SUNDIAL UTILITIES OF MILTON, INC.
Regular Meeting Agenda

February 28, 2022
5:30 PM
6738 Dixon Street
Milton, FL 32570

1. **Call Meeting to Order**

2. **Approval of Minutes**

   Item # 2023-201
   Approval of Minutes from January 31 meeting

3. **Financial Report**

   Item # 2022-205
   February Financial Report

4. **Other Business**

5. **Persons to Appear**

6. **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

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Agenda Item # 2023-201

Approval of Minutes from January 31 meeting

MEETING DATE	PREPARED BY
February 28, 2022	Administration Department

SUNDIAL UTILITIES OF MILTON, INC.
Regular Meeting Minutes

January 31, 2022
5:30 PM
6738 Dixon Street
Milton, FL 32570

1. Call Meeting to Order

2. Approval of Minutes

Item # 2022-146
Approval of Minutes from January 3, 2022 Sundial meeting

ACTION:	Motion to Approve by Jeff Snow; second by Vernon Compton; Motion Passed - 6:0
YEAS:	Vernon Compton, Shannon Rice, Roxanne Meiss, Robert Leek, Jeff Snow, Casey Powell
NAYS:	None
ABSTAIN:	None

3. Financial Report

Item # 2023-166
Financial Report for January 2022

ACTION:	Motion to Approve by Casey Powell; second by Roxanne Meiss; Motion Passed - 6:0
YEAS:	Vernon Compton, Shannon Rice, Roxanne Meiss, Robert Leek, Jeff Snow, Casey Powell
NAYS:	None
ABSTAIN:	None

4. Other Business

Item # 2022-138
Bid Opening for 2021.10 RFP- Engineering Services Expansion to Sundial WWTP

ACTION:	Motion to Approve by Shannon Rice; second by Vernon Compton; Motion Passed - 6:0
YEAS:	Vernon Compton, Shannon Rice, Roxanne Meiss, Robert Leek, Jeff Snow, Casey Powell
NAYS:	None
ABSTAIN:	None

GEORGE JORDAN
Item was revisited during the Executive Committee Meeting at 8:05. After adjournment the Sundial Utilities meeting was re opened at 8:35 to approve item.

5. Persons to Appear

6. Adjournment

Agenda Item # 2022-205

February Financial Report

MEETING DATE	PREPARED BY
February 28, 2022	Administration Department Heidi Sroka, Budget Cooridinator

CRA I DOWNTOWN
FY 2022

(Fund 111)

as of 2/28/2022

	acct. #		FY 2022 BUDGET	FY 2022 YEAR To DATE as of 2/28/2022	Balance	Description
REVENUES	338-10-00	O/S Rev from Local Units (SRC contrib)	$ 61,294	$ 61,294	$ -	Estimated tax billing
	338-10-01	O/S Rev from Local Units (CITY contrib)	$ 31,013	$ 31,013	$ -	Estimated tax billing
	348-xx-xx	Promotional	$ 40,500	$ 1,060	$ 39,440	Promotional Revenue
	360-10-00	Misc. Revenues	$ 15,415	$ -	$ 15,415	Misc. 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	$ 50,000	$ -	$ 50,000	FYE 2021 Balance Forward
		REVENUE TOTALS	**$ 198,222**	**$ 93,367**	**$ 104,855**	

EXPENSES		***OTHER EXPENSES***				
	34-00	Other Contractual Services	$ 5,000	$ 3,250	$ 1,750	
	43-00	Utility Services	$ 12,000	$ 4,824	$ 7,176	Gulf Power / Willing St. power poles
	46-00	Repair & Maintenance	$ -	$ -	$ -	R&M
	48-00	Promotional	$ 7,000	$ 4,473	$ 2,527	Advertisement
	48-01	5k Run	$ -		$ -	
	48-02	Bands on the Blackwater	$ 75,000	$ 18,129	$ 56,871	
	48-03	Movie Night	$ 6,000	$ 4,818	$ 1,182	
	48-06	Other Events	$ 5,000	$ 4,939	$ 61	
	48-08	Water Festival	$ 5,000	$ -	$ 5,000	
	49-00	Misc. Expense	$ 2,000	$ 420	$ 1,580	Christmas lighting maintenance/Electrical Repair
	49-19	Tax Rebate Incentive Prog	$ -	$ -	$ -	Tax Rebate Incentive Program
	49-34	Property / Fire Tax	$ 570	$ 605	$ (35)	Fire Fee
	52-00	Operating Supplies	$ -	$ -	$ -	Misc.
	53-00	Materials / Repair & Supplies	$ 3,000	$ 635	$ 2,365	
	54-00	Dues & Subscriptions	$ 500	$ -	$ 500	Dues & Subscriptions
	61-02	Easement-Sidewalk	$ -	$ -	$ -	Easement-Sidewalk
	64-00	Capital Outlay	$ -	$ -	$ -	
	64-27	Downtown Project Expense	$ 20,000	$ -	$ 20,000	
	82-08	SRC-July 4th Fireworks	$ 15,000	$ -	$ 15,000	
	82-09	Misc. Grants in Aid	$ 2,000	$ -	$ 2,000	Support for Special Events (SR Arts/Etc.)
	82-19	Façade Grant	$ -	$ -	$ -	
	91-01	Transfer to General Fund	$ 20,000	$ -	$ 20,000	Main Street Milton Dept/Façade Improv.
	99-99	Contingencies	$ 20,152	$ -	$ 20,152	
		OTHER EXPENSE TOTALS	**$ 198,222**	**$ 42,093**	**$ 156,129**	
		EXPENSE TOTALS	**$ 198,222**	**$ 42,093**	**$ 156,129**	

as of 2/28/2022

CRA II NORTH
FY 2022

(Fund 112)

	acct. #		FY 2022 BUDGET	FY 2022 YEAR To DATE as of 2/28/2022	Balance	Description
REVENUES	338-10-00	O/S Rev from Local Units (SRC contrib)	$ 6,571	$ 6,571	$ -	Estimated tax billing
	338-10-01	O/S Rev from Local Units (CITY contrib)	$ 3,325	$ 3,225	$ 100	Estimated tax billing
	348-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	$ 1,912	$ -	$ 1,912	FYE 2021 Balance Forward
		REVENUE TOTALS	**$ 11,808**	**$ 9,796**	**$ 2,012**	

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	$ -	$ -	$ -	
	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	$ 3,114	$ -	$ 3,114	
		EXPENSE TOTALS	**$ 3,114**	**$ -**	**$ 3,114**	

	acct. #	CRA III SOUTH FY 2022 (Fund 113)	FY 2022 BUDGET	FY 2022 YEAR To DATE as of 2/28/2022	Balance	Description
REVENUES	338-10-00	O/S Rev from Local Units (SRC contrib)	$ 1,702	$ 1,702	$ -	Estimated tax billing
	338-10-01	O/S Rev from Local Units (CITY contrib)	$ 861	$ 861	$ -	Estimated tax billing
	348-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	$ 2,013	$ -	$ 2,013	FYE 2021 Balance Forward
		REVENUE TOTALS	**$ 4,576**	**$ 2,563**	**$ 2,013**	

as of 2/28/2022

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	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	$ 4,109	$ -	$ 4,109	
		EXPENSE TOTALS	**$ 4,109**	**$ -**	**$ 4,109**	