

**COMMUNITY REDEVELOPMENT AGENCY
AGENDA
TUESDAY, June 14, 2016
4:45 P.M.**

1. Approval of May Minutes (*Requires vote*)
2. Approval of June Financial Report (*Requires vote*)

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 Discussion

Item5 2016 - Comfort Series Elite 2 Station Beach Package + ADA Portable Restrooms

Description

To alleviate concerns for public restrooms for Bands on the Blackwater and other downtown events, this is one of the portable restrooms that could be purchased for this purpose

Recommendation

For Information Only

Cost \$38,770.00 **Required Action** Information

Item 6 Potential Upgrades to Downtown Area

Description

Bronze Sculptures

Rollglider - www.rollglider.com

Liquid Fireworks - www.waltzingwaters.com

Recommendation

For Discussion

Cost \$0.00 **Required Action** Discussion

Item 7 Bylaws/ CRA-City Interlocal

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 proposed Bylaws for the CRA are included

Recommendation

Please review and prepare to comment/ act on the attachments at your next meeting.

Cost \$0.00 **Required Action: None**

4. Other Business

5. Adjourn

COMMUNITY REDEVELOPMENT AGENCY

May 10, 2016

The Community Redevelopment Agency of the City of Milton met Tuesday May 10, 2016 at 4:47 p.m. CST. The following members were:

PRESENT:

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

ABSENT:

Brian Watkins, City Manager
Dewitt Nobles, City Clerk
Heather Lindsey, City Attorney

OTHERS IN ATTENDANCE:

Paul Wade Byrd, JE Byrd, Theresa Messick, William Milam, Sonja Fincher, Larry Fincher, Randy Hoyt, Dan Wesley, and Al Brewton

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

1) Approval of Minutes from the April 12, 2016 meeting (*Requires vote*)

**Motion was made by Mr. Hester to approve Minutes from the April 12, 2016 meeting; seconded by Ms. Johnson. Roll call vote: Mr. Hester, aye; Mr. Hinote, aye; Ms. Johnson, aye; Ms. Lay, aye; Mr. Lewis, aye; Mr. Lowery, aye; Mrs. Lunsford, aye; and Mr. Messick, aye. Motion carried.

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

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

3) Riverfront Redevelopment Team Membership

**Motion was made by Mr. Messick to change member description from two city residents at large to two members at large; seconded by Ms. Johnson. Roll call vote: Mr. Hester, aye; Mr. Hinote, aye; Ms. Johnson, aye; Ms. Lay, aye; Mr. Lewis, aye; Mr. Lowery, nay; Mrs. Lunsford, aye; and Mr. Messick, aye. Motion carried.

**Motion was made by Mr. Messick to accept Ms. Cindea Booth as Commercial Owner/Operator member and Mr. Michael Johnson as member at large; seconded by Mr.

Hinote. Roll call vote: Mr. Hester, aye; Mr. Hinote, aye; Ms. Johnson, aye; Ms. Lay, aye; Mr. Lewis, aye; Mr. Lowery, aye; Mrs. Lunsford, aye; and Mr. Messick, aye. Motion carried.

**Motion was made by Mr. Hinote to appoint Mr. Messick to fill elected official position on RRT; seconded by Ms. Johnson. Roll call vote: Mr. Hester, aye; Mr. Hinote, aye; Ms. Johnson, aye; Ms. Lay, aye; Mr. Lewis, aye; Mr. Lowery, nay; Mrs. Lunsford, aye; and Mr. Messick, aye. Motion carried.

4) July and August Downtown Events – Burger Cook-off, Waterfest, and Movie Nights

**Motion was made by Mr. Hinote for authorization to proceed with plan; seconded by Mrs. Lunsford. Roll call vote: Mr. Hester, aye; Mr. Hinote, aye; Ms. Johnson, aye; Ms. Lay, aye; Mr. Lewis, aye; Mr. Lowery, aye; Mrs. Lunsford, aye; and Mr. Messick, aye. Motion carried.

5) CRA to purchase advertising for downtown events - *Information*

6) Other Business – none

Meeting Adjourned at 5:08 p.m.

DRAFT

DOWNTOWN TRUST FUND
FY 2016
(Fund 102)

as of 06/06/2016

			FY 2016	FY 2016		
<i>acct. #</i>			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	\$ 15,759	\$ 19,041	Promotional Revenue
	361-10-00	Interest Income	\$ -	\$ 26	\$ -	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	\$ 76,517	\$ 99,017	

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	\$ 19,000	\$ 19,065	\$ (65)	Promo-Bands on Blackwater (14 Concerts)	
	TOTAL BANDS			\$ 19,000	\$ 19,065	\$ (65)	
	MOVIE NIGHT						
	48-03	Promo-Movie Night	\$ 850	\$ 845	\$ 5	Promo-Movie Night	
	TOTAL MOVIE NIGHT			\$ 850	\$ 845	\$ 5	
	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			\$ 42,350	\$ 28,996	\$ 13,354	
	OTHER EXPENSES						
	34-00	Other Contractual Services	\$ 23,000	\$ 16,088	\$ 6,912	Misc. \$1,500; Arborist \$2,000; Demo \$10,000	
	43-00	Utility Services	\$ 4,000	\$ 2,080	\$ 1,920	Gulf Power / Willing St. power poles	
	46-00	Repair & Maintenance	\$ 22,000	\$ 8,764	\$ 13,236	R&M	
48-00	Promotional	\$ -	\$ -	\$ -	Advertisement		
49-00	Misc. Expense	\$ 4,000	\$ 3,443	\$ 557	Christmas lighting maintenance/Electrical Repair		
49-19	Tax Rebate Incentive Prog	\$ -	\$ 200	\$ (200)	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)	\$ 58,632	\$ -	\$ 58,632	(\$77,470 FY15 actual)		
OTHER EXPENSE TOTALS			\$ 133,158	\$ 43,315	\$ 89,843		
EXPENSE TOTALS			\$ 175,508	\$ 72,311	\$ 103,197		

City of Milton Parks and Recreation Tentative Summer Events Schedule

Friday, June 3 – Bands on the Blackwater (Déjà vu Band) 7:00 – 9:00 pm

Friday, June 10 – Bands on the Blackwater (The Blenders) 7:00 – 9:00 pm

Friday, June 17 – Bands on the Blackwater (Dusty Sanderson Band) 7:00 – 9:00 pm

Friday, June 24 – Bands on the Blackwater (CrossTown Band) 7:00 – 9:00 pm

Friday, July 15 – Movie Night (Jaws) 7:30 – 9:30 pm

Friday, July 22 – Movie Night (TBD) 7:30 – 9:30 pm

Friday, July 29 – Movie Night (Star Wars Episode 1) 7:30 – 9:30 pm

Saturday, August 6 – Family Night @ GTCC, time TBD

Saturday, August 20 – Waterfest @ downtown, time TBD

Friday, September 9 – Bands on the Blackwater (TBD) 7:00 pm – 9:00 pm

Friday, September 16 – Bands on the Blackwater (TBD) 7:00 pm – 9:00 pm

Friday, September 23 – Bands on the Blackwater (TBD) 7:00 pm – 9:00 pm

Friday, September 30 – Bands on the Blackwater (TBD) 7:00 pm – 9:00 pm

HOME FOR SALE RENTALS TRAILER TYPES TRADE / SELL EVENTS RESOURCES COMPANY BLOG CONTACT

QUICK SPECS

[CLICK HERE FOR A BROCHURE](#)

Trailer Name: 2016- Comfort Series Elite 2 Station Beach Package + ADA Portable Restrooms

Inventory ID: WC56193

Status: New for Sale, Used for Sale

Trailer Availability: Available by Order

Heat Package: Heat Strips

Model Year : 2016

Trailer size: Small

Toilets: 3

Urinals: 1

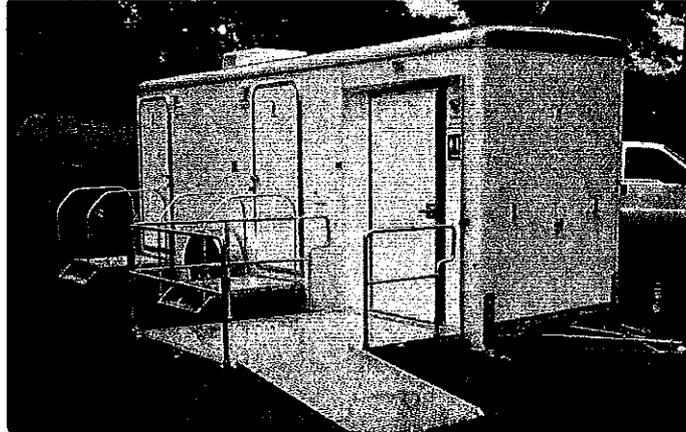
Trailer Type: ADA Handicap-Accessible, Beach Series, Closeout/Show Special, Comfort/Elite Series

Price Value: Lowest Retail Price

Region: Northeast

PRICE AT \$ 38,770

2016- COMFORT SERIES ELITE 2 STATION BEACH PACKAGE + ADA PORTABLE RESTROOMS \$ 38,770



2 STATION CUSTOM BEACH PACKAGE ELITE + ADA PORTABLE RESTROOMS

Only Manufacturer To Receive Certification* From International Code Council (ICC) In Accordance With The Americans With Disabilities Act!

Overview Features Floor Plan

STANDARD FEATURES

INTERIOR

- High Clearance Preformed Sink (ADA Compliant)
- Self-Closing Faucet With Front Push Operation
- Soap Dispenser
- Shatter Proof Mirror
- Ceramic China Bowl Toilet With Wall Mounted Push Button Flush (ADA Compliant)
- Toilet Paper Holder
- Paper Towel Dispenser
- Waste Basket
- Smooth, Mar Resistant Laminated Interior Walls
- 1-Piece, Non-Skid Rubber Floor
- 1-Piece Ceiling With Built In Air Supply & Air Return
- Wall Mounted Thermostat
- 36" W Entry Door (Exceeds ADA Requirements)
- Interior Turning Radius And Exterior Landing Turning Radius
- Exceeds ADA Requirements
- Hand Rails And Grab Bars Are 1 1/4" Stainless Steel (ADA Compliant)

EXTERIOR

- LED Porch Light & Occupancy Indicator Light
- 3" Quick Connect Waste Tank Access Valve
- 1" Waste Tank Wash Out Plug
- Fresh Water Hook-Up
- Roof Mounted Low Profile A/C
- ADA Ramp System With 1 1/4" Stainless Steel Railings

- Fold-Down ATP Steps With Aluminum Railings
- (Standard Restroom Cubes)

Options – By Order

- Sound System – Add \$485.00
- Hot Water Hand Wash – Add \$605.
- Baby Changing Station- Add \$800.00
- Wall Mounted Space Heaters- Add \$300.00 Per Room
- Exterior Color- NO CHARGE
- Full Arctic Package – Add \$4,000

**Independently Certified compliant with Federal ADA Standards as of Oct 2013 – This certification does not apply to any state, county, or city rules.*

Financing available with deposit and approved credit. Call us today for more information at 1-866-258-6787!

*Pictures may not be an exact representation of this model

While we try to ensure accuracy, Portable Restroom Trailers reserve the right to correct any errors or misprints in pricing or descriptions, or refuse any order based on an incorrect price or description at any time. We apologize for any inconvenience should this occur with your order.

12-9-15

Additional Features

Exterior Color: White

Length: 20

Water Supply: Garden Hose

Fresh Water Tank: 105

Waste Tank: 360

Power Supply: 110 20

Delivery Method: Freight Shipping

Trailer Uses: Agriculture, Concerts, Construction & Remodeling, Corporate Events, Education, Emergency Response, Festivals, Film Production, Golf Courses, Government, Industrial, Municipalities, Outdoor Events, Political Events, Remote Locations, Sports Events, Weddings & Upscale Events

Other: 4416

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REQUEST A QUOTE

Quote Inquiry: *

Purchase New Trailers

First Name: *

Last Name: *

Company:

Phone: *

Email: *

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 Statues 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.