



CITY OF CRESTVIEW

OFFICE OF THE CITY CLERK

P.O. DRAWER 1209, CRESTVIEW, FLORIDA 32536

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

August 10, 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 a <https://www.cityofcrestview.org/546/Agendas-Minutes> 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

5.1. Presentation by Mr. Cecil Williams, Director of Diversity and Inclusion, Eglin Air Force Base.

6. Consent Agenda

Approval of Minutes from the June 8, 2020 City Council Meeting June 22, 2020 City Council Meeting, July 9, 2020 City Council Workshop, July 13, 2020 City Council Meeting and the July 27, 2020 City Council Meeting.

6.2. Lift Station #11 New Control Panel Purchase

7. Public Hearings / Ordinances on Second Reading

7.1. Ordinance 1770 - Garden Street Annexation

7.2. Ordinance 1771 - Garden Street Comp Plan Amendment

- 7.3. Ordinance 1772 - Garden Street Rezoning
- 7.4. Ordinance 1780 - Annexation Fee Moratorium
- 7.5. Ordinance 1781 - Rescind all fees within Code of Ordinances and provide for resolution to create new Comprehensive Fee Schedule
- 7.6. Ordinance 1782 Charter Change Referendum
- 8. Ordinances on First Reading**
- 8.1. Ordinance 1783, an ordinance of the City of Crestview establishing a Stormwater Utility
- 9. Resolutions**
- 9.1. Resolution to establish a Citizen of the Year Committee
- 9.2. Resolution 2020-15 Reserve Policy
- 10. Action Items**
- 10.1. Discussion and Approval of Resolutions for the 2020 FLC Conference
- 11. City Clerk Report**
- 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: August 10, 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: 8/4/2020
SUBJECT: Approval of Minutes from the June 8, 2020 City Council Meeting June 22, 2020 City Council Meeting, July 9, 2020 City Council Workshop, July 13, 2020 City Council Meeting and the July 27, 2020 City Council Meeting.

BACKGROUND:

Minutes are presented for approval in regular or special City Council or CRA meetings.

DISCUSSION:

Minutes are accomplished as soon as possible after any meeting of the City Council or CRA Board.

Council and CRA members are requested to send any corrections to the City Clerk prior to the meeting so any corrections can be made.

Any amended minutes will be presented in the meeting for approval.

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.

Communication- To engage, inform and educate public and staff

FINANCIAL IMPACT

There is no financial impact to the City.

RECOMMENDED ACTION

Staff respectively requests the City Council approve the Minutes from the June 8, 2020 City Council Meeting June 22, 2020 City Council Meeting, July 9, 2020 City Council Workshop, July 13, 2020 City Council Meeting and the July 27, 2020 City Council,

Attachments

1. 2020.06.08 CCM minutes
2. 2020.06.22 CCM minutes

3. 2020.07.09 Budget Workshop
4. 2020.07.13 CCM_
5. 2020.07.27 CCM_

City Council Meeting
June 8, 2020
6:00 PM
Council Chambers

The Regular Meeting of the Crestview City Council was called to order at 6:00 P.M. Members present were Shannon Hayes, Joe Blocker, Andrew Rencich, Cynthia Brown and Harry LeBoeuf. Also present were the honorable Mayor JB Whitten, City Clerk Elizabeth Roy, City Manager Tim Bolduc, City Attorney Mr. Holloway, department heads and members of the press.

REGULAR AGENDA

1. Called to Order

This meeting was called to order by the Honorable Mayor Whitten at 6:00 p.m.

2. Invocation and Pledge of Allegiance

The invocation was led by Mr. Bolduc, City Manager with the pledge led by Mayor Pro-Tem Hayes.

3. Open Policy making and legislative session

4. Approval of Agenda

Mayor Whitten asked if there were any changes or objections to the current Agenda and asked for action by Council.

A motion made by Mr. Rencich to approve the current Agenda. Seconded by Mr. Hayes with 5 yes from Mr. Rencich, Mr. Hayes, Mr. Blocker, Ms. Brown, Mr. LeBoeuf with 0 nays, motion carried.

5. Presentations

Mayor Whitten presented a Certificate of Appreciation to Mr. Steve Strom for his work on the radio broadcast for the National Day of Prayer and the Movie Night in May.

5.1 Presentation All In Credit Union

Mayor Whitten recognized the donation given from Ms. Hannah Wilburn of All In Credit Union for the Small Business Grant program. Ms. Wilburn also presented a check for the Disc Golf course for \$500.00 to sponsor a hole.

5.2 Presentation from Mr. Tim Stewart, Edward Jones Investment

Mayor Whitten recognized the \$3,500.00 donation for the Small Business Grant program from Mr. Stewart and Ms. Marcia Fleming from Edwards Jones.

6. Consent Agenda

7. Resolutions

7.1 Resolution 2020-8 CDBG Citizen Participation Plan

Mr. Bolduc, City Manager informed the Council that the City of Crestview receives the opportunity for funding from the U.S. Department of Housing and Urban Development (HUD), through the Community Development Block Grant (CDBG) Program. The City is considered eligible to be considered as an “entitlement community” with a prescribed formula for funding developed by the U. S. Department of Housing and Urban Development (HUD). The Formula uses select City demographic information. Staff is currently in the process of developing 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.

The adoption of this plan will ensure that community has an opportunity to participate in the allocation of funding each year. For this reason, it is important that the plan includes an advisory committee that will be representative of the community. This committee will review applications and advise the City Council on programs that it believes will be beneficial to the program. The resolution provided herein will officially adopt the plan and allow staff to move forward with developing the CDBG program for the City of Crestview.

RESOLUTION: 2020-8

A RESOLUTION relating to adoption of the City’s Community Development Block Grant (CDBG) and Citizen Participation Plan; providing for severability; and providing an effective date.

Mayor Whitten asked for action by Council.

A motion made by Mr. Hayes to adopt Resolution 2020-08. Seconded by Mr. LeBoeuf with 5 yeas from Mr. Hayes, Mr. LeBoeuf, Ms. Brown, Mr. Blocker, Mr. Rencich with 0 nays, motion carried.

7.2 Resolution 2020-9 Budget Amendment

Mr. Bolduc, City Manager informed the Council that The City recently received a donation from Kiwanis Club in the amount of \$25,057.62 for the full purchase price of environmental park playground equipment. With the donation from Kiwanis Club, there is no negative financial impact to the City. With Council acceptance of the donation and approval of the equipment purchase, a budget amendment will be required as noted in the attached resolution.

Mayor Whitten asked the Clerk to read Resolution 2020-9 by title.

Ms. Roy, City Clerk stated, "Resolution 2020-9 reads by title,

RESOLUTION: 2020-9

A RESOLUTION OF THE CITY OF CRESTVIEW, FLORIDA, AMENDING THE BUDGET TO MORE ACCURATELY REFLECT ESTIMATED REVENUES AND APPROPRIATIONS. THE AMENDMENT IS THE RESULT OF MONEY DONATED FOR THE PURCHASE OF PLAYGROUND EQUIPMENT AT THE JOHN MCMAHON ENVIRONMENTAL CENTER; AND PROVIDING FOR AN EFFECTIVE DATE.

This is Resolution 2020-9."

Mayor Whitten asked for action by Council.

A motion made by Mr. Rencich to adopt Resolution 2020-9. Seconded by Mr. LeBoeuf with 5 yeas from Mr. Rencich, Mr. LeBoeuf, Ms. Brown, Mr. Hayes, Mr. Blocker with 0 nays, motion carried.

7.3 Resolution 2020-10 Formation of a Citizen's Advisory Council

Mayor Whitten wishes to form a Citizens' Advisory Council for the City of Crestview. The purpose of this Council will be to advise the Mayor on issues, policy and activities throughout the City. The mayor will hold meetings with the advisory council as needed to obtain insight from the members on any given item being discussed. The Mayor will share the information collected with the City Manager and City Council as needed. The common process for establishing Advisory Council is to pass a resolution by the City Council of the City of Crestview.

Mayor Whitten requested the City Clerk to read Resolution 2020-10.

Ms. Roy, City Clerk stated, "Resolution 2020-10 reads by title

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RESOLUTION 2020-10

A RESOLUTION OF THE CITY OF CRESTVIEW, FLORIDA, ESTABLISHING A CITIZENS' ADVISORY COUNCIL, AND PROVIDING FOR AN EFFECTIVE DATE.

This is the reading of Resolution 2020-10.”

Mayor Whitten asked for action by Council.

A motion made by Mr. Blocker to adopt Resolution 2020-10. Seconded by Mr. Hayes with 5 yeas from Mr. Blocker, Mr. Hayes, Mr. Rencich, Mr. LeBoeuf, Ms. Brown with 0 nays, motion carried.

8. Public Hearings- Ordinances on Second Reading

8.1 Ordinance 1769- Recreational Camps Special Exception

Mr. Bolduc, City Manager stated that Ordinance 1769 is on Second Reading to approve the Recreational Camps Special Exception. Staff conducted several meetings with potential developers interested in developing a to recreational campground/ recreational vehicle parks within the City limits. The current Land Development Code does not address this specific use currently. The First Reading was approved on May 11, 2020 with no changes. He then asked the City Clerk to read Ordinance 1769.

Ms. Roy, City Clerk stated “Ordinance 1769 reads by title

ORDINANCE NO. 1769

AN ORDINANCE PROVIDING FOR ESTABLISHMENT OF A SPECIAL EXCEPTION FOR RECREATIONAL CAMPS; PROVIDING PROCEDURES AND REQUIREMENTS FOR APPLICATION; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER’S ERRORS; PROVIDING FOR LIBERAL INTERPRETATION; PROVIDING FOR REPEAL OF CONFLICTING CODES AND ORDINANCES; AND PROVIDING AN EFFECTIVE DATE.

This is the Second Reading of Ordinance 1769.”

Mayor Whitten asked for action by Council.

A motion was made by Mr. Blocker to adopt Ordinance 1769 on second reading. . Seconded by Mr. Hayes with 5 yeas from Mr. Rencich, Mr. Blocker, Mr. LeBoeuf, Ms. Brown, Mr. Hayes with 0 nays, motion carried.

8.2 Ordinance 1767- Pharmaceutical Sales Special Exception

Mr. Bolduc, City Manager noted that in November of 2016, the citizens of the State of Florida voted to approve Amendment 2, which allowed the use of medical marijuana in the State of Florida. On November 13, 2017 the City Council adopted Ordinance 1629, an ordinance amending Chapter 18 of the Code of Ordinances addressing Cannabis related activities. Ordinance 1629 Revoked the temporary moratorium initially adopted by the City Council. The moratorium prohibited the sale of cannabis within the city limits until such time as the City

Council determined the permanent disposition of the issue. On January 30, 2020 during a workshop to discuss the Cannabis ordinance the City Council instructed the City Manager to prepare an ordinance to allow medical marijuana facilities in appropriate zoning districts. This was approved at First Reading on May 11, 2020 with no changes.

Mr. Bolduc noted that there were citizens in attendance that would like to address Council and then asked the City Clerk to read Ordinance 1767 by title.

Ms. Roy, City Clerk stated "Ordinance 1767 reads by title,

ORDINANCE NO. 1767

AN ORDINANCE PROVIDING FOR ESTABLISHMENT OF A SPECIAL EXCEPTION FOR PHARMACEUTICAL SALES IN THE COMMERCIAL (C-1) DISTRICT; AMENDING SUBSECTION (F) OF SECTION 102-129 OF ARTICLE VII, CHAPTER 102, LAND USE REGULATIONS; PROVIDING FOR ESTABLISHMENT OF A SPECIAL EXCEPTION FOR PHARMACEUTICAL SALES IN THE COMMERCIAL (C-2) DISTRICT; PROVIDING FOR ESTABLISHMENT OF A SPECIAL EXCEPTION FOR PHARMACEUTICAL SALES IN THE DOWNTOWN MIXED USE (DMU) DISTRICT; AMENDING SUBSECTION (H) OF SECTION 102-129 OF ARTICLE VII, CHAPTER 102, LAND USE REGULATIONS; PROVIDING FOR ESTABLISHMENT OF A SPECIAL EXCEPTION FOR PHARMACEUTICAL SALES IN THE INDUSTRIAL (M-1) DISTRICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR LIBERAL INTERPRETATION; PROVIDING FOR REPEAL OF CONFLICTING CODES AND ORDINANCES; AND PROVIDING AN EFFECTIVE DATE.

This is the Second Reading of Ordinance 1767."

Mr. Bolduc noted that there is a current discussion about an existing building that currently does not meet the building requirements according to Ordinance 1767. After speaking with the City Attorney it was agreed that this would be the opportunity for Council to change the minimum lot size and setbacks.

A discussion ensued concerning the changes in the Ordinance.

Mayor Whitten asked for action by Council.

A motion was made by Mr. Hayes to readdress two items in Ordinance 1767 the lot size and the setbacks. Seconded by Mr. Rencich with 3 yeas from Mr. Hayes, Mr. Rencich, Mr. LeBoeuf with 2 nays from Mr. Blocker, Ms. Brown, motion carried.

9. Ordinances on First Reading

9.1 Ordinance 1773- Amending and Renaming Division-5 Code Enforcement Board, Establishing Special Magistrate

Mr. Bolduc, City Manager stated that Ordinance # 1773 amending and renaming Division-5-Code Enforcement Board, Establishing Special Magistrate. A special magistrate provides an equitable and expeditious process that will provide the tools required for a successful code compliance program that will enhance property values and the overall aesthetics of residential and commercial properties in the city. Special magistrates possess the knowledge and jurisdiction, to enforce all non-criminal government ordinances that safeguard the health, safety and welfare of the community by utilizing a variety of tools to ensure compliance, including fines, liens, citations, abatement, and foreclosure. He then asked the City Clerk to read Ordinance 1773.

Ms. Roy, City Clerk stated “Ordinance 1773 reads by title,

ORDINANCE 1773

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, AMENDING AND REPLACING DIVISION-5-CODE ENFORCEMENT BOARD, IN CHAPTER-2-ADMINISTRATION, ARTICLE-III-BOARDS COMMITTEES AND COMMISSIONS, IN THE CITY OF CRESTVIEW CODE OF ORDINANCES WITH DIVISION-5- SPECIAL MAGISTRATES; PROVIDING FOR AUTHORITY; PROVIDING FOR ESTABLISHMENT OF SPECIAL MAGISTRATES TO CONDUCT ENFORCEMENT HEARINGS; PROVIDING FOR APPOINTMENT OF SPECIAL MAGISTRATES; PROVIDING FOR QUALIFICATIONS OF SPECIAL MAGISTRATES; PROVIDING FOR POWERS OF SPECIAL MAGISTRATES; PROVIDING FOR PROCEDURES FOR ENFORCEMENT HEARINGS; PROVIDING FOR NOTICE AND APPEALS OF SPECIAL MAGISTRATE HEARINGS; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER’S ERRORS; PROVIDING FOR LIBERAL INTERPRETATION; PROVIDING FOR REPEAL OF CONFLICTING CODES AND ORDINANCES; AND PROVIDING AN EFFECTIVE DATE.

This the First Reading of Ordinance 1773.”

Discussion ensued concerning Ordinance 1773.

Mayor Whitten asked for comment from citizens.

Mr. Barthe, business owner in the City of Crestview presented his views concerning the Ordinance.

Mr. Siler, 497 S. Wilson Street, inquired about how funds would be dispersed and also gave his thoughts.

Mayor Whitten asked for action by Council.

A motion was made by Mr. Blocker to adopt Ordinance 1773 on First Reading and send to Second Reading and approval for the use of a Special Magistrate and to allow the City Manager or designee to advertise for, interview, select and contract the services of a Special Magistrate. Seconded by Ms. Brown with 5 yeas from Mr. Rencich, Mr. LeBoeuf, Mr. Hayes, Mr. Blocker, Ms. Brown with 0 nays, motion carried.

9.2 Ordinance 1774- Amending Chapter 38 Health and Sanitation

Mr. Bolduc, City Manager stated that Ordinance 1774 is to amend Chapter 38 Health and Sanitation. It was adopted in November 1993 and various sections of the ordinance are open for interpretation, antiquated and are virtually enforceable. This code is 27 years making it obsolete and difficult for the code division to perform the job effectively and efficiently. He then asked the City Clerk to read Ordinance 1774 by title.

Ms. Roy stated "Ordinance 1774 reads by title

ORDINANCE 1774

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, RELATING TO PROPERTY MAINTENANCE AND HOUSING STANDARDS; RENAMING AND AMENDING CHAPTER 38 HEALTH AND SANITATION OF THE CITY OF CRESTVIEW CODE OF ORDINANCES; PROVIDING INTENT; PROVIDING FOR APPLICABILITY; PROVIDING DEFINITIONS; PROVIDING FOR BUILDING OFFICIAL; PROVIDING FOR ADMINISTRATIVE FINES, COSTS OF REPAIRS, AND LIENS; PROVIDING FOR NOTICES; PROVIDING FOR SUPPLEMENTAL ENFORCEMENT PROVISIONS; REPEALING CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

This is the First Reading of Ordinance 1774."

Discussion ensued.

Mayor Whitten asked for action by Council.

A motion made by Mr. LeBoeuf to adopt Ordinance 1774 on First Reading and move to Second Reading. Seconded by Mr. Hayes with 5 yeas from Mr. Hayes, Mr. Rencich, Mr. LeBoeuf, Ms. Brown and Mr. Blocker with 0 nays from, motion carried.

10. Action Items

10.1 Department of Justice, Corona-Virus Emergency Supplement Funding (CESF)

Mr. Bolduc, City Manager informed Council that Staff is looking for Council approval because the Crestview Police Department is submitting to the council for approval, to seek federal funding under the COVID-19 Grant, identified as the "Coronavirus Emergency Supplemental Funding" grant. This grant would be for the upcoming fiscal year of 2020-2022.

Mayor Whitten asked for action by Council.

A motion made by Mr. Hayes to approve the recommended action for the CESF. Seconded by Mr. LeBoeuf with 5 yeas from Mr. Hayes, Mr. LeBoeuf, Mr. Rencich, Ms. Brown, Mr. Blocker with 0 nays, motion carried.

10.2 Appointment of Planning and Development Board

Mr. Bolduc, City Manager stated this is to appoint new members to the Planning and Development Board that meets monthly and consists of seven members with two alternates. He asked the City Clerk to read the names of the applicants to the Council then if Council chooses to, they can ask questions of the applicants before appointing its members.

Ms. Roy, City Clerk then read the names: Doug Capps, Nicole Palmer, Malcolm Haynes, Warren Robinson, Michael Gilbert, Michael Roy, William Toannon, Mario Werth, Ellis Conner. There were five of the applicants present.

A motion made by Mr. Hayes to appoint Mr. Malcolm Haynes to the Planning and Development Board. Seconded by Ms. Brown with 5 yeas from Mr. Hayes, Ms. Brown, Mr. LeBoeuf, Mr. Rencich, Mr. Blocker with 0 nays, motion carried.

A motion made by Mr. Rencich to appoint Mr. Doug Capps to the Planning and Development Board. Seconded by Ms. Brown with 5 yeas from Mr. Rencich, Ms. Brown, Mr. LeBoeuf, Mr. Hayes, Mr. Blocker with 0 nays, motion carried.

A motion made by Mr. Blocker to appoint Mr. Ellis Conner to the Planning and Development Board. Seconded by Mr. Hayes with 5 yeas from Mr. Blocker, Mr. Hayes, Ms. Brown, Mr. LeBoeuf with 1 nay from Mr. Rencich, motion carried.

A motion made by Mr. Rencich to appoint Mr. Mario Werth to the Planning and Development Board. Seconded by Mr. LeBoeuf with 5 yeas from Mr. Rencich, Mr. LeBoeuf, Ms. Brown, Mr. Hayes, Mr. Blocker with 0 nays, motion carried.

A motion made by Ms. Brown to appoint Mr. Michael Roy to the Planning and Development Board. Seconded by Mr. Hayes with 5 yeas from Ms. Brown, Mr. Hayes, Mr. Blocker, Mr. Rencich, Mr. LeBoeuf with 0 nays, motion carried.

A motion made by Ms. Brown to appoint Mr. Michael Gilbert and Mr. William Toannon as alternates to the Planning and Development Board. Seconded by Mr. Hayes with 5 yeas from Ms. Brown, Mr. Hayes, Mr. LeBoeuf, Mr. Blocker, Mr. Rencich with 0 nays, motion carried.

10.3 Appointment of CDBG Citizen Advisory Board

Mr. Bolduc, City Manager stated that as a Community Development Block Grant (CDBG) entitlement community, the City must adopt and adhere to a Citizen Participation Plan, as required by 24 CFR Part 91. Resolution 2020 - 8 established the Citizen Participation Plan as a component of the City's Community Development Block Grant (CDBG) Program. As established in section V of the Citizen Participation Plan, the City must establish a Citizen's Advisory Committee. This Board will consist of five members who will meet as needed to review and make recommendations on the proposed annual distribution of CDBG funding and prioritize funding applications.

The submitted names are Alexander Barthè, Bryan Lewis, Patrick O'Malley, Toby Baker, Irma Winkler, Michael Carroll.

A motion made by Mr. Rencich to appoint Mr. Michael Carroll to the CDBG Citizen Advisory Board. Seconded by Mr. LeBoeuf with 5 yeas from Mr. Rencich, Mr. LeBoeuf, Mr. Blocker, Ms. Brown, Mr. Hayes with 0 nays, motion carried.

A motion made by Mr. Hayes to appoint Mr. Bryan Lewis, Mr. Toby Baker and Ms. Irma Winkler to the CDBG Citizen Advisory Board. Seconded by Mr. LeBoeuf with 5 yeas from Mr. Hayes, Mr. LeBoeuf, Mr. Blocker, Ms. Brown, Mr. Rencich with 0 nays, motion carried.

A motion made by Ms. Brown to appoint Mr. Alex Barthè to the CDBG Citizen Advisory Board. Seconded by Mr. Hayes with 5 yeas from Ms. Brown, Mr. Hayes, Mr. LeBoeuf, Mr. Blocker, Mr. Rencich with 0 nays, motion carried.

11. City Clerk Report

11.1 Update on the Environmental Center

Ms. Roy, City Clerk presented the Council with before and after pictures of the progress being made at the John McMahan Environmental Center. She noted that once it was complete that there would be a Kiwanis sponsored Chamber After Hours event and a ribbon cutting.

12. City Manager Report

Mr. Bolduc, City Manager informed Council that the City is pretty much back to full operation with limited hours in our recreation department. He noted that a discussion concerning Foxwood property is needed. A lot of the preliminary work has been completed concerning the annexation

but due to the Covid-19 there is a need to extend the purchase window because certain decisions need to be made.

Discussion ensued.

Council gave consensus to move forward concerning the Foxwood property.

Mr. Bolduc began to talk about the differences between the Sheriff's office and a Municipal Police Force. He suggested that spending needs to happen on training our current Police Force. This training would not only involve the police department but the department heads. The training will take place in the next fiscal year.

He then gave an update on the small business grant program.

13. Comments from the Mayor and Council

Mr. LeBoeuf commented that he is really pleased with the direction that the City is going in.

Ms. Brown commented that she was happy to attend a meeting in person instead of virtual.

Mr. Blocker gave positive comments to what the City is doing with the small business grant program.

Mr. Hayes gave a shout-out to the Police Chief for taking part in the recent protest.

Mayor Whitten informed that on May 20th the Movie Night will be a sit-down event with a food vendor. After recent discussions there will be a 4th of July celebration with the Triple B on Main Street from 11-7 pm and then at 4 p.m. there will be events at Twin Hills Park.

14. Comments from the Audience

15. Adjournment

This meeting was adjourned by Mayor Whitten at 7:58 p.m.

Elizabeth M. Roy
City Clerk

J B Whitten
Mayor

Minutes approve this _____ day of _____, 20__.

**City Council Meeting
June 22, 2020
6:00 PM
Council Chambers**

The Regular Meeting of the Crestview City Council was called to order at 6:00 P.M. Members present were Shannon Hayes, Joe Blocker, Andrew Rencich, Cynthia Brown and Harry LeBoeuf. Also present were the honorable Mayor JB Whitten, City Clerk Elizabeth Roy, City Manager Tim Bolduc, City Attorney Mr. Holloway, department heads and members of the press.

REGULAR AGENDA

1. Called to Order

This meeting was called to order by the Honorable Mayor Whitten at 6:00 p.m.

2. Invocation and Pledge of Allegiance

The invocation was led by Mr. Bolduc, City Manager with the pledge led by Mr. LeBoeuf.

3. Open Policy making and legislative session

4. Approval of Agenda

Mayor Whitten asked if there were any changes or objections to the current Agenda.

There were no objections or changes to Agenda it was approved by unanimous consent.

5. Presentations

5.1 Presentation to CERT- Mayor Whitten

Mayor Whitten presented a Certificate of Appreciation to the CERT team with all their help and assistance.

6. Consent Agenda

6.1 Approval of minutes from the May 11, 20220 City Council Meeting

Mayor Whitten asked for a motion on the Consent Agenda.

A motion made by Mr. Hayes to approve the Consent Agenda. Seconded by Ms. Brown with 5 yeas from Mr. Hayes, Mr. Blocker, Ms. Brown, Mr. LeBoeuf, Mr. Rencich with 0 nays, motion carried.

7. Resolutions

8. Public Hearings- Ordinances on Second Reading

8.1 Ordinance 1774 Amending Chapter 38- Health and Sanitation

Mr. Bolduc, City Manager asked that the City Clerk read Ordinance 1774 by title.

Ms. Roy, City Clerk stated “Ordinance 1774 reads by title

ORDINANCE 1774

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, RELATING TO PROPERTY MAINTENANCE AND HOUSING STANDARDS; RENAMING AND AMENDING CHAPTER 38 HEALTH AND SANITATION OF THE CITY OF CRESTVIEW CODE OF ORDINANCES; PROVIDING INTENT; PROVIDING FOR APPLICABILITY; PROVIDING DEFINITIONS; PROVIDING FOR BUILDING OFFICIAL; PROVIDING FOR ADMINISTRATIVE FINES, COSTS OF REPAIRS, AND LIENS; PROVIDING FOR NOTICES; PROVIDING FOR SUPPLEMENTAL ENFORCEMENT PROVISIONS; REPEALING CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

This is the Second Reading of Ordinance 1774.”

Mayor Whitten asked for action by Council.

A motion was made by Mr. Rencich to adopt Ordinance 1774 on Second Reading and send for signatures. Seconded by Mr. LeBoeuf with 5 yeas from Mr. Rencich, Mr. Blocker, Mr. LeBoeuf, Ms. Brown, Mr. Hayes with 0 nays, motion carried.

8.2 Ordinance 1773- Amending and Renaming Division 5-Code Enforcement Board, Establishing Special Magistrate

Mr. Bolduc, City Manager noted that Ordinance 1773 amends the Code Enforcement Board and establishes a Special Magistrate for the oversight for our Code Enforcement hearings. He then asked the City Clerk to read by title Ordinance 1773.

Ms. Roy, City Clerk stated “Ordinance 1773 reads by title,

ORDINANCE 1773

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, AMENDING AND REPLACING DIVISION-5-CODE ENFORCEMENT BOARD, IN CHAPTER-2-ADMINISTRATION, ARTICLE-III-BOARDS COMMITTEES AND COMMISSIONS, IN THE CITY OF CRESTVIEW CODE OF ORDINANCES WITH DIVISION-5- SPECIAL MAGISTRATES; PROVIDING FOR AUTHORITY; PROVIDING FOR ESTABLISHMENT OF SPECIAL MAGISTRATES TO CONDUCT ENFORCEMENT HEARINGS; PROVIDING FOR APPOINTMENT OF SPECIAL MAGISTRATES; PROVIDING FOR QUALIFICATIONS OF SPECIAL MAGISTRATES; PROVIDING FOR POWERS OF SPECIAL MAGISTRATES; PROVIDING FOR PROCEDURES FOR ENFORCEMENT HEARINGS; PROVIDING FOR NOTICE AND APPEALS OF SPECIAL MAGISTRATE HEARINGS; PROVIDING FOR

SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR LIBERAL INTERPRETATION; PROVIDING FOR REPEAL OF CONFLICTING CODES AND ORDINANCES; AND PROVIDING AN EFFECTIVE DATE.

This is the Second Reading of Ordinance 1773.”

Mr. Bolduc stated that once he selects a Magistrate that person will be presented to Council for approval.

Mayor Whitten asked for action by Council.

A motion made by Mr. Blocker approve for the use of a Special Magistrate and to allow the City Manager or designee to advertise for, interview, select and contract the services for a Special Magistrate. Seconded by Mr. Hayes with 5 yeas from Mr. Hayes, Mr. Blocker, Mr. Rencich, Ms. Brown, Mr. LeBoeuf with 0 nays, motion carried.

9. Ordinances on First Reading

9.1 Ordinance 1775- Foxwood Annexation

Mr. Bolduc, City Manager stated that this Ordinance has initiated the annexation for the development known as Foxwood Country Club and the surrounding neighborhood. The annexation will consist of 202.29 acres, more or less overall and 145 single family residential lots. Once approved, the annexation will have to be finalized through an election by the properties found within the annexation. This is the same ordinance that was originally seen in April of this year at the first reading. Due to a delay in the merger of the bank that holds the property and the purchase of the property the annexation process had to be restarted. Adoption of this ordinance is the first step in the process that will eventually result in a vote by the neighborhood. He then asked the City Clerk to read Ordinance 1775 by title.

Ms. Roy, City Clerk stated “Ordinance 1775 reads by title,

ORDINANCE: 1775

AN ORDINANCE ANNEXING TO THE CITY OF CRESTVIEW, FLORIDA, ± 202.29 ACRES OF CONTIGUOUS LANDS LOCATED IN SECTION 26, TOWNSHIP 3 NORTH, RANGE 24 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.

This the First Reading of Ordinance 1775.”

Mayor Whitten asked for action by Council.

A motion was made by Mr. Hayes to adopt Ordinance 1775 on First Reading and send to Second Reading. Seconded by Mr. Blocker with 5 yeas from Mr. Rencich, Mr. LeBoeuf, Mr. Hayes, Mr. Blocker, Ms. Brown with 0 nays, motion carried.

9.2 Ordinance 1767- Pharmaceutical Sales Special Exception

Mr. Bolduc, City Manager stated that Ordinance is for pharmaceutical sales and the special exceptions associated with them. He noted the amended changes then asked the City Clerk to read Ordinance 1767 by title.

Ms. Roy stated "Ordinance 1767 reads by title

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ORDINANCE NO. 1767

AN ORDINANCE PROVIDING FOR ESTABLISHMENT OF A SPECIAL EXCEPTION FOR PHARMACEUTICAL SALES IN THE COMMERCIAL (C-1) DISTRICT; AMENDING SUBSECTION (F) OF SECTION 102-129 OF ARTICLE VII, CHAPTER 102, LAND USE REGULATIONS; PROVIDING FOR ESTABLISHMENT OF A SPECIAL EXCEPTION FOR PHARMACEUTICAL SALES IN THE COMMERCIAL (C-2) DISTRICT; PROVIDING FOR ESTABLISHMENT OF A SPECIAL EXCEPTION FOR PHARMACEUTICAL SALES IN THE DOWNTOWN MIXED USE (DMU) DISTRICT; AMENDING SUBSECTION (H) OF SECTION 102-129 OF ARTICLE VII, CHAPTER 102, LAND USE REGULATIONS; PROVIDING FOR ESTABLISHMENT OF A SPECIAL EXCEPTION FOR PHARMACEUTICAL SALES IN THE INDUSTRIAL (M-1) DISTRICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR LIBERAL INTERPRETATION; PROVIDING FOR REPEAL OF CONFLICTING CODES AND ORDINANCES; AND PROVIDING AN EFFECTIVE DATE.

This is the First Reading of Ordinance 1767."

Mayor Whitten asked for action by Council.

A motion made by Mr. Hayes to adopt Ordinance 1767 on First Reading and move to Second Reading. Seconded by Mr. LeBoeuf with 3 yeas from Mr. Hayes, Mr. Rencich, Mr. LeBoeuf, with 2 nays from Ms. Brown and Mr. Blocker, motion carried.

9.3 Ordinance 1776 Changes to the General Retirement System

9.4

Mr. Bolduc, City Manager asked the City Clerk to read Ordinance 1776 by title.

Ms. Roy, City Clerk stated, "Ordinance 1776 reads by title,

ORDINANCE 1776

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, AMENDING ITS GENERAL RETIREMENT PLAN AS ESTABLISHED BY ORDINANCE 780, AMENDING ITEM 1 A UNDER SECTION 5; PROVIDING FOR AUTHORITY; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND DECLARING AN EFFECTIVE DATE.

This is the First Reading of Ordinance 1776.”

Mr. Bolduc, City Manager stated that as a part of the Contract for Hire, the City Council agreed to pay the manager's portion of the City retirement plan. This is a generally accepted practice for City Manager contracts. The general retirement plan must be amended to reflect this change. The general retirement board voted to approve this ordinance.

A motion was made by Mr. Blocker to adopt Ordinance 1776 on First Reading and move to Second Reading. Seconded by Ms. Brown with 5 yeas from Mr. Blocker, Ms. Brown, Mr. Hayes, Mr. Rencich, Mr. LeBoeuf with 0 nays, motion carried.

10. Action Items

10.1 Canine Containment System

Mr. Bolduc, City Manager stated that the Crestview Police Department will need to acquire a Canine Containment System with proper safety features, that is projected to have an expense of not more than \$3,500.00 that will be pulled from forfeiture funds. Currently there is \$5,200 in State Forfeiture Funds.

A brief discussion ensued.

A motion made by Mr. Blocker to give permission to utilize Forfeiture Funds to purchase the Canine Containment System for the department canine, Walker from the \$5200.00 that is available in that fund. Seconded by Mr. Hayes with 5 yeas from Mr. Blocker, Mr. Hayes, Mr. Rencich, Ms. Brown, Mr. LeBoeuf, with 0 nays, motion carried.

11. City Clerk Report

12. City Manager Report

Mr. Bolduc, City Manager informed Council that on Thursday, there will be a Covid-19 testing at the Community Center by the Health Department. Our Auditing Firm, Saltmarsh will be sending an email or letter informing Council that they will not be the deadline of June 30th. He then briefly explained the revenue spreadsheets provided to Council.

Discussion ensued.

13. Comments from the Mayor and Council

Ms. Brown stated that she was glad to be in the Council Chambers instead of virtual, she noted that people are still interested in sidewalk safety in the budget.

Mr. Blocker inquired about the ownership of the right-of-way on a paved street due to people parking in the right-of-way and parking in others driveway.

Mr. Holloway, City Attorney addressed his concern.

Mr. LeBoeuf cautioned citizens that Covid-19 is down and to please do their part to keep the spread down.

Mr. Hayes stated that the movie night had a great turnout and there were some many positive comments at the League of Cities dinner that the City just recently hosted.

Mayor Whitten thanked the City Clerk for her work in putting together the League of Cities dinner. He also announced that there would be a food giveaway at Macedonia Baptist Church on Thursday. The Crestview Faith Community will be hosting a Prayer for Unity at the Veteran's Memorial on June 30th at 7 p.m.

14. Comments from the Audience

15. Adjournment

This meeting was adjourned by Mayor Whitten at 6:54 p.m.

Elizabeth M. Roy
City Clerk

J B Whitten
Mayor

Minutes approve this _____ day of _____, 20__.

**Workshop Meeting
July 9, 2020
10:30 a.m.
Council Chambers**

The Workshop Meeting of the Crestview City Council was called to order at 10:30 AM by the Honorable Mayor JB Whitten. Present were: Mayor Pro Tem Shannon Hayes, Council members Andrew Rencich, Harry LeBoeuf, Cynthia Brown, and Joe Blocker. Also present were the City Manager Tim Bolduc, City Clerk Elizabeth Roy, City Attorney Jon Holloway, and staff members.

WORKSHOP

1. Called to Order

This workshop was called to order by Mayor Whitten at 10:30 a.m.

2. Pledge of Allegiance

The pledge was led by Ms. Roy, City Clerk.

3. Open Workshop

4. Approval of Agenda

Mr. Whitten asked if there were any changes to the Agenda.

There were none and Council gave consensus to present Workshop Agenda.

5. Workshop Items

5.1 Workshop Slide Show

Mr. Bolduc, City Manager reviewed the items that will be discussed during this workshop session and then proceeded with the slide show to start the discussion.

5.2 Discussion of Changes to the Charter

Mr. Bolduc, City Manager started the discussion concerning the changes to the City Charter by reviewing the timeline the proposed changes to the Charter. He started with reviewing the amended changes concerning the clarification of the City Manager and City Clerk responsibilities. In that he showed that the separation of powers between the two positions and how setting this foundation will not just help the two currently in those positions but for those that come after.

Discussion ensued pertaining to the changes concerning City Manager and City Clerk responsibilities.

City Council gave a consensus to the amended Charter changes concerning the responsibilities/duties of the City Manager and the City Clerk.

Mr. Bolduc, City Manager proceeded to discuss the other Charter change of moving the City election date. He stated that the elections are held in March of every uneven year and that the next two elections are in 2021 to elect three Council members and 2023 to elect two Council members and the Mayor. The suggested changes are to move the election to the November General Election commencing in 2022 and to change the first day in office to the first City Council Meeting following the election. Now with this change the current Elected Officials will stay in office until November of even years because according to State statute, Elected Officials cannot have their term shortened.

Discussion ensued concerning the information presented.

City Council gave a consensus to the amended Charter changes concerning the moving of the Election date.

Mr. Bolduc, City Manager then discussed the last change to the City Charter which concerned changing the Voting Districts. He presented the Council with three options of how the Voting Districts could change, and the population levels would vary with each option. Mr. Bolduc that this change would be to give each district a better distribution of voters.

Ms. Roy informed Council that these changes would be voted for in November of 2020 but would not go into effect until November of 2022.

Discussion ensued concerning the Voting District options.

City Council gave a consensus to the amended Charter changes concerning the Voting Districts going with Option 1.

Mr. Bolduc, City Manager proceeded with Part 2 of the slide show presentation that concerned Strategic Planning. He reviewed the City's Mission and Vision statement and asked Council if there were any changes or additions that would need to be done.

Council gave consensus that the Mission statements required no changes.

Mr. Bolduc, City Manger stated that he felt that we have fallen short in our ability to promote the Vision statement that was adopted in June of last year the statement is "To be known as a forward-thinking, hospitable, and growing community that embraces diversity with a family-centric culture" he feels that this vision is relevant today. We need to be known as a community

that does embrace diversity with a family-centric culture. He asked Council if there would be any changes made to it.

Discussion ensued.

Council gave consensus that no changes needed to be made to the Vision statement.

Mr. Bolduc, City Manager continued the Strategic Plan review of the PLAN from last year's adoption. He then reviewed the foundational goals that were Financial Sustainability, Organizational Capacity, Effectiveness & Efficiency, Infrastructure and Communication.

Discussion ensued pertaining to the information that was reviewed.

Council gave consensus that no changes need to be made to the foundational goals of the Strategic Plan.

Mayor Whitten called for a short intermission at 11:45 a.m.

Mayor Whitten called the Workshop back to order at 12 p.m.

5.3 Discussion of Budget Items

Mr. Bolduc, City Manager then went to speak about the Budget Policy he notes that the three items of focus for last year where the Reserve Policy, Salary Study and Replacement Schedules and we are continuing to work on those three items. As for 2021 the suggested focus areas are Long-Range Planning, Operational Resiliency and Financial Sustainability, he then expanded on each of those areas.

Discussion ensued.

Mr. Bolduc, City Manager reviewed a spreadsheet of a ten-year range of Planning Capital Projects citing that decisions made now will impact decisions made in the next ten years. He then turned his attention to the General Fund, that covers "Police-Fire-Finance-Planning-City Clerk-Recreation" he spoke on how the fees affect the budget and planning for the next fiscal year. Mr. Bolduc moved on to speak about the upcoming proposed millage rate and keeping the rate the same for the next fiscal year at 6.9466. He feels that staying the course with the millage rate over the next three years to get the City on a sure foundation and then revisit the millage rate as we continue to grow and expand. Moving on to the Fee Schedule, Mr. Bolduc stated that the Community Development Services have compiled a "Comprehensive Fee Schedule for FY 2021-2022 that pertains to all the fees that are charged by the City of Crestview. A resolution will be presented to the Council to adopt the fee schedule. He suggested that Council review the Fee Schedule and if they have any questions to contact him.

In the upcoming Budget Workshop Mr. Bolduc informed Council of the items that will be discussed: Fleet replacement schedule, complete CIP listings, a discussion on the K-9 program,

Special Projects Manager, Budget and Grants Manager, waiving of more fees, reserve policy, expanded partnerships, Utility expansions.

A lengthy discussion ensued pertaining to the items on the upcoming budget.

The next topic discussed was the Utility Fund the projection sheet for the items related to the Utility Fund , Stormwater projects and upcoming projects pertaining to utilities. Mr. Bolduc then spoke about the Rate Study ProForma concerning the water/sewer rates and how it relates to the growth of the City and how it impacts the budget.

Discussion ensued.

Mr. Bolduc, City Manager concluded his presentation with accepting questions and setting a date for the next Budget meeting.

6. Comments from the Audience

7. Comments from the Mayor and Council

8. Adjournment

This meeting was adjourned by Mr. Whitten at 1:30 p.m.

Elizabeth M. Roy
City Clerk

J B Whitten
Council President

Minutes approve this ____ day of _____, 2020.

**City Council Meeting
July 13, 2020
6:00 PM
Council Chambers**

The Regular Meeting of the Crestview City Council was called to order at 6:00 P.M. Members present were Shannon Hayes, Joe Blocker, Andrew Rencich, Cynthia Brown and Harry LeBoeuf. Also present were the honorable Mayor JB Whitten, City Clerk Elizabeth Roy, City Manager Tim Bolduc, City Attorney Mr. Holloway, department heads and members of the press.

REGULAR AGENDA

1. Called to Order

This meeting was called to order by the Honorable Mayor Whitten at 6:00 p.m.

2. Invocation and Pledge of Allegiance

The invocation was led by Mr. Bolduc, City Manager with the pledge led by Mr. LeBoeuf.

3. Open Policy making and legislative session

4. Approval of Agenda

Mayor Whitten asked if there were any changes or objections to the current Agenda.

There were no objections or changes to Agenda it was approved by unanimous consent.

5. Presentations

6. Consent Agenda

7. Public Hearings- Ordinances on Second Reading

Mr. Holloway, City Attorney inquired if there were any participants that would be speaking for or against any Ordinance 1718, Ordinance 1720. He then swore in all participants for the quasi-judicial segments of the meeting.

7.1 Ordinance 1715- Mixed-Use Comprehensive Plan Text Amendment

Mr. Duley, City Planner asked that the City Clerk read Ordinance 1715 by title.

Ms. Roy, City Clerk stated "Ordinance 1715 reads by title

ORDINANCE 1715

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, AMENDING THE FUTURE LAND USE ELEMENT OF ITS ADOPTED COMPREHENSIVE PLAN; BY ESTABLISHING A NEW FUTURE LAND USE CATEGORY TO BE KNOWN AS THE MIXED-USE RESIDENTIAL COMMERCIAL CATEGORY; PROVIDING FOR REVISING THE FUTURE LAND USE MAP (FLUM) TO INCLUDE THE CATEGORY; PROVIDING FOR AUTHORITY; PROVIDING FOR FINDINGS OF FACT; PROVIDING FOR PURPOSE; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR LIBERAL INTERPRETATION; PROVIDING FOR REPEAL OF CONFLICTING CODES; AND PROVIDING FOR AN EFFECTIVE DATE.

This is the Second Reading of Ordinance 1715."

Mr. Duley, City Planner addressed Council by stating the Community Development Staff proposed a text amendment to the Future Land Use Element of the City of Crestview Comprehensive Plan, providing for a new Mixed-Use Residential Commercial Future Land Use (MX-RC). Community Development Services hosted a Public Outreach Meeting at the Mount Zion AME Church on July 2, 2019 to introduce the proposed changes to the property owners. Community Development Services brought the item before the Local Planning Agency as a discussion item on July 16, 2019. The Local Planning Agency recommended approval on August 27, 2019 and the first reading was on September 9, 2019. The State then had an opportunity to review and comment. After discussions with the State, this amendment moved forward with no changes.

Mayor Whitten asked for action by Council.

A motion was made by Mr. Hayes to adopt Ordinance 1715 on Second Reading and send for signatures. Seconded by Mr. LeBoeuf with 5 yeas from Mr. Rencich, Mr. Blocker, Mr. LeBoeuf, Ms. Brown, Mr. Hayes with 0 nays, motion carried.

7.2 Ordinance 1716- Mixed-Use Land Development Code Text Amendment

Mr. Duley, City Planner asked the City Clerk to read by title Ordinance 1716.

Ms. Roy, City Clerk stated “Ordinance 1716 reads by title

ORDINANCE 1716

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, PROVIDING FOR AUTHORITY; PROVIDING FOR AMENDMENTS TO ARTICLE VII, LAND USE, TYPE, DENSITY, INTENSITY, ZONING AND REGULATORY CONTROLS, OF CHAPTER 102 OF THE CODE OF ORDINANCES, CITY OF CRESTVIEW, FLORIDA; PROVIDING FOR AMENDMENTS TO SECTION 102-129, DISTRICTS AND BOUNDARIES, ESTABLISHING AND ADDING THE ZONING REGULATIONS NECESSARY TO IMPLEMENT A NEIGHBORHOOD COMMERCIAL DISTRICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER’S ERRORS; PROVIDING FOR LIBERAL INTERPRETATION; PROVIDING FOR REPEAL OF CONFLICTING CODES; AND PROVIDING FOR AN EFFECTIVE DATE.

This is the Second Reading of Ordinance 1716.”

Mr. Duley, City Planner stated the Community Development Staff proposed a text amendment to the Land Development Code, Chapter 102, Section 102-129. – Districts and Boundaries, providing for a new Mixed-Use Neighborhood Commercial Zoning District. The proposed change will serve to implement the proposed Mixed-Use Residential Commercial Future Land Use Category of the Comprehensive Plan. Community Development Services hosted a Public Outreach Meeting at the Mount Zion AME Church on July 2, 2019 to introduce the proposed changes to the property owners. Community Development Services brought the item before the Local Planning Agency as a discussion item on July 16, 2019. The Local Planning Agency recommended approval on August 27, 2019 and the first reading was on September 9, 2019.

Mayor Whitten asked for action by Council.

A motion made by Mr. Rencich to adopt Ordinance 1716 on Second Reading and send for signatures. Seconded by Mr. Blocker with 5 yeas from Mr. Hayes, Mr. Blocker, Mr. Rencich, Ms. Brown, Mr. LeBoeuf with 0 nays, motion carried.

7.3 Ordinance 1717- MLK Area Comprehensive Plan Amendment

Mr. Duley, City Planner asked the City Clerk to read Ordinance 1717 by title.

Ms. Roy, City Clerk stated, “Ordinance 1717 reads by title,

ORDINANCE 1717

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 THE LOW DENSITY RESIDENTIAL, DOWNTOWN MIXED USE, PUBLIC LANDS, AND THE COMMERCIAL FUTURE LAND USE CATEGORIES TO THE MIXED-USE RESIDENTIAL COMMERCIAL (MX-RC) FUTURE LAND USE CATEGORY ON APPROXIMATELY 45.6 ACRES, MORE OR LESS, IN SECTION 17, 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 PROVIDING FOR AN EFFECTIVE DATE.

This is the Second Reading of Ordinance 1717.”

Mr. Duley, City Planner stated the City of Crestview proposed a Comprehensive Plan Amendment to the Future Land Use Map for 156 parcels consisting of ± 45.6 acres, located in Section 17, Township 3 North, Range 23 West, generally bounded by Oakdale Avenue West, Walnut Avenue West, Lloyd Street North/South, and Wilson Street North/South. The proposal requests the Mixed-Use Residential Commercial (MX-RC) future land use designation for the properties. Community Development Services hosted a Public Outreach Meeting at the Mount Zion AME Church on July 2, 2019 to introduce the proposed changes to the property owners. Community Development Services brought the item before the Local Planning Agency as a discussion item on July 16, 2019. The Local Planning Agency recommended approval on August 27, 2019 and the first reading was on September 9, 2019.

Mayor Whitten asked for action by Council.

A motion made by Mr. Rencich to adopt Ordinance 1717 on Second Reading and send for signatures. Seconded by Mr. Blocker with 5 yeas from Mr. Rencich, Mr. LeBoeuf, Ms. Brown, Mr. Hayes, Mr. Blocker with 0 nays, motion carried.

7.4 Ordinance 1718-MLK Area Rezoning

Mr. Duley, City Planner asked the City Clerk to read Ordinance 1718 by title.

Ms. Roy, City Clerk stated “Ordinance 1718 reads by title,

ORDINANCE 1718

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, PROVIDING FOR THE REZONING OF 45.6 ACRES, MORE OR LESS, OF REAL PROPERTY, LOCATED IN SECTION 17, TOWNSHIP 3 NORTH, RANGE 23 WEST, FROM THE COMMERCIAL (C-1), SINGLE AND MULTI-FAMILY DWELLING (R-2) AND SINGLE FAMILY DWELLING (R-1) ZONING DISTRICTS TO THE MIXED-USE NEIGHBORHOOD COMMERCIAL DISTRICT ZONING (MX-NC); 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 PROVIDING FOR AN EFFECTIVE DATE.

This is the Second Reading of Ordinance 1718.”

Mr. Duley, City Planner stated the City of Crestview proposed a zoning change for 156 parcels consisting of ± 45.6 acres, located in Section 17, Township 3 North, Range 23 West, generally bounded by Oakdale Avenue West, Walnut Avenue West, Lloyd Street North/South, and Wilson Street North/South. The proposal requests the Mixed-Use Neighborhood Commercial (MX-NC) zoning designation for the properties. Community Development Services hosted a Public

Outreach Meeting at the Mount Zion AME Church on July 2, 2019 to introduce the proposed changes to the property owners. Community Development Services brought the item before the Local Planning Agency as a discussion item on July 16, 2019. The Local Planning Agency recommended approval on August 27, 2019 and the first reading was on September 9, 2019.

Mayor Whitten asked for action by Council.

A motion made by Mr. Hayes to adopt Ordinance 1718 on Second Reading and send for signatures. Seconded by Ms. Brown with 5 yeas from Mr. Rencich, Mr. Hayes, Ms. Brown, Mr. Blocker, Mr. LeBoeuf with 0 nays, motion carried.

7.5 Ordinance 1719- Brett Area Comprehensive Plan

Mr. Duley, City Planner asked the City Clerk to read Ordinance 1719 by title.

Ms. Roy, City Clerk stated, "Ordinance 1719 reads by title,

ORDINANCE 1719

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 THE LOW DENSITY RESIDENTIAL, MEDIUM DENSITY LIMITED RESIDENTIAL, MEDIUM DENSITY RESIDENTIAL, AND THE COMMERCIAL FUTURE LAND USE CATEGORIES TO THE MIXED-USE RESIDENTIAL COMMERCIAL (MX-RC) FUTURE LAND USE CATEGORY ON APPROXIMATELY 25.7 ACRES, MORE OR LESS, IN SECTION 17, 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 PROVIDING FOR AN EFFECTIVE DATE.

This is the Second Reading of Ordinance 1719."

Mr. Duley, City Planner stated the City of Crestview proposed a Comprehensive Plan Amendment to the Future Land Use Map for 78 parcels consisting of $\pm$ 25.71 acres, located in Section 17, Township 3 North, Range 23 West, generally bounded by Edney Avenue East, Walnut Avenue East, Brett Street South, Amos Street, Field Avenue East, and Rayburn Street South. The proposal requests the Mixed-Use Residential Commercial (MX-RC) future land use designation for the properties. Community Development Services hosted a Public Outreach Meeting at the Mount Zion AME Church on July 2, 2019 to introduce the proposed changes to the property owners. The area originally brought to the Outreach meeting did not include the areas East of Amos Street. Community Development Services brought the item before the Local Planning Agency as a discussion item on July 16, 2019. The Local Planning Agency recommended approval on August 27, 2019 and September 24, 2019 and the first reading was on October 14, 2019.

Mayor Whitten asked for action by Council.

A motion made by Mr. LeBoeuf to adopt Ordinance 1719 on Second Reading and send for signatures. Seconded by Mr. Blocker with 5 yeas from Mr. Rencich, Mr. Blocker, Ms. Brown, Mr. Hayes, Mr. LeBoeuf with 0 nays, motion carried.

7.6 Ordinance 1720- Brett Area Rezoning

Mr. Duley, City Planner asked the City Clerk to read Ordinance 1720 by title.

Ms. Roy, City Clerk stated, "Ordinance 1720 reads by title,

ORDINANCE 1720

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, PROVIDING FOR THE REZONING OF 25.7 ACRES, MORE OR LESS, OF REAL PROPERTY, LOCATED IN SECTION 17, TOWNSHIP 3 NORTH, RANGE 23 WEST, FROM THE COMMERCIAL (C-1), THE SINGLE AND MULTI-FAMILY DWELLING (R-2), AND THE INDUSTRIAL (I) ZONING DISTRICTS TO THE MIXED-USE NEIGHBORHOOD COMMERCIAL DISTRICT ZONING (MX-NC); 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 PROVIDING FOR AN EFFECTIVE DATE.

This is the Second Reading of Ordinance 1720."

Mr. Duley, City Planner stated the City of Crestview proposed a zoning change for 78 parcels consisting of ± 25.71 acres, located in Section 17, Township 3 North, Range 23 West, generally bounded by Edney Avenue East, Walnut Avenue East, Brett Street South, Amos Street, Field Avenue East, and Rayburn Street South. The proposal requests the Mixed-Use Neighborhood Commercial (MX-NC) zoning designation for the properties. Community Development Services hosted a Public Outreach Meeting at the Mount Zion AME Church on July 2, 2019 to introduce the proposed changes to the property owners. The area originally brought to the Outreach meeting did not include the areas East of Amos Street. Community Development Services brought the item before the Local Planning Agency as a discussion item on July 16, 2019. The Local Planning Agency recommended approval on August 27, 2019 and September 24, 2019 and the first reading was on October 14, 2019.

Mayor Whitten asked for action by Council.

A motion made by Mr. Rencich to adopt Ordinance 1720 on Second Reading and send for signatures. Seconded by Mr. LeBoeuf with 5 yeas from Mr. Hayes, Mr. LeBoeuf, Ms. Brown, Mr. Blocker, Mr. Rencich with 0 nays, motion carried.

7.7 Ordinance 1775- Foxwood Annexation

Mr. Duley, City Planner asked the City Clerk to read Ordinance 1775 by title.

Ms. Roy, City Clerk stated “Ordinance 1775 reads by title,

ORDINANCE 1775

AN ORDINANCE ANNEXING TO THE CITY OF CRESTVIEW, FLORIDA, ± 202.29 ACRES OF CONTIGUOUS LANDS LOCATED IN SECTION 26, TOWNSHIP 3 NORTH, RANGE 24 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.

This is the Second Reading of Ordinance 1775.”

Mr. Duley, City Planner stated the City of Crestview has initiated the annexation for the development known as Foxwood Country Club and the surrounding neighborhood. The annexation will consist of 202.29 acres, overall and 145 single family residential lots. City staff has held several public meetings to discuss this process. Additionally, notice letters were sent to all properties within the area. Once approved, the annexation will have to be finalized through an election by the properties found within the annexation. This is the same ordinance that was originally seen in April of this year at the first reading. Due to a delay in the merger of the bank that holds the property and the purchase of the property the annexation process had to be restarted. This ordinance was approved with no changes at first reading on June 22, 2020.

Mayor Whitten asked for action by Council.

A motion made by Mr. Blocker to adopt Ordinance 1758 on Second Reading and send for signatures. Seconded by Mr. Rencich with 5 yeas from Mr. Rencich, Mr. Blocker, Mr. LeBoeuf, Ms. Brown, Mr. Hayes with 0 nays, motion carried.

7.8 Ordinance 1767- Pharmaceutical Sales Special Exception

Mr. Duley, City Planner asked the City Clerk to read Ordinance 1767 by title.

Ms. Roy, City Clerk stated “Ordinance 1767 reads by title,

ORDINANCE 1767

AN ORDINANCE PROVIDING FOR ESTABLISHMENT OF A SPECIAL EXCEPTION FOR PHARMACEUTICAL SALES IN THE COMMERCIAL (C-1) DISTRICT; AMENDING SUBSECTION (F) OF SECTION 102-129 OF ARTICLE VII, CHAPTER 102, LAND USE REGULATIONS; PROVIDING FOR ESTABLISHMENT OF A SPECIAL EXCEPTION FOR PHARMACEUTICAL SALES IN THE COMMERCIAL (C-2) DISTRICT; PROVIDING FOR ESTABLISHMENT OF A SPECIAL EXCEPTION FOR

PHARMACEUTICAL SALES IN THE DOWNTOWN MIXED USE (DMU) DISTRICT; AMENDING SUBSECTION (H) OF SECTION 102-129 OF ARTICLE VII, CHAPTER 102, LAND USE REGULATIONS; PROVIDING FOR ESTABLISHMENT OF A SPECIAL EXCEPTION FOR PHARMACEUTICAL SALES IN THE INDUSTRIAL (M-1) DISTRICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR LIBERAL INTERPRETATION; PROVIDING FOR REPEAL OF CONFLICTING CODES AND ORDINANCES; AND PROVIDING AN EFFECTIVE DATE.

This is the Second Reading of Ordinance 1767.”

Mr. Duley City Planner stated that in November of 2016, the citizens of the State of Florida voted to approve Amendment 2, which allowed the use of medical marijuana in the State of Florida. On November 13, 2017 the City Council adopted Ordinance 1629, an ordinance amending Chapter 18 of the Code of Ordinances addressing Cannabis related activities. Ordinance 1629 Revoked the temporary moratorium initially adopted by the City Council. The moratorium prohibited the sale of cannabis within the city limits until such time as the City Council determined the permanent disposition of the issue. The City Council based its decision to ban medical marijuana treatment centers from being located within the boundaries of the municipality on Section 381.986(11)(b)1 of the Florida Statutes. At a regular council meeting in December 2019 the City Council members were approached by several residents asking questions about the City's prohibition on the sale of medical marijuana within the city limits. On January 30, 2020 during a workshop to discuss the Cannabis ordinance the City Council instructed the City Manager to prepare an ordinance to allow medical marijuana facilities in appropriate zoning districts. This was approved at first reading on May 11, 2020 with no changes. This ordinance was changed at the second reading on Jun 8, 2020 and is back for the first reading again. The first change requested was to adjust the minimum lot size to 3/4 of an acre (32,670 SF). The second change was to adjust the setbacks required to be consistent with the zone setbacks.

Mayor Whitten asked for action by Council.

A motion made by Mr. Rencich to adopt Ordinance 1767 on Second Reading and send for signatures. Seconded by Mr. LeBoeuf with 3 yeas from Mr. Rencich, Mr. Hayes, Mr. LeBoeuf, with 2 nays from Ms. Brown, Mr. Blocker, motion carried.

7.9 Ordinance 1776- Changes to the General Retirement System

Mr. Bolduc, City Manager asked the City Clerk to read Ordinance 1776 by title.

Ms. Roy, City Clerk stated “Ordinance 1776 reads by title

ORDINANCE 1776

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, AMENDING ITS GENERAL RETIREMENT PLAN AS ESTABLISHED BY ORDINANCE 780, AMENDING ITEM 1 A UNDER SECTION 5; PROVIDING FOR AUTHORITY; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND DECLARING AN EFFECTIVE DATE.

This is the Second Reading of Ordinance 1776.”

Mr. Bolduc, City Manager stated as a part of the Contract for Hire, the City Council agreed to pay the manager's portion of the City retirement plan. This is a generally accepted practice for City Manager contracts. The General Retirement Plan must be amended to reflect this change. The General Retirement Board voted to approve this ordinance.

Mayor Whitten asked for action by Council.

A motion was made by Mr. Hayes to adopt Ordinance 1760 on Second Reading and send for signatures. Seconded by Ms. Brown with 5 yeas from Mr. Hayes, Mr. Rencich, Mr. LeBoeuf, Mr. Blocker, Ms. Brown with 0 nays, motion carried.

8. Ordinances on First Reading

9. Resolutions

9.1 Resolution 2020-11- A Resolution to authorize a referendum on the annexation of the Foxwood Golf Course and neighborhood.

Mr. Duley, City Planner asked the City Clerk to read by title Resolution 2020-11.

Ms. Roy, City Clerk stated, "Resolution 2020-11 reads by title,

RESOLUTION 2020-11

A RESOLUTION OF THE CITY OF CRESTVIEW CALLING FOR A REFERENDUM ON THE ANNEXATION OF CERTAIN PROPERTY KNOWN AS FOXWOOD ESTATES AND SURROUNDING AREA MORE PARTICULARLY DESCRIBED HEREIN, ON NOVEMBER 3, 2020; PROVIDING FOR A BALLOT QUESTION; AND PROVIDING AN EFFECTIVE DATE.

This is Resolution 2020-11."

Mr. Duley, City Planner stated City staff held several public meetings to discuss this process. Additionally, multiple notice letters were sent to all properties within the area. The ordinance to annex was approved with no changes at first reading on June 22, 2020 and tonight, July 13, 2020 on second reading. Now the annexation needs to be finalized through a referendum election of the registered electors of the area proposed to be annexed prior to the ordinance of annexation becoming effective.

The proposal of this resolution is to begin the process for the referendum election as set forth in Chapter 171, Florida Statutes for the involuntary annexation process of the Foxwood Country Club neighborhood. Adoption of the annexation ordinance was the first step in the process and was completed July 13th, with the second reading. The resolution authorizes the City Clerk and City Manager to work with the Okaloosa County Supervisor of Elections to take the necessary and proper steps to provide for a referendum vote on behalf of the City of Crestview. This referendum will be held on November 3, 2020 during a general election a majority vote of the registered electors of the area proposed to be annexed will be needed for this referendum to pass.

A brief discussion ensued concerning the Resolution.

Mayor Whitten asked for action by Council.

A motion was made by Ms. Brown to adopt Resolution 2020-11. Seconded by Mr. LeBoeuf with 5 yeas from Ms. Brown, Mr. LeBoeuf, Mr. Hayes, Mr. Blocker, Mr. Rencich with 0 nays, motion carried.

10. Action Items

10.1 Tentative Millage Rate

Mr. Bolduc, City Manager stated this is an action item for the City Council to set the tentative millage rate along with the date, time and location for the Budget Public Hearings. Staff is requesting that City Council set the tentative millage rate for 2020 at the current rate of 6.9466. By maintaining this rate, this will allow staff to continue to prepare a sustainable budget moving forward.

A motion made by Mr. Rencich to approve the millage rate at 6.9466 for the fiscal year 2021 and set the tentative public hearing for millage and budget for Tuesday, September 8th at 5:15 p.m. and the final hearing on Monday, September 28th at 5:30 p.m. Seconded by Mr. LeBoeuf with 5 yeas from Mr. Rencich, Mr. LeBoeuf, Ms. Brown, Mr. Blocker, Mr. Hayes with 0 nays, motion carried.

10.2 Charter Changes

Mr. Bolduc, City Manager stated that the proposed changes to the City Charter were discussed at the July 9th Workshop.

He then reviewed the voting districts with maps that were included in the Agenda Packet.

Discussion ensued.

Mayor Whitten asked for action by Council.

A motion made by Ms. Brown to approve the language as presented and direct Staff to bring an ordinance for referendum back at the next meeting for First Reading. Seconded by Mr. Hayes with 5 yeas from Ms. Brown, Mr. Hayes, Mr. LeBoeuf, Mr. Blocker, Mr. Rencich with 0 nays, motion carried.

11. City Clerk Report

Ms. Roy, City Clerk discussed the upcoming Florida League of Cities conference which will be

virtual and asked those interested in attending to contact her with the meetings they would like to attend. She stated that the Council would need to select the voting delegate at the July 27th Council Meeting, so the attendance information needed to be sent in prior to that date.

12. City Manager Report

13. Comments from the Mayor and Council

Ms. Brown stated that the Charter changes are something to be taken seriously and hopefully will increase the number of voters participating in the location election.

Mr. LeBoeuf stated that the Workshop last week was very productive.

Mr. Blocker stated that he has received many complaints concerning the trash pick-up.

Mr. Bolduc answered that if Mr. Blocker could direct those complaining to his office that would be appreciated.

Mr. Rencich spoke about the clean up of land between downtown and Twin Hills Park and how good it looks.

Mr. Hayes commented on how well the Mayor did on his State of City address at the Chamber Breakfast and at the League of Cities dinner. He commended the Police department on their “Back-To-School” bash that was held at Allen Park.

Mayor Whitten noted that the July 4th fireworks did well and that he appreciated all involved in planning the event. He stated that at this time he is preparing for the “Citizen of the Year” Award and there will be a meeting tomorrow and that there will be a Census meeting at Fairview Center at Allen Park on Thursday at 6 p.m. There will be a Census Coordinator there to answer questions.

14. Comments from the Audience

Dr. Naomi Barnes asked if the meeting concerning the “Citizen of the Year” is a public meeting.

Mayor Whitten answered stating that it was one to talk about the structure of the award.

15. Adjournment

This meeting was adjourned by Mayor Whitten at 6:43 p.m.

Elizabeth M. Roy
City Clerk

J B Whitten
Mayor

Minutes approve this _____ day of _____, 20__.

City Council Meeting
July 27, 2020
6:00 PM
Council Chambers

The Regular Meeting of the Crestview City Council was called to order at 6:00 P.M. Members present were Shannon Hayes, Joe Blocker, Andrew Rencich, Cynthia Brown and Harry LeBoeuf. Also present were the honorable Mayor JB Whitten, City Clerk Elizabeth Roy, City Manager Tim Bolduc, City Attorney Mr. Holloway, department heads and members of the press.

REGULAR AGENDA

1. Called to Order

This meeting was called to order by the Honorable Mayor Whitten at 6:00 p.m.

2. Invocation and Pledge of Allegiance

The invocation was led by Mr. Bolduc, City Manager with the pledge led by Mayor Pro-Tem Hayes.

3. Open Policy making and legislative session

4. Approval of Agenda

Mayor Whitten asked if there were any changes or objections to the current Agenda.

There were no objections or changes to Agenda it was approved by unanimous consent.

5. Presentations

6. Consent Agenda

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

Mayor Whitten asked for a motion on the Consent Agenda.

A motion made by Mr. Hayes to approve the Consent Agenda. Seconded by Ms. Brown with 5 yeas from Mr. Hayes, Mr. Blocker, Ms. Brown, Mr. LeBoeuf, Mr. Rencich with 0 nays, motion carried.

7. Public Hearings- Ordinances on Second Reading

8. Ordinances on First Reading

8.1 Ordinance 1770- Garden Street Annexation

Mr. Duley, City Planner asked the City Clerk to read Ordinance 1770 by title.

Ms. Roy, City Clerk stated “Ordinance 1770 reads by title,

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.

This the First Reading of Ordinance 1770.”

Mr. Duley, City Planner stated that 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.

Mayor Whitten asked for action by Council.

A motion was made by Mr. Rencich to adopt Ordinance 1770 on First Reading and send to Second Reading. Seconded by Mr. Blocker with 5 yeas from Mr. Rencich, Mr. LeBoeuf, Mr. Hayes, Mr. Blocker, Ms. Brown with 0 nays, motion carried.

8.2 Ordinance 1771- Garden Street Comp Plan Amendment

Mr. Duley, City Planner asked the City Clerk to read Ordinance 1771 by title.

Ms. Roy stated “Ordinance 1771 reads by title,

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.

This is the First Reading of Ordinance 1771.”

Mr. Duley, City Planner stated that 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.

Mayor Whitten asked for action by Council.

A motion made by Ms. Brown to adopt Ordinance 1771 on First Reading and move to Second Reading. Seconded by Mr. LeBoeuf with 5 yeas from Mr. Hayes, Mr. Rencich, Mr. LeBoeuf, Ms. Brown and Mr. Blocker, with 0 nays, motion carried.

8.3 Ordinance 1772- Garden Street Rezoning

Mr. Duley, City Planner asked the City Clerk to read Ordinance 1772 by title.

Ms. Roy stated “Ordinance 1772 reads by title,

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.

This is the First Reading of Ordinance 1772.”

Mr. Duley, City Planner stated 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.

Mayor Whitten asked for action by Council.

A motion made by Mr. LeBoeuf to adopt Ordinance 1772 on First Reading and move to Second Reading. Seconded by Ms. Brown with 5 yeas from Mr. Hayes, Mr. Rencich, Mr. LeBoeuf, Ms. Brown and Mr. Blocker, with 0 nays, motion carried.

8.4 Ordinance 1780- Annexation Fee Moratorium

Mr. Duley, City Planner asked the City Clerk to read Ordinance 1780 by title.

Ms. Roy stated “Ordinance 1780 reads by title,

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.

This is the First Reading of Ordinance 1780.”

Mr. Duley, City Planner stated the Voluntary Annexation is the process of incorporating property, at the owners’ request, into a City’s jurisdictional boundary. The State has several requirements on the land that can be annexed, these include contiguity to the City’s boundary line, compactness, and service availability timelines.

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.

Mayor Whitten asked for action by Council.

A motion made by Mr. Hayes to adopt Ordinance 1780 on First Reading and move to Second Reading. Seconded by Mr. Rencich with 5 yeas from Mr. Hayes, Mr. Rencich, Mr. LeBoeuf, Ms. Brown and Mr. Blocker, with 0 nays, motion carried.

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

Mr. Bolduc, City Manager asked the City Clerk to read Ordinance 1781 by title.

Ms. Roy stated "Ordinance 1781 reads by title,

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.

This is the First Reading of Ordinance 1781."

Mr. Bolduc, City Manager stated the 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.

Mayor Whitten asked for action by Council.

A motion made by Mr. Rencich to adopt Ordinance 1781 on First Reading and move to Second Reading. Seconded by Mr. LeBoeuf with 5 yeas from Mr. Hayes, Mr. Rencich, Mr. LeBoeuf, Ms. Brown and Mr. Blocker, with 0 nays, motion carried.

8.6 Ordinance 1782- Charter Change Referendum

Mr. Bolduc, City Manager asked the City Clerk to read Ordinance 1782 by title.

Ms. Roy stated "Ordinance 1782 reads by title,

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.

This is the First Reading of Ordinance 1782.”

Mr. Bolduc, City Manager stated that should this Ordinance be approved it will be on the ballot for the regular election. It addresses three areas of focus, one is to clarify the distribution of responsibilities between the City Manager and the City Clerk, the second is to redistribute the districts with a more equitable population distribution the third is to move to the regular national election.

Discussion ensued.

Mr. Bill Cox, 322 Tislow Drive, Crestview Fl, spoke about the changes in the Charter that would have items done by Resolution and about the verbiage on the ballot. He then stated that in his opinion Charter Amendment 3 was not in the best interest of the citizens.

Discussion ensued.

Mayor Whitten asked for action by Council.

A motion made by Mr. Hayes to adopt Ordinance 1782 on First Reading and move to Second Reading. Seconded by Mr. Rencich with 5 yeas from Mr. Hayes, Mr. Rencich, Mr. LeBoeuf, Ms. Brown and Mr. Blocker, with 0 nays, motion carried.

9. Resolutions

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

Mr. Bolduc, City Manager asked the City Clerk to read Resolution 2020-12 by title.

Ms. Roy, City Clerk stated, “Resolution 2020-12 reads by title,

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.

This is the reading of Resolution 2020-12.”

Mr. Bolduc explained the CDBG grant program and how the distribution of funds was achieved.

A lengthy discussion ensued concerning the grant program.

A motion made by Mr. Rencich to adopt Resolution 2020-12 to approve the CDBG FY 2020-21 CDBG Annual Action Plan as recommended by staff or the Citizen’s Advisory Committee.

Seconded by Mr. LeBoeuf with 4 yeas from Mr. Rencich, Mr. LeBoeuf, Mr. Hayes, Mr. Blocker and 1 nay from Ms. Brown, motion carried.

10. Action Items

10.1 Request for Facility Fee Waiver

Mr. Bolduc, City Manager stated that 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. 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.

Discussion ensued.

A motion made by Mr. Hayes to approve the request for the Facility Waiver for the Okaloosa County Supervisor of Elections. Seconded by Mr. LeBoeuf with 5 yeas from Mr. Hayes, Mr. LeBoeuf, Mr. Blocker, Ms. Brown, Mr. Rencich with 0 nays, motion carried.

10.2 Emergency Budgetary Request

Mr. Bolduc, City Manager stated that this emergency request is for the Police Department that have been experiencing issues with the internal email server that has resulted in the complete collapse of our email system. The cost for this will be \$15,000.00, we already have a server this cost for the transferring of data to the new server.

Mr. Hayes inquired of where the funds would come from.

Mr. Bolduc answered that it would come from unfilled positions in the Police Department.

Discussion ensued.

Mayor Whitten asked for action by Council.

A motion made by Ms. Brown to approve the Emergency Budgetary Request per Staff recommendation. Seconded by Mr. Hayes with 5 yeas from Ms. Brown, Mr. Hayes, Mr. Blocker, Mr. Rencich, Mr. LeBoeuf, with 0 nays, motion carried.

11. City Clerk Report

11.1 Selection of Voting Delegate for FLC Conference

Ms. Roy, City Clerk stated that at the last meeting she handed out information concerning the Florida League of Cities Conference, which will be virtual this year and asked who would be

participating in the Business Meeting. She does need to inform the FLC who will be the voting delegates.

A motion made by Mr. Hayes to nominate Mr. LeBoeuf be the voting Delegate . Seconded by Mr. Rencich with 5 yeas from Mr. Hayes, Mr. Rencich, Mr. LeBoeuf, Ms. Brown, Mr. Blocker with 0 nays, motion carried.

12. City Manager Report

Mr. Bolduc, City Manager gave a brief update on Foxwood Country Club. He stated that the contract is signed, and the closing is in the first week of August and reminded Council that there is a Budget meeting this Thursday at 4 p.m.

13. Comments from the Mayor and Council

Ms. Brown spoke about people being kind to each other during this time.

Mr. Blocker asked about the Citizen of the Year schedule and about the entry road.

Mr. Bolduc answered that the Citizen of the Year schedule the Mayor would speak on and since the property owners of where the entry road would be has not cooperated.

Mr. Hayes commented how amazed he was that people are still utilizing the Library.

Mayor Whitten spoke on the changes to the Citizen of the Year award. He then gave an update on the Homeless Council meeting he attended and that the Youth Council is on hold because school hasn't started yet. Mayor Whitten informed Council that he will be holding interviews for the Citizen Advisory Council so that he can select the right people to be on that Council. He stated that the WWII Celebration is still on as scheduled.

Mr. Bolduc, City Manager added that Mr. Cecil Williams the Director of Diversity and Inclusion on Eglin Air Force Base will be addressing the Council on August 10th.

14. Comments from the Audience

15. Adjournment

This meeting was adjourned by Mayor Whitten at 7:24 p.m.

Elizabeth M. Roy
City Clerk

J B Whitten
Mayor

Minutes approve this _____ day of _____, 20__.



Staff Report

CITY COUNCIL MEETING DATE: August 10, 2020

TYPE OF AGENDA ITEM: Purchase / Contract

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Carlos Jones, Assistant Director
DATE: 8/6/2020
SUBJECT: Lift Station #11 New Control Panel Purchase

BACKGROUND:

The Public Services Department has been working on standardizing the components in lift stations throughout the City's sanitary sewer collection system over the the past several years.

In addition to standardizing, staff has been working to replace equipment that has become inefficient in its ability to operate at today's standards.

These upgrades will ensure that the City is always ready to serve its customers.

DISCUSSION:

The request before the City Council is to purchase a new control panel for this sanitary sewer lift station.

Lift Station 11 is located at 400 Valley Road that serves the area around Durrell Lee Park. It has been in service since 1990 and was last updated in 1999.

The control panel monitors the operation of the pump station. They include the circuit breakers, starters and electrical control components for the pumps, a high water alarm, ac power failure alarm and fuses for the alarm circuits.

Staff solicited three quotes and is requesting to make this purchase from Pump & Process in accordance with our purchasing policy for the quoted amount of \$27,140.00

The quotes were as follows:

Quote 1 - Pump & Process \$27,140.00

Quote 2 - Crane Pumps & Systems \$29,045.00

Quote 3 - ECS Control Systems, Inc. \$29,743.00

The funds for this purchase were budgeted in the 2020 budget and this request is consistent with the Purchasing Policy.

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

Infrastructure- Satisfy current and future infrastructure needs

FINANCIAL IMPACT

The cost for this purchase was included in the 2020 budget in the Utility Maintenance 63-00 Improvements in the amount of \$30,256.20.

However, when Lift Station #9 received it's total upgrade, we were able to re purpose that generator to Lift Station #11 leaving the money available to replace the needed control panel upgrade at Lift Station #11.

The \$27,140.00 will be taken from the 63-00 account.

RECOMMENDED ACTION

Staff respectfully requests approval of this purchase from Pump & Process, Inc. for \$27,140.00

Attachments

1. New Control Panel #11



City of Crestview

Quote Comparison Form

Requisition No. _____

Name Brandon Bolton

Date: 6/29/2020

Dept: Utility Maintenance

Item/Service Requested:

New Control Panel for Lift Station # 11

Quote 1

Company Pump & Process

Contact Butch Branton

Vendor No. _____

Phone No. (850) 432-0334

Quote \$ 27,140.00

 mail telephone fax X email other

Quote 2

Company Crane Pumps & Systems

Contact _____

Vendor No. _____

Phone No. 1 (937) 773-2442

Quote \$29,045.00

 mail telephone fax X email other

Quote 3

Company ECS Control Systems, Inc

Contact Tony Seigneur

Vendor No. _____

Phone No. 1 (904) 367-5000

Quote \$29,743.00

 mail telephone fax X email other

I hereby affirm that the above quotes have been sought and conform in every respect with the requirements of the City's Purchasing Manual.

Wayne Stuh

Department Head



Quote Number: 1828 B

3820 Hopkins Street
Pensacola, FL 32505
(850) 432-0334, fax: (850) 432-1336

Quotation

To: Brandon Bolton
Crestview, City Of
715 N. Ferdon Blvd.
Crestview FL 32536-2113

Date: 6/9/2020
Project: LS 11 / Panel Upgrade
Location: Crestview, FL.
Engineer BB

Equipment: Duplex 460 Volt / 20 HP LS Control Pane Terms NET 30 Days Delivery 5-6 Weeks

We are pleased to quote on the following equipment:

- One (1) Duplex Control Panel in Powder Coated White double door enclosure as follows:
- Combo Alarm Light/Horn via side entry via Myers Hub and 3/4" SST pipe fittings and breather/drain.
 - Larid Telemetry Antenna mounted thru side.
 - Crystal Ball Primary Control/Telemetry - Relay Logic with Lead-Lag Selector Switched Alt. Relay.
 - 20 HP/460 Volt/3-Phase Nema Rated Starters.
 - Main Circuit Breaker with control breaker, Gen.Set Breaker, Interior Light Breaker and Spare 20 Amp Breaker
 - Lightning/Surge Protection.
 - Phase Monitor.
 - Duplex 20 amp 120 volt convenience Receptacle.
 - Four (4) Float Switch Logic: Off/Lead/Lag/High Level Alarm.

Net price, F.O.B. shipping point: \$27,140.00

NOTES:

1. If ordered, please sign this quotation form and FAX or Email back to Pump & Process Equipment, Inc.
2. Only items mentioned above are included. If it is not listed it is to be provided by others.
3. **Delivery promise date begins upon return of approved Submittal or approved drawings.**

Additional Note

1. Freight to Crestview Field Ops Office Included.
2. Three (3) Years of Telemetry monitoring is included in above quote.

This Quotation Prepared By Butch Branton

The undersigned agrees to and has the authority to bind the purchaser to the terms and conditions below and equipment as described above.

For Pump & Process Equipment, Inc.

Date _____

Quotation good for 30 days. Prices do not include any applicable taxes. Payment terms are NET 30 days from date of shipment. Past due accounts will be charged interest at 1.5% per month. Should the services of an attorney, collection agency or other legal service become necessary for collection, purchaser will assume responsibility for all expenses accrued in the collection process including fees, court cost, serving charges, lien filing, etc. Manufacturer's warranty applies. Pump & Process Equipment, Inc. assumes no liability whatsoever for delays or damages caused by defects or any other equipment failure.



PUMPS & SYSTEMS

420 Third St
Piqua, OH 45356-0603 USA
Tel: (937) 773-2442
Fax: (937) 773-7157
CranePumps@CranePumps.com

Quotation

City of Crestview, LS 1

Quotation Date 06/26/2020

Company Name The City of Crestview
715 Ferdon Blvd./Crestview, FL.

Job Name Lift Station 11 Panel

Contact Brandon Bolton
brandonbolton@cityofcrestview.org
850-305-8261

Lead Time 6-8 Weeks

Freight Full Freight Allowed

Item	Description	Qty	Net Each	Total Net
1	Duplex Control Panel, 20 HP/460 V/3-Phase: - Nema 4X Alum.Enclosure - Telemetry.	2	\$29,045.00	\$29,045.00
			Total:	\$29,045.00

Quotes are generally honored for 30 days. All Crane Pumps & Systems products and services are offered and sold subject to the Crane Pumps & Systems standard terms and conditions agreement set forth at www.cranepumps.com. All prices are subject to change. **Quoted prices do not include any applicable taxes, freight charges, submittals, start-up, alignment, training or any other field or factory services unless specifically listed above.**

BARNES

burks

DEMING

WEINMAN



PROSSER

Confidential

ECS Control Systems, Inc.
3029 Mercury Road
Jacksonville, FL 32207
PH: 904-367-5000 FAX : 904-367-5100
tonys@ecs31.com

Page: 1 of 3
Date: 6/26/20

To: Brandon Bolton
The City of Crestview
715 N.Ferdon Blvd.
Crestview, FL. 32536

Net Terms: 30 Days

F.O.B: Factory, freight prepaid & added

Estimated Weight: 140.3125 lbs. ttl.

Equipment Warranty: 1 year from shipment

Estimated Delivery: 6 to 8 weeks after receipt of order

Quoted per: email 5/6/20

Ref: LS 11
Crestview

We are pleased to provide the following base bid in accordance
with our best interpretation of the plans and specifications provided,
incorrect or incomplete information may void the quote.

- 1 120 Volt Float Series, Constant Speed, Duplex Pump Control Panel
Service: 460 Volt, 3 Phase, 3 Wire, 60 Hertz
Motors: 2 @ 20 HP, 24 FLA
Note: UL 508A Labelled

Net Each	Net Extension
\$29,743.00	\$29,743.00

Installation Manuals:

Not Incl.

Operation Manuals:

Not Incl.

Sales Tax:

Not Incl.

Estimated Freight:

Not Incl.

Start-up:

Not Incl.

Service Contract:

Not Incl.

Total Base Bid: \$29,743.00

Additions or deducts to base bid:

None

Clarification Notes:

Include: Crystal Ball / Relay Logic Circuit, NEMA Starters, HDL Breakers, 5KVA Control XFMR (internal mount),
Double Door - N12/3R ALUM Enclosure w/ Air Break Pedestal, Unistrut w/ Backplate (48"x 48"x 14")

Does Not Include: Emergency Breaker / Generator Receptacle, Mixer

Exceptions and Special Notes:

Unless otherwise noted, price does not include start-up, installation or operation and maintenance
manuals. When required, float switches are to be supplied by others. Any other equipment to be
supplied by you will be noted on the following page(s). This quotation is good for 90 days from date issued.

Quoted by


Tony Seigneur

tonys@ecs31.com

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ECS Control Systems

Scope of material included in base bid for Pump & Process Equipment, Inc.

LS 11

<i>Qty</i>	<i>Label</i>	<i>Description</i>
2	Field Connection	Terminal, 600VAC, 35A, 1 pole
2	Field Connection	Terminal, 600VAC, 35A, 3 pole
3	Field Connection	Terminal, 600VAC, 35A, 10 pole
1		Terminal Mounting Rail, 2M (78.7402" Long)
2		Terminal Mounting Bracket, 30 degree angle
8		Terminal End Retainer
3		Terminal Block Link Rail, 35A, 10 point
1	Service Connection	Power Distr. Block, 600VAC, 350A, 1 pole
1	Service Connection	Power Distr. Block, 600VAC, 350A, 3 pole
1		Clear Plexiglass Cover For Distribution Block
1		Surge Protective Device, 480VAC, Delta, 3 Phase, 3 Wire
1		Bracket for lightning/surge arrestor
1	Main CB	Circuit Breaker, 600VAC, 3 Pole, 100A, 14KAIC
2	Pumps	Circuit Breaker, 600VAC, 3 Pole, 50A, 14KAIC
4	Control / Mounted on Deadfront	Circuit Breaker, 120VAC, 1 Pole, 15A, 10KAIC
2	Batt Chg/Heater	Circuit Breaker, 120VAC, 1 Pole, 20A, 10KAIC
1		Equipment Ground Bar Kit, 9pt., (1) #14-#4 or (2) #14 or #12
1	PM	Phase Monitor Relay, 190-500V AC (Phase Loss, Reversal, Unbalance, Undervoltage & Overvoltage
2		Starter, FVNR, NEMA Size 2, 208/240/480V, 10/15/25 HP, 45A
6		O/L Heaters, Class 20 Type B
2		Auxillary Contact, 1 N.O., field convertible
1		Control Power Transformer, 100VA, 120-120VAC
1		Control Power Transformer, 5000VA, 240/480-120VAC
1		Fuse, Slo-Blo, Time Delay, 250VAC, 1A
1		Fuse, Slo-Blo, Time Delay, 250VAC, 2A
1		Fuse, Slo-Blo, Time Delay, 250VAC, 7A
3		Fuse, Slo-Blo, Time Delay, 500VAC, 1A (Rejection Type)
1		Fuse Block, 1 Pole
1		Fuse Block, 2 Pole
1		Fuse Block, 3 Pole, Class R, Ultrasafe
1		Opti Float Power Supply - PS2
4		Opti Float Transceiver
4		Opti-Float Liquid Level Detector, Narrow Angle, with 60ft Cable
1		Alternating Relay, 120VAC with Selector Switch
1		Relay, 12 Blade, Plug-in, 4PDT, 120VAC
3		KSB Pump Modular
1		Time Clock, 24 Hour, 120VAC, 1 channel
2		Relay Socket, Octal, 8 Pin, 600VAC
1		Relay Socket, 14 Blade, 250 V , 15A
1		Pushbutton, 30mm, NEMA 4X, flush type, Universal
1		Sel. Sw., 30mm, NEMA 4X, 2 Pos. maintained, Off-On
2		Sel. Sw., 30mm, NEMA 4X, 3 Pos. maintained, On-Off-On
2		Contact Block, (1) Normally Open

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ECS Control Systems

*Scope of material included in base bid for Pump & Process Equipment, Inc.
LS 11*

<i>Qty</i>	<i>Label</i>	<i>Description</i>
2		Contact Block, (1) Normally Open / (1) Normally Closed
1		30MM Clear Protective Boot
2		LED Pilot Light, 120V AC, Red
3		LED Pilot Light, 120V AC, Green
5		LED Pilot Light, 120V AC, Yellow
3	Elapse Time Meter	Elapse Time Meter, Round, 6 Digit, 120VAC
1	Audible Alarm	Alarm Horn, 4", 120VAC, NEMA 3R
1		Mounting Trim Ring for 350 and 450 Horns
1		Red Strobe, 120 Volt
1	GFI Mounted on Deadfront	Ground Fault Circuit Interrupter, Snap - Connect, 20A, 120VAC
1		Snap - Connect, Right Angle Pigtailed Connector
1		Plastic Coated Wiring Diagram On Inner Door
1		Ground Lug, 2/0-14 AWG
2		Ground Lug, 2-14 AWG
2		Ground Lug, Two Barrel 1/0-14 AWG
1		Back panel, Painted White Steel, 11 Gauge
1		Enclosure, NEMA 12, Aluminum, 48"H X 48"W X 14"D White
1		Custom Pedestal, Aluminum, 24"H X 48"W X 14"D White
2		Door Stop Kit, 90° (Innerdoor)
2		Hinged Innerdoor, .125 Black Aluminum
2		Customer Logo on Innerdoor
4		Wingknob Insert / Polyamide
4		Housing Polyamide Black with Black Poly Nut
4		Cam
1		Phantom Antenna
1		1/2" x 6", Rigid Conduit Nipple, Aluminum
1		1/2" X Close Aluminum Nipple
1		1/2" Myers Hub (Aluminum)
1		1/2" Pull EL Aluminum - LB Style, Incl. Cover & Gasket
1		Crystal Ball Hinged Panel Mount 120 VAC with CDMA Radio
1	XFMR SEC	B-Frame, 1P, 60 Amp, 25 kA at 208Y/120 V AC
1	XFMR PRI	B-Frame, 3P, 25 Amp, 25 kA at 240 V, 18 kA at 480 V
15		Relay; E-Mech; 3PDT; Ctrl-V 120AC; 10A; 250VAC; Socket Mnt; Octal; 11 Pin; LED;
15		Socket, 11 Pin

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Staff Report

CITY COUNCIL MEETING DATE: August 10, 2020

TYPE OF AGENDA ITEM: Ordinance

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Dawn Barnes
DATE: 8/4/2020
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 on July 6, 2020 and the first reading was on July 27, 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.

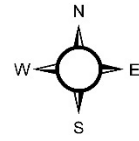
The cost of advertising was \$270.48.

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 on second reading.

Subject Parcel Aerial Exhibit



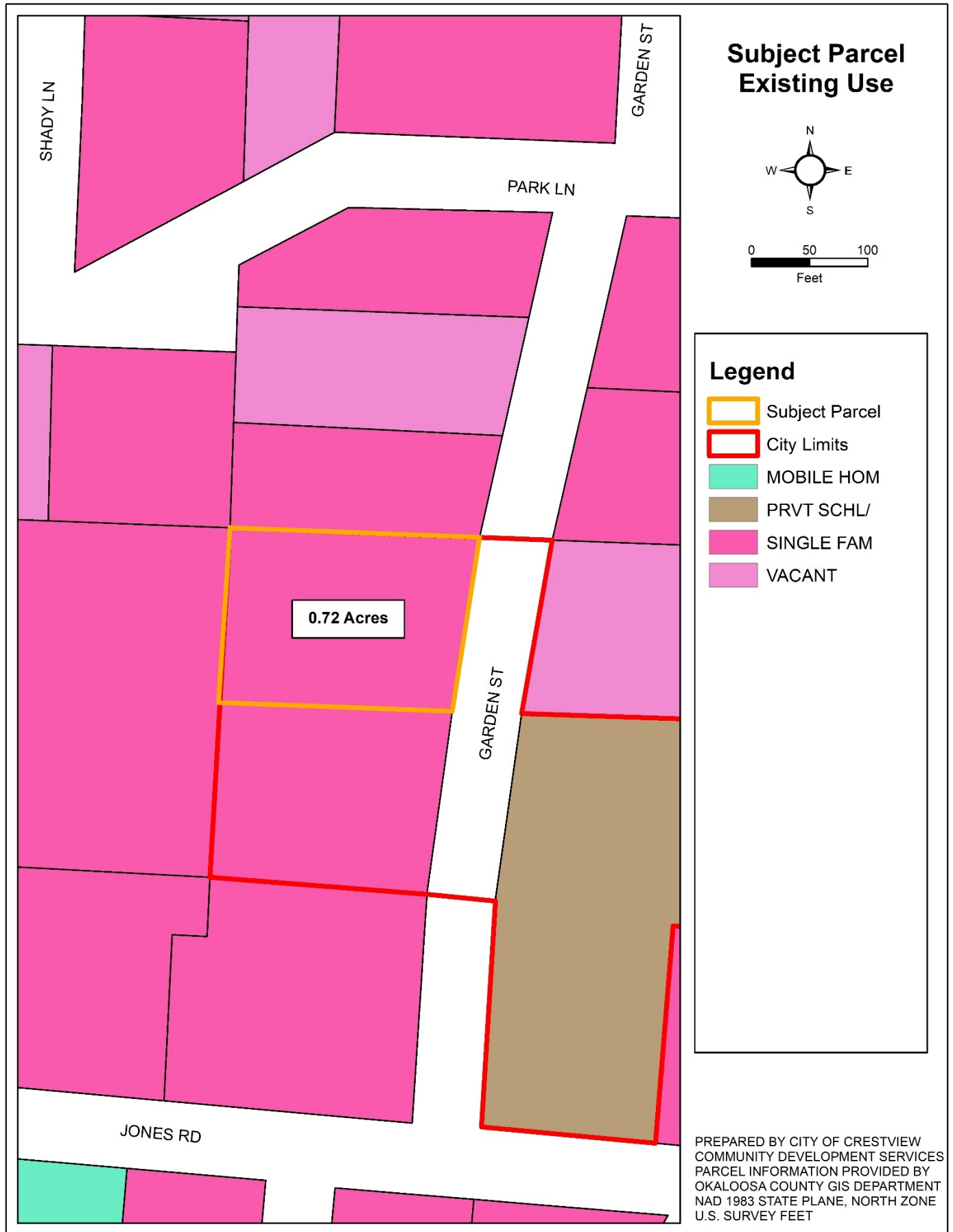
0 50 100
Feet

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.

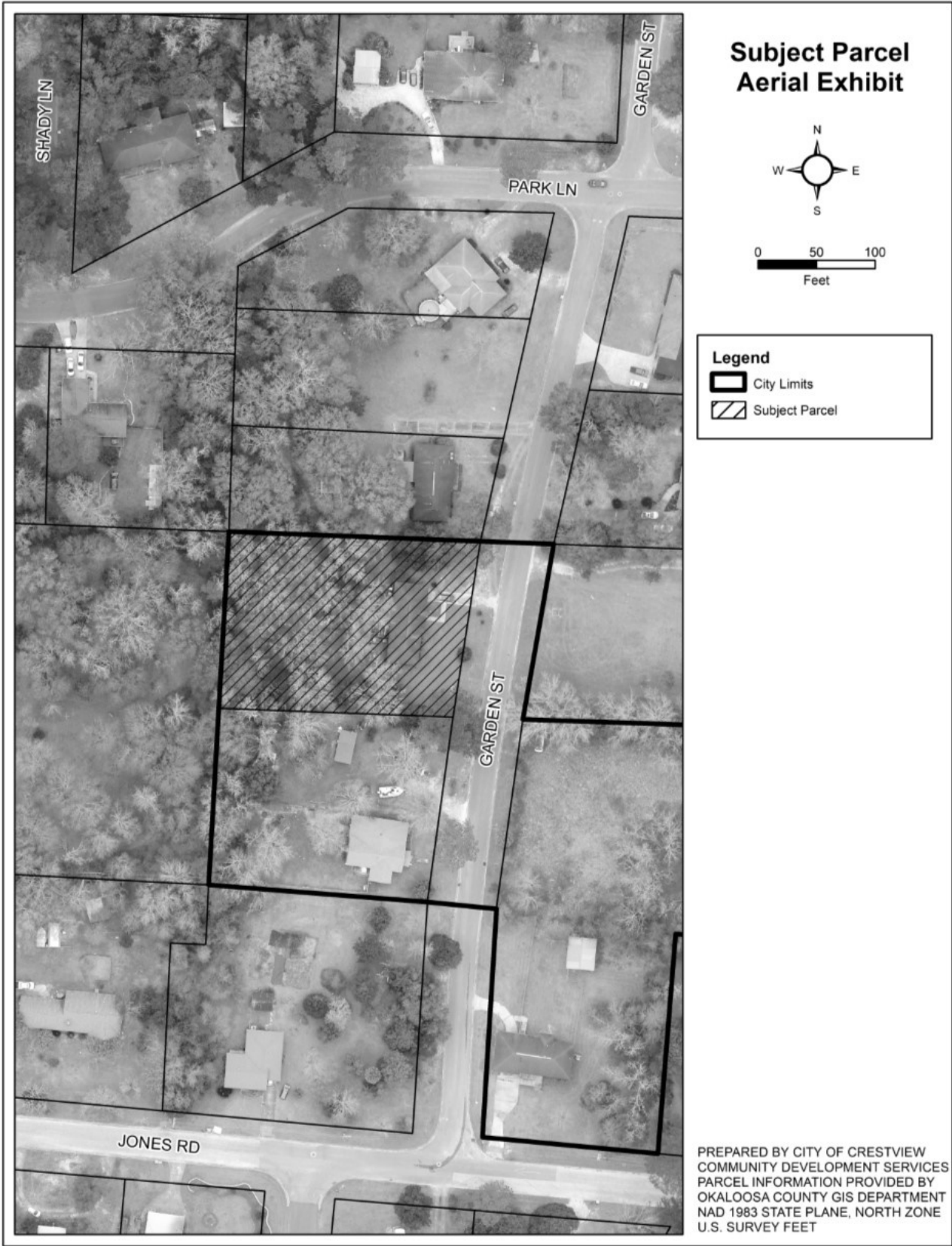
ATTEST:

ELIZABETH M. ROY
City Clerk

APPROVED BY ME THIS _____ DAY OF _____, 2020.

J. B. WHITTEN
Mayor

EXHIBIT A





Staff Report

CITY COUNCIL MEETING DATE: August 10, 2020

TYPE OF AGENDA ITEM: Ordinance

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Dawn Barnes
DATE: 8/4/2020
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 on July 6, 2020 and the first reading was on July 27, 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

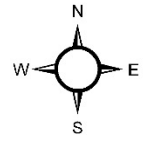
The fees for the comprehensive plan amendment have been waived for this application as it was received during the moratorium on annexation fees.

The 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 on 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

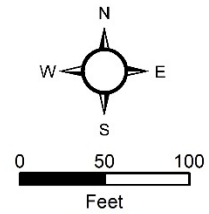
SHADY LN

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.

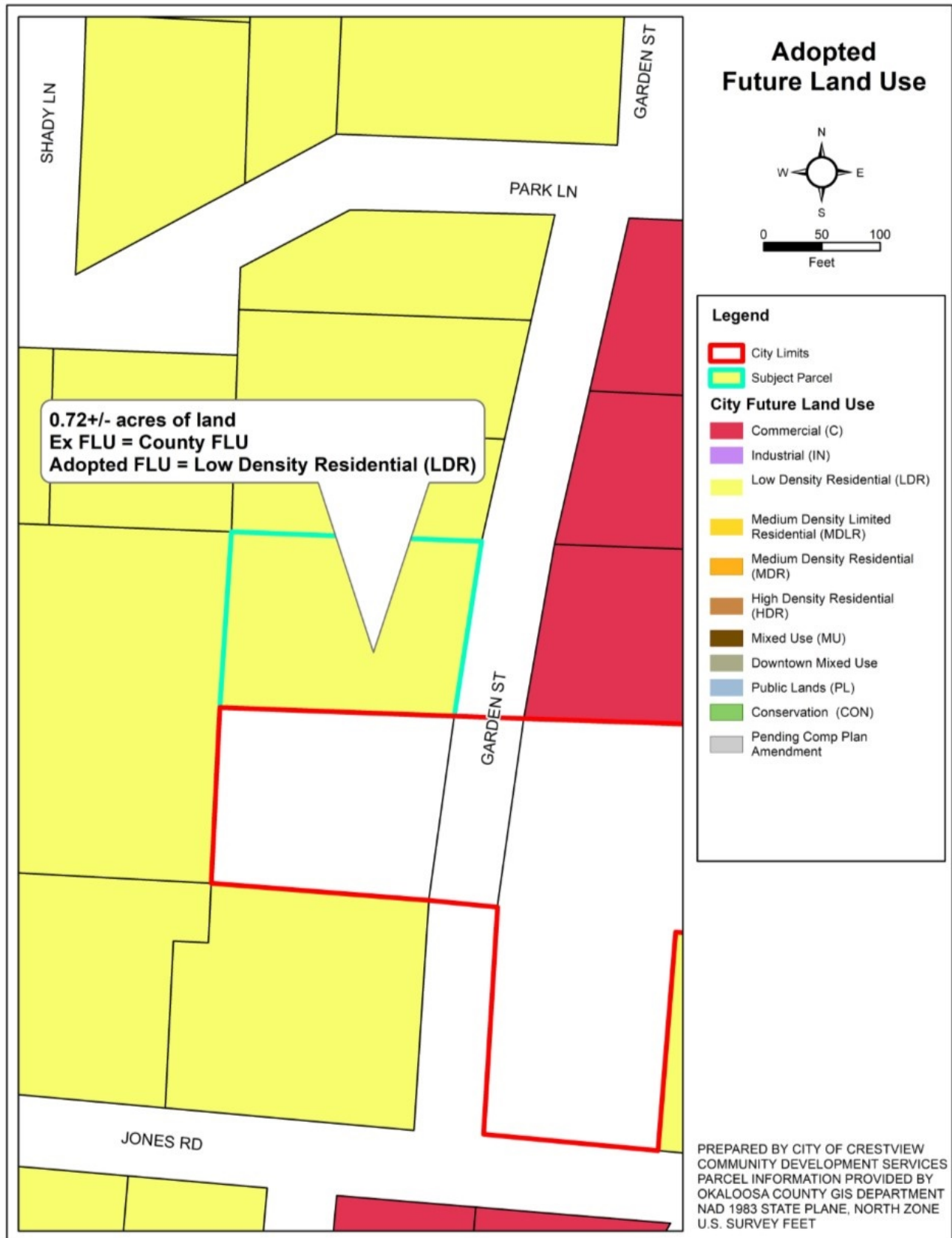
ATTEST:

ELIZABETH M. ROY
City Clerk

APPROVED BY ME THIS _____ DAY OF _____, 2020.

J. B. WHITTEN
Mayor

EXHIBIT A





Staff Report

CITY COUNCIL MEETING DATE: August 10, 2020

TYPE OF AGENDA ITEM: Ordinance

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Dawn Barnes
DATE: 8/4/2020
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 on July 6, 2020 and the first reading was on July 27, 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 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

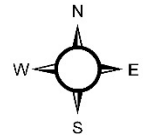
The fees for the rezoning request have been waived for this application as it was received during the moratorium on annexation fees.

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 on 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

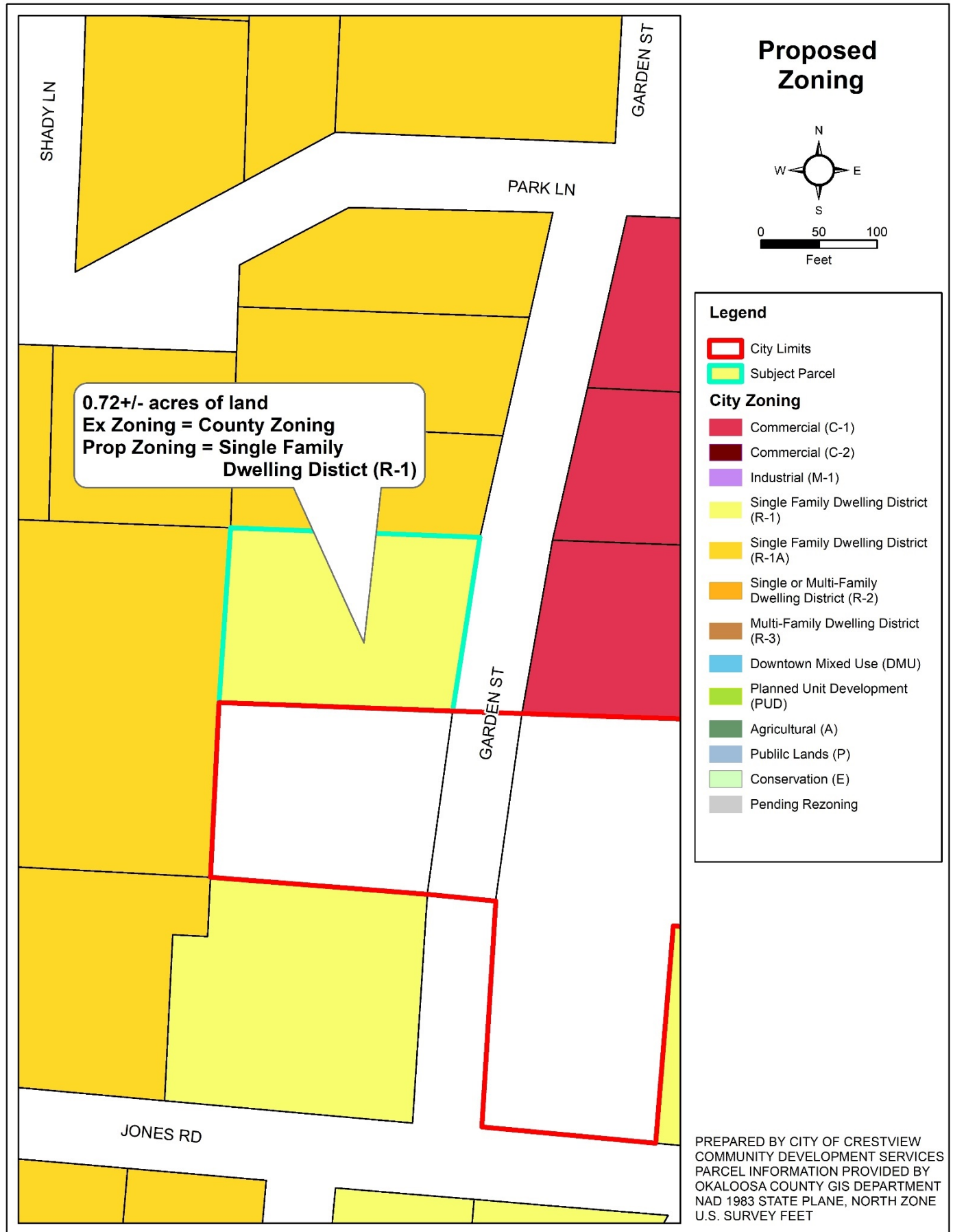
PARK LN

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.**

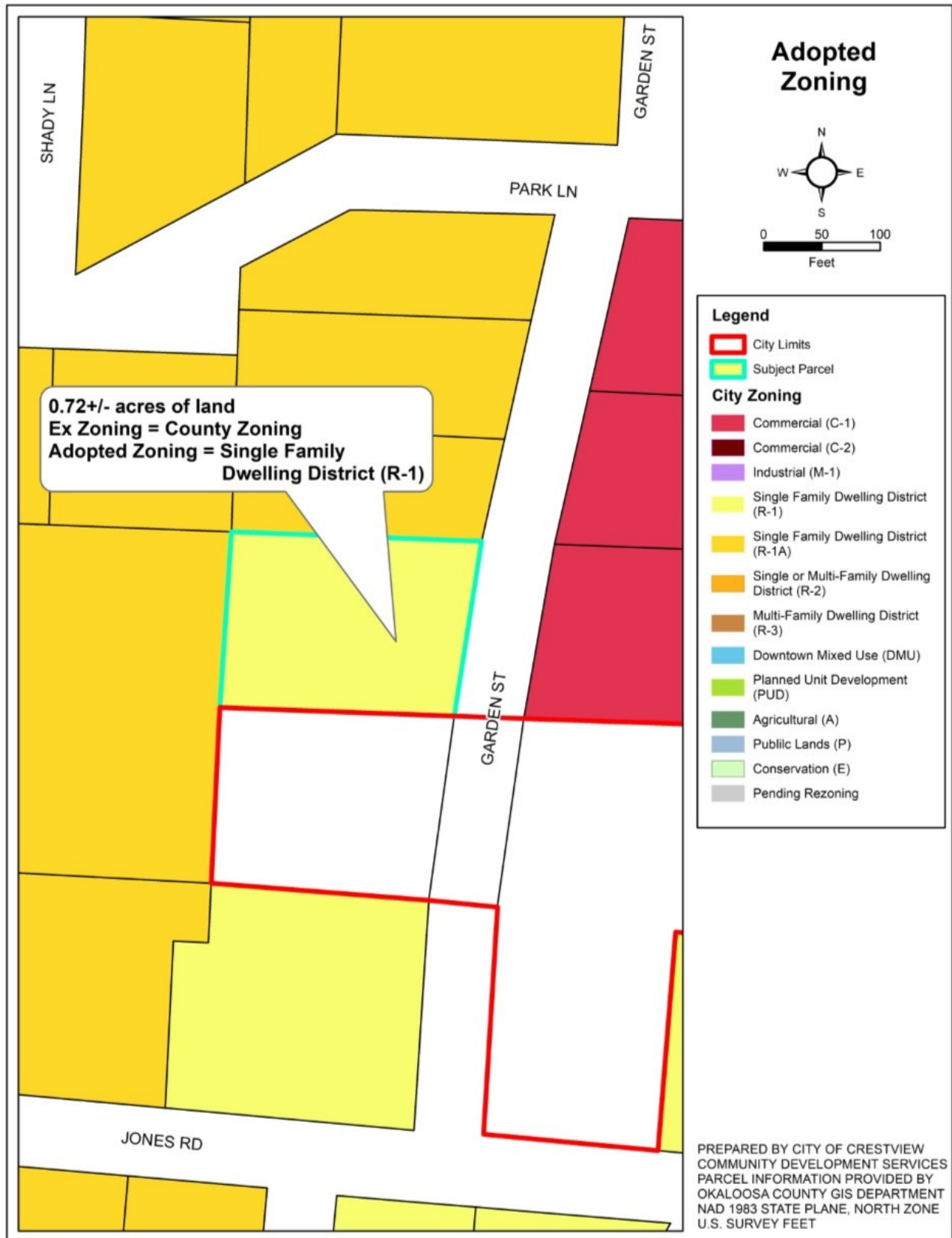
ATTEST:

ELIZABETH M. ROY
City Clerk

APPROVED BY ME THIS _____ DAY OF _____, 2020.

J. B. WHITTEN
Mayor

EXHIBIT A





Staff Report

CITY COUNCIL MEETING DATE: August 10, 2020

TYPE OF AGENDA ITEM: Ordinance

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Trae Duley, Planning Administrator
DATE: 8/6/2020
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.

The first hearing was July 27, 2020 and approved with no comments or changes.

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 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: August 10, 2020

TYPE OF AGENDA ITEM: Ordinance

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Trae Duley, Planning Administrator
DATE: 8/6/2020
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 provides 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 Comprehensive 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.

This was heard at first hearing on July 27, 2020 and discussed. A recommendation was made and approved to send the ordinance for second reading.

In the time since first reading, the effective date has been updated to reflect this ordinance becoming effective upon the adoption of the fee resolution scheduled for August 31, 2020.

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

The fees adopted in this ordinance were used in the consideration of the draft 2021 budget. They adequately reflect the necessary funding to accomplish the mission of the City.

RECOMMENDED ACTION

Staff respectfully recommends approval of Ordinance 1781 on 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 at the same time as the effective date of the Resolution enacting the Comprehensive Fee Schedule.

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
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- ~~— (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
1 1/2-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: August 10, 2020

TYPE OF AGENDA ITEM: Ordinance

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Tim Bolduc, City Manager
DATE: 8/4/2020
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.

1. **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

- (b)
- 5 The City Council shall appoint the City Manager, City Attorney **and** City Clerk **and Department Heads** by a majority vote of the entire 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

1. **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

2. 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.
1. Perform such other duties as are specified in this charter, or adopted by ~~ordinance~~ Resolution, or which may be required by the Council.
1. **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

1. Review/countersign/approve all checks and electronic financial transfers with the City Manager. Provided administrative services as required by the city council
2. Review contracts for compliance with policy and council direction and attest to same that all contracts which shall then be signed by the Mayor

1. ~~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.~~

1. Perform 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.

1. 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

1. **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.

2. **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

1. **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.

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 second reading and send for signatures and send same to the Supervisor of Elections for inclusion on the November 3, 2020 General Election Ballot

Attachments

None

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?

☐ **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. 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 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 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.

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 elections 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.

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

(d) 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 and 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.

- (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.

- (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.~~ Provided 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.~~ Shall 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) Perform 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 US 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.

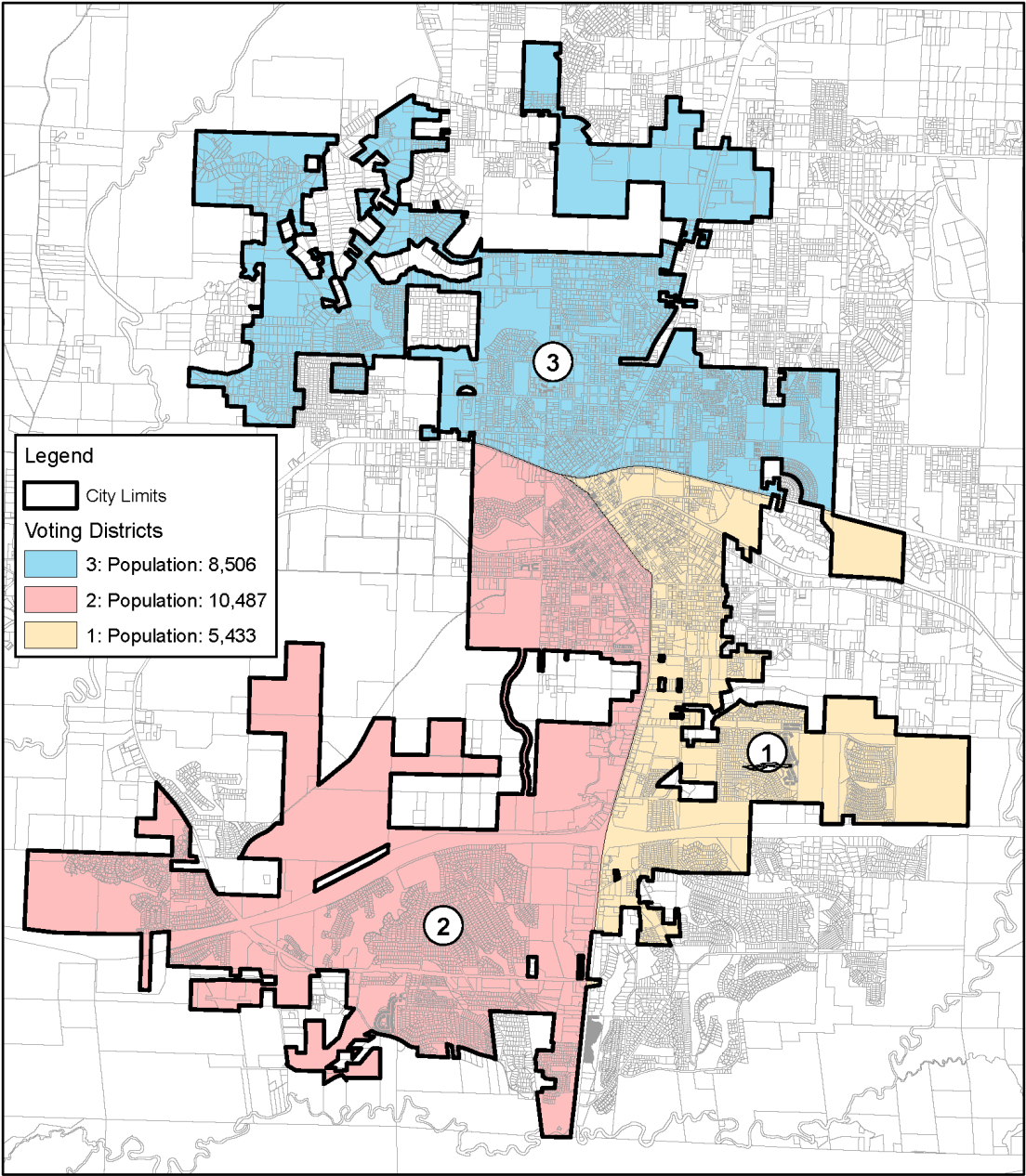
The City Council shall adopt such ordinances and resolutions as are required to affect the transition. Ordinances adopted within sixty (60) days of the first Council meeting under this Charter for facilitating the transition may be passed as emergency ordinances following the procedures prescribed by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

CURRENT VOTING DISTRICTS



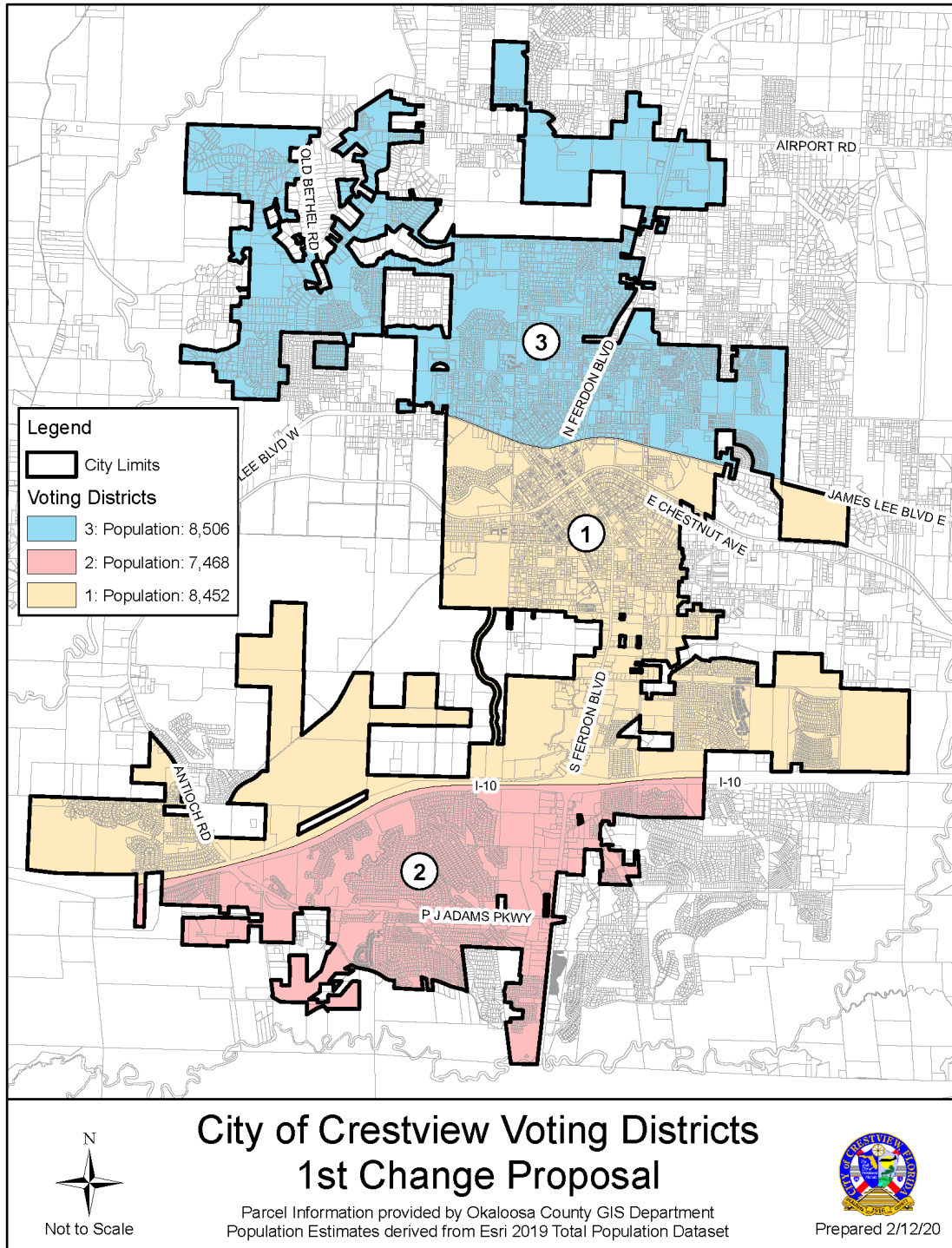
City of Crestview Voting Districts

Parcel Information provided by Okaloosa County GIS Department
Population Estimates derived from Esri 2019 Total Population Dataset



Prepared 2/11/20

PROPOSED VOTING DISTRICTS





Staff Report

CITY COUNCIL MEETING DATE: August 10, 2020

TYPE OF AGENDA ITEM: Ordinance

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Tim Bolduc, City Manager
DATE: August 10, 2020
SUBJECT: Ordinance 1783, an ordinance of the City of Crestview establishing a Stormwater Utility

BACKGROUND:

During the budget process for the 2020 budget the City Council discussed the establishment of a stormwater utility for the purpose of properly funding stormwater activities within the City.

The City Council held two workshops to discuss the findings of the water and sewer rate study and the impact and appropriateness of stormwater expenses being funded through the Water and Sewer Utility Fund.

DISCUSSION:

On July 30th, 2020, the City Council voted unanimously to establish a stormwater utility and set forth the methodology for determining the rate.

The process for administrating the fees associated with the stormwater utility will be as follows;

1. The city staff, working with consultants from Jacobs Engineering, established an equivalent residential unit (ERU) for stormwater impact of 2,200 sq ft of impervious space.
2. The established rate per ERU will be \$2.50.
3. Improved residential properties will be charged a single ERU each month on their utility bill. In the rare cases where a resident receives neither water nor sewer services from the City a separate bill will be sent.
4. Improved Commercial properties will be charged one ERU for the first 10,000 sq ft of impervious space and 1 additional ERU for each 2,200 sq ft of impervious space over the initial 10,000.sq ft.
5. City Staff will, within the first 2 years of adoption, complete an assessment of each commercial property to determine total impervious space. Until such time as this assessment is complete, commercial properties will be assessed at the assumed coverage rate of 70% of the total lot.
6. For the initial creation of the Stormwater Utility and the adoption of a fee for such, Staff has provided in the attached ordinance that a cap be placed on commercial properties. The initial cap will be at 10 ERUs for commercial properties.

7. At any time, property owners can challenge the coverage used to determine the monthly rate or complete stormwater treatment mitigation in accordance with the provisions found in the ordinance

Using the methodology provided above, the projected revenue generated will be as follows;

Property Type	Number	ERU #	Rate	Total Collection
Residential	10367	10367	2.5	\$25,917.50
Commercial	752	2997	2.5	\$7,492.50
Collections per month				\$33,410.00
Collections Per Year				\$400,920.00

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

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

Safety- Ensure the continuous safety of citizens and visitors

FINANCIAL IMPACT

The adoption of the ordinance as submitted is projected to provide \$568,980.00 in revenue which will be used to fund the newly created stormwater utility.

RECOMMENDED ACTION

Staff respectfully requests approval of Ordinance 1783 on first reading and send to second reading.

Attachments

None

ORDINANCE NO. 1783

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA RELATING TO STORMWATER MANAGEMENT; PROVIDING FOR A STORMWATER UTILITY; SPECIFYING TERMS AND PROCEDURES FOR SAID UTILITY; PROVIDING FOR RATES AND CHARGES; PROVIDING FOR AUTHORITY; PROVIDING FOR SEVERABILITY; PROVIDING FOR SCRIVENER'S ERRORS; PROVIDING FOR LIBERAL INTERPRETATION; PROVIDING FOR REPEAL OF ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Crestview, Florida, desires to develop a Stormwater Utility to finance the operation, construction, and maintenance of stormwater devices (now existing or to be constructed); for stormwater system planning; for review of development plans for compliance with stormwater management codes; and for bay, spring, and river quality management;

WHEREAS, Section 403.0893, Florida Statutes, authorizes the City to establish one or more stormwater utilities and adopt stormwater utility fees or assessments sufficient to plan, construct, operate, and maintain stormwater management throughout the City, and to establish and set aside, as a continuing source of revenue, other funds sufficient to plan, construct, operate, and maintain stormwater management systems throughout the City;

WHEREAS, Section 403.0893(3), Florida Statutes, authorizes the City to create, alone or in cooperation with the other counties, municipalities, and special districts, one or more stormwater management system benefit areas within Okaloosa County, Florida, and specifically providing all property owners within the benefit areas may be assessed a Stormwater Utility fee or assessment to fund the planning, construction, operation, maintenance, and administration of a public stormwater management system for the benefited area;

WHEREAS, Section 403.0893(3), Florida Statutes, further provides the fees to be assessed within stormwater management system benefit areas shall be calculated to generate sufficient funds to plan, construct, operate, and maintain stormwater management systems, and authorizes the City to utilize the non-ad valorem levy, collection, and enforcement methods provided for in Chapter 197, Florida Statutes;

WHEREAS, the City is responsible for the maintenance and expansion of its existing stormwater system which has been developed over a number of years for the purpose of collecting and disposing of stormwater;

WHEREAS, stormwater facilities, including but not limited to earthen works such as lakes, dams and ditches within the City have been and remain an integral part of traditional stormwater

management and continued maintenance programs are necessary to preserve water quality in and around the City;

WHEREAS, the City has concluded that it is necessary and essential to continue to construct improvements and extensions to the existing system to ensure that the collection and disposal of stormwater within the City adequately protects the health, safety, and welfare of the citizens of the City of Lakeland;

WHEREAS, the cost of operating and maintaining all stormwater management systems, and the financing of existing and future necessary repairs, replacements, improvements, and extensions thereof, should to the extent practicable, be allocated in relationship to the benefits enjoyed and services received therefrom; and

WHEREAS, the City has concluded that creation of a stormwater management system and continued construction of improvements and extensions to the existing system, together with the adoption of this Ordinance to ensure that the collection and disposal of stormwater within the City and stormwater management system benefit areas during the coming fiscal year, under the terms, conditions, and criteria set forth herein, is necessary to protect the health, safety, and welfare of the citizens of the City.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF CRESTVIEW, FLORIDA:

SECTION 1 - FINDINGS AND PURPOSE OF UTILITY.

(1) Findings of Ordinance. The foregoing findings are incorporated herein by reference and made a part hereof. The City further finds uncontrolled drainage and development of land has a significant adverse impact upon the health, safety, and welfare of the Crestview community. Further, the City of Crestview finds as follows:

- a. Stormwater runoff is capable of carrying pollutants into receiving bodies, thereby degrading water quality;
- b. The increase in nutrients, such as phosphorous and nitrogen, resulting from stormwater runoff accelerates eutrophication of receiving water bodies and adversely affecting flora and fauna;
- c. Improperly channeling water increases the velocity of stormwater runoff and increases erosion and sedimentation;
- d. Construction requiring the alteration of natural topography and removal of vegetation tends to increase erosion;
- e. Siltation of water bodies resulting from increased erosion decreases the capacity of water bodies to hold and transport water, interferes with navigation, and harms flora and fauna;

- f. Impervious surfaces increase the volume and rate of stormwater runoff and allow less water to percolate into the soil, thereby decreasing groundwater recharge;
- g. Improperly managed stormwater runoff may increase the incidence and intensity of flooding, which endangers property and human welfare;
- h. Improperly managed stormwater runoff may interfere with the maintenance of river quality and disrupt biological productivity;
- i. Substantial economic losses may result from adverse impacts upon the waters of the Shoal River and Yellow River ecosystems;
- j. The City maintains a system of storm and surface water management facilities including, but not limited to, conduits, manholes, channels, ditches, drainage easements, retention and detention basins, infiltration facilities, and other components as well as natural waterways;
- k. The stormwater system in the City needs regular maintenance and improvements;
- l. All real property in the City either uses or benefits from the maintenance of the existing stormwater system and enhancements thereto;
- m. The extent of use of the stormwater system by each property depends upon factors, such as land use and the amount of impervious surface on the property, which influence runoff;
- n. The costs of improving, maintaining, operating, and monitoring the stormwater system should be allocated, to the extent practicable, to all property owners based in part on the impact of runoff from the impervious areas of their property on the system;
- o. Management of the system to protect the public health, safety, and welfare requires adequate revenues, and it is in the interest of the public to finance stormwater management adequately with a reasonable and equitable user charge system so each user of the system pays to the extent to which the user contributes to the need for the system.

(2) Purpose of Ordinance. The purpose of this ordinance is to protect, maintain, and enhance the immediate and long-term health, safety, and general welfare of the citizens of the City. In order to effectuate this purpose, this ordinance has the following objectives:

- a. To establish a Stormwater Management Program in the City that is mutually compatible with those developed by the Florida Department of Environmental Protection, the Northwest Florida Water Management District, and other local governmental entities;

- b. To develop a Stormwater Management Program which is responsible for the construction, operation, and maintenance of stormwater devices; for stormwater system planning; for review of development plans for compliance with stormwater management codes; and for river quality management;
- c. To create one or more stormwater management system benefit areas and adopt Stormwater Utility fees sufficient to plan, construct, operate, and maintain stormwater management systems throughout the City;
- d. To encourage productive and enjoyable harmony between humanity and nature;
- e. To protect, restore, and maintain the chemical, physical, and biological integrity of community waters;
- f. To prevent individuals, business organizations, and governments from causing harm to the community by activities which adversely affect water resources;
- g. To encourage the construction of drainage systems which aesthetically and functionally approximate natural systems;
- h. To encourage the protection of natural systems, and the use of those systems in ways not impairing their beneficial functioning;
- i. To encourage the use of drainage systems which consume minimal electrical energy and petroleum fuels when operating;
- j. To minimize the transport of pollutants to community waters;
- k. To maintain or restore groundwater levels;
- l. To minimize erosion and sedimentation;
- m. To prevent damage from flooding, while recognizing that natural fluctuations in water levels are beneficial;
- n. To protect, restore, and maintain the habitat of fish and wildlife; and
- o. To seek interlocal agreements with the various governmental entities located within the Shoal and Yellow River watersheds to ensure cooperative efforts toward joint development of compatible and efficient stormwater management programs.

SECTION 2 - DEFINITIONS FOR UTILITY.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a

different meaning. Words not defined in this section shall be construed to have the meaning given by common and ordinary use as defined by the latest edition of Webster's Dictionary.

Benefit Area means the geographic area within the municipality, as determined by the Director, within which customers are subject to the Fee and benefit from the System. Property located within the Benefit Area may remain subject to flooding and other adverse stormwater impacts.

Bonds means revenue bonds, notes, loans or any other debt obligations issued or incurred to finance the Program.

Customer means any person located in the Benefit Area who owns, leases, or otherwise is responsible for payment of the Fee charged to a property. A person owning, leasing, or otherwise responsible for a property not containing Impervious Surface is not a customer.

Debt Service means, with respect to any particular fiscal year and any particular series of Bonds, an amount equal to the sum of all interest payable on such Bonds during such fiscal year plus any principal installments of such Bonds during such fiscal year.

Developed Property means real property which has been altered from its original state by the addition of any improvements, such as a building, structure, or impervious surface. For new construction, property shall be considered developed pursuant to this Ordinance (a) upon issuance of a certificate of occupancy, or upon completion of construction or final inspection if no such certificate is issued; or (b) if construction is at least 50 percent complete and construction is halted for a period of three (3) months.

Director means the director of Department of Public Services.

Dwelling Unit means a single unit or apartment providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking, and sanitation.

Equivalent Residential Unit or ERU means the assigned unit of square footage of Impervious Surface Area of a detached single-family residential property located within the City and as established in Exhibit A hereto, as amended or modified from time to time by resolution of the City Council..

ERU Rate means any portion of the Utility Fee charged per ERU, as established in Exhibit A and as amended or modified from time to time by resolution of the City Council.

Fee, Stormwater Utility Fee, or Utility Fee means the monetary charge established under this ordinance, levied on owners or users of parcels or pieces of real property in the system benefit area, and being sufficient to fund, construct, operate, and maintain the stormwater management system. The Director shall base the Fee upon the equitable unit cost approach

and design the funding to generate capital to retrofit existing stormwater management systems, build new treatment systems, operate facilities, and maintain and service debt. The stormwater utility fee is in addition to any other fee the municipality has the right to charge under any other rule or regulation of the municipality. The Fee is established to fund all or a portion of the Operating Budget.

Impervious Surface means a human-made surface compacted or covered with material resistant to infiltration by water and impeding or restricting percolation of surface water into the soil. Impervious surfaces include but are not limited to: most conventionally-surfaced streets, roofs, roof extensions, sidewalks, patios, driveways, parking lots, oiled, graveled, graded, or compacted surfaces, porches, sidewalks, parking areas and athletic courts, and semi-impervious areas, such as compacted clay and pavers.

Impervious Surface Area means the number of square feet of horizontal surface covered by impervious surfaces. Measurements to determine impervious surface area should be made between exterior or outermost portions of the impervious surface.

Levy means the imposition and collection of a non-ad valorem assessment, stated in terms of rates, against all appropriately located property by a governmental body authorized by law to impose non-ad valorem assessments.

Operating Budget means the annual Utility operating budget adopted by the City for one Fiscal Year.

Operation and Maintenance means the current expenses, paid or accrued, of operations, maintenance, and current repair of the system, as calculated in accordance with sound accounting practice, and includes, but is not limited to, insurance premiums, administrative expenses, labor, executive compensation, materials and supplies costs for current operations, and charges for the accumulation of appropriate reserves for current expenses not annually incurred, but which may reasonably be expected to incur in accordance with sound accounting practice.

Person means a natural or artificial person (such as a corporation) recognized by law to have the rights and duties of a human being. Person means the state or any agency or institution thereof, the United States or any agency or institution thereof, or any municipality, political subdivision, public or private corporation, individual, partnership, association, or other entity and includes any officer or governing or managing body of the state, the United States, any agency, any municipality, political subdivision, or public or private corporation.

Property Owner includes any person who has the right to possess, use, and convey title of real property. Property owner may include a tenant, if chargeable under tenant's lease for the maintenance of the subject real property, and any agent of the owner or tenant, including the developer.

Residential Utility Customer means a Stormwater Utility Customer who lives in a dwelling

unit. Residential Utility Customer does not include the place where a corporation or other enterprise conducts or is authorized to conduct business.

Revenue means all rates, fees, assessments, rentals or other charges or other income received by the Utility, in connection with the management and operation of the System, including amounts received from the investment or deposit of moneys in any fund or account and any amounts contributed by the City, all as calculated in accordance with sound accounting practice.

Single Family Residence means a developed property, which serves the primary purpose of providing a permanent dwelling unit to a single family. A single family detached dwelling or a Townhouse containing an accessory apartment, or second dwelling unit is included in this definition.

Stormwater means the flow of water which results from a precipitation event and includes, but is not limited to, stormwater runoff, surface runoff, street wash, waters related to street cleaning or maintenance, and drainage.

Stormwater Management Program means the comprehensive strategies for dealing with stormwater quantity and quality issues. Stormwater management includes, but is not limited to, the planning, design, construction, regulation, improvement, repair, maintenance, and operation of facilities and programs relating to water, floodplains, flood control, grading, erosion, tree conservation, and sediment control.

Stormwater Management Fund, Enterprise Fund, or Fund means the fees, special assessments, and other revenue collected by the Director exclusively to fund the planning, construction, operation, and maintenance of the city's stormwater management system.

Stormwater Management System means a system which is designed, constructed, or implemented to control discharges caused by precipitation events and incorporates methods to collect, convey, store, absorb, inhibit, treat, use, or reuse water to prevent or reduce flooding, over drainage, environmental degradation, and water pollution, or otherwise affect the quantity and quality of discharges from the system.

Stormwater Utility or Utility means the funding of a Program by assessing to the beneficiaries the cost of the program based on their relative contribution to its need. The Stormwater Utility operates as a typical utility, which bills services regularly, similar to water and wastewater services.

Stormwater Utility Customer means a person to whom the Utility Fee is assigned and billed.

User means the owner of record of property or other party subject to the Utility Fee imposed by this ordinance.

SECTION 4 - CREATION OF UTILITY.

(1) Establishment of Utility. Pursuant to the home rule power of Article VIII, Section 2(b) of the Florida Constitution, Florida Statutes Chapter 166, as amended, and Florida Statutes Sections 403.0891 and 403.0893, as amended, the City of Crestview hereby establishes a stormwater management utility. The Director of the utility shall be responsible for the City's stormwater management program and system and for all activities and facilities necessary to provide control of stormwater quantity and quality in the City.

(2) Powers and Duties of Director. The Director shall administer the stormwater management program. The Director may take any reasonable measures necessary to administer the stormwater management program, including, but not limited to:

- a. Charge a Fee to customers within the Benefit Area;
- b. Prepare necessary regulations to implement the ordinance, forward the regulations to the city council for consideration and adoption, and adopt any procedures required to implement the regulations or carry out other responsibilities for the effective administration of the System;
- c. Administer the acquisition, design, construction, maintenance, and operation of the System, including capital improvements designated in the stormwater management plan;
- d. Administer, interpret, and enforce this ordinance and all regulations and procedures adopted relating to the design, construction, maintenance, operation, and alteration of the system, including but not limited to the quantity, quality, and/or velocity of the stormwater conveyed;
- e. Inspect private systems as necessary to determine the compliance of such systems with this ordinance and any regulations adopted under this division;
- f. Advise the City Council, City Manager, and other City departments on matters relating to the system;
- g. Prepare and revise a comprehensive stormwater management program for adoption by the city council at least every five years;
- h. Review, inspect, approve, and deny plans for extensions to the system;
- i. Establish and enforce regulations to protect and maintain water quality within the system in compliance with established federal, state, and local water quality standards as adopted or amended;
- j. Ensure an adequate and stable Fee to achieve a stable financial position for the system by analyzing and amending:
 - i. the cost of services and benefits provided;

- ii. the system and structure of the stormwater management assessments and other fees, charges, fines, and revenues of the system; and
 - iii. any other factors relevant to maintaining a stable financial position; and
- k. Seek any grant capable of funding capital improvements for stormwater management.

SECTION 5 – ESTABLISHMENT OF EQUIVALENT RESIDENTIAL UNIT AND RATE.

(1) Establishment of the Equivalent Residential Unit. For purposes of calculating the rates to be charged, the City establishes the equivalent residential unit (ERU) as set forth in Exhibit A.

(2) Determination of ERU. The Director, considering the general acceptance and use by other stormwater systems of a source and the reliability and general accuracy of the source, may determine the source of data from which to determine the ERU. Using the property tax assessor's rolls, site examination, mapping information, aerial photographs, and other reliable information the Director shall determine the ERU to apply to all non-exempt property within the benefit area, which determination shall be made not more frequently than annually and the City Council may thereafter adopt such determination.

(3) ERU Rate. The City Council hereby authorizes the imposition of Fees on Developed Property within the City, in the amounts set forth in Exhibit A attached hereto, which may be amended from time to time by resolution of the City Council on recommendation of the Director.

(4) Multiple ERUs. Commercial, Industrial and Institutional zonings may be responsible for multiple ERU fees. Exhibit A, as amended from time to time by resolution of the City Council, sets forth the current ERU fees.

SECTION 6 - IMPLEMENTATION OF FEE.

(1) Imposition of Fee. The Director shall impose on all non-exempt properties containing impervious surface and located within the benefit area Fees as set forth in Exhibit A, as subsequently amended by the City Council by resolution.

(2) Charges in Fee. The Director shall include in the fee the following types of charges:

- a. Charge for Services. The Director shall include in the fee a service charge reflective of the cost of providing services and facilities to properly control stormwater runoff quantity and quality. In determining the service charge, the director shall consider the factors:
 - i. The amount of impervious surface area in the benefit area;
 - ii. The intensity of development within the benefit area;

iii. The type of land uses in the benefit area; amount, if any, of on-site stormwater treatment.

b. Charges for Administrative and Public Facilities. The Director shall include in the fee administrative and public facilities charges intended to recover the stormwater management costs of service unrelated to the size or intensity of development of properties. The Director may include in the Administrative and Public Facilities Charges:

i. The cost of billing and accounting and administrative and overhead expenses;

ii. The cost of managing runoff from public facilities; and

iii. Other appropriate administrative and public facilities costs.

c. Charges for Special Circumstances. The Director, if appropriate, shall include in the Fee special charges structured to recover the cost of providing to certain persons, entities, and properties stormwater management services not commonly required by all customers. Such stormwater management services may include, but are not limited to, plan review and inspection, site inspections, water quality monitoring and mitigation activities, and actions to abate private property conditions not complying with adopted city standards or interfering with proper stormwater management.

(4) Special Assessment Districts. If the Director deems it necessary to adequately control and treat stormwater runoff, the Director may create a special assessment district within the benefit area and charges to customers in the special assessment district all or a portion of the associated costs to construct, replace, retrofit, implement, operate, or maintain a stormwater conveyance and management system for that particular area.

SECTION 7 – SUFFICIENCY OF UTILITY RATE; CHANGES TO RATE. The Utility Fee each fiscal year shall be an amount necessary to generate sufficient funds to plan, construct, operate, and maintain the system. The City Council may change the Fee, the ERU, or the ERU Rate from time to time by resolution.

SECTION 8 - COLLECTION OF FEE.

(1) Schedule of Billing. The Director shall mail to all Customers a monthly stormwater utility bill.

(2) Method of Payment. The customer shall pay to the Director, in person or by mail, the Fee.

(3) Schedule of Payment. The customer shall pay the fee on or before the due date stated on the bill.

(4) Combination of Utility Bills. If the Director elects to combine the stormwater utility fee with other utility in the same bill, the city utility department shall render a monthly utility bill containing the stormwater utility fee and any other utilities.

(5) Collection with Tax Rolls. If desired, the City Council may by resolution elect to use the uniform method of collecting the Stormwater Utility Fee pursuant to Florida. Stat. § 197.3632.

SECTION 9 - REVENUE SOURCES FOR UTILITY.

(1) Sources of Funding. The stormwater utility funding sources may include the following:

- a. Fees;
- b. civil penalties and damage assessments imposed for or arising from the violation of the stormwater utility ordinance;
- c. Stormwater permit fees, impact fees and inspection fees;
- d. Other funds or income obtained from federal, state, local, and private grants or revolving funds;
- e. Bonds issued using future stormwater utility revenue as collateral; and
- f. Any other reasonable means.

(2) Insufficiency of Fee Revenue. If the fee revenues collected are insufficient to finance the operation of the utility, the City's governing body may authorize funding from other City funds.

SECTION 10 - ESTABLISHMENT OF ENTERPRISE FUND. There is hereby established an enterprise fund exclusively for the deposit and withdrawal of all revenue collected pursuant to this ordinance. The Director shall use the enterprise fund for the independent and separate accounting of all revenues, expenditures, assets and liabilities, and earnings and obligations of the utility and including the following purposes:

- (a) The acquisition by gift, purchase, or condemnation of real and personal property and interests therein, necessary to construct, operate, and maintain stormwater control facilities;
- (b) All costs of administration and implementation of the stormwater management program, including the establishment of reasonable operating and capital reserves to meet unanticipated or emergency stormwater management requirements;
- (c) Engineering and design, debt service and related financing expenses, construction costs for new facilities, and enlargement or improvement of existing facilities;

- (d) Operation and maintenance of the System;
- (e) Monitoring, surveillance, and inspection of stormwater control devices;
- (f) Water quality monitoring and water quality programs;
- (g) Retrofitting developed areas for pollution control;
- (h) Inspection and enforcement activities;
- (i) Billing and administrative costs; and
- (j) Other activities reasonably required to carry out the stormwater management program.

SECTION 11 - EXEMPTION FROM FEE. Except as provided in this section, the Director shall not exempt any customer from the Fee. The Director shall not exempt or reduce a customer's fee based on, but not limited to, age, tax, economic status, or race. The Director shall implement the following exemption guidelines:

- (a) Government Entity Exemptions. The Director may exempt from the fee governmental agencies owning real property within the designated Benefit Area;
- (b) Churches and Religious Establishments. The Director may exempt from the fee churches and religious establishments owning real property within the designated Benefit Area;
- (c) Tax Exempt Properties. The Director shall not exempt a customer owning tax-exempt property under Florida law and located within the Benefit Area;
- (d) Public Lands and Buildings. The Director shall exempt from the fee all public lands and buildings, including all publicly owned lands used for public purposes, including offices, maintenance yards, storage facilities, park and recreation facilities, libraries, schools, colleges, universities, and public housing. Nonexempt customers subject to the fee, through the public facilities charge, shall share proportionally the cost of providing stormwater management services to the public lands and buildings.
- (e) Undeveloped Property. Real property that does not contain any impervious surfaces including improved land without structures.
- (f) Streets, Highways, and Railroads; and

SECTION 12 - ADJUSTMENT OF CUSTOMER ERU.

- (1) Availability of Adjustment. The Director may adjust up or down a customer's ERU.
- (2) Basis for Adjustment. All adjustments will be made based on credits. The Director

shall consider the location, geography, size, use, impervious area, on-site facilities, and any other factors for determination of credit. A customer may be eligible for a credit if the customer has installed a stormwater management facility to the standards specified in this document. The City Land Development Code mandates stormwater management facilities to minimize the qualitative and quantitative impacts of runoff and ensure compliance with state and federal requirements. Credits will be made based on facilities that significantly exceed design criteria specified in Land development Code. Customers are eligible for a maximum credit of 60 percent. The following credits are available for stormwater management facilities:

- a. A facility that provides additional rate and volume control. The current City code requires volume and rate control for a 25-year storm event. A facility that provides volume and rate control for a 100-year storm event has provided a significant reduction in impacts. This reduction is eligible for a maximum credit of 30 percent.
- b. A facility that controls runoff from an upstream tributary area, which means controlling runoff from offsite. An example would be a 10-acre site that collects runoff from 5 acres of upstream land. The offsite area is significant compared to the onsite and is in addition to the onsite. This additional runoff is eligible for a maximum credit of 30 percent. In this case the post development condition for the offsite must be calculated based on complete build-out as determined from the current zoning.

All plans and engineering reports required for credits must be prepared by a professional engineer registered in the State of Florida. For an existing site a customer can at their expense hire a professional engineer to prepare documents to demonstrate these standards. A stormwater management facility receiving credit must be privately maintained in strict compliance with city and state standards to ensure it functions as designed at all times. Failure to do so will result in loss of credit.

(3) Procedure for Adjustment. A customer shall submit to the Director any request for ERU adjustment. The Director, when responding to ERU adjustment requests, shall apply the following procedures and may, as needed, develop different or additional procedures:

- a. Submission of Petition. Any customer may submit to the Director a petition for ERU adjustment. The customer shall include in the petition his or her contact name and address, the property address, the subdivision name, a property sketch, the total amount of impervious area, the total lot or parcel size, the location and size of any on-site or off-site stormwater treatment facilities, a legal description of the real property affected, a summary description of the asserted error or basis for exemption, variance, or mitigation, and the relief requested.
- b. Grounds for Appeal. If a customer submits a petition, the customer shall submit the petition in writing and set forth, in detail, the grounds upon which the customer seeks relief. Grounds for appeal of the ERU may include, but are not limited to:

- i. incorrect property classification for purposes of determining the ERU;
 - ii. errors in the property's impervious surface area square footage;
 - iii. mathematical errors in calculating the property's applicable ERU;
 - iv. errors identifying the property owner of a fee-subject property; and
 - v. presence of on-site stormwater treatment facilities.
- c. Supplemental Information for Decision. The Director may require the petitioning customer, at the customer's expense, to provide supplemental information to the Director including, but not limited to, survey data approved by a registered professional land surveyor and engineering reports approved by a professional engineer. The Director may deny a customer's petition based on the failure to provide such information.
- d. Factors for Decision. When evaluating a petition for adjustment, the Director shall consider all relevant information and may consider:
 - i. Any on-site stormwater treatment facilities which are permitted by the local water management district, and
 - ii. Any on-site stormwater treatment facilities not requiring or having a local water management district permit but providing stormwater quality treatment consistent with the municipality's natural resource protection ordinance(s), the municipality's land development regulations, and the water quality standards for treated stormwater set forth in the Florida Administrative Code.
- e. Timing and Notice of Decision. The Director, on or before ninety (90) days after receipt by the Director of a customer's completed petition, shall review and render a decision on the petition. The Director, in writing, shall provide notice to the petitioner in writing of acceptance or denial of a petition.
- f. Retroactivity of Adjustment Decision. The Director shall retroactively apply to the customer's first billing cycle any grants of adjustment resulting from a customer's petition. Retroactive adjustment will not exceed one (1) year, and the Director shall apply reimbursement the customer's future fee collections.
- g. Appeal of Denial. If the Director denies a customer's petition, the customer, on or before the thirtieth (30) day after the Director renders a final decision on the petition, a customer may appeal to the City's Board of Adjustment for review,

which Board shall render a final decision within 60 days. Procedures before the Board of Adjustment shall be subject to then-existing rules governing quasi-judicial procedures.

SECTION 13 - VIOLATION OF ORDINANCE.

(1) Determination of Violation. If a customer does not pay all or a portion of the fee on or before the thirtieth day after the Director mails the bill, the customer's bill becomes delinquent, and the Director may determine the customer to be in violation of this ordinance.

(2) Notice of Delinquency. The Director, on or before the fifteenth day after a customer's bill becomes delinquent, shall mail or deliver to the customer a notice of delinquency.

(3) Penalty for Violation. If a customer violates this ordinance and the Director mails the bill combined with other municipal utilities, the city may discontinue those utility services, including, but not limited to, electric, garbage collection, water and wastewater, listed on the combined bill. To the maximum extent allowed by law, the Director may fine a customer in violation of this ordinance and charge interest on any portion of a customer's delinquent fee remaining unpaid. The Director may recover from a customer any attorney's fees incurred in collecting delinquent fees. If using the uniform method of collection, the Director may also pursue enforcement methods as provided for in Florida Statutes Chapter 197.

SECTION 14 - BORROWING. The City may issue bonds, notes, or other evidences of indebtedness (referred to here as “bonds”) to finance or refinance the costs of the system and to pay the costs of issuing the bonds. If the City elects to use bonds, the City shall issue the bonds pursuant to an ordinance adopted by a majority plus one vote of the City Council, and the ordinance shall set forth the use and disposition of the proceeds of the bonds, the maturity date of the bonds and their interest rate or rate of accretion if applicable, the manner and method of payment, the rights and remedies of the holders thereof, the security for repayment and other covenants or conditions as the City Council may deem proper. The provisions of the bond ordinance and general law will be the only limitations and restrictions regarding the issuance of bonds.

SECTION 15 - SEVERABILITY OF ORDINANCE. If any provision, section, paragraph, sentence, clause, or portion of this ordinance or the application thereof to any person or circumstance, is, for any reason, held invalid or unconstitutional by a court of competent jurisdiction, such provision shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining provisions or portions thereof.

SECTION 16 - 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 17 - 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 18 - 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 19 - EFFECTIVE DATE. This ordinance shall take effect on the sixth business day following adoption, unless the Mayor declines to exercise the veto power in writing after 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

RESIDENTIAL STORMWATER UTILITY FEE:

\$2.50 Monthly Fee/ERU

Each developed residential property is one ERU regardless of impervious area

NON-RESIDENTIAL STORMWATER UTILITY FEE:

- 1. \$2.50 Monthly Fee/ERU, where the first ERU is equal to 10,000ft² of impervious area; plus*
- 2. \$2.50 Monthly Fee/ERU for each additional 3,000ft² of additional impervious area up to a maximum of 9 additional ERUs (a total monthly maximum of 10 ERUs or \$25.00). Fractions round to the next whole number (i.e., 3.4 rounds to 4).*

An impervious surface of 70% of the parcel will be used to determine the Fee until the actual impervious service can be established.

Credit A: Up to 30% reduction given for volume/rate control in excess of design storm

Credit B: Up to 30% reduction given for significant control of offsite runoff

Fee Calculation Table

	<u>Exempt*</u>	<u>Residential</u>	<u>Non-Residential**</u>
ERU Rate	\$0	\$2.50	$\{ 1 + (\text{IMP ft}^2 - 10,000\text{ft}^2) / 3000\text{ft}^2 \} \times \2.50
ERU Rate (30% credit)	\$0	\$2.50	$\{ 0.7 [1 + (\text{IMP ft}^2 - 10,000\text{ft}^2) / 3000\text{ft}^2] \} \times \2.50
ERU Rate (60% credit)	\$0	\$2.50	$\{ 0.4 [1 + (\text{IMP ft}^2 - 10,000\text{ft}^2) / 3000\text{ft}^2] \} \times \2.50

* Exempt properties include: Churches, Municipal buildings, Schools, and undeveloped properties

**IMP is the property's impervious area

Example for Commercial Property with no Credits:

- (i) Impervious area of 16,600ft².
- (ii) The first 10,000ft² is 1 ERU (\$2.50).
- (iii) The additional 6,600ft² is divided by 3,000ft² (1 ERU) = 2.6 ERUs, rounded to 3.
- (iv) 1 + 3 = 4 ERUs, multiplied by \$2.50 per ERU rate equals \$10.
- (v) This customer will be responsible for \$10 per billing cycle.



Staff Report

CITY COUNCIL MEETING DATE: August 10, 2020

TYPE OF AGENDA ITEM: Resolution

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: JB Whitten, Mayor
DATE: 8/4/2020
SUBJECT: Resolution to establish a Citizen of the Year Committee

BACKGROUND:

Several years ago, the City Council established a Mae Reatha Coleman Citizen of the Year Award.

In the past this has been determined by a group of citizens with no Council input.

This award each year ran from August to August.

DISCUSSION:

It has been determined by the Mayor and Council that there needs to be some updating to the Citizen of the Year Program in the following ways:

The Citizen of the Year will be determined in November (by a committee of staff and citizens).

Approved by the City Council in December.

Presented in January, and the Citizen of the Year would hold that title for the entire Calendar year.

This resolution re-establishes the committee, criteria, and timing of the Citizen of the Year award.

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.

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 Culture- Develop a specific identity for Crestview

FINANCIAL IMPACT

There is no financial impact to the City other than the cost of the Plaque and refreshments for the presentation, less than \$200.

RECOMMENDED ACTION

Staff respectfully requests the adoption of Resolution 2020-13, re-establishing the Mae Reatha Coleman Citizen of the Year Award.

Attachments

None

RESOLUTION: 2020-13

A RESOLUTION OF THE CITY OF CRESTVIEW, FLORIDA, RE-ESTABLISHING THE MAE REATHA COLEMAN CITIZEN OF THE YEAR AWARD, ESTABLISHING A COMMITTEE FOR THE SELECTION OF THE RECIPIENT, ESTABLISHING CRITERIA, ESTABLISHING A TIMELINE FOR THE NOMINATION, SELECTION AND PRESENTATION OF THE AWARD, AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Crestview established the Mae Reatha Coleman Citizen of the year award in 2012; and

WHEREAS, many deserving Citizens of the City have received this award; and

WHEREAS, the Mayor and City Council of the City of Crestview have determined that certain changes should be made in the Award; and

WHEREAS, as such, the City Council desires to re-create a Citizen of the Year committee, with members from the City and the Community; and

WHEREAS, the City Council finds that this Resolution is in the best interest and welfare of the residents of the City of Crestview.

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

Section 1. Recitals. The above recitals are true and correct and are incorporated herein by this reference.

Section 2. Creation of the Mae Reatha Coleman Citizen of the Year Committee. The City Council hereby creates a Committee, to be known as the Mae Reatha Coleman Citizen of the Year Committee to promote, review and present to the City Council a candidate for the Citizen of the Year

Section 3. Composition of the Committee. The Committee shall consist of the Mayor (oversight only) and City staff member. Each council member shall appoint 1 member from their district. At large council members may choose from any location in the City. The City Clerk shall be the administrator of the Program.

Section 4. Dissolution of Committee. The committee shall remain in place until dissolution by the City Council of the City of Crestview.

Section 5: Criteria. The criteria for the selection of the Citizen of the Year shall be as follows:

- Nominee must be a resident of or have a vested interest in the City of Crestview for a minimum of 12 months and have interest in the betterment of the City.
- Application should include contributions to the City and its citizens for the year 2020.
- Application may include past actions that show dedication to the City of Crestview and its citizens.
- Application should discuss specific acts that put others first and enhancing the quality of life
- Application should describe who benefited, what was accomplished, breadth of impact and how did it relate to the community.
- Nomination should be for selfless acts and not directly related to the person's job.

Section 6: Timeline for Selection: Timeline for the nomination, selection and presentation of the Citizen of the Year shall be as follows:

- Applications for the Citizen of the Year award will be accepted from October 1 to November 1 of each year.
- The committee shall meet to discuss the applications during the month of November.
- The committee shall make its presentation to the City Council for a vote on the first meeting in the Month of December.
- Presentation of the award shall take place at a ceremony prior to the first meeting of the City Council in January, unless otherwise determined by the City Council.

Section 6: Effective Date. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED IN REGULAR SESSION THIS ____ DAY OF ____,
2020

J.B. Whitten, Mayor

Elizabeth M Roy, City Clerk



Staff Report

CITY COUNCIL MEETING DATE: August 10, 2020

TYPE OF AGENDA ITEM: Resolution

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Gina Toussaint, Finance Director
DATE: 8/6/2020
SUBJECT: Resolution 2020-15 Reserve Policy

BACKGROUND:

In years past, the City of Crestview budgeted annually for contingencies in the General and Utility Funds. However, there was no formal policy establishing the amount of undesignated reserves that should be in each fund.

DISCUSSION:

At a special council meeting on July 30, 2020, the City Manager made a recommendation regarding the establishment a reserve policy and the percentages suggested according to fund, as well as a timeline to achieve those percentages. The City Council approved the reserve policy amounts and timeline as presented.

This policy needs to be formally adopted by a Resolution of the City Council of the City of Crestview.

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

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

Safety- Ensure the continuous safety of citizens and visitors

Mobility- Provide safe, efficient and accessible means for mobility

Opportunity- Promote an environment that encourages economic and educational opportunity

Play- Expand recreational and entertainment activities within the City

Community Culture- Develop a specific identity for Crestview

FINANCIAL IMPACT

There is no financial impact to the current year budget. The policy as provided was considered in the development of the draft 2021 budget. The initial funding for each portion of reserve is identified in the draft and will be finalized upon adoption of the 2021 budget.

RECOMMENDED ACTION

Staff respectfully requests the City Council to adopt Resolution 2020-15, approving the reserve policy for the City of Crestview.

Attachments

1. FN-20-001 Budget Reserve Policy

RESOLUTION: 2020-15

**A RESOLUTION OF THE CITY OF CRESTVIEW, FLORIDA,
ESTABLISHING A RESERVE POLICY AND PROVIDING FOR AN
EFFECTIVE DATE.**

WHEREAS, The City Council of the City of Crestview has determined that it is in the best interest of the City to establish a Reserve Policy; and

WHEREAS, on July 30, 2020 the City Council approved the establishment of said policy; and

WHEREAS, on July 30, 2020 the City Council established the timeline for the reserve policy to be fully implemented;

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Crestview of Okaloosa County, Florida that

SECTION 1: The Policy FN20-001 as attached will be hereby established by the City of Crestview as the Budget Reserve Policy.

SECTION 2: This resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED IN REGULAR SESSION THIS _____ OF _____, 2020

CITY OF CRESTVIEW, FLORIDA

JB Whitten, Mayor

Attest:

Elizabeth M. Roy, City Clerk



CITY OF CRESTVIEW

ADMINISTRATIVE POLICY MANUAL

P.O. DRAWER 1209, CRESTVIEW, FLORIDA 32536

(850) 682-1560

Date: August 5, 2020

Policy #: FN-20-001

Purpose: Departmental Policy/Procedure

Subject: Reserve Policy

Department Head Approval:

City Manager Approval:

1. **PURPOSE/INTENT:**

The purpose of this policy is to establish guidelines that allow the City to maintain sufficient levels of undesignated reserves in the general funds, utility fund and the building fund to mitigate current and future risks such as revenue shortfalls, unanticipated expenditures, natural disasters or other unforeseen circumstances.

2. **BACKGROUND:**

Although the City has historically maintained contingency monies in its annual budget, a formal policy has not been established.

3. **DEFINITIONS:** N/A

4. **POLICY:**

The Government Finance Officers Association (GFOA) recommends, at a minimum, that general-purpose governments, regardless of size, maintain undesignated reserves of no less than two months of regular operating revenues or regular operating expenditures. The GFOA also provides that the adequacy of undesignated reserves should take into account each government's own unique circumstances.

Therefore, it is the policy of the City of Crestview that undesignated reserves will be budgeted at a level necessary to maintain the funds as follows:

1. General Fund-Unrestricted net reserves will be maintained at 25% of operating expenses to include labor costs, debt service and general operating expenses.
2. Utility Fund- Unrestricted net reserves will be maintained at 25% of operating expenses to include labor costs, debt service and general operating expenses.

3. Building Fund- Unrestricted net reserves will be maintained at 100% of operating expenses to include labor costs, debt service and general operating expenses.

4. The Utility Fund will also maintain a renewal, replacement and improvements reserve of 10%.

The policy hereby establishes a timeline of three years to fully fund the reserve policies. At the time of adoption it is anticipated this will be achieved by the adoption of the 2023 budget.

The policy will be reviewed and adjusted as needed during the annual budget process at which time the Finance director will provide an update on the financial health of the city.

Under certain circumstances, there may be a temporary need to use undesignated reserves to meet a need(s) that requires utilization of reserves resulting in noncompliance with minimum funding levels identified in this policy. Examples of these circumstances may include, but are not limited to the following:

- Unanticipated revenue shortfalls due to unforeseen circumstances including a significant and prolonged downward trend in an economic cycle
- A natural disaster of significance
- New Federal and state mandates/legislation
- Immediate capital needs

If such a need is addressed as part of the City's annual budget process, the City Manager will communicate the need to the Council at a special or regular meeting to receive approval prior to use of the funds.

Upon use of reserve funds, the City Manager will, at the next budget workshop or public hearing, present a plan and timeline to replenish fund balance to levels consistent with the policy. The plan may include one-time or recurring expenditure reductions, budget surpluses, transfers from other funding sources, etc. The plan of replenishment should not extend beyond a three-year planning horizon as recommended by GFOA.

5. PROCEDURE: N/A

6. FORMS & ATTACHMENTS: N/A



Staff Report

CITY COUNCIL MEETING DATE: August 10, 2020

TYPE OF AGENDA ITEM: Action Item

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM:
DATE: 8/4/2020
SUBJECT: Discussion and Approval of Resolutions for the 2020 FLC Conference

BACKGROUND:

Each year at the Florida League of Cities (FLC) Conference resolutions are presented for approval.

The Voting Delegate from each municipality votes on the proposed resolutions.

The business meeting this year will be held virtually on Friday, August 14.

DISCUSSION:

At the July 27, 2020 regular City Council meeting the council voted Harry LeBoeuf as their voting delegate.

Discussion is to be held at this meeting to approve or disapprove any of the resolutions.

If there are no objections to any resolutions, the resolution package may be approved as one item.

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.

Communication- To engage, inform and educate public and staff

FINANCIAL IMPACT

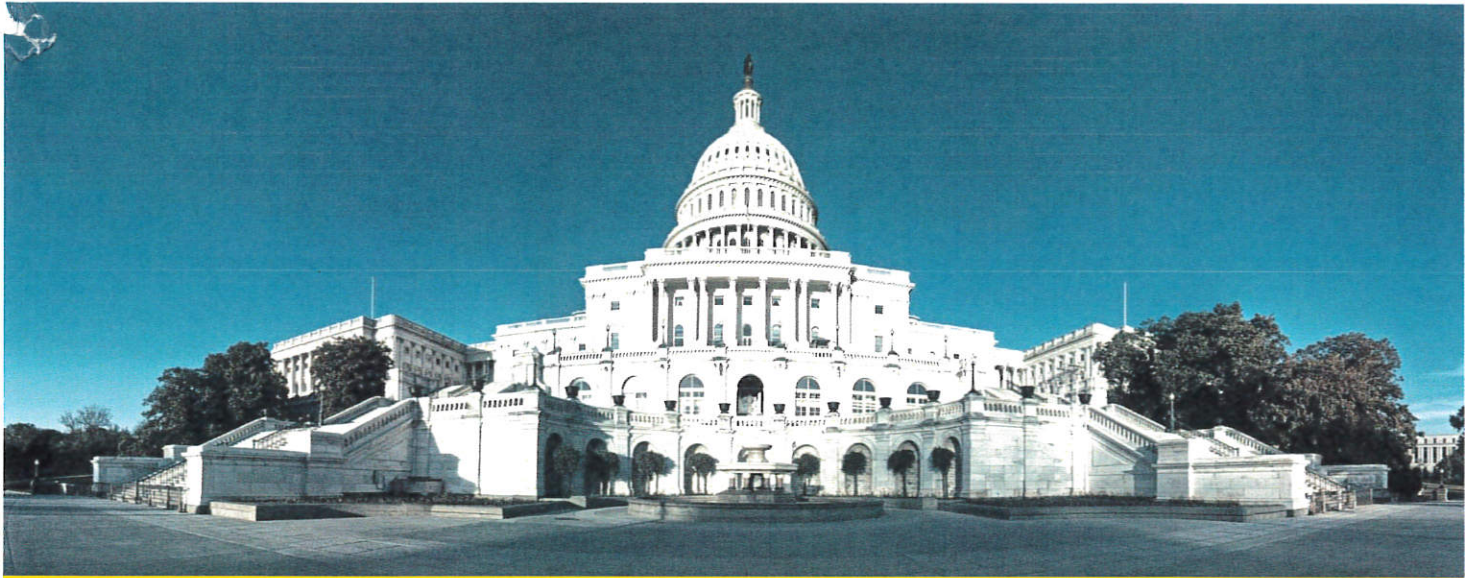
There is no financial impact to the City of Crestview.

RECOMMENDED ACTION

Staff respectfully requests the council discuss and approve or disapprove the resolutions to be presented at the August 14th FLC Virtual business meeting and instruct voting delegate Harry Leboeuf on the wishes of the Council.

Attachments

1. Business Meeting Packet



FLC 2020 Virtual Annual Business Meeting

Proposed Resolutions

FLC Staff Contact: Allison Payne

Please forward this packet to your city's voting delegate.





TO: Key Officials
FROM: Michael Sittig, Executive Director
DATE: July 14, 2020
SUBJECT: Transmittal of the 2020 Proposed Resolutions

Attached are the proposed resolutions that are being submitted for consideration by the FLC Resolutions Committee, which will convene **Thursday, August 13, at 11:00 a.m.** Due to the circumstances regarding COVID-19, this committee will meet remotely via Zoom.

The Resolutions Committee is charged with considering official resolutions relating principally to constitutional, congressional and commemorative issues. The committee will review and vote on each resolution and then forward the committee's recommendations to the League's membership at the Business Session, which will take place **Friday, August 14, 2020 at 2:00 p.m.**

It is at the Business Session where the League's voting delegates vote on the Report of the Resolutions Committee. **Please forward this packet to your city's voting delegate in preparation for the Business Session.** Please note, proposed resolutions are subject to change by the Resolutions Committee.

Proposed resolutions may also be submitted directly to the Resolutions Committee or the Business Session. These resolutions will be considered late-filed and will require a favorable two-thirds vote of the committee or the voting delegates, respectively, in order for them to be considered.

Should you have any questions, please contact Allison Payne at the League office at (850) 545-2755 or email apayne@flcities.com.

Attachments



Voting Delegate Information/Reminder to Designate a Delegate

The Florida League of Cities will host the 2020 Virtual Annual Business Meeting **Friday, August 14, 2020 at 2:00 p.m.** The meeting will be remote access only via Zoom. If voting delegates need to cast their vote by means other than a voice vote, each delegate will be provided with a link and login credentials to vote using Association Voting software.

Voting delegates will receive a link with log-in credentials for their city and further instructions the week of the meeting.

To prepare for this meeting, we encourage you to:

- Use a computer with a built-in camera and microphone. This will allow members to be seen and heard during the meeting.
- Use a headset with microphone for optimal sound and speech quality
- Have a high speed internet connection
- Download and install the latest version of Zoom Version 5.1.0 (27830.0612) <https://zoom.us/download>
- Prior to the meeting, run a test Zoom meeting using this link <https://zoom.us/test>. This will ensure you have the minimum requirements to participate in Zoom meetings.

It is important that each municipality designate one official to be the voting delegate for the FLC Business Meeting. Election of League leadership and adoption of resolutions are undertaken during the business Session.

If your city has not chosen a delegate, please see the attached form. Voting delegate forms (or any changes to the voting delegate) must be received by the League no later than **August 7, 2020**.

If you have any questions regarding voting delegates, please contact Eryn Russell at erussell@flcities.com.

Voting Delegate Form
FLC Virtual Annual Business Meeting
Florida League of Cities, Inc.
August 14, 2020

It is important that each member municipality designate one of their officials to cast their votes at the Annual Business Session. League By-Laws require that each municipality select one person to serve as the municipalities voting delegate. ***Municipalities do not need to adopt a resolution to designate a voting delegate.***

Please fill out this form and return it to the League office so that your voting delegate may be properly identified. The chosen delegate will receive an email with further electronic voting instructions closer to conference. For this reason, it is important that we have the correct email on file for the voting delegate. **If the delegate changes, please notify us no later than August 7, 2020.**

Designation of Voting Delegate

Name of Voting Delegate: _____

Title: _____

Municipality of: _____

Email of Delegate: _____

AUTHORIZED BY:

Name

Title

Return this form to:

Eryn Russell
Florida League of Cities, Inc.
Fax: (850) 222-3806
Email: erussell@flcities.com

2020 RESOLUTIONS COMMITTEE

Chair: Commissioner Tony Ortiz, City of Orlando

First Vice President, Florida League of Cities

Vice Chair: Mayor Randall P. Henderson, City of Fort Myers

Second Vice President, Florida League of Cities

LOCAL AND REGIONAL LEAGUE REPRESENTATIVES

Gib Coerper, Mayor, City of Alachua

President, Alachua County League of Cities

Billy Rader, Commissioner, City of Panama City

President, Bay County League of Cities

Traci L. Callari, Commissioner, City of Hollywood

President, Broward League of Cities

Cal Rolfson, Councilmember, City of Mount Dora

President, Lake County League of Cities

Vanessa Carusone, Commissioner, City of North Port

President, Manasota League of Cities

Keon Hardemon, Commissioner, City of Miami

President, Miami-Dade County League of Cities

Tom Deville, Mayor, Town of Penney Farms

President, Northeast Florida League of Cities

Bob Campbell, Mayor, City of DeFuniak Springs

President, Northwest Florida League of Cities

Amy Jamieson, Council Member, City of Fort Walton Beach

President, Okaloosa County League of Cities

Kimberly Glas-Castro, Vice-Mayor, Town of Lake Park

President, Palm Beach County League of Cities

Rob Robinson, Mayor, City of Davenport

President, Ridge League of Cities

Bill Ribble, Mayor, Village of Estero

President, Southwest Florida League of Cities

Yvonne Minus, Council Member, City of Melbourne

President, Space Coast League of Cities

John Carroll, Commissioner, City of Largo

President, Suncoast League of Cities

Drinda Merritt, Mayor, Town of Inglis

President, Suwannee River League of Cities

Vinny Barile, Mayor, Town of Sewall's Point

President, Treasure Coast League of Cities

Geoff Kendrick, Commissioner, City of Winter Springs

1st Vice President, Tri-County League of Cities

Don Burnette, Mayor, City of Port Orange

President, Volusia League of Cities

FLC POLICY COMMITTEE REPRESENTATIVES

Stu Glass, Mayor, Town of Indian Lake
Chair, Utilities, Natural Resources & Public Works
Paul Shalhoub, Vice Mayor, Town of Lake Clarke Shores
Chair, Finance, Taxation & Personnel Committee
Jolien Caraballo, Councilwoman, City of Port St. Lucie
Chair, Land Use and Economic Development Committee
Gigi Simmons, Commissioner, City of Gainesville
Vice Chair, Transportation & Intergovernmental Relations Committee
Dan Saracki, Council Member, City of Oldsmar
Chair, Municipal Administration Committee
Greg Ross, Mayor, City of Cooper City
Chair, Federal Action Strike Team
Phillip Walker, Commissioner, City of Lakeland
Chair, Advocacy Committee

MUNICIPAL ASSOCIATION REPRESENTATIVES

Clayton Parker, Building Services, City of Sunny Isles Beach
President, Building Officials Association of Florida
Debra Buff, City Clerk, City of Belle Glade
President, Florida Association of City Clerks
Micah Maxwell, Assistant City Manager, City of Clearwater
President, Florida City & County Management Association
Darrel Donatto, Fire Chief, Palm Beach Fire Rescue
President, Florida Fire Chiefs' Association
Jamie Roberson, Director of Finance, City of Apopka
President, Florida Government Finance Officers Association
Kevin Ruane, Mayor, City of Sanibel
President, Florida League of Mayors
Ray Desjardins, Senior Division Manager, Charlotte County
President, Florida Local Government Information Systems Association
A. Kurt Ardaman, Attorney
President, Florida Municipal Attorneys Association
Todd DeAngelis, Chief Communications Officer, City of Parkland
President, Florida Municipal Communicators Association
Stephan Dembinsky, Director of Public Safety, Daytona Beach Shores PD
1st Vice President, Florida Police Chiefs Association
Toni Shamplain, Director, Downtown North CRA Manager, City of Panama City
President, Florida Redevelopment Association

FLC-SPONSORED PROGRAM REPRESENTATIVES

Matthew Surrency, Mayor, City of Hawthorne
Chair, Florida Municipal Insurance Trust
Susan Starkey, Council Member, Town of Davie
Vice Chair, Florida Municipal Loan Council
Joseph Barkley III, Commissioner, City of Belleair Bluffs
Vice Chair, Florida Municipal Pension Trust
Frank Ortis, Mayor, City of Pembroke Pines
Chair, Florida Municipal Investment Trust

AT LARGE MEMBER RECOMMENDATIONS

Anne Gerwig, Mayor, City of Wellington
Gary Resnick, Commissioner, City of Wilton Manors
Bill Partington, Mayor, City of Ormond Beach
Terrill Hill, Mayor, City of Palatka
Michael Beedie, City Manager, City of Fort Walton Beach
Curtis Richardson, Commissioner, City of Tallahassee
Chris Via, Mayor, City of Holly Hill
Joe Kyles, Mayor, City of South Bay
Willie Shaw, Commissioner, City of Sarasota
Mark Ryan, City Manager, City of Indian Harbour Beach

Procedures for Submitting FLC Resolutions
Resolutions Committee - August 13, 2020
Business Session - August 14, 2020

- (1) Proposed resolutions must be submitted in writing, to be received in the League office by **July 8, 2020**, to guarantee that they will be included in the packet of proposed resolutions that will be submitted to the Resolutions Committee.
- (2) Proposed resolutions will be rewritten for proper form, duplicated by the League office and distributed to members of the Resolutions Committee. (Whenever possible, multiple resolutions on a similar issue will be rewritten to encompass the essential subject matter in a single resolution with a listing of original proposers.)
- (3) Proposed resolutions may be submitted directly to the Resolutions Committee at the conference; however, a favorable two-thirds vote of the committee will be necessary to consider such resolutions.
- (4) Proposed resolutions may be submitted directly to the business session of the conference without prior committee approval by a vote of two-thirds of the members present. In addition, a favorable weighted vote of a majority of members present will be required for adoption.
- (5) Proposed resolutions relating to state legislation will be referred to the appropriate standing policy committee. Such proposals will not be considered by the Resolutions Committee at the conference; however, all state legislative issues will be considered by the standing policy councils and the Legislative Committee, prior to the membership, at the annual Legislative Conference each fall. At that time, a state Legislative Action Agenda will be adopted.
- (6) Proposed resolutions must address either federal issues, state constitutional issues, matters directly relating to the conference, matters recognizing statewide or national events or service by League officers. All other proposed resolutions will be referred for adoption to either the Florida League of Cities Board of Directors or FLC President.
- (7) Proposed resolutions must directly pertain to municipal affairs (*see attached*).

Municipalities unable to formally adopt a resolution before the deadline may submit a letter to the League office indicating their city is considering the adoption of a resolution, outlining the subject thereof in as much detail as possible, and this letter will be forwarded to the Resolutions Committee for consideration in anticipation of receipt of the formal resolution.

Florida League of Cities, Inc.
By-Laws
August 15, 2015

Article VII – Legislative Matters

It shall be the policy of the League to sponsor or support only legislation pertaining to the welfare of its members, and to refrain from sponsorship or support of legislation not directly pertaining to municipal affairs. Any committee or representative of the League officially charged with representing the views of the League before the Legislature of Florida, or the Congress of the United States, or other official agencies on measures sponsored by the League or considered to be beneficial or detrimental to municipal government, shall confine their representation before such legislative bodies to matters pertaining directly to municipal affairs. "Municipal affairs" means issues that directly pertain to the members' governmental, corporate, and proprietary powers to conduct municipal government, to perform municipal functions, to render municipal services, to exercise any power for municipal purposes, and to raise and expend revenues.

Proposed Florida League of Cities 2020 Resolutions

1. Town of Bay Harbor Islands
2. Florida City Government Week
3. Census Partnership 2020
4. Michael Sittig Retirement
5. COVID Relief for Cities
6. Reauthorization of the National Flood Insurance Program
7. Broadband Infrastructure

1. Town of Bay Harbor Islands

2020-01

**A RESOLUTION OF THE FLORIDA LEAGUE OF CITIES, INC.,
EXPRESSING APPRECIATION TO THE TOWN OF BAY HARBOR
ISLANDS, FLORIDA, FOR ITS SUPPORT OF ISAAC SALVER AS
PRESIDENT OF THE FLORIDA LEAGUE OF CITIES.**

WHEREAS, Isaac Salver, council member of the Town of Bay Harbor Islands, Florida, served as president of the Florida League of Cities from 2019 through 2020; and

WHEREAS, the citizens, mayor, council members and staff of the Town of Bay Harbor Islands were understanding of the demands placed upon Council Member Salver in his role as president of the League; and

WHEREAS, during his presidency, Council Member Salver focused on the importance of educating the youth in our communities via speaking engagements, interactions with the state's youth councils and the creation of the League's first-ever children's book, *The City That Talks*; and

WHEREAS, during his presidency, Council Member Salver provided leadership, guidance, vision and compassion for Florida's 411 cities and their staffs, residents and businesses during an unprecedented time in our nation's history; and

WHEREAS, the membership and staff of the League recognize that the commitment of the Town of Bay Harbor Islands to Council Member Salver's presidency ensured his active participation in League activities and unselfish service to the League, and it permitted him to successfully promote the programs, projects and philosophy of the League during the past year; and

WHEREAS, the membership and staff of the League also wish to recognize and personally thank all of the dedicated Town of Bay Harbor Islands staff for their efforts in providing outstanding assistance to President Salver and FLC staff in coordinating his duties with the town and with the League, and all town staff went above and beyond the call of duty and their outstanding contributions to this effort are applauded and greatly appreciated.

NOW, THEREFORE, BE IT RESOLVED BY THE FLORIDA LEAGUE OF CITIES, INC.:

Section 1. The Florida League of Cities, Inc., membership and staff do officially and personally appreciate the commitment the Town of Bay Harbor Island's citizens, council members and staff made to Council Member Salver's presidency.

Section 2. A copy of this resolution be presented to the Town of Bay Harbor Islands.

PASSED AND ADOPTED by the Florida League of Cities, Inc., in a Business Meeting conducted through the use of communications media technology, this 14th Day of August 2020.

Tony Ortiz, First Vice President
Florida League of Cities, Inc.
Commissioner, City of Orlando

ATTEST: _____
Michael Sittig, Executive Director
Florida League of Cities, Inc.

Submitted by: FLC Staff

2. Florida City Government Week

2020-02

**A RESOLUTION OF THE FLORIDA LEAGUE OF CITIES, INC.,
RECOGNIZING THE WEEK OF OCTOBER 19-25, 2020, AS “FLORIDA
CITY GOVERNMENT WEEK” AND ENCOURAGING ALL FLORIDA
CITY OFFICIALS TO SUPPORT THIS CELEBRATION BY
PARTICIPATING IN THE “MY CITY: I’M PART OF IT, I’M PROUD OF
IT!” ACTIVITIES.**

WHEREAS, city government is the government closest to the people and the one with the most direct daily impact upon its residents; and

WHEREAS, municipal government provides services and programs that enhance the quality of life for residents, making their city their home; and

WHEREAS, city government is administered for and by its citizens and is dependent upon public commitment to and understanding of its many responsibilities; and

WHEREAS, city government officials and employees share the responsibility to pass along the understanding of the services provided by cities and their benefits; and

WHEREAS, city governments have remained vigilant in monitoring and informing residents on the impact of the coronavirus and relevant municipal resources; and

WHEREAS, Florida City Government Week is a very important time to recognize the significant role played by city government in our lives and to spread the word to all Floridians that they can shape and influence this level of government; and

WHEREAS, the Florida League of Cities and its member cities have joined together to teach students and other citizens about municipal government through a variety of activities.

NOW, THEREFORE, BE IT RESOLVED BY THE FLORIDA LEAGUE OF CITIES, INC.:

Section 1. The Florida League of Cities, Inc., encourages all city officials, city employees, school officials and citizens to participate in events that recognize and celebrate Florida City Government Week.

Section 2. The Florida League of Cities, Inc., supports and encourages all city governments to promote, sponsor and participate in My City: I’m Part of It, I’m Proud of It!

Section 3. A copy of this resolution be provided to Florida Governor Ron DeSantis, the Florida Cabinet, the Florida School Boards Association and the membership of the Florida League of Cities, Inc.

PASSED AND ADOPTED by the Florida League of Cities, Inc., in a Business Meeting conducted through the use of communications media technology, this 14th Day of August 2020.

Isaac Salver, President
Florida League of Cities, Inc.
Council Member, Town of Bay Harbor Islands

ATTEST: _____
Michael Sittig, Executive Director
Florida League of Cities, Inc.

Submitted by: FLC Staff

3. Census Partnership 2020

2020-03

**A RESOLUTION OF THE FLORIDA LEAGUE OF CITIES, INC.,
AFFIRMING SUPPORT FOR AND A PARTNERSHIP WITH FEDERAL,
STATE AND LOCAL LEADERS TO ENSURE AN ACCURATE 2020
CENSUS.**

WHEREAS, the U.S. Constitution requires the U.S. Census Bureau to conduct a count of the population every 10 years; and

WHEREAS, the members of the Florida League of Cities are committed to ensuring every resident is counted; and

WHEREAS, a successful census program integrates federal, state and local resources within each level of government so that a true intergovernmental partnership is achieved for a timely and accurate count, and these efforts were hampered during the novel coronavirus (COVID-19) pandemic causing deadlines to be amended so that an accurate count can be obtained; and

WHEREAS, more than \$675 billion per year in federal and state funding is allocated to communities based upon population and said funding supports public health care, community development, housing, education, transportation, social services, employment; and census data collected factors into the apportionment of the U.S. House of Representatives, as well as the redistricting of state legislatures and many county and some city voting districts; and

WHEREAS, each Census Bureau employee takes a lifetime oath to protect confidentiality and ensure that data identifying respondents or their household will not be released or shared; and

WHEREAS, a united voice from businesses, government, community-based and faith-based organizations, educators, media and others should join together so that the 2020 Census message reaches the broadest audience, providing trusted advocates who can spark positive conversations about the 2020 Census.

NOW, THEREFORE, BE IT RESOLVED BY THE FLORIDA LEAGUE OF CITIES, INC.:

Section 1. The Florida League of Cities, Inc., unanimously supports the goals and ideals for the 2020 U.S. Census.

Section 2. The Florida League of Cities, Inc., has been and will continue to be of assistance throughout the census process and asks its members to finalize their efforts toward the October 31 deadline with every possible resource to achieve an accurate and complete count.

Section 3. A copy of this resolution be provided to the southeast office of the U.S. Census Bureau and also be shared with the membership of the Florida League of Cities, Inc.

PASSED AND ADOPTED by the Florida League of Cities, Inc., in a Business Meeting conducted through the use of communications media technology, this 14th Day of August 2020.

Isaac Salver, President
Florida League of Cities, Inc.
Council Member, Town of Bay Harbor Islands

ATTEST: _____
Michael Sittig, Executive Director
Florida League of Cities, Inc.

Submitted by: FLC Staff

4. Michael Sittig Retirement

2020-04

**A RESOLUTION OF THE FLORIDA LEAGUE OF CITIES, INC., IN
HONOR OF THE RETIREMENT OF MICHAEL SITTIG AND IN
RECOGNITION OF HIS FOUR DECADES OF SERVICE TO THIS
ASSOCIATION.**

WHEREAS, Michael (Mike) Sittig began his employment with the Florida League of Cities in 1970 as a machine operator in the print shop and building maintenance staff; and

WHEREAS, he grew in knowledge, understanding and appreciation of the League's issues and in his respect of the membership's commitment to Home Rule and further grew into one of the League's most valiant advocates; and Mike also experienced association management as the executive director of the Florida City and County Management Association (FCCMA) for several years through their administrative contract with the League; and

WHEREAS, Mike briefly left the League to further his municipal expertise with the City of West Palm Beach as an assistant city manager before returning to the League in a newly created position as assistant executive director, and in this role he advanced in responsibility as he led the League's campaign for a constitutional amendment related to unfunded mandates, and he worked on numerous legislative reforms and initiatives for Florida's cities while also increasing his understanding of the pooled insurance and investment trusts, municipal loan and pension programs that were growing, expanding and finding wide success as entrepreneurial programs that would give all local governments new and much-needed options while securing the League's fiscal stability; and

WHEREAS, these actions led to his selection as the League's executive director in 1995; and he soon oversaw the design, construction and completion of new offices in both Tallahassee and Orlando; and he continued his effective, efficient and stalwart direction of the many programs and projects through tremendous technological advances, a new century and the Great Recession; and

WHEREAS, Mike's reputation as a knowledgeable advocate and as someone sought out by political leaders of all parties for advice, and his fairness, tenacity, wisdom and guidance have led to well-deserved recognition locally, statewide and among his national peers; and

WHEREAS, Mike developed a team in the Tallahassee and Orlando offices devoted to the cities, towns and villages of Florida and to excellence within each program, product and project so that it benefits the municipalities and other local governments, as well as the affiliate programs that the League so effectively administers; and

WHEREAS, Mike created a culture and environment for this team that cause employees to attain tenures rarely experienced in any sector due in large part to Mike's outstanding leadership,

and these achievements have led the League into its status as one of the largest state municipal leagues in the United States with unparalleled success and a premier reputation; and

WHEREAS, the retirement of such a dedicated leader across nearly five decades of exemplary and unparalleled service is worthy of recognition, commendation, accolades and celebration.

NOW, THEREFORE, BE IT RESOLVED BY THE FLORIDA LEAGUE OF CITIES, INC.:

Section 1. Mike Sittig, his wife, Marty, and their family are extended every best retirement wish including a future of great health and happiness.

Section 2. A framed copy of this resolution be presented to Mike Sittig with the sincere appreciation and heartfelt thanks of the Board of Directors, member governments and League staff.

PASSED AND ADOPTED by the Florida League of Cities, Inc., in a Business Meeting conducted through the use of communications media technology, this 14th Day of August 2020.

Isaac Salver, President
Florida League of Cities, Inc.
Council Member, Town of Bay Harbor Islands

ATTEST: _____
Jeannie Garner, Executive Director Designate
Florida League of Cities, Inc.

Submitted by: FLC Staff

5. COVID Relief for Cities

2020-05

**A RESOLUTION OF THE FLORIDA LEAGUE OF CITIES, INC.,
REQUESTING THAT CONGRESS PASS LEGISLATION PROVIDING
DIRECT FUNDING ASSISTANCE TO ALL CITIES TO HELP MITIGATE
EXPENDITURES AND CURRENT AND FUTURE LOSSES AS A RESULT
OF THE NOVEL CORONAVIRUS (COVID-19) PANDEMIC.**

WHEREAS, the COVID-19 pandemic is an extraordinary time for the nation and the world, and it has significantly altered the normal day-to-day life of most Floridians; and

WHEREAS, since Florida cases of the coronavirus were first reported, Florida's cities, towns and villages have been continuously working to respond to the needs of their residents and businesses; and

WHEREAS, Florida cities have been coordinating efforts among first responders, local health care professionals, and county and state partners as they work together to combat this pandemic; and

WHEREAS, Florida cities have been taking extraordinary measures to both limit the spread of COVID-19 and support local businesses, all while keeping the health and safety of their residents at the forefront of their efforts; and

WHEREAS, cities have been utilizing general revenues and implementing innovative and effective programs to deliver targeted relief such as mini grants, fee reductions and utility bill assistance to residents and small businesses needing help; and

WHEREAS, the fiscal consequences of COVID-19 are unprecedented, and cities are now facing financial shortfalls while maintaining essential services for their residents and businesses; and

WHEREAS, Congress has passed several stimulus packages to provide relief to individuals and businesses facing enormous challenges as a result of COVID-19; and

WHEREAS, the Coronavirus Aid, Relief, and Economic Security (CARES) Act provided direct federal relief to local governments with a minimum population of 500,000, which applied to only one Florida municipality; and

WHEREAS, Congress has not provided any direct funding to Florida's cities with a population under 500,000 to help mitigate the devastating and unexpected fiscal and employment impacts this pandemic has caused; and

WHEREAS, on June 10, 2020, Governor Ron DeSantis announced Florida's plan to disburse up to \$1.275 billion in CARES Act funds to counties with a population below 500,000

and recommended that counties share funds with cities within their jurisdictions, but these funds are not guaranteed nor directly available to cities; and

WHEREAS, cities are a key component to accelerating Florida's economic recovery and providing a climate that will help businesses thrive, attract visitors from all over the world and enhance the quality of life that the citizens of Florida expect and deserve.

NOW, THEREFORE, BE IT RESOLVED BY THE FLORIDA LEAGUE OF CITIES, INC.:

Section 1. The Florida League of Cities, Inc., urges Congress to pass direct federal funding assistance to all cities that will help rebuild and restore the economic health of our nation by restoring the economic health of our cities.

Section 2. The Florida League of Cities, Inc., urges Congress to support S. 3742 by Senators Cory Booker (D-NJ), Steve Daines, (R-MT) and Patty Murray (D-WA) and H.R. 6907 by Representatives Daniel Kildee (D-MI-5), Brian Fitzpatrick (R-PA-5), Dwight Evans (D-PA-3) and Fred Upton (R-MI-6) titled the RELIEF for Main Street Act. This bi-partisan legislation would allocate direct funding assistance to cities, counties and states to provide local relief and recovery funds for small businesses within their jurisdictions.

PASSED AND ADOPTED by the Florida League of Cities, Inc., in a Business Meeting conducted through the use of communications media technology, this 14th Day of August 2020.

Isaac Salver, President
Florida League of Cities, Inc.
Council Member, Town of Bay Harbor Islands

ATTEST: _____
Michael Sittig, Executive Director
Florida League of Cities, Inc.

Submitted by: FLC Staff

6. Reauthorization of the National Flood Insurance Program

**A RESOLUTION OF THE FLORIDA LEAGUE OF CITIES, INC., URGING
CONGRESS TO REAUTHORIZE THE NATIONAL FLOOD INSURANCE
PROGRAM.**

WHEREAS, floods are the most common and destructive natural disaster in the United States and Florida; and

WHEREAS, Congress created the National Flood Insurance Program (NFIP) in 1968 to make affordable flood insurance available to homeowners, renters and business owners in exchange for using FEMA generated Flood Insurance Rate Maps for floodplain management by participating communities; and

WHEREAS, the Flood Disaster Act of 1973 requires the purchase of flood insurance as a condition of receiving any form of federal or federal-related financial assistance for acquisition or construction purposes with respect to the insurance of buildings; and

WHEREAS, the NFIP provides affordable flood insurance to property owners by encouraging local governments to adopt and enforce floodplain and water management regulations, best practices and techniques; and

WHEREAS, these mitigation efforts reduce and prevent flooding on new and improved structures, thereby saving lives and reducing injuries, reducing economic losses, maintaining and protecting critical infrastructure, and reducing the liability borne by local governments and their elected officials; and

WHEREAS, flooding is a serious risk in Florida due to the state's geography and proximity to water, both coastal and inland; and

WHEREAS, this issue is a critical concern for our state as Florida has the largest number of participants in the NFIP with more than 1.7 million policies in force; and

WHEREAS, the NFIP is set to expire on September 30, 2020; and

WHEREAS, a lack of long-term reauthorization causes uncertainty for beneficiaries and providers; and

WHEREAS, there is still no viable private market for homeowners and businesses to acquire sufficient flood insurance coverage; and

WHEREAS, accurate mapping is fundamental for local governments to assess and communicate risk to their communities and property owners; and

WHEREAS, the current mapping process often results in local governments having to fight inaccurate maps that do not take into account locally built flood protection features and communities building off of outdated mapping, which results in artificially inflated risk. Further, many areas of the country are not mapped or mapped accurately, which results in communities not being aware that they are at risk of flooding; and

WHEREAS, it is incumbent upon all of us to have a long-term, sustainable and viable NFIP with rates that are affordable; and

WHEREAS, bi-partisan legislation has been introduced in the House and Senate titled the National Flood Insurance Program Reauthorization and Reform Act of 2019 (NFIP-RE), H.R. 3872 and S. 2187, which would reauthorize the NFIP program for five years; and

WHEREAS, this legislation includes provisions to cap annual rate increases to 9 percent, fund resiliency and mitigation programs, and modernize mapping; and

WHEREAS, FEMA was scheduled to launch a new risk rating system called Risk Rating 2.0 to address deficiencies in the traditional mapping process that was originally scheduled to go into effect October 1, 2020; and

WHEREAS, FEMA postponed the launch of Risk Rating 2.0 until October 1, 2021, to allow additional time to conduct a comprehensive analysis of the proposed rating structure to protect policyholders and minimize any unintended negative effects of the transition.

NOW, THEREFORE, BE IT RESOLVED BY THE FLORIDA LEAGUE OF CITIES, INC.:

Section 1. The Florida League of Cities, Inc., supports H.R. 3872 and S. 2187 and urges Congress to reauthorize the NFIP and to keep flood insurance rates affordable for primary, non-primary and business properties while balancing the fiscal solvency of the program. The Florida League of Cities, Inc., also expresses appreciation to Senator Marco Rubio (R-FL) and Representatives Debbie Mucarsel-Powell (D-26-FL), Charlie Crist (D-13-FL), Stephanie Murphy (D-7-FL) and Alcee Hastings (D-20-FL) for co-sponsoring this legislation.

Section 2. In order for local governments to help their communities and property owners to adequately prepare for risk, Congress should provide additional resources to FEMA to utilize the best technology and methods available to improve the mapping process, including seeking the input from local government officials prior to approving any flood map that could impact local zoning rules.

Section 3. A copy of this resolution be sent to President Donald Trump, the Florida Congressional Delegation, the National League of Cities and the membership of the Florida League of Cities, Inc.

Section 4. This resolution shall become effective upon adoption and shall remain in effect until repealed and hereby repeals all conflicting resolutions.

PASSED AND ADOPTED by the Florida League of Cities, Inc., in a Business Meeting conducted through the use of communications media technology, this 14th Day of August 2020.

Isaac Salver, President
Florida League of Cities, Inc.
Council Member, Town of Bay Harbor Islands

ATTEST: _____
Michael Sittig, Executive Director
Florida League of Cities, Inc.

Submitted by: FLC Staff

7. Broadband Infrastructure

2020-07

A RESOLUTION OF THE FLORIDA LEAGUE OF CITIES INC., URGING CONGRESS TO RECOGNIZE AND WORK TO ACHIEVE BROADBAND ACCESS AND AFFORDABILITY; SUPPORTING INCLUSION OF BROADBAND INFRASTRUCTURE IN FEDERAL INFRASTRUCTURE INVESTMENTS; AND AFFIRMING SUPPORT FOR LOCAL CONTROL OF BROADBAND INFRASTRUCTURE SITING.

WHEREAS, broadband infrastructure has become an economic necessity for Florida cities, driving education, health care, public safety, economic growth and operating efficiency in a 21st century economy; and

WHEREAS, sufficient broadband infrastructure has become increasingly necessary to support all forms of infrastructure, from smart-meter electrical grids and connected traffic management networks to sensor-enabled water and sewer systems; and

WHEREAS, robust broadband is needed to support the deployment of advances in smart city technologies as well as autonomous vehicles and unmanned aerial systems (drones); and

WHEREAS, a competitive and sustainable broadband industry is driving innovations, community and economic development, educations, health care and government services; and

WHEREAS, millions of American workers, students and patients staying home to help combat the novel coronavirus (COVID-19) highlights the importance of broadband infrastructure and connectivity for the transition to remote workforce, education and health care systems; and

WHEREAS, access to broadband can increase residential property values, increase commercial business activity and spur viable employment options in isolated communities; and

WHEREAS, universal access to affordable broadband should be considered essential infrastructure that contributes to economic health and survival of communities across Florida; and

WHEREAS, the availability and adoption of quality broadband service can vary dramatically from one neighborhood to another, even in heavily populated urban areas; a substantial number of individuals in poor and rural communities have limited internet access; and where broadband access is limited, citizens have limited access to information, education and tools for economic independence; and

WHEREAS, historically, local governments have ensured access to essential services not offered by the private sector by banding together to provide those services at a reasonable and competitive cost; and

WHEREAS, attempts continue to be made to limit or stop further local government deployment of municipal broadband services, which has the potential of reducing the ability of

local government to provide important information and services to their citizens in a timely, efficient and cost-effective manner; and

WHEREAS, local governments should not be preempted by the federal or state government from being able to offer broadband services, high-speed internet and other communications services that could advance the deployment of broadband throughout our nation; and

WHEREAS, the Federal Communications Commission (FCC) has enacted regulations that substantially limit the traditionally held authority of local governments over the placement of wireless infrastructure and local governments' ability to assess fair compensation to taxpayers for use of public property, subsidizing wireless carriers' development while undermining local efforts to expand broadband access; and

WHEREAS, the economic health of municipalities depends on public and private investment to connect their communities; and

WHEREAS, the Coronavirus Aid, Relief, and Economic Security (CARES) Act includes funding for the transition to remote life among its many relief provisions with specific funding for broadband connections, distance learning, telehealth and telework including \$100 million to the U.S. Department of Agriculture's Rural Utility Service (RUS) for its Reconnect Pilot Program, which provides grants for the costs of construction, improvement or acquisition of facilities and equipment needed to provide broadband service in eligible rural areas.

NOW, THEREFORE, BE IT RESOLVED BY THE FLORIDA LEAGUE OF CITIES, INC.:

Section 1. The Florida League of Cities, Inc., urges the federal government to prioritize efforts to provide affordable and competitively priced broadband access; provide appropriate standards for broadband speed, reliability and connectivity that allow Floridians to compete in the global economy; and open more opportunities to deliver robust services more economically and universally.

Section 2. The Florida League of Cities, Inc., urges Congress and the Federal Communications Commission (FCC) to protect traditionally held authority of local governments over the placement of wireless infrastructure.

Section 3. The Florida League of Cities, Inc., urges Congress to support policies that promote municipal broadband, preserve the authority of local governments to act in the interest of their citizens by offering high speed internet and other communications services, and preempt states from barring local governments from offering such services in their communities.

Section 4. The Florida League of Cities, Inc., urges Congress to include and incorporate federal investment in broadband in any federal infrastructure proposal to strengthen the nation's infrastructure network while promoting economic development in our municipalities.

Section 5. The Florida League of Cities, Inc., calls on the FCC to examine all best practices and potential obstacles to expanded broadband deployment and adoption including obstacles created by federal or industry practices that stymie local and consumer efforts to expand broadband access.

Section 6. A copy of this resolution be sent to President Donald Trump, the Florida Congressional Delegation, the National League of Cities and the membership of the Florida League of Cities, Inc.

PASSED AND ADOPTED by the Florida League of Cities, Inc., in a Business Meeting conducted through the use of communications media technology, this 14th Day of August 2020.

Isaac Salver, President
Florida League of Cities, Inc.
Council Member, Town of Bay Harbor Islands

ATTEST: _____
Michael Sittig, Executive Director
Florida League of Cities, Inc.

Submitted by: FLC Staff