



EXECUTIVE COMMITTEE MEETING Regular Meeting Agenda

November 1, 2021
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. City Attorney's Report**
- 10. City Clerk's Report**

Brittany Leist
Santa Rosa Community Theatre

2021-53 City Council Applicants for Ward I, Seat I vacancy

11. Agenda Items

Administration Department

1815 NFRWRF Term Sheet

Councilwoman Shannon Rice

- 1807 Employee's Christmas Luncheon
- 1809 Developer's Agreement: Milton Highway Properties Investments, LLC
- 1811 Patrol Vehicle Purchase
- 1812 St. Rosa Lima Christmas Bazaar Rental Request

Councilman Jeff Snow

- 1796 Residential Parking Permit Request - Willing Street
- 1803 Purchase of New Fire Engine
- 1804 FY 2022 Commercial Facade Program
- 1805 Bid Opening - CDBG Admin Services
- 1806 Bid Opening - CDBG Engineering Services
- 1808 Clayton White Business of the Quarter
- 1810 Developer's Agreement: Holiday Builders
- 1813 Bid Opening for ITB 2021.07 Portable Restroom

12. Council Reports

13. Mayor Report: Heather Lindsay

14. City Manager's Report

15. Public Input

16. Adjourn/Recess

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.

EXECUTIVE COMMITTEE MEETING

November 1, 2021

"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 # 1815

**CITY OF MILTON
CITY COUNCIL**

AGENDA ITEM SUMMARY

☐ C.O.W.

☒ Executive

☐ Council

Meeting Date: 11/1/2021

☒ Action

☐ Discussion

Department and Division: Administration / City Manager

Title: Northwest Florida Regional Wastewater Reclamation Facility (NFRWRF) Term Sheet

Background: Following the decision to relocate the new NFRWRF to property owned by Santa Rosa County, the City and County have worked to develop a Term Sheet that becomes the basis for the development of an Interlocal Agreement. That instrument will stipulate the terms and conditions of the new partnership between the two parties. The draft term sheet is Attachment #1.

Summary: This item seeks Council's input on the draft term sheet for the NFRWRF. All are asked to review and call or come see the City Manager for further discussion before the Exec. Comm. meeting.

Recommendation: Staff seeks Council's input and direction on the draft term sheet.

Attachments: 1. Draft Term Sheet

FISCAL IMPACT ANALYSIS

A. Summary of Fiscal Impact: The Interlocal Agreement will detail the financial arrangements for the new partnership to build and operate the NFRWRF.

Fiscal Years	2021	2022	2023	2024	2025
Capital	_____	_____	_____	_____	_____
Expenditures	_____	_____	_____	_____	_____
Operating Costs	_____	_____	_____	_____	_____
External Revenues	_____	_____	_____	_____	_____
Program Income	_____	_____	_____	_____	_____
In-Kind Match	_____	_____	_____	_____	_____
NET FISCAL IMPACT	_____	_____	_____	_____	_____
FTE IMPACT	_____				

Is Item Included In Current Budget? Yes ☒ No ☐

Budget Account No.: Fund 0000 Department 0000

B. Recommended Sources of Funds/Summary of Fiscal Impact:

C. Department Fiscal Review: _____

REVIEW COMMENTS

A. Legal Sufficiency: _____
City Attorney

B. Other Department Review: _____

Committee Assignment:

☒ Administration ☐ Finance ☐ Growth & Dev ☐ Parks & Rec
☐ Public Safety ☐ Public Works ☐ Stormwater ☐ LEAP ☐ Econ. Dev.

Committee Recommendation:

☐ Move to Executive ☐ Move to Council ☐ Continue in Committee
☐ Referred to Sub-Committee ☐ Tabled ☐ Closed

ATTACHMENT #1

Term Sheet for Interlocal Agreement for the Cooperative Construction and Operation of the new Wastewater Treatment Plant located in East Milton

OVERALL

- The COUNTY and the CITY agree to fund the full costs for the expansion of sanitary sewer service capacity through construction of a new wastewater treatment plant in East Milton. Funding sources may include local funding (CITY/COUNTY revenues), federal funds, grants, and loans. Each funding source will be recognized as a contribution to the total project cost by the awarded entity. In the scenario of a co-applicant award, the contribution will be split with 50% credit to the CITY and 50% credit to the COUNTY.
- The COUNTY and the CITY agree to share the responsibility of the fiscal management during all phases of the project
- The COUNTY and the CITY shall have joint ownership of the new wastewater treatment plant commensurate with the direct cost and committed capital from each party.
- The value of land for the project will be credited as respective CITY/COUNTY contribution at the assessed value for the property as determined by the property appraiser's valuation.
- The COUNTY and CITY agree to competitively procure the services of an OWNER'S AGENT/OWNER'S REPRESENTATIVE to facilitate all phases of the project to include review of design options, estimates of cost, bid documents, permit applications, timelines and construction coordination
- All costs incurred by the CITY and COUNTY up to the date of interlocal agreement approval will be included in the final project costs and counted as a 100% CITY or COUNTY contribution based on the entity incurring the expenditure.
 - CITY AND COUNTY EXPENDITURES ITEMIZED HERE TO BE PART OF SIGNED DOCUMENT
- The construction and operation of the new wastewater treatment plant will facilitate CITY compliance with existing permit requirements for the CITY's wastewater treatment plant.

ASSESSMENT, PLANNING, REDESIGN and CONSTRUCTION

- COUNTY conduct assessment of existing usage/flow rates and existing infrastructure including conveyance capacity to be completed by mutually agreed upon third party. CITY provides access to all documents, data, previous studies, infrastructure, etc. required for assessment
 - CITY agrees to collaborate with COUNTY (provide access to data, etc.) related to conveyance upgrades for industrial parks and other areas of concern within the county
- A formal method for "committing capacity" is established, agreed upon and adopted by CITY and COUNTY within 30 days of execution of term sheet

- The CITY provides list/supporting documentation of all “committed capacity” to date with anticipated usage rates and timelines within 30 days of execution of term sheet
- A formal methodology is adopted related to project phasing and capacity over the next 36 months (while new facility is constructed) in order to:
 - Avoid impeding development
 - Avoid “committing” large amounts of capacity to projects that will not use the FULL capacity within 36 months (capacity is phased based on ACTUAL development timelines)
- CITY agrees to apply adopted phasing methodology To COUNTY Economic Development wastewater permit applications expeditiously.
- CITY and COUNTY agree that impact fees must be paid, or a development agreement reached before any capacity is considered committed or permit approved.

PROCUREMENT

- The COUNTY and CITY agree to cooperatively develop all requests for qualifications, requests for proposals, invitations to bid and all other procurement documents. Once approved by both parties the COUNTY procurement department will solicit responses. All the information and communication will be shared with the CITY during the procurement process on any phases of the total project.
- COUNTY will provide lead on items related to federal funding compliance

OPERATION AND REVENUES

- CITY agrees to establish uniform usage rates inside and outside the City limits
- CITY and COUNTY agree to cost share
 - new facility construction
 - construction management and oversight
 - additional design costs that may result from OWNER’S REPRESENTATIVE analysis of existing design after approval of the plans on (DATE) or approval by FDEP.
- CITY and COUNTY agree that, once operational, all revenues received from the new facility will be disbursed at a pro-rata share equal to the entity’s total contribution to the project after expenses and indirect costs of the new facility have been reconciled.
- CITY agrees to maintain and make public sufficient and detailed records to substantiate expenses.
- Either party shall have the option to purchase additional “shares” of the new wastewater treatment plant system and/or either party shall have the option to buy out the other party based upon fair market value and agreed to by the governing bodies of the CITY and COUNTY.

MISCELLANEOUS

- Timeline: CITY and COUNTY agree that term sheet must be approved and executed within 60 days
- CITY and COUNTY agree to work together for future expansion of the system including maintaining appropriate reserves for future needs
- Reuse: The CITY and the COUNTY agree to work toward a regional strategic plan for beneficial reuse system

GRANTS

- CITY and COUNTY agree that the COUNTY is exclusively responsible for submission of the \$6.5 million RESTORE funding application. Upon receipt of all documentation as required by the RESTORE Act, Treasury's RESTORE Act final rule, 31 C.F.R. Part 34, and the requirements of 2 C.F.R. Part 200 from local, state, and federal agencies, and any contracted consultants, a complete RESTORE application will be submitted as soon as possible. CITY shall assist and provide requested information or documentation within 14 business days of request. Any replacement funds shall be accounted towards the ownership investment percentage based on the entity that provides the replacement funds. RESTORE grant monies shall be accounted for at 50/50 for purposes of ownership investment percentage.
- CITY and COUNTY agree that the CITY is exclusively responsible for the timely submission of the \$8 million EDA grant. COUNTY shall be a co-applicant and provide the requested information in within 14 business days of request. Any replacement funds shall be accounted towards the ownership investment percentage based on the entity that provides the replacement funds.
- If additional grant(s) is identified and secured, CITY and COUNTY shall account for such proceeds at 50/50 for ownership investment percentage.

AGENDA ITEM # 1807

**CITY OF MILTON
CITY COUNCIL**

AGENDA ITEM SUMMARY

☐ C.O.W.

☒ Executive

☐ Council

Meeting Date: 11/1/2021

☐ Action

☒ Discussion

Department and Division: Administration

Title: Employee's Christmas Luncheon

Background:

Summary: The Executive Employees Committee would like to close all City offices December 15, 2021, from 11am-1pm for all employees to enjoy the Christmas Luncheon.

Recommendation: Committee recommends closing all City offices on December 15, 2021, 11am-1pm.

Attachments:

FISCAL IMPACT ANALYSIS

A. Summary of Fiscal Impact:

Fiscal Years	2021	2022	2023	2024	2025
Capital	_____	_____	_____	_____	_____
Expenditures	_____	_____	_____	_____	_____
Operating Costs	_____	_____	_____	_____	_____
External Revenues	_____	_____	_____	_____	_____
Program Income	_____	_____	_____	_____	_____
In-Kind Match	_____	_____	_____	_____	_____
NET FISCAL IMPACT	_____	_____	_____	_____	_____
FTE IMPACT	_____				

Is Item Included In Current Budget? Yes ☐ No ☐

Budget Account No.: Fund 0000 Department 0000

B. Recommended Sources of Funds/Summary of Fiscal Impact:

C. Department Fiscal Review: _____

REVIEW COMMENTS

A. Legal Sufficiency: _____
City Attorney

B. Other Department Review: _____

Committee Assignment:

☐ Administration ☐ Finance ☐ Growth & Dev ☐ Parks & Rec
☐ Public Safety ☐ Public Works ☐ Stormwater ☐ LEAP ☐ Econ. Dev.

Committee Recommendation:

☐ Move to Executive ☐ Move to Council ☐ Continue in Committee
☐ Referred to Sub-Committee ☐ Tabled ☐ Closed

October 14, 2021

To: City Council and City Manager

RE: Annual Christmas Luncheon

The Employee Executive Committee would like to hold the Annual Christmas Luncheon on Wednesday, December 15, 2021 at the Milton Community Center between the hours of 11 am and 1pm, upon your approval we would like to close the City offices down during this time for all the employees to have an equal opportunity to attend.

Thank You,

Christie Haarmann
Employee Executive Committee
Chairman

AGENDA ITEM # 1809

**CITY OF MILTON
CITY COUNCIL**

AGENDA ITEM SUMMARY

☐ C.O.W.

☒ Executive

☐ Council

Meeting Date: 11/1/2021

☐ Action

☒ Discussion

Department and Division: Public Works

Title: Developer's Agreement with Milton Highway Properties Investments, LLC

Background: Reserves capacity in our wastewater plant

Summary: Developer will be building 610 homes over the next 3 years. They are asking to reserve capacity in the East Milton force main and the existing wastewater treatment plant.

Recommendation: Committee recommends approval.

Attachments: Developer's Agreement

FISCAL IMPACT ANALYSIS

A. Summary of Fiscal Impact:

Fiscal Years	2021	2022	2023	2024	2025
Capital	_____	_____	_____	_____	_____
Expenditures	_____	_____	_____	_____	_____
Operating Costs	_____	_____	_____	_____	_____
External Revenues	_____	_____	_____	_____	_____
Program Income	_____	_____	_____	_____	_____
In-Kind Match	_____	_____	_____	_____	_____
NET FISCAL IMPACT	_____	_____	_____	_____	_____
FTE IMPACT	_____				

Is Item Included In Current Budget? Yes ☐ No ☐

Budget Account No.: Fund 0000 Department 0000

B. Recommended Sources of Funds/Summary of Fiscal Impact:

C. Department Fiscal Review: _____

REVIEW COMMENTS

A. Legal Sufficiency: _____
City Attorney

B. Other Department Review: _____

Committee Assignment:

☐ Administration ☐ Finance ☐ Growth & Dev ☐ Parks & Rec
☐ Public Safety ☒ Public Works ☐ Stormwater ☐ LEAP ☐ Econ. Dev.

Committee Recommendation:

☐ Move to Executive ☐ Move to Council ☐ Continue in Committee
☐ Referred to Sub-Committee ☐ Tabled ☐ Closed



October 1, 2021

Via Federal Express Overnight Delivery

City of Milton Public Works Department
ATTN: Joe Cook
6738 Dixon St.
Milton, FL 32572

Re: Milton Highway Property Investments, LLC
Development of Blackwater Reserve
Our File No. RE-20-1793

Dear Mr. Cook:

Enclosed please find the Developer Agreement by and between The City of Milton and Milton Highway Property Investments, LLC for the referenced development, which has been signed by the Developer

We appreciate your assistance in this matter and if you have any questions, or need anything further, please let us know.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Stephen R. Moorhead', is written over a horizontal line.

Stephen R. Moorhead

SRM/arb
enclosures
cc: Cliff Mowe

DEVELOPER AGREEMENT

THIS AGREEMENT is made and entered into by and between THE CITY OF MILTON, a governmental body, corporate and politic, ("City") and Milton Highway Property Investments, LLC, a Florida limited liability company ("Developer"). This Agreement shall be effective as of the date on which it has been signed by both the Developer and the City or their representatives, as indicated below.

WHEREAS, the Developer owns certain lands as described in Exhibit "A" attached hereto (the "Property") and intends to develop on the Property a residential subdivision with multiple phases with approximately 610 lots as more fully set forth on the phasing plan ("Phasing Plan") attached as Exhibit "B" (the "Project");

WHEREAS, the Developer desires the City to provide gas and wastewater service to the Project;

WHEREAS, the City is willing to provide such services upon the terms and conditions hereinafter set forth; and

WHEREAS, the Developer will utilize and promote said utilities within the Property to all users in the development.

NOW, THEREFORE, in consideration of the premises and the mutual covenants contained herein the Developer and the City hereby agree as follows:

1. The City has the capacity for and will provide sewer service for all of the lots in the Project as the Project is developed upon payment of the impact fees described below.
2. The Developer shall, at Developer's sole cost and expense, construct or cause to be constructed on the Property such sewer mains, lift stations, sewer laterals, and other facilities as may be necessary for the City to provide such service to the Project. All construction shall meet or exceed city codes and standards.
3. The City hereby waives compliance by the Developer with Ordinance No. 1277-08 and agrees to pay the impact fees for the Project as set forth on Exhibit "C."
the Developer
4. No sewer construction shall be commenced until plans and specifications, therefore, have been submitted to and approved in writing by the permitting authorities having jurisdiction.
5. Employees and agents of the City may at any reasonable time during or after construction enter upon the Property for the purpose of inspecting such facilities.
6. Upon completion of construction of the onsite facilities, they shall be certified

by the engineer for the Developer and shall be subject to final inspection by the permitting authority. Upon determination by the City that the facilities have been constructed by the Developer in accordance with approved plans and specifications and all applicable requirements of the City, Santa Rosa County, and other agencies having jurisdiction, and upon payment by the Developer of all applicable rates, fees and charges established by the City, the City shall provide service to the Project.

7. The Developer hereby warrants the onsite facilities to be free of defects. Any such defect appearing shall be corrected by the Developer.

8. The Developer hereby releases and agrees to hold harmless, indemnify, protect and defend the City, its members, officers, employees, and agents from any and all claims, damages, actions, or causes of action relating to the planning, design, and construction of the onsite facilities.

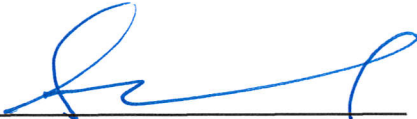
9. This Agreement may not be amended except by a writing executed by the Developer and by the City. All documents necessary for the implementation of this Agreement, including all permits, engineering design, and construction contracts, plans, and specifications for the facilities as and when approved and filed with the City and or Santa Rosa County are a part of this Agreement and incorporated herein by reference.

10. This Agreement shall be governed by the laws of the State of Florida.

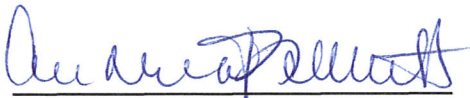
11. This Agreement will run with the land and will be binding on the heirs, assigns, and grantees of Developer.

[end of text; signature page to follow]

EXECUTED by the Developer or its representative this 28 day of September 2021.



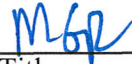
Witness



Witness

MILTON HIGHWAY PROPERTY
INVESTMENTS, LLC, a Florida
limited liability company

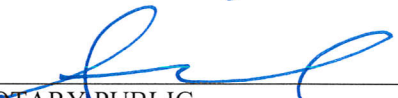


By


Title

STATE OF FLORIDA COUNTY
OF SANTA ROSA Escambia

The foregoing was acknowledged before me by means of ☒ physical presence of [] online
notarization this 28 day of September 2021, by Cliff Mowse as Manager.

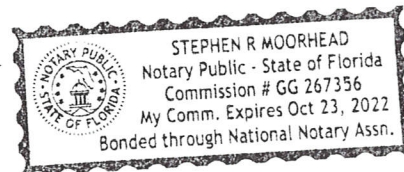


NOTARY PUBLIC

☒ Personally Known
or

☐ Produced Identification

Type of Identification Produced _____



EXECUTED by the City of Milton or its representative this ____ day of _____
2021.

CITY OF MILTON, FLORIDA

Witness

By

Witness

Title

STATE OF FLORIDA
COUNTY OF SANTA ROSA

The foregoing was acknowledged before me by means of [] physical presence of [] online
notarization this ____ day of _____, 2021, by _____.

NOTARY PUBLIC

☐ Personally Known

or

☐ Produced Identification

Type of Identification Produced _____

EXHIBIT "A"
Legal Description of the Property

LEGAL DESCRIPTION: (AS PREPARED BY MERRILL PARKER SHAW, INC.)

BEGIN AT THE NORTHWEST CORNER OF AIRPORT PARK, AS RECORDED IN PLAT BOOK "D" PAGE 4 OF THE PUBLIC RECORDS OF SANTA ROSA COUNTY, FLORIDA; THENCE GO NORTH 76 DEGREES 42 MINUTES 10 SECONDS EAST ALONG THE NORTH LINE OF SAID AIRPORT PARK, ALSO BEING THE SOUTH RIGHT-OF-WAY LINE OF U.S. HIGHWAY 90, STATE ROAD 10 (140 FOOT RIGHT-OF-WAY), FOR A DISTANCE OF 270.84 FEET TO THE NORTHEAST CORNER OF LOT 13, BLOCK "B" OF SAID AIRPORT PARK; THENCE DEPARTING THE SOUTH RIGHT-OF-WAY LINE OF SAID U.S. HIGHWAY 90, GO SOUTH 13 DEGREES 23 MINUTES 10 SECONDS EAST ALONG THE EAST LINE OF SAID LOT 13, FOR A DISTANCE OF 250.00 FEET TO THE SOUTHEAST CORNER OF SAID LOT 13; THENCE GO NORTH 76 DEGREES 42 MINUTES 10 SECONDS EAST ALONG THE SOUTH LINE OF SAID AIRPORT PARK, FOR A DISTANCE OF 300.11 FEET TO THE SOUTHWEST CORNER OF LOT 9, BLOCK "B" OF SAID AIRPORT PARK; THENCE DEPARTING THE SOUTH LINE OF SAID AIRPORT PARK, GO NORTH 13 DEGREES 25 MINUTES 19 SECONDS WEST ALONG THE WEST LINE OF SAID LOT 9, FOR A DISTANCE OF 250.00 FEET TO THE NORTHWEST CORNER OF SAID LOT 9; THENCE DEPARTING THE WEST LINE OF SAID LOT 9, GO NORTH 76 DEGREES 42 MINUTES 10 SECONDS EAST ALONG THE SOUTH RIGHT-OF-WAY LINE OF THE AFORESAID U.S. HIGHWAY 90, FOR A DISTANCE OF 200.08 FEET TO THE NORTHEAST CORNER OF LOT 8, BLOCK "B" OF SAID AIRPORT PARK; THENCE DEPARTING THE SOUTH RIGHT-OF-WAY LINE OF SAID U.S. HIGHWAY 90, GO SOUTH 13 DEGREES 20 MINUTES 56 SECONDS EAST ALONG THE EAST LINE OF SAID LOT 8, FOR A DISTANCE OF 250.00 FEET TO THE SOUTHEAST CORNER OF SAID LOT 8; THENCE GO NORTH 76 DEGREES 42 MINUTES 10 SECONDS EAST ALONG THE SOUTH LINE OF SAID AIRPORT PARK, FOR A DISTANCE OF 599.66 FEET TO THE SOUTHWEST CORNER OF LOT 1, BLOCK "B" OF SAID AIRPORT PARK; THENCE DEPARTING THE SOUTH LINE OF SAID AIRPORT PARK, GO NORTH 13 DEGREES 14 MINUTES 10 SECONDS WEST ALONG THE WEST LINE OF SAID LOT 1, FOR A DISTANCE OF 250.00 FEET TO THE NORTHWEST CORNER OF SAID LOT 1; THENCE DEPARTING THE WEST LINE OF SAID LOT 1, GO NORTH 76 DEGREES 42 MINUTES 10 SECONDS EAST ALONG THE SOUTH RIGHT-OF-WAY LINE OF THE AFORESAID U.S. HIGHWAY 90, FOR A DISTANCE OF 179.93 FEET TO THE NORTHWEST CORNER OF LOT 11, BLOCK "A" OF SAID AIRPORT PARK; THENCE DEPARTING THE SOUTH RIGHT-OF-WAY LINE OF SAID U.S. HIGHWAY 90, GO SOUTH 13 DEGREES 17 MINUTES 31 SECONDS EAST ALONG THE WEST LINE OF SAID LOT 11, FOR A DISTANCE OF 250.00 FEET TO THE SOUTHWEST CORNER OF SAID LOT 11; THENCE DEPARTING THE WEST LINE OF SAID LOT 11, GO NORTH 76 DEGREES 42 MINUTES 10 SECONDS EAST ALONG THE SOUTH LINE OF SAID AIRPORT PARK, FOR A DISTANCE OF 199.84 FEET TO THE SOUTHWEST CORNER OF LOT 9, BLOCK "A" OF SAID AIRPORT PARK; THENCE DEPARTING THE SOUTH LINE OF SAID AIRPORT PARK, GO NORTH 13 DEGREES 15 MINUTES 21 SECONDS WEST ALONG THE WEST LINE OF SAID LOT 9, FOR A DISTANCE OF 250.00 FEET TO THE NORTHWEST CORNER OF SAID LOT 9; THENCE DEPARTING THE WEST LINE OF SAID LOT 9, GO NORTH 76 DEGREES 42 MINUTES 10 SECONDS EAST ALONG THE SOUTH RIGHT-OF-WAY LINE OF THE AFORESAID U.S. HIGHWAY 90, FOR A DISTANCE OF 199.98 FEET TO THE NORTHEAST CORNER OF LOT 8, BLOCK "A" OF SAID AIRPORT PARK; THENCE DEPARTING THE SOUTH RIGHT-OF-WAY LINE OF SAID U.S. HIGHWAY 90, GO SOUTH 13 DEGREES 16 MINUTES 46 SECONDS EAST ALONG THE EAST LINE OF SAID LOT 8, FOR A DISTANCE OF 250.00 FEET TO THE SOUTHEAST CORNER OF SAID LOT 8; THENCE DEPARTING THE EAST LINE OF SAID LOT 8, GO NORTH 76 DEGREES 42 MINUTES 10 SECONDS EAST ALONG THE SOUTH LINE OF SAID AIRPORT PARK, FOR A DISTANCE OF 200.22 FEET TO THE SOUTHWEST CORNER OF LOT 5, BLOCK "A" OF SAID AIRPORT PARK; THENCE DEPARTING THE SOUTH LINE OF SAID AIRPORT PARK, GO NORTH 13 DEGREES 19 MINUTES 35 SECONDS WEST ALONG THE WEST LINE OF SAID LOT 5, FOR A DISTANCE OF 250.00 FEET TO THE NORTHWEST CORNER OF SAID LOT 5; THENCE DEPARTING THE WEST LINE OF SAID LOT 5, GO NORTH 76 DEGREES 42 MINUTES 10 SECONDS EAST ALONG THE SOUTH RIGHT-OF-WAY LINE OF THE AFORESAID U.S. HIGHWAY 90, FOR A DISTANCE OF 399.91 FEET TO THE NORTHEAST CORNER OF LOT 2, BLOCK "A" OF SAID AIRPORT PARK; THENCE DEPARTING THE SOUTH RIGHT-OF-WAY LINE OF SAID U.S. HIGHWAY 90, GO SOUTH 13 DEGREES 17 MINUTES 50 SECONDS EAST ALONG THE EAST LINE OF SAID LOT 2, FOR A DISTANCE OF 250.00 FEET TO THE SOUTHEAST CORNER OF SAID LOT 2; THENCE DEPARTING THE EAST LINE OF SAID LOT 2, GO NORTH 76 DEGREES 42 MINUTES 10 SECONDS EAST ALONG THE SOUTH LINE OF SAID AIRPORT PARK, FOR A DISTANCE OF 119.88 FEET TO THE INTERSECTION WITH THE EAST LINE OF SECTION 31, TOWNSHIP-2-NORTH, RANGE-31-WEST, ESCAMBIA COUNTY, FLORIDA; THENCE DEPARTING THE SOUTH LINE OF SAID AIRPORT PARK, GO SOUTH 02 DEGREES 33 MINUTES 14 SECONDS WEST ALONG THE EAST LINE OF SAID SECTION 31, FOR A DISTANCE OF 718.93 FEET TO THE NORTHEAST CORNER OF THAT PARCEL DESCRIBED IN OFFICIAL RECORDS BOOK 1131 PAGE 503, OF THE PUBLIC RECORDS OF SANTA ROSA COUNTY, FLORIDA; THENCE DEPARTING THE EAST LINE OF SAID SECTION 31, GO NORTH 87 DEGREES 02 MINUTES 05 SECONDS WEST ALONG THE NORTH LINE OF THAT PARCEL DESCRIBED IN SAID OFFICIAL RECORDS BOOK 1131 AT PAGE 503, FOR A DISTANCE OF 173.38 FEET TO THE NORTHWEST CORNER OF THAT PARCEL DESCRIBED IN SAID OFFICIAL RECORDS BOOK 1131 AT PAGE 503; THENCE DEPARTING THE NORTH LINE OF THAT PARCEL DESCRIBED IN SAID OFFICIAL RECORDS BOOK 1131 AT PAGE 503, GO SOUTH 02 DEGREES 33 MINUTES 19 SECONDS WEST ALONG THE WEST LINE OF THAT PARCEL DESCRIBED IN SAID OFFICIAL RECORDS BOOK 1131 AT PAGE 503, FOR A DISTANCE OF 251.75 FEET TO THE SOUTHWEST CORNER OF THAT PARCEL DESCRIBED IN SAID OFFICIAL RECORDS BOOK 1131 AT PAGE 503, ALSO BEING THE NORTHWEST CORNER OF THAT PARCEL DESCRIBED IN OFFICIAL RECORDS BOOK 1137 PAGE 752, OF THE PUBLIC RECORDS OF SANTA ROSA COUNTY, FLORIDA, SAID POINT BEING ON THE SOUTH LINE OF SAID SECTION 31 AND THE NORTH LINE OF SECTION 6, TOWNSHIP-1-NORTH, RANGE-27-WEST, SANTA ROSA COUNTY, FLORIDA; THENCE GO SOUTH 02 DEGREES 33 MINUTES 19 SECONDS WEST ALONG THE WEST LINE OF THAT PARCEL DESCRIBED IN SAID OFFICIAL RECORDS BOOK 1137 PAGE 752, FOR A DISTANCE OF 249.36 FEET TO THE SOUTHWEST CORNER OF THAT PARCEL DESCRIBED IN SAID OFFICIAL RECORDS BOOK 1137 PAGE 752; THENCE DEPARTING THE WEST LINE OF THAT PARCEL DESCRIBED IN SAID OFFICIAL RECORDS BOOK 1137 PAGE 752, GO SOUTH 87 DEGREES 14 MINUTES 47 SECONDS EAST ALONG THE SOUTH LINE OF THAT PARCEL DESCRIBED IN SAID OFFICIAL RECORDS BOOK 1137 PAGE 752, FOR A DISTANCE OF 348.30 FEET TO THE WEST RIGHT-OF-WAY LINE OF PERSIMMON HOLLOW ROAD (RIGHT-OF-WAY WIDTH VARIES); THENCE DEPARTING THE SOUTH LINE OF THAT PARCEL DESCRIBED IN SAID OFFICIAL RECORDS BOOK 1137 PAGE 752, GO SOUTH 02 DEGREES 06 MINUTES 31 SECONDS WEST ALONG THE WEST RIGHT-OF-WAY LINE OF SAID PERSIMMON HOLLOW ROAD, FOR A DISTANCE OF 2064.41 FEET TO THE INTERSECTION WITH THE NORTH LINE OF REDLAND ESTATES, AS RECORDED IN PLAT BOOK "D" AT PAGE 71, OF THE PUBLIC RECORDS OF SANTA ROSA COUNTY, FLORIDA; THENCE DEPARTING THE WEST RIGHT-OF-WAY LINE OF SAID PERSIMMON HOLLOW ROAD, GO NORTH 87 DEGREES 29 MINUTES 37 SECONDS WEST ALONG THE NORTH LINE OF SAID REDLAND ESTATES, FOR A DISTANCE OF 2590.87 FEET TO THE INTERSECTION WITH THE EAST LINE OF KIMBERLY ESTATES, AS RECORDED IN PLAT BOOK "D" AT PAGE 22, OF THE PUBLIC RECORDS OF SANTA ROSA COUNTY, FLORIDA; THENCE DEPARTING THE NORTH LINE OF SAID REDLAND ESTATES, GO NORTH 02 DEGREES 45 MINUTES 51 SECONDS EAST ALONG THE EAST LINE OF SAID KIMBERLY ESTATES, ALSO BEING THE WEST LINE OF THE NORTHEAST OF SAID SECTION 6, FOR A DISTANCE OF 2333.01 FEET TO THE NORTHEAST CORNER OF SAID KIMBERLY ESTATES; THENCE DEPARTING THE EAST LINE OF SAID KIMBERLY ESTATES, GO NORTH 87 DEGREES 02 MINUTES 05 SECONDS WEST ALONG THE NORTH LINE OF SAID KIMBERLY ESTATES, ALSO BEING THE NORTH LINE OF SAID SECTION 6 AND THE SOUTH LINE OF SAID SECTION 31, FOR A DISTANCE OF 247.46 FEET TO THE INTERSECTION WITH THE WEST LINE OF THE SOUTHEAST QUARTER OF SAID SECTION 31; THENCE DEPARTING THE NORTH LINE OF SAID KIMBERLY ESTATES, GO NORTH 02 DEGREES 44 MINUTES 46 SECONDS EAST ALONG THE WEST LINE OF THE SOUTHEAST QUARTER OF SAID SECTION 31, FOR A DISTANCE OF 462.80 FEET TO THE POINT OF BEGINNING.

EXHIBIT "B" Phasing Schedule

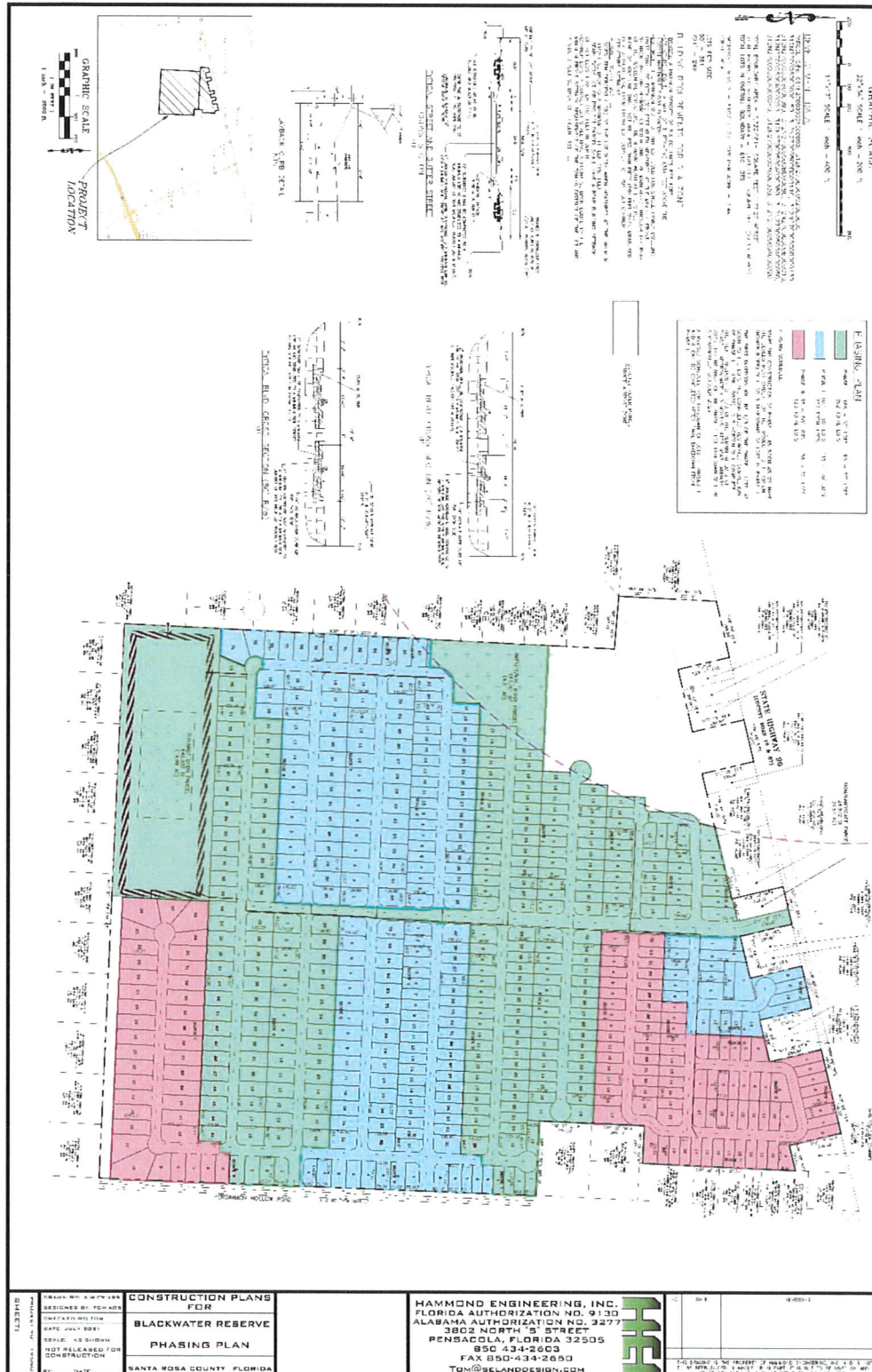


EXHIBIT "C"
Payment Schedule

- The fees for the Phase I lots will be paid at the current rate of \$4,430.36 per lot. Paid prior to construction.
- The fees for the Phase II and Phase III lots will be paid prior to construction for each respective phase. For the avoidance of doubt, the Phase II fees will be paid when the Phase I Plat is recorded, and the Phase II fees will be paid when the paid when the Phase II Plat is recorded.

AGENDA ITEM # 1811

**CITY OF MILTON
CITY COUNCIL**

AGENDA ITEM SUMMARY

☐ C.O.W.

☒ Executive

☐ Council

Meeting Date: 11/1/2021

☐ Action

☒ Discussion

Committee: Public Safety

Department and Division: Police

Title: Patrol Vehicle Purchase

Background: This is a request to purchase (2) 2022 Dodge Chargers. The state contract quote is \$29,843.00 per vehicle. Total price is \$59,686. Contract #2022 120716-NAF & 060920-NAF.

Summary: This expense was approved for the FY 2022 budget. The vehicles will be outfitted with the necessary equipment to be used in the Patrol Division.

Recommendation: Committee recommends purchasing the requested vehicles.

Attachments: 2 Vehicle quotes.

FISCAL IMPACT ANALYSIS

A. Summary of Fiscal Impact:

Fiscal Years	2021	2022	2023	2024	2025
Capital	<u>59,686.00</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Expenditures					
Operating Costs	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
External Revenues	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Program Income	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
In-Kind Match	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
NET FISCAL IMPACT	<u>59,686.00</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
FTE IMPACT	<u> </u>				

Is Item Included In Current Budget? Yes ☒ No ☐

Budget Account No.: Fund 6401 Department 0000521

B. Recommended Sources of Funds/Summary of Fiscal Impact:

C. Department Fiscal Review:

REVIEW COMMENTS

A. Legal Sufficiency:
City Attorney

B. Other Department Review:

Committee Assignment:

☐ Administration ☐ Finance ☐ Growth & Dev ☐ Parks & Rec
☒ Public Safety ☐ Public Works ☐ Stormwater ☐ LEAP ☐ Econ. Dev.

Committee Recommendation:

☒ Move to Executive ☐ Move to Council ☐ Continue in Committee
☐ Referred to Sub-Committee ☐ Tabled ☐ Closed



Awarded Contract

Call Us first, for all of your Fleet Automotive, & Light Truck needs.

Quote

PHONE (800) ALANJAY (252-6529)		DIRECT 863-385-9610	WWW.ALANJAY.COM	33998-1
Corporate Office	2003 U.S. 27 South Sebring, FL 33870	MOBILE 904-838-4999	Mailing Address	P.O. BOX 9200 Sebring, FL 33871-9200
		FAX 863-402-4221		

ORIGINAL QUOTE DATE
10/12/2021

QUICK QUOTE SHEET

REVISED QUOTE DATE
10/12/2021

REQUESTING AGENCY	MILTON POLICE DEPARTMENT			
CONTACT PERSON	MIKE CLINE		EMAIL	MCLINE@MILTONFL.ORG
PHONE	850-983-5423	MOBILE	FAX	

SOURCEWELL (FORMERLY NJPA) CONTRACT # 2022 120716-NAF & 060920-NAF www.NationalAutoFleetGroup.com

MODEL	LDDE48 26A	MSRP	\$37,050.00
2022 DODGE CHARGER POLICE V8 RWD			

CUSTOMER ID	BASE VEHICLE PRICE	\$27,470.00
BED LENGTH	SEDAN	

** All vehicles will be ordered white w/ darkest interior unless clearly stated otherwise on purchase order.

FACTORY OPTIONS	DESCRIPTION	
PX8	PITCH BLACK - qty 1	\$0.00
X5X9	Black, Heavy Duty Cloth Bucket Seats w/Vinyl Rear	\$119.00
EZH DFK	5.7L V8 HEMI MDS VVT, TRANSMISSION 8-SPEED AUTOMATIC 8HP70	\$0.00
GXQ	Additional Non-Key Alike Fobs -inc: 6 FOBs	\$145.00
LNF	BLACK LEFT HAND SPOT LAMP	\$205.00
MDA	FRONT LICENSE PLATE BRACKET	\$0.00
TBH	Full Spare Tire Relocation Bracket	\$140.00
CW6	DEACTIVATE REAR DOORS/WINDOWS	\$74.00

CONTRACT OPTIONS	DESCRIPTION	FACTORY OPTIONS	\$683.00
NO-TEMP	TEMP TAG NOT REQUESTED, CUSTOMER WILL HANDLE THEIR OWN TAG WORK.		\$0.00
B&W-D&R	Dealer provided Black & White paint job on factory ordered Black vehicle, DOORS and ROOF painted white, mirrors and handles to remain black.		\$1,690.00

CONTRACT OPTIONS	\$1,690.00
------------------	------------

TRADE IN	VEHICLE TOTAL	\$28,153.00
	MSRP DISCOUNT	24%
	ACCESSORY TOTAL	\$1,690.00
	CUSTOMER PRICE	\$29,843.00

YES WE TAKE TRADE INS ~~~~ ASK ABOUT MUNICIPAL FINANCING ~~~~ \$0.00

TOTAL COST LESS TRADE IN(S) QTY 1 \$29,843.00

Estimated Annual payments for 60 months paid in advance: \$6,683.60

Municipal finance for any essential use vehicle, requires lender approval, WAC.

Comments

VEHICLE QUOTED BY CHRISTY SELF GOVERNMENT ACCOUNT MANAGER christy.self@alanjay.com

"I Want to be Your Fleet Provider"

I appreciate the opportunity to submit this quotation. Please review it carefully. If there are any errors or changes, please feel free to contact me at any time.
I am always happy to be of assistance.



Awarded Contract

Call Us first, for all of your Fleet Automotive, & Light Truck needs.

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		FAX 863-402-4221		

ORIGINAL QUOTE DATE
10/12/2021

QUICK QUOTE SHEET

REVISED QUOTE DATE
10/12/2021

REQUESTING AGENCY	MILTON POLICE DEPARTMENT			
CONTACT PERSON	MIKE CLINE	EMAIL	MCLINE@MILTONFL.ORG	
PHONE	850-983-5423	MOBILE	FAX	

SOURCEWELL (FORMERLY NJPA) CONTRACT # 2022 120716-NAF & 060920-NAF www.NationalAutoFleetGroup.com

MODEL	LDDE48 26A	MSRP	\$37,050.00
2022 DODGE CHARGER POLICE V8 RWD			

CUSTOMER ID	BASE VEHICLE PRICE	\$27,470.00
BED LENGTH	SEDAN	

** All vehicles will be ordered white w/ darkest interior unless clearly stated otherwise on purchase order.

FACTORY OPTIONS	DESCRIPTION	
PX8	PITCH BLACK - qty 1	\$0.00
X5X9	Black, Heavy Duty Cloth Bucket Seats w/Vinyl Rear	\$119.00
EZH DFK	5.7L V8 HEMI MDS VVT, TRANSMISSION 8-SPEED AUTOMATIC 8HP70	\$0.00
GXQ	Additional Non-Key Alike Fobs -inc: 6 FOBs	\$145.00
LNF	BLACK LEFT HAND SPOT LAMP	\$205.00
MDA	FRONT LICENSE PLATE BRACKET	\$0.00
TBH	Full Spare Tire Relocation Bracket	\$140.00
CW6	DEACTIVATE REAR DOORS/WINDOWS	\$74.00

CONTRACT OPTIONS	DESCRIPTION	FACTORY OPTIONS	\$683.00
NO-TEMP	TEMP TAG NOT REQUESTED, CUSTOMER WILL HANDLE THEIR OWN TAG WORK.		\$0.00
B&W-D&R	Dealer provided Black & White paint job on factory ordered Black vehicle, DOORS and ROOF painted white, mirrors and handles to remain black.		\$1,690.00

CONTRACT OPTIONS \$1,690.00

TRADE IN	VEHICLE TOTAL	\$28,153.00
	MSRP DISCOUNT	25.4%
	ACCESSORY TOTAL	\$1,690.00
	CUSTOMER PRICE	\$29,843.00

YES WE TAKE TRADE INS ~~~ ASK ABOUT MUNICIPAL FINANCING ~~~ \$0.00

TOTAL COST LESS TRADE IN(S) QTY 1 \$29,843.00

Estimated Annual payments for 60 months paid in advance: \$6,683.60

Municipal finance for any essential use vehicle, requires lender approval, WAC.

Comments

VEHICLE QUOTED BY CHRISTY SELF GOVERNMENT ACCOUNT MANAGER christy.self@alanjay.com

"I Want to be Your Fleet Provider"

I appreciate the opportunity to submit this quotation. Please review it carefully. If there are any errors or changes, please feel free to contact me at any time. I am always happy to be of assistance.

AGENDA ITEM # 1812

**CITY OF MILTON
CITY COUNCIL**

AGENDA ITEM SUMMARY

☐ C.O.W.

☒ Executive

☐ Council

Meeting Date: 11/1/2021

☐ Action

☒ Discussion

Department and Division: Economic Development / Special Events

Title: St. Rosa Lima Christmas Bazaar – rental request

Background: St. Rosa Lima is looking to hold a Christmas bazaar at its event grounds south of the church. The event is to be held November 13, 2021, from 9 am to 4 pm. This is the first time the church has held such an event.

Summary: St. Rosa Lima is requesting the use of equipment such as the portable restroom and city garbage cans. The expectation is that this event will bring possibly thousands of people to the area and in doing so will generate the need to additional equipment. It is noted that St. Rosa Lima is not looking to receive this equipment as an in-kind sponsorship. Email confirmation shows that this is to be paid.

Recommendation: Committee recommends approval.

Attachments: Special Event Permit Application

FISCAL IMPACT ANALYSIS

A. Summary of Fiscal Impact:

Fiscal Years	2021	2022	2023	2024	2025
Capital	_____	_____	_____	_____	_____
Expenditures	_____	_____	_____	_____	_____
Operating Costs	_____	_____	_____	_____	_____
External Revenues	_____	_____	_____	_____	_____
Program Income	\$400.00	_____	_____	_____	_____
In-Kind Match	_____	_____	_____	_____	_____
NET FISCAL IMPACT	\$400.00	_____	_____	_____	_____
FTE IMPACT	1				

Is Item Included In Current Budget? Yes ☐ No ☒

Budget Account No.: Fund n/a Department n/a

B. Recommended Sources of Funds/Summary of Fiscal Impact:
N/A

C. Department Fiscal Review: N/A

REVIEW COMMENTS

A. Legal Sufficiency: N/A
City Attorney

B. Other Department Review: N/A

Committee Assignment:

☐ Administration ☐ Finance ☐ Growth & Dev ☐ Parks & Rec
☐ Public Safety ☐ Public Works ☐ Stormwater ☐ LEAP ☒ Econ. Dev.

Committee Recommendation:

☐ Move to Executive ☐ Move to Council ☐ Continue in Committee
☐ Referred to Sub-Committee ☐ Tabled ☐ Closed



Special Event Permit Application

City of Milton

6738 Dixon Street, Milton FL, 32570

850-983-5400 econdev@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: St. Rose of Lima

Address: 6451 Park Ave City: Milton, FL

Phone: 850-623-3600 Email: lewisk@srl.ptdiocese.org

Event POC: Kate Lewis or Liz Maynard

Phone: 850-623-3600 Email: Same as above

Event Information

☐ Concert ☐ Park Festival ☐ Street Festival ☐ Parade/ Procession

☐ Run/ Walk ☐ Sporting Event ☐ Sale/ Market ☐ Private Event/ Wedding

☒ Other: Christmas Bazaar

Event Name: Old Fashioned Christmas Bazaar

Event website/ Event Page: www.srlparish.org/events-1

Event Location: 6451 Park Ave Event Date(s) 11/13 to 11/13

Time of Event: Day 1 9 am to 4 pm (Day 2 - Optional) _____ to _____

Setup Date & Time: 6 am at 10/13 Teardown Date & Time: 4 pm at 11/13

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

several thousand!

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	<i>maybe</i>
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	<i>maybe</i>
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 <u>merchandise</u> 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? Yard signs, billboard, facebook, instagram,
website

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

☒ YES

☐ NO

working on it

City Fee Sheet

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

Location(s)/ Facility used at event:

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

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

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

Requested Items:

QTY

QTY

- | | | | |
|---|-------------------|--|------------------|
| ☐ Portable Restroom
(at Jernigan's landing) | \$250 | ☒ Portable Restroom
(at alternate location) | \$350 possibly |
| ☐ City Stage 14'x28' | \$350 | ☐ City Movie System | \$250 |
| ☐ Live Music Licensing *** | \$200 | ☐ Movie Licensing *** | \$(at cost) |
| ☐ Event Insurance | \$(at cost) | ☐ Barricades/ Cones | \$100/\$10 |
| ☐ Street Info Sign | \$250 per _____ | ☒ City Garbage Cans | \$10 per _____ |
| ☐ Tables 6ft | \$5 per _____ | ☐ Chairs – 10 at a time | \$10 |
| ☐ Tables & Chairs D/S/R | \$25 | ☐ Tables & Chairs cleaning | \$100 |
| ☐ 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) _____ 2) _____
- 3) _____ 4) _____

Is this an annual Event? ☐ YES ☐ NO

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

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

Additional Documents Required with Application

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

For additional information on what is required please contact the 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 ____ day of _____ in 20__

Name of Special Event Old Fashioned Christmas Bazaar
Date(s) of Special Event 11/13/21
Name of Organization St. Rose of Lima
Event Organizers Name Liz Maynard and Kate Lewis
Address of Organization 6451 Park Ave 32570
Phone Number 850-623-3600
Email lewis.k@srl.ptdiocese.org

Printed Name

Signature

Mgr Michael V. Real

M. Miller pastor

Internal Signatures Required for Approval:

Office of Economic Development: _____ Planning: _____

Public Works: _____ Police: _____ Fire: _____

AGENDA ITEM # 1796

**CITY OF MILTON
CITY COUNCIL**

AGENDA ITEM SUMMARY

☐ C.O.W.

☒ Executive

☐ Council

Meeting Date: 11/1/2021

☐ Action

☒ Discussion

Department and Division: Planning & Development

Title: Residential Parking Permit Request – Willing Street

Background: City Staff has recently received a request from Margaret Ries, owner of the property at 5237 Willing Street, to establish a residential parking permit area along Willing Street adjacent to her property. If approved, the request would designate a single parking space as a residential parking area that allows parking by permit only.

Summary: According to Ordinance 1311-09, the City Council is authorized to designate areas by resolution and the recording thereof on an appropriate city map. Vehicles may be restricted from parking on public streets unless bearing a valid permit issued pursuant to this ordinance. This authority shall be in addition to any other authority the city council may have to regulate times and conditions of motor vehicle parking on public streets. The city has issued one other residential parking permit area since the adoption of this ordinance along a portion of the east side of Elmira Street north of Highway 90. If a resolution is approved by the Council, the applicant must submit an application and pay all applicable fees as established in the fee schedule for residential permit parking. At this time, only one record of a building permit is on file with Santa Rosa County for this location, and it is currently inactive.

Recommendation: The Executive Committee recommended approval subject to modification and the establishment of a residential occupancy in the 2nd floor area. The Committee of the Whole on October 21, 2021 moved this item to Executive Committee for approval. The Committee is receiving a copy of the amended resolution with additional language establishing the location and delineation of the parking spot by permit only. If passed, the resolution would establish the area, but no permit would be issued until residential occupancy is established.

- Attachments:**
- Margaret Ries request letter
 - Map of proposed parking area
 - Resolution to establish residential parking permit area

FISCAL IMPACT ANALYSIS

A. Summary of Fiscal Impact:

Fiscal Years	2021	2022	2023	2024	2025
Capital	_____	_____	_____	_____	_____
Expenditures	_____	_____	_____	_____	_____
Operating Costs	_____	_____	_____	_____	_____
External Revenues	_____	_____	_____	_____	_____
Program Income	_____	_____	_____	_____	_____
In-Kind Match	_____	_____	_____	_____	_____
NET FISCAL IMPACT	_____	_____	_____	_____	_____
FTE IMPACT	_____				

Is Item Included In Current Budget? Yes ☐ No ☐

Budget Account No.: Fund 0000 Department 0000

B. Recommended Sources of Funds/Summary of Fiscal Impact:

C. Department Fiscal Review: _____

REVIEW COMMENTS

A. Legal Sufficiency: _____
City Attorney

B. Other Department Review: _____

Committee Assignment:

☐ Administration ☐ Finance ☒ Growth & Dev ☐ Parks & Rec
☐ Public Safety ☐ Public Works ☐ Stormwater ☐ LEAP ☐ Econ. Dev.

Committee Recommendation:

☒ Move to Executive ☐ Move to Council ☐ Continue in Committee
☐ Referred to Sub-Committee ☐ Tabled ☐ Closed

Vehicle Parking Request Letter

To: Planning Department
City of Milton Florida
6738 Dixon St,
Milton, FL 32570

Date: 9/13/2021

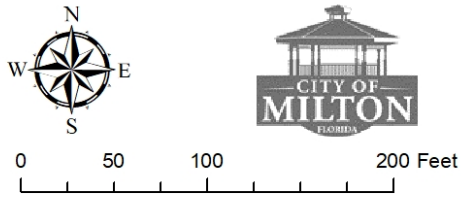
Subject: Request for vehicle Parking

I am Margaret Ries and I am the owner of 5237 Willing St. Milton FL 32570.
I am writing this letter in order to request for a street parking space for my vehicle. I will be living on the second floor of my building and I have no parking space for my residency. This assigned parking lot will help provide me with a close and safe parking space. I look forward to your quick and positive response.

Sincerely,

A handwritten signature in cursive script, reading "Margaret Ries", written over a horizontal line.

Margret Ries
(619) 990-2828 – Contact Number
4895 Kolb Rd
Milton, FL 32570



**City of Milton
Residential Parking Area Map**

- Structure Addresses
- Existing Res. Parking Area
- Property Lines
- Streets

RESOLUTION NO. _____

A RESOLUTION OF THE CITY OF MILTON, FLORIDA, ESTABLISHING A PORTION OF WILLING STREET, AS DEFINED BELOW, AS A DESIGNATED RESIDENTIAL PARKING PERMIT AREA, AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, City staff has reviewed a request for a residential parking permit area, and

WHEREAS, following review, staff advised the City Council that the request meets city standards subject to residency being established, and

WHEREAS, The City Council of the City of Milton has approved Residential Parking Permit Ordinance # 1311-09;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MILTON, FLORIDA, that the single parallel parking space measuring 23 feet in length along Willing Street and immediately adjacent to 5237 Willing Street is hereby designated a Residential Parking Permit Area. This space shall be delineated as a parking area by permit only through the painting of the space, and only upon establishment of residential occupancy at the above address.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF MILTON ON THIS _____ DAY OF _____, 2021.

CITY OF MILTON, FLORIDA

BY: _____
HEATHER LINDSAY - MAYOR

ATTEST:

CITY CLERK: _____

Legal in form and Valid when signed by City Attorney.

CITY ATTORNEY

AGENDA ITEM # 1803

**CITY OF MILTON
CITY COUNCIL**

AGENDA ITEM SUMMARY

☐ C.O.W.

☒ Executive

☐ Council

Meeting Date: 10/21/2021

☐ Action

☒ Discussion

Committee: Public Safety

Department and Division: Fire Department

Title: Purchase of New Fire Engine

Background: The City of Milton Fire Department has established a ten-year replacement schedule for fire apparatus to maintain a current, compliant and reliable fleet of fire apparatus. This year, our first-due engine (Engine 23, a 2012 E-One Triple Combination Pumper) is due for replacement. This apparatus will be moved to second-due status.

Summary: The department has prepared a comprehensive specification, based largely on our existing first-due engine, for the purchase of a new fire engine. We can acquire this new engine, a Pierce Saber Pumper, through Ten-8 Fire Apparatus. This engine can be purchased through a Sourcewell Cooperative Purchase contract (#022818) at a 5.5% discount. As with previous apparatus, we propose to purchase this new engine through a tax-exempt municipal lease for zero down, 5-year lease purchase at 2.04% interest, realizing an additional \$16,463.16 (2.44%) discount pre-pay.

Recommendation: Committee recommends purchase of new engine from Ten-8 Fire Apparatus for \$657,450.26 through Sourcewell Contract #022818, utilizing PNC Equipment Finance lease-purchase five-year lease purchase program @ \$139.782.98/year.

Attachments: Ten-8 Equipment Proposal

FISCAL IMPACT ANALYSIS

A. Summary of Fiscal Impact:

Fiscal Years	2021	2022	2023	2024	2025
Capital		139.782.98	139.782.98	139.782.98	139.782.98
Expenditures					
Operating Costs					
External Revenues					
Program Income					
In-Kind Match					
NET FISCAL					
IMPACT		139.782.98	139.782.98	139.782.98	139.782.98
FTE IMPACT					

Is Item Included In Current Budget? Yes ☒ No ☐

Budget Account No.: Fund 001 Department 0522

B. Recommended Sources of Funds/Summary of Fiscal Impact:

Fire Service Fee (in arrears)

C. Department Fiscal Review: _____

REVIEW COMMENTS

A. Legal Sufficiency: _____

City Attorney

B. Other Department Review: _____

Committee Assignment:

☐ Administration ☐ Finance ☐ Growth & Dev ☐ Parks & Rec
☒ Public Safety ☐ Public Works ☐ Stormwater ☐ LEAP ☐ Econ. Dev.

Committee Recommendation:

☒ Move to Executive
 ☐ Move to Council
 ☐ Continue in Committee
☐ Referred to Sub-Committee
 ☐ Tabled
 ☐ Closed



IN SERVICE TO SERVE YOU

Equipment Proposal

Pierce Proposal # 958

This Equipment Proposal (the "Proposal") has been prepared by Ten-8 Fire & Safety, LLC ("Company") in response to the undersigned Customer's request for a proposal. This Proposal is comprised of the special terms set forth below, the Proposal Option List, Warranty, and Company's Purchasing Terms and Conditions. Through its signature below or other Acceptance (as defined below), Customer acknowledges having received, read and being bound by this Proposal, all attachments and Company's Purchasing Terms and Conditions.

Date: October 8, 2021 ("Proposal Date")

Customer: City of Milton Fire Department ("Customer")

Customer Address: 5321 Stewart Street, Milton, FL 32570

Qty	Product Description & Options	Price
1	Pierce Saber Pumper per Sourcewell #022818, Spec #788 to include equipment 100% Pre-Pay Discount	\$673,913.42 (\$16,463.16)
Purchase Price:		\$657,450.26

Delivery Timing: The Product described above in the Product Description and Options Section of this document will be built by and shipped from the manufacturer approximately 12-14 (months) after Company receives Customer's acceptance of this Proposal as defined below.

Other: _____

Unless accepted within 45 days from date of proposal, the right is reserved to withdraw this proposal.

ACCEPTANCE OF THIS PROPOSAL CREATES AN ENFORCEABLE BINDING AGREEMENT BETWEEN COMPANY AND CUSTOMER. "ACCEPTANCE" MEANS THAT CUSTOMER DELIVERS TO COMPANY: (A) A PROPOSAL SIGNED BY AN AUTHORIZED REPRESENTATIVE, OR (B) A PURCHASE ORDER INCORPORATING THIS PROPOSAL, WHICH IS DULY APPROVED, TO THE EXTENT APPLICABLE, BY CUSTOMER'S GOVERNING BOARD. ACCEPTANCE OF THIS PROPOSAL IS EXPRESSLY LIMITED TO THE TERMS CONTAINED IN THIS PROPOSAL AND COMPANY'S PURCHASING TERMS AND CONDITIONS. ANY ADDITIONAL OR DIFFERENT TERMS, WHETHER CONTAINED IN CUSTOMER'S FORMS OR OTHERWISE PRESENTED BY CUSTOMER AT ANY TIME, ARE HEREBY REJECTED.

INTENDING TO CREATE A BINDING AGREEMENT, Customer and Company have each caused this Proposal to be executed by their duly authorized representatives as of date of the last signature below.

Customer: City of Milton, Florida

By: _____
Title: _____
Print: _____
Date: _____

Ten-8 Fire & Safety, LLC

By: Rob McAtee
Title: Authorized Sales Representative
Print: Rob McAtee 850-276-3247
Date: October 8, 2021



FINANCIAL SOLUTIONS



Tax Exempt Lease Purchase

SALES ORGANIZATION:

LESSEE:

TYPE OF EQUIPMENT:

AMOUNT TO FINANCE:

CUSTOMER DOWNPAYMENT:

TRADE-IN:

DELIVERY TIME:

PAYMENT MODE:

FIRST PAYMENT DUE DATE:

LEASE COMMENCEMENT DATE:

Ten-8 – Rob McAtee

City of Milton

(1) Pierce Saber Pumper

\$657,450.26

\$0.00

\$0.00

Approximately 12-14 mos

Annual in Arrears

At delivery then on lease anniversary date thereafter

Upon contract signing

10/7/202:

Contact information:

Michele Zitko

Locator: B4-B230-06-07

155 East Broad St

Columbus, OH 43215

Ph: (800) 820-9041 ext.

Fax: (866) 221-7894

michele.zitko@pnc.com

Term	5 years
Number of Payments	5 Annual
Payment Amount	\$139,782.98
Rate	2.04%

PERFORMANCE BOND: To utilize the prepay program, a performance bond is required. Said performance bond shall be paid for directly to Pierce Manufacturing or financed by PNC Equipment Finance as part of the transaction

ESCROW FUNDING OPTION: At lease closing, if all the equipment has not yet been delivered, Lessor will fund an escrow account from which disbursements will be made to the equipment provider(s) upon receipt of a Requisition Request and Certificate of Acceptance from Lessee. Escrow agent will either be Lessor or third-party provider selected by Lessor and approved by Lessee. All escrow earnings will be for the benefit of Lessee. The escrow agent will assess a \$250.00 account set up fee payable at closing.

TYPE OF FINANCING: Tax-exempt Lease Purchase Agreement with a \$1.00 buy out option at end of lease term. Said agreement shall be a net lease arrangement whereby lessee is responsible for all costs of operation, maintenance, insurance, and taxes.

BANK QUALIFICATION: This proposal assumes that the lessee will not be issuing more than \$10 million in tax-exempt debt this calendar year. Furthermore, it is assumed that the lessee will designate this issue as a qualified tax-exempt obligation per the tax act of 1986.

LEGAL TITLE: Legal title to the equipment during the lease term shall vest in the lessee, with PNC Equipment Finance perfecting a first security interest individual(s) to execute all necessary documents used therein.

AUTHORIZED SIGNORS: The lessee's governing board shall provide PNC Equipment Finance with its resolution or ordinance authorizing this agreement and shall designate the individual(s) to execute all necessary documents used therein.

LEGAL OPINION: The lessee's counsel shall furnish PNC Equipment Finance with an opinion covering this transaction and the documents used herein. This opinion shall be in a form and substance satisfactory to PNC Equipment Finance.

VOLUNTEER FIRE DEPARTMENTS: If Lessee is a Volunteer Fire Department, a public hearing under the requirements of Section 147(f) of the Internal Revenue Code of 1986 shall be conducted to authorize this transaction. It is recommended that a notice of the public hearing be published 10 to 14 days in advance of the public hearing.

This proposal will be valid for seven (7) days from the above date and interest rate will be set three business days prior to closing. Proposal is subject to final credit approval by PNC Equipment Finance and approval of the lease documents in PNC Equipment Finance's sole discretion. To render a credit decision, lessee shall provide PNC Equipment Finance with their most recent three years' audited financial statements, copy of their most recent interim financial statement, and current budget.

Accepted by: Michele Zitko Proposal submitted by _____



FINANCIAL SOLUTIONS

 **PNC**
EQUIPMENT FINANCE



Solutions for Today

Acquiring fire apparatus in today's challenging economic times requires an experienced team of professionals who have provided Pierce customers with over \$1 billion of financing. The Pierce Financial Solutions program offered by PNC Equipment Finance provides creative financing solutions to Pierce customers using the industry's most extensive line of lease plans for fleet replacement.

With industry-leading tax-exempt rates, zero documentation fees, and flexible payment plans that can bypass voter referendums, Pierce Financial Solutions offers an easy and affordable way to purchase apparatus under today's budget constraints.

The Advantages of Leasing Apparatus Today

- Conserve liquidity
- Lower cost and effective interest rate with prepay discounts
- Defer payments to future budget years while accessing today's cost and low interest rates
- Maintain fleet replacement plans in any economic environment through line item budgeting of apparatus investment

Lease Purchase Plan

With a lease purchase plan, you can purchase the apparatus gradually over time while conserving cash. This allows you to use available capital for operations or other needs. Terms for this plan range from 2 to 12 years.

Turn-In Lease Plan

The turn-in plan contains a "balloon payment" for the estimated resale value of the apparatus at the end of the lease. A department has two options at the end of the lease:

1. Purchase the apparatus by paying off or refinancing the "balloon payment."
2. Return the apparatus to Pierce and lease a new Pierce apparatus (Pierce pays off the "balloon payment")

Terms for this plan range from 2 to 10 years. This lease contains mileage and apparatus condition provisions, with multiple annual mileage options available. The turn-in plan can be used as a flexible, cost-effective fleet management program or a mechanism to reduce cash outlays in today's economic environment.

Please contact your local Ten-8 Sales Professional for more information.

Pierce Financial Solutions personnel are available to meet with Fire Department Staff or City Officials to provide presentations on our program's creative solutions to current budgets.

TEN-8
IN SERVICE TO SERVE YOU

AGENDA ITEM # 1804

**CITY OF MILTON
CITY COUNCIL**

AGENDA ITEM SUMMARY

☐ C.O.W.

☒ Executive

☐ Council

Meeting Date: 11/1/2021

☐ Action

☒ Discussion

Department and Division: Economic Development

Title: FY 2022 Commercial Façade Program

Background: The Commercial Façade Program was created in 2018. Since that time, \$97,647.89 has been awarded to 23 businesses for 27 improvement projects. These grants have been matched by private owners totaling \$357,656.03. For every \$1 invested by the City, private owners have invested \$3.66.

The CFP awards grants of up to \$5,000 to be used for improvements to the exterior façade of a building. A 100% Grantee match is required.

Property must be located within the 2 targeted areas, CRA I and the Stewart Street Corridor. Eligible property must be zoned for commercial purposes. Existing, Non-Conforming Property may not apply. Property exempt from ad valorem property tax is eligible, but at a lower maximum grant amount.

Applicants must have all necessary business licenses/permits/inspections. All projects must comply with the City's Comprehensive Plan, Unified Development Code, Life Safety Code and Florida Building Code.

Unoccupied properties are eligible to receive the grant, but must be actively, continually, and publicly marketed on a verifiable source (CMLS, Zillow, FSBO, etc.) from the

date of application until leased.

Priority will be given based on the following criteria: first-time applicants; applicants with projects within the City's CRA Districts; projects in the designated Historic District; projects in historically significant structures; and/or projects creating new full-time positions within the first year.

Applicants may apply for one grant per cycle only. All grants are based on availability of funds. Grants are awarded until all funds are exhausted. If funds remain after the initial cycle, additional cycles, later in the year, may occur. The City of Milton provides funding only. The City is not responsible for any project design, project management, permitting, construction management or oversight of any contractor/s.

Applicants must demonstrate the financial capacity and ability to complete the project as described in the application. Applicants must detail how the project will be maintained long-term in "like-new" condition upon completion (minimum 5-years).

Timeline:

Approval of Program by City Council – November 9, 2021

Grant Applications Due – Friday, February 4, 2022 @ 4 pm

February-March – Staff Review & Presentations (if necessary)

April 21, 2022 – Presentation to City Council

April/May 2022 – Contracting & Notice to Proceed

Summary: This agenda item will open the application cycle for the FY 2022 Commercial Façade Program.

Recommendation: Committee recommended Council approve the application and timeline and accept applications for the FY 2022 Commercial Façade Program

Attachments:

1. Commercial Façade Program Rules and Application
2. Commercial Façade Program Complete Funding History Spreadsheet

FISCAL IMPACT ANALYSIS

A. Summary of Fiscal Impact: Funds are allocated for this program in the FY 2022 Budget.

Fiscal Years	2021	2022	2023	2024	2025
Capital	_____	_____	_____	_____	_____
Expenditures	_____	_____	_____	_____	_____
Operating Costs	_____	\$40,000	_____	_____	_____
External Revenues	_____	_____	_____	_____	_____
Program Income	_____	_____	_____	_____	_____
In-Kind Match	_____	_____	_____	_____	_____
NET FISCAL IMPACT	_____	\$40,000	_____	_____	_____
FTE IMPACT	_____	_____	_____	_____	_____

Is Item Included In Current Budget? Yes ☒ No ☐

Budget Account No.: Fund 0000 Department 0000

B. Recommended Sources of Funds/Summary of Fiscal Impact: Funds are allocated in the CRA I and City General Revenue Budget for this program.

C. Department Fiscal Review: _____

REVIEW COMMENTS

A. Legal Sufficiency: _____
City Attorney

B. Other Department Review: _____

Committee Assignment:

☐ Administration ☐ Finance ☐ Growth & Dev ☐ Parks & Rec
☐ Public Safety ☐ Public Works ☐ Stormwater ☐ LEAP ☒ Econ. Dev.

Committee Recommendation:

☐ Move to Executive ☐ Move to Council ☐ Continue in Committee
☐ Referred to Sub-Committee ☐ Tabled ☐ Closed



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

**DEADLINE FOR
APPLICATIONS:**

**FRIDAY, FEBRUARY 4,
2022
@ 4:00 p.m. CST.**

2022 Commercial Façade Program

Program Intent

The Commercial Façade Program (CFP) is intended to provide funding to upgrade the visual and aesthetic appearance of structures and property, increase property value, and stimulate economic activity within the City of Milton. The Commercial Façade Program is available to commercial property owners and business tenants only.

Commercial Façade Grant Program

The CFP awards grants of up to \$5,000 to be used exclusively for improvements to the exterior façade of a building. A 100% Grantee match is required. New signage may be included as a component of a Commercial Façade Grant project, but may not exceed 50% of the Grant. The grant may be paid directly to a vendor, paid as draws or a reimbursement to the Grantee. The Commercial Façade Grant must be approved prior to commencement of any work proposed to be completed with grant proceeds. All necessary project approvals and permits, if required, must be obtained within 60 days of award of the grant. A scale drawing of the project is required, along with material and color samples.

Eligibility

- ❑ Property must be located within the Downtown CRA and the Stewart Street Corridor within the corporate city limits of the City of Milton, Florida, be zoned and used for commercial purposes. Existing, Non-Conforming Property may not apply. Property exempt from ad valorem property tax is eligible at a lower grant amount. Properties on the National Historic Register and/or deemed an architecturally contributing structure located anywhere in the city limits is eligible for the reduced grant amount.
- ❑ Applicants must have all necessary business licenses/permits/inspections. Any outstanding legal issues that could encumber the property or prohibit immediate use as a commercial venture must be resolved or explained. Any proposed business/tenant must document zoning and land-use eligibility at the proposed location as part of this application. All projects must comply with the City's Comprehensive Plan, Unified Development Code, Life Safety Code and Florida Building Code.
- ❑ Unoccupied properties are eligible to receive the grant, but must be actively, continually, and publicly marketed on a verifiable source (CMLS, Zillow, FSBO, etc.) from the date of application until leased.
- ❑ Applicants must sign the program application and other related documents. Tenants may apply only with property owner's consent. Owners may apply only with tenant's consent, if leased.
- ❑ Applications are accepted prior to the deadline only. Applications received after the deadline will be returned unopened.

- ❑ Priority will be given based on the following criteria: first-time applicants; applicants with projects within the City's CRA Downtown CRA District; projects in the designated Historic District; projects in historically significant structures; and/or projects creating new full-time positions within the first year.
- ❑ Applicants may apply for one grant per cycle only.
- ❑ All grants are based on availability of funds. Grants are awarded until all funds are exhausted. If funds remain after the initial cycle, additional cycles, later in the year, may occur.
- ❑ Exterior improvements must be approved by staff for appropriateness. The applicant must meet with applicable City/County departments to determine required permits, if any.
- ❑ The City of Milton provides funding only. The City is not responsible for any project design, project management, construction management or oversight of any contractor/s.
- ❑ Once the project has been completed, the property must be eligible to obtain, or already have a certificate of occupancy, and have received the final inspection from the appropriate agency.
- ❑ Applicants must demonstrate the financial capacity and ability to complete the project as described in the application. Applicants must detail how the project will be maintained long-term in "like-new" condition upon completion (minimum 5-years).

Eligible Improvements

It is the intent of this grant program to refund a portion of the applicant's cost for exterior improvements to a structure that will increase aesthetic appeal. Handicap access must be available.

Examples of **eligible** items include:

- Exterior ADA Handicapped Access to a Building
- Refurbishment or replacement of exterior walls, including repainting, repairs, tuck-pointing or re-siding
- New, repair or replacement of exterior windows and/or doors
- Signs, including the removal of old signs and the design production and installation of new signs. One attached sign may be eligible but is limited to 50% of the total award amount
- Demolition of exterior cosmetic features necessary to install new exterior cosmetic improvements
- Awnings or canopies over windows or walkways and other decorative improvements, including shutters
- Replacement, re-shingling or re-surfacing of the roof or mansard, provided that the roof contributes to the aesthetics of the façade. The roof features must be visible from the Right-of-Way
- Exterior Lighting
- Restoration of Architectural Features

Ineligible Improvements

All construction not substantially contributing to an exterior aesthetic improvement will be excluded from this program. Any other grants from other programs may not be combined for the same materials or work.

Examples of **ineligible** items include:

- Rent, mortgage, insurance, utilities, taxes, or other, similar costs of ownership
- Landscaping*
- Signage NOT attached to the structure*
- Paving/resurfacing/stripping of parking areas*
- Interior modifications and/or rehabilitation*
- Removal or covering of historical or significant architectural detailing
- Regular/routine maintenance and repair

- Refinancing existing debt
- Owner performed labor (unless the owner is a duly licensed contractor)
- Soft Costs (licenses, permits, impact fees, architect/engineer cost, etc.)
- All structural improvements not substantially contributing to an exterior aesthetic improvement of the property

*May qualify as required match

Additional Information

1. Buildings with multiple units under one roof may combine grant funds provided that units have separate entrances, and have been previously subdivided or partitioned such that:
 - a. There are separate primary entrances for each business
 - b. Each of the businesses has separate and distinct business tax receipts and sales tax licenses
 - c. Permanent interior walls must have been in place to be considered as multiple facades, under one roof
2. Commercial Façade Grantees must provide a match of at least 100% over and above the amount of the grant request. For example, for a grant of the maximum \$5,000, an owner match of \$5,000 is required, resulting in a total project of at least \$10,000.
3. Any building owned by a nonprofit and/or religious entity that does not pay property taxes or National Historic Register or contributing structure used for commercial purposes shall only be eligible for Façade Improvement Grant Program funding up to \$2,500. The applicant must contribute a match of at least 100% over and above the cost of the requested grant amount. For example, for a grant of the maximum \$2,500, an owner match of \$2,500 is required, resulting in a total project of at least \$5,000.
4. Any applicant not meeting the eligibility criteria may request consideration for an exception from the City Council, depending on the intent of the renovation.
5. The grant application must be completed and submitted to the City with the following items:
 - a. Photographs of the existing building and the proposed project area.
 - b. Schematic drawings illustrating all proposed work, or pictures with project description outlined.
 - c. A description of materials and methods to be used
 - d. Material samples or color swatches should be provided for approval.
 - e. Cost estimates for each aspect of the project.
6. The applicant is advised that this grant is given at the sole discretion of the City Council of the City of Milton and the criteria are used as a basis to evaluate the Applicant's project, and does not create entitlement to funding. The application shall be reviewed by the City for completeness and eligibility prior to any approvals. The City reserves the right to waive any technical irregularity, award in-mass, partial fund, split fund, or reject all submittals. Additional, post-award requirements may be added by City Council at their sole discretion.
7. All projects must be completed within 180 days (6 months) or by the contracted date after receiving approval from the City of Milton staff and any required building permits. All work must be completed by the completion date assigned according to the contract. Incomplete projects may require reimbursement to the City, according to contract requirements.

8. If a grant is awarded, the City of Milton will determine, in coordination with the Grantee, the most appropriate method for payment. The maximum payout prior to project completion and final inspection is 75% regardless of payment type. Verification of payments, release of lien, etc. from a vendor or contractor must be presented, (canceled checks, paid invoice from vendors) prior to issuing final grant payment.
9. Applicants maybe requested to make a presentation of their project to staff and/or City Council.
10. ANY COST FOR WORK PREVIOUSLY COMPLETED PRIOR TO AN APPROVED APPLICATION CANNOT BE REIMBURSED UNDER ANY CIRCUMSTANCE. DO NOT START ANY PHYSICAL RENOVATIONS UNTIL **AFTER** FINAL APPROVAL BY THE CITY, COMPLETION OF THE CONTRACT WITH THE CITY & NOTICE TO PROCEED HAS BEEN ISSUED.

Historic Structures

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

Default

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

- Funded Improvements are altered, modified, removed, or demolished following project completion.
- Property is sold, transferred, or converted to 100% non-commercial use within the specified period.
- The commercial business applicant has ceased operations for a period of twenty-one (21) consecutive days or longer.
- The commercial business applicant abandons the project site.

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

Commercial Façade Program Process

1. Applicant must submit a complete application packet prior to the deadline, including the following:
 - Complete application form
 - Legal description of property
 - Proof of property ownership or notarized letter from owner consenting to the project
 - Proof of property insurance
 - Certification of sign ordinance, zoning and future land use compliance
 - Scaled drawing of improvements involving building changes
 - Accurate color mock-ups and/or paint chips
 - Original color photographs of existing property conditions

- Three cost estimates from qualified contractors (labor and materials for entire project). If the owner of the property is a licensed contractor and is qualified to do the work, then two additional cost estimates from qualified contractors will be required.
 - Final cost estimate including name of licensed contractor chosen to perform work
 - Copy of the chosen contractor's license (if licensure is required for the work)
 - Copy of City of Milton Business License
2. If requested, meeting with staff to review the project. Applicants may be requested to provide additional information.
 3. Applications are forward to City Council for review and approval.
 4. Project presentation (if necessary)
 5. If approved, staff will prepare a grant agreement for the applicant's signature.
 6. After approval and execution of all documents, the applicant is provided with a notice to proceed.
 7. Copy of all permits (if necessary)
 8. Upon project completion, signed off permit from City/County Building Inspections (if necessary), receipt of the final invoice(s) from contractor(s), proof of payment, inspection by City Staff, and sign off by the property owner; the final invoice will be submitted for payment.
 9. City will issue a reimbursement check to the applicant or directly pay to the vendor.

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

DEADLINE FOR APPLICATIONS IS:

FRIDAY, FEBRUARY 4, 2022 @ 4:00 p.m. CST.



City of Milton
Office of Economic
Development

2022 Commercial Façade Program

DEADLINE FOR APPLCIATIONS:

FRIDAY, FEBRUARY 4, 2022

@ 4:00 p.m. CST.

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

TOTAL AMOUNT REQUESTED (MAXIMUM \$5,000): \$ _____
TOTAL AMOUNT OF MATCH (MINIMUM 100%): \$ _____
TOTAL AMOUNT OF PROJECT (ALL ASPECTS): \$ _____

ADDRESS OF PROJECT: _____
PROJECT NAME: _____

ATTACH REQUIRED ADDITIONAL INFORMATION:

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

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

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

TELEPHONE # (850) _____ CELL # _____ EMAIL _____

For official use only:

DATE & TIME APPLICATION RECEIVED: _____ RECEIVED BY: _____



City of Milton
Office of Economic Development

Page 2 of 2

2022 Commercial Façade Program

Memorandum of Understanding

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

Grantee Name (Please Print)

Grantee Signature

Date

Property Owner Name (Please Print)

Property Owner Signature

Date

City of Milton (Please Print)

City Manager Signature

Date

Request for Taxpayer Identification Number and Certification

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

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name, if different from above	
	☐ Individual/	☐ Corporation ☐ Partnership ☐ Other
	☐ Exempt from backup withholding	
	Check appropriate box: Sole proprietor	
	Address (number, street, and apt. or suite no.)	
City, state, and ZIP code		
List account number(s) here (optional)		
Requester's name and address (optional)		

curit
-
-

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number									

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign
Here

Signature of
U.S. person

Date

Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a

U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

VENDOR/PAYEE
TAXPAYER'S IDENTIFICATION NUMBER/ENTITY TYPE

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

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

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

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

Company/Individual's

Name _____

Address (for mailing payments)

Street/P.O. Box _____

City/State/Zip _____

Telephone _____ Fax _____

EIN/SSN _____

Authorized Signature/Title _____

Date _____

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

_____ does operate in corporate form. (Corporate Name)

Address (for mailing payments)

Street/P.O. Box _____

City/State/Zip _____

Telephone _____ Fax _____

EIN/SSN _____

Authorized Signature/Title _____

Date _____

City of Milton
Commercial Facade Program
Complete History

CYCLE	PROJECTS	BUSINESSES	GRANTEE	PROJECT	AWARD	REQUIRED MATCH	EST. TOTAL MATCH	CRA	CITY	PAYMENT	NOTES
2018 Cycle 1	1	1	Visible Changes Barber Shop	Code required upgrades, signage, painting	\$ 2,500.00	\$ 2,500.00	\$ 7,500.00		\$ 2,500.00	\$ 2,500.00	Project Completed
	2	2	LilPax's Boat Rental	Business Signage	\$ 500.00	\$ -	\$ 2,500.00	\$ 369.82		\$ 369.82	Project Completed
	3	3	Man Cave Barber Shop	Signage, exterior awning	\$ 500.00	\$ -	\$ -		\$ 500.00	\$ 500.00	Project Completed
	4	4	Beardless Brewhaus	Roll-up garage door	\$ 5,000.00	\$ 5,000.00	\$ 15,000.00	\$ 5,000.00		\$ 5,000.00	Project Completed
	5	5	Corner Shack	Business equipment, fire suppression, painting, doors	\$ 3,250.00	\$ 3,250.00	\$ 12,500.00		\$ 3,250.00	\$ 3,250.00	Project Completed
	6	6	Boomerang Pizza	Exterior Painting & Lighting	\$ 5,000.00	\$ 5,000.00	\$ 15,000.00	\$ 5,000.00		\$ 5,000.00	Project Completed
2019 Cycle 1	7	7	Elliott & Cunningham Office	Exterior Façade, interior ceiling replacement, painting	\$ 5,000.00	\$ 5,000.00	\$ 50,000.00	\$ 5,000.00		\$ -	\$0 Expenses to Date
	8	8	CD Properties	Repair Historic Windows and surrounds	\$ 4,450.00	\$ 4,450.00	\$ 5,000.00	\$ 4,450.00		\$ -	\$0 Expenses to Date
	9	9	Brew Angels Brewery	Equipment Upgrade	\$ 5,000.00	\$ 5,000.00	\$ 35,000.00		\$ 5,000.00	\$ 5,000.00	Project Completed
	10		Brew Angels Brewery	New business sign	\$ 500.00	\$ -	\$ 1,153.15	\$ 500.00		\$ 500.00	Project Completed
	11	10	Janet Coulter Realty Office	Exterior awning and painting	\$ 5,000.00	\$ 5,000.00	\$ 15,000.00		\$ 4,943.12	\$ 4,943.12	Project Completed
	12	11	Milton Revival, LLC	Exterior awning, painting and drainage system	\$ 5,000.00	\$ 5,000.00	\$ 20,000.00	\$ 5,000.00		\$ 5,000.00	Project Completed
2019 Cycle 2	13	12	Blackwater Bistro	ADA Ramp, Painting, Siding	\$ 2,500.00	\$ 2,500.00	\$ 5,000.00	\$ 2,125.00		\$ 2,125.00	Project Completed
	14	13	Brooks, Warrick & Assoc.	Sign	\$ 500.00	\$ -	\$ 1,000.00	\$ 485.78		\$ 485.78	Project Completed
	15		Boomerang Pizza	Exterior Painting	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 4,876.20		\$ 4,876.20	Project Completed
	16		Beardless Brewhaus	Equipment Upgrade	\$ 5,000.00	\$ 5,000.00	\$ 7,000.00		\$ 5,000.00	\$ 5,000.00	Project Completed
	17	14	Wacked Out Weiner	Doors and Code Required Plumbing	\$ 5,000.00	\$ 5,000.00	\$ 104,270.00		\$ 5,000.00	\$ 5,000.00	Project Completed
	18	15	Spencer's Second Hand Shop	Window Replacement	\$ 668.89	\$ 668.88	\$ 668.88			\$ -	\$0 Expenses to Date
2020 Cycle	19		Brooks, Warrick & Assoc.	Roof	\$ 5,000.00	\$ 5,000.00	\$ 16,210.00		\$ 5,000.00	\$ 5,000.00	Project Completed
	20	16	Sport & Wheat, CPA	Exterior Doors, Windows & Painting	\$ 5,000.00	\$ 5,000.00	\$ 10,000.00		\$ 5,000.00	\$ -	\$0 Expenses to Date
	21	17	Saver Self Storage	Painting	\$ 4,750.00	\$ 4,750.00	\$ 4,750.00		\$ 4,750.00	\$ 4,750.00	Project Completed
2021 Cycle	22	18	Cohen Innovation, LLC	New Roof	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00		\$ 5,000.00	\$ -	
	23	19	Lindsay & Andrews	New Signage, Front Door Replacement, Railing, Stairs	\$ 5,000.00	\$ 5,000.00	\$ 7,575.00	\$ 5,000.00		\$ -	
	24	20	RaeJean, LLC, DBA Mason's	New Road Sign	\$ 530.00	\$ 530.00	\$ 530.00		\$ 530.00	\$ -	
	25		Boomerang USA, Inc.	Paint and Awning	\$ 1,999.00	\$ 1,999.00	\$ 1,999.00		\$ 1,999.00	\$ -	
	26	21	John C. Allen	Windows and Shutters	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00		\$ -	
	27	23	Resource Real Estate (Scoops Ice Cream)	Paint, Awning, Signage & Doors	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00		\$ -	
				TOTALS	\$ 97,647.89	\$ 95,647.88	\$ 357,656.03	\$ 47,806.80	\$ 48,472.12	\$ 59,299.92	
						ROI Ratio	\$ 3.66				
		Revenue	\$ 10,000.00	FY 2018	3/29/2018						
			\$ 10,000.00	FY 2018	8/20/2018						
			\$ 20,000.00	FY 2019	12/12/2018	50% CRA/50% GR					
			\$ 20,000.00	FY 2019	4/9/2019	50% CRA/50% GR					
			\$ 40,000.00	FY2020	Program Returned to City - In City Budget				\$15,414.50 Refund from MSM		
			\$ 30,000.00	FY 2021	In City Budget						
		Total	\$ 130,000.00								
		Allocated	\$ 97,647.89								
		Unallocated	\$ 32,352.11								
		Expended	\$ 59,299.92								
		Balance	\$ 70,700.08								

AGENDA ITEM # 1805

**CITY OF MILTON
CITY COUNCIL**

AGENDA ITEM SUMMARY

☐ C.O.W.

☒ Executive

☐ Council

Meeting Date: 11/1/2021

☐ Action

☒ Discussion

Department and Division: Administration / Procurement

Title: Bid Opening RFP 2021.08 CDBG **Admin Services** Clyde Gracey Community Center Expansion

Background: The City solicited proposals for a Community Development Block Grant (CDBG) for **Administration Services** for expansion of the Clyde Gracey Community Center.

Summary: Bid Opening was held on 10/20/2021 with a single responder. Jones-Phillips and Associates, Inc. bid a lump sum fee of \$50,000 for project administration with an additional fee of \$100/hour for additional services.

Recommendation: Acceptance of project administration award for \$50,000 upon notification of the grant award and additional negotiations of the hourly fee.

Attachments: Bid Tab

Staff Recommendation

FISCAL IMPACT ANALYSIS

A. Summary of Fiscal Impact:

Fiscal Years	2021	2022	2023	2024	2025
Capital	_____	_____	_____	_____	_____
Expenditures	_____	_____	_____	_____	_____
Operating Costs	_____	_____	_____	_____	_____
External Revenues	_____	_____	_____	_____	_____
Program Income	_____	_____	_____	_____	_____
In-Kind Match	_____	_____	_____	_____	_____
NET FISCAL IMPACT	_____	_____	_____	_____	_____
FTE IMPACT	_____				

Is Item Included In Current Budget? Yes ☐ No ☐

Budget Account No.: Fund 0000 Department 0000

B. Recommended Sources of Funds/Summary of Fiscal Impact:

C. Department Fiscal Review: _____

REVIEW COMMENTS

A. Legal Sufficiency: _____
City Attorney

B. Other Department Review: _____

Committee Assignment:

☒ Administration ☐ Finance ☐ Growth & Dev ☐ Parks & Rec
☐ Public Safety ☐ Public Works ☐ Stormwater ☐ LEAP ☐ Econ. Dev.

Committee Recommendation:

☒ Move to Executive ☐ Move to Council ☐ Continue in Committee
☐ Referred to Sub-Committee ☐ Tabled ☐ Closed



BID TABULATION

10/20/2021

2:00 p.m.

Present for the City of Milton

Michele Williams	Purchasing Assistant
Curtis Krebs	Chief Accountant
Joe Cook	Public Works Director
Sandra Woodbery	Grants Coordinator

Others in attendance:

Robin Phillips	Jones-Phillips & Associates
----------------	-----------------------------

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

RFP2021.08 CDBG Admin Services Clyde Gracey Community Center Expansion

1 Jones-Phillip & Associates

Diane Ebentheuer

From: Joe Cook
Sent: Monday, October 25, 2021 4:18 PM
To: Diane Ebentheuer
Cc: Randy Jorgenson
Subject: Bid Recommendations *Admin Services*

Diane,

The committee recommends awarded the Clyde Gracey Community Center Expansion to Ark Engineering for negotiations for design they were the highest scoring firm.

The committee recommends award the project Administration Services to Jones and Phillips & Associates Inc. as they were the only bidder.

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 # 1806

**CITY OF MILTON
CITY COUNCIL**

AGENDA ITEM SUMMARY

☐ C.O.W.

☒ Executive

☐ Council

Meeting Date: 11/1/2021

☐ Action

☒ Discussion

Department and Division: Administration / Procurement

Title: Bid Opening RFP 2021.09 CDBG **Engineering Services**
Clyde Gracey Community Center Expansion

Background: The City solicited proposals for a Community Development Block Grant (CDBG) for **Engineering Services** for expansion of the Clyde Gracey Community Center.

Summary: Bid Opening was held on 10/20/2021 with two responders (Ark Engineering LLC and W 3 Engineering, Inc.). Staff review team evaluated both bids on 10/20/2021.

Recommendation: To continue negotiations with high score bidder Ark Engineering LLC to be prepared to immediately award contract if/when CDBG-CV grant funding is approved.

Attachments: Bid Tab

Staff Recommendation

Evaluation

FISCAL IMPACT ANALYSIS

A. Summary of Fiscal Impact:

Fiscal Years	2021	2022	2023	2024	2025
Capital	_____	_____	_____	_____	_____
Expenditures	_____	_____	_____	_____	_____
Operating Costs	_____	_____	_____	_____	_____
External Revenues	_____	_____	_____	_____	_____
Program Income	_____	_____	_____	_____	_____
In-Kind Match	_____	_____	_____	_____	_____
NET FISCAL IMPACT	_____	_____	_____	_____	_____
FTE IMPACT	_____				

Is Item Included In Current Budget? Yes ☐ No ☐

Budget Account No.: Fund 0000 Department 0000

B. Recommended Sources of Funds/Summary of Fiscal Impact:

C. Department Fiscal Review: _____

REVIEW COMMENTS

A. Legal Sufficiency: _____
City Attorney

B. Other Department Review: _____

Committee Assignment:

☒ Administration ☐ Finance ☐ Growth & Dev ☐ Parks & Rec
☐ Public Safety ☐ Public Works ☐ Stormwater ☐ LEAP ☐ Econ. Dev.

Committee Recommendation:

☐ Move to Executive ☐ Move to Council ☐ Continue in Committee
☐ Referred to Sub-Committee ☐ Tabled ☐ Closed



BID TABULATION

10/20/2021

2:00 p.m.

Present for the City of Milton

Michele Williams	Purchasing Assistant
Curtis Krebs	Chief Accountant
Joe Cook	Public Works Director
Sandra Woodbery	Grants Coordinator

Others in attendance:

Robin Phillips	Jones-Phillips & Associates
----------------	-----------------------------

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

RFP2021.08 CDBG Engineering Services Clyde Gracey Community Center Expansion

1 Ark Engineering

2 W3 Engineering

Diane Ebentheuer

From: Joe Cook
Sent: Monday, October 25, 2021 4:18 PM
To: Diane Ebentheuer
Cc: Randy Jorgenson
Subject: Bid Recommendations *Engineer*

Diane,

 The committee recommends awarded the Clyde Gracey Community Center Expansion to Ark Engineering for negotiations for design they were the highest scoring firm.

The committee recommends award the project Administration Services to Jones and Phillips & Associates Inc. as they were the only bidder.

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.

2021.09 RFP CDBG Engineering Services Clyde Grace
Community Center Expansion

<u>Evaluation Factors</u>		<u>Pts.</u> <u>Avail</u>
1	Ability to design an approach and work plan to meet the project requirements.	15
2	Ability to devote the needed time to the project based on current workload.	15
3	Ability to commence services and complete services within time parameters.	8
4	Ability to observe and advise whether plans and specifications are being complied with.	10
5	Experience of the firm in other similar Federally Funded Projects.	15
6	Availability of adequate personnel and technology.	10
7	Firm's reputation and competence including technical education, train, timeliness, cost control and quality of work.	10
8	Experience in the kind of project to be undertaken.	15
9	Certified Minority Firm.	2
TOTAL		100

Ark Engineering

15	15	15	15	15	15
10	10	10	10	10	10
8	8	8	8	8	8
10	10	10	10	10	10
15	15	10	10	10	12.50
10	10	10	10	10	10
8	10	10	10	9.50	
15	15	15	15	15	15
2	2	2	0	1.50	
93	95	90	88	91.50	

<u>Reviewer</u>				
Jo Cook				
Curtis Krebs				
John Norton				
Sandra Woodber				
AVERAGE				

W 3 Engineering

15	10	10	15	12.50
10	10	10	8	9.50
5	5	6	3	4.75
8	8	10	8	10.50
15	15	15	15	15
8	7	8	8	9.75
8	10	10	5	8.25
15	15	15	15	15
0	0	0	0	0
84	80	84	77	81.25

<u>Reviewer</u>				
Jo Cook				
Curtis Krebs				
John Norton				
Sandra Woodber				
AVERAGE				

AGENDA ITEM # 1808

**CITY OF MILTON
CITY COUNCIL**

AGENDA ITEM SUMMARY

☐ C.O.W.

☒ Executive

☐ Council

Meeting Date: 11/1/2021

☐ Action

☒ Discussion

Department and Division: Economic Development

Title: Clayton White Business of the Quarter

Background: During the pandemic, the City temporarily suspended awarding the Business of the Quarter recognition. The time has come to restart the program. The Clayton White Business of the Quarter recognizes businesses within the City that go above and beyond for their customers and the community. Given the unprecedented challenges faced by all businesses over the past 18 months, staff is recommending that City Council recognize all businesses within the City of Milton as the Clayton White Business of the Quarter for the Fourth Quarter of 2021.

A recognition campaign will be carried out by the Public Information Office across all City platforms and the media. Following this recognition, the City will receive nominations based on the schedule approved by Council on the nomination form (Attachment #1).

Summary: This item seeks to recognize all businesses in the City as the Business of the Quarter for the 4th Quarter of 2021.

Recommendation: Committee recommends selecting all businesses in the City as the Business of the Quarter for the 4th Quarter of 2021 and seek nominations for the first quarter of 2022.

Attachments: 1. Clayton White Business of the Quarter Nomination Form

FISCAL IMPACT ANALYSIS

A. Summary of Fiscal Impact: All activities associated with this item will be carried out in-house. No additional resources are required.

Fiscal Years	2021	2022	2023	2024	2025
Capital Expenditures	_____	_____	_____	_____	_____
Operating Costs	_____	_____	_____	_____	_____
External Revenues	_____	_____	_____	_____	_____
Program Income	_____	_____	_____	_____	_____
In-Kind Match	_____	_____	_____	_____	_____
NET FISCAL IMPACT	_____	_____	_____	_____	_____
FTE IMPACT	_____				

Is Item Included In Current Budget? Yes ☐ No ☒

Budget Account No.: Fund 0000 Department 0000

B. Recommended Sources of Funds/Summary of Fiscal Impact: N/A

C. Department Fiscal Review: _____

REVIEW COMMENTS

A. Legal Sufficiency: _____
City Attorney

B. Other Department Review: _____

Committee Assignment:

☐ Administration ☐ Finance ☐ Growth & Dev ☐ Parks & Rec
☐ Public Safety ☐ Public Works ☐ Stormwater ☐ LEAP ☒ Econ. Dev.

Committee Recommendation:

☒ Move to Executive ☐ Move to Council ☐ Continue in Committee
☐ Referred to Sub-Committee ☐ Tabled ☐ Closed

AGENDA ITEM # 1810

**CITY OF MILTON
CITY COUNCIL**

AGENDA ITEM SUMMARY

☐ C.O.W.

☒ Executive

☐ Council

Meeting Date: 11/1/2021

☐ Action

☒ Discussion

Department and Division: Public Works

Title: Developer's Agreement with Holiday Builders

Background: Reserves capacity in our wastewater plant

Summary: Developer will be building 61 homes over the next 2 years. They are asking to reserve capacity in the East Milton force main and the existing wastewater treatment plant.

Recommendation: Committee recommended approval of this developer's agreement.

Attachments: Developer's Agreement

FISCAL IMPACT ANALYSIS

A. Summary of Fiscal Impact:

Fiscal Years	2021	2022	2023	2024	2025
Capital	_____	_____	_____	_____	_____
Expenditures	_____	_____	_____	_____	_____
Operating Costs	_____	_____	_____	_____	_____
External Revenues	_____	_____	_____	_____	_____
Program Income	_____	_____	_____	_____	_____
In-Kind Match	_____	_____	_____	_____	_____
NET FISCAL IMPACT	_____	_____	_____	_____	_____
FTE IMPACT	_____				

Is Item Included In Current Budget? Yes ☐ No ☐

Budget Account No.: Fund 0000 Department 0000

B. Recommended Sources of Funds/Summary of Fiscal Impact:

C. Department Fiscal Review: _____

REVIEW COMMENTS

A. Legal Sufficiency: _____
City Attorney

B. Other Department Review: _____

Committee Assignment:

☐ Administration ☐ Finance ☐ Growth & Dev ☐ Parks & Rec
☐ Public Safety ☒ Public Works ☐ Stormwater ☐ LEAP ☐ Econ. Dev.

Committee Recommendation:

☐ Move to Executive ☐ Move to Council ☐ Continue in Committee
☐ Referred to Sub-Committee ☐ Tabled ☐ Closed

Builder Agreement for Sewer Taps

This Agreement is made and entered into by and Between the CITY OF MILTON, a governmental body, corporate and politic, ("City") and Holiday Builders, Inc (Builder). This Agreement shall be effective as of the date signed by both the Builder and City or their representatives, as indicated below.

WHEREAS the Builder is buying certain lots in a Development known as Airway Oaks located on N. Airport Road as described in Attachment "A" attached hereto and intends to build 61 single family residences on the property; and

WHEREAS the Builder desires the City to provide sewer services for the 61 lots in the Project; and

WHEREAS the city is willing to provide such service, and agrees to reserve capacity for such service for all 61 lots in the project, upon the terms and conditions hereinafter set forth; and

WHEREAS said reserved utilities may only be used by lots within the project.

NOW, THEREFORE, in consideration of the premises and mutual covenants contained herein the Builder and the City hereby agree as follows:

- 1) The Builder will pay the tap fees at the rate of \$4,430.36 per lot owned by Builder. City will reserve the capacity at such rate, so long as Builder remits the tap fees to the City on the following "Phased" take down schedule:
 - a) Initial takedown (20) lots within 60 days of execution of this agreement
 - b) Second take down (20 lots) within 9 months of Initial lot takedown
 - c) Third lot takedown (21 lots) within 9 months of the Second lot takedown

Builder will have the right to pay tap fees on any lot in the project in advance of the above schedule, but Builder shall have no obligation to pay any tap fees on a lot until Builder takes title to such lot.

- 2) Upon payment of the tap fees, City will provide Builder with certificates or such other documentation satisfactory to Builder for each lot, evidencing payment of the tap fees and available utilities.
- 3) It is also understood that this agreement the capacity reservation granted hereunder will automatically terminate and expire two years from the date of execution of this instrument. If all 61 lot tap fees have not be paid prior to expiration of this agreement for any reason, Builder will have fourteen (14) days to pay any remaining tap fees due at that time, failing

which the lots may lose their capacity reservation, and neither party shall have any further obligations under this Agreement. Execution date shall be the date of the last signature on the following page.

- 4) This Agreement shall be governed by the laws of the State of Florida.
- 5) This Agreement shall run with the land/lots and will be binding on the heirs, successors, assigns, and Grantees of Builder.

Signatures Next Page

Agreed to and signed by;

Date _____

Randy Jorgenson
City Manager, Milton, FL

Date _____

Richard Fadil
Vice President, CFO Holiday Builders, Inc

AGENDA ITEM # 1813

**CITY OF MILTON
CITY COUNCIL**

AGENDA ITEM SUMMARY

☐ C.O.W.

☒ Executive

☐ Council

Meeting Date: 11/1/2021

☐ Action

☒ Discussion

Department and Division: Administration / Procurement

Title: Bid Opening for ITB 2021.07 Portable Restroom

Background: The City solicited bids for purchase of a portable restroom building (either a mobile unit or a modular unit.)

Summary: Bid Opening was held 09/29/2021. 6 bids were received ranging in price from \$78,958 to \$131,946.00

Recommendation: Committee have reviewed the 6 submitted bids and recommended award to Ready2Go Restroom Trailers Sales, LLC in the amount of \$82,492.75 for purchase of a mobile unit.

Attachments: Bid Tabulation

Department Recommendation

FISCAL IMPACT ANALYSIS

A. Summary of Fiscal Impact:

Fiscal Years	2021	2022	2023	2024	2025
Capital	_____	82,492.75	_____	_____	_____
Expenditures	_____	_____	_____	_____	_____
Operating Costs	_____	_____	_____	_____	_____
External Revenues	_____	_____	_____	_____	_____
Program Income	_____	_____	_____	_____	_____
In-Kind Match	_____	_____	_____	_____	_____
NET FISCAL IMPACT	_____	_____	_____	_____	_____
FTE IMPACT	_____	_____	_____	_____	_____

Is Item Included In Current Budget? Yes ☒ No ☐

Budget Account No.: Fund 0000 Department 0000

B. Recommended Sources of Funds/Summary of Fiscal Impact:

C. Department Fiscal Review: _____

REVIEW COMMENTS

A. Legal Sufficiency: _____
City Attorney

B. Other Department Review: _____

Committee Assignment:

☒ Administration ☐ Finance ☐ Growth & Dev ☐ Parks & Rec
☐ Public Safety ☐ Public Works ☐ Stormwater ☐ LEAP ☐ Econ. Dev.

Committee Recommendation:

☐ Move to Executive ☐ Move to Council ☐ Continue in Committee
☐ Referred to Sub-Committee ☐ Tabled ☐ Closed

From: Joe Cook
Sent: Thursday, October 14, 2021 1:49 PM
To: Diane Ebentheuer
Cc: John Norton
Subject: Mobile Restroom

Diane,

John and I have gone over the bids and have selected the Ready 2go Restroom Trailer for the bid of \$82,492.75 dollars.

The Modular form AMS Global Inc was the lowest price at \$78,958.00 but would require a concrete pad to sit on and crane rental to sit it, that would exceed the \$3534.75 difference of the two bids.

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.



BID TABULATION

09/29/2021 2:00 p.m.

Present for the City of Milton:

Diane Ebentheuer	Purchasing Officer
Michele Williams	Purchasing Assistant
Curtis Krebs	Chief Accountant
Joe Cook	Public Works Director
Randy Jorgenson	City Manager
John Norton	Park/Rec Director

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 2021.07 Portable Restroom

1	AMS Global Inc.	\$78,958.00	Modular
2	Ready2Go Restroom Trailers Sales LLC	\$82,492.75	Mobile
3	Tiles in Style LLC	\$98,697.00	Mobile
4	Fabricon Modular LLC	\$107,279.00	Modular
5	Ready2Go Restroom Trailers Sales LLC	\$111,369.00	Mobile
6	Whitley Manufacturing	\$131,946.00	Modular