

**AGENDA
EXECUTIVE COMMITTEE MEETING
10/31/2016
4:00 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:

PERSONS TO APPEAR:

CITY ATTORNEY'S REPORT

CITY CLERK'S REPORT

AGENDA ITEMS

Stormwater - Chairman: Councilman Alan Lowery

Item 344 Scope of Services and Fee Proposal for Milton Stormwater Master Plan

Committee Recommendation Vote Required

Committee recommends Scope of Services and Fee Proposal for Milton Stormwater Master Plan Update with Baskerville-Donovan, Inc.

Cost \$359,250.00 **Funding Source** Stormwater Fund

Public Works - Chairman: Councilman R. L. Lewis

Item 360 Gill Bass Park Project

Committee Recommendation Vote Required

Staff recommends awarding to low bidder, Hewes and Company, in the amount of \$547,629.00 contingent upon contractor clearance from DEO

Cost \$547,629.00 **Funding Source** Grant

Public Safety - Chairwoman: Councilwoman Pat Lunsford

Item 357 Flag Retirement Ceremony

Committee Recommendation Vote Required

Committee recommends approval of the Flag Retirement Ceremony to be held on November 11, 2016 at the Event Area of South Riverwalk Park in Downtown Milton at 5:00 p.m.

Cost \$0.00 **Funding Source**

Parks & Recreation - Chairman: Councilman Lloyd Hinote

Item 364 Authorization to purchase basketball goal/court items

Committee Recommendation Vote Required

Committee recommends authorization to purchase basketball goal/court items for Lucille Johnson Park in the amount of \$4,510 to be paid out of Grant Funds

Cost \$4,510.00 **Funding Source** Grant

Item 350 Operation Hours at Guy Thompson Community Center

Committee Recommendation Vote Required

Committee recommends closing the GTCC on Saturdays except for events

Cost \$0.00 **Funding Source**

Finance - Chairman: Councilman Jimmy Messick

Item 355 Information Technology (IT) Audit

Committee Recommendation Vote Required

Committee recommends approval of the Information Technology (IT) Audit with Warren Averett CPAs.

Cost \$25,500.00 **Funding Source** Gas Reserves,

Item 347 Bagdad Mill Site Park - Bathroom Construction

Committee Recommendation Vote Required

Committee recommends authorizing staff to negotiate for use of in-kind services in lieu of waiver of connection and impact fee

Cost \$0.00 **Funding Source**

Item 353 Bad Debt Write-off for October 2016

Committee Recommendation Vote Required

Committee recommends approval of the bad debt write-off for October, 2016: \$4,879.13 FYTD \$4,879.13, less collections and gas fee account credit of (\$1,185.85) for a net total of \$3,693.28

Cost \$0.00 **Funding Source**

Item 361 Fire Service Assessment

Committee Recommendation Vote Required

Committee recommends review and approval of the draft letter and invoice with changes

Cost \$0.00 **Funding Source**

Item 352 East Milton Wastewater Treatment Plant Funding Assistance

Committee Recommendation Vote Required

Committee recommends entering into a Scope of Services Agreement with BDI for funding assistance for the EMWWTP

Cost \$20,000.00 **Funding Source** W/S Reserves

Administration - Chairman: Councilman Grady Hester

Item 365 City Seal for Council Chambers and Lobby

Committee Recommendation Vote Required

Bid opening was held on Wednesday, October 26, 2016 at 2:00 p.m. No bids were received. Staff recommends authorization to seek a qualified firm to fabricate the signs

Cost \$0.00 **Funding Source**

Item 323 Policies for Approval:

10.0 Traffic Signal Yellow Light Change Interval Timing

12.2 Easement Maintenance Policy

Committee Recommendation Vote Required

Committee recommends approval of the following policies:

10.0 Traffic Signal Yellow Light Change Interval Timing

12.2 Easement Maintenance Policy

Cost \$0.00 **Funding Source**

Item 356 Request for Out-of-Town Travel for Gary Richards, Utilities Department

Committee Recommendation Vote Required

Committee recommends approval for Out-of-Town Travel for Gary Richards, Utilities Department, to New Orleans, LA for a NACE class

Cost \$2,363.09 **Funding Source** Budget

Item 349 Legalshield

Committee Recommendation Vote Required

Committee recommends approval of adding Legalshield as a voluntary benefit for the employees

Cost \$0.00 **Funding Source**

Item 363 Police Pension Board - Thirteenth Check

Committee Recommendation Vote Required

Committee recommends approval to provide a 13th check if the plan is funded to 95% and the Rate of Return exceeds 8.5%.

Cost \$0.00 **Funding Source**

Item 342 Stand Up for North Florida

Committee Recommendation Vote Required

Committee recommended referring to Executive Committee and requested for Jenny Anderson, NWFLC, to make a presentation

Cost \$0.00 **Funding Source**

Item 335 Archiving of Social Media

Committee Recommendation Vote Required

Committee recommends authorization for City Manager to proceed with source for archiving Social Media

Cost \$0.00 **Funding Source**

MAYOR REPORT: WESLEY MEISS

CITY MANAGER'S REPORT:

OTHER BUSINESS:

Item 369 AT&T Lease Agreement for the Barnes Street Water Tank

Description

AT&T has requested to re-negotiate the current agreement in order to lower costs.

Staff Recommendation Vote Required

For Discussion

Cost \$0.00 Funding Source

Item 368 Emergency Purchase for Repair of Rake Screen at Prison Lift Station

Description

The prison lift station is a critical node in our wastewater collection system. The rake screen is used to remove debris from the waste stream prior to entering the wet well to be pumped to the treatment plant. Debris removal protects the pumps from clogging and damage. The loss of even one of the three pumps could put the system into high level alarm during peak periods of use.

Staff Recommendation Vote Required

Staff recommends approval of Emergency Purchase for Prison Lift Station.

Cost \$30,000.00 Funding Source W/S Reserves

Item 367 Event Application for Lights of Milton Christmas Festival

Description

Event Application to close certain streets downtown for parade and festival

Staff Recommendation Vote Required

Staff recommends approval of the event application for the Lights of Milton Christmas

Cost \$0.00 Funding Source

Item 370 Purchase Contract on CSX Property

Description

As directed by Council, staff has been in negotiations with CSX on the property.

Staff Recommendation Information

For Discussion

Cost \$0.00 Funding Source

ADJOURN/RECESS:

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

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

Pam Haddan

From: Brian Watkins
Sent: Monday, October 03, 2016 6:29 PM
To: Pam Haddan
Subject: FW: Scope of Services and Fee Proposal for Milton Stormwater Master Plan Update
Attachments: Milton SWMP Update Scope of Services 9-27-2016.pdf; Milton SWMP Manhour and Fee Estimate 9-27-2016.pdf

[For committee of the whole](#)

Thanks,

Brian Watkins

City Manager
City of Milton
850-983-5411

From: Michael Langston [mailto:m-langston@baskervilledonovan.com]
Sent: Wednesday, September 28, 2016 2:43 PM
To: Brian Watkins <brian.watkins@ci.milton.fl.us>
Cc: Sue M. Wiczorek <swiczorek@baskervilledonovan.com>; Jim Waite <jwaite@baskervilledonovan.com>; Keith Hill <khill@baskervilledonovan.com>
Subject: Scope of Services and Fee Proposal for Milton Stormwater Master Plan Update

Brian:

Please find attached our man-hour and fee estimate and the associated scope of services for the City of Milton Stormwater Master Plan Update. We have attempted to incorporate your comments from our last meeting in August.

I am available to discuss the scope and fee at your office should you have questions or need clarifications.

Thanks for choosing Baskerville-Donovan. I look forward to working with you on this project.

Michael Langston, PE
Sr. Project Manager
Baskerville Donovan, Inc.
850-430-1769 Direct
850-777-0682 Cell

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.

CITY OF MILTON
STORMWATER MASTER PLAN UPDATE
September 27, 2016

SCOPE OF ENGINEERING AND SURVEYING SERVICES

GOALS AND OBJECTIVES:

The intent of this project is to provide professional services to the City of Milton for a comprehensive Stormwater Master Plan Update to the *Comprehensive Stormwater Development Plan* prepared in 1990. The goal is to identify the infrastructure necessary to deliver stormwater service to the current and future customers within the 2200 acre City Limits and areas of interest of the City. The objectives will include limited watershed studies, feasibility and alternative analysis, and preliminary designs of drainage improvements. The Update shall be organized into a report to provide an overall view of drainage within the City and areas of interest with an emphasis on identifying projects that will improve drainage conditions.

WORK SCOPE ELEMENTS:

The project will consist of three phases:

- A. Data collection, inventory, inspection and existing system updates
- B. GIS data management and ICPR network mapping
- C. Basin modeling, improvements and report

The generalized scope of work to accomplish the objectives includes:

1. Development of an inventory of existing public and private stormwater facilities within the study area
2. Development of design criteria for analysis of existing facilities and conceptual design for future facilities in conjunction with FDEP standards
3. Analysis and evaluation of the existing systems under existing and future development conditions
4. Development of a plan showing recommended improvements to the existing systems and investigation of alternatives
5. Preparation of cost estimates for the recommended improvements
6. Preparation of a Stormwater Master Plan Update including detailed maps and exhibits

PHASE A – DATA COLLECTION, INVENTORY, INSPECTION AND SYSTEM UPDATES

Task 1 DATA COLLECTION

This task shall consist of researching and obtaining background maps and data of the drainage basin from The City of Milton, Santa Rosa County, Northwest Florida Water Management District (NFWMD), Florida Department of Environmental Protection (FDEP), Florida Department of Transportation (FDOT) and other State and Federal agencies. The maps and data shall include, but

not necessarily be limited to, engineering reports, basin studies, existing and future land uses, construction plans, soil surveys, flood gauge records, rainfall records, vertical and horizontal control data, aerial and topographic and Lidar maps, FIRM maps, and tax maps. The maps and data will be compiled, logged, scanned and documented as necessary for utilization in the Project Report.

Task 2 INVENTORY, INSPECTION AND SYSTEM UPDATES

This task shall consist of preparing the initial GIS shape files, translation of drainage basins and drainage facilities from the 1990 *Comprehensive Stormwater Development Plan*, incorporation of known drainage improvements since 1990, and field verification of drainage facilities. The accuracy and completeness of the collected data will be reviewed and critical drainage facilities will be photographed, and cataloged.

Task 3 INITIAL ANALYSIS AND PRELIMINARY FINDINGS REPORT

This task shall initiate the drainage system analysis using documented drainage problems. Preliminary sub basin boundaries of the existing systems will be established to review system capacities and potential drainage deficiencies. The deficiencies will be reviewed and compared to established operation levels based on the City of Milton stormwater requirements. A preliminary report of findings will be prepared for discussion of the drainage deficiencies. Where necessary, topographic surveys will be performed to clarify drainage conditions. A meeting will be conducted with City staff to discuss project progress and review the preliminary findings before proceeding with the next phase of work.

PHASE B – GIS DATA MANAGEMENT AND ICPR NETWORK MAPPING

Task 1 GIS PROTOCOL AND FORMATTING

This task shall initiate GIS protocols for data input into shape files. File format shall be discussed with City staff for compatibility with City GIS methods. A data collection template shall be developed for GIS based input. The proposed data fields will be discussed with City staff prior to initiation of network mapping.

Task 2 DRAINAGE FACILITY INVENTORY AND DOCUMENTATION

GIS mapping will include data obtained from field reconnaissance for bridges, culverts, inlets, control structures, channels and associated photographs. The data will be sorted, compiled and coordinated for input into the GIS files. The results will be reviewed for control (QC) before initiating ICPR model network mapping.

Task 3 ICPR MODEL NETWORK MAPPING AND SCHEMATICS

The data and field reports shall be reviewed, sorted and compiled for input into hydrologic and hydraulic models. A numbering system will be developed for quick identification of drainage systems within the established basins. The numbering system will be utilized in the ICPR model

for specific identification of drainage facilities and basins as required to complete ICPR routing simulations. System schematics within each drainage basin will be developed to establish critical basins for ICPR modeling. A meeting will be conducted with City staff to review project progress and discuss GIS protocols, drainage facility inventory, network mapping and critical basins.

PHASE C – BASIN MODELING, IMPROVEMENTS AND REPORT

Task 1 ICPR MODEL SETUP

This task shall include development of the routing controls for model simulations. Prior to construction of the model initial curve numbers, time of concentration, and routing techniques will be discussed with City staff. The model simulations will be set up in accordance with the standard control parameters. Design storms shall be simulated for the 100-year critical duration rainfall events. Routing through drainage conveyance pipes will be limited to the critical basins established in Phase B with equivalent drainage pipe sizes 24 inches and larger. Following successful routing of storm events, the models will be calibrated from the best available data, which could be limited to high water marks and eye witness reports. Hydrologic parameters that may be adjusted for calibration include unit hydrograph, peak rate factors, time of concentration, and runoff CN numbers. Hydraulic parameters that may be adjusted for calibration include roughness coefficients, baseflow rates and tailwater conditions. Following completion of the model calibrations, the preliminary model setup phase shall be concluded with a submittal and meeting with City staff to discuss the methods used in the calibration task and the results of the calibration. The ICPR model will be developed and include the critical nodes, cross sections, pipes, and ponds to model the existing primary drainage systems.

Task 2 CONCEPTUAL IMPROVEMENTS, ALTERNATIVES AND DRAFT REPORT

This task shall include review of the simulation results, and development of conceptual improvements and feasible alternatives. These concepts will include provisions for development of stormwater improvements for future growth. The alternatives shall identify the size and location of retention/detention facilities and conveyance improvements. Land acquisitions to implement the improvements as well as permitting constraints shall also be identified. Model simulations of the feasible alternatives shall be performed for the identified deficiencies. A review of the results shall include comparison of the maximum stages and flow rates for each storm event for the existing and improvement conditions. Preliminary cost estimates shall be prepared for the feasible alternatives. A draft Project Report shall be prepared and submitted to City staff for review. A meeting will be conducted with City staff to discuss finding, alternatives and recommendations.

Task 3 FINAL SIMULATIONS AND REPORT

The review comments from the Task 2 meetings will be incorporated into the models and report. The final model simulations shall be run and the model report shall be prepared. The final report for the City of Milton Stormwater Master Plan Update shall be prepared and submitted.

DELIVERABLES

Four (4) hard copies and one (1) digital copy (PDF format) of the final Project Report and documentation shall be provided. One (1) digital copy of the GIS shape files and data base will be provided.

PROJECT SCHEDULE

Phase A shall be complete within 90 calendar days following issuance of Notice to Proceed.
Phase B shall be complete within 90 calendar days following acceptance of Phase A work.
Phase C shall be complete within 120 calendar days following acceptance of Phase B work.

MANHOUR AND FEE ESTIMATE

	SENIOR ENGINEER	PROJECT MANAGER	ENGINEER	CADD/DESIGNER GIS SPEC	INTERN CO-OP	OFFICE ADMIN	TOTAL MANHOURS	FEE
	\$190.00	\$180.00	\$120.00	\$90.00	\$50.00	\$65.00		
A Data Collection, Inventory, Inspection and Updates								
<i>TASK 1 Data Collection</i>								
1		2	8	8		8	26	\$ 2,560.00
2		8	24		24	8	64	\$ 6,040.00
3		1	8			2	11	\$ 1,270.00
4		1	8	8			17	\$ 1,860.00
5	2	2	16	16		1	37	\$ 4,165.00
6	2	8	24	24	24	20	102	\$ 9,360.00
Task A1 Subtotal								
	4	22	88	56	48	39	257	\$ 25,255.00
<i>TASK 2 Inventory, Inspection and System Updates</i>								
1	2	4	8	24			38	\$ 4,220.00
2	4	8	24	24			60	\$ 7,240.00
3	8	8	40	80		10	146	\$ 15,610.00
4	2	8	16	40		8	74	\$ 7,860.00
5		4	16	24	160	40	244	\$ 15,400.00
6	4	4	24	8		2	42	\$ 5,210.00
7			8	8	40	2	58	\$ 3,810.00
8	8	8	24	24	40	20	124	\$ 11,300.00
Task A2 Subtotal								
	28	44	160	232	240	82	786	\$ 70,650.00
<i>TASK 3 Initial Analysis and Preliminary Findings Report</i>								
1	8	8	16		16	2	50	\$ 5,810.00
2	4	1	16	24	24	2	71	\$ 6,350.00
3	2	2	16	16	16		52	\$ 4,900.00
4	4	2	16		8	2	32	\$ 3,570.00
5	4	4	16	8	24	2	58	\$ 5,450.00
6	4	4	16	8	8	8	48	\$ 5,040.00
7	2	4	8	4	8	2	28	\$ 2,950.00
8	4	4	4				12	\$ 1,960.00
Task A3 Subtotal								
	32	29	108	60	104	18	351	\$ 36,030.00
SECTION A Total								
								\$ 131,935.00
B GIS Data Management and ICPR Network Mapping								
<i>Task 1 GIS Protocol and Formating</i>								
1	4	2	8	32		2	48	\$ 5,090.00
2			2	8			10	\$ 960.00
3	8	8	8	16		4	44	\$ 5,620.00

City of Milton
Stormwater Master Plan Update
MANHOOR AND FEE ESTIMATE

September 27, 2016

	Task B1 Subtotal	12	10	18	56	0	6	102	\$ 11,670.00
	Task 2 Drainage Facility Inventory and Documentation								
1	Field reconnaissance process and management	2	1	2	4		4	13	\$ 1,420.00
2	Bridge Recon documentation			16	16	16		48	\$ 4,160.00
3	Culvert Recon documentation			40	40	40		120	\$ 10,400.00
4	Control Structure Recon documentation			16	16	16		48	\$ 4,160.00
5	Channel Recon documentation			16	24	24		64	\$ 5,280.00
6	Recon Photos - coordination			16	16	16	8	56	\$ 4,680.00
7	Coordination / QC/Reviews/ Meetings	16	16	16	16	24	8	96	\$ 11,000.00
	Task B2 Subtotal	18	17	122	132	136	20	445	\$ 41,100.00
	Task 3 ICPR Model Network Mapping and Schematics								
1	Data sorting, compiling and schematics	4	8	16	16		2	46	\$ 5,690.00
2	Node Mapping			16	16	2	10	44	\$ 4,110.00
3	Weir Mapping			8	16	2		26	\$ 2,500.00
4	Cross Section Mapping			8	16	2		26	\$ 2,500.00
5	Culvert Mapping			16	32	2		50	\$ 4,900.00
6	Channel Mapping			16	32	2		50	\$ 4,900.00
7	Drop Structure Mapping			8	16	2		26	\$ 2,500.00
8	Basin Mapping			16	32	2		50	\$ 4,900.00
9	Coordination / QC/Reviews/ Meetings	8	8	8	8	4	6	42	\$ 5,230.00
	Task B3 Subtotal	12	16	112	184	18	18	360	\$ 37,230.00
	SECTION B Total								\$ 90,000.00
C	Basin Modeling, Improvements and Report								
	TASK 1 ICPR Model Setup								
1	Develop hydrology / hydraulics controls	4	2	8	8			22	\$ 2,800.00
2	Develop routing controls	2	2	16	16			36	\$ 4,100.00
3	Execute simulations	2	2	16	16			36	\$ 4,100.00
4	Calibrate models	16	2	16	16			50	\$ 6,760.00
5	Meetings w/City Staff to present developed model	2	2	8				12	\$ 1,700.00
7									
8									
	Task C1 Subtotal	26	10	64	56	0	0	156	\$ 19,460.00
	TASK 2 Conceptual Solutions, Alternatives and Draft Report								
1	Identify drainage facility deficiencies	8	4	24	8		8	52	\$ 6,360.00
2	Develop feasible alternatives	8	4	24	8		8	52	\$ 6,360.00
3	Develop models for alternatives	8	8	24				40	\$ 5,840.00
4	Prepare design sketches for alternatives	8	8	40	40			88	\$ 11,360.00
5	Prepare preliminary cost estimates for alternatives	8	4	24	24		2	62	\$ 7,410.00
7	Develop future growth needs	4	4	16				24	\$ 3,400.00

MANHOOUR AND FEE ESTIMATE

8	Prepare draft reports	8	4	24			4	40	\$ 5,380.00
9	Meetings w/City Staff to discuss findings and recommendations	8	8	16			4	36	\$ 5,140.00
Task C2 Subtotal		60	44	192	80	0	26	306	\$ 51,250.00
TASK 3 Final Simulations and Report									
1	Incorporate City review comments	2	4	8	8		4	26	\$ 3,040.00
2	Run Final Model Simulations	10		40	10			60	\$ 7,600.00
3	Run Final Model Reports	2		24				26	\$ 3,260.00
4	Prepare Final Report	24	10	64	20		24	142	\$ 17,400.00
Task C3 Subtotal		38	14	136	38	0	28	254	\$ 31,300.00
SECTION C Total									\$ 102,010.00
D SURVEYING SERVICES									
				SURVEYOR / MAPPER \$150.00	SURVEY PARTY (2) \$120.00	SURVEY TECHNICIAN \$80.00	OFFICE ADMIN \$65.00	TOTAL MANHOURS	FEE
1	Bench Levels			4	16			20	\$ 2,520.00
2	Locate Drainage Facilities			8	40			48	\$ 6,000.00
3	Cross Sections			16	80			96	\$ 12,000.00
4	Base Mapping					80	8	88	\$ 6,920.00
Survey Subtotal		0	0	28	136	80	8	252	\$ 27,440.00
E DIRECT EXPENSES									
		QUANTITY	UNIT COST						
1	Mileage	5000	\$0.57						\$ 2,825.00
2	Photocopies / Bound Reports (4 Final Reports)	4200	\$1.20						\$ 5,040.00
3									\$ -
DIRECT EXPENSE Subtotal									\$ 7,865.00

Section A Total	\$ 131,935.00
Section B Total	\$ 90,000.00
Section C Total	\$ 102,010.00
TOTAL ENGINEERING FEE	\$ 323,945.00
TOTAL SURVEYING FEE	\$ 27,440.00
TOTAL EXPENSE FEE	\$ 7,865.00
TOTAL LUMP SUM FEE	\$ 359,250.00



October 27, 2016

Mr. Brian Watkins
City Manager
City of Milton
P.O. Box 909
Milton, FL 32572

RE: Gill-Bass Park and Canal Street Lighting Projects
Engineer's Letter of Recommendation
Project Number 25529.02

Dear Mr. Watkins,

On October 24, 2016, the City of Milton received bids for the Gill-Bass Park and Canal Street Lighting Projects. After properly advertising the project for 30 days there were two bids received. The bids were submitted by Hewes and Company, LLC and Larry Hall Construction, Inc. This project is being funded by a Community Development Block Grant.

Attached is a certified bid tabulation on the results of the two proposals submitted. Hewes and Company, LLC was the apparent low bidder in the amount of \$548,989.00 for the Base Bid which covered the proposed work at Gill-Bass Park and lighting on south Canal Street; and \$191,000 for the alternate bid which covered lighting work on Canal Street north of U.S. 90. During the verification of the bids a discrepancy was discovered in Hewes' bid. Bid Item 27 for Fountain Mill Stones was intended to be an allowance in the amount of \$12,000. In Addendum 2 the bidders were notified to insert \$6,000 in the unit price column and \$12,000 in the extended price column. Hewes' inserted \$6,680 in the unit price with an extended price of \$13,360. Mr. Brad Dale with Hewes and Company, LLC was notified of the discrepancy and agreed to a reduction in the bid amount of \$1,360. The revised Base Bid would be \$547,629. A copy of the e-mail with Mr. Dale's consent of the reduction is attached for reference.

A search of the Florida Department of Business and Professional Regulators has verified that Edward M. Hewes has a current General Contractor's License that is valid through August 31, 2018. Based on the records search, there are no recorded complaints filed against Hewes and Company, LLC. A reference contact for a previously completed project regarding Hewes and Company, LLC indicated that they provide quality work and are very professional in their conduct of performing the work within the intent of the Contract Documents.

Based upon these observations, it is our recommendation that the City exercise their rights as stated in the advertisement for bids to waive irregularities in reference to the minor discrepancy discovered in the bid form submitted from Hewes and Company, LLC. It is also our recommendation that the City award the Base Bid to Hewes and Company, LLC in the amount of \$547,629, contingent upon the Contractor's clearance from the Florida Department of Economic Opportunity. Awarding of the alternate bid is not recommended since the combined price of the base bid and alternate bid exceed the funding available from the CDBG program.



BASKERVILLE-DONOVAN, INC.
Innovative Infrastructure Solutions

449 West Main Street
Pensacola, Florida 32502
Phone: 850.438.9661
Fax: 850.433.6761

As always, please contact me should you have any questions regarding this matter. This opportunity to serve the City is greatly appreciated.

Sincerely,
BASKERVILLE-DONOVAN, INC.

Richard W. Delp, CSI, CDT
Sr. Project Manager

Cc: George Rials (via e-mail)
Robin Phillips (via e-mail)

Ric W. Delp

From: Brad Dale <brad@hewesandcompany.com>
Sent: Tuesday, October 25, 2016 12:11 PM
To: Ric W. Delp
Cc: George Rials; Robin Phillips
Subject: RE: Gill-Bass Park Bid

Richard,
I agree to the change in the base bid amount.
When can I expect the city to issue a notice to proceed? I am not in any rush, just curious.

Thanks,

Brad Dale
Project Manager

HEWES
& COMPANY, LLC

390 Selina St.
Pensacola, FL 32503
Office: 850-435-4305
Cell: 850-572-0037
Fax: 850-983-6698
www.hewesandcompany.com

From: Ric W. Delp [mailto:rdelp@baskervilledonovan.com]
Sent: Tuesday, October 25, 2016 11:09 AM
To: Brad Dale
Cc: George Rials; Robin Phillips
Subject: Gill-Bass Park Bid

Dale,

Hewes is the apparent low bidder for the Milton Gill-Bass Park. In review of your bid we have discovered a discrepancy. Addendum 4 stated that Bid Item 27 was an allowance and the \$6,000 was to be input for the Unit Price with an extended price of \$12,000. Hewe's bid had \$6,680 with and extended price of \$13,360. The City agrees that this is a minor discrepancy and that we can accept your bid with the units decreased in accordance with the issued addendum. If you are in agreement please acknowledge by responding to this e-mail. The base bid would be changed to \$547,629.00.

Richard W. Delp, CSI, CDT
PROJECT MANAGER
BASKERVILLE-DONOVAN, INC.
449 W. MAIN STREET
PENSACOLA, FL 32502
OFFICE: 850-438-9661 EXT 4314
FAX: 850-433-6761



BASKERVILLE-DONOVAN, INC.
Innovative Infrastructure Solutions

**BID TABULATION FOR
GILL-BASS PARK AND CANAL STREET LIGHTING**

This is to certify that to the best of my knowledge, the following information is true to that shown on each Contractor's Bid.

PROJECT NO. 51604.01

BID DATE: 10/24/16

Richard W. Delp, CSI, CDT
Project Manager Name and Date


Project Manager Signature

Hewes and Company, LLC 390 Selina Street Pensacola, FL 32503 850-435-4305	Larry Hall Construction, Inc. 4740 Woodbine Rd. Pace, FL 32571 850-994-7100
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ITEM	DESCRIPTION	QUANT.	UNIT	Unit Price	AMOUNT	UNIT PRICE	AMOUNT
1	Mobilization/Demobilization	1	LS	\$29,000.00	\$29,000.00	\$20,000.00	\$20,000.00
2	Demolition/Clearing	1	LS	\$1,165.00	\$1,165.00	\$2,650.00	\$2,650.00
3	Silt Fence	500	LF	\$1.65	\$825.00	\$3.00	\$1,500.00
4	Tree Removal	9	EA	\$835.00	\$7,515.00	\$800.00	\$7,200.00
5	Remove Asphalt	50	SY	\$3.00	\$150.00	\$5.00	\$250.00
6	Earthwork, Excavation, and Grading	1	LS	\$11,700.00	\$11,700.00	\$27,750.00	\$27,750.00
7	Type F Curb and Gutter	250	LF	\$22.00	\$5,500.00	\$20.00	\$5,000.00
8	6" Limerock Base	285	SY	\$9.50	\$2,707.50	\$15.00	\$4,275.00
9	Type S Asphaltic Concrete	285	SY	\$27.50	\$7,837.50	\$26.00	\$7,410.00
10	Sidewalks with Brick Paver Bands	350	SY	\$55.00	\$19,250.00	\$103.00	\$36,050.00
11	Sidewalks without Brick Paver Bands	205	SY	\$55.00	\$11,275.00	\$49.00	\$10,045.00
12	Water Distribution - 1" SCH 40 PVC	155	LF	\$12.80	\$1,984.00	\$8.00	\$1,240.00
13	1" Valves	5	EA	\$250.00	\$1,250.00	\$500.00	\$2,500.00
14	3/4" Hose Bids	2	EA	\$445.00	\$890.00	\$400.00	\$800.00
15	BFD (Freeze Protected)	2	EA	\$600.00	\$1,200.00	\$1,000.00	\$2,000.00
16	Pavement Markings	1	LS	\$1,670.00	\$1,670.00	\$2,400.00	\$2,400.00
17	Handicap Signage	3	EA	\$195.00	\$585.00	\$600.00	\$1,800.00
18	Curb Ramps	1	EA	\$165.00	\$165.00	\$750.00	\$750.00
19	FDOT Wheel Stop	11	EA	\$140.00	\$1,540.00	\$150.00	\$1,650.00
20	Sodding	2400	SY	\$5.50	\$13,200.00	\$6.00	\$14,400.00
21	Irrigation System with Controls	1	LS	\$12,800.00	\$12,800.00	\$15,500.00	\$15,500.00
22	Planting (Trees/Shrubs)	1	LS	\$31,700.00	\$31,700.00	\$52,000.00	\$52,000.00

				Hewes and Company, LLC 390 Selina Street Pensacola, FL 32503 850-435-4305		Larry Hall Construction, Inc. 4740 Woodbine Rd. Pace, FL 32571 850-994-7100	
23	Gazebo Foundation	1	LS	\$2,170.00	\$2,170.00	\$22,300.00	\$22,300.00
24	Gazebo Structure (Complete)	1	LS	\$71,000.00	\$71,000.00	\$84,700.00	\$84,700.00
25	Fountain Foundation	1	LS	\$38,900.00	\$38,900.00	\$48,118.00	\$48,118.00
26	Fountain Structure	1	LS	\$12,000.00	\$12,000.00	\$37,000.00	\$37,000.00
27	Fountain Mill Stones (Allowance)	2	EA	\$6,000.00	\$12,000.00	\$6,000.00	\$12,000.00
28	Brick Pavers	2500	SF	\$8.90	\$22,250.00	\$10.00	\$25,000.00
29	Park Benches	4	EA	\$2,225.00	\$8,900.00	\$1,150.00	\$4,600.00
30	Relocate Stone Marker	1	LS	\$550.00	\$550.00	\$1,500.00	\$1,500.00
31	Drinking Fountain	1	EA	\$6,200.00	\$6,200.00	\$5,000.00	\$5,000.00
32	Service Power with Meter and Breakers	1	LS	\$25,000.00	\$25,000.00	\$24,000.00	\$24,000.00
33	Conduit	1	LS	\$20,500.00	\$20,500.00	\$21,200.00	\$21,200.00
34	Conductors	1	LS	\$40,450.00	\$40,450.00	\$39,600.00	\$39,600.00
35	Exterior Outlets	1	LS	\$2,600.00	\$2,600.00	\$2,500.00	\$2,500.00
36	Pump Assembly with Controls	1	LS	\$1,450.00	\$1,450.00	\$3,000.00	\$3,000.00
37	Pump Subpanel with Breakers	1	LS	\$2,800.00	\$2,800.00	\$1,000.00	\$1,000.00
38	Park Lights, Posts and Foundations	9	EA	\$3,750.00	\$33,750.00	\$3,600.00	\$32,400.00
39	Lamp Post without Foundation	26	EA	\$3,200.00	\$83,200.00	\$3,062.00	\$79,612.00
							\$0.00
TOTAL BASE BID FOR 25529.02					\$547,629.00		\$660,700.00

Addendum 2 required all Bidders to input \$6,000 as the Unit Price for Line Item 27 with an extended amount equal to \$12,000 as an allowance. Hewes Unit Price was input as \$6,680. This reflects a deduction in the bid amount of \$1,360.

Alternate Bid A

ITEM	DESCRIPTION	QUANT.	UNIT	Unit Price	AMOUNT	UNIT PRICE	AMOUNT
1A	Lamp Post with Foundation	17	EA	\$4,500.00	\$76,500.00	\$3,485.00	\$59,245.00
2A	Conduit	1	LS	\$70,000.00	\$70,000.00	\$64,100.00	\$64,100.00
3A	Conductors	1	LS	\$30,000.00	\$30,000.00	\$29,300.00	\$29,300.00
4A	Service Power with Meter and Breakers	1	LS	\$13,000.00	\$13,000.00	\$11,000.00	\$11,000.00
5A	Exterior Outlets	1	LS	\$1,500.00	\$1,500.00	\$1,200.00	\$1,200.00
TOTAL ALTERNATE BID A					\$191,000.00		\$164,845.00



City of Milton

Fire Department

~ ESTABLISHED 1914 ~
5321 - Stewart Street
Milton, Florida 32570
(850) 983-5430 Fax: (850) 983-5433
john.reble@ci.milton.fl.us

MEMO

To: City Manager Brian Watkins
From: John E. Reble, Fire Chief
Subject: Flag Retirement Ceremony
Date: October 12, 2016

The City of Milton Fire Department is planning to host a Flag Retirement Ceremony in conjunction with Veterans' Day activities at the Santa Rosa County Veterans' Plaza and South Riverwalk Park. This event is intended to be held on the afternoon or evening of Friday, November 11, 2016 at the Event Area of South Riverwalk Park.

In order to help us prepare for this important event, we have asked local business partners to consider making a donation of items that will be necessary to fabricate a temporary incinerator to properly and respectfully burn the flags brought for retirement. Any donations provided will be acknowledged on our Facebook page, in promotional material, and in the event program.



TERMS OF ENGAGEMENT
ASSIGNMENT UNDER FINANCIAL AUDITING SERVICES CONTRACT C10-1809-BCC
September 13, 2016

1. **ENGAGEMENT:** Warren Averett, LLC is pleased to confirm our understanding of the services we are to provide for City of Milton, Florida (the "Client") and any of its affiliated entities. This agreement confirms our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide.
2. **SERVICES PROVIDED:** We will provide and information technology risk assessment as further defined in our proposal dated March 16, 2016. (Addendum). You are responsible for making all management decisions and performing all management functions, and for designating an individual with suitable skill, knowledge, or experience to oversee any business planning services and other services we provide. You are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services.
3. **DETECTION:** This engagement will not include any procedures designed to detect theft or illegal acts that are immaterial to the financial statements, and the Client agrees that we will have no responsibility to do so.
4. **FEES:** This IT Security Risk & Compliance Assessment can be completed for a total fee of **\$25,500.00**. Travel, meals, and out-of-pocket expenses incurred during the engagement are excluded and will be invoiced separately. Election of services and approval will be indicated by initialing in the spaces provided below:

Phase 1: Information Technology General Controls Review - \$10,000.00	_____
Phase 2: General Information Technology Review and Risk Assessment - \$12,000.00	_____
Phase 3: External Penetration Test of targeted Public IP Addresses - \$3,500.00	_____

Remediation Services, if requested, will be defined in a separate project engagement proposal. Any additional support or installation services provided outside of the scope of this agreement will be billed separately at normal hourly rates ranging from \$125 - \$250 per hour depending upon the level of expertise required.

5. **BILLING:** Invoices are due upon receipt. In the event that payment is not received within 30 days of the due date, the Client will be assessed interest charges of one percent per month on the unpaid balance. We reserve the right to suspend or terminate our work due to nonpayment. In the event that our work is suspended or terminated as a result of nonpayment, the Client agrees that we will not be responsible for the Client's failure to meet government and other filing deadlines, or for penalties or interest that may be assessed against the Client resulting from the Client's failure to meet such deadlines.
6. **EMPLOYMENT:** In the event you desire to employ a current employee of Warren Averett, LLC or a previous employee of Warren Averett, LLC whose termination date is within 6 months of the date services were provided to you by us, you agree to consult with us concerning such employment. In addition, if you employ such employee, you agree Warren Averett, LLC has the option to receive a reasonable placement

Terms of Engagement is a standard firm document signed by all clients that ensures both the firm and the client have a clear understanding of the services to be provided and the terms and objectives of the engagement.

fee from you, in an amount determined by us not exceeding 25% of employee's annual compensation at the time of termination.

7. LIABILITY: Warren Averett, LLC's maximum liability to the Client for any reason shall be limited to the fees paid by the Client for the services or work product giving rise to the liability except and to the extent finally determined to have resulted from our willful misconduct. Without limiting the foregoing, Warren Averett, LLC's liability under this agreement is limited to the actual and direct damages incurred by the Client arising out of or related to Warren Averett, LLC's performance hereunder. In no event shall Warren Averett, LLC be liable for any incidental, consequential, special, indirect, punitive or third-party damages or claims, including, without limitation, lost profits or revenue, lost savings, lost productivity, loss of data, loss of use of equipment and loss from interruption of business, regardless of whether the form of action is based upon breach of warranty, breach of contract, negligence, strict liability in tort or any other legal theory even if Warren Averett, LLC has been advised about the possibility of such damages.

8. DISPUTE RESOLUTION: The parties shall attempt to resolve any dispute arising under this Agreement by participating in mediation. The parties agree to share equally in the costs of such mediation. In the event the parties are unable to resolve the dispute through the mediation process, each party shall be free to pursue any other legal remedies.

9. INVALIDATION: In the event that any portion of this agreement is deemed invalid or unenforceable, said finding shall not operate to invalidate the remainder of this agreement.

10. DISCLOSURE: From time to time, we may disclose your information to a service bureau that assists us in providing data processing services. We have secured agreements with these service bureaus to maintain the confidentiality of your information. Warren Averett, LLC will remain responsible for the work provided by any of these service bureaus.

11. TERM: This agreement shall survive the termination of the Client's engagement of Warren Averett, LLC.

12. AMENDMENT: The terms and conditions of this agreement (i) apply exclusively to the services specifically set forth in the "Services Provided" section herein (the "Current Specified Services") and do not apply to any other services specifically addressed in a separate Terms of Engagement entered into between Warren Averett, LLC and the Client. This agreement replaces and amends all previous Terms of Engagement entered into between Warren Averett, LLC and the Client for the services specifically set forth in the "Services Provided" section herein (the "Current Specified Services"). This agreement does not impose upon Warren Averett, LLC any additional obligations or responsibilities with respect to any other Terms of Engagement entered into between Warren Averett, LLC and the Client. Any future amendments will be in writing and executed by both parties.

13. PUBLIC RECORDS: Warren Averett, LLC, shall allow public access to all documents, records and other materials in accordance with the provisions of Chapter 119, Florida Statutes, with the exception for any and all confidentiality and exemption provisions which may be applicable under law. The working papers shall remain the property of Warren Averett, LLC.

14. AUDIT: The County shall have the right from time to time at its sole expense to audit the compliance by Warren Averett, LLC with the terms, conditions, obligations, limitations, restrictions and requirements of this Agreement and such right shall extend for a period of three (3) years after termination of this Agreement. If the County should choose to invoke this provision, the County shall engage a CPA firm or a CPA, with recent peer review experience specific to governmental entities in Florida, to perform the function.

15. THIRD PARTY BENEFICIARIES: It is specifically agreed between the parties executing this Agreement that it is not intended by any of the provisions of any part of the Agreement to create in the public or any member thereof, a third party beneficiary under this Agreement, or to authorize anyone not a party to this Agreement to maintain a suit for personal injuries or property damage pursuant to the terms or provisions of this Agreement.

16. GOVERNING LAW & VENUE: This Agreement shall be interpreted in accordance with the laws of the State of Florida without regard to its principles of conflicts of laws. Venue for any legal proceedings arising out of this Agreement shall be in City of Milton, Florida.

Pam Haddan

From: Brian Watkins
Sent: Wednesday, October 05, 2016 5:54 PM
To: Sheila Fitzgerald
Cc: Pam Haddan
Subject: RE: Bagdad Mill Site Park - Bathroom Construction

Sheila,

I will put this on for our committee meeting on Oct 20th for the council to consider. Any action taken will be approved at the council meeting in November. If you need anything else please let me know.

Thanks,

Brian Watkins

City Manager
City of Milton
850-983-5411

From: Sheila Fitzgerald [mailto:sheilaf@santarosa.fl.gov]
Sent: Friday, September 30, 2016 9:48 AM
To: Brian Watkins <brian.watkins@ci.milton.fl.us>
Cc: George Rials <george.rials@ci.milton.fl.us>; Glenn Bailey <GlennB@santarosa.fl.gov>; Stephen Furman <StephenF@santarosa.fl.gov>
Subject: Bagdad Mill Site Park - Bathroom Construction

Hi Brian,

The county has received a grant award for construction of a permanent restroom facility at the Park. We propose to design and build a two restroom facility with each restroom having a single commode and single sink. The connection to the city system will be a force main into the city's gravity system.

The BOCC will discuss this project at the October 10 meeting. Discussion items will include:

- Approval of the grant agreement
- Approval of local funds from District II Recreation Reserves for grant match and project cost deficit
- Approval to advertise Request for Design/Build of the restroom

Commissioner Cole has asked if we could facilitate a request to the City of Milton for consideration of waiving the connection fee related to the connection of the restroom to the sewer system. It is my understanding that this connection fee is approximately \$5,000 and includes the connection fee, impact fee and deposit fee. Would you be able to confirm if the connection fee in full, or in part, can be waived as a service to the citizens of Bagdad and surrounding communities? I anticipate he will ask about this at the October 10 meeting.

I have obtained the Public Works Manual and Water/Sewer Survey Request Form from the City's website as a resource. If there is other information you think that would be helpful for this project, please let me know.

Thank you,
Sheila

Utility Customer A/R
AGING HISTORY

2017

FY 2016

EOM:	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Current	396,178.15											
> 30 days	44,171.56											
> 60 days	17,212.80											
> 90 days	10,455.55											
> 120 days	35,034.59											
% over 30 days	21%	#DIV/0!										
	106,874.50	-	-	-	-	-	-	-	-	-	-	-
> 120 vs. Current	9%	#DIV/0!										
> 120 vs. Total	7%	#DIV/0!										
Total	503,052.65	-	-	-	-	-	-	-	-	-	-	-

													Total	
Writeoff for FY2015														
Gs Svc Schg Non Ref														-
Gas Meter Service														-
Gas Penalties	39.76													39.76
Garbage Sales	100.00													100.00
Gas Sales	1,035.45													1,035.45
Gas Svc Connections	57.98													57.98
Landfill	54.10													54.10
Misc Sanitation														-
Misc Gas	42.00													42.00
Misc Wa & Swr	25.03													25.03
Sundial SWR Sales														-
San & Land Penalties	7.49													7.49
WQBEL Study														-
Stormwater Utility	111.35													111.35
Sewer Sales	1,718.66													1,718.66
Gross Receipts Tax	10.66													10.66
Water Sales	1,612.36													1,612.36
WA & SWR Penalties	64.29													64.29
Sales Tax														-
	4,879.13	-	-	-	-	-	-	-	-	-	-	-	-	4,879.13

Transfer to Gas From NonRefundable Account

	1,185.85	-	-	-	-	-	-	-	-	-	-	-	-	1,185.85
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Oct	Write Off's Collected Oct-Sept	Collection Expense	Actual Dollars Collected
Write Offs Paid back to the City 10-1-15 to 10-31-15			\$ -
Gas Write Offs Paid back from Initial Gas Fee Account	\$ 1,185.85		\$ 1,185.85
Total Write Offs Paid back to Pooled Cash Account	Oct		\$ 1,185.85
Totals			
Write Offs Paid back to the City 10-1-15 to 9-30-16	\$ -	\$ -	\$ -
Gas Write Offs Paid back from Initial Gas Fee Account	\$ 1,185.85		\$ 1,185.85
Total Write Offs Paid back to Pooled Cash Account	Total		\$ 1,185.85
Total Write-offs			\$ 3,693.28

ITEM # 361

2016-2017 FIRE SERVICE ASSESSMENT

PLEASE MAKE CHECKS PAYABLE TO THE CITY OF MILTON



City of Milton
6738 Dixon Street
Milton, FL 32570

PARCEL NUMBER	01-10-26-2750-0000-0100
SERVICE ADDRESS:	123 Anywhere Street
BILLING DATE	11/01/2016
DUE UPON RECEIPT	NOW DUE
ANNUAL FIRE SERVICE ASSESSMENT	\$54.00
TOTAL AMOUNT NOW DUE	\$54.00

Doe, John
123 Anywhere Street
Milton, FL 32570

Check # _____ Amount: _____

PLEASE BRING ENTIRE BILL IF PAYING IN PERSON. PLEASE DETACH AND RETURN TOP PORTION IN REMITTANCE ENVELOPE PROVIDED.

2016—2017 ANNUAL FIRE SERVICE ASSESSMENT—Now Due

Anticipated Total Revenue to be Generated by Fire Assessment	Tier 1 Unit of Measurement Per Each Parcel	Tier 2 Unit of Measurement Multiplied by Value of Improvements
\$226,981.00	\$41.54	\$0.08 per \$1,000

The Tier 1 component of the Fire Service Assessment is a flat fee per tax parcel. The Tier 2 component of the Fire Service Assessment is based on the relative improvement value of each tax parcel (no land value), which has been derived from property values previously certified by the Property Appraiser and Tax Collector.

Copies of the Fire Assessment Ordinance, and the Assessment Resolution are available for public inspection at the City Clerk's Office, 6738 Dixon Street, Milton, FL 32570; and online at MiltonFL.org

Notice: Failure to pay the assessment when due could cause a lien to be issued against the property.



City of Milton
6738 Dixon Street
Milton, FL 32570

Office Hours: Mon-Fri 7:30-4:30
Phone: 850-983-5401

PARCEL NUMBER	01-10-26-2750-0000-0100
SERVICE ADDRESS:	123 Anywhere Street
BILLING DATE	11/01/2016
DUE UPON RECEIPT	NOW DUE
ANNUAL FIRE SERVICE ASSESSMENT	\$54.00
TOTAL AMOUNT NOW DUE	\$54.00

CITY of MILTON FIRE ASSESMENT INFORMATION

The attached invoice is for a Fire Service Assessment which will pay for operating and capital costs for our City Fire Department. This billing culminates an annual process that began officially last year in November, went through several public meetings and hearings before our City Council last spring, and was set at our annual budget hearing in September.

How is the City's Fire Service Assessment determined?

Each parcel of property in the City assigned to an identification number by the county property appraiser is considered one tax parcel. There are 2 calculations done and added together in order to arrive at the full assessment amount. Upon annual approval by the City Council after the public hearing, the rate of assessment for this year for each tax parcel is:

Tier 1 Calculation = \$41.54 per parcel

Tier 2 Calculation = \$0.08 per \$1,000 of the value of improvements associated with the tax parcel (no land value is in the calculation).

Example: A parcel valued at \$100,000 for improvements (not including the value of the land) will have a Fire Service Assessment of \$49.54 (\$41.54 for Tier 1 calculation; plus \$8.00 for Tier 2 calculation) The \$8.00 is calculated by the following formula ($\$100,000 \div \$1,000$) x \$0.08 = \$8.00

The anticipated total revenue to be generated by the FY2017 Fire Assessment is \$226,981.

What if the Fire Service Assessment bill is not paid?

If you do not pay the first year's assessment in full, the City will collect an amount equivalent to what is unpaid along with next year's Fire Service Assessment on the same bill as your property taxes. Payment for next year's Fire Service Assessment is anticipated to be due and collected on the same bill as taxes to be mailed around November 1, 2017.

Waiting to pay all or any part of this year's Fire Service Assessment makes it more difficult for the City's budgetary, financial and cash flow operations. Please consider promptly paying the amount now due.

General Law requires us to always remind you that until paid:

The Fire Service Assessment shall constitute a lien against such property equal in rank and dignity with the liens of all state, county, district, or municipal taxes and special assessments. Except as otherwise provided by law, until paid such lien shall be superior in dignity to all other prior liens, mortgages, titles, and claims. The lien for an Assessment shall be deemed perfected upon adoption by the City Council of the Annual Assessment Resolution. The lien for an Assessment collected under the Uniform Assessment Collection Method shall attach to the property included on the Assessment Roll as of the prior January 1, the lien date for ad valorem taxes imposed under the Tax Roll. The lien for an Assessment collected under the traditional method of collection provided in Section 3.02 hereof shall be deemed perfected upon adoption and confirmation by the City Council of the Annual Assessment Resolution, after a public hearing, and shall attach to the property on such date of each such Annual Assessment Resolution.

When is my Fire Service Assessment payment due?

The current FY2016-17 Fire Service Assessment (our current budget year) is due now in November.

Please contact us if you have any questions or concerns.

850-xxx-xxxx. or email xxxxx@ci.milton.fl.us.

**CITY OF MILTON
EAST MILTON WASTEWATER TREATMENT PLANT
FUNDING ASSISTANCE
SCOPE OF SERVICES**

09/21/16

Section I. BACKGROUND

The City of Milton (City) has determined the need for a wastewater treatment plant (WWTP) to provide sewer service in the eastern portion of the City’s service area. The proposed East Milton Wastewater Treatment Plant (EMWWTP) will be located on a site owned by the City in the vicinity of the Santa Rosa County Industrial Park. The EMWWTP will be of modular design and constructed in multiple phases.

The City has requested that Baskerville-Donovan, Inc. (BDI) develop a task order to provide funding services assistance to identify and investigate available funding sources for the construction of the EMWWTP.

Section II. SCOPE OF SERVICES

TASK 1 – FUNDING ASSISTANCE, PLANNING, & ADMINISTRATION

BDI will provide the City with a funding analysis to determine alternative potential funding sources for this Wastewater System project. BDI will attend Local and State RESTORE meetings and NFWFMD SWIM program meetings and work in with the City’s lobbying consultant on available funding opportunities. This effort will include the identification and investigation of State, Federal, and Local funding sources available, and evaluation of these funding sources for the City. The City funding analysis will at a minimum review grants, low-interest loans, or combinations of the two for the wastewater system.

Section III. METHOD OF COMPENSATION

The fees is based on 2016 hourly billing rates (attached) with a not to exceed of \$20,000 without prior written authorization by the City.

BDI shall invoice the City monthly for hourly services and provide the City with a monthly report of activities.

BASKERVILLE-DONOVAN, INC.

CITY OF MILTON

Jim Waite
Vice-President

Brian Watkins
City Manager

Date

Date



2016 BILLING RATES

CATEGORY	RATE
Intern/Co-Op	\$ 50.00
Office Administrator	\$ 65.00
Survey Crew (2)	\$ 120.00
Survey Manager/PLS	\$ 150.00
Project Representative	\$ 100.00
Survey CADD/Technician	\$ 80.00
Engineering CADD/Technician	\$ 90.00
Engineer Intern	\$ 90.00
Design Engineer	\$ 95.00
Project Engineer	\$ 120.00
Senior Engineer	\$ 190.00
Project Manager	\$ 180.00
Landscape Architect	\$ 180.00
VP/Senior Engineer/Regional Manager	\$ 200.00
Senior Executive – CEO	\$ 250.00



City of Milton

October 26, 2016

**Request for Proposals for two (2) City Seals
for Milton City Hall**

*** Due: 10/26/2016 at 2:00 p.m. ***

The bid opening for the above referenced project was held on October 26, 2016 at 2:00 p.m. at City Hall. There were NO bids received on this effort.

Bid specifications were prepared and the bid package was posted on the City of Milton's website on October 6, 2016. In addition, ten (10) companies were directly notified of the bid opportunity and encouraged to participate.

The bid notice was advertised in The Pensacola News Journal on 10/8/2016 and the Santa Rosa Press Gazette on 10/12/2016.

One company indicated that they could provide the seal, but did not care to participate in a competitive bidding process. Two companies indicated that they would not be submitting a bid due to their current workload.

Since the required processes have not resulted in any bids, it is suggested that staff be authorized to seek a qualified firm to fabricate the sign.

/lam

CITY OF MILTON POLICY

TITLE: City of Milton Traffic Signal Yellow Light Change Interval Timing		PAGE: 1	POLICY NUMBER: 10.0
EFFECTIVE DATE: 8/9/2011	REVISED DATE:	NEXT REVIEW DATE: 8/1/2013	
APPROVED BY COUNCIL ACTION: 8/9/2011			

Yellow Change Interval Timing

The Florida Department of transportation Traffic Engineering Handbook establishes recommended timing for yellow light change intervals. These intervals are the required minimums. The City of Milton in order to facilitate a safe environment for the operation of vehicles in the city limits will set yellow light intervals at the FDOT recommendation that is 5 MPH greater than the posted speed limits, but in no case less than 4.0 seconds. This action is taken to allow for the traveling public to have a longer period to prepare to stop as the traffic signal turns to red. All traffic signals operated and maintained by the City of Milton will set the yellow light change interval in accordance with the chart below.

Approach Speed (MPH)	FDOT Minimum Yellow Interval (Seconds)	City of Milton Yellow Interval (Seconds)
25	3.0	4.0
30	3.2	4.0
35	3.6	4.0
40	4.0	4.3
45	4.3	4.7
50	4.7	5.0

Approved by: 
City Manager

Date: 8/10/2011

CITY OF MILTON POLICY

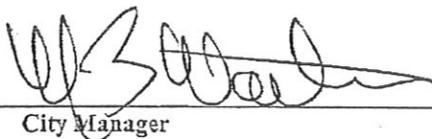
Title: Easement Maintenance Policy	Page: 1	Policy Number: 12.2
Effective Date: November 8, 2011	Revised Date: August 4, 2011	Next Review Date: August 4, 2013
Approved by Council: November 8, 2011		

Easement Maintenance Policy:

The purpose of this policy is to establish uniformity pertaining to maintenance of City easements including but not limited to, Water, Sanitary Sewer, Natural Gas, stormwater, and other City easements.

1. Easement, as defined in the City of Milton Land Use Development Regulations, is a grant by the property owner of the use, for a specific purpose(s), of a strip of land by the General Public, a corporation or certain person or persons.
2. City Maintenance of easements shall be limited to work necessary to preserve the integrity of the underground utilities. When removal of trees, flowers, vegetation, or other obstructions are necessary to maintain the integrity of utilities, as determined by the City, the City shall notify the property owners of the necessity to remove such items. In case of non-emergency maintenance, the owner shall be given a reasonable time frame to remove such items for possible relocation. In emergency situations, as determined by the City, the city will notify the property owner as soon as possible but notification will not delay completion of emergency repairs. The City shall not be responsible for the replacement of such items deemed necessary to be removed.
3. Routine maintenance of the above ground portion of the easement shall be the responsibility of the property owner. Routine maintenance shall include, but is not limited to, removal of dead trees, brush, overgrown vegetation or debris.

Approved by:



City Manager

Date:

11/10/2011

MEMO

DATE: October 10, 2016

ATTENTION: Brian Watkins

FROM: Joe Cook - Utilities Department

RE: NACE (National Association of Corrosion Engineers) Basic Corrosion Class

MESSAGE:

I need to send Gary Richards to New Orleans, LA for NACE, basic corrosion class.

The class will be Monday, December 5, 2016 through Friday, December 9, 2016. The cost for school is \$1390.00.

Transportation would be one of the Utilities Department's vehicles.

Hotel from December 4, 2016 until December 9, 2016 is \$133.00 per night. For five nights will be \$665.00 Taxes are \$98.09. The total hotel stay is \$763.09

Per Diem is \$35.00 a day, for six days would be \$210.00

Class: \$1390.00

Hotel: \$763.09

Per Diem: \$210.00

Total Cost: \$2363.09

cc: George Rials



CITY OF MILTON POLICE OFFICERS PENSION BOARD



5451 ALABAMA STREET
MILTON, FL 32570
(850) 983-5420
FAX: (850) 983-5425

ITEM # 363

September 19, 2016

Brian Watkins
City Manager
City of Milton, Florida

To: Mr. Watkins

In response to your letter, dated August 29, 2016, to the Pension Board, we agree to a set cut off value. If the fund drops below 95% funded, the thirteenth check will be suspended until it rises above the 95% funded mark. The Thirteenth check will then be resumed. Our goal, as responsible fiduciary members of the board, is to maintain a sound pension for retirement first and benefits second.

We hope this is a sound resolution to the request from the city and we will continue to work with city officials until an agreement is reached.

Thank you,

Michael Cline, Chairman
Milton Police Officers Pension Fund



PROTECTING FUNDING FOR OUR NORTH & CENTRAL FLORIDA WATER RESOURCES.

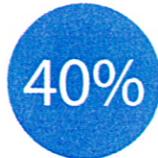
That's a lot of water!

North Florida's conservation dollars are at risk!

There's a proposal to spend all of the state's conservation funds in South Florida. But it's unfair for South Florida to monopolize these funds year after year while other essential projects across the state are unfunded or underfunded!



*This isn't just about water.
It's about fairness.*



40% of Florida is covered in water. Forty percent of Florida's acreage is covered by water - including more than 1,000 natural springs, 27,561 miles of rivers and streams, and 1.6 million acres of lakes, reservoirs and ponds.



70% of Florida's river watersheds are located in North and Central Florida, along with nearly all of Florida's known springs.



75% voted for Amendment 1. Florida voters passed Amendment 1 in 2014 to create the Land Acquisition Trust Fund to guarantee funding for conservation restoration and protection projects across the entire state.



100% of Floridan Aquifer recharge comes from North and Central Florida. Nearly all of the recharge to the Floridan Aquifer, which much of the state relies on for drinking water, comes from the spring-heavy region.

Get involved!

Visit Stand Up North Florida online for more information and to contact your elected officials with a single click!
www.StandUpNorthFlorida.com



Don't forget our needs!

- * The Florida Department of Environmental Protection has found that 80% of our lakes and 70% of our springs are considered "impaired"!
- * Last year, the Everglades and South Florida received 4.8 times more Amendment 1 funding than statewide springs protection!
- * With so many vital water resources throughout North and Central Florida, we need equal funding for water restoration and protection efforts!

Billions of dollars spent with no guarantees.

Buying more land to build a reservoir in South Florida will cost an estimated 4 billion dollars. This will eat up Amendment 1 funding for the rest of the state for several years while our North Florida water resources are forgotten! Starting a new multi-decade, multi-billion dollar project places all other current and future projects at risk, is bad public policy, and will hurt North and Central Florida's waters.

RESOLUTION #: _____

A RESOLUTION OF THE _____ COMMISSION OF THE CITY/COUNTY OF _____, FLORIDA URGING THE FLORIDA LEGISLATURE AND CABINET TO DEDICATE CONSERVATION FUNDS FOR WATER CONSERVATION PROJECTS IN THE ENVIRONMENTALLY SENSITIVE AREAS OF NORTH AND CENTRAL FLORIDA, AND OPPOSE ANY EFFORTS TO USE STATE CONSERVATION FUNDS TO PURCHASE FARM LANDS SOUTH OF LAKE OKEECHOBEE FOR WATER STORAGE.

WHEREAS, the Florida Water and Land Conservation Amendment was passed favorably by seventy-five percent of Florida voters, providing a guaranteed revenue source of conservation funds for the purpose protecting all of Florida's vital water resources;¹ and

WHEREAS, with forty percent of Florida's acreage covered by water, including more than 1,000 natural springs, 27,561 miles of rivers and streams, and 1.6 million acres of lakes, reservoirs and ponds,² Florida's water is one of its most unique and important features; and

WHEREAS, the Florida Department of Environmental Protection has found that eighty percent of Florida's lakes and seventy percent of Florida's springs are considered "impaired" by excessive levels of nutrients like nitrogen and phosphorus;³ and

WHEREAS, North and Central Florida are home to seventy percent of Florida's river watersheds,⁴ the majority of Florida's springs,⁵ and provides nearly all of the recharge to the Floridan aquifer;⁶ and

WHEREAS, it is of statewide importance to ensure clear-water systems like the freshwater springs, lakes and rivers throughout North and Central Florida are protected from excessive nutrient impairment; and

WHEREAS, the Legislature should fund and finish existing water improvement programs across Florida to prevent delays that would unnecessarily jeopardize nutrient reduction programs, best management practices, & other restorative efforts that are working;⁷ and

WHEREAS, in 2016 the Everglades and southern estuaries received 380 percent, or 4.8 times, more Land Acquisition Trust Fund (Amendment 1) funding than statewide springs protection did;⁸ and

WHEREAS, a supermajority of conservation funding should not be dedicated to one project or Water Management district, and it is essential that no one project jeopardize funding for other essential projects and priorities across Florida; and

WHEREAS, purchasing land south of Lake Okeechobee for water storage does not guarantee the prevention of algae blooms and other environmental incidents in the St. Lucie and Caloosahatchee rivers, and does nothing to address the sources of water contamination that are being seen across the state;⁹ and

NOW THEREFORE, BE IT RESOLVED BY THE COMMISSION/COUNCIL OF THE
_____ (City/County), FLORIDA that:

Section 1: The _____ (commission or council) of _____
(local government) hereby urges the Florida Legislature and Cabinet to dedicate conservation
funds allocated through the Land Acquisition Trust Fund each year for water conservation
projects in the environmentally sensitive areas of North and Central Florida.

Section 2: The _____ (commission or council) of the _____
(local government) hereby urges the Florida Legislature and Cabinet to oppose any proposal to
use state conservation funds to purchase farm lands south of Lake Okeechobee for water
storage.

Section 3: The commission / council hereby authorizes the City or County Clerk to transmit this
Resolution to the Florida Legislature and Cabinet.

Section 3: This resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED THIS _____ DAY OF _____, 2016.

Chairman or Mayor or designee

(SEAL)

ATTEST:

City or County Clerk

¹ [Ballotpedia](#)

² 2016 Florida Department of Environmental Protection [Annual Report](#), page 20

³ 2016 Florida Department of Environmental Protection [Annual Report](#), page 22

⁴ Florida Department of Environmental Protection [Watershed Management](#)

⁵ Florida Department of Environmental Protection [Springs Initiative Monitoring Report](#), page 2

⁶ [USGS](#)

⁷ [2016 South Florida Water Report](#) - SFWMD

⁸ [2016 General Appropriations Act](#)

⁹ South Florida Water Management District [Myth vs. Fact](#) & page 51 of 2016 Florida Department of Environmental Protection
[Annual Report](#)

ITEM # 368

HUBER Technology, Inc. · Huntersville, NC



Billing Address

City of Milton
6738 Dixon St
Milton, FL 32570
US - UNITED STATES

Delivery Address

City of Milton
5438 Alabama St.
Milton, FL 32570
US - UNITED STATES

Invoice

Invoice No: CD10014885
Invoice Date: Oct 24, 2016
Customer No: 114551

Order No: 73001361
Project: Milton, FL (289474)
Order Date: Oct 21, 2016
Your Reference: 170219

Date printed: Oct 24, 2016
Our Reference: Clayton Watson
Phone: +1 704-990-2409
Fax:
Email: Clayton.Watson@hhusa.net

Pos	Quantity	Unit	Item Description	Price USD	Total USD Tax (%)
10/1	1	pcs	703982 chain DIN 8168 MC112 p125 D70 b1 32 L7750	7,481.00	7,481.00 0%
20/1	2	pcs	703983 chain DIN 8168 MC112 p125 D70 b1 32 L2000	1,987.00	3,974.00 0%
30/1	1	pcs	40009 Freight (Estimated) Fed Ex Freight 3794441442 Shipped 10/21/16	295.00	295.00 0%
				Total net USD	11,750.00
				Sales Tax USD	0.00
				Total gross USD	11,750.00

Terms of payment: 30 days net
Pay Due: Nov 23, 2016

HUBER Technology, Inc.
Huber Technology, Inc. · 9735 NorthCross Center Court Suite A · Huntersville, NC 28078
Phone (704) 949-1010 · Fax (704) 949-1020 · huber@hhusa.net · www.huber-technology.com

A member of the HUBER Group

Billing Address

City of Milton
6738 Dixon St
Milton, FL 32570
US - UNITED STATES

Delivery Address

City of Milton
5438 Alabama St.
Milton, FL 32570
US - UNITED STATES

OFFER: **71001857 / V1**
Project: Milton, FL (289474)

Your Letter/Your Reference:

Date printed: Oct 26, 2016
Our Reference: Clayton Watson
Phone: +1 704-990-2409
Fax:
Email: Clayton.Watson@hhusa.net

Customer No: 114551
Phone: +1-850-983-5400
Fax:

All parts in stock unless otherwise indicated below.

Pos	Qty	Unit	Item Description	Country of origin HS-Code	Price USD	Total USD Tax (%)
10/1	1.00	pcs	703982 chain DIN 8168 MC112 p125 D70 b1 32 L7750		7,481.00	7,481.00 0%
20/1	2.00	pcs	703983 chain DIN 8168 MC112 p125 D70 b1 32 L2000		1,987.00	3,974.00 0%
30/1	2.00	pcs	713169 flange bearing UCFC210 ZP 50 d50 bo110 BC138		95.00	190.00 0%
40/1	8.00	pcs	703044 cap screw DIN 6912 M12x 25		3.25	26.00 0%
50/1	2.00	pcs	506728 pin 80/59x 97 M10/M12		590.00	1,180.00 0%
60/1	2.00	pcs	400865 bearing seat 60/220x 94,5 6xbo13		2,329.00	4,658.00 0%
70/1	2.00	pcs	508563 ring 60/ 95x 3		150.00	300.00 0%
80/1	2.00	pcs	508564 round blank 59x 6,0 2xsh13x10,5		32.00	64.00 0%

Quotation No: **71001857**
 Date: Oct 26, 2016
 Page: 2 (4)

Pos	Qty	Unit	Item Description	Country of origin HS-Code	Price USD	Total USD Tax (%)
90/1	2.00	pcs	508565 round blank 95x 8,0 2xbo10,5		45.00	90.00 0%
100/1	4.00	pcs	702425 washer DIN 125 A10,5		0.35	1.40 0%
110/1	4.00	pcs	702729 hexagon bolt DIN 933 M10x 30		1.65	6.60 0%
120/1	1.00	pcs	40009 Freight (Estimated)		250.00	250.00 0%
					Total net USD	18,221.00
					including Tax USD	0.00
					Total gross USD	18,221.00

Valid for: 90 days
 Delivery: prepaid and add
 Payment terms: Net 30 days

Best regards

Clayton Watson

Huber Technology, Inc.

Quotation No: 71001857
Date: Oct 26, 2016
Page: 3 (4)

Warranty and Returns Policy & Instructions

Huber Technology Inc. ("Huber") warranties any **original** Huber Service part (mechanical or electrical) for a period of three (3) months from the date of purchase. Should the part fail within the three (3) month warranty period, a replacement will be supplied at no charge ("Replacement Part").

- This warranty is only valid if the product is operated in accordance with the manufacturer's instructions.
- The Replacement Part must not be modified or changed in any way.
- The Replacement Part must be installed by a qualified person to the manufacturer's specifications.

This Warranty does not apply to any damage or defect arising out of any of the following circumstances:

- Parts needing repair or replacement due to events or circumstances outside of normal use and operation of the equipment.
- Parts or components damaged due to power surges, short circuits, loss of power, lightning strikes, fire or water damage, vandalism, theft, or any other causes outside of normal use and operation of the equipment or that would normally be covered by casualty insurance on the equipment.
- Damage or defects caused by neglect, incorrect application, abuse or by accidental damage of the parts or components.
- Repair or replacement of parts or components due to improper or negligent operation of the equipment.
- Damage or defects to the parts, components, or equipment caused by the attempted repair by an unauthorized or unqualified person.

All Huber parts warranties are non-transferable, and cannot be sold, assigned or transferred in any other way.

This warranty of **original** Huber Service parts does not include the labor to remove the defective part nor the labor to install the new part. **All labor costs associated with replacement of the part is the responsibility of the Customer.** The request for assistance of a certified Huber field service specialist is available upon the issuance of a purchase order by the Customer. The fee for the assistance of a field service specialist includes the labor (billed at prevailing Huber Field Service Base Rates) plus associated expenses for travel to and from the jobsite.

Return of New Wear or Spare Parts:

- Any **original** Huber Service part(s) returned to Huber after a purchase order has been submitted is subject to a flat twenty percent(20%) restocking fee for each part returned.
- The customer has up to thirty (30) days to return a part from the purchase order submittal date to Huber. **Returns will not be accepted past thirty (30) days.**
- Part(s) must be new and never installed. Any indication of wear or installation, at Huber's sole discretion, will result in the part being shipped back to Customer, at the Customer's cost, and no credit will be issued.
- **Exception:** The customer may exchange without a restocking fee, if the incorrect part is delivered and/or sold to the Customer by a Huber team member. Huber will ship the correct part to the Customer expeditiously. A refund will be issued to the Customer upon receipt of the incorrect part at the Huber warehouse.
- **Exception:** The customer may return without a restocking fee unused parts if they were sold as part of a complete rebuild and the technician decided the parts were not needed. The customer has thirty (30) days from the date that the rebuild/service was completed. After the thirty (30) days have expired the normal Huber restocking fee will apply.

Quotation No: 71001857
Date: Oct 26, 2016
Page: 4 (4)

Warranty and Returns Policy & Instructions

Return of Damaged / Defective Items

- In the event of a damaged or defective part, the return process can often be expedited by providing a digital image of the damage or defect (along with a clear description of the problem) in an email to the Huber Aftermarket Team ("Aftermarket Team") at the following email address: returns@hhusa.net. The phone and fax numbers for Aftermarket Team are: 704.990.2045; Fax: 704.896.2830. Huber reserves the right to inspect in person even if a digital image is provided as outlined above.
- If the damage or defect **cannot be verified over the phone or via email** contact, then the item may be required to be returned to Huber Technology, Inc. for inspection before a determination can be made as to the state of the product.
- The Aftermarket Team will validate the warranty claim for the defective part.
- If the Aftermarket Team determines that the part is under warranty and should be replaced, the Aftermarket Team will provide a Return Merchandise Authorization ("RMA") number and a shipping address to the Customer for the return of the defective part.
- The Customer shall ship the part to the specified address with the RMA number listed on the outside of the package.
- When the warranty part has been repaired (or replaced) by Huber, the part will be shipped to the "ship-to" address included in the RMA information provided by the Customer.

Return shipping cost

- ONLY in the event that an incorrect part is sold to the Customer by a Huber team member, will Huber pay for shipping. The Customer will be provided with a prepaid return shipping label.
- UNDER ALL OTHER CIRCUMSTANCES, the Customer returning the part(s) is responsible for any freight costs incurred for returning the part(s).
- UNDER NO CIRCUMSTANCE will Huber reimburse (or provide credit) for return shipping costs incurred by the Customer.

How to Request an RMA (Return Merchandise Authorization)

Contact the Huber Technology Aftermarket Sales Team and request a Return Merchandise Authorization ("RMA") number.

- Completely fill out the RMA form.
- Include the completed RMA form in the package along with the item(s) to be returned.
- Write the RMA number conspicuously on the outside of the package to ensure proper routing upon receipt by the Aftermarket Team.
- Ship the package to:

o **Huber Technology, Inc.**
Aftermarket Sales and Service
9735 NorthCross Center Court , Suite A
Huntersville NC 28078

Phone: 704.990.2050 Fax: 704.896.2830 Email: returns@hhusa.net

ITEM # 367

★ Parade Starts @ 5:30 PM

CITY OF MILTON

(Billing code = UF)

APPLICATION FOR EVENTS/PARADES/FESTIVALS/SPECIAL ACTIVITIES

1. Application Date: 10-21-16

2. Sponsoring Organization (USER) Santa Rosa Arts & Culture Foundation

- a. Non-Profit Address 6815 CAROLINE ST.
- b. Community Based MILTON, FL 32570
- c. Commercial
- d. Private Citizen Phone # (449-9916)

3. Organization Point of Contact:

Name: Sharon Holley / Cindea Booth 850-723-4863
Phone #: 449-9916 E-Mail: sharonholley52@gmail.com

4. Name of Activity: Light of Milton Christmas Festival

- Parade Car/Motorcycle Show
- Festival 5/10 K Race
- Concert Other (please explain activity): _____
- Tournament _____
- Community Awareness _____

5. Date of Activity: Dec 2nd

6. Time Frame of Activity: 4:30 - 9:00

7. Location/Facility:

- North Riverwalk - \$150 North Willing Street (from _____ to _____)
- South Riverwalk - \$150 South Willing Street (from _____ to _____)
- Entire Riverwalk - \$250 North Elmira Street (from _____ to _____)
- South Riverwalk Pavilion - \$50 South Elmira Street (from 4:00 to 6:00) *For parade*
- Event Area - \$100 Imogene Parking Lot
- Other: Block off ~~Oak St~~ Pine St. For Parade @ 4:30 PM or sooner / Parade to line up @ Berryhill Administrative Complex. (see Back)

North Gazebo

8. Special Requests:

- Parade Security & Clean up on non-state roads \$350
- Parade Security & Clean up on state roads* \$1,000
- 1 Dumpster *Imogene* \$75 Electrical Activation: \$75
- 1 Dumpster / 5 Trashcans \$100 Stage Rental: \$350
- 1 Dumpster / 10 Trashcans \$125 Road Closure N/C *Walton/Oak*
- 1 Dumpster / 15 Trashcans \$150 Crowd Control Barriers \$125 *Elmire*
- 1 Dumpster / 20 Trashcans \$175 *Pine*
- 1 Dumpster / 25 Trashcans \$200 *N+S - Willing St*
- Extra Dump Fees \$75
- Other _____

*applications must be received a minimum of 90 days in advance

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* Area 1 Area 2 Area 3

>24 Hr Docking at Riverwalk

3. The location applied for is: See Front Application

4. Time Period From: 400 to 900

5. Event Security: Yes No

If yes, then who will provide the Security: _____

Security Time Period From: _____ to _____

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. You are reminded that City Ordinances PROHIBIT THE CONSUMPTION OF ALCOHOLIC BEVERAGES AT PARK FACILITIES.
4. User shall remove from property/streets, all equipment and items placed thereon by the User immediately following the event.
5. User shall accomplish reasonable clean-up of the area immediately following the event.
6. 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.
7. The User shall pay all fees prior to the event. No request for waiver of fees will be accepted.
8. User agrees to pay for extra dump fees if garbage pickup required during the event.
9. User must provide for liability insurance coverage (\$1 Million minimum) for the event.
10. Security arrangements can be made separately with Milton Police department.

Signature of Requestor/User Representative

FOR CITY USE ONLY

Schedule of Charges

Parade \$ _____

Facility \$ _____

Crowd Barriers \$ _____

Clean Up \$ _____

Sanitation \$ _____

Electrical \$ _____ - need

Total Payment Due \$ _____

Fee Paid \$ _____

Date of Payment _____

Receipt # _____

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

