AGENDA
EXECUTIVE COMMITTEE MEETING
2/3/2020
5:30 P.M.

OPEN MEETING

**APPROVAL OF AGENDA FOR ADDITIONAL ITEMS**
- Recommendation for Additional Items from Staff
- Recommendation for Additional Items from Council

PUBLIC HEARINGS/MEETINGS

RECOGNITIONS, SPECIAL PRESENTATIONS AND AWARDS:

INVITED SPEAKERS:

PERSONS TO APPEAR:

CITY ATTORNEY’S REPORT

CITY CLERK’S REPORT
AGENDA ITEMS

ADMINISTRATION COMMITTEE: COUNCILWOMAN SHARON HOLLEY

Item # 1484
Clayton White Business of the Quarter

Item # 1430
Clerk Position Description

Item # 1483
Part Time Administrative Clerk

Item # 1497
ZJT Consulting Contract for Additional Services

Item # 1491
General Employees’ Pension Board Vacancy

FINANCE COMMITTEE: COUNCILMAN CASEY POWELL

Item # 1486
Monthly Bad Debt Report

GROWTH & DEVELOPMENT COMMITTEE: COUNCILMAN GEORGE JORDAN

PARKS & RECREATION COMMITTEE: COUNCILWOMAN PEGGI SMITH

Item # 1498
Sports Plex – Outdoor Basketball Courts

PUBLIC SAFETY COMMITTEE: COUNCILWOMAN HEATHER HATHWAY

PUBLIC WORKS COMMITTEE: COUNCILMAN JEFF SNOW

Item # 1502
Piggyback Santa Rosa County’s Road Striping bid

ECONOMIC DEVELOPMENT: DIRECTOR ED SPEARS

Item # 1485
City-Grant Sponsorship Application
Item # 1500  
Bands on Blackwater

Item # 1501  
Beats and Eats then Beat the Streets Music Festival and Glow Run

Item # 1499  
Color Me Good 5K

INFORMATION ITEMS

Item # 1488  
NAS Whiting Field’s 2019 Sailor of and Flight Instructors of the Year

Item # 1489  
Police Department Building Expansion

Item # 1490  
Police Pension Board Vacancy

COUNCIL REPORTS:

MAYOR REPORT: HEATHER LINDSAY

CITY MANAGER’S REPORT:

OTHER BUSINESS:

TABLED:

ADJOURN/RECESS:
Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in
AGENDA ITEM # 1484

CITY OF MILTON
CITY COUNCIL

AGENDA ITEM SUMMARY

☐ C.O.W.        ☒ Executive        ☐ Council
Meeting Date: 2/3/2020

☒ Action        ☐ Discussion        ☐ Information

Committee: Administration
Department and Division: Administration

Title: Clayton White Business of the Quarter

Background: Milton Quality Bakery received the CWBQ of last quarter

Summary: Please choose a city business to honor

Recommendation: J & D Cleaners—4/10/1995
Culpepper Printing—8/21/1990
Lewis Funeral Home—1928

Attachments: CWBQ criteria
FISCAL IMPACT ANALYSIS

A. Summary of Fiscal Impact:

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<thead>
<tr>
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Is Item Included In Current Budget? Yes ☒ No ☐
Budget Account No.: Fund 0000 Department 0000

B. Recommended Sources of Funds/Summary of Fiscal Impact:

C. Department Fiscal Review: ________________________

REVIEW COMMENTS

A. Legal Sufficiency: ________________________
   City Attorney

B. Other Department Review: ________________________

Committee Assignment:

<table>
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<tr>
<th>Administration</th>
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<th>Parks &amp; Rec</th>
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<th>Public Works</th>
<th>Stormwater</th>
<th>LEAP</th>
<th>Economic Development</th>
</tr>
</thead>
</table>

Committee Recommendation:

Move to Executive | Move to Council | Continue in Committee
Referred to Sub-Committee | Tabled | Closed
City of Milton
Business of the Quarter Criteria/Information

Every three months the City Council selects a business to be recognized as our Business of the Quarter. This recognition is sponsored by the City and includes a plaque, photo opportunity, story about the business, and the placement of the Clayton White Business of the Quarter sign in front of the business for three months.

The Council alternates categories to select one business to be recognized. The criteria for selection are for the business to hold a city business license, have no outstanding code violations, and be involved in civic activities.

Appearance is also a part of the selection process. Businesses can also be recognized based on Cleanliness, Sustainability, Flower bed/Planters, Design/Color/Creativity, and Landscaping. It is not expected for winners would include all these features but should have some.

The recognition is not an opinion on the success of the business, but more so on the perception on being a corporate citizen. The recognition is both an award and a “spotlight” on a particular business. Businesses will receive a social media boost, article on www.miltonfl.org website, and a press release will be shared with local media.

Council people will nominate potential recipients.
Proposed Criteria for the Business of the Quarter:

City Bus. License #_____________________

☐ Active in community affairs
☐ No obvious Code Violations

Number of Years in Operation _____

☐ Clean — Absence of trash, exterior dirt / mildew
☐ Well maintained & tidy appearance
☐ Promotes Pedestrian Use; -Designated cross walks, raised paver alleys, pedestrian corridors through vehicular zones, covered secure bicycle parking racks, bike pump for commuter safety / maintenance, adequate lighting
☐ Flower Beds/Planters Contents Design/Color/Creativity
☐ Yard Art and/or other exterior artwork (murals, sculpture, topiary, etc.)
☐ General layout and appearance Landscaping
☐ Weed maintenance; proper use of mulch & pinestraw
☐ Proper pruning & care for long lived shade trees
☐ The proper use of native plant species
AGENDA ITEM SUMMARY

☐ C.O.W.       ☒ Executive       ☐ Council

Meeting Date: 2/3/2020

☒ Action       ☐ Discussion       ☐ Information

Department and Division: Administration

Title: City Clerk Position Desc.

Background: Council directed the Clerk to work with the Manager to develop a Position Description for the City Clerk.

Summary: Attached you will find a proposed Job Description for the Office of City Clerk. Please keep in mind this is a description designed to extend well beyond the incumbent’s tenure. This description was the result of discussions between the Clerk and the Manager.

Recommendation: Council Direction

Attachments: Position Description.
FISCAL IMPACT ANALYSIS

A. Summary of Fiscal Impact:

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Is Item Included In Current Budget?  Yes ☐  No ☐
Budget Account No.:  Fund 0000  Department 0000

B. Recommended Sources of Funds/Summary of Fiscal Impact:

C. Department Fiscal Review: ________________________

REVIEW COMMENTS

A. Legal Sufficiency: ________________________

City Attorney

B. Other Department Review: ________________________

Committee Assignment:

- Administration
- Finance
- Growth & Dev
- Parks & Rec
- Public Safety
- Public Works
- Stormwater
- LEAP
- Main Street Milton

Committee Recommendation:

- Move to Executive
- Move to Council
- Continue in Committee
- Referred to Sub-Committee
- Tabled
- Closed
JOB DESCRIPTION: CITY CLERK

General Description: The City Clerk is appointed by the City Council and is under general administrative direction of the Manager. The person who fills this position is detail oriented and should possess strong verbal and written communication skills, organizational, managerial, analytical, and interpersonal skills, and must be proficient in Microsoft Office applications; is held to a high standard of integrity; prepares agendas, posts notices and attends and records proceedings of official meetings of City Council; receives and maintains custody of City funds; is responsible for financial records and bookkeeping procedures; is responsible for collection of payments and fees; holds high-level responsibility for maintenance and custody of the official records of the City; serves as the City ‘s Records Management Officer; answers inquiries by the public; prepares and presents reports at requested intervals; is responsible for the issuance of appropriate permits; acts as an election official; and, executes other duties or related work as assigned or required.

Duties & Responsibilities: The City Clerk performs the following duties as well as any additional duties: Staff and maintain an office open to the public during business hours established by the Council. Assist citizens and members of the public with questions, concerns, and complaints related to the City and City services. Post all agendas for the City Council, City commissions and City boards. Prepare and distribute meeting information packets for City Council and City commissions and boards.

- Attend each meeting of the City council and City commissions and boards as assigned.
- Prepare official minutes for City Council.
- Keep, in a record provided for that purpose, accurate minutes of the City council’s proceedings.
- Administer Oath of Office to City officials.
- Provide staff support for City council and City boards as assigned.
- Prepare Ordinances, Resolutions, and Proclamations.
- Engross and enroll all laws, resolutions, and ordinances of the City council.
- Keep the corporate seal and attest to all ordinances, resolutions, and official documents of the City.
- Take charge of, arrange, and maintain the records of the City council; and, official City records as provided by ordinance or State Law.
- Countersign all checks issued to City officers and all licenses issued and keep a record of those checks and licenses.
- Coordinate, plan, and administer the City ‘s municipal elections.
- Prepare, maintain and publish all notices required by law under, regulation or ordinance of the City.
- Maintain and update notices and documents on the City website appropriate to the office.
- Serve as the general accountant of the City and keep regular accounts of the municipal receipts and disbursements.
- Assist with the City ‘s investment policies; assist auditor in providing required information for annual audit.
- Carefully keep all contracts and agreements made by the City council.
• Serve as the Records Management Officer of the City and maintains all records in accordance with records retention requirements as adopted by the City and ensures the City’s compliance with state records retention requirements.
• Receive and process all requests for public information (open records requests) in accordance with the Florida Sunshine Law and Freedom of Information Act to include gathering of requested information.
• Compose, type and print letters, memorandums, and correspondence.
• Complete inter-governmental and inter-agency reports.
• Attend training as required by law, order of the City council, or as directed by Council.
• Perform all other duties required by law, ordinance, resolution, order of the City council, or as directed by Council.

Knowledge Required: The City Clerk performs a wide range of duties that requires a wide range of knowledge including, but not limited to:

• Laws and ordinances relating to the powers and duties of the City.
• Laws and ordinances relating to the powers and duties of the clerk.
• Federal, state and local laws, rules, regulations, ordinances and codes governing municipal government record keeping, public meetings, municipal elections, government finance, and municipal administrative management practices and procedures.
• Methods, practices and terminology used in clerical, statistical, accounting, budget development and administration, treasury, purchasing, taxes, sewer customer services, municipal operations, and information technology.

Ability to: Understand, interpret, and apply City ordinances and policies applicable to a wide variety of situations.

• Effectively respond to stressful or high-pressure environments, meet deadlines and perform multiple tasks.
• Plan, schedule and work independently in the absence of specific instructions.
• Establish, accept, delegate, and control policies and procedures of the City.
• Make mathematical computations rapidly and accurately.
• Read, write and communicate courteously and effectively, in person or by telephone, with elected and appointed officials, staff and the public.
• Use tact and diplomacy.
• Identify ways to incorporate new practices into existing framework.
• Handle confidential information in a responsible manner.
• Work a flexible schedule.
• Perform with frequent interruptions and deal with a wide variety of people.
• Manage and coordinate the operations of the office and ensures all official City activities follow federal, state, and City policies, ordinances and practices.
• Use computers to perform general accounting, clerical and data entry.
• Sit or stand in the office or in meeting rooms as necessary for extended periods.
• Lift, carry and put away such items as records and office supplies of moderate weight of up to 40 pounds.
• Stand, walk, stoop, kneel or use hands to operate equipment, objects, or controls.

Requirements: Associate or bachelor’s degree required. Bachelor’s degree preferred.

Municipal administration experience with a minimum of eight (8) years of relevant experience is preferred, or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed.

Notary Public required (within six months of employment).

Effective:
Title: Part Time Administrative clerk

Background: The public works administrative assistant is tasked with the PW desk / duties and is also managing the Cemetery and Marina.

Summary: It would be a great benefit to add a Part Time Administrative Clerk, 20 hours per week, to work in Public Works at City Hall. This position will pay $12.00 per hour.

Recommendation: Add the PT position to the approved FTE sheet.

Attachments: Job Description
FISCAL IMPACT ANALYSIS

A. Summary of Fiscal Impact:

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Is Item Included In Current Budget? Yes ☐ No ☒
Budget Account No.: Fund 0000  Department 0000

B. Recommended Sources of Funds/Summary of Fiscal Impact:

C. Department Fiscal Review: ________________________

REVIEW COMMENTS

A. Legal Sufficiency: ________________________
   City Attorney

B. Other Department Review: ________________________

Committee Assignment:

- Administration
- Finance
- Growth & Dev
- Parks & Rec
- Public Safety
- Public Works
- Stormwater
- LEAP
- Economic Development

Committee Recommendation:

- Move to Executive
- Move to Council
- Continue in Committee
- Referred to Sub-Committee
- Tabled
- Closed
CITY OF MILTON
PART-TIME ADMINISTRATIVE CLERK

WORKING TITLE:  Part Time Administrative Clerk

BASIC REQUIREMENTS FOR WORK:

Education:  High School Diploma or equivalent

Experience:  Three (3) years of related office experience.

LICENSE REQUIREMENTS, CERTIFICATES, DIPLOMAS, ETC.:

• Typing proficiency of forty-five (45) correct words per minute.
• Familiarity with computer software, word processing, and spreadsheet programs preferred.

TYPICAL DUTIES OF THIS CLASSIFICATION OF WORK:
(These examples are only representative work samples for this classification and do not include all duties or special work assignments that may be required of this classification or job.)

• Answers incoming telephone calls for the City Hall, screens calls, provides requested information, and takes and relays messages and information to appropriate departments
• Greets and assists visitors
• Required to use various office machines and equipment, including typewriter, computer, copier, etc.
• Performs routine clerical duties which include typing, filing, making copies, etc., as needed
• Assists with miscellaneous duties such as filing, and typing
• Performs the duties of the Public Works Desk
• Provides information to the public requiring knowledge of department rules, regulations, and procedures
• Provides clerical assistance, as requested
• Processes documents requiring knowledge of procedures
• Routes documents and information appropriately
• Works with the public to resolve or route complaints and problems to the appropriate department.
• Perform other duties as assigned.
HOURS OF WORK, SUPERVISORY RESPONSIBILITY, AND ACCOUNTABILITY REQUIREMENTS:
- Normal office hours, Monday through Friday, 20 hours per week
- No supervisory responsibility
- May be designated as essential personnel in the case of a natural disaster
- Work is reviewed periodically by supervisor for acceptability, completeness, and accuracy.

JOB SUMMARY:

This position requires the ability to be courteous and tactful in answering telephone inquiries in an expeditious manner, and the ability to deal with the public and interact well with all department personnel. Position also requires that employee become somewhat familiar with the work and responsibilities of each department. Employee will also assist in a variety of typing and clerical tasks. This position is under the general supervision of the Public Works Admin Assistant; however, tasks are performed more independently as experience is gained. Work is evaluated through observation of tasks being performed. Position reports to the Public Works Admin Assistant.

PHYSICAL REQUIREMENTS:

The employee in this position is in constant communication with coworkers, elected officials and the public. Employee must be able to communicate clearly and effectively and exchange accurate information in person and on the phone. The employee must be able to review documents in paper or electronic form. The employee regularly lifts and/or moves up to 10 pounds and occasionally lifts and/or moves up to 20 pounds. Must be able to utilize a variety of office equipment and a computer.

This description does not constitute a written or implied contract of employment. Duties may be modified as necessary. Reasonable accommodations may be made for qualified individuals who identify themselves with a disability pursuant to the ADA.

Approved By: ____________________ Date: ____________________
Title: ZJT Consulting Contract for additional services

Background: ZJT Consulting (John Colby) has been the city’s IT consultant since 2000. John Colby is leaving the city on 23 January 2020 and Stephen Ringl will take over John’s position as the new IT Director. To help Stephen Ringl with IBM iSeries (AS/400), CentralSquare NaviLine, and Click-Gov payment questions that may arise, ZJT Consulting will be available on to help on these issues if needed.

Summary: ZJT Consulting will be available if needed to help on any IT related issues that may arise while Stephen Ringl masters all city IT issues.

Recommendation: Execute the contract with ZJT Consulting on an “as needed basis” to help in the transition of the new IT department and IT personnel.

Attachments: Contract with ZJT Consulting for the remainder of FY2020.
FISCAL IMPACT ANALYSIS

A. Summary of Fiscal Impact:

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NET FISCAL IMPACT:  
FTE IMPACT:  

Is Item Included In Current Budget? Yes ☒ No ☐ 
Budget Account No.: Fund 0000  Department 0000

B. Recommended Sources of Funds/Summary of Fiscal Impact:

C. Department Fiscal Review: _______________________

REVIEW COMMENTS

A. Legal Sufficiency:  
City Attorney

B. Other Department Review: _______________________  

Committee Assignment:

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Economic Development

Committee Recommendation:

Move to Executive  Move to Council  Continue in Committee

Referred to Sub-Committee  Tabled  Closed
STANDARD CONTRACT FOR CONSULTING SERVICES

ZJT CONSULTING, LLC

This Agreement is made this 24th day of January, 2020, between the City of Milton, Florida ("Client"), having its principal place of business at City Hall on 6738 Dixon Street, Milton Florida 32570 and ZJT Consulting, LLC ("ZJT Consulting"), having its principal place of business at 550 N. Main Street Suite G, Crestview, Florida 32536.

In consideration of Client retaining ZJT Consulting for consulting services, it is agreed as follows:

1. Term and Compensation

Client hereby retains ZJT Consulting, and ZJT Consulting hereby agrees to the following services:

- IBM iSeries AS/400 maintenance and support including AS/400 upgrades and PTFs
- CentralSquare (NaviLine) maintenance and support including PTFs and upgrades
- CentralSquare Click2Gov maintenance and support with all forms of payments for customers
- Assist the City of Milton IT Department with general PC/network/printer support as needed.

The above consulting services performed by ZJT Consulting will be carried out as required by Client for the remainder of FY2020 (24 January 2020 through 30 September 2020). ZJT Consulting will at various times perform services at Client's City Hall location, at other Client facilities, or at ZJT Consulting facilities, as directed by Client. ZJT Consulting will perform the services at various times and for various durations as directed by Client.

The following fees shall apply:

- Hourly rate will be set at $66.00 per hour. Note this is the same rate from the previous ZJT Consulting contract(s).

ZJT Consulting shall provide a monthly invoice and timesheet at the beginning of each month for each month worked. Client shall make full payment for services within thirty days of invoice. If ZJT Consulting brings a legal action to collect any sums due under this Agreement, it shall be entitled to collect, in addition to all damages, its costs of collection, including reasonable attorney's fees.

Travel expenses actually incurred by ZJT Consulting while commuting to and from Client site for on-site work that cannot be performed remotely will be billed the same hourly rate as above and included on the monthly invoice and timesheets.
This Agreement shall commence on 24 January 2020 and shall remain in effect until the said end date of 30 September 2020. This agreement supersedes any other contract that was in place between ZJT Consulting and the client. Any "banked" hours (hours that were earned but not previously billed) from any previous contract are also null and voided. Either party to this Agreement may terminate this Agreement with or without cause by providing at least 45 days written notice to the other party. This contract can be renewed for FY2021 if both parties agree.

2. Warranties by ZJT Consulting

ZJT Consulting represents and warrants to Client that it has the experience and ability to perform the services required by this Agreement; that it will perform said services in a professional, competent and timely manner; that it has the power to enter into and perform this Agreement; and that its performance of this Agreement shall not infringe upon or violate the rights of any third party or violate any federal, state and municipal laws. However, Client will not determine or exercise control as to general procedures or formats necessary to have these services meet Client’s satisfaction.

3. Insurance

ZJT Consulting shall obtain and maintain during the term of this Agreement, insurance, including worker’s compensation if required, motor vehicle, and comprehensive general liability.

4. Independent Contractor

ZJT Consulting acknowledges that the services rendered under this Agreement shall be solely as an independent contractor. ZJT Consulting shall not enter into any contract or commitment on behalf of Client. ZJT Consulting further acknowledges that it is not considered an affiliate or subsidiary of Client, and is not entitled to any Client employment rights or benefits. It is expressly understood that this undertaking is not a joint venture.

5. Confidentiality

ZJT Consulting recognizes and acknowledges that this Agreement creates a confidential relationship between ZJT Consulting and Client and that information concerning Client’s business affairs, customers, vendors, finances, properties, methods of operation, computer programs, and documentation, and other such information, whether written, oral, or otherwise, is confidential in nature. All such information concerning Client is hereinafter collectively referred to as "Confidential Information."
6. Non-Disclosure

ZJT Consulting agrees that, except as directed by Client, it will not at any time during or after the term of this Agreement disclose any Confidential Information to any person whatsoever and that upon the termination of this Agreement it will turn over to Client all documents, papers, and other matter in its possession or control that relate to Client. ZJT Consulting further agrees to bind its employees and subcontractors to the terms and conditions of this Agreement.

7. Office Rules

ZJT Consulting shall comply with all office rules and regulations, including security requirements, when on Client premises.

8. Conflict of Interest

ZJT Consulting shall not offer or give a gratuity of any type to any Client employee or agent.

9. Governing Law

This Agreement shall be construed and enforced in accordance with the laws of the State of Florida.

10. Entire Agreement and Notice

This Agreement contains the entire understanding of the parties and may not be amended without the specific written consent of both parties. Any notice given under this Agreement shall be sufficient if it is in writing and if sent by certified or registered mail.

IN WITNESS WHEREOF,

Client and ZJT Consulting have duly executed this Agreement as of the day, month and year first above written.

ZJT CONSULTING, LLC

CITY OF MILTON, FLORIDA

Signed: ___________________________  Signed: ___________________________
Name:  Susan M. Colby
Title:  Managing Member
Date:  ___________________________

Signed: ___________________________
Name:  ______________________________________
Title:  ______________________________________
Date:  ___________________________

Page 3 of 3
Title: General Employees’ Pension Board Vacancy

Background: We have a position open on the Board. Ms. Hadden has received training in the past and served the Board.

Summary: Pam Haddan has applied for the vacancy

Recommendation: Councils Discretion. Staff supports.

Attachments: Application
### FISCAL IMPACT ANALYSIS

A. Summary of Fiscal Impact:

<table>
<thead>
<tr>
<th>Fiscal Years</th>
<th>2020</th>
<th>2021</th>
<th>2022</th>
<th>2023</th>
<th>2024</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Expenditures</td>
<td>______</td>
<td>______</td>
<td>______</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>Operating Costs</td>
<td>______</td>
<td>______</td>
<td>______</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>External Revenues</td>
<td>______</td>
<td>______</td>
<td>______</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>Program Income</td>
<td>______</td>
<td>______</td>
<td>______</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>In-Kind Match</td>
<td>______</td>
<td>______</td>
<td>______</td>
<td>______</td>
<td>______</td>
</tr>
</tbody>
</table>

**NET FISCAL IMPACT** ______

**FTE IMPACT** ______

Is Item Included In Current Budget? Yes ☐ No ☐

Budget Account No.: Fund 0000 Department 0000

B. Recommended Sources of Funds/Summary of Fiscal Impact:

C. Department Fiscal Review: __________________________

#### REVIEW COMMENTS

A. Legal Sufficiency: __________________________

City Attorney

B. Other Department Review: __________________________

**Committee Assignment:**

<table>
<thead>
<tr>
<th>Administration</th>
<th>Finance</th>
<th>Growth &amp; Dev</th>
<th>Parks &amp; Rec</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Safety</td>
<td>Public Works</td>
<td>Stormwater</td>
<td>LEAP</td>
</tr>
</tbody>
</table>

**Committee Recommendation:**

Move to Executive Move to Council Continue in Committee

Referred to Sub-Committee Tabled Closed
CITY OF MILTON
BOARD APPOINTMENT SURVEY/INFORMATION

Date: 1-21-2020

Name Pamela Hadden Phone (hm) __________________________

E-mail address rhb57@bellsouth.net Phone (wk/cell) 850-206-5995

Address 5935 Gillum Rd, Milton, Fl 32570 City Ward NA

Education Associates Degree - Business

Work Experience: City of Milton for 21 years

Community Service Naaly League Board, various community service projects for church

Awards __________________________

Hobbies, Travel, etc. Movies, books, love to travel

Other comments that would be helpful in determining appropriate appointment: I have served previously 7 years on General Emp Pension Board and have gone to training for it. I think I would be an asset with this knowledge.

Please attach a brief resume.

Please check the Boards that you are interested in.

____ Milton Housing Authority ___ Milton Planning Board

____ Historic Preservation Board ___ Riverfront Redevelopment Team

____ Civil Service Board ___ Milton Benevolent Cemetery Board

____ Board of Adjustments ___ General Employees Pension Board

____ Police Pension Board ___ Firefighters Pension Board
AGENDA ITEM # 1486

CITY OF MILTON
CITY COUNCIL

AGENDA ITEM SUMMARY

☐ C.O.W. □ Executive ☐ Council

Meeting Date: 2/3/2020

☒ Action ☐ Discussion ☒ Information

Department and Division: Finance

Title: Monthly Bad Debt Report

Background: Monthly Write-off of Accounts Receivable

Summary: January Bad Debt Write-off equals $ 7,105.61

Recommendation: Committee recommends approval of bad debt write off for January 2020 in the amount of $ 7,105.61

Attachments: 2020 Write-off Spreadsheet
FISCAL IMPACT ANALYSIS

A. Summary of Fiscal Impact:

<table>
<thead>
<tr>
<th>Fiscal Years</th>
<th>2020</th>
<th>2021</th>
<th>2022</th>
<th>2023</th>
<th>2024</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Expenditures</td>
<td>______</td>
<td>______</td>
<td>______</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>Operating Costs</td>
<td>60,000</td>
<td>60,000</td>
<td>60,000</td>
<td>60,000</td>
<td>60,000</td>
</tr>
<tr>
<td>External Revenues</td>
<td>______</td>
<td>______</td>
<td>______</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>Program Income</td>
<td>______</td>
<td>______</td>
<td>______</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>In-Kind Match</td>
<td>______</td>
<td>______</td>
<td>______</td>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>NET FISCAL IMPACT</td>
<td>-60,000</td>
<td>-60,000</td>
<td>-60,000</td>
<td>-60,000</td>
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</tr>
<tr>
<td>FTE IMPACT</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Is Item Included In Current Budget? Yes ☒ No □
Budget Account No.: Fund 402, 403, 404, 407, 409 Department 532, 536, 534, 537, 539 -39-00

B. Recommended Sources of Funds/Summary of Fiscal Impact:
Gas, Water, Sanitation, Storm Water, Sundial

C. Department Fiscal Review: _____Finance__________

REVIEW COMMENTS

A. Legal Sufficiency: ____________________________
   City Attorney

B. Other Department Review: ____________________________

Committee Assignment:

Administration    Finance    Growth & Dev    Parks & Rec
Public Safety   Public Works    Stormwater    LEAP    Main Street Milton

Committee Recommendation:

Move to Executive    Move to Council    Continue in Committee
Referred to Sub-Committee    Tabled    Closed
### Utility Customer A/R

#### AGING HISTORY

<table>
<thead>
<tr>
<th>EOM</th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current</td>
<td>710,965.05</td>
<td>621,046.22</td>
<td></td>
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<tr>
<td>&gt; 30 days</td>
<td>62,378.51</td>
<td>106,397.85</td>
<td></td>
</tr>
<tr>
<td>&gt; 60 days</td>
<td>31,745.11</td>
<td>51,136.33</td>
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<tr>
<td>&gt; 90 days</td>
<td>19,425.86</td>
<td>20,493.18</td>
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<tr>
<td>&gt; 120 days</td>
<td>48,789.52</td>
<td>56,683.97</td>
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</table>

<table>
<thead>
<tr>
<th>% over 30 days</th>
<th>19%</th>
<th>28%</th>
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<tbody>
<tr>
<td>&gt; 120 vs. Current</td>
<td>7%</td>
<td>6%</td>
<td>#DIV/0!</td>
</tr>
<tr>
<td>&gt; 120 vs. Total</td>
<td>6%</td>
<td>7%</td>
<td>#DIV/0!</td>
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<tr>
<td>Total</td>
<td>873,304.05</td>
<td>857,757.55</td>
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</table>

#### Write-offs for FY2020

<table>
<thead>
<tr>
<th></th>
<th>Nov</th>
<th>Dec</th>
<th>Jan</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gas SVs Schg Non Ref</td>
<td>-</td>
<td>-</td>
<td>36.00</td>
<td>36.00</td>
</tr>
<tr>
<td>Gas Meter Service</td>
<td>-</td>
<td>-</td>
<td>67.70</td>
<td>67.70</td>
</tr>
<tr>
<td>Gas Penalties</td>
<td>20.80</td>
<td>14.18</td>
<td>14.18</td>
<td>195.81</td>
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<tr>
<td>Garbage Sales</td>
<td>563.74</td>
<td>189.37</td>
<td>189.37</td>
<td>1,003.03</td>
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<tr>
<td>Gas Sales</td>
<td>676.93</td>
<td>471.29</td>
<td>471.29</td>
<td>3,832.52</td>
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<tr>
<td>Gas Svc Connections</td>
<td>-</td>
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<td>-</td>
<td>-</td>
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<tr>
<td>Landfill</td>
<td>150.54</td>
<td>47.75</td>
<td>47.75</td>
<td>293.60</td>
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<tr>
<td>Recycling</td>
<td>35.00</td>
<td>35.00</td>
<td>35.00</td>
<td>35.00</td>
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<tr>
<td>Misc Sanitation</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Misc Gas</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Misc Wa &amp; Swr</td>
<td>62.09</td>
<td>7.11</td>
<td>7.11</td>
<td>82.09</td>
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<tr>
<td>Sundial SWR Sales</td>
<td>3.74</td>
<td>3.74</td>
<td>3.74</td>
<td>16.46</td>
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<tr>
<td>San &amp; Land Penalties</td>
<td>244.50</td>
<td>18.63</td>
<td>18.63</td>
<td>382.22</td>
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<tr>
<td>Stormwater Utility</td>
<td>3,394.14</td>
<td>3,331.96</td>
<td>3,331.96</td>
<td>9,841.45</td>
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<tr>
<td>Sewer Sales</td>
<td>54.27</td>
<td>75.01</td>
<td>75.01</td>
<td>200.92</td>
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<tr>
<td>Gross Receipts Tax</td>
<td>12.32</td>
<td>12.32</td>
<td>12.32</td>
<td>12.32</td>
</tr>
<tr>
<td>Water Sales</td>
<td>5,858.43</td>
<td>5,858.43</td>
<td>7,105.61</td>
<td>27,176.89</td>
</tr>
</tbody>
</table>

Transfer to Gas From NonRefundable Account 706.42 1,076.81 489.37 4,130.77

<table>
<thead>
<tr>
<th>Write-Offs</th>
<th>Oct-Sept</th>
<th>Collection Expense</th>
<th>Actual Dollars Collected</th>
</tr>
</thead>
<tbody>
<tr>
<td>Write-Offs Paid back to the City 10-1-19 to 10-31-19</td>
<td>$536.74</td>
<td>(177.12)</td>
<td>$359.62</td>
</tr>
<tr>
<td>Gas Write Offs Paid back from Initial Gas Fee Account</td>
<td>$1,858.17</td>
<td>-</td>
<td>$1,858.17</td>
</tr>
<tr>
<td>Total Write Offs Paid back to Pooled Cash Account</td>
<td>Oct</td>
<td>$2,217.79</td>
<td></td>
</tr>
<tr>
<td>Nov</td>
<td>$555.57</td>
<td>(120.12)</td>
<td>$445.45</td>
</tr>
<tr>
<td>Gas Write Offs Paid back from Initial Gas Fee Account</td>
<td>$706.42</td>
<td>-</td>
<td>$706.42</td>
</tr>
<tr>
<td>Total Write Offs Paid back to Pooled Cash Account</td>
<td>Nov</td>
<td>$1,151.87</td>
<td></td>
</tr>
<tr>
<td>Dec</td>
<td>$185.98</td>
<td>-</td>
<td>$185.98</td>
</tr>
<tr>
<td>Gas Write Offs Paid back from Initial Gas Fee Account</td>
<td>$1,076.81</td>
<td>-</td>
<td>$1,076.81</td>
</tr>
<tr>
<td>Total Write Offs Paid back to Pooled Cash Account</td>
<td>Dec</td>
<td>$1,262.79</td>
<td></td>
</tr>
<tr>
<td>Totals</td>
<td>$1,288.29</td>
<td>(297.24)</td>
<td>$991.05</td>
</tr>
<tr>
<td>Gas Write Offs Paid back from Initial Gas Fee Account</td>
<td>$4,130.77</td>
<td>-</td>
<td>$4,130.77</td>
</tr>
<tr>
<td>Total Write Offs Paid back to Pooled Cash Account</td>
<td>Total</td>
<td>$5,121.82</td>
<td></td>
</tr>
</tbody>
</table>

Net Write Offs | $22,055.07 |
AGENDA ITEM # 1498

CITY OF MILTON
CITY COUNCIL

AGENDA ITEM SUMMARY

☐ C.O.W.    ☒ Executive    ☐ Council

Meeting Date: 2/3/2020

☒ Action    ☐ Discussion    ☐ Information

Committee: Parks & Recreation

Department and Division: Parks and Recreation

Title: Sports Plex – Outdoor Basketball Courts

Background: Land and Water Conservation Fund Program (LWCF) is a competitive State grant that provides reimbursement for local public outdoor recreational projects. This is a $400,000 maximum matching, reimbursement grant. Application deadline is January 31st. The project proposed for this grant application is a Council Priority Capital Improvement Project for FY2020-21. In addition to the outdoor basketball courts ($250,000), the application will include bathrooms, gazebo, lighting, and road improvements ($150,000).

Summary: Discussion of 2020 Land and Water Conservation Grant Program (LWCF) grant application in the amount of $400,000 for the improvements to the Sports Plex. The discussion to include increasing the approved Council Priority Capital Improvement Plan budget ($50,000 FY2020 and $200,000 FY2021) for this project by $150,000 and moving the $50,000 approved for FY2020 to FY2021. The increase funding will expand the outdoor basketball court project to include bathrooms, gazebo, lighting, and road improvements.
Recommendation: Proceed with grant application for $400,000 through RMPK.

Attachments:
FISCAL IMPACT ANALYSIS

A. Summary of Fiscal Impact:

<table>
<thead>
<tr>
<th>Fiscal Years</th>
<th>2020</th>
<th>2021</th>
<th>2022</th>
<th>2023</th>
<th>2024</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital</td>
<td>$-50,000</td>
<td>$200,000</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Expenditures</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating Costs</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>External Revenues</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Program Income</td>
<td></td>
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<tr>
<td>In-Kind Match</td>
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<tr>
<td>NET FISCAL IMPACT</td>
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<tr>
<td>FTE IMPACT</td>
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</tr>
</tbody>
</table>

Is Item Included In Current Budget? Yes ☒ $250,000 No ☒ $150,000
Budget Account No.: Fund 0000 Department 0000

B. Recommended Sources of Funds/Summary of Fiscal Impact:

C. Department Fiscal Review: ________________________

REVIEW COMMENTS

A. Legal Sufficiency: ________________________
   City Attorney

B. Other Department Review: ________________________

Committee Assignment:

Administration    Finance    Growth & Dev
Public Safety    Public Works  Stormwater
      LEAP      Economic
      Development

Committee Recommendation:

Move to Executive    Move to Council    Continue in Committee
Referred to Sub-Committee    Tabled    Closed
Piggyback Santa Rosa County’s Road Striping bid.

The City 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 Road & Street Department needs a road striping vendor.

Santa Rosa County: ITB 20-003 Road Striping
Pricing: Various
Vendor: Emerald Coast Striping, LLC

Request Council waive the bid process and approve piggyback off Santa Rosa County’s bid for Road Striping to Emerald Coast Striping, LLC.

Emerald Coast Striping, LLC bid pricing.
Approval from Emerald Coast Striping, LLC.
Approval from Santa Rosa County.
### FISCAL IMPACT ANALYSIS

**A. Summary of Fiscal Impact:**

<table>
<thead>
<tr>
<th>Fiscal Years</th>
<th>2020</th>
<th>2021</th>
<th>2022</th>
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<tbody>
<tr>
<td>Capital Expenditures</td>
<td></td>
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<tr>
<td>Operating Costs</td>
<td>various</td>
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<td></td>
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<tr>
<td>External Revenues</td>
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<td>Program Income</td>
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<td>In-Kind Match</td>
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<td><strong>NET FISCAL IMPACT</strong></td>
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<tr>
<td><strong>FTE IMPACT</strong></td>
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<td></td>
</tr>
</tbody>
</table>

Is Item Included In Current Budget? Yes ☒ No ☐
Budget Account No.: Fund 0000 Department 0000

**B. Recommended Sources of Funds/Summary of Fiscal Impact:**

**C. Department Fiscal Review:**

**REVIEW COMMENTS**

**A. Legal Sufficiency:**

City Attorney

**B. Other Department Review:**

**Committee Assignment:**

<table>
<thead>
<tr>
<th>Administration</th>
<th>Finance</th>
<th>Growth &amp; Dev</th>
<th>Parks &amp; Rec</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Safety</td>
<td>Public Works</td>
<td>Stormwater</td>
<td>LEAP</td>
</tr>
</tbody>
</table>

**Committee Recommendation:**

Move to Executive Move to Council Continue in Committee
Referred to Sub-Committee Tabled Closed
BID FORM

SRC Procurement Form Memo 025_01_091619

(May be copied by the Bidder on his own letterhead)

TO: Santa Rosa County Procurement Department
Attention Procurement Officer
6495 Caroline Street, Suite L
Milton, Florida 32570

REFERENCE: ITB 20-003 ROAD STRIPING

To whom it may concern,

I, [Name], have received and reviewed the Bidding Documents consisting of Drawings and Specifications (Project Manual) entitled ITB 20-003 ROAD STRIPING, prepared by Santa Rosa County Public Works, 6075 Old Bagdad Highway, Milton, Florida 32583.

I have also received Addenda Numbers [ ] and have included their provisions in my Bid.

In submitting the Bid, I agree:

1. All prices are firm for a period of one year. After one year, the County may approve the option of renewing the contract at the same or lesser price for a period not to exceed two (2) years with the agreement of the bidder.

2. To hold my bid in full force and effect for a period of sixty (60) calendar days after the time of the opening of this Bid.

3. To accept the provisions of the Instructions to Bidders regarding disposition of Bid Guarantee.

4. To enter into and execute a Contract within 10 (ten) calendar days after said Contract is delivered to me, if awarded on the basis of this Bid.

5. To accomplish the work in accordance with the Contract Documents.

6. To commence work under this Contract on or before a date to be specified in written “Notice of Proceed” by the County Attorney.
SANTA ROSA COUNTY
PROCUREMENT DEPARTMENT

6495 Caroline Street, Suite L  Milton, Florida 32570  850-983-1870  procurement@santarosa.fl.gov

SPECIFICATIONS AND BID FORM
PAINTED PAVEMENT MARKINGS

Santa Rosa County Procurement Department
6495 Caroline Street, Suite L
Milton, Florida 32570

Date 11/5/19

The undersigned agrees to furnish materials, equipment and labor, and complete projects in accordance with conditions and specifications as outlined below for painted traffic stripes and markings located in Santa Rosa County.

Painted traffic stripes and marking work shall conform to the requirements of section 710 of the 2000 edition of the Florida Department of Transportation Standard Specifications for Road and Bridge Construction as deemed applicable by the Public Works Director or his designee. Broken (skip) stripes shall consist of a succession of solid yellow strips, 6 inches wide, 10 feet in length, separated by unpainted spaces 30 feet in length. The contractor will be ready and available at all times to move in and start work on a job within 48 hours after being notified by telephone from the Public Works Director or his designee and agrees to remain on said project until the job is completed.

Solid White Line (Cost per mile) $195.00
Solid Yellow Line (Cost per mile) $195.00
Broken Yellow Line (Cost per mile) $500.00
16' Stop Bars $40.00
18' Stop Bars $42.00
20' Stop Bars $44.00
22' Stop Bars $46.00

On occasion the county will require the striping or re-striping of various items such as:
Speed Humps, Speed Tables, Handicap parking spaces, regular parking spaces, various park and playground amenities i.e. basketball court, tennis court and other items as required. Although optional, preference will be given to bidder’s who have the capability and indicate their willingness to do this type of work.

EMERALD COAST STRIPING CAN PROVIDE SERVICE FOR

All Items Listed Above & Priced Per Scope.

Specialty Items

Page 2 of 6


Exec Cmt 2.3.2020 Page 34 of 86
NOTE: Please return this bid form to the above address. NO OTHER BID FORM WILL BE ACCEPTED.

FIRM: Emerald Coast Striping, LLC.

BY (print):avic Bailey

SIGNATURE: 

TITLE: Operations Manager

DATE: 11/5/19

MAILING ADDRESS: 1901 W. East Avenue
Panama City, FL 32405

PHONE: (850) 215.4875 FAX: (850) 271.4875

EMAIL:avic@ecstriping.com
THERMOPLASTIC TRAFFIC STRIPES AND MARKINGS
CURRENT EDITION

Santa Rosa County Procurement Department
6495 Caroline Street, Suite L
Milton, Florida 32570

The undersigned agrees to furnish materials, equipment and labor, and complete projects in accordance with conditions and specifications as outlined below for thermoplastic traffic stripes and markings located in Santa Rosa County.

Thermoplastic traffic stripes and marking work shall conform with the requirements of section 711 of the most current edition (including all applicable revisions) of the Florida Department of Transportation Standard Specifications for Road and Bridge Construction as deemed applicable by the Public Works Director or his designee. Broken (skip) stripes shall consist of a succession of solid yellow strips, 6 inches wide, 10 feet in length, separated by unpainted spaces 30 feet in length. The contractor will be ready and available at all times to move in and start work on a job within 48 hours after being notified by telephone from the Public Works Director or his designee and agrees to remain on said project until the job is completed.

| Stripping:                | 6 Inch Edge Line | 0.70 | Linear Foot |
|                         | 6 Inch Solid Lane Line | 0.70 | Linear Foot |
|                         | 6 Inch Solid Yellow Line | 0.70 | Linear Foot |
|                         | 6 Inch Skip White | 0.35 | Linear Foot |
|                         | 6 Inch Skip Yellow | 0.40 | Linear Foot |
| Stop Lines:              | 12 Inches | 2.75 | Linear Foot |
|                         | 18 Inches | 5.00 | Linear Foot |
|                         | 24 Inches | 6.50 | Linear Foot |
| Crosswalk Lines:         | 8 Inch | 1.25 | Linear Foot |
|                         | 12 Inch | 2.75 | Linear Foot |
|                         | 18 Inch | 5.00 | Linear Foot |
|                         | 24 Inch | 6.50 | Linear Foot |
| Pavement Messages:       | Stop | 96.00 | Each |
|                         | School | 125.00 | Each |
|                         | School Crossing | 100.00 | Each |
|                         | Ped X-ing | 100.00 | Each |
|                         | Only | 75.00 | Each |
|                         | R X R | 175.00 | Each |
| Arrows:                  | Left | 50.00 | Each |
|                         | Right | 50.00 | Each |
|                         | Straight | 50.00 | Each |
|                         | Combination | 80.00 | Each |
NOTE: Please return this bid form to the above address. NO OTHER BID FORM WILL BE ACCEPTED.

FIRM: Emerald Coast Striping, LLC.

BY (print): Aric Bailey

SIGNATURE: 

TITLE: Operations Manager

DATE: 11/5/19

MAILING ADDRESS: 1901 N. East Avenue

Panama City, FL 32405

PHONE: (850) 215-4875  FAX: (850) 215-4875

EMAIL: aric@ecstriping.com

SPECIFICATIONS AND BID FORM
RAISED RETRO-REFLECTIVE PAVEMENT MARKERS AND BITUMINOUS ADHESIVE

Santa Rosa County Procurement Department  
6495 Caroline Street, Suite L  
Milton, Florida 32570  
Date 11/5/19

The undersigned agrees to furnish materials, equipment and labor, and complete projects in accordance with conditions and specifications as outlined below for Raised Retro-Reflective pavement markers and Bituminous Adhesive located in Santa Rosa County.

Raised Retro-Reflective pavement markers and Bituminous Adhesive work shall conform with the requirements of section 706 of the most current edition (including all applicable revisions) of the Florida Department of Transportation Standard Specifications for Road and Bridge Construction as deemed applicable by the Public Works Director or his designee. Raised Retro-Reflective pavement markers shall be spaced by road type and condition, or as specified by the Public works Director or his designee. The contractor will be ready and available at all times to move in and start work on a job within 48 hours after being notified by telephone from the Public Works Director or his designee and agrees to remain on said project until the job is completed.

Raised Retro-Reflective Pavement Markers (Installed): $4.00 Each

NOTE: Please return this bid form to the above address. NO OTHER BID FORM WILL BE ACCEPTED.

FIRM: Emerald Coast Striping, LLC.

BY (print): Aric Bailey

SIGNATURE: ____________

TITLE: Operations Manager

DATE: 11/5/19

MAILING ADDRESS: 1901 N. East Avenue

Panama City, Fl. 32405

PHONE: (850) 215-4875 FAX: (850) 271-4875

EMAIL: aric@ecstriping.com

Page 6 of 6
Diane Ebentheuer

From: Aric Bailey <aric@ecstriping.com>
Sent: Thursday, January 16, 2020 11:04 AM
To: Diane Ebentheuer
Subject: RE: Request to piggyback off your SRC road striping

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Diane,
We would be happy to have City of Milton Piggyback this contract.

Thanks,

Aric Bailey
Operations Manager
Panama City Branch
(Cell) 850-867-3750
aric@ecstriping.com

EMERALD COAST STRIPING

1901 N. East Avenue
Panama City, FL 32405
(o) 850-215-4875
(f) 850-271-4875

From: Diane Ebentheuer <de bentheuer@miltonfl.org>
Sent: Wednesday, January 15, 2020 11:18 AM
To: Aric Bailey <aric@ecstriping.com>
Subject: Request to piggyback off your SRC road striping

Hi Aric Bailey,
We would like to piggyback off the Santa Rosa County Striping Contract. I have attached the pricing. I just left you a VM also.
Thank you,

Diane E. Ebentheuer, CGFO
PURCHASING OFFICER / RISK MANAGER
City of Milton
P. O. Box 909
Milton, FL 32572
Ph: 850-983-5438
Fx: 850-983-5415
debentheuer@MiltonFL.org

Under Florida’s public records laws, the City of Milton’s emails may be considered public record and subject to inspection or disclosure to the public. If you do not wish to have your emails possibly disclosed to the public, please do not communicate with the City of Milton through email.
Good afternoon Diane,

How are you? That would be fine, if you need a copy of anything just let me know.

Sincerely,

James

James Walters
Santa Rosa County
Procurement Officer
6495 Caroline Street, Suite L | Milton, Florida 32570
P: 850.983.1870  C: 850.776.2679  F: 850983.1856
Santarosa.fl.gov | Facebook | Twitter | Instagram

Help us improve our customer service with this short survey.

From: Diane Ebentheuer <debentheuer@miltonfl.org>
Sent: Wednesday, January 15, 2020 11:12 AM
To: James Walters <JamesW@santarosa.fl.gov>; Brandy Kea <BrandyK@santarosa.fl.gov>
Subject: approval to Piggyback Road Striping

Hi James,
The City of Milton would like to piggyback off your contract for Road Striping.

On 11/14/2019 SRC Commissioners awarded Road Striping to Emerald Coast Striping.

I have obtained the documents I need from your web page. I only need your approval and vendor’s approval.

Thank you,

Diane E. Ebentheuer, CGFO
PURCHASING OFFICER / RISK MANAGER
City of Milton
P. O. Box 909
Milton, FL 32572
Title: City of Milton Outside Funding Application

Background: With an increase in the number of requests for the City to sponsor or fund events, activities, programs and projects, the City Council requested staff develop an application that would detail the request and provide the information the Council needs to make an informed decision on the request. This also makes it difficult for the City to track requests and the amounts awarded annually for budgeting and planning purposes. The intent of this agenda item is to provide an application and process by which all such requests shall be evaluated by staff and considered by Council.

Summary: The City sponsors and provides funding to a number of organizations and events annually. Traditionally, requests are forwarded to Council as they are received for consideration. Currently, there is no consistent process nor application to be used to evaluate such requests. This also makes it difficult for the City to track requests and the amounts awarded annually for budgeting and planning purposes. The intent of this agenda item is to provide an application and process by which all such requests shall be evaluated by staff and considered by Council.

For the purposes of this application and process, a “sponsorship” is the request of the use of City equipment and/or staff in which the City does not charge the applicant directly for the use. A “grant” is a request wherein the
applicant will either directly receive funds from the City or the City shall purchase items or pay vendors on behalf of the applicant. One applicant may request both a sponsorship and a grant in one application.

**Recommendation:** Review the Application and provide staff further direction.

**Attachments:** City of Milton 2019-2020 Outside Funding Application
FISCAL IMPACT ANALYSIS

A. Summary of Fiscal Impact:

<table>
<thead>
<tr>
<th>Fiscal Years</th>
<th>2019</th>
<th>2020</th>
<th>2021</th>
<th>2022</th>
<th>2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital</td>
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<tr>
<td>Expenditures</td>
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<tr>
<td>Operating Costs</td>
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<tr>
<td>External Revenues</td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>Program Income</td>
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<tr>
<td>In-Kind Match</td>
<td></td>
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<tr>
<td>NET FISCAL IMPACT</td>
<td></td>
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<tr>
<td>FTE IMPACT</td>
<td>0</td>
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</tr>
</tbody>
</table>

Is Item Included in Current Budget? Yes ☐ No ☐

B. Recommended Sources of Funds/Summary of Fiscal Impact: The City of Milton provides, goods, services and funding to a number of community groups annually, without a method of determining and tracking the true cost to the City. This item attempts to address those concerns and provide objective information to assist in the decision making process.

C. Department Fiscal Review: ________________________

REVIEW COMMENTS

A. Legal Sufficiency: ________________________

City Attorney

B. Other Department Review: ________________________

Committee Assignment:

<table>
<thead>
<tr>
<th>Administration</th>
<th>Finance</th>
<th>Growth &amp; Dev</th>
<th>Parks &amp; Rec</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Safety</td>
<td>Public Works</td>
<td>Stormwater</td>
<td>LEAP</td>
</tr>
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<td></td>
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<td></td>
<td>Economic Development</td>
</tr>
</tbody>
</table>

Committee Recommendation:

Move to Executive  Move to Council  Continue in Committee

Referred to Sub-Committee  Tabled  Closed
2019-2020 Outside 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 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 – 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 of each application is given at the sole discretion of the City of Milton and the information requested is used as a base to evaluate the Applicant's project. Submission of an application does not create entitlement to funding. 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 reserves the right to 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 their sole discretion.

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

Name of Organization: 

Address: 

Name of Representative: 

Telephone: ___________ Cell Phone: ___________ 

Email: 

Name of Event/Activity/Project/Program: 

Has the City of Milton ever sponsored, funded or provided support for the organization in the past? YES NO

Are you incorporated? YES NO

Are you a Florida Not for Profit Corporation? YES NO

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

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

Have you filed a 990 with the IRS for the previous year? YES NO (If yes, please attach a copy)
### OUTSIDE APPLICANT REQUEST

<table>
<thead>
<tr>
<th>REQUESTED ITEM</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Cash funding for a project/event (please specify exact amount requested)</td>
<td>$</td>
</tr>
<tr>
<td>□ Use of City Property (please specify location and duration) (cost varies)</td>
<td>$</td>
</tr>
<tr>
<td>□ City Bathroom at Jernigan’s Landing ($250)</td>
<td>$</td>
</tr>
<tr>
<td>□ City Bathroom at Alternate Location ($350)</td>
<td>$</td>
</tr>
<tr>
<td>□ City Stage ($350)</td>
<td>$</td>
</tr>
<tr>
<td>□ City Movie Projection Equipment &amp; Inflatable Screen ($250)</td>
<td>$</td>
</tr>
<tr>
<td>□ Light and Sound Production for Concert ($1,600, from 3rd party vendor)</td>
<td>$</td>
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<tr>
<td>□ Music Licensing ** (200/day)</td>
<td>$</td>
</tr>
<tr>
<td>□ Movie Licensing *** (at cost)</td>
<td>$</td>
</tr>
<tr>
<td>□ Event Insurance (at cost)</td>
<td>$</td>
</tr>
<tr>
<td>□ Street Barricades/Cones ($100/$10)</td>
<td>$</td>
</tr>
<tr>
<td>□ City Garbage Cans (includes delivery and retrieval and dumping) ($10/can)</td>
<td>$</td>
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<tr>
<td>□ Tables/Chairs ($5/table and $10/10 chairs, rented in counts of 10 only)</td>
<td>$</td>
</tr>
<tr>
<td>□ Tables &amp; Chairs Delivery &amp; Set Up &amp; Retrieval ($25)</td>
<td>$</td>
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<tr>
<td>□ Small Generator ($100)</td>
<td>$</td>
</tr>
<tr>
<td>□ Large Generator ($250)</td>
<td>$</td>
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<tr>
<td>□ Generator Power Distribution Panel ($100)</td>
<td>$</td>
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<tr>
<td>□ Hose Bib (water distribution system) ($100)</td>
<td>$</td>
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<tr>
<td>□ Connection to City Fire Hydrant ($50 + Metered Rate for Water)</td>
<td>$</td>
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<tr>
<td>□ Fire/EMS ($30/hour, min. 2 hours)</td>
<td>$</td>
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<tr>
<td>□ Police ($30/hour, min. 2 hours)</td>
<td>$</td>
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<tr>
<td>□ Public Works Crew ($20/hour, min. 2 hours)</td>
<td>$</td>
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<tr>
<td>□ Other City Staff ($25/hour, min. 2 hours)</td>
<td>$</td>
</tr>
<tr>
<td>□ Street Sweeping (pre and/or post-event) ($250 per sweep)</td>
<td>$</td>
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<tr>
<td>□ Parade Package (Police, Public Works and all required street closures) ($500)</td>
<td>$</td>
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<tr>
<td>□ Electrical Activation ($75 + Hourly Rate for Electricity/Connection)</td>
<td>$</td>
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<tr>
<td>□ Post Event Clean-up (if completed by the City) ($100/hour)</td>
<td>$</td>
</tr>
</tbody>
</table>

**GRAND TOTAL** $ ___

*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.)

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

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  
If “YES”, please indicate the amounts below (both in cash and in-kind):

<table>
<thead>
<tr>
<th>FY16-17</th>
<th>FY17-18</th>
<th>FY18-19</th>
<th>FY19-20</th>
<th>FY20-21</th>
</tr>
</thead>
</table>

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

Has your organization received City funding for any other events/projects in the past? YES  NO  
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. The totals at the bottom should reflect the entire budget for this event/project.

<table>
<thead>
<tr>
<th>REVENUE</th>
<th>PRIOR YEAR</th>
<th>CURRENT YEAR</th>
<th>UPCOMING YEAR</th>
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<tbody>
<tr>
<td>1. City of Milton</td>
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<tr>
<td><strong>TOTAL REVENUE</strong></td>
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</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>EXPENSES</th>
<th>PRIOR YEAR</th>
<th>CURRENT YEAR</th>
<th>UPCOMING YEAR</th>
</tr>
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<tbody>
<tr>
<td>1. City of Milton</td>
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**TOTAL EXPENSES**

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

<table>
<thead>
<tr>
<th>PARTICIPANTS</th>
<th>PRIOR YEAR</th>
<th>CURRENT YEAR</th>
<th>UPCOMING YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Number served by this event/program</td>
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<tr>
<td>2. Cost per participant</td>
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</tbody>
</table>

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

- Events/Activities/Programs/Projects must provide a direct benefit to the residents of the City of Milton.

- 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

- If funding is approved, Applicants shall agree to provide all required reports.

- All grants are based on availability of funds. Grants are awarded until all funds are exhausted. If funds remain after the initial cycle, additional cycles, later in the year, may occur. 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 may also use the Applicant’s Logo 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 and all advertising, marketing and promotion for the event/program to the same extent as the largest single sponsor. 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 an acceptable 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.
☐ All vendors/merchandise sold at an event must be of good taste, consistent with the values of Milton, Florida.

☐ Applicants events/programs shall avoid directly competing with City Brick and Mortar Businesses with outdoor, mobile vendors that provide the same goods/services as the primary good/service of the Brick and Mortar Business. An outdoor, mobile 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. Failure to comply with this provision shall be deemed a default.

☐ Event/Project organizers 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 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 also insured, prior to the event/program date.

☐ The Applicant shall be and act as independent contractors, and under no circumstances shall any sponsorship or grant funding be construed as one of agency, legal partnership, or joint venture of 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. Any and all City owned equipment provided to the Applicant shall be provided in working condition. Use, care and security of the equipment become the sole responsibility of the Applicant hosting the event/program. Please inspect all items carefully. Any items damaged shall be repaired at the sole cost/expense of the Applicant.

☐ Once the event/project has been completed, 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 the application.

☐ This application should contain 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 their request to review the event/program.

☐ No party shall be responsible for events beyond its reasonable control, such as acts of God, weather delays, government restrictions, military operations and exercises, security alerts or unforeseen commercial delays. If the event/project is postponed due to inclement weather or other conditions beyond the Applicant's control, it may be rescheduled for another time or cancelled altogether.

**REQUIRED DOCUMENTATION**

(If Applicable)

Agencies requesting a sponsorship and/or grant must complete this application and provide all other required documentation listed below (if applicable):

1. IRS letter with tax exemption ruling. Applicants should be qualified to receive tax-deductible contributions as defined by the IRS - general a 501(c)(3) public charity tax status.

2. Current Board of Directors/Officers, their professional affiliation (if in workforce), and duration on board. 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 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)

6. Organization Budget. Including details describing what project or portion of the budget will be funded by the City of Milton, if approved. 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, budget, and board list of the next higher-level entity.

7. Organization Strategic Plan.

8. W-9 and City Taxpayer Identification Form

9. Brochures, newsletters, and information other than what is requested is not required to be submitted with application funding requests.

**PROCEDURES**

1. Submit this application and required documentation can be submitted via mail or email to:

   The City of Milton  
   c/o Office of Economic Development  
   Post Office Box 909
Milton, Florida 32572
Or hand delivered to:

The City of Milton
c/o Office of Economic Development
6738 Dixon Street
Milton, Florida 32572

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
   The stability of the organization and commitment of its leaders
   Past performance
   Years of operation
   Financial reports
   Diverse and invested board members, volunteers, etc.
   Staff stability

B. Proposed Program/Funding Use
   Proposed event/project has a clear goal that is of benefit to the citizens of the City of Milton
   Focus on solutions to address a problem, need, or enhances the quality of life in the City
   Includes a plan to evaluate and learn from the outcomes and improve the event/project

C. Efficiency & Collaboration
   Maximizes the use of volunteers
   Collaborates with other organizations
   Demonstrates cost sensitivity and efficiency in budget planning, including in-kind contributions
   Seeks funding, donors and sponsors to lower cost to the City and/or increase participation

D. Financials
   Has annual independent audit or review
   Organization has financial statements consisting of:
   Statement of Financial Position (Balance Sheet)
   Statement of Activities (Income Statement)
   Any loss is explained
   Expenses are mission aligned
   Annual income is under one million dollars
   Other revenue is equal to or greater than this funding request

E. Number served by the funding request
   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.
Default

Default of the Grant 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 (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.
- 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 shall not release funds and the Funding Agreement shall be null and void. Should the above-referenced activities occur after the funds are released, grant funds shall be immediately repaid to the City. Organizations that default are ineligible for future funding for a period of 5 years.
<table>
<thead>
<tr>
<th>Form W-9 (Rev. November 2005)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of the Treasury</td>
</tr>
<tr>
<td>Internal Revenue Service</td>
</tr>
</tbody>
</table>

**Request for Taxpayer Identification Number and Certification**

Give form to the requester. Do not send to the IRS.

<table>
<thead>
<tr>
<th>Name (as shown on your income tax return)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business name, if different from above</td>
</tr>
</tbody>
</table>

- □ Individual/
- □ Corporation
- □ Partnership
- □ Other

CHECK appropriate box: Sole proprietor

□ Exempt from backup withholding

<table>
<thead>
<tr>
<th>Address (number, street, and apt. or suite no.)</th>
<th>Requester’s name and address (optional)</th>
</tr>
</thead>
<tbody>
<tr>
<td>City, state, and ZIP code</td>
<td></td>
</tr>
</tbody>
</table>

List account number(s) here (optional)

**Part 1 Taxpayer Identification Number (TIN)**
Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and

2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and

3. I am a U.S. person (including a U.S. resident alien).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

<table>
<thead>
<tr>
<th>Sign Here</th>
<th>Signature of U.S. person</th>
<th>Date</th>
</tr>
</thead>
</table>

**Purpose of Form**

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

**U.S. person.** Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),

2. Certify that you are not subject to backup withholding, or

3. Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners’ share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester’s form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any...
foreign partners’ share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,
VENDOR/PAYEE
TAXPAYER’S IDENTIFICATION NUMBER/ENTITY TYPE

The Internal Revenue Service (IRS) codes require us to have the Taxpayer’s Identification Number on file for vendors/payees receiving payments after January 1, 1984. There are substantial IRS penalties if we do not comply. Furthermore, under Federal Income Tax Law, you are subject to certain penalties if you do not provide us with your correct Social Security Number (SSN) or Employer Identification Number (EIN). For assistance in determining proper name and number to report, refer to the IRS for W-9.

IMPORTANT: THIS COMPLETED FORM MUST BE RETURNED WITH THE APPLICATION:

City of Milton
Office of Economic Development
6738 Dixon Street
Milton, FL 32572

1. IF YOU ARE AN INDIVIDUAL OR NON-CORPORATE COMPANY, PLEASE PRINT THE FOLLOWING INFORMATION:

Company/Individual’s

Name

Address (for mailing payments)

Street/P.O. Box
City/State/Zip
Telephone  Fax
EIN/SSN
Authorized Signature/Title
Date

2. IF YOUR COMPANY IS INCORPORATED, PLEASE PRINT THE FOLLOWING INFORMATION:

__________________________________________  does operate in corporate form.

(Corporate Name)

Address (for mailing payments)

Street/P.O. Box
City/State/Zip
Telephone  Fax
EIN/SSN
Authorized Signature/Title
Date
Bands on the Blackwater (BOTB) is the City’s annual outdoor concert series featuring live bands from around the region performing for free to the citizens of Milton and Tri-County area. The concert series has grown over the years with direction from RRT and Council. Fall 2019 was the first series to highlight the newly approved 10 week run and Spring 2020 we will feature 11 shows to maximize the spring weather. City Council approved a maximum of 22 shows per year in the 2020 budget. It is important to know that Bands on the Blackwater does not coincide within a complete fiscal year. Calendar has several fall dates that end in one year and begin in another. This information is helpful to know when budgeting for the series. Staff has worked diligent, with Council’s support, to upgrade the production (sound and light), marketing, sponsorship and, most importantly, the talent offered at BOTB. The goal of staff is to position Bands on the Blackwater as the premier outdoor free community concert series along the Gulf Coast. By doing so, the concerts not only improve the quality of life for the citizens of Milton, but also serve as an economic development engine to drive tourists to the downtown.
Summary: Bands on the Blackwater will begin March 27th and run through October 30th with a short break during the summer months. We have prepared the event calendar and are confirming artists for dates to ensure this year is ready for approval. As requested from the RRT and approved by Council Bands on the Blackwater will now hold 20 individual concerts spread out through Spring and Fall. Dates chosen are to maximize attendance and minimize searing hot/ frigid cold temperatures and foul weather. The event will feature a live regional and/or touring band, kidz zone with inflatable bouncers and toys for all ages, face painters, sponsors and food vendors onsite. Bands on the Blackwater has proven to be a City of Milton success story with patron attendance averaging 1200 to 1500 per show.

Recommendation: Staff recommends approval of this event permit.

Attachments: Event budget, digital artist release, schedule & event application.
# FISCAL IMPACT ANALYSIS

A. Summary of Fiscal Impact:

<table>
<thead>
<tr>
<th>Fiscal Years</th>
<th>2020</th>
<th>2021</th>
<th>2022</th>
<th>2023</th>
<th>2024</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Expenditures</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating Costs</td>
<td>$70,523.08</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>External Revenues</td>
<td>$20,000.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program Income</td>
<td>$5000.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>In-Kind Match</td>
<td>$3400.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Net Fiscal Impact</strong></td>
<td><strong>$42,123.08</strong></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>FTE Impact</strong></td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Is Item Included In Current Budget? Yes ☒ No ☐

Budget Account No.: Fund 111 Department 0552

B. Recommended Sources of Funds/Summary of Fiscal Impact:

CRA 1 – Promotional account, Sponsorship, TDC & Resale of Merchandise (t-shirts)

**Projected cost breakdown for Bands on the Blackwater 2020**

*projected rate increases shown*

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bands – National Touring, Regional &amp; Local artists</td>
<td>$13,500.00</td>
</tr>
<tr>
<td>Production – Sound, Lighting &amp; Stage Management</td>
<td>$28,000.00</td>
</tr>
<tr>
<td>Live Music Licensing – BMI, ASCAP &amp; SESAC</td>
<td>$1181.00</td>
</tr>
<tr>
<td>Print Marketing – Banners, flyers, rack cards</td>
<td>$1642.08</td>
</tr>
<tr>
<td>Digital Advertising – Social Media, SR Press Gazette &amp; INWEEKLY</td>
<td>$4000.00</td>
</tr>
<tr>
<td>Aloha Bouncers – 3 Bouncers, staff &amp; licensing</td>
<td>$13,600.00</td>
</tr>
<tr>
<td>Face Painting – 2 painters for 3 hours</td>
<td>$6000.00</td>
</tr>
<tr>
<td>T-Shirts (500 resale shirts ordered annually)</td>
<td>$2600.00</td>
</tr>
<tr>
<td><strong>Total Projected Expense for 20 shows</strong></td>
<td><strong>$70,523.08</strong></td>
</tr>
</tbody>
</table>
Accrued Fall 2019 BOTB expenses for 4 shows | $11,520.00
---|---
Remaining expenses for 16 shows | $59,003.08

Cost comparison of expenses from 2019 to 2020

Important to note the four additional shows

2019 at 16 shows | 2020 at 20 shows
---|---
$54,481.65 annual/ $3405.10 per show | $70,523.08 annual/ $3,526.15 per show

Projected Revenue & In-Kind partnerships breakdown for Bands on the Blackwater 2020:

| Commercial Sponsorship | $20,000.00 |
| TDC | $3400.00 |
| Merchandise Resale | $5000.00 |
| Cumulus Media Partnership | In-Kind Advertising & Promotion: $84,800.00 |

*Sponsors signup for the full year with a total generated income of $20,000 annually

Projected Revenue = $28,400.00 / per show $1420.00

Total projected expense over projected revenue: $70,523.08 - $28,400.00 = $42,123.08

$42,123.08 / 20 shows = $2,106.15 per show cost

C. Department Fiscal Review: ___________________________

REVIEW COMMENTS

A. Legal Sufficiency: ___________________________
  City Attorney

B. Other Department Review: __________________________

Committee Assignment:

<table>
<thead>
<tr>
<th>Administration</th>
<th>Finance</th>
<th>Growth &amp; Dev</th>
<th>Parks &amp; Rec</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Safety</td>
<td>Public Works</td>
<td>Stormwater</td>
<td>LEAP</td>
</tr>
</tbody>
</table>

Committee Recommendation:
<table>
<thead>
<tr>
<th>Move to Executive</th>
<th>Move to Council</th>
<th>Continue in Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Referred to Sub-Committee</td>
<td>Tabled</td>
<td>Closed</td>
</tr>
</tbody>
</table>
CITY OF MILTON

APPLICATION FOR EVENTS/PARADES/FESTIVALS/SPECIAL ACTIVITIES

1. Application Date: __12/30/2019______

2. Sponsoring Organization (USER)  City of Milton
   a. Non-Profit [ ] Address  P.O. Box 909
   b. Community Based [ ] Milton, FL 32572
   c. Commercial [ ]
   d. Private Citizen [ ] Phone #  850-983-5400

3. Organization Point of Contact:
   Name:  Stephi Prestesater
   Phone #:  850-983-5400 ext: 1046  E-Mail:  sprestesater@miltonfl.org

4. Name of Activity:  Bands on the Blackwater 2020
   [ ] Parade
   [ ] Car/Motorcycle Show
   [ ] Festival
   [ ] 5/10 K Race
   [x] Concert
   [ ] Other (please explain activity):
   [ ] Tournament
   [ ] Community Awareness

5. Date(s) of Activity:  3/27, 4/3, 4/10, 417, 4/24, 5/1, 5/8, 5/15, 5/22, 5/29, 6/5 & 9/4, 9/11, 9/18, 9/25, 10/2, 10/9, 10/16, 10/23, 10/30

6. Time Frame of Activity:  6pm to 9pm

7. Location/Facility:
   [ ] North Riverwalk - $150
   [ ] South Riverwalk - $150
   [ ] Entire Riverwalk - $250
   [ ] South Riverwalk Pavilion - $50
   [x] Event Area - $100
   [ ] Imogene Parking Lot
   [x] Festival Area - $150
   [ ] Other:

8. Special Requests: Sound system
   [ ] 1 Dumpster  $75
   [x] 1 Dumpster / 5 Trashcans  $100
   (5) - Each additional (5) cans  $25
   [ ] Extra Dump Fees  $75
   [x] Portable Restroom  $250
   [ ] Portable Restroom w/ Generator  $350
   [x] Electrical Activation:  $75

   *Note: All parade and road closures will require barricades. Public Works Department will review application & determine the number of barricades needed.

   [ ] Parade Security & Clean up on state roads  *must be received a minimum of 90 days in advance $1,000
   [ ] Parade Security & Clean up on non-state roads  $350
   [x] Road Closure

   * From _N Willing St_ to ___S Willing St___  * From __Pine St. __ to __Willing__
   Barricade Cost*  
   
   Type 3 (Street)
   (1) day each  $17.75
   (2-3) day each  $14.00
Tourism District Special Requests:
NOTE: Tourism District Special Requests applications must be received by the city sixty (60) days prior to the event.

1. I (We) hereby request waiver of the following ordinances:
   [x] Open Container Ordinance (Sec 6-27)
   [x] Noise Ordinance (LDR Sec. III-5.16)
   [x] Animal Control Ordinance (Sec 4-37(b))
   [ ] and/or other Ordinance

2. I (We) hereby request the following regarding the Blackwater River:
   [ ] Activate Boating Restricted Areas*  [ ] 2-A  [ ] 2-B
   [ ] >24 Hr Docking at Riverwalk

3. The location applied for is ____________Jernigan’s Landing__________________________

4. Time Period From: _______________5pm______________ to ________________10pm__________

5. Event Security: [x] Yes  [ ] No
   If yes, then who will provide the Security: Milton PD
   Security Time Period From: _______________6pm______________ to ________________9:10pm__________

The USER must agree to the following terms & conditions:
1. User shall supply and furnish all personnel, equipment, services and any other items the User deems necessary to the success of the User’s event.
2. User shall assure that proper City Police protection and all governmental regulations pertaining to the scheduled event have been fully complied with.
3. Public Works Department will review application & determine the number of barricades are needed.
4. You are reminded that City Ordinances PROHIBIT THE CONSUMPTION OF ALCOHOLIC BEVERAGES AT PARK FACILITIES.
5. User shall remove from property/streets, all equipment and items placed thereon by the User immediately following the event.
6. User shall accomplish reasonable clean-up of the area immediately following the event.
7. User shall be liable for any and all damages done to the property and area covered by this agreement, regardless of who causes such damage or how the damage is caused, during the period of use contained in this agreement. Further, the User shall agree to defend, indemnify and hold-harmless the City, its Officials, employees, and representatives for any and all claims caused by or arising out of, in whole or in part, the activities permitted by this agreement.
8. The User shall pay all fees prior to the event. No request for waiver of fees will be accepted.
9. User agrees to pay for extra dump fees if garbage pickup required during the event.
10. User must provide for liability insurance coverage ($1 Million minimum) for the event.
11. Security arrangements can be made separately with Milton Police department.

Signature of Requestor/User Representative
<table>
<thead>
<tr>
<th>Schedule of Charges</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Parade</td>
<td>$</td>
</tr>
<tr>
<td>Facility</td>
<td>$</td>
</tr>
<tr>
<td>Crowd Barriers</td>
<td>$</td>
</tr>
<tr>
<td>Clean Up</td>
<td>$</td>
</tr>
<tr>
<td>Sanitation</td>
<td>$</td>
</tr>
<tr>
<td>Electrical</td>
<td>$</td>
</tr>
<tr>
<td>Stage</td>
<td>$</td>
</tr>
<tr>
<td>Total Payment Due</td>
<td>$</td>
</tr>
</tbody>
</table>

**Insurance Certificate Received [ ] Yes [ ] No**

This application has been: Approved [ ] Disapproved [ ] Date: ______________________________________

________________________________________________________
Signature of City Manager/Designee reviewing application

Form Copied to: Parks [ ] Landscape [ ] Police [ ] Fire [ ] Street [ ] Sanitation [ ] Public Works [ ]
Stage Overview

Stage Dimensions

- Downstage deck width: 27'
- Downstage deck length: 4'8"
- Upstage deck length: 8'9"
- Full stage length: 13'7"
- Load Ramp width: 4'
- Power Box - 200 Amp pig tail single phase: 1
- 50 Amp outlet at box: 1
- 20 Amp outlet's at box: 6
- 20 Amp stage boxes - dedicated: 4
- 20 Amp stage boxes - shared: 2
Downstage - Front view

Stage Dimensions

- Downstage deck width: 27'
- Downstage deck height: 5'
- Downstage ceiling height: 8'
- Centerstage ceiling height: 9'
- Upstage ceiling height: 8'
- Down & Upstage truss - circle bar: 1 1/4"
- Centerstage truss - square bar: 1"
- Downstage height to truss: 7' 6"
- Centerstage height to truss: 7' 2"
- Upstage height to truss: 7' 6"
Title: Beats and Eats then Beat the Streets Music Festival & Glow Run

Background: Beats and Eats Music Festival and the Blackwater Glow Run are working together to share the Jernigan’s Landing space. Beats and Eats is a family friendly music festival hosted by the Milton High School Band Parent Association, a registered 501c3. This is typically held at Milton High School however over the past few years attendance has dropped significantly. The organizers are looking to move the event to Downtown Milton and seek matching support from the City to hold the event. In addition, the Leadership Santa Rosa’s Blackwater Glow Run, a registered 501c3, that is traditionally held in downtown Milton will team up for a joint program to benefit each other. Together to look they look to the City for support in the form of event sponsorship.

Summary: Beats and Eats Music Festival’s mission is to raise financial support for the 200+ students in the music program. One of their main objectives for 2020 is to raise enough funds to help pay for the $80,000.00 band uniforms so no child can be turned down due to their family’s financial hardships. This year’s event will be similar in
style to those from the past but instead of wrapping up at 7pm, they will stay to support the Blackwater Glow Run. The event will kick off with the Milton High School Jazz Band and turn into an all-day event highlighting bands from around the Gulf Coast. The Blackwater Glow Run will arrive onsite and utilize the space following Beats & Eats. Space will be shared, and stage use combined to cross promote each event. As of now event organizers have been meeting with City Staff to ensure all aspects of safety and code compliance are followed. Race route, event setup and organization have all been reviewed and collaborated on with City Staff. Event organizers look to the City for matching support as the title sponsor for the event which would be the cost of the event application. Event organizers will be soliciting for additional sponsorships as well as reaching out to TDC for support.

**Recommendation:** Staff recommends approval of this event.

**Attachments:** Event application attached. Event organizers to provide projected budget, event timeline, site map and route at Committee of the Whole.
FISCAL IMPACT ANALYSIS

A. Summary of Fiscal Impact:

<table>
<thead>
<tr>
<th>Fiscal Years</th>
<th>2020</th>
<th>2021</th>
<th>2022</th>
<th>2023</th>
<th>2024</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Expenditures</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Operating Costs</td>
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<tr>
<td>External Revenues</td>
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</tr>
<tr>
<td>Program Income</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>In-Kind Match</td>
<td>$1325.00</td>
<td></td>
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</tr>
<tr>
<td>NET FISCAL IMPACT</td>
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<tr>
<td>FTE IMPACT</td>
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<td></td>
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</tr>
</tbody>
</table>

Is Item Included In Current Budget? Yes ☐ No ☒
Budget Account No.: Fund 111 Department 0552

B. Recommended Sources of Funds/Summary of Fiscal Impact:
CRA 1 – Promotional budget

C. Department Fiscal Review: ____________________________

REVIEW COMMENTS

A. Legal Sufficiency: ____________________________
   City Attorney

B. Other Department Review: ____________________________

Committee Assignment:

<table>
<thead>
<tr>
<th>Administration</th>
<th>Finance</th>
<th>Growth &amp; Dev</th>
<th>Parks &amp; Rec</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Safety</td>
<td>Public Works</td>
<td>Stormwater</td>
<td>LEAP</td>
</tr>
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</table>

Committee Recommendation:
<table>
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<tr>
<th>Move to Executive</th>
<th>Move to Council</th>
<th>Continue in Committee</th>
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</thead>
<tbody>
<tr>
<td>Referred to Sub-Committee</td>
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</tr>
</tbody>
</table>
CITY OF MILTON
(Billing code = UF)
APPLICATION FOR EVENTS/PARADES/FESTIVALS/SPECIAL ACTIVITIES

1. Application Date: 2/4/2020

2. Sponsoring Organization (USER) Milton High School Band Parent Association
   a. Non-Profit [x]
   b. Community Based []
   c. Commercial []
   d. Private Citizen []
   Address
   Phone #: 850-313-9881

3. Organization Point of Contact:
   Name: Keith & Lynn
   Phone #: 850-313-9881
   E-Mail: burtong69@gmail.com

4. Name of Activity: Boats & Eats Music Festival
   Parade [] Car/Motorcycle Show []
   Festival [] 5k/10k Race []
   Concert [] Other (please explain activity):
   Tournament [] Community Awareness

5. Date of Activity: April 18, 2020

6. Time Frame of Activity: 10 am - 7 pm

7. Location/Facility:
   North Riverwalk - $150
   South Riverwalk - $150
   Entire Riverwalk - $250
   South Riverwalk Pavilion - $50
   Event Area - $100
   Festival Area - $150
   North Willing Street (from to)
   South Willing Street (from to)
   North Elmira Street (from to)
   South Elmira Street (from to)
   Imogene Parking Lot
   Other:

8. Special Requests: Sound system
   1 Dumpster $75
   1 Dumpster / 5 Trashcans $100
   Each additional (5) cans $25
   Extra Dump Fees $75
   Portable Restroom $250
   Electrical Activation: $75
   Stage Rental: $350
   Crowd Control Barriers $125
   Portable Restroom w/ Generator $350

*Note: All parade and road closures will require barricades. Public Works Department will review application & determine the number of barricades needed.

[ ] Parade Security & Clean up on state roads *must be received a minimum of 90 days in advance $1,000
[ ] Parade Security & Clean up on non-state roads $350
[ ] Road Closure
  * From _N Willing St_ to _S Willing St_  * From _Pine St._ to _Willing_
  Barricade Cost* (1) day each (2-3) day each
  Type 3 (Street) $17.75 $14.00
  Type 1 (A Frame) $5.00 $3.00

Page 1 of 3
Tourism District Special Requests:

NOTE: Tourism District Special Requests applications must be received by the city sixty (60) days prior to the event.

1. I (We) hereby request waiver of the following ordinances:
   [ ] Open Container Ordinance (Sec 6-27)
   [ ] Noise Ordinance (LDR Sec. III-5.16)
   [ ] Animal Control Ordinance (Sec 4-37(b))
   [ ] and/or other Ordinance ________________________________

2. I (We) hereby request the following regarding the Blackwater River:
   [ ] Activate Boating Restricted Areas*  [ ] 2-A  [ ] 2-B
   [ ] >24 Hr Docking at Riverwalk

3. The location applied for is: ____________________________

4. Time Period From: _______ am to _______ pm

5. Event Security: [ ] Yes  [ ] No
   If yes, then who will provide the Security: ____________________________
   Security Time Period From: _______ am to _______ pm

The USER must agree to the following terms & conditions:

1. User shall supply and furnish all personnel, equipment, services and any other items the User deems necessary to the success of the User’s event.
2. User shall assure that proper City Police protection and all governmental regulations pertaining to the scheduled event have been fully complied with.
3. Public Works Department will review application & determine the number of barricades are needed.
4. You are reminded that City Ordinances PROHIBIT THE CONSUMPTION OF ALCOHOLIC BEVERAGES AT PARK FACILITIES.
5. User shall remove from property/streets, all equipment and items placed thereon by the User immediately following the event.
6. User shall accomplish reasonable clean-up of the area immediately following the event.
7. User shall be liable for any and all damages done to the property and area covered by this agreement, regardless of who causes such damage or how the damage is caused, during the period of use contained in this agreement. Further, the User shall agree to defend, indemnify and hold-harmless the City, its Officials, employees, and representatives for any and all claims caused by or arising out of, in whole or in part, the activities permitted by this agreement.
8. The User shall pay all fees prior to the event. No request for waiver of fees will be accepted.
9. User agrees to pay for extra dump fees if garbage pickup required during the event.
10. User must provide for liability insurance coverage ($1 Million minimum) for the event.
11. Security arrangements can be made separately with Milton Police department.

____________________
Signature of Requestor/User Representative
CITY OF MILTON

APPLICATION FOR EVENTS/PARADES/FESTIVALS/SPECIAL ACTIVITIES

(Billing code = UF)

1. Application Date: 11/04/2019

2. Sponsoring Organization (USER) Santa Rosa Chamber - Leadership Santa Rosa Alumni
   a. Non-Profit [ ]
   b. Community Based [X]
   c. Commercial [ ]
   d. Private Citizen [ ]
   Address 5247 Stewart St.
   Milton, FL 32570
   Phone # 850-623-2339

3. Organization Point of Contact:
   Name: Kimberly D. Cato Chalmers
   Phone #: 850-554-4609
   E-Mail: kim@2clenders.com

4. Name of Activity: Blackwater Glow Run

   [ ] Parade
   [ ] Festival
   [X] 5/10 K Race
   [ ] Concert
   [ ] Tournament
   [ ] Community Awareness
   Other (please explain activity):

5. Date of Activity: 04/18/2020

6. Time Frame of Activity: 5 pm - 10 pm

7. Location/Facility:
   [ ] North Riverwalk - $150
   [ ] South Riverwalk - $150
   [ ] Entire Riverwalk - $250
   [X] South Riverwalk Pavilion - $50
   [X] Event Area - $100
   [ ] Imogene Parking Lot
   [ ] Festival Area - $150
   Other:

8. Special Requests:
   [ ] 1 Dumpster $75
   [X] 1 Dumpster / 5 Trashcans $100
   Each additional (5) cans $25
   [ ] Extra Dump Fees $75
   [X] Portable Restroom w/ Generator $350
   Electrical Activation: $75
   Stage Rental: $350
   Crowd Control Barriers $125
   Portable Restroom (required for events larger than 250 people) $250

*Note: All parade and road closures will require barricades. Public Works Department will review application & determine the number of barricades needed.

[ ] Parade Security & Clean up on state roads *must be received a minimum of 90 days in advance $1,000
[ ] Parade Security & Clean up on non-state roads $350
[ ] *Road Closure

* From _____ to _____
Barricade Cost* (1) day each (2-3) day each
Type 3 (Street) $17.75 $14.00
Type 1 (A Frame) $5.00 $3.00
Tourism District Special Requests:

NOTE: Tourism District Special Requests applications must be received by the city sixty (60) days prior to the event.

1. I (We) hereby request waiver of the following ordinances:
   - [X] Open Container Ordinance (Sec 6-27)
   - [X] Noise Ordinance (LDR Sec. III-5.16)
   - [ ] Animal Control Ordinance (Sec 4-37(b))
   - [ ] and/or other Ordinance

2. I (We) hereby request the following regarding the Blackwater River:
   - [ ] Activate Boating Restricted Areas*  [ ] 2-A  [ ] 2-B
   - [ ] >24 Hr Docking at Riverwalk

3. The location applied for is: South Riverwalk Pavilion and parking lot

4. Time Period From: 5 pm registration to 10 pm

5. Event Security: [X] Yes  [ ] No
   If yes, then who will provide the Security: Santa Rosa Chamber - Leadership Santa Rosa Alumni Volunteers
   Security Time Period From: 5 pm to 10 pm

The USER must agree to the following terms & conditions:

1. User shall supply and furnish all personnel, equipment, services and any other items the User deems necessary to the success of the User's event.
2. User shall assure that proper City Police protection and all governmental regulations pertaining to the scheduled event have been fully complied with.
3. Public Works Department will review application & determine the number of barricades are needed.
4. You are reminded that City Ordinances PROHIBIT THE CONSUMPTION OF ALCOHOLIC BEVERAGES AT PARK FACILITIES.
5. User shall remove from property/streets, all equipment and items placed thereon by the User immediately following the event.
6. User shall accomplish reasonable clean-up of the area immediately following the event.
7. User shall be liable for any and all damages done to the property and area covered by this agreement, regardless of who causes such damage or how the damage is caused, during the period of use contained in this agreement. Further, the User shall agree to defend, indemnify and hold-harmless the City, its Officials, employees, and representatives for any and all claims caused by or arising out of, in whole or in part, the activities permitted by this agreement.
8. The User shall pay all fees prior to the event. No request for waiver of fees will be accepted.
9. User agrees to pay for extra dump fees if garbage pickup required during the event.
10. User must provide for liability insurance coverage ($1 Million minimum) for the event.
11. Security arrangements can be made separately with Milton Police department.

[Signature]
Signature of Requestor/User Representative

Page 2 of 3
Title: Color Me Good 5K

Background: Color Me Good 5K is a family friendly five kilometers fun run that’s proceeds go to support the Tanner Williams Memorial Resources Center. This is the event's second year to be held and the organizers are looking for support from the City to hold the event.

Summary: Color Me Good 5K will target its efforts and focus on the run itself this year instead of a full-fledged festival. By minimizing the timeline and cutting out the waterslides, vendor rows and giveaways the organizers will be able to focus more of their time on color stations and the after party. The run will be similar in style to other City’s color runs, such as having multiple color stations positioned around key parts of the town to maximize spectator and participant involvement. Event organizers have been meeting with City Staff to ensure all aspects of safety and code compliance are followed. Race route, event setup and organization have all been reviewed and collaborated on with City Staff. Event organizers look to the City for matching support as the title sponsor for the event which would be the cost of the event application. Event organizers
will be soliciting for additional sponsorships as well as reaching out to TDC for support.

**Recommendation:** Staff recommends approval of this event.

**Attachments:** Event application attached. Event organizers to provide projected budget, event timeline, site map and route at Committee of the Whole.
FISCAL IMPACT ANALYSIS

A. Summary of Fiscal Impact:

<table>
<thead>
<tr>
<th>Fiscal Years</th>
<th>2020</th>
<th>2021</th>
<th>2022</th>
<th>2023</th>
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<td>FTE IMPACT</td>
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Is Item Included In Current Budget? Yes ☐ No ☒

Budget Account No.: Fund 111 Department 0552

B. Recommended Sources of Funds/Summary of Fiscal Impact:
CRA 1 – Promotional budget

C. Department Fiscal Review: ______________________________

REVIEW COMMENTS

A. Legal Sufficiency: ___________________________

City Attorney

B. Other Department Review: ______________________________

Committee Assignment:

Administration Finance Growth & Dev Parks & Rec

Public Safety Public Works Stormwater LEAP Economic Development

Committee Recommendation:
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</table>
CITY OF MILTON

APPLICATION FOR EVENTS/PARADES/FESTIVALS/SPECIAL ACTIVITIES

1. Application Date: ____________________________

2. Sponsoring Organization (USER): ______Tanner Williams Resource Center______
   a. Non-Profit [x] Address F148 Alabama St
   b. Community Based []
   c. Commercial []
   d. Private Citizen []
   Phone # ____________________________

3. Organization Point of Contact:
   Name: ______Emily Schurr______
   Phone #: ______251-250-7110__________
   E-Mail: ______emilyschurr@outlook.com_______

4. Name of Activity: ____Color Me Good 5K_____
   [ ] Parade
   [ ] Festival
   [x] 5/10 K Race
   [ ] Concert
   [ ] Tournament
   [ ] Community Awareness

5. Date of Activity: __________April 25th, 2020_________

6. Time Frame of Activity: ______9am to 1pm__________

7. Location/Facility:
   [ ] North Riverwalk - $150
   [ ] South Riverwalk - $150
   [x] Entire Riverwalk - $250
   [ ] South Riverwalk Pavilion - $50
   [x] Event Area - $100
   [x] Festival Area - $150
   [ ] North Willing Street (from________ to________)
   [ ] South Willing Street (from________ to________)
   [ ] North Elmira Street (from________ to________)
   [ ] South Elmira Street (from________ to________)
   [ ] Imogene Parking Lot
   Other: ________________________________________

8. Special Requests: Sound system $75
   [x] 1 Dumpster $75
   [x] 1 Dumpster / 5 Trashcans $100
   Each additional (5) cans $25
   [ ] Extra Dump Fees $75
   [x] Portable Restroom $250
   [ ] Electrical Activation: $75
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   [ ] Crowd Control Barriers $125
   [ ] Portable Restroom w/ Generator $350

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Tourism District Special Requests:

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   [ ] Animal Control Ordinance (Sec 4-37(b))
   [ ] and/or other Ordinance

2. I (We) hereby request the following regarding the Blackwater River:
   [ ] Activate Boating Restricted Areas*   [ ] 2-A  [ ] 2-B
   [ ] >24 Hr Docking at Riverwalk

3. The location applied for is:

4. Time Period From: 0800 to 1300

5. Event Security: [x] Yes  [ ] No
   If yes, then who will provide the Security: Organizers, volunteers and City
   Security Time Period From: 0900 to 1300

The USER must agree to the following terms & conditions:

1. User shall supply and furnish all personnel, equipment, services and any other items the User deems necessary to the success of the User’s event.
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10. User must provide for liability insurance coverage ($1 Million minimum) for the event.
11. Security arrangements can be made separately with Milton Police department.

Signature of Requestor/User Representative
**FOR CITY USE ONLY**

### Schedule of Charges

<table>
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<tr>
<th>Service</th>
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<th>Date of Payment</th>
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<tr>
<td>Stage</td>
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</table>

**Total Payment Due** $ ____________

**Insurance Certificate Received [ ] Yes [ ] No**

This application has been: Approved [ ] Disapproved [ ] Date: ______________________

____________________________
Signature of City Manager/Designee reviewing application

Form Copied to: Parks [ ] Landscape [ ] Police [ ] Fire [ ] Street [ ] Sanitation [ ] Public Works [ ]
Sponsorship Information  
Navy League Santa Rosa County Council  
Annual Dinner Honoring  
NAS Whiting Field’s 2019 Sailors and Flight Instructors of the Year

$750.00  GOLD STAR SPONSOR  
This sponsorship level provides 6 tickets for our Military Awardees, their guest and other Military members and Sponsorship signage on Whiting Field Command/Squadron table and Sponsor’s name listed in the program. Also included is a reserved table with signage for 6 guests of Sponsor. Please RSVP with the names of the guests to be included at the table.

$500.00  SILVER STAR SPONSOR  
This Sponsorship level provides 6 tickets for our Military Awardees, their guest and other Military members and Sponsorship signage on Whiting Field Command/Squadron table and Sponsor’s name listed in the program. Also included are 2 dinner tickets for the Sponsor. Please RSVP with the names of the guests for the 2 dinner tickets.

$250.00  BRONZE STAR SPONSOR  
This Sponsorship includes 2 dinner tickets for the Sponsor and the Sponsor’s name listed in the program. Please RSVP with names of the guests for the 2 dinner tickets.

SATURDAY FEBRUARY 29, 2020 AT 6:00 PM  
Santa Rosa County Auditorium, 4530 Spikes Way Milton, Florida 32583

Business/Sponsor name:  
Contact info/address/phone/email ____________________________

$750.00 Gold Sponsor (6 Dinner guests) names: ________________________

$500.00 Silver Sponsor (2 Dinner guests) names: ________________________

$250.00 Bronze Sponsor (2 Dinner guests) names: ________________________

PLEASE MAKE CHECKS PAYABLE TO NAVY LEAGUE SANTA ROSA COUNCIL  
P.O. Box 3893, Milton Florida 32572-3893
AGENDA ITEM # 1489

CITY OF MILTON
CITY COUNCIL

AGENDA ITEM SUMMARY

☐ C.O.W. ☒ Executive ☐ Council

Meeting Date: 2/3/2020

☐ Action ☐ Discussion ☒ Information

Committee: Public Safety

Department and Division: Police

Title: Police Department building expansion

Background: The project manager has chosen a painter and waiting on the work to begin.

Summary:

Recommendation: Information only.

Attachments:
FISCAL IMPACT ANALYSIS

A. Summary of Fiscal Impact:

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</tbody>
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Is Item Included In Current Budget? Yes ☐ No ☐
Budget Account No.: Fund 0000 Department 0000

B. Recommended Sources of Funds/Summary of Fiscal Impact: This item was approved by Council on 9/12/2017. The source of funding is the LOST.

C. Department Fiscal Review: ________________________

REVIEW COMMENTS

A. Legal Sufficiency: ________________________
   City Attorney

B. Other Department Review: ________________________

Committee Assignment:

- Administration
- Finance
- Growth & Dev
- Parks & Rec
- Public Safety
- Public Works
- Stormwater
- LEAP
- Economic Development

Committee Recommendation:

- Move to Executive
- Move to Council
- Continue in Committee
- Referred to Sub-Committee
- Tabled
- Closed