



## **EXECUTIVE COMMITTEE MEETING**

### **Regular Meeting Agenda**

February 6, 2023  
5:30 PM  
6738 Dixon Street  
Milton, FL 32570

- 1. Open Meeting**
- 2. Invocation**

Pastor Nicole Jackson,  
Bearing Fruit Community Church
- 3. Pledge of Allegiance**
- 4. Approval of Agenda**

Recommendation for additional items from the staff.  
Recommendation for additional items from the Council.
- 5. Persons to Appear**
- 6. Awards, Proclamations & Recognitions**

Black History Month Proclamation
- 7. Ordinances & Resolutions**

Item # 2023-1130  
Police Officers Pension Trust Fund Draft Ordinance  
Item # 2023-1134  
Smoking Ban Draft Ordinance  
Item # 2023-1158  
Resolution for Budget Adjustment - Transfer Switch  
Item # 2023-1168  
Resolution for Budget Adjustment - East Milton WW Project
- 8. Agenda Items**

Item # 2023-1151  
SEPA - Reimagine Milton  
Item # 2023-1171  
SEPA - Milton Farmers Market  
Item # 2023-1182  
SEPA - 90th Birthday Parade for Ruth Jones  
Item # 2023-1185  
Sound, Lighting & Stage Bid(s)  
FY2024 Budget Calendar
- 9. Finance, Planning Board**

Councilman Michael Cusack
- 10. Administration, Emerald Coast Regional Council**

Councilwoman Marilynn Farrow

Item # 2023-1149

Purchase of a CNG Side-Loader Garbage Truck

Item # 2023-1148

Purchase of a 2023 Ford F-250 for Water/Sewer Department

Item # 2023-1173

Purchase 2023 Ford F-150 4x2 - one for Street Department & one for Gas Department

Item # 2023-1152

Bid Opening for CDBG Admin Services-Broad St, Quinn St & Okaloosa St

Item # 2023-1145

City of Milton Board Vacancies

Item # 2023-1183

Purchasing Policy Change

Government Mission & Milton's Vision Meeting Report

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

Councilman Gavin Hawthorne

Item # 2023-1144

Open Container Ordinance Review

**12. LEAP**

Councilman Jason Vance

**13. Board of Adjustments**

Councilman Matthew Jarrett

**14. Historic Preservation Board, Transportation Planning Organization**

Councilwoman Roxanne Meiss

**15. Growth, Development & Annexation, Tourist Development Council**

Councilman Jeff Snow

Item # 2023-1165

Business Improvement Program FY 2023 Cycle 3 - Milton Gateway Project

**16. Public Works**

Councilman Casey Powell

Item # 2023-1133

Sign request for disabled children

Item # 2023-1170

Crosswalk Signs at Milton High School

**17. Mayor Report: Public Safety, Ordinance Committee**

Mayor Heather Lindsay

Item # 2023-1167

Police vehicles for auction



- 18. City Attorney's Report**
- 19. City Manager's Report**
- 20. Public Input**
- 21. Adjourn**

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

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



## Black History Month Proclamation

| MEETING DATE     | PREPARED BY                                 |
|------------------|---------------------------------------------|
| February 6, 2023 | Clerk's Office<br>Dawn Molinero, City Clerk |

# Proclamation

*WHEREAS*, February is recognized as Black History Month ever since 1986, when President Reagan proclaimed that “Black history in the United States has been a proving ground for America’s ideals” and further explained, “A great test of these ideals came with the Civil War and the elimination of slavery. Another test came a century later, in the struggle for practical recognition of the rights already won in principle – the abolition of legalized segregation and second-class citizenship”;

*WHEREAS*, the “American experience and character can never be fully grasped until the knowledge of black history assumes its rightful place in our schools and our scholarship,” as President Reagan then stated;

*WHEREAS*, First Lady Casey DeSantis has encouraged all students to participate in February’s academic and creative contests in honor of the Black History Month;

*WHEREAS*, in history we see from whence we have come, with the first school integration suit having been initiated in February 1848, on behalf of Sarah Roberts, barred from a white school in Boston;

*WHEREAS*, on this day, February 6, in 1867, we recall that the Peabody Fund for Black education in the South was established with a fund of over \$2,000,000 to promote “intellectual, moral, and industrial education in the most destitute portion of the Southern States,” except for schools for newly freed African Americans, which resulted in only 6.5 percent of disbursements benefiting schools with Black students in its early years;

*WHEREAS*, on this day, February 6, in 1956, the University of Alabama suspended African American student Autherine Lucy based on the claim the university could no longer provide for her safety;

*WHEREAS*, today, we Americans can celebrate countless Black Americans who, with courage and resilience have contributed towards a more perfect union, where students may be educated together regardless of race, as we strive towards a society where every citizen can truly enjoy liberty and justice, where each of us is equal before the law;

*NOW, THEREFORE, I, HEATHER LINDSAY, Mayor of the City of Milton, do hereby proclaim February 2023 as Black History Month. I invite all Miltonians to observe this month with appropriate programs, ceremonies, and activities.*

  
Dawn Molinero, City Clerk

  
Heather Lindsay, Mayor



Agenda Item # 2023-1130

## Police Officers Pension Trust Fund Draft Ordinance

### MEETING DATE

February 6, 2023

### PREPARED BY

Dawn Molinero, City Clerk

### BACKGROUND

An ordinance of the City of Milton, Florida, further amending chapter 38, Personnel and Retirement, Article V, Police Officers' Pension Trust Fund, of the Code of Ordinances: amending Section 38-176, benefit amounts and eligibility; providing for severability of ordinances in conflict herewith and providing an effective date.

### SUMMARY

Due to an oversight when the original COLA ordinance was written in 2013, two retired police officers were inadvertently left out. This was an error of the board and it left out multiple benefit start dates. To unify all benefit dates to January 1, 2000, this amendment will correct that oversight and put both officers receiving COLA increases starting October 2023.

### RECOMMENDATION

Recommend approval

### ATTACHMENTS

1. Police Officers Pension Trust Fund

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE CITY OF MILTON, FLORIDA, FURTHER AMENDING CHAPTER 38, PERSONNEL AND RETIREMENT, ARTICLE V, POLICE OFFICERS' PENSION TRUST FUND, OF THE CODE OF ORDINANCES OF THE CITY OF MILTON: AMENDING SECTION 38-176, BENEFIT AMOUNTS AND ELIGIBILITY; PROVIDING FOR SEVERABILITY OF ORDINANCES IN CONFLICT HERewith AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, Chapter 38 "Personnel and Retirement," Article V, Police Officers' Pension Trust Fund of the City of Milton Code of Ordinances governs the retirement plan and trust fund for the City of Milton (hereinafter the "Police Officers' Pension Plan");

**WHEREAS**, The Board of Trustees of the Plan desire to establish a standard benefit date of January 1, 2000 to more efficiently administer the program;

**WHEREAS**, the Board of Trustees of the Plan has recommended amending the Plan as set forth below.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF MILTON, FLORIDA, THAT:**

Section 1: Section 38-176 of the Milton City code is hereby created to read as follows:

38-176 Benefit amounts and eligibility.

\* \* \*

(e) *Cost-of-living adjustment.*

- (1) The board shall periodically review the status of all service retirees, disability retirees and beneficiaries who are receiving payments from the system for the purpose of considering whether to recommend an ad hoc increase in benefits for all such purposes. For purposes of its recommendation regarding the granting of ad hoc cost-of-living increases, and in consideration of the position of the State Division of Retirement, the board shall make a recommendation for an increase only if the net actuarial gains experienced since the most recent adjustment are sufficient to fully purchase the value of the additional benefits. The calculation of net actuarial gains and losses shall be computed by the board's actuary using generally accepted actuarial principles, and the cost method

employed in the actuarial valuation of the fund, and shall be in compliance with F.S. § 112.61.

- (2) All employees retiring after January 1, 2000 ~~September 26, 2002~~ whether retired at their early or normal retirement date will receive an annual one percent cost-of-living increase on each October 1. The cost-of-living adjustment shall not apply to disability retirees and terminated vested members.

\* \* \*

Section 2. All sections or parts of sections of the City Code, 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 3. Should any section or provision of this Ordinance or any paragraph, sentence or word, be declared by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the remainder hereof, as a whole or part hereof, other than the part declared to be invalid.

Section 4. It is the intention of the City Commission of the City of Milton that the provisions of this Ordinance shall become and be made a part of the Code of the City of Milton and that the sections of this Ordinance may be renumbered or re-lettered and the word “Ordinance” may be changed to “Chapter,” “Section,” “Article,” or such other appropriate word or phrase, the use of which shall accomplish the intentions herein expressed.

PASSED ON FIRST READING, this 14th day of February, 2023.

PASSED AND ADOPTED on the second reading, this \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Heather Lindsay, Mayor

\_\_\_\_\_  
Dawn Molinero, City Clerk

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

\_\_\_\_\_  
Alex Andrade, City Attorney



Agenda Item # 2023-1134

## Smoking Ban Draft Ordinance

### MEETING DATE

February 6, 2023

### PREPARED BY

R. Jorgenson, Tim Milstead,  
Planning Director, Heather  
Lindsay, Mayor

### BACKGROUND

Recently, the Council received a presentation by Students Working Against Tobacco (SWAT). During the presentation, those present cited HB-105 providing for the banning of the use of tobacco and nicotine-producing products in public places, which include parks and beaches. They requested the Council consider the banning of tobacco and nicotine-producing products in the city's parks. Scores of Florida cities have adopted a ban and the extent varies by jurisdiction. One of the recent communities to adopt such a ban is the city of Pensacola. Their ordinance prohibits smoking and vaping in all city parks with limited exceptions. While the new ordinance bans smoking and vaping, it excludes "unfiltered cigars" from the ban. The City of Pensacola believes the Florida Legislature's new law requires that exception. Other exceptions included in their new ordinance is to allow smoking at private permitted events in city parks and pavilion rentals as long as the permit holder or pavilion renter agrees to clean up litter associated with smoking or vaping.

During the presentation, the students spoke about the harmful health and environmental impacts of tobacco products and, in the opinion of the writer, made compelling arguments in support of their request. Speaking personally, I support the request with some exceptions.

Violation of the Pensacola ordinance carries the general penalty for violating any city ordinance: a fine of up to \$500 or up to 60 days in jail or both.

### SUMMARY

The attachment is a draft ordinance for the City of Milton.

### RECOMMENDATION

Discuss the possible adoption of such a ban in the city. Provide further directions for staff.

### ATTACHMENTS

1. Smoking Ban Ordinance





**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE CITY COUNCIL OF MILTON, FLORIDA, PROHIBITING  
SMOKING AND VAPING IN PUBLIC PARKS WITHIN THE CITY, AND ON CITY-  
OWNED PROPERTIES OF RECORD.**

**SECTION 1: FINDINGS.**

**WHEREAS**, tobacco use causes death and disease and continues to be an urgent public health threat, as evidenced by the following:

- The World Health Organization (WHO) estimates that tobacco kills up to half of its users, amounting to more than 8 million deaths each year worldwide, including nearly half a million people who die prematurely from smoking in the United States alone;
- Tobacco use causes disease in nearly all organ systems and is responsible for an estimated 87% of lung cancer deaths, 32% of coronary heart disease deaths, and 79% of all chronic obstructive pulmonary disease deaths in the United States;
- The estimated economic damage attributable to smoking and exposure to secondhand smoke in the United States is nearly \$300 billion annually;
- Despite significant progress, tobacco use remains the leading cause of preventable death and disease in the United States,
- Specifically, in Florida, 29.4% of cancer related deaths are attributable to smoking.
- Electronic vapor products have been found to contain nicotine, lead, formaldehyde, and thousands of other chemicals. These products damage DNA and harm parts of the brain responsible for learning and mental health.

**WHEREAS**, secondhand smoke exposure is harmful and widespread, as evidenced by the following:

- Children exposed to secondhand tobacco smoke have an increased risk of sudden infant death syndrome, asthma, physical and cognitive developmental abnormalities, and cancer;
- The 2006 U.S. Surgeon General's report, "The Health Consequences of Involuntary Exposure to Tobacco Smoke," concluded that there is no safe level of exposure to secondhand smoke;
- The World Health Organization in 2007 declared that there is indisputable evidence that implementing 100% smoke-free environments is the only effective way to protect the population from the harmful effects of exposure to secondhand smoke;
- In Florida, 59% of children between ages 11 and 17 report being exposed to secondhand smoke from cigarettes or electronic vapor products;

**WHEREAS**, there is emerging evidence that exposure to the aerosol produced by a vapor-generating electronic device may be harmful, as evidenced by the following:

- E-cigarettes produce an aerosol that contains at least ten chemicals known to cause cancer, birth defects, or other reproductive harm.
- Bystanders exposed to e-cigarette aerosol can also absorb its nicotine.
- The aerosol is made up of a high concentration of ultrafine particles, and the particle concentration is higher than in conventional tobacco cigarette smoke.
- Exposure to fine and ultrafine particles may exacerbate respiratory ailments like asthma, and constrict arteries which could trigger a heart attack.

**WHEREAS**, tobacco waste is a major, consequential, and persistent source of litter, as evidenced by the following:

- The roughly 6.3 trillion cigarettes smoked globally each year result in 300 billion packs that produce almost 2 million tons of wastepaper, cellophane, foil, and glue as well as trillions of butts littered across roadways, sidewalks, parks, and other green spaces
- Both tobacco industry and peer-reviewed research found that most smokers admit littering their cigarette butts, 53,54 for example, one study found 74.1% of smokers admitted littering cigarette butts at least once in their life and 55.7% admitted to littering them in the past month;
- In an observational study of nearly 10,000 individuals, 65% of smokers disposed of their cigarette butts as litter;
- Cigarette butts are perennially the most common form of litter collected during cleanup programs worldwide. For example, in 2018, cigarette butts made up nearly 16% of all litter collected through cleanup programs in the U.S. (809,538 out of 5,106,515 items)
- Cigarette butts are often cast onto sidewalks and streets, and frequently end up in storm drains that flow into streams, rivers, bays, lagoons, and ultimately the ocean;
- As of August 2019, the U.S. Environmental Protection Agency recognizes nicotine-containing vapor-generating electronic devices as acute hazardous waste when disposed properly;

**WHEREAS**, cigarette butts, smokeless tobacco, and vapor-generating electronic devices pose a health threat of poisoning to young children, as evidenced by the following:

- In 2018, American poison control centers logged nearly 13,000 cases involving exposure to cigarettes, cigarette butts, vapor-generating electronic devices, or other tobacco products, and of these, more than 10,000 (79.0%) occurred in children aged 5 years and younger;
- Among the 10,266 cases of nicotine and tobacco product exposure recorded in 2018 among children 5 years of age and younger by American poison control centers, 50.3% involved cigarettes, 18.4% involved vapor-generating electronic devices, and 8.0% involved other tobacco products;
- The annual number of electronic cigarette exposure cases among children less than 5 years of age reported to American poison control centers increased from 10 in 2010 to 1,835 in 2018, a 14,015% increase; and

- Children who ingest tobacco products can experience vomiting, nausea, lethargy, and gagging, with e-liquids potentially posing a greater risk of toxicity or fatality through either ingestion or transdermal absorption;

**WHEREAS,** Florida cities and counties have the legal authority to adopt local laws that prohibit smoking in public parks.

**NOW THEREFORE, BE IT ORDAINED** that in order to provide for the public health, safety, and welfare, reduce unwanted and unwelcome exposure to secondhand smoke and the secondhand aerosol produced by vapor-generating electronic devices, assure cleaner and more hygienic city parks and properties for city residents and visitors, it is the intent of the City Council, in enacting this ordinance, to prohibit smoking and vaping in city parks and city properties of record which are used by or open to the public and to prohibit smoking and vaping waste in those areas thereby affirming and promoting a healthy environment in the city.

**SECTION 2: DEFINITIONS.** The following words and phrases, whenever used in this ordinance shall have the meanings defined in this section unless the context clearly requires otherwise:

(a) “Vapor-generating Electronic Device” means an electronic device that may be used to deliver any aerosolized or vaporized substance to the person inhaling from the device, including, but not limited to, an e-cigarette, e-cigar, e-pipe, vape pen, or e-hookah.

(b) “Park” means all public property specifically designated as being used for outdoor recreational or park purposes and where children regularly congregate. “Outdoor recreational or park purposes” includes, but is not limited to, boating, golfing, camping, swimming, horseback riding, and archaeological, scenic, or scientific sites and applies only to land which is open to the general public.

(c) “Smoking” means inhaling, exhaling, burning, carrying, or possessing any lighted or heated tobacco product, including cigarettes, filtered cigars, pipe tobacco, and any other lighted or heated tobacco product whether natural or synthetic.. For the purposes of this policy only, smoking does not include the use of unfiltered cigars (pursuant to Florida Statute 386.209).

(d) “Tobacco Product” means:

(1) any product containing, made, or derived from tobacco, nicotine or nicotine analogues that is intended for human consumption or is likely to be consumed, whether inhaled, absorbed, or ingested by any other means, including but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus;

(2) any vapor-generating electronic device as defined in this [article/chapter] and any substances that may be aerosolized or vaporized by such device, whether or not the substance contains nicotine; or

(3) any component, part, accessory, of (1) or (2), whether or not any of these contains tobacco or nicotine, including but not limited to filters, rolling papers, blunt or hemp wraps, hookahs, and pipes.

“Tobacco Product” does not mean drugs, devices, or combination products authorized for sale by the U.S. Food and Drug Administration, as those terms are defined in the Federal Food, Drug, and Cosmetic Act.

(e) “Tobacco Product Waste” means any material that is left over and regularly intended to be discarded after the use or consumption of a tobacco product. Tobacco Product Waste includes, but is not limited to, discarded cigarette butt filters, cigar or cigarillo tips, cigarette packs, cigar or cigarillo wrappers, vapor-generating electronic devices of all types, vapor-generating electronic device cartridges or refill containers, plastic packaging, foil, or other disposable tobacco product remnants or tobacco product packaging in any form.

(f) “Vape” or “vaping” means to inhale or exhale vapor produced by a vapor-generating electronic device or to possess a vapor-generating electronic device while that device is actively employing an electronic, a chemical, or a mechanical means designed to produce vapor or aerosol from a nicotine product or any other substance. The term does not include the mere possession of a vapor-generating electronic device.

### **SECTION 3: PROHIBITION OF SMOKING AND VAPING IN RECREATIONAL AREAS.**

(a) Smoking and the use of all other tobacco products is prohibited in all parks and city-owned properties of record within the City of Milton. Unfiltered cigars are exempted under 386.209, Florida Statutes.

### **SECTION 4: OTHER REQUIREMENTS AND PROHIBITIONS.**

(a) No person shall dispose of tobacco product waste in any park or on any city-owned property of record.

(b) The City manager or their designee shall post at least one clear, conspicuous and unambiguous “No Smoking or Vaping” sign at each point of ingress to the area, and in at least one other conspicuous location where individuals congregate (such as restrooms, playgrounds, or buildings) within each area where smoking and vaping is banned. For purposes of this section, the City Manager or their designee shall be responsible for the posting of signs in regulated facilities owned or leased in whole or in part by the city. Notwithstanding this provision, the presence or absence of signs shall not be a defense to a charge of smoking or vaping in violation of any other provision of this ordinance.

### **SECTION 5: COMPLIANCE AND ENFORCEMENT.**

The success of this policy depends on the consideration and cooperation of both tobacco-users and non-users. Individuals acting in violation of this policy will be reminded and asked to

comply. Individuals who violate this policy may be asked to leave the park or city property. Enforcement and penalties for violation of this section shall be in keeping with ordinance Section 1-13, Code of Ordinances of the City of Milton.

#### **SECTION 6: STATUTORY CONSTRUCTION & SEVERABILITY.**

If any section, subsection or provision of this ordinance, or its application to any person or circumstance, is for any reason held to be invalid or unenforceable, such invalidity or unenforceability shall not affect the validity or enforceability of the remaining sections or provisions of this ordinance or its application to any other person or circumstance. The City Council hereby declares that it would have adopted each section, subsection or provision hereof independently, irrespective of the fact that any one or more other sections, subsections or provisions hereof be declared invalid or unenforceable.

#### **SECTION 7: Effective Date.**

This Ordinance shall be effective upon passage by the City Council.

PASSED AND DULY ADOPTED, with a quorum present and voting by the City Council of the City of Milton, Florida, the 14th day of March, 2023.

CITY OF MILTON, FLORIDA

BY: \_\_\_\_\_  
HEATHER LINDSAY, MAYOR

ATTEST:

\_\_\_\_\_  
DAWN MOLINERO, CITY CLERK

First Reading: \_\_\_\_\_

Second Reading: \_\_\_\_\_

Legal in form and valid when signed by City Attorney.

\_\_\_\_\_  
ALEX ANDRADE, CITY ATTORNEY



Agenda Item # 2023-1158

## Resolution for Budget Adjustment - Transfer Switch

### MEETING DATE

February 6, 2023

### PREPARED BY

Heidi Sroka, Budget  
Coordinator

### BACKGROUND

This resolution is for a budget adjustment to bring funds forward to purchase a replacement automatic transfer switch for the emergency generator at the Fire Department. The current one is inoperable.

### SUMMARY

Recommend approval for this budget adjustment for item not budgeted. Replacement of automatic transfer switch for emergency generator at Fire Department.

### RECOMMENDATION

Recommend approval.

### ATTACHMENTS

1. Resolution 1563-23

**RESOLUTION NO. # 1563-23**

**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><br>ACCOUNT NUMBER                                                                                                   | ACCOUNT DESCRIPTION                       | CURRENT BUDGET<br>AMOUNT | INC/DECREASE<br>AMOUNT | REVISED BUDGET<br>AMOUNT |
| 001-0522-522-64-07                                                                                                                        | Capital Outlay - Misc Equipment           | \$ 100,000.00            | \$ 22,000.00           | \$ 122,000.00            |
|                                                                                                                                           |                                           |                          |                        |                          |
|                                                                                                                                           |                                           |                          |                        |                          |
|                                                                                                                                           |                                           |                          |                        |                          |
| LINE ITEM TOTAL-----                                                                                                                      |                                           |                          | \$ 22,000.00           |                          |
| <u>REVENUE BUDGET</u><br>ACCOUNT NUMBER                                                                                                   | ACCOUNT DESCRIPTION                       | CURRENT BUDGET<br>AMOUNT | INC/DECREASE<br>AMOUNT | REVISED BUDGET<br>AMOUNT |
| 001-0000-389-90-01                                                                                                                        | Other Non-Operating/Funds Brought Forward |                          | \$ 22,000.00           | \$ 22,000.00             |
| LINE ITEM TOTAL-----                                                                                                                      |                                           |                          | \$ 22,000.00           |                          |
| COMMENTS/EXPLANATION: Funds brought forward for replacement automatic transfer switch for the emergency generator at the fire 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 # 2023-1168

## Resolution for Budget Adjustment - East Milton WW Project

### MEETING DATE

February 6, 2023

### PREPARED BY

Heidi Sroka, Budget  
Coordinator

### BACKGROUND

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 an effective date.

### SUMMARY

Capital outlay RIBS disposal.  
Capital outlay East Milton WW project.

### RECOMMENDATION

Recommend approval.

### ATTACHMENTS

1. Resolution NO. 1564-23



**RESOLUTION NO. # 1564-23**

**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><br>ACCOUNT NUMBER                                                                                                                                 | ACCOUNT DESCRIPTION                      | CURRENT BUDGET<br>AMOUNT | INC/DECREASE<br>AMOUNT | REVISED BUDGET<br>AMOUNT |
| 403-0535-535-63-05                                                                                                                                                      | Capital Outlay/NSRWRF Ribs Disposal Area | \$ -                     | \$ 47,000.00           | \$ 47,000.00             |
| 403-0535-535-64-40                                                                                                                                                      | Capital Outlay/East Milton WW Project    | \$ 1,096,000.00          | \$ (47,000.00)         | \$ 1,039,000.00          |
|                                                                                                                                                                         |                                          |                          |                        |                          |
|                                                                                                                                                                         |                                          |                          |                        |                          |
| LINE ITEM TOTAL-----                                                                                                                                                    |                                          |                          | \$ -                   |                          |
| <u>REVENUE BUDGET</u><br>ACCOUNT NUMBER                                                                                                                                 | ACCOUNT DESCRIPTION                      | CURRENT BUDGET<br>AMOUNT | INC/DECREASE<br>AMOUNT | REVISED BUDGET<br>AMOUNT |
|                                                                                                                                                                         |                                          |                          |                        | \$ -                     |
| LINE ITEM TOTAL-----                                                                                                                                                    |                                          |                          |                        |                          |
| COMMENTS/EXPLANATION: Transfer funds from WW Project to Ribs Disposal Expense in order to properly account for expenditure made for environmental testing for rib area. |                                          |                          |                        |                          |

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 \_\_\_\_\_, 2023, by the Milton City Council of the City of Milton, Florida.

By: \_\_\_\_\_  
Heather Lindsay, Mayor

ATTEST:

\_\_\_\_\_  
Dawn Molinero, City Clerk



Agenda Item # 2023-1151

## SEPA - Reimagine Milton

### MEETING DATE

February 6, 2023

### PREPARED BY

Jay Conrad, Events Coordinator

### BACKGROUND

Reimagine Milton is a yearly event that takes place in Milton at Jernigan's Landing. The event is set to take place on Saturday, March 18 between 9:00 AM and 1:00 PM. The Event Organizer is hoping to begin set up at 7:00 AM and have the event picked up by 1:30 PM on the day of the event.

The Event Organizer has not requested the City's assistance in funding the event.

The Event Organizer has requested the use of:

- The City's Portable Restroom Trailer - \$250.00
- Live Music Licensing - \$200.00
- Dumpsters (2) - \$100.00
- Lifting of the City's noise ordinance for the duration of the event

There are some slight clerical errors with the application. Notably, the Event Organizer indicated that the event is to take place at Jernigan's Landing, but failed to indicate which area they were seeking to use. Based on the expected attendance of 1,000, it is likely that both the Festival Area and the Riverside will be required.

City Staff recommends these additional items be added to the SEPA:

- Jernigan's Landing Festival Area - \$150.00
- (and/or) Jernigan's Landing Riverside Area - \$100.00
- Swapping one (1) of the dumpsters requested for 5 trash cans to help keep the event area clean
- Closure of Willing St. & Pine St. to safeguard the crowd

We have sent our recommendations on to the Event Organizer and are waiting to hear back.

### SUMMARY

### RECOMMENDATION

Council direction.

## ATTACHMENTS

1. Reimagine Milton Event Permit Application



## Special Event Permit Application

City of Milton

6738 Dixon Street, Milton FL, 32570

850-983-5400 [pio@miltonfl.org](mailto:pio@miltonfl.org)

### Instructions:

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

## Applicant & Event Organizer Information

☐ Individual

☒ Not-for Profit

☐ For-Profit

☐ Charity

☐ Other: \_\_\_\_\_

Name of Organization: Reimagine / Doors of the Word Ministry

Address: 200012 Detroit Blvd.

City: Pensacola, FL 32534

Phone: 850-454-5280

Email: linda@reimagineworldwide.org

Event POC: March 18, 2023

Phone: 850-454-5280

Email: linda@reimagineworldwide.org

## Event Information

☐ Concert

☒ Park Festival

☐ Street Festival

☐ Parade/ Procession

☐ Run/ Walk

☐ Sporting Event

☐ Sale/ Market

☐ Private Event/ Wedding

☐ Other \_\_\_\_\_

Event Name: Reimagine Milton

Event Website/ Event Page: www.reimagineworldwide.org

Event Location: Jemigan's Landing

Event Date(s) 3/18/23 to 3/18/23

Time of Event: Day 1 9 AM to 1 pm (Day 2 - Optional) \_\_\_\_\_ to \_\_\_\_\_

Setup Date & Time: 7 AM at 3/18/23 Teardown Date & Time: 1:30 pm at 3/18/23

Estimated Attendance: 1,000

Is the Event Free to attend? ☒ YES ☐ NO



# Special Event Questionnaire

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

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

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

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

*Media will be informed and the Port Hope County Superintendent's office permits for a letter to be distributed to those schools whose students and their families could benefit*

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

☐ YES ☒ NO

*from such an event.*

# City Fee Sheet

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

## Location(s)/ Facility used at event:

- |                                               |       |                                               |
|-----------------------------------------------|-------|-----------------------------------------------|
| <input type="checkbox"/> North Riverwalk      | \$150 | <input type="checkbox"/> North Willing Street |
| <input type="checkbox"/> South Riverwalk      | \$150 | <input type="checkbox"/> South Willing Street |
| <input type="checkbox"/> Entire Riverwalk     | \$250 | <input type="checkbox"/> North Elmira Street  |
| <input type="checkbox"/> N Riverwalk Gazebo   | \$50  | <input type="checkbox"/> South Elmira Street  |
| <input type="checkbox"/> S Riverwalk Pavilion | \$50  | <input type="checkbox"/> Imogene Parking Lot  |

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

- |                                       |       |                                        |       |
|---------------------------------------|-------|----------------------------------------|-------|
| <input type="checkbox"/> Riverside    | \$100 | <input type="checkbox"/> Festival Area | \$150 |
| <input type="checkbox"/> Other: _____ |       |                                        |       |

## Requested Items:

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

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

- |                                                                                                               |                     |
|---------------------------------------------------------------------------------------------------------------|---------------------|
| <input type="checkbox"/> Parade Package (including Police, Public Works, Planning, signage & street closures) | \$1,000(np only)*** |
| <input type="checkbox"/> Parade Package ("") – For-Profit Organization                                        | \$2500              |

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

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

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



# Ordinances & Special Requests

## Tourism District and Downtown Milton Special Requests:

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

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

☐ Open Container Ordinance (Section 6-27)

☒ Noise Ordinance (LDR Section III-5.16)

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

☐ And/ or other Ordinance \_\_\_\_\_

I hereby request the following regarding the Blackwater River:

☐ Activate Boating Restricted Areas

☐ Activate 24-hour docking at the Riverwalk

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

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

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

Time Period from when these requests will take place:

From: \_\_\_\_\_ Date: \_\_\_\_\_ To: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

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

If so, please list street names:

1) \_\_\_\_\_ 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.



# 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 Reimagine Milton  
Date(s) of Special Event March 18, 2023  
Name of Organization Deeds of the Word Ministry  
Event Organizers Name Linda English  
Address of Organization 2000 West Detroit Blvd, Pensacola, FL 32534  
Phone Number 850-454-5280  
Email Linda@reimagineworldwide.org

Printed Name

Signature

LINDA ENGLISH

Linda English

**Internal Signatures Required for Approval:**

Office of Economic Development: \_\_\_\_\_ Planning: \_\_\_\_\_

Public Works: \_\_\_\_\_ Police: \_\_\_\_\_ Fire: \_\_\_\_\_



## Outside Agency Funding Application

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

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

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

Name of Organization: Reimagine / Doors of the Word Ministry

Address: 9000 West Detroit Blvd. Pensacola, FL 32534

Name of Representative: Linda English

Telephone: 850-454-5280 Cell Phone: 850-454-5280

Email: linda.e.reimagineworldwide.org

Name of Event/Activity/Project/Program: Reimagine Milton

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

Are you incorporated? YES NO

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

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

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

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



## OUTSIDE APPLICANT REQUEST

### REQUESTED ITEM

### TOTAL

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

### TOTAL AMOUNT OF FUNDING REQUESTED

\$                     

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

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



Agenda Item # 2023-1171

## SEPA - Milton Farmers Market

### MEETING DATE

February 6, 2023

### PREPARED BY

Jay Conrad, Events Coordinator

### BACKGROUND

The organizers of this event are Jennifer Kaiser and Allison Hartman, the team behind The Market at Pace. The Market at PACE is a well-respected and popular farmer's market which takes place at Woodbine Baptist Church in Pace.

Back in December, the City partnered with them to bring their market to Jernigan's Landing for Light Up Milton. That partnership was well-received and enjoyed by numerous members of our community and also praised by City leaders who were present for the event.

The Event Organizers have proposed running an afternoon / evening market at Jernigan's Landing on Thursdays between the hours of 4:00 and 7:00 PM. They were hoping to make this a weekly event to help attract people to the downtown area starting on April 6.

The Event Organizers are requesting some assistance from the City in order to make this event work. The support that they are requesting is in-kind:

- Use of Jernigan's Landing - Riverside & Jernigan's Landing - Festival Area
- Use of City trash cans & dumpsters
- Use of the Jernigan's Landing electrical outlets
- Use of the County's Veteran's Plaza Restroom

### SUMMARY

### RECOMMENDATION

City staff met with the Event Organizers multiple times to discuss possible locations, dates, and times to bring this sort of event to our downtown area.

Sponsoring this event is a relatively low cost to the City and will likely help drive economic activity in the downtown area, City staff recommends approval of the event.

### ATTACHMENTS

1. OAFA - Farmers Market 2023
2. SEPA - Farmers Market 2023







## Outside Agency Funding Application

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

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

Name of Organization: The Market

Address: \_\_\_\_\_

Name of Representative: Allison Hartman & Jennifer Kaiser

Telephone: 850-602-7889 <sup>850-221-1222</sup> Cell Phone: \_\_\_\_\_

Email: the market of pace@gmail.com

Name of Event/Activity/Project/Program: The Market in Milton

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

Are you incorporated? YES ☒ NO

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

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

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

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



REQUESTED ITEM

\$

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

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**TOTAL AMOUNT OF FUNDING REQUESTED**

§ \_\_\_\_\_

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



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

We are a family run market that provides a location for vendors to sell their locally crafted, created, or grown products. We focus on being a family friendly, community minded, weekly event.

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

This event allows a safe place for citizens to shop local, as well as an outlet for those wanting to share their talent in an entrepreneurial way.

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

The City will provide funding for the use of Jernigan's Landing, use of the electrical there, as well as use of garbage disposal. We could also potentially seek funding for use of the public restroom/leavety

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

This weekly event currently draws several 100 people every Saturday in Pace. By allowing a Milton market it would bring our regular customers and vendors into Milton and promote business growth in the downtown area.



### BUDGET

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

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

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

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

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

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

*Funds vary based on vendor participation*

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

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

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

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

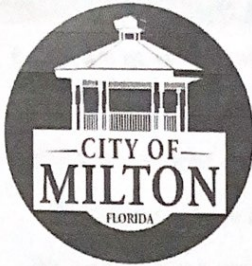
What percentage of the total budget will the City be providing if this application is approved? \_\_\_\_\_%

#### PARTICIPANTS

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

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





## Special Event Permit Application

City of Milton

6738 Dixon Street, Milton FL, 32570  
850-983-5400 [pio@miltonfl.org](mailto:pio@miltonfl.org)

### Instructions:

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

## Applicant & Event Organizer Information

- ☐ Individual ☐ Not-for Profit ☐ For-Profit ☐ Charity  
☐ Other: \_\_\_\_\_

Name of Organization: The Market

Address: \_\_\_\_\_ City: \_\_\_\_\_

Phone: 850-221-1222 850-602-7889 Email: themarketofpace@gmail.com

Event POC: Allison Hartman & Jennifer Kaiser

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## Event Information

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

Event Name: The Market in Milton

Event Website/ Event Page: \_\_\_\_\_

Event Location: Jernigan's Landing Event Date(s) 4/6 to until or sooner

Time of Event: Day 1 4pm to 7pm (Day 2 - Optional) \_\_\_\_\_ to \_\_\_\_\_ possibly 3/a

Setup Date & Time: \_\_\_\_\_ at \_\_\_\_\_ Teardown Date & Time: \_\_\_\_\_ at \_\_\_\_\_

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



# Special Event Questionnaire

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

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

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

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

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

☐ Other: \_\_\_\_\_

## Requested Items:

QTY

QTY

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

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

- |                                                                                                               |                     |
|---------------------------------------------------------------------------------------------------------------|---------------------|
| <input type="checkbox"/> Parade Package (including Police, Public Works, Planning, signage & street closures) | \$1,000(np only)*** |
| <input type="checkbox"/> Parade Package ("") – For-Profit Organization                                        | \$2500              |

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

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

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



# Ordinances & Special Requests

## Tourism District and Downtown Milton Special Requests:

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

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

☐ Open Container Ordinance (Section 6-27)

☐ Noise Ordinance (LDR Section III-5.16)

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

☐ And/ or other Ordinance \_\_\_\_\_

I hereby request the following regarding the Blackwater River:

☐ Activate Boating Restricted Areas

☐ Activate 24-hour docking at the Riverwalk

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

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

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

Time Period from when these requests will take place:

From: \_\_\_\_\_ Date: \_\_\_\_\_ To: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

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

If so, please list street names:

1) \_\_\_\_\_ 2) \_\_\_\_\_  
3) \_\_\_\_\_ 4) \_\_\_\_\_

Is this an annual Event?

☐ YES

☒ NO

*weekly, recurring*

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 *will provide event ins. once approved* (if the entity is claiming tax exempt and/ or non-profit status)

## Rules & Regulations

### Application Dates:

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

### Cancellation Policy:

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

### ADA Accessibility Guidelines:

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

### Clean-Up:

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



# Hold Harmless Agreement

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

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

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

In witness whereof I have here unto set my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_ in 20\_\_\_\_

Name of Special Event The Market in Milton

Date(s) of Special Event recurring Thursdays

Name of Organization The Market of Pace

Event Organizers Name Allison Hartman & Jennifer Kaiser

Address of Organization \_\_\_\_\_

Phone Number 850-221-1722 850-602-7889

Email the market of pace@gmail.com

Printed Name

Signature

**Internal Signatures Required for Approval:**

Office of Economic Development: \_\_\_\_\_ Planning: \_\_\_\_\_

Public Works: \_\_\_\_\_ Police: \_\_\_\_\_ Fire: \_\_\_\_\_



Agenda Item # 2023-1182

## SEPA - 90th Birthday Parade for Ruth Jones

### MEETING DATE

February 6, 2023

### PREPARED BY

Jay Conrad, Events Coordinator

### BACKGROUND

Ruth Jones, of 5159 Astor Village St., is requesting permission to hold a parade in honor of her 90th birthday. Ms. Jones is a Milton native and has lived in the city for the majority of her life.

The parade is planned for March 11, 2023 at 11:00 AM. The proposed parade route would be around the city block comprised of Dr. MLK Jr. Drive, Walker St., Mary St., and Alice St.. The parade is expected to go for two laps around the block and will only take around 30 minutes. Parade setup would begin at 10:30 AM and teardown would take place at 12:00 PM. Estimated attendance is between 100 and 200 individuals.

Ms. Jones has requested that the City provide in-kind support in the form of road closure barricades and a minor police presence / escort for the parade.

### SUMMARY

### RECOMMENDATION

This event requires minimal equipment or investment from the City and would mean a good deal to Ms. Jones, her family, her church, and the community.

City staff recommends approval of the event and assistance by way of in-kind support for the event.

### ATTACHMENTS

1. SEPA - 90th Birthday Parade for Ruth Jones
2. Ruth Jones Birthday Flyer (back)
3. Ruth Jones Birthday Flyer (front)





## Special Event Permit Application

City of Milton

6738 Dixon Street, Milton FL, 32570

850-983-5400 [pio@miltonfl.org](mailto:pio@miltonfl.org)

### Instructions:

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

## Applicant & Event Organizer Information

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

☐ Other: \_\_\_\_\_

Name of Organization: Ruth Jones

Address: 5159 Astor Village St. City: Milton, 32570

Phone: 850 626 6981 Email: \_\_\_\_\_

Event POC: Ruth Jones

Phone: see above Email: \_\_\_\_\_

## Event Information

☐ Concert ☐ Park Festival ☐ Street Festival ☒ Parade/ Procession

☐ Run/ Walk ☐ Sporting Event ☐ Sale/ Market ☐ Private Event/ Wedding

☐ Other: \_\_\_\_\_

Event Name: Ruth Jones 90<sup>th</sup> Birthday Parade

Event Website/ Event Page: \_\_\_\_\_

Event Location: MLK Dr + Mary St. block Event Date(s) March 11 to \_\_\_\_\_

Time of Event: Day 1 11:00 to 11:30 (Day 2 - Optional) \_\_\_\_\_ to \_\_\_\_\_

Setup Date & Time: 10:30 at \_\_\_\_\_ Teardown Date & Time: 12:00 at \_\_\_\_\_

Estimated Attendance: 200 or less Is the Event Free to attend? ☒ YES ☐ NO



# Special Event Questionnaire

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

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

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

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

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

# City Fee Sheet

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

## Location(s)/ Facility used at event:

- |                                               |       |                                               |
|-----------------------------------------------|-------|-----------------------------------------------|
| <input type="checkbox"/> North Riverwalk      | \$150 | <input type="checkbox"/> North Willing Street |
| <input type="checkbox"/> South Riverwalk      | \$150 | <input type="checkbox"/> South Willing Street |
| <input type="checkbox"/> Entire Riverwalk     | \$250 | <input type="checkbox"/> North Elmira Street  |
| <input type="checkbox"/> N Riverwalk Gazebo   | \$50  | <input type="checkbox"/> South Elmira Street  |
| <input type="checkbox"/> S Riverwalk Pavilion | \$50  | <input type="checkbox"/> Imogene Parking Lot  |

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

- |                                       |       |                                        |       |
|---------------------------------------|-------|----------------------------------------|-------|
| <input type="checkbox"/> Riverside    | \$100 | <input type="checkbox"/> Festival Area | \$150 |
| <input type="checkbox"/> Other: _____ |       |                                        |       |

## Requested Items:

QTY

QTY

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

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

- |                                                                                                               |                     |
|---------------------------------------------------------------------------------------------------------------|---------------------|
| <input type="checkbox"/> Parade Package (including Police, Public Works, Planning, signage & street closures) | \$1,000(np only)*** |
| <input type="checkbox"/> Parade Package ("") – For-Profit Organization                                        | \$2500              |

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

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

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# 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) Dr. MLK Dr.
- 2) Mary St.
- 3) Walker St.
- 4) Alize St.

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.

# 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 23

Name of Special Event Ruth Jones 90<sup>th</sup> Birthday Parade

Date(s) of Special Event March 11, 2023

Name of Organization \_\_\_\_\_

Event Organizers Name \_\_\_\_\_

Address of Organization \_\_\_\_\_

Phone Number 850 626 6981

Email \_\_\_\_\_

Printed Name Ruth E. Jones

Signature Ruth E. Jones

## Internal Signatures Required for Approval:

Office of Economic Development: \_\_\_\_\_ Planning: \_\_\_\_\_

Public Works: \_\_\_\_\_ Police: \_\_\_\_\_ Fire: \_\_\_\_\_



## Events

- \* **SUN:** March 12, 2023: 10:00am Church at Mount Pilgrim A.M. Baptist Church
- \* **SUN:** 2:00pm Zip-Line at Adventures Unlimited (OPTIONAL)
- \* **SUN:** 6:00pm Dinner at Texas Roadhouse (Attendees pay)

## Accommodations

RED ROOF INN  
850-995-6100

## Parade Route



Invite designed by MargoBdesign.com



90<sup>th</sup>  
BIRTHDAY  
PARADE



for

Ruth E. Jones



March 11, 2023

11:00 am

Milton, FL 32570

RSVP to:

Ruth E. Jones ASAP to:

850-626-6981

P.O. Box 4535

Milton, FL 32572

— OVER →



Agenda Item # 2023-1185

## Sound, Lighting & Stage Bid(s)

### MEETING DATE

February 6, 2023

### PREPARED BY

Jay Conrad, Events Coordinator

### BACKGROUND

The City is in the process of evaluating two bids that pertain to City Events.

The first bid was for a sound and lighting production company. The chosen company would provide sound and lighting for all necessary city events. This bidding period ended on January 1, and staff has finished evaluating the contents of the single bid that we have received. The bid submitted was by Live Music Productions LLC. LMP won the previous Sound and Lighting production bid and has worked with us for the past 4 years to put on Bands on the Blackwater, Waterfest, and Fall Festival. The previous contract expired at the beginning of 2023 and, per the terms of the contract, was not able to be renewed again for another year.

The second bid was for the procurement of a new city stage. As has been discussed heavily, the City's current stage is old, struggles to meet our demands now that our events have grown to their current size, and presents a number of dangers to our performers. The city's new stage will be fully hydraulic, allowing for faster setup and teardown times and it will come with safety guarantees from the manufacturer/provider. It will also undergo yearly recertification. The bid period for the stage procurement ends on February 9. Staff hopes to complete their evaluation of submitted bids and make our findings available for council review prior to the City Council meeting on February 14th.

### SUMMARY

### RECOMMENDATION

Staff recommends that both of these items be decided on during the February 14th City Council meeting so that the City can begin its 2023 events cycle.

### ATTACHMENTS

1. 2023.01 Live Music Productions LLC Proposal

Live music Productions llc  
6426 Barnes Street  
Milton fl. 32570  
850-375-1243

## 2023 Sound and Lighting RFP

Original Copy



## RFP 2023.01 Sound Production and Lighting

## Sound and Lighting production for Bands on the Blackwater:

Performance Session Cost      \$ 2,500 x 20 sessions =      \$ 50,000

(Cost per session for estimated 20 sessions.)

Includes load-in, sound checks, load-out, labor, etc.)

Total # of Personnel onsite working 3-5

**Proposed Additional Costs (if needed):**

None = \$

***Explanation of Additional Costs, Special Exceptions, Notes or Comments:***

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*Prices are valid for 90 days from time of opening.*

***The undersigned agrees to the above terms and conditions.***

BIDDER: Live Music Productions LLC

6426 Barnes St Milton FL 32570

850-324-2982

Address/City/Zip

Zip \_\_\_\_\_  
 Email patty.live.musicproductions@gmail.com

Phone

Patricia Briggs

Email

Owner

Contact Name

Patricia L Briggs  
Company Representative Signature

Title

1/31/23

Company Representative Signature

Date \_\_\_\_\_

## BIDDER'S/PROPOSER'S DECLARATION

### RFP 2023.01 Sound Production and Lighting

The bidder/proposer understands, agrees, and warrants:

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



- Vendor Application
- Certificates for Liability, Vehicle, and Worker's Comp Insurance.  
(City is to be named as additional insured.) Limitations are listed online.
- Prompt Payment Affidavit

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

**BIDDER:** Live Music Productions LLC

6426 Barnes St. Milton FL 32570 Company Name

850-324-2982 Address/City/Zip patty.live.musicproductions@gmail.com

Phone Patricia Briggs Email Owner

Contact Name Patricia Briggs Title 1/31/23

Company Representative Signature Patricia Briggs Date



**SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(A).**  
**FLORIDA STATUTES ON PUBLIC ENTITY CRIME**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to City of Milton  
By Patricia Briggs  
(print this individual's name and title)  
  
for Live Music Productions  
(print name of entity submitting statements)  
  
whose business address is 6426 Barnes St. Milton FL 32570  
and if applicable whose Federal Employer Identification Number (FEIN) is 46-5716420

If the entity has no FEIN, include the Social Security Number of the individual signing this sworn Statement:  
\_\_\_\_\_

2. I understand that a "public entity crime" as defined in paragraph 287.133(1)(a), Florida Statutes, mean a violation of any state or federal law by a person with respect to and directly related to the transactions of business with any public entity or with an agency or political subdivision of any other state or with the United States including, but not limited to any bid or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes means a finding of guilt or a conviction of a public entity crime, with or without adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a Jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in paragraph 287.133(1)(a), Florida Statutes, means:
1. A predecessor or successor of a person convicted of public entity crime; or
  2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
6. Based on information and belief, the statement which I have marked below is true in a relation to the entity submitting this sworn statement. (Please indicate which statement applies).

☐ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or any affiliate of the entity has been charged with and convicted of a public entity crime within the past 36 months.

☐ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime within the past 36 months. AND (Please indicate which additional statement applies).

☐ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime within the past 36 months. However, there has been a subsequent proceeding before a Hearing Officers of the State of Florida, Division of Administrative Hearings and the Final Order by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attached is a copy of the final order).

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THE PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED AND FOR THE PERIOD OF THE CONTRACT ENTERED INTO, WHICHEVER PERIOD IS LONGER. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Patricia Briggs  
(Signature)

City of Milton

STATE OF FLORIDA

Sworn and subscribed before me this 31 day of January, 2023 by

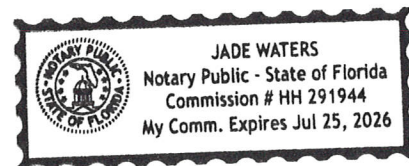
Patricia Briggs who is Personally known to me \_\_\_\_\_

Or who produced identification - Driver License  
(Type of Identification)

Jade Waters  
(Signature) Notary Public—State of Florida

Jade Waters  
(Printed, typed or stamped commissioned name of notary public)

My commission expires July 25, 2026 (SEAL)







# City of Milton

## DRUG-FREE WORKPLACE (F.S. 287.087)

Preference to businesses with drug-free workplace programs.—Whenever two or more bids, proposals, or replies that are equal with respect to price, quality, and service are received by the state or by any political subdivision for the procurement of commodities or contractual services, a bid, proposal, or reply received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process.

In order to have a drug-free workplace program, a business shall:

- (1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- (2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- (3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- (4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than 5 days after such conviction.
- (5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.
- (6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

Vendor Name Live Music Productions LLC Date: 1/31/23

We have a drug-free workplace program. ☐ yes; or ☒ NO (check one)

Vendor's Signature Patricia Briggs





# City of Milton

## NON-COLLUSION AFFIDAVIT

STATE OF Florida

COUNTY OF Santa Rosa

Patricia Briggs  
Owner, Partner or Officer of Firm

Live Music Productions LLC  
Company Name, Address, City and State

Being of lawful age, being first duly sworn, on oath says that he/she is the agent authorized by the bidder to submit the attached bid. Affidavit further states as proposer, that they have not been a party to any collusion among bidders in restraint of competition by agreement to bid at a fixed price or to refrain from bidding; or with any officer of the City of Milton or any of their employees as to quantity, quality or price in the prospective contract; or any discussion between bidders and any official of the City of Milton or any of their employees concerning exchange of money or other things of value for special consideration in submitting a sealed bid for:

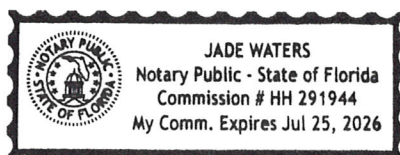
FIRM NAME: Live Music Productions LLC

SIGNATURE: Patricia Briggs

TITLE: Owner

The foregoing instrument was acknowledged before me this 31 day of January, 2023 by the above signed acting on behalf of the organization/company. He/she is personally known to me or has produced Driver Licenses as identification and did (did not) take an oath.

SEAL



Jade Waters  
Signature of Notary



# City of Milton

## CONFLICT OF INTEREST DISCLOSURE FORM

For purposes of determining any possible conflict of interest, all bidders/proposers, must disclose if any City of Milton, employee(s), elected officials(s), or if any of its agencies is also an owner, corporate officer, agency, employee, etc., of their business.

Indicate either "yes" (a City employee, elected official, or agency is also associated with your business), or "no". If yes, give person(s) name(s) and position(s) with your business.

YES

NO

NAME(S)

POSITION(S)

Live Music Productions LLC

Firm Name

Patricia Briggs

By (Signature):

6426 Barnes St. Milton 32570

Address

E-Mail: patty.livemusicproductions@gmail.com

Patricia Briggs

By (Printed):

Owner

Title

850-324-2982

Phone No.



# City of Milton

## E-VERIFY STATEMENT OF COMPLIANCE

Contractor hereby certifies compliance with the following:

Pursuant to § 448.095(2) Florida Statutes (2020), Contractor shall register with and use the E-Verify system operated by the United States Department of Homeland Security to verify the work authorization status of all new employees hired by Contractor while performing work or providing services for the City of Milton. Contractor shall also include in any related subcontracts a requirement that subcontractors performing work or providing services for the City of Milton on its behalf register with and use the E-Verify system to verify the work authorization status of all new employees hired by the subcontractor while performing work or providing services for the City of Milton. Additionally, Contractor shall include in any related subcontracts a requirement that subcontractors performing work or providing services for the City of Milton on its behalf provide Contractor with an affidavit stating that the subcontractor does not employ, contract with, or subcontract with any unauthorized alien as defined in 8 U.S.C. § 1324a(h)(3). Contractor shall maintain a copy of such affidavit for the duration of its contract with the City of Milton.

Live Music Productions LLC  
FIRM NAME

Patricia Brigg  
SIGNATURE

Owner  
TITLE

P.O. Box 909 • 6738 Dixon Street • Milton, Florida 32572  
Phone (850) 983-5400 • Fax (850) 983-5415  
Established 1844



Live Music Productions LLC  
6426 Barnes Street  
Milton Fl. 32570  
850-375-1243

2

# Live Music Productions LLC

Live Music Productions LLC (LMP) is a small business based in Milton, Florida and is woman owned. We have a business license with the city of Milton and are a registered LLC with the state of Florida.

LMP began providing services to small local bands on Pensacola Beach in 2014. Our customers found us to be knowledgeable, professional, safety conscious and easy to work with. As word of the quality of our work became known in the area, we expanded our services from 30A to Mobile. We have worked with national and international artists including Denny Laine of Paul McCartney and Wings, BJ Thomas, Confederate Railroad, John Paul White and many others. We have worked everything from single artist events to festivals with multiple artists. We take pride in providing the best service and detailed mix with one of the best sounding systems in the area.

We love to support our local non-profits. We work with Dog River Clearwater Revival's Mud Bottom Music Festival (for the Dog River cleanup) in Mobile. In addition, we assist [Krewe of Airship Pirates'](#) Glow Ball and Milton Crawfish Boil. We've added "Crawfish for the Classroom" by SEEDS (Supporting Educational Excellence in Daphne Schools) this year. At Christmas time you'll find us at Winterfest in downtown Pensacola.

Tab 2



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

## Detail by Entity Name

Florida Limited Liability Company  
LIVE MUSIC PRODUCTIONS LLC

### Filing Information

|                      |                |
|----------------------|----------------|
| Document Number      | L14000016078   |
| FEI/EIN Number       | [REDACTED]     |
| Date Filed           | 01/21/2014     |
| State                | FL             |
| Status               | ACTIVE         |
| Last Event           | LC NAME CHANGE |
| Event Date Filed     | 06/20/2016     |
| Event Effective Date | NONE           |

### Principal Address

6426 Barnes St  
MILTON, FL 32570

Changed: 05/01/2015

### Mailing Address

6426 Barnes St  
MILTON, FL 32570

Changed: 05/01/2015

### Registered Agent Name & Address

BRIGGS, PATRICIA L  
6426 Barnes St  
MILTON, FL 32570

Address Changed: 05/01/2015

### Authorized Person(s) Detail

Name & Address

3

Title MGR

BRIGGS, PATRICIA L  
6426 BARNES ST  
MILTON, FL 32570

**Annual Reports**

| Report Year | Filed Date |
|-------------|------------|
| 2020        | 06/29/2020 |
| 2021        | 04/18/2021 |
| 2022        | 04/21/2022 |

**Document Images**

|                                                         |                                          |
|---------------------------------------------------------|------------------------------------------|
| <a href="#">04/21/2022 -- ANNUAL REPORT</a>             | <a href="#">View image in PDF format</a> |
| <a href="#">04/18/2021 -- ANNUAL REPORT</a>             | <a href="#">View image in PDF format</a> |
| <a href="#">06/29/2020 -- ANNUAL REPORT</a>             | <a href="#">View image in PDF format</a> |
| <a href="#">04/22/2019 -- ANNUAL REPORT</a>             | <a href="#">View image in PDF format</a> |
| <a href="#">04/30/2018 -- ANNUAL REPORT</a>             | <a href="#">View image in PDF format</a> |
| <a href="#">04/26/2017 -- ANNUAL REPORT</a>             | <a href="#">View image in PDF format</a> |
| <a href="#">06/20/2016 -- LC Name Change</a>            | <a href="#">View image in PDF format</a> |
| <a href="#">04/22/2016 -- ANNUAL REPORT</a>             | <a href="#">View image in PDF format</a> |
| <a href="#">05/01/2015 -- ANNUAL REPORT</a>             | <a href="#">View image in PDF format</a> |
| <a href="#">01/21/2014 -- Florida Limited Liability</a> | <a href="#">View image in PDF format</a> |



Live Music Productions LLC  
6426 Barnes Street  
Milton Fl. 32570  
850-375-1243

## References

Anthony Crawford  
251-753-7647  
Sugarcane Jane  
Neil Young  
Dwight Yoakam  
Steve Winwood

Billy Harrell  
850-777-9145  
The Reunion Band  
Executive Producer of Studio Amped  
WSRE, PBS for the Gulf Coast

Dana Daniel  
850-485-4845  
Sound Engineer  
Dana Daniel Sound  
Blues Angel Music

Patrick Fitzgerald  
850-748-9696  
Krewe of the Airship Pirates  
LAS Fencing and Event Rentals

Tucker Deaton, Entertainment Coordinator  
206-388-8997  
Mud Bottom Revival Music Festival

Stephen Prestesater  
850-295-0724  
City of Milton  
Toes in the Sand Production

Shelley Rae Keeton  
251-298-4823  
Tyler Mac Band  
Lex and the Luthers  
Bass Player

Daylon Echols  
850-529-6640  
Sound Engineer

LaDonna Day  
850-393-9866  
Winterfest Pensacola

Tab 4



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/30/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                |
|---------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>PRODUCER</b><br><br><b>BEARMAN INSURANCE AGENCY LLC</b><br><b>7552 Navarre Parkway #53</b><br><b>Navarre, FL 32566</b>             | <b>CONTACT NAME:</b> Troy Jensen<br><b>PHONE (A/C, No, Ext):</b> (850)939-2424<br><b>E-MAIL ADDRESS:</b> info@bearmaninsurance.com<br><b>FAX (A/C, No):</b> (850)939-6236<br><b>INSURER(S) AFFORDING COVERAGE</b><br><b>INSURER A:</b> Auto Owners CL<br><b>INSURER B:</b><br><b>INSURER C:</b><br><b>INSURER D:</b><br><b>INSURER E:</b><br><b>INSURER F:</b> |
| <b>INSURED</b><br><br><b>Live Music Productions LLC</b><br><b>Patricia Briggs</b><br><b>6426 Barnes St</b><br><b>Milton, FL 32570</b> | <b>NAIC #</b>                                                                                                                                                                                                                                                                                                                                                  |

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE                                                                                                                                                                                                                                                                                               | ADDL SUBR INSD WVD                                                     | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                               |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|---------------|-------------------------|-------------------------|----------------------------------------------------------------------|
| A        | <input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b><br><input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br>OTHER: |                                                                        | 78960107      | 9/13/2022               | 9/13/2023               | EACH OCCURRENCE \$ <b>1,000,000</b>                                  |
|          |                                                                                                                                                                                                                                                                                                                 | DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>50,000</b>             |               |                         |                         |                                                                      |
|          |                                                                                                                                                                                                                                                                                                                 | MED EXP (Any one person) \$ <b>5,000</b>                               |               |                         |                         |                                                                      |
|          |                                                                                                                                                                                                                                                                                                                 | PERSONAL & ADV INJURY \$ <b>1,000,000</b>                              |               |                         |                         |                                                                      |
|          |                                                                                                                                                                                                                                                                                                                 | GENERAL AGGREGATE \$ <b>3,000,000</b>                                  |               |                         |                         |                                                                      |
|          | PRODUCTS - COMP/OP AGG \$ <b>3,000,000</b>                                                                                                                                                                                                                                                                      |                                                                        |               |                         |                         |                                                                      |
|          |                                                                                                                                                                                                                                                                                                                 |                                                                        |               |                         |                         | \$                                                                   |
|          | <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY<br><input type="checkbox"/> HIRED AUTOS ONLY<br><input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> NON-OWNED AUTOS ONLY                                                         |                                                                        |               |                         |                         | COMBINED SINGLE LIMIT (Ea accident) \$                               |
|          |                                                                                                                                                                                                                                                                                                                 |                                                                        |               |                         |                         | BODILY INJURY (Per person) \$                                        |
|          |                                                                                                                                                                                                                                                                                                                 |                                                                        |               |                         |                         | BODILY INJURY (Per accident) \$                                      |
|          |                                                                                                                                                                                                                                                                                                                 |                                                                        |               |                         |                         | PROPERTY DAMAGE (Per accident) \$                                    |
|          |                                                                                                                                                                                                                                                                                                                 |                                                                        |               |                         |                         | \$                                                                   |
|          | <b>UMBRELLA LIAB</b><br><input type="checkbox"/> EXCESS LIAB<br><input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$                                                                                                                                                                              | <input type="checkbox"/> OCCUR<br><input type="checkbox"/> CLAIMS-MADE |               |                         |                         | EACH OCCURRENCE \$                                                   |
|          |                                                                                                                                                                                                                                                                                                                 |                                                                        |               |                         |                         | AGGREGATE \$                                                         |
|          |                                                                                                                                                                                                                                                                                                                 |                                                                        |               |                         |                         | \$                                                                   |
|          | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y / N <input checked="" type="checkbox"/> N / A<br>(Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below                                       |                                                                        |               |                         |                         | PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> |
|          |                                                                                                                                                                                                                                                                                                                 |                                                                        |               |                         |                         | E.L. EACH ACCIDENT \$                                                |
|          |                                                                                                                                                                                                                                                                                                                 |                                                                        |               |                         |                         | E.L. DISEASE - EA EMPLOYEE \$                                        |
|          |                                                                                                                                                                                                                                                                                                                 |                                                                        |               |                         |                         | E.L. DISEASE - POLICY LIMIT \$                                       |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Live music Productions llc  
6426 Barnes Street  
Milton fl. 32570  
850-375-1243

## Cancelations

LMP normally requires a 50% nonrefundable deposit of the \$2,500, but with the contract as it stands will take a one-thousand-dollar cancelation fee prior to day of show, with 100% due day of show. 100% due on day of show is the industry standard.

Although, number of shows have been taken into consideration LMP also has to look at these as one off shows as far as our bookings are concerned with the understanding that these dates have been booked with the city and other shows cannot be booked on those dates. Cancelation policies for those dates need to reflect closely as one-off bookings.

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Tab 6



Live music Productions llc  
6426 Barnes Street  
Milton fl. 32570  
850-375-1243

## On site problems/weather

LMP is proud to say that none of our shows has been cancelled or terminated due to equipment failure. Our equipment is maintained regularly to remain in top performance. Occasionally, equipment failure occurs. We carry back up equipment with us. In every instance where we had equipment difficulties in the past, the problem was resolved quickly, and the show went on. We are confident that we can continue to provide dependable, quality service.

At LMP safety is of utmost concern. In case of a substantial rain/storm event all power is turned off to the stage until it is deemed safe to continue. If lightning occurs within 5 miles all activity will be stopped and will not continue until 30 minutes of the last detection has passed.

Any inappropriate behavior will not be tolerated from our team and will be met with clear and concise action.

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Tab 7

Live Music Productions LLC  
6426 Barnes Street  
Milton FL 32570  
850-375-1243

### **Equipment list for Band on the Blackwater**

#### **Speakers**

2 – Danley SH96  
4 - etx 35p EV's  
4 - MD-218 QSC Subs  
4 - etx 12p EV's  
1 - etx 15sp EV sub  
4 – JBL 15" Mpro  
2 - 12" Altos  
3 - 15" Altos  
1 - 18" Alto sub

#### **Amps**

1 Linea 44M20  
2 – Crest CA12  
4 – QSC PL340

#### **Distro**

1-Lex 50amp 6-20amp circuits  
1-Furman 100 amp 5-20amp circuits

#### **Mixers**

1 – Allen and Heath SQ5      48ch  
1 – Allen & Heath QU-PAC    32ch  
2 – AB 168  
2 – Ipad Air

#### **Microphones**

2 – Sennheiser e835  
5 – Sennheiser e935  
2 – Sennheiser e945  
1 – Sennheiser ew 500-945 g3 Wireless  
2 – Shure BLX288 W/4 Microphones  
1 - AKG DMS100 Digital Wireless Vocal Microphone Set  
2 – Telefunken M81  
1 – Sennheiser e902  
1 – Sennheiser e602  
9 – Sennheiser e604  
4 – Sennheiser e614

**Tab 8**



Live Music Productions LLC  
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#### Microphone stands

6 – DR Pro Boom  
4 – Atlas Boom  
1 – Tama Boom  
3 – Short Boom  
1 - Straight

#### DI Boxes

3 – Radial Pro D2  
1 – Radial Pro D1  
1 – Radial Pro 48

#### Snakes

2-160' cat5 pro grade  
1-50' 16 ch  
1-50' 12ch  
1-50' 8ch 4 XLR return  
1-100' 8ch 4 XLR return  
1-50' 32ch splitter

#### Lighting

4 – Venue Par 38  
2 – Venue Par 64  
2 – ADJ 5P Hex  
6 – ADJ Dotz Par  
2 – Elation Fuze Par Z60IP  
2 – Chauvet Intimidator Spot 455Z  
1 – Chamsys MQ 50 lighting control

#### Tab 8



## **Access to Event Grounds**

LMP does not accept responsibility of shows starting late if we do not have clear access to the event space. Access to the event space must be unimpeded during the agreed upon set up time. If we are unable to access the event space, we will call a city representative to determine the next step.

LMP will not be held liable for damages to the grounds/event space/irrigation due to the need to traverse said areas to gain access to the stage or performance area. Area for load in and load out must be as flat and level as possible. To prevent injuries, equipment will not be hauled by hand up slippery/grassy inclines such as the one leading up to the area stage area on the BotB site. Our equipment trailer must be backed onto the grounds up this grassy incline to gain access to the stage area.

## **Load In and Load Out**

Due to often uncertain weather conditions, rain/sun/heat, LMP will normally need to arrive between 9am and 11am to begin set up. Due to the complexity of set up, rigging and weather conditions, we cannot always control how quickly a band will load out. LMP cannot guarantee all equipment will be removed by 11pm, although all attempts will be made to do so.

## **Increase in Rates**

The cost of audio and lighting equipment has increased up to 30% in the last year. Often parts or new equipment is not available for months or not at all.

Our standard rates are based on the industry standard of 2.5% of cost of equipment per show plus labor rates. Using that formula and based on the equipment used for each BotB event, our rate should be \$2400 per event for equipment and \$1100 for labor, total \$3500. With consideration made for the number of shows booked under this contract for the year, our fee is discounted to \$2500 per show.

Live Music Productions LLC  
6426 Barnes Street  
Milton Fl. 32570  
850-375-1243

## **Security**

Security of grounds, stage, and surrounding stage area is the responsibility of the City of Milton. The city shall also provide all barricade needed for the stage, equipment and the electrical areas for the safety of the public and protection of LMP's equipment.

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Agenda Item # 2023-1186

## FY2024 Budget Calendar

### MEETING DATE

February 6, 2023

### PREPARED BY

Heidi Sroka, Budget  
Coordinator

### BACKGROUND

Information item only. The FY24 Budget Calendar has been completed.

### SUMMARY

### RECOMMENDATION

### ATTACHMENTS

1. FY24 BUDGET CALENDAR
2. MEETING, BUDGET & HOLIDAY DATES FOR 2023





## Budget Planning Calendar Fiscal Year 2023/2024

### 2023

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|                       |                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Jan .....</b>      | Budget Calendar Prepared. Public Hearings selected (opposite School Board & County).                                                                                                                                                                                                                                                                                                                   |
| <b>Mar 31 .....</b>   | Budget Office provides each department Budget Worksheets and Instructions.                                                                                                                                                                                                                                                                                                                             |
| <b>April 28 .....</b> | Capital Improvement Project Requests are due                                                                                                                                                                                                                                                                                                                                                           |
| <b>May 5 .....</b>    | Merit Worksheets for each department due from Human Resources.                                                                                                                                                                                                                                                                                                                                         |
| <b>May 1 .....</b>    | Department Budgets due to Budget Coordinator.                                                                                                                                                                                                                                                                                                                                                          |
| <b>May 22-31 ...</b>  | Departmental Budget reviews with City Manager and/or Dept. Heads.                                                                                                                                                                                                                                                                                                                                      |
| <b>June 3 .....</b>   | Property Appraiser provides <u>estimate</u> of total assessed non-exempt property.<br>Property Appraiser provides City Parcel Data for calculation of Fire Assessments.                                                                                                                                                                                                                                |
| <b>July 3 .....</b>   | Property Appraiser provides Certificate of Property Value (DR-420, DR-420TIF).                                                                                                                                                                                                                                                                                                                         |
| <b>July 3 .....</b>   | Council discusses Millage.                                                                                                                                                                                                                                                                                                                                                                             |
| <b>July 11 .....</b>  | Council approves Millage.<br>Council approves Annual Fire Resolution.<br>DRAFT Budget Summary presented to Council.                                                                                                                                                                                                                                                                                    |
| <b>July 12 .....</b>  | City provides Fire Assessment data and Resolution to Property Appraiser.                                                                                                                                                                                                                                                                                                                               |
| <b>July 22 .....</b>  | Budget Workshop with City Council                                                                                                                                                                                                                                                                                                                                                                      |
| <b>July 31 .....</b>  | Department Budgets presented at Executive Committee.                                                                                                                                                                                                                                                                                                                                                   |
| <b>Aug 3 .....</b>    | (on or before Aug 3)<br>Budget Office, through the City Manager, certifies DR-420, DR-420TIF, & DR-420MMP<br>Advise Property Appraiser of:<br><ol style="list-style-type: none"><li>1. Prior Year Millage Rate</li><li>2. Current Year Proposed Millage Rate</li><li>3. Current Year Rolled-Back Rate</li><li>4. Date, Time, Place of 1<sup>st</sup> Public Hearing for the Tentative Budget</li></ol> |
| <b>Aug 24 .....</b>   | (on or before Aug 24)<br>Property Appraiser mails the proposed property tax (TRIM).                                                                                                                                                                                                                                                                                                                    |



## Budget Planning Calendar Fiscal Year 2023/2024

### 2023 continued

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- Sept 12 .....** 1<sup>st</sup> 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.....** 2<sup>nd</sup> 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 2<sup>nd</sup> Final Public Hearing on Budget)  
Mail DR-487 to DOR- Property Tax Oversight Program

## **MEETING/HOLIDAY DATES FOR 2023**

### **JANUARY**

[New Year's Day – Monday, January 2, 2023](#)

Sundial and Executive Committee – Tuesday, January 3, 2023

FY 23 Budget Meeting – Thursday, January 5, 2023

CRA and Council – Tuesday, January 10, 2023

Historic Preservation Board – Thursday, January 12, 2023

[Martin Luther King Jr. Day – Monday, January 16, 2023](#)

Milton Planning Board – Tuesday, January 17, 2023

Committee of the Whole – Thursday, January 19, 2023

Community Improvement Board - Tuesday, January 24, 2023

Government Mission and Milton's Vision Meeting – Monday, January 30, 2023

### **FEBRUARY**

Sundial and Executive Committee – Monday, February 6, 2023

Historic Preservation Board – Thursday, February 9, 2023

CRA and Council – Tuesday, February 14, 2023

Milton Planning Board – Tuesday, February 21, 2023

[Committee of the Whole – Thursday, February 23, 2023](#)

Community Improvement Board - Tuesday, February 28, 2023

### **MARCH**

Sundial and Executive Committee – Monday, March 6, 2023

Historic Preservation Board – Thursday, March 9, 2023

CRA and Council – Tuesday, March 14, 2023

Milton Planning Board - Tuesday, March 21, 2023

[Committee of the Whole – Thursday, March 23, 2023](#)

Community Improvement Board - Tuesday, March 28, 2023

### **APRIL**

Sundial and Executive Committee – Monday, April 3, 2023

CRA and Council – Tuesday, April 11, 2023

Historic Preservation Board – Thursday, April 13, 2023

Milton Planning Board - Tuesday, April 18, 2023

Committee of the Whole – Thursday, April 20, 2023

Community Improvement Board - Tuesday, April 25, 2023

### **MAY**

Sundial and Executive Committee – Monday, May 1, 2023

CRA and Council – Tuesday, May 9, 2023

Historic Preservation Board – Thursday, May 11, 2023

Milton Planning Board - Tuesday, May 16, 2023



Committee of the Whole – Thursday, May 18, 2023  
Community Improvement Board - Tuesday, May 23, 2023  
Memorial Day – Monday, May 29, 2023

## **JUNE**

Sundial and Executive Committee – Monday, June 5, 2023  
Historic Preservation Board – Thursday, June 8, 2023  
CRA and Council – Tuesday, June 13, 2023  
Juneteenth – Monday, June 19, 2023  
Milton Planning Board - Tuesday, June 20, 2023  
Committee of the Whole – Thursday, June 22, 2023  
Community Improvement Board - Tuesday, June 27, 2023

## **JULY**

Sundial and Executive Committee – Monday, July 3, 2023 (**Millage Discussion**)  
Independence Day - Tuesday, July 4, 2023  
CRA and Council Meeting – Tuesday, July 11, 2023 (**Millage & Annual Fire Resolution Approval; Draft Budget Summary Presented to Council**)  
Historic Preservation Board – Thursday, July 13, 2023  
Milton Planning Board - Tuesday, July 18, 2023  
Committee of the Whole – Thursday, July 20, 2023  
**Budget Workshop with City Council – Saturday, July 22, 2023**  
Community Improvement Board - Tuesday, July 25, 2023

## **AUGUST**

**Sundial and Executive Committee – Monday, July 31, 2023 (Department Budgets Presented to Council)**  
CRA and Council – Tuesday, August 8, 2023  
Historic Preservation Board – Thursday, August 10, 2023  
Milton Planning Board - Tuesday, August 15, 2023  
Committee of the Whole – Thursday, August 17, 2023  
Community Improvement Board - Tuesday, August 22, 2023

## **SEPTEMBER**

Labor Day – Monday, September 4, 2023  
**Sundial and Executive Committee – Tuesday, September 5, 2023**  
CRA and Council – Tuesday, September 12, 2023 (**1<sup>st</sup> Public Hearing on Tentative Budget**)  
Historic Preservation Board – Thursday, September 14, 2023  
Milton Planning Board - Tuesday, September 19, 2023  
Committee of the Whole – Thursday, September 21, 2023  
**2<sup>nd</sup> Public Hearing to Adopt Final Millage Rate and Budget - Tuesday, September 26, 2023**  
**Community Improvement Board - Tuesday, September 26, 2023 (Pending a rescheduling)**

## **OCTOBER**

Sundial and Executive Committee – Monday, October 2, 2023  
CRA and Council – Tuesday, October 10, 2023  
Historic Preservation Board, Thursday, October 12, 2022  
Milton Planning Board, Tuesday, October 17, 2022  
Committee of the Whole – Thursday, October 19, 2023  
Community Improvement Board - Tuesday, October 24, 2023

## **NOVEMBER**

Sundial and Executive Committee – Monday, October 30, 2023  
CRA and Council – Tuesday, November 7, 2023  
Historic Preservation Board – Thursday, November 9, 2023  
Veterans Day – Friday, November 10, 2023  
Committee of the Whole – Thursday, November 16, 2023  
Milton Planning Board - Tuesday, November 21, 2023  
Thanksgiving Holiday – Thursday and Friday, November 24-25, 2023  
Community Improvement Board – Tuesday, November 28, 2023

## **DECEMBER**

Sundial and Executive Committee – Monday, December 4, 2023  
CRA and Council – Tuesday, December 12, 2023  
Historic Preservation Board – Thursday, December 14, 2023  
Milton Planning Board - Tuesday, December 19, 2023  
Committee of the Whole – Thursday, December 21, 2023 (This meeting is cancelled)  
Christmas Holiday – Friday through Monday, December 22-25, 2023  
Community Improvement Board – Tuesday, December 26, 2023 (Pending a rescheduling)



Agenda Item # 2023-1149

## Purchase of a CNG Side-Loader Garbage Truck

### MEETING DATE

February 6, 2023

### PREPARED BY

Diane Ebentheuer, Purchasing  
Agent/Risk Manager, Joe Cook,  
Public Works Director

### 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 City needs a Side Loader Garbage Truck.

### SUMMARY

CNG Sideloader Garbage Truck :  
Sourcewell Contract # 091219-MCN  
Company: McNeilus for \$415,566.00

### RECOMMENDATION

Request Council approve either option 1 or option 2 below.

Option 1: Leave the award in place for the Diesel Sideloader Garbage Truck that was awarded on 11/07/2022.

OR

Option 2: Waive the bid process and approve purchase of a CNG Sideloader Garbage Truck off Sourcewell Cooperative Contract #091219-MCN to McNeilus for \$415,566.00.

AND, if you choose the CNG sideloader, you will need to reject the award that the Council approved on 11/07/2022 for the purchase of a Diesel Sideloader Garbage Truck (\$374,627.78 to Ingram Equipment Company).

### ATTACHMENTS

1. Sourcewell 091219-MCN McNeilus CNG Sideloader Garbage Trk





Quote Number: CPQ-10095  
Revision: 10.0  
Model: ZR Side Loaders  
Capacity:  
Created: 02/01/2023  
Valid Until: 03/01/2023

**BUYER**

City Of Milton  
Attn: David Archer  
Po Box 909  
Milton, FL 32572  
USA

**BILL TO**

City Of Milton  
Attn: David Archer  
Po Box 909  
Milton, FL 32572  
USA

**FINAL USER**

(Delivery Location)  
City Of Milton  
Po Box 909  
Milton, FL 32572  
USA

**PRICING QUOTATION**

|                        |              |
|------------------------|--------------|
| Total Configured Price | \$400,586    |
| Surcharge              | \$10,196     |
| FET                    | \$0          |
| Sales Tax              | Not Included |
| Freight                | \$4,784      |
| Total Unit Price       | \$415,566    |
| Quantity               | 1            |
| Total                  | \$415,566    |
| Down Payment           | \$0          |

Peterbilt Chassis Price after Discount: **\$228,312**

McNeilus List Price: **\$177,843**

SourceWELL 8% Discount: **\$14,227**

Additional Discount Taken: **\$27,202**

McNeilus Sell Price: **\$136,414**

Special Order CNG System: **\$35,860**

McNeilus Surcharge: **\$10,196**

Freight: **\$4,784**

Total Price: **\$415,566**

**Price if only SourceWELL Discount was Applied: \$442,782**

- **Quote Discount:** Pricing includes all applicable discounts for quantity quoted. Change of quantity ordered may result in a revision of price.
- **Freight Charges:** Freight charge is estimated based upon fuel cost at the time of quotation. The charge is subject to change at the time of delivery. Shipping arrangements (when applicable) are made for the convenience of the Buyer. McNeilus Financial, Inc. d/b/a McNeilus Truck and Manufacturing ("Seller") assumes no responsibility for the equipment in transport.
- **Taxes:** No state or local taxes are included in the prices quoted herein. Any applicable state and local taxes must be added to these prices and paid directly by the Buyer.
- **Specifications:** All specifications are subject to change without notice. Several factors beyond the control of the chassis OEM or Seller may result in the substitution of components of equal or greater quality.
- **Special Options:** Special options are subject to Engineering application approval.
- **Terms & Conditions:** This quotation assumes and is subject to Seller standard Terms and Conditions of Sale, Including Limitations of Warranty.
- **Cancellation:** See Terms and Conditions referenced above.
- **Payment Terms:** Due Upon Receipt
- **Quotation Currency:** All prices are in USD
- **Delivery Terms:** FOB Destination, Freight Prepaid and Added. The Seller pays the freight charges but bills them to the Buyer.
- **Chassis Information:** Buyer supplied chassis must comply with SAE J2967 standards

**ACCEPTANCE**

This quotation is valid until 03/01/2023. Any order is contingent upon acceptance by Seller. By signing and returning this document, you are indicating that you have read and approved the above pricing. Please return this signed quotation and down payment to your Seller representative. If you have any questions, please feel free to contact us.

This quote may be subject to the imposition of a surcharge based on the price increases on commodities. We will provide an exact amount of surcharge as soon as practicable.

Authorized Signature \_\_\_\_\_

Date \_\_\_\_\_

**Additional Notes:**

This quote is based on McNeilus SourceWell Contract# 091219-MCN and is good until March 1st, 2023

City of Milton SourceWELL ID: 34560

**McNEILUS TRUCK AND MANUFACTURING**

524 EAST HIGHWAY STREET | POST OFFICE BOX 70 | DODGE CENTER, MN 55927 |

[mcneiluscompanies.com](http://mcneiluscompanies.com)

Page 1

## CHASSIS

|                             |                                |
|-----------------------------|--------------------------------|
| Option Description          | Option Selection               |
| Packer Type                 | ZR MODEL 48 SAUER HYDRAULICS   |
| GVW Category                | 33,001 LBS OR GREATER          |
| Destination State/Country   | MINNESOTA                      |
| Template                    | NONE                           |
| Chassis Type                | SPECIAL PACKAGE                |
| Chassis Make                | PETERBILT                      |
| Chassis Model               | 520                            |
| Steering Configuration      | DUAL SEATED STEERING           |
| Fuel Type                   | CNG                            |
| Fuel System                 | FRM RL MNT CNG DECAL, ETO ONLY |
| CNG Make                    | AGILITY                        |
| Primary CNG Location        | FRAME RAIL                     |
| Auxiliary CNG Fill Location | MTM SPEC AGLTY CON SS FRT BUMP |
| Primary CNG Fill Location   | MTM AGILITY FMM, BLUE-IQ       |
| Primary CNG Capacity        | ETO                            |
| Chassis Model Year          | 2023                           |
| CNG Transit Fill            | NO                             |

|                                 |                                |
|---------------------------------|--------------------------------|
| Option Description              | Option Selection               |
| Engine                          | CUMMINS ISL CNG ENGINE         |
| Engine Horsepower               | HORSEPOWER LESS THAN 300       |
| Transmission Guard              | TRUE                           |
| Battery Box Location            | STREET SIDE FRAME MOUNTED      |
| Transmission                    | ALLISON 3000 RDS               |
| Exhaust Location                | LEFT HAND VERTICAL EXHAUST     |
| Cab Mirrors                     | AERO STYLE                     |
| Add Top Spot Mirror             | CURBSIDE                       |
| Front Suspension Spring Shackle | WIDE                           |
| Pump Drive                      | SS CV DS REM MT CONST MESH PTO |
| Rear Suspension                 | HENDRICKSON HAULMAXX SPRING    |

## BODY

|                      |                                        |
|----------------------|----------------------------------------|
| Option Description   | Option Selection                       |
| Capacity             | ZR 22YD SRT FLR SML TG LO PRO          |
| Body Floor Thickness | 3/16" AR200 (HEAVY DUTY)               |
| Hopper Options       | HOPPER COVER PANEL (ZR ONLY)           |
| TG Bumper Width      | 72 INCHES                              |
| Tailgate Side Panel  | 10 GAUGE AR200                         |
| TG Seal              | HARD RUBBER SEAL                       |
| Front Light Bar      | STANDARD 14 GA                         |
| Model/Capacity       | Model 2248: ZR Zero Radius ASL 22 yard |

## BODY OPTIONS

| Option Description          | Option Selection          |
|-----------------------------|---------------------------|
| Tailgate Type               | NON- TG-MNT-CNG TAILGATE  |
| Cab Control                 | SWITCHES IN DASH          |
| Hopper Light Camera Guard   | TRUE                      |
| Packer Follower             | STANDARD 10GA 50KSI PANEL |
| Hopper Floor                | 3/16" AR400               |
| Hopper Floor Liner          | 3/16" AR400               |
| Packer Follower Hinge Cover | TRUE                      |
| X-Wear Is Standard          | TRUE                      |
| Cleanout Door Spill Tray    | CURB SIDE AND STREET SIDE |
| Tailgate Prop Opening       | STANDARD OPENING          |
| Body Safety Stand (AR Only) | NONE (ZR)                 |
| Arm Valve Cover             | NOT APPLICABLE-ZR         |
| Joystick Style              | ROLLER STYLE, TRADITIONAL |
| Telematics                  | TRUE                      |

## HYDRAULICS

| Option Description        | Option Selection             |
|---------------------------|------------------------------|
| Hydraulic Reservoir       | STREET SIDE STANDARD, FRAME  |
| Hydraulic Pump            | PISTON PUMP                  |
| Hydraulic Return Filter   | SCHROEDER IN RESERVOIR       |
| Packer/Ejector Cylinder   | MAILHOT                      |
| Hyd Hose Wrap             | NO HOSE WRAP                 |
| Low Hyd Oil Level Warning | WARNING LIGHT                |
| Hydraulic Cooler          | TRUE                         |
| Service Lift              | NONE-AR IS TTD, ZR IS FIXED  |
| Res Suction Shutoff Valve | RED HANDLE BALL VALVE        |
| Hydraulic Res Breather    | FILLER/BREATHER ON RESERVOIR |
| Hyd Res Filler Cap        | STANDARD FILLER CAP          |
| Hyd Fluid Sample Port     | CHECK FLUID KP14NV 90DEG     |
| Tell Tale Hyd Temp Gauge  | BUILT INTO DISPLAY           |
| Hydraulic Fluid           | ISO46-US OIL                 |
| Temp Sensor In Reservoir  | TRUE                         |



## LIGHTING

| Option Description           | Option Selection               |
|------------------------------|--------------------------------|
| DOT Light Manufacturer       | ECONOMY LED                    |
| Smart Lights                 | 4" PROG STRB IN TG AND TG SIDE |
| Center Stop Light            | ECONOMY LED LIGHT CENTER OF TG |
| Mid Body Work Lights         | FDR MT RD GROTE LED            |
| Mid-Body DOT Oval Light      | OVAL AMBER TURN SIGNAL/MARKER  |
| Hopper Lights                | ONE ECONOMY 5" LED             |
| Arm Work Lights              | ONE ECONOMY 5" LED             |
| Tailgate Outer Corner Lights | NONE                           |
| TG Smart Light Activation    | SWITCH IN CAB                  |
| IFM Display Location         | DOGHOUSE                       |

## CAMERA

| Option Description     | Option Selection                   |
|------------------------|------------------------------------|
| Camera/Monitor Make    | SSV9" MON/DVR 6 PORT               |
| Monitor Mount          | CENTER OVERHEAD RAM MOUNTED        |
| Monitor Display In Rev | SPLIT SCRIN TG AND CS ALLEY CAMERA |
| Alley Camera           | CURB SIDE AND STREET SIDE CAMERA   |
| Hopper Camera          | SS REAR HOPPER CAMERA              |
| Tailgate Camera        | TAILGATE REVERSE CAMERA            |
| DVR Mounted In Cab     | NONE                               |
| CC Camera Qty          | SSV9 Camera Qty 4                  |

## ARMS and FORKS

| Option Description     | Option Selection            |
|------------------------|-----------------------------|
| Arm Model              | ZR 6' ARM FOR 96 GAL CARTS  |
| Arm Fingers            | STANDARD FINGER GRABBER     |
| Arm Controls           | CS JOYSTICK CONTROL         |
| Can Counter            | STANDARD IN DIGITAL DISPLAY |
| Autoload               | N                           |
| Grabber Open Interlock | STANDARD IN ZR SOFTWARE     |

## MISC BODY

| Option Description             | Option Selection          |
|--------------------------------|---------------------------|
| Front Mudflaps                 | PLASTIC QUARTER FENDER    |
| Rear Mudflaps                  | BLACK MCNEILUS LOGO       |
| Backup Alarm                   | ECCO DUAL TONE            |
| Broom Holder On Body           | NO                        |
| Clean-Out Tool                 | CLEANOUT HOE (BODY MOUNT) |
| Limit Speed With Tailgate Open | NO                        |

## McNEILUS TRUCK AND MANUFACTURING

524 EAST HIGHWAY STREET | POST OFFICE BOX 70 | DODGE CENTER, MN 55927 |



## SAFETY

| Option Description       | Option Selection          |
|--------------------------|---------------------------|
| Triangle Safety Kit      | BOLTED IN CAB             |
| Fire Extinguisher In Cab | 5# ABC                    |
| 20# Fire Extinguisher    | CS HEADFRAME MTD FIRE EXT |

## PAINT

| Option Description       | Option Selection           |
|--------------------------|----------------------------|
| Number Of Body Colors    | QTY 1                      |
| Body Color 1 Code        | HST-938497                 |
| Body Color 1 Description | White match chassis        |
| Paint Scheme             | STANDARD PAINT TEMPLATE    |
| Body Paint Category      | 1 COLOR, MEDIUM COMPLEXITY |
| Automated Arm Color      | BLACK                      |
| Cab / Hood Paint         | NO CAB PAINT               |
| Wheel Paint              | NO WHEEL PAINT             |
| CNG System Cover Color   | BODY                       |
| Conspicuity Tape         | TRUE                       |
| Decal Language           | ISO ENGLISH/SPANISH        |
| Caution-Wide Turns Decal | 0                          |

## AXLE

| Option Description | Option Selection |
|--------------------|------------------|
|--------------------|------------------|

## Special Features and Options:

REF-ETO-24563 MTM purchased Agility - 60 SL ETO - 60 DGE ROOF, SHORT BODY ZR, AGILITY  
DGE Roof Mounted CNG System for short  
body ZR

## Extended Warranties:

Options Available at Additional Cost (not included in quoted price):

## Additional Notes:

This quote is based on McNeilus SourceWell Contract# 091219-MCN and is good until March 1st, 2023

## McNEILUS TRUCK AND MANUFACTURING

524 EAST HIGHWAY STREET | POST OFFICE BOX 70 | DODGE CENTER, MN 55927 |



Agenda Item # 2023-1148

## Purchase of a 2023 Ford F-250 for Water/Sewer Department

### MEETING DATE

February 6, 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 Water/Sewer department needs a new truck.

### SUMMARY

Florida Sheriff contract #FSA22-VEH30.0 Bozard Ford \$59,311.00 2023 Ford F-250 Truck.

### RECOMMENDATION

Request Council waive the bid process and approve using Florida Sheriff Contract for the purchase of a new 2023 Ford F-250 Truck. Contract #FSA22-VEH30.0

### ATTACHMENTS

1. Piggy Back FSA22-VEH30.0 Bozard Ford 2023 F250 Truck



**BOZARD**   
**GOVERNMENT SALES**

January 5, 2023

CITY OF MILTON

JOE COOK

850-983-5428

CONTRACT#FSA22-VEH30.0

[JOE.COOK@CI.MILTON.FL.US](mailto:JOE.COOK@CI.MILTON.FL.US)

Greeting,

|                  | Color |                                                  |              |
|------------------|-------|--------------------------------------------------|--------------|
| Exterior Color   | YZ    | OXFORD WHITE                                     |              |
| Interior Vehicle | AS    | H/D VINYL 40/20/40 SPLIT SEAT                    |              |
|                  |       | Description                                      | Price        |
| SPEC #106        | F2A   | 2023 FORD F-250 4X2 REG CAB 142" W/BASE SWR      | \$ 40,140.00 |
|                  |       | 600A ORDER CODE                                  | INC          |
|                  |       | AM/FM w/MPE 3 (SYNC)                             | INC          |
|                  | 99A   | 6.8L V-8 ENG                                     | INC          |
|                  | 44F   | 10 SPEED AUTO                                    | INC          |
|                  | X3E   | 4.30 LIMITED SLIP                                | \$ 429.00    |
|                  | TBM   | LT245/75RX17E BSW A/T                            | \$ 164.00    |
|                  | 512   | SPARE TIRE & WHEEL                               | INC          |
|                  | 90L   | POWER WINDOW & DOOR LOCKS                        | INC          |
|                  | 471   | REAR STABILIZER BAR                              | \$ 159.00    |
|                  | 67E   | 250 AMP ALTERNATOR                               | \$ 84.00     |
|                  | 96D   | XL DRIVER ASSIST ( PRE-COLLISION ASSIST, FORWARD | \$ 729.00    |
|                  |       | COLLISION WARNING                                | INC          |
|                  | 18B   | RUNNING BOARDS                                   | \$ 319.00    |
|                  | 872   | REAR VIEW CAMERA                                 | INC          |
|                  | 43C   | 110V/400W OUTLET                                 | \$ 174.00    |
|                  | 66S   | UPFITTER SWITCHES                                | \$ 164.00    |
|                  | 76C   | BACKUP ALARM                                     | \$ 149.00    |
|                  | 52S   | INTERIOR WORK SURFACE                            | \$ 164.00    |
|                  | 942   | DAYTIME RUNNING LIGHTS                           | INC          |
|                  | 91G   | AMBER /WHITE 360 DEGREE LED STROBES & CORNER LED | \$ 1,496.00  |
|                  |       | KNAPHEIDE 696J SERVICE BODY                      | \$ 9,950.00  |
|                  |       | FLIPTOPS                                         | \$ 999.00    |
|                  |       | MASTER LOCKS,                                    | \$ 599.00    |
|                  |       | TRAILER HITCH,HITCH INSERT                       | \$ 1,299.00  |
|                  |       | SPRAY IN BED LINER                               | \$ 896.00    |
|                  |       | COMPARTMENT LIGHTS                               | \$ 599.00    |
|                  |       | (1) KEY                                          | \$ 399.00    |
|                  |       | FLOOR MATS                                       | \$ 399.00    |
|                  |       | TEMP TAG                                         | INC          |
|                  |       |                                                  | \$ 59,311.00 |

All Vehicles will be ordered **WHITE** unless agency choose a different color

Approved \_\_\_\_\_

Please return quote along with purchase order

Sincerely,

*Jeffrey Eason*

Government Fleet Director

*Lee Windrow*

Fleet Sales Manager

(850) 776-5294

[WINDROW11@GMAIL.COM](mailto:WINDROW11@GMAIL.COM)



Agenda Item # 2023-1173

## Purchase 2023 Ford F-150 4x2 - one for Street Department & one for Gas Department

### MEETING DATE

February 6, 2023

### PREPARED BY

Diane Ebentheuer, Purchasing  
Agent/Risk Manager

### BACKGROUND

The City purchasing policy allows the Council to waive the bid process and use "Other Contracts" that have gone through the review process and have been approved by another government entity. The Street Department and the Gas Department both need a new truck.

### SUMMARY

Florida Sheriff contract #FSA 20-VEL28.0 Bozard Ford \$28,431.00 Ford F150 Truck.

### RECOMMENDATION

Request Council waive the bid process and approve using the Florida Sheriff Contract for the purchase of two new 2023 Ford F-150 4x2 Trucks. Contract #FSA 20-VEL28.0

### ATTACHMENTS

1. Piggyback FSA20-VEL28.0 Bozard Ford 2023 F150 Truck

BOZARD   
GOVERNMENT SALES

January 25, 2023  
CITY OF MILTON  
JOE COOK  
850-983-5428  
[JOE.COOK@CI.MILTON.FL.US](mailto:JOE.COOK@CI.MILTON.FL.US)

Greeting,

Bozard Ford is pleased to submit the following quotw based on FSA Contract FSA 20-VEL28.0

|                        | Color |                                                          |              |
|------------------------|-------|----------------------------------------------------------|--------------|
| Exterior Color         | YZ    | WHITE                                                    |              |
| Interior Vehicle Color | AS    | DARK SLATE VINYL                                         |              |
| SPEC #137              |       | Description                                              | Price        |
|                        | F1E   | 2023 FORD F-150 4 X 2 REG CAB 6.5" BED BOX 122.5" W/BASE | \$ 22,701.00 |
|                        | 99B   | 3.3L V-6 ENG                                             | INC          |
|                        | 44G   | 10-SPPED AUTO                                            | INC          |
|                        | 85A   | POWER WINDOW & DOOR LOCKS                                | \$ 974.00    |
|                        | 18B   | RUNNING BOARDS                                           | \$ 449.00    |
|                        | 53A   | TRAILER TOW PKG                                          | \$ 1,324.00  |
|                        | 96W   | SPRAY IN BED LINER                                       | \$ 594.00    |
|                        |       | CORNER STROBES                                           | \$ 796.00    |
|                        |       | OUT OF STOCK                                             | \$ 795.00    |
|                        |       | FLOOR MATES                                              | \$ 399.00    |
|                        |       | 3RD KEY                                                  | \$ 399.00    |
|                        |       |                                                          | \$ 28,431.00 |

All Vehicles will be ordered **WHITE** unless agency choose a different color

Approved

Please return quote along with purchase order

Sincerely,

*Jeffrey Eason*

Government Fleet Director

*Joe Windrow*

Fleet Sales Manager (850) 776-5294

[WINDROW11@GMAIL.COM](mailto:WINDROW11@GMAIL.COM)





Agenda Item # 2023-1152

## Bid Opening for CDBG Admin Services-Broad St, Quinn St & Okaloosa St

### MEETING DATE

February 6, 2023

### PREPARED BY

Diane Ebentheuer, Purchasing  
Agent/Risk Manager

### BACKGROUND

The City solicited proposals for CDBG Admin Services- Broad St., Quinn St., and Okaloosa St.

### SUMMARY

Bid Opening was held 01/11/2023. One proposal was received.

### RECOMMENDATION

The staff has reviewed the single proposal and recommends awarding to Jones-Phillips and Associates for CDBG Administration.

### ATTACHMENTS

1. 2022.14 Staff Recommendation
2. 2022.14 BID TAB with Links to Submittals

**Diane Ebentheuer**

*Staff Recommendation*

**From:** Curtis Krebs  
**Sent:** Wednesday, January 11, 2023 3:05 PM  
**To:** Sandra Woodbery; Diane Ebentheuer  
**Cc:** Curtis Krebs  
**Subject:** RE: Recommendation

Diane,

I have also reviewed the proposal submitted and I recommend JPA Jones-Phillips & Associates, Inc. for Project Administration Services - CDBG Neighborhood Revitalization Project.



**Curtis Krebs**  
**Chief Financial Officer**  
**City of Milton**  
ckrebs@miltonfl.org

**From:** Sandra Woodbery <swoodbery@miltonfl.org>  
**Sent:** Wednesday, January 11, 2023 2:36 PM  
**To:** Diane Ebentheuer <debentheuer@miltonfl.org>  
**Cc:** Curtis Krebs <ckrebs@miltonfl.org>  
**Subject:** Recommendation

Diane,

I have reviewed the proposal submitted and I recommend JPA Jones-Phillips & Associates, Inc. for Project Administration Services - CDBG Neighborhood Revitalization Project.



**Sandra "Sandi" Woodbery**  
**Grants Manager**  
Phone: 850-983-4704  
Email: [swoodbery@miltonfl.org](mailto:swoodbery@miltonfl.org)

Under Florida's public records laws, the City of Milton's emails may be considered public record and subject to inspection or disclosure to the public. If you do not wish to have your emails possibly disclosed to the public, please do not communicate with the City of Milton through email.

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## BID TABULATION

01/11/2023 2:00 p.m.

**Present for the City of Milton:**

Diane Ebentheuer  
Michele Williams  
Curtis Krebs

Purchasing Officer  
Purchasing Assistant  
Chief Financial Officer

**Others in attendance:**

Kevin Boyer  
Sandra Woodbery  
Robin Phillips

Executives Assistant  
Grants Coordinator  
Jones-Phillips & Associates

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

---

### **RFP 2022.14 CDBG Admin Services- Broad St, Quinn St, Okaloosa St.**

---

Note: Click on Business Name to view Proposal

---

1 [Jones-Phillips and Associates](#)

---

Proposal



Agenda Item # 2023-1145

## City of Milton Board Vacancies

### MEETING DATE

February 6, 2023

### PREPARED BY

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

### BACKGROUND

This is an item update that is to be provided monthly to the Council as long as city boards have membership vacancies. Currently, the Community Improvement Board and the Fire Pension Board have one vacancy. The Civil Service Board has two vacancies. It is important to fill these positions so a meeting can be held with a simple majority of the board present.

### SUMMARY

At this time, staff has two applications on file for the Community Improvement Board. Attached are the applications as well as the current boards with vacancies.

### RECOMMENDATION

Staff recommends review of the Community Improvement Board applications.

### ATTACHMENTS

1. Kyle Johnson Application
2. Shari Sebastiao CIB Application
3. Board Vacancies Updated 1.17.2023



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

Date: 01-03-2023

Name Kyle P Johnson Phone (hm) (850) 716-7171

E-mail address kylej53@gmail.com Phone (wk/cell) (850) 716-7171

Address [REDACTED] City Ward Ward 1

Education Journeyman (Alabama State Barber College)

Work Experience: Mortgage banking, mortgage broker, barber shop owner  
Duties included calling on realtors, mailing out campaigns, attending functions  
with title companies, etc.

Community Service Trunk-or-treat (2022) (volunteer). Member of the Bay County Tax  
Foundation. Member of the Doctrinal Studies Bible Church.

Awards \_\_\_\_\_

Hobbies, Travel, etc Working out, cooking, attending Bands on the  
Blackwater, and going to the beach with my family.

Other comments that would be helpful in determining appropriate appointment \_\_\_\_\_  
After reading the duties and responsibilities of the CIB, I feel confident with the  
direction that the city wants to grow

Please attach a brief resume. I am retired.

Please check the Boards that you are interested in.

☐ Milton Housing Authority

☐ Milton Planning Board

☐ Historic Preservation Board

☒ Community Improvement Board

☐ Civil Service Board

☐ General Employees Pension Board

☐ Board of Adjustments

☐ Firefighters Pension Board

☐ Police Pension Board

CITY OF MILTON  
BOARD APPOINTMENT SURVEY/INFORMATION

Date: 10 Jan 2023

Name Shari C. Sebastiao Phone (hm) 850-983-0921

E-mail address SebastiaoShari@gmail.com Phone (wk/cell) 850-450-3717

Address [REDACTED] City Ward 4

Education High School, Auto Repair

Work Experience: 14 years AS A School Bus Driver 10 in Santa Rosa County Small Business owner for 10+ years

Community Service Milton City Council, 2 1/2 Civil Service Board

Board For Santa Rosa Com. theater, Member of NFIB  
(NFIB) Nat. Fed of Indp. Businesses

Awards Volunteer of the Year 2012 Milton High Drama

Hobbies, Travel, etc Vintage Shopping, Vintage Repairs, Camping,  
Travel, Historic Cities + Coin + Silver Collecting

Facebook Page for City of Milton-

Other comments that would be helpful in determining appropriate appointment: I run a

Facebook page for City Businesses and Events in Milton FL.  
own a small business that has been in and out of the city, so I feel like  
Please attach a brief resume. I have A Great view of ways to Help continue  
To Move Milton Forward, AS I DO  
Please check the Boards that you are interested in. ALL my own marketing-

☐ Milton Housing Authority

☐ Milton Planning Board

☐ Historic Preservation Board

☒ Community Improvement Board

☐ Civil Service Board

☐ General Employees Pension Board

☐ Board of Adjustments

☐ Firefighters Pension Board

☐ Police Pension Board

# **CITY OF MILTON BOARD VACANCIES**

## **COMMUNITY IMPROVEMENT BOARD**

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

At this time, staff has three new applications on file from individuals interested in serving on this board.

### **Description of Duties**

1. Act in an advisory capacity to the City Council in matters related to economic development and business activities in the development of and periodic updates to the city's economic development strategic plan.
2. Perform other duties as requested by the City Council or as considered advisable by the Committee and approved by the City Council. Act in an advisory capacity to the City Council in matters related to economic development and business activities in the development of and periodic updates to the city's economic development strategic plan.
3. Make recommendations on ordinances, policies, short-term action plans, and resources allocated to business and economic development activities and programs of the city.
4. Have such other advisory duties granted by the City Council consistent with the business and economic development needs of the city. Identify actions to promote the economic health of the business community while preserving our unique characteristics as a welcoming riverfront community
5. Promote the hospitality and tourism industry in Milton while fostering businesses that serve and enjoy the loyalty of our local and regional community
6. Identify programs, policies, and activities that can help the business community recover from any economic recession.
7. Pursue new and diversified businesses leveraging our expertise, including the use of special zones, to address issues of concern.

## **CIVIL SERVICE BOARD**

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

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

**Appointment and Structure:**

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

**FIRE PENSION BOARD**

The Fire Pension Board 5 voting members – 2 Firefighters – 2 City Residents appointed by the City Council and 1 voted in by the board and then appointed by City Council. The Fire Pension Board meets quarterly, the first Wednesday of the month at 1:30 p.m. There is currently one vacancy on this board, which is voted in by the board and then appointed by City Council. This position when filled, will serve a two-year term (with option of reappointment).

**Governing Document**

- Florida State Statutes 176.061 and Ordinances

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

**Description of Duties**

1. The Milton Fire Pension Board oversees the allocations of funds for the firefighter's pension. Reviews the recommendations of the investment company, attorney, and actuary
2. All minutes of the Fire Pension Board meeting shall be filed with the City Clerk's Office





Agenda Item # 2023-1183

## Purchasing Policy Change

### MEETING DATE

February 6, 2023

### PREPARED BY

Diane Ebentheuer, Purchasing  
Agent/Risk Manager

### BACKGROUND

The city's Purchasing Policy was last revised on 03.10.2020.

### SUMMARY

There is a need to add language to the City's Purchasing Policy to address authority levels for capital improvement projects. See page 5 in RED for proposed changes.

The proposed language to add is: **"Council approved capital improvement project purchases, with City Manager's approval, can exceed these levels, as long as, the total of all project purchases does not exceed the approved project budget. If the project purchase is partially or fully grant funded or is used to meet any grant match requirement, these purchases are not exempt from any applicable Federal and State threshold requirements. "**

### RECOMMENDATION

Request the council approve the change to the Purchasing Policy adding language for projects that have been approved by the council, to exceed the levels.

### ATTACHMENTS

1. 9.0 Purch Pol Proposed changes Feb 2023

# City of Milton - Purchasing Policy 9.0

## CITY OF MILTON POLICY

|                                   |                                 |                                 |
|-----------------------------------|---------------------------------|---------------------------------|
| Title: Purchasing Policy          | Page: 1                         | Policy Number: 9.0              |
| Effective Date: February 14, 2023 | Revised Date: February 14, 2023 | Next Review Date: February 2026 |
| Approved by Council:              |                                 |                                 |
| Legal Review:                     |                                 |                                 |

## SCOPE AND PURPOSE

The following pertains to the City of Milton's Purchasing Policy (see attachment).

## POLICY STATEMENT

The purpose of this policy is to:

- provide all departments with the procedures and policies to be used in the procurement of goods and services,
- provide for the fair and equitable treatment of all persons involved in public purchasing by the City of Milton,
- maximize the purchasing value of public funds, and
- provide safeguards for maintaining a procurement system of quality and integrity.

Each department should maintain this manual in a loose-leaf binder so that procedural modifications may be inserted as required. These modifications will be provided, in writing, from the Purchasing Department after approval by the City Manager or City Council.

Approved by: \_\_\_\_\_  
City Manager

Date: \_\_\_\_\_

# City of Milton - Purchasing Policy 9.0

---

Date Adopted: November 9, 2010  
Date Revised: March 10, 2020

## CITY OF MILTON PURCHASING POLICY AND OPERATING PROCEDURES

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## SECTION 1. PURCHASING POLICY

The purpose of this policy is to:

- provide all departments with the procedures and policies to be used in the procurement of goods and services,
- provide for the fair and equitable treatment of all persons involved in public purchasing by the City of Milton,
- maximize the purchasing value of public funds, and
- provide safeguards for maintaining a procurement system of quality and integrity.

Each department should maintain this manual in a loose-leaf binder so that procedural modifications may be inserted as required. These modifications will be provided in writing from the Purchasing Department that is approved only by the City Manager or City Council.

## SECTION 2. DUTIES

### 2.1 City Manager

The authority to commit the funds of the City has been delegated from the City Council to the City Manager (Reference to ordinance #591 & #970); it is his responsibility to give leadership in all purchasing and contracting activities to the City, sign contracts, issue regulations and procedures and delegate purchasing responsibilities. The City Manager has delegated oversight of this authority to the Purchasing Department. Except as otherwise noted within this policy, agreements entered into between any vendor and any company or representative outside the Purchasing Department without proper authorization will not be honored for payment by the City. Furthermore, the employee responsible for improper purchases may be held personally accountable for financial obligations incurred by the City and also may be subject to disciplinary action by the City.

### 2.2 Purchasing Agent

Shall be responsible for:

- administering the processing of requisitions,
- issuing purchase orders in accordance with the City's Purchasing Policy,
- making sure that all verbal and written quotes have been documented on the requisition,
- making sure that copies of all written quotes have been turned in with requisitions, and
- overseeing the formal bid process when required,
- coordinating purchases of like items to obtain the best pricing available, and
- determining when the issue of contracts is needed for items that are repetitively purchased.

### 2.3 Division Directors

Shall be responsible for overseeing their Department Heads and ensure that all established purchasing policies and procedures are followed before any monies are committed by any employee within their department.

With written authorization, Division Director may delegate a Department Head or another employee of the department for emergency purchases, if the Division Director is not present. It is the responsibility of the Department Head to ensure that after an emergency, requisitions are properly submitted to the Purchasing Department in order to allow for timely purchase and delivery. In the case of an emergency purchase, Division Director will ensure that the Department Head has fully and properly completed the requisition form as soon as possible, including the justification for the emergency purchase.

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## 2.4 Department Heads

The Department Heads are responsible for the establishing the specifications for the equipment, materials, supplies or services to be purchased for their departments. In addition, the Department Heads should ensure that established purchasing policies and procedures are followed for all purchases before any monies are committed by any employee within their department. Also, that requisitions are properly submitted to the Purchasing Department in order to allow for timely purchase and delivery.

## 2.5 Designated Employees

The Designated Employee is delegated by the Department Head to purchase items with a City of Milton Purchasing Card (VISA Card) that has been issued to them for the daily operation of their department and that they follow all of the standard purchasing policies and procedures and also the purchasing card policies and procedures and stay within their authorized dollar amounts.

## SECTION 3. PURCHASING PROCEDURES

### 3.1 Authorization Levels (approved 04/09/2019)

| <u>Value of Purchase</u>  | <u>Pricing Mechanism</u>                                                             | <u>Authority to Approve</u> |
|---------------------------|--------------------------------------------------------------------------------------|-----------------------------|
| -0- - \$2,000.00          | One Verbal Quote                                                                     | Designated Employee         |
| \$2,000.01 - \$3,000.00   | Three Written Quotes                                                                 | Department Heads            |
| \$3,000.01 - \$5,000.00   | Three Written Quotes                                                                 | Division Directors          |
| \$5,000.01 - \$7,000.00   | Three Written Quote                                                                  | Purchasing Agent            |
| \$7,000.01 - \$10,000.00  | Three Written Quotes                                                                 | City Manager                |
| \$10,000.01 - \$25,000.00 | Three Written Quotes                                                                 | City Council                |
| \$25,000.01 – and above   | Formal Invitation to Bid/<br>Request for Proposal<br>(Public Advertisement Required) | City Council                |

\*\*\* Note: While the computer tracks the “total purchase order price” for approval, the authorization dollar limits above pertain to a single item purchase price.

Whenever feasible, three (3) quotes shall be solicited on each item submitted as listed above. In the event three (3) quotes cannot be obtained, a comment should be added to the requisition outlining the providers notified to obtain three quotes and a sole source affidavit filled out.

The City Council or City Manager shall have the authority to reduce the levels of authority outlined above should fiscal circumstances warrant such action.

**Council approved capital improvement project purchases, with City Manager’s approval, can exceed these levels, as long as, the total of all project purchases does not exceed the approved project budget. If the project purchase is partially or fully grant funded or is used to meet any grant match requirement, these purchases are not exempt from any applicable Federal and State threshold requirements.**

### 3.2 Requisition Forms

A City of Milton Requisition form must be completed in the accounting system for all purchases, including purchases which are within the authorization level for a Department Head. The Department Head is responsible to verify budget for the account number used to make sure adequate funding is available and before the requisition is assigned a purchase order number.

If prices are estimated, this information should be noted on the requisition form. It is the responsibility of the Department Head to assure that the requisition has been approved by the appropriate authority level prior to making a purchase or authorizing a service to be performed. Purchases of like items must not be submitted separately on requisition forms for the purpose of circumventing purchasing policies.

The Purchasing Department will process the requisition in accordance with established purchasing policies and procedures and will issue a purchase order number for each purchase. The requisition, when approved by the highest level of authority, is the vendor's authorization to perform the services, ship the items, and or place the order as requested by the designated employee.

### 3.3 Quotes

Where verbal quotes are required, the Department Head should assure that the quotes received are properly and fully documented with name of company, phone number, contact person, date and time of quote on the requisition form.

Whenever feasible, three (3) written quotes shall be submitted for items costing more than \$500.01 in accordance with the purchasing policy. Where written quotes are required, the quotes received should be submitted to the Purchasing Department, so that a copy of the requisition and purchase order can be maintained on file. All quotes should also be documented on the requisition form. At a minimum, copies of the specifications should be emailed or faxed to the vendors and responses should be emailed or faxed back to the Department Head. Both the specifications provided to the vendor and the quote provided by the vendor must be attached to the purchase order package and maintained on file. If the items to be purchased are uniform and easily identifiable by model number or similar description and are available from mail order catalogs, the required number of prices from catalogs may be substituted for written quotes. Supporting documentation for the prices stated on the requisition should be submitted to the Purchasing Department. Department Heads are responsible for determining that the prices published in the catalogs are current, prior to submitting the requisition.

### 3.4 Bids

The Purchasing Department (in coordination with the appropriate Department Heads) will prepare and advertise for formal sealed bids or requests for proposals (RFPs) when the total price of the goods or services exceed the bid limit. Request for proposals are utilized when the exact nature of the Services is not specified, such as for legal services, engineering services, consulting or accounting/auditing services. The normal length of time to process a purchase with a bid requirement is two (2) weeks, Department Heads should assure that the requisition and pertinent information is submitted to the Purchasing Department in a timely manner to allow for proper processing.

Notice of bids or RFP's must include adequate information that will allow vendors to make a valid response. For purchases exceeding the advertised bid limit, notice of bids or RFP's shall be published in local newspapers at least once and shall be published at least seven (7) days prior to the deadline for receiving bid responses. Copies of notices for bid or RFP's will be sent to all interested vendors. All bids will comply with the Public Bid Disclosure Act (Section 218.80, Florida Statutes).

All notice of bids or RFP's must include the deadline for response and a staff contact with phone/fax number, email address, as well as the time, date and location of the bid opening. Sealed bid responses must be time and date stamped when received by the Purchasing Department. Late bid responses will not be accepted.

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Bid responses will be publicly opened at the location, time and date specified with the City Manager or his designee, (the Purchasing Agent), at least one employee from the Finance Department and any other interested parties present. Bid tabulation shall be prepared and signed by those City officials present.

The City of Milton will generally select the lowest bidder, unless the lowest bidder does not meet specifications or in some other way does not meet the requirements of the City. If the lowest bid is not accepted, such decision shall be documented in writing and approved by the City Manager and City Council. The City retains the right to reject any or all bids and waive any formalities and award the bid in the best interest of the City. Acceptance of any bids must be approved by the City Council.

As part of the bid package, vendors must submit an affidavit that states that said vendor has not been disqualified from the public contracting and purchasing process due to a conviction of a public entity crime as defined by Sections 287.132 – 133, Florida Statutes. Only one affidavit per entity per year is required to be on file with the Purchasing Department.

In addition, contracts that exceed \$25, 000 and have Federal grant monies or proceeds from a federally funded contract, it is required that each vendor submitting a bid must include a signed certification that states that the vendor has not been debarred or suspended from doing business with the Federal government.

### 3.5 Bid Awards

Each bid shall be awarded on the basis of the lowest or best competitive price from a responsive and responsible bidder which meets specifications with consideration being given to the specific quality of the product, conformity to the specifications, meets the City's needs, delivery terms, service, past performance and location of the vendor. All bids or proposals shall be subject to acceptance or rejection and the City specifically reserves the right to accept or reject any or all bids or proposals, to waive any technicalities and formalities in the bid process and award the bid in part or in any manner deemed to be in the best interest of the city.

Bid quantities amounts may be altered up or down, before or prior to bid award, to a maximum of 30% without requiring a rebid of the item. In the event the selected vendor is not able to deliver at the price and conditions outlined in their bid based upon the new quantities, the City may award to the second vendor.

If a Request for Proposal or a Formal invitation to bid does not garner any response, the City Council may grant authority to the City Manager to secure the services and/or product by another means.

### 3.6 Local Vendors

Local vendors are the businesses that are located within the City limits of Milton. The bid award to a Local vendor is encouraged and a local vendor preference will be considered. The Local Vendor Preference is used to encourage the support of local businesses and help build up the economy within the city limits of Milton.

### 3.7 Annual Contracts

Where the Purchasing Agent, Division Director, and Department Head determine that certain services or items purchased for the City warehouse or for a specific department are required on a recurring basis, an annual contract for supply of the service or item may be issued. The quantity and projected cost of the required items must be determined and then the proper quote or bid procedures are followed in order to award the contract. Such annual contracts may be renewed as stated in the contract agreement.



### 3.8 Receiving Reports

When the purchased items are received, the items must be inspected, and the packing slip notated with signature and date. Then all packing slips will be turned in to the Purchasing Department. The Purchasing Department will match the packing slip with the purchase order and determine if all items have been received prior to processing for payment.

### 3.9 Budget Verification

Prior to processing a requisition, the Department Head is responsible to:

- confirm the correct account number is used, and
- verify his/her budget to make sure adequate funds are available. If necessary, the department head will work with the Budget Coordinator to have funds transferred. Budget Adjustment will be in accordance with Budget Adjustment Policy.

### 3.10 Gasoline Credit Cards

The Purchasing Department has overall responsibility for monitoring and administering the Wright Express, and Shell fleet service fuel system programs

Each city owned vehicle is assigned a Wright Express fleet service fuel credit card. The Wright Express fuel credit card should not, under any circumstance, be used to purchase fuel for any vehicle other than the vehicle it has been assigned.

The Purchasing Department have a few Shell fuel cards which may be signed out to City employees temporarily on an as needed basis.

### 3.11 Purchasing Card (P-Card)

Regions Bank VISA card – is issued to designated personnel in each department. The goals of the purchasing card include:

1. Providing efficient and cost-effective method of purchasing and paying for goods and services required by the City.
2. Reducing the use of petty cash and Purchase Orders.
3. Ensuring Procurement and Purchasing Card purchases are in accordance with the purchasing policy and the P-Card procedures manual.

### 3.12 Requests for Payment

Certain types of payments that do not constitute purchases, but rather represent recurring payments for normal operating services do not require a purchase order but may be processed with a Request for Payment form. The following types of payments are examples of items that may not require purchase orders:

Normally recurring principal & interest payments on Commercial Loans  
VISA Bank Card  
Postage

### 3.13 Prompt Payment Act

All payments for goods and/or services received by the City will be paid in accordance with the Florida Prompt Payment Act (Sections 218.70 – 218.78 Florida Statutes). An effort will be made to resolve all discrepancies promptly to allow for processing of payment.

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### 3.14 Davis Bacon Act

Every contract in excess of \$2,000.00 to which the Federal Government is a party will adhere to the Davis Bacon Act if required, per the U.S. Department of Labor.

### 3.15 No Contact Clause

The City Council of the City of Milton has established a solicitation policy (No Contact Clause) that prohibits oral and written communication regarding all formal solicitations for goods and services (formal bids, Request for Proposals, Request for Qualifications) issued by the City through the Purchasing Department. The period commences when the procurement document is received and terminates when the City Council approves an award.

### 3.16 Bid Protest Procedures

Protestor or Interested Party (defined) - any actual or prospective bidder, offeror, or contractor that may or is aggrieved in connection with the solicitation or the award of a contract and who files the protest.

An interested party may protest the award of a contract for supplies, services, or construction. The protest shall be in writing and addressed to the Purchasing Agent. Protest based upon alleged improprieties in any type of solicitation which are apparent before bid opening or closing date and time for the receipt of initial proposals shall be filed before bid opening or the closing date and time for the receipt of the bid. In all cases bid protests shall be filed not later than seven days after the basis for the protest is known or should have been known, whichever is earlier. The term "filed" means receipt by the Purchasing Department. Any protest filed after the time limit prescribed above shall not be considered.

- The written protest shall include, as a minimum, the following:
  - a. The name and address of the protestor
  - b. Appropriate identification of the procurement, and, if a contract has been awarded its number, if known
  - c. A statement of reasons for the protest
  - d. Supporting exhibits, evidence, or documents to substantiate any claims unless not available within the filing time in which case the expected availability date shall be indicated.

The Purchasing Agent shall submit a copy of the protest to the City Attorney upon receipt of protest.

- Any additional information requested by the Purchasing Agent; the protestor shall submit within five days after receipt of notification in order to expedite consideration of the protest. Failure to comply with a request for information by the Purchasing Agent may result in a resolution of the protest without consideration of any information which is untimely filed pursuant to such request.

Upon written request, the Purchasing Agent, shall make available to any interested party information submitted that bears on the substance of the protest except when information is proprietary or otherwise permitted or required to be withheld by law or regulation.

A decision on a protest shall be made by the Purchasing Agent in writing as expeditiously as possible after receiving all relevant information, and after consultation with the City Manager, the City Attorney, and the department involved.

**2<sup>nd</sup> Review by City Manager** - Should the protestor disapprove of the initial city's decision; they may appeal the decision to the City Manager within seven days after receipt of the initial decision. All information used to support the protest shall be made available to the City Manager. A written decision on the protest shall be made expeditiously by the City Manager and deemed the final action on the protest.

**3<sup>rd</sup> Review by City Council** – Should the protestor disapprove the City Manager's decision, within 10 days, the protestor may file a petition for review by the City of Milton, City Council. The City Council's decision will be final.

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Note: Any notice required or permitted under this bid protest procured shall be effective when delivered personally or by facsimile, or when deposited in the U.S. mail. If notice is given only by mail, three days shall be added to the time within which a protestor may file a notice of protest or petition for review,

## SECTION 4. EXCEPTIONS

### 4.1 Exceptions to - Bid Requirements

#### 4.1.1 Sole Source (Note: Sole Source Affidavit is at the end of this document)

A single source commodity, one that is noncompetitive in price and/or specifications and can only be purchased from one supplier. The requirements for quotes or bids may be waived. The requisition form must be documented by the Department Head, stating the reason that a sole vendor is acceptable or available.

Some examples of generally accepted Sole Source guidelines are as follows:

1. Proprietary Item/Service – An item/service developed and marketed by a person or persons having an exclusive right to produce and sell it.
2. Item is available only through the original manufacturer or provider, not available through a distributor.
3. Only area distributor of the original manufacturer.
4. Parts/Equipment not interchangeable with similar parts from another manufacturer (compatibility).
5. Only known item that will meet the specialized needs of this department or perform the intended functions.
6. Parts/Equipment that are required as part of an ongoing standardization process.
7. When failure to receive the material or service by the required date will prolong an unsafe condition, adversely affect operation, or cause a work stoppage.
8. A competitive procurement (within the last three (3) months) for similar items establishes that the supplier selected offers the best available price with reasonable delivery and services.

#### 4.1.2 Emergency Purchases

In emergency situations, the Department Heads may authorize the purchase of necessary items if, to the best of their knowledge, the account to be charged has sufficient balance for the amount of the purchase or that funds are available for this purchase. These purchases may be made directly from the vendor. Emergency situations shall be defined as situations in which operation of the department would be seriously hampered, or when the protection and preservation of public properties would not be possible by submitting a requisition in the usual manner. Emergency purchases of supplies or services are those supplies or services necessary because of certain emergency condition occurring that might affect the health, safety or welfare of the citizens or employees of the City, the requirements for quotes or bids may be waived. Where the need is immediate, the City Manager shall have the authority to make emergency purchases for commodities and/or services with subsequent approval by the City Council. All such purchases that exceed the City Manager's authorization level shall be reported to the City Council at its next regularly scheduled meeting.

When Emergency Purchase Orders are necessary, the department will make the purchase at the best possible price; in most cases, the order would most likely be issued to the vendor from whom the materials were previously purchased. Documentation of the necessity for the emergency should be attached to the purchase order.

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Emergencies are also created through negligence and are to be avoided. The use of an Emergency Purchase Order for failure to anticipate normal needs is to be avoided. Emergency Purchase Orders are not authorized for purchases of routine items, which have been exhausted due to oversight in ordering.

Emergency Purchase Orders are costly. They are made hurriedly, usually on a non-competitive basis and usually at top prices. Most vendors will charge a premium for supplies that must be obtained immediately. By avoiding emergency orders, money will be saved.

### 4.1.3 Cooperative Contracts

When the Department Supervisor and Purchasing Agent determine that needed items are available under a current competitively secured contract, the bid requirement may be waived if it is determined to be in the best interest of the City as allowed by Section 287.042(2) (a), Florida Statutes. When purchases are made under existing cooperative contracts, the requisition form and purchase order must reference the organization and contract number and a copy of that contract must be in the Purchasing Department. Purchases under competitively secured contracts are subject to approval by the City Manager and City Council.

### 4.1.4 State Contracts

When the Department Supervisor and Purchasing Agent determine that needed items are available under a current State contract, the bid requirement may be waived if it is determined to be in the best interest of the City as allowed by Section 287.042(2) (a), Florida Statutes. When purchases are made under existing State contracts, the requisition form and purchase order must reference the State contract number and a copy of that contract must be maintained on file in the Purchasing Department. Purchases under State contract are subject to approval by the City Manager and City Council.

### 4.1.5 Federal Contracts

When the Department Head and Purchasing Agent determine that needed items are available under a current Federal contract, the bid requirement may be waived if it is determined to be in the best interest of the City. When purchases are made under existing Federal contracts, the requisition form and purchase order must reference the Federal contract number and a copy of that contract must be maintained on file in the Purchasing Department. Purchases under Federal contract are subject to approval by the City Manager and City Council.

### 4.1.6 Other Contracts (Piggy Backs)

If it is found to be in the best interest of the City of Milton; Department Heads and the Purchasing Agent may use any other current purchasing contract that has gone through the review processes and approved by another government entity. The bid requirement may be waived in these instances. When purchases are made under these current special contracts, the requisition form and purchase order must reference the contract number and a copy of the contract must be maintained on file in the Purchasing Department. Purchases under these special contracts are subject to approval by the City Manager and City Council.

### 4.1.7 Professional Services

Contracts for professional architectural, engineering, landscape architectural or surveying and mapping services are to be awarded in accordance with Section 287.055, Florida Statutes, also known as the "Consultants Competitive Negotiation Act". When professional services must be purchased for a project the basic construction cost of which is estimated by the City to exceed the threshold amount provided in section 287.017 FS, for CATEGORY FIVE or for a planning or study activity when the fee for which professional service exceeds the threshold amount provided in section 287.017 FS, for CATEGORY TWO, except in cases of valid public emergencies certified by the agency. The public advertisement must include a general description of the project and must indicate how interested consultants may apply for consideration.



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Based on the information received from interested consultants, the City shall evaluate current statements of qualification and performance data on file with the City, together with those that may be submitted by other firms regarding the proposed project, and shall conduct discussions with, and may require public presentations by, no fewer than three firms regarding their qualifications, approach to the project, and ability to furnish the required services.

The city shall select in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services.

The city shall negotiate a contract with the most qualified firm for professional services at compensation which the city determines are fair, competitive, and reasonable. In making such determination, the city shall conduct a detailed analysis of the cost of the professional services required in addition to considering their scope and complexity.

For any lump-sum or cost-plus-a-fixed fee professional service contract over the threshold amount provided in section 287.017 FS, for CATEGORY FOUR, the city shall require the firm receiving the award to execute a truth-in-negotiation certificate stating that wage rates and other factual unit costs supporting the compensation are accurate, complete, and current at the time of contracting.

Should the city be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price the city determines to be fair, competitive, and reasonable, negotiations with that firm must be formally terminated. The city shall then undertake negotiations with the second most qualified firm. Failing accord with the second most qualified firm, the city must terminate negotiations. The city then undertake negotiations with the third most qualified firm.

Should the city be unable to negotiate a satisfactory contract with any of the selected firms, the city shall select additional firms in the order of their competence and qualification and continue negotiations in accordance with this subsection until an agreement is reached.

### 4.1.8 Public Auction Purchases & Sales

As long as an item is already budgeted or approved by council, the City Manager is authorized to bi-pass the bid process and seek other methods for purchase such as public auction as described in 4.2.3 if it is determined that there would be a substantial advantage to such method. In the event the item exceeds the city manager's authority level, it will be reported at the next scheduled City Council meeting.

### 4.1.9 Used Equipment

As long as an item is already budgeted or approved by council, the City Manager is authorized to bi-pass the bid process and seek other methods for purchase of used items as described in 4.2.4 if it is determined that there would be a substantial advantage to such method. In the event the item exceeds the city manager's authority level, it will be reported at the next scheduled City Council meeting.

## 4.2 Exceptions to- Purchasing Procedures

### 4.2.1 Purchases under \$300.00 do not require a requisition or purchase order.

### 4.2.2 Repair & Maintenance: (facilities, vehicles, infrastructure, etc.)

It is recognized that in order to facilitate the smooth operation of business, it is necessary to provide greater latitude in purchase order processing for repair and maintenance items which occur within the various departments. For repair and maintenance expenses, a requisition must be entered in the computer system within 24 hours. The hard copy of the invoice must be initialed by the highest required authorization level to confirm the work/expenses when the invoice date

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precedes the date of the requisition. All documentation must be submitted to the Purchasing Department as soon as possible so it can be attached to the processed purchase order. It is recognized that due to the nature of assessment involved in a repair, some payments may exceed the threshold for 3 quotes. In the event the damage repair assessment results in a cost over \$501.00, a note will be made on the purchase order indicating that based upon the firm providing the work efforts to trouble shoot and identify the problem the cost exceeded the estimate provided.

In the event that a maintenance item must be disassembled to determine the repair costs, the city may award the repair to the company that performed the disassembling and assessment, where it is determined that it would be detrimental to have another repair company perform a portion of the work. This will help to eliminate the possibility of problems which may occur and be passed from contractor to contractor due to separate vendors working on the same item.

Due to the chemicals and other sensitive products necessary for operation of the WWTP, it may be necessary to order items prior to issuance of a requisition. In the event an order for chemicals must be placed prior to entering a requisition, a requisition must be entered in the HTE system within 24 hours of the purchase.

### 4.2.3 Public Auction Purchases and Sales

As long as an item is already budgeted or approved by council, the City Manager is authorized to purchase items using public auction if it is determined that there would be a substantial advantage to such method. In the event the item exceeds the city manager's authority level, it will be reported at the next scheduled City Council meeting.

The invoice for the purchase/sale will be provided to the Purchasing Department for creation of a purchase order and processing for payment.

### 4.2.4 Used Equipment and Vehicle Purchases

As long as an item is already budgeted or approved by council, the City Manager is authorized to purchase used items if it is determined that there would be a substantial advantage to such method. In the event the item exceeds the city manager's authority level, it will be reported at the next scheduled City Council meeting,

Used vehicles and equipment, when made available by a special offer, may be purchased if it can be shown that there are no other opportunities to purchase a similar like piece of equipment or vehicle from another vendor within the general vicinity of Milton. In the event of a time sensitive situation, such purchases must be approved by the City Manager and taken to the City Council for final approval, at the next meeting after the purchase has been made.

### 4.2.5 Recurring Expenses

Purchase of and payment for certain items are exempt from purchasing requirements regardless of the amount of the purchase and may be processed for payment without submitting a purchase order. Expenses of this nature are usually recurring obligations of the City. These items include, but are not limited to, the following:

- Utility services
- Phone services
- Purchase of Natural Gas
- Payments on service contracts previously approved by Council (example: legal services)
- Training schools or seminars determined to be pertinent to and necessary for the conduct of a City employee's duties (must be approved by the City Manager)
- Maintenance Contracts (after execution of contract and approval by Council)
- Annual dues, renewals or subscriptions, and sponsorships not exceeding \$300.00. (Require approval from the City Manager).
- One-time Rebates to utility customers

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- Staffing / employment agency billings for labor services
- Newspaper advertisements / Notices
- Contract payments, on competitively bid contracts, after the contract has been approved by the City Council.

### 4.2.6 Emergency Purchases

In the event of an emergency purchase, staff shall complete a requisition for payment within 48 hours after the expenditure. The hard copy of the invoice will be initialed by the highest approval level required. If the amount exceeds the City Manager's authority level, it will be reported at the next scheduled City Council meeting.





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## SOLE SOURCE AFFIDAVIT

The following is submitted in support of this request for authority to purchase, without bidding, the items available from only one source.

VENDOR NAME \_\_\_\_\_

VENDOR ADDRESS \_\_\_\_\_

VENDOR PHONE \_\_\_\_\_ VENDOR FAX \_\_\_\_\_ Value of Order or Contract \_\_\_\_\_

Describe briefly, in lay language, what the item/service is and how it is to be used.

Why is this product required over any other product? What does this product provide that other products cannot? Why is this product so unique that it is considered a sole source?

If available from other dealers or distributors, why are you requesting this item to be considered a sole source purchase and not biddable?

Is this product or service being purchased from the manufacturer? ☐ Yes ☐ No

Is the manufacturer the sole distributor? ☐ Yes ☐ No

Does the manufacturer have dealers or distributors that can also supply this product or service to the City? ☐ Yes ☐ No

In your expert opinion, is the price reasonable and competitive? ☐ Yes ☐ No

### STATEMENT OF NO CONFLICT OF INTEREST

I/We, as a CITY employee(s) taking part in the development of this affidavit, attest that I/We am/are independent of, and have no conflict of interest in, the entities to which this non-competitive award is made.

### DEPARTMENT APPROVAL

I/We, the undersigned certify the above to be true and correct to the best of my/our knowledge and belief and the user and/or undersigned does not have a financial interest in the above-named vendor.

\_\_\_\_\_  
Requestor's Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director's Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Purchasing's Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Manager's Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



Agenda Item # 2023-1187

## Government Mission & Milton's Vision Meeting Report

### MEETING DATE

February 6, 2023

### PREPARED BY

Dawn Molinero, City Clerk

### BACKGROUND

The City Council and Mayor's ranking of the Legislative Priorities for 2023 is attached. At the Government Mission/Milton Vision meeting, it was suggested that a facilitator be hired to assist the council with choosing a mission and value statement. Tiffany Bates and Austin Mount of Emerald Coast Regional Council have been contacted and will provide a cost for their services; this information will be provided to the council when available.

### SUMMARY

### RECOMMENDATION

Information item.

### ATTACHMENTS

1. Legislative Priorities

|                                                                                                                                                                                       | NFRWRF Pipeline | Community Center Expansion | Riverwalk Expansion | Locklin Lake Restoration | Stewart Street Revitalization |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------------|---------------------|--------------------------|-------------------------------|
| Councilman Mike Cusack                                                                                                                                                                |                 | 2                          | 1                   |                          | 3                             |
|                                                                                                                                                                                       |                 |                            |                     |                          |                               |
| Councilwoman Marilyn Farrow                                                                                                                                                           | 5               | 3                          | 1                   | 2                        | 4                             |
|                                                                                                                                                                                       |                 |                            |                     |                          |                               |
| Councilman Gavin Hawthorne                                                                                                                                                            | 1               | 2                          | 3                   | 4                        | 5                             |
|                                                                                                                                                                                       |                 |                            |                     |                          |                               |
| Councilman Jason Vance                                                                                                                                                                | 1               |                            |                     |                          |                               |
|                                                                                                                                                                                       |                 |                            |                     |                          |                               |
| Councilman Matthew Jarrett                                                                                                                                                            | 1               | 5                          | 2                   | 3                        | 4                             |
|                                                                                                                                                                                       |                 |                            |                     |                          |                               |
| Councilwoman Roxanne Meiss                                                                                                                                                            | 1               | 2                          | 4                   | 3                        | 5                             |
|                                                                                                                                                                                       |                 |                            |                     |                          |                               |
| Councilman Jeff Snow                                                                                                                                                                  | 1               | 2                          | 3                   | 4                        | 5                             |
|                                                                                                                                                                                       |                 |                            |                     |                          |                               |
| Councilman Casey Powell                                                                                                                                                               | 1               | 2                          | 3                   | 5                        | 4                             |
|                                                                                                                                                                                       |                 |                            |                     |                          |                               |
| Mayor Heather Lindsay                                                                                                                                                                 | 2               | 4                          | 5                   | 3                        | 1                             |
|                                                                                                                                                                                       |                 |                            |                     |                          |                               |
|                                                                                                                                                                                       |                 |                            |                     |                          |                               |
| Note 1: Would like to include in the Gracey Community Center expansion that the expansion facilitates a greater capacity for COUNTY residents during a hurricane or other evacuation. |                 |                            |                     |                          |                               |
| Note 2: Would like to consider a YMCA, pool or senior housing for the Stewart Street Revitalization.                                                                                  |                 |                            |                     |                          |                               |
| Note 3: Consider hiring a Strategic Planning Facilitator.                                                                                                                             |                 |                            |                     |                          |                               |







Agenda Item # 2023-1144

## Open Container Ordinance Review

### MEETING DATE

February 6, 2023

### PREPARED BY

Tim Milstead, Planning Director

### BACKGROUND

The Community Improvement Board has been reviewing the existing open container ordinance for the past several months at the direction of the City Council, to determine if they feel changes to the ordinance are recommended in certain areas of the City. The Board has received input from many citizens and business owners with varying opinions.

### SUMMARY

At the Community Improvement Board meeting on January 5th, the board discussed options for amending the existing open container ordinance. The board feels that seven city-owned and maintained locations are appropriate to allow open containers within the downtown Milton area, and the areas are shown in the supporting documentation. Staff has attached a memorandum from Police Chief Tony Tindell expressing concerns and objections to the areas that the C.I.B. has identified and voted to send to the City Council. Also attached is supporting data from the Police Chief ranking cities in Florida in various safety areas.

### RECOMMENDATION

The Community Improvement Board recommends that the proposed areas outlined in the attached language change are appropriate to be approved by the City Council for a period of 6 months as a trial period. The CIB recommends establishment of the ability to issue licenses for businesses wishing to use right-of-way areas, specifically sidewalks where room allows, potentially for alcohol consumption. The CIB also recommends, if approved, the hours from 9 AM to midnight, 7 days a week, be established to allow open containers. The staff awaits review by the Council.

### ATTACHMENTS

1. Open containers conceptual change draft 2
2. CIB open cont 002
3. city-group-3-matrix-(population-3-000-14-999)2e929dc6c8d448cab9a74e73c3240c21
4. fy2023-highway-safety-matrix---group-iii-cities---12-17-21
5. OpenContainers

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**Sec. 6-27. Open containers on public property ~~prohibited~~.**

- (a) As used in this section, the term "open container" means any container of an alcoholic beverage which is immediately capable of being consumed from or the seal of which has been broken.
- (b) It is unlawful for any ~~pedestrian~~ person to possess an open container of an alcoholic beverage in, on, or upon the public streets, rights-of-way, parks, parking lots and other real property owned or administered by the city and in the Veterans Memorial Park or on the Blackwater Heritage Trail, except in the areas delineated below.
- 1. Milton Riverwalk Park
  - 2. Willing Street right-of-way
  - 3. Caroline Street right-of-way from Canal Street to the Blackwater River
  - 4. Elmira Street right-of-way from Caroline Street to Pine Street
  - 5. Pine Street right-of-way from Elmira Street to Willing Street
  - 6. Oak Street right-of-way from Elmira Street to Willing Street
  - 7. Jernigan's Landing festival and event area
- (c) Open containers are limited to only non-glass containers.

(Ord. No. 933, § 1, 4-11-1995; Ord. No. 990, § 1, 5-12-1998)

State law reference(s)—Possession of open containers of alcoholic beverages in vehicles prohibited, F.S. § 316.1936.

Note: Any recommendation by the C.I.B. may contain the inclusion of a clause with a sunset date in the official ordinance to be reviewed by the City Council.



## Milton Police Department

# Memo

**To:** Tim Milstead

Date: November 23, 2022

Planning Director

**From:** Chief Tony Tindell

**Subject:** CIB Open Container language

**AT-FY-23-002**

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This memo is in response to your email on 10/21/2022 listing changes being proposed by the Community Improvement Board to the existing open container section of our code Sec. 6-27.

The proposal to (b) which lists 10 exceptions causes me the most concern. Prior to the Open Container ordinance being adopted, we were experiencing high call volumes in public areas that included fights, littering, property damage, and drug sales. There were areas where it was common to have beer bottles thrown at our vehicles as we patrolled through. The implementation of this ordinance was a valuable instrument in correcting/stopping the described events.

During several of the monthly meetings, Councilman Vernon Compton has discussed the Florida of Transportation (FDOT) Complete Streets Implementation Plan. I have copied the following information from this plan.

For many years, state and national organizations used federal datasets to highlight the disproportionately high rates of pedestrian fatalities in Florida. A 2011 report issued by Transportation for America, a program of SGA, again found that Florida's streets were among the most dangerous in the nation for pedestrians. (1 Transportation for America. (2011). Dangerous by Design. <http://www.smartgrowthamerica.org/dangerous-by-design-2011>).

In response, FDOT launched a broad effort to proactively address the safety needs of all users of the transportation system. Former Secretary Ananth Prasad created Florida's Bicycle/Pedestrian Focused Initiative and tasked District One Secretary Billy Hattaway with championing it. Current FDOT Secretary Jim Boxold has pledged to continue and expand these efforts. Under Hattaway's leadership, FDOT and a coalition of partners from around the state are using a multidisciplinary approach to improve walking and bicycling safety that includes changing how streets are designed and built in Florida, updating policy and process, providing public education and outreach, and partnering with law enforcement (Pg 2).

Directions for pedestrian facilities include:

- Discuss basic needs of pedestrians in terms of network connectivity and safety, convenience and comfort of travel
- Expand guidance on sidewalk design, including integration of sidewalk zones (as described in the Florida Greenbook, Chapter 19: Traditional Neighborhood Development)
- Outline criteria for specific pedestrian treatments such as: – Pedestrian islands – Curb extensions – Pedestrian signalization – Crosswalks and midblock crossings (Pg A-5).

I reviewed the data concerning traffic flow from <https://www.fdot.gov/>.

The Annual Average Daily Traffic (AADT) from SR-87/Stewart ST to CR-191/Canal ST during 2021 was 22,500.

The AADT CR-191/Canal ST to Willing ST during 2021 was 18,500.

During the meetings Councilman Compton provides updates on the MIO Vision traffic program. The latest update indicated that the wait time in traffic from East Milton had decreased from 9 minutes to 5 minutes and 20 seconds, which was a 42% decrease. The first and second reviews indicated similar data, but the latest review indicated the time had increased to around 6 minutes.

With the information from FDOT involving the AADT and the MIO Vision updates, I am more concerned about pedestrian traffic because high amounts of vehicle traffic are being moved through the area at a quicker rate, in an effort to reduce traffic congestion from East Milton.

I have also reviewed the FY2022 and FY2023 Highway Safety Matrix – Ranking of Florida Cities <https://www.fdot.gov/Safety/grants/grants-forms.shtm>.

The county and city matrices were designed to provide traffic safety planners an objective data-driven tool to rank traffic safety projects. Both counties and cities are divided into three population groups. The numbers in each matrix represent where each county or city ranks within their population group in a particular program area, with "1" representing the highest fatality and serious injury volume. The rankings in the county and city matrices are based on volume of serious



injuries plus fatalities over a five-year period; in this case FY 2022 rankings reflect 2015 - 2019 data. FY 2023 rankings reflect 2016 – 2020 data. (Reports are attached).

The FY 2022 data for Milton indicates:

| <u>Category</u>          | <u>Rank</u> |
|--------------------------|-------------|
| Aging Road Users (65+)   | 6           |
| Distracted Driving       | 12          |
| Impaired Driving         | 6           |
| Motorcyclist             | 8           |
| Occupant Protection      | 6           |
| Pedestrian or Bicyclist  | 13          |
| Speed/Aggressive Driving | 2           |
| Teen Drivers             | 7           |
| Work Zones               | 6           |

The FY 2023 data for Milton indicates:

| <u>Category</u>          | <u>Rank</u> |
|--------------------------|-------------|
| Aging Road Users (65+)   | 8           |
| Distracted Driving       | 11          |
| Impaired Driving         | 7           |
| Motorcyclist             | 5           |
| Occupant Protection      | 7           |
| Pedestrian or Bicyclist  | 29          |
| Speed/Aggressive Driving | 2           |
| Teen Drivers             | 10          |
| Work Zones               | 6           |

The above data was compared to 118 cities with a population of 3,000 to 14,999. I understand that all of these crashes do not occur within the City of Milton but there is a good probability that many of the drivers involved do travel through the city.

The pedestrian or bicycle category has gained 16 places in the ranking order. The City of Milton has created many feet of sidewalk during the past few years in an effort to create safer pedestrian avenues and has an existing comprehensive plan to continue with this important project.

After reviewing the described data and having concerns for the effects that alcohol has on a person's reactionary/decision making process, I cannot support the proposed changes to the Open Container ordinance.

In reference to (c) which states, "Open containers are limited to only those containers provided by establishments in the City of Milton that are specifically approved by the Milton Chief of Police."

This item is not included in my area of expertise.

I would recommend that the Community Improvement Board develop a list of options to be presented to the City of Milton Council.



# FY2022 Highway Safety Matrix - Ranking of Florida Cities

(Based on total actual serious injuries and fatalities during 2015-2019)



Group III - Population of 3,000-14,999 - 118 Cities

| Florida City<br>(Group III) | Aging Road Users<br>(Drivers 65+) | Distracted Driving | Impaired Driving | Motorcyclists | Occupant Protection | Pedestrian or Bicyclist | Speeding or Aggressive<br>Driving | Teen Drivers | Work Zones | Florida City<br>(Group III) | Aging Road Users<br>(Drivers 65+) | Distracted Driving | Impaired Driving | Motorcyclists | Occupant Protection | Pedestrian or Bicyclist | Speeding or Aggressive<br>Driving | Teen Drivers | Work Zones |
|-----------------------------|-----------------------------------|--------------------|------------------|---------------|---------------------|-------------------------|-----------------------------------|--------------|------------|-----------------------------|-----------------------------------|--------------------|------------------|---------------|---------------------|-------------------------|-----------------------------------|--------------|------------|
| Alachua                     | 18                                | 21                 | 13               | 21            | 11                  | 59                      | 69                                | 19           | 30         | Longboat Key                | 18                                | 21                 | 13               | 21            | 11                  | 59                      | 69                                | 19           | 30         |
| Arcadia                     | 3                                 | 11                 | 3                | 2             | 2                   | 4                       | 15                                | 4            | 1          | Loxahatchee Groves          | 111                               | 117                | 116              | 105           | 83                  | 100                     | 99                                | 78           | 112        |
| Atlantic Beach              | 50                                | 47                 | 25               | 27            | 67                  | 22                      | 42                                | 43           | 49         | Macclenny                   | 64                                | 26                 | 45               | 74            | 23                  | 61                      | 75                                | 15           | 77         |
| Avon Park                   | 11                                | 19                 | 35               | 23            | 25                  | 30                      | 54                                | 35           | 21         | Madeira Beach               | 48                                | 66                 | 24               | 33            | 80                  | 29                      | 34                                | 110          | 100        |
| Bay Harbor Islands          | 107                               | 94                 | 104              | 111           | 90                  | 111                     | 90                                | 87           | 88         | Marathon                    | 13                                | 3                  | 28               | 10            | 30                  | 15                      | 18                                | 33           | 23         |
| Belle Isle                  | 106                               | 90                 | 98               | 109           | 104                 | 80                      | 73                                | 82           | 72         | Marianna                    | 14                                | 13                 | 12               | 57            | 5                   | 35                      | 22                                | 12           | 35         |
| Belleair                    | 108                               | 99                 | 81               | 102           | 112                 | 97                      | 112                               | 112          | 40         | Mary Esther                 | 68                                | 41                 | 82               | 86            | 95                  | 98                      | 82                                | 76           | 24         |
| Bellevue                    | 31                                | 44                 | 46               | 65            | 47                  | 65                      | 33                                | 39           | 93         | Mascotte                    | 97                                | 75                 | 103              | 99            | 45                  | 110                     | 27                                | 61           | 86         |
| Biscayne Park               | 118                               | 118                | 117              | 118           | 116                 | 116                     | 116                               | 117          | 115        | Melbourne Beach             | 71                                | 46                 | 42               | 77            | 118                 | 89                      | 117                               | 63           | 117        |
| Brooksville                 | 5                                 | 6                  | 15               | 7             | 8                   | 18                      | 14                                | 3            | 2          | Miami Shores                | 57                                | 88                 | 91               | 63            | 36                  | 27                      | 85                                | 58           | 60         |
| Bunnell                     | 70                                | 23                 | 41               | 13            | 50                  | 52                      | 29                                | 62           | 17         | Miami Springs               | 83                                | 80                 | 86               | 60            | 40                  | 43                      | 51                                | 49           | 48         |
| Callaway                    | 73                                | 34                 | 87               | 36            | 31                  | 46                      | 67                                | 50           | 50         | Midway                      | 81                                | 69                 | 48               | 103           | 56                  | 87                      | 36                                | 41           | 109        |
| Cape Canaveral              | 51                                | 71                 | 36               | 45            | 87                  | 28                      | 55                                | 54           | 62         | Milton                      | 6                                 | 12                 | 6                | 8             | 6                   | 13                      | 2                                 | 7            | 6          |
| Chipley                     | 44                                | 32                 | 66               | 68            | 20                  | 86                      | 98                                | 22           | 42         | Minneola                    | 112                               | 104                | 58               | 106           | 98                  | 107                     | 68                                | 64           | 53         |
| Clewiston                   | 29                                | 28                 | 17               | 17            | 14                  | 39                      | 39                                | 25           | 3          | Mount Dora                  | 35                                | 20                 | 85               | 95            | 59                  | 57                      | 101                               | 42           | 45         |
| Cocoa Beach                 | 28                                | 61                 | 60               | 20            | 51                  | 11                      | 53                                | 31           | 11         | Mulberry                    | 55                                | 59                 | 111              | 87            | 82                  | 67                      | 65                                | 77           | 41         |
| Crystal River               | 9                                 | 2                  | 84               | 5             | 21                  | 19                      | 8                                 | 10           | 43         | Neptune Beach               | 85                                | 40                 | 29               | 81            | 72                  | 54                      | 74                                | 83           | 74         |
| Dade City                   | 8                                 | 24                 | 75               | 14            | 27                  | 16                      | 58                                | 13           | 5          | Newberry                    | 39                                | 25                 | 9                | 53            | 12                  | 63                      | 21                                | 26           | 82         |
| Davenport                   | 33                                | 29                 | 22               | 39            | 28                  | 64                      | 91                                | 36           | 9          | Niceville                   | 16                                | 7                  | 68               | 26            | 13                  | 21                      | 7                                 | 8            | 46         |
| Daytona Beach Shores        | 80                                | 67                 | 40               | 29            | 81                  | 76                      | 35                                | 75           | 101        | North Bay Village           | 113                               | 107                | 93               | 107           | 100                 | 108                     | 104                               | 96           | 31         |
| DeFuniak Springs            | 20                                | 14                 | 39               | 24            | 10                  | 50                      | 4                                 | 27           | 15         | North Palm Beach            | 56                                | 27                 | 90               | 62            | 86                  | 36                      | 43                                | 66           | 55         |
| Destin                      | 36                                | 15                 | 20               | 35            | 26                  | 6                       | 16                                | 34           | 7          | Oakland                     | 82                                | 60                 | 57               | 90            | 115                 | 78                      | 84                                | 116          | 113        |
| Dundee                      | 100                               | 85                 | 108              | 114           | 109                 | 106                     | 110                               | 108          | 98         | Okeechobee                  | 23                                | 58                 | 78               | 25            | 33                  | 49                      | 62                                | 48           | 37         |
| Fellsmere                   | 98                                | 84                 | 77               | 113           | 108                 | 103                     | 79                                | 74           | 36         | Oldsmar                     | 32                                | 33                 | 32               | 47            | 84                  | 42                      | 41                                | 23           | 25         |
| Fernandina Beach            | 38                                | 70                 | 50               | 41            | 61                  | 69                      | 52                                | 44           | 52         | Orange City                 | 22                                | 18                 | 43               | 12            | 43                  | 8                       | 10                                | 24           | 20         |
| Flagler Beach               | 67                                | 78                 | 56               | 32            | 79                  | 75                      | 94                                | 89           | 38         | Orange Park                 | 53                                | 38                 | 14               | 30            | 42                  | 9                       | 57                                | 20           | 65         |
| Florida City                | 27                                | 53                 | 69               | 11            | 41                  | 5                       | 11                                | 30           | 18         | Pahokee                     | 104                               | 77                 | 79               | 85            | 92                  | 93                      | 93                                | 106          | 91         |
| Fort Meade                  | 115                               | 112                | 64               | 112           | 77                  | 84                      | 92                                | 73           | 90         | Palatka                     | 46                                | 43                 | 8                | 78            | 17                  | 37                      | 13                                | 18           | 22         |
| Fort Myers Beach            | 40                                | 65                 | 10               | 46            | 38                  | 41                      | 31                                | 84           | 83         | Palm Beach                  | 42                                | 49                 | 95               | 72            | 102                 | 32                      | 71                                | 70           | 67         |
| Freeport                    | 49                                | 52                 | 65               | 34            | 49                  | 94                      | 24                                | 29           | 39         | Palmetto                    | 1                                 | 8                  | 2                | 3             | 4                   | 3                       | 9                                 | 2            | 4          |
| Frostproof                  | 92                                | 79                 | 49               | 92            | 39                  | 115                     | 50                                | 79           | 114        | Panama City Beach           | 15                                | 10                 | 4                | 1             | 7                   | 1                       | 3                                 | 5            | 26         |
| Fruitland Park              | 26                                | 48                 | 92               | 48            | 32                  | 79                      | 45                                | 32           | 12         | Parker                      | 90                                | 42                 | 112              | 88            | 66                  | 77                      | 83                                | 113          | 106        |
| Grant-Valkaria              | 116                               | 114                | 109              | 115           | 111                 | 112                     | 111                               | 111          | 102        | Pembroke Park               | 78                                | 74                 | 101              | 38            | 75                  | 48                      | 61                                | 38           | 8          |
| Green Cove Springs          | 76                                | 39                 | 37               | 73            | 54                  | 70                      | 72                                | 71           | 13         | Perry                       | 63                                | 73                 | 63               | 50            | 37                  | 44                      | 59                                | 45           | 76         |
| Gulf Breeze                 | 21                                | 31                 | 54               | 56            | 46                  | 55                      | 78                                | 47           | 34         | Ponce Inlet                 | 102                               | 103                | 118              | 93            | 117                 | 117                     | 100                               | 118          | 116        |
| Gulfport                    | 74                                | 106                | 34               | 43            | 63                  | 53                      | 37                                | 81           | 56         | Port Saint Joe              | 69                                | 86                 | 67               | 76            | 55                  | 99                      | 114                               | 92           | 108        |
| High Springs                | 86                                | 50                 | 52               | 98            | 74                  | 82                      | 60                                | 103          | 84         | Quincy                      | 84                                | 72                 | 18               | 80            | 29                  | 72                      | 40                                | 100          | 71         |
| Highland Beach              | 117                               | 115                | 113              | 117           | 113                 | 113                     | 113                               | 114          | 107        | Saint Augustine             | 17                                | 9                  | 27               | 4             | 19                  | 2                       | 5                                 | 11           | 47         |
| Hilliard                    | 72                                | 87                 | 31               | 94            | 58                  | 118                     | 118                               | 80           | 118        | Saint Augustine Beach       | 103                               | 92                 | 76               | 52            | 89                  | 81                      | 87                                | 60           | 80         |
| Holly Hill                  | 34                                | 55                 | 71               | 19            | 99                  | 12                      | 38                                | 57           | 57         | Saint Pete Beach            | 41                                | 57                 | 21               | 70            | 71                  | 38                      | 46                                | 95           | 63         |
| Holmes Beach                | 89                                | 100                | 83               | 67            | 96                  | 85                      | 97                                | 91           | 105        | Sanibel                     | 59                                | 110                | 99               | 97            | 73                  | 62                      | 76                                | 102          | 79         |
| Indian Harbour Beach        | 62                                | 82                 | 94               | 71            | 101                 | 47                      | 70                                | 97           | 66         | Satellite Beach             | 75                                | 56                 | 72               | 79            | 70                  | 31                      | 86                                | 68           | 29         |
| Indian River Shores         | 101                               | 98                 | 110              | 116           | 94                  | 95                      | 96                                | 90           | 103        | Sebring                     | 2                                 | 4                  | 7                | 9             | 3                   | 14                      | 17                                | 6            | 28         |
| Indian Rocks Beach          | 79                                | 97                 | 23               | 66            | 110                 | 66                      | 95                                | 109          | 99         | South Bay                   | 91                                | 102                | 30               | 91            | 57                  | 68                      | 49                                | 94           | 44         |
| Indiantown                  | 96                                | 93                 | 100              | 82            | 64                  | 91                      | 88                                | 72           | 81         | South Daytona               | 25                                | 22                 | 59               | 16            | 68                  | 23                      | 20                                | 52           | 27         |
| Inverness                   | 7                                 | 5                  | 44               | 15            | 15                  | 33                      | 19                                | 14           | 73         | South Miami                 | 37                                | 54                 | 88               | 61            | 85                  | 25                      | 102                               | 56           | 51         |
| Islamorada                  | 60                                | 35                 | 16               | 54            | 44                  | 45                      | 89                                | 46           | 14         | South Pasadena              | 47                                | 37                 | 55               | 59            | 93                  | 74                      | 23                                | 88           | 97         |
| Juno Beach                  | 109                               | 116                | 114              | 104           | 97                  | 88                      | 115                               | 93           | 110        | Southwest Ranches           | 114                               | 109                | 97               | 108           | 103                 | 109                     | 106                               | 99           | 70         |
| Kenneth City                | 61                                | 96                 | 80               | 101           | 34                  | 56                      | 28                                | 21           | 95         | Springfield                 | 54                                | 63                 | 74               | 64            | 22                  | 71                      | 12                                | 55           | 69         |
| Key Biscayne                | 93                                | 30                 | 89               | 69            | 60                  | 58                      | 103                               | 51           | 19         | Starke                      | 30                                | 36                 | 11               | 28            | 16                  | 51                      | 32                                | 28           | 16         |
| LaBelle                     | 43                                | 51                 | 26               | 58            | 48                  | 20                      | 81                                | 40           | 96         | Surfside                    | 88                                | 95                 | 105              | 100           | 91                  | 83                      | 109                               | 104          | 33         |
| Lake Alfred                 | 65                                | 76                 | 53               | 55            | 76                  | 73                      | 48                                | 86           | 87         | Tequesta                    | 66                                | 83                 | 106              | 84            | 65                  | 102                     | 77                                | 105          | 89         |
| Lake City                   | 4                                 | 1                  | 1                | 6             | 1                   | 10                      | 1                                 | 1            | 58         | Treasure Island             | 77                                | 64                 | 38               | 51            | 106                 | 40                      | 47                                | 59           | 32         |
| Lake Clarke Shores          | 110                               | 101                | 115              | 89            | 114                 | 114                     | 66                                | 115          | 111        | Umatilla                    | 24                                | 68                 | 47               | 40            | 24                  | 96                      | 64                                | 17           | 104        |
| Lake Park                   | 52                                | 89                 | 73               | 49            | 53                  | 60                      | 56                                | 37           | 64         | Valparaiso                  | 99                                | 113                | 107              | 75            | 78                  | 104                     | 63                                | 107          | 92         |
| Lantana                     | 94                                | 81                 | 51               | 44            | 69                  | 26                      | 30                                | 67           | 59         | Wauchula                    | 12                                | 45                 | 19               | 31            | 18                  | 105                     | 80                                | 9            | 94         |
| Lauderdale-By-The-Sea       | 87                                | 111                | 102              | 83            | 107                 | 92                      | 108                               | 85           | 85         | West Miami                  | 105                               | 108                | 96               | 96            | 88                  | 101                     | 105                               | 98           | 68         |
| Lighthouse Point            | 58                                | 62                 | 61               | 22            | 52                  | 17                      | 44                                | 69           | 61         | Wildwood                    | 10                                | 16                 | 33               | 18            | 35                  | 24                      | 26                                | 53           | 10         |
| Live Oak                    | 19                                | 17                 | 5                | 37            | 9                   | 34                      | 6                                 | 16           | 78         | Wilton Manors               | 45                                | 105                | 70               | 42            | 62                  | 7                       | 25                                | 65           | 54         |



## Legend

Highest 25% in a category.

The information above has been compiled from information collected for the purpose of identifying, evaluating or planning safety enhancements that may be implemented utilizing federal funds. Any document displaying this notice shall be used only for the purposes deemed appropriate by the Florida Dept. of Transportation. See Title 23, United States Code, Section 409.



# FY2023 Highway Safety Matrix - Ranking of Florida Cities

(Based on total actual serious injuries and fatalities during 2016-2020)



Group III - Population of 3,000-14,999 - 118 Cities

| Florida City<br>(Group III) | Aging Road Users<br>(Drivers 65+) | Distracted Driving | Impaired Driving | Motorcyclists | Occupant Protection | Pedestrian or Bicyclist | Speeding or Aggressive<br>Driving | Teen Drivers | Work Zones | Florida City<br>(Group III) | Aging Road Users<br>(Drivers 65+) | Distracted Driving | Impaired Driving | Motorcyclists | Occupant Protection | Pedestrian or Bicyclist | Speeding or Aggressive<br>Driving | Teen Drivers | Work Zones |
|-----------------------------|-----------------------------------|--------------------|------------------|---------------|---------------------|-------------------------|-----------------------------------|--------------|------------|-----------------------------|-----------------------------------|--------------------|------------------|---------------|---------------------|-------------------------|-----------------------------------|--------------|------------|
| Alachua                     | 17                                | 16                 | 12               | 17            | 13                  | 51                      | 36                                | 21           | 26         | Longboat Key                | 100                               | 84                 | 64               | 107           | 101                 | 98                      | 104                               | 101          | 68         |
| Arcadia                     | 4                                 | 12                 | 3                | 2             | 2                   | 3                       | 45                                | 5            | 1          | Loxahatchee Groves          | 111                               | 116                | 115              | 116           | 61                  | 96                      | 96                                | 70           | 111        |
| Atlantic Beach              | 47                                | 69                 | 29               | 35            | 93                  | 31                      | 82                                | 46           | 40         | Macclenny                   | 56                                | 25                 | 43               | 72            | 26                  | 87                      | 73                                | 15           | 67         |
| Avon Park                   | 14                                | 20                 | 48               | 27            | 17                  | 33                      | 53                                | 57           | 17         | Madeira Beach               | 67                                | 60                 | 19               | 30            | 67                  | 40                      | 23                                | 111          | 97         |
| Bay Harbor Islands          | 115                               | 109                | 75               | 109           | 105                 | 101                     | 107                               | 82           | 81         | Malabar                     | 62                                | 40                 | 18               | 42            | 52                  | 79                      | 26                                | 24           | 117        |
| Belle Isle                  | 105                               | 83                 | 72               | 106           | 83                  | 80                      | 71                                | 76           | 63         | Marathon                    | 15                                | 7                  | 26               | 8             | 30                  | 12                      | 55                                | 30           | 19         |
| Belleair                    | 109                               | 94                 | 78               | 98            | 110                 | 92                      | 112                               | 87           | 101        | Marianna                    | 10                                | 15                 | 11               | 29            | 10                  | 36                      | 22                                | 9            | 10         |
| Bellevue                    | 34                                | 50                 | 52               | 62            | 60                  | 61                      | 33                                | 44           | 88         | Mary Esther                 | 76                                | 45                 | 79               | 90            | 90                  | 93                      | 80                                | 113          | 102        |
| Biscayne Park               | 118                               | 118                | 118              | 118           | 116                 | 118                     | 116                               | 118          | 114        | Mascotte                    | 83                                | 43                 | 73               | 108           | 45                  | 100                     | 12                                | 59           | 78         |
| Brooksville                 | 5                                 | 8                  | 6                | 6             | 3                   | 14                      | 29                                | 6            | 5          | Melbourne Beach             | 68                                | 35                 | 36               | 68            | 117                 | 78                      | 117                               | 61           | 115        |
| Bunnell                     | 60                                | 24                 | 45               | 11            | 16                  | 57                      | 24                                | 53           | 12         | Miami Shores                | 63                                | 81                 | 87               | 81            | 29                  | 34                      | 54                                | 49           | 50         |
| Callaway                    | 69                                | 28                 | 66               | 43            | 33                  | 50                      | 50                                | 45           | 38         | Miami Springs               | 81                                | 79                 | 83               | 55            | 47                  | 37                      | 51                                | 54           | 39         |
| Cape Canaveral              | 64                                | 66                 | 42               | 38            | 73                  | 42                      | 41                                | 50           | 53         | Midway                      | 79                                | 53                 | 46               | 99            | 50                  | 95                      | 25                                | 38           | 108        |
| Chipley                     | 54                                | 46                 | 81               | 67            | 27                  | 106                     | 94                                | 29           | 34         | Milton                      | 8                                 | 11                 | 7                | 5             | 7                   | 29                      | 2                                 | 10           | 6          |
| Clewiston                   | 23                                | 37                 | 21               | 19            | 19                  | 35                      | 31                                | 41           | 4          | Minneola                    | 112                               | 100                | 58               | 102           | 94                  | 107                     | 98                                | 93           | 42         |
| Cocoa Beach                 | 26                                | 63                 | 62               | 18            | 54                  | 23                      | 67                                | 48           | 8          | Mulberry                    | 44                                | 61                 | 109              | 89            | 68                  | 64                      | 62                                | 86           | 33         |
| Crystal River               | 7                                 | 3                  | 56               | 4             | 28                  | 15                      | 9                                 | 12           | 21         | Neptune Beach               | 82                                | 33                 | 27               | 71            | 74                  | 72                      | 72                                | 100          | 66         |
| Dade City                   | 12                                | 42                 | 94               | 13            | 25                  | 25                      | 56                                | 14           | 62         | Newberry                    | 41                                | 23                 | 8                | 28            | 21                  | 46                      | 15                                | 22           | 72         |
| Davenport                   | 36                                | 21                 | 31               | 49            | 23                  | 53                      | 84                                | 27           | 65         | Niceville                   | 11                                | 2                  | 57               | 24            | 14                  | 21                      | 5                                 | 3            | 37         |
| Daytona Beach Shores        | 75                                | 52                 | 34               | 22            | 66                  | 56                      | 21                                | 60           | 96         | North Bay Village           | 113                               | 103                | 89               | 103           | 97                  | 108                     | 101                               | 96           | 27         |
| DeFuniak Springs            | 22                                | 13                 | 33               | 23            | 11                  | 20                      | 3                                 | 32           | 20         | North Palm Beach            | 49                                | 19                 | 60               | 56            | 63                  | 32                      | 35                                | 73           | 45         |
| Destin                      | 28                                | 6                  | 20               | 31            | 34                  | 4                       | 10                                | 20           | 2          | Oakland                     | 77                                | 77                 | 55               | 91            | 111                 | 77                      | 81                                | 90           | 105        |
| Dundee                      | 84                                | 68                 | 105              | 112           | 87                  | 105                     | 109                               | 108          | 90         | Okeechobee                  | 33                                | 49                 | 76               | 41            | 32                  | 75                      | 59                                | 28           | 85         |
| Fellsmere                   | 94                                | 74                 | 77               | 111           | 106                 | 111                     | 77                                | 69           | 32         | Oldsmar                     | 31                                | 47                 | 38               | 54            | 62                  | 41                      | 40                                | 33           | 22         |
| Fernandina Beach            | 37                                | 99                 | 67               | 36            | 48                  | 66                      | 34                                | 35           | 41         | Orange City                 | 19                                | 17                 | 41               | 9             | 43                  | 5                       | 7                                 | 25           | 16         |
| Flagler Beach               | 53                                | 75                 | 54               | 25            | 77                  | 90                      | 79                                | 109          | 94         | Orange Park                 | 65                                | 41                 | 17               | 33            | 40                  | 8                       | 30                                | 18           | 59         |
| Florida City                | 25                                | 70                 | 68               | 14            | 41                  | 6                       | 8                                 | 39           | 14         | Pahokee                     | 101                               | 89                 | 103              | 77            | 107                 | 89                      | 90                                | 106          | 86         |
| Fort Meade                  | 108                               | 110                | 65               | 97            | 58                  | 82                      | 89                                | 83           | 84         | Palatka                     | 29                                | 36                 | 16               | 57            | 9                   | 19                      | 18                                | 26           | 51         |
| Fort Myers Beach            | 30                                | 59                 | 9                | 61            | 35                  | 47                      | 38                                | 78           | 77         | Palm Beach                  | 40                                | 29                 | 71               | 70            | 99                  | 24                      | 70                                | 66           | 28         |
| Freeport                    | 52                                | 48                 | 102              | 40            | 49                  | 102                     | 32                                | 31           | 31         | Palmetto                    | 2                                 | 14                 | 2                | 3             | 4                   | 2                       | 13                                | 2            | 3          |
| Frostproof                  | 102                               | 96                 | 114              | 93            | 92                  | 115                     | 115                               | 115          | 110        | Panama City Beach           | 13                                | 9                  | 4                | 1             | 5                   | 1                       | 4                                 | 4            | 13         |
| Fruitland Park              | 27                                | 67                 | 88               | 32            | 44                  | 68                      | 42                                | 51           | 18         | Parker                      | 86                                | 39                 | 110              | 66            | 69                  | 94                      | 63                                | 89           | 104        |
| Grant-Valkaria              | 116                               | 112                | 107              | 113           | 108                 | 112                     | 110                               | 110          | 95         | Pembroke Park               | 73                                | 87                 | 98               | 76            | 76                  | 48                      | 105                               | 79           | 7          |
| Green Cove Springs          | 51                                | 30                 | 30               | 48            | 64                  | 58                      | 44                                | 67           | 9          | Perry                       | 57                                | 57                 | 32               | 73            | 24                  | 44                      | 57                                | 36           | 69         |
| Gulf Breeze                 | 21                                | 27                 | 44               | 51            | 46                  | 54                      | 58                                | 43           | 30         | Ponce Inlet                 | 103                               | 98                 | 117              | 117           | 115                 | 117                     | 97                                | 117          | 113        |
| Gulfport                    | 50                                | 80                 | 40               | 37            | 72                  | 27                      | 52                                | 74           | 46         | Port Richey                 | 9                                 | 26                 | 37               | 16            | 78                  | 11                      | 39                                | 17           | 36         |
| High Springs                | 91                                | 71                 | 51               | 75            | 85                  | 88                      | 74                                | 103          | 76         | Port Saint Joe              | 78                                | 113                | 111              | 92            | 38                  | 113                     | 113                               | 91           | 106        |
| Highland Beach              | 117                               | 114                | 112              | 115           | 112                 | 114                     | 114                               | 114          | 107        | Quincy                      | 71                                | 56                 | 14               | 83            | 31                  | 71                      | 37                                | 75           | 61         |
| Hilliard                    | 61                                | 78                 | 24               | 101           | 51                  | 97                      | 118                               | 72           | 116        | Saint Augustine Beach       | 106                               | 85                 | 95               | 74            | 84                  | 81                      | 86                                | 58           | 73         |
| Holly Hill                  | 32                                | 32                 | 69               | 20            | 80                  | 10                      | 27                                | 63           | 47         | Saint Pete Beach            | 70                                | 54                 | 25               | 58            | 96                  | 43                      | 43                                | 95           | 54         |
| Holmes Beach                | 97                                | 95                 | 80               | 65            | 91                  | 84                      | 93                                | 88           | 103        | Sanibel                     | 46                                | 107                | 96               | 96            | 103                 | 73                      | 87                                | 102          | 74         |
| Indian Harbour Beach        | 89                                | 105                | 92               | 82            | 98                  | 52                      | 69                                | 98           | 58         | Satellite Beach             | 88                                | 64                 | 86               | 95            | 81                  | 28                      | 83                                | 94           | 25         |
| Indian River Shores         | 96                                | 92                 | 108              | 114           | 89                  | 91                      | 92                                | 85           | 98         | Sebring                     | 1                                 | 5                  | 15               | 10            | 6                   | 18                      | 17                                | 7            | 24         |
| Indian Rocks Beach          | 85                                | 93                 | 23               | 64            | 109                 | 63                      | 111                               | 112          | 100        | South Bay                   | 80                                | 117                | 47               | 94            | 70                  | 65                      | 65                                | 71           | 35         |
| Indiantown                  | 90                                | 86                 | 97               | 84            | 75                  | 99                      | 88                                | 77           | 75         | South Daytona               | 18                                | 18                 | 59               | 15            | 95                  | 16                      | 16                                | 47           | 23         |
| Inverness                   | 6                                 | 4                  | 49               | 12            | 15                  | 30                      | 19                                | 11           | 64         | South Miami                 | 38                                | 101                | 85               | 44            | 79                  | 22                      | 100                               | 56           | 43         |
| Islamorada                  | 66                                | 34                 | 10               | 50            | 56                  | 39                      | 75                                | 42           | 29         | South Pasadena              | 59                                | 91                 | 53               | 79            | 88                  | 62                      | 91                                | 84           | 93         |
| Juno Beach                  | 110                               | 115                | 113              | 100           | 113                 | 85                      | 95                                | 92           | 109        | Southwest Ranches           | 114                               | 106                | 93               | 105           | 100                 | 109                     | 103                               | 99           | 60         |
| Kenneth City                | 58                                | 90                 | 106              | 88            | 37                  | 76                      | 20                                | 23           | 92         | Springfield                 | 45                                | 55                 | 70               | 59            | 18                  | 69                      | 11                                | 52           | 55         |
| Key Biscayne                | 99                                | 31                 | 84               | 69            | 71                  | 67                      | 99                                | 55           | 15         | Starke                      | 42                                | 38                 | 13               | 34            | 12                  | 55                      | 47                                | 34           | 11         |
| LaBelle                     | 43                                | 51                 | 28               | 63            | 36                  | 17                      | 61                                | 37           | 91         | Surfside                    | 93                                | 88                 | 100              | 110           | 86                  | 74                      | 108                               | 104          | 82         |
| Lake Alfred                 | 107                               | 72                 | 74               | 85            | 57                  | 59                      | 46                                | 80           | 79         | Tequesta                    | 74                                | 73                 | 101              | 87            | 65                  | 110                     | 76                                | 105          | 83         |
| Lake City                   | 3                                 | 1                  | 1                | 7             | 1                   | 7                       | 1                                 | 1            | 49         | Treasure Island             | 72                                | 58                 | 50               | 60            | 102                 | 38                      | 85                                | 68           | 70         |
| Lake Clarke Shores          | 98                                | 97                 | 115              | 80            | 114                 | 116                     | 64                                | 116          | 111        | Umatilla                    | 24                                | 76                 | 35               | 26            | 20                  | 83                      | 48                                | 19           | 99         |
| Lake Park                   | 39                                | 82                 | 91               | 47            | 39                  | 70                      | 68                                | 40           | 57         | Valparaiso                  | 95                                | 111                | 104              | 78            | 59                  | 103                     | 60                                | 107          | 87         |
| Lantana                     | 87                                | 62                 | 61               | 46            | 53                  | 26                      | 28                                | 64           | 48         | Wauchula                    | 16                                | 44                 | 22               | 52            | 8                   | 104                     | 78                                | 8            | 89         |
| Lauderdale-By-The-Sea       | 92                                | 108                | 99               | 86            | 104                 | 60                      | 106                               | 81           | 80         | West Miami                  | 104                               | 104                | 90               | 104           | 82                  | 86                      | 102                               | 97           | 56         |
| Lighthouse Point            | 35                                | 65                 | 63               | 21            | 55                  | 13                      | 14                                | 65           | 52         | Wilton Manors               | 48                                | 102                | 39               | 45            | 42                  | 9                       | 66                                | 62           | 44         |
| Live Oak                    | 20                                | 22                 | 5                | 39            | 22                  | 45                      | 6                                 | 16           | 71         | Windermere                  | 55                                | 10                 | 82               | 53            | 118                 | 49                      | 49                                | 13           | 118        |



## Legend

Highest 25% in a category.

The information above has been compiled from information collected for the purpose of identifying, evaluating or planning safety enhancements that may be implemented utilizing federal funds. Any document displaying this notice shall be used only for the purposes deemed appropriate by the Florida Dept. of Transportation. See Title 23, United States Code, Section 409.



# Proposed City of Milton Open Container Areas





Agenda Item # 2023-1165

## Business Improvement Program FY 2023 Cycle 3 - Milton Gateway Project

### MEETING DATE

February 6, 2023

### PREPARED BY

Ed Spears, Director of  
Economic Development

### BACKGROUND

With the approval of the FY 2023 budget and the start of the new fiscal year, the City's Business Improvement Program has funds available for allocation. The program is available to businesses city-wide, on a first come, first serve basis. The City accepts applications at any time. Grants are available to assist with business signage, the purchase of business equipment to allow necessary to allow a business to grow and add employees and for the improvement to the exterior of buildings.

Since inception in 2018, the Business Improvement program has provided 38 grants to 29 different businesses totaling \$144,642.68. The program has generated a match from the private sector totaling \$640,258.03. For every \$1 invested by the City, businesses have invested \$4.43. The program is advertised on a continuous basis.

The City has received two applications applying as a joint project. The two buildings will make up the newly termed "Milton Gateway". The buildings are located at 6776 and 6780 Caroline Street on the east and west corners of Dr. Martin Luther King, Jr. Drive. 6780 Caroline Street is owned by Kearing, LLC and is requesting \$10,000 for exterior facade improvements, including doors, windows and painting. 6776 Caroline Street is owned by Atalanta Investment Properties, LLC and is requesting \$10,000 for exterior facade improvements, including doors, windows and painting. As corner lots, both buildings are eligible for grants up to \$10,000. Both applicants are qualified and eligible to receive the BIP grants.

Kearing, LLC will be providing a match of \$200,000 and Atalanta will be providing a match of \$300,000 for renovations. Including acquisition costs, these two properties will generate an investment in the downtown CRA of over \$650,000. 100% of the increase in City and County taxes generated by this investment will go to the City's Downtown CRA. The 2022 value of both properties as per the Santa Rosa County Property Appraiser is \$321,719. Upon completion, the assessed values are estimated to more than double.

6780 Caroline Street is designed and engineered and ready to commence construction. 6776 Caroline Street is still in the design and engineering phase and is expected to commence construction in late 2023 or early 2024. Given the significant impact to the downtown and the timeline of the two projects, staff is recommending the Council extend the 180 day (6 month) deadline to complete grant projects. Staff recommends a 1-year deadline to complete the grant portions of the projects.

If these two grants are approved, the Business Improvement Program investment of \$164,642

will have generated a match from all projects of \$1,140,258, or a ROI of \$7.88 in private match for every dollar the City has invested. If funded, \$13,000 will remain in FY 2023 BIP funding for additional grants, which will be forwarded to Council as received.

City Staff, representatives from Kearing, LLC and Atalanta Investment Properties, LLC will make a presentation at the Executive Committee Meeting regarding the Milton Gateway Project.

## SUMMARY

## RECOMMENDATION

Approve a grant in the amount of \$10,000 for Kearing, LLC and \$10,000 for Atalanta Investment Properties, LLC for the Milton Gateway Project.

## ATTACHMENTS

1. Kearing LLC Application FY 23 Cycle 3
2. Atalanta LLC Application FY 23 Cycle 3
3. Milton Gateway Project Drawings
4. 2023 Cycle 3 Business Improvement Program Spreadsheet
5. Business Improvement Program Report - All Time





# City of Milton Office of Economic Development

Business Improvement Program

DATE OF APPLICATION: 11/28/2022  
NAME OF BUSINESS (Legal and DBA, if Different): Kearing, LLC  
BUSINESS OWNER(S): N/A  
PROPERTY OWNER(S) (IF DIFFERENT): Prashant Patel & Melissa Simpson

GRANT CATEGORY: Commercial Facade Grant  
TOTAL AMOUNT REQUESTED (MAXIMUM \$5,000): \$ 10,000.00  
TOTAL AMOUNT OF MATCH (MINIMUM 100%): \$ 100%  
TOTAL AMOUNT OF PROJECT (ALL ASPECTS): \$ 200,000

ADDRESS OF PROJECT: 6780 Caroline St Milton FL 32570 (in conjunction with 6770 Caroline St -see app)  
PROJECT NAME: MLK/ Caroline St. Downtown Gateway Block Project, East

## ATTACH REQUIRED ADDITIONAL INFORMATION:

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

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

Prashant Patel PO Box 1330 Brentwood, NY 11717  
Melissa Simpson 5985 Curtis Rd Pace, FL 32571

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

|                              |                                                                |
|------------------------------|----------------------------------------------------------------|
| <i>Prashant Patel</i>        | dotloop verified<br>11/27/22 1:49 PM EST<br>TXN:HHB1NAVU-XQ2X  |
| <i>Melissa Glynn Simpson</i> | dotloop verified<br>11/29/22 3:10 PM CST<br>XCDC-DHF-QWTS-FAMZ |

TELEPHONE # (850) 733-6532 CELL # \_\_\_\_\_ EMAIL mel.sells.nwfl@gmail.com

## For official use only:

DATE & TIME APPLICATION RECEIVED: \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_



Kearing, LLC was created in 2020 by its managing members Prashant Patel and Melissa Glyptis Simpson upon the acquisition of 6780 Caroline St Milton FL 32570 in May of 2020. Through the time of ownership multiple options for users have been reviewed, ranging from a single tenant user to multi-tenant options. Final determinations were agreed upon in late 2021 to maintain the multi-tenant concept the structure already provides. Final site parameters were established with the additional acquisition of the sister site to the west which will enhance both properties. This 10,081 SF structure will be maintained in total square footage but modified to meet the needs of today's requirements for retail businesses. Planned improvements to the site include mechanical, roof, and façade on all sides of the property. The main entrances will be moved to the rear of the property for greater ease and safety of the customers and tenants.

Through Kearing, LLC's proprietorship, the members have been able to obtain original information on the structure. With the assistance of their architect and structural engineers, the team will be reviewing enhancement options that are original to the structure such as windows and doors. Kearing, LLC has taken meticulous time and effort to properly evaluate highest and best use, all while obtaining feedback from members of the community that gave invaluable feedback to promote the success of any new business that might come to the site. The high ceilings and large picture windows give each unit a great footprint, fostering success for any business, but only with the necessary façade improvements that show this site is safe, and visibly more inviting to customers.

The improvement of the parking area and western corner of the property will create a welcoming environment that will promote congregation of the local community to dine, entertain, and shop at this gateway site. Improved façade, lighting and connectivity between sister sites will give users the ability to enjoy multiple opportunities within this west gateway corridor.

Approvals were given to the architect and structural engineers to proceed on next steps so final renderings and plans can be obtained and submitted for review. It is the hope of Kearing, LLC to be able to bring improvements in Q2 of 2023.



City of Milton  
Office of Economic Development  
2022 Business Improvement Program

Page 2 of 2

**Memorandum of Understanding**

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

Prashant Patel for Kearing LLC

Grantee Name (Please Print)

*Prashant Patel*

dotloop verified  
11/27/22 1:49 PM EST  
FHJD-XVNV-ADV1-ZLBL

Grantee Signature

Melissa Simpson for Kearing LLC

*Melissa Glyptis Simpson*

dotloop verified  
11/29/22 3:10 PM CST  
KBS1-ETWX-4IWY-VWJR

Date

Prashant Patel for Kearing LLC

Property Owner Name (Please Print)

*Prashant Patel*

dotloop verified  
11/27/22 1:49 PM EST  
8DMP-PKXD-TFCN-PMB7

Property Owner Signature

Melissa Simpson for Kearing LLC

*Melissa Glyptis Simpson*

dotloop verified  
11/29/22 3:10 PM CST  
VORR-NAVX-IBO6-CNPT

Date

City of Milton (Please Print)

City Manager Signature

Date

**VENDOR/PAYEE**  
**TAXPAYER'S IDENTIFICATION NUMBER/ENTITY TYPE**

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

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

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

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

**Company/Individual's**

**Name** Kearing LLC

**Address (for mailing payments)**

**Street/P.O. Box** 5174 Ward Basin Rd

**City/State/Zip** Milton FL 32583

**Telephone** 850-733-6532

**Fax** \_\_\_\_\_

**EIN/SSN** XXXXXXXXXX

**Authorized Signature/Title**

*Prashant Patel*

dotloop verified  
11/28/22 1:49 PM EST  
57XK-0MA-LEOW-PEES

*Melissa Glynn Simpson*

dotloop verified  
11/29/22 5:16 PM CST  
SJM-ESTV-80K5-ANQUB

**Date** 11/28/2022

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

Kearing LLC does operate in corporate form. (Corporate Name)

**Address (for mailing payments)**

**Street/P.O. Box** 5174 Ward Basin Rd

**City/State/Zip** Milton, FL 32583

**Telephone** 850-733-6532

**Fax** \_\_\_\_\_

**EIN/SSN** XXXXXXXXXX

**Authorized Signature/Title**

*Prashant Patel*

dotloop verified  
11/27/22 1:49 PM EST  
57XK-0MA-LEOW-PEES

*Melissa Glynn Simpson*

dotloop verified  
11/29/22 3:10 PM CST  
R1 PM-0VM-2VNC-TZOF

**Date** 11/28/2022



# Santa Rosa County Property Appraiser

## Gregory S. Brown II, CFA



[Home](#)   [Search](#)   [Map](#)

### ▼ Parcel Information

|                               |                               |
|-------------------------------|-------------------------------|
| <b>Parcel Number</b>          | 03-1N-28-2530-05800-0041      |
| <b>Situs/Physical Address</b> | 6780 CAROLINE ST MILTON 32570 |
| <b>Property Usage</b>         | STORES, 1 STORY (1100)        |
| <b>Section-Township-Range</b> | 03-1N-28                      |
| <b>Tax District</b>           | MILTON                        |
| <b>2020 Millage Rates</b>     | 0.01467140                    |
| <b>Acreage</b>                | 0.42                          |
| <b>Homestead</b>              | N                             |

**Brief Legal Description** \*DESCRIPTION UPDATE FOR 2020\*TOWN OF MILTON THE NORTH 45FEET OF LOT 4, LESS THE NORTH3 FEET; ALL OF LOT 5, LESS THENORTH 3 FEET; WEST 42.5 FEETOF THE NORTH 45 FEET OF LOT 6;THE WEST 42.5 FEET OF THESOUTH 30 FEET OF LOT 3; ALL INBLOCK 58 & THE SOUTH 75 FEETOF LOT 4 BLOCK 58 & SOUTH 30FEET OF LOTS 1 AND 2, ANDNORTH 3 FEET OF LOTS 4 AND 5BLOCK 58 ALL AS DES IN OR 3947PG 336

### ▼ Owner Information

#### Primary Owner

Kearing Llc  
5174 Ward Basin Rd  
Milton, FL 32583

### ▼ Valuation

|                                    | 2020 Certified | 2021 Certified | 2022 Certified |
|------------------------------------|----------------|----------------|----------------|
| <b>Building</b>                    | \$44,953.00    | \$47,334.00    | \$32,569.00    |
| <b>Extra Feature</b>               | \$3,750.00     | \$3,750.00     | \$3,750.00     |
| <b>Land Value</b>                  | \$47,875.00    | \$47,875.00    | \$79,725.00    |
| <b>Land Agricultural Value</b>     | \$0.00         | \$0.00         | \$0.00         |
| <b>Agricultural (Market) Value</b> | \$0.00         | \$0.00         | \$0.00         |
| <b>Just (Market) Value*</b>        | \$96,578.00    | \$98,959.00    | \$116,044.00   |
| <b>Co. Assessed Value</b>          | \$96,578.00    | \$98,959.00    | \$108,855.00   |
| <b>Exempt Value</b>                | \$0.00         | \$0.00         | \$0.00         |
| <b>Co. Taxable Value</b>           | \$96,578.00    | \$98,959.00    | \$108,855.00   |



**▼ Residential Buildings****Building 1**

|                      |                    |
|----------------------|--------------------|
| Type                 | STORES             |
| Total Area           | 10081              |
| Heated Area          | 8270.00            |
| Ext Walls            | CONC BLOCK ; BRICK |
| Roof Cover           | BUILT-UP           |
| Interior Walls       | MINIMUM            |
| Foundation           | BLOCK/MASN         |
| Frame                | MASONRY            |
| Floor                | FINSH CONC         |
| Heat Type            | FCD AIR D          |
| A/C Type             | CENTRAL            |
| Bathrooms            | 5.00               |
| Bedrooms             | 0.00               |
| Stories              | 1.00               |
| Actual Year Built    | 1946               |
| Effective Year Built | 1966               |

Use: STORES (1100)



## ▼ Land

| Land Code | Description | Frontage | Depth  | Land Units |
|-----------|-------------|----------|--------|------------|
| 1100      | STORE 1FLR  | 100.00   | 117.00 | 100.00     |
| 1100      | STORE 1FLR  | 43.00    | 75.00  | 3225.00    |
| 1000      | COMMERCIAL  | 33.00    | 100.00 | 33.00      |

## ▼ Extra Features

| Description        | Number of Items | Units      | Year | Extra Feature Value |
|--------------------|-----------------|------------|------|---------------------|
| PAVEMENT           | 1.00            | 3000.00 SF | 2005 | \$0                 |
| FENCE - COMMERCIAL | 1.00            | 1.00 UT    | 2005 | \$0                 |
| PAVEMENT           | 1.00            | 3000.00 SF | 2005 | \$0                 |
| FENCE - COMMERCIAL | 1.00            | 1.00 UT    | 2005 | \$0                 |

## ▼ Sales

| Sale Date    | Sale Price | Book / Page | Grantor                       | Grantee                   |
|--------------|------------|-------------|-------------------------------|---------------------------|
| + 05/01/2020 | \$120,000  | 3947 / 336  | CLARA ST LLC                  | KEARING LLC               |
| + 12/22/2005 | \$300,000  | 2545 / 1219 | BENEVOLENT ASSOCIATION OF SRC | CLARA ST LLC              |
| + 11/01/1987 | \$60,000   | 919 / 107   |                               | BENEVOLENT ASSOCIATION OF |
| + 09/01/1987 | \$38,000   | 904 / 169   |                               |                           |
| + 01/01/1987 | \$16,500   | 856 / 125   |                               |                           |
| + 06/01/1978 | \$20,000   | 441 / 89    |                               |                           |

## ▼ 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.

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Santa Rosa County  
Property Appraiser





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## Detail by Entity Name

Florida Limited Liability Company  
KEARING, LLC

### Filing Information

**Document Number** L20000105947  
**FEI/EIN Number** [REDACTED]  
**Date Filed** 04/17/2020  
**State** FL  
**Status** ACTIVE

### Principal Address

775 North Ferdon Blvd  
Suite E  
Crestview, FL 32536

Changed: 01/09/2021

### Mailing Address

Po Box 1330  
Brentwood, NY 11717

Changed: 01/09/2021

### Registered Agent Name & Address

Patel, Prashant  
775 North Ferdon Blvd  
Suite E  
Crestview, FL 32536

Name Changed: 01/09/2021

Address Changed: 01/09/2021

### Authorized Person(s) Detail

#### **Name & Address**

Title AMBR

BEAUFORT MANAGEMENT, LLC  
505 OLD STEESE HWY STE 122  
FAIRBANKS, AK 99701



Title AMBR

SIMPSON, MELISSA  
8815 THUNDERBIRD DRIVE  
PENSACOLA, FL 32514

**Annual Reports**

| Report Year | Filed Date |
|-------------|------------|
| 2021        | 01/09/2021 |
| 2022        | 01/30/2022 |

**Document Images**

|                                             |                                          |
|---------------------------------------------|------------------------------------------|
| <a href="#">01/30/2022 -- ANNUAL REPORT</a> | <a href="#">View image in PDF format</a> |
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|                                             |                                          |
|---------------------------------------------|------------------------------------------|
| <a href="#">01/09/2021 -- ANNUAL REPORT</a> | <a href="#">View image in PDF format</a> |
|---------------------------------------------|------------------------------------------|

|                                                         |                                          |
|---------------------------------------------------------|------------------------------------------|
| <a href="#">04/17/2020 -- Florida Limited Liability</a> | <a href="#">View image in PDF format</a> |
|---------------------------------------------------------|------------------------------------------|

Florida Department of State, Division of Corporations



**NORTHWEST FLORIDA LAND SURVEYING, INC.**  
 7142 BELGIUM CIRCLE  
 Pensacola, FL 32526  
 (850) 432-1052  
 A PROFESSIONAL SERVICE ORGANIZATION



PREPARED FOR: KEARING, LLC

JOB NO.: 20-23677-20

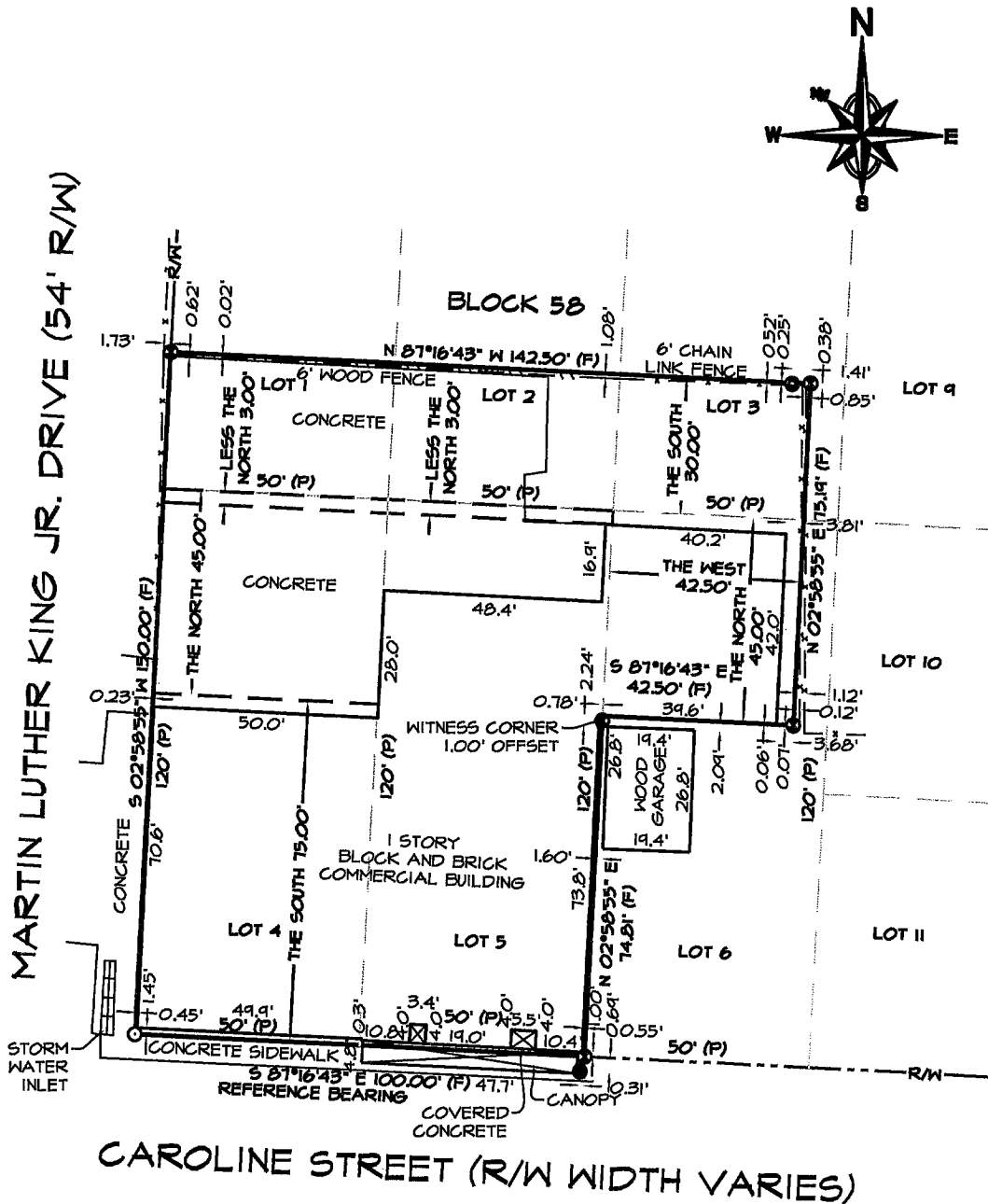
REQUESTED BY: MELISSA SIMPSON/COLDWELL BANKER

DATE: APRIL 24, 2020

PROPERTY ADDRESS: 6780 CAROLINE STREET

SCALE: 1" = 30'

MARTIN LUTHER KING JR. DRIVE (54' R/W)



CAROLINE STREET (R/W WIDTH VARIES)

### BOUNDARY SURVEY WITH IMPROVEMENTS

SHEET 1 OF 2

\*MEASUREMENTS MADE TO UNITED STATES STANDARDS\*

P.C.: RM DRAFTED: JAS TYPED: JAS CHECKED: FRT

DESCRIPTION: SEE SHEET 2 OF 2

SEC. 3, TWP. 1N, RGE. 28W, SANTA ROSA COUNTY, STATE OF FLORIDA.

RECORDED O.R. BOOK 919, PAGE 107. \*THE ENCROACHMENTS ARE AS SHOWN\*

FIELD DATE: 4/21/20, FIELD BOOK: RM50, PG. 37

NORTHWEST FLORIDA LAND SURVEYING, INC.  
 FLORIDA CORPORATION NUMBER 7277  
*Fred R. Thompson*  
 FRED R. THOMPSON PROFESSIONAL LAND SURVEYOR  
 FLORIDA REGISTRATION NUMBER 3027 STATE OF FLORIDA

REVISIONS:

NOT VALID WITHOUT THE  
 SIGNATURE AND THE  
 ORIGINAL RAISED SEAL OF  
 A FLORIDA LICENSED  
 PROFESSIONAL  
 LAND SURVEYOR



# NORTHWEST FLORIDA LAND SURVEYING, INC.

7142 BELGIUM CIRCLE  
Pensacola, FL 32528  
(850) 432-1062

A PROFESSIONAL SERVICE ORGANIZATION



PREPARED FOR: KEARING, LLC

JOB NO.: 20-23677-20

REQUESTED BY: MELISSA SIMPSON/COLDWELL BANKER

DATE: APRIL 24, 2020

PROPERTY ADDRESS: 6780 CAROLINE STREET

SCALE: 1" = 30'

DESCRIPTION AS FURNISHED: (FROM WESTCOR LAND TITLE INSURANCE COMPANY TITLE COMMITMENT, PLANT FILE NO. 20-21544, EFFECTIVE DATE: APRIL 3, 2020)

THE NORTH 45 FEET OF LOT 4, LESS THE NORTH 5 FEET; ALL OF LOT 5, LESS THE NORTH 5 FEET; WEST 42.5 FEET OF THE NORTH 45 FEET OF LOT 6; THE WEST 42.5 FEET OF THE SOUTH 30 FEET OF LOT 3; ALL IN BLOCK 58, TOWN OF MILTON, SANTA ROSA COUNTY, FLORIDA, ACCORDING TO THE OFFICIAL PLAT OF THE TOWN OF MILTON, RECORDED IN THE OFFICE OF THE CLERK OF THE CIRCUIT COURT, SANTA ROSA COUNTY, FLORIDA.

THE SOUTH 75 FEET OF LOT 4, BLOCK 58, TOWN OF MILTON, FLORIDA, ACCORDING TO THE OFFICIAL PLAT OF THE TOWN OF MILTON ON FILE IN THE OFFICE OF THE CLERK OF THE CIRCUIT COURT, SANTA ROSA COUNTY, FLORIDA.

SOUTH 30 FEET OF LOTS 1 AND 2, AND NORTH 5 FEET OF LOTS 4 AND 5, BLOCK 58, ACCORDING TO THE MAP OF MILTON, UNDER DATE OF FEBRUARY 29, 1936, SECTION 3, TOWNSHIP 1 NORTH, RANGE 28 WEST, SANTA ROSA COUNTY, FLORIDA.

## GENERAL NOTES:

1. THE BEARINGS AS SHOWN HEREON ARE REFERENCED TO NORTH AMERICAN DATUM 1983, STATE PLANE MAPPING ZONE FLORIDA NORTH 0903, LAMBERT PROJECTION AS ESTABLISHED ALONG THE SOUTH LINE OF THE SUBJECT PROPERTY HAVING A BEARING OF SOUTH 87 DEGREES 16 MINUTES 43 SECONDS EAST.
2. THE SURVEY DATUM AS SHOWN HEREON IS REFERENCED TO THE DESCRIPTION AS FURNISHED AND TO EXISTING FIELD MONUMENTATION.
3. A TITLE COMMITMENT PREPARED BY WESTCOR LAND TITLE INSURANCE COMPANY WAS PROVIDED FOR THE SUBJECT PROPERTY. THERE MAY BE DEEDS OF RECORD, UNRECORDED DEEDS, EASEMENTS, RIGHTS-OF-WAY, STATE AND/OR FEDERAL JURISDICTIONAL AREAS OR OTHER INSTRUMENTS WHICH COULD AFFECT THE SUBJECT PROPERTY.
4. THE PROPERTY AS SHOWN HEREON IS LOCATED IN FLOOD ZONE "X", OUTSIDE 0.2% ANNUAL CHANCE OF FLOOD, AS DETERMINED FROM FEDERAL EMERGENCY MANAGEMENT AGENCY FLOOD INSURANCE RATE MAP OF SANTA ROSA COUNTY, FLORIDA (UNINCORPORATED AREAS), MAP NUMBER 12113C 0431 G, REVISED DECEMBER 19, 2006.
5. THIS SURVEY DOES NOT DETERMINE OWNERSHIP.
6. THIS SURVEY MEETS THE STANDARDS OF PRACTICE AS SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL LAND SURVEYORS IN CHAPTER 5J-17.051 - 5J-17.053 FLORIDA ADMINISTRATIVE CODE, PURSUANT TO SECTION 472.027, FLORIDA STATUTES, TO THE BEST OF MY KNOWLEDGE AND BELIEF.
7. THE MEASUREMENTS AS SHOWN HEREON WERE MADE TO UNITED STATES STANDARDS.
8. THE MEASUREMENTS OF THE BUILDINGS AND/OR FOUNDATIONS SHOWN HEREON DO NOT INCLUDE CONCRETE FOOTERS OR EAVE OVERHANGS.
9. FENCE LOCATIONS SHOWN HEREON MAY BE EXAGGERATED AND NOT TO SCALE FOR CLARITY PURPOSES
10. FEDERAL AND STATE COPYRIGHT ACTS PROTECT THIS MAP FROM UNAUTHORIZED USE. THIS MAP IS NOT TO BE COPIED OR REPRODUCED IN WHOLE OR PART AND IS NOT TO BE USED FOR THE BENEFIT OF ANY OTHER PERSON, COMPANY OR FIRM, WITHOUT PRIOR WRITTEN CONSENT OF THE COPYRIGHT OWNER, FRED R. THOMPSON, AND IS TO BE RETURNED TO OWNER UPON REQUEST.
11. THIS DOCUMENT MUST BE COMPARED TO THE ORIGINAL HARD COPY ISSUED ON THE SURVEY DATE WITH A RAISED SEAL TO INSURE THE ACCURACY OF THE INFORMATION AND TO FURTHER INSURE THAT NO CHANGES, ALTERATIONS OR MODIFICATIONS HAVE BEEN MADE. NO RELIANCE SHOULD BE MADE ON A DOCUMENT TRANSMITTED BY COMPUTER OR OTHER ELECTRONIC MEANS UNLESS FIRST COMPARED TO THE ORIGINAL SIGNED AND SEALED DOCUMENT.
12. THIS SURVEY MAY BE SUBJECT TO ADDITIONAL REQUIREMENTS BY COUNTY, STATE OR OTHER AGENCIES.
13. ENCROACHMENTS ARE AS SHOWN.

## DENOTES:

- ⊙ ~ 1/2" CAPPED IRON ROD, NUMBERED 7271 (PLACED)
- ~ 1/2" IRON ROD, UNNUMBERED (FOUND)
- ⊖ ~ 1" IRON PIPE, UNNUMBERED (FOUND)
- ~ (PK) NAIL AND DISK, UNNUMBERED (FOUND)
- (P) ~ PLATTED INFORMATION
- (F) ~ FIELD INFORMATION
- R/W ~ RIGHT OF WAY
- SEC. ~ SECTION
- TWP. ~ TOWNSHIP
- RGE. ~ RANGE
- O.R. ~ OFFICIAL RECORD
- PG. ~ PAGE

## CERTIFICATIONS:

KEARING, LLC  
WESTCOR LAND TITLE  
SURETY LAND TITLE OF FLORIDA, LLC

## BOUNDARY SURVEY WITH IMPROVEMENTS

SHEET 2 OF 2

\*MEASUREMENTS MADE TO UNITED STATES STANDARDS\*

P.C.: RM DRAFTED: JAS TYPED: JAS CHECKED: FRT

DESCRIPTION: SEE ABOVE DESCRIPTION

SEC. 3, TWP. 1N, RGE. 28W, SANTA ROSA COUNTY, STATE OF FLORIDA.

RECORDED O.R. BOOK 919, PAGE 107. \*THE ENCROACHMENTS ARE AS SHOWN\*

FIELD DATE: 4/21/20, FIELD BOOK: RM50, PG. 37

NORTHWEST FLORIDA LAND SURVEYING, INC.  
FLORIDA CORPORATION NUMBER 7277

*Fred R. Thompson*

FRED R. THOMPSON PROFESSIONAL LAND SURVEYOR  
FLORIDA REGISTRATION NUMBER 3027 STATE OF FLORIDA

## REVISIONS:

NOT VALID WITHOUT THE  
SIGNATURE AND THE  
ORIGINAL RAISED SEAL OF  
A FLORIDA LICENSED  
PROFESSIONAL  
LAND SURVEYOR

## Request for Taxpayer Identification Number and Certification

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

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

|                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                             |
|--------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Print or type.<br>See Specific Instructions on page 3. | 1 Name (as shown on your income tax return). Name is required on this line, do not leave this line blank.<br><b>Kearney LLC</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                             |
|                                                        | 2 Business name/disregarded entity name, if different from above                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                             |
|                                                        | 3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.<br><br><input type="checkbox"/> Individual/sole proprietor or single-member LLC<br><input type="checkbox"/> C Corporation<br><input type="checkbox"/> S Corporation<br><input type="checkbox"/> Partnership<br><input type="checkbox"/> Trust/estate<br><input checked="" type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► <b>S</b><br><b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.<br><input type="checkbox"/> Other (see instructions) ► | 4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):<br><br>Exempt payee code (if any) _____<br><br>Exemption from FATCA reporting code (if any) _____<br><br><small>(Applies to accounts maintained outside the U.S.)</small> |
|                                                        | 5 Address (number, street, and apt. or suite no.) See instructions.<br><b>5174 Ward Basin Road</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Requester's name and address (optional)                                                                                                                                                                                                                                     |
| 6 City, state, and ZIP code<br><b>Milton, FL 32583</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                             |
| 7 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 generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

|                                |  |  |  |   |  |  |  |   |  |
|--------------------------------|--|--|--|---|--|--|--|---|--|
| Social security number         |  |  |  |   |  |  |  |   |  |
|                                |  |  |  | - |  |  |  | - |  |
| 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. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**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 for Part II, later.

|           |                                                                                                                |                          |
|-----------|----------------------------------------------------------------------------------------------------------------|--------------------------|
| Sign Here | Signature of U.S. person ►  | Date ► <b>11/27/2022</b> |
|-----------|----------------------------------------------------------------------------------------------------------------|--------------------------|

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.





# City of Milton Office of Economic Development

Business Improvement Program

DATE OF APPLICATION: 11/28/2022  
NAME OF BUSINESS (Legal and DBA, if Different): Atalanta Investment Properties, LLC  
BUSINESS OWNER(S): Melissa Simpson  
PROPERTY OWNER(S) (IF DIFFERENT): Atalanta Investment Properties, LLC

GRANT CATEGORY: Commercial Façade Grant  
TOTAL AMOUNT REQUESTED (MAXIMUM \$5,000): \$ 10,000  
TOTAL AMOUNT OF MATCH (MINIMUM 100%): \$ 10,000  
TOTAL AMOUNT OF PROJECT (ALL ASPECTS): \$ 300,000

ADDRESS OF PROJECT: 6776 Caroline St Milton FL 32570 (in conjunction with 6780 Caroline- see app)  
PROJECT NAME: MLK/ Caroline St. Downtown Gateway Block Project, West

## ATTACH REQUIRED ADDITIONAL INFORMATION:

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

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

Atalanta Investment Properties, LLC  
5985 Curtis Rd  
Pace, FL 32571

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

*Melissa Glyptis Simpson* dotloop verified  
11/25/22 1:20 PM CST  
YMJS-TCWJ-CHFC-ESJR

TELEPHONE # (850) 733-6532 CELL # 919-402-3295 EMAIL mel.sells.nwfl@gmail.com

## For official use only:

DATE & TIME APPLICATION RECEIVED: \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_

6776 Caroline St Milton FL 32570 was purchase in April of 2022 by Atalanta Investment Properties, LLC. This company's sole managing member is Melissa Glyptis Simpson who started Atalanta Investment Properties, LLC in 2017. The purpose of the LLC is to obtain below market real property and renovate the site to current standards. Over the years the LLC has taken on three major acquisitions and fully renovated and resold those investment. 6776 Caroline St was seen as an opportunity to improve a very visible section of Downtown Milton's Historic Downtown, making an even greater lasting impression at the western gateway of the Historic Downtown District.

Atalanta Investment Properties, LLC identified several key components to this site that make it a prominent structure for the Downtown. Items such as the full median cut, wrap around access with multiple points of ingress/egress, a corner site, and it is adjacent to a sister property also purchased with the managing member and additional development partner. In conjunction with its sister site to the east (6780 Caroline St), the remodel of 6776 Caroline St will create a major impact on the western corridor. It is the hopes of LLC that the improvements planned will act as a catalyst for others to follow suit and bring about meaningful improvement to all of Milton's Downtown, allowing for a more comprehensive and connective Historic Downtown District. The improvement will give businesses an opportunity to enter a Lease without massive cost, time delays and risk to the Tenant as the site will already be improved. HVAC, Plumbing, Electrical, Roof along with a vanilla box interior will be new and ready for immediate use for all three units.

Great efforts have gone into the design plans proposed for the structure and additional research will continue for the highest and best use of the building. Atalanta Investment Properties, LLC instructed its architect team to work with the New Orleans style that the structure already introduces in portions of its front façade details. While no original documentation could be obtained, verbal interviews with community members found within the City of Milton allowed us to uncover information with our contractors on the original structure and how it may have looked when built. Using today's regulations and best design practices, we in turn felt a major structural change was necessary to the rear of the property. The addition on the rear, not original to the building, will be partially removed for greater retail curb appeal and access. We are creating a 45 degree corner on each side in the rear and plan to remove the mechanical structures and rear overhang areas. The roof, which will also be replaced will house the mechanical structures in order to keep the entrance free from additional noise and take up usable exterior space. Additional interviews were conducted with prior owners to retrieve interior historical information which uncovered that at one point in time the building held 3 separate units. Current plans will include a return to the three units with the western end cap unit being a food establishment with the hopes of creating a pickup window, the eastern end cap unit being focused on general retail, and the center unit being professional office or general retail. Electrical and water will be separated for all three users. All three units will have access to what will be a rear patio with ample greenery to provide a softer and more attractive entrance and an enhanced environment as you walk up to the building.

The side and front façade of the structure will be ongoing in design after additional research is conducted in New Orleans for color pallets and more intricate accent details on the exterior of the property. Iron and Copper work will also be considered as well as utilizing local and regional artists to produce wall murals.

Current progress is ongoing with the architectural phase of the project moving into the 35-50% phase. Structural engineers have been selected for the project with selections of mechanical engineers underway and general contractors being investigated. Timelines are currently projecting a Q4 2023 start time for the project, but will depend on availability of the trades, contractors, and progress through the design phase.



City of Milton  
Office of Economic Development  
2022 Business Improvement Program

Page 2 of 2

**Memorandum of Understanding**

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

Melissa Simpson for Atalanta Investment Properties, LLC

Grantee Name (Please Print)

*Melissa Glyptis Simpson*

dotloop verified  
11/25/22 1:20 PM CST  
XWFL-OZBY-H2DZ-TVJU

Grantee Signature

\_\_\_\_\_  
Date

Melissa Simpson for Atalanta Investment Properties, LLC

Property Owner Name (Please Print)

*Melissa Glyptis Simpson*

dotloop verified  
11/25/22 1:20 PM CST  
V3XY-EK71-UBPA-AKVZ

Property Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
City of Milton (Please Print)

\_\_\_\_\_  
City Manager Signature

\_\_\_\_\_  
Date



**VENDOR/PAYEE**  
**TAXPAYER'S IDENTIFICATION NUMBER/ENTITY TYPE**

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

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

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

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

**Company/Individual's**

**Name** Atalanta Investment Properties, LLC

**Address (for mailing payments)**

**Street/P.O. Box** 5985 Curtis Rd  
**City/State/Zip** Pace, FL 32571  
**Telephone** 850-733-6532 **Fax** \_\_\_\_\_  
**EIN/SSN** [REDACTED]  
**Authorized Signature/Title** Melissa Hylton Simpson  
**Date** \_\_\_\_\_

dotloop verified  
11/25/22 1:20 PM CST  
T8NEC-11T-SPT3-W00E

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

Atalanta Investment Properties, LLC does operate in corporate form. (Corporate Name)

**Address (for mailing payments)**

**Street/P.O. Box** 5985 Curtis Rd  
**City/State/Zip** Pace, FL 32571  
**Telephone** 850-733-6532 **Fax** \_\_\_\_\_  
**EIN/SSN** [REDACTED]  
**Authorized Signature/Title** Melissa Hylton Simpson  
**Date** \_\_\_\_\_

dotloop verified  
11/25/22 1:20 PM CST  
K2ED-H2KN-MLZE-EWS



# NORTHWEST FLORIDA LAND SURVEYING, INC.

479 N. Pace Boulevard  
Pensacola, FL 32505  
(850) 432-1052

A PROFESSIONAL SERVICE ORGANIZATION



PREPARED FOR: ATALANTA INVESTMENT PROPERTIES

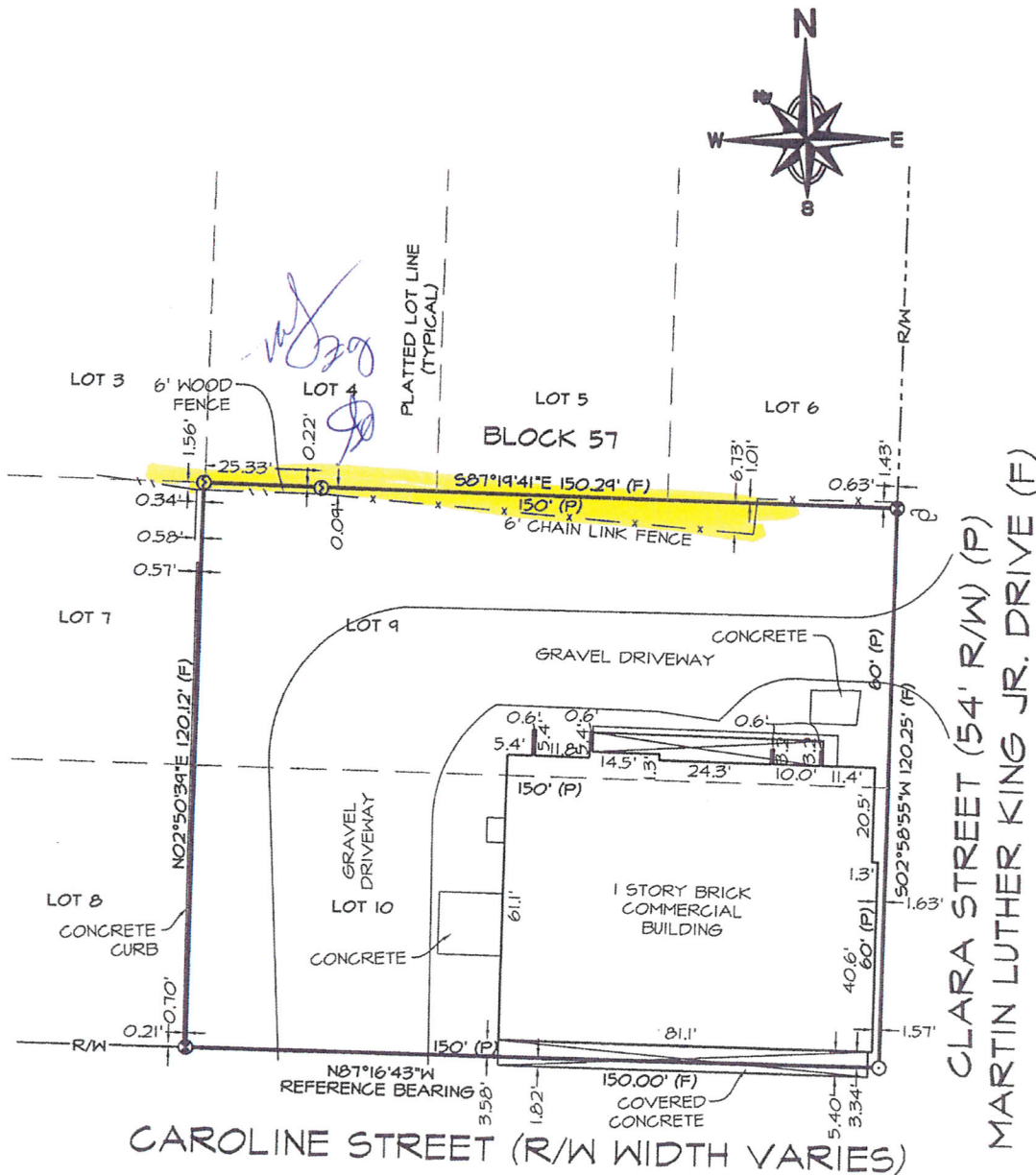
JOB NO.: 20-25144-22

REQUESTED BY: MELISSA SIMPSON

DATE: MARCH 9, 2022

PROPERTY ADDRESS: 6776 CAROLINE STREET

SCALE: 1"=30'



## BOUNDARY SURVEY WITH IMPROVEMENTS

SHEET 1 OF 2

\*MEASUREMENTS MADE TO UNITED STATES STANDARDS\*

P.C.: AH DRAFTED: JAS TYPED: JAS CHECKED: JAS

DESCRIPTION: LOTS 9 AND 10, BLOCK 57, TOWN OF MILTON

SEC. 3, TWP. 1N, RGE. 28W, SANTA ROSA COUNTY, STATE OF FLORIDA.

RECORDED -- BOOK --, PAGE --. \*THE ENCROACHMENTS ARE AS SHOWN\*

FIELD DATE: 3/8/22, FIELD BOOK: AH1, PG. 7

NORTHWEST FLORIDA LAND SURVEYING, INC.  
FLORIDA CORPORATION NUMBER 7277

JEFF SIMMONS PROFESSIONAL SURVEYOR AND MAPPER  
FLORIDA REGISTRATION NUMBER 7354 STATE OF FLORIDA

### REVISIONS:

3/28/22 REVISE  
STREET NAME

NOT VALID WITHOUT THE  
SIGNATURE AND THE  
ORIGINAL RAISED SEAL OF  
A FLORIDA LICENSED  
PROFESSIONAL  
LAND SURVEYOR



# NORTHWEST FLORIDA LAND SURVEYING, INC.

479 N. Pace Boulevard  
Pensacola, FL 32505  
(850) 432-1052

A PROFESSIONAL SERVICE ORGANIZATION



PREPARED FOR: ATALANTA INVESTMENT PROPERTIES

JOB NO.: 20-25144-22

REQUESTED BY: MELISSA SIMPSON

DATE: MARCH 9, 2022

PROPERTY ADDRESS: 6776 CAROLINE STREET  
GENERAL NOTES:

SCALE: 1"=30'

1. THE BEARINGS AS SHOWN HEREON ARE REFERENCED TO NORTH AMERICAN DATUM 1983, STATE PLANE MAPPING ZONE FLORIDA NORTH 0903, LAMBERT PROJECTION AS ESTABLISHED ALONG THE SOUTH LINE OF THE SUBJECT PROPERTY HAVING A BEARING OF NORTH 87 DEGREES 16 MINUTES 43 SECONDS WEST.
2. THE SURVEY DATUM AS SHOWN HEREON IS REFERENCED TO THE DESCRIPTION AS FURNISHED AND TO EXISTING FIELD MONUMENTATION.
3. NO TITLE SEARCH WAS PROVIDED TO NOR PERFORMED BY NORTHWEST FLORIDA LAND SURVEYING, INC., FOR THE SUBJECT PROPERTY. THERE MAY BE DEEDS OF RECORD, UNRECORDED DEEDS, EASEMENTS, RIGHTS-OF-WAY, STATE AND/OR FEDERAL JURISDICTIONAL AREAS OR OTHER INSTRUMENTS WHICH COULD AFFECT THE SUBJECT PROPERTY.
4. THE PROPERTY AS SHOWN HEREON IS LOCATED IN FLOOD ZONE "X", OUTSIDE 0.2% ANNUAL CHANCE OF FLOOD, AS DETERMINED FROM FEDERAL EMERGENCY MANAGEMENT AGENCY FLOOD INSURANCE RATE MAP OF SANTA ROSA COUNTY, FLORIDA (UNINCORPORATED AREAS), MAP NUMBER 12113C 0431 H, REVISED NOVEMBER 19, 2021.
5. THIS SURVEY DOES NOT DETERMINE OWNERSHIP.
6. THIS SURVEY MEETS THE STANDARDS OF PRACTICE AS SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL LAND SURVEYORS IN CHAPTER 5J-17.051 - 5J-17.053 FLORIDA ADMINISTRATIVE CODE, PURSUANT TO SECTION 472.027, FLORIDA STATUTES, TO THE BEST OF MY KNOWLEDGE AND BELIEF.
7. THE MEASUREMENTS AS SHOWN HEREON WERE MADE TO UNITED STATES STANDARDS.
8. THE MEASUREMENTS OF THE BUILDINGS AND/OR FOUNDATIONS SHOWN HEREON DO NOT INCLUDE CONCRETE FOOTERS OR EAVE OVERHANGS.
9. FENCE LOCATIONS SHOWN HEREON MAY BE EXAGGERATED AND NOT TO SCALE FOR CLARITY PURPOSES
10. FEDERAL AND STATE COPYRIGHT ACTS PROTECT THIS MAP FROM UNAUTHORIZED USE. THIS MAP IS NOT TO BE COPIED OR REPRODUCED IN WHOLE OR PART AND IS NOT TO BE USED FOR THE BENEFIT OF ANY OTHER PERSON, COMPANY OR FIRM, WITHOUT PRIOR WRITTEN CONSENT OF THE COPYRIGHT OWNER, FRED R. THOMPSON, AND IS TO BE RETURNED TO OWNER UPON REQUEST.
11. THIS DOCUMENT MUST BE COMPARED TO THE ORIGINAL HARD COPY ISSUED ON THE SURVEY DATE WITH A RAISED SEAL TO INSURE THE ACCURACY OF THE INFORMATION AND TO FURTHER INSURE THAT NO CHANGES, ALTERATIONS OR MODIFICATIONS HAVE BEEN MADE. NO RELIANCE SHOULD BE MADE ON A DOCUMENT TRANSMITTED BY COMPUTER OR OTHER ELECTRONIC MEANS UNLESS FIRST COMPARED TO THE ORIGINAL SIGNED AND SEALED DOCUMENT.
12. THIS SURVEY MAY BE SUBJECT TO ADDITIONAL REQUIREMENTS BY COUNTY, STATE OR OTHER AGENCIES.
13. ENCROACHMENTS ARE AS SHOWN.
14. THE PURPOSE OF THIS SURVEY IS TO RETRACE AND MONUMENT THE DEED OF RECORD ON THE GROUND AS WELL AS LOCATE ON SITE IMPROVEMENTS, EVIDENCE OF POSSESSION, AND ENCROACHMENTS TO BE SHOWN ON THE SURVEY TO SCALE AND THEIR RELATIONSHIP TO THE BOUNDARY.

## DENOTES:

- ① ~ 1/2" CAPPED IRON ROD, NUMBERED 1277 (PLACED)
- ② ~ 1/2" CAPPED IRON ROD, ILLEGIBLE (FOUND)
- ③ ~ NAIL AND DISK, UNNUMBERED (FOUND)
- (P) ~ PLATTED INFORMATION
- (F) ~ FIELD INFORMATION
- R/W ~ RIGHT OF WAY
- SEC. ~ SECTION
- TWP. ~ TOWNSHIP
- RGE. ~ RANGE
- PG. ~ PAGE

## CERTIFICATIONS:

ATALANTA INVESTMENT PROPERTIES, LLC  
WESTCOR LAND TITLE  
STEPHEN & FAY JERNIGAN  
SURETY LAND TITLE OF FLORIDA, LLC

## BOUNDARY SURVEY WITH IMPROVEMENTS

SHEET 2 OF 2

\*MEASUREMENTS MADE TO UNITED STATES STANDARDS\*

P.C.: AH DRAFTED: JAS TYPED: JAS CHECKED: JAS

DESCRIPTION: LOTS 9 AND 10, BLOCK 57, TOWN OF MILTON

SEC. 3, TWP. 1N, RGE. 28W, SANTA ROSA COUNTY, STATE OF FLORIDA.

RECORDED -- BOOK --, PAGE --. \*THE ENCROACHMENTS ARE AS SHOWN\*

FIELD DATE: 3/8/22, FIELD BOOK: AH1, PG. 7

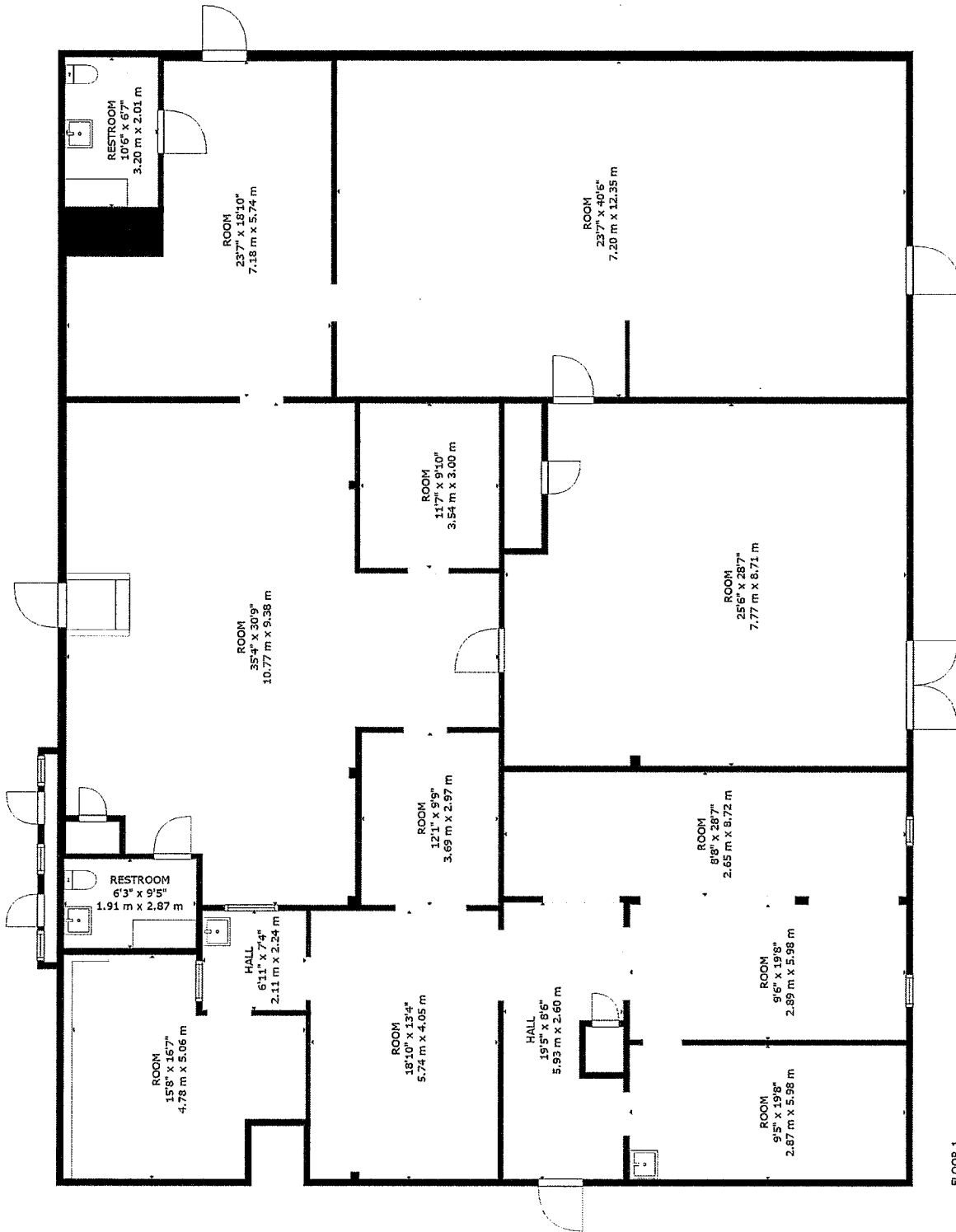
NORTHWEST FLORIDA LAND SURVEYING, INC.  
FLORIDA CORPORATION NUMBER 7277

JEFF SIMMONS PROFESSIONAL SURVEYOR AND MAPPER  
FLORIDA REGISTRATION NUMBER 7354 STATE OF FLORIDA

## REVISIONS:

|             |        |
|-------------|--------|
| 3/28/22     | REVISE |
| STREET NAME |        |

NOT VALID WITHOUT THE  
SIGNATURE AND THE  
ORIGINAL RAISED SEAL OF  
A FLORIDA LICENSED  
PROFESSIONAL  
LAND SURVEYOR



FLOOR 1

GROSS INTERNAL AREA  
 FLOOR 1: 4690 sq. ft./436 m2  
 TOTAL: 4690 sq. ft./436 m2  
 SIZES AND DIMENSIONS ARE APPROXIMATE. ACTUAL MAY VARY.





# EVIDENCE OF PROPERTY INSURANCE

DATE (MM/DD/YYYY)

04/13/2022

THIS EVIDENCE OF PROPERTY INSURANCE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE ADDITIONAL INTEREST NAMED BELOW. THIS EVIDENCE OF PROPERTY INSURANCE DOES NOT AMMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

|                                                                                                  |  |                                                |  |                                                                   |  |
|--------------------------------------------------------------------------------------------------|--|------------------------------------------------|--|-------------------------------------------------------------------|--|
| AGENCY<br>Legacy Insurance Brokers, Inc<br>7000 Pine Forest Rd<br>Suite C<br>Pensacola, FL 32526 |  | PHONE<br>(A/C, No, Ext): 850-741-4200          |  | COMPANY<br>Westchester Surplus Lines                              |  |
| FAX<br>(A/C, No): 850-304-0974                                                                   |  | E-MAIL<br>ADDRESS: dpruitt@legacyinsurance.pro |  |                                                                   |  |
| CODE:                                                                                            |  | SUB CODE:                                      |  |                                                                   |  |
| AGENCY<br>CUSTOMER ID #:                                                                         |  |                                                |  |                                                                   |  |
| INSURED<br>Atalanta Investment Properties, LLC<br>6776 Caroline St<br>Milton, FL 32570           |  | LOAN NUMBER<br>3750084659                      |  | POLICY NUMBER<br>MCQ-2075                                         |  |
|                                                                                                  |  | EFFECTIVE DATE<br>04/14/2022                   |  | EXPIRATION DATE<br>04/14/2023                                     |  |
|                                                                                                  |  |                                                |  | <input type="checkbox"/> CONTINUED UNTIL<br>TERMINATED IF CHECKED |  |
| THIS REPLACES PRIOR EVIDENCE DATED:                                                              |  |                                                |  |                                                                   |  |

## PROPERTY INFORMATION

### LOCATION/DESCRIPTION

6776 Caroline St  
Milton, FL 32570

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS EVIDENCE OF PROPERTY INSURANCE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

## COVERAGE INFORMATION

| COVERAGE/PERILS/FORMS       | AMOUNT OF INSURANCE | DEDUCTIBLE |
|-----------------------------|---------------------|------------|
| General Aggregate           | 2,000,000           | 500        |
| Personal Advertising Injury | 1,000,000           |            |
| Each Occurrence             | 1,000,000           |            |
| Fire Damage Limit           | 100,000             |            |
| Medical Expense             | 5,000               |            |
| Building                    | 259,900             |            |
| Wind Deductible             |                     | 5,000/3%   |
| AOP Deductible              |                     | 5,000      |

## REMARKS (Including Special Conditions)

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 15 DAYS WRITTEN NOTICE TO THE ADDITIONAL INTEREST NAMED BELOW, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

## ADDITIONAL INTEREST

|                                                                       |                                                           |            |                    |
|-----------------------------------------------------------------------|-----------------------------------------------------------|------------|--------------------|
| NAME AND ADDRESS<br>Centennial Bank<br>PO Box 906<br>Conway, AR 72033 | <input checked="" type="checkbox"/>                       | MORTGAGEE  | ADDITIONAL INSURED |
|                                                                       | <input type="checkbox"/>                                  | LOSS PAYEE |                    |
|                                                                       | LOAN #<br>3750084659                                      |            |                    |
|                                                                       | AUTHORIZED REPRESENTATIVE<br><i>Suzanne Pollard Spann</i> |            |                    |

ACORD 27 (2006/07)

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Form **W-9**  
(Rev. October 2018)  
Department of the Treasury  
Internal Revenue Service

# Request for Taxpayer Identification Number and Certification

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

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

|                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                             |
|--------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Print or type.<br>See Specific Instructions on page 3. | 1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.<br><b>Atalanta Investment Properties LLC</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                             |
|                                                        | 2 Business name/disregarded entity name, if different from above                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                             |
|                                                        | 3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.<br><br><input checked="" type="checkbox"/> Individual/sole proprietor or single-member LLC<br><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____<br><b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.<br><input type="checkbox"/> Other (see instructions) ► _____ | 4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):<br><br>Exempt payee code (if any) _____<br><br>Exemption from FATCA reporting code (if any) _____<br><br><small>(Applies to accounts maintained outside the U.S.)</small> |
|                                                        | 5 Address (number, street, and apt. or suite no.) See Instructions.<br><b>5985 Curtis Rd.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Requester's name and address (optional)                                                                                                                                                                                                                                     |
|                                                        | 6 City, state, and ZIP code<br><b>Pace, FL 32571</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                             |
| 7 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 generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

|                                |  |  |  |   |  |  |   |  |  |
|--------------------------------|--|--|--|---|--|--|---|--|--|
| Social security number         |  |  |  |   |  |  |   |  |  |
|                                |  |  |  | - |  |  | - |  |  |
| 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. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**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 for Part II, later.

|           |                            |                                |                                                                 |        |
|-----------|----------------------------|--------------------------------|-----------------------------------------------------------------|--------|
| Sign Here | Signature of U.S. person ► | <i>Melissa Glyptis Simpson</i> | dotloop verified<br>05/27/22 1:49 PM CDT<br>R0CP-GYXP-AC6K-ASYF | Date ► |
|           |                            |                                |                                                                 |        |

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.





**SITE PLAN VIEW**

|                            |                                        |
|----------------------------|----------------------------------------|
| REVISION & DATE:           |                                        |
| SARAH A. SISSON, ARCHITECT |                                        |
| 301 W. CERVANTES ST.       |                                        |
| PENSACOLA, FL. 32501       |                                        |
| (813) 841 - 0342           |                                        |
| SISSONARCH@GMAIL.COM       |                                        |
| FLORIDA LICENSE NUMBER:    |                                        |
| 6776 CAROLINE STREET       |                                        |
| OWNER: MELISSA SIMPSON     | REVIEW SET ONLY - NOT FOR CONSTRUCTION |
| MILTON, FL 32570           |                                        |
| SCHEMATIC DESIGN           |                                        |
| PROJECT NUMBER: MS-1       |                                        |
| ISSUE DATE: 11/01/2022     |                                        |
| Sheet Title :              |                                        |
| Sheet Number :             |                                        |
| A101                       |                                        |





CAROLINE INTERSECTION VIEW

REVISION & DATE:

SARAH A. SISSON, ARCHITECT  
301 W. CERVANTES ST.  
PENSACOLA, FL. 32501  
(813) 841 - 0342  
SISSONARCH@GMAIL.COM  
FLORIDA LICENSE NUMBER:

6776 CAROLINE STREET

OWNER: MELISSA SIMPSON  
MILTON, FL 32570

REVIEW SET ONLY - NOT FOR CONSTRUCTION

SCHEMATIC DESIGN

PROJECT NUMBER: MS-1

ISSUE DATE: 11/01/2022

Sheet Title :

Sheet Number :  
A102





CAROLINE STREET VIEW

REVISION & DATE:

SARAH A. SISSON, ARCHITECT  
301 W. CERVANTES ST.  
PENSACOLA, FL. 32501  
(813) 841 - 0342  
SISSONARCH@GMAIL.COM  
FLORIDA LICENSE NUMBER:

6776 CAROLINE STREET

OWNER: MELISSA SIMPSON  
MILTON, FL 32570

REVIEW SET ONLY - NOT FOR CONSTRUCTION

SCHEMATIC DESIGN

PROJECT NUMBER: MS-1

ISSUE DATE: 11/01/2022

Sheet Title :

Sheet Number :  
A103





CAROLINE STREET VIEW

REVISION & DATE:

SARAH A. SISSON, ARCHITECT  
301 W. CERVANTES ST.  
PENSACOLA, FL. 32501  
(813) 841 - 0342  
SISSONARCH@GMAIL.COM  
FLORIDA LICENSE NUMBER:

6776 CAROLINE STREET

OWNER: MELISSA SIMPSON  
MILTON, FL 32570

REVIEW SET ONLY - NOT FOR CONSTRUCTION

SCHEMATIC DESIGN

PROJECT NUMBER: MS-1

ISSUE DATE: 11/01/2022

Sheet Title :

Sheet Number :  
A104





CAROLINE STREET VIEW

REVISION & DATE:

SARAH A. SISSON, ARCHITECT  
301 W. CERVANTES ST.  
PENSACOLA, FL. 32501  
(813) 841 - 0342  
SISSONARCH@GMAIL.COM  
FLORIDA LICENSE NUMBER:

6776 CAROLINE STREET

OWNER: MELISSA SIMPSON  
MILTON, FL 32570

REVIEW SET ONLY - NOT FOR CONSTRUCTION

SCHEMATIC DESIGN

PROJECT NUMBER: MS-1

ISSUE DATE: 11/01/2022

Sheet Title :

Sheet Number :  
A105





CAROLINE STREET VIEW

REVISION & DATE:

SARAH A. SISSON, ARCHITECT  
301 W. CERVANTES ST.  
PENSACOLA, FL. 32501  
(813) 841 - 0342  
SISSONARCH@GMAIL.COM  
FLORIDA LICENSE NUMBER:

6776 CAROLINE STREET

OWNER: MELISSA SIMPSON  
MILTON, FL 32570

REVIEW SET ONLY - NOT FOR CONSTRUCTION

SCHEMATIC DESIGN

PROJECT NUMBER: MS-1

ISSUE DATE: 11/01/2022

Sheet Title :

Sheet Number :  
A106





MLK STREET VIEW

REVISION & DATE:

SARAH A. SISSON, ARCHITECT  
301 W. CERVANTES ST.  
PENSACOLA, FL. 32501  
(813) 841 - 0342  
SISSONARCH@GMAIL.COM  
FLORIDA LICENSE NUMBER:

6776 CAROLINE STREET

OWNER: MELISSA SIMPSON  
MILTON, FL 32570

REVIEW SET ONLY - NOT FOR CONSTRUCTION

SCHEMATIC DESIGN

PROJECT NUMBER: MS-1

ISSUE DATE: 11/01/2022

Sheet Title :

Sheet Number :  
A107





**MLK STREET SIDE ENTRANCE VIEW**

REVISION & DATE:

SARAH A. SISSON, ARCHITECT

301 W. CERVANTES ST.

PENSACOLA, FL. 32501

(813) 841 - 0342

SISSONARCH@GMAIL.COM

FLORIDA LICENSE NUMBER:

**6776 CAROLINE STREET**

OWNER: MELISSA SIMPSON

MILTON, FL 32570

REVIEW SET ONLY - NOT FOR CONSTRUCTION

SCHEMATIC DESIGN

PROJECT NUMBER: MS-1

ISSUE DATE: 11/01/2022

Sheet Title :

Sheet Number :

A108





**MLK STREET SIDE ENTRANCE VIEW**

REVISION & DATE:

SARAH A. SISSON, ARCHITECT

301 W. CERVANTES ST.

PENSACOLA, FL. 32501

(813) 841 - 0342

SISSONARCH@GMAIL.COM

FLORIDA LICENSE NUMBER:

**6776 CAROLINE STREET**

OWNER: MELISSA SIMPSON

MILTON, FL 32570

REVIEW SET ONLY - NOT FOR CONSTRUCTION

SCHEMATIC DESIGN

PROJECT NUMBER: MS-1

ISSUE DATE: 11/01/2022

Sheet Title :

Sheet Number :

A109





**MLK STREET SIDE ENTRANCE VIEW**

REVISION & DATE:

SARAH A. SISSON, ARCHITECT

301 W. CERVANTES ST.

PENSACOLA, FL. 32501

(813) 841 - 0342

SISSONARCH@GMAIL.COM

FLORIDA LICENSE NUMBER:

**6776 CAROLINE STREET**

OWNER: MELISSA SIMPSON

MILTON, FL 32570

REVIEW SET ONLY - NOT FOR CONSTRUCTION

SCHEMATIC DESIGN

PROJECT NUMBER: MS-1

ISSUE DATE: 11/01/2022

Sheet Title :

Sheet Number :

A110







City of Milton  
2023 Business Improvement Program  
Cycle 3 Application

1/19/2023

|   | NAME                                | ADDRESS              | REQUEST      | MATCH           | PROJECT            | FIRST TIME APPLICANT | TARGET LOCATION | HISTORIC STRUCTURE |
|---|-------------------------------------|----------------------|--------------|-----------------|--------------------|----------------------|-----------------|--------------------|
|   | CYCLE 3 Applicant                   |                      |              |                 |                    |                      |                 |                    |
| 1 | Kearney, LLC                        | 6780 Caroline Street | \$ 10,000.00 | \$ 200,000.00   | Exterior Façade    | Yes                  | Yes             | No                 |
| 2 | Atalanta Investment Properties, LLC | 6776 Caroline Street | \$ 10,000.00 | \$ 300,000.00   | Exterior Façade    | Yes                  | Yes             | No                 |
|   | TOTAL REQUEST                       |                      | \$ 20,000.00 | \$ 500,000.00   | Match Ratio        | \$ 25.00             |                 |                    |
|   |                                     |                      |              |                 |                    |                      |                 |                    |
|   |                                     |                      | Total Budget | Awarded to Date | Available Balance  |                      |                 |                    |
|   | AVAILABLE FUNDING                   | CRA                  | \$ 20,000.00 | \$ 5,000.00     | \$ 15,000.00       |                      |                 |                    |
|   |                                     | General Revenue      | \$ 20,000.00 | \$ 2,000.00     | \$ 18,000.00       |                      |                 |                    |
|   |                                     |                      |              |                 |                    |                      |                 |                    |
|   |                                     | TOTAL                | \$ 40,000.00 | \$ 7,000.00     | \$ 33,000.00       |                      |                 |                    |
|   |                                     |                      |              |                 |                    |                      |                 |                    |
|   | <b><u>FY 2023 To Date</u></b>       |                      |              |                 |                    |                      |                 |                    |
|   |                                     |                      |              |                 |                    |                      |                 |                    |
| 1 | Lindsay & Andrews, PA               | 5218 Willing Street  | \$ 5,000.00  | \$ 5,009.00     | Business Equipment | No                   | Yes             | Yes                |
| 2 | Yamato's Japanese Steakhouse        | 6550 Caroline Street | \$ 1,000.00  | \$ 3,800.00     | Signage            | Yes                  | No              | No                 |
| 3 | The Sweet Greek                     | 5237 Willing Street  | \$ 1,000.00  | \$ 1,000.00     | Signage            | No                   | Yes             | Yes                |
|   | TOTAL                               |                      | \$ 7,000.00  | \$ 9,809.00     |                    |                      |                 |                    |
|   |                                     |                      |              | Match Ratio     | \$ 1.40            |                      |                 |                    |



City of Milton  
Business Improvement Program  
Complete History

| CYCLE                | PROJECTS             | BUSINESSES | GRANTEE                                   | ADDRESS                     | PROJECT                                                 | REQUEST       | AWARD         | REQUIRED      | EST. TOTAL      | CRA          | CITY         | PAYMENT       | NOTES      |
|----------------------|----------------------|------------|-------------------------------------------|-----------------------------|---------------------------------------------------------|---------------|---------------|---------------|-----------------|--------------|--------------|---------------|------------|
|                      |                      |            |                                           |                             |                                                         |               |               | <u>MATCH</u>  | <u>MATCH</u>    |              |              |               |            |
| <u>2018 Cycle 1</u>  | 1                    | 1          | Visible Changes Barber Shop               | 5154 Santa Rosa Street      | Code required upgrades, signage, painting               | \$ 2,500.00   | \$ 2,500.00   | \$ 2,500.00   | \$ 7,500.00     |              | \$ 2,500.00  | \$ 2,500.00   | Completed  |
|                      | 2                    | 2          | LilPax's Boat Rental                      | 5142 Willing Street         | Business Signage                                        | \$ 500.00     | \$ 500.00     | \$ -          | \$ 2,500.00     | \$ 369.82    |              | \$ 369.82     | Completed  |
|                      | 3                    | 3          | Man Cave Barber Shop                      | 5176 Stewart Street         | Signage, exterior awning                                | \$ 500.00     | \$ 500.00     | \$ -          | \$ -            |              | \$ 500.00    | \$ 500.00     | Completed  |
|                      | 4                    | 4          | Beardless Brewhaus                        | 6820 Caroline Street        | Roll-up garage door                                     | \$ 5,000.00   | \$ 5,000.00   | \$ 5,000.00   | \$ 15,000.00    | \$ 5,000.00  |              | \$ 5,000.00   | Completed  |
|                      | 5                    | 5          | Corner Shack                              | 5168 Stewart Street         | Business equipment, fire suppression, painting, doors   | \$ 3,250.00   | \$ 3,250.00   | \$ 3,250.00   | \$ 12,500.00    |              | \$ 3,250.00  | \$ 3,250.00   | Completed  |
|                      | 6                    | 6          | Boomerang Pizza                           | 5227 Willing Street         | Exterior Painting & Lighting                            | \$ 5,000.00   | \$ 5,000.00   | \$ 5,000.00   | \$ 15,000.00    | \$ 5,000.00  |              | \$ 5,000.00   | Completed  |
| <u>2019 Cycle 1</u>  | 7                    | 7          | Elliott & Cunningham Office               | 5235 Willing Street         | Exterior Façade, interior ceiling replacement, painting | \$ 5,000.00   | \$ 5,000.00   |               |                 |              |              | \$ -          | Unutilized |
|                      | 8                    | 8          | CD Properties                             | 6821 Caroline Street        | Repair Historic Windows and surrounds                   | \$ 5,000.00   | \$ 4,450.00   | \$ 4,450.00   | \$ 5,000.00     | \$ 4,450.00  |              | \$ 4,450.00   | Completed  |
|                      | 9                    | 9          | Brew Angels Brewery                       | 6821 Caroline Street        | Equipment Upgrade                                       | \$ 5,000.00   | \$ 5,000.00   | \$ 5,000.00   | \$ 35,000.00    |              | \$ 5,000.00  | \$ 5,000.00   | Completed  |
|                      | 10                   |            | Brew Angels Brewery                       | 6821 Caroline Street        | New business sign                                       | \$ 500.00     | \$ 500.00     | \$ -          | \$ 1,153.15     | \$ 500.00    |              | \$ 500.00     | Completed  |
|                      | 11                   | 10         | Janet Coulter Realty Office               | 5241 Willing Street         | Exterior awning and painting                            | \$ 5,000.00   | \$ 5,000.00   | \$ 5,000.00   | \$ 15,000.00    |              | \$ 4,943.12  | \$ 4,943.12   | Completed  |
|                      | 12                   | 11         | Milton Revival, LLC                       | 5237 Willing Street         | Exterior awning, painting and drainage system           | \$ 5,000.00   | \$ 5,000.00   | \$ 5,000.00   | \$ 20,000.00    | \$ 5,000.00  |              | \$ 5,000.00   | Completed  |
| <u>2019 Cycle 2</u>  | 13                   | 12         | Blackwater Bistro                         | 5147 Elmira Street          | ADA Ramp, Painting, Siding                              | \$ 2,500.00   | \$ 2,500.00   | \$ 2,500.00   | \$ 5,000.00     | \$ 2,125.00  |              | \$ 2,125.00   | Completed  |
|                      | 14                   | 13         | Brooks, Warrick & Assoc.                  | 6867 Oak Street             | Sign                                                    | \$ 500.00     | \$ 500.00     | \$ -          | \$ 1,000.00     | \$ 485.78    |              | \$ 485.78     | Completed  |
|                      | 15                   |            | Boomerang Pizza                           | 5227 Willing Street         | Exterior Painting                                       | \$ 5,000.00   | \$ 5,000.00   | \$ 5,000.00   | \$ 5,000.00     | \$ 4,876.20  |              | \$ 4,876.20   | Completed  |
|                      | 16                   |            | Beardless Brewhaus                        | 6820 Caroline Street        | Equipment Upgrade                                       | \$ 5,000.00   | \$ 5,000.00   | \$ 5,000.00   | \$ 7,000.00     |              | \$ 5,000.00  | \$ 5,000.00   | Completed  |
|                      | 17                   | 14         | Wacked Out Weiner                         | 5271 Stewart Street         | Doors and Code Required Plumbing                        | \$ 5,000.00   | \$ 5,000.00   | \$ 5,000.00   | \$ 104,270.00   |              | \$ 5,000.00  | \$ 5,000.00   | Completed  |
|                      | 18                   | 15         | Spencer's Second Hand Shop                | 5707 Stewart Street         | Window Replacement                                      | \$ 668.89     | \$ 668.89     | \$ 668.88     | \$ 668.88       | \$ 668.88    |              | \$ 668.88     | Completed  |
| <u>2020 Cycle</u>    | 19                   |            | Brooks, Warrick & Assoc.                  | 6867 Oak Street             | Roof                                                    | \$ 5,000.00   | \$ 5,000.00   | \$ 5,000.00   | \$ 16,210.00    |              | \$ 5,000.00  | \$ 5,000.00   | Completed  |
|                      | 20                   | 16         | Sport & Wheat, CPA                        | 5247 Stewart Street         | Exterior Doors, Windows & Painting                      | \$ 5,000.00   | \$ 5,000.00   | \$ 5,000.00   | \$ 10,000.00    |              | \$ 5,000.00  | \$ 5,000.00   | Completed  |
|                      | 21                   | 17         | Saver Self Storage                        | 6586 Caroline Street        | Painting                                                | \$ 4,750.00   | \$ 4,750.00   | \$ 4,750.00   | \$ 4,750.00     |              | \$ 4,750.00  | \$ 4,750.00   | Completed  |
| <u>2021 Cycle</u>    | 22                   | 18         | Cohen Innovation, LLC                     | 5739 Stewart Street         | New Roof                                                | \$ 5,000.00   | \$ 5,000.00   | \$ 5,000.00   | \$ 5,000.00     |              | \$ 5,000.00  | \$ 5,000.00   | Completed  |
|                      | 23                   | 19         | Lindsay & Andrews                         | 5218 Willing Street         | New Signage, Front Door Replacement, Railing, Stairs    | \$ 5,000.00   | \$ 5,000.00   | \$ 5,000.00   | \$ 7,575.00     | \$ 5,000.00  |              | \$ 4,566.54   | Completed  |
|                      | 24                   | 20         | RaeJean, LLC, DBA Mason's                 | 5141 Dogwood Drive          | New Road Sign                                           | \$ 530.00     | \$ 530.00     | \$ 530.00     | \$ 530.00       |              | \$ 530.00    | \$ 530.00     | Completed  |
|                      | 25                   |            | Boomerang USA, Inc.                       | 5227 Willing Street         | Paint and Awning                                        | \$ 1,999.00   | \$ 1,999.00   | \$ 1,999.00   | \$ 1,999.00     |              | \$ 1,999.00  | \$ 1,999.00   | Completed  |
|                      | 26                   | 21         | John C. Allen                             | 6825 Oak Street             | Windows and Shutters                                    | \$ 5,000.00   | \$ 5,000.00   | \$ 5,000.00   | \$ 5,000.00     | \$ 5,000.00  |              | \$ 5,000.00   | Completed  |
|                      | 27                   | 23         | Resource Real Estate (Scoops Ice Cream)   | 6835 Caroline Street        | Paint, Awning, Signage & Doors                          | \$ 5,000.00   | \$ 5,000.00   | \$ 5,000.00   | \$ 5,000.00     | \$ 5,000.00  |              | \$ 5,000.00   | Completed  |
| <u>2022 Cycle 1</u>  | 28                   |            | Cohen Innovation, LLC                     | 5739 Stewart Street         | Facia and Soffet Replacement                            | \$ 10,000.00  | \$ 10,000.00  |               |                 |              |              | \$ -          | Unutilized |
|                      | 29                   |            | CD Properties                             | 6821 Caroline Street        | Window and Door Wood Rot Replacement/Repair             | \$ 10,000.00  | \$ 10,000.00  | \$ 10,000.00  | \$ 20,000.00    | \$ 10,000.00 |              | \$ 1,888.26   | Underway   |
|                      | 30                   | 24         | Santa Rosa Historical Society - Imogene   | 6866 Caroline Street        | Window Wood Rot Replacement/Repair                      | \$ 2,500.00   | \$ 2,500.00   | \$ 2,500.00   | \$ 2,802.00     | \$ 2,500.00  |              | \$ 2,500.00   | Completed  |
| <u>2022 Cycle 2</u>  | 31                   | 25         | Bar Strength & Conditioning, LLC          | 5436 Dogwood Drive          | Signage & Building Renovations for new location         | \$ 6,000.00   | \$ 6,000.00   | \$ 5,000.00   | \$ 150,000.00   |              | \$ 6,000.00  | \$ 6,000.00   | Completed  |
|                      | 32                   | 26         | Oh Sugar, LLC, DBA The Sweet Greek        | 5237 Willing Street         | Restaurant Equipment, Building Improvements             | \$ 5,000.00   | \$ 5,000.00   | \$ 5,000.00   | \$ 50,000.00    | \$ 5,000.00  |              | \$ 5,000.00   | Completed  |
| <u>2022 Cycle 3</u>  | 33                   | 27         | Just Two Guys, LLC DBA The Country Gym    | 5198 Willing Street         | Kitchen Hood                                            | \$ 5,000.00   | \$ 5,000.00   | \$ 5,000.00   | \$ 100,000.00   | \$ 2,500.00  | \$ 2,500.00  | \$ 5,000.00   | Completed  |
|                      | 34                   |            | Man Cave Barber Shop                      | 5438 Dogwood Drive          | Signage                                                 | \$ 617.39     | \$ 617.39     | \$ -          | \$ -            |              | \$ 617.39    | \$ 617.39     | Completed  |
|                      | 35                   | 28         | Primerica                                 | 5205 Dogwood Drive          | Signage                                                 | \$ 877.40     | \$ 877.40     | \$ -          | \$ -            |              | \$ 877.40    | \$ 877.40     | Completed  |
| <u>2023 Cycle 1</u>  | 36                   |            | Lindsay & Andrews                         | 5218 Willing Street         | New Business Equipment - Technology                     | \$ 5,000.00   | \$ 5,000.00   | \$ 5,009.00   | \$ 5,000.00     | \$ 5,000.00  |              |               | Awarded    |
|                      | 37                   | 29         | Yamato Japanese Steakhouse                | 6550 Caroline Street        | Signage                                                 | \$ 1,000.00   | \$ 1,000.00   | \$ 3,800.00   | \$ 3,800.00     |              | \$ 1,000.00  |               | Awarded    |
| <u>2023 Cycle 2</u>  | 38                   |            | Oh Sugar, LLC, DBA The Sweet Greek        | 5237 Willing Street         | Signage                                                 | \$ 1,000.00   | \$ 1,000.00   | \$ -          | \$ 1,000.00     |              | \$ 1,000.00  |               | Awarded    |
| <u>2023 Cycle 3</u>  | 39                   | 30         | Kearing, LLC                              | 6780 Caroline Street        | Exterior Façade                                         | \$ 10,000.00  |               | \$ 10,000.00  | \$ 200,000.00   | \$ 5,000.00  | \$ 5,000.00  |               |            |
|                      | 40                   | 31         | Atalanta Investment Properties, LLC       | 6776 Caroline Street        | Exterior Façade                                         | \$ 10,000.00  |               | \$ 10,000.00  | \$ 300,000.00   | \$ 5,000.00  | \$ 5,000.00  |               |            |
|                      |                      |            |                                           |                             |                                                         |               |               |               |                 |              |              |               |            |
|                      |                      |            |                                           |                             |                                                         |               |               |               |                 |              |              |               |            |
|                      |                      |            |                                           |                             |                                                         |               |               |               |                 |              |              |               |            |
|                      |                      |            |                                           |                             | TOTALS                                                  | \$ 165,192.68 | \$ 144,642.68 | \$ 146,956.88 | \$ 1,140,258.03 | \$ 78,475.68 | \$ 70,466.91 | \$ 113,397.39 |            |
|                      |                      |            |                                           |                             |                                                         |               |               |               |                 |              |              |               |            |
|                      |                      |            |                                           |                             |                                                         |               |               |               |                 |              |              |               |            |
| <b>Budget</b>        | \$ 10,000.00         | FY 2018    | 3/29/2018                                 |                             |                                                         |               |               |               |                 |              |              |               |            |
|                      | \$ 10,000.00         | FY 2018    | 8/20/2018                                 |                             |                                                         | ROI Ratio     | \$ 7.88       |               |                 |              |              |               |            |
|                      | \$ 20,000.00         | FY 2019    | 12/12/2018                                | 50% CRA/50% GR              |                                                         |               |               |               |                 |              |              |               |            |
|                      | \$ 20,000.00         | FY 2019    | 4/9/2019                                  | 50% CRA/50% GR              |                                                         |               |               |               |                 |              |              |               |            |
|                      | \$ 40,000.00         | FY2020     | Program Returned to City - In City Budget | \$15,414.50 Refund from MSM |                                                         |               |               |               |                 |              |              |               |            |
|                      | \$ 30,000.00         | FY 2021    | In City Budget                            |                             |                                                         |               |               |               |                 |              |              |               |            |
|                      | \$ 40,000.00         | FY 2022    | In City Budget                            |                             |                                                         |               |               |               |                 |              |              |               |            |
|                      | \$ 40,000.00         | FY 2023    | In City Budget                            |                             |                                                         |               |               |               |                 |              |              |               |            |
|                      |                      |            |                                           |                             |                                                         |               |               |               |                 |              |              |               |            |
| <b>Total</b>         | <b>\$ 210,000.00</b> |            |                                           |                             |                                                         |               |               |               |                 |              |              |               |            |
|                      |                      |            |                                           |                             |                                                         |               |               |               |                 |              |              |               |            |
| <b>Allocated</b>     | \$ 144,642.68        |            |                                           |                             |                                                         |               |               |               |                 |              |              |               |            |
| <b>Expended</b>      | \$ 113,397.39        |            |                                           |                             |                                                         |               |               |               |                 |              |              |               |            |
| <b>Open Projects</b> | \$ 35,450.00         |            |                                           |                             |                                                         |               |               |               |                 |              |              |               |            |
|                      |                      |            |                                           |                             |                                                         |               |               |               |                 |              |              |               |            |



Agenda Item # 2023-1133

## Sign request for disabled children

### MEETING DATE

February 6, 2023

### PREPARED BY

Christie Haarmann, Public  
Works Admin

### BACKGROUND

Ms. Carrie Crowder of 6566 Lark Ave has 2 disabled children. She is requesting the City put up a sign that states "Disabled/Handicapped Child Area" or "Autistic Child Area".

### SUMMARY

Ms. Carrie Crowder of 6566 Lark Ave has 2 disabled children. She is requesting the City put up a sign that states "Disabled/Handicapped Child Area" or "Autistic Child Area".

### RECOMMENDATION

Staff recommends approving the installation of the sign

### ATTACHMENTS

1. Sign Request



## CITY OF MILTON WARNING SIGNS REQUEST FORM

Please complete this form and sign in the space provided below. Be sure the medical certification section is completed by your doctor. Return this form and ~~the appropriate fee (make checks payable to the City of Milton).~~ For each request reviewed there is a \$25.00 processing fee.

Applications are processed upon receipt. It takes about four weeks for the signs to be purchased and installed.

### Applicant's Information

Applicant's name: Carrie Crowder Date: 12/15/2022

Address: [REDACTED] Phone number: [REDACTED]

Child's name & DOB: [REDACTED]

Select one (1) of these messages:

- ☐ DEAF CHILD AREA
- ☐ BLIND CHILD AREA
- ☒ DISABLED/HANDICAPPED CHILD AREA
- ☒ AUTISTIC CHILD AREA Carlea Clark
- ☒ OTHER/ PLEASE INDICATE TYPE Intellectual Disability  
Mental Retardation

Medical Certification Section — by my signature below I certify that the applicant has a child who is handicapped.

Health care provider's signature:

Date:

Printed name:

Disclaimer: There are no studies that show this type of sign alters a driver's behavior, i.e. slower speeds or motorist's increased awareness. Also, these signs are not included in the Manual on Uniform Traffic Control Devices. The city does not guarantee that the roadway will be any safer after sign installation, and strongly recommends that all pedestrians use extra care and caution near roadways.

### Additional Information:

This sign will be removed on or about the child's 18<sup>th</sup> birthday.

### Applicant's Signature:

I attest all the information I have provided above is correct and the special needs child resides at the address listed above. If the child moves from this address, I will inform the City of Milton so the sign can be removed.

Applicant's signature:

Date:

Carrie Crowder  
504-352-1055 ceu

12/15/22

4 way stop



Agenda Item # 2023-1170

## Crosswalk Signs at Milton High School

### MEETING DATE

February 6, 2023

### PREPARED BY

Christie Haarmann, Public  
Works Admin

### BACKGROUND

The Resource Officer, Deputy Hiler from Milton High School, has requested four crosswalk signs be placed on Raymond Hobbs St. and Park Ave.

### SUMMARY

The Resource Officer has requested four crosswalk signs be placed on Raymond Hobbs St. and Park Ave. Placing the crosswalk signs; one to be placed north and one to be placed south on Raymond Hobbs and on Park Ave., one to be placed on the north side and one to be placed on the south side. Not to exceed \$10,000.00; this is not a budgeted item.

### RECOMMENDATION

Staff recommends approving the crosswalk signs.

### ATTACHMENTS

None



Agenda Item # 2023-1167

## Police vehicles for auction

### MEETING DATE

February 6, 2023

### PREPARED BY

Christie Haarmann, Public  
Works Admin

### BACKGROUND

2 old police vehicles need to be declared as salvage so they can be auctioned off.

### SUMMARY

2 old police vehicles need to be sold. The vehicles are both 2011 models and no longer used by the police department. One car has a mileage of 101,464 and the other one has a mileage of 75,711. See attached pictures.

### RECOMMENDATION

Staff recommends approving the cars for salvage.

### ATTACHMENTS

1. Old Police Cars





2011 Ford Crown Victoria  
Car # 17-11  
Mileage: 75,711













2011 Ford Crown Victoria  
Mileage - 101,464  
Car #08-11







