



CITY COUNCIL
Regular Meeting Agenda

February 13, 2024
6:30 PM
6738 Dixon Street
Milton, FL 32570

1. Open Meeting

2. Invocation

Presiding Elder Anthony Scott, Isaiah Chapel A.M.E. Zion Church

3. Pledge of Allegiance

4. Approval of Minutes

January 9, 2024 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 # 2024-2193

Al Brewton Recognition (Naming of Council Chambers)

Item # 2024-2227

Recognizing Purchasing Officer, Diane Ebentheuer

Item # 2024-2224

Black History Month Proclamation

7. Public Hearings/Meetings

Item # 2024-2206

Rezoning Request - 0.82 acres along James Street

8. Invited Speakers

Tappie Villane, SRC Supervisor of Elections

9. Persons to Appear

10. General Consent Agenda

General Consent Agenda

11. Ordinances & Resolutions

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

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

Ordinance #03-24 Amending Section 38-176 Milton Police Officers Pension Fund COLA Increase - First Reading

Item # 2024-2240

Ordinance #04-24 Zoning Change on James Street - 0.82 acres - First Reading

Item # 2024-2241

Ordinance #05-24 - Future Land Use Map Change on James Street - 0.82 Acres - First Reading

Resolution #1591-23 Authorizing City Manager to Negotiate & Execute Lease for Office Space

Resolution #2024-07 Bid Opening for ITB 2023.18 Water & Wastewater Conversion to Liquid Chlorine

Resolution #2024-08 Negotiation of 2023.12 Engineer Services for CDBG Broad, Quinn, & Okaloosa Streets

Resolution #2024-09 Negotiation for Professional Appraisal Services WWTP 2023.09

Resolution #2024-10 BDI Task Order - Cultural & Environmental Review along 7,900 LF Pipeline Route

Resolution #2024-11 BDI Task Order - Engineering Services During Construction - Amendment 1

Resolution #2024-12 Piggyback Santa Rosa County School Board's Carpet Tile Misc. Flooring

Resolution #2024-13 Replacement sewer pump for GEO Prison

Resolution #2024-14 Reject Proposals received for bid #2023.19 Engineer Services - Decommission of WWTP

Item # 2024-2238

Resolution #2024-15 Wastewater Liftstation repair, land, Sanitation truck, Sundial upgrade

Resolution #2024-16 Appoint Former City Manager, Randy Jorgenson as Interim City Manager

12. City of Milton Events

Events Coordinator, Jay Conrad

Item # 2024-2225

SEPA - Reimagine Milton

Item # 2024-2226

SEPA - Day/Brown Riverwalk Wedding

Item # 2024-2243

SEPA - SRC National Day of Prayer 2024

Item # 2024-2244

Renewal of Permit: The Market of Milton

13. Finance, Planning Board

Councilman Michael Cusack

Item # 2024-2215

Reducing the Required Amount of Council Members (Discussion)

Item # 2024-2220

Liberty Church Imogene Theater Zoning Discussion

14. Administration, Emerald Coast Regional Council

Councilwoman Marilyn Farrow

Item # 2024-2185

City of Milton Board Vacancies

Item # 2024-2235

Community Improvement Board Member Appointment

15. Parks & Recreation, Community Improvement Board

Councilman Gavin Hawthorne

16. Board of Adjustments

Councilman Matthew Jarrett

17. Historic Preservation Board, Transportation Planning Organization

Councilwoman Roxanne Meiss

18. Growth, Development & Annexation, Tourist Development Council

Councilman Jeff Snow

Item # 2024-2236

FY 2024 Business Improvement Program – Cycle 2 – Boomerang USA, LLC
(DBA Boomerang Pizza Kitchen) and Atalanta Investment Properties, LLC

Item # 2024-2237

Facade Grant Extension Request - Kearing, LLC

19. Public Works

Councilman Casey Powell

20. Mayor Report: Public Safety, Ordinance Committee

Mayor Heather Lindsay

21. City Attorney's Report

22. City Manager's Report

23. Public Input

24. 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



January 9, 2024 Regular Council Meeting

MEETING DATE	PREPARED BY
February 13, 2024	Clerk's Office



CITY COUNCIL
Regular Meeting Minutes

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

1. Open Meeting

The meeting was called to order at 05:33 PM.

Members Present:

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

Members Absent:

Members of the Public in Attendance

Kathy Ellis, Donna Long, Sherry Chapman, Brian McGuire, Troy Spradlin, Bobby Burkett, David Farrow, Gwen Schar, Desi Lee, Vernon Compton, Jean Samples, David Samples, Robert Leek, Tina Pintor, Vickie Mullins, Zachary Reinhart, Kristin Compton, Dan Mullins, Vera Cooper, A. Williams, Jimmy Messick

Staff in Attendance

City Manager, Scott Collins
City Attorney, Alex Andrade
City Clerk, Molly Turnes
IT Systems Analyst, Ashley Johnston
Public Works Director, Joe Cook
Chief of Police, Tony Tindell

2. Invocation

Invocation was provided by Minister Troy Spradlin of Margaret Street Church of Christ.

3. Pledge of Allegiance

4. Approval of Minutes

December 12, 2023 Regular Council Meeting

ACTION: Motion to Approve by Mike Cusack;
second by Shari Sebastiao;
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

5. Approval of Agenda

ACTION: Motion to Approve by Mike Cusack; second by Matt Jarrett;
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

Councilwoman Farrow added two items under Public Works. One concerning the Utility Bill and one concerning HB777

6. Recognitions, Proclamations & Awards

Item # 2024-2189
Human Trafficking Awareness Month Proclamation
Mayor Lindsay read the Human Trafficking Awareness Month
Proclamation

Item # 2024-2190
Martin Luther King Jr. Day Proclamation
Mayor Lindsay read the Martin Luther King, Jr Day
Proclamation

7. Public Hearings/Meetings

No Public Hearing

8. Invited Speakers

Mr. Robert Smith, Chair Person of the Utility Systems Coalition of NSR County spoke on requested changes to HB1485.

Mr. Smith spoke with Rep Rudman and suggested making changes to the proposed bill - to have a temporary board with 5 specific members (listed proposed members)

Establish a temporary board to conduct a study and then, following implementation of the bill, 5 members would be elected to the board.

The requested amendment to the first part (temporary board) to consist of: The Mayor of Milton or her designee, The Mayor of the Town of Jay or his designee and the other members of the NSR County Coalition. Additionally, developers and Builders not be included in that initial body. Rep Rudman would take those requests to Senator Broxson. The coalition has not received an answer back on that yet.

HB1485 was filed by Rep Rudman who stated that what they filed was not the final bill and that changes and amendments would occur after filing.

(Read a text message from Rep Rudman from today) **(Rep Rudman)** "House Bill 1485 can now be pulled from the public record. After my meeting today I can tell you the bill no longer exists in the form as it was filed. It will be heavily amended, and I mean heavily, waiting to get the Senator's new suggestions. It's being written up right now. Things are moving in good direction. I am going to see the new language first before I make any comments. It may be that all of our changes are obsolete. It may be that even my suggestions become obsolete. But I am very hopeful."

(Mr. Smith's reply) "Doc, do you have any idea when we could expect a response from Senator Broxson? Mayor Lindsay has invited us to meet with the Milton City council at 5:30 for an updated report. I will share your message of tonight. I'm sure the question will arise what the final draft will contain. There is a big move to have a contingent of locals come to the first subcommittee meeting. I can tell you now, any changes in the makeup of the initial temporary board will not be accepted by our Coalition. Thank you for working with us and hopefully it can be worked out for your benefit as well as ours."

(Rep Rudman) "I'll let you know when I hear something. Things don't move as quickly as we would like."

Mr. Smith explained that the coalition is requesting from the City of Milton the following:

- 1) To help pay to conduct the study (1/11 of the cost)**
- 2) Attend 1st subcommittee meeting with the coalition on chartered buses. (estimate is \$3,800/ bus)**

9. Persons to Appear

Persons to Appear provided by: Desi Lee, David Samples, Melissa Simpson

10. General Consent Agenda

Item # 2023-2145
General Consent Agenda

ACTION:

Motion to Approve by Matt Jarrett; second
by Gavin Hawthorne;

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

Item # 2023-2171

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

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

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

ACTION: Motion to Approve by Jeff Snow; second
by Shari Sebastiao;

Motion passed - 6:2
YEAS: Matt Jarrett, Roxanne Meiss, Jeff Snow,
Casey Powell, Gavin Hawthorne, Shari
Sebastiao

NAYS: Mike Cusack, Marilynn Farrow
ABSTAIN: None

Second Reading of ORD 1994-23 was read by City Attorney,
Alex Andrade

Ordinance 1995-23 - Residential Transparency Standards - Second Reading

ACTION: Motion to Approve by Casey Powell;
second by Jeff Snow;
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

Second Reading of ORD 1995-23 was read by City Attorney, Alex
Andrade

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

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, Marilyn
Farrow, Gavin Hawthorne, Shari
Sebastiao

NAYS: None

ABSTAIN: None

Second Reading of ORD 1996-23 was read by City Attorney, Alex
Andrade

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

ACTION: Motion to Approve by Roxanne Meiss;
second by Shari Sebastiao;
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

Second Reading of ORD 1997-23 was read by City Attorney, Alex
Andrade

Ordinance 1998-23 City Clerk Appointment - Second 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, Marilyn Farrow, Gavin Hawthorne, Shari Sebastiao

NAYS: None

ABSTAIN: None

Second Reading of ORD 1998-23 was read by City Attorney, Alex Andrade
Council discussed ORD 1998-23 & City Manager Scott Collins explained the intent of the ordinance.

Molly Turnes is appointed as City Clerk for the City of Milton.

Ordinance 1999-23 City Council Vacancies Appointment Procedure
Amendment - Second 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, Marilyn Farrow, Gavin Hawthorne, Shari Sebastiao

NAYS: None

ABSTAIN: None

Second Reading of ORD 1999-23 was read by City Attorney, Alex Andrade

Ordinance 01-24 City Council Meeting Agenda Format

The first reading of Ordinance 01-24 did not occur.
City Manager Scott Collins explained to council the intent of the proposed ordinance and suggested putting it on the February council meeting for the first reading.

Ordinance 02-24 City Council and City Boards Procedural Rules

The first reading of Ordinance 02-24 did not occur.
City Manager Scott Collins explained to council the intent of the proposed ordinance and suggested putting it on the February council meeting for the first reading.

Resolution 2024-02 Sanitation, Water & Wastewater Funds Forward

ACTION: Motion to Approve by Matt Jarrett; second by Casey Powell;
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

Resolution 2024-02 was read by City Attorney, Alex Andrade

Resolution 2024-03 RESTORE Council Appointment

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, Marilyn Farrow, Gavin Hawthorne, Shari Sebastiao

NAYS: None

ABSTAIN: None

Resolution 2024-03 was read by City Attorney, Alex Andrade

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

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, Marilyn Farrow, Gavin Hawthorne, Shari Sebastiao

NAYS: None

ABSTAIN: None

Resolution 2024-04 was read by City Manager, Scott Collins

- 12. **City of Milton Events**
No Report
- 13. **Public Information Officer Report**
No Report
- 14. **Finance, Planning Board**
No Report

15. Administration, Emerald Coast Regional Council

Councilwoman Farrow reported to Council

Item # 2024-2185

City of Milton Board Vacancies

Councilman Farrow reported to Council.

Board Vacancies

- Historic Preservation Board has one vacancy - 2 applications - Jeff Martin & Mary Johnson
- Community Improvement Board- has one vacancy - 1 application - Cindy Smith
- Planning Board - one vacancy - 1 application - Kathy Ellis (appointment made by Ward IV Council Members)

Public input was provided by: Cynthia Smith, Kathy Ellis

16. Parks & Recreation, Community Improvement Board

Councilman Hawthorne reported to Council.

17. LEAP

Mayor Lindsay asked Councilwoman Sebastiao if she would like to be on the LEAP Committee

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.

21. Public Works

Councilman Powell reported to Council

(Discussion added to the agenda by Councilwoman Farrow re: Broxson Utility Bill 1485 & HB777)

Motion to Oppose the UT Bill as made by Councilwoman Farrow

Public Input: Elijah Bell, Wesley Meiss, Theresa Messick

City Manager Scott Collins stated he would draft a formal resolution stating Council opposes the bill as filed.

ACTION: Motion to Oppose Utility HB 1485 by Marilynn Farrow;
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

Second Motion for Opposition to HB 777

ACTION: Motion to Oppose HB 777 public works by Marilynn Farrow;
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

Email to be sent to the committee.

22. Mayor Report: Public Safety, Ordinance Committee

Mayor Lindsay had previously in the meeting reported.

23. City Attorney's Report

City Attorney Alex Andrade reported to Council regarding "Form 6 Financial Disclosure."

24. City Manager's Report

City Manager Scott Collins reported to Council

25. Public Input

Public input was provided by: Theresa Messick, Robert Leak, Vernon Compton

26. Adjourn

The meeting adjourned at 07:40 PM.



Agenda Item # 2024-2193

Al Brewton Recognition (Naming of Council Chambers)

MEETING DATE

February 13, 2024

PREPARED BY

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

None



Agenda Item # 2024-2227

Recognizing Purchasing Officer, Diane Ebentheuer

MEETING DATE

February 13, 2024

PREPARED BY

Molly Turnes, City Clerk

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

None



Agenda Item # 2024-2224

Black History Month Proclamation

MEETING DATE

February 13, 2024

PREPARED BY

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

None



Agenda Item # 2024-2206

Rezoning Request - 0.82 acres along James Street

MEETING DATE

February 13, 2024

PREPARED BY

Tim Milstead, Planning Director

BACKGROUND

This is a request from Mr. Troy Welch to rezone a property that is 0.82 acres in size from R-1 Single Family Residential to R-3 Multi-Family Residential. This request, if approved would also change the future land use from Single Family to Multi-Family designation. This property is located to the east of Stewart Street, and is accessed from James Street.

SUMMARY

The rezoning application, public hearing notice, and staff analysis and proposed ordinances are attached.

RECOMMENDATION

The Milton Planning Board will review this request on January 16th. Staff will provide the recommendation of the MPB at the Council Work Session. A public hearing for this request has been scheduled to be held at the City Council meeting on February 13th.

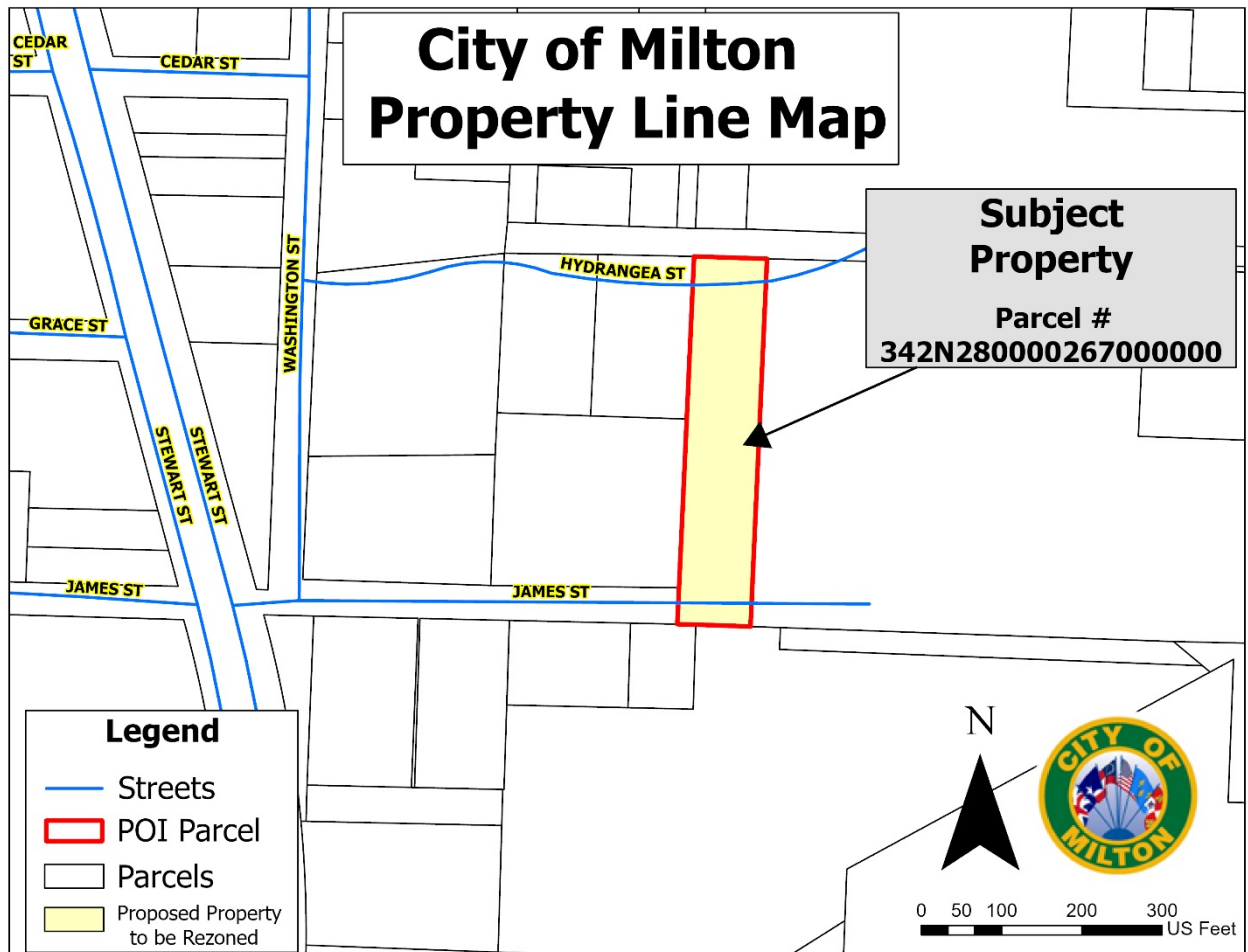
ATTACHMENTS

1. Welch - James St Rezoning Staff Analysis - R1 to R3
2. Public Notice FLUM and Rezoning Letter - James St - To R3 - COLORED MAP - 12-12-23 (002)
3. Emailing Rezoning Application with FLUM 2
4. Welch James Rezoning Ordinance 2024
5. Welch James FLUM Ordinance 2024

Hydrangea St. Rezoning Request Data & Analysis

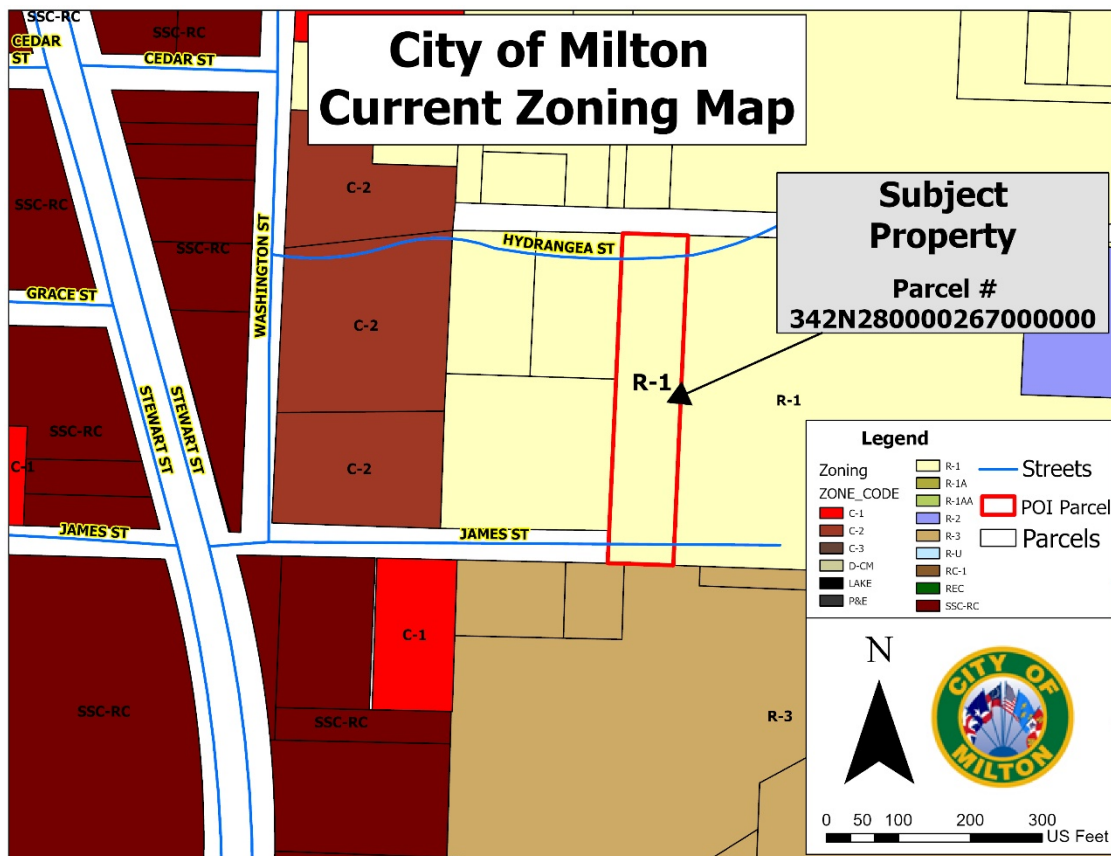
(a) The city planning board is hereby designated as the local planning agency. The planning board as established under part II, section 2-521 of the City of Milton Code of Ordinances, shall be responsible for review and recommendations regarding the development, updating and amendment of the comprehensive plan and these Land Development Regulations. All plan amendments and revised regulations shall require planning board review and recommendation prior to council approval.

PROPERTY LOCATION:

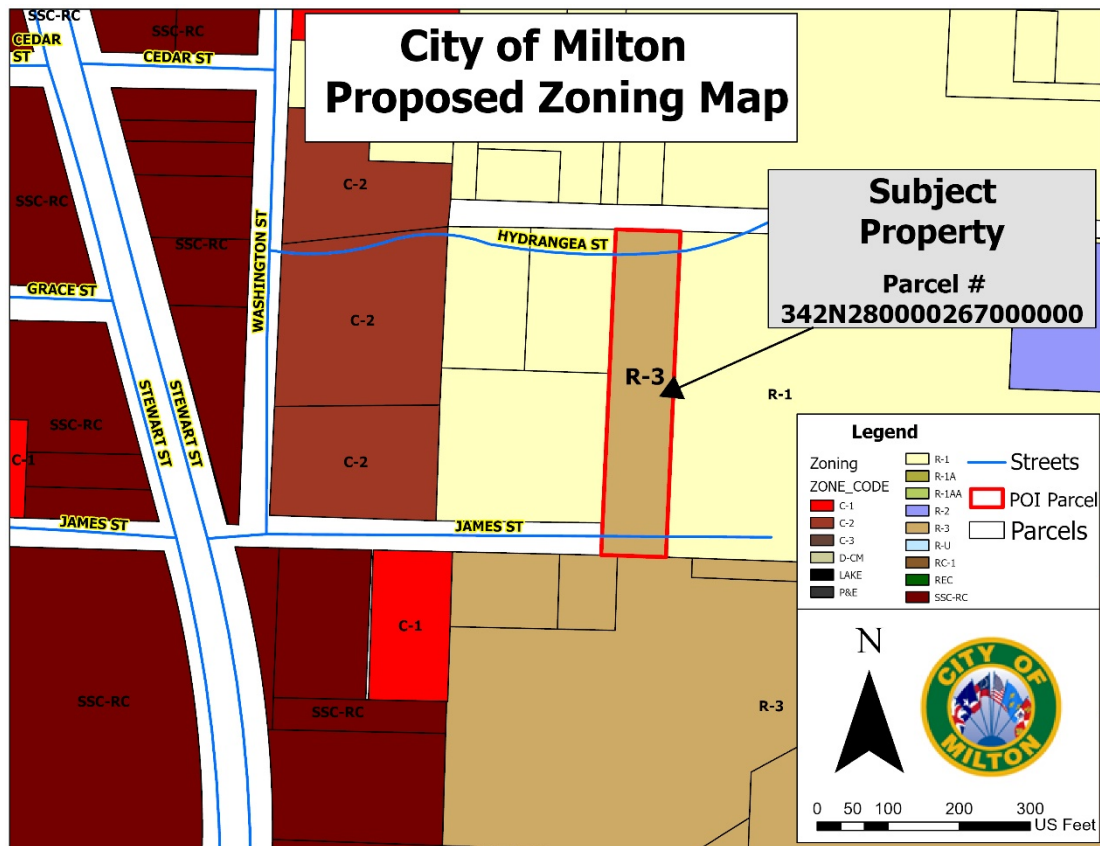


CURRENT REQUEST: This proposal is for the rezoning of approximately 0.82 acres of property, known as Parcel ID 34-2N-28-0000-26700-0000, which is abutted by Hydrangea St. to the north, James St. to the south, and sits approximately 415 feet east of Washington St. The property is currently vacant and recently cleared. The applicant is requesting to rezone the property from its current R-1 Single-Family Residential Zoning District to the proposed R-3 Multi-Family Residential Zoning District. According to the City of Milton's Unified Development Code, properties within the R-1 Single-Family Residential Zoning District are not permitted to be used for multi-family residential purposes, tiny homes, or two- or three-family residences. The maximum density allowed within the R-3 zoning district is 15 units per acre. Within the R-3 Multi-Family Residential Zoning District, multi-family developments are permitted, and the R-3 Zoning District allows for greater density of dwelling units, as typically seen in multi-residential developments. The minimum allowable unit size allowed in the R-3 zoning district is 750 square feet for multi-family dwellings, 900 square feet for townhomes, and 300 square feet for single-family tiny homes.

CURRENT ZONING:

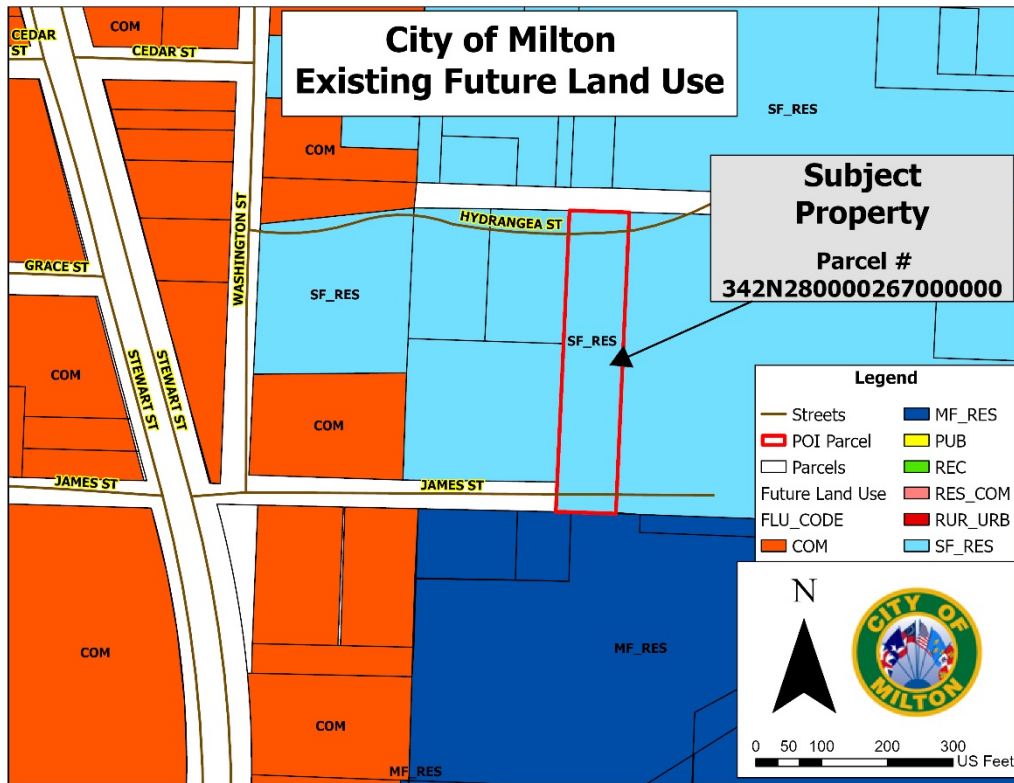


PROPOSED ZONING:

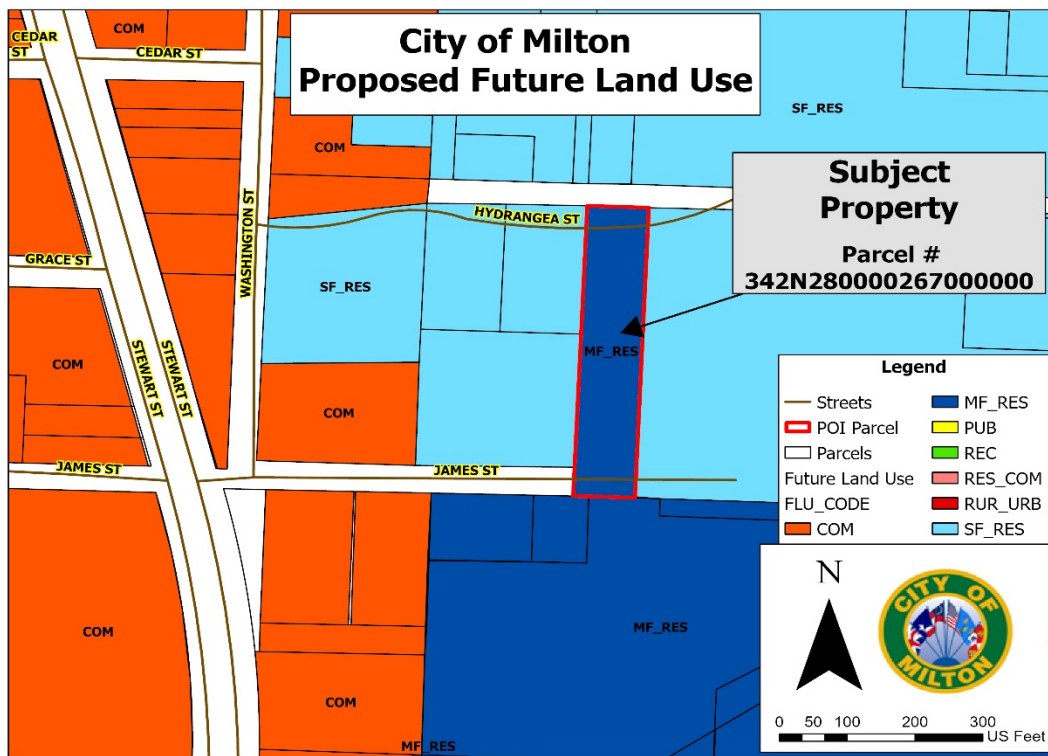


The applicant has initiated the process to reclassify property from the R-1 to the R-3 Zoning District. This change requires a change in the future land (FLUM) use designation of Single-Family Residential to Multi-Family Residential. Additionally, the UDC states that a change in use, which potentially increases intensity, such as is the case here, requires Ordinance standards to be met for items such as Landscaping and Screening from neighboring properties, which in this instance consist of R-1 zoning to the north, east, and west, and a matching R-3 zoning to the south.

CURRENT FUTURE LAND USE MAP



PROPOSED FUTURE LAND USE MAP



TRAFFIC: This property is located between Hydrangea St. to the north, James St. to the south, although not adjacent to the property, Washington St. is the closest road to the west, and a major thoroughfare, Stewart St./Hwy 87 N, lies further west. As of 2022, the FDOT calculates an Annual Average Daily Traffic (AADT) of 17,400 per day along Stewart St. and does not calculate traffic numbers along Washington St., Hydrangea St., nor James St. Notably, these streets are typically residential in nature with very little development along Hydrangea St. and James St. Access is granted by way of James St., as Hydrangea St. does not provide full access to the property and would not be considered accessible without further development, granting of easements, and/or permitting possibly required.

UTILITY SERVICE: The property in question is or is readily available to be serviced by City of Milton utilities, and the City of Milton has adequate capacity to service any increase in utility demand, if applicable. Sewer and water are both available along James St., to the property boundary. Water and gas lines run along Hydrangea St., and are available along the entirety of Hydrangea St.

LIGHTING: Current City regulations require that lighting may not exceed 1 foot candle at any lot line. 1 foot candle is generally considered to be approximately the minimum amount of light necessary for an individual to safely walk without the hazard of tripping over anything or colliding with something. This standard must be met as a part of the development review process.

SOUND: The applicant will be required to establish required landscaping buffers on all sides to minimize sound effects on the adjacent properties. Depending on any proposed use, landscaping must be incorporated on the property and utilized as part of the landscaping buffer where required by code.

Current Zoning Sec. 6.2 (A.4) – Single-Family Residential Zoning District (R-1)

The R-1 Single-Family Residential Zoning District is intended to provide for a neighborhood environment of single-family attached and detached located on 7,500 square foot lots that have been established with a smaller lot size than the predominant pattern of single-family residential development. Lots platted prior to the date of the ordinance from which this article is derived shall have a minimum lot area of 5,000 square feet for each single-family dwelling. Limited non-residential uses that are compatible with surrounding residential neighborhoods may be conditionally permitted by the City Council following review by the Planning Board.

Allowable uses in the R-1 Zoning District. Allowable uses include, but are not limited to adult family-care home, community residential home 6 or less, day care home, dwelling single-family, fallout shelter (1-2 family accessory), garage apartment, guest cottage, and private stable.

Proposed Zoning Sec. 6.2 (A.6). – Multi-Family Residential Zoning District (R-3).

The R-3 Multi-Family Residential Zoning District is intended to provide for an environment of various dwelling types permitted at higher development densities, including single-family

detached and attached, two-family, townhouse, condominium, and low to mid-rise multi-family dwellings. Neighborhood commercial, live-work units, and light intensity commercial uses and services are encouraged. Furthermore, the District is intended to provide areas where a variety of housing types will exist with and among neighborhood commercial and institutional uses while at the same time creating a dominant architectural character and emphasizing pedestrian oriented activities and ease of access.

Allowable uses in the R-3 zoning district. Allowable uses include, but are not limited to assisted living facilities, boarding houses, day care centers, apartments, townhomes, condominiums, single and two family dwellings, group homes, medical/dental offices, neighborhood markets, nursing/convalescent homes, general office uses, and tiny homes.

Please review the following:

Initiate rezoning – if the City Council believes a property is not properly zoned it can initiate rezoning to a more appropriate, comprehensive plan compliant district. While most rezonings are requested by property owners, the city has the right to initiate rezonings in order to meet a specific community or neighborhood goal. The proposed district (R-3) intends to, amongst other things, provide for an environment of various dwelling types permitted at higher development densities, including single- family detached and attached, two-family, townhouse, condominium, and low to mid-rise multi-family dwellings. When a zoning district is changed some uses may no longer be permitted under the new regulations.

Remember that the basis in the law for Land Development Codes and Zoning is a unit of government's Comprehensive Plan and any other adopted plan that identifies land-based development activities. This proposed rezoning would not cause undue difficulties as it pertains to the City of Milton's Comprehensive Plan and the future land use designation of Multi-Family Residential may serve as an overall benefit to the area. The uses allowed in the R-3 Zoning District and Multi-Family Land Use designations may better serve the community as it compares to the strained parcel dimensions of the parcel in question.

Sec. 1.7. – Amendments, supplements, changes, or revisions to this Unified Development Code

(a) Any person, planning agency, or local governing body may request an amendment, supplement, change or repeal of any regulation, or restriction contained in these regulations. Applications for such change shall be submitted to the planning and development department, which shall transmit the application to the local planning agency for review.

(b) Any revision to a zoning district boundary which does not alter the boundary of a land use district shown on the generalized future land use map, shall be considered a rezoning and shall follow the same procedure for public notice and hearing as required for amendments, supplements, changes or revisions to these Land Development Regulations. Such rezoning shall not require a comprehensive plan amendment. Further, notice of the proposed rezoning shall be posted on the subject property at least 15 days in advance of the scheduled hearing.

(c) Any application for a change of boundary or land use classification as depicted on the future land use map shall constitute a comprehensive plan amendment which must be recommended by the local planning agency and approved by the city council. The local planning agency will review each application and make its recommendation to the city

council no later than 90 days after submission of the application. Upon all requests, the local planning agency shall either recommend to the city council that a public hearing be held and the plan amendment approved, or that no public hearing be held and the amendment denied.

(d) Requirements regarding comprehensive plan amendments contained in F.S. ch. 163 shall be met.

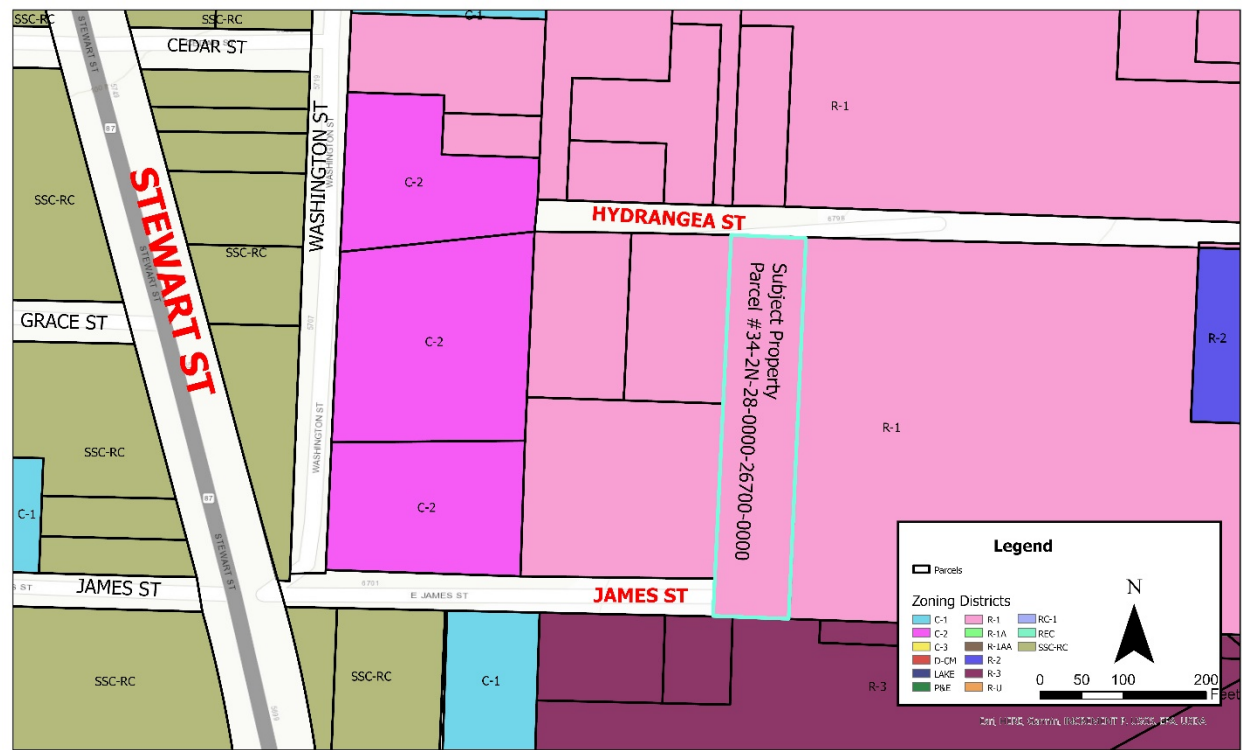
(e) Any application for an amendment, supplement, change, modification or repeal of the content of these regulations shall follow the same procedure described in subsections (a) through (d) of this section, as applicable. Notice shall be by publication in the local newspaper and posting in city hall. Nothing in this section shall be construed as to allow changes to the Unified Development Code, which are not consistent with the adopted comprehensive plan.

RECOMMENDATION: Staff have reviewed the request and believe the request to be of good merit and would fit into the overall characteristics of the surrounding properties. The parcel in question abuts an existing R-3 Zoning District parcel directly to the south, would allow for the continuance of the R-3 District of the neighboring property, would better allow for the development of Tiny Homes within the parcel's constrained boundary size and dimensions which has caused issues with single-family development otherwise, and acts as a more natural zoning transition from the more commercially intense SSC-RC, C-1, and C-2 east of the property to the more residentially centered R-3 and R-1 Zoning Districts further east of Stewart St. and Washington St. Staff has scheduled a required public hearing for the regular City Council meeting in February.

PUBLIC HEARING NOTICE
NOTICE OF REZONING AND FUTURE LAND USE MAP
AMENDMENT

This letter serves as a notice that Troy Welch, owner of the subject property shown below, proposes to change the current zoning classification of the property that is otherwise known as Parcel: 34-2N-28-0000-26700-0000. Included with the rezoning application are changes to the Future Land Use Map and Comprehensive Plan to reflect the changes proposed by the request. The proposed change will convert the existing *R-1 Single-Family Residential Zoning District* to *R-3 Multi-Family Residential Zoning District* and the Future Land Use Map’s current *Single Family Residential* designation to *Multi-Family Residential*.

Parcel: 34-2N-28-0000-26700-0000



YOU ARE HEREBY NOTIFIED that a Public Hearing on the proposed rezoning will be held before the City Council on **Tuesday, February 13, 2024 at 6:30 P.M.** The purpose of the Public Hearing is to receive comments and make decisions regarding the above matter. Additionally, the City Council will meet as a work session and will review the proposal on January 18, 2024, at 6:00 PM and the Milton Planning Board will review the proposed rezoning on January 16, 2024, at 5:30 PM. All meetings will be held in the Council Chambers at Milton City Hall, and the public is invited to attend and provide input at all meetings.

Copies of the proposed ordinance and supporting data are available for public inspection at the Planning & Development Department, City Hall, 6738 Dixon Street, Milton, Florida from 7:30 a.m. to 4:30 p.m., Monday through Friday. For additional information about this request, please refer to the below website: <https://www.miltonfl.org/420/Public-Hearing-Information>

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in these meetings is asked to advise the City at least 48 hours before the meeting by contacting City Hall, 6738 Dixon Street, Milton, FL or by calling (850) 983-5440. *“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 based.” FS 286.0105*



REZONING WITH SMALL-SCALE FUTURE LAND USE MAP (FLUM) AMENDMENT APPLICATION

City of Milton Planning & Development Department
6738 Dixon Street
Milton, Florida 32570

Phone: (850) 983-5440 Fax: (850) 983-5415

E-Mail: planning@miltonfl.org

**** FOR OFFICIAL USE ONLY ****

Application # _____	Date Received: _____
Fee: _____	Received by: _____
FLUM Destination: _____	Receipt #: _____
Zoning District: _____	Proposed
FLUM Destination: _____	Proposed Zoning District: _____

All items on the application must be completed to prevent a delay of your request. Please make checks payable to the City of Milton.

APPLICANTS ARE RESPONSIBLE FOR THE ADVERTISEMENT: ADVERTISING COSTS
FOR THE PUBLIC WORKSHOP AND PUBLIC HEARING; COST OF LABELS•
CERTIFIED RETURN RECEIPT REQUESTED MAILINGS: CONSULTANT FEE: POSTING
OF PROPERTY: PREPARATION OF ORDINANCES: PREPARATION OF
COMPREHENSIVE PLAN AMENDMENT DOCUMENT AND REPRODUCTION OF
DOCUMENTS

To BE COMPLETED BY THE APPLICANT:

I. **Owner's Name and Home Address:** (Please attach proof of ownership)

Name: Troy Welch

Address: 6622 Hinote st

City: Milton State: FL

Zip Code: 32570

Telephone: 309-738-5059 Email (optional): tsawelch@gmail.com

II. **Authorized Agent's Name and Home Address:** (If different than Applicant)

Name: _____

Address: _____

City: _____ State: _____

Zip Code: _____

Telephone: _____ Email (optional): _____

(Signature of Property Owner Required See Part VIII, D. of this Application)

III. **Legal Description of Property** (Attach legal description including most recent survey. NOTE: If only a portion of a parcel is requested for a Rezoning/FLUM change, include a legal description with the survey of the specific portion of the property requested for change.)

Street Address: ~~0 Hydrangea st Milton fl 32570~~ _____

Subdivision: _____

Provide driving directions to the property from the nearest major intersection. Side streets, landmarks, etc. should be included. .

Property Reference Number (i.e., Parcel I.D. Number) —example: 34-21\1-28-3250-00500-0010 (Include all applicable*):

~~34-2N-28-0000-26700-0000~~ _____

(*May be obtained from tax papers, homestead exemption papers, or the Property Appraiser's Office at 850-983-1880)

Existing Zoning: ~~R-1~~ _____ Proposed Zoning: ~~R-2, R-3, R-U~~ _____

Existing FLUM Category: _____ Proposed FLUM Category: _____

Size of Property (acres) requested for Rezoning: ~~.82 acre~~ _____

Size of Property (acres) requested for FLUM Amendment: ~~.82 acre~~ _____

If the amendment is granted, the property will be used for: ~~Housing or commercial~~ _____

Current use of property:

~~Vacant lot~~

Explain why this property cannot be used under the present zoning classification:

~~Undesired area, poor accessibility due to no road from hydrangea st.~~

Explain why the rezoning is necessary to permit the reasonable use of this property:

~~Undesired area, no access from hydrangea st~~

Explain why this zoning change is not detrimental to the public welfare nor to the property rights of other persons in the vicinity:

~~Continued growth for the area~~

What changed or changing conditions make this zoning amendment necessary:

~~No access from hydrangea st~~

What other conditions justify the property zoning change:

IV. **Facility Capacity Analysis**

Applicant must provide a water/sewer survey to confirm potable water and sewage disposal from the City of Milton's Public Works Department. (Solid Waste is a mandatory service provided by the City of Milton)

Existing water at site ☐ Yes ☐ No

Size of meter if existing or proposed _____

Existing sewer at site ☐ Yes ☐ No

A. Stormwater Control

Describe how Stormwater will be controlled and treated.

~~Water drainage easement on property~~

B. Traffic Capacity

Describe the potential impacts to affected roadways.

~~No will be end of street~~

C. Parking

If the site requires parking compliance with the City of Milton's Land & Development Regulations describe how requirements will be accomplished:

NOTE: An Application is not considered complete until **ALL** required information is received.

V. Rezoning Needing a Small-Scale Amendment Must Meet the Following Criteria:

- A. Small-Scale Amendment involves 10 acres of land or less and:
- a. does not involve the same property granted a change within the prior 12 months;
 - b. the proposed amendment does not involve the same owner's property within 200 feet of property granted a change within the prior 12 months;
 - c. only proposes a land use change to the Future Land Use Map for a site-specific small-scale development activity;
 - d. the property is not located within an Area of Critical State Concern; and,
 - e. if the proposed amendment involves a residential land use, the proposed residential land use has a density of 10 units or less per acre.

The City of Milton may only amend up to 60 acres per calendar year under the Small-Scale Amendment provisions.

VI. Notice Requirements:

The owner/agent will have the "Notice of Public Workshop and Public Hearing" notice posted on the property fifteen (15) days prior to the public workshop and public hearing. A photo and affidavit of the posting are to be provided to the City of Milton's Planning & Development Department fifteen (15) days prior the public workshop. Letters stating the requested action(s) to be considered at the Milton Planning Board and City Council meetings will be sent via certified return receipt requested to the applicant and all property owners within 500 feet of the subject property fifteen (15) days prior to the Public Workshop. The applicant is responsible for obtaining a printout and mailing labels from the Property Appraiser's Office (6495 Caroline Street, Suite K in Milton (983. 1880), indicating all property owners within 500 feet of the property.

Certification from the Santa Rosa County Property Appraiser's Office must be provided to the City of Milton's Planning & Development Department that the labels have been provided to the property owners within the 500' radius. Please note that the Property Appraiser's Office only provides this information; other questions about the application or the process must be directed to the Planning and Development Department.

VII. Review Procedure:

- A. Within ten (10) working days prior to the Public Workshop the applicant must provide all documentations to the City of Milton's Planning & Development Department for completeness.
- B. City staff will review the application for consistency with the Comprehensive Plan and Land Development Regulations.
- C. The Milton Planning Board will consider the request at a public workshop and make a recommendation to the City Council. The City Council will consider the Planning Board's recommendation at a subsequent public hearing. If the City Council concurs with the proposed amendment an ordinance will be read at two (2) consecutive meetings. The owner/agent is responsible for preparation of all required ordinances. The applicant will be notified as to the date of the meetings. The applicant or his/her representative must attend these meetings.
- D. If approved by the City Council, it is the owners/agents responsibility to submit the amendment to the Florida Department of Community Affairs (DCA), the West Florida Regional Planning Council (WFRPC) and the Santa Rosa County's Planning & Zoning Department for review and comments, If no appeal is filed within 30 days of submittal, the amendment and rezoning become effective 31 days following adoption by City Council.
- E. Depending upon the specific proposed use, the applicant may be required to obtain Conditional Use Approval prior to submitting for development approval. If Conditional Use approval is given or is not required, the applicant must apply for development approval prior to obtaining any building permits.
- F. The following affidavits and certifications must be provided to the City of Milton's Planning & Development Department on or before ten (10) working days prior to the Public Workshop:
 - a. Certified Return Receipt Requested Mailings
 - b. Publication of appropriate notices
 - c. Proper posting of the subject site(s)

- G. One (1) day prior to the public workshop the return receipts of mailing(s) shall be provided to the City of Milton's Planning & Development Department.

VIII. Certification and Authorization

- A. By my signature hereto, I do hereby certify that the information contained in this application is true and correct, and understand that deliberate misrepresentation of such information will be grounds for denial or reversal of this application and/or revocation of any approval based upon this application.
- B. I do hereby authorize City staff to enter upon my property at any reasonable time for purposes of site inspection.
- C. I do hereby authorize the placement of a public notice sign(s) on my property at a location(s) to be determined by owner/agent.
- D. If applicable, I do hereby authorize the agent described in Part II of this application to act on my behalf in all matters pertaining to this Rezoning with Future Land Use Map amendment petition.

Troy Welch
Applicant Name (Type or Print)

Troy Welch
Applicant Signature

Title (If applicable)

September 14 2023
Date

APPLICATION CHECKLIST
REZONING WITH SMALL-SCALE FLUM AMENDMENT

1. ____ Owner(s) Name, Home Address and Telephone Number
2. ____ Proof of Ownership
3. ____ Authorized Agent(s) Name, Address, and Telephone Number
4. ____ Agent Authorization
5. ____ Legal Description of Property (for parcel and/or specific portion thereof requested for change):

Legal Description Attached

Street Address

Parcel ID Number

Intended Use of Property

Existing Use of Property

6. ____ Certified boundary survey of all property to be rezoned/amended (optional)
7. ____ Preliminary site plan of proposed property (optional)
8. ____ Copy of covenants and restrictions (if property is located in a platted subdivision)
9. ____ Signature of owner(s) and agent(s) (if applicable)
10. ____ A completed application and application fees must be paid thirty (30) days prior to public workshop.
11. ____ Certified list of property owners within 500 ft. radius
12. ____ If applicable availability letters from water and sewer provider
13. ____ Proposed Ordinances
14. ____ Proof of Publication(s), Affidavit of posting and photo must be submitted fifteen (15) days prior to the Public Workshop
15. ____ Fifteen (15) copies of the Data and Analysis must be provided to the City of Milton's Planning & Development Department at least ten (10) working days prior to the Public Workshop.
16. ____ Required Certifications
17. ____ Fifteen (15) copies of all documents

ORDINANCE NO. 4-24

AN ORDINANCE OF THE CITY OF MILTON, FLORIDA, REZONING ONE PROPERTY CONTAINING 0.82 ACRES OF LAND WITHIN THE CITY OF MILTON, FLORIDA, FURTHER DESCRIBED IN SECTION 1 HEREIN, FROM R-1, SINGLE FAMILY RESIDENTIAL ZONING DISTRICT, TO THE R-3, MULTIPLE FAMILY RESIDENTIAL ZONING DISTRICT; AUTHORIZING A ZONING MAP AMENDMENT; PROVIDING FOR SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT HERewith, AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council held a public hearing on February 13, 2024 to consider the rezoning of the property described in Attachment A herein; and

WHEREAS, due public notice has been provided pursuant to Chapter 166, Florida Statutes, and Section 1.7 of the Milton Unified Development Code: and

WHEREAS, the City Council of the City of Milton, Florida, in exercise of its authority, finds it necessary and desirable to adopt and does hereby adopt the proposed zoning change, in order to encourage the most appropriate use of land, water and resources consistent with the public interest, and to deal effectively with future problems that may result from the use and development of land within the City of Milton as follows.

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

Section 1: Intent and Purpose.

That the Zoning District Classification upon the below property situated, lying, and being contained by the legal boundaries of the City of Milton as listed below and more particularly described in Attachment B:

PARCEL # 34-2N-28-0000-26700-0000

Is hereby changed from the R-1 (Single Family Residential) Zoning District to the R-3 (Multiple Family Residential) Zoning District.

Section 2: Zoning Map Series Amendment.

That the City of Milton Unified Development Code is hereby amended as set forth and incorporated herein by reference, and consists of a Zoning Map Series amendment, attached hereto as Attachment A.

Section 3: Severability.

If any part of this Ordinance shall be held invalid by a court of competent jurisdiction, the remaining parts shall be severable and shall continue in full force and effect.

Section 4: Copy on File.

An official, true, and correct copy of all elements of the Milton Unified Development Code, as adopted and amended from time to time, shall be maintained by the City Clerk or his or her designee.

Section 5: Effective Date.

This Ordinance shall take effect immediately upon passage and adoption 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 13th day of February, 2024.

CITY OF MILTON, FLORIDA

Heather Lindsay - Mayor

ATTEST:

CITY CLERK

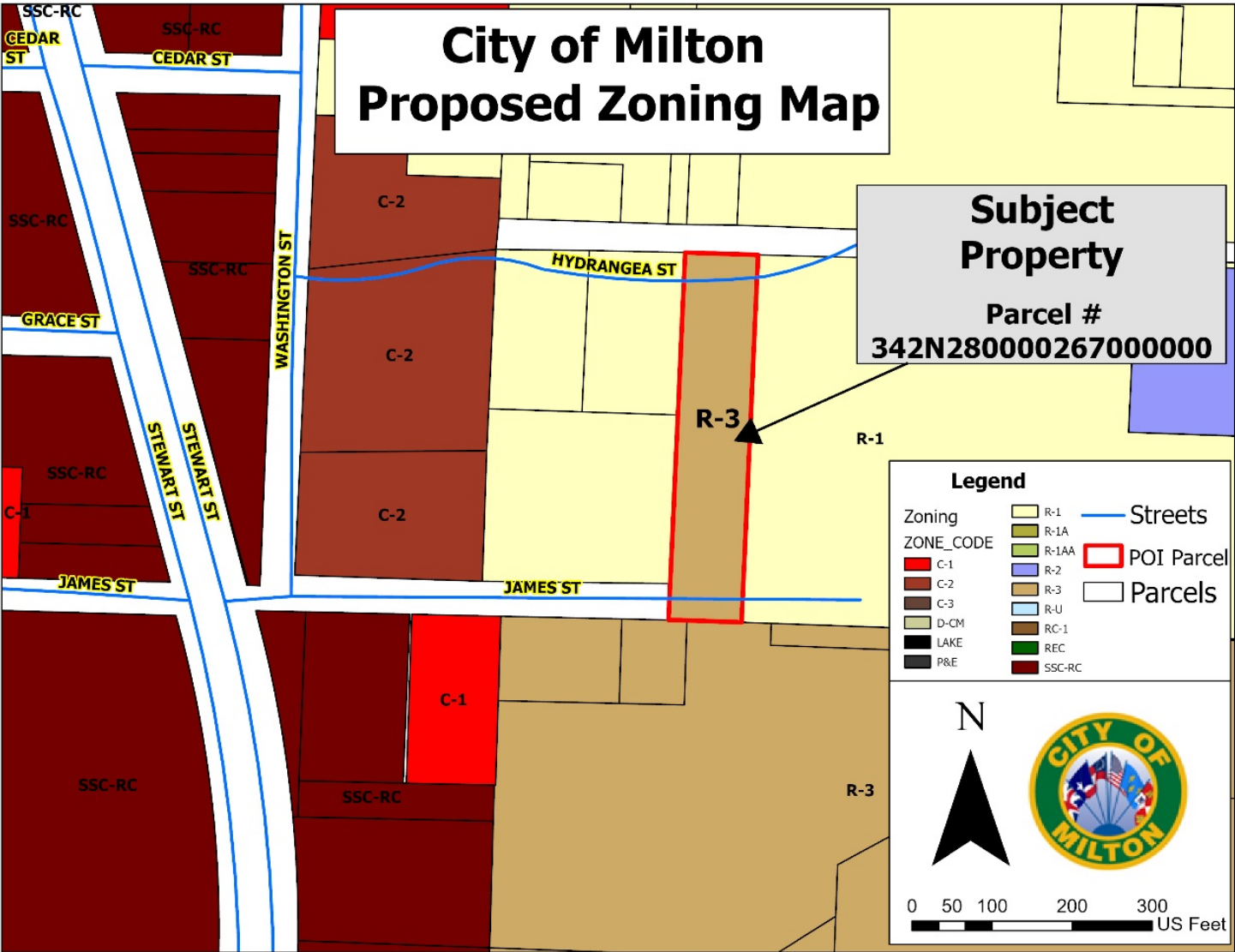
FIRST READING: _____,

SECOND READING: _____

Legal in form and valid when signed by the City Attorney

Alex Andrade – City Attorney

ATTACHMENT A



ATTACHMENT B

PARCEL # 34-2N-28-0000-26700-0000

LEGAL DESCRIPTION:

BEGIN AT THE SOUTHWEST CORNER OF THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER, SECTION 34, TOWNSHIP 2 NORTH, RANGE 28 WEST IN SANTA ROSA COUNTY, FLORIDA; THENCE EAST 134 YARDS FOR THE POINT OF BEGINNING; THENCE NORTH 456 FEET, THENCE EAST 78 FEET, THENCE SOUTH 456 FEET, THENCE WEST 78.0 FEET TO THE POINT OF BEGINNING. LESS ROAD RIGHT OF WAY FOR JAMES STREET AND HYDRANGEA STREET.

SUBJECT TO EASEMENTS, RESTRICTIONS AND RESERVATION OF RECORDS AND TAXES FOR THE YEAR 2023 AND THEREAFTER.

ORDINANCE NO. 5-24

AN ORDINANCE AMENDING THE COMPREHENSIVE PLAN OF THE CITY OF MILTON, SPECIFICALLY THE FUTURE LAND USE MAP, TO INCLUDE ONE PARCEL IN SECTION 34, TOWNSHIP 2 NORTH, RANGE 28 WEST, SANTA ROSA COUNTY, FLORIDA, THE LEGAL DESCRIPTION OF WHICH IS CONTAINED IN ATTACHMENT B OF THIS ORDINANCE, FROM A SINGLE-FAMILY RESIDENTIAL DESIGNATION TO A MULTI-FAMILY RESIDENTIAL DESIGNATION; PROVIDING FOR SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Legislature adopted Chapter 163, laws of Florida, which requires the City of Milton prepare, adopt, and enforce a comprehensive plan; and

WHEREAS, the City Council of the City of Milton held a Public Hearing and first reading on February 13th, 2024 to adopt Comprehensive Plan Amendment No. 2024-S1, pursuant to Section 163.3187, Florida Statutes, with due public notice having been provided, and having reviewed and considered all comments received during the public hearing, and having provided for necessary revisions; and,

WHEREAS, in exercise of its authority, the City Council of the City of Milton, Florida finds it necessary and desirable to adopt and does hereby adopt Comprehensive Plan Amendment No. 2024-S1, in order to encourage the most appropriate use of land, water and resources, consistent with the public interest; and deal effectively with future problems that may result from the use and development of land within the City of Milton, as follows:

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

Section 1: Purpose and Intent.

The future land use designation of the below identified parcels, shall be and is hereby changed from a SINGLE-FAMILY RESIDENTIAL DESIGNATION to a MULTI-FAMILY RESIDENTIAL DESIGNATION, as described in Amendment No. 2024-S1, and shown on the map located in Attachment A.

PARCEL # 34-2N-28-0000-26700-0000

Section 2: Comprehensive Plan Amendment.

The City of Milton Comprehensive Plan is hereby amended as set forth in and incorporated herein by reference, and consists of a Future Land Use Map amendment pertaining to the following parcel, which is described in the Property Legal Descriptions located in Attachment B:

Section 3: 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 Comprehensive Plan shall remain in full force and effect.

Section 4: Copy on File.

An official, true, and correct copy of all elements of the Milton Comprehensive Plan, as adopted and amended from time to time, shall be maintained by the City Clerk or her designee.

Section 5: Effective Date.

The effective date of this Comprehensive Plan Amendment shall be 31 days after adoption unless challenged within 30 days after said adoption pursuant to Section 163.3187, Florida Statutes. In which case, the amendment shall not become effective until the state landplaning agency or the Administration Commission, respectively, issues a final order determining the adopted small scale development amendment is in compliance. No development orders, development permits, or land uses dependent on this amendment may be issued or commence before this amendment becomes effective.

PASSED AND DULY ADOPTED, with a quorum present and voting by the City Council of the City of Milton, Florida, the 12th day of March, 2024.

CITY OF MILTON, FLORIDA

BY: _____
Heather Lindsay - MAYOR

ATTEST:

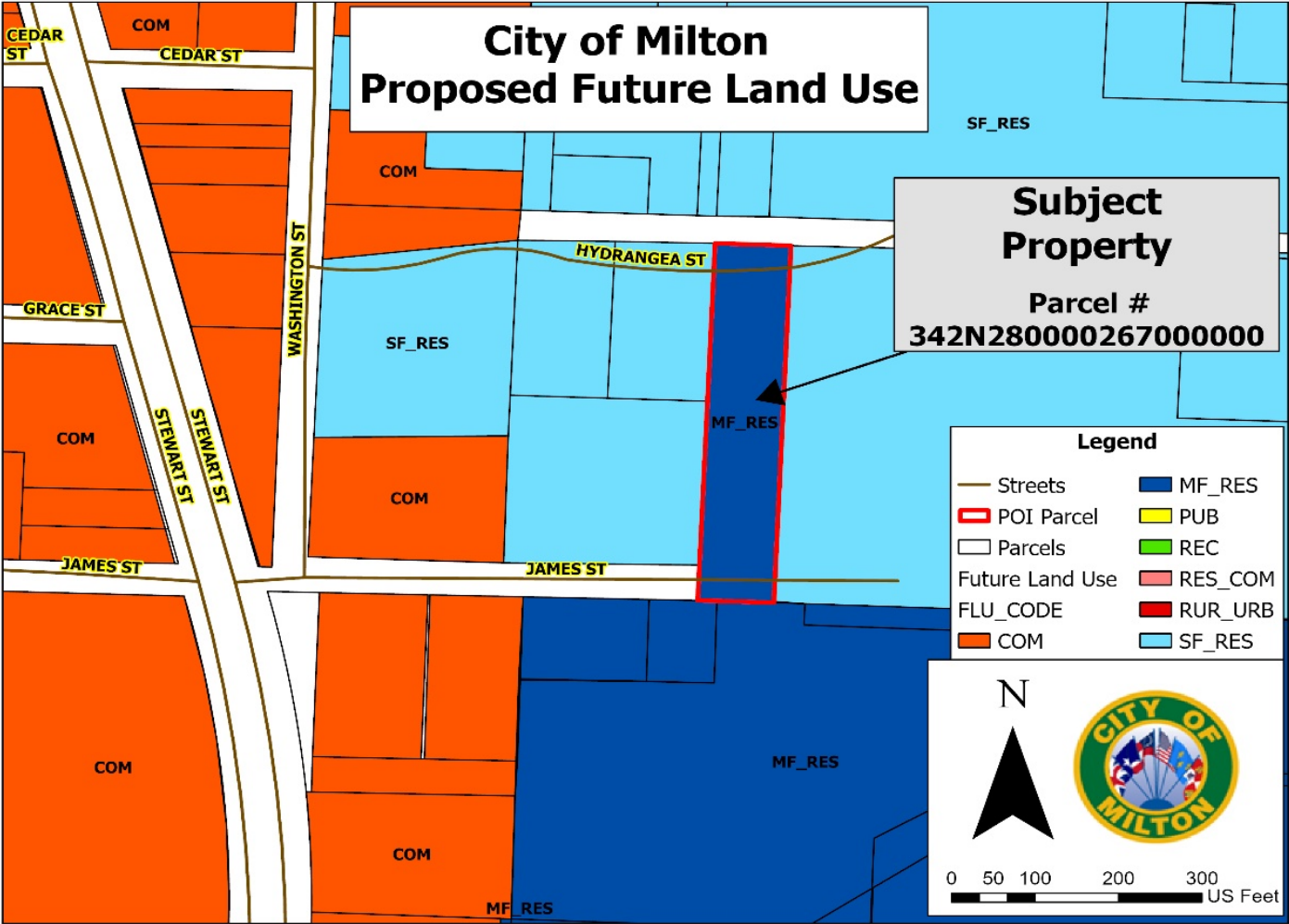
CITY CLERK: _____

First Reading: _____

Second Reading: _____

Legal in form and valid when signed by City Attorney.

ATTACHMENT A



ATTACHMENT B

PARCEL # 34-2N-28-0000-26700-0000

LEGAL DESCRIPTION:

BEGIN AT THE SOUTHWEST CORNER OF THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER, SECTION 34, TOWNSHIP 2 NORTH, RANGE 28 WEST IN SANTA ROSA COUNTY, FLORIDA; THENCE EAST 134 YARDS FOR THE POINT OF BEGINNING; THENCE NORTH 456 FEET, THENCE EAST 78 FEET, THENCE SOUTH 456 FEET, THENCE WEST 78.0 FEET TO THE POINT OF BEGINNING. LESS ROAD RIGHT OF WAY FOR JAMES STREET AND HYDRANGEA STREET.

SUBJECT TO EASEMENTS, RESTRICTIONS AND RESERVATION OF RECORDS AND TAXES FOR THE YEAR 2023 AND THEREAFTER.



Agenda Item # 2023-2088

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

MEETING DATE

February 13, 2024

PREPARED BY

Molly Turnes, 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

February 13, 2024

PREPARED BY

Molly Turnes, City Clerk

BACKGROUND

SUMMARY

RECOMMENDATION

Staff recommends approval

ATTACHMENTS

None



Agenda Item # 2024-2214

Ordinance #03-24 Amending Section 38-176 Milton Police Officers Pension Fund COLA Increase - First Reading

MEETING DATE

February 13, 2024

PREPARED BY

Molly Turnes, City Clerk

BACKGROUND

The Police Pension Board recently approved language for a proposed ordinance amendment regarding their COLA and the change in the age for minimum required distributions as set forth in the IRS code.

SUMMARY

RECOMMENDATION

ATTACHMENTS

1. 03-24 Milton Police Pension COLA Increase

ORDINANCE NO. 03-24

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

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

WHEREAS, the Board of Trustees has recommended amending of the Plan as set forth below to assist in retention of Police Officers and to establish benefits to remain competitive with other jurisdictions.

WHEREAS, the City Commission of Milton finds that it would be in the best interest of the citizens of the City and the members of the Police Officers' Pension Trust Fund to amend the Plan as set forth below.

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

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

Sec. 38-176. – Benefit amounts and eligibility.

* * *

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

* * *

(2) All employees retiring after January 1, 2000, whether retired at their early or normal retirement date will receive an annual ~~one percent~~ **two percent (2%)** cost-of-living increase **beginning on October 1, 2023, and** on each October 1 **thereafter**. The cost-of-living adjustment shall not apply to disability retirees and terminated vested members.

(f) *Required distribution date.* The member's benefit under this section must begin to be distributed to the member no later than April 1 of the calendar year

following the later of the calendar year in which the member attains age ~~seventy and one-half~~ **seventy-three (73)**, **provided the member had not already attained age 72 by December 31, 2022,** or the calendar year in which the member terminates employment with the city. **The Plan will make all future required minimum distributions in compliance with the prevailing age restrictions and additional parameters set out in the Internal Revenue Code as amended from time to time.**

* * *

Section 2. All sections or parts of sections of the City Code, all ordinances or parts of ordinances, and all resolutions or parts of resolutions in conflict herewith, be and the same, are hereby repealed to the extent of such conflict.

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

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

MAYOR

DATE

ATTEST:

CITY CLERK

DATE

APPROVED AS TO FORM:

CITY ATTORNEY

DATE

Passed First Reading: _____

Passed Second Reading: _____



Agenda Item # 2024-2240

Ordinance #04-24 Zoning Change on James Street - 0.82 acres - First Reading

MEETING DATE

February 13, 2024

PREPARED BY

Tim Milstead, Planning Director

BACKGROUND

This ordinance is being provided for first reading subject to approval by the Milton City Council of the proposed rezoning of 0.82 acres along James Street from R-1 Single Family Residential to R-3 Multi-Family Residential.

SUMMARY

RECOMMENDATION

Staff recommends approval. First Reading

ATTACHMENTS

1. Welch James Rezoning Ordinance 2024

ORDINANCE NO. 4-24

AN ORDINANCE OF THE CITY OF MILTON, FLORIDA, REZONING ONE PROPERTY CONTAINING 0.82 ACRES OF LAND WITHIN THE CITY OF MILTON, FLORIDA, FURTHER DESCRIBED IN SECTION 1 HEREIN, FROM R-1, SINGLE FAMILY RESIDENTIAL ZONING DISTRICT, TO THE R-3, MULTIPLE FAMILY RESIDENTIAL ZONING DISTRICT; AUTHORIZING A ZONING MAP AMENDMENT; PROVIDING FOR SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT HERewith, AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council held a public hearing on February 13, 2024 to consider the rezoning of the property described in Attachment A herein; and

WHEREAS, due public notice has been provided pursuant to Chapter 166, Florida Statutes, and Section 1.7 of the Milton Unified Development Code: and

WHEREAS, the City Council of the City of Milton, Florida, in exercise of its authority, finds it necessary and desirable to adopt and does hereby adopt the proposed zoning change, in order to encourage the most appropriate use of land, water and resources consistent with the public interest, and to deal effectively with future problems that may result from the use and development of land within the City of Milton as follows.

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

Section 1: Intent and Purpose.

That the Zoning District Classification upon the below property situated, lying, and being contained by the legal boundaries of the City of Milton as listed below and more particularly described in Attachment B:

PARCEL # 34-2N-28-0000-26700-0000

Is hereby changed from the R-1 (Single Family Residential) Zoning District to the R-3 (Multiple Family Residential) Zoning District.

Section 2: Zoning Map Series Amendment.

That the City of Milton Unified Development Code is hereby amended as set forth and incorporated herein by reference, and consists of a Zoning Map Series amendment, attached hereto as Attachment A.

Section 3: Severability.

If any part of this Ordinance shall be held invalid by a court of competent jurisdiction, the remaining parts shall be severable and shall continue in full force and effect.

Section 4: Copy on File.

An official, true, and correct copy of all elements of the Milton Unified Development Code, as adopted and amended from time to time, shall be maintained by the City Clerk or his or her designee.

Section 5: Effective Date.

This Ordinance shall take effect immediately upon passage and adoption 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 12th day of March, 2024.

CITY OF MILTON, FLORIDA

Heather Lindsay - Mayor

ATTEST:

CITY CLERK

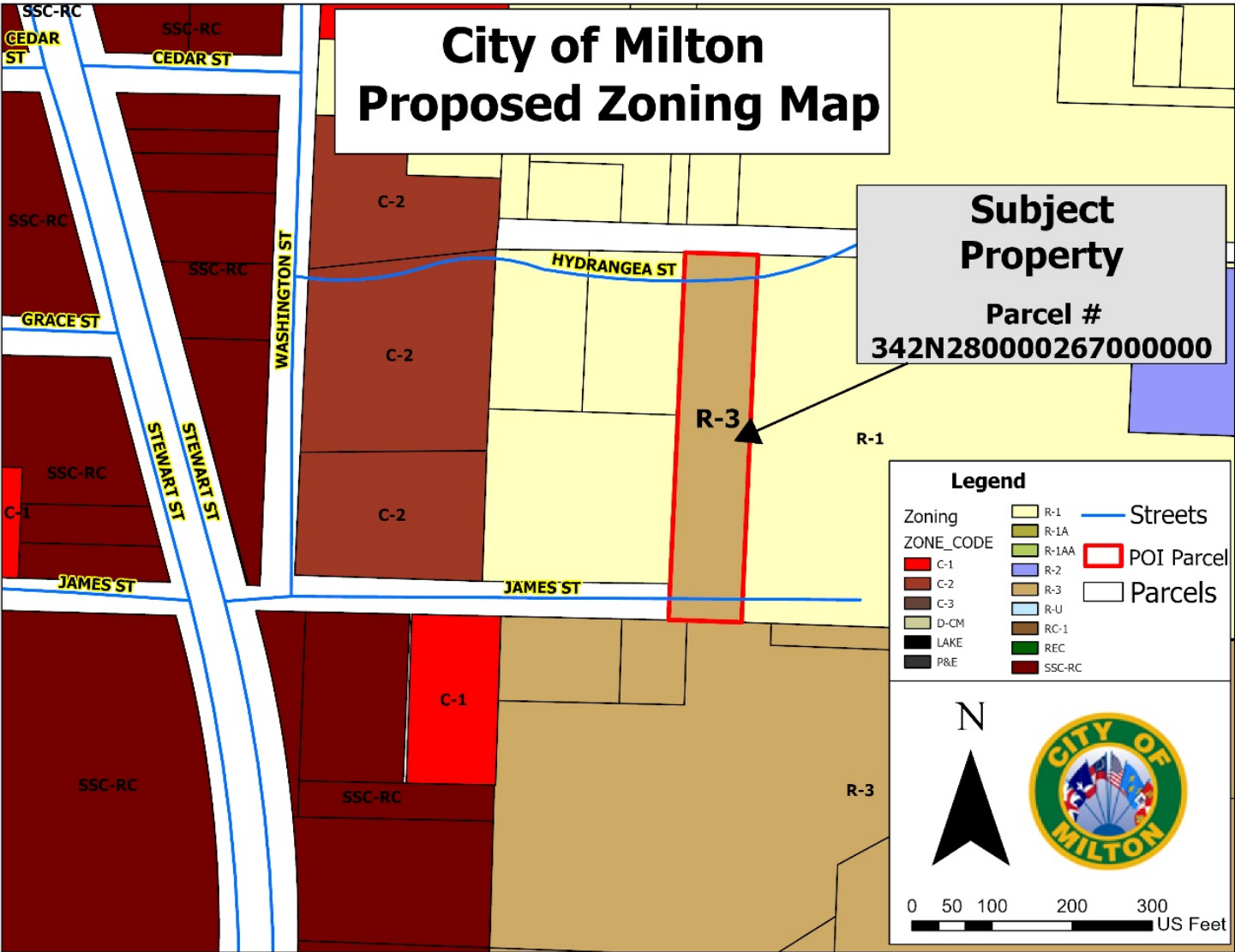
FIRST READING: _____,

SECOND READING: _____

Legal in form and valid when signed by the City Attorney

Alex Andrade – City Attorney

ATTACHMENT A



ATTACHMENT B

PARCEL # 34-2N-28-0000-26700-0000

LEGAL DESCRIPTION:

BEGIN AT THE SOUTHWEST CORNER OF THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER, SECTION 34, TOWNSHIP 2 NORTH, RANGE 28 WEST IN SANTA ROSA COUNTY, FLORIDA; THENCE EAST 134 YARDS FOR THE POINT OF BEGINNING; THENCE NORTH 456 FEET, THENCE EAST 78 FEET, THENCE SOUTH 456 FEET, THENCE WEST 78.0 FEET TO THE POINT OF BEGINNING. LESS ROAD RIGHT OF WAY FOR JAMES STREET AND HYDRANGEA STREET.

SUBJECT TO EASEMENTS, RESTRICTIONS AND RESERVATION OF RECORDS AND TAXES FOR THE YEAR 2023 AND THEREAFTER.



Agenda Item # 2024-2241

Ordinance #05-24 - Future Land Use Map Change on James Street - 0.82 Acres - First Reading

MEETING DATE

February 13, 2024

PREPARED BY

Tim Milstead, Planning Director

BACKGROUND

This ordinance is being provided for first reading subject to approval by the Milton City Council of the proposed future land use map amendment of 0.82 acres along James Street from Single Family Residential designation to a Multi-Family Residential designation.

SUMMARY

RECOMMENDATION

Staff recommends approval. First Reading.

ATTACHMENTS

1. Welch James FLUM Ordinance 2024

ORDINANCE NO. 5-24

AN ORDINANCE AMENDING THE COMPREHENSIVE PLAN OF THE CITY OF MILTON, SPECIFICALLY THE FUTURE LAND USE MAP, TO INCLUDE ONE PARCEL IN SECTION 34, TOWNSHIP 2 NORTH, RANGE 28 WEST, SANTA ROSA COUNTY, FLORIDA, THE LEGAL DESCRIPTION OF WHICH IS CONTAINED IN ATTACHMENT B OF THIS ORDINANCE, FROM A SINGLE-FAMILY RESIDENTIAL DESIGNATION TO A MULTI-FAMILY RESIDENTIAL DESIGNATION; PROVIDING FOR SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Legislature adopted Chapter 163, laws of Florida, which requires the City of Milton prepare, adopt, and enforce a comprehensive plan; and

WHEREAS, the City Council of the City of Milton held a Public Hearing and first reading on February 13th, 2024 to adopt Comprehensive Plan Amendment No. 2024-S1, pursuant to Section 163.3187, Florida Statutes, with due public notice having been provided, and having reviewed and considered all comments received during the public hearing, and having provided for necessary revisions; and,

WHEREAS, in exercise of its authority, the City Council of the City of Milton, Florida finds it necessary and desirable to adopt and does hereby adopt Comprehensive Plan Amendment No. 2024-S1, in order to encourage the most appropriate use of land, water and resources, consistent with the public interest; and deal effectively with future problems that may result from the use and development of land within the City of Milton, as follows:

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

Section 1: Purpose and Intent.

The future land use designation of the below identified parcels, shall be and is hereby changed from a SINGLE-FAMILY RESIDENTIAL DESIGNATION to a MULTI-FAMILY RESIDENTIAL DESIGNATION, as described in Amendment No. 2024-S1, and shown on the map located in Attachment A.

PARCEL # 34-2N-28-0000-26700-0000

Section 2: Comprehensive Plan Amendment.

The City of Milton Comprehensive Plan is hereby amended as set forth in and incorporated herein by reference, and consists of a Future Land Use Map amendment pertaining to the following parcel, which is described in the Property Legal Descriptions located in Attachment B:

Section 3: 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 Comprehensive Plan shall remain in full force and effect.

Section 4: Copy on File.

An official, true, and correct copy of all elements of the Milton Comprehensive Plan, as adopted and amended from time to time, shall be maintained by the City Clerk or her designee.

Section 5: Effective Date.

The effective date of this Comprehensive Plan Amendment shall be 31 days after adoption unless challenged within 30 days after said adoption pursuant to Section 163.3187, Florida Statutes. In which case, the amendment shall not become effective until the state landplaning agency or the Administration Commission, respectively, issues a final order determining the adopted small scale development amendment is in compliance. No development orders, development permits, or land uses dependent on this amendment may be issued or commence before this amendment becomes effective.

PASSED AND DULY ADOPTED, with a quorum present and voting by the City Council of the City of Milton, Florida, the 12th day of March, 2024.

CITY OF MILTON, FLORIDA

BY: _____
Heather Lindsay - MAYOR

ATTEST:

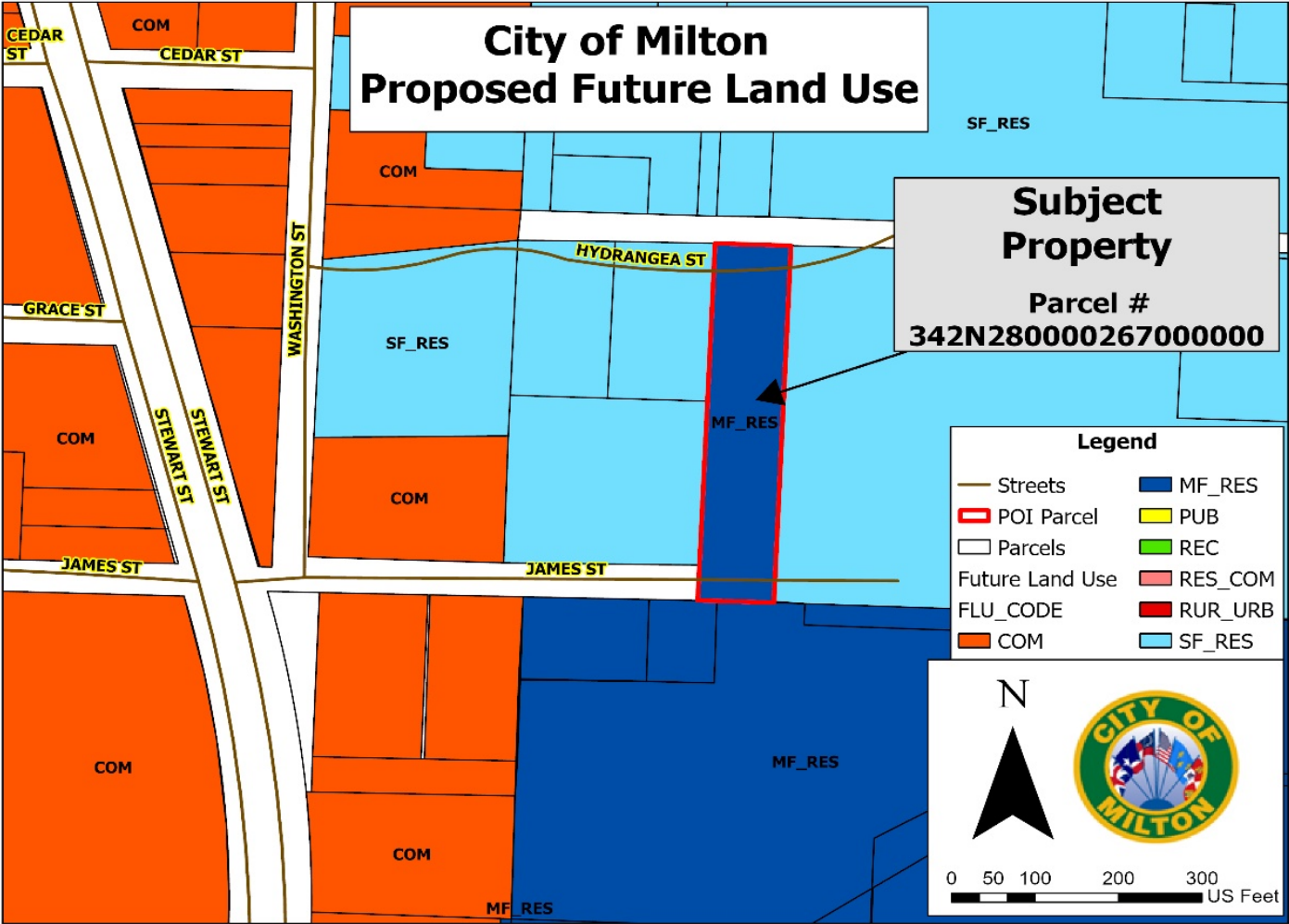
CITY CLERK: _____

First Reading: _____

Second Reading: _____

Legal in form and valid when signed by City Attorney.

ATTACHMENT A



ATTACHMENT B

PARCEL # 34-2N-28-0000-26700-0000

LEGAL DESCRIPTION:

BEGIN AT THE SOUTHWEST CORNER OF THE NORTHEAST QUARTER OF THE NORTHWEST QUARTER, SECTION 34, TOWNSHIP 2 NORTH, RANGE 28 WEST IN SANTA ROSA COUNTY, FLORIDA; THENCE EAST 134 YARDS FOR THE POINT OF BEGINNING; THENCE NORTH 456 FEET, THENCE EAST 78 FEET, THENCE SOUTH 456 FEET, THENCE WEST 78.0 FEET TO THE POINT OF BEGINNING. LESS ROAD RIGHT OF WAY FOR JAMES STREET AND HYDRANGEA STREET.

SUBJECT TO EASEMENTS, RESTRICTIONS AND RESERVATION OF RECORDS AND TAXES FOR THE YEAR 2023 AND THEREAFTER.



Agenda Item # 2023-2177

Resolution #1591-23 Authorizing City Manager to Negotiate & Execute Lease for Office Space

MEETING DATE

February 13, 2024

PREPARED BY

Molly Turnes, City Clerk

BACKGROUND

Resolution 1591-23 was presented and tabled at the January 2, 2024 Executive Committee Meeting, awaiting additional options and further discussion.

SUMMARY

RECOMMENDATION

Staff recommends Approval

ATTACHMENTS

1. Resolution 1591-23 Office Rental Property Agreement

RESOLUTION NO. 1591-23

A RESOLUTION OF THE CITY OF MILTON, FLORIDA, CITY COUNCIL AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE A LEASE FOR OFFICE SPACE.

WHEREAS, several city departmental, administrative and support offices are located at city hall, and

WHEREAS, the office configurations and office spaces at city hall are no longer sufficient to meet the needs for the professional administration of the city, and

WHEREAS, an operational review of the jobs and tasks performed within city hall has revealed that there is no suitable reallocation or relocation of staff without obtaining additional office space, and

WHEREAS, every effort has been made to ensure that the leasing of office space will result in improved services for the city and improved administrative services at city hall, and

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

The City of Milton city council hereby authorizes the city manager to negotiate and execute a lease for approximately _____ square feet of office space located at _____ for the purpose of relocating the planning department and office of economic development to that location, and

BE IT FURTHER RESOLVED that the lease shall be for an initial term of three (3) years, renewable in three (3) year increments, and that the initial term of the lease shall not exceed \$_____ monthly to be payable in annual installments.

Approved and adopted this _____ day of _____, 2024.

Mayor

Attest:

City Clerk

APPROVED AS TO FORM:

City Attorney



Agenda Item # 2024-2199

Resolution #2024-07 Bid Opening for ITB 2023.18 Water & Wastewater Conversion to Liquid Chlorine

MEETING DATE

February 13, 2024

PREPARED BY

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

BACKGROUND

The City solicited bids for Water & Wastewater Conversion to Liquid Chlorine.

SUMMARY

Bid opening was held 12/19/2023. 1 bid was received.

RECOMMENDATION

Staff have reviewed the single bid submitted and recommend award to Odyssey Manufacturing, Co. for \$399,795.00

ATTACHMENTS

1. 2023.18 Bid Tab
2. 2023.18 Department Recommendation



BID TABULATION

12/19/2023 2:00 p.m.

Present for the City of Milton:

Michele Williams	Purchasing Assistant
Jennifer Bare	Finance Department
Robert Gloyd	WWTP- Dept Head
Sandi Woodbery	Grants Coordinator
Molly Turnes	Executive Assistant

Others in attendance:

None

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

ITB 2023.18 Water & WWTP Conversion to Liquid Chlorine

	Company	Amount	Addendum #1
1	Odyssey Manufacturing Co.	\$ 399,795.00	Yes
2			
3			
4			
5			
6			
7			
8			

2023. 18 Recommendation

Diane Ebentheuer

From: Diane Ebentheuer
Sent: Monday, January 8, 2024 9:42 AM
To: Joe Cook
Subject: RE: Water and Waste Water Conversion to Liquid Sodium Hypochlorite

Hi Joe,
I will put on the agenda for approval of bid with Odyssey Manufacturing for \$399,795.00

Thank you,

Diane E. Ebentheuer, CGFO
PURCHASING OFFICER / RISK MANAGER
City of Milton
P. O. Box 909
Milton, FL 32572
Ph: 850-983-5438
Fx: 850-983-5415
debentheuer@MiltonFL.org

From: Joe Cook <jecook@miltonfl.org>
Sent: Friday, January 5, 2024 10:01 AM
To: Diane Ebentheuer <debentheuer@miltonfl.org>
Subject: Water and Waste Water Conversion to Liquid Sodium Hypochlorite

Recommend Approval of bid.

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



Agenda Item # 2024-2205

Resolution #2024-08 Negotiation of 2023.12 Engineer Services for CDBG Broad, Quinn, & Okaloosa Streets

MEETING DATE

February 13, 2024

PREPARED BY

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

BACKGROUND

The City solicited proposals for Engineering Services for CDBG- Broad, Quinn, and Okaloosa Streets.

SUMMARY

Bid Opening was held June 14, 2023. Council awarded to KHA Civil Engineers, Inc. (Formerly Kenneth Horne & Associates) on October 10, 2023. Negotiations began.

RECOMMENDATION

Staff recommendation is to accept proposal for \$46,400 from KHA Civil Engineers, Inc.

ATTACHMENTS

1. 2023.12 KHA Negotiated Proposal - Broad, Quinn, Okaloosa St CDBG
2. 2023.12 Staff Recommendation



January 5, 2024

Scott Collins
City Administrator
City of Milton
PO Box 909
Milton, FL 32572

RE: CONTRACT FOR ENGINEERING SERVICES
CDBG Broad St., Quinn St., Okaloosa St.

Dear Mr. Collins:

We appreciate the opportunity to work with the City for design services for the subject project. We anticipate provision of these services with scope as defined in the CONTRACT for ENGINEERING services and compensation as outlined herein. We anticipate a five-phase effort as described below.

Phase 1 – DATA COLLECTION - Surveying, Geotechnical, and Selective Subsurface Utility Engineering – A **topographical survey** of the project limits along Broad Street and Quinn Streets will be completed along with Right-of-Way location. We anticipate use of aerial photography as the basis for the mill & overlay on Okaloosa Street. **Geotechnical engineering** services will be limited to pavement cores at Broad, Quinn, and Okaloosa Streets to identify existing pavement and base conditions and two to three borings along the stormwater collection route to determine soil conditions and anticipated groundwater elevations. Finally, we have included services associated with selective **Subsurface Utility Engineering (SUE)** to supplement existing utility location data secured through the 811-call process. **The fees for surveying, geotechnical and data collection are \$29,000, \$8,200, and \$9,200 respectively for a total of \$46,400.**

In addition, it is anticipated that the City will procure services for the televising and cleaning of the existing storm sewer collection system on Broad Street for evaluation of whether the existing pipe system can be reused or if the conveyance pipes must be replaced.

Phase 2 – Preliminary (35%) Design – A Preliminary Design (35% design) and associated cost estimate will be provided for City review. This submittal will identify proposed stormwater and utility improvements measures. **The fee for the preliminary design effort is \$29,500.**

Phase 3 - Preparation of Plans and Contract Documents – After completion and review of the Preliminary Design, we will proceed with preparation of construction documents including design and detailing of the paving, drainage, and utility improvements along with preparation of Technical Specifications and Contract Documents. **We estimate our fee for this service to be \$ 56,200.**

Phase 4 – Assistance with Permitting – Following the completion of the Preliminary Design, pre-application meetings will be held with FDEP and SR County Staff. These will confirm the permitting requirements. It is anticipated that the project will require an ERP permit or evidence of exemption. It is also anticipated that the project will require coordination with the Florida Department of Transportation. No wetland impacts are anticipated. **We estimate our fee for this service to be \$ 2,800.**

Phase 5 – Bidding and Construction Administration Assistance: KHA will conduct a Pre-Bid Meeting and assist with response to any Requests for Information (RFI's) received from potential bidders. KHA will also review the bids and prepare a recommendation of award to the City.

After award, KHA will conduct a Pre-construction Meeting. KHA will also conduct twice monthly site visits for observation of work progress and addressing any inquiries from the Contractor. One of these visits will coincide with the review of the Contractor's monthly pay request. KHA will also visit the site at strategic milestones in the construction as necessary for observation of the work in conjunction with City Staff along with a preparation of a final punch list at the end of the job. **We estimate our fee for this service to be \$ 31,800.**

The total estimated fee for provision of these services as described above is \$166,700.

ANTICIPATED DELIVERY SCHEDULE

TACK/PHASE	FEE	DELIVERY (From NTP)
Phase 1	\$46,400	12 weeks
Phase 2	\$29,500	8 weeks
Phase 3	\$56,200	16 weeks
Phase 4	\$2,800	8 weeks
Phase 5	\$31,800	32 weeks
TOTAL	\$166,700	76 weeks

If acceptable, please attach this schedule to the CONTRACT FOR ENGINEERING SERVICES. If there are questions or required revisions, please let us know. We look forward to assisting you in the development of this project.

Sincerely,

KENNETH HORNE & ASSOCIATES, INC.



Kenneth C. Horne, P.E., President

2023.12

Staff Recommendation

Diane Ebentheuer

From: Joe Cook
Sent: Thursday, January 11, 2024 12:47 PM
To: Diane Ebentheuer; Sandra Woodbery; Scott Collins
Subject: RE: Broad, Quinn, Okaloosa St CDBG

All,

I approve.

From: Diane Ebentheuer <debentheuer@miltonfl.org>
Sent: Thursday, January 11, 2024 12:41 PM
To: Sandra Woodbery <swoodbery@miltonfl.org>; Scott Collins <scollins@miltonfl.org>
Cc: Joe Cook <jecook@miltonfl.org>
Subject: FW: Broad, Quinn, Okaloosa St CDBG

Hi All,
Please review final negotiated amount from Ken Horne for approval.
Eng Costs for CDBG Broad,Quinn,Okaloosa Streets \$46,400.00
I will then send to Council

Thank you,

Diane E. Ebentheuer, CGFO
PURCHASING OFFICER / RISK MANAGER
City of Milton
P. O. Box 909
Milton, FL 32572
Ph: 850-983-5438
Fx: 850-983-5415
debentheuer@MiltonFL.org

From: Ken Horne <ken@kh-a.com>
Sent: Tuesday, January 9, 2024 9:42 AM
To: Joe Cook <jecook@miltonfl.org>; Diane Ebentheuer <debentheuer@miltonfl.org>
Cc: Belinda Rowell <belinda@kh-a.com>
Subject: Broad, Quinn, Okaloosa St CDBG

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

Mr. Cook,

I have attached our proposal for the subject project, it includes adjustments for the inclusion of some limited drainage work on Okaloosa Street.

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disclosed

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disclosed

Diane Ebentheuer

From: Sandra Woodbery
Sent: Thursday, January 11, 2024 12:49 PM
To: Diane Ebentheuer; Scott Collins
Cc: Joe Cook
Subject: RE: Broad, Quinn, Okaloosa St CDBG

Diane – Engineer's costs are not including within the CDBG SOW. Therefore, my approval is not necessary. We may desire to get his costs reimbursed by Santa Rosa County. As long as these fees are fair and reasonable (Joe and Scott's approval), we should be good. Thanks, Sandi

From: Diane Ebentheuer <debentheuer@miltonfl.org>
Sent: Thursday, January 11, 2024 12:41 PM
To: Sandra Woodbery <swoodbery@miltonfl.org>; Scott Collins <scollins@miltonfl.org>
Cc: Joe Cook <jecook@miltonfl.org>
Subject: FW: Broad, Quinn, Okaloosa St CDBG

Hi All,
Please review final negotiated amount from Ken Horne for approval.
Eng Costs for CDBG Broad,Quinn,Okaloosa Streets \$46,400.00
I will then send to Council

Thank you,

Diane E. Ebentheuer, CGFO
PURCHASING OFFICER / RISK MANAGER
City of Milton
P. O. Box 909
Milton, FL 32572
Ph: 850-983-5438
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Subject: Broad, Quinn, Okaloosa St CDBG

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

Mr. Cook,

I have attached our proposal for the subject project, it includes adjustments for the inclusion of some limited drainage work on Okaloosa Street.



Agenda Item # 2023-2082

Resolution #2024-09 Negotiation for Professional Appraisal Services WWTP 2023.09

MEETING DATE

February 13, 2024

PREPARED BY

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

BACKGROUND

The City solicited proposals for Professional Appraisal Services for Wastewater Treatment Plant.

SUMMARY

Bid opening was held 09/06/2023, and 3 proposals were received.

On October 10, 2023 council approved staff's recommendation to begin negotiations with the Urban Group.

Staff committee met with The Urban Group via ZOOM and accepted their proposal with the land assessment valued separately.

RECOMMENDATION

Staff committee recommends the award of a contract not to exceed the amount of \$19,010.00 for the appraisal of assets at the Wastewater Treatment Plant, with the option to assess the land with an estimated not to exceed amount of \$5,760 if needed.

ATTACHMENTS

1. 2023.09 Negotiated Amount 19,010

Negotiation accepted 1/15/23

PRICE SHEET FORM

RFP 2023.09 Professional Appraisal Services Wastewater Treatment Plant

Itemized Price for Professional Services – (Below should include the anticipated hours for each item, the hourly rate to be applied and subtotal)

	<u>Hours</u>		<u>Rate</u>	<u>Total</u>
Initial Meeting with City.	AOR	2.5	\$160.00/Hr.	\$400.00
	SUB	2.5	\$100.00/Hr.	\$250.00
Research and Document Retrieval and Review.	AOR	2	\$160.00/Hr.	\$320.00
	SUB	4	\$100.00/Hr.	\$400.00
Site Inspections.	AOR	4	\$160.00/Hr.	\$640.00
	SUB	8	\$100.00/Hr.	\$800.00
Equipment Inventory - Asset Name, Install Year, Design Life, Age, Remaining Useful Life, Condition, Recommended Disposition, Structure (location), and Weight.	SUB	66	\$100.00/Hr.	\$6,600.00
Fair Market Value Analysis of Land and Assets.				
Preparation of Appraisal Report.	AOR	32	\$160.00/Hr.	\$5,120.00
	SUB	40	\$100.00/Hr.	\$4,000.00
Presentation of report to the City.	AOR	3	\$160.00/Hr.	\$480.00
Total Not to Exceed Price - for Professional Appraisal Services.				\$19,010.00

Written Amount Nineteen Thousand Ten Dollars

N/A

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

It is understood that the right is reserved by the City of Milton to reject any or all Proposals and the City need not necessarily award the Contract to the firm who submitted the lowest costs for services if, in the opinion of the City, it would be in the best interest of the City of Milton to accept another Proposal.

Additional Costs, Special Exceptions, Notes or Comments:

The hourly rates indicated the rates for the (AOR), Appraiser of Record, Robert Miller (\$160) and the Sub-Consultant (SUB), Mario de la Guardia of Asset Appraisal Solutions (\$100).

If at a later date, the City of Milton requires the appraisal of the land, the additional fee for that assignment would be based on the appraiser of record hourly rate of \$160 at 36 hours or a total fee of \$5,760.

Prices are valid for 90 days from time of opening.

The undersigned agrees to the above terms and conditions.

The undersigned having carefully read and considered the Request for Proposal, Instructions for Proposals, General Specifications, and all other bid documents for professional appraisal services does hereby offer to contract with the City of Milton to perform all services required by the bid documents at the price (expressed in both words and figures) applicable to each item of work as hereinafter set forth.

BIDDER: The Urban Group, Inc.

Company Name

150 SE 12 Street, Suite 100 Fort Lauderdale, FL 33316

Address/City/Zip

954-522-6226

Phone

rmiller@theurbangroup.com

Email

Robert Miller

Contact Name

Vice President

Title

Company Representative Signature

Date

11-16-23



Agenda Item # 2024-2212

Resolution #2024-10 BDI Task Order - Cultural & Environmental Review along 7,900 LF Pipeline Route

MEETING DATE

February 13, 2024

PREPARED BY

Molly Turnes, City Clerk

BACKGROUND

NSRRWRF - Pipeline route for the delivery of effluent from the plant to the proposed sprayfield locations. Environmental Reports and Cultural Evaluations are required for the NEPA documents being prepared.

SUMMARY

This task order will be for work related to include the Cultural evaluation and environmental assessment along this 7,900 LF route. The scope of work includes (1) Sub-consultant coordination, (2) Wetlands Delineation and Environmental Assessment, and (3) Cultural Resource Survey in the amount of \$19,954.00

RECOMMENDATION

Staff recommends Council approve the Task Order for Baskerville Donovan, Inc. in the amount of \$19,954.00.

ATTACHMENTS

1. BDI Task Order - Sprayfield Pipeline Route Reviews

**CITY OF MILTON
NORTHWEST FLORIDA WATER RECLAMATION FACILITY
SPRAYFIELD PIPELINE ROUTE CULTURAL REVIEW
AND ENVIRONMENTAL REVIEW**

01/11/24

Section I. BACKGROUND

The City of Milton is permitted to construct the North Santa Rosa Regional Water Reclamation Facility on a parcel in the Santa Rosa Industrial Park. This facility will begin with a capacity of 2.0 MGD and has provisions for three additional 2.0 MGD process trains. The City is currently pursuing effluent discharge on parcels located east of the proposed plant site. The City has identified a pipeline route for the delivery of effluent from the plant to the proposed sprayfield locations. Environmental Reports and Cultural Evaluations are required for the NEPA documents being prepared.

This task order will be for work related to include the Cultural evaluation and environmental assessment along this 7,900 LF route.

Section II. SCOPE OF SERVICES

The scope of work will include the following tasks:

1. Subconsultant coordination.
2. Wetlands Delineation and Environmental Assessment.
3. Cultural Resource Survey.

TASK 1 – COORDINATION OF WORK AND SURVEY

The various subconsultant work listed below involves a level of coordination with a central company. BDI will serve as the project manager necessary to keep the subconsultants on scope and schedule. This scope of work also includes the survey effort for location of the bore holes and piezometers drilled during the geotechnical work. This includes the elevations of the piezometers. This survey effort is necessary for the calibration of the hydrogeological evaluation and the groundwater mounding analysis.

TASK 2 – WETLANDS DELINEATION AND ENVIRONMENTAL ASSESSMENT

To ensure compliance with NEPA regulations it is important that an Environmental Assessment to identify any threatened or endangered species on the site be conducted along with marking the boundaries of any wetland areas. This work will be completed by professionals with the Biome Consulting Group.

TASK 3 – CULTURAL RESOURCES

To ensure that there are no disturbances of cultural resources, a field survey with subsurface testing will be performed. All work will be performed under the guidance of an RPA-certified archaeologist and will be conducted in compliance with Section 106 of the National Historic Preservation Act. These services will be provided by All Phases Archaeology.

Section III. DELIVERABLES

Upon completion of the Cultural Resource Survey and the Environmental Assessment, one (1) electronic copy will be provided.

Section IV. METHOD OF COMPENSATION

Compensation will be based on the percent of completion and invoiced on a monthly basis. Engineering services are provided on a lump sum fee and consulting services are provided as a not to exceed allowance without further authorization from the County. Fees for each task are identified in the following Summary of Services.

Summary of Services

Task Description	Method of Payment	Fee
Task 1 – Engineer Coordination of Work	Lump Sum	\$3,000.00
Task 2 – Wetland Delineation and Environmental Assessment	Lump Sum	\$6,868.00
Task 3 – Cultural Resource Survey	Lump Sum	\$10,086.00
Total		\$19,954.00

Section V. ACCEPTANCE

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

BASKERVILLE-DONOVAN, INC.**CITY OF MILTON**


Richard W. Delp, CSI

Signature

Name: _____

Water Resource Director/VP

Title: _____



Date

Date



Agenda Item # 2024-2213

Resolution #2024-11 BDI Task Order - Engineering Services During Construction - Amendment 1

MEETING DATE

February 13, 2024

PREPARED BY

Molly Turnes, City Clerk

BACKGROUND

Re-bidding effort associated with the NSRRWRF. BDI's original scope of work for engineering services during the bidding and construction included the bidding services. Those fees were expended during the first bids two years ago. This task order is requesting additional fees as an amendment to that task order in the amount of \$31,500.00

SUMMARY

On February 3, 2021, the City of Milton received bids on the NSRRWRF. The bids received exceeded the proposed budget for the project and the bids were rejected in accordance with Article 19, Section 19.01 of the Instructions to Bidders. Having arranged additional funding sources, the City is now preparing to re-advertise the project for construction. In the initial agreement, funds allocated for bidding were expended during the first bidding phase and there is now a need to arrange for additional funding to cover the re-bidding of the project. The Scope of Work includes:

- 1) Compile for distribution, plans and specification, permits and geotechnical field work for proposed bidders use in developing proposals.
- 2) Conduct and attend one pre-bid conference for this project
- 3) Review questions and comments posed by bidders and develop appropriate responses including any addendum necessary for the project clarity.
- 4) Attend the bid opening meeting for the project.
- 5) Prepare a bid tabulation of bids received.
- 6) Check bidder's references and licensing credentials.
- 7) Review all bids and make a recommendation of award to the City for the lowest responsible bidder.

If approved, the original agreement for Engineering Services During Construction will remain intact with the approved funding for re-bidding included as Amendment 1 to that agreement.

RECOMMENDATION

Staff recommends Council approve the Task Order for Baskerville Donovan, Inc. in amount of \$31,500.00.

ATTACHMENTS

1. BDI Task Order - Amendment 1

CITY OF MILTON
NORTH SANTA ROSA REGIONAL WATER RECLAMATION FACILITY
ENGINEERING SERVICES DURING CONSTRUCTION
AMENDMENT 1

1-11-2024

Section I. BACKGROUND

On February 3, 2021, the City of Milton (City) received bids on the North Santa Rosa Regional Water Reclamation Facility (NSRRWRF). The bids received exceeded the proposed budget for the project and the bids were rejected in accordance with Article 19, Section 19.01 of the Instructions to Bidders.

Having arranged for additional funding sources, the City is now preparing to re-advertise the project for construction. In the initial agreement, funds allocated for bidding were expended during the first bidding phase and there is now a need to arrange for additional funding to cover the re-bidding of the project.

Section II. SCOPE OF WORK

BDI will perform traditional bidding services including:

1. Compile for distribution, plans and specification, permits, and geotechnical field work for proposed bidders use in developing proposals. (This scope of work does not include conforming drawings and specifications to the previous issued addenda, it only includes copies of the addenda that were issued during the first bidding period.)
2. Conduct and attend one (1) pre-bid conference for this project.
3. Review questions and comments posed by bidders and develop appropriate responses including any addendum necessary for project clarity.
4. Attend the bid opening meeting for the project.
5. Prepare a bid tabulation of bids received.
6. Check bidder's references and licensing credentials.
7. Review all bids and make a recommendation of award to the City for the lowest responsible bidder.

Section III. METHOD OF COMPENSATION

For the performance of the above activities, we propose a lump sum fee in the amount **\$31,500.00** and invoice the City monthly based on the level of completion of the task performed. Additional services beyond those specifically identified above will be at BDI's 2022 Standard Hourly Billing rates

If approved, the original agreement for Engineering Services During Construction will remain in tack with the approved funding for re-bidding included as Amendment 1 to that agreement.

Section IV. ACCEPTANCE

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

BASKERVILLE-DONOVAN, INC.

CITY OF MILTON



Richard W. Delp, CSI
Water Resource Director/VP



Scott Collins
City Manager

Date: 1/11/2024

Date: _____



Agenda Item # 2024-2216

Resolution #2024-12 Piggyback Santa Rosa County School Board's Carpet Tile Misc. Flooring

MEETING DATE

February 13, 2024

PREPARED BY

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

BACKGROUND

The City purchasing policy allows Council to waive the bid process and use "Other Contracts" that have gone through the review processes and have been approved by another government entity. The Facilities Maintenance Department needs a flooring contractor.

SUMMARY

Santa Rosa County School Board: RFP 22-19-WP Carpet, Tile & Miscellaneous Floor Covering
Pricing: Various
Vendor: Milton Carpet

RECOMMENDATION

Request Council waive the bid process and approve piggyback off Santa Rosa County School Board's bid (SRCSB 22-19-WP) for flooring to Milton Carpet.

ATTACHMENTS

1. RFP 22-19-WP Tabulation
2. RFP 22-19-WP Carpet, Tile & Miscellaneous Floor Covering

RFP: 22-19-WP

RFP Name: Carpet, Tile, & Miscellaneous Floor Covering

RFP Intended Award Date: February 07, 2023

RFP Award Date: February 07, 2023

Contract Start Date: March 16, 2023

Contract End Date: March 15, 2028

RFP Award Date: February 07, 2023			Award		Award		Award				
Contract Start Date: March 16, 2023											
Contract End Date: March 15, 2028											
		UOM	Shaw Industries	Shaw Industries (Manufacturer)	Carpet Creations	Carpet Creations Negotiated Rates	Carpet Creations (Manufacturer)	Milton Carpet	Milton Carpet Negotiated Rates	Milton Carpet (Manufacturer)	Versa-Tile & Marble
1	Less Remix Broadloom	Square Yard	\$15.17	Patcraft	\$25.25	\$25.25	Lees	\$19.49	\$19.49	DROPPED	\$51.00
	LVT: Interface, Level Set										
2	Collection 4.5mm	Square Yard	\$3.30	Patcraft	\$34.99	\$34.99	Interface	\$6.29 Sq Ft	\$6.29	Interface	\$51.00
3	LVT: Milliken, District 2.5 mm	Square Yard	\$2.70	Patcraft	Discontinued	Discontinued	Milliken	\$3.39 Sq Ft	\$3.39	DROPPED	\$51.00
4	LVT: Patcraft, Stratified 2.5mm	Square Yard	\$2.70	Patcraft	\$28.95	\$28.95	Patcraft	\$3.59 Sq Ft	\$3.59	Patcraft	\$51.00
5	LVT: Fiberock 1/4" Underlayment	Square Foot/Feet	\$2.10	Permabase	\$1.50	\$1.50	USG	\$1.59	\$1.59	Fiberock	\$4.00
	Athletic Flooring: RB Rubber Zip-										
6	Tile, Ultimate 1/4"	Square Yard	\$100.00	Tarkett	\$35.99	\$35.99	RB Rubber	\$3.49 Sq Ft	\$3.49	RB Rubber	\$55.00
	Athletic Flooring: RB Rubber										
7	Rolled Rubber, Ultimate 1/4"	Square Yard	\$105.00	Tarkett	\$29.95	\$29.95	RB Rubber	\$2.29 Sq Ft	\$2.29	RB Rubber	\$65.00
8	Protect-All 3/8" Sheet	Square Foot/Feet	Will price per project		N/A	N/A	N/A	\$5.19	\$5.19	Protect All	\$2.00
9	Protect-All 1/4" Sheet	Square Foot/Feet	\$15.00		\$7.99	\$7.99	Protect-All	\$3.39	\$3.39	Protect All	\$2.00
10	Protect-All 1/2" sheet	Square Foot/Feet	Will price per project		N/A	N/A	N/A	\$6.99	\$6.99	Protect All	\$3.00
11	Protect-All 3/8" Tile	Square Foot/Feet	Will price per project		N/A	N/A	N/A	\$24.09	\$24.09	Protect All	\$2.00
12	Protect-All 1/4" Tile	Square Foot/Feet	\$14.00		\$7.99	\$7.99	Protect-All	\$16.49	\$16.49	Protect All	\$2.00
13	Protect-All 1/2" Tile	Square Foot/Feet	Will price per project		N/A	N/A	N/A	\$30.19	\$30.19	Protect All	\$3.00
14	Protect-All 3/8" Interlocking	Square Foot/Feet	Will price per project		N/A	N/A	N/A	\$24.09	\$24.09	Protect All	\$2.00
15	Protect-All 1/4" Interlocking	Square Foot/Feet	\$11.00		\$7.99	\$7.99	Protect-All	\$16.49	\$16.49	Protect All	\$2.00
16	Protect-All 1/2" Interlocking	Square Foot/Feet	Will price per project		N/A	N/A	N/A	\$30.19	\$30.19	Protect All	\$2.00
17	Epoxy Floor Covering: Floor	Square Foot/Feet	N/A		\$9.95	\$9.95	Terrazeco, Soy Step	\$26.99	\$26.99	Epoxy-Terrazeco	\$12.00
18	Epoxy Floor Covering: Wall	Square Foot/Feet	N/A		\$9.95	\$9.95	Terrazeco, Soy Step	\$36.99	\$36.99	Epoxy-Terrazeco	\$20.00
							Terrazeco, Soy				
19	Epoxy Floor Covering: Base	Linear Foot/Feet	N/A		\$9.95	\$9.95	Step	\$32.99	\$32.99	Epoxy-Terrazeco	\$10.00
20	Epoxy Floor Covering: Floor	Square Foot/Feet	N/A		\$9.95	\$9.95	Dur-A-Flex	\$26.99	\$26.99	Epoxy-Dura-A-Flex	\$12.00
21	Epoxy Floor Covering: Wall	Square Foot/Feet	N/A		\$9.95	\$9.95	Dur-A-Flex	\$36.99	\$36.99	Epoxy-Dura-A-Flex	\$20.00
22	Epoxy Floor covering: Base	Linear Foot/Feet	N/A		\$9.95	\$9.95	Dur-A-Flex	\$32.99	\$32.99	Epoxy-Dura-A-Flex	\$10.00
23	Epoxy Floor Covering: Floor	Square Foot/Feet	N/A		\$9.95	\$9.95	Hybri-Flex Series E	\$26.99	\$26.99	Epoxy-Hybri-Flex	\$12.00
24	Epoxy Floor Covering: Wall	Square Foot/Feet	N/A		\$9.95	\$9.95	Hybri-Flex Series E	\$36.99	\$36.99	Epoxy-Hybri-Flex	\$10.00
25	Epoxy Floor covering: Base	Linear Foot/Feet	N/A		\$9.95	\$9.95	Hybri-Flex Series E	\$32.99	\$32.99	Epoxy-Hybri-Flex	\$10.00
26	Stair Tread, Riser and Nosing: Rubber Stair Treads	Linear Foot/Feet	\$16.00	Patcraft	\$20.50	\$20.50	Roppe	\$26.09	\$26.09	Roppe	\$22.00
27	Stair Tread, Riser and Nosing: 7" Riser	Linear Foot/Feet	\$36.00	Tarkett	\$5.95	\$5.95	Roppe	\$6.39	\$6.39	Roppe	\$25.00
28	Stair Tread, Riser and Nosing: Stair Nosing	Linear Foot/Feet	N/A	Tarkett	\$5.95	\$5.95	Roppe	\$5.89	\$5.89	Roppe	\$22.00
	Radial Rubber Tile: Raised										
29	design floor tile or equal	Square Foot/Feet	\$15.50	Tarkett	\$9.25	\$9.25	Roppe	\$11.69	\$11.69	Roppe	\$10.00
30	Vinyl Composition Tile: Armstrong 1/8" gauge	Square Foot/Feet	\$2.25	Tarkett	\$1.75	\$1.75	Armstrong	\$1.79	\$1.79	Tarkett	\$4.00
	Base: (vinyl base is not acceptable) 4" Rubber cove										
31	base	Linear Foot/Feet	\$0.92	Patcraft	\$1.10	\$1.10	Roppe	\$1.19	\$1.19	Roppe	\$2.00
	Base: (vinyl base is not acceptable) 4 1/2" Rubber cove										
32	base	Linear Foot/Feet	\$1.00	Patcraft	\$1.25	\$1.25	Roppe	\$2.29	\$2.29	Roppe	\$2.00

	Base: (vinyl base is not acceptable) 6" Rubber cove base	Linear Foot/Feet	\$1.10	Patcraft	\$1.50	\$1.50	Roppe	\$1.89	\$1.89	Roppe	\$3.00
33	Commercial Sheet Vinyl: Melodia	Square Yard	\$35.00	Patcraft	\$36.99	\$36.99	Tarkett	\$46.19	\$46.19	Tarkett	\$10.00
34	Commercial Sheet Vinyl: Heat Weld	Linear Foot/Feet	\$0.50	Patcraft	\$5.50	\$5.50	Tarkett	\$1.20	\$1.20	Tarkett	\$20.00
35	Commercial Sheet Vinyl: Flash Cove	Linear Foot/Feet	\$4.50	Tarkett	\$10.50	\$10.50	Tarkett	\$1.09	\$1.09	Tarkett	\$35.00
36	Service Charge for repair work:	Hourly Rate	\$38.50		\$75.00	\$60.00	Carpet Creations	\$75.00	\$60.00		\$100.00
37	Transitions: remove existing and provide new vinyl edge strip, carpet to tile joiner, or any transition strip for a finished job	Linear Foot/Feet	\$3.85	Patcraft	\$2.50	\$2.13	Multiple	\$1.75	\$1.58		\$15.00
38	Removal of existing flooring: carpet	Square Yard	\$3.30		\$3.00	\$2.55	Carpet Creations	\$2.50	\$2.25		\$9.00
39	Removal of existing flooring: Vinyl Composition Tile (VCT):	Square Foot/Feet	\$1.10		\$0.50	\$0.43	Carpet Creations	\$0.25	\$0.23		\$1.50
40	Removal of existing flooring: Luxury Vinyl Tile (LVT):	Square Foot/Feet	\$1.10		\$0.50	\$0.43	Carpet Creations	\$0.25	\$0.23		\$1.50
41	Removal of existing flooring: Flooring Adhesive	Square Foot/Feet	\$0.55		\$0.50	\$0.43	Carpet Creations	\$0.35	\$0.32		\$1.50
42	Removal of glued-down, foam-backed carpet	Square Yard	\$5.50		\$3.00	\$2.55	Carpet Creations	\$2.50	\$2.50		\$9.00
43	Removal of glued-down carpet	Square Yard	\$3.85		\$3.00	\$2.55	Carpet Creations	\$2.50	\$2.25		\$9.00
44	Removal of existing flooring: Wood Base	Linear Foot/Feet	N/A		\$0.60	\$0.51	Carpet Creations	\$0.40	\$0.36		\$5.00
45	Labor Rate to Install: Carpet	Square Yard	\$8.80		\$4.95	\$4.21	Carpet Creations	\$6.00	\$5.40		\$7.00
46	Labor Rate to Install: Vinyl Composition Tile (VCT):	Square Foot/Feet	\$1.65		\$1.25	\$1.06	Carpet Creations	\$1.50	\$1.50		\$1.50
47	Labor Rate to Install: Luxury Vinyl Tile (LVT)	Square Foot/Feet	\$2.75		\$1.50	\$1.28	Carpet Creations	\$1.79	\$1.61	Glue Down LVT	\$3.50
48	Labor Rate to Install: Carpet Waterfall/Step Installation	Linear Foot/Feet	\$5.50		\$5.00	\$4.25	Carpet Creations	\$10.00	\$9.00		\$22.00
49	Moisture Mitigation: to include bead blasting, epoxy, and primer:	Square Foot/Feet	N/A		\$6.50	\$5.53	Carpet Creations	50.00 per 1000sf/ 2.79sf/ 7.09sf	50.00 per 1000sf/ 2.79sf/ 7.09sf	Moist.Mit./Bead/Epox y Primer	\$2.50
50	Furniture: furniture removal and replacement	Square Yard	\$2.20		\$2.50	\$2.13	Carpet Creations	\$1.75	\$1.75		\$10.00
51	Door Cutting: wooden door	Each	N/A		\$85.00	\$72.25	Carpet Creations	\$50.00	\$50.00		\$50.00
52	Door Cutting: metal door	Each	N/A		\$95.00	\$80.75	Carpet Creations	NO BID	NO BID		\$75.00
53	Disposal: dump fee	Square Foot/Feet	\$1.10		\$0.22	\$0.22	Carpet Creations	\$0.10	\$0.10		\$0.50
54	Floor Preparation: carpet	Square Yard	\$8.46	material & labor, Skim Coat only	\$1.00	\$0.85	Carpet Creations	\$1.95	\$1.95		\$0.50
55	Floor Preparation: VCT	Square Foot/Feet	\$0.94	material & labor, Skim Coat only	\$0.50	\$0.43	Carpet Creations	\$0.45	\$0.45		\$100.00
56	Floor Preparation: LVT	Square Foot/Feet	\$0.94	material & labor, Skim Coat only	\$0.50	\$0.43	Carpet Creations	\$0.45	\$0.45		\$100.00
57	What is the lead time from receipt of order to installation?	Day	30 Days		Average 10-15 days	Average 10-15 days	Carpet Creations	20 Days	20 Days		10
58	Labor Rate to Install: □ Athletic Floor covering	Square Foot/Feet	\$4.40		\$1.75	\$1.49	Carpet Creations	\$1.25	\$1.00		\$15.00
59	Labor rate to install: □ Epoxy floor covering	Square Foot/Feet	N/A		See additional items	See additional items	Carpet Creations	\$4.00	\$3.20	Per Job	\$4.50
60	Labor rate to install: □ Stair Treads	Linear Foot/Feet	\$11.00		\$4.00	\$3.40	Carpet Creations	\$2.50	\$2.00		\$30.00
61	Labor rate to install: □ Stair risers	Linear Foot/Feet	\$2.75		\$1.00	\$0.85	Carpet Creations	\$2.00	\$1.60		\$10.00
62	Labor rate to install: □ Stair Nosing	Linear Foot/Feet	\$2.20		\$1.50	\$1.28	Carpet Creations	\$0.75	\$0.60		\$10.00
63	Labor rate to install: □ Radial Rubber Tile	Square Foot/Feet	\$4.40		\$2.00	\$1.70	Carpet Creations	\$1.25	\$1.00		\$4.00
64	Labor rate to install: □ Base	Linear Foot/Feet	\$1.10		4" = .75 4.5" = .85 6" = 1.00	4" = \$0.64 4.5" = \$0.72 6" = \$0.85	Carpet Creations	\$1.40	\$1.12		2
65	Labor rate to install: □ Commercial Sheet Vinyl	Square Yard	\$44.00		\$8.50	\$7.23	Carpet Creations	\$9.00	\$7.20		\$7.00
66											

Carpet Tile:☐															
67	Interface Cubic Carpet Tile	Square Yard	\$21.72	Patcraft		\$24.99	\$24.99	Interface	\$48.39	\$48.39	Interface	\$22.00			
Carpet Tile:☐															
Philadelphia Carpet Tile: Basics															
68	III	Square Yard	\$20.72	Patcraft		Discontinued.	Discontinued.	Philadelphia			DROPPED	\$22.00			
Carpet Tile:☐															
Patcraft Carpet Tile: Easy on the Eyes															
69		Square Yard	\$21.96	Patcraft		\$29.95	\$29.95	Patcraft	\$28.59	\$28.59	Patcraft	\$20.00			
Walk off carpet tile:☐															
70	Shaw: Path & Portal	Square Yard	\$47.81	Patcraft		\$41.95	\$41.95	Shaw Contract	\$42.29	\$42.29	Shaw	\$35.00			
Walk off carpet tile:☐															
71	Interface: Step & Repeat	Square Yard	\$47.81	Patcraft		\$41.95	\$41.95	Interface	\$82.89	\$82.89	Interface	\$45.00			
Walk off carpet tile:☐															
72	Philadelphia: Step on It	Square Yard	\$47.81	Patcraft		\$41.95	\$41.95		\$43.49	\$43.49	Philadelphia	\$35.00			
73	Modular Carpet Tile	Square Yard	\$23.61	Patcraft		\$32.95	\$32.95	Shaw-Captivate	\$6.00	\$6.00		\$20.00			
Additional Labor Rates for installation:			\$115.50	Self-levelor material							Will depend on job and materials	\$7.00			
76	LVT: Fiberock underlayment	Per Square Foot	\$1.93			\$2.25	\$2.25	Carpet Creations	\$1.59	\$1.59	Protect-All	\$14.00			
77	Protect-All 1/4" sheet	Per Square Foot	16.50			2.00	2.00	Carpet Creations	\$3.39	\$3.39	Protect-All	2.00			
78	Protect-All 1/4" tile	Per Square Foot	\$15			\$2.00	\$2.00	Carpet Creations	\$16.49	\$16.49	Protect-All	2			
79	Protect-All 1/4" interlocking	Per Square Foot	\$12.10			\$1.50	\$1.50	Carpet Creations	\$16.49	\$16.49	Protect-All	\$2.00			
80	Epoxy on walls	Per Square Foot	N/A			\$9.95	\$9.95	Carpet Creations	NO BID	NO BID		\$2.00			
81	Epoxy on base	Per Lineal Foot	N/A			\$9.95	\$9.95	Carpet Creations	NO BID	NO BID		\$20.00			
82	Epoxy on Floors and base	Per Square Foot	N/A			\$10.50	\$10.50	Carpet Creations	NO BID	NO BID		\$12.00			
83	Epoxy on walls	Per Square Foot	N/A			\$9.95	\$9.95	Carpet Creations	NO BID	NO BID		\$20.00			
84	Epoxy on base	Per Lineal Foot	N/A			\$9.95	\$9.95	Carpet Creations	NO BID	NO BID		\$10.00			
85	Epoxy on Floors and base	Per Square Foot	N/A			\$10.50	\$10.50	Carpet Creations	NO BID	NO BID		\$14.00			
Basic floor prep for epoxy floor installations															
86		Per Square Foot	N/A			\$1.25	\$1.25		NO BID	NO BID		\$2.00			
87	Quarry Tile	Per Square Foot	\$4.50			\$3.99	\$3.99	Dal -Tile 8" x 8"	\$5.79	\$5.79	Daltile	\$12.00			
88	Labor to install Quarry Tile	Per Square Foot	\$6.60			\$11.25	\$9.56	Carpet Creations	\$6.00	\$6.00		2.5			
									\$3.00 per sq ft (Minimum 250 sq ft)						
89	Labor to Demo Quarry Tile	Hourly Rate	\$4.40			\$ 75.00 per man hour	\$ 60.00 per man hour	Carpet Creations	\$3.00			75			
90	Ceramic Tile	Per Square Foot	\$3.85			\$3.29	\$3.29	Dal-Tile 12" x 12"	\$4.00	\$4.00	Daltile	15			
91	Labor to install Ceramic Tile	Per Square Foot	\$5.50			\$11.25	\$9.56	Carpet Creations	\$6.00	\$6.00		5			
Additional Services				The material pricing included is our delivered pricing to deliver and unload at your locations. If the delivery location is not standard with a dock and lift, the below accessorial rates will apply: Residential Delivery - \$300.00 + Standard Freight Charges ● Job Site Fees - \$75.00 + Standard Freight Charges ● Liftgate - \$75.00 + Standard Freight Charges ● Pallet Jack - \$75.00 + Standard Freight Charges ● Redelivery - \$75.00 + Standard Freight Charges ● Storage Fees - \$10.00 per piece/roll/tube/pallet per week after 2 weeks (10 business days) in warehouse. A job site fee will be charged for any non-standard delivery. These charges will be applied as follows: \$75.00 will be charged for the initial delivery. Additional fees of \$55.00 per hour could apply if the delivery is delayed and will be left to the discretion of the regional distribution center management.				Interface Aerial Squares Square Yard \$25.50 Interface Aerial Planks Square Yard \$25.50 Interface Aerial Flying Colors Square Yard \$25.50 Interface Detours Square Yard \$25.50 Interface Detours Ahead Square Yard \$25.50 Interface Harmonize Square Yard \$25.50 Interface Ground Waves Square Yard \$25.50 Interface The Standard Square Yard \$24.99 Interface First Option Square Yard \$24.99 Interface Open Air Neutrals Square Yard \$24.99 Interface Night Lights Square Yard \$26.75 Interface Open Air Accents Square Yard \$27.50 Tarkett Dynamic Edit series Square Yard \$25.50 Patcraft Orbital Square Yard \$26.75 Patcraft Experience Square Yard \$28.75 Mohawk First One Up II Square Yard \$24.99 Mohawk Flux Play/Foundation Square Yard \$24.99				Cpt Tile: Mohawk-Pattern Perspective Square Yard \$18.69 Broadloom: Mohawk-Scholarship II Square Yard \$11.49 Walk Off: Mohawk-Walk All Over Square Yard \$51.09 LVT: Mohawk-Emergent Square Foot \$2.29 Cpt Tile: Shaw-Diffuse Square Yard \$25.59 Cpt Tile: Shaw-Captivate/Intrique Square Yard \$27.19 LVT: Shaw-Solitude Square Foot \$3.79 Cpt Tile: Shaw Momentum IV Square Yard \$23.99 LVT: Shaw-Grain & Pigment Square Foot \$3.69 LVT: Shaw-Terrain II Square Foot \$2.89 Welding Rods Tarkett Per roll (165 LF per roll) \$79.89 Base: Burke Rubber 4" Per Lineal Foot \$1.79 Base: Burke Rubber 6" Per Lineal Foot \$2.89 Labor: Subfloor Per Sheet \$75.00 Material: Plywood Per Sheet \$60.00 Concrete Work and Equipment Rental (equipment operator labor included)			

Additional Hard
Surface products

Interface 3mm LVT	Square Foot	\$2.99
Tarkett 3 mm ID		
latitude LVT	Square Foot	\$3.29
Tarkett 4.5mm Even		
Plane	Square Foot	\$4.39
Mohawk 4.5mm		
Large & Local LVT	Square Foot	\$3.59
Tarkett VCT	Square Foot	\$1.50
Milliken 2.5 mm		
Lumenology	Square Foot	\$3.25
Milliken 5.0 mm		
Lumenology	Square Foot	\$4.75
Interface-XL Brands		
2000 Plus	4 gallon bucket	\$149.95
Interface -XL		
Brands 3800	4 gallon bucket	\$149.95
Interface -XI Brands		
Triseal	4 gallon bucket	\$189.95
Patcraft Broadloom		
Adhesive	4 gallon bucket	\$79.95
Patcraft -Lokworx		
Carpet Tile		
Adhesive	4 gallon bucket	\$139.95
Patcraft-Lokworx		
LVT Adhesive	4 gallon bucket	149.95
Mohawk-M700 Plus		
LVT & Carpet Tile	4 gallon bucket	\$179.95
Tarkett -Roll Smart		
LVT Adhesive	4 gallon bucket	\$259.95
Tarkett -Cex Carpet		
Tile Adhesive	4 gallon bucket	\$139.95
Milliken LVT		
Adhesive	4 gallon bucket	\$156.30
Additional Labor		
Related Items		
Application of		
Adhesive Residue	Carpet Creations	
Sealer	Sq Ft	\$0.22

Materials
Sidewalks, flatwork,
pads, repair (non
foundation)

Demo and removal of existing concrete	Square Foot
Pump Truck	Hr
Pump Truck travel and Ful surcharge	
Georgia Buggy	Hr
Georgia Buggy	Day
Skid Steer (Grading and prep)	Hr
Skid Steer (Grading and prep)	Day

ODP

\$	3.50
\$	2.50
\$300.00 (3 hr min)	
\$	250.00
\$50.00 (4 hr min)	
\$	350.00
\$100.00 (3 hr min)	
\$	550.00

Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under chapter 120, Florida Statutes.

SANTA ROSA COUNTY SCHOOL BOARD

Dr. Karen Barber, Superintendent of Schools

Purchasing Department
6544 Firehouse Road
Milton, FL 32570-3411

Phone (850) 983-5130

Website: <http://sites.santarosa.k12.fl.us/purchasing/>

The Santa Rosa County School Board solicits a submission as listed in this request for proposal. All terms and conditions below are a part of this proposal request, and no proposals will be accepted unless all these terms and conditions have been met, unless superseded by the proposal specification. Rights are reserved to reject any and all proposals and to waive technicalities. Proposals not submitted in accordance with this proposal request will be rejected.

GENERAL TERMS AND CONDITIONS

1. The purchasing department will be the point of contact for this proposal, unless otherwise noted in the proposal specifications. The Purchasing Agent regarding this proposal is **Wes Pavlicek** and can be reached at: (850) 983-5130 or Pavlicekw@santarosa.k12.fl.us. Under no circumstances are the superintendent of schools, board members, school administrators or any other school board employee to be contacted concerning this proposal until after award. Any such contact may result in proposal disqualification.
2. Price, quality, specifications, payment discounts, warranty, travel time for warranty service, ability to provide service and time of guaranteed delivery will be the determining factors in the awarding of this proposal.
3. Proposal price shall be the delivered and unloaded price to the designated point according to the purchase order. *** Collect shipments will be refused *** No deposits or requests for pre-payment will be allowed.
4. Proposals may be awarded or rejected in whole or item by item, with rights being maintained to make joint awards if in the best interest of the district. The Santa Rosa County School Board will retain all copyright and patent rights that may be created by the contract resulting from this proposal. These rights are to include, but are not to be limited to written works, computer software and mechanical devices that are created as a requirement of this proposal.
5. Enough detail is given in the proposal to describe the item being requested, although not written, full manufacturer's specifications are implied. Manufacturer's specifications take precedent over information within this proposal if any discrepancy exists.
6. Any manufacturer's name, trade name, brand name, information and/or catalog numbers listed in a specification are for information only to describe and establish general quality levels, not to limit competition. Such references are not intended to be restrictive. The bidder may offer any brand for which authorized to represent, which meets or exceeds the specifications for any and all items. If proposals are based on equivalent products, indicate on the proposal form the manufacturer's name and number and indicate any deviations from the specifications. **IMPORTANT NOTE:** If offering an alternate, complete manufacturer's literature, giving full description of the alternate being offered, must be submitted. Failure to submit manufacturer's descriptive literature when offering an alternate can result in proposal rejection for failing to comply with proposal instructions. Any proposal lacking written indication of intent to quote an alternate brand will be considered and received as a proposal in complete compliance with the specifications as listed in the proposal. If upon receipt it is found not to meet specifications, payment will not be made, and the item will be returned at the contractor's expense.
7. For Service and Term contracts, the board reserves the right to provide all services internally, and similar goods and services may be procured through a general contractor or other existing contract. The board also reserves the right to separately bid out large purchases of similar goods and services.
8. In the event more than one proposal is submitted for a line item, please indicate the alternate item by inserting "ALT" after the unit price.
9. To be considered all proposals must be submitted on the enclosed proposal form, properly signed by an authorized representative on the company placing the proposal, and delivery date stated.
10. In the event of an error in extending the total cost of an item, the total price submitted will prevail.
11. Proposals must be submitted electronically through BidNet Direct, located at <https://www.floridabidsystem.com> unless otherwise stated in RFP specifications. Proposals by telephone or fax will not be accepted.

Santa Rosa County School Board
RFP 22-19-WP Carpet, Tile & Miscellaneous Floor Covering

12. The proposal opening shall be done publicly and at the time noted in the proposal specifications.
13. Tie proposals will be awarded to the bidder with the earliest postmark or if hand delivered, the earliest actual time noted or stamped on the envelope. It is the bidder's responsibility to ensure the actual date and time are noted on the envelope.
14. A notice of intended decision will be posted in the office of the Purchasing Director one week prior to award. A notice of intended decision will be furnished only to bidders who supply a self-addressed, stamped envelope with their proposal or by downloading from the purchasing department internet web site at <http://sites.santarosa.k12.fl.us/purchasing>. Bidders and interested parties may examine the proposal tabulations and files during normal business hours (public record) after proposals have been awarded.
15. Rights are reserved to purchase additional quantities at proposal price.
16. Based on School Board Policy [7.70 X](#), Direct Purchasing, the School District may elect to purchase materials and equipment included in a contractor's proposal directly from the supplier.
17. Payment will not be made until an order is completed in full.
18. The successful bidder will allow duly authorized representatives of the board, the Auditor General of the State of Florida, the Comptroller General of the United States, or other authorized representatives access to any books, documents, papers, and records of the bidder which are directly pertinent to this contract for the purpose of making audits, examinations, excerpts, and transcriptions.
19. When contract is federally funded, retention of all required records is to be for three years after grantees or sub grantees make final payments and all other pending matters are closed in accordance with [2 CFR 200.334](#).
20. Failure to file a protest within the time prescribed in Section [120.57\(3\)](#), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. All contact in this regard to be made exclusively with the Purchasing Department. In the event of litigation involving this contract, the venue shall be Santa Rosa County Florida. Arbitration will not be an acceptable means to resolve disputes.
21. Conflicts of interest as per [F.S. 287.057\(17\)](#):
 - a. The contractor must provide in writing any potential conflict of interest, real or apparent, to the School District. This could include, but is not limited to, any School Board Member or employee holding an office in the contract company.
 - b. Any employee of the contractor that may have a conflict of interest in the proposal, real or apparent, must recuse themselves from the submission process.
 - c. Failure to disclose any potential conflict of interest could result in disqualification of the vendors proposal as a nonresponsive bid or termination of the contract for cause if the contract has already been awarded.
22. Notice of noncompliance per [2 CFR Appendix II to Part 200\(A\)](#) and [Florida Statute 287.058](#): should a contractor fail to fulfill obligations in part or whole of the contract award, the School Board will issue a Notice of Noncompliance to the contractor. The Notice of Noncompliance will detail the infraction(s), remedy(ies), and the date in which compliance must be met. Failure to correct the deficiencies after the issuance of the notice, the School Board will move to terminate the contract as outlined in paragraph 23 below.
23. Termination per [2 CFR Appendix II to Part 200\(B\)](#) and [Florida Statute 287.058](#):
 - a. The School Board may terminate an agreement, in part or in whole, for its convenience or the failure of the bidder to fulfill contractual obligations. The School Board shall terminate by delivering to the bidder a written Notice of Termination specifying the nature, extent, and effective date of the termination. Upon receipt of the notice, the bidder shall:
 - i. Immediately discontinue all services affected (unless the notice directs otherwise).
 - ii. Deliver to the School Board all information, papers, reports, and other materials accumulated or generated in performing the contract, whether completed or in progress.
 - b. If the termination is for the convenience of the School Board, the School Board shall only be liable for payment for services rendered before the effective date of the termination.
 - c. If the termination is due to the failure of the bidder to fulfill its obligations under the contract, The School Board may:
 - i. Require the bidder to deliver any work described in the Notice of Termination.
 - ii. Take over and prosecute the same to completion by contract of otherwise and the bidder shall be liable for any additional cost incurred by the School Board.
 - iii. Withhold any payments to the bidder for purpose of set-off or partial payment, as the case may be, of amounts owed by the School Board to the bidder.
 - d. In the event of termination for cause, the School Board shall be liable to the bidder for reasonable costs incurred by the bidder before the effective date of the termination. Any dispute shall be decided by the School Board's Director of Purchasing and Contract Administration.

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24. (Service proposals only) Insurance required to be carried shall include:

a. Insurance

- i. The Company shall furnish proof of the following insurance to the Board by Certificate of insurance.
- ii. The Certificate of Insurance shall state that the School Board, including its agents and employees, are additional insureds under the policy or policies.
- iii. The Company shall provide Certificates of Insurance to the District's Risk Manager at 6032 Hwy 90, Milton, FL, 32570 prior to the start of any work under this contract.
- iv. The Companies insurers shall provide thirty (30) days advance written notice via certified mail in the event of cancellation of any insurance program required by this contract.
- v. All insurance policies shall be issued by companies either of the following qualifications:
- vi. The company must be (1) authorized by subsisting certificates of authority by the Department of Insurance of the State of Florida or (2) an eligible surplus lines insurer under Florida Statutes. In addition, the insurer must have a Best's Rating of "A-" or better and a Financial Size Category of "VI" or better according to the latest edition of Best's Key Rating Guide, Published by A.M. Best company.
- vii. With respect only to Workers' Compensation insurance, the company must be (1) authorized as a group self-insurer pursuant to Florida Statutes or (2) authorized as a commercial self-insurer fund pursuant to Florida Statutes.
- viii. Workers' Compensation Insurance. The Company shall maintain Workers' Compensation coverage as required by Florida Statute 440, covering all Company employees employed in connection with this contract and Employers Liability Insurance with minimum limits of \$1,000,000 per occurrence.
- ix. Comprehensive General Liability Insurance. The Company shall procure and maintain for the life of the contract/agreement, Comprehensive Liability Insurance, Broad Form, including Products and Completed Operations Liability. This policy shall provide coverage for death, bodily injury, personal injury, or property damage that could arise directly or indirectly from performance of the contract. The coverage must be on an occurrence form basis with minimum limits of \$1,000,000 per claim, \$1,000,000 per occurrence, combined single limit for bodily injury and property damage liability
- x. Business Automobile Liability. The Company shall procure and maintain, for the life of the contract/agreement Business Automobile Liability Insurance with minimum limits of \$1,000,000 per claim, \$1,000,000 per occurrence, combined single limit for bodily injury liability and property damage liability. This coverage shall be on an "Any Auto" or "Comprehensive Form" policy. The coverage shall be on an occurrence form policy. In the event the Company does not own any vehicles, hired and non-owned coverage shall be provided in the amounts listed above.

b. Indemnification / Hold Harmless

- i. Contractor agrees to indemnify and hold harmless the School Board, its members, officers, employees and agents, harmless from any and all claims, actions, costs, expenses, damages, and liabilities, including reasonable attorney's fees, arising out of, connected with or resulting from: (a) the negligence, intentional wrongful act, misconduct or culpability of Contractor's members, officers, or employees or other agents in connection with and arising out of any services within the scope of this Agreement; (b) Contractor's material breach of this Agreement or law; or (c) any failure by Contractor to pay its suppliers or any subcontractors. In addition, Contractor shall indemnify, protect and hold the School Board harmless against all claims and actions brought against the School Board by reason of any actual or alleged infringement of patent or other proprietary rights in any material, process, machine or appliance used by Contractor, except when School Board, or required Contractor to use that material, process, machine, or appliance, and any claims or actions related to violation of any state or Federal statutes or regulations including those referenced in this Agreement. Contractor shall not indemnify the School Board for intentional or negligent conduct of the School Board or any other cause of action caused by or through the fault of the School Board.
- ii. The School Board agrees to indemnify and hold harmless Contractor, its members, officers, employees and agents, harmless from any and all claims, actions, costs, expenses, damages, and liabilities, including reasonable attorney's fees, arising out of, connected with or resulting from: (a) the negligence, intentional wrongful act, misconduct or culpability of the School Board's members, officers, employees or other agents in connection with and arising out of any services within the scope of this Agreement; or (b) the School Board's material breach of this Agreement or law.

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In addition, the School Board shall indemnify, protect and hold Contractor harmless against all claims and actions brought against the Contractor by reason of any actual or alleged infringement of patent or other proprietary rights in any material, process, machine or appliance used by the School Board or required by the School Board to be used by Contractor, and any claims or actions related to violation of any state or Federal statutes or regulations including those referenced in this Agreement.

- iii. Notwithstanding anything to the contrary contained herein, through such indemnification set forth in Sections i and ii above, the School Board and Contractor do not waive sovereign immunity to the extent sovereign immunity is available or beyond the limited waiver of sovereign immunity set forth in Section 768.28, Florida Statutes. In the event of any claims described in Sections i and ii above, the School Board and Contractor shall notify one another of any such claim promptly upon receipt of same. The School Board and Contractor shall each have the option to defend such claims with their own counsel at the expense of the other party. If the School Board or Contractor choose to not hire their own counsel to defend, the other party shall assume the defense of any such claim and have authority in the defense thereof. The parties' obligation to indemnify one another shall survive the termination of this Agreement.

Direct all insurance inquiries to Risk Management (850) 983-5150.

- 25. Person or persons submitting a proposal who contends that all or part of the proposal, (record), is exempt from inspection and copying, shall state the basis of the exemption, (on the proposal document, in writing), that he or she contends is applicable to the record. This is to include the statutory citation to an exemption created or afforded by statute.
- 26. Other governmental agencies or governmental agencies which qualify under State Board of Education 6A-1.012 and Board of Governors regulation 18.001 may purchase from this bid if approved by the winning contractor.
- 27. In accordance with Florida Statute 1011.14, funding is subject to availability of appropriated funds.
- 28. **The Jessica Lunsford Act:** The Santa Rosa County School District reserves the right to refuse to accept services from any personnel deemed by the Santa Rosa County School District to be unqualified, disorderly, or otherwise unable to perform assigned work. This law, effective September 1, 2005, affects your business if you, your employees, or your agents will have access to school grounds when students are present, have direct contact with students or have access to or control of school funds. A copy of House Bill 1877, which was approved by the Governor on May 2, 2005 (Chapter 2005-28, L.O.F., section 21) may be found by accessing the following link on the internet: http://laws.flrules.org/files/Ch_2005-028.pdf. The requirements of this new law must be met in order for the School Board to continue working with you. The implementation procedures for this new law, as well as the amendment of July 2007, are posted on our website, at: <http://srcsdhumanresources.weebly.com/jessica-lunsford.html>
- 29. As per [Florida Statute 119.071](#) (Public Records) sealed bids, proposals, or replies received by an agency in response to a competitive solicitation shall be exempt from public inspection or copying until such time as the agency provides notice of an intended decision or until 30 days after opening the bids, proposals, or final replies, whichever is earlier.
- 30. (Service Contracts Only) Pursuant to [Florida Statute 119](#), the contractor must follow all public records law.

31. IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (850)983-5030, WestE@santarosa.k12.fl.us, OR 6032 HWY 90, MILTON, FLORIDA 32570.

- 32. A contractor who fails to provide the public records to the School Board within a reasonable time may also be subject to penalties under [Florida Statute 119](#).
- 33. The School District has reviewed Florida State purchasing agreements and state term contracts.
- 34. (Online Software Services Only) The District takes the confidentiality and security of our student information very seriously. The contractor must adhere to the following:
 - a. Maintain confidentiality of all data.
 - b. Use provided data only for the specified purpose.

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- c. Take all steps reasonably necessary to protect confidential information and to prevent confidential information from falling into the public domain or into the possession of unauthorized persons.
 - d. Destroy or return all data to the District upon termination of the contract.
 - e. Encrypt the Data by SSL or other cryptographic method anytime it is transmitted electronically.
 - f. Sign the District's Data Disbursement Confidentiality Disclosure Agreement, yearly, which can be reviewed at this link: <https://www.santarosa.k12.fl.us/docsabc/> or sign the Student Privacy Pledge at <https://studentprivacypledge.org/>, in lieu of signing the confidentiality agreement, and remain a valid signatory.
 - g. Provide no-cost support for one of the following methods of federated Single Sign-On through our SSO platform ClassLink (classlink.com), excluding any Clever integration, if student or teacher login is required:
 - i. LTI 1.0 or higher
 - ii. OAuth 2.0
 - iii. SAML
 - iv. ADFS
 - h. Use [IMS Global OneRoster v1.1](https://www.classlink.com/rosterserver/) REST API or accept OneRoster CSV files via SFTP using ClassLink Roster Server (<https://www.classlink.com/rosterserver/>), excluding any Clever handshakes, if student or teacher login is required and service requires rosters. OneRoster integration must use OneRoster enrollments data to create class structures and enroll students.
 - i. Automatically provision (create) accounts on first launch for services that do not require roster data.
35. Contractors must comply with the Equal Employment Opportunity provisions of [41 CFR Part 60](#). Except as otherwise provided under [41 CFR Part 60](#), all contracts that meet the definition of "federally assisted construction contract" in [41 CFR Part 60-1.3](#) must include the equal opportunity clause provided under [41 CFR 60-1.4\(b\)](#), in accordance with [Executive Order 11246](#), "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at [41 CFR part 60](#), "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
36. Contractors must comply with the Copeland "Anti-Kickback" Act ([40 U.S.C. 3145](#)), as supplemented by Department of Labor regulations ([29 CFR Part 3](#), "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The contractor is prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. All suspected or reported violations will be reported to the Federal awarding agency.
37. Contract Work Hours and Safety Standards Act ([40 U.S.C. 3701-3708](#)). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with [40 U.S.C. 3702](#) and [3704](#), as supplemented by Department of Labor regulations ([29 CFR Part 5](#)). Under [40 U.S.C. 3702](#) of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of [40 U.S.C. 3704](#) are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
38. Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under [37 CFR §401.2 \(a\)](#) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of [37 CFR Part 401](#), "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.
39. Contractors with awarded contracts in the amount in excess of \$150,000 agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act ([42 U.S.C. 7401-7671q](#)). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
40. Contractors with awarded contracts in the amount in excess of \$150,000 agree to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act as amended ([33 U.S.C. 1251-1387](#)). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

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41. Debarment and Suspension (Executive Orders 12549 and 12689) – A contract award (see [2 CFR 180.220](#)) will not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at [2 CFR 180](#) that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
42. Byrd Anti-Lobbying Amendment ([31 U.S.C. 1352](#)) – Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by [31 U.S.C. 1352](#). Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.
43. Prohibition on certain telecommunications and video surveillance services or equipment – Recipients and subrecipients are prohibited from obligating or expending loan or grant funds to (1) Procure or obtain; (2) Extend or renew a contract to procure or obtain; or (3) Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in [Public Law 115-232](#), section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities). (i) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities). (ii) Telecommunications or video surveillance services provided by such entities or using such equipment. (iii) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country. (b) In implementing the prohibition under [Public Law 115-232](#), section 889, subsection (f), paragraph (1), heads of executive agencies administering loan, grant, or subsidy programs shall prioritize available funding and technical support to assist affected businesses, institutions and organizations as is reasonably necessary for those affected entities to transition from covered communications equipment and services, to procure replacement equipment and services, and to ensure that communications service to users and customers is sustained. (c) See [Public Law 115-232](#), section 889 for additional information. (d) See also [§ 200.471](#).
44. Domestic preferences for procurements – As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award. For purposes of this section: (1) “Produced in the United States” means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States. (2) “Manufactured products” means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber. See [§ 200.322](#).

NOTE: Do not return this document with proposal submission.

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***** PROPOSAL SPECIFICATIONS *****

The Santa Rosa County School Board, Milton, Florida, solicits your company to submit a proposal on RFP 22-19-WP Carpet, Tile & Miscellaneous Floor Covering as listed in this proposal request. All terms and conditions below are a part of this proposal request. No proposals will be accepted unless these terms and conditions have been met. Rights are reserved to reject any and all proposals and to waive technicalities. Proposals which are not submitted in accordance with this proposal request will be rejected.

Pre-proposal Conference – Detailed information will be discussed at a pre-proposal conference to be held **October 14, 2022 at 8:00AM CT**, at the Santa Rosa County School Board **6032 Highway 90 Milton, FL 32570, Rm 703A**. Additionally, the pre-proposal conference will be offered by virtual meeting via Microsoft Teams:

[Click here to join the meeting](#)

https://teams.microsoft.com/l/meetup-join/19%3ameeting_MTA0NjA5Y2ltODdhNy00NmMzLTgxNGYtMzQ0ZGJINDkyNTVm%40thread.v2/0?context=%7b%22id%22%3a%224451d2cd-d9cf-4901-bd90-8b5962cdaf7e%22%2c%22oid%22%3a%22f63fe0c0-0db6-4d2d-9223-171e407686da%22%7d

For those that are not able to join this virtual meeting you may call in with the following phone number: **850-400-4211**, then enter the conference **69342545#** when prompted.

The first five (5) minutes of the conference will be for distribution of documents and for contractors to sign in. The conference will be recorded, with the resulting recording becoming a part of the documentation for this solicitation. Copies of the recording will be made available to interested parties by notifying the Purchasing Department.

Term of Contract – The contract resulting from this proposal shall be for a five (5) year period, if funded, beginning on or about **March 16, 2023** and ending **March 15, 2028**, with the option of five (5) additional one (1) year renewals. Cancellation must be in writing and received one hundred and twenty days (120) days prior to **March 15th** of each contract year. Silence from both parties will be considered as acceptance for another contract year at the same terms and conditions. This condition is not to preclude providing the lowest possible price based on current economic conditions. If economic conditions warrant a change in the conditions or terms of the contract, either party may exercise the cancellation privilege on the next anniversary date without prejudice. The resulting contract from this proposal may be cancelled by the Santa Rosa County School Board, at any time, for the contractor's failure to comply with proposal specifications. Funding for this proposal is subject to availability of appropriated funds. Invoices are to be broken down and detailed as per items listed on proposal form and will be audited for the length of this contract.

Evaluation of Proposals – A committee will review, and rank proposals based on various factors including, but not limited, to company history, qualifications, location, performance references, responsiveness, and price. Presentations may be requested of the top ranked contractors. If necessary, the committee will enter negotiations with the company that receives the number one ranking.

The District Evaluation Committee will judge the merit of proposals, as they are applicable to the Ongoing Maintenance and Repairs, received in accordance with the criteria described below (in no particular order):

Weighted Categories

Category	Weight	Considerations
Experience	1	Time in Business, Size of Accounts Serviced, Qualifications
Performance	2	Performance history, service response times, scope of services met
Pricing/Warranty	3	Invoice Base Rate, services, % discounts

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Submission of Proposals – All proposals must be submitted electronically through BidNet Direct, located at <https://www.floridabidsystem.com> prior to 3:00 PM CT, **November 15, 2022**. All documents requested shall be uploaded by the vendor to the BidNet Direct. Proposals submitted will be publicly reviewed in the Director of Purchasing and Contract Administrator's office at **3:15PM CT, November 15, 2022**, to be acknowledged and referred to the Purchasing Manager for tabulation and to the Committee for evaluation. The notice of intended decision will be posted by 4:00PM CT, **January 12, 2023**. The contract award will be at the School Board meeting of **January 19, 2023**, or a later date if additional study is required. Those submitting proposals and interested parties are invited and encouraged to attend both the opening and award. Only the names of the companies submitting a proposal will be announced verbally at the RFP opening per Florida Statute 119.071.

Visit <https://sites.santarosa.k12.fl.us/purchasing/registration/intro.htm> to register with BidNet Direct in order to submit a bid for this solicitation.

Questions and Answers – Questions are to be submitted electronically through BidNet Direct no later than **October 27, 2022, 3:00PM CT**. Questions will be reviewed and those determined to be relevant to the RFP will be answered and posted by **October 28, 2022**, to BidNet Direct.

Pricing - Pricing shall remain the same as the original proposal for the initial contract year. Price adjustments shall be based on the latest version of the Producer Price Index (PPI) and Consumer Price Index (CPI) for All Urban Consumers, All Items, U.S. City Average, and non-seasonal, as published by the U.S. Department of Labor, Bureau of Labor Statistics. This information is available at www.bls.gov. Up-to-date detailed reports can be found at <https://www.bls.gov/news.release/cpi.t02.htm> and <https://www.bls.gov/ppi/detailed-report/>. Reference price adjustments with the current CPI/PPI data according to the time of the annual price adjustment request from the links in this paragraph using the non-seasonally adjusted structure.

A **price adjustment** may be approved on an annual basis following the initial contract year, using the methodology outlined in this section by the U.S. Bureau of Labor Statistics. To request a price adjustment, Contractor shall submit a letter stating the percentage amount of the requested adjustment and adjusted price to the Director of Purchasing. The letter shall include the complete calculation provided by the U.S. Bureau of Labor Statistics in the links above, and a copy of the CPI/PPI index table used in the calculation. The maximum allowable increase shall not exceed 3%, unless authorized by the Director of Purchasing. If approved, the price adjustment shall become effective on the following annual date of the beginning of the next contract year. All price adjustments must be accepted by the Director of Purchasing and shall be memorialized by written amendment to this contract. No retroactive contract price adjustments will be allowed. Should the CPI/PPI as published by the U.S. Department of Labor, Bureau of Labor Statistics decrease during the original term of the contract, the Contractor shall notify the Director of Purchasing of price decreases in the method outlined above. If approved, the price adjustment shall become effective on the date of the next contract year under the original contract terms. If the Contractor fails to pass the decrease on to the School District, the School District reserves the right to place the Contractor in default, cancel the award, and remove the Contractor from the School District Vendor List for a period deemed suitable by the School District.

In the event of this occurrence, the School District further reserves the right to utilize any options as stated herein.

SCOPE OF WORK

This invitation is to establish a firm price for installed carpeting, tile, and miscellaneous floor covering for the Santa Rosa County School District. The successful bidder will be required to supply to the School District two (2) copies of a printed installation manual written by the Carpet Manufacturer Technical Service Department and will be supplied to School District before the acceptance of material.

The contractor shall be held responsible for the accuracy of measurement and the correct installation of floor covering. The work specified herein shall be done by skilled workmen fully experienced in this type of work. Floor covering is to be installed per manufacturer's specifications including tolerances regarding floor preparation. Floor preparation shall include moisture testing according to manufacturer's specifications. The successful contractor will be responsible for removing the existing floor covering, removing it from the job site and preparing the surface for the installation of the flooring to meet the manufacturer's specifications. The owner will be responsible for the abatement of all asbestos containing VAT. The color of the flooring will be selected after the purchase order is issued to the contractor. The contractor will provide the School District with a sample of the carpet from the dye lot that is to be installed to be tested by the State Department to make sure it meets the Flame Spread Test and Smoke Density Test to assure it meets specifications. It will be the responsibility of the contractor to schedule the removal and installation of the carpet and VCT as to not interfere with the

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learning process carried on at the schools. It is the responsibility of the contractor to move all furniture and equipment to replace floor covering and to move all furniture and equipment back in its original place. It will be necessary to coordinate this action with the principal of the school. If contractor removes molding or damages any molding, contractor will replace it at no cost to the District.

Contractor shall furnish the School District with all remnants, overages and usable scraps installed from the same dye lot as the installed carpet, tile, or miscellaneous flooring. Replacement carpet, tile or miscellaneous flooring remnants, usable scraps, and overages shall be placed in an appropriate wrapping labeled and delivered to the School District at the job site where the flooring has been installed. To be a minimum of one sealed case of tile, base, and a minimum one square yard per hundred square yards installed of carpet.

Two (2) copies of a printed maintenance manual written by the carpet manufacturer shall be delivered by the contractor to the School District at the job site. The salvage of existing floor covering shall become the property of the contractor and shall be removed from the job site and disposed of legally. Contractor shall not use School District garbage container/dumpster to dispose of flooring debris.

Job Timeline and Completion.

Once a job/project is requested by the District, a quote must be issued by the contractor and sent to the requestor. The quote must state scope of work to be performed, location and current date, itemized pricing per bid, date to begin work and date to be completed. Once the quote is reviewed and approved by the District, a purchase order or work order will be issued. Final authorization of payment shall be given only after thorough inspection indicates that the services/supplies delivered meet bid specifications and conditions. Should the service differ in any respect from the specifications, payment will be withheld until such time as the contractor takes necessary corrective action.

The contractor shall complete the job/project within forty-five (45) days of receiving the purchase order or work order unless otherwise approved by the District's Supervisor of Maintenance or Facilities Director. Failure to deliver product or service within the required timeline and at the contracted price during regular operations may result in the termination of contract and subsequent award to the next contractor.

Personnel Qualifications

Personnel used for the performance of this work shall be properly trained and qualified for work of this type. The contractor must be in compliance with the Jessica Lunsford Act. The Santa Rosa County School District reserves the right to refuse to accept services from any personnel deemed by the Santa Rosa County School District to be unqualified, disorderly, or otherwise unable to perform assigned work. Personnel shall not engage in any argumentative, idle, unnecessary conversation or contact with School Board employees, students, or visitors. The contractor shall be responsible for maintaining satisfactory standards of employee competency, conduct, appearance, and integrity and shall be responsible for taking such disciplinary action with respect to his employees as may be necessary. The contractor will provide a current list of employees annually or when there are personnel changes during the year.

Licenses

The contractor will adhere to and meet all Federal, State and Local regulations, and shall be licensed to do business in the County and Cities of Santa Rosa County.

Parking Policy

Contractor vehicles are not allowed to park on sidewalks. The vehicle operator shall be made aware that extreme caution shall be used to operate the vehicle in a way that will not be a hazard or hindrance to pedestrians using the sidewalk.

Safety

The contractor shall comply with the rules and regulations of OSHA and the Department of Labor. The contractor alone shall be responsible for the safety, efficiency and adequacy of his plant, appliances, and methods, and for any damage which may result from their improper construction, maintenance, or operation. The contractor shall erect and properly maintain at all times, as required by the conditions and progress of the work, proper safeguards for the protection of workers and the public and shall post danger warnings against any hazards created by contractor's operations.

Santa Rosa County School Board

RFP 22-19-WP Carpet, Tile & Miscellaneous Floor Covering

Protection of Property

The contractor shall provide barricades, if necessary, and take all necessary precautions to protect District property and personnel. All work shall be completed in every aspect and accomplished in a professional manner. The contractor shall always, guard against damage or loss to property of Santa Rosa School District, or other contractors and shall be held responsible for replacing or repairing any such loss or damage. The District may withhold payment or make such deductions as deemed necessary to insure reimbursement or replacement for loss of damage to property through negligence of the contractor or his agent.

Method of Payment

The Supervisor of Building Maintenance or designee will authorize payment to the contractor after providing satisfactory service and receipt of the contractor's correct invoice for services rendered. Original invoice shall show the purchase order number and/or work order number and reference the correct location for which the charges are related. The contractor will invoice according to the prices as listed on the bid.

References

Contractor must have at least five (5) years of experience in commercial carpet installation. Provide a minimum of three (3) references, from clients either past or current, from whom proposer's company has provided similar service as listed in this RFP. References shall include, at a minimum, client and/or School District's name, address, contact name, contact telephone number, and project summary provided by Proposer.

Conflict of Interest

Any contract entered pursuant to this RFP will be subject to the provisions of Chapter 112, Part III, Florida Statutes, (Code of Ethics for Public Officers and Employees). Respondents must disclose with their proposal the name of any officer, director, or agent who is also an employee of the District, the State of Florida, or any of its agencies. Further, all respondents must disclose the name of any State employee who owns, directly or indirectly, an interest of five (5) percent or more in the respondent's firm or any of its branches.

Performance Bond

A. In the event a bidder is awarded any portion of this contract, a Permanent Performance Bond and Labor and Material Payment Bond shall be obtained in a form approved by the Owner and submitted to the Owner's representative at the time of execution of the construction contract. These bonds shall be in the amount of 100% of the contract price estimate to be valued at \$50,000 or greater and shall cover contractors for all claims of all persons or corporations for work done and materials or equipment furnished to the contractor and/or any subcontractor, in connection with the work incorporated in this contract. These bonds shall be extended as warranty bonds for a period of one year following the execution of a Certificate for the completed project, or by inspection by the Board's Uniform Building Code Inspector, guaranteeing faithful compliance in accordance with the technical specifications.

B. Additional Bond: In the event the Owner determines the Surety Company providing the Performance Bond and the Labor and Material Payment Bond to be unsatisfactory or inadequate to cover performance of the work, the Contractor shall, at his expense, within five (5) days after receipt of notice from the Owner to do so, furnish additional bond or bonds in such form, amount, and with Surety or Sureties acceptable to the Owner. No further payments will be made to the Contractor until compliance with this requirement has been fulfilled.

Warranty

A statement of warranty is required. The following information must be supplied:

1. Copy of Manufacturer's Standard Warranty Policy.
2. Copy of any additional manufacturer or dealers warranty policy.
3. Name and location of responsible party for processing warranty claims.
4. Name and location of responsible party for actual warranty repairs.
5. If equipment must be shipped to another location for repair, is transportation costs covered by warranty.
6. Normal response time to the effect of repair or replacement after submission of warranty claim.

Santa Rosa County School Board
RFP 22-19-WP Carpet, Tile & Miscellaneous Floor Covering

7. The successful bidder shall provide a five (5) year warranty on the workmanship effective after completion of project.

Site Visit

- A. School District Facilities Supervisor or designee shall call contractor and arrange a mutually convenient time for the contractor to visit the site.
- B. The date and time of the site visit shall not exceed five (5) working days after School District personnel initiates the call.
- C. Contractor shall visit the site of the proposed work and familiarize himself with the extent of the work to be performed and any conditions that may in any manner affect the work to be done, and the equipment, materials and labor required. The contractor is responsible for obtaining accurate on-site measurements. Reviewing plans (if available) in no way relieves the contractor of this responsibility.
- D. Contractor shall measure the areas for floor covering to determine the actual measurement of floor covering required to complete the installation. Using this measurement for carpet installation, contractor shall prepare a seam diagram for each area to be carpeted. Excessive seaming or cross-seaming will not be accepted. Failure to provide seaming diagrams shall be interpreted as not conforming to contract conditions and shall be grounds for default.
- E. Installation of floor covering shall be accomplished during School District's business hours unless approved by School District Facilities Department personnel or designee.
- F. Contractor shall submit to School District Facilities Supervisor or designee the following written information:
 1. Measurement of floor covering necessary for the job.
 2. Seam diagrams and all above information required by the School District Facilities Supervisor or designee, to prepare the requisition, shall be delivered to the purchaser no later than five (5) working days after the site visit.

Emergency Services

The products/services required under this RFP are vital to the operation of the District and are required after emergency situations such as hurricanes and other catastrophes, whether man made or natural. Time is of the essence during these situations and the vendor awarded this contract must be able to be contacted at any time, day or night during those periods. Failure to deliver and install product within the required time and at the contracted price during regular or emergency operations may result in one or more of the following:

1. The District will obtain product and services from another source until a regular schedule can be established and maintained by the awarded contractor.
2. Termination of contract and subsequent award to the next bidder.
3. If successful vendor fails to deliver and install product more than two (2) consecutive times without giving the District a twenty-four (24) hour or more notification of non-delivery, vendor will be in default of contract, contract will be terminated and contractor will be debarred from doing business with the Santa Rosa County School District for a period of three (3) years. The District will make every effort to be fair and reasonable during times of disaster.

Requirements

Carpet fibers shall be treated during the manufacturing process with a durable anti-microbial agent which will show a zone of inhibition and provide the following anti-microbial properties.

Bacterial-Qualitative - No bacterial growth when inoculated with gram (+), Staphylococcus aureus, and gram (-), Klebsiella pneumoniae bacteria, in accordance with AATCC Method 90.

Bacterial-Qualitative - 90% minimum reduction as compared with untreated control when tested in accordance with AATCC Method 100, using both gram (+) and gram (-) bacterial.

Santa Rosa County School Board

RFP 22-19-WP Carpet, Tile & Miscellaneous Floor Covering

Fungal - No growth rating when tested in accordance with ASTM G-21-80.

Durability - Treatment shall continue to show effective anti-microbial action (both bacterial and fungal) after a minimum of 20 commercial shampooing. Published data clearly supporting this claim must be submitted by carpet manufacturer or anti-microbial manufacturer along with any sample submitted for certifications.

Quality Assurance - Any carpet submitted, either as sample or deliver, in response to this specification supplement shall be accompanied by the carpet manufacturer's certification of treatment in full compliance with all of this supplement's requirements.

Approved Treatments - Morton Thiokol "Vinyzene" or equivalent.

Carpet Specifications:

The brand name provided are for informational purposes only. Vendors are encouraged to bid brand name or equal.

CARPET: Solution Dyed, Direct Glued Down Installation

1. Pile Fiber: The pile fiber shall consist of 100% continuous filament nylon (Ultron, Zeftron, Camalon, or equal) with integral antistatic control element effecting compliance with a peak electrostatic charge generated of 3.5KV, maximum when tested in accordance with AATCC Method 134-1979.
2. Pile Weight: 28 oz. per square yr., minimum, in compliance to ASTM D 418-82.
3. Pile Height: .220-inch, maximum in compliance to ASTM D 418-82.
4. Gauge/stitches per in: 1/10 inch, minimum, in compliance to ASTM D 418-82. 11.5 stitches/in.
5. Texture: All loop.
6. Yarn Ply: Multi-ply.
7. Dye Method: Solution dyed.
8. Colorfastness: Crocking - Color transfer Class 4, minimum, wet and dry, when tested in accordance with AATCC 8-81. Light - A color contrast between the exposed and unexposed carpet areas equivalent to a minimum of Step 4 on the Gray Scale for color change after an exposure of 4 AFU for light colors and .60 AFU for dark colors when tested in accordance with AATCC 16E-81.
9. Tuft Bind: 20 lb. (-15%), minimum, when tested in accordance with ASTM D 1335-67.
10. Shrinkage: 5% maximum, in both length and width when tested in accordance with DDD-C-0095A paragraph 4.5.14.
11. Backing: The backing shall consist of a primary backing made from 100% synthetic material (poly-Propylene) and a unitary secondary backing.
12. Flammability: The carpet must comply with the specific flammability criteria of Florida State Board of Education Rules, Section 6A-2.058. A minimum critical radiant flux of 0.22 watts/cm² when tested over Transite (cement asbestos board), and flooring radiant panel test in accordance with ASTM E 648-78. Additionally, Federal Flammability Standard DOC FF 1-70 applies for carpet and pad in spaces other than corridors, for carpet and pad in spaces other than corridors, stairways, and other means of egress, and in conformance to Methenamine Tablet Test ASTM D 2859-76.
13. Smoke Density: A specific optical Density (DM) of four-hundred fifty (450) or less as determined by NFPA 258 Smoke Generation of Solid Materials, 1982, and is performed in accordance with ASTM # 662-79.

Santa Rosa County School Board
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14. Warranty: Minimum 10-year wear warranty including Interlock Tuft Warranty covering (1) stitch lock, (2) raveling at edges, (3) yarn pulling out or unraveling.
15. Carpet Adhesive: The carpet adhesive is to be warranted by the manufacturer for the life of the carpet and applied per Manufacturer's specifications.
16. Certified Carpets: Carpet bid must be Specification Number MC-1 as listed on the "Certified Carpet Products" list as published by the Florida Department of Education.

VCT Minimum Specifications (VINYL COMPOSITION TILE):

A. Materials:

1. Tile Composition: The tile shall be composed of binder, mineral fillers and pigments and be asbestos free. The binder shall consist of one or more resins of polyvinyl chloride or vinyl chloride copolymers, compounded with plasticizers and stabilizers. Armstrong, Tarkett or an approved equal.
2. Tile Size: 12" X 12" X 1/8"
3. Federal Specifications: Meets or exceeds SS-T-312B (1) for Type IV Composition 1 Vinyl Tile.
4. Flame Spread Rate: Class A ASTM-E-84-77A. Critical Radiant Flux .45 watts/CM2 or more.
5. Smoke Density: NBS Smoke Density Chamber. NFDA-258 450 or less.
6. Color shall match existing school colors manufactured by Armstrong or Tarkett.

LVT Minimum Specifications (LUXURY VINYL TILE):

- A. The specifications for LVT shall be equivalent to the brands District, Milliken and Stratified+.

Installation:

1. Install new tile over existing flooring using manufacturer's recommended latex adhesive.
2. Prepare the surface for the installation of the new tile to meet the manufacturer specifications. This includes the removal of existing tile or glued-down carpet.
 - a. Removing existing tile will be wetted down to reduce any airborne dust.
3. Installation shall be performed by workman skilled in the trade. All installation procedures shall be strictly adhered to per manufacturer's written instructions and shall be considered in force as if they were written in these specifications.
4. The work site shall be kept clean and orderly as possible. All trash and broken tiles must be removed at the conclusion of each workday and upon conclusion for each job by the contractor. The contractor shall be responsible to furnish his own method of trash removal. No contractor materials will be placed in any of the School District's disposal systems.
5. Contractor will remove wood molding and reinstall same, replacing any damaged molding will be removed and/or replaced when directed by School District.
6. Job site shall not be accepted as complete until it is clean with no adhesive or other marks on tile or base. Any damage as a result of the contractor's work will be repaired or replaced at Contractor's expense.
7. All new flooring (if glued) must be rolled with a hundred (100) pound roller.
8. Replacement of wooded sub-flooring shall be negotiated separately for each job

Santa Rosa County School Board
RFP 22-19-WP Carpet, Tile & Miscellaneous Floor Covering

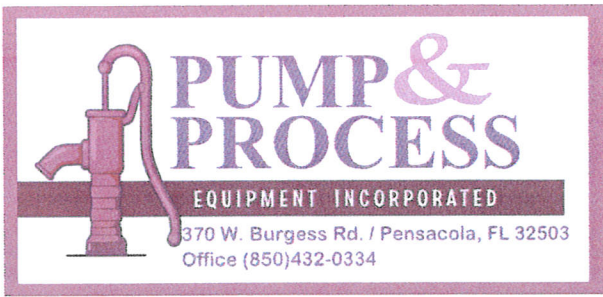
Documents Required

1. The following is a list of documents to be submitted with your proposal. Your documents must be submitted through BidNet Direct.
 - a) Proposal Form
 - b) Drug Free Workplace
 - c) Sworn Statement on Public Entity Crimes
 - d) Lobbying Form
 - e) Disclosure of Lobbying Form
 - f) Conflict of Interest form
 - g) E-Verify Form
 - h) Attachment A
 - i) References
 - j) Warranty Statement
 - k) Other: any other items such as, but not limited to, alternate product/pricing, additional services offered, etc.



Resolution #2024-13 Replacement sewer pump for GEO Prison

MEETING DATE	PREPARED BY
February 13, 2024	Public Works Department Christie Haarmann, Public Works Admin



Quotation

To: Sean Plant
City of Milton
Email:
splant@miltonfl.org

Date: 01/27/24
Project: Geo Prison Replacement
Pumps Location: Milton, Florida
Engineer: NA

Equipment: KSB Pump & Fairbanks Pump Terms: Net 30 Days Delivery: 18-22 Weeks

We are pleased to quote the following equipment:

PUMPS: As manufactured by KSB

- One (1) KSB model "F100-316/224XEG2-S", 30.00 HP/ 460v w/ 50' Power Cord, cast **White Chrom.Iron**, A.K.A "Hard Metal" Vortex Impeller:

- A. Pumps will include 5 year 100% Non-Prorated Warranty that covers parts and shop labor.
- B. Hard Metal Vortex Impellers will include 10 year abrasion warranty.
- C. KSB to Hydromatic Claw Adapters are included so new pumps will slide down onto existing Hydromatic Base Elbows.
- D. Butch will meet Sean at Lift Station to Verify that existing base elbows are 4X4 or 6X6 with 4X6 Claw.

NET Price, F.O.B Shipping Point, ea.: \$23,278.77 X Qty. (2) = \$46,557.54, F.A to Milton Warehouse.

Note:

1. Hard Metal Impellers have 18-22 week lead time. Cast Iron Impellers have 13-15 week lead time.

This quotation prepared by:

Butch Branton
For Pump & Process Equipment, Inc.

The undersigned accepts quotation and has the authority to bind the purchaser to the terms and conditions below and equipment quoted and as described above:

Date:

Quotation good for 15 days. Prices do not include any applicable taxes. Payment terms are Net 30 Days. Past due accounts will be charged interest at 2% per month. Should the services of an attorney, collection agency or other legal service become necessary for collection, purchaser will assume responsibility for all expenses accrued in the collection process including fees, court cost, serving charges, lien filing, etc. Manufacturer's warranty applies. Pump & Process Equipment, Inc. assumes no liability whatsoever for delays or damages caused by defects or any other equipment failure.



Pumping Solutions for Municipal Water & Waste Water

7440 Cahaba Valley Rd. | Birmingham, AL 35242
P 205.408.6680 | F 205.408.6690 | morrowwater.com

PROPOSAL NO.: 010924-84-67 Milton Prison LS
PAGE 1 OF 1

YOUR INQUIRY:
Hydromatic-S4KP/S4KXP

DATE OF INQUIRY
January 24, 2024

DATE OF REVISION

PROPOSAL VALID FOR:
30 Days

TO: Milton FL

Customer Phone: xxx-xxx-xxxx

Customer Fax:

E-Mail showard@morrowwater.com

Quote Prepared by: Sam Howard (251)-654-3252

Attention: Sean Plant

QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED
2	S4LVXP4000FC Hydromatic Pump Solids handling 40 HP, 1750RPM, 460V, 3 phase, Premium Efficient, XP Proof 11.50" DI Impeller, Horizontal orientation w/ Flanged discharge connection **VORTEX IMPELLER** **Rated for 670GPM @ 90'TDH** **5 year non-pro rated warranty included**	17,306.95	34,613.89

TOTAL PRICE LESS FREIGHT AND TAXES 34,613.89

The safe application and use of equipment supplied by Morrow Water Technologies, Inc is the responsibility of the installer, user, and employer. To evaluate the safe application of this equipment, the following should be considered: the location of the installation, accessibility of employees and other persons to the equipment, and adjacent equipment, applicable building and safety codes, and requirements of OSHA.

Equipment sold by Morrow Water Technologies is subject to the individual manufacturer's warranty terms and conditions

TERMS: See Terms and Conditions

Freight: Not Included

FOB: Shipping Point

Delivery: 9-12 Weeks ARO

Agreement:

Sign and date to purchase

Signature

Date

A Brownlee-Morrow Enterprises Company

Clark Services Inc.
5944 Loop Rd.
Pace, FL 32571

Quote

Date	Quote Number
1/29/2024	2641
Project Name	
GEO PRISON	

E-mail
clarkservices99@gmail.com

Description
FURNISH / INSTALL LABOR AND EQUIPMENT FOR THE GEO PRISON LIFT STATION CONTROL PANEL UPGRADE. TO INCLUDE THE FOLLOWING: 2- DANFOSS SOFT STARTERS 2- ISOLATION SQ. D CONTACTORS 2- BYPASS SQ. D CONTACTORS 2- SQ. D MOTOR BREAKERS 2- ASSOCIATED WIRING LABOR TO INSTALL AND DEMO OF OLD EQUIPMENT.
Total
\$16,556.00



Gulf Coast
Electric Motor Service
3810 Hopkins Street
Pensacola, FL 32505
850-433-5134

Customer ID
 MILTON
 Attn
 SEAN PLANT

Quote Date
 1/22/2024
 cc

Quote

Quote Number

81881

Job Number

81881

Customer Information

MILTON, CITY OF
 P.O. BOX 909
 MILTON, FL 32572

Ship To Information

MILTON, CITY OF
 P.O. BOX 909
 MILTON, FL 32572

Quote By: CASSANDRA CHAD

PO #: WICK-MCKIBBEN

RFQ #:

Salesperson: RAYMOND BUZBEE

Phone: (850) 983-5400 x

Fax:

Terms: Net 30

Nameplate Information

ID 81881

Quote Information

Comments: NEW ESSCO PUMP

		Unit Price	Ext Price
2	ESSCO model 4x12-30-4-460V EIM	26,863.00	53,726.00

Motor torque fluid submersible vortex pump with a 100% recessed vortex style impeller capable of passing 4 inch diameter and long length solids. Each unit shall be constructed of heavy duty engineered Cast Iron with Ductile Iron impeller, Cast Iron volute, assembled with Stainless Steel hardware. The pump shall be painted with standard factory paint. Each pump shall be equipped with a Cool Agivent device which shall vent the pump case, cool the motor and agitate the wet well. The Cool Agivent shall provide enough cooling to dissipate any excess heat generated by the motor in the event of prolonged operation with the motor exposed. FM Approved 30HP, 1750RPM, 460/3/60hz., 250T frame, submersible motor with Buna-N O-rings, Carbon/Ceramic upper mechanical seal with Buna-N elastomers and Silicon Carbide lower mechanical seal with Buna-N elastomers, both mechanical seals are contained in the oil chamber and not exposed to the pumped media, 416 Stainless Steel shaft, Class F insulation, oil buffer zone, moisture sensing probes, built-in thermal overload protection, 50ft. motor leads, and Motor five year warranty. The exterior of the motor shall be coated with standard factory paint. Approximate FLA- 39 4x12 HCl 550 Impeller - five year non prorated warranty. Start-Up Included. Freight included.

Total for : 53,726.00

Subtotal : 53,726.00

Lead Time

18 - 20 Weeks

Tax : 0.00

Total for Quote 81881 : 53,726.00

Replacement Unit(s)	Unit Price	Insp. Fee	Lead Time	Total Price
				0.00

SIGNATURE:

DATE:



Agenda Item # 2024-2223

Resolution #2024-14 Reject Proposals received for bid #2023.19 Engineer Services - Decommission of WWTP

MEETING DATE

February 13, 2024

PREPARED BY

Michele Williams, Purchasing
Agent, Joe Cook, Public Works
Director

BACKGROUND

The City solicited proposals for Decommission of its existing Wastewater Treatment Plant.

SUMMARY

The Proposal opening was held 12/19/2023. 1 Proposal was received.

RECOMMENDATION

Staff have reviewed the single submitted proposal and recommend to reject the proposal received and rebid at later time.

ATTACHMENTS

1. 2023.19 Bid Tab



BID TABULATION

12/19/2023 2:00 p.m.

Present for the City of Milton:

Michele Williams	Purchasing Assistant
Jennifer Bare	Finance Department
Robert Gloyd	WWTP- Dept Head
Sandi Woodbery	Grants Coordinator
Molly Turnes	Executive Assistant

Others in attendance:

None.

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

RFP 2023.19 Engineer Services- Decommission of WWTP

Company		
1	Baskerville Donovan, Inc.	Proposal



Resolution #: 2024 - 15

MEETING DATE	PREPARED BY
February 13, 2024	Heidi Sroka, Budget Coordinator Administration Department

Resolution #2024-15 Wastewater Liftstation repair, land, Sanitation truck,
Sundial upgrade

RESOLUTION NO. # 2024-15

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILTON,
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: Water/Sewer		DEPARTMENT:		
EXPENSE BUDGET ACCOUNT NUMBER		CURRENT BUDGET AMOUNT	INC/DECREASE AMOUNT	REVISED BUDGET AMOUNT
403-0536-536-46-05	Water/R&M/Lift station R&M	60,900	12,000	72,900
403-0535-535-64-40	Wastewater/Capital Outlay/WWTP		100,000	100,000
403-0535-535-61-12	Wastewater/Capital Outlay/NSRWRF-Eff Disp	0	845,710	845,710
403-0535-535-61-13	Wastewater/Capital Outlay/NSRWRF-Eff Disp	0	537,380	537,380
403-0535-535-63-05	Wastewater/Capital Outlay/NSRWRF-Eff Disp	-	350,000	350,000
LINE ITEM TOTAL-----			1,845,090	

REVENUE BUDGET ACCOUNT NUMBER		CURRENT BUDGET AMOUNT	INC/DECREASE AMOUNT	REVISED BUDGET AMOUNT
403-0000-389-90-01	Funds Brought Forward/Sewer Impact Fees	639,050	1,206,040	1,845,090
LINE ITEM TOTAL-----			1,206,040	

COMMENTS/EXPLANATION: Funds Forward from Sewer Impact Fees to pay for Prison Lift station repairs & land purchases for effluent disposal.

FUND: Sanitation		DEPARTMENT:		
EXPENSE BUDGET ACCOUNT NUMBER		CURRENT BUDGET AMOUNT	INC/DECREASE AMOUNT	REVISED BUDGET AMOUNT
404-0534-534-46-01	Sanitation/R&M/Vehicle	60,000	45,000	105,000
404-0534-534-46-02	Sanitation/R&M/Dumpsters	60,000	(15,000)	45,000
LINE ITEM TOTAL-----			30,000	

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	30,000	55,000
LINE ITEM TOTAL-----			30,000	

COMMENTS/EXPLANATION: Funds Forward from Reserves to pay for emergency repairs to the Sanitation vehicles.

FUND: Sundial		DEPARTMENT:		
EXPENSE BUDGET ACCOUNT NUMBER		CURRENT BUDGET AMOUNT	INC/DECREASE AMOUNT	REVISED BUDGET AMOUNT
409-0539-539-63-26	Sundial WWTP Expansions	0	75,000	75,000
LINE ITEM TOTAL-----			75,000	

REVENUE BUDGET ACCOUNT NUMBER		CURRENT BUDGET AMOUNT	INC/DECREASE AMOUNT	REVISED BUDGET AMOUNT
409-0000-389-90-01	Other Non Operating/Funds Brought Forward	24,598	75,000	99,598
LINE ITEM TOTAL-----			75,000	

COMMENTS/EXPLANATION: Funds Forward from Reserves to pay for the Sundial WWTP Expansion. Contract Expenses that were budgeted but not incurred in 2022

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

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

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

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

**By: _____
Heather Lindsay, Mayor**

ATTEST:

Molly Turnes, City Clerk



Agenda Item # 2024-2242

Resolution #2024-16 Appoint Former City Manager, Randy Jorgenson as Interim City Manager

MEETING DATE

February 13, 2024

PREPARED BY

Molly Turnes, City Clerk

BACKGROUND

SUMMARY

RECOMMENDATION

ATTACHMENTS

None



Agenda Item # 2024-2225

SEPA - Reimagine Milton

MEETING DATE

February 13, 2024

PREPARED BY

Jay Conrad, Events Coordinator

BACKGROUND

Reimagine Milton is an annual event hosted by Reimagine Worldwide. This year, the event is set to take place on March 2nd from 7:00 AM until 1:15 PM at Jerningan's Landing.

This is a community service event that focuses on providing people in our area with free groceries, clothing, and child-care products.

The event organizer has requested the use of the following items for Reimagine Milton this year:

1. Jerningan's Landing: Festival Area (\$150.00)
2. Portable Restroom (\$250.00)
3. Dumpster (\$50)
4. City Garbage Cans (\$100)
5. Road Closure Barricades (\$100.00)

Total fees for this event are: \$650.00

SUMMARY

RECOMMENDATION

City Staff recommends approval of this event.

ATTACHMENTS

1. SEPA - Reimagine Milton 2024



Special Event Permit Application

City of Milton

6738 Dixon Street, Milton FL 32570

850-983-5400 events@miltonfl.org

Instructions:

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

Applicant & Event Organizer Information

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

☐ Other: _____

Name of Organization: Reimagine / Doors of the Word Ministries

Address: 2000 West Detroit Blvd. City: Pensacola

Phone: 850-454-5280 Email: linda@reimagineworldwide.org

Event POC: Linda English

Phone: 850-454-5280 Email: linda@reimagineworldwide.org

Event Information

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

Event Name: Reimagine Milton

Event Website/ Event Page: www.reimagineworldwide.org

Event Location: Jernigan's Landing Event Date(s) March 2, 2024

Time of Event: Day 1 9 AM to 1 PM (Day 2 - Optional) _____ to _____

Setup Date & Time: 3/2/2024 at 7 AM Teardown Date & Time: 3/2/2024 at 1:15 PM

Estimated Attendance: 1,000 Is the Event Free to attend? ☒ YES ☐ NO

Special Event Questionnaire

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

Will a City park be utilized?	(page 3)	☒ YES	☐ NO
Will equipment from the City of Milton be needed?	(page 3)	☒ YES	☐ NO
Will you need the City's Stage?	(page 3)	☐ YES	☒ NO
Will there be amplified sound?	(page 4)	☒ YES	☐ NO
Will you need the City's portable restroom?	(page 3)	☒ YES	☐ NO
Will tents larger than 10'x10' be erected?	(page 4)	☐ YES	☒ NO
Will inflatable bounce houses be erected?	(page 4)	☐ YES	☒ NO
Will you be using water slides?	(page 4)	☐ YES	☒ NO
Will you need City 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? Social Media and Email

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

☐ YES ☒ NO

City Fee Sheet

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

Location(s)/ Facility used at event:

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

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

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

Requested Items:

QTY

QTY

- | | | | |
|--|-------------------|---|----------------------|
| ☒ Portable Restroom
(at Jernigan's landing) | \$250(np only) | ☐ Portable Restroom
(at alternate location) | \$350(np only) |
| ☐ City Stage 14'x28' | \$350(np only) | ☐ City Movie System | \$250(np only) |
| ☒ Live Music Licensing ****\$200 | | ☐ Movie Licensing *** | \$(at cost)(np only) |
| ☐ Barricades | \$100 per _____ | ☐ Cones | \$10 per _____ |
| ☐ City Garbage Cans | \$10 per _____ | ☒ Dumpster | \$50 per <u>1</u> |
| ☐ City Tent (40'x40') | \$500(np only) | ☐ Variable Message Sign | \$250 per _____ |
| ☐ Large Generator | \$250 | ☐ Small Generator | \$100 |
| ☐ Generator power distro | \$100 | ☐ Hose-bid water distro | \$100 |
| ☐ City Hydrant tap fee | \$50 + meter rate | ☐ Electrical Activation | \$75 + meter rate |

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

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

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

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

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

Ordinances & Special Requests

Tourism District and Downtown Milton Special Requests:

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

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

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

I hereby request the following regarding the Blackwater River:

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

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

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

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

Time Period from when these requests will take place:

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

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

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

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

If so, please list street names:

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

Is this an annual Event? ☒ YES ☐ NO

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

Requested event date(s): March 1, 2025 Alternative Date(s): March 8, 2025

Additional Documents Required with Application

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

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



Event Site Map



Event Race Route Map



Parade Route & Alternate

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



Insurance Certificate(s)



Fireworks Application



Other (any other agency)



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

Rules & Regulations

Application Dates:

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

Cancellation Policy:

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

ADA Accessibility Guidelines:

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

Clean-Up:

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

Hold Harmless Agreement

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

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

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

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

Name of Special Event Reimagine Milton
Date(s) of Special Event 3/27/2024
Name of Organization Reimagine / Pass of the Word Ministry
Event Organizers Name Linda English
Address of Organization 3000 West Detroit Blvd, Pensacola, FL 32534
Phone Number 850-454-5280
Email linda@reimagineworldwide.org

Printed Name

LINDA ENGLISH

Signature

Linda English

Internal Signatures Required for Approval:

Office of Economic Development: _____ Planning: _____

Public Works: _____ Police: _____ Fire: _____



Agenda Item # 2024-2226

SEPA - Day/Brown Riverwalk Wedding

MEETING DATE

February 13, 2024

PREPARED BY

Jay Conrad, Events Coordinator

BACKGROUND

This SEPA is for a private wedding to be held along the South Riverwalk area on April 20th from 4:30 to 5:30 PM. Setup for the event would begin at 2:00 PM and tear down would be completed by 5:30 PM.

This event will not be open to the public and the event organizer understands that the City's fees for this event will cost \$150.00

SUMMARY

RECOMMENDATION

City Staff recommends approval of this event.

ATTACHMENTS

1. SEPA - DayBrown Riverwalk Wedding



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:

Cheyenne Brown + Carl Day Wedding

Address:

5604 Rosedown Ct

City:

Milton, FL

Phone:

850-516-6539

Email:

cbrown6539@gmail.com

Event POC:

Cheyenne Brown

Phone: _____

Email: _____

Event Information

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

Event Name:

Brown / Day Wedding

Event Website/ Event Page: _____

Event Location:

Milton Riverwalk

Event Date(s)

4/20/24 to 4/20/24

Time of Event:

Day 1 4:30pm to 5:30pm (Day 2 - Optional) _____ to _____

Setup Date & Time:

2pm at 4/20/24

Teardown Date & Time:

5:30pm at 4/20/24

Estimated Attendance:

100

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? (speaker/music) | (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? NO

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

☐ YES ☒ NO

City Fee Sheet

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

Location(s)/ Facility used at event:

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

Requested Items:

QTY

QTY

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

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

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

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

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

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

Ordinances & Special Requests

Tourism District and Downtown Milton Special Requests:

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

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

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

I hereby request the following regarding the Blackwater River:

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

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

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

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

Time Period from when these requests will take place:

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

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

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

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

If so, please list street names:

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

Is this an annual Event? ☐ YES ☒ NO

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 Brown / Day Wedding
Date(s) of Special Event 4/20/24
Name of Organization _____
Event Organizers Name Cheyenne Brown
Address of Organization 5604 Rosedown Ct Milton, FL 32583
Phone Number 850-516-6539
Email cbrown6539@gmail.com

Printed Name

Cheyenne Brown

Signature



Internal Signatures Required for Approval:

Office of Economic Development: _____ Planning: _____

Public Works: _____ Police: _____ Fire: _____



Agenda Item # 2024-2243

SEPA - SRC National Day of Prayer 2024

MEETING DATE

February 13, 2024

PREPARED BY

Jay Conrad, Events Coordinator

BACKGROUND

This is Santa Rosa County's annual National Day of Prayer celebration. This celebration is set to take place on May 2, 2024 from 12:00 PM until 12:45 PM, with setup beginning at 11:00 AM.

Traditionally, this event has only required the use of the Jernigan's Landing: Riverside area. However, due to the heat at last year's event, the event organizers are requesting to use the City's 40'x40' tent to provide shade for the audience this year. The use of the tent this year may create a fair bit of extra work for our Public Works team during crunch time between a few events.

In order to have the tent set up in time for this event, a Public Works team would have to set it up on Wednesday. This event takes place on Thursday and ends at 12:45. Bands on the Blackwater takes place Friday and the tent would need to be taken down either on Thursday afternoon immediately following the event while the Market of Milton is attempting to setup or on Friday morning while other Bands on the Blackwater preparations are taking place.

The event organizer has submitted an Outside Agency Funding Application to have the City's \$600.00 fee waived for this event as it is a county event coordinated by multiple churches.

SUMMARY

RECOMMENDATION

City Staff recommends approval of this event.

However, a discussion should be had concerning this event going forward. If the summer heat and shade is an issue with the current venue, the event could perhaps be moved to the large pavilion at Carpenter's Park instead. As it stands, the City's 40'x40' tent requires a good deal of time and personnel to set up. For such a short event, this may not be the most effective use of resources.

ATTACHMENTS

1. OAFA - SRC National Day of Prayer 2024
2. SEPA - SRC National Day of Prayer 2024



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: Santa Rosa County National Day of Prayer Committee
Address: 6819 Berryhill Rd. Milton, FL 32570
Name of Representative: Pastor Steve Warren
Telephone: 850 287 6248 Cell Phone: _____
Email: warrensdw@gmail.com
Name of Event/Activity/Project/Program: SRC National Day of Prayer Observance
Has the City of Milton ever provided support of any kind for the organization/event in the past? ☒ YES ☐ NO
Are you incorporated? YES ☒ NO
Are you a Florida Not for Profit Corporation? YES ☒ NO N/A
Do you have a 501c3 designation? YES ☒ NO (If yes, please attach a copy) N/A
Are you registered with the Florida Department of Agriculture and Consumer Services? YES ☒ NO N/A
Have you filed a 990 with the IRS for the previous year? YES ☒ NO (If yes, please attach a copy) N/A

OUTSIDE APPLICANT REQUEST

<u>REQUESTED ITEM</u>	<u>TOTAL</u>
☐ Cash funding for a project/event (please specify exact amount requested)	\$ _____
☒ Use of City Property (please specify location and duration) (cost varies) <i>Jernigan's Landing - Riverside</i>	\$ <u>100.00</u>
☐ City Bathroom at Jernigan's Landing (\$250) <i>(Non-Profit Only)</i>	\$ _____
☐ City Bathroom at Alternate Location (\$350) <i>(Non-Profit Only)</i>	\$ _____
☐ City Stage (\$350) <i>(Non-Profit Only)</i>	\$ _____
☐ City Movie Projection Equipment & Inflatable Screen (\$250) <i>(Non-Profit Only)</i>	\$ _____
☐ Utilization of City Insurance (must be approved by City Council in advance)	\$ _____
☐ Street Barricades/Cones (\$100/\$10)	\$ _____
☐ Electronic Street Informational Sign (\$250 per unit)	\$ _____
☒ City Tent (\$500) <i>(Non-Profit Only)</i>	\$ <u>500.00</u>
☐ Live Music Licensing (\$200) */** <i>(Non-Profit Only)</i>	\$ _____
☐ Movie Licensing (at Cost) */** <i>(Non-Profit Only)</i>	\$ _____
☐ Parade Package (\$1000) <i>(Non-Profit Only)</i>	\$ _____
☐ Tables/Chairs (\$5/table and \$10/10 chairs, rented in counts of 10 only)	\$ _____
☐ Tables & Chairs Delivery & Set Up & Retrieval (\$25)	\$ _____
☐ Small Generator (\$100)	\$ _____
☐ Large Generator (\$250)	\$ _____
☐ Generator Power Distribution Panel (\$100)	\$ _____
☐ Hose Bib (water distribution system) (\$100)	\$ _____
☐ Connection to City Fire Hydrant (\$50 + Metered Rate for Water)	\$ _____
☐ Electrical Activation (\$75 + Hourly Rate for Electricity/Connection)	\$ _____
☐ Fire/EMS (\$30/hour, min. 2 hours)	\$ _____
☐ Police (\$30/hour, min. 4 hours)	\$ _____
☐ Public Works Crew (\$25/hour, min. 2 hours)	\$ _____
☐ Other City Staff (\$30/hour, min. 2 hours)	\$ _____

TOTAL AMOUNT OF FUNDING REQUESTED

\$ 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?)

The Santa Rosa County National Day of Prayer Committee has hosted the annual Santa Rosa County National Day of Prayer Observance for more than 30 years. This event has been held on the first Thursday of May each year in coordination with the National Day of Prayer as designated by Presidential Declaration. This event has traditionally been held on the Santa Rosa County Courthouse Lawn, with the cooperation and permission of the Santa Rosa County Commission. With the eminent relocation of the Santa Rosa County Courthouse from its downtown Milton location, the Committee is seeking an alternative location to carry on the long-standing tradition in downtown Milton.

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.)

The annual Santa Rosa County National Day of Prayer Observance affords an opportunity for county residents to gather in public and offer prayer on behalf of the "Seven Pillars of Payer": Government Leaders, Pastors and Churches, Military, Families, Media, Schools and youth, and Businesses. The National Day of Prayer was established as an annual event in 1952 by a joint resolution of the United States Congress and signed into law by President Harry S. Truman. The observance of the National Day of Prayer is founded on the constitutional rights of freedom of speech and freedom of religion and can be celebrated by all Americans. This event typically involves roughly a dozen speakers and attracts around 200 attendees.

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

We are only asking the City to provide in-kind sponsorship to cover the costs of the site use and insurance coverage for event.

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

The annual Santa Rosa County National Day of Prayer Observance affords an opportunity for county residents to gather in public and offer prayer on behalf of the "Seven Pillars of Payer": Government Leaders, Pastors and Churches, Military, Families, Media, Schools and youth, and Businesses.

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 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: Santa Rosa County National Day of Prayer Committee

Address: 6819 Berryhill Road City: Milton

Phone: (850) 623-6683 Email: warren.sdw@gmail.com

Event POC: Pastor Steve Warren

Phone: 850-287-6248 Email: warren.sdw@gmail.com

Event Information

☐ Concert ☐ Park Festival ☐ Street Festival ☐ Parade/ Procession
☐ Run/ Walk ☐ Sporting Event ☐ Sale/ Market ☐ Private Event/ Wedding
☒ Other National Day of Prayer Observance

Event Name: Santa Rosa County National Day of Prayer Observance

Event website/ Event Page: N/A

Event Location: Jernigan's Landing Event Date(s) 5/2/2024 to _____

Time of Event: Day 1 1200 to 1245 (Day 2 - Optional) _____ to _____

Setup Date & Time: 5/2/2024 at 11:00 Teardown Date & Time: 5/2/2024 at 12:45

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

Special Event Questionnaire

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

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

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

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

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

☒ YES ☐ NO

City Fee Sheet

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

Location(s)/ Facility used at event:

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

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

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

Requested Items:

QTY

QTY

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

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

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

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

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

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

Ordinances & Special Requests

Tourism District and Downtown Milton Special Requests:

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

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

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

I hereby request the following regarding the Blackwater River:

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

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

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

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

Time Period from when these requests will take place:

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

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

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

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

If so, please list street names:

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

Is this an annual Event? ☒ YES ☐ NO

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

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

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 Santa Rosa County National Day of Prayer

Date(s) of Special Event Thursday, May 2, 2024

Name of Organization Santa Rosa County National Day of Prayer Committee

Event Organizers Name Pastor Steve Warren

Address of Organization P.O. Box 812, Milton, FL 32572

Phone Number (850) 287-6248

Email warren.sdw@gmail.com

Printed Name

Signature

Pastor Steve Warren

Internal Signatures Required for Approval:

Office of Economic Development: _____ Planning: _____

Public Works: _____ Police: _____ Fire: _____



Agenda Item # 2024-2244

Renewal of Permit: The Market of Milton

MEETING DATE

February 13, 2024

PREPARED BY

Jay Conrad, Events Coordinator

BACKGROUND

The Market of Milton began in March of 2023, with approval from Council given in February 2023. As we are now a year removed from its initial approval, I would like to discuss the renewal of the permit for 2024.

For some background, the Market was originally given a 90 day trial period to assess the effect that the increased foot traffic would have on the Jernigan's Landing: Festival Area lawn. At the end of this trial period, it was determined that the effect on the grass was minimal and that the event organizers were respectful of the City's property.

Additionally, at the time of its initial approval, some members of council expressed an interest in revisiting the financial impact that this event had on the City, namely whether the City should continue to waive its rental fees for the property usage and road closure barricades.

SUMMARY

RECOMMENDATION

City Staff recommends allowing this event to continue as is for another year, with renewal to be discussed in February 2025.

ATTACHMENTS

None



Agenda Item # 2024-2215

Reducing the Required Amount of Council Members (Discussion)

MEETING DATE

February 13, 2024

PREPARED BY

Molly Turnes, City Clerk

BACKGROUND

Article II. - City Council
Section 2-1. - Composition; term.

The city council shall be composed of **eight members** who shall be elected for a term of four years. The term of office of the elected councilmember shall begin on the second Tuesday in December following the election and until their respective successors are elected and qualified.

(Ord. No. [1429-16](#), § 1, 3-8-2016)

SUMMARY

RECOMMENDATION

ATTACHMENTS

None



Agenda Item # 2024-2220

Liberty Church Imogene Theater Zoning Discussion

MEETING DATE

February 13, 2024

PREPARED BY

Tim Milstead, Planning Director

BACKGROUND

City staff has been recently contacted by representatives of Liberty Church regarding their proposed usage of the Imogene Theater property, which they recently purchased. They intend to use the building for church services, which is a prohibited use within the D-CM zoning district in which this property lies. In conversations with staff, church representatives have expressed their desire to request that the City Council change the City's regulations to allow the use within the Imogene Theater.

SUMMARY

Staff has not yet received a proposed plan for modifications to the building or property, but could better conduct a review of either a rezoning request or a change to the list of allowable uses upon receipt of the proposed plan.

RECOMMENDATION

Discussion only.

ATTACHMENTS

None



Agenda Item # 2024-2185

City of Milton Board Vacancies

MEETING DATE

February 13, 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

Board Vacancies

Historic Preservation Board has one vacancy - 2 applications - Jeff Martin & Mary Johnson

Community Improvement Board- has one vacancy - 2 applications - Cindy Smith & Vernon Compton

Planning Board (appointment made by Ward IV Council Members) - 1 application - Kathy Ellis

RECOMMENDATION

ATTACHMENTS

1. Mary Johnson January 2024 Application
2. Jeff Martin January 4, 2024 Application
3. Cindy Smith January 4, 2024 Application
4. Kathy Ellis January 30, 2024 Application
5. Vernon Compton February 8, 2024 Application
6. Board Vacancies Updated 2.8.2024

CITY OF MILTON
BOARD APPOINTMENT SURVEY/INFORMATION

Date: Feb 21, 2023

Name Mary Ellen Johnson Phone (hm) 850-225-1725

E-mail address JohnsonmelJohnson@aol.com Phone (wk/cell) 850-225-1725

Address 6456 Barnes Street City Ward A 2
Milton, Florida

Education Tr Jackson High School, Pensacola State, Washington Jr. College,
Florida A&M University, University of West Florida, University of Southern Miss,

Work Experience: King Middle School, Milton High, McKnight Center of Excellence, NVA Univer.
Haley-Navarre Intermediate, District Administration, Pace High School, Fort Lauderdale
Santa Rosa School Board

Community Service See attached resume'

Awards See attached resume'

Hobbies, Travel, etc Historic Preservation, Restoration,
Grants Writing, Historic Sites

Other comments that would be helpful in determining appropriate appointment "I

Love Milton", vast historic knowledge about
The City of Milton, Florida
Respect for it's
growth & development

Please attach a brief resume.

Please check the Boards that you are interested in.

☐ Milton Housing Authority

☐ Milton Planning Board

☒ Historic Preservation Board

☐ Community Improvement Board

☐ Civil Service Board

☐ General Employees Pension Board

☐ Board of Adjustments

☐ Firefighters Pension Board

☐ Police Pension Board

Mary Ellen Johnson

Objective

To provide the leadership and vision necessary to develop and administer educational programs at an Elementary or Middle School as a Principal

Experience

1972-78 King Middle School Milton, Florida

Science Teacher

- Taught Earth and Biological Sciences.
- Department Head

Summer (77,78,79) CETA Santa Rosa County

Summer Youth Coordinator and Supervisor

- Interview, hired, and monitored Summer Youth Workers
- Taught employability skills
- Worked with Community leaders to develop job sites

1979-80 Santa Rosa School Board Milton, Florida

Curriculum Coordinator for Title V11 Reading and Math

- Worked with the Federal Program Coordinator
- Worked with schools/students with academic problems in reading and math
- Worked with parents

1988-90 University of West Florida Pensacola, Florida

*Service Specialist (Part/ time)

*Academic tutoring for minority students (science/math)

*McKnight Center for Excellence

*Planning and implementing Community Outreach Programs for minority students

1980-89/91 Pace High School Pace, Florida

Science Teacher

- Taught Biology, Chemistry, Physical Science, General Science
- Club Sponsor
- Senior Class Sponsor

1989-90 Santa Rosa School Board Milton Florida

Administrative Intern

- Leadership development
- Professional development
- Hobbs Middle School, King Middle School, Milton High, Gulf Breeze High.
Pace Middle, Pace Middle, East Milton Elementary

92-2002

Holley Navarre Intermediate School Navarre, Florida

Assistant Principal

- Proactive Orientation
- Decisiveness
- Commitment to Vision and Mission
- Interpersonal Sensitivity
- Information Search and Analysis
- Concept Formation
- Conceptual Flexibility
- Managing Interaction
- Impact/Persuasiveness
- Concern for the School's Reputation
- Tactical Adaptability
- Achievement Orientation
- Management Control
- Developmental Orientation
- Organizational Ability
- Delegation
- Self presentation
- Written Communication
- Organizational Sensitivity

Education

1967-70

Florida A&M University

Tallahassee, Florida

- B.S., Biology

72-75

University of West Florida

Pensacola, Florida

M.Ed. Ed Leadership

University of West Florida

Pensacola, Florida

2000- University of West Florida

Pensacola, Florida

Interests

Milton Task Force, Computers, music, Art, Historic Architect, Politics.
Social Activities, Church Activities, Biology, Reading

Facilitated the development of a Marine Education Science Center located on Navarre Beach

Assisted Fl. Department of Environmental Protection, Northwest District Office in the development of a greenhouse and program for Central High School, Santa Rosa County

Proposal Development for possible future submission

Local RESTORE Project Idea

Developing and facilitating Natural Resource Management initiatives that strengthen and encourage Minority Community participation in Santa Rosa County, Florida: Increasing wetland stewardship and outcomes related to measurable returns on investments.

Community Involvement (past and or present)

Milton Clean Community System

Santa Rosa County Mental Health

Florida State Sickle Cell Anemia Foundation

State of Florida Historic Preservation Grant Review Panelist

Santa Rosa County NAACP Branch

Mary Street Task Force/ City of Milton, Florida

The City of Milton's Education Committee

Milton High School Mentoring Program/City of Milton

The City of Milton's Citizens Advisory Task Force (CATF)

City of Milton's Circulation, Recreation & Culture Focus Group for the Riverfront Master Plan

Minority Recruitment Committee/Santa Rosa County School Board

Gamma Tau Zeta Chapter of Zeta Phi Beta Sorority

Marine Advisory Committee/Santa Rosa County

The University of West Florida

Upon the recommendation of the Faculty
and by the authority of the Board of Trustees

hereby confers upon
Mary Ellen Johnson
the degree of

Specialist in Education

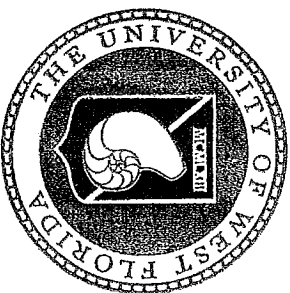
Educational Leadership

together with all the honors, rights, privileges and responsibilities
thereunto appertaining. In testimony whereof the undersigned have
subscribed their names and affixed the seal of the University this
tenth day of December, two thousand and five.

Governor of the State of Florida



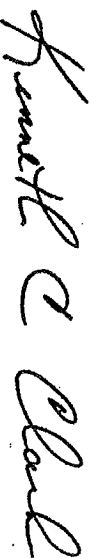
Dean, College of Professional Studies



President of the University



Chairman, Board of Trustees



PROGRAM DEVELOPMENT

Career Day Program Development - Hobbs Middle - 1990

After-School Support Delivery System - Santa Rosa Center of EPA -1988-90

After-School Tutorial Program Development/2003/04 Holley Navarre Intermediate School

COMMUNITY AFFAIRS

Board Member - Milton Clean Community System - 1984-85

Board Member - Santa Rosa Mental Health - 1984-85

Board Member - Florida State Sickle Cell Anemia Foundation - 1980

Advisory Member - External EA/EO Committee, Pensacola Junior College,
Milton Campus

Board Member - Santa Rosa County Center of Excellence

Advisory Council - Community Block Grants, City of Milton, 1987-90

Task Force/City of Milton 1990-2004

CHURCH/PROFESSIONAL AFFILIATIONS

Member - Mt. Pilgrim Baptist Church

Member - Zeta Phi Beta Sorority

Member - Delta Kappa Gamma Sorority

HOBBIES

Program Development (Youth)

Community and Civic Work

Public Speaking

Music Appreciation

Political Affairs

Central Fellowship Committee/Santa Rosa County

Santa Rosa County Fellowship of Churches

Trustee Board Member/Mt. Pilgrim African Missionary Baptist Church

Historian/Mt. Pilgrim African Missionary Baptist Church

Historic Project Administrator/Mt. Pilgrim African Missionary Baptist Church

Church Administrator/Mt. Pilgrim African Missionary Baptist Church

University of Florida/IFAS Extension//Overall Extension Advisory Committee Member

Santa Rosa County Bridges Out of Poverty Steering Committee Member

Habitat for Humanity/Family Selection Committee

Board Member/Family Resource Program of Santa Rosa Inc., in Milton, Florida

MLK Planning Committee Member

...

COVEY LEADERSHIP CENTER, INC.

is pleased to present

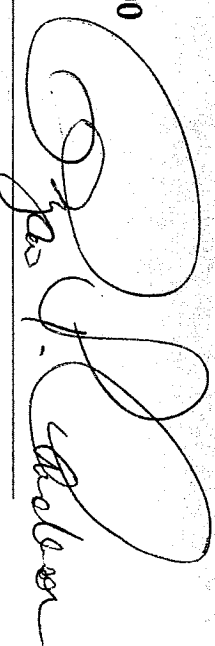
MARY ELLEN JOHNSON

this Certificate of Graduation
for successfully completing

THE SEVEN HABITS OF
HIGHLY EFFECTIVE PEOPLE®

April 17-19, 2000

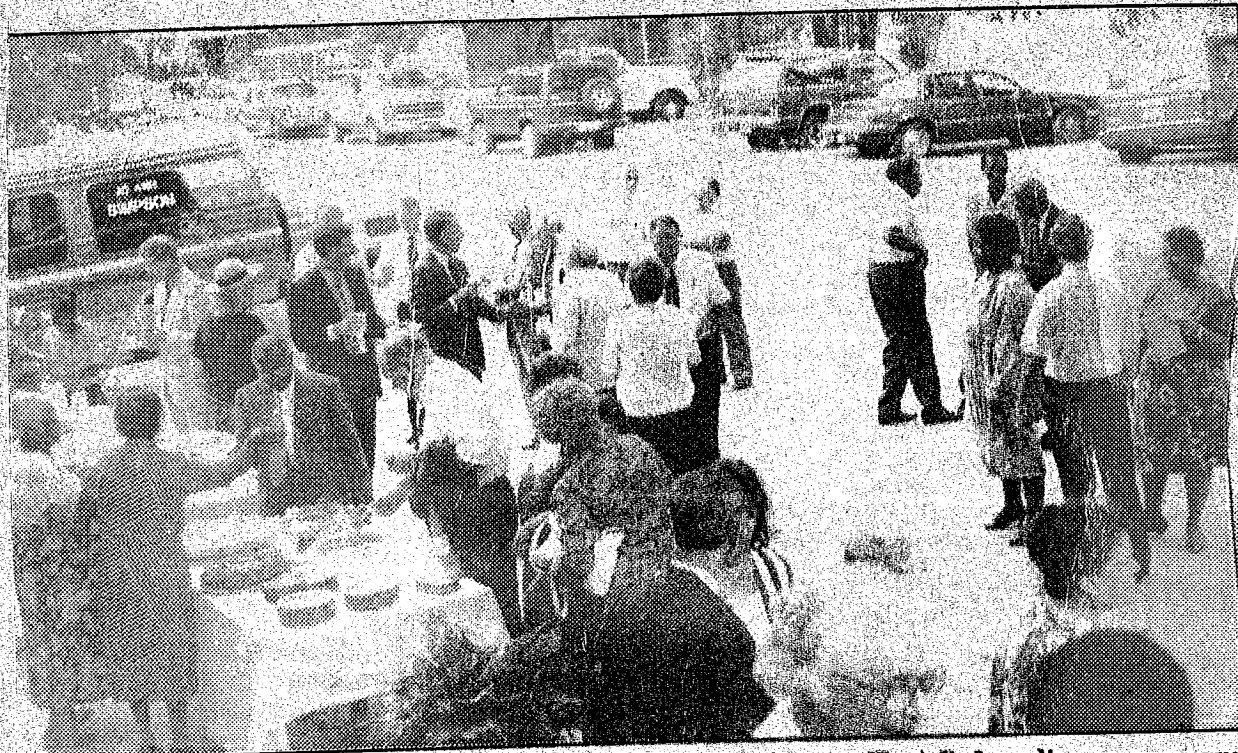

Stephen R. Covey, Chairman of the Board


Facilitator



COVEY
LEADERSHIP CENTER

Jim Smith presents Mt. Pilgrim with \$28,000 check



(Top) Before dinner was served on the grounds, Mt. Pilgrim African Baptist Church members received the first installment August 13 to restore the building to its original design. "This is one historical moment we have looked forward to for a long time," said Mary E. Johnson. "It has been a long, hard journey. But, if you wait on God, He will renew your strength."

(Left) Secretary of State Jim Smith and his wife, Carol, congratulate Mary E. Johnson for her research which led to Mt. Pilgrim's listing



Pictured (L-R) Dea. Cleveland Hill, Rev. Vaughn Williams, Mary E. Johnson, Sec. Jim Smith, Dea. James Gilmore, and Rev. Warren Gilmore. The church is the recipient of a \$114,749 historic preservation grant from the Florida Department of State. Florida is ranked number one for preservation in the nation.
PHOTOS BY CARMEN PAIGE

CITY OF MILTON
BOARD APPOINTMENT SURVEY/INFORMATION

Date: 1-4-24

Name: Jeff Martin Phone (hm): 850-232-4273

E-mail address: JMartin RMR@gmail.com Phone (wk/cell):

Address: 5118 Escambia St. City Ward: _____

Education: BBA

Work Experience: 40 years Construction

Community Service: Past President and Active in
NE Sentoma club

Awards: _____

Hobbies, Travel, etc: Remodeling old homes and
Fishing

Other comments that would be helpful in determining appropriate appointment:_____

Please attach a brief resume.

Please check the Boards that you are interested in.

____ Board of Adjustment

✓ **Historic Preservation Board**

 Community Improvement Board **Milton Planning Board**

Firefighters Pension Board

____Police Pension Board

____ General Employees' Pension Board

NOTE: Applicants appointed to the Board of Adjustment, Firefighters Pension Board, General Employees' Pension Board, Milton Planning Board, or the Police Pension Board Members are required to complete a Financial Disclosure Form annually.

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

Date: 01-4-2024

Name: (Cindy) Cynthia Smith Phone (hm): 706-975-6532

E-mail address: CSmith101677@gmail.com Phone (wk/cell): 706-975-6532

Address: 3528 Victory Dr. City Ward: _____
Pace FL 32571

Education: High School, nursing degree

Work Experience: Supervisor (management), law enforcement,
various medical background & Crisis prevention in mental health.

Community Service: engage in various community out
reach, clubs and activities surrounding county & city.

Awards: Employee of the month + other achievements
through out my career.

Hobbies, Travel, etc: Family, travel, fishing, ctv, crafts,
events, camping, hunting + volunteering church and community.

Other comments that would be helpful in determining appropriate appointment: _____

I feel with my background and community engagement, I can
help make our home place brighter and better for our generations to come.
Please attach a brief resume.

Please check the Boards that you are interested in.

☐ Board of Adjustment

☐ Historic Preservation Board

☒ Community Improvement Board

☐ Milton Planning Board

☐ Firefighters Pension Board

☐ Police Pension Board

☐ General Employees' Pension Board

NOTE: Applicants appointed to the Board of Adjustment, Firefighters Pension Board, General Employees' Pension Board, Milton Planning Board, or the Police Pension Board Members are required to complete a Financial Disclosure Form annually.

I am a dynamic professional with an illustrious career spanning law enforcement, nursing, and community outreach. My journey reflects a commitment to leadership, crisis prevention, and continuous skill development.

Law Enforcement Leadership: With a solid foundation in law enforcement, my leadership style is characterized by strategic vision, effective communication, and a dedication to fostering a positive and collaborative work environment. Over the years, I have successfully managed teams, ensuring the highest standards of safety, discipline, and professionalism.

Nursing Expertise with Auditing Acumen: In the realm of healthcare, my career in nursing is marked by a unique blend of clinical expertise and auditing experience. Meticulous attention to detail has not only enhanced patient care but also contributed to the development and implementation of robust auditing processes, ensuring compliance and quality assurance within healthcare settings.

Scheduling Background in Nursing: I have a scheduling background to my nursing profession, demonstrating an ability to optimize staffing levels for efficiency without compromising the quality of patient care. My strategic scheduling practices have proven instrumental in maintaining a smooth workflow, particularly in high-stakes healthcare environments.

Crisis Prevention Training: Recognizing the importance of crisis prevention, I have invested time and expertise in specialized training programs. My commitment to crisis prevention aligns with a proactive approach to maintaining a secure and supportive environment, both in law enforcement and healthcare settings.

Leadership Development: Keen on staying at the forefront of leadership practices, I have consistently updated my skills. I actively seek out opportunities for professional development, ensuring that I remain a forward-thinking and adaptable leader capable of navigating the evolving landscapes of law enforcement and healthcare.

Community Outreach Advocate: Beyond my professional endeavors, I am deeply engaged in community outreach initiatives. My passion for making a positive impact extends beyond the workplace, and I actively collaborate with various community organizations to address social issues, promote education, and enhance overall community well-being.

In conclusion, I Cynthia Smith embodies a multifaceted professional whose experiences in law enforcement, nursing, crisis prevention, and community outreach converge to create a comprehensive and impactful career. My commitment to leadership and continuous improvement is reflected not only in my professional achievements but also in my dedication to serving and uplifting the broader community.

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

Date: 01/29/2024

Name: Kathy Ellis Phone (hm): _____

E-mail address: kathyeellis49@gmail.com Phone (wk/cell): 850-686-9403

Address: 6349 Wisteria Dr., Milton FL 32570 City Ward: 4

Education: Some College

Work Experience: Almost 24 years this July 2024, with the SRC Property
Appraiser's Office. Prior to that, business owner.

Community Service: Chairperson for SRC BOCC, Oneblood Drives for the
North and South Offices. Holding prior seat on the Planning

Awards: Board in Ward 4.
None in recent years.

Hobbies, Travel, etc: Gardening, being Nana to my grands, and riding my
bicycle with my sister.

Other comments that would be helpful in determining appropriate appointment: I have
worked with property records, Homestead Exemptions, and other

Property related issues during my employment with the county.
Please attach a brief resume.

Please check the Boards that you are interested in.

☐ Board of Adjustment

☐ Historic Preservation Board

☐ Community Improvement Board

☒ Milton Planning Board

☐ Firefighters Pension Board

☐ Police Pension Board

☐ General Employees' Pension Board

NOTE: Applicants appointed to the Board of Adjustment, Firefighters Pension Board, General Employees' Pension Board, Milton Planning Board, or the Police Pension Board Members are required to complete a Financial Disclosure Form annually.

RECEIVED
1/30/24

RECEIVED
1/30/24

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

Date: 02/08/2024

Name Vernon Compton **Phone (hm)** 850-982-4544

E-mail address comptonvernon@gmail.com **Phone (wk/cell)** 850-982-4544

Address 5149 Santa Rosa Street, Milton, FL 32570 **City Ward** 1

Education B.S. in Forest Management, 1983, Louisiana State University

Work Experience: Blackwater River State Forest, The Nature Conservancy, The
Longleaf Alliance

Community Service Served with the following organizations - Santa Rosa Historical
Society, Blackwater Heritage Trail CSO, Santa Rosa County TDC, Main Street Milton

Awards Santa Rosa County Chamber of Commerce Man of the Year and Community
Leader of the Year, Florida Volunteer of the Year (National Trails Day)

Hobbies, Travel, etc hiking, kayaking, running, camping, gardening, reading, visiting
state and national parks, musuems, and historic communities

Other comments that would be helpful in determining appropriate appointment Through
my volunteer work over the last 20 years I have worked to improve the community

Please attach a brief resume.

Please check the Boards that you are interested in.

☐ **Milton Housing Authority**

☐ **Milton Planning Board**

☐ **Historic Preservation Board**

☒ **Community Improvement Board**

☐ **Civil Service Board**

☐ **General Employees Pension Board**

☐ **Board of Adjustments**

☐ **Firefighters Pension Board**

☐ **Police Pension Board**

CITY OF MILTON BOARD 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 two 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 one application on file from an individual 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 two 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.



Agenda Item # 2024-2235

Community Improvement Board Member Appointment

MEETING DATE

February 13, 2024

PREPARED BY

Ed Spears, Director of
Economic Development

BACKGROUND

The Community Improvement Board was created by ordinance #1971-22 in February 2022. The CIB provides recommendations to the Community Redevelopment Agencies and City Council on matters pertaining to economic development and activities primarily in the lands along the riverfront.

The initial members were appointed when the CIB was established, and the first meeting of the Board was held on March 3, 2022. The terms of the Board Members are for two years. There were two resignations over the course of the two years. The two new members filled an unexpired term, and were not appointed for a new, full term. Terms for all members are set to expire on March 1, 2024.

With the appointment of Mrs. Shari Sebastiao to the City Council in December 2023, there is currently one vacancy on the Board. Staff polled the members of the Board to determine which would like to continue to serve. Of the six current members, four have expressed a willingness if reappointed by the City Council. They are Ms. Deb Becker, Mr. Paul Kilmartin, Cassandra Sharp, and Mr. Kaiden Spurlock. Should Council choose to reappoint the current members, there will be three vacancies on the Board. The attendance record for the Board is attached to this report.

When considering appointees, the CIB Ordinance requires potential members to have "experience or interest" in one or more "fields of expertise". This does not require a potential candidate to be engaged in any particular profession, but rather demonstrate a knowledge and/or understanding of the field. No more than three members from any area of expertise shall serve at one time. The fields of expertise are:

1. Financial services (banking, investment, and insurance).
2. Technology and communications.
3. Professional services (lawyers, engineers, scientific, and architects).
4. Arts, culture, and recreation.
5. Construction and real estate.
6. Tourism to include Eco-tourism and lodging.
7. Marketing and public relations.
8. Historic Preservation.
9. Small business and retail centers.

There are no residency nor ownership requirements for members of the CIB. However, the

information for the current members, along with the area of expertise represented, is below.

Ms. Deb Becker in Ward 1	Small Business & Retail, Resides in the City, Owns property
Mr. Paul Kilmartin property in Ward 1	Small Business & Retail, Resides outside the City, Owns
Ms. Cassandra Sharp 1	Real Estate, Resides outside the City, Owns property in Ward
Mr. Kaiden Spurlock	Eco-Tourism, Resides Outside the City

The Charter of the Community Improvement Board is also attached to this report.

SUMMARY

RECOMMENDATION

Staff is requesting Council reappoint the members of their choosing to serve on the Community Improvement Board for a new two-year term and advertise for the subsequent vacancies.

ATTACHMENTS

1. Community Improvement Ordinance 2022
2. CIB Attendance 2022-2024

ORDINANCE NO. 1971-22

AN ORDINANCE AMENDING CODE OF ORDINANCES PART III UNIFIED DEVELOPMENT CODE, ARTICLE III CODE ADMINISTRATION AND ENFORCEMENT, SECTION 3.2, SUBPARAGRAPH F, REPEALING THE COMMUNITY DEVELOPMENT ADVISORY BOARD, AND CREATING THE COMMUNITY IMPROVEMENT BOARD.

WHEREAS, the City Council has determined that citizen input on the decisions of its community redevelopment agency is vital to the success of its community redevelopment agencies; and

WHEREAS, the City Council currently only receives such input from the Community Development Advisory Board;

WHEREAS, the City Council wishes to expand the scope of citizen advisory functions related to its three community redevelopment agencies;

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF MILTON, FLORIDA PROPOSES THE FOLLOWING AMENDMENTS TO ITS CODE OF ORDINANCES RELATED TO THE COMMUNITY DEVELOPMENT ADVISORY BOARD AND THE CREATION OF THE COMMUNITY IMPROVEMENT BOARD:

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MILTON, FLORIDA;

Section 1: That Part III Unified Development Code, Article III Code Administration And Enforcement, Section 3.2, Subparagraph F of the Code of Ordinances of the City of Milton, is hereby amended as follows:

F. Community Improvement Board.

(1) The Community Improvement Board (CIB) provides recommendations to the City's Community Redevelopment Agencies and City Council on matters pertaining to economic development investments and activities primarily in the lands along the riverfront. Its primary responsibility is to review and evaluate all funding requests and development proposals. Nothing however prohibits their ability to evaluate other community and economic development activities in other areas if requested by Council. Further, the CIB shall evaluate pertinent projects to determine the potential impacts on the community's character and unique history.

(2) Duties.

- a. The Board shall act in an advisory capacity to the City Council in matters related to economic development and business activities in development and periodic updates of 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 development and periodic updates of the city's comprehensive plan.

- b. Make recommendations on ordinances, policies, short-term action plans, and resources allocated to business and economic development activities and programs of the city as requested by the City Council.
- c. 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
- d. Promote the hospitality and tourism industry in Milton; and fostering businesses that serve and enjoy the loyalty of the Milton community.
- e. Identify programs, policies, and activities that can help the business community recover from any economic downturn.
- f. Pursue new and diversified businesses leveraging our expertise, including the use of a special zones, to address issues of concern.

(3) *Membership.* The board consists of 7 members. The members shall serve 2-year terms at the pleasure of City Council and without compensation. If any member fails to attend, without cause, 50% of all meetings held during any calendar year from the date of appointment by City Council, the member's seat shall be declared vacant. The members shall be composed of individuals reflecting experience or interest in the following fields of expertise:

- a. Financial services (banking, investment, and insurance).
- b. Technology and communications.
- c. Professional services (lawyers, engineers, scientific, and architects).
- d. Arts, culture, and recreation.
- e. Construction and real estate.
- f. Tourism to include Eco-tourism and lodging.
- g. Marketing and public relations.
- h. Historic Preservation.
- i. Small business and retail centers.

(4) *Qualifications.* No more than three members from any area of expertise shall be appointed and serve on the board at one time. Members must reside or engage in commercial activity within the city limits of the City of Milton.

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 of 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 8th day of March, 2022.

CITY OF MILTON, FLORIDA

BY: _____
MAYOR

ATTEST:

CITY CLERK: _____

First Reading: _____

Second Reading: _____

Legal in form and valid when signed by an attorney for the City.

Attorney

**CITY OF MILTON
COMMUNITY IMPROVEMENT BOARD
ATTENDANCE**

[illegible]



FY 2024 Business Improvement Program – Cycle 2 – Boomerang USA, LLC (DBA Boomerang Pizza Kitchen) and Atalanta Investment Properties, LLC

MEETING DATE

February 13, 2024

PREPARED BY

Ed Spears, Director of
Economic Development

BACKGROUND

The City's Business Improvement Program has awarded one (1) grant during FY 2024 for a total of \$4,000. The program has \$36,000 remaining for allocation this fiscal year. The program is available to businesses city-wide, on a first come, first serve basis. The City accepts applications at any time. The program is advertised on a continuous basis. Grants are available to assist with business signage, the purchase of business equipment necessary to allow a business to grow and add employees, and for improvement to the exterior of buildings.

Since inception in 2018, the Business Improvement program has provided 45 grants to 34 different businesses totaling \$182,192.68. The program has generated a match from the private sector totaling \$1,423,317.13. For every \$1 invested by the City, businesses have invested \$7.84. Of the 45 grants awarded, 42 have been completed (93%), one (1) is ongoing, and two (2) grants went unutilized. Of the 34 different businesses awarded grants, 29 (85%) are still in business as of the date of this report. A total of 29 different properties have received facade grants since inception. A review of the assessed value of those properties show an increase of \$5,672,909 in value from 2020 to 2022. That represents a 66.7% increase in value of those properties in two years. This level of growth and the new ad valorem taxes generated has the program repaying the City over a period of 7-10 years.

The City has received two applications at this time. Boomerang USA, LLC (DBA Boomerang Pizza Kitchen) is requesting \$5,000 for exterior painting, a new entry door and an awning over the rear door to the business located at 5227 Willing Street. The applicant is qualified and eligible to receive the BIP grant. The grant requires a match of \$2,500. The business is providing a match of \$3,976.33. The project consists of external painting, exterior door replacement and an awning over the rear entry. This will be the fourth grant to Boomerang USA, LLC if approved. The applicant has successfully completed all previous grant projects.

The second applicant is Atalanta Investment Properties, LLC. They are requesting \$5,000 for new windows & doors, facia repair, exterior cleaning and painting, a mural, and landscaping. The property is located at 5161 Dr. Martin Luther King, Jr. Drive. The grant will be used to fund the doors and windows only. The applicant is qualified and eligible to receive the BIP grant. The grant requires a match of \$2,500. The business is providing a match of \$40,000 for the remainder of the project. If approved, this will be the second grant for Atalanta

Investment Properties. The previous grant was for a different location and was successfully completed.

The BIP program has \$36,000 remaining in FY 2024 funding. Additional grants will be forwarded to Council for consideration upon receipt.

ATTACHMENTS:

- 1. Boomerang USA, LLC Grant Application
- 2. Atalanta Investment Properties, LLC Grant Application
- 3. 2024 BIP Cycle 2 Spreadsheet
- 4. BIP Program Report – All Time

SUMMARY

RECOMMENDATION

ATTACHMENTS

- 1. Boomerang Pizza FY 24 Cycle 2
- 2. Atalanta Investment Properties FY 24 Cycle 2
- 3. 2024 Cycle 2 Business Improvement Program Spreadsheet
- 4. Business Improvement Program Report - All Time



City of Milton
Office of Economic
Development

Business Improvement Program

DATE OF APPLICATION: 12/04/23
NAME OF BUSINESS (Legal and DBA, if Different): Boomerang USA Inc d/b/a Boomerang Pizza Kitchen
BUSINESS OWNER(S): Deborah Becker
PROPERTY OWNER(S) (IF DIFFERENT): same

GRANT CATEGORY (circle one): SIGN EQUIPMENT FACADE
TOTAL AMOUNT REQUESTED (MAXIMUM \$5,000): \$ 5000
TOTAL AMOUNT OF MATCH: \$
TOTAL AMOUNT OF PROJECT (ALL ASPECTS): \$

ADDRESS OF PROJECT: 5227 Wilting St., Milton FL 32570
PROJECT NAME: New Front Door, Paint North Wall of building (exterior), Awning for back door

ATTACH REQUIRED ADDITIONAL INFORMATION:

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

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

Deborah Becker
4955 Henry St.
Milton FL 32570

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

Deborah Becker (same)

TELEPHONE # (850) _____ CELL # 850-960-0686 EMAIL boomerangpizza@gmail.com

For official use only:

DATE & TIME APPLICATION RECEIVED:

12:30pm
12/6/23

RECEIVED BY:

6



City of Milton
Office of Economic Development
2024 Business Improvement Program

Page 2 of 2

Memorandum of Understanding

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

Deborah Becke
Grantee Name (Please Print)

[Signature]
Grantee Signature

12/5/23
Date

Sam
Property Owner Name (Please Print)

[Signature]
Property Owner Signature

Date

City of Milton (Please Print)

City Manager Signature

Date

**Request for Taxpayer
Identification Number and Certification**

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

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

Print or type. See Specific instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Boomerang USA Inc.		
2 Business name/disregarded entity name, if different from above d/b/a Boomerang Pizza Kitchen		
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor or single-member LLC ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) S ☐ Other (see instructions) S ☐ C Corporation ☒ S Corporation ☐ Partnership ☐ Trust/estate	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3). Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)	
5 Address (number, street, and apt. or suite no.) See instructions. 5227 Willing St.	Requester's name and address (optional) City of Mitha	
6 City, state, and ZIP code Mitha FL 32570		
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

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

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

Social security number	
OR	
Employer identification number	
48	0861133

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

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

Sign Here Signature of U.S. person **[Signature]** Date **12/5/23**

General Instructions

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

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

Purpose of Form

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

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)
Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Customer Quote

Locally Owned and Independently Operated

Deb Becker
boomerangpizza@gmail.com
(850) 960-0686

Billing: Boomerang Pizza Kitchen
5227 Willing Street
Milton, FL 32570

Service: 5227 Willing Street
Milton, FL 32570

Customer Notes:

- **THE FIVE STAR EXPERIENCE:** Our goal is high-quality results at a fair price, 100% customer satisfaction, and a 5-Star review on every job we deliver! We use only industry-leading paints and highly experienced professional painters to complete the work to your home. Our work is 100% guaranteed and we warranty our workmanship for up to 24 months.
- **LICENSED, BONDED, AND INSURED:** Five Star Painting is your safe choice because we are licensed in Escambia and Santa Rosa Counties, and carry \$1MM-\$2MM liability insurance coverage for your protection and piece of mind.
- **QUOTE:** Your final custom quote and statement of work is outlined below.
- **SCOPE OF WORK:** Surfaces to be painted, approach details, and statement of work is outlined below. We will need at least 2 feet of clearance between vegetation and/or exterior structures, and the surfaces to be painted, prior to the painting start date.
- **FAIR PRICING PHILOSOPHY:** This estimate is based on what we can visually inspect. If we find damage underneath the surface, we notify the Owner and use the Change Order process. We will provide a quote that includes labor and materials, for the Owner to consider. Pricing on this quote is based on the onsite manpower required to complete all of the tasks listed; if any tasks are excluded, pricing on the remaining tasks are likely to change.
- **PAINTS AND COVERAGE:** We use only high-quality and best-value paints by Sherwin Williams (or others brands at your direction). Our goal on every paint project is a full-coverage result to achieve a high quality, excellent hide, and a long-lasting result. We are able to achieve that result through a 1 or 2 coat application process depending on the surfaces being painted, colors selected, coatings used, and application techniques.
- **COLORS:** Final selection of colors and finish is the responsibility of the homeowner. Need help choosing colors? Click here: <https://fivestarpainting.decorist.com/>
- **PAINTING CREW:** An experienced Five Star Painting Crew will be assigned to your project when the scope is finalized and your job is scheduled.
- **PAYMENT TERMS:** Project will be scheduled with a 1/3 down payment. Final Payment is due on the day the job is complete. Progress payments will be requested for jobs lasting longer than 4 days. A 2.5% processing fee will be added to payments made with a credit or debit card.
- **OUR LOWEST PRICE GUARANTEE:** We will meet our competitor's price or gladly refund your deposit provided same scope of work, comparable paints, proof of licensing, and General Liability Insurance.

Not Included: This quote excludes:

- Painting any surface not listed in this quote.
 - Moving services; we ask our customers to move exterior furniture, TVs, stereo systems, computers and any breakable items off or away from the surfaces to be painted, prior to the arrival of our painting crew. Five Star Painting is not responsible for any moving damage of such items.
 - Carpentry and replacement materials. If needed, one of our renovator crews can provide a separate quote for repairs. Their pricing is always reasonable, and we don't mark that up.
- A warranty on paint that was not supplied by Five Star Painting. We guarantee the results only on paint that we supply.

Details

Tape, caulk, covering materials

Power Wash

Power Washing: Remove dirt, mildew, cobwebs and other debris to allow for proper paint adhesion and expose areas needed for scraping.
 Labor: \$475.00

Caulking (Lin Ft.)

Caulking: Caulk gaps and cracks to seal and protect against moisture.
 Labor: \$500.00

Brick Siding

SW Loxon Ext Masonry Primer White Flat (1 Coat)
 Paint: SW Duration Ext Sat C1 Color 1 Satin (2 Coats)
 Color: Behr S150-6 Spiced Berry
 Labor: \$2,829.02

Soffit-Fascia

Paint: SW Duration Ext Sat C1 Color 1 Satin (2 Coats)
 Color: Behr S150-6 Spiced Berry
 Labor: \$247.25
 Product: Soffit

Fascia Only

Paint: SW DTM Acrylic Primer/Finish Sat C1 Color 1 Satin (2 Coats)
 Color: Behr N300-3 Casual Khaki
 Labor: \$441.32
 Product: Fascia

Total

Materials: \$1,933.00
 Labor: \$4,492.59
 Subtotal: \$6,425.59
 Discount: \$449.26
 Total: \$5,976.33
 Deposit Required (33%): \$1,972.19
 Payment: \$0.00
 Balance Due: \$5,976.33

We propose hereby to furnish material and labor - complete in accordance with above specifications for the sum stated above. Any alteration or deviation from the specification involving extra costs will become an extra charge over and above the quote. All accounts are due and payable upon completion of work as described above. In the event suit is brought, the prevailing party shall recover its attorney fees and costs. Finance charge of 1.5% per month will be applied on all past due accounts. All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. This proposal may be withdrawn if not accepted within 15 days.

I hereby grant Five Star Painting permission to use my, and my property's, likeness in a photograph, video, or other digital media ("photo") in any and all of its publications, including web-based publications, without payment or other consideration. I understand and agree that all photos will become the property of the Five Star Painting and will not be returned. I hereby hold harmless, release, and forever discharge the Five Star Painting from all claims, demands, and causes of action.

I agree to the payment terms and contract stated above:

Authorization to begin work (Client): _____

Work Completed to satisfaction (Client): _____

Contractor Signature: _____ Date: _____

Customer Focused, Quality Driven™
Visit FiveStarPainting.com/warranty for details on our 2-year warranty.

VENDOR/PAYEE
TAXPAYER'S IDENTIFICATION NUMBER/ENTITY TYPE

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

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

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

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

Company/Individual's Name Paint Corps USA Inc, DBA FiveStar
Painting
 Address (for mailing payments)
 Street/P.O. Box 5440 Heatherton Road
 City/State/Zip Milton FL 32570
 Telephone 850-776-1867 Fax _____
 EIN/SSN 47-5438006
 Authorized Signature/Title [Signature] Owner
 Date 12/5/23

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

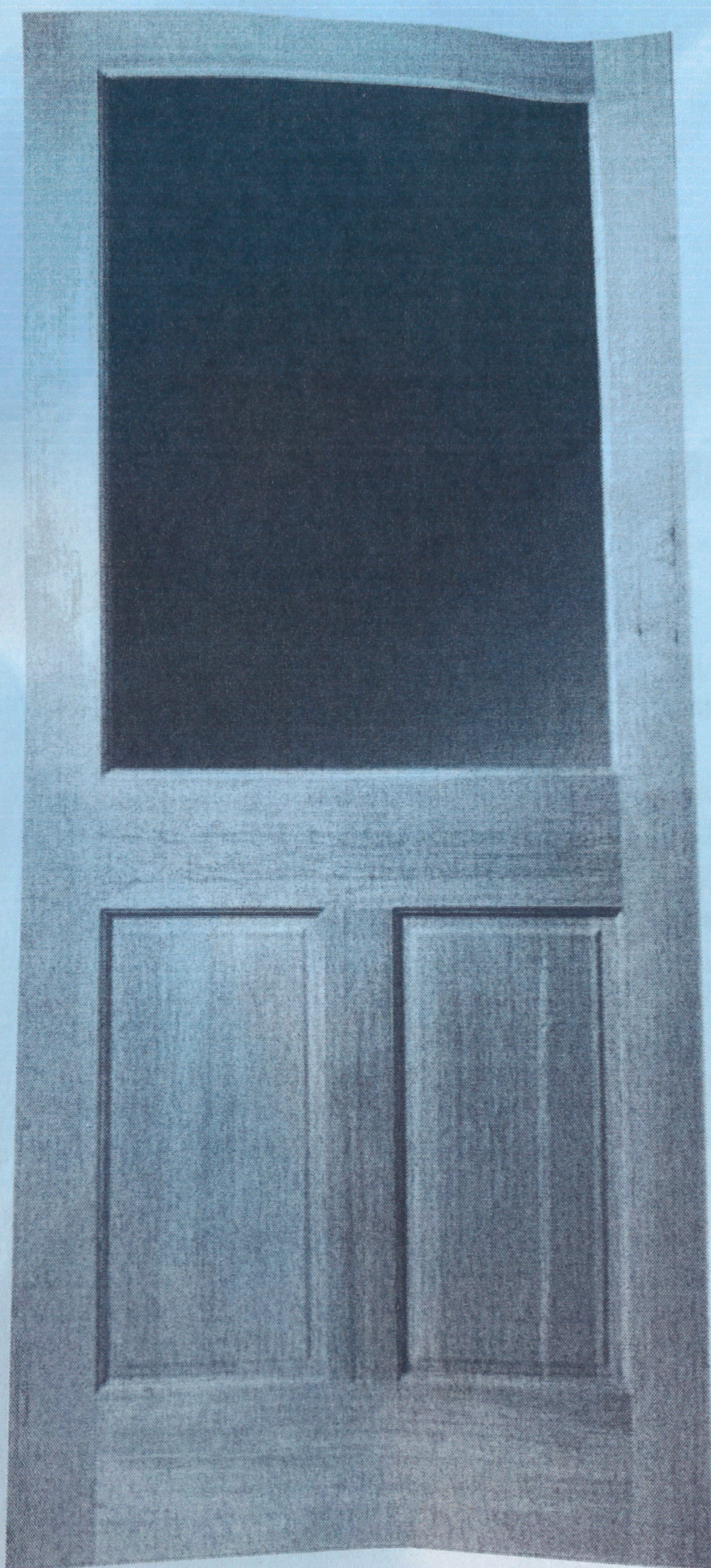
see above does operate in corporate form.
 (Corporate Name)

Address (for mailing payments)

Street/P.O. Box _____
 City/State/Zip _____
 Telephone _____ Fax _____
 EIN _____
 Authorized Signature/Title _____
 Date _____

RO - 80.875"

80.375"



2:36



RP



Rod Carpenter

Waiting on quote from Pittmans.
Home Depot is over \$1200. I know
Pittmans is going to be less. Labor is
\$400 to remove and replace door
and jam . If your opening is square
we can just replace door and not jam

Fiberglass is less

Going with wood door to match the
building style correct?

Yes



awning

Fred Leenig <shadyplanet@yahoo.com>

Mon 11/27/2023 9:08 AM

To: boomerangpizza@gmail.com <boomerangpizza@gmail.com>

Hello Debra:

Shady Planet can fabricate and install an awning over your back door for \$1,800.00. The awning would be made in the traditional fashion to conform with the aesthetics in the neighborhood of Boomerang Pizza Kitchen. This means that the frame would consist of galvanized pipe assembled with fittings used in the industry for about a hundred years. The fabric would be "Sunbrella" which has the traditional look and feel of canvas but is made of solution dyed acrylic. If you require any graphics, that would cost extra, but the proprietary system used on "Sunbrella" can get pretty pricey.

You can go onto the "Sunbrella" website and take a look at the colors and patterns, and if you wish, I could send you a couple of swatches of the ones you're interested in. I texted a scale diagram to you with the dimensions and profile that would be appropriate for your back door.

Thanks for the chance to quote the job.

Regards:

Fred Leenig

Shady Planet Canvas & Awning
1165 Harbor Lane
Gulf Breeze, FL 32563

Cell: 850-261-8051



City of Milton Office of Economic Development

Business Improvement Program

DATE OF APPLICATION: 01/30/2024

NAME OF BUSINESS (Legal and DBA, if Different): Atalanta Investment Properties, LLC

BUSINESS OWNER(S): Melissa Simpson

PROPERTY OWNER(S) (IF DIFFERENT): _____

GRANT CATEGORY (circle one): SIGN EQUIPMENT FACADE ☒

TOTAL AMOUNT REQUESTED (MAXIMUM \$5,000): \$ 5,000.00

TOTAL AMOUNT OF MATCH: \$ 5,000.00

TOTAL AMOUNT OF PROJECT (ALL ASPECTS): \$ 45,000

ADDRESS OF PROJECT: 5161 Dr. Martin Luther King Jr. Dr. Milton FL 32570

PROJECT NAME: Gateway

ATTACH REQUIRED ADDITIONAL INFORMATION:

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

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

Atalanta Investment Properties, LLC
Melissa Simpson
5985 Curtis Rd. Pace, FL 32571

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

Melissa Glyptis Simpson dotloop verified
01/30/24 5:02 AM CST
WITY-XIOW-GA0X-M3EH

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

For official use only:

DATE & TIME APPLICATION RECEIVED: _____ RECEIVED BY: _____



City of Milton
Office of Economic Development
2024 Business Improvement Program

Memorandum of Understanding

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

Melissa Simpson

Grantee Name (Please Print)

Melissa Glyptis Simpson

dotloop verified
01/30/24 5:02 AM CST
IS2V-PPVY-9DHG-YJUR

Grantee Signature

01/30/2024

Date

Melissa Simpson

Property Owner Name (Please Print)

Melissa Glyptis Simpson

dotloop verified
01/30/24 5:02 AM CST
OE11-RCFQ-UJCMN-3ACR

Property Owner Signature

01/30/2024

Date

City of Milton (Please Print)

City Manager Signature

Date

VENDOR/PAYEE
TAXPAYER'S IDENTIFICATION NUMBER/ENTITY TYPE

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

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

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

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

Company/Individual's Name Atalanta Investment Properties, LLC

Address (for mailing payments)

Street/P.O. Box 5985 Curtis Rd
City/State/Zip Pace, FL 32571
Telephone 919-402-3295 Fax _____
EIN/SSN 82-2276502
Authorized Signature/Title Melissa Simpson AMBR/ Registered Agent
Date 01/30/2024

Melissa Glyptis Simpson

dotloop verified
01/30/24 5:02 AM
CST
QJUI-XMQK-LIS1-FRfJ

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

_____ does operate in corporate form.
(Corporate Name)

Address (for mailing payments)

Street/P.O. Box _____
City/State/Zip _____
Telephone _____ Fax _____
EIN _____
Authorized Signature/Title _____
Date _____

Atalanta Investment Properties, LLC is requesting consideration from the CRA program for the approval of a façade grant for the property located at 5161 Dr. Martin Luther King Jr. Dr. Milton FL 32570. The property is a commercial structure and is currently utilized as professional office space. With the vacation of the tenant from the space, Atalanta Investment Properties, LLC will complete a full cosmetic improvement to the exterior and interior of the premises. The exterior will undergo new windows and doors, repair fascia, pressure wash, paint, add a mural on the west end of the exterior façade, add gutters, add landscaping, and improve the overall look of the structure with possible additions such as awnings, rain garden, fencing, arbors, ...etc. The site has been under review with our civil engineer since September for repairs/ improvements to the parking, accessibility and connectivity of the site to the adjoining properties on MLK. Further studies will be required before the plan is ready to be presented for consideration to the City of Milton's Planning and Development Department.

The artist for the mural was specifically chosen and is a local artist with several murals completed in Okaloosa, Santa Rosa, and Escambia County. In addition, Atalanta Investment Properties, LLC went to extensive lengths to gather information from the previous property owner and their background. The design elements are a combination of old and new interests shared between the property owners. The former property owner has also blessed the design and a small plaque will be added to commemorate the previous owner's contribution to the City of Milton and Santa Rosa County.



Santa Rosa County Property Appraiser

Gregory S. Brown II, CFA



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

▼ Parcel Information

Parcel Number	03-1N-28-2530-05700-0040
Situs/Physical Address	5161 DR MARTIN LUTHER KING JR DR MILTON 32570
Property Usage	OFFICE BUILDINGS (1700)
Section-Township-Range	03-1N-28
Tax District	MILTON
2023 Total Millage Rate	14.5547
Acreage	0.17
Homestead	N
Brief Legal Description	TOWN OF MILTON LOTS 4 5 6 BLK57 LESS OR 1374 PG 974 (BEINGW 25 FT LT 4= PORT #1) LESS APORT OF OR 2545 PG 1219 NOWDESC AS #5) AS DES IN OR 4407PG 1541

▼ Owner Information

Primary Owner
Atalanta Investment Properties
5985 Curtis Rd
Pace, FL 32571-6705

[Apply for Exemptions](#)

[Update Mailing Address](#)

[Estimate Taxes](#)

▼ Valuation

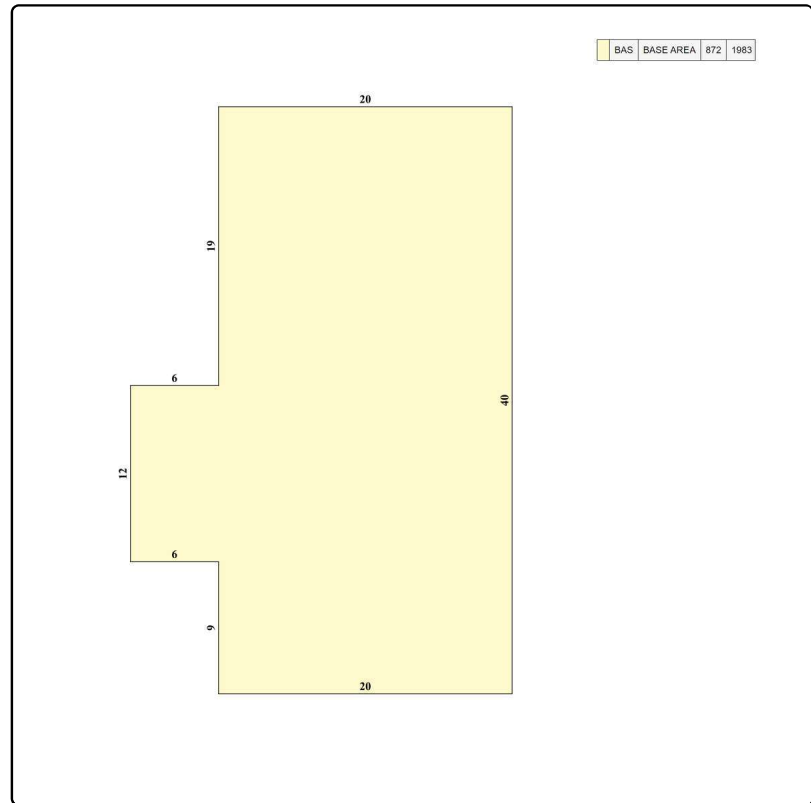
	2021 Certified	2022 Certified	2023 Certified
Building	\$22,355.00	\$30,040.00	\$39,743.00
Extra Feature	\$5,720.00	\$5,720.00	\$5,720.00
Land Value	\$14,850.00	\$15,000.00	\$21,000.00
Land Agricultural Value	\$0.00	\$0.00	\$0.00
Agricultural (Market) Value	\$0.00	\$0.00	\$0.00
Just (Market) Value*	\$42,925.00	\$50,760.00	\$66,463.00
Co. Assessed Value	\$42,925.00	\$47,218.00	\$51,940.00
Exempt Value	\$42,925.00	\$47,218.00	\$51,940.00
Co. Taxable Value	\$0.00	\$0.00	\$0.00

▼ Residential Buildings

Building 1

Type	OFFICE BLD
Total Area	872
Heated Area	872.00
Ext Walls	CONC BLOCK
Roof Cover	ROLL COMP
Interior Walls	DRYWALL
Foundation	BLOCK/MASN
Frame	MASONRY
Floor	CARPET
Heat Type	FCD AIR D
A/C Type	CENTRAL
Bathrooms	2.00
Bedrooms	0.00
Stories	1.00
Actual Year Built	1963
Effective Year Built	1983

Use: OFFICE BLD (1700)



▼ Land

Land Code	Description	Frontage	Depth	Land Units
+ 1700	1STORY OFF	60.00	125.00	60.00

▼ Extra Features

Description	Number of Items	Units	Year	Extra Feature Value
FENCE - CHAIN LINK 6	1.00	440.00 LF	1997	\$5,720

▼ Sales

Sale Date	Sale Price	Book / Page	Grantor	Grantee
+ 06/21/2023	\$70,000	4407 / 1541	HILDA M MCDONALD FOUNDATION IN	ATALANTA INVESTMENT PROPERTIES
+ 05/12/2023	\$100	4407 / 1538	CLARA ST LLC	HILDA M MCDONALD
+ 11/01/1997	\$58,000	1648 / 1426		BENEVOLENT ASSOCIATION OF
+ 07/01/1993	\$52,000	1362 / 101		
+ 10/01/1992	\$1,000	1299 / 539		
+ 02/01/1986	\$55,000	794 / 567		



[Vehicle Registration](#)

[Property Tax](#)

[Business Tax](#)

[Search](#) > Account Summary

Real Estate Account #031N282530057000040

Owner:

ATALANTA INVESTMENT PROPERTIES

Situs:

5161 DR MARTIN LUTHER KING JR
MILTON 32570

[Parcel details](#)

[Property Appraiser](#)

Homestead Exemption



[Get bills by email](#)

Amount Due

Your account is **paid in full**. There is nothing due at this time.

Your last payment was made on **11/16/2023** for **\$33.77**.

Account History

BILL	AMOUNT DUE	STATUS	ACTION
2023 Annual Bill ⓘ	\$0.00 Paid \$33.77	11/16/2023 Receipt #EEX-24-00026069	Print (PDF)
2022 Annual Bill ⓘ	\$0.00 Paid \$34.12	12/08/2022 Receipt #HSP-23-00052082	Print (PDF)
2021 Annual Bill ⓘ	\$0.00 Paid \$35.60	11/18/2021 Receipt #HSP3-22-00029427	Print (PDF)
2020 Annual Bill ⓘ	\$0.00 Paid \$36.39	11/12/2020 Receipt #HSP2-21-00017194	Print (PDF)
2019 Annual Bill ⓘ	\$0.00 Paid \$40.06	11/15/2019 Receipt #155-20-00019541	Print (PDF)
2018 Annual Bill ⓘ	\$0.00 Paid \$70.74	05/13/2019 Receipt #155-19-00145696	Print (PDF)
2017 Annual Bill ⓘ	\$0.00 Paid \$44.02	01/11/2018 Receipt #155-18-00068893	Print (PDF)
2016 Annual Bill ⓘ	\$0.00 No Balance Due		Print (PDF)
2015 Annual Bill ⓘ	\$0.00 No Balance Due		Print (PDF)
2014 Annual Bill ⓘ	\$0.00 No Balance Due		Print (PDF)
2013 Annual Bill ⓘ	\$0.00 No Balance Due		Print (PDF)
2012 Annual Bill ⓘ	\$0.00 No Balance Due		Print (PDF)
2011 Annual Bill ⓘ	\$0.00 No Balance Due		Print (PDF)
2010 Annual Bill ⓘ	\$0.00 No Balance Due		Print (PDF)
2009 Annual Bill ⓘ	\$0.00 No Balance Due		Print (PDF)
2008 Annual Bill ⓘ	\$0.00 No Balance Due		Print (PDF)
2007 Annual Bill ⓘ	\$0.00 No Balance Due		Print (PDF)
2006 Annual Bill ⓘ	\$0.00 No Balance Due		Print (PDF)
Total Amount Due	\$0.00		

BILL	AMOUNT DUE	STATUS	ACTION
2005 Annual Bill ⓘ	\$0.00	No Balance Due	 Print (PDF)
Total Amount Due	\$0.00		

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NATIONWIDE GENERAL INSURANCE COMPANY

ONE WEST NATIONWIDE BLVD
COLUMBUS, OH 43215-2220
1-877 On Your Side
1 (877) 669-6877

NEW BUSINESS

PREMIER BUSINESSOWNERS POLICY

OFFICE

COMMON DECLARATIONS

Policy Number: ACP BP013201381031
Named Insured: ATLANTA INVESTMENT
PROPERTIES, LLC
Mailing Address: 5161 DR MARTIN LUTHER KING JR
DR
MILTON, FL 32570-1802
Agency: AMWINS ACCESS INS SERVICES LLC
Address: 1410 ROCKY RIDGE DR STE 335
ROSEVILLE, CA 95661-2811
Agency Phone Number: (800) 682-8476
Producer: MICHAEL KROLL
Policy Period: Effective From 06-21-2023 To
06-21-2024
12:01 AM Standard Time at your
principal place of business



Premiums/Fees

Total Annual Premium	\$1,585.00
Surcharge/Assessment	\$37.27
Total Policy Premium	\$1,622.27

Form of your business entity: Limited Liability Company

IN RETURN FOR THE PAYMENT OF THE PREMIUM AND SUBJECT TO ALL THE TERMS OF THIS POLICY,
WE AGREE TO PROVIDE THE INSURANCE STATED IN THIS POLICY.

These Common Policy Declarations, together with the Common Policy Conditions, Coverage Form Declarations,
Coverage Forms and any endorsements issued to form a part thereof, complete the Policy numbered above.

53733000125110



INSURED COPY

CA 32213



PREMIER BUSINESSOWNERS POLICY

OFFICE

COMMON DECLARATIONS

Policy Number: ACP BP013201381031

Policy Period: From 06-21-2023 To 06-21-2024

SCHEDULE OF NAMED INSUREDS

Named Insured:

ATLANTA INVESTMENT PROPERTIES, LLC





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

Detail by Entity Name

Florida Limited Liability Company
 ATALANTA INVESTMENT PROPERTIES, LLC

Filing Information

Document Number	L17000156350
FEI/EIN Number	82-2276502
Date Filed	07/21/2017
Effective Date	07/21/2017
State	FL
Status	ACTIVE

Principal Address

5985 Curtis Rd.
 Pace, FL 32571

Changed: 01/31/2021

Mailing Address

5985 Curtis Rd.
 Pace, FL 32571

Changed: 01/31/2021

Registered Agent Name & Address

SIMPSON, MELISSA G
 5985 Curtis Rd.
 Pace, FL 32571

Address Changed: 01/31/2021

Authorized Person(s) Detail

Name & Address

Title AMBR

SIMPSON, MELISSA G
 5985 Curtis Rd.
 Pace, FL 32571

Title Secretary

Ridgway, Anne M
5985 Curtis Rd.
Pace, FL 32571

Annual Reports

Report Year	Filed Date
2021	01/31/2021
2022	02/03/2022
2023	01/30/2023

Document Images

01/30/2023 -- ANNUAL REPORT	View image in PDF format
02/03/2022 -- ANNUAL REPORT	View image in PDF format
01/31/2021 -- ANNUAL REPORT	View image in PDF format
02/09/2020 -- ANNUAL REPORT	View image in PDF format
04/01/2019 -- ANNUAL REPORT	View image in PDF format
03/09/2018 -- ANNUAL REPORT	View image in PDF format
07/21/2017 -- Florida Limited Liability	View image in PDF format

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer
Identification Number and Certification

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

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

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Atalanta Investment Properties LLC

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☒ Individual/sole proprietor or single-member LLC

☐ C Corporation

☒ S Corporation

☐ Partnership

☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
5985 Curtis Rd.

6 City, state, and ZIP code
Pace, FL 32571

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.
Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			-			-				
--	--	--	---	--	--	---	--	--	--	--

or
Employer identification number

8	2	-	2	2	7	6	5	0	2
---	---	---	---	---	---	---	---	---	---

Part II Certification
Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and

2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and

3. I am a U.S. citizen or other U.S. person (defined below); and

4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

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

Sign Here

Signature of U.S. person ► *Melissa Glyptis Simpson*

dotloop verified
05/27/22 1:49 PM CDT
R0CP-GYXP-AC6K-ASYF

Date ►

General Instructions

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

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

Purpose of Form

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

- Form 1099-INT (interest earned or paid)

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

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

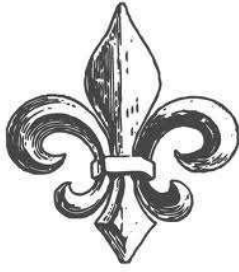
If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Cat. No. 10231X

Form **W-9** (Rev. 10-2018)
Page 189 of 205







Shawn M Lynch LLC
PO BOX 9574
PENSACOLA, FL 32503
(850)380-7323
shawnlynch75@gmail.com

Estimate 5002

ADDRESS

Melissa Simpson
Re: 5161 MLK

DATE
01/26/2024

TOTAL
\$14,700.00

ACTIVITY

AMOUNT

Services

14,700.00

Furnish & Install

Four new fixed openings with black impact insulated glass and one single door

This estimate does not include any painting, sheetrock repair, floor repair, trim work or any unforeseen damages beyond our control

Terms 50/50

TOTAL

\$14,700.00

THANK YOU.

Accepted By

Accepted Date



Savage's Traveling Toolbox
850-542-9122
8824 Oxbow Court
Milton, FL 32583

Prepared For
Melissa Simpson
5161 Dr. Martin Luther King Drive
919-402-3295
Milton, FL 32570

Estimate Date
01/28/2024

Estimate Number
8887

Description	Rate	Qty	Line Total
GLR Replace approximately 30' of fascia board on southside of building Repair northside window and apron as needed. Replace damaged soffit vent on southside.	\$360.00	1	\$360.00
Supplies Supplies	\$123.49	1	\$123.49
GLR Replace rotted 36" exterior door with new complete unit.	\$350.00	1	\$350.00
Supplies Door, 36" Exterior - L.H. Outswing - Steel 6 Panel	\$297.12	1	\$297.12
Subtotal			1,130.61
Tax			0.00
Estimate Total (USD)			\$1,130.61

Quote#: 5532 Title: Exterior Quote

Date: 01/25/2024

Estimator: John Drummond

Cell Phone: (850) 776-1867 Office Phone: (850) 760-0677

Mailing Address: P O Box 3784 Milton FL 32572



Customer Quote

Locally Owned and Independently Operated

Melissa Simpson
mel.sells.nwfl@gmail.com
(919) 402-3295

Billing: 5161 Doctor M.L.K. Jr Dr
Milton, FL 32570

Service: 5161 Doctor M.L.K. Jr Dr
Milton, FL 32570

Customer Notes: We ask our customers to choose the paint colors within 7 days after quote acceptance.

- **THE FIVE STAR EXPERIENCE:** Our goal is high-quality results at a fair price, 100% customer satisfaction, and a 5-Star review on every job we deliver! We use only industry-leading paints and highly experienced professional painters to complete the work to your home. Our work is 100% guaranteed and we warranty our workmanship for up to 24 months.
- **LICENSED, BONDED, AND INSURED:** Five Star Painting is your safe choice because we are licensed in Escambia and Santa Rosa Counties, and carry \$1MM-\$2MM liability insurance coverage for your protection and piece of mind.
- **QUOTE:** Your final custom quote and statement of work is outlined below.
- **SCOPE OF WORK:** Surfaces to be painted, approach details, and statement of work is outlined below. We will need at least 2 feet of clearance between vegetation and/or exterior structures, and the surfaces to be painted, prior to the painting start date.
- **FAIR PRICING PHILOSOPHY:** This estimate is based on what we can visually inspect. If we find damage underneath the surface, we notify the Owner and use the Change Order process. We will provide a quote that includes labor and materials, for the Owner to consider. Pricing on this quote is based on the onsite manpower required to complete all of the tasks listed; if any tasks are excluded, pricing on the remaining tasks are likely to change.
- **PAINTS AND COVERAGE:** We use only high-quality and best-value paints by Sherwin Williams (or others brands at your direction). Our goal on every paint project is a full-coverage result to achieve a high quality, excellent hide, and a long-lasting result. We are able to achieve that result through a 1 or 2 coat application process depending on the surfaces being painted, colors selected, coatings used, and application techniques.
- **COLORS:** Final selection of colors and finish is the responsibility of the homeowner.
- **PAINTING CREW:** An experienced Five Star Painting Crew will be assigned to your project when the scope is finalized and your job is scheduled.
- **PAYMENT TERMS:** Project will be scheduled with a 1/3 down payment. Final Payment is due on the day the job is complete. Progress payments will be requested for jobs lasting longer than 4 days. A 2.5% processing fee will be added to payments made with a credit or debit card.
- **OUR LOWEST PRICE GUARANTEE:** We will meet our competitor's price or gladly refund your deposit provided same scope of work, comparable paints, proof of licensing, and General Liability Insurance.

Not Included: This quote excludes:

- Painting any surface not listed in this quote.
 - Carpentry and replacement materials. If needed, one of our renovator crews can provide a separate quote for repairs. Their pricing is always reasonable, and we don't mark that up.
- A warranty on paint that was not supplied by Five Star Painting. We guarantee the results only on paint that we supply.

Details

Tape, caulk, covering materials

Labor: \$0.00

Materials: \$155.00

Power Wash
Power Washing: Remove dirt, mildew, cobwebs and other debris to allow for proper paint adhesion and expose areas needed for scraping.
Labor: \$325.00

Caulking (Lin Ft.)
Caulking: Caulk gaps and cracks to seal and protect against moisture.
Labor: \$157.50

Concrete-Block Siding
SW Loxon Ext Masonry Primer White Flat (1 Coat)
Paint: SW Duration Ext Sat C1 Color 1 Satin (2 Coats)
Color: Color 1
Notes: Trenching required. Lots of peeling paint.
Labor: \$1,261.27

Soffit-Fascia
SW Exterior Oil-Based Wood Primer White Flat (1 Coat)
Paint: SW Duration Ext Sat C2 Color 2 Satin (2 Coats)
Color: Color 2
Labor: \$1,542.22
Product: Soffit

Windows Windows
Count: 4 Wood Frame
Paint: SW Duration Ext Sat C2 Color 2 Satin (2 Coats)
Color: Color 2
Notes: Excludes metal window frames.
Labor: \$155.84

Doors
Doors
Count: 2
Paint: SW Duration Ext Sat C3 Color 3 Satin (2 Coats)
Color: Color 3
Labor: \$211.67

Jambs
Jambs
Count: 2
Paint: SW Duration Ext Sat C2 Color 2 Satin (2 Coats)
Color: Color 2
Labor: \$111.67

Total
Materials: \$1,399.00
Labor: \$3,765.17
Subtotal: \$5,164.17
Total: \$5,164.17
Deposit Required (33%): \$1,704.18
Payment: \$0.00
Balance Due: \$5,164.17

We propose hereby to furnish material and labor - complete in accordance with above specifications for the sum stated above. Any alteration or deviation from the specification involving extra costs will become an extra charge over and above the quote. All accounts are due and payable upon completion of work as described above. In the event suit is brought, the prevailing party shall recover its attorney fees and costs. Finance

charge of 1.5% per month will be applied on all past due accounts. All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. This proposal may be withdrawn if not accepted within 15 days.

I hereby grant Five Star Painting permission to use my, and my property's, likeness in a photograph, video, or other digital media ("photo") in any and all of its publications, including web-based publications, without payment or other consideration. I understand and agree that all photos will become the property of the Five Star Painting and will not be returned. I hereby hold harmless, release, and forever discharge the Five Star Painting from all claims, demands, and causes of action.

I agree to the payment terms and contract stated above:

Authorization to begin work (Client): _____
Work Completed to satisfaction (Client): _____
Contractor Signature: _____ Date: _____

Customer Focused, Quality Driven™
Visit FiveStarPainting.com/warranty for details on our 2-year warranty.



to me

Hello Mrs Simpson. We have the quote for your property in Milton at:

5161 Martin Luther King, Milton fl.

To power wash the entire siding of building, all prep needed, and painting, labor and materials included, using satin finish paint total \$2950.

All work required \$50% deposit and \$50% when job completed.

Vicente Painting & Remodeling.
2141 Fairchild St, Pensacola, FL 32504.
(850) 490-3119.
Vicentepaintingremodeling.com
License and insured.

Thank you, I will let you know.

I accept the proposal.

When would you be able to start?

Reply

Forward



Meco Properties, Inc.
2172 W Nine Mile Rd 119
Pensacola, FL 32534 US
850-982-7195
mecoproperties@gmail.com



Estimate

ADDRESS

Melissa Simpson

ESTIMATE # 1016

DATE 10/18/2023

DESCRIPTION	QTY	RATE	AMOUNT
Martin Luther Blvd building: 1. Pressure wash building. 2. Repair wood damage around facia. 3. Paint 1 color with Paint and Sealer product for masonry. Labor / Material	1	2,400.00	2,400.00
TOTAL			\$2,400.00

Accepted By

Accepted Date



City of Milton
2024 Business Improvement Program
Cycle 2

	<u>NAME</u>	<u>ADDRESS</u>	<u>REQUEST</u>	<u>MATCH</u>	<u>PROJECT</u>	<u>FIRST TIME APPLICANT</u>	<u>TARGET LOCATION</u>	<u>HISTORIC STRUCTURE</u>
	APPLICANT							
1	Boomerang USA, LLC (Boomerang Pizza)	5227 Willing Street	\$ 5,000.00	\$ 3,976.33	Exterior doors, painting & rear awning	NO	YES	YES
2	Atalanta Investment Properties, LLC	5161 Dr. Martin Luther King, Jr. Drive	\$ 5,000.00	\$ 40,000.00	New windows & doors, facia repair, exterior cleaning and painting, mural, and landscaping	NO	NO	NO
	TOTAL REQUEST		\$ 10,000.00	\$ 43,976.33	Match Ratio	\$ 4.40		
			<u>Total Budget</u>	<u>Awarded to Date</u>	<u>Available Balance</u>			
	AVAILABLE FUNDING	CRA	\$ 20,000.00	\$ 4,000.00	\$ 16,000.00			
		General Revenue	\$ 20,000.00	\$ -	\$ 20,000.00			
		TOTAL	\$ 40,000.00	\$ 4,000.00	\$ 36,000.00			
	<u>FY 2024 TO DATE</u>		<u>AWARD</u>	<u>MATCH</u>				
1	CD Properties	6821 Caroline Street	\$ 4,000.00	\$ 5,550.00	Exterior Windows	No	Yes	Yes
	TOTAL		\$ 4,000.00	\$ 5,550.00				
				Match Ratio	\$ 1.39			

City of Milton
Business Improvement Program
Complete History

<u>CYCLE</u>	<u>PROJECTS</u>	<u>BUSINESSES</u>	<u>GRANTEE</u>	<u>ADDRESS</u>	<u>GRANT TYPE</u>	<u>PROJECT</u>	<u>REQUEST</u>	<u>AWARD</u>	<u>REQUIRED</u>	<u>EST. TOTAL</u>	<u>CRA</u>	<u>CITY</u>	<u>PAYMENT</u>	<u>STATUS</u>	<u>APPROVED</u>
									<u>MATCH</u>	<u>MATCH</u>					<u>COUNCIL</u>
2018 Cycle 1	1	1	Visible Changes Barber Shop	5154 Santa Rosa Street	Façade	Code required upgrades, signage, painting	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 7,500.00		\$ 2,500.00	\$ 2,500.00	Completed	MSM
	2	2	LilPax's Boat Rental	5142 Willing Street	Sign & Façade	Business Signage	\$ 500.00	\$ 500.00	\$ -	\$ 2,500.00	\$ 369.82		\$ 369.82	Completed	MSM
	3	3	Man Cave Barber Shop	5176 Stewart Street	Sign & Façade	Signage, exterior awning	\$ 500.00	\$ 500.00	\$ -	\$ -		\$ 500.00	\$ 500.00	Completed	MSM
	4	4	Beardless Brewhaus	6820 Caroline Street	Façade	Roll-up garage door	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 15,000.00	\$ 5,000.00		\$ 5,000.00	Completed	MSM
	5	5	Corner Shack	5168 Stewart Street	Equipment & Façade	Business equipment, fire suppression, painting, doors	\$ 3,250.00	\$ 3,250.00	\$ 3,250.00	\$ 12,500.00		\$ 3,250.00	\$ 3,250.00	Completed	MSM
	6	6	Boomerang Pizza	5227 Willing Street	Façade	Exterior Painting & Lighting	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 15,000.00	\$ 5,000.00		\$ 5,000.00	Completed	MSM
2019 Cycle 1	7	7	Elliott & Cunningham Office	5235 Willing Street	Façade	Exterior Façade, interior ceiling replacement, painting	\$ 5,000.00	\$ 5,000.00					\$ -	Unutilized	MSM
	8	8	CD Properties	6821 Caroline Street	Façade	Repair Historic Windows and surrounds	\$ 5,000.00	\$ 4,450.00	\$ 4,450.00	\$ 5,000.00	\$ 4,450.00		\$ 4,450.00	Completed	MSM
	9	9	Brew Angels Brewery	6821 Caroline Street	Equipment	Equipment Upgrade	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 35,000.00		\$ 5,000.00	\$ 5,000.00	Completed	MSM
	10		Brew Angels Brewery	6821 Caroline Street	Sign	New business sign	\$ 500.00	\$ 500.00	\$ -	\$ 1,153.15	\$ 500.00		\$ 500.00	Completed	MSM
	11	10	Janet Coulter Realty Office	5241 Willing Street	Façade	Exterior awning and painting	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 15,000.00		\$ 4,943.12	\$ 4,943.12	Completed	MSM
	12	11	Milton Revival, LLC	5237 Willing Street	Façade	Exterior awning, painting and drainage system	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 20,000.00	\$ 5,000.00		\$ 5,000.00	Completed	MSM
2019 Cycle 2	13	12	Blackwater Bistro	5147 Elmira Street	Façade	ADA Ramp, Painting, Siding	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 5,000.00	\$ 2,125.00		\$ 2,125.00	Completed	MSM
	14	13	Brooks, Warrick & Assoc.	6867 Oak Street	Sign	Sign	\$ 500.00	\$ 500.00	\$ -	\$ 1,000.00	\$ 485.78		\$ 485.78	Completed	MSM
	15		Boomerang Pizza	5227 Willing Street	Façade	Exterior Painting	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 4,876.20		\$ 4,876.20	Completed	MSM
	16		Beardless Brewhaus	6820 Caroline Street	Equipment	Equipment Upgrade	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 7,000.00		\$ 5,000.00	\$ 5,000.00	Completed	MSM
	17	14	Wacked Out Weiner	5271 Stewart Street	Façade	Doors and Code Required Plumbing	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 104,270.00		\$ 5,000.00	\$ 5,000.00	Completed	MSM
	18	15	Spencer's Second Hand Shop	5707 Stewart Street	Façade	Window Replacement	\$ 668.89	\$ 668.89	\$ 668.88	\$ 668.88		\$ 668.88	\$ 668.88	Completed	MSM
2020 Cycle	19		Brooks, Warrick & Assoc.	6867 Oak Street	Façade	Roof	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 16,210.00		\$ 5,000.00	\$ 5,000.00	Completed	4/13/2021
	20	16	Sport & Wheat, CPA	5247 Stewart Street	Façade	Exterior Doors, Windows & Painting	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 20,000.00		\$ 5,000.00	\$ 5,000.00	Completed	4/13/2021
	21	17	Saver Self Storage	6586 Caroline Street	Façade	Painting	\$ 4,750.00	\$ 4,750.00	\$ 4,750.00	\$ 4,750.00		\$ 4,750.00	\$ 4,750.00	Completed	4/13/2021
2021 Cycle	22	18	Cohen Innovation, LLC	5739 Stewart Street	Façade	New Roof	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00		\$ 5,000.00	\$ 5,000.00	Completed	8/10/2021
	23	19	Lindsay & Andrews	5218 Willing Street	Sign & Façade	New Signage, Front Door Replacement, Railing, Stairs	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 7,575.00	\$ 5,000.00		\$ 4,566.54	Completed	8/10/2021
	24	20	RaeJean, LLC, DBA Mason's	5141 Dogwood Drive	Sign	New Road Sign	\$ 530.00	\$ 530.00	\$ -	\$ -		\$ 530.00	\$ 530.00	Completed	8/10/2021
	25		Boomerang USA, Inc.	5227 Willing Street	Façade	Paint and Awning	\$ 1,999.00	\$ 1,999.00	\$ 1,999.00	\$ 1,999.00		\$ 1,999.00	\$ 1,999.00	Completed	8/10/2021
	26	21	John C. Allen	6825 Oak Street	Façade	Windows and Shutters	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00		\$ 5,000.00	Completed	8/10/2021
	27	23	Resource Real Estate	6835 Caroline Street	Sign & Façade	Paint, Awning, Signage & Doors	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00		\$ 5,000.00	Completed	8/10/2021
2022 Cycle 1	28		Cohen Innovation, LLC	5739 Stewart Street	Façade	Facia and Soffet Replacement	\$ 10,000.00	\$ 10,000.00					\$ -	Unutilized	3/8/2022
	29		CD Properties	6821 Caroline Street	Façade	Window and Door Wood Rot Replacement/Repair	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 33,347.50	\$ 10,000.00		\$ 10,000.00	Completed	3/8/2022
	30	24	Santa Rosa Historical Society - Imogene	6866 Caroline Street	Façade	Window Wood Rot Replacement/Repair	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,802.00	\$ 2,500.00		\$ 2,500.00	Completed	3/8/2022
2022 Cycle 2	31	25	Bar Strength & Conditioning, LLC	5436 Dogwood Drive	Sign & Façade	Signage & Building Renovations for new location	\$ 6,000.00	\$ 6,000.00	\$ 5,000.00	\$ 150,000.00		\$ 6,000.00	\$ 6,000.00	Completed	6/14/2022
	32	26	Oh Sugar, LLC, DBA The Sweet Greek	5237 Willing Street	Equipment & Façade	Restaurant Equipment, Building Improvements	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 50,000.00	\$ 5,000.00		\$ 5,000.00	Completed	6/14/2022
2022 Cycle 3	33	27	Just Two Guys, LLC DBA The Country Gym	5198 Willing Street	Equipment	Kitchen Hood	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 100,000.00	\$ 2,500.00	\$ 2,500.00	\$ 5,000.00	Completed	7/12/2022
	34		Man Cave Barber Shop	5438 Dogwood Drive	Sign	Signage	\$ 617.39	\$ 617.39	\$ -	\$ -		\$ 617.39	\$ 617.39	Completed	7/12/2022
	35	28	Primerica	5205 Dogwood Drive	Sign	Signage	\$ 877.40	\$ 877.40	\$ -	\$ -		\$ 877.40	\$ 877.40	Completed	7/12/2022
2023 Cycle 1	36		Lindsay & Andrews	5218 Willing Street	Equipment	New Business Equipment - Technology	\$ 5,000.00	\$ 5,000.00	\$ 5,009.00	\$ 5,000.00	\$ 5,000.00		\$ 5,000.00	Completed	11/7/2022
	37	29	Yamato Japanese Steakhouse	6550 Caroline Street	Sign	Signage	\$ 1,000.00	\$ 1,000.00	\$ 3,800.00	\$ 3,800.00		\$ 1,000.00	\$ 1,000.00	Completed	11/7/2022
2023 Cycle 2	38		Oh Sugar, LLC, DBA The Sweet Greek	5237 Willing Street	Sign	Signage	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 936.00		\$ 1,000.00	\$ 1,000.00	Completed	12/13/2022
2023 Cycle 3	39	30	Kearing, LLC	6780 Caroline Street	Façade	Exterior Façade	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 250,000.00	\$ 5,000.00	\$ 5,000.00		Awarded	2/14/2023
	40	31	Atalanta Investment Properties, LLC	6776 Caroline Street	Façade	Exterior Façade	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 500,000.00	\$ 5,000.00	\$ 5,000.00	\$ 10,000.00	Completed	2/14/2023
2023 Cycle 4	41	32	Frick's Pharmacy	6472 Hwy 90, Suite B	Equipment	New Business Equipment - Technology	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,382.00		\$ 5,000.00	\$ 5,000.00	Completed	3/14/2023
2023 Cycle 5	42	33	Stand Your Ground Training & Defense	6632 Elva Street	Sign	Signage	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 690.60		\$ 1,000.00	\$ 1,000.00	Completed	4/11/2023
2023 Cycle 6	43		CD Properties	6821 Caroline Street	Façade	Window and Door Wood Rot Replacement/Repair	\$ 6,000.00	\$ 6,000.00	\$ 6,000.00	\$ 8,325.00	\$ 5,000.00	\$ 1,000.00	\$ 6,000.00	Completed	9/12/2023
2023 Cycle 7	44	34	Mama Lattes LLC	5412 Stewart Street	Sign	Signage	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 358.00		\$ 1,000.00	\$ 1,000.00	Completed	9/12/2023
2024 Cycle 1	45		CD Properties	6821 Caroline Street	Façade	Window and Door Wood Rot Replacement/Repair	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$ 5,550.00	\$ 4,000.00		\$ 4,000.00	Completed	9/12/2023
2024 Cycle 2	46		Boomerang USA, Inc.	5227 Willing Street	Façade	Exterior Painting, New Entry Door, Rear Door Awning	\$ 5,000.00		\$ 2,500.00	\$ 3,976.33	\$ 5,000.00				
	47		Atalanta Investment Properties, LLC	5161 Dr. MLK Drive	Façade	New Windows & Doors, Facia Repair, Painting, Mural	\$ 5,000.00		\$ 2,500.00	\$ 40,000.00	\$ 5,000.00				
Budget	\$ 10,000.00	FY 2018	3/29/2018												
	\$ 10,000.00	FY 2018	8/20/2018				\$ 192,192.68	\$ 181,642.68	\$ 166,426.88	\$ 1,467,293.46	\$ 96,806.80	\$ 79,135.79	\$ 155,509.13		
	\$ 20,000.00	FY 2019	12/12/2018	50% CRA/50% GR											
	\$ 20,000.00	FY 2019	4/9/2019	50% CRA/50% GR											
	\$ 40,000.00	FY2020	Program Returned to City - In City Budget	\$15,414.50 Refund from MSM			ROI Ratio	\$ 8.08							
	\$ 30,000.00	FY 2021	In City Budget												
	\$ 40,000.00	FY 2022	In City Budget												
	\$ 40,000.00	FY 2023	In City Budget				Allocated	\$ 181,642.68							
	\$ 40,000.00	FY 2024	In City Budget				Expended	\$ 155,509.13							
							Open Projects	\$ 10,000.00							
Total	\$ 250,000.00														



Agenda Item # 2024-2237

Facade Grant Extension Request - Kearing, LLC

MEETING DATE

February 13, 2024

PREPARED BY

Ed Spears, Director of
Economic Development

BACKGROUND

Kearing, LLC was awarded a \$10,000 Business Improvement Grant to make improvements to the exterior façade of their property located at 6780 Caroline Street on February 14, 2023. The project is part of a two-building redevelopment called the "Milton Gateway". The second building completed the grant portion of their project in January 2024 with the installation of new, custom exterior doors and windows. The grant for that project has been paid out.

Due to the current state of the building, and the extensive nature of the work to be designed, engineered, and constructed, the applicants requested, and City Council granted a one-year timeline to complete the project. This is outside the usual and customary six months allowed for completion of projects.

Due to circumstances beyond the control of Kearing, LLC, the project has not been able to advance at the pace anticipated by the owners. The applicant was notified by the City in January 2024 that the grant award was set to expire in February. Please see the attached emails detailing the issues the project has faced. The owners are committed to completing the project as presented and approved by the City Council. As such, Kearing, LLC is requesting a six-month extension to complete the grant portion of the project. The applicant is still committed to providing a minimum match of \$250,000.

To date, the applicant has not requested, nor have any grant funds been paid for this project. The funds awarded in Fiscal Year 2023 consist of \$5,000 from General Revenue and \$5,000 from CRA I. The funds were carried forward at the end of FY 23 and will not impact the FY 2024 grant budget.

Due to the unforeseen issues that were not caused by the owners, the difficult nature in obtaining engineering services in general and the lengthy lead time for construction and delivery of custom construction projects, staff is recommending that Council grant a one-time extension of six months.

Attachments

1. Email Communications Between the City and Kearing, LLC

SUMMARY

RECOMMENDATION

Due to the unforeseen issues that were not caused by the owners, the difficult nature in obtaining engineering services in general and the lengthy lead time for construction and delivery of custom construction projects, staff is recommending that Council grant a one-time extension of six months.

ATTACHMENTS

1. Kearing LLC Extension Request Emails

Ed Spears

From: Melissa Simpson <mel.sells.nwfl@gmail.com>
Sent: Tuesday, January 30, 2024 5:16 AM
To: Ed Spears
Cc: Prashant Patel
Subject: Re: 6780 Caroline Street

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

Ed,

We have experienced several unforeseen delays due to family medical issues with our selected contractors. During this time, we made the decision to move forward with obtaining a bid for replacing a beam in the interior of the structure, and as requested paid 50% up front upon initial review of the project. After in person review, it became apparent that the engineer was not of the professionalism or quality that was necessary and the selection process began once more. Through a recommendation from a different general contractor, a new structural engineer was obtained and contracted to complete the beam design so we could proceed with the project. Upon completion of the drawings and payment for said drawings, our current general contractor was unable to proceed due to no stamps being placed on the drawings. After returning to the structural engineer, they insisted upon an additional payment to obtain the stamps on the drawings. As we are at an impasse on what to do with the beam drawings, we returned to our contractor for other options, but because of the delays in our project, were unable to proceed on work as they are booked up for the rest of the year (2023) and into the beginning of 2024.

We are requesting an additional 6 months so a bid can be obtained to add a new window to the corner of MLK/ Hwy 90. This will require several professionals and the 6 months will be necessary based upon schedules and supply chain timelines. If we are able to obtain a timeline with our general contractor on any other items, we will of course work diligently to schedule but are at the mercy of their other projects.

We appreciate your consideration in the matter, and are available for any further questions or concerns.

Thanks,
m

Melissa Glyptis Simpson, MS, CSCS, SCCC, SPCC
Commercial Broker Associate, Coldwell Banker Commercial, Realty
5561 Woodbine Rd. Pace, FL 32571
Cell: 850-733-6532
Personal: 919-402-3295
Email: mel.sells.nwfl@gmail.com
Website: melissasimpsoncre.com

CBC #1 Commercial Agent, State of Florida 2022
CBC Top 2% in the USA 2022, 1 of 7 Women to earn this rank
CBC Commercial Platinum Circle of Distinction 2022
CBC Commercial Silver Circle of Distinction 2021, 2020
CBC Commercial Agent of the Year in NWFL 2022, 2021, 2020, 2019, 2018
Costar Power Broker 2022, 2021, 2020, 2019

On Mon, Jan 22, 2024 at 8:08 AM Ed Spears <espears@miltonfl.org> wrote:

Good morning. I will prepare a request for Council to consider an extension. They will have to vote to approve the extension. Can you please provide me some details on the status of the project and why an extension is necessary?

THANKS!!!! Ed



Edward E. Spears
Director of Economic Development
City of Milton
espears@miltonfl.org
econdev@miltonfl.org
www.miltonfl.org
850-983-5400 ext. 1223
850-530-0051

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

From: Prashant Patel <prashant@patelny.com>
Sent: Sunday, January 21, 2024 10:18 AM
To: Ed Spears <espears@miltonfl.org>
Cc: Melissa Simpson (mel.sells.nwfl@gmail.com) <mel.sells.nwfl@gmail.com>
Subject: Re: 6780 Caroline Street

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

Ed,

I would appreciate it we could get an extension on the grant.

thank you,

Prashant Patel

On Mon, Jan 8, 2024 at 11:45 AM Ed Spears <espears@miltonfl.org> wrote:

Mr. Patel and Mrs. Simpson – Happy New Year. I hope this message finds you well. I am writing to you regarding the commercial façade grant from the City of Milton. The grant was awarded on February 14, 2023 and work funded by the grant was to be completed within one year. As we approach the anniversary of the grant award, I want to remind you of the deadline and get an update on the project. You may request an extension of the grant, but that request will have to go before the City Council for approval. Please let me know how you would like to proceed so that I can get the item on the Council's agenda if necessary.

Thanks to you both for investing in Milton.

Ed



Edward E. Spears
Director of Economic Development
City of Milton
espears@miltonfl.org
econdev@miltonfl.org
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850-983-5400 ext. 1223
850-530-0051