CITY OF CRESTVIEW
CRA

OFFICE OF THE CITY CLERK
P.O. DRAWER 1209, CRESTVIEW, FLORIDA 32536
Phone # (850) 1560 Fax # (850) 682-8077

February 8, 2021
4:30 PM
Council Chambers

CRA Regular Meeting

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

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Open Policy Making and Legislative Session**
4. **Approve Agenda**
5. **Presentations and Reports**

   5.1. Presentation on CRA Mobility Study by Matrix

6. **Consent Agenda**

   6.1. Approval of Minutes from the September 14, 2020 and October 12, 2020 CRA Board Meetings

7. **Comments from the Board**
8. **Comments from the Attorney**
9. **CRA Director Report**
10. **City Manager / CRA Administrator Report**
11. **Action Items**

    11.1. CRA Budget Amendments and Resolution CRA 21-01

12. Comments from the Audience

13. 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 a s 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.

CITY OF CRESTVIEW

Item # 6.1.

Staff Report

CRA MEETING DATE: February 8, 2021
TYPE OF AGENDA ITEM: Action Item

TO:	CRA Board
CC:	City Manager, City Clerk, Staff and Attorney
FROM:	Elizabeth Roy, City Clerk
DATE:	2/2/2021
SUBJECT:	Approval of Minutes from the September 14, 2020 and October 12, 2020 CRA Board Meetings

BACKGROUND:

Minutes are presented for approval at CRA and City Council meetings

DISCUSSION:

Minutes are accomplished as soon as possible after each CRA Board Meeting

Board members are requested to send any corrections to the City Clerk prior to the approval meeting so changes may be made.

Any amendments submitted will be presented at the meeting for approval.

GOALS & OBJECTIVES

This item is consistent with the CRA Strategic Plan 2020 Gateway to Opportunities as follows:

Communication and Citizen updates.

FINANCIAL IMPACT

There is no financial impact for the approval of minutes.

RECOMMENDED ACTION

Staff respectively requests that the Board approve the minutes from the September 14, 2020 and October 12, 2020 CRA Board Meetings.

Attachments

1. 10.12.20 CRA Minutes
2. 9.14.2020 CRA minutes

Crestview CRA Meeting Minutes
October 12, 2020
5:00 PM
Council Chambers

1. Call to Order

The Regular Meeting of the Crestview CRA was called to order at 5:00 P.M.by Vice-Chairman Margareth LaRose Pierre, Members present were: Harry LeBoeuf, Andrew Rencich, Cynthia Brown, and Shannon Hayes. Joe Blocker attended remotely but did not vote Nathan Boyles was absent (excused) and Linda Parker was also absent (unexcused) Also present were City Manager Tim Bolduc, City Clerk/CRA Director Elizabeth Roy, City Attorney John Holloway, and staff members It was determined that a quorum was present.

2. Pledge of Allegiance

Pledge of Allegiance was led by Shannon Hayes

3. Open Policy Making and Legislative Session

4. Approve Agenda

A motion was made by Shannon Hayes to Approve the agenda. Seconded by Harry LeBoeuf, vote 4 yeas and 0 nays, motion carried.

5. Presentations and Reports

5.1. Presentation of Facade Grant to Brannon and Toney

A check presentation from the CRA Director was made to Jeff Toney from the law firm of Brannon and Toney, located on Main Street the Check was for a Façade Grant in the matching amount of $6250.

6. Consent Agenda

7. Comments from the Board

8. Comments from the Attorney

9. CRA Director Report

10. City Manager / CRA Administrator Report

Mr. Bolduc updated the board on the Gateway signs.

11. Action Items

11.1. Amendment to CRA contract with Main Street Association

CRA Director Elizabeth Roy presented changes to the Main Street Contract for 2020-2021 and requested that the Main Street Board be able to use the reserve funds from events in the 2019-2020 year towards the sound system for Downtown. A motion was made by Cynthia Brown to Approve the staff recommendation, seconded by Hayes 4 Yeas, 0 Nays Motion carried.

12. Comments from the Audience

13. Adjournment

Meeting was adjourned by Dr. LaRose at 5:14 PM

Elizabeth M. Roy **City Clerk**	**Nathan Boyles** **Chairman**

Minutes approve this_____ day of ____________, 20__.

Crestview Redevelopment Agency Meeting
September 14, 2020
5:00 PM
Council Chambers

The Regular Meeting of the Crestview Redevelopment Agency was called to order at 5:00 P.M. Members present were: Chairman Nathan Boyles, Vice Chairman Dr. Margareth Pierre-Larosse, Shannon Hayes, Joe Blocker, Cynthia Brown, Harry LeBoeuf, Andrew Rencich. Also present were the honorable, City Manager Tim Bolduc, CRA Director Elizabeth Roy, CRA Attorney department heads and members of the press. Ms. Linda Parker was not present for this meeting.

CRA Special Meeting

1. Call to Order

This meeting was called to order by Chairman Boyles at 5:00 p.m.

2. Pledge of Allegiance

The pledge was led by Chairman Boyles.

3. Open Policy Making and Legislative Session

4. Approve Agenda

Chairman Boyles asked for any objections or changes to the current Agenda.

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

5. Reports and Presentations

6. Consent Agenda

6.1 Approval of Minutes from the August 10, 2020 CRA Board Meeting.

Chairman Boyles asked for action by Board.

A motion made by Commissioner Hayes to approve the August 10, 2020 CRA Board Meeting. Seconded by Ms. Brown with 6 yeas and 0 nays, motion carried.

7. Comments from the Board

8. Comments from the Attorney

9. CRA Director Report

10. City Manager/CRA Administrator Report

Mr. Bolduc, CRA Administrator informed the Board that at the next meeting he will speak on the work progression of the signs.

11. Action Items

11.1 Approval of Mobility Study from Matrix Design

Ms. Roy, CRA Director informed the Board that on July 28 the Crestview CRA published a request for proposals (RFP) for a mobility study for the CRA district. There was a Pre-bid conference held for interested vendors on August 10, 2020 in the council chambers at City Hall. The CRA only received one proposal which was opened on Monday, August 31st at 2:10 PM in the Council Chambers at City Hall. She is looking for approval for the mobility study for a cost of $140,000.

Discussion ensued.

Chairman Boyles asked for action.

A motion made by Mr. Blocker to accept the recommendation of the committee and approve the Mobility study for the Cost of $140,000, and allow the CRA Director, City Attorney, and City Manager to formalize the agreement with Matrix and send for signatures. Seconded by Mr. Hayes with 6 yeas and with 0 nays, motion carried.

11.2 Resolution CRA 20-02 2021 Budget

Ms. Roy, CRA Director read Resolution 20-02.

RESOLUTION CRA 20-02

A RESOLUTION OF THE COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF CRESTVIEW, FLORIDA, ADOPTING A BUDGET FOR THE FISCAL YEAR 2021, BEGINNING ON OCTOBER 1, 2020 AND ENDING ON SEPTEMBER 30, 2021, AND PROVIDING FOR AN EFFECTIVE DATE.

Chairman Boyles asked for action by Council.

A motion made by Commissioner Hayes to adopt Resolution CRA 20-02. Seconded by Commissioner Blocker with 6 yeas with 0 nays, motion carried.

12. Comments from the Audience

13. Adjournment

Chairman Boyles adjourned the meeting at 5:22 p.m.

____
Elizabeth M. Roy
CRA Director

____
Nathan Boyles
Chairman

Minutes approve this ___ day of ____, 2021.

CITY OF CRESTVIEW Item # 11.1.

Staff Report

CRA MEETING DATE: February 8, 2021
TYPE OF AGENDA ITEM: Action Item

TO:	CRA Board
CC:	City Manager, City Clerk, Staff and Attorney
FROM:	Elizabeth Roy, City Clerk
DATE:	2/4/2021
SUBJECT:	CRA Budget Amendments and Resolution CRA 21-01

BACKGROUND:

During the course of a Fiscal year, it sometimes becomes necessary to make amendments to the Budget of an agency.

This can be caused by a change in funding or a change in priorities of the agency.

This budget amendments should be done in the form of a Resolution, and approved by a majority of the Board.

DISCUSSION:

There has been a change in the amount of money received by the CRA from Okaloosa County. This is caused by a change in the property tax amount from the projected amount during the budget season.

There has also been some changes in expenses that require the reallocation of both 2020 Fund Balance and 2021 budgeted amounts.

These changes are as follows:

1. Increase in the amount of monies received from Okaloosa County in the amount of $4,270.

2. The necessity of a separate audit of the CRA due to changes in the legislature and the amount of the 2020 actual budget.

Other changes requested do not require a budget amendment, as they are just being reallocated, but they do require approval of the CRA Board.

All of these changes are detailed on the attachements parovided.

GOALS & OBJECTIVES

This item is consistent with the CRA Strategic Plan 2020 Gateway to Opportunities as follows:

To revitalize the district capitalizing on current resources and recognized opportunities

1. Maintain and Strengthen the Façade Grant Program
2. Develop green space, open space parks, and public plaza programs and promote connectivity within the

community

To provide infrastructure for current and future needs

1. Develop and enforce building and site maintenance codes
2. Eliminate the informality in the enforcement of regulations
3. Develop a sidewalk restoration and maintenance program
4. Review a realign downtown streets for efficiency/eliminate dangerous intersections

Market the District

1. Clearly identify “Historic Downtown Crestview” and direct visitors and locals to the district
2. Develop “Gateways to Crestview”
3. Develop a cohesive “family” of wayfinding signs to the district

Enhance the Aesthetics of the District

1. Develop design guidelines for Facades, signage, landscaping , access and parking
2. Develop area around new courthouse/add public amenities

FINANCIAL IMPACT

There is no significant financial impact to the budget. Items on the attachments show which items will be paid from 2020 Fund balance and the reallocation of funds within the current CRA 2021 Budget.

RECOMMENDED ACTION

Staff respectfully requests that the Board approve Resolution CRA 21-01 and the subsequent line item budget changes as presented.

Attachments

1. 2021 Amended

RESOLUTION:

RESOLUTION CRA 21-01

A RESOLUTION OF THE COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF CRESTVIEW, FLORIDA, AMENDING THE BUDGET TO MORE ACCURATELY REFLECT ESTIMATED REVENUES AND APPROPRIATIONS, AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, The Crestview Community Redevelopment agency has determined that it is in the best interest of the Agency to amend its budget for the fiscal year 2021; and

WHEREAS, the Agency's budget needs to be amended to reflect such change.

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

1. The Budget is amended to accurately reflect estimated revenues and appropriations, a copy of which is attached hereto.

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

PASSED AND ADOPTED IN REGULAR SESSION THIS _______ OF ________, 2021

CRA of the CITY OF CRESTVIEW, FLORIDA

Nathan Boyles, CRA Board Chairman

Attest:

Elizabeth M. Roy, City Clerk

CRESTVIEW COMMUNITY REDEVELOPMENT AGENCY
2020-2021 BUDGET

		Adopted Budget	Changes Amended
2020-2021 Beginning Balance (estimated)		$ 927,107.00	**$ 946,747.00**
Operational Revenue (estimated)			
TIF Funds - County		$ 78,000.00	**$ 82,270.00**
TIF Funds - City		$ 155,000.00	**$ 155,000.00**
Interest		$ 4,080.00	**$ 4,080.00**
Miscellaneous Income		$ 100.00	**$ 100.00**
Total Projected Revenue for 2020-2021		**$ 1,164,287.00**	**$ 1,188,197.00**
Operating Expenses			
ENGINEERING FEES			
Matrix	31-03	$ 140,000.00	**$ 140,000.00**
CONTRACTUAL SERVICES			
Mainstreet	34-00	$ 50,000.00	**$ 50,000.00**
Rentals and Leases	44-00	$ 1,200.00	**$ 1,200.00**
Legal Fees	31-01	$ 5,000.00	**$ 5,000.00**
ADMINISTRATIVE EXPENSES			
Travel/Per Diem	40-00	$ 1,000.00	**$ 1,000.00**
Insurance	46-00	$ 1,503.00	**$ 1,503.00**
Printing	47-00	$ 100.00	**$ 100.00**
Office Supplies	51-00	$ 400.00	**$ 400.00**
Operating Supplies	52-00	$ 1,800.00	**$ 1,800.00**
Marketing	52-03	$ 10,000.00	**$ 10,000.00**
Dues and Subscriptions	54-00	$ 1,050.00	**$ 1,050.00**
Training	56-00	$ 500.00	**$ 500.00**
Program Services			
Park Segue	63-00	$ 75,000.00	**$ 25,000.00**
Downtown Beautification	63-00	$ 30,000.00	**$ 105,910.00**
Bush House	63-00	$ 200,000.00	**$ 150,000.00**
Twin Hills Upgrades	63-00	$ 50,000.00	**$ 25,000.00**
Gateway Signs Completion	63-00	$ 50,000.00	**$ 10,000.00**
Mobility Plan Implementation	63-00	$ 407,134.00	**$ 407,134.00**
Grants	82-00	$ 100,000.00	**$ 113,000.00**
Parking Lot improvements	63-00	$ -	**$ 100,000.00**
Other Expenses/Transfers			
Cost Allocation		$ 39,600.00	**$ 39,600.00**
Total Projected Expenses for 2020-2021		**$ 1,164,287.00**	**$ 1,188,197.00**

RECEIPTS/RESOURCES (Budget Amendment)

FUND #	ACCOUNT #	TITLE	AMOUNT
670	Increase in tiff	Okaloosa County	4,570.00
	Fund Balance Tranfer to 2021		19,640.00
			24,210.00

EXPENDITURES (Budget Amendment)

FUND #	ACCOUNT #	TITLE	AMOUNT
670	63-00	Improvements	6,210.00
		Annual Audit	5,000.00
	82-00		13,000.00
			24,210.00

EXPENDITURES FROM FUND BALANCE Remaining funds 25,000.00

FUND #	ACCOUNT #	TITLE	AMOUNT
670	63-00	Signs Balance	25,000.00
			25,000.00

Remaining Fund Balance -

REQUESTED CHANGES TO 2021 BUDGET PROJECTS

FROM PROJECT/ACCT	TO PROJECT/ACCT	AMOUNT	REMAINING $
Twin Hills 63-00	Downtown Beautification 63 Projects to include upgrading of buildings with non-matching grants or internal work	$ 25,000	$ 25,000
Park Segue 63-00	Parking Lot improvements 63-00	$ 50,000	$ 25,000
Signs 63-00	Downtown Beautification 63 Projects to include upgrading of buildings with non-matching grants or internal work	$ 40,000	$ 10,000 **Balance of work is being paid from Fund Balance This balance is for upkeep**
Bush House 63-00	Parking Lot improvements 63-00	$ 50,000	$ 150,000