



COMMITTEE OF THE WHOLE

Regular Meeting Agenda

August 25, 2022
5:30 PM
6738 Dixon Street
Milton, FL 32570

- 1. Open Meeting**
- 2. Invocation**
- 3. Pledge of Allegiance**
- 4. Approval of Agenda for Additional Items**
 - Recommendation for Additional Items from Staff
 - Recommendation for Additional Items from Council
- 5. Recognitions, Special Presentations and Awards**
- 6. Public Hearings/Meetings**
- 7. Invited Speakers**
- 8. Persons to Appear**
- 9. Agenda Items**
 - Staff Items**

Item # 2022-635
Special Event Permit Application: St. Mary's Winterfest

Item # 2022-647
Special Event Permit Application: Pine Terrace Baptist Church - Blackwater Bash

Item # 2022-233
Mobile Vendors Ordinance Update

Item # 2022-653
Milton Brownfield Expansion Resolution

Administration
Councilwoman Shari Sebastiao

Item # 2022-567
Use of City Property Policy

Item # 2022-622
2023 Proposed Holiday Schedule

Item # 2022-649
Excess Vacation Hours

Item # 2022-645
Bid Opening for ITB 2022.06 Electrical Repair & Maintenance Annual Contract

Item # 2022-465
City of Milton Board Vacancies

Economic Development
Councilwoman Shannon Rice

Item # 2022-648
RFP 2022.08 Milton Downtown Waterfront Marina, Residential & Mixed Use
Development Opportunity

Emerald Coast Regional Council
Councilman Vernon Compton

Finance
Councilman Casey Powell

LEAP
Councilman Vernon Compton

Item # 2022-287
JB Turner Historical Marker Production Update

Parks & Recreation
Councilman Jeff Snow

Public Safety
Mayor Heather Lindsay

Item # 2022-621
Open Container/Jernigan's Landing

Item # 2022-634
Hack Commission

Public Works
Councilman Robert Leek

Item # 2022-655
Utility Rate Increase

Stormwater
Councilman Matt Jarrett

10. Board & Committee Reports
Transportation Planning Organization
Councilman Vernon Compton

TPO Presentation
MIO-Vision

Stewart St./Magnolia St. Intersection Control Update
Community Improvement Board
Councilman Vernon Compton

Historic Preservation Board
Councilwoman Roxanne Meiss

Pensacola Perdido Bay Estuary Program
Councilwoman Shannon Rice

Tourist Development Council
Councilman Jeff Snow

- 11. Council Reports**
- 12. City Manager's Report**
- 13. Public Input**
- 14. 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.

COMMITTEE OF THE WHOLE
August 25, 2022

"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 # 2022-635

Special Event Permit Application: St. Mary's Winterfest

MEETING DATE

August 25, 2022

PREPARED BY

Jay Conrad, Public Information
Officer

BACKGROUND

St. Mary's Church has submitted a Special Event Permit Application to hold Winterfest. The event is scheduled for December 2nd (12:00 PM - 6:00 PM) and December 3rd (9:30 AM - 2:30 PM).

As a part of their application, St. Mary's event organizers requested the closure of Oak St. between Escambia and Santa Rosa Streets. This request for road closure is to allow St. Mary's space along the street to set up additional arts and craft stations as well as vendor stalls.

SUMMARY

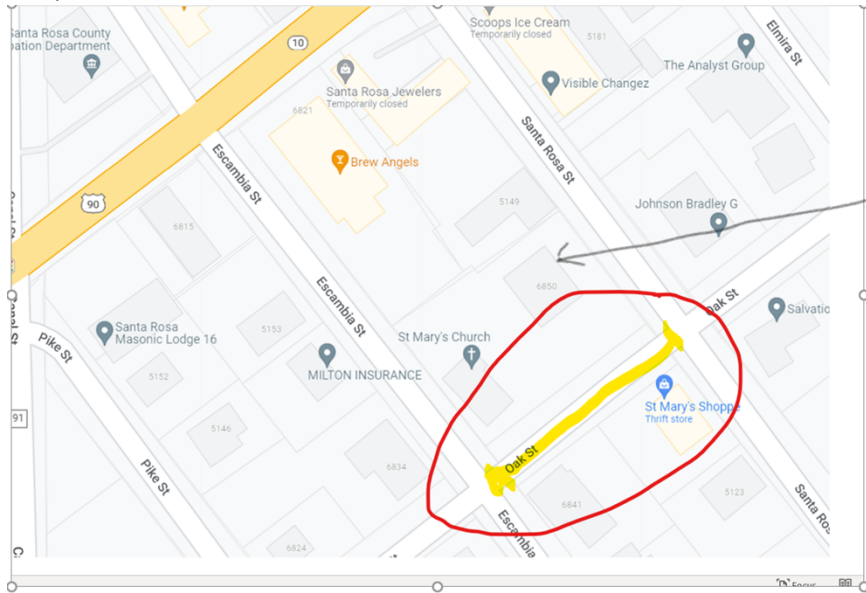
RECOMMENDATION

ATTACHMENTS

1. 5 St Marys Winterfest 2022 overview map
2. 6 St. Mary's Tax Exempt form
3. 1 St Marys Winterfest Special Event Permit Application 2022 2
4. 2 St Mary's Winterfest 2022 Marketing Planv3
5. 3 St Marys Winterfest 2022 inside vendor map
6. 4 St Marys Winterfest 2022 exterior vendor map

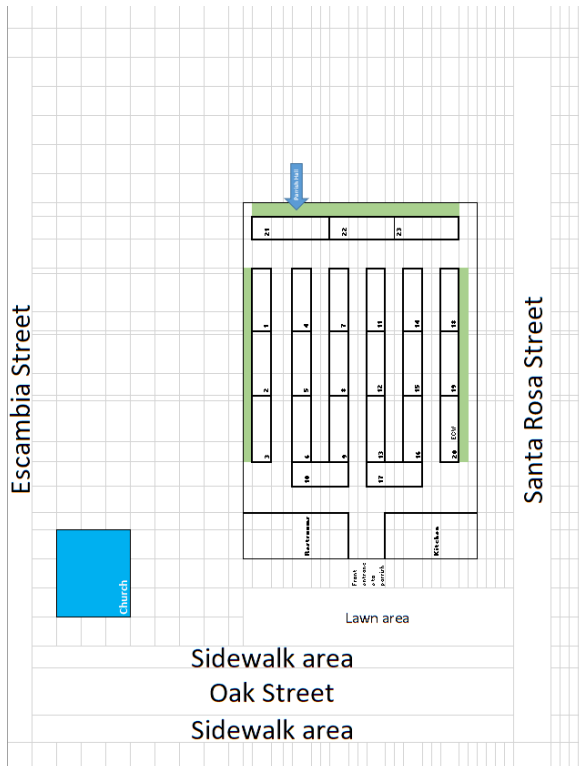
St. Mary's Winterfest Map Exterior

Note area highlighted in yellow that denotes area of the street we are requesting to close for our event. We plan to have booths on both sides of the street.



Parish Hall

Interior booth layout and exterior proposed closed off street area.



Vendors spaces on Oak Street mappin



Consumer's Certificate of Exemption

Issued Pursuant to Chapter 212, Florida Statutes

DR-14
R. 10/15

85-8012640151C-7	03/31/2018	03/31/2023	RELIGIOUS-PHYSICAL PLACE
Certificate Number	Effective Date	Expiration Date	Exemption Category

This certifies that

ST MARYS EPISCOPAL CHURCH
6842 OAK ST
MILTON FL 32570-6792

is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased.



Important Information for Exempt Organizations

DR-14
R. 10/15

1. You must provide all vendors and suppliers with an exemption certificate before making tax-exempt purchases. See Rule 12A-1.038, Florida Administrative Code (F.A.C.).
2. Your *Consumer's Certificate of Exemption* is to be used solely by your organization for your organization's customary nonprofit activities.
3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.
4. This exemption applies only to purchases your organization makes. The sale or lease to others of tangible personal property, sleeping accommodations, or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Rule 12A-1.070, F.A.C.).
5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third-degree felony. Any violation will require the revocation of this certificate.
6. If you have questions regarding your exemption certificate, please contact the Exemption Unit of Account Management at 800-352-3671. From the available options, select "Registration of Taxes," then "Registration Information," and finally "Exemption Certificates and Nonprofit Entities." The mailing address is PO Box 6480, Tallahassee, FL 32314-6480.



Special Event Permit Application

City of Milton

6738 Dixon Street, Milton FL, 32570

850-983-5400 pio@miltonfl.org

Instructions:

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

Applicant & Event Organizer Information

☐ Individual

☒ Not-for Profit

☐ For-Profit

☐ Charity

☐ Other: _____

Name of Organization: St. Mary's Episcopal Church

Address: 6849 Oak Street City: Milton, Florida

Phone: 850.623.2905 Email: stmarysmiltonflorida@gmail.com

Event POC: Caroline Thompson or Candy McGuyre

Phone: 850.572.6130 or 850.525.4685 Email: cthompson57@gmail.com or candymcguyre@gmail.com

Event Information

☐ Concert

☐ Park Festival

☐ Street Festival

☐ Parade/ Procession

☐ Run/ Walk

☐ Sporting Event

☒ Sale/ Market

☐ Private Event/ Wedding

☐ Other _____

Event Name: St. Mary's Episcopal Church Winterfest (Arts and Crafts Event, church tours)

Event website/ Event Page: <https://www.facebook.com/events/919653888713543/>

Event Location: 6850 Oak Street Event Date(s) Dec. 2 and 3, 2022

Time of Event: Day 1 noon to 6 p.m. (Day 2 - Optional) 9 a.m. to 2:30 p.m.

Setup Date & Time: Dec. 2 at 8 a.m. Teardown Date & Time: Dec. 3 at 2:30 p.m.

Estimated Attendance: 500 + Is the Event Free to attend? ☒ YES ☐ NO

Special Event Questionnaire

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

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

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

Do you have a Marketing Plan and if so, how will you notify surrounding businesses/ residents of your event? Yes. Digital and print ad buy through Santa Rosa Press Gazette: press releases to all local media (print, digital, radio and TV) beginning in late September; inclusion in Santa Rosa County Chamber of commerce newsletter and events page; publicizing through Episcopal diocese; Facebook event page; routine posts on events page and shares on St. Mary's main page; in November median signs placed in public areas, neighborhoods, etc.

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

☒ YES ☐ NO

City Fee Sheet

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

Location(s)/ Facility used at event:

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

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

- | | | | |
|---|-------|--|-------|
| ☐ Riverside | \$100 | ☐ Festival Area | \$150 |
| ☐ Other: <u>Oak Street from Santa Rosa to Okaloosa</u> | | | |

Requested Items:

QTY

QTY

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

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

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

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

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

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

Ordinances & Special Requests

Tourism District and Downtown Milton Special Requests:

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

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

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

I hereby request the following regarding the Blackwater River:

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

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

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

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

Time Period from when these requests will take place:

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

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

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

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

If so, please list street names:

1. Oak Street---the length between Santa Rosa and Escambia streets

Is this an annual Event? ☒ YES ☐ NO

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

Requested event date(s): Dec. 2 and 3 Alternative Date(s): Dec. 9 and 10

Additional Documents Required with Application

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

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

☒ Event Site Map ☐ Event Race Route Map ☐ Parade Route & Alternate

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

☐ Insurance Certificate(s) ☐ Fireworks Application ☐ Other (any other agency)

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

Rules & Regulations

Application Dates:

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

Cancellation Policy:

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

ADA Accessibility Guidelines:

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

Clean-Up:

- It is understood that clean-up will be performed immediately following the event. Event site must be returned to its pre-event state. Failure to adequately clean-up event site may result in a

fee. Adequacy of clean-up will be assessed by City of Milton Code Enforcement.

Hold Harmless Agreement

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

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

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

In witness whereof I have here unto set my hand and seal this 27 day of June in 2022

Name of Special Event St. Mary's Episcopal Church Winterfest (Arts and Crafts Event, church tours)

Date(s) of Special Event Dec. 2 and 3, 2022

Name of Organization St. Mary's Episcopal Church

Event Organizers Names: Caroline Thompson, Mimi Hamilton, Candy McGuyre

Address of Organization 6849 Oak Street, Milton, Florida, 32570

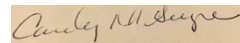
Phone Number 850.623.2905

Email stmarysmiltonflorida@gmail.com

Printed Name

Candy McGuyre

Signature



Internal Signatures Required for Approval:

Office of Economic Development: _____ Planning: _____

Public Works: _____ Police: _____ Fire: _____

St. Mary's Annual Winterfest 2022 Marketing Plan

Vendors/booths expected – in previous years we've had more than 30 vendors. If request granted to close Oak Street between Escambia and Santa Rosa streets, we believe we may be able to double our vendor booth space.

	May	June	July	Aug.	Sept	Oct.	Nov	December 1-3
Facebook event page	Call for vendors/general info				General information; posts on vendor details			Event time
Invite past vendors by email								
Add to community event calendars								
Press release for vendors								
St. Mary's Church Newsletter								
Submit to Diocese of the Central Gulf Coast Newsletter (reaches parishes across northwest Florida and south Alabama)								
Press release for event								
Digital geo-target media buy							Nov. 13 - Dec. 2	
Distribute flyers to businesses								
SRC chamber LED sign							Wk of Nov 28	
St. Mary's LED sign							Nov. 1 – Dec. 3	
Median sign placement (50 signs)							Wk of Nov 28	Dec. 1-3

Press releases contact list

Outlet	Primary Type (most all have web component in addition to primary type)	Email	Phone	Contact
PNJ	Print	online@pnj.com		News desk
PNJ	Print	news@pnj.com	(850) 435-8500	News desk
Navarre Press	Print	news@navarrepress.com	(850) 939-8040	News desk
Northwest Florida Daily News	Print	sevanoff@nwfdailynews.com	(850) 315-4406	Savannah Evanoff
Atmore Advance	Print	andrew.garner@atmoreadvance.com	(251) 368-2123	Andrew Garner
La Costa Latina	Print	grace@latinomediainc.com		Grace McCaffery
Island Times	Print	shelley@myislandtimes.com	850-748-6878	Shelley Johnson
Santa Rosa Press Gazette	Print	news@srpressgazette.com editor@srpressgazette.com	(850) 623.2120	Gail Acosta
South Santa Rosa News	Print	news@ssrnews.com	(850) 503-6242	Romi White
News Radio 1620	Radio	mjacobs@newsradio1620.com	(850) 262-6119	Mark Jacobs
News Radio 1620	Radio	andrew@newsradio1620.com		Andrew McKay

Nash 102.7, Magic 106.1 Jet 100.7 Soft Rock 94.1 WCOA 104.9	Radio	Radio@CumulusPensacola.com	850.478.6011	Public service announcement desk
WUWF	Radio	news@wuwf.org		News desk
WRNE	Radio	hill@wrne980.com	(850) 478-6000	Robert Hill
Christian Television Network	TV	jlovrien@gmail.com		John Lovrien
WEAR TV3	TV	news@weartv.com		Randy Wood
WKRG	TV	producers@wkrg.com	(251) 662-3002	Newsroom
The Pulse	Web	news@thepulsepensacola.com		Blair Castro

Event Calendars

<http://eventful.com/milton/events/st-marys-episcopal-church-win-/E0-001-096930262-4@2016120300>

<https://www.evensi.us/winter-arts-amp-crafts-fair-st-marys-milton/187864869>

http://www.srcchamber.com/visit/events_community.asp

Event Details..

Celebrate the Christmas season and shop for one-of-a-kind gifts at St. Mary's Episcopal Church annual Winter Arts and Crafts Fair December 2 and 3. The event will be held at the historic church located at 6849 Oak Street, Milton, Fla. Hours are Friday noon to 6 p.m., and Saturday from 9 a.m. to 2:30 p.m.

This year's event will be larger than ever. For the first time in our event's history, we plan to close off Oak Street from Escambia to Santa Rosa streets to allow for more than twice as much vendor space. Vendor products and services include handmade crafts, custom jewelry, artwork, woodcrafts, candles and other creative handiwork. Attendees look forward to this annual gathering to purchase one-of-a-kind treasures. Tours of the historic St. Mary's Episcopal Church also be given throughout both event days.

The Episcopal Church Women will be selling homemade turkey gumbo, baked goods, goodies, jams, jellies and other canned goods, and the Men's Group will be grilling hamburgers.

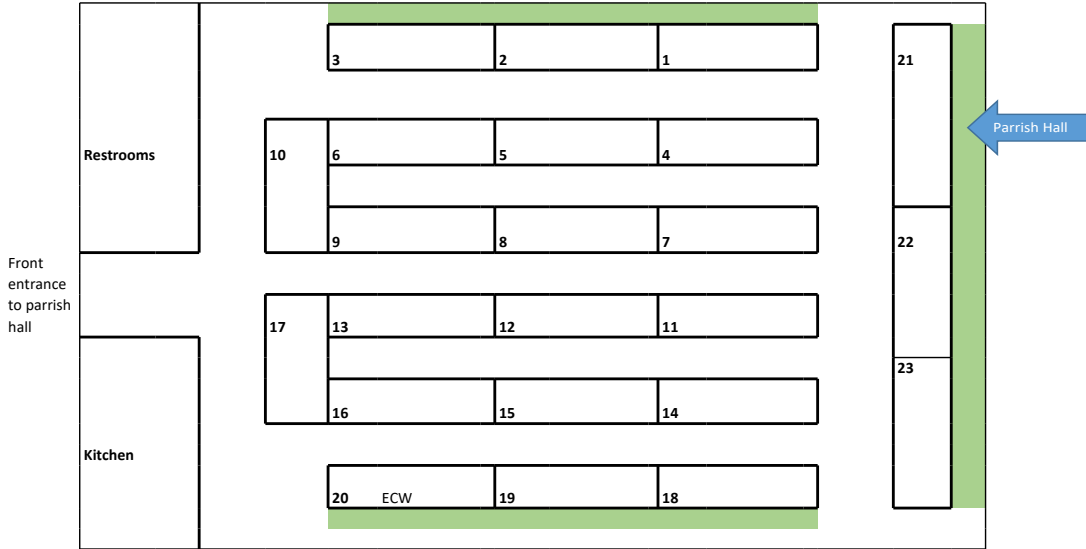
Contact the church at 850.623.2905 or stmarysmiltonflorida@gmail.com for more information. Also visit the Facebook events page St. Mary's Winter Arts & Craft Festival for vendor updates.

Escambia Street



Sidewalk area
Oak Street
Sidewalk area

Lawn area

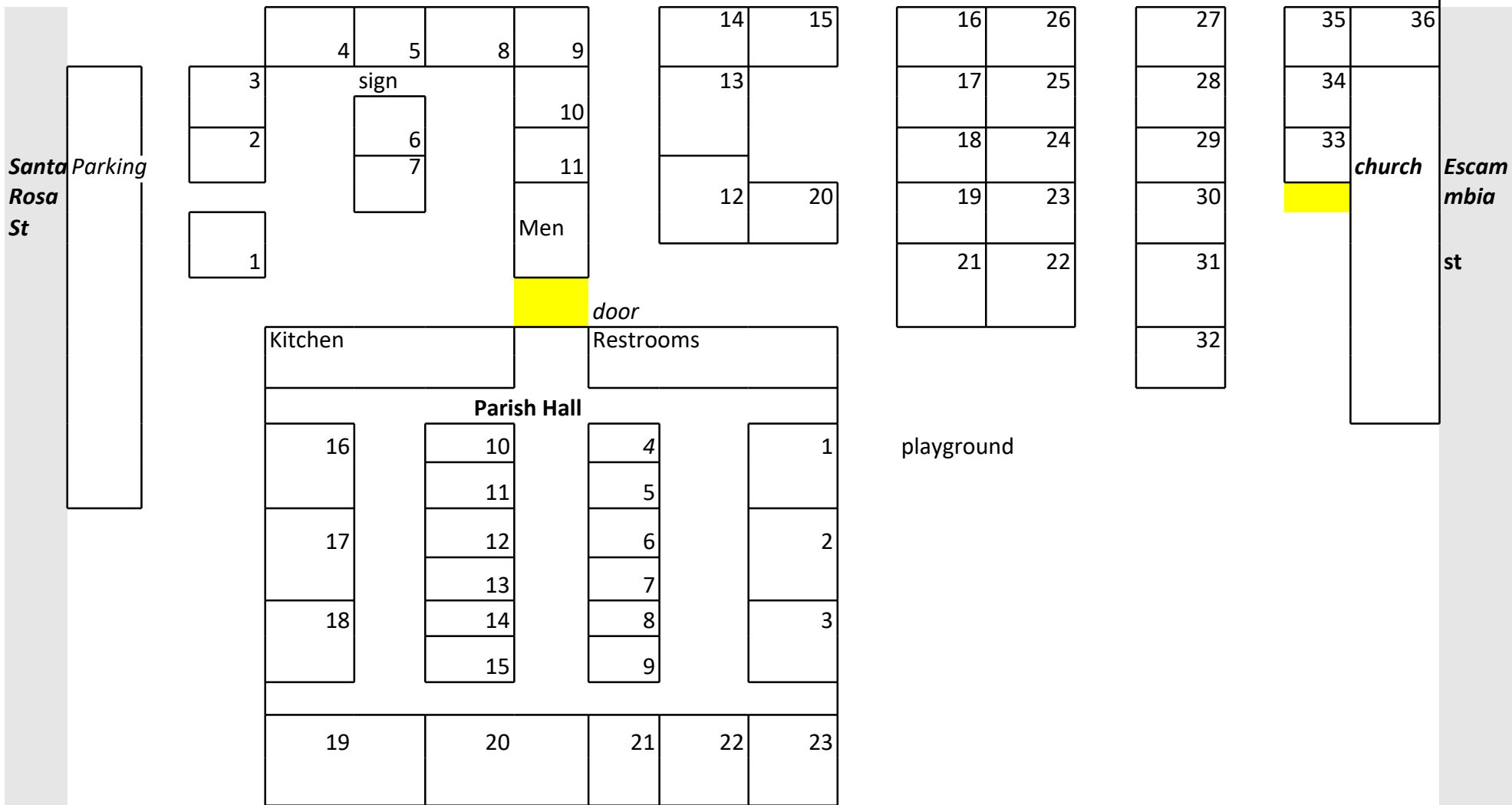


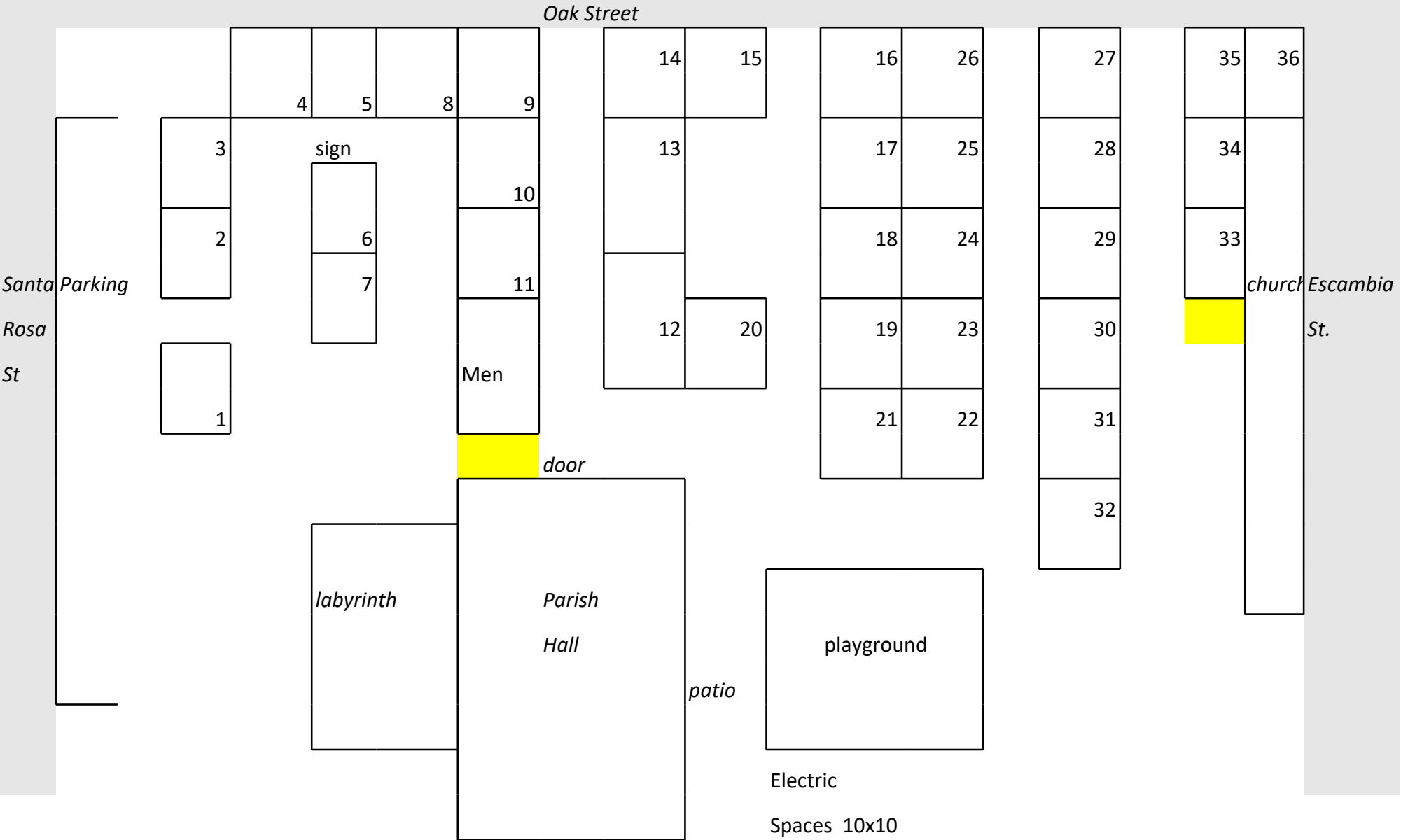
Santa Rosa Street

37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52
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Oak St. (180 ft., 16 vendors on both sides of street)

53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68
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Agenda Item # 2022-647

Special Event Permit Application: Pine Terrace Baptist Church - Blackwater Bash

MEETING DATE

August 25, 2022

PREPARED BY

Jay Conrad, Public Information
Officer

BACKGROUND

This is a Special Event Permit Application for Pine Terrace Baptist Church to hold its Blackwater Bash event. The event is scheduled to take place on 11/13/2022 from 3:00 P.M. until 6:00 P.M. with a setup period beginning at 1:00 P.M..

The event is planned for the South Riverwalk Pavilion and Jernigan's Landing - Riverside area. To ensure the safety of their event participants, the organizers are requesting the closure of Willing & Pine Streets in the area of Jernigan's Landing.

The organizers plan on setting up inflatable bounce houses and serving food.

The organizers have requested the use of City equipment and personnel to include:

- Police
- Water
- Power
- Dumpsters
- Trash Cans

SUMMARY

RECOMMENDATION

ATTACHMENTS

1. Special Event Permit Application - Pine Terrace Baptist Church - Blackwater Bash



Special Event Permit Application

City of Milton

6738 Dixon Street, Milton FL, 32570

850-983-5400 pio@miltonfl.org

Instructions:

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

Applicant & Event Organizer Information

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

☒ Other: _____

Name of Organization: Pine Terrace Baptist Church

Address: 6212 Pine Blossom Rd. City: Milton

Phone: 850-623-3954 (church) Email: william.powell@mediacom5b.net

Event POC: William "Chris" Powell

Phone: 850-982-6269 Email: same

Event Information

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

Event Name: Blackwater Bash

Event website/ Event Page: www.ptbc.org

Event Location: River walk South Event Date(s) 11-13-22 to _____

Time of Event: Day 1 3:00 P/M to 6:00 P/M (Day 2 - Optional) _____ to _____

Setup Date & Time: 11-13-22 at 1:00 P/M Teardown Date & Time: 11-13-22 at 6:00 P/M

Estimated Attendance: 1000 Is the Event Free to attend? ☒ YES ☐ NO

Special Event Questionnaire

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

Will a City park be utilized?	(page 3)	☐ YES	☒ NO
Will equipment from the City of Milton be needed?	(page 3)	☒ YES	☐ NO
Will you need the City's Stage?	(page 3)	☐ YES	☒ NO
Will there be amplified sound?	(page 4)	☒ YES	☐ NO
Will you need the City's portable restroom?	(page 3)	☐ YES	☒ NO
Will tents larger than 10'x10' be erected?	(page 4)	☐ YES	☒ NO
Will inflatable bounce houses be erected?	(page 4)	☒ YES	☐ NO
Will you be using water slides?	(page 4)	☐ YES	☒ NO
Will you need City Dumpsters/ Trashcans?	(page 3)	☒ YES	☐ NO
Will there be fireworks?	(page 4)	☐ YES	☒ NO
Will vendors be selling merchandise, food, or wares?	(page 4)	☐ YES	☒ NO
Will food be cooked at the event?	(page 4)	☒ YES	☐ NO
Will alcohol be sold or given away at this event?	(page 4)	☐ YES	☒ NO
Will animals/ pets be allowed at the event?	(page 4)	☒ YES	☐ NO
Will you be using State or County Roads?	(page 4)	☐ YES	☒ NO
Will temporary No Parking Signs be utilized?	(page 4)	☐ YES	☐ NO (Not sure)
Will EMT be on site?	(page 3)	☐ YES	☒ NO
Will you need security?	(page 3)	☒ YES	☐ NO
Will you require power on-site?	(page 3)	☒ YES	☐ NO
Will you require water on-site?	(page 3)	☒ YES	☐ NO

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

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

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

☐ YES ☒ NO

City Fee Sheet

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

Location(s)/ Facility used at event:

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

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

- | | | | |
|---|-------|--|-------|
| ☒ Riverside | \$100 | ☐ Festival Area | \$150 |
| ☐ Other: <u>Grass area next to Riverwalk and pavilion.</u> | | | |

Requested Items:

QTY

QTY

- | | | | |
|---|-------------------|---|------------------|
| ☒ Portable Restroom
(at Jernigan's landing) | \$250 | ☐ Portable Restroom
(at alternate location) | \$350 |
| ☐ City Stage 14'x28' | \$350 | ☐ City Movie System | \$250 |
| ☐ Live Music Licensing *** | \$200 | ☐ Movie Licensing *** | \$(at cost) |
| ☐ Event Insurance | \$(at cost) | ☐ Barricades | \$100 per _____ |
| ☐ Street Info Sign | \$250 per _____ | ☐ Cones | \$10 per _____ |
| ☐ Tables 6ft | \$5 per _____ | ☒ Dumpster | \$50 per _____ |
| ☐ Tables & Chairs D/S/R | \$100 _____ | ☒ City Garbage Cans | \$10 per _____ |
| ☐ Small Generator's | \$100 _____ | ☐ Large Generator | \$250 |
| ☐ Generator power distro | \$100 | ☒ Hose-bid water distro | \$100 |
| ☐ City Hydrant tap fee | \$50 + meter rate | ☐ Fire/EMS (if available) | \$30hr / 2hr min |
| ☒ Police (if available) | \$25hr / 4hr min | ☐ Public Works Crew | \$20hr/ 2hr min |
| ☐ Other City Staff | \$25hr/ 2hr min | ☐ Street Sweeping | \$250 per sweep |
| ☒ Electrical Activation | \$75 + meter rate | ☐ Event Clean-up | \$100hr |
| ☐ Parade Package (including Police, Public Works, Planning and required street closures) | | | \$1,000 |
| ☐ Concert Package (including light & sound production from our 3 rd party vendor) | | | \$1,600 |

*Published music, movies, and other electronic art forms are protected by US Copyright and Trademark laws. Unauthorized use of copyrighted work is illegal.

**Must be free event, open to the public and located within the City Limits to access the City's ASCAP, BMI and SESAC License.

Ordinances & Special Requests

Tourism District and Downtown Milton Special Requests:

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

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

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

I hereby request the following regarding the Blackwater River:

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

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

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

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

Time Period from when these requests will take place:

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

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

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

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

If so, please list street names:

- 1) Willing Street
- 2) Pine Street
- 3) _____
- 4) _____

Is this an annual Event? ☐ YES ☒ NO

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

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

Additional Documents Required with Application

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

For additional information on what is required please contact the Office of Economic Development.



Event Site Map



Event Race Route Map



Parade Route & Alternate

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



Insurance Certificate(s)



Fireworks Application



Other (any other agency)



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

Rules & Regulations

Application Dates:

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

Cancellation Policy:

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

ADA Accessibility Guidelines:

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

Clean-Up:

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

Hold Harmless Agreement

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

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

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

In witness whereof I have here unto set my hand and seal this 14 day of July in 2022

Name of Special Event Blackwater Bash
Date(s) of Special Event November 13, 2022
Name of Organization Pine Terrace Baptist Church
Event Organizers Name Same
Address of Organization 6212 Pine Blossom Rd. Milton
Phone Number 850-623-3954(off) 850-982-6269(cell)
Email william.powell@ptbc.org

Printed Name

William C. Powell

Signature

[Signature]

Internal Signatures Required for Approval:

Office of Economic Development: _____ Planning: _____

Public Works: _____ Police: _____ Fire: _____





Requested Usage AREA



Agenda Item # 2022-233

Mobile Vendors Ordinance Update

MEETING DATE

August 25, 2022

PREPARED BY

Tim Milstead, Planning Director

BACKGROUND

This item is a follow-up to provide new data regarding the proposed amendments to the city ordinance to allow mobile vendors on private property in the City of Milton based upon Council action in late 2021.

SUMMARY

In 2021, the City Council held discussions about the existing regulations regarding mobile vendors. After discussion, the Council voted to end the program that allows for mobile vendors to sign a one-year lease for 7 different city-owned properties as shown in the attached section from the City's Code of Ordinances. At the same time, the Council voted to begin a 6-month trial period to allow mobile vendors to establish locations on commercially-zoned properties within the City, provided they obtained a city business license, and provided they provided written documentation of the property owner's consent to use the property. After completion of the 6 month period, the City Council established an additional 90 day extension in April of the trial period to provide an opportunity for the Community Improvement Board to complete an evaluation of the mobile vending licensure program. Staff has also amended the language further to remove licensing requirements in the existing language, as licensing authority is designated entirely to the State of Florida. Staff has completed the draft ordinance and has attached the approved regulation changes to the draft ordinance, which is attached for review by the Committee of the Whole.

RECOMMENDATION

The City Council has been reviewing proposed changes to the existing language for mobile food vendors. The item has also been reviewed and recommended for approval by the Community Improvement Board. The draft changes to the existing regulations have been approved by the City Council, and staff recently sent the new proposed ordinance with the attached draft language to the Planning Board for review and approval. The Planning Board unanimously recommended approval subject to several minor changes. Staff awaits Council action on the draft ordinance.

ATTACHMENTS

1. Ordinance_Mobile_Vendors_080422
2. MOBILE_VENDOR_REGULATIONS_DRAFT_072622

ORDINANCE NO. _____-22

AN ORDINANCE AMENDING SECTION 36, ARTICLE III OF THE CODE OF ORDINANCES OF THE CITY OF MILTON, REVISING LANGUAGE THAT ALLOWS FOR AND ESTABLISHES STANDARDS FOR MOBILE VENDORS WITHIN THE CITY OF MILTON; PROVIDING FOR SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING FOR AN EFFECTIVE DATE.

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

Section 1: Code of Ordinances Amendment.

The City of Milton's Code of Ordinances is hereby amended as set forth in Attachment A and incorporated herein by reference.

Section 2: Severability.

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

Section 3: Repealer.

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

Section 4: Effective Date.

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

PASSED AND DULY ADOPTED, with a quorum present and voting by the City Council of the City of Milton, Florida, the _____ day of _____, 2022.

CITY OF MILTON, FLORIDA

BY: _____
HEATHER LINDSAY - MAYOR

ATTEST:

CITY CLERK: _____

First Reading: _____

Second Reading: _____

Legal in form and valid when signed by City Attorney.

Alex Andrade

ATTACHMENT A

ARTICLE III. MOBILE VENDORS LICENSE

Sec. 36-120. Penalty.

The penalty for violating any provision of this article shall be a fine not exceeding the amount set forth in section 1-13 for each offense, together with the revocation or suspension of the vendor's licenselease, where applicable. The code enforcement officer has the authority to issue fines in accordance with F.S. ch. 162.

(Ord. No. 1085, § 12, 3-12-2002; Ord. No. 1316-09, § 11, 7-14-2009)

Sec. 36-121. Required.

No person shall conduct any business sale or sell any merchandise, or offer to conduct any business sale, offer or sell any merchandise, including food, beverages, goods and services, from any public road, other public thoroughfare, sidewalk, parking lot, or any public property whatsoever, except persons in permitted areas holding a valid mobile vendor license from the state and fully conforming to the terms of this article. No person shall operate or conduct a mobile vending business on privately owned commercial property within the city unless said operation conforms fully to the terms of this article.

(Ord. No. 1085, § 1, 3-12-2002; Ord. No. 1123-03, § 1, 6-10-2003; Ord. No. 1316-09, § 1, 7-14-2009; Ord. No. 1394-13, § 1, 9-10-2013)

Sec. 36-122. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section.

Mobile Vendor – a transient business selling or delivering food or goods in the city, whether from a food truck, trailer, tent or non-motorized cart or wagon

Sec. 36-123. Application.

- (a) The application for a vending license-lease shall contain all information relevant and necessary to determine whether a particular license-lease may be issued, including, but not limited to, the following:
- (1) The applicant's full name, current address, telephone number, social security number and proof of identity, together with one full-face photograph of the applicant, no less than two inches square, nor more than three inches square;
 - (2) A brief description of the nature, character and quality of goods, wares or merchandise to be offered for sale;
 - (3) The specific locations in which the vendor intends to conduct business;
 - (4) If the applicant is employed by another, the name and address of the person; the federal tax number and the state sales tax number;
 - (5) A complete listing of any other licenses issued to the applicant by the city within the five years immediately preceding the date of application.

-
- (b) The applicant shall provide a brief description of the nature and character of the food, beverages, goods or services to be sold, and the application shall be accompanied by a photograph of the vendor's stand or boat.
 - (c) The application must include a provision indemnifying and holding harmless the city from any and all claims arising out of the vendor's operation.
 - (d) The applicant must provide the city with a copy of a certificate of liability insurance with a minimum coverage of \$1,000,000.00. The policy must name the city as an additional insured.

(Ord. No. 1085, § 2, 3-12-2002; Ord. No. 1123-03, § 2, 6-10-2003; Ord. No. 1316-09, § 2, 7-14-2009)

~~Sec. 36-123. Health inspection certificate required where vending license involves sale of food or beverages.~~

~~Any application for a vending license to engage in the sale of food or beverages shall also be referred to the health department for approval and issuance of a certificate of health inspection (health permit), in addition to the regular vending license. The applicant's equipment shall be subject to inspections by the health department.~~

~~(Ord. No. 1085, § 3, 3-12-2002; Ord. No. 1316-09, § 3, 7-14-2009)~~

Sec. 36-124. Fee.

Any vendor granted a vending ~~lease~~license under this article shall pay a nonrefundable annual fee as currently established or as hereafter adopted by resolution of the city council from time to time ~~and also must purchase an occupational license for the current fee. Issuance and pro-ration of licenses will be in accordance with article IV of chapter 44.~~

(Ord. No. 1085, § 4, 3-12-2002; Ord. No. 1257-07, § 1, 9-27-2007; Ord. No. 1316-09, § 4, 7-14-2009)

Sec. 36-125. Permitted locations and conditions of use.

- (a) ~~Seven-Ten~~ publicly owned ~~parcels-locations~~ set forth below are hereby designated as permissible public ~~mobile~~ vendor sites:
 - (1) One location at the northwest corner of Willing and Caroline Streets for non-motorized vending carts or wagons only;
 - (2) ~~One-Three~~ locations at the northwest corner of Elmira and Caroline Streets;
 - (3) One location at the North Riverwalk for non-motorized vending carts or wagons only, not on the wooden boardwalk or gazebo; ~~and~~
 - (4) Two locations at the South Riverwalk, which shall be limited to non-motorized vending carts so as to be located in limited space;
 - (5) ~~Two~~One locations at Carpenter's Park not on the designated parking areas; ~~and~~
 - (6) One location at Russell ~~Harbor-Harber Landing~~ not on the designated parking areas.
- (b) Mobile vendors will be allowed within all commercial the SSC-RC zoning districts, including the D-CM, SSC-RC districts upon permission from the applicable property owner being provided to the City. Mobile vendors will also be allowed in the RC-1 zoning district on properties within 400 linear feet of the rights of way of Caroline Street or Willing Street.

-
- (c) ~~Mobile vendors may operate temporarily upon commercially zoned property for the purpose of determining the viability of the property to support a permitted restaurant or food service establishment. Said temporary mobile vending permit shall be valid for a period of 90 days and may be issued once every two years from the date of issuance for any particular property, concern or permit holder.~~
- (d) At each permitted location, no vendor shall be permitted:
- (1) Within 15 feet of any street intersection or pedestrian crosswalk;
 - (2) Within ten feet of any driveway, loading zone or bus stop;
 - (3) Within a minimum of four feet of unobstructed pedestrian space;
 - (4) In any area within ten feet of a building entrance or exit or, in the case of a hotel or motel, within 15 feet of building entrances or exits;
 - (5) Against display windows of fixed location businesses;
 - (6) Within five feet of any fire hydrant or fire escape; and
 - (7) Within five feet of any parking space or access ramp designated for persons with disabilities.

(Ord. No. 1085, § 5, 3-12-2002; Ord. No. 1123-03, § 2, 6-10-2003; Ord. No. 1316-09, § 5, 7-14-2009; Ord. No. 1394-13, § I, 9-10-2013; Ord. No. 1484-18, § 1, 11-13-2018)

Sec. 36-126. Annual licenselease; random distribution; restriction relating to festivals/events.

- (a) ~~Licenses-Leases~~ for operation on public property shall be issued on an annual basis coinciding with the city's ~~occupational licenselease~~ requirements. All other locations will be permitted ~~on a temporary basis~~based on state licensing requirements and this article.
- (b) Any license-lease not renewed within 30 days of its expiration shall be void and of no further use or effect whatsoever. ~~At any time that the number of outstanding licenses falls below five licenses for sidewalk sites and two park sites, the city manager shall within 30 days of availability distribute, on a random basis among any applicants, a sufficient number of licenses to ensure that the total number of outstanding licenses equals seven. Temporary mobile vending permits on commercial properties shall be valid for a period of 90 days, upon the expiration of which the operation shall cease and desist and the land shall be re-established in the same fashion as it existed prior to the issuance of the permit.~~
- (c) Issuance of a mobile vendor's license-lease on city property does not allow usage of the permitted location during authorized festivals or events.

(Ord. No. 1085, § 6, 3-12-2002; Ord. No. 1316-09, § 6, 7-14-2009; Ord. No. 1389-13, § I, 7-9-2013; Ord. No. 1394-13, § I, 9-10-2013)

Sec. 36-127. Regulation of stand design and maintenance.

Licensed sidewalk-mobile vendors may only use ~~stands vehicles or carts~~ that have been inspected and approved by and are in conformance with design regulations promulgated by the health department and/or the state of Florida~~planning department~~. Such regulations shall address the design aspects of the stands, with the purpose of protecting public safety and ensuring that stands are maintained in a neat, clean and orderly fashion, and ensure all stands:

- ~~(1) Have storage areas not visible to the public.~~

-
- ~~(2) Have appropriate trash receptacles.~~
- ~~(3) Be made of materials that are durable and easy to clean.~~
- ~~(4) Have advertising and other signage limited to the name of the stand or items sold and a listing of items sold and the price. Such signs shall not exceed two feet by two feet.~~
- ~~(Ord. No. 1085, § 7, 3-12-2002; Ord. No. 1123-03, § 3, 6-10-2003; Ord. No. 1316-09, § 7, 7-14-2009)~~

Sec. 36-128. Hours of operation.

Vendors shall be allowed to engage in the business of vending on city owned properties only between the hours of 8:00 a.m. and 10:00 p.m. No vending station, conveyance or other item related to the operation of vending business shall be located on any authorized location during non-vending hours. Vendors shall remove all conveyances within 30 minutes of ceasing business operations each day.

(Ord. No. 1085, § 9, 3-12-2002; Ord. No. 1123-03, § 4, 6-10-2003; Ord. No. 1316-09, § 8, 7-14-2009)

Sec. 36-129. Litter and trash to removal.

- (a) Vendors shall keep the sidewalks, roadways and other spaces adjacent to their vending sites or locations clean and free of paper, peelings and refuse of any kind generated from the operation of their businesses. All trash or debris accumulating within 20 feet of any vending stand shall be collected by the vendor and deposited in a trash container.
- (b) A person engaged in food vending shall affix to his or her vending station a receptacle for litter marked as being for litter, which shall be maintained and emptied regularly.
- (c) Licensees-Lessees must take with them at the end of each day all trash, litter, garbage, refuse and waste, including, but not limited to, the greasy cooking water, generated by their vending operations.

(Ord. No. 1085, § 10, 3-12-2002; Ord. No. 1316-09, § 9, 7-14-2009)

Sec. 36-130. Prohibited conduct.

No person authorized to engage in the business of vending under this article shall do any of the following:

- (1) Unduly obstruct pedestrian or motor vehicle traffic flow, except for up to 15 minutes to load and unload vending stations and/or vending merchandise.
- (2) Obstruct traffic signals or regulatory signs.
- (3) Stop, stand or park any conveyance upon any street for the purpose of selling during the hours when parking, stopping and standing have been prohibited by signs or curb markings.
- (4) Leave any conveyance unattended at any time or store, park, or leave such conveyance in a designated area overnight.
- (5) Use a handcart or pushcart whose dimensions exceed eight feet in width, 12 feet in length, and eight feet in height.
- (6) Use any conveyance that, when fully loaded with merchandise, cannot be easily moved and maintained under control by the licensee/mobile vendor, his or her employee, or an attendant.
- (7) Sell any goods, wares or merchandise from any location other than the designated location.

-
- (8) Sound any device that produces a loud and raucous noise or operate any generator, loudspeaker, public address system, radio, sound amplifier, or similar device to attract public attention or as to constitute a nuisance in violation of the city's noise regulations. Generators exceeding the city's noise requirements must have proper sound attenuation to mitigate noise in excess of the requirements as set forth in Article 9 of the City's Unified Development Code.
 - (9) Conduct his or her business in such a way as would restrict or interfere with the ingress or egress of the abutting property owner or tenant, create a nuisance, increase traffic congestion or delay, constitute a hazard to traffic, life or property, or obstruct adequate access to emergency and sanitation vehicles.
 - (10) Utilize city electrical fixtures or electrical extension cords.
 - (11) Conduct business at the leased site any less than 20 hours in a one-month period.

(Ord. No. 1085, § 11, 3-12-2002; Ord. No. 1316-09, § 10, 7-14-2009)

Sec. 36-131. ~~License-Lease~~ notice and display.

- (a) The applicant shall be notified within 30 days after the applicant has filed a completed application of the decision to issue or deny the lease for mobile vending on city property.license. Any applicant for a license to sell food and beverages whose application receives the approval of the health department shall be issued both a vending license and a certificate of health inspection (or health permit).
- (b) Each license-lease application shall show the name and address of the lessee;licensee, the type of license-lease issued, the kind of goods to be sold, the amount of the license fee, and the date of issuance, and the license number. Each license-lease application shall also show the expiration date of the lease;license. Each lease license shall be visibly displayed at the stand.
- (c) All licenses issued under this section shall be both non-assignable and non-transferable unless approved by the city.

(Ord. No. 1085, § 13, 3-12-2002; Ord. No. 1316-09, § 12, 7-14-2009)

Sec. 36-132. Notice of name or address change required.

All mobile vending lessees;ors shall assure that a current and correct name, residence address and mailing address are on file with the city. Whenever either the name or the address provided by a licensed mobile vendor on his or her application for a vending license-lease changes, the licensee lessee shall notify the city in writing within 30 days of such change and provide the same with the name change or address change.

(Ord. No. 1085, § 14, 3-12-2002; Ord. No. 1316-09, § 13, 7-14-2009)

Sec. 36-133. Suspension or revocation; grounds; notice; hearing.

- (a) In addition to the penalty contained in section 36-120, any license-lease issued under this article may be suspended or revoked for any of the following reasons:
 - (1) Fraud, misrepresentation or knowingly false statement contained in the application for the license;lease;
 - (2) Fraud, misrepresentation or knowingly false statement in the course of carrying on the business of vending;
 - (3) Conducting the business of vending in any manner contrary to the conditions of the lease;license;

-
- (4) Conducting the business of vending in such a manner as to:
- Create a public nuisance;
 - Cause a breach of the peace;
 - Constitute a danger to the public health, safety, welfare or morals; or
 - Interfere with the rights of abutting property owners; or
- (5) Cancellation of health department authorization for a food or beverage vending unit.
- (b) The ~~chief financial officer~~~~city clerk~~ shall provide written notice of the suspension or revocation in a brief statement setting forth the complaint, the grounds for suspension or revocation, and notifying the ~~licensee or permit holder~~~~lessee~~ of his ~~or her~~ right to appeal. Such notice shall be mailed to the address shown on the ~~license holder's~~~~lessee's~~ application by certified mail, return receipt requested.
- (c) If the city revokes a vending ~~license or permit~~~~lease~~, the fee already paid for the ~~license or permit~~~~lease~~ shall be forfeited. A person whose ~~license or permit~~~~lease~~ has been revoked under this section may not apply for a new ~~license~~~~lease~~ for a period of one year from the date of revocation.
- (d) Notice of the hearing for revocation of a ~~license~~~~lease~~ shall be given in writing, setting forth specifically the grounds of complaint and the time and place of a hearing. Such notice shall be mailed, postage prepaid, to the ~~licensee~~~~lessee~~ at his ~~or her~~ last known address at least five days prior to the date set for the hearing.
- (Ord. No. 1085, § 15, 3-12-2002; Ord. No. 1316-09, § 14, 7-14-2009)

Secs. 36-134—36-165. Reserved.



Agenda Item # 2022-653

Milton Brownfield Expansion Resolution

MEETING DATE

August 25, 2022

PREPARED BY

Tim Milstead, Planning Director

BACKGROUND

Staff has received a request from Timshel Development Group for the City to expand its existing brownfield area to include the property along Glover Lane where Timshel is proposing to construct the Tranquility at Milton Apartments. The expansion of the brownfield area can be completed by resolution, and is being requested due to the financial benefit to the developer for the project location to be located within a brownfield area.

SUMMARY

Staff has attached a draft resolution and a map that shows the expansion area extending north along Glover Lane to include the Tranquility project location.

RECOMMENDATION

Staff recommends review of the proposed brownfield expansion.

ATTACHMENTS

1. Milton Draft Resolution - Needs GIS Exhibits
2. Exhibit A

RESOLUTION NO. xxxxxxxx

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILTON, FLORIDA, AUTHORIZING AN EXPANSION OF THE GEOGRAPHICAL AREA WITHIN THE CITY OF MILTON, FLORIDA DESIGNATED AS A "BROWNFIELD AREA" BY THE CITY IN RESOLUTION NO. XXXXXXXX FOR THE PURPOSES OF ENVIRONMENTAL REMEDIATION, REHABILITATION AND ECONOMIC DEVELOPMENT; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Brownfields Redevelopment Act (the "Act"), as Codified in Sections 376. 77-376. 86, Florida Statutes, authorizes local governments to administer a Brownfield Program and provides for designation by resolution of certain lands as a "Brownfield Area", and

WHEREAS, "Brownfield Area" is defined as a contiguous area of one or more brownfield sites, some of which may not be contaminated, and which has been designated by a local government resolution Such areas may include all or portions of community redevelopment areas, enterprise zones, empowerment zones, other such designated economically deprived communities and areas, and Environmental Protection Agency-designated brownfield pilot projects, and

WHEREAS, the City of Milton ("City") has jurisdiction over properties which are contaminated or perceived to-be contaminated sites which are underutilized; and

WHEREAS, the City now seeks to expand the Brownfield Area to incorporate additional parcels, or portions thereof, to further achieve the purpose of the Act, and

WHEREAS, the procedures set forth in Section 376.80(1) of the Act, including the notice and public hearing requirements set forth in Section 166.041 and 166.041(3)(c)2, Florida Statutes, have been satisfied.

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

Section 1. The above recitals are hereby ratified, confirmed and adopted as legislative findings by the City Council

Section 2. The City Council hereby expands the existing brownfield area to include certain parcels, or portions thereof, as the Brownfield Area identified in Exhibit "A" attached hereto and incorporated herein by reference

Section 3. The following terms and conditions apply to the expanded Brownfield Area

EXHIBIT A

Exhibit A

Expanded Brownfield Area

Legend

 Milton Brownfield Area

Milton

Locklin Lake

Marquis Basin

Google Earth

© 2021 Google



3000 ft



Agenda Item # 2022-567

Use of City Property Policy

MEETING DATE

August 25, 2022

PREPARED BY

Ed Spears, Director of
Economic Development

BACKGROUND

The City of Milton owns certain equipment acquired specifically for use by the City in carrying out special events. The City often receives inquiries from third parties requesting the use of the City's equipment. While the equipment is public property and it may be considered a public service to allow the public to utilize the equipment, the City does not wish to compete with private businesses that may rent or sell the same or similar items.

In July 2022, City Council referred this item back to the Committee of the Whole for additional discussion. The main concerns were the additional wear and tear on City equipment, rental fee structure, insurance requirements, competing with private rental companies, creation of a replacement fund wherein rental fees would be dedicated to the repair and replacement of equipment and the additional demands on staff of transporting, cleaning, maintaining and repairing leased equipment.

Options for Council to consider vary. They include:

1. Do not offer City Property for lease to anyone, at any time, for any type event.
2. Offer limited, common-use items (street closure barricades, garbage cans, roll-off dumpsters, traffic cones) for rent for special events located within the City and not offer for rent the expensive, specialized items, such as the portable bathrooms, stage, tent, etc. that can be rented locally.
3. Limit rentals to events held within the City only that are free and open to the public.
4. Offer rental of any and all special event City property to any party at a fair and reasonable fee structure.

SUMMARY

The purpose of this policy is to detail who can and cannot utilize City-owned equipment for non-City-sponsored special events, what City-owned equipment can be utilized, the cost for using City-owned equipment, and the process for granting approval.

Non-profit, civic, social, and neighborhood-based groups are eligible to request to rent City-owned equipment for non-City-sponsored special events that take place inside the City Limits only. Incorporation as a non-profit or a 501C3 designation is not required to rent City-owned equipment, but it is preferred. Requesting entities cannot be a for-profit company.

In July 2022, City Council referred this item back to the Committee of the Whole for additional discussion. The main concerns were the additional wear and tear on City equipment, rental fee structure, insurance requirements, competing with private rental companies, creation of a replacement fund wherein rental fees would be dedicated to the repair and replacement of equipment and the additional demands on staff of transporting, cleaning, maintaining and repairing leased equipment.

Staff is seeking Council direction on this issue.

RECOMMENDATION

Provide direction to staff.

ATTACHMENTS

1. Use of City Property Policy

Policy for the use of City-owned Equipment for non-City events

The City of Milton owns certain equipment acquired specifically for use by the City in carrying out special events. The City often receives inquiries from third parties requesting use of the City's equipment. While the equipment is public property and it may be considered a public service to allow the public to utilize the equipment, the City does not wish to compete with private businesses that may rent or sell the same or similar items. The City also wishes to maintain the equipment in good, working order to ensure it is available for use at City sponsored events. The property is identified in below in table #1.

The purpose of this policy is to detail who can and cannot utilize City-owned equipment for non-City sponsored special events, what City-owned equipment can be utilized, the cost for using City-owned equipment and the process for granting approval.

Non-profit, civic, social, and neighborhood-based groups are eligible to request to rent City-owned equipment for non-City sponsored special events that take place inside the City Limits only. Incorporation as a non-profit or a 501C3 designation is not required to rent City-owned equipment. But is preferred. Requesting entities cannot be a for-profit company.

City-owned equipment is not allowed to be taken outside the City Limits without the express approval by the Milton City Council. Such approval must take place at a duly called meeting of the City Council and approved by a majority of Council a minimum of sixty (60) days in advance of the event. Individual Council Members may not authorize the use of City-owned equipment inside or outside of the City Limits.

For non-City sponsored events inside the City Limits, the rental request form (Attachment #1) must be completed a minimum of thirty (30) days in advance of the event. All users of City-owned property must provide proof of insurance in an amount sufficient to completely replace the rented item(s) at the current market value and liability insurance in the amount of \$1,000,000 per incident or greater. Proof of insurance, listing the City as an also insured, must be provided prior to taking possession of the City-owned equipment. If the renter is an incorporated entity, the signature on the application must be by a duly authorized representative of the company. If the organization is not incorporated, the person signing the application accepts the liability for the care and proper use of the City-owned equipment. The renter accepts all responsibility and liability for the safe use of the rented equipment.

Use of the City-owned equipment will be granted at the sole discretion of the City Manager. The City reserves the right to refuse use of any City-owned equipment by any party. The availability of the equipment does not guarantee rental. City sponsored events will take priority over rentals.

The rental period is for 24 hours unless prior arrangements are made and approved by the City Manager. For items that can be easily and safely transported, pick-up by the renter is allowed. Items that must be towed or are not easily and safely transported, City staff will deliver and pick-up the items. Detailed set-up and break-down instructions will be provided. Renters may request City staff assistance in the set-up, use and break-down of the rented equipment. This may be approved by the City Manager based on availability of staff and for an additional fee. Renters may be requested to demonstrate their ability to correctly utilize the rented equipment.

Table #1 – City-Owned Property for use in special events

<u>Item</u>	<u>Rental Price</u>
One (1), 40 x 40 ft. center pole tent with tie downs and base plate weights	\$750
One (1) Portable Restroom Facility	\$400
One (1) Portable Stage	\$400
One (1) portable, inflatable movie screen	\$200
One (1) portable movie projector and sound system with cables	\$200
Street Closed Signs	\$100 ea
Portable barricades	\$10 ea
Traffic Cones	\$10 ea
City Garbage Cans	\$10 ea
Roll Off dumpsters	\$250
Banquet Tables and chairs	\$10/table, \$10/10 chairs
Large Power Generator	\$300
Small Power Generator	\$150
Power Distribution Panel	\$150
Fire Hydrant Hose Bib Water Distribution System	\$100



Agenda Item # 2022-622

2023 Proposed Holiday Schedule

MEETING DATE

August 25, 2022

PREPARED BY

Dana Barger, Human Resource

BACKGROUND

The proposed 2023 holiday schedule, Juneteenth, has been added to Monday, June 19th.

SUMMARY

Attached is the proposed 2023 holiday schedule; Juneteenth has been added to Monday, June 19th.

RECOMMENDATION

Recommend approval by the Committee to move forward.

ATTACHMENTS

1. 2023 Holiday Schedule



2023

CITY OBSERVED HOLIDAY SCHEDULE

All City Facilities and
Offices will be closed
on these dates.

CITY OBSERVED **HOLIDAYS**

 **850-983-5400**

- NEW YEARS DAY - MONDAY, JAN 2
- MARTIN LUTHER KING JR. - MONDAY, JAN 16
- MEMORIAL DAY - MONDAY, MAY 29
- JUNETEENTH - MONDAY, JUNE 19
- INDEPENDENCE DAY - TUESDAY, JUL 4
- LABOR DAY - MONDAY, SEPT 4
- VETERANS DAY - FRIDAY, NOV 11
- THANKSGIVING DAY - THURSDAY, NOV 24
- THANKSGIVING EXT. - FRIDAY, NOV 25
- CHRISTMAS EVE - FRIDAY, DEC 23
- CHRISTMAS DAY - MONDAY, DEC 26



pio@miltonfl.org
www.miltonfl.org



6738 Dixon St.
Milton, FL 32570

SCAN ME
TO SEE OUR
SANITATION SCHEDULE



"Where God Living Flows"



Agenda Item # 2022-649

Excess Vacation Hours

MEETING DATE

August 25, 2022

PREPARED BY

Janette Modglin

BACKGROUND

Excess of 200 vacation hours for General Employees and Police; excess of 300 hours for the Fire Department.

SUMMARY

RECOMMENDATION

Council information/discussion item.

ATTACHMENTS

1. EXCESS OF 200 VAC HRS

EMPLOYEE	DEPARTMENT	VACATION HOURS
COOK, JOSEPH	ADMIN	267
HAARMAN, CHRISTIE	ADMIN	229.43
JORGENSEN, RANDY	ADMIN	470.25
HARWICK, DAVID	FINANCE	224
CLINE, MICHAEL	POLICE	247
TINDELL, ANTHONY	POLICE	324
BEECH, RICKY	FIRE	350
DEVINE, LEE	FIRE	413
O'STEEN, GERRILL	FIRE	377.79
PLANK, JASON	FIRE	336
STOCKDALE, BENJAMIN	FIRE	325
BRAKE, JAMES	GAS	258.5
LOVELAND, WALTER	GAS	253
PATERA, MICHAEL	GAS	229.25
PLANT, SEAN	WATER	290
WILLIAMS, STEVE	STREET	229.5
NORTON, JOHN	PARKS	248



Agenda Item # 2022-645

Bid Opening for ITB 2022.06 Electrical Repair & Maintenance Annual Contract

MEETING DATE

August 25, 2022

PREPARED BY

Diane Ebentheuer, Purchasing
Agent/Risk Manager

BACKGROUND

The City solicited bids for an electrical contractor for repair and maintenance for an annual contract.

SUMMARY

Bid opening was held 08/03/2022. 3 bids were received with various pricing.

RECOMMENDATION

Staff have reviewed the 3 submitted bids and recommend award to two of the contractors, Bill Smith Electric, Inc. and McCombs Electric Company, Inc.

ATTACHMENTS

1. 2022.06 Electrical R&M Bid Tab with links
2. 2022.06 Staff Recommendation



BID TABULATION

08/03/2022 2:00 p.m.

Present for the City of Milton:

Diane Ebentheuer
Michele Williams
Curtis Krebs

Purchasing Officer
Purchasing Assistant
Chief Financial Officer

Others in attendance:

None

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

ITB 2022.06 Electrical Repair and Maintenance - Annual Services

Note: Click on Name for link to bids.

- | | | |
|---|--|---------|
| 1 | Bill Smith Electric, Inc. | Various |
| 2 | McCombs Electric Company, Inc. | Various |
| 3 | 12B Electric | Various |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Diane Ebentheuer

Staff Recommendation

From: Joe Cook
Sent: Tuesday, August 9, 2022 11:32 AM
To: Diane Ebentheuer
Subject: Electrical Repair and Maintenance Bid

Diane,

I recommend awarding the Electric and Maintenance bids to two of the contractors, Bill Smith Electric and McCombs Electric.

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



Agenda Item # 2022-465

City of Milton Board Vacancies

MEETING DATE

August 25, 2022

PREPARED BY

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

BACKGROUND

This is an item update that is to be provided monthly to the Council as long as city boards have membership vacancies. Currently, the Board of Adjustment, the Police Pension Board, the Civil Service Board, and the Planning Board have one vacancy. It is important to fill these positions so a meeting can be held with a simple majority of the board present. At this time, staff has two applications on file for the Milton Planning Board.

SUMMARY

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

RECOMMENDATION

Staff recommends review of the Milton Planning Board application.

ATTACHMENTS

1. Board Vacancies Updated 8.2022
2. Janet Coulter MPB Application
3. Randy Pierce Milton Planning Board Application

CITY OF MILTON BOARD VACANCIES

BOARD OF ADJUSTMENT

The Board of Adjustment is a seven-member board that is charged with the review of variances, special exceptions, and administrative appeals. There is currently one vacancy on this board. This position, when filled, is an at-large position that is appointed by the Council and would be for the remainder of the term.

At this time, staff has no applications on file from individuals interested in serving on this board. It is important to fill these positions so a meeting can be held with a simple majority of the board present. This becomes more difficult for applicants to achieve if board members are absent, or if vacancies exist.

POLICE PENSION BOARD

The Police Pension Board is a five-member board that oversees the allocations of funds for the police officer's pension. Reviews the recommendations of the investment company, attorney, and actuary. There is currently one vacancy on this board. This position, when filled, is a City Resident appointed by City Council and will serve a four-year term.

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

“Due to the size of the city and narrow jurisdictional boundaries, we have had a hard time filling the vacant position on the Milton Police Pension Fund Board. To alleviate this, an agenda item will be added to all public meetings in an attempt to fill this position. When this position is filled, the Division of Retirement will be notified immediately with the information needed to close the vacant position.”

CIVIL SERVICE BOARD

The Civil Service Board is a five-member board that encourages and promotes a proper personnel system for employees of the City of Milton. The board has authority to write and adopt rules that shall cover subject areas such as disciplinary hearings, code and/or standards of conduct for members of classified service, probationary periods, employment eligibility criteria and applicant register procedures. All rules shall be approved by the City Council. There is currently one vacancy on this board, Council Appointed. This position, when filled, will serve a two-year term.

Appointment and Structure:

1. All members shall reside within the city limits of the City of Milton.
2. The City Council shall not appoint a current or former city employee to the Board.
3. The City Council shall not appoint a current member of the City Council to the Board. Former City Council members may be appointed provided they have not held elective position in the City for a period of at least one year.
4. No person may serve as a board member if they have a relative in the Civil Service System. Relative means an individual who is related to the Board member as father,

mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister.

5. The Council shall strive to select members who have previous experience in personnel Administration, management, small business, self-employment, and/or with other outside public employers. In all cases, the City Council shall seek to appoint members with the best expertise and a wide variety of backgrounds to serve the citizens of Milton with regard to the Civil Service System.

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

PLANNING BOARD

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

At this time, staff has one application on file from an individual interested in serving on this board.

CITY OF MILTON
BOARD APPOINTMENT SURVEY/INFORMATION

Date: 8/9/2022

Name Janet Coulter Phone (hm) 850 206 3666

E-mail address coulterjanet@yahoo.com Phone (wk/cell) 850 206 3666

Address 5241-A Willing St City Ward _____

Education Some college - mostly Real Estate

Work Experience: Realtor for 34 yrs

Community Service involved with church and local sports complexes

Awards Spirit award from Realtor Assoc

Hobbies, Travel, etc Travel, Reading, playing with my grandchildren

Other comments that would be helpful in determining appropriate appointment _____

I have been in this city for 37 yrs and love the community.

Please attach a brief resume.

Please check the Boards that you are interested in.

☐ Milton Housing Authority

☒ Milton Planning Board

☒ Historic Preservation Board

☐ Community Improvement Board

☐ Civil Service Board

☐ General Employees Pension Board

☐ Board of Adjustments

☐ Firefighters Pension Board

☐ Police Pension Board

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

Date: Aug. 17-2022

Name Randy D. Pierce Phone (hm) _____

E-mail address Randy@interbaybuilding.com Phone (wk/cell) 850-324-5339

Address 5183 Santa Rosa St. City Ward _____

Education GED

Work Experience: Building Contractor, 41 years

Community Service _____

Awards _____

Hobbies, Travel, etc Motor cycle Racing, Restoring Vintage Race Bikes, I've Done my share of Traveling Biking Around the U.S.

Other comments that would be helpful in determining appropriate appointment _____

Please attach a brief resume.

Please check the Boards that you are interested in.

☐ Milton Housing Authority

☒ Milton Planning Board

☐ Historic Preservation Board

☐ Community Improvement Board

☐ Civil Service Board

☐ General Employees Pension Board

☐ Board of Adjustments

☐ Firefighters Pension Board

☐ Police Pension Board



Agenda Item # 2022-648

RFP 2022.08 Milton Downtown Waterfront Marina, Residential & Mixed Use Development Opportunity

MEETING DATE

August 25, 2022

PREPARED BY

Ed Spears, Director of
Economic Development

BACKGROUND

On May 10, 2022, City Council issued RFP #2022.08 requesting proposals to develop the City-owned properties along Broad Street, to include a marina, residential and mixed uses. The deadline for proposals was August 10, 2022. One response was received by the deadline. (attached) The response, from Orchestra Partners, a consulting firm based in Birmingham, Alabama, proposes to complete "a strategic 'vision plan' that identifies specific projects for redevelopment", raise a redevelopment "seed fund" and serve as the manager for pre-development work, financing and construction. While an intriguing concept and proposal, the RFP response would require an outlay of \$65,000 from the City and guarantee only the production of a Vision Plan over the course of 270 days. Given the Riverfront Master Plan, CRA Plans and other previously completed documents, an additional plan at this time seems unwarranted.

The stated purpose of the RFP was to identify firms that could develop a marina, residential, restaurant/entertainment, and mixed-use development project and could demonstrate the ability to design, finance, and construct projects in accordance with the Request for Proposal (RFP). The Orchestra proposal does not meet that basic requirement.

Staff is recommending that Council reject all responses as allowed by the terms of the RFP and hold the property until such time as market forces make development more feasible.

SUMMARY

N/A

RECOMMENDATION

Staff recommends Council reject all responses to RFP 2022.08.

ATTACHMENTS

1. Milton RFP 2022.08 - Orchestra Partners



CITY OF MILTON DOWNTOWN RIVERFRONT REDEVELOPMENT

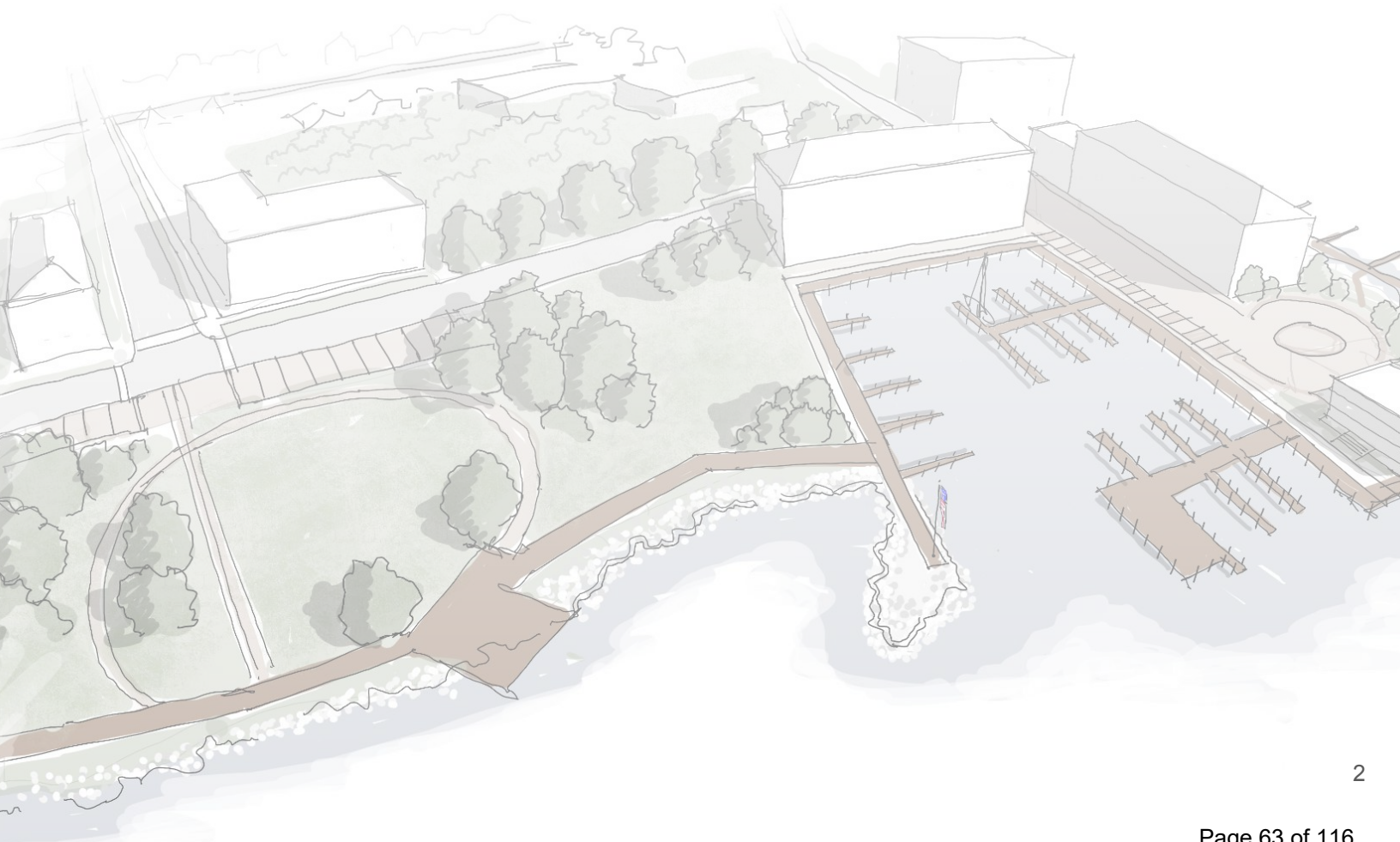
RESPONSE & PROPOSAL TO RFP 2022.08



SECTION 1 - TABLE OF CONTENTS

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2. Executive Summary (Pgs 3-4)
3. Development Team and History (Pg 5)
4. Project Concept (Pgs 6-8)
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6. Past Performance (Pgs 16-18)
7. Feasibility (Pgs 19-24)
8. Financial Returns to the City (Pgs 25-26)
9. Benchmark Requirements/Performance Bond (Pgs 27-28)
10. Closing Statement (Pg 29)



CITY OF MILTON DOWNTOWN RIVERFRONT REDEVELOPMENT

RESPONSE & PROPOSAL TO RFP 2022.08

SECTION 2 - Executive Summary

Orchestra Partners is a turn-key planning & redevelopment company headquartered in Birmingham AL, just 3.5hrs north of Milton FL. The firm was founded by Hunter Renfroe and John Boone in 2015 when they recognized the disproportionate amount of real estate investment happening in large cities while smaller cities struggled with Main Street vacancy and irregular economic growth.

In response, they created an incremental development model that partners with municipalities in a master developer capacity and engages local investors to implement projects proposed in a community-driven placemaking plan for downtown. Following several award-winning revitalizations in downtown Birmingham, Hunter and John expanded their services to small towns in 2020.

Orchestra Partners combines all three aspects of sustainable real estate development into one process.

- Planning - A strategic "Vision Plan" that identifies specific projects for redevelopment
- Capital - A community redevelopment "Seed" Fund, owned and deployed locally
- Implementation - A reliable manager of pre-development work, financing, and construction

Such a revolutionary approach to economic development means that our proposal will not look like others that are geared toward one product-class over another. We will not be designing specific buildings in this proposal. We will not be projecting any specific financials goals for each property use. To do so would be putting the proverbial cart before the horse.

Instead, we are using this proposal to 1) demonstrate Orchestra's ability to plan and redevelop urban spaces, 2) summarize best practices and overview of a master development exercise downtown, and 3) recontextualize this RFP as just *one of two other projects* (Hwy 90 expansion and the old Santa Rosa County courthouse) that will decide downtown Milton's future for the next century.

We want that future to be one of walkable and bikeable streets, where residents and visitors alike can move safely and leisurely from one activity node to another. Regarding this RFP, we will propose a new marina, bar/restaurant, residential units and/or and boutique hotel near Carpenter Park, connected to the historic downtown via a "floating trail" along the water's edge, as depicted in the 2013 Riverfront Plan.

This RFP stated that "The City of Milton is poised for a renaissance." We couldn't agree more, and to grow rapidly in the wrong way would be far more disastrous than growing at the same pace you are today. To avoid that, we will propose that this marina project be master-planned in step with the two other projects mentioned above and implemented steadily over the next few years.

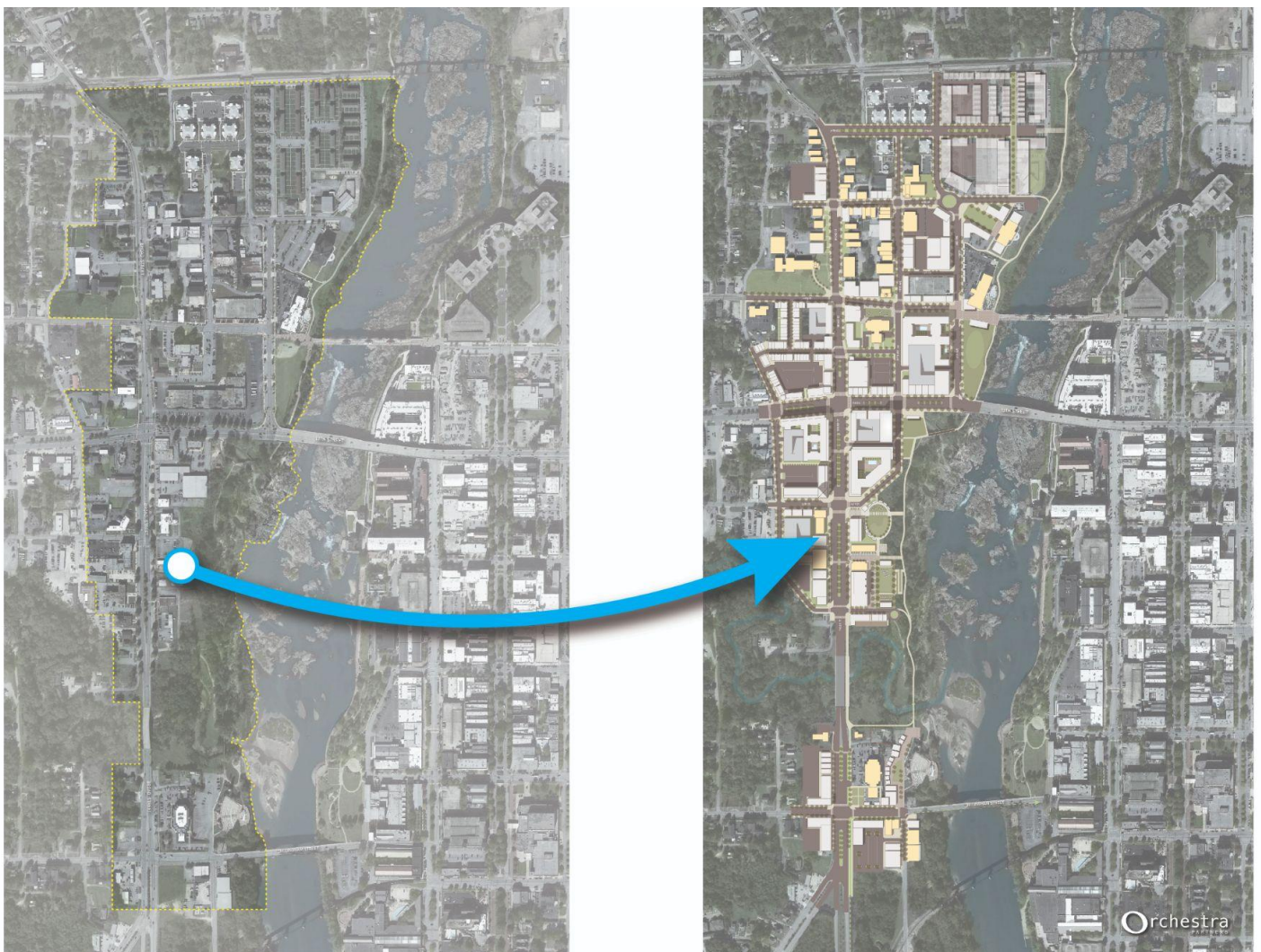
CITY OF MILTON DOWNTOWN RIVERFRONT REDEVELOPMENT

RESPONSE & PROPOSAL TO RFP 2022.08

SECTION 2 - Introduction to Orchestra Process

No plan should sit on the shelf collecting dust. Orchestra's turn-key approach to economic development performs all three facets of urban transformation uninterrupted, from start to finish:

1. **Planning**
Our expertise in urban design unites stakeholders under a shared vision for your downtown.
2. **Fund Formation**
Orchestra creates a local seed fund to ensure timely and reliable action on key properties.
3. **Implementation**
Orchestra optimizes deal structure, manages construction, and keeps the plan moving forward.

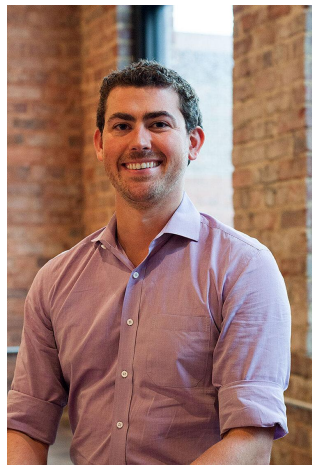


CITY OF MILTON DOWNTOWN RIVERFRONT REDEVELOPMENT

RESPONSE & PROPOSAL TO RFP 2022.08

SECTION 3 - Team Profile

- Scoping/Kickoff - John Boone, Co-founder
- Vision Planning - Stone Ray, Lead Urban Designer
- Seed Fund Formation - Caroline Jenkins, Senior Devpt Manager
- Implementation - Hunter Renfroe, Co-founder



Hunter Renfroe
Principal

hunter@orchestra-partners.com
(205) 590-5015



John Boone
Principal

john@orchestra-partners.com
(205) 590-5015



Caroline Jenkins
Senior Development
Manager

cjenkins@orchestra-partners.com
(205) 590-5015



Stone Ray
Lead Urban Designer

sray@orchestra-partners.com
(205) 590-5015

CITY OF MILTON DOWNTOWN RIVERFRONT REDEVELOPMENT

RESPONSE & PROPOSAL TO RFP 2022.08

SECTION 4 - Project Concept

We understand that the city has three general needs as defined in the RFP, which we summarize as:

1. Strategic
2. Financial
3. Form & Function

Strategic

Milton wants this project to stand on its own as a unique amenity for the city to attract new residents, tourists, and businesses. However, the city also wants it to catalyze additional development downtown and along the Blackwater Riverfront.

We propose to treat the marina project as Phase I of a tri-phased master planning/development effort that also ensures: 1) downtown Milton's walkability is protected during FDOT's Hwy 90 bridge expansion, and 2) some regional-class amenity replaces the old county courthouse.

To that end, if selected, Orchestra would leverage its process to assemble additional properties and connect this project (and others) to the city center. These properties would be no further than a 20 minute walk from the old Santa Rosa County courthouse. Orchestra's Vision Planning process would coordinate with owners, and a new Seed Fund would close on target properties in the plan.

The Seed Fund is a uniquely inclusive approach to economic development. A local community redevelopment fund like this also sustains reliable future development in a way that one-time development of *this* site for *this* specific RFP cannot. Cities too often wait for developers to implement plans created by other companies, when there is often more risk than reward for them to do so. As a real estate developer, Orchestra is incentivized (indeed, exists solely) to implement its own plans as fast as possible.

This discussion of the importance of the Seed Fund is a good segway into the Financial goals of the city and how Orchestra intends to meet them.

CITY OF MILTON DOWNTOWN RIVERFRONT REDEVELOPMENT

RESPONSE & PROPOSAL TO RFP 2022.08

SECTION 4 - Project Concept

Financial

Obviously, the city's primary financial goal with this RFP is to generate revenue on the subject properties, which comes in through a variation of taxes, permits, and fees.

Municipal revenue will increase no matter what is developed on these properties (e.g. ad valorem/property taxes at 3.2373 mills). For a marina specifically, there would also be an expansion in state-shared revenues for things like merchant taxes, fuel taxes, alcoholic beverage license taxes, cigarette taxes, and alternative fuel user decal fees, as well as increased potential for any custom home-rule taxes/fees familiar to Milton (i.e. Local Option Fuel, Electricity, Communication Services, Professional/Business, etc).

Rather than simply pitching a marina model favorable to the operator, Orchestra Partners is uniquely capable of helping maximize taxable square footage across all the subject properties. As shown later, our resume is full of projects that house high-sales-tax tenants like restaurants, bars, and general merchandising (all of which are needed in Milton). Revenue from your half-cent sales tax share with the state (already 26% of intergovernmental revenue) would increase substantially.

Orchestra Partners is an economic development partner, not just a real estate developer. Our projects bring new residents, new businesses, and new jobs to our client cities. While this translates into new utility customers and more permit fees, it also fosters a sense of progress and vibrancy that will color the changing physical landscape of downtown.

Since we have not discussed these projects with your local investors yet, we do not know what incentives they will inevitably request. In past projects, we have utilized tenant sales tax rebates, which get phased out gradually until the property owner is paying the full tax amount. We have also utilized one-time construction material sales tax rebates.

We understand the sensitivity around city expenditures, so we would try and gear "incentives" directly to related and productive exercises like our planning/fund creation fees and capital improvements to the public spaces relevant to the master development exercise. For example, instead of \$1m in cash incentives, we might advise the Seed Fund to request \$2m in streetscaping that takes place concurrently with private development.

Finally, we know how to leverage special districts to implement local change, and an Independent Community Development District might be the solution to both seeding development (TIF, grants) and extracting value from it (fees, assessments).

CITY OF MILTON DOWNTOWN RIVERFRONT REDEVELOPMENT

RESPONSE & PROPOSAL TO RFP 2022.08

SECTION 4 - Project Concept

Form & Function

When a city is trying to align strategic and financial goals in a planning exercise, downtown stakeholders will inevitably ask what it means for them. What new businesses will they have access to? What will new buildings look like? Will downtown remain walkable?

While we cannot specify exactly what would be built and where (because that requires planning), we can suggest products that should do well in Milton based on local demand and our experience.

We'll begin with the marina, since that is the top priority of this RFP. Milton has an opportunity to capitalize on its status as essentially the *only* city on the Blackwater River, and downtown's proximity to the waterfront sets it apart from other small, flood-prone cities in the South that were built off the water long ago. Moreover, Milton's quick marine access to the gulf would make it a more affordable tourist destination than marina's closer to the beach.

The best marinas do not just offer wet/dry dock space for boats. They are an aesthetic feature for waterfront towns and a tool for accessing the water itself. Marinas pair nicely with other hospitality concepts like bars, restaurants, hotels, and event venues, as well as retail components like gas stations, bait shops, seafood markets, convenience stores, bike/kayak/paddleboard rentals, etc. Further planning must be done to determine how to best use the space available, but we can say with some reasonable degree of certainty that a marina would fit and excel on Parcels 1-4.

Provided that no elements of the marina on Parcels 1-4 required additional space, Parcels 5 & 6 would be available for some other use. A Vision Plan would determine that use, and market demand seems to suggest that either a hotel or a multifamily development would succeed there. In fact, we have seen (and could replicate) projects that provided both, i.e. a "condotel" that operates as a rental when residents are away, through an on-site management system.

Most importantly, Orchestra believes that the ground floor of multi-story buildings should always improve the sidewalk experience and engage people with the structures. This ranges from active retail storefronts to Instagrammable art walls. Downtown Milton would benefit from additional bars and restaurants, which would attract more locals on nights and weekends and also discourage tourists from leaving downtown to eat/drink 30 minutes away in Pensacola, Navarre, et al.

The ground-floor experience we deliver, combined with things like municipal wayfinding and Complete Street design, would tie your buildings together in a memorable way. For this reason, we would welcome any easement that extended the Riverwalk and conveyed pedestrians from downtown to the marina and back again, especially given that we would minimize the amount of building frontage directly on the waterfront, preserving the riparian edge for environmental (and aesthetic) reasons.

We believe all of this could be accomplished using RC-1 zoning, and all of our projects would naturally be in keeping with the ideas set forth in the Downtown CRA Plan and the Riverfront Master Plan of 2013. Our track record speaks for itself in terms of our commitment to designing pedestrian-friendly spaces that reconnect the city.

CITY OF MILTON DOWNTOWN RIVERFRONT REDEVELOPMENT

RESPONSE & PROPOSAL TO RFP 2022.08

SECTION 5 - Physical Details (Master Plan)

The most important aspect of our proposal is the consideration of other upcoming projects in connectivity planning. We believe that the marina project is feasible, and while it's an exciting project to consider, it is imperative that 1) Milton not allow the marina itself to develop in a bubble, and 2) use the momentum of such a project to catalyze additional development on property controlled by project allies like the city, county, and passionate local property owners.

While a more formal master planning exercise would create a better map and land use plan for the projects described above, we want to share a high-level visual of all the properties that appear to be affected by upcoming projects.



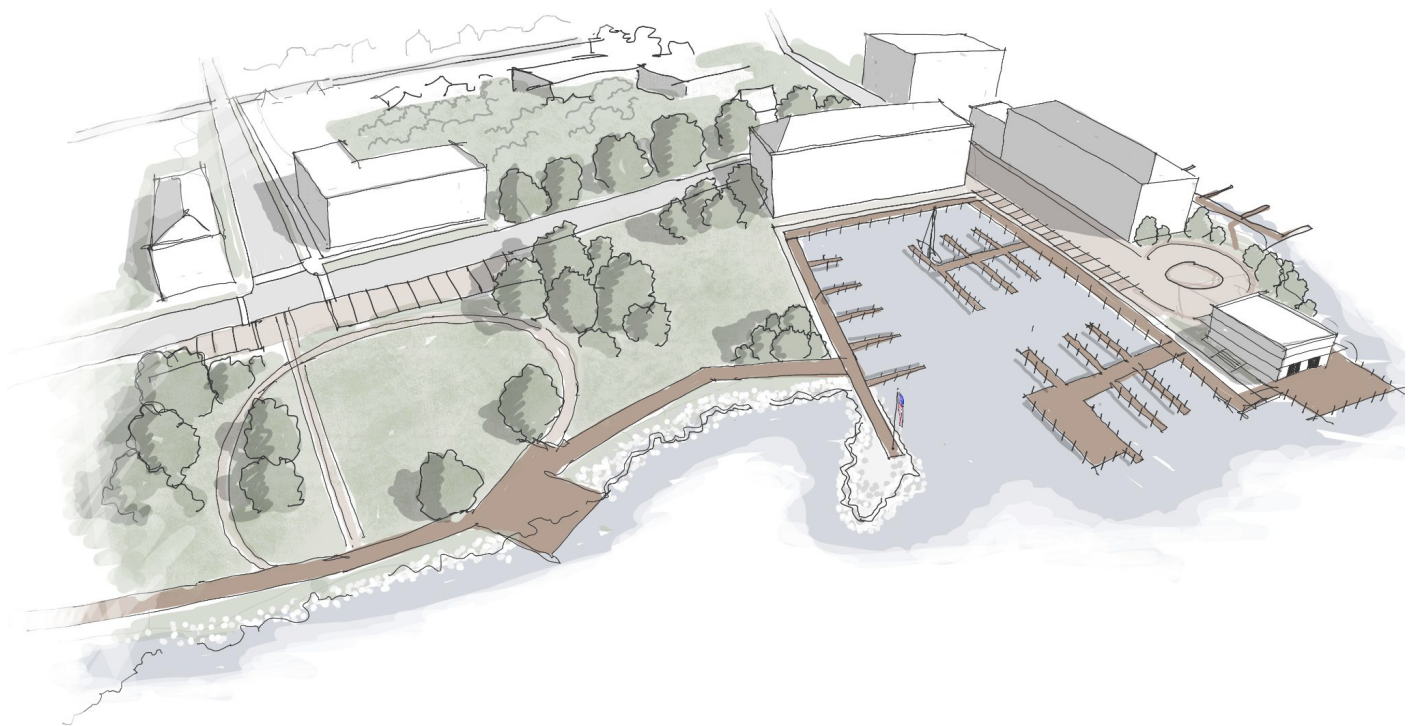
CITY OF MILTON DOWNTOWN RIVERFRONT REDEVELOPMENT

RESPONSE & PROPOSAL TO RFP 2022.08

SECTION 5 - Physical Details (Placemaking)

Orchestra believes in building resilient places that advance local culture. In Milton, the riverfront has defined much of the local culture, and yet tourists have only recently been able to enjoy it through projects like the River Walk and Bands on the Blackwater. Orchestra's trademark in its dense, walkable urban places has always been use of outdoor space. Protecting and highlighting the natural environment is as important to us as revolutionizing the built environment. As such, we would be extra diligent in our research of how to conserve local treasures like white sand banks, mature tree canopies, and the riparian edge.

One tool for use in this endeavor is LEED ND (LEED for Neighborhood Development), which was created specifically to create more sustainable, well-connected neighborhoods while minimizing disturbance of the natural landscape.



CITY OF MILTON DOWNTOWN RIVERFRONT REDEVELOPMENT

RESPONSE & PROPOSAL TO RFP 2022.08

SECTION 5 - Physical Details

Orchestra's expertise is in mixed-use projects that activate urban spaces with public-facing amenities on private property, e.g. retail plazas, courtyards, bar patios, etc. To ensure that the marina served as an amenity for the city, we would recommend, at minimum, a full-service restaurant with bar and riverfront views be included on or around the marina property.

We have managed bars and restaurants before, but found that our core competency is in designing these spaces and partnering with seasoned hospitality professionals. Orchestra would recruit two management partners for this project: One for the marina itself and another for the on-site bar/restaurant. This would happen early so they could inform the design and construction process.

Additionally, Parcels 5 & 6 would promote dense, urban forms of housing or mixed-use development that can tie the marina and municipal corridor nearby to downtown via Broad Street and the future Riverfront park. While further planning would be required to determine the highest and best use on these sites, a multifamily or hotel project would fulfill the city's needs here and we could include any food/beverage elements that were unable to fit on the marina property.



CITY OF MILTON DOWNTOWN RIVERFRONT REDEVELOPMENT

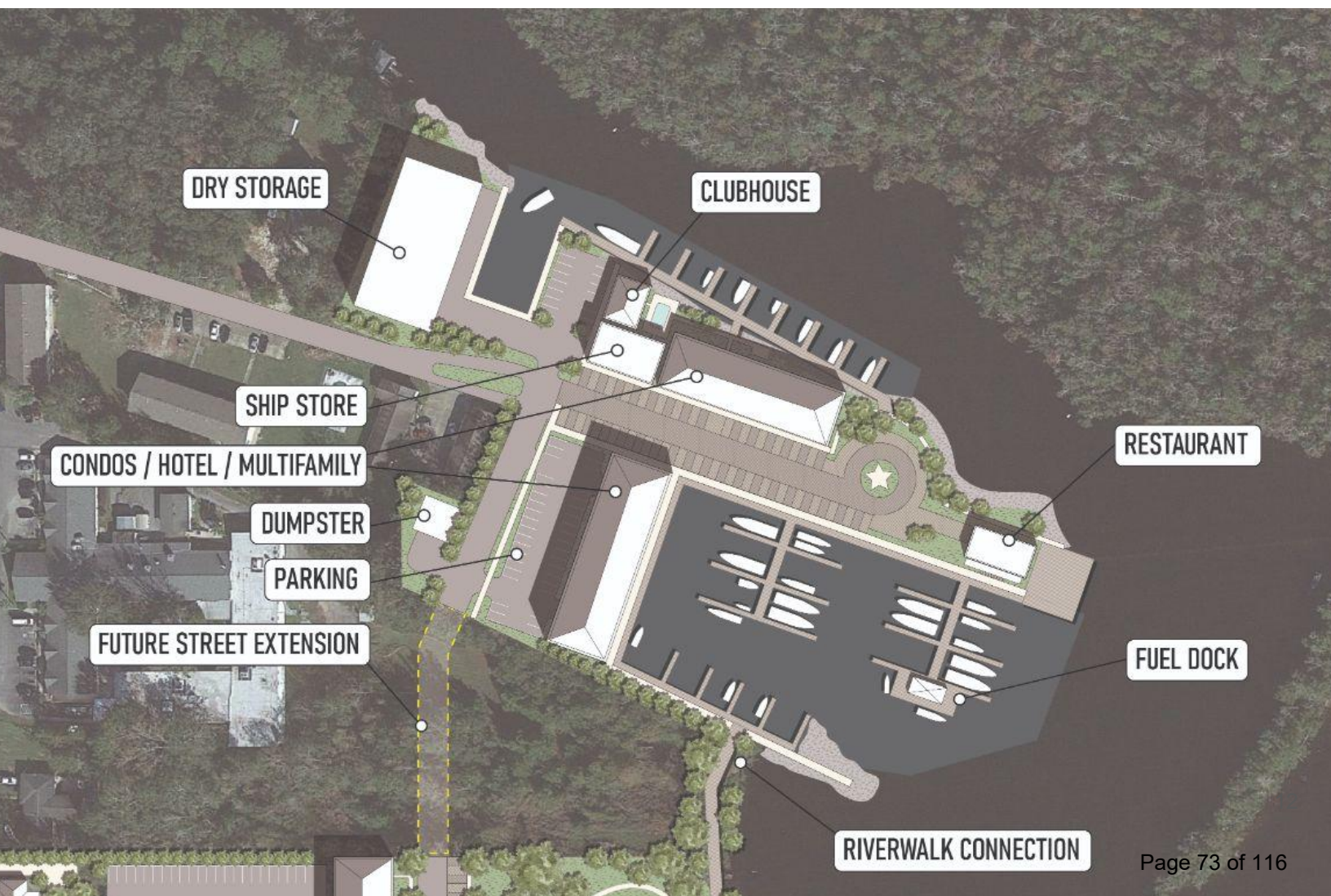
RESPONSE & PROPOSAL TO RFP 2022.08

SECTION 5 - Physical Details (Marina)

The Marina itself is envisioned as a vibrant, mixed-use amenity for more than just boaters.

In this version, a central promenade lined with easy-to-locate parking funnels patrons to a dockside restaurant and bar overlooking the marina grounds. It also has views of downtown Milton to the South across the river. Flanked by the docks and the marina alcove are two three-story structures adequate for hotel, multifamily or condominium uses. The site should also incorporate a ship store and clubhouse for residents and marina patrons. On the rear of the property is a dry storage facility with a maintenance and marine loading bay and dumpster adjacent to overflow parking areas.

The layout of the streets and thoroughways encourage future extensions of the city's grid by aligning stub-outs towards parcels 5 & 6 and downtown Milton.



CITY OF MILTON DOWNTOWN RIVERFRONT REDEVELOPMENT

RESPONSE & PROPOSAL TO RFP 2022.08

SECTION 5 - Physical Details

The table below reflects some estimates of what we believe could be done on the properties. Further planning would be required to determine where each use goes and how large of a share each should be. Our goal now is merely to indicate what options we have based on Milton's needs and our understanding of consumer demand and good urban design.

Proposed Uses	Floors	Site(s)	Size (SF)
Condo / Multifamily (2)	3	Marina	48,000 SF
Restaurant / Bar	1	Marina	4,000 SF
Clubhouse	1	Marina	3,500 SF
Dry Storage	1	Marina	16,000 SF
Ship Store & Marina Offices	2	Marina	7,500 SF
Wet Slips	n/a	Marina	96,000 SF
City Park	n/a	Parcels 5 & 6	65,000 SF
Condo / Multifamily	3	Parcels 5 & 6	30,000 SF
Townhomes	2-3	Parcels 5 & 6	15,000 SF
Single Family	2	Parcels 5 & 6	13,500 SF

CITY OF MILTON DOWNTOWN RIVERFRONT REDEVELOPMENT

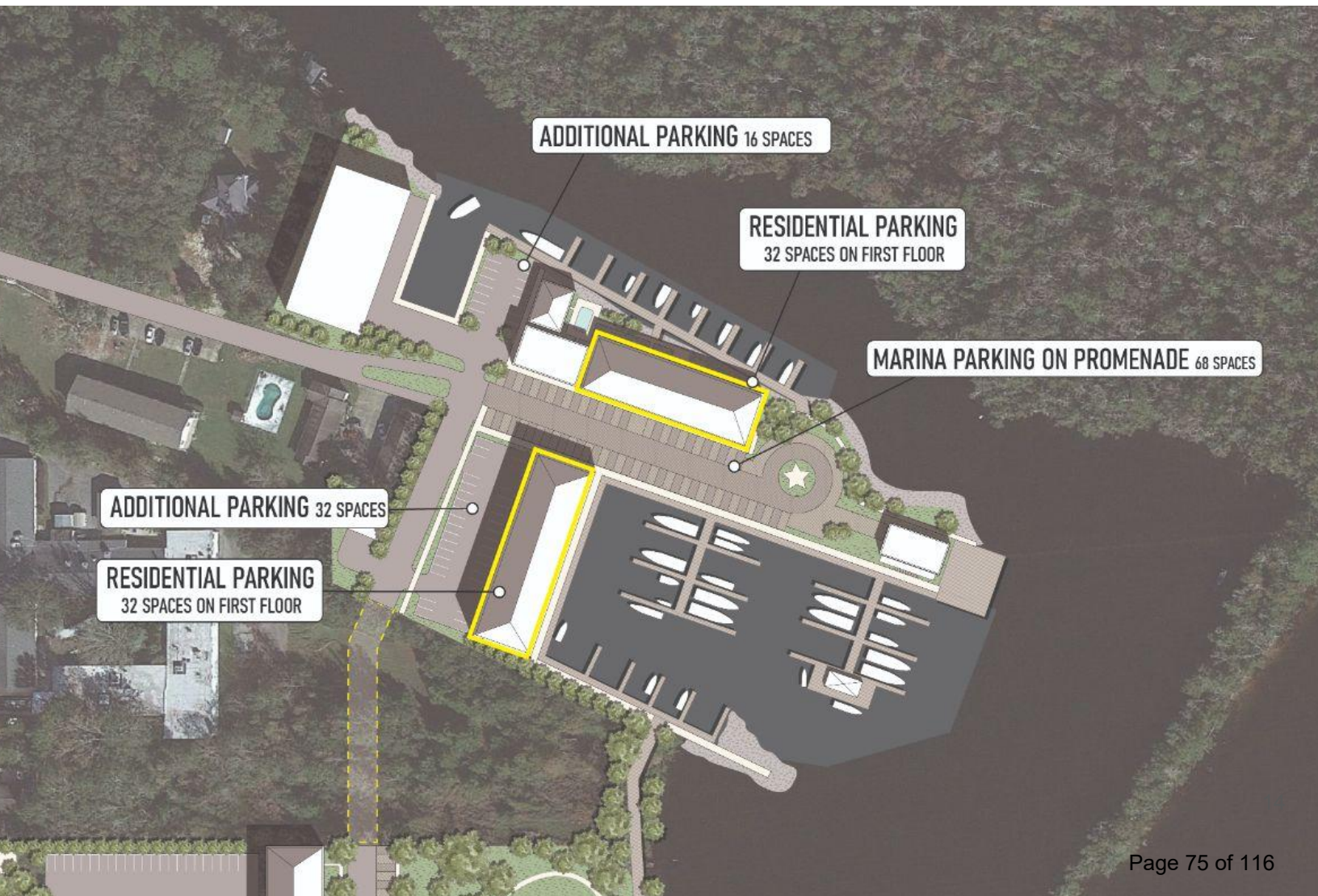
RESPONSE & PROPOSAL TO RFP 2022.08

SECTION 5 - Physical Details (Parking Plan)

Parking for the Marina and other uses is allocated along streets, beneath buildings, or in auxiliary lots that are hidden from view. This is in an effort to provide an adequate amount of parking for a mixture of uses while also creating a pedestrian friendly and more urban experience.

Parking for residential uses can be provided in most of the first floor of new buildings, unless that ground floor is facing a highly-trafficked pedestrian area, in which case we would prefer to activate it with some sort of retail use.

Orchestra's maximization of pedestrian space usually requires a parking modification of some kind, so while we will try and park the zoned requirement of cars on the property, we do not want to cover the available footprint with asphalt at the expense of leasable space and the pedestrian experience.



CITY OF MILTON DOWNTOWN RIVERFRONT REDEVELOPMENT

RESPONSE & PROPOSAL TO RFP 2022.08

SECTION 5 - Physical Details (The Connection)

Parcels Five and Six would set a precedent for future redevelopment between Broad Street and the river's edge, with special attention to extensions of the city's grid to create walkable streets and disperse traffic. The proposed design for these parcels extend Ravine Street to the East and connect to a future street that fronts a riverfront park from the Marina all the way to Downtown Milton.

The parcels and the surrounding area should be mixed, though housing or live-work components seem to work here best. The west side of Broad Street can retain its single family character, while density gradually steps up towards the park frontage with townhomes or multifamily.

A dense connection like this can bridge the marina and downtown nodes, and ensure that pedestrians walking along Broad or a riverfront trail do not turnaround before getting to the marina.



CITY OF MILTON DOWNTOWN RIVERFRONT REDEVELOPMENT

RESPONSE & PROPOSAL TO RFP 2022.08

SECTION 6 - Past Performance

Orchestra Partners has developed half a million square feet of bar, restaurant, retail, residential, and office space. Below are some PPPs and mixed-use projects relevant to this proposal.

Public-Private Projects	Completed	Size	Cost	Structure
Powell Steam Plant	Ongoing	80,000 SF	N/A	N/A
Urban Supply	Ongoing	140,000 SF	N/A	N/A

Mixed Use Projects	Completed	Size	Cost	Structure
Founders Station	2018	60,000 SF	\$13m	Debt
Printers Corner	2019	30,000 SF	\$1.9m	Debt
Mercantile on Morris	2021	40,000 SF	\$15.5m	Equity, Debt
The Frank	2022	100,000 SF	\$40.6m	HTC, Equity, Debt

We also have two municipal planning clients that are moving into the Fund Formation stage. Both of these planning projects were for waterfronts.

Our first was the Town Creek corridor in Jasper AL, where we designed an extension of an existing urban trail through downtown (along the creek) and encouraged the local Main Street program to put adjacent properties under contract for future development via the Seed Fund (several are tied up now).

The second planning project was in Phenix City AL. They asked for a proposal on a city-owned property downtown. We encouraged the city to expand the scope to the entire downtown riverfront (see Pg 4) to promote catalytic development elsewhere.

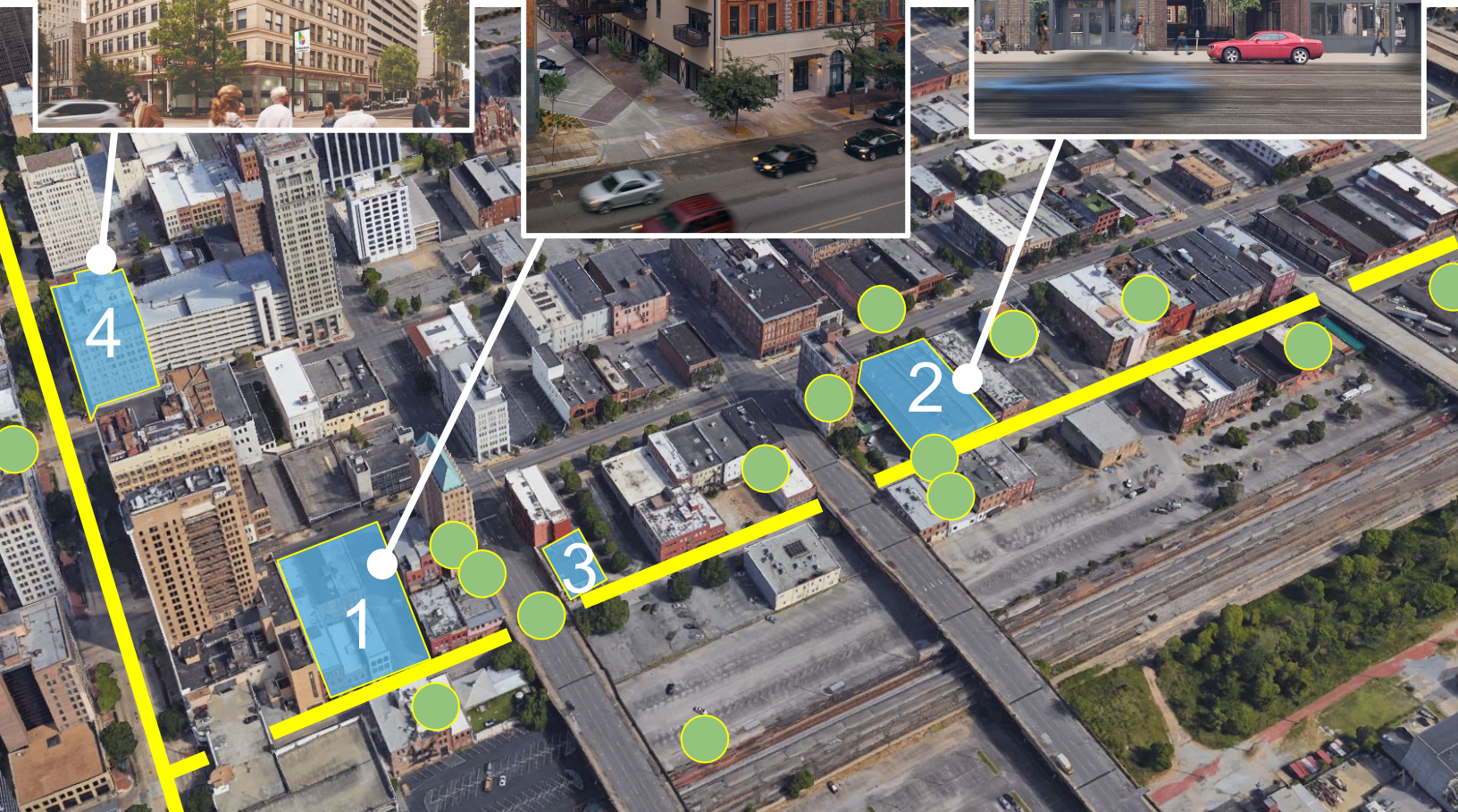
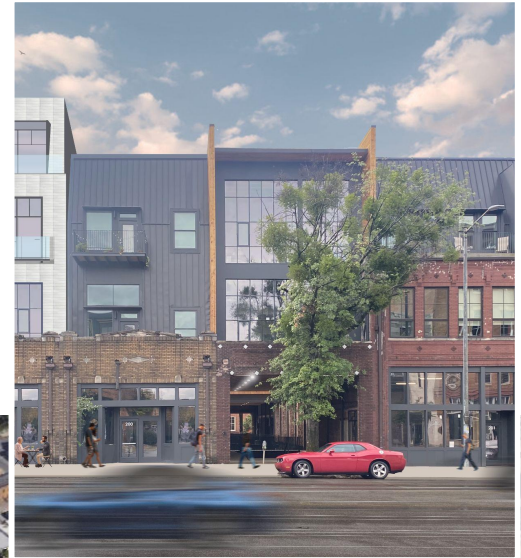
Perhaps the best example of our full process from start to finish has been on Morris Ave in downtown Birmingham AL, where we used an early, rudimentary version of Vision Planning to lay the framework for over 100,000 SF of mixed-use development. The next page shows the scale of additional development that followed Orchestra projects.

CITY OF MILTON DOWNTOWN RIVERFRONT REDEVELOPMENT

RESPONSE & PROPOSAL TO RFP 2022.08

SECTION 6 - Past Performance (Morris Avenue)

-  Orchestra Projects (\$70m+ total investment)
-  Other projects that followed after Orchestra's announcements/completions (\$50m)



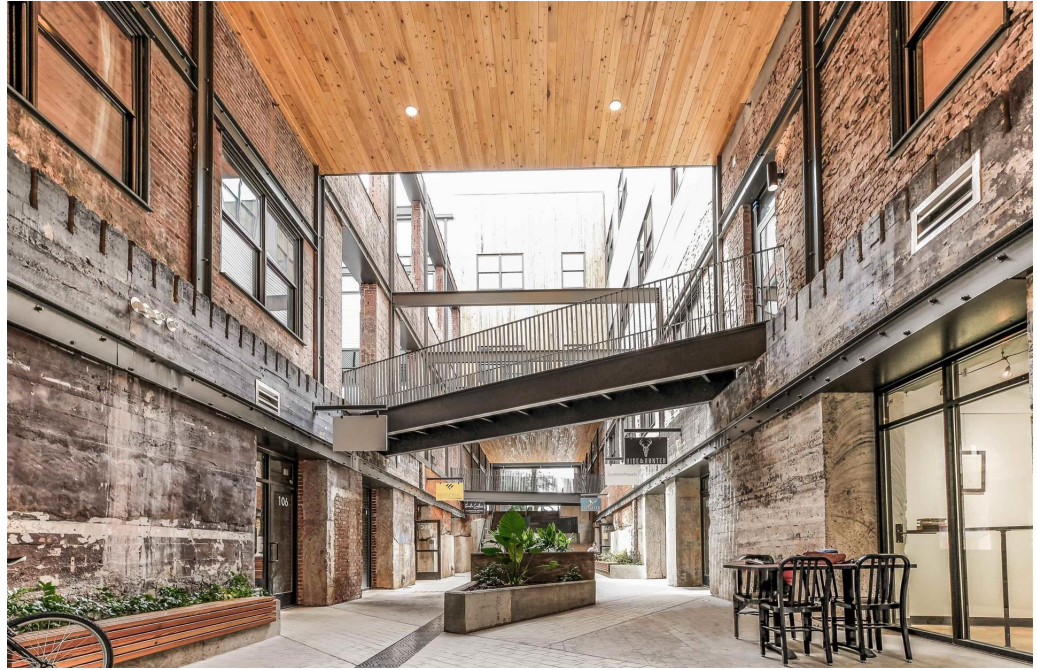
CITY OF MILTON DOWNTOWN RIVERFRONT REDEVELOPMENT

RESPONSE & PROPOSAL TO RFP 2022.08

SECTION 6 - Past Performance (Outdoor Urban Spaces)



Five Points Lane



Mercantile on Morris



Founders Station



Powell Steam Plan (ongoing)

CITY OF MILTON DOWNTOWN RIVERFRONT REDEVELOPMENT

RESPONSE & PROPOSAL TO RFP 2022.08

SECTION 7 - Feasibility (Vision Planning)

As mentioned before, Orchestra Partners combines all three aspects of sustainable real estate development into one process: 1) Planning, 2) Capital, and 3) Implementation. Since the financial sections of this RFP will deal with Step 2 of our process, it would be helpful to dig a little deeper into Step 1 first.

If selected, the first thing Orchestra would do is work with the city on scoping a Vision Plan and identifying key stakeholders to be a part of the planning committee. This strategic redevelopment plan basically picks up where conventional planners tend to leave off, and uses existing documents (like the 2013 Riverfront Plan) as a framework for proposing specific building-to-building connectivity for a seamless, urban experience.

The planning timeline is between 4-5 months, during which time we would also want to incorporate the other two upcoming projects, meaning Milton could get close to 3x the planning power in one swift motion. The proposed area of study is featured below, which connects the marina project to downtown via one contiguous riverfront corridor. This could be expanded to include areas featured in previous plans.



The final Vision Plan ensures that future developers unaffiliated with the Seed Fund do not design something outside the plan. It also serves as an investor prospectus for recruiting capital for implementation.

Vision Planning extracts the full potential of any downtown area by proposing specific uses on specific pieces of property, essentially acting like a portfolio of affiliated site plans with rough financials and phased deliveries.

The plan is intended to be actionable, not merely informative.

The 6 Steps of Vision Planning:

- Identification of Stakeholders
- Scheduling Charrette
- Preliminary Analysis & Materials Prep
- Orchestra On-Site Charrette
- Plan Revision
- Final Vision Plan Presentation

CITY OF MILTON DOWNTOWN RIVERFRONT REDEVELOPMENT

RESPONSE & PROPOSAL TO RFP 2022.08

SECTION 7 - Feasibility (Vision Planning)

Vision Planning may include any variation of the following categories, depending on the city's needs:

- **Principles in Urban Design**
 - Client and stakeholder education
 - Historical analysis of the city
 - Precedent collection
- **Economic**
 - Trade area demand analysis
 - Underutilized property analysis
 - Infill/Redevelopment opportunities
 - Trail route recommendations
 - Asset mapping
 - Parking, transit, and/or walkability analysis
- **Promotional**
 - Create a redevelopment narrative for future use
 - Placemaking and activation ideas
 - Identify target consumer(s) based on programming recommendations
- **Overall Design**
 - Collaborative visioning
 - Urban space correction
 - Parking distribution
 - Street grid analysis
 - Site programming recommendations
 - Gateway and streetscape connections
 - Greenspace amplification



CITY OF MILTON DOWNTOWN RIVERFRONT REDEVELOPMENT

RESPONSE & PROPOSAL TO RFP 2022.08

SECTION 7 - Feasibility (Marina)

Since the scale of the master development described in this proposal could occur on different parcels and in different forms, we cannot provide detailed financial feasibility in this response. There are simply too many unknowns, and to provide an estimate of total project costs, returns, phases, etc. would risk setting the wrong expectations.

However, what we can provide is evidence that the ideas we've proposed are more than feasible and that we possess the skills and fundraising experience necessary to execute.

First, with regard to feasibility, we believe that a marina could be financed on Parcels 1-4. Keeping in mind that further analysis of the site and its default conditions (including environmental restrictions) could alter the scale of a marina project, we know two things for certain: 1) a marina existing on that property before, so it's definitely allowed, and 2) market realities suggest that finding a willing operator will not be difficult.

Of the ~10,000 marinas in the US, less than 90 are for sale and only three of those are within 250 miles of Milton FL. The amount of waterfront in that range suggests demand for marina space in your region is very high. One of these is an 11 acre sub-development opportunity in SweetBay, on the site of the old Bay County Airport in Panama City FL. In a situation similar to the one Orchestra is proposing, a master developer of the full 700 acres has gotten all the requisite plans and permits ready for a marina operator to walk into a turn-key project.

Using their sale price, this 4 acre marina site would only cost less than \$1.25m, well within the budget of serious marina operators who appreciate the opportunity. Moreover, in keeping with the spirit of our local-driven model, we would prefer to first solicit interest from residents or frequent visitors and mutual lovers of Milton.

With the understanding that a marina project of some size is feasible, we can now elaborate on Orchestra's ability to leverage its fundraising and capital structuring expertise in the implementation of a marina project featured in a Vision Plan. We will do this by first describing the Seed Fund, and then through the financial review of a large mixed-use project we just completed in Birmingham.

CITY OF MILTON DOWNTOWN RIVERFRONT REDEVELOPMENT

RESPONSE & PROPOSAL TO RFP 2022.08

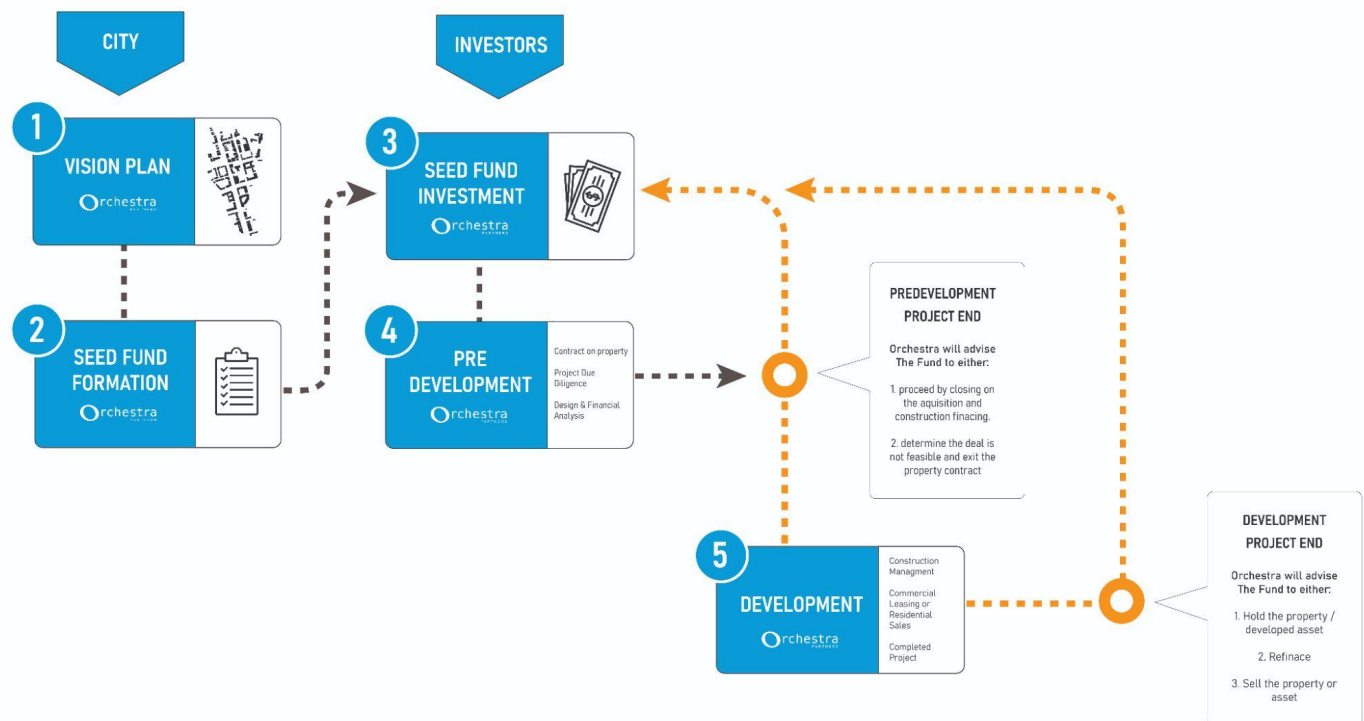
SECTION 7 - Feasibility (Seed Fund)

The Seed Fund is the second step in the process. This community redevelopment fund is the platform for aligning private investors with your city's goals and beginning pre-development on projects proposed in the Vision Plan instead of waiting years for developers.

Fund Formation is an iterative process that Orchestra starts directly with potential Seed Fund investors in the Client's city during Vision Planning. Orchestra manages the drafting of all legal documents required to form the fund and receive the necessary investment commitments. Orchestra then converts interested investors to documented Seed Fund investors, and acts as Fund Manager responsible for recommending and executing projects to the investors.

By engaging with Orchestra Partners on Fund Formation, Milton will fill the gap between planning and action by kickstarting pre-development work on the Vision Plan. The city will stay involved through investor meetings to ensure alignment between all. If/when the Seed Fund is created, the fund will reimburse the city for the initial Fund Formation fee.

Note: *The Fund will not be formed if the minimum investment commitments are not received within 12 weeks after the completion of the Vision Plan.*



CITY OF MILTON DOWNTOWN RIVERFRONT REDEVELOPMENT

RESPONSE & PROPOSAL TO RFP 2022.08

SECTION 7 - Feasibility (Pre-Development Costs)

Pre-development costs and timing are the primary reason why so few plans are implemented the way they were envisioned. Developers take on a significant financial risk to analyze an opportunity before committing to it, so they rarely approach projects that don't fit their model perfectly.

Pre-development activities usually include the following (in general order):

- Property contract/Earnest money (1-5% of price)
- Survey (\$2-3k)
- Title/Legal Work (~1% of price)
- Environmental: Phase I (\$1k-5k), Phase II (\$5k-10k), etc.
- Zoning, Permitting, and other Entitlements (\$time + \$1k legal + filing fees)
- Architectural: site plan (\$1k-5k), floor plans (\$1k-5k), etc.
- Engineering: civil (\$1k-3k), structural (\$1k-3k), etc.
- Construction bidding (\$time)
- Pre-leasing (\$time + \$1k marketing)
- Financial/PreForma™/ProForma (\$time)
- Term sheet review and selection (\$time)
- Insurance (\$1k-3k per million dollars of coverage)
- Closing (1-5% of price + broker fees 3-6% of price)

All of this can be completed in roughly 90-120 days, but assumes the developer has 1) cash to pay for these costs, and 2) equity ready to close on a construction-to-perm loan (usually 75-80% LTV). As you can see from the list, pre-development would cost a developer a minimum of \$40,000 on a \$1m property before even closing on it.

Once they did close, they would be forced to stay within the construction budget under the loan terms. Below are some \$/sf ranges for construction we would anticipate for a mixed-use marina project:

- Restaurant: \$100-1,000/SF
- Bar (no kitchen): \$100-500/SF
- Marina:
 - \$100k-250k/slip
 - \$1k-10k/linear foot (usually the lower end)
- Hotel:
 - \$100k-200k/key
 - \$300-500/SF
- Office space (from shell): \$75-100/SF
- Retail space (from shell): \$25-75/SF
- Residential building: \$200-500/SF

These are ranges pulled from the market and our own experience. For the most part, soft costs are not included, meaning that a developer's costs would be even higher.

CITY OF MILTON DOWNTOWN RIVERFRONT REDEVELOPMENT

RESPONSE & PROPOSAL TO RFP 2022.08

SECTION 7 - Feasibility (Capability)

Orchestra Partners is a developer with the expertise to source the capital needed to undertake multi-million dollar projects. Orchestra has sourced traditional equity, opportunity zone equity, bridge loans, construction loans, federal historic tax credits, state historic tax credits, CMBS, and sales tax incentives.

The Frank is a 100 year old former office building undergoing an extensive renovation. The result will be 180 new multi-family units in downtown Birmingham along with over 10,000 SF of renovated ground floor retail. This 100,000 SF building was a monstrous undertaking, especially when juggling various lenders and historic tax credits. Orchestra raised \$4.1M of equity for the project and leveraged that with a \$27M construction loan and \$9.3M in historic tax credits.

This is a project that other experienced multi-family developers said could not be done profitably due to its odd floor layout and deteriorating condition. Orchestra redesigned the building to maximize floor space, while maintaining the integrity of the historic elements and the sidewalk experience.

The Frank Capital Stack

Construction Loan	\$ 27,000,000
State Historic Tax Credit Bridge Loan	\$ 4,500,000
Federal Historic Tax Credit Bridge Loan	\$ 3,512,401
Federal Historic Tax Credit Equity (First tranche)	\$ 1,353,450
Owner Equity	\$ 3,639,289
Investor Member Equity	\$ 500,000
Managing Member Equity	\$ 55,556
Total Sources	\$ 40,560,696

CITY OF MILTON DOWNTOWN RIVERFRONT REDEVELOPMENT

RESPONSE & PROPOSAL TO RFP 2022.08

SECTION 8 - Financial Returns to the City

Pre-development and wildly fluctuating construction costs deter developers from smaller markets, because the customized approach exposes them to unknowns (i.e. risk.). This is why the Seed Fund is so critical to reliable implementation of projects in the Vision Plan.

Local investors possess a deep understanding of the market, have excellent regional banking relationships, and are more than willing to invest in pre-development for a project on which they are already planning to close. A healthy Seed Fund could even buy and hold property, preserving valuable assets from predatory developers who might otherwise build a Dollar Store or self-storage in the heart of downtown.

The reason ROI on those types of projects is so high is because they are cheap to build and leases with these “credit tenants” make projects easier to finance (saving time). While more attractive amenities are objectively better for the urban experience, they are also more expensive to build.

Further analysis and fund creation would determine whether the Seed Fund should purchase the property or ground-lease it for whatever period of time a bank would consider sufficient control. Until then, the City of Milton should decide its own expectations for such a transaction. Would it prefer a cash sale now at peak valuation, or receive ground-lease revenue for the next 50 years? If the latter, does the city simply want to cover the property’s debt service? Would the lease be a flat fee per month, or gross payments on tenant receivables?

As stated in the introductory financial section, municipal revenue will increase no matter what is developed on these properties. However, we believe that our ability to deliver a diverse range of products would allow us to craft the ideal master development plan that provided new amenities to Milton and maximized taxable square footage for the city. We are not simply pitching a marina, we are proposing a variety of dense, urban uses across the properties in this RFP, future RFPs, and both public and private property not even being considered for development right now.

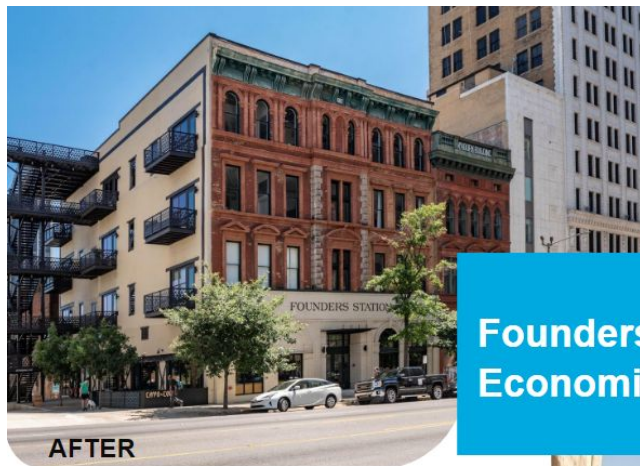
While we cannot estimate the new revenue to Milton for a project that hasn’t been planned yet, we can share some examples of tax revenue increases in our other mixed-use projects, two of which are on the next page.

CITY OF MILTON DOWNTOWN RIVERFRONT REDEVELOPMENT

RESPONSE & PROPOSAL TO RFP 2022.08

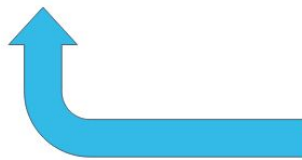
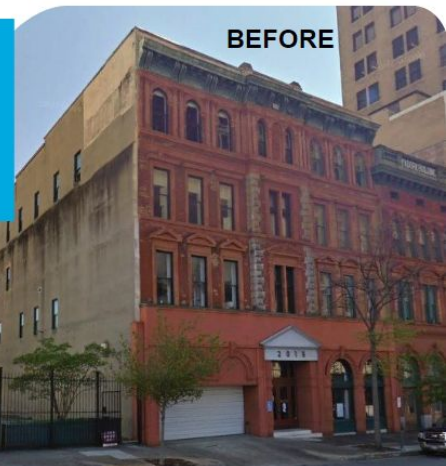
SECTION 8 - Financial Returns to the City

Orchestra Partners has a track record of delivering high-quality projects that create new jobs, expand the city's tax base, and catalyze additional development. For example, we've redeveloped 150,000+ square feet along Morris Avenue over the past five years.



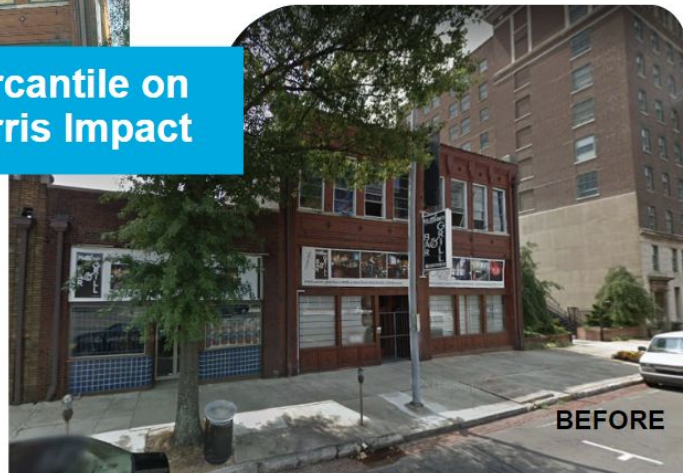
Total Project Cost: \$13m
New Businesses Opened: 5
New Jobs Created: ~50
New 10-yr Sales Tax to City: \$3.8m

Founders Station Economic Impact



Total Project Cost: \$15.5m
New Businesses Opened: 10
New Jobs Created: ~30
New 10-yr Sales Tax to City: \$4.1m

Mercantile on Morris Impact



CITY OF MILTON DOWNTOWN RIVERFRONT REDEVELOPMENT

RESPONSE & PROPOSAL TO RFP 2022.08

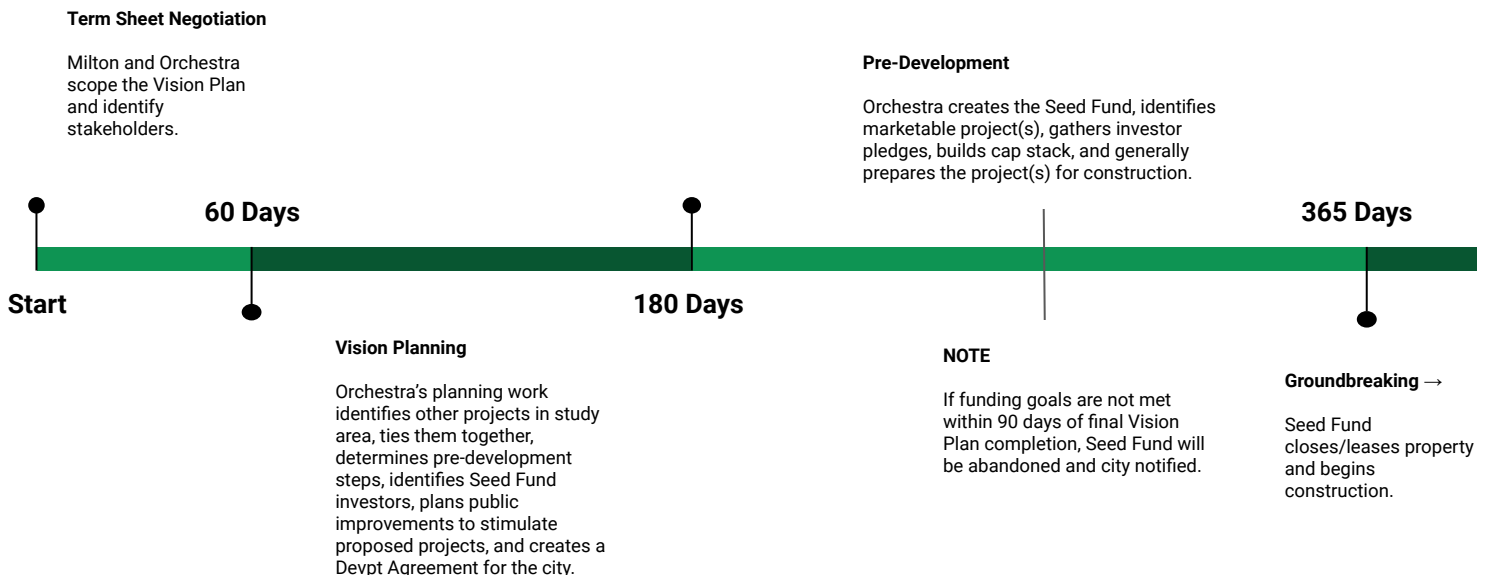
SECTION 9 - Benchmark Requirements

If selected, the first thing Orchestra would do is meet with the city to 1) create a scope for Vision Planning, 2) identify local stakeholders to participate in the planning process, 3) identify potential investors in the Seed Fund, and 4) decide how to incorporate future projects relevant to downtown.

This dialogue would help create the Initial Term Sheet within the 60 day timeframe. Orchestra would begin Vision Planning immediately after that, and deliver the final plan within four months.

Our process is set up to break ground within a year of beginning a Vision Plan, primarily because we do not want the Seed Fund to hold property longer than it has to. Even considering unexpected delays, the fund should be able to start construction within the two years allowed in this RFP (including extensions). As such, we would feel comfortable signing a Performance Bond on behalf of the Seed Fund.

Below is a summary of the timeline:



CITY OF MILTON DOWNTOWN RIVERFRONT REDEVELOPMENT

RESPONSE & PROPOSAL TO RFP 2022.08

SECTION 9 - Benchmark Requirements

Vision Plan Deliverables:

Vision Planning utilizes a time-bound event (the charrette) to extract a unique set of urban design ideas from the client and other downtown stakeholders, which Orchestra uses to create a cohesive land/property use plan for downtown.

The steps are:

1. Identification of Stakeholders
2. Scheduling Charrette with Stakeholders & Prepping Materials
3. Orchestra On-Site Charrette
4. Charrette Analysis & Vision Plan Creation
5. Final Vision Plan Presentation

Fund Formation Deliverables:

Once the plan is created, Orchestra will create a Seed Fund that will act as implementation capital for the Vision Plan. Members of this Seed Fund may include local and regional HNWS, redevelopment agencies/authorities, non-profits, corporations, etc.

Orchestra anticipates the following deliverables:

1. Legal Documents Necessary to Form the Fund
2. Scope of Work for Fund Management
3. Closed Investor Commitments, if applicable

FEE SCHEDULE

Orchestra Vision Planning Fee:	\$30,000
Seed Fund Formation Fee:	\$35,000
Total Planning & Fund Formation Fees:	\$65,000

***Note: If Fund Formation is successful, Client will be fully reimbursed by Fund**

All fees are paid 50% upon mutual execution of an agreement and 50% upon completion. Seed Fund Formation fee is to be paid 50% upon mutual execution of this proposal and 50% upon the earlier of i) the legal formation of the Fund and execution of all investor commitments, or ii) 10 weeks following the completion of the Vision Plan deliverable. All additional third party expenses are to be approved by Client prior to the engagement of a third party. Examples of potential third party expenses include legal fees for fund formation, environmental report, structural report, architect's site plan, or Historic Tax Credit application and consulting fees. Although these expenses may enhance the accuracy of Orchestra's services provided, none are required for Orchestra to complete the Vision Plan.

CITY OF MILTON DOWNTOWN RIVERFRONT REDEVELOPMENT

RESPONSE & PROPOSAL TO RFP 2022.08

Closing Statement

The next several decades of growth in downtown Milton will be decided in the next several years.

This RFP and two upcoming projects (FDOT bridge expansion and the old courthouse) are just the public projects we know about today. Orchestra's Vision Planning process would uncover additional public (and private) properties that can be included in a downtown master development plan that we could implement as fast as the Seed Fund wanted.

While there is tremendous opportunity on Milton's horizon, there is also danger. A marina can be an public amenity or simply a gas station; the latter would not accomplish the goals of the 2013 Riverfront Plan. A poorly planned highway expansion through the middle of downtown would completely disrupt pedestrian/bike movement and make the corridor feel more like an interstate exit than a historic entertainment district. We don't have to elaborate on how disastrous a subpar redevelopment of the old courthouse in the heart of downtown would be.

Orchestra Partners wants to plan all these projects (and more) for implementation over 1, 3, 6, and 10 year phases, making Milton a premier gulf coast destination for new residents, growing businesses, and adventurous tourists. The sprawl of coastal cities has destroyed most of the charm their downtowns had at one time. Milton, with its historic Main Street directly on the banks of a pristine watershed, can fill that void and protect its brand with smart planning and locally-controlled execution.

Sincerely,

John Boone, Co-founder

Below are a few of our current public-private partners, who can provide first hand accounts of our passionate and creative planning and redevelopment expertise:

Martin Gordon
SVP, Corporate and Administrative Services
Alabama Power Company
ggmartin@southernco.com
(205) 257-0522

Shaun Culligan
Economic Development Manager
City of Phenix City
sculligan@phenixcityal.us
(334) 448-2857

Alex Flachsbart
President & CEO
Opportunity Alabama
alex@opportunityalabama.com
(205) 319-6688



Your City's Future Starts Now

**A VISION WITHOUT IMPLEMENTATION
IS A DREAM. YOU NEED A
PARTNER WHO CAN
MAKE YOUR DREAM A REALITY.**

CITY OF MILTON DOWNTOWN RIVERFRONT REDEVELOPMENT

RESPONSE & PROPOSAL TO RFP 2022.08

APPENDIX

Team Member Resumes:

- Hunter Renfroe
- John Boone
- Caroline Jenkins
- Stone Ray

SUMMARY

I am a passionate, experienced business leader with a vision for using real estate as a tool to bring people together. Growing up in Birmingham, Alabama, I learned first-hand how infrastructure was used as a tool to divide people and cultures. The legacy of institutionalized segregation has left a lasting impact on communities across the country. Working and learning in my hometown, I've found that carefully planned and executed development can circumvent those divisions and reunite people, creating vibrant city centers with a diverse population that better represents the surrounding community. I hope to bring this approach to small towns and cities across the country.

EXPERIENCE

ORCHESTRA PARTNERS

Real Estate Development and Consulting

Co-Founder & Principal

Birmingham, AL
2015–

MAESTRO MAINTENANCE MANAGEMENT

Building Services

Founder

Birmingham, AL
2015–

STAX, INC.

Private Equity Consulting

Business Development Summer Intern

Boston, MA
Summer 2014

E. A. RENFROE & COMPANY

Temporary Staffing and Insurance Claims Services

Vice President

Birmingham, AL
2010–2013

ROBINS & MORTON

National General Contracting and Construction Management

Field Engineer

Birmingham, AL
2007-2010

EDUCATION

BOSTON UNIVERSITY GRADUATE SCHOOL OF MANAGEMENT

Master of Business Administration, May 2015

Boston, MA

UNIVERSITY OF ALABAMA AT BIRMINGHAM

Master of Science, Civil Engineering and Construction Management, May 2010

Birmingham, AL

BIRMINGHAM-SOUTHERN COLLEGE

Bachelor of Science, Physics, May 2008

Bachelor of Science, Business Administration, January 2008

Birmingham, AL

John Boone

2030 Highland Ave S • Birmingham, AL 35205

205-441-6565 • jwileyboone@gmail.com

Summary

Experienced real estate developer, project manager, and neighborhood engagement specialist seeking membership on boards, committees, panels, etc. relating to master planning, community development, urban design, public/private partnerships, walkability, mass transit, adaptive/mixed-reuse, historic buildings, urban art, and strengthening of neighborhood associations.

Professional Experience

Co-Founder & Principal

October 2015 – Present

Orchestra Partners – Birmingham, AL

Orchestra is a real estate company focused on redeveloping blighted parts of Birmingham and investing in a healthy, urban core with walkable retail accessible to all by a robust transit system. We are engaged in communities from Ensley to Avondale to Five Points South.

Development Analyst

September 2012 – February 2016

CSUSA/Red Apple Development – Fort Lauderdale, FL

Responsible for site-selection and project management of over 30 schools in 7 different states for one of the largest education facility developers in the nation. I worked with governing boards on long-range community planning and guided schools from concept to approval and then through construction.

Senior Analyst

April 2011 – September 2012

Ipreo Holdings, LLC – Washington, D.C.

Ipreo is a capital markets research hub specializing in buy-side investor relations. I was the client point-of-contact for a portfolio of investment banks and corporate IR teams.

Prior to April 2011

- **Research Assistant:** *Woodrow Wilson International Center for Scholars*
- **Research Fellowship:** *University of Alabama at Birmingham*
- **Director of Community Relations:** *Shelby Humane Society*

Education

M.A. in History: University of Alabama at Birmingham

Aug 2008 - May 2010

B.A. in History: Birmingham-Southern College

Aug 2002 - May 2006

Awards and Extracurricular

Big Brothers Big Sisters of Greater Birmingham, 2017-Present

Five Points Alliance (Merchant Association), Vice President, 2017-Present

Phi Alpha Theta (Honor Society), President, 2008-2010

Graduate Student Association, Department Representative, 2008-2010

Sigma Nu, President, 2002-2006

Eagle Scout, 2002

Caroline Hatley Jenkins

caroline.h.jenkins@gmail.com · 865-386-5214 · linkedin.com/in/carolinejenkins
609 19th Ct. S. Birmingham, AL 35205

EDUCATION

Georgetown University, School of Continuing Studies
Masters of Professional Studies in Real Estate Finance

May 2021 - May 2023

Samford University, Brock School of Business

Bachelors of Science in Business Administration in Marketing and Management

August 2012 - May 2016

WORK EXPERIENCE

Orchestra Partners | Birmingham, AL | www.orchestra-partners.com

Senior Development Manager

July 2022 - Present

- Manages Orchestra's pre-development team to progress clients through the sales pipeline providing the following services: Vision Plan, Fund Formation, Pre-Development, and Development.
- Uses business development skills to secure client engagements in Fund Formation, Pre-Development, and Development while also pitching mission and product to cities, partners, and investors.
- Forms \$1.5-\$2M real estate equity funds by pitching to investors and managing legal document formation.
- Advises and participates in work-sessions to create impactful solutions to complex problems related to subject expertise in residential condos, commercial leasing, strategic communications, consumer client strategy, and community engagement.

Development Manager

May 2021 - July 2022

- Managed and directed development activities for the overall vision, design, financing, construction, marketing, and leasing of mixed-use development projects. Managed several development projects totalling \$93.7M of project costs over 294,000 SF.
- Performed site visits and attended construction progress inspections alongside architects, engineers, and contractors.
- Managed development pro formas to ensure financial success from inception through stabilization. Made financial decisions regarding design, change orders, vendor hiring / firing, lease terms, and sales prices.

Senior Development Associate

September 2020 – May 2021

- Became project owner and delegated work among team members to successfully execute on all elements of a development project.
- Lead leasing and sales initiatives during covid-19 pandemic to successfully sell \$10.4M of residential condos and lease 8,400 SF of commercial space at Mercantile on Morris to qualify for a refinance.
- Partnered with City of Birmingham, local stakeholders, and nonprofits to gather input and support for development projects.
- Created monthly investor reports that summarize success metrics and financial standing on developments.
- Identified inefficiencies and roadblocks within activities and processes to improve overall company processes.

Development Associate

September 2018 - September 2020

- Coordinated development activities for adaptive reuse projects in the city center by assisting with the overall vision, design, financing, construction and marketing of the project.
- Assisted with relationships and meetings with external project teams including architects, general contractors, marketing agencies, brokers, attorneys and city officials.
- Drafted and administered budgets for all phases of the project including due diligence, design, construction and stabilization.

LHP Development, LLC | Knoxville, TN | www.lhp.net

Development Analyst

September 2016 – September 2018

- Primary responsibility was to provide financial analysis for projects involving the acquisition and renovation of subsidized housing using financing tools such as low-income housing tax credits, tax-exempt bonds, and HUD-insured loan programs. Prepared a grant application for the National Housing Trust Fund and was awarded \$750,000 towards the development.

INDUSTRY QUALIFICATIONS & AWARDS

- ICSC Mary Lou Fiala Fellow (2022-2023)
- Birmingham Business Journal's NextGenBHM in Real Estate and Construction (2021)
- CREW Member (2021-Present) & Birmingham CREW Guest Speaker (Sept. 2021)
- ICSC Member (2022-Present)
- AMD Birmingham "Women Making Waves" Award (2021)
- AL Center for Real Estate (ACRE) Podcast Guest Episode 90 (2021)
- Alabama Main Street Conference Panel Speaker (Fall 2021)
- Alabama Real Estate Salesperson License (2020- Present)
- Brock School of Business Real Estate Foundations Guest Lecturer (2020-Present)
- Birmingham Business Journal's Rising Star of Real Estate (2019)

EDUCATION

Bachelor of Architecture, Auburn University CAD/C August 2015 — May 2020.

- Study Abroad — Rome, Italy. Spring 2018
- Study Abroad — Tokyo, Japan. Spring 2020

EXPERIENCE & ACHIEVEMENTS

Orchestra Partners | Birmingham, AL

Lead Urban Designer

July 2022 - Present

Leads Orchestra Partners' Pre-development Vision Planning process through thought leadership, education, and practice of transformative urban design initiatives that aim to redevelop urban centers or underutilized sites in American cities. In this role, clients and other stakeholders are aligned around a single vision that spurs implementation of new development projects.

Senior Development Associate

January 2022 - July 2022

Managed various small to medium sized redevelopment projects in Birmingham and delegated tasks associated with completing the project milestones related to design, financing, construction, marketing and leasing.

Development Associate

August 2020 - January 2022

Communicated creative design and completed associated development tasks for a variety of real estate projects in Birmingham. Project tasks included client management, conceptual design, project budgeting, commercial pre-leasing and marketing.

DPZ CoDesign (Duany Plater-Zyberk & co.) | Miami, FL

Intern Town Planner

Summer 2019

Improved affordable housing research and design concepts for modular and manufactured home products and developed a new master plan for Oxford Farms, an 18 acre mixed-use development project in Oxford, MS.

Spire / Alagasco Student Design Competition – 3rd Place.

2018

3rd place from 63 design proposals for a mixed-use housing and retail project in downtown Chattanooga, TN. Project strengths included challenging existing zoning regulations to restore a more granular urban fabric onto a large parcel and a diversity of building masses that gave precise attention to connected public spaces.

Alabama Concrete Masonry Association Student Design Competition – 3rd Place.

2017

3rd place from 27 design proposals for a mixed-use building in downtown Auburn, AL. Project strengths included challenging existing building height legislation and material codes to allow a unique office + hotel program at the City's most important intersection.

QUALIFICATIONS

Accredited member of the Congress for The New Urbanism (CNU-A). CNU-Accreditation is achieved through the successful completion of exams administered by the University of Miami School of Architecture. Accredited CNU Members demonstrate an in-depth knowledge of, and commitment to, the theory and practice of New Urbanism.

SKILLS

- Adobe Suite [photoshop, indesign, illustrator]
- Microsoft Office
- AutoCAD
- Hand drawing, rendering, model building
- SketchUp
- Urban Design
- Public Speaking
- Principles of New Urbanism
- Zoning Interpretation and analysis
- Expertise in urban, architectural history
- Problem solving
- Project Management



Agenda Item # 2022-287

JB Turner Historical Marker Production Update

MEETING DATE

August 25, 2022

PREPARED BY

Tim Milstead, Planning Director

BACKGROUND

City staff, upon approval by the City Council in late 2021, has been communicating with Sewah Studios out of Ohio for the production of a historic marker about the former JB Turner school. This marker, upon production and delivery, will be installed at the northeast corner of Mary Street and Walker Street. A rendering of the sign as it has been approved by City Council and provided to Sewah Studios, is attached.

SUMMARY

City staff has continued to communicate with Sewah Studios regarding the production of the JB Turner Historical Marker, which is proposed to be 33" x 43" in size. Numerous communications have been exchanged in the past few months regarding the expected completion date of the sign design by Sewah Studios, including the custom artwork renderings included on the sign above the proposed text. As of the latest conversation with Sewah Studios, they are expecting that the sign may not be completed and delivered until late fall due to a queue of 24 weeks. At the request of the City Council, staff has obtained an additional quote for the construction of the sign from Marcoza Castings, who is working on the proposed Lumberton Incident marker. Their quote is attached for review, and is applicable for a 30" x 30" sign. The quote received from Sewah totals \$2,720.00

RECOMMENDATION

Staff will continue to work with Sewah Studios to expedite the production of the sign, until otherwise directed by the Council.

ATTACHMENTS

1. JB Turner School Historical Marker Quote Marcoza
2. JBTURNER08082022-Comp3

From: Ron Foglia <ron@marcozacastings.com>
Sent: Tuesday, August 9, 2022 2:54 PM
To: Tim Milstead
Subject: Re: JB Turner School Historical Marker
Attachments: JBTURNER08082022-Comp2.pdf; JBTURNER08082022-Comp3.pdf;
UNESCO Mobile
AL.jpg

WARNING: The sender of this email could not be validated and may not match the person in the "From" field.

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

Tim,

Attached are a couple of layouts of your plaque. Please proof the copy and let me know if there are any revisions to the copy, logo, or layout.

The art department indicated that 30 x 24 this is the smallest size plaque where you could use upper and lower case letters. I have also included a 30 x 30 layout that allows a little more room for the copy, larger font, and easier reading from a distance.

The 30 x 30 is the largest plaque we make for a single post. Any plaques over 900 square inches would use our square post side mount (see attached UNESCO-Mobile photo). The two steel posts are finished and include all the hardware for mounting. We have found transitioning to the side post mount over 900 sq. in. allows for better viewing, provides a safer public presentation, and aesthetically has great eye appeal. Let me know.

Here are the specifications and pricing for both single post sizes in aluminum and bronze. If you are interested in a plaque larger than 30x30 using the side post mount, I would be glad to send a quote.

Specifications: one - double side plaque, same copy on both sides, single line border, sand texture, black background for aluminum, dark oxide for bronze, includes school logo, post cap mount-blade TBD, includes 7' post painted the background color, mounting hardware included, art proofs included

double sided plaque

7' post			
cap	freight	Total	
Price: 30x24	Bronze:		\$7,947.00
\$543.00	\$131.00		
\$8,621.00			
	Aluminum:		\$4,475.00
\$543.00	\$131.00		
\$5,149.00			
30x30	Bronze:		\$10,227.00
\$576.00	\$131.00		
\$12,934.00			
	Aluminum:		\$6,082.00
\$576.00	\$131.00		
\$6,789.00			

To get a project started, a 50% deposit is required. We would be glad to provide an invoice, if requested. Or, use a credit card on our website. Click here for Credit Card Payment. Once on the payment page, scroll to the bottom of the page and enter your information. When the deposit is received, your plaque information is submitted to our art department to generate a color digital proof which is sent to you for review for spelling, font, layout, etc. and approval. Any changes can be made during this proof process. If for any reason, we are unable to generate a satisfactory proof, your deposit will be refunded in full less an art change not to exceed \$50.00 per plaque.

With your approval of the final production proof, the balance in full is due. Upon receipt of your approval and final payment, your double sided marker is scheduled for production and typically completed in about 6 weeks depending upon current production schedules.

Tim, please let me know if you have any questions. All quotes are valid for at least 30 days.

Note: The UNESCO plaque in the attached photo is a double sided 48" square plaque.

Thank you.
Ronald N. Foglia

Please note that our normal business hours are Monday thru Thursday from 7:00 AM to 5:30 PM CST. Our offices are normally closed on Friday.

Business Development & Strategy Manager
Midland Manufacturing Company
MARCOZA Architectural Castings Division
4800 Esco Drive Suite 102
Fort Worth, TX 76140
817-478-4862
www.marcozacastings.com

On Mon, Aug 8, 2022 at 9:22 AM Ron Foglia <ron@marcozacastings.com> wrote:
Good morning Tim,

Let me send the copy to the art department. They will be able to determine the best size for readability and aesthetics. Once I have their initial layout, I will send it to you with a quote.

Thank you.
Ronald N. Foglia

Please note that our normal business hours are Monday thru Thursday from 7:00 AM to 5:30 PM CST. Our offices are normally closed on Friday.

Business Development & Strategy Manager
Midland Manufacturing Company
MARCOZA Architectural Castings Division
4800 Esco Drive Suite 102
Fort Worth, TX 76140
817-478-4862
www.marcozacastings.com

On Fri, Aug 5, 2022 at 12:53 PM Tim Milstead <tmilstead@miltonfl.org> wrote:
Good afternoon,

The City of Milton, FL is currently working with your company for production of a historic marker related to the Lumberton Incident for the Creek Tribe. We are now working on a new project and are requesting a new quote for a 2-sided historic marker pertaining to the JB Turner School. The language and artwork for this marker is attached. The language should be the same on both sides. The artwork for the house logo for the top of the sign is also attached. We generally were thinking that the marker

should be around 30'' x 40'', with a 3'' diameter pole but we are open to any size that best accommodates the attached text and emblem. We are looking for both bronze and aluminum quotes. I would also appreciate the estimated time to complete the sign if we decide to move forward. Thank you so much in advance. Have a great weekend!

Tim Milstead
Planning Director
City of Milton Planning & Development Department
6738 Dixon St.
Milton, FL 32570
(850) 983-5440

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



J.B. TURNER SCHOOL CIRCA 1908 - 1952

On September 8, 1908, J.B. Turner School (JBTS), the first public school in Santa Rosa County established for colored students (named J.B. Turner Colored High School in the recorded deeds), was erected at this location on land purchased by the Santa Rosa County School Board. It was named in honor of School Board Chairman Dr. J.B. Turner from Bagdad, Florida, who designated a place for African American students from grades 1-9 (Post-Reconstruction Era) to receive a formal education. Before the purchase, these students received informal elementary school education from community institutions, known as “church schools”. JBTS educated students during the separate-but-equal Jim Crow era, with many of these students traveling by foot to attend school. J.B.T.S. thrived under the leadership of the first principal, Mrs. R. Robinson, an African American from East Milton and Superintendent L.C. Word from Jay, Florida. In less than 50 years, JBTS added grades 10-11 (1950-1952), but 12th graders had to transfer to Booker T. Washington High School in Pensacola, Florida to graduate from the 12th grade. Later, the already established T.R. Jackson High School added 12th grade to its curriculum, making the Class of 1953 the first African American class in Milton, Florida to graduate from this school, which was under the leadership of Principal T.R. Jackson. JBTS expanded its curriculum and added facilities, clubs, and sports teams. Graduates of JBTS have served the state and nation with academic and military distinction and locally as leaders in the City of Milton, Florida.

Proud JBTS alumni still chant, “Give me that ole J.B. Spirit. It’s good enough for me!”



Agenda Item # 2022-621

Open Container/Jernigan's Landing

MEETING DATE

August 25, 2022

PREPARED BY

Dawn Molinero, City Clerk

BACKGROUND

Discussion item

SUMMARY

The Council received a public request to review and reconsider the current Open Container of Alcoholic Beverage ordinance.

RECOMMENDATION

ATTACHMENTS

1. Sec._6_27. Open Containers on Public Property Prohibited

Sec. 6-27. Open containers on public property prohibited.

- (a) As used in this section, the term "open container" means any container which is immediately capable of being consumed from or the seal of which has been broken.
- (b) It is unlawful for any person to possess an open container of an alcoholic beverage in, on, or upon the public streets, rights-of-way, parks, parking lots and other real property owned or administered by the city and in or on the Blackwater Heritage Trail.

(Ord. No. 933, § 1, 4-11-1995; Ord. No. 990, § 1, 5-12-1998)

State law reference(s)—Possession of open containers of alcoholic beverages in vehicles prohibited, F.S. § 316.1936.



Agenda Item # 2022-634
Hack Commission

MEETING DATE

August 25, 2022

PREPARED BY

Dawn Molinero, City Clerk

BACKGROUND

A public input form was received on August 6th concerning private vehicles being exempt from registration by pasting magnetic taxicab signs on their cars; see attachment for details.

SUMMARY

A public input form was received on August 6th concerning private vehicles being exempt from registration by pasting taxicab signs on their cars; see attachment for details.

RECOMMENDATION

Discussion item

ATTACHMENTS

1. Hack Commission Public Input Form
2. Procedure for Taxicab Vehicle for Hire Driver

Dawn Molinero

From: noreply@civicplus.com
Sent: Saturday, August 6, 2022 9:58 AM
To: Public Input Forms for Council Meetings
Subject: Online Form Submittal: Milton City Council - Public Input

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

Milton City Council - Public Input

First Name	Dan
Last Name	
Address1	
Address2	<i>Field not completed.</i>
City	Milton
State	Florida (FL)
Zip	32570
Phone number	<i>Field not completed.</i>
Email Address	
(Section Break)	
The item I wish to discuss is	Not on the agenda
Agenda Item Number	N/A
Comment	On the afternoon of August 5, I called 850.313.4468 to have a cab pick me up at 7:00 AM the next day, Saturday. That person had me call 850.313.3550 who called me back and got the address, times, etc. By 7:10 am, when no ride showed, I called to ask if the ride was on the way, but the person who answered said he had no information on the prior call and no ride available. I thanked him, hung up and dialed a succession of numbers from Google giving taxis in the area including 850.695.9503, then 850.905.8831, then 850.665.1008 among others with

increasing frustrations, being told there was no ride available, having a busy signal, voicemail to a recording that the number was not in service.

At 7:30, realizing that no ride would be forthcoming, I got in my car and drove to the destination.

An explanation: After surgery on Thursday, I had been admonished against driving for two weeks. Friday required my presence at a meeting, so I risked incurring the problems of violating medical orders.

Years ago, in the small town of Culpepper, Va, private vehicles could be exempt from registration by pasting magnetic "taxicab" signs on their cars. This amounted to a "legal deception" which might persist to this day.

I do not know if the City of Milton has an equivalent "hack commission" but I would advise that it would be a community service to provide reliable transportation if only to prevent the situation described above.

Email not displaying correctly? [View it in your browser.](#)

PROCEDURE FOR TAXICAB/VEHICLE FOR HIRE DRIVER (Driver's Permit)

Obtain application from Code Enforcement Office.

Code Enforcement Office assigns number and date to each application, takes photo for identification card and has applicant sign identification card.

Applicant fills out application and takes to City Hall/City Clerk's office.

Clerk receives \$25 fee, signs application and sends applicant to police department. This covers everything except the \$5 fingerprint card which applicant must pay.

Police Department (PD) personnel will:

1. Send applicant to Sheriff's Department for fingerprint card. (\$5.00 charge to be paid by applicant)
2. When applicant brings back fingerprint card, the Milton PD will send the card to Tallahassee for a State check. It will take a minimum of 4 weeks to receive the finger print report back from Tallahassee. The driver's card should not be issued until all verifications have been returned.
3. PD will call Driver's License office for a records check. PD personnel will pick up verification from Driver's License office. (no charge for this service)
4. PD will do a local background check on in-house computer.
5. The city will allow the applicant to drive while waiting the 4 - 6 weeks, if the driver's license check and the local records check have been processed. A signed copy for temporary authorization will serve as a temporary license.
6. City Manager will sign identification card.

The Police Department should keep the original applications and send copies to the City Clerk and Code Enforcement office.

APPLICATION FOR TAXI/VEHICLE FOR HIRE DRIVER'S PERMIT
CITY OF MILTON, FLORIDA

DATE: _____

\$25 fee is required for initial application and the yearly renewal.

Applicant will be responsible for additional costs, such as fingerprint fee,
out of State records checks, etc.

INITIAL APPLICATION _____ RENEWAL _____

I hereby make application for a driver's permit to operate a taxi cab/vehicle for hire on the streets of Milton, Florida. Upon my oath, I declare that I am a resident of the United States and I submit the following information concerning myself:

NAME: _____ AGE: _____ DOB: _____
(Last) (First) (MI)
RACE: _____ SEX: _____ HT: _____ WT: _____ HAIR: _____ EYES: _____ BUILD: _____
COMPLEXION: _____ PLACE OF BIRTH: _____ U.S. CITIZEN: Y _____ N _____
ALIEN REGISTRATION: #A _____ TEL#: _____ S.S.# _____

Addresses where you have lived during the past five years, beginning with your present address.

1. Street: _____ City: _____ St: _____
2. Street: _____ City: _____ St: _____
3. Street: _____ City: _____ St: _____
4. Street: _____ City: _____ St: _____

How long have you been a resident of Florida? _____

A Local and National Record Check will be made. Do you have an arrest record? If yes, list below, beginning with Felonies, following with Misdemeanors.

ARRESTING AGENCY	CHARGE	DATE	COURT	DISPOSITION

Florida Classified Driver's License Number: _____

Have you ever had an Operator's or Chauffeur License revoked or suspended? Yes: _____ No: _____

If yes, state: Where: _____ When: _____ Why: _____

You will be employed as a driver by: _____

LIST YOUR PREVIOUS EMPLOYERS OF THE PAST FIVE YEARS, BEGINNING WITH THE LAST:

EMPLOYER	ADDRESS	TYPE OF BUSINESS	JOB TITLE

REMARKS: (Use this section to continue, or explain any statement further.)

COUNTY OF SANTA ROSA
STATE OF FLORIDA

I hereby swear or affirm that all the information given by me in this application is true and complete and I give my permission for a criminal history check. I understand that a deliberately false statement makes me liable to a charge of perjury.

(Applicant Signature)

The foregoing instrument was acknowledged before me this _____ by _____,
(date) (Name of person acknowledging)

who is personally known to me or who has produced _____
(Type of Identification)

as identification and who did (did not) take an oath

Notary Public, Commission No. _____

(Name of Notary typed, printed or stamped)

(SEAL ABOVE)

*We, the undersigned, each a citizen of Florida, hereby certify that the applicant submitting this application is personally know to each of us. That he or she is a person of good habits, sober, honest, industrious and a fit person to drive a taxicab/vehicle for hire on the streets of the City of Milton. We have known and observed this person for the time listed below.

NAME	ADDRESS	TELEPHONE #	OCCUPATION	TIME KNOWN

***NOTE:** References must be acceptable to the Chief of Police. Owners or employees of taxicab companies will not be accepted.

Person giving reference should sign his/her name.

FOR OFFICIAL USE ONLY

CITY CLERK'S OFFICE:

Date Application Received: _____

Fee: \$25

Total Paid \$ _____ Clerk's Signature: _____

(copy to Code Enforcement Office)
(send applicant with application to Police Department)

MILTON POLICE DEPARTMENT:

Date Application Received: _____

Local check:

Driver's License: _____
Local Records: _____

Temporary authorization is hereby granted. Temporary approval date: _____

Police Department Signature

Note: It will take a minimum of 4 weeks to receive the finger print report back from Tallahassee. The city will allow the applicant to drive while waiting the 4-6 weeks, if the driver's license check and the local records check has been processed. A signed copy for temporary authorization will serve as a temporary license.

State of Florida Records Check: _____

The permanent driver's card shall not be issued until the State report has been received.

Final approval date: _____

Police Department Signature

PROCEDURE FOR TAXICAB/VEHICLE FOR HIRE (Vehicle)

Each car must have a street use permit. (Follow procedures for obtaining a street use permit.)

Fee schedule as follows:

1st vehicle	\$ 25.00
	+ <u>10.00</u>
	\$ 35.00 (master license fee)
	\$ 25.00 for each additional car

Must provide to City:

Proof of auto insurance

Written permission from land owner for use of property as a stand

NOTE: Taxi stands will not be allowed at a private residence.

**VEHICLE STREET USE PERMIT
TAXICAB VEHICLE
"VEHICLE" FOR HIRE**

Date: _____

MILTON POLICE DEPARTMENT:

VEHICLE: (Each vehicle must have a Street Use Permit.)

Company Name: _____

Address: _____

Owner's Name: _____

Telephone No.: _____

Vehicle Inspection:	Pass	Fail
Tag No.: _____	_____	_____
Tag No.: _____	_____	_____
Tag No.: _____	_____	_____
Tag No.: _____	_____	_____

Proof of Insurance:

_____ \$10,000 (min.) Property Damage
_____ \$15,000 (min.) Personal Injury (one person)
_____ \$30,000 (min.) Personal Injury (more than one person)

Vehicle inspection standards are as follows:

- 1) **Exterior:** __ Headlights __ taillights __ brake lights __ signal lights __ license plate lights __ windshield wipers __ horn __ window raisers __ doors and door locks __ trunk latch __ hood latch and interior door handles __ exhaust system __ no loud twin pipes __ hubcaps __ bumpers __ fenders __ body and tires shall be inspected to ascertain that each is functioning safely and properly. __ Each taxicab shall be maintained in a clean condition. __ There shall be no tears or rust holes in the vehicle body and no loose pieces such as fenders, bumpers or trim hanging from the vehicle body. __ There shall be no unrepaired body damage or any body condition which would create a safety problem or interfere with the operation of the vehicle.
- 2) **Interior:** __ Rearview mirror __ steering wheel __ foot brakes __ parking brakes __ air conditioning and heating systems shall be inspected to ascertain that each is functioning safely and properly. __ Upholstery __ floor mats or carpet __ seats __ seat belts __ door panels and trunk compartment shall be inspected to determine whether they are clean, free of excessive wear, and that the trunk has sufficient space for passenger luggage.

Date Approved: _____ / Date Denied: _____

Police Officer's Signature: _____

(Send copy to City Clerk's Office.)

CITY CLERK'S OFFICE:

_____ Written permission from land owners (for stand)
_____ (Letter from land owner must accompany this application)
_____ Date street use permit issued

Fee Schedule:

First Vehicle \$35 (\$10 for master license)
More than one vehicle \$25 each

Total Paid \$ _____ Clerk's Signature: _____

cc: Police Department
 Code Enforcement Office



Agenda Item # 2022-655

Utility Rate Increase

MEETING DATE

August 25, 2022

PREPARED BY

Dawn Molinero, City Clerk

BACKGROUND

SUMMARY

Item for discussion

RECOMMENDATION

Item for discussion

ATTACHMENTS

None



TPO Presentation

MEETING DATE	PREPARED BY
August 25, 2022	Clerk's Office Dawn Molinero, City Clerk



MIO-Vision

MEETING DATE	PREPARED BY
August 25, 2022	Clerk's Office Dawn Molinero, City Clerk



Stewart St./Magnolia St. Intersection Control Update

MEETING DATE	PREPARED BY
August 25, 2022	Clerk's Office Dawn Molinero, City Clerk