



CITY COUNCIL
Regular Meeting Agenda

June 13, 2023
5:30 PM
6738 Dixon Street
Milton, FL 32570

1. Open Meeting

2. Invocation

Pastor Nicole Jackson,
Bearing Fruit Community Church

3. Pledge of Allegiance

4. Approval of Minutes

Item # 2023-1532
Approval of Minutes from May 9, 2023

5. Approval of Agenda

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

6. Recognitions, Proclamations & Awards

Juneteenth Proclamation

7. Invited Speakers

Mr. Justin Serrano,
CEO Santa Rosa Medical Center

8. Persons to Appear

9. General Consent Agenda

General Consent Agenda

Item # 2023-1497

SEPA - Milton's Blackwater Food Truck Festival

Item # 2023-1548

SEPA - Juneteenth Celebration

Item # 2023-1583

SEPA - Riverfest

Item # 2023-1538

Naming of Fire Training Facility & Road

10. Ordinances & Resolutions

Item # 2023-1458

Firefighters Pension Trust Fund, Second Reading

Item # 2023-1410

Civil Service Board, Second Reading

Item # 2023-1513
Conduct of Meetings, Second Reading
Item # 2023-1527
Utility System Revenue Note, First Reading
Item # 2023-1597
Resolution 1571-23, Fiscal Year 2023 Budget

11. City of Milton Events

Events Coordinator, Jay Conrad

12. Public Information Officer Report

Bethany Anderson

June Report

13. Finance, Planning Board

Councilman Michael Cusack

14. Administration, Emerald Coast Regional Council

Councilwoman Marilyn Farrow

Pensacola Perdido Bay Estuary Program Update,
Vernon Compton

Item # 2023-1512
DUO 'Do Unto Others'

Item # 2023-1582
Highway 90 Design Outreach Meetings

15. Parks & Recreation, Community Improvement Board

Councilman Gavin Hawthorne

16. LEAP

Councilman Jason Vance

17. Board of Adjustments

Councilman Matthew Jarrett

18. Historic Preservation Board, Transportation Planning Organization

Councilwoman Roxanne Meiss

19. Growth, Development & Annexation, Tourist Development Council

Councilman Jeff Snow

20. Public Works

Councilman Casey Powell

21. Mayor Report: Public Safety, Ordinance Committee

Mayor Heather Lindsay

22. City Attorney's Report

23. City Manager's Report

WWTP Update

24. Public Input

25. 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 Nicole Jackson,
Bearing Fruit Community Church

MEETING DATE

June 13, 2023

PREPARED BY

Clerk's Office
Dawn Molinero, City Clerk



Approval of Minutes from May 9, 2023

MEETING DATE	PREPARED BY
June 13, 2023	Clerk's Office Dawn Molinero, City Clerk



CITY COUNCIL
Regular Meeting Minutes

May 9, 2023
5:30 PM
6738 Dixon Street
Milton, FL 32570

1. Open Meeting

The meeting was called to order at 5:40 PM.

Members Present:

Mayor Heather Lindsay
Council Member Ward IV, Seat II Casey Powell
Council Member, Ward I, Seat I Mike Cusack
Council Member Ward II, Seat II Roxanne Meiss
Council Member, Ward IV, Seat I Jason Vance
Council Member, Ward III, Seat I Gavin Hawthorne
Council Member Ward I, Seat II Matt Jarrett
Council Member Ward III, Seat II Jeff Snow
Council Member, Ward II, Seat I Marilynn Farrow

Members of the Public in Attendance

Theresa Messick, Al Brewton, Tom Powers, David Farrow, Vernon Compton, Shannon Rice, Howard Steele, Jerry Couey, Dan Helms, Kristen McCallister, Tim Parson, Jennifer Green, Shari Sebastiao, Pam Mitchell, Jerry Mitchell, Mariya Calkins, Christa Waite, Michael Stevens, Sam Mullins, Orrin Smith, Donna Long, Brian McGuire, Bill Marquardt, Sherry Chapman, Gwen Sachar, Buddy Fisher, Rita Gunter, Astrid Levins

Staff in Attendance

City Manager, Randy Jorgenson
City Attorney, Alex Andrade
City Clerk, Dawn Molinero
IT Systems Analyst, Hunter Green
Public Information Officer, Bethany Anderson
Planning Director, Tim Milstead
Director of Economic Development, Ed Spears
Public Works Director, Joe Cook
Chief of Police, Tony Tindell

2. Invocation

Dan "Sky Horse" Helms,
Chief of the Santa Rosa Band
Lower Muscogee, Milton

3. Pledge of Allegiance

4. Approval of Minutes

Item # 2023-1441

City Council Meeting Minutes for April 11, 2023

ACTION: Motion to Approve by Marilyn Farrow;
second by Casey Powell;
Motion passed - 8:0

YEAS: Matt Jarrett, Roxanne Meiss, Jeff Snow,
Casey Powell, Mike Cusack, Marilyn
Farrow, Gavin Hawthorne, Jason Vance

NAYS: None

ABSTAIN: None

5. Approval of Agenda

ACTION: Motion to Approve by Jeff Snow; second by Marilyn
Farrow;
Motion passed - 8:0

YEAS: Matt Jarrett, Roxanne Meiss, Jeff Snow, Casey Powell, Mike
Cusack, Marilyn Farrow, Gavin Hawthorne, Jason Vance

NAYS: None

ABSTAIN: None

Agenda approved as amended; move Kristen McAllister and Vernon Compton to
Invited Speakers and discuss Item #2023-1331, City of Milton Social Media Policy
after Persons to Appear.

6. Awards, Proclamations & Recognitions

Military Appreciation Month Proclamation

Mayor Heather Lindsay read a proclamation in honor of active
duty personnel, retirees and veterans for Military Appreciation
Month.

7. Invited Speakers

Timothy Parson and Jennifer Green,
Liberty Partners of Tallahassee, LLC

Timothy Parson and Jennifer Green of Liberty Partners reported
to the Council about the 2023 Legislative Session Review.

Councilman Mike Cusack addressed Liberty Partners.

Kristen McAllister, CPA
Warren Averett Advisory and Accounting

Councilman Mike Cusack read a Distinguished Budget
Presentation Award from the Government Finance Officers

Association recognizing the Budget Manager, Heidi Sroka; this award is the highest form of recognition in governmental budgeting and it represents a significant achievement by the organization.

Kristen McAllister of Warren Averett Advisory and Accounting reported to the Council her findings of the 2022 financial audit.

Councilwoman Roxanne Meiss and Councilman Mike Cusack addressed Kristen McAllister and the City Manager, Randy Jorgenson.

Public input concerning Kristen McAllister, CPA Warren Averett Advisory and Accounting was provided by: Shannon Rice

Pensacola Perdido Bay Estuary Program Update,
Vernon Compton

Vernon Compton, the City of Milton Pensacola Perdido Bay Estuary Program (PPBEP) representative, reported to the Council about the last PPBEP meeting; the next meeting will be May 17th at the Santa Rosa County Administration Building in the Board of Commissioners Chamber.

8. Persons to Appear

Persons to Appear was provided by: Christa Waite, Michael Stevens, Sam Mullins, Mariya Calkins

14. Administration, Emerald Coast Regional Council

Councilwoman Marilynn Farrow reported to the Council.
The next Emerald Coast Regional Council meeting is June 15th, at Defuniak Springs.

Item # 2023-1331

City of Milton Social Media Policy

ACTION: Motion to Approve by Mike Cusack; second by Matt Jarrett;

Motion passed - 8:0

YEAS: Matt Jarrett, Roxanne Meiss, Jeff Snow, Casey Powell, Mike Cusack, Marilynn Farrow, Gavin Hawthorne, Jason Vance

NAYS: None

ABSTAIN: None

The motion and vote is to dismiss/not adopt this policy. The current Social Media Policy for employees stands.

The Mayor and Council each gave their input regarding this item.

Public input concerning City of Milton Social Media Policy was provided by: Shannon Rice, Howard Steele

9. General Consent Agenda

ACTION: Motion to Approve by Jeff Snow; second by Matt Jarrett;
Motion passed - 8:0
YEAS: Matt Jarrett, Roxanne Meiss, Jeff Snow, Casey Powell, Mike Cusack, Marilynn Farrow, Gavin Hawthorne, Jason Vance
NAYS: None
ABSTAIN: None

General Consent Agenda

Item # 2023-1421
SEPA - Craft Wedding

Item # 2023-1446
Police Department Generator w/ Transfer Switch

Item # 2023-1443
National Navy League Convention

Item # 2023-1363
General Rules and Procedures for Meetings

Item # 2023-1454
Residential Facade Improvement Grant Application - Tom Powers

Item # 2023-1455
Residential Facade Improvement Grant Application - Sanders & Young

Item # 2023-1456
Residential Facade Improvement Grant Application - Frank White

Item # 2023-1457
Residential Facade Improvement Grant Application - Warren Gilmore

10. Ordinances & Resolutions

Item # 2023-1163
Health Insurance for Retired Employees, Second Reading

ACTION: Motion to Approve by Casey Powell;
second by Jeff Snow;
Motion passed - 8:0

YEAS: Matt Jarrett, Roxanne Meiss, Jeff Snow,
Casey Powell, Mike Cusack, Marilynn
Farrow, Gavin Hawthorne, Jason Vance

NAYS: None

ABSTAIN: None

The City Attorney, Alex Andrade, reported to the Council.

Item # 2023-1410
Civil Service Board, First Reading

ACTION: Motion to Approve by Jeff Snow; second by
Mike Cusack;
Motion passed - 8:0

YEAS: Matt Jarrett, Roxanne Meiss, Jeff Snow,
Casey Powell, Mike Cusack, Marilynn
Farrow, Gavin Hawthorne, Jason Vance

NAYS: None

ABSTAIN: None

The City Attorney, Alex Andrade, reported to the Council.

Item # 2023-1458
Firefighters Pension Trust Fund, First Reading

ACTION: Motion to Approve by Marilynn Farrow;
second by Roxanne Meiss;
Motion passed - 8:0

YEAS: Matt Jarrett, Roxanne Meiss, Jeff Snow,
Casey Powell, Mike Cusack, Marilynn
Farrow, Gavin Hawthorne, Jason Vance

NAYS: None

ABSTAIN: None

The City Attorney, Alex Andrade, reported to the Council.

Item # 2023-1513
Conduct of Meetings; First Reading

ACTION: Motion to Approve by Casey Powell;
second by Marilynn Farrow;
Motion passed - 8:0

YEAS: Matt Jarrett, Roxanne Meiss, Jeff Snow,
Casey Powell, Mike Cusack, Marilynn
Farrow, Gavin Hawthorne, Jason Vance

NAYS: None

ABSTAIN: None

The City Attorney, Alex Andrade, reported to the Council.

11. City of Milton Events

No report.

12. Public Information Officer Report

April Report

The Public Information Officer, Bethany Anderson, reported to the Council.

13. Finance, Planning Board

No report.

15. Parks & Recreation, Community Improvement Board

Councilman Gavin Hawthorne reported to the Council that the City of Milton Little League Cheerleaders are putting on a parents night out on May 19th at the Gracey Community Center from 6-9 PM; it's a fundraiser to pay for uniforms and the cost is \$30 for the first child and \$15 for each additional child.

16. LEAP

No report.

17. Board of Adjustments

Councilman Matthew Jarrett reported to the Council that the next Board of Adjustments meeting is May 15th at 5:30 PM.

18. Historic Preservation Board, Transportation Planning Organization

Councilwoman Roxanne Meiss reported to the Council that the next Historic Preservation Board meeting is May 11th at 5:30 PM.

19. Growth, Development & Annexation, Tourist Development Council

No report.

20. Public Works

No report.

21. Mayor Report: Public Safety, Ordinance Committee

Item # 2023-1518

No Mow May

Mayor Heather Lindsay reported to the Council.

Suicide Awareness Walk

Mayor Heather Lindsay reported to the Council that the Suicide Awareness Walk will be Friday, May 14th at 4 PM for students and citizens; it will begin at King Middle School.

A public comment from Angie Carter was read into the record.

Councilman Jeff Snow reported to the Council.

22. City Attorney's Report

The City Attorney, Alex Andrade, reported to the Council.

23. City Manager's Report

HWY 90 Design Charrette Update

The City Manager, Randy Jorgenson, reported to the Council that City Hall will be closed May 10th from 11 AM to 1 PM for the employee luncheon and the HWY 90 Design Charrette Public Forum will be May 25th at City Hall from 6-8 PM.

Councilwoman Roxanne Meiss, reported to the Council.

24. Public Input

Public Input was provided by: Theresa Messick, Vernon Compton

25. Adjourn

The meeting adjourned at 7:52 PM.



Juneteenth Proclamation

MEETING DATE	PREPARED BY
June 13, 2023	Clerk's Office Dawn Molinero, City Clerk

Proclamation

WHEREAS, President Abraham Lincoln issued the Emancipation Proclamation on January 1, 1863; yet, slavery continued in areas where the absence of Union troops allowed the Confederacy to withhold news of emancipation from the 250,000 enslaved people in Texas; and

WHEREAS, on June 19, 1865, Union soldiers led by Major General Gordon Granger arrived in Galveston, Texas, with news that the Confederacy had surrendered and that all enslaved people in Texas were free; and

WHEREAS, freedmen in Texas organized the inaugural celebration of "Jubilee Day" on June 19 the following year, with Juneteenth commemorations occurring in the decades to follow that featured music, barbecues, prayer services, and other activities; and

WHEREAS, the Juneteenth tradition spread as Black people migrated from Texas to other parts of the country; and

WHEREAS, for over 150 years, the Emancipation Celebration known as Juneteenth commemorates with joy the faith and resilience of African-Americans who survived enslavement, with Texas being the first to recognize June 19 as a holiday in 1979; and

WHEREAS, Juneteenth was officially recognized as a federal holiday when President Biden signed legislation so stating on June 17, 2021; and

WHEREAS, Americans of all colors, creeds, cultures, ethnicities, and countries-of-origin share a love of freedom and a determination to protect our rights through democratic institutions, by which the "tenets of freedom" are guaranteed and protected; and

WHEREAS, "until all are free, none are free" reminds us as citizens to celebrate Juneteenth in recognition of our nation's development in realizing the ideals of the Declaration of Independence.

NOW THEREFORE, I, Heather Lindsay, Mayor of the City of Milton, do hereby proclaim June 19, 2023, as JUNETEENTH, and I invite all Miltonians to participate in events that celebrate freedom for all.

Dawn Molinero, City Clerk

Heather Lindsay, Mayor



Mr. Justin Serrano,
CEO Santa Rosa Medical Center

MEETING DATE

June 13, 2023

PREPARED BY

Clerk's Office
Dawn Molinero, City Clerk



General Consent Agenda

MEETING DATE	PREPARED BY
June 13, 2023	Clerk's Office Dawn Molinero, City Clerk



Agenda Item # 2023-1497

SEPA - Milton's Blackwater Food Truck Festival

MEETING DATE

June 13, 2023

PREPARED BY

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

Unanimously approved at Executive Committee.

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

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

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

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

Location(s)/ Facility used at event:

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

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

- | | | | |
|---|-------|---|-------|
| ☒ Riverside | \$100 | ☒ Festival Area | \$150 |
|---|-------|---|-------|

☐ Other: _____

Requested Items:

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

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

- | | |
|---|---------------------|
| ☐ Parade Package (including Police, Public Works, Planning, signage & street closures) | \$1,000(np only)*** |
| ☐ 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): _____

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 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 13, 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

Unanimously approved at Executive Committee.

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. OAFA - 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

OUTSIDE APPLICANT REQUEST

REQUESTED ITEM

TOTAL

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

TOTAL AMOUNT OF FUNDING REQUESTED

\$ 800.00

*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?)

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

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

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

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

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

- | | | | |
|---|-------|--|-------|
| ☐ Riverside | \$100 | ☐ Festival Area | \$150 |
| ☒ Other: <u>Dr. MLK Jr. Dr. between Alice St. & W. Walker St.</u> | | | |

Requested Items:

QTY

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

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

- | | |
|---|---------------------|
| ☐ Parade Package (including Police, Public Works, Planning, signage & street closures) | \$1,000(np only)*** |
| ☐ 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 McGray
Address of Organization _____
Phone Number 850 686 1629
Email cmccray8725@hotmail.com

Printed Name

Signature

Carolyn McGray

Internal Signatures Required for Approval:

Office of Economic Development: _____ Planning: _____

Public Works: _____ Police: _____ Fire: _____





Agenda Item # 2023-1583
SEPA - Riverfest

MEETING DATE

June 13, 2023

PREPARED BY

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

Unanimously approved at Executive Committee.

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 Winding 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 Juliana Firmers

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

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

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

- | | | | |
|---|-------|--|-------|
| ☒ North Riverwalk | \$150 | ☒ North Willing Street | |
| ☒ South Riverwalk | \$150 | ☒ South Willing Street | |
| ☒ Entire Riverwalk | \$250 | ☐ North Elmira Street | |
| ☐ N Riverwalk Gazebo | \$50 | ☒ South Elmira Street | |
| ☒ S Riverwalk Pavilion | \$50 | ☐ Imogene Parking Lot | |
| Jernigan's Landing (Downtown event location for the City of Milton. Select all applicable) | | | |
| ☒ Riverside | \$100 | ☒ Festival Area | \$150 |
| ☐ Other: _____ | | | |

Requested Items:

QTY

QTY

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

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

- | | |
|---|---------------------|
| ☐ Parade Package (including Police, Public Works, Planning, signage & street closures) | \$1,000(np only)*** |
| ☐ 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. Winding
- 4) N. Winding

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 # 2023-1538

Naming of Fire Training Facility & Road

MEETING DATE

June 13, 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 Executive Committee.

ATTACHMENTS

None



Agenda Item # 2023-1458

Firefighters Pension Trust Fund, Second Reading

MEETING DATE

June 13, 2023

PREPARED BY

Alex Andrade, City Attorney

BACKGROUND

Firefighters Pension Trust Fund ordinance update, see attached DMS letter.

SUMMARY

In order for a municipality or special fire control district and its pension fund to participate in the distribution of premium tax moneys under Chapters 175 and 185, F. S., all provisions of these chapters shall be complied with annually, including state acceptance pursuant to Part VII of Chapter 112, F. S.

RECOMMENDATION

Recommend approval.

ATTACHMENTS

1. Ordinance NO. 1985-23 Firefighter Pension Trust Fund
2. DMS Letter

ORDINANCE NO. 1985-23

AN ORDINANCE OF THE CITY OF MILTON, FLORIDA, AMENDING THE CITY OF MILTON'S CODE OF ORDINANCES BY AMENDING SECTION 38-353, DISABILITY RETIREMENT, AND SECTION 38-352, PRERETIREMENT DEATH, TO ARTICLE VI, FIREFIGHTERS' PENSION TRUST FUND, TO COMPLY WITH CHAPTER 2019-21, LAWS OF FLORIDA; PROVIDING FOR CONFLICTING PROVISIONS, SEVERABILITY AND APPLICABILITY, AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the 2019 Florida Legislature enacted Chapter 2019-21, Laws of Florida, which mandates certain amendments to the City Firefighters' Pension Plan; and

WHEREAS, an amendment to the City code is necessary to permit such new obligations and conditions; and

WHEREAS, the trustees of the City of Milton's Firefighters' Retirement Trust Fund have requested and approved such an amendment as being in the best interests of the participants and beneficiaries and improves the administration of the plan, and

WHEREAS, an actuarial impact statement is not necessary since this amendment is not a change in plan benefits,

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

Section 1. The foregoing WHEREAS clauses are hereby ratified and confirmed as being true and correct and are hereby made a specific part of this Ordinance upon adoption hereof.

Section 2. That Section 38-353, "Disability Retirement" of Article VI, Firefighters' Pension Trust Fund of Chapter 38 of the Code of Ordinances of the City of Milton, Florida, is hereby amended by adding a subsection (l), as follows:

Sec. 38-353. - Disability retirement.

(G) As provided and subject to the limitations in section 112.1816, Florida Statutes, effective July 1, 2019, a firefighter (as defined in section 112.1816(1), Florida Statutes) Member shall be considered to be totally and permanently disabled in the line of duty if he or she meets the Plan's definition of Totally and Permanently Disabled due to a diagnosis of cancer (as defined in section 112.1816(1), Florida Statutes) or circumstances that arise out of the treatment of such cancer (as defined in section 112.1816(1), Florida Statutes).

Section 3. That Section 38-352, "Preretirement death" of Article IV, Firefighters' Pension Trust Fund of Chapter 38 of the Code of Ordinances of the City of Milton, Florida, is hereby amended by adding the underlined language, as follows:

Sec. 38-352. – Preretirement death.

(C). As provided and subject to the limitations in section 112.1816, Florida Statutes, effective July 1, 2019, a firefighter (as defined in section 112.1816(1), Florida Statutes) Member shall be considered to have died in the line of duty if he or she dies as a result of cancer (as defined in section 112.1816(1), Florida Statutes) or circumstances that arise out of the treatment of such cancer (as defined in section 112.1816(1), Florida Statutes).

Section 4. Upon adoption, a copy of this Ordinance shall be filed with the Division of Retirement of the Florida Department of Management Services.

Section 5. If any word, phrase, clause, subsection or section of this ordinance is for any reason held unconstitutional or invalid, the invalidity thereof shall not affect the validity of any remaining portions of this ordinance.

Section 6. That all sections or parts of sections of the Code of Ordinances, all ordinances or parts of ordinances, and all resolutions or parts of resolutions in conflict herewith, be and the same are hereby repealed to the extent of such conflict.

Section 7. This ordinance shall become effective immediately upon its passage and adoption.

PASSED by the City Council of the City of Milton, Florida this 13th Day of June, 2023.

ATTEST:

CITY OF MILTON, FLORIDA

Dawn Molinero, City Clerk

Heather Lindsay, Mayor

1st reading: May 9, 2023

Legal in form and valid when signed by the

2nd reading: June 13, 2023

City Attorney.

Alex Andrade, City Attorney

Mar. 13, 2023

Mr. Bradley R. Heinrichs, F.S.A., E.A., Consulting Actuary
Foster & Foster, Inc.
13420 Parker Commons Blvd., Suite 104
Ft. Myers, FL 33912

Dear Mr. Heinrichs:

We have completed our preliminary review of the 2022 Annual Report for the Milton Firefighters' Pension Fund.

Based on that review, listed below are items that need corrections, clarification and/or additional information.

- Please upload a complete copy of the audited financial statements to the online report as soon as received.
- Page 5-Cancer Presumption- We are in receipt of your explanation for not having a modification in ordinance, however, due to the potential cost to the plan, an impact statement and ordinance should be submitted.

Please be advised that ss. 175.121(2) and 185.10(2), require that in order for a municipality or special fire control district and its pension fund to participate in the distribution of premium tax moneys under Chapters 175 and 185, F. S., all the provisions of these chapters shall be complied with annually, including state acceptance pursuant to Part VII of Chapter 112, F. S. If you receive a notice from the Local Retirement Section (LRS) that the plan is "not state accepted," or there is some outstanding issue that the LRS office is waiting on, please provide a prompt response so as not to jeopardize release of your state premium tax moneys.

If you have any questions or need further information, please call our office at 850-922-0667.

Sincerely,



Julie Browning, Accountant IV
Municipal Police Officers' and
Firefighters' Retirement Trust Funds

JB:kf

Bradley Heinrichs
Mar. 13, 2023
Page Two

Copy: Geoffrey Freeman, Chairman
Kristen McAllister, CPA
Gary Leuchtman, Plan Attorney
Curtis Krebs, Finance Director



Agenda Item # 2023-1410

Civil Service Board, Second Reading

MEETING DATE

June 13, 2023

PREPARED BY

Alex Andrade, City Attorney

BACKGROUND

An ordinance of City of Milton, Florida, repealing the Civil Service Board; amending references to Civil Service Employment; providing for conflicts, severability, and an effective date.

SUMMARY

The City of Milton now has collective bargaining agreements.

RECOMMENDATION

Recommend approval.

ATTACHMENTS

1. Ordinance NO. 1986-23 Civil Service

ORDINANCE NO. 1986-23

AN ORDINANCE OF CITY OF MILTON, FLORIDA, REPEALING THE CIVIL SERVICE BOARD; AMENDING REFERENCES TO CIVIL SERVICE EMPLOYMENT; PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.”

WHEREAS, the City is responsible for updating its ordinances and rules whenever conflicts with state or federal law exist; and

WHEREAS, at the time the Civil Service Board was created, the City had not entered into a collective bargaining agreement for general administrative employees of the City; and

WHEREAS, the City no longer uses the forms, guidelines and procedures established by its civil service ordinances.

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

SECTION I. STRIKING ALL OF CODE OF ORDINANCES; CHAPTER 38 - PERSONNEL AND RETIREMENT; ARTICLE VII - CIVIL SERVICE; SEC. 38-401 – SEC. 38-417 AND REPLACING WITH THE FOLLOWING:

Secs. 38-401 – 38-417. – Reserved

SECTION II. AMENDING CODE OF ORDINANCES; CHAPTER 2 – ADMINISTRATION; ARTICLE III - OFFICERS AND EMPLOYEES; DIVISION 2 – CITY MANAGER; SEC. 2-100:

Sec. 2-100. Authority to remove city officers or employees.

It is the intention of this division to give to the city manager complete control over all city administrative employees. To this end, the city manager may remove any officer or employee at any time, subject to the following:

- (1) —The civil service ordinances;*
- (2 1) Contractual obligations; and*
- (3 2) Collective bargaining agreements.*

SECTION III. AMENDING CODE OF ORDINANCES; CHAPTER 2 – ADMINISTRATION; ARTICLE III - OFFICERS AND EMPLOYEES; DIVISION 1 – GENERALLY; SEC. 2-62:

Sec. 2-62. Reasons for disciplinary action.

The following are to be considered causes for removal, suspension or demotion of a city employee, although removals, suspensions or demotions may be based upon causes other than these enumerated or dismissals as provided in the personnel policy manual or contract:

- (1) Conviction of a criminal offense, including felonies or first degree misdemeanors.*
- (2) Violation of any of the provisions of the ~~civil-service~~ rules and regulations or this Code.*
- (3) Violation of any lawful and reasonable regulation, order or direction made or given by a superior.*
- (4) Intoxication or the using or drinking or intoxicating liquor on duty, except in the official performance of duties.*
- (5) Possession or use of any narcotic or controlled substance without a physician's prescription; the sale or transfer of any narcotic or controlled substance; violation of the city's substance abuse policy.*
- (6) Incompetency or inefficiency in the performance of assigned duties.*
- (7) Wantonly offensive conduct or language toward the public, a superior, or fellow employee.*
- (8) Threatening or actual physical harm, abuse, or conduct which is intimidating or insulting directed against an individual.*
- (9) Theft of city property.*
- (10) Carelessness or negligence in the use of city property.*
- (11) Conducting or engaging in political activity during working hours or at the city's expense.*
- (12) Conducting union business during working hours unless directed by a city official. A union steward may conduct investigations or hear grievances during working hours.*
- (13) An attempt to induce any employee to commit an illegal act or violation of any lawful or reasonable departmental regulation.*
- (14) The taking or receiving of any fee, gift, gratuity or other item of value in the course of his duties or in connection with such duties, for personal gain, when such fee, gift or gratuity is given in the hope or expectation of receiving a favor or better treatment than that accorded others.*
- (15) Conduct unbecoming to a city employee, either while on or off duty.*

(16) *Employment in a gainful occupation for profit in addition to regular city employment, where such occupation tends to distract the employee from his duties or leaves him physically unfit for city duties.*

(17) *Willful and wanton brutality or cruelty to a prisoner or one under arrest or sentence; provided that the act committed was not lawfully done in self-defense, to protect the lives of others or to prevent the escape of a person lawfully in custody.*

(18) *Absence without leave, including failure to report for duty, excessive absenteeism and/or excessive tardiness.*

(19) *Violation of internal rules, regulations or procedures established by various departments or appointing authorities not enumerated in this section and not in conflict with ~~the civil service rules~~, city ordinances, state statutes, or any safety rules.*

SECTION IV. AMENDING CODE OF ORDINANCES; CHAPTER 2 – ADMINISTRATION;
ARTICLE III - OFFICERS AND EMPLOYEES; DIVISION 1 – GENERALLY; SEC. 2-64:

Sec. 2-64. Pre-termination hearings for city employees.

(a) *Policy authorization. The policy and procedure in this section is to be followed by all appropriate supervisory personnel of the city, as contained in the personnel policy manual.*

(b) *Policy and procedure for hearings. No nonprobationary classified employee shall be suspended without pay in the absence of a good faith belief by the appointing authority that such employee is guilty of employee misconduct as defined under the Civil Service Act. If a recommendation for dismissal is to be made by the appointing authority against an employee, the following procedures must be observed prior to any suspension without pay:*

- (1) *Notice; contents; extension of time. Delivery of written notice to the employee of the reasons for suspension and recommendation for termination which also sets out the right of the employee to respond to such charges in writing and notice of the time, place and date of an informal hearing to be held before the department head or supervisor charged with the responsibility of making the decision to suspend and recommend dismissal. The written notice shall be delivered to the employee no less than three calendar days prior to the time specified for the informal hearing. If the employee feels that additional time is necessary in order for him to prepare for the informal hearing, he shall notify the supervisor, in writing, setting forth the reasons why the employee feels that such additional time is necessary. The supervisor shall, in turn, notify the city attorney's office, which office shall review the*

circumstances and extend up to an additional five days' notice to the employee upon good cause shown.

- (2) *Hearing. An informal hearing before the department head or supervisor at the date, time and place set forth in the notice which allows the employee the right to respond orally to the charges against him.*
- (3) ~~*Suspension; dismissal by civil service procedures. If, after complying with subsections (b)(1) and (b)(2) of this section, the department head or supervisor still feels the need to suspend the employee and recommend dismissal, the department head shall proceed in the normal course established by the civil service board and civil service laws for disciplinary actions. Suspension with pay may be utilized when there is an immediate need to suspend prior to the completion of the procedure outlined in this subsection, when dismissal is to be recommended.*~~

~~*(c) Wrongful suspension without pay. If the civil service board determines that an employee was wrongfully suspended without pay, such employee shall be entitled to receive full back pay for the period of time that he did not receive pay because of the suspension.*~~

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

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

SECTION VII. This ordinance shall become effective immediately upon its passage and adoption.

PASSED by the City Council of the City of Milton, Florida this _____ Day of _____ [month], 2023.

ATTEST:

CITY OF MILTON, FLORIDA

Dawn Molinero, City Clerk

Heather Lindsay, Mayor

Legal in form and valid when signed by the City Attorney.

1st reading: May 9, 2023
2nd reading: June 13, 2023

Alex Andrade, City Attorney



Agenda Item # 2023-1513

Conduct of Meetings, Second Reading

MEETING DATE

June 13, 2023

PREPARED BY

Alex Andrade, City Attorney

BACKGROUND

An ordinance by the City of Milton, Florida, amending chapter 2, administration; article II, City Council; section 32, meetings; providing for conflicts and providing an effective.

SUMMARY

RECOMMENDATION

Recommend approval.

ATTACHMENTS

1. Ordinance 1987-23 Conduct of Meetings

ORDINANCE NO. 1987-23

AN ORDINANCE BY THE CITY OF MILTON, FLORIDA, AMENDING CHAPTER 2, ADMINISTRATION; ARTICLE II, CITY COUNCIL; SECTION 32, MEETINGS; PROVIDING FOR CONFLICTS AND PROVIDING FOR AN EFFECTIVE DATE.

Whereas, the City Council and Mayor are responsible for the orderly administration of public meetings; and

Whereas, City business is best administered in an orderly, professional and civil manner; and

Whereas, the City maintains a vested interest in improving and updating best practices for the orderly administration of public meetings.

NOW THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MILTON, FLORIDA, AS FOLLOWS:

SECTION 1. Chapter 2, Administration; Article II, City Council; Section 32, Meetings; shall be amended as follows:

(a) *Conduct of meetings; agenda.*

- (1) An agenda will be prepared and published for each meeting of the city council.
- (2) Speaking on items on the agenda.
 - a. *Consent agenda items.* These are items which the council does not need to discuss individually and are voted on as a group. Any councilman, who wishes to discuss any individual item on the consent agenda, may request the mayor to pull such item from the consent agenda. Those items pulled will be discussed and voted upon individually.
 - b. *Regular agenda items.* These are items which the council will discuss individually in the order listed on the agenda.
 - c. *Public hearing/meeting items.* The city schedules public hearings/meetings to obtain input from the public on the designated topic. ~~This portion of the agenda is generally scheduled for 5:00-6:00 p.m.~~ The chair will permit any person to be heard on the scheduled topic during this portion of the meeting.
- (3) Speaking on subjects not on the agenda. ~~Any person resident~~ may address the council on any item not already on the agenda pertaining to city business during the "persons to appear" portion of the agenda. Persons wishing to speak must sign in with the city clerk before these times.

(b) *Procedures governing opportunity of the public to be heard.* The members of the public will be given a reasonable opportunity to be heard on a proposition before the council:

- (1) *Time.* Each individual may be heard for up to three minutes subject to limits set forth below.
- (2) *Representatives.* Any group in excess of five members may select a representative or representatives to present the position of the group.
- (3) *Forms.* The council will provide a form which will allow an individual to inform the council of a desire to be heard, to indicate support, opposition, or neutrality on a proposition, and to designate a representative to speak for the individual if they so choose.
- (4) *Comment limited.* Public comment on a proposition will be allowed for 15 minutes per side, to a maximum of 30 minutes per proposition.
- (5) *Decorum.* The mayor, as parliamentarian and chairperson, is responsible to ensure decorum is observed during meetings of the city council and, consistent with the Charter, is authorized to implement procedures to ensure meetings are decent and in order.

(c) *Special or exceptional circumstances.* The guidelines set forth herein are intended to be regularly observed. In special or exceptional circumstances the chair may vary the procedures as necessary or appropriate to accomplish the business of the council while allowing the public a reasonable right to be heard.

SECTION 2. Inclusion in the Code. It is the intent of the City Council of Milton and is hereby provided that the amendments of this ordinance shall be made a part of Milton Code; that the sections of this ordinance may be renumbered or relettered; and that the word "ordinance" may be changed to "section", "article", "chapter" or other appropriate designation to accomplish such intention.

SECTION 3. All ordinances or parts of ordinances in conflict herewith be and the same are hereby repealed.

SECTION 4. This ordinance shall take effect immediately upon its adoption.

PASSED by the City Council of the City of Milton, Florida this 13th day of June 2023.

ATTEST

CITY OF MILTON, FLORIDA

Dawn Molinero, City Clerk

Heather Lindsay, Mayor

Legal in form and valid when signed by
City Attorney.

1st Reading: May 9, 2023

Alex Andrade, City Attorney

2nd Reading: June 13, 2023



Agenda Item # 2023-1527

Utility System Revenue Note, First Reading

MEETING DATE

June 13, 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 certain other matters in connection therewith and providing an effective date and providing for Scrivener's Errors.

RECOMMENDATION

Council direction.

ATTACHMENTS

1. Ordinance 1988-23 (1)
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 DETERMINATIONS AS ARE REQUIRED TO AFFORD THE AMENDED NOTE "BANK QUALIFIED" STATUS; PROVIDING CERTAIN OTHER MATTERS IN CONNECTION THEREWITH AND 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 mature on June 15, 2033, and that the Note is subject to mandatory purchase (also known as a "put" option) on May 1, 2018 (the "First Put Date") and May 1, 2023 (the "Second Put Date"), pursuant to which the Lender may require the Issuer to purchase the Note back from the Owner on the respective Put Date in an amount equal to 100% of the outstanding principal amount of the thereof plus accrued interest to such Put Date.

(E) In lieu of exercising its put option on the First Put Date, the Lender agreed to reset the interest rate on the Note to 3.25%, which interest rate has been applicable to the Note since that date.

(F) In lieu of exercising its second and final put option on the Second Put Date, the Lender has notified the Issuer that it is willing to reset the current interest rate on the Note

(3.25% per annum) to 4.50% per annum, and in furtherance thereof has provided a written waiver of its put option on such date, 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.

(G) 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.

(H) A First Amendment to the Note shall be executed by the Issuer that amends the interest rate on the Note to equal 4.50% provides that no other term of the Note is amended.

(I) 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 is 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 July 17, 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; 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 Note and 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 Note and 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. Such authorization includes, but is not limited to, filing or re-filing any customary forms or documentation regarding the tax-exempt status of the Note, or interest rate resets applicable thereto, with the Internal Revenue Service.

SECTION 6. Bank Qualified. The Issuer hereby designates the Note (as amended hereunder the "Amended Note") as a "qualified tax-exempt obligation" within the meaning of Section 265(b)(3) of the Code, and as such, the Issuer and any subordinate entities of the Issuer and any issuer of "tax-exempt" debt that issues "on behalf of" the Issuer do not reasonably

expect during the calendar year 2023 to issue more than \$10,000,000 of "tax-exempt" obligations, including the Amended Note, exclusive of any private activity bonds as defined in Section 141(a) of the Code (other than qualified 501(c)(3) bonds as defined in Section 145 of the Code).

SECTION 7. 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 8. Ratification. The provisions and terms and conditions of the Original Ordinance and the Note, as amended and supplemented hereunder, together with the interest rate reset which occurred in conjunction with the First Put Date, are hereby ratified and confirmed.

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.

Alex Andrade, City Attorney

1st Reading: June 13, 2023

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 July 11, 2023, the Issuer and the Owner now desire to amend the Note to bear interest at the rate of 4.50% per annum effective July 18, 2023 to maturity;

WHEREAS, an opinion of Bond Counsel to the effect that interest on the Note 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 July 18, 2023. All other terms of the Note remain unchanged.

IN WITNESS WHEREOF, the City of Milton, Florida issues this First Amendment to Note effective this ____ day of _____, 2023.

[SEAL]

CITY OF MILTON, FLORIDA

Mayor

ATTEST AND COUNTERSIGNED:

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.



Resolution 1571-23, Fiscal Year 2023 Budget

MEETING DATE	PREPARED BY
June 13, 2023	Finance Department Heidi Sroka, Budget Coordinator

RESOLUTION NO. # 1571-23

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILTON,
FLORIDA, AMENDING THE FISCAL YEAR 2023 BUDGET, CHANGING
THE ESTIMATED TOTAL REVENUES AND EXPENDITURES
OF VARIOUS FUNDS
AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, changes in anticipated revenues and expenditures of the City of Milton, necessitates a revision of the Appropriations for Fiscal Year 2023.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Milton, Florida, in open meeting duly assembled

Section 1. The following funds are revised as specified herein:

FUND: Capital		DEPARTMENT:		
EXPENSE BUDGET ACCOUNT NUMBER	ACCOUNT DESCRIPTION	CURRENT BUDGET AMOUNT	INC/DECREASE AMOUNT	REVISED BUDGET AMOUNT
301-0572-572-63-17	Capital/Lucille Johnson Park		\$ 26,200.00	
LINE ITEM TOTAL-----			\$ 26,200.00	
REVENUE BUDGET ACCOUNT NUMBER	ACCOUNT DESCRIPTION	CURRENT BUDGET AMOUNT	INC/DECREASE AMOUNT	REVISED BUDGET AMOUNT
301-0000-366-10-00	Misc Donations		\$ 15,000.00	
301-0000-360-10-00	Interest Income		\$ 11,200.00	
				\$ -
LINE ITEM TOTAL-----			\$ 26,200.00	
COMMENTS/EXPLANATION: Recognize Florida Power and Light \$40,000 donation to the City of Milton. \$15,000 to Lucille Johnson Park and the remaining \$25,000 for the Milton High School Perimeter Fence. And recognize interest income to				

FUND: General Fund		DEPARTMENT:		
EXPENSE BUDGET ACCOUNT NUMBER	ACCOUNT DESCRIPTION	CURRENT BUDGET AMOUNT	INC/DECREASE AMOUNT	REVISED BUDGET AMOUNT
001-0511-511-82-04	Misc Grants and Aid		\$ 84,246.00	
LINE ITEM TOTAL-----			\$ 84,246.00	
REVENUE BUDGET ACCOUNT NUMBER	ACCOUNT DESCRIPTION	CURRENT BUDGET AMOUNT	INC/DECREASE AMOUNT	REVISED BUDGET AMOUNT
001-0000-366-10-00	Misc. Donations		\$ 25,000.00	
001-0000-389-90-01	Funds forward		\$ 59,246.00	
				\$ -
LINE ITEM TOTAL-----			\$ 84,246.00	
COMMENTS/EXPLANATION: Recognize Florida Power and Light \$40,000 donation to the City of Milton. \$25,000 to Milton High School Perimeter Fence. To recognize \$59,246.00 in Funds Forward to pay for the High School fence.				

FUND: Water and Sewer		DEPARTMENT:		
EXPENSE BUDGET ACCOUNT NUMBER	ACCOUNT DESCRIPTION	CURRENT BUDGET AMOUNT	INC/DECREASE AMOUNT	REVISED BUDGET AMOUNT
403-0535-535-52-02	Operating - Wastewater	\$ 128,000.00	\$ 27,000.00	\$ 155,000.00
403-0536-536-31.01	Professional Services	\$ 57,000.00	\$ (27,000.00)	\$ 30,000.00
403--0535-535-46-99	Damage Claim Repairs	\$ -	\$ 13,500.00	\$ 13,500.00
LINE ITEM TOTAL-----			\$ 13,500.00	

REVENUE BUDGET ACCOUNT NUMBER	ACCOUNT DESCRIPTION		CURRENT BUDGET AMOUNT	INC/DECREASE AMOUNT	REVISED BUDGET AMOUNT
403-0000-360-12-00	Proceeds from Damage Claims		\$ -	\$ 13,500.00	\$ 13,500.00
					\$ -
LINE ITEM TOTAL-----				\$ 13,500.00	
COMMENTS/EXPLANATION: Adjusted expenses in Water and Sewer Fund. Recognize insurance proceeds to offset damage costs.					

Section 2. All resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Section 3. City staff is hereby authorized to implement changes in funds, accounts, transfers and balances as outlined within this resolution.

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

Passed and adopted this _____ day of _____, 20____, by the Milton City Council of the City of Milton, Florida.

By: _____
Heather Lindsay, Mayor

ATTEST:

Dawn Molinero, City Clerk



June Report

MEETING DATE	PREPARED BY
June 13, 2023	Administration Department Bethany Anderson, Public Information Officer

Public Information Report

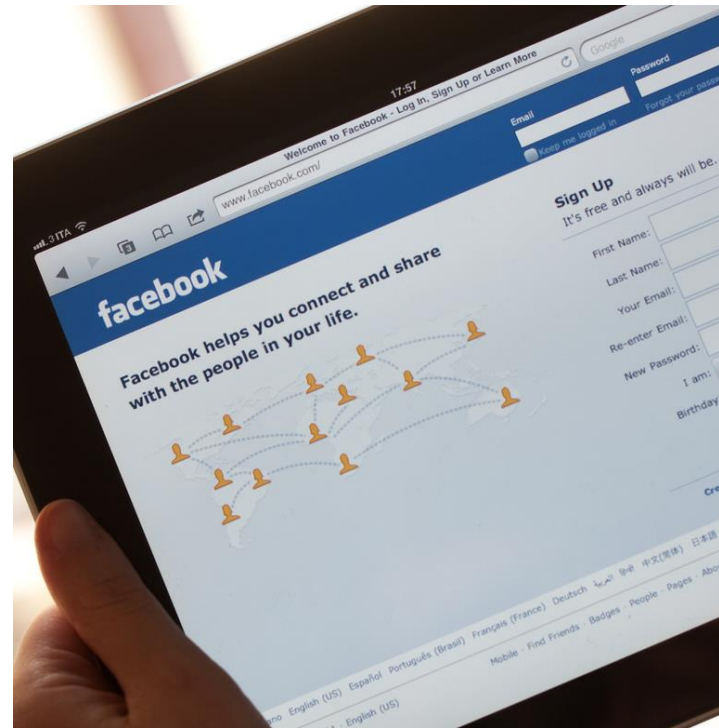
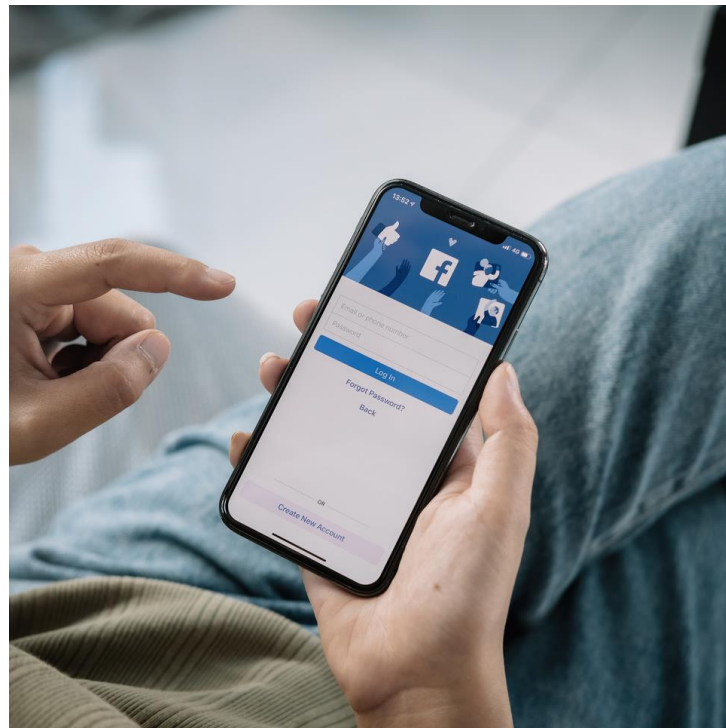
June 2023



Presented By : Bethany Anderson

Social Media Monthly Report

Previous 28 Days



New Followers:
+400, total - 16,421
+63% increase

Post Engagement: 42,210
+127% increase

Post Reach: 112,800
+ 47,017 increase

Presented By : Bethany Anderson

Top Social Posts

May - June 2023

#1

**Road Widening
68K Views**



#2

**Milton PD
Suspect
20K Views**



#3

**Bands on The
Blackwater
19K Views**



#4

**Milton PD
Suspect 2
17K views**



Presented By : Bethany Anderson

Public Relations

Press Releases

Highway 90

Promoted

Teacher's Appreciation

Bands on The Blackwater

Farmer's Market

Vacation Bible School

Splashpad

UDC Development Code

Florida Tax Break

Opioid Summit

IT Director Opening

Boater Safety

Memorial Day

Suicide Walk Awareness

New Fire Truck

Public Works Waste Pickup

Coming up

July Events

● 4th of July





Pensacola Perdido Bay Estuary Program Update, Vernon Compton

MEETING DATE	PREPARED BY
June 13, 2023	Clerk's Office Dawn Molinero, City Clerk



Agenda Item # 2023-1512

DUO 'Do Unto Others'

MEETING DATE

June 13, 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

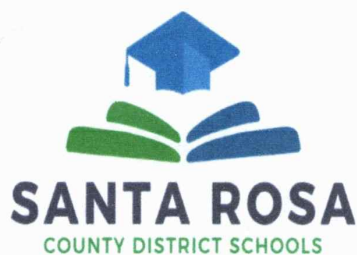
The program will be administered through the Santa Rosa Education Foundation, a 501(c)3 non-profit organization; all donations are tax-deductible.

RECOMMENDATION

Council direction.

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>



Agenda Item # 2023-1582

Highway 90 Design Outreach Meetings

MEETING DATE

June 13, 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 Cover Letter - Hwy 90 Design Phase
2. FDOT Hwy 90 Design Schedule 060123
3. 4-15-23 Workshop Results
4. HWY90 Questionnaire Responses
5. HWY90_Public_Comments



City of Milton

June 13, 2023

Mr. Phillip Gainer, District Secretary
Florida Department of Transportation, District 3
Highway 90 East
Chipley, Florida 32428-0607

Dear Secretary Gainer:

I write to you today at the behest of the Milton City Council regarding the design phase of the Highway 90 widening project from State Road 87 North (Stewart Street) to Ward Basin Road through Downtown Milton. Due to the importance this project holds on the future of development within the City of Milton, as well as the movement of vehicles along Highway 90 through the community, the Milton City Council has expressed the desire to be closely involved in the design phase of Highway 90.

As a result of that desire, the City of Milton has held two outreach meetings. The first meeting was conducted in the form of a design charrette on April 15th, 2023. This charrette consisted of participants from the Milton Planning Board, Historic Preservation Board, Community Improvement Board, and Community Redevelopment Agency, which is comprised of the City Council. The second outreach meeting was open to the general public and was held on May 25th, 2023. Specific details discussed at each meeting included many aspects of the roadway design, including but not limited to stormwater management, lane width, bicycle/pedestrian movements, aesthetic features, and vehicle speeds.

The supporting data that is being provided to you from the April 15th Charrette is the overall group consensus of how the participants feel that several aspects of the roadway should be designed. The supporting data from the May 25th public outreach meeting contains the answers from the public in attendance to a questionnaire completed, and all additional written comments provided.

We ask the Department to carefully review and apply the data provided from the two meetings, and to communicate further with the City to avoid the design of a project that causes harm to the community and the traveling public. Thank you in advance for your consideration.

Sincerely,

Randy Jorgenson
City Manager

Cc: Austin Mount, CEO ECRC
Michael Layne, Highway 90 Project Manager, FDOT
Bryant Paulk, FDOT TPO Representative

***P.O. Box 909 • 6738 Dixon Street • Milton, Florida 32572 • (850) 983-5400 • Fax (850) 983-5415
~Established 1844~***



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



Florida Department of

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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	TIITF & 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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Florida Department of Transportation

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.	Graduated lane width from 12 ft at Stewart to 10 ft at the River	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. Sidewalks should have priority over turn lanes.
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 Harbor 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 Northbound Canal onto Eastbound Caroline; Eastbound Caroline onto Southbound Canal	Underground and park setting @ Elva & MLK	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		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 Traffic	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.



WWTP Update

MEETING DATE	PREPARED BY
June 13, 2023	Clerk's Office Dawn Molinero, City Clerk