

**COMMUNITY REDEVELOPMENT AGENCY
AGENDA
TUESDAY, AUGUST 9, 2016
4:45 P.M.**

1. Approval of July Minutes *(Requires vote)*
2. Approval of August Financial Report *(Requires vote)*
3. **Agenda Items**

Item 10 CRA Bylaws

Description

In an effort to establish CRA operating procedures, establish an appropriate working relationship between the CRA and the City and to modernize our practices, a copy of the proposed Bylaws for the CRA are included

Recommendation

Required Action Vote Required

Staff recommends review and approving the CRA Bylaws

Cost \$0.00

Item 12 Blackwater Waterfest on August 20, 2016 in Downtown Milton

Description

Blackwater Waterfest will be a family-friendly entertainment event target for children in the Milton community. We will have one 20-foot water slide, two 17-foot water slides, one 35-foot slip 'n' slide, one 50 foot inflatable obstacle course, and one dunk tank. The event will be open to the public and free for all to attend. The event will last from 10:00 a.m. until 2 p.m. on Saturday, August 20th. The City of Milton has partnered with the Fraternal Order of Police Santa Rosa Lodge #123 for this event. In return for advertising their organization at the event, they will be able to provide the water slides and inflatables at a discounted rate as well as volunteers to supervise the rides. The water slide rental company will provide waivers and wristbands for attendants. We will have the property barricaded off in order to provide one clear entrance to the event. At the entrance, we will have the children's parents sign the waivers and provide those who do with as wristband. The volunteers will know to allow only those wearing wristbands to get on any of the rides.

Recommendation

Required Action Information

Information only

Cost \$0.00

Item 13 November Special Concert in Downtown Milton

Description

Staff would like to hold a special concert in Downtown in November

Recommendation

Required Action Vote Required

Staff recommends approval of November Special Concert

Cost \$2,000.00

Monday, August 08, 2016

4. Other Business

a) RRT Board Status: 3 vacancies

- CRA Commercial Owner/Operator
- CRA Resident
- Member At-Large

5. Adjourn

COMMUNITY REDEVELOPMENT AGENCY

July 15, 2016

The Community Redevelopment Agency of the City of Milton met Tuesday July 12, 2016 at 4:47 p.m. CST. The following members were:

PRESENT:

Wesley Meiss, Mayor
Grady Hester
Lloyd Hinote
RL Lewis
Mary Ellen Johnson
Alan Lowery
Pat Lunsford
Jimmy Messick

ABSENT:

Ashley Lay

Brian Watkins, City Manager
Dewitt Nobles, City Clerk
Heather Lindsey, City Attorney
Pam Haddan, Executive Assistant

OTHERS IN ATTENDANCE:

Robert Strickland, Don Norris, Claudie Franklin, Morrison Edwards, Lester Jones, Marvin Willingham, Christie Haarmann, Carol Jordan, George Jordan, David Niehaus, Myrlan Metcalf, Cindy Metcalf, Lauren Meiss, Deb Becker, Tom Moore, and Al Brewton

Call to Order: Mayor Meiss called the meeting to order at 4:47 p.m.

1) Approval of Minutes from the June 14, 2016 meeting (*Requires vote*)

**Motion was made by Mr. Hester to approve Minutes from the June 14, 2016 meeting; seconded by Ms. Johnson. Roll call vote: Mr. Hester, aye; Mr. Hinote, aye; Mr. Lewis, aye; Ms. Johnson, aye; Mr. Lowery, aye; Mrs. Lunsford, aye; and Mr. Messick, aye. Motion carried.

2) Approval of July Financial Report (*Requires vote*)

**Motion was made by Mr. Lewis to accept July Financial report; seconded by Ms. Johnson. Roll call vote: Mr. Hester, aye; Mr. Hinote, aye; Mr. Lewis, aye; Ms. Johnson, aye; Mr. Lowery, aye; Mrs. Lunsford, aye; and Mr. Messick, aye. Motion carried.

3) Item 3 July and August Downtown Events

Description

Add additional downtown events during the period when we do not do Bands on the Blackwater

Recommendation

Discussion

Cost \$0.00

Required Action Information

Plan to hold two movies on the Northside of Willing Street. Currently a MOU with Thames Family Trust is drafted.

Item 7 **Christmas Decorations for Downtown Milton**

Description

www.allamericanchristmas.com

Recommendation

Staff seeks recommendations from Council for decorations to purchase

Cost 0

Required Action Vote Required

**Motion was made by Ms. Johnson to purchase the Christmas Decorations for Downtown Milton; seconded by Mr. Messick. Roll call vote: Mr. Hester, aye; Mr. Hinote, aye; Mr. Lewis, aye; Ms. Johnson, aye; Mr. Lowery, aye; Mrs. Lunsford, aye; and Mr. Messick, aye. Motion carried.

Item 8 **Riverfront Redevelopment Team Membership**

Description

Review application for new member to RRT

Recommendation

Staff recommends approving the new member Deborah Becker

Cost \$0.00

Required Action Vote Required

**Motion was made by Mr. Messick to approve new member Deborah Becker to the RRT as CRA III Resident; seconded by Ms. Johnson. Roll call vote: Mr. Hester, aye; Mr. Hinote, aye; Mr. Lewis, aye; Ms. Johnson, aye; Mr. Lowery, aye; Mrs. Lunsford, aye; and Mr. Messick, aye. Motion carried.

Item 9 **Radio Marketing Contract for Downtown Summer Events**

Description

The City has a proposed contract with Cumulus Radio for ads for our summer events in downtown Milton.

Recommendation

Staff recommends approving contract for radio ads with Cumulus Monday July 11, 2016

Cost \$1,000.00

Required Action Vote Required

**Motion was made by Mr. Hester to approve contract for radio ads with Cumulus; seconded by Ms. Johnson. Roll call vote: Mr. Hester, aye; Mr. Hinote, aye; Mr. Lewis, aye; Ms. Johnson, aye; Mr. Lowery, aye; Mrs. Lunsford, aye; and Mr. Messick, aye. Motion carried.

4) Other Business

Bylaws / CRA-City Interlocal – Mr. Watkins asked if anyone had any comments about the drafted bylaws. He said he'd bring them back next month for approval.

Don Norris, 9447 Highway 87 S, Milton – Decorative Street Light Pole Banners – Proposed an idea of hanging flags for the four seasons from them. Mr. Watkins stated this might be a good topic for the RRT to meet and discuss on.

Meeting Adjourned at 4:55 p.m.

DOWNTOWN TRUST FUND
FY 2016
(Fund 102)

as of 08/05/2016

acct. #			FY 2016	FY 2016		
			BUDGET	YTD	Balance	Description
REVENUES	338-10-00	O/S Rev from Local Units (SRC contrib)	\$ 39,666	\$ 39,665	\$ 1	Estimated tax billing
	338-10-01	O/S Rev from Local Units (CITY contrib)	\$ 21,067	\$ 21,067	\$ -	Estimated tax billing
	347-xx-xx	Promotional	\$ 34,800	\$ 18,743	\$ 16,057	Promotional Revenue
	361-10-00	Interest Income	\$ -	\$ 31	\$ -	Interest
	366-10-00	Misc. Donations	\$ -	\$ -	\$ -	Misc. Donations
	381-01-00	Transfer from General Fund	\$ 2,505	\$ 2,505	\$ -	Demo Pine St & Elmira St (from Planning Demo Line)
	389-90-01	Funds Forward FY 2015 Balance	\$ 77,470	\$ -	\$ 77,470	FY15 EOY (\$7,767est + BA \$69,703=\$77,470)
REVENUE TOTALS			\$ 175,508	\$ 82,011	\$ 93,528	

Dept. 552

EXPENDITURES	5 K Race						
	48-01	Promo-5K	\$ 17,000	\$ 4,483	\$ 12,517	Promo-5K	
	TOTAL 5 K			\$ 17,000	\$ 4,483	\$ 12,517	
	BANDS ON THE BLACKWATER						
	48-02	Promo-Bands on Blackwater	\$ 24,000	\$ 19,133	\$ 4,867	Promo-Bands on Blackwater (14 Concerts)	
	TOTAL BANDS			\$ 24,000	\$ 19,133	\$ 4,867	
	MOVIE NIGHT						
	48-03	Promo-Movie Night	\$ 2,350	\$ 1,995	\$ 355	Promo-Movie Night	
	TOTAL MOVIE NIGHT			\$ 2,350	\$ 1,995	\$ 355	
	SCRATCH ANKLE						
	48-04	Promo-Scratch Ankle	\$ 2,000	\$ 1,103	\$ 897	Promo-Scratch Ankle	
	TOTAL SCRATCH ANKLE			\$ 2,000	\$ 1,103	\$ 897	
	OTHER EVENTS						
	48-06	Promo-Other Events	\$ 3,500	\$ 3,500	\$ -	Promo-Other (Tough Mudder)	
	TOTAL OTHER EVENTS			\$ 3,500	\$ 3,500	\$ -	
	PROMO EXPENSE TOTALS			\$ 48,850	\$ 30,214	\$ 18,636	
	OTHER EXPENSES						
	34-00	Other Contractual Services	\$ 23,000	\$ 17,298	\$ 5,702	Misc. \$1,500; Arborist \$2,000; Demo \$10,000	
	43-00	Utility Services	\$ 4,000	\$ 2,608	\$ 1,392	Gulf Power / Willing St. power poles	
	46-00	Repair & Maintenance	\$ 22,000	\$ 9,602	\$ 12,398	R&M	
48-00	Promotional	\$ -	\$ -	\$ -	Advertisement		
49-00	Misc. Expense	\$ 10,500	\$ 3,443	\$ 7,057	Christmas lighting maintenance/Electrical Repair		
49-19	Tax Rebate Incentive Prog	\$ 201	\$ 200	\$ 1	Tax Rebate Incentive Program		
52-00	Operating Supplies	\$ 500	\$ 175	\$ 325	Misc.		
54-00	Dues & Subscriptions	\$ 370	\$ 370	\$ -	Dues & Subscriptions		
61-02	Easement-Sidewalk	\$ 1,200	\$ 1,200	\$ -	Easement-Sidewalk		
64-07	Misc. Equipment	\$ 9,500	\$ 9,495	\$ 5	1/2 cost of Movie Screen		
64-27	Downtown Project Expense	\$ 4,500	\$ -	\$ 4,500	Relandscaping of South Riverwalk		
82-09	Misc. Grants in Aid	\$ 4,000	\$ 1,500	\$ 2,500	Support for Special Events (SR Arts/Etc.)		
91-01	Transf to General Fund	\$ 1,456	\$ 1,456	\$ -	Kiosk at Russell Harbor Boat Ramp		
99-99	Contingencies (FY2016 Expenses)	\$ 45,431	\$ -	\$ 45,431	(\$77,470 FY15 actual)		
OTHER EXPENSE TOTALS			\$ 126,658	\$ 47,347	\$ 79,311		
EXPENSE TOTALS			\$ 175,508	\$ 77,561	\$ 97,947		

CITY OF MILTON
COMMUNITY REDEVELOPMENT AGENCY
BYLAWS

ARTICLE I – THE ORGANIZATION

1.1 Name. The name of this agency is the City of Milton Community Redevelopment Agency (“CRA”), which was created by Resolution No. 706 adopted by the Milton City Council on Jan.12, 1982. The CRA is a dependent special district in accordance with Florida State Statutes Chapter 189.

1.2 Powers. The CRA derives its powers from Chapter 163, Part III, Florida Statutes as amended (“the Act”) and from other powers delegated to it by law.

1.3 Purpose. The CRA is established to eliminate and prevent the development and spread of slum and blight as defined in the Act in the City of Milton’s designated CRA areas. Further, the City Council of the City of Milton (“City Council”) has designated three redevelopment areas that are funded by Tax Increment Financing (TIF) within the CRA Area: (i)Downtown Milton Community Redevelopment Area, (ii)CRA II North and (iii)CRA III South. Each redevelopment area has its own Community Redevelopment Plan (“Plan”) which has been adopted and amended from time to time by the City Council. The purpose of the Plans is to identify policies and actions to remedy the conditions of slum and blight that have been determined to exist within the CRA Area.

1.4 Principal Office. The CRA’s principal office shall be at any place within the City as the CRA Board (“Board”) designates.

1.5 Documents. The official set of CRA books and financial records shall be maintained in the City of Milton’s Finance Department. The official records, documents and minutes of the Board shall be maintained at the City of Milton Clerk’s Office. All CRA books, records, documents and minutes shall be open for public inspection as provided by law.

1.6 Operations. Unless expressly provided otherwise by law or action of the CRA, ordinances, policies and rules of procedure for the City of Milton shall apply to the CRA.

ARTICLE II – CRA BOARD

2.1 Members. The Board shall consist of all members of the City Council.

2.2 Compensation. Board members shall serve without compensation, but shall be entitled to reimbursement for actual and necessary expenses incurred in discharging their duties, in accordance with the City’s reimbursement policies and the approved CRA budget.

ARTICLE III – CRA OFFICERS AND STAFF

3.1 Chair. The chair shall be the Mayor of the City of Milton. The Chair shall preside at all CRA meetings, execute all instruments in the name of the CRA, appoint committees with approval by the Board, and perform all other duties required by the Board.

3.2 Vice Chair. The vice chair shall be the Mayor Pro Tem. In the absence of the Chair, the Vice-Chair shall exercise all functions of the Chair.

3.3 Chair Pro Tem. In the absence of the Chair and Vice-Chair, Board members shall select a member present as temporary Chair to conduct the meeting and perform the duties of the Chair.

3.4 Attorney. The CRA may appoint a CRA Attorney who maybe the City Attorney and who shall be a qualified member of the Florida Bar. As needed to perform legal work for the CRA, the CRA Attorney may consult with outside counsel.

3.5 Compensation. Officers who are not Board members may be compensated as the Board deems appropriate. However, an officer performing CRA duties as part of employment with the City cannot be compensated directly by the CRA, although the CRA may reimburse the City for the cost of services provided by the officer pursuant to an Inter-local Agreement or Memorandum of Understanding between the City and the CRA.

ARTICLE IV – CITY STAFF SUPPORT

4.1 Inter-local Agreement. An Inter-local Agreement between the City and the CRA shall provide for long term CRA use of City staff deemed necessary to accomplish redevelopment activities in the CRA Area. The agreement shall describe the responsibilities of the City and the CRA and show the estimated costs or the manner in which costs shall be determined.

4.2 Memorandum of Understanding. To accomplish necessary, short-term, redevelopment activities not contemplated by the Inter-local Agreement, a Memorandum of Understanding between the City and the CRA shall provide for City staff support to the CRA for such activities. The memorandum shall describe the scope of City staff support to the CRA and the estimated costs or the manner in which costs shall be determined.

ARTICLE V -- MEETINGS

5.1 Regular Meetings. The Board shall meet regularly at least once each month at such time and place as it may prescribe, with at least 5 days' notice provided to Board members and the public.

5.2 Special Meetings. Special meetings, which must be limited to the subject(s) specified on the agenda, may be called by any three Board members or the Chair upon at least 72 hours' notice to Board members and the public. Agendas for special meetings shall be prepared in accordance with Sections 5.6.1 and 5.6.3 below.

5.3 Emergency Meetings. For urgent matters requiring immediate Board action, emergency meetings may be called by the Chair with 24 hours' notice or as soon as practicable. Prior public notice shall not be required, but shall be provided as soon as possible if feasible. Agendas for emergency meetings shall be prepared in accordance with Sections 5.6.1 and 5.6.3 below.

5.4 Quorum. The presence of a majority of the Board members shall constitute a quorum for meeting purposes. If a quorum is not present, the chair may reschedule the meeting, with notice to be given to each absent Board member.

5.5 Voting. All members of the Board shall exercise the right to vote. Any action taken by the Board shall require an affirmative vote by a majority of the Board except in the case of a tie where the Chair shall vote for the purpose of breaking the tie.

5.6 Agenda. The following procedure is established for agenda preparation for regular meetings:

5.6.1 The agenda shall be prepared by the Chair with the assistance of City Staff under the terms of an Inter-local agreement.

5.6.2 Board members desiring agenda items shall make the request to the CRA assigned City Staff at least seven days before the meeting.

5.6.3 A copy of the agenda and all supporting data available shall be provided to the Board, the CRA Attorney and the public at least twenty four hours (24) before the meeting. In the case of a Special or Emergency Meeting the agenda and supporting data will be provided as soon as it is available.

ARTICLE VI – FINANCIAL MANAGEMENT

6.1 Fiscal Year. The CRA's fiscal year shall begin on October 1st of each year.

6.2 Budget. The Chair shall be responsible to assure that the CRA's annual budget is prepared and completed in time for inclusion within the City's budget. The CRA Board shall adopt the budget by Resolution and recommend it to City Council.

6.3 Accounting Practices. The CRA shall comply with all Florida Department of Financial Services uniform accounting practices and procedures for units of local government.

6.4 Supervision of Accounts. The Chair shall be responsible for the internal supervision and control of CRA accounts. Such oversight may be delegated to City staff under an Inter-local Agreement.

6.5 Annual Report. No later than March 31st of each year, the CRA shall file with the City Clerk a report of its activities for the preceding fiscal year, including a complete financial statement setting forth its assets, liabilities, income, and operating expenses as of the end of the fiscal year. At the time of filing the report, the CRA shall publish in a local newspaper of general circulation a notice that the report has been filed with the City Clerk and is available for inspection during business hours in the City Clerk's office.

6.6 Audit. Within six months after the end of each fiscal year, an audit of the Redevelopment Trust Funds ("Funds") shall be conducted by an independent certified public accountant in accordance with the rules of the Florida Auditor General. The audit report shall describe for the fiscal year the amount and source of deposits into the Fund, the amount and purpose of withdrawals from the Fund, the amount of principal and interest paid on any indebtedness to which increment revenues are pledged, and the remaining amount of such indebtedness. The audit may be accomplished in conjunction with the City's annual audit, by the same certified public accountant, with the audit report submitted to the appropriate State agencies as a single report, provided the CRA component is presented as a separate fund(s) in the report. The CRA shall provide by registered mail a copy of the audit report to each taxing authority as defined by the Act (does not include school districts), the Florida Auditor General and the Florida Department of Financial Services.

6.7 Expenditures. All expenditures of CRA funds shall be in accordance with adopted procedures of the City and all applicable laws, the CRA's adopted budget as amended from time to time during the fiscal year, Fund requirements, and the Plan.

6.8 Borrowing. The affirmative vote of at least a majority of Board members shall be required to authorize the CRA to borrow money subject to City Council approval by Resolution. Borrowed funds may be used only for purposes allowed by the Act and the Plan.

ARTICLE VII -- DISPOSAL OF CRA REAL PROPERTY The sale, lease, disposal or transfer of CRA real property, or any interest therein, shall be consistent with the Act and approved by City Council. The Board shall strive to obtain market value for the sale or lease of any CRA-owned land, or clearly state for the record the reason(s) the transaction is below market value.

ARTICLE VIII -- AMENDMENT OF BYLAWS Amendments to these bylaws shall require the affirmative vote of at least a majority of Board members.
