



EXECUTIVE COMMITTEE MEETING
Regular Meeting Agenda

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

1. Open Meeting

2. Invocation

Pastor Dan Libby,
West Florida Baptist

3. Pledge of Allegiance

4. Approval of Agenda

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

5. Invited Speakers

Pastor Dan Libby,
West Florida Baptist

6. Persons to Appear

7. Ordinances & Resolutions

Item # 2023-1527
Utility System Revenue Note, Ordinance 1988-23

8. City of Milton Events

Events Coordinator, Jay Conrad

Item # 2023-1497
SEPA - Milton's Blackwater Food Truck Festival

Item # 2023-1548
SEPA - Juneteenth Celebration

Item # 2023-1583
SEPA - Riverfest

9. Finance, Planning Board

Councilman Michael Cusack

10. Administration, Emerald Coast Regional Council

Councilwoman Marilyn Farrow

Item # 2023-1512
DUO 'Do Unto Others'

Highway 90 Design Outreach Meetings

11. Parks & Recreation, Community Improvement Board

Councilman Gavin Hawthorne

- 12. LEAP**
Councilman Jason Vance
- 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
- 16. Public Works**
Councilman Casey Powell
Item # 2023-1538
Naming of Fire Training Facility & Road
- 17. Mayor Report: Public Safety, Ordinance Committee**
Mayor Heather Lindsay
- 18. City Attorney's Report**
- 19. City Manager's Report**
Item # 2023-1584
City Manager Selection Process
- 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



Pastor Dan Libby,
West Florida Baptist

MEETING DATE

June 5, 2023

PREPARED BY

Clerk's Office
Dawn Molinero, City Clerk



Pastor Dan Libby,
West Florida Baptist

MEETING DATE

June 5, 2023

PREPARED BY

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Dawn Molinero, City Clerk



Agenda Item # 2023-1527

Utility System Revenue Note, Ordinance 1988-23

MEETING DATE

June 5, 2023

PREPARED BY

Dawn Molinero, City Clerk

BACKGROUND

Per the initial Sun Trust, now Truist agreement, every 5 years a re-set of interest is required.

SUMMARY

An ordinance of the City of Milton, Florida, amending and supplementing Ordinance NO. 1384-13 to authorize a first amendment to the city's outstanding utility system revenue note, series 2013A held by Truist Commercial Equity, Inc., to adjust the interest rate applicable thereto: authorizing and directing city officials to take such actions and execute such documents as are necessary to effectuate the purposes hereof; making such note 'bank qualified' status; providing an effective date and providing for Scrivener's Errors.

RECOMMENDATION

Recommend approval.

ATTACHMENTS

1. Utility System Revenue Note Ordinance 1988-23
2. Suntrust Truist Schedule I

ORDINANCE NO. 1988-23

AN ORDINANCE OF THE CITY OF MILTON, FLORIDA, AMENDING AND SUPPLEMENTING ORDINANCE NO 1384-13 TO AUTHORIZE A FIRST AMENDMENT TO THE CITY'S OUTSTANDING UTILITY SYSTEM REVENUE NOTE, SERIES 2013A HELD BY TRUIST COMMERCIAL EQUITY, INC., TO ADJUST THE INTEREST RATE APPLICABLE THERETO; AUTHORIZING AND DIRECTING CITY OFFICIALS TO TAKE SUCH ACTIONS AND EXECUTE SUCH DOCUMENTS AS ARE NECESSARY TO EFFECTUATE THE PURPOSES HEREOF; MAKING SUCH NOTE 'BANK QUALIFIED' STATUS; PROVIDING CERTAIN OTHER MATTERS IN CONNECTION THEREWITH, PROVIDING AN EFFECTIVE DATE AND PROVIDING FOR SCRIVENER'S ERRORS.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MILTON, FLORIDA, as follows:

SECTION 1. *Authority for this Ordinance.* This Ordinance of the City of Milton, Florida (the "Issuer") is enacted pursuant to the provisions of Chapter 166, Part II, Florida Statutes, and other applicable provisions of law (collectively, the "Act") and City Ordinance No. 1384-13 enacted on May 28, 2013 (the "Original Ordinance"). Any capitalized undefined terms used herein shall have the meanings given them in the Act or the Original Ordinance.

SECTION 2. *Findings.* It is hereby ascertained, determined and declared:

(A) The Issuer previously issued its Utility System Revenue Note, Series 2013A (the "Note" or "2013A Note") pursuant to the Original Ordinance.

(B) The Note was issued on May 30, 2013 to Truist Commercial Equity, Inc., (including successors thereto, the "Lender") as successor to STI Institutional & Government, Inc., which currently holds the Note.

(C) Following the principal payment of the Note scheduled for June 15, 2023, the outstanding principal balance of the Note will be \$1,620,267.64.

(D) The Original Ordinance and the Note provide that the Note shall bear interest at a rate of 1.62% per annum until its maturity date of June 15, 2033, and also provides that the Note is subject to mandatory purchase (also known as a "put" option) on May 1, 2023 (the "Put Date"), pursuant to which the Lender may require the Issuer to purchase the Note back from the Owner on the Put Date in an amount equal to 100% of the outstanding principal amount of the thereof plus accrued interest to the Put Date.

(E) In lieu of exercising its put option under the Note, the Lender has notified the Issuer that it is willing to reset the interest rate on the Note to 4.50% per annum, effective May 1, 2023 until maturity, and in furtherance thereof has provided a written waiver of its put option, to allow sufficient time to effectuate the interest rate reset through enactment of this amending Ordinance and the execution and delivery of related instruments including but not limited to an amendment to the Note.

(F) The City Council hereby determines that such interest rate is reasonable in light of current market conditions for tax exempt municipal debt obligations such as the Note, and the financial burden imposed upon the Issuer were the Lender to exercise its put option.

(G) A First Amendment to the Note shall be executed by the Issuer that amends the interest rate on the Note to equal 4.50% effective May 1, 2023, and provides that no other term of the Note is amended.

(H) The Issuer hereby determines that it is necessary, desirable and in the best interests of the Issuer and its inhabitants that the Issuer (i) amend and supplement the Original Ordinance hereunder to reset the interest rate applicable to the Note as described above, and (ii) approve the First Amendment to the Note to reflect the interest rate reset. Such amendments will serve the essential public purposes of the Issuer.

SECTION 3. *Amendment of Ordinance No. 1384-13.* The definition of the term "Fixed Interest Rate" set forth in Section 2 of the Ordinance in hereby amended and restated in its entirety as follows, with additional text indicated by underline:

"Fixed Interest Rate" shall mean, with respect to the 2013A Note, an interest rate per annum of 1.62% through April 30, 2023, and thereafter an interest rate per annum of (i) 4.50% through maturity of the 2013A Note, or (ii) such other interest rate as may be agreed upon by the Issuer and the Owner and approved by ordinance or resolution of the Issuer; provided, however the Fixed Interest Rate shall not exceed the maximum rate allowed by law.

SECTION 4. *Authorization and Form of First Amendment to the Note.* The First Amendment to the Note is hereby authorized. The First Amendment to the Note shall be issued in substantially the form attached hereto as Exhibit A.

SECTION 5: *Authorizations.* The Mayor, the City Clerk, the City Manager, the City Attorney and such other officials and employees of the Issuer as may be designated by the Mayor are each designated as agents of the Issuer in connection with the issuance and delivery of the First Amendment to the Note and are authorized and empowered, collectively or individually, to take all action and steps, to make such representations and certificates, and to execute all instruments, documents, and contracts on behalf of the Issuer that are necessary or desirable in connection with the execution and delivery of the First Amendment to the Note, and which are specifically authorized or are not inconsistent with the terms and provisions of this amending Ordinance and the Original Ordinance.

SECTION 6: *Members of the City Council Exempt from Personal Liability.* No recourse under or upon any obligation, covenant or agreement of this amending Ordinance or the Note or for any claim based thereon or otherwise in respect thereof, shall be had against any member of the City Council in such capacity or as the governing body of the Issuer, past, present or future, it being expressly understood (a) that no personal liability whatsoever shall attach to, or is or shall be incurred by, the members of the governing body, as such, under or by reason of the obligations, covenants or agreements contained in this Ordinance or implied therefrom, and (b) that any and all such personal liability, either at common law or in equity or by constitution or statute, of, and any and all such rights and claims against, every such member, as such, are

waived and released as a condition of, and as a consideration for, the execution of this Ordinance and the issuance or amendment of the Note, on the part of the Issuer.

SECTION 7. *Ratification.* The provisions and terms and conditions of the Original Ordinance and the Note, as amended and supplemented hereunder, are hereby ratified and confirmed.

SECTION 8. *Scrivener's Error.* The City Manager or designee, without public hearing, is authorized to correct any typographical scrivener's errors, which do not affect the intent of this Ordinance. A corrected copy shall be posted in the public record by the City Clerk.

SECTION 9. *Effective Date.* This Ordinance shall take effect immediately upon its enactment, this 11th day of July 2023.

(SEAL)

ATTEST

CITY OF MILTON, FLORIDA

Dawn Molinero, City Clerk

Heather Lindsay, Mayor

Legal in form and valid when signed by
City Attorney.

1st Reading: June 13, 2023

Alex Andrade, City Attorney

2nd Reading: July 11, 2023

EXHIBIT A

Form of First Amendment to the Note

**CITY OF MILTON, FLORIDA
FIRST AMENDMENT TO UTILITY SYSTEM REVENUE NOTE, SERIES 2013A**

WHEREAS, the City of Milton, Florida (the "Issuer"), for value received, delivered to Truist Commercial Equity, Inc. (including successors thereto, the "Owner"), as successor to STI Institutional & Government, Inc., its Utility System Revenue Note, Series 2013A (the "Note") on May 30, 2013, with a maturity date of June 15, 2033, in the principal amount of \$3,000,000 which is subject to annual amortization payments and is currently outstanding in the principal amount of \$1,620,267.64; and

WHEREAS, the Owner is currently the sole holder of the Note; and

WHEREAS, pursuant to an Ordinance of the Issuer enacted on June 13, 2023, the Issuer and the Owner now desire to amend the Note to bear interest at the rate of 4.50% per annum effective May 1, 2023 to maturity;

WHEREAS, an opinion of Bond Counsel to the effect that interest is excludable from the gross income of the Owner for federal tax purposes, was delivered herewith.

NOW, THEREFORE, the interest rate on the Note is hereby amended to equal 4.50% per annum effective May 1, 2023. All other terms of the Note remain unchanged.

IN WITNESS WHEREOF, the City of Milton, Florida and Truist Commercial Equity, Inc., have entered into this First Amendment to Note effective this 11 day of July 2023.

[SEAL]

CITY OF MILTON, FLORIDA

Heather Lindsay, Mayor

ATTEST AND COUNTERSIGNED:

Dawn Molinero, City Clerk

ACKNOWLEDGED BY:

TRUIST COMMERCIAL EQUITY, INC.

By: _____
Name: Robert H. Anderson
Title: Authorized Agent

SCHEDULE "I"
PAYMENT SCHEDULE

PAYMENT DATE (JUNE 15)	PRINCIPAL AMOUNT
2014	\$ 128,211.19
2015	130,288.22
2016	132,398.89
2017	134,543.75
2018	136,723.36
2019 ⁽¹⁾	138,938.27
2020	141,189.07
2021	143,476.34
2022	145,800.65
2023 ⁽¹⁾	148,162.62
2024	150,562.86
2025	153,001.98
2026	155,480.61
2027	157,999.40
2028	160,558.99
2029	163,160.04
2030	165,803.23
2031	168,489.25
2032	171,218.77
2033	173,992.51
TOTAL	\$3,000,000.00

⁽¹⁾ The 2013A Note is subject to mandatory purchase by the Issuer on May 1, 2018 and May 1, 2023.



Agenda Item # 2023-1497

SEPA - Milton's Blackwater Food Truck Festival

MEETING DATE	PREPARED BY
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June 5, 2023

Jay Conrad, Events Coordinator

BACKGROUND

This is a first-time event proposed by the folks from Apex Shows and Events.

Apex is a Pensacola-based events production company that specializes in music and food truck festivals.

While the event is currently still in the planning stage, initial discussion focused around having 20 food trucks in addition to popup tent vendors and bounce houses for kids.

As this would primarily be a food festival, the event organizer has requested a waiver for the open container ordinance to be lifted.

The event organizer has requested the use of the following City venues / equipment:

Jernigan's Landing Riverside & Jernigan's Landing Festival Area (\$250)

Portable Restroom (\$250)

Garbage Cans (\$100)

Dumpster (\$50)

The event organizer may also be interested in using city water and electrical connections, however they are still in the planning phase and are unsure if either will be needed.

SUMMARY

Use of city equipment and property would likely generate around \$650.00 for the City.

RECOMMENDATION

City Staff recommends approval of this item with consideration of closing Willing and Pine Streets in order to safeguard pedestrian traffic around the venue.

ATTACHMENTS

1. SEPA - Milton's Blackwater Food Truck Festival



Special Event Permit Application

City of Milton

6738 Dixon Street, Milton FL, 32570

850-983-5400 events@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 in-kind support and / or financial 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: APEX SHOWS & EVENTS LLC

Address: 5226 MEDINA RD City: PENSACOLA

Phone: 850-376-9350 Email: Christie@apexshowsandevents.com

Event POC: Christie Sachse

Phone: 850 376-9350 Email: Same as above

Event Information

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

Event Name: MILTONS Blackwater FOOD TRUCK Festival

Event Website/ Event Page: www.apexshowsandevents.com

Event Location: Jennifers Landing Event Date(s) 10/21/23 to 10/21/23

Time of Event: Day 1 11 AM to 6 pm (Day 2 - Optional) _____ to _____

Setup Date & Time: 10/21/23 at 7 AM Teardown Date & Time: 10/21/23 at 6 pm

Estimated Attendance: 2000 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 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 checked="" type="checkbox"/> YES | <input 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 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 checked="" type="checkbox"/> YES | <input 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 an 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 type="checkbox"/> YES | <input checked="" 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 Ads, website, social media, Direct marketing
miltonfl.org + visit florida

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

YES NO

CITY FEES SCHEDULE

(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. Select all applicable)

- | | | | |
|---|-------|---|-------|
| <input checked="" type="checkbox"/> Riverside | \$100 | <input checked="" type="checkbox"/> Festival Area | \$150 |
|---|-------|---|-------|

Other: _____

Requested Items:

	<u>QTY</u>		<u>QTY</u>
<input checked="" type="checkbox"/> Portable Restroom (at Jernigan's landing)	\$250(np only)	<input type="checkbox"/> Portable Restroom (at alternate location)	\$350(np only)
<input type="checkbox"/> City Stage 14'x28'	\$350(np only)	<input type="checkbox"/> City Movie System	\$250(np only)
<input 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 _____	<input checked="" type="checkbox"/> Dumpster	\$50 per <u>1</u>
<input 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 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) _____ 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): _____

INDemnITY 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 26 day of April in 2023

Name of Special Event Miltons Blackwater Food Truck Festival
Date(s) of Special Event 10/21/23
Name of Organization Apex Shows and Events LLC
Event Organizers Name CHRISTIE SACHSE
Address of Organization 5220 MEDINA RD PENSACOLA FL 32507
Phone Number 850 376-9350
Email Christie@apexshowsandevents.com

Printed Name

Signature

CHRISTIE SACHSE

Christie Sachse

Internal Signatures Required for Approval:

Office of Economic Development: _____ Planning: _____

Public Works: _____ Police: _____ Fire: _____



Agenda Item # 2023-1548

SEPA - Juneteenth Celebration

MEETING DATE

June 5, 2023

PREPARED BY

Jay Conrad, Events Coordinator

BACKGROUND

Carolyn McCray of the Fellowship of Churches submitted a request to hold a Juneteenth Celebration on Monday, June 19th, along Dr. MLK Jr. Drive.

SUMMARY

RECOMMENDATION

The Event Organizer has requested the use of city equipment and personnel for this event:

- Use of the City's stage
- Use of the City's portable restroom trailer
- Use of the City's garbage cans (10)
- Use of the City's road closure barricades
- Closure of Doctor M.L.K. Jr. Drive between Alice St. and W. Walker St.

Use of the City's portable restroom trailer is limited by location and will likely not work at the Dr. MLK Jr. Dr. venue.

The Event Organizer has requested that the City provide the use of its equipment in-kind. The total of the in-kind support is valued at: \$900.00

City Stage - \$350.00
Portable Restroom (not Jernigan's Landing) - \$350.00
Road Closure Barricades - \$100.00
Trash Cans (10) - \$100.00

ATTACHMENTS

1. OAF - Juneteenth 2023
2. SEPA - Juneteenth 2023



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: Fellowship of Churches

Address: _____

Name of Representative: Carolyn McCray

Telephone: _____ Cell Phone: 850 686 1629

Email: CMCCray 8725@hotmail.com

Name of Event/Activity/Project/Program: Juneteenth Celebrations

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

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

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.)

Block Party to celebrate Juneteenth in recognition of the freeing of slaves and a momentous occasion in African American history.

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

In-kind support via use of city equipment & personnel.

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

This block party helps ~~to~~ bring recognition and appreciation of a subset of American culture that too many folks know too little about.

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.

MLK Day Parade & Block Party

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			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
TOTAL REVENUE			



Special Event Permit Application

City of Milton

6738 Dixon Street, Milton FL, 32570

850-983-5400 events@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 in-kind support and / or financial 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: Fellowship of Churches

Address: _____ City: Milton

Phone: 850 686 1629 Email: cmccray8725@hotmail.com

Event POC: Carolyn McCray

Phone: _____ Email: _____

Event Information

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

Event Name: Juneteenth Celebration

Event Website/ Event Page: _____

Event Location: Dr. MLK Jr. Dr. Event Date(s) 6/19/23 to n/a

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

Setup Date & Time: _____ at _____ Teardown Date & Time: _____ at _____

Estimated Attendance: _____ 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 type="checkbox"/> YES | <input checked="" 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 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 checked="" type="checkbox"/> YES | <input 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 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 checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
| Will an 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 type="checkbox"/> YES | <input checked="" type="checkbox"/> NO |
| Will you require water on-site? | (page 3) | <input type="checkbox"/> YES | <input checked="" 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? word of mouth, flyers, social media

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

City Fee Sheet

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

Location(s)/ Facility used at event:

- | | | |
|---|-------|---|
| <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. Select all applicable)

- | | | | |
|---|-------|--|------------|
| <input type="checkbox"/> Riverside | \$100 | <input type="checkbox"/> Festival Area | \$150 |
| <input checked="" type="checkbox"/> Other: <u>Dr. MLK Jr. Dr. between Alice St. & W. Walker St.</u> | | | |
| | | | <u>QTY</u> |

Requested Items:

- | | <u>QTY</u> | | |
|--|--------------------|---|----------------------|
| <input checked="" type="checkbox"/> Portable Restroom
(at Jernigan's landing) | \$250(np only) | <input type="checkbox"/> Portable Restroom
(at alternate location) | \$350(np only) |
| <input checked="" type="checkbox"/> City Stage 14'x28' | \$350(np only) | <input type="checkbox"/> City Movie System | \$250(np only) |
| <input type="checkbox"/> Live Music Licensing **** | \$200 | <input type="checkbox"/> Movie Licensing **** | \$(at cost)(np only) |
| <input checked="" type="checkbox"/> Barricades | \$100 per _____ | <input type="checkbox"/> Cones | \$10 per _____ |
| <input checked="" type="checkbox"/> City Garbage Cans | \$10 per <u>10</u> | <input type="checkbox"/> Dumpster | \$50 per _____ |
| <input 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 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) Dr. MLK Jr. Dr. 2) Alice St.
- 3) W. Walker St. 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): 6/19/2024 Alternative Date(s): _____

Additional Documents Required with Application

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

For additional information on what is required please contact the 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 Juneteenth Celebration
Date(s) of Special Event 6/19/2023
Name of Organization Fellowship of Churches
Event Organizers Name Carolyn McCray
Address of Organization _____
Phone Number 850 686 1629
Email cmccray8725@hotmail.com

Printed Name

Signature

Carolyn McCray

Internal Signatures Required for Approval:

Office of Economic Development: _____ Planning: _____

Public Works: _____ Police: _____ Fire: _____





Agenda Item # 2023-1583
SEPA - Riverfest

MEETING DATE	PREPARED BY
June 5, 2023	Jay Conrad, Events Coordinator

BACKGROUND

This is the Special Event Permit Application for the 2023 July 4th Riverfest Celebration organized by the SRC Chamber of Commerce. This item is a recurring event that will be almost identical to last year's celebrations.

Setup will begin on July 3rd and run from 5 PM until 7 PM and then continue on July 4th between 6 AM and 10 AM.

The event will begin at 10 AM on July 4th and continue through dusk. There will be fireworks, food, vendors, water slides, bounce houses, and more.

The event organizer has requested the use of the City's entire Riverwalk, the south Riverwalk pavilion, and both sections of Jernigan's Landing in addition to the entirety of Willing and S. Elmira Streets.

The event organizer has requested the use of the City's road closure barricades, garbage cans, dumpster, and electrical outlets at Jernigan's.

Total fees for City property and equipment used for this event is \$875.00

SUMMARY

RECOMMENDATION

Recommend approval.

ATTACHMENTS

1. SEPA - Riverfest 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: Santa Rosa County Chamber of Commerce
 Address: 4315 Avalon Blvd City: MILTON
 Phone: (850) 623-2339 Email: CEO@SRChamber.com
 Event POC: Donna Tucker
 Phone: (850) 623-2339 Email: CEO@SRChamber.com

Event Information

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

Event Name: July 4th RIVERFEST
 Event website/ Event Page: www.srchamber.com
 Event Location: North & South Walking Event Date(s) 7/4 to 7/4
 Time of Event: Day 1 10AM to DARK (Day 2 - Optional) _____ to _____
 Setup Date & Time: 7/3, 5pm-7pm at 7/4, 6AM-10AM Teardown Date & Time: 7/4 at Julian Finwick's
 Estimated Attendance: 25,000 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 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 checked="" type="checkbox"/> | YES | <input 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 checked="" type="checkbox"/> | YES | <input 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 checked="" type="checkbox"/> | YES | <input 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 checked="" type="checkbox"/> | YES | <input 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 checked="" type="checkbox"/> | YES | <input 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? Promote Schedule of Events via email, Facebook, website, Radio, newspaper, Signage

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 checked="" type="checkbox"/> North Riverwalk | \$150 | <input checked="" type="checkbox"/> North Willing Street | |
| <input checked="" type="checkbox"/> South Riverwalk | \$150 | <input checked="" type="checkbox"/> South Willing Street | |
| <input checked="" type="checkbox"/> Entire Riverwalk | \$250 | <input type="checkbox"/> North Elmira Street | |
| <input type="checkbox"/> N Riverwalk Gazebo | \$50 | <input checked="" type="checkbox"/> South Elmira Street | |
| <input checked="" type="checkbox"/> S Riverwalk Pavilion | \$50 | <input type="checkbox"/> Imogene Parking Lot | |
| Jernigan's Landing <i>(Downtown event location for the City of Milton. Select all applicable)</i> | | | |
| <input checked="" type="checkbox"/> Riverside | \$100 | <input checked="" type="checkbox"/> Festival Area | \$150 |
| <input type="checkbox"/> Other: _____ | | | |

Requested Items: **QTY**

- | | | | |
|--|-------------------|--|----------------------|
| <input type="checkbox"/> Portable Restroom
<i>(at Jernigan's landing)</i> | \$250(np only) | <input type="checkbox"/> Portable Restroom
<i>(at alternate location)</i> | \$350(np only) |
| <input type="checkbox"/> City Stage 14'x28' | \$350(np only) | <input type="checkbox"/> City Movie System | \$250(np only) |
| <input type="checkbox"/> Live Music Licensing ***\$200 | | <input type="checkbox"/> Movie Licensing *** | \$(at cost)(np only) |
| <input checked="" type="checkbox"/> Barricades | \$100 per _____ | <input type="checkbox"/> Cones | \$10 per _____ |
| <input checked="" type="checkbox"/> City Garbage Cans | \$10 per _____ | <input checked="" type="checkbox"/> Dumpster | \$50 per _____ |
| <input 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: 7/4 Date: 7/4 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) S. Elmira 2) Pine Street
- 3) S. Widing 4) N. Widing

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): 7/4/24 Alternative Date(s): _____

Additional Documents Required with Application

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

For additional information on what is required please contact the 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 _____

Date(s) of Special Event _____

Name of Organization _____

Event Organizers Name _____

Address of Organization _____

Phone Number _____

Email _____

Printed Name

Signature

Internal Signatures Required for Approval:

Office of Economic Development: _____ Planning: _____

Public Works: _____ Police: _____ Fire: _____



Agenda Item # 2023-1512

DUO 'Do Unto Others'

MEETING DATE

June 5, 2023

PREPARED BY

Dawn Molinero, City Clerk

BACKGROUND

DUO is to help students in need and alleviate some of the financial pressure on teachers. The goal is to donate \$1k for each of the 5 Milton schools for a total donation of \$5k.

SUMMARY

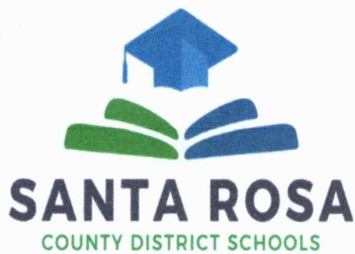
The program will be administered through the Santa Rosa Education Foundation, a 501(c)3 non-profit organization; all donations are tax-deductible.

RECOMMENDATION

Unanimously approved at the Agenda Workshop.

ATTACHMENTS

1. DUO Do Unto Others



Linda Sanborn
Santa Rosa School Board Chairperson

6032 Highway 90 Milton, FL 32570
Phone: 850/983-5150
E-mail: SanbornLT@santarosa.k12.fl.us

Mission: "To love, educate, and prepare all students for graduation and a successful future"

Every day we have students in our schools with needs. Some come to school without appropriate shoes, sweaters or jackets. Some want to go on a field trip with their classmates but cannot afford to do so. Others may attend the school Book Fair but are unable to purchase even a \$5 book when all their classmates around them are excited to purchase and read those new books. Typically, in these cases, our loving and very generous teachers reach into their own pockets to pay for these items. No one wants a child to be left out.

In order to help these students, and alleviate some of the financial pressure on our teachers, we are instituting the DUO (Do Unto Others) program. Our goal is to raise enough money to give a pre-paid credit card in the amount of \$1000 to the principal of each of our 38 schools.

When a child has a need, the principal will be able to send a teacher or staff member to the store immediately with the DUO card to purchase, for example, the shoes or jacket for the student. Though accountability will be required, there will be no need for purchase orders, approvals or other pre-purchase paperwork. In other words, a need can be met immediately.

The DUO program will be administered through the Santa Rosa Education Foundation, a 501(c)3 non-profit organization. Thus, all donations will be tax-deductible. Donations can be sent to the Santa Rosa Education Foundation at 6032 Hwy 90, Milton, FL 32570. "DUO Program" should be written on the memo line. Or, you can donate on-line at <https://givebutter.com/DUOSRC>

DISTRICT 1
Linda Sanborn

DISTRICT 2
Elizabeth Hewey

DISTRICT 3
Carol Boston

DISTRICT 4
Charles Elliott

DISTRICT 5
Scott Peden



Agenda Item # 2023-1582

Highway 90 Design Outreach Meetings

MEETING DATE

June 5, 2023

PREPARED BY

Tim Milstead, Planning Director

BACKGROUND

The City of Milton has held two outreach meetings on the subject of FDOT's design phase of Highway 90 through downtown Milton. The first meeting was held on April 15th, and consisted of participants from the Milton Planning Board, Historic Preservation Board, Community Improvement Board, and Community Redevelopment Agency. The second outreach meeting was open to the general public, and was held on May 25th. The purpose of these meetings is to compile ideas and take comments regarding the design phase for consideration by the City Council, in preparation for the forwarding of comments to FDOT.

SUMMARY

Staff has attached the data collected at each outreach meeting for review by the City council. Based on the design phase schedule by FDOT, it is important to craft the response regarding the City's position as soon as possible.

RECOMMENDATION

Staff recommends review of the attached material, and that the council provide feedback on the formal response to FDOT.

ATTACHMENTS

1. FDOT Hwy 90 Design Schedule 060123
2. 4-15-23 Workshop Results
3. HWY90 Questionnaire Responses
4. HWY90_Public_Comments



FDOT Emergency Travel Alert: For information on the current situation, please visit the following page - [Alerts](#).



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Web Application

Office of Work Program and Budget Cynthia Lorenzo - Director

Updated: 4/5/2023 9:11

Five Year Work Program

Selection Criteria
All in State
2023-2028 G1
Item Number:440915-2

Scheduled Activities may or may not be confirmed dates and are subject to change without notice.
Please contact the Program Services Office at the appropriate [District office](#) for validation.

440915-2

SR 10 (US 90) CAROLINE ST FROM SR 87 STEWART ST TO CR 89 WARD BASIN RD

District 03 - Santa Rosa County

Project Manager: MICHAEL LAYNE

Type of Work: ADD LANES & RECONSTRUCT

Activity	Description	Planned Start	Planned Finish
450032000	TIP / STIP AMENDMENT	06/20/2022 A	06/20/2022 A
325010000	TIIF & OTHER GOV DOC	06/29/2022 A	07/05/2022 A
250010000	P.E. BEGIN	07/01/2022 A	07/01/2022 A
164032000	PREPARE SCOPE OF WORK	07/04/2022 A	08/19/2022 A
256010000	ORDER DESIGN TRAFFIC	07/26/2022 A	08/24/2022 A
298010000	R/W ESTIMATE UPDATE	08/22/2022 A	09/16/2022 A
297000000	CONST. ESTIMATE UPDATE	09/06/2022 A	09/06/2022 A
232032000	DESIGN CONSULTANT ADVERTISE	09/12/2022 A	09/12/2022 A
401032000	CONSULT SHORTLISTING	10/10/2022 A	10/10/2022 A
402032000	CONSULT FINAL SELECTION	11/28/2022 A	11/28/2022 A
237032000	FHWA AUTHORITY RECEIVED	01/23/2023 A	01/30/2023 A
234032000	NOTICE TO PROCEED	01/30/2023 A	01/30/2023 A
233032000	P.E. CONTRACT EXECUTED	01/30/2023 A	01/30/2023 A
299032000	REQUEST FOR AUTHORIZATION	01/30/2023 A	01/30/2023 A
106010000	DESIGN SURVEY	01/31/2023 A	07/07/2023

228010000	SUBMIT UTILITY DATA	02/06/2023 A	02/06/2023 A
290010000	COMMUNITY AWARE PLAN COMPLETE	02/16/2023 A	03/01/2023 A
132010000	ROADWAY SOILS REPORT	04/03/2023 A	06/30/2023
260010000	TYPICAL SECTION APPROVED	06/12/2023	09/21/2023
153010000	PAVEMENT SURVEY	06/26/2023	08/11/2023
106020000	DESIGN SURVEY	07/10/2023	03/08/2024
197010000	PAVEMENT DESIGN	08/07/2023	09/22/2023
109010000	DRAINAGE DESIGN	09/25/2023	02/16/2024
381000000	PREPARE PHI (30%) DESIGN PLN	09/25/2023	02/16/2024
277010000	SUBMIT BDR	09/25/2023	02/16/2024
274010000	SUBMIT BHR	09/25/2023	02/16/2024
270032000	SUBMIT BRIDGE PACKAGE	02/16/2024	02/16/2024
297030000	CONST. ESTIMATE UPDATE	02/19/2024	03/08/2024
301010000	PHASE I PLANS REVIEW	02/19/2024	03/08/2024
264010000	UTILITY CONTACT	02/19/2024	03/08/2024
106030000	DESIGN SURVEY	02/19/2024	Fiscal Year: 2025
298030000	R/W ESTIMATE UPDATE	02/19/2024	Fiscal Year: 2025
138010000	R/W PRELIMINARY MAP	02/19/2024	Fiscal Year: 2025
371010000	SUBMIT PAVE TYPE RPT INITIAL	02/19/2024	Fiscal Year: 2025
382000000	PREPARE PHII (60%) DESIGN PLN	03/11/2024	Fiscal Year: 2025
132020000	ROADWAY SOILS REPORT	03/11/2024	Fiscal Year: 2025
297010000	CONST. ESTIMATE UPDATE	03/15/2024	03/22/2024
348020000	PARTNERSHIP MEETING	03/15/2024	03/22/2024
265020000	UTILITY PRE-DESIGN CONF	03/21/2024	Fiscal Year: 2025
109020000	DRAINAGE DESIGN	Fiscal Year: 2025	Fiscal Year: 2025
277020000	SUBMIT BDR	Fiscal Year: 2025	Fiscal Year: 2025
274020000	SUBMIT BHR	Fiscal Year: 2025	Fiscal Year: 2025
142010000	SUBMIT PRE R/W REQUIREMENTS	Fiscal Year: 2025	Fiscal Year: 2025
297060000	CONST. ESTIMATE UPDATE	Fiscal Year: 2025	Fiscal Year: 2025
302010000	PHASE II PLANS REVIEW	Fiscal Year: 2025	Fiscal Year: 2025
298060000	R/W ESTIMATE UPDATE	Fiscal Year: 2025	Fiscal Year: 2025
210010000	REVIEW PRELIM R/W REQUIREMENTS	Fiscal Year: 2025	Fiscal Year: 2025
210020000	REVIEW PRELIM R/W REQUIREMENTS	Fiscal Year: 2025	Fiscal Year: 2025
210030000	REVIEW PRELIM R/W REQUIREMENTS	Fiscal Year: 2025	Fiscal Year: 2025
743000000	ON HOLD	Fiscal Year: 2025	Fiscal Year: 2049

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Consistent, Predictable, Repeatable

Highway 90 Design Charrette Results
4/15/23

	Table 1	Table 2	Table 3	Table 4	Consensus	Notes
Facilitator	Tim Milstead	Ed Spears	Jacob Hullett	Ian Rehrig		
1 Recommended Design Speed	25 MPH	25 MPH	30 MPH	25 MPH	25 MPH	
2 Recommended Target Speed	25 MPH	25 MPH	25 MPH	25 MPH	25 MPH	
3 Recommended Speed Limit	25 MPH	25 MPH	25 MPH	25 MPH	25 MPH	
4 Recommended Travel Lane Width	11 ft from Stewart to Mary Street, 10' from Mary to River.	10'	10'	10'	10'	
5 Recommended Median Width	Minimum Required	None	None	None	None	Recommended no median through downtown corridor. Maintain all cross street intersections.
6 Recommended Turn Lane Width	Minimum Required	Minimum Required	Minimum Required	Minimum Required	Minimum Required	Recommended 10', but understood turn radius may require slightly larger turn lane west bound @ Elmira & east & west bound at Canal.
7 Recommended Sidewalk Width	5'	5'	6'	6'	5'-6'	Can adjust if needed to preserve buildings.
8 Recommended Bike Lane Width	Alternate Route	Alternate Route	Alternate Route - Recommended 10' wide Ped/Bike Bridge that is directly adjacent to Hwy 90 Bridge	Alternate Route	Alternate Route	Recommended bike path turn north at Blackwater Trail to Berryhill, then east to new pedestrian/bicycle bridge across river to Russel Harber landing to connect to old Hwy 90 path on north side of Hwy 90. Bike/Ped crossover at Blackwater Trail and Hwy 90. Use as a "Welcome to Milton" amenity. At Berryhill, make new bike lane fit in existing ROW footprint to extent possible.
9 Recommended Total Right of Way Width	Varied - 44 ft at bridge	Varied - minimum required	Varied @50 Ft	Varied @50 ft	Varied @50 ft or less	Recommended ROW to shift north or south as required to snake through the corridor and avoid need to demolish buildings and move away from front of the Imogene Theatre. Recommended taking green space/parking vs structures. Maintain all existing curves and create new ones where required to slow traffic.
10 Recommendations for Stormwater Facilities	Underground	Underground	Underground	Underground stormwater and all utilities	Underground	Recommended underground through the corridor, but the above ground pond at the Blackwater Trail could be made into park-like amenity to enhance Trail. No pond at Canal Street. Utilize vortex chambers at inlets. City has vacuum trucks to assist with maintenance. Possible park-like pond location at former "Get-It Rental" site that needs environmental remediation. Pond slope and depth at all surface ponds at level that requires no fencing. Recommended placing all utilities underground through the corridor.
11 Recommendation for the Use of Slip Lanes	Northbound Canal onto Eastbound Caroline; Eastbound Caroline onto Southbound Canal	None	North and Southbound at Canal Street	None	None	Remove slip lane at Canal Street. Explore removing slip lane at Stewart
12 Project Aesthetics	Maximize all	Maximize all No consensus.	Maximize all	Maximize all	Maximize all	Utilize native street trees & landscaping, benches etc. to control speed and create pedestrian friendly environment. Use historic street lights (maximum spacing 50-100 ft centers) to illuminate area. Under and side LED color-change lighting on Blackwater Bridge. Brick crosswalks at every intersection slightly raised to create vertical deflection and awareness.
13 Recommendations on the closing of Willing Street to Vehicular Traf	Close both north and south of Hwy 90	Topic too large and needs it's own discussion	Close north of Hwy 90	Close both north and south of Hwy 90	Close north of Hwy 90	
14 Traffic Lights	Stewart, Canal, and Elmira Only	Elmira, Canal & Stewart only				Red lights at Elmira, Canal and Stewart only. Dedicated south left turn lane and signal at Elmira. Dedicated turn lanes north and south at Canal with arrow. No other turn lanes in corridor.
15 Miscellaneous items not discussed at all tables						Roundabout at Berryhill, Broad & Willing. Roundabout at Mary Street. Structured parking deck at Turtle Lot to replace lost on street parking and convert parking lot at Imogene to a central pedestrian plaza with fountain, seating, etc.

	Yes	No		Did Not Answer
1. The design speed, target speed and speed limit should all be 25 MPH.	37	4		
2. The travel lanes through downtown Milton should be 10 ft wide.	36	5		
3. There should not be a center median on Caroline Street, from Stewart to the Bridge.	26	12		3
4. No cross streets in the downtown corridor should be closed, preserving the grid.	23	13		5
5. The sidewalks through downtown should be 5-6 ft wide.	38			3
6. The bike path should be rerouted off Caroline Street to reduce the required Right-Of-Way and save existing buildings.	32	6		3
7. A stand-alone bicycle/pedestrian bridge should be built crossing the Blackwater River.	34	5		2
9. Willing Street should be closed to all vehicular traffic north of Caroline Street.	29	12		
10. Willing Street should be closed to all vehicular traffic south of Caroline Street.	22	18		1
11. Right hand turns, off west bound Caroline Street onto northbound Willing Street, should be prohibited.	29	9		3
12. The Right-Of-Way total width should vary, as needed throughout the downtown corridor and curve where necessary to control speeding and limit the loss of buildings.	36	2		3
13. Any necessary stormwater facilities should be underground or at a location not visible from Caroline Street. Any stormwater ponds should be made into park-like settings to be amenities for the local area.	36	2		3
14. Slip-lanes should not be used in this project at any location.	22	13		6
15. Turn lanes should be limited to south bound left turn at Elmira, and north and south bound at canal.	34	3		4
16. Project amenities should be maximized for this project, including, street trees, benches, period appropriate streetlights at an interval of 50-100 ft apart to increase safety, real brick crosswalks in all directions at each intersection as both an aesthetic enhance and speed control device.	38	1		2
17. Traffic lights should be utilized at Stewart, Canal, and Elmira Street only.	30	9		2
18. A roundabout should be built at the intersection of Berryhill, Broad, and North Willing Streets.	25	12		4
20. Overall, I support the recommendations for the widening of Caroline Street through Downtown Milton as shown.	32	6		3
21. Based on the information presented and design aspects shown, please provide any additional comments, concerns, or recommendations to make this project the best possible for the City of Milton:				
	Berryhill & Willing	The Alleyway at Willing		
8. A stand-alone bicycle/pedestrian bridge would be best located at:	28	6		7
	Stewart Street	Canal Street	Elmira Street	
19. FDOT should explore a roundabout at which, if any, of the following locations on Caroline Street	11	6	6	18

Complete List of Public Comments from May 25th HWY 90 Public Outreach

- 1. *The design speed, target speed and speed limit should all be 25 MPH.***
 - a. Too slow speed limit increases rear end collisions. This is “euphoric” speed control, will cause vehicles stop traffic.
 - b. 30.
 - c. 30-35 MPH.
 - d. Through business district.
 - e. 20 MPH - for pedestrian walking safety.
 - f. Slower → 20 miles per hour → same as school zone.
 - g. More police officers + HWY patrol.
 - h. Gulf Breeze does it.
- 2. *The travel lanes through downtown Milton should be 10 ft wide.***
 - a. 4 driving lanes & turning lanes additional.
 - b. Should be wider (12') headed from Stewart toward bridge, decreasing to 11', then to 10' going across Willing to bridge.
 - c. 11 ft.
 - d. Wider to plan for truck traffic.
 - e. 11-12', 10' streets will cause more accidents.
 - f. Keep the same foot path.
 - g. Or less.
 - h. Smallest possible.
 - i. Is that the narrowest legal lane?
- 3. *There should not be a center median on Caroline Street, from Stewart to the Bridge.***
 - a. A median would allow pedestrians to pause when crossing HWY 90.
 - b. Waste of space.
 - c. We need to slow down traffic.
 - d. Yes to median.
 - e. Z crosswalks are great median - landscapes if there is room.
- 4. *No cross streets in the downtown corridor should be closed, preserving the grid.***
 - a. Parking should be provided for Willing St businesses and Willing St should be closed.
 - b. Ambivalent on this, I can see a couple of closures being ok.
 - c. Close Willing, Elmira north.
 - d. In favor of closing cross streets or 1 way for cross streets for better walkability.
 - e. Close Willing St. on North side.
- 5. *The sidewalks through downtown should be 5-6 ft wide.***
 - a. Is that not required per ADA?
 - b. No parking on sidewalks.
 - c. As long as we don't lose buildings to it.
 - d. Wider if and where possible.
 - e. What is standard?
- 6. *The bike path should be rerouted off Caroline Street to reduce the required Right-Of-Way and save existing buildings.***

- a. No bike lanes, will put bikers at risk in traffic. They will not detour to suit city desires.
 - b. Bike path could connect back to the bridge to the east of the city.
 - c. Good idea, but I'd like to see the pedestrian bridge connect directly next to the 90 bridge.
 - d. Yes, let's preserve historic Milton.
 - e. Move Fisher Hamilton to add a bike lane.
- 7. A stand-alone bicycle/pedestrian bridge should be built crossing the Blackwater River.**
- a. But not a priority. Vehicular traffic is a priority.
 - b. It saves money to add onto street bridge.
 - c. See 6 above - the path could be attached to the bridge east of town.
 - d. Could this be attached to the existing bridge?
 - e. Should be a height that does not limit boating - perhaps the same height as HWY 90 bridge.
 - f. Add it to the outer edge of the bridge. Move Fisher Hamilton!
 - g. Only if it can't be included on Bridge.
- 8. A stand-alone bicycle/pedestrian bridge would be best located at:**
- a. What will DOT pay for?? City can not afford.
 - b. Could we do both?
 - c. The always should be reserved for foot traffic only.
 - d. Alleyway would be awkward for cyclists.
 - e. Or close to the bridge of HWY 90.
 - f. Move Fisher Hamilton to add a bicycle lane to bridge.
- 9. Willing Street should be closed to all vehicular traffic north of Caroline Street.**
- a. Who would this benefit? You lose parking. This is too far for veterans to walk.
 - b. 1) Historically, vehicles have been parked on Willing since Henry Ford invented the Model A. 2) The few businesses that exist on Willing will be impacted severely if Willing is closed to vehicular traffic.
 - c. Expand the existing parking lot on Willing & 90 to take over a section of Willing to show more parking.
 - d. Only if parking will be readily available - I'd use old court house for parking.
 - e. Pursue adding parking in the vicinity of Willing Street businesses.
 - f. Special attention needs to be made to garbage pick up and lighting - I have an active restaurant on Willing and have trouble now with garbage.
 - g. Only during events.
 - h. One way south with right turn only at Caroline if Willing St. businesses support.
 - i. Love the "vision"!
- 10. Willing Street should be closed to all vehicular traffic south of Caroline Street.**
- a. While I don't initially like the idea of closing Willing completely, it would allow that light to go away.
 - b. Down through Jernigan Landing use area for events like Bands on Blackwater.
 - c. However, there should be no left turn if traveling west at the Willing St. / HWY 90 intersection.
 - d. Or make Willing St. one way going south. Stop light on the corner of 90 + Willing St. - only can take right as light (west).

- e. During events.
 - f. One way south from Caroline with only a right turn allowed on Caroline going East. If walkable for south Willing, business + Jernigan's Landing, Riverwalk, Veterans Memorial.
- 11. Right hand turns, off west bound Caroline Street onto northbound Willing Street, should be prohibited.**
- a. Depends who it will benefit and lose parking - people will not walk to patronize.
 - b. Will impact businesses on Willing and deter new business development.
 - c. Make one-way (north-bound only).
 - d. Make willing pedestrian.
 - e. Close Willing to traffic.
- 12. The Right-Of-Way total width should vary, as needed throughout the downtown corridor and curve where necessary to control speeding and limit the loss of buildings.**
- a. Controlling speed with curves causes more issues!
 - b. Curves cause more accidents.
 - c. Roundabouts?
- 13. Any necessary stormwater facilities should be underground or at a location not visible from Caroline Street. Any stormwater ponds should be made into park-like settings to be amenities for the local area.**
- a. Water fountain ponds are an asset visually.
 - b. Park lake at south end of Stewart - underground north of Canal.
 - c. Property on Caroline St should be used for parking or commercial use, keep the parks on other roads.
 - d. Any stormwater ponds should not be adjacent to any homes.
 - e. Underground stormwater facilities should not be located close to homes.
- 14. Slip-lanes should not be used in this project at any location.**
- a. Not on all intersections. Maybe Canal + Stewart only!
 - b. Might be appropriate in some locations.
 - c. Slip lines should not be used.
 - d. No slip-lanes!
 - e. At Canal + Stewart.
- 15. Turn lanes should be limited to south bound left turn at Elmira, and north and south bound at canal.**
- a. Keep traffic flow open as possible.
 - b. Only 2 cars stacking.
- 16. Project amenities should be maximized for this project, including, street trees, benches, period appropriate streetlights at an interval of 50-100 ft apart to increase safety, real brick crosswalks in all directions at each intersection as both an aesthetic enhance and speed control device.**
- a. On main thru fare, this is crazy. No bricks - put all the other crap you can afford.
 - b. Wider boardwalk under the bridge with lighting so pedestrian traffic could cross from the South to the North without getting onto HWY 90.
 - c. Ensure there is pedestrian lighting, trash-designated areas, parking.
 - d. As much lighting as possible.
 - e. Roundabouts should be considered.

- f. Z crosswalks are great.

17. Traffic lights should be utilized at Stewart, Canal, and Elmira Street only.

- a. Where ever helps traffic flow.
- b. Need one @ willing!
- c. + Willing St.
- d. Consider eliminating light @ Elmira - stop sign only.
- e. So you have already closed Willing.
- f. With the closing of North Willing.
- g. I am definitely in favor of the Elmira light. I would like to see more lights, as they could be used to ensure 25 MPH.
- h. Remove Elmira.
- i. Roundabout at Stewart light still needed at Willing.

18. A roundabout should be built at the intersection of Berryhill, Broad, and North Willing Streets.

- a. Hell no! Not enough room for semi's + trucks.
- b. If N. Willing is closed this will be unnecessary.
- c. But.... Talk to the building owners/property owners first.
- d. But a study is a waste of \$.
- e. Make it one way onto Willing St. towards HWY 90.
- f. But must be wide enough for delivery trucks.
- g. Only if it doesn't demo buildings.
- h. Willing needs to be pedestrian only.
- i. Only @ this intersection.

19. FDOT should explore a roundabout at which, if any, of the following locations on Caroline Street.

- a. Roundabouts take more roadway.
- b. No roundabouts.
- c. None of these.
- d. None - I hate roundabouts.
- e. Canal St would be good, any other location would require removing buildings.
- f. Put "by-pass" signs up - "business district" and "by-pass" - by-pass stay on I-10.
- g. None of these due to heavy traffic / roundabouts at any of these locations would excessively slow traffic and create bottlenecks.
- h. Concern about delivery trucks: It needs to be wide enough for delivery trucks.
- i. No loss of buildings for roundabouts.
- j. None. Semi's will make roundabouts a nightmare.

20. Overall, I support the recommendations for the widening of Caroline Street through Downtown Milton as shown.

- a. 4 lane all the way - with added turn lanes as needed.
- b. Gradually decrease lane width from 12-10' (see #2)
- c. We need another E-W connector (+ a bypass bridge!)
- d. I don't think it is helpful. This is the best solution of bad ideas. As it sits in these images. This is better than it was, but could be better.
- e. Only because there is currently no alternate route.
- f. Use FDOT plan.

21. Based on the information presented and design aspects shown, please provide any additional comments, concerns, or recommendations to make this project the best possible for the City of Milton.

- a. FDOT is in charge of road, city in charge of all side roads only!
- b. Need a parking deck!
- c. Safety of all users should be top priority.
- d. The idea of one-way for Santa Rosa St., Elmira St., and for Willing might also be explored to control local traffic.
- e. The design is impressive and should achieve the primary goals. Also, the pedestrian / bike bridge will be a major asset like the boardwalk and the Heritage Trail.
- f. Willing St should not be closed to vehicular traffic except for events. More communication and design involving business / property owners.
- g. A comprehensive plan for appropriate businesses to draw in foot traffic.
- h. Lots of beautification projects.
- i. Move road corridor more north of the Exchange Hotel bldg. and take some area from the fountain area if needed to maximize pedestrian areas between the roadway and the bldg..
- j. Further explanations, etc. should be discussed @ more than one initial meeting.
- k. More communication with public.
- l. Agree with bike/ped bridge for Blackwater Heritage State Trail crossing of caroline. Use road curves/chicanes to slow traffic and eliminate need for loss of additional buildings. Retain Fisher Hamilton Building in one sided location.
- m. My concern is for the proposed pond that is in the backyard of three homes that have young children. A more appropriate location would be the parking lot adjacent to First Baptist Church or underground.



Agenda Item # 2023-1538

Naming of Fire Training Facility & Road

MEETING DATE

June 5, 2023

PREPARED BY

Dawn Molinero, City Clerk

BACKGROUND

It was requested that the fire training facility and road/driveway leading to the facility (on Magnolia Street) be named "Sharon Holley Drive/Road/Street".

SUMMARY

This facility and the road/driveway leading to the facility belong to the City of Milton and so can be named whatever the Council decides (no permission required from the county or the developer).

RECOMMENDATION

Unanimously approved at the Agenda Workshop.

ATTACHMENTS

None



Agenda Item # 2023-1584

City Manager Selection Process

MEETING DATE

June 5, 2023

PREPARED BY

Dawn Molinero, City Clerk

BACKGROUND

Memorandum from Buz Eddy with the requested timeline for the interview and hiring process of the new City Manager.

SUMMARY

RECOMMENDATION

Discussion and approval of the recommended timeline/process.

ATTACHMENTS

1. MEMORANDUM from Buz Eddy



MEMORANDUM

DATE: May 31, 2023

TO: Randy Jorgenson, City Manager

FROM: Buz Eddy

SUBJECT: City Manager Selection Process

The deadline for the submission of letters of interest for the City Manager position occurs tomorrow. We will have a complete copy of all submissions for the Mayor and Council on Monday, June 5th. The purpose of this memo is to outline the next steps in the process for consideration by the Council.

I will have my recommended list of applicants to interview ready by Tuesday, June 13th. A Special Council Meeting can be scheduled for Thursday, June 15th for the Council to approve a list. It is my thought that this list have approximately ten (10) people to be interviewed via video (ZOOM) during the weeks of June 19 – 30 (several days are included to provide for variances in schedules).

On July 11th, after the 4th of July holiday, the Council can consider the results of the ZOOM interviews and develop consensus on a list of 4 – 5 candidates to be interviewed in person. Those interviews would be scheduled for an extended afternoon session between July 12th and July 21st.

If the Council selects a leading candidate, negotiations on a contract can commence immediately after selection and the selected individual should be able to start work on or about September 1, 2023.

This outline is meant for discussion purposes. Feel free to make amendments as necessary.

Best,
Buz Eddy