



Agenda Workshop Regular Meeting Agenda

August 17, 2023
5:30 PM
6738 Dixon Street
Milton, FL 32570

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

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

- 5. Recognitions, Proclamations & Awards**

Item # 2023-1789
Embrace Her Day

- 6. Public Hearings/Meetings**
- 7. Invited Speakers**
- 8. Persons to Appear**
- 9. Ordinances & Resolutions**
- 10. City of Milton Events**

Events Coordinator, Jay Conrad

Item # 2023-1723
OAFB - Remote Area Medical Clinic

Item # 2023-1735
SEPA - Cornhole Tournament for MHS Cheerleading Fundraiser

Item # 2023-1736
SEPA - Milton Community Market

Item # 2023-1781
SEPA - Love & Lights Fundraiser Dinner

Item # 2023-1782
SEPA - Blackwater Bash

Item # 2023-1783
SEPA - Oktoberfest 2023

Item # 2023-1784
SEPA - Milton's Blackwater Holiday Fest

- 11. Finance, Planning Board**
Councilman Michael Cusack

Item # 2023-1706
Unified Development Code Update

12. Administration, Emerald Coast Regional Council

Councilwoman Marilyn Farrow

Item # 2023-1765
Discussion of Renewal Contract with Liberty Partners

Item # 2023-1766
Florida Government Finance Officers Conference

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

Item # 2023-1631
Review of the City of Milton Business Improvement Grant Program

Item # 2023-1686
Residential Facade Grant Program Review

18. Pensacola Perdido Bay Estuary Program

Item # 2023-1788
Contribution Request

19. Public Works

Councilman Casey Powell

20. Mayor Report: Public Safety, Ordinance Committee

Mayor Heather Lindsay

Item # 2023-1780
Milton Police Department Pension COLA Increase

Item # 2023-1790
Discussion of Code Enforcement Compliance Concerns

21. City Manager's Report

22. Public Input

23. Adjournment

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

Agenda Workshop August 17, 2023

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



Agenda Item # 2023-1723

OAFA - Remote Area Medical Clinic

MEETING DATE

August 17, 2023

PREPARED BY

Jay Conrad, Events Coordinator

BACKGROUND

Remote Area Medical is putting on a free clinic that offers dental, vision, and general medical care to the people of Milton and Santa Rosa County. This event has taken place several times in the past, but most recently took place in December 2016. In 2016, the two-day clinic brought in roughly 150 volunteers and provided over 600 members of our community with free medical care.

This year, the event is scheduled to take place on December 2nd and 3rd at Milton High School. Because of the nature of the services being offered for free, many people are expected to attend this clinic. In previous years, there have been crowds gathering the night before to "camp out" in line to make sure they are able to get in to see the doctors, nurses, and specialists that are working for the clinic. Because of the size of these crowds, RAM is requesting assistance from MPD.

RAM has asked if the City would be willing to help sponsor the event. Their sponsorship request is outlined in the Outside Agency Funding Application that they have submitted, but can generally be divided into two parts.

1. RAM is asking for \$5,000 in cash funding. RAM has indicated that the cash funds would be used to help transport their equipment to Milton from their HQ in Tennessee, feed their workers and volunteers, and to rent portable toilets for our community members that are waiting in line to be seen.
2. RAM is asking that an estimated \$1,170 in police fees are waived by the city.

Because the event is not taking place on city property, the event organizers did not need to submit a Special Event Permit Application.

SUMMARY

RECOMMENDATION

City staff recommends approval of this event.

ATTACHMENTS

1. OAFA - RAM Clinic

2. 2023_VOL_Milton_FL
3. Remote Area Medical Clinic Sponsorship Form 2023- final
4. 2023_PT_Milton_FL
5. IRS Tax exemption Notice



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: Remote Area Medical (RAM)

Address: _____

Name of Representative: Melody Barnard

Telephone: 850-313-9236 Cell Phone: 850-313-9236

Email: mellow1998@hotmail.com

Name of Event/Activity/Project/Program: RAM free dental, vision, & medical clinic

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 through SAFER

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)	\$ <u>5,000.00</u>
☐ 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) 12/1/23 @ midnight through 12/3 @ 3pm	\$ <u>1,170.00</u>
☐ Public Works Crew (\$25/hour, min. 2 hours)	\$ _____
☐ Other City Staff (\$30/hour, min. 2 hours)	\$ _____

TOTAL AMOUNT OF FUNDING REQUESTED

\$ 6,170.00

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

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

Explanation of Organization

(Who are you? What is your mission?)

Remote Area Medical, RAM®, a major nonprofit provider of pop-up clinics delivering free, quality dental, vision, and medical care to those in need - will hold a free, two-day clinic on December 2 & 3, 2023. RAM will be set up at Milton High School for two days only. RAM relies on Community Host Groups to lay the foundation in their communities so they can mobilize and provide care.

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.)

In 2016, our clinic was able to serve nearly 600 patients with free medical, dental and vision care. We enlisted roughly 150 volunteers who helped make our clinic a success. On December 2 & 3, 2023, Milton High School will once again be the hub for free care to those in our community who need it most.

Explanation of Funding Request

(What will the City pay for/provide and why?)

If funded, the City's dollars will help bring RAM staff and equipment to Milton from Tennessee, help pay to feed all volunteers, provide portapotties for patient needs, and pay for a host of other expenses as set forth by RAM. We are also requesting the City provide police officers in shifts for site security.

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

The citizens of Milton will benefit by receiving free dental, vision, and medical care from licensed providers. Volunteers will benefit from knowing they helped bring needed services to those who need care, but cannot afford it.

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):

FY 2016-2017 - \$2500.00

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

* officers
for
security

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

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

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

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

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

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

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

<u>REVENUE</u>	<u>PRIOR YEAR</u>	<u>CURRENT YEAR</u>	<u>UPCOMING YEAR</u>
1. City of Milton - in 2016 -	\$2,500.00	\$5,000.00 (requested)	
2. SRC Board of County Commissioners		\$5,000.00	
3. Other sponsorships		\$12,500.00	
4. In kind donations		\$2,500.00	
5.			
6.			
7.			
8.			
9.			
10.			
TOTAL REVENUE	projected: \$25,000.00		

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. Biohazard disposal		\$ 400.00	
3. Lab results		\$ 900.00	
4. Hotel for RAN staff		\$5,998.00	
5. Portable toilets/wash stations		\$ 950.00	
6. Meals for volunteers (+water/coffee)		\$ 10,202.00	
7. Advertisement/ printing		\$ 1,000.00	
8. T-shirts - volunteers		\$ 3750.00	
9. Law Enforcement / EMS		\$ 1800.00	
10.			
TOTAL EXPENSES		\$ 25,000.00	

What percentage of the total budget will the City be providing if this application is approved? 20 %

PARTICIPANTS

	<u>PRIOR YEAR</u>	<u>CURRENT YEAR</u>	<u>UPCOMING YEAR</u>
1. Number served by this event/program - 2016 - 587 patients			
2. Cost per participant	\$ 0	\$ 0	\$ 0

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

The event will be advertised on social media, via news outlets and hopefully via billboard(s). Our host team is working diligently to share the clinic news with community resources to further our advertisement.

INSTRUCTIONS

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

Mail to:

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

Hand Deliver to:

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

Email to: espears@miltonfl.org

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

CONDITIONS OF FUNDING

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

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

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

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

REQUIRED DOCUMENTATION

(If Applicable)

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

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

DEFAULT

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

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

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

REMOTE AREA MEDICAL



VOLUNTEERS NEEDED; JOIN THE MISSION TODAY!



DENTAL

- Dentists
- Oral Surgeons
- Dental Assistants
- Hygienists



VISION

- Optometrists
- Ophthalmologists
- Opticians
- Vision Techs



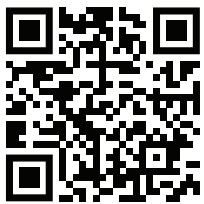
MEDICAL

- Physicians
- Physician Assistants
- Nurse Practitioners
- Nurses



General Support

- Interpreters
- Guides
- Data Entry & Much More!



Milton, FL

December 2-3, 2023

Milton High School

**5445 Stewart Street,
Milton, FL 32570**

"To prevent pain and alleviate suffering by providing free, quality healthcare to those in need."

- RAM's Mission

FOR MORE INFO: RAMUSA.ORG | 865.579.1530



Remote Area Medical Clinic Sponsorship Form

Milton High School

December 2nd and 3rd, 2023

Remote Area Medical (RAM) ® is a major nonprofit organization with a mission to prevent pain and alleviate suffering. RAM operates pop-up clinics delivering free dental, vision, and medical care to individuals in need who do not have access to or cannot afford a doctor. Since its founding in 1985, more than 196,000 volunteers—comprised of professional practitioners, as well as general support staff—have treated more than 910,550 individuals delivering more than \$189.5 million worth of free healthcare services.

RAM is coming to our area to provide services and will utilize an estimated 150 to 200 volunteers to treat as many patients as possible during this clinic. In preparation, our host team, is seeking donations to help make this event as successful as possible. We are asking for your support so we may deliver free high-quality care to patients in need.



Gold Sponsorship- \$5,000

- Public recognition on any: Social media, public radio announcements, T.V. opportunities, and any other publicity available
- Large Individual Banner posted at the clinic.
- Large LOGO on the back of Volunteer T-shirts
- LOGO and thank you in patient handout.
- LOGO rotating on large digital screen in clinic site.
- VIP behind the scenes tour of clinic- upon request

Silver Sponsorship- \$2,500

- Medium LOGO on group banner posted at the clinic.
- Medium LOGO on the back of Volunteer T-shirts
- LOGO and thank you in patient handout.
- LOGO rotating on large digital screen in clinic site.

Bronze Sponsorship \$1,000

- LOGO and thank you in patient handout.
- LOGO rotating on large digital screen in clinic site.

Signature Sponsorship \$500

- LOGO and thank you in patient handout.

In Kind Donations-

- In Kind Donations will be valued at the cost of item and treated as such on the donation form.
- There are many items needed to make our clinic possible: Bottled water and drinks, snacks, food for volunteers, porta- potties, hotels for out of state volunteers, Flyers, T-shirts for volunteers.

Other Ways to Support

- Volunteer- We will need general support volunteers, dental assistants, dental hygienists, dentists, optometrists, ophthalmologists, doctors, and nurses.
- Register at Ramusa.org/volunteer-with-us/ -select Milton, Fl. Clinic if you would like to volunteer.

The deadline for all sponsorships is kindly requested by November 1st, 2023. If you have any questions regarding this clinic, please contact:

Katrina Snider (event organizer)

ksnider7878@gmail.com

850-225-9984

Company Name/ Business name _____

(as you would like it to appear on event materials)

- ☐ Gold Sponsorship \$5,000
- ☐ Silver Sponsorship \$2,500
- ☐ Bronze Sponsorship \$1,000
- ☐ Signature Sponsorship \$500
- ☐ In Kind Donation of _____ Valued at \$_____

All checks should be made out to:

SAFER Santa Rosa County, Inc.

4499 Pine Forest Rd. Milton, FL 32583

Make sure the memo section has: Remote Area Medical Clinic

On behalf of the entire Community Host Group, Volunteers, and patients we will be able to serve, we THANK YOU for your generosity and servant's heart.



REMOTE AREA MEDICAL



FREE, FIRST COME, FIRST SERVED, NO ID REQUIRED!



DENTAL

- Cleanings
- Fillings
- Extractions
- X-rays



VISION

- Complete Eye Exams
- Eye Health Evaluations
- Prescription glasses made on site!



MEDICAL

- Physical Exams
- Women's Health Exams
- RX Consultations



Milton, FL

December 2-3, 2023

**Milton High School
5445 Stewart Street,
Milton, FL 32570**

- COMPLETELY FREE
- NO ID REQUIRED
- NO ELIGIBILITY REQUIREMENTS
- FIRST COME, FIRST SERVED

FOR MORE INFO: RAMUSA.ORG | 865.579.1530

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JUL 19 2014

SAFER SANTA ROSA COUNTY INC
4499 PINE FOREST RD
MILTON, FL 32583

RECEIVED

JUL 24 2014

EMERGENCY
MANAGEMENT

Employer Identification Number:
26-4203905
DLN:
[REDACTED]
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
Decembers 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
May 15, 2012
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

Based on the information you submitted on your application, we approved your request for retroactive reinstatement under Section 4 of Revenue Procedure 2014-11. Your effective date of exemption, as listed at the top of this letter, is retroactive to your date of revocation.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar

Letter 5436

SAFER SANTA ROSA COUNTY INC

to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

A handwritten signature in black ink, reading "Tamera Rippanda". The signature is written in a cursive, flowing style with a large initial 'T'.

Director, Exempt Organizations

Enclosure:
Addendum

Letter 5436



Agenda Item # 2023-1735

SEPA - Cornhole Tournament for MHS Cheerleading Fundraiser

MEETING DATE

August 17, 2023

PREPARED BY

Jay Conrad, Events Coordinator

BACKGROUND

The Milton High School Cheer squad is interested in holding a cornhole tournament as a fundraiser event.

Their tournament is scheduled to take place on Saturday, October 7 at 10 AM and last until the teams are done competing.

Because this is a fundraiser event, cornhole participants would pay an entry fee in order to participate in the event, but it would be free to observe.

The event organizer has requested a number of items from the City for this event. The items they request and associated fees are listed below.

- Jernigan's Landing - Festival Area: \$150
- Portable Restroom Trailer: \$250
- Trashcans (4): \$40
- Dumpster: \$50

Total cost for the event organizer would be \$490.

Due to its location and expected attendance, this event would likely not require any road closures.

SUMMARY

RECOMMENDATION

City Staff recommends approval of this item.

ATTACHMENTS

1. SEPA - MHS Cheerleading Fundraiser Cornhole Tournament



Special Event Permit Application

City of Milton

6738 Dixon Street, Milton FL 32570
850-983-5400 events@miltonfl.org

Instructions:

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

Applicant & Event Organizer Information

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

☒ Other: School

Name of Organization: Milton High School Cheer

Address: 5445 Stewart St City: Milton

Phone: _____ Email: _____

Event POC: Alexandra MacInnes

Phone: 904-238-2637 Email: macinnesa@santarosa.k12.fl.us

Event Information

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

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

☒ Other: Cornhole Tournament (Cheerleading Fundraiser)

Event Name: Cornhole Tournament

Event Website/ Event Page: _____

Event Location: Jernigan Landing Event Date(s) 10/7/23 to 10/7/23

Time of Event: Day 1 10 am to _____ (Day 2 - Optional) _____ to _____

Setup Date & Time: 10 am at 10/7/23 Teardown Date & Time: 10 pm at 10/7/23

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

Cornhole Participants pay an entry Fee for the event

Special Event Questionnaire

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

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

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

Do you have a Marketing Plan and if so, how will you notify surrounding businesses/ residents of your event? Facebook and Cheerleaders putting together teams for the event

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

☐ YES ☒ NO

City Fee Sheet

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

Location(s)/ Facility used at event:

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

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

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

RT Side
behind the
Courthouse

Requested Items:

QTY

QTY

- | | | | |
|--|-------------------|--|----------------------|
| ☒ Portable Restroom | \$250(np only) | ☐ Portable Restroom | \$350(np only) |
| (at Jernigan's landing) | | (at alternate location) | |
| ☐ City Stage 14'x28' | \$350(np only) | ☐ City Movie System | \$250(np only) |
| ☐ Live Music Licensing ***\$200 | | ☐ Movie Licensing *** | \$(at cost)(np only) |
| ☐ Barricades | \$100 per _____ | ☐ Cones | \$10 per _____ |
| ☒ City Garbage Cans | \$10 per <u>4</u> | ☒ Dumpster | \$50 per <u>1</u> |
| ☐ 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

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): 10/7/23 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 Corkhole Tournament
Date(s) of Special Event 10/7/23
Name of Organization Milton High School Cheerleading
Event Organizers Name Alexandra MacInnes
Address of Organization 5445 Stewart St
Phone Number 904-238-2637
Email macinnesa@scaterosa.k12.fl.us

Printed Name

Signature

Alexandra MacInnes



Internal Signatures Required for Approval:

Office of Economic Development: _____ Planning: _____

Public Works: _____ Police: _____ Fire: _____



Agenda Item # 2023-1736

SEPA - Milton Community Market

MEETING DATE

August 17, 2023

PREPARED BY

Jay Conrad, Events Coordinator

BACKGROUND

The Milton Community Market is an event that was originally proposed back in February and March of this year. It was originally on Council's agenda for meetings in those months, but was pulled and put on hiatus as the event organizers were waiting to see how our residents would respond to the Thursday night Market of Milton events.

The event organizers are now ready to proceed with their plans. For this market, the organizers are hoping to hold it once or twice per month on Saturdays from 9AM until 2 PM at the turtle fountain parking lot alongside Highway 90 between Elmira and Santa Rosa Streets. Aside from the use of this parking lot, the event organizers are not requesting any further assistance from the city.

SUMMARY

RECOMMENDATION

City Staff recommends approval of this item.

ATTACHMENTS

1. SEPA - Milton Community Market 2023



Special Event Permit Application

City of Milton

6738 Dixon Street, Milton FL, 32570

850-983-5400 pio@miltonfl.org

Instructions:

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

Applicant & Event Organizer Information

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

☐ Other: _____

Name of Organization: Cynde Watson & Rebecca Porter

Address: _____ City: Milton

Phone: 850 485 4040 Email: coast2coastbilliards@gmail.com

Event POC: Cynde Watson & Rebecca Porter

Phone: 850 485 4040 Email: coast2coastbilliards@gmail.com
850 417 3823 RPspecialties13@gmail.com

Event Information

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

Event Name: Milton Community Market

Event Website/ Event Page: _____

Event Location: Parking lot @ Santa Rosa, Elmiras, 90 Event Date(s) 4/8/23 to + 1st Saturday of each month

Time of Event: Day 1 9:00pm to 2:00pm (Day 2 - Optional) _____ to _____

Setup Date & Time: 1 at 7:30 Teardown Date & Time: _____ at _____

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

Special Event Questionnaire

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

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

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

☐ YES ☒ NO

City Fee Sheet

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

Location(s)/ Facility used at event:

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

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

- | | | | |
|--|-------|--|-------|
| ☐ Riverside | \$100 | ☐ Festival Area | \$150 |
| ☒ Other: <u>Parking lot @ Santa Rosa, Elmira, + 90</u> | | | |

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 _____ |
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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:

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

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

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

I hereby request the following regarding the Blackwater River:

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

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

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

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

Time Period from when these requests will take place:

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

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

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

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

If so, please list street names:

- 1) _____ 2) _____
- 3) _____ 4) _____

Is this an annual Event? ☒ YES ☒ NO

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

Requested event date(s): 5/6/23 Alternative Date(s): _____

6/3/23 11/4/23
7/11/23 12/2/23
8/5/23
9/21/23
10/7/23



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 7 day of February in 2023

Name of Special Event Milton Community Market

Date(s) of Special Event 4/7/23

Name of Organization N/A

Event Organizers Name Cynde Watson + Rebecca Porter

Address of Organization _____

Phone Number 850 485 4040 or 850 417 3823

Email coast2coastbilliards@gmail.com
RPspecialties13@gmail.com

Printed Name

Cynde Watson

Signature

Cynde Watson

Internal Signatures Required for Approval:

Office of Economic Development: _____ Planning: _____

Public Works: _____ Police: _____ Fire: _____



Agenda Item # 2023-1781

SEPA - Love & Lights Fundraiser Dinner

MEETING DATE

August 17, 2023

PREPARED BY

Jay Conrad, Events Coordinator

BACKGROUND

The Love and Lights Fundraiser Dinner is a new event to be held at First Presbyterian Church.

The event is to take place entirely on the church's property on October 7 between 5:30 PM and 8:30 PM.

Under normal circumstances, the organizer would not need to seek a special event permit application. However, the event organizer has requested the closure of Elmira St. adjacent to their building. This would close off the Caroline St. / Yew St. section of the road. Considering the time during which the event is to take place, this road closure should not create any significant traffic concerns.

The church is requesting the following from the City:

- Road Closure Barricades: \$100

SUMMARY

RECOMMENDATION

City Staff recommends approval of this event.

ATTACHMENTS

1. SEPA - Love & Lights Fundraising Dinner 2023



Special Event Permit Application

City of Milton

6738 Dixon Street, Milton FL 32570

850-983-5400 events@miltonfl.org

Instructions:

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

Applicant & Event Organizer Information

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

Name of Organization: First Presbyterian Church, Milton, FL

Address: 5203 Elmira Street City: Milton, FL

Phone: 850-623-2510 Email: firstpresotmilton@gmail.com

Event POC: Vernon Peacock

Phone: 850-291-8603 Email: Vern2world65@aol.com

Event Information

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

Event Name: "Love and Lights" First Presbyterian Church Milton, Autumn Fundraiser

Event Website/ Event Page: _____

Event Location: Elmira St., in front of Church, Milton Event Date(s) Oct 7 to _____

Time of Event: Day 1 5:30 p to 9:30 p (Day 2 - Optional) _____ to _____

Setup Date & Time: Oct 7 at 12 noon Teardown Date & Time: Oct 7 at 9:30 p

Estimated Attendance: 120 Is the Event Free to attend? ☒ YES ☐ NO

Special Event Questionnaire

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

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

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

Do you have a Marketing Plan and if so, how will you notify surrounding businesses/ residents of your event? Yes. Social Media- facebook, instgram as well as personal notification.

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:

- | | <u>QTY</u> | | <u>QTY</u> |
|--|-------------------|--|----------------------|
| ☐ 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 <u>60</u> |
| ☐ 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: Oct 7 Date: 5:30 p To: Oct 7 Date: 8:30 p

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) Elmira in front of 2) First Presbyterian Church, Milton
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): October 5, 2024 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 7th day of August in 20 23

Name of Special Event Love and Lights Autumn Fundraiser
Date(s) of Special Event October 7, 2023
Name of Organization First Presbyterian Church, Milton
Event Organizers Name Vernon Peacock / Deborah Potter
Address of Organization 5203 Elmira St., Milton, FL 325
Phone Number 850-291-8403
Email Vernzworld@aol.com

Printed Name

Signature

Vernon Peacock

Internal Signatures Required for Approval:

Office of Economic Development: _____ Planning: _____

Public Works: _____ Police: _____ Fire: _____



Agenda Item # 2023-1782

SEPA - Blackwater Bash

MEETING DATE

August 17, 2023

PREPARED BY

Jay Conrad, Events Coordinator

BACKGROUND

Blackwater Bash is an annual festival held by Pine Terrace Baptist Church.

For planning reasons, Pine Terrace is hoping to hold the event on March 17, 2024 instead of doing it at the end of this year. While the date may have changed, the specifics of this event remain consistent with its implementation last year. No new items have been requested for this event.

The event organizer has requested the use of the following items.

- Jernigan's Landing - Riverside: \$100
- City Portable Restroom: \$250
- City Garbage Can (10): \$100
- Dumpster: \$50
- Electric Connection: \$75

The event organizer has also requested the closure of Willing & Pine Streets in the vicinity of Jernigan's Landing. Total cost to the event organizer under the City's fee structure would be \$575.

SUMMARY

RECOMMENDATION

City staff recommends approval of this event.

ATTACHMENTS

1. SEPA - Blackwater Bash 2024



Special Event Permit Application

City of Milton

6738 Dixon Street, Milton FL, 32570

850-983-5400 events@miltonfl.org

Instructions:

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

Applicant & Event Organizer Information

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

☒ Other: _____

Name of Organization: Pine Terrace Baptist Church

Address: 6212 Pine Blossom Rd City: Milton

Phone: 850 623 3954 Email: c.collier@PTBC.org

Event POC: Cindy Collier

Phone: 120 265 4233 Email: SAME AS ABOVE

Event Information

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

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

☐ Other _____

Event Name: Blackwater Bash

Event Website/ Event Page: www.PTBC.org

Event Location: Riverwalk South Event Date(s) 3-17-24 to _____

Time of Event: Day 1 3:00 PM to 6:00 PM (Day 2 - Optional) _____ to _____

Setup Date & Time: 3-17-24 at 1:00 PM Teardown Date & Time: _____ at _____

Estimated Attendance: 1000 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 <i>Caution!</i>
Will an EMT be on site?	(page 3)	☐ YES	☒ NO
Will you need security?	(page 3)	☒ YES	☐ NO
Will you require power on-site?	(page 3)	☒ YES	☐ NO
Will you require water on-site?	(page 3)	☒ YES	☐ NO

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

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

Social media

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

☐ YES ☒ NO

City Fee Sheet

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

Location(s)/ Facility used at event:

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

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

- | | | | |
|---|-------|--|-------|
| ☒ Riverside | \$100 | ☐ Festival Area | \$150 |
| ☐ Other: <u>Grass area next to Riverwalk at Pavilion</u> | | | |

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) W. King Street
- 2) Pine Street
- 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 3rd day of August in 2023

Name of Special Event Blackwater Bash
Date(s) of Special Event 3-17-24
Name of Organization Pine Terrace Baptist Church
Event Organizers Name same
Address of Organization 6212 Pine Blossom Rd Milton
Phone Number 850 623 3954 (church) 770 265 4233 (cell)
Email ccollier@PTBC.org

Printed Name

Cindy Collier

Signature

Cindy Collier

Internal Signatures Required for Approval:

Office of Economic Development: _____ Planning: _____

Public Works: _____ Police: _____ Fire: _____



Requested Usage AREA





SEPA - Oktoberfest 2023

MEETING DATE	PREPARED BY
August 17, 2023	Administration Department Jay Conrad, Events Coordinator



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: St Rose of Lima Catholic Church

Address: 6451 Park Ave

City: Milton

Phone: 850-623-3600

Email: lewisk@srl.ptdiocese.org

Event POC: Mike Stafford

Phone: _____

Email: _____

Event Information

☐ Concert

☐ Park Festival

☐ Street Festival

☐ Parade/ Procession

☐ Run/ Walk

☐ Sporting Event

☐ Sale/ Market

☐ Private Event/ Wedding

☒ Other: _____

Event Name: Oktoberfest

Event website/ Event Page: srolparish.org/fundraisers

Event Location: Next to Church Event Date(s) 9/30 to 9/30

Time of Event: Day 1 11 am to 7pm (Day 2 - Optional) _____ to _____

Setup Date & Time: 1am at 9/30 Teardown Date & Time: 1pm at 9/30

Estimated Attendance: 4000 Is the Event Free to attend? ☒ YES ☐ NO

Special Event Questionnaire

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

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

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

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

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

☐ YES ☐ NO

City Fee Sheet

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

Location(s)/ Facility used at event:

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

Jernigan's Landing *(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) _____ 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): _____

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 Oktoberfest
Date(s) of Special Event September 30th
Name of Organization St. Rose of Lima
Event Organizers Name Mike Stafford / Kate Lewis Parish Manager
Address of Organization 1451 Park Ave
Phone Number 850-623-3600
Email lewisk@srl.ptdiocese.org

Printed Name

Signature

Internal Signatures Required for Approval:

Office of Economic Development: _____ Planning: _____

Public Works: _____ Police: _____ Fire: _____

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.



SEPA - Milton's Blackwater Holiday Fest

MEETING DATE	PREPARED BY
August 17, 2023	Administration Department Jay Conrad, Events Coordinator



Special Event Permit Application

City of Milton

6738 Dixon Street, Milton FL 32570

850-983-5400 events@miltonfl.org

Instructions:

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

Applicant & Event Organizer Information

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

Name of Organization: Apex Shows & Events LLC

Address: 5220 Medina Rd City: Pensacola

Phone: 850-376-9350 Email: CHRISTIE@apexshowsandevents.com

Event POC: CHRISTIE SAUSSE

Phone: 850 376 9350 Email: SAME AS ABOVE

Event Information

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

Event Name: MILTON'S Blackwater Holiday Fest

Event Website/ Event Page: WWW.apexshowsandevents.com

Event Location: TERNIGANS Landing Event Date(s) 12/9 to 12/9/23

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

Setup Date & Time: 12/9/23 at 7am Teardown Date & Time: 12/9/23 at 4pm

Estimated Attendance: 2000 Is the Event Free to attend? ☒ YES ☐ NO

SPECIAL EVENT QUESTIONNAIRE

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

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

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

Do you have a Marketing Plan and if so, how will you notify surrounding businesses/ residents of your event? Facebook ADS, website, social media, Direct marketing

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

INDemnITY 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.

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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 10 day of August in 2023

Name of Special Event MILTONS Blackwater Holiday Fest
Date(s) of Special Event 12/9/23
Name of Organization Apex Shows & Events LLC
Event Organizers Name CHRISTIE SACHSE
Address of Organization 5220 Medina Rd Pensacola FL 32507
Phone Number 850 376-9350
Email Christie@apexshowsandevents.com

Printed Name

Signature

Christie Sachse

Christie Sachse

Internal Signatures Required for Approval:

Office of Economic Development: _____ Planning: _____
Public Works: _____ Police: _____ Fire: _____

CITY FEES SCHEDULE

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

Requested Items:

QTY

QTY

- | | | | |
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| ☒ Portable Restroom
(at Jernigan's landing) | \$250(np only) | ☐ Portable Restroom
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| ☐ Barricades | \$100 per _____ | ☐ Cones | \$10 per _____ |
| ☐ City Garbage Cans | \$10 per _____ | ☒ Dumpster | \$50 per <u>1</u> |
| ☐ City Tent (40'x40') | \$500(np only) | ☐ Variable Message Sign | \$250 per _____ |
| ☐ Large Generator | \$250 | ☐ Small Generator | \$100 |
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Packages: These are requested items that come as a package.

- | | |
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| ☐ Parade Package (including Police, Public Works, Planning, signage & street closures) | \$1,000(np only)*** |
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ORDINANCES & SPECIAL REQUESTS

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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): _____



Agenda Item # 2023-1706

Unified Development Code Update

MEETING DATE

August 17, 2023

PREPARED BY

Tim Milstead, Planning Director

BACKGROUND

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

SUMMARY

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

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

All public comments that were received from the public have been compiled and are available for review at the following website: <https://www.miltonfl.org/DocumentCenter/View/5078/UDC-Update-Public-Comments-as-of-July-18-2023?bidId=>

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

RECOMMENDATION

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

ATTACHMENTS

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

The background of the slide features a large, circular seal. The seal has a green outer ring with the words "UNIVERSITY OF TEXAS" in yellow, stylized capital letters. Inside the ring is a blue circle containing several flags on poles, including the United States flag and the Texas state flag. The entire graphic is set against a light beige background with a subtle wood-grain texture.

Unified Development Code Update

July 31, 2023

What is the UDC and its purpose?

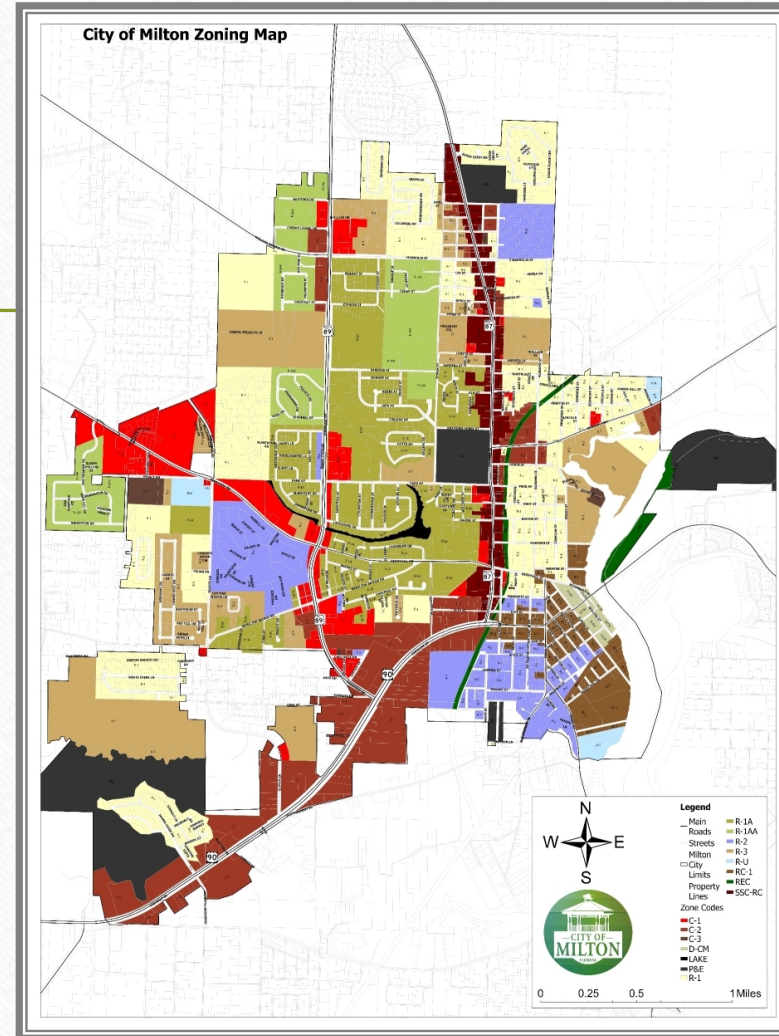
- “These regulations have been designed to increase the aesthetic value of the City, to allow for improved access and mobility for all modes of transportation, and to guide the future growth in a direction adherent to the adopted Comprehensive Plan”
- Promote the public health, safety & welfare
- Create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

History of UDC Update

How have
we gotten
to this
point?

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

Zoning Map



What has changed in this UDC update?

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

Major Changes

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

Major Change s: Article 7 Uses

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

Major Change s: Article 7

Use Matrix

7.3 - USE MATRIX

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

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

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

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

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

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

Major Changes : Article 8 Use Standards

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

Major
Changes
:
Article 8

Use
Standards

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

Other Major Changes

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

Major Changes

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

Next Steps

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

Questions?

Summary of 2023 Unified Development Code Updates

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

Article 1 - GENERAL PROVISIONS

- No major revisions

Article 2 - GENERAL DEFINITIONS AND RULES OF MEASUREMENT

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

Article 3 - CODE ADMINISTRATION AND ENFORCEMENT

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

Article 4 - APPLICATION PROCEDURES

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

Article 5 - ZONING DISTRICTS AND ZONING MAP

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

Article 6 – ZONING DISTRICT REGULATIONS

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

Article 7 – USES

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

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

Article 8 – USE STANDARDS

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

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

ARTICLE 9 - ON-SITE DEVELOPMENT STANDARDS

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

ARTICLE 10 – NONCONFORMITIES

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

ARTICLE 11 - RESOURCE PROTECTION STANDARDS

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

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

ARTICLE 12 - LANDSCAPING REQUIREMENTS

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

ARTICLE 13. STORMWATER MANAGEMENT

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

ARTICLE 14. OFF-STREET PARKING AND LOADING

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

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

ARTICLE 15. RIGHT-OF-WAY AND ACCESS STANDARDS

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

ARTICLE 16. SIGN STANDARDS

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

ARTICLE 17. SUBDIVISION STANDARDS

- No Major Revisions

ARTICLE 18. PLANNED DEVELOPMENT PROJECTS

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



Agenda Item # 2023-1765

Discussion of Renewal Contract with Liberty Partners

MEETING DATE

August 17, 2023

PREPARED BY

Diane Ebentheuer, Purchasing
Agent/Risk Manager

BACKGROUND

The City of Milton has an existing contract with Liberty Partners that is up for renewal. The current contract is for August 1, 2021 and ending on July 31, 2023 at the rate of \$60,000 per year. (\$5,000 per month).

SUMMARY

- Liberty Partners Renewal Contract for Governmental Consulting Services
- August 1, 2023 thru July 31, 2025
- \$60,000 per year (payable \$5,000 per month)
- Travel, lodging and/or other direct expenses related to these services not to exceed \$2,000 per year.

RECOMMENDATION

Request Council approve the attached renewal contract with Liberty Partners for 2 more years at the same rate of \$60,000 a year (\$5,000 a month).

ATTACHMENTS

1. Milton Liberty partners 2021 to 2023
2. Renewal Contract Liberty Partnes 2023 2025
3. Email from Liberty Partners with funding they have secured



LIBERTY PARTNERS OF TALLAHASSEE, LLC & THE CITY OF MILTON 2021-2023 CONTRACT FOR GOVERNMENTAL CONSULTING SERVICES

1. *Client; Scope of Services.* Our client in this matter will be the City of Milton, Florida. (the “Organization”). We will be engaged to advise the Organization in connection with advocacy issues relating to the interest of the Organization.

Liberty Partners will utilize our expertise to provide the personalized and targeted services that will incorporate the components necessary to meet the Organization’s overall goals and objectives. Our engagement will include the scope of work identified below as listed in the RFP for “State Lobbyist Services for the City of Milton” as they relate to funding for infrastructure, parks and recreation and other projects and initiatives as directed.

The scope of the work shall include, but not limited to, the following:

- a) Meet with the Organization’s staff and the City Council to assist in the development of the organization’s list of goals, priorities and specific projects. Identify which of these goals, priorities, and specific projects could be addressed at the state level and assist in developing written material on each request to provide to the Florida legislature and their staff.
- b) Provide the Organization’s staff and the City Council with any new information that may impact, and actively see opportunities to enhance the organization’s State legislative program and provide options as to legislative strategy, when necessary.
- c) Monitor current state legislation and the state appropriations process and report to the Organization, both orally and in writing, any legislative events that may directly or indirectly impact the Organization.
- d) Provide the Organization with regular reports and updates on all legislative and appropriations issues that may impact the Organization.
- e) Advocate before the Florida Legislature in support of the Organization’s goals, priorities and projects.
- f) At the conclusion of the Florida Legislative session, prepare a final report, including the final status of the Organization’s priorities and a summary of the impact of major legislative changes on the Organization.
- g) Advocate before the Gulf Coast Ecosystem Restoration Council and Triumph Gulf Coast, Inc. in support of the Organization’s goals, priorities and projects.
- h) Assist staff in determining additional Federal and state grant funding opportunities for the Organization including through the American Rescue Plan, the Job Growth Grant Fund, the Resiliency Fund and any other funding opportunity available to further the Organization’s goals with regard to economic development issues such as infrastructure and utilities.

Through established relationships with both Legislative and Executive Branch leaders, as well as outside interest groups, we will take advantage of all appropriate opportunities to cultivate cooperative working relationships with mutual non-competing goals.

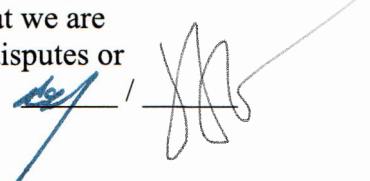
2. *Term of Engagement.* The term of the engagement will be for twenty-four (24) months beginning on August 1, 2021 and ending on July 31, 2023 after which time the Organization may renew the contract for two (2) additional 1-year terms. Should the contract not be renewed, we will take such steps as are reasonably practicable to protect the Organization's interests in the above matter and, if you so request, we will suggest to you a possible successor firm and provide it with whatever papers you have provided to us. Our representation of the Organization will terminate upon our sending you a final statement for services rendered in this matter.

3. *Fees and Retainer.* Based on the scope of services outlined above in Paragraph 1, items a) through h), these services shall be retained at a rate of \$60,000 and paid in twenty-four (24) equal installments of \$5,000 per month. Travel, lodging and/or other direct expenses related to these services shall be pre-approved by the Organization, billed on a monthly basis and not exceed \$2,000 per year. Full payment is due promptly upon receipt of our statement. If this statement remains unpaid for more than 30 days, we may cease performing services for you until arrangements satisfactory to us have been made for payment of outstanding statements and the payment of future fees.

4. *Confidentiality.* From time to time, the firm may be provided with non-public or proprietary information related to the Organization's business in order to assist the firm in performing the services outlined in this contract. All such information, whether provided orally or in writing, shall be considered confidential unless subject to disclosure under Florida public records laws. The firm agrees not to disclose any such information to any person without your prior written consent and will provide prompt notice to you of any judicial or quasi-judicial demand for such information. **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) 983-5401, P.O. BOX 909, MILTON, FLORIDA 32572 DEWITT.NOBLES@CLMILTON.FL.US.**

5. *Client Responsibilities.* You agree to cooperate fully with us and to provide promptly all information known or available to you relevant to our representation as well as furnishing the firm with any forms required by the Organization including, but not limited to: Non-Collusion Affidavit, Drug Free Workplace, and Conflict of Interest Forms. You also agree to pay our statements for services and expenses in accordance with paragraph 3 above and to inform us in the event the Organization is contacted by a member of the media.

6. *Conflicts.* As we have discussed, you are aware that the firm represents many other companies, organizations and individuals. It is possible that during the time that we are representing the Organization, some of our present or future clients will have disputes or

Handwritten signature and initials in blue ink, appearing to be 'de' and a stylized signature.

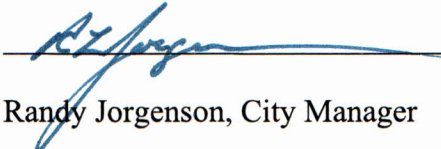
transactions with the Organization. The Organization agrees that we may continue to represent or may undertake in the future to represent existing or new clients in any matter that is not substantially related to our scope of services outlined in paragraph 1 above even if the interests of such clients in those other matters are directly adverse to you.

We agree, however, that your prospective consent to conflicting representations contained in the preceding sentence shall not apply in any instance where, as a result of our representation of you, we have obtained proprietary or other confidential information of a nonpublic nature, which, if known to such other client, could be used in any such other matter by such client to your material disadvantage. You should know that, in similar engagement letters with many of our other clients, we have asked for similar agreements to preserve our ability to represent you and them.

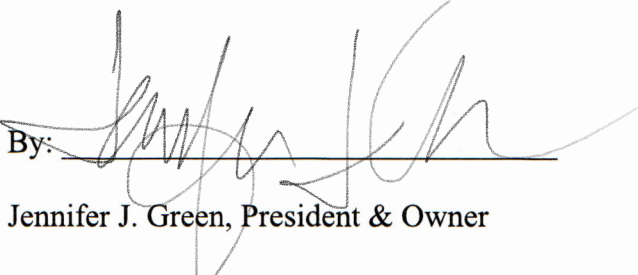
Once again, we are pleased to have the opportunity to continue to work with the City of Milton. As discussed, Jennifer Green will be the primary contact for the representation of your Organization before the Florida Legislature and Florida Executive Branch. Tim Parson, Vice President, Katie Taff, Director of Grants Management, Ethan Merchant, Governmental Affairs Coordinator and other staff will be actively involved in this engagement and are available to assist you as needed. All of the professional advocates associated with our firm are members of the Florida Association of Professional Lobbyists (FAPL) or have earned their DPL (designated professional lobbyist) and adhere to a strict code of professional conduct.

AGREED TO AND ACCEPTED:

City of Milton

By: 
Randy Jorgenson, City Manager

Date: 7/20/21

By: 
Jennifer J. Green, President & Owner
Date: 8/16/2021

Approved unanimously by Milton City Council: JULY, 13 2021.

LIBERTY PARTNERS OF TALLAHASSEE 2018-2020 SCOPE OF SERVICES AND RESULTS

A. Meet with the Organization's staff and the City Council to assist in the development of the organization's list of goals, priorities and specific projects. Identify which of these goals, priorities, and specific projects could be addressed at the state level and assist in developing written material on each request to provide to the Florida legislature and their staff.

RESULT: Liberty Partners stays in very regular communication with the City Manager and Council, as needed. The firm has worked with staff to identify opportunities for the City to seek funding for the NSRRWRF through the Legislature, Triumph Gulf Coast and the Florida DEO's Job Growth Grant Fund. For the 2019, 2020 and 2021 Legislative Sessions, Liberty Partners has worked closely with delegation members Rep. Jayer Williamson and Sen. Doug Broxson, their staffs and the Executive Office of the Governor to draft local funding initiative requests, appropriations project requests and talking points to accompany the funding requests. The firm has advocated for these legislative funding requests and successfully secured nearly \$2 Million in the state budget during the last three legislative sessions. (\$500,000 in 2019, \$500,000 in 2020– which was vetoed during the pandemic and \$500,000 in 2021 for the WWTF and \$500,000 for Locklin Lake).

B. Provide the Organization's staff and the City Council with any new information that may impact, and actively see opportunities to enhance the organization's State legislative program and provide options as to legislative strategy, when necessary.

RESULT: Liberty Partners is in regular contact with the City Manager and Council, as needed. Prior to each legislative session, the firm has worked with the City to develop legislative priorities and advocated on behalf of those priorities on a year-round basis including through staff and Council member advocacy visits to Tallahassee during the Legislative Session. The firm attended Santa Rosa County Legislative Delegation meetings to assist the City in presenting their legislative priorities to the delegation and lobbied the funding requests through all legislative committees and both House and Senate floor votes.

C. Monitor current state legislation and the state appropriations process and report to the Organization, both orally and in writing, any legislative events that may directly or indirectly impact the Organization.

RESULT: Liberty Partners is in regular contact with the City Manager and Council, as needed. During, and leading up to, the legislative session the firm updated the City on a weekly and sometimes daily basis and worked to respond to newly filed legislation of interest to the City. During the 2021 Legislative Session, we worked closely with the City Manager, Mayor and Legal Counsel to oppose and actively work against HB 1633 related to Okaloosa Gas until agreed-upon amendment language for HB 1633 that ensured the City's investment in their current natural gas system territory would be protected for future growth. This effort included working with both House and Senate members and staff as well as staff of the Florida Public Service Commission.

D. Provide the Organization with regular reports and updates on all legislative and appropriations issues that may impact the Organization.

RESULT: Liberty Partners provided a monthly written report to the City Manager and Council that included legislation of interest and a status of the appropriations request for the NSRRWRF. Communications became weekly during the legislative session and in many cases, included developing strategies to effectively advocate on the City's behalf on priority issues.

E. Advocate before the Florida Legislature, Executive Branch and key state agencies in support of the Organization's goals, priorities and projects.

RESULT: Liberty Partners has been a strong advocate for the NSRRWRF funding and has developed strategies to position the City's request in the most attractive manner through an effective narrative related to economic development and growth in Santa Rosa County. The firm works in concert with Rep. Jay Williamson who has often indicated the NSRRWRF is the most critical project for the county's growth in the foreseeable future. Of recent, this has also included assisting with the development of strategies to not only assist with additional funding but to work to seek innovative solutions to the project through cooperative efforts with the Northwest Florida Water Management District, the Florida Department of Environmental Protection and the Santa Rosa County Board of County Commissioners.

F. At the conclusion of the Florida Legislative session, prepare a final report, including the final status of the Organization's priorities and a summary of the impact of major legislative changes on the Organization.

RESULT: In addition to the monthly written reports, Liberty Partners prepared a final legislative session report. In 2019, the firm presented this report in-person to the Council. However, due to COVID-19, Liberty Partners was only able to provide a written 2020 legislative session report but was able to provide the 2021 legislative session report in-person.

G. Advocate before the Gulf Coast Ecosystem Restoration Council and Triumph Gulf Coast, Inc. in support of the Organization's goals, priorities and projects.

RESULT: Liberty Partners has stayed in regular contact with the Triumph Gulf Coast Board and staff on behalf of the City. The firm has monitored all meetings and provided real-time information to the City Manager and Council and participated in numerous planning sessions to revise the original full Triumph application and helped to develop relationships with Triumph Board members and staff in an effort to further refine the application. Liberty Partners worked with Santa Rosa County officials to obtain support (drafted letter of support) for a State Revolving Fund loan from the Florida Department of Environmental Protection (DEP) and coordinated an on-site visit to the NSRRWRF with Senator Broxson and key DEP officials. While this project's cost estimates were largely exceeded during the Pandemic, we have worked with the City Manager to develop cost-cutting measures and strategic initiatives to move closer to the final groundbreaking for the new facility. While this issue is ongoing, but we believe is moving rapidly toward a build date that will meet the 2023 DEP deadline on effluent removal from the Blackwater River.

H. Assist staff in determining additional Federal and state grant funding opportunities for the Organization including through the American Rescue Plan, the Job Growth Grant Fund, the Resiliency Fund and any other funding opportunity available to further the Organization's goals with regard to economic development issues such as infrastructure and utilities.

RESULT: Since hiring a Director of Grants Management last year, the firm has been able to offer the City support and preparation for upcoming funding opportunities such as the American Rescue Plan and upcoming grants contained in the FY 2021-22 state budget.



LIBERTY PARTNERS OF TALLAHASSEE, LLC & THE CITY OF MILTON 2023-2025 CONTRACT FOR GOVERNMENTAL CONSULTING SERVICES

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_____ / _____

The future to represent existing or new clients in any matter that is not substantially related to our scope of services outlined in paragraph 1 above even if the interests of such clients in those other matters are directly adverse to you.

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AGREED TO AND ACCEPTED:

City of Milton

By:

Randy Jorgenson, City Manager

Date: _____

Liberty Partners of Tallahassee, LLC

By:

Jennifer J. Green, CAE, DPL, President & Owner

Date: _____

Approved by Milton City Council: _____, ____ 2023.

Diane Ebentheuer

From: Randy Jorgenson
Sent: Thursday, July 20, 2023 8:38 AM
To: Diane Ebentheuer
Subject: FW: Contract renewal
Attachments: Milton Liberty partners 2021 to 2023.pdf; LPOT Milton 2023 2025.pdf

For A&W.

From: Jennifer Green <Jennifer@libertypartnersfl.com>
Sent: Wednesday, July 19, 2023 4:05 PM
To: Randy Jorgenson <rjorgenson@miltonfl.org>
Cc: Tim Parson <Tim@libertypartnersfl.com>
Subject: Contract renewal

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Randy -

I know you're probably swamped right now but wanted to get this back in front of you. Our last two-year renewal expires on July 31, 2023 (see attached) and we are hoping the City will consider a renewal under the same terms. In addition to the scope of services in our contract, we have secured \$7,062,000 in funding from the Legislature for the City since 2017 with a total of **\$5,562,000** surviving the Governor's veto pen.

I've attached a renewal contract for your consideration that includes the same term. We are always happy to add to the scope as you see fit. As always, you have a 30-day cancellation option for any reason.

Please let me know if you would like to discuss this further.

2023 Legislative Session - \$2,000,000

\$500,000 Community center
\$500,000 Locklin Lake
\$1,000,000 Riverwalk

2022 Legislative Session - \$1,500,000 (\$1 million after veto)

\$500,000 WWTP
\$500,000 Stewart St
\$500,000 Community Center (vetoed)

2021 Legislative Session - \$1,000,000

\$500,000 WWTP
\$500,000 Locklin Lake

2020 Legislative Session - \$500,000

\$500,000 WWTP

2019 Legislative Session - \$500,000

\$500,000 WWTP

2018 Legislative Session - \$0

\$0

2017 Legislative Session - \$1,562,000 (\$562,500 after veto)

\$1 Million Riverwalk (vetoed)

\$562,500 WWTP

Thank you!

Jennifer J. Green, CAE, DPL

President

Liberty Partners of Tallahassee, LLC

113 E. College Avenue, Suite 400

P.O. Box 390

Tallahassee, FL 32302

(850) 841-1726 - Office

(850) 528-8809 - Mobile

(850) 841-7097 - Fax

www.libertypartnersfl.com

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Agenda Item # 2023-1766

Florida Government Finance Officers Conference

MEETING DATE

August 17, 2023

PREPARED BY

Diane Ebentheuer, Purchasing
Agent/Risk Manager

BACKGROUND

This is an annual conference for Diane Ebentheuer, hosted this year October 25-27th in Fort Myers, Florida. She will be able to obtain 16 CEU credits towards retaining her certification as a Certified Government Finance Officer (CGFO). Rates are estimated as final costs won't be posted for a few more weeks.

SUMMARY

- Conference rates for Intermediate/Advanced courses are \$300 (estimated)
- Hotel \$500 (estimated 3 nights)
- Per Diem \$168
- Total cost not to exceed \$1,200

RECOMMENDATION

Request Council approve travel for Diane Ebentheuer to attend the conference with costs not to exceed \$1,200.

ATTACHMENTS

1. FGFOA School of Government Finance



Search for...

Search



*Request for Travel for Diane Ebentheuer
(16 Hours)*



School of Governmental Finance (SOGF)

Watch here for more updates!

SOGF 2023
Luminary Hotel, Ft. Myers
October 16 - 20, 2023

The 2023 FGFOA School of Governmental Finance is taking place at the **Luminary Hotel in Fort Myers, Florida, October 16 - 20, 2023.**

The School of Governmental Finance offers educational opportunities for everyone from the new finance professional to the seasoned finance professional.

The School offers educational sessions for the entire week. There are two segments offered.

Basic/Intermediate: 2-1/2 days beginning Monday morning and ending Wednesday at noon. The Basic/Intermediate courses are tailored for all financial support staff and for the staff person just beginning a career in governmental finance. In these sessions, participants will be exposed to an in-depth study and analysis of basic governmental finance concepts and principles. These sessions are also informative for anyone wishing to further expand their area of expertise, or just reacquaint themselves with the fundamentals of governmental finance. In other words, they provide a great refresher course!



Register for an Event
(https://fgfoa-members.flcities.com/FGFOA/Events/Event_EventKey=FGFAOGF22)

Future Dates:

SOGF 2024
Renaissance World Golf Village, St.
Augustine
October 20-25, 2024

Watch here for more updates
as they become available!

Intermediate/Advanced: 2 days beginning Wednesday afternoon and ending Friday at noon. The Intermediate/Advanced courses are tailored for seasoned finance professionals looking for information on current more-complex issues.



There are also networking opportunities such as our First Time Attendee Orientation, Welcome Reception, and our Hospitality Suite!

We look forward to seeing you in October at the Luminary Hotel in Fort Myers, Florida!

The Florida Government Finance Officers Association ("FGFOA") is committed to ensuring accessibility of its website. To report an accessibility issue, request accessibility assistance regarding our website content, or to request a specific electronic format, please complete our **Accessibility Feedback Form** (<https://www.cognitoforms.com/FloridaLeagueOfCities1/AccessibilityFeedbackForm4>). We will make reasonable efforts to accommodate all needs.



(/)

The Florida Government Finance Officers Association (FGFOA) was founded in 1937 and serves more than 2,800 professionals from state, county and city governments, school districts, colleges and universities, special districts, and private firms.

Quick Links

BECOME A MEMBER (/MEMBERSHIP)	>
PAY DUES ONLINE (HTTP://FGFOA-MEMBERS.FLCITIES.COM/)	>
REGISTER FOR AN EVENT (HTTP://FGFOA-MEMBERS.FLCITIES.COM/)	>
EVENT MATERIALS (/RESOURCES/FGFOA-EVENT-MATERIALS)	>
COACHING PROGRAM (/RESOURCES/MENTOR-PROGRAM)	>
BASIC GOVERNMENT RESOURCE MANUAL (/RESOURCES/ON-LINE-MANUAL)	>
STATEMENT OF ACCESSIBILITY (/STATEMENT-OF-ACCESSIBILITY)	>

Contact Us

Email us: fgfoa@flcities.com (<mailto:fgfoa@flcities.com>)
P.O. Box 10270
Tallahassee, Florida 32302



Agenda Item # 2023-1631

Review of the City of Milton Business Improvement Grant Program

MEETING DATE

August 17, 2023

PREPARED BY

Ed Spears, Director of
Economic Development

BACKGROUND

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

Councilwoman Farrow submitted a list of changes for consideration. The recommendations are attached to this item.

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

SUMMARY

RECOMMENDATION

Council provide direction to staff.

ATTACHMENTS

1. Business Improvement Program Application 2023
2. Business Improvement Program Report - All Time
3. Councilwoman Farrow's Suggested Revisions Citys Business Grant



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

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

2023 Business Improvement Program

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

Program Intent

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

Eligibility

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

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

Eligible Improvements

Examples of **eligible** items include:

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

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

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

Ineligible Improvements

Examples of **ineligible** items include:

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

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

Business Improvement Program Grant Categories

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

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

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

Additional Information

1. Buildings with multiple units under one roof may combine grant funds provided that units have separate entrances, and have been previously subdivided or partitioned such that:
 - a. There are separate primary entrances for each business.
 - b. Each of the businesses has separate and distinct business tax receipts and sales tax licenses.
 - c. Permanent interior walls must have been in place to be considered as multiple facades, under one roof.
2. Grantees must provide the required match. For example, for a commercial façade grant of the maximum \$5,000, an owner match of \$5,000 is required, resulting in a total project of at least \$10,000.
3. Any applicant not meeting the eligibility criteria may request consideration for an exception from the City Council, depending on the intent of the renovation.
4. The grant application must be completed and submitted to the City with the following items:
 - a. A detailed written explanation of the project, what funds are requested, where the match will be obtained and the total expenditure for the project.
 - b. Photographs of the existing building and the proposed project area.
 - c. Schematic drawings illustrating all proposed work, or pictures with project description outlined.
 - d. A description of materials and methods to be used
 - e. Material samples or color swatches should be provided for approval.
 - f. Cost estimates for each aspect of the project.
5. The applicant is advised that this grant is given at the sole discretion of the City Council of the City of Milton and the criteria are used as a basis to evaluate the Applicant's project and does not create entitlement to funding. The application shall be reviewed by the City for completeness and eligibility prior to any approvals. The City reserves the right to waive any technical irregularity, award in-mass, partial fund, split fund, or reject all submittals. Additionally, post-award requirements may be added by City Council at their sole discretion.
6. All projects must be completed within 180 days (6 months) or by the contracted date after receiving approval from the City of Milton staff and any required building permits, unless otherwise approved by the City. All work must be completed by the completion date assigned according to the contract. Incomplete projects may require reimbursement to the City, according to contract requirements.
7. If a grant is awarded, the City of Milton will determine, in coordination with the Grantee, the most appropriate method for payment. The maximum payout prior to project completion and final inspection is 75% regardless of payment type. Verification of payments, release of lien, etc. from a vendor or contractor must be presented, (canceled checks, paid invoice from vendors) prior to issuing final grant payment.
8. Grants may not be transferred to any party other than the Grantee without the approval of City Council in advance.

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

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

Historic Structures

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

Default

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

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

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

Business Improvement Program Process

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

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

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



City of Milton
Office of Economic
Development

Business Improvement Program

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

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

ADDRESS OF PROJECT: _____
PROJECT NAME: _____

ATTACH REQUIRED ADDITIONAL INFORMATION:

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

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

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

TELEPHONE # (850) _____ CELL # _____ EMAIL _____

For official use only:

DATE & TIME APPLICATION RECEIVED: _____ RECEIVED BY: _____



City of Milton
Office of Economic Development
2023 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.

Grantee Name (Please Print)

Grantee Signature

Date

Property Owner Name (Please Print)

Property Owner Signature

Date

City of Milton (Please Print)

City Manager Signature

Date

Request for Taxpayer Identification Number and Certification

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

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

Print or type
See Specific Instructions on page 2.

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

Part I Taxpayer Identification Number (TIN)

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

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

or									
Employer identification number									

Part II Certification

Under penalties of perjury, I certify that:

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

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

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

Purpose of Form

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

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

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

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

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

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

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

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

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

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

VENDOR/PAYEE
TAXPAYER'S IDENTIFICATION NUMBER/ENTITY TYPE

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

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

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

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

Company/Individual's

Name _____

Address (for mailing payments)

Street/P.O. Box _____

City/State/Zip _____

Telephone _____ **Fax** _____

EIN/SSN _____

Authorized Signature/Title _____

Date _____

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

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

Address (for mailing payments)

Street/P.O. Box _____

City/State/Zip _____

Telephone _____ **Fax** _____

EIN/SSN _____

Authorized Signature/Title _____

Date _____

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

CYCLE	PROJECTS	BUSINESSES	GRANTEE	ADDRESS	GRANT TYPE	PROJECT	REQUEST	AWARD	REQUIRED	EST. TOTAL	CRA	CITY	PAYMENT	NOTES	APPROVED BY
									MATCH	MATCH					COUNCIL
2018 Cycle 1	1	1	Visible Changes Barber Shop	5154 Santa Rosa Street	Façade	Code required upgrades, signage, painting	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 7,500.00		\$ 2,500.00	\$ 2,500.00	Completed	MSM
	2	2	LilPax's Boat Rental	5142 Willing Street	Sign & Façade	Business Signage	\$ 500.00	\$ 500.00	\$ -	\$ 2,500.00	\$ 369.82		\$ 369.82	Completed	MSM
	3	3	Man Cave Barber Shop	5176 Stewart Street	Sign & Façade	Signage, exterior awning	\$ 500.00	\$ 500.00	\$ -	\$ -		\$ 500.00	\$ 500.00	Completed	MSM
	4	4	Beardless Brewhaus	6820 Caroline Street	Façade	Roll-up garage door	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 15,000.00	\$ 5,000.00		\$ 5,000.00	Completed	MSM
	5	5	Corner Shack	5168 Stewart Street	Equipment & Façade	Business equipment, fire suppression, painting, doors	\$ 3,250.00	\$ 3,250.00	\$ 3,250.00	\$ 12,500.00		\$ 3,250.00	\$ 3,250.00	Completed	MSM
2019 Cycle 1	6	6	Boomerang Pizza	5227 Willing Street	Façade	Exterior Painting & Lighting	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 15,000.00	\$ 5,000.00		\$ 5,000.00	Completed	MSM
	7	7	Elliott & Cunningham Office	5235 Willing Street	Façade	Exterior Façade, interior ceiling replacement, painting	\$ 5,000.00	\$ 5,000.00					\$ -	Unutilized	MSM
	8	8	CD Properties	6821 Caroline Street	Façade	Repair Historic Windows and surrounds	\$ 5,000.00	\$ 4,450.00	\$ 4,450.00	\$ 5,000.00	\$ 4,450.00		\$ 4,450.00	Completed	MSM
	9	9	Brew Angels Brewery	6821 Caroline Street	Equipment	Equipment Upgrade	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 35,000.00		\$ 5,000.00	\$ 5,000.00	Completed	MSM
	10		Brew Angels Brewery	6821 Caroline Street	Sign	New business sign	\$ 500.00	\$ 500.00	\$ -	\$ 1,153.15	\$ 500.00		\$ 500.00	Completed	MSM
2019 Cycle 2	11	10	Janet Coulter Realty Office	5241 Willing Street	Façade	Exterior awning and painting	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 15,000.00		\$ 4,943.12	\$ 4,943.12	Completed	MSM
	12	11	Milton Revival, LLC	5237 Willing Street	Façade	Exterior awning, painting and drainage system	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 20,000.00	\$ 5,000.00		\$ 5,000.00	Completed	MSM
	13	12	Blackwater Bistro	5147 Elmira Street	Façade	ADA Ramp, Painting, Siding	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 5,000.00	\$ 2,125.00		\$ 2,125.00	Completed	MSM
	14	13	Brooks, Warrick & Assoc.	6867 Oak Street	Sign	Sign	\$ 500.00	\$ 500.00	\$ -	\$ 1,000.00	\$ 485.78		\$ 485.78	Completed	MSM
	15		Boomerang Pizza	5227 Willing Street	Façade	Exterior Painting	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 4,876.20		\$ 4,876.20	Completed	MSM
2020 Cycle	16		Beardless Brewhaus	6820 Caroline Street	Equipment	Equipment Upgrade	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 7,000.00		\$ 5,000.00	\$ 5,000.00	Completed	MSM
	17	14	Wacked Out Weiner	5271 Stewart Street	Façade	Doors and Code Required Plumbing	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 104,270.00		\$ 5,000.00	\$ 5,000.00	Completed	MSM
	18	15	Spencer's Second Hand Shop	5707 Stewart Street	Façade	Window Replacement	\$ 668.89	\$ 668.89	\$ 668.88	\$ 668.88	\$ 668.88		\$ 668.88	Completed	MSM
	19		Brooks, Warrick & Assoc.	6867 Oak Street	Façade	Roof	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 16,210.00		\$ 5,000.00	\$ 5,000.00	Completed	4/13/2021
	20	16	Sport & Wheat, CPA	5247 Stewart Street	Façade	Exterior Doors, Windows & Painting	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 10,000.00		\$ 5,000.00	\$ 5,000.00	Completed	4/13/2021
2021 Cycle	21	17	Saver Self Storage	6586 Caroline Street	Façade	Painting	\$ 4,750.00	\$ 4,750.00	\$ 4,750.00	\$ 4,750.00		\$ 4,750.00	\$ 4,750.00	Completed	4/13/2021
	22	18	Cohen Innovation, LLC	5739 Stewart Street	Façade	New Roof	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00		\$ 5,000.00	\$ 5,000.00	Completed	8/10/2021
	23	19	Lindsay & Andrews	5218 Willing Street	Sign & Façade	New Signage, Front Door Replacement, Railing, Stairs	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 7,575.00	\$ 5,000.00		\$ 4,566.54	Completed	8/10/2021
	24	20	RaeJean, LLC, DBA Mason's	5141 Dogwood Drive	Sign	New Road Sign	\$ 530.00	\$ 530.00	\$ -	\$ -		\$ 530.00	\$ 530.00	Completed	8/10/2021
	25		Boomerang USA, Inc.	5227 Willing Street	Façade	Paint and Awning	\$ 1,999.00	\$ 1,999.00	\$ 1,999.00	\$ 1,999.00		\$ 1,999.00	\$ 1,999.00	Completed	8/10/2021

Re: Public Feedback for Council for consideration at July 31, 2023,
Executive Committee Meeting

Suggestions for Revamp to City's Grant Program for Businesses
for Next Award Cycle

In the interest of being good stewards of taxpayer dollars and other City revenues, a group of citizens met recently to review the 2023 Business Improvement Program and past award grants. The group identified potential ways in which the program could be improved. There was consensus that, overall, the program needs increased transparency and accountability by the grant recipient and increased oversight by staff, with a clear system of checks and balances. The following refinements to procedure, eligibility, and documentation are suggested, respectfully, for consideration by Council:

Change name to Business **Façade** Improvement Program.

To make a more significant visual impact, staff reaches out to properties in need of facade improvement one block at a time per grant cycle for awarding grants. Use the RFP (request for proposal) process to secure bids. This would mean less work on the part of the property owner and the staff.

Perhaps in one cycle, properties would be painted; another cycle, awnings would be applied. Use a ranking system to identify areas of impact by importance...like the ranking system used for bids.

The current program is not directly audited; this is a serious flaw. However, if the RFP process is followed, a direct audit will not be necessary.

If TIF program allows, and to encourage more businesses to apply for a grant, eliminate the matching grant requirement. If grant-matching continues, require documentation of grant-matching such as a cancelled check from the grantee.

Limit to one grant per applicant per fiscal year. Require that prior approved project must be completed before another grant is applied for.

All applicants must have a current city and county business license; the county calls it a "tax receipt." Applicant business corporations/llc's must be in good standing (current) with Sunbiz.

If the RFP process is followed, the following changes would not be necessary:

Prior to submission to Council, assign a staff member other than the Business Development Director to verify that all of the necessary documentation is complete: 3 estimates have been submitted, that all licenses and permits are valid and current, and that application is complete.

When the project is complete, a staff member other than the Business Development Director should inspect the project for quality assurance. A signature line for an inspector should be added next to the date of inspection. A check should not be written until inspection is completed. Checks for businesses should be payable to the business, not to an individual. Attach a cancelled check from the City to the application paperwork along with a cancelled check from the applicant to the vendor or contractor for the match. Apply the City seal to paperwork. Funds should not be disbursed until all paperwork has been submitted/met according to grant criteria.

If the applicant anticipates a delay in completion beyond the 180-day deadline, this can be brought to the attention of the grant department with a screenshot of the communication from the vendor or contractor in which the delay is explained. Upon documentation, issue and document a 30-day extension.

Program Intent: Add “the exterior” visual and aesthetic appearance. Strike “and business equipment expenses.” Strike “and/or business tenants only.”

Eligible Improvements: Add Electrical rewiring “for decorative exterior lighting.”

Delete “Equipment necessary for business expansion.”

Delete “Business equipment.”

Delete “Soft costs (licenses, permits, impact fees, architect/engineer cost, etc.”

Ineligible Improvements:

Add “Insurance”

#2 Categories:

Delete corner lot \$10K

Delete Business Equipment Grant Category



Agenda Item # 2023-1686

Residential Facade Grant Program Review

MEETING DATE

August 17, 2023

PREPARED BY

Tim Milstead, Planning Director

BACKGROUND

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

SUMMARY

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

RECOMMENDATION

Staff requests review of the program parameters, and awaits Council Direction. The Council unanimously moved this item back to the Agenda Workshop for further discussion.

ATTACHMENTS

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



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

**DEADLINE FOR
APPLICATIONS:**

April 7, 2023

2022 Residential Façade Improvement Program

Program Summary

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

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

Eligibility

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

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

Eligible Improvements

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

Examples of **eligible** items include:

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

Ineligible Improvements

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

Examples of **ineligible** items include:

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

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

Additional Information

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

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

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

Sliding Scale Table for Reduced Match Amounts

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

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

Historic Structures

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

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

Default

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

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

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

How the Program Works

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

FOR MORE INFORMATION,

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

DEADLINE FOR APPLICATIONS IS:

April 7, 2023

DATE & TIME APPLICATION RECEIVED: _____ RECEIVED BY: _____



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

**DEADLINE FOR
APPLICATIONS:**

April 7, 2023

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

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

ADDRESS OF PROJECT: _____
PROJECT NAME: _____

ATTACH REQUIRED ADDITIONAL INFORMATION:

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

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

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

TELEPHONE # (850) _____ CELL # _____ EMAIL _____

For official use only:



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

Memorandum of Understanding

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

Grantee Name (Please Print)

Grantee Signature

Date

Property Owner Name (Please Print)

Property Owner Signature

Date

City of Milton (Please Print)

City Manager Signature

Date

Request for Taxpayer Identification Number and Certification

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

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

Part I	Taxpayer Identification Number (TIN)																				
Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3.																					
Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.																					
	<table><tr><td colspan="2">curity</td></tr><tr><td>-</td><td>-</td></tr><tr><td colspan="2">or</td></tr><tr><td colspan="2">Employer identification number</td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr><tr><td> </td><td> </td></tr></table>	curity		-	-	or		Employer identification number													
curity																					
-	-																				
or																					
Employer identification number																					

Part II	Certification
Under penalties of perjury, I certify that:	
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and	
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and	
3. I am a U.S. person (including a U.S. resident alien).	
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)	

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

Purpose of Form A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA. U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to: 1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued), 2. Certify that you are not subject to backup withholding, or 3. Claim exemption from backup withholding if you are a U.S. exempt payee. In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income. Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9. For federal tax purposes, you are considered a person if you are:	• An individual who is a citizen or resident of the United States, • A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or • Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information. Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income. The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases: • The U.S. owner of a disregarded entity and not the entity,
--	--

VENDOR/PAYEE
TAXPAYER'S IDENTIFICATION NUMBER/ENTITY TYPE

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

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

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

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

Company/Individual's

Name _____

Address (for mailing payments)

Street/P.O. Box _____

City/State/Zip _____

Telephone _____ Fax _____

EIN/SSN _____

Authorized Signature/Title _____

Date _____

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

_____ does operate in corporate form. (Corporate Name)

Address (for mailing payments)

Street/P.O. Box _____

City/State/Zip _____

Telephone _____ Fax _____

EIN/SSN _____

Authorized Signature/Title _____

Date _____

Pensacola MSA Income Levels 2023

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

8 People

32450

54000

64800

86400



Agenda Item # 2023-1788
Contribution Request

MEETING DATE

August 17, 2023

PREPARED BY

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

BACKGROUND

SUMMARY

Supporting document for the Pensacola & Perdido Bays Estuary Program contribution request for the upcoming year.

RECOMMENDATION

Informational Item

ATTACHMENTS

1. PPBEP FY24 Contribution Request--Milton

July 26, 2023

Randy Jorgenson
City Manager
City of Milton

FY23-24 Membership Contribution Request

Dear Mr. Jorgenson,

At the May 17, 2023 Pensacola & Perdido Bays Estuary Program Board of Directors meeting, the Board approved membership contribution rates for fiscal year 2023-2024. This year, the Board authorized a population-based approach for calculating membership contributions. The membership contribution requests for each local government are included in the table below for reference.

Member	FY23-24 Request
City of Gulf Breeze	\$10,000
City of Milton	\$10,000
City of Orange Beach	\$20,000
City of Pensacola	\$30,000
Escambia County	\$133,000
Okaloosa County	\$10,000
Santa Rosa County	\$86,000
Total:	\$299,000

Since the Pensacola & Perdido Bays Estuary Program was established in 2018, the Program has worked directly with each of our member governments and community partners to advance watershed-scale initiatives to enhance our region's quality of life. In October 2022, the PPBEP Board approved the first ever Comprehensive Conservation and Management Plan (CCMP), setting course on a ten-year roadmap for restoration and preservation across the Pensacola and Perdido Bay watersheds.

To date, the Program and its partners have secured approximately \$30 million for the implementation of priorities identified in the CCMP to benefit our waterways and communities. This includes the recent announcement of three National Oceanic and Atmospheric Administration (NOAA) grant awards that will support restoration across Pensacola and Perdido Bays.

Securing sustainable funding for Program operations is critical to the long-term success and viability of the Program, and implementation of key restoration objectives outlined in the CCMP. For FY23-24, PPBEP is requesting a \$10,000 member contribution from the City of Milton. We greatly appreciate any level of support the City is able to provide. Thank you for your consideration.

Respectfully,



Matt J. Posner, Executive Director
Pensacola and Perdido Bays Estuary Program



Agenda Item # 2023-1780

Milton Police Department Pension COLA Increase

MEETING DATE

August 17, 2023

PREPARED BY

Mike Cline

BACKGROUND

The Police Pension Fund has made significant improvements to become a premier retirement system within this area. This draws employees to remain through the duration of their career. Costs have risen due to inflation (the actual cost of the item) and subsequent transportation costs (gas, shipping costs, food items, etc.). With this being a factor, officers who retire are subsequently dependent on their current rate of retirement plus 1% annually and cannot compete with the current increase in the cost of living expenses. The cost of this benefit will increase the city's contribution \$130,304 annually, which can be potentially lowered by growing monetary rates within the market, which provides the funding.

SUMMARY

The City of Milton Police Department pension fund has customarily maintained a low contribution cost to the city due to Florida Municipal 185 money, as well as increasing member contributions to offset benefits. The City of Gulf Breeze Police Department (similar size agency) has a 3% increase for retirees, which increases to 4% after three years. The Santa Rosa County Sheriff's Office, Escambia County Sheriff's Office and the Pensacola Police Department, under the Florida Retirement System (FRS), have a 3% COLA increase for retirees. Based on the values of the surrounding law enforcement agencies COLA increases, the Milton Police Department and pension are attempting to remain competitive in recruitment and retention efforts for employees.

RECOMMENDATION

Staff recommends approval of a Cost of Living Allowance for the Milton Police Department Pension, increasing from 1% to 2% with a review of 3-5 years and mandatory review at 5 years.

ATTACHMENTS

None