



CITY OF CRESTVIEW

OFFICE OF THE CITY CLERK

P.O. DRAWER 1209, CRESTVIEW, FLORIDA 32536

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

September 8, 2020

5:15 PM

Council Chambers

REGULAR COUNCIL MEETING

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

1. Call to Order
2. Invocation, Pledge of Allegiance
3. Open Policy Making and Legislative Session
4. Approve Agenda
5. Public Hearing/ Resolutions Tentative Millage and Budget
 - 5.1. Tentative Millage Resolution 2020-16
 - 5.2. Tentative Budget Resolution 2020-17
6. City Manager Report
7. Comments from the Mayor and Council
8. Comments from the Audience
9. 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: September 8, 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: 9/1/2020
SUBJECT: Tentative Millage Resolution 2020-16

BACKGROUND:

The City has 65 to 80 days from the date of setting the proposed millage rate to hold a public hearing on its adoption as the tentative millage rate as required by Florida Statute 200.065.

DISCUSSION:

The proposed millage rate for Truth in Millage (TRIM) was set at 6.9466 by the City Council in the July 13, 2020 Regular Council Meeting and has been certified by the County Property Appraiser as having a gross taxable value for operating purposes not exempt from taxation with Okaloosa County of \$1,302,218,429.

TRIM provides a very specific timetable as set by Florida Statutes for tentative millage adoption. If compliance with the specified timeframes are not met, the rollback rate of 6.5914 will apply resulting in ad valorem tax collections equal to the prior year.

Adoption for the Final Levying of Millage is scheduled for September 28, 2020 at 5:30p.m.

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

No effect on the current budget. Our current millage rate is 6.9466. Increase in revenues will be determined by the property values.

This will determine the ad valorem taxes received for the fiscal year 2021.

RECOMMENDED ACTION

Staff respectfully requests that council adopt Resolution 2020-16, adopting the tentative millage rate at 6.9466 for the fiscal year 2021.

Attachments

None

RESOLUTION: 2020-16

**A RESOLUTION OF THE CITY OF CRESTVIEW, FLORIDA,
ADOPTING THE TENTATIVE LEVYING OF A MILLAGE OF 6.9466
FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2020 AND
ENDING SEPTEMBER 30, 2021; PROVIDING FOR AN EFFECTIVE
DATE.**

WHEREAS, The City of Crestview of Okaloosa County Florida on September 8, 2020, adopted Fiscal Year Tentative Millage Rate following a public hearing as required by Florida Statute 200.065 and;

WHEREAS, The City of Crestview of Okaloosa County, Florida, held a public hearing as required by Florida Statute 200.065 and;

WHEREAS, The gross taxable value for operating purposes not exempt from taxation within Okaloosa County has been certified by the County Property Appraiser to the City of Crestview as \$1,302,218,429 and;

WHEREAS, all other legal requirements have been met.

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

1. The Fiscal Year 2021 operating millage rate is 6.9466, which is more than the rolled back rate of 6.5914 by 5.39%.

PASSED AND ADOPTED IN REGULAR SESSION THIS 8th DAY OF SEPTEMBER, 2020.

CITY OF CRESTVIEW, FLORIDA

JB Whitten, Mayor

Attest:

**Elizabeth M. Roy, City
Clerk**



Staff Report

CITY COUNCIL MEETING DATE: September 8, 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: 9/1/2020
SUBJECT: Tentative Budget Resolution 2020-17

BACKGROUND:

The City has 65 to 80 days from the date of setting the proposed millage rate to hold a public hearing on the adoption of the tentative budget as required by Florida Statute 200.065.

DISCUSSION:

The proposed millage rate for Truth in Millage (TRIM) was set by City Council in the July 13, 2020 Regular Council Meeting and has been certified by the County Property Appraiser.

A budget workshop was held on July 9, 2020. Discussions included proposed charter changes, capital project planning, proposed new positions and adoption of a reserve policy.

In a special budget meeting held on July 30, 2020, the proposed budget was presented to the Council projecting appropriations and revenue estimates of \$45,321,940. The presentation provided such information as departmental expenditures, capital projects and cash carryforward, etc.

At the direction of the City Council, staff moved forward with the budget adoption process.

TRIM provides a very specific timetable as set by Florida Statutes for tentative budget adoption. If compliance with the specified timeframes are not met, the millage rollback rate of 6.6002 will apply resulting in ad valorem tax collections equal to the prior year.

Adoption for the Final Budget is scheduled for September 28, 2020 at 5:30pm.

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

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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

No effect on the current budget. This budget will be in effect for the fiscal year 2021.

RECOMMENDED ACTION

Staff respectfully requests that Council adopt Resolution 2020-17, adopting the tentative budget of \$45,321,940 for the fiscal year 2021.

Attachments

1. Budget Summary Exhibit

RESOLUTION: 2020-17

**A RESOLUTION OF THE CITY OF CRESTVIEW
OF OKALOOSA COUNTY, FLORIDA, ADOPTING
THE TENTATIVE BUDGET FOR THE FISCAL
YEAR BEGINNING OCTOBER 1, 2020 AND
ENDING SEPTEMBER 30, 2021; PROVIDING FOR
AN EFFECTIVE DATE.**

WHEREAS, The City of Crestview of Okaloosa County, Florida on September 8, 2020 held a public hearing as required by Florida Statute 200.065, and;

WHEREAS, The City of Crestview of Okaloosa County, Florida, set forth the appropriations and revenue estimate for the Budget for Fiscal Year 2021 in the amount of \$45,321,940.

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

1. The Fiscal Year 2021 Tentative Budget be adopted.
2. Appropriations may be transferred within funds for the purpose of equalization when needed by a budget transfer with the approval of the City Manager and the Finance Director as necessary.
3. The City Council during Fiscal Year 2021 may, by Resolution, make any amendments to the Budget adopted by this Resolution, as it may seem necessary and proper.
4. All Budget Amendments requesting additional expenditures must also identify the corresponding funding source.
5. This resolution shall take effect immediately upon its adoption.

**PASSED AND ADOPTED IN REGULAR SESSION THIS 8th DAY OF SEPTEMBER 2020.
CITY OF CRESTVIEW, FLORIDA**

Attest:

JB Whitten, Mayor

ELIZABETH M. ROY, CITY CLERK

2021 City of Crestview Budget Summary

Division	Revenue	Carry Forward/ Reserve/ Restricted	Grants & Aide	Debt Proceeds	From Restricted Funding Source	Personnel Expenses	Operating Expenses	Capital Expenses	Total
General Fund Summary									
0012- Mayor	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 90,363	\$ 13,043	\$ -	\$ (103,406)
0213- Clerk	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 133,510	\$ 47,527	\$ -	\$ (181,037)
0311- G&A	\$ 17,563,745	\$ 1,239,707	\$ -	\$ -	\$ 39,000	\$ 79,324	\$ 1,287,979	\$ -	\$ 17,475,149
0412- City Manager	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 251,538	\$ 28,996	\$ -	\$ (280,534)
0413- Human Resources	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 171,577	\$ 69,740	\$ -	\$ (241,317)
0416- Information Technology	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 149,822	\$ 149,878	\$ -	\$ (299,700)
0419- PIO	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,393	\$ 8,045	\$ -	\$ (68,438)
0510- PS Administration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 328,178	\$ 90,310	\$ -	\$ (418,488)
001-0610- Fleet	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 196,293	\$ 59,541	\$ -	\$ (255,834)
001-0721- Police	\$ 261,500	\$ -	\$ -	\$ -	\$ -	\$ 4,138,695	\$ 1,110,328	\$ 297,000	\$ (5,284,523)
001-0822- Fire	\$ 125,210	\$ -	\$ -	\$ -	\$ -	\$ 4,865,382	\$ 694,035	\$ -	\$ (5,434,207)
001-1141- Streets	\$ 120,000	\$ -	\$ -	\$ -	\$ 715,000	\$ 723,926	\$ 791,042	\$ -	\$ (679,968)
001-1142- 1/2 Sales Tax	\$ -	\$ -	\$ -	\$ -	\$ 2,100,000	\$ -	\$ 1,271,439	\$ 828,561	\$ -
001-1424- Code Enforcement	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 112,121	\$ 25,835	\$ -	\$ (122,956)
001-2319- Facilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 763,041	\$ 379,305	\$ -	\$ (1,142,346)
001-2413- Finance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 502,845	\$ 20,265	\$ -	\$ (523,110)
001-2515- Planning	\$ 125,000	\$ -	\$ -	\$ -	\$ -	\$ 508,305	\$ 89,174	\$ -	\$ (472,478)
001-2772- CRES Admin	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 213,304	\$ 43,451	\$ 100,000	\$ (356,755)
001-2773- Athletics	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ 376,249	\$ 469,533	\$ 75,000	\$ (800,782)
001-2774- Library	\$ 124,000	\$ -	\$ -	\$ -	\$ -	\$ 587,035	\$ 258,457	\$ -	\$ (721,492)
001-2275- Special Events	\$ 39,500	\$ -	\$ -	\$ -	\$ -	\$ 51,798	\$ 75,480	\$ -	\$ (87,778)
Totals	\$ 18,493,955	\$ 1,239,707	\$ -	\$ -	\$ 2,854,000	\$ 14,303,698	\$ 6,983,403	\$ 1,300,561	\$ 0
Building & Permitting Special Revenue Summary									
125-2624 Permitting	\$ 477,400	\$ 96,107	\$ -	\$ -	\$ -	\$ 359,976	\$ 183,720	\$ 15,000	\$ 14,811
Totals	\$ 477,400	\$ 96,107	\$ -	\$ -	\$ -	\$ 359,976	\$ 183,720	\$ 15,000	\$ 14,811
Community Development Block Grant									
125-2624 Permitting	\$ -	\$ -	\$ 261,445.00	\$ -	\$ -	\$ -	\$ 217,445	\$ 44,000	\$ -
Totals	\$ -	\$ -	\$ 261,445	\$ -	\$ -	\$ -	\$ 217,445	\$ 44,000	\$ -
Utility Fund Summary									
440-0311 G&A	\$ 8,630,784	\$ 16,935	\$ -	\$ 8,000,000	\$ 714,000	\$ -	\$ 2,737,880	\$ -	\$ 13,195,839
440-0510 Administration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 376,075	\$ 114,509	\$ -	\$ (490,584)
440-1513 Customer Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 358,057	\$ 92,380	\$ -	\$ (450,437)
440-1633 Water	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 624,325	\$ 706,649	\$ 2,216,080	\$ (3,547,054)
440-1735 Sewer*	\$ -	\$ 255,000	\$ -	\$ -	\$ -	\$ 696,219	\$ 566,969	\$ 2,562,576	\$ (3,570,764)
440-1935 Wastewater Plant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,213,999	\$ 3,923,000	\$ (5,136,999)
Totals	\$ 8,630,784	\$ 271,935	\$ -	\$ 8,000,000	\$ 714,000	\$ 2,054,676	\$ 5,432,386	\$ 8,701,656	\$ 0
Sanitation Fund									
441- Sanitation	\$ 4,145,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,145,400	\$ -	\$ -
Totals	\$ 4,145,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,145,400	\$ -	\$ -
Stormwater Utility									
442- Stormwater	\$ 400,920	\$ -	\$ -	\$ -	\$ -	\$ 289,060	\$ 111,860	\$ -	\$ (0)
Totals	\$ 400,920	\$ -	\$ -	\$ -	\$ -	\$ 289,060	\$ 111,860	\$ -	\$ (0)
Community Redevelopment Agency									
670-0311 CRA	\$ 237,180	\$ 927,107	\$ -	\$ -	\$ -	\$ -	\$ 1,164,287	\$ -	\$ -
Totals	\$ 237,180	\$ 927,107	\$ -	\$ -	\$ -	\$ -	\$ 1,164,287	\$ -	\$ -
Totals	\$ 32,385,639	\$ 2,534,856	\$ 261,445	\$ 8,000,000	\$ 3,568,000	\$ 17,007,410	\$ 18,238,501	\$ 10,061,217	\$ 14,811

* Cash carry forward in 1735 Water is from Impact fees

* Restricted Funding includes moving \$110,000 from recreation reserve and \$4,708 from fire training reserve

*from Restricted funding includes \$39,000 of current year public safety impact