



**EXECUTIVE COMMITTEE MEETING**  
**Regular Meeting Agenda**

December 4, 2023  
5:30 PM  
6738 Dixon Street  
Milton, FL 32570

- 1. Open Meeting**
- 2. Invocation**
  - Item # 2023-2093
  - Pastor Bill Wright
- 3. Pledge of Allegiance**
- 4. Approval of Agenda**
  - Recommendation for additional items from the staff.
  - Recommendation for additional items from the Council.
- 5. Recognitions, Proclamations & Awards**
- 6. Public Hearings/Meetings**
- 7. Invited Speakers**
- 8. Persons to Appear**
- 9. Ordinances & Resolutions**
- 10. City of Milton Events**
  - Events Coordinator, Jay Conrad
  - Item # 2023-2070
  - SEPA / OAFAs: MLK Day Parade and Block Celebration
  - Item # 2023-2071
  - SEPA / OAFAs: Milton Mardi Gras Parade and Party
- 11. Finance, Planning Board**
  - Councilman Michael Cusack
  - Item # 2023-2092
  - UDC Update - Residential Transparency Standards
- 12. Administration, Emerald Coast Regional Council**
  - Councilwoman Marilyn Farrow
- 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

Item # 2023-2096

Residential Facade Improvement Grant Program Application - Brian McGuire

**18. Public Works**

Councilman Casey Powell

Item # 2023-2023

Negotiation for RFP 2023.10 Engineer Services for Locklin Lake

**19. Mayor Report: Public Safety, Ordinance Committee**

Mayor Heather Lindsay

Item # 2023-2095

TASER purchase

**20. City Attorney's Report**

**21. City Manager's Report**

Item # 2023-2087

City Council Meeting and Work Session Schedule

Item # 2023-2088

City Council Meeting Agenda Format

Item # 2023-2089

City Council and City Boards Procedural Rules

Item # 2023-2090

Boards and Committees Appointment Policy

Item # 2023-2091

City Clerk Update

Item # 2023-2101

Retention of Additional Counsel Regarding City Utility Services

**22. Ward 4 City Council Candidate Interviews**

Item # 2023-2099

Kathy Ellis

Item # 2023-2100

Shari Sebastiao

**23. Public Input**

**24. 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*

EXECUTIVE COMMITTEE MEETING  
December 4, 2023

*she will need a record of the proceedings, and that for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based." FS 286.0105*



Agenda Item # 2023-2070

## SEPA / OAFA: MLK Day Parade and Block Celebration

### MEETING DATE

December 4, 2023

### PREPARED BY

Jay Conrad, Events Coordinator

### BACKGROUND

This event is Milton's annual Martin Luther King Jr. Day Parade and Block Celebration, hosted by the Fellowship of Churches. The event is scheduled to be a Stewart St. parade followed by a block party on Dr. MLK Jr Dr.. The event is scheduled to take place on January 15th, with setup beginning at 7:00 AM on January 15th and teardown being completed by 12:30 PM on January 15th. Attendance for this event is usually 200 or more.

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

- City Stage (old) - \$350
- Barricades - \$100
- Parade Package - \$1000
- Garbage Cans (10) - \$100
- Dumpster (1) - \$50

Total: \$1600

The Fellowship of Churches has submitted an Outside Agency Funding Application for this event. They are asking for the City to waive the fees listed above.

The parade will follow the same route it has used in previous years. The parade will be staged at Milton High School's north parking lot on Raymond Hobbs St. The parade will turn south onto Stewart Street and continue until Elva St.

The block celebration after the parade will take place on Dr. MLK Jr. Dr. between Alice St. and West Walker St.

### SUMMARY

### RECOMMENDATION

City staff recommends approval of this event.

### ATTACHMENTS

1. OAFA - MLK Day Parade and Block Celebration 2024
2. SEPA - MLK Day Parade and Block Celebration 2024



# Outside Agency Funding Application

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

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

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

Name of Organization: Fellowship of Churches

Address: 5858 Cindy Ln.

Name of Representative: Carolyn McCray

Telephone: \_\_\_\_\_ Cell Phone: 850 686 1629

Email: cmccray@hotmail.com

Name of Event/Activity/Project/Program: MLK Day Parade & Block Party

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**

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

**TOTAL AMOUNT OF FUNDING REQUESTED** \$ 1450

\*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?)**

Fellowship of Churches will host its annual Dr. MLK Day Parade and Block Celebration on January 15, 2024 to bring out the community to celebrate diversity and solidarity.

**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.)**

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

City will provide a parade package and use of trash cans and road closure barricades as in-kind support for the event.

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

**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			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
<b>TOTAL REVENUE</b>			

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.			
<b>TOTAL EXPENSES</b>			

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](mailto: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.



# Special Event Permit Application

City of Milton

6738 Dixon Street, Milton FL, 32570  
850-983-5400 [events@miltonfl.org](mailto:events@miltonfl.org)

## Instructions:

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

## Applicant & Event Organizer Information

Individual     Not-for Profit     For-Profit     Charity

Other: \_\_\_\_\_

Name of Organization: Fellowship of Churches, inc.

Address: \_\_\_\_\_ City: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Event POC: Carolyn McCray

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

## Event Information

Concert     Park Festival     Street Festival     Parade/ Procession

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

Other \_\_\_\_\_

Event Name: MLK Day Parade and Block Celebration

Event Website/ Event Page: \_\_\_\_\_

Event Location: Stewart St. + Dr. MLK Dr. Event Date(s) 1/15/24 to —

Time of Event: Day 1 8:00 to 12:00 (Day 2 - Optional) \_\_\_\_\_ to \_\_\_\_\_

Setup Date & Time: 1/15/24 at 7:00 Teardown Date & Time: ~~1/15~~ 1/15 at 12:30

Estimated Attendance: 200+ Is the Event Free to attend?  YES     NO

# Special Event Questionnaire

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

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

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

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

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

YES       NO

# City Fee Sheet

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

**Location(s)/ Facility used at event:**

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

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

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

**Requested Items:**

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

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

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

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

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

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

# Ordinances & Special Requests

## Tourism District and Downtown Milton Special Requests:

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

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

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

I hereby request the following regarding the Blackwater River:

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

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

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

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

Time Period from when these requests will take place:

From: 9:00 Date: 1/15/24 To: 1:00 Date: 1/15/24

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

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

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

If so, please list street names:

- 1) Dr. MLK Jr Dr. <sup>between</sup> Walker + Alice
- 2) Stewart St. / Raymond Hobbs
- 3) \_\_\_\_\_
- 4) Elva / Alice / ~~Thompson~~

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): 1/20/25 Alternative Date(s): \_\_\_\_\_

# Additional Documents Required with Application

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

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

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

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

- Insurance Certificate(s)       Fireworks Application       Other (any other agency)

- Tax Exempt Certificate and 501(c)3 Documentation (if the entity is claiming tax exempt and/or non-profit status)

## Rules & Regulations

### Application Dates:

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

### Cancellation Policy:

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

### ADA Accessibility Guidelines:

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

### Clean-Up:

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

# Hold Harmless Agreement

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

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

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

In witness whereof I have here unto set my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_ in 20\_\_\_\_

Name of Special Event MLK Day Parade + Block Party  
Date(s) of Special Event 1/15/2024  
Name of Organization Fellowship of Churches  
Event Organizers Name Carolyn McCray  
Address of Organization \_\_\_\_\_  
Phone Number 850 686 1629  
Email CMCCray8725@hotmail.com

Printed Name

Carolyn McCray

Signature

Carolyn McCray

**Internal Signatures Required for Approval:**

Office of Economic Development: \_\_\_\_\_ Planning: \_\_\_\_\_

Public Works: \_\_\_\_\_ Police: \_\_\_\_\_ Fire: \_\_\_\_\_



Agenda Item # 2023-2071

# SEPA / OAFA: Milton Mardi Gras Parade and Party

## MEETING DATE

December 4, 2023

## PREPARED BY

Jay Conrad, Events Coordinator

## BACKGROUND

This event is Milton's 6th annual Mardi Gras Parade, hosted by the Krewe of Airship Pirates. The event is scheduled to be a Stewart St. parade followed by an after party at Jernigan's Landing. The event is scheduled to take place on January 27th, with setup beginning at 9:00 AM on January 26th and teardown being completed by 9:00 AM on January 28th. This event regularly attracts thousands of attendees.

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

- Jernigan's Landing (Riverside) - \$100
- Jernigan's Landing (Festival Area) - \$150
- Riverwalk (Entire) - \$250
- Portable Restroom - \$250
- City Stage (old) - \$350
- City Tent (40x40) - \$500
- Generator (Large) - \$250
- Power Distro (for Generator) - \$100
- Barricades - \$100
- Parade Package - \$1000
- Garbage Cans (10) - \$100
- Tables (10) - \$100
- Chairs (10 sets) - \$100

Total: \$3350

The Krewe of Airship Pirates has submitted an Outside Agency Funding Application for this event. They are asking for the City to waive the fees listed above. Additionally, they are asking the City to become a title sponsor for the parade via a cash sponsorship for \$4,000.00.

The total estimated cost to the City if this Outside Agency Funding Request is accepted is: \$7350.00

Additionally, the Airship Pirates are requesting that the following city ordinances be lifted in the Jernigan's Landing area on January 27th for the duration of the event.

- Open Container Ordinance (Section 6-27)

- Noise Ordinance (LDR Section III-5.16)
- Animal Control Ordinance (Section 4-37b)

One notable difference for the parade this year is that it will follow the same route as the Christmas parade instead of the Mardi Gras route we have used in previous years. The primary reason for this is that the taller floats will be able to stage at the community center and thus avoid the need for extensive tree trimming along Byrom St. and Raymond Hobbs St.

The parade will be staged at the Clyde Gracey Community Center and in the parking lot on Chuck Prince St. Floats will enter the staging area via Grace St. Floats will depart the staging area for James St. where the lineup will begin. The parade will turn south onto Stewart Street and head south until reaching Berryhill Rd. The parade will proceed east along Berryhill Rd. until reaching Willing St. Upon reaching Willing St., the parade will head south towards Jernigan's Landing.

## SUMMARY

## RECOMMENDATION

City Staff recommends approval of this event.

## ATTACHMENTS

1. SEPA - Milton Mardi Gras Parade 2024
2. OAFAs - Milton Mardi Gras Parade 2024



# Special Event Permit Application

City of Milton

6738 Dixon Street, Milton FL, 32570

850-983-5400 [pio@miltonfl.org](mailto: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: EMERALD COAST KREWE OF AIRSHIP PIRATES, INC.

Address: 2026 EVENTIDE ROAD City: MILTON

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

Event POC: PATRICK FITZGERALD

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

## Event Information

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

Event Name: 6TH ANNUAL KREWE OF AIRSHIP PIRATES MARDI GRAS PARADE

Event website/ Event Page: WWW.KREWEFAIRSHIPPIRATES.COM

Event Location: JERNIGAN'S LANDING Event Date(s) 01/27/24 to 01/27/24

Time of Event: Day 1 4:00 PM to 11:00 PM (Day 2 - Optional) \_\_\_\_\_ to \_\_\_\_\_

Setup Date & Time: 01/26/24 at 9:00 AM Teardown Date & Time: 01/28/24 at 9:00 AM

Estimated Attendance: 10,000 persons Is the Event Free to attend?  YES  NO

# Special Event Questionnaire

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

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

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

Do you have a Marketing Plan and if so, how will you notify surrounding businesses/ residents of your event? Marketing will be accomplished via Facebook advertising, radio advertising, and print advertising around local businesses throughout Milton, Pace, Navarre, and Pensacola

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

# City Fee Sheet

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

**Location(s)/ Facility used at event:**

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

**Requested Items:**

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

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

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

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

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# 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)**

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- 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: 01/27/24 Date: 9:00AM To: 01/27/24 Date: 11:00PM

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) BERRYHILL ROAD
- 3) BYROM STREET 4) WILLING STREET

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): 02/15/25 Alternative Date(s): \_\_\_\_\_

# Additional Documents Required with Application

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

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

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

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

- Insurance Certificate(s)       Fireworks Application       Other (any other agency)

- Tax Exempt Certificate and 501(c)3 Documentation *(if the entity is claiming tax exempt and/ or non-profit status)*

## Rules & Regulations

### Application Dates:

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

### Cancellation Policy:

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

### ADA Accessibility Guidelines:

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

### Clean-Up:

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

# Hold Harmless Agreement

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

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

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

In witness whereof I have here unto set my hand and seal this 12 day of SEPTEMBER in 2022

Name of Special Event 5th ANNUAL KREWE OF AIRSHIP PIRATES MARDI GRAS PARADE

Date(s) of Special Event 01/27/2024

Name of Organization EMERALD COAST KREWE OF AIRSHIP PIRATES, INC.

Event Organizers Name PATRICK FITZGERALD

Address of Organization 2026 EVENTIDE ROAD, MILTON FLORIDA 32583

Phone Number (850) 748-9696

Email airshippirates@yahoo.com

Printed Name

Signature

PATRICK FITZGERALD



***Internal Signatures Required for Approval:***

Office of Economic Development: \_\_\_\_\_ Planning: \_\_\_\_\_

Public Works: \_\_\_\_\_ Police: \_\_\_\_\_ Fire: \_\_\_\_\_



# 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: Emerald Coast Krewe of Airship Pirates

Address: 2026 Eventided Road, Milton Florida 32583

Name of Representative: Patrick Fitzgerald

Telephone: 850-748-9696 Cell Phone: 850-748-9696

Email: airshippirates@yahoo.com

Name of Event/Activity/Project/Program: 2024 Milton Mardi Gras 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**

<b><u>REQUESTED ITEM</u></b>	<b><u>TOTAL</u></b>
<input checked="" type="checkbox"/> Cash funding for a project/event (please specify exact amount requested)	\$ <u>4,000.00</u>
<input type="checkbox"/> Use of City Property (please specify location and duration) (cost varies)	\$ _____
<input checked="" type="checkbox"/> City Bathroom at Jernigan’s Landing (\$250) ( <i>Non-Profit Only</i> )	\$ <u>250.00</u>
<input type="checkbox"/> City Bathroom at Alternate Location (\$350) ( <i>Non-Profit Only</i> )	\$ _____
<input checked="" type="checkbox"/> City Stage (\$350) ( <i>Non-Profit Only</i> )	\$ <u>350.00</u>
<input type="checkbox"/> City Movie Projection Equipment & Inflatable Screen (\$250) ( <i>Non-Profit Only</i> )	\$ _____
<input type="checkbox"/> Utilization of City Insurance (must be approved by City Council in advance)	\$ _____
<input checked="" type="checkbox"/> Street Barricades/Cones (\$100/\$10)	\$ <u>100.00</u>
<input checked="" type="checkbox"/> Electronic Street Informational Sign (\$250 per unit)	\$ <u>500.00</u>
<input checked="" type="checkbox"/> City Tent (\$500) ( <i>Non-Profit Only</i> )	\$ <u>500.00</u>
<input checked="" type="checkbox"/> Live Music Licensing (\$200) */** ( <i>Non-Profit Only</i> )	\$ <u>200.00</u>
<input type="checkbox"/> Movie Licensing (at Cost) */** ( <i>Non-Profit Only</i> )	\$ _____
<input checked="" type="checkbox"/> Parade Package (\$1000) ( <i>Non-Profit Only</i> )	\$ <u>1000.00</u>
<input checked="" type="checkbox"/> Tables/Chairs (\$5/table and \$10/10 chairs, rented in counts of 10 only)	\$ <u>200.00</u>
<input checked="" type="checkbox"/> Tables & Chairs Delivery & Set Up & Retrieval (\$25)	\$ <u>25.00</u>
<input type="checkbox"/> Small Generator (\$100)	\$ _____
<input checked="" type="checkbox"/> Large Generator (\$250)	\$ <u>250.00</u>
<input checked="" type="checkbox"/> Generator Power Distribution Panel (\$100)	\$ <u>100.00</u>
<input type="checkbox"/> Hose Bib (water distribution system) (\$100)	\$ _____
<input type="checkbox"/> Connection to City Fire Hydrant (\$50 + Metered Rate for Water)	\$ _____
<input checked="" type="checkbox"/> Electrical Activation (\$75 + Hourly Rate for Electricity/Connection)	\$ <u>75.00</u>
<input checked="" type="checkbox"/> Fire/EMS (\$30/hour, min. 2 hours)	\$ <u>120.00</u>
<input checked="" type="checkbox"/> Police (\$30/hour, min. 4 hours)	\$ <u>120.00</u>
<input type="checkbox"/> Public Works Crew (\$25/hour, min. 2 hours)	\$ _____
<input type="checkbox"/> Other City Staff (\$30/hour, min. 2 hours)	\$ _____

**TOTAL AMOUNT OF FUNDING REQUESTED** **\$7,090.00**

\*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?)**

Emerald Coast Krewe of Airship Pirates, INC has a mission to organize and sponsor charitable social events to promote civic, social, and charitable activities in and around the Florida and Alabama Gulf Coast.

**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 event will prove beneficial to eat-in restaurants/food establishments and general business
- Event will spotlight multiple city offerings and encourage future growth
- Our 4 year history of a successful event has proven that the citizens of the City of Milton as well as citizens of nearby communities, counties, and states support and anxiously await the annual event. The first year event consisted of simply a pre-parade line-up party designed for parade participants and those in the community that wanted to see the floats and parade entries up close and personal. In our 2nd year, we added a post-parade party that included a VIP area and live bands to entertain parade-goers after the parade. This was largely successful and business throughout the city & downtown area reported record-breaking profits for the day. In our 3rd year, we were challenged with the COVID-19 pandemic and the difficulty of ensuring a safe & healthy event for all attendees. We went above and beyond recommended protocols. Despite significant criticism & opposition, we were able to provide a safe and largely successful event with a reported number of “hundreds” of attendees. In our 4th year, we expanded to a 2-day festival-style event. Overall, the 2 day event was successful, however, cold weather discouraged many from attending Friday evening festivities.

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

We are now an official 501c-3 organization, but with that being noted, our Krewe continues to depend on fundraising and sponsors throughout the community to provide the funding to allow us to perform the community service that we provide. We do not generate enough revenue via fundraising, nor do we expect our sponsors to fund an event for the community on the scale that the Mardi Gras Parade and Post-Parade Party require. Therefore, we are requesting additional funding from the City of Milton to be able to organize and provide the City with this traditional and annual family-friendly event. We are requesting the City assist us in providing the venue, electrical needs, restroom facilities, crowd control via street closures and barricades, and general support to ensure yet another successful and safe event for the community that will no doubt bring in an extraordinary amount of additional revenue for businesses and also provide a significant increase in tax dollars

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

Past history of this event has proven to increase revenue for city businesses by record-breaking amounts. Despite the challenge faced in 2021, several businesses reported that without the event that provided street traffic, that would have otherwise been non-existent, they generated much-needed revenue that was lost during COVID shut-downs. Being that the event extends into the evening hours, we are encouraging “heads in bed” concept and will definitely increase business for local businesses as well as encourage out-of-town guests that would otherwise never visit the City of Milton. We promote a family-friendly, safe event, and welcome citizens and guests of all ages to join us in the historic heritage of Mardi Gras. We encourage local businesses to get involved and participate to facilitate business promotion.

**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
		IN-KIND: \$2500.00	IN-KIND: \$2500.00 CASH: \$3000.00	IN-KIND: \$2500.00 CASH: \$5000.00

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.

2022 ANNUAL MILTON CHRISTMAS PARADE

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 CASH & IN-KIND	\$7375.00	\$14,025.00	\$7,090.00
2. ENTRY FEES (PARADE APPLICATIONS)	\$2,470.00	\$6,500.00	\$6500.00
3. VIP ENTRY FEES	\$21,000.00	\$40,000.00	\$15,000.00
4. SPONSORSHIP DONATIONS	\$14,000.00	\$22,000.00	\$20,000.00
5. IN-KIND SPONSORSHIPS	\$2,000.00	\$2,300.00	\$2,500.00
6. VENDOR FEES	\$1,500.00	\$3,500.00	\$2,500.00
7. FOOD TRUCK FEES	\$3,500.00	\$8,000.00	\$2,000.00
8.			
9.			
10.			
<b>TOTAL REVENUE</b>	<b>\$51,845.00</b>	<b>\$96,325.00</b>	<b>\$55,590.00</b>

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 CASH & IN-KIND	\$7,375.00	\$14,025.00	\$7,090.00
2. RENTALS/EQUIPMENT	\$3,200.00	\$4,800.00	\$5,200.00
3. FOOD/BEVERAGE	\$3,975.00	\$8,000.00	\$4,000.00
4. MARKETING/SUPPLIES	\$18,000.00	\$18,000.00	\$15,000.00
5. SITE FEES	\$2,500.00	\$2,500.00	\$2,500.00
6. ENTERTAINMENT/PRODUCTION	\$2,456.00	\$45,250.00	\$18,500
7. GIVE-AWAYS	\$5,000.00	\$7,500.00	\$6,000.00
8. PORTABLE BATHROOM	\$12,000.00	\$1,500.00	\$1,500.00
9. MISCELLANEOUS	\$1,500.00	\$1,900.00	\$1,500.00
10.			
<b>TOTAL EXPENSES</b>			

What percentage of the total budget will the City be providing if this application is approved? 13.55% %

**PARTICIPANTS**

	<u>PRIOR YEAR</u>	<u>CURRENT YEAR</u>	<u>UPCOMING YEAR</u>
1. Number served by this event/program	10,000	20,000	15,000
2. Cost per participant	THIS IS A FREE EVENT FOR THE PUBLIC TO ATTEND UNLESS A VIP TICKET IS PURCHASED BY OPTION		

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](mailto: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 # 2023-2092

# UDC Update - Residential Transparency Standards

## MEETING DATE

December 4, 2023

## PREPARED BY

Tim Milstead, Planning Director

## BACKGROUND

After the completion of the city's UDC update a few months ago, staff has encountered issues with one section of code pertaining to residential transparency standards. This section addresses the percentage in which the facade of a residential home must be covered by windows or other transparent material if the facade faces a public street. Staff subsequently forwarded this proposed language change to the Milton Planning Board for review in November.

## SUMMARY

The City's current standard mandates that at least 25% of all residential home facades that face a public street must be transparent. Staff is proposing that this requirement be reduced to 15% to meet the intent of the language change in the UDC. The Milton Planning Board reviewed this item, and recommends that additional language be added to include entry doors into the transparency calculation. This change will support the city's intent of prohibiting blank walls along city streets, and will still promote the aesthetic appearance of homes and neighborhoods. This change will also allow more flexibility for the homeowner in the design of their home.

## RECOMMENDATION

The Milton Planning Board unanimously recommended approval of this language change on November 14th. Staff also recommends approval.

## ATTACHMENTS

1. Residential Transparency Standards 112823

E. Design Standards for Residential Districts.

(1) General Architectural Standards, Building Materials, and Façade Features. The following residential design standards apply to new construction, substantial remodeling and repair or rehabilitation meant to remedy damage or deterioration of the exterior façade of an existing structure, and additions to existing structures.

- a. Exterior design and façade features, rooflines, massing, window and treatment types, and materials shall be compatible with the existing character of the surrounding residences.
- b. Exterior entrances from a public sidewalk or common open space are permitted for apartment or condominium units on the ground floor. These entrances shall be raised from the finished ground floor level of the sidewalk and shall appear to be designed as townhouses.
- c. All exterior walls, including parking structures, garages, and accessory structures shall be constructed of materials commonly used for residential structures in Santa Rosa County historically.
- d. No blank walls shall front public streets.
- e. A minimum of two distinct building materials from the approved list as provided in Subsection 2.2(B) must be utilized on all façades to provide architectural detail and interest.
- f. The architectural features, materials, and the articulation of the building's façade shall be continued on all sides visible from a public street.
- g. The front façade of the principle building on any lot shall face onto a public or private street.
- h. Any building (excluding parking garages and other accessory building) viewed from a public right-of-way or public open space shall either face such right-of-way or open space, or shall have a façade facing such area in keeping with the character of the front façade, including the utilization of window design and materials.
- i. Front and street sides of buildings visible from the public right-of-way shall include changes in relief such as columns, cornices, bases, fenestration, and fluted masonry. The top floor of any building shall contain a distinctive finish, consisting of a cornice, banding or other architectural termination.
- j. An expression line shall delineate divisions between floors of all buildings, and a cornice shall delineate the tops of façades for non-single-family buildings that do not utilize a pitched roof.
- k. All walls facing public streets shall have at least ~~25%~~15% transparency.  
Windows and entry doors shall be counted towards the minimum transparency standard.



Agenda Item # 2023-2096

## Residential Facade Improvement Grant Program Application - Brian McGuire

### MEETING DATE

December 4, 2023

### PREPARED BY

Tim Milstead, Planning Director

### BACKGROUND

The City's current application window for the Residential Facade Improvement Grant Program opened on November 8th, and is open until February 9th. Staff has recently received a complete application from Mr. Brian McGuire for improvements to his home at 6810 Berryhill Street. This home is a contributing historic structure within the Milton Historic District.

### SUMMARY

This grant, if approved, will allow the applicant to replace the roof on the applicant's garage, and to repaint the bottom skirt around the historic home, as well as three exterior doors. The applicant is requesting \$4,686 of grant money from the city to complete this project, and is proposing a nearly equal match of \$4,687. This project meets the qualifications of the grant program.

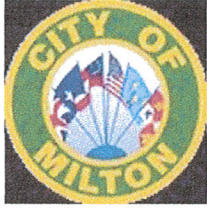
### RECOMMENDATION

Staff awaits review by the City Council.

### ATTACHMENTS

1. Brian McGuire Facade 1123

DATE & TIME APPLICATION RECEIVED: 11/20/23 @ 8:00 AM. RECEIVED BY: [Signature]



City of Milton  
Planning & Development Dept  
6738 Dixon Street  
Milton, FL 32572  
[www.miltonfl.org](http://www.miltonfl.org)

**DEADLINE FOR APPLICATIONS:**

**February 9, 2024**

DATE OF APPLICATION: 11/20/2023  
PROPERTY OWNER(S): BRIAN AND SANDY MCGUERE  
PROPERTY OWNER(S) (IF DIFFERENT): \_\_\_\_\_

TOTAL AMOUNT REQUESTED (MAXIMUM \$5,000): \$ 4,686  
TOTAL AMOUNT OF MATCH (MINIMUM 100%): \$ 4,687.47  
TOTAL AMOUNT OF PROJECT (ALL ASPECTS): \$ 9,373.47

ADDRESS OF PROJECT: 6810 BERRYHILL ST, MILTON, FL 32570  
PROJECT NAME: REROOF GARAGE AND PAINT SKIRT OF MAIN HOME AND EXTERIOR OF 3 DOORS

ATTACH REQUIRED ADDITIONAL INFORMATION:

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

NAME & MAILING ADDRESS OF OWNER/APPLICANT (PLEASE PRINT):  
6810 BERRYHILL ST  
MILTON, FL 32570

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

[Signature]  
Sandra A. McShane

TELEPHONE # (850) <sup>770</sup> 861-6412 CELL # <sup>770</sup> 861-6412 EMAIL BSMIRISH@MINDSPRING.COM

For official use only:

DATE & TIME APPLICATION RECEIVED: 11/20/23 @ 8:00 A.M. RECEIVED BY: [Signature]



City of Milton  
Planning & Development Dept  
6738 Dixon Street  
Milton, FL 32572  
[www.miltonfl.org](http://www.miltonfl.org)

**Memorandum of Understanding**

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

BREAN Mc GUERE  
Grantee Name (Please Print)

[Signature]  
Grantee Signature

11/20/2023  
Date

\_\_\_\_\_  
Property Owner Name (Please Print)

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

SCOTT COLLINS  
City of Milton (Please Print)

[Signature]  
City Manager Signature

11-27-2023  
Date

House Project

Address 6810 Berryhill St, Milton, FL 32570

Homeowners: Brian and Sandy McGuire

Phone: 770-861-6412

Project Description: Replace 20 year roof on garage with similar color and style shingle and repaint bottom skirt around main house. Roof was installed in 2004, replacing due to age.

Bottom skirt around house (approx. 3 feet tall all around house from ground) shows spots that need to be painted. Repainting the whole skirt the same historic color (SW 0048 Bungalow Blue) that it is painted now to keep uniform. Repaint exterior of 3 white doors on front and side porches same white color due to wear on the doors.

Project costs:

Roof – 3 quotes

DAC roofing - \$6,100 (suggested roofer)

Quality Roofing – \$6,643.32

Bill Walther Roofing - \$7,000

Painting – 3 quotes

Five Star Painting - \$3,273.47 (suggested painter)

Cameron Painting - \$3,335

Sugar Sands Painting - \$3,500

Total Project Cost:  $\$6,100 + \$3,273.47 = \$9,373.47$



**DAC Roofing LLC**  
5421 Stokes ST  
Milton, FL 32570  
Corporate office  
Phone: (850) 910-4707

Fax: (850) 889-1848

**Company Representative**  
Drek Gilbreath  
Phone: (850) 910-3402  
Drek@dacroofingllc.com

11/07/2023

Atlas Pinnacle Pristine Lifetime Limited shingle

**Brian McGuire**  
6810 Berryhill Road  
Milton, FL 32570  
(770) 861-6412

Job: Brian McGuire

## Roofing Section

- Full Roof Replacement on garage
- Remove existing shingles down to deck
- NO CHARGE for replacement up to of 1/2 inch decking
- If damaged or rotted wood is discovered, it will be replaced at a price of \$75 per sheet after your 2 free sheets . 3/4 inch decking is \$95 per sheet
- DECKING PRICNG SUBJECT TO CHANGE WITH STEADY INCREASE OF MATERIAL PRICING
- Re-nail any loose wood and bring up to code with 8d Ring Shank Nails
- Install Atlas Weather Master Ice and Water shield (Peel and Stick) to all substrate.
- Install Atlas Pro-Cut Starter Shingles along all gutter lines and rake edges
- Install Atlas Pinnacle Pristine Limited Lifetime Dimensional Shingles per specifications.
- Install Atlas Pro-Cut Hip & Ridge Shingles.
- Install new ridge vent.
- Install new pipe boot and 750's. (750'S TWO MAX INCLUDED IN PRICING)
- Install New drip Edge where gutters do not interfere
- Clean up all job related debris And Magnet sweep
- Provide 15 Year workmanship warranty and provide owner with an Atlas Manufacturer Warranty.
  
- Our Crews are licensed and insured.
- Crews will maintain safety requirement at all times during the construction process

-Financing Available- See link to apply at the bottom of quote for options. Admin Finance Fee to apply from DAC Roofing, LLC

Fascia \$15.00 a Linear foot  
Soffit wood/vinyl \$18.00 a sq. ft.  
Framing \$8.00 a linear foot  
Fascia bent metal \$10.00 Linear foot

- Client agrees to pay Contractor according to the following plan:  
50% DUE WITH Signed Contract to Order Materials-  
We will not order material until the 50% has been received.  
(Check will not be cashed or Credit Card Processed until materials have been delivered).  
CC payment's are only approved for the first 50% of roof cost due to the Fee's associated with CC's. Once materials are delivered, they are your property and we are not responsible for stolen property.
- Final payment of 50% due upon completion  
(Not Final Inspection as we have no control over County Inspections)  
If payment is not made in full after 5 days of completion DAC will void the labor install warranty.
- Client agrees that if payment is not made according to the above plan, Contractor has the right to stop all work until payments have been brought current. And a Notice of Lien will be served to Owner and a Lien put on property.
- Client understands that if changes are necessary during the course of construction, the Contractor will notify the Client of change order, and the

Client will be responsible for the additional incurred costs with approval of the agreed upon changes. Example Includes additional wood rot, double layer, Chimney repair and flashing.

- Contractor will be responsible for all materials and equipment necessary for the completion of the job, which the Contractor agrees were included in the estimate, or were added with the changes listed above.
- Contractor agrees to obtain all necessary permits for the construction, the costs of which will be included.
- Contractor agrees that He will remove all debris, equipment, materials, etc. from the location upon completion of the construction. Debris only includes material that we have removed and installed.
- Contractor is not responsible for concrete damage caused by delivery supply company and/or shingle debris removal trailer.
- Contractor not responsible for any damage cause by nails. Please be aware that during construction there will be nails on the ground DO NOT PARK BY THE DUMP TRAILER. There will be clean ups daily and a thorough magnetic sweep on completion. Nails are inevitable, and we do our best to get them up. And there can be existing nails from previous construction. All vehicles and anything of value homeowner must move from driveway/eves of home for install. Anything not moved DAC will not be responsible.
- Please be aware that if we will remove your Satellite Dish to correctly install your new roofing you will need to contact your provider for re-alignment. DAC Roofing is not responsible for any cost charged to Client.
- Contractor is not responsible for damage to skylights that client does not want replaced. Damage could be caused to brittle older skylights. We advise all skylights to be replaced with new roof. Interior work is not included with replacing skylights.
- Contractor is not responsible for damaged plants/flowers near the house or under the roof. Installers will do their best to protect with tarps and careful DEMO as best as possible.
- Contract is NOT responsible for any roof attached to home that is not being replaced by DAC Roofing.
- Contractor agrees that all employees and/or subcontractors will be insured and covered by workers compensation.
- Contractor agrees to 15 year installation warranty on Shingle Roofs. Labor warranty covers anything not installed correctly at the time of roof install. Contractor is not responsible under install warranty for weather related damage including but not limited to wind, hail, lightening, tree damage, debris, acts of God, Etc.
- 5 year metal roof labor install warranty due to fastener deterioration, two year for flat 2 Part Roll Roofing.
- DAC WILL NOT COVER ANY INTERIOR RELATED DAMAGE ON LEAKS NOT REPORTED WITH IN 24 HOURS. DAC MUST BE GIVEN ACCESS TO ATTIC TO VERIFY LOCATION OF LEAK. DAC TO USE THEIR OWN SHEETROCK REPAIR MAN.
- Material warranty according to roofing material choice.
- DAC Roofing cannot help or advise with color selection.

\*\*\*BEFORE YOUR ROOF INSTALL THINGS TO KNOW -

1. Roofing is not pretty - It is a huge mess, but we promise once they are done the clean up is top notch.
2. Please secure your light fixtures within the home of all screws. Bundles of shingles are very heavy and can rattle those globes.
3. Please do not walk near or around any shingle debris during demo. Those piles are filled with nails.
4. If you have any issue/question during install. Please call the office immediately! 850-910-4707

Shingles Brand Choice: ATLAS PINNACLE PRISTINE Color: \_\_\_\_\_

Eve Metal/Drip Edge: White or Brown (Please circle one)

Invalidity or unenforceability of one or more provisions of this agreement shall not affect any other provision of this agreement. Contractor can Cancel Contract at any time.

This contract is subject to the laws and regulations of the state of Florida.

COMPLETED CONTRACTS MUST BE TURNED IN WITHIN 14 DAYS DUE TO THE STEADY INCREASE OF MATERIAL PRICING.  
INCOMPLETE CONTRACTS WILL BE VOIDED AFTER 14 DAYS.

	Qty	Unit
Atlas Pinnacle Pristine	0.00	SQ
Atlas Pro-Cut Hip & Ridge (31')	0.00	LF
Atlas 8.5X Pro-Cut Starter - 10 1/2" (79')	0.00	LF
Air Vent VenturiVent Plus Ridge Vent w/ Nails (4')	0.00	LF
ACM Galvalume Drip Edge - 26GA - F2.5 (10') - White	0.00	LF
Atlas WeatherMaster 200 Ice & Water Shield (2 sq)	0.00	LF

Lomanco 750 Aluminum Slant Back Static Roof Vent - Black	0.00	EA
Mule-Hide #211 Plastic Cement (5 Gal)	0.00	EA
Plastic Cap Nails - 1" (3000 Cnt)	0.00	BX
Low Slope - Labor (Bid Item)	0.00	EA
Install Plywood	0.00	EA
Steep Slope - Install Additional Layer	0.00	SQ
Remove 2 layers of shingles	0.00	SQ

--

TOTAL \$6,100.00

[BBB](#)

[www.dacroofingllc.com](http://www.dacroofingllc.com)

FLCCC1333733

AL31556

Estimates are only good for 14 days. Due to the rapid increase of materials.

NO DISCOUNTS TO BE REQUESTED OR APPLIED AFTER SIGNING CONTRACT.

The signing of this agreement you agree that you are now under contract with DAC Roofing, LLC

Any signed contract not turned in completed (Contract, NOC, Color Selection of shingle/drip edge, 50% Down Payment) within 14 days will no longer be valid.

\_\_\_\_\_  
Company Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date



**Quality Roofing - Pensacola**  
 110 W. Herman Ave  
 Pensacola, FL 32505  
 Phone: (850) 777-0961  
 Fax: (850) 626-3461

11/09/2023  
 Claim Information

**Company Representative**  
 AJ McMillion  
 Phone: (850) 903-1376  
 aj@qualityroofingsolutions.com

**Brian McGuire**  
 6810 Berryhill Road  
 Milton, FL 32570  
 (770) 861-6412

Job: Brian McGuire

**Shingle Roofing Section**

- Remove one layer of existing shingles and underlayment, down to clean roof deck.
- Identify and replace any damaged wood substrate. Refer to rate schedule for add-ons.
- Re-nail roof deck to meet current code requirements.
- Install new underlayment and secondary water barrier over entire roof deck.
- Install Ice and Water Shield Membrane in all valleys.
- Install new, corrosion resistant drip edge.
- Apply roofing cement at all penetrations and flashing locations in accordance with best roofing practices.
- Install Starter Shingles along all eave and rake edges, in accordance with manufacturer guidelines.
- Install Certainteed Landmark, architectural style roof shingles with Limited Lifetime Warranty
- Replace all plumbing boots.
- Re-use existing wall flashing if condition warrants. If flashing must be replaced due to condition or evidence of leakage, flashing will be replaced for an additional cost, in accordance with the rate schedule below.
- Verify proper roof ventilation requirements and install new attic ventilation to meet manufacturers recommendations.
- Install new Hip & Ridge Shingles.
- Clean up all job related debris and haul to registered landfill. Disposal fees included.
- Provide 10 Year Workmanship Warranty
- Includes all permitting, taxes, administrative fees and warranty registration.
- Fully Licensed and Insured.
- State Certified License # CCC1328604
- #1 Rated Roofing Contractor in Northwest Florida, see what our customers have to say on Google and Facebook.

Qty      Unit

Fasteners  
 Flashings and Sealants  
 Underlayment - Full Coverage Ice and Water  
 Starter  
 Shingles  
 Hip and Ridge  
 Attic Ventilation  
 Exhaust Vents and Penetrations  
 Labor  
 Permit, Delivery and Disposal

\$6,643.32

TOTAL

\$6,643.32

Quality Roofing Solutions, LLC reserves the right to pass on any and all price increases to the Buyer due to price increases from manufacturing or distribution. Any such increases will be provided to the Buyer with proof in writing from manufacturer or distributor. Buyer reserves the right to refuse any price increases that are presented and QRS reserves the right to exit this work agreement at any time due to changes in the cost or availability of materials or labor. Acceptance of this estimate constitutes agreement by the property owner that Quality Roofing will not be held responsible for any incidental damages related to: presence of non-code compliant electrical wiring, plumbing or air conditioning lines beneath the roof deck, gutters, driveways, sprinkler systems, septic tanks or any interior damage caused by stress or vibration during the roofing process. Gutter systems or satellite dishes may need to be removed in order to properly install new roof system. Quality Roofing shall not be responsible for re-installation of gutters or satellites unless otherwise specified, in writing. All projects shall be completed in accordance with the signed estimate. Code Compliance: Any rotted or damaged roof decking or flashing shall be replaced as needed, to meet Florida Building Code requirements. These items may not be known or visible until the roof replacement is in progress. We are obligated to replace these items in order to remain code compliant. When billing for these items, we will use the pricing schedule below to determine the total additional cost. Some items, such as siding, framing, soffit or fascia, are NOT included within your estimate but may be replaced if the repairs are incidental to completion of the roofing contract.

Replacement Rates for wood, siding and flashing:

(Includes material, labor, fasteners, pickup and delivery to jobsite)

All lumber pricing is for Southern Yellow Pine, plywood is CDX.

Specialty woods such as Cedar and Cypress will have added costs.

Plywood - \$85 per sheet

1x Decking - \$5/linear foot

Framing - \$10/linear foot

Wood/Hardie Siding - \$10/linear foot

Vinyl Siding - \$10/square foot

Soffit - \$10/square foot

Fascia Board - \$10/linear foot

Fascia Metal - \$5/linear foot

Wall Flashing - \$10/linear foot

Counter Flashing - \$10/linear foot

Additional layers of shingles - \$40/square

Additional layers of felt - \$5/square

\_\_\_\_\_  
Company Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date



# BILL WALTHER

ROOFING, INC.

4941 Horace Lunsford Rd • Milton, FL 32570  
(850) 432-2029 • Cell 516-3788 • Fax (850) 981-3853 • rebeckawalther@yahoo.com  
CCC1330769

12/12

NAME: <u>Brian McGuire</u>	PHONE: <u>770-861-6412</u>	DATE: <u>11-8-2023</u>
ADDRESS: <u>6810 Berryhill St.</u>	JOB LOCATION: <input type="checkbox"/> City <input type="checkbox"/> County	
CITY: <u>Milton 32570</u> STATE: <u>FL</u>	Shingle Color:	

## SHINGLE ROOFING

- |                                                                                                                              |                                                                                                                        |
|------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> 1. Remove one layer of Shingles and Felt.                                                | <input checked="" type="checkbox"/> 10. Install Eave-drip, only where no gutter is present. Color: (_____) Qty. (____) |
| <input checked="" type="checkbox"/> 2. Replace <u>90%</u> Sheet of Plywood, included in price per sheet for additional wood. | <input type="checkbox"/> 11. Remove Turbines. Qty. (____)                                                              |
| <input checked="" type="checkbox"/> 3. Re-nail Plywood Deck Where Needed                                                     | <input type="checkbox"/> 12. Shingle over Ridge Vent. Qty. (____)                                                      |
| <input checked="" type="checkbox"/> 4. Install one ply of <u>Resisto</u> or synthetic underlayment.                          | <input type="checkbox"/> 13. 750 Vents. Qty. (____)                                                                    |
| <input type="checkbox"/> 5. Install Ice & Water Shield in valley.                                                            | <input type="checkbox"/> 14. Plumbing Boots. Qty. (____)                                                               |
| <input type="checkbox"/> 6. Install 25 or 30 year, 3-Tab Shingles.                                                           | <input type="checkbox"/> 15. Pitch Vents. Qty. (____)                                                                  |
| <input checked="" type="checkbox"/> 7. Install Limited Lifetime Dimensional Shingles.                                        | <input type="checkbox"/> 16. Goosenecks. _____" Qty. (____)                                                            |
| <input checked="" type="checkbox"/> 8. Remove & Haul Away All Roofing Debris.                                                | <input checked="" type="checkbox"/> 17. 5 Year Leak Warranty                                                           |
| <input type="checkbox"/> 9. Reflash Fireplace.                                                                               |                                                                                                                        |

## FLAT ROOFS

- |                                                               |                                                              |                                                   |
|---------------------------------------------------------------|--------------------------------------------------------------|---------------------------------------------------|
| <input type="checkbox"/> 1. 3 ply Fiberglass Built-up Hot Tar | <input type="checkbox"/> 4. Torch Modified Bitumen           | <input type="checkbox"/> 7. Remove Roofing Debris |
| <input type="checkbox"/> 2. Self-Adhered Modified             | <input type="checkbox"/> 5. Tapered Insulation _____" on 12" | <input type="checkbox"/> 8. 5 Year Leak Warranty  |
| <input type="checkbox"/> 3. New Eave Metal                    | <input type="checkbox"/> 6. Color: _____                     |                                                   |

## METAL ROOFS

- |                                                 |                                                         |                                                                                                      |
|-------------------------------------------------|---------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> 1. P.B.R. Panels Metal | <input type="checkbox"/> 5. New synthetic underlayment  | <input type="checkbox"/> 9. Remove 1 Layer of Shingles or Roofing Material installed per Manf. Spec. |
| <input type="checkbox"/> 2. Tuff Ribbed Metal   | <input type="checkbox"/> 6. New Eave Metal              | <input type="checkbox"/> 10. Dispose of All Roofing Debris                                           |
| <input type="checkbox"/> 3. Standing Seam Metal | <input type="checkbox"/> 7. New Secondary Water Barrier | <input type="checkbox"/> 11. 5 Year Leak Warranty                                                    |
| <input type="checkbox"/> 4. 5 V. Crimp Metal    | <input type="checkbox"/> 8. Color: _____                |                                                                                                      |

## ADDITIONAL SPECIFICATIONS: (NOT RESPONSIBLE FOR CONCRETE DRIVEWAYS)

**\*\*PRICE GOOD FOR 30 DAYS\*\***

- |                                                          |                                                      |                                                                                    |
|----------------------------------------------------------|------------------------------------------------------|------------------------------------------------------------------------------------|
| <input type="checkbox"/> 1. ____/LF for Wall Flashing    | <input type="checkbox"/> 3. ____/LF for 1x6 Decking  | <input type="checkbox"/> 5. ____ for 1 x <u>1/2</u> " Fascia                       |
| <input type="checkbox"/> 2. ____/LF for 2X ____ Material | <input type="checkbox"/> 4. ____/SqF for Wood Soffit | <input checked="" type="checkbox"/> 6. <u>90%</u> /Sheet for <u>1/2</u> " Plywood* |

Reattach wood on cupola.

*\*All woodwork over 1 sheet of plywood will incur extra charges.*

WE PROPOSE hereby to furnish materials and labor - complete in accordance with the terms and conditions for the sum of: 90 DOLLARS (\$ 7000.00)

**PAYMENT DUE UPON COMPLETION OF THE JOB UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE. CUSTOMER RESPONSIBLE FOR ALL LAWYER FEES ASSOCIATED WITH COLLECTING MONEY FOR NON PAYMENT. WE WILL SET UP FINAL INSPECTION ONCE WE RECEIVE PAYMENT IN FULL. (Satellite Dish must be reinstalled by Provider.) Bill Walther Construction is not responsible for cracking sheetrock during construction, or unforeseen penetrations through any water lines, ac lines, or electrical lines.**

AUTHORIZED REPRESENTATIVE: Wally Burton DATE: 11-8-2023

## ACCEPTANCE OF PROPOSAL

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

DATE \_\_\_\_\_ Owner's Signature \_\_\_\_\_

## Customer Quote

Locally Owned and Independently Operated

Brian & Sandy McGuire  
bsmirish@mindspring.com  
(770) 861-6412

Billing: 6810 Berryhill Road  
Milton, FL 32570

Service: 6810 Berryhill Road  
Milton, FL 32570

- Customer Notes:
- **THE FIVE STAR EXPERIENCE:** Our goal is high-quality results at a fair price, 100% customer satisfaction, and a 5-Star review on every job we deliver! We use only industry-leading paints and highly experienced professional painters to complete the work to your home. Our work is 100% guaranteed and we warranty our workmanship for up to 24 months.
  - **LICENSED, BONDED, AND INSURED:** Five Star Painting is your safe choice because we are licensed in Escambia and Santa Rosa Counties, and carry \$1MM-\$2MM liability insurance coverage for your protection and piece of mind.
  - **QUOTE:** Your final custom quote and statement of work is outlined below.
  - **SCOPE OF WORK:** Surfaces to be painted, approach details, and statement of work is outlined below. We will need at least 2 feet of clearance between vegetation and/or exterior structures, and the surfaces to be painted, prior to the painting start date.
  - **FAIR PRICING PHILOSOPHY:** This estimate is based on what we can visually inspect. If we find damage underneath the surface, we notify the Owner and use the Change Order process. We will provide a quote that includes labor and materials, for the Owner to consider. Pricing on this quote is based on the onsite manpower required to complete all of the tasks listed; if any tasks are excluded, pricing on the remaining tasks are likely to change.
  - **PAINTS AND COVERAGE:** We use only high-quality and best-value paints by Sherwin Williams (or others brands at your direction). Our goal on every paint project is a full-coverage result to achieve a high quality, excellent hide, and a long-lasting result. We are able to achieve that result through a 1 or 2 coat application process depending on the surfaces being painted, colors selected, coatings used, and application techniques.
  - **COLORS:** Final selection of colors and finish is the responsibility of the homeowner. Need help choosing colors? Click here: <https://fivestarpainting.decorist.com/>
  - **PAINTING CREW:** An experienced Five Star Painting Crew will be assigned to your project when the scope is finalized and your job is scheduled.
  - **PAYMENT TERMS:** Project will be scheduled with a 1/3 down payment. Final Payment is due on the day the job is complete. Progress payments will be requested for jobs lasting longer than 4 days. A 2.5% processing fee will be added to payments made with a credit or debit card.
  - **OUR LOWEST PRICE GUARANTEE:** We will meet our competitor's price or gladly refund your deposit provided same scope of work, comparable paints, proof of licensing, and General Liability Insurance.

Not Included: This quote excludes:

- Painting any surface not listed in this quote.
  - Moving services; we ask our customers to move exterior furniture, TVs, stereo systems, computers and any breakable items off or away from the surfaces to be painted, prior to the arrival of our painting crew. Five Star Painting is not responsible for any moving damage of such items.
  - Carpentry and replacement materials. If needed, one of our renovator crews can provide a separate quote for repairs. Their pricing is always reasonable, and we don't mark that up.
- A warranty on paint that was not supplied by Five Star Painting. We guarantee the results only on paint that we supply.

## Details

Tape, caulk, covering materials

**Power Wash**

Power Washing: Remove dirt, mildew, cobwebs and other debris to allow for proper paint adhesion and expose areas needed for scraping.  
Labor: \$165.00

**Caulking (Lin Ft.)**

Caulking: Caulk gaps and cracks to seal and protect against moisture.  
Labor: \$300.00

**Home Bottom Skirt**

SW Loxon conditioner Primer Flat (1 Coat)  
Paint: SW Duration Ext Sat C1 Color 1 Satin (2 Coats)  
Color: Color 1  
Notes: Trenching required.  
Labor: \$1,788.01

**Doors**

Doors  
Count: 3  
Paint: SW Duration Ext Sat C2 Color 2 Satin (2 Coats)  
Color: White  
Labor: \$250.01

**Jambs**

Jambs  
Count: 3  
Paint: SW Duration Ext Sat C2 Color 2 Satin (2 Coats)  
Color: White  
Labor: \$137.50

**Total**

Materials: \$897.00  
Labor: \$2,640.52  
Subtotal: \$3,537.52  
Discount: \$264.05  
Total: \$3,273.47  
Deposit Required (33%): \$1,080.25  
Payment: \$0.00  
Balance Due: \$3,273.47

We propose hereby to furnish material and labor - complete in accordance with above specifications for the sum stated above. Any alteration or deviation from the specification involving extra costs will become an extra charge over and above the quote. All accounts are due and payable upon completion of work as described above. In the event suit is brought, the prevailing party shall recover its attorney fees and costs. Finance

charge of 1.5% per month will be applied on all past due accounts. All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. This proposal may be withdrawn if not accepted within 15 days.

I hereby grant Five Star Painting permission to use my, and my property's, likeness in a photograph, video, or other digital media ("photo") in any and all of its publications, including web-based publications, without payment or other consideration. I understand and agree that all photos will become the property of the Five Star Painting and will not be returned. I hereby hold harmless, release, and forever discharge the Five Star Painting from all claims, demands, and causes of action.

I agree to the payment terms and contract stated above:

Authorization to begin work (Client): \_\_\_\_\_

Work Completed to satisfaction (Client): \_\_\_\_\_

Contractor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Customer Focused, Quality Driven™**  
Visit [FiveStarPainting.com/warranty](http://FiveStarPainting.com/warranty) for details on our 2-year warranty.



# Estimate

#0000879

**From: Cameron's Painting LLC**  
2976 North 18th Avenue, Milton, FL, 32583, US

**Amount:**  
\$3,335.00

**Bill To: Bill McGuire**  
6810 Berryhill Rd, Milton, FL, USA

**Expiration Date:**  
12/16/2023

Item	Rate (excl. tax)	Quantity	Tax	Total
painting of bottom skirting of home all skirting (masonry and wood) will be: 1. pressure cleaned to remove chalking, mildew and debris. 2. sealed/primed with a 26% resin sealer to prep surface for painting. 3. cracks will be caulked and holes will be filled using premium compounds. 4. painted 2 coats using sherwin williams duration exterior satin (match color) all labor and materials included.	\$2,985.00	1		\$2,985.00
painting of 3 exterior doors (2) side entry doors and (1) front entry door will be: cleaned and painted 2 coats as needed using sherwin williams emerald urethane in satin white all labor and materials included.	\$350.00	1		\$350.00
<b>Subtotal</b>				<b>\$3,335.00</b>
<b>Total</b>				<b>\$3,335.00</b>

**Notes:**

to upgrade to sherwin williams emerald rain refresh: +\$500

**Accepted on:**

**Accepted by:**

**Signature:**

**Sugar Sands Painting LLC**

3545 PO Box  
Milton, FL 32572 US  
sugarsandspainting@gmail.com  
www.sugarsandspainting.com



**Estimate**

ADDRESS  
Brian Mcguire  
Client  
6810 Berryhill St  
Milton, FL 32570  
United States

ESTIMATE 1355  
DATE 11/16/2023

DATE	SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
	Exterior painting	Paint 3 exterior doors white to include jambs	1	3,500.00	3,500.00
		Paint bottom skirting of home- SW0048 bunglehouse blue.			
		Includes all labor and materials.			
		TOTAL			<b>\$3,500.00</b>

Accepted By

Accepted Date





Agenda Item # 2023-2023

## Negotiation for RFP 2023.10 Engineer Services for Locklin Lake

### MEETING DATE

December 4, 2023

### PREPARED BY

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

### BACKGROUND

The City solicited proposals for Engineering Services for Locklin Lake.

### SUMMARY

Council awarded to First Line Coastal on July 11, 2023. A conditional contract was entered into and negotiations began. Committee met multiple times with First Line Coastal.

Per Florida Statute, "Should the agency be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price the agency determines to be fair, competitive, and reasonable, negotiations with that firm must be formally terminated. The agency shall then undertake negotiations with the second most qualified firm."

### RECOMMENDATION

The committee have noted that costs are high, and after multiple efforts feel that we are unable to negotiate a satisfactory contract.

The committee recommends (per F.S.) to terminate negotiations with First Line Coastal and undertake negotiations with the second firm, Baskerville Donovan, Inc.

### ATTACHMENTS

1. Locklin Lake - Dredging Design and Permit - Phase 1



November 21, 2023

Diane Ebentheuer  
Purchasing Officer  
6738 Dixon Street  
Milton, FL 32572

**RE: Locklin Lake Dredging - RFP # 2023-10  
Engineering Services Proposal**

Ms. Ebentheuer,

Below, please find our proposed scope of services to perform work under the referenced project for the Locklin Lake Dredging Project.

## Project Overview

Locklin Lake lies at the heart of the City of Milton and functionally serves as a sediment trap and polishing pond for approximately 3,000 acres of stormwater runoff prior to final discharge into Collins Mill creek and eventually the Blackwater River, an Outstanding Florida Waterway (OFW). The lake was originally formed by the construction of the Jernigan Mill and served as the focal point of town development for many years. The lake eventually transitioned into a recreational asset and is now bordered by residences.

Infrastructure build-out within its watershed has led to documented annual sedimentation rates. Deposition rates have been punctuated by several events related to nearby construction activities such as the expansion of Dogwood Drive. The importance of the project is the protection that it provides to Blackwater River. Locklin Lake is the last sediment basin prior to discharge to the river (BDI report 2017). With current sediment levels accumulating, dredging of the lake will restore the lake's ability to buffer Blackwater River by trapping and retaining sediment and the pollutants that it carries. Soils which have washed into Locklin Lake have reduced the water depth and increased nutrient levels. At present-day, Locklin Lake is a shallow pond with limited stormwater and sedimentation capacity. Much of the lake has been consumed with vegetation (both native and invasive). The functionality of Locklin Lake has been severely deteriorated by the sedimentation, and the City of Milton has determined that removal of this sediment is a critical component within the town's Stormwater Management Plan.

The City procured grant funding to assist with design and construction of the project. State appropriation LPA0194 provides for up to \$500,000 of funding for this project with a 20% match requirement by the City. A second appropriation in the same amount is reportedly available for the project. A multi-phased approach is proposed to define the a scope of work. The phased approach allows for incremental adjustment to project strategies that will optimize a project to meet stated goals and objectives. The proposed scope aims to capitalize on previous work completed by others and accommodate flexibility as final decisions are made concerning particular project parameters. The approach includes the identification of an economically efficient construction methodology to reduce overall project expense and impact to the residents surrounding the neighborhood.

A significant amount of work was conducted on Locklin Lake and surrounding areas including a permit which resulted in the removal of the existing dam and construction of the present earthen dam, though the latest planning document is from 2017 and is not consistent with prior documents. While valuable for planning, the present condition will need to be evaluated and will be required to develop a final basis of design, for permitting and development of construction documents. Historical information and previous data will be used wherever appropriate.

**Phase 1** - Conceptual design, physical survey, and preliminary environmental review suitable for alternative selection based on gathered data and client needs. Alternatives will be provided to the city with a facilitated discussion to build consensus on the basis of design. This effort will result in a basis of design and planning level cost estimate which will inform the phase 2 work.

**Phase 2** - After a consensus has been established for the basis of design, draft final design documents based on additional physical and environmental surveys as recommended from the phase 1 work and permitting considerations performed. A set of permit documents will be developed for submittal to FDEP and the NFWFMD. An “Issued For Construction” set of plans and specifications will be developed.

**Phase 3** - Will include construction administration and oversight through completion.

We are proposing to commence work on Phase 1 only at this time. Phase 2 and 3 scopes of work will be developed as a result of the phase 1 effort and an addendum to the consultant contract will be developed for each phase. Phase 2 and phase 3 work will be assigned based on available funding and agreement from the City and Consultants.

## Phase 1: Data Collection & Basis of Design

The primary objective of Phase 1 is to perform a pre-design study of the project, evaluating physical and ecological conditions of the lake, and determining a consensus derived course of action for restoration of Locklin Lake. Work will require collection of physical and ecological data, coordination with permitting agencies, and concept designs to depict options for dredging including material excavation strategies, transport, and final placement. A basis of design document will be generated based on findings from this phase of work.

### Task 1.1 – Data Collection:

Data collection is required to gather information on the present conditions at the site, the nature of the material to be dredged, and the environmental resources in the vicinity of the project. A desktop evaluation will be performed to assess existing information and identify data gaps. Field data collection plans will be developed and executed to collect the data needed to facilitate initial agency discussions and contribute to conceptual dredging plans and alternative selection.

Desktop Review: The initial project assessment will begin with a desktop evaluation of historical project documents, aerial imagery, cultural resources, and protected habitat data. A preliminary query on subsurface utilities through discussions with City Public works and other providers. SHPO discussions will be conducted to determine to potential for additional requirements. Publicly available records on property ownership limits and existing rights-of-way within the proposed



work area will be incorporated into the base maps. Surveys of individual parcels are not included in this phase, as they may not be needed for the work.

Hydrographic Survey: Collect topographic and bathymetric survey data within the work area. We estimated that a three-day survey event with a two-person crew will be sufficient to generate a Digital terrain Model (DTM) of the project area. The resulting DTM will provide baseline conditions for future design efforts including template establishment and volume computation.

Shoreline Stability Assessment: Conduct a visual assessment of shoreline conditions surrounding the lake. Each stretch of shoreline will be categorized, graded for existing stability, and evaluated for its apparent contribution to sedimentation within the lake. The results of this assessment will inform the need for, and design of, future shoreline stabilization recommendations. This work will also inform the design team on the limits of dredging excavation versus limits of work to be performed by residents, as well as potential right of entry requirements.

Investigatory Environmental Assessment: A review of high-resolution aerial photography will be conducted to inform annual and seasonal changes in aquatic vegetation. A two-day initial field assessment will be conducted by a two-person environmental team. The results will be reviewed with regulatory agencies during pre-application meetings and will aid to detail a final mapping effort that may be required in future phases of work. As the precise details of a future effort can vary widely, they will be determined in consultation with the appropriate agencies and detailed for performance in Phase 2 of the project. The environmental surveys will assess general areas of invasive species vs indigenous species and provide an initial assessment for discussions on removal, development of preliminary littoral shelf recommendations, and other potential environmental enhancement components of the project for consideration and inclusion into the basis of design.

Sediment Grab Samples: Grab samples of lake sediments will be obtained for preliminary visual classification. The results of the effort will be compared with historical geotechnical studies performed at the site and utilized to inform discussion with agencies. Depending on material composition and selected dredged material placement strategy, a more robust geotechnical sampling plan may be required, which could include multiple cores and testing for physical and chemical properties. The eventual full testing requirements will be determined in consultation with the appropriate agencies and detailed for performance in Phase 2.

Correspondence with property owners: Except for the city easement to the dam, the lake is generally surrounded by private property. During this phase we will begin right of entry correspondence with key property owner to allow for efficient use and storage of materials as needed.

Deliverables: The deliverables associated with Task 1.1 include those items noted in each scope description above. Data sets will be processed and spatially oriented within an industry-standard format (CAD, GIS, Hypack). A project memorandum briefly describing the relevant details of work performed will accompany a project file for the data sets.



### **Task 1.2 – Initial Agency Coordination:**

The task will afford opportunity for agency coordination with the FDEP, NFWFMD, and SHPO early in the process. The work will allow for assessment of the potential environmental benefits and impacts of the proposed project. The resulting discussions will aid in decision-making for minimum project requirements and inform potential final project design elements including schedule and budget.

Initial Consultation: Host an initial consultation meeting with the appropriate agencies for the purpose of project introduction. Project history and preliminary review of information gathered in the desktop review will be shared. Conceptual project alternatives will be discussed with feedback sought. Consensus will be sought in planning for the investigatory data collection efforts.

Pre – Application Meeting: Conduct a pre-application meeting after completion of the conceptual project plans in Task 1.3. The meeting will review results from data collection efforts and assess regulatory feasibility of the proposed project elements. A permitting plan will be developed in consultation with the responding agencies, to include the requirement of any future data collection efforts.

Deliverables: Meeting notes from agency meetings will be distributed to the project team. Work plans for future environmental survey and soil chemistry analysis (Phase 2) will be produced. An internal memorandum addressing permitting strategy will be distributed to the project team.

### **Task 1.3 – Conceptual Design:**

Conceptual engineering design will include the development of proposed alternate elements that may be incorporated in the design. This preliminary work will be coordinated with City staff to elicit comments prior to alternatives development and with the benefit of from physical data collection, ecological investigations and permitting communications. Focus will be placed on identifying value-added elements to the design which increase project performance and affect cost and schedule, especially as these elements may relate to local knowledge and practice.

Conceptual engineering design: A set of design templates will be generated and preliminary calculations regarding material to be removed along with a narrative discussing the value of the various templates. These templates will be generated based on permitting and local input as well as natural contours inferred from our analyses.

A set of conceptual options for construction alternatives including value and constraints of each construction scenario. We anticipate two to three concepts total, which will include both a terrestrial (dry) and a floating (wet) plant excavation option. A suitable material staging, handling and transportation plan will be developed for each. Material placement strategies will be evaluated, including beneficial use alternatives and landfill disposal. Rough Order of Magnitude costs (ROM) will be developed for each concept.

Once concepts are complete a final project plan will be selected for development. We will visit with city staff and leadership to facilitate a discussion towards the consensus design template and



methodology for construction, recognizing that options provided to a contractor can trigger potential efficiencies from one contractor to another.

Basis of Design Document: A final basis of design document will present the proposed project objectives, particulars, and design requirements. The document will include a ROM cost evaluation and schedule for construction. The document will also update the proposed scope of work for Phases 2 and 3 of the projects. The basis of the design document will serve as a functional tool to facilitate ongoing agency coordination, grant management, and decision-making tool for City to direct continuance of the overall project.

Deliverables: Basis of Design document which summarizes the work completed in Phase 1, presents the selected conceptual design and design parameters, presents permitting criteria and considerations, discusses ROM costs, and updates schedule for the selected project.



## Project Schedule

We are proposing to proceed with Phase 1 only at this time. While the work described above for Phases 2 and 3 will ultimately be required, the specific details of each have not determined. Deliverables from phase 1 will inform phase 2 and 3.

- Stormwater design and water quality analysis are not included in this scope. We can assist with stormwater management and water quality assessment and design through an addendum to this contract.
- Grant writing is not included in this scope of work however the outcomes can be used to generate additional funding. First Line Coastal can assist with an addendum to this contract.

An overall estimated project schedule is presented in the table below. Updates to the project schedule will be submitted with each request for payment.

	2023	2024												
	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
<b>NTP / Project Kick-off</b>		█												
<b>Phase 1: Data Collection &amp; Assessment</b>		█	█	█	█	█								
<b>1.1 Data Collection</b>		█	█	█	█	█								
Desktop Review		█	█	█	█	█								
Hydrographic Survey		█	█	█	█	█								
Shoreline Stability Assessment		█	█	█	█	█								
Invest Environmental Assessment		█	█	█	█	█								
Sediment Grab Samples		█	█	█	█	█								
Property Owner Correspondence		█	█	█	█	█								
<b>1.2 Initial Agency Coordination</b>				█	█	█	█							
Initial Consultation				█	█	█	█							
Pre-Application Meetings				█	█	█	█							
<b>1.3 Conceptual Design</b>				█	█	█	█							
Conceptual Design/Basis of Design				█	█	█	█							

## Proposed Cost

The work is proposed to be performed on a lump-sum basis according to the table below. Billings will occur monthly and will be based upon a physical percent complete.

Dredging Element – Proposed Cost Table			
	Task	Description	Value
<b>Phase 1</b>	Task 1.1	Data Collection	\$ 56,750
	Task 1.2	Initial Agency Coordination	\$ 14,650
	Task 1.3	Preliminary Design	\$ 33,200
			<i>Phase 1 Total:</i>

Should you have any questions or require any additional information, please do not hesitate to contact me at (941) 320-0241 or by email at: [mstroik@FirstLineCoastal.com](mailto:mstroik@FirstLineCoastal.com)

Sincerely,



Mark Stroik  
Project Manager, VP





Agenda Item # 2023-2095  
**TASER purchase**

MEETING DATE	PREPARED BY
December 4, 2023	Tony Tindell, Police Chief

**BACKGROUND**

The Police Department is planning to purchase 21 TASER 7s. The officers have been using TASER models M26 and X26 since 2005. The M26 model was discontinued and we converted to the X26 model. The X26 model has been discontinued and we have been able to purchase refurbished ones during the past several years. Now the refurbished X26 is no longer available and TASER no longer provides technical support for this model. We are beginning to experience TASER failures and product malfunctions. There are a few new models available, but the TASER 7 model being requested is the one that meets the needs of the Police Department. During the previous 4 years, officers were required to activate their TASER 6 times. There are multiple events where the Officer simply displayed the TASER and the subjects complied with the Officer's instruction. The TASER is a valuable tool when attempting to get a suspect to comply as directed. Peaceful compliance by the suspect greatly reduces the possibility of injuries to the suspect or the officers.

**SUMMARY**

The TASER X26 model that is currently being used by the Milton Police Department is no longer produced or supported by the manufacturer, Axon Enterprise, Inc. This is a request to purchase 21 TASER 7 models at the cost of \$59,650.50. This is an approved budgeted item. Axon Enterprise, Inc. is a sole source provider of the TASER 7.

**RECOMMENDATION**

Staff recommends approval to purchase the TASERs as quoted at \$59,650.50. Axon Enterprise, Inc. is a sole source provider of the TASER7. This purchase is an approved budget expenditure.

**ATTACHMENTS**

1. Quote 11-23



**Axon Enterprise, Inc.**  
 17800 N 85th St.  
 Scottsdale, Arizona 85255  
 United States  
 VAT: 86-0741227  
 Domestic: (800) 978-2737  
 International: +1.800.978.2737

**Q-474752-45258.797AG**  
 Issued: 11/28/2023  
 Quote Expiration: 12/01/2023  
 Estimated Contract Start Date: 01/01/2024  
 Account Number: 326828  
 Payment Terms: N30  
 Delivery Method:

SHIP TO	BILL TO
Business:Delivery;Invoice-5451 Alabama St 5451 Alabama St Milton, FL 32570-2228 USA	Milton Police Dept.- FL 5451 Alabama St Milton FL 32570-2228 USA Email:

SALES REPRESENTATIVE	PRIMARY CONTACT
Rachel Gershenson Phone: Email: rleinson@axon.com Fax:	Daniele Morey Phone: 850-983-5423 Email: dmorey@miltonfl.org Fax: (850) 983-5425

**Quote Summary**

Program Length	60 Months
<b>TOTAL COST</b>	<b>\$59,650.50</b>
<b>ESTIMATED TOTAL W/ TAX</b>	<b>\$59,650.50</b>

**Discount Summary**

Average Savings Per Year	\$1,093.68
<b>TOTAL SAVINGS</b>	<b>\$5,468.40</b>

**Payment Summary**

Date	Subtotal	Tax	Total
Dec 2023	\$59,650.50	\$0.00	\$59,650.50
<b>Total</b>	<b>\$59,650.50</b>	<b>\$0.00</b>	<b>\$59,650.50</b>

Quote Unbundled Price: \$65,118.90  
 Quote List Price: \$59,650.50  
 Quote Subtotal: \$59,650.50

\$65,118.90  
 \$59,650.50  
 \$59,650.50

**Pricing**

*All deliverables are detailed in Delivery Schedules section lower in proposal*

Item Program	Description	Qty	Term	Unbundled	List Price	Net Price	Subtotal	Tax	Total
T7Basic	TASER 7 Basic Bundle	21	60	\$50.34	\$46.00	\$46.00	\$57,960.00	\$0.00	\$57,960.00
<b>A la Carte Hardware</b>									
22176	TASER 7 LIVE CARTRIDGE, CLOSE QUARTERS (12-DEGREE) NS	21			\$40.25	\$40.25	\$845.25	\$0.00	\$845.25
22175	TASER 7 LIVE CARTRIDGE, STANDOFF (3.5-DEGREE) NS	21			\$40.25	\$40.25	\$845.25	\$0.00	\$845.25
<b>Total</b>							<b>\$59,650.50</b>	<b>\$0.00</b>	<b>\$59,650.50</b>

## Delivery Schedule

### Hardware

Bundle	Item	Description	QTY	Estimated Delivery Date
TASER 7 Basic Bundle	20008	TASER 7 HANDLE, YLW, HIGH VISIBILITY (GREEN LASER), CLASS 3R	21	12/01/2023
TASER 7 Basic Bundle	20018	TASER BATTERY PACK, TACTICAL	25	12/01/2023
TASER 7 Basic Bundle	20160	TASER 7 HOLSTER - SAFARILAND, RH+CART CARRIER	21	12/01/2023
TASER 7 Basic Bundle	70033	WALL MOUNT BRACKET, ASSY, EVIDENCE.COM DOCK	1	12/01/2023
TASER 7 Basic Bundle	71019	NORTH AMER POWER CORD FOR AB3 8-BAY, AB2 1-BAY / 6-BAY DOCK	1	12/01/2023
TASER 7 Basic Bundle	74200	TASER 6-BAY DOCK AND CORE	1	12/01/2023
TASER 7 Basic Bundle	80087	TASER TARGET, CONDUCTIVE, PROFESSIONAL (RUGGEDIZED)	1	12/01/2023
TASER 7 Basic Bundle	80090	TARGET FRAME, PROFESSIONAL, 27.5 IN. X 75 IN., TASER 7	1	12/01/2023
TASER 7 Basic Bundle	22175	TASER 7 LIVE CARTRIDGE, STANDOFF (3.5-DEGREE) NS	21	12/01/2023
Ala Carte	22176	TASER 7 LIVE CARTRIDGE, CLOSE QUARTERS (12-DEGREE) NS	21	12/01/2023

### Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
TASER 7 Basic Bundle	20248	TASER 7 EVIDENCE.COM LICENSE	21	01/01/2024	12/31/2028
TASER 7 Basic Bundle	20248	TASER 7 EVIDENCE.COM LICENSE	1	01/01/2024	12/31/2028

### Warranties

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
TASER 7 Basic Bundle	80374	EXT WARRANTY, TASER 7 BATTERY PACK	25	12/01/2024	12/31/2028
TASER 7 Basic Bundle	80395	EXT WARRANTY, TASER 7 HANDLE	21	12/01/2024	12/31/2028
TASER 7 Basic Bundle	80396	EXT WARRANTY, TASER 7 SIX BAY DOCK	1	12/01/2024	12/31/2028

# Payment Details

Dec 2023

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Upfront	22175	TASER 7 LIVE CARTRIDGE, STANDOFF (3.5-DEGREE) NS	21	\$845.25	\$0.00	\$845.25
Upfront	22176	TASER 7 LIVE CARTRIDGE, CLOSE QUARTERS (12-DEGREE) NS	21	\$845.25	\$0.00	\$845.25
Upfront	TZBasic	TASER 7 Basic Bundle	21	\$57,960.00	\$0.00	\$57,960.00
<b>Total</b>				<b>\$59,650.50</b>	<b>\$0.00</b>	<b>\$59,650.50</b>

Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.

## Standard Terms and Conditions

Axon Enterprise Inc. Sales Terms and Conditions

Axon Master Services and Purchasing Agreement:

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at [www.axon.com/legal/sales-terms-and-conditions](http://www.axon.com/legal/sales-terms-and-conditions)), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. In the event you and Axon have entered into a prior agreement to govern all future purchases, that agreement shall govern to the extent it includes the products and services being purchased and does not conflict with the Axon Customer Experience Improvement Program Appendix as described below.

ACEIP:

The Axon Customer Experience Improvement Program Appendix, which includes the sharing of de-identified segments of Agency Content with Axon to develop new products and improve your product experience (posted at [www.axon.com/legal/sales-terms-and-conditions](http://www.axon.com/legal/sales-terms-and-conditions)), is incorporated herein by reference. By signing below, you agree to the terms of the Axon Customer Experience Improvement Program.

Acceptance of Terms:

Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

Signature

Date Signed

11/28/2023





Agenda Item # 2023-2087

# City Council Meeting and Work Session Schedule

## MEETING DATE

December 4, 2023

## PREPARED BY

Molly Turnes, Executive  
Assistant / Interim City Clerk

## BACKGROUND

## SUMMARY

## RECOMMENDATION

Staff recommends approval

## ATTACHMENTS

None



Agenda Item # 2023-2088

## City Council Meeting Agenda Format

### MEETING DATE

December 4, 2023

### PREPARED BY

### BACKGROUND

### SUMMARY

### RECOMMENDATION

Staff recommends approval

### ATTACHMENTS

None



Agenda Item # 2023-2089

## City Council and City Boards Procedural Rules

### MEETING DATE

December 4, 2023

### PREPARED BY

Molly Turnes, Executive  
Assistant / Interim City Clerk

### BACKGROUND

### SUMMARY

### RECOMMENDATION

Staff recommends approval

### ATTACHMENTS

None



Agenda Item # 2023-2090

## Boards and Committees Appointment Policy

### MEETING DATE

December 4, 2023

### PREPARED BY

Molly Turnes, Executive  
Assistant / Interim City Clerk

### BACKGROUND

### SUMMARY

### RECOMMENDATION

Staff recommends approval

### ATTACHMENTS

None



Agenda Item # 2023-2091  
**City Clerk Update**

**MEETING DATE**

December 4, 2023

**PREPARED BY**

Molly Turnes, Executive  
Assistant / Interim City Clerk

**BACKGROUND**

**SUMMARY**

**RECOMMENDATION**

Staff recommends approval

**ATTACHMENTS**

None



Agenda Item # 2023-2101

# Retention of Additional Counsel Regarding City Utility Services

## MEETING DATE

December 4, 2023

## PREPARED BY

Molly Turnes, Executive  
Assistant / Interim City Clerk

## BACKGROUND

## SUMMARY

## RECOMMENDATION

## ATTACHMENTS

None



City of Milton  
City Council Appointment Application

PLEASE PRINT LEGIBLY

DATE: 11/08/2023

NAME: Kathy Ellis

ADDRESS: 6349 Wisteria Drive  
Milton FL 32570

PHONE #: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_  
(Work) \_\_\_\_\_ (Other) \_\_\_\_\_

EMAIL: \_\_\_\_\_

CITY WARD: Ward 4

NUMBER OF YEARS AT ADDRESS: 39yrs 7 months

ADDRESS ON VOTER REGISTRATION CARD: same as above

PROOF OF RESIDENCY: \_\_\_\_\_

I HEREBY CERTIFY THAT I MEET ALL ELIGIBILITY REQUIREMENTS TO SERVE AS A MEMBER OF CITY COUNCIL, AS ESTABLISHED BY THE CHARTER OF THE CITY OF MILTON, ARTICLE 2, SECTION 2.

SIGNATURE: Kathy Ellis  
DATE: 11/08/2023

PLEASE ATTACH MOST RECENT RESUME

PLEASE RETURN THIS FORM, PRIOR TO THE ESTABLISHED DEADLINE:

CITY OF MILTON  
6738 DIXON STREET  
MILTON, FL 32572

CITY STAFF USE ONLY:

RECEIVED BY: [Signature] 11-8-2023

RECEIVED PRIOR TO DEADLINE   
CITY WARD VERIFIED   
VOTER REGISTRATION VERIFIED

ADDRESS VERIFIED   
RESIDENCY VERIFIED

# **Kathy Ellis**

## **Contact:**

6349 Wisteria Drive  
Milton, FL 32570

**Career Objective:** To obtain a position on the City Council Board Ward 4.

**About me:** I am a people person and have worked in customer service industry for years. I work well with others to provide the best quality of service all while striving for excellence. I was an advocate for my neighbors on Wisteria Drive during the development planning last year and saw the need for and importance of citizen/government interaction. My service on the Planning Board has given me experience that I believe will be of use if I am appointed to serve on the council.

Prior to my present employment, I worked in the medical field as co-owner/operator, of Gulf Coast Patient Transport/Gulf Coast Ambulance, Inc., an Advance Life Support/Basic Life Support/Non-Emergency business which was based in the City of Milton during the 1990s. The business was sold to Rural/Metro Ambulance, Inc. I worked for the new owner in the office as the Human Resources Assistant/Emergency Medical Technician, until I left the company in 1998. I then took some time off to be with my family until I became employed with Santa Rosa County Property Appraiser's Office in 2000.

---

## **Skills:**

- \*Payroll and Benefits Administration
- \*Records Management Systems
- \*AR/AP
- \*Purchasing
- \*Assisting with Budgets
- \*Onboarding New Hires
- \*Microsoft Office
- \*Office Folding Machine
- \*Office Mail Machine
- \*Office Copier

## Work History:

### **2018-Current: Administrative Assistant III**

Santa Rosa County Property Appraiser:

- \*Responsible for all employee payroll preparation
- \*Enter and track all Florida Retirement monthly reports
- \*Prepare quarterly 941, Worker's Comp reports
- \*Responsible for all accounts payable duties
- \*Make all travel arrangements for office personnel
- \*Responsible for reconciliation of bank and credit card statements
- \*Onboarding New Hires and E-Verify Verification process
- \*Office inventory and purchasing
- \*Other duties as needed

### **2003-2018: Payroll Manager**

Santa Rosa County Property Appraiser

- \*Responsible for all employee payroll/accounts payable functions
- \*Maintained employee records
- \*Assisted front desk with Homestead Exemption as needed
- \*Maintained confidentiality with personal information of employees
- \*Other duties as needed

### **2002-2003: Public Service Specialist**

Santa Rosa County Property Appraiser

- \*Provided excellent customer service to the public
- \*Provided information and filing of homestead exemption to property owners
- \*Operated cash registers accurately and efficiently
- \*Developed strong critical thinking skills
- \*Compiled labels for variance packages submitted to SRC Planning and Zoning
- \*Created blue line/ortho aerial maps for customers when needed
- \*Other duties as needed

### **2000-2002: Receptionist/Data Entry**

Santa Rosa County Property Appraiser

- \*Updated existing databases with new entries for homestead exemption
- \*Worked front desk as customer service representative
- \*Other duties as needed

**Education: Pensacola State College**  
\*Emergency Medical Technician Course

**Certifications:**  
International Association of Assessing Officers-Certified Florida Evaluator

**Volunteer Experience: City of Milton, FL**  
\*Milton Planning Board from March 2019 to present



City of Milton  
City Council Appointment Application

PLEASE PRINT LEGIBLY

DATE: 6 Nov 2023

NAME: Shari C. Sebastiao

ADDRESS: 6751 Cedar Ridge Cir  
Milton, FL 32570

PHONE #: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_  
(Work) \_\_\_\_\_ (Other) \_\_\_\_\_

EMAIL: \_\_\_\_\_

CITY WARD: 4

NUMBER OF YEARS AT ADDRESS: 23 years

ADDRESS ON VOTER REGISTRATION CARD: 6751 Cedar Ridge Cir  
Milton, FL 32570

PROOF OF RESIDENCY: \_\_\_\_\_

I HEREBY CERTIFY THAT I MEET ALL ELIGIBILITY REQUIREMENTS TO SERVE AS A MEMBER OF CITY COUNCIL, AS ESTABLISHED BY THE CHARTER OF THE CITY OF MILTON, ARTICLE 2, SECTION 2.

SIGNATURE: [Handwritten Signature]

DATE: 6 NOV 2023

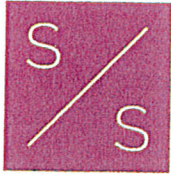
PLEASE ATTACH MOST RECENT RESUME

PLEASE RETURN THIS FORM, PRIOR TO THE ESTABLISHED DEADLINE:

CITY OF MILTON  
6738 DIXON STREET  
MILTON, FL 32572

CITY STAFF USE ONLY: RECEIVED BY: [Signature] 11-7-2023

RECEIVED PRIOR TO DEADLINE  ADDRESS VERIFIED   
CITY WARD VERIFIED  RESIDENCY VERIFIED   
VOTER REGISTRATION VERIFIED



# SHARI CHANTAL SEBASTIAO

6751 Cedar Ridge Circle, Milton, FL 32570

Dear City of Milton

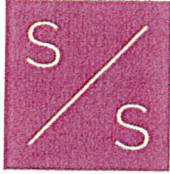
I am writing today in application for the open position for ward 4 seat 1 Milton city council. I am confident that my management and business relationships, as well as my experience with finances make me an excellent fit for this position.

As my attached resume outlines, I have 10 years of experience working in the business field. I have achieved many years of business, with great customer service, and I am confident I can achieve similar results for the city. I know it will be important to your organization. I am looking for an opportunity to help the citizens, and develop critical thinking and problem-solving abilities, while offering expertise in client and vendor relations.

I greatly appreciate you taking the time to consider my application. I look forward to the opportunity to speak with you further regarding how I can contribute to the continued success of the City of Milton. Thank you again.

Regards,

Shari Chantal Sebastiao



# SHARI CHANTAL SEBASTIAO

6751 Cedar Ridge Circle, Milton, FL 32570

## PROFESSIONAL SUMMARY

Dedicated business professional who demonstrated strengths in customer service, time management and trend tracking. Good at troubleshooting problems and building successful solutions. Excellent verbal and written communicator with strong background cultivating positive relationships and exceeding goals.

## SKILLS

- Business operations leadership
- Accounting oversight
- Budget management
- Regulatory compliance
- Business management
- Quality assurance
- Recordkeeping
- Critical thinking
- Outside Sales
- Business Relationships
- Management
- Serve Clients

## EXPERIENCE

Milton, Florida Ward #4 Representative Councilwoman. April 2021 - December 2022

Small Business Owner March 2013 - Current

2nd fold llc | milton, Florida

- Oversaw company finances with well-organized accounting system and strong financial controls for meeting budget targets.

Special Education Bus Driver January 2000 - June 2010

First student ,and Durham | Milton, FL

- Inspected and maintained vehicles, completing basic repairs for non-critical issues.
- Protected passengers at stops by monitoring traffic and weather conditions.
- Reported vehicle malfunctions or necessary repairs.
- Transported students to and from school each day.
- Adhered to and enforced safety for passenger boarding, exiting, and street crossings.
- Maintained current and updated knowledge of basic first aid and CPR.
- Kept to tight timetables by adjusting routes to account for traffic and weather problems.
- Served customers by going above-and-beyond to offer exceptional support for all needs.
- Complied with traffic regulations to operate vehicles safely.
- Stayed in open communication with dispatch, quickly reporting accidents, delays and other issues.
- Maintained clean bus interior for passenger comfort and safety requirements.
- Minimized disruptions with continuous attention to behavior and positive management strategies.
- Completed all tasks promptly and with minimal oversight.

Special Education Bus Driver January 1997 - January 2000

Patten Bus Services | atlantic beach, fl

- Maintained clean bus interior for passenger comfort and safety requirements.
- Inspected and maintained vehicles, completing basic repairs for non-critical issues.
- Reported vehicle malfunctions or necessary repairs.
- Maintained current and updated knowledge of basic first aid and CPR.

- Adhered to and enforced safety for passenger boarding, exiting, and street crossings.

## EDUCATION

High school diploma  
maryland high , leonard town , MD

May 1998