



CITY OF CRESTVIEW

OFFICE OF THE CITY CLERK

P.O. DRAWER 1209, CRESTVIEW, FLORIDA 32536

Phone # (850) 1560 Fax # (850) 682-8077

July 27, 2020

6:00 PM

Council Chambers

REGULAR COUNCIL MEETING

The Public is invited to view our meetings on the City of Crestview Live stream a at <https://www.cityofcrestview.org> or the City of Crestview Facebook Page. You may submit questions on any agenda item in advance (by 3:00 PM the day of the meeting, please) to cityclerk@cityofcrestview.org.

1. Call to Order
2. Invocation, Pledge of Allegiance
3. Open Policy Making and Legislative Session
4. Approve Agenda
5. Presentations and Reports
6. Consent Agenda

6.1. Memorandum of Agreement between Northwest Florida State College and the City of Crestview

7. Public Hearings / Ordinances on Second Reading
8. Ordinances on First Reading

- 8.1. Ordinance 1770 - Garden Street Annexation
- 8.2. Ordinance 1771 - Garden Street Comp Plan Amendment
- 8.3. Ordinance 1772 - Garden Street Rezoning
- 8.4. Ordinance 1780 - Annexation Fee Moratorium

8.5. Ordinance 1781 - Rescind all fees within Code of Ordinances and provide for resolution to create new Comprehensive Fee Schedule

8.6. Ordinance 1782 Charter Change Referendum

9. Resolutions

9.1. Resolution 2020-12 - CDBG Five Year Consolidated Plan and Annual Action Plan

10. Action Items

10.1. Request for Facility Fee Waiver

10.2. Emergency Budgetary Request

11. City Clerk Report

11.1. Selection of Voting Delegate for FLC Conference

12. City Manager Report

13. Comments from the Mayor and Council

14. Comments from the Audience

15. Adjournment

Note: The Presentations section is for items that were submitted by a citizen or group of Citizens no later than the Wednesday 2 weeks prior to the meeting to the Clerk's office for approval. These items will be scheduled under the section titles Presentations and Reports. Supporting documents must be submitted at this time to be on the regular agenda. All Action Item are for staff and elected officials only and must be submitted for approval no later than the Wednesday 10 days prior to the meeting. Those not listed on the regular agenda who wish to address the council should fill out a yellow card. The Card must be submitted to the City Clerk. Speaking time should be three minutes or less, large groups may designate a spokesperson. All remarks should be addressed to the Council as a whole and not to individual members. All meeting procedures are outlined in the Meeting Rules and Procedures brochure available outside the Chambers. If any person decides to appeal any decision made by the City Council 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. The City Council of the City of Crestview, Florida does not discriminate upon the basis of any individual's disability status. Anyone requiring reasonable accommodation as provided for in the American With Disabilities Act to insure access to and participation in the meeting should contact the Office of the City Clerk at (850)682-1560 prior to the meeting to make appropriate arrangements.

Any invocation that is offered before the official start of the City Council meeting shall be the voluntary offering of a private person, to and for the benefit of the City Council. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the City Council or the city staff, and the City is not allowed by law to endorse the religious beliefs or views of this, or any other speaker. Persons in attendance at the City Council meeting are invited to stand during the opening invocation and Pledge of Allegiance. However, such invitation shall not be construed as a demand, order, or any other type of command. No person in attendance at the meeting shall be required to participate in any opening invocation that is offered. A person may exit the City Council Chambers and return upon completion of the opening invocation if a person does not wish to participate in or witness the opening invocation.



Staff Report

CITY COUNCIL MEETING DATE: July 27, 2020

TYPE OF AGENDA ITEM: Action Item

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM:
DATE: 7/23/2020
SUBJECT: Memorandum of Agreement between Northwest Florida State College and the City of Crestview

BACKGROUND:

Northwest State College has training facilities that would be useful to the Police and Fire Department in our on going training efforts. The college is willing to let both departments use their facilities at no charge.

DISCUSSION:

In order to be able to use the training facilities at Northwest State College a Memorandum of Agreement (MOA) needs to be signed.

Upon execution of this MOA the Police Department would be able to use their Criminal Justice Training ground which includes classrooms, shooting range, obstacle course, driving/skid course, and fire tower for building searches.

Additionally, the Fire Department would be able to use classrooms, driving/skid course, and the fire tower.

These resources will greatly help with training efforts in both departments. The additional training opportunities will help our employees be more efficient and effective resulting in the highest quality of public services.

GOALS & OBJECTIVES

This item is consistent with the goals in A New View Strategic Plan 2020 as follows;

Organizational Capacity, Effectiveness & Efficiency- To efficiently & effectively provide the highest quality of public services

Quality of Life- these areas focus on the overall experience when provided by the city.

Safety- Ensure the continuous safety of citizens and visitors

Opportunity- Promote an environment that encourages economic and educational opportunity

FINANCIAL IMPACT

None

RECOMMENDED ACTION

Staff respectfully requests City Council approval of the Memorandum of Agreement as submitted.

Attachments

1. Memorandum of Agreement

Memorandum of Agreement
Northwest Florida State College and _____
Criminal Justice Training Center Facilities

This agreement is made this ____ day of _____, 20____, by and between Northwest Florida State College (hereinafter collectively referred to as “NWFSC”), and _____ (hereinafter collectively referred to as “Agreeing Agency”).

PURPOSE. The purpose of this agreement is to formalize the cooperative effort between NWFSC and _____ for the non-exclusive use of the NWFSC Criminal Justice Training Center training facilities, to include but not limited to, the Physical Abilities Testing Course, Vehicle Operations Building and Range, In-Door Sim-munitions Shoot House, Fire Tower, Defensive Tactics Training Rooms, MILO Range, as well as the Firearms Qualifications Range and any additional facility or location made available to Agreeing Agency through coordination with the Criminal Justice Training Center (CJTC).

WHEREAS, the parties above have agreed to share resources to provide training,

THEREFORE, in consideration of said agreement, the parties agree as follows:

ARTICLE I
MANAGEMENT OF PROGRAM

NWFSC agrees to provide the physical location and use of all above-listed CJTC training facilities, located on the main campus of NWFSC, at a physical address of 100 E. College Boulevard, Niceville, FL 32578. The Agreeing Agency will provide course management, specific equipment required, and consumable products required to conduct the training by the Agreeing Agency.

The Agreeing Agency shall assume all risks for their personnel associated with the use of the Criminal Justice Training Center training facilities listed above, and release and agree to hold harmless the Board of Trustees of Northwest Florida State College, their employees, agents, representatives, and volunteers from any and all liability, actions, causes of actions, debts, claims, or demands of any kind and nature whatsoever including any medical treatment and expenses incurred as a result of any injury to personnel while utilizing the Criminal Justice Training Center training facilities at Northwest Florida State College.

ARTICLE II
REVOCABILITY

This agreement shall be revocable by either party upon ninety (90) days written notice sent certified mail, return receipt requested.

**ARTICLE III
ADMINISTRATIVE POLICIES**

Both parties agree that all applicable federal, state, local, and college training policies are enforced while training is conducted under this agreement.

**ARTICLE IV
ADDITIONAL PROVISION**

ADMINISTRATIVE RESPONSIBILITIES. All administrative responsibilities of this agreement shall be the duty of the Agreeing Agency.

INSTRUCTOR AFFILIATIONS. It shall be the responsibility of the Agreeing Agency to provide professional training staff in support of the Agreeing Agencies personnel using the CJTC training facilities. NWFSC will not provide staff for the purposes of training the Agreeing Agencies personnel using the CJTC training facilities. It shall be the responsibility of NWFSC to provide professional training staff in support of NWFSC students using the CJTC training facilities. Neither NWFSC students nor the Agreeing Agencies personnel will be allowed to use the CJTC training facilities without professional training staff present.

SCHEDULING. The Agreeing Agency agrees to coordinate with the Criminal Justice Training Center to reserve the training facility of choice, based on availability.

COMMUNICATIONS. Any further communication regarding this agreement and/or its provisions shall be directed to the NWFSC Criminal Justice Training Center Director.

NOTICES. All notices required under this agreement shall be sent by mail or hand delivery to:
Northwest Florida State College in care of the President, 100 College Boulevard, Niceville, FL 32578,

And to:

_____ (Agreeing Agency) in care of (Agency Head/Administrator

Name and Title) _____

Address: _____

IN WITNESS THEREOF, this agreement shall be effective on the date of the last approving signature and will remain in effect until canceled or modified by written agreement. The parties have duly executed this Agreement in duplicate this _____ day of _____, 20____.

AGREEING AGENCY

NORTHWEST FLORIDA STATE COLLEGE

By: _____

By: _____

President

Date: _____

Date: _____



Staff Report

CITY COUNCIL MEETING DATE: July 27, 2020

TYPE OF AGENDA ITEM: Ordinance

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Dawn Barnes
DATE: 7/23/2020
SUBJECT: Ordinance 1770 - Garden Street Annexation

BACKGROUND:

On May 13, 2020 staff received an application to annex and to amend the comprehensive plan and zoning designations for property located at 294 Garden Street.

The subject property is currently located within unincorporated Okaloosa County with a future land use designation of Mixed Use and a zoning designation of Mixed Use.

The Planning and Development Board recommended approval of the request on July 6, 2020.

DISCUSSION:

The property description is as follows:

Property Owner: Bryant Angela F
294 Garden St
Crestview, FL 32536
Parcel ID: 04-3N-23-1840-0006-0010
Site Size: 0.72 Acres
Current FLU: Okaloosa County Mixed Use
Current Zoning: Okaloosa County Mixed Use
Current Land Use: Residential

The following table provides the surrounding land use designations, zoning districts, and existing uses.

Direction	FLU	Zoning	Existing Use
North	Low Density Residential	Single Family Dwelling (R-1A)	Residential
East	Commercial	Commercial	Vacant
South	Okaloosa County Mixed Use	Okaloosa County Mixed Use	Residential
West	Low Density Residential	Single Family Dwelling (R-1A)	Residential

The subject property is currently developed for residential use and a development application has not been submitted. Base on the requested land-use and zoning designations, the property use will continue as a residence.

Staff has reviewed the application based on the criteria detailed in Florida statute 171.043 for annexations and

finds the following:

- The property is contiguous to the city limits;
- The property is comprised of one (1) lot in unincorporated Okaloosa County, and is therefore considered compact;
- The annexation of the property would not create an enclave
- The subject property is not included in the boundary of another municipality; and,
- The subject property meets the definition of urban purposes.

Courtesy notices were mailed to property owners within 300 feet of the subject property on June 12, 2020. A letter was sent via certified mail to the Okaloosa Board of County Commissioners on June 12, 2020. The property was posted on June 22, 2020. An advertisement ran in the Crestview News Bulletin on June 24, 2020.

GOALS & OBJECTIVES

This item is consistent with the goals in A New View Strategic Plan 2020 as follows;

Foundational – these are the four areas of focus that make up the necessary foundation of a successful local government.

Financial Sustainability – Achieve long term financial sustainability.

Effectiveness & Efficiency – To efficiently & effectively provide the highest quality of public services.

Quality of Life – these six areas focus on the overall experience when provided by the city.

Community Character – Promote desirable growth with a hometown atmosphere.

Opportunity – Promote an environment that encourages economic and educational opportunity.

FINANCIAL IMPACT

The fees for annexation have been waived for this application as it was received during the moratorium on annexation fees.

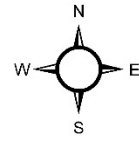
The cost of advertising was \$270.48.

The successful annexation of this property will have positive future impacts, including ad valorem revenue based on future taxable assessed value, development and building permit fees, and utility usage fees.

RECOMMENDED ACTION

Staff respectfully requests adoption of Ordinance 1770 and move to second reading.

Subject Parcel Aerial Exhibit



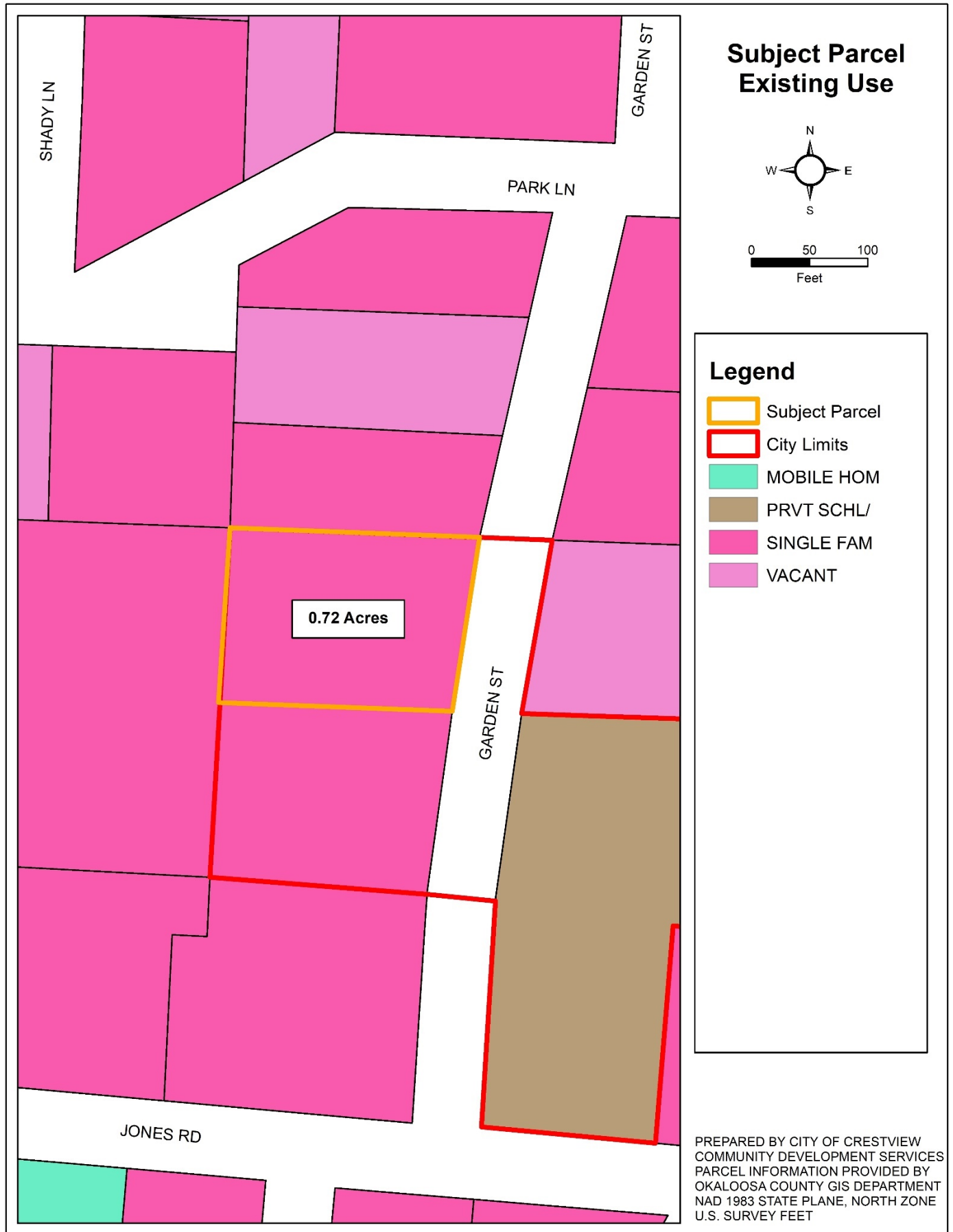
0 50 100
Feet

Legend

-  Subject Parcel
-  City Limits



PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET



Attachments

None

ORDINANCE: 1770

AN ORDINANCE ANNEXING TO THE CITY OF CRESTVIEW, FLORIDA, ± 0.72 ACRES OF CONTIGUOUS LANDS LOCATED IN SECTION 4, TOWNSHIP 3 NORTH, RANGE 23 WEST, AND BEING DESCRIBED AS SET FORTH HEREIN; PROVIDING FOR AUTHORITY; PROVIDING FOR LAND DESCRIPTION; PROVIDING FOR BOUNDARY; PROVIDING FOR LAND USE AND ZONING DESIGNATION; PROVIDING FOR AMENDMENT TO THE BASE, LAND USE AND ZONING MAPS; PROVIDING FOR A COMPREHENSIVE PLAN AMENDMENT; PROVIDING FOR FILING WITH THE CLERK OF CIRCUIT COURT OF OKALOOSA COUNTY, THE CHIEF ADMINISTRATIVE OFFICER OF OKALOOSA COUNTY AND THE FLORIDA DEPARTMENT OF STATE; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR LIBERAL INTERPRETATION; PROVIDING FOR REPEAL OF CONFLICTING CODES AND ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE.

BE IT ORDAINED BY THE CITY COUNCIL OF CRESTVIEW, FLORIDA AS FOLLOWS:

SECTION 1 – AUTHORITY. The authority for enactment of this ordinance is Chapter 171, Florida Statutes, and Section 2 of the City Charter.

SECTION 2 – LAND DESCRIPTION. The following described unincorporated area contiguous to the City of Crestview, Florida, is hereby annexed to the City:

PIN # 04-3N-23-1840-0006-0010 (Deed recorded in Book 3460, page 457, dated April 30, 2020)

LOT 1, BLOCK 6, OAKDALE MINIATURE FARMS, ACCORDING TO THE PLAT THEREOF, RECORDED IN PLAT BOOK 1, PAGE 129, OF THE PUBLIC RECORDS OF OKALOOSA COUNTY, FLORIDA.

SECTION 3 – BOUNDARY. The existing boundary line of the City of Crestview, Florida, is modified to include the herein referenced tract of land and the base, zoning and land use maps shall be updated to reflect these changes pursuant to law.

SECTION 4 – LAND USE AND ZONING. Pursuant to general law, the property hereby annexed was subject to Okaloosa County land development, land use plan, and zoning or subdivision regulations, which shall remain in full force and effect until rezoning and land use changes are finalized by the City in compliance with the Comprehensive Plan.

SECTION 5 – COMPREHENSIVE PLAN UPDATE. Pursuant to Chapter 163.011, et seq. petitioner for annexation shall apply through the City for a Comprehensive Plan change which will designate the future land use category for the parcel as Low Density Residential (LDR) with Single Family Dwelling District (R-1) zoning to be assigned and run concurrent with the approval and adoption of the Comprehensive Plan

amendment by the proper authorities.

SECTION 6 – MAP UPDATE. The Base, Zoning and Future Land Use Maps shall be updated at the earliest possible date.

SECTION 7 – FILING. Upon passage, the City Clerk is directed to file a copy of this ordinance with the Clerk of Circuit Court of Okaloosa County and with the Florida Department of the State.

SECTION 8 – SEVERABILITY. If any word, phrase, sentence, paragraph or provision of this ordinance or the application thereof to any person or circumstance is held invalid or unconstitutional, such finding shall not affect the other provisions or applications of this ordinance which can be given effect without the invalid or unconstitutional provision or application, and to this end the provisions of this ordinance are declared severable.

SECTION 9 – SCRIVENER’S ERRORS. The correction of typographical errors which do not affect the intent of this Ordinance may be authorized by the City Manager or the City Manager’s designee, without public hearing, by filing a corrected or re-codified copy with the City Clerk.

SECTION 10 – ORDINANCE TO BE LIBERALLY CONSTRUED. This Ordinance shall be liberally construed in order to effectively carry out the purposes hereof which are deemed not to adversely affect public health, safety, or welfare.

SECTION 11 – REPEAL OF CONFLICTING CODES, ORDINANCES, AND RESOLUTIONS. All Charter provisions, codes, ordinances and resolutions or parts of charter provisions, codes, ordinances and resolutions or portions thereof of the City of Crestview, in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

SECTION 12 – EFFECTIVE DATE. This ordinance shall take effect immediately upon its adoption.

PASSED AND ADOPTED ON SECOND READING BY THE CITY COUNCIL OF CRESTVIEW,

FLORIDA ON THE _____ DAY OF _____, 2020.

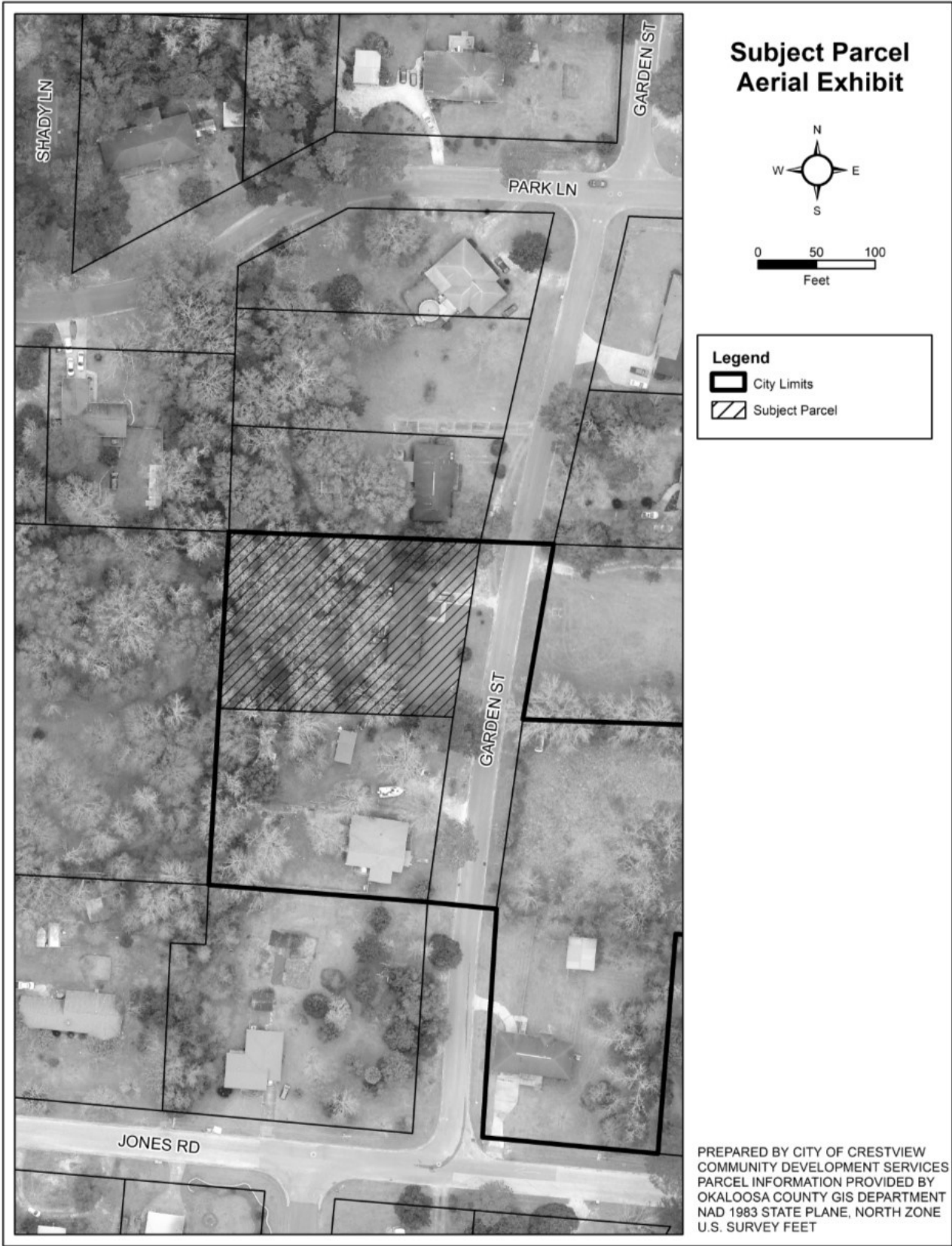
ATTEST:

ELIZABETH M. ROY
City Clerk

APPROVED BY ME THIS _____ DAY OF _____, 2020.

J. B. WHITTEN
Mayor

EXHIBIT A





Staff Report

CITY COUNCIL MEETING DATE: July 27, 2020

TYPE OF AGENDA ITEM: Ordinance

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Dawn Barnes
DATE: 7/23/2020
SUBJECT: Ordinance 1771 - Garden Street Comp Plan Amendment

BACKGROUND:

On May 13, 2020 staff received an application to annex and to amend the comprehensive plan and zoning designations for property located at 294 Garden Street.

The application requests the property be given the future land use designation of Low Density Residential (LDR).

The subject property is currently located within unincorporated Okaloosa County with a future land use designation of Mixed Use and a zoning designation of Mixed Use.

The Planning and Development Board recommended approval of the request on July 6, 2020.

DISCUSSION:

The property description is as follows:

Property Owner: Bryant Angela F
294 Garden St
Crestview, FL 32536
Parcel ID: 04-3N-23-1840-0006-0010
Site Size: 0.72 Acres
Current FLU: Okaloosa County Mixed Use
Current Zoning: Okaloosa County Mixed Use
Current Land Use: Residential

The following table provides the surrounding land use designations, zoning districts, and existing uses.

Direction	FLU	Zoning	Existing Use
North	Low Density Residential	Single Family Dwelling (R-1A)	Residential
East	Commercial	Commercial	Vacant
South	Okaloosa County Mixed Use	Okaloosa County Mixed Use	Residential
West	Low Density Residential	Single Family Dwelling (R-1A)	Residential

The subject property is currently developed for residential use and a development application has not been submitted. Base on the requested land-use and zoning designations, the property use will continue as a

residence.

Staff reviewed the request for a comprehensive plan amendment and finds the following:

- The proposed future land use map designation of Low Density Residential is compatible with the surrounding area.
- The proposed future land use map designation of Low Density Residential is consistent with the city's comprehensive plan and land development code.
- The process for adoption of the future land use map amendment follows all requirements of Florida statute sections 163.3184 (3) and (5).
- The proposed amendment involves less than 10 acres.
- The proposed amendment does not involve a text change to goals, policies, and objectives of the comprehensive plan. It only proposes a land use change to the future land use map for a site-specific small-scale development.
- The subject property is not located within an area of critical state concern.

Courtesy notices were mailed to property owners within 300 feet of the subject property on June 12, 2020. A letter was sent via certified mail to the Okaloosa Board of County Commissioners on June 12, 2020. The property was posted on June 22, 2020. An advertisement ran in the Crestview News Bulletin on June 24, 2020.

GOALS & OBJECTIVES

This item is consistent with the goals in A New View Strategic Plan 2020 as follows;

Foundational – these are the four areas of focus that make up the necessary foundation of a successful local government.

Financial Sustainability – Achieve long term financial sustainability.

Effectiveness & Efficiency – To efficiently & effectively provide the highest quality of public services.

Quality of Life – these six areas focus on the overall experience when provided by the city.

Community Character – Promote desirable growth with a hometown atmosphere.

Opportunity – Promote an environment that encourages economic and educational opportunity.

FINANCIAL IMPACT

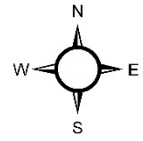
The fees for the comprehensive plan amendment have been waived for this application as it was received during the moratorium on annexation fees.

There is no additional cost of advertising as the comprehensive plan amendment request was included in the advertisement for annexation.

RECOMMENDED ACTION

Staff respectfully requests adoption of Ordinance 1771 and move to second reading.

Subject Parcel Current FLU



0 50 100
Feet

Legend

- Subject Parcel
- City Limits
- City Future Land Use**
- Commercial (C)
- Industrial (IN)
- Low Density Residential (LDR)
- Medium Density Limited Residential (MDLR)
- Medium Density Residential (MDR)
- High Density Residential (HDR)
- Mixed Use (MU)
- Downtown Mixed Use
- Public Lands (PL)
- Conservation (CON)
- Pending Comp Plan Amendment

County FLU

GARDEN ST

PARK LN

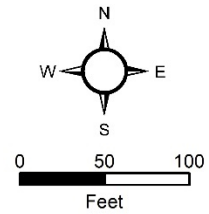
SHADY LN

GARDEN ST

JONES RD

PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET

Proposed Future Land Use



Legend

- City Limits
- Subject Parcel
- City Future Land Use**
- Commercial (C)
- Industrial (IN)
- Low Density Residential (LDR)
- Medium Density Limited Residential (MDLR)
- Medium Density Residential (MDR)
- High Density Residential (HDR)
- Mixed Use (MU)
- Downtown Mixed Use
- Public Lands (PL)
- Conservation (CON)
- Pending Comp Plan Amendment

0.72+/- acres of land
Ex FLU = County FLU
Prop FLU = Low Density Residential (LDR)

PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET

Attachments

None

ORDINANCE: 1771

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, AMENDING ITS ADOPTED COMPREHENSIVE PLAN; PROVIDING FOR AUTHORITY; PROVIDING FOR FINDINGS OF FACT; PROVIDING FOR PURPOSE; PROVIDING FOR CHANGING THE FUTURE LAND USE DESIGNATION FROM OKALOOSA COUNTY MIXED USE (MU) TO LOW DENSITY RESIDENTIAL (LDR) ON APPROXIMATELY 0.72 ACRES, MORE OR LESS, IN SECTION 4, TOWNSHIP 3 NORTH, RANGE 23 WEST; PROVIDING FOR FUTURE LAND USE MAP AMENDMENT; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR LIBERAL INTERPRETATION; PROVIDING FOR REPEAL OF CONFLICTING CODES AND ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE.

BE IT ORDAINED BY THE CITY COUNCIL OF CRESTVIEW, FLORIDA, AS FOLLOWS:

SECTION 1 – AUTHORITY. The authority for enactment of this Ordinance is Section 2 of the City Charter, §163.3187 F.S., §166.021 F.S., §166.041 F.S. and the adopted Comprehensive Plan.

SECTION 2 – FINDINGS OF FACT. The City Council of the City of Crestview finds the following:

- A. This amendment will promote compact, orderly development and discourage urban sprawl; and
- B. A public hearing has been conducted after "due public notice" by the Crestview Planning and Development Board sitting as the Local Planning Agency with its recommendations reported to the City Council; and
- C. A public hearing has been conducted by the City Council after "due public notice"; and
- D. This amendment involves changing the future land use designation from Okaloosa County Mixed Use (MU) to Low Density Residential (LDR) on a parcel of land containing 0.72 acres, more or less, lying within the corporate limits of the City; and
- E. This amendment is consistent with the adopted Comprehensive Plan and is in the best interests of the City and its citizens.

SECTION 3 – PURPOSE. The purpose of this Ordinance is to adopt an amendment to the "City of Crestview Comprehensive Plan: 2020." The amendment is described in Section 4 below.

SECTION 4 – FUTURE LAND USE MAP AMENDMENT. The Future Land Use Map is amended by changing the future land use category of a parcel containing approximately 0.72 acres of land, more or less, from Okaloosa County Mixed Use (MU) to Low Density Residential (LDR). For the purposes of this Ordinance and Comprehensive Plan Amendment, the 0.72 acres, more or less, is known as Parcel 04-3N-23-1840-0006-0010 and commonly described as:

A PARCEL OF LAND ("the LAND") LOCATED IN SECTION 4, TOWNSHIP 3 NORTH, RANGE 23 WEST, OKALOOSA COUNTY, FLORIDA BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

LOT 1, BLOCK 6, OAKDALE MINIATURE FARMS, ACCORDING TO THE PLAT THEREOF, RECORDED IN PLAT BOOK 1, PAGE 129, OF THE PUBLIC RECORDS OF OKALOOSA COUNTY, FLORIDA.

The Low Density Residential (LDR) Future Land Use Category is hereby imposed on Parcel 04-3N-23-1840-0006-0010. Exhibit A, which is attached hereto and made a part hereof by reference, graphically depicts the revisions to the Future Land Use Map and shows Parcel 04-3N-23-1840-0006-0010 thereon.

SECTION 5 – SEVERABILITY. If any word, phrase, sentence, paragraph or provision of this ordinance or the application thereof to any person or circumstance is held invalid or unconstitutional, such finding shall not affect the other provisions or applications of this ordinance which can be given effect without the invalid or unconstitutional provision or application, and to this end the provisions of this ordinance are declared severable.

SECTION 6 – SCRIVENER’S ERRORS. The correction of typographical errors which do not affect the intent of this Ordinance may be authorized by the City Manager or the City Manager’s designee, without public hearing, by filing a corrected or re-codified copy with the City Clerk.

SECTION 7 – ORDINANCE TO BE LIBERALLY CONSTRUED. This Ordinance shall be liberally construed in order to effectively carry out the purposes hereof which are deemed not to adversely affect public health, safety, or welfare.

SECTION 8 – REPEAL OF CONFLICTING CODES, ORDINANCES, AND RESOLUTIONS. All Charter provisions, codes, ordinances and resolutions or parts of charter provisions, codes, ordinances and resolutions or portions thereof of the City of Crestview, in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

SECTION 9 – EFFECTIVE DATE. The effective date of this plan amendment and ordinance shall be thirty-one (31) days after adoption on second reading by the City Council, unless the amendment is challenged pursuant to §163.3187, F.S. If challenged, the effective date shall be the date a Final Order is issued by the State Land Planning Agency or the Administration Commission finding the amendment in compliance with §163.3184, F.S.

PASSED AND ADOPTED ON SECOND READING BY THE CITY COUNCIL OF CRESTVIEW,

FLORIDA ON THE _____ DAY OF _____, 2020.

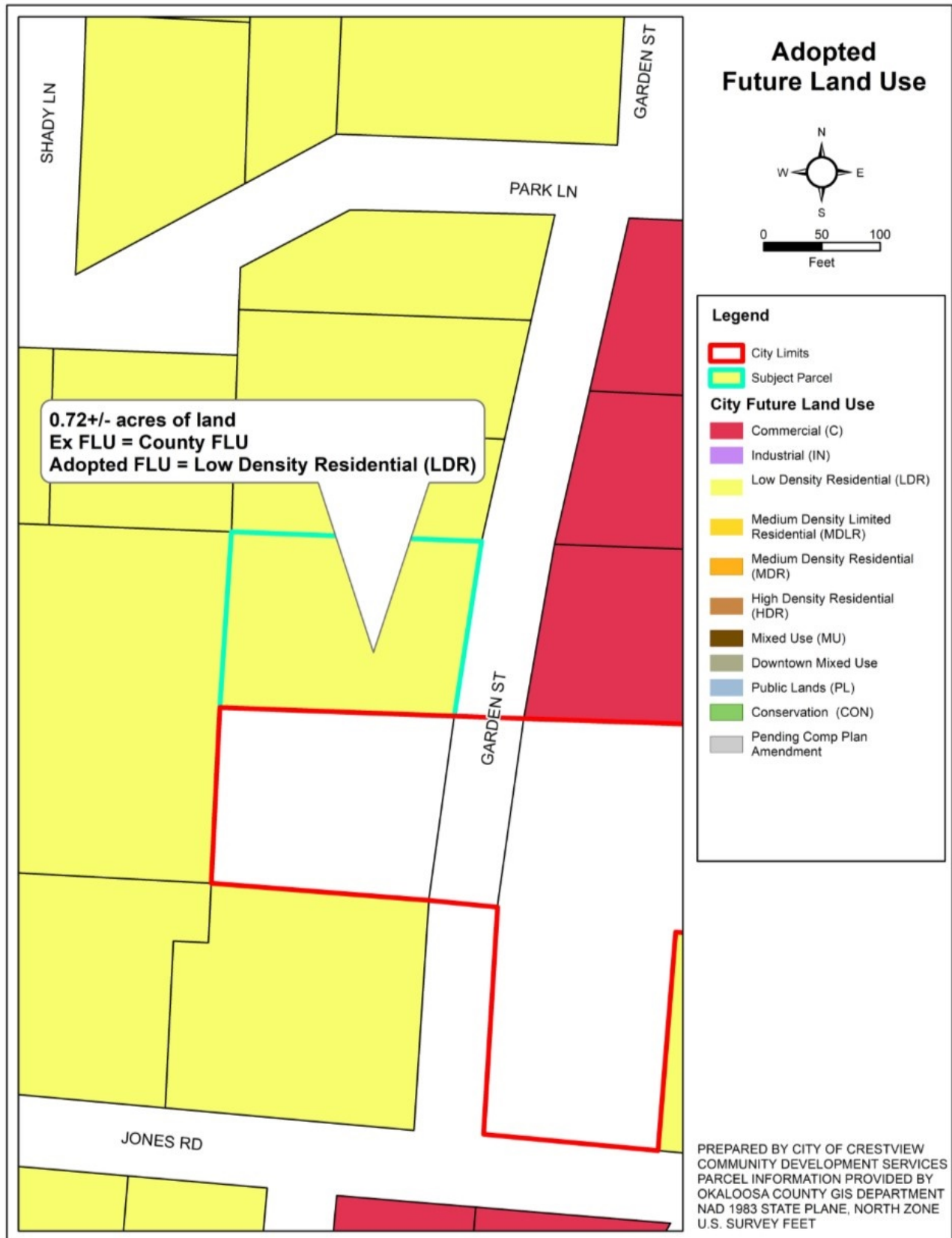
ATTEST:

ELIZABETH M. ROY
City Clerk

APPROVED BY ME THIS _____ DAY OF _____, 2020.

J. B. WHITTEN
Mayor

EXHIBIT A





Staff Report

CITY COUNCIL MEETING DATE: July 27, 2020

TYPE OF AGENDA ITEM: Ordinance

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Dawn Barnes
DATE: 7/23/2020
SUBJECT: Ordinance 1772 - Garden Street Rezoning

BACKGROUND:

On May 13, 2020 staff received an application to annex and to amend the comprehensive plan and zoning designations for property located at 294 Garden Street.

The application requests the property be given the zoning designation of Single-Family Dwelling District (R-1).

The subject property is currently located within unincorporated Okaloosa County with a future land use designation of Mixed Use and a zoning designation of Mixed Use.

The Planning and Development Board recommended approval of the request on July 6, 2020.

DISCUSSION:

The property description is as follows:

Property Owner: Bryant Angela F
294 Garden St
Crestview, FL 32536
Parcel ID: 04-3N-23-1840-0006-0010
Site Size: 0.72 Acres
Current FLU: Okaloosa County Mixed Use
Current Zoning: Okaloosa County Mixed Use
Current Land Use: Residential

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East	Commercial	Commercial	Vacant
South	Okaloosa County Mixed Use	Okaloosa County Mixed Use	Residential
West	Low Density Residential	Single Family Dwelling (R-1A)	Residential

The subject property is currently developed for residential use and a development application has not been submitted. Base on the requested land-use and zoning designations, the property use will continue as a residence.

Staff reviewed the request for rezoning and finds the following:

- The proposed zoning is consistent with the proposed future land use designation.
- The uses within the requested zoning district are compatible with uses in the adjacent zoning districts.
- The requested use is not substantially more or less intense than allowable development on adjacent parcels.

Courtesy notices were mailed to property owners within 300 feet of the subject property on June 12, 2020. A letter was sent via certified mail to the Okaloosa Board of County Commissioners on June 12, 2020. The property was posted on June 22, 2020. An advertisement ran in the Crestview News Bulletin on June 24, 2020.

GOALS & OBJECTIVES

This item is consistent with the goals in A New View Strategic Plan 2020 as follows;

Foundational – these are the four areas of focus that make up the necessary foundation of a successful local government.

Financial Sustainability – Achieve long term financial sustainability.

Effectiveness & Efficiency – To efficiently & effectively provide the highest quality of public services.

Quality of Life – these six areas focus on the overall experience when provided by the city.

Community Character – Promote desirable growth with a hometown atmosphere.

Opportunity – Promote an environment that encourages economic and educational opportunity.

FINANCIAL IMPACT

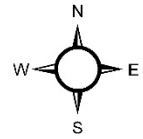
The fees for the rezoning request have been waived for this application as it was received during the moratorium on annexation fees.

There is no additional cost of advertising as the comprehensive plan amendment request was included in the advertisement for annexation.

RECOMMENDED ACTION

Staff respectfully requests adoption of Ordinance 1772 and move to second reading.

Subject Parcel Current Zoning



0 50 100
Feet

Legend

- City Limits
- Subject Parcel

Zoning

- Commercial (C-1)
- Commercial (C-2)
- Industrial (M-1)
- Single Family Dwelling District (R-1)
- Single Family Dwelling District (R-1A)
- Single or Multi-Family Dwelling District (R-2)
- Multi-Family Dwelling District (R-3)
- Downtown Mixed Use (DMU)
- Planned Unit Development (PUD)
- Agricultural (A)
- Public Lands (P)
- Conservation (E)
- Pending Rezoning

County Zoning

GARDEN ST

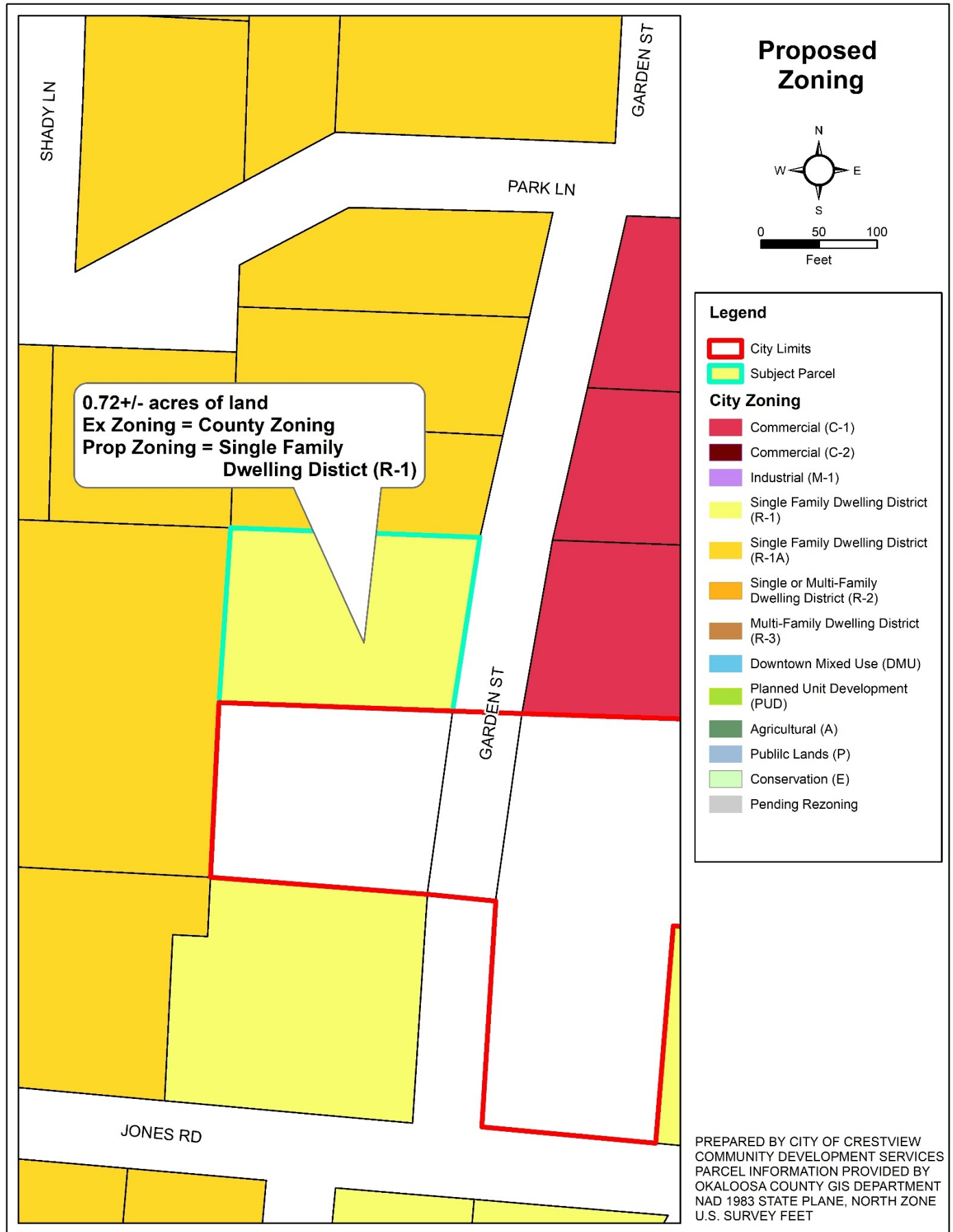
PARK LN

GARDEN ST

SHADY LN

JONES RD

PREPARED BY CITY OF CRESTVIEW
COMMUNITY DEVELOPMENT SERVICES
PARCEL INFORMATION PROVIDED BY
OKALOOSA COUNTY GIS DEPARTMENT
NAD 1983 STATE PLANE, NORTH ZONE
U.S. SURVEY FEET



Attachments

None

ORDINANCE: 1772

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, PROVIDING FOR THE REZONING OF 0.72 ACRES, MORE OR LESS, OF REAL PROPERTY, LOCATED IN SECTION 4, TOWNSHIP 3 NORTH, RANGE 23 WEST, FROM THE OKALOOSA COUNTY MIXED USE (MU) ZONING DISTRICT TO THE SINGLE FAMILY DWELLING DISTRICT (R-1); PROVIDING FOR AUTHORITY; PROVIDING FOR THE UPDATING OF THE CRESTVIEW ZONING MAP; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR LIBERAL INTERPRETATION; PROVIDING FOR REPEAL OF CONFLICTING CODES AND ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE.

BE IT ORDAINED BY THE CITY COUNCIL OF CRESTVIEW, FLORIDA AS FOLLOWS:

SECTION 1 – AUTHORITY. The authority for enactment of this ordinance is Section 166.041, Florida Statutes and Chapter 102, City Code.

SECTION 2 – PROPERTY REZONED. The following described 0.72 acres, more or less, of real property lying within the corporate limits of Crestview, Florida, with 0.72 acres, more or less, being formerly zoned Okaloosa County Mixed Use (MU) with the Low Density Residential (LDR) Future Land Use Map designation recently ratified by the City Council through adoption of Ordinance 1771, is hereby rezoned to the Single Family Dwelling District (R-1) to wit:

PIN # 04-3N-23-1840-0006-0010

A PARCEL OF LAND ("the LAND") LOCATED IN SECTION 4, TOWNSHIP 3 NORTH, RANGE 23 WEST, OKALOOSA COUNTY, FLORIDA BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

LOT 1, BLOCK 6, OAKDALE MINIATURE FARMS, ACCORDING TO THE PLAT THEREOF, RECORDED IN PLAT BOOK 1, PAGE 129, OF THE PUBLIC RECORDS OF OKALOOSA COUNTY, FLORIDA.

SECTION 3 – MAP UPDATE. The Crestview Zoning Map, current edition, is hereby amended to reflect the above changes concurrent with passage of this ordinance, which is attached hereto.

SECTION 4 – SEVERABILITY. If any word, phrase, sentence, paragraph or provision of this ordinance or the application thereof to any person or circumstance is held invalid or unconstitutional, such finding shall not affect the other provisions or applications of this ordinance which can be given effect without the invalid or unconstitutional provision or application, and to this end the provisions of this ordinance are declared severable.

SECTION 5 – SCRIVENER'S ERRORS. The correction of typographical errors which do not affect the intent of this Ordinance may be authorized by the City Manager or the City Manager's designee, without public

hearing, by filing a corrected or re-codified copy with the City Clerk.

SECTION 6 – ORDINANCE TO BE LIBERALLY CONSTRUED. This Ordinance shall be liberally construed in order to effectively carry out the purposes hereof which are deemed not to adversely affect public health, safety, or welfare.

SECTION 7 – REPEAL OF CONFLICTING CODES, ORDINANCES, AND RESOLUTIONS. All Charter provisions, codes, ordinances and resolutions or parts of charter provisions, codes, ordinances and resolutions or portions thereof of the City of Crestview, in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

SECTION 8 – EFFECTIVE DATE. The effective date of this Ordinance shall be the date Comprehensive Plan Amendment is adopted by Ordinance # 1771 and becomes legally effective.

**PASSED AND ADOPTED ON SECOND READING BY THE CITY COUNCIL OF CRESTVIEW,
FLORIDA ON THE _____ DAY OF _____, 2020.**

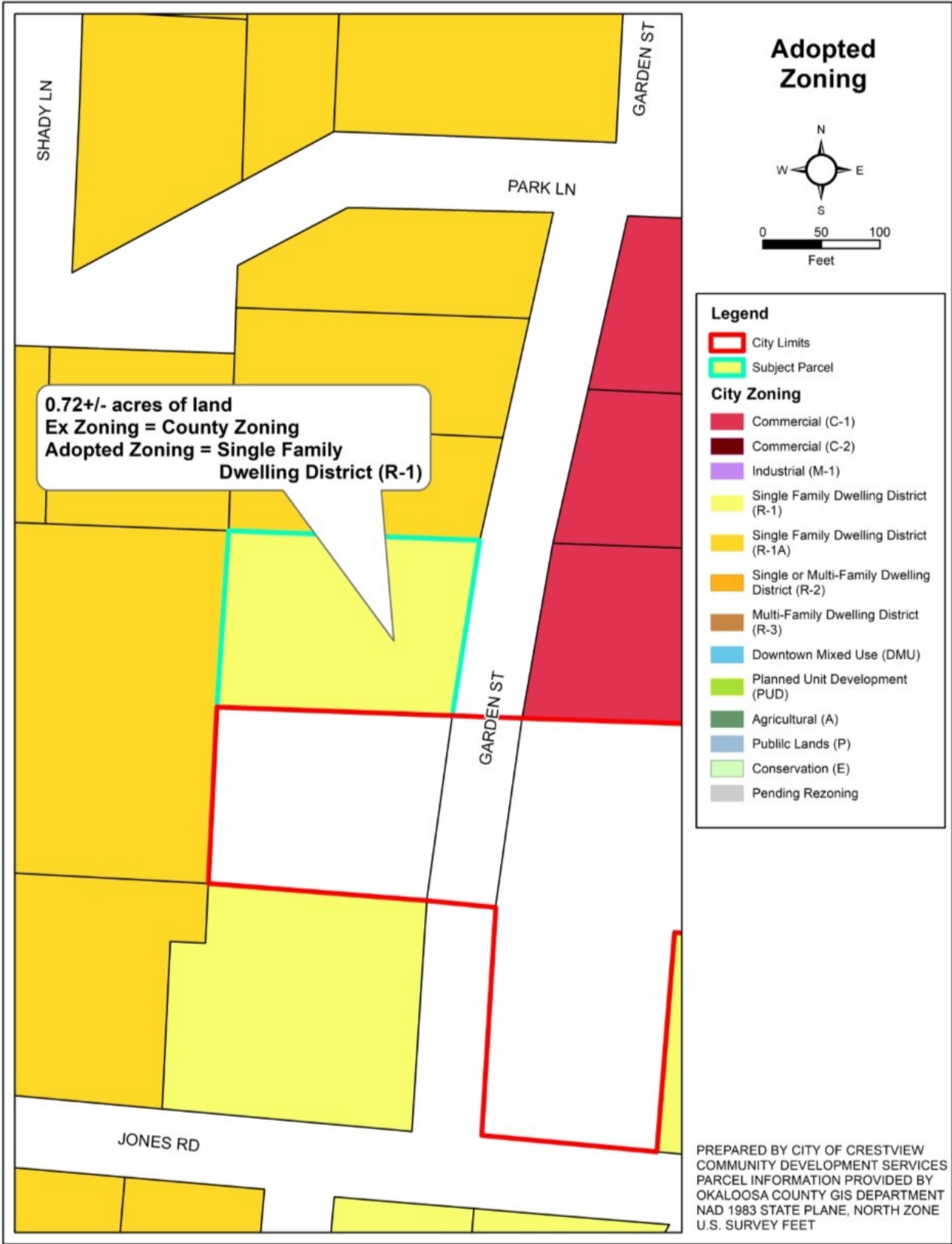
ATTEST:

ELIZABETH M. ROY
City Clerk

APPROVED BY ME THIS _____ DAY OF _____, 2020.

J. B. WHITTEN
Mayor

EXHIBIT A





Staff Report

CITY COUNCIL MEETING DATE: July 27, 2020

TYPE OF AGENDA ITEM: Ordinance

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Trae Duley, Planner
DATE: 7/23/2020
SUBJECT: Ordinance 1780 - Annexation Fee Moratorium

BACKGROUND:

Voluntary Annexation is the process of incorporating property, at the owners' request, into a City's jurisdictional boundary. The State has a number of requirements on the land that can be annexed, these include contiguity to the City's boundary line, compactness, and service availability time lines.

DISCUSSION:

Previous fee moratoriums have proven to be successful at creating an opportunity for property owners to annex into the City. It provided unique opportunities to annex properties into the City that then developed or are planning to develop their properties. It also provided an opportunity to clean up some of the multiple enclaves that exist. Staff would like to provide this opportunity again.

Potential increases in annual tax base revenue streams can serve to curtail any initial "out-of-pocket" expenditure from the City in its provision of staff time and Ad placement.

This is the same request as the previous successful waivers.

GOALS & OBJECTIVES

This item is consistent with the goals in A New View Strategic Plan 2020 as follows;

Foundational- these are the four areas of focus that make up the necessary foundation of a successful local government.

Organizational Capacity, Effectiveness & Efficiency- To efficiently & effectively provide the highest quality of public services

Communication- To engage, inform and educate public and staff

Quality of Life- these six areas focus on the overall experience when provided by the city.

Community Character- Promote desirable growth with a hometown atmosphere

Opportunity- Promote an environment that encourages economic and educational opportunity

FINANCIAL IMPACT

Dependent upon the number of “small-scale” voluntary annexation applications submitted within the specified moratorium time frame.

Initial staff review has indicated approximately 30 hrs. of staff time and the costs of the public notice which could total \$1,600.00 or more. However, when considering the benefits of annexation and the potential tax revenue, especially in areas where City services are already available, the return on this initial investment could be seen in the first year.

RECOMMENDED ACTION

Staff respectfully recommends approval of Ordinance 1780 on first reading and move to second reading.

Attachments

None

ORDINANCE: 1780

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, PROVIDING FOR A SIX-MONTH WAIVER PERIOD FOR THE COLLECTION OF ANNEXATION APPLICATION FEES; PROVIDING FOR ADMINISTRATIVE PROCEDURES; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL OF ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HERewith AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the imposition of voluntary annexation application fees is a product of the City of Crestview's home rule power; and

WHEREAS, the City Council of the City of Crestview finds that the collection of voluntary annexation application fees is an important measure which ensures that staff time and the necessary Public Notices are provided for in an equitable manner; and

WHEREAS, the City Council of the City of Crestview finds that voluntary annexation into the City is both a benefit to the applicant and to the Citizens of Crestview; and

WHEREAS, the City Council of the City of Crestview finds that the current voluntary annexation application fee may be over burdensome on those citizens wishing to be annexed into the City; and

WHEREAS, the City Council of the City of Crestview finds that a six-month waiver of the collection of voluntary annexation application fees will continue to provide an opportunity for applicants to annex their properties into the City of Crestview without the burden of the fee.

BE IT ADOPTED BY THE CITY COUNCIL OF THE CITY OF CRESTVIEW, FLORIDA AS FOLLOWS:

Section 1. AUTHORITY. The authority for enactment of this ordinance is Section 166.021 and Section 163.31801, Florida Statutes and Article I, Section 2 of the City Charter.

Section 2. That Section 102-352, Planning and zoning review, recommendations, processing and fees, of Chapter 102, Land Use Regulations, City of Crestview, Florida, is hereby amended to read as follows:

Sec. 102-352. – Planning and zoning review, recommendations, processing and fees.

(c) Land planning application, administrative and processing fees. Prior to the time of submittal of an application, a schedule of projected fees shall be provided to the applicant. The application fees are due at time of submittal; the other applicable administrative fees, charges, consultant fees and direct expenses, if needed, shall be due thru the process cycle. Until the appropriate fees have been paid in full, no action shall be taken on any application or appeal. There is hereby established a Voluntary Annexation Application Fee Waiver for a period of approximately 6 months beginning on the effective date of August 11, 2020 and ending on February 11, 2021. The waiver shall be applied to all applicable Annexation, Comprehensive Plan Amendment, and Zoning Change applications, being annexed into the City of Crestview. This fee waiver is

only applicable to those applications for annexation as described above and shall not be applied to Comprehensive Plan Amendments or Zoning Change applications absent an annexation application for the same property(s). The waiver shall not be applied retroactively to any application for annexation nor shall it apply to any annexation application that was voluntarily cancelled within 180 days of the effective date of this section.

Section 3. That Section 3-39, Annexations, of Chapter 3 – Administrative Procedures, Land Use Regulations, City of Crestview, Florida, is hereby amended to read as follows:

Chapter 3 – Administrative Procedures

Sec. 3-39. – Annexations

(c) *Review Criteria.* Proposed annexations shall be reviewed in accordance with the requirements of Chapter 171, Florida Statutes.

1. A development order and review is required to determine available capacity for any city facility or utility. Annexation does not guarantee available capacity.

Section 4. SEVERABILITY. If any word, phrase, sentence, paragraph or provision of this ordinance or the application thereof to any person or circumstance is held invalid or unconstitutional, such finding shall not affect the other provisions or applications of this ordinance which can be given effect without the invalid or unconstitutional provision or application, and to this end the provisions of this ordinance are declared severable.

Section 5. REPEALER. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict.

Section 6. EFFECTIVE DATE. This ordinance shall become effective immediately upon adoption.

PASSED AND ADOPTED ON SECOND READING BY THE CITY COUNCIL OF CRESTVIEW, FLORIDA ON THE _____ DAY OF _____, 2020.
ATTEST:

ELIZABETH M. ROY
City Clerk

APPROVED BY ME THIS _____ DAY OF _____, 2020.

J. B. WHITTEN
Mayor



Staff Report

CITY COUNCIL MEETING DATE: July 27, 2020

TYPE OF AGENDA ITEM: Ordinance

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Trae Duley, Planner
DATE: 7/23/2020
SUBJECT: Ordinance 1781 - Rescind all fees within Code of Ordinances and provide for resolution to create new Comprehensive Fee Schedule

BACKGROUND:

The current fee structure associated with providing services to the public as well as fines for violations of ordinances, is over 30 years old. Some of the fees have been updated, but most of the fees remain as they were and have not been updated for many years. Some of the current fees are either obsolete or they do not recoup the City's costs of providing the service.

Fees spread out through over 600 pages in ordinances, resolution and miscellaneous forms and documents, which make them hard to locate and change as needed.

Staff has identified a need to develop a new Comprehensive Fee Schedule adopted by resolution. This is to locate all fees in one document that can be evaluated every year and adjusted as needed.

DISCUSSION:

City staff has conducted an analysis of its services, the costs borne by the City in providing those services, the beneficiaries of those services, and the revenues produced by those paying fees for services. City staff provide many types of services involving requests by City customers; and the City currently imposes fees and development-related fees upon applicants to recover the costs of staff time, advertising costs and other expenses related to providing these services.

Staff finds that providing these services is of special benefit to applicants, both separate and apart from the general benefit to the public; and therefore, in the interests of fairness to the general public, staff has compiled all city wide fees into a resolution. The proposed fees are based upon the information compiled by City staff and have been updated by staff to reflect an accurate cost to the City.

Based upon the fee study, Staff identifies the purpose of the proposed fees, identifies the use to which the fees will be put, demonstrates a reasonable relationship between the fees' use and the types of projects on which the fees are imposed, and demonstrates a reasonable relationship between the amount of the fees and the cost of the City's services attributable to the applications on which the fees are imposed.

Staff has also identified the need for all City fees to be placed into a Resolution, therefore, the City Council can

review, modify, alter, change or increase fees, rates and charges by resolution when necessary as stated in , Part II - Code of Ordinances, Chapter 2 - Administration, Article II. - City Council, Sec. 2-28 (a). This can be accomplished as part of the annual budget process.

The Municipal Fee Schedule provides a detailed listing of fees by department. In each department section, fees are divided by the service and the enactment date of the ordinance or resolution. In each section table, fees are further grouped by activity or service. Each fee is listed with the adopted rate for the current fiscal year, the proposed rate or deletion of the fee.

GOALS & OBJECTIVES

This item is consistent with the goals in A New View Strategic Plan 2020 as follows;

Foundational- these are the areas of focus that make up the necessary foundation of a successful local government.

Financial Sustainability- Achieve long term financial sustainability

Organizational Capacity, Effectiveness & Efficiency- To efficiently & effectively provide the highest quality of public services

Communication- To engage, inform and educate public and staff

Quality of Life- these areas focus on the overall experience when provided by the city.

Opportunity- Promote an environment that encourages economic and educational opportunity

FINANCIAL IMPACT

This will have no negative impact on the current budget.

RECOMMENDED ACTION

Staff respectfully recommends approval of Ordinance 1781 on first reading and move to second reading.

Attachments

1. Exhibit A

ORDINANCE: 1781

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, REPEALING ALL FEES WITHIN THE CITY OF CRESTVIEW PART II - CODE OF ORDINANCES; PROVIDING FOR A RESOLUTION TO CREATE AND ADOPT A COMPREHENSIVE FEE SCHEDULE TO REPLACE ALL EXISTING FEES; PROVIDING FOR AUTHORITY; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR LIBERAL INTERPRETATION; PROVIDING FOR REPEAL OF ALL ARTICLES OR PARTS OF ARTICLES, ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HERewith; AND PROVIDING FOR AN EFFECTIVE DATE.

BE IT ORDAINED BY THE CITY COUNCIL OF CRESTVIEW, FLORIDA AS FOLLOWS:

SECTION 1 – AUTHORITY. The authority for enactment of this ordinance is Chapter 163, Florida Statutes, and Section 2-28 of the City Charter.

SECTION 2 – REPEAL AND REPLACE. This Ordinance will repeal all fees within the City of Crestview Part II – Code of Ordinances as identified in Exhibit A as attached, and which is hereby made a part of this Ordinance.

SECTION 3 – ENACTMENT. A resolution will be presented after the effective date of this Ordinance to create a new Comprehensive Fee Schedule to contain all fees within the City of Crestview and provide for review and amendment as necessary.

SECTION 4 – SEVERABILITY. If any word, phrase, sentence, paragraph or provision of this ordinance or the application thereof to any person or circumstance is held invalid or unconstitutional, such finding shall not affect the other provisions or applications of this ordinance which can be given effect without the invalid or unconstitutional provision or application, and to this end the provisions of this ordinance are declared severable.

SECTION 5 – SCRIVENER'S ERRORS. The correction of typographical errors which do not affect the intent of this Ordinance may be authorized by the City Manager or the City Manager's designee, without public hearing, by filing a corrected or re-codified copy with the City Clerk.

SECTION 6 – ORDINANCE TO BE LIBERALLY CONSTRUED. This Ordinance shall be liberally construed in order to effectively carry out the purposes hereof which are deemed not to adversely affect public health, safety, or welfare.

SECTION 7 – REPEAL OF CONFLICTING CODES, ORDINANCES, AND RESOLUTIONS. All Charter provisions, codes, ordinances and resolutions or parts of charter provisions, codes, ordinances and resolutions or portions thereof of the City of Crestview, in conflict with the provisions of this Ordinance are

hereby repealed to the extent of such conflict.

SECTION 8 – EFFECTIVE DATE. This ordinance shall take effect immediately upon its adoption.

**PASSED AND ADOPTED ON SECOND READING BY THE CITY COUNCIL OF CRESTVIEW,
FLORIDA ON THE _____ DAY OF _____, 2020.**

ATTEST:

ELIZABETH M. ROY
City Clerk

APPROVED BY ME THIS _____ DAY OF _____, 2020.

J. B. WHITTEN
Mayor

Sec. 1-11. - General penalty; continuing violations.

- (a) Whenever in this Code or in any ordinance of the city any act is prohibited or is made or declared to be unlawful or an offense, or whenever in such Code or ordinance the doing of any act is required or the failure to do any act is declared to be unlawful, where no specific penalty is provided therefor, the violation of any such provision of this Code or any ordinance shall be punished by a fine not to exceed ~~\$500.00~~ the limit as set in the Comprehensive Fee Schedule, or by imprisonment for a term not exceeding 60 days, or by both a fine and imprisonment. Each day any violation of any provision of this Code or of any ordinance shall continue shall constitute a separate offense.

Sec. 2-127. - Fines and assessment of costs and attorney fees.

- (a) In addition to having authority to enter the order provided in section 2-123, the drug nuisance abatement board shall also have the authority to enter an order following the hearing conducted as provided in section 2-123 providing for the following:
- (1) Fines not to exceed ~~\$250.00~~ the limit as set in the Comprehensive Fee Schedule per day against the owner of the property where a public nuisance is declared to exist so long as the public nuisance continues to exist.
- (4) Fines not to exceed ~~\$500.00~~ the limit as set in the Comprehensive Fee Schedule per day against the owner of the property where a recurring public nuisance is declared to exist so long as the public nuisance continues to exist.
- (f) The total fines imposed pursuant to this section shall not exceed ~~\$7,500.00~~ the limit as set in the Comprehensive Fee Schedule.

Sec. 10-21. - Penalties.

- (b) The maximum civil penalty for a civil infraction shall not exceed ~~\$500.00~~ the limit as set in the Comprehensive Fee Schedule.
- (c) By resolution, the city council shall establish the amount of any civil penalty for a civil infraction. Such resolution may be amended from time to time and is incorporated by reference and made a part hereof. In addition to each civil penalty, there is hereby imposed a surcharge ~~of \$5.00~~ as set in the Comprehensive Fee Schedule for violations involving animal control or animal cruelty. Funds received shall be used for animal control expenses.
- (e) An individual who contests the violation and after trial is found in violation of the provisions of this chapter, except as provided below, shall be guilty of a civil infraction and punished by a fine ~~of not less than \$50.00 and not more than \$500.00~~ within the limits as set in the Comprehensive Fee Schedule.

Sec. 14-7. - Registration processing fee.

The city may charge a reasonable fee for registration of all contractor's licenses. The proceeds of the registration fee shall only be utilized to cover the costs of processing the registration; any excess revenue generated by license registration fees shall be utilized only for enforcement of regulating unlicensed contracting, or for enforcement of the Florida Building Code pursuant to F.S. § 553.80. The processing fee assessed for registration of a contractor's license shall be ~~\$25.00 for each license.~~ as set in the Comprehensive Fee Schedule.

Sec. 18-27. - Term; transfer.

- (b) ~~Any license shall be transferable upon payment of a fee of \$3.00 there is a bona fide sale and transfer of the property used and employed in the business as stock and trade.~~

Sec. 18-35. - Penalty for delinquent payment.

- (c) Any person who engages in any business, occupation, or profession covered by this chapter of the code, who does not pay the occupational license tax within 150 days after the initial notice of tax due, and who does not obtain the required occupational license is subject to criminal actions and penalties, including court costs, reasonable attorney's fees, additional administrative costs incurred as a result of collection efforts, and a penalty of up to ~~\$250.00~~ the amount set in the Comprehensive Fee Schedule.

~~Sec. 18-47. - Trade, gift or merchandise stamps.~~

~~Any person selling and/or soliciting the sale of trade, gift or merchandise stamps or any such stamps shall procure an agent's occupational license which is hereby fixed at the sum of \$100.00 per annum for such agent to operate within the city.~~

Sec. 18-49. - Trucks and vehicles—Selling merchandise; license and registration required.

- (a) Operators of trucks or moving vehicles from which vegetables and farm and grove products, not raised and produced by the owner of the truck, are offered for sale at wholesale in the city shall be required to pay an occupational license tax of ~~\$50.00~~ as set in the Comprehensive Fee Schedule, unless otherwise specified, and to register each truck with the police department before receiving free of charge an identification sticker to be attached to such truck or moving vehicle.

Sec. 18-53. - Unclassified occupations.

Every business, occupation, profession or exhibition, substantial, fixed or temporary, engaged in by any person, whether in a building, tent, or upon the street, vacant lot or anywhere in the open air, within the city and not specifically designated in this article, shall pay a license fee of ~~\$52.50~~ as set in the Comprehensive Fee Schedule.

Sec. 24-7. - Schedule of civil penalties.

A person who receives a citation from a code enforcement officer for a violation of a city ordinance and who elects not to contest the citation shall be subject to a civil penalty in accordance with the fees set in the Comprehensive Fee Schedule ~~following schedule~~:

~~1st offense: Written citation;~~

~~2nd offense: \$75.00 fine;~~

~~3rd offense: \$150.00 fine.~~

Sec. 24-8. - Judgment upon failure to contest citation.

Any person who fails to pay the appropriate civil penalty with the time period allowed, or who fails to appear in county court to contest the citation, shall be deemed to have waived his right to contest the citation, and judgment may be entered against the person in an amount not to exceed ~~\$500.00~~ the amount set in the Comprehensive Fee Schedule.

Sec. 26-1. - Qualifying fees of candidates.

The qualifying fees of candidates for city office, as required by the Charter, shall be as set in the Comprehensive Fee Schedule. ~~follows~~:

(1) ~~For member of the city council \$ 10.00~~

(2) ~~For mayor 25.00~~

(3) ~~For city clerk 50.00~~

Sec. 30-59. - Enforcement.

- (b) *Civil and criminal penalties.* In addition to or as an alternative to any penalty provided in this article or by law, any person who violates the provisions of this article shall be punishable by a fine ~~of not less than \$100.00 nor more than \$1,000.00~~ within the range set in the Comprehensive Fee Schedule or by imprisonment in jail for a period not to exceed 60 days, or by both such fine and imprisonment. Such person shall be guilty of a separate offense for each day during which the violation occurs or continues.

Sec. 34-23. - Amount of fee.

The police and fire public safety facilities fee to be paid prior to issuance of a building permit shall be as follows: set in the Comprehensive Fee Schedule.

(1) ~~Single dwelling units -- \$200.00.~~

(2) ~~Commercial structures -- \$200.00 per E.D.U.~~

(3) ~~Industrial/warehousing structures -- \$200.00 per E.D.U.~~

(4) ~~Public assembly/institutional structures -- \$200.00 per E.D.U.~~

Sec. 46-12. - Assessment for law enforcement education.

- (a) Pursuant to F.S. § 943.25, all county courts within this county created by article V of the state constitution, and any such court hereafter created, shall assess an additional ~~\$3.00~~ as court costs as set in the Comprehensive Fee Schedule against every person convicted of violating a state penal or criminal statute or municipal ordinance within the city, and such additional court costs shall be used for expenditures for law enforcement education for law enforcement officers of the city; provided such education expenditures are approved by the city council. In addition, an additional sum as set in the Comprehensive Fee Schedule ~~of \$2.00~~ over and above that provided by F.S. § 943.25(13) from every bond estreature or forfeited bail bond related to such penal statutes or penal ordinance shall be assessed and collected for the purposes recited in this section. However, no such assessment shall be made against any person convicted for violation of any state statute or city ordinance relating to the parking of vehicles.

Sec. 54-8. - False police and fire alarms.

- (d) *Penalty fee assessment.*

- (2) Upon any alarm system producing a fourth or additional false police alarm in a calendar year, a fee ~~of \$50.00~~ as set in the Comprehensive Fee Schedule per false alarm shall be charged to the user or owner.
- (3) Upon any alarm system producing a fourth or additional false fire alarm in a calendar year, a fee ~~of \$50.00~~ as set in the Comprehensive Fee Schedule per false alarm shall be charged to the user or owner.

Sec. 58-3. - Penalty for violation of chapter.

Any person convicted of any violation under this chapter shall be punished as provided in section 1-11, except that violations of section 58-1(16) shall constitute a civil infraction with a penalty ~~of \$50.00~~ as set in the Comprehensive Fee Schedule.

Sec. 70-44. - Recycling services; waivers.

- (a) *Recycling services.* A monthly fee of ~~\$1.65~~ per residence as set in the Comprehensive Fee Schedule, shall be assessed for curbside services to collect and dispose of recyclable items. The monthly charge shall be reflected on the current utility bill and collected concurrently with all other utility fees. The city reserves the right to implement other phases of recyclable collection as deemed necessary.

Sec. 74-10.1. - Fee for telecommunications company occupation of rights-of-way.

(a)

- (2) In the event that a telecommunications company which provides telecommunications services defined as toll services in section 203.012(7), Florida Statutes (2000), occupies the city's rights-of-way, the telecommunications company shall pay to the city annually ~~\$500.00~~ per linear mile a fee as set in the Comprehensive Fee Schedule, which amount is prorated for any portion thereof; for any cable, fiber optic, or other pathway that makes physical use of the city's rights-of-way. Such annual fee shall be prorated to reflect the expiration date of this section and shall be payable annually, in advance. If a telecommunications company that is required to pay a fee pursuant to this subparagraph (a)(2) increases the amount of its facilities occupying the city's rights-of-way after such advance payment has been made, but prior to the expiration date of this section, the fees due for the additional facilities shall be prorated and paid in full at the time the facilities are installed in the city's rights-of-way.

The fee or other consideration imposed pursuant to this subsection (2) shall not apply in any manner to any telecommunications company which provides local telephone service as defined in section 203.012(3), Florida Statutes (2000), for any services provided by such telecommunications company.

Sec. 86-38. - Removing, impounding an immobilization of motor vehicles bearing outstanding citations.

- (c) It shall be the duty of the police department immobilizing such motor vehicle, or under whose direction such vehicle is immobilized, to post on such vehicle, in a conspicuous place, notice sufficient to inform the owner or operator of the vehicle that:
- (2) The owner of such immobilized motor vehicle, or other duly authorized person, shall be permitted to repossess or to secure the release of the vehicle upon compliance with either of the following alternative procedures:
- a. Payment to the police department of the city of a ~~\$50.00~~ service charge as set in the Comprehensive fee Schedule for removal of the immobilization device; or
 - b. Posting with the police department of the city of a cash or surety bond or other adequate security equal to the amount of ~~\$50.00~~ set in the Comprehensive Fee Schedule. If, during the hearing on the outstanding parking violation notices which necessitated the immobilization of the motor vehicle, the city prevails on any or all of the outstanding violations, the ~~\$50.00~~ cash or surety bond shall be forfeited to the city.

Sec. 86-42. - Fire lanes on private property devoted to public use.

- (d) Any motor vehicle found parked in a designated fire lane shall be ticketed with an "illegal parking" ticket, as used by the city. The fine for parking in a designated fire lane shall be ~~\$20.00 plus a \$5.00 surcharge to be used for fire department training programs pursuant to and~~ shall be set in the Comprehensive Fee Schedule as authorized by Chapter 86-154, Laws of Florida.

Sec. 86-44. - Schedule of civil penalties for parking violations.

- (a) ~~There is hereby adopted the following schedule of civil penalties for parking violations occurring within the city for which payment may be made at the police department. See Comprehensive Fee Schedule for fines regarding parking violations occurring within the city. Payment for such fines may be made at the police department.~~

Violation	Amount of City Penalty
-----------	------------------------

- ~~(1) No parking anytime \$10.00*~~
- (2) No parking, stopping or standing 10.00*
- (3) No parking here to corner 10.00*
- (4) No parking between signs 10.00*
- (5) No parking this side 10.00*
- (6) No parking emergency 10.00*
- (7) No parking on parkway 10.00*
- (8) No parking 6:00 a.m. – 6:00 p.m. 10.00*
- (9) No parking 7:00 – 9:00 a.m., 4:00 – 6:00 p.m. 10.00*
- (10) No parking 7:00 – 9:00 a.m., 2:00 – 3:30 p.m., except passenger loading 10.00*
- (11) No parking on street after 2:00 a.m. (in certain areas) 10.00*
- (12) No parking passenger loading permitted 10.00*
- (13) No parking passenger loading 8:00 a.m. – 6:00 p.m. 10.00*
- (14) No parking except 6:00 – 10:00 p.m., passenger loading permitted
7:00 a.m. – 9:00 a.m. 10.00
2:00 p.m. – 4:00 p.m. 10.00*
- (15) No parking bus space 10.00*
- (16) No parking taxi stand 10.00*
- (17) No parking anytime freight loading zone 10.00*
- (18) No parking parking for assigned personnel only 10.00*
- (19) No parking official motor vehicles only 10.00*
- (20) No parking law enforcement vehicle only 10.00*
- (21) No parking police duty car only 10.00*
- (22) No parking patient loading only 10.00*
- (23) No parking yellow or red curb (not a sign) 10.00*
- (24) No parking on sidewalk 10.00*
- (25) No parking on crosswalk 10.00*
- (26) No parking blocking driveway 10.00*

- (27) — No parking — blocking dumpster 10.00*
- (28) — No parking — blocking wheelchair ramp 10.00*
- (29) — No parking — within 30 feet of official traffic control device 10.00*
- (30) — No parking — within 30 feet of nearest rail at railroad crossing 10.00*
- (31) — No parking — improper parking — obstructing traffic 10.00*
- (32) — No parking — left wheels to curb (on two-way street) 5.00*
- (33) — No parking — wrong way on one-way street (parked facing opposite flow of traffic) 10.00*
- (34) — Blocking fire hydrant 20.00*
- (35) — Parking by disabled permit only 250.00*
- (36) — Parking overtime (limit authorized in zone) 5.00*
- (37) — Parking over line 5.00*
- (38) — Designated fire lane 20.00*

Plus \$5.00 surcharge

*Provided the penalty is paid within five working days of the date of issuance of the parking violation notice by either hand delivery to the police department or by mailing the penalty in the postage paid envelope provided with the notice. If such penalty is not paid within the five working days as above provided, the amount of the civil penalty shall be \$1.00 greater than the amount specified for the parking violation as provided above.

- (b) Any person receiving a parking violation notice shall, within five working days, pay the civil penalty as prescribed in subsection (a) of this section or request a hearing before a judge of the county court. Any person electing to appear before the designated judge shall be deemed to have waived his right to pay the civil penalty as set forth in this Code. The judge, after a hearing, shall make a determination as to whether a violation has been committed. If the commission of a violation has been proven, the judge may impose a fine not to exceed ~~\$250.00~~ such fine set in the Comprehensive Fee Schedule plus court costs.
- (c) If an individual who has received a parking violation notice for parking a motor vehicle in a parking space, the proper use of which requires a specific permit or decal, appears at the offices of the police department within five working days of the date of such notice and furnishes proof that the required permit or decal was issued to such vehicle and that such permit or decal was valid on the date of the violation, the police department may reduce the civil penalty authorized by section 86-46(a) to ~~\$5.00~~ that fee which is set in the Comprehensive Fee Schedule.

Sec. 86-45. - Parking fines unit; procedures upon noncompliance with parking violation notice.

- (b) If any person summoned by a parking violation notice affixed on a motor vehicle does not respond to such notice within the time period specified on such notice, the police department shall assess the appropriate delinquent fee per violation against the registered owner of the vehicle. In addition, a notice of summons shall be sent, by mail, or hand delivered to the registered owner of the vehicle, which is cited, informing such owner of the parking violation notice and the failure to comply therewith. Such notice shall direct the recipient to respond within ten calendar days; otherwise, a summons will be issued for failure to comply in violation of section 86-46(a) of this Code. Costs in the amount of ~~\$5.00~~ those set in the Comprehensive Fee Schedule shall be assessed incident to this notification process.

- (c) Any person who fails to respond to the original parking violation notice within the time period specified on such notice shall have deemed to have waived the right to contest the merits of such parking violation and may, if found guilty, be fined up to ~~\$250.00~~ the fee which is set in the Comprehensive Fee Schedule for each parking violation notice for which there has been no compliance.

Sec. 86-76. - Wrecker operator requirements.

- (e) Any wrecker operator who does not maintain a permanent business location or branch office within the city but wishes to be placed on the wrecker rotation list shall be required to obtain a certificate of registration with the city. An annual registration fee of ~~\$50.00~~ as set in the Comprehensive Fee Schedule shall be required for each certificate.

Sec. 86-79. - Maximum rates for towing and storage.

- (d) A maximum of ~~\$30.00~~ fee as set in the Comprehensive Fee Schedule may be charged to the owner/driver of a vehicle towed or stored for the preparation, filing or mailing of any forms required by Florida Statutes, or this article if a vehicle is in storage for more than 24 hours.

Sec. 90-27. - Initial connection to city water or sewer system.

A person desiring to make an initial connection to the city water or sewer system shall file an appropriate application to the city clerk and shall, at the same time, pay the fees and make the deposit when applicable and as prescribed in this section.

- (1) *Utility deposit.* A utility deposit in the amount of ~~\$60.00~~ set in the Comprehensive Fee Schedule for residential customers within the city; ~~\$250.00~~ for commercial customers within the city; ~~\$90.00~~ for out-of-city residential customers; and ~~\$300.00~~ for out-of-city commercial customers shall be made to ensure payment of utility bills as they become due, which deposit shall be refundable to the depositor, his heirs or assigns, upon voluntary termination of utility services and payment of all outstanding utility charges due the city. The required deposit shall be deemed to cover water, sewer, recycling and garbage service rendered to each customer, but must be made at the time the initial application is filed and whether or not all utility services are utilized.

(4) *Fees.*

- a. Water connection. A combined tap, connection, and service fee, the amount of which shall be determined by the size of the water service connection requested in the application, shall be paid as follows: according to the fees set in the Comprehensive Fee Schedule.

Size of Service (I.D. of pipe)	Fee
3/4-inch or smaller	\$ 800.00
1-inch	1,000.00
1½-inch	1,500.00

2-inch	2,000.00
2½ inch or larger	The actual or estimated cost of all materials, including meter, outside service to tap the water main, plus \$100.00 for installation.

- b. Sewer connection. A combined tap, connection and service fee, the amount of which shall be determined by prevailing circumstances and the size of the sewer service connection requested in the application, shall be paid, as follows: according to the fees set in the Comprehensive Fee Schedule.

Size of Service (I.D. of pipe)	Fee
Residential 4-inch (ordinary service)	\$1,020.00
Commercial 4-inch (ordinary service)	1,230.00
Commercial 6-inch (ordinary service)	1,680.00
Commercial 8-inch (ordinary service)	2,160.00

- e. A fee of ~~\$40.00~~ as set in the Comprehensive Fee Schedule shall be paid to the city for services to install a residential backflow prevention device. The fee shall be paid at the time of initial application for service and shall cover the cost of materials and labor.
- f. Utility costs. ~~The following fees are for various utility costs.~~ Additional fees for damaged locks, curb stops and registers as well as fees to pull, replace or test meters can be found in the Comprehensive Fee Schedule. These charges are in addition to any actions which may be taken in accordance with section 90-5, tampering/unauthorized connections:-

	Description	Fee
BL	Lock Damaged	\$10.00
CS	Curb Stop Damaged	\$50.00

RD	Register Damaged	\$115.00
PM	Pull meter/replace meter (Customer request	\$100.00
MT	Meter Test	\$50.00

Meter test fee would only be charged if customer requests and city finds that the meter is working correctly

Sec. 90-30. - Restoration of water service through existing connection.

A person desiring to have water service restored through an existing connection shall file an appropriate application with the city clerk, shall pay a service fee in the amount of ~~\$20.00~~ set in the Comprehensive Fee Schedule (which shall not be refundable), and shall make the utility deposit set forth elsewhere in this chapter, provided the person shall not have been a party to an involuntary service discontinuance as described in section 90-139. If the person was a party to such a service discontinuance, water service shall be restored subject to the provisions of section 90-139.

Sec. 90-31. - Transfer of utility services from one location to another.

A customer desiring to transfer his utility services from one location to another may do so by making an appropriate request to the city clerk, photo ID, and shall be accompanied by payment of a transfer fee in the amount of ~~\$20.00~~ set in the Comprehensive Fee Schedule, provided that the utility account of the customer is current, and provided further that the transfer shall require nothing more than a cutoff at the present location, a cut-on at the new location within seven working days, plus an address change in the utility record (no change in service, deposit required, etc. Outside of the seven days, it shall be necessary to complete the termination process at the present location and reapply for service at the new location.

Sec. 90-32. - Temporary connection of utilities.

In the event a landlord, homeowner, or real estate agent wishes to connect utilities for a limited time to enable clean up/moving/etc., a non-refundable fee of ~~\$30.00~~ set in the Comprehensive Fee Schedule will be collected, payable at the time of application. Proof of ownership or right to admittance to the property must be presented upon application, along with a valid picture ID. The connection will be for a maximum of ten days and will be discontinued at the end of that period, unless requested for earlier cut off by the customer. This will not include garbage service unless requested by the customer (which will result in an additional fee of ~~\$19.00~~ set in the Comprehensive Fee Schedule). No deposit will be required for this service, unless the time needed extends beyond the ten-day period, at which time a normal deposit will be required to maintain service. A billing address other than the connection address must be supplied. If there are any additional charges other than minimum water or water/sewer the charges will be billed to the address supplied and are subject to all utility provisions provided for in this section.

Sec. 90-67. - Same—Classes.

- (c) A permit and inspection fee of ~~\$15.00~~ set in the Comprehensive Fee Schedule for a residential or commercial building sewer permit and ~~\$25.00~~ a fee set in the Comprehensive Fee Schedule for an industrial building sewer permit shall be paid to the city treasurer at the time the application for a building sewer permit is filed.

Sec. 90-109. - Permit; fee; inspection.

- (c) A permit and inspection fee of ~~\$15.00 as set in the Comprehensive Fee Schedule~~ shall be paid to the city clerk at the time the application required by this section is filed.

Sec. 90-138. - Schedule of water and sewer rates and charges per consumer per month.

- (a) Residential water and sewer rates and charges are as follows: ~~set in the Comprehensive Fee Schedule.~~ All utility billing charges include applicable state sales tax amounts.

(1) ~~Water.~~

- a. ~~Minimum charge (includes the first 2,000 gallons of water consumed) \$9.15~~
- b. ~~Next 3,000 gallons of water consumed, rate per 1,000 gallons 1.90~~
- c. ~~Next 5,000 gallons of water consumed, rate per 1,000 gallons 1.95~~
- d. ~~Next 10,000 gallons of water consumed, rate per 1,000 gallons 2.15~~
- e. ~~Over 20,000 gallons of water consumed, rate per 1,000 gallons 2.45~~

(2) ~~Sewer.~~

- a. ~~Minimum charge (includes the first 2,000 gallons of water consumed) \$16.80~~
- b. ~~Next 14,000 gallons of water consumed, rate per 1,000 gallons 5.10~~
- c. ~~Over 16,000 gallons of water consumed rate per 1,000 gallons 0.00~~

To calculate charges for customers involving service of two or more consumers through a single connection, the minimum charge and number of gallons stated in ~~subsection (a)(1) the Comprehensive Fee Schedule~~ shall be multiplied by the number of consumers being served through the single connection to determine the minimum charge per customer. Charges for water consumed in excess of the minimum amount thus determined shall be assessed at the rate provided for in ~~this subsection the Comprehensive Fee Schedule~~. Charges for sewer service in excess of the minimum amount thus determined shall be assessed at the rate provided for in ~~this subsection the Comprehensive Fee Schedule~~.

Upon initial application for residential sewer service, a fixed monthly sewer rate based on a water consumption of 7,000 gallons will be established.

~~Residential water and sewer rates will have an additional increase as provided below each year for four years beginning on October 1, 2017.~~ The city council shall review the rates set in the Comprehensive Fee Schedule as necessary adopted in this article annually, and if the council determines the rates should be lowered or increased, ~~adopt an ordinance~~ adopt a resolution amending ~~this section of the Code~~ the rates set in the Comprehensive Fee Schedule to provide for the changes in the rates.

	6/1/2016 Rate	10/1/2017 Rate	10/1/2018 Rate	10/1/2019 Rate	10/1/2020 Rate
<i>Residential water rates beginning June 1, 2016</i>					
Minimum charge (included the first 2,000 gallons of water consumed)	\$9.15	\$9.30	\$9.45	\$9.60	\$9.80
Next 3,000 gallons of water consumed, rate per	1.90	1.95	2.00	2.05	2.10

1,000 gallons					
Next 5,000 gallons of water consumed, rate per 1,000 gallons	1.95	2.00	2.05	2.10	2.15
Next 10,000 gallons of water consumed, rate per 1,000 gallons	2.15	2.20	2.25	2.30	2.35
Over 20,000 gallons of water consumed, rate per 1,000 gallons	2.45	2.50	2.55	2.60	2.65
<i>Residential sewer rates beginning June 1, 2016</i>					
Minimum charge (includes the first 2,000 gallons of water consumed)	16.80	17.15	17.50	17.85	18.20
Next 14,000 gallons of water consumed, rate per 1,000 gallons	5.10	5.20	5.30	5.40	5.50
Maximum rate charge	88.20	89.95	91.70	93.45	95.20

- (b) Commercial water and sewer rates and charges are as follows: set in the Comprehensive Fee Schedule. All utility billing charges include applicable state sales tax amounts.

(1) ~~Water.~~

- a. ~~Minimum charge (includes the first 1,000 gallons of water consumed) \$11.20~~
- b. ~~Next 4,000 gallons of water consumed, rate per 1,000 gallons 1.90~~
- c. ~~Next 5,000 gallons of water consumed, rate per 1,000 gallons 1.95~~
- d. ~~Next 10,000 gallons of water consumed, rate per 1,000 gallons 2.15~~
- e. ~~Over 20,000 gallons of water consumed, rate per 1,000 gallons 2.45~~

(2) ~~Sewer.~~

- a. ~~Minimum charge (no water consumption is included in minimum charge) \$18.35~~
- b. ~~Rate per 1,000 gallons consumed 5.10~~

Any water or sewer charges provided herein, that are for usage greater than the minimum, shall be billed in increments of 1,000 gallons or any portion thereof.

~~Commercial water and sewer rates will increase as provided below each year for four years beginning on October 1, 2017. The city council shall review the rates adopted in this article~~ set in the Comprehensive Fee Schedule annually as necessary, and if the council determines the

rates should be lowered or increased, ~~adopt an ordinance~~ adopt a resolution amending ~~this section of the Code~~ the Comprehensive Fee Schedule to provide for the changes in the rates.

	6/1/2016 Rate	10/1/2017 Rate	10/1/2018 Rate	10/1/2019 Rate	10/1/2020 Rate
<i>Commercial water rates beginning June 1, 2016</i>					
Minimum charge (included the first 1,000 gallons of water consumed)	\$11.20	\$11.40	\$11.65	\$11.90	\$12.15
Next 4,000 gallons of water consumed, rate per 1,000 gallons	1.90	1.95	2.00	2.05	2.10
Next 5,000 gallons of water consumed, rate per 1,000 gallons	1.95	2.00	2.05	2.10	2.15
Next 10,000 gallons of water consumed, rate per 1,000 gallons	2.15	2.20	2.25	2.30	2.35
Over 20,000 gallons of water consumed, rate per 1,000 gallons	2.45	2.50	2.55	2.60	2.65
<i>Commercial sewer rates beginning June 1, 2016</i>					
Minimum charge (no water consumption is included in minimum)	18.35	18.70	19.10	19.50	19.90
Rate per 1,000 gallons of water consumed (no maximum)	5.10	5.20	5.30	5.40	5.50

(c) Fees for Cross-connection—Back flow devices, annual charges are set in the Comprehensive Fee Schedule.

- (1) Half-inch to 1½-inch (repair cost materials only) \$40.00
- (2) Two-inch to four-inch (repair cost materials and \$10.00 labor fee) 50.00
- (3) Six-inch to eight-inch (repair cost materials and \$20.00 labor fee) 60.00

Sec. 90-139. - Billing.

(d) Utility service may be restored or continued upon payment of a service charge in the amount of ~~\$25.00~~ set in the Comprehensive Fee Schedule, payment of any utility charges which may remain outstanding, and depositing the amount necessary to create a utility deposit equal to the deposit requirement for a new customer.

~~Sec. 102-106. -- Proportionate fair-share mitigation.~~

~~(e) -- Application process.~~

- ~~(3) -- Eligible applicants shall submit an application to the city that includes an application fee of \$350.00 as set in the Comprehensive Fee Schedule and the following:~~
- ~~a. -- Name, address, e-mail and phone number of owner(s), developer and agent;~~
 - ~~b. -- Property location, including parcel identification numbers;~~
 - ~~c. -- Legal description and survey of property;~~
 - ~~d. -- Project description, including type, intensity and amount of development;~~
 - ~~e. -- Phasing schedule, if applicable;~~
 - ~~f. -- Description of requested proportionate fair-share mitigation method(s);~~
 - ~~g. -- Copy of concurrency denial.~~

Sec. 102-351. - Building permit fees.

- (a) *Generally.* The following permit fees shall be charged by the city for projects which require an inspection in accordance with the Florida Building Code as determined by the building official, permit fees shall be collected by the building division for all work done within the city as outlined below; and such fees shall be paid before the beginning of any construction or alteration as hereinafter set forth. All fees outlined below shall be used solely for the enforcement of the Florida Building Code in accordance with F.S. § 553.80(7). A non-refundable base fee of ~~\$55.00 as set in the Comprehensive Fee Schedule~~ shall be assessed for any required permit unless otherwise noted herein. Permit fees shall, at minimum, cover the cost of processing, plan review, and the required inspections. If the permit fee does not cover the costs of the required inspections, a trip charge of ~~\$45.00 set in the Comprehensive Fee Schedule~~ shall be added for each inspection not covered by the permit fees.

(b) *Building permit fees.*

- (1) *Master permit.* The applicant for a master permit for any new building or structure, or for any additions, repairs, or alterations to an existing building or structure, or portion thereof, shall, at the time of issuance of a permit, pay for each and every building or structure the following master building permit fee, which shall be based on the valuation of the construction cost. The construction valuation shall be calculated using the greater of either the contract amount, estimated cost of construction, or the latest revision of the building valuation data table published each February and August in the Building Safety Journal by the International Code Council (ICC). A separate sub-permit shall be secured for connection of electrical, plumbing, gas, roofing, fire suppression, and/or mechanical as specified herein. ~~The table below~~ The Comprehensive Fee Schedule shall be used to assess fees based on the total valuation:

Total Valuation	Fee
\$15,000 and less	\$35.00 for the first \$7,000.00 plus \$5.00 for each additional thousand or fraction thereof, up to and including \$15,000.00.
\$15,000.01 to \$50,000.00	\$75.00 for the first \$15,000.00 plus \$4.00 for each additional thousand or fraction thereof, up to and including \$50,000.00.

\$50,000.01 to \$100,000.00	\$215.00 for the first \$50,000.00 plus \$3.00 for each additional thousand or fraction thereof, up to and including \$100,000.00.
\$100,000.01 to \$500,000.00	\$365.00 for the first \$100,000.00 plus \$2.00 for each additional thousand or fraction thereof, up to and including \$500,000.00.
\$500,000.01 and up	\$1,165.00 for the first \$500,000.00 plus \$1.25 for each additional thousand or fraction thereof.

(2) *Plan review fee.* All plans shall be subject to plan review fees at the following rates:

- d. *Addendum fee.* A fee shall be assessed for addendums for all plans. An addendum applies to changes that occur during construction that results in plan revisions. ~~One- and two-family dwellings and their accessory structures shall be assessed a \$25.00 addendum fee per change and all other occupancies shall be assessed a \$100.00 addendum fee per change for each addendum. Fees are set in the Comprehensive Fee Schedule.~~
- e. *Revision fee.* A fee shall be assessed for re-submittals of non-compliant plans. Revision fees apply to plans which are still under review prior to permit issuance, that do not comply with the Florida Building Code and which have been returned to the applicant for revisions. ~~One- and two-family dwellings and their accessory structures shall be assessed a \$25.00 revision fee, and all other occupancies shall be assessed a \$100.00 revision fee for each trade. Fees are set in the Comprehensive Fee Schedule.~~ Revisions resubmitted three or more times during plan review for failure to correct a code violation specifically and continuously noted in each rejection shall be imposed a fee of four times the amount of the proportion of the permit fee attributed to plans review in accordance with F.S. § 553.80(2)(b).
- f. *Re-submittal fee.* A fee shall be assessed for re-review of lost or stolen approved jobsite plans. Plans that are resubmitted to be re-reviewed shall be subject to a fee equal to the original plan review fee.
- g. *Extra jobsite copy review fee.* One "jobsite copy" set of plans are released upon permit issuance. Upon request, an additional set of plans may be submitted and an extra "jobsite copy" of the plans may be reviewed and released. ~~A \$25.00 fee shall be assessed for the requested extra "jobsite copy" for one- and two-family dwellings and their accessory structures. All other occupancies shall be assessed a \$100.00 extra "jobsite copy" review fee. Fees are set in the Comprehensive Fee Schedule.~~

- (4) *Mobile home fee.* The permit fee for mobile homes, blocked, with foundation walls, tie-downs and parking ~~shall be \$150.00 is set in the Comprehensive Fee Schedule.~~ A separate sub-permit shall be secured for connection of electrical, plumbing, gas, and mechanical as specified herein.
- (5) *Moving structure fees.* Moving structures (excluding mobile homes and portable buildings) shall require a permit and compensation to the city for any unusual costs incurred by the city. ~~Fees shall be as follows: Fees set in the Comprehensive Fee Schedule~~
 - a. ~~To move any non-portable structure from one lot to another noncontiguous lot within the city, \$175.00.~~

- b. ~~To move any non-portable structure from outside of the city limits to a lot within the city limits, \$250.00.~~
 - e. ~~To move any non-portable structure from one location to another location within the same lot, parcel or tract, \$45.00.~~
 - d. ~~A separate building permit shall be secured for the foundation upon which such structure shall be placed, \$90.00.~~
- (6) *Temporary use permit fee.* Permits for temporary use shall be issued as follows, with fees set in the Comprehensive Fee Schedule:
- a. Placement of tents that are in excess of 120 square feet, ~~\$45.00.~~
 - b. Job site construction trailers. May be placed for the duration of the construction project, ~~\$45.00.~~
 - c. All other temporary structures, which shall be limited to placement for a period of less than 180 days, ~~\$45.00.~~
- (7) *Demolition of buildings or structure fees.* Demolition of buildings or structure fees ~~shall be as follows:~~ are set in the Comprehensive Fee Schedule.
- a. ~~For the demolition of any building or structure, the fee shall be \$100.00 for up to 2,000 square feet plus \$5.00 for each 100 square feet of total gross floor space, or portion thereof, over 2,000 square feet.~~
 - b. ~~Prior to issuance of a building permit for alterations or additions, a Demolition Permit may be issued for demolition of a portion of a building or structure, or for removal of materials, of which the fee shall be \$50.00.~~
- (8) *Sign permit fees:* are set in the Comprehensive Fee Schedule.
- a. ~~Permanent accessory signs (excluding I-10 Corridor signs):~~
 - 1. ~~Up to 64 square feet, \$60.00.~~
 - 2. ~~Greater than 64 square feet and up to 96 square feet, \$95.00.~~
 - 3. ~~Greater than 96 square feet and up to 120 square feet, \$130.00.~~
 - 4. ~~Greater than 120 square feet and up to 240 square feet, \$175.00.~~
 - b. ~~I-10 Corridor accessory signs:~~
 - 1. ~~Up to 200 square feet, \$345.00.~~
 - 2. ~~Greater than 200 square feet and up to 420 square feet, \$520.00.~~
 - e. ~~Outdoor advertising signs (excluding I-10 Corridor signs): Up to 310 square feet, \$200.00.~~
 - d. ~~I-10 Corridor outdoor advertising signs:~~
 - 1. ~~Up to 200 square feet, \$260.00.~~
 - 2. ~~Greater than 200 square feet and up to 310 square feet, \$430.00.~~
 - 3. ~~Greater than 310 square feet and up to 672 square feet, \$600.00.~~
- (9) *Re-inspection fees.* The initial inspection cost is typically included in the building permit fee. A re-inspection fee ~~of \$30.00~~ shall be assessed for the initial re-inspection of any violation of the Florida Building Code. Fees for the first, second, and additional subsequent re-inspections are set in the Comprehensive Fee Schedule. The re-inspection fee shall be charged for each unit,

building, or structure, and for each trade when multiple inspections occur at the same time. The fee for a second re-inspection of the same code violation shall be \$50.00, and the fee for a third re-inspection for failure to correct a code violation specifically and continuously noted in each rejection shall be \$120.00 each, in accordance with F.S. § 553.80(4)(c). All outstanding fees shall be paid prior to closing out the permit and prior to issuance of the certificate of occupancy or certificate of completion.

- (10) *Additional inspection fee.* Requests for an out of sequence inspection or an additional inspection shall be assessed a trip fee of ~~\$45.00~~ as set in the Comprehensive Fee Schedule.
 - (11) *After hours inspection fee.* Inspection requests for after business hours, weekends, or holidays shall be assessed a fee of ~~\$100.00 per hour with a one-hour minimum charge, or the contractor may be billed for the total amount incurred, including the inspector's overtime wages and benefits.~~ as set in the Comprehensive Fee Schedule.
 - (12) *Change of use fee.* Any change of occupancy which results in a change of occupancy classification to a building, or a portion of a building, without undergoing any alterations, shall be required to obtain a change of use building permit at a fee of ~~\$30.00~~ as set in the Comprehensive Fee Schedule and a certificate of occupancy shall be reissued upon determining compliance.
 - (13) *Annual facility permit fees.* In lieu of an individual permit for each alteration to an existing electrical, gas, mechanical, plumbing or interior nonstructural office system(s), the building official is authorized to issue an annual permit for any occupancy to facilitate routine or emergency service, repair, refurbishing, minor renovations of service systems or manufacturing equipment installations/relocations. The building official shall be notified of major changes and shall retain the right to make inspections at the facility site as deemed necessary. An annual facility permit shall be assessed with an annual fee of ~~\$150.00~~ set in the Comprehensive Fee Schedule and shall be valid for one-year from date of issuance. A separate permit shall be obtained for each facility and for each construction trade, as applicable. The permit application shall contain a general description of the parameters of work intended to be performed during the year.
 - (14) *Temporary certificate of occupancy fee.* Requests for a temporary, conditional, or partial certificate of occupancy shall be requested in writing, and if granted by the building official, shall be assessed a fee of ~~\$200.00~~ as set in the Comprehensive Fee Schedule. Any request for a time extension of a temporary, conditional, or partial certificate of occupancy shall be assessed a fee as set in the Comprehensive Fee Schedule of ~~\$50.00~~ for each extension.
 - (15) *Expired permit fees.* A permit once issued, expires if work is not commenced within 180 days of issuance or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. To avoid permit expiration, a progress report (showing progress toward the permit) needs to be submitted in writing, or an extension request needs to be submitted in writing showing justifiable cause to extend the permit prior to 180 days of inactivity, otherwise the permit will expire. Extensions may be granted by the building official for increments of 90 days. The fee for renewal of expired permits shall be 50 percent of the original fee paid if the fee is paid within 30 days of the expiration date. After 30 days, the full original fee is due.
- (c) *Electrical permit fees.* ~~The following fees shall be assessed for electrical permits:~~ set in the Comprehensive Fee Schedule.
- (1) ~~Service fees, electrical service (residential, commercial and industrial, including signs, generators, and service changes).~~

- a. ~~Temporary and construction service through 100 amperes, \$35.00. Temporary and construction service 101 amperes and over, \$50.00.~~
 - b. ~~Service up to 100 amperes, \$45.00.~~
 - c. ~~Service 101 amperes through 200 amperes, \$70.00.~~
 - d. ~~Service 201 amperes through 400 amperes \$85.00.~~
 - e. ~~Service 401 amperes through 600 amperes, \$105.00.~~
 - f. ~~Service 601 amperes through 800 amperes, \$120.00.~~
 - g. ~~Service 801 amperes and over, \$0.20 per amperes.~~
 - h. ~~Sub panel derived from main service, per panel, \$30.00 for one and two family dwellings and \$60.00 for all other occupancies.~~
 - i. ~~Reconnect meter inspection fee, to be assessed where service has been discontinued and no work is required, but where the connecting utility company requires the electrical system to be inspected, \$15.00.~~
- (2) *Circuit fees.* Each individual branch circuit and feeder shall be assessed a fee of ~~\$2.50 each.~~ set in the Comprehensive Fee Schedule.
- (3) *Electric motor fees.* ~~are set in the Comprehensive Fee Schedule.~~
- a. ~~Motors up to and including one horsepower, \$5.00.~~
 - b. ~~Motors over one horsepower through three horsepower, \$7.00.~~
 - c. ~~Motors over three horsepower through five horsepower, \$9.00~~
 - d. ~~Motors over five horsepower through eight horsepower, \$10.00.~~
 - e. ~~Motors over eight horsepower through ten horsepower, \$12.00.~~
 - f. ~~Motors over ten horsepower through 25 horsepower, \$14.00.~~
 - g. ~~Motors over 25 horsepower, \$17.00.~~
- (4) *Swimming pool electrical fees.* Includes grounding, pump motor and underwater lights, ~~\$30.00 for private pools, and \$100.00 for public pools.~~ Fees for public and private pools set in the Comprehensive Fee Schedule. This Such fees does not include the installation of any new circuit(s), feeder(s) or subpanel(s).
- (5) *Transformer fees.* ~~are set in the Comprehensive Fee Schedule.~~
- a. ~~Transformer types up to 50 amps, \$25.00.~~
 - b. ~~Transformer types over 50 amps, \$35.00.~~
- (6) *X-ray unit fees.* ~~are set in the Comprehensive Fee Schedule.~~
- a. ~~X-ray unit, \$50.00.~~
 - b. ~~Each additional unit, \$25.00.~~
- (7) *Electric elevator fees.* ~~are set in the Comprehensive Fee Schedule.~~ Each elevator shall be checked for conformity with appropriate standards, codes, regulations and laws. ~~Each installation, \$175.00.~~
- (8) *Electrical repair fees.* set in the Comprehensive Fee Schedule. ~~Any such repair of equipment of which an inspection is required, shall be subject to a fee of \$30.00.~~

- (9) *Power inspection fee:* set in the Comprehensive Fee Schedule. All new buildings shall have a power inspection to ensure that power is on for the final inspection. ~~New one and two-family dwellings shall be assessed a fee of \$30.00 for the first service and \$15.00 for each additional service. All other occupancies shall be assessed a fee of \$75.00 for the first service and \$37.50 for each additional service.~~ The power inspection fee shall be collected prior to the issuance of the master permit.
- (d) *Mechanical fees.* The following fees shall be assessed for mechanical permits.
- (1) Electric heating fees, ~~each system:~~ set in the Comprehensive Fee Schedule.
 - a. ~~Up to two kilowatts, \$9.00.~~
 - b. ~~Over two kilowatts and up to ten kilowatts, \$10.00.~~
 - c. ~~Over ten kilowatts and up to 15 kilowatts, \$17.00.~~
 - d. ~~Over 15 kilowatts, \$1.30 per kilowatt.~~
 - (2) Central air conditioning (including heat pump) fees, ~~each system:~~ set in the Comprehensive Fee Schedule.
 - a. ~~Up to five tons, \$35.00.~~
 - b. ~~Over five tons, at the rate of \$7.00 per ton.~~
 - c. ~~Mechanical duct work only, \$3.50 for each supply and return outlet.~~
 - (3) Miscellaneous fees: set in the Comprehensive Fee Schedule.
 - a. ~~Any unit not listed, rated at two kilowatts or less, \$9.00.~~
 - b. ~~Any unit not listed, rate over two kilowatts and up to ten kilowatts, \$10.00.~~
 - c. ~~Any unit not listed, rated over ten kilowatts, \$17.00.~~
 - d. ~~Packaged terminal air conditioners (PTAC) units, each unit \$15.00.~~
 - (4) Commercial kitchen exhaust hood fee, ~~per hood, \$30.00:~~ set in the Comprehensive Fee Schedule.
- (e) *Plumbing permit fees:* set in the Comprehensive Fee Schedule.
- (1) ~~Each fixture, \$3.50.~~
 - (2) ~~Electric water heater replacement, \$15.00.~~
 - (3) ~~Grease trap/interceptor, new and replacement:~~
 - a. ~~Small volume, under sink interceptor, 100 gallons or less, per interceptor \$45.00.~~
 - b. ~~Medium volume, underground system 2,500 gallons or less, per interceptor, \$150.00.~~
 - c. ~~Large volume, underground system larger than 2,500 gallons, per interceptor, \$200.00.~~
 - (4) ~~Repair or replacement of any water distribution line, building drain piping, or sewer line, \$15.00.~~
- (f) *Gas installation permit fees:* set in the Comprehensive Fee Schedule.
- (1) ~~Each new fixture, \$3.50.~~
 - (2) ~~Replacement or change-out of any gas appliance, \$15.00.~~
 - (3) ~~Repair or alteration of existing gas piping, \$15.00.~~
- (g) *Water and sewer permit fees:* set in the Comprehensive Fee Schedule.

- (1) ~~Residential. Each individual sewer or water tap and line roughed in for residential buildings (one and two family dwellings), \$15.00.~~
- (2) ~~Commercial. Each individual sewer or water tap and line roughed in for commercial buildings (includes all occupancies other than one and two family dwellings), \$45.00.~~
- (h) Fire sprinkler system permit fees set in the Comprehensive Fee Schedule.
 - (1) ~~Residential, (one and two family dwellings), per building, \$120.00.~~
 - (2) ~~Commercial; small, six heads or less, (includes all occupancies other than one and two family dwellings), per building, \$150.00.~~
 - (3) ~~Commercial; large, seven or more heads, (includes all occupancies other than one and two family dwellings), per building, \$250.00.~~
 - (4) ~~Existing systems; each relocated or additional sprinkler head, \$5.00.~~
- (i) Exhaust hood fire suppression system permit fee. Per hood system, \$60.00. set in the Comprehensive Fee Schedule.
- (j) Floodplain development permit fees. Set in the Comprehensive Fee Schedule. To be assessed on any proposed development that occurs within the special flood hazard area. If issued in conjunction with a building permit, the base fee shall not be assessed for the floodplain development permit.
 - (1) Minor floodplain development.
 - a. Accessory structures. Including, but not limited to, sheds, detached garages, retaining walls, fences, pergolas, pool houses, pools, etc., \$30.00.
 - b. Habitable buildings. To include new construction, additions, and alterations of any building, \$100.00.
 - (2) Major floodplain development.
 - a. New development. To be assessed for any new residential subdivision, or any new commercial development, \$250.00.
 - b. Other development. To be assessed on any development or alterations of infrastructure, including but not limited to, utilities, stormwater, watercourse changes, roads, utilities, etc., \$200.00.
 - (3) Letter of map change/flood study review fee. To be assessed for review of any letter of map change or flood study, including but not limited to CLOMR, LOMR, LOMR-F reviews, \$150.00.
- (k) Alarm system fees: set in the Comprehensive Fee Schedule.
 - (1) ~~Fire alarm, valuation up to and including \$999.99, \$70.00.~~
 - (2) ~~Fire alarm, valuation of \$1000.00 up to and including \$4999.99, \$100.00.~~
 - (3) ~~Fire alarm, valuation of \$5000.00 up to and including \$9999.99, \$150.00.~~
 - (4) ~~Fire alarm, valuation \$10,000.00 and above, \$200.00.~~
 - (5) ~~Low voltage security alarm fees. Only applicable for wired systems. Fees shall be assessed in accordance with F.S. §§ 489.503 and 553.793. Permits are not required for wireless systems.~~
- (l) Installation of pollutant/hazardous storage tank fees set in the Comprehensive Fee Schedule.
 - (1) ~~Above ground, \$175.00.~~
 - (2) ~~Underground, \$350.00.~~

- (3) ~~Removal of storage tank, \$70.00.~~
- (m) *Irrigation and lawn sprinkler fees set in the Comprehensive Fee Schedule.*
- (1) ~~Residential (one and two family dwellings), \$30.00.~~
- (2) ~~Commercial (other than one and two family dwellings), \$70.00.~~
- (3) ~~Shallow well, \$35.00.~~
- (n) *Driveway permit inspection fees set in the Comprehensive Fee Schedule.* To be assessed when a driveway is constructed or altered where the driveway has a connection to a city maintained road.
- (1) ~~Residential (one and two family dwellings), \$35.00.~~
- (2) ~~Commercial (other than one and two family dwellings), \$50.00.~~
- (o) *In ground swimming pool permit fees set in the Comprehensive Fee Schedule.*
- (1) ~~Private pools and spas, \$135.00.~~
- (2) ~~Public pools, shall be assessed fees based on the contract price of the pool, as specified in Section (b)(1).~~
- (3) ~~Pool modifications, \$100.00.~~
- (p) *Minor residential accessory structure permit fee.* Minor residential accessory structures associated with one and two-family dwellings that are not subject to plan review shall be assessed a fee as set in the Comprehensive Fee Schedule. ~~of \$15.00.~~ Minor accessory structures include non-structural fences, retaining walls less than 48 inches in height, and portable storage sheds 250 square feet and less.
- (q) *Proper permits needed.* Failure to purchase proper permits prior to beginning construction of any project which requires a permit or permits shall be subject to the following penalties:
- (1) *Owner-builders.* Any property owner who commences construction without obtaining the necessary permit(s), who applies in person and meets the owner-builder exemption in F.S. § 489.103, shall be assessed a fee ~~of two times the usual permit fee for each required permit as set in the Comprehensive Fee Schedule.~~
- (2) *Contractors.* Any contractor who commences construction without obtaining the necessary permit(s), shall be assessed a fee ~~of four times the usual permit fee for each required permit as set in the Comprehensive Fee Schedule.~~ Second and repeat occurrences by a contractor shall be subject to a fee also set in the Comprehensive Fee Schedule. ~~of four times the usual permit fee plus an additional \$500.00 each occurrence for each required permit.~~
- (r) ~~*Faxed or emailed permit fee.* An additional fee of \$10.00 shall be assessed for processing faxed or emailed permits.~~
- (t) Refunds of permit fees. Refunds of permit fees shall be requested in writing to the building official. Refunds shall not apply to projects for which construction has commenced and an inspection has been performed. If granted, a refund shall not include the base fee or the plan review fee if applicable.

Sec. 102-352. - Planning and zoning review, recommendations, processing and fees.

- (a) There shall be an administrative review fee established for the review of the following land development applications including, but not limited to: Permits, variances, annexations, rezoning, special exceptions, planned unit developments, major subdivisions, minor subdivisions, replatting of subdivision/lot reconfigurations, major development orders, modifications for major development orders, minor development orders, modifications to minor development orders, development of regional impact, landscape plans submitted separate from a development order application, protected

tree removal, appeals of administrative decisions, letters/certificates of zoning compliance, amendments to the comprehensive plan and/or the land development code and/or the Code of Ordinances as it relates to land development, zoning and land use map changes, site inspections, comprehensive plan/land development code written interpretation, home occupational and business tax receipt review, all mailings, and advertisement costs.

These fees as set out in this section shall be established by the city council by ~~ordinance~~ resolution and shall be reviewed as necessary ~~no less than annually~~ during the budget process.

- (b) *Review and processing fees.* Prior to the submittal of a development project, a schedule of projected fees shall be provided to the applicant. The appropriate fees are due at time of submittal and until the appropriate fees have been paid in full, no action shall be taken on any development submittal.

All expenses for advertising, mailing or other administrative fees shall be billed to the applicant at direct incurred cost.

- (1) *Subdivisions.* If a development is to be phased for any reason, a master plan for the entire project shall be submitted. Fees for each development type set in the Comprehensive Fee Schedule.

a. *Master planned development.*

1. ~~Master plan base fee, \$2,000.00.~~
2. ~~Plus \$20.00 per acre or fraction thereof.~~
3. ~~Revised plan/document submittal (each submittal), \$500.00.~~
4. ~~Expenses for advertising, mailing and other administrative fees shall be billed to the applicant at direct incurred cost.~~

b. *Residential development.*

1. ~~Base plan, \$350.00.~~
2. ~~Plus, each parcel within the subdivision, \$15.00.~~
3. ~~Revised plan submittal, \$150.00, each submittal.~~
4. ~~Expenses for advertising, mailing and other administrative fees shall be billed to the applicant at direct incurred cost.~~

c. *Residential planned unit development.*

1. ~~Base plan, \$800.00.~~
2. ~~Plus, each parcel within the subdivision, \$15.00.~~
3. ~~Revised plan submittal, \$150.00, each submittal.~~
4. ~~Expenses for advertising, mailing and other administrative fees shall be billed to the applicant at direct incurred cost.~~

d. *Commercial and industrial development.*

1. ~~Base plan, \$350.00.~~
2. ~~Plus, each parcel within the subdivision, \$15.00.~~
3. ~~Revised plan submittal, \$150.00, each submittal.~~
4. ~~Expenses for advertising, mailing and other administrative fees shall be billed to the applicant at direct incurred cost.~~

e. *Planned mixed development district.*

1. ~~Base plan, \$800.00.~~
 2. ~~Plus, each parcel within the subdivision, \$15.00.~~
 3. ~~Revised plan submittal, \$150.00, each submittal.~~
 4. ~~Expenses for advertising, mailing and other administrative fees shall be billed to the applicant at direct incurred cost.~~
- f. *Mobile home parks.*
1. ~~Base plan, \$350.00.~~
 2. ~~Plus, each parcel/lot within the park, \$15.00.~~
 3. ~~Revised plan submittal, \$150.00, each submittal.~~
 4. ~~Expenses for advertising, mailing and other administrative fees shall be billed to the applicant at direct incurred cost.~~
- (2) *Developments of regional impact.* Development of Regional Impact (DRI) is a development that impacts on infrastructure, concurrency, the environment or other considerations beyond the political jurisdiction in which development occurs. Fees are set in the Comprehensive Fee Schedule.
- a. ~~Base fee, \$2,000.00.~~
 - b. ~~Each parcel/lot and/or each 100 square foot area, \$20.00.~~
 - c. ~~Revised plan submittal, \$150.00 each submittal.~~
 - d. ~~Expenses for advertising, mailing, travel (at state rates) and other administrative fees shall be billed to the applicant at direct incurred cost.~~
- (3) *Commercial/industrial site plan reviews.* Fees for each project type found in the Comprehensive Fee Schedule.
- a. *Area-wide impact projects.* Project sites are larger than 100,000 square feet.
 1. ~~Base fee, 100,000 square feet, \$2,000.00.~~
 2. ~~\$20.00 per 1,000 square feet, or fraction thereof, for each additional 1,000 square feet.~~
 3. ~~Revised plan submittal, \$150.00, each submittal.~~
 4. ~~Expenses for advertising, mailing and other administrative fees shall be billed to the applicant at direct incurred cost.~~
 - b. *Major development projects.* Project sites area are over 10,000 square feet but under 100,000 square feet.
 1. ~~Base fee, 10,000 square feet, \$500.00.~~
 2. ~~\$30.00 per 1,000 square feet, or fraction thereof, for each additional 1,000 square feet.~~
 3. ~~Revised plan submittal, \$150.00, each submittal.~~
 4. ~~Expenses for advertising, mailing and other administrative fees shall be billed to the applicant at direct incurred cost.~~
 - c. *Minor projects.* Projects sites are under 9,999 square feet.
 1. ~~Sites: 0 to 1,000 square feet, \$250.00.~~
 2. ~~Sites: 1,000 to 5,000 square feet, \$350.00.~~

3. ~~Sites: 5,001 to 9,999 square feet, \$450.00.~~
 4. ~~Revised plan submittal, \$150.00, each submittal.~~
 5. ~~Expenses for advertising, mailing and other administrative fees shall be billed to the applicant at direct incurred cost.~~
- d. *Commercial interior remodel or interior build out.*
1. ~~2,000 square feet, or less, \$250.00.~~
 2. ~~2,001 square feet or greater, \$350.00.~~
 3. ~~Revised plan submittal, \$150.00, each submittal.~~
 4. ~~Expenses for advertising, mailing and other administrative fees shall be billed to the applicant at direct incurred cost.~~
- (c) *Land planning application, administrative and processing fees.* Prior to the time of submittal of an application, a schedule of projected fees shall be provided to the applicant. The application fees are due at time of submittal; the other applicable administrative fees, charges, consultant fees and direct expenses, if needed, shall be due thru the process cycle. Until the appropriate fees have been paid in full, no action shall be taken on any application or appeal. There is hereby established a voluntary annexation application fee waiver for a period of approximately six months beginning on the effective date of January 13, 2020 and ending on June 13, 2020. The waiver shall be applied to all applicable annexation, small-scale comprehensive plan amendment, and zoning changes applications for property of ten acres or less in area, being annexed into the City of Crestview. This fee waiver is only applicable to those applications for annexation as described above and shall not be applied to comprehensive plan amendments nor zoning change applications absent an annexation application for the same property(s). The waiver shall not be applied retroactively to any application for annexation nor shall it apply to any annexation application that was voluntarily cancelled within 180 days of the effective date of this section.
- (1) *Voluntary annexation into the city.* Application fee, ~~\$1,200.00.~~ set in the Comprehensive Fee Schedule.
- a. ~~Fee includes one public hearing advertisement for local planning agency meeting.~~
 - b. ~~Fee includes two public hearing advertisements for city council meetings.~~
 - c. ~~Any additional advertisements, if necessary, shall be billed to the applicant at direct incurred cost.~~
 - d. ~~Costs for public notice signs and certified mailings are not included. (See article IV, public participation.)~~
- (2) *Comprehensive plan amendments, small scale.* Application fee, ~~\$1,200.00, plus \$20.00 per acre or fraction thereof.~~ set in the Comprehensive Fee Schedule.
- a. ~~Fee includes one public hearing advertisement for local planning agency meeting.~~
 - b. ~~Fee includes one public hearing advertisement for city council meeting.~~
 - c. ~~Any additional advertisements, if necessary, shall be billed to the applicant at direct incurred cost.~~
 - d. ~~Costs for public notice signs and certified mailings are not included. (See article IV, public participation.)~~
 - e. ~~Consultant fees for the preparation of the report and processing are not included.~~

- (3) *Conventional comprehensive plan amendments.* Application fee, ~~\$2,500.00, plus \$10.00 per acre or fraction thereof.~~ set in the Comprehensive Fee Schedule.
- a. ~~Fee includes one public hearing advertisement for local planning agency meeting.~~
 - b. ~~Fee includes two public hearing advertisements for city council meeting.~~
 - c. ~~Any additional advertisements, if necessary, shall be billed to the applicant at direct incurred cost.~~
 - d. ~~Costs for public notice signs and certified mailings are not included. (See article IV, public participation.)~~
 - e. ~~Consultant fees for the preparation of the report and processing are not included.~~
- (4) *Zoning changes.* Application fee, ~~\$600.00.~~ set in the Comprehensive Fee Schedule.
- a. ~~Fee includes one public hearing advertisement for local planning agency meeting.~~
 - b. ~~Fee includes one public hearing advertisement for city council meeting.~~
 - c. ~~Any additional advertisements, if necessary, shall be billed to the applicant at direct incurred cost.~~
 - d. ~~Costs for public notice signs and certified mailings are not included. (See article IV, public participation.)~~
- (5) *Lot split request and minor replat request.* application fee set in the Comprehensive Fee Schedule.
- a. ~~Application fee, \$50.00.~~
 - b. ~~Expenses for advertising, mailing and other administrative fees shall be billed to the applicant at direct incurred cost.~~
- (6) *Right-of-way vacations.* Application fee, ~~\$600.00.~~ set in the Comprehensive Fee Schedule.
- a. ~~Fee includes one public hearing advertisement for local planning agency meeting.~~
 - b. ~~Fee includes one public hearing advertisement for city council meeting.~~
 - c. ~~Any additional advertisements, if necessary, shall be billed to the applicant at direct incurred cost.~~
 - d. ~~Costs for public notice signs and certified mailings are not included. (See article IV, public participation.)~~
- (7) *Variances and special exceptions.* Application fee set in the Comprehensive Fee Schedule.
- a. ~~Application fee for variance, \$800.00.~~
 - 1. ~~Fee includes one public hearing advertisement for board of adjustment meeting.~~
 - 2. ~~Any additional advertisements, if necessary, shall be billed to the applicant at direct incurred cost.~~
 - 3. ~~Costs for public notice signs and certified mailings are not included. (See article IV, public participation.)~~
 - b. ~~Application fee for special exception, \$800.00.~~
 - 1. ~~Fee includes one public hearing advertisement for board of adjustment meeting.~~

2. ~~Any additional advertisements, if necessary, shall be billed to the applicant at direct incurred cost.~~
 3. ~~Costs for public notice signs and certified mailings are not included. (See article IV, public participation.)~~
 - e. ~~Appeals. Applicants shall pay all the cost of advertising, public notices, mailing, administrative fees and attorney cost incurred by the city.~~
- (8) *Out-of-city utility request for water and/or sewer. Application fee set in the Comprehensive Fee Schedule.*
- a. ~~Residential water and/or sewer request, \$30.00.~~
 - b. ~~Commercial water and/or sewer request, \$100.00.~~
 - c. ~~Impact fees, if necessary. See section 102-377 for computation.~~
 - d. ~~Until all applicable fees, charges, consultant fees and expenses have been paid in full, no action shall be taken on any application or appeal.~~
- (9) ~~Construction and demolition (C & D) landfills.~~
- a. ~~Initial preliminary review, \$200.00.~~
 - b. ~~Schedule of fees and requirements shall be provided upon completion of preliminary review.~~
- (d) *General review fees: set in Comprehensive Fee Schedule.*
- (1) *Fee schedule. names.*
- a. ~~Archival research fee—researching for requested files, \$25.00.~~
 - b. ~~Alcohol beverage certificate of compliance \$50.00.~~
 - c. ~~Business tax receipt inspection and zoning approval, \$20.00.~~
 - d. ~~Final site inspection; i.e. site, landscaping, parking, signage etc. \$50.00.~~
 - e. ~~Land clearing/protected tree removal \$75.00.~~
 - f. ~~Landscape plans submitted separate from a development order application \$25.00.~~
 - g. ~~Public notice sign, \$10.00 per sign.~~
 - h. ~~Research and written interpretation of land development regulation city code, \$40.00 per item.~~
 - i. ~~Signature/notary, \$5.00.~~
 - j. ~~Zoning and code compliance plan review for permitting, \$25.00.~~
 - k. ~~Zoning/future land use designation information letter, \$10.00 per parcel.~~
 - l. ~~Zoning verification/compliance letter, or comprehensive plan consistency letter, \$100.00.~~

Sec. 102-353. - Concurrency evaluation review fees.

- (a) ~~The following fees are hereby established for concurrency evaluation review in the city:~~ are set in the Comprehensive Fee Schedule.

~~Multifamily project: \$25.00 per building.~~

~~Commercial project: \$25.00 per building.~~

~~Single-family home: \$25.00.~~

Sec. 102-358. - Life safety annual permit fees.

(b) *Annual permit fees.* Permit is valid for one year unless revoked. Fees set in Comprehensive Fee Schedule.

- ~~(1) Automatic fire suppression system. Installation of or modification to any automatic fire suppression system. Maintenance does not require a permit, \$65.00.~~
- ~~(2) Bonfires and outdoor rubbish fires, \$13.00. Cooking fires are exempt.~~
- ~~(3) Bowling lanes. Refinishing and surfacing of bowling lanes and bowling pin refinishing, \$65.00.~~
- ~~(4) Calcium carbide. Storage in cylinders or containers, \$33.00.~~
- ~~(5) Combustible fibers as listed in Florida Fire Prevention Code section 12-1, \$33.00.~~
- ~~(6) Compressed gases. Storage, handling or use of compressed gases. Installation or modification of any compressed gas system, \$33.00.~~
- ~~(7) Cutting and welding. Cutting and welding operations within the jurisdiction, \$13.00.~~
- ~~(8) Covered mall buildings. Permit is required annually for facilities that utilize the mall area for exhibits or displays. Exhibits and displays include community services projects, sidewalk sales or holiday sales. Other trade shows or exhibits held in the mall shall require a separate trade show/exhibit permit, \$65.00.~~
- ~~(9) Dust explosion prevention. Installation, modification or operations of the following:
Grain bleacher or elevator; starch, flour or feed mill; malt house; wood floor manufacturing plant; aluminum, coal, cocoa, magnesium, spices, sugar or other facility that pulverizes material subject to dust explosion; any central dust collecting system; any equipment that produces significant amounts of dust subject to explosion, \$33.00.~~
- ~~(10) Exhibit and trade shows. Operation of all exhibits and trade shows held with the jurisdiction, \$65.00.~~
- ~~(11) Amusement parks. Alteration, construction or operation of amusement park fire protection on safety features, \$65.00.~~
- ~~(12) Fire alarm and detection systems and related equipment. Installation of or modification to fire alarm and detection systems and related equipment. Maintenance is not considered a modification and does not require a permit, \$65.00.~~
- ~~(13) Fire pumps and related equipment. Installation of or modification to fire pumps and related fuel tanks, jockey pumps, controls and generators. Maintenance is not considered a modification and does not require a permit, \$65.00.~~
- ~~(14) Fireworks, possession, storage, manufacturer sale or discharge of fireworks within jurisdiction, \$65.00.~~
- ~~(15) Flammable or combustible liquids. Storage, use, handling or transport of class I, class II, or class IIIA flammable or combustible liquids, \$33.00.~~
- ~~(16) Flammable finish application. The spray application of flammable or combustible liquids. Installation or modification of any spray rooms or booth, \$277.00.~~

- ~~(17) — Grandstands, folding and telescopic seating, tents and membrane structures. Construction, location, erect in, or placement of grandstands and bleachers, folding and telescopic seating, tents and membrane structures, \$65.00.~~
- ~~(18) — LP gas.~~
 - ~~a. — Storage, \$65.00.~~
 - ~~b. — Installation or modification of any LP gas system, \$65.00.~~
 - ~~c. — Operation of any cargo tankers that transport LP gas, \$33.00.~~
- ~~(19) — Lumber yards and woodworking plants. Storage of lumber exceeding 50,000 board feet, \$65.00.~~
- ~~(20) — Pesticides and herbicides, storage of, \$65.00.~~
- ~~(21) — Private fire hydrants. Installation, modification or removal from service any private fire hydrants, \$17.00.~~
- ~~(22) — Repair garages and service stations. Operation of repair garages and service stations, \$33.00.~~
- ~~(23) — Standpipe systems. Installation, modification, or removal from service and standpipe system. Maintenance is not considered modification and no permit is required, \$65.00.~~
- ~~(24) — Special outdoor events, carnivals and fairs. The location and operation of special outdoor events, carnivals and fairs, \$65.00.~~
- ~~(25) — Tar kettles. Permit shall be obtained at least two working days prior to placement of a tar kettle, \$33.00.~~
- ~~(26) — Carnivals, \$65.00 (Exception: Carnivals or portions of carnivals within the jurisdiction of the department of agriculture and consumer services).~~
- ~~(27) — Combustible materials. Storage in any building or upon premises in excess of 2,500 cubic feet in gross volume of combustible empty, packing cased, pallets, boxed, barrels or similar containers or rubber tires, or baled cotton, rubber or cork or similar combustible material, \$65.00.~~
- ~~(28) — Dry cleaning. Dry cleaning by use of cleaning solvents, cleaning fluids or cleaning solutions, \$65.00.~~
- ~~(29) — Hazardous materials. To store, handle or use hazardous material, to construct, install, repair, abandon, remove, place temporarily out of service, close or substantially modify a storage facility for handling hazardous material, \$65.00.~~
- ~~(30) — Spraying or dipping. For spraying and dipping operations, \$33.00.~~
- ~~(31) — Places of public assembly, \$65.00 (Exception: Places of assembly used solely for religious worship).~~
- (c) *Extraordinary fee rate.* Extraordinary fee rate is established at \$98.00 per hour for each vehicle and crew used for all hours and part of hours involved. Set in the Comprehensive Fee Schedule.

Sec. 102-359. - Life safety plan review fees.

- (a) *Schedule of life safety plan review fees:* set in Comprehensive Fee Schedule.
 - (1) — Site plan or revised site plan \$20.00
 - (2) — Temporary use structure/site plan 25.00
 - (3) — Mobile vendor 25.00

- (4) ~~Building plan review (minimum 15.00) 0.04 square feet~~
- a. ~~First revision of building no charge~~
- b. ~~Second revision of building 1/4 first fee~~
- (5) ~~Fire protection:~~
- a. ~~Sprinkler (up to 25 heads) 30.00~~
- b. ~~Sprinkler (more than 25 heads) 00.25~~
 ~~per head plus \$30.00~~
- c. ~~Revised sprinkler plan 10.00~~
- d. ~~Standpipe, per riser 25.00~~
- e. ~~Underground 15.00~~
- f. ~~Fire pump 25.00~~
- (6) ~~Pre-engineered system:~~
- a. ~~Hood/inert gas 30.00~~
- (7) ~~Fire alarm, per system~~
- a. ~~Revised 10.00~~

ARTICLE XIX. - WATER AND SEWER IMPACT FEE ORDINANCE

Sec. 102-377. - Computation of the amount of water and sewer impact fee.

- (a) *Water impact fees.* A water impact fee which represents the capital cost of the capacity expansion as described in table 1 will be charged and paid in the manner described herein. The city reserves the right to also require additional contributions or in-kind contributions including but not limited to constructed donated facilities, as may be necessary to extend services or to further expand the system to facilitate the providing of services to the feepayer's property and, if any oversizing is required, the feepayer shall be reimbursed as approved by the city. The city additionally reserves the right to amend this article so as to prospectively adjust the fees and charges assessed herein. The applicant/feepayer will be required to build or to provide the cost of construction of the distribution system and all water facilities onsite regardless of size necessary to provide service to the land development activity.

Table 1. Allocation of Estimated Construction Costs

Projects	Amount
Estimated R.I.B. field	\$4,470,000.00
Estimated R.I.B. field engineering fees	330,000.00
Estimated wastewater treatment plant and capacity upgrade	22,580,000.00
Estimated engineering fees	2,420,000.00

3 1.4 MGD water wells	3,000,000.00
3 elevated storage tanks (500 K gallon)	3,000,000.00

The residential water impact fee charged shall be ~~\$1,000.00 for each equivalent residential unit.~~ set in the Comprehensive Fee Schedule.

- (c) *Sewer impact fee.* A sewer impact fee shall be assessed by the city, which represents the capital cost of the system's capacity of expansion as reflected in table 1. The city reserves the right to also require additional contributions or in-kind contributions, including but not limited to donated constructed facilities, as may be necessary to extend services or to further expand the sewer system to facilitate the installation of services to the feepayer's property and, if any excessive fees have been incurred, the feepayer shall be reimbursed as approved by the city. The city additionally reserves the right to amend this article so as to prospectively adjust the fees and charges assessed herein. The applicant/feepayer will be required to build or to provide the cost of construction of the improvements to the sewer system including all wastewater facilities onsite regardless of size necessary to provide service to the land development activity.

The sewer impact fee charged shall be ~~\$2,900.00 for each equivalent residential unit.~~ set in the Comprehensive Fee Schedule.

Sec.102-581. - Enforcement

- (b) *Penalty.* It shall be unlawful for any person to violate or fail to comply with any provision of this article.
- (1) The violation of any provision of this article, with the exception of unauthorized removal of trees, shall be punished by a fine of not more than ~~\$500.00~~ the amount set in the Comprehensive Fee Schedule.
 - (2) Any person who knowingly or intentionally cuts down, removes, destroys or kills a tree specified in the protected tree list or tree replant list in section 102-579, without first obtaining a permit as provided in this section, shall be punished by a fine, as specified in ~~the table below~~ the Comprehensive Fee Schedule, for each tree unlawfully removed. That person shall also be responsible for reimbursing the city for the expense of having a forester, biologist, botanist, or other expert identify the number, size, and species of removed trees.

Diameter of removed tree	Fine
36 inches or greater	Up to \$500 per tree
28 to 35 inches	Up to \$400 per tree
20 to 28 inches	Up to \$300 per tree
13 to 19 inches	Up to \$200 per tree

4 to 12 inches	Up to \$100 per tree
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Sec. 102-613. - Penalties.

- (a) Any person or business violating any provision of this article or any rule, order, or regulation made pursuant to this article shall be subject to a civil penalty in an amount not to exceed ~~\$500.00~~ the amount set in the Comprehensive Fee Schedule. Each day the violation exists shall be considered a separate violation. The penalty provided for herein is cumulative to other remedies or enforcement processes the city may have, including those available under F.S. ch. 162, and section 1-11, General penalty; continuing violations, of the City of Crestview Code of Ordinances.
- (b) For the purposes of this article, a separate offense shall be deemed committed for each day a violation of this article exists, such time commencing on the day the offender is notified of the violation.
- (c) No person or business shall be in violation of this article for catering activity, temporary sales of food, or vending machine activity in accordance with F.S. ch. 509, and Rule 61C-1.002(5)(a), Florida Administrative Code, so long as such person or business is not required to procure a license from the Florida Department of Business and Professional Regulation and/or the department of agriculture, for service of food to the public as a mobile food dispensing vehicle.



Staff Report

CITY COUNCIL MEETING

DATE: July 27, 2020

TYPE OF AGENDA

ITEM: Ordinance

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: City Manager Tim Bolduc
DATE: July 27, 2020
SUBJECT: Ordinance 1782 Charter Change Referendum

BACKGROUND:

On July 13, 2020 the City Council approved changes to the City Charter, and approved the changes to be sent to the voters in the City of Crestview.

DISCUSSION:

In order for the question to be sent to referendum the City Council must approve an ordinance

The items that are on the ballot are as follows:

Sections to be Changed if Amendment 1 is Adopted, changes are shown in yellow.

Section 4.01. Mayor.

(c) **Compensation.** The salary of the Mayor shall be set by ~~ordinance~~ **resolution**, which shall take effect upon the Mayor assuming office following the next Mayoral election.

Section 4.02 City Council

(c) **Compensation.** The salary of Council Members shall be set by ~~ordinance~~ **resolution**; said compensation shall take effect upon the Council Member assuming office following the next Council election.

Section 4.03 City Council Procedures

(a) **Meeting Rules and Procedures.** The City Council shall determine its own

rules of procedure and order of business. The City Council shall meet regularly at least once every month at such times and places as the City Council may prescribe. Policies and Procedures for the City Council shall be set forth by ~~ordinance~~ resolution.

Section 5.01 City Manager

(b) Draw and sign vouchers upon the depositories, which vouchers shall be countersigned by the ~~City Clerk~~ finance director and keep a true and accurate account of the same.

(i) Perform such other duties as are specified in this charter, or adopted by ~~ordinance~~, Resolution, or which may be required by the Council.

(j) City Manager Authority over City Personnel.

In addition to the authority, duties and obligations specified in this Charter, and except as may be inconsistent with this Charter and/or adopted ordinances, resolutions, and policies of the city, the city manager shall:

1. Determine the employment qualifications of the department heads and otherwise handle all aspects of the filling of vacancies in the positions of the department heads.

2. Have complete and full authority acting on behalf of the City Council over each and every department, department head and employee of the city, and full authority over all operations of the city. However, when any action is required by the Charter or ordinances on the part of the City Council, such action may be taken by the city manager subject to the confirmation by the City Council in accordance with the charter or ordinance.

3. Have the authority to discipline, demote, suspend and/or remove any department head or employee in a manner consistent with the adopted ordinances and personnel policies of the city. The city manager may authorize any director or other administrative officer who is subject to the city manager's direction and supervision to exercise these powers with respect to subordinates in that officer's department, office or agency

Section 5.03 City Clerk

(c) ~~Review/countersign/approve all checks and electronic financial transfers with~~

~~the City Manager. *Provided administrative services as required by the city council*~~

(d) *Review contracts for compliance with policy and council direction and*
~~Attest to *same that all contracts which shall then* be signed by the Mayor~~

(f) ~~Issue receipts for all money received and shall deposit said money in the proper depositories on the first regular banking day after receipt. *Shall maintain and address contract management and records of same.*~~

(h) ~~Preform such additional duties as may be required by the Council. All other powers and duties of the City Clerk shall be as provided by *ordinance resolution*.~~

Section 5.04. Departments.

(a) Department Heads shall be appointed by the ~~City Council with the recommendation of the City Manager. *City Manager.*~~ The City Manager shall make recommendations to the City Council regarding the organization of the City government and prescribe the duties and responsibilities assigned to the various departments. The City Manager shall direct the Department Heads of the City in a manner consistent with this Charter and the City's Code of Ordinances. The compensation to be paid the various Department Heads for the services rendered, shall be set by the City Council.

Section 5.05 City Boards, Commissions and Authorities

(a) ***Establishment.*** Unless otherwise provided by law, the City Council shall establish or terminate by *ordinance resolution* such boards, commissions and authorities as it may deem advisable from time to time

Section 6.03 Qualifications, Eligibility, and Filing Fee.

(b) ***Qualifying Fee.*** Each candidate shall pay to the qualifying officer a qualifying fee in the amount as set forth by City *ordinance, resolution* as well as an election assessment as provided by Florida State Law.

Section 9.01 Effective Date

Upon approval of a majority of the electorate voting at a referendum on this Charter, this Charter will become effective on ~~October 1, 2018~~ *on November 15, 2020*

Section 9.03 Repeal of Former Charter Provisions

All Charter provisions in effect prior to the effective date of this Charter are repealed, provided that all extra territorial powers of the City conferred by special act or otherwise are preserved and can be repealed or modified only by referendum or as otherwise provided by law.

All affected charter provisions in effect prior to the effective date of this charter revision are repealed, provided that all extra territorial powers of the city conferred by special act or otherwise are preserved and can be repealed or modified only by referendum or as otherwise provided by law.

Sections to be Changed if Amendment 2 is Adopted, changes are shown in blue

Section 6.07 Council Precincts

(a) **Number of Precincts.** There shall be three (3) City Council precincts. The boundaries of the three (3) precincts shall remain the same as they existed prior to the shall change to the following upon approval of this charter by the electorate of the City, being described more particularly as:

City Council Precincts: The City of Crestview shall be divided into three precincts, numbered as follows: Number One, East Crestview, comprising all that territory within the corporate limits east of Main Street and South of U.S. Highway No. 90; Number Two, West Crestview, comprising that territory within the corporate limits west of Main Street and south and west of U.S. Highway No. 90; Number Three, North Crestview, comprising all that territory within the corporate limits north of U.S. Highway No. 90. Number One: Central Crestview as bordered by U S Highway 90 on the north and Interstate 10 on the south, Number Two: South Crestview as bordered by Interstate 10 on the north. Number Three: North Crestview as bordered by U.S. Highway 90 on the south.

Sections to be Changed if Amendment 3 is Adopted, changes are shown in green.

Section 6.04 Elections Procedures

(a) **General Elections.** The Supervisor of Elections shall be the Filing Officer for the City of Crestview and shall conduct all elections in accordance with Florida Statutes. The general election shall be held on the second Tuesday in March. Elections shall be held every two (2) years. The election shall be held in conjunction with the November General election commencing in November 2022.

Section 6.06 Commencement of Term of Office

The term of office of any elected official (Mayor or City Council Member) will commence on the first (1st) Monday in April, after his or her election, at which time the newly elected official shall take an oath of office and be installed in office regular meeting of the City Council after his or her election, at which time the newly elected official shall take an oath of office and be installed in office

Section 9.06. Existing Rights, Obligations, Duties and Relationships.

~~(H) — Commencement of Terms for Year 2019 Elections.~~ The terms for the Council Members and Mayor elected in the 2019 general election shall commence on the first (1st) Monday of April 2019 as provided for in the former City Charter. This provision shall be effective solely for the purposes of transition from the former City Charter to Section 3.02 of this Charter.

Terms for the officers elected in 2017 and 2019. The terms of the elected officials elected in 2017 shall be extended until after the election of November 2022. The terms of the elected officials elected in 2019, shall be extended until November of 2024. As determined by the Charter revisions of 2018, should the City Clerk resign their position prior to November 2022, the city clerk position shall become appointed as allowed in section 5.03 of this charter.

A complete copy of the Charter follows the Ordinance.

GOALS & OBJECTIVES

This item is consistent with the goals in A New View Strategic Plan 2020 as follows;

Foundational- these are the areas of focus that make up the necessary foundation of a successful local government.

Organizational Capacity, Effectiveness & Efficiency- To efficiently & effectively provide the highest quality of public services

Infrastructure- Satisfy current and future infrastructure needs

Communication- To engage, inform and educate public and staff

Quality of Life- these areas focus on the overall experience when provided by the city.

Community Character- Promote desirable growth with a hometown atmosphere

Opportunity- Promote an environment that encourages economic and educational opportunity

Community Culture- Develop a specific identity for Crestview

FINANCIAL IMPACT

Possible costs of the referendum on the November election would be equal to the costs of the March Election, approximately 11,000.

RECOMMENDED ACTION

Staff respectfully requests the approval of Ordinance 1782 on first reading and send to second reading.

Attachments

Ordinance 1782

City Charter with Changes

ORDINANCE 1782

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF CRESTVIEW, FLORIDA, CALLING AN ELECTION ON PROPOSED CHARTER REVISIONS TO BE HELD ON NOVEMBER 3, 2020; PROVIDED FOR SUBMISSION TO THE ELECTORS FOR APPROVAL OR DISAPPROVAL OF A PROPOSAL TO REPEAL AND REPLACE PORTIONS THEREOF OF THE EXISTING CHARTER WITH THE PROVISIONS STATED HEREIN BELOW, PROVIDING THAT THE SUPERVISOR OF ELECTIONS BE APPOINTED AS ELECTIONS OFFICER; PROVIDING THAT THE CITY SHALL BEAR ALL COSTS OF ELECTION; ESTABLISHING BALLOT TITLES AND SUMMARIES; PROVIDING CLARIFICATION OF DUTIES OF THE CITY MANAGER, CITY CLERK, AND CHANGES TO LANGUAGE REGARDING ORDINANCES AND RESOLUTIONS; PROVIDING FOR A CHANGE TO VOTING PRECINCTS IN THE CITY OF CRESTVIEW, PROVIDING FOR A CHANGE OF DATES FOR CITY ELECTIONS TO THE GENERAL ELECTION DATES IN NOVEMBER; PROVIDING FOR CONFORMANCE; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR THE REPEAL OF CONFLICTING ORDINANCES; AND PROVIDING AN EFFECTIVE DATE.

BE IT ORDAINED BY THE CITY OF CRESTVIEW, FLORIDA;

WHEREAS, the City of Crestview City Council has determined that certain changes to the current Charter of the City of Crestview would be beneficial to the City; and

WHEREAS, the City of Crestview City Council has considered the proposed changes in a workshop on July 9, 2020; and

WHEREAS, the City of Crestview City Council has reviewed and approved the proposed changes in a regular meeting on July 13, 2020; and

WHEREAS, the proposed changes to the City Charter are required to be submitted to the electors of the City of Crestview for their consideration and approval before becoming effective;

NOW, THEREFORE,

BE IT ORDAINED BY THE CITY OF CRESTVIEW, FLORIDA:

SECTION 1. Election Referendum Set. The City Council calls for the holding of a referendum of the electors of the City of Crestview on November 3, 2020, to consider and

vote for or against the approval of the proposed City Charter revisions as herein below approved by the City Council.

SECTION 2. Supervisor Appointed. The Supervisor of Elections of Okaloosa County is hereby appointed as the election officer of the election to be held on November 3, 2020, by ballot in accordance with Florida Statutes. The City of Crestview shall bear all related costs of said ballot.

SECTION 3. City to Bear Costs. The City of Crestview shall reimburse the Supervisor of Elections for any costs incurred by that office directly related to the preparation for, conducting of, and certifying the results of the referendum on the proposed City Charter revisions.

SECTION 4. Ballot Titles and Summaries. The ballot titles and summaries to appear on the ballot of the referendum on the proposed City Charter revisions shall be:

CITY OF CRESTVIEW CHARTER REVISION QUESTIONS

CHARTER AMENDMENT NO. 1 RELATING TO CERTAIN LANGUAGE CHANGES TO THE CITY CHARTER FOR THE CITY OF CRESTVIEW FLORIDA.

Parts of the Charter relating to City Manager, City Clerk and use of Ordinances and Resolutions are not conducive to the efficient daily operations of the City of Crestview.

Shall the portions of the Current City Charter regarding City Manager, City Clerk, Ordinance and Resolutions be changed to allow more efficient daily operations of the City of Crestview?

☐ **YES** For adopting the amendment to the City Charter.

☐ **NO** Against adopting the amendment to the City Charter

ENMIENDA DE LA CARTA NO. 1 RELACIONADO CON CIERTOS CAMBIOS DE IDIOMA A LA CARTA DE LA CIUDAD PARA LA CIUDAD DE CRESTVIEW FLORIDA.

Partes de la Carta relacionadas con el Gerente de la Ciudad, el Secretario de la Ciudad y el uso de Ordenanzas y Resoluciones no son propicias para las operaciones diarias eficientes de la Ciudad de Crestview.

¿Se deben cambiar las partes de la Carta actual de la ciudad con respecto al Gerente de la Ciudad, el Secretario de la Ciudad, la Ordenanza y las Resoluciones para permitir operaciones diarias más eficientes de la Ciudad de Crestview?

CHARTER AMENDMENT NO. 2

RELATING TO A CHANGES TO THE VOTING DISTRICTS FOR THE CITY OF CRESTVIEW

The current voting districts defining precincts for elected council members is disproportionate to the population of those precincts.

Shall the voting districts for elected official precincts be amended to more directly represent the population of the voting districts?

☐ **YES** For adopting the amendment to the City Charter.

☐ **NO** Against adopting the amendment to the City Charter

ENMIENDA DE LA CARTA NO. 2

RELACIONADO CON LOS CAMBIOS EN LOS DISTRITOS DE VOTACIÓN DE LA CIUDAD DE CRESTVIEW

Los distritos de votación actuales que definen los distritos para los miembros electos el consejo es desproporcionado con respecto a la población de esos distritos.

¿Se modificarán los distritos de votación de los distritos oficiales electos para representar más directamente a la población de los distritos de votación?

☐ **SI** Para la aprobación de la enmienda a la Carta de la Ciudad.

☐ **NO** En contra de la aprobación de la enmienda a la Carta de la Ciudad

CHARTER AMENDMENT NO. 3

RELATING TO A CHANGES TO THE ELECTION DATES FOR THE CITY OF CRESTVIEW

The current Election dates for the City of Crestview are in March of odd numbered years.

Shall the election dates for the City of Crestview be amended to coincide with the General Election held in November of each even numbered year.

☐ **YES** For adopting the amendment to the City Charter.

☐ **NO** Against adopting the amendment to the City Charter

**ENMIENDA DE LA CARTA NO 3
RELACIONADO CON LOS CAMBIOS EN LAS FECHAS DE LAS ELECCIONES
PARA LA CIUDAD DE CRESTVIEW**

Las fechas actuales de las elecciones para la ciudad de Crestview son en marzo de años numerados impares.

¿Se modificarán las fechas de las elecciones para la Ciudad de Crestview para coincidir con las Elecciones Generales celebradas en noviembre de cada año par numerado?

_____ **SI** Para la aprobación de la enmienda a la Carta de la Ciudad.

_____ **NO** En contra de la aprobación de la enmienda a la Carta de la Ciudad

SECTION 5. Publication of Notice. The appropriate officials shall cause to be published in a newspaper of general circulation in the City the notices of the referendum required by Florida law.

SECTION 6. Charter Amendments. In the event one or more of the foregoing Charter Revision Questions (Section 4 above) is approved by a majority of the electors voting on the proposal, on November 3, 2020, the existing sections Charter presented for change and included as Exhibit “A” hereto shall be changed all or in part, depending on the results of the election (provided that all extra territorial powers of the City conferred by special act or otherwise are preserved and can be repealed or modified only by further referendum or as otherwise provided by law) and the following revised Charter for the City of Crestview shall, either in its entirety, or in part, depending on the results of the election, replace the existing Charter and become effective on November 15, 2020.

PROPOSED CHARTER FOR THE CITY OF CRESTVIEW

ARTICLE I. GENERAL POWERS OF THE CITY

Section 1.01. General Powers and Corporate Existence.

The municipal corporation now existing and known as the City of Crestview ("City"), located in Okaloosa County, Florida, within the boundaries hereinafter described, shall continue to be a body politic and corporate, and shall have all governmental, corporate, and proprietary powers to enable it to conduct municipal government, perform municipal functions and render municipal services, and may exercise any power for municipal purposes except when expressly prohibited by law.

Section 1.02. Construction.

The powers of the City under this Charter shall be construed liberally in favor of the City, and the specific mention of particular powers in the Charter shall not be construed as limiting in any way the general power granted in this Article.

ARTICLE II. CORPORATE BOUNDARIES

Section 2.01. Corporate Boundaries.

The corporate boundaries of the City of Crestview shall remain fixed and established as they exist on the date this Charter takes effect, provided that the City shall have the power to change its boundaries in the manner prescribed by law.

ARTICLE III. ELECTED CITY POSITIONS

Section 3.01. Form of Government.

The City shall have a Council-City Manager form of government. There shall be a City Council, which shall be the governing body of the City with all legislative powers of the City vested therein, consisting of five (5) Council Members. All Council Members shall be elected by votes cast by City electors (Article VI, Section 6.02). The Council Member from Precinct 1 shall reside in Precinct 1, the Council Member from Precinct 2 shall reside in Precinct 2, and the Council Member from Precinct 3 shall reside in Precinct 3. If at any time a Council Member elected from a precinct moves his or her official residency from said precinct, a vacancy shall automatically occur in said office. The two Council Members at large may be elected without regard to the territorial limits of precincts. In such election's candidates running in any group receiving the highest vote shall be deemed elected.

There shall also be a Mayor who is elected At-Large and who shall not be a member of the City Council.

Section 3.02. Election and Terms.

The nonpartisan primary and general election of the Council Members and the Mayor shall be held in the manner provided in Article VI of this Charter and the terms of office for Mayor and Council Members shall be four (4) years and will commence on the first (1st) Monday in April immediately following his or her election.

The base year for elections for Council Members for Group 1 At-Large and Group 2 At-Large, and the Mayor shall be 2019, and shall be for a four-year term. The base year for elections for Council Members for Precincts 1, 2, and 3 shall be 2021 and shall be for a four-year term. These base year dates are established only for the purpose of scheduling elections and staggering terms.

All elected officials who are in office at the time of adoption of this Charter shall continue in office until their respective terms expire or are otherwise limited or terminated; and, as to elected or appointed officials, for such additional consecutive terms for which they seek and win election. Nothing in this Charter except as specifically provided herein, shall affect the rights, privileges or immunities of elected or appointed officials, existing at the time of adoption of this Charter.

ARTICLE IV. MAYOR AND CITY COUNCIL

Section 4.01. Mayor.

(a) ***Powers and Duties.*** The Mayor shall exemplify good citizenship and exhibit a cooperative spirit. The Mayor shall have the following powers and duties:

- (1) To be recognized as the official head of the City for all ceremonial purposes, and by the courts for the purpose of accepting and receiving civil process for the City, and by the governor for purpose of military law. To sign all contracts the City enters into on behalf on the City.
- (2) In time of public danger or officially declared state of emergency, the Mayor shall assume the role of Emergency Management Director, take command of the police and fire departments, maintain order, and enforce the law.
- (3) To preside over all meetings of the City Council with authority to participate in discussions, but without power to vote.

- (4) To present recommendations to the City Council on the requirements of its municipal government.
- (5) To exercise a veto power over ordinances adopted by the City Council within five (5) days of adoption by the City Council, except the Mayor may not exercise veto power over:
- (i) an emergency ordinance as defined in Florida Statutes;
 - (ii) those ordinances adopted as a result of quasi-judicial proceedings, when such proceedings are mandated by law; and
 - (iii) ordinances proposing Charter amendments, which the Council is required by law or by this Charter to place on the ballot.
- (6) The Mayor shall see that the provisions of this Charter, ordinances, laws, and rules of the City are complied with, and enforced. The Mayor shall have the power to make general investigations into the official conduct and affairs of all City officers or employees of the City, and may examine the conditions of all City books, papers, records, property, and equipment. It shall be his/her duty to make a report to the Council of all violations or neglect of duty or any misfeasance, malfeasance or nonfeasance in office, neglect of duty or improper conduct on the part of any City officer or employee that may come to his knowledge. The Mayor shall put down riots and unlawful assemblies, and may use the police and common power of the City for such purposes, and shall see that peace, good order, safety, and good morals are preserved within the City; the Mayor may veto any official ordinance of the City Council, subject to the limitations hereinafter prescribed; may call the Council together in special session; and shall recommend to the Council such measures from time to time, as to him/her shall seem wholesome and proper.
- (7) The Mayor is to hold no other elected public office while holding said office.
- (8) The Mayor may be removed from office as set forth in Sec. 100.361, Florida Statutes.
- (9) The Mayor Pro Tem shall be chosen to serve in event of the Mayor's absence, as set forth in Section 4.03(b).

(b) ***Vacancy.***

- (1) Vacancy caused by death, resignation, refusal of the Mayor to serve, removal, or for any other reason, shall be filled by the Mayor Pro Tem as Acting Mayor, who shall serve until a successor is appointed and sworn in. The City Council shall fill the vacancy by a majority vote, and such vacancy shall be filled within thirty (30) days after the vacancy occurs. The appointed Mayor shall serve the unexpired term of the previous Mayor.
- (2) The Mayor appointed by the Council must meet the qualifications for office as set forth in this Charter at the time of appointment.

(d) **Compensation.** The salary of the Mayor shall be set by ~~ordinance~~, resolution which shall take effect upon the Mayor assuming office following the next Mayoral election.

(e) **Signature of the Mayor.** Every ordinance passed by the City Council, before becoming law, shall be presented to the Mayor for his signature and approval within five (5) business days after it has passed. Unless exercising veto power, the Mayor shall sign it and return it to the City Clerk with the date of his/her signature. If the Mayor fails to return any ordinance to the City Clerk before the next regular City Council meeting following the date of passage of the ordinance, unless the ordinance has been vetoed the Mayor shall be deemed to have approved the ordinance and it shall become law without his signature or further action.

Section 4.02. City Council.

The City Council shall consist of five (5) electors who shall be designated as follows:

Councilmember at large Group 1. Councilmember at large Group 2. Councilmember — Precinct 1
Councilmember — Precinct 2 Councilmember — Precinct 3

(a) **Powers and Duties.** City Council Members shall exemplify good citizenship and exhibit a cooperative spirit. The City Council shall have the following powers and duties:

- (1) To legislate for the City by adopting ordinances and resolutions in the best interest of all citizens of the City.
- (2) To adopt the annual budget and all other appropriations necessary for efficient City government.
- (3) To override the Mayor's veto of an ordinance by an affirmative vote of two thirds of the entire Council.
- (4) To devote such time as is necessary to the performance of City Council duties and hold no other elected public office or be an employee of the City while a City Council Member.
- (5) The City Council shall appoint the City Manager, City Attorney, City Clerk and Department Heads by a majority vote of the entire Council.
- (6) The Council may, in the investigation of charges against municipal officers, assistants, employees, and members of the Council, or of any other matters coming before them, issue subpoenas and compulsory process under the hands of the Mayor, the Clerk, and the seal, for the attendance of any person, firm or corporation, and for the production of books, papers, and records; and Mayor and Clerk shall each have authority to administer oaths and affirmations; and take depositions.
- (7) The City Council, by majority vote, may remove any member of the Council with four (4) consecutive unexcused absences.

(b) *Vacancies.*

(1) If a vacancy on the Council is caused by death, resignation, refusal of any Council Member to serve, removal of any Council Member, the residency relocation of a Council Member from the precinct from which the Council Member is elected, or for any other reason, the vacancy shall be filled for the unexpired term of the vacated seat by a majority vote of the remaining Council Members, and such vacancies must be filled within thirty (30) days after the vacancy occurs. The appointed Council Member may serve the unexpired term of the previous Council Member unless the unexpired term of the previous Council Member, is twenty-eight (28) months or longer. If the unexpired term is twenty-eight (28) months or longer, a person shall be elected at the next general election to fill the unexpired portion of such term.

(2) In the event of a military leave of absence for any elected municipal officer, such leave of absence shall be in accordance with current Florida Statutes.

(3) The Council Member appointed by the Council must meet the qualifications for office as set forth in this Charter at the time of appointment.

(b) ***Compensation.*** The salary of Council Members shall be set by ~~ordinance~~ resolution; said compensation shall take effect upon the Council Member assuming office following the next Council election.

Section 4.03. City Council Procedures.

(a) ***Meeting Rules and Procedures.*** The City Council shall determine its own rules of procedure and order of business. The City Council shall meet regularly at least once every month at such times and places as the City Council may prescribe. Policies and Procedures for the City Council shall be set forth by ~~ordinance~~ resolution.

(b) ***Mayor Pro Tem.*** The City Council, at its first regular meeting in April, shall select from among its members a Mayor Pro Tem. The Mayor Pro Tem so chosen shall, in the absence or disability of the Mayor, preside over the meetings of the City Council and perform all the duties and exercise all the authorities of the Mayor. The Mayor Pro Tem's term of service shall be for one year. The Mayor Pro Tem shall retain all voting privileges of an elected member of the City Council.

Section 4.04. Prohibitions.

(a) ***Appointment and Removal.*** No individual City Council Member shall in any manner dictate the appointment or removal of any administrative officer or employee whom the City Manager or Department Heads are empowered to appoint. The City Council may, however, express its views and fully and freely discuss any and all matters with the City Manager or Department Heads pertaining to the appointment and removal of City officers and employees.

(b) ***Interference with Administration.*** The City Council or Council Members shall deal with the City officers and employees, who are subject to the direction and supervision of the City Manager, solely through the City Manager. Neither the City Council nor Council Members shall give orders to any such officer or employee, either publicly or privately. It is the express intent of this Charter that recommendations for improvement of municipal governmental operations by individual Council Members be made solely to and through the City Manager.

(c) ***Holding other Office.*** No elected City official shall hold any appointive City office, City board membership, or City employment while in office, except as may be provided by State law. No former elected City official shall hold any compensated appointive City office until one year after having last served as an elected

official.

ARTICLE V. APPOINTED CITY OFFICIALS

The City Council shall appoint the City Manager, the City Attorney, and the City Clerk.

Section 5.01. City Manager.

There shall be a City Manager who shall be appointed or dismissed by the City Council, by a majority vote of the entire Council, and who shall serve at the pleasure of the City Council. The City Manager shall direct all Department Heads and oversee the daily operations of the City. The compensation to be paid the City Manager for services rendered by said manager, shall be set by the City Council in the contract between the City Manager and the City.

Additionally, the City Manager shall:

- (a) Attend the meetings of the City Council.
- (b) Draw and sign vouchers upon the depositories, which vouchers shall be countersigned by the ~~City Clerk~~ Finance Director and keep a true and accurate account of the same.
- (c) Shall prepare and submit to the Council once each month a statement of all finances, receipts, and disbursements.
- (d) ~~Provide administrative services as required by the City Council.~~
- (e) See that all laws, provisions of this Charter, and acts of the Council, subject to his/her direction and supervision, are faithfully executed.
- (f) Coordinate with the City Clerk and Department Heads and submit the annual budget, budget message, and capital programs to the Council in the form prescribed by general law.
- (g) Submit to the Council and make available to the public a complete report on the finances and administrative activities of the City as of the end of each fiscal year.
- (h) Keep the Council fully advised as to the financial condition and future needs of the City and make recommendations to the Council concerning the affairs of the City.
- (i) Perform such other duties as are specified in this charter, or adopted by ~~ordinance~~, Resolution, or which may be required by the Council.

(j) City Manager Authority over City Personnel.

In addition to the authority, duties and obligations specified in this Charter, and except as may be inconsistent with this Charter and/or adopted ordinances, resolutions, and policies of the City, the City Manager shall:

- (1) Determine the employment qualifications of the Department Heads and otherwise handle all aspects of the filling of vacancies in the positions of the Department Heads.

(2) Have complete and full authority acting on behalf of the City Council over each and every Department, Department Head and employee of the City, and full authority over all operations of the City. However, when any action is required by the Charter or ordinances on the part of the City Council, such action may be taken by the City Manager subject to the confirmation by the City Council in accordance with the Charter or Ordinance.

(3) Have the authority to discipline, demote, suspend and/or remove any Department Head or employee in a manner consistent with the adopted ordinances and personnel policies of the City. The City Manager may authorize any Director or other administrative officer who is subject to the City Manager's direction and supervision to exercise these powers with respect to subordinates in that officer's department, office or agency.

Section 5.02. City Attorney.

The City Attorney shall serve as the chief legal adviser to the City Council, and shall represent elected or appointed officials, boards and commissions, and employees in the course and scope of their official duties or employment, respectively. The City Attorney shall represent the City in legal proceedings and shall perform any other duties prescribed by State law, by this Charter, or by ordinance or resolution. The City Council shall appoint or remove the City Attorney by an affirmative vote of a majority of its members. The compensation to be paid the City Attorney for the services rendered by said Attorney, shall be set by the City Council in the Contract between the City Attorney and the City.

Section 5.03. City Clerk.

There shall be a City Clerk who shall be appointed or dismissed by the City Council, by a majority vote of the entire Council, and who shall serve at the pleasure of the City Council and whose duties and responsibilities are as provided by this Charter. The compensation to be paid the City Clerk for the services rendered, shall be set by the City Council.

The City Clerk shall:

- (a) Attend all meetings of the City Council
- (b) Maintain minutes and records of the same.
- (c) ~~Review/countersign/approve all checks and electronic financial transfers with the City Manager.~~ Provide administrative services as required by the Council.
- (d) Review contracts for compliance with policy and Council direction and Attest to same that all ~~contracts which~~ shall then be signed by the Mayor.
- (f) Sign all licenses issued by the City.
- (g) ~~Issue receipts for all money received and shall deposit said money in the proper depositories on the first regular banking day after receipt.~~ Maintain and address contract management and records of same.
- (h) Keep and have the care and custody of the books, records, papers, legal documents and journals of proceedings of the City Council

(i) Preform such additional duties as may be required by the Council. All other powers and duties of the City Clerk shall be as provided by ~~ordinance~~ Resolution.

Section 5.04. Departments.

Department Heads shall be appointed by the ~~City Council with the recommendation of the City Manager.~~ City Manager. The City Manager shall make recommendations to the City Council regarding the organization of the City government and prescribe the duties and responsibilities assigned to the various departments. The City Manager shall direct the Department Heads of the City in a manner consistent with this Charter and the City's Code of Ordinances. The compensation to be paid the various Department Heads for the services rendered, shall be set by the City Council.

Section 5.05. City Boards, Commissions and Authorities.

- (a) ***Establishment.*** Unless otherwise provided by law, the City Council shall establish or terminate by ~~ordinance~~, Resolution, such boards, commissions and authorities as it may deem advisable from time to time.
- (b) ***Membership and Removal.*** Unless otherwise provided by law, the City Council shall determine procedures, membership and removal from City boards, commissions and authorities.

ARTICLE VI. ELECTIONS

Section 6.01. Nonpartisan Elections.

All nominations and elections for the offices of Mayor and City Council Members shall be conducted on a nonpartisan basis.

Section 6.02. Electors.

Any person, who is a resident of the City, is a qualified Florida elector, and who has been assigned a voter registration number by the County Supervisor of Elections to vote shall be an elector of the City.

Section 6.03. Qualifications, Eligibility, and Filing Fee.

- (a) ***Qualifications and Eligibility.*** Any person who is a resident of the City, has qualified as a Florida elector, and has been assigned a voter registration number by the County Supervisor of Elections to vote not less than one (1) year prior to the end of the qualification period, shall be an eligible candidate for the office of Mayor or City Council member. Candidates for Council Member from a Precinct must have been a resident of the declared precinct for at least one (1) year prior to the end of the qualification period.
- (b) ***Qualifying Fee.*** Each candidate shall pay to the qualifying officer a qualifying fee in the amount as set forth by City ~~ordinance~~, resolution as well as an election assessment as provided by Florida State Law.
- (c) ***Determination of Qualifications and Eligibility.*** The Supervisor of Elections shall be the judge of qualifications for candidates for the positions of Mayor and City Council.

(d) **Determination of person elected** In the case of two or more persons receive an equal and highest number of votes for the same office, the election shall be determined as per Florida Statutes, Title IX, Chapter 100, Section 100.181.

Section 6.04. Elections. Procedures.

(a) **General Elections.** The Supervisor of Elections shall be the Filing Officer for the City of Crestview and shall conduct all elections in accordance with Florida Statutes. ~~The general election shall be held on the second Tuesday in March. Elections shall be held every two (2) years. The election shall be held in conjunction with the November General election commencing in November 2022.~~

(b) **Canvassing Board** Elections shall be conducted and results shall be tabulated, returned and canvassed by a board in accordance with general law. The canvassing board shall submit certified election results to the City Clerk. In a City election, where a County canvassing board would not be impaneled, the canvassing board shall include the Supervisor of Elections, a sitting County Judge, and the City Clerk.

Section 6.05. Candidate Qualifying Oath.

(a) **Qualifying Oath or Affirmation.** Any person who is qualified under the laws of the State and this Charter may become a candidate for the office of Mayor or City Council by taking and subscribing to an oath or affirmation, and filing the same with the Supervisor of Elections during business hours during the period prescribed by general law for qualification of candidates for election to City offices.

(b) **Form.** The form of the oath or affirmation shall be as provided by Florida law.

Section 6.06. Commencement of Term of Office.

The term of office of any elected official (Mayor or City Council Member) will commence on the first (1st) Monday in April, after his or her election, at which time the newly elected official shall take an oath of office and be installed in office ~~regular meeting of the City council after his or her election, at which time the newly elected official shall take an oath of office and be installed in office.~~

In the event of a special election or other election other than the primary or general election, the term of office of any elected official will commence on the third day after his or her election has been certified, at which time the newly elected official shall be given an oath of office and installed in office, or as provided by State law, unless the commencement date falls on a legal or City holiday, in which case the term of office will commence on the next day that is not a legal or City holiday.

Section 6.07. Council Precincts

(a) **Number of Precincts.** There shall be three (3) City Council precincts. The boundaries of the three (3) precincts ~~shall remain the same as they existed prior to the~~ which shall change to the following upon approval of this charter by the electorate of the City, being described more particularly as:

City Council Precincts: The City of Crestview shall be divided into three precincts, numbered as follows: ~~Number One, East Crestview, comprising all that territory within the corporate limits east of Main Street and South of U.S. Highway No. 90; Number Two, West Crestview, comprising that territory within the corporate limits west of Main Street and south and west of U.S. Highway No. 90; Number Three, North Crestview, comprising all that territory within the corporate limits north of U.S. Highway No. 90. Number One: Central~~

Crestview as bordered by U S Highway 90 on the north and Interstate 10 on the South, Number Two: South Crestview as bordered by Interstate 10 on the North. Number Three: North Crestview as bordered by U.S. Highway 90 on the south.

CHARTER AMENDMENTS

Section 7.01. Charter Amendments.

(a) **Initiation by City Council.** The City Council may propose amendments by ordinance to this Charter. Upon adoption of the initiating ordinance, the City Council shall submit the proposed amendment to a vote of the electors at the next general election held within the City or at a special election called for such purpose.

(b) **Initiation by Petition.** The electors of the City may propose amendments to this Charter in accordance with the provisions of Sec. 166.031, Florida Statutes.

(c) **Consistency.** The method for Charter amendments shall be consistent with State law.

ARTICLE VIII MISCELLANEOUS

Section 8.01. Code of Ethics.

The City of Crestview shall subscribe to and abide by the *Code of Ethics for Public Officers and Employees* as provided in the Florida Statutes.

ARTICLE IX SCHEDULE

Section 9.01. Effective Date.

Upon approval of a majority of the electorate voting at a referendum on this Charter, this Charter will become effective on ~~October 1, 2018~~ on November 15, 2020

Section 9.02. Ordinances Preserved.

All ordinances in effect upon the adoption of this Charter, to the extent not inconsistent herewith, shall remain in full force and effect until amended or repealed.

Section 9.03. Repeal of Former Charter Provisions.

~~All Charter provisions in effect prior to the effective date of this Charter are repealed, provided that all extra territorial powers of the City conferred by special act or otherwise are preserved and can be repealed or modified only by referendum or as otherwise provided by law.~~

All affected Charter provisions in effect prior to the effective date of this Charter revision are repealed, provided that all extra territorial powers of the City conferred by special act or otherwise are preserved and can be repealed or modified only by referendum or as otherwise provided by law.

Section 9.04. Precedence over Code Provisions.

If a conflict exists between the provisions of this Charter and the Code of Ordinances, the Charter provisions shall prevail.

Section 9.05. Officers and Employees.

The adoption of this Charter shall not affect or impair the rights, privileges or immunities of City officers or employees at the time of the effective date of this Charter, including rights provided for pursuant to Chapter 447, Florida Statutes, and collective bargaining agreements. Elected officers shall continue to hold their offices for the terms prescribed by the Charter in effect on the date of their election, and they shall discharge their duties until their successors are elected.

Section 9.06. Existing Rights, Obligations, Duties and Relationships.

(a) **Continuity.** All rights, claims, actions, orders, contracts and legal or administrative proceedings involving the City shall continue except as modified pursuant to the provisions of this Charter.

(b) **Obligations.** No debt, contract obligation, or assessment by the City shall be impaired by adoption of this Charter. All existing debts, obligations and assessments shall remain valid and enforceable, according to their terms, under the Charter provisions applicable at the time the debt was incurred, contract signed, or assessment imposed. All obligations and rights arising in connection with projects financed under former Charter provisions shall be unaffected and remain in full force and effect as if the borrowing, taxing, bonding or other financing provisions had survived the adoption of this Charter.

(c) **Other Government Units.** All existing rights, obligations, duties and relationships by law or agreement between the City and other governmental units shall be unaffected by the adoption of this Charter and remain in full force and effect.

~~(d) **Commencement of Terms for Year 2019 Elections.** The terms for the Council Members and Mayor elected in the 2019 general election shall commence on the first (1st) Monday of April 2019 as provided for in the former City Charter. This provision shall be effective solely for the purposes of transition from the former City Charter to Section 3.02 of this Charter.~~

Terms for the officers elected in 2017 and 2019. The terms of the elected officials elected in 2017 shall be extended until after the election of November 2022. The terms of the elected officials elected in 2019, shall be extended until November of 2024. As determined by the Charter revisions of 2018, should the City Clerk resign their position prior to November 2022, the City Clerk position shall become appointed as allowed in section 5.03 of this Charter.

Section 9.07. Transition.

The City Council shall adopt such ordinances and resolutions as are required to affect the transition. Ordinances adopted within sixty (60) days of the first Council meeting under this Charter for facilitating the transition may be

passed as emergency ordinances following the procedures prescribed by law.

Section 9.08. Severability.

If any section or part of a section of this Charter shall be held invalid by a court of competent jurisdiction, the court decision invalidating any section or part of said section shall not affect the remainder of this Charter or the context in which the invalidated section or part of section may appear, except to the extent that an entire section or part of section may be inseparably connected in meaning and effect with the section or part of section to which the court decision may directly apply.

[End of Charter revisions]



Staff Report

CITY COUNCIL MEETING DATE: July 27, 2020

TYPE OF AGENDA ITEM: Resolution

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Crista Shephard
DATE: 7/23/2020
SUBJECT: Resolution 2020-12 - CDBG Five Year Consolidated Plan and Annual Action Plan

BACKGROUND:

The City of Crestview receives funding from the U.S. Department of Housing and Urban Development (HUD), through the Community Development Block Grant (CDBG) Program. The City is considered an “entitlement community” with a prescribed formula for funding developed by the U. S. Department of Housing and Urban Development (HUD) using select City demographic information and has developed the first Five Year CDBG Consolidated Plan. CDBG projects must meet HUD national objectives and be designed to benefit low- and moderate-income persons or aid in the prevention or elimination of slum and blight.

In addition to the first-year annual allocation, the City is eligible for an allocation under the CARES Act. This funding is to be used for projects that respond to the Coronavirus Pandemic.

DISCUSSION:

Staff works closely each year with the Citizen’s Advisory Committee (CAC) and the public to develop Annual Action Plans that are consistent with the needs of the community and the mission of HUD. A CAC meeting was held on July 23, 2020.

Staff accepted applications from the public for potential projects to be funded with the FY 2020-21 entitlement grant. After public meetings and CAC review of applications, the following projects were recommended for approval by the CAC:

1. HHA Housing Stabilization – Under this program, funding will be used for a Housing Stability Specialist that will provide housing stabilization services to clients in the City of Crestview. These services include, housing navigation, case management, and financial support for persons experiencing homelessness, or at imminent risk of becoming homeless in Crestview
2. City of Crestview Nuisance Abatement – Under this program, funding will be used to assist in the elimination of blight and deterioration of properties through the removal of unsafe conditions and by enhancing the appearance and conditions of structures.
3. City of Crestview Benjamin St Sewer - Under this program, funding will be used to construct sewer connections at no cost to the property owners.
4. City of Crestview CDBG-CV Small Business Grant Program - Under this program, funding will be used to provide one-time business grants of up to \$5,000.00 to avoid job loss due to COVID-19

closures and/or limited opening capacities. Business owners and/or affected employees must meet HUD LMI income eligibility.

5. Planning & Administration – The City of Crestview Community Services Department administers the CDBG program and is responsible for conducting all public hearings and meetings, advertising the report, advertising for and accepting applications, reviewing applications, staffing the CAC, administering funds to sub-grantees, preparing the Annual Action Plan, preparing the CAPER each year, and preparing the Five-Year Consolidated Plan, among other administrative duties.

GOALS & OBJECTIVES

This item is consistent with the goals in A New View Strategic Plan 2020 as follows;

Foundational – these are the four areas of focus that make up the necessary foundation of a successful local government.

Organizational Capacity, Effectiveness & Efficiency – To efficiently & effectively provide the highest quality of public services.

Infrastructure – Satisfy current and future infrastructure needs.

Communication – To engage, inform and educate public and staff.

Quality of Life – these six areas focus on the overall experience when provided by the city.

Community Character – Promote desirable growth with a hometown atmosphere.

FINANCIAL IMPACT

The CDBG Grant has spending minimums and maximums (caps) for specific funding areas. For example, Planning and Administration has a 20 percent funding cap; Public Service has a 15 percent funding cap; and programs benefitting low to moderate income people has a 70 percent funding minimum requirement.

Four Annual Action Plan applications, totaling \$164,610.00 in requested funding, were recommended for approval by staff:

1. HHA Housing Stabilization	\$24,000.00
2. City of Crestview Nuisance Abatement	\$72,688.00
3. City of Crestview Benjamin St Sewer	\$35,000.00
4. Planning & Administration	\$32,922.00
Total	\$164,610.00

One CDBG-CV (Cares Act funding) application, with a total of \$96,835.00 in requested funding was recommended for approval by staff:

City of Crestview CDBG-CV Small Business Grant Program	\$96,835.00
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Four Annual Action Plan applications, totaling \$164,610.00 in requested funding, were recommended for

approval by the CAC:

1. HHA Housing Stabilization	\$12,000.00
2. City of Crestview Nuisance Abatement	\$75,688.00
3. City of Crestview Benjamin St Sewer	\$44,000.00
4. Planning & Administration	\$32,922.00

Total \$164,610.00

One CDBG-CV (Cares Act funding) application, with a total of \$96,835.00 in requested funding was recommended for approval by the CAC:

City of Crestview CDBG-CV Small Business Grant Program	\$96,835.00
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RECOMMENDED ACTION

Staff respectfully requests City Council adoption of Resolution 2020-12 to approve the CDBG FY 2020-21 CDBG Annual Action Plan as recommended by staff or the Citizen's Advisory Committee.

Attachments

1. 2020-21 Summary of Staff's Funding Recommendations
2. DRAFT 2020-2025 CDBG Consolidated Plan & 2020-2021 Annual Action Plan

RESOLUTION: 2020-12

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CRESTVIEW, FLORIDA, ADOPTING THE CDBG FY 2020-21 COMMUNITY DEVELOPMENT BLOCK GRANT ANNUAL ACTION PLAN; AND PROVIDING AN EFFECTIVE DATE.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY CRESTVIEW, FLORIDA AS FOLLOWS:

SECTION 1 – APPROVAL OF PLAN. The City of Crestview hereby approves the Community Development Block Grant entitlement funding Annual Action Plan for CDBG FY 2020-21.

SECTION 2 – AUTHORITY. The City Manager is hereby designated and authorized to execute any documents and certifications required by the U.S. Department of Housing and Urban Development as related to the Annual Action Plan, and to do all things necessary and proper to carry out the terms and conditions of said program.

SECTION 3 – EFFECTIVE DATE. This Resolution shall take effect immediately upon approval of City Council.

ADOPTED AT A REGULAR MEETING OF THE CRESTVIEW CITY COUNCIL THIS 27TH DAY OF JULY 2020.

BY:

J.B. WHITTEN
Mayor

ATTEST:

ELIZABETH M. ROY
City Clerk

2020-2021 CDBG Action Plan Summary of Staff's Recommendations

2020-2021 CDBG Annual Action Plan Projects - Total Allocation Amount- \$164,610.00

Applicant	Project Name	Requested Funding	Staff Recommended Funding	CAC Recommended Funding
Homelessness & Housing Alliance	Housing Stabilization	\$41,320.00	\$24,000.00	\$12,000.00
City of Crestview	City of Crestview Nuisance Abatement	\$69,688.00	\$72,688.00	\$75,688.00
City of Crestview	City of Crestview Benjamin St Sewer	\$35,000.00	\$35,000.00	\$44,000.00
	Total Requested Funding	\$146,008.00	\$131,688.00	\$131,688.00
Total FY 20-21 Allocation	\$164,610.00	70% LMI Requirement:	\$92,181.60	
Planning & Admin (20%)	\$32,922.00	Recommended Public Services Funding	\$24,000.00	\$12,000.00
Total available for funding activities	\$131,688.00			

2020-2021 CDBG-CV (CARES Act) Allocation Projects - Total Allocation Amount - \$96,835.00

Applicant	Project Name	Requested Funding	Staff Recommended Funding	CAC Recommended Funding
City of Crestview	City of Crestview CDBG-CV Small Business Grant Program	\$96,835.00	\$96,835.00	\$96,385.00
	Total Requested Funding	\$96,835.00	\$96,835.00	\$96,835.00

*100% of CDBG-CV funding will be used for LMI benefit.

*CDBG year is different from city FY (this will be CDBG FY 2020-2021 & City FY 2021-2022)

Executive Summary

ES-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The City of Crestview receives funding through the Community Development Block Grant (CDBG) from the U.S. Department of Housing and Urban Development. The City is considered an “entitlement community” with a prescribed formula for funding developed by HUD using select City demographic information. This funding is used for community development projects which reduce or reverse evidence of physical, social, or economic decline in low-to-moderate income neighborhoods. As a new CDBG Entitlement Community, the City of Crestview has prepared its first Five Year Consolidated Plan.

2. Summary of the objectives and outcomes identified in the Plan Needs Assessment Overview

The priority needs, goals, and objectives of the City are outlined in the Consolidated Plan and have been defined by HUD as the following:

1. **Providing Decent Affordable Housing** – relates to a wide range of housing activities to meet individual family or community housing needs.
2. **Providing a Suitable Living Environment** – relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment.
3. **Expanding Economic Opportunity** – applies to activities related to economic development, commercial revitalization, or job creation.

In addition, HUD has added a standard set of outcomes for the objectives listed above.

These outcomes include:

1. **Availability/Accessibility** – applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low- and moderate-income people, including persons with disabilities.
2. **Affordability** – applies to activities that provide affordability in a variety of ways to low- and moderate-income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or daycare. Affordability is an appropriate

objective whenever an activity is lowering the cost, improving the quality or increasing the affordability of a product or service to benefit a low-income household.

3. Sustainability – applies to activities that are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low- and moderate-income or by removing or eliminating slums or blighted areas through multiple activities or services that sustain communities or neighborhoods.

3. Evaluation of past performance

This will be the City of Crestview's first year as an entitlement community.

4. Summary of citizen participation process and consultation process

The City of Crestview has many processes for involving citizens in its decision making; including City Council meetings, numerous board and committee meetings; live broadcasts of public meetings, and more, all designed to solicit public comments both informally or by utilizing formal public hearings. The Citizen's Advisory Committee (CAC) advises staff on the use of the City of Crestview's annual CDBG fund allocation. The CDBG Citizen's Advisory Committee (CAC) met on July 23, 2020, to review funding applications, provide recommendations, and finalize the budget for the 2020-2021 Annual Action Plan. To ensure broad-based participation, extensive communication efforts are used during the implementation of the City's Consolidated Plan citizen participation plan.

5. Summary of public comments

No public comments were received during the creation of this plan..

6. Summary of comments or views not accepted and the reasons for not accepting them

N/A

7. Summary

The City of Crestview's 2020-2025 Consolidated Plan and 2020-2021 Annual Action Plan has been prepared and developed to provide the community and principally low to moderate-income persons with decent housing, a suitable living environment, and expanded economic opportunities. The Community Development Services Department prepares the Consolidated Plan as part of a collaborative process to establish a unified vision of community development actions. It also provides a method to measure progress of the various program goals, specific objectives, and annual goals.

The Process

PR-05 Lead & Responsible Agencies 24 CFR 91.200(b)

1. Describe agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	City of Crestview	Community Development Services

Table 1 – Responsible Agencies

Narrative

The City of Crestview's Community Development Services Department is the lead entity responsible for the preparation of the Consolidated Plan and administrative of the Community Development Block Grant Program. The Annual Action Plan is created as part of a collaborative process to establish a unified vision of community development actions. This process creates the opportunity for strategic planning and citizen participation to take place in a comprehensive context at the local level. It also provides a method to measure progress of the various program goals, specific objectives, and annual goals set by the Community Development Services Department

Consolidated Plan Public Contact Information

Community Development Services Department

Attn: Crista Shephard

198 N Wilson St.

Crestview, FL 32536

CDBG@cityofcrestview.org

PR-10 Consultation – 91.100, 91.110, 91.200(b), 91.300(b), 91.215(I) and 91.315(I)

1. Introduction

Provide a concise summary of the jurisdiction’s activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I)).

As a brand new entitlement, identification of, and consultation with local agencies will be an ongoing goal of the City. There were two significant factors that affected consultation in the creation of the Consolidated Plan; Crestview being a new entitlement community, and the COVID-19 pandemic.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness

Homelessness & Housing Alliance (HHA) serves as the Lead Agency for the Okaloosa Walton Homeless Continuum of Care. HHA serves as the applicant for federal and state homeless assistance funding. HHA provides funding to homeless service providers in the city of Crestview. HHA also has developed a strategic plan for the two-county area and is working with the Crestview Area Homeless Advisory Council to adapt and implement strategies specific to Crestview.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards and evaluate outcomes, and develop funding, policies and procedures for the administration of HMIS

The Continuum of Care applies for federal and state funding, which it distributes to service providers based on results from a request for proposal process. Once funds are awarded, the Continuum of Care monitors expenditures and program delivery, and reports back to the appropriate government agencies. The Continuum of Care receives some funds for direct services, which are used to support collective programs, such as permanent housing, prevention, and other essential needs beyond the capacity of individual members.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdictions consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	FL-505 Homelessness and Housing Alliance
	Agency/Group/Organization Type	Services - Housing Services-homeless
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	The City works closely with HHA through meetings, phone calls, and emails. HHA has been instrumental in the creation of Crestview's first Consolidated Plan.
2	Agency/Group/Organization	United Way of Okaloosa
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Public Housing Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Homelessness & Housing Alliance	Both plans include increasing access to affordable, increasing economic stability, and strategies to reduce homelessness

Table 3 – Other local / regional / federal planning efforts

Describe cooperation and coordination with other public entities, including the State and any adjacent units of general local government, in the implementation of the Consolidated Plan (91.215(l))

The Florida State Clearinghouse (SCH) administers the intergovernmental coordination and review process of certain state and federal activities within the state of Florida which involve federal financial assistance and/or direct federal activity. The State Clearinghouse reviews all programs which federal agencies have indicated are eligible for inclusion under **Presidential Executive Order 12372. Section 403.061(42), F.S.,** identifies the SCH as the state single point of contact for coordinating the states

review of these activities. The City of Crestview submits the Consolidated Plan and Annual Action Plan for SCH review.

PR-15 Citizen Participation – 91.105, 91.115, 91.200(c) and 91.300(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

There were two significant factors that affected citizen participation in the creation of the Consolidated Plan; Crestview being a new entitlement community, and the COVID-19 pandemic. As a brand new entitlement, public education on the program will be an ongoing goal of the City.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Meeting	City wide	Attendance was light due to the COVID-19 Pandemic.	There were no public comments received during the public meeting	N/A	
2	Newspaper Ad	City wide	Several newspaper ads were ran during the creation and adoption of the Consolidated Plan.	There were no public comments received due to the newspaper ads.	N/A	
4	Public Hearing	City wide	To be completed after public hearing	To be completed after public hearing	To be completed after public hearing	

Table 4 – Citizen Participation Outreach

Needs Assessment

NA-10 Housing Needs Assessment - 24 CFR 91.205 (a,b,c)

Summary of Housing Needs

ACS Data will be used to populate this information. Technical assistance has been requested due to ACS data not auto populating

Demographics	Base Year:	Most Recent Year:	% Change
Population	0	22,525	
Households	0	0	
Median Income	\$0.00	\$51,407.00	

Table 5 - Housing Needs Assessment Demographics

Data Source Comments:

Number of Households Table

	0-30% HAMFI	>30-50% HAMFI	>50-80% HAMFI	>80-100% HAMFI	>100% HAMFI
Total Households	1,200	1,1010	1,150	1,065	
Small Family Households	0	0	0	0	
Large Family Households	0	0	0	0	
Household contains at least one person 62-74 years of age	0	0	0	0	
Household contains at least one person age 75 or older	0	0	0	0	
Households with one or more children 6 years old or younger	0	0	0	0	

Table 6 - Total Households Table

Data Source Comments:

Housing Needs Summary Tables

1. Housing Problems (Households with one of the listed needs)

	Renter					Owner				
	0-30% AMI	>30- 50% AMI	>50- 80% AMI	>80- 100% AMI	Total	0-30% AMI	>30- 50% AMI	>50- 80% AMI	>80- 100% AMI	Total
NUMBER OF HOUSEHOLDS										
Substandard Housing - Lacking complete plumbing or kitchen facilities	0	0	0	0	0	0	0	0	0	0
Severely Overcrowded - With >1.51 people per room (and complete kitchen and plumbing)	0	0	0	0	0	0	0	0	0	0
Overcrowded - With 1.01-1.5 people per room (and none of the above problems)	0	0	0	0	0	0	0	0	0	0
Housing cost burden greater than 50% of income (and none of the above problems)	0	0	0	0	0	0	0	0	0	0
Housing cost burden greater than 30% of income (and none of the above problems)	0	0	0	0	0	0	0	0	0	0

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
Zero/negative Income (and none of the above problems)	0	0	0	0	0	0	0	0	0	0

Table 7 – Housing Problems Table

Data Source

Comments:

2. Housing Problems 2 (Households with one or more Severe Housing Problems: Lacks kitchen or complete plumbing, severe overcrowding, severe cost burden)

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
NUMBER OF HOUSEHOLDS										
Having 1 or more of four housing problems	0	0	0	0	0	0	0	0	0	0
Having none of four housing problems	0	0	0	0	0	0	0	0	0	0
Household has negative income, but none of the other housing problems	0	0	0	0	0	0	0	0	0	0

Table 8 – Housing Problems 2

Data Source

Comments:

3. Cost Burden > 30%

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
NUMBER OF HOUSEHOLDS								
Small Related	0	0	0	0	0	0	0	0
Large Related	0	0	0	0	0	0	0	0
Elderly	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total need by income	0	0	0	0	0	0	0	0

Table 9 – Cost Burden > 30%

Data Source
Comments:

4. Cost Burden > 50%

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
NUMBER OF HOUSEHOLDS								
Small Related	0	0	0	0	0	0	0	0
Large Related	0	0	0	0	0	0	0	0
Elderly	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total need by income	0	0	0	0	0	0	0	0

Table 10 – Cost Burden > 50%

Data Source
Comments:

5. Crowding (More than one person per room)

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
NUMBER OF HOUSEHOLDS										
Single family households	0	0	0	0	0	0	0	0	0	0
Multiple, unrelated family households	0	0	0	0	0	0	0	0	0	0
Other, non-family households	0	0	0	0	0	0	0	0	0	0
Total need by income	0	0	0	0	0	0	0	0	0	0

Table 11 – Crowding Information – 1/2

Data Source
Comments:

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
Households with Children Present	0	0	0	0	0	0	0	0

Table 12 – Crowding Information – 2/2

Data Source
Comments:

Describe the number and type of single person households in need of housing assistance.

Once ACS Data is populated correctly this section can be updated. Technical assistance has been requested due to ACS data not auto populating

Estimate the number and type of families in need of housing assistance who are disabled or victims of domestic violence, dating violence, sexual assault and stalking.

Once ACS Data is populated correctly this section can be updated. Technical assistance has been requested due to ACS data not auto populating

What are the most common housing problems?

Once ACS Data is populated correctly this section can be updated. Technical assistance has been requested due to ACS data not auto populating

Are any populations/household types more affected than others by these problems?

Once ACS Data is populated correctly this section can be updated. Technical assistance has been requested due to ACS data not auto populating

Describe the characteristics and needs of Low-income individuals and families with children (especially extremely low-income) who are currently housed but are at imminent risk of either residing in shelters or becoming unsheltered 91.205(c)/91.305(c)). Also discuss the needs of formerly homeless families and individuals who are receiving rapid re-housing assistance and are nearing the termination of that assistance

Once ACS Data is populated correctly this section can be updated. Technical assistance has been requested due to ACS data not auto populating

If a jurisdiction provides estimates of the at-risk population(s), it should also include a description of the operational definition of the at-risk group and the methodology used to generate the estimates:

Once ACS Data is populated correctly this section can be updated. Technical assistance has been requested due to ACS data not auto populating

Specify particular housing characteristics that have been linked with instability and an increased risk of homelessness

Once ACS Data is populated correctly this section can be updated. Technical assistance has been requested due to ACS data not auto populating

Discussion

NA-15 Disproportionately Greater Need: Housing Problems – 91.205 (b)(2)

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

Introduction

0%-30% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	975	120	105
White	500	80	105
Black / African American	300	40	0
Asian	35	0	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	45	0	0

Table 13 - Disproportionally Greater Need 0 - 30% AMI

Data Source: 2011-2015 CHAS

*The four housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than one person per room, 4. Cost Burden greater than 30%

30%-50% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	750	260	0
White	480	230	0
Black / African American	165	20	0
Asian	0	10	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	75	0	0

Table 14 - Disproportionally Greater Need 30 - 50% AMI

Data Source: 2011-2015 CHAS

*The four housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than one person per room, 4. Cost Burden greater than 30%

50%-80% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	625	525	0
White	380	345	0
Black / African American	175	180	0
Asian	25	0	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	45	0	0

Table 15 - Disproportionally Greater Need 50 - 80% AMI

Data Source: 2011-2015 CHAS

*The four housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than one person per room, 4. Cost Burden greater than 30%

80%-100% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	380	685	0
White	265	420	0
Black / African American	115	110	0
Asian	0	0	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	0	150	0

Table 16 - Disproportionally Greater Need 80 - 100% AMI

Data Source: 2011-2015 CHAS

*The four housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than one person per room, 4. Cost Burden greater than 30%

Discussion

NA-20 Disproportionately Greater Need: Severe Housing Problems – 91.205 (b)(2)

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

Introduction

0%-30% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	770	325	105
White	335	255	105
Black / African American	260	80	0
Asian	35	0	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	45	0	0

Table 17 – Severe Housing Problems 0 - 30% AMI

Data Source: 2011-2015 CHAS

*The four severe housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost Burden over 50%

30%-50% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	410	600	0
White	240	470	0
Black / African American	85	105	0
Asian	0	10	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	75	0	0

Table 18 – Severe Housing Problems 30 - 50% AMI

Data Source: 2011-2015 CHAS

*The four severe housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost Burden over 50%

50%-80% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	85	1,065	0
White	60	660	0
Black / African American	0	355	0
Asian	25	0	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	0	45	0

Table 19 – Severe Housing Problems 50 - 80% AMI

Data Source: 2011-2015 CHAS

*The four severe housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost Burden over 50%

80%-100% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	85	980	0
White	65	625	0
Black / African American	20	205	0
Asian	0	0	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	0	150	0

Table 20 – Severe Housing Problems 80 - 100% AMI

Data Source: 2011-2015 CHAS

*The four severe housing problems are:

1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost Burden over 50%

Discussion

NA-25 Disproportionately Greater Need: Housing Cost Burdens – 91.205 (b)(2)

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

Introduction:

Housing Cost Burden

Housing Cost Burden	<=30%	30-50%	>50%	No / negative income (not computed)
Jurisdiction as a whole	5,110	1,480	1,290	105
White	3,820	1,015	635	105
Black / African American	810	405	365	0
Asian	10	0	65	0
American Indian, Alaska Native	20	0	0	0
Pacific Islander	0	0	0	0
Hispanic	335	45	120	0

Table 21 – Greater Need: Housing Cost Burdens AMI

Data Source: 2011-2015 CHAS

Discussion:

NA-30 Disproportionately Greater Need: Discussion – 91.205(b)(2)

Are there any Income categories in which a racial or ethnic group has disproportionately greater need than the needs of that income category as a whole?

If they have needs not identified above, what are those needs?

Are any of those racial or ethnic groups located in specific areas or neighborhoods in your community?

NA-35 Public Housing – 91.205(b)

Introduction

Totals in Use

	Certificate	Mod-Rehab	Public Housing	Program Type					
				Vouchers					
				Total	Project - based	Tenant - based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
# of units vouchers in use	0	0	256	148	0	143	5	0	0

Table 22 - Public Housing by Program Type

*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition

Data Source: PIC (PIH Information Center)

Characteristics of Residents

	Certificate	Mod-Rehab	Public Housing	Program Type					
				Vouchers					
				Total	Project - based	Tenant - based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	
Average Annual Income	0	0	10,440	13,124	0	13,309	7,839		0
Average length of stay	0	0	5	4	0	4	0		0
Average Household size	0	0	2	2	0	2	1		0
# Homeless at admission	0	0	0	5	0	0	5		0

	Program Type							
	Certificate	Mod-Rehab	Public Housing	Vouchers				
				Total	Project - based	Tenant - based	Special Purpose Voucher	
							Veterans Affairs Supportive Housing	Family Unification Program
# of Elderly Program Participants (>62)	0	0	59	21	0	21	0	0
# of Disabled Families	0	0	40	37	0	36	1	0
# of Families requesting accessibility features	0	0	256	148	0	143	5	0
# of HIV/AIDS program participants	0	0	0	0	0	0	0	0
# of DV victims	0	0	0	0	0	0	0	0

Table 23 – Characteristics of Public Housing Residents by Program Type

Data Source: PIC (PIH Information Center)

Race of Residents

Race	Program Type								
	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project - based	Tenant - based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
White	0	0	143	78	0	73	5	0	0
Black/African American	0	0	109	68	0	68	0	0	0
Asian	0	0	4	0	0	0	0	0	0
American Indian/Alaska Native	0	0	0	0	0	0	0	0	0

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Program Type									
Race	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project - based	Tenant - based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
Pacific Islander	0	0	0	2	0	2	0	0	0
Other	0	0	0	0	0	0	0	0	0
*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition									

Table 24 – Race of Public Housing Residents by Program Type

Data Source: PIC (PIH Information Center)

Ethnicity of Residents

Program Type									
Ethnicity	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project - based	Tenant - based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
Hispanic	0	0	3	8	0	8	0	0	0
Not Hispanic	0	0	253	140	0	135	5	0	0
*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition									

Table 25 – Ethnicity of Public Housing Residents by Program Type

Data Source: PIC (PIH Information Center)

Section 504 Needs Assessment: Describe the needs of public housing tenants and applicants on the waiting list for accessible units:

Most immediate needs of residents of Public Housing and Housing Choice voucher holders

How do these needs compare to the housing needs of the population at large

Discussion

NA-40 Homeless Needs Assessment – 91.205(c)

Introduction:

Homelessness & Housing Alliance (HHA) serves as the Lead Agency for the Okaloosa Walton Homeless Continuum of Care. HHA serves as the applicant for federal and state homeless assistance funding. HHA provides funding to homeless service providers in the city of Crestview. HHA also has developed a strategic plan for the two-county area and is working with the Crestview Area Homeless Advisory Council to adapt and implement strategies specific to Crestview.

HHA administers the Homeless Management Information System (HMIS) for the jurisdiction. All agencies receiving homeless assistance funds from HUD and the state of Florida are required to utilize the database. HHA also coordinates the Annual Point in Time Count. Multiple organizations participate in this annual event and teams survey sheltered and unsheltered persons in this jurisdiction. The application used during the Point in Time Count provides the geographic location where the survey was taken. 62 of the 351 persons surveyed during 2020's Point in Time Count were in Crestview. 51% of those were chronically homeless, 15% were households with children, and 8% were veterans. Only households that meet the HUD's definition of homeless were included in the Point in Time Count. Households that were doubled up or paying for their own motel room were not included in the PIT count.

HHA also collects data through the coordinated entry system. One physical access point for the coordinated entry system is located in Crestview at the Crestview Area Shelter for the Homeless and multiple virtual access points are available in Crestview. The coordinated entry system provides data collected through a standardized assessment process using the Vulnerability Index Service Prioritization Assistant Tool (VISPDAT). The coordinated entry system data that is entered into the Homeless Management Information System allows the CoC to report how many persons are homeless for the first time, how many permanent housing exits, and the length of time homeless.

If data is not available for the categories "number of persons becoming and exiting homelessness each year," and "number of days that persons experience homelessness," describe these categories for each homeless population type (including chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth):

This is data is for the city of Crestview:

25 persons experienced homelessness for the first time

16 Exits from homelessness to permanent housing

71 days is the average length of time homeless

During the Annual Point in Time Count completed on January 24, 2020, 351 persons were counted in Okaloosa and Walton Counties. 62 of those were in the Crestview area. 32 of those were chronically homeless. 5 homeless veterans, 10 were in households with children, and 52 were in households without children. 51% of the homeless population is chronically homeless, 8% are homeless veterans.

Nature and Extent of Homelessness: (Optional)

Race:	Sheltered:	Unsheltered (optional)
White	264	198
Black or African American	61	34
Asian	3	2
American Indian or Alaska Native	0	0
Pacific Islander	3	2
Ethnicity:	Sheltered:	Unsheltered (optional)
Hispanic	17	12
Not Hispanic	334	243

Data Source

Comments:

Data Collected during 2020 Point In Time Count for Okaloosa and Walton Counties. NOT CRESTVIEW SPECIFIC.

Estimate the number and type of families in need of housing assistance for families with children and the families of veterans.

HHA and the CoC has multiple programs for families in need of housing assistance and families of veterans. We estimate that 45 families with minor children in the household will become homeless and 39 will exit homelessness with housing stabilization programs and supportive housing interventions. 75 households with minor children will need homeless prevention services in order to remain stably housed. 8 of these households will be veteran families. 6 veteran households will become homeless and all 6 will exit homelessness. According to the data collected the majority (68%) of the households with children that become homeless are single-parent households, 21% households' housing needs are related to domestic violence. Families with children often become homeless because of poor rental history, housing cost burdened, loss of employment or other financial crisis. Homeless prevention services are offered to households with minor children that need rental assistance due to rental arrears in order to avoid evictions and households entering the homeless assistance system.

If households with children are not diverted or prevented from homelessness the CoC has several supportive housing programs to quickly rehouse homeless households.

Describe the Nature and Extent of Homelessness by Racial and Ethnic Group.

75% of the homeless population is white, 17% is Black, .8% is Asian, and .6% is Pacific Islander

Describe the Nature and Extent of Unsheltered and Sheltered Homelessness.

27% of those counted in the Point in Time Count were unsheltered and 73% were sheltered.

Discussion:

NA-45 Non-Homeless Special Needs Assessment - 91.205 (b,d)

Introduction:

Describe the characteristics of special needs populations in your community:

What are the housing and supportive service needs of these populations and how are these needs determined?

Discuss the size and characteristics of the population with HIV/AIDS and their families within the Eligible Metropolitan Statistical Area:

Discussion:

NA-50 Non-Housing Community Development Needs – 91.215 (f)

Describe the jurisdiction's need for Public Facilities:

LMI residents benefit from public service programs offered at community facilities. As a new CDBG entitlement community, the city will continue to work toward public awareness of the CDBG program and prioritize public facility improvement project funding applications.

How were these needs determined?

These needs were determined through, public input meetings, input from our community's non-profit organizations as well citizen comments.

Describe the jurisdiction's need for Public Improvements:

While there is always a need for public improvements, The 2020-2021 Annual Action Plan addresses one specific area of need with the Benjamin Street Sewer Project, increasing sewer availability for residents.

How were these needs determined?

These needs were determined through, public input meetings, input from city staff, and citizen comments.

Describe the jurisdiction's need for Public Services:

The City of Crestview acknowledges the need for more and better coordinated public services. Fifteen percent of the city's annual CDBG allocation can be used to support these services through sub grantee projects.

How were these needs determined?

These needs were determined through, public input meetings, input from our community's non-profit organizations as well citizen comments.

Housing Market Analysis

MA-05 Overview

Housing Market Analysis Overview:

MA-10 Number of Housing Units – 91.210(a)&(b)(2)

Introduction

All residential properties by number of units

Property Type	Number	%
1-unit detached structure		
1-unit, attached structure		
2-4 units		
5-19 units		
20 or more units		
Mobile Home, boat, RV, van, etc		
Total		

Table 26 – Residential Properties by Unit Number

Data Source: 2011-2015 ACS

Unit Size by Tenure

	Owners		Renters	
	Number	%	Number	%
No bedroom				
1 bedroom				
2 bedrooms				
3 or more bedrooms				

Table 27 – Unit Size by Tenure

Data Source: 2011-2015 ACS

Describe the number and targeting (income level/type of family served) of units assisted with federal, state, and local programs.

Provide an assessment of units expected to be lost from the affordable housing inventory for any reason, such as expiration of Section 8 contracts.

Does the availability of housing units meet the needs of the population?

Describe the need for specific types of housing:

Discussion

MA-15 Housing Market Analysis: Cost of Housing - 91.210(a)

Introduction

Cost of Housing

Table 28 – Cost of Housing

Rent Paid	Number	%
Less than \$500		
\$500-999		
\$1,000-1,499		
\$1,500-1,999		
\$2,000 or more		

Table 29 - Rent Paid

Data Source: 2011-2015 ACS

Housing Affordability

% Units affordable to Households earning	Renter	Owner
30% HAMFI		No Data
50% HAMFI		
80% HAMFI		
100% HAMFI	No Data	

Table 30 – Housing Affordability

Data Source: 2011-2015 CHAS

Monthly Rent

Monthly Rent (\$)	Efficiency (no bedroom)	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
Fair Market Rent					
High HOME Rent					
Low HOME Rent					

Table 31 – Monthly Rent

Data Source: HUD FMR and HOME Rents

Is there sufficient housing for households at all income levels?

How is affordability of housing likely to change considering changes to home values and/or rents?

How do HOME rents / Fair Market Rent compare to Area Median Rent? How might this impact your strategy to produce or preserve affordable housing?

Discussion

MA-20 Housing Market Analysis: Condition of Housing – 91.210(a)

Introduction

Definitions

Condition of Units

Condition of Units	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
With one selected Condition				
With two selected Conditions				
With three selected Conditions				
With four selected Conditions				
No selected Conditions				
Total				

Table 32 - Condition of Units

Data Source: 2011-2015 ACS

Year Unit Built

Year Unit Built	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
2000 or later				
1980-1999				
1950-1979				
Before 1950				
Total				

Table 33 – Year Unit Built

Data Source: 2011-2015 CHAS

Risk of Lead-Based Paint Hazard

Risk of Lead-Based Paint Hazard	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
Total Number of Units Built Before 1980.				
Housing units built before 1980 with children present				

Table 34 – Risk of Lead-Based Paint

Data Source: 2011-2015 ACS (Total Units) 2011-2015 CHAS (Units with Children present)

Vacant Units

	Suitable for Rehabilitation	Not Suitable for Rehabilitation	Total
Vacant Units			
Abandoned Vacant Units			
REO Properties			
Abandoned REO Properties			

Table 35 - Vacant Units

Need for Owner and Rental Rehabilitation

Estimated Number of Housing Units Occupied by Low or Moderate Income Families with LBP Hazards

Discussion

MA-25 Public and Assisted Housing – 91.210(b)

Introduction

The Office of Public and Indian Housing (PIH) developed a state of the art system to improve the submission of information to the Department of Housing and Urban Development (HUD). The IMS/PIC facilitates more timely and accurate exchanges of data between Housing Authorities (HAs) and Local HUD Offices. MS/PIC allows HAs to electronically submit information to HUD. IMS/PIC is responsible for maintaining and gathering data about all of PIH's inventories of Housing Agencies (HAs), Developments, Buildings, Units, HA Officials, HUD Offices and Field Staff and IMS/PIC Users. The city uses this default data collected by HUD for this portion of the Consolidated Plan.

Totals Number of Units

	Program Type								
	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project -based	Tenant -based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
# of units vouchers available			273	197			0	0	0
# of accessible units									
*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition									

Table 36 – Total Number of Units by Program Type

Data Source: PIC (PIH Information Center)

Describe the supply of public housing developments:

Describe the number and physical condition of public housing units in the jurisdiction, including those that are participating in an approved Public Housing Agency Plan:

Public Housing Condition

Public Housing Development	Average Inspection Score

Table 37 - Public Housing Condition

Describe the restoration and revitalization needs of public housing units in the jurisdiction:

Describe the public housing agency's strategy for improving the living environment of low- and moderate-income families residing in public housing:

Discussion:

MA-30 Homeless Facilities and Services – 91.210(c)

Introduction

The city of Crestview’s annual action plan outlines goals and strategies to be implemented in accordance with the broader consolidated plan. The city coordinated with Homelessness & Housing Alliance to establish strategies to address local needs. Facilities and housing services targeted to homeless households are emergency shelter, rapid rehousing, permanent supportive housing, and housing stabilization. Homeless support services include: outreach, housing navigation, employment assistance, identification services, veteran services, mainstream benefits, and domestic violence support and services. Motel vouchers are available for medical respite and non-congregate shelter.

Facilities and Housing Targeted to Homeless Households

	Emergency Shelter Beds		Transitional Housing Beds	Permanent Supportive Housing Beds	
	Year Round Beds (Current & New)	Voucher / Seasonal / Overflow Beds	Current & New	Current & New	Under Development
Households with Adult(s) and Child(ren)	12	6	0	0	5
Households with Only Adults	18	10	0	0	0
Chronically Homeless Households	2	10	0	10	5
Veterans	2	2	0	25	0
Unaccompanied Youth	0	0	0	0	0

Table 38 - Facilities and Housing Targeted to Homeless Households

Data Source Comments:

Describe mainstream services, such as health, mental health, and employment services to the extent those services are used to complement services targeted to homeless persons

Agencies work collaboratively to assist case managers with providing targeted services to homeless persons. Outreach teams, shelters, and housing programs facilitate access to mainstream services on a case by case basis determined by a needs assessment.

Bridgeway Center Inc., provides behavioral health services in Crestview. Services include both mental health and substance abuse services. Lakeview also provides mental health and substance abuse services to persons experiencing homelessness. Crestview has one Federally Qualified Health Clinic. Outreach teams pay outpatient fees, if needed, for homeless persons that need health services.

CareerSource is the largest employment assistance provider in the area. CareerSource staff work with homeless service providers and accept referrals to connect individuals to employment. Vocational Rehab also participates in the CoC and works closely with partner agencies to provide vocational services to persons with a disability.

List and describe services and facilities that meet the needs of homeless persons, particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth. If the services and facilities are listed on screen SP-40 Institutional Delivery Structure or screen MA-35 Special Needs Facilities and Services, describe how these facilities and services specifically address the needs of these populations.

The area has a number of homeless service providers that work together to maximize resources and reduce duplication of services.

Crestview Area Shelter for the Homeless provides emergency shelter and street outreach for chronically homeless persons. The facility serves as an access point for the local coordinated entry system to expedite housing and service connection. C.A.S.H makes referrals to VA and SSVF provider for chronically homeless veterans. C.A.S.H. has AccessFlorida come weekly to connect chronically homeless persons to food stamps and other mainstream benefits. C.A.S.H. provides employment assistance, transportation assistance, identification assistance, SOAR, and other support services needed to stabilize chronically homeless persons. Lakeview Center facilitates the PATH outreach program and connects unsheltered chronically homeless persons to mental health and substance abuse services, employment and income assistance, housing, and other basic life needs.

Crestview Area Shelter for the Homeless also accepts families with children. Services are provided based off the needs assessment each shelter resident participates in upon entry. Services include access to mainstream benefits, referrals to housing, housing navigation, legal services, identification services, and other services deemed necessary to exit homelessness. Catholic Charities and Homelessness & Housing Alliance have supportive housing programs for households with minor child. Services include case management, financial assistance, and housing navigation.

All providers serve veterans in the area but veterans that are eligible for VA services are referred for VA housing programs through coordinated entry. The VA also provides street outreach services in order to identify all homeless veterans and determine VA eligibility quickly. If a person/household is eligible for VA services they are enrolled and housed as quickly as possible. If the veteran is not eligible for VA services they are referred to a non-veteran specific housing program.

Homelessness & Housing Alliance provides housing stabilization services for chronically homeless households, families with children, veterans and their families, and unaccompanied youth. Housing stabilization includes housing navigation services, financial assistance for application fees, past due rent, rental deposits and utility assistance. Case management and a housing stability plan is provided to all households receiving housing stabilization services. HHA also provides motel vouchers for non-congregate shelter when shelter is unavailable or not the most appropriate option for a household. HHA provides outreach and engagement in all jurisdictions of the CoC. Housing navigation is available to all households seeking this service.

MA-35 Special Needs Facilities and Services – 91.210(d)

Introduction

Including the elderly, frail elderly, persons with disabilities (mental, physical, developmental), persons with alcohol or other drug addictions, persons with HIV/AIDS and their families, public housing residents and any other categories the jurisdiction may specify, and describe their supportive housing needs

Describe programs for ensuring that persons returning from mental and physical health institutions receive appropriate supportive housing

Specify the activities that the jurisdiction plans to undertake during the next year to address the housing and supportive services needs identified in accordance with 91.215(e) with respect to persons who are not homeless but have other special needs. Link to one-year goals. 91.315(e)

For entitlement/consortia grantees: Specify the activities that the jurisdiction plans to undertake during the next year to address the housing and supportive services needs identified in accordance with 91.215(e) with respect to persons who are not homeless but have other special needs. Link to one-year goals. (91.220(2))

MA-40 Barriers to Affordable Housing – 91.210(e)

Negative Effects of Public Policies on Affordable Housing and Residential Investment

MA-45 Non-Housing Community Development Assets – 91.215 (f)

Introduction

Economic Development Market Analysis

Business Activity

Business by Sector	Number of Workers	Number of Jobs	Share of Workers %	Share of Jobs %	Jobs less workers %
Agriculture, Mining, Oil & Gas Extraction					
Arts, Entertainment, Accommodations					
Construction					
Education and Health Care Services					
Finance, Insurance, and Real Estate					
Information					
Manufacturing					
Other Services					
Professional, Scientific, Management Services					
Public Administration					
Retail Trade					
Transportation & Warehousing					
Wholesale Trade					
Grand Total					

Table 39 - Business Activity

Data Source: 2011-2015 ACS (Workers), 2015 Longitudinal Employer-Household Dynamics (Jobs)

Labor Force

Total Population in the Civilian Labor Force
Civilian Employed Population 16 years and over
Unemployment Rate
Unemployment Rate for Ages 16-24
Unemployment Rate for Ages 25-65

Table 40 - Labor Force

Data Source: 2011-2015 ACS

Occupations by Sector	Number of People
Management, business and financial	
Farming, fisheries and forestry occupations	
Service	
Sales and office	
Construction, extraction, maintenance and repair	
Production, transportation and material moving	

Table 41 – Occupations by Sector

Data Source: 2011-2015 ACS

Travel Time

Travel Time	Number	Percentage
< 30 Minutes		
30-59 Minutes		
60 or More Minutes		
Total		

Table 42 - Travel Time

Data Source: 2011-2015 ACS

Education:

Educational Attainment by Employment Status (Population 16 and Older)

Educational Attainment	In Labor Force		Not in Labor Force
	Civilian Employed	Unemployed	
Less than high school graduate			
High school graduate (includes equivalency)			
Some college or Associate's degree			
Bachelor's degree or higher			

Table 43 - Educational Attainment by Employment Status

Data Source: 2011-2015 ACS

Educational Attainment by Age

	Age				
	18–24 yrs	25–34 yrs	35–44 yrs	45–65 yrs	65+ yrs
Less than 9th grade					
9th to 12th grade, no diploma					
High school graduate, GED, or alternative					
Some college, no degree					
Associate’s degree					
Bachelor’s degree					
Graduate or professional degree					

Table 44 - Educational Attainment by Age

Data Source: 2011-2015 ACS

Educational Attainment – Median Earnings in the Past 12 Months

Educational Attainment	Median Earnings in the Past 12 Months
Less than high school graduate	
High school graduate (includes equivalency)	
Some college or Associate’s degree	
Bachelor’s degree	
Graduate or professional degree	

Table 45 – Median Earnings in the Past 12 Months

Data Source: 2011-2015 ACS

Based on the Business Activity table above, what are the major employment sectors within your jurisdiction?

Describe the workforce and infrastructure needs of the business community:

Describe any major changes that may have an economic impact, such as planned local or regional public or private sector investments or initiatives that have affected or may affect job and business growth opportunities during the planning period. Describe any needs for workforce development, business support or infrastructure these changes may create.

How do the skills and education of the current workforce correspond to employment opportunities in the jurisdiction?

Describe any current workforce training initiatives, including those supported by Workforce Investment Boards, community colleges and other organizations. Describe how these efforts will support the jurisdiction's Consolidated Plan.

Does your jurisdiction participate in a Comprehensive Economic Development Strategy (CEDS)?

If so, what economic development initiatives are you undertaking that may be coordinated with the Consolidated Plan? If not, describe other local/regional plans or initiatives that impact economic growth.

Discussion

MA-50 Needs and Market Analysis Discussion

**Are there areas where households with multiple housing problems are concentrated?
(include a definition of "concentration")**

Are there any areas in the jurisdiction where racial or ethnic minorities or low-income families are concentrated? (include a definition of "concentration")

What are the characteristics of the market in these areas/neighborhoods?

Are there any community assets in these areas/neighborhoods?

Are there other strategic opportunities in any of these areas?

MA-60 Broadband Needs of Housing occupied by Low- and Moderate-Income Households - 91.210(a)(4), 91.310(a)(2)

Describe the need for broadband wiring and connections for households, including low- and moderate-income households and neighborhoods.

Describe the need for increased competition by having more than one broadband Internet service provider serve the jurisdiction.

MA-65 Hazard Mitigation - 91.210(a)(5), 91.310(a)(3)

Describe the jurisdiction's increased natural hazard risks associated with climate change.

Describe the vulnerability to these risks of housing occupied by low- and moderate-income households based on an analysis of data, findings, and methods.

Strategic Plan

SP-05 Overview

Strategic Plan Overview

This section contains the Strategic Plan that will guide the City of Crestview's allocation of Community Development Block Grant funding during the 2020-2021 planning period. The City of Crestview goals for the 2020-2021 period focus on a number of identified priority needs and has targeted available resources toward specific goals that are designed to address those needs. These needs include providing decent affordable housing, providing a suitable living environment, and expanding economic opportunity. These goals primarily focus on helping residents maintain and improve their quality of life in the City of Crestview. To accomplish these goals, the city will continue to build on successful projects and programs that meet the needs of low and moderate income residents. Projects selected for funding in the five year period will be managed as efficiently as possible in order to address a wide range of issues that exist.

SP-10 Geographic Priorities – 91.215 (a)(1)

Geographic Area

Table 46 - Geographic Priority Areas

1	Area Name:	CRESTVIEW
	Area Type:	Local Target area
	Other Target Area Description:	
	HUD Approval Date:	
	% of Low/ Mod:	
	Revital Type:	Comprehensive
	Other Revital Description:	
	Identify the neighborhood boundaries for this target area.	
	Include specific housing and commercial characteristics of this target area.	
	How did your consultation and citizen participation process help you to identify this neighborhood as a target area?	
	Identify the needs in this target area.	
	What are the opportunities for improvement in this target area?	
	Are there barriers to improvement in this target area?	

General Allocation Priorities

Describe the basis for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA)

SP-25 Priority Needs - 91.215(a)(2)

Priority Needs

Table 47 – Priority Needs Summary

1	Priority Need Name	Administration/Planning
	Priority Level	Low
	Population	Other
	Geographic Areas Affected	CRESTVIEW
	Associated Goals	Expand Economic opportunity
	Description	Planning and Administration of CDBG program
	Basis for Relative Priority	Planning and Administration is considered a low priority because it is something that is automatically part of the program.
2	Priority Need Name	Homeless Services
	Priority Level	High
	Population	Chronic Homelessness Individuals Families with Children Mentally Ill Chronic Substance Abuse veterans Persons with HIV/AIDS Victims of Domestic Violence Unaccompanied Youth
	Geographic Areas Affected	CRESTVIEW
	Associated Goals	Provide a Suitable Living Environment
	Description	Services to assist homeless persons
	Basis for Relative Priority	
3	Priority Need Name	Economic Opportunity
	Priority Level	High
	Population	Extremely Low Low Moderate

	Geographic Areas Affected	CRESTVIEW
	Associated Goals	Expand Economic opportunity
	Description	Projects that provide economic opportunity
	Basis for Relative Priority	

Narrative (Optional)

SP-30 Influence of Market Conditions – 91.215 (b)

Influence of Market Conditions

Affordable Housing Type	Market Characteristics that will influence the use of funds available for housing type
Tenant Based Rental Assistance (TBRA)	
TBRA for Non-Homeless Special Needs	
New Unit Production	
Rehabilitation	
Acquisition, including preservation	

Table 48 – Influence of Market Conditions

SP-35 Anticipated Resources - 91.215(a)(4), 91.220(c)(1,2)

Introduction

The City's first year allocation amount is \$164,610.00 An additional CDBG-CV allocation in the amount of is available for a total of \$96,835.00. Total funding for 2020-2021 is \$261,445.00.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	261,445	0	0	261,445	0	\$164,610 CDBG \$ 96,835 CDBG-CV

Table 49 - Anticipated Resources

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

CDBG funding will be leveraged against private funding through subrecipients, and local funds through city projects.

If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

N/A

Discussion

The city has combined CDBG and CDBG-CV funding due to being a new entitlement community. No prior plan existed to create a substantial amendment, so HUD advised the incorporation of CV funding into the 2020-2021 Annual Action Plan.

SP-40 Institutional Delivery Structure – 91.215(k)

Explain the institutional structure through which the jurisdiction will carry out its consolidated plan including private industry, non-profit organizations, and public institutions.

Responsible Entity	Responsible Entity Type	Role	Geographic Area Served
FL-505 Homelessness and Housing Alliance	Continuum of care	Homelessness	Jurisdiction

Table 50 - Institutional Delivery Structure

Assess of Strengths and Gaps in the Institutional Delivery System

Availability of services targeted to homeless persons and persons with HIV and mainstream services

Homelessness Prevention Services	Available in the Community	Targeted to Homeless	Targeted to People with HIV
Homelessness Prevention Services			
Counseling/Advocacy			
Legal Assistance			
Mortgage Assistance			
Rental Assistance			
Utilities Assistance			
Street Outreach Services			
Law Enforcement			
Mobile Clinics			
Other Street Outreach Services			
Supportive Services			
Alcohol & Drug Abuse			
Child Care			
Education			
Employment and Employment Training			
Healthcare			
HIV/AIDS			
Life Skills			
Mental Health Counseling			
Transportation			
Other			

Table 51 - Homeless Prevention Services Summary

Describe how the service delivery system including, but not limited to, the services listed above meet the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth)

Describe the strengths and gaps of the service delivery system for special needs population and persons experiencing homelessness, including, but not limited to, the services listed above

Provide a summary of the strategy for overcoming gaps in the institutional structure and service delivery system for carrying out a strategy to address priority needs

SP-45 Goals Summary – 91.215(a)(4)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Provide Decent Affordable Housing	2020	2025	Affordable Housing				
2	Provide a Suitable Living Environment	2020	2025	Affordable Housing		Homeless Services		
3	Expand Economic opportunity	2020	2025	Non-Housing Community Development		Administration/Planning Economic Opportunity		

Table 52 – Goals Summary

Goal Descriptions

1	Goal Name	Provide Decent Affordable Housing
	Goal Description	Relates to a wide range of housing activities to meet individual family or community housing needs.
2	Goal Name	Provide a Suitable Living Environment
	Goal Description	Relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment.
3	Goal Name	Expand Economic opportunity
	Goal Description	Applies to activities related to economic development, commercial revitalization, or job creation.

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.315(b)(2)

SP-50 Public Housing Accessibility and Involvement – 91.215(c)

Need to Increase the Number of Accessible Units (if Required by a Section 504 Voluntary Compliance Agreement)

Activities to Increase Resident Involvements

Is the public housing agency designated as troubled under 24 CFR part 902?

Plan to remove the ‘troubled’ designation

SP-55 Barriers to affordable housing – 91.215(h)

Barriers to Affordable Housing

Strategy to Remove or Ameliorate the Barriers to Affordable Housing

SP-60 Homelessness Strategy – 91.215(d)

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

Although the City does not directly provide services to homeless households the City works with the local Continuum of Care (CoC) and other service providers that cover our jurisdiction for the provision of services. Under this category, the City will not undertake these activities but will support several operating agencies that are providing valuable services to prevent homelessness and to assist those who are already homeless. HHA and the CoC have developed an Action Plan for the CoC and the Crestview Area Homeless Advisory Council has adopted these goals and objectives for the jurisdiction.

Community Outreach is vital in Crestview due to the high number of unsheltered chronically homeless persons located in the city. Crestview also sees a number of transient persons experiencing homelessness and assertive outreach is necessary to quickly identify and engage persons in order to connect them to housing and services or assist them in transporting them to another destination, if needed. Outreach is provided by various organizations and funding sources including:

Supportive Services for Homeless Veterans, facilitated by 90 Works provides outreach and engagement for homeless veterans in Okaloosa and Walton counties.

The Department of Veteran's Affairs funds the HUD VASH program which provides supportive housing for homeless veterans that meet the eligibility criteria. Outreach and engagement is provided by the Peer Specialist and HUD VASH case managers.

Projects to Assist the Transition from Homelessness (PATH) is an outreach program with an office in Crestview that is funded through Substance Abuse Mental Health Agency and facilitated by Lakeview Center. PATH provides outreach and support services for unsheltered persons with a mental illness.

Crestview Area Shelter for the Homeless provides outreach and engagement services in Crestview funded through HHA's Emergency Solutions Grant.

Homelessness & Housing Alliance provides outreach services funded through the Challenge Grant. The Challenge Grant is funded through the state of Florida and pays for a Stability Specialist to provide support services and advocacy for persons experiencing unsheltered homelessness to obtain housing placement.

All outreach providers input participants in the Homeless Management Information System which feeds the coordinated entry system for housing and services. The CoC coordinates outreach efforts to ensure all areas of the jurisdiction are covered in order to identify and engage each person experiencing homelessness in Crestview. Unsheltered persons are often disconnected from services and either unaware of supports that exist in the community or unable to navigate the system without support. This prolongs the length of time they experience homelessness and increases costs to the community.

Outreach teams provide identification, engagement, assessment, information, advocacy, referral, and case management. The assessment process determines the condition of the identified household so they can be connected to the appropriate services and housing. The CoC uses the Vulnerability Index Service Prioritization Assistant Tool (VISPDAT) to assess all persons in a standardized assessment

Addressing the emergency and transitional housing needs of homeless persons

The City does not currently have enough shelter beds for all persons experiencing homelessness. It is a priority of the City to increase the number of beds available to reduce costs to the community and improve the health and circumstance of persons experiencing homelessness. Sheltered persons receive access to daily case management, phone, mail, internet, showers, laundry, counseling, housing navigation, and employment assistance. Housing providers are able to locate them when housing placement is available and many persons and households self-resolve while staying in shelters which allows the scarce housing resources in the community to assist those that cannot self-resolve. Crestview Area Shelter for the Homeless is a shelter facility operated in the city of Crestview that opened in 2019. The facility provides case management, access to mail, phones, internet, showers, laundry, and other basic life needs. Some of the persons exiting the facility were able to gain employment, save money and locate housing with little or no financial assistance from other agencies, some were able to utilize Section 8 vouchers, others have been placed in HUD Permanent Supportive Housing, HUD-VASH, SSVF, ESG Rapid-Rehousing, or HHA's Housing Stabilization program. Crestview Area Shelter for the Homeless (CASH) is also an access point for the local coordinated entry system, so persons residing at CASH are assessed and added to the By-Name list to be referred for permanent housing placement. CASH also serves as the location for Inclement Weather Shelter in Crestview.

There is currently no transitional housing facilities for persons experiencing homelessness in the jurisdiction but transitional housing vouchers are available through the behavioral health provider for Crestview for persons that have a mental illness or substance abuse. These vouchers can pay for hotel rooms and other non-permanent housing if a participant has a housing plan and exit strategy. HHA and SSVF also utilize hotel/motel vouchers for emergency shelter vouchers when no shelter is available.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again.

The city will continue to collaborate with the CoC to help house chronically homeless households, families with minor children, veteran households, and unaccompanied youth who need assistance with accessing affordable housing units and preventing households from becoming homeless. The CoC has developed and implemented a coordinated entry system, which is operated and funded by HHA but is a

CoC-wide implementation that relies on outreach teams and access points funded and operated by other agencies. HHA maintains the by-name list (Supportive Housing Registry) which all housing programs agreed to take referrals from. The CoC uses a centralized intake system meaning the community has one list for housing programs. Households on the list are referred to the most appropriate housing intervention based off of the standardized assessment tool used by shelters and outreach teams and other trained assessors. The list is prioritized by vulnerability. School districts, hospitals, correctional facilities, behavioral health providers, victim services, law enforcement, DJJ, child welfare, and PHA's refer to coordinated entry and some have even been trained to complete the assessment and enter it into HMIS, where the list is housed. This reduces the length of time homeless. Matching homeless households with the right housing intervention for them also reduces recidivism. A housing stability plan is created for each household receiving services to ensure all supports needed for successful housing placement are available and accessed. The CoC has been providing training on homeless diversion, and has eliminated all caps on providing support services and financial assistance. The CoC mandates that households receive support based on their individual needs and requires programs to provide that support until the household is independent and no longer needs assistance. If the household needs assistance after they have been exited from a program the CoC funds homeless prevention and housing stabilization to assist with maintaining housing and stability. The CoC promotes low-barrier housing and utilizes a housing first approach in order to assist households make the transition from homeless to stable housing. The CoC employs a Housing Navigator that provides housing navigation services to the CoC and all participants receiving services within the CoC. The Housing Navigator provides the following services:

- Inventories available housing stock and updates all homeless providers with weekly Available Unit Spreadsheet
- Maintains database of property owners with FMR and Rent Reasonable units
- Engages property owners through events and marketing material
- Assist participants with housing searches, application fees, filling out applications, communicating with property owners, collecting required documents, and transportation.
- Completes housing inspections, as needed
- Landlord mediation

Help low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families who are likely to become homeless after being discharged from a publicly funded institution or system of care, or who are receiving assistance from public and private agencies that address housing, health, social services, employment, education or youth needs

The CoC implemented a Homeless Diversion program and is training all community organizations that are interested in diverting people from homelessness. Diversion techniques include landlord negotiation, mediation, family mediation, and other techniques designed to keep households out of the homeless assistance system. HHA employs an outreach worker who also provides in-reach services. In-

reach is the development of discharge planning processes for individuals due for release from institutional settings in the community. HHA is working with law enforcement and the medical community, in addition to service organizations, in order to capture all the clients possible and provide case management and services tailored to each individual's needs prior to and upon discharge. Discharge Planning is recognized as essential in the homelessness continuum of care, both as a means to prevent homelessness and as a mechanism for identification of the chronic homeless who need support services along with affordable housing.

SP-65 Lead based paint Hazards – 91.215(i)

Actions to address LBP hazards and increase access to housing without LBP hazards

How are the actions listed above related to the extent of lead poisoning and hazards?

How are the actions listed above integrated into housing policies and procedures?

SP-70 Anti-Poverty Strategy – 91.215(j)

Jurisdiction Goals, Programs and Policies for reducing the number of Poverty-Level Families

How are the Jurisdiction poverty reducing goals, programs, and policies coordinated with this affordable housing plan

SP-80 Monitoring – 91.230

Describe the standards and procedures that the jurisdiction will use to monitor activities carried out in furtherance of the plan and will use to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

Subrecipients will be required to sign memorandum of agreements for programs funded by CDBG. Specific monitoring plans will be implemented depending on the type of activity.

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

The City's first year allocation amount is \$164,610.00 An additional CDBG-CV allocation in the amount of is available for a total of \$96,835.00. Total funding for 2020-2021 is \$261,445.00.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	261,445	0	0	261,445	0	\$164,610 CDBG\$ 96,835 CDBG-CV

Table 53 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

CDBG funding will be leveraged against private funding through subrecipients, and local funds through city projects.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

N/A

Discussion

The city has combined CDBG and CDBG-CV funding due to being a new entitlement community. No prior plan existed to create a substantial amendment, so HUD advised the incorporation of CV funding into the 2020-2021 Annual Action Plan.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Provide Decent Affordable Housing	2020	2025	Affordable Housing	CRESTVIEW	Economic Opportunity	CDBG: \$27,000	Homeowner Housing Rehabilitated: 2 Household Housing Unit Buildings Demolished: 8 Buildings
2	Provide a Suitable Living Environment	2020	2025	Affordable Housing	CRESTVIEW	Economic Opportunity	CDBG: \$35,000	Homeowner Housing Rehabilitated: 5 Household Housing Unit
3	Expand Economic opportunity	2020	2025	Non-Housing Community Development	CRESTVIEW	Economic Opportunity	CDBG: \$201,523	Businesses assisted: 19 Businesses Assisted

Table 54 – Goals Summary

Goal Descriptions

1	Goal Name	Provide Decent Affordable Housing
	Goal Description	

Consolidated Plan

CRESTVIEW

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2	Goal Name	Provide a Suitable Living Environment
	Goal Description	
3	Goal Name	Expand Economic opportunity
	Goal Description	

Projects

AP-35 Projects – 91.220(d)

Introduction

This City of Crestview's first year activities were developed fully utilizing the citizen participation process. The program was advertised and applications for funding were received. City staff reviewed the applications and met with the Citizen's Advisory Committee (CAC).

Projects

#	Project Name
1	Planning & Administration
2	HHA Housing Stabilization
3	City of Crestview Nuisance Abatement
4	City of Crestview Benjamin St Sewer
5	City of Crestview CDBG-CV Small Business Grant Program

Table 55 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

AP-38 Project Summary
Project Summary Information

1	Project Name	Planning & Administration
	Target Area	CRESTVIEW
	Goals Supported	Expand Economic opportunity
	Needs Addressed	Administration/Planning
	Funding	CDBG: \$32,922
	Description	The City of Crestview Community Development Services department administers the CDBG program and is responsible for conducting all public hearings and meetings, advertising the report, advertising for and accepting applications, reviewing applications, administering funds to sub-grantees, preparing the Annual Action Plan each year, preparing the CAPER each year, and for preparing the Five Year Consolidated Plan every five years, among other administrative duties.
	Target Date	9/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
2	Planned Activities	Administration of the CDBG program, including conducting all public hearings and meetings, advertising, advertising for and accepting applications, reviewing applications, administering funds to sub-grantees, preparing the Annual Action Plan each year, preparing the CAPER each year, and for preparing the Five Year Consolidated Plan every five years, among other administrative duties.
	Project Name	HHA Housing Stabilization
	Target Area	CRESTVIEW
	Goals Supported	Provide Decent Affordable Housing
	Needs Addressed	Homeless Services
	Funding	CDBG: \$27,000
	Description	Under this program, funding will be used for a Housing Stability Specialist that will provide housing stabilization services to clients in the City of Crestview. These services include, housing navigation, case management, and financial support for persons experiencing homelessness, or at imminent risk of becoming homeless in Crestview
	Target Date	9/30/2021

	Estimate the number and type of families that will benefit from the proposed activities	The program expects to serve approximately 60 clients this year.
	Location Description	HHA will be working out of the United Way building until a permanent location can be leased.
	Planned Activities	Planned services include, housing navigation, case management, and financial support for persons experiencing homelessness, or at imminent risk of becoming homeless in Crestview.
3	Project Name	City of Crestview Nuisance Abatement
	Target Area	CRESTVIEW
	Goals Supported	Provide a Suitable Living Environment
	Needs Addressed	Economic Opportunity
	Funding	CDBG: \$69,688
	Description	Under this program, funding will be used to assist in the elimination of blight and deterioration of properties through the removal of unsafe conditions and by enhancing the appearance and conditions of structures
	Target Date	9/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	Projects can be completed in various areas, but the anticipated concentration of projects will be located within LMI areas.
	Planned Activities	Demolition, rehabilitation
4	Project Name	City of Crestview Benjamin St Sewer
	Target Area	CRESTVIEW
	Goals Supported	Provide a Suitable Living Environment
	Needs Addressed	Economic Opportunity
	Funding	CDBG: \$35,000
	Description	Benjamin Street is located inside the LMI area, and has limited sewer availability. Under this program, funding will be used to construct sewer connections at no cost to the property owners. Additional funding will be provided by City of Crestview sewer utility revenue funds.

	Target Date	9/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	Up to ten properties will benefit from this project
	Location Description	Benjamin Street
	Planned Activities	Construction of sewer lines, and connections for property owners.
5	Project Name	City of Crestview CDBG-CV Small Business Grant Program
	Target Area	CRESTVIEW
	Goals Supported	Expand Economic opportunity
	Needs Addressed	Economic Opportunity
	Funding	CDBG: \$96,835
	Description	Under this program, funding will be used to provide one-time business grants of up to \$5,000.00 to avoid job loss due to COVID-19 closures and/or limited opening capacities. Business owners and/or affected employees must meet HUD LMI income eligibility.
	Target Date	9/30/2021
	Estimate the number and type of families that will benefit from the proposed activities	At least 19 businesses will benefit from this program.
	Location Description	All over the city
	Planned Activities	COVID-19 Recovery Loans to LMI businesses located within the city limits.

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

ALI CDBG funding will be used to benefit eligible activities within the city limits of Crestview. The designated LMI areas are:

Census Tract: 020600, Census Block Group: 1, Low/Mod Percentage: 62.22%

Census Tract: 020700, Census Block Group: 1, Low/Mod Percentage: 74.29%

Census Tract: 020500, Census Block Group: 3, Low/Mod Percentage: 53.96%

Census Tract: 020500, Census Block Group: 4, Low/Mod Percentage: 96.32%

Geographic Distribution

Target Area	Percentage of Funds
CRESTVIEW	100

Table 56 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

All or most funding will be allocated within LMI areas to maximize impact.

Discussion

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

One Year Goals for the Number of Households to be Supported
Homeless
Non-Homeless
Special-Needs
Total

Table 57 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through
Rental Assistance
The Production of New Units
Rehab of Existing Units
Acquisition of Existing Units
Total

Table 58 - One Year Goals for Affordable Housing by Support Type

Discussion

AP-60 Public Housing – 91.220(h)

Introduction

Actions planned during the next year to address the needs to public housing

Actions to encourage public housing residents to become more involved in management and participate in homeownership

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

Discussion

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

The city does not provide direct homeless services but collaborates with HHA and the Advisory Committee to ensure the provision of services is comprehensive and adequate for the jurisdiction.

The Crestview Area Homeless Advisory Council (CAHAC) is comprised of several community leaders that represent all sectors of the city. The City implemented the Crestview Area Homeless Advisory Council in 2019. The council consists of representatives from city council, Board of County Commissioners, HHA, Crestview Area Shelter for the Homeless, Crestview Chamber of Commerce, and Crestview Police Department. The goals of the council are to identify the number of persons experiencing homelessness in the city, inventory all available resources, create gaps analysis, develop strategic plan, and implement strategies. The council meets monthly.

The City of Crestview's action plan outlines goals and strategies to be implemented in accordance with requirements of the broader Consolidated Plan. The city coordinated with HHA and the CAHAC to develop needs and establish strategies to address those needs. This collaboration has developed an effective systemic approach to homelessness that will fill jurisdictional gaps in services. The City continues to assist in the development of strategic solutions to homelessness that reduce costs to the community and reduces homelessness. Although the City does not directly provide services to homeless households the City works with the local Continuum of Care (CoC) and other service providers that cover our jurisdiction for the provision of services. Under this category, the City will not undertake these activities but will support several operating agencies that are providing valuable services to prevent homelessness and to assist those who are already homeless.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

1. To increase housing placements for chronically homeless by using outreach, engagement, and coordinated entry. *To identify and engage each person experiencing homelessness in order to quantify the unmet needs in the area and begin the process of connecting homeless households to services and housing .*

2. To reduce the number of persons experiencing homelessness by increasing cost-effective, long-term solutions. *To utilize the data collected from outreach, shelters, and coordinated entry system to determine if Crestview has sufficient resources to address the needs of those experiencing homelessness in the jurisdiction.*

3. Strengthen the capacity of rural to maximize outreach efforts tailored to the unique challenges

posed by geography and population distribution. The CoC has developed guidance and tools to support and build partnerships and efficient systems to identify and engage households experiencing homelessness.

5. Enhance partnerships with law enforcement that reduce criminalization of homelessness. *The city, the city's police department, and the CoC serve on the Crestview Area Homeless Advisory Council.*

Addressing the emergency shelter and transitional housing needs of homeless persons

The CoC Annual Action Plan has an objective of providing immediate access to low-barrier emergency shelter or other temporary accommodations to all who need it. The goals include:

1. Increase access to stable and affordable housing. The city is aware of the affordable housing shortage and shortage of property owners willing to accept HUD housing vouchers and tenants with a history of homelessness. The CoC has multiple committees working on addressing the issue. The CoC uses Housing First and other evidence-based best practices to expedite housing for persons experiencing homelessness. The city's goal is to support the effort to increase housing availability for special needs populations and extremely low-income households. This goal also includes increasing the number of shelter beds available in the area and the amount of funding for supportive housing programs. The CoC was able to expedite housing for persons that were staying in shelters much more quickly versus the lengthy process of housing persons that are unsheltered.
2. Provide access to low-barrier emergency shelter. The objective is to be able to provide high-quality, housing-focused shelter or temporary accommodations for those living in unsafe situations, including those fleeing domestic violence and human trafficking, and those living in unsheltered locations.
3. Improve access to emergency assistance, housing, and supports for historically underserved and overrepresented groups, such as youth who have been involved in the juvenile justice system or child welfare system, people who have been sexually exploited or labor-trafficked, people who identify as LGBTQ, people with HIV/AIDS, youth that are pregnant or parenting, people with mental health needs, and racial and minority groups.
4. Utilize transitional housing vouchers for motel stays and other temporary accommodations available through the Managing Entity and other area providers to transition participants that have a housing stability plan and an exit to housing date, when appropriate.
5. Increase the availability of medical respite beds to allow hospitals to discharge participants experiencing homelessness to discharge people with complex health needs to medical respite beds that can help stabilize their health conditions and assist them to access or return to safe housing. The CoC has not found a facility to meet this need and currently utilizes hotel/motel vouchers to meet this need.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The CoC Annual Action Plan has includes an objective to implement coordinated entry to standardize assessment and prioritization processes and streamline connections to housing and services. The goals include:

To reduce the length of time a household experiences homelessness using coordinated entry, street outreach teams, support services, and housing navigation.

Support the implementation of strong coordinated entry processes that provide effective, low-barrier, comprehensive, and coordinated access to housing and services programs.

Develop and strengthen best practices in population-specific coordinated entry strategies and processes

Support rural and suburban areas to implement effective, regionally specific coordinated entry processes.

Expand access to new and existing affordable housing for people experiencing homelessness.

Connect people to rapid re-housing.

Connect people with the most intense needs to permanent supportive housing.

Link people experiencing unsheltered homelessness to housing and services solutions.

Expand the supply and increase access to rental housing subsidies and other affordable housing options

Encourage increased use of health, behavioral health, TANF, workforce, early childhood education, K-12 and higher education supports, and child welfare programs

Encourage a wide range of programs to develop or strengthen partnerships with coordinated entry processes and to implement effective practices for referrals between systems

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

To ensure that individuals and families do not return to homelessness, it will be necessary to strengthen partnerships with, and connections to, a larger array of federal, state, local, and private programs that serve low-income households, including programs that: advance education and employment opportunities and support upward economic mobility; provide connections to health and behavioral health care services; and link people to a range of other programs and systems that support strong and thriving communities, such as quality child care, schools, family support networks, and other resources.

Encourage state and local efforts to implement a flexible array of behavioral health services that impact housing stability

Encourage partnerships between housing providers and health and behavioral health care providers

Encourage programs that are not specifically dedicated to ending homelessness to fund interventions that promote and support housing stability or to prioritize or serve individuals and families experiencing homelessness.

Support increasing on-the-job training and apprenticeship opportunities, supported employment

Strengthen coordination between early childhood, education, housing, employment, and homelessness services providers

Strengthen the focus on income and employment within coordinated entry systems to effectively target and connect individuals and families to opportunities

Improve discharge planning from healthcare, mental health facilities, and Department of Corrections by using coordinated entry, in-reach, and housing navigation.

Discussion

AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

The City's Community Redevelopment Agency (CRA) encourages the private sector in their effort to secure additional public and private funds for affordable housing, community and economic development. No CDBG funds are allocated to provide homeless with affordable housing; however, Applicants for these programs are also advised of the rehabilitation services of the Okaloosa County Development Corporation, which also provides housing and rehabilitation services through the State Housing Initiative Partnership (SHIP) program and the HOME Investment Partnership Program.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

The city is currently revising the Land Development Code, and has been working diligently to streamline processes and procedures for community development. These actions are not funded through the CDBG program, but address barriers to affordable housing.

Discussion:

The LDC revisions, along with policy and procedure changes will greatly impact barriers to affordable housing by streamlining processes to assist developers in these projects.

AP-85 Other Actions – 91.220(k)

Introduction:

The primary target of activities funded by the CDBG program is improvement of living conditions for low- to moderate-income persons. The activities are focused on assisting persons in the community to obtain and maintain suitable housing and adequate living standards in stable or improving neighborhoods. The activities included in the Consolidated Plan are designed to overcome obstacles and meet the underserved needs of low- and moderate-income persons. Housing program activities for improvement of occupied housing, expansion of decent and attractive affordable housing stocks, and assistance to persons to enable them to live in decent and sustainable housing are direct methods to improve living conditions. Activities that improve infrastructure, improve the quality of life and raise the standard of living for all of the people in the neighborhood served by the infrastructure. Public services and facilities that meet community needs, particularly for the young and the elderly, provide a means by which persons may receive needed services and benefits that will enable them to live decently; and, in the case of children, develop the future capability to provide for themselves.

Actions planned to address obstacles to meeting underserved needs

The primary obstacle to meeting underserved housing and community development needs of the City is available funding, which is shrinking each year. Demand for assistance exceeds the supply of available resources. The number of lower income individuals, families, and neighborhoods in need, coupled with the complexity of issues they face is steadily increasing in both scale and cost. The combination of these factors places substantial new burdens on an already strained housing and community development delivery system.

The City plans to undertake activities to address obstacles to meeting underserved needs by funding the non-profit sub-recipient organizations previously identified.

Actions planned to foster and maintain affordable housing

The City will continue to work with establishing public/private partnerships intended to increase the opportunity for the development of affordable housing.

Actions planned to reduce lead-based paint hazards

The City tests proposed rehabilitation projects for lead-based paint, provides the required remedial action, and provides information to homeowner.

The City's programs continue to include lead-based paint hazard education. The City provides copies of the booklet "Protect Your Family from Lead in Your Home". Each unit that will undergo painting and/or re-roofing will be evaluated for the presence of lead-based paint. If such hazards are determined to exist, the City will hire a certified consultant to remove the paint to the extent possible and repair the

surface.

Actions planned to reduce the number of poverty-level families

The City does not plan to undertake activities which will reduce the number of poverty level families, develop institutional structure, and enhance coordination between public and private housing and social services agencies.

Actions planned to develop institutional structure

The City funds services to extremely low, low-, and moderate-income families through non-profit organizations who provide services to these families. Funding may be sought by these organizations through an application process during the formation of the annual program. Funding for Public Service programs is highly competitive due to limited funds and an abundance of need. Therefore, the City has not solicited projects which target specific needs.

Actions planned to enhance coordination between public and private housing and social service agencies

The City does not plan to undertake activities which will reduce the number of poverty level families, develop institutional structure, and enhance coordination between public and private housing and social services agencies.

Discussion:

The City plans to undertake activities to address obstacles to meeting underserved needs by funding the non-profit sub-recipient organizations previously identified.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

Introduction:

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	0.00%

Appendix - Alternate/Local Data Sources



Staff Report

CITY COUNCIL MEETING DATE: July 27, 2020

TYPE OF AGENDA ITEM: Action Item

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM:
DATE: 7/23/2020
SUBJECT: Request for Facility Fee Waiver

BACKGROUND:

The 2020 general election will be held November 3rd. The Supervisor of Elections has used the Crestview Public Library meeting room for early voting in prior years where a lower voter turnout was expected and used the Community Center for the 2016 general election. During these events the facility fee was waived.

DISCUSSION:

The Okaloosa County Supervisor of Elections has requested the waiver of facility rental fees. They have reserved the Crestview Community Center for October 16th through the 31st, 2020. This time will be used for training volunteer poll workers and early voting.

GOALS & OBJECTIVES

This item is consistent with the goals in A New View Strategic Plan 2020 as follows;

Communication- To engage, inform and educate public and staff

Quality of Life- these areas focus on the overall experience when provided by the city.

Opportunity- Promote an environment that encourages economic and educational opportunity

FINANCIAL IMPACT

By waving the fees for this rental the City will lose \$1900 in facility rental fees.

RECOMMENDED ACTION

Staff respectfully requests the council accept the request for waiving the facility rental fees.

Attachments

None



Staff Report

CITY COUNCIL MEETING DATE: July 27, 2020

TYPE OF AGENDA ITEM: Purchase / Contract

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Andrew Schneider
DATE: 7/23/2020
SUBJECT: Emergency Budgetary Request

BACKGROUND:

Recently, the Crestview Police Department has been experiencing issues with the internal email server that has resulted in the complete collapse of our email system.

Unfortunately, the system failure has resulted in the loss of emails, missed communications and ultimately a delay in email receipt and delivery across the board. Dated and older software have created issues that require immediate attention to maintain the systems functionality.

The server has been repaired several times and has long lapsed in both software and hardware capabilities leading to a recent failure that rendered a loss of email communication completely. This current system has unexpectedly reached its end of service life.

DISCUSSION:

The Crestview Police Department having a functional email system is both essential to the operation of the department and mandated by outside entities to include the State of Florida and the Florida Department of Law Enforcement.

In order for the department to remain in compliance with these requirements and maintain adequate communication with the entities of government and the citizens we serve, it is imperative that an immediate purchase of an email server, licenses and virtual server be purchased to maintain the departments email integrity and functionality.

Without this emergency purchase, the stability of the email system is currently compromised.

GOALS & OBJECTIVES

This item is consistent with the goals in A New View Strategic Plan 2020 as follows;

Foundational- these are the areas of focus that make up the necessary foundation of a successful local government.

Financial Sustainability- Achieve long term financial sustainability

Organizational Capacity, Effectiveness & Efficiency- To efficiently & effectively provide the highest quality of public services

Communication- To engage, inform and educate public and staff

Safety- Ensure the continuous safety of citizens and visitors

FINANCIAL IMPACT

The Crestview Police Department is able to achieve the purchase of the updated Server, Server Software (handles the email function) and Client Access Licenses that are required for the secure operation of the email server with a complete purchase not to exceed \$15,000.

In a preliminary evaluation of budgetary impacts, it appears feasible to transfer the funds allotted from unused funds from unfilled employee positions into the use of this emergency purchase.

This transfer will not require any additional funds to be collected for the project from tax payer dollars as the transfer will maintain the budgetary boundaries of the current budgetary allotment.

RECOMMENDED ACTION

Staff respectfully requests approval to transfer funds, not to exceed \$15,000, from unfilled salary disbursements for use of this emergency purchase.

Attachments

None



Staff Report

CITY COUNCIL MEETING DATE: July 27, 2020

TYPE OF AGENDA ITEM: Action Item

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Elizabeth Roy, City Clerk
DATE: 7/23/2020
SUBJECT: Selection of Voting Delegate for FLC Conference

BACKGROUND:

The Annual Florida League of Cities Conference will be held Virtually this year.

DISCUSSION:

At the July 13 Council meeting, Council members and the Mayor were given forms to fill out for registration for the virtual conference.

The City of Crestview is allowed one voting delegate from those who have registered for the business meeting on August 14.

The Council needs to vote on the delegate from those names presented by the City Clerk this evening.

GOALS & OBJECTIVES

This item is consistent with the goals in A New View Strategic Plan 2020 as follows;

Foundational- these are the areas of focus that make up the necessary foundation of a successful local government.

Organizational Capacity, Effectiveness & Efficiency- To efficiently & effectively provide the highest quality of public services

Infrastructure- Satisfy current and future infrastructure needs

Communication- To engage, inform and educate public and staff

Quality of Life- these areas focus on the overall experience when provided by the city.

Community Character- Promote desirable growth with a hometown atmosphere

Opportunity- Promote an environment that encourages economic and educational opportunity

FINANCIAL IMPACT

There is a reduction to the financial impact to the City due to the virtual meeting. There is not expected to be

any registration fees and there will be no travel or per diem expenses.

RECOMMENDED ACTION

Staff respectfully requests the the Council choose a Voting Delegate from those presented this evening.

Attachments

None