



AGENDA WORKSHOP

Regular Meeting Agenda

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

1. Open Meeting

2. Invocation

Pastor Steve Warren,
First United Methodist, Milton

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. Ordinances & Resolutions

Item # 2023-1410

Civil Service Board

Item # 2023-1458

Firefighters Pension Trust Fund, Ordinance NO. 1985-23

Item # 2023-1463

Resolution No. 1569-23 Police Department Generator

7. City of Milton Events

Events Coordinator, Jay Conrad

Item # 2023-1421

SEPA - Craft Wedding

8. Finance, Planning Board

Councilman Michael Cusack

Budget Schedule Reminder

9. Administration, Emerald Coast Regional Council

Councilwoman Marilynn Farrow

Item # 2023-1446

Police Department Generator w/ Transfer Switch

10. Parks & Recreation, Community Improvement Board

Councilman Gavin Hawthorne

11. LEAP

Councilman Jason Vance

12. Board of Adjustments

Councilman Matthew Jarrett

13. Historic Preservation Board, Transportation Planning Organization

Councilwoman Roxanne Meiss

14. Growth, Development & Annexation, Tourist Development Council

Councilman Jeff Snow

Item # 2023-1454

Residential Facade Improvement Grant Application - Tom Powers

Item # 2023-1455

Residential Facade Improvement Grant Application - Sanders & Young

Item # 2023-1456

Residential Facade Improvement Grant Application - Frank White

Item # 2023-1457

Residential Facade Improvement Grant Application - Warren Gilmore

15. Public Works

Councilman Casey Powell

16. Mayor Report: Public Safety, Ordinance Committee

Mayor Heather Lindsay

National Navy League Convention

Item # 2023-1363

General Rules and Procedures for Meetings

Item # 2023-1331

City of Milton Social Media Policy

17. City Manager's Report

18. Public Input

19. Adjournment

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

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



Agenda Item # 2023-1410

Civil Service Board

MEETING DATE

April 20, 2023

PREPARED BY

Alex Andrade, City Attorney

BACKGROUND

An ordinance of City of Milton, Florida, repealing the Civil Service Board; amending references to Civil Service Employment; providing for conflicts, severability, and an effective date.

SUMMARY

The City of Milton now has collective bargaining agreements.

RECOMMENDATION

Recommend approval.

ATTACHMENTS

1. Ordinance Re Civil Service

ORDINANCE NO. _____

AN ORDINANCE OF CITY OF MILTON, FLORIDA, REPEALING THE CIVIL SERVICE BOARD; AMENDING REFERENCES TO CIVIL SERVICE EMPLOYMENT; PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.”

WHEREAS, the City is responsible for updating its ordinances and rules whenever conflicts with state or federal law exist; and

WHEREAS, at the time the Civil Service Board was created, the City had not entered into a collective bargaining agreement for general administrative employees of the City; and

WHEREAS, the City no longer uses the forms, guidelines and procedures established by its civil service ordinances.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MILTON, FLORIDA, THE FOLLOWING:

SECTION I. STRIKING ALL OF CODE OF ORDINANCES; CHAPTER 38 - PERSONNEL AND RETIREMENT; ARTICLE VII - CIVIL SERVICE; SEC. 38-401 – SEC. 38-417 AND REPLACING WITH THE FOLLOWING:

Secs. 38-401 – 38-417. – Reserved

SECTION II. AMENDING CODE OF ORDINANCES; CHAPTER 2 – ADMINISTRATION; ARTICLE III - OFFICERS AND EMPLOYEES; DIVISION 2 – CITY MANAGER; SEC. 2-100:

Sec. 2-100. Authority to remove city officers or employees.

It is the intention of this division to give to the city manager complete control over all city administrative employees. To this end, the city manager may remove any officer or employee at any time, subject to the following:

- (1) —The civil service ordinances;*
- (2 1) Contractual obligations; and*
- (3 2) Collective bargaining agreements.*

SECTION III. AMENDING CODE OF ORDINANCES; CHAPTER 2 – ADMINISTRATION; ARTICLE III - OFFICERS AND EMPLOYEES; DIVISION 1 – GENERALLY; SEC. 2-62:

Sec. 2-62. Reasons for disciplinary action.

The following are to be considered causes for removal, suspension or demotion of a city employee, although removals, suspensions or demotions may be based upon causes other than these enumerated or dismissals as provided in the personnel policy manual or contract:

- (1) Conviction of a criminal offense, including felonies or first degree misdemeanors.*
- (2) Violation of any of the provisions of the ~~civil-service~~ rules and regulations or this Code.*
- (3) Violation of any lawful and reasonable regulation, order or direction made or given by a superior.*
- (4) Intoxication or the using or drinking or intoxicating liquor on duty, except in the official performance of duties.*
- (5) Possession or use of any narcotic or controlled substance without a physician's prescription; the sale or transfer of any narcotic or controlled substance; violation of the city's substance abuse policy.*
- (6) Incompetency or inefficiency in the performance of assigned duties.*
- (7) Wantonly offensive conduct or language toward the public, a superior, or fellow employee.*
- (8) Threatening or actual physical harm, abuse, or conduct which is intimidating or insulting directed against an individual.*
- (9) Theft of city property.*
- (10) Carelessness or negligence in the use of city property.*
- (11) Conducting or engaging in political activity during working hours or at the city's expense.*
- (12) Conducting union business during working hours unless directed by a city official. A union steward may conduct investigations or hear grievances during working hours.*
- (13) An attempt to induce any employee to commit an illegal act or violation of any lawful or reasonable departmental regulation.*
- (14) The taking or receiving of any fee, gift, gratuity or other item of value in the course of his duties or in connection with such duties, for personal gain, when such fee, gift or gratuity is given in the hope or expectation of receiving a favor or better treatment than that accorded others.*
- (15) Conduct unbecoming to a city employee, either while on or off duty.*

(16) *Employment in a gainful occupation for profit in addition to regular city employment, where such occupation tends to distract the employee from his duties or leaves him physically unfit for city duties.*

(17) *Willful and wanton brutality or cruelty to a prisoner or one under arrest or sentence; provided that the act committed was not lawfully done in self-defense, to protect the lives of others or to prevent the escape of a person lawfully in custody.*

(18) *Absence without leave, including failure to report for duty, excessive absenteeism and/or excessive tardiness.*

(19) *Violation of internal rules, regulations or procedures established by various departments or appointing authorities not enumerated in this section and not in conflict with ~~the civil service rules~~, city ordinances, state statutes, or any safety rules.*

SECTION IV. AMENDING CODE OF ORDINANCES; CHAPTER 2 – ADMINISTRATION;
ARTICLE III - OFFICERS AND EMPLOYEES; DIVISION 1 – GENERALLY; SEC. 2-64:

Sec. 2-64. Pre-termination hearings for city employees.

(a) *Policy authorization. The policy and procedure in this section is to be followed by all appropriate supervisory personnel of the city, as contained in the personnel policy manual.*

(b) *Policy and procedure for hearings. No nonprobationary classified employee shall be suspended without pay in the absence of a good faith belief by the appointing authority that such employee is guilty of employee misconduct as defined under the Civil Service Act. If a recommendation for dismissal is to be made by the appointing authority against an employee, the following procedures must be observed prior to any suspension without pay:*

- (1) *Notice; contents; extension of time. Delivery of written notice to the employee of the reasons for suspension and recommendation for termination which also sets out the right of the employee to respond to such charges in writing and notice of the time, place and date of an informal hearing to be held before the department head or supervisor charged with the responsibility of making the decision to suspend and recommend dismissal. The written notice shall be delivered to the employee no less than three calendar days prior to the time specified for the informal hearing. If the employee feels that additional time is necessary in order for him to prepare for the informal hearing, he shall notify the supervisor, in writing, setting forth the reasons why the employee feels that such additional time is necessary. The supervisor shall, in turn, notify the city attorney's office, which office shall review the*

circumstances and extend up to an additional five days' notice to the employee upon good cause shown.

- (2) *Hearing. An informal hearing before the department head or supervisor at the date, time and place set forth in the notice which allows the employee the right to respond orally to the charges against him.*
- (3) *~~Suspension; dismissal by civil service procedures. If, after complying with subsections (b)(1) and (b)(2) of this section, the department head or supervisor still feels the need to suspend the employee and recommend dismissal, the department head shall proceed in the normal course established by the civil service board and civil service laws for disciplinary actions. Suspension with pay may be utilized when there is an immediate need to suspend prior to the completion of the procedure outlined in this subsection, when dismissal is to be recommended.~~*

~~(c) Wrongful suspension without pay. If the civil service board determines that an employee was wrongfully suspended without pay, such employee shall be entitled to receive full back pay for the period of time that he did not receive pay because of the suspension.~~

SECTION V. All ordinances or part of ordinances in conflict with any of the provisions of this ordinance are hereby repealed.

SECTION VI. If any section or portion of a section of this ordinance proves to be invalid, unlawful, or unconstitutional by a Court of competent jurisdiction, it shall not be held to invalidate or impair the validity, force, or effect of any other section or part of this ordinance.

SECTION VII. This ordinance shall become effective immediately upon its passage and adoption.

PASSED by the City Council of the City of Milton, Florida this _____ Day of _____ [month], 2023.

ATTEST:

CITY OF MILTON, FLORIDA

Dawn Molinero, City Clerk

Heather Lindsay, Mayor

Legal in form and valid when signed by the City Attorney.

1st reading: May 9, 2023
2nd reading: June 13, 2023

Alex Andrade, City Attorney



Agenda Item # 2023-1458

Firefighters Pension Trust Fund, Ordinance NO. 1985-23

MEETING DATE

April 20, 2023

PREPARED BY

Alex Andrade, City Attorney

BACKGROUND

Firefighters Pension Trust Fund ordinance update, see attached DMS letter.

SUMMARY

In order for a municipality or special fire control district and its pension fund to participate in the distribution of premium tax moneys under Chapters 175 and 185, F. S., all provisions of these chapters shall be complied with annually, including state acceptance pursuant to Part VII of Chapter 112, F. S.

RECOMMENDATION

Recommend approval.

ATTACHMENTS

1. Ordinance NO. 1985-23 Firefighter Pension Trust Fund
2. DMS Letter

ORDINANCE NO. 1985-23

AN ORDINANCE OF THE CITY OF MILTON, FLORIDA, AMENDING THE CITY OF MILTON'S CODE OF ORDINANCES BY AMENDING SECTION 38-353, DISABILITY RETIREMENT, AND SECTION 38-352, PRERETIREMENT DEATH, TO ARTICLE VI, FIREFIGHTERS' PENSION TRUST FUND, TO COMPLY WITH CHAPTER 2019-21, LAWS OF FLORIDA; PROVIDING FOR CONFLICTING PROVISIONS, SEVERABILITY AND APPLICABILITY, AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the 2019 Florida Legislature enacted Chapter 2019-21, Laws of Florida, which mandates certain amendments to the City Firefighters' Pension Plan; and

WHEREAS, an amendment to the City code is necessary to permit such new obligations and conditions; and

WHEREAS, the trustees of the City of Milton's Firefighters' Retirement Trust Fund have requested and approved such an amendment as being in the best interests of the participants and beneficiaries and improves the administration of the plan, and

WHEREAS, an actuarial impact statement is not necessary since this amendment is not a change in plan benefits,

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF MILTON, FLORIDA:

Section 1. The foregoing WHEREAS clauses are hereby ratified and confirmed as being true and correct and are hereby made a specific part of this Ordinance upon adoption hereof.

Section 2. That Section 38-353, "Disability Retirement" of Article VI, Firefighters' Pension Trust Fund of Chapter 38 of the Code of Ordinances of the City of Milton, Florida, is hereby amended by adding a subsection (l), as follows:

Sec. 38-353. - Disability retirement.

(G) As provided and subject to the limitations in section 112.1816, Florida Statutes, effective July 1, 2019, a firefighter (as defined in section 112.1816(1), Florida Statutes) Member shall be considered to be totally and permanently disabled in the line of duty if he or she meets the Plan's definition of Totally and Permanently Disabled due to a diagnosis of cancer (as defined in section 112.1816(1), Florida Statutes) or circumstances that arise out of the treatment of such cancer (as defined in section 112.1816(1), Florida Statutes).

Section 3. That Section 38-352, "Preretirement death" of Article IV, Firefighters' Pension Trust Fund of Chapter 38 of the Code of Ordinances of the City of Milton, Florida, is hereby amended by adding the underlined language, as follows:

Sec. 38-352. – Preretirement death.

(C). As provided and subject to the limitations in section 112.1816, Florida Statutes, effective July 1, 2019, a firefighter (as defined in section 112.1816(1), Florida Statutes) Member shall be considered to have died in the line of duty if he or she dies as a result of cancer (as defined in section 112.1816(1), Florida Statutes) or circumstances that arise out of the treatment of such cancer (as defined in section 112.1816(1), Florida Statutes).

Section 4. Upon adoption, a copy of this Ordinance shall be filed with the Division of Retirement of the Florida Department of Management Services.

Section 5. If any word, phrase, clause, subsection or section of this ordinance is for any reason held unconstitutional or invalid, the invalidity thereof shall not affect the validity of any remaining portions of this ordinance.

Section 6. That all sections or parts of sections of the Code of Ordinances, all ordinances or parts of ordinances, and all resolutions or parts of resolutions in conflict herewith, be and the same are hereby repealed to the extent of such conflict.

Section 7. This ordinance shall become effective immediately upon its passage and adoption.

PASSED by the City Council of the City of Milton, Florida this 13th Day of June, 2023.

ATTEST:

CITY OF MILTON, FLORIDA

Dawn Molinero, City Clerk

Heather Lindsay, Mayor

1st reading: May 9, 2023

Legal in form and valid when signed by the

2nd reading: June 13, 2023

City Attorney.

Alex Andrade, City Attorney

Mar. 13, 2023

Mr. Bradley R. Heinrichs, F.S.A., E.A., Consulting Actuary
Foster & Foster, Inc.
13420 Parker Commons Blvd., Suite 104
Ft. Myers, FL 33912

Dear Mr. Heinrichs:

We have completed our preliminary review of the 2022 Annual Report for the Milton Firefighters' Pension Fund.

Based on that review, listed below are items that need corrections, clarification and/or additional information.

- Please upload a complete copy of the audited financial statements to the online report as soon as received.
- Page 5-Cancer Presumption- We are in receipt of your explanation for not having a modification in ordinance, however, due to the potential cost to the plan, an impact statement and ordinance should be submitted.

Please be advised that ss. 175.121(2) and 185.10(2), require that in order for a municipality or special fire control district and its pension fund to participate in the distribution of premium tax moneys under Chapters 175 and 185, F. S., all the provisions of these chapters shall be complied with annually, including state acceptance pursuant to Part VII of Chapter 112, F. S. If you receive a notice from the Local Retirement Section (LRS) that the plan is "not state accepted," or there is some outstanding issue that the LRS office is waiting on, please provide a prompt response so as not to jeopardize release of your state premium tax moneys.

If you have any questions or need further information, please call our office at 850-922-0667.

Sincerely,



Julie Browning, Accountant IV
Municipal Police Officers' and
Firefighters' Retirement Trust Funds

JB:kf

Bradley Heinrichs
Mar. 13, 2023
Page Two

Copy: Geoffrey Freeman, Chairman
Kristen McAllister, CPA
Gary Leuchtman, Plan Attorney
Curtis Krebs, Finance Director



Resolution No. 1569-23 Police Department Generator

MEETING DATE	PREPARED BY
April 20, 2023	Administration Department Heidi Sroka, Budget Coordinator

RESOLUTION NO. # 1569-23

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILTON,
FLORIDA, AMENDING THE FISCAL YEAR 2023 BUDGET, CHANGING
THE ESTIMATED TOTAL REVENUES AND EXPENDITURES
OF VARIOUS FUNDS
AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, changes in anticipated revenues and expenditures of the City of Milton, necessitates a revision of the Appropriations for Fiscal Year 2023.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Milton, Florida, in open meeting duly assembled

Section 1. The following funds are revised as specified herein:

FUND:		DEPARTMENT:		
<u>EXPENSE BUDGET</u> ACCOUNT NUMBER	ACCOUNT DESCRIPTION	CURRENT BUDGET AMOUNT	INC/DECREASE AMOUNT	REVISED BUDGET AMOUNT
301-0521-521-64-07	Police Misc Equip.	\$ -	\$ 75,000.00	\$ 75,000.00
LINE ITEM TOTAL-----			\$ 75,000.00	
<u>REVENUE BUDGET</u> ACCOUNT NUMBER	ACCOUNT DESCRIPTION	CURRENT BUDGET AMOUNT	INC/DECREASE AMOUNT	REVISED BUDGET AMOUNT
001-0541-541-46-01	Road & Street/R&M	\$ 106,732.00	\$ 25,000.00	\$ 81,732.00
001-0000-389-90-01	Funds brought forward	\$ 496,677.00	\$ 50,000.00	\$ 546,677.00
				\$ -
LINE ITEM TOTAL-----				
COMMENTS/EXPLANATION: Funds brought forward and funds transferred for purchase of generator for Police Department.				

Section 2. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Section 3. City staff is hereby authorized to implement changes in funds, accounts, transfers and balances as outlined within this resolution.

Section 4. This resolution shall take effect immediately upon the adoption by the City Council.

Passed and adopted this _____ day of _____, 20____, by the Milton City Council of the City of Milton, Florida.

By: _____
Heather Lindsay, Mayor

ATTEST:

Dawn Molinero, City Clerk



Agenda Item # 2023-1421

SEPA - Craft Wedding

MEETING DATE

April 20, 2023

PREPARED BY

Jay Conrad, Events Coordinator

BACKGROUND

This is a permit application for a wedding to take place at Jernigan's Landing - Riverside on August 14, 2023. The wedding is to take place at 10:00 AM with a reception to follow. The event will start setting up at 7:00 AM and will be cleaned up by 5:00 PM.

The event organizer has requested the use of the following items from the city:

Jernigan's Landing - Riverside
City Trash Can (1)
Electrical Access

These items total \$185 in fees.

SUMMARY

RECOMMENDATION

Staff recommends approval.

ATTACHMENTS

1. SEPA - Craft Wedding



Special Event Permit Application

City of Milton

6738 Dixon Street, Milton FL, 32570
850-983-5400 events@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 in-kind support and / or financial 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: N/A

Address: N/A City: N/A

Phone: N/A Email: N/A

Event POC: Wesley Craft

Phone: 850 281 7627 Email: Craft Wesley22@gmail.com

Event Information

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

Event Name: Craft Wedding

Event Website/ Event Page: N/A

Event Location: Jernigan's Landing Event Date(s) 8-14-23 to same

Time of Event: Day 1 10:00 AM to 4:00 PM (Day 2 - Optional) _____ to _____

Setup Date & Time: 8-14-23 at 7:00 AM Teardown Date & Time: 8-14-23 at 5:00 PM

Estimated Attendance: 150± Is the Event Free to attend? ☐ YES ☒ NO

Special Event Questionnaire

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

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

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

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

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

☐ YES ☒ NO

City Fee Sheet

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

Location(s)/ Facility used at event:

- | | | |
|---|-------|---|
| ☐ North Riverwalk | \$150 | ☐ North Willing Street |
| ☐ South Riverwalk | \$150 | ☐ South Willing Street |
| ☐ Entire Riverwalk | \$250 | ☐ North Elmira Street |
| ☐ N Riverwalk Gazebo | \$50 | ☐ South Elmira Street |
| ☐ S Riverwalk Pavilion | \$50 | ☐ Imogene Parking Lot |

Jernigan's Landing (Downtown event location for the City of Milton. Select all applicable)

- | | | | |
|---|-------|--|-------|
| ☒ Riverside | \$100 | ☐ Festival Area | \$150 |
| ☐ Other: _____ | | | |

Requested Items:

QTY

QTY

- | | | | |
|---|-------------------|---|----------------------|
| ☐ Portable Restroom
(at Jernigan's landing) | \$250(np only) | ☐ Portable Restroom
(at alternate location) | \$350(np only) |
| ☐ City Stage 14'x28' | \$350(np only) | ☐ City Movie System | \$250(np only) |
| ☐ Live Music Licensing ***\$200 | | ☐ Movie Licensing *** | \$(at cost)(np only) |
| ☐ Barricades | \$100 per _____ | ☐ Cones | \$10 per _____ |
| ☒ City Garbage Cans | \$10 per <u>2</u> | ☐ Dumpster | \$50 per _____ |
| ☐ City Tent (40'x40') | \$500(np only) | ☐ Variable Message Sign | \$250 per _____ |
| ☐ Large Generator | \$250 | ☐ Small Generator | \$100 |
| ☐ Generator power distro | \$100 | ☐ Hose-bid water distro | \$100 |
| ☐ City Hydrant tap fee | \$50 + meter rate | ☒ Electrical Activation | \$75 + meter rate |

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

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

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

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

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

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 day of in 20

Name of Special Event Craft Wedding
Date(s) of Special Event 14 August 2023
Name of Organization N/A
Event Organizers Name Wesley Craft
Address of Organization N/A
Phone Number 850 281 7627
Email Craftwesley22@gmail.com

Printed Name

Wesley Craft

Signature

[Redacted Signature]

Internal Signatures Required for Approval:

Office of Economic Development: _____ Planning: _____

Public Works: _____ Police: _____ Fire: _____

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) _____ 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): _____ 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:

- 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.



Budget Schedule Reminder

MEETING DATE	PREPARED BY
April 20, 2023	Administration Department Heidi Sroka, Budget Coordinator



Budget Planning Calendar Fiscal Year 2023/2024

2023

Jan	Budget Calendar Prepared. Public Hearings selected (opposite School Board & County).
Mar 31	Budget Office provides each department Budget Worksheets and Instructions.
April 28	Capital Improvement Project Requests are due
May 5	Merit Worksheets for each department due from Human Resources.
May 1	Department Budgets due to Budget Coordinator.
May 22-31 ...	Departmental Budget reviews with City Manager and/or Dept. Heads.
June 3	Property Appraiser provides <u>estimate</u> of total assessed non-exempt property. Property Appraiser provides City Parcel Data for calculation of Fire Assessments.
July 3	Property Appraiser provides Certificate of Property Value (DR-420, DR-420TIF).
July 3	Council discusses Millage.
July 11	Council approves Millage. Council approves Annual Fire Resolution. DRAFT Budget Summary presented to Council.
July 12	City provides Fire Assessment data and Resolution to Property Appraiser.
July 22	Budget Workshop with City Council
July 31	Department Budgets presented at Executive Committee.
Aug 3	(on or before Aug 3) Budget Office, through the City Manager, certifies DR-420, DR-420TIF, & DR-420MMP Advise Property Appraiser of: 1. Prior Year Millage Rate 2. Current Year Proposed Millage Rate 3. Current Year Rolled-Back Rate 4. Date, Time, Place of 1st Public Hearing for the Tentative Budget
Aug 24	(on or before Aug 24) Property Appraiser mails the proposed property tax (TRIM).



Budget Planning Calendar Fiscal Year 2023/2024

2023 continued

- Sept 12** 1st Public Hearing on Tentative Budget (at 5:45).
Resolution: Tentative Millage Rate
Resolution: Tentative Budget
Ordinance: Budget (1st Read)
Ordinance: Pay Table/Position Schedule (1st Read)
- Sept 15** Finance Advertisements appear in News Paper
Ordinance: Budget
Ordinance: Pay Table/Position Schedule
- Sept 23** Budget Coordinator's 2 TRIM Advertisements appear in News Paper
Notice of: Budget Hearing Advertisement (or Proposed Tax Increase)
Budget Summary Advertisement
- Sept 26.....** 2nd Public Hearing to Adopt Final Millage Rate and Budget (at 5:30).
Resolution: CIP Plan
Resolution: Final Millage Rate
Resolution: Final Budget
Ordinance: Budget (2nd Read)
Ordinance: Pay Table/Position Schedule (2nd Read)
- Sept 29** (within 3 days of Final Hearing)
Deliver Final Millage Rate Resolution to Property Appraiser
Deliver Final Millage Rate Resolution to Tax Collector
Fax Final Millage Rate Resolution to Department of Revenue
- Oct 1** Start of Fiscal Year 2022-2023
- Oct 26** (within 30 days of 2nd Final Public Hearing on Budget)
Mail DR-487 to DOR- Property Tax Oversight Program



Agenda Item # 2023-1446

Police Department Generator w/ Transfer Switch

MEETING DATE

April 20, 2023

PREPARED BY

Diane Ebentheuer, Purchasing
Agent/Risk Manager

BACKGROUND

The City purchasing policy allows Council to waive the bid process and use "Other Contracts" that have gone through the review processes and have been approved by another government entity. The current generator at the Milton Police Department is not functioning correctly.

SUMMARY

Sourcewell Contract: #092222-CAT

Pricing: \$58,334.00

Vendor: Thompson Power Systems

RECOMMENDATION

Request Council waive the bid process and approve piggyback off Sourcewell Contract #092222-CAT for a Natural Gas Generator to Thompson Power Systems.

ATTACHMENTS

1. POLICE DEPARTMENT GENERATOR QUOTE WITH TRANSFER SWITCH

Due to volatility in the raw materials market, this quote is valid for 30 days. When submittals are required, the project will be requoted when submittals are approved.

SOURCEWELL PROPOSAL PER CONTRACT #092222-CAT

Natural Gas Generator Set:

- One (1) Caterpillar Model DG100, EPA Emissions certified, UL2200 listed generator set
- 100kW, 208/120 volt, three phase, 60HZ, standby rated
- Electronic Control Panel
- Governor, electronic and isochronous
- Shipped loose remote annunciator panel (RS485)
- PMG (permanent magnet excitation system)
- Generator anti-condensation heater
- Unit mounted circuit breaker: One 400 amp
- Radiator with blower fan and belt drive
- Sound Attenuated Enclosure, aluminum construction, painted white
- Jacket water heater
- Lead acid starting batteries with rack and cables
- Battery charger
- Battery charging alternator
- Exhaust muffler, installed
- Vibration isolators
- Initial fill of lube oil and coolant
- Two hour load test at 1.0 power factor performed on site
- O&M Manual, (1) set

Automatic Transfer Switch:

- 400 Amp Transfer Switch
- Open Transition
- 208/120 volt, three phase, 4 wire, 60HZ
- 3 Pole
- Service Entrance Rated
- Nema 1 enclosure
- Engine Exerciser
- O&M Manual, (1) set

Other Services:

- Startup including the following: Checkout of the installation, control wiring, safety shutdowns and other equipment supplied by Thompson Power Systems.
- NOTE: Startup is quoted to be done in one trip to the jobsite. If additional time is required, the technician will return to the jobsite on consecutive days after the first day, excluding weekends and holidays. If the technician is required to return to the jobsite for items outside the scope of startup, i.e. unit not ready, coordination with other trades or inspectors, related charges will be at our normal service rates.

SOURCEWELL PRICE PER CONTRACT #092222-CAT = \$58,334.00

Taxes: Taxes are not included in this proposal and will be added if applicable.

Freight: F.O.B. Job site in Milton, FL

Estimated Availability: Approximately 33-35 weeks after submittal approval for the generator set. Approximately 45-47 weeks after submittal approval for the ATS. Please allow approximately 2-3 weeks after receipt of written order for submittal drawings.

THOMPSON POWER SYSTEMS will arrange for initial start-up services at no additional charge. These services include checkout of the installation, control wiring, safety shutdowns, and other equipment supplied by Thompson Power Systems. The customer will be responsible for the labor and materials to install the generator, as well as providing a means to unload the equipment upon delivery. No diesel fuel is included in this pricing.

THOMPSON POWER SYSTEMS limits the scope of supply for this quotation to the items and services listed herein. Equipment not listed is assumed to be supplied by others. We have written a detailed list as part of this proposal. Please check it to be sure it meets your requirements. We reserve the right to correct any errors or omissions.

Contracts which include penalty or liquidated damage clauses for failure to meet delivery dates are not binding on **THOMPSON POWER SYSTEMS** unless accepted and confirmed in writing by a manager of **THOMPSON POWER SYSTEMS**.

Thank you for the opportunity to submit this proposal. If you need additional information or wish to order this equipment, please contact me at 251-621-6021 or sign and return this document.

Sincerely,

Sean O'Neill

Sean O'Neill
Thompson Power Systems
251-621-6021 Office / 251-300-0110 Cell / 251-626-7041 Fax / seanoneill@thompsoncontractor.com

TERMS AND CONDITIONS

1. EXECUTION OF OTHER DOCUMENTS. If the full amount of the purchase price is not paid in cash, when the equipment necessary to fill this order is available, Purchaser agrees on demand to execute and deliver to Seller such promissory notes, security agreements, financing statements, equipment leases, and other documents as Seller may require evidencing and securing the Total Balance shown above. In the event Purchaser fails to execute and deliver such documents, the entire Net Balance Due shall, at Seller's election, be immediately due and payable, together with interest as provided below from the date demand is made by Seller.

2. RISK OF LOSS; INSURANCE. The equipment shall at all times after delivery to Purchaser, Purchaser's agent, or a transportation company for delivery to Purchaser, whichever first occurs, be the sole responsibility of Purchaser, and all risk of loss or damage to the equipment or any part thereof from any

cause whatsoever shall be borne by Purchaser, and shall not operate to extinguish or diminish the liability of Purchaser to Seller. Unless Purchaser pays Seller cash on or prior to delivery, Purchaser shall procure, and furnish to Seller, evidence of insurance showing the existence of valid and collectible insurance insuring the equipment against loss from fire, theft, collision and comprehensive coverage in an amount not less than the Net Balance Due or Amount to be Financed shown above, with loss thereunder payable to Seller, as loss payee, as its interest may appear. If the equipment is leased by Purchaser, Purchaser shall also furnish evidence of liability insurance satisfactory to Seller in its sole discretion. Purchaser may furnish the required insurance through an existing policy or through an insurance agent selected by Purchaser. Seller may refuse to accept any insurance offered by Purchaser for reasonable cause.

3. DISCLAIMER OF WARRANTIES AND LIMITATION OF LIABILITY. Purchaser understands and agrees that Seller is not the manufacturer of the equipment described in this order. Seller makes no representation or warranty against latent or patent defects in material or workmanship, no warranty of capacity or performance, and no warranty that the equipment will meet the requirements of any law, regulation, specification or contract term that provides for or requires specific machinery or apparatus or specific capacity or methods of operation.

New Caterpillar products are sold subject to the terms of the applicable Caterpillar warranty. Purchaser hereby acknowledges receipt of any applicable Caterpillar warranty or warranties identified on this order. Seller assumes no responsibility for such warranties.

Seller will cooperate with Purchaser in seeking to obtain adjustment from the manufacturer for any breach of the manufacturer's warranty. Unless otherwise provided in a writing signed by Seller, any transportation, travel and other expenses will be for Purchaser's account. In no event will Seller have any obligation on account of any defect or defects in the equipment, or of any failure of the equipment to operate as warranted, or for any loss or damage to or caused by the equipment.

With respect to equipment described herein as "used" or "other", Purchaser agrees that all such equipment is sold "AS IS" and with all faults or defects except as otherwise expressly provided in any express warranty specifically set forth hereon or contained in a separate writing signed by Seller.

The forgoing provisions are in lieu of all other warranties, express or implied. SELLER HEREBY DISCLAIMS, AND PURCHASER HEREBY WAIVES, ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR PURPOSE AND ANY OTHER WARRANTY OR OBLIGATION OF SELLER TO PURCHASER ON ACCOUNT OF ANY DEFECT IN OR ANY FAILURE OR INSUFFICIENCY OF THE EQUIPMENT. In no event will Seller be liable for any especial or consequential damages sustained by Purchaser, even if Seller had reason to know of them.

Purchaser expressly agrees that Seller and its officers, agents, affiliates and employees shall not be liable in tort -- whether on claims of negligence, wantonness, fraud, misrepresentation, suppression, strict liability, or other theory of tort liability -- for any action or failure to act in connection with the making of this order or negotiations leading up to it, or the repair or operation of the equipment. Purchaser agrees that it is the intent of the parties to absolve Seller, its officers, agents, affiliates, and employees, from all liability in tort, and that Purchaser's sole and exclusive remedy against Seller, its officers, agents, affiliates, and employees, shall be in contract under this order or under the express warranties, if any, made by Seller under this order or in a separate writing signed by Seller.

4. PRODUCT IMPROVEMENTS; REPAIRS OF DAMAGE. Purchaser acknowledges that the equipment delivered pursuant to this order may have been modified by Seller at the manufacturer's direction or request to update or improve the equipment after it left the manufacturer's plant and that Seller may have

repainted or repaired damage to the equipment suffered in demonstration, transit or storage. Purchaser consents to such modifications, repairs, or repainting and waives any further notice or disclosure thereof.

5. SELLER'S RESERVATION OF TITLE. Seller hereby retains title to all equipment described hereon until the Total Time Pay Balance shown hereon is paid in full or, in the case of a cash sale paid by check or a sale on account, until Seller receives full payment of the Net Balance Due in collected funds. All payments under this order shall be made in United States dollars and immediately available funds. If Purchaser defaults on any payment, the unpaid balance of the Total Time Pay Balance shall be immediately due and payable, at Seller's election. If Seller does not receive collected funds or is not paid in full when due, Seller may repossess the equipment, sell it at public or private sale or accept it in satisfaction of the unpaid debt (at Seller's election), and exercise all rights and remedies of a secured party following default by its debtor. A copy of this order may be filed as a financing statement.

6. INTEREST AFTER DEFAULT. After default by Purchaser in the payment of any sum owed by Purchaser under this order, such sum shall accrue interest daily, payable on demand, at the per annum rate that is 2% in excess of the highest prime rate published in The Wall Street Journal on the date of default, such rate to increase or decrease in like amount each time the prime rate changes until such sum is paid in full.

7. COLLECTION COSTS. Purchaser agrees to pay all expenses, including reasonable attorney's fees, incurred by Seller in enforcing this order or collecting any sum owed by Purchaser hereunder following default by Purchaser.

8. ARBITRATION OF DISPUTES. Purchaser and Seller acknowledge and agree that the transaction between them involves "commerce" as that term is used in the Federal Arbitration Act. Purchaser and Seller agree that all disputes, controversies or claims of any kind whatsoever arising out of or related to this order, the equipment, the transactions evidenced or contemplated by this order, any prior negotiations or dealings between them, or any maintenance or service performed by Seller on the equipment or on any other related or unrelated property before or after the date of this order, or arising out of or related to any relationship resulting from any of the foregoing, whether based in tort, contract, warranty, or statutory or strict liability, shall be submitted to binding arbitration held in Birmingham, Alabama in accordance with the Commercial Arbitration Rules of the American Arbitration Association. The arbitrator shall determine whether the dispute is subject to arbitration. Judgment on the arbitrator's award may be entered by any court of competent jurisdiction. The arbitration shall be conducted by a sole arbitrator who shall be well versed in the sale and financing of equipment of the type involved in the dispute and shall, at the election of either party, be an attorney at law who has been licensed to practice at least 10 years. The arbitrator may not award, punitive, consequential or special damages. The foregoing does not affect the right of either party to seek a judgment in court against the other on a contract claim for breach of an express covenant to pay money and for interest and costs of collection, or to exercise any right of offset or self-help repossession, or to seek a court order for possession of personal property, or to seek an injunction or other purely equitable remedy other than a stay of arbitration. The parties agree that the commencement of litigation by either of them pursuant to the preceding sentence or otherwise shall not operate as a waiver or estoppel of the right to arbitrate any counterclaim or other similar claim, and that upon the giving of a notice of arbitration of the counterclaim or similar claim by any party hereto, the litigation of the counterclaim shall be stayed and the counterclaim shall be submitted to binding arbitration hereunder. The parties hereby waive the right to trial

by jury of all disputes, controversies and claims which they have hereby agreed to resolve by arbitration whether or not the dispute, claim or controversy is submitted to arbitration or is decided by a court.

9. NO ADDITIONAL OR DIFFERENT TERMS. If Purchaser has sent or hereafter sends Seller a purchase order, order acknowledgement, or other writing that states terms additional to or different from those contained in this order, any acceptance of this order by Seller is expressly made conditional on Purchaser's acceptance of the terms and conditions of this order, and Seller hereby gives notification of its objection to any additional or different terms proposed by Purchaser.

10. NOTICE OF THOMPSON TRACTOR CO., INC. AND CATERPILLAR INC. CUSTOMER DATA AND TELEMATICS DATA PRIVACY STATEMENT.

We collect information about specific machines or products (e.g., configuration or consumption of parts and services by serial number) or groups of machines or products and customer information that allows for identifying and contacting a customer such as name, address, phone number and email address.

Telematics Data

In the event this machine is equipped with telematics devices such as VisionLink, data concerning this machine, its condition, and its operation is being collected and transmitted to Caterpillar Inc., its affiliates, and/or Thompson Tractor Co., Inc.

Thompson Tractor Co., Inc. recognizes and respects customer privacy. The Thompson Tractor Co., Inc. Customer Data Privacy Statement and the Telematics Data Privacy Statement (the "Privacy Statement") describe the categories of information collected, the purposes of the processing of the information, and how the information is shared. The Privacy Statements are available online at www.thompsontractor.com.

Purchaser: _____

By: _____

Title : _____

Date : _____



Agenda Item # 2023-1454

Residential Facade Improvement Grant Application - Tom Powers

MEETING DATE

April 20, 2023

PREPARED BY

Tim Milstead, Planning Director

BACKGROUND

Staff has received an application from Tom Powers for a residential facade improvement grant for his home at 5110 Pike Street. This home is a contributing structure within the Milton Historic District. The request would allow the city to grant funds for the repainting of multiple elements of his home, including the eaves and gables of the home.

The program was approved by the City Council in 2022, and this is the first request received by staff from the applicant for funding from this program. The application period for the first cycle of this program ended on April 7th, 2023.

SUMMARY

The request, if approved, would authorize the expenditure of \$2,000.00, which is proposed to be matched by the applicant with \$3,862.58, for a total project amount of 5,862.58, based upon the lowest sufficient bidder. This is the least expensive option of the estimates provided by the applicant. All estimates are attached.

RECOMMENDATION

Staff recommends review of the proposed residential facade improvement grant application.

ATTACHMENTS

1. Tom Powers Residential Facade grant application

DATE & TIME APPLICATION RECEIVED: _____

RECEIVED BY: _____

[Signature]



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

**DEADLINE FOR
APPLICATIONS:**

April 7, 2023

DATE OF APPLICATION: 03/17/2023

PROPERTY OWNER(S): Tom & Joy Powers

PROPERTY OWNER(S) (IF DIFFERENT): _____

TOTAL AMOUNT REQUESTED (MAXIMUM \$2,000): \$ \$2000.00

TOTAL AMOUNT OF MATCH (MINIMUM 100%): \$ ~~\$2000.00~~ 3,862.58

TOTAL AMOUNT OF PROJECT (ALL ASPECTS): \$ \$5862.58

ADDRESS OF PROJECT: 5110 Pike Street, Milton, FL 32570

PROJECT NAME: Paint Eaves & Gables of the house. Paint will be semi-gloss White.

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 - N/A
- Scaled drawing of improvements involving building changes - N/A
- Accurate color mock-ups and/or paint chips SEMI-GLOSS WHITE
- 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) N/A
- Copy of City of Milton Business License. N/A

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

Tom & Joy Powers

5110 Pike Street

Milton, FL 32570

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

[Signature]

TELEPHONE # (850) _____ CELL # 813-347-2382 EMAIL tpowers7689@outlook.com

For official use only:



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

Page 2 of 2

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

THOMAS C & JOY E POWERS
 Property Owner Name (Please Print)

[Signature]
 Property Owner Signature

04/05/2023
 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)	
	Thomas C Powers	
	Business name, if different from above	
	☒ Individual/	☐ Corporation ☐ Partnership ☐ Other
	Check appropriate box: Sole proprietor	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	5110 Pike Street	
	City, state, and ZIP code	
	Milton, FL, 32570	
	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
or
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
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 Thomas C & Joy E Powers

Address (for mailing payments)

Street/P.O. Box 5110 Pike Street

City/State/Zip Milton, FL, 326070

Telephone 813-347-2382 Fax _____

EIN/SSN [REDACTED]

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 _____

Detailed Project Description for 5110 Pike Street, Milton, FL 32570

1. Complete painting of exterior of the home. Eaves / trim to be painted semi-gloss white, main body of the house will be painted Dutch Tile Blue (SW 0031).
2. Raise & Brick pave the front walkway.
3. Replace Screens on front porch.
4. Install white picket fence along front of the property.
5. Install an arbor over the front walkway leading to the front steps.

Selected Vendor

Five Star Painting – lowest bidder.

Legal description of the property located at 5110 Pike Street, Milton, FL 32570

1. Parcel Number 03-1N-28-2530-02900-0050.
2. Physical Address 5110 Pike Street, Milton, FL 32570.
3. Legal Description: TOWN OF MILTON LOT 5 BLK 29 AS DES IN OR 3952 PG 541



Santa Rosa County Property Appraiser

Gregory S. Brown II, CFA



[Home](#) [Search](#) [Map](#)

▼ Parcel Information

Parcel Number	03-1N-28-2530-02900-0050
Situs/Physical Address	5110 PIKE ST MILTON 32570
Property Usage	SINGLE FAMILY (0100)
Section-Township-Range	03-1N-28
Tax District	MILTON
2020 Millage Rates	0.01467140
Acreage	0.23
Homestead	Y
Brief Legal Description	TOWN OF MILTON LOT 5 BLK 29 ASDES IN OR 3952 PG 541

▼ Owner Information

Primary Owner

Powers Thomas C & Joy E
5110 Pike St
Milton, FL 32570

[Apply for Exemptions](#) [Update Mailing Address](#)

▼ Valuation

	2020 Certified	2021 Certified	2022 Certified
Building	\$111,213.00	\$120,705.00	\$141,325.00
Extra Feature	\$0.00	\$0.00	\$0.00
Land Value	\$5,950.00	\$5,950.00	\$21,250.00
Land Agricultural Value	\$0.00	\$0.00	\$0.00
Agricultural (Market) Value	\$0.00	\$0.00	\$0.00
Just (Market) Value*	\$117,163.00	\$126,655.00	\$162,575.00
Co. Assessed Value	\$99,727.00	\$112,554.00	\$115,931.00
Exempt Value	\$0.00	\$50,000.00	\$50,000.00
Co. Taxable Value	\$99,727.00	\$62,554.00	\$65,931.00

▼ Land

Land Code	Description	Frontage	Depth	Land Units
0100	SFR	100.00	100.00	100.00

▼ Sales

Sale Date	Sale Price	Book / Page	Grantor	Grantee
05/18/2020	\$149,900	3952 / 541	VIRUSO PHILIP J II & DAWN M	POWERS THOMAS C & POWERS JOY E
02/05/2018	\$100	3703 / 290	VIRUSO PHILLIP J II	VIRUSO PHILIP J II & DAWN M
07/01/2013	\$100	3263 / 672	PLANT BERNICE L (WIDOW OF J B)	VIRUSO PHILIP J II & PHILLIP J
11/01/1980	\$100	528 / 429	PLANT BERNICE L	PLANT J B & BERNICE L (H&W)
02/01/1976	\$100	354 / 659		

▼ Map



The Santa Rosa County Property Appraiser and staff are constantly working to provide and publish the most current and accurate information possible. No warranties, expressed or implied are provided for the data herein, its use, or its interpretation. The current assessed values as viewed herein are 2022 Certified Values, the data elements are current as of October 04, 2022. Again, one must remember that the primary use of the assessment data contained herein is for general public information. No responsibility or liability is assumed for inaccuracies or errors.

MICHAEL MAYER
300 KINGSLEY LAKE DR STE 402
ST AUGUSTINE, FL 32092-3038



Home Insurance Coverage Change

THOMAS POWERS
5110 PIKE ST
MILTON FL 32570-6795

Your Farmers Policy

Policy Number: 76496-95-33
Effective: 5/27/2022 12:01 AM
Expiration: 5/27/2023 12:01 AM

Property Insured

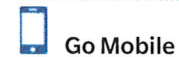
5110 Pike St
Milton, FL 32570-6795

Your Farmers Agent

Michael Mayer
300 Kingsley Lake Dr Ste 402
St Augustine, FL 32092-3038
(904) 500-3276
mmayer@farmersagent.com

To file a claim log on to [Farmers.com](https://www.farmers.com)
or the [Farmers® Mobile App](#) or call
1-800-435-7764

Did you know?



The Farmers® Mobile App gives you
24/7 account access on the go. Text
GETAPP to 29141 to download it
today!

5/23/2022

Dear Thomas Powers,

Thank you for giving us the opportunity to serve your home insurance needs. This packet reflects recent changes made to your policy.

A summary of your premium and policy change information is shown below.

Premium at-a-glance

Full-term Premium (excluding fees)	\$1,860.99
Prorated Premium (5/27/2022 - 5/27/2023)	-\$679.02
Fees for this transaction	-\$4.75
Total for this Transaction	-\$683.77

This is not a bill.

Your bill with the amount due will be mailed separately.

Summary of changes

	Previous	Current
Coverage: Dwelling	\$354,000	\$220,000
Concrete Slab %	0	100
Crawlspace	100	0
Plumbing Type	Pvc	Copper

If you have any questions or would like to learn more about our other insurance products and services, please contact your agent.

We appreciate your business.

Sincerely,

Farmers Insurance Group®

[farmers.com](https://www.farmers.com)



Farmers Florida Homeowners Declarations

Policy Number: 76496-95-33
Effective: 5/27/2022 12:01 AM
Expiration: 5/27/2023 12:01 AM
Named Insured(s): Thomas Powers
5110 Pike St
Milton, FL 32570-6795
e-mail Address(es): tompowers7689@verizon.net
Residence Premises: 5110 Pike St
Milton, FL 32570-6795
Underwritten By: Truck Insurance Exchange
6301 Owensmouth Ave.
Woodland Hills, CA 91367

Premiums/Fees

Full-term Premium (excluding fees)	\$1,860.99
Prorated Premium (5/27/2022 - 5/27/2023)	-\$679.02
Fees for this transaction	
Florida Insurance Guaranty Association	-\$4.75
Regular Assessment	

Total for this Transaction **-\$683.77**

The Hurricane portion of the Premium is \$1,110.19.
The Non-Hurricane portion of the Premium is \$750.80.
This is not a bill.

Your bill with the amount due will be mailed separately.

Description of Property

Year of Construction	Construction Type	Roof Type	Number of Units	Occupancy
1930	Wood Siding Over Frame	Composition - Architectural Shingle	1	Owner Occupied (Primary Resident)

Property Coverage

Coverage	Limit	Coverage	Limit
Coverage A - Dwelling	\$220,000	Coverage C - Personal Property	\$55,000
Coverage B - Separate Structures	\$4,400	Personal Property Replacement Cost	Not Covered
Building Ordinance or Law Coverage	25%	Coverage D - Loss of Use	\$22,000

Liability Coverage

Coverage	Limit	Coverage	Limit
Coverage E - Personal Liability	\$300,000	Coverage F - Guest Medical	\$1,000
Personal Injury	Not Covered		
Increase of Loss Assessment	\$1,000		

Optional Coverage

Coverage	Limit	Coverage	Limit
Identity Fraud	Not Covered	Water Damage Exclusion	See endorsement FL027

[farmers.com](https://www.farmers.com)

Policy No. 76496-95-33

Questions?

Call your agent Michael Mayer at (904) 500-3276 or email mmayer@farmersagent.com

Manage your account:

Go to www.farmers.com to access your account any time!

Declarations (continued)

Deductible

Type of Loss	Deductible
Applicable to each covered loss except Hurricane loss	\$1,000
Calendar Year Hurricane Deductible (2% of Cov. A Limit)	\$4,400

Percent Deductibles adjust with changes to Cov. A Limit

Discounts Applied to Policy

Discount Type	Discount Type
Senior/Retiree	Hurricane/Wind Mitigation Credit
Good Payer	Claim Free
New Roof	Non Smoker
ePolicy	

Policy and Endorsements

This section lists the policy form number and any applicable endorsements that make up your insurance contract. Any endorsements that you have purchased to extend coverage on your policy are also listed in the coverages section of this declarations document: 56-5585 1st ed.; FL029 1st ed.; FL027 1st ed.

Other Information

- Your policy has a Water Damage Exclusion Endorsement; see endorsement FL027.
- Please contact your Farmers® agent for a free Farmers Friendly Review® so that you can ensure that your family is properly protected. Your agent can explain all of the policy discounts/credits, coverage options and our various other product offerings that may be available to you.
- Any outstanding credit will be applied to your remaining account balance. However, 'insured' can request an immediate refund for any outstanding credit if preferred.
- Ask your Farmers® Agent about flood insurance.

*Information on Additional Fees

The "Fees" stated in the "Premiums/Fees" section on the front apply on a per-policy, not an account basis. The following fees may also apply.

Declarations (continued)

1. **Service Charge per installment** (In consideration of our agreement to allow you to pay in installments):
 - For Recurring Electronic Funds Transfer (EFT) and enrolled online billing (paperless): **\$0.00** (applied per account)
 - For other Recurring EFT plans: **\$2.00** (applied per account)
 - For all other payment plans: **\$3.00** (applied per account)
2. **Late Fee: \$10.00** (applied per account)
3. **Returned Payment Charge: \$15.00** (applied per check or draft which is not honored by your financial institution for any reason including but not limited to insufficient funds or a closed account)
4. **Reinstatement Fee: \$25.00** (applied per policy)

If this account is for more than one policy, changes in these fees are not effective until the revised fee information is provided for each policy.

Countersignature



Authorized Representative

Notice

THIS POLICY CONTAINS A SEPARATE DEDUCTIBLE FOR HURRICANE LOSSES, WHICH MAY RESULT IN HIGH OUT-OF-POCKET EXPENSES TO YOU.

LAW AND ORDINANCE: LAW AND ORDINANCE COVERAGE IS AN IMPORTANT COVERAGE THAT YOU MAY WISH TO PURCHASE. PLEASE DISCUSS WITH YOUR INSURANCE AGENT.

FLOOD INSURANCE: YOU MAY ALSO NEED TO CONSIDER THE PURCHASE OF FLOOD INSURANCE. YOUR HOMEOWNER'S INSURANCE POLICY DOES NOT INCLUDE COVERAGE FOR DAMAGE RESULTING FROM FLOOD EVEN IF HURRICANE WINDS AND RAIN CAUSED THE FLOOD TO OCCUR. WITHOUT SEPARATE FLOOD INSURANCE COVERAGE, YOU MAY HAVE UNCOVERED LOSSES CAUSED BY FLOOD. PLEASE DISCUSS THE NEED TO PURCHASE SEPARATE FLOOD INSURANCE COVERAGE WITH YOUR INSURANCE AGENT.

YOUR POLICY PROVIDES COVERAGE FOR A CATASTROPHIC GROUND COVER COLLAPSE THAT RESULTS IN THE PROPERTY BEING CONDEMNED AND UNINHABITABLE. OTHERWISE, YOUR POLICY DOES NOT PROVIDE COVERAGE FOR SINKHOLE LOSS. YOU MAY PURCHASE ADDITIONAL COVERAGE FOR SINKHOLE LOSSES FOR AN ADDITIONAL PREMIUM.

THIS POLICY CONTAINS A CO-PAY PROVISION THAT MAY RESULT IN HIGH OUT-OF-POCKET EXPENSES TO YOU.

You may reduce your policy premium by taking advantage of premium credits for shutters, housing features and other mitigation (loss prevention) devices. Contact your insurance agent to request information that may allow you to receive these discounts.

Front Elevation



Right Elevation



Left Elevation



Rear Elevation



Semi-Detached Garage



Bid Summary for Painting
5110 Pike Street, Milton, FL

1	Five Star Painting	\$5,862.58	Selected
2	Emerald Coast Painting	No Bid	
3	Certapro Painters	\$6,107.33	

Quote#: 5162 Title: Exterior Quote

Date: 03/23/2023

Estimator: John Drummond

Cell Phone: (850) 776-1867 Office Phone: (850) 760-0677

Mailing Address: P O Box 3784 Milton FL 32572



Customer Quote

Locally Owned and Independently Operated

Tom Powers
tpowers7689@outlook.com
(813) 347-2382

Billing: 5110 Pike Street
Milton, FL 32570

Service: 5110 Pike Street
Milton, FL 32570

Customer Notes: Built before 1978, this property tested positive for lead-based paint. That's very common for older homes. Five Star Painting is an EPA-certified lead-paint renovator. We will follow EPA requirements for the proper protection, containment and disposal of lead-based materials. The EPA "Renovate Right" brochure is included with this quote as an email attachment; we will ask for your signature on the last page before the painting start date.

Since we are required to make full-coverage hazmat suits and respirators available to our crews while working on lead-paint projects, we normally schedule them between November 15 and February 15, when the weather is cooler.

- **THE FIVE STAR EXPERIENCE:** Our goal is high-quality results at a fair price, 100% customer satisfaction, and a 5-Star review on every job we deliver! We use only industry-leading paints and highly experienced professional painters to complete the work to your home. Our work is 100% guaranteed and we warranty our workmanship for up to 24 months.
- **LICENSED, BONDED, AND INSURED:** Five Star Painting is your safe choice because we are licensed in Escambia and Santa Rosa Counties, and carry \$1MM-\$2MM liability insurance coverage for your protection and piece of mind.
- **QUOTE:** Your final custom quote and statement of work is outlined below.
- **SCOPE OF WORK:** Surfaces to be painted, approach details, and statement of work is outlined below. We will need at least 2 feet of clearance between vegetation and/or exterior structures, and the surfaces to be painted, prior to the painting start date.
- **FAIR PRICING PHILOSOPHY:** This estimate is based on what we can visually inspect. If we find damage underneath the surface, we notify the Owner and use the Change Order process. We will provide a quote that includes labor and materials, for the Owner to consider. Pricing on this quote is based on the onsite manpower required to complete all of the tasks listed; if any tasks are excluded, pricing on the remaining tasks are likely to change.
- **PAINTS AND COVERAGE:** We use only high-quality and best-value paints by Sherwin Williams (or others brands at your direction). Our goal on every paint project is a full-coverage result to achieve a high quality, excellent hide, and a long-lasting result. We are able to achieve that result through a 1 or 2 coat application process depending on the surfaces being painted, colors selected, coatings used, and application techniques.
- **COLORS:** Final selection of colors and finish is the responsibility of the homeowner.
- **PAINTING CREW:** An experienced Five Star Painting Crew will be assigned to your project when the scope is finalized and your job is scheduled.
- **PAYMENT TERMS:** Project will be scheduled with a 1/3 down payment. Final Payment is due on the day the job is complete. Progress payments will be requested for jobs lasting longer than 4 days. A 2.5% processing fee will be added to payments made with a credit or debit card.
- **OUR LOWEST PRICE GUARANTEE:** We will meet our competitor's price or gladly refund your deposit provided same scope of work, comparable paints, proof of licensing, and General Liability Insurance.

Not Included: This quote excludes:

- Painting any surface not listed in this quote.
 - Carpentry and replacement materials. If needed, one of our renovator crews can provide a separate quote for repairs. Their pricing is always reasonable, and we don't mark that up.
- A warranty on paint that was not supplied by Five Star Painting. We guarantee the results only on paint that we supply.

Details

Tape, caulk, covering materials, hazardous-materials-handling gear.

Materials: \$460.00

Power Wash

Power-Washing: Remove dirt, mildew, cobwebs and other debris to allow for proper paint adhesion and expose areas needed for scraping.
 Labor: \$385.00

Caulking (Lin Ft.)

Caulking: Caulk gaps and cracks to seal and protect against moisture.
 Labor: \$540.00

Gables

Paint: SW Duration Ext Sat C1 Color 1
 Satin (2 Coats)
 Color: Color 1
 Notes: Lead paint present.
 Labor: \$562.50

Home Soffit-Fascia

Paint: SW Duration Ext Sat C2 Color 2
 Satin (2 Coats)
 Color: Color 2
 Notes: Lead paint present.
 Labor: \$3,184.93
 Product: Soffit

Garage Soffit-Fascia

Paint: SW Duration Ext Sat C2 Color 2
 Satin (2 Coats)
 Color: Color 2
 Labor: \$857.10
 Product: Soffit

Total

Materials: \$886.00
 Labor: \$5,529.53
 Subtotal: \$6,415.53
 Discount: \$552.95
 Total: \$5,862.58
 Deposit Required (33%): \$1,934.65
 Payment: \$0.00
 Balance Due: \$5,862.58

We propose hereby to furnish material and labor - complete in accordance with above specifications for the sum stated above. Any alteration or deviation from the specification involving extra costs will become an extra charge over and above the quote. All accounts are due and payable upon completion of work as described above. In the event suit is brought, the prevailing party shall recover its attorney fees and costs. Finance

charge of 1.5% per month will be applied on all past due accounts. All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. This proposal may be withdrawn if not accepted within 15 days.

I hereby grant Five Star Painting permission to use my, and my property's, likeness in a photograph, video, or other digital media ("photo") in any and all of its publications, including web-based publications, without payment or other consideration. I understand and agree that all photos will become the property of the Five Star Painting and will not be returned. I hereby hold harmless, release, and forever discharge the Five Star Painting from all claims, demands, and causes of action.

I agree to the payment terms and contract stated above:

Authorization to begin work (Client): _____

Work Completed to satisfaction (Client): _____

Contractor Signature: _____ Date: _____

Customer Focused, Quality Driven™
Visit FiveStarPainting.com/warranty for details on our 2-year warranty.

From: Emerald Coast Painters <job-updates@dripjobs.com>
Sent: Tuesday, March 28, 2023 8:05 PM
To: tpowers7689@outlook.com
Subject: Emerald Coast Painters



Hey Tom,

We're working on putting all the details together and will have your proposal sent over to you ASAP.

We like to be as detailed as possible!

If you have any questions in the meantime, please feel free to reply to this email, or give us a call: (850) 490-1277.

We look forward to working with you on this project! Thank you for the opportunity,

Thank you!

Michael & Jennifer Miller & The Emerald Coast Painters Team!

Check this out!

<https://www.youtube.com/shorts/YmfrzTs1l3s>

Emerald Coast Painters, 8246 Molina St, Navarre Florida 32566
[Opt Out Of Drips](#)
Powered by DripJobs

tpowers7689@outlook.com

From: 901 Tiger
Sent: Monday, April 03, 2023 2:03 PM
To: EmeraldCoastPainters@gmail.com
Subject: RE: Emerald Coast Painters

I am putting together my package to send to the City for the Façade grants. I cannot find the copy of your proposal.

Can you please send me another copy, please. I need to have this ready by April 5th.

Thank You,
Tom Powers
5110 Pike Street
Milton, FL 32570

From: Emerald Coast Painters <job-updates@dripjobs.com>
Sent: Tuesday, March 28, 2023 8:05 PM
To: tpowers7689@outlook.com
Subject: Emerald Coast Painters



Hey Tom,

We're working on putting all the details together and will have your proposal sent over to you ASAP.

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Thank you!

Michael & Jennifer Miller & The Emerald Coast Painters Team!

Check this out!

<https://www.youtube.com/shorts/YmfrzTs1l3s>

Emerald Coast Painters, 8246 Molina St, Navarre Florida 32566

[Opt Out Of Drips](#)

Powered by DripJobs

PREPARED FOR

Tom Powers

5110 Pike Street
Milton, FL 32570

(813) 347-2382

tpowers7689@Outlook.com

PREPARED BY



(850) 517-0603
anacuna@certapro.com

Agustin Nieto

Concrete Floor Coatings Manager

CertaPro of Northwest Florida

(850) 387-0890
northwestflorida@certapro.com
<http://northwestflorida.certapro.com>
211 Main Street
Suite A
Destin, FL 32541

License: 3600100755683
Full Worker's Compensation Coverage
\$4,000,000 General Liability, \$1,000,000 Umbrella

PRICE SUMMARY

Front -South		\$1,648.42
Right East		\$1,648.42
Back North		\$1,266.11
Left West		\$1,648.42
Fun Job Discount	Your project is right in our "sweet spot" of job sizes, because of that, here is a 5% discount on us!	-\$310.57
Subtotal:		\$5,900.80
Merchant Services		\$206.53
Total:		\$6,107.33
Deposits Due		\$3,053.67
Balance		\$3,053.66

Monthly Payment Options powered by Acorn Finance

*To get securely pre-qualified with no impact to your credit score, scan this code with your camera:



[pay monthly on Acorn learn how](#)

PROJECT SUMMARY

Included in the price above: Front -South, Right East, Back North, Left West

Scope of Work:

- We will fully protect the house in plastic, we basically turn it into a plastic lab to prevent the lead dust and debris from getting on your property.
- We will sand and remove loose lead paint from the areas to be painted.
- We will put safety yellow tape around the house.
- The crew will wear PPE for lead.
- We will perform minor repairs to the soffits and gables by caulking and sanding..
- We will apply two coats of PPG/Sherwin Williams premium acrylic paint to the soffits, fascia and gables.
- Color change on any surface will require two coats of paint.
- No carpentry is included in this proposal.
- We will only be painting in the areas specifically mentioned in the proposal.

PROJECT DETAILS

	Paint / Primer	Sheen	Color	Paint / Primer Coats
Front -South \$1,648.42				
Soffit	To Be Determined - Premium-Acrylic	Semi-Gloss	White	2 / 0
Siding - Wood - Easy Roll	To Be Determined - Premium-Acrylic	Semi-Gloss	White	2 / 0



Fascia	To Be Determined - Premium-Acrylic	Semi-Gloss	White	2 / 0	
Posts and Columns	To Be Determined - Premium-Acrylic	Semi-Gloss	White	2 / 0	
Siding - Prep & Repair Paint Brands: Provided by CertaPro Positive for leas Wood - Easy Roll Gable only					
Right East \$1,648.42					
Soffit	To Be Determined - Premium-Acrylic	Semi-Gloss	White	2 / 0	
Siding - Wood - Easy Roll	To Be Determined - Premium-Acrylic	Semi-Gloss	White	2 / 0	
Posts and Columns	To Be Determined - Premium-Acrylic	Semi-Gloss	White	2 / 0	
Fascia	To Be Determined - Premium-Acrylic	Semi-Gloss	White	2 / 0	
Siding - Prep & Repair Paint Brands: Provided by CertaPro Wood - Easy Roll Gable Only					
Back North \$1,266.11					
Soffit	To Be Determined - Premium-Acrylic	Semi-Gloss	White	2 / 0	
Fascia	To Be Determined - Premium-Acrylic	Semi-Gloss	White	2 / 0	
Siding - Prep & Repair Paint Brands: Provided by CertaPro					
Left West \$1,648.42					
Soffit	To Be Determined - Premium-Acrylic	Semi-Gloss	White	2 / 0	
Siding - Wood - Easy Roll	To Be Determined - Premium-Acrylic	Semi-Gloss	White	2 / 0	
Fascia	To Be Determined - Premium-Acrylic	Semi-Gloss	White	2 / 0	
Posts and Columns	To Be Determined - Premium-Acrylic	Semi-Gloss	White	2 / 0	
Siding - Prep & Repair Paint Brands: Provided by CertaPro Wood - Easy Roll Gable only					

SET-UP

CERTAPRO WILL COVER & PROTECT

Bushes and flower beds in areas where we are painting , Decking, Driveways and Sidewalks , Door Handles and Hardware , Light fixtures , Roofing , Windows

PREPARATION

- Caulk cracks and gaps
- Prime where necessary
- Scrape loose and peeling paint

STANDARD LEVEL OF PREP

Unless stated otherwise in pictures and/or text in this proposal, this project is priced to include our standard level of prep. This includes the following:

- Wash or wipe down surfaces being painted.
- Scrape and sand loose and peeling paint. Please Note** Scraping and sanding will not result in a smooth finish. There will be ups and downs where paint was removed.
- Spot priming bare wood and metal in areas being painted. We do not spot prime areas being stained.
- Caulking as needed. We only caulk areas that were previously caulked and are missing or failing. We only remove caulking that is failing.

This level of prep DOES NOT include (Unless specified otherwise in this proposal) the following:

- Wood replacement
- Fixing imperfections that require feather sanding and bondo application.

- Full recaulking if caulk is not failing or missing.
- Stripping existing surface coating.

Power washing: To remove dirt, algae, mildew and degraded or damaged wood fibers so the new finish coat will adhere properly. This step is for cleaning...not paint removal. Homes with loose paint will have many chips on the ground after washing which we can not remove until everything dries out. Small chips are impossible to rake out of the grass and planting beds so we will do our best to get them out but there will be some residue left over. Power washing will not remove oxidation stains from gutters and downspouts. Although we will thoroughly flush the exterior surfaces after washing, you should plan on having your windows cleaned after the painting is done as power washing may leave a residue on the exterior glass.

CLEAN-UP

Daily: Ladders are taken down and stored in a designated area along with all other tools and supplies. All debris will be swept and removed from the property or deposited in the appropriate trash receptacle according to the customer's preference.

Upon Completion: All tools, supplies & equipment will be removed from the property. If there is leftover paint, we will leave leftover paint for your future use.

NOTES

SCHEDULING: To schedule your project, please sign the proposal electronically or delivery it by mail or in person to our office. Our office will call you directly to discuss potential start dates. If you have any special considerations or deadlines that you need us to assist you with, please let us know and we will make the necessary special accommodations. To be fair to all our customers, all projects are scheduled in the order in which they are booked, defined as receipt of a signed contract and deposit.

PRODUCTION DELAYS: Delays in production can happen for many reasons. Depending on the season of the year our work day lengths are affected. Such as spring and fall our work days can be shorter. Rain plays a huge part in our schedule and even a shower in the morning can stop us from doing any work on a given day. Also saturating rains may require additional drying days before we can start work again.

CARPENTRY: Any carpentry work to be done by anyone other than CertaPro must be 100% completed before CertaPro can begin the painting project. All carpentry estimates are based on visual inspections. Pricing could change if there are non-visible items that would require additional work to complete. Any other areas that need to be repaired, that have not been identified during our original walkthrough and proposal, will be brought to your attention and can be repaired via our CHANGE ORDER process per the prices listed below.

ADDITIONAL WORK/CHANGE ORDERS: Any additional work desired during the project will be charged on a time and material basis at a rate of \$50.00 per worker per hour for painting and \$75.00 per worker per hour for carpentry. If we are instructed to complete such work, we will ensure written approval and agreement on the price is received prior to proceeding.

CHANGE TO COLORS: Custom color paints are not returnable for store credit, so if you request a color change after we have ordered custom color paint for your job, you will be billed for the paint and charged for the additional labor necessary to repaint.

DETAIL: We have estimated your property to be painted with the same basic detail as it is currently unless otherwise specified. If you would like more detail that would be considered a change order and our listed change order prices would apply.

ONE COAT COVERAGE: If we have proposed doing a one-coat, color and sheen match on any areas, we will work with our paint vendors to ensure we achieve as close of match as possible. If for any reason we are unable to achieve a close enough match to adequately cover the substrates with a one coat application, we will immediately notify you and discuss options on achieving desired results.

MORE THAN 3 COLORS: This proposal assumes you will choose one ceiling color, one wall color, and/or one trim color per room and no more than 3 colors in total. There will be an upcharge of \$80.00 per additional color chosen above 3 colors per room or in total.

ADDITIONAL NOTES

CHANGE TO COLORS: Custom color paints are not returnable for store credit, so if you request a color change after we have ordered custom color paint for your job, you will be billed for the paint and charged for the additional labor necessary to repaint.

DETAIL: We have estimated your property to be painted with the same basic detail as it is currently unless otherwise specified. If you would like more detail that would be considered a change order and our listed change order prices would apply.

DEEP BASE COLORS: On rare occasions, certain deep base colors (such as dark reds) may require more than two coats for proper coverage or depth of tone. If after two coats, you are not satisfied with the look, we will fill out a change order and proceed to apply additional coats at \$50 per man hour and materials (if needed) to achieve your desired outcome.

ONE COAT COVERAGE: If we have proposed doing a one-coat, color and sheen match on any areas, we will work with our paint vendors to ensure we achieve as close of match as possible. If for any reason we are unable to achieve a close enough match to adequately cover the substrates with a one coat application, we will immediately notify you and discuss options on achieving desired results.

[CertaPro Painters - Payment Options powered by Acorn Finance](#)

[Example Monthly Payment Options for CertaPro Painters Project on Acorn Finance](#)

For well qualified individuals, actual offers may vary.

from \$84 a month for a \$5,000 project*

from \$161 a month for a \$10,000 project*

*To get securely pre-qualified with no impact to your credit score, copy and paste this link into your browser

<https://www.acornfinance.com/apply-ptr/?d=CRT-NW-FL&loanAmount=5000&subPurpose=Painting&dmsg=1&yrs=7&pmt=85>

SIGNATURES

Authorized Franchise Representative Signature

Date

PAYMENT DETAILS

Payment is due: In full upon job completion

DECLARATION OF CONTRACT

(I/We) Have read the terms stated herein, they have been explained to (me/us) and (I/we) find them to be satisfactory, and hereby accept them.

Customer Signature

Date

OPTIONAL WORK

The following items are **NOT INCLUDED** in your project but may be added for the additional cost listed below.

Area	Paint	Sheen	Color	Coats	Price
Garage and Patio					\$941.44
Soffit	To Be Determined - Premium-Acrylic	Semi-Gloss	White	2	
Fascia	To Be Determined - Premium-Acrylic	Semi-Gloss	White	2	

THE CERTAINTY PLEDGE®

Schedule & Routine

- Tom and wife
- Okay
- No issues

Supplies & Equipment

- Driveway

Pets

- Keep gates closed

Communication Preferences

- Tom
- Text
- NA

Additional Considerations

- No
- No
- Have to apply for grant.

ADDENDUM - ALL PICTURES



Front -South



Front -South



Front -South



Right East



Right East



Back North



Back North



Left West



Garage and Patio



Garage and Patio



Garage and Patio



Garage and Patio



Garage and Patio

RESIDENTIAL DEFINITIONS AND CONDITIONS OF THIS CONTRACT

RELATIONSHIP — The individual giving you this proposal is an independent contractor licensed by CertaPro Painters® to use its systems and trademarks to operate a painting franchise. The work will be completed by the independent franchised contractor. Please make any check payable to the franchise shown on the front of this proposal.

COLORS — Colors may be chosen by the client prior to commencement of work. If, after the job starts, a color change is required, the independent Contractor will have to charge for time and material expenses incurred on the original color.

UNFORESEEN CONDITIONS — Should conditions arise which could not be determined by visual inspection prior to starting work, the client must pay an agreed upon extra for the completion of such work.

PROPOSAL — This proposal is valid for 60 days after it was written. In addition, the Independent Franchised Contractor should be informed of your desire to have the work done and receive a signed copy of the proposal before work is to be started.

ATTENTION CLIENT:

YOU, THE BUYER, MAY CANCEL THIS TRANSACTION AT ANY TIME PRIOR TO MIDNIGHT OF THE THIRD BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION. SEE THE BELOW NOTICE OF CANCELLATION FOR AN EXPLANATION OF THIS RIGHT. (SATURDAY IS A LEGAL BUSINESS DAY IN CONNECTICUT.) THIS SALE IS SUBJECT TO THE PROVISIONS OF THE HOME SOLICITATION SALES ACT AND THE HOME IMPROVEMENT ACT. THIS INSTRUMENT IS NOT NEGOTIABLE.

NOTICE OF CANCELLATION

YOU MAY CANCEL THIS TRANSACTION, WITHOUT ANY PENALTY OR OBLIGATION, WITHIN THREE BUSINESS DAYS FROM THE ABOVE DATE. IF YOU CANCEL, ANY PROPERTY TRADED IN, ANY PAYMENTS MADE BY YOU UNDER THE CONTRACT OR SALE, AND ANY NEGOTIABLE INSTRUMENT EXECUTED BY YOU WILL BE RETURNED WITHIN TEN BUSINESS DAYS FOLLOWING RECEIPT BY THE SELLER OF YOUR CANCELLATION NOTICE, AND ANY SECURITY INTEREST ARISING OUT OF THE TRANSACTION WILL BE CANCELLED. IF YOU CANCEL, YOU MUST MAKE AVAILABLE TO THE SELLER AT YOUR RESIDENCE IN SUBSTANTIALLY AS GOOD CONDITION AS WHEN RECEIVED, ANY GOODS DELIVERED TO YOU UNDER THIS CONTRACT OR SALE; OR YOU MAY, IF YOU WISH, COMPLY WITH THE INSTRUCTIONS OF THE SELLER REGARDING THE RETURN SHIPMENT OF THE GOODS AT THE SELLER'S EXPENSE AND RISK. IF YOU DO MAKE THE GOODS AVAILABLE TO THE SELLER AND THE SELLER DOES NOT PICK THEM UP WITHIN TWENTY DAYS OF THE DATE OF CANCELLATION, YOU MAY RETAIN OR DISPOSE OF THE GOODS WITHOUT ANY FURTHER OBLIGATION. IF YOU FAIL TO MAKE THE GOODS AVAILABLE TO THE SELLER, OR IF YOU AGREED TO RETURN THE GOODS AND FAIL TO DO SO, THEN YOU REMAIN LIABLE FOR PERFORMANCE OF ALL OBLIGATIONS UNDER THE CONTRACT. TO CANCEL THIS TRANSACTION, MAIL OR DELIVER A SIGNED AND DATED COPY OF THIS CANCELLATION NOTICE OR ANY OTHER WRITTEN NOTICE, OR SEND A TELEGRAM TO:

Name of Seller **CertaPro of Northwest Florida**

DATE OF TRANSACTION _____

NOT LATER THAN MIDNIGHT OF _____

I HEREBY CANCEL THIS TRANSACTION

(Buyer's Signature)

(Date)

LIMITED TWO YEAR WARRANTY

Subject to the limitation set forth below, for a period of 24 months from the date of completion of the work described on the front of this contract, the Independent Franchise Owner named on the front of this contract (the "Contractor") will repair peeling, blistering or chipping paint resulting from defective workmanship.

THIS LIMITED WARRANTY DOES NOT COVER:

- Any work where the Contractor did not supply the paint or other materials.
- Any work which was not performed by the Contractor.
- Varnished surfaces.
- Surfaces made of, or containing, galvanized metal.
- The cost of paint required to perform the repairs.
- Repairs to horizontal surfaces or any surface that, by virtue of its design permits moisture to collect. Surfaces include, but are not limited to, decks, railings, stairs, porches, roofs and wood gutters.
- Exact paint match as environmental conditions will affect the color and finish of all paints over time.
- Any repairs which are necessitated as a result of a defect in the paint regardless of whether the paint was supplied by the Contractor or the customer.
- Bleeding caused by knots, rust or cedar.
- Cracks in drywall, plaster or wood.
- Peeling, blistering or chipping where they are caused by:
 - mill-glazing from smooth cedar
 - ordinary wear and tear.
 - abnormal use or misuse.
 - peeling of layers of paint existing prior to the work performed by the Contractor.
 - structural defects.
 - settling or movement.
 - moisture content of the substrate.
 - abrasion, mechanical damage, abrasive cleaning, abuse or damage resulting from use of chemicals or cleaning agents or exposure to harmful solids, liquids or gases.
 - damage or defects caused in whole or in part by reason of fire, explosion, flood, acts of God, extreme weather conditions, misuse, alteration, abuse, vandalism, negligence, or any other similar causes beyond the control of the Contractor.

Repairs under this limited warranty will be performed only on the specific areas where peeling, blistering or chipping has occurred and only to the level of surface preparation described in the preparation section of the Contract.

FOR THIS WARRANTY TO BE VALID, YOU MUST:

- Pay the full contract price.
- Retain a copy of the original contract.
- Retain a copy of your cancelled check or other evidence of payment in full.
- Pay for all materials used to perform the repairs.
- Make the property accessible to the Contractor, or his employees, to perform the repairs.

THIS LIMITED WARRANTY IS THE ONLY EXPRESS WARRANTY MADE BY THE CONTRACTOR AND IS IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED. THIS WARRANTY COVERS ONLY THOSE SERVICES PROVIDED BY THE CONTRACTOR TO THE ORIGINAL PURCHASER NAMED ON THE FRONT OF THIS CONTRACT. IN NO EVENT SHALL THE CONTRACTOR BE LIABLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES IN EXCESS OF THE ORIGINAL CONTRACT PRICE. THIS WARRANTY MAY NOT BE ALTERED OR EXTENDED FOR ANY PURPOSE UNLESS DONE SO IN WRITING IN A DOCUMENT EXECUTED BY ALL PARTIES TO THIS CONTRACT.

This warranty gives you specific legal rights. Some jurisdictions do not allow limitations on how long an implied warranty lasts, so the above limitation may not apply to you. Some jurisdictions do not allow the exclusion or limitation of incidental or consequential damages, so the above limitations or exclusions may not apply to you.

For warranty service, you should contact your Contractor to schedule an inspection of your property by calling CertaPro Painters® at 800.462.3782.



Agenda Item # 2023-1455

Residential Facade Improvement Grant Application - Sanders & Young

MEETING DATE

April 20, 2023

PREPARED BY

Tim Milstead, Planning Director

BACKGROUND

Staff has received an application from Jerree Sanders and Becky Young for a residential facade improvement grant for their home at 5211 Canal St. This home is a contributing structure within the Milton Historic District. The request would allow the city to grant funds for the replacement of brick support columns on the front of the home.

The program was approved by the City Council in 2022, and this is the first request received by staff for funding from this program from this applicant.

SUMMARY

The request, if approved, would authorize the expenditure of \$750.00, which is proposed to be matched by the applicant with \$750.00, for a total project amount of \$1,500.00, based upon the lowest sufficient bidder. This is the least expensive option of the estimates provided by the applicant. All estimates are attached.

RECOMMENDATION

Staff recommends review of the proposed residential facade improvement grant application.

ATTACHMENTS

1. Sanders_Young Residential Facade Grant Application
2. Sanders_Young Facade Grant Pictures

March 30, 2023

Re: House on Canal St @ 5211

Please note:

Most of what is in the packet is original. I do not have a copy machine so my sister and I would like these pages be returned to us.

The house and 2 lots belong to my sister and me. I completed and signed most of the application as I have more time to devote to this.

4 estimates for work completed are included. Three of these only include the masonry work and not the painting. So we are hoping to have Mr. Decklewer repair the brick and Terrace Davis paint when the repairs are finished.

Evidently it requires knowledge of how to apply the paint to keep from flaking as it is brushed or dabbed on the old bricks.

Becky and I are very excited about getting this work done.
Jerree Sanders

DATE & TIME APPLICATION RECEIVED:

3/31/23

RECEIVED BY:

Sty CAA



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

**DEADLINE FOR
APPLICATIONS:**

April 7, 2023

DATE OF APPLICATION: 3/30/23 March 30, 2023

PROPERTY OWNER(S): Jerree Sanders, Becky Young

PROPERTY OWNER(S) (IF DIFFERENT):

TOTAL AMOUNT REQUESTED (MAXIMUM \$2,000): \$2000

TOTAL AMOUNT OF MATCH (MINIMUM 100%): \$2000

TOTAL AMOUNT OF PROJECT (ALL ASPECTS): \$3000

ADDRESS OF PROJECT: 5211 Canal St. 32570

PROJECT NAME: Column Repairs Replacing Old Chicago Brick

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

n/a Copy of the chosen contractor's license (if licensure is required for the work) - not required

n/a Copy of City of Milton Business License.

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

Jerree Sanders

5211 Canal St

Milton, FL 32570

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

TELEPHONE # (850) 317-9096 CELL # (Same)

EMAIL jerreesanders@gmail.com

For official use only:



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

Page 2 of 2

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.

Jerree Trimble Sanders

Grantee Name (Please Print)

Jerree Trimble Sanders

Grantee Signature

3-30-23

Date

Jerree Trimble Sanders

Property Owner Name (Please Print)

Jerree Trimble Sanders

Property Owner Signature

3-30-23

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) Jerree T. Sanders	
Business name, if different from above X	
☒ Individual/ Check appropriate box: Sole proprietor	☐ Corporation ☐ Partnership ☐ Other
☐ Exempt from backup withholding	
Address (number, street, and apt. or suite no.) 5211 Canal St.	Requester's name and address (optional)
City, state, and ZIP code Milton Florida 32570	
List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

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

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

curity [Redacted]
or
Employer identification number [Redacted]

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 **Jerree T. Sanders**

Date **3-30-23**

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 Jerree T Sanders Rebecca T Young

Address (for mailing payments)

Street/P.O. Box 5211 Canal St

City/State/Zip Milton, FL 32570

Telephone 850-317-9096/850-3843657 Fax —

EIN/SSN [REDACTED]

Authorized Signature/Title Jerree T Sanders - Home owner

Date 3-6-23

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 Grant for Repairs to Canal St House

Needed:

1. Detailed House Description:
The House in question was built in 1925 between 2 historical homes. Mr. Paul Green has memories of living in the house which was built after the house on the north side which his parents owned and he inherited.

The structure appears to be two "shotgun" houses joined down the middle. Standing in the living room with his/ her back to the street, the viewer is able to see the back wall of the house with the sight line passing through the living room, through the dining room, through the kitchen, through the room which was at one time a study and the wall of that room forming the back wall of the house on the north side.

The south side of the house begins in the front bedroom with the sight line continuing through a short hallway, through the middle bedroom, through the bigger bedroom and finally ending at the back wall of the large closet which is also the back wall of the house. Only two doors allow access from one side of the house to the other.

There are two porches: a small one which allows access to the carport and a much larger one on the front, which is visible from the street. The columns which hold up the roof of this porch is where repair work needs to be done. The base of these two columns is constructed using Old Chicago Brick. The experts attest to this type of brick being soft and crumbles easily. As the brick has been open to the elements, rain water has seeped down the bricks and later through "fissures" made by not only water but also the efforts of generations who painted the brick and attempted closure where the pointing has crumbled and fallen out.

Efforts to plug up the various holes have given the current owners "shocked laughter." As these have been removed quite a collection of items appeared:
Cotton balls, newspaper bits, cigarette ends, scraps of material which look like pieces of socks, Spanish moss, pine needles and bits of wood, part of a pine cone, a marble or two, and from a later generation, a part of a plastic spoon.

As funny as it might seem in reading the list, something must be done to stabilize the columns before bricks fall out and disappear. So efforts to give the historical district a facelift may also save sections of the dwelling from eventual collapse.

James J. Sanders

Jerree Sanders

From city records

▼ Parcel Information

Parcel Number	03-1N-28-2530-07400-0033
Situs/Physical Address	5211 CANAL ST MILTON
Property Usage	SINGLE FAMILY (0100)
Section-Township-Range	03-1N-28
Tax District	MILTON
2020 Millage Rates	0.01501870
Acreage	0.53
Homestead	N
Brief Legal Description	TOWN OF MILTON N 81 FT OF E 202 FT & S 75 FT OF N 91 FTOF W 68 FT OF LOT 3 BLK 74 ASDES IN OR 1101 PGS 49 & 50& OR 1142 PG 266 & OR 3609 PGS1525 & 1527 (PB)



5211 Canal St.

JS.



County Records Office, LLC

1002 Church Street, Suite 18935
Tampa, FL. 33679

Dear Property Owner: *Terree Sanders, Becky Young*

Enclosed is a copy of the deed requested. County Records Office has provided other pertinent information regarding your property which you may find useful.

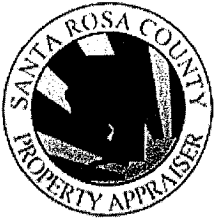
Keep this information in your files for future use.

Please note: If you require corrections changes or modifications to the deed, you will need to contact the original preparer or seek legal advice. This office does not prepare or alter legal documents. If you have any questions, concerns or clarification relating to the property and the documentation provided please seek legal counsel.

Sincerely,

County Records Office, LLC

Disclaimer: Every effort has been made to ensure the accuracy reliability and completeness of the documents and resources provided by County Records Office. County Records Office makes no warranties, expressed or implied, regarding errors or omissions and assume no legal liability or responsibility for loss or damage resulting from the use or misuse of information contained within and cannot be held liable for the content, accuracy, completeness, or timeliness of any data or information provided or any action taken by you in reliance upon such information or data. County Records Office is not affiliated with the county in which your deed is filed in, nor affiliated with any government agencies. This product or service has not been approved or endorsed by any governmental agency, and this offer is not being made by an agency or government. County Records office operates in accordance to both business and professional code. All sales final.



Santa Rosa County Property Appraiser

Gregory S. Brown II, CFA



[Home](#) [Search](#) [Map](#)

▼ Parcel Information

Parcel Number	03-1N-28-2530-07400-0033
Situs/Physical Address	5211 CANAL ST MILTON 32570
Property Usage	SINGLE FAMILY (0100)
Section-Township-Range	03-1N-28
Tax District	MILTON
2020 Millage Rates	0.01467140
Acreage	0.53
Homestead	N
Brief Legal Description	TOWN OF MILTON N 81 FT OF E202 FT & S 75 FT OF N 91 FT OFW 68 FT OF LOT 3 BLK 74 AS DESIN OR 1101 PGS 49 & 50 & OR1142 PG 266 & OR 3609 PGS 1525& 1527 (PB) & AS DES IN OR4258 PG 862 & AS DES IN OR4258 PG 864

▼ Owner Information

Primary Owner
Sanders Jerree Trimble & Young Rebecca Trimble 5211 Canal St Milton, FL 32570

▼ Valuation

	2020 Certified	2021 Certified	2022 Certified
Building	\$79,513.00	\$90,900.00	\$108,055.00
Extra Feature	\$3,000.00	\$3,001.00	\$3,001.00
Land Value	\$9,357.00	\$9,357.00	\$21,388.00
Land Agricultural Value	\$0.00	\$0.00	\$0.00
Agricultural (Market) Value	\$0.00	\$0.00	\$0.00
Just (Market) Value*	\$91,870.00	\$103,258.00	\$132,444.00
Co. Assessed Value	\$91,870.00	\$101,058.00	\$111,164.00
Exempt Value	\$0.00	\$0.00	\$0.00
Co. Taxable Value	\$91,870.00	\$101,058.00	\$111,164.00

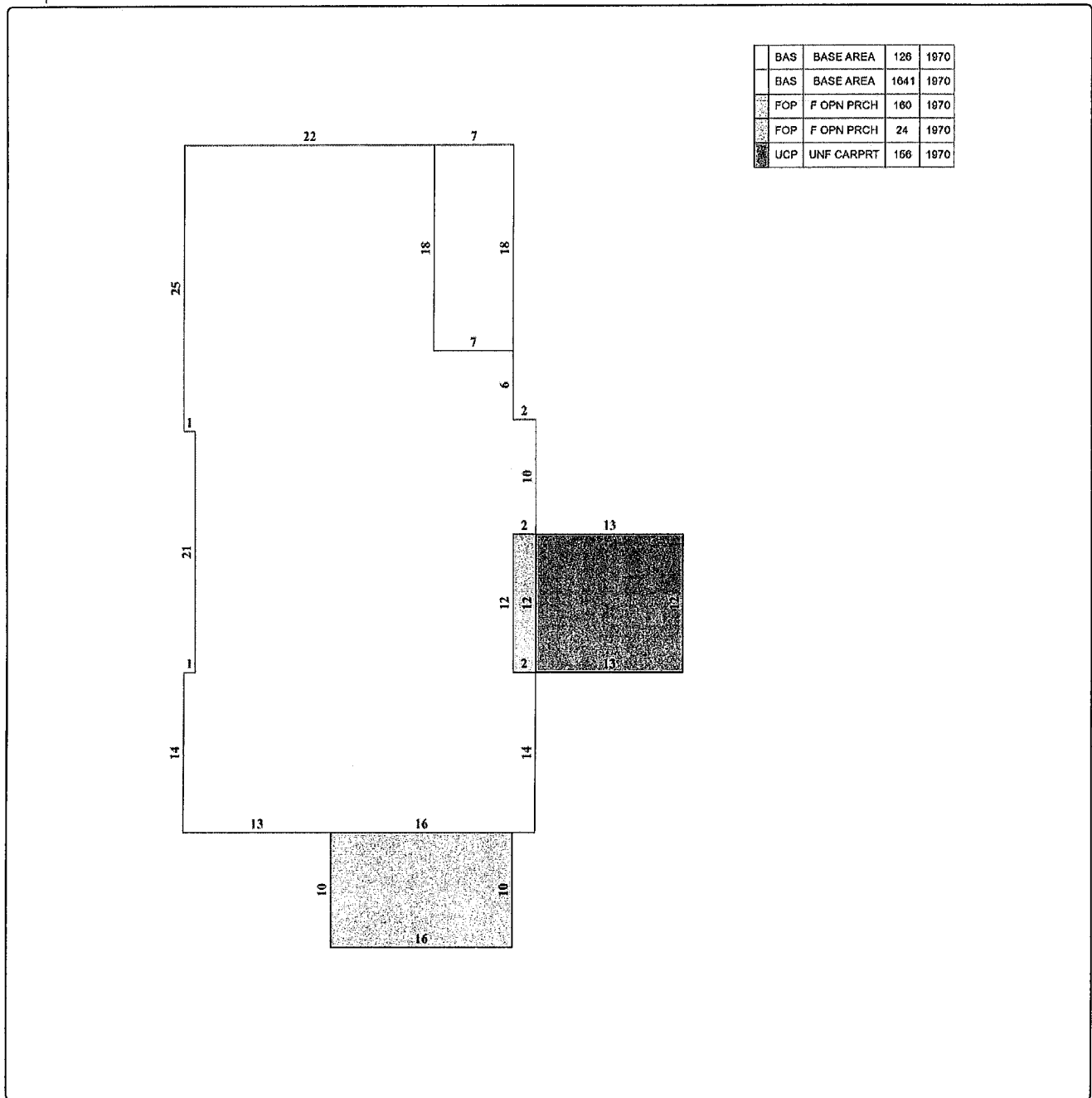
Start Chat

▼ Residential Buildings

Building 1

Type	SINGLE FAM
Total Area	2107
Heated Area	1767.00
Ext Walls	VINYL SIDE
Roof Cover	ASPHALT SH
Interior Walls	DRYWALL
Foundation	OFF GRADE
Frame	WOOD FRAME
Floor	PINE WOOD
Heat Type	FCD AIR D
A/C Type	CENTRAL
Bathrooms	1.00
Bedrooms	3.00
Stories	1.00
Actual Year Built	1930
Effective Year Built	1970

Use: SINGLE FAM (0100)



▼ Land

Land Code	Description	Zoning	Frontage	Depth	Unit Type	Land Units	Land Value
0100	SFR	R1	81.00	210.00	FF	81.00	\$13,996
0100	SFR	R1	75.00	79.00	FF	75.00	\$7,392

▼ Extra Features

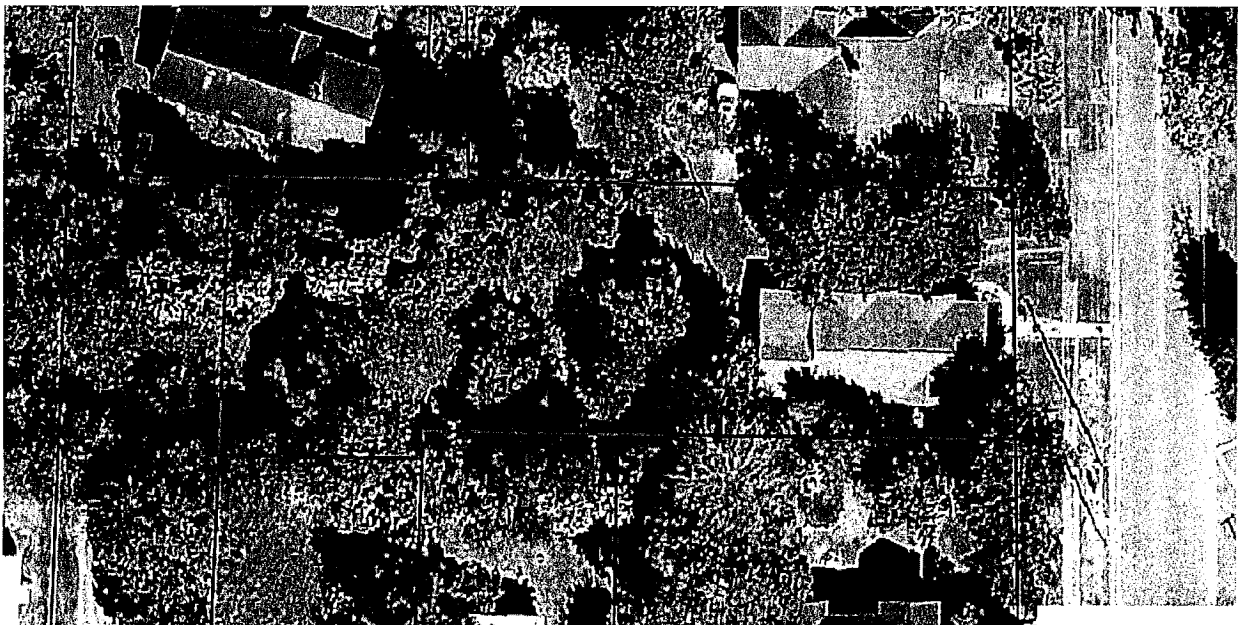
Description	Number of Items	Units	Year	Extra Feature Value
SHED	1.00	1.00 UT	1990	\$0
SHED	1.00	1.00 UT	2020	\$0

Start Chat 

▼ Sales

Multi-Parcel Sale	Sale Date	Sale Price	Instrument ⓘ	Book / Page	Qualification	Vacant or Improved	Grantor	Grantee
N	03/11/2022	\$20,000	QD	4258 / 864	U	I	TRIMBLE PAUL DAVID	SANDERS JERREE TRIMBLE ET AL
N	03/11/2022	\$20,000	QD	4258 / 862	U	I	TRIMBLE PAUL DAVID	SANDERS JERREE TRIMBLE & YOUNG
N	03/24/2017	\$100	PB	3609 / 1527	U	I	-OSA- TRIMBLE JAMES W EST	YOUNG REBECCA,SANDERS JERREE T
N	03/24/2017	\$100	PB	3609 / 1525	U	I	-ODH- TRIMBLE JAMES W EST	YOUNG REBECCA,SANDERS JERREE T
N	12/01/1990	\$100	QD	1142 / 266	U	I		TRIMBLE JAMES W & VIVIAN P
N	06/01/1990	\$2,000	WD	1101 / 50	U	I		
N	06/01/1990	\$45,000	WD	1101 / 49	U	I		
N	01/01/1986	\$2,000	WD	786 / 112	U	V		
N	10/01/1984	\$18,300	WD	709 / 552	Q	I		
N	11/01/1983	\$3,500	WD	666 / 635	U	I		
N	11/01/1983	\$100	PR	661 / 408	U	I		

▼ Map



Start Chat 

This Quitclaim Deed Made this 11th day of March, 2022, by

Paul David Trimble
hereinafter called the Grantor, to

Rebecca Trimble Young

whose post office address is 6132 Willard
Norris Rd. Milton, FL 32570

hereinafter called the Grantee.

This document was prepared by:

Rebecca Trimble Young
6132 Willard Norris Rd.
Milton, FL 32570

Witnesseth, That the Grantor, for and in consideration of the sum of \$ twenty thousand
Dollars (\$ 20,000.00) paid by the said

Grantee the receipt whereof is hereby acknowledge, does hereby remise, release and quitclaim unto the said Grantee forever, all the right, title, interest and claim which said Grantor has in and to the following described parcel of land, and improvements and appurtenances thereto in the County of Santa Rosa
State of Florida, to wit:

74-FT to POB TH CONT N 58° W 404.53 FT TH N 390.50 FT
TH N 89° E 345.31 FT TH S 602.21 FT TO POB AS DES IN
OR 547 PG 817

On Witness Whereof the said Grantor has signed and sealed these presents the day and year first above written. Signed, sealed and delivered in the presence of:

Dora Soileau
Signature of Witness

Dora Soileau
Print name of Witness

Wickey D. Pigg
Signature of Witness

Wickey D. Pigg
Print name of Witness

State of Louisiana

County of Rapides

The foregoing instrument was acknowledged before me on this 11th day of March, 2022, by Paul David Trimble

Paul David Trimble
Signature of Grantor

Paul David Trimble
Print Name of Grantor

at death
Signature of Co-Grantor

at death
Print name of Co-Grantor

State of Louisiana

County of Rapides

The foregoing instrument was acknowledged before me on this 11th day of March, 2022, by Paul David Trimble

Paul David Trimble
Signature of Grantor

Paul David Trimble
Print Name of Grantor



Patricia C. Pate
Commissioned for Life
No. 058017

Exhibit "A"

The North 81 Feet of the East 202 Feet of Lot 3, Block 74 of the Town of Milton, Santa Rosa County, Florida, located in Section 3, Township 1 North, Range 28 West.

AND

The South 75 Feet of the North 91 Feet of the West 68 Feet of Lot 3 in Block 74, according to the plat of the Town of Milton, Florida, on file in the office of the Clerk of the Circuit Court of Santa Rosa County, Florida, located in Section 3, Township 1 North, Range 28 West.

5211 Canal Street
Santa Rosa County
Parcel ID No: 03-1N-28-2530-07400-0033

This Quitclaim Deed Made this 11th day of March, 2022, by Paul David Trimble

hereinafter called the Grantor, to Terree Trimble Sanders whose post office address is 5211 Canal Street Milton FL 32570

hereinafter called the Grantee.

This document was prepared by: Rebecca Trimble Young
6132 Willard Norris Rd
Milton, FL 32570

Witnesseth, That the Grantor, for and in consideration of the sum of \$ twenty thousand Dollars (\$ 20,000.00) paid by the said Grantee the receipt whereof is hereby acknowledge, does hereby remise, release and quitclaim unto the said Grantee forever, all the right, title, interest and claim which said Grantor has in and to the following described parcel of land, and improvements and appurtenances thereto in the County of Santa Rosa State of Florida, to wit:

74 FT TO POB - TH CONT N 58° W 404.53 FT TH N 390.50 FT TH N 89° E 345.31 FT TH S 602.21 FT TO POB AS DES IN OR 547 PG 817

On Witness Whereof, the said Grantor has signed and sealed these presents the day and year first above written. Signed, sealed and delivered in the presence of:

Dora Salhan
Signature of Witness

Dora Salhan
Print name of Witness

Wickey D. Pigg
Signature of Witness

Wickey D. Pigg
Print name of Witness

Paul David Trimble
Signature of Grantor

PAUL DAVID TRIMBLE
Print Name of Grantor

/
Signature of Co-Grantor

/
Print name of Co-Grantor

State of Louisiana
County of Rapides

This foregoing instrument was acknowledged before me on this 11th day of March, 2022, by Paul David Trimble who is personally known to me ☒ or who produced as identification.

Patricia C Pate
Signature of Notary

Patricia C Pate
Print Name

at death
My Commission Expires

Patricia C. Pate
Commissioned for Life
No. 058017

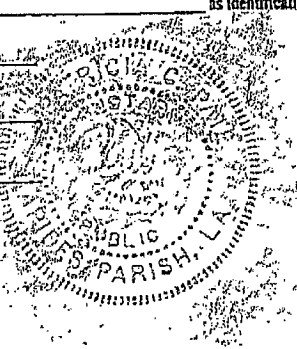


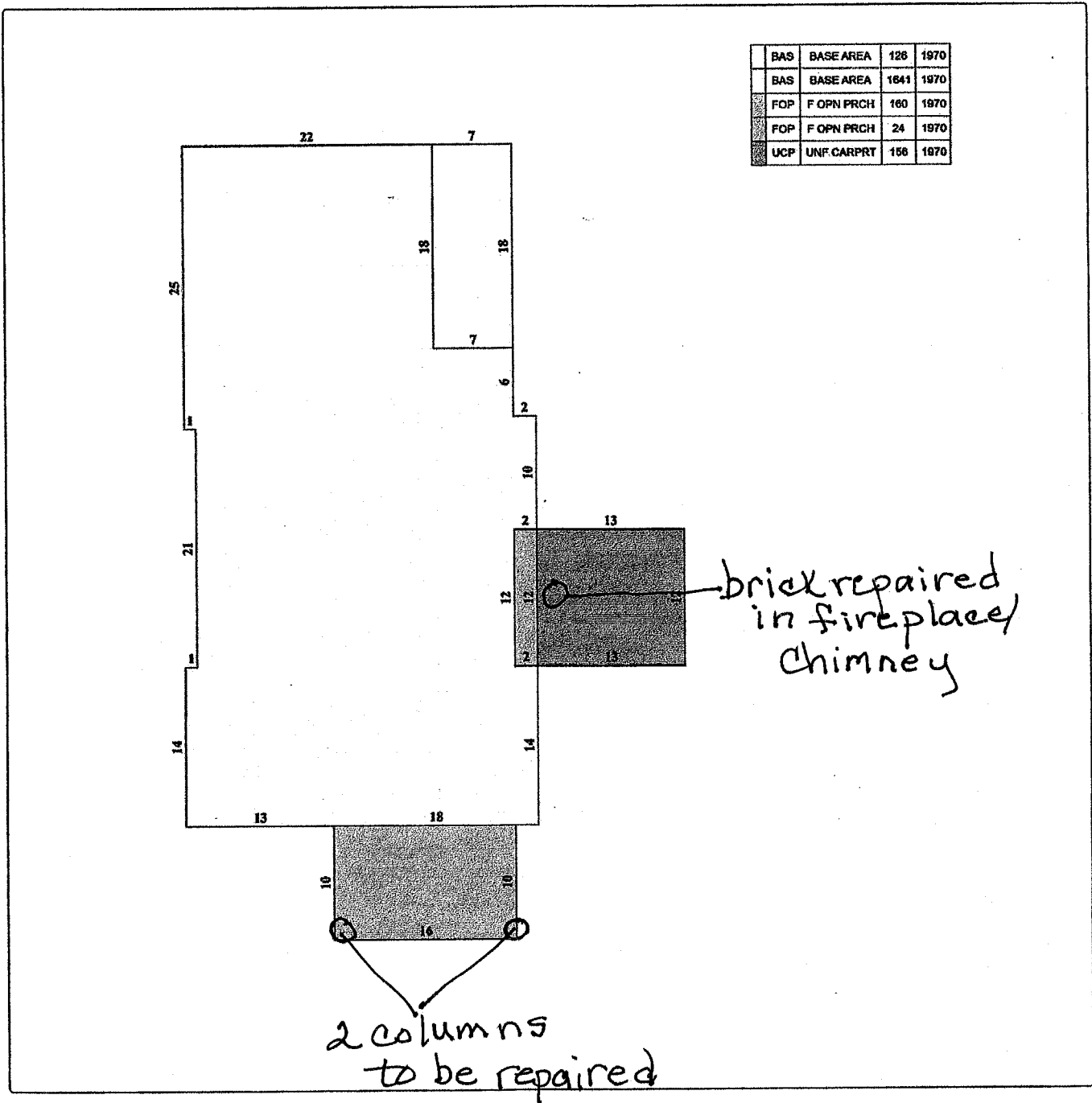
Exhibit "A"

The North 81 Feet of the East 202 Feet of Lot 3, Block 74 of the Town of Milton, Santa Rosa County, Florida, located in Section 3, Township 1 North, Range 28 West.

AND

The South 75 Feet of the North 91 Feet of the West 68 Feet of Lot 3 in Block 74, according to the plat of the Town of Milton, Florida, on file in the office of the Clerk of the Circuit Court of Santa Rosa County, Florida, located in Section 3, Township 1 North, Range 28 West.

5211 Canal Street
Santa Rosa County
Parcel ID No: 03-1N-28-2530-07400-0033



▼ Land

Land Code	Description	Zoning	Frontage	Depth	Unit Type	Land Units	Land Value
0100	SFR	R1	81.00	210.00	FF	81.00	\$6,123
0100	SFR	R1	75.00	79.00	FF	75.00	\$3,234

▼ Extra Features

Description	Number of Items	Units	Year	Extra Feature Value
SHED	1.00	1.00 UT	1990	\$0
SHED	1.00	1.00 UT	2020	\$0

Jerree Sanders

STR#6368

BEHR

BASE: 4300

PREMIUM PLUS EXTERIOR/FLAT, MATTE
{CM Custom Color Match

CLRNT	BL	RL	VUL
0Z	0	2	0
384	224	246	104

QUART-

4/30/2020 (9



636820305811

NOT RETURNABLE



Bottom ↓



Search



For Broken Brick



\$37⁹⁸ /gallon



Pay **\$12.98** after **\$25 OFF** your total purchase upon opening a new card.

[Apply for a Home Depot Consumer](#)

For column bases

BEHR PREMIUM

Behr Ultra Pure White Low-Lustre Enamel Interior/Exterior Porch and Patio Floor Paint

★★★★★ (669) Questions & Answers (101)



homedepot.com



\$37.96

Pay \$12.96 after \$25 OFF your total qualifying purchase upon opening a new card. [i](#)



[Apply for a Home Depot Consumer Card](#)

- Ideal for wood or concrete porches, patios or walkways
- Mildew, scuff and fade resistant finish
- Available in custom colors and computerized color matching
- [View More Details](#)

Pace Store

✓ 20 in stock Aisle 02, Bay 020 [Text to Me](#)

Sheen: Low Lustre

Gloss

Low Lustre

Delivering to: 32571 | [Change Location](#)



Store Pickup

Pickup Today



Ship to Home

Get it by

Mon, Apr 3



Scheduled Delivery

Not available for this item

From: **Lawrence Decklever** ddeck307@gmail.com

Date: **Mar 27, 2023 at 3:20:04 PM**

To: **DBYoung13@hotmail.com**

Decklevers masonry llc

5211 canal st milton fl

Grinding out and repack mortar joints on 2 columns and 1 buctress wall and 1 porch wall. Replace 5 brick in various spots.

Material 2 bags of mortar, brick, and sand included. Clean up all excess debris and remove.

\$1500

From: **Barbara Parrish** bparrishc@hotmail.com
Subject: **Carl Parrish Masonry quote**
Date: **Mar 27, 2023 at 3:48:02 PM**
To: **DBYoung13@hotmail.com**

5211 Canal Street
Milton, Fl.

Grinding out and repacking mortar joints on columns, 1 wall and 1 porch.
Replacing various bricks, cleanup and material .
\$1800

From: **Steve Brown** stevejkaybrown79@gmail.com
Subject: **Bid on 5211 canal st Milton Fl**
Date: **Mar 27, 2023 at 3:30:14 PM**
To: **DBYoung13@hotmail.com**

2 columns grind out and replace joints. Replace 5 brick cut out and put back.
Cutout joints on buttress wall and point back in with mortar. Material cost in
bid mortar,sand and brick. Also clean job and take away debris.

Total: \$1650.00

Brown's Masonry Inc.
Steve Brown

Sent from my iPhone



TERENCE DAVIS
8552 Emerald Forest Drive
Maitland, Florida 32751
850 676 3906 • FAX (850) 981 3906

3162083

Janice Sanders
5211 Canal St
Maitland, FL 32570

DESCRIPTION PRICE AMOUNT
Repair Brick Columns

Demo out Damaged Brick
on columns and fireplace

Historic brick will be used
to repair and replace
damaged brick.

Will fill in areas that need
mortar

Material & Labor
Brick, masonry sand,
mortar mix

121

TOTAL

2300 00

TERENCE DAVIS
8552 Emerald Forest Drive
Maitland, Florida 32751
850 676 3906 • FAX (850) 981 3906

Thank You



TERRANCE DAVIS

6547 Emerald Forest Drive

MILTON, FLORIDA 32570

(904) 636 1086 • FAX (904) 981 2996

3-10-2023

Jerice Sanders
5211 Canal St
Milton, FL 32570

QTY

DESCRIPTION

PRICE

AMOUNT

Paint Brick Columns
Paint Brick fireplace
Paint Steps on porch

Material Paint
paint supplies

Behr masonry paint

owner to pick color

TAX

TOTAL

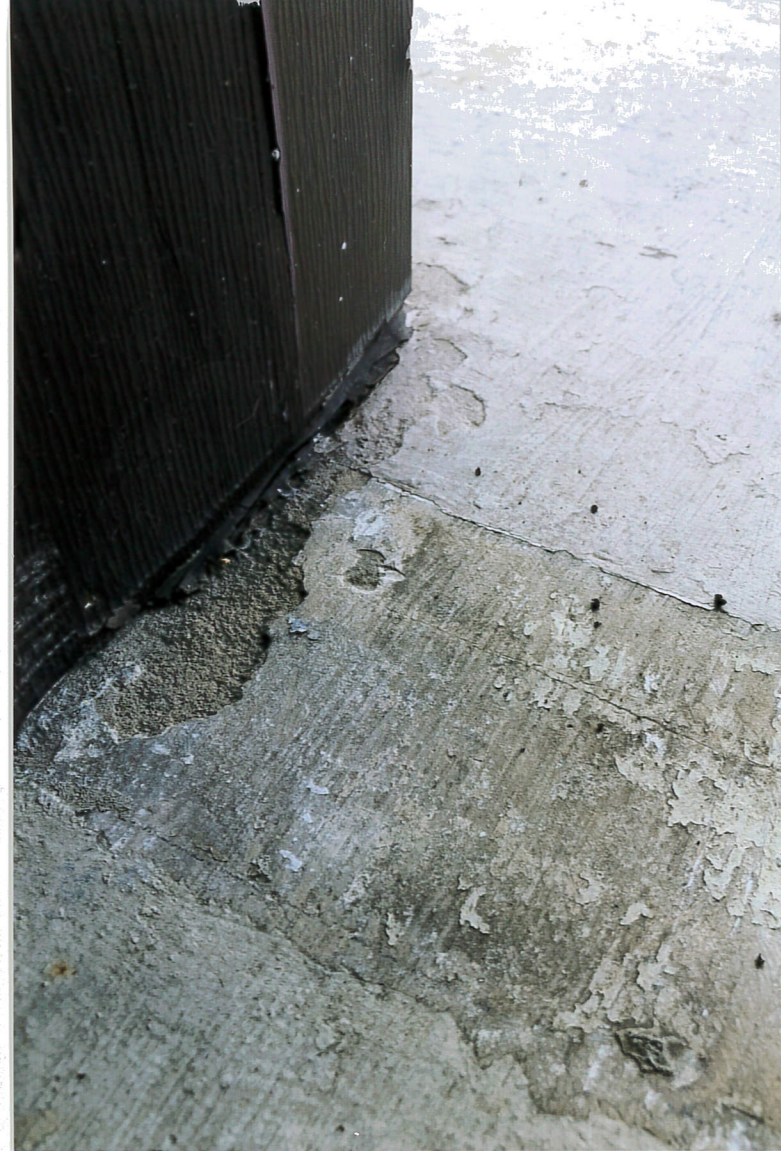
150.00

to sign and return goods must be paid prior to the

1-800-4-A-ART
800-434-6262 • WEB.COM

Thank You















Agenda Item # 2023-1456

Residential Facade Improvement Grant Application - Frank White

MEETING DATE

April 20, 2023

PREPARED BY

Tim Milstead, Planning Director

BACKGROUND

Staff has received an application from Frank and Linda White for a residential facade improvement grant for their home at 5073 Susan Street. This home is located within the Downtown CRA, but outside the Milton Historic District. The request would allow the city to grant funds for the repainting of the upstairs balcony area on the front of the home. The program was approved by the City Council in 2022, and this is the first request received by staff from the applicant for funding from this program.

SUMMARY

The request, if approved, would authorize the expenditure of \$670.54, which is proposed to be matched by the applicant with \$670.55, for a total project amount of \$1,341.09, based upon the lowest sufficient bidder, and the portions of the project that are eligible for funding. This is the least expensive option of the estimates provided by the applicant. All estimates are attached.

RECOMMENDATION

Staff recommends review of the proposed residential facade improvement grant application.

ATTACHMENTS

1. White Residential Facade Grant Application
2. White Facade Grant Pictures

DATE & TIME APPLICATION RECEIVED:

4/6/23

RECEIVED BY:

[Signature]



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

**DEADLINE FOR
APPLICATIONS:**

April 7, 2023

DATE OF APPLICATION: 4-4-2023

PROPERTY OWNER(S): FRANK T. & LINDA R. WHITE

PROPERTY OWNER(S) (IF DIFFERENT): _____

TOTAL AMOUNT REQUESTED (MAXIMUM \$2,000): \$ ~~1500.00~~ 750.00

TOTAL AMOUNT OF MATCH (MINIMUM 100%): \$ 750.00

TOTAL AMOUNT OF PROJECT (ALL ASPECTS): \$ 1500.00

ADDRESS OF PROJECT: 5073 SUSAN STREET

PROJECT NAME: BALCONY PROJECT

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):

FRANK T. & LINDA R WHITE
5073 SUSAN STREET
MILTON FLORIDA 32570

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

Frank T. White
Linda R. White

TELEPHONE # (850) 983-9509 CELL # 850-549-7619 EMAIL White6551@bellsouth.net

For official use only:

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 FRANK T WHITE

Address (for mailing payments)

Street/P.O. Box 5073 SUSAN STREET
City/State/Zip MILTON FLORIDA 32570
Telephone 850-983-9509 Fax _____
EIN/SSN [REDACTED]
Authorized Signature/Title Frank T. White
Date 4-4-2023

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 _____

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)
FRANK T. & LINDA R WHITE

Business name, if different from above

☒ Individual/ ☐ ☐ ☐ CorporationPartnershipOther

Check appropriate box:Sole proprietor

Address (number, street, and apt. or suite no.)
5073 SUSAN STREET

City, state, and ZIP code
MILTON FLORIDA 32570

Requester's name and address (optional)

List account number(s) here (optional)

☒ Exempt from backup withholding

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.

Entity

- -

or

Employer identification number

Part II Certification

Under penalties of perjury, I certify that:

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

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

Sign Here Signature of U.S. person **Frank J. White**

Date **4-4-2023**

Purpose of Form

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

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

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

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

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

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

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

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

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

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



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

Page 2 of 2

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.

FRANK T. WHITE
 Grantee Name (Please Print)
Frank T. White
 Grantee Signature

4-4-2023
 Date

 Property Owner Name (Please Print)

 Property Owner Signature

 Date

 City of Milton (Please Print)

 City Manager Signature

 Date

Customer Quote

Locally Owned and Independently Operated

Linda White
(850) 983-9509

Billing: 5073 Susan st
Milton, FL 32570

Service: 5073 Susan st
Milton, FL 32570

Customer Notes:

- **THE FIVE STAR EXPERIENCE:** Our goal is high-quality results at a fair price, 100% customer satisfaction, and a 5-Star review on every job we deliver! We use only industry-leading paints and highly experienced professional painters to complete the work to your home. Our work is 100% guaranteed and we warranty our workmanship for up to 24 months.
- **LICENSED, BONDED, AND INSURED:** Five Star Painting is your safe choice because we are licensed in Escambia and Santa Rosa Counties, and carry \$1MM-\$2MM liability insurance coverage for your protection and piece of mind.
- **QUOTE:** Your final custom quote and statement of work is outlined below.
- **SCOPE OF WORK:** Surfaces to be painted, approach details, and statement of work is outlined below. We will need at least 2 feet of clearance between vegetation and/or exterior structures, and the surfaces to be painted, prior to the painting start date.
- **FAIR PRICING PHILOSOPHY:** This estimate is based on what we can visually inspect. If we find damage underneath the surface, we notify the Owner and use the Change Order process. We will provide a quote that includes labor and materials, for the Owner to consider. Pricing on this quote is based on the onsite manpower required to complete all of the tasks listed; if any tasks are excluded, pricing on the remaining tasks are likely to change.
- **PAINTS AND COVERAGE:** We use only high-quality and best-value paints by Sherwin Williams (or others brands at your direction). Our goal on every paint project is a full-coverage result to achieve a high quality, excellent hide, and a long-lasting result. We are able to achieve that result through a 1 or 2 coat application process depending on the surfaces being painted, colors selected, coatings used, and application techniques.
- **COLORS:** Final selection of colors and finish is the responsibility of the homeowner. Need help choosing colors? Click here: <https://fivestarpainting.decorist.com/>
- **PAINTING CREW:** An experienced Five Star Painting Crew will be assigned to your project when the scope is finalized and your job is scheduled.
- **PAYMENT TERMS:** Project will be scheduled with a 1/3 down payment. Final Payment is due on the day the job is complete. Progress payments will be requested for jobs lasting longer than 4 days. A 2.5% processing fee will be added to payments made with a credit or debit card.
- **OUR LOWEST PRICE GUARANTEE:** We will meet our competitor's price or gladly refund your deposit provided same scope of work, comparable paints, proof of licensing, and General Liability Insurance.

Not Included: This quote excludes:

- Painting any surface not listed in this quote.
 - Moving services; we ask our customers to move exterior furniture, TVs, stereo systems, computers and any breakable items off or away from the surfaces to be painted, prior to the arrival of our painting crew. Five Star Painting is not responsible for any moving damage of such items.
 - Carpentry and replacement materials. If needed, one of our renovator crews can provide a separate quote for repairs. Their pricing is always reasonable, and we don't mark that up.
- A warranty on paint that was not supplied by Five Star Painting. We guarantee the results only on paint that we supply.

Details

Tape, caulk, covering materials

Power Wash
Power Washing: Remove dirt, mildew, cobwebs and other debris to allow for proper paint adhesion and expose areas needed for scraping.
Labor: \$155.00

Caulking (Lin Ft.)
Caulking: Caulk gaps and cracks to seal and protect against moisture.
Labor: \$50.00

1FL Porch Ceiling
Paint: SW Duration Ext Sat C1 Color 1 Satin (2 Coats)
Color: Sage Green
Labor: \$360.38

2FL Porch Deck
Paint: SW Porch and Floor Enamel Color 1 Satin (2 Coats)
Color: Sage Green
Labor: \$302.50

2FL Porch Ceiling
Paint: SW Duration Ext Sat C1 Color 1 Satin (2 Coats)
Color: Sage Green
Labor: \$300.00

Total
Materials: \$445.00
Labor: \$1,167.88
Subtotal: \$1,612.88
Discount: \$116.79
Total: \$1,496.09
Deposit Required (33%): \$493.71
Payment: \$0.00
Balance Due: \$1,496.09

We propose hereby to furnish material and labor - complete in accordance with above specifications for the sum stated above. Any alteration or deviation from the specification involving extra costs will become an extra charge over and above the quote. All accounts are due and payable upon completion of work as described above. In the event suit is brought, the prevailing party shall recover its attorney fees and costs. Finance

charge of 1.5% per month will be applied on all past due accounts. All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. This proposal may be withdrawn if not accepted within 15 days.

I hereby grant Five Star Painting permission to use my, and my property's, likeness in a photograph, video, or other digital media ("photo") in any and all of its publications, including web-based publications, without payment or other consideration. I understand and agree that all photos will become the property of the Five Star Painting and will not be returned. I hereby hold harmless, release, and forever discharge the Five Star Painting from all claims, demands, and causes of action.

I agree to the payment terms and contract stated above:

Authorization to begin work (Client): _____

Work Completed to satisfaction (Client): _____

Contractor Signature: _____ Date: _____

Customer Focused, Quality Driven™
Visit FiveStarPainting.com/warranty for details on our 2-year warranty.

Find messages, documents, photos or people [Advanced](#)



Home

Compose

Back

 Archive
 Move
 Delete
 Spam



Inbox 9

Unread

Starred

Drafts 12

Sent

Archive

Spam

Trash

Less

Views Show

Folders Hide

+ New Folder

Alignable 89

Amazon Orders,... 30

Community Gard... 7

Drafts

drop-in 9

Etsy 6

FAMU Business 4

FAMU Marching... 44

FAMU NAA EM... 185

Hawthorn Family Her...

Important Mail 103

Investments 5

Kappa

Lin's Marriage 1

OoohLin, L.L.C.

Out West Trip August...

Tony & Whitti 9

TrailBlazers 100

untitled 2

Virtual b'day(Lula) 1

Vistaprint 10

White-Nix Pics



Intuit
www.intuit.com

[Visit site](#)



Estimate 1224 from Lance Lewis
Painting LLC

Yahoo/Inbox



Lance Lewis Painting LLC

To:
white6551@bellsouth.net



Tue, Mar 21 at 6:51 PM

Dear Linda White,

Please review the estimate below. Feel free to contact us if you have any questions.
We look forward to working with you.

Have a great day,
Lance Lewis Painting LLC

----- Estimate -----

P.O. Box 5346
Navarre, FL 32566 US
+1 8502180801

Estimate #: 1224
Date: 03/21/2023
Exp. Date: \$1,517.47

Address:

Linda White
5073 Susan Street
Milton, Florida 32570

Date	Activity	Description	Qty	Rate
03/21/2023	Painting	SPressure wash area to be painted	1	100.00
03/21/2023	Painting	SPaint ceiling	145.38	3.25
03/21/2023	Painting	SPaint deck under ceiling	145.38	3.25
03/21/2023	Painting	SPaint bottom of deck	145.38	3.25

Total:



Lance Lewis Painting LLC

P.O. Box 5346

Navarre, FL 32566 US

+1 8502180801

lewis.lance@mchsi.com

Estimate

ADDRESS

Linda White

5073 Susan Street

Milton, Florida 32570

ESTIMATE # 1224**DATE** 03/21/2023

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Painting Services	Pressure wash area to be painted	1	100.00	100.00
	Painting Services	paint ceiling	145.38	3.25	472.49
	Painting Services	Paint deck under ceiling	145.38	3.25	472.49
	Painting Services	Paint bottom of deck	145.38	3.25	472.49

TOTAL**\$1,517.47**

Accepted By

Accepted Date



Suite Painting & Finishes Llc

Suite Painting & Finishes LLC
850 688 9924
6451 Kennington Circle
Milton, Florida 32570
United States

Prepared For
Linda White
5073 Susan St.
Milton FL. 32570

Proposal Date
03/22/2023

Proposal Number
0036534

The Agreement

This agreement is hereby entered this 22nd day of March, 2023 between Suite Painting & Finishes LLC and Linda White, Owner of the above referenced property, for the described work at said location. By signing this proposal you agree to all terms and the Scope of Work in this proposal.

Terms

Suite Painting & Finishes LLC, a company registered in the State of Florida, L17000197226, does hereby agree to provide the labor and material to complete the described work.

PAYMENT: A non-refundable **25% deposit** is required prior to scheduling your project and balances are due upon completion. Upon receipt of accepted proposal a tentative date will be scheduled for your project. **All deposits must be received prior to scheduling your project.**

Walkthroughs must be completed within one business day of completion of your project. If you are unable to be present for the walkthrough, It is your responsibility to have a representative at the walkthrough with final payment in hand. If you are paying invoices through a rental management company you are authorizing said rental management company to pay all invoices related to this project to include any deposits.

For owners not paying through a rental management company we accept checks and credit cards via Paypal, credit/debit cards have a 3.5% fee that will be applied to the invoice.

Overview

THIS PROPOSAL:

Due to material costs, this quote is guaranteed for 21 days. All work scheduled must be started within 45 days of scheduled date. Any failure of the above will require an updated and accepted quote.

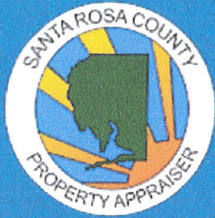
Exterior Balcony Painting: Ceiling of upper side of balcony, Floor of upper balcony, and lower side of balcony

floor.

Pricing

Description	Rate	Qty	Line Total
Exterior Painting Balcony floor, both sides. Ceiling upper balcony	\$1,500.00	1	\$1,500.00
	Subtotal		1,500.00
	Tax		0.00
	Proposal Total (USD)		\$1,500.00

Linda White



Santa Rosa County Property Appraiser

Gregory S. Brown II, CFA



[Home](#) [Search](#) [Map](#)

▼ Parcel Information

Parcel Number	03-1N-28-3370-00600-0011
Situs/Physical Address	5073 SUSAN ST MILTON 32570
Property Usage	SINGLE FAMILY (0100)
Section-Township-Range	03-1N-28
Tax District	MILTON
2020 Millage Rates	0.01467140
Acreage	0.93
Homestead	Y
Brief Legal Description	ENHANCED LIFE EST RESERVED IN:RAILROAD SUB N 1/2 OF LOT 1BLK 6 AS DES IN OR 2905 PG 754& IN OR 2907 PG 750 & IN OR2976 PG 1444 & IN OR 2979 PG821 & THE S 1/2 OF LOT 1 BLK 6AS DES IN OR 3211 PG 652 & ALLAS DES IN OR 3770 PG 1368

▼ Owner Information

Primary Owner

White Frank T & White Linda R
5073 Susan St
Milton, FL 32570

[Apply for Exemptions](#) [Update Mailing Address](#)

▼ Valuation

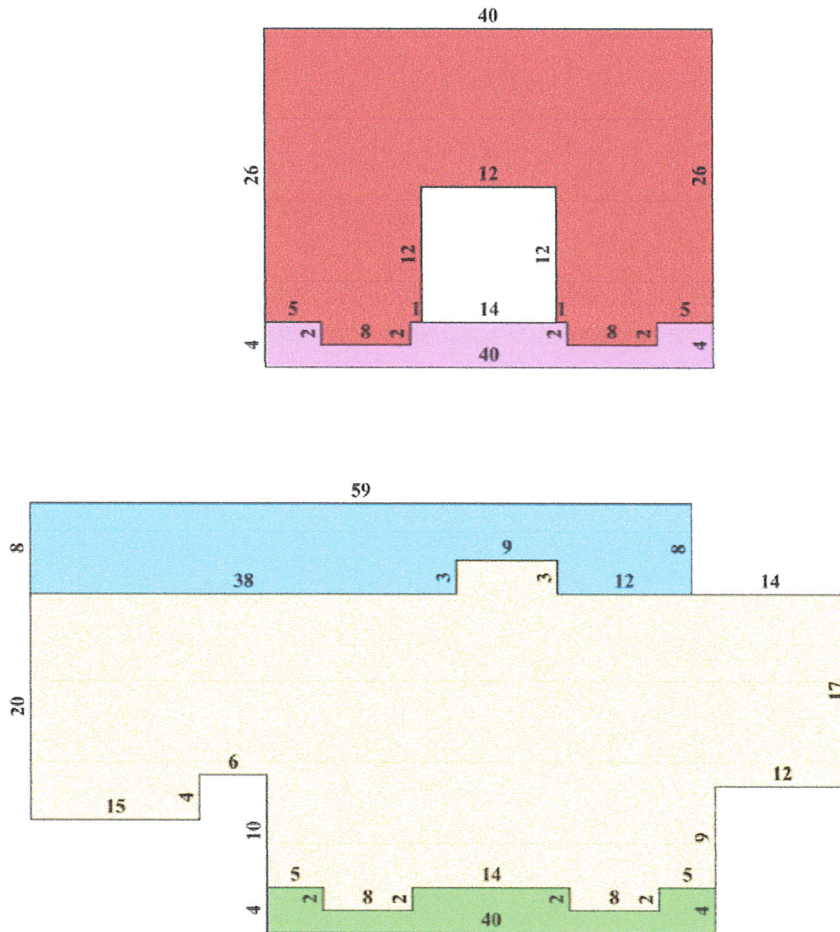
	2020 Certified	2021 Certified	2022 Certified
Building	\$137,530.00	\$150,878.00	\$186,958.00
Extra Feature	\$2,501.00	\$2,501.00	\$2,501.00
Land Value	\$12,764.00	\$12,764.00	\$29,176.00
Land Agricultural Value	\$0.00	\$0.00	\$0.00
Agricultural (Market) Value	\$0.00	\$0.00	\$0.00
Just (Market) Value*	\$152,795.00	\$166,143.00	\$218,635.00
Co. Assessed Value	\$124,446.00	\$126,188.00	\$129,974.00
Exempt Value	\$50,000.00	\$50,000.00	\$50,000.00
Co. Taxable Value	\$74,446.00	\$76,188.00	\$79,974.00

▼ Residential Buildings

Building 1

Type	SINGLE FAM
Total Area	3328
Heated Area	2627.00
Ext Walls	BRICK ; HARDBOARD
Roof Cover	ASPHALT SH
Interior Walls	CUSTOM
Foundation	BLOCK/MASN
Frame	WOOD FRAME
Floor	CARPET
Heat Type	FCD AIR D
A/C Type	CENTRAL
Bathrooms	2.00
Bedrooms	4.00
Stories	2.00
Actual Year Built	1989
Effective Year Built	1989

BAS	BASE AREA	1699	1989
FOP	F OPN PRCH	128	1989
FUS	FIN UP STY	928	1989
OP1	PRCH OPUF1	128	1989
PTO	PATIO	445	1989



▼ Land

Land Code	Description	Zoning	Frontage	Depth	Unit Type	Land Units	Land Value
0100	SFR	R2	97.00	210.00	FF	97.00	\$14,588
0100	SFR	R2	97.00	210.00	FF	97.00	\$14,588

▼ Extra Features

Description	Number of Items	Units	Year	Extra Feature Value
FIREPLACE	1.00	1.00 UT	1989	\$0
SHED	1.00	1.00 UT	2006	\$0
CARPORT	1.00	1.00 UT	2019	\$0

▼ Sales

Multi-Parcel Sale	Sale Date	Sale Price	Instrument 	Book / Page	Qualification	Vacant or Improved	Grantor	Grantee
N	09/13/2018	\$100	QD	3770 / 1368	U	I	WHITE FRANK & LINDA	WHITE FRANK T & WHITE LINDA R
N	01/25/2013	\$100	WD	3211 / 652	U	V	PHILPOT GEORGIA & WHITE LINDA	WHITE FRANK & LINDA
N	04/29/2010	\$23,100	QD	2976 / 1444	U	I	WHITE LINDA ROBERTS & FRANK E	WHITE LINDA & FRANK
N	09/25/2009	\$20,000	QD	2979 / 821	U	I	PHILPOT GEORGIA MAE	WHITE LINDA & FRANK
N	05/29/2009	\$100	PB	2905 / 754	U	I	ROBERTS SILVER NELL ESTATE	SEE NOTE FOR NEW OWNERS
N	05/12/2009	\$1,000	QD	2907 / 750	U	I	ROBERTS GREGORY (HIS 1/12 INT	WHITE LINDA & FRANK
N	03/29/1984	\$100	WD	679 / 650	U	V	ROBERTS EDWARD & OPHELIA	ROBERTS SILVER NELL
N	05/15/1981	\$100	WD	978 / 302	U	V	ROBERTS EDWARD & OPHELIA	ROBERTS SILVER

▼ Map



The Santa Rosa County Property Appraiser and staff are constantly working to provide and publish the most current and accurate information possible. No warranties, expressed or implied are provided for the data herein, its use, or its interpretation. The current assessed values as viewed herein are 2022 Certified Values; the data elements are current as of October 31, 2022. Again, use

must remember that the primary use of the assessment data contained herein is for general public information. No responsibility or liability is assumed for inaccuracies or errors.

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Developed by:



Santa Rosa County
Property Appraiser



CEILING } THIS
FLOOR } COLOR

UNDERNEATH } WHITE

FIVE STAR
PAINTING
WILL DO THE
JOB











Agenda Item # 2023-1457

Residential Facade Improvement Grant Application - Warren Gilmore

MEETING DATE

April 20, 2023

PREPARED BY

Tim Milstead, Planning Director

BACKGROUND

Staff has received an application from Warren Gilmore for a residential facade improvement grant for his home at 5166 Dr. Martin Luther King Jr. Drive. This home is located within the Downtown CRA, but outside the Milton Historic District. The request would allow the city to grant funds for the replacement of the roof of the home.

The program was approved by the City Council in 2022, and this is the first request received by staff from the applicant for funding from this program.

SUMMARY

The request, if approved, would authorize the expenditure of \$2,000.00, which is proposed to be matched by the applicant with \$11,860.00, for a total project amount of \$13,860.00, based upon the lowest sufficient bidder, and the portions of the project that are eligible for funding. This is the least expensive option of the estimates provided by the applicant. All estimates are attached.

RECOMMENDATION

Staff recommends review of the proposed residential facade improvement grant application.

ATTACHMENTS

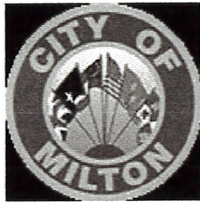
1. Gilmore Residential Facade Grant Application
2. Gilmore Roof 1
3. Gilmore Roof 2
4. Gilmore Roof 3

DATE & TIME APPLICATION RECEIVED:

4/7/23

RECEIVED BY:

[Signature]



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

**DEADLINE FOR
APPLICATIONS:**

April 7, 2023

DATE OF APPLICATION: 4-6-2023

PROPERTY OWNER(S): Warren Gilmore

PROPERTY OWNER(S) (IF DIFFERENT): _____

TOTAL AMOUNT REQUESTED (MAXIMUM \$2,000): \$ 2,000.00

TOTAL AMOUNT OF MATCH (MINIMUM 100%): \$ 2,000.00

TOTAL AMOUNT OF PROJECT (ALL ASPECTS): \$ 13,860.00

ADDRESS OF PROJECT: 5166 Dr. Martin Luther King Jr. Drive, Milton, FL 32570

PROJECT NAME: Re-Roof of Residence.

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):

Warren P. Gilmore
P.O. Box 3538
Milton, FL 32572

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

[Signature]

TELEPHONE # (850) _____ CELL # 850-748-8821 EMAIL gilmore295522@bellsouth.net

For official use only:



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

Page 2 of 2

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.

Warren P. Gilmore

Grantee Name (Please Print)

Warren P. Gilmore

Grantee Signature

4-6-2023

Date

Warren P. Gilmore

Property Owner Name (Please Print)

Warren P. Gilmore

Property Owner Signature

4-6-2023

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.

Name (as shown on your income tax return)
Warren P. Gilmore

Business name, if different from above

☒ Individual/ ☐ Corporation ☐ Partnership ☐ Other

☐ Exempt from backup withholding

Check appropriate box: Sole proprietor

Address (number, street, and apt. or suite no.)
P.O. Box 3538

City, state, and ZIP code
Milton, FL 32572

Requester's name and address (optional)

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.

SSN

OR

Employer identification number

Part II Certification

Under penalties of perjury, I certify that:

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

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

Sign Here **Signature of U.S. person** *Warren P. Gilmore* **Date** *4/6/2023*

Purpose of Form

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

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

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

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

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

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

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

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

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

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

VENDOR/PAYEE
TAXPAYER'S IDENTIFICATION NUMBER/ENTITY TYPE

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

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

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

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

Company/Individual's

Name Warren P. Gilmore

Address (for mailing payments)

Street/P.O. Box 5166 Dr. Martin Luther King Jr. Drive

City/State/Zip Milton, FL 32570

Telephone 850-748-8821 Fax _____

EIN/SSN [REDACTED]

Authorized Signature/Title _____

Date 4-6-2023

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 _____



Jacob Hill Roofing LLC

ESTIMATE

Warren Gilmore
5166 Doctor M.L.K. Jr Dr
Milton, FL, 32570-1803
US

Date created: 2023-04-05 10:32 AM
License #: RC0034968

Description - Work to be Completed

Total

Underlayment Decking 4 rolls for meeting building code

Replace damaged wood for decking (4 sheets) \$25x 4

Subtotal \$12,743.99

Taxes \$981.72

Discounts **-\$200.00**

Total \$13,525.71



PO Box 4577
Milton, Florida, FL, 32572
US



jacob.hill.roofingllc@gmail.com
www.JacobHillRoofingllc.com



850-529-0547



Jacob Hill Roofing LLC

ESTIMATE

Warren Gilmore
5166 Doctor M.L.K. Jr Dr
Milton, FL, 32570-1803
US

Date created: 2023-04-05 10:32 AM
License #: RC0034968

Description - Work to be Completed

Total

Install WinterGuard Ice & Water shield

Install Shadow Ridge hip & ridge cap

Install SwiftStart starter strip at roof perimeter

Nail Shingles to decking with coil nails

Install CertainTeed Landmark Pro shingles

Replace universal rubber zip boot

Seasonal Discount

To Collect and Remove Debris

Caulk needed areas on the roof

Labor cost for ridge, valley and wood work

Labor for All other work

Fee to deliver materials from supplier/warehouse



PO Box 4577
Milton, Florida, FL, 32572
US



jacob.hill.roofingllc@gmail.com
www.JacobHillRoofingllc.com



850-529-0547

Terry Sowell Roofing Co.

6618 MUNSON HWY.
MILTON, FL 32570
994-9611

ESTABLISHED 1960

ESTIMATE & AGREEMENT

DATE: MARCH 31, 2023

To WARREN GILMORE
5166 DR. MARTIN LUTHER KING JR. DR.
MILTON, FL 32570

BID: We hereby propose to furnish material and labor to complete the work outlined herein for the sum of:

(\$ 13,860.00) Payment to be made as follows
IN FULL UPON COMPLETION

We hereby submit specifications and bid for:

REROOFING OF RESIDENCE LOCATED AT 5166 DR. MARTIN LUTHER KING JR. DR. IN MILTON, FL.

REMOVE EXISTING SHINGLE ROOF TO SMOOTH SURFACE FOR REROOFING.

AS PER BUILDING CODE, ROOF DECKING AND FASTENERS SHALL BE STRENGTHENED AND CORRECTED AND TWO LAYERS OF NEW SYNTHETIC UNDERLAYMENT FELT WILL BE FURNISHED AND INSTALLED ACCORDING TO SPECIFIED NAIL PATTERNS.

FURNISH AND INSTALL NEW PREPAINTED EAVE METAL. COLOR SELECTION: _____

FURNISH AND INSTALL NEW ROOF VENT COVERS.

FURNISH AND INSTALL NEW 25 YEAR 3-TAB FUNGUS RESISTANT CLASS A FIBERGLASS SHINGLES BACK TO ENTIRE SLOPE SECTION, SEALING THE FIRST COURSE WITH PLASTIC CEMENT AS PER CODE.

COLOR SELECTION: _____

REMOVE EXISTING FLAT ROOF TO SMOOTH SURFACE FOR REROOFING.

FURNISH AND INSTALL ONE LAYER OF FIBERGLASS BASE FELT OVER SMOOTH SURFACE.

FURNISH AND INSTALL GRANULAR MODIFIED BITUMEN ROOF SYSTEM OVER BASE FELT.

FURNISH AND INSTALL NEW PREPAINTED METAL EDGING.

REMOVE ALL DEBRIS FROM PREMISES RESULTING FROM THIS REROOFING.

THIS ROOF CARRIES A FIVE YEAR WORKMANSHIP WARRANTY, A TEN YEAR LIMITED MATERIAL WARRANTY ON MODIFIED BITUMEN ROOF SYSTEM AND A 25 YEAR LIMITED MATERIAL WARRANTY ON SHINGLES.

NOTE: WOOD REPLACEMENT, IF ANY NECESSARY, WILL BE AT AN ADDITIONAL COST OF MATERIALS AND LABOR FOR INSTALLING.

NOTE: SIGN HERE FOR OWNER APPROVAL
UPON OWNERS APPROVAL, LIFETIME DIMENSIONAL SHINGLES CAN BE INSTALLED FOR AN ADDITIONAL CHARGE OF \$ 722.00 ADDED TO THE ABOVE CONTRACT PRICE.

NOTE: SIGN HERE FOR OWNER APPROVAL:
UPON OWNERS APPROVAL, PEEL AND STICK ROOFING CAN BE APPLIED TO ENTIRE ROOF SURFACE FOR AN ADDITIONAL CHARGE OF \$ 810.00 ADDED TO THE ABOVE CONTRACT PRICE. * (THIS IS AN ICE AND WATER SHIELD/SECONDARY WATER BARRIER.)

CUSTOMER INITIAL _____ ACKNOWLEDGEMENT THAT YOU HAVE READ AND UNDERSTAND THE BELOW STATEMENT
NOTE: IF YOU HAVE A SATELLITE DISH DIRECTLY MOUNTED TO YOUR ROOF DECK WE WILL REMOVE IT DURING ROOFING AND HOMEOWNER WILL BE RESPONSIBLE FOR REINSTALLATION TO FASCIA OR POLE. PLEASE CONTACT YOUR CABLE PROVIDER PRIOR TO REROOF COMMENCEMENT. TERRY SOWELL ROOFING WILL NOT BE LIABLE IN ANY EVENT DURING THE REROOFING (OR ROOF REPAIR) PROCESS FOR DAMAGES CAUSED BY FAILURE OF ROOF DECK, FAULTY SKYLIGHTS, THIS INCLUDES EXTERIOR SIDEWALK OR DRIVEWAY SURFACES. NOR WILL IT BE HELD LIABLE FOR DAMAGE CAUSED TO INTERIOR WALLS, CEILING OR ITEMS (MIRRORS, PICTURES, COLLECTIBLES, ETC.) THAT MAY BE SECURED TO WALLS.

CONTRACTOR'S GUARANTEE

We guarantee all material used in this contract to be as specified above and the entire job to be done in a neat, workmanlike manner. Any variations from plan or alterations requiring extra labor or material will be performed only upon written order and billed in addition to the sum covered by this contract. Agreements made with our workmen are not recognized.

ACCEPTANCE OF BID

The above specifications, terms and contract are satisfactory, and (I) (we) hereby authorize the performance of this work.

Date

Signed

Date
3-31-23

Signed

Terry Sowell

THIS CONTRACT IS VOID 30 DAYS FROM DATE UNLESS PINK COPY IS SIGNED AND RETURNED TO BIDDER

WE COMPLY WITH ALL WORKMAN'S COMPENSATION & PROPERTY DAMAGE LIABILITY INSURANCE LAWS. Page 127 of 149



Thank you for choosing
Sowell Roofing, Inc

ROOFING ESTIMATE

P.O. BOX 3821
MILTON, FLORIDA 32572

CERTIFIED ROOFING CONTRACTOR
FL LIC #: CCC1333549
NUMBER1ROOFMAN@GMAIL.COM

*This Roof Includes A 5-Year Workmanship Warranty
And A 30-Year Manufacturer's Shingles Warranty*

NAME: Annie Gilmore DATE: 04/05/2023
PHONE: (850) 748-8822 EMAIL: agilmore5166@bellsouth.net
ADDRESS: 5166 Dr. Martin Luther King Jr Dr, Milton, Florida, 32572

WE WILL BE GLAD TO PROVIDE THE FOLLOWING REROOFING SERVICES FOR MAIN SHINGLE HOUSE AND LOW-SLOPE PATIO

- Furnish all labor, materials, and necessary permits
- Remove existing roof to decking
- Renail all decking to bring it up to new FL code
- Install one layer self-adhered ice and water shield in all valleys
- Install 2 layers of synthetic felt underlayment
- Replace all plumbing pipe boots
- Install new limited lifetime 30 year dimensional shingles to main home
- Install new ridge vents
- Replace 750 stove vent, if applicable
- Install new drip edge
- Remove all trash and debris resulting from the job
- Price includes magnetic sweeping and dump fees
- We will remove satellite dishes to install new roof - Dish can be discarded but cannot be reinstalled/recalibrated
- We will provide the passed inspection report from the County and pictures of the job upon completion

TOTAL COST: \$ 12,900

NOTE: Any unsound decking or damaged wood must be replaced in order to comply with FL Building Codes.

Wood/Decking will be assessed upon removal of shingles and will be replaced at the additional costs:

\$ 75 per 4 x 8 plywood sheet

\$9.00 per 1x4 linear feet (LF), \$8.50 per 1x6 LF, \$9.50 per 2x4 LF, \$6 per flashing LF

**Please be aware: *The prices quoted in this estimate are only guaranteed for 30 days
due to regular price increases from our shingles manufacturers***

termination.

Tim Sowell
04/05/2023

Signature Date









Agenda Item # 2023-1443

National Navy League Convention

MEETING DATE

April 20, 2023

PREPARED BY

Tony Tindell, Police Chief

BACKGROUND

The Navy League National Convention will be held in Dallas, Texas from June 7 - 11, 2023. Captain Mike Cline is currently serving as the Vice-President of the Santa Rosa County Navy League. The leadership training at this convention will prepare him to lead our local Navy League organization and foster our relationship with NAS Whiting Field leadership. He has applied for a scholarship that will pay for registration and hotel fees. The cost to attend this conference is \$210 per diem plus fuel. This amount is approved in the current budget.

SUMMARY

Staff recommends approval to send Capt. Mike Cline to the Navy League National Convention in Dallas, Texas on June 7 - 11, 2023.

RECOMMENDATION

Staff recommends approval.

ATTACHMENTS

1. Navy League National Convention



NAVY LEAGUE OF
THE UNITED STATES
CITIZENS IN SUPPORT OF SEA SERVICES



See you in Dallas!

The Navy League National Convention 2023 is coming up this summer in Dallas Texas.

A preliminary schedule of our [sessions](#) is below.

[Book your hotel group rate for Navy League National Convention](#)

If you have any additional questions regarding the schedule, please contact [Senior Vice President of Field Operations Jerry Saunders](#)



Hi there! My name is Nate, the Navy League chatbot.

[Register for National Convention](#)

Activities and Attractions!





Sessions

Updated: February 1, 4:32 p.m.

*Council Leadership Track

Wednesday, June 7

Time	Event	Ballroom	Documents
10:00a.m.-5:00 p.m.	Hospitality	Garden Court I	
10:00a.m.-5:00 p.m.	Registration	Garden Court I	
1:30p.m.-2:30p.m.	Investment Committee Meeting (CLOSED)	Le Gala	

Thursday, June 8



NAVY LEAGUE OF THE UNITED STATES

CITIZENS IN SUPPORT OF SEA SERVICES

7:30a.m.-1 0:30a.m.	Council Leadership Breakfast/Roundtable*	Mayfair
8:00a.m.-1 0:30a.m.	Executive Committee Meeting with Breakfast (CLOSED)	Le Gala
8:00a.m.-1 0:30a.m.	Breakfast on your own	On Own
10:45a.m.- 11:45a.m.	Council Leadership & Strategic Planning*	Bel Air I-III
12:00a.m.- 1:45p.m.	Hall of Fame/Council Awards Luncheon*	Malachite Showroom
2:00p.m.-3: 30p.m.	Maritime Policy Update/Legislative Affairs Training*	Bel Air I-VI
4:00p.m.-5: 00p.m.	Fireside Chat with National President & CEO*	Malachite Showroom
5:00p.m.-7: 00p.m.	Welcome Aboard Reception*	Gazebo Court (Rain backup-Le Gala)

Friday, June 9

Time	Event	Ballroom	Docu ments
7:00a.m.-5: 00p.m.	Hospitality	Garden Court I	
7:30a.m.-5: 00p.m.	Registration	Garden Court I	
7:45a.m.-9: 15a.m.	Sea Service Senior Enlisted Leadership Breakfast*	Garden Court III	



NAVY LEAGUE OF
THE UNITED STATES

CITIZENS IN SUPPORT OF SEA SERVICES

0:15a.m.	(CLOSED)	Showroom
10:30a.m.- 11:30a.m.	Foundation Board Meeting (CLOSED)	Malachite Showroom
10:45a.m.- 12:00p.m.	Sea Services Update*	Garden Court III
12:15p.m.- 2:00p.m.	Sea Service Awards Luncheon*	Malachite Showroom
2:30p.m.-5: 00p.m.	Nominating Committee (CLOSED)	Le Gala
2:15p.m.-3: 15p.m.	Ship Commission/Unit Adoption Presentation*	Bel Air IV- VI
3:15p.m.-4: 30p.m.	Social Media Training*	Bel Air I-III

Saturday, June 10

Time	Event	Ballroom	Documents
7:00a.m.-4:30p.m.	Hospitality	Garden Court I	
7:00a.m.-2:00p.m.	Registration	Garden Court I	
7:00a.m.-8:30a.m.	Region President Committee Meeting Breakfast (CLOSED)	Le Gala	
7:30a.m.-9:00a.m.	Breakfast on your own (members not in attendance of RP breakfast)	On Own	



NAVY LEAGUE OF
THE UNITED STATES

CITIZENS IN SUPPORT OF SEA SERVICES

1:45p.m.-3:15p.m.	Annual Meeting of Members*	Malachite Showroom
3:30p.m.-4:30p.m.	Delegates Meeting	Malachite Showroom
4:45p.m.-5:00p.m.	Board of Directors Portrait	Le Gala
5:30p.m.-6:30p.m.	President's Circle Reception (Invite only)	Mayfair
6:00p.m.-7:00p.m.	National President Reception*	Garden Court II
7:00p.m.-9:30p.m.	National President's Farewell Dinner*	Garden Court III

Sunday, June 11

Time	Event	Ballroom	Documents
8:00a.m.-9:00a.m.	Breakfast on your own	On Own	
9:15a.m.-10:15a.m.	New Board of Directors Meeting	Malachite Showroom	
10:30a.m.-11:30a.m.	Board of Directors Training	Malachite Showroom	
7:00a.m.-5:00p.m.	USNSCC Board Meeting	Bel Air I-VI	



General Rules and Procedures for Meetings

MEETING DATE	PREPARED BY
April 20, 2023	Mayor's Office Heather Lindsay, Mayor

Meeting Procedures

The City of Milton encourages all citizens to participate in the public meeting process by sharing their ideas and concerns with their elected officials.

- ❖ At the beginning of their presentations or public input, all speakers should state their names and addresses for the record. Speakers should address all comments to the Mayor or chairperson.
- ❖ Anyone who wishes to speak in response to an **item on the agenda** will be recognized by the Mayor or chairperson during that item discussion. Speakers are asked to be concise and to refrain from redundancy with other speakers. Time limits apply.
- ❖ Lengthy comments may be submitted via a public input form, which is accessible to the Mayor, City Council, and City Manager and available as a public record.
- ❖ As permitted by ordinance, the Mayor or chairperson may limit the number of speakers on the same topic or require them to select a representative speaker who will then be given an opportunity to speak **one time** for a period of no longer than 15 minutes.
- ❖ To request to be added as an invited speaker, contact the mayor directly by email at hlindsay@miltonfl.org; alternatively, contact the City Clerk to submit your request.
- ❖ If you are added to the agenda as an invited speaker, and you wish to present electronic media, you are **required** to submit the material to the City Manager's or City Clerk's office no later than one week before the scheduled meeting for review and submission to the IT Department for preparation. Electronic presentations may not exceed 15 minutes unless the Mayor or chairperson has approved the length in advance of the meeting. Written materials are suggested to be submitted to the City Manager's or City Clerk's office no later than one week before the scheduled meeting for review. Written materials may not be distributed without first submitting them to the City Clerk.
- ❖ Anyone who wishes to distribute written materials at a meeting is expected to hand the materials to the City Clerk for immediate determination of whether or not the materials are appropriate for distribution.
- ❖ All speakers, materials, and presentations should be tasteful and truthful. Derogatory statements against staff are not in order. Complaints may be submitted individually to council members or to the Mayor, via the public input form, or to the Commission on Ethics.
- ❖ All in attendance in the chamber are expected to maintain decorum; speakers should maintain dignity and respect and be accorded dignity and respect by all in attendance. It follows that all in attendance should refrain from clapping, distracting noises and movements, and commenting when not recognized to speak.

Sec. 2-32. Meetings.

(a) *Conduct of meetings; agenda.*

- (1) An agenda will be prepared and published for each meeting of the city council.
- (2) Speaking on items on the agenda.
 - a. *Consent agenda items.* These are items which the council does not need to discuss individually and are voted on as a group. Any councilman, who wishes to discuss any individual item on the consent agenda, may request the mayor to pull such item from the consent agenda. Those items pulled will be discussed and voted upon individually.
 - b. *Regular agenda items.* These are items which the council will discuss individually in the order listed on the agenda.
 - c. *Public hearing/meeting items.* The city schedules public hearings/meetings to obtain input from the public on the designated topic. ~~This portion of the agenda is generally scheduled for 5:00 p.m.~~ The chair will permit any person to be heard on the scheduled topic during this portion of the meeting.
- (3) Speaking on subjects not on the agenda. any resident may address the council on any item not already on the agenda pertaining to city business during the "persons to appear" portion of the agenda. Persons wishing to speak must sign in with the city clerk before these times.

(b) *Procedures governing opportunity of the public to be heard.* The members of the public will be given a reasonable opportunity to be heard on a proposition before the council:

- (1) *Time.* Each individual may be heard for up to three minutes subject to limits set forth below.
- (2) *Representatives.* Any group in excess of five members may select a representative or representatives to present the position of the group.
- (3) *Forms.* The council will provide a form which will allow an individual to inform the council of a desire to be heard, to indicate support, opposition, or neutrality on a proposition, and to designate a representative to speak for the individual if they so choose.
- (4) *Comment limited.* Public comment on a proposition will be allowed for 15 minutes per side, to a maximum of 30 minutes per proposition.
- (5) *Decorum.* The mayor, as parliamentarian and chairperson, is responsible to ensure decorum is observed during meetings of the city council and, consistent with the Charter, is authorized to implement procedures to ensure meetings are decent and in order.

(c) *Special or exceptional circumstances.* The guidelines set forth herein are intended to be regularly observed. In special or exceptional circumstances the chair may vary the procedures as necessary or appropriate to accomplish the business of the council while allowing the public a reasonable right to be heard.

(Ord. No. 1393-13 , §§ II—IV, 9-10-2013)

CITY OF MILTON POLICY

Title: General Rules and Procedures for City Council Meetings	Page: 2	Policy Number: 1.5
Effective Date:	Revised Date: July 5, 2011	Next Review Date: July 5, 2013
Approved by Council:		
Legal Review:		

WHO MAY SPEAK

Meetings of the City Council are open to the public. They are not, however, public forums. Any resident who wishes to address the Council, on any subject within the scope of the Council's authority, may do so, providing it is accomplished in an orderly manner and in accordance with the procedures outlined below.

SPEAKING ON ITEMS ON THE AGENDA

- **Consent Agenda Items.** These are items which the Council does not need to discuss individually and are voted on as a group. Any Councilman, who wishes to discuss any individual item on the consent agenda, may request the Mayor to pull such item from the consent agenda. Those items pulled will be discussed and voted upon individually.
- **Regular Agenda Items.** These are items which the Council will discuss individually in the order listed on the agenda. The chair, at its discretion, may permit any person to be heard on an item at a non-public hearing.
- **Public Hearing/Meeting Items.** The City schedules Public Hearings/Meetings to obtain input from the public on the designated topic. This portion of the agenda is generally scheduled for 5:00 pm. The chair will permit any person to be heard on the scheduled topic during this portion of the meeting.

SPEAKING ON SUBJECTS NOT ON THE AGENDA

Any resident may address the Council on any item not already on the agenda pertaining to City business during the "Persons to Appear" portion of the agenda. Persons wishing to speak must sign in with the City Clerk before these times.

ADDRESSING THE COUNCIL, MANNER, TIME

At the discretion of the Mayor or presiding officer, the length of time each individual may speak may be limited in the interest of maintaining order and to conduct the business at hand. All comments or questions of the public are to be directed to the Mayor or presiding officer only. There shall be no cross conversations or questions of any other persons.

Citizens wishing to be heard shall raise their hands until acknowledged by the Mayor. Once acknowledged, citizens shall come forward, state their name and address and address the Council.

DECORUM

Members of the audience shall maintain proper decorum during the meeting. If proper decorum is not maintained, the Mayor or presiding officer, at his discretion, may take corrective action up to recessing or adjourning the meeting.

City of Milton is committed to Americans with Disabilities Act by making our programs and information accessible to all people.

Approved by: _____

City Manager

Date: _____

10/12/11



Agenda Item # 2023-1331

City of Milton Social Media Policy

MEETING DATE

April 20, 2023

PREPARED BY

Heather Lindsay, Mayor

BACKGROUND

Mayor Heather Lindsay would like to propose adding language that would allow the policy to include all people who represent the City of Milton, to include all employees, elected and appointed officials, as our conduct on social media reflects upon our city.

SUMMARY

As the Home of NAS Whiting Field and the city 'Where Good Living Flows', Milton's values include civility, honor and respect for all people, which should include how we conduct ourselves on social media.

RECOMMENDATION

Council direction.

ATTACHMENTS

1. 1.8 Social Networking Policy - rev
2. 1.8 Social Networking Policy

CITY OF MILTON POLICY

Title: Social Networking Policy	Page:	Policy Number: 1.8
Effective Date: 6/01/2015	Revised Date: <u>4/13/2023</u>	Next Review Date: 6/01/2017
Approved by Council: <u>5/21/15</u>		
Legal Review: <u>5/20/15</u>		

The City of Milton takes no position on your decision to start or maintain a blog or participate in other social networking activities. However, it is the right and duty of the City to protect itself. The City of Milton's social networking policy includes rules and guidelines for City-authorized social networking and personal social networking and applies to all elected officials, executive officers, board/committee members, management and staff.

General Provisions

Blogging or other forms of social media or technology include but are not limited to video or wiki postings, sites such as Facebook and Twitter, chat rooms, personal blogs or other similar forms of online journals, diaries or personal newsletters not affiliated with the City of Milton.

Unless specifically instructed, employees are not authorized to speak and are therefore restricted from speaking on behalf of the City of Milton. Employees are expected to protect the privacy of the City of Milton and its employees are prohibited from disclosing personal employee and non-employee information and any other nonpublic information to which employees have access. Such information includes but is not limited to customer information, financial information and plans.

Employee Monitoring

Employees are cautioned that they should have no expectation of privacy while using the Internet. Your postings can be reviewed by anyone, including the City of Milton. The City of Milton reserves the right to monitor comments or discussions about the City and its employees, posted on the Internet by anyone, including employees and non-employees. The City of Milton uses blog-search tools and software to monitor forums such as blogs and other types of personal journals, diaries, personal and business discussion forums, and social networking sites.

Employees are cautioned that they should have no expectation of privacy while using City equipment or facilities for any purpose, including authorized blogging.

The City of Milton reserves the right to use content management tools to monitor, review or block content on City blogs that violate company blogging rules and guidelines.

Appropriate ~~Employee~~ Use of Social Media

- Consistent with the City's policies on use of the City's telephone and email systems, incidental and occasional personal use of social media is permitted during work hours provided it is very limited in duration and does not have a detrimental effect on employee productivity.
- City resources, work time, social media tools, and a City employee's official position shall not be used for personal profit or business interests or to participate in political activity. For example, a

building inspector may not use the City's logo (or its likeness), email, or work time to promote a side business as a plumber.

- Personal or business venture social media account names shall not be tied to the City. For example, CityofMiltonCop would not be appropriate personal account name.
- If commenting on City business, employees should use a disclaimer which establishes that their comments represent their own opinions and do not represent those of the City of Milton; officials should avoid presenting their personal views as those of the City as a whole.
- Employees may not attribute personal statements or opinions to the City when engaging in private blogging or postings on social media sites.
- Employees, City contract employees, and City volunteers shall not use their City email account or password in conjunction with a personal social networking site.
- City elected officials, employees, appointed officials, contract employees for the City, and City volunteers shall not post images, files, or text depicting City property, equipment, or personnel in any manner that would adversely affect the reputation of the City or a City department.

The following Guidelines Apply to Personal Communications Using Various Forms of Social Media

- Use common sense when using social media sites. Remember that what you write is public, may be public for a long time, and may spread to large audiences. Refrain from posting information that you would not want your supervisor or other employees to read or that you would be embarrassed to see in the newspaper or on television.
- The City expects its employees to be truthful, courteous, and respectful toward supervisors, co-workers, citizens, customers, and other persons associated with the City. Employees shall not engage in name-calling or personal attacks or other such demeaning behavior.
- Protect your privacy, the privacy of citizens, and the information the City holds. Follow all privacy protection laws, i.e., HIPAA, and protect sensitive and confidential City information.
- Do not use ethnic slurs, profanity, personal insults, or engage in any conduct that would not be acceptable in the City's workplace. Avoid comments or topics that may be considered objectionable or inflammatory.
- Employees cannot use blogs or social networking sites to harass, threaten, discriminate against or disparage employees or anyone associated with or doing business with the City of Milton.
- Elected and appointed officials, to uphold the values of the City of Milton as expressed in this policy, shall endeavor to meet these standards.

Reporting Violations

The City of Milton requests and strongly urges employees to report any violations or possible or perceived violations to supervisors, managers, or the HR Department. Violations could include discussions of the City of Milton and its employees and clients as described above. Violations also include any discussion of proprietary information and any unlawful activity related to blogging or social networking.

Discipline for Violations

The City of Milton investigates and responds to all reports of violations of the social networking policy and other related policies. Violation of the company's social networking policy may result in disciplinary action up to and including immediate termination. The City of Milton reserves the right to take legal action where necessary against employees who engage in prohibited or unlawful conduct. To the extent an elected or appointed official is accused of violating the standards expressed within this policy, the

mayor and city council shall determine the validity of the complaint and the action, if any, to be taken with regard to the complaint.

Approved by: _____ Date: _____
City Manager

CITY OF MILTON POLICY

Title: Social Networking Policy	Page:	Policy Number: 1.8
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Approved by: _____


City Manager

Date: _____

