



COMMUNITY REDEVELOPMENT AGENCY
Regular Meeting Agenda

September 19, 2024
5:30 PM
6738 Dixon Street
Milton, FL 32570

- 1. Call Meeting to Order**
- 2. Approval of Minutes**
 - Item # 2024-2692
 - Approval of Minutes from August 22, 2024 meeting
- 3. Persons to Appear**
- 4. Financial Report**
 - Item # 2024-2750
 - CRA Financial Report(s) for July 2024
- 5. New Business**
 - Item # 2024-2762
 - Repaving Parking Lot 6840 Block Caroline Street (Turtle Lot)
- 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 August 22, 2024 meeting

MEETING DATE	PREPARED BY
September 19, 2024	Clerk's Office



COMMUNITY REDEVELOPMENT AGENCY
Regular Meeting Minutes

August 22, 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 4, Seat I Shari Sebastiao
Council Member, Ward III, Seat I Gavin Hawthorne
Council Member Ward IV, Seat II Casey Powell
Council Member Ward II, Seat II Roxanne Meiss
Council Member Ward I, Seat II Matt Jarrett
Council Member Ward III, Seat II Jeff Snow
Council Member, Ward I, Seat I Mike Cusack
Council Member, Ward II, Seat I Marilynn Farrow
Mayor Heather Lindsay

Members Absent:

Members of the Public in Attendance

Donna Long, Vernon Compton, Pam Mitchell, Jerry Mitchell, Larry McKee, Cassandra Sharp, A. Brown, S. Brown, Vicki Mullins, Marlene Markey, Ashley Fretwell, Theresa Messick, Jimmy Messick, Tim Powers, David Farrow, Dan Mullins

Staff in Attendance

City Manager, Randy Jorgenson
Assistant City Manager, Ed Spears
City Attorney, Alex Andrade
City Clerk, Molly Turnes
Melissa Short
Public Information Officer, Bethany Anderson
Planning Director, Tim Milstead
Public Works Director, Joe Cook
Events Coordinator, Jay Conrad
Chief of Police, Tony Tindell

2. Approval of Minutes

ACTION: Motion to Approve June 2024 Meeting Minutes by Jeff Snow; second by Marilynn Farrow;
Motion passed - 8:0

YEAS: Matt Jarrett, Roxanne Meiss, Jeff Snow, Casey Powell, Mike Cusack, Marilynn Farrow, Gavin Hawthorne, Shari Sebastiao

NAYS: None

ABSTAIN: None

Item # 2024-2619

Approval of Minutes (*prior meeting was canceled due to no quorum*)

3. Persons to Appear

No Persons to Appear

4. Financial Report

Item # 2024-2650

CRA Financial Report(s)

ACTION: Motion to Approve by Roxanne Meiss;
second by Matt Jarrett;

Motion passed - 8:0

YEAS: Matt Jarrett, Roxanne Meiss, Jeff Snow, Casey Powell, Mike Cusack, Marilynn Farrow, Gavin Hawthorne, Shari Sebastiao

NAYS: None

ABSTAIN: None

Item # 2024-2672

Land Use Certificate Request from Santa Rosa Historical Society

ACTION: Motion to Approve by Jeff Snow; second
by Marilynn Farrow;

Motion passed - 8:0

YEAS: Matt Jarrett, Roxanne Meiss, Jeff Snow, Casey Powell, Mike Cusack, Marilynn Farrow, Gavin Hawthorne, Shari Sebastiao

NAYS: None

ABSTAIN: None

Planning Director Tim Milstead reported to Council

5. Communications From Council Members & Mayor

No Communications

6. Adjournment

The meeting adjourned at 05:37 PM.

Mayor

Date

City Clerk

Date



Agenda Item # 2024-2750

CRA Financial Report(s) for July 2024

MEETING DATE

September 19, 2024

PREPARED BY

Laura McDill, Budget
Coordinator

BACKGROUND

SUMMARY

CRA Financial Report(s) for July 2024

RECOMMENDATION

ATTACHMENTS

1. CRA 111 07_2024
2. CRA 112 07_2024
3. CRA 113 07_2024

CRA I DOWNTOWN FY 2024 (Fund 111)			FY 2024	FY 2024		
acct. #			BUDGET	YEAR To DATE as of 7/31/2024	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	\$ 1,860	\$ 3,140	Promotional Revenue
	360-10-00	Misc. Revenues	\$ 5,019	\$ 901	\$ 4,118	Misc. Revenue
	361-10-00	Interest Income	\$ -	\$ 1,124	\$ (1,124)	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	\$ 143,758	\$ 6,134	

EXPENSES	OTHER EXPENSES					
	32-00	Audit	\$ -	\$ 7,500	\$ (7,500)	
	34-00	Other Contractual Services	\$ 15,823	\$ -	\$ 15,823	
	43-00	Utility Services	\$ 22,019	\$ 11,028	\$ 10,991	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	\$ -	\$ 281	\$ (281)	
	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	\$ -	\$ 4,799	\$ (4,799)	
	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	\$ 35,686	\$ 14,314	Façade Improv.
	91-01	Transfer to General Fund	\$ -	\$ -	\$ -	
	99-99	Contingencies	\$ -	\$ -	\$ -	
	OTHER EXPENSE TOTALS		\$ 149,892	\$ 61,496	\$ 88,396	
	EXPENSE TOTALS		\$ 149,892	\$ 61,496	\$ 88,396	

**CRA II NORTH
FY 2024**

(Fund 112)

		FY 2024	FY 2024		
			YEAR To DATE as of		
		BUDGET	7/31/2024	Balance	Description
acct. #					
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	\$ -	\$ 425	\$ (425)	Interest
366-10-00	Misc. Donations	\$ -	\$ -	\$ -	Misc. Donations
381-01-00	Transfer from General Fund	\$ -	\$ -	\$ -	
389-90-01	Balance Forward	\$ -	\$ -	\$ -	
REVENUE TOTALS		\$ 16,941	\$ 17,366	\$ (425)	

Dept. 552

OTHER EXPENSES					
31-03	Professional Services	\$ -	\$ -	\$ -	
34-00	Other Contractual Services	\$ 10,000	\$ 9,994	\$ 6	
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	\$ 9,994	\$ 6,947	

CRA III SOUTH FY 2024 (Fund 113)			FY 2024	FY 2024		
acct. #			BUDGET	YEAR To DATE as of 7/31/2024	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	\$ -	\$ 164	\$ (164)	Interest
	366-10-00	Misc. Donations	\$ -	\$ -	\$ -	Misc. Donations
	381-01-00	Transfer from General Fund	\$ -	\$ -	\$ -	
	389-90-01	Balance Forward	\$ -	\$ -	\$ -	
REVENUE TOTALS			\$ 4,849	\$ 5,013	\$ (164)	

Dept. 552		<u>OTHER EXPENSES</u>				
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 # 2024-2762

Repaving Parking Lot 6840 Block Caroline Street (Turtle Lot)

MEETING DATE

September 19, 2024

PREPARED BY

Ed Spears, Director of
Economic Development

BACKGROUND

The parking lot located in the 6840 Block of Caroline Street, between Elmira and Santa Rosa Street, better known as the "Turtle Parking Lot", is in need of repaving. The lot is jointly owned by the City of Milton and Santa Rosa County. The parking lot is used for downtown parking for festivals and events, the adjacent businesses and hosts a regular farmer's market. With the addition of Liberty Church, it is anticipated that this parking lot will see an increase in usage.

The quote from the City's paving contractor to repave the entire lot is \$32,462.50. Staff has submitted a request to Santa Rosa County to pay 50% of the cost to resurface the lot. The work would be performed under the City's existing paving contract.

This project is eligible under the 2022 CRA Plan and impacts the Focus Area of Infrastructure: to ensure safe, efficient and effective operation of critical systems to benefit residents and neighbors; and the goals of improving the appearance of the CRA, eliminating hazardous conditions in the CRA, providing convenient parking in the CRA, and fostering cooperation with County Government.

SUMMARY

Funds are available in CRA 1, 2024 Budget, line item 111-0552-552.64-27 Downtown Project Expenses

RECOMMENDATION

Staff recommends the CRA approve up to \$16,231.25 for the resurfacing of the Turtle Parking Lot contingent upon an allocation by Santa Rosa County of the same amount.

ATTACHMENTS

1. Turtle Lot Map
2. City of Milton Resurface (turtle parking lot)



Santa Rosa County Property Appraiser

Parcel	03-1N-28-2530-01800-0070	Acres	0.48
Name	SR COUNTY & CITY OF MILTON	Land Value	70070
Situs		Land Ag Value	0
Sales	\$100 on 1981-01 Vacant?=I Qual=U	Building Value	0
	\$100 on 1977-01 Vacant?=I Qual=U	Misc Value	0
	SR COUNTY FINANCE DEPT	Just Value	70070
Mail	6495 CAROLINE ST	Assessed Value	46319
	STE B	Exempt Value	46319
	MILTON, FL 32570	Taxable Value	0



Santa Rosa County makes every effort to produce the most accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use, or interpretation. The lines on the map are a representation of the property lines and are not, nor are they intended, to be used as a survey. The assessment information is from the last certified tax roll. All data is subject to change before the next certified tax roll. Greg Brown, Santa Rosa County Property Appraiser.
 Date printed: 09/13/24 12:57:52



Panhandle Grading & Paving, Inc.

2665 Solo Dos Familiaf
Pensacola, FL 32526

Office: (850) 478-5250 Fax: (850) 479-5901
E-mail: ryan@panhandlegradingandpaving.com

Quote To: Mr. Joe Cook
Downtown Parking Lot

Quotation

DATE September 3, 2024

PROJECT NAME: City of Milton Resurfacing

ENGINEER:

PLAN DATE:

Quotation valid until: October 3, 2024
Prepared by: Ryan Long

Description	
Resurface Parking Lot 1.5" Type SP 9.5 Asphalt (Turtle Fountain)	265 TNS
Price is based on Current Santa Rosa Asphalt Services Contract \$122.50 Per Tn SP 9.5	
TOTAL	\$32,462.50

Comments or special instructions: Wheel stops to be removed and replaced by city.

NOTE: This proposal is contingent upon mutual agreement of all involved parties on a fair and reasonable contract.

Items **NOT** INCLUDED:

1. any permits, bonds, fees, etc.
2. earthwork, subgrade, subbase
3. saw cutting, layout, MOT.
4. night & weekend work
5. remove and replacement of unsuitable materials
6. fence removal or installation
7. any striping, bumper blocks, or signs
8. water, sewer, storm utilities
9. landscaping, irrigation, dewatering
10. any item not specifically quoted above

Sincerely,

Ryan Long

Panhandle Grading & Paving, Inc.