

**COMMUNITY REDEVELOPMENT AGENCY
AGENDA
TUESDAY, SEPTEMBER 13, 2016
4:45 P.M.**

1. Approval of August Minutes (*Requires vote*)
2. Approval of September Financial Report (*Requires vote*)

3. Item 15 Banner Arms for Downtown Decorative Street Lights

Description

A review of the proposal to provide banner arms for all downtown decorative light poles shows the costs will be approximately \$10,000 for the banner arms, not including the banners.

Recommendation

Required Action Discussion

Staff recommends that the CRA establish guidelines on the display of banners downtown and review budget for availability of funds.

Cost \$10,000.00

Item 16 Riverwalk Piling Caps

Description

Vinyl piling caps are an option for mitigation and prevention of top surface rot on the pilings.

Recommendation

Required Action Vote Required

Two black vinyl caps are installed on the north end of the Riverwalk. Black was selected as it best matches railings along the shore of the Riverwalk. Staff asks that Council look at the installation and approve installation of same along the rest of the Riverwalk.

Cost \$1,500.00

Item 17 Sponsorship for Pumpkin Fest

Description

Request for sponsorship of Pumpkin Fest to be held on Saturday, October 29th, on North Willing Street

Recommendation

Required Action Vote Required

For Discussion

Cost \$1,300.00

Item 18 CRA/City of Milton Interlocal Agreement

Description

An interlocal agreement is provided to clearly define the operating relationship between the City of Milton and the Community Redevelopment Agency.

Recommendation

Required Action Vote Required

Approve Interlocal Agreement with City of Milton on use of city services and property.

Cost \$0.00

Item 19 Landscape improvements to the event area

Description

With the property acquisition to expand the event area. Staff is recommending we re-grade and re-sod the entire area, remove the large pecan tree and add irrigation.

Recommendation

Required Action Vote Required

Staff recommends approval of the landscape improvements to the event area.

Cost \$16,000.00

Item 20 Location for Bike Racks in Downtown Milton

Description

Select locations for bike racks in the CRA

Recommendation

Required Action Vote Required

For Discussion

Cost \$0.00

Item 21 Carpenter's Park Vision

Description

The city is looking to develop a long range plan for the development of Carpenters Park. This would include looking at upgraded facilities, a splash pad and ADA compatibility for example.

Recommendation

Required Action Vote Required

Staff recommends referring to the RRT.

Cost \$0.00

Item 22 Community Redevelopment Areas I, II, III Budgets for FY 2017

Description

Staff has developed a proposed budget for CRA's I, II, and III.

Recommendation

Required Action Vote Required

Approval of FY 2017 Budget

Cost \$0.00

Item 23 Liability Insurance for Events Downtown

Description

The city and the CRA require anyone proposing to hold an event in the CRA to have a \$1,000,000 liability insurance policy. Most organized groups have this kind of policy but if individuals or a group want to hold an event these single event policies can be expensive. Would the CRA Board like the staff to look into finding a policy for the CRA to cover supported events downtown.

Recommendation

Required Action Vote Required

For discussion

Cost \$0.00

4. Other Business

5. Adjourn

COMMUNITY REDEVELOPMENT AGENCY

August 9, 2016

The Community Redevelopment Agency of the City of Milton met Tuesday August 9, 2016 at 5:17 p.m. CST. The following members were:

PRESENT:

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

ABSENT:

George Rials, Public Works Director
Dewitt Nobles, City Clerk
Heather Lindsey, City Attorney
Pam Haddan, Executive Assistant

OTHERS IN ATTENDANCE:

Glen Hill, George Jordan, Jack Hendricks, Cassandra Sharp, Al Brewton, Theresa Messick, Rev. Chip Fox, and Denise Ray

Call to Order: Mayor Meiss called the meeting to order at 4:50 p.m.

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

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

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

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

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

**Motion was made by Mr. Messick to approve the CRA Bylaws; seconded by Mr. Lewis. Roll call vote: Mr. Hester, aye; Mr. Hinote, aye; Mr. Lewis, aye; Ms. Lay, aye; Ms. Johnson, aye; Mr. Lowery, aye; Mrs. Lunsford, aye; and Mr. Messick, aye. Motion carried

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 36-foot slip'n'slide, one 50 foot inflatable obstacle course, and one dunk tank. 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 a 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

Mr. Glen Hill requested that the sponsorship for the Rockin Super Soaker Fun Run/Walk Event be increased from \$1500 to \$2000 to offset the costs of expanding the police force needed. Mr. Hill stated they've had many cancellations. He thinks some of the cancellations are due to the free Blackwater Waterfest event being held the weekend after the event.

**Motion was made by Mr. Hester to approve increasing the sponsorship from \$1500 to \$2000; seconded by Mr. Hinote. Roll call vote: Mr. Hester, aye; Mr. Hinote, aye; Mr. Lewis, aye; Ms. Lay, aye; Ms. Johnson, aye; Mr. Lowery, aye; Mrs. Lunsford, aye; and Mr. Messick, aye. Motion carried

Item 13 November Special Concert in Downtown Milton

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

Recommendation Required Action *Vote Required*

Staff recommends approval of November Special Concert

Cost \$2,000.00

**Motion was made by Mr. Messick to approve the November Special Concert; seconded by Mr. Hester. Roll call vote: Mr. Hester, aye; Mr. Hinote, aye; Mr. Lewis, aye; Ms. Lay, aye; Ms. Johnson, aye; Mr. Lowery, aye; Mrs. Lunsford, aye; and Mr. Messick, aye. Motion carried

4) Other Business

a) RRT Board Status: 3 Vacancies

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

Meeting Adjourned at 5:17 p.m.

DOWNTOWN TRUST FUND
FY 2016
(Fund 102)

as of 09/6/2016

		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	\$ 21,243	\$ 13,557	Promotional Revenue
	361-10-00	Interest Income	\$ -	\$ 34	\$ -	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	\$ 84,514	\$ 91,028		

Dept. 552

EXPENDITURES	5 K Race					
	48-01	Promo-5K	\$ 17,000	\$ 4,983	\$ 12,017	Promo-5K
	TOTAL 5 K		\$ 17,000	\$ 4,983	\$ 12,017	
	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	\$ 2,041	\$ 309	Promo-Movie Night
	TOTAL MOVIE NIGHT		\$ 2,350	\$ 2,041	\$ 309	
	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	\$ 30,760	\$ 18,090	
	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	\$ 2,917	\$ 1,083	Gulf Power / Willing St. power poles
	46-00	Repair & Maintenance	\$ 22,000	\$ 9,602	\$ 12,398	R&M
48-00	Promotional	\$ 2,500	\$ 2,487	\$ 13	Advertisement	
49-00	Misc. Expense	\$ 10,500	\$ 9,799	\$ 701	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)	\$ 42,931	\$ -	\$ 42,931	(\$77,470 FY15 actual)	
OTHER EXPENSE TOTALS		\$ 126,658	\$ 56,499	\$ 70,159		
EXPENSE TOTALS		\$ 175,508	\$ 87,259	\$ 88,249		

Milton Pumpkin Fest 2016 Funding Request

#17

Description	Vendor	Cost	Phone	Email/web	Sponsor	Notes
Event Insurance	The event helper.com, or Locklin Insurance	\$0.00		theeventhelper.com		Estimates \$800-1000
4 Port-A-Potties	Pot O Gold or whoever we normally use.	\$240.00	850-995-3375	potogoldwaste.com		
Cost to Close Willing St	City of Milton	\$150.00				
4 Round Bales including delivery/pick up	B&D Feed, Milton	\$260.00	850-981-3177			\$65 each
30 Smaller Hay Bales-decoration	Chavers Feed & Seed	\$195.00				\$6.50 per bale
Paint and Supplies for painting round bales	Lowe's	\$150.00				
Ribbons for light posts	papermart.com	\$35.00				\$2.5 per 10 yd roll
DJ for live "kid friendly" Halloween music	Boogie Inc.	\$300.00	850-438-1660			
	TOTAL:	\$1,330.00				

INTERLOCAL AGREEMENT BETWEEN THE MILTON COMMUNITY REDEVELOPMENT AGENCY AND THE CITY OF MILTON

THIS INTERLOCAL AGREEMENT (the "Agreement") is made and entered into this _____ day of _____, 2016 by and between the MILTON Community Redevelopment Agency, Milton, Florida, whose address is 6738 Dixon St., MILTON, FL 32570 (the "CRA"), and the City Council of the City of MILTON, Florida, whose address is 6738 Dixon St., MILTON, Florida 32570 (the "City").

WHEREAS, this Agreement is entered into under the authority granted to the CRA by section 163, Part III and Chapter 189 and the City of MILTON by sections 163.01 and 553.79(9), Florida Statutes; and,

WHEREAS, the CRA currently operates in the City of MILTON and in designated areas that were identified for redevelopment in 1982 and 2016, for which the City created a Community Redevelopment Agency funded by TIF dollars; comprised of a CRA Agency Board tasked to serve the needs of the City of MILTON in implementing the redevelopment programs of the CRA Plans; and,

WHEREAS, at the date of creation of the CRA's designation of CRA financial and program management was tasked of the City; and,

WHEREAS, all financial control and CRA funds and program management of the CRA's are the responsibility of the CRA Agency, and

WHEREAS, prior to this agreement the control and management responsibilities were delegated to the City; and,

WHEREAS, for the purposes of ensuring the City that the CRA's fiscal responsibility and separation of duties, the CRA will require two signatures on checking account instruments which will include either Chairman, Vice Chairman and the City Clerk; and,

WHEREAS, the CRA will maintain all of its accounts in good order and manage all transfers, and in doing so follow generally accepted accounting principles and practices as it applies to proper, sound fiscal management; and,

WHEREAS, the CRA will obtain or retain CRA Legal Counsel for specific CRA operations, contracts and redevelopment issues, and in the spirit of cooperation, will bring any pending CRA legal action or issues that may arise to the City's attention with appropriate follow up and resolution; and,

WHEREAS, the calculation of TIF funding and TIF direct deposits from the City or County or any other taxing authority, will remain the responsibility of the City Clerk, in addition to oversight viewing only of the CRA financial account activities; and,

WHEREAS, in the spirit of cooperation, the City Clerk will submit a request to the City Manager, who will be designated as the City's direct oversight representative in support of the CRA's administration and administrative needs, all required financial reporting needed for oversight viewing and City compliance needs; and,

WHEREAS, in the spirit of cooperation, the CRA will agree to provided required administrative oversight support to the City Manager and ensure financial reporting and oversight viewing to the City Clerk; and,

WHEREAS, the CRA will provide to the City Manager, a source and use statement on a quarterly basis that all CRA financial expenditures are in keeping with the CRA plan.

NOW THEREFORE, in consideration of the mutual agreement expressed herein, the CRA and the City do hereby agree as follows:

Section 1. All of the above recitals are true and correct and incorporated herein as essential terms of this Agreement.

Section 2. It is agreed neither the CRA nor the City assumes any liability for the acts, omissions, and negligence of the officers, agents and employees of the other. Both parties agree that they shall indemnify and hold the other harmless from all claims, damages, losses, and expenses arising out of or resulting from the actions of their officers, agents and employees that are performed within the scope of the responsibilities under this Agreement.

Section 3. This Agreement may be modified as the need may arise for the purposes of compliance on both the CRA and City. In the spirit of cooperation, any notice, demand, communication, or request is required in writing, or delivered via email to the following:

As to CRA: Community Redevelopment Agency Attn:

As to City: City of Milton Attn:

Section 4. This Agreement shall be construed in accordance with the applicable laws of the State of Florida. If any provision of this Agreement violates any statute or rule of the State of Florida, it is considered modified to conform to that statute or rule of law. Further, in the event that a portion of this Agreement is found to be invalid, illegal or unenforceable, then that provision shall be severed from the Agreement and shall in no way affect the validity or enforceability of any other portion or provision of the Agreement.

Section 5. This Agreement may only be amended, in writing, upon approval of the Community Redevelopment Agency Board and the City Council of the City of Milton.

IN WITNESS WHEREOF, the parties to this agreement have caused their names to be affixed by the proper officer thereof.

CITY OF MILTON, FLORIDA

BY: _____
Wesley Meiss, Mayor

ATTEST:

BY: _____
Dewitt Nobles, City Clerk

**CRA I DOWNTOWN
FY 2017
(Fund 111)**

**FY 2017
BUDGET**

as of 08/16/2016

	acct. #		BUDGET	Description
REVENUES	338-10-00	O/S Rev from Local Units (SRC contrib)	\$ 44,947	Estimated tax billing
	338-10-01	O/S Rev from Local Units (CITY contrib)	\$ 23,873	Estimated tax billing
	347-xx-xx	Promotional	\$ 25,200	Promotional Revenue
	361-10-00	Interest Income	\$ -	Interest
	366-10-00	Misc. Donations	\$ -	Misc. Donations
	381-01-00	Transfer from General Fund	\$ -	
	389-90-01	FYE 2016 Balance Forward (Estimated)	\$ 70,000	FYE 2016 Balance Forward (Estimated)
REVENUE TOTALS			\$ 164,020	

Dept. 552

EXPENDITURES	5 K Race				
	48-01	Promo-5K	\$ 11,000	Promo-5K	
	TOTAL 5 K			\$ 11,000	
	BANDS ON THE BLACKWATER				
	48-02	Promo-Bands on Blackwater	\$ 28,600	Promo-Bands on Blackwater	
	TOTAL BANDS			\$ 28,600	
	MOVIE NIGHT				
	48-03	Promo-Movie Night	\$ 1,000	Promo-Movie Night	
	TOTAL MOVIE NIGHT			\$ 1,000	
	SCRATCH ANKLE				
	48-04	Promo-Scratch Ankle	\$ 2,000	Promo-Scratch Ankle	
	TOTAL SCRATCH ANKLE			\$ 2,000	
	OTHER EVENTS				
	48-06	Promo-Other Events	\$ 20,000	Promo-Other	
	TOTAL OTHER EVENTS			\$ 20,000	
	PROMO EXPENSE TOTALS			\$ 62,600	
	OTHER EXPENSES				
	34-00	Other Contractual Services	\$ 8,500		
	43-00	Utility Services	\$ 4,000	Gulf Power / Willing St. power poles	
	46-00	Repair & Maintenance	\$ 5,000	R&M	
	48-00	Promotional	\$ 15,000	Advertisement	
	49-00	Misc. Expense	\$ 4,000	Christmas lighting maintenance/Electrical Repair	
	49-19	Tax Rebate Incentive Prog	\$ -	Tax Rebate Incentive Program	
	52-00	Operating Supplies	\$ 500	Misc.	
	54-00	Dues & Subscriptions	\$ 420	Dues & Subscriptions	
61-02	Easement-Sidewalk	\$ -	Easement-Sidewalk		
64-07	Misc. Equipment	\$ -			
64-27	Downtown Project Expense	\$ 35,000			
82-09	Misc. Grants in Aid	\$ 4,000	Support for Special Events (SR Arts/Etc.)		
91-01	Transf to General Fund	\$ -			
99-99	Contingencies	\$ 25,000			
OTHER EXPENSE TOTALS			\$ 101,420		
EXPENSE TOTALS			\$ 164,020		

**CRA II NORTH
FY 2017
(Fund 112)**

FY 2017

as of 08/16/2016

acct. #			BUDGET	Description
REVENUES	338-10-00	O/S Rev from Local Units (SRC contrib)	\$ -	Estimated tax billing
	338-10-01	O/S Rev from Local Units (CITY contrib)	\$ -	Estimated tax billing
	347-xx-xx	Promotional	\$ -	Promotional Revenue
	361-10-00	Interest Income	\$ -	Interest
	366-10-00	Misc. Donations	\$ -	Misc. Donations
	381-01-00	Transfer from General Fund	\$ -	
	389-90-01	Balance Forward (Estimated)	\$ -	Balance Forward (Estimated)
REVENUE TOTALS			\$ -	

Dept. 552

		OTHER EXPENSES		
EXPENSES	31-03	Professional Services	\$ -	
	34-00	Other Contractual Services	\$ -	
	43-00	Utility Services	\$ -	Gulf Power / power poles
	46-00	Repair & Maintenance	\$ -	R&M
	48-00	Promotional	\$ -	Advertisement
	48-06	Promotional	\$ -	Advertisement
	49-00	Misc. Expense	\$ -	Christmas lighting maintenance/Electrical Repair
	49-18	Misc. Exp. / Bank Charges	\$ -	
	52-00	Operating Supplies	\$ -	Misc.
	53-00	Materials/Rep & Supplies	\$ -	
	54-00	Dues & Subscriptions	\$ -	Dues & Subscriptions
	61-01	Capital - Land Acquisition	\$ -	
	64-07	Capital - Misc. Equipment	\$ -	
	64-27	Downtown Project Expense	\$ -	
	82-09	Misc. Grants in Aid	\$ -	Support for Special Events
	91-00	Transfer to Other Funds	\$ -	
	91-01	Transfer to General Fund	\$ -	
	91-02	Transfer to Capital Projects	\$ -	
590-01-00	Contingencies	\$ -		
EXPENSE TOTALS			\$ -	

CRA III SOUTH
 FY 2017
 (Fund 113)

FY 2017
BUDGET

as of 08/16/2016

	acct. #		BUDGET	Description
REVENUES	338-10-00	O/S Rev from Local Units (SRC contrib)	\$ -	Estimated tax billing
	338-10-01	O/S Rev from Local Units (CITY contrib)	\$ -	Estimated tax billing
	347-xx-xx	Promotional	\$ -	Promotional Revenue
	361-10-00	Interest Income	\$ -	Interest
	366-10-00	Misc. Donations	\$ -	Misc. Donations
	381-01-00	Transfer from General Fund	\$ -	
	389-90-01	Balance Forward (Estimated)	\$ -	Balance Forward (Estimated)
REVENUE TOTALS			\$ -	

Dept. 552

	OTHER EXPENSES			
EXPENSES	31-03	Professional Services	\$ -	
	34-00	Other Contractual Services	\$ -	
	43-00	Utility Services	\$ -	Gulf Power / Power poles
	46-00	Repair & Maintenance	\$ -	R&M
	48-00	Promotional	\$ -	Advertisement
	48-06	Promotional	\$ -	Advertisement
	49-00	Misc. Expense	\$ -	Christmas lighting maintenance/Electrical Repair
	49-18	Misc. Exp. / Bank Charges	\$ -	
	52-00	Operating Supplies	\$ -	Misc.
	53-00	Materials/Rep & Supplies	\$ -	
	54-00	Dues & Subscriptions	\$ -	Dues & Subscriptions
	61-01	Capital - Land Acquisition	\$ -	
	64-07	Capital - Misc. Equipment	\$ -	
	64-27	Downtown Project Expense	\$ -	
	82-09	Misc. Grants in Aid	\$ -	Support for Special Events
	91-00	Transfer to Other Funds	\$ -	
	91-01	Transfer to General Fund	\$ -	
91-02	Transfer to Capital Projects	\$ -		
590-01-00	Contingencies	\$ -		
EXPENSE TOTALS			\$ -	