



WORK SESSION Agenda

January 14, 2025
5:30 PM
6738 Dixon Street
Milton, FL 32570

- 1. Call Meeting to Order**
- 2. Persons to Appear**
- 3. Review of City Council Regular Meeting Agenda**
- 4. Old Business**
- 5. New Business**
 - Item # 2024-2970
June 19th Work Session, CRA & Sundial Meetings (City Manager)
 - Item # 2025-2980
Legal Action by or Against the City (City Attorney)
 - Item # 2025-2976
City Clerk Back-Up Designee (Cusack)
 - Item # 2024-2960
Review of City Ordinance #13-24 - Orderly Operation of Public Meetings (Leek)
 - Item # 2025-2988
State Revolving Fund Loan/ Grant - Milton East WWTP (Farrow)
 - Item # 2025-2989
Business Facade Grant Program Review (Cusack)
 - Item # 2025-2990
ARPA Funds Project List (City Manager)
- 6. Mayor & Council Comments**
- 7. Public Input**
- 8. 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



Agenda Item # 2024-2970

June 19th Work Session, CRA & Sundial Meetings (City Manager)

MEETING DATE

January 14, 2025

PREPARED BY

Molly Turnes, City Clerk

BACKGROUND

The June 19th work session falls on the Juneteenth holiday and will need to be moved.

SUMMARY

RECOMMENDATION

Staff recommends moving the June 19th Work Session, CRA & Sundial Meetings to June 26th.

ATTACHMENTS

None



Agenda Item # 2025-2980

Legal Action by or Against the City (City Attorney)

MEETING DATE

January 14, 2025

PREPARED BY

BACKGROUND

Update: Any pending legal action by or against the City

SUMMARY

RECOMMENDATION

ATTACHMENTS

None



Agenda Item # 2025-2976

City Clerk Back-Up Designee (Cusack)

MEETING DATE

January 14, 2025

PREPARED BY

Molly Turnes, City Clerk

BACKGROUND

The City Clerk is in need of a permanent back-up to fulfill the duties in the absence of the Clerk. This includes but is not limited to agenda preparation, meeting set up, running motion and voting during meetings, fulfilling public records requests (NextRequest) and countersigning checks.

SUMMARY

RECOMMENDATION

ATTACHMENTS

None



Agenda Item # 2024-2960

Review of City Ordinance #13-24 - Orderly Operation of Public Meetings (Leek)

MEETING DATE

January 14, 2025

PREPARED BY

Ed Spears, City Manager

BACKGROUND

Councilman Leek requested this item be added to the agenda for discussion.

SUMMARY

N/A

RECOMMENDATION

Provide direction to staff.

ATTACHMENTS

1. ORD NO. 13-24 - Sec 2-32 Orderly Operation of Public Mtgs

ORDINANCE NO. 13-24

AN ORDINANCE OF CITY OF MILTON, FLORIDA, RELATING TO THE ORDERLY OPERATION OF PUBLIC MEETINGS; ESTABLISHING THE TIME, PLACE AND MANNER WITHIN WHICH INPUT FROM MEMBERS OF THE PUBLIC SHALL BE RECEIVED, PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.”

WHEREAS, The City Council desires to maintain order and decorum at Council meetings; and

WHEREAS, The City is responsible for establishing the rules regulating the conduct of the Council, City staff and members of the public at its meetings; and

WHEREAS, the Council believes that clarifying its rules regarding the receipt of public input and the opportunity for citizens to be heard during the Council’s decision making process will promote professionalism and civility at Council meetings.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MILTON, FLORIDA, THAT PART II CODE OF ORDINANCES, CHAPTER 2 ADMINISTRATION, ARTICLE II CITY COUNCIL, SECTION 2-32 MEETINGS, IS AMENDED AS FOLLOWS:

SECTION I.

Section 2-32

(a) Meetings generally.

- 1) *Regular meetings.* The city council shall meet not less than once per month to take action on items before the council to conduct the orderly operation of the city. The mayor is the chair of regular meetings.
- 2) *Work Sessions.* The city council shall meet not less than once per month, prior to the council's regular meetings within the same month, to discuss and debate items the council anticipates require action at its next regular meeting. Work sessions are intended to provide the council with the opportunity to share information, input and directions to the city manager regarding the council's desires and intent. The council may record votes at work sessions, but only as they relate to their direction and employment of the city manager, city attorney, city clerk, or other direct employee of the council which may be established from time to time. The council may designate a member of the council other than the mayor, to chair work session meetings.

(b) *Agenda.*

- 1) An agenda will be prepared and published for each meeting and work session of the city council.
- 2) Content of the agenda.
 - a. *Agenda items.* These are items which the council will discuss individually in the order listed on the agenda. Agenda items shall include a concise statement of the action contemplated or, if an action cannot be specifically identified, a clear description of the subject matter the city council intends to discuss.
 - b. *Public hearing.* The city schedules public hearings to comply with statutory requirements established under Florida law. The chair will permit any person to be heard on the scheduled topic during this portion of the meeting.
- 3) Public Input. Any person may address the council on any item, regardless of its placement on the agenda during the "persons to appear" portion of the agenda. "Persons to appear" may be offered at the beginning and the end of every regular council meeting and work session as the Council deems appropriate. Persons wishing to speak must sign in with the city clerk.

(c) *Procedures governing opportunity of the public to be heard.* The members of the public will be given a reasonable opportunity to be heard on every proposition before the council prior to any action taken by the council. Such opportunity to be heard may not occur contemporaneously to each action, as identified below:

- 1) *Opportunity to heard.* Each individual is permitted to speak during the "persons to appear" portion of the agenda at a regular council meeting or work session.
 - i. Speaking during the council's deliberation of individual agenda items which have been previously published is not permitted at regular council meetings.
 - ii. If an agenda item is added by the Council during a regular meeting, and that item was not previously published on a work session agenda or previous regular meeting agenda, each individual may be heard on that agenda item immediately prior to the time the item is brought before the Council for action to be taken.
 - iii. The chair of the work session meeting has discretion to allow the public to be heard on an individual agenda item during work sessions. This discretion should be used sparingly and should only occur if a public purpose is identified by the chair.

- 2) *Representatives.* Any group in excess of five shall be encouraged to select a representative or representatives to present the position of the group.
 - 3) *Forms.* The council will provide a form which will allow an individual to inform the council of a desire to be heard, to indicate support, opposition, or neutrality on a proposition, and to designate a representative to speak for the individual if they so choose.
 - 4) *Amended Agenda Items.* If an agenda item is added by the Council during a regular council meeting, and that item was not previously published on a work session agenda or previous regular meeting agenda. each individual may be heard on that agenda item immediately prior to the time the item is brought before the Council for action to be taken.
 - 5) *Opportunity to Speak.* Once an individual has spoken on an amended agenda item or during "persons to appear." the individual is not permitted to speak again during the same period at the same meeting.
 - 6) *Time.* The city council may establish and amend the amount of time allotted to individual speakers. Such time shall be uniformly provided to each speaker and uniformly enforced. to ensure no individual speaker receives more or less time to speak. The chair of the meeting does not possess the discretion to allow individuals more time than the council has previously established for public comment. Absent exceptional circumstances, the time permitted for individuals to speak at meetings shall not be less than 3 minutes.
 - 7) *Addressing the council.* Public comment is provided for members of the public to address the city council and the mayor. Members of the public are required to address their comments to the council. and may not direct comments at the city manager. city attorney. city clerk. or other employee of the council or city manager. Public comment intended to harass. defame. or abuse employees of the city is prohibited. and the chair of the meeting may deem such commentary disruptive to the orderly conduct of the meeting itself and remove the individual speaker, after a warning, if such commentary continues.
- (d) *Decorum at regular meetings.* The mayor is responsible to ensure decorum is observed during the regular meetings of the city council and, consistent with the Charter, is authorized to implement procedures to ensure meetings are decent and in order. If a member of the council believes the mayor has failed to ensure decorum is observed, the member may raise a "point of order," which the mayor must recognize to be heard prior to taking further action during the meeting. If a second member of the Council agrees with the "point of order," a procedural vote shall be called prior to any other action being taken. If the vote passes, the mayor shall comply with the instructions or guidance provided by the Council. as identified by the "point of order."

- (e) *Decorum at work sessions.* The mayor or designated chair of the work session is responsible to ensure decorum is observed during the work session. If a member of the council believes the chair of the work session has failed to ensure decorum is observed, the member may raise a "point of order," which the chair must recognize to be heard prior to progressing on with the meeting. If a second member of the council agrees with the "point of order," a procedural vote shall be called prior to any other topic being taken up. If the vote passes, the chair shall comply with the instructions or guidance provided by the Council, as identified by the "point of order."
- (f) *Special or exceptional circumstances.* The guidelines set forth herein are intended to be regularly observed. In special or exceptional circumstances, the chair may vary the procedures as necessary or appropriate to accomplish the business of the council while allowing the public a reasonable right to be heard.

SECTION II. All ordinances or part of ordinances in conflict with any of the provisions of this Ordinance are hereby repealed.

SECTION III. If any section or portion of a section of this Ordinance proves to be invalid, unlawful, or unconstitutional by a Court of competent jurisdiction, it shall not be held to invalidate or impair the validity, force, or effect of any other section or part of this Ordinance.

SECTION V. This Ordinance shall become effective immediately upon its passage and adoption.

PASSED by the City Council of the City of Milton, Florida this _____ Day of _____[month], 2024.

ATTEST

CITY OF MILTON, FLORIDA

CITY CLERK

HEATHER LINDSAY, MAYOR

1st Reading: _____

2nd Reading: _____

Legal in form and valid when signed by City Attorney.

ALEX ANDRADE, CITY ATTORNEY



Agenda Item # 2025-2988

State Revolving Fund Loan/ Grant - Milton East WWTP (Farrow)

MEETING DATE

January 14, 2025

PREPARED BY

Molly Turnes, City Clerk

BACKGROUND

The City previously was awarded an \$18,000,000 State Revolving Loan/ Grant for the previous WWTP. FDEP advises that they cannot extend these funds any further or allow the funds to be used for a new project and requests the City to annul the loan/grant agreements. They also advise that any future project award will be a loan only at the SRF interest rate at the time of award.

SUMMARY

RECOMMENDATION

ATTACHMENTS

None



Agenda Item # 2025-2989

Business Facade Grant Program Review (Cusack)

MEETING DATE

January 14, 2025

PREPARED BY

BACKGROUND

Review of the City of Milton's Business Improvement Program was requested by Councilman Cusack.

SUMMARY

RECOMMENDATION

ATTACHMENTS

1. 2025 Business Improvement Program Application



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

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

2025 Business Improvement Program

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

Program Intent

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

Eligibility

- ☐ Property must be located within the corporate limits of the City of Milton.
- ☐ Applicants must have all necessary business licenses/permits/inspections. Any outstanding legal issues that could encumber the property or prohibit immediate use as a commercial or not-for-profit venture must be resolved or explained. Any proposed business/tenant must document zoning and land-use eligibility at the proposed location as part of this application. All projects must comply with the City's Comprehensive Plan, Unified Development Code, Life Safety Code and Florida Building Code. Applicant/owner must be up to date on all property taxes.
- ☐ Unoccupied properties are eligible to receive the grant, but must be actively, continually, and publicly marketed on a verifiable source (CMLS, Zillow, FSBO, etc.) from the date of application until leased.
- ☐ Applicants must sign the program application and other related documents. Tenants may apply only with the property owner's consent. Owners may apply only with tenant's consent.
- ☐ Applications are accepted continuously, on a first come, first served basis, as long as funds are available.
- ☐ Preference will be given based on the following criteria: first-time applicants; applicants with projects on Caroline Street Historic District, Willing and Stewart Streets; projects in historically significant structures; applicants with an existing active business entity; and/or projects creating a minimum of 5 full-time positions within the first year.
- ☐ Applicants may be eligible in multiple categories, depending upon need, priority status, and level of demand. However, applicants must clearly specify which category they are applying in and identify a preferred category.
- ☐ The BIP is based on availability of funds. Grants are awarded until all funds are exhausted each fiscal year (October 1 – September 30).
- ☐ Exterior improvements must be approved by staff for appropriateness. The applicant must meet with applicable City/County departments to determine required permits, if any.

- ❑ Once the project has been completed, the property must be eligible to obtain, or already have a certificate of occupancy, and have received the final inspection from the appropriate agency.
- ❑ A property owner may receive one grant per fiscal year, per eligible property. A tenant may receive one grant per fiscal year, per eligible property.

Eligible Improvements

Examples of **eligible** items include:

- | | |
|--|--|
| ➤ ADA Handicapped Access to a building | ➤ Exterior structural walls |
| ➤ New/replacement exterior windows and doors | ➤ Exterior tuckpointing |
| ➤ Restoration/preservation of exterior windows/doors | ➤ Equipment necessary for business expansion |
| ➤ Visible portions of roofing | ➤ Parking improvements |
| ➤ New or replacement exterior shutters/awnings | ➤ Screening/fencing |
| ➤ Exterior electrical rewiring | ➤ Sprinkler systems |
| ➤ Exterior lighting | ➤ Signage |
| ➤ Exterior painting | ➤ Business equipment |
| ➤ Restoration of exterior architectural features | ➤ Landscaping* |

***Minor landscaping in conjunction with other improvements is eligible. The maximum amount of grant that may be spent on landscaping is 25%.**

Landscaping must be native to Northwest Florida, perennials and/or evergreens or other hardy species. The proposed landscaping cannot be a State of Florida invasive species or noxious weed. All landscaping aspects must be reviewed and approved by the City.

Ineligible Improvements

Examples of **ineligible** items include:

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

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

Business Improvement Program Grant Categories

1. Sign Grant – Up to \$1,000 to be used exclusively for new or replacement business exterior signage. No match is required. This grant is paid directly to the vendor providing the signage or paid as a reimbursement to the owner upon completion of the project and receipt of proper documentation. The Sign Grant must be approved prior to the commissioning of signage and all signage must be properly permitted in conformance with the City of Milton Sign Ordinance. Any cost above and beyond \$1,000 will be the responsibility of the applicant. A scale drawing of the sign is required. A sign permit must be obtained within 60 days of award of the grant.
2. Commercial Façade Grant – Up to \$5,000 to be used exclusively for improvements to the exterior façade of a building. For façade projects up to \$2,500 no match is required. For all amounts above \$2,500, a 100% match is required. For corner lots, applicants may apply for up to \$10,000 with a 100% match required above \$2,500. Matching funds may be used anywhere in the proposed renovation project, including interior renovations. New signage may be included as a component of a Commercial Façade Grant Application but may not be the entire project. The grant may be paid directly to a vendor or paid as draws. The Commercial Façade Grant must be approved prior to commencement of any work proposed to be completed with grant proceeds. All necessary project approvals and permits, if required, must be obtained within 90 days of the award of the grant. A scale drawing of the project is required, along with material and color samples.

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

Additional Information

1. Buildings with multiple units under one roof may combine grant funds provided that units have separate entrances, and have been previously subdivided or partitioned such that:

- a. There are separate primary entrances for each business.
- b. Each of the businesses has separate and distinct business tax receipts and sales tax licenses.
- c. Permanent interior walls must have been in place to be considered as multiple facades, under one roof.

2. Grantees must provide the required match above the “No Match” thresholds. For example, for a commercial façade grant of the maximum \$5,000, an owner match of \$2,500 is required, resulting in a total project of at least \$7,500.

3. Any applicant not meeting the eligibility criteria may request consideration for an exception from the City Council, depending on the intent of the renovation.

4. The grant application must be completed and submitted to the City with the following items:

- a. A detailed written explanation of the project, what funds are requested, where the match will be obtained and the total expenditure for the project.
- b. Photographs of the existing building and the proposed project area.
- c. Schematic drawings illustrating all proposed work, or pictures with project description outlined.
- d. A description of materials and methods to be used
- e. Material samples or color swatches should be provided for approval.
- f. Cost estimates for each aspect of the project.

5. The applicant is advised that this grant is given at the sole discretion of the City Council of the City of Milton and the criteria are used as a basis to evaluate the Applicant's project and does not create entitlement to funding. The application shall be reviewed by the City for completeness and eligibility prior to any approvals. The City reserves the right to waive any technical irregularity, award in-mass, partial fund, split fund, or reject all submittals. Additionally, post-award requirements may be added by City Council at their sole discretion.

6. All projects must be completed within 180 days (6 months) or by the contracted date after receiving approval from the City of Milton staff and any required building permits, unless otherwise approved by the City. All work must be completed by the completion date assigned according to the contract. Incomplete projects may require reimbursement to the City, according to contract requirements.

7. If a grant is awarded, the City of Milton will determine, in coordination with the Grantee, the most appropriate method for payment. The maximum payout prior to project completion and final inspection is 75% regardless of payment type. Verification of payments, release of lien, etc. from a vendor or contractor must be presented, (canceled checks, paid invoice from vendors) prior to issuing final grant payment.

8. Grants may not be transferred to any party other than the Grantee without the approval of City Council in advance.

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

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

Historic Structures

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

Default

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

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

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

Business Improvement Program Process

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

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

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



City of Milton
Office of Economic
Development

2025 Business Improvement Program

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

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

ADDRESS OF PROJECT: _____
PROJECT NAME: _____

ATTACH REQUIRED ADDITIONAL INFORMATION:

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

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

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

TELEPHONE # (850) _____ CELL # _____ EMAIL _____

For official use only:

DATE & TIME APPLICATION RECEIVED: _____ RECEIVED BY: _____



City of Milton
Office of Economic Development

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2025 Business Improvement Program

Memorandum of Understanding

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

Grantee Name (Please Print)

Grantee Signature

Date

Property Owner Name (Please Print)

Property Owner Signature

Date

City of Milton (Please Print)

City Manager Signature

Date

Request for Taxpayer Identification Number and Certification

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

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

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

Part I Taxpayer Identification Number (TIN)

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

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

Social security number	
OR	
Employer identification number	

Part II Certification

Under penalties of perjury, I certify that:

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

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

Sign Here	Signature of U.S. person ► _____	Date ► _____
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General Instructions

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

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

Purpose of Form

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

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

VENDOR/PAYEE
TAXPAYER'S IDENTIFICATION NUMBER/ENTITY TYPE

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

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

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

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

Company/Individual's Name _____

Address (for mailing payments)

Street/P.O. Box _____

City/State/Zip _____

Telephone _____ Fax _____

EIN/SSN _____

Authorized Signature/Title _____

Date _____

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

_____ does operate in corporate form.
(Corporate Name)

Address (for mailing payments)

Street/P.O. Box _____

City/State/Zip _____

Telephone _____ Fax _____

EIN _____

Authorized Signature/Title _____

Date _____



ARPA Funds Project List (City Manager)

MEETING DATE	PREPARED BY
January 14, 2025	Clerk's Office



American Rescue Plan Act Project List

American Rescue Plan Act (ARPA)	\$5,270,483.00
Interest	\$406,019.66
<u>TOTAL REVENUE</u>	\$5,676,502.66

PROJECTS

1. Street Sweeper	\$272,022.20
2. Sanitation Truck #1	\$344,992.00
3. Sanitation Truck #2	\$415,566.00
4. Berryhill Interconnect	\$986,483.15
5. Old WWTP & Well Conversion Upgrade	\$350,212.00
6. Sundial Expansion	\$579,190.00
7. Richardson Street Retention Pond Property Acquisition	\$369,382.95
8. Richardson Street Retention Pond Engineering	\$189,960.00
9. Effluent Pipeline Engineering	\$297,423.00
10. Locklin Lake Improvement Project	\$339,040.00
11. CDBG Stormwater Project Engineering	\$166,700.00
12. Roeville Water Well Engineering	\$313,330.00
13. BDI WWTP Design	\$2,531,825.00
<u>TOTAL PROJECTS</u>	\$7,156,126.30