



CITY COUNCIL
Regular Meeting Agenda

January 9, 2024
5:30 PM
6738 Dixon Street
Milton, FL 32570

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

December 12, 2023 Regular Council Meeting

- 5. Approval of Agenda**

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

- 6. Recognitions, Proclamations & Awards**

Item # 2024-2189

Human Trafficking Awareness Month Proclamation

Item # 2024-2190

Martin Luther King Jr. Day Proclamation

- 7. Public Hearings/Meetings**

- 8. Invited Speakers**

- 9. Persons to Appear**

- 10. General Consent Agenda**

Item # 2023-2145

General Consent Agenda

Item # 2023-2171

SEPA - Tiny Acres Horse Rescue Fundraiser (2/9 & 2/10, 2024)

Item # 2023-2172

SEPA - Old Fashion 5k (5/25/24)

Item # 2024-2186

Resolution 2024-01 Amending Resolution #1590-23 NSRCUA
Representative

- 11. Ordinances & Resolutions**

Ordinance 1994-23 Local Historic Resource addition to UDC - Sections 11.4
& 11.5 - Second Reading

Ordinance 1995-23 - Residential Transparency Standards - Second
Reading

Ordinance 1996-23 City Council Meeting and Work Session Schedule -
Second Reading

Ordinance 1997-23 Boards and Committees Appointment Policy -
Second Reading

Ordinance 1998-23 City Clerk Appointment - Second Reading

Ordinance 1999-23 City Council Vacancies Appointment Procedure
Amendment - Second Reading

Ordinance 01-24 City Council Meeting Agenda Format - First Reading

Ordinance 02-24 City Council and City Boards Procedural Rules - First
Reading

Resolution 2024-02 Sanitation, Water & Wastewater Funds Forward

Resolution 2024-03 RESTORE Council Appointment

Resolution 2024-04 New Plan Sponsor of Mission Square Retirement Plan

12. City of Milton Events

Events Coordinator, Jay Conrad

13. Public Information Officer Report

Bethany Anderson

14. Finance, Planning Board

Councilman Michael Cusack

15. Administration, Emerald Coast Regional Council

Councilwoman Marilyn Farrow

Item # 2024-2185

City of Milton Board Vacancies

16. Parks & Recreation, Community Improvement Board

Councilman Gavin Hawthorne

17. LEAP

18. Board of Adjustments

Councilman Matthew Jarrett

19. Historic Preservation Board, Transportation Planning Organization

Councilwoman Roxanne Meiss

20. Growth, Development & Annexation, Tourist Development Council

Councilman Jeff Snow

21. Public Works

Councilman Casey Powell

22. Mayor Report: Public Safety, Ordinance Committee

Mayor Heather Lindsay

- 23. City Attorney's Report**
- 24. City Manager's Report**
- 25. Public Input**
- 26. 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



December 12, 2023 Regular Council Meeting

MEETING DATE	PREPARED BY
January 9, 2024	Clerk's Office Molly Turnes, Executive Assistant / Interim City Clerk



CITY COUNCIL
Regular Meeting Minutes

December 12, 2023
5:30 PM
6738 Dixon Street
Milton, FL 32570

1. Open Meeting

The meeting was called to order at 05:34 PM.

Members Present:

Council Member Ward II, Seat II Roxanne Meiss
Council Member, Ward III, Seat I Gavin Hawthorne
Council Member, Ward II, Seat I Marilyn Farrow
Council Member Ward IV, Seat II Casey Powell
Council Member, Ward I, Seat I Mike Cusack
Council Member, Ward 4, Seat I Shari Sebastiao
Council Member Ward III, Seat II Jeff Snow
Council Member Ward I, Seat II Matt Jarrett

Members Absent:

Members of the Public in Attendance

Donna Long, Sherry Chapman, Vera Cooper, Kathy Ellis, Bobby Burkett, Shari Sebastiao, Nicole Sebastiao, Megan Sebastiao, Robert Leek, George Jordan, Frankie S, Tom Powers, Lauren Cooper, Theresa Messick, David Samples, Jean Samples, Vernon Compton, Cassandra Sharp, Sharon Miller, Steve Miller, Gwen Sachar, Debra Harscher, Brian McGuire, Jimmy Messick, John Ellis.

Staff in Attendance

City Manager, Scott Collins
Interim City Clerk, Molly Turnes
IT Director, Krystle Nowlin
IT Systems Analyst, Ashley Johnston
Public Information Officer, Bethany Anderson
Planning Director, Tim Milstead
Events Coordinator, Jay Conrad
Chief of Police, Tony Tindell

2. Invocation

Item # 2023-2094
Pastor Steve Warren

3. Pledge of Allegiance

4. Approval of Minutes

Item # 2023-1978

November 7, 2023 Regular Council Meeting

ACTION: Motion to Approve by Jeff Snow; second by
Marilynn Farrow;
Motion passed - 7:0

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

NAYS: None

ABSTAIN: None

5. Approval of Agenda

ACTION: Motion to Approve as amended by Marilynn Farrow; second
by Mike Cusack;
Motion passed - 7:0

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

NAYS: None

ABSTAIN: None

City Manager Scott Collins amended the agenda by adding Resolution # 1590-23

6. Recognitions, Proclamations & Awards

Item # 2023-2108

City Council Vacant Seat Appointment

ACTION: Motion to Approve by Jeff Snow; second by
Matt Jarrett;
Motion passed - 5:2

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

NAYS: Mike Cusack, Marilynn Farrow

ABSTAIN: None

Public input was provided by: Sherry Chapman, Gary Smith and Rain
Walton

**The Council voted 5-2 in favor of appointing Shari
Sebastiao to the vacant Ward IV seat.**

Item # 2023-2109

Oath of Office

**Shari Sebastiao was sworn in as Councilwoman for Ward IV
Seat I followed by a brief recess.**

6:01 PM Recessed
6:15 PM Reconvened

7. Public Hearings/Meetings

8. Invited Speakers

9. Persons to Appear

Persons to Appear was provided by: George Jordan and Pam Mitchell

Mr. Jordan spoke about the dangers of the intersection at Starhill Drive and Dogwood, specifically the U-turns going north and then heading back south. Council has agreed to place this on the work session agenda for January 2024.

10. General Consent Agenda

Item # 2023-1979
General Consent Agenda

ACTION:	Motion to Approve by Shari Sebastiao; second by Gavin Hawthorne; Motion passed - 8:0
YEAS:	Matt Jarrett, Roxanne Meiss, Jeff Snow, Casey Powell, Mike Cusack, Marilynn Farrow, Gavin Hawthorne, Shari Sebastiao
NAYS:	None
ABSTAIN:	None

Item # 2023-2070
SEPA / OAFA: MLK Day Parade and Block Celebration

Item # 2023-2071
SEPA / OAFA: Milton Mardi Gras Parade and Party

Item # 2023-2096
Residential Facade Improvement Grant Program Application - Brian McGuire

Item # 2023-2102
UDC Update - Residential Transparency Standards

11. Ordinances & Resolutions

Item # 2023-1901

Ordinance 1994-23 Local Historic Resource addition to UDC - Sections 11.4 & 11.5 - First Reading

ACTION: Motion to Approve by Jeff Snow; second by Roxanne Meiss;
Motion passed - 6:2

YEAS: Matt Jarrett, Roxanne Meiss, Jeff Snow, Casey Powell, Gavin Hawthorne, Shari Sebastiao

NAYS: Mike Cusack, Marilynn Farrow

ABSTAIN: None

FIRST READING

Mayor Lindsay read Ordinance 1994-23 into the record.

Item # 2023-2102

Ordinance 1995-23 - Residential Transparency Standards - First Reading

ACTION: Motion to Approve by Jeff Snow; second by Shari Sebastiao;
Motion passed - 8:0

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

NAYS: None

ABSTAIN: None

FIRST READING

Mayor Lindsay read Ordinance 1995-23 into the record.

Item # 2023-2087

Ordinance 1996-23 City Council Meeting and Work Session Schedule - First Reading

ACTION: Motion to Approve as amended by Mike Cusack; second by Gavin Hawthorne;
Motion passed - 8:0

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

NAYS: None

ABSTAIN: None

FIRST READING

City Manager Scott Collins read Ordinance 1996-23 into the record and

summarized the intent of the ordinance. This ordinance establishes the new times for the Regular City Council Meetings and Work Sessions.

Mayor Lindsay recommended adding "Subject to the Special Meeting ordinance."

Council members supported the edit that Mayor Lindsay suggested.

The edit will read as: "However, special called meetings shall not be affected by this ordinance."

Item # 2023-2090

Ordinance 1997-23 Boards and Committees Appointment Policy - First Reading

ACTION: Motion to Approve by Jeff Snow; second by Matt Jarrett;

Motion passed - 8:0

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

NAYS: None

ABSTAIN: None

FIRST READING

City Manager Scott Collins read Ordinance 1997-23 into the record and summarized the intent of the ordinance.

Item # 2023-2091

Ordinance 1998-23 City Clerk Appointment - First Reading

ACTION: Motion to Approve by Marilynn Farrow; second by Mike Cusack;

Motion passed - 8:0

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

NAYS: None

ABSTAIN: None

FIRST READING

City Manager Scott Collins read Ordinance 1998-23 into the record and summarized the intent of the ordinance. Mayor Lindsay recommended consulting with the City Attorney since the ordinance proposes a change to the Charter.

Item # 2023-2106

Ordinance 1999-23 City Council Vacancies Appointment Procedure Amendment - First Reading

ACTION: Motion to Approve by Roxanne Meiss; second by Matt Jarrett;

YEAS: Motion passed - 8:0
Matt Jarrett, Roxanne Meiss, Jeff Snow,
Casey Powell, Mike Cusack, Marilynn
Farrow, Gavin Hawthorne, Shari
Sebastiao

NAYS: None

ABSTAIN: None

FIRST READING

City Manager Scott Collins read Ordinance 1999-23 into the record and summarized the intent of the ordinance.

Item # 2023-2103

Resolution 1586-23 Pension Adjustments

ACTION: Motion to Approve by Shari Sebastiao;
second by Marilynn Farrow;
Motion passed - 8:0

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

NAYS: None

ABSTAIN: None

Mayor Lindsay read Resolution 1586-23 into the record.
City Manager Scott Collins explained this resolution is for
reconciliation only with no fiscal impact. It is for transfers and
allocations for the City's pension funds.

Item # 2023-2104

Resolution 1587-23 Projects from FY23/Adjust rev

ACTION: Motion to Approve by Jeff Snow; second by
Matt Jarrett;
Motion passed - 8:0

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

NAYS: None

ABSTAIN: None

Mayor Lindsay read Resolution 1587-23 into the record.

Item # 2023-2101

Resolution 1588-23 Retention of Additional Counsel Regarding City Utility
Services

ACTION: Motion to Approve by Shari Sebastiao;
second by Mike Cusack;
Motion passed - 8:0

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

NAYS: None

ABSTAIN: None

City Manager Scott Collins read Resolution 1588-23 into the record and summarized the intent of the resolution.

Item # 2023-2107

Resolution 1589-23 North Santa Rosa County Utilities Authority Bill

ACTION: Motion to Approve by Jeff Snow; second by
Matt Jarrett;
Motion passed - 8:0

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

NAYS: None

ABSTAIN: None

City Manager Scott Collins read Resolution 1589-23 into the record and summarized the intent of the resolution.

Item # 2023-2117

Resolution 1590-23 - North Santa Rosa County Utilities Authorized City Representative

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

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

NAYS: None

ABSTAIN: None

City Manager Scott Collins read Resolution 1590-23 into the record and summarized the intent of the resolution.

Mayor Lindsay offered to serve as the representative. The

Committee was in favor of Mayor Lindsay serving as the spokesperson/ representative.

12. City of Milton Events

Events Coordinator Jay Conrad reported to Council

13. Public Information Officer Report

Public Information Report

Public Information Officer Bethany Anderson reported to Council.

14. Finance, Planning Board

No report

15. Administration, Emerald Coast Regional Council

Councilwoman Farrow reported to Council

16. Parks & Recreation, Community Improvement Board

No report

17. LEAP

No report

18. Board of Adjustments

No report

19. Historic Preservation Board, Transportation Planning Organization

No report

20. Growth, Development & Annexation, Tourist Development Council

Councilman Snow reported to council. Additionally he spoke on the City's need to purchase new Christmas decorations due to existing decorations being worn.

21. Public Works

No report

Item # 2023-2023

Negotiation for RFP 2023.10 Engineer Services for Locklin Lake

ACTION: Motion to Approve by Casey Powell;
second by Mike Cusack;
Motion passed - 8:0

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

NAYS: None

ABSTAIN: None

City Manager Scott Collins reported to council.

Council authorized the City Manager to engage with First Line Coastal as engineer for the Locklin Lake project.

22. Mayor Report: Public Safety, Ordinance Committee

Mayor Lindsay reported to council.

Item # 2023-2095

TASER purchase

ACTION: Motion to Approve by Shari Sebastiao;
second by Gavin Hawthorne;

Motion passed - 8:0

YEAS: Matt Jarrett, Roxanne Meiss, Jeff Snow,
Casey Powell, Mike Cusack, Marilyn
Farrow, Gavin Hawthorne, Shari
Sebastiao

NAYS: None

ABSTAIN: None

23. City Attorney's Report

No report

24. City Manager's Report

City Manager Scott Collins reported to Council.

25. Public Input

Christmas Sock Contest

Public Input was provided by: Jimmy Messick, Lauren Cooper, Sherry Chapman,
Theresa Messick

26. Adjourn

The meeting adjourned at 07:21 PM.



Agenda Item # 2024-2189

Human Trafficking Awareness Month Proclamation

MEETING DATE

January 9, 2024

PREPARED BY

Molly Turnes, Executive
Assistant / Interim City Clerk

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

None



Agenda Item # 2024-2190

Martin Luther King Jr. Day Proclamation

MEETING DATE

January 9, 2024

PREPARED BY

Molly Turnes, Executive
Assistant / Interim City Clerk

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

None



Agenda Item # 2023-2171

SEPA - Tiny Acres Horse Rescue Fundraiser (2/9 & 2/10, 2024)

MEETING DATE

January 9, 2024

PREPARED BY

Jay Conrad, Events Coordinator

BACKGROUND

This is a fundraising event proposed by a local nonprofit, Tiny Acres of Northwest Florida. Tiny Acres is an equine rescue charity that works to rescue, rehabilitate, and re-home horses that have been neglected or abused or whose owners can no longer take care of them.

This fundraiser event is being planned as a market style event and is working alongside Cynde Watson, who runs the Saturday Market at the Santa Rosa and Elmira St. Parking lot along Highway 90.

The event organizer has requested the use of the following for this event:

- Jernigan's Landing: Riverside and Festival Area - \$250
- Portable Restroom - \$250
- Garbage Cans (10) - \$100

Additionally, the event organizer has requested that the City temporarily lift its animal control ordinance for the duration of the event to allow them to bring some of their rescued horses to the event to interact with the public.

The event organizer also submitted an Outside Agency Funding Application in the hopes that Council will waive the \$600.00 in fees for the event as it is slated as a fundraiser.

SUMMARY

RECOMMENDATION

City staff recommends approval of this item.

ATTACHMENTS

1. OAFA - Tiny Acres Fundraiser 2024
2. SEPA - Tiny Acres Fundraiser 2024

8



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: Tiny Acres Northwest Florida, Inc.
 Address: 5662 Country Squire Drive, Milton, FL 32570
 Name of Representative: Rashelle Stewart
 Telephone: N/A Cell Phone: 850-736-9384
 Email: TinyAcresNWFL@gmail.com
 Name of Event/Activity/Project/Program: _____

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

Are you incorporated? ☒ YES NO

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

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

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

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

990 E-Postcard

OUTSIDE APPLICANT REQUEST

REQUESTED ITEM

TOTAL

☐ Cash funding for a project/event (please specify exact amount requested)	\$ <u>0</u>
☐ Use of City Property (please specify location and duration) (cost varies)	\$ <u>250.00</u>
☐ City Bathroom at Jernigan's Landing (\$250) (<i>Non-Profit Only</i>)	\$ <u>250.00</u>
☐ City Bathroom at Alternate Location (\$350) (<i>Non-Profit Only</i>)	\$ _____
☐ City Stage (\$350) (<i>Non-Profit Only</i>)	\$ _____
☐ City Movie Projection Equipment & Inflatable Screen (\$250) (<i>Non-Profit Only</i>)	\$ _____
☐ Utilization of City Insurance (must be approved by City Council in advance)	\$ _____
☐ Street Barricades/Cones (\$100/\$10)	\$ _____
☐ Electronic Street Informational Sign (\$250 per unit)	\$ _____
☐ City Tent (\$500) (<i>Non-Profit Only</i>)	\$ _____
☐ Live Music Licensing (\$200) */** (<i>Non-Profit Only</i>)	\$ _____
☐ Movie Licensing (at Cost) */** (<i>Non-Profit Only</i>)	\$ _____
☐ Parade Package (\$1000) (<i>Non-Profit Only</i>)	\$ _____
☐ Tables/Chairs (\$5/table and \$10/10 chairs, rented in counts of 10 only)	\$ _____
☐ Tables & Chairs Delivery & Set Up & Retrieval (\$25)	\$ _____
☐ Small Generator (\$100)	\$ _____
☐ Large Generator (\$250)	\$ _____
☐ Generator Power Distribution Panel (\$100)	\$ _____
☐ Hose Bib (water distribution system) (\$100)	\$ _____
☐ Connection to City Fire Hydrant (\$50 + Metered Rate for Water)	\$ _____
☐ Electrical Activation (\$75 + Hourly Rate for Electricity/Connection)	\$ _____
☐ Fire/EMS (\$30/hour, min. 2 hours)	\$ _____
☐ Police (\$30/hour, min. 4 hours)	\$ _____
☐ Public Works Crew (\$25/hour, min. 2 hours)	\$ _____
☐ Other City Staff (\$30/hour, min. 2 hours)	\$ _____
<u>Garbage Cans</u>	\$ <u>100.00</u>

TOTAL AMOUNT OF FUNDING REQUESTED

\$ 600.00

*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?)

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.)

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

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

BUDGET

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

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

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			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
TOTAL REVENUE			

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

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

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

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

PARTICIPANTS

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

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

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.



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: Tiny Acres Northwest Florida, Inc.

Address: 5662 County Squire Drive City: Milton

Phone: 850-736-9384 Email: Tinyacresnwfl@gmail.com

Event POC: Rashelle Stewart

Phone: 850-736-9384 Email: Tinyacresnwfl@gmail.com

Event Information

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

Event Name: Tiny Acres Fundraiser

Event Website/ Event Page: _____

Event Location: Jernigan's Landing Event Date(s) 2/9/24 to 2/10/24

Time of Event: Day 1 2/9/24 to _____ (Day 2 - Optional) 2/10/24 to _____

Setup Date & Time: 8:00 at _____ Teardown Date & Time: 5:00 PM at _____

Estimated Attendance: _____ 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? _____

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

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

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

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

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

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

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 St.
- 2) Pine St.
- 3) _____
- 4) _____

Is this an annual Event? ☐ YES ☐ NO

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

Requested event date(s): _____ Alternative Date(s): _____

Additional Documents Required with Application

All events require an Event Site Map and copy of Insurance Certificate's 10 days prior. Below are additional documents that may be required to be submitted with the application. Application will be considered incomplete without these documents.

For additional information on what is required please contact the Administrative Office at City Hall.



Event Site Map



Event Race Route Map



Parade Route & Alternate

Event organizers must provide a site map with vendor locations, portable restrooms, run/ walk route, etc. at the time this application is submitted. A detailed listing of all services is required for public awareness & safety.



Insurance Certificate(s)



Fireworks Application



Other (any other agency)



Tax Exempt Certificate and 501(c)3 Documentation *(if the entity is claiming tax exempt and/ or non-profit status)*

Rules & Regulations

Application Dates:

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

Cancellation Policy:

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

ADA Accessibility Guidelines:

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

Clean-Up:

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

Hold Harmless Agreement

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

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

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

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

Name of Special Event _____

Date(s) of Special Event _____

Name of Organization Tiny Acres Northwest Florida, Inc.

Event Organizers Name Rashelle Stewart

Address of Organization 5662 Country Squire Drive, Milton, FL 32570

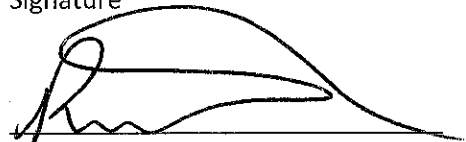
Phone Number 850-736-9384

Email Tinyacresnwfl@gmail.com

Printed Name

Rashelle Stewart

Signature



Internal Signatures Required for Approval:

Office of Economic Development: _____ Planning: _____

Public Works: _____ Police: _____ Fire: _____



Agenda Item # 2023-2172

SEPA - Old Fashion 5k (5/25/24)

MEETING DATE

January 9, 2024

PREPARED BY

Jay Conrad, Events Coordinator

BACKGROUND

This is a new 5k race event that is tentatively scheduled to take place on Saturday, May 25. The run is expected to take place between 7:00 AM and 10:00 AM, with setup beginning at 4:00 AM and cleanup concluding by 1:00 PM.

The event organizer, Run Different LLC., is a partner to Bodies Race Company which is hosting a race here on March 31st. Their hope is to work alongside BRC to do 5 or six races annually in Milton to help promote active and healthy lifestyles and bring fun, family-oriented fitness to our area.

The event organizer has requested use of the following city properties for this event:

1. Entire Riverwalk (North, South, Gazebo, and Pavilion) - \$250
2. South Willing St. - Road Closure Barricades - \$100

They have not requested the use of any additional city resources for their event.

SUMMARY

RECOMMENDATION

City staff recommends approval of this event.

ATTACHMENTS

1. SEPA - Old Fashion 5k 2024



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: Run Different LLC

Address: 1412 Park Place Ave. #332.

City: Bedford, TX 76022

Phone: _____

Email: _____

Event POC: Michael Reinoehl

Phone: (817) 863-5333

Email: m.reinoehl14@gmail.com

Event Information

☐ Concert

☐ Park Festival

☐ Street Festival

☐ Parade/ Procession

☒ Run/ Walk

☐ Sporting Event

☐ Sale/ Market

☐ Private Event/ Wedding

☐ Other _____

Event Name: Old Fashion 5K/10K

Event website/ Event Page: _____

Event Location: Riverwalk South

Event Date(s) 05/25/24 to 05/25/24

Time of Event: Day 1 7am to 10am (Day 2 - Optional) _____ to _____

Setup Date & Time: 05/25/24 at 4am-8am Teardown Date & Time: 05/25/24 at 11am - 2pm

Estimated Attendance: Approx. 100-200

Is the Event Free to attend? ☐ YES

☒ NO

Special Event Questionnaire

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

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

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

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

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 |
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| ☐ 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) |
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| ☐ City Tent (40'x40') | \$500(np only) | ☐ Variable Message Sign | \$250 per _____ |
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| ☐ 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): _____

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 12th day of October in 2023

Name of Special Event Old Fashion 5K/10K
Date(s) of Special Event 05/25/2024
Name of Organization Run Different LLC
Event Organizers Name Michael Reinoehl
Address of Organization 1412 Park Place Ave. #332
Phone Number (817) 863-5333
Email m.reinoehl14@gmail.com

Printed Name	Signature
<u>Michael Reinoehl</u>	<u>Michael Reinoehl</u>

Internal Signatures Required for Approval:

Office of Economic Development: _____ Planning: _____

Public Works: _____ Police: _____ Fire: _____



Resolution 2024-01 Amending Resolution #1590-23 NSRCUA Representative

MEETING DATE	PREPARED BY
January 9, 2024	Clerk's Office Molly Turnes, Executive Assistant / Interim City Clerk

RESOLUTION NO. 2024-01

A RESOLUTION OF THE CITY OF MILTON, FLORIDA, CITY COUNCIL TO AMEND RESOLUTION 1590-23 APPOINTING A CITY REPRESENTATIVE TO ENGAGE IN ALL MATTERS RELATED TO THE NORTH SANTA ROSA COUNTY UTILITIES AUTHORITY.

WHEREAS, this Resolution is to amend Resolution 1590-23 of the City of Milton, and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MILTON, FLORIDA, AS FOLLOWS:

The City of Milton hereby amends Resolution 1590-23 and authorizes Councilman Casey Powell to serve as its representative regarding any and all matters related to the North Santa Rosa County Utilities Authority and further authorizes this representative to negotiate on behalf of the city any legislative, procedural, administrative, and operational considerations by which the City of Milton may be affected or have any say in.

Approved and adopted this _____ day of _____, 2024.

Mayor

Attest:

City Clerk

APPROVED AS TO FORM:

City Attorney



Agenda Item # 2023-1901

Ordinance 1994-23 Local Historic Resource addition to UDC - Sections 11.4 & 11.5 - Second Reading

MEETING DATE

January 9, 2024

PREPARED BY

Tim Milstead, Planning Director

BACKGROUND

The Historic Preservation Board has evaluated for many months earlier in the year a set of proposed UDC amendments in sections 11.4 and 11.5 that create a process for establishing local historic resources. Local historic resources are any building, property or artifact that may contain historic value in the community and have their own story that is independent from the nationally recognized Milton Historic District. The language proposed would establish a review process by which these historic resources could be evaluated and approved by the Historic Preservation Board and the City Council.

SUMMARY

In order for a resource to be evaluated for consideration, an application must be submitted by the property owner where the resource is located. Upon property owner authorization, these resources could be reviewed by the Historic Preservation Board and the City Council using an established set of criteria to determine if designation is appropriate, and also would be reviewed through the public hearing process established in the proposed language addition. The public comments received by staff about this proposed ordinance can be found at the following link: <https://www.miltonfl.org/DocumentCenter/View/5078/UDC-Update-Public-Comments-as-of-July-18-2023?bidId=>

After approval in November and first reading in December, the final ordinance has been attached for second reading.

RECOMMENDATION

The City Council voted 5-2 on November 7th for approval of this item.

ATTACHMENTS

1. Ordinance_1994-23_Local_Historic_Resource_121223

ORDINANCE NO. 1994-23

AN ORDINANCE AMENDING ARTICLE 11 OF THE UNIFIED DEVELOPMENT CODE OF THE CITY OF MILTON, SPECIFICALLY SECTIONS 11.4 AND 11.5, ADDING LANGUAGE THAT PROVIDES FOR A PROCESS OF DESIGNATING LOCAL HISTORIC RESOURCES THAT ARE INDEPENDENT OF THE MILTON HISTORIC DISTRICT; PROVIDING FOR SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING FOR AN EFFECTIVE DATE.

NOW THEREFORE BE IT ORDAINED BY THE City Council of the City of Milton, Florida as follows:

Section 1: Unified Development Code Amendment.

The City of Milton Unified Development Code is hereby amended as set forth in Attachment A, and incorporated herein by reference.

Section 2: Severability.

If any provision or portion of this ordinance is declared by any court of competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and portions of this Ordinance and the City of Milton's Unified Development Code shall remain in full force and effect.

Section 3: Repealer.

All ordinances and parts of ordinances in conflict with this ordinance are hereby repealed.

Section 4: Effective Date.

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

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

CITY OF MILTON, FLORIDA

BY: _____
HEATHER LINDSAY - MAYOR

ATTEST:

CITY CLERK: _____

First Reading: _____

Second Reading: _____

Legal in form and valid when signed by City Attorney.

Alex Andrade

ORDINANCE 1994-23

ATTACHMENT A

11.4 HISTORICAL RESOURCE PROTECTION

A. **Intent.** The intent of this section shall be to:

- (1) Establish a historic preservation board;
- (2) Identify regulated historic structures;
- (3) Set forth requirements for the protection and preservation of regulated structures;
- (4) Define a process for review and appeals; and
- (5) Encourage the listing of additional properties as contributing historic structures.

(6) Authorize the historic preservation board to certify local designation of individual properties (including buildings, structures, sites and objects) as historically significant using the criteria established in Article 11.5 with property owner consent only.

11.5 HISTORICAL AND ARCHAEOLOGICAL RESOURCE PROTECTION

A. **Intent.** It is the intent of this section to provide for the protection of historical and archaeologically significant local sites and resources within the city's jurisdiction. , independent of the Milton Historic District. It is hereby declared that the protection, enhancement and preservation of properties, structures, artifacts, documents, memorabilia, and other physical assets of historical, archaeological, architectural, and/or cultural significance are in the interest of the public health, safety and general welfare of the residents of and visitors to the city. Therefore, this division is intended to:

- (1) Effect and accomplish the protection, enhancement, and preservation and study of archaeological sites, properties, structures, improvements, landscape features, artifacts, and other physical assets located within the city which represent distinctive elements of the town's prehistoric, historic, architectural, and/or social character;
- (2) Safeguard the city's history, heritage, and unique attributes;
- (3) Foster civic pride and respect for the accomplishments of the past; and
- (4) Protect and enhance the city's attraction of visitors and support and stimulate the economy from increased tourism.

B. Local Historic site/resource designation procedures.

- (1) Purpose and intent. This section provides mechanisms to promote historic preservation in the city by the designation of local historic resources or individual sites, and by the regulation of construction and demolition at local historic sites independent from the Milton Historic District.

(2) Criteria. To qualify as a designated local historic resource or site, the proposed site shall meet one or more of the following criteria:

- a. Is associated in a significant way with the life or activities of a major person important in Milton, Santa Rosa County, Florida or national history;
- b. Is associated with an historic event with significant effect upon the city, county, state or nation;
- c. Is associated in a significant way with a major historic event whether cultural, economic, military or political;
- d. Exemplifies the historic, political, cultural or economic trends of the community history;
- e. Is associated in a significant way with a past or continuing institution which has contributed to the life of the city;
- f. Portrays the environment in an era of history characterized by one or more distinctive architectural styles;
- g. Embodies those distinguishing characteristics of an architectural style, period or method of construction;
- h. Is an historic or outstanding work of a prominent architect, designer, landscape architect, or builder; or
- i. Contains elements of design, detail, material, or craftsmanship of outstanding quality or which represents, in its time, a significant innovation or adaptation to the Northwest Florida environment.

(2) A building, structure, or site, will be deemed to have historic significance if, in addition to, or in the place of previously mentioned criteria, the building, structure, or site meets the historic development standards as defined by and listed in the regulations of and criteria for the National Register of Historic Places.

(3) Properties not generally considered eligible for designation include cemeteries, birthplaces or graves of historic figures, properties owned by religious institutions or used for religious purposes, structures that have been moved from their original locations, buildings or sites primarily commemorative in nature, reconstructed historic buildings, and properties that have achieved significance less than 50 years prior to the date the property is proposed for designation. However, such properties will qualify if they fall within one or more of the following categories:

- a. A religious property deriving primary significance from architectural or artistic distinction of historic importance.
- b. A building or structure removed from its location but which is primarily significant for architectural value, or is the surviving structure most importantly associated with an historic event or person.
- c. A birthplace or grave of an historic figure of outstanding importance if there is no other appropriate site or building directly associated with his productive life.
- d. A cemetery which derives its primary significance from graves of persons of transcendent importance, from age, distinctive design features, or from association with historic events.
- e. A property primarily commemorative in nature if design, age, tradition or symbolic value have invested it with its own historic significance.
- f. A building, structure, site or district achieving significance less than 50 years from the date it is proposed for designation if it is of exceptional historic importance.

C. Application for historic site/resource designation.

(1) Applications for historic or archaeological site status for privately-owned property may be initiated by only the property owner of a site. Application for historic or archaeological site status for public property may be initiated by the applicable property owner only.

(2) By resolution of the city council, a fee shall be established and may be amended to cover the city's actual costs of reviewing and processing applications for historic designation. In addition, an application may require that funds be deposited in an escrow account to cover fees for consultants which may be hired by the department when needed to evaluate the eligibility of a property.

(3) Upon receipt of an application, the department shall conduct a preliminary evaluation of the application to determine whether or not the department has sufficient information to process the application and shall send a copy of the application by certified mail to the property owners of record. The department shall make the determination that an application is sufficient within 15 days working days of receipt of an application. If the application is not sufficient to process, the department shall specify what additional information is necessary.

(4) When an application is sufficient, the department shall prepare a designation report for consideration by the Historic Preservation Board which shall contain the following information:

- a. Proposed legal boundaries of the local historic resource or archaeological site;
- b. An analysis of the historic or archaeological significance of the nominated property;
- c. For those public buildings which have public access, an analysis of interiors with features of exceptional architectural, aesthetic, artistic or historic significance;
- d. Any proposed specific land development regulations;
- e. Any conditions beyond the standards contained in the Unified Development Code or conditions based on the development standards for historic sites.

D. Public hearings required for local historic site/resource designation.

(1) After the department prepares the designation report, the board shall conduct a public hearing to evaluate and receive comments regarding the application. For each proposed designation of an individual site, and except as otherwise provided herein, the board is required to obtain the approval of the owner of the property proposed for designation, by providing information on the benefits of designation.

(2) The department shall, by certified mail at least 15 calendar days prior to the public hearing, mail a copy of the designation report and a notice of public hearing to the property owner of record as determined by the most current Santa Rosa County property tax rolls then available. Refusal to accept this notice of public hearing shall not invalidate the hearing. Notice shall also be provided by publishing a copy thereof on on the Santa Rosa County website or in a newspaper of general circulation within the city at least ten calendar days prior to the date of the hearing. All interested parties shall be given an opportunity to be heard at the public hearing.

(3) Upon the mailing of the designation report to the property owners, the city shall cease issuing permits for any new construction, alteration, relocation or demolition of the property which is the subject of a proposed designation. No permits shall be issued by the city until after the city council approves or denies the nomination for historic site status, or the application is withdrawn by the person or entity who has initiated the application.

(4) After the close of the public hearing, but no later than 45 calendar days following the close of the public hearing, the Historic Preservation Board shall vote at a public hearing and make its recommendation to the city council on the designation.

(5) The city council shall thereafter hold a public hearing following the same notice requirements set forth in subsection (d)(2) of this section.

(6) At its public hearing, the city council shall consider the application, all relevant support materials, the designation report, the recommendations of the Historic Preservation Board and the criteria for designation, and may, at the conclusion of the hearing, adopt a resolution approving, approving with conditions, or denying the historic site designation. For property not owned by a governmental entity, a supermajority vote of the city council is required for designation. For single-family homes, the approval of the property owner is required for designation.

(7) Amendment or rescission. The city may amend or rescind any designation provided it complies with the same notice and public hearing requirements and other procedures used in approving the original designation.

- E. **Requirement for construction activity.** In the event that a proposed development plan has been identified by the Planning and Development Department to be in the vicinity of an archaeologically significant site, the department shall require the owner to alert construction personnel in regards to this information. If at any time, a potentially significant archaeological site or artifact is uncovered during the development process, the owner shall notify the city. The city shall contact and consult with the University of West Florida, Office of Cultural and Archaeological Research and/or other appropriate state officials to determine the significance of the resource and identify the need for mitigation measures.



Agenda Item # 2023-2102

Ordinance 1995-23 - Residential Transparency Standards - Second Reading

MEETING DATE

January 9, 2024

PREPARED BY

Tim Milstead, Planning Director

BACKGROUND

After the completion of the city's UDC update a few months ago, staff has encountered issues with one section of code pertaining to residential transparency standards. This section addresses the percentage in which the facade of a residential home must be covered by windows or other transparent material if the facade faces a public street. Staff subsequently forwarded this proposed language change to the Milton Planning Board for review in November.

SUMMARY

The City's current standard mandates that at least 25% of all residential home facades that face a public street must be transparent. Staff is proposing that this requirement be reduced to 15% to meet the intent of the language change in the UDC. The Milton Planning Board reviewed this item, and unanimously recommends that additional language be added to include entry doors into the transparency calculation. This change will support the city's intent of prohibiting blank walls along city streets, and will still promote the aesthetic appearance of homes and neighborhoods. This change will also allow more flexibility for the homeowner in the design of their home. The proposed ordinance is attached for second reading.

RECOMMENDATION

The Executive Committee voted unanimously to approve this language change. The proposed ordinance received first reading in December.

ATTACHMENTS

1. Ordinance_1995-23_Residential_Transparency_Standards_121223

ORDINANCE NO. 1995-23

AN ORDINANCE AMENDING SECTION 6.2 OF THE UNIFIED DEVELOPMENT CODE OF THE CITY OF MILTON, MODIFYING LANGUAGE THAT PROVIDES FOR RESIDENTIAL FAÇADE TRANSPARENCY STANDARDS; PROVIDING FOR SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING FOR AN EFFECTIVE DATE.

NOW THEREFORE BE IT ORDAINED BY THE City Council of the City of Milton, Florida as follows:

Section 1: Unified Development Code Amendment.

The City of Milton Unified Development Code Section 6.2 (E) is hereby amended as set forth below, and incorporated herein by reference.

E. Design Standards for Residential Districts.

(1) General Architectural Standards, Building Materials, and Façade Features. The following residential design standards apply to new construction, substantial remodeling and repair or rehabilitation meant to remedy damage or deterioration of the exterior façade of an existing structure, and additions to existing structures.

a. Exterior design and façade features, rooflines, massing, window and treatment types, and materials shall be compatible with the existing character of the surrounding residences.

b. Exterior entrances from a public sidewalk or common open space are permitted for apartment or condominium units on the ground floor. These entrances shall be raised from the finished ground floor level of the sidewalk and shall appear to be designed as townhouses.

c. All exterior walls, including parking structures, garages, and accessory structures shall be constructed of materials commonly used for residential structures in Santa Rosa County historically.

d. No blank walls shall front public streets.

e. A minimum of two distinct building materials from the approved list as provided in Subsection 2.2(B) must be utilized on all façades to provide architectural detail and interest.

f. The architectural features, materials, and the articulation of the building's façade shall be continued on all sides visible from a public street.

g. The front façade of the principle building on any lot shall face onto a public or private street.

h. Any building (excluding parking garages and other accessory building) viewed from a public right-of-way or public open space shall either face such right-of-way or open space, or shall have a façade facing such area in keeping with the character of the front façade, including the utilization of window design and materials.

i. Front and street sides of buildings visible from the public right-of-way shall include changes in relief such as columns, cornices, bases, fenestration, and fluted masonry. The top floor of any building shall contain a distinctive finish, consisting of a cornice, banding or other architectural termination.

j. An expression line shall delineate divisions between floors of all buildings, and a cornice shall delineate the tops of façades for non-single-family buildings that do not utilize a pitched roof.

k. All walls facing public streets shall have at least ~~25%~~15% transparency.

Windows and entry doors shall be counted towards the minimum transparency standard.

Section 2: Severability.

If any provision or portion of this ordinance is declared by any court of competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and portions of this Ordinance and the City of Milton's Unified Development Code shall remain in full force and effect.

Section 3: Repealer.

All ordinances and parts of ordinances in conflict with this ordinance are hereby repealed.

Section 4: Effective Date.

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

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

CITY OF MILTON, FLORIDA

BY: _____
HEATHER LINDSAY - MAYOR

ATTEST:

CITY CLERK: _____

First Reading: _____

Second Reading: _____

Legal in form and valid when signed by City Attorney.

Alex Andrade



Agenda Item # 2023-2087

Ordinance 1996-23 City Council Meeting and Work Session Schedule - Second Reading

MEETING DATE

January 9, 2024

PREPARED BY

Molly Turnes, Executive
Assistant / Interim City Clerk

BACKGROUND

SUMMARY

RECOMMENDATION

Committee recommends approval

ATTACHMENTS

1. 1996-23 - City Council Meetings and Work Sessions AS AMENDED

ORDINANCE NO. 1996-23

AN ORDINANCE OF THE CITY OF MILTON, FLORIDA, TO AMEND PART 1, SUBPART A, ARTICLE 2, SECTION 2-5, OF THE CITY OF MILTON MUNICIPAL CODE TO ESTABLISH THE DATES AND TIMES OF CITY COUNCIL MEETINGS, CITY COUNCIL WORK SESSIONS, CITY COMMUNITY REDEVELOPMENT AGENCY (CRA) MEETINGS, AND CITY UTILITY BOARD MEETINGS.

WHEREAS, Part 1, Subpart A, Article II, of the City of Milton municipal code is specific to and governs the city council, and;

WHEREAS, Section 2-5 of Article II is entitled “Meetings; election of officers; absence of members; quorum”, and;

WHEREAS, it is beneficial to establish city council meeting dates and times, and to establish city council work session dates and times, and;

WHEREAS, the city council also serves as the governing board and governing authority of the city’s Community Redevelopment Agency (CRA) and the Sundial Utilities, and;

WHEREAS, to ensure public participation and to enhance the productivity of the city services generally, and;

NOW, THEREFORE, BE IT ORDAINED THAT PART 1, SUBPART A, ARTICLE II, SECTION 2-5, OF THE CITY OF MILTON, FLORIDA, CODE OF ORDINANCES IS HEREBY AMENDED TO INCLUDE SUBSECTIONS E, F, G, H, AND I, AND THAT THOSE SUBSECTIONS SHALL READ AS FOLLOWS:

(e) The regular business meeting of the city council shall be held on the 2nd Tuesday of each month at 6:30 p.m.

(f) City council work sessions shall be held on the 2nd Tuesday of each month at 5:30 p.m. and on the 3rd Thursday of each month at 6:00 p.m. City council work sessions shall generally adhere to the manner and description of city council workshops as described by the Florida League of Cities.

(g) The City of Milton Community Redevelopment Agency board, which is a function of the city council, shall meet on the 3rd Thursday of each month at 5:30 p.m.

(h) The Sundial Utilities board, which is a function of the city council, shall meet on the 3rd Thursday of each month at 5:45 p.m.

(i) No other regularly scheduled gatherings of the city council shall occur without amending this subsection to include the nature and schedule of such gatherings. Specially called meetings shall not be affected by this ordinance.

MAYOR

DATE

ATTEST:

CITY CLERK

DATE

APPROVED AS TO FORM:

CITY ATTORNEY

DATE

Passed First Reading _____

Passed Second Reading _____



Agenda Item # 2023-2090

Ordinance 1997-23 Boards and Committees Appointment Policy - Second Reading

MEETING DATE

January 9, 2024

PREPARED BY

Molly Turnes, Executive
Assistant / Interim City Clerk

BACKGROUND

SUMMARY

RECOMMENDATION

Committee recommends approval

ATTACHMENTS

1. 1997-23 Ordinance - City Council Board Commission and Committee Appointments

ORDINANCE NO. 1997-23

AN ORDINANCE OF THE CITY OF MILTON, FLORIDA, TO AMEND PART 2, CHAPTER 2, ARTICLE V, DIVISION 1, SECTION 2-501, OF THE CITY OF MILTON MUNICIPAL CODE TO ESTABLISH THE PROCEDURE FOR REAPPOINTING MEMBERS APPOINTED BY THE CITY COUNCIL TO THE CITY'S VARIOUS BOARD, COMMISSIONS, AND COMMITTEES.

WHEREAS, Part 2, Chapter 2, Article V, Division 1, Section 2-501, of the City of Milton code of ordinances is currently a reserved Section, and;

WHEREAS, this Article is specific to boards, commissions, and committees, and;

WHEREAS, the city council desires to establish a formal procedure for the process of filling expired terms on the city's various boards, commissions, and committees, and;

NOW, THEREFORE, BE IT ORDAINED THAT PART 2, CHAPTER 2, ARTICLE V, DIVISION 1, SECTION 2-501, OF THE CITY OF MILTON, FLORIDA, CODE OF ORDINANCES IS HEREBY AMENDED AS FOLLOWS:

This Section shall no longer be RESERVED and shall be entitled "Term(s) of Appointment Expiration Notice", and;

BE IT FURTHER ORDAINED THAT SUBSECTIONS A, B, C, D, AND E OF THIS SECTION OF THE CITY OF MILTON, FLORIDA, CODE OF ORDINANCES, ARE HEREBY CREATED AND SHALL READ AS FOLLOWS:

- (a) Not less than forty-five (45) days prior to the expiration of any term of any member appointed by the city council to any board, commission, or committee the city clerk shall notify, in writing, the appointee, the city council, and the board, commission, or committee chair of the expiring term.
- (b) If the member whose term is expiring desires to continue to serve for a successive term or a new term he/she must notify the city clerk, in writing, within fourteen (14) days of being advised by the clerk of the expiring term.
- (c) Board, commission, and committee members whose terms are expiring shall not be required to submit a new application to be considered for reappointment unless the requirements for serving on the board, commission, or committee have changed since the member's most recent appointment.
- (d) The city council shall consider appointments or reappointments to boards, commissions, and committees in such a manner as to avoid vacancies whenever possible.
- (e) Upon the expiration of an appointed term under no circumstance shall any member of any

board, commission, or committee whose term has expired continue, or be allowed to continue, to serve on the respective board, commission, or committee or act as an appointed member without reappointment by the city council.

MAYOR

DATE

CITY CLERK

DATE

APPROVED AS TO FORM:

CITY ATTORNEY

DATE

Passed First Reading _____

Passed Second Reading _____



Agenda Item # 2023-2091

Ordinance 1998-23 City Clerk Appointment - Second Reading

MEETING DATE

January 9, 2024

PREPARED BY

Molly Turnes, Executive
Assistant / Interim City Clerk

BACKGROUND

SUMMARY

RECOMMENDATION

Committee recommends approval

ATTACHMENTS

1. 1998-23 Ordinance - City Clerk Appointment

ORDINANCE NO. 1998-23

AN ORDINANCE OF THE CITY OF MILTON, FLORIDA, TO AMEND PART 1, SUBPART A, ARTICLE IV, SECTION 4-1, OF THE CITY OF MILTON MUNICIPAL CODE REGARDING THE APPOINTMENT OF THE CITY CLERK.

WHEREAS, Part 1, Subpart A, Article IV, Section 4-1, of the City of Milton municipal code is currently entitled “Established” and currently reads as “There shall be a city clerk appointed by majority vote of the city council”, and;

WHEREAS, the city is currently revising the municipal code to be reflective of, and to include, city clerk duties not held or incumbent upon an elected city clerk, and;

WHEREAS, it is therefore beneficial for the city clerk to be appointed alternatively and for the duties of the city clerk to be subsequently revised, and;

NOW, THEREFORE, BE IT ORDAINED THAT PART 1, SUBPART A, ARTICLE IV, SECTION 4-1, OF THE CITY OF MILTON MUNICIPAL CODE IS HEREBY AMENDED READ AS FOLLOWS:

This Section shall be entitled as “Appointed”, and;

BE IT FURTHER ORDAINED THAT THE TEXT OF PART 1, SUBPART A, ARTICLE IV, SECTION 4-1, OF THE CITY OF MILTON, FLORIDA, CODE OF ORDINANCES, ENTITLED “APPOINTED”, IS HEREBY AMENDED READ AS FOLLOWS:

“There shall be a city clerk appointed by the city manager.”

MAYOR

DATE

CITY CLERK

DATE

APPROVED AS TO FORM:

CITY ATTORNEY

DATE

Passed First Reading _____

Passed Second Reading _____



Agenda Item # 2023-2106

Ordinance 1999-23 City Council Vacancies Appointment Procedure Amendment - Second Reading

MEETING DATE

January 9, 2024

PREPARED BY

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

1. 1999-23 - City Council Vacancies Appointment Procedure Amendment AS
CORRECTED

ORDINANCE NO. 1999-23

AN ORDINANCE OF THE CITY OF MILTON, FLORIDA, TO AMEND PART 2, CHAPTER 2, ARTICLE III, DIVISION 3, SECTION 2-202, SUBSECTIONS 2, 3, 4, 8, AND 9 OF THE CITY OF MILTON MUNICIPAL CODE.

WHEREAS, Part 2, Chapter 2, Article III, Division 3, Section 2-202, of the City of Milton municipal code is specific to the duties of the city clerk, and;

WHEREAS, Subsections 2, 3, 4, 8, and 9 of Part 2, Chapter 2, Article III, Division 3, Section 2-202, of the City of Milton municipal code read as follows:

(2) The vote to fill the vacancy shall be held at a properly noticed meeting of the city council, which may be specially called or may be at the regular monthly meeting of the city council.

(3) If a meeting of the city council is not scheduled as to allow selection of a candidate prior to the end of the 30-day period required by Charter, the city council shall select a date for a special meeting to be properly noticed to hold a vote.

(4) The members of the city council shall have ten days following the vacancy to submit candidates to fill the vacant seat.

(8) The vote to fill the vacated seat shall occur only after a quorum has been established.

(9) The city council, by a majority of the quorum present, shall consider each candidate and cast votes until a nominee is selected, unless the city council rejects all nominees, in which event, the Governor of the State of Florida, by law, shall have the authority to appoint the successor.

and;

WHEREAS, the procedures and requirements in these Subsections are misplaced and/or governed by other applicable municipal ordinance or state statute, and;

NOW, THEREFORE, BE IT ORDAINED THAT PART 2, CHAPTER 2, ARTICLE III, DIVISION 3, SECTION 2-202, SUBSECTIONS 2, 3, 4, 8, AND 9 OF THE CITY OF MILTON, FLORIDA, CODE OF ORDINANCES ARE HERBY AMENDED TO READ AS FOLLOWS:

Each of these subsections shall now be amended to be RESERVED.

MAYOR

DATE

ATTEST:

CITY CLERK

DATE

APPROVED AS TO FORM:

CITY ATTORNEY

DATE

Passed First Reading _____

Passed Second Reading _____



Agenda Item # 2023-2088

Ordinance 01-24 City Council Meeting Agenda Format - First Reading

MEETING DATE

January 9, 2024

PREPARED BY

Molly Turnes, Executive
Assistant / Interim City Clerk

BACKGROUND

SUMMARY

RECOMMENDATION

Staff recommends approval

ATTACHMENTS

None



Agenda Item # 2023-2089

Ordinance 02-24 City Council and City Boards Procedural Rules - First Reading

MEETING DATE

January 9, 2024

PREPARED BY

Molly Turnes, Executive
Assistant / Interim City Clerk

BACKGROUND

SUMMARY

RECOMMENDATION

Staff recommends approval

ATTACHMENTS

None



Agenda Item # 2024-2187

Resolution 2024-02 Sanitation, Water & Wastewater Funds Forward

MEETING DATE

January 9, 2024

PREPARED BY

Heidi Sroka, Budget
Coordinator

BACKGROUND

Funds forward for Garbage Truck Lease, Milton Force Main & Well Water Repairs.

SUMMARY

RECOMMENDATION

Recommend approval

ATTACHMENTS

1. Resolution 2024-2

RESOLUTION NO. # 2024-2

**FLORIDA, AMENDING THE FISCAL YEAR 2024 BUDGET, CHANGING
THE ESTIMATED TOTAL REVENUES AND EXPENDITURES
OF VARIOUS FUNDS
AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, changes in anticipated revenues and expenditures of the City of Milton, necessitates a revision of the Appropriations for Fiscal Year 2024.

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

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

FUND: Sanitation		DEPARTMENT:		
EXPENSE BUDGET ACCOUNT NUMBER		CURRENT BUDGET AMOUNT	INC/DECREASE AMOUNT	REVISED BUDGET AMOUNT
404-0536-536-44-00	Sanitation/Rentals and Leases	46,683	25,000	71,683
		LINE ITEM TOTAL-----	25,000	
REVENUE BUDGET ACCOUNT NUMBER		CURRENT BUDGET AMOUNT	INC/DECREASE AMOUNT	REVISED BUDGET AMOUNT
404-0000-389-90-01	Other Non Operating/Funds Brought Forward	-	25,000	25,000
		LINE ITEM TOTAL-----	25,000	
COMMENTS/EXPLANATION: Funds forward to pay for Sanitation to lease a garbage truck while ours is being repaired.				
FUND: Water Service		DEPARTMENT:		
EXPENSE BUDGET ACCOUNT NUMBER		CURRENT BUDGET AMOUNT	INC/DECREASE AMOUNT	REVISED BUDGET AMOUNT
403-0536-536-63-20	Capital Outlay/Other Sewer Improvement	337,652	150,000	487,652
		LINE ITEM TOTAL-----	150,000	
REVENUE BUDGET ACCOUNT NUMBER		CURRENT BUDGET AMOUNT	INC/DECREASE AMOUNT	REVISED BUDGET AMOUNT
403-0000-389-90-01	Other Non Operating/Funds Brought Forward	472,550	150,000	622,550
		LINE ITEM TOTAL-----	150,000	
COMMENTS/EXPLANATION: Funds forward to pay for boring, installation & fusion of the 10" pipe for the Milton force main interconnect Berryhill Road Project #2403A. Funds from Water impact fees.				
FUND: Wastewater		DEPARTMENT:		
EXPENSE BUDGET ACCOUNT NUMBER		CURRENT BUDGET AMOUNT	INC/DECREASE AMOUNT	REVISED BUDGET AMOUNT
403-0535-535-64-29	Capital Outlay/Water Well Repairs	-	166,500	166,500
		LINE ITEM TOTAL-----	166,500	
REVENUE BUDGET ACCOUNT NUMBER		CURRENT BUDGET AMOUNT	INC/DECREASE AMOUNT	REVISED BUDGET AMOUNT
403-0000-389-90-01	Other Non Operating/Funds Brought Forward	572,550	166,500	739,050
		LINE ITEM TOTAL-----	166,500	
COMMENTS/EXPLANATION: Funds forward to pay for water well repairs. Funds from Water Impact Fees.				

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

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

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

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

Heather Lindsay, Mayor

ATTEST:

Molly Turnes, City Clerk



Agenda Item # 2024-2188

Resolution 2024-03 RESTORE Council Appointment

MEETING DATE

January 9, 2024

PREPARED BY

Molly Turnes, Executive
Assistant / Interim City Clerk

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

1. Resolution 2024-03 RESTORE Council Appointment
2. Santa Rosa County Resolution 2012-32 Establishing LRC

RESOLUTION NO. 2024-03

A RESOLUTION OF THE CITY OF MILTON, FLORIDA, CITY COUNCIL TO NOMINATE ITS MEMBER TO THE LOCAL RESTORE COUNCIL.

WHEREAS, Santa Rosa County Commission Resolution 2012-32 established the Local RESTORE Council, and

WHEREAS, pursuant to that Resolution the Milton city council nominates one member to the Local RESTORE Council and that appointment is then considered for approval by the Santa Rosa County Commission, and

WHEREAS, the Milton city manager has previously been nominated by the city council as the city's member on the Local RESTORE Council, and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MILTON, FLORIDA, AS FOLLOWS:

The City of Milton hereby nominates city manager Scott Collins to serve as its member representative on the Santa Rosa County Local RESTORE Council.

Approved and adopted this _____ day of _____, 2024.

Mayor

Attest:

City Clerk

APPROVED AS TO FORM:

City Attorney

A RESOLUTION OF BOARD OF COUNTY COMMISSIONERS OF SANTA ROSA COUNTY, FLORIDA RELATING TO THE RESOURCES AND ECOSYSTEMS SUSTAINABILITY, TOURIST OPPORTUNITIES, AND REVIVED ECONOMICS OF THE GULF COAST STATES ACT OF 2012 (THE "RESTORE ACT"); ESTABLISHING SANTA ROSA COUNTY'S LOCAL RESTORE COUNCIL; AND, PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Santa Rosa County was substantially impacted by the Deepwater Horizon Oil Spill which occurred in the Gulf of Mexico on or about April 20, 2010; and

WHEREAS, Santa Rosa County experienced severe damage from said oil spill resulting in property loss, economic hardship, and threats to public health and safety, natural resources and the local economy; and

WHEREAS, the United States Congress approved, and the President signed into law, the Resources and Ecosystems Sustainability, Tourist Opportunities, and Revived Economics of the Gulf Coast States Act of 2012 (the "RESTORE Act") which established potential funding sources for various purposes which will enhance and benefit Santa Rosa County and the Gulf Coast area; and

WHEREAS, Santa Rosa County has determined that it is in its best interest to establish the Santa Rosa County Restore Council ("the Council"), the purpose of which shall be to, among other objectives as set forth by the Board of County Commissioners:

1. Review potential projects and expenditures under the RESTORE Act, and solicit public input regarding such projects and expenditures;
2. Develop a multi-year implementation plan (the "Plan") to implement and carry out the purposes and intent of the RESTORE Act, and solicit public input to assist in the development of the Plan;
3. Submit the Plan to the Santa Rosa County Board of County Commissioners for approval, and update the Plan no less than annually;
4. Work or consult with with any firm, coalition, or consultant as directed by the Santa Rosa County Board of County Commissioners to carry out the purposes of the Council.

NOW, THEREFORE, BE IT RESOLVED that the Santa Rosa Board of County Commissioners hereby establishes the Santa Rosa County Restore Council ("the Council") to be comprised of eleven (11) members as follows:

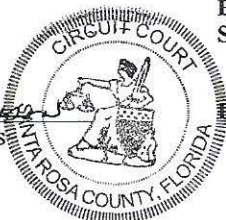
1. Each County Commissioner shall nominate one member who shall reside in the nominating Commissioner's district. Each nominated member must be approved by the Board of County Commissioners;
2. The City Council of the City of Milton shall nominate one member. The nomination must be approved by the Board of County Commissioners;
3. The Town Council of the Town of Jay shall nominate one member. The nomination must be approved by the Board of County Commissioners;
4. The City Council of Gulf Breeze shall nominate one member. The nomination must be approved by the Board of County Commissioners;
5. The Navarre Beach Area Chamber of Commerce shall nominate one member. The nomination must be approved by the Board of County Commissioners;
6. The Chairman and the Restore Representative of the Board of County Commissioners.
7. Any member of the Council may be removed upon the motion of a County Commissioner, upon majority vote of the Board of County Commissioners;
8. All members, with the exception of the BOCC members, must be shown by the nominating commissioner or body, to have experience or expertise in one or more of the following areas: the environment, coastal resources, business development, tourism, or economic development;
9. One of the County Commissioner members of the Council, selected at the discretion of the Chairman of the Board of County Commissioners, shall serve as chairman of the Council; and,
10. All appointments to the Council shall be for a term of two years, with the exception of the County Commissioner members, who shall serve one year terms.

The Council shall meet within one month after the Board of County Commissioners approves the members outlined in Paragraph 1, above. The Council shall establish its own meeting schedule.

PASSED AND ADOPTED this 13th day of September, 2012, by a vote of 5 yeas, 0 nays, and 0 absent, of the Board of County Commissioner of Santa Rosa County, Florida.

ATTEST:

Mary M. Johnson
Mary M. Johnson, Clerk of Courts



**BOARD OF COUNTY COMMISSIONERS
SANTA ROSA COUNTY, FLORIDA**

BY Jim Williamson
Jim Williamson, Chairman



Agenda Item # 2024-2197

Resolution 2024-04 New Plan Sponsor of Mission Square Retirement Plan

MEETING DATE

January 9, 2024

PREPARED BY

Molly Turnes, Executive
Assistant / Interim City Clerk

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

None



Agenda Item # 2024-2185

City of Milton Board Vacancies

MEETING DATE

January 9, 2024

PREPARED BY

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

BACKGROUND

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

SUMMARY

At this time, staff has one application on file for the Historic Preservation Board. Attached is the application as well as the current boards with vacancies.

RECOMMENDATION

ATTACHMENTS

1. Board Vacancies Updated 1.3.2024

CITY OF MILTON BOARD VACANCIES

HISTORIC PRESERVATION BOARD

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

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

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

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

Description of Duties

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

PLANNING BOARD

The Planning Board is a seven-member board. The City of Milton Planning Board is designated as the Local Planning Agency. The Planning Board shall be responsible for review and recommendations regarding the development, updating and amendment of the comprehensive plan and land development regulations. All plan amendments and revised regulations shall require Planning Board review and recommendation prior to Council approval. All major subdivision plats and planned development projects shall require review and recommendation by the Milton Planning Board prior to action by the City Council. There is currently one vacancy on this board, Ward 4 position. This position, when filled, will serve a four-year term, and is appointed by the 2 Council Members from Ward 4.

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

COMMUNITY IMPROVEMENT BOARD

The board consists of 7 members. The members shall serve for 2-year terms at the pleasure of the City Council and without compensation. No more than three members from any area of expertise

shall be appointed and serve on the board at one time. If any member fails to attend, without cause, 50% of all meetings held during any calendar year from the date of appointment by the City Council, the member's seat shall be declared vacant. There is currently one vacancy on this board. This seat, when filled, has experience or interest in marketing and public relations.

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

Description of Duties

Act in an advisory capacity to the City Council in matters related to economic development and business activities in the development of and periodic updates to the city's economic development strategic plan.

Perform other duties as requested by the City Council or as considered advisable by the Committee and approved by the City Council. Act in an advisory capacity to the City Council in matters related to economic development and business activities in the development of and periodic updates to the city's economic development strategic plan.

Make recommendations on ordinances, policies, short-term action plans, and resources allocated to business and economic development activities and programs of the city.

Have such other advisory duties granted by the City Council consistent with the business and economic development needs of the city. Identify actions to promote the economic health of the business community while preserving our unique characteristics as a welcoming riverfront community.

Promote the hospitality and tourism industry in Milton while fostering businesses that serve and enjoy the loyalty of our local and regional community.

Identify programs, policies, and activities that can help the business community recover from any economic recession.

Pursue new and diversified businesses leveraging our expertise, including the use of special zones, to address issues of concern.