



CITY COUNCIL
Regular Meeting Agenda

February 14, 2023
5:30 PM
6738 Dixon Street
Milton, FL 32570

1. Open Meeting

2. Invocation

Pastor Troy Spradlin,
Margaret Street Church of Christ

3. Pledge of Allegiance

4. Approval of Minutes

Item # 2023-1174
Approval of Minutes from January 10, 2023

5. Approval of Agenda

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

6. Persons to Appear

7. Awards, Proclamations & Recognitions

Thomas Blakely Scott/Captain Blackwater Bones

8. General Consent Agenda

General Consent Agenda

Item # 2023-1171

SEPA - Milton Farmers Market

Item # 2023-1182

SEPA - 90th Birthday Parade for Ruth Jones

Item # 2023-1151

SEPA - Reimagine Milton

Item # 2023-1185

Sound & Lighting Bid

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 # 2023-1183

Purchasing Policy Change

Item # 2023-1152

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

Item # 2023-1165

Business Improvement Program FY 2023 Cycle 3 - Milton Gateway Project

Item # 2023-1133

Sign request for disabled children

Item # 2023-1170

Crosswalk Signs at Milton High School

Item # 2023-1167

Police vehicles for auction

9. Ordinances & Resolutions

Item # 2023-1130

Police Officers Pension Trust Fund Ordinance NO. 1982-23

Item # 2023-1134

Smoking Ban Ordinance NO. 1983-23

Item # 2023-1239

Pensacola and Perdido Bay Estuary Program Resolution NO. 1565-23

10. Agenda Items

Item # 2023-1197

Bid Opening for Mobile Stage

11. Finance, Planning Board

Councilman Michael Cusack

12. Administration, Emerald Coast Regional Council

Councilwoman Marilyn Farrow

Item # 2023-1145

City of Milton Board Applications

City of Milton Board Vacancies

13. Parks & Recreation, Community Improvement Board

Councilman Gavin Hawthorne

14. LEAP

Councilman Jason Vance

15. Board of Adjustments

Councilman Matthew Jarrett

16. Historic Preservation Board, Transportation Planning Organization

Councilwoman Roxanne Meiss

17. Growth, Development & Annexation, Tourist Development Council

Councilman Jeff Snow

18. Public Works

Councilman Casey Powell

19. Mayor Report: Public Safety, Ordinance Committee

Mayor Heather Lindsay

20. City Attorney's Report

21. City Manager's Report

Consent Order

22. Public Input

23. Adjourn

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

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



Approval of Minutes from January 10, 2023

MEETING DATE	PREPARED BY
February 14, 2023	Clerk's Office Dawn Molinero, City Clerk



CITY COUNCIL Regular Meeting Minutes

January 10, 2023
5:30 PM
6738 Dixon Street
Milton, FL 32570

1. Open Meeting

The meeting was called to order at 5:50 PM.

Members Present:

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

Members of the Public in Attendance

George Jordan, David Samples, Debra Harscher, Robert Leek, Al Brewton, Vernon Compton, Shari Sebastiao, Buddy Fisher, Vera Cooper, Donna Long, Sherry Chapman, Gwen Sachar, Frederick Smith, Pam Mitchell, Nicole Jazes, Antonio Jazes, Cassandra Sharp, Dan Mullins, Howard Steele, James Calkins

Staff in Attendance

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

2. Invocation

Pastor Nicole Jackson,
Bearing Fruit Community Church

3. Pledge of Allegiance

4. Approval of Minutes

Item # 2022-1109

Approval of Minutes from December 13, 2022

ACTION: Motion to Approve by Marilynn Farrow;
second by Casey Powell;
Motion passed - 8:0

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

NAYS: None

ABSTAIN: None

Approval of minutes with the correction of two names.

5. Approval of Agenda

Recommendation for additional items from Staff

Recommendation for additional items from Council

ACTION: Motion to Approve by Casey Powell;
second by Roxanne Meiss;
Motion passed - 8:0

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

NAYS: None

ABSTAIN: None

6. Recognitions, Proclamations & Awards

Dr. Martin Luther King Jr. Proclamation

Mayor Heather Lindsay read a proclamation honoring Dr.
Martin Luther King Jr.

7. Invited Speakers

Timothy Parson and Jennifer Green,
Liberty Partners of Tallahassee, LLC

- Jennifer Green and Timothy Parson of Legislative Partners of Tallahassee, LLC presented the 2023 Legislative Session Preview.
- Public input concerning the Legislative Session Preview was provided by: Al Brewton
- The City Attorney, Alex Andrade, reported to the Council.

8. Persons to Appear

- Public input was provided by: Cassandra Sharp, Robert Leek, Vernon Compton
- Jay Conrad reported to the Council that there is a canned food drive happening during the Dr. Martin Luther King Jr. festivities. There is a marker dedication for the Lumberton Incident, January 31st. Milton Dumpster Days, Monday, January 16th through Thursday, January 19th
- Al Brewton reported to the Council about the upcoming Dr. Martin Luther King Jr. festivities; January 14th at 10 AM is the prayer breakfast at the Santa Rosa County Auditorium, tickets are \$12 and the point of contact is Caroline McCray at 850.686.1629. Sunday, January 15th at 6 PM is the commemorative service at the Mount Pilgrim African Baptist Church. Monday, January 16th at 10 AM is the parade, starting at Milton High School and also January 16th is the block party at Martin Luther King Jr. Drive from 12 PM to 3 PM.

9. General Consent Agenda

ACTION: Motion to Approve by Casey Powell; second by Matt Jarrett;
Motion passed - 8:0

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

NAYS: None

ABSTAIN: None

General Consent Agenda

Item # 2022-1056
2023 Meeting & Holiday Schedule

Item # 2022-1117
Florida Trail Town Application

10. Ordinances & Resolutions

Item # 2023-1132
Resolution 1561-23

ACTION: Motion to Approve by Jeff Snow; second
by Casey Powell;
Motion passed - 8:0

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

Item # 2022-1122
Resolution 1562-23

ACTION: Motion to Approve by Casey Powell;
second by Matt Jarrett;
Motion passed - 6:2
YEAS: Matt Jarrett, Roxanne Meiss, Jeff Snow,
Casey Powell, Jason Vance, Gavin
Hawthorne
NAYS: Mike Cusack, Marilynn Farrow
ABSTAIN: None

- Mayor Heather Lindsay addressed the public and the Council.
- Each council member gave their input regarding the WWTP resolution.
- The Public Works Director, Joe Cook, addressed the Council.
- Public input concerning Resolution 1562-23 was provided by: Jerry Couey, Pam Mitchell, George Jordan, Dan Mullins, Dave Samples, Sherry Chapman, Shari Sebastiao

11. Agenda Items

12. Finance, Planning Board

Councilman Mike Cusack reported to the Council. The Planning Board meets January 17th at 5 PM.

13. Administration, Emerald Coast Regional Council

City of Milton Board Vacancies

Councilwoman Marilynn Farrow reported to the Council. Met with the Emerald Coast Regional Council; the next ECRC meeting is February 8th.

14. Parks & Recreation, Community Improvement Board

Councilman Gavin Hawthorne reported to the Council. Baseball and football/cheerleading sign-ups are in progress. He thanked the Parks & Rec

Director, Johnny Norton, for making the basketball kids feel special as their season wraps up.

15. LEAP

No report.

16. Board of Adjustments

No report.

17. Historic Preservation Board, Transportation Planning Organization

Councilwoman Roxanne Meiss reported to the council. The TPO meeting is tomorrow, January 11th and the Historic Preservation Board is Thursday, January 12th.

18. Growth, Development & Annexation, Tourist Development Council

Councilman Jeff Snow reported to the Council. Skate World is having a speed skate meet with skaters from around the world and an opening ceremony starting Friday, January 13th at 8 AM.

19. Public Works

ACTION: Motion to Approve by Casey Powell; second by Jeff Snow;
Motion passed - 6:2

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

NAYS: Mike Cusack, Marilynn Farrow

ABSTAIN: None

The motion and vote is to approve sending the Mayors' letter to the County Commissioners.

Councilman Casey Powell reported to the Council.

20. Mayor Report: Public Safety, Ordinance Committee

No report.

Letter to County Commissioners dtd January 11, 2023

21. City Attorney's Report

No report.

22. City Manager's Report

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

23. Public Input

No public input.

24. Adjourn

The meeting adjourned at 9:31 PM.



Thomas Blakely Scott/Captain Blackwater Bones

MEETING DATE

February 14, 2023

PREPARED BY

Mayor's Office
Heather Lindsay, Mayor

Whereas, Thomas Blakely Scott, Jr., known as Tom to his friends and as Captain Blackwater Bones to his crew, was born on February 14, 1948, and passed away on January 26, 2023, leaving behind his wife, Ann, of 22 years; his children, Tommy, Lyle, and Lindsey; his granddaughters, Adyson and Aubree; and many extended family members and friends all over the world; and

Whereas, the City of Milton wishes to recognize the legacy of Thomas Blakely Scott, Jr., whose commitment to his community will always inspire his family and friends; and

Whereas, loved ones recall the adventurous spirit of Tom, who visited all 50 states before he finished high school; and

Whereas, Tom proudly served our nation in the United States Air Force, in particular as Air Force One Crew Chief, before retiring as a Senior Master Sergeant; and

Whereas, Tom was awarded the Presidential Service Certification for Honorable Service in the White House in 1982 by President Ronald Reagan; and

Whereas, Tom's love for the Blackwater River prompted him in 2006 to establish the Blackwater Pyrates, an organization he, as Captain Blackwater Bones, helped grow to more than 200 members today: individuals dedicated to the care of the Blackwater River and its communities; and

Whereas, Tom's vision, through the Bagdad Waterfronts Partnership, led to the development of the Bagdad Millsite Park, tree planting programs, and improved public access to the waterfront; and

Whereas, Tom's resourcefulness prompted him to give new life to old tractors, boats, model trains and cars, such as his home-built "Shanty-Boat," which gave him recognition far and wide; and

Whereas, Tom's devotion to his family included his creativity with Christmas model train layouts built for his granddaughters, which brought joy to all; and

Now, Therefore, I, Heather Lindsay, Mayor of the City of Milton, Florida, also known as River Hawk of the Blackwater Pyrates, am proud to proclaim February 14, 2023, as Blackwater Bones Day to honor the legacy of Thomas Blakely Scott, Jr., and his service to Milton, Florida.

Dawn Molinero, City Clerk

Heather Lindsay, Mayor



General Consent Agenda

MEETING DATE	PREPARED BY
February 14, 2023	Clerk's Office Dawn Molinero, City Clerk



Agenda Item # 2023-1171

SEPA - Milton Farmers Market

MEETING DATE

February 14, 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

Unanimously approved at the Executive Committee Meeting. 90 day trial period to measure the effects of the market on the grass at Jernigan's Landing.

ATTACHMENTS

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



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: The Market

Address: _____

Name of Representative: Allison Hartman & Jennifer Kaiser

Telephone: 850-602-7889 ⁸⁵⁰⁻²²¹⁻¹²²² 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

OUTSIDE APPLICANT REQUEST

REQUESTED ITEM

TOTAL

- ☐ Cash funding for a project/event (please specify exact amount requested)
- ☒ Use of City Property (please specify location and duration) (cost varies) *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

\$ _____

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

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

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

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(s).

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.			
TOTAL REVENUE			

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

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

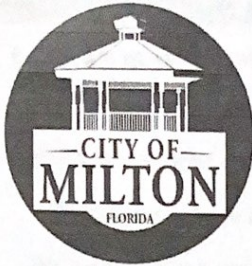
<u>EXPENSES</u>	<u>PRIOR YEAR</u>	<u>CURRENT YEAR</u>	<u>UPCOMING YEAR</u>
1. City of Milton			
2. The Market			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
TOTAL EXPENSES			

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

PARTICIPANTS

	<u>PRIOR YEAR</u>	<u>CURRENT YEAR</u>	<u>UPCOMING YEAR</u>
1. Number served by this event/program	NA	NA	
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

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

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

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

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

☐ YES ☒ NO

City Fee Sheet

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

Location(s)/ Facility used at event:

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

☐ Other: _____

Requested Items:

QTY

QTY

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

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

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

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

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

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

Ordinances & Special Requests

Tourism District and Downtown Milton Special Requests:

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

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

☐ Open Container Ordinance (Section 6-27)

☐ Noise Ordinance (LDR Section III-5.16)

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

☐ And/ or other Ordinance _____

I hereby request the following regarding the Blackwater River:

☐ Activate Boating Restricted Areas

☐ Activate 24-hour docking at the Riverwalk

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

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

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

Time Period from when these requests will take place:

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

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

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

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

If so, please list street names:

1) _____ 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 (if the entity is claiming tax exempt and/ or non-profit status)

will provide event ins. once approved

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 14, 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

Unanimously approved at the Executive Committee Meeting.

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

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: _____

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 90th 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)	☐ YES	☒ NO
Will equipment from the City of Milton be needed?	(page 3)	☒ YES	☐ NO
Will you need the City's Stage?	(page 3)	☐ YES	☒ NO
Will there be amplified sound?	(page 4)	☐ YES	☒ NO
Will you need the City's portable restroom?	(page 3)	☐ YES	☒ NO
Will tents larger than 10'x10' be erected?	(page 4)	☐ YES	☒ NO
Will inflatable bounce houses be erected?	(page 4)	☐ YES	☒ NO
Will you be using water slides?	(page 4)	☐ YES	☒ NO
Will you need City Dumpsters/ Trashcans?	(page 3)	☐ YES	☒ NO
Will there be fireworks?	(page 4)	☐ YES	☒ NO
Will vendors be selling merchandise, food, or wares?	(page 4)	☐ YES	☒ NO
Will food be cooked at the event?	(page 4)	☐ YES	☒ NO
Will alcohol be sold or given away at this event?	(page 4)	☐ YES	☒ NO
Will animals/ pets be allowed at the event?	(page 4)	☐ YES	☒ NO
Will you be using State or County Roads?	(page 4)	☐ YES	☒ NO
Will temporary No Parking Signs be utilized?	(page 4)	☐ YES	☒ NO
Will EMT be on site?	(page 3)	☐ YES	☒ NO
Will you need security?	(page 3)	☐ YES	☒ NO
Will you require power on-site?	(page 3)	☐ YES	☒ NO
Will you require water on-site?	(page 3)	☐ YES	☒ NO

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

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

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

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

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

Requested Items:

QTY

QTY

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

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

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

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

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

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

Ordinances & Special Requests

Tourism District and Downtown Milton Special Requests:

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

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

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

I hereby request the following regarding the Blackwater River:

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

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

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

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

Time Period from when these requests will take place:

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

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

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

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

If so, please list street names:

- 1) 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 90th 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

90th
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 # 2023-1151

SEPA - Reimagine Milton

MEETING DATE

February 14, 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
- Jernigan's Landing Festival Area - \$150.00
- (and/or) Jernigan's Landing Riverside Area - \$100.00
- Closure of Willing St. & Pine St. to safeguard the crowd

SUMMARY

RECOMMENDATION

Unanimously approved at the Executive Committee Meeting.

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

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

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

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

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:

- | | | |
|---|-------|---|
| ☐ North Riverwalk | \$150 | ☐ North Willing Street |
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| ☐ S Riverwalk Pavilion | \$50 | ☐ Imogene Parking Lot |

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

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

Requested Items:

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

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

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

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

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

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

Ordinances & Special Requests

Tourism District and Downtown Milton Special Requests:

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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)

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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 Doors 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@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

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

TOTAL AMOUNT OF FUNDING REQUESTED

\$ 

*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 # 2023-1185

Sound & Lighting Bid

MEETING DATE

February 14, 2023

PREPARED BY

Jay Conrad, Events Coordinator

BACKGROUND

The City solicited proposals for a sound and lighting production company. The chosen company would provide sound and lighting for all necessary city events. The bidding period ended on February 1, and staff has finished evaluating the contents of the single bid that was received. from 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 current contract is expiring March 1, 2023 and, per the terms of the contract, was not able to be renewed again for another year.

SUMMARY

Bid opening was held 02/01/2023. Only one proposal was received from Live Music Productions, LLC.

RECOMMENDATION

Unanimously approved at the Executive Committee Meeting.
Recommend award Sound & Lighting Contract to Live Music Productions, LLC.
Rate is \$2,500 per session.

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:

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 patty.livemusicproductions@gmail.

Phone Patricia Briggs Email Owner

Contact Name	Title
Quinn B.	

Patricia L Bragg 1/31/23

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 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)
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

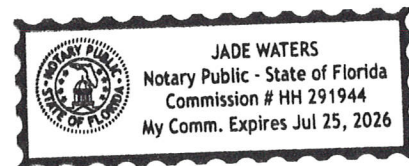
Sworn and subscribed before me this 31 day of January, 2023 by
Patricia Briggs who is Personally known to me _____

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:

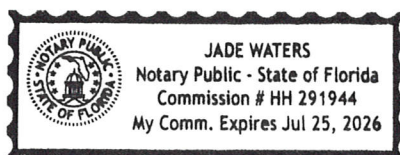
FIRM NAME: Live Music Productions LLC

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

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

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).

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

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	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:		78960107	9/13/2022	9/13/2023	EACH OCCURRENCE \$ 1,000,000
		DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000				
		MED EXP (Any one person) \$ 5,000				
		PERSONAL & ADV INJURY \$ 1,000,000				
		GENERAL AGGREGATE \$ 3,000,000				
	PRODUCTS - COMP/OP AGG \$ 3,000,000					
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$
						BODILY INJURY (Per person) \$
						BODILY INJURY (Per accident) \$
						PROPERTY DAMAGE (Per accident) \$
						\$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$
						AGGREGATE \$
						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ Y / N ☒ N / A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below					PER STATUTE ☐ OTH-ER ☐
						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.

6

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.

7

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
6426 Barnes Street
Milton Fl. 32570
850-375-1243

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.



Agenda Item # 2023-1149

Purchase of a CNG Side-Loader Garbage Truck

MEETING DATE

February 14, 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

Unanimously approved at the Executive Committee Meeting.
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, 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

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

McNEILUS TRUCK AND MANUFACTURING

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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

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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 14, 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

Unanimously approved at the Executive Committee Meeting.
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

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



Agenda Item # 2023-1173

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

MEETING DATE

February 14, 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

Unanimously approved at the Executive Committee meeting.
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

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



Agenda Item # 2023-1183

Purchasing Policy Change

MEETING DATE

February 14, 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

Unanimously approved at the Executive Committee Meeting.
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/ Request for Proposal (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.

2nd 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.

3rd 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 # 2023-1152

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

MEETING DATE

February 14, 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

Unanimously approved at the Executive Committee Meeting.
Award 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 Kre
Chief Financ
City of Milton
ckrebs@miltc

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

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.

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.



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 # 2023-1165

Business Improvement Program FY 2023 Cycle 3 - Milton Gateway Project

MEETING DATE

February 14, 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 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.

SUMMARY

RECOMMENDATION

Unanimously approved at the Executive Committee Meeting. 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 and authorize a 1 year timeline.

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): Kearring, 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 11/27/22 1:49 PM EST TXN:HHB1NAVU-XQ2X
<i>Melissa Glynn Simpson</i>	dotloop verified 11/29/22 3:10 PM CST 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 _____

Authorized Signature/Title

Prashant Patel

dotloop verified
11/28/22 1:49 PM EST
126-186-1110-283

Melissa Glynn Simpson

dotloop verified
11/29/22 5:16 PM CST
SUM-ESTV-80K5ANQUB

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 _____

Authorized Signature/Title

Prashant Patel

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

Melissa Glynn Simpson

dotloop verified
11/29/22 3:10 PM CST
R1 PM-8VM-2VNC-TZOF

Date 11/28/2022



Santa Rosa County Property Appraiser

Gregory S. Brown II, CFA



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

▼ Parcel Information

Parcel Number	03-1N-28-2530-05800-0041
Situs/Physical Address	6780 CAROLINE ST MILTON 32570
Property Usage	STORES, 1 STORY (1100)
Section-Township-Range	03-1N-28
Tax District	MILTON
2020 Millage Rates	0.01467140
Acreage	0.42
Homestead	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
Building	\$44,953.00	\$47,334.00	\$32,569.00
Extra Feature	\$3,750.00	\$3,750.00	\$3,750.00
Land Value	\$47,875.00	\$47,875.00	\$79,725.00
Land Agricultural Value	\$0.00	\$0.00	\$0.00
Agricultural (Market) Value	\$0.00	\$0.00	\$0.00
Just (Market) Value*	\$96,578.00	\$98,959.00	\$116,044.00
Co. Assessed Value	\$96,578.00	\$98,959.00	\$108,855.00
Exempt Value	\$0.00	\$0.00	\$0.00
Co. Taxable Value	\$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

01/30/2022 -- ANNUAL REPORT	View image in PDF format
---	--

01/09/2021 -- ANNUAL REPORT	View image in PDF format
---	--

04/17/2020 -- Florida Limited Liability	View image in PDF format
---	--

Florida Department of State, Division of Corporations



PREPARED FOR: KEARING, LLC

JOB NO.: 20-23677-20

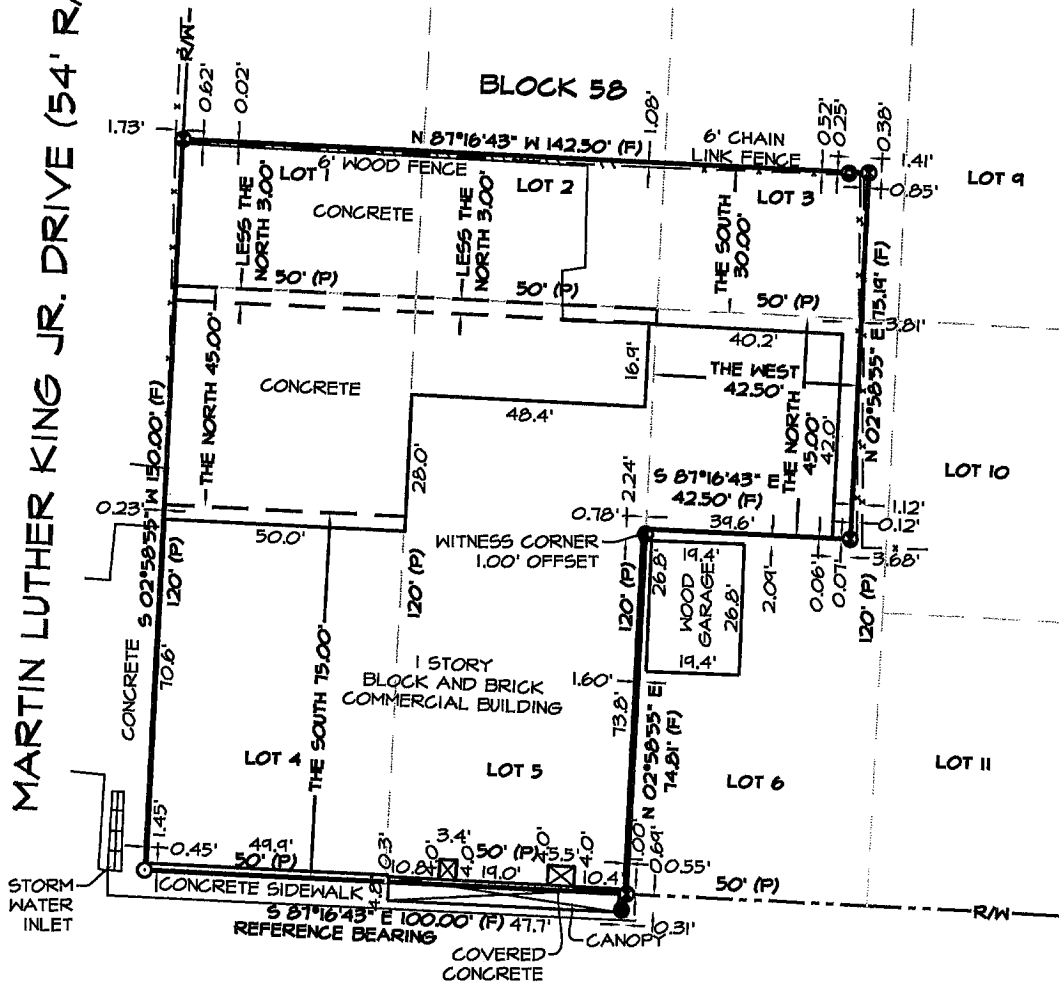
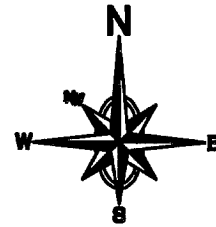
REQUESTED BY: MELISSA SIMPSON/COLDWELL BANKER

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



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 for instructions and the latest information.

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

Print or type.
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. Kearney LLC	
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. ☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate ☒ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► S Note: 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. ☐ Other (see instructions) ►	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)
5 Address (number, street, and apt. or suite no.) See instructions. 5174 Ward Basin Road	Requester's name and address (optional)
6 City, state, and ZIP code Milton, FL 32583	
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 ► 11/27/2022
-----------	--	--------------------------

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.

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 palettes 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

Page 2 of 2

2022 Business Improvement Program

Memorandum of Understanding

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

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-MLZS-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

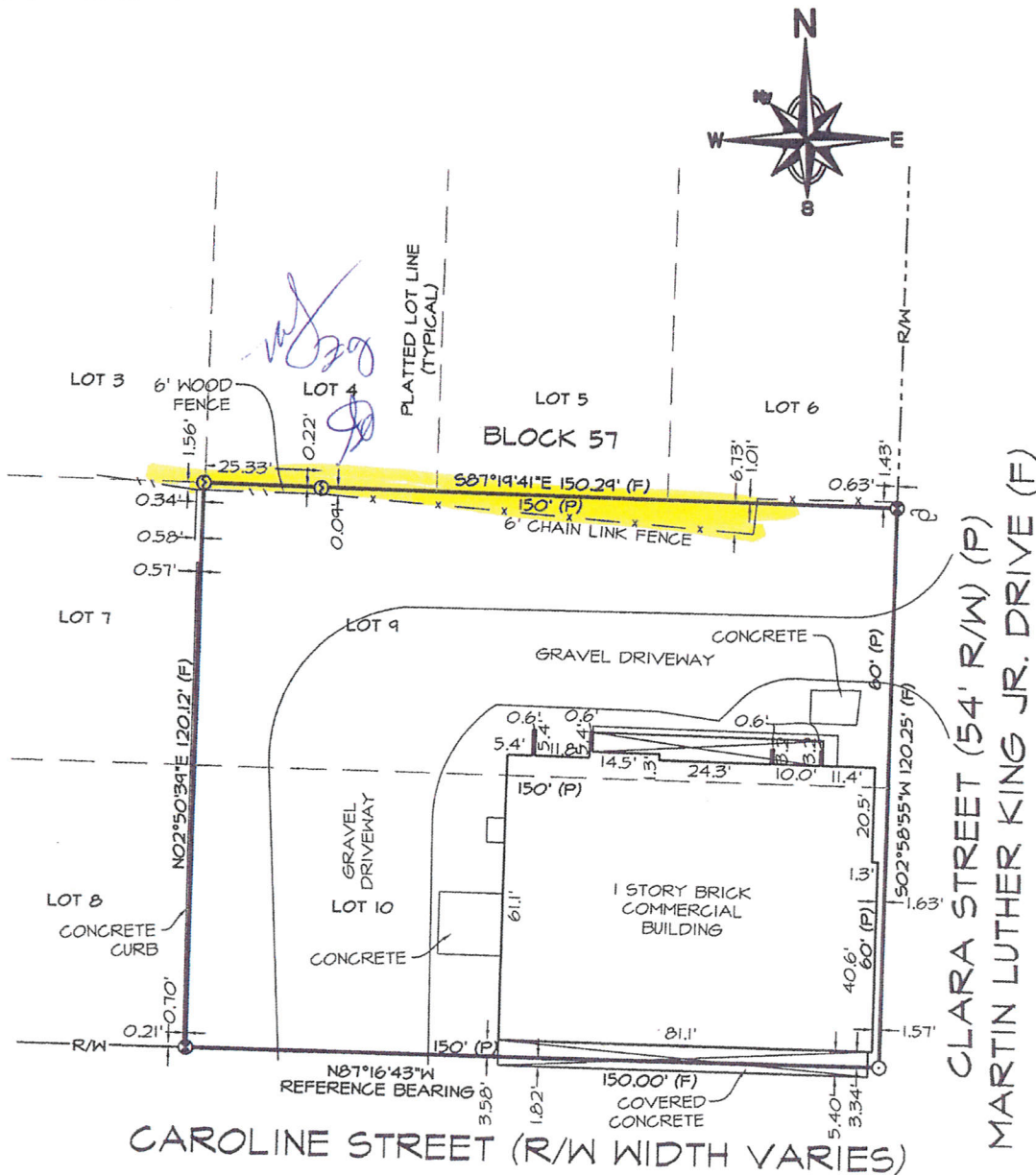
JOB NO.: 20-25144-22

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

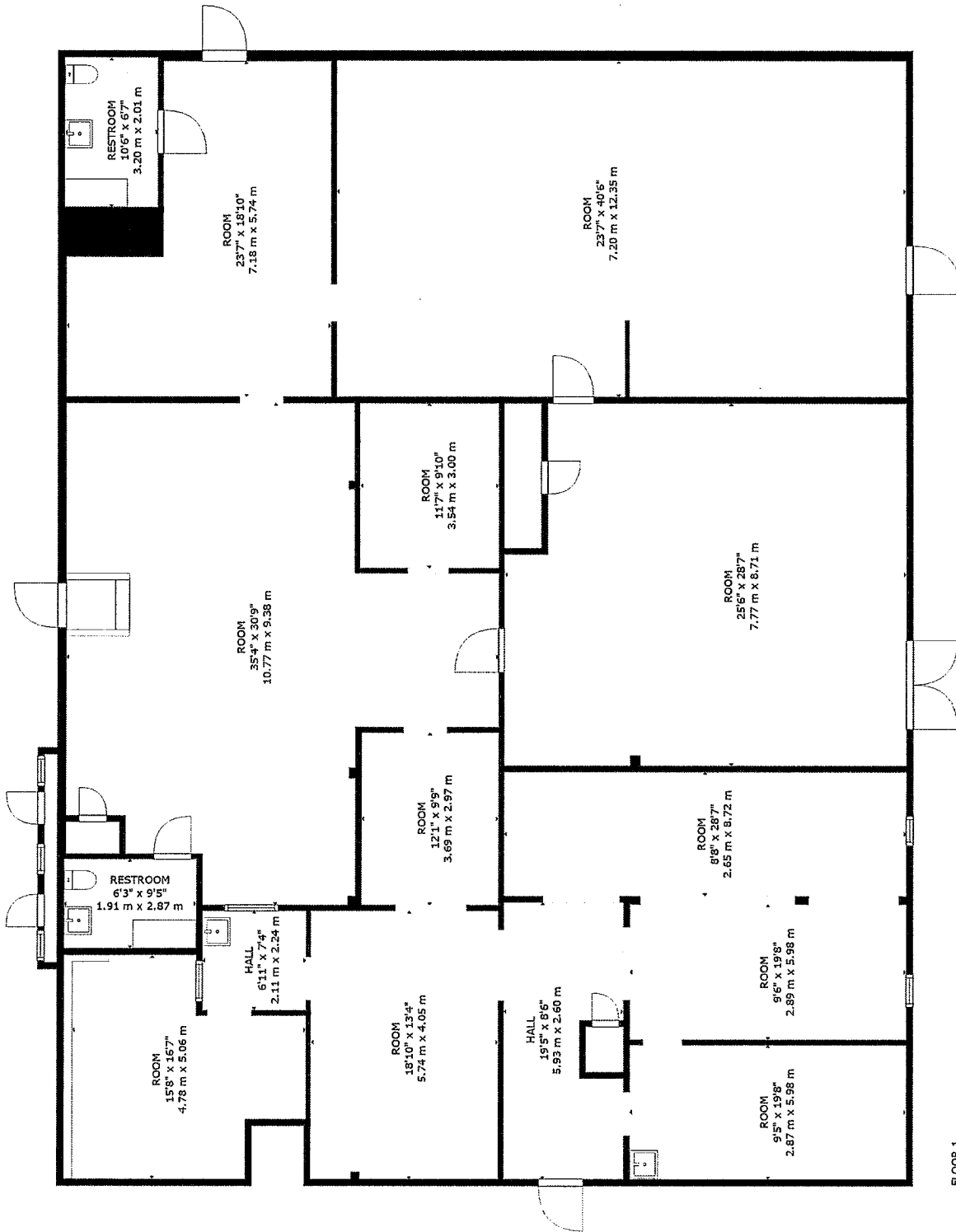
NORTHWEST FLORIDA LAND SURVEYING, INC.
FLORIDA CORPORATION NUMBER 7277

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



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 Legacy Insurance Brokers, Inc 7000 Pine Forest Rd Suite C Pensacola, FL 32526		PHONE (A/C, No, Ext): 850-741-4200		COMPANY Westchester Surplus Lines	
FAX (A/C, No): 850-304-0974		E-MAIL ADDRESS: dpruitt@legacyinsurance.pro			
CODE:		SUB CODE:			
AGENCY CUSTOMER ID #:					
INSURED Atalanta Investment Properties, LLC 6776 Caroline St Milton, FL 32570		LOAN NUMBER 3750084659		POLICY NUMBER MCQ-2075	
		EFFECTIVE DATE 04/14/2022		EXPIRATION DATE 04/14/2023	
				☐ CONTINUED UNTIL 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 Centennial Bank PO Box 906 Conway, AR 72033	☒	MORTGAGEE	ADDITIONAL INSURED
	☐	LOSS PAYEE	
	LOAN # 3750084659		
	AUTHORIZED REPRESENTATIVE <i>Suzanne Pollard Spann</i>		

ACORD 27 (2006/07)

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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	
MILTON, FL 32570	
REVIEW SET ONLY - NOT FOR CONSTRUCTION	
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



REAR OF PROPERTY 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 :
A112



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			
	<u>FY 2023 To Date</u>							
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	
Budget	\$ 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										
Total	\$ 210,000.00												
Allocated	\$ 144,642.68												
Expended	\$ 113,397.39												
Open Projects	\$ 35,450.00												



Agenda Item # 2023-1133

Sign request for disabled children

MEETING DATE

February 14, 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

Unanimously approved at the Executive Committee Meeting.

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] 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 18th 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 14, 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

Unanimously approved at the Executive Committee Meeting.

ATTACHMENTS

None



Agenda Item # 2023-1167

Police vehicles for auction

MEETING DATE

February 14, 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







Agenda Item # 2023-1130

Police Officers Pension Trust Fund Ordinance NO. 1982-23

MEETING DATE

February 14, 2023

PREPARED BY

Dawn Molinero, City Clerk

BACKGROUND

First reading. 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

Unanimously approved at the Executive Committee Meeting.

ATTACHMENTS

1. Police Officers Pension Trust Fund

ORDINANCE NO. 1982-23

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 Ordinance NO. 1983-23

MEETING DATE

February 14, 2023

PREPARED BY

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

BACKGROUND

First reading.

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

A smoking ban ordinance for the City of Milton.

RECOMMENDATION

Recommend approval.

ATTACHMENTS

1. Smoking Ban Ordinance NO. 1983-23

ORDINANCE NO. 1983-23

AN ORDINANCE OF THE CITY OF MILTON, FLORIDA, PROHIBITING SMOKING AND VAPING IN PUBLIC PARKS WITHIN THE CITY, AND ON CITY-OWNED PROPERTIES OF RECORD; REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING FOR AN EFFECTIVE DATE.

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 ____ day of _____, 2023.

CITY OF MILTON, FLORIDA

BY: _____
HEATHER LINDSAY, MAYOR

ATTEST:

DAWN MOLINERO, CITY CLERK

First Reading: February 14, 2023

Second Reading: _____

Legal in form and valid when signed by City Attorney.

ALEX ANDRADE, CITY ATTORNEY



Agenda Item # 2023-1239

Pensacola and Perdido Bay Estuary Program Resolution NO. 1565-23

MEETING DATE

February 14, 2023

PREPARED BY

Dawn Molinero, City Clerk

BACKGROUND

A resolution of the City of Milton, Florida, expressing its support for an executive request to the US Environmental Protection Agency Administrator to enroll the Pensacola and Perdido Bays Estuary Program into the National Estuary Program.

SUMMARY

To express support to the Governors of Florida and Alabama to make an executive request.

RECOMMENDATION

Recommend approval.

ATTACHMENTS

1. RESOLUTION NO 1565-23

RESOLUTION NO. 1565-23

A RESOLUTION OF THE CITY OF MILTON, FLORIDA, EXPRESSING ITS SUPPORT FOR AN EXECUTIVE REQUEST TO THE US ENVIRONMENTAL PROTECTION AGENCY ADMINISTRATOR TO ENROLL THE PENSACOLA AND PERDIDO BAYS ESTUARY PROGRAM INTO THE NATIONAL ESTUARY PROGRAM.

Whereas, on August 31, 2017, the US Environmental Protection Agency (EPA) Gulf of Mexico Division and Gulf Coast Ecosystem Restoration Council announced the award of \$2 million RESTORE act Component 2 grant to establish the Pensacola and Perdido Bays Estuary Program (PPBEP); and

Whereas, the Estuary Program was formed through Interlocal Agreement on February 19, 2019 by Baldwin County, City of Gulf Breeze, City of Milton, City of Pensacola, City of Orange Beach, Escambia County, Okaloosa County, Santa Rosa County and the Town of Century; and

Whereas, the Estuary Program's mission is to restore and protect the Pensacola and Perdido Bay watersheds through restoration, education and unbiased monitoring of the health of our estuaries; and

Whereas, the Estuary Program was established to develop and implement a Comprehensive Conservation and Management Plan (CCMP) to restore and protect the Pensacola Bay System and Perdido Bay System and their associated watersheds; and

Whereas, the Estuary Program has adopted and enacted the CCMP; and

Whereas, the Estuary Program is pursuing designation as an estuary of national significance as a National Estuary Program under Section 320 of the Clean Water Act; and

Whereas, enrollment into the National Estuary Program requires the nomination of the Governor to the US EPA Administrator; and

Whereas, the Estuary Program and its nine founding members support the executive request from the Governor of Florida and the Governor of Alabama to the US EPA Administrator to enroll the Pensacola and Perdido Bays Estuary Program into the National Estuary Program and designate Pensacola and Perdido Bays as estuaries of national significance.

Now, Therefore, Be It Resolved by the City Council of the City of Milton Florida as follows:

1. The recitals to the Resolution are true and correct.

2. The City Council of the City of Milton, Florida, hereby expresses its support to the Governors of Florida and Alabama to make an executive request to the US EPA Administrator requesting the PPBEP be enrolled into the National Estuary Program and designate Pensacola and Perdido Bays as estuaries of national significance.

DULY PASSED AND ADOPTED this 14th day of February 2023.

Dawn Molinero, City Clerk

Heather Lindsay, Mayor



Agenda Item # 2023-1197

Bid Opening for Mobile Stage

MEETING DATE

February 14, 2023

PREPARED BY

Diane Ebentheuer, Purchasing
Agent/Risk Manager, Jay
Conrad, Events Coordinator

BACKGROUND

The City solicited bids for a Mobile Stage and the bid period closed on Thursday, February 9th.

The City received four (4) bids from three companies.

Bid 1 was Technology International. This bid was the lowest at \$108,400. However, the 30x20 Speedy Stage that they were offering did not meet several of the required bid specifications.

Bid 2 was Century Industries. This bid came in at \$127,881. This was for an MSM 3200 14x32 stage. This stage would be built to order with a delivery date sometime within the next 12 to 18 months. That said, this stage meets all of our specifications and then some. However, the long delivery date means that we will need to continue to make due with the city's current stage for the next 3 seasons of Bands on the Blackwater.

Bid 3 was Event Production Services. This bid came in at \$130,000. This bid was for Wenger 14-32 Showmobile. Unlike the other stage bids, this product is used, but it is fully refurbished to the point of being "like new." In terms of specifications, this product meets or exceeds all of our design specifications. The company has also offered to include an 8'x8' drum riser as well as 42' to 70' of bike rack barricades to safeguard the stage. This is also the only bid that includes 5 year certification of the stage. Event Production Services is a local company, which would streamline the warranty/training/repair process. Delivery time for this stage is within 90 days of receipt of contract.

Bid 4 was Century Industries. This bid came in at \$137,634. This was for an MSM 3600 14x36 stage. This stage would be built to order with a delivery date sometimes in the next 12 to 18 months. This stage is a great product that meets all of our specifications and in several cases, exceeds them. However, the long delivery date means that we will need to continue to make due with the city's current stage for the next 3 seasons of Bands on the Blackwater.

SUMMARY

Bid Opening was held 02/09/2023. Four (4) bids were received ranging in price from \$108,400 to \$137,634..

RECOMMENDATION

Staff has reviewed the four (4) bids submitted and recommend awarding to Event Production Services for \$130,000.

ATTACHMENTS

1. 2023.07 Bid Tabulation with links to bids
2. Stage Bid Review 2-10-23
3. 2023.07 Staff Recommendation



BID TABULATION

02/09/2023 2:00 p.m.

Present for the City of Milton:

Diane Ebentheuer	Purchasing Officer
Michele Williams	Purchasing Assistant
Curtis Krebs	Chief Financial Officer
Jay Conrad	Events Coordinator
Randy Jorgenson	City Manager
Ed Spears	Economic Development Director

Others in attendance:

None

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

ITB 2023.07 Mobile Stage

(Click on Name for link to submittal)

1	Technology International, Inc.	\$	108,400.00
2	Century Industries	\$	127,881.00
3	Event Production Services	\$	130,000.00
4	Century Industries	\$	137,634.00

<u>Stage</u>	<u>Technology Internatonal</u>	<u>Century Industries</u>	<u>Event Production Services</u>	<u>Century Industries</u>
Location	Lake Mary, FL	Sellersburg, IN	Milton, FL	Sellersburg, IN
Bid	\$ 108,400.00	\$ 127,881.00	\$ 130,000.00	\$ 137,634.00
Delivery Date	18 weeks (4.5 months)	12-18 Months	90 days (3 months)	12-18 Months
Width	20	14	14	14
Length	30	32	32	36
Street Legal	Yes	Yes	Yes	Yes
Hydraulic Floor & Roof	No	Yes	Yes	Yes
4 Corner Leveling	Yes	Yes	Yes	Yes
Downstage Lighting	No	Yes	Yes	Yes
T-Bar Mounts	No	Yes	Yes	Yes
Ceiling Mounted Lighting	No	Yes	Yes	Yes
Stairway w/Handrail	Yes	Yes	Yes	Yes
Exterior Storage Compartment	Yes	Yes	Yes	Yes
Built-in Electrical Distribution Panel with outlets	Yes	Yes	Yes	Yes
Stage skirting	Yes	Yes	Yes	Yes
Training	Yes	Yes	Yes	Yes
5 Year Certification	Not offered	Not offered	Included	Not offered
Additional Items Included		Electrical Upgrade	1 drum riser & 42' of steel barricade bike racks included at no charge	Electrical Upgrade
Rank	4	2	1	3

Diane Ebentheuer

Staff Recommendation

From: Jay Conrad
Sent: Friday, February 10, 2023 9:36 AM
To: Diane Ebentheuer
Subject: Stage Bid Review

Good morning Diane,

I've completed my review of the stage bids.

Bid #1 did not meet the minimum bid specifications.

Bid #2 met the specifications aside from the 5 year certification. This bid offers a quality product but has an excessively long delivery period of 12 to 18 months.

Bid #3 met the specifications entirely and included some extra stuff (barricades & drum riser) that are worth a few thousand dollars and the City would need to acquire elsewhere if we selected a different bid. Bid #3 also has the benefit of being local and offering a 90 day delivery window.

Bid #4 met the specifications aside from the 5 year certification. This Bid offers a quality product that exceeds our expectations at an affordable price. However, this product also has a 12 to 18 month delivery window.

With these considerations, I recommend awarding Bid #3 to Event Production Services.

Please let me know if you have any questions for me. I'll be out on sick leave the rest of the day, but I will have my work phone with me.

Respectfully,

Jay Conrad

Sent via the Samsung Galaxy XCover Pro, an AT&T 4G LTE smartphone
Get [Outlook for Android](#)

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.



Agenda Item # 2023-1145

City of Milton Board Applications

MEETING DATE

February 14, 2023

PREPARED BY

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

BACKGROUND

Currently, the Community Improvement Board.

SUMMARY

Majority approval for applicant Shari Sebastiao at the Executive Committee Meeting.

RECOMMENDATION

Majority approval for applicant Shari Sebastiao at the Executive Committee Meeting.

ATTACHMENTS

1. Kyle Johnson Application
2. Shari Sebastiao CIB Application

**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



Agenda Item # 2023-1206

City of Milton Board Vacancies

MEETING DATE

February 14, 2023

PREPARED BY

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

BACKGROUND

Currently, the Community Improvement Board, the Historic Preservation 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

This is an item update that is to be provided monthly to the Council as long as city boards have membership vacancies.

RECOMMENDATION

Information item.

ATTACHMENTS

1. Board Vacancies Updated 2.9.2023

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 two 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

HISTORIC PRESERVATION BOARD

The board shall be composed of seven members who are city residents and/or persons who own property within the city, appointed by the city council considering the following:

- i. A demonstrated interest in historic preservation;
- ii. A professional mix that provides for expertise in the fields of architecture, planning, engineering, law, or finance, to the extent reasonable and possible; and
- iii. Representation of the community at large.

There is currently one vacancy on this board and when filled, will serve a four-year term.

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

Description of Duties

1. The Historic Preservation Board (HPB) purpose is to the preservation and protection of buildings of historic significance.
2. The HPB shall issue a certificate of appropriateness for renovations or alterations to regulated historic structures within the Historic District.
3. The HPB shall require evidence of a certificate of appropriateness prior to authorizing the development order of building permit approvals for historic structures.
4. All minutes of the Historic Preservation Board shall be filed with the Planning and Development Department.



Agenda Item # 2023-1207

Consent Order

MEETING DATE

February 14, 2023

PREPARED BY

Randy Jorgenson, City
Manager

BACKGROUND

DEP consent order dtd January 2023.

SUMMARY

RECOMMENDATION

Information item.

ATTACHMENTS

1. Consent Order from DEP January 2023
2. WWTP Regional Consent Order Report



FLORIDA DEPARTMENT OF Environmental Protection

Northwest District
160 W. Government Street, Suite 308
Pensacola, Florida 32502

Ron DeSantis
Governor

Jeanette Nuñez
Lt. Governor

Shawn Hamilton
Secretary

January 23, 2023

Randy Jorgenson, City Manager
City of Milton
PO Box 909, Milton, Florida 32572
citymanager@mymiltonflorida.com

Re: Executed Long Form Consent Order; Department of Environmental Protection v. City of Milton, OGC File No.: OGC22-2517; Santa Rosa County

Dear Mr. Jorgenson,

Enclosed is the executed Long Form Consent Order, which addresses issues related to the subject facility. Please note the requirements of the Long Form Consent Order for which you are responsible and fulfill all pertinent actions accordingly. Unless otherwise noted, all deadlines for completing requirements and actions in the Long Form Consent Order are to be calculated from its executed date, which is the date the Consent Order was filed with the Department Clerk, as noted on the signature page.

Your cooperation in resolving this matter is greatly appreciated. If you have any questions, please contact Rebecca Bacewicz at Rebecca.Bacewicz@FloridaDEP.gov or via phone at 850-595-0612.

Sincerely,

A handwritten signature in blue ink that reads "Elizabeth Mullins Orr".

Elizabeth Mullins Orr
Director
Northwest District

EMO / db

Enclosure: Executed Long Form Consent Order

cc: Ashley Johnston (ajohnston@miltonfl.org)
Joe Cook (jecook@miltonfl.org)
Christie Haarmann (chaarmann@miltonfl.org)

STATE OF FLORIDA DEPARTMENT	)	IN THE OFFICE OF THE
OF ENVIRONMENTAL PROTECTION	)	NORTHWEST DISTRICT
	)	
v.	)	OGC FILE NO. 22-2517
	)	
CITY OF MILTON	)	
_____	)	

point of discharge is located approximately at latitude 30°37' 4" N, longitude 87°2' 2" W (Facility). The Facility is operated under Wastewater Permit No. FL0021903 (Permit), which was issued on June 19th, 2020 and will expire on June 19th, 2025. The Facility is located at 5903 Municipal Road, in Santa Rosa County, Florida (Property). Respondent owns the Property on which the Facility is located.

4. The Department finds that the following violation(s) occurred:

a) Respondent reported effluent exceedances for Nitrogen, Kjeldahl in December 2021, January 2022, February 2022, and March 2022, see Table 1, below. These Nitrogen, Kjeldahl exceedances are in violation of permit condition I.A.1. and Section 403.161(1)(b), F.S.

Month/Year	Parameter	Result	Limit	Units	Statistical Base
March 2022	Nitrogen, Kjeldahl, Total	11.2	8	mg/L	Maximum
March 2022	Nitrogen, Kjeldahl, Total	11.2	6	mg/L	Weekly Average
February 2022	Nitrogen, Kjeldahl, Total	13.6	8	mg/L	Maximum
February 2022	Nitrogen, Kjeldahl, Total	6.73	4	mg/L	Monthly Average
February 2022	Nitrogen, Kjeldahl, Total	13.6	6	mg/L	Weekly Average
January 2022	Nitrogen, Kjeldahl, Total	7.93	4	mg/L	Monthly Average
January 2022	Nitrogen, Kjeldahl, Total	14	8	mg/L	Maximum
January 2022	Nitrogen, Kjeldahl, Total	14	6	mg/L	Weekly Average
December 2021	Nitrogen, Kjeldahl, Total	6.5	6	mg/L	Weekly Average

Table 1 – Effluent exceedances reported from December 2021 through March 2022.

**Corrective actions for the listed exceedances have been enacted by the Respondent. Total levels of Nitrogen, Kjeldahl are being monitored and tested.*

b) An Office File Review was completed by the Department on June 9th, 2022. During this inspection the following violations were discovered.

i. The facility has reported sanitary sewer overflows (SSOs) from its wastewater collection system. Eight SSOs were reported from September 2020 through May 2022 (See Table 2, below). These SSOs constitute a

violation of Rules 62-604.130(1) and 62-604.500, F.A.C. SWOs 2020-5672, 2020-5673, and 2022-3780 all had water quality violations for exceeding *Enterococci* limits as evidenced by sampling reports.

SWO #	Incident Date	Incident Location	Cause	Final Spill Volume (gal.)	WW Characteristic	Waterbody Affected
2020-5023	9/16/2020	6903 Municipal Dr	Hurricane Sally	47,875	Biosolids	/
2020-5035	9/16/2020	Mary St and Walker St	Hurricane Sally	10,000	Untreated	/
2020-5037	9/17/2020	Industrial Blvd	Hurricane Sally	20,000	Untreated	/
2020-5672	10/10/20	Riverwalk St and Berryhill Rd	Heavy rain	5,000	Untreated	Blackwater River
2020-5673	10/10/20	Carpenter Park, Milton – Dixon St and Broad St	Heavy rain	12,000	Untreated	Blackwater River
2021-3207	6/19/2021	5755 E Milton Rd	Heavy rain	1,000	Untreated	/
2022-3777	5/26/2022	6903 Municipal Dr	Clarifier, Heavy rain	10,000	Partially Treated	/
2022-3780	5/26/2022	Willing St and Broad St	Manhole, heavy rain	300	Untreated	Blackwater Creek

Table 2 – Sanitary Sewer Overflows (SSOs) reported between September 2020 through May 2022.

**Weather events are the most common cause of the above referenced spills. Inflow and Infiltration (“I&I”) are derived from both the state prison and N.A.S Whiting Field. These entities have been notified by the Respondent to take corrective actions related to I&I concerns.*

5. Facility was previously under interim limits for an Administrative Order, AO-114NW. AO-114NW sets an interim limit to report monthly amounts of copper, zinc, and Polycyclic Aromatic Hydrocarbons (PAHs) to set up a compliance timeline for effluent discharge limits for copper, zinc, and PAH's by July 31st, 2022. Monthly sampling final limit for copper is 3.7 ug/L maximum, PAH's total limit is 0.031 ug/L maximum, and quarterly sampling for zinc final limit is 86 ug/L maximum. The facility is reporting consistent compliance with zinc and PAH final permit limits.

a) Respondent reported effluent exceedances for Copper which exceed the final limits in July 2021, August 2021, September 2021, October 2021, January 2022, March 2022, May 2022, and June 2022, see Table 3, below.

Month/Year	Parameter	Result	Limit	Units	Statistical Base
July 2021	Copper	4.1	3.7	µg/L	Monthly Average
August 2021	Copper	7.9	3.7	µg/L	Monthly Average
September 2021	Copper	4.7	3.7	µg/L	Monthly Average
October 2021	Copper	4.0	3.7	µg/L	Monthly Average
January 2022	Copper	4.0	3.7	µg/L	Monthly Average
March 2022	Copper	4.3	3.7	µg/L	Monthly Average
May 2022	Copper	5.8	3.7	µg/L	Monthly Average
June 2022	Copper	5.5	3.7	µg/L	Monthly Average

Table 3 – Final limit-exceeding effluent exceedances reported from July 2021 through June 2022.

Having reached a resolution of the matter Respondent and the Department mutually agree and it is

ORDERED:

6. Respondent shall comply with the following corrective actions within the stated time periods:

7. Within 30 days of the effective date of this Order, Respondent shall submit to the Department an evaluation conducted by a professional engineer registered in the state of Florida, of the Facility, including the effluent disposal system and associated collection system, to discover the cause or causes of the violations identified in paragraphs 4.a. and 5.a., above. Respondent shall contact the Department, by telephone or in person, for written approval prior to initiating the treatment system evaluation.

8. Respondent shall immediately comply with the interim limits for Copper listed in the table below. These interim limits will remain effective through September 30, 2024.

			Effluent Limitations			Monitoring Requirements	
Parameter	Units	Max/Min	Interim Limit	Statistical Basis	Frequency of Analysis	Sample Type	Monitoring Site Number
Copper	µg/L	Max	9.25	Monthly Average	Monthly	16-hr FPC	EFF-01

9. Within 90 days of the due date for submission of the evaluation in paragraph 7 Respondent shall submit to the Department Facility design modifications, prepared and submitted under seal by a professional engineer registered in the state of Florida, to remedy the cause or causes of the violations identified in paragraph 4.a. and 5.a., above and ensure the Facility and effluent disposal system will function in full and consistent compliance with all applicable rules.

10. Within 90 days of the due date for submission of the design modification(s) in paragraph 9, Respondent shall submit a complete application for a Department wastewater permit to construct the modifications submitted pursuant to paragraph 9, if such a permit is required. In the event the Department requires additional information to process the permit

application Respondent shall provide a written response containing the information requested by the Department within 30 days of the date of the request.

11. Within 365 days (one calendar year) after issuance of the wastewater permit referenced in paragraph 10 above, or if no permit is required, within 60 days of the approval of the design modification(s) in paragraph 9, Respondent shall complete construction of the modification(s) submitted pursuant to paragraph 9.

12. Within 30 days after completion of the construction, Respondent shall submit to the Department a Certification of Completion, prepared and sealed by a professional engineer registered in the State of Florida, stating that modifications to the Facility, effluent disposal system, and collection system have been constructed in accordance with the provisions of the Permit or, if no Permit is required the design modification(s) submitted pursuant to paragraph 9.

13. Within 60 days of the effective date of this Consent Order, Respondent shall submit to the Department a plan and schedule (hereinafter, I&I Plan) to reduce infiltration and inflow (I&I) into the collection system. Referring to the EPA Quick Guide for Estimating Infiltration and Inflow dated June 2014 which is attached to this Order and also available at the following link:

<https://www3.epa.gov/region1/sso/pdfs/QuickGuide4EstimatingInfiltrationInflow.pdf>,

(copy provided as Attachment 1), the I&I Plan shall reduce Average Dry Weather (ADW) flow to less than 120 gallons per person per day (gppd), reduce gallons per day per inch of diameter per mile of pipe (gpd/idm) to less than 1,500 gpd/idm, and reduce the Average Wet Weather Flow (WWF) to less than 275 gallons per person per day (gppd). The actions in the I&I Plan shall have a completion date no later than 10/21/2022.

14. Within 60 days of the effective date of this Consent Order, Respondent shall submit a plan and schedule (hereinafter, Lift Station Plan) to the Department for comment and approval of the schedule to bring all of the Facility's lift stations into compliance with the standards specified in the "Recommended Standards for Wastewater Facilities," the current version of which is referenced in Rule 62-604.300(5)(g), Florida Administrative Code. The plan

shall specifically describe how emergency pumping capability is provided for all pump stations, including during long duration wide-spread power outages.

If the Facility has not returned to compliance after completing the actions in the Lift Station Plan, Respondent shall, submit to the Department a permit application with a schedule to expand or upgrade the system to bring Respondent into compliance with Permit FL0021903 and Fla. Admin. Code Chapters 62-600, 62-604, 62-610, 62-620, and 62-640.

15. Every quarter after the effective date of this Order and continuing until all corrective actions have been completed, Respondent shall submit to the Department a written report containing information about the status and progress of projects being completed under this Order, information about compliance or noncompliance with the applicable requirements of this Order, including construction requirements and effluent limitations, and any reasons for noncompliance. These reports shall also include a projection of the work Respondent will perform pursuant to this Order during the 12-month period which will follow the report. Respondent shall submit the reports to the Department within 30 days of the end of each quarter.

16. Respondent's completion of all corrective actions required by paragraphs 7-15 within the respective deadlines specified thereunder shall constitute full compliance with Rules 62-4, 62-160, 62-302, 62-600, 62-604, 62-620, and 62-699, F.A.C.

17. Within 30 days of the effective date of this Order, Respondent shall pay the Department \$ 50,500.00 in settlement of the regulatory matters addressed in this Order. This amount includes \$ 50,000.00 for civil penalties and \$ 500.00 for costs and expenses incurred by the Department during the investigation of this matter and the preparation and tracking of this Order. The civil penalty in this case includes 7 violations that each warrant a penalty of \$ 2,000.00 or more.

18. Respondent agrees to pay the Department stipulated penalties in the amount of \$ 1,000.00 per day for each and every day Respondent reports Total Nitrogen, Kjeldahl exceedances.

19. Respondent agrees to pay the Department stipulated penalties in the amount of \$ 100.00 per day for each and every day Respondent fails to timely comply with any of the requirements of paragraphs 6-16 & 37 of this Order. Additionally, Respondent shall pay the Department stipulated penalties for any discharges of wastewater from the WWTF and/or collection/transmission system. Respondent shall pay penalties as follows:

<u>Amount p/day p/dischARGE</u>	<u>Discharge Volume</u>
\$ 1,000.00	up to 5,000 gallons
\$ 2,000.00	5,001 to 10,000 gallons
\$ 5,000.00	10,001 to 25,000 gallons
\$ 10,000.00	25,001 to 100,000 gallons
\$ 15,000.00	in excess of 100,000 gallons

The Department may demand stipulated penalties at any time after violations occur. Respondent shall pay stipulated penalties owed within 30 days of the Department's issuance of written demand for payment, and shall do so as further described in paragraph 20, below. Nothing in this paragraph shall prevent the Department from filing suit to specifically enforce any terms of this Order. Any stipulated penalties assessed under this paragraph shall be in addition to the civil penalties agreed to in paragraph 17 of this Order.

20. Respondent shall make all payments required by this Order by cashier's check, money order or on-line payment. Cashier's check or money order shall be made payable to the "Department of Environmental Protection" and shall include both the OGC number assigned to this Order and the notation "Water Quality Assurance Trust Fund." Online payments by e-check can be made by going to the DEP Business Portal at:

<http://www.fldepportal.com/go/pay/>. It will take a number of days after this order is final, effective and filed with the Clerk of the Department before ability to make online payment is available.

21. Except as otherwise provided, all submittals required by this First Amended Order shall be sent to electronically by e-mail to the Department of Environmental Protection at the program's shared e-mail box at NWD_WastewaterCompliance@floridadep.gov.

Payments required by this Order shall be sent to Department of Environmental Protection, Northwest District Office at 160 West Government Street, Suite 308, Pensacola, Florida 32502.

22. In lieu of making cash payment of \$ 50,000.00 in civil penalties as set forth in paragraph 17 above, Respondent may elect to off-set this amount by implementing an in-kind penalty project, which must be approved by the Department. An in-kind project must be either an environmental enhancement, environmental restoration or a capital/facility improvement project and may not be a corrective action requirement of the Order or otherwise required by law. The Department may also consider the donation of environmentally sensitive land as an in-kind project. The value of the in-kind penalty project shall be one and a half times the civil penalty off-set amount, which in this case is the equivalent of at least \$ 75,000.00. If Respondent chooses to implement an in-kind project, Respondent shall notify the Department of its election by certified mail within 15 days of the effective date of this Consent Order. Notwithstanding the election to implement an in-kind project, payment of the remaining \$ 500.00 in costs must be paid within 30 days of the effective date of the Consent Order.

23. If Respondent elects to implement an in-kind project as provided in paragraph 25, then Respondent shall comply with all the requirements and time frames in Exhibit B entitled In-Kind Projects.

In-Kind Projects for Stipulated Penalties

24. In lieu of making cash payment of civil penalties and stipulated penalties required under paragraphs 18 & 19 above, the Department, at its discretion, may allow Respondent to off-set this amount by implementing an in-kind project, which must be approved by the Department. An in-kind project must be either an environmental enhancement, environmental restoration or a capital/facility improvement project. The Department may also consider the donation of environmentally sensitive land as an in-kind project. The value of the in-kind penalty project shall be one and a half times the portion of the stipulated penalty amount for which the approved project off-sets. The Respondent shall request consideration of applying stipulated penalties toward an in-kind project within 15 days of notification by the Department that stipulated penalties are being assessed under

paragraphs 18 & 19. If acceptable, the Respondent shall comply with all the requirements and timeframes in Exhibit B, entitled In-Kind Projects. If not acceptable, the Respondent will pay the stipulated penalties within 30 days of receipt of the Department's notification that applying the stipulated penalties to an in-kind project is not acceptable.

25. In the event that Respondent elects to off-set civil penalties by implementing an in-kind penalty project which is approved by the Department, during the period that this Order remains in effect or during the effective date of any Department issued Permit to Respondent whichever is longer (Prohibited Transfer Duration), Respondent shall not transfer or use funds obtained by the Respondent from the collection of sewer rates for any purpose not related to the management, operation, or maintenance of the Sewer System or to any capital improvement needs of the Sewer System (hereinafter, Prohibited Transfer). Respondent shall annually certify to the Department using the Annual Certification Form located on Exhibit A to this Order that no Prohibited Transfer has occurred. In the event of any Prohibited Transfer, the In-Kind project option shall be forfeited, and entire civil penalty shall immediately become due and owing to the Department irrespective of any expenditures by the Respondent in furtherance of the In-Kind project.

26. Respondent shall allow all authorized representatives of the Department access to the Facility and the Property at reasonable times for the purpose of determining compliance with the terms of this Order and the rules and statutes administered by the Department.

27. In the event of a sale or conveyance of the Facility or of the Property upon which the Facility is located, if all of the requirements of this Order have not been fully satisfied, Respondent shall, at least 30 days prior to the sale or conveyance of the Facility or Property, (a) notify the Department of such sale or conveyance, (b) provide the name and address of the purchaser, operator, or person(s) in control of the Facility, and (c) provide a copy of this Order with all attachments to the purchaser, operator, or person(s) in control of the Facility. The sale or conveyance of the Facility or the Property does not relieve Respondent of the obligations imposed in this Order.

28. If any event, including administrative or judicial challenges by third parties unrelated to Respondent, occurs which causes delay or the reasonable likelihood of delay in complying with the requirements of this Order, Respondent shall have the burden of proving the delay was or will be caused by circumstances beyond the reasonable control of Respondent and could not have been or cannot be overcome by Respondent's due diligence. Neither economic circumstances nor the failure of a contractor, subcontractor, materialman, or other agent (collectively referred to as "contractor") to whom responsibility for performance is delegated to meet contractually imposed deadlines shall be considered circumstances beyond the control of Respondent (unless the cause of the contractor's late performance was also beyond the contractor's control). Upon occurrence of an event causing delay, or upon becoming aware of a potential for delay, Respondent shall notify the Department by the next working day and shall, within seven calendar days notify the Department in writing of (a) the anticipated length and cause of the delay, (b) the measures taken or to be taken to prevent or minimize the delay, and (c) the timetable by which Respondent intends to implement these measures. If the parties can agree that the delay or anticipated delay has been or will be caused by circumstances beyond the reasonable control of Respondent, the time for performance hereunder shall be extended. The agreement to extend compliance must identify the provision or provisions extended, the new compliance date or dates, and the additional measures Respondent must take to avoid or minimize the delay, if any. Failure of Respondent to comply with the notice requirements of this paragraph in a timely manner constitutes a waiver of Respondent's right to request an extension of time for compliance for those circumstances.

29. The Department, for and in consideration of the complete and timely performance by Respondent of all the obligations agreed to in this Order, hereby conditionally waives its right to seek judicial imposition of damages or civil penalties for the violations described above up to the date of the filing of this Order. This waiver is conditioned upon Respondent's complete compliance with all of the terms of this Order.

30. This Order is a settlement of the Department's civil and administrative authority arising under Florida law to resolve the matters addressed herein. This Order is not a

settlement of any criminal liabilities which may arise under Florida law, nor is it a settlement of any violation which may be prosecuted criminally or civilly under federal law. Entry of this Order does not relieve Respondent of the need to comply with applicable federal, state, or local laws, rules, or ordinances.

31. The Department hereby expressly reserves the right to initiate appropriate legal action to address any violations of statutes or rules administered by the Department that are not specifically resolved by this Order.

32. Respondent is fully aware that a violation of the terms of this Order may subject Respondent to judicial imposition of damages, civil penalties up to \$ 15,000.00 per day per violation, and criminal penalties.

33. Respondent acknowledges and waives its right to an administrative hearing pursuant to sections 120.569 and 120.57, F.S., on the terms of this Order. Respondent also acknowledges and waives its right to appeal the terms of this Order pursuant to section 120.68, F.S.

34. Electronic signatures or other versions of the parties' signatures, such as .pdf or facsimile, shall be valid and have the same force and effect as originals. No modifications of the terms of this Order will be effective until reduced to writing, executed by both Respondent and the Department, and filed with the clerk of the Department.

35. The terms and conditions set forth in this Order may be enforced in a court of competent jurisdiction pursuant to sections 120.69 and 403.121, F.S. Failure to comply with the terms of this Order constitutes a violation of section 403.161(1)(b), F.S.

36. This Consent Order is a final order of the Department pursuant to section 120.52(7), F.S., and it is final and effective on the date filed with the Clerk of the Department unless a Petition for Administrative Hearing is filed in accordance with Chapter 120, F.S. Upon the timely filing of a petition, this Consent Order will not be effective until further order of the Department.

37. Respondent shall publish the following notice in a newspaper of daily circulation in Santa Rosa County, Florida. The notice shall be published one time only within 15 days of

the effective date of the Order. Respondent shall provide a certified copy of the published notice to the Department within 10 days of publication.

STATE OF FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION
NOTICE OF CONSENT ORDER

The Department of Environmental Protection ("Department") gives notice of agency action of entering into a Consent Order with CITY OF MILTON pursuant to section 120.57(4), Florida Statutes. The Consent Order addresses the domestic wastewater facility at 5903 Municipal Road, in Santa Rosa County, Florida. The Consent Order is available for public inspection during normal business hours, 8:00 a.m. to 5:00 p.m., Monday through Friday, except legal holidays, at the Department of Environmental Protection, 160 West Government Street, Suite 308, Pensacola, Florida 32502.

Persons who are not parties to this Consent Order, but whose substantial interests are affected by it, have a right to petition for an administrative hearing under sections 120.569 and 120.57, Florida Statutes. Because the administrative hearing process is designed to formulate final agency action, the filing of a petition concerning this Consent Order means that the Department's final action may be different from the position it has taken in the Consent Order.

The petition for administrative hearing must contain all of the following information:

- a) The name and address of each agency affected and each agency's file or identification number, if known;
- b) The name, address, any e-mail address, any facsimile number, and telephone number of the petitioner, if the petitioner is not represented by an attorney or a qualified representative; the name, address, and telephone number of the petitioner's representative, if any, which shall be the address for service purposes during the course of the proceeding; and an explanation of how the petitioner's substantial interests will be affected by the agency determination;
- c) A statement of when and how the petitioner received notice of the agency decision;
- d) A statement of all disputed issues of material fact. If there are none, the petition must so indicate;

- e) A concise statement of the ultimate facts alleged, including the specific facts the petitioner contends warrant reversal or modification of the agency's proposed action;
- f) A statement of the specific rules or statutes the petitioner contends require reversal or modification of the agency's proposed action, including an explanation of how the alleged facts relate to the specific rules or statutes; and
- g) A statement of the relief sought by the petitioner, stating precisely the action petitioner wishes the agency to take with respect to the agency's proposed action.

The petition must be filed (received) at the Department's Office of General Counsel, 3900 Commonwealth Boulevard, MS# 35, Tallahassee, Florida 32399-3000 or received via electronic correspondence at Agency_Clerk@floridadep.gov, within 21 days of receipt of this notice. A copy of the petition must also be mailed at the time of filing to the District Office at 160 W Government St #308, Pensacola, FL 32502. Failure to file a petition within the 21-day period constitutes a person's waiver of the right to request an administrative hearing and to participate as a party to this proceeding under sections 120.569 and 120.57, Florida Statutes. Before the deadline for filing a petition, a person whose substantial interests are affected by this Consent Order may choose to pursue mediation as an alternative remedy under section 120.573, Florida Statutes. Choosing mediation will not adversely affect such person's right to request an administrative hearing if mediation does not result in a settlement. Additional information about mediation is provided in section 120.573, Florida Statutes and Rule 62-110.106(12), Florida Administrative Code.

38. Rules referenced in this Order are available at <https://floridadep.gov/ogc/ogc/content/rules>

FOR THE RESPONDENT:



Randy Jorgenson
City Manager

1/20/2023
Date

DONE AND ORDERED this ³23rd day of January ~~24~~, in Pensacola Florida.

STATE OF FLORIDA DEPARTMENT
OF ENVIRONMENTAL PROTECTION



Elizabeth Mullins Orr
Director
Northwest District

Filed, on this date, pursuant to section 120.52, F.S., with the designated Department Clerk,
receipt of which is hereby acknowledged.



Clerk

January 23, 2023

Date

Copies furnished to:

Lea Crandall, Agency Clerk
Mail Station 35

Exhibit A

In-Kind Projects - Civil Penalties

I. Introduction

Proposal

a. Within 60 days of the effective date of this Consent Order, or, of the Department's notification that applying stipulated penalties to an in-kind project is acceptable, Respondent shall submit, by certified mail, a detailed in-kind project proposal to the Department for evaluation. The proposal shall include a summary of benefits, proposed schedule for implementation and documentation of the estimated costs which are expected to be incurred to complete the project. These costs shall not include those incurred in developing the proposal or obtaining approval from the Department for the in-kind project.

Proposal Certification Form

b. The proposal shall also include a Certification by notarized affidavit from a senior management official for _____ (insert name of Respondent) who shall testify as follows:

My name is _____ (print or type name of senior management official) and do hereby testify under penalty of law that:

A. I am a person with management responsibilities for _____ (print or type name of Respondent) budget and finances. During the eighteenth month period prior to the effective date of Consent Order OGC Case No.: _____ there has not been any transfer or use of funds obtained by the _____ (print or type name of Respondent) from the collection of sewer rates for any purpose not related to the management, operation, or maintenance of the Sewer System or to any capital improvement needs of the Sewer System.

B. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowingly submitting false information in this certification.

Sworn to and subscribed before me, by means of ☐ physical presence or ☐ online notarization, this ____ day of _____, 20__ by

Personally, known or by Production of the following Identification _____

Notary Public, State of Florida

Printed/typed or stamped name:

My Commission Expires: _____

Commission/Serial No.: _____

Annual Certification Form

My name is _____ (print or type name of senior management official) and do

hereby testify under penalty of law that:

A. I am a person with management responsibilities for _____ (print or type name of Respondent) budget and finances. During the twelve month period immediately preceding the notary date on this Certification, there has not been any transfer or use of funds obtained by the _____ (print or type name of Respondent) from the collection of sewer rates for any purpose not related to the management, operation, or maintenance of the Sewer System or to any capital improvement needs of the Sewer System.

B. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowingly submitting false information in this certification.

Sworn to and subscribed before me, by means of ☐ physical presence or ☐ online notarization, this ____ day of _____, 20__ by

Personally, known or by Production of the following Identification _____

Notary Public, State of Florida

Printed/typed or stamped name:

My Commission Expires: _____

Commission/Serial No.: _____

c. If the Department requests additional information or clarification due to a partially incomplete in-kind project proposal or requests modifications due to deficiencies with Department guidelines, Respondent shall submit, by certified mail, all requested additional information, clarification, and modifications within 15 days of receipts of written notice.

d. If upon review of the in-kind project proposal, the Department determines that the project cannot be accepted due to a substantially incomplete proposal or due to substantial deficiencies with minimum Department guidelines; Respondent shall be notified, in writing, of the reason(s) which prevent the acceptance of the proposal. Respondent shall correct and redress all the matters at issue and submit, by certified mail, a new proposal within 30 days of receipt of written notice. In the event that the revised proposal is not approved by the Department, Respondent shall make cash payment of the civil penalties as set forth in paragraph 17 above, within 30 days of Department notice.

e. Within 120 days of the effective date of this Consent Order, or, of the Department's notification that applying stipulated penalties to an in-kind project is acceptable Respondent shall obtain approval for an in-kind project from the Department. If an in-kind project proposal is not approved by the Department within 120 days of the effective date of this Consent Order, or, of the Department's notification that applying stipulated penalties to an in-kind project is acceptable then Respondent shall make cash payment of the civil penalties as set forth in paragraph 17 above, within 30 days of Department notice.

f. Within 180 days of obtaining Department approval for the in-kind proposal or in accordance with the approved schedule submitted pursuant to paragraph 2(a) above, Respondent shall complete the entire in-kind project.

g. During the implementation of the in-kind project, Respondent shall place appropriate sign(s) at the project site indicating that Respondent's involvement with the project is the result of a Department enforcement action. Respondent may remove the sign(s) after the project has been completed. However, after the project has been completed Respondent shall not post any sign(s) at the site indicating that the reason for the project was anything other than a Department enforcement action.

h. In the event, Respondent fails to timely submit any requested information to the Department, fails to complete implementation of the in-kind project or otherwise fails to comply with any provision of this paragraph, the in-kind penalty project option shall be forfeited, and the entire amount of civil penalties shall be due from the Respondent to the Department within 30 days of Department notice. If the in-kind penalty project is terminated

and Respondent timely remits the \$ 50,000.00 penalty, no additional penalties shall be assessed under paragraph 4 for failure to complete the requirement of this paragraph.

i. Within 15 days of completing the in-kind project, Respondent shall notify the Department, by certified mail, of the project completion and request a verification letter from the Department. Respondent shall submit supporting information verifying that the project was completed in accordance with the approved proposal and documentation showing the actual costs incurred to complete the project. These costs shall not include those incurred in developing the proposal or obtaining approval from the Department for the project.

j. If upon review of the notification of completion, the Department determines that the project cannot be accepted due to a substantially incomplete notification of completion or due to substantial deviations from the approved in-kind project; Respondent shall be notified, in writing, of the reason(s) which prevent the acceptance of the project. Respondent shall correct and redress all the matters at issue and submit, by certified mail, a new notification of completion within 15 days of receipt of the Department's notice. If upon review of the new submittal, the Department determines that the in-kind project is still incomplete or not in accordance with the approved proposal, the in-kind penalty project option shall be forfeited, and the entire amount of civil penalty shall be due from the Respondent to the Department within 30 days of Department notice. If the in-kind penalty project is terminated and Respondent timely remits the \$ 50,000.00, no additional penalties shall be assessed under paragraph 19 for failure to complete the requirements of this paragraph.

Exhibit B

In-Kind Projects – Stipulated Penalties

I. Introduction

Proposal

- a. Within 60 days of written demand for assessed stipulated penalties, Respondent shall submit, by e-mail, a detailed in-kind project proposal to the Department for evaluation. The proposal shall include a summary of benefits, proposed schedule for implementation and documentation of the estimated costs which are expected to be incurred to complete the project. These costs shall not include those incurred in developing the proposal or obtaining approval from the Department for the in-kind project.
- b. If the Department requests additional information or clarification due to a partially incomplete in-kind project proposal or requests modifications due to deficiencies with Department guidelines, Respondent shall submit, by e-mail, all requested additional information, clarification, and modifications within 15 days of receipts of written notice.
- c. If upon review of the in-kind project proposal, the Department determines that the project cannot be accepted due to a substantially incomplete proposal or due to substantial deficiencies with minimum Department guidelines; Respondent shall be notified, in writing, of the reason(s) which prevent the acceptance of the proposal. Respondent shall correct and redress all of the matters at issue and submit, by e-mail, a new proposal within 30 days of receipt of written notice. In the event that the revised proposal is not approved by the

Department, Respondent shall make cash payment of the stipulated penalties assessed as set forth in paragraph 20 above, within 30 days of Department notice.

d. Within 120 days written demand for assessed stipulated penalties, Respondent shall obtain approval for an in-kind project from the Department. If an in-kind project proposal is not approved by the Department within 120 days of written demand for assessed stipulated penalties, then Respondent shall make cash payment of the stipulated penalties assessed as set forth in paragraph 20 above, within 30 days of Department notice.

e. Within 180 days of obtaining Department approval for the in-kind proposal or in accordance with the approved schedule submitted pursuant to paragraph 2(a) 1.a above, Respondent shall complete the entire in-kind project.

f. During the implementation of the in-kind project, Respondent shall place appropriate sign(s) at the project site indicating that Respondent's involvement with the project is the result of a Department enforcement action. Respondent may remove the sign(s) after the project has been completed. However, after the project has been completed Respondent shall not post any sign(s) at the site indicating that the reason for the project was anything other than a Department enforcement action.

g. In the event, Respondent fails to timely submit any requested information to the Department, fails to complete implementation of the in-kind project or otherwise fails to comply with any provision of this paragraph, the in-kind penalty project option shall be forfeited and the entire amount of stipulated penalties assessed shall be due from the Respondent to the Department within 30 days of Department notice. If the in-kind penalty

project is terminated and Respondent timely remits the assessed stipulated penalties, no additional penalties shall be assessed under paragraphs 18 & 19 for failure to complete the requirement of this paragraph.

h. Within 15 days of completing the in-kind project, Respondent shall notify the Department, by e-mail, of the project completion and request a verification letter from the Department. Respondent shall submit supporting information verifying that the project was completed in accordance with the approved proposal and documentation showing the actual costs incurred to complete the project. These costs shall not include those incurred in developing the proposal or obtaining approval from the Department for the project.

i. If upon review of the notification of completion, the Department determines that the project cannot be accepted due to a substantially incomplete notification of completion or due to substantial deviations from the approved in-kind project; Respondent shall be notified, in writing, of the reason(s) which prevent the acceptance of the project. Respondent shall correct and redress all of the matters at issue and submit, by e-mail, a new notification of completion within 15 days of receipt of the Department's notice. If upon review of the new submittal, the Department determines that the in-kind project is still incomplete or not in accordance with the approved proposal, the in-kind penalty project option shall be forfeited and the entire amount of stipulated penalties assessed shall be due from the Respondent to the Department within 30 days of Department notice. If the in-kind penalty project is terminated and Respondent timely remits the stipulated penalties assessed, no additional penalties shall

be assessed under paragraphs 18 & 19 for failure to complete the requirements of this paragraph.



Four County Area
Wastewater Treatment Facilities
Consent Orders

	County	Facility	Facility ID #	Permitted Capacity	Consent Order #	Dates Covered	# Months	Spill Volume (in gallons)	# of Events	Fine	Events/Month	Fine/Event	Fine/Gallon Spilt	Notes
1	Escambia	ECUA Pensacola Beach	FL0024007	2.4 MGD	11-0982B	10/1/2017-9/30/19	24	113,695	35	\$ 34,750.00	1.46	\$ 992.86	\$ 0.31	ECUA is under a general consent order for all facilities. That general consent order stipulates penalties going forward.
2	Escambia	ECUA Central	FL0559351	22.5 MGD	11-0982	10/1/19-6/30/22	33	2,036,147	131	\$ 95,500.00	3.97	\$ 729.01	\$ 0.05	
3	Escambia	ECUA Bayou Marcus	FL0031801	8.2 MGD	11-0982	5/13/2021	1	5,922,000	1	\$ 20,000.00	1.00	\$ 20,000.00	\$ 0.003	
4	Okaloosa	Crestview	FLA010193	4.13 MGD	22-1887	2/9/20-8/28/21	19	15,000	7	\$ 36,549.48	0.37	\$ 5,221.35	\$ 2.44	
5	Okaloosa	Pritchett	FLA485942	10 MGD	Warning Letter	11/1/19-3/31/20	5	29,856	10		2.00			
6	Okaloosa	Mary Esther	FLA010191	1.1 MGD	22-2083	3/1/19-1/31/21	23	164,550	8	\$ 90,043.00	0.35	\$ 11,255.38	\$ 0.55	
7	Okaloosa	French	FLA010194	6 MGD	22-1918	9/9/19-5/4/22	32	277,535	19	\$ 36,500.00	0.59	\$ 1,921.05	\$ 0.13	
8	Okaloosa	Mitchem	FLA010181	1 MGD	Warning Letter	1/1/21-1/31/22	13	39,150	5		0.38			
9	Santa Rosa	South Santa Rosa Gulf Breeze Regional	FLA010212	2 MGD	22-0294	7/31/22-10/31/22	3			\$ 9,200.00				Violation of consent order - daily fine for failing to begin construction of permitted capacity expansion project.
10	Santa Rosa	South Santa Rosa Gulf Breeze Regional	FLA010212	2 MGD	22-0006	10/19/2021	1		1	\$ 1,005,000.00	1.00	\$ 1,005,000.00		Cross Connection Sewer to Potable Fine
11	Santa Rosa	Milton	FL0021903	2.5 MGD	22-2517	9/1/20-5-31-22	21	106,175	8	\$ 50,500.00	0.38	\$ 6,312.50	\$ 0.48	
12	Walton	Defuniak Springs	FLA102440	1.5 MGD	22-2051	8/1/19-12/31/21	29	1,249,750	19	\$ 47,805.21	0.66	\$ 2,516.06	\$ 0.04	