



CITY COUNCIL
Regular Meeting Agenda

August 8, 2023
5:30 PM
6738 Dixon Street
Milton, FL 32570

- 1. Open Meeting**
- 2. Invocation**
- 3. Pledge of Allegiance**
- 4. Approval of Minutes**
 - Item # 2023-1689
 - Approval of Minutes from July 11, 2023
- 5. Approval of Agenda**
 - Recommendation for additional items from the staff.
 - Recommendation for additional items from the Council.
- 6. Persons to Appear**
- 7. General Consent Agenda**
 - General Consent Agenda
 - Item # 2023-1623
 - SEPA - Coming Clean 5k
 - Item # 2023-1624
 - SEPA - MHS Homecoming Parade
 - Item # 2023-1725
 - City of Milton Board Vacancies
 - Item # 2023-1717
 - Mrs. Adams Dedication
 - Item # 2023-1699
 - Water & Gas Meter Reading Equipment
 - Item # 2023-1685
 - Speed Measurement Instructor Training
 - Item # 2023-1716
 - LEAP Membership Process
- 8. Ordinances & Resolutions**
 - Item # 2023-1671
 - Extension of Territorial Limits, Second Reading
- 9. City of Milton Events**
 - Events Coordinator, Jay Conrad
- 10. Public Information Officer Report**

Bethany Anderson

11. Finance, Planning Board

Councilman Michael Cusack

12. Administration, Emerald Coast Regional Council

Councilwoman Marilyn Farrow

Item # 2023-1764

Carpenters Park Floating Kayak Assemble/Install

13. Parks & Recreation, Community Improvement Board

Councilman Gavin Hawthorne

14. LEAP

Councilman Jason Vance

15. Board of Adjustments

Councilman Matthew Jarrett

16. Historic Preservation Board, Transportation Planning Organization

Councilwoman Roxanne Meiss

17. Growth, Development & Annexation, Tourist Development Council

Councilman Jeff Snow

18. Public Works

Councilman Casey Powell

19. Mayor Report: Public Safety, Ordinance Committee

Mayor Heather Lindsay

20. City Attorney's Report

21. City Manager's Report

22. Public Input

23. 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



Approval of Minutes from July 11, 2023

MEETING DATE	PREPARED BY
August 8, 2023	Clerk's Office Dawn Molinero, City Clerk



CITY COUNCIL
Regular Meeting Minutes

July 11, 2023
5:30 PM
6738 Dixon Street
Milton, FL 32570

1. Open Meeting

The meeting was called to order at 5:39 PM.

Members Present:

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

Members of the Public in Attendance

Donna Long, David Farrow, Sherry Chapman, Kim Sumner, Pam Mitchell, Jerry Mitchell, Patsy Lunsford, Chuck Martin, Alyssa Garrett, My-Linh Eberhard, Tom Powers, Shari Sebastiao, R. L. Lewis, Casey Johnson, Bruce LaDue, Stacia LaDue, Brian McGuire, My-Lan Eberhard, Mark Eberhard, Grady Hester, Jerard "Tyrese" Gilmore, Jermaine Gilmore, Dawayne Gel, Colton Mapoles, Ivan Delabueve, George Jordan, Buddy Fisher, Christie Culpepper, Lauren Cooper, Al Brewton, Jacqueline Williams, Nevaeh Williams, Payten Williams, Lloyd Allotey, Jimmy Messick, Tina Pintor

Staff in Attendance

City Manager, Randy Jorgenson
City Attorney, Alex Andrade
City Clerk, Dawn Molinero
IT Systems Analyst, Ashley Johnston
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

The invocation was given by Grady Hester.

3. Pledge of Allegiance

4. Approval of Minutes

Item # 2023-1579

Approval of Minutes from June 13, 2023

ACTION: Motion to Approve by Mike Cusack; second by Casey Powell;
Motion - 8:0

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

NAYS: None

ABSTAIN: None

5. Approval of Agenda

ACTION: Motion to Approve by Matt Jarrett; 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

6. Recognitions, Proclamations & Awards

Presentation to Holley Family

The Mayor, City Council and City Manager presented a street sign to the Holley family.

7. Invited Speakers

My-Lan Eberhard & Casey Johnson of Men Empowered

The Mayor and Council thanked My-Lan Eberhard and Casey Johnson for all they are doing to bring awareness to mental illness and related suicides.

8. Persons to Appear

Persons to Appear was provided by: Kim Sumner

9. General Consent Agenda

ACTION: Motion to Approve by Matt Jarrett; 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

General Consent Agenda

Item # 2023-1604
Florida APA Conference Travel Request - Tim Milstead & Jacob Hullett

Item # 2023-1616
Florida LGISA Conference Travel Request - Krystle Nowlin

Item # 2023-1610
Bid Opening for 2023.11 RFP - Engineering Services - Russell Harber Park
Dock Repair/Replace

10. Public Information Officer Report

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

11. Finance, Planning Board

Item # 2023-1626
Fiscal Year 2024 Millage Rate

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, Marilyn
Farrow, Gavin Hawthorne, Jason Vance

NAYS: None

ABSTAIN: None

The motion and vote is to maintain the current millage rate.

Councilman Mike Cusack reported to the Council.

The Budget Manager, Heidi Sroka, reported to the Council.

Councilman Jeff Snow reported to the Council.

Councilwoman Marilyn Farrow reported to the Council.

Councilman Casey Powell reported to the Council.

Public input concerning Fiscal Year 2024 Millage Rate was
provided by: George Jordan

12. Administration, Emerald Coast Regional Council

Item # 2023-1608
Bid Opening for 2023.10 RFP- Engineering Services - Locklin Lake

ACTION: 1st Motion to Approve by Mike Cusack;
second by Marilynn Farrow;
Motion failed - 6:2

YEAS: Mike Cusack, Marilynn Farrow

NAYS: Gavin Hawthorne, Jeff Snow, Jason
Vance, Casey Powell, Matt Jarrett,
Roxanne Meiss

ABSTAIN: None

ACTION: 2nd Motion to Approve by Matt Jarrett;
second by Casey Powell;
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 1st motion and vote was to wait for the new City Manager
before making a final decision about engineering services for
Locklin Lake; the vote failed.

The 2nd motion and vote was to engage First Line Coastal; the
vote unanimously passed.

Councilwoman Marilynn Farrow reported to the Council.

Each Councilmember gave their input regarding this item.

The City Manager, Randy Jorgenson, reported to the Council.

The Public Works Director, Joe Cook, reported to the Council.

Public input concerning Bid Opening for 2023.10 RFP-

Engineering Services - Locklin Lake was provided by: Pam
Mitchell, Ivan Delabruve, Sherry Chapman, Jerry Mitchell,
Lauren Cooper, Patsy Lunsford, Stacia LaDue

City of Milton Board Vacancies

Councilwoman Marilynn Farrow reported to the Council.

13. Parks & Recreation, Community Improvement Board

Councilman Jeff Snow reported to the Council.

14. LEAP

No report.

15. Board of Adjustments

No report.

16. Historic Preservation Board, Transportation Planning Organization

No report.

17. Growth, Development & Annexation, Tourist Development Council

Item # 2023-1603

Munson Highway Annexation Petition

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

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

NAYS: None

ABSTAIN: None

The Planning Director, Tim Milstead, reported to the Council.

Item # 2023-1614

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

ACTION: Motion to Approve by Jeff Snow; second by
Matt Jarrett;
Motion passed - 6:2

YEAS: Matt Jarrett, Roxanne Meiss, Jeff Snow,
Casey Powell, Gavin Hawthorne, Jason
Vance

NAYS: Mike Cusack, Marilyn Farrow

ABSTAIN: None

Councilman Jeff Snow reported to the Council.

The Economic Director, Ed Spears, reported to the Council.

Public input concerning RFP - Milton Downtown Waterfront
Marina, Residential & Mixed-Use Development Opportunity was
provided by: Jimmy Messick, Pam Mitchell, Sherry Chapman, Al
Brewton, Robert Leek, Tina Pintor

18. Public Works

No report.

19. Ordinances & Resolutions

Item # 2023-1615

Fire Assessment Resolution #1572-23

ACTION: Motion to Approve by Jeff Snow; second by
Gavin Hawthorne;
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

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

Item # 2023-1527

Utility System Revenue Note, Second Reading

ACTION: Motion to Approve by Matt Jarrett; second by Roxanne Meiss;
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

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

Item # 2023-1671

Extension of Territorial Limits, First Reading

ACTION: Motion to Approve by Casey Powell; second by Matt Jarrett;
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

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

20. Mayor Report: Public Safety, Ordinance Committee

No report.

21. City Attorney's Report

No report.

22. Public Input

Councilman Jeff Snow reported to the Council.

Public Input was provided by: Shari Sebastiao, Lauren Cooper, Pam Mitchell

23. City Manager Interview with Mr. Scott Collins

Item # 2023-1667

Mr. Scott Collins

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, Marilyn
Farrow, Gavin Hawthorne, Jason Vance

NAYS: None

ABSTAIN: None

The motion and vote is to carry out contract negotiations with
Mr. Scott Collins.

24. City Manager's Report

Item # 2023-1673

Council Representative for Contract Negotiation

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, Marilyn
Farrow, Gavin Hawthorne, Jason Vance

NAYS: None

ABSTAIN: None

The motion and vote is for Councilman Mike Cusack to attend
the contract negotiations between City Attorney, Alex Andrade
and Mr. Scott Collins.

25. Adjourn

The meeting adjourned at 8:34 PM.



Agenda Item # 2023-1623

SEPA - Coming Clean 5k

MEETING DATE

August 8, 2023

PREPARED BY

Jay Conrad, Events Coordinator

BACKGROUND

The Coming Clean 5K is an annual race that has been ongoing in the City of Milton for the last few years and is organized by the West Florida Baptist Church to help promote awareness of those who struggle with addiction. The event organizers met with and spoke to Council in early June to discuss their organization and their goals.

The event is currently scheduled to take place on August 26, from 7:30 AM until 12:00 PM. Setup is expected to begin at 6:00 AM and cleanup will be completed by 12:00 PM.

Historically, the race began at the brick road section of South Willing Street at Jernigan's Landing. Runners head north and cross onto the Riverwalk before rounding onto the North Willing St. sidewalk. The runners then head south to Highway 90 and cross the bridge over the Blackwater via the pedestrian walkway. The runners then turn into Russell Harber Landing and run the length of the park and the Old River Trail to Whiting Park. The runners then return to the starting line via the same route.

The event organizers have requested the use of the following for the event:

- Enitre Riverwalk - \$250.00
- Jernigan's Landing: Festival Area - \$150.00
- Jernigan's Landing: Riverside - \$100.00
- Portable Restroom - \$250.00
- Garbage Cans (10) - \$100.00

As the event is taking place at Jernigan's Landing and will require the closure of South Willing Street, City Staff recommends adding the following to the request:

- Road Closure Barricades - \$100.00

Total fees assessed for this event are: \$950.00

The event organizer has submitted an Outside Agency Funding Application to cover these fees.

SUMMARY

RECOMMENDATION

City Staff recommends approval of this event.

ATTACHMENTS

1. SEPA - Coming Clean 5k 2023
2. 2023 Coming Clean 5k Course Map
3. 2023 Coming Clean 5k Site Map
4. OAFA - Coming Clean 5k 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: West Florida Baptist Church

Address: 5621 US-90

City: MILTON

Phone: 850-623-8984

Email: dlibby@westfloridabaptist.com

Event POC: Dan Libby

Phone: 850-377-8235

Email: dlibby@westfloridabaptist.com

Event Information

☐ Concert

☐ Park Festival

☐ Street Festival

☐ Parade/ Procession

☒ Run/ Walk

☐ Sporting Event

☐ Sale/ Market

☐ Private Event/ Wedding

☐ Other: _____

Event Name: Coming Clean 5K

Event website/ Event Page: westfloridabaptist.com/comingclean5k

Event Location: FESTIVAL + Riverwalk + Jernigan Landing Event Date(s) 8/26 to 8/26

Time of Event: Day 1 7:30 am to 12:00 pm (Day 2 - Optional) _____ to _____

Setup Date & Time: 8/26 at 6:00 am Teardown Date & Time: 8/26 at 12:00 pm

Estimated Attendance: 200-500 Is the Event Free to attend? ☐ YES ☒ NO

Special Event Questionnaire

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

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

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

Do you have a Marketing Plan and if so, how will you notify surrounding businesses/ residents of your event? Businesses/Residents will be notified via flyers, mailouts, and 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 <i>(Downtown event location for the City of Milton. Select all applicable)</i> | | | |
| ☒ 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 <u>10 each</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) Walling St from 90 to Pine St
- 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): 8/31/24 Alternative Date(s): 8/24/24

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.

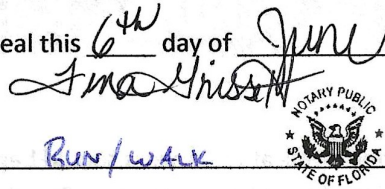
Hold Harmless Agreement

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 6th day of June in 2023



Name of Special Event Coming Clean 5K Run/Walk
Date(s) of Special Event 8/26/23
Name of Organization West Florida Baptist Church
Event Organizers Name Dan Libby
Address of Organization 5621 US-90 MILTON FL 32583
Phone Number 850 - 623 - 8984
Email dlibby @ westflorida baptist . com

Printed Name

Signature

Dan Libby

[Signature]

Internal Signatures Required for Approval:

Office of Economic Development: _____ Planning: _____

Public Works: _____ Police: _____ Fire: _____





Oak St

Elmira St

Willing St

Riverwalk South,
Milton, FL

Milton Riverwalk

5162

6875

Elmira St

Start and Finish line

Food and
refreshment
tables

Bands on the Blackwater

Sponsor
tents and
tables

5158

5137

5154

Willing St

Pine St

Pine St



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: WEST FLORIDA BAPTIST CHURCH

Address: 5621 US-90 MILTON FL 32583

Name of Representative: Dan Libby

Telephone: 850 623 8984 Cell Phone: 850 377 8235

Email: dlibby25@gmail.com dlibby@westflorida baptist.com

Name of Event/Activity/Project/Program: COMING CLEAN 5K

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)	ENTIRE RIVERWALK
☒ City Bathroom at Jernigan's Landing (\$250) (<i>Non-Profit Only</i>)	RIVERSIDE
☐ City Bathroom at Alternate Location (\$350) (<i>Non-Profit Only</i>)	FESTIVAL AREA 500.00
☐ City Stage (\$350) (<i>Non-Profit Only</i>)	\$ 250
☐ 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)	\$ _____
☐ 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

\$ 750

*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?)

WEST FLORIDA BAPTIST CHURCH. WE SEEK TO SPREAD THE LOVE OF JESUS THROUGH GLOBAL AND LOCAL OUTREACH.

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.)

THIS IS A 5K FOOT RACE USED TO RAISE AWARENESS OF OUR CHURCH'S FREE ADDICTION RECOVERY PROGRAM.

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

THE CITY WILL PROVIDE THE FUNDS NEEDED TO PAY FOR THE USE OF THE FACILITIES AND GROUNDS. THIS WILL HELP US ALLEVIATE THE OUT OF POCKET COSTS FOR THIS EVENT.

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

THE EVENT WILL HELP RAISE AWARENESS TO THE PEOPLE OF MILTON ABOUT THE PROGRAM MADE AVAILABLE TO THEM AT NO COST. THE PROGRAM WILL HELP ~~THE~~ TO IMPROVE THE QUALITY OF LIFE IN MILTON BY DECREASING THE EFFECT THAT DRUG/ALCOHOL ADDICTION HAS IN OUR COMMUNITY'S FAMILIES.

BUDGET

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

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

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

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

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

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

<u>REVENUE</u>	<u>PRIOR YEAR</u>	<u>CURRENT YEAR</u>	<u>UPCOMING YEAR</u>
1. City of Milton	—	750	750
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
TOTAL REVENUE			

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

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

<u>EXPENSES</u>	<u>PRIOR YEAR</u>	<u>CURRENT YEAR</u>	<u>UPCOMING YEAR</u>
1. City of Milton	—	750	750
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
TOTAL EXPENSES			

What percentage of the total budget will the City be providing if this application is approved? 100 %

PARTICIPANTS

	<u>PRIOR YEAR</u>	<u>CURRENT YEAR</u>	<u>UPCOMING YEAR</u>
1. Number served by this event/program	200	250	300
2. Cost per participant	\$25	\$25	\$25

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

It will allow us to promote the event further

INSTRUCTIONS

1. Submit this completed application and all required, applicable documentation to:

Mail to:

The City of Milton
c/o Office of Economic Development
Post Office Box 909
Milton, Florida 32572

Hand Deliver to:

The City of Milton
c/o Office of Economic Development
6738 Dixon Street
Milton, Florida 32570

Email to: espears@miltonfl.org

2. Funding requests will be reviewed for completeness and technical aspects by City Staff. The request will then be forwarded to City Council for consideration. Staff will review the following aspects:
 - A. Organizational Capacity
 - B. Proposed Program/Funding Use
 - C. Efficiency & Collaboration
 - D. Financials
 - E. Meeting Community needs and priorities
3. Applications that are approved by City Council will receive a notification regarding the level of funding and a Funding Agreement from the City. The City is not responsible for any expense incurred prior to award of funding or outside of the scope of funding approval.

CONDITIONS OF FUNDING

By submitting this application, Applicant consents to the following conditions contained in this section. Failure to comply with any one of the below conditions is a default:

- ☐ Funded projects must provide a direct benefit to the businesses or citizens of the City.
- ☐ Services offered by the Applicant must not be restrictive with regard to race, sex, age, religion, disability, or any characteristics that would be prohibited by law.
- ☐ Funds may not be used for any purpose prohibited by law.
- ☐ Applicants requesting funding for the following services or activities will not be considered:
 - Endowments or debt reduction
 - Administrative services support
 - Annual fundraising or capital campaign
 - Political activities
 - Religious activities
 - Public agencies for mandated services
 - Scholarships or individual grants or awards
 - Private Foundations
- ☐ All awards are based on availability of funds. Awards may be provided until all funds are exhausted. If funds remain after the initial cycle, additional cycles later in the year may occur at the City's discretion. Based on available funds, some applications may be approved, while others may be only partially funded or receive no funding.

- ❑ The Applicant hereby agrees to allow the City of Milton to capture, own and use at their sole discretion, images, videos, recordings, and the like of the event/activity/program/project. The City shall use the Applicant's Logo, or other identifier approved by the Applicant in coordination with any City advertising for the event/project.
- ❑ The Applicant hereby agrees to use the City's, or any approved City Department's Logo in any/all advertising, marketing and promotion for the event/program to the same extent as the largest single sponsor, unless otherwise agreed upon in advance. If no sponsors are utilized, the City shall be recognized as the event/program sponsor. The Applicant shall consult with City Staff on any/all advertising, marketing and promotion prior to public release.
- ❑ The City is not responsible for any event/project organization or management. The organization submitting this application is totally responsible for any/all means and methods in carrying out the event/project.
- ❑ The Applicant shall, at all times while on City of Milton Property, conduct themselves in a professional, responsible manner and observe all rules and regulations set forth by the City of Milton. Funded events/programs shall be wholesome and adhere to the standards of good taste, as assessed by the City Council in reviewing all representations of the applicant about the conduct of the event. Material departure from the standards represented to and approved by Council may result in default.
- ❑ All vendors'/merchandise sold at an event must be of good taste, consistent with the values of Milton, Florida, as assessed by the City Council in reviewing all representations of the applicant about the conduct, services or merchandise to be sold. Material departure from the standards represented to and approved by Council may result in default.
- ❑ Funded events/programs shall not directly compete with City Brick and Mortar Businesses through use of outdoor, mobile vendors that provide the same goods/services as the primary good/service of the Brick and Mortar Business. An outdoor, mobile vendor must be a minimum distance of 250 feet or one city-block from a Brick and Mortar Business if providing the same primary good/service. An exception can be provided if a waiver is signed by the Brick and Mortar Business and provided to the City in advance of the event/program.
- ❑ Applicants must indemnify, save and hold harmless the City from and against any and all claims, demands, actions, debts, liabilities, and attorney's fees arising out of, claimed on account of, or in any manner predicated on loss of or damage to the property of, and injuries to or death of any and all persons whatsoever, in any manner alleged to be caused or contributed to by the Applicant, its agents, servants, volunteers or employees while carrying out the event/activity/program/project. From and on account of damages of any kind which they, or any of them, may suffer as a result of acts of the Applicant or any of the Applicant's agents, servants, volunteers or employees and from any workmen's compensation benefits which they, or any of them, become obligated to pay the Applicant, its agents, servants, volunteers or employees, and from any and all claims, demands, actions, debts, liabilities, and related costs which result from the event/activity/program/project carried out by the Applicant.
- ❑ Applicants must provide a Certificate of Insurance (COI), showing the City of Milton, FL as an additional insured, 10 days prior to the event/program date. Applicants may request to utilize the City's insurance for the event. However, such request must be approved by City Council.

- ❑ Applicants shall be and act as independent contractors, and under no circumstances shall any funding be construed as one of agency, legal partnership, or joint venture, or employment between the City and the Applicant. None of the personnel under contract to, employed by, or volunteering for the Applicant shall be deemed in any way to have any contractual relationship with the City whatsoever. The Applicant shall be solely responsible for the conduct of its employees, personnel, volunteers and agents in connection with their obligation hereunder.
- ❑ The City of Milton is not responsible for the safety, security or working condition of any equipment not owned by the City. Use, care and security of any and all City-owned equipment made available for use by the City, provided to and operated by the Applicant, shall be the sole responsibility of the Applicant. Please inspect all items carefully. Any City Equipment provided to the Applicant lost, damaged or destroyed shall be replaced/repared at the sole expense of the Applicant, unless such damage is sustained due to acts beyond the control of the Applicant as described below.
- ❑ Once the event/project has been completed, Applicant must submit a final report, including event attendance and a final financial expenditure report. If the event/project is ongoing, quarterly reports are required. Additional reporting requirements may be included by City Council at their sole discretion. Failure to submit required reports shall disqualify an organization from future requests.
- ❑ Applicants must demonstrate the financial capacity and ability to complete the event/project as described in this Application, including provision of a current balance reflecting sufficient available funds for completion of all portions of the project not funded by the City. The historical, organizational and financial information requested in this application demonstrate such capacity.
- ❑ This application contains the entire request from the Applicant. This application supersedes any and all prior agreements, arrangements, communications, or representations, whether oral or written. This application and associated event/activity may not be amended, altered, modified or changed except when approved in writing by the City.
- ❑ Applicants are encouraged, but not required, to meet with City Staff before submitting this application for a courtesy review. If funded, Applicants are required to meet with City Staff at Staff's request to review the event/program.
- ❑ If the event/project is postponed due to inclement weather, as acts of God, government restrictions, military operations and exercises, security alerts or unforeseen commercial delays or other similar conditions beyond the Applicant's control, it may be rescheduled for another time or cancelled altogether at the discretion of the City.

REQUIRED DOCUMENTATION

(If Applicable)

Applicants requesting funding must complete this application and provide all other required documentation listed below (if applicable). Please note – if any item requested in this application is not applicable to an Applicant or the Applicant does not have any item, it does not automatically disqualify the Applicant from receiving funding. The items requested below are not intended to create any new demands for an Applicant. The information requested should reflect information that would be normally provided to a Board of Directors on a regular basis.

1. IRS letter with tax exemption ruling. Applicants should be qualified to receive tax-deductible contributions as defined by the IRS - generally a 501(c)(3) public charity tax status.
2. Current Board of Directors/Officers. If your organization is a local office, chapter, etc. of a larger entity (i.e. umbrella organization, governmental Applicant, etc.), please attach a list of Board of Directors/Officers of the next higher-level entity.
3. Copy of most recent independent audit, review and management letter, if applicable.
4. Articles of Incorporation and Bylaws.
5. Organization fiscal year budget and year to date financial statements for the current year, including a Statement of financial position (assets, liabilities and equity) and a Statement of activities (income and expenses), if available. Important note: If your Applicant is a local office, chapter, project, etc. of a larger entity (i.e. umbrella organization, governmental Applicant, etc.), please also include financials and budget of the next higher-level entity.
6. Budget for the project including the portion of the budget which will be funded by the City of Milton, if approved.
7. Organization Strategic Plan, if available.
8. W-9 and City Taxpayer Identification Form.
9. Any information that may assist in better understanding your organization and/or funding request.

DEFAULT

In addition to noncompliance with the above described conditions, default shall occur if one or more of the following takes place:

- The event/activity/project/program is cancelled without prior City approval.
- The event/activity/project/program is substantially changed from what is detailed in this application (budget, date, time, place, etc.) without prior City approval.
- The event/activity/project/program is transferred to another entity/organization not identified in this application.
- Failure to timely submit required reports.
- Any criminal conduct, indecency or obscenity, drunkenness, damage to Government property, being under the influence of narcotics or hallucinatory drugs on the part of the event organizers, their staff, vendors or volunteers. This clause does not apply to the general public and/or participants of the event, unless directly associated with the organizers.
- Failure to comply with the Terms and Conditions of this Application and the Funding Agreement.

If any of the above-referred activities occur prior to the event/project, the City may, in its sole and absolute discretion, choose not to release funds and render the Funding Agreement null and void. Should the above-referenced activities occur after the funds are released, the City may, in its sole and absolute discretion, require immediate repayment of funds to the City. Organizations that default are ineligible for future funding for a period of 5 years.



Agenda Item # 2023-1624

SEPA - MHS Homecoming Parade

MEETING DATE

August 8, 2023

PREPARED BY

Jay Conrad, Events Coordinator

BACKGROUND

The MHS Homecoming Parade is an annual parade that takes place each year in November.

This year, the homecoming parade is scheduled for November 3, 2023 between 9:30 AM and 12:30 PM and will take place along Stewart St. next to Milton High School.

The Event Organizer is requesting the closure of Stewart St., Byrom St., Raymond Hobbs St., and Park Ave. in the vicinity of the school in order to put on the parade.

The Event Organizer has also requested a parade package from the City for this event. The parade package fee is \$1000. An Outside Agency Funding Application has also been submitted, requesting that the City waive the cost of the parade package.

SUMMARY

RECOMMENDATION

City staff recommends approval of this event.

ATTACHMENTS

1. SEPA - MHS Homecoming Parade 2023
2. OAFA - MHS Homecoming Parade 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: Milton High School

Address: 5445 Stewart Street City: Milton

Phone: 850-983-5600 Email: scheppd@santarosa.k12.fl.us

Event POC: Chafan Marsh, AP; Tim Short, Principal; Debby Schepper, Secretary

Phone: 850-983-5600 Email: scheppd@santarosa.k12.fl.us

Event Information

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

Event Name: Milton High School Homecoming Parade

Event website/ Event Page: _____

Event Location: _____ Event Date(s) 11/3/23 to 11/3/23

Time of Event: Day 1 9:30 a.m. to 12:30 p.m. (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 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? _____

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 <i>(Downtown event location for the City of Milton. Select all applicable)</i> | | | |
| ☐ Riverside | \$100 | ☐ Festival Area | \$150 |
| ☐ Other: _____ | | | |

Requested Items:

QTY

QTY

- | | | | |
|--|-------------------|--|----------------------|
| ☐ Portable Restroom | \$250(np only) | ☐ Portable Restroom | \$350(np only) |
| <i>(at Jernigan's landing)</i> | | <i>(at alternate location)</i> | |
| ☐ 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: _____ 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) Stewart Street 2) Byrom Street
- 3) Raymond Hobbs Street 4) Park Avenue

Is this an annual Event? ☐ YES ☐ NO

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

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

Additional Documents Required with Application

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

For additional information on what is required please contact the 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: 850-983-5600

- 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 14th day of June in 2023

Name of Special Event Milton High School Homecoming Parade

Date(s) of Special Event Friday, November 3, 2023

Name of Organization Milton High School

Event Organizers Name Chafan Marsh, AP; Tim Short, Principal; Debby Schepper, Secretary

Address of Organization 5445 Stewart Street, Milton, FL 32570

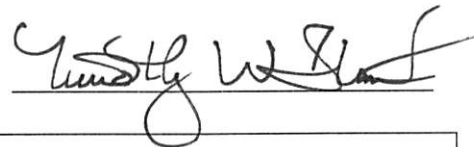
Phone Number 850-983-5600

Email scheppd@santarosa.k12.fl.us

Printed Name

Signature

Timothy W. Short



Internal Signatures Required for Approval:

Office of Economic Development: _____ Planning: _____

Public Works: _____ Police: _____ Fire: _____

535 2000 1000

W. B. G. G.



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: Milton High School

Address: 5445 Stewart Street, Milton, FL 32570

Name of Representative: Tim Short, Principal

Telephone: 850-983-5600 Cell Phone: _____

Email: shortT@santarosa.k12.fl.us

Name of Event/Activity/Project/Program: MHS Homecoming Parade

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

Are you incorporated? YES ☒ NO

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

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

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

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

OUTSIDE APPLICANT REQUEST

<u>REQUESTED ITEM</u>	<u>TOTAL</u>
☐ 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>)	\$ _____
☐ City Stage (\$350) (<i>Non-Profit Only</i>)	\$ _____
☐ 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)	\$ _____
☐ 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>)	\$ 1,000.00
☐ 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

\$ 1,000.00

*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?)

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

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.)

The Homecoming Parade for Milton High has been a staple of the City of Milton annually for several decades. The parade traditionally begins at King Middle, passes by Rhodes Elementary and ultimately traverses around Milton High before ending on the south end of campus. It promotes school spirit, pride in the Milton community, and involves numerous families lining the streets to watch. There are usually about 500+ students involved in the parade with another 2500 student plus many other local community members lining the streets to watch.

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

We are asking the City of Milton to cover the \$1,000.00 fee for the parade so we may use these funds to better serve students' academic, social, and emotional needs on campus.

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

The MHS Homecoming Parade promotes school spirit and community pride. The parade promotes a sense of unity and brings people from all crosswalks of life together to promote and celebrate a common cause. Many of the locals in Milton have direct connection to MHS and the parade allows them to reflect on past interactions with the school as well as view current progress of Milton High.

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
				\$ 500.00

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

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

Are you utilizing City funds as match for a grant? YES **NO**

If "YES", what is the required total match amount? \$ _____

How much money will be received from the grant? \$ _____

Please provide a copy of the grant application we will be matching.

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

<u>REVENUE</u>	<u>PRIOR YEAR</u>	<u>CURRENT YEAR</u>	<u>UPCOMING YEAR</u>
1. City of Milton			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
TOTAL REVENUE			

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

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

<u>EXPENSES</u>	<u>PRIOR YEAR</u>	<u>CURRENT YEAR</u>	<u>UPCOMING YEAR</u>
1. City of Milton			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
TOTAL EXPENSES			

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

PARTICIPANTS

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

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

INSTRUCTIONS

1. Submit this completed application and all required, applicable documentation to:

Mail to:

The City of Milton
c/o Office of Economic Development
Post Office Box 909
Milton, Florida 32572

Hand Deliver to:

The City of Milton
c/o Office of Economic Development
6738 Dixon Street
Milton, Florida 32570

Email to: espears@miltonfl.org

2. Funding requests will be reviewed for completeness and technical aspects by City Staff. The request will then be forwarded to City Council for consideration. Staff will review the following aspects:
- A. Organizational Capacity
 - B. Proposed Program/Funding Use
 - C. Efficiency & Collaboration
 - D. Financials
 - E. Meeting Community needs and priorities
3. Applications that are approved by City Council will receive a notification regarding the level of funding and a Funding Agreement from the City. The City is not responsible for any expense incurred prior to award of funding or outside of the scope of funding approval.

CONDITIONS OF FUNDING

By submitting this application, Applicant consents to the following conditions contained in this section. Failure to comply with any one of the below conditions is a default:

- ☐ Funded projects must provide a direct benefit to the businesses or citizens of the City.
- ☐ Services offered by the Applicant must not be restrictive with regard to race, sex, age, religion, disability, or any characteristics that would be prohibited by law.
- ☐ Funds may not be used for any purpose prohibited by law.
- ☐ Applicants requesting funding for the following services or activities will not be considered:
 - Endowments or debt reduction
 - Administrative services support
 - Annual fundraising or capital campaign
 - Political activities
 - Religious activities
 - Public agencies for mandated services
 - Scholarships or individual grants or awards
 - Private Foundations
- ☐ All awards are based on availability of funds. Awards may be provided until all funds are exhausted. If funds remain after the initial cycle, additional cycles later in the year may occur at the City's discretion. Based on available funds, some applications may be approved, while others may be only partially funded or receive no funding.

- ❑ The Applicant hereby agrees to allow the City of Milton to capture, own and use at their sole discretion, images, videos, recordings, and the like of the event/activity/program/project. The City shall use the Applicant's Logo, or other identifier approved by the Applicant in coordination with any City advertising for the event/project.
- ❑ The Applicant hereby agrees to use the City's, or any approved City Department's Logo in any/all advertising, marketing and promotion for the event/program to the same extent as the largest single sponsor, unless otherwise agreed upon in advance. If no sponsors are utilized, the City shall be recognized as the event/program sponsor. The Applicant shall consult with City Staff on any/all advertising, marketing and promotion prior to public release.
- ❑ The City is not responsible for any event/project organization or management. The organization submitting this application is totally responsible for any/all means and methods in carrying out the event/project.
- ❑ The Applicant shall, at all times while on City of Milton Property, conduct themselves in a professional, responsible manner and observe all rules and regulations set forth by the City of Milton. Funded events/programs shall be wholesome and adhere to the standards of good taste, as assessed by the City Council in reviewing all representations of the applicant about the conduct of the event. Material departure from the standards represented to and approved by Council may result in default.
- ❑ All vendors'/merchandise sold at an event must be of good taste, consistent with the values of Milton, Florida, as assessed by the City Council in reviewing all representations of the applicant about the conduct, services or merchandise to be sold. Material departure from the standards represented to and approved by Council may result in default.
- ❑ Funded events/programs shall not directly compete with City Brick and Mortar Businesses through use of outdoor, mobile vendors that provide the same goods/services as the primary good/service of the Brick and Mortar Business. An outdoor, mobile vendor must be a minimum distance of 250 feet or one city-block from a Brick and Mortar Business if providing the same primary good/service. An exception can be provided if a waiver is signed by the Brick and Mortar Business and provided to the City in advance of the event/program.
- ❑ Applicants must indemnify, save and hold harmless the City from and against any and all claims, demands, actions, debts, liabilities, and attorney's fees arising out of, claimed on account of, or in any manner predicated on loss of or damage to the property of, and injuries to or death of any and all persons whatsoever, in any manner alleged to be caused or contributed to by the Applicant, its agents, servants, volunteers or employees while carrying out the event/activity/program/project. From and on account of damages of any kind which they, or any of them, may suffer as a result of acts of the Applicant or any of the Applicant's agents, servants, volunteers or employees and from any workmen's compensation benefits which they, or any of them, become obligated to pay the Applicant, its agents, servants, volunteers or employees, and from any and all claims, demands, actions, debts, liabilities, and related costs which result from the event/activity/program/project carried out by the Applicant.
- ❑ Applicants must provide a Certificate of Insurance (COI), showing the City of Milton, FL as an additional insured, 10 days prior to the event/program date. Applicants may request to utilize the City's insurance for the event. However, such request must be approved by City Council.

- ❑ Applicants shall be and act as independent contractors, and under no circumstances shall any funding be construed as one of agency, legal partnership, or joint venture, or employment between the City and the Applicant. None of the personnel under contract to, employed by, or volunteering for the Applicant shall be deemed in any way to have any contractual relationship with the City whatsoever. The Applicant shall be solely responsible for the conduct of its employees, personnel, volunteers and agents in connection with their obligation hereunder.
- ❑ The City of Milton is not responsible for the safety, security or working condition of any equipment not owned by the City. Use, care and security of any and all City-owned equipment made available for use by the City, provided to and operated by the Applicant, shall be the sole responsibility of the Applicant. Please inspect all items carefully. Any City Equipment provided to the Applicant lost, damaged or destroyed shall be replaced/repared at the sole expense of the Applicant, unless such damage is sustained due to acts beyond the control of the Applicant as described below.
- ❑ Once the event/project has been completed, Applicant must submit a final report, including event attendance and a final financial expenditure report. If the event/project is ongoing, quarterly reports are required. Additional reporting requirements may be included by City Council at their sole discretion. Failure to submit required reports shall disqualify an organization from future requests.
- ❑ Applicants must demonstrate the financial capacity and ability to complete the event/project as described in this Application, including provision of a current balance reflecting sufficient available funds for completion of all portions of the project not funded by the City. The historical, organizational and financial information requested in this application demonstrate such capacity.
- ❑ This application contains the entire request from the Applicant. This application supersedes any and all prior agreements, arrangements, communications, or representations, whether oral or written. This application and associated event/activity may not be amended, altered, modified or changed except when approved in writing by the City.
- ❑ Applicants are encouraged, but not required, to meet with City Staff before submitting this application for a courtesy review. If funded, Applicants are required to meet with City Staff at Staff's request to review the event/program.
- ❑ If the event/project is postponed due to inclement weather, as acts of God, government restrictions, military operations and exercises, security alerts or unforeseen commercial delays or other similar conditions beyond the Applicant's control, it may be rescheduled for another time or cancelled altogether at the discretion of the City.

REQUIRED DOCUMENTATION
(If Applicable)

Applicants requesting funding must complete this application and provide all other required documentation listed below (if applicable). Please note – if any item requested in this application is not applicable to an Applicant or the Applicant does not have any item, it does not automatically disqualify the Applicant from receiving funding. The items requested below are not intended to create any new demands for an Applicant. The information requested should reflect information that would be normally provided to a Board of Directors on a regular basis.

1. IRS letter with tax exemption ruling. Applicants should be qualified to receive tax-deductible contributions as defined by the IRS - generally a 501(c)(3) public charity tax status.
2. Current Board of Directors/Officers. If your organization is a local office, chapter, etc. of a larger entity (i.e. umbrella organization, governmental Applicant, etc.), please attach a list of Board of Directors/Officers of the next higher-level entity.
3. Copy of most recent independent audit, review and management letter, if applicable.
4. Articles of Incorporation and Bylaws.
5. Organization fiscal year budget and year to date financial statements for the current year, including a Statement of financial position (assets, liabilities and equity) and a Statement of activities (income and expenses), if available. Important note: If your Applicant is a local office, chapter, project, etc. of a larger entity (i.e. umbrella organization, governmental Applicant, etc.), please also include financials and budget of the next higher-level entity.
6. Budget for the project including the portion of the budget which will be funded by the City of Milton, if approved.
7. Organization Strategic Plan, if available.
8. W-9 and City Taxpayer Identification Form.
9. Any information that may assist in better understanding your organization and/or funding request.

DEFAULT

In addition to noncompliance with the above described conditions, default shall occur if one or more of the following takes place:

- The event/activity/project/program is cancelled without prior City approval.
- The event/activity/project/program is substantially changed from what is detailed in this application (budget, date, time, place, etc.) without prior City approval.
- The event/activity/project/program is transferred to another entity/organization not identified in this application.
- Failure to timely submit required reports.
- Any criminal conduct, indecency or obscenity, drunkenness, damage to Government property, being under the influence of narcotics or hallucinatory drugs on the part of the event organizers, their staff, vendors or volunteers. This clause does not apply to the general public and/or participants of the event, unless directly associated with the organizers.
- Failure to comply with the Terms and Conditions of this Application and the Funding Agreement.

If any of the above-referred activities occur prior to the event/project, the City may, in its sole and absolute discretion, choose not to release funds and render the Funding Agreement null and void. Should the above-referenced activities occur after the funds are released, the City may, in its sole and absolute discretion, require immediate repayment of funds to the City. Organizations that default are ineligible for future funding for a period of 5 years.



Agenda Item # 2023-1725

City of Milton Board Vacancies

MEETING DATE

August 8, 2023

PREPARED BY

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

BACKGROUND

This is an item update that is to be provided monthly to the Council as long as the city boards have membership vacancies. Currently, Milton Planning Board have one vacancy. It is important to fill these positions so a meeting can be held with a simple majority of the board present.

SUMMARY

This item is being forwarded to Council for approval.

RECOMMENDATION

Staff recommends approval of the Milton Planning Board application. The Executive Committee voted unanimously to approve the application and to send the application to Council for approval.

ATTACHMENTS

1. Gregory Scoville - MPB Application

July 18, 2023

Ms. Dawn Molinero, City Clerk
City of Milton
P.O. Box 909
Milton, Florida 32572

RE: Board Appointment Survey / Information (Planning Board)

Dear Ms. Molinero,

Please find enclosed the Board Appointment Survey/Information Form for the at-large vacancy on the City Planning Board and attached resume.

I am a retired City Planner and Landscape Architect and want to disclose up-front that as a retiree, I no longer maintain all my professional credentials as shown on the attached resume. However, because of my extensive planning career experience, I believe I am highly qualified for the vacant planning board position and would appreciate consideration of my application by you and the city council.

My contact information is located in the upper right hand corner of my resume. If you or anyone have any questions or would like to interview me, please feel free to contact me.

Thank you for your consideration.

Sincerely,


Gregory L. Scoville

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

Date: July 19, 2023

Name: Gregory L. Scoville Phone (hm): 850.623.2697

E-mail address: greg.scoville@gmail.com Phone (wk/cell): 850.419.0007

Address: 7272 Johnson Rd., Milton, FL 32583 City Ward: n/a

Education: Please see the attached.

Work Experience: Please see the attached.

Community Service: Please see the attached.

Awards: Please see the attached.

Hobbies, Travel, etc: Please see the attached.

Other comments that would be helpful in determining appropriate appointment: Please see the attached.

Please attach a brief resume.

Please check the Boards that you are interested in.

☐ Board of Adjustment ☐ Historic Preservation Board

☐ Community Improvement Board ☒ Milton Planning Board

☐ Firefighters Pension Board ☐ Police Pension Board

☐ General Employees' Pension Board

NOTE: Applicants appointed to the Board of Adjustment, Firefighters Pension Board, General Employees' Pension Board, Milton Planning Board, or the Police Pension Board Members are required to complete a Financial Disclosure Form annually.

GREGORY L. SCOVILLE, AICP, ASLA

7272 Johnson Road
Milton, Florida 32583
greg.scoville@gmail.com
(850) 419 - 0007 - cell

EDUCATION

Numerous Continuing Education, Certification Maintenance and Professional Development courses over 37 year career. Course work in Public Administration, University of West Florida, Pensacola, Florida, 1986. Bachelor of Landscape Architecture, University of Florida, Gainesville, Florida, 1980. Certificate of Environmental Studies, University of Florida, Gainesville, Florida, 1980. Transferred from Pensacola Junior College, Pensacola, Florida, 1976.

CERTIFICATION

American Institute of Certified Planners (AICP) # 10341, 1993.

REGISTRATION

Registered Landscape Architect, Florida # 881, 1982; Alabama # 357, 1990; Mississippi # 310, 1994.

EXPERIENCE

Director, Planning Department, DeFuniak Springs, Florida, March, 2006 to September, 2012. Planned, managed and directed all aspects of the planning department's long range and current planning activities; preparation and administration of fiscal budget, coordinated consultant negotiations and selection, contracts and project administration. Created and organized a modern digital filing system. Conducted special studies requiring close coordination with city manager and other departments. City's primary liaison to numerous boards, local and state agencies and the general public. Prepared written reports and made presentations to groups, associations and organizations.

Senior Manager, Systems and Processes, Walton County Growth Management Division, Santa Rosa Beach, Florida, October, 2004 to March, 2006. Under the direction of the Division Director, managed the day to day operations of 65 person division consisting of planning, building, code enforcement, GIS, and beaches and shores departments. Prepared multi-million dollar annual operating budget, reviewed and approved purchase requests, conducted special studies, prepared reports, made presentations.

Director, Department of Community Development and Community Redevelopment Agency Director, Oldsmar, Florida, January, 2003 to October 2004.

Consultant, Community Planning, Orange Beach, Alabama July, 2002 to December 2002.

Community Development Director, City of Orange Beach, Alabama, March, 1997 to June, 2002.

CIVIC ACTIVITIES

Appointed City of Milton Cemetery Board (approx. 2016-18). Appointed District 2 Santa Rosa County Planning and Zoning Board (approx. 2016-18). Appointed DeFuniak Springs, Florida, staff liaison, Planning Board, Board of Adjustment. Appointed representative, Local Mitigation Strategy Committee. Appointed DeFuniak Springs, Florida, representative, MPO-BPAC and TCC representative. Appointed DeFuniak Springs, Florida, representative, Community Traffic Safety Team. Staff liaison, City of Oldsmar, Planning Board. Appointed City of Orange Beach, Alabama, representative, South Alabama Regional Planning Commission. Staff liaison, City of Orange Beach, Alabama, Planning Commission, Board of Adjustment, Beautification Board. Appointed City of Mobile, Alabama, representative, South Alabama Regional Planning Commission. Board of Directors, Keep Mobile Beautiful, Mobile, Alabama. Staff liaison, City of Gainesville, Florida, Plan Board, Board of Adjustment. Appointed Escambia-Santa

Rosa Resource Planning and Management Committee, Santa Rosa County, Florida. Member, Pensacola Junior College Horticulture Curriculum Advisory Committee, Pensacola, Florida. Ex-officio member, Marine Advisory Board, Civic Advisory Board, Vero Beach, Florida.

AFFILIATIONS

Member, American Planning Association, National, Alabama Chapter, (Section Representative, 1995-97), Florida Chapter, (Gulf Coast Section Charter Member). Member, American Society of Landscape Architects, National, Florida Chapter.

AWARDS

City of Mobile Mayor's Award, Springdale Mall Airport Boulevard Streetscape Improvements, 1995.

Award of Merit, American Society of Landscape Architects, Alabama Chapter for "Streetscapes Mobile"

HOBBIES/TRAVEL Canoeing, hiking, gardening. United States, Costa Rica, Belize.



Agenda Item # 2023-1717

Mrs. Adams Dedication

MEETING DATE

August 8, 2023

PREPARED BY

Ian Rehrig, Assistant
Planner/Mitigation Specialist

BACKGROUND

Martha Morton Adams was born August 9, 1944 in Santa Rosa County and graduated from T.R. Jackson Highschool, Class of 1963. Mrs. Adams, the first African American employee for the City of Milton, Florida (1973-1982), holds a significant place in the city's history. LEAP Committee has voted to move a recommendation forward to Council for the installation of a plaque monument on the South Riverwalk Pavilion dedicated to Mrs. Adams. Following the unanimous approval by all members present during the Agenda Workshop and Executive Committee meeting, the proposal for the plaque monument is now moving forward to the City Council for final action.

SUMMARY

On June 22nd, the LEAP Committee voted to move a recommendation forward to Council for the approval of the Mrs. Adams Dedication, which includes placing a 16"x24" aluminum plaque on the central pillar of the South Pavilion. The plaque will face Willing Street and will feature an etched portrait of Mrs. Adams. Its design will include a double line border and a black leatherette texture background and include information about Mrs. Adams.

Marcoza Castings provided an estimated cost of \$1439 for the plaque, and its installation is expected to take approximately half an hour with the assistance of one employee. The LEAP Committee has sufficient funds within its budget to cover the expenses associated with the plaque.

RECOMMENDATION

Staff recommends that the Council review the proposal and provide direction. The Executive Committee unanimously voted to move this item forward to the City Council for approval.

ATTACHMENTS

1. Updated Mrs Adams Plaque
2. Map and Location

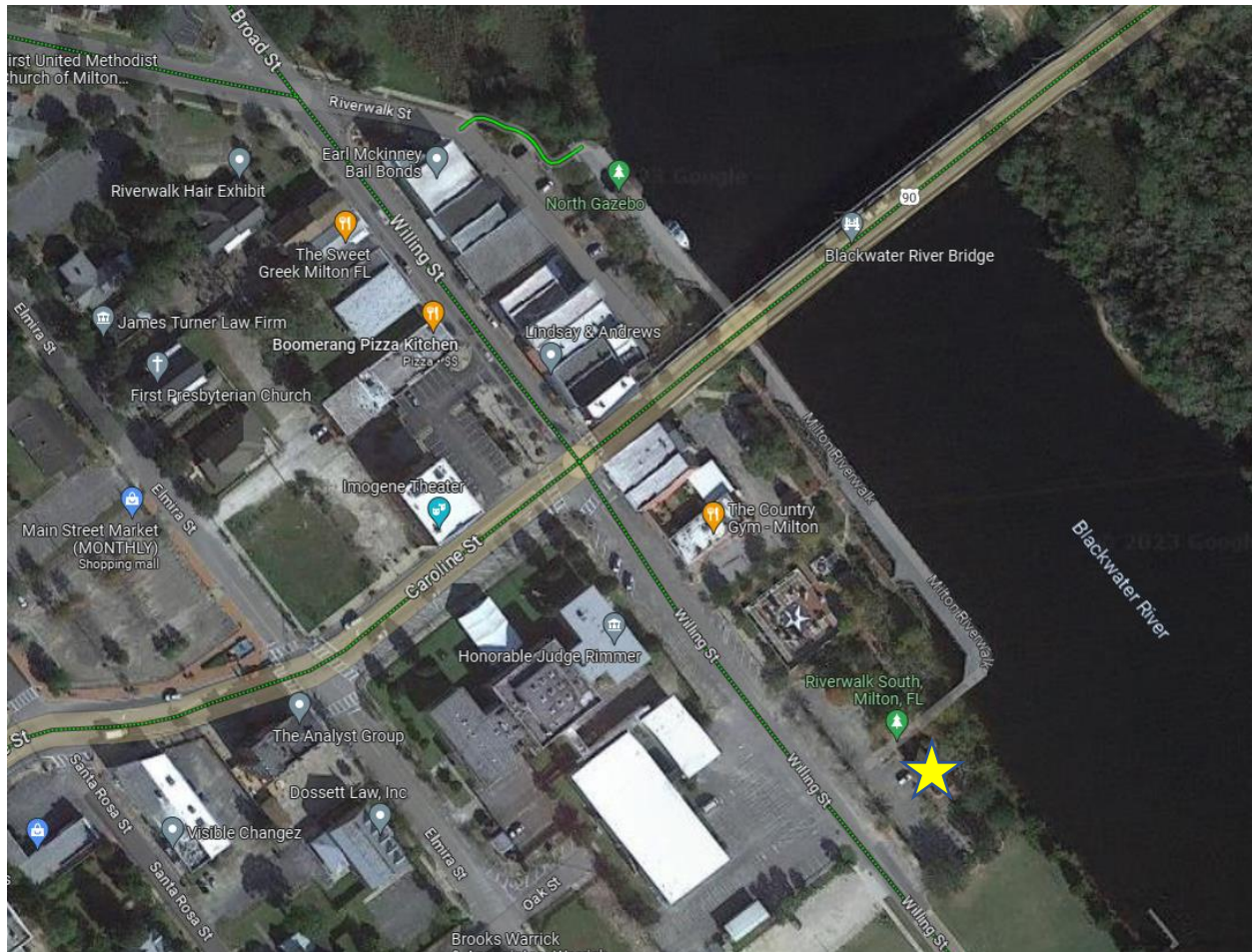


MARTHA MORTON ADAMS WAS BORN
AUGUST 9, 1944 IN SANTA ROSA COUNTY.

GRADUATED FROM T.R. JACKSON HIGH
SCHOOL, CLASS OF 1963.

THE FIRST AFRICAN AMERICAN EMPLOYEE
FOR THE CITY OF MILTON, FLORIDA FROM
1973 TO 1982.

MAY MARTHA'S SERVICE TO THE MILTON
COMMUNITY NEVER BE FORGOTTEN.





Water & Gas Meter Reading Equipment

MEETING DATE	PREPARED BY
August 8, 2023	Public Works Department Christie Haarmann, Public Works Admin



City of Milton

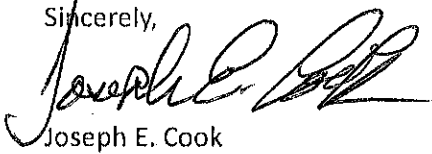
July 17, 2023

Florida Power and Light has given the City of Milton their 90-day notice. They will terminate the water and gas meter reading as of September 1, 2023.

The attachment is the cost the City will need to incur to read existing radio read meters.

This is a sole source equipment through Core & Main where meter equipment was originally purchased through Gulf Power.

Sincerely,



Joseph E. Cook



Bid Proposal for Sensus Drive-By Read - Milton

CITY OF MILTON FL
Job Location: Milton, FL
Bid Date: 07/13/2023
Core & Main 3019222

Core & Main
8782 Paul Starr Dr
Pensacola, FL 32514
Phone: 850-478-6372
Fax: 850-478-4323

Seq#	Qty	Description	Units	Price	Ext Price
		DUE TO CURRENT SUPPLY CHAIN DISRUPTIONS, MATERIALS ARE SUBJECT TO PRICING AT TIME OF SHIPMENT. MATERIAL AVAILABILITY AND TIMELINESS OF SHIPMENTS CANNOT BE GUARANTEED. THIS TERM SUPERSEDES ALL OTHER CONTRACTUAL PROVISIONS.			
10	1	FLEXNET VGB VECHICLE GATEWAY BASE-STATION W/LAPTOP	EA	24,154.00	24,154.00
20	1	AUTOVU SOFTWARE FOR VGB 5395414700028	EA	5,285.98	5,285.98
30	1	AUTOVU MAPPING MODULE COUNTY L/CD 5395480035009	EA	5,285.98	5,285.98

UNLESS OTHERWISE SPECIFIED HEREIN, PRICES QUOTED ARE VALID IF ACCEPTED BY CUSTOMER AND PRODUCTS ARE RELEASED BY CUSTOMER FOR MANUFACTURE WITHIN THIRTY (30) CALENDAR DAYS FROM THE DATE OF THIS QUOTATION. CORE & MAIN LP RESERVES THE RIGHT TO INCREASE PRICES TO ADDRESS FACTORS, INCLUDING BUT NOT LIMITED TO, GOVERNMENT REGULATIONS, TARIFFS, TRANSPORTATION, FUEL AND RAW MATERIAL COSTS. DELIVERY WILL COMMENCE BASED UPON MANUFACTURER LEAD TIMES. ANY MATERIAL DELIVERIES DELAYED BEYOND MANUFACTURER LEAD TIMES MAY BE SUBJECT TO PRICE INCREASES AND/OR APPLICABLE STORAGE FEES. THIS BID PROPOSAL IS CONTINGENT UPON BUYER'S ACCEPTANCE OF SELLER'S TERMS AND CONDITIONS OF SALE, AS MODIFIED FROM TIME TO TIME, WHICH CAN BE FOUND AT: <https://coreandmain.com/TandC/>



Bid Proposal for Sensus Drive-By Read - Milton

CUSTOMER	CITY OF MILTON FL STOCK-PENSACOLA 6731 Magnolia St. MILTON, FL 32571 Contact: Joe Cook	Job Sensus Drive-By Read - Milton Milton, FL Bid Date: 07/13/2023 Bid #: 3019222
	Sales Representative R. Keith Hobbs (M) 850-393-9196 (T) 850-478-6372 (F) 850-478-4323 Keith.Hobbs@coreandmain.com	Core & Main 8782 Paul Starr Dr Pensacola, FL 32514 (T) 850-478-6372
CONTACT		
NOTES		



Agenda Item # 2023-1685

Speed Measurement Instructor Training

MEETING DATE

August 8, 2023

PREPARED BY

Tony Tindell, Police Chief

BACKGROUND

This is a request to send Captain Mike Cline to the Speed Measurement Instructor course. This course will train the student to become an instructor for both the radar and laser speed measurement devices. Having an "in-house" certified instructor will allow the Police Department to train new officers on the speed measurement devices while they are in their initial field training program. This approach will reduce the cost and scheduling issues that are associated with sending officers to other locations for this type of training.

SUMMARY

This is a request to send Captain Mike Cline to the Speed Measurement Instructor Course from September 11 - 15, 2023. This course is being held at the Florida Public Safety Institute located at 75 College Drive in Havana, Florida 32333. The registration, lodging, and meals are provided through a grant. The total cost is \$40 per diem for 2 evening meals during travel, plus fuel. This is a currently budgeted item.

RECOMMENDATION

The committee recommends approval to send Captain Mike Cline to the Speed Measurement Instructor course being held in Havana, FL from September 11 - 15, 2023.

ATTACHMENTS

1. RADAR Instructor class

Speed Measurement Instructor Course

This course will provide training in both radar and laser speed measurement devices and prepare the student instructor to present the "Florida Laser / Radar Operator Course" for certification of attendees. The student instructor will learn the different scientific principles, proper operation, and various aspects of equipment used such as testing and verification protocols, case law, health issues, and many other operational considerations. Students will also take part in teaching exercises that emphasize the need for complete equipment familiarity on the part of the operator.

Salary Incentive

This course qualifies for 40 hours of Salary Incentive Credit by the FDLE Criminal Justice Standards and Training Commission for law enforcement attendees only.

Course Details

Prerequisite(s)

Attendee must be a certified Florida Law Enforcement Officer

Completion of Instructor Techniques, Laser Radar Operator, and three years' experience with radar and laser (FDLE Requirement)

What should I bring?

It is recommended that the student bring an agency radar and/or laser with them to this class.

Upcoming Classes

Dates/Times/Locations:

September 11-15, 2023

8 a.m. - 5 p.m.

*Florida Public Safety Institute

75 College Drive

Havana, FL 32333

***If travel is more than 50 miles, on-site lodging, and meals are covered under the grant.**



Agenda Item # 2023-1716

LEAP Membership Process

MEETING DATE

August 8, 2023

PREPARED BY

Ian Rehrig, Assistant
Planner/Mitigation Specialist

BACKGROUND

Leadership Education Activities and Programs (LEAP) Committee

Our vision is to empower the next generation of leaders within our community through the development and implementation of educational activities and programs.

Our mission is to reach out to our youth through educational programs, meaningful activities, and community engagement to develop responsible leaders within the community.

SUMMARY

The LEAP Committee was initially intended to serve as an ad hoc committee.

Current members: Chair Jason Vance, Mary Johnson, Desi Lee, Dr. Anthea Amos

Current process for new members:

When an active participant within LEAP expresses interest in membership, their candidacy undergoes a membership vote, and upon approval, becomes a new member.

RECOMMENDATION

Staff recommends Council review and provide direction. LEAP Committee members voted to include a background check requirement in the new member application process. The Executive Committee unanimously voted to move this item forward according to the Leap Committee's recommendation to the City Council for final approval.

ATTACHMENTS

None



Agenda Item # 2023-1671

Extension of Territorial Limits, Second Reading

MEETING DATE

August 8, 2023

PREPARED BY

Tim Milstead, Planning Director,
Jacob Hullett, Current
Planner/Zoning Officer

BACKGROUND

Second reading. An ordinance extending the territorial limits of the City of Milton, Florida by annexation; providing the zoning classification; providing for severability; repealing all ordinances in conflict herewith, providing for an effective date and for scrivener's errors.

SUMMARY

RECOMMENDATION

Recommend approval.

ATTACHMENTS

1. Ordinance NO. 1989-23

ORDINANCE NO. 1989-23

AN ORDINANCE EXTENDING THE TERRITORIAL LIMITS OF THE CITY OF MILTON FLORIDA BY ANNEXATION; PROVIDING THE ZONING CLASSIFICATION; PROVIDING FOR SEVERABILITY; REPEALING ALL ORDINANCES IN CONFLICT HEREWITH, PROVIDING AN EFFECTIVE DATE AND FOR SCRIVENER'S ERRORS.

BE IT ENACTED by the City Council of the City of Milton, Florida:

SECTION 1 Pursuant to Chapter 171.044 of the Florida Statutes, and pursuant to a Petition to Integrate and Annex Territory signed by all owners of the hereinafter described real estate, the City Council of the City of Milton, Florida, hereby annexes the following described lands, to wit:

Parcel # 34-2N-28-0000-00702-0000 Legal Description: EAST HALF OF THE SOUTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 34, TOWNSHIP 2 NORTH, RANGE 28 WEST, LYING SOUTH OF THE S & A RAILROAD

Parcel # 34-2N-28-0000-00700-0000 Legal Description: SW 1/4 OF THE NW 1/4 OF SECTION 35 LYING NORTH OF MUNSON HIGHWAY AND ALSO THE NW 1/4 OF THE SW 1/4 OF SECTION 35 LYING NORTH OF MUNSON HIGHWAY

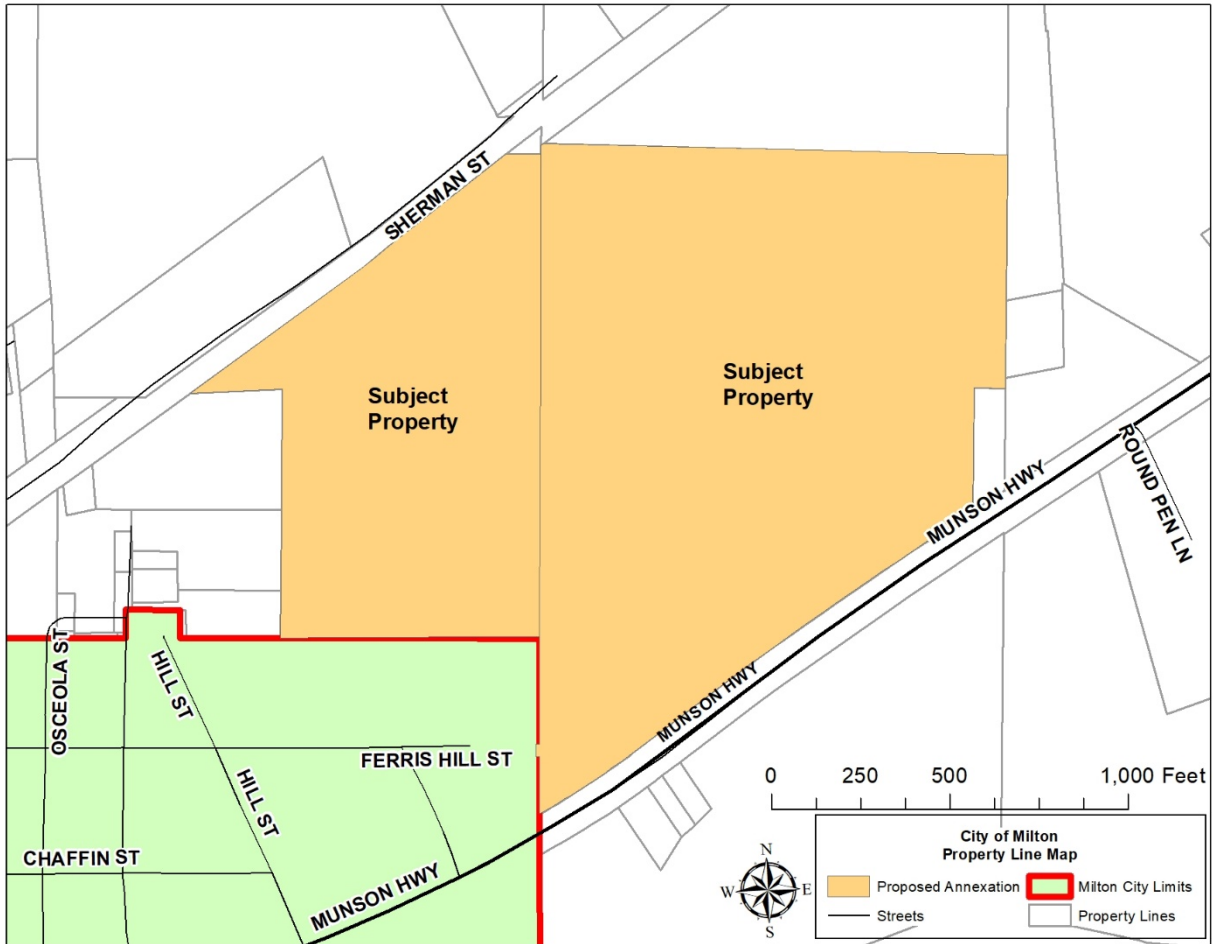
And the boundary lines of the City of Milton area hereby redefined to include said property.

SECTION 2: Zoning on Parcel # **34-2N-28-0000-00700-0000** shall be REC with the future land use classification of Recreation (REC) as defined by the City of Milton Comprehensive Plan, Unified Development Code and amendments thereto. Zoning on Parcel # **34-2N-28-0000-00702-0000** shall be R-U with the future land use classification of Rural Urban (Rur-Urb) as defined by the City of Milton Comprehensive Plan, Unified Development Code and amendments thereto.

SECTION 3: Should any part of the ordinance be held invalid by a Court of competent jurisdiction, the remaining parts shall be severable and shall continue to be in full force and effect.

SECTION 4: That all ordinances or parts of ordinance in conflict with the provisions of this Ordinance are hereby repealed insofar as the same are in conflict.

SECTION 5: The following subject property map is incorporated herein and attached hereto by any reference as follows:



SECTION 6: This ordinance shall become effective upon its passage by the City Council and publication according to law.

SECTION 7: The City Manager or designee, without public hearing is authorized to correct any typographical scrivener’s errors which do not affect the intent of this Ordinance. A corrected copy shall be posted in the public record by the City Clerk.

PASSED by the City Council of the City of Milton, Florida, on the 8th day of August, 2023.

CITY OF MILTON, Florida

By: _____
Heather Lindsay, Mayor

ATTEST:

Dawn Molinero, City Clerk

First Reading: July 11, 2023

Second Reading: August 8, 2023

Legal in firm when signed by City Attorney

Alex Andrade
Attorney for the City of Milton



Agenda Item # 2023-1764

Carpenters Park Floating Kayak Assemble/Install

MEETING DATE

August 8, 2023

PREPARED BY

Diane Ebentheuer, Purchasing
Agent/Risk Manager

BACKGROUND

The City solicited bids for purchase of a Floating Kayak Launch at Carpenters Park and made the purchase for only the materials.

SUMMARY

3 Quotes were obtained and are attached. (\$16,080.00, \$18,75.00 and \$33,264.00)

RECOMMENDATION

Recommend approval of quote from What's Up Docks for \$16,080 to assemble and install the Kayak Launch and Ramp and Pilings.

ATTACHMENTS

1. Whatsupdocks bid 7-14-23
2. Loftis Marine - 7-31-23 - City of Milton Floating Dock Bid
3. GULF MARINE CONSTRUCTION INC. 7-11-23

ESTIMATE

07/14/2023

John Norton

City of Milton Carpenters Park Kayak

Joe Cook

850-983-5400 (City Hall-Public Works opt #3)

jcook@miltonfl.org

Mr. Cook,

Per your request, I am submitting the following estimate for your consideration and authorization. It is understood that the final project is subject to own-er alteration from this plan. The total cost includes all material, installation, equipment, and permits unless stated otherwise.

SCOPE OF WORK REQUESTED

For the kayak launch and ramp project in Milton, we plan to install eight pilings. Four of these pilings will measure 6"x30', two will measure 6"x25', and the last two will measure 6"x20'. We will handle the assembly of the entire launch and ramp. All lumber used will be treated, and we will utilize stainless steel hardware and fasteners. Our barge and tractor will be used for the project, while the city of Milton will be responsible for obtaining the necessary permits.

ESTIMATE

TERMS & CONDITIONS

(4) 6"x30' Pilings	\$ 3,000.00
(2) 6"x25' Pilings	\$ 1,400.00
(2) 6"x20' Pilings	\$ 1,300.00
Load/Unload/Transport Kayak Ramp	\$ 6,000.00
Barge	\$ 700.00
Skid Steer w/ Forks	\$ 1,000.00
Indirect Cost and Profit	\$ 2,680.00
Total Cost of Project	\$16,080.00

PAYMENT SCHEDULE

Deposit Start of Project	\$ 8,040.00
Balance Due Upon Completion	\$ 8,040.00
Total Payments	\$16,080.00

TERMS & CONDITIONS

Reasonable care to your lawn and property will be used during the entire project. However, some damage should be expected and if requested a repair quotation will be made after the completion of the project. We are not responsible for damage to concrete or asphalt driveways, undisclosed satellite, cable, or TV antenna wires, water or drain lines, septic tank, or drain fields. All materials and equipment brought or delivered to the job site are the property of What's Up Docks and will be removed upon completion of the project.

Electrical, plumbing, and engineering fees, if needed, are not included in this quotation, unless specifically noted.

Owner is solely responsible for determining the effectiveness, suitability, and safety of any particular use of application of this project. What's Up Docks does not warrant any component used in any particular application. Specific warranties may be provided by the manufacturers of specific components. Failure, damage, or malfunction resulting from misuse, abuse, negligence, alteration, accident, excessive loads, normal wear and tear, modifications of product, lack of proper maintenance, impact of foreign objects, tornado, hurricane, tropical storm, flood, storm surge, fire, or acts of God shall not be considered as resulting from defects in material or workmanship.

Worker's Compensation and General Liability Certificates of Insurance are available upon request.

By signing below, you are indicating you agree to the included terms and conditions of the project. This quotation is based on current material cost and is valid for 7 days.

Thank you for allowing us to bid on your project. Thank you for your business.

David V. Weber, III
Owner

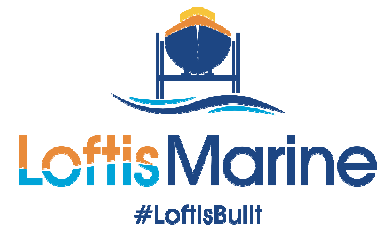
Customer Name

Customer Signature

Date

Loftis Marine Division, Inc.

6610 Bon Bay Dr.
Milton, FL. 32583



CLIENT INFO:

City of Milton

PROPOSAL

Date	Proposal #
7/31/2023	LMD-3756

Location

Carpenters Floating ...

DESCRIPTION OF SERVICES	QTY	COST	Project Total
CARPENTERS FLOATING DOCK			
TOTAL PROJECT LUMP SUM BID	1	18,875.00	18,875.00
SPECIAL NOTES/COMMENTS -Includes 8 poles labor and materials per plans -Includes labor to install floating docks and gangways as per plans -Includes silt fencing and turbidity curtain as required. -Includes mobilization and demobilization -Includes any plantings if required -Includes restoration of survey markers and benchmarks if required. -Includes any site preparations -No fixed dock work included. -No permitting included. -Client to provide floating dock and gangway transported to the site. -Client to pour concrete needed for gangway attachment. -Client will provide a lay down area -Client will provide all necessary hardware needed. -Based on plans dated 8/8/2019 -Based on email received by the city on July 19, 2023 at 7:23 am.			

Project Total \$18,875.00

Phone #	Fax #	www.Loftismarine.com
850-572-3404	8503674102	receipts@loftismarine.com

Signature _____

Signature _____

GULF MARINE CONSTRUCTION, INC.
1232 N PACE BLVD
PENSACOLA FL 32505

Estimate

Date	Estimate #
7/11/2023	2023-067

Name / Address
City of Milton 6738 Dixon St Milton, FL 32572

		Terms		Project	
		Net 30		Carpenter's Park Kay...	
Item	Description	Qty	U/M	Rate	Total
Mobilization	Mobilization: Barge >25 Miles	1		9,360.00	9,360.00
Dock Construction	Install Gator Dock kayak launch, gangway and piles per the SSUD plans dated 8/8/2019. Gulf Marine shall provide, pilings, labor and equipment necessary for installation of the structures and piles, City of Milton to provide hardware, floating docks, gangway and concrete footer for gangway attachment.	1		17,664.00	17,664.00
Demobilization	Demobilization: Site breakdown, cleanup, demobilization	1		6,240.00	6,240.00
Contract Terms	All agreements are contingent upon accidents, or delays beyond our control. Estimate is valid for 15 Days. Should a storm or any act of God destroy a current project, we reserve the right to collect for the percentage of the job completed based on the bid price. Gulf Marine Construction Inc is not responsible for damage to landscaping or submerged or buried objects including but not limited to hurricane debris, natural growth, or utilities. When submerged objects are encountered, pilings will be driven to refusal, or objects will be removed for a charge over and above this estimate. Customer is responsible for permitting and all fees associated with permitting. Any item required by customer, but not specifically included in this bid will be billed over and above this estimate. Material Escalation: In the event that any project material costs increase by more than 5% from the time of contracting until construction, the owner shall be responsible for the difference in costs. Gulf Marine Construction Inc reserves the right to collect attorney and/or other fees associated with the collection of this bill. This estimate, the above prices, specifications and conditions are satisfactory and hereby accepted. Gulf Marine is authorized to do the work as specified.			0.00	0.00
		Total			
		\$33,264.00			