



EXECUTIVE COMMITTEE MEETING

Regular Meeting Agenda

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

1. Open Meeting

2. Invocation

Item # 2023-1865
Pastor Bill Wright,
Bible Way Baptist Church, Milton

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 # 2023-1863
Suicide Prevention Month Proclamation
Item # 2023-1864
Opioid Epidemic Awareness Proclamation

6. Public Hearings/Meetings

7. Invited Speakers

Item # 2023-1866
Rachelle Burns,
EscaRosa Suicide Prevention Coalition
Region 1 Florida Suicide Prevention Coalition Director
Item # 2023-1867
Chaplain Bill Wright,
Share Your Heart

8. Persons to Appear

9. Ordinances & Resolutions

10. City of Milton Events

Item # 2023-1847
OFAA - Remote Area Medical Clinic - 12/2/23
Item # 2023-1848
SEPA - Cornhole Tournament for MHS Cheerleading Fundraiser - 10/7/23
Item # 2023-1849
SEPA - Milton Community Market - 9/23/23 Ongoing

Item # 2023-1850
SEPA - Love & Lights Fundraiser Dinner 10/7/23
Item # 2023-1851
SEPA - Blackwater Bash - 3/17/24
Item # 2023-1852
SEPA - Oktoberfest 2023 - 9/30/23
Item # 2023-1853
SEPA - Milton's Blackwater Holiday Fest - 12/9/23

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
Renewal Contract with Liberty Partners
Item # 2023-1766
Florida Government Finance Officers Conference
Item # 2023-1791
Former City Clerk Comp Time
Item # 2023-1815
Bid Opening for ITB 2023.15 Milton Force Main Interconnect Materials
Item # 2023-1860
Additional 29 Bores Required by FDEP
Item # 2023-1862
Bid Opening for ITB 2023.13 Sportsplex Basketball Courts

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

Item # 2023-1613

FY 2023 Business Improvement Program Cycle 7 - Mama Latte's Coffee Shop

Item # 2023-1792

Time Limit For Public Input

RFP 2023-16 Milton Downtown Waterfront Marina, Residential & Mixed Use Development Opportunity

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

21. City Attorney's Report

22. City Clerk's Report

23. City Manager's Report

24. Public Input

25. Adjourn

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

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



Agenda Item # 2023-1863

Suicide Prevention Month Proclamation

MEETING DATE

September 5, 2023

PREPARED BY

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

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

None



Agenda Item # 2023-1864

Opioid Epidemic Awareness Proclamation

MEETING DATE

September 5, 2023

PREPARED BY

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

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

None



Agenda Item # 2023-1847

OAFA - Remote Area Medical Clinic - 12/2/23

MEETING DATE

September 5, 2023

PREPARED BY

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

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 Areat Medical Clinic Sponsorship Form 2023-final
4. 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

<u>REQUESTED ITEM</u>	<u>TOTAL</u>
☐ 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?)

Remake 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 2014, 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 (request)	
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 RAM 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 - 2014 - 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



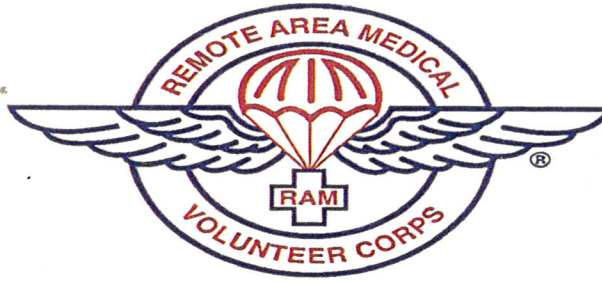
Remote Area Medical Clinic Sponsorship Form

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 \$ _____

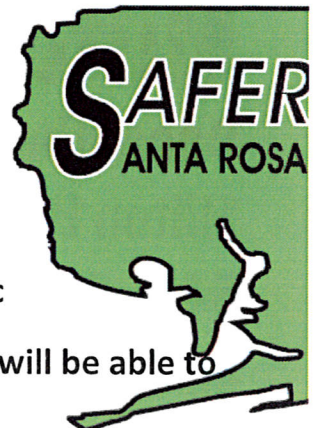
All checks should be made out to:

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.



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:

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.

Director, Exempt Organizations

Enclosure:
Addendum

Letter 5436



Agenda Item # 2023-1848

SEPA - Cornhole Tournament for MHS Cheerleading Fundraiser - 10/7/23

MEETING DATE

September 5, 2023

PREPARED BY

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

BACKGROUND

The Milton High School Cheer squad is interested in holding a cornhole tournament as a fundraising 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

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

[Signature]

Internal Signatures Required for Approval:

Office of Economic Development: _____ Planning: _____

Public Works: _____ Police: _____ Fire: _____



Agenda Item # 2023-1849

SEPA - Milton Community Market - 9/23/23 Ongoing

MEETING DATE

September 5, 2023

PREPARED BY

Molly Turnes, Admin
Assistant/Permit Clerk/Assistant
City Clerk

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 2PM 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



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, Elmira, 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 |
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| ☐ S Riverwalk Pavilion | \$50 | ☐ Imogene Parking Lot |

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

- | | | | |
|--|-------|--|-------|
| ☐ Riverside | \$100 | ☐ Festival Area | \$150 |
| ☒ Other: <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) |
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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)*

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- ☐ 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
7/1/23 12/2/23
8/5/23
9/2/23
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.

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- ☐ 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.
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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 # 2023-1850

SEPA - Love & Lights Fundraiser Dinner 10/7/23

MEETING DATE

September 5, 2023

PREPARED BY

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

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 Fundraiser Dinner



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: 850-291-8403 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 ^{First Presbyterian} 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, instagram 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:

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 <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 2023

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 # 2023-1851

SEPA - Blackwater Bash - 3/17/24

MEETING DATE

September 5, 2023

PREPARED BY

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

BACKGROUND

Blackwater Bash is an annual festival held by 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): \$10
- 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



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) Willing 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 collier@PTBC.org

Printed Name

Cindy Collier

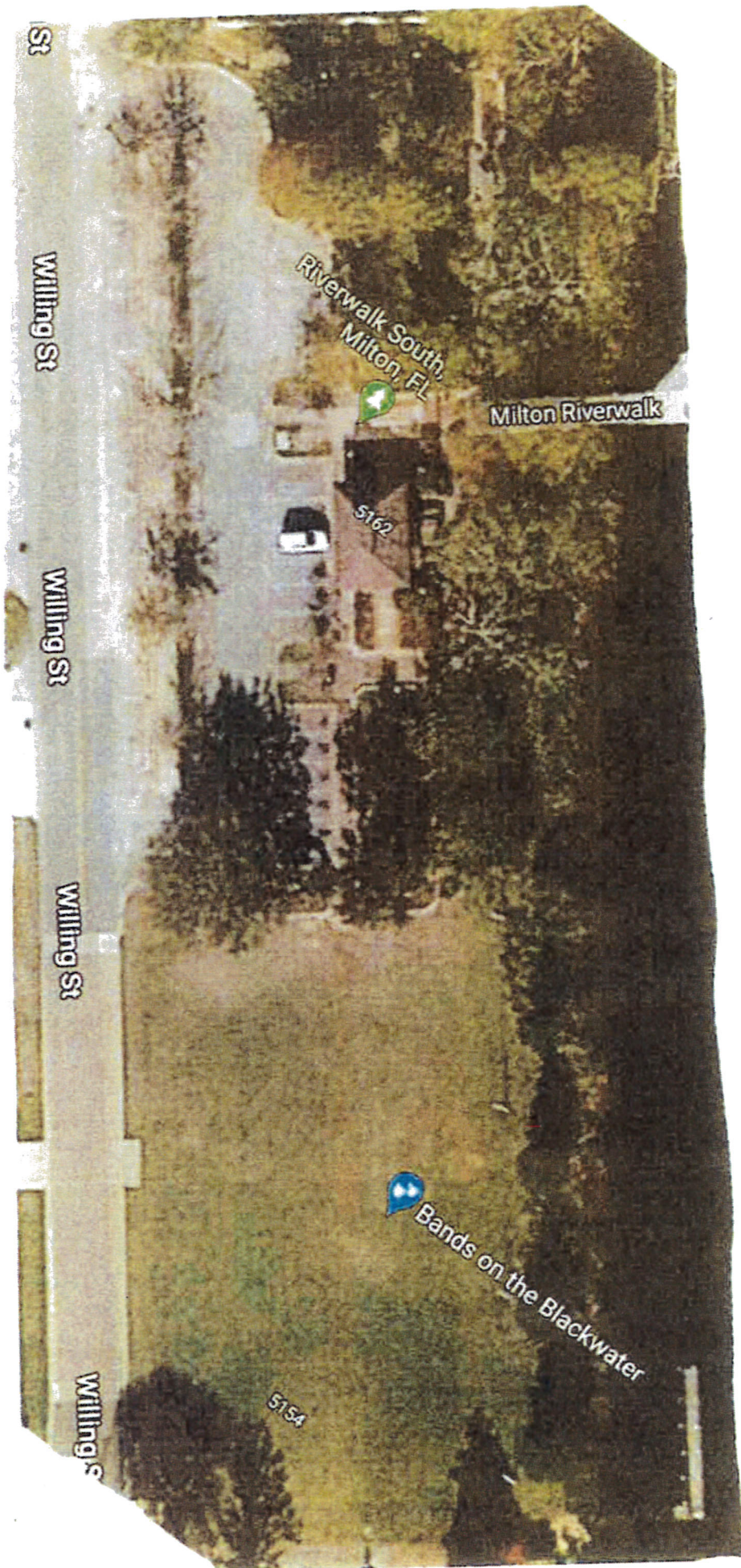
Signature

Cindy Collier

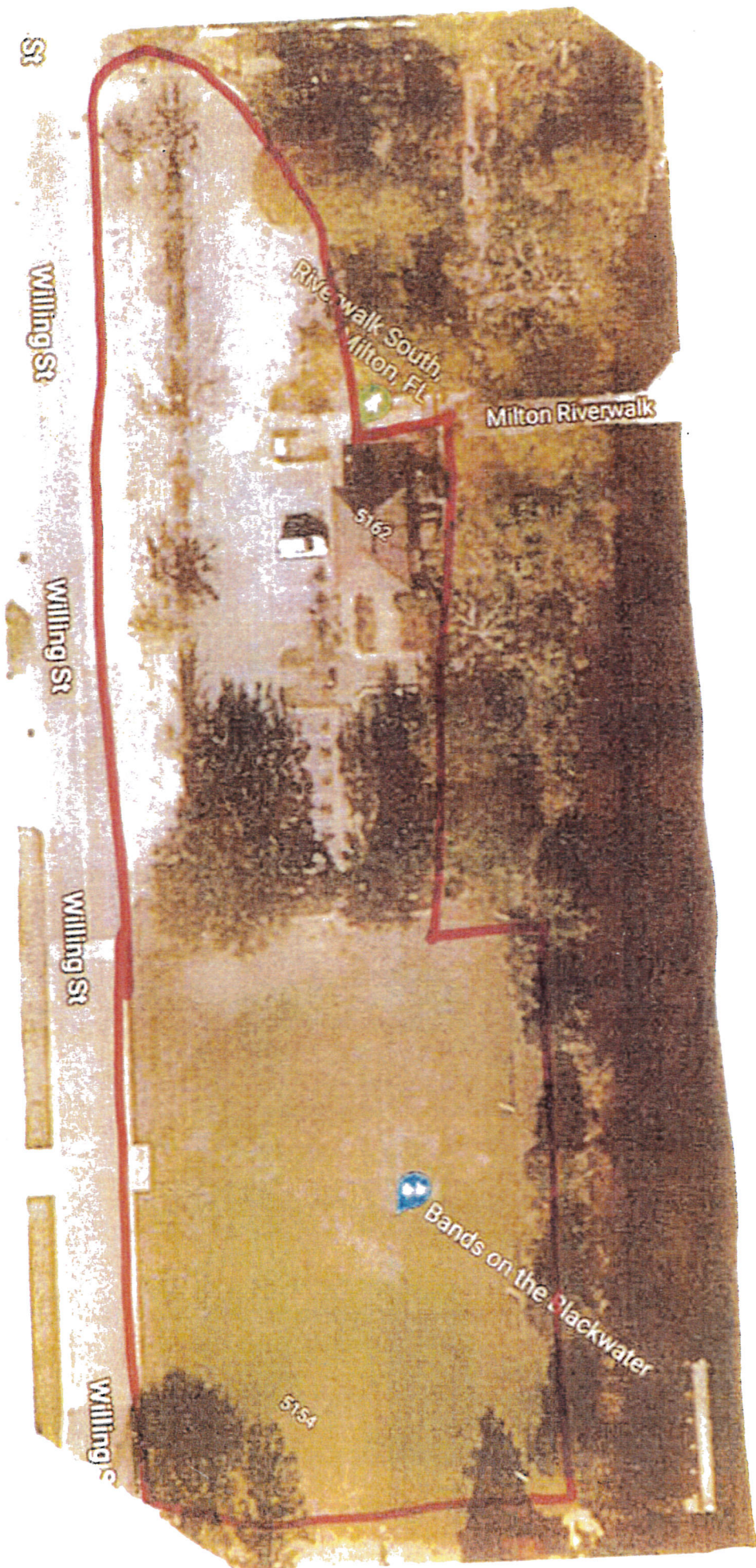
Internal Signatures Required for Approval:

Office of Economic Development: _____ Planning: _____

Public Works: _____ Police: _____ Fire: _____



Requested Usage AREA





Agenda Item # 2023-1852

SEPA - Oktoberfest 2023 - 9/30/23

MEETING DATE

September 5, 2023

PREPARED BY

Molly Turnes, Admin
Assistant/Permit Clerk/Assistant
City Clerk

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

1. SEPA - Oktoberfest 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: 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: 7pm at 9/30

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
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 <i>(Downtown event location for the City of Milton. Select all applicable)</i> | | | |
| ☐ Riverside | \$100 | ☐ Festival Area | \$150 |
| ☐ Other: _____ | | | |

Requested Items:

QTY

QTY

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

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

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

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

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

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

Ordinances & Special Requests

Tourism District and Downtown Milton Special Requests:

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

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

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

I hereby request the following regarding the Blackwater River:

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

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

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

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

Time Period from when these requests will take place:

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

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

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

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

If so, please list street names:

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

Is this an annual Event? ☐ YES ☐ NO

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 Octoberfest
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.



Agenda Item # 2023-1853

SEPA - Milton's Blackwater Holiday Fest - 12/9/23

MEETING DATE

September 5, 2023

PREPARED BY

Molly Turnes, Admin
Assistant/Permit Clerk/Assistant
City Clerk

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

1. SEPA - Milton's Blackwater Holiday Fest



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 SAUSE

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: TEANIGANS 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.

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 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 |
| ☐ N Riverwalk Gazebo | \$50 | ☐ South Elmira Street |
| ☐ S Riverwalk Pavilion | \$50 | ☐ Imogene Parking Lot |

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

- | | | | |
|---|-------|---|-------|
| ☒ Riverside | \$100 | ☒ Festival Area | \$150 |
|---|-------|---|-------|

☐ Other: _____

Requested Items:

QTY

QTY

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

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ORDINANCES & SPECIAL REQUESTS

Tourism District and Downtown Milton Special Requests:

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

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

☒ Open Container Ordinance (Section 6-27)

☐ Noise Ordinance (LDR Section III-5.16)

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

☐ And/ or other Ordinance _____

I hereby request the following regarding the Blackwater River:

☐ Activate Boating Restricted Areas

☐ Activate 24-hour docking at the Riverwalk

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

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

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

Time Period from when these requests will take place:

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

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

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

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

If so, please list street names:

1) _____ 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

September 5, 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/5161>

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 City Council voted at their agenda workshop to separate the proposed changes to sections 11.4 and 11.5 from the rest of the UDC changes. These sections will be reviewed by the City Council at the September Agenda Workshop meeting, and the changes pertaining to local historic resources have been removed from this UDC draft. Staff recommends review of the proposed changes to the UDC and for the Council to forward this item to the City Council meeting for action.

ATTACHMENTS

1. UDC Update Show 053023
2. Summary of 2023 Unified Development Code Updates - 8-30-23



Unified Development Code Update

July 31, 2023

What is the UDC and its purpose?

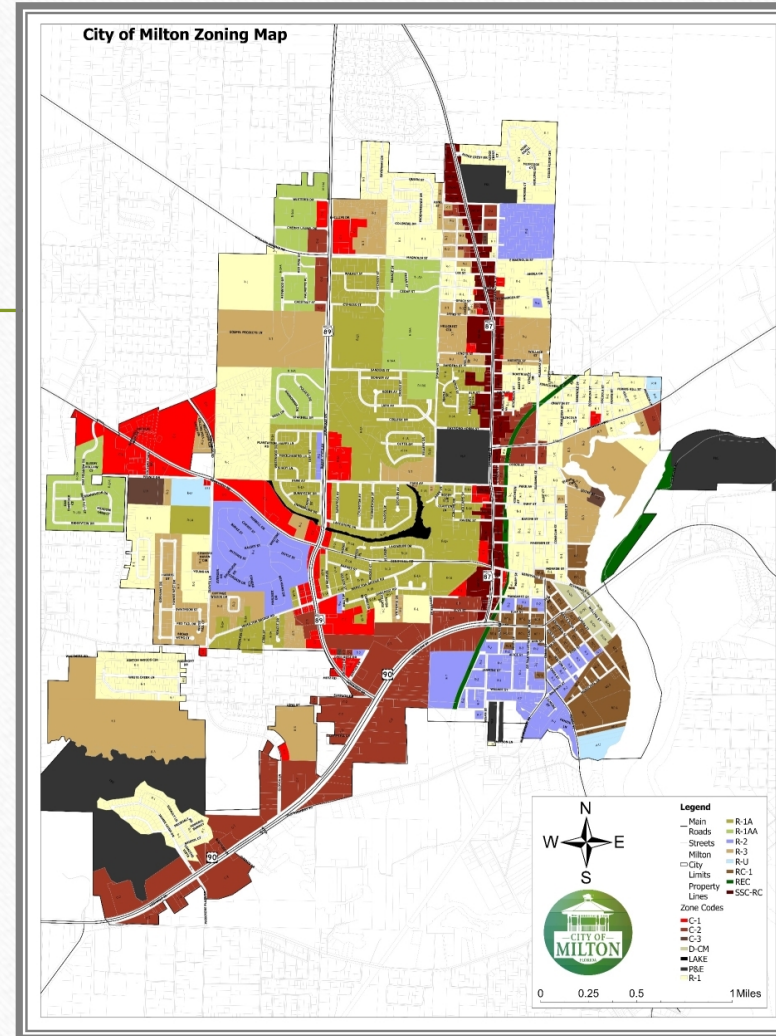
- “These regulations have been designed to increase the aesthetic value of the City, to allow for improved access and mobility for all modes of transportation, and to guide the future growth in a direction adherent to the adopted Comprehensive Plan”
- Promote the public health, safety & welfare
- Create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

History of UDC Update

How have
we gotten
to this
point?

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

Zoning Map



What has changed in this UDC update?

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

Major Changes

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

Major Change s: Article 7 Uses

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

Major Change s: Article 7 Use Matrix

7.3 - USE MATRIX

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

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

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

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

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

	R-1AA	R-1A	R-1	R-2	R-3	R-U	R-C1	C-1	C-2	C-3	D-CM	SSC-RC	P-E	CON	REC	USE STANDARD
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

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

Renewal Contract with Liberty Partners

MEETING DATE

September 5, 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

Council approved at the Agenda Workshop to renew the 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.

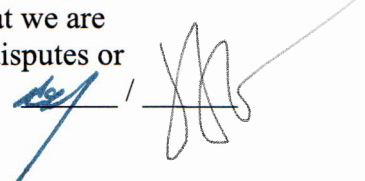
2. *Term of Engagement.* The term of the engagement will be for twenty-four (24) months beginning on August 1, 2021 and ending on July 31, 2023 after which time the Organization may renew the contract for two (2) additional 1-year terms. Should the contract not be renewed, we will take such steps as 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.

June 14, 2021

Page 3

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

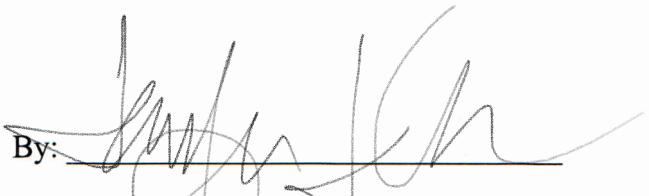
By:


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**

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.

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- 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, 2023 and ending on July 31, 2025. 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.

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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 transactions with the Organization. The Organization agrees that we may continue to represent or 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: _____

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

CONFIDENTIALITY NOTE: This e-mail is from Liberty Partners of Tallahassee, LLC and is intended solely for the use of the individual(s) to whom it is addressed. If you believe you received this e-mail in error, please notify the sender immediately, delete the e-mail from your computer and do not copy or disclose this e-mail to anyone else. Any unauthorized use or distribution of this e-mail or its contents is considered a breach of confidentiality.

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



Agenda Item # 2023-1766

Florida Government Finance Officers Conference

MEETING DATE

September 5, 2023

PREPARED BY

Diane Ebentheuer, Purchasing
Agent/Risk Manager

BACKGROUND

This is an annual conference for Diane Ebentheuer, hosted this year October 18-20th 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 \$275.00
- Hotel \$550 (estimated 3 nights)
- Per Diem \$168 (4 days)
- Total cost not to exceed \$1,200

RECOMMENDATION

Council approved at the Agenda Workshop 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)	>
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REGISTER FOR AN EVENT (HTTP://FGFOA-MEMBERS.FLCITIES.COM/)	>
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BASIC GOVERNMENT RESOURCE MANUAL (/RESCOURCES/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 # 2023-1815

Bid Opening for ITB 2023.15 Milton Force Main Interconnect Materials

MEETING DATE

September 5, 2023

PREPARED BY

Diane Ebentheuer, Purchasing
Agent/Risk Manager

BACKGROUND

The City solicited bids for materials for the Milton Force Main Interconnect.

SUMMARY

Bid opening was held 08/09/2023. 4 bids were received, 2 bids had math errors, ranging in prices from \$254,061.28 to \$306,364.35.

RECOMMENDATION

Staff have reviewed the 4 submitted bids and recommends award to Ferguson Waterworks in the amount of \$254,061.28.

ATTACHMENTS

1. 2023.15 Bid Tab and 4 bids with Corrected Math
2. 2023.15 Staff Recommendation



FILE COPY

BID TABULATION

08/09/2023 2:00 p.m.

Present for the City of Milton:

Michele Williams
Curtis Krebs
Joe Cook

Purchasing Assistant
Chief Financial Officer
Public Works Director

Others in attendance:

Pete DiMario
Tommy McCart

Consolidated Pipe
Consolidated Pipe

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

ITB 2023.15 Milton Force Main Interconnect Materials

1	Fortiline, Inc. dba Fortiline Waterworks	\$	220,489.61 272,603.21	math error
2	Ferguson Waterworks	\$	254,061.28	✓
3	Consolidated Pipe & Supply Company	\$	258,477.25	✓
4	Southern Pipe	\$	305,764.43 306,364.35	math error

BID FORM

ITB 2023.15 Milton Force Main Interconnect Materials

The City of Milton is seeking to purchase materials only for:

Milton Force Main Interconnect Phase I – Pace Interconnect

Description of Items	Quantity	Unit Cost	Total
8" c900 dr18 green	6,920'	\$ 22.10	\$ 152,932.00
10" HDPE dr11	2,800'	\$ 20.68	\$ 57,904.00
6" cl350 DIP	60'	\$ 27.66	\$ 1,659.60
8" MJ gate valve w/acc	21	\$ 1089.00	\$ 22,869.00
Short valve box w/sewer lid	23	\$ 60.45	\$ 1,390.35
Concrete valve box collar	23	\$ 14.11	\$ 324.53
8"x 11 1/4" MJ permox coated w/acc	10	\$ 397.24	\$ 3,972.40
8"x 6" MJ tee permox coated w/acc	1	\$ 507.44	\$ 507.44
8"x 8" MJ tee permox coated w/acc	1	\$ 560.90	\$ 560.90
6"x 6" MJ tee permox coated w/acc	1	\$ 395.70	\$ 395.70
6" MJ 45* permox coated w/acc	2	\$ 229.51	\$ 459.02
6" anchor coupling permox coated w/acc	2	\$ 392.47	\$ 784.94
8" anchor coupling permox coated w/acc	4	\$ 486.81	\$ 1,947.24
8" MJ 45* permox coated w/acc	2	\$ 414.10	\$ 828.20
8" c900 bell restraint	58	\$ 99.15	\$ 5,750.70
10"x 8" MJ reducer permox coated w/acc	10	\$ 476.33	\$ 4,763.30
10" MJ adapter w/acc	10	\$ 143.41	\$ 1,434.10
ARI D025 air release vacuum valve	3	\$ 1170.45	\$ 3,511.35
8"x 2" stainless tapping sleeve c900	3	\$ 107.95	\$ 323.85
2"x close stainless nipple	3	\$ 6.76	\$ 20.28
2" stainless ballvalve	3	\$ 7.00	\$ 21.00
36" doghouse manhole w/flat top center hole lid	3	\$ No Bid	\$ 0.00
Air release manhole ring & cover	3	\$ 517.24	\$ 1,551.72
* See Attached Quote *			272,603.21
(MJ = Mechanical Joint)			\$ 220,489.61
Total			

FORTILINE

WATERWORKS

a MORSCO brand



Due to the continued cost and supply challenges in the DUCTILE IRON PIPE, PVC and HDPE markets, the pricing of these products will be based solely on the availability at the time of shipment. Also, given the volatility in these markets we will not be responsible for product availability and shipment delays, as they are out of our control. Bid prices should be considered an estimate, materials will only be priced at time of shipment until the current supply chain challenges are resolved. These terms are in lieu of our standard terms. We appreciate your partnership.

CUSTOMER NO	QUOTING BRANCH	QUOTE NO	QUOTE DATE	PAGE
210838	FORTILINE PANAMA CITY	6361897	7/10/23	1

CUSTOMER	PROJECT INFORMATION
ALL BIDDERS- PANAMA CITY CITY OF MILTON PURCHASING DEPARTMENT P.O. BOX 909 MILTON FL 32572	MILTON FORCE MAIN INTERCONNECT PH 1

LINE	QTY	UOM	DESCRIPTION	UNIT PRICE	TOTAL PRICE
***** GIVEN THE CURRENT PRICING AND SUPPLY CHAIN CHALLENGES ALL MATERIAL WILL BE PRICED AT TIME OF SHIPMENT AND THE PRICES BELOW ARE TO BE USED AS AN ESTIMATE FOR BID PURPOSES ONLY *****					
30	6920	FT	8" C900 DR18 PIPE GREEN	22.1000	152,932.00
40	280 280	FT	10 DR11 HDPE DIPS GREEN STRIPE	20.6800	5,790.40
50	60	FT	6" TJ DIP PR350	27.6600	1,659.60
340	21		8" MJ GATE VALVE W/ACC		
60	21	EA	8" MJ GV O/L A2361-23 L/ACC	1,089.0000	22,869.00
70	42	EA	8" STAR GRIP PVC W/ACC 4000HDP	82.3900	3,460.38
Package Sub-total:				1,253.78	26,329.38
80	23	EA	461S SCREW VB W/SEWER LID	60.4500	1,390.35
90	23	EA	VLV BOX PROTECTOR RING ROUND CONCRETE	14.1100	324.53
370	10		8" MJ 11-1/4 PERMOX W/ACC		
100	10	EA	8" MJ 11-1/4 PERMOX C153	397.2400	3,972.40
390	20	EA	8" STAR GRIP PVC W/ACC 4000HDP	82.3900	1,647.80
Package Sub-total:				562.02	5,620.20
410	1		8"X6" MJ TEE PERMOX W/ACC		
110	1	EA	8"X6" MJ TEE PERMOX C153	507.4400	507.44
420	2	EA	8" STAR GRIP PVC W/ACC 4000HDP	82.3900	164.78
430	1	EA	6" STAR GRIP PVC W/ACC 4000HDP	61.0800	61.08
Package Sub-total:				733.30	733.30
450	1		8" MJ TEE PERMOX W/ACC		
120	1	EA	8" MJ TEE PERMOX C153	560.9000	560.90

ALL STOCK DELIVERIES ARE SUBJECT TO SHIPPING CHARGES

All PVC and HDPE material is quoted for shipment within 7 days of quote/bid date. All other material is quoted for shipment within 30 days of quote/bid date. After 7 days for PVC and HDPE or 30 days for all other material, ALL quoted prices are subject to review based on current market conditions.

CUSTOMER NO	JOB NAME	QUOTE NO	QUOTE DATE	PAGE
210838	MILTON FORCE MAIN INTERCONNECT PH	6361897	7/10/23	2

LINE	QTY	UOM	DESCRIPTION	UNIT PRICE	TOTAL PRICE
470	3	EA	8" STAR GRIP PVC W/ACC 4000HDP	82.3900	247.17
			Package Sub-total:	808.07	808.07
480	1		6" MJ TEE PERMOX W/ACC		
280	1	EA	6" MJ TEE PERMOX C153	395.7000	395.70
510	3	EA	6" STAR GRIP PVC W/ACC 4000HDP	61.0800	183.24
			Package Sub-total:	578.94	578.94
530	2		6" MJ 45 PERMOX W/ACC		
130	2	EA	6" MJ 45 PERMOX LINED C153	229.5700	459.14
490	2	EA	6" STAR GRIP PVC W/ACC 4000HDP	61.0800	122.16
			Package Sub-total:	290.65	581.30
570	2		6X13 MJ ANC CPLG SWVXSWV W/ACC		
140	2	EA	6X13 MJ ANC CPLG SWVXSWV C153	392.4700	784.94
			PERMOX LINED		
540	4	EA	6" MJ REGULAR ACC LESS GLAND	20.8000	83.20
			Package Sub-total:	434.07	868.14
550	4		8X13 MJ ANC CPLG SWVXSWV W/ACC		
160	4	EA	8X13 MJ ANC CPLG SWVXSWV C153	486.8100	1,947.24
			PERMOX LINED		
590	8	EA	8" MJ REGULAR ACC LESS GLAND	23.4000	187.20
			Package Sub-total:	533.61	2,134.44
610	2		8" MJ 45 PERMOX W/ACC		
180	2	EA	8" MJ 45 PERMOX C153	414.1000	828.20
620	4	EA	8" STAR GRIP PVC W/ACC 4000HDP	82.3900	329.56
			Package Sub-total:	578.88	1,157.76
190	58	EA	8" SPLIT BELL REST PVC 1100C	99.1500	5,750.70
650	10		10"X8" MJ RED PERMOX W/ACC		
200	10	EA	10"X8" MJ RED PERMOX C153	476.3300	4,763.30
660	10	EA	10"STAR GRIP PVC W/ACC 4000HDP	143.4100	1,434.10
670	10	EA	6" STAR GRIP PVC W/ACC 4000HDP	61.0800	610.80
			Package Sub-total:	680.82	6,808.20
290	10	EA	10" DR11 DIPS HDPEX MJ ADAPTER LESS STIFFENER, WITH KIT	161.5100	1,615.10
220	3	EA	2" THD COMBO AIR VALVE D-025	1,170.4500	3,511.35
230	3	EA	8X2 IP 317 SDL 7.69-9.05	107.9500	323.85

ALL STOCK DELIVERIES ARE SUBJECT TO SHIPPING CHARGES

All PVC and HDPE material is quoted for shipment within 7 days of quote/bid date. All other material is quoted for shipment within 30 days of quote/bid date.
After 7 days for PVC and HDPE or 30 days for all other material. ALL quoted prices are subject to review based on current market conditions.

CUSTOMER NO	JOB NAME	QUOTE NO	QUOTE DATE	PAGE
210838	MILTON FORCE MAIN INTERCONNECT PH	6361897	7/10/23	3

LINE	QTY	UOM	DESCRIPTION	UNIT PRICE	TOTAL PRICE
240	3	EA	2"XCLOSE SS NIPPLE 304	6.7600	20.28
250	3	EA	36" DOGHOUSE MANHOLE W/FLAT TOP CENTER HOLE LID ****NO BID LACK OF DETAILS***	.0000	.00
270	3	EA	ARV MANHOLE RING & COVER	517.2400	1,551.72
Subtotal: Tax: Bid Total:					272,603.21 220,489.61 220,489.61

ALL STOCK DELIVERIES ARE SUBJECT TO SHIPPING CHARGES

All PVC and HDPE material is quoted for shipment within 7 days of quote/bid date. All other material is quoted for shipment within 30 days of quote/bid date.

After 7 days for PVC and HDPE or 30 days for all other material. ALL quoted prices are subject to review based on current market conditions.

Ent By AW 8/08/23 11:40:32

Acknowledgement of Addendums: No. 1 (list numbers or N/A)

Additional Quantities: For a period not exceeding twelve (12) months from the day of the solicitation opening, the right is reserved to purchase any number of additional items at the prices offered in this solicitation. If additional quantities are not acceptable, the bid form shall be noted "offer is for specified quantity only."

Additional Costs, Special Exceptions, Notes or Comments:

Prices are valid for 90 days from time of opening.

The undersigned agrees to the above terms and conditions.

BIDDER: Fortiline, Inc. d/b/a Fortiline Waterworks

Company Name

1417 Transmitter Road, Springfield, Florida 32405

Address/City/Zip

850-832-9307

Phone

james.tindle@fortiline.com/ jordan.mccall@fortiline.com

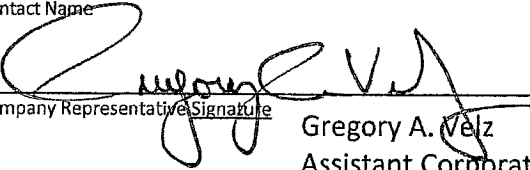
Email

James Tindle (primary contact)

Contact Name

Municipal Account Manager

Title


Company Representative Signature

Gregory A. Velz
Assistant Corporate Secretary

8/1/2023

Date

BID FORM
ITB 2023.15 Milton Force Main Interconnect Materials

The City of Milton is seeking to purchase materials only for:

Milton Force Main Interconnect Phase I – Pace Interconnect

Description of Items	Quantity	Unit Cost	Total
8" c900 dr18 green	6,920'	\$19.49/ft	\$134,870.80
10" HDPE dr11	2,800'	\$17.05/ft	\$47,740.00
6" cl350 DIP	60'	\$43.49/ft	\$2609.40
8" MJ gate valve w/acc	21	\$1,451.00	\$30,471.00
Short valve box w/sewer lid	23	\$65.00	\$1495.00
Concrete valve box collar	23	\$20.00	\$460.00
8"x 11 1/4" MJ permox coated w/acc	10	\$537.00	\$5370.00
8"x 6" MJ tee permox coated w/acc	1	\$690.50	\$690.50
8"x 8" MJ tee permox coated w/acc	1	\$703.00	\$703.00
6"x 6" MJ tee permox coated w/acc	1	\$560.50	\$560.50
6" MJ 45° permox coated w/acc	2	\$407.00	\$814.00
6" anchor coupling permox coated w/acc	2	\$314.00	\$628.00
8" anchor coupling permox coated w/acc	4	\$421.00	\$1684.00
8" MJ 45° permox coated w/acc	2	\$552.00	\$1104.00
8" c900 bell restraint	58	\$90.50	\$5249.00
10"x 8" MJ reducer permox coated w/acc	10	\$681.00	\$6810.00
10" MJ adapter w/acc	10	\$82.50	\$825.00
ARI D025 air release vacuum valve	3	\$1180.00	\$3540.00
8"x 2" stainless tapping sleeve c900	3	\$377.00	\$1131.00
2"x close stainless nipple	3	\$7.00	\$21.00
2" stainless ballvalve	3	\$228.36	\$685.08
36" doghouse manhole w/flattop center hole lid	3	\$1950.00	\$5850.00
Air release manhole ring & cover	3	\$250.00	\$750.00
(MJ = Mechanical Joint)		Total	\$254,061.28

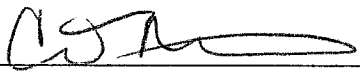
Acknowledgement of Addendums: 1 (list numbers or N/A)

Additional Quantities: For a period not exceeding twelve (12) months from the day of the solicitation opening, the right is reserved to purchase any number of additional items at the prices offered in this solicitation. If additional quantities are not acceptable, the bid form shall be noted "offer is for specified quantity only."

Additional Costs, Special Exceptions, Notes or Comments:

Prices are valid for 90 days from time of opening.

The undersigned agrees to the above terms and conditions.

BIDDER: Ferguson Waterworks
Company Name
8813 Grow Dr. Pensacola FL 32514
Address/City/Zip
850 723 0081 cole.nelson@ferguson.com
Phone Email
Cole Nelson outside salesman
Contact Name Title
 8/1/23
Company Representative Signature Date

BID FORM

ITB 2023.15 Milton Force Main Interconnect Materials

Milton Force Main Interconnect Phase I - Pace Interconnect

Description of Items	Quantity	Unit Cost	Total
8" c900 dr18 green	6,920	\$ 19.99	\$ 138,330.80
10" HDPE dr11	2,800	\$ 17.47	\$ 48,916.00
6" cl350 DIP	60	\$ 29.39	\$ 1,763.40
8" MJ gate valve w/acc	21	\$ 1,325.00	\$ 27,825.00
Short valve box w/sewer lid	23	\$ 89.00	\$ 2,047.00
Concrete valve box collar	23	\$ 19.00	\$ 437.00
8"x 11 1/4" MJ permox coated w/acc	10	\$ 559.00	\$ 5,590.00
8"x 6" MJ tee permox coated w/acc	1	\$ 739.00	\$ 739.00
8"x 8" MJ tee permox coated w/acc	1	\$ 810.00	\$ 810.00
6"x 6" MJ tee permox coated w/acc	1	\$ 578.00	\$ 578.00
6" MJ 45* permox coated w/acc	2	\$ 422.00	\$ 844.00
6" anchor coupling permox coated w/acc	2	\$ 424.00	\$ 848.00
8" anchor coupling permox coated w/acc	4	\$ 565.00	\$ 2,260.00
8" MJ 45* permox coated w/acc	2	\$ 579.00	\$ 1,158.00
8" c900 bell restraint	58	\$ 91.00	\$ 5,278.00
10"x 8" MJ reducer permox coated w/acc	10	\$ 689.00	\$ 6,890.00
10" MJ adapter w/acc	10	\$ 176.00	\$ 1,760.00
ARI D025 air release vacuum valve	3	\$ 1,065.00	\$ 3,195.00
8"x 2" stainless tapping sleeve c900	3	\$ 139.00	\$ 417.00
2"x close stainless nipple	3	\$ 9.00	\$ 27.00
2" stainless ballvalve	3	\$ 125.00	\$ 375.00
36" doghouse manhole w/flattop center hole lid	3	\$ 2,795.35	\$ 8,386.05
Air release manhole ring & cover	3	\$ 1.00	\$ 3.00
Total		\$	\$ 258,477.25

CONSOLIDATED PIPE & SUPPLY COMPANY

Acknowledgement of Addendums: #1 (list numbers or N/A)

Additional Quantities: For a period not exceeding twelve (12) months from the day of the solicitation opening, the right is reserved to purchase any number of additional items at the prices offered in this solicitation. If additional quantities are not acceptable, the bid form shall be noted "offer is for specified quantity only."

Additional Costs, Special Exceptions, Notes or Comments:

Prices are valid for 90 days from time of opening.

The undersigned agrees to the above terms and conditions.

BIDDER: Consolidated Pile & Supply company
Company Name
3100 McCormick St Pensacola, FL 32514
Address/City/Zip
251-533-5778
Phone
Pete DiMario
Contact Name
pete.dimario@cpspile.com
Email
Branch Manager
Title
[Signature]
Company Representative Signature
8-7-23
Date

BID FORM
ITB 2023.15 Milton Force Main Interconnect Materials

The City of Milton is seeking to purchase materials only for:

Milton Force Main Interconnect Phase I – Pace Interconnect

Description of Items	Quantity	Unit Cost	Total
8" c900 dr18 green	6,920'	\$ 23.52	\$ 162,758.40
10" HDPE dr11	2,800'	\$ 23.38	\$ 65,464
6" c1350 DIP	60'	\$ 26.46	\$ 1,587.60
8" MJ gate valve w/acc	21	\$ 1,551.62	\$ 32,584.02
Short valve box w/sewer lid	23	\$ 75	\$ 1,725
Concrete valve box collar	23	\$ 26.75	\$ 615.25
8"x 11 1/4" MJ permox coated w/acc	10	\$ 638	\$ 6,380
8"x 6" MJ tee permox coated w/acc	1	\$ 739	\$ 739
8"x 8" MJ tee permox coated w/acc	1	\$ 825	\$ 825
6"x 6" MJ tee permox coated w/acc	1	\$ 654	\$ 654
6" MJ 45* permox coated w/acc	2	\$ 477	\$ 954
6" anchor coupling permox coated w/acc	2	\$ 514.35	\$ 1,028.70
8" anchor coupling permox coated w/acc	4	\$ 660.33	\$ 2,641.32
8" MJ 45* permox coated w/acc	2	\$ 657.50	\$ 1,315
8" c900 bell restraint	58	\$ 139.85	\$ 8,111.30
10"x 8" MJ reducer permox coated w/acc	10	\$ 836	\$ 8,360
10" MJ adapter w/acc	10	\$ 214.43	\$ 2,144.30
ARI D025 air release vacuum valve	3	\$ 1,685.10	\$ 4,455.30
8"x 2" stainless tapping sleeve c900 8x3	3	\$ 1,042.85	\$ 3,128.55
2"x close stainless nipple	3	\$ 8.35	\$ 25.05
2" stainless ballvalve	3	\$ 89.52	\$ 268.56
36" doghouse manhole w/flattop center hole lid	3	\$ N/A	\$ —
Air release manhole ring & cover	3	\$ N/A	\$ —
(MJ = Mechanical Joint)		Total	\$ 305,764.43

505330

Acknowledgement of Addendums: _____ (list numbers or N/A)

Additional Quantities: For a period not exceeding twelve (12) months from the day of the solicitation opening, the right is reserved to purchase any number of additional items at the prices offered in this solicitation. If additional quantities are not acceptable, the bid form shall be noted "offer is for specified quantity only."

Additional Costs, Special Exceptions, Notes or Comments:

8x2 Tapping Sleeve is not made to my
Knowledge. I priced an 8x3

Prices are valid for 90 days from time of opening.

The undersigned agrees to the above terms and conditions.

BIDDER: Southern Pipe
Company Name
650 W Oakfield Rd Pensacola FL 32503
Address/City/Zip
850-542-1445 J. Ryan. Rennspies@Southernpipe.com
Phone Email
J. Ryan Rennspies Manager
Contact Name Title
J. Ryan Rennspies 8-8-27
Company Representative Signature Date

2023.15

Staff Recommendation

Diane Ebentheuer

From: Joe Cook
Sent: Tuesday, August 22, 2023 3:43 PM
To: Diane Ebentheuer
Cc: Randy Jorgenson
Subject: Pace Water Interconnect

Diane,

I recommend award to the lowest bidder Ferguson Waterworks for \$254,061.28 Dollars. The apparent low bidder at bid opening was Fortline Waterworks they had a math error of \$52,113.60 that made their total price \$272,603.21 Dollars

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



Agenda Item # 2023-1860

Additional 29 Bores Required by FDEP

MEETING DATE

September 5, 2023

PREPARED BY

Diane Ebentheuer, Purchasing
Agent/Risk Manager

BACKGROUND

Task order to get Larry Jacobs and Associates, and Baskerville Donovan (BDI) compensated for the additional geotechnical work and coordination.

SUMMARY

Task Description:

1. Coordination, review, and assembly of info to FDEP \$8,700.00
2. Additional Geotechnical Exploration and re-evaluation of Groundwater Mounding Analysis \$87,640.00,

Total = \$96,340.00

RECOMMENDATION

Recommend approval to pay BDI \$96,340.00 for work to perform 29 additional bore holes required by FDEP.

ATTACHMENTS

1. NSRRWRF Rib Site Addtl Geo Borings 29

**CITY OF MILTON
NSRRWRF RIB SITE
ADDITIONAL GEOTECHNICAL BORINGS
AS DIRECTED BY FDEP FOR PERMITTING**

08/29/23

Section I. BACKGROUND

On July 13, 2021, as part of the transfer of a 100 acre parcel of land for potential Rapid Infiltration Basins from Santa Rosa County to the City of Milton, Santa Rosa County engaged the services of Baskerville-Donovan, Inc. (BDI) to proceed with the geotechnical and ground water modeling efforts for determination of effluent capacity on the site. The deliverable for that effort was the Initial Geotechnical Report with Mounding Analysis. That report was delivered in July 2022. During the FDEP permitting process that followed, In January 2023, FDEP, in a request for additional information, required that an additional 29 borings be drilled.

On February 21, 2023, Larry Jacobs and Associates (LMJ) provided a proposal for the additional geotechnical explorations and groundwater mounding analysis that was requested by FDEP. The proposal was submitted to the City and, in the essence of urgency to get the permit, LMJ was verbally authorized to proceed.

This task order is for work related to providing the additional borings requested by FDEP and re-evaluation of the groundwater mounding analysis including coordination and evaluation of the additional effort.

Section II. SCOPE OF SERVICES

TASK 1 – COORDINATION OF WORK

The additional 29 borings for the geotechnical work and ground water mounding analysis was coordinated by BDI as responses to FDEP's request for additional information was being assembled for submittal.

TASK 2 – GEOTECHNICAL EXPLORATION AND GROUNDWATER MOUNDING ANALYSIS

The purpose of the exploration was to provide FDEP with additional data on soil conditions on site as they moved forward with their evaluation and consideration of the permit application.

Section III. DELIVERABLES

The deliverable was included with the response to FDEP Request for Additional Information Number 2 associated with the permit application for the rapid infiltration basin site.

Section IV. METHOD OF COMPENSATION

Compensation will be based on the percentage of completion and invoiced on a monthly basis. Engineering services are provided on a lump sum fee and consulting services are provided as a

not to exceed allowance without further authorization from the City. Fees for each task are identified in the following Summary of Services.

Summary of Services

Task Description	Method of Payment	Fee
Task 1 – Coordination, review, and assembly of information to FDEP	Lump Sum	\$8,700.00
Task 2 – Additional Geotechnical Exploration and re-evaluation of Groundwater Mounding Analysis	Allowance	\$87,640.00
Total		\$96,340.00

Section V. ACCEPTANCE

If the above scope and fees meet your approval, please indicate by your signature in the space provided below and return one (1) signed copy which will constitute an agreement and a "Notice to Proceed" for the above referenced tasks to accomplish this work:

BASKERVILLE-DONOVAN, INC.

CITY OF MILTON



Richard W. Delp, CSI

Water Resource Director/VP

Date

Signature

Name: _____

Title: _____

Date



Agenda Item # 2023-1862

Bid Opening for ITB 2023.13 Sportsplex Basketball Courts

MEETING DATE

September 5, 2023

PREPARED BY

Diane Ebentheuer, Purchasing
Agent/Risk Manager

BACKGROUND

The City solicited bids for construction of the Sportsplex Basketball Courts Project (2 regulation-sized courts, and 2 youth-sized courts).

SUMMARY

Bid opening was held 08/30/2023. 5 bids were received ranging in price from \$762,009.68 to \$1,038,805.20

RECOMMENDATION

Staff have reviewed the 5 submitted bids and recommend award to Panhandle Grading & Paving, Inc. in the amount of \$762,009.68 for the base bid for the Sportsplex Basketball Courts project.

ATTACHMENTS

1. 2023.13 Bid Tab with links to bids



BID TABULATION

08/30/2023 2:00 p.m.

Present for the City of Milton:

Diane Ebentheuer	Purchasing Officer
Michele Williams	Purchasing Assistant
Curtis Krebs	Chief Financial Officer
Joe Cook	Public Works Director
Randy Jorgenson	City Manager

Others in attendance:

Bradley Rhodes	A.E. New Jr.
Jerri Bryant	GSI Construction Corp
Joseph Faith	Premier Paving, Inc.
Josh Hammer	Panhandle Grading & Paving, Inc.
Paul Clark	Bear General Contractors

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

ITB 2023.13 Sportsplex Basketball Courts

<u>Click on Name for link to bids</u>		<u>Base Bid</u>	<u>Alternate Bid</u>
1	Panhandle Grading & Paving, Inc.	\$ 762,009.68	\$ 185,196.22
2	Bear General Contractors	\$ 824,916.47	\$ 131,532.42
3	A.E. New Jr. Inc.	\$ 845,273.00	\$ 294,247.80
4	GSI Construction Corp	\$ 959,444.71	\$ 251,182.69
5	Premier Paving, LLC	\$ 1,038,805.20	\$ 361,575.00



Agenda Item # 2023-1631

Review of the City of Milton Business Improvement Grant Program

MEETING DATE

September 5, 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 Agenda Workshop, identified changes they wish to see made to the program guidelines. Those changes have been incorporated into the attached Draft 2024 Grant Application. All changes are highlighted in yellow.

SUMMARY

RECOMMENDATION

Council provide direction to staff.

ATTACHMENTS

1. DRAFT - Business Improvement Program Application 2024
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**

2024 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 served 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 (October 1 – September 30).
- ☐ 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.
- ❑ A property owner may receive one grant per fiscal year, per eligible property. A tenant may receive one grant per fiscal year, per eligible property.

Eligible Improvements

Examples of **eligible** items include:

- | | |
|---|--|
| <ul style="list-style-type: none"> ➤ ADA Handicapped Access to a building ➤ New/replacement exterior windows and doors ➤ Restoration/preservation of exterior windows/doors ➤ Visible portions of roofing ➤ New or replacement exterior shutters/awnings ➤ Exterior electrical rewiring ➤ Exterior lighting ➤ Exterior painting ➤ Restoration of exterior architectural features ➤ Exterior structural walls | <ul style="list-style-type: none"> ➤ Exterior tuckpointing ➤ Equipment necessary for business expansion ➤ Parking improvements ➤ Screening/fencing ➤ Sprinkler systems ➤ Signage ➤ Business equipment ➤ Soft costs (licenses, permits, impact fees, architect/engineer cost, etc.)* ➤ Landscaping** |
|---|--|

~~*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
- **Insurance**
- 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 the 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 business. A 100% match is required. Grants may be used for, but are 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 maybe 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
 - Copy of most recent tax bill from Santa Rosa County
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 (circle one): SIGN EQUIPMENT FACADE
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.
- Copy of most recent tax bill from Santa Rosa County

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

Page 2 of 2

2024 Business Improvement Program

Memorandum of Understanding

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

Grantee Name (Please Print)

Grantee Signature

Date

Property Owner Name (Please Print)

Property Owner Signature

Date

City of Milton (Please Print)

City Manager Signature

Date

Request for Taxpayer Identification Number and Certification

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

Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
	☐ Individual/sole proprietor or single-member LLC ☐ Limited liability company. Enter the tax classification (C=Corporation, S=S corporation, P=Partnership) Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) 	Exempt payee code (if any) Exemption from FATCA reporting code (if any) (Applies to accounts maintained outside the U.S.)
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)																																																													
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later.																																																													
Note: If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.																																																													
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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. citizen or other U.S. person (defined below); and	
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.	
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.	
Sign Here	Signature of U.S. person Date

General Instructions Section references are to the Internal Revenue Code unless otherwise noted. Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9. Purpose of Form An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following: - Form 1099-DIV (dividends, including those from stocks or mutual funds) - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds) - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers) - Form 1099-S (proceeds from real estate transactions) - Form 1099-K (merchant card and third party network transactions) - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition) - Form 1099-C (canceled debt) - Form 1099-A (acquisition or abandonment of secured property) Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN. If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See <i>What is backup withholding</i>, later.	• Form 1099-DIV (dividends, including those from stocks or mutual funds) • Form 1099-MISC (various types of income, prizes, awards, or gross proceeds) • Form 1099-B (stock or mutual fund sales and certain other transactions by brokers) • Form 1099-S (proceeds from real estate transactions) • Form 1099-K (merchant card and third party network transactions) • Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition) • Form 1099-C (canceled debt) • Form 1099-A (acquisition or abandonment of secured property) Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN. If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See <i>What is backup withholding</i>, later.
---	--

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

September 5, 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 recommends moving forward with the program with only the revision of the local/moderate income levels found in the application's sliding scale for those requesting reduced match amounts to reflect the attached values based on the 2023 levels in the Pensacola MSA. Staff awaits Council Direction. The Council unanimously moved this item forward to the Executive Committee for further action.

ATTACHMENTS

1. Residential Facade Grant Application - Final 012723
2. 2023 Sliding Scale Table for Reduced Match Amounts



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 *How to get a TIN* on page 3.

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

curity
- -
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:

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

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

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

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

- An individual who is a citizen or resident of the United States,
 - A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
 - Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.
- Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.
- The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:
- The U.S. owner of a disregarded entity and not the entity,

VENDOR/PAYEE
TAXPAYER'S IDENTIFICATION NUMBER/ENTITY TYPE

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

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

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

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

Company/Individual's

Name _____

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 _____

2023 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 - \$17,200	\$17,200 - \$22,925	\$22,925 - \$28,650	\$28,650 - \$37,250	\$37,250 - \$45,850	Over \$45,850
2	\$0 - \$19,650	\$19,650 - \$26,200	\$26,200 - \$32,750	\$32,750 - \$42,575	\$42,575 - \$52,400	Over \$52,400
3	\$0 - \$22,100	\$22,100 - \$29,475	\$29,475 - \$36,850	\$36,850 - \$47,900	\$47,900 - \$58,950	Over \$58,950
4	\$0 - \$24,550	\$24,550 - \$32,725	\$32,725 - \$40,900	\$40,900 - \$53,175	\$53,175 - \$65,450	Over \$65,450
5	\$0 - \$26,550	\$26,550 - \$35,375	\$35,375 - \$44,200	\$44,200 - \$57,450	\$57,450 - \$70,700	Over \$70,700
6	\$0 - \$28,500	\$28,500 - \$37,975	\$37,975 - \$47,450	\$47,450 - \$61,700	\$61,700 - \$75,950	Over \$75,950
7	\$0 - \$30,450	\$30,450 - \$40,600	\$40,600 - \$50,750	\$50,750 - \$65,975	\$65,975 - \$81,200	Over \$81,200
8	\$0 - \$32,450	\$32,450 - \$43,225	\$43,225 - \$54,000	\$54,000 - \$70,200	\$70,200 - \$86,400	Over \$86,400
Required Match Amount	0%	20%	40%	60%	80%	100%



Agenda Item # 2023-1613

FY 2023 Business Improvement Program Cycle 7 - Mama Latte's Coffee Shop

MEETING DATE

September 5, 2023

PREPARED BY

Ed Spears, Director of
Economic Development

BACKGROUND

The City's Business Improvement Program has awarded seven (7) grants during FY 2023 for a total of \$33,000. The program has \$7,000 remaining for allocation this fiscal year. The program is available to businesses city-wide, on a first come, first serve basis. The City accepts applications at any time. Grants are available to assist with business signage, the purchase of business equipment to allow necessary to allow a business to grow and add employees and for improvement to the exterior of buildings.

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. The program is advertised on a continuous basis.

The City has received one application at this time. Mama Lattes LLC is requesting \$1,000 for new external signage for the business located at located at 5412 Stewart Street. The applicant is qualified and eligible to receive the BIP grant. A sign grant required no match. The total cost of the sign is \$1,357.83. The business will cover the cost above \$1,000. Staff has met with the owners of Mama Lattes to review the proposed sign for compliance with the City's Sign Ordinance.

The BIP program has \$7,000 remaining in FY 2023 funding. Due to the end of the fiscal year, no new applications will be accepted until the start of FY 2024.

SUMMARY

\$7,000 remains in unallocated FY 23 BIP funding.

RECOMMENDATION

Staff recommends approval of the grant in the amount of \$1,000.

ATTACHMENTS

1. Mama Lattes Sign Grant
2. 2023 Cycle 7 Business Improvement Program Spreadsheet
3. Business Improvement Program Report - All Time



City of Milton
Office of Economic
Development

Business Improvement Program

DATE OF APPLICATION: 8-1-2023

NAME OF BUSINESS (Legal and DBA, if Different): Mama Latte's

BUSINESS OWNER(S): Chris Baker, China Holcombe

PROPERTY OWNER(S) (IF DIFFERENT): _____

GRANT CATEGORY: ALL Aspects Sign Grant

TOTAL AMOUNT REQUESTED (MAXIMUM \$5,000): \$ 1,000

TOTAL AMOUNT OF MATCH (MINIMUM 100%): \$ 357.83

TOTAL AMOUNT OF PROJECT (ALL ASPECTS): \$ 2,000 / 1,357.83

Sign Grant - \$1,000 max

ADDRESS OF PROJECT: 5412 Stewart St., Milton FL, 32570

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.

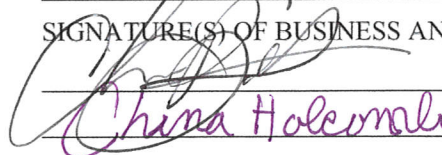
NAME & MAILING ADDRESS OF OWNER/APPLICANT (PLEASE PRINT):

China Holcombe

5800 Locust St

Milton FL, 32570

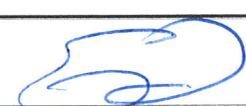
SIGNATURE(S) OF BUSINESS AND PROPERTY OWNER(S) (IF DIFFERENT)


China Holcombe

TELEPHONE # (850) _____ CELL # 850-776-2174 EMAIL Chakermusic@yahoo.com

For official use only:

DATE & TIME APPLICATION RECEIVED: 8/17/23

RECEIVED BY: 

6

2:35 pm



City of Milton
Office of Economic Development

Page 2 of 2

2023 Business Improvement Program

Memorandum of Understanding

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

Chris Baker

Grantee Name (Please Print)

Chris Baker

Grantee Signature

Date

Property Owner Name (Please Print)

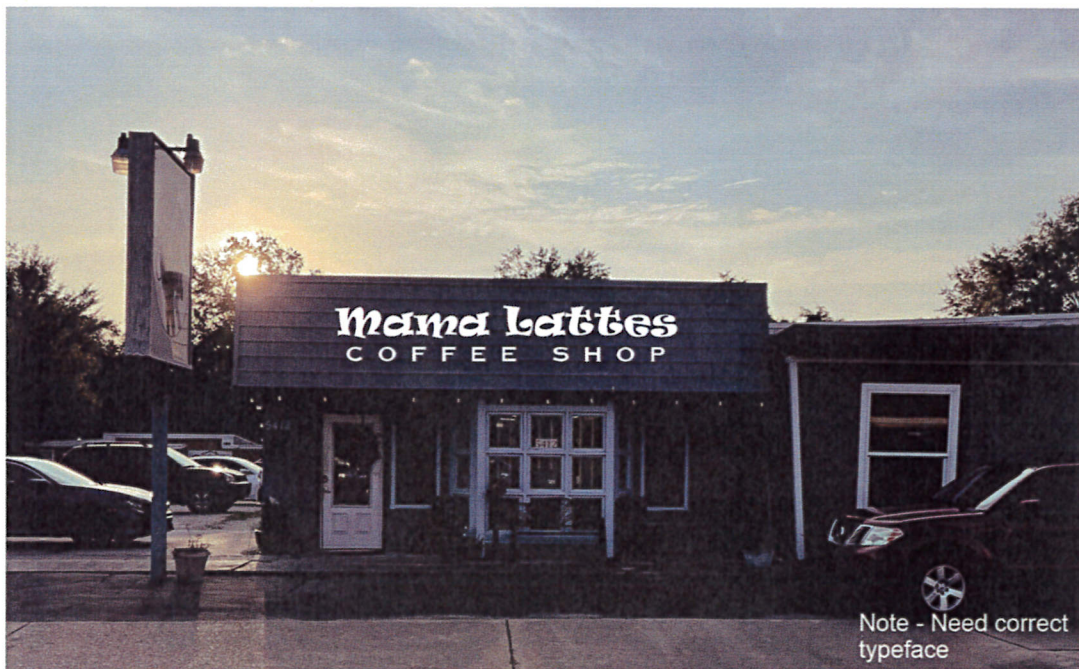
Property Owner Signature

Date

City of Milton (Please Print)

City Manager Signature

Date



MAMA LATTES

individual (3/16" T x approx 20" H) laser cut
acrylic letters installed \$890+tax

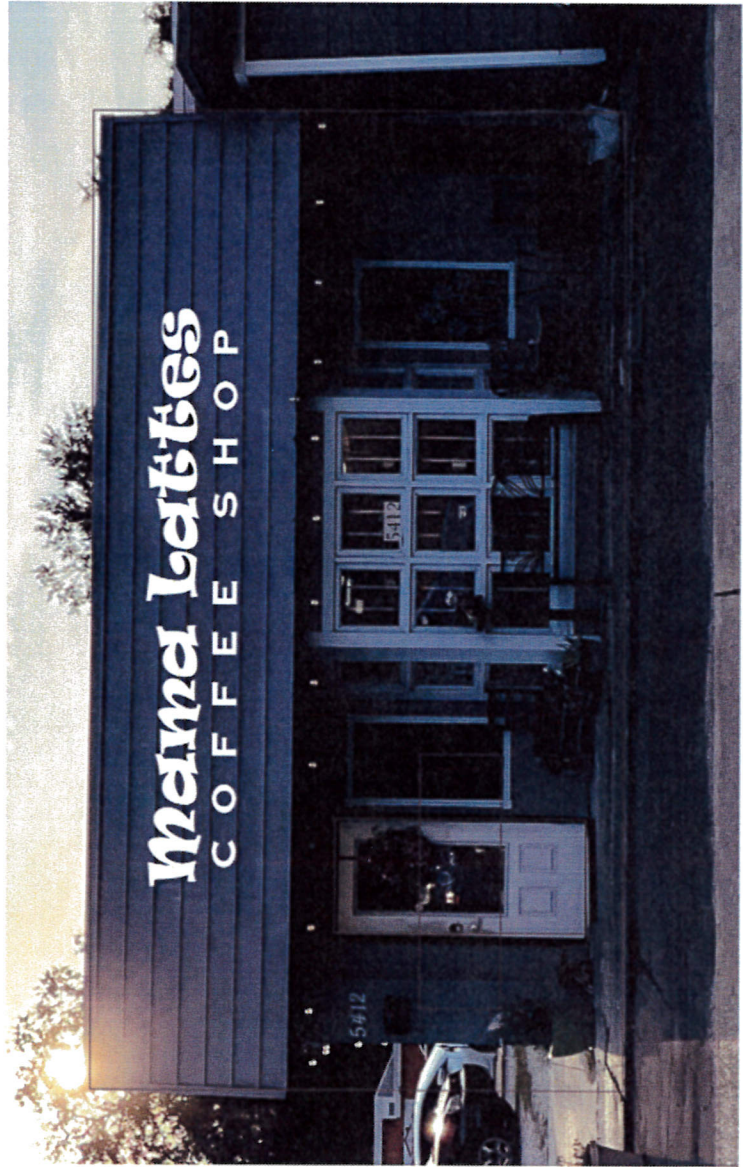
COFFEE SHOP

individual (3/16" T x approx 9.5" H) laser cut
acrylic letters installed \$379+tax

signcrafters

5273 Hwy 90 Pace, FL 32571

(850) 995-0010 signcrafter@bellsouth.net



sign
31.7 sq ft

building front
3,192 sq ft



Invoice #17580

8/17/2023

Prepared For:
Mama Lattes Coffee Shop
Chris Baker

Prepared By:
Kevin Arrant
Signcraters of NW Florida
5273 Highway 90
Pace, FL 32571
USA

Phone: Fax:
Alt. Phone:
E-Mail: cbakermusic@yahoo.com

Phone: 8509950010 Fax: 8509959979
Alt. Phone:
E-Mail: signcrater@bellsouth.net

Description:
On-Premise

Quantity	Description	Each	Total	Taxable
1	Acrylic laser cut 3/16" T x approx 20" H letters installed - \$890 Acrylic laser cut 3/16" T x approx 9.5" H letters installed - \$379	1269.00	\$1,269.00	✓
		Subtotal	\$1,269.00	
		Sales Tax	\$88.83	
		Deposit	(\$678.92)	
		Total Due	\$578.91	

Terms:

50% DUE / BALANCE UPON JOB COMPLETION

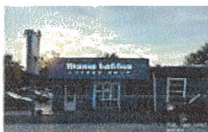
See attached – added COFFEE SHOP
These are flat cut acrylic 3/16" thick – not lit

Kevin Arrant
Signcrafters of NWFL, Inc.
[850-995-0010](tel:850-995-0010)
[5273 Hwy 90, Pace FL 32571](https://www.signcraftersnwfl.com)

****Important**** If this email contains a sketch or proof that needs your approval, Please check all aspects of the attachment including size, placement, and spelling. Often artwork and type must be “re-set/re-typed” and mistakes can occur during this process. Your sign will be made exactly like this sketch unless you inform us of changes that need to be made.



[View more](#)



MAMA LATTES
individual 3'x10' x approx 20" lit
acrylic white raised lettering
COFFEE SHOP
individual 3'x10' x approx 6'5" lit

Ed Spears

From: CBaker Productions <cbakermusic@yahoo.com>
Sent: Tuesday, August 22, 2023 10:00 AM
To: Ed Spears
Subject: Fw: Mama Lattes

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 Mr .Spears,
Here is the email below Main Street Properties , they contacted the property owners of our building and got the Ok for our sign approval. I mentioned to them we were trying to get this funded by Main Street ,City Of Milton in the email. I forwarded all to you. We just finished the phone call and recvied the email just now. Ill also send over the photo image.
Thank you
Chris and China
Mama Lattes

CBaker Productions

Cbakerproductions.com

Dynasty Music Studio (Arcata California)
Dynasty One Band
850-776-2174
Artist/Musician/Promoter

----- Forwarded Message -----

From: Amanda Snow <amanda@rentmainstreet.com>
To: CBaker Productions <cbakermusic@yahoo.com>
Sent: Tuesday, August 22, 2023 at 09:50:15 AM CDT
Subject: RE: Mama Lattes

Hi Chris,

To follow up on our phone call, you may move forward with this sign below. We need to update your lease agreement as your current one has expired so you are operating under a month to month. At this time, the rental rate beginning October 1st will be \$1200 per month.

Once we inspect the property, I'll get the updated 1 year lease agreement out to you for signature.

From: CBaker Productions <cbakermusic@yahoo.com>
Sent: Thursday, August 17, 2023 3:11 PM
To: Main Street Info <info@rentmainstreet.com>
Subject: Mama Lattes

Hi,

Mama Lattes is in the process of putting up a sign on the front of the building that says

"Mama Lattes Coffee Shop". We are wanting to get this fully funded by the Main Street Milton, City of Milton FL, and they are wanting permission from the landlords or property owners allowing them to pay for and install and sign. I included a picture of what it would look like also. Can you please let us know asap, this would not effect any thing on the building and easily removable.

Thank you

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)

Christopher Ryan Baker

Business name, if different from above

Mama Lattes

Individual/



CorporationPartnershipOther

☐ Exempt from backup
withholding

Check appropriate box: Sole proprietor

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

5800 Locust st

City, state, and ZIP code

Milton, FL, 32570

Requester's name and address (optional)

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident

alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

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

or

Employer identification number

47-5530942

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.)

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 Mama Lattes / Chris Baker

Address (for mailing payments)

Street/P.O. Box 5412 Stewart St
City/State/Zip Milton, FL 32570
Telephone 850-776-2174 Fax _____
EIN/SSN 475530942 [REDACTED]
Authorized Signature/Title Chris Baker
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 _____



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

Detail by Entity Name

Florida Limited Liability Company

MAMA LATTES LLC

Filing Information

Document Number L16000057106
FEI/EIN Number APPLIED FOR
Date Filed 03/21/2016
State FL
Status ACTIVE
Last Event REINSTATEMENT
Event Date Filed 12/12/2022

Principal Address

5412 STEWART ST.
MILTON, FL 32570

Mailing Address

5800 LOCUST ST.
MILTON, FL 32570

Registered Agent Name & Address

HOLCOMBE, CHINA
5800 LOCUST ST.
MILTON, FL 32570

Name Changed: 05/19/2021

Authorized Person(s) Detail

Name & Address

Title MGR

HOLCOMBE, CHINA
5800 LOCUST ST.
MILTON, FL 32570

Title MGR

BAKER, CHRISTOPHER

5800 LOCUST ST.
MILTON, FL 32570

Annual Reports

Report Year	Filed Date
2021	05/19/2021
2022	12/12/2022
2023	03/14/2023

Document Images

03/14/2023 -- ANNUAL REPORT	View image in PDF format
12/12/2022 -- REINSTATEMENT	View image in PDF format
05/19/2021 -- REINSTATEMENT	View image in PDF format
03/21/2016 -- Florida Limited Liability	View image in PDF format

Florida Department of State, Division of Corporations



Santa Rosa County Property Appraiser

Gregory S. Brown II, CFA



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▼ Parcel Information

Parcel Number	34-2N-28-0000-17207-0000
Situs/Physical Address	5412 STEWART ST MILTON
Property Usage	STORES, 1 STORY (1100)
Section-Township-Range	34-2N-28
Tax District	MILTON
2022 Total Millage Rate	14.6714
Acreage	0.16
Homestead	N
Brief Legal Description	COM I/S SLY R/W STATE RD 191 & ELY R/W OF STATE RD 87 TH S05* W 318.14 FT TH S 39* E 7.09 FT TH S 05* W ALONG R/W 256.55 FT TO POB TH CONT S 05* W 60.73 FT TH S 84* E 116 FT TH N 04* E 61.40 FT TH N 85* W 115.36 FT TO POB AS DES IN OR 2139 PG 139 TOGETHER WITH EASEMENT DES IN OR 777 PG 667

▼ Owner Information

Primary Owner

Mai Than & Kim B
428 Palm Lake Dr
Pensacola, FL 32507-8128

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

▼ Valuation

	2021 Certified	2022 Certified	2023 Preliminary
Building	\$29,186.00	\$36,492.00	\$42,284.00
Extra Feature	\$1,656.00	\$1,656.00	\$1,656.00
Land Value	\$13,816.00	\$16,579.00	\$22,105.00
Land Agricultural Value	\$0.00	\$0.00	\$0.00
Agricultural (Market) Value	\$0.00	\$0.00	\$0.00
Just (Market) Value*	\$44,658.00	\$54,727.00	\$66,045.00
Co. Assessed Value	\$44,658.00	\$49,124.00	\$54,036.00
Exempt Value	\$0.00	\$0.00	\$0.00
Co. Taxable Value	\$44,658.00	\$49,124.00	\$54,036.00

▼ Residential Buildings

Building 1

Type	STORES
Total Area	1678
Heated Area	1515.00
Ext Walls	CONC BLOCK ; PREFAB PNL
Roof Cover	BUILT-UP ; MOD METAL
Interior Walls	PLYWOOD ; DRYWALL
Foundation	BLOCK/MASN
Frame	MASONRY
Floor	CARPET
Heat Type	FCD AIR D
A/C Type	CENTRAL
Bathrooms	2.00
Bedrooms	0.00
Stories	1.00
Actual Year Built	1954
Effective Year Built	1979

Use: STORES (1100)

BAS	BASE AREA	1515	1979
CAN	CANOPY	27	1979
CAN	CANOPY	21	1979
PTO	PATIO	115	1979



▼ Land

Land Code	Description	Zoning	Frontage	Depth	Unit Type	Land Units	Land Value
2100	RESTAURANT	C2	61.00	116.00	FF	60.73	\$22,105

▼ Extra Features

Description	Number of Items	Units	Year	Extra Feature Value
PAVEMENT	1.00	925.00 SF	1980	\$1,156
SIGN	1.00	1.00 UT	2003	\$500

▼ Sales

Multi-Parcel Sale	Sale Date	Sale Price	Instrument 	Book / Page	Qualification	Vacant or Improved	Grantor	Grantee
N	04/29/2003	\$55,000	WD	2139 / 139	Q	I	KURTZ JIMMIE W & PATRICIA A	MAI THAN & KIM B
N	11/01/1995	\$100	WD	1506 / 427	U	I		KURTZ JIMMIE W & PATRICIA A
N	11/01/1995	\$100	WD	1506 / 426	U	I		
N	09/01/1995	\$100	QD	1490 / 1414	U	I		
N	09/01/1995	\$65,000	WD	1490 / 1400	Q	I		
N	11/01/1985	\$44,500	WD	777 / 667	Q	I		
N	03/01/1985	\$100	QD	736 / 796	U	I		
N	03/01/1977	\$100	QD	392 / 727	U	I		

▼ Map



The Santa Rosa County Property Appraiser and staff are constantly working to provide and publish the most current and accurate information possible. No warranties, expressed or implied are provided for the data herein, its use, or its interpretation. The current assessed values as viewed herein are 2023 Working Values, the data elements are current as of October 04, 2022. Again, one must remember that the primary use of the assessment data contained herein is for general public information. No responsibility or liability is assumed for inaccuracies or errors.

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Last Data Upload: 8/28/2023 2:07:07 AM

Developed by



Santa Rosa County
Property Appraiser





City of Milton
2023 Business Improvement Program
Cycle 7 Application

	<u>NAME</u>	<u>ADDRESS</u>	<u>REQUEST</u>	<u>MATCH</u>	<u>PROJECT</u>	<u>FIRST TIME APPLICANT</u>	<u>TARGET LOCATION</u>	<u>HISTORIC STRUCTURE</u>
	CYCLE 7 APPLICANT							
1	Mama Lattes LLC	5412 Stewart Street	\$ 1,000.00	\$ 358.00	New signage	Yes	Yes	No
	TOTAL REQUEST		\$ 1,000.00	\$ 358.00	Match Ratio	\$ 0.36		
			Total Budget	Awarded to Date	Available Balance			
	AVAILABLE FUNDING	CRA	\$ 20,000.00	\$ 15,000.00	\$ 5,000.00			
		General Revenue	\$ 20,000.00	\$ 18,000.00	\$ 2,000.00			
		TOTAL	\$ 40,000.00	\$ 33,000.00	\$ 7,000.00			
	FY 2023 TO DATE		AWARD	MATCH				
1	Lindsay & Andrews, PA	5218 Willing Street	\$ 5,000.00	\$ 5,009.00	Business Equipment	No	Yes	Yes
2	Yamato's Japanese Steakhouse	6550 Caroline Street	\$ 1,000.00	\$ 3,800.00	Signage	Yes	No	No
3	The Sweet Greek	5237 Willing Street	\$ 1,000.00	\$ 936.00	Signage	No	Yes	Yes
4	Kearing, LLC	6780 Caroline Street	\$ 10,000.00	\$ 250,000.00	Exterior Façade	Yes	Yes	No
5	Atalanta Investment Properties, LLC	6776 Caroline Street	\$ 10,000.00	\$ 500,000.00	Exterior Façade	Yes	Yes	No
6	Frick's Pharmacy	6472 Hwy 90, Suite B	\$ 5,000.00	\$ 5,382.00	Business Equipment	Yes	No	No
7	Stand Your Ground Training & Defense	6632 Elva Street	\$ 1,000.00	\$ 690.60	Signage	Yes	No	No
8	CD Properties	6821 Caroline Street	\$ -	\$ -	Exterior Doors & Windows	No	Yes	Yes
	TOTAL		\$ 33,000.00	\$ 765,817.60				
				Match Ratio	\$ 23.21			

City of Milton
Business Improvement Program
Complete History

<u>CYCLE</u>	<u>PROJECTS</u>	<u>BUSINESSES</u>	<u>GRANTEE</u>	<u>ADDRESS</u>	<u>GRANT TYPE</u>	<u>PROJECT</u>	<u>REQUEST</u>	<u>AWARD</u>	<u>REQUIRED</u>	<u>EST. TOTAL</u>	<u>CRA</u>	<u>CITY</u>	<u>PAYMENT</u>	<u>NOTES</u>	<u>APPROVED BY</u>
									<u>MATCH</u>	<u>MATCH</u>					<u>COUNCIL</u>
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
	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
2019 Cycle 1	7	7	Elliott & Cunningham Office	5235 Willing Street	Façade	Exterior Façade, interior ceiling replacement, painting	\$ 5,000.00	\$ 5,000.00					\$ -	Unutilized	MSM
	8	8	CD Properties	6821 Caroline Street	Façade	Repair Historic Windows and surrounds	\$ 5,000.00	\$ 4,450.00	\$ 4,450.00	\$ 5,000.00	\$ 4,450.00		\$ 4,450.00	Completed	MSM
	9	9	Brew Angels Brewery	6821 Caroline Street	Equipment	Equipment Upgrade	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 35,000.00		\$ 5,000.00	\$ 5,000.00	Completed	MSM
	10		Brew Angels Brewery	6821 Caroline Street	Sign	New business sign	\$ 500.00	\$ 500.00	\$ -	\$ 1,153.15	\$ 500.00		\$ 500.00	Completed	MSM
	11	10	Janet Coulter Realty Office	5241 Willing Street	Façade	Exterior awning and painting	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 15,000.00		\$ 4,943.12	\$ 4,943.12	Completed	MSM
	12	11	Milton Revival, LLC	5237 Willing Street	Façade	Exterior awning, painting and drainage system	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 20,000.00	\$ 5,000.00		\$ 5,000.00	Completed	MSM
2019 Cycle 2	13	12	Blackwater Bistro	5147 Elmira Street	Façade	ADA Ramp, Painting, Siding	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 5,000.00	\$ 2,125.00		\$ 2,125.00	Completed	MSM
	14	13	Brooks, Warrick & Assoc.	6867 Oak Street	Sign	Sign	\$ 500.00	\$ 500.00	\$ -	\$ 1,000.00	\$ 485.78		\$ 485.78	Completed	MSM
	15		Boomerang Pizza	5227 Willing Street	Façade	Exterior Painting	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 4,876.20		\$ 4,876.20	Completed	MSM
	16		Beardless Brewhaus	6820 Caroline Street	Equipment	Equipment Upgrade	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 7,000.00		\$ 5,000.00	\$ 5,000.00	Completed	MSM
	17	14	Wacked Out Weiner	5271 Stewart Street	Façade	Doors and Code Required Plumbing	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 104,270.00		\$ 5,000.00	\$ 5,000.00	Completed	MSM
	18	15	Spencer's Second Hand Shop	5707 Stewart Street	Façade	Window Replacement	\$ 668.89	\$ 668.89	\$ 668.88	\$ 668.88	\$ 668.88		\$ 668.88	Completed	MSM
2020 Cycle	19		Brooks, Warrick & Assoc.	6867 Oak Street	Façade	Roof	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 16,210.00		\$ 5,000.00	\$ 5,000.00	Completed	4/13/2021
	20	16	Sport & Wheat, CPA	5247 Stewart Street	Façade	Exterior Doors, Windows & Painting	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 10,000.00		\$ 5,000.00	\$ 5,000.00	Completed	4/13/2021
	21	17	Saver Self Storage	6586 Caroline Street	Façade	Painting	\$ 4,750.00	\$ 4,750.00	\$ 4,750.00	\$ 4,750.00		\$ 4,750.00	\$ 4,750.00	Completed	4/13/2021
2021 Cycle	22	18	Cohen Innovation, LLC	5739 Stewart Street	Façade	New Roof	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00		\$ 5,000.00	\$ 5,000.00	Completed	8/10/2021
	23	19	Lindsay & Andrews	5218 Willing Street	Sign & Façade	New Signage, Front Door Replacement, Railing, Stairs	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 7,575.00	\$ 5,000.00		\$ 4,566.54	Completed	8/10/2021
	24	20	RaeJean, LLC, DBA Mason's	5141 Dogwood Drive	Sign	New Road Sign	\$ 530.00	\$ 530.00	\$ -	\$ -		\$ 530.00	\$ 530.00	Completed	8/10/2021
	25		Boomerang USA, Inc.	5227 Willing Street	Façade	Paint and Awning	\$ 1,999.00	\$ 1,999.00	\$ 1,999.00	\$ 1,999.00		\$ 1,999.00	\$ 1,999.00	Completed	8/10/2021
	26	21	John C. Allen	6825 Oak Street	Façade	Windows and Shutters	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00		\$ 5,000.00	Completed	8/10/2021
	27	23	Resource Real Estate (Scoops Ice Cream)	6835 Caroline Street	Sign & Façade	Paint, Awning, Signage & Doors	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00		\$ 5,000.00	Completed	8/10/2021
2022 Cycle 1	28		Cohen Innovation, LLC	5739 Stewart Street	Façade	Facia and Soffet Replacement	\$ 10,000.00	\$ 10,000.00					\$ -	Unutilized	3/8/2022
	29		CD Properties	6821 Caroline Street	Façade	Window and Door Wood Rot Replacement/Repair	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 33,347.50	\$ 10,000.00		\$ 10,000.00	Completed	3/8/2022
	30	24	Santa Rosa Historical Society - Imogene	6866 Caroline Street	Façade	Window Wood Rot Replacement/Repair	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,802.00	\$ 2,500.00		\$ 2,500.00	Completed	3/8/2022
2022 Cycle 2	31	25	Bar Strength & Conditioning, LLC	5436 Dogwood Drive	Sign & Façade	Signage & Building Renovations for new location	\$ 6,000.00	\$ 6,000.00	\$ 5,000.00	\$ 150,000.00		\$ 6,000.00	\$ 6,000.00	Completed	6/14/2022
	32	26	Oh Sugar, LLC, DBA The Sweet Greek	5237 Willing Street	Equipment & Façade	Restaurant Equipment, Building Improvements	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 50,000.00	\$ 5,000.00		\$ 5,000.00	Completed	6/14/2022
2022 Cycle 3	33	27	Just Two Guys, LLC DBA The Country Gym	5198 Willing Street	Equipment	Kitchen Hood	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 100,000.00	\$ 2,500.00	\$ 2,500.00	\$ 5,000.00	Completed	7/12/2022
	34		Man Cave Barber Shop	5438 Dogwood Drive	Sign	Signage	\$ 617.39	\$ 617.39	\$ -	\$ -		\$ 617.39	\$ 617.39	Completed	7/12/2022
	35	28	Primerica	5205 Dogwood Drive	Sign	Signage	\$ 877.40	\$ 877.40	\$ -	\$ -		\$ 877.40	\$ 877.40	Completed	7/12/2022
2023 Cycle 1	36		Lindsay & Andrews	5218 Willing Street	Equipment	New Business Equipment - Technology	\$ 5,000.00	\$ 5,000.00	\$ 5,009.00	\$ 5,000.00	\$ 5,000.00			Underway	11/7/2022
	37	29	Yamato Japanese Steakhouse	6550 Caroline Street	Sign	Signage	\$ 1,000.00	\$ 1,000.00	\$ 3,800.00	\$ 3,800.00		\$ 1,000.00	\$ 1,000.00	Completed	11/7/2022
2023 Cycle 2	38		Oh Sugar, LLC, DBA The Sweet Greek	5237 Willing Street	Sign	Signage	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 936.00		\$ 1,000.00	\$ 1,000.00	Completed	12/13/2022
2023 Cycle 3	39	30	Kearling, LLC	6780 Caroline Street	Façade	Exterior Façade	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 250,000.00	\$ 5,000.00	\$ 5,000.00		Awarded	2/14/2023
	40	31	Atalanta Investment Properties, LLC	6776 Caroline Street	Façade	Exterior Façade	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 500,000.00	\$ 5,000.00	\$ 5,000.00		Awarded	2/14/2023
2023 Cycle 4	41	32	Frick's Pharmacy	6472 Hwy 90, Suite B	Equipment	New Business Equipment - Technology	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,382.00		\$ 5,000.00	\$ 5,000.00	Completed	3/14/2023
2023 Cycle 5	42	33	Stand Your Ground Training & Defense	6632 Elva Street	Sign	Signage	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 690.60		\$ 1,000.00	\$ 1,000.00	Completed	4/11/2023
2023 Cycle 6			CD Properties	6821 Caroline Street	Façade	Window and Door Wood Rot Replacement/Repair	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
2023 Cycle 7			Mama Lattes LLC	5412 Stewart Street	Sign	Signage	\$ 1,000.00		\$ -	\$ 358.00		\$ 1,000.00			
						TOTALS	\$ 182,192.68	\$ 170,642.68	\$ 151,426.88	\$ 1,409,442.13	\$ 78,475.68	\$ 77,466.91	\$ 129,509.13		
Budget	\$ 10,000.00	FY 2018	3/29/2018												
	\$ 10,000.00	FY 2018	8/20/2018				ROI Ratio	\$ 8.26							
	\$ 20,000.00	FY 2019	12/12/2018	50% CRA/50% GR											
	\$ 20,000.00	FY 2019	4/9/2019	50% CRA/50% GR											
	\$ 40,000.00	FY2020	Program Returned to City - In City Budget	\$15,414.50 Refund from MSM			Allocated	\$ 170,642.68							
	\$ 30,000.00	FY 2021	In City Budget				Expended	\$ 129,509.13							
	\$ 40,000.00	FY 2022	In City Budget				Open Projects	\$ 26,000.00							
	\$ 40,000.00	FY 2023	In City Budget												
Total	\$ 210,000.00														



Agenda Item # 2023-1861

RFP 2023-16 Milton Downtown Waterfront Marina, Residential & Mixed Use Development Opportunity

MEETING DATE

September 5, 2023

PREPARED BY

Ed Spears, Director of
Economic Development

BACKGROUND

On July 11, 2023, the City Council approved the reissue of a Request for Proposals for riverfront properties owned by the City. The City previously issued the RFP in 2021 and 2022, but was unable to solidify a development agreement to move the project forward. At the request of several interested parties, the City reissued the proposal. The deadline for submission of a proposal was 2 p.m., Friday August 25th. One submission was received. The proposal is attached to this agenda item. The timeline approved by Council in the RFP calls for the item to be presented to Council at the Executive Committee meeting on Tuesday, September 5th.

Staff from various departments performed a technical review of the proposal. The analysis of the proposal is attached to this agenda item. Based on the results of the technical review, staff is recommending rejection of the proposal and that Council not reissue the RFP at this time.

SUMMARY

RECOMMENDATION

Staff recommends Council reject the proposal and not reissue the RFP at this time.

ATTACHMENTS

1. RFP 2023.16 Inter Related Construction Services Response
2. RFP Waterfront Properties - Evaluation Inter Related Construction

City of Milton

Edward E. Spears, Economic Development Director Telephone: (850) 983-5400 ext. 1233
City of Milton Email: espears@miltonfl.org
6738 Dixon Street
Milton, Florida 32570

RFP 2023.16 Milton Downtown Waterfront Marina, Residential & Mixed-Use Development Opportunity

INTER RELATED CONSTRUCTION SERVICES CORP.

HERMANN ZINGG.

PRESIDENT.

11111 BISCAYNE BLVD #725. MIAMI, FL. 33181

E: info@interrelatedcorp.com

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Part 1. Executive Summary.

INTER RELATED CONSTRUCTION SERVICES CORP.

Inter Related Construction Services Corp. It's a vertically integrated real estate development, construction, management, brokerage, and consulting firm. Serving both: Our own projects and third parties. License in the State Of Florida, for the following licenses:

- I. Certified General Contractor
- II. Certified underground utilities contractor.
- III. Community Association Manager
- IV. Real Estate Brokerage
- V. Among others..

Inter Related Construction Services Corp. has an established record of successful: Developments, construction, management, and operation of many residential and commercial projects. In which we self-performed and mastered our success.

Hermann Zingg, President and CEO of Inter Related Group. Under his sheer vision, fearless and decisive action and direction developed over 1,000,000 square feet of different kinds of projects, throughout South Florida over the last 27 years.

Always innovating and creating everlasting works of arts, appreciating throughout time, for our customers.

With ample personal qualifications and experience in residential and commercial real estate development, construction, management, investments, financing, brokerage, and consulting in South Florida. Served in the capacity of: President, VP, CFO and CEO with significant expertise in the current real estate industry, sector, and business.

Our group chooses, whenever possible, a location that will provide its homeowners with an address of prominence and views that add beauty to their everyday life, such as our vision for: The subject development of Milton, Downtown, FL. We emphasize superior and trendsetting architectural designs, latest technologies, and energy efficiencies. Achieving the highest standards throughout all our developments in South Florida, creating and enhancing the value of our homeowners and the like.

Here is a list of our successful developments:

BelAire, Hialeah, FL. 210 single family homes.

El Prado, Hialeah, FL. 620 units of garden style apartments

Golden Bay, Coral Springs, FL. 90 single family homes

Casa de Campo, Palmetto Bay, FL. 80 single family homes

Gallo Crossings, South Miami, FL. 53 single family homes.

Capobella, Miami Beach, FL. 84 units luxury condominium, 24th story.

The Lynx Golf Estates. Lake Worth, FL. 13 Luxury Homes Enclave.

Among other projects and or lands that we took from rezonings, through entitlement and permitting, land development and construction.

Therefore, we have enough development experience, know-how, availability and or networks to design, develop- built and or finance, the subject development in conjunction with the City of Milton, criteria and or requirements, etc... In the most efficient and expedited possible form.

Inter Related Construction Services Corp, is currently self-performing, as its own broker among others tasks on this project.

Part 2: Development Team and History.

The City of Milton, housing market reflects increasing values amongst ownership and rents and little or no vacancy. However, further study finds there's a uncapitalized/leakage of work, retail, and entertainment. Which we are looking forth to address, along implementing The City's criteria, requirement and vision along with ours and our dream team of professionals.

In addition of Inter Related Construction Services Corp and principal: Hermann Zingg, having ample development experience and or all required licenses, as noted for this undertake; We have created and forged through time, strong networks, relationships with top: Sub-contractors, vendors and or professionals; Such as with the following dream team, we plan to use for this project:

1. GGB Engineering (Over 40 years of civil engineering experience in South Florida)
2. WGI (Land planners and engineering) (Over 40 years of civil engineering, construction management, inspections and etc.. experience in South Florida)
3. Mateu Group Architecture and Design.) (Over 40 years architectural and design, experience in South Florida)
4. Amongst others and or references/bio's we can provide upon request.

Tab 3. Project Concept - Development Vision and Program.

Proposal for the Development of City of Milton Downtown Waterfront Parcels

Project Overview: We are excited to present a comprehensive proposal for the development of the City of Milton's Downtown Waterfront Parcels. Our vision is to create a vibrant, sustainable, and inclusive mixed-use community that enhances the city's identity, promotes economic growth, and fosters a strong sense of community engagement. This proposal aligns with the city's goals for revitalization, economic development, and enhanced quality of life.

The Lynx at Milton Mix Use Project. We propose the following uses but not limited, as we determined now.

Per parcel mix:	Acreage	Zoning	P Mix Use
Parcel 1: .31ac. R3. 5000 Sf Marina, Restaurant, Bar&27 Wet Slips, plus.	0.31	R3	27
Parcel 2: .27 ac. R3. 4-Townhomes. 1500 ascf avg.	0.27	R3	4
Parcel 3: 1.48 ac. C3. 282 Condos. 800acsf	1.48	C3	282
Parcel 4: 2.01 ac. C3. 340.Hotel rooms. 450 acsf.	2.01	C3	340
Parcel 5&6. R3. 3.48 ac.52 Townhomes of 1500 acsf avg.	3.48	R3	52
Parcel 7 - RC-1 - .41 ac. 6 Townhomes. 1500 acsf	0.41	RC1	6

Inclusive but not limited of parking for all resident and guests/users, with at least 27 wet slips, marina and boat ramp, bar- restaurant- cafes, tiki bar and pool, with space for events and or gatherings

Goals:

1. **Mixed-Use Vibrancy:** Develop a dynamic mix of commercial, residential, and recreational spaces that cater to diverse needs and create a 24/7 active environment.
2. **Community Interaction:** Foster a sense of community by providing gathering spaces, hosting events, and promoting cultural and recreational activities.

3. **Economic Growth:** Attract local businesses, entrepreneurs, and investors, resulting in job creation, increased revenue, and a boost to the local economy.
4. **Sustainability:** Implement sustainable practices in design, construction, and operation to minimize environmental impact and promote long-term viability. Green and Leed construction methods
5. **Historic Integration:** Seamlessly blend historic preservation with modern design to honor the city's heritage while embracing contemporary development.

Project Components:

1. Commercial District:

- Establish a diverse range of marina related and retail shops, boutiques, cafes, and restaurants to cater to both residents and visitors, within the subject parcels and zoning.
- Encourage local entrepreneurship by offering works, affordable leasing options for small businesses and or to the labor pools.
- Prioritize locally sourced and sustainable products to support the local economy and promote environmental consciousness.
- Include in our designs and site plans of our mix use project as many of the above amenities and or criteria's, as the site(s), feasibility and or regulations permits.

2. Residential Units:

- Develop a mix of housing options, including condos, townhouses, and live-work units.
- Design units to accommodate various demographics and income levels, including affordable workforce housing units.
- Incorporate green spaces, rooftop gardens, and communal areas to enhance the resident experience.

3. Waterfront Promenade and Recreation:

- Create a scenic waterfront promenade with benches, seating areas, and artistic installations.
- Integrate bike lanes and walking paths to encourage active transportation.
- Establish recreational amenities like kayak launches, water sport rentals, and fishing spots.
- Include and or most of the above amenities/common uses, within the required 50' of waterfront buffers, as many of the above amenities, as the site(s) proposed features, densities and or regulations permits.

4. Sustainable Design:

- Include into our designs and or site plans for our mix use project green technology of the standards below, as the site(s) and or regulations permits.
- Incorporate LEED-certified building practices, energy-efficient systems, and green infrastructure.
- Design buildings with natural lighting, efficient HVAC systems, and solar panels.
- Implement stormwater management techniques to prevent pollution and flooding.

5. Community Engagement:

- Designate public squares and open spaces for community events, farmers' markets, and festivals.

6. Historical Integration:

- Integrate into our mix use project, any possible: historic features and to house galleries, museums, and artisan workshops.
- Integrate all possible native trees/landscaping.

Partnerships and Implementation: We are committed to collaborating closely with city officials, local businesses, residents, and stakeholders throughout the development process. Our experienced team of architects, urban planners, and sustainability experts will ensure that this proposal is translated into a successful and enduring reality.

Conclusion: The development of City of Milton's Downtown Waterfront Parcels presents a remarkable opportunity to transform the heart of the city into a thriving, sustainable, and vibrant destination. By embracing the goals of mixed-use vibrancy, community interaction, economic growth, sustainability, and historic integration, we aim to create a development that serves as a model for responsible urban revitalization and community enhancement.

Part 4. Project physical details.

Over its 27-year career of real estate development and construction, Inter Related's Principal. Has developed, constructed and or managed over 1,000,000 sf of new residential and commercial real

estate. Inheriting along the way, significant networks and expertise in development, construction, financing and capital raising, among other trades and or networks. We are certain that we can bring a great opportunity to The City of Milton.

Project Concept: Revitalizing the City of Milton's Waterfront - A Vision for Sustainable Growth and Community Enhancement

Understanding the City's Needs and Goals: Our firm has meticulously reviewed the City's needs and aspirations, particularly as outlined in The City's/CRA and Riverfront Redevelopment Plans. These documents highlight the desire to create a vibrant downtown waterfront that fosters economic growth, community engagement, and preserves natural beauty. Our project concept aligns with these goals by offering a dynamic mixed-use development that transforms underutilized properties into a hub of activity, culture, and connectivity.

Vision and Proposed Project Concept: Our vision centers on a harmonious integration of the City/CRA and Riverfront Redevelopment Plans, forging a seamless transition between urban development and natural surroundings. We envision a multifaceted destination that encompasses residential, commercial, recreational, and cultural elements. This development will not only cater to residents and visitors but also respect the historical significance and environmental value of the waterfront.

Concepts and Uses of the Proposed Project: The proposed project will incorporate:

- **Residential Spaces:** A mix of housing options that accommodate various income levels, promoting inclusivity and a diverse community.
- **Commercial Spaces:** A vibrant blend of retail shops, restaurants, and co-working spaces, invigorating local commerce.
- **Marina Aspect:** Acknowledging the mandatory marina aspect on the North Marina Properties, we will ensure that it enhances the waterfront experience, offering mooring facilities, water-based activities, and scenic viewpoints.

Additional Property Utilization and Easements: We will do our outmost to work with in partnership with The City/CRA to leverage additional complementary properties which will enhance the project, ensuring seamless integration and a cohesive urban environment. The 50 ft. easement and other property set asides will be designed to grant public access to the waterfront, promoting inclusivity and shared enjoyment.

Economic and Financial Incentives: Our proposal is structured to align with available economic and financial incentives while maintaining project feasibility. We are open to discussions regarding potential donations of parcels and other incentives to support the project's success.

Rezoning and Development Schedule: If necessary, we will engage in the rezoning process to align the proposed development with the city's goals. Our proposed development schedule outlines a

phased approach, beginning with planning and design, followed by permitting and construction, and ultimately leading to the issuance of the final Certificate of Occupancy.

Economic and Environmental Impact: The proposed development is anticipated to generate significant economic benefits, including job creation, increased local spending, heightened city tax revenues, and an influx of new utility customers. Environmental impact studies will be conducted to ensure sustainable practices, minimize ecological disruption, and enhance the natural surroundings.

Community Engagement and Relations Plan: We are deeply committed to engaging with the local community throughout the development process. We will prioritize hiring local contractors and sub-contractors, labor, and using local companies for design, engineering, materials, and supplies. This commitment not only fosters a sense of ownership among residents but also bolsters the local economy.

Our comprehensive proposal aims to create a holistic urban experience that realizes the City of Milton's goals, enriches the community, and serves as a testament to sustainable growth and development.

Part 5-6. Financial Feasibility and cash flow analysis, schedule of completion and returns to the City/CRA.

Within the scope of this project, Inter Related contemplated a long-term lease of the property (99-year lease with a right to purchase option during anytime at the option of Inter Related. The lease

rate shall be for the current year property tax assessment plus 20% per year of each of the parcels and shall commence at the securing building permits for at least the intended uses/densities. The purchase option for all of the parcels and for at least the noted densities and or uses for the project shall be the lump sum of: \$400,000 and allowed to be prorated over the individual parcels Inter Related, opts to purchase on a given time and or as lump sum.

Our sources of fundings for this project shall include Debt, mezz, equity, pace, Eb-5 amongst others.

Pursuant to the Approval Requirements set forth in the solicitation, this proposal includes our responses with respect to the following criteria, all of which will be subject to finalization in a comprehensive agreement for the proposed public private partnership.

We'll provide a conceptual design plan and site plan and for the same to incorporate the required parking for serving our proposed project; inclusive of plans for: Resiliency, Green, LEED and/or sustainable development features for/upon entering into a comprehensive agreement with the City/CRA.

Financial feasibility and cashflow analysis.

Developer: Inter Related Construction Services Corp										
Project Name: The Lynx At Milton. Mix use project										
Address:City Of Milton RFP. Parcels: 1-7										
Date: 08/16/23										
Project details: Mix Use										
INCOME:										
Mix uses:	Acreage	Zoning	N. Units	ACSF.P.Un	NSF	Sales PSF	Total.SP.Unit.	TOTAL:	% OF TOTAL COSTS	% OF TOT
Parcel 1: .31ac. R3. 5000 Sf Marina, Restaurant, Bar&27 Wet Slips,	0.31	R3	27		5000	1	7479600	7479600	4%	1%
Parcel 2: .27 ac. R3. Mix: 4-Townhomes. 1500 ascf avg.	0.27	R3	4	1500	6000	323.3333	485000	1940000	1%	1%
Parcel 3: 1.48 ac. C3. Mix.282 Condos. 800acsf	1.48	C3	282	800	225600	387.5	310000	87420000	50%	47%
Parcel 4: 2.01 ac. C3. Mix.340.Hotel. 450 acsf.	2.01	C3	340	450	153000	385.44	173448	58972320	34%	32%
Parcel 5&6. 3.48 acres. R3. 52 Townhomes of 1500 acsf.avg.	3.48	R3	52	1500	78000	323.3333	485000	25220000	14%	16%
Parcel 7 - RC-1 - .41 acres 6 Townhomes. 1500 acsf	0.41	RC1	6	1500	9000	323.3333	485000	2910000	2%	2%
Hard contingency: 2.5%					11912.5				0%	2%
Total Hard Cost:	7.96				476600	348.588		183941920	105%	98%
Project Costs:										
Hard costs:	Acreage	Zoning	N. Units	ACSF.P.Un	ACSF. Tot	NSF	HC/NSF	TOTAL:	% Costs	
Parcel 1: .31ac. R3. 5000 Sf Marina, Restaurant, Bar. 27 Wet Slips,	0.31	R3	27		5000	5000	255.8	1279000		1%
Parcel 2: .27 ac. R3. Mix: 4-Townhomes. 1500 ascf avg.	0.27	R3	4	1500		6000	245	1470000		1%
Parcel 3: 1.48 ac. C3. Mix.282 Condos. 800acsf	1.48	C3	282	800		225600	335	75576000		
Parcel 4: 2.01 ac. C3. Mix.340.Hotel. 440 acsf.	2.01	C3	340	450		153000	335	51255000		29%
Parcel 5&6. 3.48 acres. R3. 52 Townhomes of 1500 acsf.avg.	3.48	R3	52	1500		78000	245	19110000		11%
Parcel 7 - RC-1 - .41 acres 6 Townhomes. 1500 acsf	0.41	RC1	6	1500		9000	245	2205000		1%
Hard contingency: 2.5%								3348115		2%
Total Hard Cost:	7.96					476600	281	154243115		88%
Soft Costs:	Item Costs	% Total Cost								
Architects and engineers:	700000	0.00399528								
Professional Fees:	300000	0.001712263								
Marketing:	300000	0.001712263								
Leasing commissions:	564900	0.003224191								
Sales commissions:	3819600	0.021800533								
Impact and permit fees:	4016000	0.022921494								
Management	800000	0.004566035								
General Contractor Fee:	3084862.3	0.017606985								
Financing Costs:	6689166.239	0.038178707								
Soft Contingency: 2%	289083.88	0.001649959								
Total Soft Costs	20563612.42	0.11736771								
Land Cost	400000	0.002283017								
Total project costs:	175206727.4	1								
Net Profits:										
Per parcel mix:	Acreage	Zoning	P	Mix Use	NP Mix	% NP Sales				
Parcel 1: .31ac. R3. 5000 Sf Marina, Restaurant, Bar&27 Wet Slips,	0.31	R3	27	5980671	0.799598					
Parcel 2: .27 ac. R3. Mix: 4-Townhomes. 1500 ascf avg.	0.27	R3	4	206085.5	0.10623					
Parcel 3: 1.48 ac. C3. Mix.282 Condos. 800acsf	1.48	C3	282	1920813	0.021972					
Parcel 4: 2.01 ac. C3. Mix.340.Hotel. 450 acsf.	2.01	C3	340	987499	0.016745					
Parcel 5&6. 3.48 acres. R3. 52 Townhomes of 1500 acsf.avg.	3.48	R3	52	2679111	0.10623					
Parcel 7 - RC-1 - .41 acres 6 Townhomes. 1500 acsf	0.41	RC1	6	309128.2	0.10623					
Hard contingency: 2.5%										
Total Hard Acreage:	7.96			12083308						
Sources:										
Total		% of total:								
Equity:	7551772.745	0.043102071								
EB-5 Loan	34866138.76	0.199								
City Financing	4391000	0.025061823								
Bank/Lending Institution/Mezz	128338927.8	0.7325								
Total Sources:	175147839.3	0.999663894								

Projected Schedule of Completion.

Estimated to be within 48 months, as per detail chart below.

Milton Downtown Waterfront Marina, Residential & Mixed-Use Development RFP Review

Inter Related Construction Services Corp. (IRCS) was the sole respondent to the City's RFP 2023-16. The following analysis is a review of the submission based on the requirements present in the RFP. The analysis was completed by staff from various City Departments, including Purchasing, Economic Development and Planning. The RFP stipulations are in black with the analysis in red.

RFP Submission Requirements:

All submissions must include detailed and comprehensive proposals.

1. Table of Contents:

The table of contents should outline the major areas of the submission in sequential order, including attachments. Each page should be numbered consecutively and should correspond to the Table of Contents. **The Table of Contents is provided.**

2. Executive Summary:

Proposals should include an Executive Summary that identifies the business entity, its background, main office(s), and the office location that will service this project. The Executive Summary should identify the key individual(s) who will be directly involved with the work and their locations. The executive summary should also address the key financial elements of the proposal and development overview. **The Executive Summary is provided. It details IRCS' background, business interests and key person. However, no other staff are identified and available public information on IRCS does not identify any other staff. The proposal notes various projects the company has completed. However, these projects could not be documented via public sources. One project was detailed in a public foreclosure from creditors.**

3. Development Team and History:

The Respondent should include an overview of the development team, operations team, firm principals, and supporting or strategic partners. Team members should include, but are not limited to, architects, engineers, general contractors, subcontractors, and/or management professionals who will oversee the operations of the development. This overview should also include relationships with parent companies, affiliate organizations, or other key service providers. Submissions should also include detailed information about the firm, the firm's history, and any key personnel critical to the team. Resumes should be provided for all project team members and identify their specific role on the team. The resumes should provide sufficient detail so the City can understand the team members' roles. **Other than the IRCS owner, Mr. Hermann Zingg, no other specific individuals are identified a staff of IRCS. Architects, engineers, and land planners outside companies are identified in the response. However, IRCS identified themselves in the response to the RFP as a "vertically integrated real estate development, construction, management, brokerage, and consulting firm". It would be expected that a vertically integrated firm would have all the necessary trades in-house to conduct this project.**

IRCS does hold current and valid licensure in the state of Florida as a Certified General Contractor, Certified Underground Utility and Excavation Contractor, Real Estate Corporation, CAM (Community & Association Management) Firm. The licenses are all held by Mr. Zingg. No additional resumes are

provided. No detailed information on previous projects is provided.

4. Project Concept

General description of the vision and proposed Project concept for the properties to incorporate the CRA and Riverfront Redevelopment Plans. The development proposed in the submission by Inter Related Construction Services Corp do not reflect the development patterns detailed in the CRA Plan, the Riverfront Master Plan or allowable under the current zoning regulations. The proposed 282-unit condominium development on 1.48 acres of Parcel #3 and the 340-room hotel proposed for the 2.01 acre parcel #4 cannot be achieved with the height limits, lot coverage and set-backs of the subject property zoning. The density proposed is over 12 times the allowable limits of the property. No other properties to be acquired are identified or offered.

A description of the various concepts and uses of the proposed project, including any community, civic, or other public uses or benefits provided by your project. A detailed list of uses is provided. However, it is believed that with the inclusion of mandatory setbacks, height restrictions, lot coverages and parking requirements, along with the City's desired 50-foot easement along the waterfront, the proposed development is unfeasible.

A clear and distinct statement of understanding regarding the mandatory marina aspect on the North Marina Properties. Included

A description of any additional property that the Proposer will be utilizing or acquiring for this project, and the status of such arrangements (partnership with owners, acquisition by Proposer, etc.) No additional property for acquisition is identified.

A discussion of the required 50 ft. easement and any additional property set aside to provide public access to the waterfront. Included

Outline any economic or financial incentives, including any requested donation of any or all of the parcels, which the Respondent expects to apply for or request, and the extent to which the proposal is contingent upon such incentives. No specific incentives are identified in the RFP Response.

Any proposed rezoning necessary to achieve the stated goals in this RFP. No specific rezoning identified. Given the proposed densities detailed in the response, a substantial rezoning above and beyond any current City of Milton Zoning limits would be required.

Proposed schedule of development from planning and design through final Certificate of Occupancy, including any phasing, if necessary. Included

Economic impact of the proposed development (including job creation, local spending, and city tax revenues, new utility customers). No details of the potential ROI to the city are included.

Environmental impact of the proposed development. No details of the potential environmental impacts are provided. The RFP Response does state studies will be conducted.

Community engagement and community relations plan, including any commitment to hiring local contractors or sub-contractors, labor and utilizing local companies for design, engineering, materials, and supplies. "Local", for the purposes of this RFP is defined specifically as within the corporate limits

of the City of Milton and generally, as Santa Rosa County. The RFP Response provided a minimal discussion on this community engagement. It states IRCS will utilize local companies for design and engineering services. However, no local companies are identified. The companies that are identified are all located in South Florida.

5. Physical Details:

Provide a description of all intended uses and proposed facilities, including a marina. Include applicable drawings that demonstrate plans to develop the site, depending upon the Respondent's intention.

Included

Total estimated square footage allocated by use broken down by types of uses. Included

Included resiliency, "green," LEED, and/or sustainable development features. Included

Provide conceptual design plans and a site plan. No drawings, site plans, elevations, or building massing are included.

Proposed management and operations post-completion. IRCS will manage the project.

All proposals should include a parking plan to manage the parking requirements for the activities or uses proposed. No parking plan is provided.

6. Financial Feasibility and Cash Flow Analysis:

Proposals should include a financial feasibility analysis of the project. Feasibility models should be presented in a clear manner that explains the proposed phasing, cash flows of project revenues, and any other financial returns expected over a ten-year period. The total estimated project is identified as \$183,941,920. Total revenue sources to fund the project are \$175,147,839. This includes \$4,391,000 listed as "City Financing". No discussion of the "City Financing" is included in the RFP Response. Additionally, the financing identifies \$128,338,927 as "Bank/Lending Institution/Mezzanine". The Dun & Bradstreet and Equifax Business Credit Reports for IRCS do not show that that level of financing will be obtainable by the company.

7. Financial Returns to the City:

Proposals shall include an analysis of the return to the City in terms of purchase price or minimum guaranteed base ground rent plus percentage(s) of gross revenues (if any) and any other proposed revenue payments. The proposal should estimate the new taxes generated by the proposed development, in all forms, as well as the estimated number of new City utility customers (water, sewer, and natural gas). Minimal discussion on this aspect is included.

Proposals may request either a fee simple sale of the property and/or long-term ground lease. Alternate proposals, if proposed, must include their own financial feasibility analysis. Included

Proposed Deal Structure and timeline – provide detail of each pre-development stage of the project from site control through purchase/lease start date. How much time required for each stage, estimated

expenses for each stage, and level of financial commitment at each stage (i.e., hard earnest money) prior to closing. **Included – 48 months.**

8. Past Performance:

Qualified proposals will include an overview, with as much detail as necessary, of your team's experience in similar projects. **Minimal information is included, but IRCS involvement cannot be verified via public sources.**

Demonstrated, successful track record of developing and owning/operating mixed use, multi-phase projects of comparable size in terms of square footage and number of units, including development budgets for each example. **Minimal information is included, but IRCS involvement cannot be verified via public sources.**

Total number of comparable projects within the past ten years, detailing the type/nature of the project. Include principal client contact and financial structure. Developments within the Gulf Coast region are preferable. **Minimal information is included, but IRCS involvement cannot be verified via public sources.**

Provide an overview of the team's financial strength which will support the completion of the project. Include financial structures typically used by the team, including partners, financiers, and/or investors with whom you typically partner on these developments. **Not included**

Provide financial statements for your firm. **Not included**

Describe any litigation, administrative, or regulatory proceedings pending and/or within the past five years where the firm, any partner firm within the proposing team, or any principal on the team was a named party. **Not included. However, a search of publicly available sources show legal proceedings against IRCS and Mr. Zingg over the past 5 years.**

Three reference letters for comparable size mixed- use development projects, from government entities if on public property, or lenders and/or major equity investors. Provide contact information for all references. **Not included**

Number of Copies to Submit:

Proposers should submit Fifteen (15) copies of the proposal. In addition to the hard copy (printed paper) version of Proposal, Proposer should provide an electronic version of the proposal on a USB drive in noneditable, PDF format. **Included**

The outside of the envelopes shall plainly identify: (1) the name of the RFP, (2) the RFP closing date and time, and (3) the name and address of the proposer. Proposals received after the designated time and date will not be opened. The City may reject any proposal not in compliance with all prescribed solicitation procedures and requirements and other applicable law and may reject any or all proposals in whole or in part when the cancellation or rejection is in the best interest of the City, and at no cost to the City. **Not submitted in the correct format.**

CONCLUSION – Staff recommends rejection of the RFP Response from Inter Related Construction Services.



Agenda Item # 2023-1788
Contribution Request

MEETING DATE

September 5, 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

September 5, 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. The cost to the city for a 2% annual increase is \$274,549 annually.

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

Committee 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

