# COMMUNITY REDEVELOPMENT AGENCY
**Regular Meeting Agenda**

October 11, 2022
5:30 PM
6738 Dixon Street
Milton, FL 32570

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

   Item # 2022-725
   Approval of Minutes from September 13, 2022 meeting

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

   Item # 2022-776
   CRA Financial Report September 2022

5. **Other Business**
6. **Council Reports**
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 September 13, 2022 meeting

| MEETING DATE | PREPARED BY |
| --- | --- |
| October 11, 2022 | Clerk's Office<br>Dawn Molinero, City Clerk |

# COMMUNITY REDEVELOPMENT AGENCY
**Regular Meeting Minutes**

September 13, 2022
5:30 PM
6738 Dixon Street
Milton, FL 32570

1. **Call Meeting to Order**
The meeting was called to order at 5:42 PM and then at 6:51 PM.

**Members Present:**

Mayor Heather Lindsay
Council Member Ward I, Seat I Vernon Compton
Council Member Ward II, Seat I Shannon Rice
Council Member Ward II, Seat II Roxanne Meiss
Council Member Ward III, Seat I Robert Leek
Council Member Ward III, Seat II Jeff Snow
Council Member Ward IV, Seat I Shari Sebastiao
Council Member Ward IV, Seat II Casey Powell

**Members Absent:**

Council Member Ward I, Seat II Matt Jarrett

**Members of the Public in Attendance**
George Jordan, Cassandra Sharp, Pam Mitchell, Tom Powers, Marilynn Farrow, Janet Coulter

**Staff in Attendance**
City Manager, Randy Jorgenson
City Attorney, Alex Andrade
City Clerk, Dawn Molinero
IT Director, Stephen Ringl
IT Systems Analyst, Hunter Green
Public Information Officer, Jay Conrad
Planning Director, Tim Milstead
Director of Economic Development, Ed Spears
Public Works Director, Joe Cook
Executive Assistant, Kevin Boyer
Chief of Police, Tony Tindell
Chief Financial Officer, Curtis Krebs
Budget Manager, Heidi Sroka

2. **Approval of Minutes**

Item # 2022-640
Approval of Minutes from August 9, 2022 meeting

| | |
|---|---|
| **ACTION:** | Motion to Approve by Vernon Compton; second by Casey Powell;<br>Motion passed - 7:0 |
| **YEAS:** | Vernon Compton, Shannon Rice, Roxanne Meiss, Robert Leek, Jeff Snow, Shari Sebastiao, Casey Powell |
| **NAYS:** | None |
| **ABSTAIN:** | None |

**3. Persons to Appear**

No persons to appear.

**4. Financial Report**

Item # 2022-701
CRA Financial Report

| | |
|---|---|
| **ACTION:** | Motion to Approve by Jeff Snow; second by Shari Sebastiao;<br>Motion passed - 7:0 |
| **YEAS:** | Vernon Compton, Shannon Rice, Roxanne Meiss, Robert Leek, Jeff Snow, Shari Sebastiao, Casey Powell |
| **NAYS:** | None |
| **ABSTAIN:** | None |

**5. Other Business**

CRA Workday/National Public Lands Day

Councilman Vernon Compton reported to the Council.

Update on Willing Street Riverwalk Park Crosswalk

The City Manager, Randy Jorgenson, reported to the Council.
Councilman Vernon Compton reported to the Council.

Item # 2022-707
FDOT Caroline Street Design Phase City Engagement/Input

| | |
|---|---|
| **ACTION:** | Motion to Approve by Vernon Compton; second by Casey Powell;<br>Motion passed - 7:0 |
| **YEAS:** | Vernon Compton, Shannon Rice, Roxanne Meiss, Robert Leek, Jeff Snow, Shari Sebastiao, Casey Powell |

| | |
|---|---|
| **NAYS:** | None |
| **ABSTAIN:** | None |

The motion and vote was for the boards to have input with FDOT during the design phase of HWY 90.
The City Manager, Randy Jorgenson, reported to the Council.
Councilman Vernon Compton reported to the Council.
Councilman Robert Leek addressed the Council.
Councilwoman Shannon Rice addressed the Council.
Public input concerning FDOT Caroline Street Design Phase City Engagement/Input was provided by: Pam Mitchell

Item # 2022-708
Comprehensive Plan Update

| | |
|---|---|
| **ACTION:** | Motion to Approve by Vernon Compton; second by Shari Sebastiao;<br>Motion passed - 7:0 |
| **YEAS:** | Vernon Compton, Shannon Rice, Roxanne Meiss, Robert Leek, Jeff Snow, Shari Sebastiao, Casey Powell |
| **NAYS:** | None |
| **ABSTAIN:** | None |

The motion and vote is for the Community Improvement Board to have review and input of the Comprehensive Plan along with the Planning Board.
Councilman Vernon Compton addressed to the Council.

## 6. Council Reports

No Council reports.

## 7. Adjournment

The meeting recessed at 6:02 PM to call the City Council Meeting to order and then adjourned at 6:53 PM.

# CRA Financial Report September 2022

| MEETING DATE | PREPARED BY |
|---|---|
| October 11, 2022 | Administration Department<br>Heidi Sroka, Budget Coordinator |

as of 9/30/2022

## CRA I DOWNTOWN
FY 2022

( Fund 111 )

| | acct. # | | FY 2022 BUDGET | FY 2022 YEAR To DATE as of 9/30/2022 | 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 | $ 9,125 | $ 31,375 | Promotional Revenue |
| | 360-10-00 | Misc. Revenues | $ 15,415 | $ 837 | $ 14,578 | 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 | $ 37,844 | $ 12,156 | FYE 2021 Balance Forward |
| | | **REVENUE TOTALS** | **$ 198,222** | **$ 140,113** | **$ 58,109** | |

| | | ***OTHER EXPENSES*** | | | | |
|---|---|---|---|---|---|---|
| EXPENSES | 34-00 | Other Contractual Services | $ 5,000 | $ 4,669 | $ 331 | |
| | 43-00 | Utility Services | $ 12,000 | $ 11,977 | $ 23 | Gulf Power / Willing St. power poles |
| | 46-00 | Repair & Maintenance | $ - | $ - | $ - | R&M |
| | 48-00 | Promotional | $ 7,000 | $ 7,067 | $ (67) | Advertisement |
| | 48-01 | 5k Run | $ - | | $ - | |
| | 48-02 | Bands on the Blackwater | $ 75,000 | $ 74,598 | $ 402 | |
| | 48-03 | Movie Night | $ 6,000 | $ 4,818 | $ 1,182 | |
| | 48-06 | Other Events | $ 5,000 | $ 5,056 | $ (56) | |
| | 48-08 | Water Festival | $ 5,000 | $ 4,994 | $ 6 | |
| | 49-00 | Misc. Expense | $ 2,000 | $ 1,408 | $ 592 | 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 | $ 724 | $ 2,276 | |
| | 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 | $ 15,669 | $ 4,331 | Façade Improv. |
| | 99-99 | Contingencies | $ 20,152 | $ - | $ 20,152 | |
| | | **OTHER EXPENSE TOTALS** | **$ 198,222** | **$ 146,585** | **$ 51,637** | |
| | | **EXPENSE TOTALS** | **$ 198,222** | **$ 146,585** | **$ 51,637** | |

as of 9/30/2022

**CRA II NORTH**
**FY 2022**

**( Fund 112 )**

| | acct. # | | FY 2022 BUDGET | FY 2022 YEAR To DATE as of 9/30/2022 | 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** | |

as of 9/30/2022

## CRA III SOUTH
FY 2022

( Fund 113 )

| | acct. # | | FY 2022 BUDGET | FY 2022 YEAR To DATE as of 9/30/2022 | 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** | |

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** | |