



CITY OF CRESTVIEW

OFFICE OF THE CITY CLERK

P.O. DRAWER 1209, CRESTVIEW, FLORIDA 32536

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

March 9, 2020

6:00 PM

Council Chambers

REGULAR COUNCIL MEETING

1. Call to Order
2. Invocation, Pledge of Allegiance
3. Open Policy Making and Legislative Session
4. Approve Agenda
5. Presentations and Reports
6. Consent Agenda
 - 6.1. Minutes for approval
7. Resolutions
 - 7.1. Creation of a Youth Council Committee
8. Public Hearings / Ordinances on Second Reading
9. Ordinances on First Reading
 - 9.1. Firefighter Cancer Presumption Ordinance
10. Action Items
 - 10.1. Transfer of CIT Funding into the Uniform Budgetary Items Category.
 - 10.2. Community Development Block Entitlement Grant Plan
11. City Clerk Report
12. City Manager Report
13. Comments from the Mayor and Council

14. Comments from the Audience

15. Adjournment

Note: The Reports 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: March 9, 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: 3/5/2020
SUBJECT: Minutes for approval

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 four 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 respectfully requests that the Council approve the minutes from the December 16, 2019 council meeting, the November 18, 2019 Council meeting and the January 13, 2020 Council meeting

Attachments

1. 2020.01.13 CCM
2. 2019.11.18 CCM
3. 2019.12.16 CCM

**City Council Meeting
January 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. 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. Councilmember Harry LeBoeuf was absent from this Council Meeting.

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 and the pledge were led by Dr. Naomi Barnes.

3. Open Policy making and legislative session

4. Approval of Agenda

Mayor Whitten stated that Councilmember LeBoeuf is not in attendance for this meeting and 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. Special Presentations

5.1 Proclamation for Zeta Phi Beta Sorority- Mayor Whitten

Mayor Whitten then read a proclamation commemorating the hundred anniversary of the sorority Zeta Phi Beta Inc.

6. Reports and Presentations

6.1 Presentation of 2020 Census- Nisha Barron

Ms. Nisha Barron, the Local Regional Partnership Specialist for the 2020 Census, spoke to the Council about the importance of the Census and the importance of participating in the Census. She reviewed what the collected information is for, how it is used and how it is collected.

A brief discussion ensued concerning the information that was presented.

6.2 Presentation of Core Values

Mr. Bolduc, City Manager introduced Ms. Jessica Leavins the HR Specialist. She then presented and reviewed the Core Values that were developed by a group team of employees from various departments.

7. Approval of Minutes

7.1 Approval of the Minutes from the October 14, 2019 Workshop, September 9, 2019 Council Meeting, September 23, 2019 Public Hearing and the October 28, 2019 Council Meeting.

Mayor Whitten asked if there any changes or objections to the minutes from the October 14, 2019 Workshop, September 9, 2019 Council Meeting, September 23, 2019 Public Hearing and the October 28, 2019 Council Meeting.

There were no objections or changes to minutes they were approved by unanimous consent.

8. Public Hearings:

9. Public Opportunity on Council Propositions

10. Consent Agenda

- 10.1 Extension of Special Utility Service Agreement with Benchmark Group**
- 10.2 Okaloosa Gas District Easement**

Mayor Whitten asked if there were any objections to the item on the Consent Agenda.

There were no objections to the Consent Agenda it was approved by unanimous consent.

11. Resolutions

12. Public Hearings- Ordinances on Second Reading

Mr. Duley, City Planner asked if there was anyone present who would like to speak for or against Ordinances 1727, 1728, 1729. He then asked if there were any ex-parte discussions on any of the three presented Ordinances. There was no response to either.

Mr. Duley stated that the three Ordinances: 1727 an annexation, 1728 comprehensive plan and 1729 rezoning were for the property of a ±0.51-acre parcel of land located in Section 21, Township 3 North, Range 23 West, Okaloosa County, Florida. The Local Planning Agency recommended approval of the request on November 19, 2019.

12.1 Ordinance 1727- Lee Avenue Annexation

Mr. Duley, City Planner then asked the City Clerk to read by title Ordinance 1727.

Ms. Roy, City Clerk stated, “Mr. Duley, Ordinance 1727 reads by title,

ORDINANCE NO. 1727

AN ORDINANCE ANNEXING TO THE CITY OF CRESTVIEW, FLORIDA, 0.51 ± ACRES OF CONTIGUOUS LANDS LOCATED IN SECTION 21, 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 ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE.

This is the Second Reading of Ordinance 1727.”

A motion made by Mr. Hayes to adopt Ordinance 1727 on Second Reading and move to the Mayor and City Clerk for signatures. Seconded by Mr. Rencich with 4 yeas from Mr. Hayes, Mr. Rencich, Mr. Blocker, Ms. Brown with 0 nays, motion carried.

12.2 Ordinance 1728- Lee Avenue Comprehensive Plan

Mr. Duley, City Planner asked the City Clerk to read Ordinance 1728 by title.

City Clerk, stated “Ordinance 1728 reads by title,

ORDINANCE NO. 1728

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

LOW DENSITY RESIDENTIAL (LDR) FUTURE LAND USE CATEGORY TO MEDIUM DENSITY RESIDENTIAL (MDR) FUTURE LAND USE CATEGORY ON APPROXIMATELY 0.51 ACRES, MORE OR LESS, IN SECTION 21, 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 1728.”

Mayor Whitten asked for action by Council.

A motion made by Mr. Rencich to adopt Ordinance 1728 on Second Reading and move to the Mayor and City Clerk for signatures. Seconded by Mr. Blocker with 4 yeas from Mr. Rencich, Mr. Blocker, Ms. Brown, Mr. Hayes with 0 nays, motion carried.

12.3 Ordinance 1729- Lee Avenue Rezoning

Mr. Duley, City Planner asked the City Clerk to read Ordinance 1729 by title.

Ms. Roy, City Clerk stated, “Ordinance 1729 reads by title,

ORDINANCE NO. 1729

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, PROVIDING FOR THE REZONING OF 0.51 ACRES, MORE OR LESS, OF REAL PROPERTY, LOCATED IN SECTION 21, TOWNSHIP 3 NORTH, RANGE 23 WEST, FROM THE OKALOOSA COUNTY RESIDENTIAL-1 (R-1) ZONING DISTRICT TO THE SINGLE OR MULTI-FAMILY DWELLING DISTRICT (R-2); 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 1729.”

Mayor Whitten asked for action by Council.

A motion made by Mr. Rencich to adopt Ordinance 1729 on Second Reading and move to the Mayor and City Clerk for signatures. Seconded by Mr. Blocker with 4 yeas from Mr. Rencich, Mr. Blocker, Mr. Hayes, Ms. Brown with 0 nays, motion carried.

13. Ordinances on First Reading

Mr. Duley, City Planner asked if there was anyone present who would like to speak for or against Ordinances: 1748, 1733, 1734, 1735, 1736, 1737, 1740. He then asked if there were any ex-parte discussions or conflicts of interest on any of the seven presented Ordinances. There was no response to either.

Mr. Duley noted that Ordinance 1748 is for an annexation only the owner of the property was only seeking annexation there are no other ordinances at this time to accommodate the annexation for a rezoning or comprehensive plan.

Mr. Duley noted that Ordinances 1733, 1734 and 1735 are for a property located on HWY 85 North that the applicant has requested annexation of the property located at 5701 Highway 85 N to the City of Crestview, Comprehensive Plan Amendment to Commercial (C), and Zoning designation of Commercial (C-1), to allow for commercial development.

Mr. Duley noted that for Ordinance 1736 and 1737 the applicant has requested Comprehensive Plan Amendment to Industrial (I), and Zoning designation of Industrial (M-1), to allow for industrial development.

13.1 Ordinance 1748- Tom Young Annexation

Mr. Duley, City Planner asked the City Clerk to read Ordinance 1748 by title.

Ms. Roy, City Clerk stated, "Ordinance 1748 reads by title,

ORDINANCE NO. 1748

AN ORDINANCE ANNEXING TO THE CITY OF CRESTVIEW, FLORIDA, 2.70 ± ACRES OF CONTIGUOUS LANDS LOCATED IN SECTION 36, 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 First Reading of Ordinance 1748."

Mayor Whitten asked for action by Council.

A motion made by Mr. Hayes to adopt Ordinance 1748 on First Reading and move to Second Reading. Seconded by Mr. Blocker with 4 yeas from Mr. Hayes, Mr. Blocker, Ms. Brown, Mr. Rencich with 0 nays, motion carried.

13.2 Ordinance 1733- Highway 85 N Annexation

Mr. Duley, City Planner asked the City Clerk to read Ordinance 1733 by title.

Ms. Roy, City Clerk stated, "Ordinance 1733 reads by title,

ORDINANCE NO. 1733

AN ORDINANCE ANNEXING TO THE CITY OF CRESTVIEW, FLORIDA, 2.18 ± ACRES OF CONTIGUOUS LANDS LOCATED IN SECTION 33, TOWNSHIP 4 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 is the First Reading of Ordinance 1733."

Mayor Whitten asked for action by Council.

A motion made by Ms. Brown to adopt Ordinance 1733 on First Reading and move to Second Reading. Seconded by Mr. Hayes with 4 yeas from Ms. Brown, Mr. Hayes, Mr. Rencich, Mr. Blocker with 0 nays, motion carried.

13.3 Ordinance 1734- Highway 85 N Comprehensive Plan Amendment

Mr. Duley, City Planner asked the City Clerk to read Ordinance 1734 by title.

Ms. Roy, City Clerk stated, "Ordinance 1734 reads by title,

ORDINANCE NO. 1734

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) FUTURE LAND USE CATEGORY TO COMMERCIAL (C) FUTURE LAND USE CATEGORY ON APPROXIMATELY 2.18 ACRES, MORE OR LESS, IN SECTION 33, TOWNSHIP 4 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 1734.”

Mayor Whitten asked for action by Council.

A motion made by Mr. Rencich to adopt Ordinance 1734 on First Reading and move to Second Reading. Seconded by Mr. Blocker with 4 yeas from Ms. Brown, Mr. Hayes, Mr. Rencich, Mr. Blocker with 0 nays, motion carried.

13.4 Ordinance 1735- Highway 85 N Rezoning

Mr. Duley, City Planner asked the City Clerk to read Ordinance 1735 by title.

Ms. Roy, City Clerk stated, “Ordinance 1735 reads by title,

ORDINANCE NO. 1735

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, PROVIDING FOR THE REZONING OF 2.18 ACRES, MORE OR LESS, OF REAL PROPERTY, LOCATED IN SECTION 33, TOWNSHIP 4 NORTH, RANGE 23 WEST, FROM THE OKALOOSA COUNTY MIXED-USE (MU) ZONING DISTRICT TO THE COMMERCIAL (C-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 1735.”

Mayor Whitten asked for action by Council.

A motion made by Mr. Hayes to adopt Ordinance 1735 on First Reading and move to Second Reading. Seconded by Mr. Rencich with 4 yeas from Ms. Brown, Mr. Hayes, Mr. Rencich, Mr. Blocker with 0 nays, motion carried.

13.5 Ordinance 1736- Arena Road Comprehensive Plan Amendment

Mr. Duley, City Planner asked the City Clerk to read Ordinance 1736 by title.

Ms. Roy, City Clerk stated, “Ordinance 1736 reads by title,

ORDINANCE NO. 1736

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 LOW DENSITY RESIDENTIAL (LDR) FUTURE LAND USE CATEGORY TO INDUSTRIAL (IN) FUTURE LAND USE CATEGORY ON APPROXIMATELY 1.97 ACRES, MORE OR LESS, IN SECTION 19, 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 1736.”

Mayor Whitten asked for action by Council.

A motion made by Mr. Rencich to adopt Ordinance 1736 on First Reading and move to Second Reading. Seconded by Ms. Brown with 4 yeas from Mr. Rencich, Ms. Brown, Mr. Hayes, Mr. Blocker with 0 nays, motion carried.

13.6 Ordinance 1737- Arena Road Rezoning

Mr. Duley, City Planner asked the City Clerk to read Ordinance 1737 by title.

Ms. Roy, City Clerk stated, “Ordinance 1737 reads by title,

ORDINANCE NO. 1737

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, PROVIDING FOR THE REZONING OF 1.97 ACRES, MORE OR LESS, OF REAL PROPERTY, LOCATED IN SECTION 19, TOWNSHIP 3 NORTH, RANGE 23 WEST, FROM THE SINGLE FAMILY DWELLING DISTRICT (R-1) ZONING DISTRICT TO THE INDUSTRIAL (M-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 1737.”

Mayor Whitten asked for action by Council.

A motion made by Mr. Hayes to adopt Ordinance 1737 on First Reading and move to Second Reading. Seconded by Mr. Blocker with 4 yeas from Mr. Rencich, Ms. Brown, Mr. Hayes, Mr. Blocker with 0 nays, motion carried.

13.7 Ordinance 1740- Six Month Moratorium on Annexation Fees- Properties 10 acres or less

Mr. Duley, City Planner stated that 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 timelines. An annexation process is not complete until a Comprehensive Plan Amendment and Rezoning of the subject property occurs. The State separates Comprehensive Plan Amendments into categories - small-scale and conventional. Generally, small-scale amendments are to the Future Land Use map alone and only for properties of 10 acres or less.

The costs of annexation into the City of Crestview have historically included the following:

- a) Voluntary Annexation Application - \$1,200.00
- b) Comprehensive Plan Amendment (small-scale) - \$1,200.00, plus \$20.00 per acre.
- c) Consultant Fee – typically \$2,400.00
- d) Zoning Change - \$600.00

There are many reasons for customers to be interested in annexation into the City of Crestview, water utility, excellent fire and life safety services, and a close and available government. However, the costs of voluntary annexation can serve to be prohibitive for many individuals seeking to be incorporated.

Discussion ensued.

Mr. Duley asked the City Clerk to read Ordinance 1470 by title.

Ms. Roy, City Clerk stated, “Ordinance 1740 reads by title,

ORDINANCE 1740

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, PROVIDING FOR A SIX-MONTH WAIVER PERIOD FOR THE COLLECTION OF ANNEXATION APPLICATION FEES FOR PROPERTIES OF 10 ACRES OR LESS IN AREA; 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 1740.”

Mayor Whitten asked for action by Council.

A motion made by Ms. Brown to adopt Ordinance 1740 on First Reading and move to Second Reading. Seconded by Mr. Blocker with 4 yeas from Ms. Brown, Mr. Blocker, Mr. Rencich, Mr. Hayes with 0 nays, motion carried.

14. Action Items

14.1 Appointment to Local Planning Agency (LPA) Board

Mr. Bolduc, City Manager informed the Council that there is a current position open on the LPA Board due to a resignation. She explained the selection is made by the Council as a whole and not individual members. He noted that in the near future changes will be made to all the Boards as a whole.

Mr. Bolduc, City Manager did suggest Mr. Mike Roy as a selection to the LPA Board.

A motion made by Mr. Hayes to appoint Mr. Mike Roy to the LPA Board. Seconded by Ms. Brown with 4 yeas from Mr. Hayes, Ms. Brown, Mr. Rencich, Mr. Blocker with 0 nays, motion carried.

14.2 Ridgeway Landing Subdivision LPA 19-07, 146 Single-Family Residential Subdivision and Associated MOU (Memorandum of Understanding)

Mr. Duley, City Planner explained to Council that Ridgeway Development LLC proposes to construct a 146-lot single family dwelling residential subdivision with associated roads and infrastructure this will be located on 32.65 acres of land, currently vacant at the intersection of Old Bethel Road and Jones Road. The project has been approved at Technical Review Committee and LPA with requirements for a Memorandum of Understanding for traffic mitigation (attached). There were no comments received from the Public. The Memorandum of Understanding needs to be approved as a part of this project.

Discussion ensued.

Mayor Whitten asked for action by Council.

A motion made by Mr. Rencich to approve the construction plans of the 146-lot of single-family dwelling residential subdivision plans and the associated Memorandum of Understanding. Seconded by Mr. Hayes with 4 yeas from Mr. Rencich, Mr. Hayes, Ms. Brown, Mr. Blocker with 0 nays, motion carried.

15. Comments from the Audience

16. Comments from the Mayor and Council

Mr. Rencich informed the Council that he will not be in attendance for the February 10th meeting.

Mr. Blocker asked if there were any cross walks on Main Street.

Mr. Bolduc, City Manager noted that there were cross walks.

Mr. Hayes announced: that every Monday there is a Legislative Call-In so that one can be informed of what is going on in Tallahassee. On Monday, January 18th there will be a Martin Luther King Jr. Program at Carver Hill School at 6 pm and in February 11-12 there will be Legislative Days in Tallahassee. Mr. Hayes did request from Council approval for attending the Legislative Days in covering the cost of the hotel stay for one night.

A motion made by Mr. Blocker to approve the one-night stay in Tallahassee for Mayor Pro- Tem Hayes to attend Legislative Days. Seconded by Ms. Brown with 4 yeas from Mr. Blocker, Ms. Brown, Mr. Rencich, Mr. Hayes, with 0 nays, motion carried.

Mayor Whitten commented on the New Year's Eve celebration that it was a well-organized event with a huge turn-out. He announced that on Saturday, January 18th there will be an MLK March sponsored by the Concerned Citizens of Crestview starting at 9 am.

17. City Clerk Report

Ms. Roy, City Clerk reminded Council that those who signed up for the League of Cities dinner that it is this coming Thursday.

18. City Manager Report

Mr. Bolduc, City Manager discussed streamlining the process of handling the annexation. He informed Council that there will be some changes made in the Council Chamber, there will be a ribbon cutting in the coming future for the new Dispatch Center and there will be other changes coming in the near future.

19. 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__.

**City Council Meeting
November 18, 2019
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, Andrew Rencich, Cynthia Brown, 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. Councilmember Joe Blocker were absent from this Council Meeting.

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 and the pledge were led by Clint Nelson of LifePoint Church.

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. Special Presentations

5.1 Life Saving Awards (Police Department)

Police Chief McCosker presented a Living Saving award to Officer Jonathan Sprague and Officer Christopher Lewis.

5.2 Presentation of Donation to Skate Park

Mr. Bolduc, City Manager with Josh Moen, owner of Hub City Tattoo shop presented the Mayor with donations for the Skate Park.

6. Reports and Presentations

6.1 Presentation of North Okaloosa Transportation Task Force

Mr. Duley, City Planner gave a brief presentation on what the job of the North Okaloosa Transportation Task Force is in dealing with the traffic issue in the City of Crestview. This task force is compromised of people from relevant agencies that include Department of Transportation, Planning Council and Okaloosa County to promote a unified approach to transportation management.

7. Approval of Minutes

7.1 Approval of the Minutes from the October 14, 2019 City Council Meeting.

Mayor Whitten asked if there any changes or objections to the minutes from the October 14, 2019 City Council Meeting.

There were no objections or changes to minutes they were approved by unanimous consent.

8. Public Hearings:

8.1 First Reading of Ordinance 1713 for Transmittal- Fratangelo

PRESIDENT: Pursuant to Article 4, Chapter 102 of the City Code, and Florida Statutes, I now declare this public hearing open to receive oral and written comments into the official record concerning the consideration of transmittal and adoption of Comprehensive Plan Amendment 19-7ESR. The adoption of the Amendment will be accomplished by the approval of Ordinance 1713.

For the record, the Council asks that all speakers identify themselves by name, and address. We also ask that speakers confine their oral remarks to the time allocated when recognized by the Chair. Written comments received by the Staff shall be presented to the Council and excerpts listed in the official minutes. The Community Development Services Staff will speak on behalf of the City.

PRESIDENT: I now call upon the City Clerk to recite for the record, legal notice data provided to the public concerning this public hearing.

CITY CLERK: Mr. President, publication of the legal notice for the Ordinance was accomplished in The Crestview News Bulletin on Wednesday, November 9, 2019.

PRESIDENT: As noted, Comprehensive Plan Amendment 19-7ESR will be accomplished by Ordinance Number 1713, and, I now ask the City Clerk to the read Ordinance by title.

CITY CLERK: Mr. President, Ordinance Number 1713 by title reads:

ORDINANCE NO. 1713

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 AN OKALOOSA COUNTY FUTURE LAND USE TO THE HIGH DENSITY RESIDENTIAL FUTURE LAND USE CATEGORY ON APPROXIMATELY 12.98 ACRES, MORE OR LESS, IN SECTIONS 28, 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 ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE.

This is the first reading, by title, of Ordinance 1713.

PRESIDENT: I now ask for presentation of staff reports and comments, if any, whether written or verbal. The Chair recognizes Community Development Services Staff to present any staff reports or comments.

STAFF: Mr. President, Ned Fratangelo, Et Al, property owners, have requested Comprehensive Plan Amendment 19-7ESR. This amendment reflects the future land use change of approximately 12.98 acres of land consisting of a single parcel of land located on Brookmeade Drive. If adopted, the amendment will be accomplished by Ordinance #1713 and will impose the High Density Residential (HDR) future land use upon the identified area.

(Staff to summarize Planning Report)

PRESIDENT: Is there anyone in the audience who wishes to speak for or against the transmittal of Comprehensive Plan Amendment 19-7ESR or the adoption of Ordinance 1713?

PROPOSERS: There were none.

OPPOSERS: There were none

PRESIDENT: At this time, I will close public input except for direct questions by members of the Council.

COUNCIL MEMBERS: There were none

PRESIDENT: Call for motion and second.

COUNCIL MEMBERS: A motion by Councilmember Hayes to adopt Ordinance 1713 on first reading and move to second reading and to authorize the Mayor to transmit proposed Comprehensive Plan Amendment 19-7ESR to the Florida Department of Economic Opportunity for review and comment. Seconded by Councilmember Rencich.

PRESIDENT: There is a motion and second to adopt Ordinance Number 1713 on first reading and move to second reading and to authorize the Mayor to transmit the proposed Comprehensive Plan Amendment to the Florida Department of Economic Opportunity for review and comment.

There were four yeas from Mr. Hayes, Mr. LeBoeuf, Ms. Brown, Mr. Rencich with 0 nays.

9. Public Opportunity on Council Propositions

10. Consent Agenda

10.1 Engineering Task Order for Atkins Engineering

Mayor Whitten asked if there were any objections to the item on the Consent Agenda.

There were no objections to the Consent Agenda it was approved by unanimous consent.

11. Resolutions

11.1 Resolution 20-02- Fiscal Year 2019 Budget Amendment

Mayor Whitten asked the City Clerk to read by title Resolution 20-02.

Ms. Roy, City Clerk, stated, “Mr. Mayor Resolution 20-02 reads by title,

RESOLUTION 20-02

A RESOLUTION OF THE CITY OF CRESTVIEW OF OKALOOSA COUNTY, FLORIDA, AMENDING THE BUDGET TO MORE ACCURATELY REFLECT ESTIMATED REVENUES AND APPROPRIATIONS. THE AMENDMENTS ARE THE RESULT OF VARIOUS FACTORS, INCLUDING: INCREASES IN ESTIMATED REVENUES AND/OR APPROPRIATIONS TO MORE ACCURATELY REFLECT THE PROJECTIONS FOR DEPARTMENTS; PROVIDING FOR DISTRIBUTION TO ALL DEPARTMENTS OF RECORD AND PROVIDING FOR AN EFFECTIVE DATE.

This is Resolution 20-02.”

Mr. Bolduc, City Manager gave the Staff Report for Resolution 20-02.

Mayor Whitten asked for action by Council.

A motion made by Ms. Brown to approve Resolution 20-02 in the Fiscal Year 2019 Budget Amendment. Seconded by Mr. Hayes with 4 yeas from Ms. Brown, Mr. Hayes, Mr. Rencich, Mr. LeBoeuf and 0 nays, motion carried.

12. Public Hearings- Ordinances on Second Reading

12.1 Ordinance 1730 Amending Chapter 6 of the Code of Ordinances

Mayor Whitten asked the City Clerk to read Ordinance 1730 by title.

Ms. Roy, City Clerk, stated, “Mr. Mayor Ordinance 1730 reads by title,

ORDINANCE NO. 1730

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, PROVIDING FOR COMPLIANCE WITH STATE OF FLORIDA STATUTE; PROVIDING FOR ADMINISTRATIVE APPROVAL OF ALL ALCOHOLIC BEVERAGE LICENSE APPLICATIONS AND REMOVING THE REQUIREMENT FOR COUNCIL APPROVAL OF SAID APPLICATIONS; 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.

This is the Second Reading of Ordinance 1730.”

Mr. Bolduc, City Manager stated that there was an extensive meeting held regarding this ordinance and following the first reading of the ordinance, City Staff met with representatives from Life Point Church. Life Point Church is the only church within the expanded exemption area. The representatives from the church have requested that City Council consider amending the ordinance to allow them to be treated as though they were in an area other than the exemption area. Staff has provided herein has provided two options to the City Council; Option 1- The revised the language to the Code of Ordinance as provided at first reading; Option 2- The revised language to accommodate the consideration requested by Life Point Church.

Discussion ensued.

Mr. Clint Nelson, 515 Gadwell Street, of LifePoint Church stated that LifePoint is only trying to protect the integrity of Christians and the integrity of Crestview.

Mr. Michael Lugones, 3069 Concrete Circle, of LifePoint Church supported the comments of Mr. Nelson. Mr. Lugones gave his thoughts in on Ordinance 1730.

Mayor Whitten asked for action by Council.

A brief discussion ensued.

Mr. LeBoeuf stated that the size/scope of “green” circle, on the map, takes away a good portion of what they were trying to do in expanding the development area. He also indicated that he had a problem when there are exceptions to laws for a unique individual or organizations. For those reasons he is opposed to the amended ordinance.

Mayor Whitten stated that he received many emails from local pastors that voiced their concern.

A motion made by Mr. Hayes to approve the amended Ordinance 1730 on Second Reading and move to the Mayor and City Clerk for signatures. Seconded by Mr. LeBoeuf with two yeas from Mr. Hayes, Ms. Brown, two nays from Mr. LeBoeuf and Mr. Rencich, motion failed.

Mayor Whitten asked for action by Council.

A lengthy discussion ensued concerning the buffer.

A motion made by Mr. Rencich to approve the amended Ordinance 1730 on Second Reading and to amend the buffer to 100 feet. Seconded by Mr. LeBoeuf. Mr. Rencich withdrew this motion to change the buffer to 250 feet.

A motion made by Mr. Rencich to approve the amended Ordinance 1730 on Second Reading and to amend the buffer to 250 feet. Seconded by Ms. Brown with two yeas from Mr. Rencich, Ms. Brown, two nays from Mr. Hayes and Mr. LeBoeuf, motion failed.

A motion made by Mr. Hayes to approve Ordinance 1730 on Second Reading and to amend the buffer to 400 feet. Seconded by Ms. Brown with three yeas from Mr. Hayes, Ms. Brown, Mr. Rencich with one nay from Mr. LeBoeuf, motion carried.

12.2 Ordinance 1722- Cherry Brook Comprehensive Plan

PRESIDENT: Pursuant to Article 4, Chapter 102 of the City Code, and Florida Statutes, I now declare this public hearing open to receive oral and written comments into the official record concerning the adoption of Comprehensive Plan Amendment 19-6ESR. The adoption of the Amendment will be accomplished by the approval of Ordinance 1722.

For the record, the Council asks that all speakers identify themselves by name, and address. We also ask that speakers confine their oral remarks to the time allocated when recognized by the Chair. Written comments received by the Staff shall be presented to the Council and excerpts listed in the official minutes. The Community Development Services Staff will speak on behalf of the City.

PRESIDENT: I now call upon the City Clerk to recite for the record, legal notice data provided to the public concerning this public hearing.

CITY CLERK: Mr. President, publication of the legal notice for the Ordinance was accomplished in The Crestview News Bulletin on Wednesday, November 9, 2019.

PRESIDENT: As noted, Comprehensive Plan Amendment 19-6ESR will be accomplished by Ordinance Number 1722, and, I now ask the City Clerk to the read Ordinance by title.

CITY CLERK: Mr. President, Ordinance Number 1722 by title reads:

ORDINANCE NO. 1722

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 AN OKALOOSA COUNTY FUTURE LAND USE TO THE LOW DENSITY RESIDENTIAL FUTURE LAND USE CATEGORY ON APPROXIMATELY 62.5 ACRES, MORE OR LESS, IN SECTIONS 35 AND 36, TOWNSHIP 3 NORTH, RANGE 24 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 ORDINANCES; AND

PROVIDING FOR AN EFFECTIVE DATE.

This is the first reading, by title, of Ordinance 1722.

PRESIDENT: I now ask for presentation of staff reports and comments, if any, whether written or verbal. The Chair recognizes the Community Development Services Staff to present any staff reports or comments.

STAFF: Mr. President, GEC Cherry Brook LLC has proposed Comprehensive Plan Amendment, 19-6ESR. This amendment reflects the future land use change of approximately 62.5 acres of land consisting of several parcels of land generally located on the South side of Point Center Rd. and connected to Garret Pit Rd. If adopted, the amendment will be accomplished by Ordinance #1722 and will impose the Low Density Residential (LDR) future land use upon the identified area.

PRESIDENT: Is there anyone in the audience who wishes to speak for or against the transmittal of Comprehensive Plan Amendment 19-6ESR or Ordinance 1722?

PROPOSERS: There are none.

OPPOSERS: There are none.

PRESIDENT: At this time, I will close public input except for direct questions by members of the Council.

COUNCIL MEMBERS: There were none.

PRESIDENT: Call for motion and second.

COUNCIL MEMBERS: A motion made by Mr. Rencich to adopt Ordinance 1722 on second reading and to authorize the Mayor to transmit the adopted Comprehensive Plan Amendment to the Florida Department of Economic Opportunity. Seconded by Mr. LeBoeuf.

PRESIDENT: There is a motion and second to adopt Ordinance Number 1722 on second reading and to authorize the Mayor to transmit the adopted Comprehensive Plan Amendment to the Florida Department of Economic Opportunity.

The vote was four yeas from Mr. Rencich, Mr. LeBoeuf, Ms. Brown, Mr. Hayes, 0 nays, motion carried.

PRESIDENT: I now declare this public hearing closed. 1.16.25

12.3 Ordinance 1693- Cherry Brook Rezoning

Mayor Whitten asked the City Clerk to read Ordinance 1693 by title.

Ms. Roy, City Clerk, stated “Mr. Mayor Ordinance 1693 ready by title,

ORDINANCE NO. 1693

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, PROVIDING FOR THE REZONING OF 62.5 ACRES, MORE OR LESS, OF REAL PROPERTY, LOCATED IN SECTION 35 & 36, TOWNSHIP 3 NORTH, RANGE 24 WEST, FROM THE OKALOOSA COUNTY RURAL RESIDENTIAL (RR) AND AGRICULTURAL (AA) ZONING DISTRICTS TO THE SINGLE FAMILY DWELLING DISTRICT ZONING (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 ORDINANCES AND PROVIDING FOR AN EFFECTIVE DATE.

This is the Second Reading of Ordinance 1693.”

Mayor Whitten asked for Staff Reports.

Mr. Schoen, City Planner had nothing to add and referred to his previous comments.

Mayor Whitten asked for action by Council.

A motion made by Mr. Hayes to adopt Ordinance 1693 on Second Reading and send to the Mayor for signatures. Seconded by Mr. LeBoeuf, vote 4 yeas from Mr. Hayes, Mr. LeBoeuf, Mr. Rencich, Ms. Brown with 0 nays, motion carried.

13. Ordinances on First Reading

13.1 Ordinance 1714- Fratangelo Rezoning

Mayor Whitten asked the City Clerk to read by title Ordinance 1714.

Ms. Roy, City Clerk stated, “Mr. Mayor, Ordinance 1714 reads by title,

ORDINANCE NO. 1714

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, PROVIDING FOR THE REZONING OF 12.98 ACRES, MORE OR LESS, OF REAL PROPERTY, LOCATED IN SECTION 28, TOWNSHIP 3 NORTH, RANGE 23 WEST, FROM AN OKALOOSA COUNTY ZONING DISTRICT TO THE MULTI-FAMILY DWELLING DISTRICT ZONING (R-3); 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 ORDINANCES AND PROVIDING FOR AN EFFECTIVE DATE.

This is the First Reading of Ordinance 1714.”

Mayor Whitten asked for Staff Reports.

Mr. Schoen, City Planner stated, that he referred to his earlier comments concerning the Comprehensive Plan.

Mayor Whitten asked for action by Council.

A motion made by Mr. Rencich to adopt Ordinance 1714 on First Reading and move to Second Reading. Seconded by Mr. Hayes with 4 yeas from Mr. Rencich, Mr. Hayes, Mr. LeBoeuf, Ms. Brown with 0 nays, motion carried.

13.2 Ordinance 1707- Rita Benz Comprehensive Plan

Mayor Whitten asked the City Clerk to read Ordinance 1707 by title.

Ms. Roy, City Clerk stated, “Mr. Mayor, Ordinance 1707 reads by title,

ORDINANCE NO. 1707

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) FUTURE LAND USE CATEGORY TO COMMERCIAL (C) FUTURE LAND USE CATEGORY ON APPROXIMATELY 1.04 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 PROVIDING FOR AN EFFECTIVE DATE.

This is the First Reading of Ordinance 1707.”

Mayor Whitten asked for Staff Reports.

Mr. Schoen, City Planner stated, that Council just recently approved the request for annexation for this particular property and this is the second step in the process. He noted that the owner asked for a commercial future land use, it does meet all the City’s requirements.

A motion made by Mr. Rencich to adopt Ordinance 1707 on First Reading and send to Second Reading. Seconded by Mr. Hayes with 4 yeas from Mr. Rencich, Mr. Hayes, Ms. Brown, Mr. LeBoeuf with 0 nays, motion carried.

13.3 Ordinance 1708- Rita Benz Rezoning

Mayor Whitten asked the City Clerk to read Ordinance 1708 by title.

Ms. Roy, City Clerk stated, "Mr. Mayor, Ordinance 1708 reads by title,

ORDINANCE NO. 1708

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, PROVIDING FOR THE REZONING OF 1.04 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 COMMERCIAL (C-1) ZONING DISTRICT; 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 First Reading of Ordinance 1708."

Mayor Whitten asked for Staff Reports.

Mr. Schoen, City Planner deferred to his previous report concerning the property.

A motion made by Mr. Hayes to adopt Ordinance 1708 on First Reading and move to Second Reading. Seconded by Mr. LeBoeuf with 4 yeas from Mr. Hayes, Mr. LeBoeuf, Ms. Brown, Mr. Rencich with 0 nays, motion carried.

13.4 Ordinance 1726- Ridgeway Comprehensive Plan

Mayor Whitten asked the City Clerk to read Ordinance 1726 by title.

Ms. Roy, City Clerk stated, "Mr. Mayor, Ordinance 1726 reads by title,

ORDINANCE NO. 1726

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 COMMERCIAL (C) FUTURE LAND USE CATEGORY TO LOW DENSITY RESIDENTIAL (LDR) FUTURE LAND USE CATEGORY ON APPROXIMATELY 31.93 ACRES, MORE OR LESS, IN SECTION 05, 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 First Reading of Ordinance 1726."

Mayor Whitten asked for Staff Reports.

Mr. Schoen, City Planner stated, the Betty Jean Long Trust, Et Al, property owners have made application requesting a Comprehensive Plan Amendment to the Future Land Use Map designation of 31.93± acres of land. Comprehensive Plan Amendment 19-1-1 was approved by the Local Planning Agency on June 18, 2019. Comprehensive Plan Amendment 19-1-1 was submitted to the Florida DEO as part of Amendment Cycle 19- 01ESR on April 1, 2019 and was returned without comment on May 1, 2019. Ordinance 1691, adopting Comprehensive Plan Amendment Cycle 19-01ESR, underwent first reading on June 24, 2019. There should be no reason for this not to be approved.

Mayor Whitten asked for action by Council.

A motion made by Mr. Rencich to adopt Ordinance 1726 on First Reading and move to Second Reading. Seconded by Mr. Hayes with 4 yeas from Mr. Rencich, Mr. Hayes, Mr. LeBoeuf, Ms. Brown with 0 nays, motion carried.

13.5 Ordinance 1692- Ridgeway Rezoning

Mayor Whitten asked the City Clerk to read Ordinance 1692 by title.

Ms. Roy, City Clerk stated, “Mr. Mayor, Ordinance 1692 reads by title,

ORDINANCE NO. 1692

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, PROVIDING FOR THE REZONING OF 31.93 ACRES, MORE OR LESS, OF REAL PROPERTY, LOCATED IN SECTION 5, TOWNSHIP 3 NORTH, RANGE 23 WEST, FROM THE COMMERCIAL DISTRICT (C-1) ZONING DISTRICT TO THE SINGLE FAMILY DWELLING DISTRICT ZONING (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 PROVIDING FOR AN EFFECTIVE DATE.

This is the First Reading of Ordinance 1692.”

Mayor Whitten asked for Staff Reports.

Mr. Schoen, City Planner stated, he would like to his previous report and answer any questions.

Mayor Whitten asked for action by Council.

A motion made by Mr. LeBoeuf to adopt Ordinance 1692 on First Reading and move to Second Reading. Seconded by Mr. Hayes with 4 yeas from Mr. Rencich, Mr. Hayes, Mr. LeBoeuf, Ms. Brown with 0 nays, motion carried.

13.6 Ordinance 1723- Brock Annexation

Mayor Whitten asked the City Clerk to read by title Ordinance 1723.

Ms. Roy, City Clerk stated, "Mr. Mayor, Ordinance 1723 reads by title,

ORDINANCE NO. 1723

AN ORDINANCE ANNEXING TO THE CITY OF CRESTVIEW, FLORIDA, 0.16 ACRES, MORE OR LESS, OF CONTIGUOUS LANDS LOCATED IN SECTION 21, 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 SCRIVENER'S ERRORS; PROVIDING FOR LIBERAL INTERPRETATION; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE.

This is the First Reading of Ordinance 1723."

Mayor Whitten asked for Staff Reports.

Mr. Schoen, City Planner stated, that Jerry and Eva Burke, property owners, have made application requesting the voluntary annexation of a single-family dwelling unit. The Local Planning Agency approved the request for annexation on October 22nd. Staff recommends approval.

A motion made by Mr. Rencich to adopt Ordinance 1723 on First Reading and move to Second Reading. Seconded by Ms. Brown with 4 yeas from Mr. Rencich, Ms. Brown, Mr. Hayes, Mr. LeBoeuf with 0 nays, motion carried.

13.7 Ordinance 1724- Brock Comprehensive Plan

Mayor Whitten asked the City Clerk to read by title Ordinance 1724.

Ms. Roy, City Clerk stated, "Mr. Mayor, Ordinance 1724 reads by title,

ORDINANCE NO. 1724

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 LOW DENSITY RESIDENTIAL FUTURE LAND USE TO THE MEDIUM DENSITY RESIDENTIAL FUTURE LAND USE CATEGORY ON APPROXIMATELY 0.16 ACRES, MORE OR LESS, IN

SECTION 21, 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 ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE.

This is the First Reading of Ordinance 1724.”

Mayor Whitten asked for Staff Reports.

Mr. Schoen, City Planner stated, that this is the Comp Plan Amendment associated with the previous Annexation. Staff respectfully recommends approval of the requested Comprehensive Plan Amendment through adoption of Ordinance 1724.

Mayor Whitten asked for action by Council.

A motion made by Mr. Hayes to adopt Ordinance 1724 on First Reading and move to Second Reading. Seconded by Mr. LeBoeuf with 4 yeas from Mr. Hayes, Mr. LeBoeuf, Ms. Brown, Mr. Rencich with 0 nays, motion carried.

13.8 Ordinance 1725- Brock Rezoning

Mayor Whitten asked the City Clerk to read by title Ordinance 1725.

Ms. Roy, City Clerk stated, “Mr. Mayor, Ordinance 1725 reads by title,

ORDINANCE NO. 1725

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, PROVIDING FOR THE REZONING OF 0.16 ACRES, MORE OR LESS, OF REAL PROPERTY, LOCATED IN SECTION 21, TOWNSHIP 3 NORTH, RANGE 23 WEST, FROM THE OKALOOSA COUNTY RESIDENTIAL (R-1) TO THE SINGLE AND MULTI-FAMILY DWELLING DISTRICT ZONING (R-2); 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 ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE.

This is the First Reading of Ordinance 1725.”

Mayor Whitten asked for Staff Reports.

Mr. Schoen, City Planner stated, that this is the zoning request related to the Comp Plan Amendment associated with the previous Annexation.

Mayor Whitten asked for action by Council.

A motion made by Mr. Rencich to adopt Ordinance 1725 on First Reading and move to Second Reading. Seconded by Mr. LeBoeuf with 4 yeas from Mr. Hayes, Mr. LeBoeuf, Ms. Brown, Mr. Rencich with 0 nays, motion carried.

14. Action Items

14.1 Red Light Camera Efficiency Review

Police Chief McCosker, addressed the Council with his assessment of the Red-Light Camera program.

Discussion ensued based on the assessment presented.

Mr. Moser, Chair of the local Libertarian Party, gave his thoughts on the ineffectiveness of the cameras.

Mr. Washington, local citizen, inquired about how long the information/pictures is kept and what happens to after the cameras have been reviewed.

Mr. McNeil, 2266 Tanglewood asked questions concerning the red-light cameras.

Mayor Whitten asked for action by Council.

A motion made by Mr. LeBoeuf that the City of Crestview provide RoadWatch notification of the termination of our contract with them, and that upon completion of the six-month termination period, the City of Crestview enters into an agreement with Nova Global to provide the services defined in the Agenda Item Attachment. Seconded by Mr. Hayes with 4 yeas from Mr. LeBoeuf, Mr. Hayes, Mr. Rencich, Ms. Brown with 0 nays, motion carried.

14.2 Predictive Policing Software PredPol purchase

Police Chief McCosker informed Council that the City of Crestview Police Department desires to enter into an agreement with PredPol to provide predictive crime analytics to the Police Department. PredPol service provides patrol officers with a predictive analysis of when and where crimes are likely to occur using historical statistics and staff directed missions. The predictions are shown on maps as boxes that officers are instructed to patrol when not responding to calls for service or performing other duties to decrease the impact of crime on that community. The Department has approved budget funding for equipment maintenance contracts and may prospectively utilize forfeiture funds, in which savings has been realized. These savings and/or forfeiture monies may fund this project without any additional impact to the current budget.

Discussion ensued concerning this request.

A motion made by Mr. Rencich to authorize the City Attorney to work with the contractor on a final version of the contract and for the Mayor and City Manager to execute any and all required agreements and contracts for the purchase of PredPol Predictive Policing Software for an amount

not to exceed the amount of \$14,800.00. Seconded by Mr. Hayes with 4 yeas from Mr. Rencich, Mr. Hayes, Mr. LeBoeuf, Ms. Brown with 0 nays, motion carried.

15. Comments from the Audience

Mr. McNeil spoke to Council about his frustration concerning an ordinance that was passed concerning blocking marijuana/CBD dispensaries in the City of Crestview. He explained his plan of action if the ordinance was not changed to accommodate those that have prescriptions.

Mr. Nelson thanked Council and Staff for the work done on the Alcohol ordinance.

Mr. Lugones thanked the Council and Staff for the work done on the Alcohol ordinance.

16. Comments from the Mayor and Council

Mr. Hayes updated Council concerning his attendance at the Legislative Conference. He also commented that MSGT Robertson a Crestview citizen passed away at the age of 100 years old.

Mayor Whitten commented on all the activities that have taken place over the last month. He also discussed the conference he attended with Mr. Quint Studer.

17. City Clerk Report

Ms. Roy, City Clerk informed Council that the Christmas Parade will be on Saturday, December 7th.

18. City Manager Report

18.1 Discussion of Potential Recreation Property Purchase

Mr. Bolduc, City Manager informed Council on the progress of the possibility of purchasing The Rock from First Baptist. He then named some other potential sites as the results of this it may require a Special Meeting.

19. Adjournment

This meeting was adjourned by Mayor Whitten at 8:21 p.m.

Elizabeth M. Roy
City Clerk

J B Whitten
Mayor

Minutes approve this _____ day of _____, 20__.

**City Council Meeting
December 16, 2019
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, Harry LeBoeuf and Cynthia Brown. Also present were the honorable Mayor JB Whitten, City Manager Tim Bolduc, City Attorney Mr. Holloway, City Clerk Elizabeth Roy, 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 and the pledge were led by Pastor George Thomas of Peoples Missionary Baptist Church.

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. Special Presentations

5.1 Presentation of Christmas Parade Award Winners

Mayor Whitten presented a check to the CASH (Crestview Area Shelter for the Homeless)

Mr. Paul Lowery, President of the Crestview Main Street Association presented the awards to the participants of the Christmas Parade.

6. Reports and Presentations

7. Approval of Minutes

7.1 Approval of the Minutes from the September 23, 2019 City Council Meeting.

Mayor Whitten asked if there any changes or objections to the minutes from the September 23, 2019 City Council Meeting.

There were no objections or changes to minutes they were approved by unanimous consent.

8. Public Hearings:

9. Public Opportunity on Council Propositions

10. Consent Agenda

10.1 Pump Purchase

10.2 FlexNet MXU Purchase

10.3 Request to temporarily waive policy and allow the use of the Senior Center for Senior Exercise Class

10.4 Spring Soccer Program Approval

Mayor Whitten asked if there were any objections to the item on the Consent Agenda.

Mr. Rencich gave consent to approve all items but 10.3 and requested a discussion.

A motion made by Mr. Blocker to approve Consent Agenda items 1, 2, and 4. Seconded by Ms. Brown with 5 yeas from Mr. Rencich, Mr. Blocker, Mr. Hayes, Mr. LeBoeuf, Ms. Brown with 0 nays, motion carried.

Mr. Rencich gave his views on allowing a for profit business to use a city building. He stated that a fee could be paid for that usage.

Mr. Blocker feels that with the services that will be offered there should be no fee charged.

Mr. Bolduc, City Manager clarified the use of the building and

There were no objections to the Consent Agenda it was approved by unanimous consent.

11. Resolutions

12. Public Hearings- Ordinances on Second Reading

12.1 Ordinance 1707- Rita Benz Comprehensive Plan

MAYOR: Pursuant to Article 4, Chapter 102 of the City Code, and Florida Statutes, I now declare this public hearing open to receive oral and written comments into the official record concerning the adoption of Comprehensive Plan Amendment 19-S7. The adoption of the Amendment will be accomplished by the approval of Ordinance 1707.

For the record, the Council asks that all speakers identify themselves by name, and address. We also ask that speakers confine their oral remarks to the time allocated when recognized by the Chair. Written comments received by the Staff shall be presented to the Council and excerpts listed in the official minutes. The Community Development Services Staff will speak on behalf of the City.

MAYOR: I now call upon the City Clerk to recite for the record, legal notice data provided to the public concerning this public hearing.

CITY CLERK: Mr. Mayor, publication of the legal notice for the Ordinance was accomplished in The Crestview News Bulletin on Wednesday, December 7, 2019.

MAYOR: As noted, Comprehensive Plan Amendment 19-S7 will be accomplished by Ordinance Number 1707, and, I now ask the City Clerk to read the Ordinance by title.

CITY CLERK: Mr. Mayor, Ordinance Number 1707 by title reads:

ORDINANCE NO. 1707

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) FUTURE LAND USE CATEGORY TO COMMERCIAL (C) FUTURE LAND USE CATEGORY ON APPROXIMATELY 1.04 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 PROVIDING FOR AN EFFECTIVE DATE.

This is the second reading, by title, of Ordinance 1707.

MAYOR: I now ask for presentation of staff reports and comments, if any, whether written or verbal. The Chair recognizes the Community Development Services Staff to present any staff reports or comments.

STAFF: Mr. Mayor, the property owner has proposed Comprehensive Plan Amendment, 19-S7. This amendment reflects the future land use change of approximately 1.04 acres of land consisting of a single parcel generally located on Garden Street between Park Lane and Jones Road. If adopted, the amendment will be accomplished by Ordinance #1707 and will impose the Commercial (C) future land use upon the identified area.

MAYOR: Is there anyone in the audience who wishes to speak for or against Comprehensive Plan Amendment 19-S7 or Ordinance 1707?

PROPONENTS: There were none.

OPPONENTS: There were none.

MAYOR: At this time, I will close public input except for direct questions by members of the Council.

COUNCIL MEMBERS: There were none.

MAYOR: Call for motion and second. (A recommended motion would be *to adopt Ordinance 1707 on second reading.*)

COUNCIL MEMBERS: A motion made by Mr. Hayes to adopt Ordinance 1707 on Second Reading and to send for signatures. Seconded by Mr. Blocker with 5 yeas from Mr. Hayes, Mr. Blocker, Ms. Brown, Mr. LeBoeuf, Mr. Rencich with 0 nays. Motion carried.

MAYOR: There is a motion and second to adopt Ordinance Number 1707 on second reading.

MAYOR: I now declare this public hearing closed.

12.2 Ordinance 1708- Rita Benz Rezoning
Mayor Whitten asked the City Clerk to read by title Ordinance 1708.

City Clerk stated, "Ordinance 1708 reads by title,

ORDINANCE NO. 1708

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, PROVIDING FOR THE REZONING OF 1.04 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 COMMERCIAL (C-1) ZONING DISTRICT; 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 1708.

Mayor Whitten asks for action by Council.

A motion made by Mr. Hayes to adopt Ordinance 1708 on Second Reading and move to signatures. Seconded by Mr. Blocker with 5 yeas from Mr. Hayes, Mr. Blocker, Mr. Rencich, Mr. LeBoeuf, Ms. Brown with 0 nays, motion carried.

12.3 Ordinance 1726- Ridgeway Comprehensive Plan

MAYOR: Pursuant to Article 4, Chapter 102 of the City Code, and Florida Statutes, I now declare this public hearing open to receive oral and written comments into the official record concerning the adoption of Comprehensive Plan Amendment 19-8ESR. The adoption of the Amendment will be accomplished by the approval of Ordinance 1726.

For the record, the Council asks that all speakers identify themselves by name, and address. We also ask that speakers confine their oral remarks to the time allocated when recognized by the Chair. Written comments received by the Staff shall be presented to the Council and excerpts listed in the official minutes. The Community Development Services Staff will speak on behalf of the City.

MAYOR: I now call upon the City Clerk to recite for the record, legal notice data provided to the public concerning this public hearing.

CITY CLERK: Mr. Mayor, publication of the legal notice for the Ordinance was accomplished in The Crestview News Bulletin on Wednesday, December 7, 2019.

MAYOR: As noted, Comprehensive Plan Amendment 19-8ESR will be accomplished by Ordinance Number 1726, and, I now ask the City Clerk to read the Ordinance by title.

CITY CLERK: Mr. Mayor, Ordinance Number 1726 by title reads:

ORDINANCE NO. 1726

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 COMMERCIAL (C) FUTURE LAND USE CATEGORY TO LOW DENSITY RESIDENTIAL (LDR) FUTURE LAND USE CATEGORY ON APPROXIMATELY 31.93 ACRES, MORE OR LESS, IN SECTION 05, 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, by title, of Ordinance 1726.

MAYOR: I now ask for presentation of staff reports and comments, if any, whether written or verbal. The Chair recognizes the Community Development Services Staff to present any staff reports or comments.

STAFF: Mr. Mayor, the property owner has proposed Comprehensive Plan Amendment, 19-8ESR. This amendment reflects the future land use change of approximately 31.9 acres of land consisting of a single parcel generally located on the corner of Old Bethel Rd. and Jones Rd. If adopted, the amendment will be accomplished by Ordinance #1726 and will impose the Low Density Residential (LDR) future land use upon the identified area.

MAYOR: Is there anyone in the audience who wishes to speak for or against Comprehensive Plan Amendment 19-8ESR or Ordinance 1726?

PROPONENTS: There were none.

OPPONENTS: There were none.

MAYOR: At this time, I will close public input except for direct questions by members of the Council.

MAYOR: Call for motion and second.

COUNCIL MEMBERS: A motion made by Mr. Rencich to adopt Ordinance 1726 on Second Reading and authorize the Mayor to transmit the adopted Comprehensive Plan Amendment to the Florida Department of Economic Opportunity. Seconded

by Mr. LeBoeuf with 5 yeas from Mr. Rencich, Mr. LeBoeuf, Mr. Blocker, Ms. Brown, Mr. Hayes with 0 nays, motion carried.

MAYOR: There is a motion and second to adopt Ordinance Number 1726 on second reading and to authorize the Mayor to transmit the adopted Comprehensive Plan Amendment to the Florida Department of Economic Opportunity.

MAYOR: I now declare this public hearing closed.

12.4 Ordinance 1692- Ridgeway Rezoning

Mayor Whitten asked the City Clerk to read by title Ordinance 1692.

City Clerk stated, "Mayor, Ordinance 1692 reads by title,

ORDINANCE NO. 1692

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, PROVIDING FOR THE REZONING OF 31.93 ACRES, MORE OR LESS, OF REAL PROPERTY, LOCATED IN SECTION 5, TOWNSHIP 3 NORTH, RANGE 23 WEST, FROM THE COMMERCIAL DISTRICT (C-1) ZONING DISTRICT TO THE SINGLE FAMILY DWELLING DISTRICT ZONING (R-1); PROVIDING FOR AUTHORITY; PROVIDING FOR THE UPDATING OF THE CRESTVIEW ZONING MAP; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

This is the Second Reading of Ordinance 1692."

Mayor Whitten asked for action by Council.

A motion was made by Ms. Brown to adopt Ordinance 1692 on Second Reading and move to signatures. Seconded by Mr. LeBoeuf with 5 yeas from Ms. Brown, Mr. LeBoeuf, Mr. Hayes, Mr. Rencich, Mr. Blocker with 0 nays, motion carried.

12.5 Ordinance 1723- Brock Annexation

Mayor Whitten asked the City Clerk to read by title Ordinance 1723.

City Clerk stated, "Mayor, Ordinance 1723 reads by title,

ORDINANCE NO. 1723

AN ORDINANCE ANNEXING TO THE CITY OF CRESTVIEW, FLORIDA, 0.16 ± ACRES OF CONTIGUOUS LANDS LOCATED IN SECTION 21, 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 ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE.

This is the Second Reading of Ordinance 1723.”

Mayor Whitten asked for action by Council.

A motion made by Mr. Hayes to adopt Ordinance 1723 on the Second Reading. Seconded by Ms. Brown with 5 yeas from Mr. Hayes, Ms. Brown, Mr. LeBoeuf, Mr. Blocker, Mr. Rencich with 0 nays, motion carried.

12.6 Ordinance 1724- Brock Comprehensive Plan

MAYOR: Pursuant to Article 4, Chapter 102 of the City Code, and Florida Statutes, I now declare this public hearing open to receive oral and written comments into the official record concerning the adoption of Comprehensive Plan Amendment 19-S8. The adoption of the Amendment will be accomplished by the approval of Ordinance 1724.

For the record, the Council asks that all speakers identify themselves by name, and address. We also ask that speakers confine their oral remarks to the time allocated when recognized by the Chair. Written comments received by the Staff shall be presented to the Council and excerpts listed in the official minutes. The Community Development Services Staff will speak on behalf of the City.

MAYOR: I now call upon the City Clerk to recite for the record, legal notice data provided to the public concerning this public hearing.

CITY CLERK: Mr. Mayor, publication of the legal notice for the Ordinance was accomplished in The Crestview News Bulletin on Wednesday, December 7, 2019.

MAYOR: As noted, Comprehensive Plan Amendment 19-S8 will be accomplished by Ordinance Number 1724, and, I now ask the City Clerk to read the Ordinance by title.

CITY CLERK: Mr. Mayor, Ordinance Number 1724 by title reads:

ORDINANCE NO. 1724

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 LOW DENSITY RESIDENTIAL FUTURE LAND USE TO THE MEDIUM DENSITY RESIDENTIAL FUTURE LAND USE CATEGORY ON APPROXIMATELY 0.16 ACRES, MORE OR LESS, IN SECTION 21, 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 ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE.

This is the second reading, by title, of Ordinance 1724.

MAYOR: I now ask for presentation of staff reports and comments, if any, whether written or verbal. The Chair recognizes the Community Development Services Staff to present any staff reports or comments.

STAFF: Mr. Mayor, the property owner has proposed Comprehensive Plan Amendment, 19-S8. This amendment reflects the future land use change of approximately 0.16 acres of land consisting of a single parcel located at 703 Brock Avenue. If adopted, the amendment will be accomplished by Ordinance #1724 and will impose the Commercial (C) future land use upon the identified area.

MAYOR: Is there anyone in the audience who wishes to speak for or against Comprehensive Plan Amendment 19-S8 or Ordinance 1724?

PROPOSERS: There were none.

OPPOSERS: There were none.

MAYOR: At this time, I will close public input except for direct questions by members of the Council.

MAYOR: Call for motion and second.

COUNCIL MEMBERS: A motion made by Mr. Blocker to adopt Ordinance 1724 on Second Reading. Seconded by Mr. LeBoeuf with 5 yeas from Mr. Blocker, Mr. LeBoeuf, Mr. Rencich, Mr. Hayes, Ms. Brown with 0 nays, motion carried.

MAYOR: There is a motion and second to adopt Ordinance Number 1724 on second reading.

MAYOR: I now declare this public hearing closed.

12.7 Ordinance 1725- Brock Rezoning

Mayor Whitten asked the City Clerk to read by title Ordinance 1725.

City Clerk stated, “Mr. Mayor, Ordinance 1725 reads by title

ORDINANCE NO. 1725

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, PROVIDING FOR THE REZONING OF 0.16 ACRES, MORE OR LESS, OF REAL PROPERTY, LOCATED IN SECTION 21, TOWNSHIP 3 NORTH, RANGE 23 WEST, FROM THE OKALOOSA COUNTY RESIDENTIAL-1 (R-1) ZONING DISTRICT TO THE SINGLE OR MULTI-FAMILY DWELLING DISTRICT (R-2); 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 1725.”

Mayor Whitten asked for action by Council.

A motion made by Mr. Rencich to adopt Ordinance 1725 on Second Reading. Seconded by Ms. Brown with 5 yeas from Mr. Rencich, Ms. Brown, Mr. Hayes, Mr. Blocker, Mr. LeBoeuf with 0 nays, motion carried.

13. Ordinances on First Reading

13.1 Ordinance 1727- Lee Avenue Annexation

Mr. Duley, City Planner stated that Patricia G. Odom, property owner, applied for voluntary annexation of a ± 0.51-acre parcel of land and that the Local Planning Agency recommended approval of the request on November 19, 2019. He noted that this information would be for Ordinance 1727, 1728, and 1729.

Mayor Whitten asked the City Clerk to read Ordinance 1727.

City Clerk stated, “Ordinance 1727 reads by title,

ORDINANCE NO. 1727

AN ORDINANCE ANNEXING TO THE CITY OF CRESTVIEW, FLORIDA, 0.51 ± ACRES OF CONTIGUOUS LANDS LOCATED IN SECTION 21, 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 ORDINANCES; AND PROVIDING FOR AN EFFECTIVE DATE.

This is the First Reading of Ordinance 1727.”

Mayor Whitten asked for action by Council.

A motion by Mr. Blocker to adopt Ordinance 1727 on First Reading and move to Second Reading. Seconded by Mr. Hayes with 5 yeas from Mr. Blocker, Mr. Hayes, Mr. LeBoeuf, Ms. Brown, Mr. Rencich with 0 nays, motion carried.

13.2 Ordinance 1728- Lee Avenue Comprehensive Plan

Mayor Whitten asked the City Clerk to read Ordinance 1728.

City Clerk stated, “Ordinance 1728 ready by title,

ORDINANCE NO. 1728

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 LOW DENSITY RESIDENTIAL (LDR) FUTURE LAND USE CATEGORY TO MEDIUM DENSITY RESIDENTIAL (MDR) FUTURE LAND USE CATEGORY ON APPROXIMATELY 0.51 ACRES, MORE OR LESS, IN SECTION 21, 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 First Reading of Ordinance 1728.”

Mayor Whitten asked for action by Council.

A motion made by Mr. Rencich to adopt Ordinance 1728 on First Reading and move to Second Reading. Seconded by Mr. LeBoeuf with 5 yeas from Mr. Rencich, Mr. LeBoeuf, Mr. Hayes, Mr. Blocker, Ms. Brown with 0 nays, motion carried.

13.3 Ordinance 1729- Lee Avenue Rezoning

Mayor Whitten asked the City Clerk to read Ordinance 1729 by title.

City Clerk stated, “Ordinance 1729 reads by title,

ORDINANCE NO. 1729

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, PROVIDING FOR THE REZONING OF 0.51 ACRES, MORE OR LESS, OF REAL PROPERTY, LOCATED IN SECTION 21, TOWNSHIP 3 NORTH, RANGE 23 WEST, FROM THE OKALOOSA

COUNTY RESIDENTIAL-1 (R-1) ZONING DISTRICT TO THE SINGLE OR MULTI-FAMILY DWELLING DISTRICT (R-2); 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 First Reading of Ordinance 1729.”

Mayor Whitten asked for action by Council.

A motion made by Mr. Hayes to adopt Ordinance 1729 on First Reading and move to Second Reading. Seconded by Mr. Blocker with 5 yeas from Mr. Hayes, Mr. Blocker, Mr. Rencich, Mr. LeBoeuf, Ms. Brown with 0 nays, motion carried.

13.4 Ordinance 1738- Amending Chapter 18 of the Code of Ordinances establishing Article IV Remote Motor Vehicle Sales

Mayor Whitten asked for the City Clerk to read Ordinance 1738 by title.

City Clerk stated, “Ordinance 1738 reads by title,

ORDINANCE: 1738

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA; AMENDING CHAPTER 18 TO CREATE ARTICLE IV REMOTE MOTOR VEHICLE SALES A NEW ARTICLE OF THE CITY OF CRESTVIEW CODE OF ORDINANCES; REGULATING REMOTE SALES OF MOTOR VEHICLES UNLESS CONDUCTED BY A BUSINESS WITHIN THE CITY OF CRESTVIEW; 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 First Reading of Ordinance 1738.”

Mr. Bolduc, City Manager stated that Article XXIV was adopted through Ordinance 1674 on January 14, 2019. The drafting of Ordinance 1674 was to address the concerns of business owners who have invested in "brick and mortar" locations within the city while allowing for itinerant vendor sales provided the applicant can meet various standards. Following the adoption of Ordinance 1674, the majority of Cities within Okaloosa County adopted a "model" ordinance to create consistency dealing with remote vehicle sales throughout the County. Adoption of Ordinance 1738 will amend Chapter 18 of the City of Crestview Code of Ordinance to create Article IV Remote Motor Vehicle Sales. He noted that the language in this ordinance is exact to the County's ordinance and the legality of it was checked by our City Attorney.

Mr. Turner, of Allen Turner Chevrolet, gave his thoughts concerning the ordinance before Council.

Mayor Whitten asked for action by Council.

A motion made by Mr. Blocker to adopt Ordinance 1738 on First Reading and move to Second Reading. Seconded by Mr. LeBoeuf with 5 yeas from Mr. Blocker, Mr. LeBoeuf, Mr. Hayes, Ms. Brown, Mr. Rencich with 0 nays, motion carried.

14. Action Items

14.1 Review of Potential Recreation Properties

Mr. Bolduc, City Manager spoke to the Council about the potential of recreational properties. He noted that Central Baptist Church with an offer to purchase the Recreation Outreach Center (ROC). The property included a basketball court, kitchen and pool. But in thinking of the future growth of the City other properties were considered. The list of the properties as followed:

1. Crestview Physical Therapy Clinic (1.8 Million Asking Price)
2. Recreation Opportunity Center (ROC) Central Baptist (1.4 Million Asking Price)
3. Foxwood Country Club (1.4 Million Asking Price)

After the initial review of all three properties, Staff identified that two of the properties, the ROC and Foxwood Country Club had the greatest potential to meet multiple needs within the recreation division and therefore they are the focus of this report. The ROC offered different options from purchasing to renting or lease to purchase. The other property Foxwood Country Club would have to be purchased and he then reviewed the potential uses of the property. Because this property is not in the City limits it would have to be annexed including the residents of that subdivision. The City Manager is looking for direction on which property that the Council would like to go with either one, both or neither properties.

Discussion ensued with Council concerning the information presented.

Mr. Rencich stated that he would prefer to pursue Foxwood Country Club.

Mr. Hayes stated that he agrees to go with the Foxwood option.

Mr. LeBoeuf stated that he's torn because he sees the potential both.

Discussion ensued.

Mr. Blocker stated that it is not in the best interest to purchase the ROC but to investigate the lease to purchase option. He mentioned his concerns about Foxwood Country Club property.

Mr. Bolduc, City Manager reviewed for Mr. Blocker the potential of purchasing the country club.

Discussion ensued.

Council gave a consensus to pursue the Foxwood Country Club property.

Mr. Bolduc, City Manager then requested the authority to conduct negotiations with all parties involved in the purchasing of the property.

Mayor Whitten then asked for action by Council.

A motion made by Mr. Rencich to give the City Manager and the City Attorney the authority to negotiate with a contract for Foxwood Country Club and to exceed 1.4 million dollars. Seconded by Mr. Hayes with 5 yeas from Mr. Rencich, Mr. Hayes, Ms. Brown, Mr. LeBoeuf, Mr. Blocker with 0 nays, motion carried.

A motion made by Mr. Hayes to give the City Manager authority to seek the necessary funding. Seconded by Mr. Rencich with 5 yeas from Mr. Hayes, Mr. Rencich, Mr. Blocker, Ms. Brown, Mr. LeBoeuf with 0 nays, motion carried.

14.2 Approval of Changes to City Organizational Chart

Mr. Bolduc, City Manager stated that the City Council approved Ordinance 1675 on January 14th, 2019. The purpose of the ordinance was to “clarify” the City Manager’s authority and role relating to the hiring process for the Directors, the City Manager’s authority relating to discipline and removal of Directors and other employees and the City Manager’s general authority over all City personnel and operations. However, Section 5.04 of the Charter for the City of Crestview states that the City Manager shall make recommendations to the City Council regarding the organizations of the City government and prescribe the duties and responsibilities assigned to the various departments.

Mr. Bolduc reminded Council that early in tenure, he presented Council an Organization Chart that included a Recreation Programs Manager. In September of this year, the Library Director resigned her position to move out of the area with her husband. Upon her resignation, the City Manager began working with staff to evaluate all the departments to determine if a change was appropriate. On December 10th, the City Manager met with all staff to discuss the reorganization and to establish a name that would best describe the mission of the new department. The team selected Community Recreation & Enrichment Services that would consist of the: Library Services, Athletics Services, Programs & Special Events. In conclusion he is requesting approval for the change of the chart and to have Ms. Burleson as the Department head of the Community Recreation & Enrichment Services Department.

Discussion ensued relative to the information presented.

Mr. LeBoeuf inquired about where the programming for the Seniors would fit in.

Mr. Bolduc answered that it would fall under the Programs and Special Events.

Mr. Blocker asked what the financial impact would be.

Mr. Bolduc said that there will not be a financial impact.

Mayor Whitten asked for action by Council.

A motion was made by Mr. Rencich to approve the creation of the Community Recreation & Enrichment Services and the appointment of Alisa Burleson as the Department Director. Seconded by Mr. Hayes with 5 yes from Mr. Rencich, Mr. Hayes, Mr. LeBoeuf, Mr. Blocker, Ms. Brown with 0 nays, motion carried.

14.3 Approval of Lease for Wilson Street Parking Lot Addition

Mr. Bolduc, City Manager stated the City of Crestview and the Crestview CRA have been working with Okaloosa County on the Development of a Parking lot on Wilson Street. As a part of this initiative, the parties cooperated on the purchase of the grocery store property across from the county building. Over the last few months, the City Manager and the City attorney have worked with the Mr. Tom Gordon, the property owner of Gordon Martial Arts, to develop a mutually beneficial agreement to improve the property. The terms of the attached lease agreement include the labor and materials for the construction of the parking lot in exchange for a 10-year lease for \$1.00 per year. In addition, the lease addresses the potential for a continued partnership after the initial 10 years at a lease rate consistent with the market at the time. The estimated material and labor cost of approximately \$36,000.00.

Discussion ensued.

Mayor Whitten asked for action by Council.

Mr. Rencich informed Council that he would abstain from this vote due to the possibility of economic benefit or hard due to ownership of nearby property.

A motion made by Mr. Hayes to approve the Wilson Street Parking Lot Agreement with the 10-year lease. Seconded by Ms. Brown with 4 yeas from Mr. Hayes, Ms. Brown, Mr. LeBoeuf, Mr. Blocker with 0 nays, motion carried.

14.4 Approval of Lease Agreement with Fleet Management

Mr. Bolduc, City Manager stated that \$300,000.00 has been budgeted for the purchase of vehicles this year. In the past couple of months, the City has been researching the benefits of leasing the vehicles. In previous years, each department would assess the vehicles within its fleet and work to get as many replaced as would fit in the budget. The process for selecting the vehicles to be replaced was not based on any specific replacement policy but was instead based on the condition of vehicles and available funds. In recent years, some local governments have moved toward a leasing option because the leasing company has perfected the process of using the vehicle for the optimum time and then selling it while it is still profitable. When this process is perfected at a local government it can be used to offset overall fleet expenses. He noted that Enterprise Fleet Management would be the company the City would use. The first-year implementation cost for the lease program is \$151,344.21. The funding for this lease is found within each of the departments of the 2020 budget.

Discussion ensued relative to the information presented.

Mayor Whitten asked for action by Council.

A motion made by Ms. Brown to approve that Staff to work with the City Attorney to review and enter a lease with Enterprise Fleet Management for the lease of 22 vehicles. Seconded by Mr. Hayes with 5 yeas from Ms. Brown, Mr. Hayes, Mr. Blocker, Mr. LeBoeuf, Mr. Rencich with 0 nays, motion carried.

15. Comments from the Audience

Mr. Ian McNeil, 2266 Tanglewood, inquired of what action did Council take concerning having a medical marijuana dispensary in the city limits.

Mayor Whitten suggested that the City Manager conduct a workshop concerning this issue.

Mr. Bolduc, City Manager stated that the current City Ordinance that pertains to this issue is legally sufficient, but it would be up to Council to have a workshop.

Mr. Rencich suggests that the Council get before the issue and have a workshop.

Mr. LeBoeuf agreed in having a workshop.

Mr. Hayes agreed in having a workshop.

Mayor Whitten stated that Council gave a consensus for having a workshop.

16. Comments from the Mayor and Council

Mr. LeBoeuf asked the City Manager when does the moratorium on annexation fees.

Mr. Bolduc, City Manager answered that it expires this month. He noted that this subject would be a topic discussed in January.

Mr. LeBoeuf thanked the City for the Christmas party.

Ms. Brown stated that she enjoyed the Christmas parade and thanked the departments for all their hard work.

Mr. Blocker asked what the update on the Environmental Center was.

Mr. Bolduc stated that the sod will be in shortly and painting. He noted that they are working with the Historic Preservation Board and the County Extension to get exhibits in by January.

Mr. Hayes did a year in review and thanked the Council, Mayor and City Manager for their work for the citizens of the City of Crestview.

Mayor Whitten spoke about a resolution from Okaloosa County concerning being a safe haven city. He asked for Council to review the 3-page document and asked if this is something the City would like to do.

17. City Clerk Report

17.1 Appointment of New Member to the Police And Fire Retirement Board

Ms. Roy, City Clerk asked Council if they had any suggestions for a new member for the Police & Fire Retirement Board.

18. Attorney Update

19. City Manager Report

20. Adjournment

This meeting was adjourned by Mayor Whitten at 8:26 p.m.

Elizabeth M. Roy
City Clerk

J B Whitten
Mayor

Minutes approve this _____ day of _____, 20__.



Staff Report

CITY COUNCIL MEETING DATE: March 9, 2020

TYPE OF AGENDA ITEM: Resolution

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: JB Whitten, Mayor
DATE: 3/5/2020
SUBJECT: Creation of a Youth Council Committee

BACKGROUND:

Many municipalities form Youth Councils to keep the younger citizens involved in the City Government and to develop Future Leaders.

DISCUSSION:

Mayor Whitten wishes to form a Youth Council for the City of Crestview.

The common process for establishing a Youth Council is to pass a Resolution by 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

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

Play- Expand recreational and entertainment activities within the City

Community Culture- Develop a specific identity for Crestview

FINANCIAL IMPACT

Financial Impact has not been determined at this time.

RECOMMENDED ACTION

Staff respectfully requests that Council Adopt Resolution 20-06

Attachments

None

RESOLUTION: 2020-6

**A RESOLUTION OF CITY COUNCIL OF THE CITY OF CRESTVIEW,
FLORIDA, CREATING A YOUTH COUNCIL AND PROVIDING FOR
AN EFFECTIVE DATE.**

WHEREAS, many municipalities use youth councils to inject fresh ideas and youth perspectives into local decision-making; and

WHEREAS, youth councils can promote community service and foster a better understanding among young people of how government works; and

WHEREAS, youth councils are an excellent means of promoting regular and active civic engagement among young people, which is vitally important to provide the knowledge, skills and abilities to the next generation of local leaders; and

WHEREAS, as such, the City Council desires to create a Youth Council; 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 CITY COUNCIL OF THE CITY OF CRESTVIEW
OF OKALOOSA COUNTY, FLORIDA THAT:**

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

Section 2. Creation of the City of Crestview Youth Council. The City Council hereby creates a citizen group, to be known as the City of Crestview Youth Council to report to and inform the Mayor regarding issues of special interest to youth of the City.

Section 3. Composition of the Group. The Group shall consist of 7 students and shall be appointed as followed: 2 students appointed by the High School, 2 by each Middle School, 1 each from the Boy Scouts and Girl Scouts, and a Chair appointed by the Mayor.

Section 4. Dissolution of Group. The Group shall automatically dissolve upon completion of the task at hand, unless otherwise extended by the City Council.

Section 5. Effective Date. This Resolution shall take effect immediately upon adoption.

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

CITY OF CRESTVIEW, FLORIDA

JB Whitten, Mayor

Attest:

Elizabeth M. Roy, City Clerk



Staff Report

CITY COUNCIL MEETING DATE: March 9, 2020

TYPE OF AGENDA ITEM: Ordinance

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Kathy Austin, Executive Assistant
DATE: 3/5/2020
SUBJECT: Firefighter Cancer Presumption Ordinance

BACKGROUND:

From time to time the Retirement Board, at the request of the Retirement Board Attorney requests the City Council to pass an ordinance to make necessary changes to the retirement plan.

DISCUSSION:

After years of persistence and study, the Florida Legislature adopted the long-anticipated cancer presumption bill ("SB 426") by a unanimous vote in the Florida House and Senate. By doing so Florida joins a list of over forty states that have enacted some form of cancer presumption for firefighters.

The new law creates Fla. Stat. §112.1816, a set of detailed statutory provisions that are discussed below. SB 426 provides certain benefits to firefighters who receive a cancer diagnosis when specific conditions are met. Florida's firefighter pension boards should be aware that this new law will affect the way disability applications are processed.

More information about the Statute is contained in the attachments.

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.

Safety- Ensure the continuous safety of citizens and visitors

Opportunity- Promote an environment that encourages economic and educational opportunity

FINANCIAL IMPACT

Financial impacts to the City of Crestview Retirement plan are included in the Attached Actuarial Impact Statement.

Possible Financial impact to the City of Crestview are shown in the attached Updated Memo.

RECOMMENDED ACTION

Staff respectfully requests that Council adopt Ordinance 1749 on first reading and send to second reading.

Attachments

1. FF - SB 426 - Cancer Presumption Updated memo
2. 2020.01.13 Actuarial Impact Statement Crestview PF (1)

ORDINANCE: 1749

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA; AMENDING THE CITY OF CRESTVIEW POLICE OFFICERS' AND FIREFIGHTERS' RETIREMENT PLAN, ADOPTED BY ORDINANCE NO. 1027, AS SUBSEQUENTLY AMENDED, TO IMPLEMENT THE CONCLUSIVE FIREFIGHTER CANCER PRESUMPTION ESTABLISHED BY SECTION 112.1816, FLA. STAT., AND REBUTTABLE DISEASE PRESUMPTIONS UNDER SECTIONS 112.18, 112.181, 175.231 AND 185.34, FLA. STAT., FOR PUBLIC SAFETY OFFICERS; CREATING SECTION 7.4 OF THE PENSION PLAN RELATING TO PRE-RETIREMENT DEATH BENEFITS; AMENDING SECTION 8.2 OF THE PENSION PLAN RELATING TO IN-LINE-OF DUTY DISABILITY BENEFITS; PROVIDING FOR INCLUSION IN THE CODE; PROVIDING FOR SEVERABILITY; PROVIDING FOR A REPEALER; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, after years of study, the National Institute for Occupational Safety and Health (NIOSH) concluded that firefighters are at a higher risk of developing twenty-one enumerated types of cancer.

WHEREAS, the Florida Legislature, in recognition of this elevated cancer risk, has created a conclusive duty-related cancer presumption.

WHEREAS, Senate Bill 426 (SB 426) amends Chapter 112, Florida Statutes, by creating Section 112.1816, governing disability and death benefits for firefighters.

WHEREAS, SB 426 governs all firefighter pensions in Florida.

WHEREAS, Chapters 112, 175 and 185, Florida Statutes, establish rebuttable presumptions for firefighters and law enforcement officers in cases of heart disease, hypertension, tuberculosis, meningococcal meningitis, and hepatitis.

WHEREAS, the Board of Trustees of the City of Crestview Police Officers' and Firefighters' Retirement Plan has prepared this ordinance to implement the statutory presumptions in Chapters 112, 175, and 185, Fla. Stat, including SB 426, effective July 1, 2019.

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

Section 1: Section 7.4 of the City of Crestview Police Officers' and Firefighters' Retirement Plan is hereby created to read as follows:

SECTION 7. PRE-RETIREMENT DEATH.

7.4 In-Line of Duty Presumptions.

- A. Rebuttable presumptions: The provisions of Sections 112.18, 112.181, 175.231, and 185.34, Fla. Stat., are hereby codified within the Plan and are intended to be incorporated by reference. The Board of Trustees shall adopt uniform administrative rules for the conduct of hearings relating to these rebuttable presumptions and for the determination of any disqualifying events reflected in Chapters 112, 175, and 185, Fla. Stat.
- B. Conclusive cancer presumption: The provisions of Section 112.1816, Fla. Stat., are hereby codified within the Plan and are intended to be incorporated by reference. The Board of Trustees shall adopt uniform administrative rules relating to this presumption and for the determination of any disqualifying events as reflected in Chapters 112, 175 and 185, Fla. Stat.

Section 2: Section 8.2 of the City of Crestview Police Officers' and Firefighters' Retirement Plan is hereby amended to read as follows:

SECTION 8. DISABILITY.

8.2. In-Line of Duty Presumptions.

- A. Rebuttable Presumption: Any condition or impairment of health of a Police Officer or Firefighter caused by hypertension or heart disease shall be presumed to have been suffered in line of duty unless the contrary is shown by competent evidence, provided that such Police Officer or Firefighter shall have successfully passed a physical examination upon entering into such service, including cardiogram for Police Officer Members, which examination failed to reveal any evidence of such condition; and provided further, that such presumption shall not apply to benefits payable or granted in a policy of life insurance or disability insurance. The provisions of Sections 112.18, 112.181, 175.231, and 185.34, Fla. Stat., are hereby codified within the Plan and are intended to be incorporated by reference. The Board of Trustees shall adopt uniform administrative rules for the conduct of hearings relating to these rebuttable presumptions and for the determination of any disqualifying events reflected in Chapters 112, 175, and 185, Fla. Stat.
- B. Conclusive cancer presumption: The provisions of Section 112.1816, Fla. Stat., are hereby codified within the Plan and are intended to be incorporated by reference. The Board of Trustees shall adopt uniform administrative rules for the conduct of hearings relating to this presumption and for the determination of any disqualifying events as reflected in the statute.
- ~~B. Additional Presumption. Effective January 1, 1996, the presumption provided for in Section 112.181, Florida Statutes, as amended from time to time, is incorporated herein by reference.~~

Section 3: It is the intention of the City Council, and it is hereby ordained that the provisions of this

Ordinance shall become and be made a part of the Code of Ordinances of the City of Crestview, that the sections of the Ordinance may be renumbered or relettered to accomplish such intentions; and that the word “Ordinance” shall be changed to “Section” or other appropriate word.

Section 4: If any clause, section, or other part or application of this Ordinance shall be held in any court of competent jurisdiction to be unconstitutional or invalid, such unconstitutional or invalid part or application shall be considered as eliminated and shall not affect the validity of the remaining portions or applications which shall remain in full force and effect.

Section 5: All ordinances or parts of ordinances, resolutions or parts of resolutions in conflict herewith are hereby repealed to the extent of such conflict.

Section 6: This Ordinance shall become effective immediately upon adoption, unless otherwise provided.

PASSED on first reading by the City Council of the City of Crestview, Florida, this ____ day of _____, 2020.

PASSED AND ADOPTED on the second reading by the City Council of the City of Crestview, Florida, this ____ day of _____, 2020.

JB Whitten MAYOR

Attest:

Elizabeth Roy, City Clerk

Coding: Words in ~~strikeout~~ type are deletions from existing text.

Words in underline type are additions.



MEMORANDUM

TO: ALL FLORIDA FIREFIGHTER PENSION CLIENTS

FROM: KLAUSNER, KAUFMAN, JENSEN & LEVINSON

RE: FIREFIGHTER CANCER PRESUMPTION BILL (SB 426)

DATE: May 21, 2019

The fourth year is the charm. After years of persistence and study, the Florida Legislature adopted the long-anticipated cancer presumption bill ("SB 426") by a unanimous vote in the Florida House and Senate. By doing so Florida joins a list of over forty states that have enacted some form of cancer presumption for firefighters.

The new law creates Fla. Stat. §112.1816, a set of detailed statutory provisions that are discussed below. SB 426 provides certain benefits to firefighters who receive a cancer diagnosis when specific conditions are met. Florida's firefighter pension boards should be aware that this new law will affect the way disability applications are processed.

In order to qualify for the new benefits under §112.1816, firefighters must be employed full-time with a fire department or public safety department whose primary responsibility is to prevent and extinguish fires. A firefighter diagnosed with any one of the following types of cancers is conclusively presumed to have contracted the illness in-the-line-of-duty.

- Bladder cancer;
- Brain cancer;
- Breast cancer;
- Cervical cancer;
- Colon cancer;
- Esophageal cancer;
- Invasive skin cancer;
- Kidney cancer;
- Prostate cancer;
- Rectal cancer;
- Stomach cancer;
- Large intestinal cancer;
- Lung cancer;
- Malignant melanoma;
- Mesothelioma;
- Multiple myeloma;
- Non-Hodgkin's lymphoma;
- Oral cavity and pharynx cancer;
- Ovarian cancer;
- Testicular cancer;
- Thyroid cancer.

Upon receiving a cancer diagnosis, and as an alternative to pursuing workers' compensation benefits, a firefighter would be entitled to these benefits when he or she has: (a) been employed by a municipal fire department for at least five continuous years, (b) has abstained from tobacco products for at least the five years preceding his or her diagnosis, and (c) has not been employed in any other position in the preceding five years which is proven to create a higher cancer risk. Despite the cancer job related illness, a cancer diagnosis would be covered under the firefighter's health insurance and he or she would be entitled to the following employer provided benefits:

- A timely reimbursement for all out-of-pocket deductibles, copayments, or coinsurance costs incurred due to the treatment of cancer and
- A one-time cash payout of \$25,000.

Firefighters who terminate employment with their department, are not employed as a firefighter following that termination, and have met the criteria mentioned above upon termination, may elect to continue health insurance coverage in an employer-sponsored plan or a health insurance trust fund. Those who elect this option are entitled to coverage for ten years following his or her termination date.

For purposes of pension and retirement, a firefighter will be considered totally and permanently disabled in the line-of-duty if he or she is unable to perform the duties of a firefighter as a result of a cancer diagnosis or circumstances that arise out of the treatment thereof. For those firefighters not in an employer-sponsored retirement plan, a disability retirement benefit of at least 42% of the firefighter's annual salary must be provided until his or her death. If the firefighter dies before retirement, his or her beneficiary is entitled to receive death benefits totaling at least 42% of the firefighter's most recent annual salary for at least ten years.

SB 426 further provides that the cancer presumption extends to statutory death benefits for firefighters under §112.191(2)(a), Fla. Stat. As discussed in another memo, effective July 1, 2019, S.B. 7098 increases the statutory firefighter death benefit to \$75,000 (which is separate and distinct from pension benefits).

Employers may purchase an insurance policy to cover some or all of these statutory benefits. The cost of such a policy must be borne solely by the employer and may not be funded by individual firefighters, by any group health insurance trust fund, or by any self-insured trust fund providing health insurance coverage funded partially or wholly by firefighters.

Many questions have been asked about the implementation of SB 426. As with any new law, time will be required to fully understand SB 426's application. Our office will consult with you on the best way to incorporate the new law within your plan provisions.

A copy of SB 426 (also known as Chapter 2019-21) is available upon request or can be downloaded using the following link: <http://laws.flrules.org/2019/21>

January 13, 2020

Ms. Kathy Austin
City of Crestview
Police and Fire Retirement Board
715 N. Ferdon Blvd
Crestview, FL 32536

Re: City of Crestview Police Officers' and Firefighters' Retirement Plan

Dear Kathy:

Enclosed is the following material, which has been prepared in support of the proposed changes to the Fund:

1. Three (3) copies of the required Actuarial Impact Statement, which outlines the costs associated with implementing the changes.
2. Draft of transmittal letters to the Bureau of Local Retirement Systems and the Bureau of Police Officers' and Firefighters' Retirement Trust Funds.

It will be necessary for the Chairman to sign each copy of the Actuarial Impact Statement as the Plan Administrator and forward the Impact Statement, along with a copy of the proposed Ordinance, to the two Bureaus prior to final reading.

If you have any questions concerning the enclosed material, please let us know.

Sincerely,



Drew D. Ballard, EA, MAAA

Enclosures

Mr. Steve Bardin
Police Officers' and Firefighters' Retirement Trust Funds
Department of Management Services, Division of Retirement
Post Office Box 3010
Tallahassee, FL 32315-3010

Re: Actuarial Impact Statement

Dear Mr. Bardin:

The City of Crestview is considering the implementation of amended retirement benefits for its Firefighters. The changes are described in the enclosed material.

Pursuant to the provisions of Chapter 175, we are enclosing the required Actuarial Impact Statement along with a copy of the proposed Ordinance for your review.

If you have any questions or if additional information is needed, please contact us.

Sincerely,

Mr. Keith Brinkman
Bureau of Local Retirement Systems
Division of Retirement
Post Office Box 9000
Tallahassee, FL 32315-9000

Re: Actuarial Impact Statement

Dear Mr. Brinkman:

The City of Crestview is considering the implementation of amended retirement benefits for its Firefighters. The changes are described in the enclosed material.

Pursuant to Section 22d-1.04 of the Agency Rules, we are enclosing the required Actuarial Impact Statement (AIS) and a copy of the proposed Ordinance for your review.

If you have any questions or if additional information is needed, please contact us.

Sincerely,

CITY OF CRESTVIEW
POLICE OFFICERS' AND FIREFIGHTERS' RETIREMENT PLAN
ACTUARIAL IMPACT STATEMENT

January 13, 2020
(Page 1)

Attached hereto is a comparison of the impact on the Minimum Required Contribution (per Chapter 112, Florida Statutes) and the Required City Contribution, resulting from the implementation of the following changes:

Chapter 2019-21, Laws of Florida was signed into effect granting certain disability benefits to firefighters participating in an employer-sponsored retirement plan. Effective July 1, 2019, "the retirement plan must consider the firefighter totally and permanently disabled in the line of duty if he or she meets the retirement plan's definition of totally and permanently disabled due to the diagnosis of cancer or circumstances that arise out of the treatment of cancer." For this purpose, "cancer" is as defined in Section 112.1816(1), Florida Statutes. To value for this change, we are increasing the percentage of disablements assumed to occur in line of duty from 75% to 90% for firefighters. Please note that the benefit changes provided in this impact statement only relate to the disability benefits for the Pension Fund and do not provide for other additional benefits that are provided for in Florida Statutes Section 112.1816.

The cost impact, determined as of October 1, 2018, applicable to the fiscal year ending September 30, 2020, is as follows:

	<u>Proposed</u>	<u>Current</u>
Minimum Required Contribution		
% of Projected Annual Payroll	22.9%	22.9%
Member Contributions (Est.)		
% of Projected Annual Payroll	6.4%	6.4%
City And State Required Contribution		
% of Projected Annual Payroll	16.5%	16.5%
State Contribution (Est.) ¹	\$232,430	\$232,430
% of Projected Annual Payroll	5.2%	5.2%
City Required Contribution ²		
% of Projected Annual Payroll	11.3%	11.3%

¹ Reflects the mutual consent agreement between the City and the plan membership. Under this agreement, the City is entitled to retain the first \$192,522.69 of the annual premium tax distributions. Additionally, the City will receive 25% of any amounts in excess of \$192,522.69 each year with the remaining excess amounts being transferred to the Share Plan.

CITY OF CRESTVIEW
POLICE OFFICERS' AND FIREFIGHTERS' RETIREMENT PLAN

ACTUARIAL IMPACT STATEMENT

December 10, 2019
(Page 2)

The changes presented herein are in compliance with Part VII, Chapter 112, Florida Statutes and Section 14, Article X of the State Constitution. The undersigned is familiar with the immediate and long-term aspects of pension valuations and meets the Qualification Standards of the American Academy of Actuaries necessary to render the opinions contained herein.

All assumptions and methods used are the same as described in the October 1, 2018 actuarial valuation report unless otherwise indicated. All of the sections of this report are considered an integral part of the actuarial opinions.



Drew D. Ballard, EA, MAAA
Enrolled Actuary #17-8193

STATEMENT OF PLAN ADMINISTRATOR

The prepared information presented herein reflects the estimated impact of the amendment.

Chairman, Board of Trustees

COMPARATIVE SUMMARY OF PRINCIPAL VALUATION RESULTS

	New Benefits <u>10/1/2018</u>	Old Benefits <u>10/1/2018</u>
A. Participant Data		
Actives	87	87
Service Retirees	23	23
DROP Retirees	0	0
Beneficiaries	1	1
Disability Retirees	2	2
Terminated Vested	<u>10</u>	<u>10</u>
Total	123	123
Total Annual Payroll	\$4,447,523	\$4,447,523
Payroll Under Assumed Ret. Age	4,447,523	4,447,523
Annual Rate of Payments to:		
Service Retirees	678,617	678,617
DROP Retirees	0	0
Beneficiaries	13,562	13,562
Disability Retirees	34,692	34,692
Terminated Vested	17,076	17,076
B. Assets		
Actuarial Value (AVA) ¹	19,151,086	19,151,086
Market Value (MVA) ¹	19,873,107	19,873,107
C. Liabilities		
Present Value of Benefits		
Actives		
Retirement Benefits	16,416,100	16,416,100
Disability Benefits	477,377	473,894
Death Benefits	106,910	106,910
Vested Benefits	886,621	886,621
Refund of Contributions	278,799	278,799
Service Retirees	7,777,175	7,777,175
DROP Retirees ¹	0	0
Beneficiaries	58,098	58,098
Disability Retirees	302,323	302,323
Terminated Vested	253,197	253,197
Share Plan Balances ¹	<u>742,478</u>	<u>742,478</u>
Total	27,299,078	27,295,595

C. Liabilities - (Continued)	New Benefits <u>10/1/2018</u>	Old Benefits <u>10/1/2018</u>
Present Value of Future Salaries	34,846,358	34,846,358
Present Value of Future Member Contributions	2,230,167	2,230,167
Total Normal Cost	738,467	737,590
Present Value of Future Normal Costs (EAN)	5,937,801	5,930,931
Accrued Liability (Retirement)	11,379,902	11,379,902
Accrued Liability (Disability)	232,179	235,566
Accrued Liability (Death)	65,137	65,137
Accrued Liability (Vesting)	502,519	502,519
Accrued Liability (Refunds)	48,269	48,269
Accrued Liability (Inactives) ¹	8,390,793	8,390,793
Share Plan Balances ¹	<u>742,478</u>	<u>742,478</u>
Total Actuarial Accrued Liability (EAN AL)	21,361,277	21,364,664
Total Actuarial Accrued Liability (FIL)	21,513,190	21,516,577
Unfunded Actuarial Accrued Liability (UAAL)	2,362,104	2,365,491
Funded Ratio (AVA / EAN AL)	89.7%	89.6%
Funded Ratio (AVA / FIL AL)	89.0%	89.0%

D. Actuarial Present Value of Accrued Benefits	New Benefits <u>10/1/2018</u>	Old Benefits <u>10/1/2018</u>
Vested Accrued Benefits		
Inactives + Share Plan Balances ¹	9,133,271	9,133,271
Actives	5,374,637	5,368,155
Member Contributions	<u>1,781,484</u>	<u>1,781,484</u>
Total	16,289,392	16,282,910
Non-vested Accrued Benefits	<u>438,101</u>	<u>438,807</u>
Total Present Value		
Accrued Benefits (PVAB)	16,727,493	16,721,717
Funded Ratio (MVA / PVAB)	118.8%	118.8%
Increase (Decrease) in Present Value of Accrued Benefits Attributable to:		
Plan Amendments	5,776	
Assumption Changes	0	
Plan Experience	0	
Benefits Paid	0	
Interest	0	
Other	<u>0</u>	
Total	5,776	

Valuation Date	New Benefits	Old Benefits
Applicable to Fiscal Year Ending	10/1/2018	10/1/2018
	<u>9/30/2020</u>	<u>9/30/2020</u>
E. Pension Cost		
Normal Cost (with interest)		
% of Total Annual Payroll ²	17.2	17.2
Administrative Expenses (with interest)		
% of Total Annual Payroll ²	1.5	1.5
Payment Required to Amortize Unfunded Actuarial Accrued Liability over 20 years (as of 10/1/2018, with interest)		
% of Total Annual Payroll ²	4.2	4.2
Minimum Required Contribution		
% of Total Annual Payroll ²	22.9	22.9
Expected Member Contributions		
% of Total Annual Payroll ²	6.4	6.4
Expected City and State Contribution		
% of Total Annual Payroll ²	16.5	16.5

¹ The asset values and liabilities include accumulated DROP and Share Plan Balances as of 9/30/2018.

² Contributions developed as of 10/1/2018 are expressed as a percentage of total annual payroll at 10/1/2018 of \$4,447,523.

ACTUARIAL ASSUMPTIONS AND METHODS

Mortality Rate

Healthy Active Lives:

Female: RP2000 Generational, 100% Combined Healthy White Collar, Scale BB

Male: RP2000 Generational, 10% Combined Healthy White Collar / 90% Combined Healthy Blue Collar, Scale BB

Healthy Inactive Lives:

Female: RP2000 Generational, 100% Annuitant White Collar, Scale BB

Male: RP2000 Generational, 10% Annuitant White Collar / 90% Annuitant Blue Collar, Scale BB

Disabled Lives:

Female: 60% RP2000 Disabled Female set forward two years / 40% Annuitant White Collar with no setback, no projection scale

Male: 60% RP2000 Disabled Male setback four years / 40% Annuitant White Collar with no setback, no projection scale

The above assumption rates were mandated by Chapter 2015-157, Laws of Florida. This law mandates the use of the assumptions used in either of the two most recent valuations of the Florida Retirement System (FRS). The above rates are those outlined in Milliman's July 1, 2018 FRS valuation report for special risk employees. We feel this assumption sufficiently accommodates future mortality improvements.

Interest Rate

7.25% (prior year 7.50%) per year compounded annually, net of investment related expenses. This is supported by the target asset allocation of the trust and the expected long-term return by asset class.

Salary Increases

<u>Age</u>	<u>Increase</u>
<25	10.0%
25-39	6.5%
40+	5.5%

The assumed rates were approved in conjunction with an actuarial experience study dated August 2016.

Administrative Expenses

\$66,003 annually, based on actual expenses incurred in the prior fiscal year.

Payroll Growth

2.37% (prior year 3.00%) for purposes of amortizing the Unfunded Actuarial Accrued Liability. This assumption cannot exceed the ten-year average payroll growth, in compliance with Part VII of Chapter 112, Florida Statutes.

Normal Retirement Age

Service = 10 to 24 Years: 50% at ages 55-56, 100% at ages 57 and above

Service = 25+ Years: 100% at all ages

These assumptions were approved in conjunction with an actuarial experience study dated August 2016.

Early Retirement

Commencing with the earliest Early Retirement Age (45), Members are assumed to retire with an immediate benefit at the rate of 7.5% per year. This assumption was approved in conjunction with an actuarial experience study dated August 2016.

Disability Rate

Age-based table. Sample rates below. It is also assumed that 75% of disablements are service related.

<u>Age</u>	<u>Rate</u>
20	0.07%
30	0.09
40	0.15
50	0.50

The assumed rates were approved in conjunction with an actuarial experience study dated August 2016.

Termination Rate

<u>Service</u>	<u>Rate</u>
0-2	20.0%
3	15.0
4	10.0
5	9.0
6	8.0
7	7.0
8	6.0
9	5.5
10	5.0
11	4.5
12	4.0
13+	3.5

The assumed rates were approved in conjunction with an actuarial experience study dated August 2016.

Funding Method

Frozen Entry Age Actuarial Cost Method.

Actuarial Asset Method

Each year, the prior Actuarial Value of Assets is brought forward utilizing the historical geometric 4-year average Market Value return. It is possible that over time this technique will produce an insignificant bias above or below Market Value.

SUMMARY OF CURRENT PLAN

<u>Eligibility</u>	Full-time employees who are classified as Police Officers or Firefighters participate as a condition of employment.
<u>Credited Service</u>	Total years and fractional parts of years of employment with the City as a Police Officer or Firefighter.
<u>Salary</u>	W-2 Compensation, excluding sick and vacation pay, but including tax-exempt, tax-deferred and tax-sheltered income.
<u>Average Final Compensation</u>	Average Salary for the 5 best years of the 10 years immediately preceding retirement or termination.
<u>Member Contributions</u>	6.4% of Salary.
<u>City and State Contributions</u>	Remaining amount required in order to pay current costs and amortize unfunded past service cost, if any, as provided in Part VII, Chapter 112, F.S. Minimum City contribution is 5.0% of Members' salaries.
<u>Normal Retirement</u>	
Date	Earlier of: 1) age 55 and 10 years of Credited Service, or 2) age 52 and 25 years of Credited Service.
Benefit	3.2% of Average Final Compensation <u>times</u> Credited Service
Form of Benefit	Ten Year Certain and Life Annuity (options available).
<u>Early Retirement</u>	
Eligibility	Age 45 and 10 Years of Credited Service.
Benefit	Accrued benefit, reduced 3% per year to age 50 and actuarially reduced from age 50 to age 45.
<u>Vesting</u>	
Schedule	100% after 10 years of Credited Service.
Benefit Amount	Member will receive the vested portion of his (her) accrued benefit payable at the otherwise Early (reduced) or Normal Retirement Date.

Disability

Eligibility

Service Incurred

Covered from Date of Employment.

Non-Service Incurred

10 years of Credited Service.

Exclusions

Disability resulting from use of drugs, illegal participation in riots, service in military, etc.

Benefit

Benefit accrued to date of disability but not less than 42% of Average Final Compensation (Service Incurred).

Duration

Payable for life (with 120 payments guaranteed) or until recovery (as determined by the Board). Optional forms of payment are available.

Death Benefits

Pre-Retirement

Vested: Monthly accrued benefit payable to designated beneficiary for 10 years at otherwise Early (reduced) or Normal (unreduced) Retirement Date.

Non-Vested: Refund of accumulated contributions with interest.

Post-Retirement

Benefits payable to beneficiary in accordance with option selected at retirement.

Supplemental Benefit

Effective January 26, 2015. Retirees who meet the normal retirement requirements are entitled to a monthly supplemental benefit equal to \$85.00 payable as a 10-year certain & life annuity (or actuarially equivalent benefit).

Board of Trustees

Two Council appointees, one Member from each Department elected by the membership, and a fifth Member elected by other 4 and appointed by Council.

Deferred Retirement Option Plan

Eligibility	Satisfaction of requirements for Normal Retirement.
Participation	Not more than 60 months.
Rate of Return	At election of Member (may change once during DROP period) either: 1) actual net rate of investment return (total return net of brokerage commissions, transaction costs, and management fees), or 2) 6.5%. Earnings are credited each fiscal quarter.
Form of Distribution	Cash lump sum (options available) payable at termination of employment.

Chapter 175/185 Share Accounts

Pursuant to Chapter 2015-39, a share plan was established as of September 30, 2016 based on a mutual consent agreement between the City and the membership.



Staff Report

CITY COUNCIL MEETING DATE: March 9, 2020

TYPE OF AGENDA ITEM: Action Item

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM:
DATE: 3/5/2020
SUBJECT: Transfer of CIT Funding into the Uniform Budgetary Items Category.

BACKGROUND:

The Crestview Police Department received funds as a part of a Federal Program that trained officers in Crisis Intervention Training (CIT). The funds were provided to the Crestview Police Department at the successful completion of the training. These funds, once received by the city, were placed into a general fund for the Police Department.

The Police Department is requesting the transfer of said funds into the Uniform Budget Item for the purpose of standardizing the department's uniform across all officers.

DISCUSSION:

Chief McCosker started with the Crestview Police Department in September of 2019. Upon initial assessment into the needs of the department, an area that was identified for necessary correction, was the standardization of uniforms across the agency.

By having all officers in a standardized uniform, the safety of officers is enhanced through the immediate recognition as an officer of the Crestview Police Department.

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

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

Safety- Ensure the continuous safety of citizens and visitors

FINANCIAL IMPACT

The financial impact to the city of Crestview is eliminated through this second party funding. The funds were

provided through the federal government for officers attendance in the Critical Incident Training.

RECOMMENDED ACTION

Staff respectfully requests the council approve the transfer of the funds received in the sum of \$12,000.00 for the CIT Training. And transfer the funds into Uniform Budgetary Item for anticipated purchases to achieve the standardization of uniforms within the agency.

Attachments

None



Staff Report

CITY COUNCIL MEETING DATE: March 9, 2020

TYPE OF AGENDA ITEM: Action Item

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM:
DATE: 3/5/2020
SUBJECT: Community Development Block Entitlement Grant Plan

BACKGROUND:

In September of 2019, the City submitted a letter to the Department of Urban and Housing Development to inform the Department of our intent pursue the Entitlement program.

DISCUSSION:

The planning staff has evaluated the process to set up the CDBG program for the City of Crestview.

The process includes drafting several plans which include how the monies will be allocated and to how public participation will occur.

With the current workload and recent reductions of staff, a need has arisen to enlist outside assistance in developing the plan.

Staff is requesting permission to utilize unspent revenues from unfilled position.

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

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

Infrastructure- Satisfy current and future infrastructure needs

Communication- To engage, inform and educate public and staff

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

Community Character- Promote desirable growth with a hometown atmosphere

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

Staff is requesting to use monies from unfilled positions to hire a contract employee on an hourly basis to draft the and implement the plan. upon implementation, the City stands receive \$142,000.00 in block grant revenue.

Once the grant is approved and for future years, the cost to administer this program will be paid from the annual award.

RECOMMENDED ACTION

Staff respectfully requests City Council approval to contract with an individual to draft and implement the first year plan.

Attachments

1. City of Crestview ltr accepting CDBG status 09202019
2. Potential New Entitlement Cities and Urban Counties for FY 2020



CITY OF CRESTVIEW

OFFICE OF THE CITY MANAGER

P.O. DRAWER 1209, CRESTVIEW, FLORIDA 32536

(850) 682-3812

September 20, 2019

Debra Dye
Senior Community Planning and Development Representative
CDBG-DR Team
U.S. Department of Housing and Urban Development
Jacksonville Field Office
400 West Bay Street, Suite 1015
Jacksonville, Florida 32202

Dear Ms. Dye:

It is with great hope that we would like to officially declare our intent to accept this grant opportunity this year. As we have discussed, our new City Manager has extensive experience with this program and is excited to utilize this resource for great benefit in our area.

We understand there are several items requiring action on our part that will need to be accomplished quickly and are committed to putting forth every effort needed to succeed with this program. We look forward to working closely with you on succeeding in this opportunity.

Sincerely

Tim Bolduc
City Manager
City of Crestview



OFFICE OF COMMUNITY PLANNING
AND DEVELOPMENT

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-7000

JUL 18 2019

MEMORANDUM FOR: All Community Planning and Development Directors

FROM: Stanley Gimont, Deputy Assistant Secretary
for Grant Programs, DG

SUBJECT: Potential New Metropolitan Cities and Urban Counties
for Fiscal Year 2020
Community Development Block Grant (CDBG) Program

This memorandum provides guidance regarding the options available to potential new metropolitan cities and urban counties for Fiscal Year (FY) 2020. These potential new entitlement grantees are listed by category:

- Potential new metropolitan cities.
- Cities currently participating in an urban county that is requalifying this year for FYs 2020-2022.
- Cities located in a potential new urban county or located in but not currently participating in an urban county.
- Cities not located in an urban county.
- New potentially eligible urban counties.
- Previously identified potentially eligible urban counties.

Cities and counties that have been identified as eligible for entitlement or urban county status for the first time appear in italics on these lists. Please use the information below to notify any community within your office's jurisdiction of its potential eligibility and the options available to it. Please notify such communities in writing no later than two weeks after receipt of this memorandum.

The potential new metropolitan cities and urban counties listed below are identified based on the Census Bureau's July 1, 2018 population estimates and the Office of Management and Budget's September 14, 2018 Metropolitan Statistical Area updates. Most of the newly-identified cities qualify based on population rather than as new principal cities of metropolitan areas.

HUD has listed an estimated funding level for planning purposes for each potential new grantee. This planning estimate is based on what the jurisdiction's funding allocation would have been if it had been an entitlement program participant in FY 2019. Since the Census Bureau demographic data used for the formula is updated every year for every grantee, and since the number of participating grantees changes every year, HUD makes no guarantee that these estimates are an accurate prediction of actual FY 2020 allocation amounts for any jurisdiction that decides to accept entitlement community status. Potential grantees should also be aware that the President's

FY 2020 budget proposes no funding for the CDBG program. It remains to be seen whether or not Congress will appropriate funding for the CDBG program for FY 2020.

POTENTIAL NEW METROPOLITAN CITIES (NOT PART OF AN URBAN COUNTY)

Planning Estimates

New York/New Jersey (Region 2)

Princeton, NJ \$233,000

Southeast/Caribbean (Region 4)

Madison city, AL \$185,000

Avon Park City, FL \$153,000

Smyrna, TN \$309,000

Midwest (Region 5)

Weston, WI \$115,000

Southwest (Region 6)

Little Elm, TX \$196,000

Pacific/Hawaii (Region 9)

Prescott Valley, AZ \$326,000

Northwest/Alaska (Region 10)

Lebanon, OR \$137,000

**CITIES CURRENTLY PARTICIPATING IN AN URBAN COUNTY THAT IS
REQUALIFYING THIS YEAR FOR FYS 2020-2022**

	<u>Urban County</u>	<u>Planning Estimates</u>
Southeast/Caribbean (Region 4)		
Bonita Springs City, FL	Lee County	\$410,000
North Port City, FL	Sarasota County	\$379,000
Venice, FL	Sarasota County	\$85,000
Conway, SC	Horry County	\$206,000
Myrtle Beach, SC	Horry County	\$290,000

	<u>Urban County</u>	<u>Planning Estimates</u>
Midwest (Region 5)		
Apple Valley City, MN	Dakota County	\$223,000
Blaine, MN	Anoka County	\$258,000
Burnsville, MN	Dakota County	\$326,000
Eagan City, MN	Dakota County	\$276,000
Lakeville, MN	Dakota County	\$204,000
Southwest (Region 6)		
Broken Arrow, OK	Tulsa County	\$521,000
Great Plains (Region 7)		
St. Charles City, MO	St. Charles County	\$316,000
St. Peters, MO	St. Charles County	\$177,000
Northwest/Alaska (Region 10)		
<i>Port Orchard City, WA</i>	Kitsap County	\$113,000

These cities have four options:

1. Accept status as an entitlement grantee;
2. Accept status as an entitlement grantee and enter into a joint agreement with the urban county in which it is located;
3. Defer status as an entitlement grantee and participate through the State CDBG program;
or
4. Defer status as an entitlement grantee and continue to participate as part of the urban county.

A unit of general local government (UGLG) may become a participant in an urban county's CDBG program during any year in the urban county's three-year qualification period. However, once an UGLG becomes a participant in the urban county's CDBG program, it must remain with the county for the entire period of qualification that remains when the cooperation agreement is executed. A city may enter into a joint agreement with an urban county only when the county is requalifying for the next three-year period.

CITIES LOCATED IN A POTENTIAL NEW URBAN COUNTY OR LOCATED IN BUT NOT CURRENTLY PARTICIPATING IN AN URBAN COUNTY

Planning Estimates

New York/New Jersey (Region 2)

Hammonton, NJ	\$131,000
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Southeast/Caribbean (Region 4)

<i>Gulf Shores, AL (see note below)</i>	\$87,000
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Apopka, FL	\$291,000
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Johns Creek, GA	\$284,000
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North Myrtle Beach, SC (see note below)	\$85,000
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Midwest (Region 5)

Georgetown Charter Township, MI	\$186,000
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Southwest (Region 6)

Richardson, TX**	\$678,000
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<i>Wylie, TX</i>	\$216,000
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Great Plains (Region 7)

Ankeny, IA**	\$271,000
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Rocky Mountains (Region 8)

Castle Rock, CO (see note below)	\$222,000
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Parker, CO (see note below)	\$174,000
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Casper, WY**	\$358,000
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Pacific/Hawaii (Region 9)

Kingman, AZ (see note below)	\$279,000
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Lake Havasu, AZ (see note below)	\$306,000
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<i>Maricopa City, AZ</i>	\$219,000
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Northwest/Alaska (Region 10)

Twin Falls, ID

\$342,000

Gulf Shores, AL, is located in Baldwin County, which qualifies as an urban county. If Baldwin County decides to qualify as an urban county, Gulf Shores may accept its entitlement status, defer its status and become a participating unit of general local government in Baldwin County's CDBG program, accept its status and enter into a joint agreement with Baldwin County, or defer its status and participate in the State CDBG program. If Baldwin County decides not to qualify as an urban county, Gulf Shores may either accept or defer its entitlement status.

Castle Rock, CO and Parker, CO are located in Douglas County, CO, which relinquished its status as an entitlement urban county. If Douglas County decides to requalify as an urban county, Castle Rock and Parker have two other options: defer their status and become participating units of general local government in the county's CDBG program or accept their status and enter into a joint agreement with Douglas County.

North Myrtle Beach is located in Horry County, which requalifies in 2019 for FYs 2020-2022. North Myrtle Beach may accept its entitlement status, defer its status and join Horry County as a participating unit of general local government, or defer its status and participate in the State CDBG program.

Kingman and Lake Havasu, AZ, are located in Mohave County, a previously identified potential new urban county. If either city accepts its entitlement status, Mohave County will not qualify as an urban county. Both cities may accept their entitlement status, defer their entitlement status to join Mohave County, or defer their status to participate in the State CDBG program.

CITIES NOT LOCATED IN AN URBAN COUNTY

The following cities were previously identified as potential new entitlement communities (not located in an urban county), but deferred their entitlement status. Please notify these cities that they are still potentially eligible for their entitlement status.

Planning Estimates

New England (Region 1)

Methuen Town, MA	\$410,000
South Burlington City, VT	\$65,000

Mid-Atlantic (Region 3)

East Stroudsburg Borough, PA	\$96,000
Gettysburg Borough, PA	\$127,000
Waynesboro Borough, PA	\$177,000

Southeast/Caribbean (Region 4)

Daphne, AL	\$132,000
Foley, AL	\$103,000
Jacksonville, AL	\$103,000
Muscle Shoals, AL	\$59,000
Oxford, AL	\$124,000

Crestview, FL	\$142,000
Destin, FL**	\$51,000
Punta Gorda, FL *	\$84,000
Sebring, FL	\$104,000
Vero Beach, FL	\$130,000

Beaufort, SC	\$97,000
Bluffton, SC	\$90,000
Easley, SC	\$122,000

South Haven, MS	\$298,000
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Midwest (Region 5)

Carbondale, IL	\$306,000
Marion, IL	\$130,000

Greenwood, IN**	\$324,000
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North Mankato, MN*	\$62,000
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Onalaska, WI	\$90,000
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Southwest (Region 6)

Bentonville, AR	\$217,000
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Hammond, LA	\$196,000
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Great Plains (Region 7)

Cape Girardeau, MO	\$331,000
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Pacific/Hawaii (Region 9)

Carson City, NV*	\$435,000
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Corcoran, CA	\$214,000
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Northwest/Alaska (Region 10)

Fairbanks, AK	\$228,000
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NEWLY POTENTIALLY ELIGIBLE URBAN COUNTIES

Planning Estimates

Southeast/Caribbean (Region 4)

<i>Baldwin County, AL</i>	\$1,155,900
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<i>Johnston County, NC</i>	\$1,210,300
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Rocky Mountains (Region 8)

<i>Weld County, CO</i>	\$960,200
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Northwest/Alaska (Region 10)

<i>Marion County, OR</i>	\$1,574,900
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Given that HUD does not receive Census Bureau population estimates until midway through the year, HUD realizes that it would be difficult for newly-identified potential urban counties to complete the qualification process within the deadlines established by the 2019 Urban County Notice. This may be especially difficult if a county must obtain cooperation agreements from a large number of local governments. Field offices may wish to suggest that an interested county begin the process now to meet next year's deadlines to qualify for FY 2021 funding.

The planning estimates for the newly potentially eligible urban counties have not been released. They will be provided upon receipt.

PREVIOUSLY IDENTIFIED POTENTIAL NEW URBAN COUNTIES

The following urban counties were previously identified as potential new urban counties, but deferred their entitlement status. Please notify these counties that they are still eligible to accept their urban county entitlement status for Fiscal Year 2020.

Planning Estimates

New England (Region 1)

Hillsborough County, NH	\$1,001,200
Rockingham County, NH	\$1,337,300

New York/New Jersey (Region 2)	Planning Estimates
Saratoga County, NY	\$1,239,400
Mid-Atlantic (Region 3)	
Sussex County, DE	\$1,316,300
Southeast/Caribbean (Region 4)	
Clay County, FL	\$1,098,600
Forsyth County, GA	\$826,500
Berkeley County, SC	\$1,165,900
Midwest (Region 5)	
Ottawa County, MI	\$1,251,200
Southwest (Region 6)	
Collin County, TX	\$1,060,500
Denton County, TX**	\$1,312,900
Great Plains (Region 7)	
Polk County, IA (see note below)	\$904,600
Rocky Mountains (Region 8)	
Douglas County, CO	\$1,056,000
Pacific/Hawaii (Region 9)	
Mohave County, AZ (see note below)	\$1,752,800
Tulare County, CA**	\$3,076,100

Polk County, IA will not qualify as an urban county if the city of Ankeny decides to accept its entitlement status.

Mohave County, AZ may only qualify as an urban county if the cities of Kingman and Lake Havasu both decide to not accept their entitlement status and join the county instead. Both cities appear on the list of cities located in a potential new urban county.

COUNTIES THAT MAY QUALIFY AS URBAN COUNTIES IF METROPOLITAN CITIES RELINQUISH THEIR STATUS

Attachment F of the FY 2019 Urban County Notice (see link below) contains a list of counties that could qualify as an urban county, if one or more currently-participating entitlement grantees located in that county were to relinquish their metropolitan city status in favor of the county. Headquarters defers to field offices on the appropriateness of contacting those cities and counties, based on the field office's prior interactions with and knowledge of those communities.

DEFERRING ENTITLEMENT STATUS

*Carson City, NV; Punta Gorda, FL; North Mankato, MN; Casper, WY do not need to be notified of their potential entitlement status, as they have recently and consciously decided to give up their entitlement community status. These cities are listed because they are not 2019 CDBG program participants.

** **Shaded cities and counties** have previously notified HUD that they “permanently” defer their entitlement status. They do not need to be notified of their potential entitlement status. Any potentially eligible city or urban county may choose to “permanently” defer its entitlement status. This means that the city or county does not intend to accept its status in the foreseeable future. Any city or county that makes this choice should notify your office in writing of this intent. HUD will not send any further notifications to the grantee regarding its potential entitlement status. The city or county may elect in the future to accept its entitlement status, as its decision to “permanently” defer its entitlement status is reversible. It will be the responsibility of the city or county to notify HUD if it changes its mind in the future. Please notify the Entitlement Communities Division of any other cities or counties that choose to “permanently” defer their entitlement status.

QUALIFICATION DEADLINES

Please have each city identified above that is not located in a requalifying urban county notify you of its intent to accept or defer its entitlement status by September 13, 2019. Cities located in requalifying urban counties are required to notify you of their intent to accept or defer their entitlement status by August 23, 2019. Those cities should also consult the 2019 Urban County Notice regarding deadlines for notifying the urban county of their intentions. This may be particularly important in counties that use automatically-renewing cooperation agreements. You may email all decisions to Abubakari Zuberi of the Systems Development and Evaluation Division and Gloria Coates of the Entitlement Communities Division upon receipt.

Please contact all qualified potential new urban counties, provide each a copy of the 2019 Urban County Notice (a copy may be accessed at <https://www.hud.gov/sites/dfiles/OCHCO/documents/19-04cpdn.pdf>) and review the qualification steps that a county must complete to qualify as an urban county under the CDBG program. Please also provide this Notice to any potential new metropolitan city that also has the option of signing a joint agreement with an urban county. For a potential new urban county to qualify for CDBG funding in Fiscal Year 2020, by no later than September 9, 2019, your office (and field counsel)

must receive and review the documentation a potential new urban county is required to complete and submit to qualify as an urban county.

Potential new urban counties should also be aware of the qualification deadlines that apply to the HOME program, should a county qualify for HOME funds as well as CDBG funds. Section 217(b)(2)(B)(3) of the National Affordable Housing Act (42 U.S.C. 12747) established a statutory deadline for grantees to qualify as a participating jurisdiction for HOME funding in the following year. HUD must receive and approve the necessary documents before September 27, 2019, in order for a county to qualify for HOME funding in FY 2020. Because this deadline is based on a statutory requirement, it cannot be extended.

CONCLUSION

The attached guidance for new entitlement grantees identifies the requirements that must be followed if a potential new grantee elects to accept its entitlement status.

Please direct any questions related to this memorandum to the Entitlement Communities Division at 202-708-1577.

Attachment

GUIDANCE FOR POTENTIAL NEW ENTITLEMENT GRANTEES COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

Potential new CDBG entitlement grantees may be identified annually when the Census Bureau releases updated population data. In addition, the Office of Management and Budget periodically issues bulletins that update their designations of metropolitan areas, counties included in metropolitan areas, and principal cities of those metropolitan areas. This memorandum provides guidance to potential new entitlement communities on the process required to become entitlement communities.

Once they are notified that they may be eligible for CDBG funding, potential new entitlement grantees are required to provide a written response to their local HUD Field Offices stating that they accept or decline their entitlement status. This response may be sent via email with a PDF attachment, facsimile, or mailed to the Field Office.

Part 91 Requirements

Potential new entitlement grantees must select a program year start date between January 1 – October 1. New grantees are encouraged to select a program year start date from July 1 – October 1 because of the amount of time required to develop a citizen participation plan, Consolidated Plan/Action Plan, train and hire staff on CDBG program requirements, and perform other necessary administrative actions required for start-up. In addition, because the Congressional appropriation process is often not completed by the start of the federal fiscal year, grantees with a program year start date of April 1 or earlier often do not receive their CDBG grants until well after their program year start dates.

Grantees are required to prepare a citizen participation plan that gives their policies and procedures for citizen participation in accordance with 24 CFR 91.105(a)(1). According to 24 CFR 91.105(a)(2), the citizen participation plan must provide for and encourage citizens to participate in the development of the consolidated plan/action plan, substantial amendments to the consolidated plan, and the annual performance and evaluation report. Low and moderate persons should be encouraged to participate in this process, particularly those that reside in areas where CDBG assistance may be targeted. Grantees must also encourage the participation of minorities, non-English speaking persons, and persons with disabilities as well. Participation by nonprofits, community-based organizations, public housing agencies, businesses, developers, and faith based organizations should also be encouraged.

A grantee is required to prepare a Consolidated Plan every three to five years and an annual Action Plan that details the activities it will carry out with CDBG funds. 24 CFR 91.5 defines a Consolidated Plan as the document submitted to HUD that serves as the comprehensive housing affordability strategy, community development plan, and submissions for funding under any of the Community Planning and Development formula programs (CDBG, HOME, ESG, and HOPWA) prepared in accordance with the process detailed in Subpart C of the Part 91 regulations.

Information required for a complete Consolidated Plan includes:

- A housing and a homeless needs assessment, which includes the jurisdiction's estimated housing needs, number and types of families in need of housing assistance for extremely low income, low income, moderate income, and middle-income families, renters or owners, elderly persons, single persons, large families, persons with HIV/AIDS and their families, and persons with disabilities.
- A homeless needs assessment which describes the nature and extent of homelessness; an estimate of the number of persons who are not homeless but require supportive housing; and the number of housing units occupied by low- and moderate-income families that contain lead paint hazards.
- A housing market analysis.
- A strategic plan which addresses nonhousing community development needs and barriers to affordable housing.
- An anti-poverty strategy.

Grantees must address all of the requirements listed in the regulations.

HUD cannot provide an estimate of how many hours it would take to prepare a Consolidated Plan because the number would vary with each entitlement grantee. It is recommended that potential new entitlement grantees contact other comparable entitlement grantees or the HUD Field Office to ascertain this information.

The regulations at 24 CFR 91.15(a)(1) state that jurisdictions should submit their Consolidated Plans to HUD at least 45 days before the start of its program year. 24 CFR 91.15(a)(2) states that HUD will not accept a Consolidated Plan submission earlier than November 15 or later than August 16 of the federal fiscal year for which the grant funds are appropriated. It is important for grantees to understand that failure to submit their Consolidated Plan and Annual Action Plan by August 16 will result in the loss of funding for that fiscal year. Grantees should consult 24 CFR 91.220-230 for guidance concerning preparation of an annual Action Plan. Information on the Consolidated Plan may be accessed at <https://www.hudexchange.info/programs/consolidated-plan>. Grantees are required to submit their Consolidated Plan/Action Plan in the eCon Planning Suite: Consolidated Plan and IDIS. The eCon Planning Suite includes CPD maps, a mapping tool to assist grantees in determining where to target CDBG assistance. Additional information on the eCon Planning suite may be accessed at <https://www.hudexchange.info/programs/consolidated-plan/econ-planning-suite/>. Webcasts on use of the eCon Planning suite may be accessed at <https://www.hudexchange.info/programs/consolidated-plan/econ-planning-suite-overview-webinars/>.

Grantees are also permitted to hire consultants to assist them in developing a Consolidated Plan. Consultants must be procured in accordance with the procurement requirements at 2 CFR 200.318-200.326, accessible at https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl. Notice 96-5 also provides guidance on

procurement. It may be accessed at

<http://www.hud.gov/offices/adm/hudclips/notices/cpd/96cpdnotices.cfm>.

Once a grantee submits its Consolidated Plan/Action Plan to the HUD Field Office, HUD has 45 days to review and approve it. A Consolidated Plan/Action Plan is considered approved by HUD 45 days after HUD receives it unless HUD notifies the grantee before that date that its plan is disapproved. The Field Office may disapprove all or part of a grantee's Consolidated Plan/Action Plan. Reasons include but are not limited to the plan being substantially incomplete, developed without citizen participation and/or consultation, or HUD determined that one or more of the certifications submitted with the plan are inaccurate. A grantee has 45 days from the date of notification of disapproval by HUD to resubmit its Consolidated Plan/Action Plan, and HUD has 30 days to approve or disapprove the resubmitted Consolidated Plan/Action Plan.

Once HUD approves a grantee's Consolidated Plan/Action Plan, the HUD Field Office issues a grant agreement. After the grant agreement is executed by HUD and the grantee, an account is established in the grantee's name with the U.S. Treasury. This is the grantee's Line of Credit. Grantees must draw down funds by activity as they are needed rather than draw down the entire grant at once. Grantees are not permitted to draw down funds in advance of need and are required to minimize the time between the transfer of funds from the Treasury to disbursement by them or their subrecipients for eligible activities.

Preparation of Consolidated Plans/Action Plans

New CDBG grantees are permitted to incur costs for the preparation of their citizen participation plans, Consolidated Plans/Action Plan and other administrative costs before the date of their grant agreements. Under the authority of 24 CFR 570.200(h), reimbursement for pre-award costs, before the effective date of the grant agreement, a grantee may incur costs and then after the effective date of the grant agreement pay for those costs using its CDBG funds. Citizens must be advised of the extent that pre-award costs will affect future grants, and the costs must be in compliance with Subpart C of the Part 570 regulations and the environmental review procedures stated in 24 CFR Part 58. Pre-award authority is only permitted for preparation of the first year's Consolidated Plan/Action Plan.

CDBG Program Administration

CDBG grantees are permitted to spend no more than 20 percent of their CDBG grants plus 20 percent of program income earned that program year for planning and administration expenses. Planning and administration expenses include but are not limited to preparation of the Consolidated Plan/Action Plan, staff salaries for employees administering the CDBG program, and lease of office space. New grantees will require significant start-up costs associated with the development of their citizen participation and consolidated/action plans and capacity building.

New CDBG grantees are advised to carefully consider the options for administering their proposed CDBG-assisted activities. The option(s) selected may depend on the size of the CDBG grant, grantees' capacity for CDBG program administration, and the activities that they plan to carry out. In accordance with 24 CFR 570.200(f), a grantee may carry out CDBG activities:

- through its employees (the hiring of staff to administer the CDBG program is an eligible administrative cost).
- procuring with a consulting firm or for-profit grant administrator (the contract must be governed by the requirements of 2 CFR 200.318-200.326).
- through loans or grants made to subrecipients (see 24 CFR 570.500(c) for the definition of subrecipient) or
- the use of one or more public agencies (such as the county, a public housing authority or a redevelopment authority).

Grantees may use one or more of these options for carrying out CDBG-assisted activities. However, please note that 24 CFR 570.501(b) states that the grantee is responsible for ensuring that CDBG funds are used in accordance with all program requirements. The use of designated public agencies, subrecipients, or contractors does not relieve grantees of this responsibility. This means that grantees must ensure that designated public agencies, subrecipients, and contractors are carrying out CDBG-assisted activities in compliance with all CDBG program requirements. The grantee is responsible for monitoring such entities to ensure performance and compliance. The grantee remains responsible for any compliance problems and is financially responsible for any disallowed costs.

CDBG grantees are required to provide CDBG assistance only to areas within their jurisdictions' boundaries unless the requirements in 24 CFR 570.309 are met. This provision states that a grantee must determine that an activity funded outside of its jurisdiction is necessary to further the purposes of the Housing and Community Development Act of 1974 and its community development objectives, and that the grantee's residents are reasonably benefiting from the activity. It is important that grantees document the basis for this determination before CDBG funds are expended, and grantees must maintain that documentation. Urban counties are reminded that local governments which chose to opt out of the county's program or chose not to sign a cooperation agreement to participate in the county's program are not part of the CDBG Urban County. Even though these local governments may lie within the county's corporate boundaries, they are outside the jurisdiction of the county for CDBG program purposes.

Reporting Requirements

CDBG grantees are required to be proficient in the use of the Integrated Disbursement and Information System (IDIS). IDIS is the system through which grantees enter activity accomplishments and draw funds from the Line of Credit. Grantees are required to report on all CDBG-assisted activities in IDIS on a regular basis. Grantees are required to enter information on the proposed activity and national objective. As the activity progresses, grantees are required to report on activity accomplishments and performance measures. For activities that will meet the low- and moderate-income jobs national objective, grantees are required to enter information on race and income of the beneficiaries and identify the number of jobs created or retained. For activities that will meet the low- and moderate-income limited clientele national objective, grantees

are required to enter information on race and income of the beneficiaries. For activities that will meet the low- and moderate-income area benefit national objective, grantees are required to enter information on the Census tract and block groups that comprise the service area of the activity. The IDIS training manual may be accessed at <https://www.hudexchange.info/resource/2685/idis-online-for-cdbg-entitlement-communities-training-manual/>. The IDIS library may be accessed at <http://archives.hud.gov/offices/cpd/systems/idis/library/index.cfm>.

To obtain an IDIS account, a grantee's chief executive officer (or their designee) must fill out the IDIS Online Access Request Form, have it notarized, and submit it to their local HUD Field Office. For security and separation of duties purposes, multiple staff members will require IDIS access. The form and additional information on the requirements for acquiring an IDIS account may be accessed at <https://www.hudexchange.info/programs/idis/idis-technical-assistance/>.