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

Elizabeth M. Roy
City Clerk

JB Whitten

JB Whitten
Council President

Minutes approve this 10th day of Aug, 2020.