



AGENDA WORKSHOP

Regular Meeting Agenda

July 20, 2023
5:30 PM
6738 Dixon Street
Milton, FL 32570

- 1. Open Meeting**
- 2. Invocation**
- 3. Pledge of Allegiance**
- 4. Approval of Agenda**

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

5. Persons to Appear

6. City of Milton Events

Events Coordinator, Jay Conrad

Item # 2023-1623

SEPA - Coming Clean 5k

Item # 2023-1624

SEPA - MHS Homecoming Parade

7. Finance, Planning Board

Councilman Michael Cusack

BDI Finance Sheet

Sundial Financial Report

8. Administration, Emerald Coast Regional Council

Councilwoman Marilyn Farrow

Item # 2023-1692

Discussion of RFP for Engineering Services - CDBG Broad St., Quinn St., and Okaloosa St.

Item # 2023-1693

Reject and Rebid 2023.14 Water & Wastewater Treatment Plant

Conversion to Liquid Chlorine

9. Parks & Recreation, Community Improvement Board

Councilman Gavin Hawthorne

10. LEAP

Councilman Jason Vance

LEAP Membership Process

Mrs. Adams Dedication

11. Board of Adjustments

Councilman Matthew Jarrett

12. Historic Preservation Board, Transportation Planning Organization

Councilwoman Roxanne Meiss

13. Growth, Development & Annexation, Tourist Development Council

Councilman Jeff Snow

Item # 2023-1631

Review of the City of Milton Business Improvement Grant Program

Item # 2023-1686

Residential Facade Grant Program Review

14. Public Works

Councilman Casey Powell

Item # 2023-1699

Water & Gas Meter Reading Equipment

15. Mayor Report: Public Safety, Ordinance Committee

Mayor Heather Lindsay

Item # 2023-1685

Speed Measurement Instructor Training

Item # 2023-1688

Art Cube Discussion re Suicide Awareness/Prevention

16. City Manager's Report

Item # 2023-1701

Recruitment

17. Public Input

18. Adjournment

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the City at least 48 hours before the meeting by contacting City Hall, 6738 Dixon Street, Milton, or by calling 983-5410.

"If any person decides to appeal any decision made by the board, agency, or commission, with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based." FS 286.0105



Agenda Item # 2023-1623

SEPA - Coming Clean 5k

MEETING DATE

July 20, 2023

PREPARED BY

Jay Conrad, Events Coordinator

BACKGROUND

The Coming Clean 5K is an annual race that has been ongoing in the City of Milton for the last few years and is organized by the West Florida Baptist Church to help promote awareness of those who struggle with addiction. The event organizers met with and spoke to Council in early June to discuss their organization and their goals.

The event is currently scheduled to take place on August 26, from 7:30 AM until 12:00 PM. Setup is expected to begin at 6:00 AM and cleanup will be completed by 12:00 PM.

Historically, the race began at the brick road section of South Willing Street at Jernigan's Landing. Runners head north and cross onto the Riverwalk before rounding onto the North Willing St. sidewalk. The runners then head south to Highway 90 and cross the bridge over the Blackwater via the pedestrian walkway. The runners then turn into Russell Harber Landing and run the length of the park and the Old River Trail to Whiting Park. The runners then return to the starting line via the same route.

The event organizers have requested the use of the following for the event:

- Enitre Riverwalk - \$250.00
- Jernigan's Landing: Festival Area - \$150.00
- Jernigan's Landing: Riverside - \$100.00
- Portable Restroom - \$250.00
- Garbage Cans (10) - \$100.00

As the event is taking place at Jernigan's Landing and will require the closure of South Willing Street, City Staff recommends adding the following to the request:

- Road Closure Barricades - \$100.00

Total fees assessed for this event are: \$950.00

The event organizer has submitted an Outside Agency Funding Application to cover these fees.

SUMMARY

RECOMMENDATION

City Staff recommends approval of this event.

ATTACHMENTS

1. SEPA - Coming Clean 5k 2023
2. 2023 Coming Clean 5k Course Map
3. 2023 Coming Clean 5k Site Map
4. OAFA - Coming Clean 5k 2023



Special Event Permit Application

City of Milton

6738 Dixon Street, Milton FL 32570

850-983-5400 pio@miltonfl.org

Instructions:

To process this application all applicable pages must be filled out completely and submitted to the city. Pages 1-6 are mandatory with every application. If you are requesting support and/ or sponsorship for your event, the City of Milton Outside Agency Funding Application is required in addition to this application. For questions about requirements, fees or the application process contact the Administration Department at City Hall.

Applicant & Event Organizer Information

☐ Individual ☒ Not-for Profit ☐ For-Profit ☐ Charity

☐ Other: _____

Name of Organization: West Florida Baptist Church

Address: 5621 US-90 City: MILTON

Phone: 850-623-8984 Email: dlibby@westfloridabaptist.com

Event POC: Dan Libby

Phone: 850-377-8235 Email: dlibby@westfloridabaptist.com

Event Information

☐ Concert ☐ Park Festival ☐ Street Festival ☐ Parade/ Procession
☒ Run/ Walk ☐ Sporting Event ☐ Sale/ Market ☐ Private Event/ Wedding
☐ Other: _____

Event Name: Coming Clean 5K

Event website/ Event Page: westfloridabaptist.com/comingclean5k

Event Location: FESTIVAL + Riverwalk + Jernigan Landing Event Date(s) 8/26 to 8/26

Time of Event: Day 1 7:30 am to 12:00 pm (Day 2 - Optional) _____ to _____

Setup Date & Time: 8/26 at 6:00 am Teardown Date & Time: 8/26 at 12:00 pm

Estimated Attendance: 200-500 Is the Event Free to attend? ☐ YES ☒ NO

Special Event Questionnaire

Below are questions about the event. Please answer all questions and attach additional documents, if necessary, to the application.

- | | | | |
|--|----------|---|--|
| Will a City park be utilized? | (page 3) | ☒ YES | ☐ NO |
| Will equipment from the City of Milton be needed? | (page 3) | ☒ YES | ☐ NO |
| Will you need the City's Stage? | (page 3) | ☐ YES | ☒ NO |
| Will there be amplified sound? | (page 4) | ☒ YES | ☐ NO |
| Will you need the City's portable restroom? | (page 3) | ☒ YES | ☐ NO |
| Will tents larger than 10'x10' be erected? | (page 4) | ☐ YES | ☒ NO |
| Will inflatable bounce houses be erected? | (page 4) | ☐ YES | ☒ NO |
| Will you be using water slides? | (page 4) | ☐ YES | ☒ NO |
| Will you need City Dumpsters/ Trashcans? | (page 3) | ☒ YES | ☐ NO |
| Will there be fireworks? | (page 4) | ☐ YES | ☒ NO |
| Will vendors be selling merchandise, food, or wares? | (page 4) | ☐ YES | ☒ NO |
| Will food be cooked at the event? | (page 4) | ☐ YES | ☒ NO |
| Will alcohol be sold or given away at this event? | (page 4) | ☐ YES | ☒ NO |
| Will animals/ pets be allowed at the event? | (page 4) | ☐ YES | ☒ NO |
| Will you be using State or County Roads? | (page 4) | ☐ YES | ☒ NO |
| Will temporary No Parking Signs be utilized? | (page 4) | ☒ YES | ☐ NO |
| Will EMT be on site? | (page 3) | ☐ YES | ☒ NO |
| Will you need security? | (page 3) | ☐ YES | ☒ NO |
| Will you require power on-site? | (page 3) | ☒ YES | ☐ NO |
| Will you require water on-site? | (page 3) | ☒ YES | ☐ NO |

If you have answered YES to any of these questions, please see page 3-4 and select the items you request to use.

Do you have a Marketing Plan and if so, how will you notify surrounding businesses/ residents of your event? Businesses/Residents will be notified via flyers, mailouts, and social media

Have you prepared a to scale event map/ layout that meets all ADA parking and access requirements? ☒ YES ☐ NO

City Fee Sheet

(City Fees are the fixed cost for the use of its facilities, licenses, insurance, parks, equipment, etc.)

Location(s)/ Facility used at event:

- | | | | |
|--|-------|---|-------|
| ☐ North Riverwalk | \$150 | ☐ North Willing Street | |
| ☐ South Riverwalk | \$150 | ☐ South Willing Street | |
| ☒ Entire Riverwalk | \$250 | ☐ North Elmira Street | |
| ☐ N Riverwalk Gazebo | \$50 | ☐ South Elmira Street | |
| ☐ S Riverwalk Pavilion | \$50 | ☐ Imogene Parking Lot | |
| Jernigan's Landing <i>(Downtown event location for the City of Milton. Select all applicable)</i> | | | |
| ☒ Riverside | \$100 | ☒ Festival Area | \$150 |
| ☐ Other: _____ | | | |

Requested Items:

QTY

QTY

- | | | | |
|--|-------------------------|---|----------------------|
| ☒ Portable Restroom
(at Jernigan's landing) | \$250(np only) | ☐ Portable Restroom
(at alternate location) | \$350(np only) |
| ☐ City Stage 14'x28' | \$350(np only) | ☐ City Movie System | \$250(np only) |
| ☐ Live Music Licensing ***\$200 | | ☐ Movie Licensing *** | \$(at cost)(np only) |
| ☐ Barricades | \$100 per _____ | ☐ Cones | \$10 per _____ |
| ☒ City Garbage Cans | \$10 per <u>10 each</u> | ☐ Dumpster | \$50 per _____ |
| ☐ City Tent (40'x40') | \$500(np only) | ☐ Variable Message Sign | \$250 per _____ |
| ☐ Large Generator | \$250 | ☐ Small Generator | \$100 |
| ☐ Generator power distro | \$100 | ☐ Hose-bid water distro | \$100 |
| ☐ City Hydrant tap fee | \$50 + meter rate | ☐ Electrical Activation | \$75 + meter rate |

Packages: These are requested items that come as a package.

- | | |
|---|---------------------|
| ☐ Parade Package (including Police, Public Works, Planning, signage & street closures) | \$1,000(np only)*** |
| ☐ Parade Package ("") – For-Profit Organization | \$2500 |

(Parade package requires event organizers to complete all necessary documents, schedule pre & post event meetings with city staff, provide a detailed map of the starting point, route, and end point, provide alternate dates, provide certificate of insurance for the event, and written approval for use from all parties in which the event will take place.)

Parades that utilize a state road will require a FDOT permit for use and can take months to receive.

*Published music, movies, and other electronic art forms are protected by US Copyright and Trademark laws. Unauthorized use of copyrighted work is illegal. **Must be free event, open to the public and located within the City Limits to access the City's ASCAP, BMI and SESAC License. *** np only stands for Non-profits only.

Ordinances & Special Requests

Tourism District and Downtown Milton Special Requests:

NOTE: Tourism District Special Request Applications must be received by the city sixty (60) days prior to the event. Events with Alcohol must submit ninety (90) days prior to the event.

I hereby request waiver of the following ordinances: **(only available in the Tourism District)**

☐ Open Container Ordinance (Section 6-27)

☐ Noise Ordinance (LDR Section III-5.16)

☐ Animal Control Ordinance (Section 4-37(b))

☐ And/ or other Ordinance _____

I hereby request the following regarding the Blackwater River:

☐ Activate Boating Restricted Areas

☐ Activate 24-hour docking at the Riverwalk

I hereby request the use of Fireworks in the City of Milton:

☐ By selecting this box, you must complete the City of Milton Fireworks Display Permit Application

**note – Fireworks are subject to approval by the City Fire Chief and must be done by a licensed and insured pyrotechnics professional. Additional information will be provided.*

Time Period from when these requests will take place:

From: _____ Date: _____ To: _____ Date: _____

I hereby request that vendors be allowed to sell their wares at the event. All vendors know they must abide by all federal, state, county, and local laws regarding resell, sell of their ware. All vendors have their applicable license's available if requested. City will not be held liable. ☐ YES ☐ NO

Will this event require Road Closures? ----- ☒ YES ☐ NO

Stewart Street requires a separate FDOT application. A scheduled meeting with the Planning Department is required for a State Road Closure. Ensure you have your date/ time confirmed prior to submitting your information. The City will assist.

If so, please list street names:

1) Walling St from 90 to Pine St 2) _____
3) _____ 4) _____

Is this an annual Event? ☒ YES ☐ NO

If YES, list the date(s) requested for next year. Please note that requesting the date(s) on this application does not guarantee a hold or act as a confirmation of the requested date(s).

Requested event date(s): 8/31/24 Alternative Date(s): 8/24/24

Additional Documents Required with Application

All events require an Event Site Map and copy of Insurance Certificate's 10 days prior. Below are additional documents that may be required to be submitted with the application. Application will be considered incomplete without these documents.

For additional information on what is required please contact the Administrative Office at City Hall.

- ☒ Event Site Map ☒ Event Race Route Map ☐ Parade Route & Alternate

Event organizers must provide a site map with vendor locations, portable restrooms, run/ walk route, etc. at the time this application is submitted. A detailed listing of all services is required for public awareness & safety.

- ☒ Insurance Certificate(s) ☐ Fireworks Application ☐ Other (any other agency)

- ☒ Tax Exempt Certificate and 501(c)3 Documentation *(if the entity is claiming tax exempt and/ or non-profit status)*

Rules & Regulations

Application Dates:

- The permit application process should begin at least 60 days prior to the event date. 90 days if alcohol is to be sold or given away. Parade application process should allow 6 months.
- Once all documents have been submitted, City Staff will schedule a meeting to review all information and ensure event organizers have met all requirements. Staff will at this time develop an Agenda Analysis for Councils review. Council will be informed during the Committee of the Whole meeting. This meeting takes place the third Thursday of every month.
- Each event will require Council's approval and organizers should attend *(if requesting support)*.

Cancellation Policy:

- Event application fees are non-refundable if the event is cancelled by the applicant.
- Although event application fees are non-refundable, if an event is cancelled due to inclement weather, the fee may be credited towards an alternate date. Event Organizers must inform the Office of Economic Development when cancelling any event. An alternate date must take place within one year of the original event date.

ADA Accessibility Guidelines:

- Event Organizers must make the event accessible to people with disabilities to the greater extent possible in compliance with the requirements of the American with Disabilities Act (ADA).
- Accessible parking must also be provided for persons with Disabilities. Information regarding accessible parking locations should be included as part of the event site map.

Clean-Up:

- It is understood that clean-up will be performed immediately following the event. Event site must be returned to its pre-event state. Failure to adequately clean-up event site may result in a fee. Adequacy of clean-up will be assessed by City of Milton Code Enforcement.

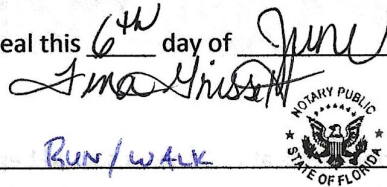
Hold Harmless Agreement

For and in consideration of having been granted permission by the City of Milton to hold a Special Event within the City of Milton limits, the undersigned hereby agrees on behalf of the organization, to indemnify and hold harmless the City of Milton, its subsidiaries or affiliates, elected and appointed officials, employees, volunteers, representatives and agents from any and all claims, suits, actions, damages, liability and expenses in conjunction with loss of life, bodily injury or personal injury or property damage, including loss of use thereof, directly or indirectly caused by, resulting from, arising out of or occurring in connection with this permitted activity.

The undersigned also agrees to protect and hold harmless the City of Milton, its subsidiaries, or affiliates, elected and appointed officials, employees, volunteers, representatives and agents from any and all claims, suits, actions, damages, liability and expenses, present, past or future which may be asserted by this organization, or any member of this organization, or any participant of third party arising out of or occurring in connection with this permitted event.

By the signature to this document the undersigned acknowledges that it understands the contents of this document and is voluntarily agreeing to its terms.

In witness whereof I have here unto set my hand and seal this 6th day of June in 2023



Name of Special Event Coming Clean 5K Run/Walk
Date(s) of Special Event 8/26/23
Name of Organization West Florida Baptist Church
Event Organizers Name Dan Libby
Address of Organization 5621 US-90 MILTON FL 32583
Phone Number 850 - 623 - 8984
Email dlibby @ westflorida baptist . com

Printed Name

Signature

Dan Libby

[Signature]

Internal Signatures Required for Approval:

Office of Economic Development: _____ Planning: _____

Public Works: _____ Police: _____ Fire: _____





Oak St

Elmira St

Willing St

Riverwalk South,
Milton, FL

Milton Riverwalk

Milton Riverwalk

6875

5162

Start and Finish line

Food and
refreshment
tables

Sponsor
tents and
tables

Bands on the Blackwater

5158

5154

Elmira St

Willing St

Pine St

Pine St

5137



Outside Agency Funding Application

Outside Applicant funding by the City of Milton is intended to provide resources from the City to assist neighborhood, community, social and not-for-profit organizations in carrying out community activities. Resources are allocated to specific events/activities/projects/programs only. General operational funds and/or administrative costs not associated with the project/program are not eligible. All funded activities must take place within the city limits of the City of Milton and be must free and open to the public to attend. Explanation for events outside the city limits and/or not free and open to the public must be provided and may be approved on a case-by-case basis.

Resources provided by the City may include, but are not limited to the following: direct financial support, use of City property, use of City equipment, use of City staff or any combination thereof. The specific resources requested must be identified in this application. The Applicant is advised that the approval or disapproval of each application is at the sole discretion of the City of Milton and the information requested is used as a basis to evaluate the Applicant's project. Submission of an application does not create entitlement to funding or any other City resource. Funding in one year does not create an entitlement to funding in future years. The application shall be reviewed by the City for completeness and eligibility prior to any approvals. The City's discretion is absolute, and the City may, for example, waive any technical irregularity, award in-mass, partial fund, split fund, or reject any and all submittals. Additional post-award requirements above and beyond what is required in this application may be added by City Council at its sole discretion. For the purposes of this application, "funding", "resources" "support" or "award" means cash, goods and services or both and may be used interchangeably.

***THIS APPLICATION DOES NOT TAKE THE PLACE OF A
SPECIAL EVENT PERMIT APPLICATION***

Name of Organization: WEST FLORIDA BAPTIST CHURCH

Address: 5621 US-90 MILTON FL 32583

Name of Representative: Dan Libby

Telephone: 850 623 8984 Cell Phone: 850 377 8235

Email: dlibby25@gmail.com dlibby@westflorida baptist.com

Name of Event/Activity/Project/Program: COMING CLEAN 5K

Has the City of Milton ever provided support of any kind for the organization/event in the past? YES ☒ NO

Are you incorporated? YES ☒ NO

Are you a Florida Not for Profit Corporation? YES ☒ NO ☒ N/A

Do you have a 501c3 designation? YES ☒ NO (If yes, please attach a copy) N/A

Are you registered with the Florida Department of Agriculture and Consumer Services? YES ☒ NO ☒ N/A

Have you filed a 990 with the IRS for the previous year? YES ☒ NO (If yes, please attach a copy) N/A

OUTSIDE APPLICANT REQUEST

REQUESTED ITEM

TOTAL

☐ Cash funding for a project/event (please specify exact amount requested)	\$ _____
☒ Use of City Property (please specify location and duration) (cost varies)	ENTIRE RIVERWALK
☒ City Bathroom at Jernigan's Landing (\$250) (<i>Non-Profit Only</i>)	RIVERSIDE
☐ City Bathroom at Alternate Location (\$350) (<i>Non-Profit Only</i>)	FESTIVAL AREA 500.00
☐ City Stage (\$350) (<i>Non-Profit Only</i>)	\$ 250
☐ City Movie Projection Equipment & Inflatable Screen (\$250) (<i>Non-Profit Only</i>)	\$ _____
☐ Utilization of City Insurance (must be approved by City Council in advance)	\$ _____
☐ Street Barricades/Cones (\$100/\$10)	\$ _____
☐ Electronic Street Informational Sign (\$250 per unit)	\$ _____
☐ City Tent (\$500) (<i>Non-Profit Only</i>)	\$ _____
☐ Live Music Licensing (\$200) */** (<i>Non-Profit Only</i>)	\$ _____
☐ Movie Licensing (at Cost) */** (<i>Non-Profit Only</i>)	\$ _____
☐ Parade Package (\$1000) (<i>Non-Profit Only</i>)	\$ _____
☐ Tables/Chairs (\$5/table and \$10/10 chairs, rented in counts of 10 only)	\$ _____
☐ Tables & Chairs Delivery & Set Up & Retrieval (\$25)	\$ _____
☐ Small Generator (\$100)	\$ _____
☐ Large Generator (\$250)	\$ _____
☐ Generator Power Distribution Panel (\$100)	\$ _____
☐ Hose Bib (water distribution system) (\$100)	\$ _____
☐ Connection to City Fire Hydrant (\$50 + Metered Rate for Water)	\$ _____
☐ Electrical Activation (\$75 + Hourly Rate for Electricity/Connection)	\$ _____
☐ Fire/EMS (\$30/hour, min. 2 hours)	\$ _____
☐ Police (\$30/hour, min. 4 hours)	\$ _____
☐ Public Works Crew (\$25/hour, min. 2 hours)	\$ _____
☐ Other City Staff (\$30/hour, min. 2 hours)	\$ _____

TOTAL AMOUNT OF FUNDING REQUESTED

\$ 750

*Published music, movies, and other electronic art forms are protected by US Copyright and Trademark laws. Unauthorized use of copyrighted work is illegal.

**Must be a free event, open to the public and located within the City Limits to access the City's ASCAP, BMI and SESAC License.

Explanation of Organization
(Who are you? What is your mission?)

WEST FLORIDA BAPTIST CHURCH. WE SEEK TO SPREAD THE LOVE OF JESUS THROUGH GLOBAL AND LOCAL OUTREACH.

Explanation of Event/Activity/Project/Program
(How does this event/program benefit the Citizens of the City of Milton? Include information of previous versions of this event. Number of participants previously and expected this year, etc.)

THIS IS A 5K FOOT RACE USED TO RAISE AWARENESS OF OUR CHURCH'S FREE ADDICTION RECOVERY PROGRAM.

Explanation of Funding Request
(What will the City pay for/provide and why?)

THE CITY WILL PROVIDE THE FUNDS NEEDED TO PAY FOR THE USE OF THE FACILITIES AND GROUNDS. THIS WILL HELP US ALLEVIATE THE OUT OF POCKET COSTS FOR THIS EVENT.

Explanation of How Event/Activity/Project/Program Benefits the City of Milton and its Citizens

THE EVENT WILL HELP RAISE AWARENESS TO THE PEOPLE OF MILTON ABOUT THE PROGRAM MADE AVAILABLE TO THEM AT NO COST. THE PROGRAM WILL HELP ~~THE~~ TO IMPROVE THE QUALITY OF LIFE IN MILTON BY DECREASING THE EFFECT THAT DRUG/ALCOHOL ADDICTION HAS IN OUR COMMUNITY'S FAMILIES.

BUDGET

Has your organization received City funding for this specific event/project in the past? YES NO N/A
If "YES", please indicate the amounts below (both in cash and in-kind):

FY17-18	FY18-19	FY19-20	FY20-21	FY21-22

The City's Fiscal Year is October 1 – September 30.

Has your organization received City funding for any other events/projects in the past 5 years? YES NO N/A
If "YES", please list each event/project that received funding and the amounts for each.

Are you utilizing City funds as match for a grant? YES NO
If "YES", what is the required total match amount? \$ _____
How much money will be received from the grant? \$ _____
Please provide a copy of the grant application we will be matching.

Please detail all funding sources (cash and in-kind) for this event/project (including City request). For example, other governmental funding, donations, sponsorships, fundraisers, etc. Individual donors/sponsors do not have to be identified. The totals at the bottom should reflect the entire budget for this event/project. If this is a first-time event, please provide a projected revenue budget.

<u>REVENUE</u>	<u>PRIOR YEAR</u>	<u>CURRENT YEAR</u>	<u>UPCOMING YEAR</u>
1. City of Milton	—	750	750
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
TOTAL REVENUE			

Please detail all expenditures for this event/program. For example, printing, band fee, advertising, supplies, etc.

The totals at the bottom should reflect the entire budget for this event/project and should equal the Revenues identified above. If a good/service is donated, it should be reflected as a donation in the Revenue Section and an expenditure in the Expenditure Section to balance the budget. Individual donors do not have to be identified. If this is a first-time event, please provide a projected expense budget.

<u>EXPENSES</u>	<u>PRIOR YEAR</u>	<u>CURRENT YEAR</u>	<u>UPCOMING YEAR</u>
1. City of Milton	—	750	750
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
TOTAL EXPENSES			

What percentage of the total budget will the City be providing if this application is approved? 100 %

PARTICIPANTS

	<u>PRIOR YEAR</u>	<u>CURRENT YEAR</u>	<u>UPCOMING YEAR</u>
1. Number served by this event/program	200	250	300
2. Cost per participant	\$25	\$25	\$25

If funding is approved, how will the number of participants be increased, or the event/program expanded?

It will allow us to promote the event further

INSTRUCTIONS

1. Submit this completed application and all required, applicable documentation to:

Mail to:

The City of Milton
c/o Office of Economic Development
Post Office Box 909
Milton, Florida 32572

Hand Deliver to:

The City of Milton
c/o Office of Economic Development
6738 Dixon Street
Milton, Florida 32570

Email to: espears@miltonfl.org

2. Funding requests will be reviewed for completeness and technical aspects by City Staff. The request will then be forwarded to City Council for consideration. Staff will review the following aspects:
 - A. Organizational Capacity
 - B. Proposed Program/Funding Use
 - C. Efficiency & Collaboration
 - D. Financials
 - E. Meeting Community needs and priorities
3. Applications that are approved by City Council will receive a notification regarding the level of funding and a Funding Agreement from the City. The City is not responsible for any expense incurred prior to award of funding or outside of the scope of funding approval.

CONDITIONS OF FUNDING

By submitting this application, Applicant consents to the following conditions contained in this section. Failure to comply with any one of the below conditions is a default:

- ☐ Funded projects must provide a direct benefit to the businesses or citizens of the City.
- ☐ Services offered by the Applicant must not be restrictive with regard to race, sex, age, religion, disability, or any characteristics that would be prohibited by law.
- ☐ Funds may not be used for any purpose prohibited by law.
- ☐ Applicants requesting funding for the following services or activities will not be considered:
 - Endowments or debt reduction
 - Administrative services support
 - Annual fundraising or capital campaign
 - Political activities
 - Religious activities
 - Public agencies for mandated services
 - Scholarships or individual grants or awards
 - Private Foundations
- ☐ All awards are based on availability of funds. Awards may be provided until all funds are exhausted. If funds remain after the initial cycle, additional cycles later in the year may occur at the City's discretion. Based on available funds, some applications may be approved, while others may be only partially funded or receive no funding.

- ❑ The Applicant hereby agrees to allow the City of Milton to capture, own and use at their sole discretion, images, videos, recordings, and the like of the event/activity/program/project. The City shall use the Applicant's Logo, or other identifier approved by the Applicant in coordination with any City advertising for the event/project.
- ❑ The Applicant hereby agrees to use the City's, or any approved City Department's Logo in any/all advertising, marketing and promotion for the event/program to the same extent as the largest single sponsor, unless otherwise agreed upon in advance. If no sponsors are utilized, the City shall be recognized as the event/program sponsor. The Applicant shall consult with City Staff on any/all advertising, marketing and promotion prior to public release.
- ❑ The City is not responsible for any event/project organization or management. The organization submitting this application is totally responsible for any/all means and methods in carrying out the event/project.
- ❑ The Applicant shall, at all times while on City of Milton Property, conduct themselves in a professional, responsible manner and observe all rules and regulations set forth by the City of Milton. Funded events/programs shall be wholesome and adhere to the standards of good taste, as assessed by the City Council in reviewing all representations of the applicant about the conduct of the event. Material departure from the standards represented to and approved by Council may result in default.
- ❑ All vendors'/merchandise sold at an event must be of good taste, consistent with the values of Milton, Florida, as assessed by the City Council in reviewing all representations of the applicant about the conduct, services or merchandise to be sold. Material departure from the standards represented to and approved by Council may result in default.
- ❑ Funded events/programs shall not directly compete with City Brick and Mortar Businesses through use of outdoor, mobile vendors that provide the same goods/services as the primary good/service of the Brick and Mortar Business. An outdoor, mobile vendor must be a minimum distance of 250 feet or one city-block from a Brick and Mortar Business if providing the same primary good/service. An exception can be provided if a waiver is signed by the Brick and Mortar Business and provided to the City in advance of the event/program.
- ❑ Applicants must indemnify, save and hold harmless the City from and against any and all claims, demands, actions, debts, liabilities, and attorney's fees arising out of, claimed on account of, or in any manner predicated on loss of or damage to the property of, and injuries to or death of any and all persons whatsoever, in any manner alleged to be caused or contributed to by the Applicant, its agents, servants, volunteers or employees while carrying out the event/activity/program/project. From and on account of damages of any kind which they, or any of them, may suffer as a result of acts of the Applicant or any of the Applicant's agents, servants, volunteers or employees and from any workmen's compensation benefits which they, or any of them, become obligated to pay the Applicant, its agents, servants, volunteers or employees, and from any and all claims, demands, actions, debts, liabilities, and related costs which result from the event/activity/program/project carried out by the Applicant.
- ❑ Applicants must provide a Certificate of Insurance (COI), showing the City of Milton, FL as an additional insured, 10 days prior to the event/program date. Applicants may request to utilize the City's insurance for the event. However, such request must be approved by City Council.

- ❑ Applicants shall be and act as independent contractors, and under no circumstances shall any funding be construed as one of agency, legal partnership, or joint venture, or employment between the City and the Applicant. None of the personnel under contract to, employed by, or volunteering for the Applicant shall be deemed in any way to have any contractual relationship with the City whatsoever. The Applicant shall be solely responsible for the conduct of its employees, personnel, volunteers and agents in connection with their obligation hereunder.
- ❑ The City of Milton is not responsible for the safety, security or working condition of any equipment not owned by the City. Use, care and security of any and all City-owned equipment made available for use by the City, provided to and operated by the Applicant, shall be the sole responsibility of the Applicant. Please inspect all items carefully. Any City Equipment provided to the Applicant lost, damaged or destroyed shall be replaced/repared at the sole expense of the Applicant, unless such damage is sustained due to acts beyond the control of the Applicant as described below.
- ❑ Once the event/project has been completed, Applicant must submit a final report, including event attendance and a final financial expenditure report. If the event/project is ongoing, quarterly reports are required. Additional reporting requirements may be included by City Council at their sole discretion. Failure to submit required reports shall disqualify an organization from future requests.
- ❑ Applicants must demonstrate the financial capacity and ability to complete the event/project as described in this Application, including provision of a current balance reflecting sufficient available funds for completion of all portions of the project not funded by the City. The historical, organizational and financial information requested in this application demonstrate such capacity.
- ❑ This application contains the entire request from the Applicant. This application supersedes any and all prior agreements, arrangements, communications, or representations, whether oral or written. This application and associated event/activity may not be amended, altered, modified or changed except when approved in writing by the City.
- ❑ Applicants are encouraged, but not required, to meet with City Staff before submitting this application for a courtesy review. If funded, Applicants are required to meet with City Staff at Staff's request to review the event/program.
- ❑ If the event/project is postponed due to inclement weather, as acts of God, government restrictions, military operations and exercises, security alerts or unforeseen commercial delays or other similar conditions beyond the Applicant's control, it may be rescheduled for another time or cancelled altogether at the discretion of the City.

REQUIRED DOCUMENTATION
(If Applicable)

Applicants requesting funding must complete this application and provide all other required documentation listed below (if applicable). Please note – if any item requested in this application is not applicable to an Applicant or the Applicant does not have any item, it does not automatically disqualify the Applicant from receiving funding. The items requested below are not intended to create any new demands for an Applicant. The information requested should reflect information that would be normally provided to a Board of Directors on a regular basis.

1. IRS letter with tax exemption ruling. Applicants should be qualified to receive tax-deductible contributions as defined by the IRS - generally a 501(c)(3) public charity tax status.
2. Current Board of Directors/Officers. If your organization is a local office, chapter, etc. of a larger entity (i.e. umbrella organization, governmental Applicant, etc.), please attach a list of Board of Directors/Officers of the next higher-level entity.
3. Copy of most recent independent audit, review and management letter, if applicable.
4. Articles of Incorporation and Bylaws.
5. Organization fiscal year budget and year to date financial statements for the current year, including a Statement of financial position (assets, liabilities and equity) and a Statement of activities (income and expenses), if available. Important note: If your Applicant is a local office, chapter, project, etc. of a larger entity (i.e. umbrella organization, governmental Applicant, etc.), please also include financials and budget of the next higher-level entity.
6. Budget for the project including the portion of the budget which will be funded by the City of Milton, if approved.
7. Organization Strategic Plan, if available.
8. W-9 and City Taxpayer Identification Form.
9. Any information that may assist in better understanding your organization and/or funding request.

DEFAULT

In addition to noncompliance with the above described conditions, default shall occur if one or more of the following takes place:

- The event/activity/project/program is cancelled without prior City approval.
- The event/activity/project/program is substantially changed from what is detailed in this application (budget, date, time, place, etc.) without prior City approval.
- The event/activity/project/program is transferred to another entity/organization not identified in this application.
- Failure to timely submit required reports.
- Any criminal conduct, indecency or obscenity, drunkenness, damage to Government property, being under the influence of narcotics or hallucinatory drugs on the part of the event organizers, their staff, vendors or volunteers. This clause does not apply to the general public and/or participants of the event, unless directly associated with the organizers.
- Failure to comply with the Terms and Conditions of this Application and the Funding Agreement.

If any of the above-referred activities occur prior to the event/project, the City may, in its sole and absolute discretion, choose not to release funds and render the Funding Agreement null and void. Should the above-referenced activities occur after the funds are released, the City may, in its sole and absolute discretion, require immediate repayment of funds to the City. Organizations that default are ineligible for future funding for a period of 5 years.



Agenda Item # 2023-1624

SEPA - MHS Homecoming Parade

MEETING DATE

July 20, 2023

PREPARED BY

Jay Conrad, Events Coordinator

BACKGROUND

The MHS Homecoming Parade is an annual parade that takes place each year in November.

This year, the homecoming parade is scheduled for November 3, 2023 between 9:30 AM and 12:30 PM and will take place along Stewart St. next to Milton High School.

The Event Organizer is requesting the closure of Stewart St., Byrom St., Raymond Hobbs St., and Park Ave. in the vicinity of the school in order to put on the parade.

The Event Organizer has also requested a parade package from the City for this event. The parade package fee is \$1000. An Outside Agency Funding Application has also been submitted, requesting that the City waive the cost of the parade package.

SUMMARY

RECOMMENDATION

City staff recommends approval of this event.

ATTACHMENTS

1. SEPA - MHS Homecoming Parade 2023
2. OAFA - MHS Homecoming Parade 2023



Special Event Permit Application

City of Milton

6738 Dixon Street, Milton FL, 32570

850-983-5400 pio@miltonfl.org

Instructions:

To process this application all applicable pages must be filled out completely and submitted to the city. Pages 1-6 are mandatory with every application. If you are requesting support and/ or sponsorship for your event, the City of Milton Outside Agency Funding Application is required in addition to this application. For questions about requirements, fees or the application process contact the Administration Department at City Hall.

Applicant & Event Organizer Information

☐ Individual ☒ Not-for Profit ☐ For-Profit ☐ Charity
☐ Other: _____

Name of Organization: Milton High School

Address: 5445 Stewart Street City: Milton

Phone: 850-983-5600 Email: scheppd@santarosa.k12.fl.us

Event POC: Chafan Marsh, AP; Tim Short, Principal; Debby Schepper, Secretary

Phone: 850-983-5600 Email: scheppd@santarosa.k12.fl.us

Event Information

☐ Concert ☐ Park Festival ☐ Street Festival ☐ Parade/ Procession
☐ Run/ Walk ☐ Sporting Event ☐ Sale/ Market ☐ Private Event/ Wedding
☒ Other _____

Event Name: Milton High School Homecoming Parade

Event website/ Event Page: _____

Event Location: _____ Event Date(s) 11/3/23 to 11/3/23

Time of Event: Day 1 9:30 a.m. to 12:30 p.m. (Day 2 - Optional) _____ to _____

Setup Date & Time: _____ at _____ Teardown Date & Time: _____ at _____

Estimated Attendance: _____ Is the Event Free to attend? ☒ YES ☐ NO

Special Event Questionnaire

Below are questions about the event. Please answer all questions and attach additional documents, if necessary, to the application.

- | | | | |
|--|----------|------------------------------|--|
| Will a City park be utilized? | (page 3) | ☐ YES | ☒ NO |
| Will equipment from the City of Milton be needed? | (page 3) | ☐ YES | ☒ NO |
| Will you need the City's Stage? | (page 3) | ☐ YES | ☒ NO |
| Will there be amplified sound? | (page 4) | ☐ YES | ☒ NO |
| Will you need the City's portable restroom? | (page 3) | ☐ YES | ☒ NO |
| Will tents larger than 10'x10' be erected? | (page 4) | ☐ YES | ☒ NO |
| Will inflatable bounce houses be erected? | (page 4) | ☐ YES | ☒ NO |
| Will you be using water slides? | (page 4) | ☐ YES | ☒ NO |
| Will you need City Dumpsters/ Trashcans? | (page 3) | ☐ YES | ☒ NO |
| Will there be fireworks? | (page 4) | ☐ YES | ☒ NO |
| Will vendors be selling merchandise, food, or wares? | (page 4) | ☐ YES | ☒ NO |
| Will food be cooked at the event? | (page 4) | ☐ YES | ☒ NO |
| Will alcohol be sold or given away at this event? | (page 4) | ☐ YES | ☒ NO |
| Will animals/ pets be allowed at the event? | (page 4) | ☐ YES | ☒ NO |
| Will you be using State or County Roads? | (page 4) | ☐ YES | ☒ NO |
| Will temporary No Parking Signs be utilized? | (page 4) | ☐ YES | ☒ NO |
| Will EMT be on site? | (page 3) | ☐ YES | ☒ NO |
| Will you need security? | (page 3) | ☐ YES | ☒ NO |
| Will you require power on-site? | (page 3) | ☐ YES | ☒ NO |
| Will you require water on-site? | (page 3) | ☐ YES | ☒ NO |

If you have answered YES to any of these questions, please see page 3-4 and select the items you request to use.

Do you have a Marketing Plan and if so, how will you notify surrounding businesses/ residents of your event? _____

Have you prepared a to scale event map/ layout that meets all ADA parking and access requirements?

☐ YES ☐ NO

City Fee Sheet

(City Fees are the fixed cost for the use of its facilities, licenses, insurance, parks, equipment, etc.)

Location(s)/ Facility used at event:

- | | | | |
|--|-------|---|-------|
| ☐ North Riverwalk | \$150 | ☐ North Willing Street | |
| ☐ South Riverwalk | \$150 | ☐ South Willing Street | |
| ☐ Entire Riverwalk | \$250 | ☐ North Elmira Street | |
| ☐ N Riverwalk Gazebo | \$50 | ☐ South Elmira Street | |
| ☐ S Riverwalk Pavilion | \$50 | ☐ Imogene Parking Lot | |
| Jernigan's Landing <i>(Downtown event location for the City of Milton. Select all applicable)</i> | | | |
| ☐ Riverside | \$100 | ☐ Festival Area | \$150 |
| ☐ Other: _____ | | | |

Requested Items:

QTY

QTY

- | | | | |
|--|-------------------|--|----------------------|
| ☐ Portable Restroom | \$250(np only) | ☐ Portable Restroom | \$350(np only) |
| <i>(at Jernigan's landing)</i> | | <i>(at alternate location)</i> | |
| ☐ City Stage 14'x28' | \$350(np only) | ☐ City Movie System | \$250(np only) |
| ☐ Live Music Licensing ***\$200 | | ☐ Movie Licensing *** | \$(at cost)(np only) |
| ☐ Barricades | \$100 per _____ | ☐ Cones | \$10 per _____ |
| ☐ City Garbage Cans | \$10 per _____ | ☐ Dumpster | \$50 per _____ |
| ☐ City Tent (40'x40') | \$500(np only) | ☐ Variable Message Sign | \$250 per _____ |
| ☐ Large Generator | \$250 | ☐ Small Generator | \$100 |
| ☐ Generator power distro | \$100 | ☐ Hose-bid water distro | \$100 |
| ☐ City Hydrant tap fee | \$50 + meter rate | ☐ Electrical Activation | \$75 + meter rate |

Packages: These are requested items that come as a package.

- ☒ Parade Package (including Police, Public Works, Planning, signage & street closures) \$1,000(np only)***
- ☐ Parade Package ("") – For-Profit Organization \$2500

(Parade package requires event organizers to complete all necessary documents, schedule pre & post event meetings with city staff, provide a detailed map of the starting point, route, and end point, provide alternate dates, provide certificate of insurance for the event, and written approval for use from all parties in which the event will take place.)

Parades that utilize a state road will require a FDOT permit for use and can take months to receive.

*Published music, movies, and other electronic art forms are protected by US Copyright and Trademark laws. Unauthorized use of copyrighted work is illegal. **Must be free event, open to the public and located within the City Limits to access the City's ASCAP, BMI and SESAC License. *** np only stands for Non-profits only.

Ordinances & Special Requests

Tourism District and Downtown Milton Special Requests:

NOTE: Tourism District Special Request Applications must be received by the city sixty (60) days prior to the event. Events with Alcohol must submit ninety (90) days prior to the event.

I hereby request waiver of the following ordinances: **(only available in the Tourism District)**

- ☐ Open Container Ordinance (Section 6-27)
- ☐ Noise Ordinance (LDR Section III-5.16)
- ☐ Animal Control Ordinance (Section 4-37(b))
- ☐ And/ or other Ordinance _____

I hereby request the following regarding the Blackwater River:

- ☐ Activate Boating Restricted Areas
- ☐ Activate 24-hour docking at the Riverwalk

I hereby request the use of Fireworks in the City of Milton:

- ☐ By selecting this box, you must complete the City of Milton Fireworks Display Permit Application

**note – Fireworks are subject to approval by the City Fire Chief and must be done by a licensed and insured pyrotechnics professional. Additional information will be provided.*

Time Period from when these requests will take place:

From: _____ Date: _____ To: _____ Date: _____

I hereby request that vendors be allowed to sell their wares at the event. All vendors know they must abide by all federal, state, county, and local laws regarding resell, sell of their ware. All vendors have their applicable license's available if requested. City will not be held liable. ☐ YES ☐ NO

Will this event require Road Closures? ----- ☐ YES ☐ NO

Stewart Street requires a separate FDOT application. A scheduled meeting with the Planning Department is required for a State Road Closure. Ensure you have your date/ time confirmed prior to submitting your information. The City will assist.

If so, please list street names:

- 1) Stewart Street 2) Byrom Street
- 3) Raymond Hobbs Street 4) Park Avenue

Is this an annual Event? ☐ YES ☐ NO

If YES, list the date(s) requested for next year. Please note that requesting the date(s) on this application does not guarantee a hold or act as a confirmation of the requested date(s).

Requested event date(s): _____ Alternative Date(s): _____

Additional Documents Required with Application

All events require an Event Site Map and copy of Insurance Certificate's 10 days prior. Below are additional documents that may be required to be submitted with the application. Application will be considered incomplete without these documents.

For additional information on what is required please contact the Administrative Office at City Hall.

- ☐ Event Site Map ☐ Event Race Route Map ☐ Parade Route & Alternate

Event organizers must provide a site map with vendor locations, portable restrooms, run/ walk route, etc. at the time this application is submitted. A detailed listing of all services is required for public awareness & safety.

- ☐ Insurance Certificate(s) ☐ Fireworks Application ☐ Other (any other agency)

- ☐ Tax Exempt Certificate and 501(c)3 Documentation (if the entity is claiming tax exempt and/ or non-profit status)

Rules & Regulations

Application Dates:

- The permit application process should begin at least 60 days prior to the event date. 90 days if alcohol is to be sold or given away. Parade application process should allow 6 months.
- Once all documents have been submitted, City Staff will schedule a meeting to review all information and ensure event organizers have met all requirements. Staff will at this time develop an Agenda Analysis for Councils review. Council will be informed during the Committee of the Whole meeting. This meeting takes place the third Thursday of every month.
- Each event will require Council's approval and organizers should attend (if requesting support).

Cancellation Policy: 850-983-5600

- Event application fees are non-refundable if the event is cancelled by the applicant.
- Although event application fees are non-refundable, if an event is cancelled due to inclement weather, the fee may be credited towards an alternate date. Event Organizers must inform the Office of Economic Development when cancelling any event. An alternate date must take place within one year of the original event date.

ADA Accessibility Guidelines:

- Event Organizers must make the event accessible to people with disabilities to the greater extent possible in compliance with the requirements of the American with Disabilities Act (ADA).
- Accessible parking must also be provided for persons with Disabilities. Information regarding accessible parking locations should be included as part of the event site map.

Clean-Up:

- It is understood that clean-up will be performed immediately following the event. Event site must be returned to its pre-event state. Failure to adequately clean-up event site may result in a fee. Adequacy of clean-up will be assessed by City of Milton Code Enforcement.

Hold Harmless Agreement

For and in consideration of having been granted permission by the City of Milton to hold a Special Event within the City of Milton limits, the undersigned hereby agrees on behalf of the organization, to indemnify and hold harmless the City of Milton, its subsidiaries or affiliates, elected and appointed officials, employees, volunteers, representatives and agents from any and all claims, suits, actions, damages, liability and expenses in conjunction with loss of life, bodily injury or personal injury or property damage, including loss of use thereof, directly or indirectly caused by, resulting from, arising out of or occurring in connection with this permitted activity.

The undersigned also agrees to protect and hold harmless the City of Milton, its subsidiaries, or affiliates, elected and appointed officials, employees, volunteers, representatives and agents from any and all claims, suits, actions, damages, liability and expenses, present, past or future which may be asserted by this organization, or any member of this organization, or any participant of third party arising out of or occurring in connection with this permitted event.

By the signature to this document the undersigned acknowledges that it understands the contents of this document and is voluntarily agreeing to its terms.

In witness whereof I have here unto set my hand and seal this 14th day of June in 2023

Name of Special Event Milton High School Homecoming Parade

Date(s) of Special Event Friday, November 3, 2023

Name of Organization Milton High School

Event Organizers Name Chafan Marsh, AP; Tim Short, Principal; Debby Schepper, Secretary

Address of Organization 5445 Stewart Street, Milton, FL 32570

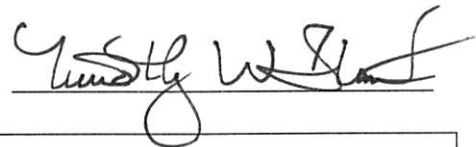
Phone Number 850-983-5600

Email scheppd@santarosa.k12.fl.us

Printed Name

Signature

Timothy W. Short



Internal Signatures Required for Approval:

Office of Economic Development: _____ Planning: _____

Public Works: _____ Police: _____ Fire: _____

2500 2500 2500

W. B. G. G.



Outside Agency Funding Application

Outside Applicant funding by the City of Milton is intended to provide resources from the City to assist neighborhood, community, social and not-for-profit organizations in carrying out community activities. Resources are allocated to specific events/activities/projects/programs only. General operational funds and/or administrative costs not associated with the project/program are not eligible. All funded activities must take place within the city limits of the City of Milton and be must free and open to the public to attend. Explanation for events outside the city limits and/or not free and open to the public must be provided and may be approved on a case-by-case basis.

Resources provided by the City may include, but are not limited to the following: direct financial support, use of City property, use of City equipment, use of City staff or any combination thereof. The specific resources requested must be identified in this application. The Applicant is advised that the approval or disapproval of each application is at the sole discretion of the City of Milton and the information requested is used as a basis to evaluate the Applicant's project. Submission of an application does not create entitlement to funding or any other City resource. Funding in one year does not create an entitlement to funding in future years. The application shall be reviewed by the City for completeness and eligibility prior to any approvals. The City's discretion is absolute, and the City may, for example, waive any technical irregularity, award in-mass, partial fund, split fund, or reject any and all submittals. Additional post-award requirements above and beyond what is required in this application may be added by City Council at its sole discretion. For the purposes of this application, "funding", "resources" "support" or "award" means cash, goods and services or both and may be used interchangeably.

***THIS APPLICATION DOES NOT TAKE THE PLACE OF A
SPECIAL EVENT PERMIT APPLICATION***

Name of Organization: Milton High School

Address: 5445 Stewart Street, Milton, FL 32570

Name of Representative: Tim Short, Principal

Telephone: 850-983-5600 Cell Phone: _____

Email: shortT@santarosa.k12.fl.us

Name of Event/Activity/Project/Program: MHS Homecoming Parade

Has the City of Milton ever provided support of any kind for the organization/event in the past? ☒ YES ☐ NO

Are you incorporated? YES ☒ NO

Are you a Florida Not for Profit Corporation? YES ☐ NO ☒ N/A

Do you have a 501c3 designation? YES ☐ NO (If yes, please attach a copy) ☒ N/A

Are you registered with the Florida Department of Agriculture and Consumer Services? YES ☐ NO ☒ N/A

Have you filed a 990 with the IRS for the previous year? YES ☐ NO (If yes, please attach a copy) ☒ N/A

OUTSIDE APPLICANT REQUEST

<u>REQUESTED ITEM</u>	<u>TOTAL</u>
☐ Cash funding for a project/event (please specify exact amount requested)	\$ _____
☐ Use of City Property (please specify location and duration) (cost varies)	\$ _____
☐ City Bathroom at Jernigan's Landing (\$250) (<i>Non-Profit Only</i>)	\$ _____
☐ City Bathroom at Alternate Location (\$350) (<i>Non-Profit Only</i>)	\$ _____
☐ City Stage (\$350) (<i>Non-Profit Only</i>)	\$ _____
☐ City Movie Projection Equipment & Inflatable Screen (\$250) (<i>Non-Profit Only</i>)	\$ _____
☐ Utilization of City Insurance (must be approved by City Council in advance)	\$ _____
☐ Street Barricades/Cones (\$100/\$10)	\$ _____
☐ Electronic Street Informational Sign (\$250 per unit)	\$ _____
☐ City Tent (\$500) (<i>Non-Profit Only</i>)	\$ _____
☐ Live Music Licensing (\$200) */** (<i>Non-Profit Only</i>)	\$ _____
☐ Movie Licensing (at Cost) */** (<i>Non-Profit Only</i>)	\$ _____
☐ Parade Package (\$1000) (<i>Non-Profit Only</i>)	\$ 1,000.00
☐ Tables/Chairs (\$5/table and \$10/10 chairs, rented in counts of 10 only)	\$ _____
☐ Tables & Chairs Delivery & Set Up & Retrieval (\$25)	\$ _____
☐ Small Generator (\$100)	\$ _____
☐ Large Generator (\$250)	\$ _____
☐ Generator Power Distribution Panel (\$100)	\$ _____
☐ Hose Bib (water distribution system) (\$100)	\$ _____
☐ Connection to City Fire Hydrant (\$50 + Metered Rate for Water)	\$ _____
☐ Electrical Activation (\$75 + Hourly Rate for Electricity/Connection)	\$ _____
☐ Fire/EMS (\$30/hour, min. 2 hours)	\$ _____
☐ Police (\$30/hour, min. 4 hours)	\$ _____
☐ Public Works Crew (\$25/hour, min. 2 hours)	\$ _____
☐ Other City Staff (\$30/hour, min. 2 hours)	\$ _____

TOTAL AMOUNT OF FUNDING REQUESTED

\$ 1,000.00

*Published music, movies, and other electronic art forms are protected by US Copyright and Trademark laws. Unauthorized use of copyrighted work is illegal.

**Must be a free event, open to the public and located within the City Limits to access the City's ASCAP, BMI and SESAC License.

Explanation of Organization
(Who are you? What is your mission?)

Mission: To love, educate, and prepare all students
for graduation and a successful future.

Explanation of Event/Activity/Project/Program
(How does this event/program benefit the Citizens of the City of Milton? Include information of previous versions of this event. Number of participants previously and expected this year, etc.)

The Homecoming Parade for Milton High has been a staple of the City of Milton annually for several decades. The parade traditionally begins at King Middle, passes by Rhodes Elementary and ultimately traverses around Milton High before ending on the south end of campus. It promotes school spirit, pride in the Milton community, and involves numerous families lining the streets to watch. There are usually about 500+ students involved in the parade with another 2500 student plus many other local community members lining the streets to watch.

Explanation of Funding Request
(What will the City pay for/provide and why?)

We are asking the City of Milton to cover the \$1,000.00 fee for the parade so we may use these funds to better serve students' academic, social, and emotional needs on campus.

Explanation of How Event/Activity/Project/Program Benefits
the City of Milton and its Citizens

The MHS Homecoming Parade promotes school spirit and community pride. The parade promotes a sense of unity and brings people from all crosswalks of life together to promote and celebrate a common cause. Many of the locals in Milton have direct connection to MHS and the parade allows them to reflect on past interactions with the school as well as view current progress of Milton High.

BUDGET

Has your organization received City funding for this specific event/project in the past? **YES** NO N/A
 If "YES", please indicate the amounts below (both in cash and in-kind):

FY17-18	FY18-19	FY19-20	FY20-21	FY21-22
				\$ 500.00

The City's Fiscal Year is October 1 – September 30.

Has your organization received City funding for any other events/projects in the past 5 years? YES **NO** N/A
 If "YES", please list each event/project that received funding and the amounts for each.

Are you utilizing City funds as match for a grant? YES **NO**

If "YES", what is the required total match amount? \$ _____

How much money will be received from the grant? \$ _____

Please provide a copy of the grant application we will be matching.

Please detail all funding sources (cash and in-kind) for this event/project (including City request). For example, other governmental funding, donations, sponsorships, fundraisers, etc. Individual donors/sponsors do not have to be identified. The totals at the bottom should reflect the entire budget for this event/project. If this is a first-time event, please provide a projected revenue budget.

<u>REVENUE</u>	<u>PRIOR YEAR</u>	<u>CURRENT YEAR</u>	<u>UPCOMING YEAR</u>
1. City of Milton			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
TOTAL REVENUE			

Please detail all expenditures for this event/program. For example, printing, band fee, advertising, supplies, etc.

The totals at the bottom should reflect the entire budget for this event/project and should equal the Revenues identified above. If a good/service is donated, it should be reflected as a donation in the Revenue Section and an expenditure in the Expenditure Section to balance the budget. Individual donors do not have to be identified. If this is a first-time event, please provide a projected expense budget.

<u>EXPENSES</u>	<u>PRIOR YEAR</u>	<u>CURRENT YEAR</u>	<u>UPCOMING YEAR</u>
1. City of Milton			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
TOTAL EXPENSES			

What percentage of the total budget will the City be providing if this application is approved? _____%

PARTICIPANTS

	<u>PRIOR YEAR</u>	<u>CURRENT YEAR</u>	<u>UPCOMING YEAR</u>
1. Number served by this event/program			
2. Cost per participant			

If funding is approved, how will the number of participants be increased, or the event/program expanded?

INSTRUCTIONS

1. Submit this completed application and all required, applicable documentation to:

Mail to:

The City of Milton
c/o Office of Economic Development
Post Office Box 909
Milton, Florida 32572

Hand Deliver to:

The City of Milton
c/o Office of Economic Development
6738 Dixon Street
Milton, Florida 32570

Email to: espears@miltonfl.org

2. Funding requests will be reviewed for completeness and technical aspects by City Staff. The request will then be forwarded to City Council for consideration. Staff will review the following aspects:
- A. Organizational Capacity
 - B. Proposed Program/Funding Use
 - C. Efficiency & Collaboration
 - D. Financials
 - E. Meeting Community needs and priorities
3. Applications that are approved by City Council will receive a notification regarding the level of funding and a Funding Agreement from the City. The City is not responsible for any expense incurred prior to award of funding or outside of the scope of funding approval.

CONDITIONS OF FUNDING

By submitting this application, Applicant consents to the following conditions contained in this section. Failure to comply with any one of the below conditions is a default:

- ☐ Funded projects must provide a direct benefit to the businesses or citizens of the City.
- ☐ Services offered by the Applicant must not be restrictive with regard to race, sex, age, religion, disability, or any characteristics that would be prohibited by law.
- ☐ Funds may not be used for any purpose prohibited by law.
- ☐ Applicants requesting funding for the following services or activities will not be considered:
 - Endowments or debt reduction
 - Administrative services support
 - Annual fundraising or capital campaign
 - Political activities
 - Religious activities
 - Public agencies for mandated services
 - Scholarships or individual grants or awards
 - Private Foundations
- ☐ All awards are based on availability of funds. Awards may be provided until all funds are exhausted. If funds remain after the initial cycle, additional cycles later in the year may occur at the City's discretion. Based on available funds, some applications may be approved, while others may be only partially funded or receive no funding.

- ❑ The Applicant hereby agrees to allow the City of Milton to capture, own and use at their sole discretion, images, videos, recordings, and the like of the event/activity/program/project. The City shall use the Applicant's Logo, or other identifier approved by the Applicant in coordination with any City advertising for the event/project.
- ❑ The Applicant hereby agrees to use the City's, or any approved City Department's Logo in any/all advertising, marketing and promotion for the event/program to the same extent as the largest single sponsor, unless otherwise agreed upon in advance. If no sponsors are utilized, the City shall be recognized as the event/program sponsor. The Applicant shall consult with City Staff on any/all advertising, marketing and promotion prior to public release.
- ❑ The City is not responsible for any event/project organization or management. The organization submitting this application is totally responsible for any/all means and methods in carrying out the event/project.
- ❑ The Applicant shall, at all times while on City of Milton Property, conduct themselves in a professional, responsible manner and observe all rules and regulations set forth by the City of Milton. Funded events/programs shall be wholesome and adhere to the standards of good taste, as assessed by the City Council in reviewing all representations of the applicant about the conduct of the event. Material departure from the standards represented to and approved by Council may result in default.
- ❑ All vendors'/merchandise sold at an event must be of good taste, consistent with the values of Milton, Florida, as assessed by the City Council in reviewing all representations of the applicant about the conduct, services or merchandise to be sold. Material departure from the standards represented to and approved by Council may result in default.
- ❑ Funded events/programs shall not directly compete with City Brick and Mortar Businesses through use of outdoor, mobile vendors that provide the same goods/services as the primary good/service of the Brick and Mortar Business. An outdoor, mobile vendor must be a minimum distance of 250 feet or one city-block from a Brick and Mortar Business if providing the same primary good/service. An exception can be provided if a waiver is signed by the Brick and Mortar Business and provided to the City in advance of the event/program.
- ❑ Applicants must indemnify, save and hold harmless the City from and against any and all claims, demands, actions, debts, liabilities, and attorney's fees arising out of, claimed on account of, or in any manner predicated on loss of or damage to the property of, and injuries to or death of any and all persons whatsoever, in any manner alleged to be caused or contributed to by the Applicant, its agents, servants, volunteers or employees while carrying out the event/activity/program/project. From and on account of damages of any kind which they, or any of them, may suffer as a result of acts of the Applicant or any of the Applicant's agents, servants, volunteers or employees and from any workmen's compensation benefits which they, or any of them, become obligated to pay the Applicant, its agents, servants, volunteers or employees, and from any and all claims, demands, actions, debts, liabilities, and related costs which result from the event/activity/program/project carried out by the Applicant.
- ❑ Applicants must provide a Certificate of Insurance (COI), showing the City of Milton, FL as an additional insured, 10 days prior to the event/program date. Applicants may request to utilize the City's insurance for the event. However, such request must be approved by City Council.

- ❑ Applicants shall be and act as independent contractors, and under no circumstances shall any funding be construed as one of agency, legal partnership, or joint venture, or employment between the City and the Applicant. None of the personnel under contract to, employed by, or volunteering for the Applicant shall be deemed in any way to have any contractual relationship with the City whatsoever. The Applicant shall be solely responsible for the conduct of its employees, personnel, volunteers and agents in connection with their obligation hereunder.
- ❑ The City of Milton is not responsible for the safety, security or working condition of any equipment not owned by the City. Use, care and security of any and all City-owned equipment made available for use by the City, provided to and operated by the Applicant, shall be the sole responsibility of the Applicant. Please inspect all items carefully. Any City Equipment provided to the Applicant lost, damaged or destroyed shall be replaced/repared at the sole expense of the Applicant, unless such damage is sustained due to acts beyond the control of the Applicant as described below.
- ❑ Once the event/project has been completed, Applicant must submit a final report, including event attendance and a final financial expenditure report. If the event/project is ongoing, quarterly reports are required. Additional reporting requirements may be included by City Council at their sole discretion. Failure to submit required reports shall disqualify an organization from future requests.
- ❑ Applicants must demonstrate the financial capacity and ability to complete the event/project as described in this Application, including provision of a current balance reflecting sufficient available funds for completion of all portions of the project not funded by the City. The historical, organizational and financial information requested in this application demonstrate such capacity.
- ❑ This application contains the entire request from the Applicant. This application supersedes any and all prior agreements, arrangements, communications, or representations, whether oral or written. This application and associated event/activity may not be amended, altered, modified or changed except when approved in writing by the City.
- ❑ Applicants are encouraged, but not required, to meet with City Staff before submitting this application for a courtesy review. If funded, Applicants are required to meet with City Staff at Staff's request to review the event/program.
- ❑ If the event/project is postponed due to inclement weather, as acts of God, government restrictions, military operations and exercises, security alerts or unforeseen commercial delays or other similar conditions beyond the Applicant's control, it may be rescheduled for another time or cancelled altogether at the discretion of the City.

REQUIRED DOCUMENTATION
(If Applicable)

Applicants requesting funding must complete this application and provide all other required documentation listed below (if applicable). Please note – if any item requested in this application is not applicable to an Applicant or the Applicant does not have any item, it does not automatically disqualify the Applicant from receiving funding. The items requested below are not intended to create any new demands for an Applicant. The information requested should reflect information that would be normally provided to a Board of Directors on a regular basis.

1. IRS letter with tax exemption ruling. Applicants should be qualified to receive tax-deductible contributions as defined by the IRS - generally a 501(c)(3) public charity tax status.
2. Current Board of Directors/Officers. If your organization is a local office, chapter, etc. of a larger entity (i.e. umbrella organization, governmental Applicant, etc.), please attach a list of Board of Directors/Officers of the next higher-level entity.
3. Copy of most recent independent audit, review and management letter, if applicable.
4. Articles of Incorporation and Bylaws.
5. Organization fiscal year budget and year to date financial statements for the current year, including a Statement of financial position (assets, liabilities and equity) and a Statement of activities (income and expenses), if available. Important note: If your Applicant is a local office, chapter, project, etc. of a larger entity (i.e. umbrella organization, governmental Applicant, etc.), please also include financials and budget of the next higher-level entity.
6. Budget for the project including the portion of the budget which will be funded by the City of Milton, if approved.
7. Organization Strategic Plan, if available.
8. W-9 and City Taxpayer Identification Form.
9. Any information that may assist in better understanding your organization and/or funding request.

DEFAULT

In addition to noncompliance with the above described conditions, default shall occur if one or more of the following takes place:

- The event/activity/project/program is cancelled without prior City approval.
- The event/activity/project/program is substantially changed from what is detailed in this application (budget, date, time, place, etc.) without prior City approval.
- The event/activity/project/program is transferred to another entity/organization not identified in this application.
- Failure to timely submit required reports.
- Any criminal conduct, indecency or obscenity, drunkenness, damage to Government property, being under the influence of narcotics or hallucinatory drugs on the part of the event organizers, their staff, vendors or volunteers. This clause does not apply to the general public and/or participants of the event, unless directly associated with the organizers.
- Failure to comply with the Terms and Conditions of this Application and the Funding Agreement.

If any of the above-referred activities occur prior to the event/project, the City may, in its sole and absolute discretion, choose not to release funds and render the Funding Agreement null and void. Should the above-referenced activities occur after the funds are released, the City may, in its sole and absolute discretion, require immediate repayment of funds to the City. Organizations that default are ineligible for future funding for a period of 5 years.



BDI Finance Sheet

MEETING DATE	PREPARED BY
July 20, 2023	Clerk's Office Dawn Molinero, City Clerk

City of Milton

BDI WWTP Project Cost 10-1-2020 to 3-31-23

And Other Engineering Firm Charges for 2023

PO#	Description
210395	Professional Services for Period October 1-31-2020
210424	Professional Services for Period October 1-31-2020
210767	Professional Services for Period November 1-30-2016
210749	Professional Services for Period November 1-30-2016
210766	Professional Services - Whiting Field Easement
210961	Professional Services for Period December 1-31-2020
210961	Professional Services - Whiting Field Easement
210961	Professional Services for Period December 1-31-2020
211263	Professional Services for Period January 1-31-2021
211263	Professional Services for Period January 1-31-2021
211263	Professional Services for Period January 1-31-2021
211263	Professional Services for Period January 1-31-2021
211488	Professional Services for Period February 1-28-2021
211807	Professional Services for Period February 1-28-2021
211807	Professional Services for Period February 1-28-2021
211807	Professional Services for Period February 1-28-2021
211488	Professional Services for Period February 1-28-2021
211806	Professional Services for Period March 1-31-2021
211806	Professional Services for Period March 1-31-2021
212142	Professional Services for Period April 1-30-2021
212139	Professional Services for Period April 1-30-2021
212142	Professional Services for Period April 1-30-2021
212139	Professional Services for Period April 1-30-2021
212390	Professional Services for Period May 1-31-2021
212389	Professional Services for Period May 1-31-2021
212389	Professional Services for Period May 1-31-2021
212676	Professional Services for Period June 1-30-2021
212677	Professional Services for Period June 1-30-2021
212677	Professional Services for Period June 1-30-2021
220201	Professional Services for Period September 1-30-2021
FY 2021	
220250	Grants - General Engineering Support
220482	Grants - General Engineering Support
220843	Grants - General Engineering Support
221046	Grants - General Engineering Support
221378	Grants - General Engineering Support
221752	Grants - General Engineering Support
222272	Grants - General Engineering Support
222316	Grants - General Engineering Support
222600	Grants - General Engineering Support
222622	Blackwater Directional Drill
223039	Blackwater Directional Drill
223042	Grant - General Engineering Support and 100 Acre Cultural
223043	Milton NSRRWRF RIBs PHASE 5

223285 Grants - General Engineering Support
223303 Blackwater Directional Drill
223304 Milton NSRRWRF RIBs PHASE 5
223559 Grants - General Engineering Support
223568 Blackwater Directional Drill
223577 Milton NSRRWRF RIBs PHASE 5

FY 2022

230234 Grants - General Engineering Support
230280 Blackwater Directional Drill
230549 Blackwater Directional Drill
230566 Grants - General Engineering Support
230841 Blackwater Directional Drill
230844 Grants-General Engineering Support
231103 Grants-General Engineering Support
231364 Grants-General Engineering Support
231360 Blackwater Directional Drill
231788 Grants - General Engineering Support
231774 Blackwater Directional Drill
232009 Grants - General Engineering Support
232002 Blackwater Directional Drill

FY 2023

BDI Total

Other Engineering Firms FY 2023 Costs

Ken Horne and Assoc

Southern Site & Utilities Designs

Expense Type	Invoice Date
Contract Administration	10/5/2020
Bidding Services	11/4/2020
Bidding Services	12/5/2020
Contract Administration	12/5/2020
Easement Acquisition ETO Trust Whiting Field Circle	12/5/2020
Bidding Services	1/7/2021
Easement Acquisition ETO Trust Whiting Field Circle	1/7/2021
Contract Administration	1/8/2021
Bidding Services	2/5/2021
Contract Administration	2/5/2021
Easement Acquisition ETO Trust Whiting Field Circle	2/5/2021
Project Observation and Record Drawings	2/5/2021
Contract Administration	3/4/2021
Easement Acquisition ETO Trust Whiting Field Circle - Hayes Consulting	3/4/2021
Easement Acquisition ETO Trust Whiting Field Circle - Hayes Consulting	3/4/2021
Easement Acquisition ETO Trust Whiting Field Circle - Hayes Consulting	3/4/2021
Project Observation and Record Drawings	3/4/2021
Contract Administration	4/6/2021
Project Observation and Record Drawings	4/6/2021
Capacity Analysis - Milton Updated Capacity Analysis Report 2021	5/7/2021
Contract Administration	5/7/2021
Data Collection - Milton Updated Capacity Analysis Report 2021	5/7/2021
Project Observation and Record Drawings	5/7/2021
Capacity Analysis - Milton Updated Capacity Analysis Report 2021	6/4/2021
Contract Administration	6/4/2021
Project Observation and Record Drawings	6/4/2021
Capacity Analysis - Milton Updated Capacity Analysis Report 2021	7/7/2021
Contract Administration	7/7/2021
Project Observation and Record Drawings	7/7/2021
Capacity Analysis - Milton Updated Capacity Analysis Report 2021	10/1/2021
NEPA - Environmental Review	10/6/2021
NEPA - Environmental Review	11/5/2021
NEPA - Environmental Review	12/7/2021
NEPA - Environmental Review	1/5/2022
NEPA - Environmental Review	2/5/2022
NEPA - Environmental Review	3/5/2022
NEPA - Environmental Review	4/6/2022
NEPA - Environmental Review	5/5/2022
NEPA - Environmental Review	6/6/2022
Professional Services - Survey, Design Permit	6/6/2022
Professional Services - Survey, Design Permit	7/7/2022
NEPA - Environmental Review	7/7/2022
Professional Services - Survey, Design Permit	7/7/2022

NEPA - Environmental Review	8/5/2022
Professional Services - Survey, Design Permit	8/1/2022
Professional Services - Survey, Design Permit	8/5/2022
NEPA - Environmental Review	9/7/2022
Professional Services - Survey, Design Permit	9/7/2022
Professional Services - Survey, Design Permit	9/7/2022

NEPA - Environmental Review	10/5/2022
Professional Services - Survey, Design Permit	10/5/2022
Professional Services - Survey, Design Permit	11/5/2022
NEPA - Environmental Review	11/5/2022
Professional Services - Survey, Design Permit	12/6/2022
NEPA - Environmental Review	12/6/2022
NEPA - Environmental Review	1/5/2023
NEPA - Environmental Review	2/6/2023
Professional Services - Survey, Design Permit	2/6/2023
NEPA - Environmental Review	3/6/2023
Professional Services - Survey, Design Permit & Contract Administration	3/6/2023
NEPA - Environmental Review	4/7/2023
Contract Administration & Project Observation	4/7/2023

Primary projects are Sportsplex and Basket Ball Courts

**Primary projects are Carpenters Park Improvements, BMX Track,
Hindal Park Restroom Upgrades, Lucille Johnson Park Upgrades**

Vendor	Invoice #	Check	Amount	City Funds -	State-LP57031-
				General	7/01/17
Baskerville-Donovan, Inc.	95612	103129	\$ 3,150.00	\$ -	\$ 3,150.00
Baskerville-Donovan, Inc.	95611	103129	\$ 21,450.00	\$ 21,450.00	\$ -
Baskerville-Donovan, Inc.	95669	103450	\$ 9,860.64	\$ 9,860.64	\$ -
Baskerville-Donovan, Inc.	95670	103450	\$ 1,811.87	\$ -	\$ 1,811.87
Baskerville-Donovan, Inc.	95654	103450	\$ 1,974.00	\$ 1,974.00	\$ -
Baskerville-Donovan, Inc.	95724	103631	\$ 2,500.00	\$ 2,500.00	\$ -
Baskerville-Donovan, Inc.	95725	103631	\$ 1,052.80	\$ 1,052.80	\$ -
Baskerville-Donovan, Inc.	95736	103631	\$ 1,693.00	\$ -	\$ 1,693.00
Baskerville-Donovan, Inc.	95770	103930	\$ 2,749.36	\$ 2,749.36	\$ -
Baskerville-Donovan, Inc.	95771	103930	\$ 1,000.00	\$ -	\$ 1,000.00
Baskerville-Donovan, Inc.	95775	103930	\$ 5,856.20	\$ 5,856.20	\$ -
Baskerville-Donovan, Inc.	95771	103930	\$ 1,680.00	\$ -	\$ 1,680.00
Baskerville-Donovan, Inc.	95816	104142	\$ 500.00	\$ -	\$ 500.00
Baskerville-Donovan, Inc.	95817 A	104531	\$ 8,005.00	\$ 8,005.00	\$ -
Baskerville-Donovan, Inc.	95817 B	104531	\$ 8,006.00	\$ 8,006.00	\$ -
Baskerville-Donovan, Inc.	95817 C	104531	\$ 8,006.00	\$ 8,006.00	\$ -
Baskerville-Donovan, Inc.	95816	104142	\$ 4,200.00	\$ -	\$ 4,200.00
Baskerville-Donovan, Inc.	95869	104531	\$ 240.00	\$ -	\$ 240.00
Baskerville-Donovan, Inc.	95869	104531	\$ 5,040.00	\$ -	\$ 5,040.00
Baskerville-Donovan, Inc.	95936	104883	\$ 1,848.00	\$ 1,848.00	\$ -
Baskerville-Donovan, Inc.	95934	104883	\$ 1,000.00	\$ -	\$ 1,000.00
Baskerville-Donovan, Inc.	95936	104883	\$ 3,130.00	\$ 3,130.00	\$ -
Baskerville-Donovan, Inc.	95934	104883	\$ 4,200.00	\$ -	\$ 4,200.00
Baskerville-Donovan, Inc.	95988	105087	\$ 2,059.20	\$ 2,059.20	\$ -
Baskerville-Donovan, Inc.	95989	105087	\$ 300.00	\$ -	\$ 300.00
Baskerville-Donovan, Inc.	95989	105087	\$ 840.00	\$ -	\$ 840.00
Baskerville-Donovan, Inc.	96037	105393	\$ 739.20	\$ 739.20	\$ -
Baskerville-Donovan, Inc.	96039	105393	\$ 305.13	\$ -	\$ 305.13
Baskerville-Donovan, Inc.	96039	105393	\$ 840.00	\$ -	\$ 840.00
Baskerville-Donovan, Inc.	96214	106275	\$ 633.60	\$ 633.60	\$ -
			\$ 104,670.00	\$ 77,870.00	\$ 26,800.00
Baskerville-Donovan, Inc.	96213	106316	\$ 8,212.50	\$ 8,212.50	\$ -
Baskerville-Donovan, Inc.	96280	106529	\$ 3,745.00	\$ 3,745.00	\$ -
Baskerville-Donovan, Inc.	96335	106871	\$ 3,172.50	\$ 3,172.50	\$ -
Baskerville-Donovan, Inc.	96386	107037	\$ 3,660.00	\$ 3,660.00	\$ -
Baskerville-Donovan, Inc.	96476	107338	\$ 2,660.00	\$ 2,660.00	\$ -
Baskerville-Donovan, Inc.	96541	107660	\$ 3,480.00	\$ 3,480.00	\$ -
Baskerville-Donovan, Inc.	96607	108113	\$ 6,205.00	\$ 6,205.00	\$ -
Baskerville-Donovan, Inc.	96668	108210	\$ 3,540.00	\$ 3,540.00	\$ -
Baskerville-Donovan, Inc.	96749	108494	\$ 4,900.00	\$ 4,900.00	\$ -
Baskerville-Donovan, Inc.	96745	108494	\$ 7,700.00	\$ -	\$ -
Baskerville-Donovan, Inc.	96837	108938	\$ 10,102.00	\$ -	\$ -
Baskerville-Donovan, Inc.	96835	108938	\$ 13,736.24	\$ 4,600.00	\$ -
Baskerville-Donovan, Inc.	96839	108938	\$ 29,615.00	\$ -	\$ -

Baskerville-Donovan, Inc.	96900	109130	\$	4,780.00	\$	4,780.00	\$	-
Baskerville-Donovan, Inc.	96925	109183	\$	5,095.10	\$	-	\$	-
Baskerville-Donovan, Inc.	96924	109183	\$	21,609.00	\$	-	\$	-
Baskerville-Donovan, Inc.	96964-A	109422	\$	5,575.00	\$	5,575.00	\$	-
Baskerville-Donovan, Inc.	96974	109422	\$	1,662.90	\$	-	\$	-
Baskerville-Donovan, Inc.	96972	109422	\$	18,476.00	\$	-	\$	-
			\$	157,926.24	\$	54,530.00	\$	-
Baskerville-Donovan, Inc.	97038-A	109622	\$	4,360.00	\$	4,360.00	\$	-
Baskerville-Donovan, Inc.	97040	109622	\$	17,000.00	\$	-	\$	-
Baskerville-Donovan, Inc.	97109	109861	\$	1,395.00	\$	-	\$	-
Baskerville-Donovan, Inc.	97108-A	109861	\$	4,320.00	\$	4,320.00	\$	-
Baskerville-Donovan, Inc.	97168	110110	\$	3,718.00	\$	-	\$	-
Baskerville-Donovan, Inc.	97167-A	110110	\$	1,860.00	\$	1,860.00	\$	-
Baskerville-Donovan, Inc.	97238-A	110289	\$	3,830.00	\$	3,830.00	\$	-
Baskerville-Donovan, Inc.	97343-A	110526	\$	6,020.00	\$	6,020.00	\$	-
Baskerville-Donovan, Inc.	97344	110526	\$	947.00	\$	-	\$	-
Baskerville-Donovan, Inc.	97385-A	110819	\$	3,910.00	\$	3,910.00	\$	-
Baskerville-Donovan, Inc.	97387	110819	\$	3,100.00	\$	-	\$	-
Baskerville-Donovan, Inc.	97471-A	110986	\$	3,230.00	\$	3,230.00	\$	-
Baskerville-Donovan, Inc.	97474	110986	\$	2,750.00	\$	-	\$	-
			\$	56,440.00	\$	27,530.00	\$	-
			\$	319,036.24	\$	159,930.00	\$	26,800.00

\$ 39,266.90

\$ 36,255.00

**State -
LPA0027 -
2&3&4**

ARPA

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\$	7,700.00	\$	-
\$	10,102.00	\$	-
\$	-	\$	9,136.24
\$	-	\$	29,615.00

\$	-	\$	-
\$	5,095.10	\$	-
\$	-	\$	21,609.00
\$	-	\$	-
\$	1,662.90	\$	-
\$	-	\$	18,476.00
\$	24,560.00	\$	78,836.24
\$	-	\$	-
\$	17,000.00	\$	-
\$	1,395.00	\$	-
\$	-	\$	-
\$	3,718.00	\$	-
\$	-	\$	-
\$	-	\$	-
\$	-	\$	-
\$	947.00	\$	-
\$	-	\$	-
\$	3,100.00	\$	-
\$	-	\$	-
\$	2,750.00	\$	-
\$	28,910.00	\$	-
\$	53,470.00	\$	78,836.24



Agenda Item # 2023-1632

Sundial Financial Report

MEETING DATE

July 20, 2023

PREPARED BY

Heidi Sroka, Budget
Coordinator

BACKGROUND

The Council requested this item be moved from the Sundial Meeting on July 3rd for further discussion.

SUMMARY

Council requested further clarification of the engineering costs and the recurring payment.

RECOMMENDATION

Council review.

ATTACHMENTS

1. Sundial 09 JUNE P.L. FY2023

Sundial Utilities of Milton, Inc.

P. O. Box 909, Milton, FL 32572

Profit & Loss Statement

For the months as listed
and Fiscal Year to Date (FYTD)

CUSTOMER COUNT	867	865	887	
Income	April 2023	May 2023	June 2023	FYTD
*Sewer Revenue	\$ 42,074	\$ 42,060	\$ 42,759	\$ 368,415
Service Connect	\$ 17,721		\$ 8,861	\$ 185,580
Other Revenues	\$ 11,071	\$ 7,889		\$ 44,289
Other Sources (Transfers)	\$ -	\$ -	\$ -	\$ -
Total Income	\$ 70,866	\$ 49,949	\$ 51,620	\$ 598,284
Expenses				
Professional Svcs.	\$ -	\$ -	\$ -	\$ -
Legal Counsel	\$ -	\$ -	\$ -	\$ -
Accounting & Auditing	\$ -	\$ -	\$ -	\$ 1,136
Bad Debt	\$ 116	\$ 242	\$ (155)	\$ 2,340
Communication Services	\$ -	\$ -	\$ -	\$ -
Postage and Shipping	\$ 170	\$ 169	\$ 170	\$ 1,374
Utilities-Wastewater	\$ 84	\$ 3,296	\$ 3,047	\$ 24,026
Insurance & Bonds	\$ -	\$ -	\$ -	\$ 8,007
Repair & Maintenance-Wastewater	\$ 1,498	\$ 614	\$ 6,210	\$ 16,627
Repair & Maint. Lift Station	\$ -	\$ -	\$ -	\$ -
Repair & Maint. Damage Claim Repairs	\$ -	\$ -	\$ -	\$ -
Advertising/Promotional	\$ -	\$ -	\$ -	\$ -
Misc. Expenditures	\$ 31	\$ -	\$ -	\$ 31
Landfill Tipping Fee	\$ 769	\$ 814	\$ 1,417	\$ 17,386
Pipes, Valves & Fitting	\$ -	\$ -	\$ -	\$ -
Laboratory Service	\$ -	\$ 1,154	\$ 425	\$ 4,957
Bank Charges	\$ -	\$ -	\$ -	\$ -
IT Expense	\$ -	\$ -	\$ -	\$ 6,934
Billing & Admin Fees	\$ -	\$ 23,414	\$ -	\$ 46,828
Fire Assessment Fees	\$ -	\$ -	\$ -	\$ 2,102
*W&S Fund Labor Fees	\$ -	\$ -	\$ -	\$ 20,000
Office Supplies	\$ -	\$ -	\$ -	\$ 35
Operating Supplies-Wastewater	\$ 1,017	\$ 11,436	\$ -	\$ 28,145
Lift Station Improvements	\$ -	\$ -	\$ -	\$ 67,750
WWTP Upgrade & Improve	\$ -	\$ -	\$ 29,495	\$ 92,776
Sewer Infrastructure	\$ 18,505	\$ -	\$ 10,991	\$ 29,496
Machinery & Equipment / Misc.	\$ -	\$ 734	\$ -	\$ 734
*Debt Costs	\$ 17,500	\$ 17,500	\$ 17,500	\$ 157,500
Interest Expense	\$ -	\$ -	\$ -	\$ -
Total Expenses	\$ 39,690	\$ 59,373	\$ 69,100	\$ 528,184
Profit/(Loss)	\$31,176	(\$9,424)	(\$17,480)	\$ 70,100

*Debt Costs are \$17,500 (1/12 of Annual Debt Payment of \$210,000)

**Lift Station Improvements are costs for payments to BDI for engineering/design work on Sundial WWTP expansion project

***\$20,000 Misc Fee is Labor cost for fee to run Sundial billed by the City of Milton



Agenda Item # 2023-1692

Discussion of RFP for Engineering Services - CDBG Broad St., Quinn St., and Okaloosa St.

MEETING DATE

July 20, 2023

PREPARED BY

Diane Ebentheuer, Purchasing
Agent/Risk Manager

BACKGROUND

The City solicited proposals for Engineering Services for CDBG Broad Street, Quinn Street, and Okaloosa Street.

SUMMARY

Bid opening was held 6/14/2023. 3 proposals were received.

RECOMMENDATION

Staff have reviewed the 3 submitted proposals and recommend award to Kenneth Horne & Associates, Inc.

ATTACHMENTS

1. 2023.12 BID TAB
2. 2023.12 Evaluation Score Sheet



BID TABULATION

06/14/2022 2:00 p.m.

Present for the City of Milton:

Diane Ebentheuer
Michele Williams
Curtis Krebs
Joe Cook

Purchasing Officer
Purchasing Assistant
Chief Financial Officer
Public Works Director

Others in attendance:

None.

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

RFP 2023.12 Engineering Services CDBG Broad,Quinn, Okaloosa Streets.

(click on name below for link to proposal)

1	Bowman Consulting Group Ltd.	Proposal
2	Kenneth Horne & Associates, Inc.	Proposal
3	Own, Inc.	Proposal

RFP Evaluation Criteria

2023.12 RFP Engineering Services - CDBG Broad St, Quinn St, Okaloosa St.

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:

Ability to design an approach and work plan to meet the project requirements - 15 Points

Ability to commence services and complete services within time parameters - 25 Points

Ability to observe and advise whether plans and specifications are being complied with - 15 Points

Experience of the firm in other similar Federally Funded Projects - 10 Points

Availability of adequate personnel and technology - 10 Points

Firm's reputation and competence including technical education, training, timelines, cost control and quality of work - 10 Points

Experience in the kind of project to be undertaken - 10 Points

Certified Minority Firm. (Yes = 5 pts/ No = 0 pts.)

	Bowman Consulting Group	Kenneth Home & Associates	Owens, Inc.
Ability to design an approach and work plan to meet the project requirements - 15 Points	15	15	15
Ability to commence services and complete services within time parameters - 25 Points	20	25	20
Ability to observe and advise whether plans and specifications are being complied with - 15 Points	10	15	10
Experience of the firm in other similar Federally Funded Projects - 10 Points	10	10	10
Availability of adequate personnel and technology - 10 Points	10	10	10
Firm's reputation and competence including technical education, training, timelines, cost control and quality of work - 10 Points	10	10	10
Experience in the kind of project to be undertaken - 10 Points	10	10	10
Certified Minority Firm. (Yes = 5 pts/ No = 0 pts.)	0	0	0
TOTAL - 100 points	85	95	85

Diane Eberthauer	Diane Eberthauer	6-22-23
Molly Turner	Molly Turner	6-22-23
Sandra C. Woodbury	Sandra C. Woodbury	6/22/23
Randy Jorgenson	Randy Jorgenson	6/22/23
Joseph E. Cook	Joseph E. Cook	22 June 23
Evaluator's Name	Signature	DATE



Agenda Item # 2023-1693

Reject and Rebid 2023.14 Water & Wastewater Treatment Plant Conversion to Liquid Chlorine

MEETING DATE

July 20, 2023

PREPARED BY

Diane Ebentheuer, Purchasing
Agent/Risk Manager

BACKGROUND

The City solicited bids for Water & Wastewater Treatment Plant conversion to Liquid Chlorine.

SUMMARY

Bid opening was held 07/12/2023. 1 bid was received.

RECOMMENDATION

Staff reviewed the single bid received and recommends:

- Reject the bid from Odyssey Manufacturing Co. for \$481,000 due to the amount exceeding budgeted amount by more than double.
- Staff Recommends that the project be rebid.

ATTACHMENTS

1. 2023.14 BID TAB with bid submittal link



BID TABULATION

07/12/2023 2:00 p.m.

Present for the City of Milton:

Michele Williams
Curtis Krebs
Joe Cook

Purchasing Assistant
Chief Financial Officer
Public Works Director

Others in attendance:

None.

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

ITB 2023.14 Water & Wastewater Treatment Plant Conversion to Liquid Chlorine

(click on name for bid submittal)

1	Odyssey Manufacturing Co.	\$481,000.00
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Agenda Item # 2023-1674

LEAP Membership Process

MEETING DATE

July 20, 2023

PREPARED BY

Ian Rehrig, Assistant
Planner/Mitigation Specialist

BACKGROUND

Leadership Education Activities and Programs (LEAP) Committee

Our vision is to empower the next generation of leaders within our community through the development and implementation of educational activities and programs.

Our mission is to reach out to our youth through educational programs, meaningful activities, and community engagement to develop responsible leaders within the community.

SUMMARY

The LEAP Committee was initially intended to serve as an ad hoc committee.

Current members: Chair Jason Vance, Mary Johnson, Desi Lee, Dr. Anthea Amos

Current process for new members:

When an active participant within LEAP expresses interest in membership, their candidacy undergoes a membership vote, and upon approval, becomes a new member.

Current members have expressed interest in the possibility of implementing a more formal membership process, including the incorporation of a background check requirement.

RECOMMENDATION

Staff recommends Council review and provide direction.

ATTACHMENTS

None



Agenda Item # 2023-1683

Mrs. Adams Dedication

MEETING DATE

July 20, 2023

PREPARED BY

Ian Rehrig, Assistant
Planner/Mitigation Specialist

BACKGROUND

Martha Morton Adams was born August 9, 1944 in Santa Rosa County and graduated from T.R. Jackson Highschool, Class of 1963. Mrs. Adams, the first African American employee for the City of Milton, Florida (1973-1982), holds a significant place in the city's history. LEAP Committee has voted to move a recommendation forward to Council for the installation of a plaque monument on the South Riverwalk Pavilion that is dedicated to Mrs. Adams.

SUMMARY

On June 22nd, the LEAP Committee voted to move a recommendation forward to Council for the approval of the Mrs. Adams Dedication, which includes placing a 16"x24" aluminum plaque on the central pillar of the South Riverwalk Pavilion. The plaque will face Willing Street and will feature an etched portrait of Mrs. Adams. Its design will include a double line border and a black leatherette texture background and include information about Mrs. Adams.

The estimated cost of the plaque is \$1439, and installation is expected to take approximately half an hour with the assistance of one employee. The LEAP Committee has sufficient funds within its budget to cover the expenses associated with the plaque.

RECOMMENDATION

Staff recommends that the Council review the proposal.

ATTACHMENTS

1. Mrs Adams Plaque
2. Map and Location

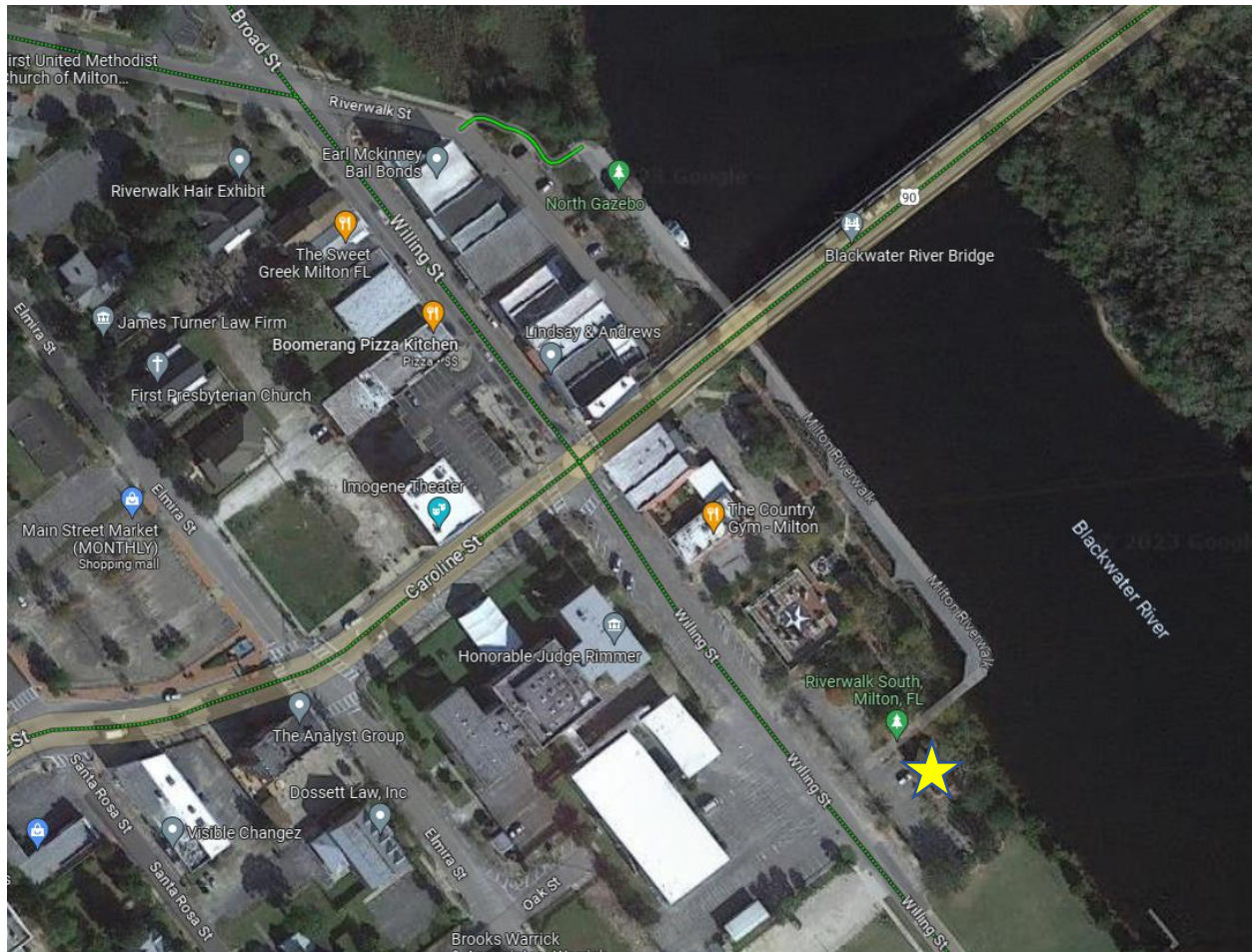


MARTHA MORTON ADAMS WAS BORN
AUGUST 9, 1944 IN SANTA ROSA COUNTY.

GRADUATED FROM T.R. JACKSON HIGH
SCHOOL, CLASS OF 1963.

THE FIRST AFRICAN AMERICAN EMPLOYEE
FOR THE CITY OF MILTON, FLORIDA FROM
1973 TO 1982.

MAY MARTHA'S SERVICE TO THE MILTON
COMMUNITY NEVER BE FORGOTTEN.





Agenda Item # 2023-1631

Review of the City of Milton Business Improvement Grant Program

MEETING DATE

July 20, 2023

PREPARED BY

Ed Spears, Director of
Economic Development

BACKGROUND

Since inception in 2018, the Business Improvement program has provided 42 grants to 33 different businesses totaling \$171,192.68. The program has generated a match from the private sector totaling \$1,409,678.13. For every \$1 invested by the City, businesses have invested \$8.26. Over the years, the program guidelines have changed to expand the program from the Downtown CRA only to city wide, the types of grants allowed and the maximum amount of grants. At the Agenda Workshop on June 22, 2023, members of Council requested an opportunity to review and discuss the various rules and regulations associated with the grant program. The grant application, which contains the rules and regulations, is attached to this item.

SUMMARY

RECOMMENDATION

Council provide direction to staff.

ATTACHMENTS

1. Business Improvement Program Application 2023
2. Business Improvement Program Report - All Time



City of Milton
Office of Economic Development
6738 Dixon Street
Milton, FL 32572
www.miltonfl.org

**APPLICATIONS ARE
RECEIVED ON A
CONTINUOUS BASIS AS
LONG AS FUNDS ARE
AVAILABLE**

2023 Business Improvement Program

This program provides commercial and not-for-profit property owners and business owners façade, sign, infrastructure, and business equipment grants. A 100% match may be required depending on the grant requested.

Program Intent

The Business Improvement Program (BIP) is intended to provide funding to upgrade the visual and aesthetic appearance of structures and property, increase property value, and stimulate economic activity within the City of Milton. Grants may be used for façade improvements, signage, landscaping, infrastructure, and business equipment expenses. The BIP is available to commercial and not-for-profit property owners and/or business tenants only.

Eligibility

- ❑ Property must be located within the corporate limits of the City of Milton.
- ❑ Applicants must have all necessary business licenses/permits/inspections. Any outstanding legal issues that could encumber the property or prohibit immediate use as a commercial or not-for-profit venture must be resolved or explained. Any proposed business/tenant must document zoning and land-use eligibility at the proposed location as part of this application. All projects must comply with the City's Comprehensive Plan, Unified Development Code, Life Safety Code and Florida Building Code. Applicant/owner must be up to date on all property taxes.
- ❑ Unoccupied properties are eligible to receive the grant, but must be actively, continually, and publicly marketed on a verifiable source (CMLS, Zillow, FSBO, etc.) from the date of application until leased.
- ❑ Applicants must sign the program application and other related documents. Tenants may apply only with the property owner's consent. Owners may apply only with tenant's consent.
- ❑ Applications are accepted continuously, on a first come, first serve basis, as long as funds are available.
- ❑ Preference will be given based on the following criteria: first-time applicants; applicants with projects on Caroline Street Historic District, Willing and Stewart Streets; projects in historically significant structures; applicants with an existing active business entity; and/or projects creating a minimum of 5 full-time positions within the first year.
- ❑ Applicants may be eligible in multiple categories, depending upon need, priority status, and level of demand. However, applicants must clearly specify which category they are applying in and identify a preferred category.
- ❑ The BIP is based on availability of funds. Grants are awarded until all funds are exhausted each fiscal year.
- ❑ Exterior improvements must be approved by staff for appropriateness. The applicant must meet with applicable City/County departments to determine required permits, if any.

- ❑ Once the project has been completed, the property must be eligible to obtain, or already have a certificate of occupancy, and have received the final inspection from the appropriate agency.

Eligible Improvements

Examples of **eligible** items include:

- | | |
|---|---|
| ➤ ADA Handicapped Access to a building | ➤ Tuckpointing |
| ➤ New/replacement windows and doors | ➤ Equipment necessary for business expansion |
| ➤ Restoration/preservation of windows/doors | ➤ Parking improvements |
| ➤ Visible portions of roofing | ➤ Screening/fencing |
| ➤ New or replacement shutters/awnings | ➤ Sprinkler systems |
| ➤ Electrical rewiring | ➤ Signage |
| ➤ Exterior lighting | ➤ Business equipment |
| ➤ Exterior painting | ➤ Soft costs (licenses, permits, impact fees, architect/engineer cost, etc.)* |
| ➤ Restoration of architectural features | ➤ Landscaping** |
| ➤ Exterior structural walls | |

***Soft costs are limited to 20%.**

****Minor landscaping in conjunction with other improvements is eligible. The maximum amount of grant that may be spent on landscaping is 25%. Landscaping must be native to Northwest Florida, perennials and/or evergreens or other hardy species. The proposed landscaping cannot be a State of Florida invasive species or noxious weed. All landscaping aspects must be reviewed and approved by the City.**

Ineligible Improvements

Examples of **ineligible** items include:

- Rent
- Interior modifications and/or rehabilitation not required for a change in occupancy or expansion*
- Removal or covering of historical or significant architectural detailing
- Regular/routine maintenance and repair
- Refinancing existing debt
- Owner performed labor (unless the owner is a duly licensed contractor)

***Matching funds may be used for interior project costs**

Business Improvement Program Grant Categories

1. Sign Grant – Up to \$1,000 to be used exclusively for new or replacement business exterior signage. No match is required. This grant is paid directly to the vendor providing the signage or paid as a reimbursement to the owner upon completion of the project and receipt of proper documentation. The Sign Grant must be approved prior to the commissioning of signage and all signage must be properly permitted in conformance with the City of Milton Sign Ordinance. Any cost above and beyond \$1,000 will be the responsibility of the applicant. A scale drawing of the sign is required. A sign permit must be obtained within 60 days of award of the grant.

2. Commercial Façade Grant – Up to \$5,000 to be used exclusively for improvements to the exterior façade of a building. A 100% match is required. For corner lots, applicants may apply for up to \$10,000 with a 100% required match. Matching funds may be used anywhere in the proposed renovation project, including interior renovations. New signage may be included as a component of a Commercial Façade Grant Application but may not be the entire project. The grant may be paid directly to a vendor or paid as draws. The Commercial Façade Grant must be approved prior to commencement of any work proposed to be completed with grant proceeds. All necessary project approvals and permits, if required, must be obtained within 90 days of award of the grant. A scale drawing of the project is required, along with material and color samples.

3. Business Expansion Grant – Up to \$5,000 to be used to acquire equipment necessary to allow expansion of a businesses. A 100% match is required. Grants may be used for, but not limited to; required equipment/infrastructure for a change-in-use, equipment for business expansion, safety equipment, and other furniture, fixtures and equipment as approved by the City.

Additional Information

1. Buildings with multiple units under one roof may combine grant funds provided that units have separate entrances, and have been previously subdivided or partitioned such that:

- a. There are separate primary entrances for each business.
- b. Each of the businesses has separate and distinct business tax receipts and sales tax licenses.
- c. Permanent interior walls must have been in place to be considered as multiple facades, under one roof.

2. Grantees must provide the required match. For example, for a commercial façade grant of the maximum \$5,000, an owner match of \$5,000 is required, resulting in a total project of at least \$10,000.

3. Any applicant not meeting the eligibility criteria may request consideration for an exception from the City Council, depending on the intent of the renovation.

4. The grant application must be completed and submitted to the City with the following items:

- a. A detailed written explanation of the project, what funds are requested, where the match will be obtained and the total expenditure for the project.
- b. Photographs of the existing building and the proposed project area.
- c. Schematic drawings illustrating all proposed work, or pictures with project description outlined.
- d. A description of materials and methods to be used
- e. Material samples or color swatches should be provided for approval.
- f. Cost estimates for each aspect of the project.

5. The applicant is advised that this grant is given at the sole discretion of the City Council of the City of Milton and the criteria are used as a basis to evaluate the Applicant's project and does not create entitlement to funding. The application shall be reviewed by the City for completeness and eligibility prior to any approvals. The City reserves the right to waive any technical irregularity, award in-mass, partial fund, split fund, or reject all submittals. Additionally, post-award requirements may be added by City Council at their sole discretion.

6. All projects must be completed within 180 days (6 months) or by the contracted date after receiving approval from the City of Milton staff and any required building permits, unless otherwise approved by the City. All work must be completed by the completion date assigned according to the contract. Incomplete projects may require reimbursement to the City, according to contract requirements.

7. If a grant is awarded, the City of Milton will determine, in coordination with the Grantee, the most appropriate method for payment. The maximum payout prior to project completion and final inspection is 75% regardless of payment type. Verification of payments, release of lien, etc. from a vendor or contractor must be presented, (canceled checks, paid invoice from vendors) prior to issuing final grant payment.

8. Grants may not be transferred to any party other than the Grantee without the approval of City Council in advance.

9. Applicants may be requested to make a presentation of their project to staff and/or City Council.

10. ANY COST FOR WORK PREVIOUSLY COMPLETED PRIOR TO AN APPROVED APPLICATION CANNOT BE REIMBURSED UNDER ANY CIRCUMSTANCE. DO NOT START ANY PHYSICAL RENOVATIONS UNTIL **AFTER** FINAL APPROVAL BY THE CITY, COMPLETION OF THE CONTRACT WITH THE CITY & NOTICE TO PROCEED HAS BEEN ISSUED.

Historic Structures

Buildings will be evaluated based on historical/architectural significance, with priority given to buildings with inappropriately applied facades that cover original details (architectural features/details, windows, doors) or are unsightly, and/or out-of-scale. For historic structures, the goal of the City is to either partially or fully restore the original appearance of the building; or create an appearance that is consistent with its historic character. Proposed changes to the building's façade to be funded by this program will not remove, alter, damage, or cover up significant architectural or historical feature(s) of the building that either are original, or reflect a major alteration that has historic architectural value.

Default

Default of the Grant shall occur if one or more of the following takes place:

- Funded Improvements are altered, modified, removed, or demolished following project completion.
- Property is sold, transferred, or converted to 100% non-commercial use within one (1) year.
- The commercial business applicant has ceased operations for a period of forty-five (45) consecutive days or longer.
- The commercial business applicant abandons the project site.

If any of the above-referred activities occur within one (1) year of the project completion date without receiving prior City approval, grant funds shall be repaid to the City.

Business Improvement Program Process

1. Applicant must submit a complete application packet, including the following:
 - Complete application form
 - Detailed project narrative
 - Legal description of property
 - Proof of property ownership or notarized letter from owner consenting to the project
 - Proof of property insurance
 - Certification of sign ordinance, zoning, and future land use compliance
 - Scaled drawing of improvements involving building changes
 - Accurate color mock-ups and/or paint chips
 - Original color photographs of existing property conditions
 - Three cost estimates from qualified contractors (labor and materials for entire project). If the owner of the property is a licensed contractor and is qualified to do the work, then two additional cost estimates from qualified contractors will be required.
 - Final cost estimate including name of licensed contractor chosen to perform work
 - Copy of the chosen contractor's license (if licensure is required for the work)
 - Copy of City of Milton Business License
2. If requested, meeting with staff to review the project. Applicants may be requested to provide additional information.

3. Applications are forwarded to City Council for review and approval.
4. Project presentation (if necessary)
5. If approved, staff will prepare a grant agreement for the applicant's signature.
6. After approval and execution of all documents, the applicant is provided with a notice to proceed.
7. Copy of all permits (if necessary)
8. Upon project completion, signed off permit from City/County Building Inspections (if necessary), receipt of the final invoice(s) from contractor(s), proof of payment, inspection by City Staff, and sign off by the property owner; the final invoice will be submitted for payment.
9. City will issue a reimbursement check to the applicant or directly pay to the vendor.

FOR MORE INFORMATION,
PLEASE CONTACT THE CITY OF MILTON
OFFICE OF ECONOMIC DEVELOPMENT
AT 850-983-5400
OR EMAIL ECONDEV@MILTONFL.ORG.



City of Milton
Office of Economic
Development

Business Improvement Program

DATE OF APPLICATION: _____
NAME OF BUSINESS (Legal and DBA, if Different): _____
BUSINESS OWNER(S): _____
PROPERTY OWNER(S) (IF DIFFERENT): _____

GRANT CATEGORY: _____
TOTAL AMOUNT REQUESTED (MAXIMUM \$5,000): \$ _____
TOTAL AMOUNT OF MATCH (MINIMUM 100%): \$ _____
TOTAL AMOUNT OF PROJECT (ALL ASPECTS): \$ _____

ADDRESS OF PROJECT: _____
PROJECT NAME: _____

ATTACH REQUIRED ADDITIONAL INFORMATION:

- Complete application form
- Detailed project narrative
- Legal description of property
- Proof of property ownership or letter from owner consenting to the project
- Proof of property insurance
- Certification of sign ordinance, zoning, and future land use compliance
- Scaled drawing of improvements involving building changes
- Accurate color mock-ups and/or paint chips
- Original color photographs of existing property conditions
- Three cost estimates from qualified contractors (labor and materials for entire project).
- Final cost estimate including name of licensed contractor chosen to perform work
- Copy of the chosen contractor's license (if licensure is required for the work)
- Copy of City of Milton Business License.

NAME & MAILING ADDRESS OF OWNER/APPLICANT (PLEASE PRINT):

SIGNATURE(S) OF BUSINESS AND PROPERTY OWNER(S) (IF DIFFERENT)

TELEPHONE # (850) _____ CELL # _____ EMAIL _____

For official use only:

DATE & TIME APPLICATION RECEIVED: _____ RECEIVED BY: _____



City of Milton
Office of Economic Development

Page 2 of 2

2023 Business Improvement Program

Memorandum of Understanding

I, the grantee, understand that work cannot commence on any portion of the Business Improvement Project prior to receiving approval of the grant funds by the City of Milton. A written notification to proceed will be provided. I, the grantee, have read, understand, and accept the terms and conditions of the grant. I have read and understand the actions which will trigger a default. In the event of a default, I, the grantee, do hereby guarantee the repayment of the principal amount of the grant in accordance with the terms of the Commercial Façade Program application and guidelines. If the grantee is not the property owner, as shown in the Santa Rosa County Property Appraiser's Database, the property owner must also execute this Memorandum of Understanding.

Grantee Name (Please Print)

Grantee Signature

Date

Property Owner Name (Please Print)

Property Owner Signature

Date

City of Milton (Please Print)

City Manager Signature

Date

Request for Taxpayer Identification Number and Certification

Social security number	— —
------------------------------	-----

**Give form to the
requester. Do not
send to the IRS.**

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)	
Business name, if different from above	
Individual/ ☐ Sole proprietor Check appropriate box:	☐ Corporation ☐ Partnership ☐ Other ☐ Exempt from backup withholding
Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code	
List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

or									
Employer identification number									

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here	Signature of U.S. person	Date
------------------	-----------------------------	------

Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

VENDOR/PAYEE
TAXPAYER'S IDENTIFICATION NUMBER/ENTITY TYPE

The Internal Revenue Service (IRS) codes require us to have the Taxpayer's Identification Number on file for vendors/payees receiving payments after January 1, 1984. There are substantial IRS penalties if we do not comply. Furthermore, under Federal Income Tax Law, you are subject to certain penalties if you do not provide us with your correct Social Security Number (SSN) or Employer Identification Number (EIN). For assistance in determining proper name and number to report, refer to the IRS for W-9.

IMPORTANT: THIS COMPLETED FORM MUST BE RETURNED WITH THE APPLICATION:

City of Milton
Office of Economic Development
6738 Dixon Street
Milton, FL 32572

1. IF YOU ARE AN INDIVIDUAL OR NON-CORPORATE COMPANY, PLEASE PRINT THE FOLLOWING INFORMATION:

Company/Individual's

Name _____

Address (for mailing payments)

Street/P.O. Box _____

City/State/Zip _____

Telephone _____ **Fax** _____

EIN/SSN _____

Authorized Signature/Title _____

Date _____

2. IF YOUR COMPANY IS INCORPORATED, PLEASE PRINT THE FOLLOWING INFORMATION:

_____ **does operate in corporate form. (Corporate Name)**

Address (for mailing payments)

Street/P.O. Box _____

City/State/Zip _____

Telephone _____ **Fax** _____

EIN/SSN _____

Authorized Signature/Title _____

Date _____

**City of Milton
Business Improvement Program
Complete History**

CYCLE	PROJECTS	BUSINESSES	GRANTEE	ADDRESS	GRANT TYPE	PROJECT	REQUEST	AWARD	REQUIRED	EST. TOTAL	CRA	CITY	PAYMENT	NOTES	APPROVED BY	
									MATCH	MATCH					COUNCIL	
2018 Cycle 1	1	1	Visible Changes Barber Shop	5154 Santa Rosa Street	Façade	Code required upgrades, signage, painting	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 7,500.00		\$ 2,500.00	\$ 2,500.00	Completed	MSM	
	2	2	LilPax's Boat Rental	5142 Willing Street	Sign & Façade	Business Signage	\$ 500.00	\$ 500.00	\$ -	\$ 2,500.00	\$ 369.82		\$ 369.82	Completed	MSM	
	3	3	Man Cave Barber Shop	5176 Stewart Street	Sign & Façade	Signage, exterior awning	\$ 500.00	\$ 500.00	\$ -	\$ -		\$ 500.00	\$ 500.00	Completed	MSM	
	4	4	Beardless Brewhaus	6820 Caroline Street	Façade	Roll-up garage door	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 15,000.00	\$ 5,000.00		\$ 5,000.00	Completed	MSM	
	5	5	Corner Shack	5168 Stewart Street	Equipment & Façade	Business equipment, fire suppression, painting, doors	\$ 3,250.00	\$ 3,250.00	\$ 3,250.00	\$ 12,500.00		\$ 3,250.00	\$ 3,250.00	Completed	MSM	
2019 Cycle 1	6	6	Boomerang Pizza	5227 Willing Street	Façade	Exterior Painting & Lighting	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 15,000.00	\$ 5,000.00		\$ 5,000.00	Completed	MSM	
	7	7	Elliott & Cunningham Office	5235 Willing Street	Façade	Exterior Façade, interior ceiling replacement, painting	\$ 5,000.00	\$ 5,000.00					\$ -	Unutilized	MSM	
	8	8	CD Properties	6821 Caroline Street	Façade	Repair Historic Windows and surrounds	\$ 5,000.00	\$ 4,450.00	\$ 4,450.00	\$ 5,000.00	\$ 4,450.00		\$ 4,450.00	Completed	MSM	
	9	9	Brew Angels Brewery	6821 Caroline Street	Equipment	Equipment Upgrade	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 35,000.00		\$ 5,000.00	\$ 5,000.00	Completed	MSM	
	10		Brew Angels Brewery	6821 Caroline Street	Sign	New business sign	\$ 500.00	\$ 500.00	\$ -	\$ 1,153.15	\$ 500.00		\$ 500.00	Completed	MSM	
	11	10	Janet Coulter Realty Office	5241 Willing Street	Façade	Exterior awning and painting	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 15,000.00		\$ 4,943.12	\$ 4,943.12	Completed	MSM	
	12	11	Milton Revival, LLC	5237 Willing Street	Façade	Exterior awning, painting and drainage system	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 20,000.00	\$ 5,000.00		\$ 5,000.00	Completed	MSM	
	2019 Cycle 2	13	12	Blackwater Bistro	5147 Elmira Street	Façade	ADA Ramp, Painting, Siding	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 5,000.00	\$ 2,125.00		\$ 2,125.00	Completed	MSM
		14	13	Brooks, Warrick & Assoc.	6867 Oak Street	Sign	Sign	\$ 500.00	\$ 500.00	\$ -	\$ 1,000.00	\$ 485.78		\$ 485.78	Completed	MSM
		15		Boomerang Pizza	5227 Willing Street	Façade	Exterior Painting	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 4,876.20		\$ 4,876.20	Completed	MSM
	16		Beardless Brewhaus	6820 Caroline Street	Equipment	Equipment Upgrade	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 7,000.00		\$ 5,000.00	\$ 5,000.00	Completed	MSM	
	17	14	Wacked Out Weiner	5271 Stewart Street	Façade	Doors and Code Required Plumbing	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 104,270.00		\$ 5,000.00	\$ 5,000.00	Completed	MSM	
	18	15	Spencer's Second Hand Shop	5707 Stewart Street	Façade	Window Replacement	\$ 668.89	\$ 668.89	\$ 668.88	\$ 668.88	\$ 668.88		\$ 668.88	Completed	MSM	
	2020 Cycle	19		Brooks, Warrick & Assoc.	6867 Oak Street	Façade	Roof	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 16,210.00		\$ 5,000.00	\$ 5,000.00	Completed	4/13/2021
		20	16	Sport & Wheat, CPA	5247 Stewart Street	Façade	Exterior Doors, Windows & Painting	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 10,000.00		\$ 5,000.00	\$ 5,000.00	Completed	4/13/2021
	21	17	Saver Self Storage	6586 Caroline Street	Façade	Painting	\$ 4,750.00	\$ 4,750.00	\$ 4,750.00	\$ 4,750.00		\$ 4,750.00	\$ 4,750.00	Completed	4/13/2021	
	2021 Cycle	22	18	Cohen Innovation, LLC	5739 Stewart Street	Façade	New Roof	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00		\$ 5,000.00	\$ 5,000.00	Completed	8/10/2021
		23	19	Lindsay & Andrews	5218 Willing Street	Sign & Façade	New Signage, Front Door Replacement, Railing, Stairs	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 7,575.00	\$ 5,000.00		\$ 4,566.54	Completed	8/10/2021
	24	20	RaeJean, LLC, DBA Mason's	5141 Dogwood Drive	Sign	New Road Sign	\$ 530.00	\$ 530.00	\$ -	\$ -		\$ 530.00	\$ 530.00	Completed	8/10/2021	
	25		Boomerang USA, Inc.	5227 Willing Street	Façade	Paint and Awning	\$ 1,999.00	\$ 1,999.00	\$ 1,999.00	\$ 1,999.00		\$ 1,999.00	\$ 1,999.00	Completed	8/10/2021	
	26	21	John C. Allen	6825 Oak Street	Façade	Windows and Shutters	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00		\$ 5,000.00	Completed	8/10/2021	
	27	23	Resource Real Estate (Scoops Ice Cream)	6835 Caroline Street	Sign & Façade	Paint, Awning, Signage & Doors	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00		\$ 5,000.00	Completed	8/10/2021	
	2022 Cycle 1	28		Cohen Innovation, LLC	5739 Stewart Street	Façade	Facia and Soffet Replacement	\$ 10,000.00	\$ 10,000.00				\$ -	Unutilized	3/8/2022	
		29		CD Properties	6821 Caroline Street	Façade	Window and Door Wood Rot Replacement/Repair	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 33,347.50	\$ 10,000.00		\$ 10,000.00	Completed	3/8/2022
	30	24	Santa Rosa Historical Society - Imogene	6866 Caroline Street	Façade	Window Wood Rot Replacement/Repair	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,802.00	\$ 2,500.00		\$ 2,500.00	Completed	3/8/2022	
2022 Cycle 2	31	25	Bar Strength & Conditioning, LLC	5436 Dogwood Drive	Sign & Façade	Signage & Building Renovations for new location	\$ 6,000.00	\$ 6,000.00	\$ 5,000.00	\$ 150,000.00		\$ 6,000.00	\$ 6,000.00	Completed	6/14/2022	
	32	26	Oh Sugar, LLC, DBA The Sweet Greek	5237 Willing Street	Equipment & Façade	Restaurant Equipment, Building Improvements	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 50,000.00	\$ 5,000.00		\$ 5,000.00	Completed	6/14/2022	
2022 Cycle 3	33	27	Just Two Guys, LLC DBA The Country Gym	5198 Willing Street	Equipment	Kitchen Hood	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 100,000.00	\$ 2,500.00	\$ 2,500.00	\$ 5,000.00	Completed	7/12/2022	
	34		Man Cave Barber Shop	5438 Dogwood Drive	Sign	Signage	\$ 617.39	\$ 617.39	\$ -	\$ -		\$ 617.39	\$ 617.39	Completed	7/12/2022	
	35	28	Primerica	5205 Dogwood Drive	Sign	Signage	\$ 877.40	\$ 877.40	\$ -	\$ -		\$ 877.40	\$ 877.40	Completed	7/12/2022	
	2023 Cycle 1	36		Lindsay & Andrews	5218 Willing Street	Equipment	New Business Equipment - Technology	\$ 5,000.00	\$ 5,000.00	\$ 5,009.00	\$ 5,000.00	\$ 5,000.00			Underway	11/7/2022
		37	29	Yamato Japanese Steakhouse	6550 Caroline Street	Sign	Signage	\$ 1,000.00	\$ 1,000.00	\$ 3,800.00	\$ 3,800.00		\$ 1,000.00	\$ 1,000.00	Completed	11/7/2022
	2023 Cycle 2	38		Oh Sugar, LLC, DBA The Sweet Greek	5237 Willing Street	Sign	Signage	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 936.00		\$ 1,000.00	\$ 1,000.00	Completed	12/13/2022
	2023 Cycle 3	39	30	Kearing, LLC	6780 Caroline Street	Façade	Exterior Façade	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 250,000.00	\$ 5,000.00	\$ 5,000.00		Awarded	2/14/2023
40		31	Atalanta Investment Properties, LLC	6776 Caroline Street	Façade	Exterior Façade	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 500,000.00	\$ 5,000.00	\$ 5,000.00		Awarded	2/14/2023	
2023 Cycle 4	41	32	Frick's Pharmacy	6472 Hwy 90, Suite B	Equipment	New Business Equipment - Technology	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,382.00		\$ 5,000.00	\$ 5,000.00	Completed	3/14/2023	
2023 Cycle 5	42	33	Stand Your Ground Training & Defense	6632 Elva Street	Sign	Signage	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 690.60		\$ 1,000.00		Underway	4/11/2023	
						TOTALS	\$ 171,192.68	\$ 170,642.68	\$ 151,426.88	\$ 1,409,084.13	\$ 78,475.68	\$ 76,466.91	\$ 128,509.13			
Budget	\$ 10,000.00	FY 2018	3/29/2018													
	\$ 10,000.00	FY 2018	8/20/2018				ROI Ratio	\$ 8.26								
	\$ 20,000.00	FY 2019	12/12/2018	50% CRA/50% GR												
	\$ 20,000.00	FY 2019	4/9/2019	50% CRA/50% GR												
	\$ 40,000.00	FY2020	Program Returned to City - In City Budget	\$15,414.50 Refund from MSM			Allocated	\$ 170,642.68								
	\$ 30,000.00	FY 2021	In City Budget				Expended	\$ 128,509.13								
	\$ 40,000.00	FY 2022	In City Budget				Open Projects	\$ 26,000.00								
	\$ 40,000.00	FY 2023	In City Budget													
Total	\$ 210,000.00															



Agenda Item # 2023-1686

Residential Facade Grant Program Review

MEETING DATE

July 20, 2023

PREPARED BY

Tim Milstead, Planning Director

BACKGROUND

The City's Residential Facade Improvement Grant Program is in its first year of operation. As of today's date, 5 projects have been approved for funding, and the total amount awarded by the City Council to date is around \$8,500.00, leaving approximately \$11,500.00 left in the budget for this fiscal year.

SUMMARY

All five previously approved projects have received a full cash match from the applicants, as required. No applicants have applied for a reduced match under the terms of the low/moderate income chart as is found in the attached grant program application. This program was designed to be an asset to those residential property owners within CRA 1 who have financial hardships that prevent them from making improvement to their homes, thus putting these homes at greater risk of deterioration. Also attached is the most recent low/moderate income applicable to the Pensacola Metro Area for this year.

RECOMMENDATION

Staff requests review of the program parameters, and awaits Council Direction.

ATTACHMENTS

1. Residential Facade Grant Application - Final 012723
2. Pensacola_MSA_Income_2023



City of Milton
Planning & Development Dept
6738 Dixon Street
Milton, FL 32572
www.miltonfl.org

**DEADLINE FOR
APPLICATIONS:**

April 7, 2023

2022 Residential Façade Improvement Program

Program Summary

The City of Milton Downtown CRA Residential Façade Improvement Program is intended to provide funding to upgrade the visual and aesthetic appearance of structures and property, increase property value, reduce blight and to preserve historic structures within the City of Milton Downtown Community Redevelopment Area (CRA). This grant program is available to property owners of residences in the Downtown CRA only.

The program awards grants of up to \$2,000 to be used exclusively for improvements to the exterior façade of a building. A 100% Grantee match is required, except for those homeowners applying for grant funds for the house in which they live. Any homeowner occupying the house in which grant funds are requested, and that meet the low-income threshold as delineated in the sliding scale table herein shall be eligible for a reduced grant match. The grant may be paid directly to a vendor, paid as draws or a reimbursement to the Grantee. The Grant must be approved by the City Council prior to commencement of any work proposed to be completed with grant proceeds. A scale drawing of the project is required, along with material and color samples.

Eligibility

- Property must be located within the Downtown CRA in the city limits of the City of Milton, Florida. Those structures that contain a mix of commercial and residential uses are ineligible to apply. However, residences containing licensed home occupations are still eligible. Existing, Non-Conforming Property may not apply. Property exempt from ad valorem property tax is eligible at a lower grant amount.
- Applicants must have all necessary approvals/permits/inspections. Any outstanding legal issues that could encumber the property or prohibit immediate use as a residence must be resolved or explained. All projects must comply with the City's Comprehensive Plan, Unified Development Code, Life Safety Code and Florida Building Code.
- Unoccupied properties are eligible to receive the grant, but must be actively, continually, and publicly marketed on a verifiable source (CMLS, Zillow, FSBO, etc.) from the date of application until leased.
- Applicants must sign the program application and other related documents. Renters may apply only with property owner's consent. Owners may apply only with renter's consent, if leased.
- Applications are accepted prior to the deadline only. Applications received after the deadline will be returned unopened.
- Priority will be given based on the following criteria: first-time applicants; projects in the designated Historic District; projects in historically significant structures; and/or projects considered to be candidates for demolition within 12 months.

- Applicants may apply for one grant per fiscal year only.
- All grants are based on availability of funds. Grants are awarded until all funds are exhausted. If funds remain after the initial cycle, additional cycles, later in the year, may occur.
- Exterior improvements must be approved by staff for appropriateness. The applicant must meet with applicable City/County departments to determine required approvals and permits, if any.
- The City of Milton provides funding only. The City is not responsible for any project design, project management, construction management or oversight of any contractor/s.
- Once the project has been completed, the property must be eligible to obtain, or already have a certificate of occupancy, and have received the final inspection from the appropriate agencies.
- Applicants must demonstrate the financial capacity and ability to complete the project as described in the application. Applicants must detail how the project will be maintained long-term in “like-new” condition upon completion (minimum 5-years).

Eligible Improvements

It is the intent of this grant program to refund a portion of the applicant's cost for exterior improvements to a structure that will increase aesthetic appeal.

Examples of **eligible** items include:

- Exterior ADA Handicapped Access to a Building
- Refurbishment or replacement of exterior walls, including repainting, repairs, tuck-pointing or re-siding
- New, repair or replacement of exterior windows and/or doors
- Repairing, replacing or adding cornices, entrances, doors, decorative detail, porches or other exterior features
- Signs, including the removal of old signs and the design production and installation of new signs. One attached sign may be eligible but is limited to 50% of the total award amount
- Demolition of exterior cosmetic features necessary to install new exterior cosmetic improvements
- Awnings or canopies over windows or walkways and other decorative improvements, including shutters
- Replacement, re-shingling or re-surfacing of the roof or mansard, provided that the roof contributes to the aesthetics of the façade. The roof features must be visible from the Right-of-Way
- Exterior Lighting or other design elements to enhance exterior character.
- Installation of a brick or textured driveway
- Repair or replacement of wooden picket fences or wrought iron fences that are fully visible from the street right-of-way
- Restoration of Architectural Features
- Exterior Painting

Ineligible Improvements

All construction not substantially contributing to an exterior aesthetic improvement will be excluded from this program. Any other grants from other programs may not be combined for the same materials or work.

Examples of **ineligible** items include:

- Rent, mortgage, insurance, utilities, taxes, or other, similar costs of ownership
- Signage improvements
- Interior modifications and/or rehabilitation
- Regular/routine maintenance and repair
- Refinancing existing debt

- Owner performed labor (unless the owner is a duly licensed contractor)
- Soft Costs (licenses, permits, impact fees, architect/engineer cost, etc.)
- All structural improvements not substantially contributing to an exterior aesthetic improvement of the property

Additional Information

1. Buildings with multiple residential units under one roof may not combine grant funds. Properties of this type are limited to a maximum grant of \$2,000 per grant cycle.

2. Residential Façade Grantees must provide a match of at least 100% over and above the amount of the grant request, except as indicated below. For example, for a grant of the maximum \$2,000, an owner match of at least \$2,000 is required, resulting in a total project of at least \$4,000.

3. The minimum required match for applicants that own and occupy the homes for which a funding request is made shall be based upon total household income of all adults residing within the house. For the purposes of this application, “adult” is defined as 18 years of age or older or emancipated by court order as of the date of the grant application. Employed, unemancipated minors are not included in household income. The applicant shall provide for review the most recent federal income tax return for all adults residing within the household whether related or not. **DO NOT SUBMIT TAX RETURNS WITH THIS APPLICATION.** Any tax return submitted with this application shall become public record. Any applicant who demonstrates a total household income that falls within Total Income Columns A through E in the table below shall be eligible for the reduced match amount based on the applicable column.

Sliding Scale Table for Reduced Match Amounts

Household Size	Total Income A	Total Income B	Total Income C	Total Income D	Total Income E	Total Income F
1	\$0 - \$14,550	\$14,550 - \$19,375	\$19,375 - \$24,200	\$24,200 - \$31,475	\$31,475 - \$38,750	Over \$38,750
2	\$0 - \$17,420	\$17,420 - \$22,535	\$22,535 - \$27,650	\$27,650 - \$35,950	\$35,950 - \$44,250	Over \$44,250
3	\$0 - \$21,960	\$21,960 - \$26,530	\$26,530 - \$31,100	\$31,100 - \$40,450	\$40,450 - \$49,800	Over \$49,800
4	\$0 - \$26,500	\$26,500 - \$30,525	\$30,525 - \$34,550	\$34,550 - \$44,925	\$44,925 - \$55,300	Over \$55,300
5	\$0 - \$31,040	\$31,040 - \$34,195	\$34,195 - \$37,350	\$37,350 - \$48,550	\$48,550 - \$59,750	Over \$59,750
6	\$0 - \$35,580	\$35,580 - \$37,840	\$37,840 - \$40,100	\$40,100 - \$52,125	\$52,125 - \$64,150	Over \$64,150
7	\$0 - \$40,120	\$40,120 - \$41,485	\$41,485 - \$42,850	\$42,850 - \$55,725	\$55,725 - \$68,600	Over \$68,600
8	\$0 - \$44,660	\$44,660 - \$45,155	\$45,155 - \$45,650	\$45,650 - \$59,325	\$59,325 - \$73,000	Over \$73,000
Required Match Amount	0%	20%	40%	60%	80%	100%

3. Any building owned by a nonprofit and/or religious entity that does not pay property taxes shall only be eligible for Facade Improvement Grant Program funding up to \$1,200. The applicant must contribute a match of at least 100% over and above the cost of the requested grant amount. For example, for a grant of the maximum \$1,200, an owner match of at least \$1,200 is required, resulting in a total project of at least \$2,400.
4. Any applicant not meeting the eligibility criteria may request consideration for an exception from the City Council, depending on the intent of the renovation.
5. The grant application must be completed and submitted to the City with the following items:
 - a. Photographs of the existing building and the proposed project area.
 - b. Schematic drawings illustrating all proposed work, or pictures with project description outlined.
 - c. A description of materials and methods to be used
 - d. Material samples or color swatches should be provided for approval.
 - e. Cost estimates for each aspect of the project.
6. The applicant is advised that this grant is given at the sole discretion of the City Council of the City of Milton and the criteria are used as a basis to evaluate the Applicant's project, and does not create entitlement to funding. The application shall be reviewed by the City for completeness and eligibility prior to any approvals. The City reserves the right to waive any technical irregularity, award in-mass, partial fund, split fund, or reject all submittals. Additional, post-award requirements may be added by City Council at their sole discretion.
7. All projects must be completed within 180 days (6 months) or by the contracted date after receiving approval from the City of Milton staff and any required building permits. All work must be completed by the completion date assigned according to the contract. Incomplete projects may require reimbursement to the City, according to contract requirements.
8. If a grant is awarded, the City of Milton will determine, in coordination with the Grantee, the most appropriate method for payment. The maximum payout prior to project completion and final inspection is 75% regardless of payment type. Verification of payments, release of lien, etc. from a vendor or contractor must be presented, (canceled checks, paid invoice from vendors) prior to issuing final grant payment.
9. Applicants may be requested to make a presentation of their project to staff and/or City Council.
10. ANY COST FOR WORK PREVIOUSLY COMPLETED PRIOR TO AN APPROVED APPLICATION CANNOT BE REIMBURSED UNDER ANY CIRCUMSTANCE. DO NOT START ANY PHYSICAL RENOVATIONS UNTIL **AFTER** FINAL APPROVAL BY THE CITY, COMPLETION OF THE CONTRACT WITH THE CITY & NOTICE TO PROCEED HAS BEEN ISSUED.

Historic Structures

Buildings will be evaluated based on historical/architectural significance, with priority given to buildings with inappropriately applied facades that cover original details (architectural features/details, windows, doors) or are unsightly, and/or out-of-scale. For historic structures, the goal of the City is to either partially or fully restore the original appearance of the building; or create an appearance that is consistent with its historic character. Modern treatments which blend into and are compatible with the building and surrounding block are allowed, but not preferred. Proposed changes to the building's façade to be funded by this program will not remove, alter, damage, or cover up

significant architectural or historical feature(s) of the building that either are original, or reflect a major alteration that has historic architectural value. All projects involving contributing historic structures within the Milton Historic District must receive approval from the Historic Preservation Board prior to approval of any grant funds.

Default

Default of the Grant shall occur if one or more of the following takes place:

- Funded Improvements are altered, modified, removed, or demolished following project completion.

If any of the above-referred activities occur within one (1) year of the project completion date without receiving prior City approval, grant funds shall be repaid to the City.

How the Program Works

1. Applicant must submit a complete application packet prior to the deadline, including the following:
 - Complete application form
 - Legal description of property
 - Proof of property ownership or notarized letter from owner consenting to the project
 - Proof of property insurance
 - Certification of zoning and future land use compliance
 - Scaled drawing of improvements involving building changes
 - Accurate color mock-ups and/or paint chips
 - Original color photographs of existing property conditions
 - Three cost estimates from qualified contractors (labor and materials for entire project). If the owner of the property is a licensed contractor and is qualified to do the work, then two additional cost estimates from qualified contractors will be required.
 - Tax return from the head of household demonstrating total household income and household size for must be shown, **not submitted**, by only those applicants requesting a reduction in the required match amount based on income levels.
 - Final cost estimate including name of licensed contractor chosen to perform work
 - Copy of the chosen contractor's license (if licensure is required for the work)
 - Copy of City of Milton Business License (if a home occupation exists within the residence)
2. If requested, meeting with staff to review the project. Applicants may be requested to provide additional information.
3. Applications are forward to City Council for review and approval.
4. Project presentation (if necessary)
5. If approved, staff will prepare a grant agreement for the applicant's signature.
6. After approval and execution of all documents, the applicant is provided with a notice to proceed.
7. Copy of all permits (if necessary)
8. Upon project completion, signed off permit from City/County Building Inspections (if necessary), receipt of the final invoice(s) from contractor(s), proof of payment, inspection by City Staff, and sign off by the property owner; the final invoice will be submitted for payment.
9. City will issue a reimbursement check to the applicant or directly pay to the vendor.

FOR MORE INFORMATION,

PLEASE CONTACT THE CITY OF MILTON
PLANNING & DEVELOPMENT DEPARTMENT
AT 850-983-5440
OR EMAIL TMILSTEAD@MILTONFL.ORG.

DEADLINE FOR APPLICATIONS IS:

April 7, 2023

DATE & TIME APPLICATION RECEIVED: _____ RECEIVED BY: _____



City of Milton
Planning & Development Dept
6738 Dixon Street
Milton, FL 32572
www.miltonfl.org

**DEADLINE FOR
APPLICATIONS:**

April 7, 2023

DATE OF APPLICATION: _____
PROPERTY OWNER(S): _____
PROPERTY OWNER(S) (IF DIFFERENT): _____

TOTAL AMOUNT REQUESTED (MAXIMUM \$2,000): \$ _____
TOTAL AMOUNT OF MATCH (MINIMUM 100%): \$ _____
TOTAL AMOUNT OF PROJECT (ALL ASPECTS): \$ _____

ADDRESS OF PROJECT: _____
PROJECT NAME: _____

ATTACH REQUIRED ADDITIONAL INFORMATION:

- Complete application form
- Detailed project description
- Legal description of property
- Proof of property ownership or letter from owner consenting to the project
- Proof of property insurance
- Certification of sign ordinance, zoning and future land use compliance
- Scaled drawing of improvements involving building changes
- Accurate color mock-ups and/or paint chips
- Original color photographs of existing property conditions
- Three cost estimates from qualified contractors (labor and materials for entire project).
- Final cost estimate including name of licensed contractor chosen to perform work
- Copy of the chosen contractor's license (if licensure is required for the work)
- Copy of City of Milton Business License.

NAME & MAILING ADDRESS OF OWNER/APPLICANT (PLEASE PRINT):

SIGNATURE(S) OF RENTER AND PROPERTY OWNER(S) (IF DIFFERENT)

TELEPHONE # (850) _____ CELL # _____ EMAIL _____

For official use only:



City of Milton
 Planning & Development Dept
 6738 Dixon Street
 Milton, FL 32572
www.miltonfl.org

Memorandum of Understanding

I, the grantee, understand that work cannot commence on any portion of the Downtown CRA Residential Façade Improvement Project prior to receiving approval of the grant funds by the City of Milton. A written notification to proceed will be provided. I, the grantee, have read, understand, and accept the terms and conditions of the grant. I have read and understand the actions which will trigger a default. In the event of a default, I, the grantee, do hereby guarantee the repayment of the principal amount of the grant in accordance with the terms of the Residential Façade Improvement Program application and guidelines. If the grantee is not the property owner, as shown in the Santa Rosa County Property Appraiser's Database, the property owner must also execute this Memorandum of Understanding.

 Grantee Name (Please Print)

 Grantee Signature

 Date

 Property Owner Name (Please Print)

 Property Owner Signature

 Date

 City of Milton (Please Print)

 City Manager Signature

 Date

Request for Taxpayer Identification Number and Certification

Give form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name, if different from above	
	☐ Individual/	☐ Corporation ☐ Partnership ☐ Other
	Check appropriate box: Sole proprietor	
	☐ Exempt from backup withholding	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
	List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

curity
- -
or
Employer identification number

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here	Signature of U.S. person	Date
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Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
 - A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
 - Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.
- Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.
- The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:
- The U.S. owner of a disregarded entity and not the entity,

VENDOR/PAYEE
TAXPAYER'S IDENTIFICATION NUMBER/ENTITY TYPE

The Internal Revenue Service (IRS) codes require us to have the Taxpayer's Identification Number on file for vendors/payees receiving payments after January 1, 1984. There are substantial IRS penalties if we do not comply. Furthermore, under Federal Income Tax Law, you are subject to certain penalties if you do not provide us with your correct Social Security Number (SSN) or Employer Identification Number (EIN). For assistance in determining proper name and number to report, refer to the IRS for W-9.

IMPORTANT: THIS COMPLETED FORM MUST BE RETURNED WITH THE APPLICATION:

City of Milton
Planning & Development Dept.
6738 Dixon Street
Milton, FL 32572

1. IF YOU ARE AN INDIVIDUAL OR NON-CORPORATE COMPANY, PLEASE PRINT THE FOLLOWING INFORMATION:

Company/Individual's

Name _____

Address (for mailing payments)

Street/P.O. Box _____

City/State/Zip _____

Telephone _____ Fax _____

EIN/SSN _____

Authorized Signature/Title _____

Date _____

2. IF YOUR COMPANY IS INCORPORATED, PLEASE PRINT THE FOLLOWING INFORMATION:

_____ does operate in corporate form. (Corporate Name)

Address (for mailing payments)

Street/P.O. Box _____

City/State/Zip _____

Telephone _____ Fax _____

EIN/SSN _____

Authorized Signature/Title _____

Date _____

Pensacola MSA Income Levels 2023

	1 Person	2 People	3 People	4 People	5 People	6 People	7 People
30% LIMITS	17200	19650	22100	24550	26550	28500	30450
VERY LOW INCOME	28650	32750	36850	40900	44200	47450	50750
60% LIMITS	34380	39300	44220	49080	53040	56940	60900
LOW INCOME	45850	52400	58950	65450	70700	75950	81200

8 People

32450

54000

64800

86400



Water & Gas Meter Reading Equipment

MEETING DATE	PREPARED BY
July 20, 2023	Public Works Department Christie Haarmann, Public Works Admin



City of Milton

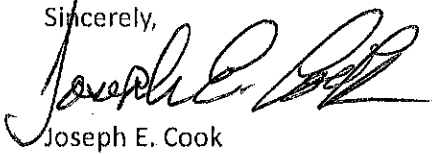
July 17, 2023

Florida Power and Light has given the City of Milton their 90-day notice. They will terminate the water and gas meter reading as of September 1, 2023.

The attachment is the cost the City will need to incur to read existing radio read meters.

This is a sole source equipment through Core & Main where meter equipment was originally purchased through Gulf Power.

Sincerely,



Joseph E. Cook



Bid Proposal for Sensus Drive-By Read - Milton

CITY OF MILTON FL
Job Location: Milton, FL
Bid Date: 07/13/2023
Core & Main 3019222

Core & Main
8782 Paul Starr Dr
Pensacola, FL 32514
Phone: 850-478-6372
Fax: 850-478-4323

Seq#	Qty	Description	Units	Price	Ext Price
		DUE TO CURRENT SUPPLY CHAIN DISRUPTIONS, MATERIALS ARE SUBJECT TO PRICING AT TIME OF SHIPMENT. MATERIAL AVAILABILITY AND TIMELINESS OF SHIPMENTS CANNOT BE GUARANTEED. THIS TERM SUPERSEDES ALL OTHER CONTRACTUAL PROVISIONS.			
10	1	FLEXNET VGB VECHICLE GATEWAY BASE-STATION W/LAPTOP	EA	24,154.00	24,154.00
20	1	AUTOVU SOFTWARE FOR VGB 5395414700028	EA	5,285.98	5,285.98
30	1	AUTOVU MAPPING MODULE COUNTY L/CD 5395480035009	EA	5,285.98	5,285.98

UNLESS OTHERWISE SPECIFIED HEREIN, PRICES QUOTED ARE VALID IF ACCEPTED BY CUSTOMER AND PRODUCTS ARE RELEASED BY CUSTOMER FOR MANUFACTURE WITHIN THIRTY (30) CALENDAR DAYS FROM THE DATE OF THIS QUOTATION. CORE & MAIN LP RESERVES THE RIGHT TO INCREASE PRICES TO ADDRESS FACTORS, INCLUDING BUT NOT LIMITED TO, GOVERNMENT REGULATIONS, TARIFFS, TRANSPORTATION, FUEL AND RAW MATERIAL COSTS. DELIVERY WILL COMMENCE BASED UPON MANUFACTURER LEAD TIMES. ANY MATERIAL DELIVERIES DELAYED BEYOND MANUFACTURER LEAD TIMES MAY BE SUBJECT TO PRICE INCREASES AND/OR APPLICABLE STORAGE FEES. THIS BID PROPOSAL IS CONTINGENT UPON BUYER'S ACCEPTANCE OF SELLER'S TERMS AND CONDITIONS OF SALE, AS MODIFIED FROM TIME TO TIME, WHICH CAN BE FOUND AT: <https://coreandmain.com/TandC/>



Bid Proposal for Sensus Drive-By Read - Milton

CUSTOMER

CITY OF MILTON FL

STOCK-PENSACOLA
6731 Magnolia St.
MILTON, FL 32571
Contact: Joe Cook

Job

Sensus Drive-By Read - Milton
Milton, FL
Bid Date: 07/13/2023
Bid #: 3019222

CONTACT

Sales Representative

R. Keith Hobbs
(M) 850-393-9196
(T) 850-478-6372
(F) 850-478-4323
Keith.Hobbs@coreandmain.com

Core & Main

8782 Paul Starr Dr
Pensacola, FL 32514
(T) 850-478-6372

NOTES



Agenda Item # 2023-1685

Speed Measurement Instructor Training

MEETING DATE

July 20, 2023

PREPARED BY

Tony Tindell, Police Chief

BACKGROUND

This is a request to send Captain Mike Cline to the Speed Measurement Instructor course. This course will train the student to become an instructor for both the radar and laser speed measurement devices. Having an "in-house" certified instructor will allow the Police Department to train new officers on the speed measurement devices while they are in their initial field training program. This approach will reduce the cost and scheduling issues that are associated with sending officers to other locations for this type of training.

SUMMARY

This is a request to send Captain Mike Cline to the Speed Measurement Instructor Course from September 11 - 15, 2023. This course is being held at the Florida Public Safety Institute located at 75 College Drive in Havana, Florida 32333. The registration, lodging, and meals are provided through a grant. The total cost is \$40 per diem for 2 evening meals during travel, plus fuel. This is a currently budgeted item.

RECOMMENDATION

Staff recommends approval to send Captain Mike Cline to the Speed Measurement Instructor course being held in Havana, FL from September 11 - 15, 2023.

ATTACHMENTS

1. RADAR Instructor class

Speed Measurement Instructor Course

This course will provide training in both radar and laser speed measurement devices and prepare the student instructor to present the "Florida Laser / Radar Operator Course" for certification of attendees. The student instructor will learn the different scientific principles, proper operation, and various aspects of equipment used such as testing and verification protocols, case law, health issues, and many other operational considerations. Students will also take part in teaching exercises that emphasize the need for complete equipment familiarity on the part of the operator.

Salary Incentive

This course qualifies for 40 hours of Salary Incentive Credit by the FDLE Criminal Justice Standards and Training Commission for law enforcement attendees only.

Course Details

Prerequisite(s)

Attendee must be a certified Florida Law Enforcement Officer

Completion of Instructor Techniques, Laser Radar Operator, and three years' experience with radar and laser (FDLE Requirement)

What should I bring?

It is recommended that the student bring an agency radar and/or laser with them to this class.

Upcoming Classes

Dates/Times/Locations:

September 11-15, 2023

8 a.m. - 5 p.m.

*Florida Public Safety Institute

75 College Drive

Havana, FL 32333

***If travel is more than 50 miles, on-site lodging, and meals are covered under the grant.**



Recruitment

MEETING DATE	PREPARED BY
July 20, 2023	Clerk's Office Dawn Molinero, City Clerk

CITY OF MILTON REQUEST FOR PROPOSAL

RFP 2023-XXX

Project Title: Executive Search Firm Services

The City of Milton is requesting proposals from qualified firms or individuals to perform executive search services for the position of Milton City Manager. This Request for Proposal (RFP) is for the purpose of selecting a firm(s) to be engaged on a contractual basis for the service stated above.

Proposals will be accepted by the City Clerk's Office located at 6738 Dixon Street, Milton, FL 32572. One original and nine copies of the RFP must be submitted. Sealed envelopes shall contain the name of the proposing firm and be marked as follows: "RFP 2023-XXX — Executive Search Firm Services" and shall be delivered to the following address only:

Dawn Molinero
Clerk of the City of Milton
6738 Dixon Street
Milton, FL 32572

All RFPs must be received in the Office of the City Clerk prior to 4 p.m. (Central Time) on Monday, August 28, 2023 and will be immediately opened thereafter. RFPs will not be accepted after that date and time under any circumstances. RFP openings are open to the public. All Proposers and their representatives are invited to be present. Any response received by the City Clerk's Office after the due date and time specified in this RFP will not be considered and will be returned unopened. Any RFP or copies that are sent to any other address may be refused and sent back to the Proposer unopened.

RFPs must be typed or printed in ink. Use of erasable ink is not permitted. All RFPs must contain a manual signature of the authorized representative. The City of Milton will not be liable for any cost incurred in the preparation of these RFPs. All RFPs received from Proposers in response to this RFP will become property of the City and will not be returned to the Proposer. In the event of a Contract Award, all documentation produced as a part of the contract shall become the exclusive property of the City. Responses to this RFP upon receipt by the City will become public record subject to provisions of Chapter 119 F.S. Florida Public Records Law.

Firms shall be able to be properly licensed to conduct its business, with all licenses, permits, and certificates as required by all local, State of Florida, and Federal agencies.

Any proposal received without Proposal Signature Page, Public Entity Crime Form, Drug Free Workplace Form, Proof of Insurance, may be considered incomplete and immediately disqualified. Any person or affiliate who has been placed on the convicted vendor list following conviction for a public entity crime may not submit a proposal as proscribed by Section 287.133, F.S. The City reserves the right to make any changes to this RFP, or to reject any and all proposals, or parts of any and all proposals, or to accept any proposal or portion thereof deemed to be in the

best interest of the City, or postpone or cancel this RFP at any time, or to re-solicit this RFP, or to waive any irregularities in this RFP or in the offers received in response to this RFP.

The City also reserves the right to request clarification or information from any firm that submitted a proposal.

General Information

The Milton City Council is responsible for adopting City ordinances, resolutions, the annual budget, appointing committees, and hiring the City Manager & City Attorney, among other key duties. The City Manager is responsible for implementing the Council's policies, ordinances and directives, for overseeing the day-to-day operations of the City, and for appointing the directors of the City's departments. These City departments include: Parks and Recreation, Clerk, Finance, Human Resources, Information Technology, Police, Fire, and Public Works.

Scope of Work

The City is seeking a firm/individual that will designate a recruitment representative to work with the City Council and staff to develop a candidate profile with the City's desired qualifications and experience necessary for the position of City Manager. The City's desire is to attract an employee who not only has the technical knowledge of the position, but also has the personal qualities that form a foundation of competency and success. An employee's character is outwardly expressed in every action, decision or task and through interoffice and interpersonal relationships. The City has purposefully endeavored to seek out an individual with good moral character and who consistently works towards service excellence. The recruitment representative will be required to make at least one visit to the City of Milton to develop this profile.

Based on the agreed upon candidate profile, the search firm shall recommend to the City Council:

- A salary range for the position.
- An advertising plan to attract a diverse pool of qualified candidates, and a mutually agreeable time table for the recruitment.
- The necessary actions to directly solicit candidates; review initial applications; present a written report on background, strengths, accomplishments, video interview and skills assessment for each recommended finalist; facilitate final interview process including suggested questions; assist the City Attorney with negotiating a contract, as needed; coordinate all correspondence, travel arrangements, and recordkeeping; and conduct detailed professional reference and background checks on recommended finalists, if requested.
- Establish, with assistance of City Council, existing City Manager, and Director of Human Resources, the timeline, meeting and interview schedule, development of recruitment information and benefit package, etc.
- Attend the candidate interviews and provide assistance, as needed.

Response Form and Content

- **Title Page:** Indicate the response subject, name of firm, address, telephone number, name of primary contact person, email address for the primary contact person and date of submittal.

- **Introduction:** Briefly, introduce your firm, indicating whether the firm is local, regional, national or international. Provide a profile of the firm, including, but not limited to, the approximate number of professional staff employed, how long your firm has been in business and how long the firm has been conducting City Manager/Administrator searches. Indicate the name(s), title(s), and telephone number(s) of the person(s) who will be authorized to make representation for and to bind the firm. Provide the person (s) who will service and attend all required meetings. Information Included in Response

- State your understanding of the work to be performed. Include, but do not limit your statement to, the specific items requested in the Scope of Work.

- Describe your proposed strategy to complete the recruitment, including a general statement of the philosophy of the firm and how the firm will tailor the process for the City of Lady Lake's search.

- Indicate any additional information for consideration of your firm's qualifications for conducting this recruitment.

- Provide a list of City Manager/Administrator successful placements in the past 36 months, including the size of the municipality.

- Provide contact names, telephone numbers and email addresses of these clients. The City reserves the right to contact any additional individuals or firms to obtain information about the respondent. If the firm has done no such searches, details should be provided as to how the firm would proceed with the search.

- Indicate the names, titles, placement experience, and resume(s) of the person(s) who will be assigned to this recruitment. A response to this requirement should include all contact information such as telephone number, e-mail address and web address.

- Provide a detailed description of how the recruitment is to be conducted, including how the firm will identify and solicit outstanding candidates that are not actively seeking positions.

- Discuss the general nature and extent of benefits the City of lady Lake is reasonably likely to experience as a result of these services.

- Provide a copy of a previous City Manager search report your firm has completed for another client similar to the City of Lady Lake. Cost Proposal In a separate sealed envelope, provide a not to exceed cost for providing the requested services. This figure should include individual hourly rates, incidentals, travel costs (if not included above), and anything else that could increase the City's financial commitment. It is the City's goal to commence the process no later than October 1, 2023. The firm/individual should provide a time table for the recruitment from the contract execution to selection of a new City Manager.

Submission of Responses Acceptance/Rejection/Modification to Responses

The City of Milton reserves the right to reject any or all RFPs, waive any irregularities or informalities, and select a candidate, which in the opinion of the City, is in its best interest. Failure to enter into a subsequent contract within a certain time period will render the RFP invalid. Economy of Preparation Responses should be prepared simply and economically, providing a straightforward, concise description of the respondent's ability to fulfill the requirements of the recruitment.

Cost of Preparation

The City shall not be liable for any costs incurred by a respondent in preparing or submitting a proposal. Ownership/Public Records Submitted materials become the property of the City and will not be returned. All firms submitting qualifications need to be aware that any submission is subject to public inspection under the Florida Sunshine Law.

Other Terms and Conditions

Conflict of Interest — No City of Milton elected official or City employee shall have interest in the contract.

Ethics — The consultant shall not offer or accept gifts of value nor enter into any business arrangement with any employee, official or agent of the City of Milton.

Indemnification — The successful proposer shall defend, indemnify and save harmless the City of Milton and all its officers, agents, employees and volunteers from all suits, actions or other claims of any character, name, and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligence, or act or fault of the successful proposer, or any agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from the proposal award. The successful proposer shall pay any judgment with costs that may be obtained against the City of Milton growing out of such injury or damages.

Public Entity Crimes — Per Section 287.133(2)(a) of the Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal or reply on a contract with a public entity for the construction or repair of a public building; may not be awarded or perform work as a contractor, supplier, subcontractor or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list. Any firm submitting a proposal in response to this RFP must indicate it has not been placed on the convicted vendor list following a conviction of public entity crimes.

Award Presentation

Subject to agreement negotiation, the City Council shall select a candidate or reject all proposals, at the September 12, 2023, Council meeting.

Contract Development

The City will conduct contract discussions with the successful respondent with the assistance of the City Attorney.