



CITY OF CRESTVIEW

OFFICE OF THE CITY CLERK

P.O. DRAWER 1209, CRESTVIEW, FLORIDA 32536

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

September 28, 2020

5:30 PM

Council Chambers

BUDGET PUBLIC HEARING

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

1. **Call to Order**
2. **Invocation, Pledge of Allegiance**
3. **Open Policy Making and Legislative Session**
4. **Approve Agenda**
5. **City Manager Report**
 - 10.1. City Clerk Compensation
6. **Public Hearings / Final Millage and Budget Resolutions**
 - 6.1. Final Millage Adoption - Resolution 2020-18
 - 6.2. Final Budget Resolution 2020-19
7. **Comments from the Mayor and Council**
8. **Comments from the Audience**
9. **Adjournment**

Note: The Presentations section is for items that were submitted by a citizen or group of Citizens no later than the Wednesday 2 weeks prior to the meeting to the Clerk's office for approval. These items will be scheduled under the section titles Presentations and Reports. Supporting documents must be submitted at this time to be on the regular agenda. All Action Item are for staff and elected officials only and must be submitted for

approval no later than the Wednesday 10 days prior to the meeting. Those not listed on the regular agenda who wish to address the council should fill out a yellow card. The Card must be submitted to the City Clerk. Speaking time should be three minutes or less, large groups may designate a spokesperson. All remarks should be addressed to the Council as a whole and not to individual members. All meeting procedures are outlined in the Meeting Rules and Procedures brochure available outside the Chambers .If any person decides to appeal any decision made by the City Council with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The City Council of the City of Crestview, Florida does not discriminate upon the basis of any individual's disability status. Anyone requiring reasonable accommodation as provided for in the American With Disabilities Act to insure access to and participation in the meeting should contact the Office of the City Clerk at (850)682-1560 prior to the meeting to make appropriate arrangements.

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



Staff Report

CITY COUNCIL MEETING DATE: September 28, 2020

TYPE OF AGENDA ITEM: Action Item

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Jessica Leavins, HR Specialist
DATE: 9/24/2020
SUBJECT: City Clerk Compensation

BACKGROUND:

The City Clerk's compensation is set by the City Council.

DISCUSSION:

The budget presented includes a 3% salary increase for the City Clerk, this is in line with the cost of living provided to employees.

Additionally, the City Manager, in concurrence with the City Clerk, is recommending a three-hundred and fifty dollar monthly stipend be provided to the Clerk in lieu of employer paid health insurance.

GOALS & OBJECTIVES

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

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

Financial Sustainability- Achieve long term financial sustainability

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

Infrastructure- Satisfy current and future infrastructure needs

Communication- To engage, inform and educate public and staff

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

Community Character- Promote desirable growth with a hometown atmosphere

Safety- Ensure the continuous safety of citizens and visitors

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Community Culture- Develop a specific identity for Crestview

FINANCIAL IMPACT

The health insurance stipend a cost savings of over \$4,700 annually. The cost of the salary increase is factored into the 20-21 budget.

RECOMMENDED ACTION

Staff respectfully requests the Council approve the attached memorandum of understanding between the City and City Clerk and the budgeted salary increase for the City Clerk.

Attachments

1. MOU

MEMORANDUM OF UNDERSTANDING

Between

City of Crestview

And

Elizabeth Roy, City Clerk

1 . Purpose

With the object of fiscal responsibility, the City of Crestview (“City”) and the City Clerk, Elizabeth Roy, (“Clerk”), collectively the “Parties”, enter into the following Memorandum of Understanding (“MOU”)

2 . Conditions

The City agrees to pay a health insurance stipend to the Clerk not to exceed three hundred and fifty dollars monthly.

3 . Financial

This stipend will be issued once monthly with the last payroll of the month. In order to qualify for the stipend payment proof of alternative coverage must be provided to Human Resources once each fiscal year.

4 . Legal Relationship

This MOU shall be construed as a statement of purpose to promote a genuine and mutually beneficial collaboration between the Parties. Nothing in this MOU shall create any legal relationship between the Parties.

5 . Commencement, Renewal, Termination

This MOU will be effective from October 1st, 2020 and will remain in force for the duration of service with the City. Either Party may terminate this MOU once yearly during the city's health insurance open enrollment period with notice in writing to the other party. Either Party may terminate this MOU by giving six (6) months' notice in writing to the other Party. Amendments may be made when agreed upon by both parties.

This MOU has been drawn up in two (2) original copies in the English language, each Party receiving one duly signed copy hereof.

Signed on behalf of the City of Crestview: Signed on behalf of Elizabeth Roy:

Place:

Place

Date:

Date:

J.B. Whitten
Mayor
City of Crestview



Staff Report

CITY COUNCIL MEETING DATE: September 28, 2020

TYPE OF AGENDA ITEM: Resolution

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Gina Toussaint, Finance Director
DATE: 9/24/2020
SUBJECT: Final Millage Adoption - Resolution 2020-18

BACKGROUND:

Within fifteen (15) days after the tentative Millage hearing, the City must advertise its intent to adopt a final millage. The Public hearing to adopt the final millage must be two to five days after the advertisement appears in the paper as required by Florida Statute 200.065(2).

DISCUSSION:

The tentative millage rate of 6.9466 was adopted by Resolution No. 20-16 on Monday, September 8, 2020.

The advertising as required by Florida Statute 200.065(2) was in the NW Florida Daily News on Wednesday, September 23, 2020.

GOALS & OBJECTIVES

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

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FINANCIAL IMPACT

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

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

RECOMMENDED ACTION

Staff respectfully requests that council adopt Resolution 2020-18 adopting the final millage rate at 6.9466 for the fiscal year 2021.

Attachments

None

RESOLUTION: 2020-18

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

WHEREAS, The City of Crestview of Okaloosa County Florida on September 28, 2020, adopted Fiscal Year Final Millage Rate following a public hearing as required by Florida Statute 200.065 and;

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

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

WHEREAS, all other legal requirements have been met.

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

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

PASSED AND ADOPTED IN REGULAR SESSION THIS 28th DAY OF SEPTEMBER, 2020.

CITY OF CRESTVIEW, FLORIDA

JB Whitten, Mayor

Attest:

**Elizabeth M. Roy, City
Clerk**



Staff Report

CITY COUNCIL MEETING DATE: September 28, 2020

TYPE OF AGENDA ITEM: Resolution

TO: Mayor and City Council
CC: City Manager, City Clerk, Staff and Attorney
FROM: Gina Toussaint, Finance Director
DATE: 9/24/2020
SUBJECT: Final Budget Resolution 2020-19

BACKGROUND:

Within fifteen (15) days after the tentative budget hearing, the City must advertise its intent to adopt a final budget. The public hearing to adopt the final budget must be two to five days after the advertisement appears in the newspaper as required by Florida Statute 200.065(2).

DISCUSSION:

The tentative budget with expenditures of \$45,321,940 was adopted by Resolution No. 20-17 on Monday, September 8th, 2020. Minor revisions have resulted in final revised budget expenditures of \$45,632,676.

The advertising as required by Florida Statute 200.065(2) was in the NW Florida Daily News on Wednesday, September 23, 2020.

GOALS & OBJECTIVES

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

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

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Community Culture- Develop a specific identity for Crestview

FINANCIAL IMPACT

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

RECOMMENDED ACTION

Staff respectfully requests that Council adopt Resolution 2020-19, adopting the final budget of \$45,632,676 for the fiscal year 2021.

Attachments

1. Budget Summary Exhibit

RESOLUTION: 2020-19

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

WHEREAS, The City of Crestview of Okaloosa County, Florida on September 28, 2020 held a public hearing as required by Florida Statute 200.065, and;

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

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

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

**PASSED AND ADOPTED IN REGULAR SESSION THIS 28th DAY OF SEPTEMBER 2020.
CITY OF CRESTVIEW, FLORIDA**

Attest:

JB Whitten, Mayor

ELIZABETH M. ROY, CITY CLERK

2021 City of Crestview Budget Summary

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

* Cash carry forward in 1735 Water is from Impact fees

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

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