



EXECUTIVE COMMITTEE MEETING Regular Meeting Agenda

August 1, 2022
5:30 PM
6738 Dixon Street
Milton, FL 32570

- 1. Open Meeting**
- 2. Invocation**
Pastor Doug Holmes,
Christian Life Church, Milton
- 3. Pledge of Allegiance**
- 4. Approval of Agenda for Additional Items**
 - Recommendation for Additional Items from Staff
 - Recommendation for Additional Items from Council
- 5. Recognitions, Special Presentations and Awards**
- 6. Public Hearings/Meetings**
- 7. Invited Speakers**
Baskerville-Donovan, Inc.
- 8. Persons to Appear**
- 9. Agenda Items**
Staff Items

Administration Councilwoman Shari Sebastiao

Item # 2022-527
Special Event Permit Application - MHS Homecoming Parade

Item # 2022-568
Special Event Permit Application - Veterans Day Parade

Item # 2022-569
Special Event Permit Application - St. Rose of Lima Oktoberfest

Item # 2022-567
Use of City Property Policy

Item # 2022-577
Wastewater Treatment Plant Project Manager

Item # 2022-614
Sourcewell Cooperative for New Mower for Landscaping Department

Economic Development
Councilwoman Shannon Rice

Emerald Coast Regional Council
Councilman Vernon Compton

Finance
Councilman Casey Powell

Item # 2022-576
Reserve Policy Review

LEAP
Councilman Vernon Compton

Parks & Recreation
Councilman Jeff Snow

Public Safety
Mayor Heather Lindsay

Item # 2022-610
Dispatcher Training

Item # 2022-619
Stewart/Magnolia Intersection Safety

Public Works
Councilman Robert Leek

Item # 2022-611
Clearing and Grubbing 2 acres for basketball courts

**Stormwater
Councilman Matt Jarrett**

**10. Board & Committee Reports
Community Improvement Board
Councilman Vernon Compton**

Item # 2022-233
Mobile Vendors Status Update

**Historic Preservation Board
Councilwoman Roxanne Meiss**

**Pensacola Perdido Bay Estuary Program
Councilwoman Shannon Rice**

**Tourist Development Council
Councilman Jeff Snow**

**Transportation Planning Organization
Councilman Vernon Compton**

Item # 2022-579
City of Milton Sidewalks

Item # 2022-612
Discussion of DRAFT - RFP for Historic Milton Hwy 90 Transportation Solutions

- 11. Council Reports**
- 12. Mayor Report: Heather Lindsay**
- 13. City Attorney's Report**
- 14. City Manager's Report**
- 15. Public Input**
- 16. Adjourn/Recess**

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

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



Pastor Doug Holmes,
Christian Life Church, Milton

MEETING DATE	PREPARED BY
August 1, 2022	Clerk's Office Dawn Molinero, City Clerk



Baskerville-Donovan, Inc.

MEETING DATE

August 1, 2022

PREPARED BY

Clerk's Office
Dawn Molinero, City Clerk



Special Event Permit Application - MHS Homecoming Parade

MEETING DATE	PREPARED BY
August 1, 2022	Administration Department Stephen Prestesater, Director of Public Relations



Special Event Permit Application

City of Milton

6738 Dixon Street, Milton FL 32570

850-983-5400 pio@miltonfl.org

Instructions:

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

Applicant & Event Organizer Information

☐ Individual ☒ Not-for Profit ☐ For-Profit ☐ Charity
☐ Other: _____

Name of Organization: Milton High School

Address: 5445 Stewart Street City: Milton

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

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

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

Event Information

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

Event Name: Milton High School Homecoming Parade

Event website/ Event Page: _____

Event Location: _____ Event Date(s) 9/30/22 to 9/30/22

Time of Event: Day 1 9:30 a.m. to 12:30 p.m. (Day 2 - Optional) _____ to _____

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

Estimated Attendance: _____ Is the Event Free to attend? ☒ YES ☐ NO

Special Event Questionnaire

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

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

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

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

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

☐ YES ☐ NO

City Fee Sheet

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

Location(s)/ Facility used at event:

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

Requested Items:

QTY

QTY

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

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

- ☒ Parade Package (including Police, Public Works, Planning, signage & street closures) \$1,000(np only)***
- ☐ Parade Package ("") – For-Profit Organization \$2500

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

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

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

Ordinances & Special Requests

Tourism District and Downtown Milton Special Requests:

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

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

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

I hereby request the following regarding the Blackwater River:

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

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

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

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

Time Period from when these requests will take place:

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

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

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

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

If so, please list street names:

- 1) Stewart Street
- 2) Byrom Street
- 3) Raymond Hobbs Street
- 4) Park Avenue

Is this an annual Event? ☐ YES ☐ NO

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

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

Additional Documents Required with Application

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

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

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

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

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

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

Rules & Regulations

Application Dates:

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

Cancellation Policy:

- 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 Milton High School Homecoming Parade

Date(s) of Special Event Friday, Septemeber 30, 2022

Name of Organization Milton High School

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

Address of Organization 5445 Stewart Street, Milton, FL 32570

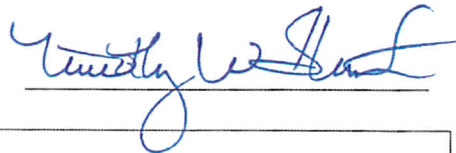
Phone Number 850-983-5600

Email scheppd@santarosa.k12.fl.us

Printed Name

Signature

Tim Short



Internal Signatures Required for Approval:

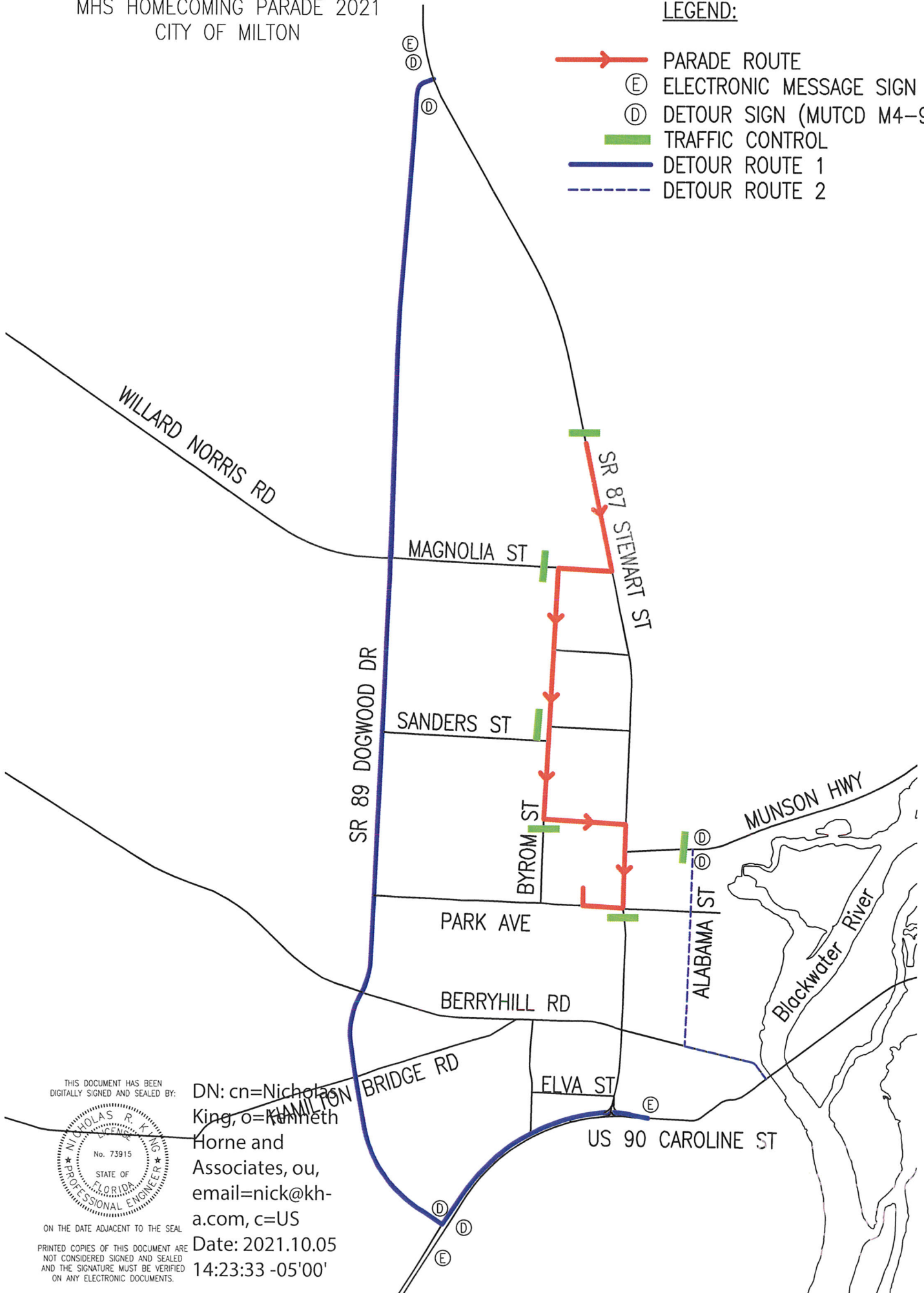
Office of Economic Development: _____ Planning: _____

Public Works: _____ Police: _____ Fire: _____

MHS HOMECOMING PARADE 2021
CITY OF MILTON

LEGEND:

-  PARADE ROUTE
-  ELECTRONIC MESSAGE SIGN
-  DETOUR SIGN (MUTCD M4-9)
-  TRAFFIC CONTROL
-  DETOUR ROUTE 1
-  DETOUR ROUTE 2



THIS DOCUMENT HAS BEEN
DIGITALLY SIGNED AND SEALED BY:



ON THE DATE ADJACENT TO THE SEAL

PRINTED COPIES OF THIS DOCUMENT ARE
NOT CONSIDERED SIGNED AND SEALED
AND THE SIGNATURE MUST BE VERIFIED
ON ANY ELECTRONIC DOCUMENTS.

DN: cn=Nicholas
King, o=Kenneth
Horne and
Associates, ou,
email=nick@kh-
a.com, c=US
Date: 2021.10.05
14:23:33 -05'00'



Special Event Permit Application - Veterans Day Parade

MEETING DATE	PREPARED BY
August 1, 2022	Administration Department Stephen Prestesater, Director of Public Relations



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: Santa Rosa Co. Veterans Memorial Foundation

Address: 5191 C Willing St. Milton FL

Name of Representative: Vickie Powers

Telephone: 850-860-2427 Cell Phone: _____

Email: santarosa.veterans.memorial@plaza@gmail.com

Name of Event/Activity/Project/Program: Veterans Day Parade & Ceremony

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

Are you incorporated? YES NO

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

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

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

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

OUTSIDE APPLICANT REQUEST

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

TOTAL AMOUNT OF FUNDING REQUESTED

\$ 500.00

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

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

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

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

Parade honoring Veterans of our County
Ceremony honoring Veterans of our County

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

Assist with the parade package funding

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
	\$500.00	\$500.00	Covid / Cancelled	\$500.00

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

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

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

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

<u>REVENUE</u>	<u>PRIOR YEAR</u>	<u>CURRENT YEAR</u>	<u>UPCOMING YEAR</u>
1. City of Milton	\$500.00	\$500.00	
2. SRC Veterans Memorial Foundation	\$500.00	\$500.00	
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
TOTAL REVENUE	\$1000.00	\$1000.00	

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

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

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

What percentage of the total budget will the City be providing if this application is approved? 50 %

PARTICIPANTS

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

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

INSTRUCTIONS

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

Mail to:

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

Hand Deliver to:

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

Email to: espears@miltonfl.org

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

CONDITIONS OF FUNDING

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

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

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

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

REQUIRED DOCUMENTATION
(If Applicable)

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

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

DEFAULT

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

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

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



Special Event Permit Application

City of Milton

6738 Dixon Street, Milton FL, 32570

850-983-5400 pio@miltonfl.org

Instructions:

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

Applicant & Event Organizer Information

☐ Individual

☒ Not-for Profit

☐ For Profit

☐ Charity

☐ Other: _____

Name of Organization: Santa Rosa Co. Veterans Memorial Foundation

Address: 5191 E Welling St

City: Milton FL 32570

Phone: 850-860-2427

Email: _____

Event POC: Vickie Powers

Phone: 850-4265404

Email: Vickie.jean.Powers@gmail.com

Event Information

☐ Concert

☐ Park Festival

☐ Street Festival

☒ Parade/ Procession

☐ Run/ Walk

☐ Sporting Event

☐ Sale/ Market

☐ Private Event/ Wedding

☐ Other _____

Event Name: Santa Rosa Co. Veterans Day Parade & Ceremony

Event website/ Event Page: _____

Event Location: _____ Event Date(s) Nov 11th to Nov 11th

Time of Event: Day 1 8:00 AM to 12:00 (Day 2 - Optional) _____ to _____

Setup Date & Time: 8:00 PM at _____ Teardown Date & Time: _____ at _____

Estimated Attendance: _____ Is the Event Free to attend? ☒ YES ☐ NO

Special Event Questionnaire

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

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

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

Do you have a Marketing Plan and if so, how will you notify surrounding businesses/ residents of your event? Chamber Newsletter / TV & Radio

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

☒ YES ☐ NO

City Fee Sheet

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

Location(s)/ Facility used at event:

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

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

- | | | | |
|---------------------------------------|-------|--|-------|
| ☐ Riverside | \$100 | ☐ Festival Area | \$150 |
| ☐ Other: _____ | | | |

Requested Items:

QTY

QTY

- | | | | |
|--|-------------------|---|------------------|
| ☐ Portable Restroom
(at Jernigan's landing) | \$250 | ☐ Portable Restroom
(at alternate location) | \$350 |
| ☐ City Stage 14'x28' | \$350 | ☐ City Movie System | \$250 |
| ☐ Live Music Licensing *** | \$200 | ☐ Movie Licensing *** | \$(at cost) |
| ☐ Event Insurance | \$(at cost) | ☐ Barricades | \$100 per _____ |
| ☐ Street Info Sign | \$250 per _____ | ☐ Cones | \$10 per _____ |
| ☐ Tables 6ft | \$5 per _____ | ☐ Dumpster | \$50 per _____ |
| ☐ Tables & Chairs D/S/R | \$100 _____ | ☐ City Garbage Cans | \$10 per _____ |
| ☐ Small Generator's | \$100 _____ | ☐ Large Generator | \$250 |
| ☐ Generator power distro | \$100 | ☐ Hose-bid water distro | \$100 |
| ☐ City Hydrant tap fee | \$50 + meter rate | ☐ Fire/EMS (if available) | \$30hr / 2hr min |
| ☐ Police (if available) | \$25hr / 4hr min | ☐ Public Works Crew | \$20hr/ 2hr min |
| ☐ Other City Staff | \$25hr/ 2hr min | ☐ Street Sweeping | \$250 per sweep |
| ☐ Electrical Activation | \$75 + meter rate | ☐ Event Clean-up | \$100hr |
| ☒ Parade Package (including Police, Public Works, Planning and required street closures) | | | \$1,000 |
| ☐ Concert Package (including light & sound production from our 3 rd party vendor) | | | \$1,600 |

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

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

Ordinances & Special Requests

Tourism District and Downtown Milton Special Requests:

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

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

☐ Open Container Ordinance (Section 6-27)

☒ Noise Ordinance (LDR Section III-5.16)

☐ Animal Control Ordinance (Section 4-37(b))

☐ And/ or other Ordinance _____

I hereby request the following regarding the Blackwater River:

☐ Activate Boating Restricted Areas

☐ Activate 24-hour docking at 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: Nov 11th Date: _____

To: _____ Date: Nov. 11th

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) Raymond Hobbs

2) Stewart St

3) Berry Hill Rd

4) Willing St crossing over Hwy 90

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): Nov 11th 2023

Alternative Date(s): Nov 13th 2023

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 21 day of July in 20 22

Name of Special Event Santa Rosa Co. Veterans Day Parade + Ceremony
Date(s) of Special Event Nov 11th 2022
Name of Organization Santa Rosa Veterans Memorial Foundation
Event Organizers Name Vickie Powers
Address of Organization 5191C Willing St. Milton FL
Phone Number 850-860-2427
Email Vetplaza@santarosa.fl.gov

Printed Name

Vickie Powers

Signature

Vickie Powers

Internal Signatures Required for Approval:

Office of Economic Development: _____ Planning: _____

Public Works: _____ Police: _____ Fire: _____

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 Office of Economic Development.

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

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

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

Rules & Regulations

Application Dates:

- The permit application process should begin at least 60 days prior to the event date. 90 days if alcohol is to be sold or given away. Parade application process should allow 6 months.
- Once all documents have been submitted, City Staff will schedule a meeting to review all information and ensure event organizers have 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 Councils 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.



Consumer's Certificate of Exemption

Issued Pursuant to Chapter 212, Florida Statutes

DR-14
R. 01/18

85-8015950714C-9	06/20/2022	06/30/2027	501(C)(3) ORGANIZATION
Certificate Number	Effective Date	Expiration Date	Exemption Category

This certifies that

THE SANTA ROSA COUNTY
VETERAN'S MEMORIAL FOUNDATION, INC.
5191C WILLING ST
MILTON FL 32570-4970

is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased.



Important Information for Exempt Organizations

DR-14
R. 01/18

1. You must provide all vendors and suppliers with an exemption certificate before making tax-exempt purchases. See Rule 12A-1.038, Florida Administrative Code (F.A.C.).
2. Your *Consumer's Certificate of Exemption* is to be used solely by your organization for your organization's customary nonprofit activities.
3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.
4. This exemption applies only to purchases your organization makes. The sale or lease to others of tangible personal property, sleeping accommodations, or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Rule 12A-1.070, F.A.C.).
5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third-degree felony. Any violation will require the revocation of this certificate.
6. If you have questions about your exemption certificate, please call Taxpayer Services at 850-488-6800. The mailing address is PO Box 6480, Tallahassee, FL 32314-6480.



Special Event Permit Application - St. Rose of Lima Oktoberfest

MEETING DATE	PREPARED BY
August 1, 2022	Administration Department Stephen Prestesater, Director of Public Relations



Special Event Permit Application

City of Milton

6738 Dixon Street, Milton FL 32570
850-983-5400 econdev@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 Office of Economic Development.

Applicant & Event Organizer Information

☐ Individual

☒ Not-for Profit

☐ For Profit

☐ Charity

☐ Other: _____

Name of Organization: St. Rose of Lima Catholic Church

Address: 6451 Park Ave

City: Milton

Phone: 850-623-3600

Email: grejr13@gmail.com

Event POC: George Elliott

Phone: 850-908-487-8622

Email: lewisk@srl.ptdiocese.org

Event Information

☐ Concert

☐ Park Festival

☐ Street Festival

☐ Parade/ Procession

☐ Run/ Walk

☐ Sporting Event

☐ Sale/ Market

☐ Private Event/ Wedding

☒ Other: Oktoberfest

Event Name: Oktoberfest

Event website/ Event Page: Srl parish.org and St. Rose of Lima Events on

Event Location: Behind Church Event Date(s) 10/15/22 to 10/15/22

Time of Event: Day 1 11am to 7pm (Day 2 - Optional) _____ to _____

Setup Date & Time: 7am at 10/15 Teardown Date & Time: 7p at 10/15

Estimated Attendance: 1000 Is the Event Free to attend? ☒ YES ☐ NO

Special Event Questionnaire

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

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

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

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

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

☐ YES ☐ NO

We are working on this

City Fee Sheet

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

Location(s)/ Facility used at event:

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

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

- | | | | |
|---------------------------------------|-------|--|-------|
| ☐ Riverside | \$100 | ☐ Festival Area | \$150 |
| ☐ Other: _____ | | | |

Requested Items:

QTY

QTY

- | | | | |
|---|-------------------|--|------------------|
| ☐ Portable Restroom
(at Jernigan's landing) | \$250 | ☒ Portable Restroom
(at alternate location) | \$350 |
| ☐ City Stage 14'x28' | \$350 | ☐ City Movie System | \$250 |
| ☐ Live Music Licensing *** | \$200 | ☐ Movie Licensing *** | \$(at cost) |
| ☐ Event Insurance | \$(at cost) | ☐ Barricades/ Cones | \$100/\$10 |
| ☐ Street Info Sign | \$250 per _____ | ☒ City Garbage Cans | \$10 per _____ |
| ☐ Tables 6ft | \$5 per _____ | ☐ Chairs – 10 at a time | \$10 |
| ☐ Tables & Chairs D/S/R | \$25 _____ | ☐ Tables & Chairs cleaning | \$100 |
| ☐ Small Generator's | \$100 _____ | ☐ Large Generator | \$250 |
| ☐ Generator power distro | \$100 | ☐ Hose-bid water distro | \$100 |
| ☐ City Hydrant tap fee | \$50 + meter rate | ☐ Fire/EMS (if available) | \$30hr / 2hr min |
| ☒ Police (if available) | \$25hr / 4hr min | ☐ Public Works Crew | \$20hr/ 2hr min |
| ☐ Other City Staff | \$25hr/ 2hr min | ☐ Street Sweeping | \$250 per sweep |
| ☐ Electrical Activation | \$75 + meter rate | ☐ Event Clean-up | \$100hr |
| ☐ Parade Package (including Police, Public Works, Planning and required street closures) | | | \$1,000 |
| ☐ Concert Package (including light & sound production from our 3 rd party vendor) | | | \$1,600 |

_____ dumpsters like before if possible

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

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

Ordinances & Special Requests

Tourism District and Downtown Milton Special Requests:

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

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

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

I hereby request the following regarding the Blackwater River:

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

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

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

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

Time Period from when these requests will take place:

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

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

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

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

If so, please list street names:

- 1) _____ 2) _____
- 3) _____ 4) _____

Is this an annual Event? ☐ YES ☐ NO

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

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

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 Office of Economic Development.



Event Site Map



Event Race Route Map



Parade Route & Alternate

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



Insurance Certificate(s)



Fireworks Application



Other (any other agency)



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

Rules & Regulations

Application Dates:

- The permit application process should begin at least 60 days prior to the event date. 90 days if alcohol is to be sold or given away. Parade application process should allow 6 months.
- Once all documents have been submitted, City Staff will schedule a meeting to review all information and ensure event organizers have 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 Councils 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 Oktoberfest
Date(s) of Special Event October 15th
Name of Organization St. Rose of Lima
Event Organizers Name George Elliott / Kate Lewis Parish Manager
Address of Organization 16451 Park Ave
Phone Number 850-623-3600
Email grejr13@gmail.com

Printed Name

Signature

Internal Signatures Required for Approval:

Office of Economic Development: _____ Planning: _____

Public Works: _____ Police: _____ Fire: _____



Use of City Property Policy

MEETING DATE	PREPARED BY
August 1, 2022	Administration Department Stephen Prestesater, Director of Public Relations

Policy for the use of City-owned Equipment for non-City events

The City of Milton owns certain equipment acquired specifically for use by the City in carrying out special events. The City often receives inquiries from third parties requesting use of the City's equipment. While the equipment is public property and it may be considered a public service to allow the public to utilize the equipment, the City does not wish to compete with private businesses that may rent or sell the same or similar items. The City also wishes to maintain the equipment in good, working order to ensure it is available for use at City sponsored events. The property is identified in below in table #1.

The purpose of this policy is to detail who can and cannot utilize City-owned equipment for non-City sponsored special events, what City-owned equipment can be utilized, the cost for using City-owned equipment and the process for granting approval.

Non-profit, civic, social, and neighborhood-based groups are eligible to request to rent City-owned equipment for non-City sponsored special events that take place inside the City Limits only. Incorporation as a non-profit or a 501C3 designation is not required to rent City-owned equipment. But is preferred. Requesting entities cannot be a for-profit company.

City-owned equipment is not allowed to be taken outside the City Limits without the express approval by the Milton City Council. Such approval must take place at a duly called meeting of the City Council and approved by a majority of Council a minimum of sixty (60) days in advance of the event. Individual Council Members may not authorize the use of City-owned equipment inside or outside of the City Limits.

For non-City sponsored events inside the City Limits, the rental request form (Attachment #1) must be completed a minimum of thirty (30) days in advance of the event. All users of City-owned property must provide proof of insurance in an amount sufficient to completely replace the rented item(s) at the current market value and liability insurance in the amount of \$1,000,000 per incident or greater. Proof of insurance, listing the City as an also insured, must be provided prior to taking possession of the City-owned equipment. If the renter is an incorporated entity, the signature on the application must be by a duly authorized representative of the company. If the organization is not incorporated, the person signing the application accepts the liability for the care and proper use of the City-owned equipment. The renter accepts all responsibility and liability for the safe use of the rented equipment.

Use of the City-owned equipment will be granted at the sole discretion of the City Manager. The City reserves the right to refuse use of any City-owned equipment by any party. The availability of the equipment does not guarantee rental. City sponsored events will take priority over rentals.

The rental period is for 24 hours unless prior arrangements are made and approved by the City Manager. For items that can be easily and safely transported, pick-up by the renter is allowed. Items that must be towed or are not easily and safely transported, City staff will deliver and pick-up the items. Detailed set-up and break-down instructions will be provided. Renters may request City staff assistance in the set-up, use and break-down of the rented equipment. This may be approved by the City Manager based on availability of staff and for an additional fee. Renters may be requested to demonstrate their ability to correctly utilize the rented equipment.

Table #1 – City-Owned Property for use in special events

<u>Item</u>	<u>Rental Price</u>
One (1), 40 x 40 ft. center pole tent with tie downs and base plate weights	\$750
One (1) Portable Restroom Facility	\$400
One (1) Portable Stage	\$400
One (1) portable, inflatable movie screen	\$200
One (1) portable movie projector and sound system with cables	\$200
Street Closed Signs	\$100 ea
Portable barricades	\$10 ea
Traffic Cones	\$10 ea
City Garbage Cans	\$10 ea
Roll Off dumpsters	\$250
Banquet Tables and chairs	\$10/table, \$10/10 chairs
Large Power Generator	\$300
Small Power Generator	\$150
Power Distribution Panel	\$150
Fire Hydrant Hose Bib Water Distribution System	\$100



Wastewater Treatment Plant Project Manager

MEETING DATE	PREPARED BY
August 1, 2022	Manager's Office Randy Jorgenson, City Manager

The City of Milton, Florida (population 10,498) is seeking qualification statements from skilled, experienced, professional civil and or environmental engineers, and/or heavy industrial construction project managers licensed in the state of Florida to provide project management and construction phase services for the City's new, state of the art 2 MGD wastewater reclamation facility, Rapid Infill Basins, Spray Fields, Force Mains, and other associated project elements. The professional services to be provided include, but are not limited to the following:

- a. Serve as the primary point of contact and project manager for the construction of the City's new wastewater facility.
- b. Reviews the project's scope, plans, drawings, calculations, permits, grant agreements, regulatory documents, work procedures/sequences, schedules, budgets, staffing, contractor and sub-consultant involvement, and progress billing points to ensure adequacy and compliance during the construction phase.
- c. Meet with the elected officials, city staff, outside agencies, the media and public-at-large to consult on the project.
- d. Meet with project professionals, including project engineers, designers, contractors, and subcontractors to consult on the project.
- e. Provide elected officials, city staff, outside agencies, the media and public-at-large information on technical design topics, construction means and methods, and project schedule, budget, and scope.
- f. Manage, along with the City's Public Works Director, the engineering and design contract for the project.
- g. Manage, along with the project engineers, the construction contract for the project.
- h. Support procurement for the project, including supplier qualifications, bid reviews, process design requirements, review of design drawings and supplier documents, successful resolution of manufacturing discrepancies, support for installation, generation of as-built drawings, and onsite support.
- i. Participate in construction support activities including responses to requests for information (RFIs), submittal reviews, construction site visits, and design revisions/management of change, startup and commissioning and troubleshooting.
- j. Review and make recommendation for all change orders in coordination with project engineers and contractors.
- k. Provide regular project updates for elected officials, city staff, outside agencies, the media and public-at-large.
- l. Review and recommend, in consultation with the project engineers, pay requests from the selected contractor.
- m. Advise elected officials and city staff on matters as may materially affect the City's infrastructure and public assets in relation to the project.
- n. Prepare any and all state, federal and/or local reports or studies regarding the project.
- o. Assist with technical information, including drawing, schematics, data and other project specifics for grant and loan packages that the City may seek.
- p. Perform any and all other necessary, requested, required or appropriate professional services related to the project as requested by the City Manager.

This position will be filled via a 1099 contracted employee. The selection process will conform with Florida Statute §287.055, known as the Consultants' Competitive Negotiation Act ("CCNA"). This Act governs a public entity's acquisition of professional architectural, engineering, landscape architecture, and surveying and mapping services. Potential respondents are encouraged to familiarize themselves with this statute.

To be considered, respondents must submit a complete response as required by this RFQ. The response must include the following:

- Evidence of respondent's capability to provide all services as detailed in the RFQ.
- Relevant experience and qualifications of the respondent.
- Education of the respondent.
- Proven experience as demonstrated with recent projects (either completed or underway) of similar project type, size, scope, and complexity for local government agencies within the State of Florida.
- Minimum of three references.



Agenda Item # 2022-614

Sourcewell Cooperative for New Mower for Landscaping Department

MEETING DATE

August 1, 2022

PREPARED BY

Diane Ebentheuer, Purchasing
Agent/Risk Manager

BACKGROUND

The City's purchasing policy allows Council to waive the bid process and use "Other Contracts" that have gone through the review processes and have been approved by another government entity. The Landscaping Department needs a new mower.

SUMMARY

Sourcewell Cooperative: #070821-ATZ
Item: Stand-On All-Terrain Mower
Pricing: \$16,031.88
Vendor: The Tool Shack - Gulf Breeze

RECOMMENDATION

Request Council waive the bid process and approve the use of Sourcewell Cooperative pricing (Contract #070821-ATZ) for purchase of a new mower to The Tool Shack - Gulf Breeze.

ATTACHMENTS

1. Tool Shack Mower Invoice

The Tool Shack - Gulf Breeze

4370 Gulf Breeze Pkwy.

Gulf Breeze, FL 32563

Phone: (850) 934-1700 Fax: (850) 934-1780

Work Order

193801

We appreciate your business!

Please visit our website at www.TheToolShack.com and be sure to "LIKE" us on FACEBOOK.

Bill To				Ship To			
CITY OF MILTON 6731 MAGNOLIA STREET MILTON, FL 32570							
Customer	Contact	Customer Tax Number	Phone	Cell Phone	Transaction	PO Number	
2287	LEE - GROUNDS DEPT	85-8012621641C-2	(850) 983-5477	(850) 983-5410	Cash Sale	altoz est	
Counter Person	Sales Person	Date Printed	Reference	Email Address		Department	
CHRIS NEAL	CHRIS NEAL	07/27/22	193801	lee.willingham@ci.milton.fl.us		Counter Sales	

Section 1 UNIT 15% OFF PER SOURCEWELL CONTRACT - CONTRACT NUMBER 070821-ATZ

Model	Line	Description	Ordered	B/O'd	Shipped	List	Net	Amount
1055126	ALZW	TSX 561i STAND-ON ALL-TERRAIN 29.5hp KAW	1		1	\$18,499.00	\$15,720.00	\$15,720.00
	SN	TS521364						

Note

PRICING IS BASED ON CURRENT SOURCEWELL GOVERNMENT CONTRACT. WE WILL NEED THE CITY OF MILTONS SOURCEWELL NUMBER TO PROCEED AT THIS PRICING

SOURCEWELL CONTRACTS WILL ELIMINATE THE NEED FOR THE ITEM TO GO TO BID

THIS UNIT IS LISTED AS SOURCEWELL CONTRACT # 070821-ATZ

Section 1 SubTotal \$15,720.00

Section 2 ACCESSORIES 20% OFF

Part Number	Line	Description	Ordered	B/O'd	Shipped	Net Each	Amount
2000857	ALZP	KIT,FRONT WEIGHT ASM,	1	1		\$215.96	\$215.96
2500439	ALZP	KIT,SLOPE METER,40 DE	1	1		\$55.96	\$55.96
2500384	ALZP	KIT,REAR DEBRIS SHIEL	1	1		\$39.96	\$39.96

Section 2 SubTotal \$311.88

Invoice Total \$16,031.88

Sales Tax \$0.00

Grand Total \$16,031.88

Thank you for your business! We hope to see you again soon.	
*** ALL EQUIPMENT SALES ARE FINAL *** NO RETURNS / REFUNDS ON EQUIPMENT ***	
35% RESTOCKING FEE on all non-stock returned parts. Items returned must be in the original package and unopened, within 7 DAYS. Receipt is required. NO RETURNS ON ELECTRICAL PARTS. For parts / accessories over \$50, return will be processed as a Store Credit.	
Customer signature is acknowledgement of receipt of merchandise as described.	
Notes:	 Customer acknowledges receipt thereof:



Agenda Item # 2022-576

Reserve Policy Review

MEETING DATE

August 1, 2022

PREPARED BY

Heidi Sroka, Budget
Coordinator

BACKGROUND

Review of the updated Reserve Fund Policy.

SUMMARY

Review of the Reserve Fund Policy.

RECOMMENDATION

Council direction

ATTACHMENTS

1. Reserve Policy 22_23 Proposed II

General Fund Reserve Policy

Purpose: The City of Milton (the City) is committed to prudent fiscal practices and maintaining adequate General Fund reserves to ensure consistent, uninterrupted municipal services and facilities in the wake of potential risk events, such as a major economic downturn or natural disaster (e.g., wildfires, hurricanes or other storm events). Additionally, the city is committed to maintaining an adequate reserve to protect its credit quality and reduce the City's cost of borrowing, as adequate reserves represent a significant factor in a rating agency's evaluation.

General Fund Reserve: The City of Milton will maintain a General Fund reserve equivalent to 4.5 months of the monthly general fund operating expense.

Risk-Based Reserve Classifications: Those reserve funds shall be further sub-divided into the following three (3) risk exposure classifications. Each will be established as a percentage of established General Fund reserve.

- 20% Reserve for Revenue Volatility- The City will maintain this amount as a hedge against swings in revenue from economic conditions, state actions and other adverse conditions, particularly changes in sales tax, property tax, and other fee-based revenue.
- 20% Reserve for Expenditure Volatility- The City will maintain this amount as a hedge against unanticipated costs such as major litigation, a spike in pension contributions resulting from the market volatility, or unplanned capital expenditures.
- 60% Reserve for Extreme Events/Public Safety- The City will maintain this amount as a hedge against natural disasters, other public safety emergencies and unexpected infrastructure repair and replacement.

Reserve Administration: The following is provided for appropriate and timely administration of the City's General Fund reserve.

- The City's overall General Fund Reserve amount (i.e., 4.5 months) will be reported and adjusted annually with budget adoption.
- Any funds in excess of the City's 4.5 months of General Fund reserve will be identified at the close of each fiscal year for programming at the City Council's discretion.
- If, based on the Finance Department's forecasting and analysis, a 4.5-month General Fund reserve is not being met or will likely not be met within a three-year time horizon, the Finance Director will work with the City Manager to develop a plan to achieve the 4.5 month reserve balance. The plan will be presented to City Council for consideration and adoption as soon as practicable.

Conditions for Use of Reserves: The following is provided to govern the appropriate use and replenishment of the City's General Fund reserve.

- A. The three (3) Risk-Based Reserve classifications are identified separately as justification for the City's Overall General Fund Reserve. The full 4.5-month reserve is available to address unanticipated events in any area (e.g., Revenue Volatility, Expenditure Volatility, and Extreme Events/Public Safety) at the City Council's discretion. **General Fund Reserve discretionary**

expense examples following budget approval include emergency infrastructure repairs, emergency purchase of public safety equipment including vehicles and projects that the City Council deem necessary to protect the public health, safety and welfare.

It is the intent of the City to limit use of General Fund reserves to address unanticipated, non-recurring needs. Reserves shall not normally be applied to recurring annual operating expenditures.

B. With Council authorization, General Fund reserves may be used to allow time for the City to restructure its operations in a deliberate manner (e.g., to address a severe economic downturn), but such use will only occur in the context of an adopted long-term plan to achieve a sustainable structure.

Upon City Council declaration of an emergency or other action to appropriate these funds, the use of reserves by the City Manager shall be consistent with the purposes and provisions contained within this policy and the City of Milton's general Financial Policy.

Any use of General Funds that would cause the City's reserve to drop below 4.5 months of budgeted annual General Fund operating expenditures shall be permitted only on a specific, case-by-case basis as authorized by the City Council.

C. In the event City Council authorizes use of the General Fund reserve, the City Manager shall propose a plan for the replenishment of the reserves to the City Council. The proposed plan shall be provided to the City Council within 60 days or as soon as practicable.

The City will strive to replenish the General Fund reserve within one year of use but will fully replenish the reserve within five years of use.

The city will seek reimbursement from the Federal Emergency Management Agency to replenish reserves used in connection with a catastrophic event. Application for reimbursement will be made as soon as practicable following a catastrophic event, consistent with all federal guidelines.

D. The City will procure appropriate insurance coverages to protect and preserve its General Fund reserve should an unanticipated risk event occur. The City's insurance program shall to the extent its available provide coverage for catastrophic events (e.g., wildfires, winter storms or earthquakes).

When necessary and appropriate, the City should consider borrowing from other City funds (i.e., inter-fund loans) or through access to the debt markets rather than draw upon General Fund reserves.



Agenda Item # 2022-610

Dispatcher Training

MEETING DATE

August 1, 2022

PREPARED BY

Tony Tindell, Police Chief

BACKGROUND

This is a request to send 2 Dispatchers to The Florida Department of Law Enforcement (FDLE) Criminal Justice Information Services (CJIS) two-day seminar, on August 31st and Sept 1st, 2022. This training is mandatory for all Agencies utilizing the Florida Criminal Information Center (FCIC).

This course will be held at the Gulf Coast State College located at 5230 W Hwy 98 Panama City, FL. This is the closest venue that is being offered for this training.

This seminar is being offered at no charge.

Accommodations are at the Ramada Inn by Windom (4306 US-98, Panama City, Florida) with a Government Rate of \$105 for double occupancy. It will require two nights stay and per diem:
Lodging: \$210 (105 per night) Per Diem: \$168 (\$84 per person/2 days)
Total: \$378

SUMMARY

RECOMMENDATION

This training cost is in the budget. Approval is requested to be moved to Council.

ATTACHMENTS

1. FDLE CJIS 007
2. class1
3. class 2



Milton Police Department

Memo

To: Randy Jorgenson
City Manager
From: Chief Tony Tindell
Subject: FDLE CJIS training
AT-FY-21-010

Date: July 25, 2022

I am requesting to send Katina McDaniels and Erica Huter to The Florida Department of Law Enforcement (FDLE) Criminal Justice Information Services (CJIS) two-day seminar, on August 31st and Sept 1st, 2022.

This training is mandatory for all Agencies utilizing the Florida Criminal Information Center (FCIC).

This course will be held at the Gulf Coast State College located at 5230 W Hwy 98 Panama City, FL. This is the closest venue that is being offered for this training.

This seminar is being offered at no charge.

Accommodations are at the Ramada Inn by Windom (4306 US-98, Panama City, Florida) with a Government Rate of \$105 for double occupancy. It will require two nights stay and per diem:

Lodging: \$210 (105 per night) Per Diem: \$168 (\$84 per person/2 days)

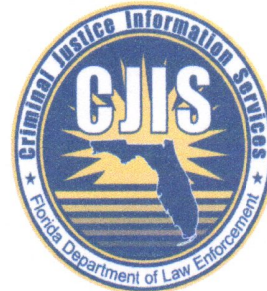
Total: \$378

Training announcement is attached.



The Florida Department of Law Enforcement

Important Update: CJIS Fall Meetings 2022



Released: July 2022

CJIS Memorandum: 2022-12

Executive Summary:

Registration for the 2022 CJIS Fall Meetings is now available. Topics discussed include: Disposition of Firearms; Expungements; National Rapback; Florida Incident-Based Reporting System (FIBRS); Use of Force Reporting; Criminal Justice Data Transparency (CJDT); Uniform Arrest Affidavit (UAA) initiatives; Florida Crime Information Center (FCIC) updates; Audits and Compliance; and Florida's Audit findings.

The Florida Department of Law Enforcement (FDLE) Criminal Justice Information Services (CJIS) will host two-day seminars, in August and September of this year. These seminars are being offered at no charge to the agency. This is an opportunity for agency personnel to learn more about the data initiatives being managed by FDLE CJIS, ask questions of CJIS personnel, and network with counterparts from other agencies.

Day one - 8:45 a.m. – 5:00 p.m., local time, with time for lunch.

Morning topics include:

- Disposition of Firearms
- Expungements
- National Rapback

Afternoon topics include:

- Uniform Arrest Affidavit (UAA)/Florida Arrest Affidavit (FAA)
- Florida Incident Based Reporting System (FIBRS)
- Criminal Justice Data Transparency (CJDT)
- Florida Crime Information Center (FCIC) updates

Important Information for:

CJIS Agency Coordinators, UCR Coordinators, FCIC Agency Coordinators, Local Agency Security Officers, Agency Heads, and all Criminal Justice Agency Personnel.

Day two 8:45 a.m. – 12:30 p.m.

- CJIS Security Policy Update
- Audits and Compliance
- Florida's Audit findings
- FCIC technical updates

Attendees may choose a location in any CJIS Service Area and you may choose to attend one day or both. If you have any questions, need to modify or cancel your registration, please email CJISIDT@fdle.state.fl.us. Click the link below to visit the registration page for that day.

Aug. 16-17, 2022	Aug. 22-23, 2022	Aug. 31-Sept. 1, 2022
Santa Fe College Room WA-108 3000 NW 83 rd St Gainesville, FL	Polk County Sheriff's Office 1891 Jim Keene Blvd Winter Haven, FL	Gulf Coast State College Student Union East, Room 232 5230 W Hwy 98 Panama City, FL
REGISTER	REGISTER	REGISTER
Sept. 20-21, 2022	Sept. 22-23, 2022	
SouthWest Florida State College 8099 College Pkwy Ft. Myers, FL	Long Key Recreation Center 3501 SW 130 th Ave Davie, FL	
REGISTER	REGISTER	



Agenda Item # 2022-619

Stewart/Magnolia Intersection Safety

MEETING DATE

August 1, 2022

PREPARED BY

Tim Milstead, Planning Director

BACKGROUND

The Milton Police Department responded a few weeks ago to the latest of a series of traffic incidents at the intersection of Stewart Street and Magnolia Street. This latest incident involved a fatality and further brings to light the need for safety improvements at the intersection, especially given recent developments in this area of the community that will further increase traffic counts moving through this intersection.

SUMMARY

The City previously adopted a resolution in 2018 identifying the problem at the intersection, and sent a letter to FDOT at that time requesting improvements. The adopted resolution from 2018 is attached. Also attached is a draft resolution for consideration by the Council that will be sent to FDOT along with a letter describing the safety issues if authorized.

RECOMMENDATION

The Mayor recommends Council resolution to FDOT to support traffic light being placed there.

ATTACHMENTS

1. Resolution NO. 1452-18
2. Stewart Magnolia FDOT Resolution 072822

CITY OF MILTON RESOLUTION # 1452-18

**A RESOLUTION CALLING FOR THE FLORIDA DEPARTMENT OF
TRANSPORTATION (FDOT) CONSIDERATION OF INTERSECTION SAFETY
IMPROVEMENTS**

WHEREAS, the intersection of Highway 87 North (Stewart St.) and Magnolia Street in the City of Milton are highly traveled and confusing for motorist to navigate; and

WHEREAS, the intersection of Highway 87 North (Stewart St.) and Magnolia Street are frequently used by parents and bus drivers traveling to and from the local schools; and

WHEREAS, the intersection of Highway 87 North (Stewart St.) and Magnolia Street have been the location of numerous accidents resulting in grave injury and/or death, and

WHEREAS, safe and efficient traffic management is a significant concern of our public, businesses and schools; and

WHEREAS, the City of Milton desires to protect the public's safety, promote and maintain business in the City as well as encourage economic development; and

WHEREAS, dangerous and injurious travel is counter to those efforts.

NOW, THEREFORE, BE IT RESOLVED that the Milton City Council calls on the FDOT to make necessary traffic management improvements at the intersection of Highway 87 North (Stewart St.) and Magnolia Street and supports a Intersection Safety Project.

PASSED AND ADOPTED by the City Council of the City of Milton, Florida on this Eleventh day of December, 2018.

Heather Lindsay, Mayor

Dewitt Nobles, City Clerk

RESOLUTION NO. _____-22

A RESOLUTION OF THE CITY OF MILTON, FLORIDA, CALLING FOR THE FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) CONSIDERATION OF INTERSECTION SAFETY IMPROVEMENTS AT THE INTERSECTION OF HIGHWAY 87 (STEWART STREET) AND MAGNOLIA STREET

WHEREAS, the intersection of Highway 87 North (Stewart St.) and Magnolia Street in the City of Milton are highly traveled and confusing for motorist to navigate; and

WHEREAS, development in the community continues to increase the amount of traffic using the intersection; and

WHEREAS, the intersection of Highway 87 North (Stewart St.) and Magnolia Street are frequently used by parents and bus drivers traveling to and from the local schools; and

WHEREAS, the intersection of Highway 87 North (Stewart St.) and Magnolia Street have been the location of numerous recent accidents resulting in grave injury and, most recently, a fatality, and

WHEREAS, safe and efficient traffic management is a significant concern of our public, businesses and schools; and

WHEREAS, the City of Milton desires to protect the public's safety, promote and maintain business in the City as well as encourage economic development; and

WHEREAS, dangerous and injurious travel is counter to those efforts.

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

SECTION 1. That the Milton City Council calls on the FDOT to make necessary traffic management improvements at the intersection of Highway 87 North (Stewart St.) and Magnolia Street and supports a Intersection Safety Project.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF MILTON ON THIS _____
DAY OF _____, 2022.

CITY OF MILTON, FLORIDA

BY: _____

Heather Lindsay - Mayor

ATTEST:

CITY CLERK: _____

Legal in form and Valid when signed by City Attorney.

CITY ATTORNEY



Clearing and Grubbing 2 acres for basketball courts

MEETING DATE	PREPARED BY
August 1, 2022	Public Works Department Christie Haarmann, Public Works Admin

Three Trade Consultants, Inc.

5690 Jeff Ates Rd., Milton, FL 32583

Ph.: (850) 626-9972 Fax: (850) 626-7414

Email: threetrade@bellsouth.net

PROPOSAL

Page No. 1 of 1 Pages

To:

City of Milton

Attention: Joe Robey

JOB NAME: 2 acres off Byrom next to BMX Track

LOCATION: Mitlon

CONTACT: Brandon

PHONE: (850)698-2133

DATE: May 23, 2022

THE FOLLOWING PROPOSAL IS ONLY AN ESTIMATE OF LABOR AND MATERIAL REQUIRED TO PERFORM THE JOB CORRECTLY WITHIN INDUSTRY STANDARDS, THE ACTUAL WORK MAY REQUIRE CHANGES AND MATERIALS NOT VISIBLE OR OBVIOUS AT THE TIME OF THE PROPOSAL. WE WILL FURNISH LABOR, MATERIALS AND EQUIPMENT NECESASARY TO THE TASK LISTED BELOW:

Lot Clearing 2 Acres

\$16,000.00

WE PROPOSE hereby to furnish material and labor-Complete in accordance with these specifications, for the sum of:

Dollars ()

* Payable as follows: **Due Upon Completion of Each Phase as Determined by Three Trade Consultants, Inc.**

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specification involving extra cost will be executed upon signed change orders, and will become an additional expense over and above the estimate. Three Trade not responsible for delays caused by force majeure. Owner to carry all necessary forms of insurance. Our workers are fully covered by workers compensation insurance. This is a contract for goods and services, in the event of a dispute, prevailing party attorneys fees and costs apply.

David M. Phillips

Authorized Signature for Three Trade Consultants, Inc.

Date: 5/23/2022

Note: This proposal may be withdrawn by us if not returned signed & notarized within **30** days.

ACCEPTANCE OF PROPOSAL -- The prices, specifications and conditions are satisfactory and are hereby accepted. You/your company are authorized to do the work as specified. Upon your signature you personally guarantee that Payment shall be made as outlined above. Work will be scheduled once this proposal is signed, Notarized & Original returned to the office.

Authorized Signature: _____

Title: _____

Date: _____

State of _____

County of _____

The following instrument was acknowledged before me this _____ day of _____, 20_____, by _____

_____ who is personally known to me or who produced _____ as identification.

Notary Signature _____

Name (print) _____

Seal:

Sessions Construction Services, Inc.

6953 TRAMMEL DR
Milton, FL 32570
850-232-5512
sessionsland@gmail.com



Estimate

ADDRESS

Randy Hoyt

ESTIMATE # 1030

DATE 07/25/2022

ACTIVITY	QTY	RATE	AMOUNT
LC Clearing, Rake and haul two acres located off Byrom St between bmx and city landscape building.	2	11,500.00	23,000.00

~Cost.. 11,500.00 per single acre

~23,000.00 Total job cost.

~Bid does not include erosion control or any type of cover for cleared
ground. (like grass or seed)

TOTAL

\$23,000.00

Accepted By

Accepted Date

LJFD. Inc - Joiner's

5837 Stewart St, Milton, FL 32570
850-623-5062 * Fax 850-623-2237
Ljoiner333@yahoo.com

PROPOSAL

06/03/2022

City of Milton
Attn: Randy Hoyt
850-377-4248

Project Location: Behind the MDX Bike Park - Byrom St

We are pleased to offer this proposal, furnish labor & equipment as needed to perform the following tasks:

- Clear 2 acres of vacant wooded land \$11,800 per acre
- Install Silt Fence \$1.35 per foot

Thank you for your business!

Lonnie A Joiner



Agenda Item # 2022-233

Mobile Vendors Status Update

MEETING DATE

August 1, 2022

PREPARED BY

Tim Milstead, Planning Director

BACKGROUND

This item is a follow-up to provide information regarding a 6 month trial program to allow mobile vendors on private property in the City of Milton based upon Council action in late 2021.

SUMMARY

In 2021, the City Council held discussions about the existing regulations regarding mobile vendors. After discussion, the Council voted to end the program that allows for mobile vendors to sign a one-year lease for 7 different city-owned properties as shown in the attached section from the City's Code of Ordinances. At the same time, the Council voted to begin a 6-month trial period to allow mobile vendors to establish locations on commercially-zoned properties within the City, provided they obtained a city business license, and provided they provided written documentation of the property owner's consent to use the property. After completion of the 6 month period, the City Council established an additional 90 day extension in April of the trial period to provide an opportunity for the Community Improvement Board to complete an evaluation of the mobile vending licensure program. The 90 day extension of the trial period recently ended, and the Community Improvement Board has completed their review of the proposed language changes. Staff has also amended the language further to remove licensing requirements in the existing language, as licensing authority is designated entirely to the State of Florida.

RECOMMENDATION

The Committee of the Whole and Executive Committee unanimously approved a 90-day extension for the suspension of mobile vendors on city-owned properties in April, and also for allowing mobile vendors on commercial-zoned properties in the city. The Committee forwarded the item to the Community Improvement Board for review of the current ordinance for any future permanent changes. The Community Improvement Board has reviewed the current ordinance and has proposed some draft changes that are included. Staff recommends the Executive Committee to review the language recommended by the C.I.B. and C.O.W. Staff also recommends a 60-day extension of the moratorium on mobile vending lease issuance on city-owned properties.

ATTACHMENTS

1. Mobile Vendor Existing Regulations
2. MOBILE VENDOR REGULATIONS DRAFT 72622

ARTICLE III. MOBILE VENDOR LICENSE

Sec. 36-120. Penalty.

The penalty for violating any provision of this article shall be a fine not exceeding the amount set forth in section 1-13 for each offense, together with the revocation or suspension of the vendor's license. The code enforcement officer has the authority to issue fines in accordance with F.S. ch. 162.

(Ord. No. 1085, § 12, 3-12-2002; Ord. No. 1316-09, § 11, 7-14-2009)

Sec. 36-121. Required.

No person shall conduct any business sale or sell any merchandise, or offer to conduct any business sale, offer or sell any merchandise, including food, beverages, goods and services, from any public road, other public thoroughfare, sidewalk, parking lot, or any public property whatsoever, except persons in permitted areas holding a valid mobile vendor license and fully conforming to the terms of this article. No person shall operate or conduct a mobile vending business on privately owned commercial property within the city unless said operation conforms fully to the terms of this article.

(Ord. No. 1085, § 1, 3-12-2002; Ord. No. 1123-03, § 1, 6-10-2003; Ord. No. 1316-09, § 1, 7-14-2009; Ord. No. 1394-13, § 1, 9-10-2013)

Sec. 36-122. Application.

- (a) The application for a vending license shall contain all information relevant and necessary to determine whether a particular license may be issued, including, but not limited to, the following:
 - (1) The applicant's full name, current address, telephone number, social security number and proof of identity, together with one full-face photograph of the applicant, no less than two inches square, nor more than three inches square;
 - (2) A brief description of the nature, character and quality of goods, wares or merchandise to be offered for sale;
 - (3) The specific locations in which the vendor intends to conduct business;
 - (4) If the applicant is employed by another, the name and address of the person; the federal tax number and the state sales tax number;
 - (5) A complete listing of any other licenses issued to the applicant by the city within the five years immediately preceding the date of application.
- (b) The applicant shall provide a brief description of the nature and character of the food, beverages, goods or services to be sold, and the application shall be accompanied by a photograph of the vendor's stand or boat.
- (c) The application must include a provision indemnifying and holding harmless the city from any and all claims arising out of the vendor's operation.
- (d) The applicant must provide the city with a copy of a certificate of liability insurance with a minimum coverage of \$1,000,000.00. The policy must name the city as an additional insured.

(Ord. No. 1085, § 2, 3-12-2002; Ord. No. 1123-03, § 2, 6-10-2003; Ord. No. 1316-09, § 2, 7-14-2009)

Sec. 36-123. Health inspection certificate required where vending license involves sale of food or beverages.

Any application for a vending license to engage in the sale of food or beverages shall also be referred to the health department for approval and issuance of a certificate of health inspection (health permit), in addition to the regular vending license. The applicant's equipment shall be subject to inspections by the health department.

(Ord. No. 1085, § 3, 3-12-2002; Ord. No. 1316-09, § 3, 7-14-2009)

Sec. 36-124. Fee.

Any vendor granted a vending license under this article shall pay a nonrefundable annual fee as currently established or as hereafter adopted by resolution of the city council from time to time and also must purchase an occupational license for the current fee. Issuance and pro ration of licenses will be in accordance with article IV of chapter 44.

(Ord. No. 1085, § 4, 3-12-2002; Ord. No. 1257-07, § I, 9-27-2007; Ord. No. 1316-09, § 4, 7-14-2009)

Sec. 36-125. Permitted locations and conditions of use.

- (a) Seven publicly owned parcels set forth below are hereby designated as permissible public vendor sites:
 - (1) One location at the northwest corner of Willing and Caroline Streets;
 - (2) One location at the northwest corner of Elmira and Caroline Streets;
 - (3) One location at the North Riverwalk, not on the wooden boardwalk or gazebo; and
 - (4) Two locations at the South Riverwalk, which shall be limited to vending carts so as to be located in limited space;
 - (5) One location at Carpenter's Park not on the designated parking areas;
 - (6) One location at Russell Harbor not on the designated parking areas.
- (b) Mobile vendors will be allowed within the SSC-RC zoning district upon permission from the applicable property owner.
- (c) Mobile vendors may operate temporarily upon commercially zoned property for the purpose of determining the viability of the property to support a permitted restaurant or food service establishment. Said temporary mobile vending permit shall be valid for a period of 90 days and may be issued once every two years from the date of issuance for any particular property, concern or permit holder.
- (d) At each permitted location, no vendor shall be permitted:
 - (1) Within 15 feet of any street intersection or pedestrian crosswalk;
 - (2) Within ten feet of any driveway, loading zone or bus stop;
 - (3) Within a minimum of four feet of unobstructed pedestrian space;
 - (4) In any area within ten feet of a building entrance or exit or, in the case of a hotel or motel, within 15 feet of building entrances or exits;

Created: 2021-10-13 14:48:07 [EST]

(Supp. No. 14)

-
- (5) Against display windows of fixed location businesses;
 - (6) Within five feet of any fire hydrant or fire escape; and
 - (7) Within five feet of any parking space or access ramp designated for persons with disabilities.

(Ord. No. 1085, § 5, 3-12-2002; Ord. No. 1123-03, § 2, 6-10-2003; Ord. No. 1316-09, § 5, 7-14-2009; Ord. No. 1394-13, § I, 9-10-2013; Ord. No. 1484-18, § 1, 11-13-2018)

Sec. 36-126. Annual license; random distribution; restriction relating to festivals/events.

- (a) Licenses for operation on public property shall be issued on an annual basis coinciding with the city's occupational license requirements. All other locations will be permitted on a temporary basis.
- (b) Any license not renewed within 30 days of its expiration shall be void and of no further use or effect whatsoever. At any time that the number of outstanding licenses falls below five licenses for sidewalk sites and two park sites, the city manager shall within 30 days of availability distribute, on a random basis among any applicants, a sufficient number of licenses to ensure that the total number of outstanding licenses equals seven. Temporary mobile vending permits on commercial properties shall be valid for a period of 90 days, upon the expiration of which the operation shall cease and desist and the land shall be re-established in the same fashion as it existed prior to the issuance of the permit.
- (c) Issuance of a mobile vendor's license does not allow usage of the permitted location during authorized festivals or events.

(Ord. No. 1085, § 6, 3-12-2002; Ord. No. 1316-09, § 6, 7-14-2009; Ord. No. 1389-13, § I, 7-9-2013; Ord. No. 1394-13, § I, 9-10-2013)

Sec. 36-127. Regulation of stand design and maintenance.

Licensed sidewalk vendors may only use stands that have been inspected and approved by and are in conformance with design regulations promulgated by the health department and/or planning department. Such regulations shall address the design aspects of the stands, with the purpose of protecting public safety and ensuring that stands are maintained in a neat, clean and orderly fashion, and ensure all stands:

- (1) Have storage areas not visible to the public.
- (2) Have appropriate trash receptacles.
- (3) Be made of materials that are durable and easy to clean.
- (4) Have advertising and other signage limited to the name of the stand or items sold and a listing of items sold and the price. Such signs shall not exceed two feet by two feet.

(Ord. No. 1085, § 7, 3-12-2002; Ord. No. 1123-03, § 3, 6-10-2003; Ord. No. 1316-09, § 7, 7-14-2009)

Sec. 36-128. Hours of operation.

Vendors shall be allowed to engage in the business of vending only between the hours of 8:00 a.m. and 10:00 p.m. No vending station, conveyance or other item related to the operation of vending business shall be located on any authorized location during non-vending hours. Vendors shall remove all conveyances within 30 minutes of ceasing business operations each day.

(Ord. No. 1085, § 9, 3-12-2002; Ord. No. 1123-03, § 4, 6-10-2003; Ord. No. 1316-09, § 8, 7-14-2009)

Sec. 36-129. Litter and trash to removal.

- (a) Vendors shall keep the sidewalks, roadways and other spaces adjacent to their vending sites or locations clean and free of paper, peelings and refuse of any kind generated from the operation of their businesses. All trash or debris accumulating within 20 feet of any vending stand shall be collected by the vendor and deposited in a trash container.
- (b) A person engaged in food vending shall affix to his vending station a receptacle for litter marked as being for litter, which shall be maintained and emptied regularly.
- (c) Licensees must take with them at the end of each day all trash, litter, garbage, refuse and waste, including, but not limited to, the greasy cooking water, generated by their vending operations.

(Ord. No. 1085, § 10, 3-12-2002; Ord. No. 1316-09, § 9, 7-14-2009)

Sec. 36-130. Prohibited conduct.

No person authorized to engage in the business of vending under this article shall do any of the following:

- (1) Unduly obstruct pedestrian or motor vehicle traffic flow, except for up to 15 minutes to load and unload vending stations and/or vending merchandise.
- (2) Obstruct traffic signals or regulatory signs.
- (3) Stop, stand or park any conveyance upon any street for the purpose of selling during the hours when parking, stopping and standing have been prohibited by signs or curb markings.
- (4) Leave any conveyance unattended at any time or store, park, or leave such conveyance in a designated area overnight.
- (5) Use a handcart or pushcart whose dimensions exceed eight feet in width, 12 feet in length, and eight feet in height.
- (6) Use any conveyance that, when fully loaded with merchandise, cannot be easily moved and maintained under control by the licensee, his employee, or an attendant.
- (7) Sell any goods, wares or merchandise from any location other than the designated location.
- (8) Sound any device that produces a loud and raucous noise or operate any generator, loudspeaker, public address system, radio, sound amplifier, or similar device to attract public attention or as to constitute a nuisance.
- (9) Conduct his business in such a way as would restrict or interfere with the ingress or egress of the abutting property owner or tenant, create a nuisance, increase traffic congestion or delay, constitute a hazard to traffic, life or property, or obstruct adequate access to emergency and sanitation vehicles.
- (10) Utilize city electrical fixtures or electrical extension cords.

(Ord. No. 1085, § 11, 3-12-2002; Ord. No. 1316-09, § 10, 7-14-2009)

Sec. 36-131. License notice and display.

- (a) The applicant shall be notified within 30 days after the applicant has filed a completed application of the decision to issue or deny the vending license. Any applicant for a license to sell food and beverages whose application receives the approval of the health department shall be issued both a vending license and a certificate of health inspection (or health permit).

-
- (b) Each license shall show the name and address of the licensee, the type of license issued, the kind of goods to be sold, the amount of the license fee, the date of issuance, and the license number. Each license shall also show the expiration date of the license. Each license shall be visibly displayed at the stand.
 - (c) All licenses issued under this section shall be both nonassignable and nontransferable unless approved by the city.

(Ord. No. 1085, § 13, 3-12-2002; Ord. No. 1316-09, § 12, 7-14-2009)

Sec. 36-132. Notice of name or address change required.

All vendors shall assure that a current and correct name, residence address and mailing address are on file with the city. Whenever either the name or the address provided by a licensed vendor on his application for a vending license changes, the licensee shall notify the city in writing within 30 days of such change and provide the same with the name change or address change.

(Ord. No. 1085, § 14, 3-12-2002; Ord. No. 1316-09, § 13, 7-14-2009)

Sec. 36-133. Suspension or revocation; grounds; notice; hearing.

- (a) In addition to the penalty contained in section 36-120, any license issued under this article may be suspended or revoked for any of the following reasons:
 - (1) Fraud, misrepresentation or knowingly false statement contained in the application for the license;
 - (2) Fraud, misrepresentation or knowingly false statement in the course of carrying on the business of vending;
 - (3) Conducting the business of vending in any manner contrary to the conditions of the license;
 - (4) Conducting the business of vending in such a manner as to:
 - a. Create a public nuisance;
 - b. Cause a breach of the peace;
 - c. Constitute a danger to the public health, safety, welfare or morals; or
 - d. Interfere with the rights of abutting property owners; or
 - (5) Cancellation of health department authorization for a food or beverage vending unit.
- (b) The city clerk shall provide written notice of the suspension or revocation in a brief statement setting forth the complaint, the grounds for suspension or revocation, and notifying the licensee or permit holder of his right to appeal. Such notice shall be mailed to the address shown on the license holder's application by certified mail, return receipt requested.
- (c) If the city revokes a vending license or permit, the fee already paid for the license or permit shall be forfeited. A person whose license or permit has been revoked under this section may not apply for a new license for a period of one year from the date of revocation.
- (d) Notice of the hearing for revocation of a license shall be given in writing, setting forth specifically the grounds of complaint and the time and place of a hearing. Such notice shall be mailed, postage prepaid, to the licensee at his last know address at least five days prior to the date set for the hearing.

(Ord. No. 1085, § 15, 3-12-2002; Ord. No. 1316-09, § 14, 7-14-2009)

Secs. 36-134—36-165. Reserved.

ARTICLE III. MOBILE VENDOR'S LICENSE

Sec. 36-120. Penalty.

The penalty for violating any provision of this article shall be a fine not exceeding the amount set forth in section 1-13 for each offense, together with the revocation or suspension of the vendor's license lease, where applicable. The code enforcement officer has the authority to issue fines in accordance with F.S. ch. 162.

(Ord. No. 1085, § 12, 3-12-2002; Ord. No. 1316-09, § 11, 7-14-2009)

Sec. 36-121. Required.

No person shall conduct any business sale or sell any merchandise, or offer to conduct any business sale, offer or sell any merchandise, including food, beverages, goods and services, from any public road, other public thoroughfare, sidewalk, parking lot, or any public property whatsoever, except persons in permitted areas holding a valid mobile vendor license from the state and fully conforming to the terms of this article. No person shall operate or conduct a mobile vending business on privately owned commercial property within the city unless said operation conforms fully to the terms of this article.

(Ord. No. 1085, § 1, 3-12-2002; Ord. No. 1123-03, § 1, 6-10-2003; Ord. No. 1316-09, § 1, 7-14-2009; Ord. No. 1394-13, § 1, 9-10-2013)

Sec. 36-122. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section.

Mobile Vendor – a transient business selling or delivering food or goods in the city, whether from a food truck, trailer, tent or non-motorized cart or wagon

Sec. 36-123. Application.

- (a) The application for a vending license lease shall contain all information relevant and necessary to determine whether a particular license lease may be issued, including, but not limited to, the following:
- (1) The applicant's full name, current address, telephone number, social security number and proof of identity, together with one full-face photograph of the applicant, no less than two inches square, nor more than three inches square;
 - (2) A brief description of the nature, character and quality of goods, wares or merchandise to be offered for sale;
 - (3) The specific locations in which the vendor intends to conduct business;
 - (4) If the applicant is employed by another, the name and address of the person; the federal tax number and the state sales tax number;

-
- (5) A complete listing of any other licenses issued to the applicant by the city within the five years immediately preceding the date of application.
- (b) The applicant shall provide a brief description of the nature and character of the food, beverages, goods or services to be sold, and the application shall be accompanied by a photograph of the vendor's stand or boat.
- (c) The application must include a provision indemnifying and holding harmless the city from any and all claims arising out of the vendor's operation.
- (d) The applicant must provide the city with a copy of a certificate of liability insurance with a minimum coverage of \$1,000,000.00. The policy must name the city as an additional insured.
- (Ord. No. 1085, § 2, 3-12-2002; Ord. No. 1123-03, § 2, 6-10-2003; Ord. No. 1316-09, § 2, 7-14-2009)

~~Sec. 36-123. Health inspection certificate required where vending license involves sale of food or beverages.~~

~~Any application for a vending license to engage in the sale of food or beverages shall also be referred to the health department for approval and issuance of a certificate of health inspection (health permit), in addition to the regular vending license. The applicant's equipment shall be subject to inspections by the health department.~~

~~(Ord. No. 1085, § 3, 3-12-2002; Ord. No. 1316-09, § 3, 7-14-2009)~~

Sec. 36-124. Fee.

Any vendor granted a vending ~~lease~~license under this article shall pay a nonrefundable annual fee as currently established or as hereafter adopted by resolution of the city council from time to time ~~and also must purchase an occupational license for the current fee. Issuance and pro-ration of licenses will be in accordance with article IV of chapter 44.~~

(Ord. No. 1085, § 4, 3-12-2002; Ord. No. 1257-07, § 1, 9-27-2007; Ord. No. 1316-09, § 4, 7-14-2009)

Sec. 36-125. Permitted locations and conditions of use.

- (a) ~~Seven-Ten~~ publicly owned ~~parcels-locations~~ set forth below are hereby designated as permissible public ~~mobile~~ vendor sites:
- (1) One location at the northwest corner of Willing and Caroline Streets for non-motorized vending carts or wagons only;
 - (2) ~~One-Three~~ locations at the northwest corner of Elmira and Caroline Streets;
 - (3) One location at the North Riverwalk for non-motorized vending carts or wagons only, not on the wooden boardwalk or gazebo; and
 - (4) Two locations at the South Riverwalk, which shall be limited to non-motorized vending carts so as to be located in limited space;
 - (5) ~~Two~~One locations at Carpenter's Park not on the designated parking areas;
 - (6) One location at Russell ~~Harbor-Harber~~ Landing not on the designated parking areas.
- (b) Mobile vendors will be allowed within all commercial the SSC-RC zoning districts, including the D-CM, SSC-RC districts upon permission from the applicable property owner being provided to the City. Mobile vendors

will also be allowed in the RC-1 zoning district on properties within 400 linear feet of the rights of way of Caroline Street or Willing Street.

- (c) ~~Mobile vendors may operate temporarily upon commercially-zoned property for the purpose of determining the viability of the property to support a permitted restaurant or food service establishment. Said temporary mobile vending permit shall be valid for a period of 90 days and may be issued once every two years from the date of issuance for any particular property, concern or permit holder.~~
- (d) At each permitted location, no vendor shall be permitted:
- (1) Within 15 feet of any street intersection or pedestrian crosswalk;
 - (2) Within ten feet of any driveway, loading zone or bus stop;
 - (3) Within a minimum of four feet of unobstructed pedestrian space;
 - (4) In any area within ten feet of a building entrance or exit or, in the case of a hotel or motel, within 15 feet of building entrances or exits;
 - (5) Against display windows of fixed location businesses;
 - (6) Within five feet of any fire hydrant or fire escape; and
 - (7) Within five feet of any parking space or access ramp designated for persons with disabilities.

(Ord. No. 1085, § 5, 3-12-2002; Ord. No. 1123-03, § 2, 6-10-2003; Ord. No. 1316-09, § 5, 7-14-2009; Ord. No. 1394-13, § I, 9-10-2013; Ord. No. 1484-18, § 1, 11-13-2018)

Sec. 36-126. Annual licenselease; random distribution; restriction relating to festivals/events.

- (a) Licenses-Leases for operation on public property shall be issued on an annual basis coinciding with the city's occupational licenselease requirements. All other locations will be permitted ~~on a temporary basis based on state licensing requirements and this article.~~
- (b) Any license-lease not renewed within 30 days of its expiration shall be void and of no further use or effect whatsoever. ~~At any time that the number of outstanding licenses falls below five licenses for sidewalk sites and two park sites, the city manager shall within 30 days of availability distribute, on a random basis among any applicants, a sufficient number of licenses to ensure that the total number of outstanding licenses equals seven. Temporary mobile vending permits on commercial properties shall be valid for a period of 90 days, upon the expiration of which the operation shall cease and desist and the land shall be re-established in the same fashion as it existed prior to the issuance of the permit.~~
- (c) Issuance of a mobile vendor's license-lease on city property does not allow usage of the permitted location during authorized festivals or events.

(Ord. No. 1085, § 6, 3-12-2002; Ord. No. 1316-09, § 6, 7-14-2009; Ord. No. 1389-13, § I, 7-9-2013; Ord. No. 1394-13, § I, 9-10-2013)

Sec. 36-127. Regulation of stand design and maintenance.

Licensed sidewalk-mobile vendors may only use ~~stands vehicles or carts~~ that have been inspected and approved by and are in conformance with design regulations promulgated by the health department and/or the state of Florida~~planning department. Such regulations shall address the design aspects of the stands, with the~~

purpose of protecting public safety and ensuring that stands are maintained in a neat, clean and orderly fashion, and ensure all stands:

- ~~(1) Have storage areas not visible to the public.~~
 - ~~(2) Have appropriate trash receptacles.~~
 - ~~(3) Be made of materials that are durable and easy to clean.~~
 - ~~(4) Have advertising and other signage limited to the name of the stand or items sold and a listing of items sold and the price. Such signs shall not exceed two feet by two feet.~~
- ~~(Ord. No. 1085, § 7, 3-12-2002; Ord. No. 1123-03, § 3, 6-10-2003; Ord. No. 1316-09, § 7, 7-14-2009)~~

Sec. 36-128. Hours of operation.

Vendors shall be allowed to engage in the business of vending on city owned properties only between the hours of 8:00 a.m. and 10:00 p.m. No vending station, conveyance or other item related to the operation of vending business shall be located on any authorized location during non-vending hours. Vendors shall remove all conveyances within 30 minutes of ceasing business operations each day.

(Ord. No. 1085, § 9, 3-12-2002; Ord. No. 1123-03, § 4, 6-10-2003; Ord. No. 1316-09, § 8, 7-14-2009)

Sec. 36-129. Litter and trash to removal.

- (a) Vendors shall keep the sidewalks, roadways and other spaces adjacent to their vending sites or locations clean and free of paper, peelings and refuse of any kind generated from the operation of their businesses. All trash or debris accumulating within 20 feet of any vending stand shall be collected by the vendor and deposited in a trash container.
- (b) A person engaged in food vending shall affix to his or her vending station a receptacle for litter marked as being for litter, which shall be maintained and emptied regularly.
- (c) Licensees-Lessees must take with them at the end of each day all trash, litter, garbage, refuse and waste, including, but not limited to, the greasy cooking water, generated by their vending operations.

(Ord. No. 1085, § 10, 3-12-2002; Ord. No. 1316-09, § 9, 7-14-2009)

Sec. 36-130. Prohibited conduct.

No person authorized to engage in the business of vending under this article shall do any of the following:

- (1) Unduly obstruct pedestrian or motor vehicle traffic flow, except for up to 15 minutes to load and unload vending stations and/or vending merchandise.
- (2) Obstruct traffic signals or regulatory signs.
- (3) Stop, stand or park any conveyance upon any street for the purpose of selling during the hours when parking, stopping and standing have been prohibited by signs or curb markings.
- (4) Leave any conveyance unattended at any time or store, park, or leave such conveyance in a designated area overnight.
- (5) Use a handcart or pushcart whose dimensions exceed eight feet in width, 12 feet in length, and eight feet in height.

-
- (6) Use any conveyance that, when fully loaded with merchandise, cannot be easily moved and maintained under control by the licensee, his or her employee, or an attendant.
 - (7) Sell any goods, wares or merchandise from any location other than the designated location.
 - (8) Sound any device that produces a loud and raucous noise or operate any generator, loudspeaker, public address system, radio, sound amplifier, or similar device to attract public attention or as to constitute a nuisance in violation of the city's noise regulations. Generators exceeding the city's noise requirements must have proper sound attenuation to mitigate noise in excess of the requirements as set forth in Article 9 of the City's Unified Development Code.
 - (9) Conduct his or her business in such a way as would restrict or interfere with the ingress or egress of the abutting property owner or tenant, create a nuisance, increase traffic congestion or delay, constitute a hazard to traffic, life or property, or obstruct adequate access to emergency and sanitation vehicles.
 - (10) Utilize city electrical fixtures or electrical extension cords.
 - (11) Conduct business at the licensed site any less than 20 hours in a one-month period.

(Ord. No. 1085, § 11, 3-12-2002; Ord. No. 1316-09, § 10, 7-14-2009)

Sec. 36-131. License notice and display.

- (a) The applicant shall be notified within 30 days after the applicant has filed a completed application of the decision to issue or deny the lease for mobile vending on city property license. ~~Any applicant for a license to sell food and beverages whose application receives the approval of the health department shall be issued both a vending license and a certificate of health inspection (or health permit).~~
- (b) Each ~~license~~ lease application shall show the name and address of the licensee, the type of license issued, the kind of goods to be sold, the amount of the license fee, and the date of issuance, ~~and the license number.~~ Each lease application shall also show the expiration date of the lease license. Each lease license shall be visibly displayed at the stand.
- (c) ~~All licenses issued under this section shall be both non-assignable and non-transferable unless approved by the city.~~

(Ord. No. 1085, § 13, 3-12-2002; Ord. No. 1316-09, § 12, 7-14-2009)

Sec. 36-132. Notice of name or address change required.

All mobile vending lessees ~~ors~~ shall assure that a current and correct name, residence address and mailing address are on file with the city. Whenever either the name or the address provided by a licensed mobile vendor on his or her application for a vending license-lease changes, the ~~licensee~~ lessee shall notify the city in writing within 30 days of such change and provide the same with the name change or address change.

(Ord. No. 1085, § 14, 3-12-2002; Ord. No. 1316-09, § 13, 7-14-2009)

Sec. 36-133. Suspension or revocation; grounds; notice; hearing.

- (a) In addition to the penalty contained in section 36-120, any license-lease issued under this article may be suspended or revoked for any of the following reasons:
 - (1) Fraud, misrepresentation or knowingly false statement contained in the application for the license; lease;

-
- (2) Fraud, misrepresentation or knowingly false statement in the course of carrying on the business of vending;
 - (3) Conducting the business of vending in any manner contrary to the conditions of the ~~lease~~license;
 - (4) Conducting the business of vending in such a manner as to:
 - a. Create a public nuisance;
 - b. Cause a breach of the peace;
 - c. Constitute a danger to the public health, safety, welfare or morals; or
 - d. Interfere with the rights of abutting property owners; or
 - (5) Cancellation of health department authorization for a food or beverage vending unit.
- (b) The ~~chief financial officer~~city clerk shall provide written notice of the suspension or revocation in a brief statement setting forth the complaint, the grounds for suspension or revocation, and notifying the ~~licensee or permit holder~~lessee of his or her right to appeal. Such notice shall be mailed to the address shown on the ~~license holder's~~lessee's application by certified mail, return receipt requested.
 - (c) If the city revokes a vending ~~license or permit~~lease, the fee already paid for the ~~license or permit~~lease shall be forfeited. A person whose ~~license or permit~~lease has been revoked under this section may not apply for a new ~~license~~lease for a period of one year from the date of revocation.
 - (d) Notice of the hearing for revocation of a ~~license~~lease shall be given in writing, setting forth specifically the grounds of complaint and the time and place of a hearing. Such notice shall be mailed, postage prepaid, to the ~~licensee~~lessee at his or her last known address at least five days prior to the date set for the hearing.
- (Ord. No. 1085, § 15, 3-12-2002; Ord. No. 1316-09, § 14, 7-14-2009)

Secs. 36-134—36-165. Reserved.



Agenda Item # 2022-579

City of Milton Sidewalks

MEETING DATE

August 1, 2022

PREPARED BY

Lyndsey Benton, Current
Planner/Zoning Officer

BACKGROUND

At last month's Council committee meetings, discussion was held about needed sidewalk improvements in the community. Councilman Vernon Compton presented the following list of top priorities for sidewalk improvements, and asked the Council to provide additional input about needed sidewalk additions to fill some of the sidewalk gaps in the community:

- 1) 3 blocks of Dr. Martin Luther King Jr. Drive
- 2) Berryhill Road from Gover Lane to Dogwood Drive
- 3) Munson Highway from the Blackwater Heritage Trail to Stewart Street
- 4) Dixon Street from the Blackwater Heritage Trail to Stewart Street
- 5) North side of Berryhill Street from the Blackwater Heritage Trail to Alabama Street
- 6) Conecuh Street near Berryhill Street
- 7) All of Broad Street
- 8) South Willing Street from courthouse to Jernigans Landing
- 9) Escambia Street from south of Highway 90 to Oak Street
- 10) Yew Street to Santa Rosa Street to Canal Street to Berryhill Street

These segments were also discussed at the annual budget workshop and the map has been revised to reflect the amended segments and estimated costs. Two segments are along streets that are maintained by Santa Rosa County.

After further discussion by the Committee of the Whole meeting, the map has been revised to remove three segments, as they are not included as part of the proposed funding. Seven segments are proposed for funding, and the segment along Escambia Street is the only remaining segment proposed to remain unfunded in the upcoming fiscal year. The COW voted to move the item forward to the Executive Committee. The attached map has been revised to show the proposed seven locations for sidewalk additions.

SUMMARY

RECOMMENDATION

The COW voted to move the item forward to the Executive Committee with changes to the funding list as noted.

ATTACHMENTS

1. Sidewalk Needs 072822

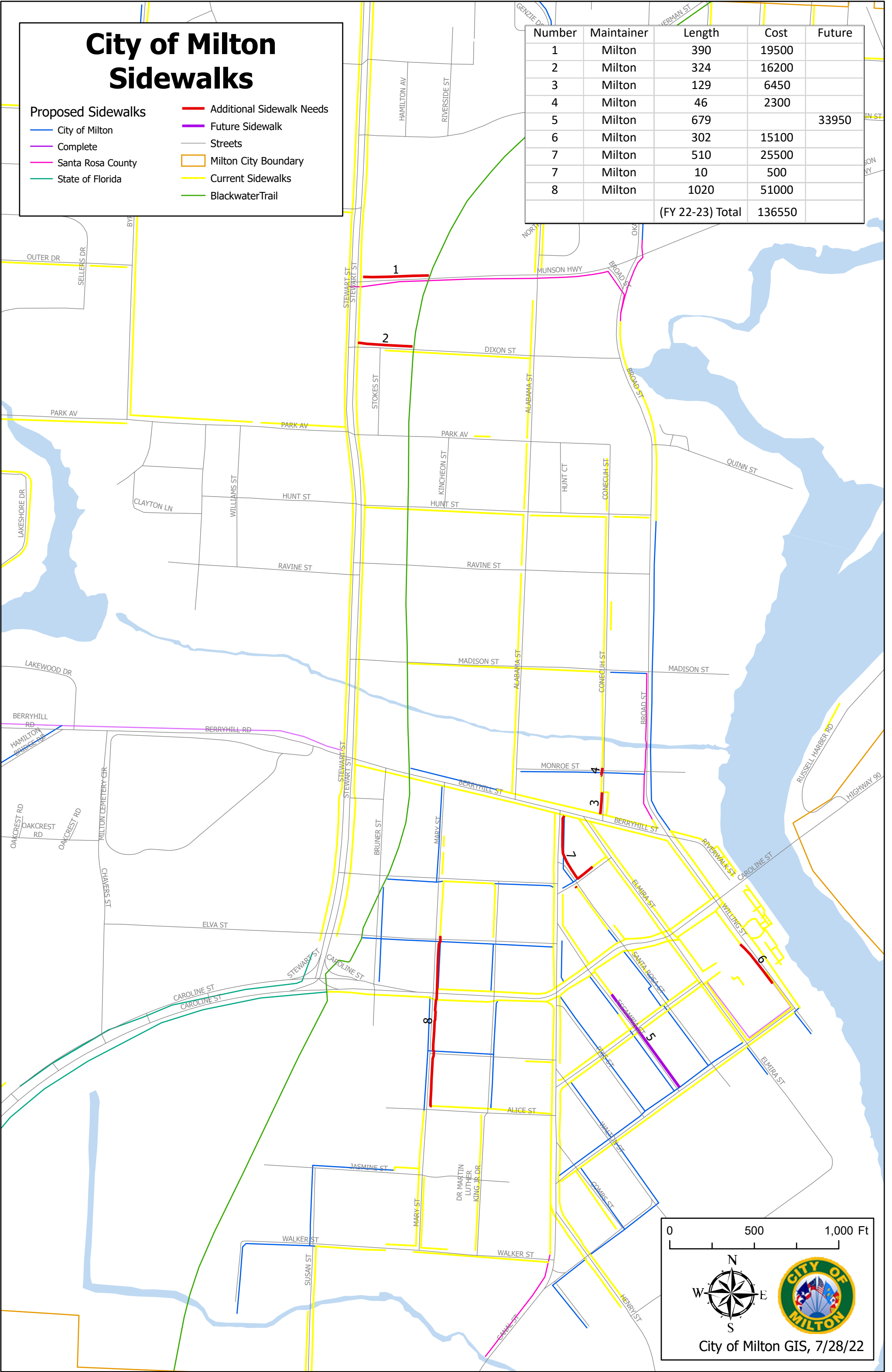
City of Milton Sidewalks

Proposed Sidewalks

- City of Milton
- Complete
- Santa Rosa County
- State of Florida

- Additional Sidewalk Needs
- Future Sidewalk
- Streets
- Milton City Boundary
- Current Sidewalks
- BlackwaterTrail

Number	Maintainer	Length	Cost	Future
1	Milton	390	19500	
2	Milton	324	16200	
3	Milton	129	6450	
4	Milton	46	2300	
5	Milton	679		33950
6	Milton	302	15100	
7	Milton	510	25500	
7	Milton	10	500	
8	Milton	1020	51000	
(FY 22-23) Total			136550	



05001,000 Ft

City of Milton GIS, 7/28/22



Agenda Item # 2022-612

Discussion of DRAFT - RFP for Historic Milton Hwy 90 Transportation Solutions

MEETING DATE

August 1, 2022

PREPARED BY

Diane Ebentheuer, Purchasing
Agent/Risk Manager

BACKGROUND

On July 12, 2022, the Milton City Council voted to engage a firm for alternate solutions to HWY 90 through issuance of an RFP Solicitation.

SUMMARY

Staff has prepared a draft of the proposal for a Request For Proposal (RFP) for alternative solutions to HWY 90. Advertisement will be for 30 days.

RECOMMENDATION

Request approval to advertise the attached draft Request For Proposal Solicitation for Transportation Solutions to HWY 90.

ATTACHMENTS

1. DRAFT RFP 2022.09 Historic Milton Hwy 90 Transportation Solutions - ed's edits
FINAL



City of Milton

P.O. Box 909, MILTON, FL 32572

Phone: (850) 983-5438 ∞ Fax: (850) 983-5415

MEMORANDUM

TO: Interested Parties
FROM: Diane Ebentheuer, Purchasing Officer
RE: RFP- 2022.09 Historic Milton Highway 90 Transportation Solutions
DATE: August 18, 2022

Notice is hereby given that the City of Milton will receive sealed proposals for **RFP- 2022.09 Historic Milton Highway 90 Transportation Solutions**. The documents contain the necessary information for preparing and submitting your proposal for this effort.

Information is available on the City's web page at <https://MiltonFL.org/322/Purchasing>. There you may also register thru VendorRegistry.com (there is no charge to join); and/or thru BidNetDirect.com/florida/city-of-milton (there is no charge to join); and/or thru [DemandStar](https://DemandStar.com) (there is no charge to join); and/or [Office of Supplier Diversity](https://OfficeofSupplierDiversity.com).

All must review the Scope of Services and Project Description as described in this document to ensure their ability to perform as indicated.

The deadline for submitting your sealed bid is:

Wednesday, September 21, 2022 at 2:00 p.m., (CST)

Delivered: City of Milton, 6738 Dixon Street, Milton, Florida, 32570

Mailed: City of Milton, P.O. Box 909, Milton, FL 32572

A PRE-BID MEETING (non-mandatory) will be held on Wednesday, September 7, 2022 at 9:30 a.m. at City Hall, 6738 Dixon Street, Milton, FL 32570: Contact Diane Ebentheuer by phone at 850-983-5438 or email at DEbentheuer@miltonFL.org.

Questions should be submitted in writing and directed to the Purchasing Department at (850) 983-5438; or by e-mail to DEbentheuer@miltonFL.org by Monday, September 12, 2022 at 2:00 p.m. Answers will be posted by Wednesday, September 14, 2022 at 2:00 p.m. (CST).

Interpretations, clarification of specifications, and requirement or changes to the documents which have a material effect will be documented and communicated only by written addendum posted on the City web page, Bid Net Direct, and Vendor Registry. All are responsible for checking for any addendums that may be issued, and to obtain such addendums.

Diane Ebentheuer

Diane Ebentheuer, Purchasing Officer

INSTRUCTIONS

RFP 2022.09 Historic Milton Highway 90 Transportation Solutions

I. Deadlines/Dates:

- Request for Proposal Published: 08/18/2022
- Pre-Bid Meeting (NonMandatory) Wednesday, 09/07/2022 @ 9:30 a.m. (CST)
- Questions Deadline: Monday, 09/12/2022 @ 2:00 p.m. (CST)
- Answers Posted by: Wednesday, 09/14/2022 @ 2:00 p.m. (CST)
- **Proposals Due: Wednesday, 09/21/2022 @ 2:00 p.m. (CST)**

II. Contact Information:

Contact: Diane Ebentheuer, Purchasing Officer
Phone: (850) 983-5438
Email: DEbentheuer@miltonFL.org

III. Proposals Must be Complete and Include:

1. Required Contents for Proposal (page 9 – Letter K)
2. Bidder's/Proposer's Declaration (page 3-5)
3. Public Entity Crime Form F.S. 287.133(3)(A) (**City Website**)
4. Drug-Free Workplace Form F.S. 287.087 (**City Website**)
5. Non-Collusion Affidavit (**City Website**)
6. Conflict of Interest Disclosure Form (**City Website**)
7. E-Verify Statement of Compliance (**City Website**)

City Website address: <https://MiltonFL.org/322/Purchasing>

IV. **Copies:** Please provide one (1) electronic copy, one (1) original, and four (4) copies of your bid/proposal.

V. **Faxed or emailed submittals are not accepted.**

Sealed bids can be mailed to:

City of Milton
Purchasing Department
P. O. Box 909
Milton, FL 32572

or delivered to:

City of Milton
Purchasing Department
6738 Dixon Street
Milton, FL 32570

Submittals must be sealed and marked:

To: CITY OF MILTON

VENDOR Name: _____

SEALED Proposal * DO NOT OPEN

Sealed RFP#: 2022.09

RFP Title: Historic Milton Highway 90 Transportation Solutions

DUE DATE/TIME: September 21, 2022/ 2:00 p.m. (CST)



BIDDER'S/PROPOSER'S DECLARATION

RFP 2022.09 Historic Milton Highway 90 Transportation Solutions

The bidder/proposer understands, agrees, and warrants:

1. These items apply to and become a part of the terms and conditions of the bid/proposal submitted. Any exceptions must be in writing.
2. All bids submitted shall be subject to acceptance or rejection. The City of Milton specifically reserves the right to accept or reject any or all bids, to waive any technicalities and formalities in the bid process, and to award the bid in part or in any manner deemed to be in the best interest of the City.
3. All proposals submitted shall be subject to acceptance or rejection. The City of Milton specifically reserves the right to accept or reject any or all proposals, to waive any technicalities and formalities in the proposal process, and to award the proposal in part or in any manner deemed to be in the best interest of the City.
4. The City of Milton is exempt from sales tax.
5. Contractors are responsible for any sales tax on purchases for the project.
6. The City of Milton will receive sealed bids/proposals from interested parties at its offices located at City Hall, Milton, Florida. Any submittal received after the deadline will **not** be considered.
7. Bids/proposals will be publicly opened and read at the City of Milton, City Hall on the day and at the hour specified.
8. The City of Milton may consider as non-responsive, any bid/proposal in which there is an alteration of, or departure from the bid/proposal form hereto attached.
9. The bid/proposal will be awarded to the lowest most responsive reliable firm complying with the conditions of the bid/proposal. The firm to whom award is made will be notified as soon as possible. The City of Milton reserves the right to reject the bid/proposal of a firm who has previously failed to perform properly or complete on time, contracts of a similar nature, or the bid/proposals of a firm who, in the sole opinion and discretion of the City of Milton is not in a position to perform the contract, or whose name appears on the United States Comptroller General's list of ineligible contractors.
10. The City of Milton reserves the right to award to multiple vendors.
11. Interested Parties shall submit all required forms and information simultaneously with their sealed bid/proposal. Forms and information become a part of the property of the City of Milton and will not be returned to the firm unless a written request to withdraw is received prior to opening of bids/proposals.
12. For Bids-Additional Quantities: For a period not exceeding twelve (12) months from the day of the solicitation opening, the right is reserved to purchase any number of additional items at the prices offered in this solicitation. If additional quantities are not acceptable, the bid form shall be noted "offer is for specified quantity only."
13. **For Bids/NOTE:** Unless stated on the bid form, the bid submitted will assume all specifications will be met. Please note all exceptions on the bid form.
14. The successful bidder/proposer will be required to submit additional forms, which are available on the City's website at <https://MiltonFL.org/322/Purchasing> at the bottom of the page.
 - Certificate of Non-Discrimination
 - W-9 Taxpayer Identification Number

- Vendor Application
 - Certificates for Liability, Vehicle, and Worker's Comp Insurance.
(City is to be named as additional insured.) Limitations are listed online.
 - Prompt Payment Affidavit
15. That they have carefully read and fully understand the full scope of the specifications.
 16. That they have the capability to successfully undertake and complete the responsibilities and obligations in said specifications.
 17. All bidders/proposers are responsible for checking for any addendums that may be issued. Addendums are posted on the City web page, Bid Net Direct, and Vendor Registry.
 18. If required- That they have Liability Insurance, and/or Vehicle and Workers Comp Insurance. (A declaration of insurance form must be provided before any work will begin.)
 19. (Service Contracts Only) Pursuant to Florida Statute 119, the contractor must follow all public records law. **IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (850)983-5402, CityClerk@MiltonFL.org OR P.O. BOX 909, MILTON, FL 32572.** A contractor who fails to provide the public records to the City within a reasonable time may also be subject to penalties under Florida Statute 119.10.
 20. Sealed bids or proposals >\$250,000 have special requirements for procurement and must comply with the below:
 - a. **Compliance Supplement - President's executive Order Numbers 11246 and 11375** which prohibit discrimination in employment regarding race, creed, color, sex, or national origin. (2 CFR 200 Appendix XI whitehouse.gov)
 - Inclusion of goals for minority participation in construction are 6.9% for women.
 - % for minorities as prescribed by appendix B-80, Federal Register, volume 45, No. 194, October 3, 1980.
 - b. **Title VI of the Civil Rights Act of 1964** (Department of Labor dol.gov)
 - c. **Title 45 CFR Required Items (govinfo.gov):**
 - **Anti-Kickback Act** (title 45 CFR 2543.82)
 - **Davis Bacon Act** (title 45 CFR 2543.83)
 - **Contract Work Hours and Safety Standards Act** (title 45 CFR 2543.84)
 - **Byrd Anti-Lobbying Amendment** (45 CFR 2543.87)
 21. Federal Award Contracts - Selected Contractor must comply with:
 - **Termination for Cause and Convenience** - All contracts or purchase orders in excess of \$10,000 must address by the non-Federal entity including the manner by which it will be affected and the basis for settlement, (Appendix II Part 200 of 2 CFR 200 (B) gov.info)
 - **Contract Clauses for Contract Provisions for Non-Federal Entity Contracts Under Federal Awards** (2 CFR 200 Uniform Guidance Appendix II gov.info)
 22. **For all Contracts - Contractors should take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.** (Appendix II Part 200 of 2 CFR 200 (B) gov.info)

23. That this bid/proposal may be withdrawn by requesting such withdrawal in writing at any time prior to opening date, but may not be withdrawn after such date and time.
24. That by submission of this bid/proposal the firm acknowledges that the City of Milton has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information supplied by the firm.
25. If a partnership, a general partner must sign. If a corporation, the authorized corporate officer(s) must sign, and the corporate seal must be affixed to this bid/proposal.
26. Recommendations are posted on city web page via agendas prior to award.
27. Any protests are handled per the City's Purchasing Policy and F.S. 120.57(3).

BIDDER: _____

_____ Company Name

_____ Address/City/Zip

_____ Phone _____ Email

_____ Contact Name _____ Title

_____ Company Representative Signature _____ Date

PURPOSE, SCOPE OF WORK, AND QUALIFICATIONS

RFP 2022.09 Historic Milton Highway 90 Transportation Solutions

A. PROJECT BACKGROUND:

The City of Milton and Santa Rosa County have experienced tremendous growth rates since the year 2000. This growth pattern has continued to the present day, and has caused increasing traffic congestion issues along Highway 90 in multiple areas of Santa Rosa County, including through Downtown Milton. The Florida Department of Transportation (FDOT) has selected a preferred alternative to ease traffic congestion on US Highway 90. The Project Development and Environment Study (PD&E) was initiated in 2014 and concluded in 2019. The process utilized by FDOT focused on engineering solutions, environmental impacts, and public involvement. Upon completion, the PD&E study resulted in the identification of the widening of the existing Highway 90 corridor through downtown Milton to 4 lanes. In response to the results of the PD&E, and this preferred alternative identified by FDOT, the Milton City Council voted to oppose the preferred FDOT alternative, and has officially communicated its opposition to FDOT. Reasons for the City Council's opposition to the preferred alternative include, but are not limited to, adverse impacts to the Milton Historic District, traffic and pedestrian safety concerns, and adverse impacts on the redevelopment of the central business district and its growing tourism market.

B. PURPOSE:

The Milton City Council voted on July 12, 2022 to allocate funds to the review of the Highway 90 corridor through downtown Milton for the purpose of exploring additional alternatives that will address the traffic congestion issues along Highway 90 within and east of the Downtown Milton area, while promoting the redevelopment efforts and economic growth found within the central business district. The City's overall transportation issues are a product of its location within the region and along the Blackwater River with significant east-west and north-south through transportation movement on regional arterial facilities such as US Highway 90, State Road 87 North, Avalon Boulevard, and State Road 87. In addition to serving regional travel, these same facilities serve as the major travel routes for trips traveling in and around the City. There is a lack of a significant transportation network and associated connectivity thus causing local and regional trips to travel on the same roadways. Other facets of the transportation system including transit, pedestrian and bicycles are also key elements on the overall transportation system that must be examined and evaluated at a community level scale. Any study of the transportation network and an associated planning effort must take into consideration planning to accommodate or reroute traffic related to growth both inside and outside of the City borders. Currently, thousands of homes are planned for greenfield areas east of the City limits. Additionally, significant commercial and industrial development is proposed for the area, creating a further opportunity to explore ways to help the downtown Milton area become a destination community. The City Council feels that the issues found within the PD&E study must be resolved to guide growth most effectively within the community and better serve new residents and businesses outside the community. These new county residents and businesses will drive a demand for new educational, recreational, healthcare, retail and other urban uses.

C. TRAFFIC SAFETY:

Due to increased traffic congestion issues, the segment of Highway 90 under review in this scope of work has experienced an increase in traffic crashes, causing traffic safety to become a concern.

This study should include cutting edge concepts to reduce traffic speeds within the downtown community, while most efficiently moving traffic through Downtown Milton. The selected firm should have and employ a knowledge of future transportation trends and alternative travel methods to apply to the safety issues present.

D. COMPLETE STREETS IMPLEMENTATION:

As a part of the aforementioned PD&E document, FDOT has indicated that the alternatives studied should incorporate multi-modal design aspects, such as sidewalk and bike lane connectivity, and should incorporate elements from the Complete Streets Policy. More specifically, in 2014 FDOT adopted the “Complete Streets Policy” and in December 2015 initiated the “Complete Streets Implementation Plan”.

FDOT’s Complete Streets website states, “we have to put the right street in the right place. The days of “one size fits all” design are over.” However, projects that were already in progress prior to the implementation of the new guidelines, such as the Highway 90 PD&E, were stuck in the “one size fits all” methodology. This was simply a matter of bad timing. As resources were committed and projects programmed, they have to follow the parameters which were in place at the time.

The new design methodology is not just bike lanes, sidewalks, and period lighting. Complete Streets Design methodology is a structure where in Land Use considerations come first; transportation considerations come second. FDOT’s Complete Streets Philosophy: “Our comprehensive, 360° approach to transportation planning, design, construction, and operations focuses on identifying the right solutions for communities based on the needs and desires of all roadway users who live there. This context-sensitive approach is standard across all FDOT districts and results in streets that ensure the mobility of people and goods, support economic development, and preserve the quality of our environment and communities across the Sunshine State.”

“In Florida, Complete Streets are not a specific type of project. Instead, the Department utilizes a 360° approach to ensure that all roadway projects are context-sensitive and consider the needs of all users, regardless of age and ability. This means that everything the Department undertakes – whether developing an entirely new corridor or resurfacing, restoring, or rehabilitating an existing road – is done to help promote safety, enhance mobility, improve quality of life, and promote economic development.”

In 2018, FDOT published a new Design Manual that has helped provide more context-sensitive roads. These actions underscored Florida’s commitment to improving safety for all users by making the principles of Complete Streets the foundation of all roadway planning, design, construction, and operations in the state. (<http://flcompletestreets.com/>)

While the science and engineering based on the previous FDOT methodology reached the logical and technically correct conclusion based on the rules and regulations at the time, FDOT has recognized that approach is no longer consistent with the goals and objectives of the department. The City of Milton believes that if the new Complete Streets Philosophy had been utilized, a different outcome may have been reached. Further, we believe that thriving live, work, play

urban areas that bring citizens together and drive the economy are incompatible with high-speed, high-volume highways. We believe that the safety of our citizens, traveling in vehicles and walking or cycling, must be the highest priority, closely followed by the health of our economy and preservation of our history.

E. GOALS:

The City of Milton is seeking an experienced traffic engineering, consulting planning and/or design firm to provide professional planning services to achieve the overall goals of this project, which are:

1. Evaluate the current Preferred Option, utilizing the latest means and methods, including “Complete Streets” principles, to provide factual and scientific data to demonstrate whether this option is or is not in keeping with the context of the current and future direction of the Milton downtown urban core community, and,
2. Identify other innovative and cutting-edge alternatives that achieve the desired objectives of all parties to move traffic, pedestrians and cyclists safely, effectively and efficiently through, in and around the downtown urban core of the City of Milton while enhancing our economy and preserving our history and,
3. Review a “Take No Action” alternative to identify the potential consequences of maintaining the status quo.

F. SCOPE OF WORK:

The selected consultant will allocate 40-50% of the time for this project:

1. Evaluating the existing and future operating conditions and features of the US Highway 90 corridor from State Road 87 North (Stewart Street) to Ward Basin Road.
2. Evaluating the impacts of 4-lane widening projects through the central business districts of regional communities to identify threats to the Downtown Milton area not considered by the PD&E study.
3. Reviewing the City’s Comprehensive Plan and Riverfront Master Plan to identify growth trends within and surrounding the Downtown Milton area.
4. Reviewing the FDOT PD&E Study and Finding of No Significant Impact Report
5. Reviewing the Preferred Alternative and demonstrate if it meets FDOT’s current planning guidelines and other transportation planning best practices.
6. Reviewing the other Non-Preferred alternatives developed by FDOT for feasibility based on the new FDOT Complete Streets Policy, Implementation Plan, and Design Manual.
7. Reviewing the “Take No Action” alternative.

The selected consultant will allocate 50-60% of the time for this project:

1. Documenting the specific purpose and need for improvements.
2. Developing and screening a range of new, reasonable alternatives for the City of Milton to present to FDOT, the TPO and the public that meets the above stated goals.
3. Consulting and collaborating with City Council, City staff, community stakeholders, the general public, FDOT, TPO and other interested parties on the project.

4. Developing conceptual cost estimates for the new alternatives for ROW, design and construction.
5. Providing educational materials in support of the research methodology and results.

The study area for this project shall be from State Road 87 North (Stewart Street) in the west, to Ward Basin Road in the east, to Munson Highway in the North, to Old Bagdad Highway in the south.

G. CONTRACT TIME COMPLETION:

The above tasks must be completed within **180 days** from the execution of a contract for services with the selected consultant.

H. REQUIRED CONTENTS/SECTIONS FOR PROPOSAL:

1. Responsiveness to submission requirements.
 - a. Provide a cover letter and an outline of project understanding.
 - b. Additionally, all required forms as listed on page 2 of this document.
2. Firm Experience & Relevance of Prior Work.
 - a. Licenses- Provide a copy of your firm's professional license with your proposal. (Professional Engineer, AIA, AICP, or any applicable licenses)
 - b. Experience- Describe relevant experience of the firm or firms and total years of experience.
 - c. References- List work which best illustrates current qualifications relevant to this solicitation which will be performed by personnel assigned to this project. List at least three but no more than five (5) projects.
3. Ability to commence services and complete services within a timely manner. Describe.
4. Overall project team experience- provide Resumes for principals of the firm and experience.
5. Project Manager experience- provide Resume and experience.
6. Certified Minority Firm. Yes or No. If yes, enclose proof of certification.

I. RANKING EVALUATION CRITERIA/FACTORS FOR RFP's:

EVALUATION CRITERIA/FACTORS:

CRITERIA	POINTS AVAILABLE
Responsiveness to submission requirements	20
Firm Experience & relevance of prior work	20
Ability to commence services and complete services within a timely manner.	20
Overall Project Team experience	20
Project Manager Experience.	15

Certified Minority Firm. (Yes =5 pts. / No = 0 pts.)	5
TOTAL =	100

Selection and Contract:

Upon review of all responsive proposals using the criteria outlined above, the City shall determine a short list.

Step one: An evaluation committee will evaluate all responsive proposals based upon the information and references contained in the proposals. The committee shall score/rank each RFP, and determine a minimum of three (3), if more than three (3) proposals are qualified, to be finalists for further consideration. In the event there are less than three (3) qualified, the committee will give further consideration to all responsive proposals received.

The City reserves the right to request additional clarifying information and request an oral presentation from any and all Proposers prior to determination of award.

Step two: The committee may then conduct discussions (oral presentations), for clarification purposes only, with the finalists and re-score and re-rank the finalists' proposals. The evaluation committee may then make a recommendation, for award of a contract. The City may require visits to customer installations or demonstrations of product by contractors, as part of the evaluation process.

J. INSURANCE REQUIREMENTS:

Contractor shall obtain and maintain the minimum insurance coverage set forth below. By requiring such minimum insurance, the City of Milton shall not be deemed or construed to have assessed the risk that may be applicable to the Contractor. Contractor shall assess its own risks and if it deems appropriate and/or prudent, maintain higher limits and/or broader coverage. Contractor is not relieved of any liability or other obligations assumed or pursuant to the Contract by reason of its failure to obtain or maintain insurance in sufficient amounts, duration, or types.

Contractor shall carry the following limits of liability as required below: Dollar amounts may change in accordance with the event or project. Events may include Food and liquor liability.

1. Commercial General Liability - ISO CG 001 Form or equivalent.

General Aggregate	\$1,000,000
Products/Completed Operations Aggregate	\$1,000,000
Each Occurrence Limit	\$1,000,000
Personal/advertising Injury	\$1,000,000
Fire Damage (Any One Fire)	\$50,000

Medical Payments (Any One Person)	\$5,000
2. Automobile Liability	
Bodily Injury/Property Damage	\$1,000,000 each accident
Personal Injury Protection (PIP)	Statutory
3. Workers' Compensation	
Coverage A (Workers' Compensation)	Statutory
Coverage B (Employers Liability):	
➤ Each Accident	\$100,000
➤ Disease-Each Employee	\$500,000
➤ Disease-Policy Limit	\$100,000

K. FORCE MAJEURE:

Neither party shall be liable for loss or damage suffered as a result of any delay or failure in performance under this Contract or interruption of performance resulting directly or indirectly from acts of God, civil, or military authority, acts of public enemy, war, riots, civil disturbances, insurrections, accidents, fire, explosions, earthquakes, floods, water, wind, lightning, strikes, labor disputes, shortages of suitable parts, materials, labor, or transportation to the extent such events are beyond the reasonable control of the party claiming excuse from liability resulting there from.

L. MODIFICATIONS:

Modifications to provisions of this contract shall only be valid when they have been rendered in writing and duly signed by both parties. The Parties agree to negotiate this contract if stated revisions of any applicable laws, regulations or increases/decreases in allocations make changes to this contract necessary.

M. TERMINATION:

This contract may be terminated by either party upon no less than thirty (30) calendar days' notice, without cause, unless a lesser time is mutually agreed upon by both parties. Said notice shall be delivered by certified mail (return receipt requested), by other method of delivery whereby an original signature is obtained, or in-person with proof of delivery. In the event of termination, the vendor will be paid for all costs incurred and hours worked up to the time of termination.