



EXECUTIVE COMMITTEE MEETING
Regular Meeting Agenda

March 6, 2023
5:30 PM
6738 Dixon Street
Milton, FL 32570

1. Open Meeting

2. Invocation

Pastor Doug Holmes,
Christian Life Church

3. Pledge of Allegiance

4. Approval of Agenda

- Recommendation for additional items from the staff.
- Recommendation for additional items from the Council.

5. Recognitions, Proclamations & Awards

Women's History Month Proclamation

6. Invited Speakers

Pat Cummins,
President, Milton Garden Club

7. Persons to Appear

8. Agenda Items

Information Systems Director Report,
William Meloy

Pensacola Perdido Bay Estuary Program Update,
Vernon Compton

Item # 2023-1255

Committee of the Whole Chairman

Item # 2023-1282

Renaming of Committee of the Whole to Agenda Workshop

Item # 2023-1257

SEPA: Crawfish Fest 2023

Item # 2023-1318

SEPA: Community Easter Bash & Egg Hunt

Item # 2023-1258

Carpenters Park Project - Change Order #1

Item # 2023-1286

Highway 90 Design Phase Collaboration Workshop

- 9. Finance, Planning Board**
Councilman Michael Cusack
- 10. Administration, Emerald Coast Regional Council**
Councilwoman Marilyn Farrow
Item # 2023-1253
City of Milton Board Vacancies & Applications
- 11. Parks & Recreation, Community Improvement Board**
Councilman Gavin Hawthorne
- 12. LEAP**
Councilman Jason Vance
Item # 2023-1320
City of Milton Summer Youth Intern Application
- 13. Board of Adjustments**
Councilman Matthew Jarrett
- 14. Historic Preservation Board, Transportation Planning Organization**
Councilwoman Roxanne Meiss
- 15. Growth, Development & Annexation, Tourist Development Council**
Councilman Jeff Snow
Item # 2023-1242
Business Improvement Program FY 2023 Cycle 4 - Frick's Pharmacy
Item # 2022-653
Milton Brownfield Expansion Request
Item # 2023-1250
Dogwood Drive Development Agreement Modification Request
Item # 2023-1256
Willing Street ROW Usage Request
Item # 2023-1125
Community Redevelopment Plan Update
- 16. Public Works**
Councilman Casey Powell
Item # 2023-1279
David Archer Training April 2023
- 17. Mayor Report: Public Safety, Ordinance Committee**
Mayor Heather Lindsay
Item # 2023-1248
City of Milton Social Media Policy
- 18. City Attorney's Report**
- 19. City Manager's Report**

20. Public Input

21. Adjourn

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

"If any person decides to appeal any decision made by the board, agency, or commission, with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based." FS 286.0105



Women's History Month Proclamation

MEETING DATE

March 6, 2023

PREPARED BY

Clerk's Office
Heather Lindsay, Mayor

Proclamation

Whereas, on March 8, 2023, people all over the world will recognize International Women's Day with the theme #EmbraceEquity to promote understanding that we do not all begin from the same place, yet we each have gifts to contribute to a better world, and embracing that promise is worth celebrating; and

Whereas, March has been observed as Women's History Month by Congress since 1987, and the 2023 theme is celebrating women in all forms of media who tell our stories; and

Whereas, in Milton, the Home of NAS Whiting Field, we particularly appreciate the contributions of women in the military throughout our nation's history in every generation, and we note a few herein; and

Whereas, Susie Bordeaux, Ellen Clark, Annie Pleets, Josephine Two Bears, four Lakota nuns who were nurses during the Spanish-American War and were praised for their work by the US Surgeon General, are the first Native American women documented to have served the United States; and

Whereas, Violet Hill Askins Gordon, of the Women's Army Corps, who completed her service as a Captain, was part of the only unit of all African-American women to serve overseas during World War II; and

Whereas, Jeanne M. Holm, among the first women to enlist in the military in 1942, began as an Army truck driver, became an officer, served more than 30 years in the Air Force, and documented women's service in the military in three books; and

Whereas, Carolyn Hisako Tanaka, nicknamed Road Runner for her unflagging energy and enthusiasm, served in Vietnam in spite of having spent World War II in an internment camp because her family was of Japanese origin because in 1966, as an emergency room nurse, she knew she had a skill needed in Vietnam and wanted to do her duty; and

Whereas, learning the stories of women who have strengthened America across every generation promotes respect of women, enables equity regardless of differences, and inspires women to develop and share their gifts to build a better world;

NOW, THEREFORE, I, HEATHER LINDSAY, Mayor of Milton, do hereby proclaim March 2023 as Women's History Month, and I invite all Miltonians to uncover and share stories of women's contributions to our nation.

Dawn Molinero, City Clerk

Heather Lindsay, Mayor



Pat Cummins,
President, Milton Garden Club

MEETING DATE

March 6, 2023

PREPARED BY

Clerk's Office
Dawn Molinero, City Clerk



Information Systems Director Report, William Meloy

MEETING DATE

March 6, 2023

PREPARED BY

Clerk's Office



Pensacola Perdido Bay Estuary Program Update, Vernon Compton

MEETING DATE	PREPARED BY
March 6, 2023	Clerk's Office Dawn Molinero, City Clerk



Agenda Item # 2023-1255

Committee of the Whole Chairman

MEETING DATE

March 6, 2023

PREPARED BY

Dawn Molinero, City Clerk

BACKGROUND

It was recommended at the Committee of the Whole that Mayor Heather Lindsay be reinstated as the presiding officer for the Committee of the Whole meetings.

SUMMARY

RECOMMENDATION

The Committee of the Whole moved this forward.

ATTACHMENTS

None



Agenda Item # 2023-1282

Renaming of Committee of the Whole to Agenda Workshop

MEETING DATE

March 6, 2023

PREPARED BY

Dawn Molinero, City Clerk

BACKGROUND

At the Committee of the Whole it was recommended that the Committee of the Whole be renamed to Agenda Workshop.

SUMMARY

RECOMMENDATION

Council direction.

ATTACHMENTS

None



Agenda Item # 2023-1257

SEPA: Crawfish Fest 2023

MEETING DATE

March 6, 2023

PREPARED BY

Jay Conrad, Events Coordinator

BACKGROUND

This is the Krewe of Airship Pirates annual crawfish boil and fundraiser for the Ronald McDonald House. This event has been running for a few years now and last year's event brought in nearly \$10,000 for RMH.

Krewe of Airship Pirates is planning for this event to take place at Jernigan's landing on Saturday, April 8th between noon and 8 PM.

Krewe of Airship Pirates is requesting the use of the following City property and equipment for this event:

- Jernigan's Landing: Festival Area
- Portable Restroom
- City Stage (old)
- City 40x40 Tent
- City Garbage Cans
- City Dumpster
- City Music Licensing
- Access to City Electrical Outlets at the Festival Area

As a note, due to Bands on the Blackwater the evening before, most of these items will already be at Jernigan's Landing and ready to use. However, they will need cleaning and maintenance prior to use for Crawfish Fest. The exception to this is the City's 40x40 tent, which would likely need to be set up on Thursday or Friday afternoon prior to Bands on the Blackwater. Airship Pirates is hoping to have the tent placed in the gravel parking lot near the restroom trailer, so this would not have any significant effect on that week's Bands on the Blackwater show.

Airship Pirates has indicated that they are hoping the City will provide the above items as in-kind support for the event and has submitted an Outside Agency Funding Application to that effect. Additionally, the Krewe of Airship Pirates has finally received their letter from the IRS that gives them 501c3 status. This status was backdated by the IRS to early March 2022, resolving the tax exemption issue that they had with last year's events.

SUMMARY

RECOMMENDATION

The City Events Coordinator recommends approval of the event. With regards to the in-kind support requested by Krewe of Airship Pirates, many of these items will already be at Jernigan's Landing, so extra setup/teardown/maintenance costs will be minimized. Recommend approval of in-kind support at a 50%, 75%, or 100% discounted rate, to be determined by council.

ATTACHMENTS

1. SEPA - Crawfish Fest 2023
2. OAFA - Crawfish Fest 2023



Special Event Permit Application

City of Milton

6738 Dixon Street, Milton FL, 32570

850-983-5400 pio@miltonfl.org

Instructions:

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

Applicant & Event Organizer Information

Individual Not-for Profit For-Profit Charity

Other: _____

Name of Organization: Krewc of Airship Pirates

Address: 2026 Eventide Rd City: Milton

Phone: 850-748-9696 Email: Airshippirates@yahoo.com

Event POC: Patrick Fitzgerald

Phone: 850-748-9696 Email: pcfard69@yahoo.com

Event Information

Concert Park Festival Street Festival Parade/ Procession

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

Other: _____

Event Name: Crawfish Fest 2023

Event website/ Event Page: Krewc of Airshippirates.com

Event Location: Jernigans Landing Event Date(s) April 8th to April 8th

Time of Event: Day 1 12 to 8 (Day 2 - Optional) _____ to _____

Setup Date & Time: 4/8/23 at 9AM Teardown Date & Time: 4/8/23 at 8pm

Estimated Attendance: 2,000 Is the Event Free to attend? YES NO

Special Event Questionnaire

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

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

Have you prepared a to scale event map/ layout that meets all ADA parking and access requirements? YES NO

City Fee Sheet

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

Location(s)/ Facility used at event:

- | | |
|---|---|
| <p><input checked="" type="checkbox"/> North Riverwalk \$150</p> <p><i>NONE</i> <input checked="" type="checkbox"/> South Riverwalk \$150</p> <p><i>→</i> <input checked="" type="checkbox"/> Entire Riverwalk \$250</p> <p><input type="checkbox"/> N Riverwalk Gazebo \$50</p> <p><input type="checkbox"/> S Riverwalk Pavilion \$50</p> | <p><input type="checkbox"/> North Willing Street</p> <p><input type="checkbox"/> South Willing Street</p> <p><input type="checkbox"/> North Elmira Street</p> <p><input type="checkbox"/> South Elmira Street</p> <p><input type="checkbox"/> Imogene Parking Lot</p> |
|---|---|
- Jernigan's Landing** *(Downtown event location for the City of Milton. Select all applicable)*
- | | |
|---|--|
| <input type="checkbox"/> Riverside \$100 | <input checked="" type="checkbox"/> Festival Area \$150 |
|---|--|
- Other: _____

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

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

- | | |
|---|---------------------|
| <input type="checkbox"/> Parade Package (including Police, Public Works, Planning, signage & street closures) | \$1,000(np only)*** |
| <input type="checkbox"/> Parade Package (") – For-Profit Organization | \$2500 |

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

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

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

Ordinances & Special Requests

Tourism District and Downtown Milton Special Requests:

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

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

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

I hereby request the following regarding the Blackwater River:

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

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

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

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

Time Period from when these requests will take place:

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

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

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

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

If so, please list street names:

- 1) ~~3/30/24~~ 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): 3/30/24 Alternative Date(s): NONE

Additional Documents Required with Application

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

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

- Event Site Map Event Race Route Map Parade Route & Alternate

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

- Insurance Certificate(s) Fireworks Application Other (any other agency)
 Tax Exempt Certificate and 501(c)3 Documentation *(if the entity is claiming tax exempt and/ or non-profit status)*

Rules & Regulations

Application Dates:

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

Cancellation Policy:

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

ADA Accessibility Guidelines:

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

Clean-Up:

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

Hold Harmless Agreement

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

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

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

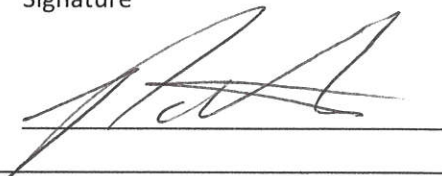
In witness whereof I have here unto set my hand and seal this ____ day of _____ in 20__

Name of Special Event Crawfish Fest 2024
Date(s) of Special Event April 8, 2023
Name of Organization Krewa of Airship Pirates
Event Organizers Name Patrick Fitzgerald
Address of Organization 2026 Eventide Rd Milton, FL 32583
Phone Number 850-748-9696
Email Airshipirates@yahoo.com

Printed Name

Patrick Fitzgerald

Signature



Internal Signatures Required for Approval:

Office of Economic Development: _____ Planning: _____

Public Works: _____ Police: _____ Fire: _____



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

Detail by Entity Name

Florida Not For Profit Corporation

EMERALD COAST KREWE OF AIRSHIP PIRATES, INC

Filing Information

Document Number	N22000003570
FEI/EIN Number	88-1536261
Date Filed	03/29/2022
State	FL
Status	ACTIVE
Last Event	AMENDMENT
Event Date Filed	12/27/2022
Event Effective Date	NONE

Principal Address

7783 HIGHWAY 90
MILTON, FL 32583

Mailing Address

2026 EVENTIDE ROAD
MILTON, FL 32583

Registered Agent Name & Address

FITZGERALD, PATRICK
2026 EVENTIDE ROAD
MILTON, FL 32583

Officer/Director Detail

Name & Address

Title VP

DOWNS, RICK
5509 MARSHA DRIVE
MILTON, FL 32570

Title TRES

FITZGERALD, AMY
2026 EVENTIDE ROAD
MILTON, FL 32583

Title SEC

BROWN, TAMMY
6986 FLINTWOOD STREET
NAVARRE, FL 32566

Annual Reports

Report Year	Filed Date
2023	01/18/2023

Document Images

01/18/2023 -- ANNUAL REPORT	View image in PDF format
12/27/2022 -- Amendment	View image in PDF format
03/29/2022 -- Domestic Non-Profit	View image in PDF format

Small Business Administration (SBA) Borrowers - click here to make a payment on your loan

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Submitted (1)

Saved (0)

Sort by:

Date

Application for Recognition of Exemption Under Section 501(c)(3)

Organizations file this form to apply for recognition of exemption from federal income tax under Section 501(c)(3).NOTICE: You may experience issues with saving a form and accessing it later. If this occurs, you will need to complete the form again. We apologize for this inconvenience.

Form Number: 1023

Form Status: Accepted

Pay.gov Tracking ID: 273GCUKG

Date Submitted: 02/01/2023 21:50:25 PM

Application Name: Form 1023

[View PDF](#)

[Duplicate](#)

[Attachment](#)



Outside Agency Funding Application

Outside Applicant funding by the City of Milton is intended to provide resources from the City to assist neighborhood, community, social and not-for-profit organizations in carrying out community activities. Resources are allocated to specific events/activities/projects/programs only. General operational funds and/or administrative costs not associated with the project/program are not eligible. All funded activities must take place within the city limits of the City of Milton and be must free and open to the public to attend. Explanation for events outside the city limits and/or not free and open to the public must be provided and may be approved on a case-by-case basis.

Resources provided by the City may include, but are not limited to the following: direct financial support, use of City property, use of City equipment, use of City staff or any combination thereof. The specific resources requested must be identified in this application. The Applicant is advised that the approval or disapproval of each application is at the sole discretion of the City of Milton and the information requested is used as a basis to evaluate the Applicant's project. Submission of an application does not create entitlement to funding or any other City resource. Funding in one year does not create an entitlement to funding in future years. The application shall be reviewed by the City for completeness and eligibility prior to any approvals. The City's discretion is absolute, and the City may, for example, waive any technical irregularity, award in-mass, partial fund, split fund, or reject any and all submittals. Additional post-award requirements above and beyond what is required in this application may be added by City Council at its sole discretion. For the purposes of this application, "funding", "resources" "support" or "award" means cash, goods and services or both and may be used interchangeably.

*****THIS APPLICATION DOES NOT TAKE THE PLACE OF A SPECIAL EVENT PERMIT APPLICATION*****

Name of Organization: Krewc of Airship Pirates
Address: 2026 Eventide Rd Milton, FL 32583
Name of Representative: Patrick Fitzgerald
Telephone: 850-748-9696 Cell Phone: SAME
Email: Airshipirates@yahoo.com
Name of Event/Activity/Project/Program: Crawfish Fest

Has the City of Milton ever provided support of any kind for the organization/event in the past? YES NO

Are you incorporated? YES NO

Are you a Florida Not for Profit Corporation? YES NO N/A

Do you have a 501c3 designation? YES NO (If yes, please attach a copy) N/A

Are you registered with the Florida Department of Agriculture and Consumer Services? YES NO N/A

Have you filed a 990 with the IRS for the previous year? YES NO (If yes, please attach a copy) N/A

OUTSIDE APPLICANT REQUEST

<u>REQUESTED ITEM</u>	<u>TOTAL</u>
<input type="checkbox"/> Cash funding for a project/event (please specify exact amount requested)	\$ _____
<input type="checkbox"/> Use of City Property (please specify location and duration) (cost varies)	\$ _____
<input type="checkbox"/> City Bathroom at Jernigan's Landing (\$250) (<i>Non-Profit Only</i>)	\$ <u>250.00</u>
<input type="checkbox"/> City Bathroom at Alternate Location (\$350) (<i>Non-Profit Only</i>)	\$ <u>0</u>
<input type="checkbox"/> City Stage (\$350) (<i>Non-Profit Only</i>)	\$ <u>350.00</u>
<input type="checkbox"/> City Movie Projection Equipment & Inflatable Screen (\$250) (<i>Non-Profit Only</i>)	\$ _____
<input type="checkbox"/> Utilization of City Insurance (must be approved by City Council in advance)	\$ _____
<input type="checkbox"/> Street Barricades/Cones (\$100/\$10)	\$ _____
<input type="checkbox"/> Electronic Street Informational Sign (\$250 per unit)	\$ _____
<input type="checkbox"/> City Tent (\$500) (<i>Non-Profit Only</i>)	\$ <u>500.00</u>
<input type="checkbox"/> Live Music Licensing (\$200) */** (<i>Non-Profit Only</i>)	\$ _____
<input type="checkbox"/> Movie Licensing (at Cost) */** (<i>Non-Profit Only</i>)	\$ _____
<input type="checkbox"/> Parade Package (\$1000) (<i>Non-Profit Only</i>)	\$ _____
<input type="checkbox"/> Tables/Chairs (\$5/table and \$10/10 chairs, rented in counts of 10 only)	\$ _____
<input type="checkbox"/> Tables & Chairs Delivery & Set Up & Retrieval (\$25)	\$ _____
<input type="checkbox"/> Small Generator (\$100)	\$ _____
<input type="checkbox"/> Large Generator (\$250)	\$ _____
<input type="checkbox"/> Generator Power Distribution Panel (\$100)	\$ _____
<input type="checkbox"/> Hose Bib (water distribution system) (\$100)	\$ _____
<input type="checkbox"/> Connection to City Fire Hydrant (\$50 + Metered Rate for Water)	\$ _____
<input type="checkbox"/> Electrical Activation (\$75 + Hourly Rate for Electricity/Connection)	\$ <u>75.00</u>
<input type="checkbox"/> Fire/EMS (\$30/hour, min. 2 hours)	\$ _____
<input type="checkbox"/> Police (\$30/hour, min. 4 hours)	\$ _____
<input type="checkbox"/> Public Works Crew (\$25/hour, min. 2 hours)	\$ _____
<input type="checkbox"/> Other City Staff (\$30/hour, min. 2 hours)	\$ _____

TOTAL AMOUNT OF FUNDING REQUESTED

\$ 1,175

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

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

Explanation of Organization
(Who are you? What is your mission?)

The Emerald Coast Krav. of Airship Pirates was Founded in 2017 as a nonprofit organization dedicated to providing charitable support to local community organizations and programs through Northwest FL and beyond. The Krav. is bound together by a common goal of Building a better community, ^{is intended,} when the need arises and assistance ^{is intended,} we spring into action

Explanation of Event/Activity/Project/Program
(How does this event/program benefit the Citizens of the City of Milton? Include information of previous versions of this event. Number of participants previously and expected this year, etc.)

2022 Crawfish Fest. had about 800 to a 1,000 People
2023 " " Expected around 1500 People

The Milton Crawfish Fest is about Bringing the Citizens together for a day with Family Friendly Event with music, Food, Games, and Vendors. ~~at~~
This is a Free Event for Everyone

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

USE OF City Stage, City Bathroom, City tent & Electric!

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

The city Benefits from this event includes:
Helps local Business by bringing people to the city
Local Vendors have vendor spots for Free
We provide the citizens³ with a free Event for the whole family.

BUDGET

Has your organization received City funding for this specific event/project in the past? YES NO N/A
 If "YES", please indicate the amounts below (both in cash and in-kind):

FY17-18	FY18-19	FY19-20	FY20-21	FY21-22

The City's Fiscal Year is October 1 – September 30.

Has your organization received City funding for any other events/projects in the past 5 years? YES NO N/A
 If "YES", please list each event/project that received funding and the amounts for each.


Are you utilizing City funds as match for a grant? YES NO
 If "YES", what is the required total match amount? \$ _____
 How much money will be received from the grant? \$ _____
 Please provide a copy of the grant application we will be matching.

Please detail all funding sources (cash and in-kind) for this event/project (including City request). For example, other governmental funding, donations, sponsorships, fundraisers, etc. Individual donors/sponsors do not have to be identified. The totals at the bottom should reflect the entire budget for this event/project. If this is a first-time event, please provide a projected revenue budget.

<u>REVENUE</u>	<u>PRIOR YEAR</u>	<u>CURRENT YEAR</u>	<u>UPCOMING YEAR</u>
1. City of Milton	\$1,175	\$1,175	\$1,175
2. Sponsors	\$2,000.00	\$3,500.00	\$3,500.00
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
TOTAL REVENUE			

Please detail all expenditures for this event/program. For example, printing, band fee, advertising, supplies, etc.

The totals at the bottom should reflect the entire budget for this event/project and should equal the Revenues identified above. If a good/service is donated, it should be reflected as a donation in the Revenue Section and an expenditure in the Expenditure Section to balance the budget. Individual donors do not have to be identified. If this is a first-time event, please provide a projected expense budget.

<u>EXPENSES</u>	<u>PRIOR YEAR</u>	<u>CURRENT YEAR</u>	<u>UPCOMING YEAR</u>
1. City of Milton	\$1,175	\$1,175	\$1,175
2.  Bands	600.00	\$1500.00	\$1500.00
3. Production	1200.00	1400.00	1400.00
4. Advertising	100.00	50.00	100.00
5. Supplies	100.00	50.00	100.00
6.			
7.			
8.			
9.			
10.			
TOTAL EXPENSES	2000.00	3000.00	3000.00

What percentage of the total budget will the City be providing if this application is approved? _____%

PARTICIPANTS

	<u>PRIOR YEAR</u>	<u>CURRENT YEAR</u>	<u>UPCOMING YEAR</u>
1. Number served by this event/program	800	1200	1500
2. Cost per participant	0	0	0

If funding is approved, how will the number of participants be increased, or the event/program expanded?



Agenda Item # 2023-1318

SEPA: Community Easter Bash & Egg Hunt

MEETING DATE

March 6, 2023

PREPARED BY

Jay Conrad, Events Coordinator

BACKGROUND

This is an application for Refuge Church's annual community Easter egg hunt. The application encountered a hiccup in the submission process and thus, we didn't realize it had been sent in until after the Committee of the Whole meeting. As this is an Easter event and the next cycle of Council meetings will not conclude until after the holiday, we have added it to the agenda with the Mayor's blessing.

Previously, this event was held at Jernigan's Landing. However, due to a scheduling conflict with Krewe of Airship Pirates' Crawfish Fest event which would take place on the same day during overlapping hours, City Staff recommended moving the Easter egg hunt event to Carpenter's Park. The event organizer agreed to this change. As such, the SEPA form has been updated to reflect the change in venue and requested equipment.

The event organizer is requesting the following for this event:

- Use of Carpenter's Park
- Use of road closure barricades to close the parking lot area to traffic
- Use of City garbage cans
- Use of City electrical outlets (if available)

SUMMARY

RECOMMENDATION

City staff believes that the relocation of this event to Carpenter's Park is a good compromise for the double booking of Jernigan's Landing. Additionally, the City's Splash Pad could be activated for the duration of this event provided that the weather is accommodating. City staff recommends approval of this event.

As the event organizer has not submitted a Outside Agency Funding Application, this is an event where the City could potentially make some money on property/equipment rentals. As the application currently stands, the City could make up to \$525.00

ATTACHMENTS

1. SEPA - Community Easter Bash & Egg Hunt



City of Milton

6738 Dixon Street, Milton FL, 32570
850-983-5400 econdev@miltonfl.org

SPECIAL EVENT PERMIT APPLICATION

Instructions:

To process this application all applicable pages must be filled out completely and submitted with payment. Pages 1-5 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 (checked), For Profit, Charity, Other

Name of Organization: Refuge Church NWFL, INC.

Address: 7060 Hwy 90 City: Milton

Phone: 850-293-7214 Email: wearerefugechurch@gmail.com

Event POC: Matthew Gaines

Phone: 850-293-7214 Email: matthewgaines@gmail.com

Event Information

- Concert, Park Festival, Street Festival, Parade/ Procession, Run/ Walk, Sporting Event, Sale/ Market, Private Event/ Wedding, Other (checked) Easter egg hunt

Event Name: Community Easter Bash and Egg Hunt

Event website/ Event Page:

Event Location: Carpenter's Park Event Date(s) 4/8/23 to

Time of Event: Day 1 11:00 to 2:00 (Day 2 - Optional) to

Setup Date & Time: 4/8/23 at 8:00 Teardown Date & Time: 4/8/23 at 4:00

Estimated Attendance: 2000 Is the Event Free to attend? YES (checked) NO

Special Event Questionnaire

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

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

If you have answered YES to any of these questions, please see page 3 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? Facebook, Social media, flyers

Have you prepared a to scale event map/ layout that meets all ADA parking and access requirements?
 YES NO

City Fee Sheet

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

Location(s)/ Facility used at event:

- | | | | |
|---|-------|---|-----|
| <input type="checkbox"/> North Riverwalk | \$150 | <input type="checkbox"/> North Willing Street | \$? |
| <input type="checkbox"/> South Riverwalk | \$150 | <input type="checkbox"/> South Willing Street | \$? |
| <input type="checkbox"/> Entire Riverwalk | \$250 | <input type="checkbox"/> North Elmira Street | \$? |
| <input type="checkbox"/> N Riverwalk Gazebo | \$50 | <input type="checkbox"/> South Elmira Street | \$? |
| <input type="checkbox"/> S Riverwalk Pavilion | \$50 | <input type="checkbox"/> Imogene Parking Lot | \$? |

Jernigan's Landing (Downtown event location for the City of Milton)

- | | | | |
|--|-------------------------------------|--|--------------|
| <input type="checkbox"/> Riverside | \$100 | <input type="checkbox"/> Festival Area | \$150 |
| <input checked="" type="checkbox"/> Other: | <u>Carpenter's Park - all areas</u> | | <u>\$250</u> |

Requested Items:

- | | | | |
|---|-------------------|---|--------------------|
| <input type="checkbox"/> Portable Restroom
(at Jernigan's landing) | \$250 | <input type="checkbox"/> Portable Restroom
(at alternate location) | \$350 |
| <input type="checkbox"/> City Stage 13'x27' | \$350 | <input type="checkbox"/> City Movie System | \$250 |
| <input type="checkbox"/> Live Music Licensing *** | \$200 | <input type="checkbox"/> Movie Licensing *** | \$(at cost) |
| <input type="checkbox"/> Event Insurance | \$(at cost) | <input checked="" type="checkbox"/> Barricades/ Cones | \$100/\$10 |
| <input type="checkbox"/> Street Info Sign | \$250 per | <input checked="" type="checkbox"/> City Garbage Cans | \$10 per <u>10</u> |
| <input type="checkbox"/> Tables 6ft | \$5 per | <input type="checkbox"/> Chairs – 10 at a time | \$10 |
| <input type="checkbox"/> Tables & Chairs D/S/R | \$25 | <input type="checkbox"/> Tables & Chairs cleaning | \$100 |
| <input type="checkbox"/> Small Generator's | \$100 | <input type="checkbox"/> Large Generator | \$250 |
| <input type="checkbox"/> Generator power distro | \$100 | <input type="checkbox"/> Hose Bid water distro | \$100 |
| <input type="checkbox"/> City Hydrant tap fee | \$50 + meter rate | <input type="checkbox"/> Fire/EMS (if available) | \$30hr / 2hr min |
| <input type="checkbox"/> Police (if available) | \$25hr / 4hr min | <input type="checkbox"/> Public Works Crew | \$20hr/ 2hr min |
| <input type="checkbox"/> Other City Staff | \$25hr/ 2hr min | <input type="checkbox"/> Street Sweeping | \$250 per sweep |
| <input checked="" type="checkbox"/> Electrical Activation | \$75 + meter rate | <input type="checkbox"/> Event Clean-up | \$100hr |
| <input type="checkbox"/> Parade Package (including Police, Public Works, Planning and required street closures) | | | \$1000 |
| <input type="checkbox"/> Concert Package (including light & sound production from our 3 rd party vendor) | | | \$1600 |

*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 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: _____

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. 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 meet 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.

Cancellation Policy:

- Event application fees are non-refundable if the event is cancelled.
- 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). If the event calls for portable restroom facilities, 5% of the total number of portable restroom units and at least one in each grouping of units must be accessible to persons with disabilities.
- 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.



Agenda Item # 2023-1258

Carpenters Park Project - Change Order #1

MEETING DATE

March 6, 2023

PREPARED BY

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

BACKGROUND

Council approved Carpenters Park Project on 12/13/2022 to Eagle Environmental Consulting for \$350,283.00.

SUMMARY

Additional wood blocking is needed to hold rocks from washing into the river.

RECOMMENDATION

Recommendation that Council approve Change Order #1 for \$3,250 to add boards for containing the rocks so they do not wash into the river. Revised contract amount will be \$353,533.00.

ATTACHMENTS

1. Change order. Eagle. Carpenters Park Retaining Wall Quote



Christopher Posey
11119 Munson Hwy.
Milton, FL 32570
850.336.2385
chrisposey.eagle@gmail.com

Date: 02-17-2023

Customer: City of Milton
Attention: Mr. Joe Cook
Job: Boardwalk Construction at Carpenters Park
Location: Carpenters Park – Milton, FL

Scope of work:

Construct Retaining Wall for Bedding Stone:

- 2x6 pressure treated wood
- Install on water side of buried posts at ground level to prevent bedding stone from falling into water
- Estimated at 500 LF of boards required to be purchased and installed at \$6.50/LF

PROJECT COST: \$3,250.00

Exclusions

- Any work not listed on this proposal

NOTES:

- No Bonding included
- This proposal is based on continuous work, no interruptions, single mobilization
- All work is to be standard construction means/methods, no “custom” work and no attempts to match existing discontinued construction materials.
- Contractor only responsible for items and quantities listed above
- Additional items or unforeseen items will result in additional charges
- Materials are subject to change within 10 days of this estimate

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted.
You are authorized to do the work specified. Payment will be as outlined above.

Date: _____ Signature: _____

Printed Name: _____



Agenda Item # 2023-1286

Highway 90 Design Phase Collaboration Workshop

MEETING DATE

March 6, 2023

PREPARED BY

Tim Milstead, Planning Director

BACKGROUND

The Milton Historic Preservation Board, Milton Planning Board, and Community Improvement Board have all expressed interest in participating in the design process for the Highway 90 widening project through downtown Milton. Staff is working to arrange a workshop to allow all boards mentioned above, plus the Community Redevelopment Agency, to gather in one location to provide input and consider design ideas for this project.

SUMMARY

Staff is proposing to organize a design charrette that will allow the board members to identify concerns and brainstorm ideas that can be provided to FDOT for consideration in the Highway 90 design plans to be created.

RECOMMENDATION

Staff recommends review of the proposed date of Saturday, April 15, 2023 at 8:00 AM to hold the design charrette workshop.

ATTACHMENTS

None



Agenda Item # 2023-1253

City of Milton Board Vacancies & Applications

MEETING DATE

March 6, 2023

PREPARED BY

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

BACKGROUND

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

SUMMARY

Staff has three applications on file for the Historic Preservation Board. Attached are the applications and the current boards with vacancies.

RECOMMENDATION

Staff recommends review of the Historic Preservation Board applications.

ATTACHMENTS

1. Tom Powers
2. Howard Steele
3. Mary Johnson
4. Board Vacancies Updated 2.23.2023

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

Date: 02/09/2023

Name Tom Powers Phone (hm) _____

E-mail address tpowers7689@outlook.com Phone (wk/cell) 813-347-2382

Address 5117 Pike Street, Milton, FL 32570 City Ward One

Education BS, Mechanical Engineering, University of Memphis, 1989

Work Experience: US Navy (10 years) Petrochemical (7 years), Pharmaceutical (5 years), Food Manufacturing (9 years), & NASA (3-1/2 years)

Community Service City of Milton Planning Board, Current Chairman

Awards _____

Hobbies, Travel, etc Antique Auto Restoration, Diving, Boating, Camping

Other comments that would be helpful in determining appropriate appointment Over 35 years of Maintenance & Engineering Experience

Please attach a brief resume.

Please check the Boards that you are interested in.

Milton Housing Authority

Milton Planning Board

Historic Preservation Board

Community Improvement Board

Civil Service Board

General Employees Pension Board

Board of Adjustments

Firefighters Pension Board

Police Pension Board

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

Date: 02/23/23

Name Howard J Steele Phone (hm) _____

E-mail address Howard@hjsteele.com Phone (wk/cell) 850.393.9434

Address 5379 Saratoga Ave City Ward 2

Education MHS 1987, UWF 87-92

Work Experience: 40+ in the construction industry, design/build residential(sfr/mfr) and commercial
FL General Contractor, FL Roofing Contractor

Community Service City of Milton Board of Adjustments/SRC Historical Society

Awards _____

Hobbies, Travel, etc _____

Other comments that would be helpful in determining appropriate appointment _____

Please attach a brief resume.

Please check the Boards that you are interested in.

Milton Housing Authority

Milton Planning Board

Historic Preservation Board

Community Improvement Board

Civil Service Board

General Employees Pension Board

Board of Adjustments

Firefighters Pension Board

Police Pension Board



CITY OF MILTON
BOARD APPOINTMENT SURVEY/INFORMATION

Date: Feb 21, 2023

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

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

Address 6456 Barnes Street City Ward A 2
Milton, Florida

Education T.R. Jackson High School, Pensacola State, Washington Sr. College,
Florida A & M University, University of West Florida, University of Southern Miss,

Work Experience: King Middle School, Milton High, McKnight Center Excellence, Port Lavaca
Halley-Navarre Intermediate, District Administration, Pace High School
San Antonio School Board

Community Service See attached resume'

Awards See attached resume'

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

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

Love Milton", vast historic knowledge about
The City of Milton, Florida

Please attach a brief resume.

Please check the Boards that you are interested in.

Milton Housing Authority

Milton Planning Board

Historic Preservation Board

Community Improvement Board

Civil Service Board

General Employees Pension Board

Board of Adjustments

Firefighters Pension Board

Police Pension Board

Mary Ellen Johnson

Objective

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

Experience

1972-78 King Middle School Milton, Florida

Science Teacher

- Taught Earth and Biological Sciences.
- Department Head

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

Summer Youth Coordinator and Supervisor

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

1979-80 Santa Rosa School Board Milton, Florida

Curriculum Coordinator for Title V11 Reading and Math

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

1988-90 University of West Florida Pensacola, Florida

*Service Specialist (Part/ time)

*Academic tutoring for minority students (science/math)

*McKnight Center for Excellence

*Planning and implementing Community Outreach Programs for minority students

1980-89/91 Pace High School Pace, Florida

Science Teacher

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

1989-90 Santa Rosa School Board Milton Florida

Administrative Intern

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

92-2002 Holley Navarre Intermediate School Navarre, Florida

Assistant Principal

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

Education

1967-70	Florida A&M University	Tallahassee, Florida
▪ B.S., Biology		
72-75	University of West Florida	Pensacola, Florida
M.Ed. Ed Leadership	University of West Florida	Pensacola, Florida
2000-	University of West Florida	Pensacola, Florida

Interests

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

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

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

Proposal Development for possible future submission

Local RESTORE Project Idea

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

Community Involvement (past and or present)

Milton Clean Community System

Santa Rosa County Mental Health

Florida State Sickle Cell Anemia Foundation

State of Florida Historic Preservation Grant Review Panelist

Santa Rosa County NAACP Branch

Mary Street Task Force/ City of Milton, Florida

The City of Milton's Education Committee

Milton High School Mentoring Program/City of Milton

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

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

Minority Recruitment Committee/Santa Rosa County School Board

Gamma Tau Zeta Chapter of Zeta Phi Beta Sorority

Marine Advisory Committee/Santa Rosa County

The University of West Florida

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

hereby confers upon

Mary Ellen Johnson

the degree of

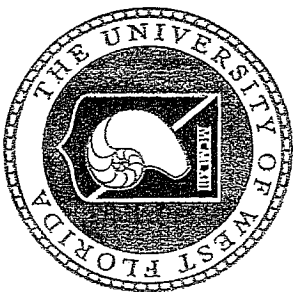
Specialist in Education

Educational Leadership

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

Governor of the State of Florida

Dean, College of Professional Studies



President of the University

Chairman, Board of Trustees

PROGRAM DEVELOPMENT

Career Day Program Development - Hobbs Middle - 1990
After-School Support Delivery System - Santa Rosa Center of EPA -1988-90
After-School Tutorial Program Development/2003/04 Holley Navarre-Intermediate School
COMMUNITY AFFAIRS

Board Member - Milton Clean Community System - 1984-85
Board Member - Santa Rosa Mental Health - 1984-85
Board Member - Florida State Sickle Cell Anemia Foundation - 1980

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

Board Member - Santa Rosa County Center of Excellence
Advisory Council- Community Block Grants, City of Milton, 1987-90
Task Force/City of Milton 1990-2004

CHURCH/PROFESSIONAL AFFILIATIONS

Member - Mt. Pilgrim Baptist Church
Member - Zeta Phi Beta Sorority
Member- Delta Kappa Gamma Sorority

HOBBIES

Program Development (Youth)
Community and Civic Work
Public Speaking
Music Appreciation
Political Affairs

Central Fellowship Committee/Santa Rosa County

Santa Rosa County Fellowship of Churches

Trustee Board Member/Mt. Pilgrim African Missionary Baptist Church

Historian/Mt. Pilgrim African Missionary Baptist Church

Historic Project Administrator/Mt. Pilgrim African Missionary Baptist Church

Church Administrator/Mt. Pilgrim African Missionary Baptist Church

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

Santa Rosa County Bridges Out of Poverty Steering Committee Member

Habitat for Humanity/Family Selection Committee

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

MLK Planning Committee Member

...

COVEY LEADERSHIP CENTER, INC.

is pleased to present

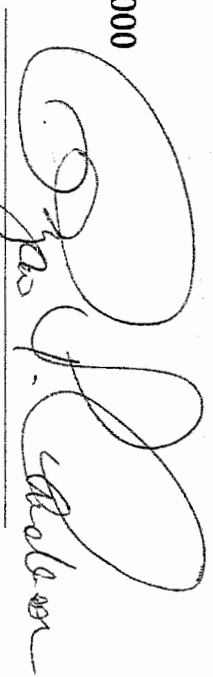
MARY ELLEN JOHNSON

this Certificate of Graduation
for successfully completing

THE SEVEN HABITS OF
HIGHLY EFFECTIVE PEOPLE®

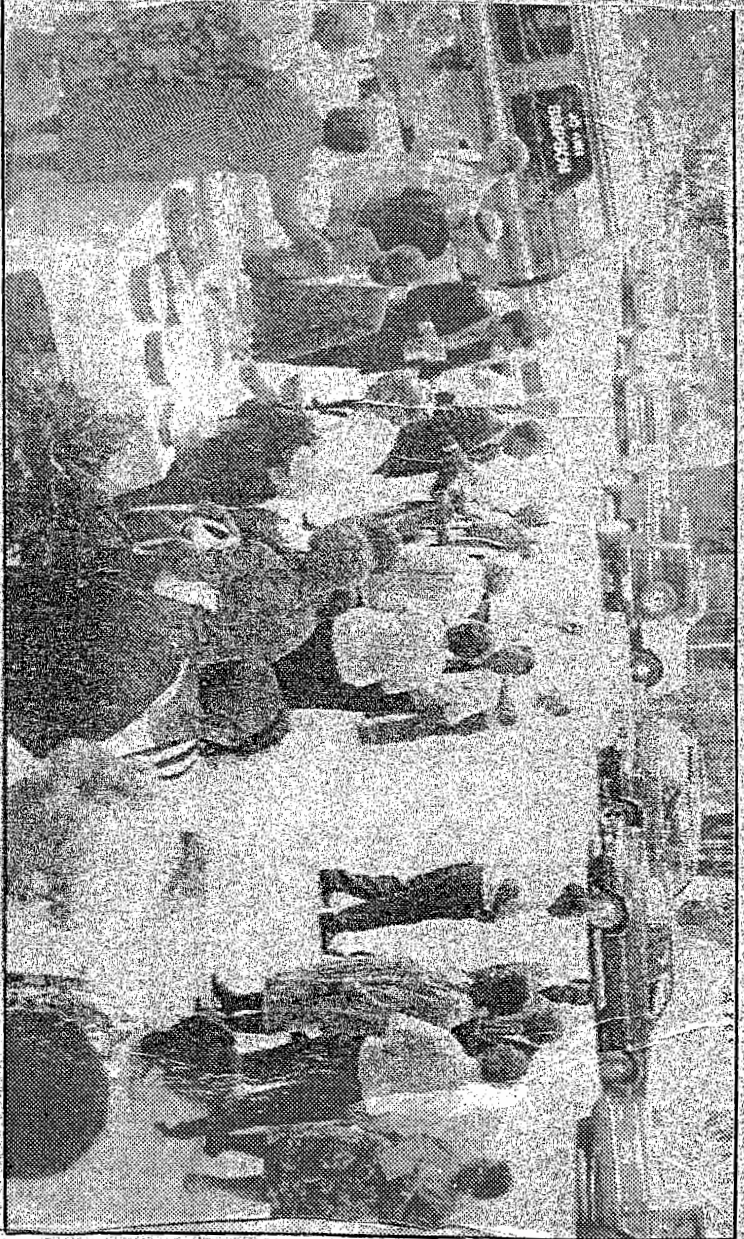
April 17-19, 2000


Stephen R. Covey, Chairman of the Board


Facilitator



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



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



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



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

CITY OF MILTON BOARD VACANCIES

CIVIL SERVICE BOARD

The Civil Service Board is a five-member board that encourages and promotes a proper personnel system for employees of the City of Milton. The board has authority to write and adopt rules that shall cover subject areas such as disciplinary hearings, code and/or standards of conduct for members of classified service, probationary periods, employment eligibility criteria and applicant register procedures. All rules shall be approved by the City Council.

There are currently two vacancies on this board, Council Appointed. These positions, when filled, will serve a two-year term.

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

Appointment and Structure:

1. All members shall reside within the city limits of the City of Milton.
2. The City Council shall not appoint a current or former city employee to the Board.
3. The City Council shall not appoint a current member of the City Council to the Board. Former City Council members may be appointed provided they have not held elective position in the City for a period of at least one year.
4. No person may serve as a board member if they have a relative in the Civil Service System. Relative means an individual who is related to the Board member as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister.
5. The Council shall strive to select members who have previous experience in personnel Administration, management, small business, self-employment, and/or with other outside public employers. In all cases, the City Council shall seek to appoint members with the best expertise and a wide variety of backgrounds to serve the citizens of Milton with regard to the Civil Service System.

FIRE PENSION BOARD

The Fire Pension Board 5 voting members – 2 Firefighters – 2 City Residents appointed by the City Council and 1 voted in by the board and then appointed by City Council. The Fire Pension Board meets quarterly, the first Wednesday of the month at 1:30 p.m.

Governing Document

- Florida State Statutes 176.061 and Ordinances

There is currently one vacancy on this board, which is voted in by the board and then appointed by City Council. This position when filled, will serve a two-year term (with option of reappointment).

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

Description of Duties

1. The Milton Fire Pension Board oversees the allocations of funds for the firefighter's pension. Reviews the recommendations of the investment company, attorney, and actuary
2. All minutes of the Fire Pension Board meeting shall be filed with the City Clerk's Office

HISTORIC PRESERVATION BOARD

The board shall be composed of seven members who are city residents and/or persons who own property within the city, appointed by the city council considering the following:

- i. A demonstrated interest in historic preservation;
- ii. A professional mix that provides for expertise in the fields of architecture, planning, engineering, law, or finance, to the extent reasonable and possible; and
- iii. Representation of the community at large.

There is currently one vacancy on this board and when filled, will serve a four-year term.

At this time, staff has three applications on file from individuals interested in serving on this board.

Description of Duties

1. The Historic Preservation Board (HPB) purpose is to the preservation and protection of buildings of historic significance.
2. The HPB shall issue a certificate of appropriateness for renovations or alterations to regulated historic structures within the Historic District.
3. The HPB shall require evidence of a certificate of appropriateness prior to authorizing the development order of building permit approvals for historic structures.
4. All minutes of the Historic Preservation Board shall be filed with the Planning and Development Department.



Agenda Item # 2023-1320

City of Milton Summer Youth Intern Application

MEETING DATE

March 6, 2023

PREPARED BY

Jacob Hullett, Current
Planner/Zoning Officer

BACKGROUND

The City of Milton Summer Youth Intern Program is sponsored by the City of Milton and the City of Milton LEAP Committee.

SUMMARY

Youths 16- to 20- years old, who reside within the City of Milton will have the opportunity to work in one of the various participating city departments for a term of eight (8) weeks during the summer months.

RECOMMENDATION

Review of application.

ATTACHMENTS

1. City of Milton Youth Summer Intern Application 2023



CITY OF MILTON SUMMER YOUTH INTERN PROGRAM

The City of Milton Summer Youth Intern Program is sponsored by the City of Milton and the City of Milton LEAP Committee. Youth 16- to 20-years old, who reside within the limits of the City of Milton, Florida, will have the opportunity to work in one of the various participating city departments for a term of eight (8) weeks during the summer months.

Please review the entire application packet thoroughly, complete all forms and submit all required information.

**Please submit completed application packet, in person at
City of Milton
Department of Human Resources
6738 Dixon St.
Milton, Florida, 32570
by 4:30, May 12, 2023.**

READ CAREFULLY

NOTE: Incomplete application packets will not be considered.

For program inquiries or for additional information, call 850-983-5440



CITY OF MILTON SUMMER YOUTH INTERN PROGRAM

PROGRAM REQUIREMENTS

Four (4) eligible applicants will be selected and offered a position in the City of Milton Summer Youth Intern Program to ensure maximum supervision levels.

1. Must submit complete application packet, including all required supporting documentation, by the application deadline: 4:30 pm May 12, 2023.
2. Must complete City of Milton on-boarding at time of hire.
3. Must not have any felony convictions.
4. Must be recommended in writing on the official letterhead of the institution the intern attends.
5. Must be 16- to 20-years-old at the time of enrollment.
6. Must show proof of identity (Examples: state issued driver's license or ID card/current school photo ID).
7. Must show proof of address.
8. City of Milton residents preferred.
9. If under the age of 18, the applicant must have parental consent to be considered for participation in the program.

Incomplete application packets and application packets submitted after the deadline will not be considered.



ABOUT THE CITY OF MILTON SUMMER YOUTH INTERN PROGRAM

Youth 16- to 20-years-old who reside in Milton, and desire to participate in the City of Milton Summer Youth Intern Program will be provided an opportunity to gain meaningful work experiences designed to prepare them for today's workforce. The overall intent of the program is to promote career development while providing paid on-the-job work experience.

Providing relevant skills for the work industry at this early age will impress upon the minds of the youth that work is beneficial, necessary and will provide financial sustainability not only for themselves and their families but also to the economic growth and well-being of their community.

Program participants may work up to 20 hours per week.

APPLICATION INSTRUCTIONS

Please complete all items listed below and submit them with the application packet.

APPLICATION PACKET CHECKLIST

1. Application

- Completed Part A
- Completed Part B (Parent/Guardian signature required if under 18 years old)
- Submitted a letter of recommendation

2. Waiver form

- Signed and notarized Waiver and Release of Liability with parent or guardian signature (if under 18)

OR

- Signed and Notarized Waiver and Release of Liability (18 years and older)

3. Program policies

- Signed Policies Form with parent or guardian signature (if under 18)

OR

- Signed Policies Form (18 years and older)

4. Program requirements

- School enrollment verification
- Proof of identity (state issued driver's license, state ID card or current school photo ID)
- Proof of current living address (school enrollment, ID, etc.)



CITY OF MILTON SUMMER YOUTH INTERN PROGRAM (SYIP) APPLICATION – PART A

Certain information contained in this application is a matter of public record subject to disclosure. Any false statement made or given in this application may result in the application being denied. SUBMISSION OF AN APPLICATION DOES NOT GUARANTEE ENROLLMENT INTO THE PROGRAM. PROGRAM PARTICIPANTS MUST RESIDE WITHIN ESCAMBIA COUNTY, FLORIDA FOR THE TERM OF PARTICIPATION.

APPLICANT INFORMATION

Last name _____ First name _____ Middle name _____

Address _____ Zip code _____
(no P.O. boxes)

Home phone number _____ Cell phone number _____

Email _____ Date of birth _____ Gender Male Female

Last 4 digits of Social Security Number _____

Ethnicity (optional - check one) White (non-Hispanic) Hispanic/Latino African American/Black

Native American Asian/Pacific Islander Other (please list) _____

EMERGENCY CONTACT INFORMATION

Parent/guardian's full name _____ Phone number _____

Parent/guardian's full name _____ Phone number _____

Alternate emergency contact person _____ Phone number _____

EDUCATION INFORMATION

School	Name	Currently enrolled (Y/N)	Graduated (Y/N)
High school/GED			
Home schooled			
Vocational/technical			
College			

If you graduated from vocational/technical school, what was your area of study? _____

If you graduated from college, what was your area of study? _____

How did you find out about this program? Radio Website School Other _____

Do you have a valid driver's license? Yes No

Do you have access to reliable transportation? Yes No

Do you need transportation assistance? Yes No



CITY OF MILTON SUMMER YOUTH INTERN PROGRAM

APPLICATION – PART B

CURRENT/PAST EMPLOYMENT

1. Employer/company name _____

Address _____ City _____ State _____

Start date _____ End date _____ Hours per week ___ Job title _____

Job duties _____

Reason for leaving _____

2. Employer/company name _____

Address _____ City _____ State _____

Start date _____ End date _____ Hours per week ___ Job title _____

Job duties _____

Reason for leaving _____

3. Employer/company name _____

Address _____ City _____ State _____

Start date _____ End date _____ Hours per week ___ Job title _____

Job duties _____

Reason for leaving _____

SIGNATURES

I, the undersigned, certify that all information on this form is true and correct. I understand that this information is subject to verification. I agree and accept that I will abide by all applicable rules and regulations of this program.

Applicant's signature _____ Date _____

Parent/guardian's signature _____ Date _____
(if participant is under 18)



**CITY OF MILTON SUMMER YOUTH INTERN PROGRAM
WAIVER AND RELEASE OF LIABILITY**

(ADULT – 18 YEARS AND OLDER)

PARTICIPANT (please print)

Last name _____ **First name** _____

Age ____ **Date of birth** _____ **Last 4 digits of Social Security Number** _____

Mailing address _____ **City** _____ **State** ____ **Zip** _____

Phone number _____ **Email** _____

EMERGENCY CONTACT (please print)

Last name _____ **First name** _____

Relationship _____ **Phone number** _____

I, a City of Milton Summer Youth Intern Program Participant, my heirs and my assigns, do hereby waive, release, and forever discharge any and all actions, liabilities, and claims I may have against the City of Milton, its elected officials, its officers, employees, agents, and volunteers, for any injury, loss, or damage to persons or property arising out of or in connection with my participation in the City of Milton Summer Youth Intern Program (“Program”), whether arising from the negligence of the City of Milton or otherwise, to the fullest extent permitted by law. The City of Milton assumes no liability for injury or damages arising from my participation in the Program.

I shall indemnify, defend, and hold harmless the City of Milton, its elected officials, its officers, employees, agents, and volunteers, from all actions, liabilities, and claims for injury, loss, or damage to persons or property that may be asserted by any person, firm, or entity arising out of or in connection with my participation in the Program, whether arising from any negligence on the part of the City of Milton or otherwise, to the fullest extent permitted by law.

Furthermore, I authorize any medical personnel to administer emergency medical care and/or treatment to me when necessary and accept full responsibility for any costs relating to such care and/or treatment.

Photo Release: I hereby authorize the City of Milton to use any photograph or likeness of me obtained while participating in the Program for promotional purposes without compensation.

By signing below, I acknowledge that I have read and understand this Waiver and Release of Liability and that I agree to its terms.

Participant’s signature _____ **Date** _____

STATE OF FLORIDA

CITY OF MILTON and/or SANTA ROSA COUNTY

BEFORE ME, the undersigned, personally appeared _____ (Internship Participant), () who is personally known to me or () who produced _____ as identification, who executed the foregoing and states under penalties of perjury that s/he declares that s/he has read the foregoing and that it is true and correct.

WITNESS my hand and official seal this _____ day of _____, 20____.

[NOTARY SEAL]

NOTARY PUBLIC

Notary printed name



**CITY OF MILTON SUMMER YOUTH INTERN PROGRAM
WAIVER AND RELEASE OF LIABILITY**

(MINOR – UNDER 18 YEARS OLD)

PARTICIPANT (please print)

Last name _____ **First name** _____

Age ____ **Date of birth** _____ **Last 4 digits of Social Security Number** _____

Mailing address _____ **City** _____ **State** ____ **Zip** _____

Phone number _____ **Email** _____

PARENT/GUARDIAN (please print)

Last name _____ **First name** _____ **Last 4 of SSN** _____

Mailing address _____ **City** _____ **State** ____ **Zip** _____

Phone number _____ **Email** _____

EMERGENCY CONTACT (please print)

Last name _____ **First name** _____

Relationship _____ **Phone number** _____

I, on behalf of myself and my child/ward (“Participant”), our heirs and assigns, do hereby waive, release, and forever discharge any and all actions, liabilities, and claims we may have against the City of Milton, its elected officials, its officers, employees, agents, and volunteers, for any injury, loss, or damage to persons or property arising out of or in connection with Participant’s participation in the City of Milton Summer Youth Intern Program (“Program”), whether arising from the negligence of the City of Milton or otherwise, to the fullest extent permitted by law. The City of Milton assumes no liability for injury or damages arising from Participant’s participation in the Program.

I, on behalf of myself and Participant, shall indemnify, defend, and hold harmless the City of Milton, its elected officials, its officers, employees, agents, and volunteers, from all actions, liabilities, and claims for injury, loss, or damage to persons or property that may be asserted by any person, firm, or entity arising out of or in connection with Participant’s participation in the Program, whether arising from any negligence on the part of the City of Milton or otherwise, to the fullest extent permitted by law.

Furthermore, I authorize any medical personnel to administer emergency medical care and/or treatment to Participant when necessary and accept full responsibility for any costs relating to such care and/or treatment.

Photo Release: I, on behalf of myself and Participant, hereby authorize the City of Milton to use any photograph or likeness of Participant obtained while participating in the Program for promotional purposes without compensation.

By signing below, I acknowledge that I have read and understand this Waiver and Release of Liability and that I agree to its terms.

Parent/guardian signature _____ **Date** _____

Continued on next page



**CITY OF MILTON SUMMER YOUTH INTERN PROGRAM
WAIVER AND RELEASE OF LIABILITY**

(MINOR – UNDER 18 YEARS OLD)

(CONTINUED)

STATE OF FLORIDA

CITY OF MILTON AND/OR COUNTY OF SANTA ROSA

BEFORE ME, the undersigned, personally appeared _____ (Internship Participant), () who is personally known to me or () who produced _____ as identification, who executed the foregoing and states under penalties of perjury that s/he declares that s/he has read the foregoing and that it is true and correct.

WITNESS my hand and official seal this _____ day of _____, 20__.

[NOTARY SEAL]

NOTARY PUBLIC

Notary printed name



CITY OF MILTON SUMMER YOUTH INTERN PROGRAM PROGRAM POLICIES

1. If participant is currently in school, must submit current documentation of enrollment.
2. Participant must reside within Milton, Florida for the duration of program participation.
3. Participant must pass a criminal background check as set by the City of Milton if required.
5. Participant must abide by all rules, regulations and guidelines of the program, City of Milton, and work site.
6. Participant must abide by all rules and guidelines regarding workplace safety and confidentiality.
7. Participant must conduct himself/herself in a professional and respectful manner, at all times, while participating in the program. No abuse of any kind (verbal or physical), disrespectful/disruptive behaviors, harassment of any type, unauthorized use of tools or equipment and unauthorized leave will not be tolerated and will be grounds for termination.
8. Possessing, using, or being under the influence of drugs, alcohol or any hallucinogenic is strictly prohibited and will result in termination and is subject to criminal action.
9. The possession or use of a weapon of any type or explosive materials/devices is prohibited while at the work site and will result in termination and is subject to criminal action.
10. Participants must report to work and leave work at assigned times. Unauthorized absenteeism and excessive unexcused tardiness (more than three times) may subject the participant to termination from the program.
11. Participants must abide by all rules of the work site, including dress code policy. Good personal hygiene shall be practiced daily and all attire must be neat, clean, appropriate for the workplace, and in good condition.
12. Participants who commit a crime at any time during program enrollment, at the work site or away from the work site, may be subject to termination from the program.
13. Participant must complete City of Milton on-boarding procedures to completion.

I, _____, have read and understand the City of Milton Summer Youth Intern Program policy. I have received a copy of this policy and agree to the terms and conditions. I acknowledge that if I fail to abide by this agreement, I may be terminated from the program.

Program participant signature _____ Date _____

Parent/guardian signature (if participant is under 18) _____ Date _____



Agenda Item # 2023-1242

Business Improvement Program FY 2023 Cycle 4 - Frick's Pharmacy

MEETING DATE

March 6, 2023

PREPARED BY

Ed Spears, Director of
Economic Development

BACKGROUND

With the approval of the FY 2023 budget and the start of the new fiscal year, the City's Business Improvement Program has funds available for allocation. The program is available to businesses city-wide, on a first come, first serve basis. The City accepts applications at any time. Grants are available to assist with business signage, the purchase of business equipment to allow necessary to allow a business to grow and add employees and for the improvement to the exterior of buildings.

Since inception in 2018, the Business Improvement program has provided 40 grants to 31 different businesses totaling \$164,642.68. The program has generated a match from the private sector totaling \$1,390,258.03. For every \$1 invested by the City, businesses have invested \$8.44. The program is advertised on a continuous basis.

The City has received one application at this time. Frick's Pharmacy, located at 6472 Highway 90, Suite B, is requesting \$5,000 to assist with the purchase of business equipment that will allow the company to expand their staff from 2 to 3 full-time employees. The equipment is a Styku Body Scanner Device. This over-the counter device does not require a physician's order to utilize it. It provides a 3D rendering of the patient based on a series of measurements. The results encourage physical activity, healthier life choices and dietary changes. The new employee will staff this equipment in the pharmacy's clinical services division. The applicant is qualified and eligible to receive the BIP grant.

Frick's Pharmacy will be providing a match of \$5,382 to make up the complete purchase price of the new equipment.

The BIP program has \$13,000 remaining in FY 2023 funding. If this grant is approved, \$8,000 will remain for additional grants, which will be forwarded to Council as received.

This item was unanimously recommended by the Committee of the Whole.

SUMMARY

RECOMMENDATION

Approve a grant in the amount of \$5,000 for Frick's Pharmacy to purchase new business

equipment.

ATTACHMENTS

1. Fricks Pharmacy Application FY 23 Cycle 4
2. 2023 Cycle 4 Business Improvement Program Spreadsheet
3. Business Improvement Program Report - All Time



City of Milton
Office of Economic
Development

Business Improvement Program

DATE OF APPLICATION: 02/06/2023
NAME OF BUSINESS (Legal and DBA, if Different): FRICKS PHARMACY LLC
BUSINESS OWNER(S): STEPHANIE FRICKS
PROPERTY OWNER(S) (IF DIFFERENT): MSL ENTERPRISES, INC. (MILLIE KNOBLOCK)

GRANT CATEGORY: EQUIPMENT FOR BUSINESS EXPANSION
TOTAL AMOUNT REQUESTED (MAXIMUM \$5,000): \$ 5000.00
TOTAL AMOUNT OF MATCH (MINIMUM 100%): \$ 5392.00
TOTAL AMOUNT OF PROJECT (ALL ASPECTS): \$ 10,392.00

ADDRESS OF PROJECT: 6472 HWY 90 STE B MILTON, FL 32510
PROJECT NAME: SYRUX SCANNER

ATTACH REQUIRED ADDITIONAL INFORMATION:

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

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

STEPHANIE FRICKS
6472 HIGHWAY 90 STE B
MILTON, FL 32510

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

[Signature]

TELEPHONE # (850) 605 4051 CELL # 748 60021 EMAIL FRICKS RX@GMAIL.COM

For official use only:

DATE & TIME APPLICATION RECEIVED: _____ RECEIVED BY: _____

To Whom It May Concern:

I am writing today to request funding from the Business Improvement Program offered by the Office of Economic Development for the City of Milton. We are an active, licensed pharmacy in the community. We would like to expand our business further into health and wellness to have a greater impact on our local community. I am requesting \$5000 grant to be matched in order to purchase a Styku 3D body scanner. This over-the-counter device does not require a physician's order so we offer this service to the larger population. It will provide a 3D rendering of the patient based on a series of measurements. The rendering provides a visual point of reference and precise measurements to encourage physical activity, healthier life choices, and dietary changes. This service will be coupled with a consultation for greater impact on overall health. The total expenditure of project is \$10,382 (please see attached invoice). Prior to this expansion, we had 2 full time employees and 2 part time employees. This expansion will allow us to add another full time position to aid in the development of the clinical services division.

Thank you so much for the opportunity to request funding for this equipment.

Matthew and Stephanie Fricks

Fricks Pharmacy

6472 Highway 90 Ste B

Milton, FL 32570

P : 850.665.4657

**Request for Taxpayer
 Identification Number and Certification**

Social security number -

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) FRICKS PHARMACY LLC	
Business name, if different from above	
Individual/ <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> LLC
Check appropriate box: Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other <input type="checkbox"/>	
<input type="checkbox"/> Exempt from backup withholding	
Address (number, street, and apt. or suite no.) 505 N 11TH AVE	Requester's name and address (optional)
City, state, and ZIP code PENSACOLA, FL 32501	
List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is 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.

or
 Employer identification number
84-134168540

Part II Certification

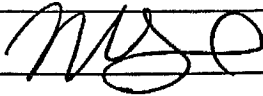
Under penalties of perjury, I certify that:

- 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

02/06/2023

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:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. 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 FRICKS PHARMACY LLC

Address (for mailing payments)

Street/P.O. Box 6412 HIGHWAY 90 STE B
City/State/Zip MILTON, FL 32570
Telephone 850 665 4651 Fax 850 665 4670
EIN/SSN 84-3468540
Authorized Signature/Title MAR
Date 02/06/2023

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 _____

PC 3455

Fricks Pharmacy
Jade Fricks
fricksrx@gmail.com
16154838310



Styku LLC
5462 Jillson St.
Los Angeles, CA 90040
323-372-2628
www.styku.com

Details

Created: 02.03.23
Sent from: sean.burns@styku.com
Sent to: fricksrx@gmail.com
Amount: \$10,382.00

Products

Description	Qty	Unit price	Discounted unit price	Tax	Vat tax	Price
Body Scanner Device Touchscreen Computer Rotating Platform 3D Tower with built in depth sensor Styku branded mat for easy set and alignment 1-year Limited Warranty 1-year Free Maintenance and Labor Digital Weight Scale Included	1	\$6,990.00	\$6,990.00	--	--	\$6,990.00
US Shipping - S100X USA Shipping - S100X Ground shipping 3-5 business days	1	\$395.00	\$395.00	--	--	\$395.00

Subscriptions

Description	Qty	Interval	Unit price	Discounted unit price	Price	Cancel period
-------------	-----	----------	------------	-----------------------	-------	---------------

Growth plan - Annual

3 year

\$999.00

\$999.00 \$2,997.00

--

Software and Cloud Subscription Plan

*CONTACTLESS, PRIVATE, AND
AUTONOMOUS SCANNING*

Unlimited Scanning

Unlimited Storage (w/ Cloud Backup)

REMOTE CONSULTATIONS

*Unlimited Software Downloads (run the software
and share your screen on zoom)*

3D ASSESSMENT

*Digital Tape - 21 Circumferences across Torso,
Legs, Arms.*

3D Viewer - Rotation, Zoom, and Pan 3D Scans

3D Before/After - View Scans side by side

2D Profile Overlay

Circumference Overlay

Measure Regional and Total Volume

Extract Custom Measurements

Trends Analysis

HEALTH RISK INDICATORS

Screen for Underlying Conditions and Obesity

Related Diseases

Visceral and Subcutaneous Fat Mass

Set Inch-loss Goals for Waist Circumference /

Risk Reduction

**This is the "Health" tab in Styku's Professional
Software*

DIGITAL REPORTS

Summary Report - Automatically sends report

*Scan Report - Detailed measurements and
visuals per scan*

*Progress Report - Visual before/after images and
trends analysis*

TRAINING AND SERVICE

Unlimited Styku Coach Certifications - Styku

Academy - 8 Lessons w/Quizzes

Knowledge Base

Live Support (M-F 5am-9pm, S-Su 6am-6pm

PST)

24/7 Email Support and Live Bot

Payment terms

Hardware Terms

All hardware sales and equipment financing (lease-to-owns) are final
View hardware warranty policy: <https://www.styku.com/warranty>

Subscription Software License

24-months Agreement

Automatically renews each year

Software Subscription Cancellation: Two-month penalty with early cancellation.

30 days advanced notice required to request a cancellation.

Invoice must be paid in full in order to access software.

Non-payment may result in suspension of account after 30 days or cancellation of of account after 60 days of the invoice date.

View our terms of service

For U.S domestic orders, please allow 7-8 Weeks to process and ship. All shipping is ground.

Rush Orders may be available for domestic orders. Additional fees may apply. Ask for details.

Note: We are currently experiencing high demand. Accepted quotes will be given a higher priority. Purchase before this quote expires to ensure all or any promotions, if applicable, are honored.

Notes

Invoice due upon receipt.

Thanks so much for the opportunity to work with you. We are very excited to have you a part of the growing Styku family.

Thanks for choosing Styku!

Subtotal:	\$10,382.00
Total:	\$10,382.00 (USD)
Amount Due:	\$10,382.00 (USD)



City of Milton
2023 Business Improvement Program
Cycle 4 Application

	NAME	ADDRESS	REQUEST	MATCH	PROJECT	FIRST TIME APPLICANT	TARGET LOCATION	HISTORIC STRUCTURE
	CYCLE 3 Applicant							
1	Frick's Pharmacy	6472 Hwy 90, Suite B	\$ 5,000.00	\$ 5,382.00	Business Equipment	Yes	No	No
	TOTAL REQUEST		\$ 5,000.00	\$ 5,382.00	Match Ratio	\$ 1.08		
			Total Budget	Awarded to Date	Available Balance			
	AVAILABLE FUNDING	CRA	\$ 20,000.00	\$ 15,000.00	\$ 5,000.00			
		General Revenue	\$ 20,000.00	\$ 12,000.00	\$ 8,000.00			
		TOTAL	\$ 40,000.00	\$ 27,000.00	\$ 13,000.00			
	<u>FY 2023 To Date</u>							
1	Lindsay & Andrews, PA	5218 Willing Street	\$ 5,000.00	\$ 5,009.00	Business Equipment	No	Yes	Yes
2	Yamato's Japanese Steakhouse	6550 Caroline Street	\$ 1,000.00	\$ 3,800.00	Signage	Yes	No	No
3	The Sweet Greek	5237 Willing Street	\$ 1,000.00	\$ 1,000.00	Signage	No	Yes	Yes
4	Kearing, LLC	6780 Caroline Street	\$ 10,000.00	\$ 250,000.00	Exterior Façade	Yes	Yes	No
5	Atalanta Investment Properties, LLC	6776 Caroline Street	\$ 10,000.00	\$ 500,000.00	Exterior Façade	Yes	Yes	No
	TOTAL		\$ 27,000.00	\$ 759,809.00				
				Match Ratio	\$ 28.14			

**City of Milton
Business Improvement Program
Complete History**

CYCLE	PROJECTS	BUSINESSES	GRANTEE	ADDRESS	PROJECT	REQUEST	AWARD	REQUIRED MATCH	EST. TOTAL MATCH	CRA	CITY	PAYMENT	NOTES
2018 Cycle 1	1	1	Visible Changes Barber Shop	5154 Santa Rosa Street	Code required upgrades, signage, painting	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 7,500.00		\$ 2,500.00	\$ 2,500.00	Completed
	2	2	LilPax's Boat Rental	5142 Willing Street	Business Signage	\$ 500.00	\$ 500.00	\$ -	\$ 2,500.00	\$ 369.82		\$ 369.82	Completed
	3	3	Man Cave Barber Shop	5176 Stewart Street	Signage, exterior awning	\$ 500.00	\$ 500.00	\$ -	\$ -		\$ 500.00	\$ 500.00	Completed
	4	4	Beardless Brewhaus	6820 Caroline Street	Roll-up garage door	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 15,000.00	\$ 5,000.00		\$ 5,000.00	Completed
	5	5	Corner Shack	5168 Stewart Street	Business equipment, fire suppression, painting, doors	\$ 3,250.00	\$ 3,250.00	\$ 3,250.00	\$ 12,500.00		\$ 3,250.00	\$ 3,250.00	Completed
	6	6	Boomerang Pizza	5227 Willing Street	Exterior Painting & Lighting	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 15,000.00	\$ 5,000.00		\$ 5,000.00	Completed
2019 Cycle 1	7	7	Elliott & Cunningham Office	5235 Willing Street	Exterior Façade, interior ceiling replacement, painting	\$ 5,000.00	\$ 5,000.00					\$ -	Unutilized
	8	8	CD Properties	6821 Caroline Street	Repair Historic Windows and surrounds	\$ 5,000.00	\$ 4,450.00	\$ 4,450.00	\$ 5,000.00	\$ 4,450.00		\$ 4,450.00	Completed
	9	9	Brew Angels Brewery	6821 Caroline Street	Equipment Upgrade	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 35,000.00		\$ 5,000.00	\$ 5,000.00	Completed
	10		Brew Angels Brewery	6821 Caroline Street	New business sign	\$ 500.00	\$ 500.00	\$ -	\$ 1,153.15	\$ 500.00		\$ 500.00	Completed
	11	10	Janet Coulter Realty Office	5241 Willing Street	Exterior awning and painting	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 15,000.00		\$ 4,943.12	\$ 4,943.12	Completed
	12	11	Milton Revival, LLC	5237 Willing Street	Exterior awning, painting and drainage system	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 20,000.00	\$ 5,000.00		\$ 5,000.00	Completed
2019 Cycle 2	13	12	Blackwater Bistro	5147 Elmira Street	ADA Ramp, Painting, Siding	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 5,000.00	\$ 2,125.00		\$ 2,125.00	Completed
	14	13	Brooks, Warrick & Assoc.	6867 Oak Street	Sign	\$ 500.00	\$ 500.00	\$ -	\$ 1,000.00	\$ 485.78		\$ 485.78	Completed
	15		Boomerang Pizza	5227 Willing Street	Exterior Painting	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 4,876.20		\$ 4,876.20	Completed
	16		Beardless Brewhaus	6820 Caroline Street	Equipment Upgrade	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 7,000.00		\$ 5,000.00	\$ 5,000.00	Completed
	17	14	Wacked Out Weiner	5271 Stewart Street	Doors and Code Required Plumbing	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 104,270.00		\$ 5,000.00	\$ 5,000.00	Completed
	18	15	Spencer's Second Hand Shop	5707 Stewart Street	Window Replacement	\$ 668.89	\$ 668.89	\$ 668.89	\$ 668.88	\$ 668.88		\$ 668.88	Completed
2020 Cycle	19		Brooks, Warrick & Assoc.	6867 Oak Street	Roof	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 16,210.00		\$ 5,000.00	\$ 5,000.00	Completed
	20	16	Sport & Wheat, CPA	5247 Stewart Street	Exterior Doors, Windows & Painting	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 10,000.00		\$ 5,000.00	\$ 5,000.00	Completed
	21	17	Saver Self Storage	6586 Caroline Street	Painting	\$ 4,750.00	\$ 4,750.00	\$ 4,750.00	\$ 4,750.00		\$ 4,750.00	\$ 4,750.00	Completed
2021 Cycle	22	18	Cohen Innovation, LLC	5739 Stewart Street	New Roof	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00		\$ 5,000.00	\$ 5,000.00	Completed
	23	19	Lindsay & Andrews	5218 Willing Street	New Signage, Front Door Replacement, Railing, Stairs	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 7,575.00	\$ 5,000.00		\$ 4,566.54	Completed
	24	20	RaeJean, LLC, DBA Mason's	5141 Dogwood Drive	New Road Sign	\$ 530.00	\$ 530.00	\$ 530.00	\$ 530.00		\$ 530.00	\$ 530.00	Completed
	25		Boomerang USA, Inc.	5227 Willing Street	Paint and Awning	\$ 1,999.00	\$ 1,999.00	\$ 1,999.00	\$ 1,999.00		\$ 1,999.00	\$ 1,999.00	Completed
	26	21	John C. Allen	6825 Oak Street	Windows and Shutters	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00		\$ 5,000.00	Completed
	27	23	Resource Real Estate (Scoops Ice Cream)	6835 Caroline Street	Paint, Awning, Signage & Doors	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00		\$ 5,000.00	Completed
2022 Cycle 1	28		Cohen Innovation, LLC	5739 Stewart Street	Facia and Soffet Replacement	\$ 10,000.00	\$ 10,000.00					\$ -	Unutilized
	29		CD Properties	6821 Caroline Street	Window and Door Wood Rot Replacement/Repair	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 20,000.00	\$ 10,000.00		\$ 1,888.26	Underway
	30	24	Santa Rosa Historical Society - Imogene	6866 Caroline Street	Window Wood Rot Replacement/Repair	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	\$ 2,802.00	\$ 2,500.00		\$ 2,500.00	Completed
2022 Cycle 2	31	25	Bar Strength & Conditioning, LLC	5436 Dogwood Drive	Signage & Building Renovations for new location	\$ 6,000.00	\$ 6,000.00	\$ 5,000.00	\$ 150,000.00		\$ 6,000.00	\$ 6,000.00	Completed
	32	26	Oh Sugar, LLC, DBA The Sweet Greek	5237 Willing Street	Restaurant Equipment, Building Improvements	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 50,000.00	\$ 5,000.00		\$ 5,000.00	Completed
2022 Cycle 3	33	27	Just Two Guys, LLC DBA The Country Gym	5198 Willing Street	Kitchen Hood	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 100,000.00	\$ 2,500.00	\$ 2,500.00	\$ 5,000.00	Completed
	34		Man Cave Barber Shop	5438 Dogwood Drive	Signage	\$ 617.39	\$ 617.39	\$ -	\$ -		\$ 617.39	\$ 617.39	Completed
	35	28	Primerica	5205 Dogwood Drive	Signage	\$ 877.40	\$ 877.40	\$ -	\$ -		\$ 877.40	\$ 877.40	Completed
2023 Cycle 1	36		Lindsay & Andrews	5218 Willing Street	New Business Equipment - Technology	\$ 5,000.00	\$ 5,000.00	\$ 5,009.00	\$ 5,000.00	\$ 5,000.00			Awarded
	37	29	Yamato Japanese Steakhouse	6550 Caroline Street	Signage	\$ 1,000.00	\$ 1,000.00	\$ 3,800.00	\$ 3,800.00		\$ 1,000.00		Awarded
2023 Cycle 2	38		Oh Sugar, LLC, DBA The Sweet Greek	5237 Willing Street	Signage	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 1,000.00		\$ 1,000.00	\$ 1,000.00	Completed
2023 Cycle 3	39	30	Kearing, LLC	6780 Caroline Street	Exterior Façade	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 250,000.00	\$ 5,000.00	\$ 5,000.00		Awarded
	40	31	Atalanta Investment Properties, LLC	6776 Caroline Street	Exterior Façade	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 500,000.00	\$ 5,000.00	\$ 5,000.00		Awarded
	41	32	Frick's Pharmacy	6472 Hwy 90, Suite B	New Business Equipment - Technology	\$ 5,000.00		\$ 5,000.00	\$ 5,382.00		\$ 5,000.00		
					TOTALS	\$ 170,192.68	\$ 164,642.68	\$ 151,956.88	\$ 1,395,640.03	\$ 78,475.68	\$ 75,466.91	\$ 114,397.39	
Budget	\$ 10,000.00	FY 2018	3/29/2018										
	\$ 10,000.00	FY 2018	8/20/2018					ROI Ratio	\$ 8.48				
	\$ 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										
	\$ 40,000.00	FY 2022	In City Budget										
	\$ 40,000.00	FY 2023	In City Budget										
Total	\$ 210,000.00												
Allocated	\$ 164,642.68												
Expended	\$ 114,397.39												
Open Projects	\$ 35,450.00												



Agenda Item # 2022-653

Milton Brownfield Expansion Request

MEETING DATE

March 6, 2023

PREPARED BY

Tim Milstead, Planning Director

BACKGROUND

In September 2022, the Council voted unanimously against a proposed expansion to the City's brownfield area. Recently, staff has received a request from Timshel Development Group to present new information regarding the proposal to expand the city's existing brownfield area to include the property along Glover Lane where Timshel is currently constructing the Tranquility at Milton Apartments. The expansion of the brownfield area can be completed by resolution.

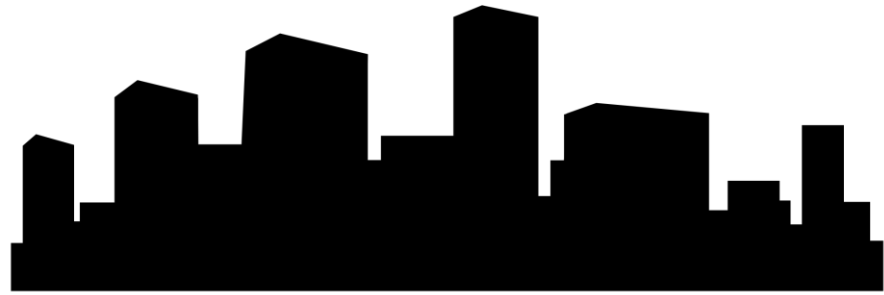
SUMMARY

RECOMMENDATION

Staff recommends review of the proposed brownfield expansion. The Committee of the Whole voted 5-2 in favor of moving the item forward to the Executive Committee.

ATTACHMENTS

1. Tranquility at Milton Brownfield Presentation
2. Orig BA resolution



TIMSHEL
DEVELOPMENT GROUP

Tranquility at Milton

BROWNFIELD REDEVELOPMENT AREA
BOUNDARY AMENDMENT – PURSUANT TO
376.80 F.S.

Tranquility at Milton

About the Community

- ▶ 72 new affordable apartment homes
 - ▶ 36 2 bedroom/2 bath units
 - ▶ 36 3 bedroom/2 bath units
- ▶ Three-story garden-style apartments
- ▶ 3 residential buildings and 1 clubhouse
- ▶ Amenities to include: dog park, splash pad, play area

Tranquility at Milton

About the Community (cont'd)

- ▶ From time of application to Florida Housing Finance Corporation in 2019 to today, there have been many challenges :
 - ▶ COVID Pandemic
 - ▶ Construction cost hyperinflation
 - ▶ Skyrocketing interest rates
- ▶ First discussed a Brownfield Area expansion with the City at the beginning of 2021.
- ▶ Fortunate to close on our financing in September 2022 and construction began in October 2022.
- ▶ Financial challenges continue

Brownfield Area Definition

- ▶ A contiguous area of one or more brownfield sites, **some of which may not be contaminated**, and which has been designated by a local government by resolution.
 - ▶ Note: A Phase I Environmental Site Assessment, conducted by Terracon, has been provided to the City, and concludes that no Recognized Environmental Conditions were identified in connection with the site

Brownfield Area Overview

- ▶ Communities commonly designate portions of their jurisdiction as Brownfield Areas in order to target them for development and provide needed tools to promote such development.
- ▶ Many areas are overlaid on other geographies, such as CRA's, Enterprise Zones, or Census Tracts (can be adjusted or expanded as desired).
- ▶ The designation allows property owners and developers within the area to access certain state programs. **Such designations do not result in any additional responsibilities or financial obligation to the community.**

Evaluation Criteria of 376.80

Local Government must consider the following when making a decision:

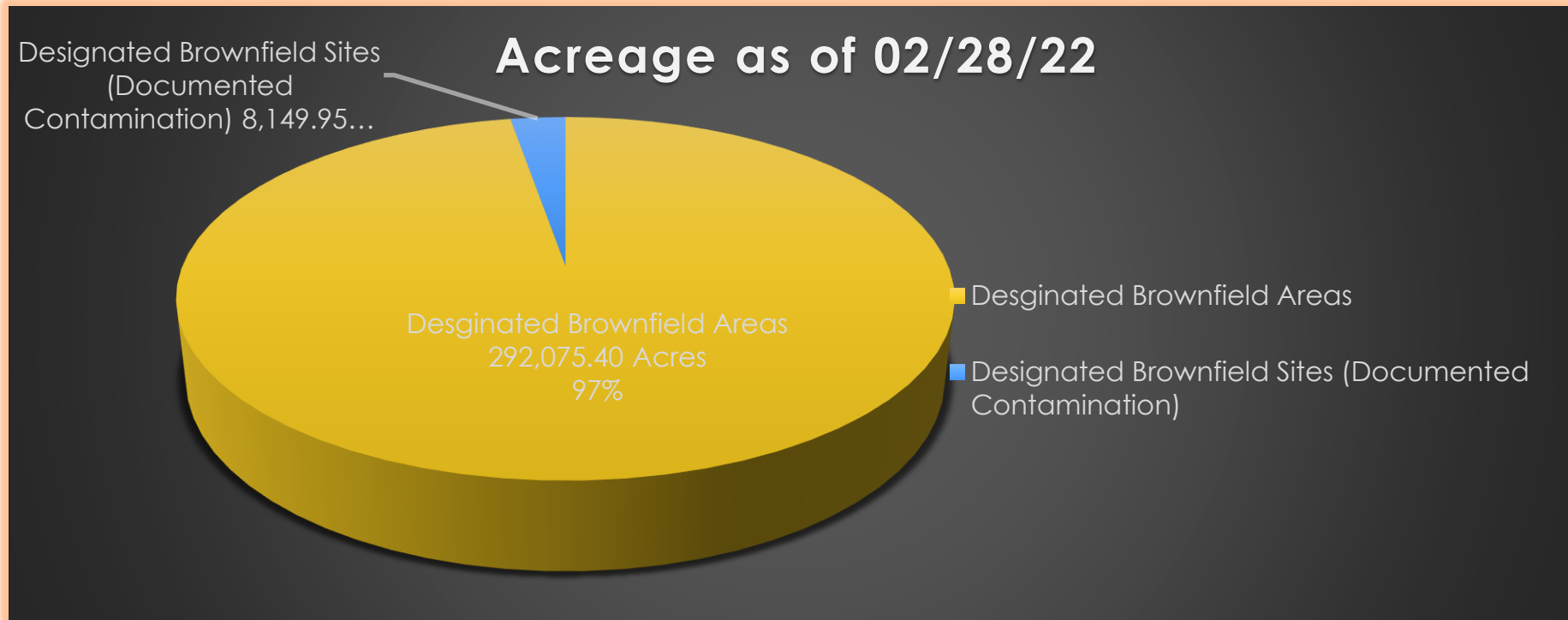
1. Whether the Area warrants economic development and has a reasonable potential for such activities
2. Whether the Area reasonably focused and not overly large in geographic coverage
3. Whether the Area has the potential to interest private sector participation
4. Whether the area contains site(s) suitable for limited recreational open space, cultural, or historic preservation purposes

Common Misconceptions

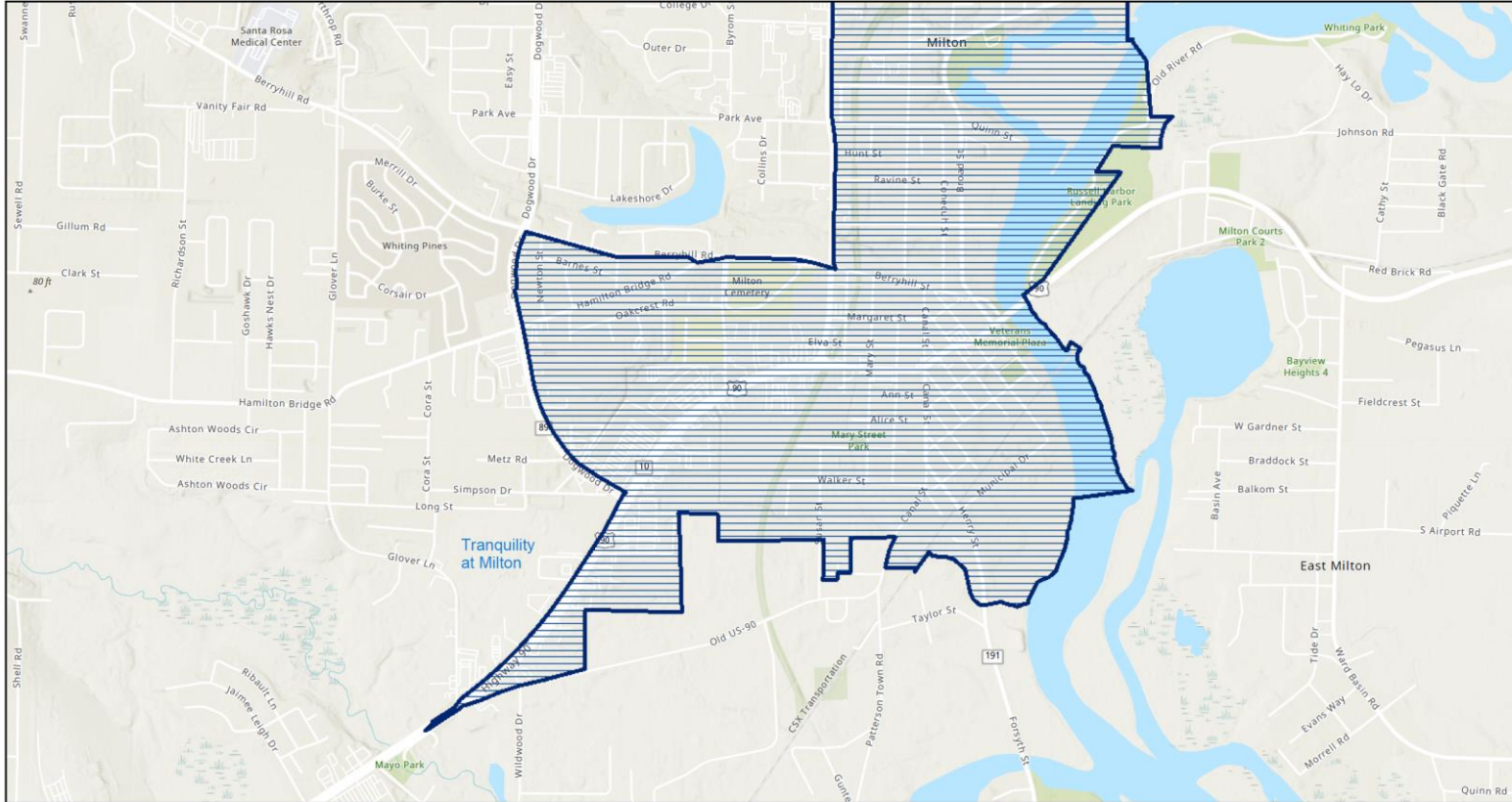
The term “Brownfield” has many common misconceptions associated with it. While Brownfield “Sites” are generally contaminated, or have the perception of contamination, Brownfield “Areas” are not required to contain any contamination.

****A local government that designates a brownfield area pursuant to this section is not required to use the term “brownfield area.”***


Current Florida Brownfield Acreage by Type



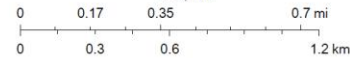
Milton Brownfields Map



February 14, 2023

 Brownfield Areas

1:18,056



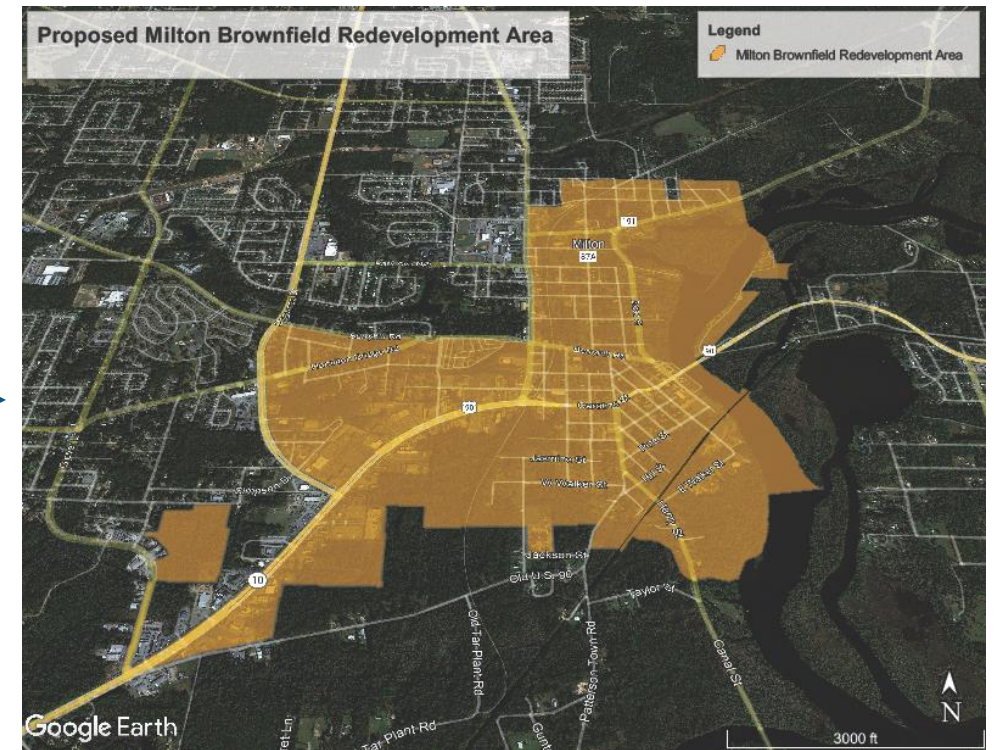
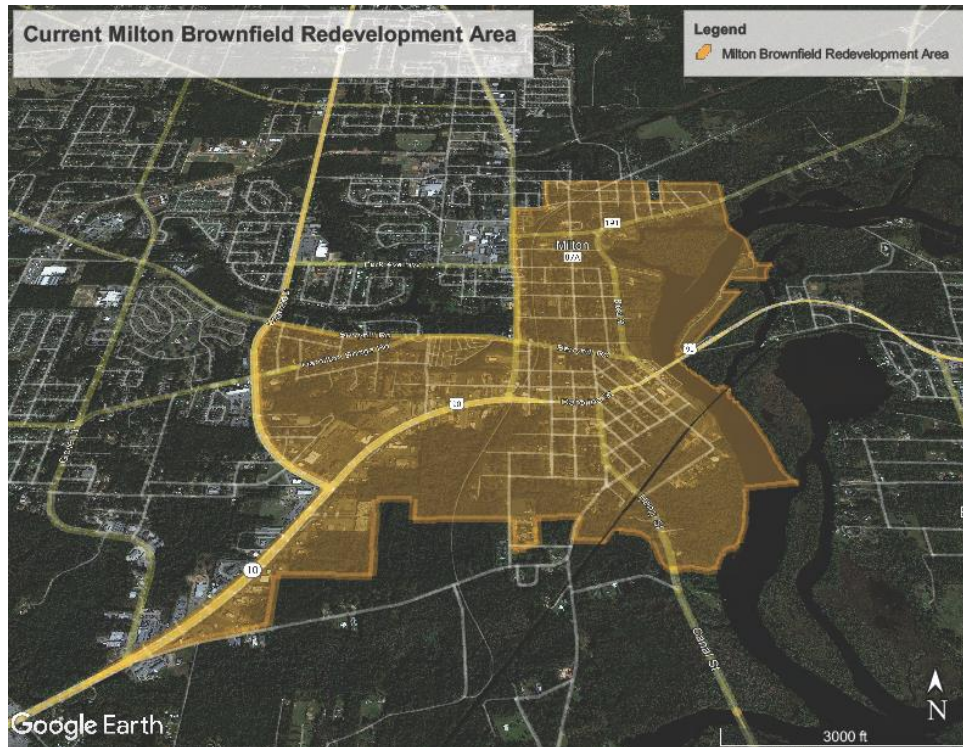
Esri, NASA, NGA, USGS, FEMA, FDEP/DWM/BWC, Esri Community Maps Contributors, FDEP, CONANP, Esri, HERE, Garmin, SafeGraph, GeoTechnologies, Inc., METI/NASA, USGS, EPA, NPS, US Census Bureau.

Map created by Map Direct, powered by ESRI.

Florida Department of Environmental Protection makes no warranty, expressed or implied, or assumes any legal liability or responsibility for the accuracy, completeness, or usefulness of any information, apparatus, product, or process disclosed, or represents that its use would not infringe privately owned rights.

Existing Brownfield Area

Current vs. Proposed Area



Thank You

Questions?

RESOLUTION NO. 1060-03

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILTON, FLORIDA, DESIGNATING A GEOGRAPHIC AREA WITHIN THE CITY OF MILTON AS A BROWNFIELD AREA FOR THE PURPOSE OF ENVIRONMENTAL REMEDIATION, REHABILITATION AND ECONOMIC REDEVELOPMENT; DIRECTING THE CITY MANAGER TO NOTIFY THE DEPARTMENT OF ENVIRONMENTAL PROTECTION OF SAID DESIGNATION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Sections 376.77-376.84, Florida Statutes, (2002), hereinafter the "Brownfields Redevelopment Act," provides for the designation by resolution of certain commercial and industrial areas or sites as brownfield areas or sites for the purpose of encouraging environmental remediation, rehabilitation, and economic development for such areas or sites; and

WHEREAS, the City of Milton wishes to notify the Florida Department of Environmental Protection of its decision to designate a brownfield area for rehabilitation for purposes of the Brownfields Redevelopment Act; and

WHEREAS, the City of Milton has additionally considered the criteria set forth in Section 376.80(2)(a)1.-4, Florida Statutes, namely whether the proposed brownfield area warrants economic development and has a reasonable potential for such activities, whether the area represents a reasonably focused approach and is not overly large in geographic coverage, whether the area has potential to interest the private sector in participation in rehabilitation, and whether the area contains sites or parts of sites suitable for limited recreational open space, cultural, or historical preservation purposes; and

WHEREAS, the notice and public hearing requirements set forth in Section 166.041(3)(c)2, have been followed; now, therefore,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MILTON:

1. That the recitals and findings set forth above are true and are hereby incorporated by reference in this resolution.


2. The Area depicted on Exhibit "A", attached hereto and incorporated herein by reference, is hereby designated as the Milton Brownfield Redevelopment Area for rehabilitation in accordance with the intent of the Brownfields Redevelopment Act. However, such designation shall not render the City of Milton liable for costs of site rehabilitation or source removal, as those terms are defined in Section 376.79, (17) and (18), Florida Statutes, or for any other costs, above and beyond those costs attributable to the City's role as administrator of a brownfield site rehabilitation program and as a property owner within the designated Milton Brownfield Redevelopment Area.

Section 3. That the City Manager is hereby directed to notify, and deliver a copy of this resolution to, the Florida Department of Environmental Protection of the City Council's decision to designate the Milton Brownfield Redevelopment Area as a brownfield area for the purposes set forth in the Brownfields Redevelopment Act.

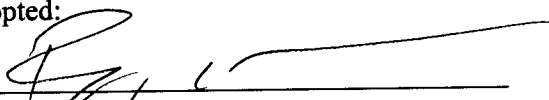
Section 4. This resolution shall take effect immediately upon adoption by the City Council.

Adopted: September 9, 2003

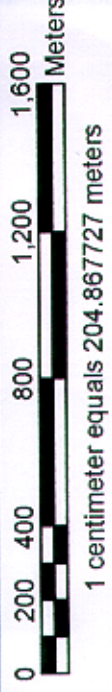
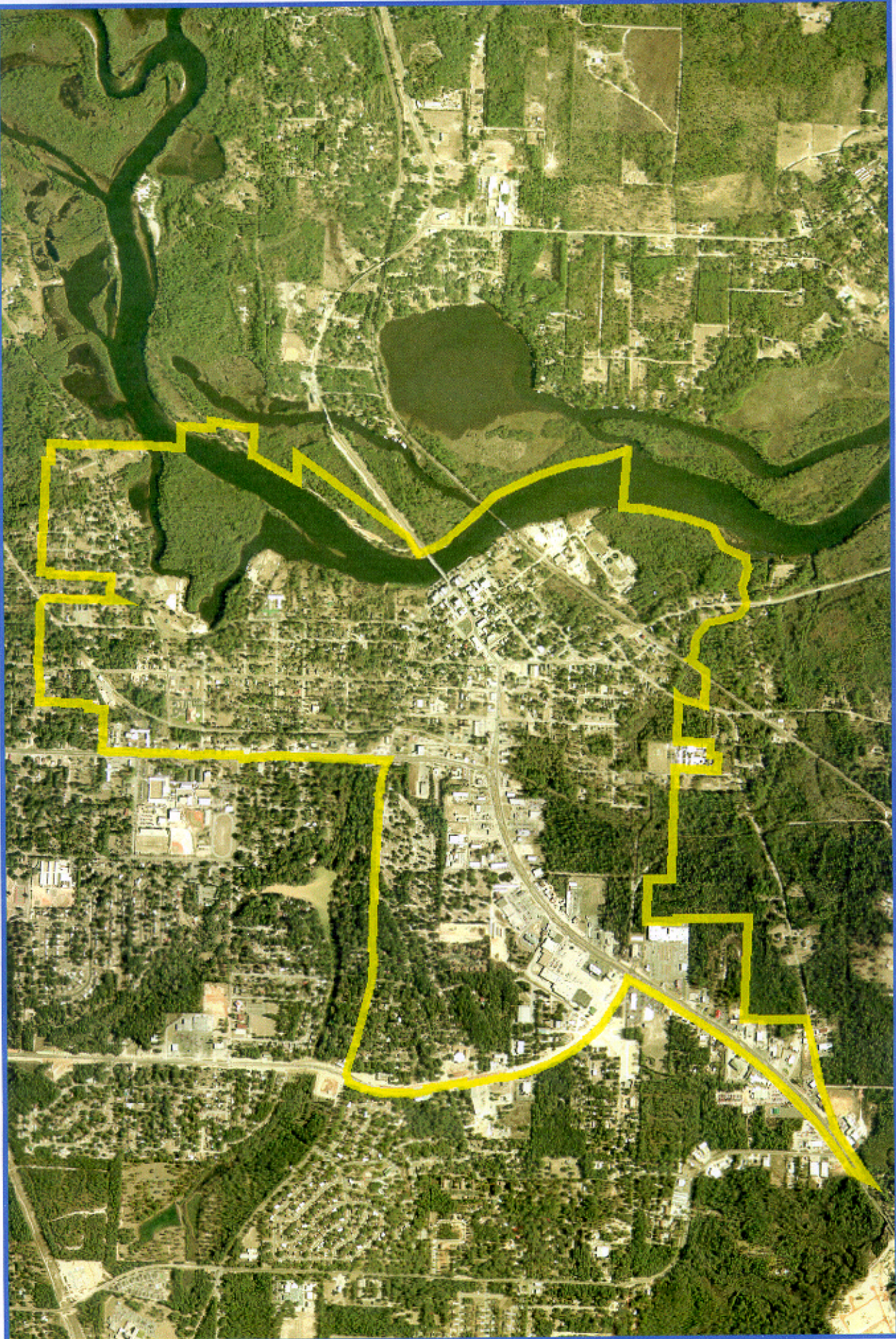
Approved: 
Guy Thompson, Mayor

Attest

Dewitt Nobles, City Clerk

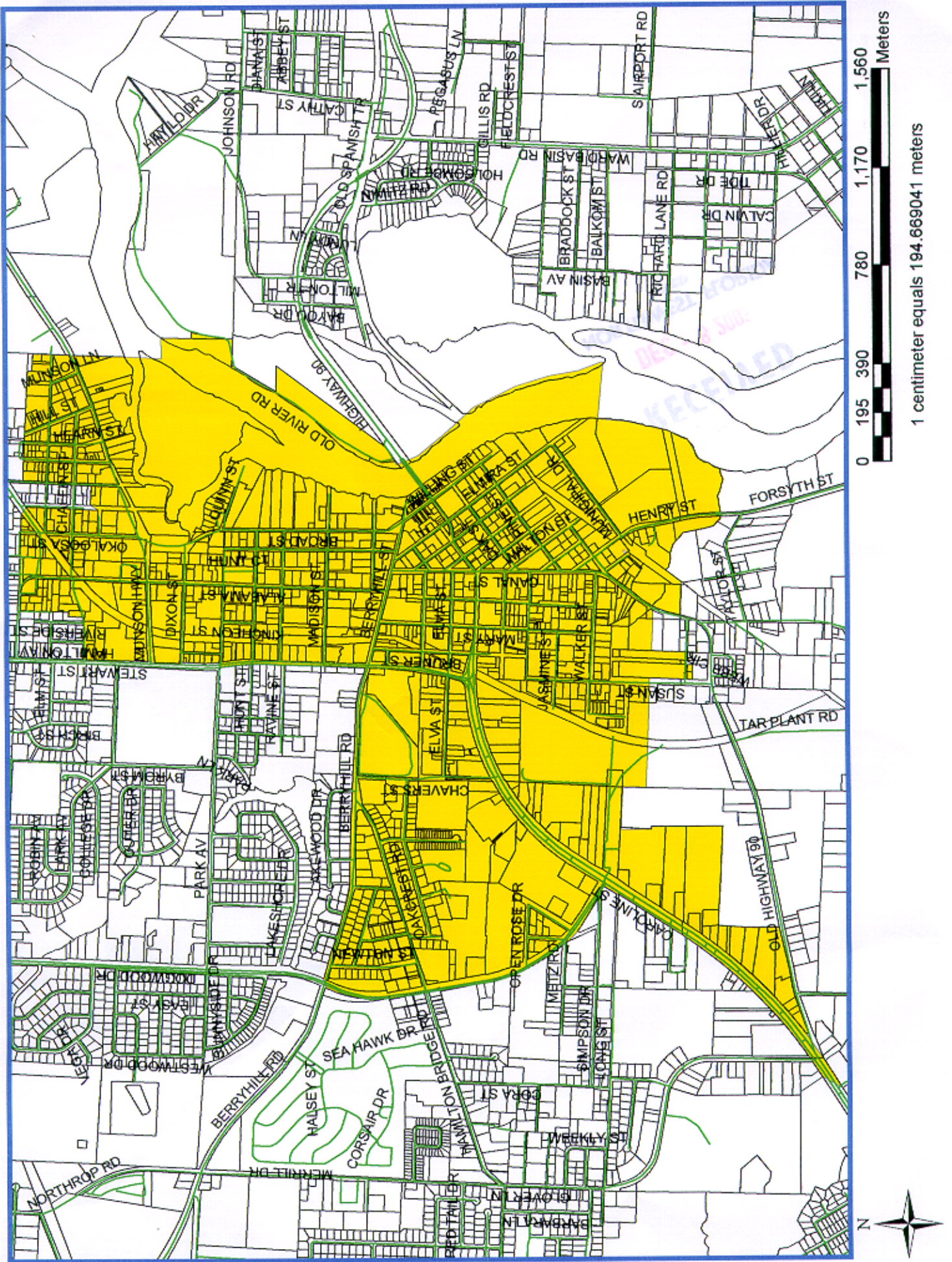
Legal in form and valid
If adopted:


City Attorney

City of Milton - Brownfield Site



City of Milton - Brownfield Site





Agenda Item # 2023-1250

Dogwood Drive Development Agreement Modification Request

MEETING DATE

March 6, 2023

PREPARED BY

Tim Milstead, Planning Director

BACKGROUND

City staff has received an official request from Streetside Retail, the developer for the proposed development along the west side of Dogwood Drive between Cherry Laurel and Wisteria Drives. The request, if approved, would allow a modification of the development agreement that was approved by the Council in 2022.

SUMMARY

The original development agreement request was approved by the City Council in April 2022 for five total businesses in four separate buildings, to include a restaurant use, retail and coffee use, medical use, and dental use. The proposed request will remove the proposed retail use, and modify the coffee use into a standalone building with a drive-thru use, as shown in the attached drawing. The proposed request will also modify, if approved, the finishing material of the 8 foot tall buffer wall between the development and the existing residences to the west. While the 8 foot block wall is still proposed, the finishing material is proposed to be modified from the stucco finish that is shown in the drawing to a painted finish. The official request from the developer is attached. Staff has sent out a public notice to property owners within 500 feet of this development that describes the proposed modifications to the development agreement, and provides the dates on which the agreement could be reviewed by the C.O.W., Executive Committee, and City Council. Staff has received word that the applicant is scheduled to be present at the March 6th Executive Committee meeting to answer any questions by the Council.

RECOMMENDATION

Staff recommends review of the proposal. The Committee of the Whole forwarded the item to the Executive Committee. A public hearing regarding this item is scheduled to be held at the City Council meeting on March 14th.

ATTACHMENTS

1. Dogwood Streetside Request 021623
2. To Whom It May Concern 02-13-23
3. Landscaping Plan

Hi Tim,

I hope this email finds you well! I wanted to send a quick email in regards to the final site plan and development agreement as it pertains to the overall development/property we have purchased at Dogwood and Cherry Laurel Drive. Since we last met with the council there have been a few additional developments and I would like to kindly request the opportunity to present these developments for consideration, as a few modifications to the development agreement/site plan would be requested.

First, in regards to the overall site plan, we would like to replace the 2 tenant building shown on the existing plan, to a single tenant building with a drive-thru. We are in the final stages of negotiating the lease with this tenant and so I cannot (unfortunately) disclose the tenant's name. However, this will be a reduction in gross square footage of the overall development and we feel that though this will cost us more in the long run, if this user fully commits, it will be the highest and best use of that particular parcel.

The second and final request, is a modification in the finish of the block wall on the western buffer. Since we first indevoured on this project and agreed to the current buffer, the wall as proposed is economically unfeasible and places a substantial burden on the overall projects viability. With this increase in cost, we are requesting the council to consider a modification in the finish of the wall. The original material will not change, only the finish of "stucco", which we propose to finish with paint that will complement the surrounding and substantial landscaping that will be installed around and near the "wall". This modification will not impact sound mitigation and will assist in mitigating the cost associated with the reduction in square footage of the overall development.

I realize this modifications will require approval. Unfortunately, I have had a family vacation planned for some time next week. However, I will be readily available for discuss and representation of the development for the following meeting on March 6th. I am requesting the city to present these requests on my behalf and allow for any question/answers for the meeting on March 6th, if necessary. As a side note, I am working to have a rendering to you for a better visual understanding of the second request.

I truly appreciate your consideration of the modifications above and look forward to working further with the City of Milton and the community as a whole.

Sincerely,

Stacey Buckley

Stacey Buckley
STREETSIDE RETAIL

To Whom It May Concern:

I have received some troubling information about the development of Dogwood Drive, across from Publix in Milton between Cherry Laurel Dr. and Wisteria Dr. I live on Wisteria Drive, in part of the neighborhood that will be impacted by the noise and lighting from the new development. In the development agreement the developer so graciously agreed with us property owners to provide an 8ft stucco wall in the back of the businesses so the noise factor will be kept to a minimum. That was agreed upon by the developers to make us happy in receiving the new development. They said they would give special concessions to make it work for us. Special lighting and indigenous foliage was agreed upon in the Developer's Agreement too. We property owners requested the wall due to all the families living directly behind the wall who have children and that the noise and light will impact them first and foremost, but all of us will hear the noise level increase from this venture if this wall is not built.

**Substituting a wood fence with vegetation on it is not good enough. The vegetation will break down the integrity of the wood and then the fence will begin to sag and fall apart along with rotting due to the weather in this area. Therefore, I respectfully request that the wall be built as agreed upon.

We already see an increase in noise just from the development of Publix and all the traffic that goes in and out every day, not counting the supply trucks and garbage trucks making noise. Rescue vehicles sirens, which seem to be occurring more and more due to the heavy volume of traffic in that area, are extremely loud now, so the wall will help reduce the noise once all the trees are taken down to build the new structures on the subject property. My concern, along with my neighbors/property owners, is, that a promise was made and should be kept. They should have the funds to keep their promise unless they are not who they say they are. The developers were eager to develop the property and said and did whatever it took to make us happy. Well, if switching a wall for a fence is what they want to do, we are not going to be happy. They need to provide an 8ft stucco wall to keep the noise down! What will they try to do next?

We were all under the impression that this development was supposed to be a high-end medical professional project with nice eating places. McDonalds, in my mind, does not meet those standards in my opinion. McDonalds is a third-rate burger joint that brings kids with vehicles and noise. The food is less than edible and not nutritious/healthy in my opinion. Starbucks is better; however, they will have traffic in and out and music and engine sounds will come along with the long lines of traffic.

I respectfully request that you please take all the above into consideration when the time comes to decide on the developer's request. I still have issues some mornings trying to get out onto Dogwood to go to work. The traffic from Whiting Field and the traffic pulling out of Publix to come to our turn onto Wisteria to do a U-turn to get back to Dogwood going South, is scary at times. The increase in accidents at the intersection of Willard Norris and Dogwood has already increased. The noises start in the morning and go into the night. It is a shame that our once nice, quiet neighborhood has turned into a loud circus at times.

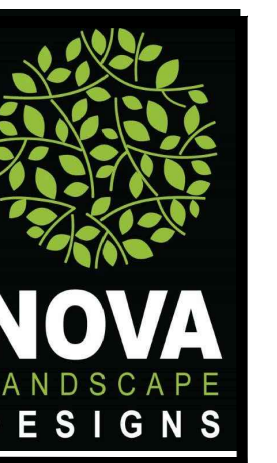
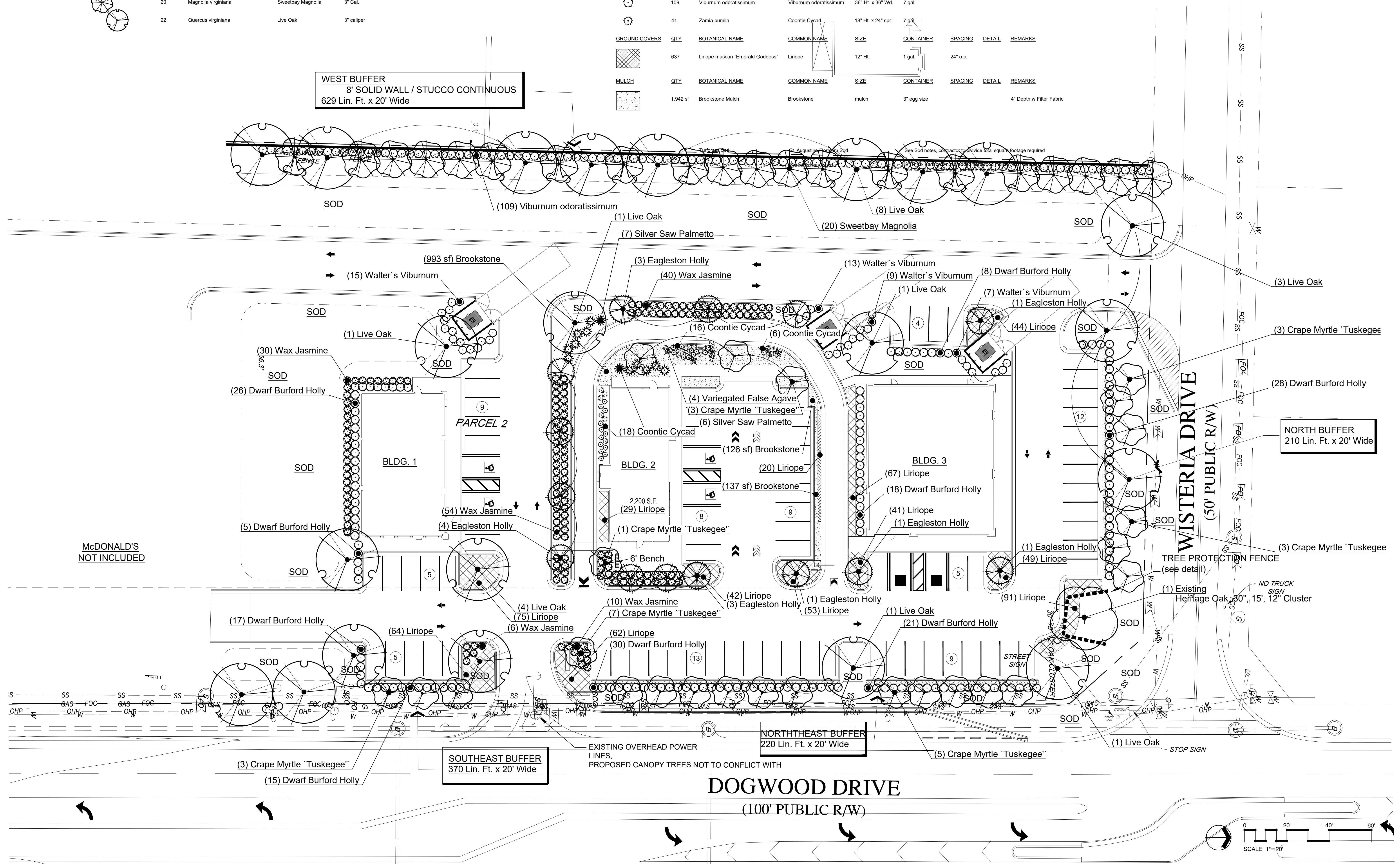
PLANT SCHEDULE 12/1/22

TREES	QTY	BOTANICAL NAME	COMMON NAME	SIZE	CONTAINER	DETAIL	REMARKS
	1	Existing	Existing	+24" DBH			
	14	Ilex var. 'Eagleston'	Eagleston Holly	3" caliper	25 gal.		
	25	Lagerstroemia indica 'Tuskegee'	Crape Myrtle 'Tuskegee'	3" caliper	Cont.		
	20	Magnolia virginiana	Sweetbay Magnolia	3" Cal.			
	22	Quercus virginiana	Live Oak	3" caliper			

SHRUBS	QTY	BOTANICAL NAME	COMMON NAME	SIZE	CONTAINER	DETAIL	REMARKS
	4	Furcraea foetida 'Variegata'	Variegated False Agave	2.5' Ht.	7 gal.		
	157	Ilex cornuta 'Burfordii Nana'	Dwarf Burford Holly	30" ht.	3 gal.		
	167	Jasminum volubile	Wax Jasmine	18" ht. x 18" spr.	3 gal.		
	13	Serenoa repens 'Cinerea'	Silver Saw Palmetto	10 gal.	36" ht. x 36" spr.		
	35	Viburnum obovatum	Walter's Viburnum	30" ht.	7 gal.		
	109	Viburnum odoratissimum	Viburnum odoratissimum	36" Ht. x 36" Wd.	7 gal.		
	41	Zamia pumila	Coontie Cycad	18" Ht. x 24" spr.	7 gal.		

GROUND COVERS	QTY	BOTANICAL NAME	COMMON NAME	SIZE	CONTAINER	SPACING	DETAIL	REMARKS
	637	Liriope muscari 'Emerald Goddess'	Liriope	12" Ht.	1 gal.	24" o.c.		

MULCH	QTY	BOTANICAL NAME	COMMON NAME	SIZE	CONTAINER	SPACING	DETAIL	REMARKS
	1,942 sf	Brookstone Mulch	Brookstone	mulch	3" egg size			4" Depth w Filter Fabric



DANIEL A. NOVAKOVICH, LANDSCAPE ARCHITECT, FL #1457
 NOVA L.A. DESIGNS, INC.
 NAPLES, FLORIDA
 CELL: 239-250-9505

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Dogwood Drive and
 Wisteria Drive Property
 Milton, FL 32570

Date	Issue

12/2/22
 Drawn By: DAN
 Checked By: DAN

Landscape
 Code Plan

Sheet No. L-1



Agenda Item # 2023-1256

Willing Street ROW Usage Request

MEETING DATE

March 6, 2023

PREPARED BY

Tim Milstead, Planning Director

BACKGROUND

Staff has received a request from Melissa Simpson, owner of the business at 5237 Willing Street known as the Sweet Greek, to use about 3 feet wide strip of the sidewalk/right of way along Willing Street immediately adjacent to her business. The official request from the applicant and supporting documentation is attached.

SUMMARY

The request, if approved, would allow the applicant to place tables for customer seating and dining and decorative planter pots on the Willing Street sidewalk adjacent to 5237 Willing Street. The additions would be located underneath the balcony that overhangs the right of way. The existing sidewalk at this location has been measured by staff and is 8 feet 6 inches wide from the back of the curb to the front of the business. At the request of the Committee of the Whole, staff has drafted a license application that could be used for this request and future requests that requires insurance coverage by the applicant.

RECOMMENDATION

Staff recommends approval of the request, subject to execution of the attached license application, insurance provision, and the preservation of least 4 feet of clear space on the sidewalk at all times.

ATTACHMENTS

1. 5237 Willing St - Request for exterior seating on Willing St.
2. Front Image
3. Front Image_Dimensions
4. ROW License App

Tim,

I would like to make a formal request to the City of Milton allowing for The Sweet Greek to place tables, chairs and planters along the front portion of the property at 5237 Willing St. The planters will be the most "permanent" item in place and will be on the far sides of each window, held in place by the weight of the planter box/dirt/ plant and anchored with a wire around the base. The immediate area in front of the two windows would include a cafe style table and chairs and would be anchored with a wire and locked into a hook placed at the base of the wall in the concrete to prevent theft and keep chairs and tables out of the pedestrian walkway. The request to add exterior seating options under the covered space, encourages patrons to spend more time in the downtown, fostering additional commerce with other retailers in the immediate area. We encourage patrons from all other businesses to come and enjoy the space and hope they will come in for treats. I have included a photo of what we would be doing and dimensions are included so you can measure the distance from the curb to the seating area to ensure we meet spacing requirements. The Landlord has been added to this email for FYI purposes.

Melissa Glyptis Simpson, MS, CSCS, SCCC, SPCC
Commercial Broker Associate, Coldwell Banker Commercial, Realty



**allen + roth Extra Large (65+-Quart) 14.96-in W x 22.83-in H Blue Ceramic Planter with Drainage Holes
Monrovia 3.58-Gallon Dwarf Alberta Spruce Spiral Accent Shrub in Pot**

Round Cadiz Outdoor Bistro Table

- Overall: 28"Dia. x 30.5"H, 50.6 lbs.
- Floor to apron: 29.8"H

Corrales Stacking Patio Dining Chair (Set of 4)

See More by [Mercury Row®](#)

Overall	28.5" H x 21.5" W x 24" D
Arms	25" H
Seat	17" H
Overall Product Weight	7 lb.
Seat Width - Side to Side	16.75"
Seat Depth - Front to Back	14"
Arm Height - Seat to Arm	9"
The back size dimensions	12" W x 15.5" H



City of Milton

License To Use City Right-Of-Way

Residential License To Use
Insurance Coverage Required: \$300,000.00

Commercial License To Use
Insurance Coverage Required: \$1,000,000.00

Applicant Name: _____

Applicant Address: _____

Email: _____ Phone: _____

I, the undersigned applicant, understand that submittal of this application does not entitle me to approval of this license to use. I have received a copy of the application regulations and understand that I must be present on the date of the City Council Meeting.

Applicant's Signature: _____ Date: _____

Property Information

Property Owner: _____ Phone: _____

Location Address: _____

Parcel ID #: _____ - _____ - _____ - _____ - _____

Purpose of Use of City Right-Of-Way: _____

A) Application.

- 1) An application for license to use right-of-way must be submitted to the Planning Department at least ten (10) days prior to the regularly scheduled meeting of the agenda workshop meeting.
- 2) The application shall be scheduled for hearing only upon determination that the application complies with all applicable submission requirements.
- 3) Each application shall be accompanied by the following information and such other information as may be reasonably requested to support the application:
 - a) Accurate site plan drawn to scale;
 - b) Reason for license to use request.
- 4) Any party may appear in person, by agent, or by attorney.
- 5) Any application may be withdrawn prior to action to the City Council at the discretion of the applicant initiating the request upon written notice to the Planning and Development Department.

B) City Council review and action.

- 1) Action. The City Council shall approve, approve with modifications, or deny the license to use right-of-way request. If the request is approved by City Council, a license to use agreement will be drawn, at which time the license becomes effective upon execution by the applicant and the City and payment by the applicant of any required fee.

Please attach a map indicating the actual dimensions of the requested license.

FOR CITY USE ONLY:

Date Received: _____ Amount of Insurance Coverage: _____

City Council Review Date: _____ Council Action: _____



Agenda Item # 2023-1125

Community Redevelopment Plan Update

MEETING DATE

March 6, 2023

PREPARED BY

Tim Milstead, Planning Director

BACKGROUND

It was approved by the Council for the staff to begin the process of updating the city's Downtown Community Redevelopment Plan. This document was last updated in 2012, and several sections of data within the plan are now out of date and/or inaccurate. Staff has gone through the process of making the proposed changes and soliciting public input, and submitted the attached plan to the CRA board for review in January.

SUMMARY

Most changes to the document are very minor in nature. However, some of the more significant language changes pertain to the update of information to the courthouse and its change of location. A new vision statement has been created based upon public input, and numerous changes were also made to the population tables and the maps within the document. Staff also made several references to the City's Riverfront Master Plan document that was completed in 2015, after the last update of the CRA plan in 2012. This document has been reviewed and has received approval by the Milton Planning Board and the Community Improvement Board.

RECOMMENDATION

The C.O.W. voted unanimously to forward the item to the Executive Committee. Staff recommends review and approval of the attached document by the Committee. If approved, the item will require a public hearing to be held on the proposed amendment at the City Council meeting on March 14th.

ATTACHMENTS

1. Downtown-Community-Redevelopment-Plan-Update 010423

City of Milton
Downtown
Community
Redevelopment
Plan

May XX

2023

This document was prepared by the City of Milton Planning and Zoning Department in an effort to better plan for the revitalization and expansion of the City of Milton's Community Redevelopment Area. It is meant to be an amendment to the Community Redevelopment Plan established in 1982.

[City of Milton Council Meeting - _____, 2023](#)

Milton,
Florida

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Introduction

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Vision Statement

The citizens of the City of Milton envision a safe and thriving downtown that is accessible and welcoming to all to live, work and play. They envision an attractive district that preserves and protects our architectural and historical heritage, while encouraging smart, appropriate, relevant, environmentally conscious growth. The citizens envision downtown Milton as the true heart of the civic, cultural, social, economic, recreational, and entertainment activities of the City of Milton.

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Mission Statement

It is the mission of the CRA to utilize all available resources of the City of Milton to eliminate slum and blight, improve safety and stimulate private investment in residential and commercial activities while promoting tourism, recreational, and entertainment activities to our diverse community.

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Regional Setting and Santa Rosa County

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The City of Milton, Florida is located in Santa Rosa County, an urban, suburban, and rural county in the far western portion of the Florida Panhandle (See Figure 1). Milton is the county seat for Santa Rosa County, which is a part of the two-county Pensacola Standard Metropolitan Statistical Area. The City of Milton and the nearby areas of Pace, Navarre, and Gulf Breeze can be considered suburbs of the City of Pensacola because they are located within easy driving distance of the Pensacola urbanized area, a population center containing over 425,000 persons.

Santa Rosa County contains two incorporated municipalities of which Milton has the largest population according to the ~~2020 Decennial Census~~ ~~10 census~~. The other municipality of Gulf Breeze and the places of Navarre and Pace had a combined population of ~~71,803~~~~57,189~~. Additionally, there are populous places within the county with significant populations. Navarre has the highest population of ~~40,817~~~~31,378~~, and the incorporated area of Pace, which is located between the City of Milton and the Pensacola urbanized area, now has a population of approximately ~~24,684~~~~20,000~~ persons. This is illustrative of the growth recently experienced in the southern portion of the county, which has little impact on the Downtown Milton Area. Santa Rosa County had a ~~2020~~~~10~~ population of ~~188,000~~~~151,372~~ and because of its lower tax structure, its miles of undeveloped acreage, and its proximity to the urban center of Pensacola is expected to expand by 43,292 persons over the next ~~10-year~~~~10-year~~ period, assuming the county follows previously determined growth rates (See Table 2). The population of Santa Rosa

County is projected to reach a level of ~~approximately 200,000~~ 195,000 persons by the year 2025~~9~~, making it one of the fastest growing counties in Northwest Florida and the nation.

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Santa Rosa County has a total land area of approximately 647,430 acres, possesses a multitude of natural resources, and has one of the lowest costs of living in the State of Florida. These factors combined, make Santa Rosa County one of the most desirable locations in the nation for a family to make a home and for industry to locate their activities. The beautiful Gulf Coast waters and beaches, the pure water rivers, and expansive bays make the area ideal for boating, camping, canoeing, fishing, and all other water sports. These attributes combined with Santa Rosa County's fine climate, which allows at least nine months a year for outside activities, are magnets that attract many families and new businesses to Santa Rosa County.

Commented [LB1]: Tim?

The City of Milton

As illustrated in Figures 1 and 2, the City of Milton is located directly adjacent to the Blackwater River, a state designated Outstanding Florida Waterbody, in approximately the center of Santa Rosa County. The City contains approximately 3,701.97 acres of which 21% is developed. Residential use comprises the largest portion of the developed land at 32.65%, while commercial accounts for the second largest amount at 12.14%. Industrial, and transportation and utility land use account for 6.87%.

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Commented [LB3]: Tim

Commented [LB4]: Tim

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Outside of the Central Business District, which is the area this plan specifically addresses, large areas of predominately low-density residential development are interspersed with governmental and public land uses.

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As noted in Table 2, the population of the City of Milton is expected to increase by approximately 15.525.3% over the 2010 to 2020 period, which is will be slightly less than the population growth rate experienced by the county as a whole. An examination of the demographic characteristics of the City of Milton reveals that the population of the City contains a significantly higher percentage of minority members than does the county, as well as a slightly higher percentage of elderly persons. These normally are characteristics of a population found in many older urban areas due the fact that the elderly and the poor-impooverished are usually the least able to relocate once economic decline begins.

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The City of Milton Downtown Community Redevelopment Area

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The City of Milton's Downtown Community Redevelopment Area (DCRA) includes both the older retail and the residential sections of the City's Central Business District. It consists of about 299.79 acres and is bordered by the Blackwater River and Russell Harber Park on the east, the City limits and the CSX Railroad on the south, the Blackwater Heritage Trail to the west, and the Madison Street on the north. Located nNorth of Madison Street it also also is an additional CRA area which includes the area east of Broad Street and south of Munson Highway to the Blackwater River (See Figure 2). These boundaries, except for Madison Street, Broad Street and Munson Highway, are physical features that all have played a role in the development of the DCRA. They serve to isolate the DCRA from the rest of Milton evidenced bywith even the street grid system in the old downtown being out of alignment with the rest of Milton (See Figure 3).

Commented [LB7]:

The typical growth cycle, which consists of newer residential areas of a community attracting new commercial development, while the older areas deteriorate and experience encroachment of nonresidential uses, has been occurring in Milton with limited success at redevelopment. The newer and more affluent population of Milton arehad located to the northern and western areas of the DCRA and has, in turn, attracted a large number of many retail businesses away from the DCRA. As a result, the older DCRA has experienced, and is continuing to experience, deteriorationdeterioration, and the encroachment of non-compatible development.

As noted in Table 3, the population of Milton has historically contained a significantly higher percentage of minority group members (25.422.6%) than the county as a whole. In the previous Downtown Community Redevelopment Plan it was also noted that the Milton DCRA contained a significantly larger proportion of Milton's minority and elderly citizens. There are presently 1,742.31541 persons living in the DCRA, accounting for 227 households (Source: estimated utilizing City of Milton GIS Database and 2020 U.S. Census Bureau data).

Commented [LB8]:

Commented [JH9]: Needs updated households number

Commented [LB10]:

Past analyses of the DCRA have illustrated that the number of families and households expected to be located in the DCRA will increase in the future, as will the income characteristics of the population. These increases in the income of the residents of the DCRA, however, are not

expected to be of a magnitude to equal the increase in income for all of Santa Rosa County unless redevelopment occurs. Historically the Milton DCRA has had a significantly lower median household income. [Once the U.S. Census Bureau releases their City Block Data in April 2013 Table 4 will show the present median household income for the DCRA.](#)

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Past Planning Efforts

Over the past forty years, several planning efforts have been undertaken by the City of Milton that had the potential to impact the DCRA. In 1973, [Milton, Florida – A Downtown Plan](#) was published. Due to a variety of reasons, the plan was not fully implemented. In 1981, a comprehensive plan entitled [The City of Milton Comprehensive Plan](#) was completed.

Implementation of the recommendations impacting the DCRA in this plan has also not been fully accomplished.

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In 1982, Russell & Axon, Inc. prepared the Downtown Community Redevelopment Plan for the City of Milton. The general land use plans presented in that plan did not correspond to the market for redevelopment, were not a total reflection of the desires of the citizens of Milton, and, as such, were not suitable for implementation. In addition, much of the background data necessary to assess the extent of slum and blight, as well as existing land use patterns, structural condition, and the market for redevelopment was not included. For these reasons, the City of Milton commissioned Gaines & Associates, Inc. to review the [Downtown Community Redevelopment Plan](#) and revise and update the plan based on statutory requirements, the desires of the citizenry, the market for redevelopment, and the most suitable methods for implementation.

In 1982, the [Downtown Community Redevelopment Plan](#) established the need for a Community Redevelopment Agency (CRA) and indicated that the formation of a CRA would focus both the financial and physical resources of the entire community to provide the most logical vehicle for achieving revitalization and redevelopment. This community redevelopment agency along with its advisory board were established and strove to implement various redevelopment programs. This redevelopment plan was prepared based on the input provided not only from the CRA and the redevelopment advisory board, but also from input provided by the City of Milton Planning Board.

In 1983, Gaines & Associates, Inc. presented their revised Community Redevelopment Plan, which is being further revised and updated in the plan presented here. The DCRA and the proposed expansion of the DCRA are being updated because of the nearing expiration of the 1983 plan as well as the need for updated data, references, and goals. While the 1983 plan strove to bring community revitalization to the DCRA, the area is still in need of a Community Redevelopment Plan because the latter failed to fully implement all the changes needed to secure the economic vitality of the area. The previous Community Redevelopment Plan failed mostly because of a lack of physically implementing the plans they suggested and instead focused on the theoretical changes that needed to occur

within the area. To combat the failings of the former plan, this plan includes a master plan for the development of the Blackwater [ff](#).

Riverwalk Park. The development of this park will help the DCRA begin development in the public sector and initiate a waterfall effect of development so needed in the area. A comprehensive and exquisite public recreation area, such as is presented in the master plan, has been shown to provide a much-needed base for development in many other cities with similar redevelopment issues.

Physical improvements, which have been completed within the DCRA since the completion of the 1983 Downtown Community Redevelopment Plan include additional parking spaces throughout the CBD, the beginnings of the Blackwater Riverwalk, a Veteran's War Memorial, and street resurfacing. Parking improvements have included a sixty-five space off-street parking lot and a grassed public parking lot at the southwest corner of Elmira Street and Pine Street; the actual location of ~~these~~ parking facilities is noted in the existing parking space map found in ~~a subsequent section~~ Figure 7 of this plan. The first sections of the Riverwalk Park have also been ~~started~~ completed along Blackwater River just north and south of the U.S. Highway 90 Bridge over Blackwater River. The Riverfront master plan ~~included with this packet~~ implemented contains the plans and implementation guidelines to finish this project. Near the southern section of the established Riverwalk, a veteran's war memorial has also been built as well as a festival and event area. Both serve as attractive features of the area and the Riverwalk.

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Table 2

Population Projections

Area	2010	2020	2030 Projection	Percent Change
City of Milton	8,826	10,197	11,777	15.5%
Santa Rosa County	151,372	188,000	233,496	24.2%
Pensacola	51,923	54,312	56,810	4.6%
Florida	18,801,310	21,538,187	24,682,762	14.6%

[Table 2](#)

Source: U.S. Census Bureau.

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Table 3

Demographic Characteristics of Santa Rosa County, the City of Milton, and the City of Milton DCRA

Item	Santa Rosa County	City of Milton	Milton DCRA*
Total Population	188,000	10,197	541
Total Households	71,722	4,416	227
Number of Families	52,633	3,756	175
Race (percent of total)			
White	86.9%	81.1%	63.1%
Black	6.5%	7.9%	24.7%
Other	6.6%	11%	12.2%
Age (percent of total)			
Under 18	21.8%	23.3%	
65 and Over	16.3%	14.5%	

Table 3

Source: U.S. Census Bureau

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Table 4

2019 Income Characteristics of the City of Milton and Santa Rosa County

Income Type	City of Milton 2019	Santa Rosa County 2019
Family Income		
\$0 - \$4,999	N/A	N/A
\$5,000 - \$6,999	N/A	N/A
\$7,000 - \$9,999 (Less than \$10,000)	8296	1,354,415
\$10,000 - \$14,999	2055	1,062,840
\$15,000 - \$24,999	151,223	2,699,040
\$25,000 - \$49,999 (\$25,000 - \$34,999)	173,330	3,088,702
\$50,000 and up (\$35,000 - \$49,999)	309,399	5,560,289
{ \$50,000 - \$74,999 }	794,620	9,279,431
{ \$75,000 - \$99,999 }	548,361	7,646,194
{ \$100,000 and up }	320,168	15,873,526
Total Number of Families	2,397,252	41,111,46,887
Average Family Income	53,870,67,080	73,900,93,272
Median Family Income	50,558,59,357	62,929,77,144

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Household Income		
\$0 - \$4,999	N/A	N/A
\$5,000 - \$6,999	N/A	N/A
\$7,000 - \$9,999 (Less than \$10,000)	<u>293202</u>	<u>2,9492,723</u>
\$10,000 - \$14,999	<u>20841</u>	<u>2,2431,848</u>
\$15,000 - \$24,999	<u>459552</u>	<u>5,3275,142</u>
25,000 - 49,999 (\$25,000 - \$34,999)	<u>599265</u>	<u>5,7295,120</u>
50,000 and up (\$35,000 - \$49,999)	<u>443538</u>	<u>7,8888,528</u>
50,000 - 74,999	<u>7621,082</u>	<u>11,63612,459</u>
75,000 - 99,999	<u>426703</u>	<u>8,7249,978</u>
100,000 and up	<u>468180</u>	<u>9,72418,356</u>
Total Number of Households	<u>3,756465</u>	<u>54,86063,514</u>
Average Household Income	<u>45,72160,576</u>	<u>66,88884,311</u>
Median Household Income	<u>40,64856,633</u>	<u>55,12967,949</u>
Per Capita Income	<u>N/A18,996</u>	<u>25,38431,691</u>

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Table 4

Source: U.S. Census Bureau
 * City Block Data not yet available.

Figure 1

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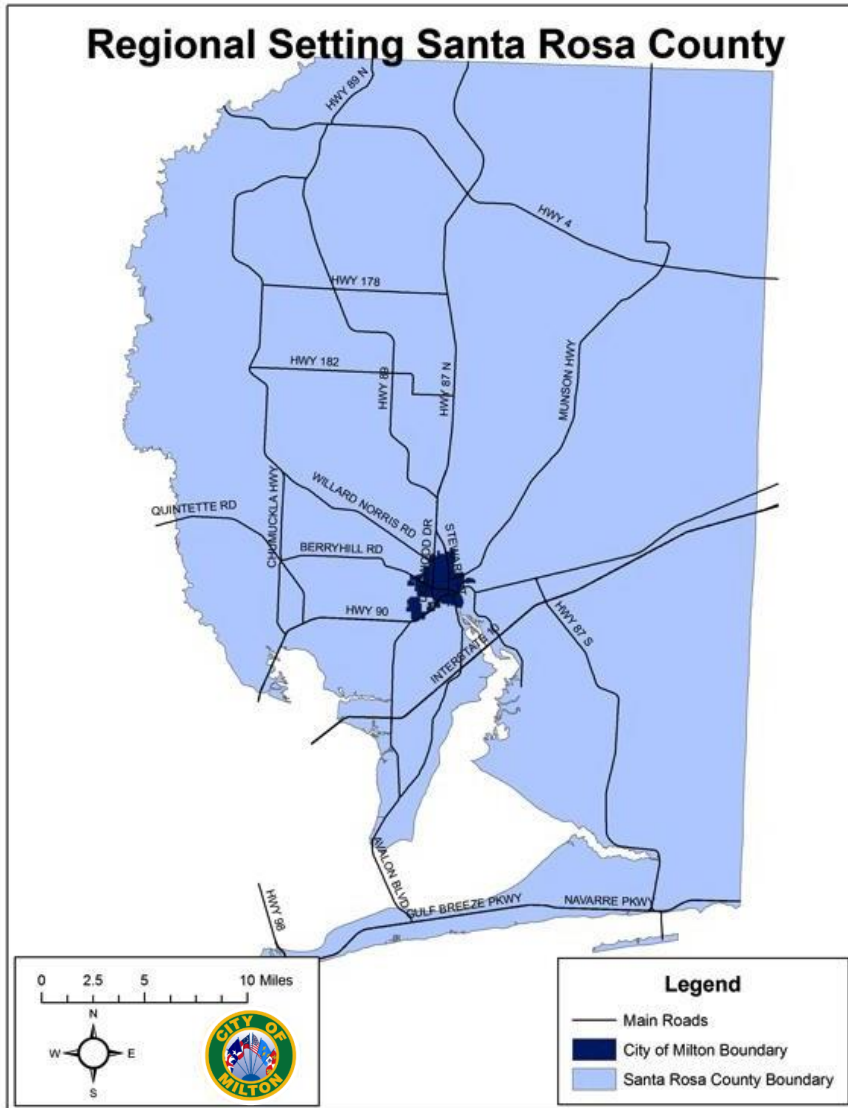
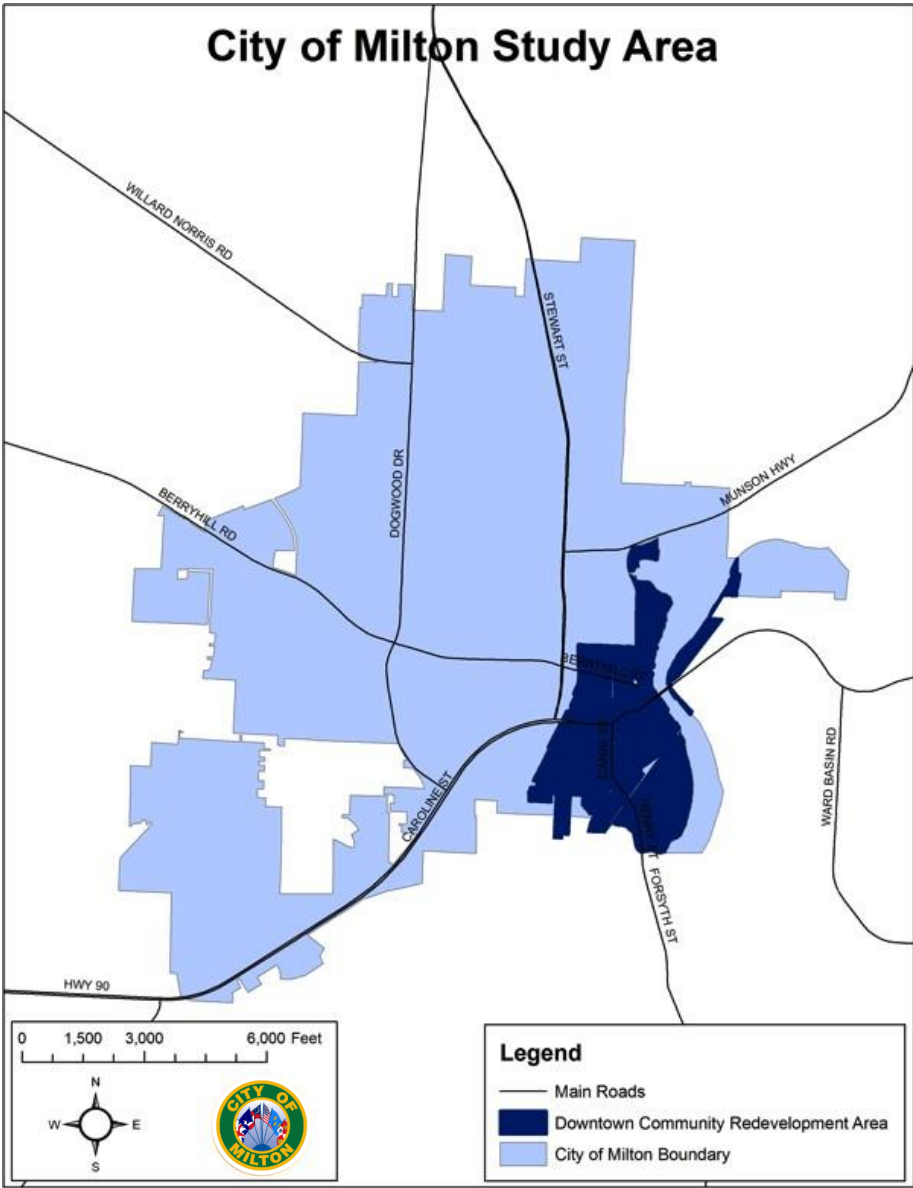


Figure 2

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Goals and Objectives of the Plan

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In order to facilitate redevelopment within the Downtown Community Redevelopment Area, it is critical that the goals to be established in this plan are consistent with the desires of the citizens of Milton. They also need to be consistent with the City of Milton's Comprehensive Plan and the included Blackwater Riverwalk Master Plan. In the previously approved comprehensive plan, the City of Milton adopted by ordinance a number of objectives, which are complimentary to the objectives of this redevelopment plan. In addition, several long-term objectives were identified in the City's Community Development Block Grant (CDBG) application, which also applies to the DCRA.

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In order to ensure maximum consistency with these plans and programs, the objectives contained in these previous studies have been studied, extracted, modified, and combined with newly identified objectives to serve as the goals and objectives for the City of Milton's Downtown Community Redevelopment Plan.

These goals and objectives are as following:

Overall Goal

Reverse the continuing deterioration of the Downtown Community Redevelopment Area and initiate positive growth within the area.

Immediate Goals

Improve the appearance and attractiveness of the DCRA.

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Provide a compact downtown recreational, governmental, residential, commercial office, and restaurant/specialty-shopping district, which is easily accessible to all citizens of Milton.

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~~Provide convenient and properly spaced parking facilities designed to serve downtown visitors, residents, and employees.~~

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Make the Downtown Community Redevelopment Area a vital and healthy segment of the entire community.

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Make the downtown riverfront area an image of civic pride and beauty.

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Develop a Riverwalk Park that exemplifies the future of the City of Milton.

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Provide connected and safe sidewalk infrastructure to ensure that all pedestrian citizens can

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enjoy the DCRA.

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Long Term Objectives

Elimination of hazardous conditions that affect the living environment by reducing the opportunity and incentive for crime, delinquency, fire and health hazards.

Elimination of blight and deteriorated structures in older and newly annexed portions of the City through housing rehabilitation programs and the provision of necessary municipal facilities, ~~infrastructure~~ infrastructure, and services.

Development of a viable urban community in which all citizens have the opportunity to live in safe, decent, sanitary, and affordable housing located in a suitable living environment.

Continue to provide convenient and properly spaced parking facilities designed to serve downtown visitors, residents, and employees.

Provide for orderly economic development and employment opportunities for the citizens of Milton and broaden the present economic base to diversify both skilled and unskilled job opportunities.

Encourage residential development that will maintain or improve the aesthetic quality of the area.

Maintain high quality residential conditions and provide a variety of housing types to all area residents.

Residential development patterns should be convenient to work and shopping, provide for an orderly extension of public facilities, and minimize energy consumption.

Develop and maintain a drainage system which provides adequate drainage while at the same time limits flow, as far as practicable, to surface water outfalls.

Upgrade drainage system in areas where flood problems occur.

Use the City's public facilities as a tool to stimulate or deter growth.

Utilize natural features as a basis for determining suitability for growth.

Develop land use plans and regulations which reflect local desires concerning growth.

Use the City's natural resources and man-made infrastructure to promote economic growth.

Encourage the maintenance of a quality environment through the proper use and development of land.

Encourage the minimization of the impact of development on natural environmental systems to the area.

Require development to fit harmoniously into the natural environment.

Encourage growth and development in areas in which the resources are capable of supporting such growth.

Encourage a high level of water quality in Milton's surface and ground-water resources.

Protect the aesthetic value of the community in conjunction with its physical resources.

Encourage orderly and planned growth and expansion consistent with the protection of Milton's natural resources.

Promote future commercial land uses, which provide a range of commercial establishments/services in a concentrated area that are convenient to potential users.

Commercial developments should be maintained in high quality condition and designed to minimize conflicts with other land uses.

Encourage commercial developments to protect, utilize and emphasize the historic and natural characteristics of the locality.

Provide a compatible network of streets which are linked in accordance with proper use and scale so as to meet existing and anticipated traffic needs.

Enhance and control development along the City's major arterials.

Establish a functional collector system in residential areas, which will promote and facilitate proper development.

Ensure good accessibility from residential areas to work, shopping, and leisure activity areas.

Provide for maximum feasible segregation of traffic types, i.e., local, cross-town, and through city.

Initiate street improvement in conjunction with other related public facilities.

Encourage aesthetic design of street layouts through controlled vegetation and green

spaces.

Minimize adverse environmental and ecological damage associated with transportation facility development.

Foster cooperation with other local, county and state governments to coordinate transportation plans of all related entities.

Encourage residential development to protect, utilize, and emphasize the historic and aesthetic natural characteristics of the locality.

Encourage the revitalization of deteriorating neighborhoods to protect their historic significance and viable use to the community.

Focus Areas

Elimination of Slum & Blight – provide programs and activities to remove, restore, or replace deteriorated structures within the district.

Safety – provide programs and resources to improve the safety of people and property within the district.

Historic Preservation – provide programs and activities to recognize, preserve, protect, and enhance the architectural and historic elements within the district.

Economic Development – provide programs and activities to encourage businesses to start-up, relocate, and/or expand within the district.

Arts & Culture – provide programs and activities that offer the public experiences in the fine and performing arts and engage in cultural events within the district.

Housing – provide programs and activities to generate housing opportunities for all income levels within the district.

Infrastructure – provide investment in public infrastructure to ensure the safe, efficient, and effective operation of these critical systems to the benefit of the residents and visitors of the district.

Environment – provide programs and activities to educate, protect and enhance the most valuable resource in the district.

Transportation – provide programs and activities to deliver safe, effective, appropriate, and scaled transportations options for residents and visitors within and through the district.

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Delineation of the Downtown Community Redevelopment Area

The Downtown Community Redevelopment Area of the City of Milton encompasses approximately 299.79 acres lying within the City of Milton, Santa Rosa County, Florida. The area is generally bounded by the Blackwater River on the east, the City limits on the south, the Blackwater Heritage Trail on the west, and Madison Street on the north. North of Madison Street, the Community Redevelopment Area also includes the section east of Broad Street, north to Munson Highway, and bordered by Blackwater River on the east. The legal description set forth in accordance with Chapter 163.362 (1) Florida Statutes, is as follows:

Parcel 1: Commence at the intersection of the western shoreline of the Blackwater River and the centerline of Till Bayou; thence northwesterly along the centerline of Till Bayou to the southeastern right-of-way of the CSX railroad (formerly known as L & N railroad); thence southwesterly along said right-of-way to the south line of ORDINANCE NO.807; thence westerly, on south line, to the eastern right-of-way line of Canal street; thence northerly along said right of way line to the south line of Corporation Line as noted on the Official Plat of the Town of Milton as recorded in the clerk of the Courts Office of Santa Rosa County; thence westerly to the eastern boundary line of Block 1, of COLLINS ADDITION TO THE TOWN OF MILTON, recorded in Plat Book "A" Page 13 in the official records of Santa Rosa County, thence southerly along said boundary line to the Northern right-of-way line of Jackson Lane; thence westerly along said right-of-way line to the eastern line of ORDINANCE NO. 1015, thence southerly and westerly along said ordinance to the Eastern right-of-way line of Susan Street; thence northerly along said right-of-way line to a point 287 feet south of the north line of Section 10, Township 1 North, Range 28 West; also being the south line of Corporation Line as shown on, the before mentioned, the Official Plat of the Town of Milton as recorded in the clerk of the Courts Office of Santa Rosa County; thence westerly to the eastern boundary line of the Blackwater Heritage State Trail property; thence northerly along said Trail property line to the intersection of the southerly right-of-way line of Madison Street; thence easterly along said southern right-of-way line to its intersection with the centerline of Broad Street; thence northerly along said centerline of Broad Street to its intersection with the southerly right-of-way line of Munson Highway; thence easterly along said Munson Highway right-of-way line to the eastern property line of Carpenter's Park; thence southerly along the eastern property line of Carpenter's Park to the western shoreline of the Blackwater River; thence continue westerly, southeasterly, then southerly along said western boundary of the Blackwater River to the point of beginning.

Parcel 2: Commence at the northernmost property line of Russell Harbor Landing

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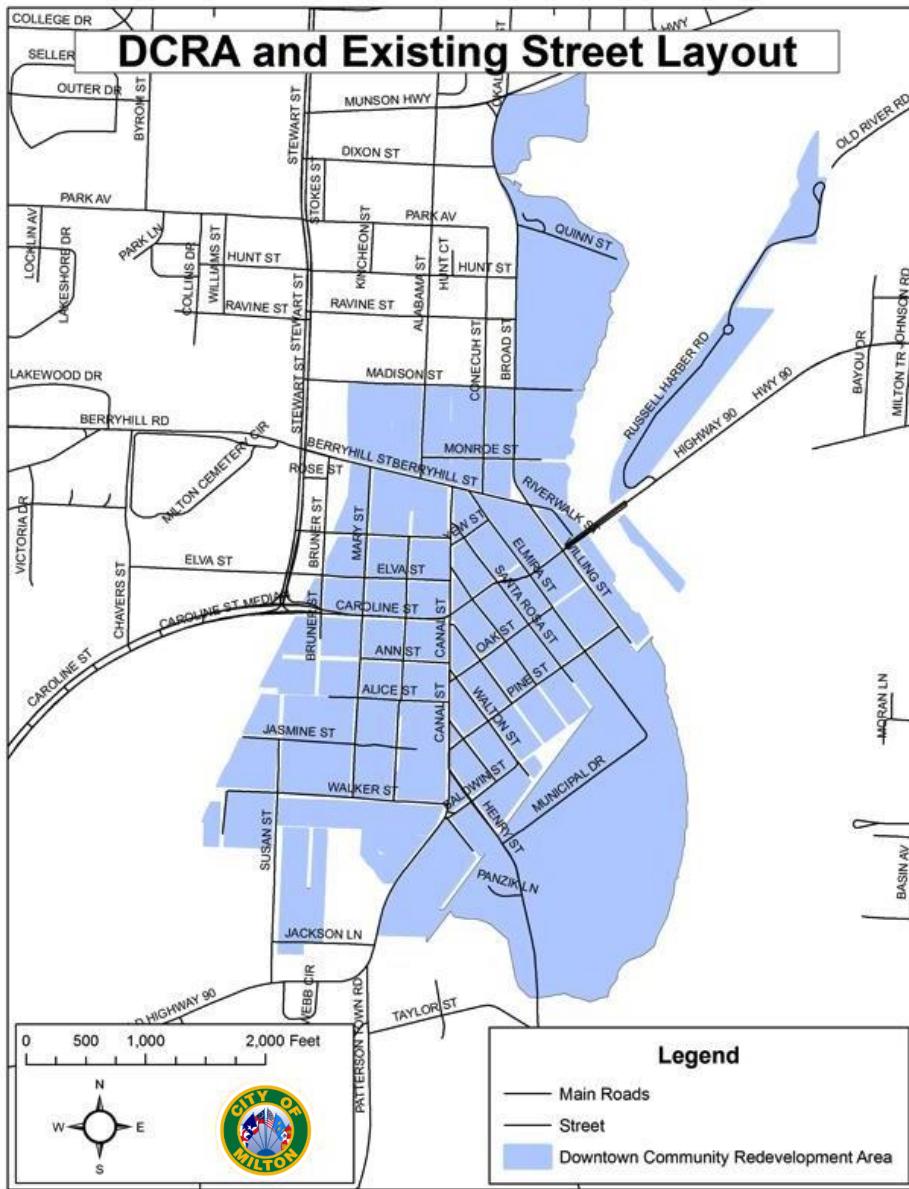
Park, also, described as the northernmost point that the eastern shoreline of the Blackwater River intersects the property line of Russell Harbor Landing Park, this point also being located on the boundary line of Ordinance No. 1106; thence follow said ordinance easterly, southerly, then easterly to the easterly right-of-way line of Russell Harbor Road; thence southwesterly, westerly, and southwesterly along said right-of-way line to the north line of City ORDINANCE NO.999 thence follow said ordinance easterly; thence southwesterly to the Northern right-of-way line of U. S. Highway 90; thence southwesterly along said right-of-way to the eastern shoreline of the Blackwater River; thence northerly along said eastern shorelines of Blackwater River to the point of beginning.

The boundaries as described are illustrated in the accompanying Figure 3 entitled DCRA and Existing Street Layout.

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Figure 3

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Existing Conditions

In this section of the Downtown Community Redevelopment Plan, an examination of the physical, natural, and economic characteristics of the DCRA will be performed in order to identify and analyze the area's assets and liabilities. In addition, an evaluation of the system of infrastructure improvement currently present within the DCRA will provide the City of Milton and the Community Redevelopment Agency with a benchmark by which any necessary upgrading of the system can be accomplished. Once an evaluation of the preceding elements has been combined with an accounting of the governmental regulations affecting the DCRA, it will be possible to identify the current problems to which this redevelopment plan must address. Accurate problem identification will then lead to the formulation of a redevelopment strategy, which will be based on both current and projected conditions, and will in turn serve to support implementation of this plan.

Land Use

The Milton Downtown Community Redevelopment Area (DCRA) consists primarily of a mixture of residential, commercial, and public land use. The non-Central Business District portion of the DCRA is predominately residential with commercial, public, and vacant land use scattered throughout. The Central Business District (CBD) of the DCRA as defined in the [City of Milton, Comprehensive Plan](#), is bounded on the North by Berryhill Street, on the west by Canal Street, on the southwest by Walton Street, on the south by Pine Street and on the east by the Blackwater River (See Figure 3).

The commercial and public land uses located in the DCRA are concentrated along U.S. Highway 90 and ~~WillingWilling~~ Street. The public uses located within the DCRA include the Santa Rosa County Courthouse, School Board Administration Complex, Civil Service Board and Warehouse, various state offices, and seven churches. ~~A complete listing of the twenty-five public and semi-public uses located within the DCRA is presented in Table 5.]~~

A March 2012, survey of the Milton DCRA revealed that a total of ~~seventy-nine~~ commercial establishments were located in the Milton DCRA. The majority of these establishments were service orientated, offering legal, real estate, and personal services such as dry cleaning and beauty and barbershop services. This is understandable considering that the majority of these commercial establishments are complementary to the primary magnet of the DCRA, the Santa Rosa County Courthouse and other governmental establishments. The majority of the remaining commercial establishments located in the DCRA are small retail stores dealing in ~~petroleum products~~, specialty products and eating and drinking goods. ~~Table 6 presents a comprehensive list of all the commercial establishments located within the DCRA as of March 2012.~~

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Structural Conditions and Land Use Regulations

Review and evaluation of the structural conditions of any area will serve to document the extent of economic decline, and therefore will serve as a benchmark by which future redevelopment efforts can be directed. An examination of the structural conditions present within the Milton DCRA clearly reveals the current level of economic depression. As is the case with almost all older urban areas; the structures begin to show age, the characteristics of the neighborhood change, and the buildings undergo change of use. This process has impacted the Milton DCRA in a very evident and negative manner.

All portions of the DCRA contain structures that are physically deteriorated and obsolete. Physical deterioration has impacted all forms of structures and Figure 4 identifies the conditions of each parcel within the DCRA.

The majority of the commercial structures located within the DCRA are in standard condition and are still structurally sound. ~~As noted in Table 7, 73.4 % of the commercial structures located in the area are in good condition, and 18.9% of the buildings are in a deteriorated condition.~~

Even though many of them are in good condition, ~~several Table 7 depicts seven commercial structures that are vacant and a field review of the area has shown that there are an additional three vacant commercial properties that no longer serve any function to the community. Although the condition of the commercial buildings located in the DCRA are~~ generally good, the use for which the majority of these buildings were originally constructed, namely general commercial, is no longer economically viable. It is expected that the trend toward economic obsolescence of the general commercial buildings will continue at an accelerated rate in the future. ~~Table 7 presents a detailed listing of all commercial structures located within the DCRA as well as information as to the occupancy status, the size, and the condition of each structure.~~

In general, a substantial portion of the DCRA has a land use pattern that is incompatible with the structures of the land. Many structures were designed for general commercial or residential use- and have experienced a substantial amount of deterioration. These structures are functionally obsolete and presently vacant. There are multiple structures that are not being utilized for the highest and best economic use, ~~or~~ for the well-being of the area and the community.

Wetlands Conditions

Areas with severe limitations for urban development due to the presence of wetlands border sections of the eastern, southern, and western portions of the DCRA (See Figure 5). Whenever possible, construction should be limited to low density development or building construction methods which are suitable for these types of soils. In addition, a portion of the DCRA is located within the flood-plain of the Blackwater River. For this reason, all construction must comply with a myriad of regulations.

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Natural Features

The Milton DCRA has only a few distinguishing natural features, however, they are very dominant and aesthetically pleasing. The DCRA's natural features that will have a favorable impact on development are an abundance of trees, natural vegetation areas along the periphery, and the Blackwater River. The Blackwater River is the strongest natural asset, which the DCRA possesses, and all efforts should be made to ensure that any future development in this area is only of the highest quality.

The abundance of trees, especially in the residential areas, can be one asset used to attract new residents into the DCRA if suitable housing can be made available. The natural vegetation that is found along the CSX railroad tracks to the south and west, along small streams to the north and south, and along the river forms a potential "green belt" around most of the DCRA. While this natural vegetation is at present poorly maintained, it could be improved and used as a promotional tool to sell the DCRA as a desirable place to live, work, and shop. Any site in the DCRA is, at most, no more than 4 – 5 blocks from the potential green belt (See Figure 6).

The Blackwater River is the predominant natural feature in the DCRA. [The river is designated as an Outstanding Florida Waterbody by the Florida Department of Environmental Protection.](#) Because of its modest size, the river does not dwarf downtown but, rather, is an aesthetic enhancement to the area. The Riverfront area along the northern section of the DCRA should be developed to increase the communities access and use of this natural asset.

Public Facilities

As identified in the City of Milton Comprehensive Plan, the public facilities currently located in the DCRA include the County Courthouse and the courthouse annex. Due to their attraction, dominance, and number, the impact of these public facilities on the CBD is significant. The courthouse is recognized by many as one of the most attractive ~~structures~~ structures in the downtown and occupies an entire block. ~~At the time of this plan update, the a new courthouse facility has been completed outside the City limits along Avalon Boulevard. This will cause the existing court facility to be vacated, and vacated and is likely to have an impact on the future of the supporting court businesses in the DCRA. However, conversations between the county are taking place, and should continue to take place regarding the future use of the existing county courthouse.~~ This is of significant interest ~~as~~ the courthouse facility's prominent ~~locaiton~~ location provides tremendous opportunity to support the growth patterns currently found within the DCRA towards the entertainment and tourism industries. ~~It is, however, functionally obsolete. Santa Rosa County has struggled with the Courthouses future for years and at this time no real resolution has been identified.~~

~~With knowledge of the discussions surrounding the Courthouse, the legal community will~~

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~~not invest in the area for fear of the Courthouse's movement and the area commercial development is limited for fear it stays. The courthouse does however serve as the major magnet of the area and much recent business development in the DCRA has been complementary to these public facilities.~~

~~These public facilities have both positive as well as negative influences on the DCRA. From a positive standpoint, they exhibit stability and serve as a major attractor for people to visit the area to conduct public business. The negative implication is the large amount of land in public ownership and, hence, the negative affect on the tax base and tax revenues.~~

Florida Power and Light's Crist Generating Plant is located near Milton, and the Milton area is tied to the plant by two 115,000-volt transmission lines as part of the overall interconnected transmission system. These lines serve two substations where the transmission voltage is reduced to the

distribution level of 12,480 volts. One substation is located in Pace, and the other is on Stewart Street in the northern section of Milton. The voltage is distributed throughout the Milton area, including the DCRA at 12,480 volts from these two stations. The combined capacity of the substations is 75,000 KVA.

The Milton area is supplied with natural gas by the Milton Gas System and is operated by the City. Gas is purchased from Centerpoint and delivered by Gulf South Pipeline. According to

Centerpoint, Milton's needs for gas power can and will be met over the next 20 years with the present system, and under current operating restrictions. New customers can be and are added in areas that are served by existing mains.

The availability of natural gas facilities in the Downtown Community Redevelopment Area (DCRA) places the DCRA at a competitive advantage with areas not currently served by the system.

Transportation Overview

The existing street pattern serving the DCRA is shown on Figure 3. The primary arterial street traversing the DCRA is U.S. Highway 90, which is also Caroline Street. The traffic counts shown on Table 11 indicate that the existing highway has insufficient capacity to handle current traffic, and that problems exist daily in the CBD during peak hours. The combination of through traffic with local traffic at peak hours, compounded by several signalized intersections within the DCRA, results in periods of congestion. Peak hour traffic problems exist in most areas of concentrated economic activity, and it is normally not cost effective to make major street improvements to totally eliminate a traffic problem. However, the biggest issue facing the area is the two-lane bridge crossing over the Blackwater River. Large traffic volumes in both directions have created a bottleneck at the bridge crossing and a solution to this problem needs to be identified as soon as possible. The City is working with the Regional Transportation Planning Organization, the Emerald Coast Regional Council, to fund and has completed a PD&E study that identifies the solution as chosen by FDOT. The City should continue to work with the ECRC and FDOT to achieve a correction to this issue the results of which would identify the necessary correction.

The remainder of the traffic circulation system that serves the residential and light commercial portions of the DCRA is generally adequate. The most serious concern facing this area other than the issue found above is the angled orientation of the east/west streets, which results in oblique intersections, inefficient land development patterns, and hinders redevelopment since travel in this area is made more difficult. The large number of four-way stops located in the area compounds this problem. Efforts should continue to be made by the City and the CRA to realign these street triangles in order to create a more uniform transportation system.

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The pedestrian circulation system is currently ~~under-utilized~~underutilized throughout the DCRA, particularly in the CBD. Sidewalks are capable of handling many times their current pedestrian usage, which will be necessary once additional parking is provided and redevelopment begins to occur. The CBD pedestrian system currently offers a panoramic visual presentation of the CBD, and couldde.

be made more attractive. This visual attractiveness should be enhanced as the redevelopment occurs if the necessary public sector investment is provided, as well as controls on the type and style of private sector improvements. The sidewalks throughout the whole of the DCRA should ~~also~~continue to be updated to ensure the utmost connectivity and safety.

Parking Analysis

There are currently approximately 600 parking spaces located within the CBD. These are distributed among on-street and off-street parking, pervious and impervious paving, and public and private parking. The parking facilities are physically well distributed throughout the CBD (See Figure 7), and the allocation between spaces available to the general public for business and shopping purposes and spaces designated and restricted for specific purposes is adequate.

Parking outside of the CBD is adequately provided since the area is predominately residential in nature and the present combination of on-street and off-street facilities meet both existing and anticipated needs. Any new development of any type in this area should be required to provide off-street parking necessary to meet anticipated needs. The City has identified potential locations of additional parking areas and is examining the possibility of acquiring the necessary property to meet future needs.

Market Overview

There are three major markets that directly affect the DCRA. These are the retail commercial, office commercial, and the residential markets.

The retail commercial market has experienced the most dramatic change over the past decade. As is the case in most cities, the Central Business District was once the major center of retail commercial activity. ~~Now,~~Early in the life of the CRA, retail business outlets ~~were~~are almost nonexistent in the DCRA when compared with their numbers 40 and 50 years ~~before~~ago. This decline ~~has~~ been brought about by several factors many of which are the same factors ~~, which that~~ caused the decrease of the CBD as a center of retail commercial activity throughout the country. The primary factor contributing to the decline of the Milton Central Business District was the shifting of the more affluent and new population away from the DCRA to the northwestern, western, and northern parts of the city. The opening of newer and larger retail shopping centers west of the DCRA followed this shift of population since most people like to shop close to home. These new centers were aided by the provision of a large amount of parking space, which corresponded to the ever-increasing importance of the automobile. This decline in the viability of downtown as a retail center was supplemented by the perception of greater distances involved in downtown versus mall shopping, the decline in physical appearance, the outmoded street system, outmoded marketing techniques, and a diversity of ownership which precluded any coordinated effort toward redevelopment and competition with the suburban_-

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shopping centers.

All of these factors have contributed to the decline of the retail market and are still impacting the CBD. ~~Significant retail activity is nonexistent in the CBD and the area is not likely to return as a center of general commercial activity due to demographic and social changes, which have taken place over the past 6 decades.~~ Restoring the area to retail prominence could only be done with a massive public assistance program for physical redevelopment which would basically redesign the entire downtown area. This concept could largely be achieved through the implementation of the plans found in the City of Milton/Village of Bagdad Riverfront Master Plan. Even if these steps were taken, the CBD could only recapture the market from newer retail areas if new residential use were located in the area. ~~For these reasons, the restoring of large-scale retail activity to the DCRA is not economically feasible nor is it defensible because of the problems it would cause with existing successful retail business elsewhere in the City.~~

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~~Although the evaluation of the preceding factors basically eliminates the possibility of large-scale commercial redevelopment of the Milton DCRA, the situation is not totally bleak.~~ In many areas throughout the country the CBD has retained its function as the primary location of public facilities, commercial offices, and accessory services. In addition, most of these same downtown areas have experienced an increase in specialty retail establishments directly related to the primary markets found in the CBD. This growth has been supplemented in many areas of the country by the re-emergence of downtown as a high-quality residential district due to the pressure of recent energy shortages and the increased development costs now found in suburban areas. This residential growth in downtown has been most dramatic where there has been a steady increase in commercial office usage and where attractive natural features, such as the Blackwater River, exist.

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~~The commercial office market in the DCRA has experienced a slow but gradual improvement. The number of offices in the DCRA has grown in proportion to their uses, and there is also an absolute increase in the amount of space devoted to office use in the area. There currently are approximately seventy-nine buildings being utilized for commercial purposes in the DCRA. Of all the commercial space located in the DCRA, approximately 13% is presently vacant (See Table 7). Figure 4 shows the conditions of certain parcels throughout the DCRA.~~

~~This increase in commercial office space utilization is directly related to an increase in state, county, and local government employment and services, since many of the newer offices are businesses related to government. As the number of offices increases, there is a point that is reached at which the increase becomes self-perpetuation; i.e., growth attracts more growth. Another factor in the increase in office space is the availability and price of space in the DCRA. The abundance of space at relatively low cost makes the DCRA more attractive to many users of office space and gives the area a competitive advantage over new, higher cost space built in other parts of the City. The future viability of the area for office space is enhanced by the fact that many of the existing buildings lend themselves~~

~~well to conversion to office space and federal tax credits are available for many of these conversion projects due to the age of the buildings.~~

~~As office space increases, a point may be reached where the number and types of offices, as well as the central location of the DCRA, will generate further demand for office space even at~~

~~prices equal or possibly higher than other parts of the City. For this to happen, it is essential that adequate parking is provided, preferably in off-street lots by the individual private developers of this office space, and that plans be implemented to start-up the growth and popularity of the area.~~

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The future of the Central Business District of the DCRA is ~~shifting from heavy office usage and to more retail, tourism, and entertainment uses.~~ The market has historically used the structures for office spaces, and ~~it appears likely that the trend in CBD office-usage can be increased by continuing private renovation of buildings and a combination of private and public projects is expected to continue to do so, but in a reduced state due to the relocation of the Santa Rosa County Courthouse to a new facility on Avalon Boulevard outside the city limits. Through the establishment of various entertainment functions such as Bands on the Blackwater and a downtown entertainment district, visits to the downtown are by the general public will continue to increase.~~ The public sector can encourage office renovation projects by providing additional public parking, sidewalk improvements, and can control this future development through implementation of a Traditional Neighborhood District Overlay (TND) and corresponding controls. ~~additional planning efforts and controls.~~

The existing residential stock in the DCRA is predominately older one- and two-family houses. While the housing is affordable, the general appearance of the DCRA and the state of deterioration of many of the houses does not currently make this an attractive residential market area for most homebuyers. This condition exists for both the owner and rental markets. It is essential that the market for residential use be improved since there is a limit as to the amount of office space and specialty retail development the market can support. Residential redevelopment will also serve to support office space and specialty retail redevelopment since people normally prefer to live close to work and shop close to where they live. Residential redevelopment will also improve the visual attractiveness of the ~~area, and~~ area and will serve to place persons in the DCRA for a ~~24-hour~~ 24-hour time cycle, therefore increasing area activity and security.

To make the residential market in the DCRA more attractive, several things are needed. Housing rehabilitation and demolition programs should be used to improve the appearance of the area and the quality of life for the residents. New housing of a type which is affordable and attractive to home buyers must be made available. Vacant parcels of property that are suitable and attractive for residential development should be developed as such, and commercial office space renovation should be strongly supported by the public sector since this redevelopment will increase the market for quality residential structures.

Existing Zoning

The existing zoning as applied throughout the DCRA substantially reflects present land use. A total of ~~seven (7)~~ six zoning districts are in effect including Residential Zones; R-1

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High Density Residential Single Family Zoning District, R-2 Residential One and Two Family Zoning District, and R-3 Residential Multi-Family Zoning District, No Commercial Zones, and Special Districts; D-CM Downtown Commercial Mixed-Use Zoning District, R-C1 Residential Commercial Mixed-Use Zoning District, REC Recreation Zoning District, and P-E Public and Educational Zoning District Residential Zones R-1, R-2, and R-3; Commercial Zones C-1, C-2, and C-3, light industrial Zone I-1; and Residential-Commercial RC-1. The application of these zones is illustrated on the accompanying map entitled “Existing Zoning” (See Figure 8). The specific characteristics of each zoning district and their regulations can be found in the City of Milton Land Development Regulations Section III and the Milton Comprehensive Plan.

Table 5

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List of Public and Semi-Public Uses Located in the Milton DCRA

- ~~Blackwater River~~
 - ~~Foundation City of Milton~~
 - ~~Waste Water Plant City of Milton~~
 - ~~City Warehouse~~
 - ~~Department of Corrections: Probate and Parole Services~~
 - ~~Evangelical Christian Church~~
 - ~~Family Promise of Santa Rosa County~~
 - ~~First Baptist Church of Milton~~
 - ~~First Baptist Church of Milton Hope~~
 - ~~Counseling First Presbyterian Church~~
 - ~~First United Methodist Church~~
 - ~~First United Methodist Church Office~~
 - ~~First United Methodist Church Utilities~~
 - ~~Building Florida Department of Juvenile Justice~~
 - ~~Milton Garden Club~~
 - ~~Mount Pilgrim African Church~~
 - ~~River Run Marina~~
 - ~~Russell Harbor Landing Boat Ramp~~
 - ~~School District of SRC Berryhill Administrative Complex~~
 - ~~SRC Probation Department~~
 - ~~SRC—Court House~~
 - ~~SRC—School Board~~
 - ~~SRC—Warehouse~~
 - ~~TR Jackson Elementary School~~
 - ~~Veteran’s Memorial Plaza~~
 - ~~Office Veteran’s Plaza~~
- Total Number of Churches: 7
Total Public & Semi-Public Uses: 25

Source: City of Milton GIS Database

Table 6

List of Commercial Establishments Located in the DCRA

A Lil of Da Top Barber
Shop Ameriprise
Financial Anchor
Court Reporting
Associated Court
Reporter
Beauty Shop at
Emgstyles.Com Blackwater
Bistro
Blackwater River
Foundation Bp #720
Camelot Junction
City of Milton: City Warehouse
Cottage And Garden Executive Director's Office
CSK Swing Bridge
Office Design
Upholstery
Dragonfly Gallery
Families Count
Firestone/Florida Stores of
Milton, Inc Fitzgerald & Brooks
Pa
Fraternal Order of Police: SRC
Lodge 123 Get It Rental
Gift and Junque
Store Gulf Medical
Supplies Heavenly
Creations Florist
Helen Turner's Dentist
Office Hello Gorgeous
Hair Salon Hope
Counseling
Imogene Theater
J. Jeffery Slingerland Attorney
at Law Jackson Appraisal
Janet Coulter Realty
Jennifer Byrom Attorney at
Law John David Elliot, PA,
CPA

~~John Ducker & Company Accounting and Income Tax
Services Johnson Green & Hargraves
Joiner Enterprises
Laura Spencer Coleman, Attorney At
Law Lindsay, Andrews, & Leonard,
PA
Louise's Beauty Shop
Mailbox Plus
Main Street Café &
Courtyard Bar Melissa
Nelson Bail Bonds, Inc~~

~~Milton Antiques and
More Milton Cleaners
and Laundry Milton
Forklift Office
Milton Forklift
Service Milton
Insurance, Inc
Milton Quality
Bakery Museum of
Local History Old
Post Office Antiques
Panther Computers
Paradise Screen
Printing Polkadots
Public Defenders Office: James
Owens River Run Marina
Riverwalk Hair
Exhibit Salvation
Army
Santa Rosa County School Board Payroll
Dept. Santa Rosa Health and Rehab
Beauty Shop Santa Rosa Health and
Rehab Dining Room Santa Rosa Health
and Rehab Kitchen
Santa Rosa Historical
Society Santa Rosa
Jewelers
Santa Rosa
Lodge #16
Simply Southern
SRC School Board
Steve Roberts Bail
Bonds Sun Comics
Three River Resource Conservation & Development
Council Tim Sowell Roofing
Tops TV &
Appliance Were
& Fitzgerald, Pa
West Florida
Title
West Florida Railroad Museum/ Gift Shop and Model Railroad
Shop West Florida Wrestling
William R. Wade Attorney
Women's Club of Milton~~

Total Number of Establishments: 79

Source: City of Milton GIS Database

Table 7

**City of Milton, Florida Downtown Community Redevelopment Area-
Commercial Structural Information and Conditions**

Map Number	Occupant and Type of Use	Occupancy Status	Condition
1	A Lil of Da Top Barber Shop		Good
2	Ameriprise Financial		Fair
3	Anchor Court Reporting	Vacant	Good
4	Associated Court Reporters		Good
5	Beauty Shop at Emgstyles.Com		Good
6	Blackwater Bistro		Good
7	Blackwater River Foundation		Unknown
8	Bodacious Pies and Bakery	Vacant	Fair
9	Bp #720		Good
10	Camelot Junction		Good
11	City of Milton: City Warehouse		Good
12	Clear Wireless LLC Cell Tower Equipment Platform		Good
13	Cottage And Garden Executive Director's Office		Good
14	CSK Swing Bridge Office	Vacant	
15	Design Upholstery		Fair
16	Dragonfly Gallery		Good
17	Families Count		Good
18	Firestone/Florida Stores of Milton, Inc		Good
19	First United Methodist Utilities Bldg.		Good
20	Fitzgerald & Brooks Pa		Fair
21	Fraternal Order of Police: SRC Lodge 123	Vacant	
22	Get It Rental	Vacant	Poor
23	Gift And Unique Store		Good
24	Gulf Medical Supplies		Good
25	Heavenly Creations Florist		Good

26	Helen Turner's Dentist Office		Good
27	Hello Gorgeous Hair Salon		Good
28	Hope Counseling		Unknown
29	Imogene Theater		Good
30	J. Jeffrey Slingerland Attorney at Law		Fair
31	Jackson Appraisal		Unknown
32	Janet Coulter-Realty		Good
33	Jennifer Byron Attorney At Law		Good
34	John David Elliot, PA, CPA		Fair
35	John Ducker & Company		Fair
36	Johnson Green & Hargraves		Good
37	Joiner Enterprises	Vacant	Fair
38	Laura Spencer Coleman, Attorney At Law		Good
39	Lindsay, Andrews, & Leonard, PA		Good
40	Louise's Beauty Shop		Good
41	Lutheran Services		Good
42	Mailbox Plus		Poor
43	Main Street Café & Courtyard Bar		Good
44	Melissa Nelson Bail Bonds		Good
45	Milton Antiques and More	Vacant	UnknownFair
46	Milton Cleaners and Laundry		Fair
47	Milton Forklift Office	Vacant	Unknown
48	Milton Insurance, Inc		Good
49	Milton Quality Bakery		Fair
50	Museum of Local History		Good

51	Old Post Office Antiques		Good
52	Panther Computers		Good
53	Paradise Screen Printing		Good
54	Polkadots		Good
55	Public Defenders Office: James Owens		Good
56	River Run Marin		Poor
57	Riverwalk Hair Exhibit		Good
58	Salvation Army		Good
59	Santa Rosa County School Board Payroll Department		Good
60	Santa Rosa Health and Rehab Beauty Shop		Good
61	Santa Rosa Health and Rehab Dining Room		Good
62	Santa Rosa Health and Rehab Kitchen		Good
63	Santa Rosa Historical Society		Good
64	Santa Rosa Jewelers		Poor
65	Santa Rosa Lodge #16		Fair
66	Simply Southern		Good
67	SRC School Board		Good
68	State Representative Greg Evers Office		Good
69	Steve Roberts Bail Bonds		Good
70	Sun Comics		Good
71	Three Rivers Conservation and Development Council		Good
72	Tim Sowell Roofing		Good
73	Tops TV & Appliance		Poor
74	Were & Fitzgerald, Pa		Unknown
75	West Florida Title		Good
76	West Florida Railroad Museum/ Gift Shop and Model Railroad Shop		Good
77	West Florida Wrestling		Good
78	William R. Wade Attorney		Good
79	Women's Club of Milton		Good

Source: City of Milton GIS Database

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Table 8

Traffic Counts within Milton DCRA for the year 2020

Station Number	Date of Report	Count
0018	03/11/1103/08/2021	58007600
5007	03/11/1103/08/2021	27021000
5008	03/11/1103/08/2021	64009400
5010	03/11/1103/08/2021	1400017500
5011	03/11/1103/08/2021	2200021500
5014	03/11/1103/08/2021	69008100
5021	03/11/1103/08/2021	43003500
5022	03/11/1103/08/2021	96009000
1501	03/11/1103/08/2021	4404400
1507	03/11/1103/08/2021	1970021500

Table 5

Source: Florida Department of Transportation

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Table 9

Analysis of movement of Commercial Businesses in the City of Milton DCRA

Total Number of Commercial Business Located in the DCRA in March 1983	Total Number of Commercial Business Located in the DCRA in March 2020	Net Change
45	7955	3410

Table 6

Source: 1983 Downtown Community Redevelopment Plan and City of Milton GIS Database

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Table 10

Residential Zoning Characteristics

District	Use Type	Minimum Lot Size	Maximum Density
R-1	Single-Family	7,000 Sq. Ft.	6-9 Dwelling Units per Acre
R-2	One-Family Two-Family	7,000 Sq. Ft. 9,000 Sq. Ft.	6-9 Dwelling Units per Acre 10 Dwelling Units per Acre
R-3	Multiple Family	10,000 Sq. Ft.	14 Dwelling Units per Acre
<u>RC-1</u>	<u>Residential/Commercial</u>	<u>6,000 Sq. Ft.</u> <u>10,000 Sq. Ft.</u>	<u>6 Dwelling Units per Acre</u>

Table 7

Source: City of Milton Zoning Ordinance

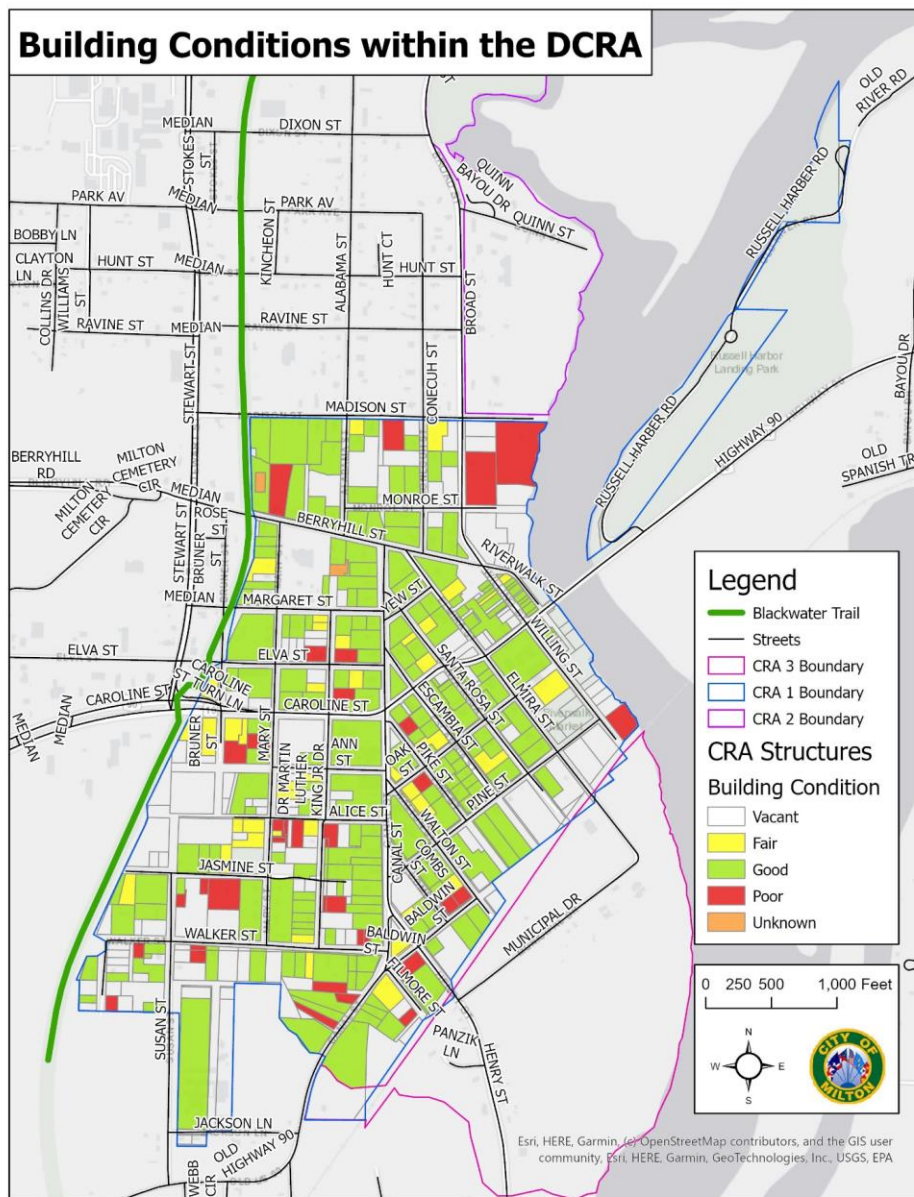
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Figure 4



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Figure 4

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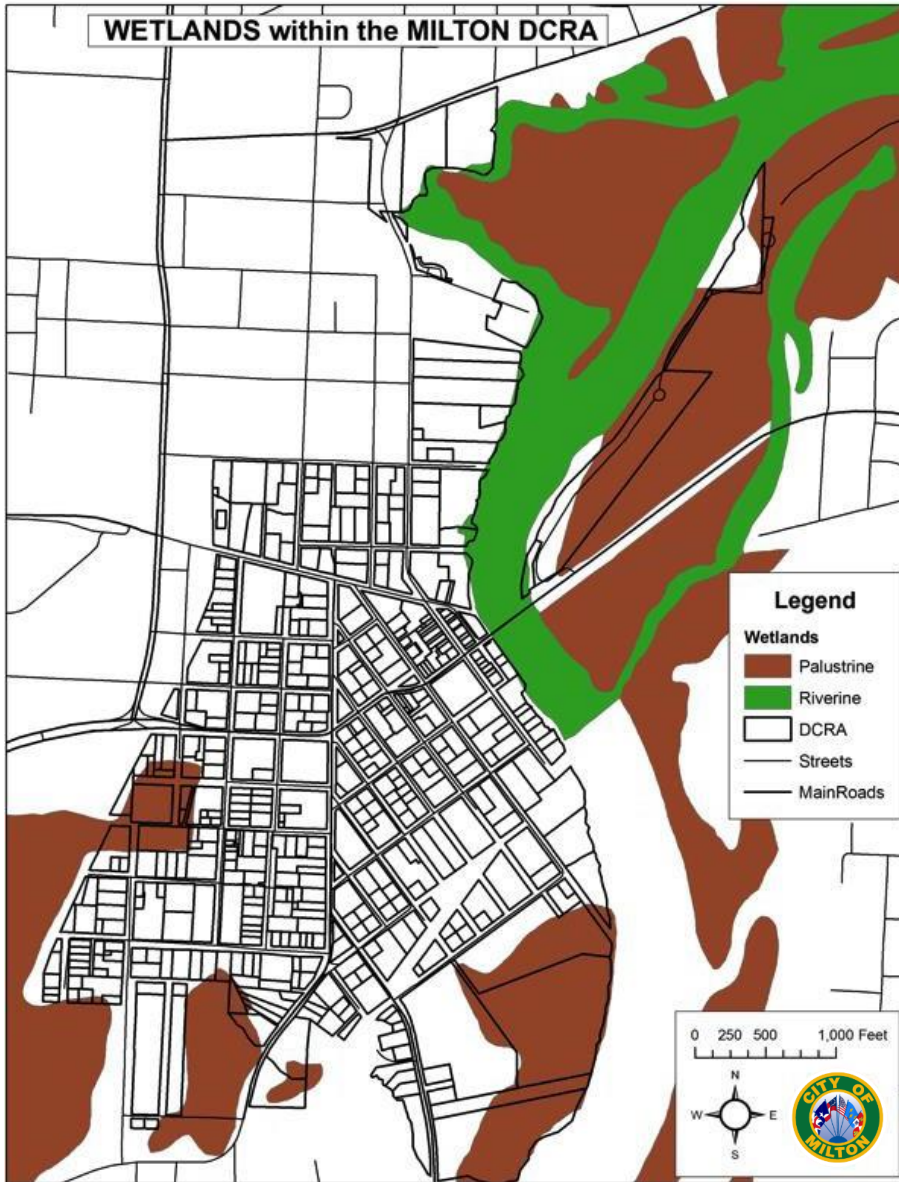
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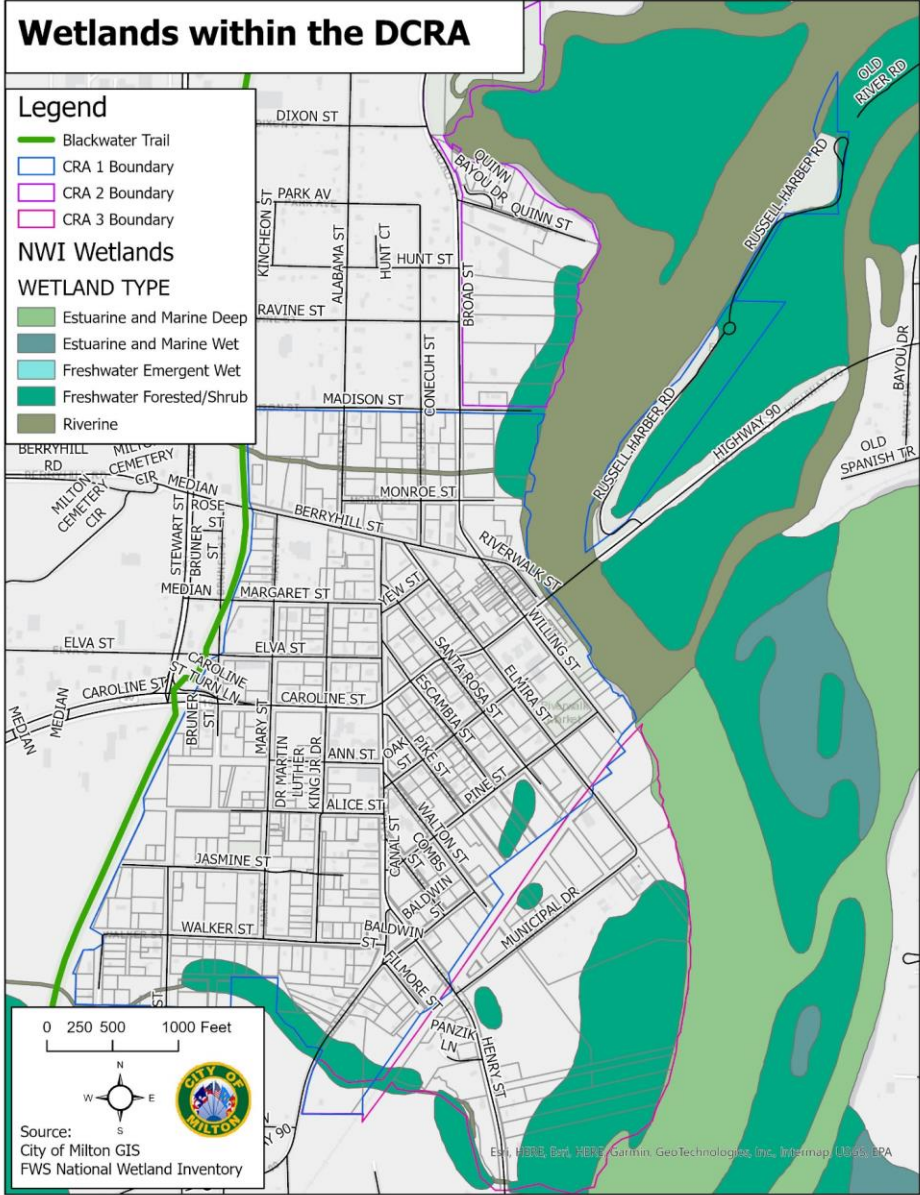
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Figure 5-5



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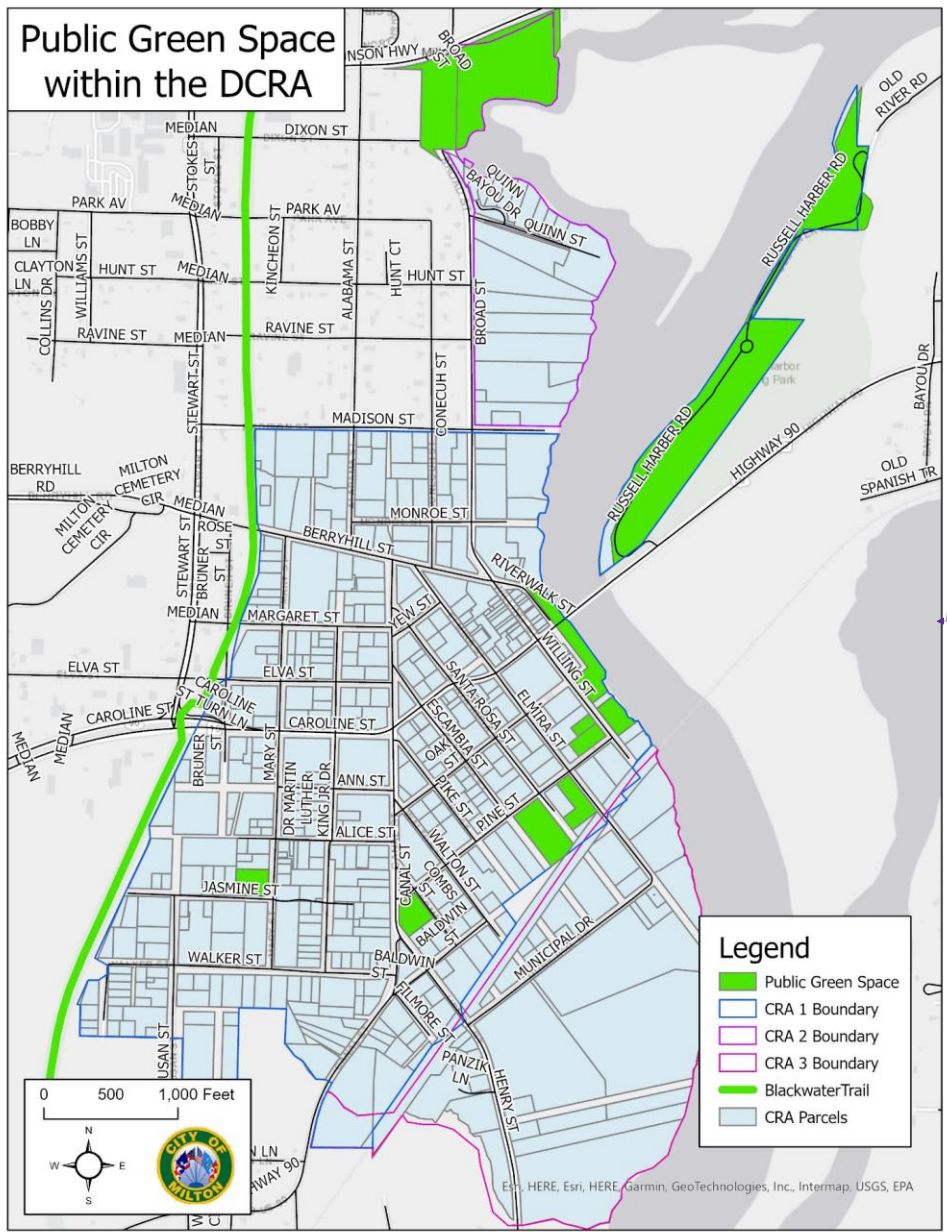
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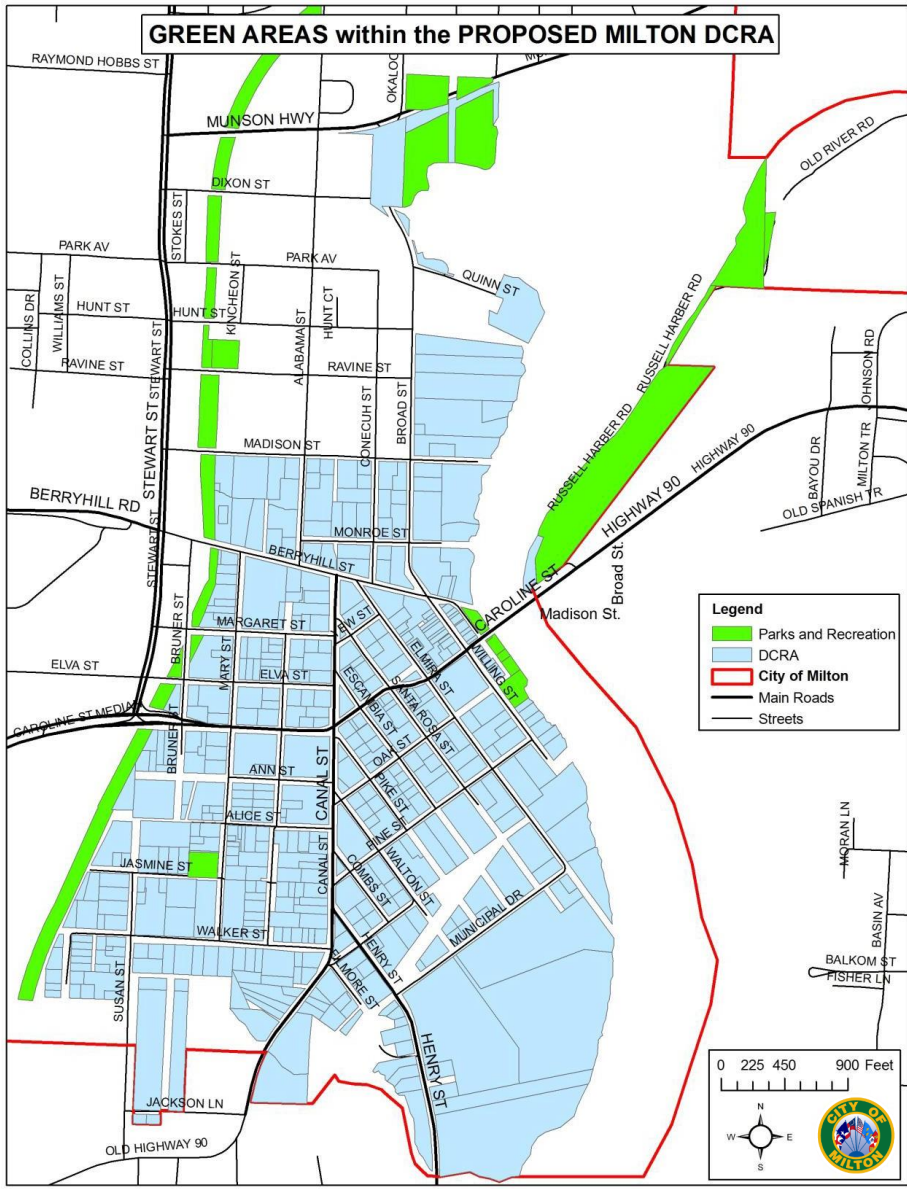
WETLANDS within the DCRA



Figure 6



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Figure 7

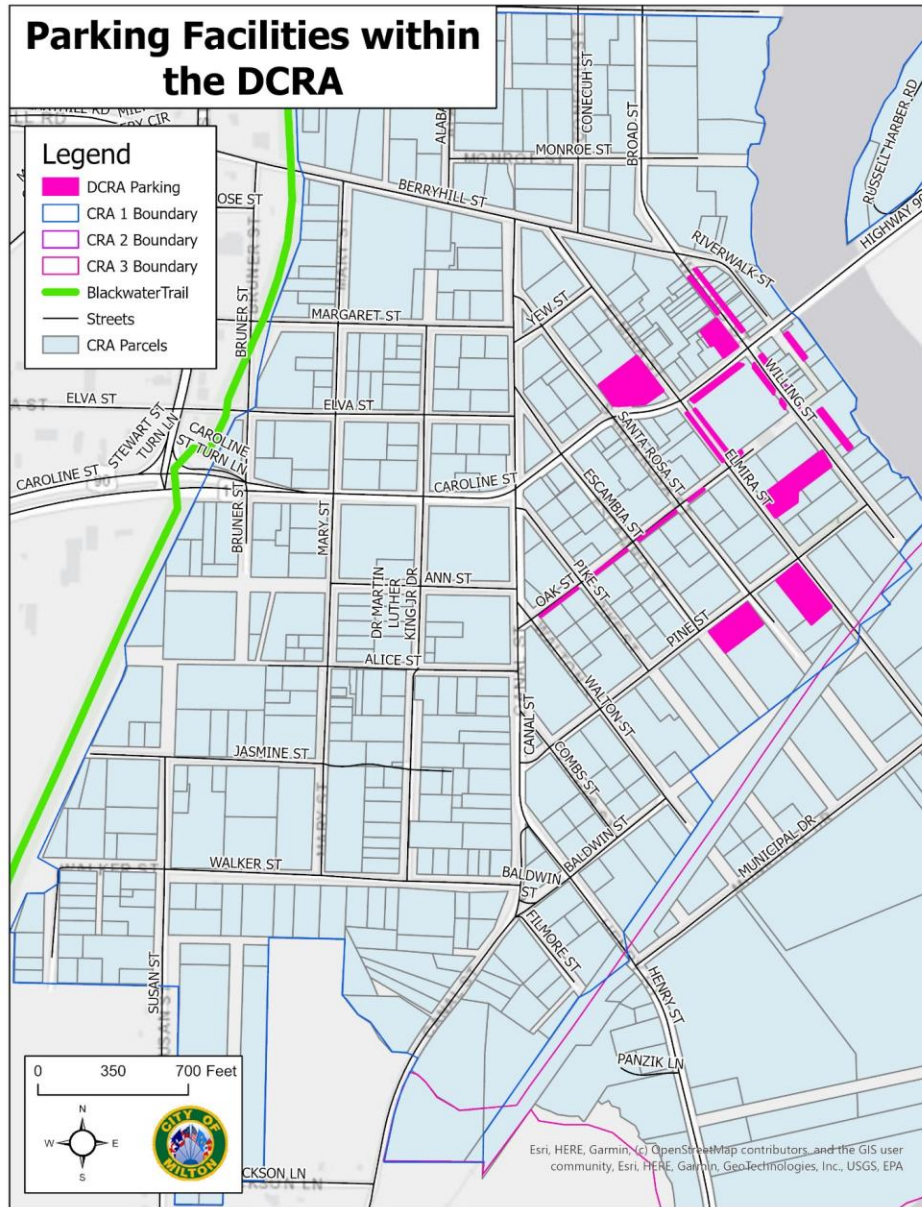
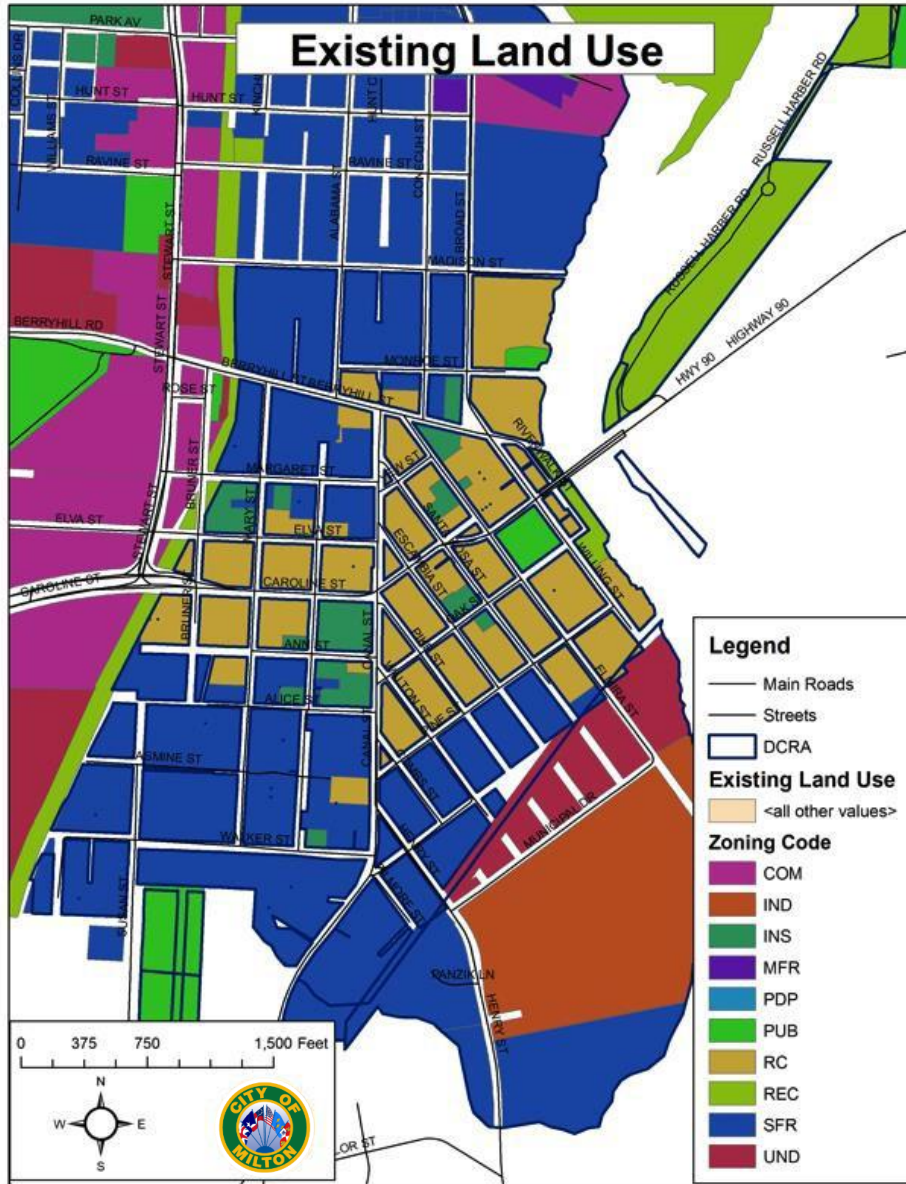


Figure 8



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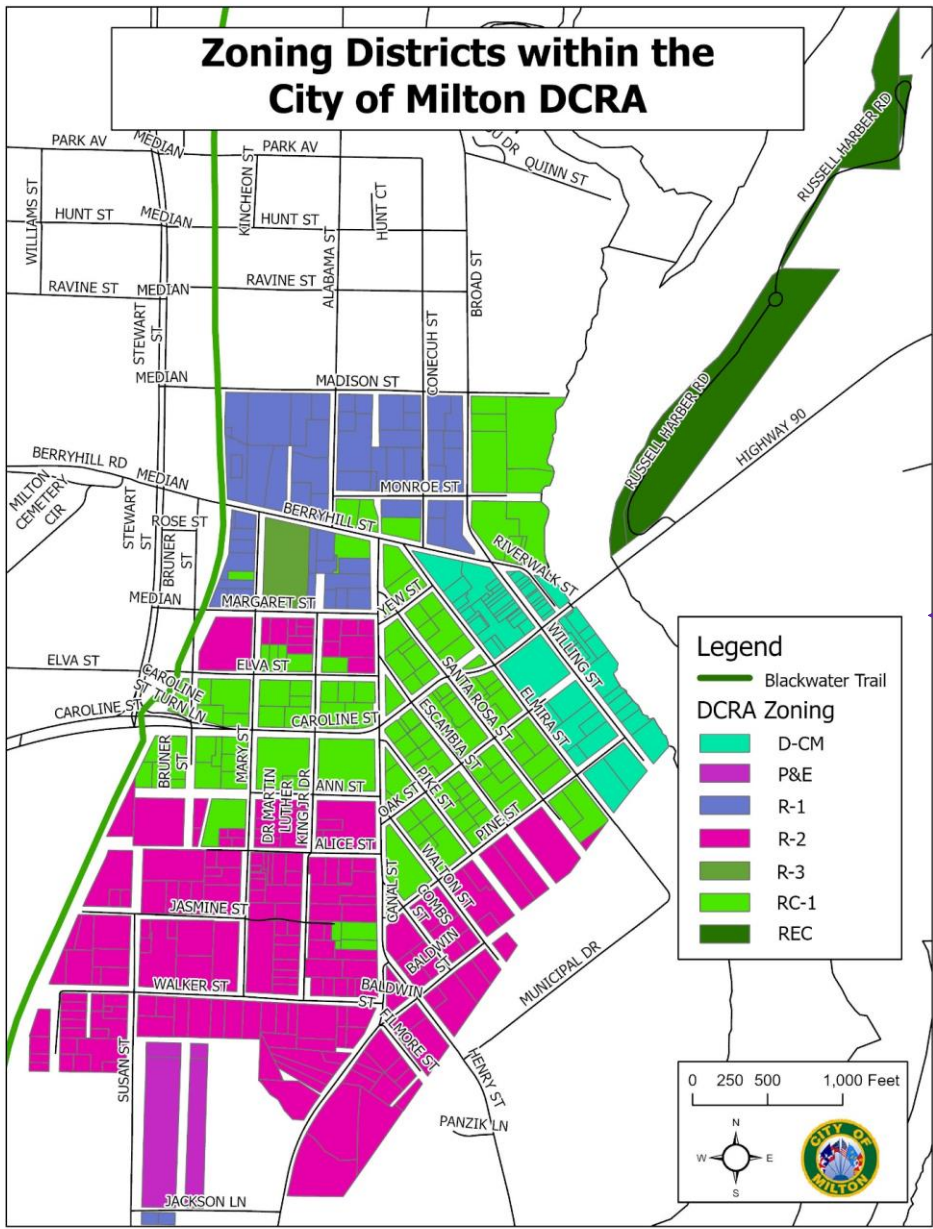
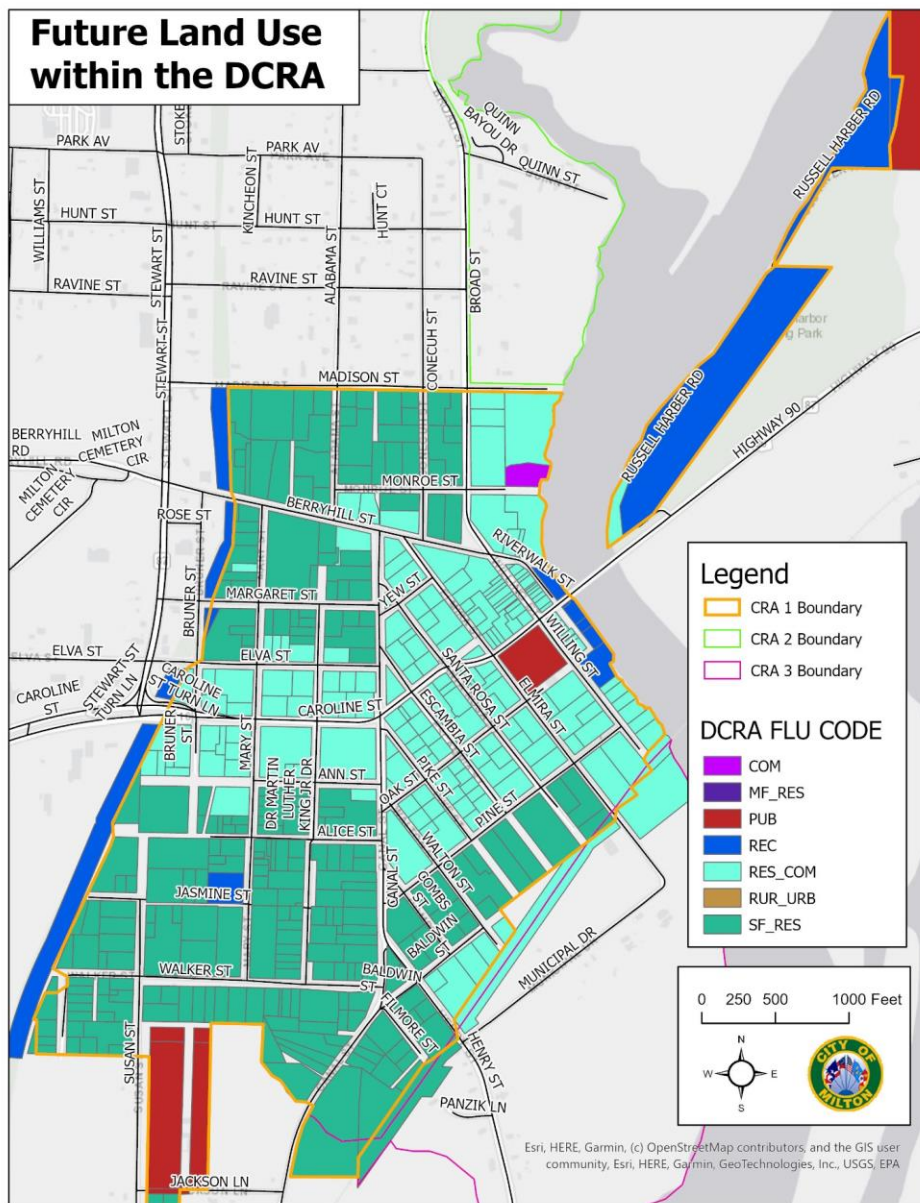


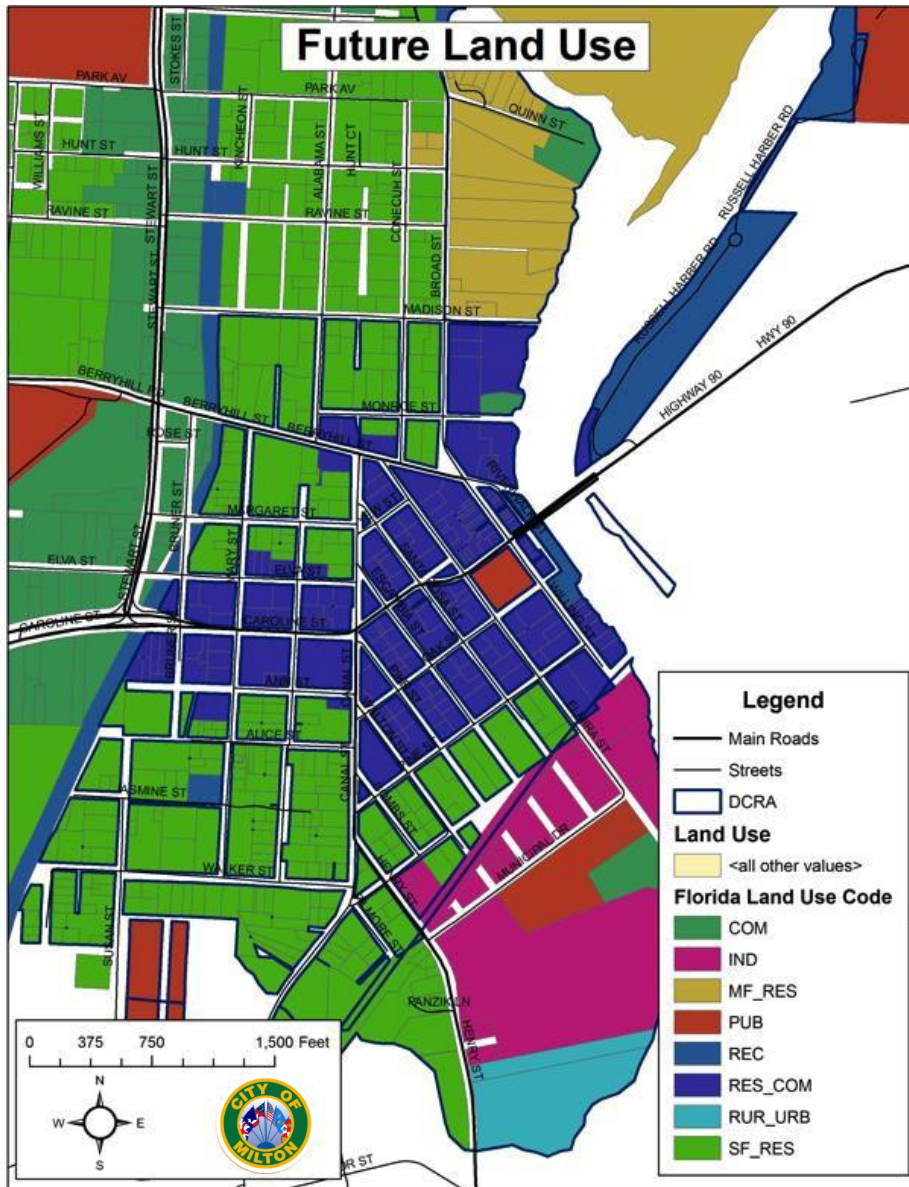
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Problem Analysis

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Analysis of the current problems facing the City of Milton's DCRA is essential to the proper development of a redevelopment plan and strategy. Only through such analysis will it be possible to identify and prioritize the obstacles to redevelopment, which must be overcome. Once these development obstacles have been identified, it becomes possible to formulate a redevelopment strategy designed to accurately direct public sector expenditures and encourage private sector financial commitment.

In order for any county or municipality to exercise powers under the Community Redevelopment Act of 1969, the governing body of the area (The Milton City Council) must adopt a resolution finding that slum or blighted areas exist in the area and that rehabilitation, conservation, or redevelopment of such an area is necessary in the interest of the public, health, safety, morals or welfare of the residents of the county or municipality. Under Florida Statute 163.340, slum and blighted areas are defined as:

- (7) "Slum area" means an area having physical or economic conditions conducive to disease, infant mortality, juvenile delinquency, poverty, or crime because there is a predominance of buildings or improvements, whether residential or nonresidential, which are impaired by reason of dilapidation, deterioration, age, or obsolescence, and exhibiting one or more of the following factors:
- (a) Inadequate provision for ventilation, light, air, sanitation, or open spaces;
 - (b) High density of population, compared to the population density of adjacent areas within the county or municipality; and overcrowding, as indicated by government-maintained statistics or other studies and the requirements of the Florida Building Code; or
 - (c) The existence of conditions that endanger life or property by fire or other causes.
- (8) "Blighted area" means an area in which there are a substantial number of deteriorated, or deteriorating structures, in which conditions, as indicated by government-maintained statistics or other studies, are leading to economic distress or endanger life or property, and in which two or more of the following factors are present:
- (a) Predominance of defective or inadequate street layout, parking facilities, roadways, bridges, or public transportation facilities;
 - (b) Aggregate assessed values of real property in the area for ad valorem tax purposes have failed to show any appreciable increase over the 5 years prior to the finding of such conditions;
 - (c) Faulty lot layout in relation to size, adequacy, accessibility, or usefulness;
 - (d) Unsanitary or unsafe conditions;
 - (e) Deterioration of site or other improvements;
 - (f) Inadequate and outdated building density patterns;
 - (g) Falling lease rates per square foot of office, commercial, or industrial

space compared to the remainder of the county or municipality;
(h) Tax or special assessment delinquency exceeding the fair value of the land;

- (i) Residential and commercial vacancy rates higher in the area than in the remainder of the county or municipality;
- (j) Incidence of crime in the area higher than in the remainder of the county or municipality;
- (k) Fire and emergency medical service calls to the area proportionately higher than in the remainder of the county or municipality;
- (l) A greater number of violations of the Florida Building Code in the area than the number of violations recorded in the remainder of the county or municipality;
- (m) Diversity of ownership or defective or unusual conditions of title which prevent the free alienability of land within the deteriorated or hazardous area;
- or
- (n) Governmentally owned property with adverse environmental conditions caused by a public or private entity.

However, the term “blighted area” also means any area in which at least one of the factors identified in paragraphs (a) through (n) are present and all taxing authorities subject to

s. 163.387(2)(a) agree, either by interlocal agreement or agreements with the agency or by resolution, that the area is blighted. Such agreement or resolution shall only determine that the area is blighted. For purposes of qualifying for the tax credits authorized in chapter 220, “blighted area” means an area as defined in this subsection.

The City of Milton DCRA is clearly a blighted area based on the preceding examinations of existing conditions. According to Florida Statute 163.340 and the State’s definition of “Slum area” and “Blighted area”, the area in question is indeed a blighted area. The area fulfills the Florida blighted area requirements found in sections 163.340(7) (b) and 163.340(7) (e).

Section (b) states that the “aggregate assessed values of real property in the area for ad valorem tax purposes have failed to show any appreciable increase over the 5 years prior to the finding of such conditions”. After reviewing this data within the proposed community redevelopment area (CRA) it was found that approximately 67% of all properties had experienced a decrease or minimal increase in assessed property values (See Table 13).

Section (e) states “deterioration of site and other improvements” has been found within the area. After individually assessing the property conditions of each property within the community redevelopment area it was found that almost 40% of properties were in a deteriorated condition (See Figure 4).

The elimination of blight is the overall problem facing the City of Milton and the DCRA, and the adoption of this plan will serve to establish many of the mechanisms necessary to

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accomplish this. This plan addresses the specific problem areas that should be corrected if blight is to be eventually eliminated. These have been identified and are presented in the following list:

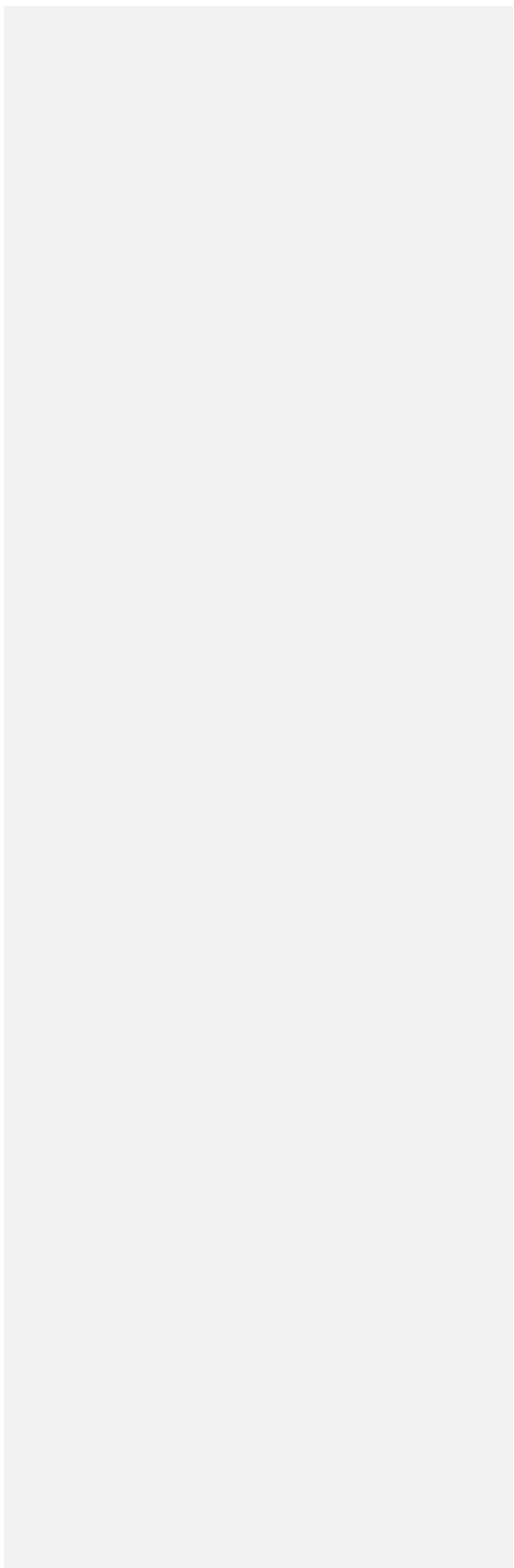
- Inadequate off-street and on-street parking in the CBD for development and/or redevelopment
- General deteriorated and unattractive appearance of the DCRA
- Disjointed street layout

- General deterioration and unattractive appearance of the riverfront
- Decrepit condition of the housing stock
- Lack of economic activity in the DCRA
- Need for more retail establishments in the DCRA

The following Community Redevelopment Strategy addresses all of the preceding problems and establishes policies and procedures, if implanted, will serve to encourage redevelopment and the corresponding elimination of blight.

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<u>Walker</u>	<u>69222</u>	<u>83220</u>	<u>-13,998</u>	<u>Decreased</u>	<u>64%</u>	<u>265,120</u>	
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Table 8

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Mary	31009	89096	-58,087	Decreased	63%	429,338
Oak	106249	101727	4,522	Increased	63%	356,577
Pike	10545	13134	-2,589	Decreased	50%	114,140
Pine	153023	25871	127152	Increased	25%	417,982
Santa Rosa	28938	68064	-39,126	Decreased	63%	333,090
Susan	8353	4097	4,256	Increased	75%	113,475
Walker	69222	83220	-13,998	Decreased	64%	265,120

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Community Redevelopment Strategy

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It is essential that the strategy for redevelopment take all of the existing assets and liabilities of the DCRA into account and be structured in such a manner so as to provide as much flexibility as possible to private developers, and at the same time institute controls which will serve to maintain developmental quality consistent with the desires of the citizens of Milton

The strategy for redevelopment of the Downtown Community Redevelopment Area (DCRA) is divided into eight categories as follows:

- Blackwater River ~~frontwalk~~ Master Plan
- Traditional Neighborhood District
- Southern Parcel
- Tourism District
- Land Use
- Rehabilitation and Conservation
- Traffic and Roadways
- Incentives

These actions are the roadmap to increasing activity within the CRA, providing new activity options for residents and ~~visitors~~ visitors, and enhancing the tax base of the area. A prioritization of key CRA actions, as well as a list identifying key catalyst projects (both public and private) whose completions will encourage further development, business, and visitor attraction to the CRA.

The Community Redevelopment Strategy includes:

- Completion of various segments of the Blackwater River Riverwalk
- Construction of the proposed Marina Circle Project
- Preparation of an Infrastructure Master Plan for the DCRA to meet roadway, streetscape, stormwater, and utility needs in the area
- Use of the CRA Marina site on Quinn Street and the proposed Market Area on the corner of Berryhill and Broad Street as a central gathering point with facilities for events, interactive children's playground and a museum/information center
- Continued implementation of the City's Commercial Façade Grant Program to reduce blight in the CRA
- Establishment and implementation of a Residential façade grant program
- Construction of public parking facilities
- Development of the property south of the CSX Railroad into a productive mixed-use area

Potential DCRA actions within the Riverwalk include:

- Construct the missing Riverwalk from Carpenter's Park to the current Northern

terminus

- Install an entrance feature to the Riverwalk at Monroe Street
- Establish, through construction or agreement, parking throughout the Marina Circle and the Monroe Street entrance
- Continue to add necessary and desired public facilities (including restrooms and parking) throughout the new Riverwalk areas.
- Design and install a way finding signage system.

- Obtain easements from private property owners and construct access paths for the Riverwalk.
- Develop an incentive program for developers seeking to build targeted private commercial establishments

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Potential DCRA actions South of the CSX Railroad include

- ~~Rezone the property from Industrial to Residential-Commercial 1~~
- The eventual relocation of the City of Milton’s Sewage Treatment Plant
- The development of a mixed-use development that provides high-quality, high-density residential structures
- The development of retail and restaurant commercial buildings to increase the economic base of the area
- To develop so that the area can make use of the deep water found directly off the bank of the property

~~Blackwater Riverwalk~~City of Milton/Village of Bagdad Riverfront Master Plan

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By following the guidelines of the ~~Blackwater Riverwalk~~City of Milton/Village of Bagdad Riverfront Master Plan, the City will be able to progressively jumpstart the development of the DCRA. This plan calls for the development of such things like a Marina Circle on Quinn Bayou, a dog park, a permanent farmers market, a professional rowing facility, a children’s splash pad, or even a kayak rental shop. In many cities across the country, the presence of a well-developed and attractive park network, such as the proposed Riverwalk, serves to attract other businesses. These businesses tend to be either small hospitality or retail in ~~nature, and~~nature and are exactly the commercial industries that will help the DCRA combat its economic decline. In turn these businesses attract residents and a cycle of development and growth is created. Other development projects referenced in the following sections will also serve as a stimulus to redeveloping the DCRA.

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Traditional Neighborhood District

~~Another action to be done by the city is to establish a Traditional Neighborhood District to include all parts of the DCRA. This District will allow the City to regulate the development of the DCRA in a way that is conducive with the geography of the DCRA while still allowing the area to grow in a way acceptable for the future purpose of the area in respect to the City of Milton as a whole.~~

The smart growth law defines traditional neighborhood development to mean: compact, mixed-use neighborhood where residential, commercial and civic buildings are within close proximity to each other. It is a planning concept that is based on traditional small town and city neighborhood development principles. Traditional neighborhood development is, in part, a reaction to the ~~often inefficient~~often-inefficient use of land and infrastructure and lack of a

sense of community in many newer developments.

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Traditional neighborhood development is found in the older parts of Florida's cities and Town's towns, parts that were often developed before World War II. Interest among consumers in traditional neighborhood development appears to be growing with other traditional neighborhood development projects in the planning stages. Traditional neighborhood development is one of a variety of planning concepts that share similar themes. These modules include neo-traditional development, new urbanism, form based codes, urban villages, hamlets, compact communities, transit-oriented development, pedestrian pockets, and the revitalization of existing traditional communities.

~~By referencing Article III Section 13 of the City of Milton's Code of Ordinances titled "Milton's Ordinance for Traditional Neighborhood Development in the CRA", one can see exactly what measures the City uses to guide the development of traditional neighborhoods. Expanding the TND to include all of the DCRA area referenced in this plan and rezoning the area to RC-1 will allow the City to guide the DCRA into a well-developed community serving many different functions to its residents. The TND expansion will also allow for the increased use of aesthetic guidelines in the development of new structures and communities within the DCRA.~~

Southern Parcel

The large parcel on the most southern portion of the DCRA boundaries, below the CSX Railroad, is currently a mostly vacant parcel ~~zoned Industrial that was recently rezoned to a Residential Commercial Zoning District to support the intent of future growth in that portion of the community. This rezoning allows any development of the parcel to be conducive with TND guidelines, the Downtown area, and even the Blackwater Riverfront Master Plan. A continuous and similar feel and atmosphere could then be accomplished throughout all parts of the DCRA providing the stimulus needed to attract visitors, businesses, and residents. The deep bank adjacent to the parcel would also serve as an attraction as larger vessels that cannot go further upriver would be able to make use of the area. The area would then become a perfect site for the development of mixed-use residential community.~~

Historically, the area was used as an industrial site because of the deep channel directly off the shore that allowed large boats to deliver goods into the City. Over time, the economy of scale negated the benefits of the area and the industries moved to larger, more remote, areas where work could be done for fractions of the price. Since ~~then~~, the parcel has been left mostly unaffected by any development and is mostly vacant. Next to the western edge of this parcel the City built their sewage treatment plant. While this may seem like a negative incentive to developing on the aforementioned parcel, a new sewage treatment plan is currently in the immediate development process so that the existing one can be shut down. This relocation of the sewage plant is realistically ~~years~~several years away from accomplishmentopening, but the City is actively making all the strides necessary for the change to occur as fast as possible. Even without the relocation of the sewage treatment plant, development could still occur in the area in question because the area of development

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would generally always be upwind of the plant. ~~Therefore~~Therefore, there would be minimal negative impacts to being near the plant.

In order to increase development within the DCRA and bring back commercial functions that would increase economic activity, the Planning and Zoning Department of the City of Milton believes the parcel should be rezoned to a RC-1 district. ~~This rezoning would allow any development of the parcel to be conducive with TND guidelines, the Downtown area, and even the Blackwater Riverwalk. A continuous and similar feel and atmosphere could then be accomplished throughout all parts of the DCRA providing the stimulus needed to attract visitors, businesses, and residents. The deep bank adjacent to the parcel would also serve as an attraction as larger vessels that cannot go further upriver would be able to make use of the~~

~~area. The area would then become a perfect site for the development of mixed-use residential community.~~

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Tourism District

The purpose of the ~~proposed~~ City of Milton Tourist Development District is to promote the rich cultural heritage of the City of Milton while encouraging economic development within the district. It would apply to a part of the same area as the Traditional Neighborhood District and will potentially provide ad valorem tax incentives and impact fee reductions to certain targeted businesses. These include Lodging, Bed & Breakfasts, Restaurants, Dining Establishments, and Retail Goods. By incentivizing these commercial entities within the District, the Planning and Zoning Department hopes to direct the flow of tourism and economic gain back into this specific area. The Tourism District will then be able to be a key aspect of allowing the DCRA to recover from its general economic decline and allow local businesses to easily return to the area. More information about the specifics of the incentive program within the Tourism District can be obtained from the City.

Land Use – Residential

Residential use should be permitted within the Central Business District in the residential, commercial office, and retail mixed-use district as designated on the Future Land Use Map as well as in areas designated as single-family districts and one and two family districts (See Figure 9). The creation of this new mixed-use district will permit private developers to redevelop the area according to the highest and best economic potential. In order to ensure that the development within all districts contained in the DCRA will be in keeping with the desires of the citizens, the City of Milton should establish an expedited review and ensure that they are consistent with the mixed-use zoning ordinance, and any other architectural controls established by Council. These controls should address building facades, signage, lot coverage, and the general character the citizens desire the downtown area to reflect.

One and two family residential, as well as multiple family residential, uses should be permitted in the mixed-use district. This will permit a transition from commercial use, which will be most likely in the heart of the CBD, to lower density residential uses, which will most likely redevelop in the surrounding fringe areas. Density levels for multiple family development located within in the mixed-use district may be different than multiple family development located in R-3 zones. Areas of low-density housing are now being converted to office and other commercial uses in several portions of the DCRA contained within the proposed mixed-use district. This should be permitted as long as the structure is no longer economically viable for residential use and as long as the conversion meets approval. Mixed low intensity and medium density (one and two family) residential land use should be permitted and encouraged adjacent to the mixed-use district. This is the predominate land use that currently exists in the residential portion of the DCRA and is designated on Figure 9

as the one- and two-family district. Low-density (single family) residential land use should continue where it does not conflict with other strategies and [de](#).

should be permitted adjacent to the mixed-use district in the northern portion of the DCRA. This single-family district is also designated on Figure 9.

Land Use – Commercial

Both commercial office space and retail commercial land use should be permitted within the mixed-use district where economically viable. Retail commercial land uses should be of the neighborhood commercial variety, including eating and drinking places and selected specialty retailers. Initially, the majority of these specialty retailers will most likely be establishments designed to serve the redevelopment commercial offices located in the CBD.

Commercial office space utilization should be encouraged throughout the mixed-use district and will likely be the type of development which will occur initially. The redevelopment of existing single-family structures located in the single family and the one- and two-family district to commercial office space should not be allowed.

Land Use – Public Open Space, Parks, and Recreation Areas

Land use devoted to open space and parks should be increased vastly. The types of open space and parks to be added in the DCRA should include: 1- landscaped areas and a riverwalk along the Blackwater River (See Blackwater Riverfront Master Plan), 2-conservation easements in a greenbelt around the DCRA, and 3- a fully developed park and recreation area located on the north side of U.S. Highway 90 on the west side of Blackwater River. The location of all of these proposed open space and park areas can be seen in the included Master Plan. In addition, the City should strive to improve and fully maintain all existing park and recreational areas.

The public sector should be involved in the acquisition and maintenance of this existing park and the proposed riverwalk development to be located on the north side of U.S. Highway 90. This additional park area should be developed to meet the proposed increase in population density and to increase the aesthetic appeal of the riverfront area. To increase the interest of development in the DCRA, this riverwalk development should be designed to attract as many visitors as possible and should be utilized as the location for all local special activities such as the Riverwalk Arts Festival.

Public involvement in the acquisition of all other green areas, parks, and recreational areas located in the DCRA should be held to a minimum. This can be accomplished by using public easements, deed restrictions, and low maintenance facilities. Conservation easements should be acquired along the DCRA boundary where trees and open areas already exist, this will serve as an aesthetically pleasing boundary for the DCRA and also provide opportunity for residents to visit minimally disturbed natural areas in an urban environment. Public easements should be acquired along the riverfront areas which are scheduled for development as this will serve to preserve the waterfront for the use of all citizens and will

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assist in bringing people back to the area.

Land Use – Institutional

Institutional land use, such as government, educational, and church-related, should only be allowed when adequate provisions are made for off-street parking for both visitors and employees. Any required expansion of the institutions themselves should be encouraged to be located in leased space. This will permit the expansion of the institutional entities while maintaining the commercial and tax-paying land use. Although governmental use is not the highest and best use downtown, it should be allowed and encouraged in the mixed-use district since it does bring people back into the area.

As discussions of development of the DCRA continue among different entities located within the DCRA, the relocation of the Santa Rosa County Courthouse has been examined. The County has completed the development of the new courthouse outside of the DCRA but has not given any final information as to their plans for the old courthouse building. This makes it challenging to move forward as the City cannot provide incentives to new developers for the area that the old courthouse currently occupies. Having the county determine the future of the old courthouse building is a paramount step in developing the DCRA in the future and should be accomplished as soon as possible.

Rehabilitation and Conservation

Whenever economically feasible and consistent with the recommended land use, the concepts of rehabilitation and conservation should be extended to the DCRA. Existing neighborhoods can be conserved by the elimination of conflicting land uses and the use of higher density residential housing as barriers between low-density housing and commercial areas. This will protect the integrity of the residential areas and prevent displacement of existing residents by commercial intrusion. Much of this will be the responsibility of the DCRA and the City of Milton Planning Board.

Traffic

The majority of the traffic circulation system appears adequate to handle the current and future demands. Streets should be kept in good repair, and hazardous and inefficient intersections should be redesigned. It should be noted that emergency access for fire protection could be blocked by trains on the CSX railroad, and for this reason the City should investigate the potential of placing a vehicular overpass over the railroad tracks at some point in the future.

The intersection of Caroline and Willing Street also needs to be addressed as it is incapable of smoothly handling the large volumes of traffic it experiences daily. The narrow streets directly at the intersection and the bridge leading to U.S. Highway 90 are narrower than the streets leading into the area and therefore create a bottleneck effect. This disrupts the flow of traffic and prevents vehicles from efficiently traveling through the area. As future_

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development occurs within the DCRA this bottleneck needs to be addressed.

Table 14

Existing Land Use Acreage

Use	Approximate Acres Including Streets	Max Number Dwelling Units per Acre	Maximum Total Dwelling Units
Residential, Single Family	28.75	6	22
Residential, One and Two Family	88.36	10	883
Residential, Multiple Family	28.59	14	400
Open Space	32.73	0	0
Total	178.43	30	1,305

Table 8

Source: City of Milton Zoning Ordinance and GIS Database

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Redevelopment Policies and Elements

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Public/Private Partnerships Policy

It is the policy of the CRA to encourage and leverage public/private partnerships for major projects. In order to participate, the CRA must determine the public benefit, the return on investment, and consistency with the CRA mission, vision, goals and priorities.

Policy On Infrastructure vs. Programs of Incentives

Infrastructure should receive a higher priority

Long-term consideration should be given to business incentives

After provision for recurring expenses, general budget allocation priorities should be as follows:

- 1) 60% infrastructure
- 2) 40% ongoing programs and special promotions

Consideration should be given to incentives that leverage other outside funding

Further incentives that target building renovation should be explored

City of Milton should be encouraged to consider an increased level of incentives

Promotions Policy

- 1) Funding priority should be given to grants that supplement rather than fully cover event costs
- 2) Promotional events should be encouraged to reach self-sufficiency

Policy on Communication with City Commission

Minimally semi-annual meetings

Need to present City with a more precise budget, especially on critical and primary projects

Informal meetings (one-on-one lunches) should be encouraged

Annual Report should be produced

Traffic Circulation

Traffic circulation will not be changed in the residential portion of the DCRA. An increase in traffic volume is expected.

Pedestrian traffic will also increase in residential areas of the DCRA as neighborhood retail activities come back to the area. Therefore, this plan hereby mandates that all new construction require the building of public sidewalks to specification set by the DCR agency.

Environmental Quality

Since the entire DCRA is in an existing urban area, this plan will have an insignificant effect on environmental quality. All construction along the river will be built so that increased runoff from hard surfaces will not flow directly into the river. All construction will be required to hook up to the existing sewer and public utility systems.

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Community Facilities, Services, and Schools

Growth will continue to take place in Milton whether or not this plan is implemented. Community facilities, services, and schools will have increased demands put on them as a result of continuing growth. These demands are anticipated by the organizations concerned, and they are making appropriate plans to handle increased demands.

The implementation of this plan will not generate additional growth for Milton; that growth is taking place with or without implementation of this plan. Implementation of this plan will hopefully funnel a portion of the anticipated growth in office, residential, and retail commercial demand into the DCRA. Since no abnormal additional growth, including school population, will result in Milton as a result of this plan, existing plans for community facilities, services, and schools, are sufficient.

Conclusion

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The overall physical and social quality of the neighborhood will be increased as a result of the implementation of this plan. Increased employment will be available to existing and new residents of the DCRA as a result of new office construction, renovation of vacant buildings to office use, and the addition of new retail trade establishments. Housing quality will improve as existing rehabilitation programs are continued and housing is constructed near or in the CBD and new one- and two-family housing is constructed in the DCRA. As population and employment density increase, neighborhood retail activities will correspondingly increase, making available a wider range of shopping choices to the DCRA residents and employees.

Construction of the Riverwalk Park and provision of the "green belt" will improve resident access to passive and active recreational and pleasantly landscaped areas. The DCRA will once again become a desirable place to live and work.



David Archer Training April 2023

MEETING DATE	PREPARED BY
March 6, 2023	Public Works Department Christie Haarmann, Public Works Admin

2023 FISCAL YEAR TRAINING NEEDS

LEAD MECHANIC – David Archer

Class in Ocala, Florida

E.V.T.S Inc.

EVT F-3 Fire Pumps and Accessories

April 18th through April 20th

TRAINING CLASS	\$350.00
F-3 RECERTIFICATION TEST	\$35.00
HOTEL ROOM	<u>\$436.00</u>
TOTAL	\$821.00
	\$210.00 – MEALS
	<u>\$200.00 – Fuel – Estimated Roundtrip</u>
	\$1231.00 Estimated Cost

Estimated Cost are based on current prices for Hotel and Fuel.

David Archer will use a City Vehicle for Travel

April 17th is a travel day.

April 21st is a travel day.

5 days @ \$ 42.00 day for meals = \$ 210.00

Budgeted Items – Travel& Per Diem – 001-0541-541.40-00

Training – 001-0541-541.54-00



Agenda Item # 2023-1248

City of Milton Social Media Policy

MEETING DATE

March 6, 2023

PREPARED BY

Heather Lindsay, Mayor

BACKGROUND

Mayor Heather Lindsay would like to propose adding language that would allow the policy to include all people who represent the City of Milton, to include all employees, elected and appointed officials, as our conduct on social media reflects upon our city.

SUMMARY

As the Home of NAS Whiting Field and the city 'Where Good Living Flows', Milton's values include civility, honor and respect for all people, which should include how we conduct ourselves on social media.

RECOMMENDATION

Council direction.

ATTACHMENTS

1. 1.8 Social Networking Policy

CITY OF MILTON POLICY

Title: Social Networking Policy	Page:	Policy Number: 1.8
Effective Date: 6/01/2015	Revised Date:	Next Review Date: 6/01/2017
Approved by Council: 5/21/15		
Legal Review: 5/20/15		

The City of Milton takes no position on your decision to start or maintain a blog or participate in other social networking activities. However, it is the right and duty of the City to protect itself. The City of Milton's social networking policy includes rules and guidelines for City-authorized social networking and personal social networking and applies to all executive officers, board/committee members, management and staff.

General Provisions

Blogging or other forms of social media or technology include but are not limited to video or wiki postings, sites such as Facebook and Twitter, chat rooms, personal blogs or other similar forms of online journals, diaries or personal newsletters not affiliated with the City of Milton.

Unless specifically instructed, employees are not authorized to speak and are therefore restricted from speaking on behalf of the City of Milton. Employees are expected to protect the privacy of the City of Milton and its employees are prohibited from disclosing personal employee and non-employee information and any other nonpublic information to which employees have access. Such information includes but is not limited to customer information, financial information and plans.

Employee Monitoring

Employees are cautioned that they should have no expectation of privacy while using the Internet. Your postings can be reviewed by anyone, including the City of Milton. The City of Milton reserves the right to monitor comments or discussions about the City and its employees, posted on the Internet by anyone, including employees and non-employees. The City of Milton uses blog-search tools and software to monitor forums such as blogs and other types of personal journals, diaries, personal and business discussion forums, and social networking sites.

Employees are cautioned that they should have no expectation of privacy while using City equipment or facilities for any purpose, including authorized blogging.

The City of Milton reserves the right to use content management tools to monitor, review or block content on City blogs that violate company blogging rules and guidelines.

Appropriate Employee Use of Social Media

- Consistent with the City's policies on use of the City's telephone and email systems, incidental and occasional personal use of social media is permitted during work hours provided it is very limited in duration and does not have a detrimental effect on employee productivity.
- City resources, work time, social media tools, and a City employee's official position shall not be used for personal profit or business interests or to participate in political activity. For example, a

building inspector may not use the City's logo (or its likeness), email, or work time to promote a side business as a plumber.

- Personal or business venture social media account names shall not be tied to the City. For example, CityofMiltonCop would not be appropriate personal account name.
- If commenting on City business, employees should use a disclaimer which establishes that their comments represent their own opinions and do not represent those of the City of Milton.
- Employees may not attribute personal statements or opinions to the City when engaging in private blogging or postings on social media sites.
- Employees, City contract employees, and City volunteers shall not use their City email account or password in conjunction with a personal social networking site.
- City employees, contract employees for the City, and City volunteers shall not post images, files, or text depicting City property, equipment, or personnel in any manner that would adversely affect the reputation of the City or a City department.

The following Guidelines Apply to Personal Communications Using Various Forms of Social Media

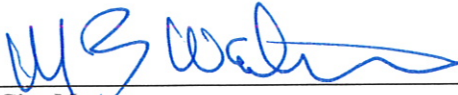
- Use common sense when using social media sites. Remember that what you write is public, may be public for a long time, and may spread to large audiences. Refrain from posting information that you would not want your supervisor or other employees to read or that you would be embarrassed to see in the newspaper or on television.
- The City expects its employees to be truthful, courteous, and respectful toward supervisors, co-workers, citizens, customers, and other persons associated with the City. Employees shall not engage in name-calling or personal attacks or other such demeaning behavior.
- Protect your privacy, the privacy of citizens, and the information the City holds. Follow all privacy protection laws, i.e., HIPAA, and protect sensitive and confidential City information.
- Do not use ethnic slurs, profanity, personal insults, or engage in any conduct that would not be acceptable in the City's workplace. Avoid comments or topics that may be considered objectionable or inflammatory.
- Employees cannot use blogs or social networking sites to harass, threaten, discriminate against or disparage employees or anyone associated with or doing business with the City of Milton.

Reporting Violations

The City of Milton requests and strongly urges employees to report any violations or possible or perceived violations to supervisors, managers, or the HR Department. Violations could include discussions of the City of Milton and its employees and clients as described above. Violations also include any discussion of proprietary information and any unlawful activity related to blogging or social networking.

Discipline for Violations

The City of Milton investigates and responds to all reports of violations of the social networking policy and other related policies. Violation of the company's social networking policy may result in disciplinary action up to and including immediate termination. The City of Milton reserves the right to take legal action where necessary against employees who engage in prohibited or unlawful conduct.

Approved by: 
City Manager

Date: 6/12/15