COMMUNITY REDEVELOPMENT AGENCY
Regular Meeting Agenda

June 20, 2024
5:30 PM
6738 Dixon Street
Milton, FL 32570

1. **Call Meeting to Order**
2. **Approval of Minutes**

    Item # 2024-2493
    Approval of Minutes from May 16, 2024 meeting

3. **Persons to Appear**
4. **Financial Report**

    Item # 2024-2546
    Community Redevelopment Agency Budget Reports

5. **New Business**

    Item # 2024-2549
    Whittle Property Improvements

6. **Communications From Council Members & Mayor**
7. **Adjournment**

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

Approval of Minutes from May 16, 2024 meeting

MEETING DATE	PREPARED BY
June 20, 2024	Clerk's Office

COMMUNITY REDEVELOPMENT AGENCY
Regular Meeting Minutes

May 16, 2024
5:30 PM
6738 Dixon Street
Milton, FL 32570

1. **Call Meeting to Order**
   The meeting was called to order at 05:30 PM.

   Members Present:
   Council Member, Ward III, Seat I Gavin Hawthorne
   Council Member Ward IV, Seat II Casey Powell
   Council Member, Ward 4, Seat I Shari Sebastiao
   Council Member Ward III, Seat II Jeff Snow
   Council Member, Ward I, Seat I Mike Cusack
   Council Member, Ward II, Seat I Marilynn Farrow
   Council Member Ward II, Seat II Roxanne Meiss

   Members Absent:
   Mayor Heather Lindsay
   Council Member Ward I, Seat II Matt Jarrett

   Members of the Public in Attendance
   Lawrence McKEe, Cynthia Smith, Sherry Chapman, Donna Long, Vernon Compton, Lauren Odgers, Francis Anderson, Tom Powers, Jenny Weber, Robert Leek, Bill Walter, Anna Causey, David Farrow, D. Evans, David Samples, Billie Crutchfield, Cassandra Sharp, Pam Mirchell, Jimmy Messick, Buddy Fisher, Pamela Murfey

   Staff in Attendance
   City Manager, Randy Jorgenson
   City Attorney, Alex Andrade
   City Clerk, Molly Turnes
   IT Systems Analyst, Ashley Johnston
   IT Systems Analyst, Britney Ballard
   Planning Director, Tim Milstead
   Events Coordinator, Jay Conrad
   Chief of Police, Tony Tindell

2. **Approval of Minutes**

   Item # 2024-2437
   Approval of Minutes from April 18, 2024 meeting

   ACTION: Motion to Approve by Marilynn Farrow;
   second by Shari Sebastiao;
   Motion passed - 7:0

YEAS:	Roxanne Meiss, Jeff Snow, Casey Powell, Mike Cusack, Marilynn Farrow, Gavin Hawthorne, Shari Sebastiao
NAYS:	None
ABSTAIN:	None

3. Persons to Appear

No Persons to Appear

4. Financial Report

Item # 2024-2446
CRA Financial Report

ACTION:	Motion to Approve by Jeff Snow; second by Shari Sebastiao; Motion passed - 7:0
YEAS:	Roxanne Meiss, Jeff Snow, Casey Powell, Mike Cusack, Marilynn Farrow, Gavin Hawthorne, Shari Sebastiao
NAYS:	None
ABSTAIN:	None

5. Communications From Council Members & Mayor

City Manager Randy Jorgenson reported to council that the City has allocated and incurred the expenditure for the sidewalk on Broad, and council will see a note in the financial report next month.

6. Adjournment

The meeting adjourned at 05:34 PM.

________________________ Mayor	____________________ Date
________________________ City Clerk	____________________ Date

Community Redevelopment Agency Budget Reports

MEETING DATE	PREPARED BY
June 20, 2024	Administration Department

CRA I DOWNTOWN
FY 2024

(Fund 111)

as of 4/30/2024

	acct. #		FY 2024 BUDGET	FY 2024 YEAR To DATE as of 4/30/2024	Balance	Description
REVENUES	338-10-00	O/S Rev from Local Units (SRC contrib)	$ 93,840	$ 93,840	$ -	Estimated tax billing
	338-10-01	O/S Rev from Local Units (CITY contrib)	$ 46,033	$ 46,033	$ -	Estimated tax billing
	348-xx-xx	Promotional	$ 5,000	$ 900	$ 4,100	Promotional Revenue
	360-10-00	Misc. Revenues	$ 5,019	$ 286	$ 4,733	Misc. Revenue
	361-10-00	Interest Income	$ -	$ 803	$ (803)	Interest
	366-10-00	Misc. Donations	$ -	$ -	$ -	Misc. Donations
	381-01-00	Transfer from General Fund	$ -	$ -	$ -	
	389-90-01	Balance Forward	$ -	$ -	$ -	FYE 2022 Balance Forward
		REVENUE TOTALS	**$ 149,892**	**$ 141,862**	**$ 8,030**	

	acct. #	***OTHER EXPENSES***	FY 2024 BUDGET	FY 2024 YEAR To DATE as of 4/30/2024	Balance	Description
EXPENSES	32-00	Audit	$ -	$ 7,500	$ (7,500)	
	34-00	Other Contractual Services	$ 15,823	$ -	$ 15,823	
	43-00	Utility Services	$ 22,019	$ 7,836	$ 14,183	Gulf Power / Willing St. power poles
	46-00	Repair & Maintenance	$ -	$ -	$ -	R&M
	48-00	Promotional	$ -	$ -	$ -	Advertisement
	48-01	5k Run	$ -	$ -	$ -	
	48-02	Bands on the Blackwater	$ -	$ -	$ -	
	48-03	Movie Night	$ -	$ -	$ -	
	48-06	Other Events	$ -	$ -	$ -	
	48-08	Water Festival	$ -	$ -	$ -	
	49-00	Misc. Expense	$ 2,000	$ 1,636	$ 364	Christmas lighting maintenance/Electrical Repair
	49-19	Tax Rebate Incentive Prog	$ -	$ -	$ -	Tax Rebate Incentive Program
	49-34	Property / Fire Tax	$ 550	$ 567	$ (17)	Fire Fee
	52-00	Operating Supplies	$ -	$ -	$ -	Misc.
	53-00	Materials / Repair & Supplies	$ -	$ -	$ -	
	54-00	Dues & Subscriptions	$ -	$ -	$ -	Dues & Subscriptions
	61-02	Easement-Sidewalk	$ -	$ -	$ -	Easement-Sidewalk
	64-00	Capital Outlay	$ -	$ -	$ -	
	64-27	Downtown Project Expense	$ 59,500	$ -	$ 59,500	
	82-08	SRC-July 4th Fireworks	$ -	$ -	$ -	
	82-09	Misc. Grants in Aid	$ -	$ -	$ -	Support for Special Events (SR Arts/Etc.)
	82-19	Façade Grant	$ 50,000	$ 19,000	$ 31,000	Façade Improv.
	91-01	Transfer to General Fund	$ -	$ -	$ -	
	99-99	Contingencies	$ -	$ -	$ -	
		OTHER EXPENSE TOTALS	**$ 149,892**	**$ 36,539**	**$ 113,353**	
		EXPENSE TOTALS	**$ 149,892**	**$ 36,539**	**$ 113,353**	

as of 4/30/2024

	acct. #	CRA II NORTH FY 2024 (Fund 112)	FY 2024 BUDGET	FY 2024 YEAR To DATE as of 4/30/2024	Balance	Description
REVENUES	338-10-00	O/S Rev from Local Units (SRC contrib)	$ 11,366	$ 11,366	$ -	Estimated tax billing
	338-10-01	O/S Rev from Local Units (CITY contrib)	$ 5,575	$ 5,575	$ -	Estimated tax billing
	348-xx-xx	Promotional	$ -	$ -	$ -	Promotional Revenue
	361-10-00	Interest Income	$ -	$ 306	$ -	Interest
	366-10-00	Misc. Donations	$ -	$ -	$ -	Misc. Donations
	381-01-00	Transfer from General Fund	$ -	$ -	$ -	
	389-90-01	Balance Forward	$ -	$ -	$ -	
		REVENUE TOTALS	**$ 16,941**	**$ 17,247**	**$ -**	
	Dept. 552	***OTHER EXPENSES***				
EXPENSES	31-03	Professional Services	$ -	$ -	$ -	
	34-00	Other Contractual Services	$ 10,000	$ -	$ -	
	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	$ -	$ -	$ -	
	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	$ -	$ -	$ -	
	63-04	Carpenters Park	$ -	$ -	$ -	Carpenters Park
	64-07	Capital - Misc. Equipment	$ -	$ -	$ -	
	64-27	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	$ 6,941	$ -	$ 6,941	
		EXPENSE TOTALS	**$ 16,941**	**$ -**	**$ 16,941**	

as of 4/30/2024

CRA III SOUTH
FY 2024

(Fund 113)

acct. #		FY 2024 BUDGET	FY 2024 YEAR To DATE as of 4/30/2024	Balance	Description
REVENUES					
338-10-00	O/S Rev from Local Units (SRC contrib)	$ 3,253	$ 3,253	$ -	Estimated tax billing
338-10-01	O/S Rev from Local Units (CITY contrib)	$ 1,596	$ 1,596	$ -	Estimated tax billing
348-xx-xx	Promotional	$ -	$ -	$ -	Promotional Revenue
361-10-00	Interest Income	$ -	$ 110	$ -	Interest
366-10-00	Misc. Donations	$ -	$ -	$ -	Misc. Donations
381-01-00	Transfer from General Fund	$ -	$ -	$ -	
389-90-01	Balance Forward	$ -	$ -	$ -	
	REVENUE TOTALS	**$ 4,849**	**$ 4,959**	**$ -**	

Dept. 552

acct. #	***OTHER EXPENSES***	FY 2024 BUDGET	FY 2024 YEAR To DATE as of 4/30/2024	Balance	Description
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	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	$ -	$ -	$ -	
99-99	Contingencies	$ 4,849	$ -	$ 4,849	
	EXPENSE TOTALS	**$ 4,849**	**$ -**	**$ 4,849**	

Agenda Item # 2024-2549

Whittle Property Improvements

MEETING DATE	PREPARED BY
June 20, 2024	Ed Spears, Director of Economic Development

BACKGROUND

In May, the City Council and the County Board of County Commissioners approved the use of the Whittle Property located on the corner of Caroline Street and Santa Rosa Street as a passive park space. The City agreed to provide the improvements and maintenance of the property in exchange for being allowed to utilize the space. Staff is seeking approval of funds from CRA 1 to fund the improvements to the space to make it inviting for the public.

Collaborating with the Community Improvement Board, staff identified the various plants and equipment necessary to activate the space. Please note, the picnic tables are in storage and have no additional cost. City staff will be utilized to install the imrpovements. Staff recommends the following:

Standard City Sidewalk @ 90 ft	$4,000.00
8 ft Eastbay Holly - $200 each * 5	$1,000.00
3” cal. Bald Cypress - $165 each * 2	$ 330.00
Delivery	$ 100.00
Irrigation	$ 300.00
Sod	$ 200.00
Pine straw	$ 50.00
Flowers	$ 70.00
Posts for chain fence	$ 100.00
Concrete for fence posts	$ 100.00
Chain	$ 250.00
No Parking Signs and Posts *2	$ 200.00
Garbage Cans	$ 400.00
Total	$7,100.00

10% Contingency	$ 710.00
TOTAL PROJECT	$7,810.00

Funds are available in CRA 1 in the line item reserved for Downtown Projects (line item 111-0552-552.64.27. This project is located within CRA 1 and is eligible for CRA funding. The project impacts the goals and objectives found in the CRA Plan in several areas. This project eliminates slum and blight, improves the appearance and attractiveness of the CRA, provides recreational areas for the public, provides sidewalk connectivity, improves the natural environment, and assists with storm water runoff,

SUMMARY

Capital projects that improve the CRA are included in the 2024 CRA Budget. As no specific projects were identified during the budget process, the CRA must approve each project individually. $59,500 was allocated for Downtown Improvement Projects in FY 2024. This project will be the first expenditure of funds from this line item.

RECOMMENDATION

The CRA approve the expenditure up to a maximum of $7,810.00 from CRA 1.

ATTACHMENTS

1. Whittle Park Landcape Plan

Untitled Map
Write a description for your map.
Legend
Church
Feature 1
Gulf Coast Garage Patio Bar
Imogene Theater
James Turner Law Firm
CYPRESS, BALD
CYPRESS, BALD
EASTBAY HOLLY (5)
TURF AREA
FUTURE SIDEWALK
Gulf Coast Garage Patio Bar
Ducker & Company CPAs
Providence Church
First Presbyterian Church
Beau Powell, PA Attorney At Law
The Blush Collective Studio
Escambia St
Santa Rosa St
Elmira St
Caroline St
191
5189
5183
5188
5190
5194
6850
6852
6856
6858
6860
6864
6868
Google Earth
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200 ft