay Blackwater and Escambia Bays, both leading to the Santa Rosa Sound and the sugar-white sands of Navarre and Pensacola Beach to the south. The EASI Quality of Life Index for Milton is 136 (US Average 100). The EASI Best Weather Index is 184 (US Average 100). Milton ranked the 36th safest city in Florida (2020 National Council for Home Safety & Security).

Vital to the future of the City of Milton is Naval Air Station Whiting Field, located approximately 5 miles to the north of the City. NAS Whiting Field produces approximately 1,200 new Navy, Marine, Air Force and Coast Guard Aviators annually. Approximately 11% of all United States Department of Defense (all branches) flight hours annually are flown at NAS Whiting Field. This makes NAS Whiting Field the busiest airfield in the United States. This cadre of flight students represents a large target population for this project and the City of Milton. They represent a young, educated, employed, high-income demographic all communities desire. Attraction of this specific cadre of individuals to live, work and play at this project site, should be given specific consideration.

Market analysis provided by NEXTSite, shows the highest market demands are General Merchandise (\$110M), Grocery (\$99M), Full and Limited-Service Restaurants (\$89M), and Health Care (\$57M). The 3 mile-radius population is 27,063 with an average household income of \$63,374. The regional trade area has a population of 56,427, with 20,642 households. The average age is 40.22 with a median income of \$58,126 and average income of \$67,373.

Recently, the City completed the Carpenters Park Splash Pad, located 2 blocks north of the marina property identified in this RFP. Jernigan's Landing Festival and Event Area, located 0.5 miles south of the project sites, was completed in 2019, providing a community gathering space for festivals, concerts, and other events. A new disc golf and BMX track have recently been completed. Currently, the City is about to embark on a new Wastewater Treatment Plant, doubling the current system capacity. A new \$8M Publix Shopping Center and outparcel medical facility development been completed and leased out. A new county courthouse has opened on Avalon Boulevard, which will open additional redevelopment opportunities downtown. Over the next 2-3 years, an additional 200 new housing units, that are in various stages of the approval process, will be built. Further out, a new amphitheater is being planned. The City of Milton is poised for a renaissance. The project(s) envisioned in this RFP are seen as a catalyst to spur the growth envisioned and seize upon the momentum started by the recent projects.

The Project:

The City has been assembling riverfront property for redevelopment on the west bank of the Blackwater River. The objective of this RFP is to revitalize the former marina, provide for residential development and stimulate investment in underutilized land to create a mixed-use destination. The city-owned property available for development is approximately 7.9 +/- acres along Broad Street, at the northern edge of the City Limits. It is anticipated, based on market demand, that the preferred mixed-use project on the lands available in this RFP will consist of residential (1-, 2-, 3-bedroom upper floor apartments) with potential for restaurant/entertainment, marina, retail and commercial uses and associated parking on the ground floor. All proposals should enhance the quality of life for Milton area residents and visitors. A successful project will add vibrancy and enhance the public access to the waterfront. Proposed projects should be respectful and compatible with the surrounding area, but clearly signal a new direction for the Milton Waterfront. Development proposals may address any parcel or combination of parcels identified in this RFP.

The City intends to establish a 50 ft. easement along the water's edge to create a public park strip. This aspect should be anticipated and detailed in the proposal. If additional parcels are acquired and dedicated to the project, additional easements to allow expanded public access to the waterfront is highly encouraged and desired.

Due to grant restrictions, the “North Marina” parcels must include a public marina use, but additional uses may be allowed. The grant restrictions can be removed if the full amount of the grant (\$375,000) is reimbursed to the Santa Rosa County Tourist Development Council. The “South Marina” parcel may be utilized for any allowable use in conformance with the property’s zoning or rezoning.

Standard municipal utilities are in place and easily accessible to the subject properties. This includes City water, sewer, and natural gas. Stormwater considerations are regulated by Santa Rosa County and should be discussed in the proposal. As these parcels are directly adjacent to a protected natural body of water, environmental considerations should be detailed in the proposal. Conservation of trees located on the properties should be detailed.

As waterfront properties, significant consideration should be given by each respondent to the FEMA Flood Plain regulations to build on these parcels. The flood maps for this area were updated in 2021.

The winning proposal will be consistent with the City’s vision for this area as articulated in the CRA and Riverfront Master Plans. Creative alternatives are welcome. Proposals that pair the City parcels with other, privately owned parcels to create a more expansive, dynamic project are encouraged and preferred.

Goals for the property:

- Return the parcels to maximum productive, tax generating use, including new City Utility customers
- Serve as a catalyst for further downtown and riverfront revitalization
- Develop new development opportunities
- Develop a connected, walkable, mixed-use environment with enhanced amenities and destinations
- Create an inclusive project that is reflective of the Milton Community
- Complies with the spirit and goals of the Downtown CRA Plan and the Riverfront Master Plan

Property (see attached maps for visual reference):

The Marina property currently supports the City’s marina operation with 17 wet slips and a boat ramp. Due to grant restrictions, the North Marina Parcels must include marina services. A previous marina building has been demolished and the property is vacant. The City of Milton employed Peter J. Smith and Company Inc. to design the Riverfront Master Plan dated August 2013. Expansion of the marina operations were a part of that plan. To that end, the City has borne the costs of engineering and permitting of the Marina projects’ movement forward thus far. The City holds the submerged land lease and other permits beneficial to the property and project. Currently there are seventeen (17) wet slips on the property and an additional ten (10) have been permitted.

The Broad Street Property was acquired by the City in 2020 and derelict buildings have been demolished. The property is currently vacant. The Monroe Street parcel is also vacant.

The properties identified in this RFP and the surrounding properties are located within the City of Milton Brownfield Area. Prospective respondents should research the state of Florida incentives available to them under this status.

The North Marina Properties (eastern terminus of Quinn Street, north of Quinn Street) consists of three (3) parcels:

- Parcel #1: 1.47 +/- acres <https://srcpa.gov/Map?parcel=03-1N-28-2530-00700-017A> Zoned R-3
- Parcel #2: 0.26 +/- acres <https://srcpa.gov/Map?parcel=03-1N-28-2530-00700-017B> Zoned R-3
- Parcel #3: 0.3 +/- acres <https://srcpa.gov/Map?parcel=03-1N-28-2530-00700-0177> Zoned C-3

The South Marina Property (eastern terminus of Quinn Street, south of Quinn Street) consists of one (1) parcel:

Parcel #4: 2.0 +/- acres <https://srcpa.gov/Map?parcel=03-1N-28-2530-00700-017C> Zoned C-3

Broad Street Properties (5340-5360 Broad Street) consists of two (2) parcels:

Parcel #5: 1.22 +/- acres <https://srcpa.gov/Map?parcel=03-1N-28-2530-00700-0130> Zoned R-3

Parcel #6: 2.24 +/- acres <https://srcpa.gov/Map?parcel=03-1N-28-2530-00700-0010> Zoned R-3

Monroe Street Property (eastern terminus of Monroe Street) consists of one (1) parcel:

Parcel #7: 0.41 +/- acres <https://srcpa.gov/Map?parcel=03-1N-28-2530-01000-0080> Zoned RC-1

Zoning:

The information below is the baseline information for each zoning district. The full information on zoning can be found at this link:

https://library.municode.com/fl/milton/codes/code_of_ordinances?nodeId=PTIICOOR_PTIIIUNDECO_ART6ZODIRE

It should be noted that the City will consider requests for rezoning necessary to achieve the goals stated in this RFP.

R-3 Multi-Family Residential Zoning District: The R-3 Multi-Family Residential Zoning District is intended to provide for an environment of various dwelling types permitted at higher development densities, including single-family detached and attached, two-family, townhouse, condominium, and low to mid-rise multi-family dwellings. Neighborhood-commercial, live-work units, and light intensity commercial uses and services are encouraged. Furthermore, the District is intended to provide areas where a variety of housing types will exist with and among neighborhood commercial and institutional uses while at the same time creating a dominant architectural character and emphasizing pedestrian oriented activities and ease of access.

	R-3
Minimum Lot Area	SF: 6,000 sf 2F: 10,000 sf TH, CD: 3,000 sf of total project area/du MF (3—4 du): 10,000 sf MF (>4du): 10,000 sf + 1,500/du; Maximum Density = 15 Units/Acre
Minimum Lot Width	SF: 60' 2F: 80' TH: 16' CD: — MF: 100'
Minimum Living Space	SF, 2F, TH, CD: 900 sf; (TH: 2—10 units required/bldg.) MF: 750 sf

Maximum Building Height	SF, 2F, TH, CD: 36' MF:36'*
Maximum Impervious Surface Area	SF: 40% 2F: 45% MF: 50%
Minimum Front Setback	Sightline, Minimum 20' if none exist; SF & 2F: 20' TH and CD: 25' with front yard off St. parking, 15' w/out; MF: 15'
Minimum Side Setback	TH: 16' between adjacent bldgs. CD: 12' between adjacent bldgs. SF, 2F, & MF: 10'
Minimum Rear Setback	SF, 2F: 15' TH, CD, & MF: 20'
Minimum Open Space	Refer to Subsection 12.4.

C-3 High Intensity Commercial Zoning District: The purpose of the C-3 High Intensity Commercial Zoning District is to accommodate regional commercial centers, wholesale distribution, storage, and light manufacturing. The C-3 District provides for large-scale development that may generate a sizeable amount of traffic and typically requires significant off-street parking. High density multi-family development is allowed and shall adhere to the standards required in the R-3 Zoning District.

	C-3
Minimum Lot Area	20,000 sf
Minimum Lot Width	100' along Arterials
Minimum Building Height	18'
Maximum Building Height	48'
Maximum Impervious Surface	70%
Minimum Front Setback	Maximum 60 feet; Refer to Parking, Landscaping and Access Management Standards*
Minimum Interior Side Setback	10', if adjacent to residential use, increase to 20'

Minimum Rear Setback	Refer to Parking, Landscaping and Access Management Standards
Open Space	Refer to Table 12.4.2

R-C1 Residential Commercial District: The RC-1 Residential Commercial District is intended to be a mixed-use district that will promulgate redevelopment of the downtown, historic, and riverfront areas of the City. The district provides for a more intensely developed midtown and downtown area with a planned mixture of residential, commercial, and office uses. Various ancillary uses and amenity features appropriate for midtown and downtown areas are encouraged. Traditional Neighborhood development with an interconnected network of circulation systems that facilitate walking, bicycling, and driving.

Standards for Residential Uses

Standards for Non-Residential Uses

	R-C1		R-C1
Minimum Lot Area	SF: 6,000 sf 2F: 10,000 sf TH, CD: 3,000 sf of total project area/du MF (3—4 du): 10,000 sf MF (>4du): 10,000 sf + 1,500/du*	Minimum Lot Area	None
Minimum Lot Width	SF: 60' 2F: 80' TH: 16' CD: — MF: 100'	Minimum Lot Width	None
Minimum Living Space	SF, 2F, TH, CD, MF: 1,200 sf; CD, MF: Max units/acre: 6	Minimum Living Space	900 sf
Maximum Building Height	SF, 2F, TH, CD: 36' MF: 48'**	Maximum Building Height	36'
Maximum Impervious Surface Area	SF: 50% 2F: 55% MF: 60%	Maximum Impervious Surface Area	75%
Minimum Front Setback	Sightline, Minimum 25' if none exist; SF & 2F: 25' TH & CD: 25' with front yard off St. parking, 15' w/out; MF: 15'	Minimum Front Setback	10'

Minimum Side Setback	TH: 16' between adjacent bldgs. CD: 12' between adjacent bldgs. SF, 2F: 10' MF: 10'	Minimum Side Setback	10'; if adjacent to a residential use - 15'
Minimum Rear Setback	SF, 2F: 15' TH, CD, & MF: 20'	Minimum Rear Setback	10'; if adjacent to a residential use - 15'
Minimum Open Space	Refer to Table 12.4.2	Minimum Open Space	Refer to Table 12.4.2

Flood Map Location

These sites are currently located within FEMA Special Flood Hazard Areas, including Zone AE (100-year flood), Zone X (500-year flood), and the Regulatory Floodway. Exact locations of each flood area should be noted when preparing the submission and can be found at this link:

<https://msc.fema.gov/portal/home>

RFP Submission Requirements:

All submissions must include detailed and comprehensive proposals. All submissions become public record upon submission. The City reserves the right to request additional information, or disqualify any proposal that does not adhere to the requirements outlined in this RFP. Submission of a proposal indicates acceptance of the terms and conditions of the RFP unless specifically noted in the submission. Proposals shall be submitted and organized by the sections indicated below, and any proposal should include responses to each section, regardless of the proposed use, location, or structure. The City reserves the right to waive any irregularity, partial or split the award or reject all proposals at the City's sole discretion. The Milton City Council has expressed a preference for a single entity for all aspects of the project. However, this does not prohibit the selection of multiple respondents for the various aspects of the projects should the Council, at its sole discretion, so choose.

1. Table of Contents:

The table of contents should outline the major areas of the submission in sequential order, including attachments. Each page should be numbered consecutively and should correspond to the Table of Contents.

2. Executive Summary:

Proposals should include an Executive Summary that identifies the business entity, its background, main office(s), and the office location that will service this project. The Executive Summary should identify the key individual(s) who will be directly involved with the work and their locations. The executive summary should also address the key financial elements of the proposal and development overview.

3. Development Team and History:

The Respondent should include an overview of the development team, operations team, firm principals, and supporting or strategic partners. Team members should include, but are not limited to, architects, engineers,

general contractors, subcontractors, and/or management professionals who will oversee the operations of the development. This overview should also include relationships with parent companies, affiliate organizations, or other key service providers. Submissions should also include detailed information about the firm, the firm's history, and any key personnel critical to the team. Resumes should be provided for all project team members and identify their specific role on the team. The resumes should provide sufficient detail so the City can understand the team members' roles.

4. Project Concept

A successful proposal will include a concise narrative description of your understanding of the City's needs, the goals of this development, and how your proposed project(s) meet(s) those needs and goals.

Explain your firm's overall approach to accomplishing the project, such as:

- General description of the vision and proposed Project concept for the properties to incorporate the CRA and Riverfront Redevelopment Plans.
- A description of the various concepts and uses of the proposed project, including any community, civic, or other public uses or benefits provided by your project.
- A clear and distinct statement of understanding regarding the mandatory marina aspect on the North Marina Properties.
- A description of any additional property that the Proposer will be utilizing or acquiring for this project, and the status of such arrangements (partnership with owners, acquisition by Proposer, etc.)
- A discussion of the required 50 ft. easement and any additional property set-aside to provide public access to the waterfront.
- Outline any economic or financial incentives, including any requested donation of any or all of the parcels, which the Respondent expects to apply for or request, and the extent to which the proposal is contingent upon such incentives.
- Any proposed rezoning necessary to achieve the stated goals in this RFP.
- Proposed schedule of development from planning and design through final Certificate of Occupancy, including any phasing, if necessary.
- Economic impact of the proposed development (including job creation, local spending, and city tax revenues, new utility customers).
- Environmental impact of the proposed development.
- Community engagement and community relations plan, including any commitment to hiring local contractors or sub-contractors, labor and utilizing local companies for design, engineering, materials, and supplies. "Local", for the purposes of this RFP is defined specifically as within the corporate limits of the City of Milton and generally, as Santa Rosa County.

5. Physical Details:

- Provide a description of all intended uses and proposed facilities, including a marina. Include applicable drawings that demonstrate plans to develop the site, depending upon the Respondent's intention.
- Total estimated square footage allocated by use broken down by types of uses.
- Included resiliency, "green," LEED, and/or sustainable development features.
- Provide conceptual design plans and a site plan.
- Proposed management and operations post-completion
- All proposals should include a parking plan to manage the parking requirements for the activities or uses proposed.

6. Financial Feasibility and Cash Flow Analysis:

Proposals should include a financial feasibility analysis of the project. Feasibility models should be presented in a clear manner that explains the proposed phasing, cash flows of project revenues, and any other financial returns expected over a ten-year period. Please also include this information in digital format such as an excel spreadsheet, including formulas, along with an assumptions page.

7. Financial Returns to the City:

Proposals shall include an analysis of the return to the City in terms of purchase price or minimum guaranteed base ground rent plus percentage(s) of gross revenues (if any) and any other proposed revenue payments. The proposal should estimate the new taxes generated by the proposed development, in all forms, as well as the estimated number of new City utility customers (water, sewer, and natural gas).

Please include pricing per square foot of each proposed use type, including restaurant, marina, office space, retail space, residential space, and any other proposed uses.

Proposals may request either a fee simple sale of the property and/or long-term ground lease. Alternate proposals, if proposed, must include their own financial feasibility analysis.

Proposed Deal Structure and timeline – provide detail of each pre-development stage of the project from site control through purchase/lease start date. How much time required for each stage, estimated expenses for each stage, and level of financial commitment at each stage (i.e., hard earnest money) prior to closing.

8. Past Performance:

- Qualified proposals will include an overview, with as much detail as necessary, of your team's experience in similar projects. This performance history should include:
- Demonstrated, successful track record of developing and owning/operating mixed use, multi-phase projects of comparable size in terms of square footage and number of units, including development budgets for each example.
- Total number of comparable projects within the past ten years, detailing the type/nature of the project. Include principal client contact and financial structure. Developments within the Gulf Coast region are preferable.
- Provide an overview of the team's financial strength which will support the completion of the project. Include financial structures typically used by the team, including partners, financiers, and/or investors with whom you typically partner on these developments.
- Provide financial statements for your firm.
- Describe any litigation, administrative, or regulatory proceedings pending and/or within the past five years where the firm, any partner firm within the proposing team, or any principal on the team was a named party.

- Three reference letters for comparable size mixed- use development projects, from government entities if on public property, or lenders and/or major equity investors. Provide contact information for all references.

9. Benchmark Requirements:

- Time is of the essence. Each submission must submit a statement that they understand and will adhere to the required development benchmarks:
 1. If selected, the respondent(s) will have a maximum of 60 calendar days from the date of selection to complete an Initial Term Sheet for presentation to City Council for approval. Failure to complete the term sheet within 60 days will terminate the opportunity and the City may begin negotiations with the second ranked party under these same requirements. The Initial Term Sheet period may be extended by 30 calendar days one (1) time only by City Council at their sole discretion.
 2. The selected respondent(s) will have a maximum of 180 calendar days from the date of selection to complete the evolution of the term sheet into a Development Agreement or PUD for presentation to City Council for approval. Failure to complete the Development Agreement or PUD within 180 days will terminate the opportunity and the City may begin negotiations with the second ranked party under these same requirements. The Development Agreement or PUD period may be extended by 90 calendar days one (1) time only by City Council at their sole discretion.
 3. The selected respondent(s) will have a maximum of 365 calendar days plus any approved extensions (maximum 500 calendar days) from the date of selection to commence construction of the proposed development. Failure to commence construction within 365 calendar days plus any approved extensions will terminate the opportunity and result in a financial penalty of \$100,000 to the selected respondent. The City may begin negotiations with the second ranked party under these same requirements.

10. Performance Bond:

A Performance Bond of \$25,000 with a corporate surety approved by the City will be required for the faithful performance of this opportunity by the selected respondent(s). Attorneys-in-fact who sign the Performance Bond must file a current certified copy of their power of attorney. The Performance Bond shall be provided within ten (10) calendar days from the date of selection by the City Council. The selected respondent shall thereupon record the Performance Bond at the Santa Rosa County Courthouse and return the recorded originals to the City within seven (7) calendar days. If the selected respondent fails to obtain or record the required Performance Bond within the allotted time, the City may consider the respondent in default and immediately terminate negotiations and begin negotiations with the second ranked firm.

Do not date the Performance Bond. The City will date it.

The Bond shall be called upon the failure to meet the timelines as specified in Section 9.3 above. Should the terms of Section 9.3 above be met, the Bond shall be terminated.

Number of Copies to Submit:

Proposers should submit Fifteen (15) copies of the proposal. In addition to the hard copy (printed paper) version of Proposal, Proposer should provide an electronic version of the proposal on a USB drive in noneditable, PDF format.

The outside of the envelopes shall plainly identify: (1) the name of the RFP, (2) the RFP closing date and time, and (3) the name and address of the proposer. Proposals received after the designated time and date will not be opened. The City may reject any proposal not in compliance with all prescribed solicitation procedures and requirements and other applicable law and may reject any or all proposals in whole or in part when the cancellation or rejection is in the best interest of the City, and at no cost to the City

Equal Opportunity:

The City of Milton encourages and supports the utilization of disadvantaged, minority, and locally owned businesses and asks that the Proposing Teams make every reasonable effort to ensure that such businesses have the maximum opportunity to participate in the redevelopment process. “Local”, for the purposes of this RFP is defined specifically as within the corporate limits of the City of Milton and generally, as Santa Rosa County

Proposing Teams shall comply with all Federal, State and local laws concerning non-discrimination and shall not permit any person or business to be excluded from participation in, denied the benefits of, or to be otherwise discriminated against in connection with the award and performance of any contract because of sex, race, religion, or national origin.

RFP Evaluation Criteria

The City of Milton seeks qualified, experienced partners to develop the sites, and anticipates and encourages a team approach to achieve the City’s development vision. The RFP process is intended to allow all interested and qualified development teams to participate and respond. Qualification packages should include and will be evaluated on the following items and requirements:

Experience and Qualifications – 25 points
• Experience developing mixed-use projects of comparable size in a downtown, waterfront setting • Financial strength of the development team • Active litigation, judgment liens and outstanding payments (negative points)
Financial Proposal – 15 points
• Defined source and percentage of debt and equity • Financial feasibility and cash flow analysis
Economic Benefit – 15 points
• Acquisition price • Financial return to the City (ROI), economic impact (e.g. job creation, tax revenues, utility customers) • Additional development on adjacent parcels

Project Development and Design – 30 points

- Project’s ability to serve as a catalyst for vibrant development
- Design (Mixed-use, residential density, Plan guidance, parking)
- Development timeline (e.g. construction commencement and delivery timing)
- Activation of the waterfront, connection to the water, including civic and community benefits.
- Quality of Design, Construction, Resiliency & Environmental Impact

Oral Presentations and Questions – 10 points

Local Utilization Commitment – 5 points

Proposal Documents:

This document and subsequent addendums, if any, can be downloaded from the City of Milton’s website, <https://www.miltonfl.org/Bids.aspx>. The proposal documents may also be obtained through Florida Purchasing Group (BID NET); 1-800-835-4603: <https://www.bidnetdirect.com/florida/city-of-milton>; Vendor Registry Bids & Solicitations; 1-844-802-9202: <https://vrapp.vendorregistry.com> or through the link above.

Questions:

Proposer inquiries must be submitted in writing via email (preferred), or delivered to the individual and address specified on or before the time specified in the RFP Schedule. Inquiries must clearly identify the Proposer who is submitting the inquiry. To the extent the City determines, in its sole discretion, to respond to an inquiry, such response will be made in writing by addendum and posted to City of Milton website at <https://www.miltonfl.org/Bids.aspx>. Questions submitted after the Last Day and time for Questions as specified in the RFP Schedule will not be answered.

RFP Timeline:

The following dates represent a tentative schedule of events. The City reserves the right to modify these dates at any time, with appropriate notice to prospective Proposers.

RFP Released	Wednesday, July 12, 2023
Written Questions Due	Friday, July 28, 2023
Answers to Questions Distributed	Friday, August 4, 2023
Proposals Due	Friday, August 25, 2023, 2 p.m. CST
Presentation to City Executive Committee	Tuesday, September 5, 2023
Selection and Approval by City Council	Tuesday, September 12, 2023
Negotiations	60 Days Maximum
Initial Term Sheet to City Council	November 2023

RFP Point of Contact:

The following person has been designated the Point of Contact for this RFP:

Edward E. Spears, Economic Development Director
City of Milton
6738 Dixon Street
Milton, Florida 32570

Telephone: (850) 983-5400 ext. 1233
Email: espears@miltonfl.org

Respondents to this RFP, or persons acting on their behalf, may not contact City Council, any employee, officer or elected official of the City of Milton concerning any aspect of this RFP, except in writing to the authorized City Point of Contact identified above, between the release of the RFP and the recommendation to Council. Violation of this provision may be grounds for rejecting a response.

See below map for the 7 parcels as labeled.



Marina Parcels

Broad Street Parcels

Monroe Street Property



Agenda Item # 2023-1615

Fire Assessment Resolution #1572-23

MEETING DATE

July 11, 2023

PREPARED BY

Heidi Sroka, Budget
Coordinator

BACKGROUND

See Resolution

SUMMARY

The fire assessment is based upon a formula that includes costs from prior years for the Fire Department. This formula was determined by the original resolution. The current resolution assessment is \$177,556.50 with 33.17 per parcel and .034 per thousand dollars of improvements. Last year's fire assessment was \$177,318.75 with 32.82 per parcel and .038 per thousand dollars of improvements.

RECOMMENDATION

Recommend approval. Deadline is July for submittal to Santa Rosa County.

ATTACHMENTS

1. 1572-23 ANNUAL Fire Fee Resolution

RESOLUTION NO: 1572-23

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

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

ARTICLE I. INTRODUCTION

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

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

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

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

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

collectively created by individual Tax Parcels whether a fire event occurs or not. Fundamentally, the presence of each Tax Parcel within the City creates a comparable and similar requirement to stand ready to serve and continually maintain a preparedness to provide fire protection and associated services and facilities for all Tax Parcels.

- (G) The City's core preparedness costs are generally those necessary to maintain the readiness of fire personnel to respond in the event of random emergency calls and to assure an effective network of coverage for basic insurance ratings. Such preparedness is continual and predominantly lies in wait for the emergency of a fire incident.
- (H) The Council has carefully considered the information prepared by City Staff describing a special assessment apportionment methodology designed to fund all or some portion of the City's annual budget expenditures corresponding to fixed and variable costs incurred in maintaining common or similar continual readiness to provide fire protection to all parcels and the actual provision of service to all parcels.
- (I) Preparedness costs of lying-in wait are largely recurring, almost fixed over the course of a budgetary period, because they are typically associated with wages, salaries, administration, and overhead which support the constant availability of services and facilities. Such core costs must be absorbed even when firefighting capabilities remain exclusively in standby mode.
- (J) Fixed costs can generally be described as those costs incurred in providing services, facilities and programs required for readiness to provide fire protection which do not necessarily vary from parcel to parcel based upon property classification, parcel- specific physical characteristics (improvements) or actual demand in the event of deployment. Variable costs are those dependent upon or which more closely bear a direct relationship to property classification and/or parcel-specific physical characteristics such as replacement value of improvements, and therefore are more likely to vary from parcel to parcel.
- (K) The constant potential for the outbreak of a fire represents the predominant requirement for service. When and where a fire incident occurs is essentially an unknown and a difficult variable to accurately predict. The scale of this potential defines the basic underlying cost of being prepared to limit fire loss and to protect property values. From a policy and public purpose standpoint, preparedness is the predominant activity of the City's fire services and facilities. The city, in this state of readiness, must consider the committable personnel, necessary equipment and facilities, and the time likely required to extinguish a fire (planning or preparing for the potential incident or event) prior to the emergency allocation of direct resources enabling a fire to be extinguished as quickly as possible (deploying to or intervening in the incident or event itself). The amount of resources for fire protection service, facilities and programs made available in such a continual preparedness exercise each year is a public administration and policy decision which necessarily focuses in the aggregate on all property within the City.

- (L) In developing a recurring revenue source to fund a portion of the core fixed cost component of the City's annual budget associated with a continued readiness to provide fire protection services, facilities, and programs, it is not necessary to solely focus on the size, value or physical characteristics of individual Tax Parcels for fire protection. Instead, in this context, each individual Tax Parcel contributes similarly to the required state of readiness, and similarly and substantially shares the same benefits from such cost components; and therefore, it is fair and reasonable to ask the owner of each Tax Parcel to contribute equally toward funding all or a portion of the costs associated with such continual readiness to provide fire protection services and facilities.
- (M) The findings contained herein are premised upon information, input, analysis and review from City staff, officials, and public comment, as well as careful consideration by the City Council. A combination of the foregoing yields a reasoned apportionment methodology premised upon two distinct tiers or classes of apportionment allocation: Tier 1- a sharing of benefits, burdens and costs for fire protection services and facilities on a per Tax Parcel allocation premised upon maintaining a continual state of preparedness and readiness to serve whether or not a request for actual assistance is ever received; and, Tier 2 - a sharing of benefits, burdens and costs for fire protection services and facilities based upon the replacement value of improvements for each Tax Parcel in the City as compared to the value of improvements for all Tax Parcels in the City. Although either of these two tiers might be used singularly to address a significant portion of the budget for special assessment apportionment purposes, together they provide a simplified and powerful equity tool for the city to fairly and reasonably share assessable benefits, burdens, and costs among all assessable Tax Parcels in the City.
- (N) Allocating a portion of the costs attributable to the City's continual readiness to provide fire protection services and facilities on a Tax Parcel basis reasonably avoids cost inefficiencies and unnecessary administration, and is a fair, efficient and reasonable mechanism to allocate such costs among all Tax Parcels.
- (1) The use of data derived from the Tax Roll (both in form and content), which is a publicly and uniformly maintained database of all Tax Parcels employed by the Property Appraiser and Tax Collector, is an accurate, fair, and efficient means to allocate or distribute Fire Service Assessed Costs associated with standing ready to provide fire protection and associated services and facilities and the provision of said services.
- (P) It is fair, reasonable, effective, and efficient for all Tax Parcels, including statutorily defined parcels such as individual condominium or cooperative units with extraordinary alienability, to share equally in the core fixed costs represented by the special assessments to be imposed hereby, particularly since such costs are not necessarily dependent upon or determined by physical characteristics or demand in the event of deployment.
- (Q) It is also fair and reasonable that some portion of fixed costs and variable costs be shared and distributed among Tax Parcels, including statutorily defined parcels such as individual condominium or cooperative units with extraordinary alienability, using the apportionment methods which are weighted more heavily on the Fire

Assessment Roll (using data from the Tax Roll) toward physical characteristics, such as those represented by the replacement value of improvements.

- (R) City Staff has reviewed current and prior year budget information related to the provision of fire protection services and facilities and conducted a reasoned analysis of advanced life support services ("ALS"), to avoid any question that the Fire Service Assessed Cost improperly includes emergency medical services other than first response medical services routinely delivered by fire fighters. This is a well-considered means to isolate such advanced life support medical services from fire service-related responses and avoid debate as to case law validity of the resulting Fire Services Assessment.
- (S) City Staff has reviewed current and prior budget information related to the provision of fire protection services and facilities and conducted a reasoned analysis of preparedness and provision cost budget components, resulting in the determination that all Tax Parcels benefit in a substantially uniform manner from services, facilities and programs characterized as fixed and otherwise necessary to provide a continual readiness to provide fire protection. City Staff has determined that a portion of the fire department budget could be reasonably allocated per Tax Parcel to preparedness cost expenditures incurred in maintaining readiness to provide fire protection and associated services and facilities (Tier 1); and a portion of the fire department budget could be reasonably allocated to both fixed and variable cost expenditures of the actual provision of services based upon the replacement value of improvements associated with each Tax Parcel (Tier 2).
- (T) It is fair and reasonable to fund all or a portion of the Fire Services Assessed Cost on the basis of the replacement value of improvements associated with each Tax Parcel compared to the total replacement value of all improvements in the City in order to recognize the proportional benefit accruing to properties which face greater financial loss in the event of fire incident.
- (U) It is fair and reasonable to multiply the established budget for fire protection services, facilities and programs by an identified proportion of the costs associated with the continual readiness to provide fire protection, in order to determine a proportional amount of the estimated budget allocable to such costs; and, then divide such amount by the total number of Tax Parcels within the City in order to determine the proposed annual rate of assessment per Tax Parcel in an attempt to uniformly and proportionally fund such preparedness costs.
- (V) The City is not required to fully fund any given essential service or improvement cost through a special assessment. So long as the application of funds is for a public purpose and funds are legally available, the City may alternatively determine to fund all or some discrete portion of an essential service or improvement, such as fire protection services, facilities, and programs, with the general fund or other legally available revenues. The determination as to whether to contribute other legally available revenues, and how much to contribute, lies solely in the discretion of the City Council.

- (W) There is no requirement that the City impose an assessment for the maximum amount of the budget which can be funded by special assessments. Stated in the alternative, the City Council may annually determine as a tax equity tool to impose special assessments at a rate less than necessary to fund all or any specific portion of the costs which might otherwise be funded by special assessments associated with fire protection services and facilities. Costs incurred in providing fire protection services, facilities and programs not otherwise funded through Fire Services Assessments may be paid with general fund or other legally available revenues. Such legally available revenues as a matter of policy may be applied exclusively to any tier or class of budget allocation or expense otherwise funded by a special assessment, in part to one tier or class of any budget allocation or expense, or in any combination thereof, and maintain the validity of each apportionment approach used for the remaining portion of the budget attributed to the Fire Service Assessed Cost. The flexibility is implemented through a policy and legislative determination employed through careful adherence to case law, statutory law, and the State Constitution, as well as the exercise of annual budget responsibility, discretion and equity vested in the City Council. However, in no event shall any annual rate of special assessment exceed that previously noticed to the affected landowners without further notice and public hearing pursuant to the Fire Assessment Ordinance.
- (X) The City Council is cognizant that any system, metric or analytical view of appraising benefits or assessing costs will be open to some criticism or suggestion of alternative methods or approaches and has labored to educate itself as to the facts, analysis, law and policy latitudes available to it in determining the Fire Services Assessed Cost and the rate of the Fire Services Assessment and approving the Fire Services Assessment Roll.
- (Y) The apportionment among Tax Parcels of a portion of the City's annual budget for fire protection services, facilities and programs represented by the assessment rates and Fire Services Assessments hereby adopted, are reasonably characterized as necessary for providing the continual readiness to provide fire protection, notwithstanding whether fire incidents or fire calls materialize or not; and, is hereby determined to be a fair and reasonable means to annually allocate and share such benefits, burdens and costs.
- (Z) The benefits derived, or burdens relieved from the continual readiness to provide fire protection services, facilities and programs as to each Tax Parcel subjected to the Fire Services Assessments equal or exceed the amount of the special assessments levied and imposed hereunder. The Assessment for any Tax Parcel within the City in employing such an approach also does not exceed the proportional benefits that such Tax Parcel will receive compared to any other Tax Parcel so assessed within the city.
- (AA) The City Council hereby finds and determines that the Fire Services Assessments to be imposed in accordance with this Resolution provide a proper and equitable method of funding associated fire protection services and facilities by fairly and reasonably allocating a portion of the cost thereof among specially benefited property.

ARTICLE II. NOTICE AND PUBLIC HEARING

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

- (A) The estimated Fire Service Assessed Cost to be recovered through Fire Service Assessments for the Fiscal Year commencing October 1, 2023 is \$177,556.50. (~~\$144,008.31~~ for Tier 1- per Tax Parcel for readiness to serve; and \$33,548.19 for Tier 2 - relative value of improvement for each Tax Parcel) The total is derived from the average of actual operating and capital costs from the previous four (4) years, with approximately eighty-one percent (81%) reasonably allocated to Tier 1; and nineteen percent (19%) reasonably allocated to Tier 2. Parcel information is based on the data provided annually by the Santa Rosa County Property Appraiser.
- (B) The Fire Service Assessments established in this Annual Assessment Resolution are determined by the assessment rates prepared for consideration by the public and City Council in the preparation of the Fire Service Assessment Roll for the Fiscal Year commencing October 1, 2023.
- (C) The rate of Fire Services Assessment is \$33.17 per Tax Parcel (Tier 1), plus \$0.034 per thousand dollars of improvements, or fraction thereof, for each Tax Parcel as reflected in the Tax Roll (Tier 2).
- (D) The administrative costs to be recovered through the Fire Service Assessments for the Fiscal Year Commencing October 1, 2023 is \$0.00.
- (E) A Public Hearing was held on January 12, 2016.

SECTION 2.02. FIRE SERVICES ASSESSMENT ROLL.

- (A) The Assessment Coordinator has prepared a preliminary Fire Service Assessment Roll that contains the following information:
 - (1) A summary description of each Tax Parcel (conforming to the description contained on the Tax Roll maintained by the Property Appraiser for the purpose of levying and collecting ad valorem taxes) which is intended to be subject to the Fire Service Assessment;
 - (2) The name of the owner of record of each Tax Parcel, as shown on the Tax Roll; and
 - (3) The proposed amount of the total Fire Service Assessment for each affected Tax Parcel for the fiscal year as referenced in Section 2.01, exclusive of anticipated costs of collection and administration.
- (B) In the event the City also imposes or collects an impact fee upon new growth or development for capital improvements related to fire protection, the special assessments provided for hereunder shall not include costs

attributable to capital improvements necessitated by new growth or development which were included in the computation of such impact fee or which are otherwise funded by such impact fee.

- (C) Copies of the Fire Assessment Ordinance, this Resolution and the preliminary Fire Services Assessment Roll have been made available in the City Clerk's office at 6738 Dixon Street, Milton, Florida or have been open to public inspection in a manner consistent with the Fire Assessment Ordinance. The amount of the proposed Assessment for each Tax Parcel has been noticed through the City's website and accessible through the internet at www.miltonfl.org.
- (D) In the event the Assessment Coordinator makes any corrections, exemptions, administrative hardship deferrals or other modifications to the Assessment Roll authorized by the Fire Assessment Ordinance, this Resolution or otherwise, all funding for such changes to the Assessment Roll shall be funded by legally available funds other than direct proceeds of the Fire Services Assessment. Such changes shall not require any recalculation or change in the rate or rates of assessment otherwise considered or adopted pursuant to the Assessment Ordinance or any Annual Assessment Resolution.

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

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

ARTICLE III. ASSESSMENTS

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

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

SECTION 3.03. APPORTIONMENT APPROACH.

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

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

SECTION 3.05. COLLECTION OF ASSESSMENTS; VALIDATION.

- (A) Unless otherwise determined by the City Council, collection of the Fire Services Assessments shall take place pursuant to the uniform method of collection described in Article III of the Assessment Ordinance.
- (B) The amount of the Assessment billed to each owner of Assessed Property may include a pro rata share of the costs and expenses associated with collection and administration of the Assessments.
- (C) Capital equipment and facilities are fundamental components to the preparedness necessary to continually stand ready to provide fire protection services, facilities and programs. Following adoption of this Annual Assessment Resolution, but prior to the date on which the Fire Service Assessment Roll is certified for collection, the Assessment Coordinator and counsel for the City are directed and authorized to promptly institute proceedings

pursuant to Chapter 75, Florida Statutes, if applicable, for validation of any Obligations to be secured by the Assessments. Unless directed otherwise by resolution of the City Council, the imposition and collection of Assessments as provided herein shall be contingent upon the validation of any such Obligations and the appeal period having expired without an appeal having been taken and/or any appeal having been resolved in favor of the City. Any Obligations issued by the City shall contain a covenant by the City to adopt an Annual Assessment Resolution Imposing Assessments for each Fiscal Year until the Obligations have been paid in full.

SECTION 3.06. EXEMPTION.

- (A) The City Council reserves the right and ability in the future to find and hold exempt from Fire Services Assessments, any Tax Parcel or property.
- (B) Using legally available funds other than the proceeds of the Fire Services Assessments, the City shall otherwise fund or contribute an amount equal to the Fire Services Assessments that would have been otherwise derived from such exempt Tax parcels or properties.
- (C) The following Tax Parcel classifications are special designations used by the Property Appraiser for recordkeeping purposes and do not represent actual or assessable Tax Parcels and are not subject to the Fire Service Assessments contemplated hereunder: (1) common element, (2) header record, and (3) notes parcel.
- (D) Certain Tax Parcels associated with the following classifications used by the Property Appraiser typically do not receive a special benefit from the provision of fire protection services and facilities or are infeasible or impractical to assess, and therefore are not subject to the Fire Services Assessments contemplated hereunder: (1) subsurface rights, (2) public right-of-way, (3) rivers, lakes & submerged land, (4) sewage disposal & waste lands, and (5) Water Management lands.
- (E) Certain Extra Features associated with the following classifications used by the Property Appraiser which have been determined to receive no benefit from the provision of fire protection services and facilities or are infeasible or impractical to assess are not subject to the Fire Services Assessments contemplated hereunder: (1) Asphalt, (2) Brick Paving, (3) Cell Site/Tower, (4) Concrete, (5) Driveway, (6) Helicopter Pad, (7) MH Park Site, (8) MH Site, (9) MH Vacant Site, (10) Parking Space, (11) Patio, (12) Pavement, (13) Sidewalk, (14) Swimming Pool, and (15) Walkway.
- (E) The foregoing classifications of properties and/or features are reasonably determined to be inappropriate, infeasible or impracticable to assess, and either benefit marginally or create a lesser or nominal demand or burden on the City's costs associated with readiness to serve, and do not merit the expenditure of public funds to impose or collect the Fire Services Assessments. The Assessment Coordinator, or designee, is authorized and directed to use sound judgment in extending such determinations and guidance as the Fire Services Assessment Roll is collected.

- (G) The City Council reserves the right and ability in the future to impose Fire Services Assessments against the properties and features indicated in the foregoing, to the extent permitted by law or otherwise in the event required or directed to do so by a court of competent jurisdiction.

SECTION 3.07. EFFECT OF ANNUAL ASSESSMENT RESOLUTION.

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

ARTICLE IV. GENERAL PROVISIONS

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

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

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

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

**CITY COUNCIL OF
CITY OF MILTON**

By: _____
Heather Lindsay, Mayor

ATTEST:

Dawn Molinero, City Clerk

APPROVED:

Alex Andrade, City Attorney

APPENDIX A. PROOF OF PUBLICATION.

PRESS GAZETTE

Published Bi-Weekly
6629 Elva Street - Phone 623-2120
Milton, Santa Rosa County, Florida 32570

STATE OF FLORIDA COUNTY OF: SANTA ROSA

Before the undersigned authority personally appeared

Ashley Abraham

Who on oath says that she is

Cashier

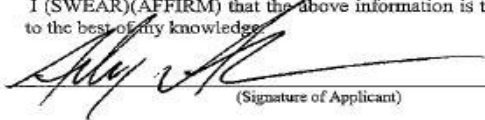
of the Press Gazette, a bi-weekly newspaper published at Milton in Santa Rosa County, Florida; that the attached copy of advertisement, being a

LEGAL NOTICE RE: PUBLIC HEARING

was published in said newspaper in the issues of
1/6/2016

Affiant further says that the said Press Gazette is a newspaper published at Milton in said Santa Rosa County, Florida, and that the said newspaper has heretofore been continuously published in said Santa Rosa County, Florida, each week and has been entered as second class mail matter at the post office in Milton, in Santa Rosa County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that he has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in said newspaper.

I (SWEAR)(AFFIRM) that the above information is true and correct to the best of my knowledge.

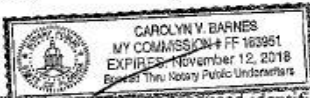


(Signature of Applicant)

Sworn to and subscribed before me this 6th
day of JANUARY, 2016.



(Signature of Notary Public-State of Florida)



Personally known _____ or produced identification _____

Type of identification produced _____

NOTICE OF PUBLIC HEARING BY THE CITY COUNCIL OF THE CITY OF MILTON, FLORIDA, TO CONSIDER ADOPTION, LEVY, AND IMPOSITION OF CERTAIN SPECIAL ASSESSMENTS AGAINST REAL PROPERTY TO DEFRAY COSTS ASSOCIATED WITH THE CONTINUAL READINESS TO PROVIDE FIRE PROTECTION AND TO USE UNIFORM METHOD OF COLLECTING SUCH ASSESSMENT

NOTICE IS HEREBY GIVEN that the City Council of the City of Milton, Florida, will hold a public hearing at the City Council Meeting on Tuesday, January 12, 2016 at 5:00 p.m.; and on Tuesday, February 9, 2016 at 5:00 p.m. or as soon thereafter as may be heard, at City Hall, 6738 Dixon St, Milton, Florida, for the purpose of hearing interested parties with respect to the following proposed special assessments.

The City of Milton is in the process of establishing a dedicated funding source for the provision of fire protection services and facilities through the imposition of non-ad valorem assessments, sometimes referred to as special assessments, against certain improved and vacant real property located within the City limits.

Proposed Schedule of Assessment: The special assessments, if approved by the City Council, will be allocated among assessable tax parcels according to a two-tiered methodology pursuant to which a portion of the costs attributable to the City's continual readiness to provide fire protection services to be shared equally among all the parcels on a per parcel basis (Tier I); and a portion of the remaining costs of service availability will be shared in accordance with the relative value of improvements for each tax parcel in the City as compared to the value of improvements for all tax parcels in the City (Tier II).

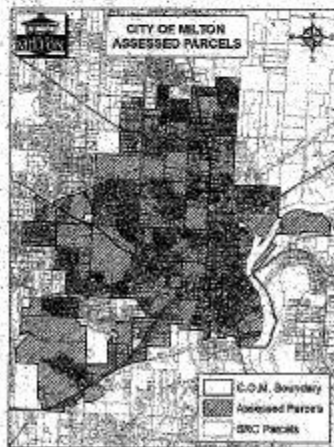
Uniform Collection through the Tax Collector: The assessment will be collected pursuant to the tax bill collection method as authorized by Section 197.3632, Florida Statutes, in which case the annual assessment may include fees imposed by the county property appraiser and tax collector and may be adjusted as necessary to account for any statutory discounts which are necessitated when employing the efficiencies of collecting the assessments annually on the same bill as property taxes.

Right to Appear: All affected property owners have the right to appear at the public hearing and to file written comments and objections with the City Council within 20 days of publication of this Notice. Written comments and objections should be sent to the City of Milton City Hall, P.O. Box 909, Milton, FL 32572, Attn: Dewitt Nobles, City Clerk.

Pursuant to Section 286.0105, Florida Statutes, if any person decides to appeal any decision made by the City Council with respect to any matter considered at this public meeting, such person may need to ensure a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.

Persons with a disability, such as vision, hearing, or speech impairment, or persons needing other types of assistance, and who wish to attend City Council meetings or any other board or committee meeting, should contact the City Clerk in writing, or may call (850) 983-5411 for information regarding available aids and services.

Geographic Property Subject to Fire Assessment:



Dewitt Nobles, CITY CLERK
City of Milton, Florida



Agenda Item # 2023-1527

Utility System Revenue Note, Second Reading

MEETING DATE

July 11, 2023

PREPARED BY

Dawn Molinero, City Clerk

BACKGROUND

Per the initial Sun Trust, now Truist agreement, every 5 years a re-set of interest is required.

SUMMARY

An ordinance of the City of Milton, Florida, amending and supplementing Ordinance NO. 1384-13 to authorize a first amendment to the city's outstanding utility system revenue note, series 2013A held by Truist Commercial Equity, Inc., to adjust the interest rate applicable thereto: authorizing and directing city officials to take such actions and execute such documents as are necessary to effectuate the purposes hereof; making such note 'bank qualified' status; providing certain other matters in connection therewith and providing an effective date and providing for Scrivener's Errors.

RECOMMENDATION

Recommend approval.

ATTACHMENTS

1. Suntrust Truist Schedule I
2. Ordinance NO. 1988-23

SCHEDULE "I"
PAYMENT SCHEDULE

PAYMENT DATE (JUNE 15)	PRINCIPAL AMOUNT
2014	\$ 128,211.19
2015	130,288.22
2016	132,398.89
2017	134,543.75
2018	136,723.36
2019 ⁽¹⁾	138,938.27
2020	141,189.07
2021	143,476.34
2022	145,800.65
2023 ⁽¹⁾	148,162.62
2024	150,562.86
2025	153,001.98
2026	155,480.61
2027	157,999.40
2028	160,558.99
2029	163,160.04
2030	165,803.23
2031	168,489.25
2032	171,218.77
2033	173,992.51
TOTAL	\$3,000,000.00

⁽¹⁾ The 2013A Note is subject to mandatory purchase by the Issuer on May 1, 2018 and May 1, 2023.

ORDINANCE NO. 1988-23

AN ORDINANCE OF THE CITY OF MILTON, FLORIDA, AMENDING AND SUPPLEMENTING ORDINANCE NO 1384-13 TO AUTHORIZE A FIRST AMENDMENT TO THE CITY'S OUTSTANDING UTILITY SYSTEM REVENUE NOTE, SERIES 2013A HELD BY TRUIST COMMERCIAL EQUITY, INC., TO ADJUST THE INTEREST RATE APPLICABLE THERETO; AUTHORIZING AND DIRECTING CITY OFFICIALS TO TAKE SUCH ACTIONS AND EXECUTE SUCH DOCUMENTS AS ARE NECESSARY TO EFFECTUATE THE PURPOSES HEREOF; MAKING SUCH DETERMINATIONS AS ARE REQUIRED TO AFFORD THE AMENDED NOTE "BANK QUALIFIED" STATUS; PROVIDING CERTAIN OTHER MATTERS IN CONNECTION THEREWITH AND PROVIDING AN EFFECTIVE DATE.

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

SECTION 1. *Authority for this Ordinance.* This Ordinance of the City of Milton, Florida (the "Issuer") is enacted pursuant to the provisions of Chapter 166, Part II, Florida Statutes, and other applicable provisions of law (collectively, the "Act") and City Ordinance No. 1384-13 enacted on May 28, 2013 (the "Original Ordinance"). Any capitalized undefined terms used herein shall have the meanings given them in the Act or the Original Ordinance.

SECTION 2. *Findings.* It is hereby ascertained, determined and declared:

(A) The Issuer previously issued its Utility System Revenue Note, Series 2013A (the "Note" or "2013A Note") pursuant to the Original Ordinance.

(B) The Note was issued on May 30, 2013 to Truist Commercial Equity, Inc., (including successors thereto, the "Lender") as successor to STI Institutional & Government, Inc., which currently holds the Note.

(C) Following the principal payment of the Note scheduled for June 15, 2023, the outstanding principal balance of the Note will be \$1,620,267.64.

(D) The Original Ordinance and the Note provide that the Note shall mature on June 15, 2033, and that the Note is subject to mandatory purchase (also known as a "put" option) on May 1, 2018 (the "First Put Date") and May 1, 2023 (the "Second Put Date"), pursuant to which the Lender may require the Issuer to purchase the Note back from the Owner on the respective Put Date in an amount equal to 100% of the outstanding principal amount of the thereof plus accrued interest to such Put Date.

(E) In lieu of exercising its put option on the First Put Date, the Lender agreed to reset the interest rate on the Note to 3.25%, which interest rate has been applicable to the Note since that date.

(F) In lieu of exercising its second and final put option on the Second Put Date, the Lender has notified the Issuer that it is willing to reset the current interest rate on the Note

(3.25% per annum) to 4.50% per annum, and in furtherance thereof has provided a written waiver of its put option on such date, to allow sufficient time to effectuate the interest rate reset through enactment of this amending Ordinance and the execution and delivery of related instruments including but not limited to an amendment to the Note.

(G) The City Council hereby determines that such interest rate is reasonable in light of current market conditions for tax exempt municipal debt obligations such as the Note, and the financial burden imposed upon the Issuer were the Lender to exercise its put option.

(H) A First Amendment to the Note shall be executed by the Issuer that amends the interest rate on the Note to equal 4.50% calculated on the basis of a 365 day year and actual days elapsed, and provides that no other term of the Note is amended.

(I) The Issuer hereby determines that it is necessary, desirable and in the best interests of the Issuer and its inhabitants that the Issuer (i) amend and supplement the Original Ordinance hereunder to reset the interest rate applicable to the Note as described above, and (ii) approve the First Amendment to the Note to reflect the interest rate reset. Such amendments will serve the essential public purposes of the Issuer.

SECTION 3. *Amendment of Ordinance No. 1384-13.* (A) The definition of the term "Fixed Interest Rate" set forth in Section 2 of the Ordinance is hereby amended and restated in its entirety as follows, with additional text indicated by underline:

"Fixed Interest Rate" shall mean, with respect to the 2013A Note, an interest rate per annum of 1.62% through April 30, 2018, 3.25% through July 17, 2023, and thereafter an interest rate per annum of (i) 4.50% through maturity of the 2013A Note, or (ii) such other interest rate as may be agreed upon by the Issuer and the Owner; provided, however the Fixed Interest Rate shall not exceed the maximum rate allowed by law.

(B) Section 7.A. of the Ordinance is hereby amended as follows, with additional text indicated by underline and deleted text indicated by strikethrough.

7. DESCRIPTION OF 2013 NOTES.

A. DESCRIPTION OF 2013A NOTE. The 2013A Note shall have such terms as are set forth in the form of the 2013A Note hereinafter set forth as Exhibit "A" hereto. The 2013A Note shall bear interest at the 2013A Note Interest Rate, payable annually on the 15th day of each June, commencing June 15, 2014, with interest calculated on the outstanding balance of the 2013A Note on a three hundred sixty-five (365) ~~three hundred sixty (360)~~ day basis for the actual number of days outstanding, subject to adjustment as provided on Schedule "II" to the form of 2013A Note. The principal of the 2013A Note shall be repaid in annual installments over the life of the 2013A Note, on the dates and in the amounts set forth on Schedule "I" attached to the 2013A Note. Principal of the 2013A Note may be prepaid at any time, subject to payment of the amounts described in the form of the 2013A Note attached hereto. Any payment required to be made with respect to the 2013A Note which is received later than its due date shall bear interest from such due date at a rate equal to the Default Rate.

The 2013A Note shall be subject to mandatory purchase by the Issuer on May 1, 2018 (the "First Put Date" or "Put Date") unless the Issuer shall have received written notice from the Holder not earlier than 120 days and not later than 90 days prior to the First Put Date that such Holder has elected not to tender the 2013A Note on the First Put Date. In the event of such election to not tender the 2013A Note on the First Put Date, the 2013A Note shall be subject to mandatory purchase by the Issuer on May 1, 2023 (the "Second Put Date" or "Put Date") unless the Issuer shall have received written notice from the Holder not earlier than 120 days and not later than 90 days prior to the Second Put Date that such Holder has elected not to tender the 2013A Note on the Second Put Date. Tender of the 2013A Note as described in this paragraph shall be at a price of 100% of the outstanding principal amount thereof plus accrued interest to the date of the applicable Put Date. In the event the herein described notice by the 2013A Note Lender is not provided to the Issuer, the 2013A Note shall be due and payable by the Issuer on the applicable Put Date.

SECTION 4. Authorization and Form of First Amendment to the Note. The First Amendment to the Note is hereby authorized. The First Amendment to the Note shall be issued in substantially the form attached hereto as Exhibit A.

SECTION 5. Authorizations. The Mayor, the City Clerk, the City Manager, the City Attorney and such other officials and employees of the Issuer as may be designated by the Mayor are each designated as agents of the Issuer in connection with the issuance and delivery of the Note and the First Amendment to the Note and are authorized and empowered, collectively or individually, to take all action and steps, to make such representations and certificates, and to execute all instruments, documents, and contracts on behalf of the Issuer that are necessary or desirable in connection with the execution and delivery of the Note and the First Amendment to the Note, and which are specifically authorized or are not inconsistent with the terms and provisions of this amending Ordinance and the Original Ordinance. Such authorization includes, but is not limited to, filing or re-filing any customary forms or documentation regarding the tax-exempt status of the Note, or interest rate resets applicable thereto, with the Internal Revenue Service.

SECTION 6. Bank Qualified. The Issuer hereby designates the Note (as amended hereunder the "Amended Note") as a "qualified tax-exempt obligation" within the meaning of Section 265(b)(3) of the Code, and as such, the Issuer and any subordinate entities of the Issuer and any issuer of "tax-exempt" debt that issues "on behalf of" the Issuer do not reasonably expect during the calendar year 2023 to issue more than \$10,000,000 of "tax-exempt" obligations, including the Amended Note, exclusive of any private activity bonds as defined in Section 141(a) of the Code (other than qualified 501(c)(3) bonds as defined in Section 145 of the Code).

SECTION 7. Members of the City Council Exempt from Personal Liability. No recourse under or upon any obligation, covenant or agreement of this amending Ordinance or the Note or for any claim based thereon or otherwise in respect thereof, shall be had against any member of the City Council in such capacity or as the governing body of the Issuer, past, present or future, it being expressly understood (a) that no personal liability whatsoever shall attach to, or is or shall be incurred by, the members of the governing body, as such, under or by reason of the obligations, covenants or agreements contained in this Ordinance or implied therefrom, and (b) that any and all such personal liability, either at common law or in equity or by constitution

or statute, of, and any and all such rights and claims against, every such member, as such, are waived and released as a condition of, and as a consideration for, the execution of this Ordinance and the issuance or amendment of the Note, on the part of the Issuer.

SECTION 8. Ratification. The provisions and terms and conditions of the Original Ordinance and the Note, as amended and supplemented hereunder, together with the interest rate reset which occurred in conjunction with the First Put Date, are hereby ratified and confirmed.

SECTION 9. Effective Date. This Ordinance shall take effect immediately upon its enactment, this 11 day of July, 2023.

(SEAL)

ATTEST

CITY OF MILTON, FLORIDA

Dawn Molinero, City Clerk

Heather Lindsay, Mayor

Legal in form and valid when signed by
City Attorney.

Alex Andrade, City Attorney

1st Reading: June 13, 2023

2nd Reading: July 11, 2023

EXHIBIT A

Form of First Amendment to the Note

**CITY OF MILTON, FLORIDA
FIRST AMENDMENT TO UTILITY SYSTEM REVENUE NOTE, SERIES 2013A**

WHEREAS, the City of Milton, Florida (the "Issuer"), for value received, delivered to Truist Commercial Equity, Inc. (including successors thereto, the "Owner"), as successor to STI Institutional & Government, Inc., its Utility System Revenue Note, Series 2013A (the "Note") on May 30, 2013, with a maturity date of June 15, 2033, in the principal amount of \$3,000,000 which is subject to annual amortization payments and is currently outstanding in the principal amount of \$1,620,267.64; and

WHEREAS, the Owner is currently the sole holder of the Note; and

WHEREAS, pursuant to an Ordinance of the Issuer enacted on July 11, 2023, the Issuer and the Owner now desire to amend the Note to bear interest at the rate of 4.50% per annum effective July 18, 2023 to maturity;

WHEREAS, an opinion of Bond Counsel to the effect that interest on the Note is excludable from the gross income of the Owner for federal tax purposes, was delivered herewith.

NOW, THEREFORE, the interest rate on the Note is hereby amended to equal 4.50% per annum, effective July 18, 2023. Such interest rate shall be calculated on the basis of a 365 day year and actual days elapsed. All other terms of the Note remain unchanged.

IN WITNESS WHEREOF, the City of Milton, Florida issues this First Amendment to Note effective this 11 day of July, 2023.

[SEAL]

CITY OF MILTON, FLORIDA

Heather Lindsay, Mayor

ATTEST AND COUNTERSIGNED:

Dawn Molinero, City Clerk

ACKNOWLEDGED BY:

TRUIST COMMERCIAL EQUITY, INC.

By: _____
Name: Robert H. Anderson
Title: Authorized Agent



Agenda Item # 2023-1671

Extension of Territorial Limits, First Reading

MEETING DATE

July 11, 2023

PREPARED BY

Tim Milstead, Planning Director,
Jacob Hullett, Current
Planner/Zoning Officer

BACKGROUND

First reading. An ordinance extending the territorial limits of the City of Milton, Florida by annexation; providing the zoning classification; providing for severability; repealing all ordinances in conflict herewith, providing for an effective date and for scrivener's errors.

SUMMARY

RECOMMENDATION

Recommend approval.

ATTACHMENTS

1. Ordinance NO. 1989-23

ORDINANCE NO. 1989-23

AN ORDINANCE EXTENDING THE TERRITORIAL LIMITS OF THE CITY OF MILTON FLORIDA BY ANNEXATION; PROVIDING THE ZONING CLASSIFICATION; PROVIDING FOR SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH, PROVIDING AN EFFECTIVE DATE AND FOR SCRIVENER'S ERRORS.

BE IT ENACTED by the City Council of the City of Milton, Florida:

SECTION 1 Pursuant to Chapter 171.044 of the Florida Statutes, and pursuant to a Petition to Integrate and Annex Territory signed by all owners of the hereinafter described real estate, the City Council of the City of Milton, Florida, hereby annexes the following described lands, to wit:

Parcel # 34-2N-28-0000-00702-0000 Legal Description: EAST HALF OF THE SOUTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 34, TOWNSHIP 2 NORTH, RANGE 28 WEST, LYING SOUTH OF THE S & A RAILROAD

Parcel # 34-2N-28-0000-00700-0000 Legal Description: SW 1/4 OF THE NW 1/4 OF SECTION 35 LYING NORTH OF MUNSON HIGHWAY AND ALSO THE NW 1/4 OF THE SW 1/4 OF SECTION 35 LYING NORTH OF MUNSON HIGHWAY

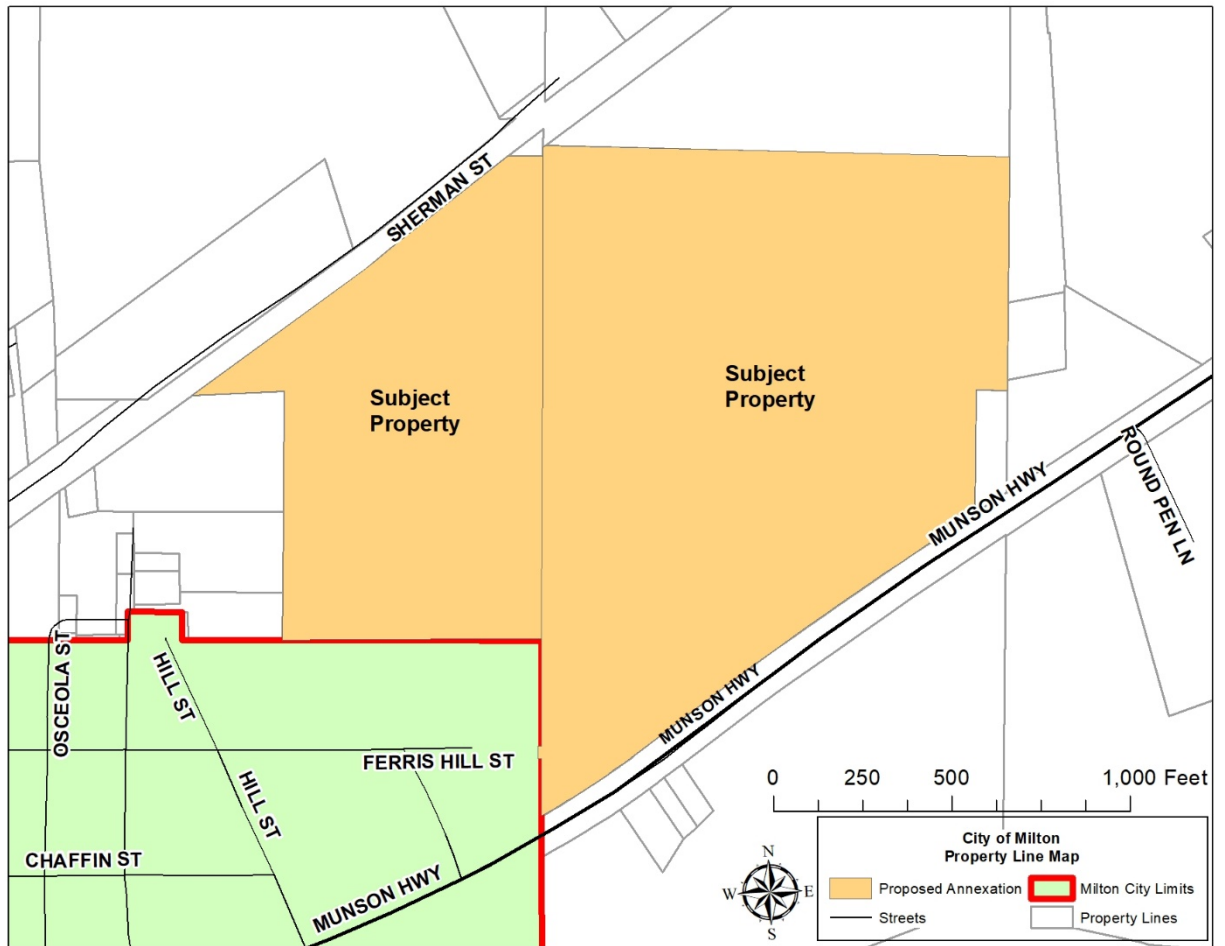
And the boundary lines of the City of Milton area hereby redefined to include said property.

SECTION 2: Zoning on Parcel # **34-2N-28-0000-00700-0000** shall be REC with the future land use classification of Recreation (REC) as defined by the City of Milton Comprehensive Plan, Unified Development Code and amendments thereto. Zoning on Parcel # **34-2N-28-0000-00702-0000** shall be R-U with the future land use classification of Rural Urban (Rur-Urb) as defined by the City of Milton Comprehensive Plan, Unified Development Code and amendments thereto.

SECTION 3: Should any part of the ordinance be held invalid by a Court of competent jurisdiction, the remaining parts shall be severable and shall continue to be in full force and effect.

SECTION 4: That all ordinances or parts of ordinance in conflict with the provisions of this Ordinance are hereby repealed insofar as the same are in conflict.

SECTION 5: The following subject property map is incorporated herein and attached hereto by any reference as follows:



SECTION 6: This ordinance shall become effective upon its passage by the City Council and publication according to law.

SECTION 7: The City Manager or designee, without public hearing is authorized to correct any typographical scrivener’s errors which do not affect the intent of this Ordinance. A corrected copy shall be posted in the public record by the City Clerk.

PASSED by the City Council of the City of Milton, Florida, on the 8th day of August, 2023.

CITY OF MILTON, Florida

By: _____
Heather Lindsay, Mayor

ATTEST:

Dawn Molinero, City Clerk

First Reading: July 11, 2023

Second Reading: August 8, 2023

Legal in firm when signed by City Attorney

Alex Andrade
Attorney for the City of Milton



Mr. Scott Collins

MEETING DATE

July 11, 2023

PREPARED BY

Clerk's Office
Dawn Molinero, City Clerk

Scott Collins

15275 Sandy Creek Drive
Cottondale, AL 35453

scollins1007@gmail.com
205-210-1915

City of Milton
c/o Ms. Dana Barger
P.O. Box 909
Milton, FL 32572

May 15, 2023

City of Milton Mayor and City Council,

Please accept this letter as my expression of interest in the City of Milton's city manager vacancy. Included with this letter are my resume and professional references for your review. Most of my career has been in public service and city management. I thoroughly enjoy the challenges of city government and I value making a difference in the community. I am committed to the professional delivery of municipal services and the professional conduct of city business.

I was most recently the city manager for the City of Fairview, Tennessee. I cannot express how much I loved my job there. During that time my wife was also the city manager in Forest Hills, Tennessee. We are both from Tuscaloosa, Alabama. In 2021 my wife was offered a position with her former employer. As a result, we made a family decision to relocate back home and moved from Tennessee back to Alabama last year. However, since our move my wife's employment has been adjusted such that she can work fully remotely. Additionally, I have family in the gulf coast region and more family moving to the area. The opportunity to serve as your city manager and be so close to family is a combination that I could not have imagined just a few months ago.

I know the importance of finding the right "fit" for the job of city manager. I am confident that I possess the skills, abilities, character, and experience to exceed your expectations for this position. I would be humbled by any consideration for your city manager vacancy as you move forward in your applicant review and candidate selection process.

Respectfully,

Scott Collins

Scott Collins

15275 Sandy Creek Drive
Cottondale, AL 35453

scollins1007@gmail.com
205-210-1915

Proven, results oriented professional experienced in municipal government administration and operations management. Strengths include decision making, budgeting and financial management, personnel policy, organizational planning and development, asset management, supporting elected officials and city staff, and achieving common goals and objectives.

City Manager - City of Fairview, Tennessee

August 2016 – November 2022

Managed all day-to-day operations of the City of Fairview, which has a population of 9,800 and employs 66 full time staff. Created and enacted all organizational policies and procedures. Drafted and prepared ordinances and resolutions for adoption by the board of commissioners.

Developed, prepared, and administered the city's annual budgets and capital projects totaling \$15 million. Developed and implemented all capital improvement budgets, programs, and project monitoring procedures. Managed the city's reserve fund policy, debt service policy, and debt service funds. Developed and implemented financial plans. Prepared monthly, quarterly, and annual finance reports. Served as the city's purchasing director. Made financial presentations to the city's elected officials, community partners, and government agencies. Assisted in the preparation of the city's annual audit.

Supervised the use, maintenance, and management of all city-owned assets and infrastructure. Directly supervised all department heads and senior staff. Prepared all city job descriptions. Developed and implemented new pay, compensation, and employment benefits plans. Served as the city's hiring authority. Managed all personnel disciplinary matters.

Managed the creation, development, and administration of the city's 2040 comprehensive plan. Supervised and drafted revisions to the city's zoning classifications and subdivision regulations. Negotiated and executed developer agreements.

Retail Development Coordinator - City of Northport, AL

April 2016 – March 2017

Crafted incentive agreements for retail, commercial, and multi-family residential projects. Coordinated all retail and commercial opportunities. Developed business plans, cost estimates, and revenue & expense reports for commercial, retail, and multi-family residential developments.

City Administrator – City of Northport, AL

December 2008 – April 2016

Managed all day-to-day operations of the City of Northport, which has a population of 28,000 and employs 320 full time staff. Developed, prepared, and administered the city's annual budgets and capital projects totaling \$45 million. Created and enacted all organizational policies and procedures. Drafted and prepared ordinances and resolutions for adoption by the city council.

Developed and implemented all capital improvement plans and capital improvement budgets for the general fund and the water/sewer systems. Created and enacted all budgetary policies. Created the city's budgetary reserve fund and operating margin policy. Managed the city's debt service funds and all federal grant fund programs. Prepared monthly, quarterly, and annual finance reports. Served as

the city's purchasing director. Made financial presentations to the city's elected officials and other governing bodies. Assisted in the preparation of the city's annual audit.

Supervised the use, maintenance, and management of all city-owned assets and infrastructure. Developed the city's fixed asset schedule and equipment replacement schedule. Created the city's three-year, five-year, and ten-year capital improvement plans. Automated the city's garbage collection service and implemented automated meter reading in the city's water department.

Reviewed commercial and residential site plans. Executed developer agreements. Prepared zoning and subdivision regulation amendments for the city's planning commission.

Served as the city's hiring authority. Developed and implemented all employee pay plans and compensation programs. Managed the city's self-insured employee health insurance plan. Drafted personnel policies and managed the city's civil service employment program.

City Council Member (part-time) - City of Northport, AL

October 2004 – November 2008

Elected in 2004 to the Northport city council and served one term (did not seek re-election in 2008). Chaired the city's finance committee and drafted the city's annual budgets. Chaired the city's public safety committee. Served three years on the city's planning commission.

Finance Director - Tuscaloosa Housing Authority

April 2007 – December 2008

Prepared agency's annual \$10 million budgets and all supporting documents. Prepared and submitted all federally required financial reports and progress reports. Supervised all payroll and personnel management functions.

Asst. Director of Transportation Services, University of Alabama

October 2004 – April 2007

Prepared budgets and financial reports for the department. Served as the purchasing agent for multiple divisions. Managed all departmental federal transportation grants.

Chief investigator - Tuscaloosa County District Attorney's Office

January 1999 – October 2004

Supervised and performed felony investigations for the district attorney. Drafted, prepared, and executed subpoenas and search warrants for all local law enforcement agencies.

Police Officer - City of Tuscaloosa Police Department

April 1992 – April 1996

Police Officer - City of Montgomery Police Department

October 1989 – April 1992

Performed uniformed patrol duties as assigned. Served as a state certified DUI investigator and as a certified traffic accident reconstructionist for the patrol division. Assigned as a narcotics division investigator for one year and served as a business services division investigator for three years.

**Education – Bachelor of Science in Business Administration, University of Alabama,
December 2003**

Major – Corporate Financial Management

State of Tennessee Certified Municipal Finance Officer (CMFO) – Inactive, renewable for 2023

Scott Collins

15275 Sandy Creek Drive
Cottondale, AL 35453

scollins1007@gmail.com
205-210-1915

References

Former Mayor Debby Rainey
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615-504-6993

Former Mayor John Blade
City of Fairview, TN
7500 Knight Lane
Fairview, Tennessee 37062
bladejohnw@gmail.com
615-418-4207

Former Mayor Bobby Herndon
City of Northport, AL
3500 McFarland Boulevard
Northport, AL 35476
bherndon@hhasurveyors.com
205-242-1002



Council Representative for Contract Negotiation

MEETING DATE	PREPARED BY
July 11, 2023	Manager's Office Randy Jorgenson, City Manager