



**EXECUTIVE COMMITTEE MEETING**  
**Regular Meeting Agenda**

July 31, 2023  
5:30 PM  
6738 Dixon Street  
Milton, FL 32570

**1. Open Meeting**

**2. Invocation**

Father Matt Dollhausen,  
St. Mary's Episcopal Church

**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

Item # 2023-1706  
UDC Update Presentation

**8. Administration, Emerald Coast Regional Council**

Councilwoman Marilyn Farrow

Item # 2023-1725  
City of Milton Board Vacancies

Item # 2023-1734  
Discussion of RFP 2023.17 City of Milton Executive Search Firm (City Manager)

**9. Parks & Recreation, Community Improvement Board**

Councilman Gavin Hawthorne

**10. LEAP**

Councilman Jason Vance

LEAP Membership Process

Item # 2023-1717  
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

**16. City Attorney's Report**

**17. City Manager's Report**

**18. Public Input**

**19. Adjourn**

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

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



Father Matt Dollhausen,  
St. Mary's Episcopal Church

**MEETING DATE**

July 31, 2023

**PREPARED BY**

Clerk's Office  
Dawn Molinero, City Clerk



Agenda Item # 2023-1623

## SEPA - Coming Clean 5k

### MEETING DATE

July 31, 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](mailto: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@westflorida.baptist.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 + Jennigan Gardens 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) | <input checked="" type="checkbox"/> | YES | <input type="checkbox"/>            | NO |
| Will equipment from the City of Milton be needed?    | (page 3) | <input checked="" type="checkbox"/> | YES | <input type="checkbox"/>            | NO |
| Will you need the City's Stage?                      | (page 3) | <input type="checkbox"/>            | YES | <input checked="" type="checkbox"/> | NO |
| Will there be amplified sound?                       | (page 4) | <input checked="" type="checkbox"/> | YES | <input type="checkbox"/>            | NO |
| Will you need the City's portable restroom?          | (page 3) | <input checked="" type="checkbox"/> | YES | <input type="checkbox"/>            | NO |
| Will tents larger than 10'x10' be erected?           | (page 4) | <input type="checkbox"/>            | YES | <input checked="" type="checkbox"/> | NO |
| Will inflatable bounce houses be erected?            | (page 4) | <input type="checkbox"/>            | YES | <input checked="" type="checkbox"/> | NO |
| Will you be using water slides?                      | (page 4) | <input type="checkbox"/>            | YES | <input checked="" type="checkbox"/> | NO |
| Will you need City Dumpsters/ Trashcans?             | (page 3) | <input checked="" type="checkbox"/> | YES | <input type="checkbox"/>            | NO |
| Will there be fireworks?                             | (page 4) | <input type="checkbox"/>            | YES | <input checked="" type="checkbox"/> | NO |
| Will vendors be selling merchandise, food, or wares? | (page 4) | <input type="checkbox"/>            | YES | <input checked="" type="checkbox"/> | NO |
| Will food be cooked at the event?                    | (page 4) | <input type="checkbox"/>            | YES | <input checked="" type="checkbox"/> | NO |
| Will alcohol be sold or given away at this event?    | (page 4) | <input type="checkbox"/>            | YES | <input checked="" type="checkbox"/> | NO |
| Will animals/ pets be allowed at the event?          | (page 4) | <input type="checkbox"/>            | YES | <input checked="" type="checkbox"/> | NO |
| Will you be using State or County Roads?             | (page 4) | <input type="checkbox"/>            | YES | <input checked="" type="checkbox"/> | NO |
| Will temporary No Parking Signs be utilized?         | (page 4) | <input checked="" type="checkbox"/> | YES | <input type="checkbox"/>            | NO |
| Will EMT be on site?                                 | (page 3) | <input type="checkbox"/>            | YES | <input checked="" type="checkbox"/> | NO |
| Will you need security?                              | (page 3) | <input type="checkbox"/>            | YES | <input checked="" type="checkbox"/> | NO |
| Will you require power on-site?                      | (page 3) | <input checked="" type="checkbox"/> | YES | <input type="checkbox"/>            | NO |
| Will you require water on-site?                      | (page 3) | <input checked="" type="checkbox"/> | YES | <input type="checkbox"/>            | 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:**

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

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

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

- |   |                     |
|---|---------------------|
| <input type="checkbox"/> Parade Package (including Police, Public Works, Planning, signage & street closures) | \$1,000(np only)*** |
| <input type="checkbox"/> 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) Waring 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.

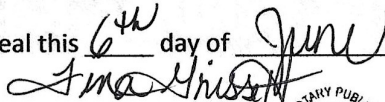
# Hold Harmless Agreement

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 6<sup>th</sup> day of June in 2023

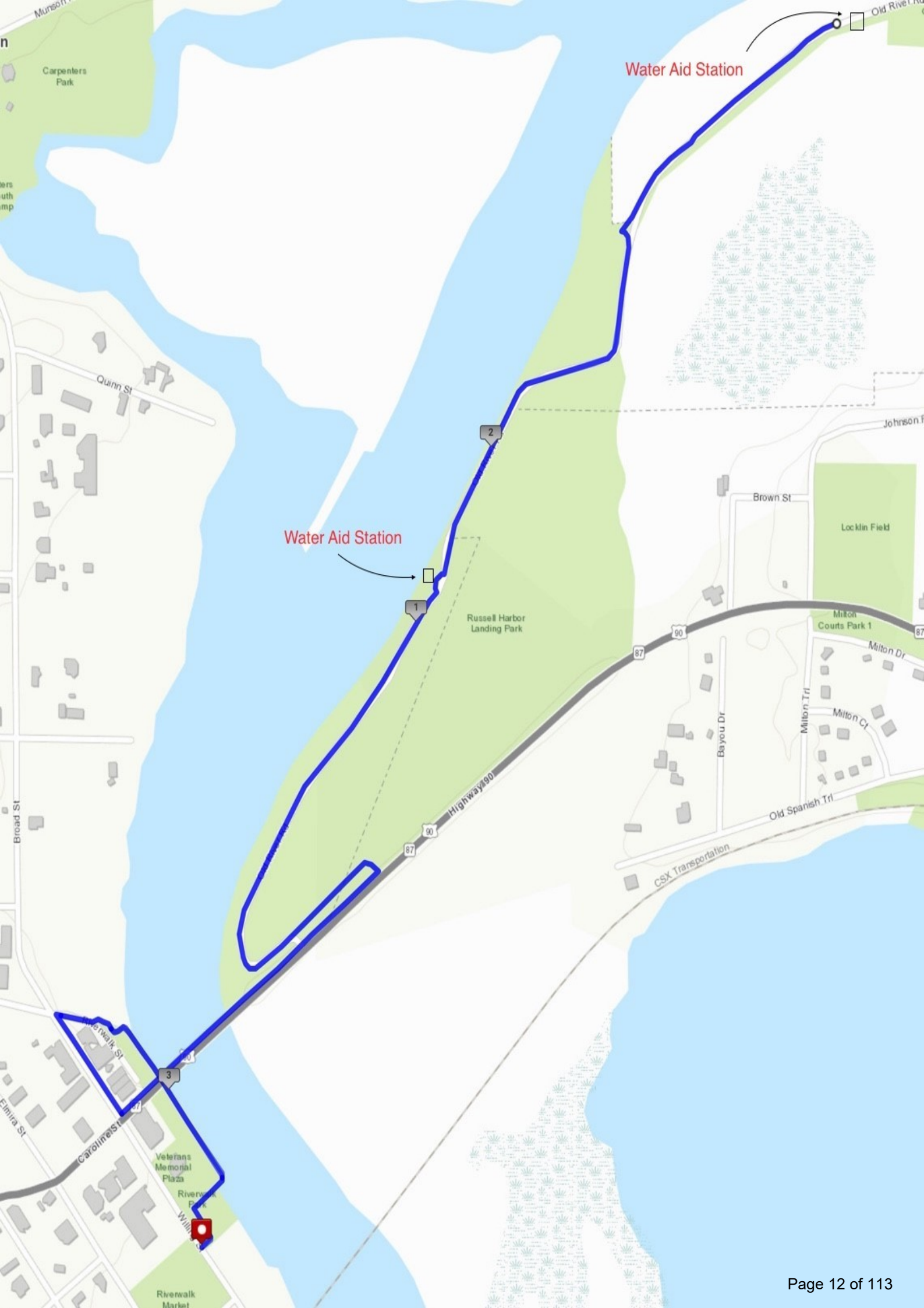
  
TINA LOUISE GRISSETT  
NOTARY PUBLIC  
STATE OF FLORIDA

TINA LOUISE GRISSETT  
Commission # GG 350614  
Expires July 1, 2023  
Bonded Thru Budget Notary Services

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 Dan Libby Signature 

**Internal Signatures Required for Approval:**  
Office of Economic Development: \_\_\_\_\_ Planning: \_\_\_\_\_  
Public Works: \_\_\_\_\_ Police: \_\_\_\_\_ Fire: \_\_\_\_\_



Water Aid Station

Water Aid Station

Oak St

Elmira St

Willing St

Riverwalk South,  
Milton, FL

Milton Riverwalk

Milton Riverwalk

5162

6875

Elmira St

Start and Finish line

Food and  
refreshment  
tables

Sponsor  
tents and  
tables

Bands on the Blackwater

5158

5137

5154

Willing St

Pine St

Pine St

E1



# 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**

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

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.			
<b>TOTAL EXPENSES</b>			

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](mailto: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 31, 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. OAFAs - MHS Homecoming Parade 2023



# Special Event Permit Application

City of Milton

6738 Dixon Street, Milton FL, 32570

850-983-5400 [pio@miltonfl.org](mailto: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) | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO |
| Will equipment from the City of Milton be needed?    | (page 3) | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO |
| Will you need the City's Stage?                      | (page 3) | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO |
| Will there be amplified sound?                       | (page 4) | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO |
| Will you need the City's portable restroom?          | (page 3) | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO |
| Will tents larger than 10'x10' be erected?           | (page 4) | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO |
| Will inflatable bounce houses be erected?            | (page 4) | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO |
| Will you be using water slides?                      | (page 4) | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO |
| Will you need City Dumpsters/ Trashcans?             | (page 3) | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO |
| Will there be fireworks?                             | (page 4) | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO |
| Will vendors be selling merchandise, food, or wares? | (page 4) | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO |
| Will food be cooked at the event?                    | (page 4) | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO |
| Will alcohol be sold or given away at this event?    | (page 4) | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO |
| Will animals/ pets be allowed at the event?          | (page 4) | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO |
| Will you be using State or County Roads?             | (page 4) | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO |
| Will temporary No Parking Signs be utilized?         | (page 4) | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO |
| Will EMT be on site?                                 | (page 3) | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO |
| Will you need security?                              | (page 3) | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO |
| Will you require power on-site?                      | (page 3) | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO |
| Will you require water on-site?                      | (page 3) | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> 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:**

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

<u>Requested Items:</u>	<u>QTY</u>		<u>QTY</u>
<input type="checkbox"/> Portable Restroom      \$250( <i>np only</i> ) <i>(at Jernigan's landing)</i>		<input type="checkbox"/> Portable Restroom      \$350( <i>np only</i> ) <i>(at alternate location)</i>	
<input type="checkbox"/> City Stage 14'x28'      \$350( <i>np only</i> )		<input type="checkbox"/> City Movie System      \$250( <i>np only</i> )	
<input type="checkbox"/> Live Music Licensing ***\$200		<input type="checkbox"/> Movie Licensing ***      \$(at cost)( <i>np only</i> )	
<input type="checkbox"/> Barricades      \$100 per _____		<input type="checkbox"/> Cones      \$10 per _____	
<input type="checkbox"/> City Garbage Cans      \$10 per _____		<input type="checkbox"/> Dumpster      \$50 per _____	
<input type="checkbox"/> City Tent (40'x40')      \$500( <i>np only</i> )		<input type="checkbox"/> Variable Message Sign      \$250 per _____	
<input type="checkbox"/> Large Generator      \$250		<input type="checkbox"/> Small Generator      \$100	
<input type="checkbox"/> Generator power distro \$100		<input type="checkbox"/> Hose-bid water distro      \$100	
<input type="checkbox"/> City Hydrant tap fee      \$50 + meter rate		<input type="checkbox"/> 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 14<sup>th</sup> 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

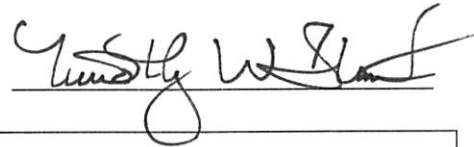
Phone Number 850-983-5600

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: \_\_\_\_\_

11/11/11  
J. P. [unclear]

*J. P. [unclear]*



# 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**

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

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.			
<b>TOTAL EXPENSES</b>			

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](mailto: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/repaired 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 # 2023-1706

## UDC Update Presentation

### MEETING DATE

July 31, 2023

### PREPARED BY

Tim Milstead, Planning Director

### BACKGROUND

The Unified Development Code (UDC) document is the master regulatory instrument that provides development standards that are consistent with the City's Comprehensive Plan. Planning Department Staff has been working since mid-2022 to update the City's existing UDC. Many changes have been made throughout the 18 article, 360 page document. Most of the changes are very minor in nature, and are intended to provide clarity, correct errors, and resolve conflicts in the standards. This document has also been reviewed by the Community Improvement Board, Historic Preservation Board, and the Milton Planning Board, and all boards have provided recommended additions to the content within the document. Additionally, staff held a public outreach meeting on May 30th to provide information and receive input about the proposed changes to the document.

### SUMMARY

When the UDC was originally adopted in 2016, it was a complete rewrite from the previous land development regulations. After a 5 year implementation period, it is necessary to update the document to address some of the deficiencies and conflicts within the document that staff has noted throughout the implementation period.

The proposed UDC document is available for review at the following website: <https://www.miltonfl.org/DocumentCenter/View/5075/UDC-UPDATE-7-28-DELETED-COMMENTS?bidId=>

All public comments that were received from the public have been compiled and are available for review at the following website: <https://www.miltonfl.org/DocumentCenter/View/5053/UDC-Update-Public-Comments-as-of-July-11-2023?bidId=>

Additionally, staff has included the summary of the major changes that are proposed to this document for review by the City Council.

### RECOMMENDATION

The Historic Preservation Board has provided a recommendation to include the language that has been added to sections 11.4 and 11.5 pertaining to the designation of local historic resources. The Milton Planning Board has recommended approval of the UDC document, but has also recommended that the local historic resource added language from sections 11.4 and 11.5 be removed. Staff recommends review of the proposed changes to the UDC and for the Executive Committee to forward this item to the next Agenda Workshop meeting for action.

## ATTACHMENTS

1. UDC Update Show 053023
2. Summary of 2023 Unified Development Code Updates - 7-6-23



# **Unified Development Code Update**

**July 31, 2023**

# What is the UDC and its purpose?

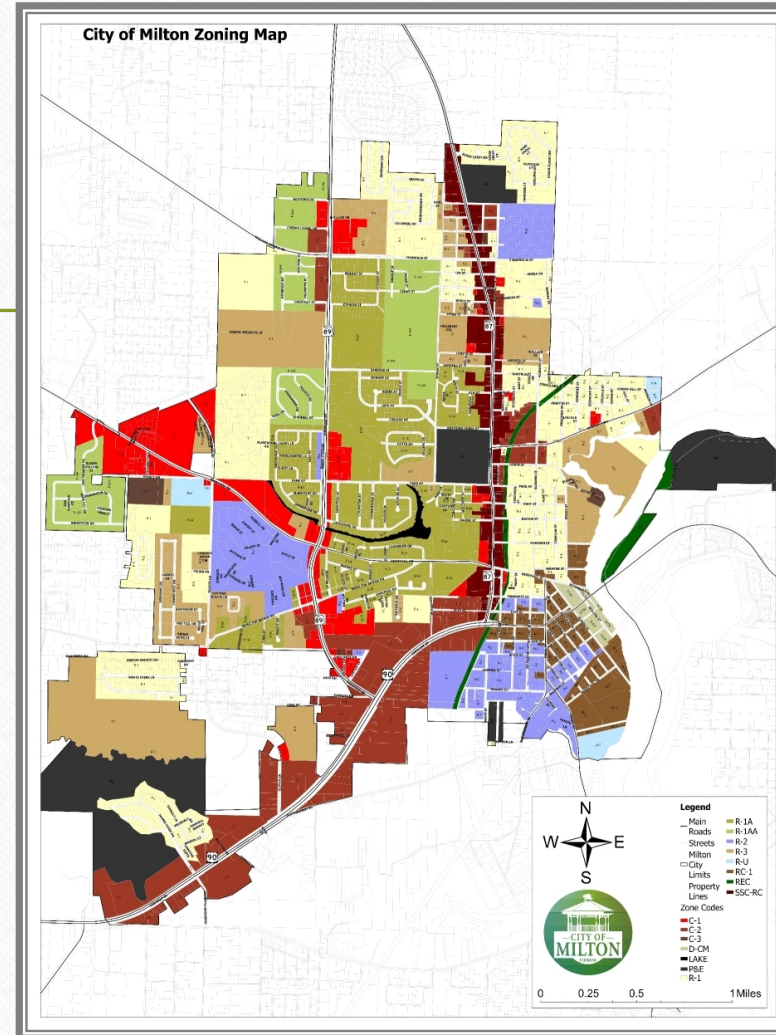
- “These regulations have been designed to increase the aesthetic value of the City, to allow for improved access and mobility for all modes of transportation, and to guide the future growth in a direction adherent to the adopted Comprehensive Plan”
- Promote the public health, safety & welfare
- Create & maintain zoning districts

# History of UDC Update

How have  
we gotten  
to this  
point?

- UDC first edition adopted in December 2016
- Total rewrite from previous LDR
- 5 year implementation period from 2017-2021. Critical updates were made as needed throughout implementation.
- Review by staff in 2022
- Review by MPB, CIB & HPB in early 2023

# Zoning Map



# What has changed in this UDC update?

- Mostly minor grammatical, spelling and syntax changes to provide better clarity or flow. Also intended to resolve conflicts in code.
- Recommended changes by the MPB, CIB, or HPB
- Other changes recommended by staff to help improve the development environment in Milton
- Updates to outdated maps and graphics

# Major Changes

- Article 2 – Numerous definition additions
- Article 3 – Fences in Historic District
- Article 4 – 10 days to determine application completeness
- Article 6 – Added multi-family standards for commercial districts

# Major Change s: Article 7 Uses

- Added definitions for antique stores, ice vending machine, and retail vape shops
- Removed mobile food sales from temporary uses.
- Provided clarity on health clubs
- Added use standards to uses which lacked standards in use matrix.

# Major Change S: Article 7 Use Matrix

## 7.3 - USE MATRIX

*Table 7.3.1:* The Use Matrix identifies the primary and temporary uses allowed within each zoning district. "P" indicates that the use is permitted in the district. "S" indicates that the use is a special use/exception in the district and requires special use approval. If a cell is blank, the use is not allowed in the district. In the case of temporary uses, a "P" indicates the temporary use is allowed in the district but will require approval by a temporary use permit.

The "Use Standard" column references the specific use standards identified for the various uses presented in the Matrix. The "Use Standard" is in addition to all other standards of this code. All uses must adhere to the Zoning District Dimensional and Design Standards of their respective Zoning District identified in Article 6. Parking, Landscaping, Access and other standards identified in this Code shall apply.

Uses that do not reference a specific "Use Standard" do not have standards that are specific to, in addition to, or that differ from those standards identified in Article 6 or other Articles of this code. For Accessory Use and Environmental Performance Standards, see Article 9. Some Accessory Uses are identified in the Use Matrix.

Uses permitted within the R-C1 and D-CM zoning districts, rather by right or by special exception, may require a certificate of compliance by the board of adjustment prior to permitting.

The *Special Use/Exception Approval* process is outlined in Subsection 3.3.

	R-1AA	R-1A	R-1	R-2	R-3	R-U	R-C1	C-1	C-2	C-3	D-CM	SSC-RC	P-E	CON	REC	USE STANDARD
<b>PRINCIPAL USE</b>																
Adult Family-Care Home	P	P	P	P	P	P	S	S				S				8.1(R)
Agriculture						P										8.1(A)
Airport						S										8.1(B)
Amusement Facility Indoor						S	S	S	P	P	P	P				8.1(C)
Amusement Facility - Outdoor	S	S	S	S	P	P	S	S	P	P	S	P	P			8.1(C)

# Major Changes : Article 8 Use Standards

- Many use standards missing from Article 8 for uses referenced in Use matrix
- The absence of use standards make the achievement of the overall purpose of the UDC much more difficult.

Major  
Changes  
:  
Article 8  
  
Use  
Standards

- Boat Rental Facility, Farmers Market, Fast Food Restaurant, Heavy Retail, Hotel/Motel, Marina, Pain Management Clinic, Recycling collection center, Convenience Store, Retail Goods Establishment, Vape Shops, Salvage/Wrecking Yards, Truck Repair, Vehicle Dealership, Warehouse, Wholesale Establishment

# Other Major Changes

- Article 9 – Enhanced tracking for accessory structures. Carport updates, pool distance from property lines
- Article 11 – Allowing HPB to certify local designation of historic resources with property owner permission only. Board recommendations differ.
- Article 12 – Requires higher buffer standards where new non-residential development borders existing residential uses
- Article 13 – Clarified multiple stormwater requirements, including gravel

# Major Changes

- Article 14 – Parking requirement updates in downtown areas.
- Article 16 – Clarity on nuisance and personal expression signs. Provides higher standards for banners used by businesses
- Article 18 – Changes to commercial PDP standards to better protect residential areas.

# Next Steps

- Take comments and feedback at public outreach meeting and for 2 week period.
- Compile comments for posting on website.
- Provide comments to Milton Planning Board for consideration
- Milton Planning Board final edits and recommendation to City Council.
- City Council review of document and final action
- Approval of final UDC Update ordinance
- Implementation of proposed changes to UDC and update of city website.

# Questions?

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# Summary of 2023 Unified Development Code Updates

*General syntactical and grammatical corrections such as misspellings and the appropriate usage of punctuations are present in every Article. Such corrections are not included in the more in-depth breakdown provided below but are present in the associated mark-up provided.*

## Article 1 - GENERAL PROVISIONS

- No major revisions

## Article 2 - GENERAL DEFINITIONS AND RULES OF MEASUREMENT

- 2.1(B)(2) - Definitions
  - Clarified “Application” definition
  - Clarified “Arbor” as an exempt structure
  - Clarified “Berm” to control erosion
  - Removed “Thirty day auto repair” from applicable minor development activities and added “Driveways”
  - Clarified Monument signs, Pole Signs, Banners, Digital Display Signs, and Billboards as “Freestanding Signs”
  - Included Longleaf Pine *Pinus palustris* into the definition of “Heritage Tree” and added scientific names to excluded trees
  - Removed “Major Subdivision”
  - Clarified “Milton Historic District” definition to include Planning and Development Departments boundary map and resource database updates
  - Revised “Minor Development” definition to include limitations on what constitutes a minor addition and exempt impervious surface increase.
  - Clarified “Minor Subdivision”
  - Clarified “Multi-Tenant Retail Center”
  - Added Longleaf Pine (*Pinus palustris*) to “Protected Tree” definition and included scientific names.
  - Clarified what constitutes “Recreational Equipment” and “Recreational Vehicle”
  - Clarified “Snipe Signs”
- 2.2 – Rules of Measurement
  - (B)(1) – Removed residential requirement for natural wood and/or cement based artificial wood siding usage.
  - (S) – Included “Under no circumstance shall any residential building or its extension encroach to within 10 feet of any other occupied residential structure, whether on the same or different property.” into setback language.
  - (S)(2) – Included multi-tenant retail language to interior side yard language.

## Article 3 - CODE ADMINISTRATION AND ENFORCEMENT

- 3.2 – Duties of Various Individuals, Boards, and Agencies in Administration of this Unified Development Code
  - (B)(4) – Included fences which meet the Milton Historic Pattern Book as part of the minor development activities which the Planning Department can approve.
  - (E)(2) – Included reference to Fee Resolution for Enforcement activities.

## Article 4 - APPLICATION PROCEDURES

- 4.2 - DEVELOPMENT APPROVAL PROCESS
  - 4.2.2 establishes 10 business days instead of 5 days to determine completeness of the application
  - (I)(1)w – Included site specific requirements for development applications

## Article 5 - ZONING DISTRICTS AND ZONING MAP

- 5.3 – ZONING MAP
  - Updated Zoning Map to reflect most recent changes

## Article 6 – ZONING DISTRICT REGULATIONS

- 6.2 – RESIDENTIAL DISTRICTS
  - (B)(2)(i) – Lowered feet of clear space between a structure projection to a property line from 6 feet to 5 feet and the clear space between any projections of a structure from any other adjacent structure projection from 12 feet to 10 feet.
  - (E)(1)k – Clarified transparency regulations for public facing walls
  - (E)(3) – Recommendation by the Planning Board to prohibit shed/slant style roofs.
- 6.3 – COMMERCIAL DISTRICT STANDARDS
  - (A) – Included multi-family (MF) standards to the existing language
- 6.4 - SPECIAL DISTRICTS STANDARDS
  - (8) D. – Updated black and white map to colored map
- 6.5 - MANUFACTURED HOME PARK AND SITE STANDARDS
  - Changed table 6.5.1 from “Mobile Home Park Site Dimensional Standards” to “Manufactured Home Park and Site Dimensional Standards”

## Article 7 – USES

- 7.2 – USE DEFINITIONS
  - Added “Antique Store” definition

- Clarified “Dwelling, Above the Ground Floor” definition to include adjacent location, as opposed to behind only, and that the residential use must be indistinguishable from the non-residential use on primary street frontages.
  - Added “Ice Vending Machine” definition
  - Clarified “Personal Service Establishment Beauty/Salon” to include health clubs, and removed health clubs from “Personal Service Establishment Laundry/Dry Cleaner” definition.
  - Added “Retail Vape Shop/Retail Tobacco Store” definition.
  - Clarified in “Second-Hand Store (Thrift Store)” that antique stores are separate from Retail Good Establishments.
  - Removed “Temporary Mobile Food Sales” definition
  - Removed “Transient Vacation Rental” definition
- 7.3 – USE MATRIX
    - Added Use Standards to Uses which lacked standards due to either a lack of definition in Article 8 or increased need.
    - Removed “Temporary Mobile Food Sales (Vending)” from temporary uses as they are no longer required to procure a permit.
    - Removed “Transient Vacation Rental”

## Article 8 – USE STANDARDS

- 8.1 – PRINCIPLE USE STANDARDS
  - G. (3) and (4) – Created the allowance for Bed and Breakfast Establishments to lease common areas for social events if adequate parking is available. Included retail sales as an auxiliary use.
  - L – Created Use Standards for “Boat Rental Facility”.
  - GG – Created Use Standards for “Farmers’ Market”.
  - HH – Created Use Standards for “Fast Food Restaurant”.
  - II – Created Use Standards for “Heavy Retail, Rental, & Service”
  - KK- Use Standard for “Hotel/Motel”
  - OO. - Use Standard for “Marina”
  - PP – Removed the inability of a Medical Marijuana Treatment Center the ability to prepare, provide wholesale storage, cultivate, or process any form of medical marijuana or medical marijuana product.
  - QQ – Removed language prohibiting breweries, distilleries, and wineries from operating outside of a restaurant component in RC-1 districts.
  - RR – Clarified outdoor storage and open-air displays for “Neighborhood Markets” adjacent to residential areas. Was not permitted entirely, now only not permitted next to such residential uses.
  - TT - Use Standard for “Pain Management Clinic”
  - ZZ - Use Standard for “Recycling Collection Center”
  - CCC - Use Standard for “Retail/Convenience Store”
  - DDD - Use Standard for “Retail Good Establishment”
  - FFF - Use Standard for “Retail Vape Shop/Retail Tobacco Store”

- GGG - Use Standard for “Salvage, Junk, Wrecking Yard”
- HHH – Removed RC-1 Zoning Districts from permitting “Second Hand, Thrift, and Pawn Shops”
- MMM - Use Standard for “Truck Repair”
- NNN - Use Standard for “Vehicle Dealership”
- PPP - Use Standard for “Warehouse”
- QQQ - Use Standard for “Wholesale Establishment”

## ARTICLE 9 - ON-SITE DEVELOPMENT STANDARDS

- 9.3 – ACCESSORY STRUCTURES AND USES
  - A(2) – Included new paperwork for tracking and enforcing code appropriate accessory structure construction.
  - G - Clarified development approval requirements and placement requirements for “Carports”
  - Q. – Created “Ice Vending Machine – Drive-Up” regulations
  - W. – Created “Shed” regulations.
  - Y. – Decreased the distance from lot lines to outside edge of pools from 10 feet to 5 feet and removed them from the 25% yard area requirement.

## ARTICLE 10 – NONCONFORMITIES

- 10.2 – NONCONFORMITIES
  - K – Removed language referring to Mobile Homes.

## ARTICLE 11 - RESOURCE PROTECTION STANDARDS

- 11.1 – ENVIRONMENTALLY SENSITIVE LANDS
  - B(1) – Added the Special Flood Hazard Area to required site plan inclusions.
  - C(1) – Included “City approved” vegetation to allowable buffer areas
  - C(2) – Clarified allowable development standards in wetlands and buffers.
- 11.2 – BLACKWATER RIVER PROTECTION
  - (3) – Added standards for development within ¼ mile of the Blackwater River
- 11.4 – HISTORICAL RESORCE PROTECTION
  - (6) – Clarified, with property owners’ consent, to authorize the historic preservation board the ability to designate individual properties as historically significant following Article 11.5
- 11.5 - HISTORICAL AND ARCHAEOLOGICAL RESOURCE PROTECTION –
  - Major changes/clarifications include; how to qualify for inclusion into the historic register, the application process for historic designation, and required public hearings.

- Has been reviewed by legal and recommendations have been made by the Historic Preservation Board to Council. References to the creation of “Districts” has been removed. No longer under legal review.

## ARTICLE 12 - LANDSCAPING REQUIREMENTS

- 12.3 – LANDSCAPE DESIGN REQUIREMENTS
  - A(1) - Included preference of native plants which are appropriate for the City of Milton.
- 12.5 – REQUIRED BUFFER YARDS
  - C(2) – Increased buffer yard requirements from 15 feet to 25 feet for non-residential uses which abut residential districts.
  - C(3) e. – Included preference for native plant materials which must meet landscape design requirements.
- 12.6 – PARKING LOT AND LOADING AREA LANDSCAPING
  - C(6) – Included dimensional aspect for previously required shade tree requirements in parking lot islands/landscaped areas.
  - C(6) – Included dimensional aspect for previously required shade tree requirements in parking lot islands/landscaped areas.

## ARTICLE 13. STORMWATER MANAGEMENT

- 13.1 – PURPOSE; JURISDICTION; APPLICABILITY; INTENT
  - (1)a – Clarified residential development exempt projects
- 13.2 – EROSION AND SEDIMENTATION CONTROLS
  - D(1)a – Clarified State authorization as requirement for clearing and grading in natural resource areas.
  - H(11)(a)iv – Removed confusing language to clarify it need not be the same exact engineer who initially designed the plans also be the engineer who certifies the final product
- 13.6 – PERVIOUS PAVEMENT SYSTEMS
  - Table 13.6.1. – Allowed gravel only within the R-1AA and R-U zoning districts.
- 13.7 – ILLICIT DISCHARGE AND CONNECTION
  - I(3) – Clarified and reenforced language already existing to the appropriate Fee Schedule for Code Enforcement.

## ARTICLE 14. OFF-STREET PARKING AND LOADING

- 14.3(5) – Reworking language for surfaced parking lots in D-CM and RC-1 Districts

- 14.9 – Clarified section by replacing the term 'major recreational equipment' with 'recreational equipment'

## ARTICLE 15. RIGHT-OF-WAY AND ACCESS STANDARDS

- 15.1 – BLOCKS
  - B(1)iv – Included “natural features” as a means to alter the shape blocks

## ARTICLE 16. SIGN STANDARDS

- 16.3 – PROHIBITED SIGNS
  - A(28) – Clarified what constitutes a nuisance sign.
- 16.4 – EXEMPT SIGNS
  - A(5)(g,h,i) – Included size, safety, and nuisance references/requirements for personal expression signs.
- 16.6 - PERMANENT SIGNAGE STANDARDS
  - B(4)a – Clarified that “Banners” are allowed to be approved as permanent building signs but only as temporary ground signs.
  - B(4)b – Further clarified ground sign “banners” regulations including multi-tenant properties, including rule reference to Article 16.7.
  - B(5)e – Deleted original language for “e” which did not allow for digital display signs
  - B(5)l – Created language to keep digital displays from creating blight or nuisances
  - G(1)(h)i-x – Created regulations/requirements and guidelines for digital billboards.
- 16.7 - TEMPORARY SIGN STANDARD
  - A(8)ii – Clarified that grand opening and going out of business themed signs may not exceed 30 days and occur no more than once per year per business
- 16.9 – OTHER ADVERTISING AND SIGNAGE STANDARDS
  - A. – Addition of an Ordinance regarding campaign signage which was passed by Council, codified into the UDC’s language. This is to reflect the current legal language which already exists.
  - C(3)c – Updated language to allow flexibility for business owners to elect wall graphics other than the 3 previous strict requirements and gives the City discretion to increase the aesthetics of an area.

## ARTICLE 17. SUBDIVISION STANDARDS

- No Major Revisions

## ARTICLE 18. PLANNED DEVELOPMENT PROJECTS

- 18.3 – DEVELOPMENT STANDARDS
  - (C) – Commercial planned development project – Modifications to standards for Commercial PDPs to better encourage PDP development and protect adjacent residential areas.



Agenda Item # 2023-1725

## City of Milton Board Vacancies

### MEETING DATE

July 31, 2023

### PREPARED BY

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

### BACKGROUND

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

### SUMMARY

This item is being forwarded to the Executive Committee for review.

### RECOMMENDATION

Staff recommends review of the Milton Planning Board application. The Agenda Workshop voted unanimously to send this application to the Executive Committee for review. Gregory Scoville is present for an interview.

### ATTACHMENTS

1. Gregory Scoville - MPB Application

July 18, 2023

Ms. Dawn Molinero, City Clerk  
City of Milton  
P.O. Box 909  
Milton, Florida 32572

**RE: Board Appointment Survey / Information (Planning Board)**

Dear Ms. Molinero,


Please find enclosed the Board Appointment Survey/Information Form for the at-large vacancy on the City Planning Board and attached resume.

I am a retired City Planner and Landscape Architect and want to disclose up-front that as a retiree, I no longer maintain all my professional credentials as shown on the attached resume. However, because of my extensive planning career experience, I believe I am highly qualified for the vacant planning board position and would appreciate consideration of my application by you and the city council.

My contact information is located in the upper right hand corner of my resume. If you or anyone have any questions or would like to interview me, please feel free to contact me.

Thank you for your consideration.

Sincerely,

  
Gregory L. Scoville

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

Date: July 19, 2023

Name: Gregory L. Scoville Phone (hm): 850.623.2697

E-mail address: greg.scoville@gmail.com Phone (wk/cell): 850.419.0007

Address: 7272 Johnson Rd., Milton, FL 32583 City Ward: n/a

Education: Please see the attached.

Work Experience: Please see the attached.

Community Service: Please see the attached.

Awards: Please see the attached.

Hobbies, Travel, etc: Please see the attached.

Other comments that would be helpful in determining appropriate appointment: Please see the attached.

Please attach a brief resume.

Please check the Boards that you are interested in.

- |   |   |
|---|---|
| <input type="checkbox"/> Board of Adjustment              | <input type="checkbox"/> Historic Preservation Board      |
| <input type="checkbox"/> Community Improvement Board      | <input checked="" type="checkbox"/> Milton Planning Board |
| <input type="checkbox"/> Firefighters Pension Board       | <input type="checkbox"/> Police Pension Board             |
| <input type="checkbox"/> General Employees' Pension Board |   |

**NOTE: Applicants appointed to the Board of Adjustment, Firefighters Pension Board, General Employees' Pension Board, Milton Planning Board, or the Police Pension Board Members are required to complete a Financial Disclosure Form annually.**

## GREGORY L. SCOVILLE, AICP, ASLA

7272 Johnson Road  
Milton, Florida 32583  
[greg.scoville@gmail.com](mailto:greg.scoville@gmail.com)  
(850) 419 - 0007 - cell

### EDUCATION

Numerous Continuing Education, Certification Maintenance and Professional Development courses over 37 year career. Course work in Public Administration, University of West Florida, Pensacola, Florida, 1986. Bachelor of Landscape Architecture, University of Florida, Gainesville, Florida, 1980. Certificate of Environmental Studies, University of Florida, Gainesville, Florida, 1980. Transferred from Pensacola Junior College, Pensacola, Florida, 1976.

### CERTIFICATION

American Institute of Certified Planners (AICP) # 10341, 1993.

### REGISTRATION

Registered Landscape Architect, Florida # 881, 1982; Alabama # 357, 1990; Mississippi # 310, 1994.

### EXPERIENCE

**Director, Planning Department, DeFuniak Springs, Florida**, March, 2006 to September, 2012. Planned, managed and directed all aspects of the planning department's long range and current planning activities; preparation and administration of fiscal budget, coordinated consultant negotiations and selection, contracts and project administration. Created and organized a modern digital filing system. Conducted special studies requiring close coordination with city manager and other departments. City's primary liaison to numerous boards, local and state agencies and the general public. Prepared written reports and made presentations to groups, associations and organizations.

**Senior Manager, Systems and Processes, Walton County Growth Management Division**, Santa Rosa Beach, Florida, October, 2004 to March, 2006. Under the direction of the Division Director, managed the day to day operations of 65 person division consisting of planning, building, code enforcement, GIS, and beaches and shores departments. Prepared multi-million dollar annual operating budget, reviewed and approved purchase requests, conducted special studies, prepared reports, made presentations.

**Director, Department of Community Development and Community Redevelopment Agency Director**, Oldsmar, Florida, January, 2003 to October 2004.

**Consultant, Community Planning**, Orange Beach, Alabama July, 2002 to December 2002.

**Community Development Director**, City of Orange Beach, Alabama, March, 1997 to June, 2002.

### CIVIC ACTIVITIES

Appointed City of Milton Cemetery Board (approx. 2016-18). Appointed District 2 Santa Rosa County Planning and Zoning Board (approx. 2016-18). Appointed DeFuniak Springs, Florida, staff liaison, Planning Board, Board of Adjustment. Appointed representative, Local Mitigation Strategy Committee. Appointed DeFuniak Springs, Florida, representative, MPO-BPAC and TCC representative. Appointed DeFuniak Springs, Florida, representative, Community Traffic Safety Team. Staff liaison, City of Oldsmar, Planning Board. Appointed City of Orange Beach, Alabama, representative, South Alabama Regional Planning Commission. Staff liaison, City of Orange Beach, Alabama, Planning Commission, Board of Adjustment, Beautification Board. Appointed City of Mobile, Alabama, representative, South Alabama Regional Planning Commission. Board of Directors, Keep Mobile Beautiful, Mobile, Alabama. Staff liaison, City of Gainesville, Florida, Plan Board, Board of Adjustment. Appointed Escambia-Santa

Rosa Resource Planning and Management Committee, Santa Rosa County, Florida. Member, Pensacola Junior College Horticulture Curriculum Advisory Committee, Pensacola, Florida. Ex-officio member, Marine Advisory Board, Civic Advisory Board, Vero Beach, Florida.

## **AFFILIATIONS**

Member, American Planning Association, National, Alabama Chapter, (Section Representative, 1995-97), Florida Chapter, (Gulf Coast Section Charter Member). Member, American Society of Landscape Architects, National, Florida Chapter.

## **AWARDS**

*City of Mobile Mayor's Award, Springdale Mall Airport Boulevard Streetscape Improvements, 1995.*

*Award of Merit, American Society of Landscape Architects, Alabama Chapter for "Streetscapes Mobile"*

## **HOBBIES/TRAVEL**

Canoeing, hiking, gardening. United States, Costa Rica, Belize.



Agenda Item # 2023-1734

## Discussion of RFP 2023.17 City of Milton Executive Search Firm (City Manager)

### MEETING DATE

July 31, 2023

### PREPARED BY

Diane Ebentheuer, Purchasing  
Agent/Risk Manager

### BACKGROUND

The City of Milton is in need of hiring a City Manager for its outgoing current manager, Randy Jorgenson, who is retiring. Council have directed staff to initiate a solicitation for review to obtain an Executive Search Firm (Headhunter).

### SUMMARY

Draft copy of RFP 2023.16 is attached. Yellow highlighted areas are for council review and direction. All other areas are standard language for the solicitation.

### RECOMMENDATION

Request Council review the "Yellow Highlighted" language and direct staff to make any changes and go ahead and advertise the solicitation.

### ATTACHMENTS

1. 2023.17 DRAFT City of Milton Executive Search Firm (City Manager)



# City of Milton

P.O. Box 909, MILTON, FL 32572

Phone: (850) 983-5438 ∞ Fax: (850) 983-5415

## MEMORANDUM

TO: Interested Parties  
FROM: Diane Ebentheuer, Purchasing Officer  
RE: 2023.17 City of Milton Executive Search Firm (City Manager)  
DATE: \_\_\_\_\_

Notice is hereby given that the City of Milton will receive sealed proposals for 2023.17 City of Milton Executive Search Firm (City Manager). The documents contain the necessary information for preparing and submitting your proposal for this effort.

Information is available on the City's web page at <https://MiltonFL.org/322/Purchasing>. There you may also register thru [BidNetDirect.com/florida/city-of-milton](http://BidNetDirect.com/florida/city-of-milton) (there is no charge to join); and/or thru [DemandStar.com](http://DemandStar.com) (there is no charge to join); and/or [Office of Supplier Diversity](#).

All must review the Scope of Services and Project Description as described in this document to ensure their ability to perform as indicated.

The deadline for submitting your sealed bid/proposal is:

**Wednesday, \_\_\_\_\_ at 2:00 p.m., (CST)**

**Delivered: City of Milton, 6738 Dixon Street, Milton, Florida, 32570**

**Mailed: City of Milton, P.O. Box 909, Milton, FL 32572**

Questions should be submitted in writing and directed to the Purchasing Department at (850) 983-5438; or by e-mail to [DEbentheuer@miltonFL.org](mailto:DEbentheuer@miltonFL.org) by Monday, \_\_\_\_\_ at 2:00 p.m. Answers will be posted by Wednesday, \_\_\_\_\_ at 2:00 p.m. (CST)

Interpretations, clarification of specifications, and requirement or changes to the documents which have a material effect will be documented and communicated only by written addendum posted on the City web page, Vendor Registry, Bid Net Direct, and DemandStar. All are responsible for checking for any addendums that may be issued, and to obtain such addendums.

*Diane Ebentheuer*

Diane Ebentheuer, Purchasing Officer

## INSTRUCTIONS

### RFP 2023.17 City of Milton Executive Search Firm (City Manager)

#### I. Deadlines/Dates:

- Request for Proposal Published: [redacted], 2023
- Questions Deadline: Monday, [redacted], 2023 @ 2:00 p.m. (CST)
- Answers Posted by: Wednesday, [redacted], 2023 @ 2:00 p.m. (CST)
- Proposals Due: Wednesday, [redacted], 2023 @ 2:00 p.m. (CST)

#### II. Contact Information:

Contact: Diane Ebentheuer, Purchasing Officer  
Phone: (850) 983-5438  
Email: [DEbentheuer@miltonFL.org](mailto:DEbentheuer@miltonFL.org)

#### III. Proposals Must be Complete and Include:

1. Bidder's/Proposer's Declaration (page 3-4)
2. Public Entity Crime Form F.S. 287.133(3)(A) (*City Website*)
3. Drug-Free Workplace Form F.S. 287.087 (*City Website*)
4. Non-Collusion Affidavit (*City Website*)
5. Conflict of Interest Disclosure Form (*City Website*)
6. E-Verify Statement of Compliance (*City Website*)

*City Website address:* <https://www.miltonfl.org/322/Purchasing-Bids>

IV. **Copies:** Please provide one (1) electronic copy, one (1) original, and ten (10) copies of your bid/proposal.

V. **Faxed or emailed submittals are not accepted.**

Submittals can be **mailed to:**

City of Milton  
Purchasing Department  
P. O. Box 909  
Milton, FL 32572

**or delivered to:**

City of Milton  
Purchasing Department  
6738 Dixon Street  
Milton, FL 32570

Submittals must be sealed and marked:

To: CITY OF MILTON

**VENDOR Name:** \_\_\_\_\_

**SEALED Proposal \* DO NOT OPEN**

Sealed RFP #: 2023.17

Title: City of Milton Executive Search Firm (City Manager)

**DUE DATE/TIME:** \_\_\_\_\_ / 2:00 p.m. (CST)



**BIDDER'S/PROPOSER'S DECLARATION**  
**RFP 2023.17 City of Milton Executive Search Firm (City Manager)**

The bidder/proposer understands, agrees, and warrants:

1. These items apply to and become a part of the terms and conditions of the bid/proposal submitted. Any exceptions must be in writing.
2. All bids submitted shall be subject to acceptance or rejection. The City of Milton specifically reserves the right to accept or reject any or all bids, to waive any technicalities and formalities in the bid process, and to award the bid in part or in any manner deemed to be in the best interest of the City.
3. All proposals submitted shall be subject to acceptance or rejection. The City of Milton specifically reserves the right to accept or reject any or all proposals, to waive any technicalities and formalities in the proposal process, and to award the proposal in part or in any manner deemed to be in the best interest of the City.
4. The City of Milton is exempt from sales tax.
5. Contractors are responsible for any sales tax on purchases for the project.
6. The City of Milton will receive sealed bids/proposals from interested parties at its offices located at City Hall, Milton, Florida. Any submittal received after the deadline will **not** be considered.
7. Bids/proposals will be publicly opened and read at the City of Milton, City Hall on the day and at the hour specified.
8. The City of Milton may consider as non-responsive, any bid/proposal in which there is an alteration of, or departure from the bid/proposal form hereto attached.
9. The bid/proposal will be awarded to the lowest most responsive reliable firm complying with the conditions of the bid/proposal. The firm to whom award is made will be notified as soon as possible. The City of Milton reserves the right to reject the bid/proposal of a firm who has previously failed to perform properly or complete on time, contracts of a similar nature, or the bid/proposals of a firm who, in the sole opinion and discretion of the City of Milton is not in a position to perform the contract, or whose name appears on the United States Comptroller General's list of ineligible contractors.
10. The City of Milton reserves the right to award to multiple vendors.
11. Interested Parties shall submit all required forms and information simultaneously with their sealed bid/proposal. Forms and information become a part of the property of the City of Milton and will not be returned to the firm unless a written request to withdraw is received prior to opening of bids/proposals.
12. For Bids-Additional Quantities: For a period not exceeding twelve (12) months from the day of the solicitation opening, the right is reserved to purchase any number of additional items at the prices offered in this solicitation. If additional quantities are not acceptable, the bid form shall be noted "offer is for specified quantity only."
13. **For Bids/NOTE:** Unless stated on the bid form, the bid submitted will assume all specifications will be met. Please note all exceptions on the bid form.
14. The successful bidder/proposer will be required to submit additional forms, which are available on the City's website at <https://MiltonFL.org/322/Purchasing> at the bottom of the page.
  - Certificate of Non-Discrimination
  - W-9 Taxpayer Identification Number

- Vendor Application
  - Certificates for Liability, Vehicle, and Worker’s Comp Insurance.  
(City is to be named as additional insured.) Limitations are listed online.
  - Prompt Payment Affidavit
15. That they have carefully read and fully understand the full scope of the specifications.
  16. That they have the capability to successfully undertake and complete the responsibilities and obligations in said specifications.
  17. All bidders/proposers are responsible for checking for any addendums that may be issued. Addendums are posted on the City web page, Bid Net Direct, and Vendor Registry.
  18. If required- That they have Liability Insurance, and/or Vehicle and Workers Comp Insurance. (A declaration of insurance form must be provided before any work will begin.)
  19. (Service Contracts Only) Pursuant to Florida Statute 119, the contractor must follow all public records law. **IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR’S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (850)983-5402, [CityClerk@MiltonFL.org](mailto:CityClerk@MiltonFL.org) OR P.O. BOX 909, MILTON, FL 32572.** A contractor who fails to provide the public records to the City within a reasonable time may also be subject to penalties under Florida Statute 119.10.
  20. **For all Contracts - Contractors should take all necessary affirmative steps to assure that minority businesses, women’s business enterprises, and labor surplus area firms are used when possible.** (Appendix II Part 200 of 2 CFR 200 (B) [gov.info](http://gov.info))
  21. That this bid/proposal may be withdrawn by requesting such withdrawal in writing at any time prior to opening date, but may not be withdrawn after such date and time.
  22. That by submission of this bid/proposal the firm acknowledges that the City of Milton has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information supplied by the firm.
  23. If a partnership, a general partner must sign. If a corporation, the authorized corporate officer(s) must sign, and the corporate seal must be affixed to this bid/proposal.
  24. Recommendations are posted on city web page via agendas prior to award.
  25. Any protests are handled per the City’s Purchasing Policy and F.S. 120.57(3).

**BIDDER:** \_\_\_\_\_  
Company Name

---

\_\_\_\_\_

Address/City/Zip

---

_____	_____
Phone	Email

---

_____	_____
Contact Name	Title

---

_____	_____
Company Representative <u>Signature</u>	Date

**PURPOSE, SCOPE OF WORK, AND QUALIFICATIONS**  
**RFP 2023.17 City of Milton Executive Search Firm (City Manager)**

**A. GENERAL INFORMATION:**

The City of Milton, FL is seeking an Executive Search Firm to perform recruitment, screening, and identification for the position of City Manager.

In Accordance with the City's Charter, the City Manager serves as the administrative director of the City and executes the laws and administers the City government, all subject to the approval of and under the direction of the City Council.

**B. PROJECT BACKGROUND & PURPOSE:**

The City of Milton is seeking an Executive Search Firm that can recruit the most qualified, innovative, and experienced City Manager applicants for their consideration.

The Milton City Council will review all submitted proposals and will serve as the selection Committee responsible for the evaluation, ranking, and selection of the Executive Search firm.

**C. SCOPE OF SERVICES:**

The Executive Firm will provide timely, high quality executive management recruitment for the position of City Manager. The Firm will be familiar with and understand Florida's Sunshine Law and Public Records laws.

It is essential that the Firm executes a very thorough screening process ensuring all candidates presented are well qualified and actively interested in the City Manager position.

The selected executive search firm will be required to perform the following minimum services:

1. Develop a complete understanding of the City and its current needs.
2. Develop a comprehensive understanding of the duties and responsibilities of the City Manager.
3. Conduct a broad and active search for qualified candidates to include advertising with, but not limited to the following:
  - ICMA (International City/County Management Association)
  - Florida League of Cities, Inc.
  - Florida City and County Management Association
4. Review applications and resumes. Complete thorough background checks on top candidates (up to fifteen).
5. Present top candidates to the City Council for review, and to narrow and determine the candidates that will be invited for an interview.
6. Coordinate the scheduling of interviews with candidates and the City Council. After all interviews have been conducted, City Council will select first choice and ranking of number two candidate.

7. Search firm will be responsible for negotiating a contract with first choice candidate. City Attorney will then review the negotiated contract prior to submittal to City Council for approval.

The City shall retain the right to conduct any research or background checks in addition to the firm's findings for any potential candidate. Firm must maintain a diversity recruiting initiative to address minority and female hiring needs and practices to ensure they present a diverse pool of candidates that reflects the City's needs.

The City will not be responsible for any cost incurred by a prospective Proposer in responding to this REQUEST FOR PROPOSAL.

**D. REQUIRED CONTENTS FOR PROPOSAL AND RANKING:**

Please provide one (1) electronic copy, one (1) original, and ten (10) copies of your proposal.

Proposals must not exceed 50 printed pages.

The City reserves the right to request additional clarifying information and request an oral presentation from any and all Proposers prior to determination of award.

Proposals must be assembled in accordance with the 6 sections listed below.

1. FIRM EXPERIENCE AND PROJECT PERSONNEL (25 points):

Total years experience. Personnel that will be assigned and their resumés.

2. PROJECT METHODOLOGY/APPROACH/TIMELINE (25 points):

Time is of the essence. The timely receipt of Services to the City is essential. If any Services are not performed on time, the City may cancel the unfilled portion of this Agreement for cause, contract for the Services elsewhere, and recover from Contractor any increased costs and damages thereby incurred by the City.

MAXIMUM CONTRACT TIME COMPLETION: 90 days (to complete items 1-6 listed in Section "C". Note: item 7 – Negotiation and contract execution will be completed as quickly as possible.

Please state your ESTIMATED COMPLETION TIME \_\_\_\_\_ days in this section of your proposal. If needed, the contract may be renewed for an additional period as the City deems necessary for successful completion of services.

3. REFERENCES (25 points):

Explain the success and tenure of prior City Manager/County Administrator candidates placed by your firm and provide reference contact information. Please list at least ten similar searches in the last five years. Include the following information:

- The specific number of successful executive searches and placements your firm has completed in the past ten years.
- Tenure of all placements for the past ten years

- The size of the community (population, annual budget, number of employees) for each executive placement
- For each reference, include the contact person's name, entity, title, address, phone number, and email address.

4. COST OF SERVICES (20 points):

This section must clearly state the cost associated with the project.

Describe your firm's compensation structure, including all fees, rates, and reimbursable expenses (advertisement, recruitment brochures, postage, travel, etc.). A detailed itemization of fees, rates, and reimbursable expenses must be provided. If only providing a lump sum offer, firm must explain the proposed compensation structure (whether compensation is by task completed, milestone reached, or completion of work, etc.).

Explain the placement guarantee your firm will provide the City.

5. CERTIFIED MINORITY FIRM (5 points):

Firm must provide proof for this section in order to obtain the 5 points, or state that they are not a Certified Minority Firm.

6. REQUIRED FORMS:

As listed on page 2 of this document (Section III).

**EVALUATION CRITERIA/FACTORS:**

CRITERIA	POINTS AVAILABLE
Demonstrated Experience of Firm and Project Personnel	25
Project Methodology, Approach, and Timeline	25
References	25
Cost of Services	20
Certified Minority Firm. (Yes =5 pts. / No = 0 pts.)	5
<b>TOTAL =</b>	<b>100</b>

**E. INSURANCE REQUIREMENTS:**

Contractor shall obtain and maintain the minimum insurance coverage set forth below. By requiring such minimum insurance, the City of Milton shall not be deemed or construed to have

assessed the risk that may be applicable to the Contractor. Contractor shall assess its own risks and if it deems appropriate and/or prudent, maintain higher limits and/or broader coverage. Contractor is not relieved of any liability or other obligations assumed or pursuant to the Contract by reason of its failure to obtain or maintain insurance in sufficient amounts, duration, or types.

Contractor shall carry the following limits of liability as required below: Dollar amounts may change in accordance with the event or project. Events may include Food and liquor liability.

**1. Commercial General Liability - ISO CG 001 Form or equivalent.**

General Aggregate	\$1,000,000
Products/Completed Operations Aggregate	\$1,000,000
Each Occurrence Limit	\$1,000,000
Personal/advertising Injury	\$1,000,000
Fire Damage (Any One Fire)	\$50,000
Medical Payments (Any One Person)	\$5,000

**2. Automobile Liability**

Bodily Injury/Property Damage	\$1,000,000 each accident
Personal Injury Protection (PIP)	Statutory

**3. Workers' Compensation**

Coverage A (Workers' Compensation)	Statutory
Coverage B (Employers Liability):	
➤ Each Accident	\$100,000
➤ Disease-Each Employee	\$500,000
➤ Disease-Policy Limit	\$100,000

**F. FORCE MAJEURE:**

Neither party shall be liable for loss or damage suffered as a result of any delay or failure in performance under this Contract or interruption of performance resulting directly or indirectly from acts of God, civil, or military authority, acts of public enemy, war, riots, civil disturbances, insurrections, accidents, fire, explosions, earthquakes, floods, water, wind, lightning, strikes, labor disputes, shortages of suitable parts, materials, labor, or transportation to the extent such events are beyond the reasonable control of the party claiming excuse from liability resulting there from.

**G. MODIFICATIONS:**

Modifications to provisions of this contract shall only be valid when they have been rendered in writing and duly signed by both parties. The Parties agree to negotiate this contract if stated revisions of any applicable laws, regulations or increases/decreases in allocations make changes to this contract necessary.

**H. TERMINATION:**

This contract may be terminated by either party upon no less than thirty (30) calendar days' notice, without cause, unless a lesser time is mutually agreed upon by both parties. Said notice shall be delivered by certified mail (return receipt requested), by other method of delivery whereby an original signature is obtained, or in-person with proof of delivery. In the event of termination, the vendor will be paid for all costs incurred and hours worked up to the time of termination.



Agenda Item # 2023-1716

## LEAP Membership Process

### MEETING DATE

July 31, 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.

LEAP Committee members voted to include a background check requirement in the new member application process.

### RECOMMENDATION

Staff recommends Council review and provide direction.

### ATTACHMENTS

None



Agenda Item # 2023-1717

## Mrs. Adams Dedication

### MEETING DATE

July 31, 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 dedicated to Mrs. Adams. Following the unanimous approval by all members present during the Agenda Workshop on July 20th, the proposal for the plaque monument is now moving forward to the Executive Committee for consideration.

### 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 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.

Marcoza Castings provided an estimated cost of \$1439 for the plaque, and its 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 and provide direction. The Council unanimously voted to move this item forward to the Executive Committee.

### ATTACHMENTS

1. Updated Mrs Adams Plaque
2. Map and Location

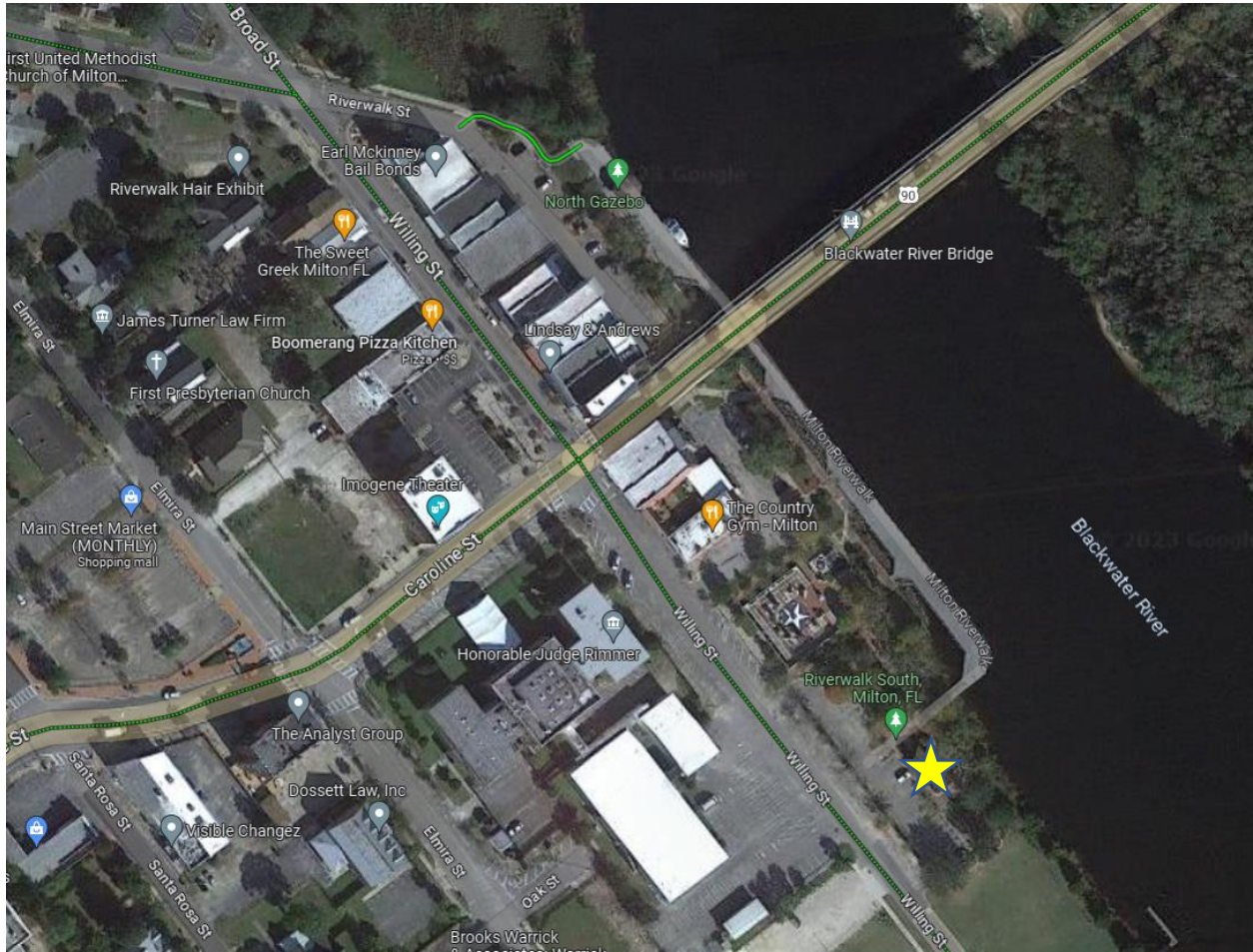


MARTHA MORTON ADAMS WAS BORN  
AUGUST 9, 1944 IN SANTA ROSA COUNTY.

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 31, 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.

City Council, at the Agenda Workshop, forwarded this item to the Executive Committee for further discussion.

### 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](http://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](mailto: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

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/ <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Check appropriate box: Sole proprietor	Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other <input type="checkbox"/> <input type="checkbox"/> 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.

<b>or</b>									
Employer identification number									

### Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. 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 MATCH	EST. TOTAL MATCH	CRA	CITY	PAYMENT	NOTES	APPROVED BY COUNCIL
<b>2018 Cycle 1</b>	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
	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
<b>2019 Cycle 1</b>	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
<b>2019 Cycle 2</b>	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
<b>2020 Cycle</b>	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
<b>2021 Cycle</b>	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
<b>2022 Cycle 1</b>	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
<b>2022 Cycle 2</b>	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
<b>2022 Cycle 3</b>	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
<b>2023 Cycle 1</b>	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
<b>2023 Cycle 2</b>	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
<b>2023 Cycle 3</b>	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
<b>2023 Cycle 4</b>	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
<b>2023 Cycle 5</b>	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
						<b>TOTALS</b>	<b>\$ 171,192.68</b>	<b>\$ 170,642.68</b>	<b>\$ 151,426.88</b>	<b>\$ 1,409,084.13</b>	<b>\$ 78,475.68</b>	<b>\$ 76,466.91</b>	<b>\$ 128,509.13</b>		
<b>Budget</b>	\$ 10,000.00	FY 2018	3/29/2018												
	\$ 10,000.00	FY 2018	8/20/2018				<b>ROI Ratio</b>	<b>\$ 8.26</b>							
	\$ 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			<b>Allocated</b>	\$ 170,642.68							
	\$ 30,000.00	FY 2021	In City Budget				<b>Expended</b>	\$ 128,509.13							
	\$ 40,000.00	FY 2022	In City Budget				<b>Open Projects</b>	\$ 26,000.00							
	\$ 40,000.00	FY 2023	In City Budget												
<b>Total</b>	<b>\$ 210,000.00</b>														



Agenda Item # 2023-1686

## Residential Facade Grant Program Review

### MEETING DATE

July 31, 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. The Council unanimously moved this item forward to the Executive Committee for further discussion.

### 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](http://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](mailto: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](http://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](http://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		
	<input type="checkbox"/> Individual/	<input type="checkbox"/>	<input type="checkbox"/> Corporation <small>Partnership Other</small>
	Check appropriate box: Sole proprietor		<input type="checkbox"/> 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.

curit -      -
<b>or</b> Employer identification number 

## Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. 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.)

<b>Sign Here</b>	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  
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**

July 31, 2023

**PREPARED BY**

Public Works Department  
Christie Haarmann, Public Works Admin



# *City of Milton*

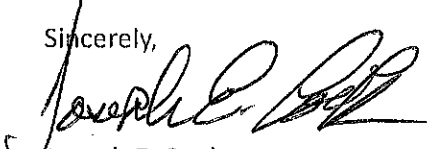
July 17, 2023

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
		<b>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.</b>			
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

<b>CUSTOMER</b>	<b>CITY OF MILTON FL</b> STOCK-PENSACOLA 6731 Magnolia St. MILTON, FL 32571 Contact: Joe Cook	<b>Job</b> Sensus Drive-By Read - Milton Milton, FL Bid Date: 07/13/2023 Bid #: 3019222
	<b>Sales Representative</b> R. Keith Hobbs (M) 850-393-9196 (T) 850-478-6372 (F) 850-478-4323 Keith.Hobbs@coreandmain.com	<b>Core &amp; Main</b> 8782 Paul Starr Dr Pensacola, FL 32514 (T) 850-478-6372
<b>CONTACT</b>		
<b>NOTES</b>		



Agenda Item # 2023-1685

## Speed Measurement Instructor Training

### MEETING DATE

July 31, 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.**