CITY COUNCIL
Regular Meeting Agenda

December 10, 2024
5:30 PM
6738 Dixon Street
Milton, FL 32570

1. **Open Meeting**
2. **Invocation & Pledge of Allegiance**

   Pastor Nicole Jackson
3. **Honoring of Outgoing Elected Officials**
4. **Swearing-In Ceremony**
5. **Reception**
6. **Approval of Minutes**

   Item # 2024-2894
   November 12, 2024 Regular Council Meeting Minutes
7. **Approval of Agenda**

   - Recommendation for additional items from the staff.
   - Recommendation for additional items from the Council.
8. **Public Announcements, Awards, Proclamations & Recognitions**
9. **Mayoral Appointments**

   Item # 2024-2952
   Mayoral Appointments

   Item # 2024-2953
   Selection of Mayor Pro Tempore
10. **Public Hearings**
11. **Invited Speakers**
12. **Persons to Appear**
13. **General Consent Agenda**

    Item # 2024-2959
    General Consent Agenda

    Item # 2024-2896
    Renewal of the Interlocal Agreement Between SRC Supervisor of Elections & City of Milton

    Item # 2024-2899
    City Clerk Contract Renewal

    Item # 2024-2905
    Holiday Bonus
14. **Ordinances & Resolutions**

Item # 2024-2954
Resolution #2024-41 Amending the FY2025 Budget

Item # 2024-2955
Resolution #2024-42 Amending the FY2024 Budget

15. City of Milton Events

16. Planning Board
Councilman Michael Cusack

17. Administration, Emerald Coast Regional Council
Councilwoman Marilynn Farrow

Item # 2024-2946
Next ECRC Meeting Date & Time

Item # 2024-2945
Acknowledging Recent Improvements Made by Staff

Item # 2024-2956
City of Milton Board Vacancies **(discussion)**

18. Parks & Recreation, Community Improvement Board
Councilman Gavin Hawthorne

19. LEAP

20. Board of Adjustments

21. Historic Preservation Board, Transportation Planning Organization

22. Growth, Development & Annexation, Tourist Development Council

Item # 2024-2904
Business Improvement Program Grant Application - SRHS Henderson House **(action item)**

23. Finance, Public Works
Councilman Casey Powell

Item # 2024-2949
WWTP Project Layout - Location of Plant, the 100 acres and 3 Sprayfields **(discussion item)**

Item # 2024-2810
Invitation to Bid #2024-10 Effluent Disposal System and Sprayfields 1 & 2 **(action item)**

Item # 2024-2887
ITB 2024-09 North Santa Rosa Regional Water Reclamation Facility **(action item)**

Item # 2024-2947
Discussion on Possible RFP for PFAS Removal System to Include Wetlands Discharge System

Item # 2024-2948
Discussion on Communication with Council and Public Regarding Recent Sewage Discharge

Item # 2024-2950
Public Works Vehicles Ready for Auction **(action item)**

24. Mayor Report: Public Safety, Ordinance Committee

Mayor Heather Lindsay

25. City Attorney's Report

26. City Manager's Business

27. Public Input

28. Adjournment

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

"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

November 12, 2024 Regular Council Meeting Minutes

MEETING DATE	PREPARED BY
December 10, 2024	Clerk's Office

CITY COUNCIL
Regular Meeting Minutes

November 12, 2024
6:30 PM
6738 Dixon Street
Milton, FL 32570

1. Open Meeting

The meeting was called to order at 07:15 PM.

Members Present:

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

Members Absent:

Council Member, Ward I, Seat II Matthew Jarrett

Members of the Public in Attendance

Larry McKee, Sherry Chapman, Cyndi Pelton, Art Brown, Susan Brown, David Farrow, Reni Johnmeyer, Elizabeth Major, Pam Mitchell, Jerry Mitchell, Vernon Compton, Jeff Crigler, Jim Anderson, Rick Rogers, Cassandra Sharp, Lauren Odgers, Buddy Fisher, Gwen Sachar, Ashley Fretwell, Joe Fretwell, Alfred Picardi, Barbara Buss, Lynn Buss, JD Blake, Chris Curb, Dan Mullins, Vicki Mullins, Dean Leightey, Theresa Messick, Jimmy Messick, Lynwood Hurston, Carol Rich,

Staff in Attendance

City Manager, Ed Spears
City Attorney, Alex Andrade
City Clerk, Molly Turnes
IT Director, Krystle Nowlin
IT Systems Analyst, Brittney Ballard
Public Information Officer, Bethany Anderson
Economic Development Director, Stephen Prestesater
Public Works Director, Joe Cook
CFO, Curtis Crebs
Events Coordinator, Jay Conrad
Chief of Police, Tony Tindell

2. Invocation & Pledge of Allegiance

Pastor Steve Warren

3. Approval of Minutes

Item # 2024-2833
Regular City Council Meeting Minutes for October 8, 2024

ACTION:	Motion to Approve as amended by Casey Powell; second by Shari Sebastiao; Motion passed - 7:0
YEAS:	Roxanne Meiss, Jeff Snow, Casey Powell, Mike Cusack, Marilynn Farrow, Gavin Hawthorne, Shari Sebastiao
NAYS:	None
ABSTAIN:	None

Councilwoman Farrow made a correction at the work session for this item to change #14 to "the council showed *consensus* for the singing of the national anthem before the youth games"

Item # 2024-2863
FY25 Budget Public Hearing 1 Meeting Minutes for September 3, 2024

ACTION:	Motion to Approve by Jeff Snow; second by Marilynn Farrow; Motion passed - 7:0
YEAS:	Roxanne Meiss, Jeff Snow, Casey Powell, Mike Cusack, Marilynn Farrow, Gavin Hawthorne, Shari Sebastiao
NAYS:	None
ABSTAIN:	None

Item # 2024-2864
FY25 Budget Public Hearing 2 for September 19, 2024

ACTION:	Motion to Approve by Casey Powell; second by Gavin Hawthorne; Motion passed - 7:0
YEAS:	Roxanne Meiss, Jeff Snow, Casey Powell, Mike Cusack, Marilynn

	Farrow, Gavin Hawthorne, Shari Sebastiao
NAYS:	None
ABSTAIN:	None

Item # 2024-2865
Special Called Meeting Minutes for October 17, 2024

ACTION:	Motion to Approve as amended by Jeff Snow; second by Gavin Hawthorne; Motion passed - 7:0
YEAS:	Roxanne Meiss, Jeff Snow, Casey Powell, Mike Cusack, Marilynn Farrow, Gavin Hawthorne, Shari Sebastiao
NAYS:	None
ABSTAIN:	None

Councilwoman Farrow made the correction that the motion did not state that Councilman Snow made to "extend the bid for 10 days for negotiations" and should be changed.

4. Approval of Agenda

ACTION:	Motion to Approve as Amended by Marilynn Farrow; second by Mike Cusack; Motion passed - 6:1
YEAS:	Jeff Snow, Casey Powell, Mike Cusack, Marilynn Farrow, Gavin Hawthorne, Shari Sebastiao
NAYS:	Roxanne Meiss
ABSTAIN:	None

Council Added the Tree removal item for the Historical Society to this agenda and moved new items from the work session agenda that weren't discussed to the December 10th Council Meeting agenda.

5 items moving to consent (that were discussed during the work session):

- MLK Parade
- Employee Christmas Luncheon
- Wreaths Across America Sponsorship
- Residential Facade Grant for Combs Street
- Lift Station Crane Truck Purchase

Additionally, at the request of the public, council moved the last two items under #20 up to after Ordinances & Resolution.

- Item# 2024-2810 Invitation to Bid#2024-10Effluent Disposal System and Sprayfields 1&2
- Item# 2024-2886 Bid Opening for ITB 2024.11 Milton Force Main Interconnect Materials Phase 2&3 Project

The facade grant for the Henderson House was not added to the agenda as discussed during the work session

5. Public Announcements, Awards, Proclamations & Recognitions

Item # 2024-2869
Captain's Oath of Office / Pinning Ceremony MFD - Maddox
Pinning Ceremony was held during the work session

Item # 2024-2870
Milton Fire Department - FMIT Certificate of Safety Recognition
FMIT Certificate of Safety Recognition was held during the work session

Item # 2024-2875
Check Presentation to Milton Historic Cemetery Fund
Check presentation was held during the work session

Item # 2024-2874
Veterans Day Proclamation
Mayor Lindsay read the Veterans Day Proclamation

6. Public Hearings
No Public Hearings

7. Invited Speakers
No Invited Speakers

8. Persons to Appear
Public input was provided by: Sherry Chapman, Alfred Picardi (Midway Water Board), Theresa Messick, Pam Mitchell, Jerry Couey, Cindy Smith, Larry McKee, David Samples

9. General Consent Agenda

Item # 2024-2834
General Consent Agenda

ACTION:	Motion to Approve as amended by Jeff Snow; second by Shari Sebastiao;
	Motion passed - 7:0
YEAS:	Roxanne Meiss, Jeff Snow, Casey Powell, Mike Cusack, Marilynn Farrow, Gavin Hawthorne, Shari Sebastiao
NAYS:	None
ABSTAIN:	None

Items that were added to the consent agenda

- Item# 2024-2891 SEPA: MKL JR Parade
- Item# 2024-2873 Annual Employee Christmas Luncheon
- Item# 2024-2740 Wreaths Across America Sponsorship
- Item# 2024-2872 Lift Station Crane Truck

Item # 2024-2798
2025 Proposed Council Meeting Schedule

Item # 2024-2861
Vehicle Purchase- Ford Ranger for Meter Department

Item # 2024-2862
Vehicle Purchase - Garbage Truck for Sanitation Department

10. Ordinances & Resolutions

Item # 2024-2806
Ordinance #20-24 Architectural Design Standards in CRA Areas
2nd Reading

ACTION:	Motion to Approve by Casey Powell; second by Marilynn Farrow;
	Motion passed - 7:0
YEAS:	Roxanne Meiss, Jeff Snow, Casey Powell, Mike Cusack, Marilynn

	Farrow, Gavin Hawthorne, Shari Sebastiao
NAYS:	None
ABSTAIN:	None

City Attorney Alex Andrade read second reading of Ordinance #20-24

Item # 2024-2889
Resolution # 2024-39 Amending the Fiscal Year 2024 Budget

ACTION:	Motion to Approve by Jeff Snow; second by Casey Powell; Motion passed - 7:0
YEAS:	Roxanne Meiss, Jeff Snow, Casey Powell, Mike Cusack, Marilynn Farrow, Gavin Hawthorne, Shari Sebastiao
NAYS:	None
ABSTAIN:	None

City Attorney Alex Andrade read Resolution #2024-39

Item # 2024-2890
Resolution # 2024-40 FY24 Budget Amendment

ACTION:	Motion to Approve by Jeff Snow; second by Gavin Hawthorne; Motion passed - 7:0
YEAS:	Roxanne Meiss, Jeff Snow, Casey Powell, Mike Cusack, Marilynn Farrow, Gavin Hawthorne, Shari Sebastiao
NAYS:	None
ABSTAIN:	None

City Attorney Alex Andrade read Resolution #2024-40

11. City of Milton Events

Item # 2024-2891
SEPA: Martin Luther King Jr. Parade and Celebration (1/20/25)
Motion passed with Consent Agenda

12. Public Information Officer Report
Public Information Officer, Bethany Anderson reported to council

13. Planning Board
Councilman Cusack reported to council

14. Administration, Emerald Coast Regional Council
Councilwoman Farrow reported to council

- The State Audit Response item from the work session was discussed by council.

(Councilwoman Farrow passed out a document with her comments and reviewed it with council)
IT Director, Krystle Nowlin reported to council in regard to policy for electronic records and audio at council meetings

- Item# 2024-2878 Exploring options for improvement to consistent audio during meetings- was not discussed during work session. Councilwoman Farrow stated that it was much better this meeting

IT Director, Krystle Nowlin reported to council

Item # 2024-2873
City of Milton Annual Employee Christmas Luncheon **(action item)**
Added to consent agenda

Item # 2024-2740
Wreaths Across America Sponsorship **(action item)**
Added to consent agenda

Item # 2024-2888
Board Vacancy - Historic Preservation Board **(discussion item)**
Discussed at the work session

15. Parks & Recreation, Community Improvement Board
Councilman Hawthorne reported to council

16. LEAP
Councilwoman Sebastiao reported to council
Krystle Nowlin reported to council regarding the Internship Program and the intern that was hired by the City to work in the IT Department.

17. Board of Adjustments
No Report

18. Historic Preservation Board, Transportation Planning Organization
Councilwoman Meiss reported to council

19. Growth, Development & Annexation, Tourist Development Council

Councilman Snow reported to council

Item # 2024-2876
Residential Facade Grant - 5055 Canal St. **(action item)**

20. Finance, Public Works

Councilman Powell reported to council
Public input was provided by: Cindy Smith

Item # 2024-2872
Lift Station Crane Truck **(action item)**

Item # 2024-2810
Invitation to Bid #2024-10 Effluent Disposal System and Sprayfields 1 & 2 **(action item)**

ACTION:	Motion to Move to December 10th Meeting by Jeff Snow; second by Casey Powell; Motion passed - 7:0
YEAS:	Roxanne Meiss, Jeff Snow, Casey Powell, Mike Cusack, Marilynn Farrow, Gavin Hawthorne, Shari Sebastiao
NAYS:	None
ABSTAIN:	None

(This item was moved up after ordinances and resolutions)
Members of Council discussed the benefit of not going forward or going forward with this item as well as losing the $5M in funding if the contract is not executed by December 31.
Mr. Chavers of Chavers Construction spoke and answered questions from council.
Councilmembers Elect McKee and Fretwell spoke on this item also.

Item # 2024-2886
Bid Opening for ITB 2024.11 Milton Force Main Interconnect Materials Phase 2 & 3 Project **(action item)**

ACTION:	Motion to Approve by Casey Powell; second by Jeff Snow; Motion passed - 7:0

YEAS:	Roxanne Meiss, Jeff Snow, Casey Powell, Mike Cusack, Marilynn Farrow, Gavin Hawthorne, Shari Sebastiao
NAYS:	None
ABSTAIN:	None

21. Mayor Report: Public Safety, Ordinance Committee

Mayor Lindsay reported to council

22. City Attorney's Report

City Attorney Alex Andrade reported to council

23. City Manager's Business

City Manager Ed Spears reported to council

ACTION:	Motion to Approve by Casey Powell; second by Shari Sebastiao; Motion passed - 7:0
YEAS:	Roxanne Meiss, Jeff Snow, Casey Powell, Mike Cusack, Marilynn Farrow, Gavin Hawthorne, Shari Sebastiao
NAYS:	None
ABSTAIN:	None

ITEM ADDED

Enter into agreement with the Historical Society to temporarily remove trees along canal street to facilitate the moving of the house

24. Public Input

Public input was provided by: Jimmy Messick (provided paperwork to Council), Howard Steele, Tina Pintor, Vernon Compton, Theresa Messick, Nicole Jackson

25. Adjournment

The meeting adjourned at 09:04 PM.

_____ _____
Mayor Date

_____ _____
City Clerk Date

Agenda Item # 2024-2952

Mayoral Appointments

MEETING DATE	PREPARED BY
December 10, 2024	

BACKGROUND

Annual organizational meeting: Appointments

SUMMARY

RECOMMENDATION

ATTACHMENTS

None

Agenda Item # 2024-2953

Selection of Mayor Pro Tempore

MEETING DATE	PREPARED BY
December 10, 2024	

BACKGROUND

Annual organizational meeting : Mayor Pro Tem Selection

SUMMARY

RECOMMENDATION

ATTACHMENTS

None

Agenda Item # 2024-2959

General Consent Agenda

MEETING DATE	PREPARED BY
December 10, 2024	

BACKGROUND

Items were placed on the consent agenda after discussion at the previous work session.

SUMMARY

Consent Agenda Items:

- Renewal of the Interlocal Agreement Between SRC Supervisor of Elections & City of Milton
- City Clerk Contract Renewal
- Holiday Bonus

RECOMMENDATION

ATTACHMENTS

None

INTERLOCAL AGREEMENT BETWEEN SANTA ROSA COUNTY, FLORIDA AND THE CITY OF MILTON

This interlocal agreement, is made and entered into the _____day of _____ , 2_____ by and between the City of Milton, Florida a Municipal Corporation (hereafter designated City), and the Santa Rosa County Office of the Supervisor of Elections (hereafter designated Supervisor), to enumerate Election responsibilities.

Whereas, the City and County have a common need to conduct elections related to Candidates and Issues affecting both the City and County jointly and separately.

Whereas, the City and County are authorized by Florida Statute 163.01 Et. Seq. to enter into interlocal agreements so as to provide mutual advantage and thereby provide better services for the needs and development of local communities.

Now Therefore, for and in consideration of mutual benefits and for good and valuable considerations, the Supervisor and the City, agree as follows:

1. **Purpose of the Agreement**

   The purpose of this agreement is to establish the responsibility of the Supervisor in the conduct of official City Elections, including those for Mayor, Clerk, City Council, and any Referendum which the City Council directs to be put before its citizens for vote. Also, it will establish the responsibilities of the City.

2. **The Supervisor agrees (in accordance with 1S-2.015, FAC): To conduct Elections for the City as follows:**

   (a) Verify candidate petitions
   (b) Order Ballots for City Elections
   (c) Maintain physical security of Ballots at all times
   (d) Set tabulation parameters
   (e) Conduct Logic and Accuracy tests as required by F.S. 101.5612
   (f) Mail vote-by-mail (absentee) ballots to City residents as verified by the City Clerk
   (g) Verify the validity of returned vote-by-mail (absentee) ballots
   (h) Provide all necessary Election Equipment
   (i) Utilize the County Election Board in the conduct of all Elections
   (j) Utilize the County Canvassing Board to canvass the Election
   (k) Tabulate results
   (l) Report on Election results
   (m) Store and dispose of all voted and unvoted Ballots as required by law

3. **The City agrees to:**

   (a) Qualify all candidates for city offices in accordance with Florida Election Laws and the City Charter
   (b) Provide a listing of all candidates for City offices and/or the question language conforming to F.S. 101.161 for any issues to be placed on the ballot, to the office of the Supervisor of Elections in a timely manner.
   (c) Assist in determining correct vote-by-mail (absentee) voter residency prior to the mailing of vote-by-mail (absentee) ballots

(d) Provide Canvassing Board Members or assistance as may be deemed necessary or appropriate by the City and/or Supervisor
(e) Provide for Voter Registration Application Display and distribution
(f) Be responsible for the placement of any legal advertisements associated with the adoption of any City Ordinances, Referendum, or other election in accordance with the City Charter and State Election Laws.
(g) Provide the Community Center for use as polling places for all Federal, State, County, and/or City Elections
(h) Provide for Police/Security of Election activities as deemed reasonable and appropriate.

4. **Duration of Agreement**

   This Agreement shall remain in effect until December 31, 2028 at which time the parties may agree to renewal.

5. **Effective Date**

   This Agreement shall take effect the day and year first written above, after approval and acceptance by each of the proper officers of the City and County and their seal affixed hereto.

In Witness Whereof, the said Municipal Corporation in pursuance of due and legal action of its City Council has executed these presents causing its name to be signed by its City Manager and its corporation seal to be affixed hereto and on behalf of Santa Rosa County, the Supervisor of Elections for Santa Rosa County whose seal it affixed, the day and year first written.

The City of Milton, Florida
A Municipal Corporation

(Seal)

By: _____
City Manager

Attest:

_____
City Clerk

Santa Rosa County, a Political Subdivision of the State of Florida, by It's Supervisor of Elections

(Seal)

By:_____
Tappie A. Villane
Supervisor of Elections

Attest:

_____
Michelle Peeterse
Assistant Supervisor of Elections

STATE OF FLORIDA
COUNTY OF SANTA ROSA

EMPLOYMENT CONTRACT

As authorized by Part I, Subpart A , Article 4, , of the City of Milton Charter and municipal code this agreement is entered into this ____ day of _____, 2025, between the City of Milton, Florida, hereinafter called the Employer and Molly Turnes, hereinafter called the Employee. In consideration of the mutual covenants contained herein, the parties agree as follows:

WITNESSETH

SECTION 1: EMPLOYMENT

The Employer hereby employs the Employee in the position of City Clerk and the Employee hereby accepts employment as the city's City Clerk upon the terms and conditions hereinafter set forth.

SECTION 2: TERMS AND CONDITIONS

A. Employee agrees to employment with the employer for an initial term of approximately three (3) years from the date of this agreement through January 31, 2028. This contract shall be automatically renewed for successive terms of three (3) years unless the city council votes to not renew at least 90 days prior to the expiration of the contract term in effect.

B. Employee's employment shall be subject to termination without cause at any time, with compensation as follows:

1. In the event that the Council terminates the Employee's employment as City Clerk before expiration of the aforesaid term of employment and during such time that Employee is willing and able to perform his duties under this agreement, the employer shall pay the employee an amount equal to (16) weeks of regular salary and her balance(s) of accumulated vacation leave.

SECTION 3: DISABILITY

If the Employee is permanently disabled or is otherwise unable to perform her duties because of sickness, accident, injury, mental capacity, or health for a period of twelve (12) successive weeks, or otherwise in accordance with the Fair Labor Standards Act, the Employer shall have the authority to terminate this agreement, subject to the severance pay requirements prescribed in Section 2 of this agreement.

The Employee shall be compensated for any accrued vacation leave, sick leave, and/or any other accrued benefits in accordance with the established policy of the City of Milton regarding other Employees.

SECTION 4: COMPENSATION

The Employer agrees to pay the Employee for her services rendered at an annual base salary of $89,323.00. This salary may be renegotiated at any time during this agreement. Any negotiated salary increase(s) will be implemented upon approval of the city's operating budget for the next fiscal year beginning on October 1.

The employee shall also be entitled to all standard and customary compensation rate increases afforded to the city's employees covered by the city's collective bargaining unit.

The city agrees to pay expenses associated with a standard employee benefits package. Such payment will be payable in installments at the same time as other employees of the Employer are paid.

The employee shall be considered a salaried exempt employee and shall not be entitled to overtime compensation or compensatory time. The employed shall be entitled to flex time off for any hours worked

outside of the normal office operating hours of the city.

SECTION 6: VACATION AND SICK LEAVE

Leave accruals schedule is as follows: the Employee will accrue vacation leave at the rate of sixteen (16) hours per pay period and accrue sick leave at the rate of ten (10) hours per pay period.

The Employee shall be entitled to accumulate, roll over, or otherwise utilize her vacation and sick leave balances as described in the city's most recent personnel policy regarding vacation leave and sick leave.

SECTION 7: COMPENSATORY TIME

The Employee will not be entitled to accrue compensatory time.

SECTION 8: OTHER LEAVE

The Employee shall be entitled to the same Emergency Leave, Holiday Leave, and Funeral Leave as classified employees of the City.

SECTION 9: RETIREMENT

The Employee shall be eligible to participate in the Employer's Mission Square (formerly ICMA) 457(b) retirement plan. The Employer agrees to match the Employee's contribution to this retirement plan up to a maximum of seven (7) % of the Employee's annual salary. The Employee shall be eligible to participate in this plan immediately and upon the date of this agreement.

SECTION 10: BONDING

Employer shall bear the full cost of any fidelity or other bonds required of the Employee under any law or Ordinance.

SECTION 11: OTHER TERMS AND CONDITIONS OF EMPLOYMENT

The Employer, solely through its city manager, and the Employee may affix such other terms and conditions of employment, as it may determine from time to time, relating to the performance of Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this agreement, the City's municipal code, the City Charter, or any other applicable governing provision.

SECTION 12: REDUCTION OF BENEFITS

Employer shall not at any time during the term of this agreement reduce the salary, compensation, or other financial benefits of Employee, except to the degree of such a reduction across-the-board for all employees of Employer or by written agreement between the Employer and Employee.

SECTION 13: DUES AND SUBSCRIPTIONS AND TRAINING:
The Employer agrees to pay for reasonable annual dues, subscriptions, travel, training, certifications, and similarly related expenses beneficial to support the Employee and the Employer in the effective application of human resources management.

Per diem for travel and training expenses paid directly to the Employee shall be paid in accordance with the most recently adopted per diem policy adopted by the Employer.

SECTION 14: NOTICES

Notices pursuant to this agreement shall be given by deposit in the custody of the United States Postal Service, postage prepaid, addressed as follows:

1) Employer:

City of Milton
c/o City Manager
6738 Dixon Street
Milton, FL 32572

2) Employee

Ms. Molly Turnes
City Hall
City of Milton, Florida

Alternatively, notices required pursuant to this agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of deposit of such written notice in the course of transmission in the United States Postal Service.

SECTION 15: GENERAL PROVISIONS

A. The text herein shall constitute the entire agreement between the parties and no modification shall be made unless in writing and signed by both parties.

B. This agreement shall be binding and inure to the benefits of the heirs at law and executors of the Employee.

C. This agreement shall become effective commencing with the date prescribed in introductory paragraph of this agreement.

D. If any provision, or any portion thereof, contained in this agreement is held unconstitutional, invalid, or unenforceable, the remainder of this agreement, or potion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.

E. All previous employment agreements entered between the parties are hereby null and void and are superseded by the current agreement.

F. It is acknowledged by both parties that the Mayor, Mayor Pre-Tempore, or City Attorney has been authorized by the City Council to enter into this agreement on their behalf.

IN WITNESS WHEREOF, the City of Milton has caused this agreement to be signed and executed in its behalf by its authorized representative and the Employee has signed and executed this agreement, both in duplicate, the day and year first written above..

_____

CITY OF MILTON
STATE OF FLORIDA

APPROVED AS TO FORM:

_____

_____
EMPLOYEE

		FY2025 Budget
001 General Fund	**$**	**27,819**
513 Admin	**$**	**3,429**
Personal Services	$	3,429
001-0513-513.15-01 Special Pay - Bonuses	$	3,429
515 Planning	**$**	**1,311**
Personal Services	$	1,311
001-0515-515.15-01 Special Pay - Bonuses	$	1,311
516 Finance	**$**	**1,836**
Personal Services	$	1,836
001-0516-516.15-01 Special Pay - Bonuses	$	1,836
519 Facilities Maint	**$**	**525**
Personal Services	$	525
001-0519-519-15-01 Special Pay -	$	525
521 Law Enf.	**$**	**7,868**
Personal Services	$	7,868
001-0521-521.15-01 Special Pay - Bonuses	$	7,868
522 Fire	**$**	**4,458**
Personal Services	$	4,458
001-0522-522.15-01 Special Pay - Bonuses	$	4,458
523 Information Technology	**$**	**787**
Personal Services	$	787
001-0523-523-15-01 Bonuses -	$	787
524 City Clerk	**$**	**262**
Personal Services	$	262
001-0524-524-15-01 Special Pay -	$	262
541 Road & St.	**$**	**3,147**
Personal Services	$	3,147
001-0541-541.15-01 Special Pay - Bonuses	$	3,147
572 Parks	**$**	**2,098**
Personal Services	$	2,098
001-0572-572.15-01 Special Pay - Bonuses	$	2,098
573 Landscaping	**$**	**2,098**
Personal Services	$	2,098
001-0573-573.15-01 Special Pay - Bonuses	$	2,098
574 Economic Development	**$**	**-**
Personal Services	$	-
001-0574-574.15-01 Special Pay - Bonuses	$	-
402 Gas	**$**	**3,409**
531 Meter	**$**	**-**
Personal Services	$	-
402-0531-531.15-01 Special Pay - Bonuses	$	-
532 Utility Service	**$**	**3,409**
Personal Services	$	3,409
402-0532-532.15-01 Special Pay - Bonuses	$	3,409
533 Marketing	**$**	**-**
Personal Services	$	-
402-0533-533.15-01 Special Pay - Bonuses	$	-
403 Water & Sewer	**$**	**7,081**
531 Meter	**$**	**-**
Personal Services	$	-
403-0531-531.15-01 Special Pay - Bonuses	$	-
535 Wastewater	**$**	**2,623**
Personal Services	$	2,623
403-0535-535.15-01 Special Pay - Bonuses	$	2,623
536 Water Services	**$**	**4,458**

Personal Services		$	4,458
403-0536-536.15-01	Special Pay - Bonuses	$	4,458
404 Sanitation		**$**	**1,836**
534 Sanitation		**$**	**1,836**
Personal Services		$	1,836
404-0534-534.15-01	Special Pay - Bonuses	$	1,836
	Grand Total	**$**	**40,145**

Agenda Item # 2024-2954

Resolution #2024-41 Amending the FY2025 Budget

MEETING DATE	PREPARED BY
December 10, 2024	

BACKGROUND

SUMMARY

FY2025 Budget Amendment

- Milton Force Main Interconnect (Berryhill)
- Sanitation Truck Purchase - (Funds forward from previous year)

RECOMMENDATION

Staff recommends approval

ATTACHMENTS

1. Resolution# 2024-41 Budget Amendment

RESOLUTION NO. 2024-41

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILTON, FLORIDA, AMENDING THE FISCAL YEAR 2025 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 2025.

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:	W&S Fund		DEPARTMENT:		
EXPENSE BUDGET ACCOUNT NUMBER	ACCOUNT DESCRIPTION		CURRENT BUDGET AMOUNT	INC/DECREASE AMOUNT	REVISED BUDGET AMOUNT
403-0535-535-63-52	Sprayfield 3 & Design		-	$ 1,983,072.00	**$ 1,983,072.00**
403-0535-535-63-53	Sprayfield 3		1,983,072	$ (1,983,072.00)	**$ -**
403-0535-535-62-20	Sewer Infrastucture(Berryhill Interconnect)		-	$ 532,000.00	**$ 532,000.00**
			LINE ITEM TOTAL---------	$ 532,000.00	
REVENUE BUDGET ACCOUNT NUMBER	ACCOUNT DESCRIPTION		CURRENT BUDGET AMOUNT	INC/DECREASE AMOUNT	REVISED BUDGET AMOUNT
403-000-0391-90-01	Funds Brought Forward- Reserves/ARPA/SWR		**$ 8,720,035.00**	$ 532,000.00	**$ 9,252,035.00**
	Impact fees				
					$ 9,252,035.00
			LINE ITEM TOTAL---------	$ 532,000.00	

COMMENTS/EXPLANATION: 1. To correct the line item budgeted for 2025.
COMMENTS/EXPLANATION: 2. The Berryhill Interconnect was not under contract in time for the 2025 budget. The project is now under contract and the amount is for $532,000

FUND:	Sanitation		DEPARTMENT:		
EXPENSE BUDGET ACCOUNT NUMBER	ACCOUNT DESCRIPTION		CURRENT BUDGET AMOUNT	INC/DECREASE AMOUNT	REVISED BUDGET AMOUNT
404-0534-534-64-01	Vehicles (Sanitation Truck)		100,000	$ 345,000.00	**$ 445,000.00**
			LINE ITEM TOTAL---------	$ 345,000.00	
REVENUE BUDGET ACCOUNT NUMBER	ACCOUNT DESCRIPTION		CURRENT BUDGET AMOUNT	INC/DECREASE AMOUNT	REVISED BUDGET AMOUNT
404-000-391-90-01	Funds Brought Forward- Reserves		**$ -**	$ 345,000.00	**$ 345,000.00**
					$ -
			LINE ITEM TOTAL---------	$ 345,000.00	

COMMENTS/EXPLANATION: To increase the Vehicles (Sanitation Trucks) line to purchase a new sanitation truck.
A Sanitation Truck was budgeted in 2022 and 2023 but not received. This brings the budgeted amount forward from the previous year.

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 # 2024-2955

Resolution #2024-42 Amending the FY2024 Budget

MEETING DATE	PREPARED BY
December 10, 2024	

BACKGROUND

SUMMARY

FY2024 Budget Amendment

- Pension Benefit Payments

(Fla. Statute requires all accounts to be budgeted and pensions are budgeted at year-end when actual costs are known)

RECOMMENDATION

Staff recommends approval.

ATTACHMENTS

1. Resolution# 2024-42 Budget Amendment

RESOLUTION NO. 2024-42

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

FUND: General Employee Pension Fund **DEPARTMENT:**

EXPENSE BUDGET ACCOUNT NUMBER		CURRENT BUDGET AMOUNT	REVISED BUDGET AMOUNT	INC/DECREASE AMOUNT	ACCOUNT DESCRIPTION
601-0518-518-15-00		-	133,000	**133,000**	Administrative Fee
601-0518-518-36-00		-	1,225,000	**1,225,000**	Pension benefit payments
601-0518-518-49-00		-			Other Expenses
			LINE ITEM TOTAL---------	**1,358,000**	

REVENUE BUDGET ACCOUNT NUMBER		CURRENT BUDGET AMOUNT	REVISED BUDGET AMOUNT	INC/DECREASE AMOUNT	ACCOUNT DESCRIPTION
601-0000-360-10-00		-	49,000	**49,000**	Other Income
601-0000-361-20-00		-	275,000	**275,000**	Dividends
601-0000-361-30-00		-	150,000	**150,000**	Change in FV of Investments
601-0000-368-10-00		-	465,000	**465,000**	Employer Contributions
601-0000-368-20-00		-	419,000	**419,000**	Employee Contributions
601-0000-389-90-01		-	0	**0**	Fund Forward
			LINE ITEM TOTAL---------	**1,358,000**	

COMMENTS/EXPLANATION: To comply with Fla. Statute requiring all accounts to be budgeted, pensions are budgeted at year end when actual costs are known.

FUND: Police Pension Fund **DEPARTMENT:**

EXPENSE BUDGET ACCOUNT NUMBER		CURRENT BUDGET AMOUNT	REVISED BUDGET AMOUNT	INC/DECREASE AMOUNT	ACCOUNT DESCRIPTION
602-0518-518-15-00		-	151,000	**151,000**	Administrative Fee
602-0518-518-36-00		-	435,000	**435,000**	Pension benefit payments
602-0518-518-49-00		-	4,000	**4,000**	Other Expenses
			LINE ITEM TOTAL---------	**590,000**	

REVENUE BUDGET ACCOUNT NUMBER		CURRENT BUDGET AMOUNT	REVISED BUDGET AMOUNT	INC/DECREASE AMOUNT	ACCOUNT DESCRIPTION
602-0000-360-10-00		-	35,000	**35,000**	Other Income
602-0000-361-10-00		-	50,000	**50,000**	Interest
602-0000-361-20-00		-	91,000	**91,000**	Dividends
602-0000-367-00-00		-	0	**0**	Gain on Sale of Investments
602-0000-368-10-00		-	200,000	**200,000**	Employer Contributions
602-0000-368-20-00		-	79,000	**79,000**	Employee Contributions
602-0000-368-30-00		-	135,000	**135,000**	State Contributions
602-0000-389-90-01		-	0	**0**	Fund Forward
			LINE ITEM TOTAL---------	**590,000**	

COMMENTS/EXPLANATION: To comply with Fla. Statute requiring all accounts to be budgeted, pensions are budgeted at year end when actual costs are known.

FUND: Fire Fighter Pension Fund		DEPARTMENT:			
EXPENSE BUDGET ACCOUNT NUMBER		CURRENT BUDGET AMOUNT	REVISED BUDGET AMOUNT	INC/DECREASE AMOUNT	ACCOUNT DESCRIPTION
603-0518-518-15-00		-	120,000	**120,000**	Administrative Fee
603-0518-518-36-00		-	768,000	**768,000**	Pension benefit payments
603-0518-518-49-00		-	5,000	**5,000**	Other Expenses
		LINE ITEM TOTAL---------		**893,000**	
REVENUE BUDGET ACCOUNT NUMBER		CURRENT BUDGET AMOUNT	REVISED BUDGET AMOUNT	INC/DECREASE AMOUNT	ACCOUNT DESCRIPTION
603-0000-361-10-00		-	70,000	**70,000**	Interest
603-0000-361-20-00		-	90,000	**90,000**	Dividends
603-0000-361-30-00		-	54,000	**54,000**	Change in FV of Investments
603-0000-368-10-00		-	500,000	**500,000**	Employer Contributions
603-0000-368-20-00		-	62,000	**62,000**	Employee Contributions
603-0000-368-30-00		-	117,000	**117,000**	State Contributions
		LINE ITEM TOTAL---------		**893,000**	

COMMENTS/EXPLANATION: To comply with Fla. Statute requiring all accounts to be budgeted, pensions are budgeted at year end when actual costs are known.

FUND: Retired Employees Pension Fund		DEPARTMENT:			
EXPENSE BUDGET ACCOUNT NUMBER		CURRENT BUDGET AMOUNT	REVISED BUDGET AMOUNT	INC/DECREASE AMOUNT	ACCOUNT DESCRIPTION
604-0518-518-15-00		-	51,000	**51,000**	Administrative Fee
604-0518-518-36-00		-	7,000	**7,000**	Benefit Payments
604-0518-518-49-00		-		**0**	Other Expenses
		LINE ITEM TOTAL---------		**58,000**	
REVENUE BUDGET ACCOUNT NUMBER		CURRENT BUDGET AMOUNT	REVISED BUDGET AMOUNT	INC/DECREASE AMOUNT	ACCOUNT DESCRIPTION
604-0000-360-10-00		-	6,000	**6,000**	Other Income
604-0000-361-10-00		-	31,000	**31,000**	Interest
604-0000-361-20-00		-	21,000	**21,000**	Dividends
604-0000-368-10-00		-	0	**0**	Employer Contributions
		LINE ITEM TOTAL---------		**58,000**	

COMMENTS/EXPLANATION: To comply with Fla. Statute requiring all accounts to be budgeted, pensions are budgeted at year end when actual costs are known.

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 __ 10th __ day of _____ December _____, 2024 __, by the Milton City Council of the City of Milton, Florida.

By: _____
Heather Lindsay, Mayor

ATTEST:

_____
Molly Turnes, City Clerk

Agenda Item # 2024-2946

Next ECRC Meeting Date & Time

MEETING DATE	PREPARED BY
December 10, 2024	Molly Turnes, City Clerk

BACKGROUND

The next meeting for the Emerald Coast Regional Council is December 12, 2024, at 11pm at the Walton County Courthouse.

SUMMARY

RECOMMENDATION

ATTACHMENTS

None

Agenda Item # 2024-2945

Acknowledging Recent Improvements Made by Staff

MEETING DATE	PREPARED BY
December 10, 2024	

BACKGROUND

Acknowledging Recent Improvements Made by Staff:

1. Sign posted in lobby regarding how to make public records requests
2. Buttons on the city website for ease of navigation

SUMMARY

RECOMMENDATION

ATTACHMENTS

None

Agenda Item # 2024-2956

City of Milton Board Vacancies **(discussion)**

MEETING DATE	PREPARED BY
December 10, 2024	Melissa Short, Admin Assistant/Permit Clerk/Assistant City Clerk

BACKGROUND

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

SUMMARY

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

RECOMMENDATION

ATTACHMENTS

1. Wesley Meiss HPB Application
2. Board Vacancies Updated 12.4.2024

CITY OF MILTON
BOARD APPOINTMENT SURVEY/INFORMATION

Date: 6/05/2024

Name: Wesley Meiss **Phone (hm):** ——

E-mail address: Wesleymeiss@gmail.com **Phone (wk/cell):** (850) 712-3493

Address: 5943 Grandview Dr. **City Ward:** 2

Education: M.A. Public History

Work Experience: Santa Rosa County Schools (2007-2019)(2021-)
New Mexico Dept. of Cultural Affairs (2019-2021)

Community Service: - President, Santa Rosa Historical Society (2008-2012)
- Milton City Council (2012-2014) - Mayor of Milton (2014-2018)

Awards: - Santa Rosa County Rookie Teacher of the Year
- Eagle Scout Troop 427

Hobbies, Travel, etc: Visiting historic sites + museums w/ family.

Other comments that would be helpful in determining appropriate appointment:
- Would love to serve on the Historic Preservation Board!

Please attach a brief resume.

Please check the Boards that you are interested in.

____ **Board of Adjustment** X **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 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, and are 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 two vacancies on this board and when filled, will serve a four-year term.

As this time, staff has one application on file from an individual 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.

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 commercial owner and operator.

At this time, staff has no 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 # 2024-2904

Business Improvement Program Grant Application - SRHS Henderson House **(action item)**

MEETING DATE	PREPARED BY
December 10, 2024	Stephen Prestesater, Director of Economic Development

BACKGROUND

The City of Milton's Business Improvement Grant Program began in 2018. Since its inception in 2018, the Business Improvement program has provided 52 grants to 37 different businesses. Since its inception, the program has awarded $216,142.68. The program has generated a match from the private sector totaling $1,614,838. For every $1 invested by the City, businesses have invested $7.42. Of the 52 grants awarded, 47 have been completed (90%), two (2) are ongoing, and three (3) grants went unutilized. Of the 37 different businesses awarded grants, 32 (86.5%) are still in business as of the date of this report. A total of 37 different buildings have received facade grants since inception.

The Santa Rosa Historical Society is undergoing a historic preservation project of the Henderson House, which is located behind the Milton L&N Train Depot/West Florida Railroad Museum. For the purpose of the Façade Grant, the work will entail the installation of a new roof. The work will be performed by Tadlock Roofing and will be the same materials as are currently found. Our overall project entails restoring the home to its original appearance and making repairs to facilitate an office in conjunction with the Railroad Museum. The Historical Society has received two previous grants - One for the Imogene (successfully completed) and the second for the Finkelstein House (currently underway).

At this time, 28 grant applications have been distributed, 22 of which have discussed their plans and how they would use said funds if awarded. As of November 18th, 2024, only one completed grant application has been received.

SUMMARY

$40,000 was allocated in the FY 2025 Budget for the Business Improvement Program. No grants have been awarded to date.

RECOMMENDATION

The Staff has reviewed the application and confirmed it meets program requirements. The staff looks to the council for their decision regarding the Henderson House grant application.

ATTACHMENTS

1. SRHS Henderson House Project - updated version

2. SRHS Insurance 2024
3. SRHS Tadlock Roofing Henderson
4. SRHS 5005 Filmore St Proof of Ownership and Insurance
5. SRHS Facade App Henderson House
6. Business Improvement Program Report - All Time
7. 2025 Cycle 1 Business Improvement Program Spreadsheet

Henderson House Restoration

5005 Filmore Street

The Santa Rosa Historical Society is undergoing an historic preservation project of the Henderson House, which is located behind the Milton L&N Train Depot/West Florida Railroad Museum. For the purpose of the Façade Grant, the work will entail installation of a new roof. The work will be performed by Tadlock Roofing and will be the same materials as are currently found. Our overall project entails restoring the home to its original appearance and making repairs to facilitate our office in conjunction with the Railroad Museum.

Auto-Owners

INSURANCE COMPANY
6101 ANACAPRI BLVD., LANSING, MI 48917-3999

Issued 04-09-2024

TAILORED PROTECTION POLICY DECLARATIONS

AGENCY MILTON INSURANCE INC
22-0205-00 MKT TERR 054 850-623-0066

Renewal Effective 05-23-2024

POLICY NUMBER **904622-78632070-24**

INSURED SANTA ROSA HISTORICAL SOCIETY INC

Company Use 78-46-FL-9005

ADDRESS PO BOX 196

BAGDAD FL 32530-0196

Company Bill

Policy Term		
12:01 a.m. 05-23-2024	to	12:01 a.m. 05-23-2025

In consideration of payment of the premium shown below, this policy is renewed. Please attach this Declarations and attachments to your policy. If you have any questions, please consult with your agent.

THIS POLICY CONTAINS A SEPARATE DEDUCTIBLE FOR HURRICANE LOSSES, WHICH MAY RESULT IN HIGH OUT-OF-POCKET EXPENSES TO YOU.

55039 (11-87)

COMMON POLICY INFORMATION

Business Description: Museums

Entity: Corporation

LOCATION 0001 - BUILDING 0001

Location: 5003 Henry St, Milton, FL 32570-6790

Territory: 006 **County:** Santa Rosa

CLASSIFICATION	CODE	SUBLINE	PREMIUM BASIS	RATE	PREMIUM
Buildings Or Premises - Bank Or Office - Mercantile Or Manufacturing- Maintained By The Insured (Lessor's Risk Only) (For-Profit)	61217		Area	Each 1000	
		Prem/Op	4,608	[illegible]	[illegible]
		Prod/Comp Op	4,608	6.040	$28.00

COMMERCIAL GENERAL LIABILITY COVERAGE - LOCATION 0001 SUMMARY	PREMIUM
TERRORISM - CERTIFIED ACTS SEE FORM: 59350	[illegible]
LOCATION 0001	[illegible]

LOCATION 0003 - BUILDING 0001

Location: 5005 Filmore St, Milton, FL 32570-5923

Territory: 006 **County:** Santa Rosa

CLASSIFICATION	CODE	SUBLINE	PREMIUM BASIS	RATE	PREMIUM
Buildings Or Premises - Bank Or Office - Mercantile Or Manufacturing- Maintained By The Insured (Lessor's Risk Only) (For-Profit)	61217		Area	Each 1000	
		Prem/Op	1,238	[illegible]	[illegible]
		Prod/Comp Op	1,238	[illegible]	$7.00

TADLOCK ROOFING
When trust counts!
LIC. CCC1335665

WHEN TRUST Since 1980 COUNTS

METAL PROPOSAL

Date: 11/18/24

Submitted To:
Cassandra Sharp

Job Address:
5005 Filmore Street
Milton
FL
32570

Special Notes:

General Scope of Work

- Remove/Dispose of two layers of roofing material (add. extra)
- Prepare/Re-nail deck to meet Florida Building Code
- Replace Chimney Flashing
- Provide and Install new factory painted drip edge
- Remove all job related debris and clean job site

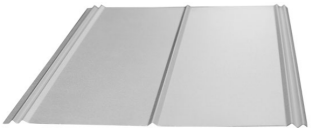
Color Selection _____ Acc Color _____

NOTE: Rotten wood: Decking to be replaced at $4 per sq. or linear ft; Fascia, siding and soffit to be replaced at $7 per sq. or linear ft. will be listed on invoice at job completion.

TYPE SELECTION

Profile shown for illustration purposes only - Actual product may vary .

5V Crimp
Gauge Metal: 26Ga, 28Ga
Type of Metal: Metal, Aluminum
Batten System: YES, NO
Manufacturer may vary

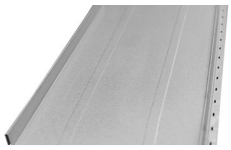


Profile shown - color will vary by selection

Exposed Fastener
Gauge Metal: 26Ga, 28Ga
Type of Metal: Metal, Aluminum
Batten System: YES, NO
Manufacturer may vary

Profile shown - color will vary by selection

Standing Seam
Gauge Metal: ✓ 26Ga, 28Ga
Type of Metal: ✓ Metal, Aluminum
Batten System: YES, NO
Manufacturer may vary



Profile shown - color will vary by selection

WE WILL PERFORM THIS SCOPE OF WORK PER LOCAL CODES AND MFG SPECIFICATIONS FOR THE BASE PRICE OF: $ $21,430.36 **or** per Month

Payment Terms: Balance due upon substantial completion.
Payment Terms

** Monthly payment presented above subject to Approved Credit. 3rd party lender terms and conditions may apply.*

To cover the cost of credit card acceptance, we pass on a 3.0% credit card fee. This fee is not more than the cost of accepting these cards. There is no fee for debit cards.

ADDITIONAL OPTIONS

Y	N			
		UPGRADE to TADLOCK LIFETIME WORKMANSHIP WARRANTY_____	add $ _____	
		UPGRADE to High Temp self-adhered underlayment _____	add $ _____	$
		OPTION _____	add $ _____	TOTAL WITH ADDITIONAL OPTIONS

To cover the cost of credit card acceptance, we pass on a 3.0% credit card fee. This fee is not more than the cost of accepting these cards. There is no fee for debit cards.

Failure to do proper maintenance voids manufacturer and workmanship warranty. All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs, will be executed upon written or verbal orders, and will become an extra charge over and above the estimate. All agreements are contingent upon accidents or delays beyond our control. *This proposal subject to acceptance within **10** days and is void thereafter at the option of the Tadlock Roofing.*
ACCEPTANCE OF PROPOSAL: With my signature below, I hereby accept this proposal and authorize Tadlock Roofing to do the work as described in this proposal. I have read and agree to the Terms and Conditions on this document or attached. Should payment not be received upon substantial completion of the job, then interest shall accrue at 1.5% per month and should this account be referred to attorney for collection, I will be responsible for their fees.

Cassandra Sharp
Print Name: Authorized Owner/Agent

_____ Date:
Authorized Owner/Agent Signature

_____ Date:
Tadlock Sales Consultant

855.964.7663 | www.tadlockroofing.com See additional terms and conditions on reverse side.

IF YOU SIGNED THIS CONTRACT DURING A STATE OF EMERGENCY AS DECLARED BY THE FLORIDA GOVERNOR: You, the residential property owner, may cancel this contract without penalty or obligation within 10 days after the execution of the contract or by the official start date, whichever comes first, because this contract was entered into during a state of emergency by the Governor. The official start date is the date on which the work that includes the installation of materials that will be included in the final work on the roof commences, a final permit has been issued, or a temporary repair to the roof covering or roof system has been made in compliance with the Florida Building Code.

Cassandra Sharp

Print Name: Property Owner/Contractor/Prop. Mgr. Signature Property Owner/Contractor/Prop. Mgr. Date:

Print Name: Tadlock Representative Date:

WOOD REPLACEMENT

The total contract price as specified in the proposal does not include any extras such as carpentry repairs, or any other repairs not specified and not covered by the proposal that are necessary to complete the repair process as required by local building codes and/or building officials/building inspectors, or to satisfy, cosmetically, Owner. This includes wood replacement for: (1) decking, which is to be priced at $4 per sq. ft or linear ft; and (2) fascia, siding, and soffit, which is to be priced at $7 per sq. or linear ft. Wood replacement is assumed to be builders grade material. If specialty wood ie: cedar, cypress, tongue and groove, T1-11, etc. is needed those costs are priced at market pricing. Blocking/sistering work is priced at $4 per linear foot. Tadlock may replace wood without the Owner's permission and at Owner's expense, which: 1) is rotten, 2) does not satisfy the standards of the applicable provisions of the Florida Building Code, 3) becomes damaged by peel and stick underlayment, or 4) for any other reason required to complete the work specified under the Agreement. Unless stated otherwise in the Agreement, Owner is responsible for painting wood when replaced.

Authorized Owner/Agent Signature: _____. Date:_____

DRIVEWAYS AND OTHER IMPROVEMENTS

Homeowner understands that the delivery and removal of materials for roofing work requires the placement of trucks, trailers and or dumpsters on the Homeowner property. These vehicles, dumpsters and trailers may have substantial weight. Homeowner agrees to release Tadlock from any and all liability for damage to any improvements on or at the property including without limitation damage done to curbs, walkways, driveways, structures, lawn sprinkler systems, gardens, shrubbery, lawns, flower beds, drain fields and/or septic tanks.

Authorized Owner/Agent Signature: _____. Date:_____

HOME OWNER'S ASSOCIATION (HOA) VERIFICATION

Do you have a Homeowner's Association (HOA) for the address listed on this contract? YES _____ NO _____

If **"Yes"**, we require ***written proof of approval*** from your Homeowner's Association. This can be submitted via email or mail. If a Homeowner's Association exists, approval of roof work is required **prior** to roof production. Please provide at your earliest convenience.

Disclaimer- Please note that should you have an HOA, the approval of the HOA and verification of shingle manufacturer, shingle product and material color shall be the sole responsibility of the property owner. Tadlock Roofing shall not be responsible for variance in color or color selection of/by the Property owner/agent with regards to re-roof or repairs. Tadlock Roofing disclaims any and all liability concerning the property HOA regulations, requirements or delays presented by the property holder seeking HOA approval. Furthermore, any and all HOA fees (if required) and/or penalties or costs associated with complying with HOA regulations shall be the sole responsibility of the Property owner/agent.

Authorized Owner/Agent Signature: _____. Date:_____

Continued next page

TERMS AND CONDITIONS

The contract documents shall include the proposal on the front side of this page ("Proposal"), plans and specifications, change orders or modifications issued in accordance with the Agreement, job coordination checklist, the terms and conditions below, and all other documents referenced in the terms and conditions (collectively the "Agreement"). This Agreement is between Allstar Home Services LLC dba Tadlock Roofing ("Tadlock") and the Property Owner(s)/Contractor/Property Manager identified in the Proposal ("Owner"). The Agreement shall be governed by the laws of the State of Florida.

1) The Agreement is subject to the credit and pricing approval of the management of Tadlock. If the Agreement requires an initial deposit greater than 10 percent of the contract price, Tadlock shall apply for necessary permits within 90 days of receiving initial deposit.

2) The parties agree that any representation(s), statement(s), or other communication(s) not provided for by the Agreement is/are: (1) invalid, (2) not relied on by either party, and (3) does not survive the execution of the Agreement.

3) Venue of any proceeding arising out of or related to the Agreement shall be the county where the work provided by this Agreement is performed. WAIVER OF JURY TRIAL: EACH PARTY AGREES THAT AS A MATERIAL PART OF THE CONSIDERATION HEREUNDER AND AS AN INDUCEMENT TO ENTER INTO THIS AGREEMENT, EACH PARTY HEREBY WAIVES THE RIGHT TO A JURY TRIAL.

4) To the extent concealed or unknown conditions exist outside the scope of Contractor's roofing license, Owner will be responsible for hiring a qualified contractor to perform the necessary work to correct the conditions at Owner's expense. Should Owner fail to have such corrective work timely performed, it shall be deemed a breach of this Agreement and the Agreement shall be terminated and Tadlock shall be absolved of any further duty, responsibility or liability with regard to the Agreement's scope of work. Owner shall pay for any work performed and costs incurred by Tadlock to that point.

5) Any issues relating to mold are not covered in the Agreement and Tadlock disclaims any and all liability for claims, disputes, damages, and/ or causes of action pertaining to, resulting from, or in any way related to mold.

6) Unless caused by Tadlock's own negligence, Owner agrees Tadlock shall not be responsible for HVAC, utility lines, appurtenances, electrical wires, AC ducts, gas lines, heater lines, gutters, satellites and/or Owner's personal property. Also, Tadlock shall not be liable for any hairline cracks, or any cracks, in the ceiling due to the removal and reinstallation of the roof or any damage caused by dust or debris. Owner further agrees Tadlock shall not be responsible for any damage done to trusses and understands the scope of work for the Agreement does not include truss repairs.

7) If Owner elects to reset or reuse gutters, Owner understands and assumes risk due to handling of gutters. Gutters are formed with soft metals that may reveal imperfections upon reset.

8) All excess materials remain the property of Tadlock. In the event that materials specified in the Proposal become unavailable, Tadlock reserves the right to substitute substantially equivalent materials for the unavailable materials.

9) If sidewall flashing is deemed unwarrantable during tear off, Tadlock Roofing will replace at their sole discretion. Flashing replacement is billed at $10 per linear ft. If flashing stucco and removal of flashing is required, the stucco and paint needed is the sole responsibility of the Owner. If stone reflashing is required, Owner is responsible for the removal and reset of stone. If additional shingle layers are found, labor and dump fees will apply.

10) If Owner elects financing as the payment option, Owner shall obtain approval from the appropriate lender and secure financing within thirty (30) days of signing the proposal. If Owner fails to obtain approval and secure financing within the required thirty (30) days, Tadlock may terminate the Agreement. In no event shall Tadlock be required to perform work under the Agreement or be liable for any damages if Owner has failed to secure financing.

11) All warranties/guarantees provided by Tadlock shall be deemed null and void if Owner fails to strictly adhere to the payment terms contained in the Agreement. Workmanship warranties transfer one (1) time as stated in workmanship warranty. Any expressed warranty included in the Agreement shall be the sole and exclusive remedy for alleged construction defects, in lieu of all other remedies, implied or statutory. Owner agrees and understands there are no implied warranties provided by Tadlock. Tadlock will provide Owner a written warranty upon receipt and verification of Owner's payment in full.

12) Owner agrees to allow Tadlock to use photos of Owner's property for marketing materials and purposes without exception and without compensation. Owner agrees and consents to electronic communication (text, email or other digital transmittals) pertaining to invoicing, payment, review request and/or other customer related communication.
13) If, after completion of the roof, there are punch out items, Owner agrees that no more than 5% of the invoice will be withheld until the punch out is completed. The invoice, less any withheld amount, is due upon substantial job completion. Owner gives Tadlock the explicit and unrestricted right to enter the property until final payment is made in full.
14) All paperwork (Permit, Notice of Commencement, Photographs, and all affidavits) posted at the job site must remain outside and accessible to the building inspector to allow for sign-off of all inspections. If paperwork is removed before all inspections have been completed there will be a $150.00 re-inspection fee assessed to the Owner.
15) A signed change order is a formality. Not signing a change order does not relinquish the Owner of the responsibility to pay for the additional cost.
16) Should any provision in the Agreement be held to be invalid or unenforceable by a court of competent jurisdiction, the parties agree the validity and enforceability of the remaining provisions shall not be affected thereby.

Continued next page

I acknowledge that I have read and understand this page. Initials:_____

STATUTORY WARNINGS

LIEN LAW

ACCORDING TO FLORIDA'S CONSTRUCTION LIEN LAW (SECTIONS 713.001 -- 713.37, FLORIDA STATUTES), THOSE WHO WORK ON YOUR PROPERTY OR PROVIDE MATERIALS AND SERVICES AND ARE NOT PAID IN FULL HAVE A RIGHT TO ENFORCE THEIR CLAIM FOR PAYMENT AGAINST YOUR PROPERTY. THIS CLAIM IS KNOWN AS A CONSTRUCTION LIEN. IF YOUR CONTRACTOR OR A SUBCONTRACTOR FAILS TO PAY SUBCONTRACTORS, SUB-SUBCONTRACTORS, OR MATERIAL SUPPLIERS, THOSE PEOPLE WHO ARE OWED MONEY MAY LOOK TO YOUR PROPERTY FOR PAYMENT, EVEN IF YOU HAVE ALREADY PAID YOUR CONTRACTOR IN FULL. IF YOU FAIL TO PAY YOUR CONTRACTOR, YOUR CONTRACTOR MAY ALSO HAVE A LIEN ON YOUR PROPERTY. THIS MEANS IF A LIEN IS FILED YOUR PROPERTY COULD BE SOLD AGAINST YOUR WILL TO PAY FOR LABOR, MATERIALS, OR OTHER SERVICES THAT YOUR CONTRACTOR OR SUBCONTRACTOR MAY HAVE FAILED TO PAY. TO PROTECT YOURSELF, YOU SHOULD STIPULATE IN THIS CONTRACT THAT BEFORE ANY PAYMENT IS MADE, YOUR CONTRACTOR IS REQUIRED TO PROVIDE YOU WITH A WRITTEN RELEASE OF LIEN FROM ANY PERSON OR COMPANY THAT HAS PROVIDED TO YOU A "NOTICE TO OWNER." FLORIDA'S CONSTRUCTION LIEN LAW IS COMPLEX, AND IT IS RECOMMENDED THAT YOU CONSULT AN ATTORNEY.

CHAPTER 558 NOTICE OF CLAIM

ANY CLAIMS FOR CONSTRUCTION DEFECTS ARE SUBJECT TO THE NOTICE AND CURE PROVISIONS OF CHAPTER 558, FLORIDA STATUTES.

SECTION 489.147, FLORIDA STATUTES

A CONTRACTOR MAY NOT DIRECTLY OR INDIRECTLY ENGAGE IN ANY OF THE FOLLOWING PRACTICES: OFFERING TO A RESIDENTIAL PROPERTY OWNER A REBATE, GIFT, GIFT CARD, CASH, COUPON, WAIVER OF ANY INSURANCE DEDUCTIBLE, OR ANY OTHER THING OF VALUE IN EXCHANGE FOR: 1. ALLOWING THE CONTRACTOR TO CONDUCT AN INSPECTION OF THE RESIDENTIAL PROPERTY OWNER'S ROOF; OR 2. MAKING AN INSURANCE CLAIM FOR DAMAGE TO THE RESIDENTIAL PROPERTY OWNER'S ROOF.

RADON GAS WARNING

RADON GAS: RADON IS A NATURALLY OCCURRING RADIOACTIVE GAS THAT, WHEN IT HAS ACCUMULATED IN A BUILDING IN SUFFICIENT QUANTITIES, MAY PRESENT HEALTH RISKS TO PERSONS WHO ARE EXPOSED TO IT OVER TIME. LEVELS OF RADON THAT EXCEED FEDERAL AND STATE GUIDELINES HAVE BEEN FOUND IN BUILDINGS IN FLORIDA. ADDITIONAL INFORMATION REGARDING RADON AND RADON TESTING MAY BE OBTAINED FROM YOUR COUNTY HEALTH DEPARTMENT.

FLORIDA HOMEOWNERS' CONSTRUCTION RECOVERY FUND

PAYMENT, UP TO A LIMITED AMOUNT, MAY BE AVAILABLE FROM THE FLORIDA HOMEOWNERS' CONSTRUCTION RECOVERY FUND IF YOU LOSE MONEY ON A PROJECT PERFORMED UNDER CONTRACT, WHERE THE LOSS RESULTS FROM SPECIFIED VIOLATIONS OF FLORIDA LAW BY A LICENSED CONTRACTOR. FOR INFORMATION ABOUT THE RECOVERY FUND AND FILING A CLAIM, CONTACT THE FLORIDA CONSTRUCTION INDUSTRY LICENSING BOARD AT THE FOLLOWING TELEPHONE NUMBER AND ADDRESS: (850) 487-1395, 2601 BLAIRSTONE ROAD, TALLAHASSEE, FL 32399-1039.

CUSTOMER(S) SIGNATURE: _____ DATE: _____

TADLOCK ROOFING
When trust counts!
LIC. CCC1335665

WHEN TRUST Since 1980 COUNTS

JOB COORDINATION CHECKLIST

Property Owner: Cassandra Sharp

Property Address: 5005 Filmore Street

Home Phone: _____ Mobile: _____

ROOFING MATERIAL: 26GA SS Galvalume Metal

COLOR: _____

DRIP EDGE COLOR: _____

1. DUMPSTER/TRAILER LOCATION: Driveway Other _____

2. Are there days or times you request work not be done? YES NO N/A

If Yes: Day(s) _____ Time(s) _____

3. Will you please cover or move any items in the attic that may become dirty or dusty due to work on your roof? YES NO N/A

4. Do you agree to move valuables on shelves or pictures on the walls that may not be properly secured and could fall due to vibration during work process? YES NO N/A

5. If applicable, will you cover your stove top to avoid fine debris that could fall down the exhaust vent during roof removal? YES NO N/A

6. If there are skylights replaced, please place a drop cloth under them to catch debris that may fall during removal? YES NO N/A

7. Do you understand that in rare cases, normal vibration from roof/siding replacement may cause plaster or drywall blemishes, which are beyond our control, and Tadlock Roofing will not be held responsible for such instances? YES NO N/A

8. FL Building Code does not allow for HVAC, power, plumbing or other lines to be installed against the deck and our nails penetrate the decking at least ½ inch. Do you acknowledge that Tadlock Roofing is not responsible for any AC, water, gas, and/or utility lines in the attic that have been run close to the decking? YES NO N/A

9. Do you have pets or small children that need special attention prior to the work starting? YES NO N/A

10. Is there an outside water source we can use? YES NO N/A

11. Is there a grounded electric outlet on the exterior of your home that we can use? YES NO N/A

12. During the course of normal construction it is possible for decking nails to protrude through the underside of exposed decking or ceiling such as sunroom, porch of soffit areas. Do you have any areas that could be affected? YES NO N/A
If yes, where? _____

13. Are there any discolorations / damage in your home from roof leaks? YES NO N/A

If yes, what rooms? _____

14. ***Have you read and do you understand and agree to the Terms and Conditions attached to this proposal including the additional charges as outlined in paragraph 4?*** YES NO N/A

15. Is there anything promised by our Roofing Consultant that is NOT written on the proposal? If yes, explain: YES NO N/A

_____

16. Do you understand dangers do exist on the job-site, including, but not limited to, stray nails, falling hazards, exposed materials, etc. Tadlock Roofing shall not be held liable for any resulting damage or injury. YES NO N/A

17. Do you have any special requests or instructions that will help us to better serve you? If yes, explain: YES NO N/A

_____

At the conclusion of the job, we recommend you contact your insurance agent for information concerning a wind mitigation form that will save you money on your homeowner's insurance. This will require an inspection from a licensed general contractor or home inspector.

Payment Method:

CHECK: _____

*CC TYPE: _____

FINANCING: _____

INSURANCE: _____

Authorized Owner/Agent Signature: _____ Date: _____ /_____ /_____

Tadlock Representative Signature: _____ Date: _____ /_____ /_____

* To cover the cost of credit card acceptance, we pass on a 3.0% credit card fee. This fee is not more than the cost of accepting these cards. There is no fee for debit cards.

SANTA ROSA COUNTY
PROPERTY APPRAISER

Greg S. Brown II
CFA

Viewing Parcel: 03-1N-28-2530-04300-005B

Parcel Information

Parcel Number: 03-1N-28-2530-04300-005B
Situs/Physical Address: 5005 FILMORE ST, MILTON, 32570
Property Usage: SINGLE FAMILY (000100)
Section-Township-Range: 03-1N-28
Tax District: MILTON
2024 Certified Millage Rate : 14.3648
Acreage: 0
Exemptions:
Brief Legal Description: *DESCRIPTION UDPATED FOR 2024* TOWN OF MILTON SUB LOT B OF PORT OF LOTS 5 & 7 OF BLK 43 ALSO: E (NLY) 12 1/2 FT OF SUB LOT 'C' OF LOTS 5 & 7 BLK 43 FURTHER DES AS: 58 1/2 FT ON FILLMORE ST 126 FT ON CHAFFIN ALLEY & 68 1/2 ON BACK OF LOT AS DES IN OR 4467 PG 1611

Owner Information

Owner: SANTA ROSA HISTORICAL SOCIETY
Street: PO BOX 196
City, State, Zip & Country: BAGDAD, FL 32530-0196

Valuation

	2022 Certified	2023 Certified	2024 Certified
Building Value	$37,402	$38,930	$33,545
Extra Feature Value	$1,000	$1,000	$1,000
Land Value	$10,920	$10,920	$13,650
Land Agricultural Value	$0	$0	$0
Agricultural (Market) Value	$0	$0	$0
Just (Market) Value	$49,322	$50,850	$48,195
Co. Assessed Value	$36,629	$40,292	$44,321
Exempt Value	$0	$0	$0
Co. Taxable Value	$36,629	$40,292	$44,321

Auto-Owners

INSURANCE COMPANY
6101 ANACAPRI BLVD., LANSING, MI 48917-3999

Issued 02-27-2024

TAILORED PROTECTION POLICY DECLARATIONS

AGENCY MILTON INSURANCE INC
22-0205-00 MKT TERR 054 850-623-0066

INSURED SANTA ROSA HISTORICAL SOCIETY INC

ADDRESS PO BOX 770

MILTON FL 32572-0770

Change Endorsement Effective 01-24-2024
POLICY NUMBER 904622-78632070-23
Company Use 78-46-FL-9005

Company Bill

Policy Term		
12:01 a.m. 05-23-2023	to	12:01 a.m. 05-23-2024

Description of Change

LOC 3-1 IS ADDED AT 5005 FILMORE ST, MILTON, FL 32570
--COMMERCIAL GENERAL LIABILITY COVERAGE PART IS AMENDED AS FOLLOWS--
LOC 3-1 CLASS 61217 BUILDINGS OR PREMISES BANK OR OFFICE - MERCANTILE OR MANUFACTURING-MAINTAINED BY THE INSURED (LESSOR'S RISK ONLY) (FOR-PROFIT) IS ADDED WITH AN EXPOSURE OF 1,238 SQUAR FEET

Transaction Number: 004

Endorsement Premium: PAID IN FULL DISCOUNT APPLIES	WAIVED
The Paid in Full Discount does not apply to fixed fees, statutory charges or minimum premiums.	

City of Milton
Office of Economic Development

Business Improvement Program

DATE OF APPLICATION: 11-11-24
NAME OF BUSINESS (Legal and DBA, if Different): _____
BUSINESS OWNER(S): _____
PROPERTY OWNER(S) (IF DIFFERENT): Santa Rosa Historical Society

GRANT CATEGORY (circle one): SIGN EQUIPMENT (FACADE)
TOTAL AMOUNT REQUESTED (MAXIMUM $5,000): $ 10,000.00
TOTAL AMOUNT OF MATCH: $ 13,300
TOTAL AMOUNT OF PROJECT (ALL ASPECTS): $ 56,000+

ADDRESS OF PROJECT: 5005 Filmore St
PROJECT NAME: Henderson House

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):
SRHS c/o Cassandra Sharp
PO Box 196
Bagdad FL 32530

SIGNATURE(S) OF BUSINESS AND PROPERTY OWNER(S) (IF DIFFERENT)
Cassandra L Sharp, Pres

TELEPHONE # (850) _____ CELL # 850-723-4726 EMAIL mainstreetcafe02@gmail.com

For official use only:

DATE & TIME APPLICATION RECEIVED: _____ RECEIVED BY: _____

Memorandum of Understanding

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

_____
Grantee Name (Please Print)

_____ _____
Grantee Signature Date

Santa Rosa Historical Society
Property Owner Name (Please Print)

Cassandra L Shoup, Pres 11-11-24
Property Owner Signature Date

_____
City of Milton (Please Print)

_____ _____
City Manager Signature Date

City of Milton
Business Improvement Program
Complete History

CYCLE	PROJECT	BUSINESS	BUILDING	GRANTEE	ADDRESS	GRANT TYPE	PROJECT	REQUEST	AWARD	REQUIRED MATCH	EST. TOTAL MATCH	CRA	CITY	PAYMENT	STATUS	COMPLETED	APPROVED COUNCIL
2018 Cycle 1	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	1	MSM
	2	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	2	MSM
	3	3	3	Man Cave Barber Shop	5176 Stewart Street	Sign & Façade	Signage, exterior awning	$ 500.00	$ 500.00	$ -	$ -		$ 500.00	$ 500.00	Completed	3	MSM
	4	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	4	MSM
	5	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	5	MSM
	6	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	6	MSM
2019 Cycle 1	7	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	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	7	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	8	MSM
	10			Brew Angels Brewery	6821 Caroline Street	Sign	New business sign	$ 500.00	$ 500.00	$ -	$ 1,153.15	$ 500.00		$ 500.00	Completed	9	MSM
	11	10	9	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	10	MSM
	12	11	10	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	11	MSM
2019 Cycle 2	13	12	11	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	12	MSM
	14	13	12	Brooks, Warrick & Assoc.	6867 Oak Street	Sign	Sign	$ 500.00	$ 500.00	$ -	$ 1,000.00	$ 485.78		$ 485.78	Completed	13	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	14	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	15	MSM
	17	14	13	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	16	MSM
	18	15	14	Spencer's Second Hand Shop	5707 Stewart Street	Façade	Window Replacement	$ 668.89	$ 668.89	$ 668.88	$ 668.88		$ 668.88	$ 668.88	Completed	17	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	18	4/13/2021
	20	16	15	Sport & Wheat, CPA	5247 Stewart Street	Façade	Exterior Doors, Windows & Painting	$ 5,000.00	$ 5,000.00	$ 5,000.00	$ 10,000.00		$ 5,000.00	$ 5,000.00	Completed	19	4/13/2021
	21	17	16	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	20	4/13/2021
2021 Cycle	22	18	17	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	21	8/10/2021
	23	19	18	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	22	8/10/2021
	24	20	19	RaeJean, LLC, DBA Mason's	5141 Dogwood Drive	Sign	New Road Sign	$ 530.00	$ 530.00	$ -	$ -		$ 530.00	$ 530.00	Completed	23	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	24	8/10/2021
	26	21	20	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	25	8/10/2021
	27	23	21	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	26	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	27	3/8/2022
	30	24	22	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	28	3/8/2022
2022 Cycle 2	31	25	23	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	29	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	30	6/14/2022
2022 Cycle 3	33	27	24	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	31	7/12/2022
	34		25	Man Cave Barber Shop	5438 Dogwood Drive	Sign	Signage	$ 617.39	$ 617.39	$ -	$ -		$ 617.39	$ 617.39	Completed	32	7/12/2022
	35	28	26	Primerica	5205 Dogwood Drive	Sign	Signage	$ 877.40	$ 877.40	$ -	$ -		$ 877.40	$ 877.40	Completed	33	7/12/2022

City of Milton
Business Improvement Program
Complete History

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	34	11/7/2022
	37	29	27	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	35	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	36	12/13/2022
2023 Cycle 3	39	30	28	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	$ 10,000.00	Completed	37	2/14/2023
	40	31	29	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	38	2/14/2023
2023 Cycle 4	41	32	30	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	39	3/14/2023
2023 Cycle 5	42	33	31	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	40	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	41	9/12/2023
2023 Cycle 7	44	34	32	Mama Lattes LLC	5412 Stewart Street	Sign	Signage	$ 1,000.00	$ 1,000.00	$ -	$ 358.00		$ 1,000.00	$ 1,000.00	Completed	42	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	43	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	$ 5,000.00	$ 2,500.00	$ 3,976.33	$ 5,000.00		$ 5,000.00	Completed	44	2/13/2024
	47		33	Atalanta Investment Properties, LLC	5161 Dr. MLK Drive	Façade	New Windows & Doors, Facia Repair, Painting, Mural	$ 5,000.00	$ 5,000.00	$ 2,500.00	$ 47,500.00	$ 5,000.00		$ 5,000.00	Completed	45	2/13/2024
2024 Cycle 3	48	35		Prost Office Brewery	6821 Caroline Street	Sign	Signage	$ 1,000.00	$ 1,000.00						Unutilized		3/12/2024
2024 Cycle 4	49	36	34	Blackwood Financial Group	5185 Elmira Street	Sign & Façade	New Doors, Window Reapir/Repaint, Sign, Landscape	$ 10,000.00	$ 10,000.00	$ 7,500.00	$ 90,000.00	$ 5,000.00	$ 5,000.00	$ 10,000.00	Completed	46	4/9/2024
2024 Cycle 5	50		35	Santa Rosa Historical Society - Finklestein House	5021 Henry Street	Façade	New roof, structural repairs	$ 10,000.00	$ 10,000.00	$ 7,500.00	$ 40,000.00		$ 10,000.00		Awarded		6/11/2024
	51	37	36	Capstone Adaptive Learning & Therapy Centers	5326 Stewart Street	Sign	Signage	$ 1,000.00	$ 1,000.00	$ -	$ 44.50		$ 1,000.00	$ 1,000.00	Completed	47	6/11/2024
	52		37	Visible Changes Barber Shop	6526 Caroline Street	Sign & Façade	New signage, exterior lighting	$ 2,500.00	$ 2,500.00	$ -	$ 10,000.00		$ 2,500.00	$ 2,500.00	Completed	48	6/11/2024
2025 Cycle 1	53		38	Santa Rosa Historical Soc. - Henderson House	5005 Filmore Street	Façade	New roof	$ 10,000.00	$ -	$ 7,500.00	$ 56,000.00						
								$ 226,692.68	**$ 216,142.68**	**$ 188,926.88**	**$ 1,670,837.96**	**$ 101,806.80**	**$ 97,635.79**	**$ 189,009.13**			
								Requested	**$ 226,692.68**								
								Allocated	**$ 216,142.68**			**ROI Ratio**	**$ 7.73**				
								Expended	**$ 189,009.13**	**87.4%**							
								Unutilized	**$ 16,000.00**	**7.4%**							
								Unexpended	**$ 1,133.55**	**0.5%**							
								Open Projects	**$ 10,000.00**	**4.6%**							
										100.0%							

City of Milton
2025 Business Improvement Program
Cycle 1

	APPLICANT	ADDRESS	REQUEST	REQUIRED MATCH	TOTAL ESTIMATED MATCH	PROJECT	FIRST TIME APPLICANT	TARGET LOCATION	HISTORIC STRUCTURE
1	Santa Rosa Historical Society - Henderson House	5005 Filmore Street	$ 10,000.00	$ 7,500.00	$ 56,000.00	New Roof	No	No	Yes
2									
3									
	TOTAL REQUEST		$ 10,000.00	$ 7,500.00	$ 56,000.00	Match Ratio	$ 5.60		
			Total Budget	Awarded to Date	Available Balance				
	AVAILABLE FUNDING	CRA	$ 20,000.00	$ -	$ 20,000.00				
		General Revenue	$ 20,000.00	$ -	$ 20,000.00				
		TOTAL	$ 40,000.00	$ -	$ 40,000.00				
	FY 2025 TO DATE		**AWARD**	**REQUIRED MATCH**	**ESTIMATED TOTAL MATCH**				
1									
2									
3									
4									
5									
6									
7									
8									
	TOTAL		$ -	$ -	$ -		ROI	#DIV/0!	
					Match Ratio	#DIV/0!			

Agenda Item # 2024-2949

WWTP Project Layout - Location of Plant, the 100 acres and 3 Sprayfields **(discussion item)**

MEETING DATE	PREPARED BY
December 10, 2024	

BACKGROUND

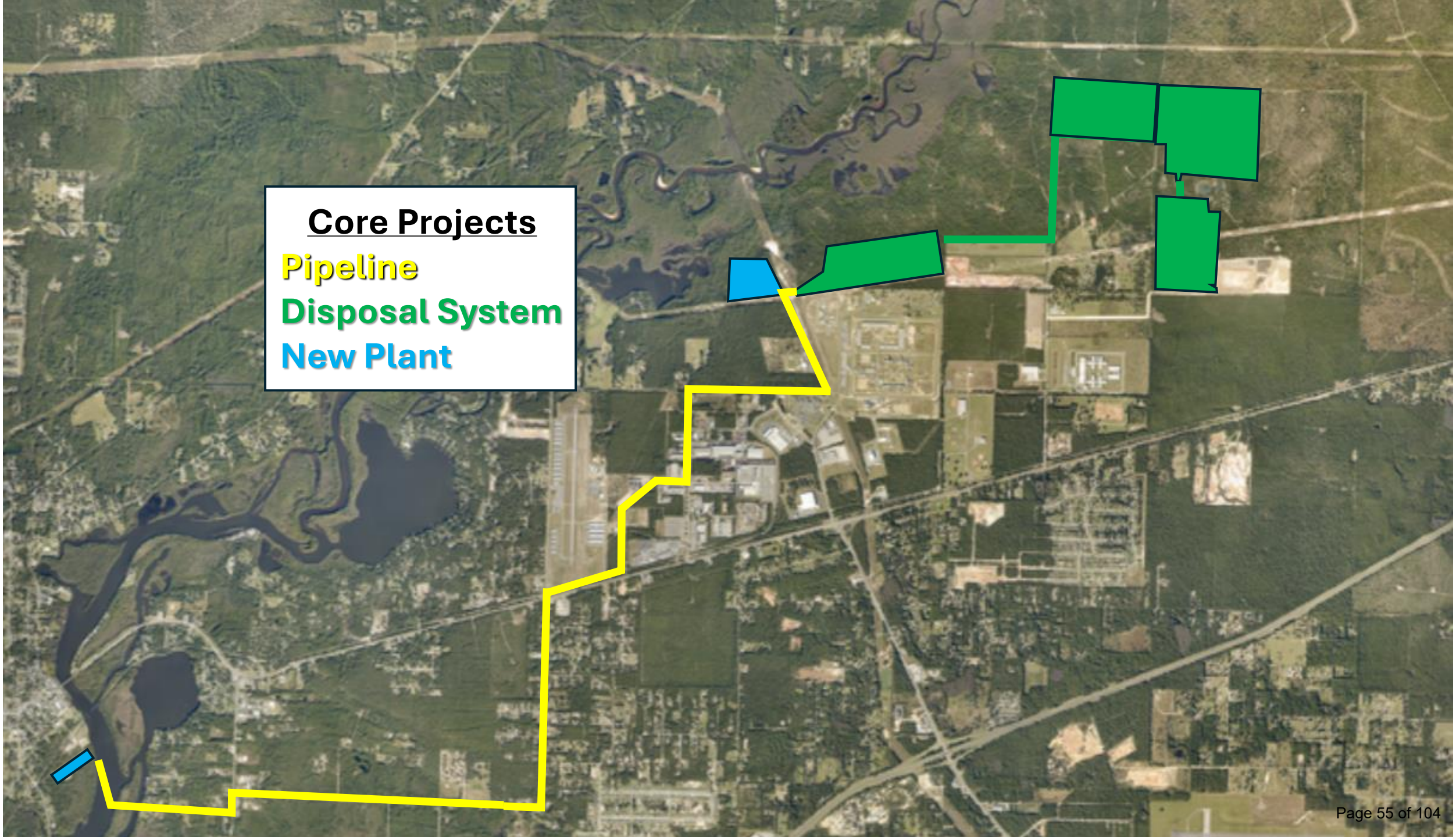
SUMMARY

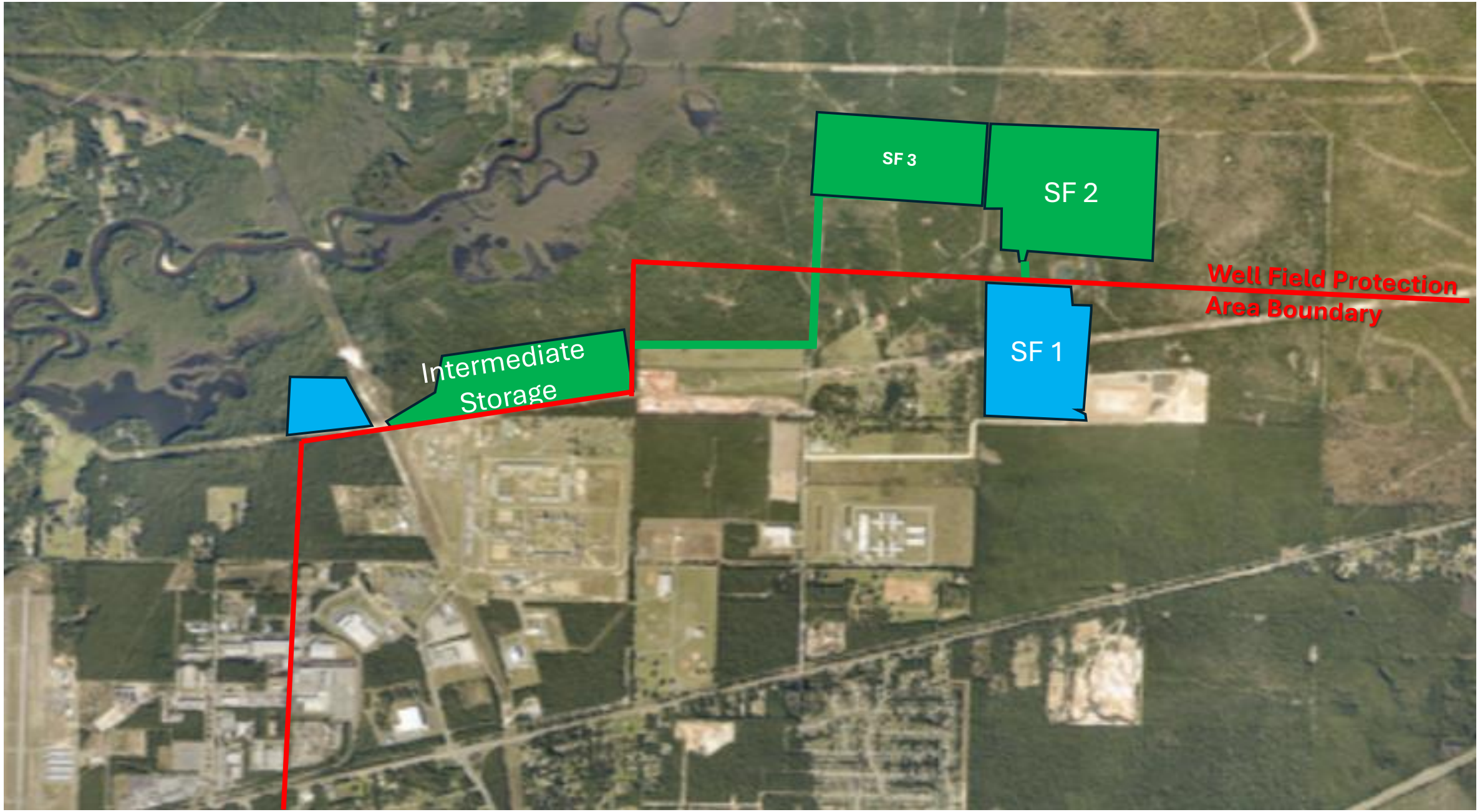
RECOMMENDATION

ATTACHMENTS

1. NEW WWTP, DISPOSAL SYSTEM DESIGN & FUNDING

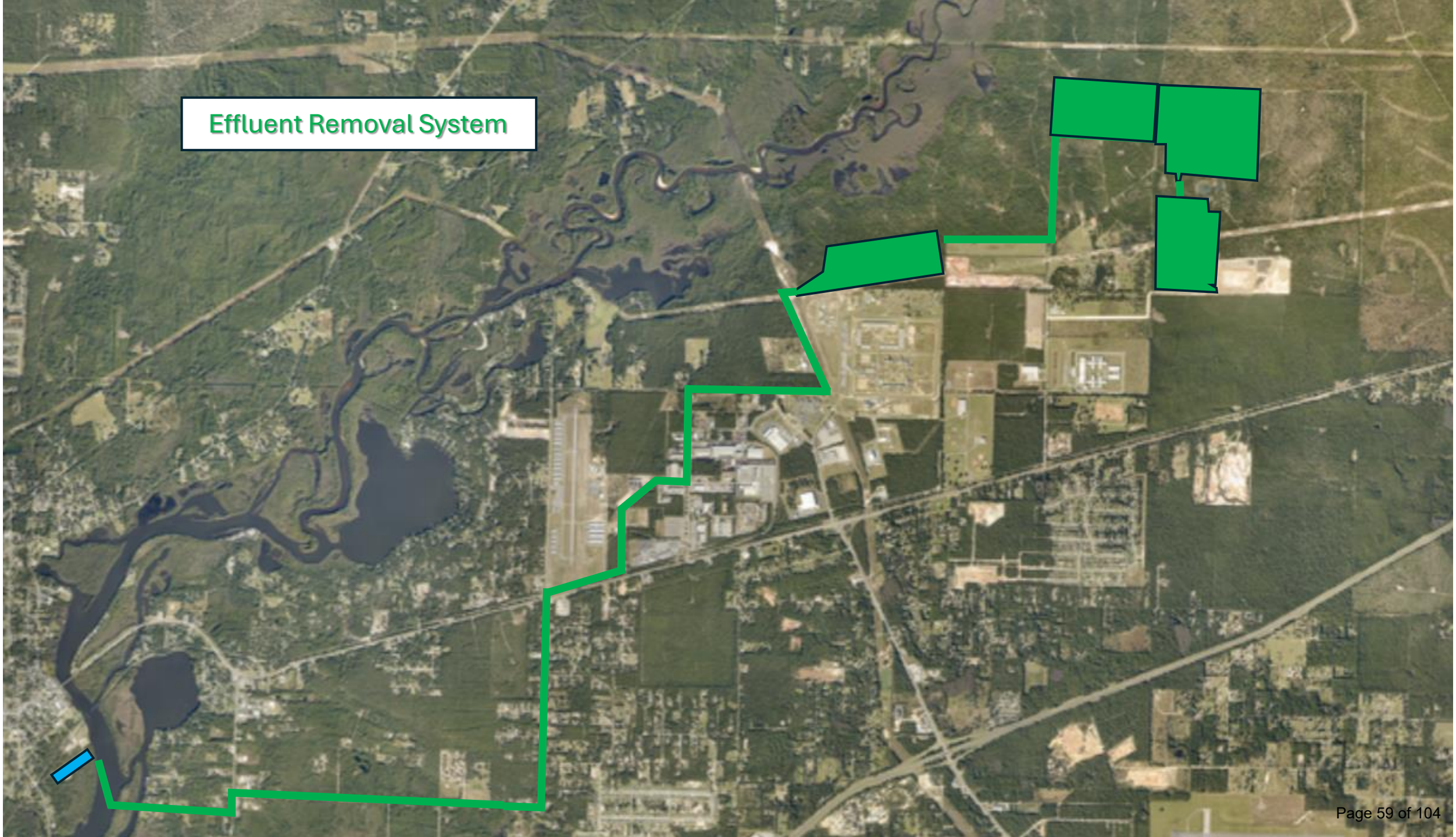
NORTH SANTA ROSA REGIONAL WATER RECLAMATION FACILITY


Core Projects
Pipeline
Disposal System
New Plant

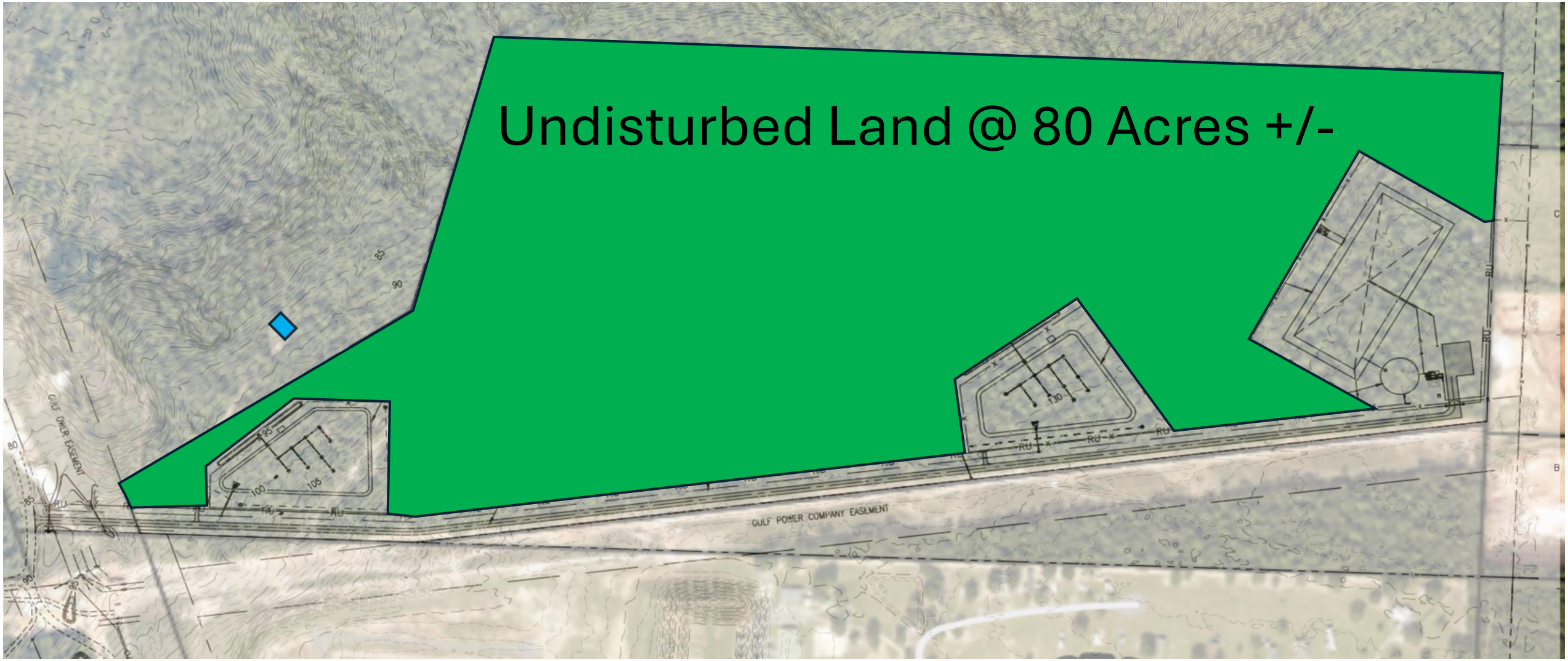

SF 3
SF 2
Well Field Protection
Area Boundary
SF 1
Intermediate
Storage

Construction Complete
Under Construction
Out for Bid
In Design and Permitting
SF 3
SF 2
SF 1
Intermediate Storage

Effluent Removal Project


Effluent Removal System

100 Acre Intermediate Storage Area Design


Undisturbed Land @ 80 Acres +/-
GULF POWER COMPANY EASEMENT
GULF POWER EASEMENT

Effluent Removal Project

- Current Negotiated Contract $16,311,390 (includes sales tax of $227,785 that will be deducted)

- Options
  - Buy American Premium $500,000
  - Relocation of SF1 $1,000,000 (minus sale price for SF1)
  - PFAS Elimination System $10,000,000

- FUNDING

  - $4,723,907 ARPA
  - $4,135,155 Sewer Impact Fees
  - $3,213,771 Water & Sewer Fund Reserves
  - $3,175,470 Water & Sewer Fund Restricted WWTP
  - $3,007,996 City General Fund Reserves

- TOTAL $18,256,299

Construction Complete
Under Construction
Awaiting Award
In Design and Permitting
SF 3
SF 2
SF 1
Intermediate Storage

NEW WATER RECLAMATION FACILITY

1. **HEADWORKS**
   REMOVAL OF INORGANIC SOLIDS LIKE PLASTICS AND SAND. FLOW IS PACED INTO DOWNSTREAM PROCESSES.

2. **BIOLOGICAL PROCESS**
   REDUCTION AND REMOVAL OF ORGANIC SOLIDS.

3. **FILTRATION**
   REMOVAL OF REMAINING MICROSCOPIC SOLIDS (ANYTHING LARGER THAN 1/10TH DIAMETER OF A HUMAN HAIR).

4. **CHLORINATION**
   INACTIVATION OF REMAINING PATHOGENS.

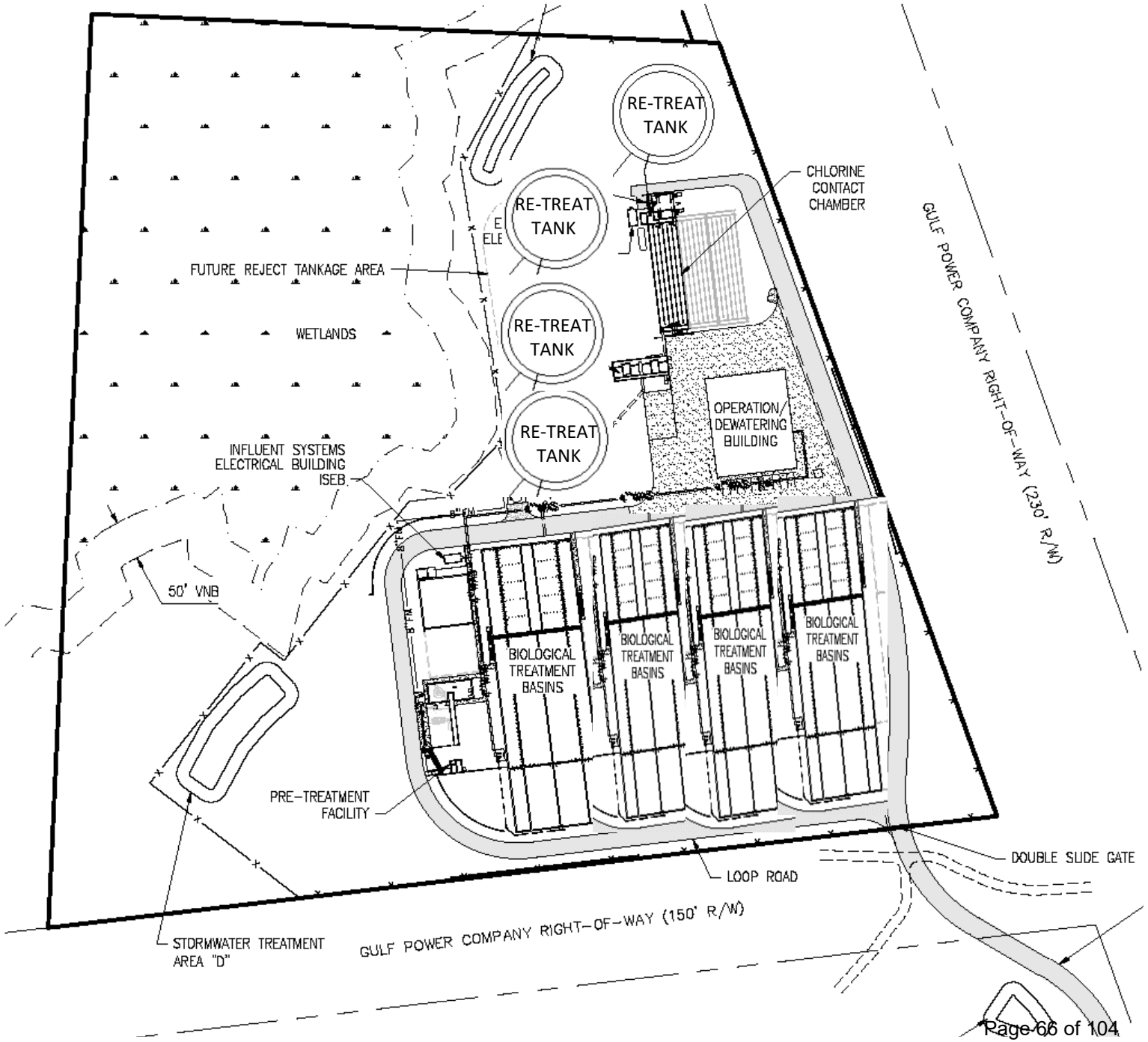
5. **EFFLUENT PUMPING**
   TRANSMISSION OF RECLAIMED WATER TO RECEIVING SITE.

6. **RE-TREAT TANK**
   WATER NOT MEETING FDEP LIMITS STORED HERE THEN SENT BACK THRU PLANT.

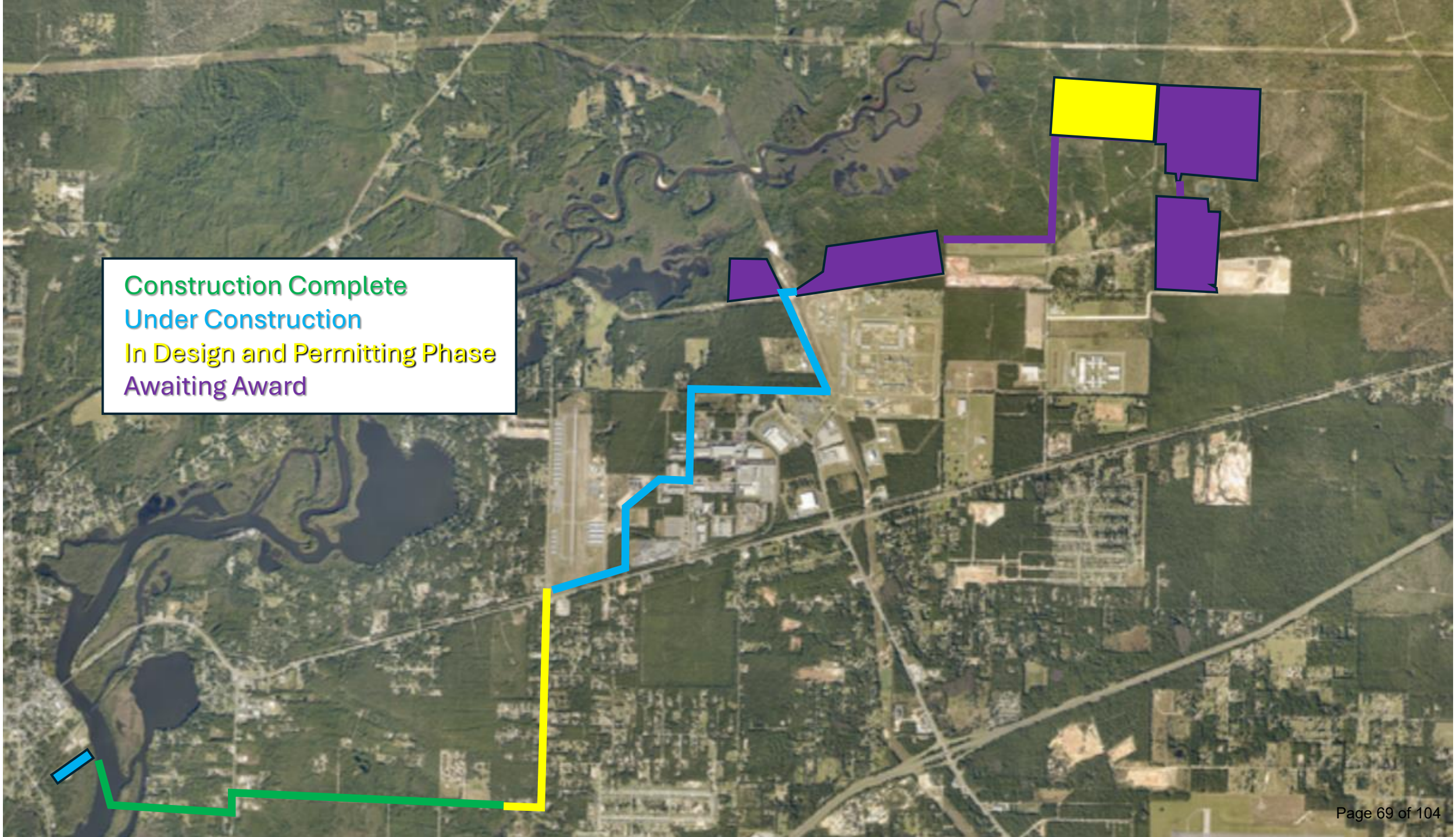
7. **ADMINISTRATION & OPERATIONS BUILDING**
   FACILITY OFFICE, LAB, AND PROCESSING BIOSOLIDS.

8. **STORMWATER PONDS**
   CAPTURE AND TREAT SITE RUN-OFF FROM RAIN EVENTS.

Full Buildout



COOPER BASIN
SUBJECT PROPERTY
GULF POWER COMPANY RIGHT-OF-WAY
GULF POWER COMPANY RIGHT-OF-WAY
25 Acres
Existing Cemetery
10
130


Construction Complete
Under Construction
In Design and Permitting Phase
Awaiting Award

Funding

- **Funds on Hand**

  - $4,723,907 ARPA (expire on 12/31/24)
  - $4,135,155 Sewer Impact Fees
  - $3,213,771 Water & Sewer Fund Reserves
  - $3,175,470 Water & Sewer Fund Restricted WWTP
  - $3,007,996 City General Fund Reserves

TOTAL CASH ON HAND: $18,256,299

- **Approved Funding ***

  - $6,500,000 Restore Grant
  - $14,000,000 SRLF Loan
  - $4,022,475 SRLF Grant
  - $18,644,083 FEMA HMGP

TOTAL APPROVED FUNDING: $43,166,558

* All awards are site specific for shovel ready projects only

- **Pending Grants ***

  - $7,666,535 FDEP Water Quality Grant
  - $16,900,640 FDEP Resiliency Grant

TOTAL PENDING GRANTS: $24,567,175

GRAND TOTAL: $85,990,032

As Currently Designed & Permitted

SOURCES

- $4,723,907 ARPA
- $4,135,155 Sewer Impact Fees
- $3,213,771 Water & Sewer Fund Reserves
- $3,175,470 Water & Sewer Fund Restricted WWTP
- $3,007,996 City General Fund Reserves
- $6,500,000 Restore Grant
- $14,000,000 SRLF Loan
- $4,022,475 SRLF Grant
- $18,644,083 FEMA HMGP
- $7,666,535 FDEP Water Quality Grant
- $16,900,640 FDEP Resiliency Grant

- GRAND TOTAL $85,990,032

USES

- Disposal Area $16,311,390
- Sprayfield #3 $3,500,000
- New Plant $55,000,000

- GRAND TOTAL $75,311,390

OPTIONS

- Buy American Premium $500,000
- Relocation of SF1 $1,000,000
- PFAS Removal $10,000,000

NORTH SANTA ROSA REGIONAL WATER RECLAMATION FACILITY

Agenda Item # 2024-2810

Invitation to Bid #2024-10 Effluent Disposal System and Sprayfields 1 & 2 **(action item)**

MEETING DATE	PREPARED BY
December 10, 2024	Ed Spears, City Manager

BACKGROUND

On August 22, 2024, the City issued Invitation to Bid #2024-10 to solicit prices for the construction of the new effluent disposal system and sprayfields 1 & 2. This project is required by the Florida Department of Environmental Protection to remove 100% of the treated effluent from the City of Milton's existing wastewater treatment plant. The requirement is an Administrative Order contained within the City's current operating permit. The order requires the removal of 100% of the effluent by December 31, 2025. The project put out for bid is completely designed and permitted. The project consists of an intermediate storage system - a 2 million-gallon storage tank and a 4 million-gallon lined pond on approximately 20 acres of the 100 acre property provided by Santa Rosa County and Sprayfields 1 & 2 on 196 acres of City-owned property. The deadline to submit a bid was Wednesday, October 2, 2024. Two bids were received by the deadline. The bids were within 7.3% of each other. The low bid is $17,217,059 from Chavers Construction. The higher bid was $18,574,526 from Talcon Group.

On October 8, 2024, City Council selected Chavers Construction as the lowest and most responsive bidder for ITB 2024-10 and authorized staff to negotiate a construction contract. On October 17, 2024, at a Special Called Meeting, Council extended the negotiation period at the request of staff.

To validate the bids, the City engaged a professional estimating firm, MOCA Systems, Inc. to complete an independent, 3rd party cost estimate for the project as described in the bid documents. On October 30, 2024, the City received the report from MOCA Systems and their cost estimate of $18,197,120. The report from MOCA Systems is attached. Having three prices for this project with such a small differential gives staff a comfort level to go forward with the awarding of the construction contract.

The City's project team, consisting of the City Manager, Assistant City Manager, Public Works Director, Finance Director and Purchasing Director, along with the City's engineering firm, Baskerville-Donovan, Inc., completed a thorough review of the bids. Value engineering efforts and negotiations with the low bidder have identified $955,244 in savings. Of the savings identified, $500,000 is a premium associated with utilizing a "Buy-American" stipulation in the bid documents. The Buy American requirement is optional at Council's discretion. Council may wish to consider whether to accept this savings or pay the premium for American made products. This results in a contract amount of $16,083,606. Sales tax for the purchase of materials must be accounted for in the contract but will be deducted over the course of the contract as materials are purchased. That amount is $227,784. This results in a total contract amount of $16,311,390. If Council wishes to buy American, the total contract amount would

be $16,811,390.

The project team recommends, and the contractor agrees that the City deliver this project via two contracts. Contract #1 would be for the Intermediate Storage Area (2 MG Storage Tank and 4 MG Lined Pond located on the 100-acre parcel adjacent to the prison). This contract would utilize the City's remaining American Rescue Plan Act (ARPA) funds. Contract #2 would be for all remaining aspects of the project, including the sprayfields. The total amount of both contracts is not to exceed $16,311,390 for all aspects of the project. The stand-alone nature of the ARPA contract will meet all requirements for the federal funds. ARPA funds must be under contract no later than December 31, 2024, and expended no later than December 31, 2025. The components in the ARPA contract can meet both deadlines. The City has all ARPA funds on hand in interest-bearing accounts.

The City has the following funds on hand and available for this project in FY 2024:

$4,723,907	ARPA
$4,135,155	Sewer Impact Fees
$3,213,771	Water & Sewer Fund Reserves
$3,175,470	Water & Sewer Fund Restricted WWTP
$3,007,996	City General Fund Reserves

$18,256,299 TOTAL AVAILABLE IN FY 2024

The amount available takes into account all other capital improvement projects approved in the FY 2025 budget. Additional reserve funds and impact fees will be available in the FY 2026 budget, which will begin on October 1, 2025, three months prior to the scheduled completion of this project. Council must also consider the costs associated with the voluntary relocation of sprayfield #1 out of the Wellfield Protection Area. The estimate from Baskerville-Donovan to redesign sprayfield #1, complete the geotechnical studies, and re-permit sprayfield #1 at a new location is $240,794. The time estimate to redesign and re-permit sprayfield #1 is 175 days (@6 months). The cost of construction for sprayfield #1 at either location would be similar. Chavers Construction has provided a deductive cost of $1,427,150 to not construct sprayfield #1 under this contract. If land were available at the costs recently paid for the three sprayfields, the City can expect to pay between $500,000 and $550,000 for property of similar size as sprayfield #1. However, the City can expect to recuperate in the same range the proceeds from selling the current Sprayfield #1, which, due to its location within the Wellfield Protection Area, would be of no use to the City for future use in coordination with the wastewater treatment plant. A conservative estimate for the relocation of sprayfield #1 would be $750,000 - $1,000,000 gross with a net cost of $500,000 following the sale of the current sprayfield #1.

The construction project will be delivered in the following sequence:

1. Intermediate Storage System and Piping
2. Sprayfield #2
3. Sprayfield #1

Delivery in this sequence will allow the City the time to complete a voluntary relocation of sprayfield #1, if Council so chooses.

Failure to move forward with this project will result in the City losing ARPA grant funds, as they must be under contract by December 31, 2024. Failure to progress on removal of the effluent from the Blackwater River may result in daily fines to the City for violating the current wastewater plant's FDEP operating permit. Fines can range from $100/day to a maximum of $15,000/day per violation. Recently, the City of Gulf Breeze was fined $1,000/day for failure to complete expansion of a wastewater treatment plant.

The total contract costs for the various items discussed above are as follows*:

1. As permitted and bid: $17,217,059
2. As permitted - all value engineering: $16,311,390
3. As permitted - all value engineering + Buy American Premium: $16,811,390
4. As permitted - sprayfield #1: $14,884,240
5. As permitted - sprayfield #1 + Buy American Premium: $15,384,240

*all amounts include sales tax that will be deducted as sales take place for a minimum of $227,784

All funds not utilized for the disposal system project will be applied to the new wastewater treatment facility. The current estimate of funds forward to be applied to the new plant is $1,500,000 - $2,000,000.

City Council has the following options for this ITB:

1. Award the project at a not-to-exceed price and authorize staff to execute contracts to deliver the project.
2. Reject all bids and rebid the project.
3. Reject all bids and rebid the project in smaller components.

SUMMARY

The City has $18,256,299 from various sources on hand and available for this project.

RECOMMENDATION

Staff recommends Council award the contract for ITB 2024-10 to Chavers Construction as the lowest and most responsive bidder and authorize the City Manager to execute a contract or contracts for the project not to exceed a cumulative total amount of $16,311,390.00 for all aspects.

ATTACHMENTS

1. MOCA Systems - 100% Design-Effluent Disposal System Estimate 10-30-24
2. ITB 2024-10 Disposal System Cost Savings
3. BDI Fee - Redesign SF1
4. Sprayfield #1 DEDUCT

Agenda Item # 2024-2810 | Invitation to Bid #2024-10 Effluent Disposal System and Sprayfields 1 & 2 **(action item)**

Fiscal Impact Analysis

FISCAL IMPACT SUMMARY

The City has $18,256,299 from various sources on hand and available for this project.

FISCAL DATA

Item is approved under the current budget: **Yes**

FINAL DESIGN CONSTRUCTION COST ESTIMATE

NSRRWRF ITB 2024-10 EFFLUENT DISPOSAL SYSTEM AND SPRAYFIELDS 1 & 2

North Santa Rosa Regional Water Reclamation Facility

City of Milton, Florida

City of Milton, Florida
6738 Dixon Street
Milton, Florida

Submitted by:

MOCA Systems, Inc.
1069 E. John Sims Pkwy, Suite 3
Niceville, FL 32578
www.mocasystems.com

Submitted on: October 30, 2024

Nate Lemmecha
Lead Estimator

October 30, 2024

City of Milton, Florida

Attn: Ms. Sandra Woodbery
6738 Dixon Street
Milton, Florida

SUBJECT: Basis of Estimate
NSRRWRF ITB 2024-10 EFFLUENT DISPOSAL SYSTEM AND SPRAYFIELDS 1 & 2
North Santa Rosa Regional Water Reclamation Facility

Dear Ms. Woodbery:

We are pleased to submit the attached final design estimate for the subject project. Please review the attached estimate carefully. This estimate reflects our opinion of the probable construction cost based on our understanding of the referenced project and our experience.

Project Information

Type of Project:	New Construction
Project Description:	Construction of a wastewater effluent disposal system that includes a 2 MG ground storage tank, pump station, a lined 4 MG reclaimed storage pond, effluent pipeline (including valves and fittings), and two (2) spray irrigation effluent disposal sites.
Type of Estimate:	Independent Estimate
Purpose of Estimate:	Determination of Budget & Bid Evaluation
Estimate Method:	Detailed
Contracting Method:	Open Competitive Bidding

Design Information

Design Documents: Existing conditions and dimensional information were derived from the final design drawings and bid form, dated October 2024.

Cost Basis

Material Costs:	Our estimate is based on the MII Unit Price Book (2023RS Means) as the primary data source. Material prices are inflated from the date of the Corp's database (1/2023) to the date of the estimate (10/2024) using the Engineering News Record (ENR) Materials Price Index. Tax Exempt.
Labor Costs:	Our estimate is based on the latest Davis-Bacon/BLS wage decision for Okaloosa County, FL.
Equipment Costs:	The estimate is based on the Corps of Engineers equipment database "MII Equipment Region 03 2022" with current local taxes and fuel rates. Equipment rates are inflated from the date of the Corp's database to the date of the estimate (03/2024) using the ENR Construction Cost Index.
Duration:	This estimate also assumes a project duration of 12 months. Contractor expenses may change if the project duration is changed.
Exclusions:	Our estimate does not include professional fees (other than testing), abatement of hazardous materials, municipal impact fees, utility tap fees, or any items not specifically identified in the itemized report.

Estimate Notes

General

1. This estimate is presented as a Class 1 estimate as defined by AACE International Recommended Practice No. 56R-08. The level of design definition for a Class 1 estimate is between 65% and 100%. The typical purpose for a Class 1 estimate is a bid check estimate or support negotiations. The estimating method for a Class 1 estimate is detailed unit cost with detailed takeoff. The expected accuracy range for a Class 1 estimate is -3% to -5% on the low side and +3% to +10% on the high side, depending on the construction complexity of the project, appropriate reference information and other risks (after inclusion of an appropriate contingency determination.) Ranges could exceed those shown if there are unusual risks.

Civil

1. Waste factor for new ready-mix structural concrete is assumed to be 5% and 20% for reinforcing bars.
2. Soil stabilization and soil treatment are excluded from the estimate.

Mechanical

1. The mechanical uses the material quantities provided in the Spray Field Bid Form.

Electrical

1. The estimate includes an 800 Amp 480-volt main panel, a step-down transformer (30kVA), a 100 Amp 208-volt panel, conduit and wire.
2. The estimate includes receptacles (ground-fault, general-purpose) equipment connections, control cabling, LED lighting, lighting contactor, lighting controls, conduit and wire.
3. A copper grounding system is included for the facility.

4. Fiber optic cabinets, patch-panels, ethernet switch, and armored fiber optic cable is included in the estimate.
5. Seven solar power units are included in the estimate.
6. An allowance of $500,000.00 is included for a SCADA system.

Project Cost Risks

The enclosed estimate reflects our best cost evaluation for the current construction bidding climate and the information available at this time. The final costs of the project will depend on the actual labor and material costs, competitive market conditions, final project scope, implementation schedule, and other variable factors at the time of award. As a result, the final project costs most likely will vary from the estimate. Because of this, project feasibility and funding availability should be carefully reviewed prior to making specific financial decisions, to help ensure proper project evaluation, choices, and adequate funding.

MOCA appreciates the opportunity to provide this estimating service. If you have any questions about this estimate, please contact me at Nate.Lemmecha@mocasystems.com.

Sincerely,

//SIGNED//

Nate Lemmecha
Lead Estimator

PROJECT NAME: NSRRWRF ITB 2024-10 EFLFUENT DISPOSAL SYSTEM AND SPRAYFIELDS 1 & 2
CLIENT: City of Milton **DATE: 10/02/2024**
BDI PROJECT NO. 25527.19

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
1	**General, Erosion Control, and Site Work**				
1.01	Mobilization/Demobilization (**Max 10% of Bid**)	1	LS		$76,295
1.02	Stormwater Pollution Prevention Plan	1	LS		$85,167
1.03	Clearing and Grubbing Pipe Route, access road, pump station and sprayfield sites	220	AC	$2,160.38	$475,283
1.04	Earthwork & Site Improvements	1	LS		$858,634
	SUB-TOTAL GENERAL, EROSION, CONTROL, & SITE WORK				$1,495,379
2	**Pump Station**				
2.01	Vertical Turbine Can Pump	3	EA	$46,114.98	$138,345
2.02	8" thick Concrete	151	SY	$240.76	$36,354
2.03	18" MJ 90 Degree Bend	1	EA	$4,498.35	$4,498
2.04	18" FL 90 Degree Bend	5	EA	$10,997.37	$54,987
2.05	18" 2000 Micron Strainer	2	EA	$138,970.53	$277,941
2.06	18" MJ Tee	2	EA	$8,874.06	$17,748
2.07	18" FL Tee	4	EA	$15,373.07	$61,492
2.08	18" Ductile Iron Pipe	55	LF	$278.31	$15,307
2.09	10" Dutile Iron Pipe	44	LF	$161.74	$7,116
2.1	18" Gate Vave	10	EA	$51,924.61	$519,246
2.11	18" Check Valve	3	EA	$44,239.72	$132,719
2.12	18"x 10" FL Tee	1	EA	$15,373.07	$15,373
2.13	18"x 10" MJ Tee	1	EA	$8,874.05	$8,874
2.14	10" Gate Valve	2	EA	$12,895.83	$25,792
2.15	10" Pressure Release Valve	1	EA	$19,982.64	$19,983
2.16	18" Magnetic Flow Meter	1	EA	$22,257.76	$22,258
2.17	Pipe Supports	9	EA	$1,314.56	$11,831
2.18	2" Ball Valve w/ ARV	1	EA	$619.07	$619
2.19	10" MJ 90 Degree Bend	2	EA	$1,574.80	$3,150
2.2	10"x18" Ecentric Increaser	3	EA	$5,043.51	$15,131
2.21	18" PVC DR 25 Pipe	24	LF	$246.84	$5,924
	SUB-TOTAL PUMP STATION				$1,394,689
3	**Ground Storage Tank and Wet Weather Storage**				
3.01	2.0 MG Ground Storage Tank	1	LS		$759,653
3.02	18" Gate Valve	2	EA	$51,924.61	$103,849
3.03	2" Gate Valve	1	EA	$1,802.44	$1,802
3.04	18" PVC DR 25 Pipe	380	LF	$246.84	$93,801
3.05	2" PVC Pipe	304	LF	$44.83	$13,630
3.06	Actuator	1	EA	$901.23	$901
3.07	18" MJ 90 degree bend	3	EA	$4,498.35	$13,495
3.08	18" MJ TEE	1	EA	$8,874.05	$8,874
3.09	2" Gate Valve	1	EA	$1,802.44	$1,802
3.10	18" Check Valve	1	EA	$45,385.60	$45,386
3.11	16" Ductile Iron Pipe	115	EA	$230.19	$26,472

PROJECT NAME: NSRRWRF ITB 2024-10 EFLFUENT DISPOSAL SYSTEM AND SPRAYFIELDS 1 & 2
CLIENT: City of Milton **DATE: 10/02/2024**
BDI PROJECT NO. 25527.19

3.12	16" MJ 90 Degree Bend	1	EA	$3,583.71	$3,584
3.13	18" MJ 45 Degree Bend	1	EA	$5,072.91	$5,073
3.14	2" MJ 45 Degree Bend	1	EA	$242.18	$242
3.15	Neema Beehive Grate	1	EA	$3,865.13	$3,865
3.16	3" PVC Pipe	20	LF	$41.85	$837
3.17	Ultrasonic Level Sensor	2	EA	$1,065.47	$2,131
3.18	HDPE Lined Pond	1	LS		$640,361
3.19	Drainage Box	1	EA	$5,978.09	$5,978
3.20	Electrical Building and Components	1	LS		$1,070,138
	SUB-TOTAL GROUND STORAGE TANK AND WET WEATHER STORAGE				$2,801,875
4	**Plant To Ground Storage Tank**				
4.01	20" DR 25 PVC Pipe	4,680	LF	$280.95	$1,314,828
4.02	20" Gate Valve	2	EA	$57,335.06	$114,670
4.03	20"x16" Tee	1	EA	$11,827.74	$11,828
4.04	16" DR 25 PVC Pipe	120	LF	$189.24	$22,708
4.05	20" Stub Out	1	EA	$944.63	$945
4.06	20" 90 Degree Bend	2	EA	$5,427.99	$10,856
4.07	20" 11.25 Degree Bend	1	EA	$5,396.07	$5,396
4.08	20" 22.5 Degree Bend	1	EA	$5,396.07	$5,396
4.09	16" Gate Valve	1	EA	$46,514.17	$46,514
	SUB-TOTAL PLANT TO GROUND STORAGE TANK				$1,533,141
5	**Pump Station to Sprayfield Site**				
5.01	20" DR 25 PVC Pipe	9,366	LF	$253.14	$2,370,899
5.02	18" DR 25 PVC Pipe	34	LF	$246.84	$8,393
5.03	20"x18" Ecentric Increaser	1	EA	$5,043.51	$5,044
5.04	20" Gate Valve	7	EA	$57,335.05	$401,345
5.05	ARV Assemblies	4	EA	$1,556.88	$6,228
5.06	20" 90 Degree Bend	4	EA	$5,427.99	$21,712
5.07	20" 45 Degree Bend	2	EA	$5,396.07	$10,792
	SUB-TOTAL PUMP STATION TO SPRAYFIELD				$2,824,412
6	**Sprayfields 1 and 2**				
6.01	Nelson Big Gun Sprinkler Heads	110	EA	$1,423.14	$156,545
6.02	3" Glavanized (Schedule 40) Riser Pipe	1,005	LF	$112.53	$113,093
6.03	Concrete Thrust Block	30	CY	$708.30	$21,249
6.04	2" Drain Valve	20	EA	$338.17	$6,763
6.05	3" 316 SS Ball Valve	110	EA	$629.28	$69,221
6.06	3"x6" Glavinized Nipple	110	EA	$153.45	$16,880
6.07	Harco Ductile Iron Tee 6" x 3" - 12" x 3"	97	EA	$1,906.92	$184,971
6.07-1	14" x 3" and 16" x 3" Reducing Tees for Sprayhead Assemblies	13	EA	$3,414.98	$44,395
6.08	12" CLA-VAL Pressure Reducing & Shut Off Valve	10	EA	$19,924.94	$199,249
6.09	12" Restrained Flanged Coupling Adapter	10	EA	$2,095.01	$20,950
6.10	12" Gate Valve	10	EA	$18,626.45	$186,265

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6.11	Pressure Gauge Assembly	10	EA	$437.10	$4,371
6.12	Valve Box Enclosure	10	EA	$512.43	$5,124
6.13	16"x12" Increaser	10	EA	$5,043.51	$50,435
6.14	12" 90 MJ Degree Bend	26	EA	$2,028.93	$52,752
6.15	12" 90 Fl 90 Bend	10	EA	$5,574.96	$55,750
6.16	Cocrete for Valve Pad	22	CY	$720.88	$15,859
6.17	20" awwa c-900, DR 25 PVC Pipe	7,879	LF	$253.14	$1,994,481
6.18	16" ASTM 2241, SDR 26 PVC Pipe	3,308	LF	$189.23	$625,989
6.19	14" ASTM 2241, SDR 26 PVC Pipe	4,009	LF	$142.89	$572,836
6.20	12" ASTM 2241, SDR 26 PVC Pipe	3,968	LF	$115.59	$458,675
6.21	10" ASTM 2241, SDR 26 PVC Pipe	4,965	LF	$94.09	$467,161
6.22	8" ASTM 2241, SDR 26 PVC Pipe	4,830	LF	$80.76	$390,080
6.23	6" ASTM 2241, SDR 26 PVC Pipe	8,130	LF	$60.91	$495,181
6.24	Monitoring Wells	5	EA	$4,082.03	$20,410
6.25	8" x 6" MJ Reducer	15	EA	$1,264.09	$18,961
6.26	12" x 10" MJ Reducer	8	EA	$1,926.78	$15,414
6.27	10" x 8" MJ Reducer	11	EA	$1,485.42	$16,340
6.28	10" MJ 45 Bend	11	EA	$1,600.33	$17,604
6.29	8" MJ 90 Bend	1	EA	$1,124.50	$1,125
6.30	14" x 12" MJ Reducer	9	EA	$2,577.50	$23,198
6.31	10" MJ Tee	1	EA	$2,726.08	$2,726
6.32	12" MJ 45 Bend	4	EA	$2,028.93	$8,116
6.33	16" x 14" MJ Reducer	7	EA	$3,475.86	$24,331
6.34	14" x 6" MJ Tee	2	EA	$3,970.00	$7,940
6.35	20" MJ 90 Bend	7	EA	$5,427.99	$37,996
6.36	10" x 6" MJ Tee	2	EA	$2,451.57	$4,903
6.37	6" 90 MJ Bend	1	EA	$784.00	$784
6.38	10" x 6" MJ Reducer	3	EA	$1,791.85	$5,376
6.39	10" x 6" MJ Tee W/ 45 (angled)	1	EA	$2,451.57	$2,452
6.40	16" MJ 45 Bend	5	EA	$3,902.91	$19,515
6.41	16" MJ 90 Bend	3	EA	$3,583.71	$10,751
6.42	16" x 12" MJ Reducer	1	EA	$3,836.90	$3,837
6.43	12" x 6" MJ Tee	4	EA	$3,064.47	$12,258
6.44	20" MJ 22.5 Bend	1	EA	$5,396.07	$5,396
6.45	20" x 14" MJ Tee	1	EA	$3,969.99	$3,970
6.46	14" x 8" MJ Tee	1	EA	$3,969.99	$3,970
6.47	14" MJ 90 Bend	7	EA	$3,166.58	$22,166
6.48	14" x 6" MJ Reducer	1	EA	$2,577.50	$2,578
6.49	6" MJ 45 Bend	4	EA	$806.99	$3,228
6.50	20" x 6" MJ Tee	1	EA	$3,969.99	$3,970
6.51	6" MJ Tee	2	EA	$1,304.12	$2,608
6.52	16" x 12" MJ Tee	1	EA	$6,807.63	$6,808
6.53	14" x 10" MJ Tee	2	EA	$3,064.47	$6,129
6.54	12" x 6" MJ Reducer	2	EA	$2,284.29	$4,569
6.55	12" MJ Cross	1	EA	$5,761.39	$5,761

PROJECT NAME: NSRRWRF ITB 2024-10 EFLFUENT DISPOSAL SYSTEM AND SPRAYFIELDS 1 & 2
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6.56	12" x 8" MJ Reducer	3	EA	$2,284.29	$6,853
6.57	8" x 6" MJ Tee	3	EA	$1,748.03	$5,244
6.58	20" x 16" MJ Tee	4	EA	$6,807.63	$27,231
6.59	20" MJ Tee	1	EA	$11,827.74	$11,828
6.60	20" MJ 45 Bend	3	EA	$5,396.07	$16,188
6.61	20" x 16" MJ Reducer	1	EA	$5,043.51	$5,044
6.62	14" x 12" MJ Tee	1	EA	$3,969.99	$3,970
6.63	10" MJ 90 Bend	2	EA	$1,574.80	$3,150
6.64	18" x 6" MJ Tee	1	EA	$6,807.63	$6,808
6.65	20" x 18" MJ Reducer	1	EA	$5,043.51	$5,044
6.66	18" MJ 22.5 Bend	1	EA	$5,072.91	$5,073
6.67	18" x 16" MJ Reducer	1	EA	$5,043.51	$5,044
6.68	10" x 8" MJ Tee	1	EA	$2,451.57	$2,452
6.69	12" x 10" MJ Tee	1	EA	$3,064.47	$3,064
				SUB-TOTAL SPRAYFIELDS 1 AND 2	$6,640,454
7	**Storm Drainage, Road Construction, Final Site Preparation**				
7.01	Furnish and Install Junction Box	1	EA	$1,877.49	$1,877
7.02	Furnish and Install Under Drain/Slope Drain	2,600	LF	$27.92	$72,598
7.03	Furnish and Install Filter Sand	10,400	CY	$6.86	$71,340
7.04	Furnish and Install Washed #57 Stone	4,000	CY	$64.69	$258,763
7.05	Furnish and Install Cleanouts	24	EA	$103.34	$2,480
7.06	Furnish and Install Propex Landlok 450 Reinforcement Fab	1	LS	$142,808.68	$142,809
7.07	Furnish and Install Type E DBI	5	EA	$4,864.67	$24,323
7.08	Furnish and Install Type D DBI	2	EA	$7,257.29	$14,515
7.09	Furnish and Install 24" MES	1	EA	$685.78	$686
7.10	Furnish and Install 18" MES	4	EA	$505.85	$2,023
7.11	Furnish and Install 14"x23" MES	2	EA	$675.89	$1,352
7.12	Furnish and Insall 14"x23" ERCP	54	LF	$45.30	$2,446
7.13	Furnish and Install Class 2 Rip Rap	130	CY	$769.27	$100,005
7.14	Furnish and Install Filter Fabric	200	SF	$0.72	$145
7.15	Furnish and Install 18" RCP	370	LF	$85.02	$31,456
7.16	Furnish and Install 24" RCP	200	LF	$124.06	$24,812
7.17	Furnish and Install Type D Overflow Structure	2	EA	$7,257.29	$14,515
7.18	Furnish and Install 4" MES	1	EA	$184.18	$184
7.19	Fine Grading for Sod, Seed and Mulch	70,000	SY	$1.16	$80,963
7.20	Furnish and Install Sod	19,500	SY	$10.03	$195,630
7.21	Seed and Mulch Remaining Disturbed Areas	50,500	SY	$1.31	$65,962
7.22	Furnish and Install 10' Double Panel Swing Gate	2	EA	$13,163.98	$26,328
7.23	Furnish and Install Chainlink Fence	3,500	LF	$45.15	$158,027
7.24	Stabilized Subgrade (12")	10,500	SY	$12.50	$131,256
7.25	Limerock Gravel	1,200	CY	$68.90	$82,675
				SUB-TOTAL STORM DRAINAGE, ROAD CONSTRUCTION, FINAL SITE PREPARATION	$1,507,171
				EFFLUENT DISPOSAL SYSTEM AND SPRAYFIELDS 1 & 2 TOTAL BID	**$18,197,120**

City of Milton

ITB 2024-10 Effluent Disposal System and Sprayfields

Project Savings:

1.	Deduction of Sales Tax	-$227,344
2.	Stormwater Pond Fencing	-$128,400
3.	Strainers	-$30,000
4.	18” Gate Valve	-$35,000
5.	Valve Boxes	-$84,500
6.	Buy American Premium	-$500,000
7.	Automatic Transfer Switch	+$50,000
	TOTAL	-$955,244

BASKERVILLE-DONOVAN, INC.
ENGINEERING THE SOUTH SINCE 1927

449 West Main Street
Pensacola, Florida 32502
Phone: 850.438.9661

11/22/24

CITY OF MILTON
NSRRWRF SITE 1 SPRAYFIELD REDESIGN
SCOPE OF SERVICES

Section I. BACKGROUND

The City of Milton (City) Sprayfield Site 1 is a 77 acre site located within the East Milton Wellfield Protection Zone. The sprayfield is allowed within this protection zone if the discharged effluent meets Part III Public Access limits and AWT standards. Sampling of the effluent from the existing water reclamation facility has revealed that the PFAS/PFOS limits are above those permitted in public water supplies. While this is not a controlled parameter in wastewater effluent, there are concerns of discharging the effluent within the protection zone.

As a result, the City is exploring other locations for a sprayfield site of the same acreage that would not be within the well-field protection zone. Even though a site has not yet been identified, finalization of this action will require a redesign of Sprayfield 1. Baskerville-Donovan, Inc. (BDI) has been asked to provide a fee and timeline for this design effort. This scope of work will also include coordination for geotechnical exploration, site specific environmental exploration, and cultural evaluation of the site. Since a site has not yet been identified, the scope of work does not include extensions of the effluent pipeline as necessary to get to a proposed unknown location.

BDI is providing this scope of work for the due diligence, design, and permitting of the slow-rate land application of effluent.

Section II. SCOPE OF SERVICES

TASK 1 – SITE DUDILIGENCE

This task will include the following scope of work:

1. Geotechnical Exploration and Groundwater Mounding Analysis.
2. Wetlands Delineation and Environmental Assessment.
3. Cultural Resource Survey.

1.1 Geotechnical Exploration

To establish the loading capacity of the site for Part III Public Access Reuse discharge, geotechnical explorations will be required. A professional geotechnical engineer licensed in the state of Florida will oversee this scope of work. The report will include existing site characteristics; exploration, testing and sampling methods; subsurface soils encountered and soil classifications; depth to groundwater at the bore location at the time for drilling and the depth to groundwater in piezometers; a discussion of laboratory test results; recommendations on dosing rate for the spray field; an estimate of groundwater flow rate and groundwater flow direction on the site; geological background data on the property; and general recommendations for a groundwater monitoring plan. BDI will provide survey necessary for identifying the location and elevation of bore holes and piezometers.

Due to the lack of specific boundaries, the lump sum fee provided is an estimate of the desired scope of work based on a cost per acre. The fee shall be amended once a site selection has been finalized.

1.2 Site Specific Environmental Assessment

To ensure compliance with environmental regulations it is important that an Environmental Assessment be conducted on the site. The assessment will conduct federal and state jurisdictional determinations as necessary and delineate all wetlands and water within the jurisdiction of both the Florida Department of Environmental Protection/Northwest Florida Water Management District and Statute 404 of the Clean Water Act according to state and federal procedural guidelines. Prepare a composite map of environmentally sensitive lands displaying findings from available GIS data related to: aquatic preserves, outstanding Florida water, essential fish habitat, FEMA >1% flood hazard zone, potable water wells and wellhead protection zones. The professional will visually inspect the subject property to determine the presence of species or habitat listed as Threatened, Endangered, or Special Concern by the Endangered Species Act or Florida Statutes known to inhabit Santa Rosa County. If protected species are identified, conducting specific surveys to quantify population data and/or agency species condition and/or permitting will be conducted as a separate scope of work.

Due to the lack of specific boundaries, the lump sum fee provided is an estimate of the desired scope of work based on a cost per acre. The fee shall be amended once a site selection has been finalized.

1.3 Cultural Resources

To ensure that there are no disturbances to cultural resources, a field survey with subsurface testing will be performed. The purpose of the proposed cultural resources study will be to determine if any prehistoric or historic properties exist within the project boundaries, and if so, to document and assess each based-on criteria for designation for listing in the National Register of Historic Places. All work will be conducted in compliance with Section 106 of the National Historic Preservation Act. The work will be supervised by an RPA-certified archaeologist who meets or exceed the professional qualifications specified by the Florida Guidelines as well as the Secretary of the Interior's Standard and Guidelines for Archaeology and Historic Preservation.

The field survey will document all cultural resources within the Area of Potential Effect (APE), not yet identified. The specific goals of the survey will be to 1) describe the distribution of cultural resources within the APE: 2) determine the location and condition of cultural resources, especially regarding potential NRHP eligibility; 3) determine the types of cultural resources present; 4) classify the types of individual cultural resources present; and 5) record the physical extent of specific resources. In areas where shovel testing is not possible, standard archaeological techniques will be implemented, especially visual observation of the ground surface.

Due to the lack of specific boundaries, the lump sum fee provided is an estimate of the desired scope of work based on a cost per acre. The fee shall be amended once a site selection has been finalized.

TASK 3 - <u>SURVEY</u>

Upon authorization provided by the City, BDI will provide control points, benchmarks, site surveyand topographic mapping necessary for site civil components of the overall design. The control points will be utilized for the project layout configuration with topographic details necessary for hydraulic layout of system.

TASK 3 – <u>SPRAYFIELD DESIGN AND CONTRACT DOCUMENTS</u>

BDI will prepare plans, specifications and contract documents for bidding and construction of the slow-rate land application system. The scope of work includes preparation of project documents at 60, 100 percent and ready to advertise plans and specifications. The specifications include all piping, appurtenances and site work including access grading. The basis of the design will be set out in the

recommendations identified in the final geotechnical and groundwater modeling report and the FDEP regulations, Chapters 62-600 and 62-610, F.A.C. for the disposal in slow-rate application systems.

3.1 Design

BDI will develop and submit AutoCAD design drawings plus specifications in MASTERSPEC format. Submittal materials for the 60 percent completion level shall include all site work for the construction of a slow-rate land application system with a table of contents of the specifications to be included in the construction documents. The final (100%) plans and specifications shall include City comments received from all reviews along with completion of permit applications.

3.2 Design Reviews and Final Contract Documents

1) Schedule and meet with City representatives to review comments on deliverables from 60 and 100 percent completion level submittals.
2) Manage design and review meetings.
3) Complete internal QA/QC process throughout
4) Incorporate the City and BDI QC comments into deliverable plans and specifications for this project.

TASK 4 – PERMITTING SERVICES

An FDEP Domestic Wastewater substantial permit modification is required to construct the sprayfields. BDI will prepare, submit, and coordinate three (3) copies each of the following permits:

1) *Wastewater Facility or Permit Activity Form 1 General Information* (Form 62-620.910(1)).
2) *Wastewater Permit Application Form 2A for Domestic Wastewater Facilities* (Form 62-620.910(2))

BDI shall prepare the necessary permit application forms and specifically the FDEP Domestic Wastewater Treatment Facilities Permit Application (1 and 2A), appropriately certified, with supporting documents, for approval of the project and submit the application to the appropriate regulatory authorities. Permit fees associated with permit applications and approvals shall be paid by the City. As part of this fee, BDI will respond to up to two (2) FDEP Requests for Additional Information (RAIs). Additional permitting assistance beyond the two (2) RAIs may be provided by supplemental authorization by the City on a time and material basis.

Section III. OWNER'S RESPONSIBILITY

The City will provide all available information (FDEP DMRs, drawings, permits, reports, etc.) to assist in the permitting and design of the slow-rate land application system. The City shall provide input into the design and layout and provide written comments on the design construction plans and specifications. The City shall be responsible for all fees associated with permitting.

Section IV. DELIVERABLES

BDI will provide the following deliverables:

1. Three (3) sets of preliminary (60%) design construction plans.
2. Three (3) copies each of the FDEP Domestic Wastewater Permit documentation.
3. Three (3) sets of draft final (100%) design construction plans and specifications.
4. Three (3) sets of final ready-to-advertise construction plans and specifications.
5. One (1) set of electronic final ready-to-bid construction plans and specifications.
6. Three (3) sets of Released for Construction plans and specifications.

Section V. SCHEDULE

The following is a project schedule by milestone task from the "Notice to Proceed" through the final, ready to advertise, contract documents. The total project schedule is based on the city review periods of five calendar days at each submittal. It is anticipated that the project schedule will be one hundred days. The overall project schedule is dependent on a timely response review from all regulatory agencies in review and approval of the completed permit application documentation.

Milestone Task	Calendar Days (Each Task)	Calendar Days (From NTP)
Notice to Proceed	0	0
Geotechnical Exploration	120	120
Environmental Assessment	25	25
Cultural Resources	35	35
Survey	60	60
60% Plans and Specifications (overlaps survey effort)	55	85
Client Review Duration	5	90
100% Plans and Specifications	35	125
Client Review Duration	5	130
Permitting	90	175
Final ready to Advertise Contract Documents	15	145
Total Project Duration until Bidding Phase	-	175 days

FDEP permitting will be submitted after 60% comments are incorporated.

Section VI. METHOD OF COMPENSATION

The method of compensation is based upon a per acre fee. These fees are applied to each of the tasks and shall be adjusted based upon the actual acreage of the selected site(s). The exception is the permitting fee which is a lump sum fee regardless of acreage. The per acre fee is consistent with the average of costs applied to previous due diligence work.

For the performance of the above activities, we submit the fees proposed in the schedule below.

Summary of Services

Task 1 – Due Diligence	
1-1 Geotechnical Exploration	$51,667.00
1-2 Site Specific Environmental Assessment	$18,634.00
1-3 Cultural Resources	$26,103.00
Task 2 – Survey	$35,000.00
Task 3 – Design	$104,390.00
Task 4 – Permitting	$5,000.00
Total	$240,794.00

BDI shall invoice the City monthly based on the engineers' estimate of percent complete of each task.

Section VII. **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
T. Keith Hill, P.E. President/CEO	City Manager
11/22/2024 Date	Date

ITB 2024-10 Effluent Disposal System and Sprayfields 1 & 2 - Bid Form - Addendum 9

ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
1	General, Erosion Control, and Site Work				
ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	AMOUNT
1	General, Erosion Control, and Site Work				
1.01	Mobilization/Demobilization (Max 10% of Bid)	0	LS	$ 482,585.00	$ -
1.02	Stormwater Pollution Prevention Plan	0	LS	$ 252,420.00	$ -
1.03	Clearing and Grubbing Pipe Route, access road, pump station and sprayfield sites	-62	AC	$ 5,200.00	$ (322,400.00)
1.04	Earthwork	0	LS	$ 854,841.00	$ -
	SUB-TOTAL GENERAL, EROSION, CONTROL, & SITE WORK				$ (322,400.00)
6	Sprayfields 1 and 2				
6.01	Nelson Big Gun Sprinkler Heads	-23	EA	$ 2,575.00	$ (59,225.00)
6.02	3" Glavanized (Schedule 40) Riser Pipe	-200	LF	$ 60.00	$ (12,000.00)
6.03	Concrete Thrust Block	0	CY	$ 2,000.00	$ -
6.04	2" Drain Valve	0	EA	$ 90.00	$ -
6.05	3" 316 SS Ball Valve	-23	EA	$ 1,656.00	$ (38,088.00)
6.06	3"x6" Glavinized Nipple	-23	EA	$ 100.00	$ (2,300.00)
6.07	Harco Ductile Iron Tee 6" x 3" - 12" x 3"	-23	EA	$ 552.00	$ (12,696.00)
6.07-1	14" x 3" and 16" x 3" Reducing Tees for Sprayhead Assemblies	0	EA	$ 6,648.00	$ -
6.08	12" CLA-VAL Pressure Reducing & Shut Off Valve	-3	EA	$ 56,339.00	$ (169,017.00)
6.09	12" Restrained Flanged Coupling Adapter	-3	EA	$ 3,577.00	$ (10,731.00)
6.10	12" Gate Valve	-3	EA	$ 12,405.00	$ (37,215.00)
6.11	Pressure Gauge Assembly	-3	EA	$ 1,735.00	$ (5,205.00)
6.12	Valve Box Enclosure	-3	EA	$ 8,450.00	$ (25,350.00)
6.13	16"x12" Increaser	0	EA	$ 5,048.00	$ -
6.14	12" 90 MJ Degree Bend	-6	EA	$ 6,595.00	$ (39,570.00)
6.15	12" 90 Fl 90 Bend	-3	EA	$ 7,975.00	$ (23,925.00)
6.16	Cocrete for Valve Pad	-7	CY	$ 2,000.00	$ (13,200.00)
6.17	20" awwa c-900, DR 25 PVC Pipe	-3,000	LF	$ 91.00	$ (273,000.00)
6.18	16" ASTM 2241, SDR 26 PVC Pipe	-900	LF	$ 68.00	$ (61,200.00)
6.19	14" ASTM 2241, SDR 26 PVC Pipe	-120	LF	$ 57.00	$ (6,840.00)
6.20	12" ASTM 2241, SDR 26 PVC Pipe	-900	LF	$ 55.00	$ (49,500.00)
6.21	10" ASTM 2241, SDR 26 PVC Pipe	-440	LF	$ 47.00	$ (20,680.00)
6.22	8" ASTM 2241, SDR 26 PVC Pipe	-840	LF	$ 38.00	$ (31,920.00)
6.23	6" ASTM 2241, SDR 26 PVC Pipe	-2,200	LF	$ 34.00	$ (74,800.00)

6.24	Monitoring Wells	-2	EA	$ 7,500.00	$ (15,000.00)
6.25	8" x 6" MJ Reducer	0	EA	$ 1,384.00	$ -
6.26	12" x 10" MJ Reducer	0	EA	$ 3,781.00	$ -
6.27	10" x 8" MJ Reducer	0	EA	$ 2,648.00	$ -
6.28	10" MJ 45 Bend	0	EA	$ 3,446.00	$ -
6.29	8" MJ 90 Bend	0	EA	$ 2,296.00	$ -
6.30	14" x 12" MJ Reducer	0	EA	$ 4,373.00	$ -
6.31	10" MJ Tee	0	EA	$ 5,014.00	$ -
6.32	12" MJ 45 Bend	0	EA	$ 4,033.00	$ -
6.33	16" x 14" MJ Reducer	0	EA	$ 5,425.00	$ -
6.34	14" x 6" MJ Tee	0	EA	$ 4,235.00	$ -
6.35	20" MJ 90 Bend	-4	EA	$ 20,890.00	$ (83,560.00)
6.36	10" x 6" MJ Tee	0	EA	$ 4,514.00	$ -
6.37	6" 90 MJ Bend	0	EA	$ 1,977.00	$ -
6.38	10" x 6" MJ Reducer	0	EA	$ 2,547.00	$ -
6.39	10" x 6" MJ Tee W/ 45 (angled)	0	EA	$ 5,084.00	$ -
6.40	16" MJ 45 Bend	-1	EA	$ 8,903.00	$ (8,903.00)
6.41	16" MJ 90 Bend	0	EA	$ 10,473.00	$ -
6.42	16" x 12" MJ Reducer	0	EA	$ 4,661.00	$ -
6.43	12" x 6" MJ Tee	0	EA	$ 4,927.00	$ -
6.44	20" MJ 22.5 Bend	0	EA	$ 11,131.00	$ -
6.45	20" x 14" MJ Tee	0	EA	$ 20,378.00	$ -
6.46	14" x 8" MJ Tee	0	EA	$ 7,411.00	$ -
6.47	14" MJ 90 Bend	0	EA	$ 9,467.00	$ -
6.48	14" x 6" MJ Reducer	0	EA	$ 6,054.00	$ -
6.49	6" MJ 45 Bend	0	EA	$ 1,476.00	$ -
6.50	20" x 6" MJ Tee	0	EA	$ 17,653.00	$ -
6.51	6" MJ Tee	0	EA	$ 1,897.00	$ -
6.52	16" x 12" MJ Tee	-1	EA	$ 9,819.00	$ (9,819.00)
6.53	14" x 10" MJ Tee	0	EA	$ 7,783.00	$ -
6.54	12" x 6" MJ Reducer	0	EA	$ 3,511.00	$ -
6.55	12" MJ Cross	0	EA	$ 14,399.00	$ -
6.56	12" x 8" MJ Reducer	0	EA	$ 3,590.00	$ -
6.57	8" x 6" MJ Tee	0	EA	$ 3,034.00	$ -
6.58	20" x 16" MJ Tee	-1	EA	$ 21,006.00	$ (21,006.00)
6.59	20" MJ Tee	0	EA	$ 23,651.00	$ -
6.60	20" MJ 45 Bend	0	EA	$ 19,185.00	$ -
6.61	20" x 16" MJ Reducer	0	EA	$ 8,539.00	$ -
6.62	14" x 12" MJ Tee	0	EA	$ 7,992.00	$ -
6.63	10" MJ 90 Bend	0	EA	$ 4,811.00	$ -
6.64	18" x 6" MJ Tee	0	EA	$ 12,446.00	$ -
6.65	20" x 18" MJ Reducer	0	EA	$ 9,015.00	$ -
6.66	18" MJ 22.5 Bend	0	EA	$ 8,439.00	$ -
6.67	18" x 16" MJ Reducer	0	EA	$ 6,827.00	$ -
6.68	10" x 8" MJ Tee	0	EA	$ 4,728.00	$ -
6.69	12" x 10" MJ Tee	0	EA	$ 5,485.00	$ -
			SUB-TOTAL SPRAYFIELDS 1 AND 2		$ (1,104,750.00)

$ (1,427,150.00)

Agenda Item # 2024-2887

ITB 2024-09 North Santa Rosa Regional Water Reclamation Facility **(action item)**

MEETING DATE	PREPARED BY
December 10, 2024	Ed Spears, City Manager

BACKGROUND

On October 23, 2024, the City opened the bids for ITB 2024-09 for the construction of the new North Santa Rosa Regional Water Reclamation Facility (NSRRWRF). Three bids were received by the deadline. The bids were:

1. Max Foote Construction $64,424,000
2. Warton-Smith, Inc. $71,457,000
3. Weiss Construction $74,803,728

Following the first bidding on this project in February 2021, staff, project engineers and the contractor were able to reduce project costs by approximately $10,000,000. The project team believes that level of savings may be achievable again. The cost for the new plant in 2021 totaled $31,500,000. The current bid represents a 105% increase in cost in 3.5 years.

The City has the following funds available for the NSRRWRF:

Restore Grant	$6,500,000
SRLF Loan	$14,000,000
SRLF Grant	$4,022,475
FEMA HMGP	$18,644,083
TOTAL	$43,166,558

The funding gap based on the low bid is $21,257,442. That gap will be reduced by any cost savings generated during negotiations. In addition, any funds not spent on the disposal system project will be brought forward to this project. The current estimate of funds forward is $2,000,000. The City has two pending grants for this project that will be announced in December. If approved, they total $24,567,175. This would provide adequate funding to complete the project as currently designed and permitted. If the grants are not awarded, the City has had preliminary discussions for up to $25,000,000 in project financing from our banking partner. The loan would have to be finalized and a guaranteed funding source identified to service the loan. For a $25,000,000 loan at 5% interest and a 30-year payback, the monthly payment would be approximately $140,000 ($1,680,000 annually). The amount borrowed would be reduced dollar for dollar in identified project savings during negotiations and funds forward from the disposal system project. The City would have to identify budget reductions and new recurring revenue to fund the debt service. If the cost of a $25,000,000 loan were passed on to the City's 13,383 residential and commercial water & sewer customers, the increase would be approximately $11/month for 30 years.

Council has several options to consider:

1. Select Max Foote Construction as the lowest and most responsive bidder and authorize staff to engage in contract negotiations, finalize the price and develop a financing plan.
2. Reject all bids.
3. Direct staff to identify a new project location and authorize the funds necessary to acquire the property, redesign and permit the facility for the new site.
4. Place the project on an indefinite hold until better economic conditions are realized or complete project funding is achieved.

In considering the options, it is important to note that relocating the project or other substantial delay will result in the loss of most, if not all, of the grant funds already acquired for the project. The grants were awarded to the City for a specific shovel-ready project on a specific site. Those grants may be reapplied for at a later time, but an award is not guaranteed. If Council chooses to relocate the project, staff recommends Council vote to return all grant funding as it will be strategically better for future opportunities for the City to return the grants versus the grants have to be terminated by the funding sources. While future grant opportunities will always exist, an application to the same grantor for a grant the City returned, would generally not be looked upon favorably.

If Council chooses to move the project to a new site, the additional costs would include land acquisition, geotechnical testing, engineering redesign fees and permitting fees. There would also be a loss of 1.5 - 2 years which would add an inflationary factor to the new project costs. An estimate from BDI (attached) shows a potential additional cost of $2,435,000 in design, engineering, geotechnical and permitting costs to resite the plant and a timeline extending until June 2026 before the City was in position to rebid the project. There are no economic indicators that any costs drivers (labor, materials, etc.) will decrease over the next two years. Potential new tariff restrictions could play a major role in future costs for this project. However, a redesign could allow the City to increase the initial base project from the currently designed 2 MGD to allow the addition of new customers following the first phase versus a later expansion project. Relocation of the plant would allow the City to sell the current 25-acre site to generate revenue for the project. A relocation project would allow the City to generate 1-2 years of additional reserves, but the anticipated costs of such a project may exceed the new reserves.

If the project is shelved, the City would lose all grants. Funds would need to be reserved for increased maintenance and repair of the existing, aging plant, which would still be in danger from any future storm. The new plant is serviceable in the short term, but a long term solution would have to be identified. Expansion at the current site is not allowed nor advisable. Delaying the project will allow the City to increase the current reserves annually and generate a greater return from investing. The future project would be estimated to cost 10% more each year it is delayed, unless a situation such as COVID occurs, at which time project costs doubled.

Any delay from options #2, 3 or 4 would extend the de-facto moratorium on new connections to the City's sewer system outside the City limits which will result in the proliferation of septic tanks and could hamper economic development.

The bids for the new plant are good for 90 days. The bids expire on Tuesday, January 21,

2025. If Council chooses to go forward with the selection and authorize negotiations, the final contract would have to be presented to Council for approval. This would provide the Council with the final price for the project and identify the actual funding gap. The City will also know the results of the two grant applications in December. Council could, at that time, accept or reject the contract. Council will have three meetings prior to January 21 and the option for special meetings, if necessary.

Staff is requesting direction from City Council.

SUMMARY

RECOMMENDATION

Council provide direction to staff.

ATTACHMENTS

1. Plant Relocation Cost & Timeline

Hypothetical Start Date for Process

15-Jan-25	RFQ for Engineering Services	30 days	14-Feb-25		Structural	640000
	Evaluate and Select Engineeering	45 days	31-Mar-25		Electrical	375000
	Design	300 days	25-Jan-26	$2,435,000	Site Civil	270000
	Permit (uncontested)	90 days	25-Apr-26		Mech/Env	518000
	Advertise for Bids	60 days	24-Jun-26		Architect	225000
	Evaluate and Select Contractor	45 days	8-Aug-26		Survey	155000
	Award and Notice to Proceed	45 days	22-Sep-26		Due Deligence	252000
	Construction	730 days	21-Sep-28	$74,322,000 (includes new master lift station)		2435000
	Plant Start-up	60 days	20-Nov-28			
	Place-in-Service	60 days	19-Jan-29			
	FDEP Clearance	30 days	18-Feb-29			

The change in the discharge point for the effluent from the Downtown Plant effluent pump station results in a major upgrade to the effluent pump station.

Agenda Item # 2024-2947

Discussion on Possible RFP for PFAS Removal System to Include Wetlands Discharge System

MEETING DATE	PREPARED BY
December 10, 2024	Molly Turnes, City Clerk

BACKGROUND

Discuss possible RFP for PFAS Removal System to include but not be limited to a wetlands discharge system (such as Panama City Beach Conservation Park and Orlando Wetlands Park).

SUMMARY

Panama City Beach Conservation Park

The City of Panama City Beach has established the Panama City Beach Conservation Park in cooperation with the Florida Department of Environmental Protection.
The 2,900+ acres of the West Bay Ecosystem are protected by the management and utilization of the City's reclaimed water to rehydrate the wetlands. The Conservations Park's forestry management practices will also lead to ecosystem restoration and habitat improvements as certain species are removed, and native species are reintroduced.

Future development in Panama City Beach was limited because of growing concerns about the disposal of treated effluent from the existing WWTF into sensitive estuarine waters. Due to a consent order, the WWTF faced the challenge of resolving these concerns to serve the needs of Panama City. A public-private partnership was formed to address the consent order through innovative approaches and progressive collaboration, ultimately resulting in a new regional conservation park. The City was then able to reuse 100 percent of its treated wastewater and provide future growth opportunities for the development community.

Orlando Wetlands Park

The Orlando Wetlands is a man-made wetland designed to provide advanced treatment for reclaimed water from the City of Orlando and other local cities. The facility is 1650 acres in size and located in Christmas, Florida. You can visit the Wetlands to enjoy primitive and passive activities, including: Photography, Wildlife viewing, Hiking, Biking (non-motorized), Horseback riding and Guided Tours.
This large wetlands treatment facility uses aquatic plants to polish already treated wastewater before discharging it into the St. Johns River. This process prevents algae blooms in the St. Johns and provides a fertile habitat for all kinds of wildlife.

RECOMMENDATION

ATTACHMENTS

1. Conservation Park Ma
2. Orlando Wetlands Map

PANAMA CITY BEACH
CONSERVATION PARK

TRAIL RULES AND REGULATIONS

The City of Panama City Beach has established the Panama City Beach Conservation Park in cooperation with the Florida Department of Environmental Protection for the enjoyment of bikers, hikers and nature lovers. Approximately 700 acres of adjacent land, located east of Baxley Homestead Trail, are owned by the Northwest Florida Water Management District and are also available to the public.

You are one of many who use and enjoy these trails and boardwalks. Please follow these simple rules and care, share, and protect by leaving no trace of your visit; your actions make a difference:

1. **The trails are open daily from sunrise to sunset; any use after these hours is prohibited.**
2. **The only parking available for vehicles is provided at the designated parking lot located off Conservation Drive. The City of Panama City Beach is not responsible for articles lost or stolen.**
3. **No motorized vehicles of any kind are allowed on the trails, except for battery powered chairs for handicap accessibility.**
4. **The City of Panama City Beach does not allow discharge of firearms on City property; however, adjacent property owners may allow hunting on their land. Therefore, if using Conservation Park during hunting season, please use extreme caution along the outer boundaries. No hunting or taking of any kind is permitted in Conservation Park.**
5. **Please help keep the trail, facilities, and parking area clean. Do not liter, deposit all waste in receptacles provided at the trailhead parking area.**
6. **Dogs are permitted, but must be kept on leashes and controlled at all times. No more than 2 dogs per person are allowed. Please make sure to clean up after your pets!!**
7. **No horses or equestrian activity of any kind is permitted on the trails.**
8. **No smoking, campfires, or open flames are permitted within the Park.**
9. **No overnight stays or camping is permitted within the Park.**
10. **No person shall posess or consume alcoholic beverages within the Park.**
11. **Stay on the trails at all times; use of any other areas of the Park is prohibited.**
12. **Respect wildlife and plants while you visit their home. Do not approach wildlife.**
13. **Release of any animal within the Park is prohibited.**
14. **Preserve your heritage; do not remove artifacts or vegetation from the forest.**
15. **Yield to others.**
16. **Let nature's sounds prevail. Keep loud voices to a minimum. Wear ear phones when using music players.**

Please report violations of these rules to PCB Utilities Operation (850) 233-5050. Non emergency calls for police assistance should be directed to the Panama City Beach Police Department Dispatch at (850) 233-5000. Emergency and medical calls should be directed to 911. When you call for help, be sure to give your location. You are on the Panama City Beach Conservation Park Trails in Panama City Beach. It is very important that you make note of what trailhead you are on and the direction of foot travel you followed. Please remember that your cell phone may not work in some areas due to tower location and terrain.

Please make note that there is no drinking water available on the trails. Trail users must supply their own water. Drinking water is available at the restrooms located off Conservation Drive adjacent to the parking area.

We hope that you enjoy the Panama City Beach Conservation Park and facilities. Please follow good hiking and biking etiquette and safety practices.

TRAIL ROUTES:

- TRAIL (Green) = 1.7 miles
- TRAIL (Yellow) = 4 or 6 miles
- TRAIL (Blue) = 5.2 or 6.5 miles
- TRAIL (Orange) = 9.5 miles
- TRAIL (Red) = 11 miles

Brochures with additional trail route and length options are available near the trail head.

SOME OF OUR PARK RESIDENTS:

Whitetail Deer

Alligator

Coyote

Wild Boar

Osprey

Woodpecker

Turkey

Snake

Raccoon

Park Trail Map

Parking - Restrooms - Trail Head

SEE OPPOSITE SIDE OF THIS KIOSK FOR PARK POINTS OF INTEREST AND CONSERVATION ACTIVITIES

Reminder

Please sign in when you arrive and sign out when you leave to help us monitor facility usage.

Hours

Sunrise to Sunset
Tuesday through Sunday
(Closed Monday)
Violators will be trespassed

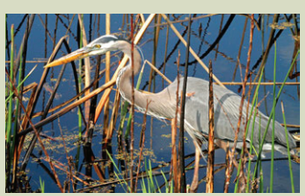
Things to do

Hiking, bicycling, horseback riding, wildlife viewing, and nature photography.
Visit orlando.gov/wetlands for tour schedules and details.

Rules

The following are **PROHIBITED**:

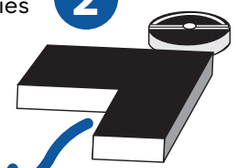
- pets
- littering
- swimming
- hunting
- fishing
- boating
- camping
- campfires
- alcoholic drinks
- motorized vehicles
- taking plants or animals
- launching or landing of drones



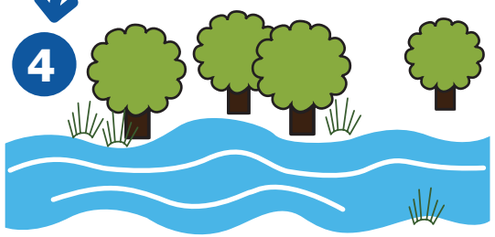
Where does the water come

1 The average home produces approximately 400 gallons of wastewater daily.

2 Wastewater from parts of Orange and Seminole counties is pumped to the City's Iron Bridge Regional Water Reclamation Facility in south Seminole County.



3 Of this highly treated reclaimed water, up to 35 million gallons a day are sent to the 1,200 acre man-made wetlands where aquatic plants further remove nutrients.



4 It takes approximately 40 days for the reclaimed water to filter through man-made marshes before reaching the St. Johns River.

Facts

- Orlando Wetlands is one of the world's first large scale man-made wetland designed for advanced treatment of reclaimed water.
- The wetlands began receiving flow from the Iron Bridge Regional Water Reclamation Facility in July 1987.
- Over eighteen miles of berms were built to create 18 wetlands cells and 67 water control structures were incorporated into the system. A 75-acre lake was created to provide material to construct the berms.

- The treatment wetland system also provides habitat for numerous animal species including otter, bobcat, deer, turtles, snakes, alligators, and over 220 species of birds.
- The Cypress Boardwalk is an over-water hiking path with closeup views of aquatic wildlife and the Cypress Dome.
- Oyler Overlook is an earthen mound created from thousands of yards of muck and cattails. The mound is approximately 30 feet talll and gives visitors an outstanding view of the surrounding wetlands.

About Orlando Wetlands

Orlando Wetlands is open to the public for nature study and peaceful enjoyment. Allowed activities include walking, jogging, bicycling, horseback riding, wildlife appreciation, bird watching, and nature photography.

DIRECTIONS:
Drive 40 minutes east of downtown Orlando on State Road 50 to Christmas, Florida. Go north (left) 2.3 miles on Ft. Christmas Road (County Road 420) and 1.5 miles east (right) on Wheeler Road. Parking will be on your left.

HOURS:
Sunrise - Sunset
Tuesday - Sunday (Closed Monday)

FREE ADMISSION

Orlando Wetlands

25155 Wheeler Road, Christmas, FL 32709

407.568.1706
orlando.gov/wetlands

Please call or visit the website for more information on nature programs or group tours.

CITY OF ORLANDO

Revised 8/2023

Orlando Wetlands

Map & Guide

Photography by Mary Keim

Agenda Item # 2024-2948

Discussion on Communication with Council and Public Regarding Recent Sewage Discharge

MEETING DATE	PREPARED BY
December 10, 2024	

BACKGROUND

Discussion on communication with Council & the public regarding the recent sewage spill. Additionally, discuss possible improvements to future communications of similar events that potentially affect the health and safety of our citizens.

SUMMARY

RECOMMENDATION

ATTACHMENTS

None

Agenda Item # 2024-2950

Public Works Vehicles Ready for Auction **(action item)**

MEETING DATE	PREPARED BY
December 10, 2024	Molly Turnes, City Clerk

BACKGROUND

The Public Works Department has 3 vehicles ready for auction.

SUMMARY

Streets Department - Vehicle# 60-01; 2001 Chevy Tahoe; 195,813 miles
Streets Department - Vehicle# 60-09; 1996 Ford F-250 Utility Truck; 279,306 miles
Streets Department - Vehicle# 62-96; 1996 Ford F-250 Utility Truck; 150,920 miles

RECOMMENDATION

ATTACHMENTS

None