



CITY OF CRESTVIEW CRA

OFFICE OF THE CITY CLERK

P.O. DRAWER 1209, CRESTVIEW, FLORIDA 32536

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

September 13, 2021

5:00 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
6. Consent Agenda
 - 6.1. Approval of Minutes from the July 12, 2021 CRA Meeting
7. Action Items
 - 7.1. Resolution CRA 21-01 2021-2022 Budget
 - 7.2. Approval of Facade Grant Award to Gordon Martial Arts
 - 7.3. Approval of content for CRA/Main Street Contract
8. CRA Director Report
 - 8.1. Ethics Training
 - 8.2. Upcoming Main Street Events
9. City Manager / CRA Administrator Report

10. Comments from the Board

11. Comments from the Audience

12. 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.



Staff Report

CRA MEETING DATE: September 13, 2021

TYPE OF AGENDA ITEM: Action Item

TO: CRA Board
CC: City Manager, City Clerk, Staff and Attorney
FROM: Elizabeth Roy, City Clerk
DATE: 9/1/2021
SUBJECT: Approval of Minutes from the July 12, 2021 CRA Meeting

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 respectfully requests that the Board approve the minutes from the July 12, 2021 CRA Meeting

Attachments

1. 2021.07.12 CRA

Crestview Redevelopment Agency Meeting
July 12, 2021
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-Larose 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 in attendance.

CRA 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. Presentations and Reports

5.1 Presentation of check to Gordon Martial Arts

Ms. Roy, CRA Director presented a grant check to Mr. Gordon of Gordon Martial Arts.

Mr. Bolduc, City Manager asked Mr. Gordon to explain the mural that he commissioned to be done on the building.

6. Consent Agenda

6.1 Approval of the minutes

6.1.1 April 12, 2021, CRA Meeting

Commissioner Boyles asked for approval or changes to the minutes.

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

7. Action Items

7.1 Approval of Mobility Study implementation

Mr. Bolduc, City Manager stated that the Mobility Study was completed in the Spring of 2021 and presented to the CRA Board at the April 12th, 2021, quarterly meeting. Due to their insight as the mobility study consultants, partnering with Matrix on the implementation/design stage of the project seems the most efficient and effective path. The cost for Matrix to complete the implementation/design work for downtown is \$373,000 and completion is expected in the spring of 2022. Staff respectfully requests that the CRA Board approve awarding the mobility study implementation/design project to Matrix Design Group at a cost of \$373,000.

A brief discussion ensued.

Chairman Boyles asked for action by Board.

A motion made by Mr. Rencich to approve the Mobility Study implementation/design project to Matrix Group at the cost of \$373,000. Seconded by Ms. Brown with all yeas, the request was approved by unanimous consent.

7.2 Request for increase in Grant Award for Hideaway Pizza

Ms. Roy, CRA Director stated that on August 10, 2020, the CRA board approved a façade grant for Hideaway Pizza in the amount not to exceed \$2272.16. In May of 2021 the completed documents and proof of payment were submitted to the CRA director. Due to the rising costs the actual cost for the project went from \$4131.20 to \$5725.00. The 50% match for the new costs would be \$2862.50. Staff is requesting that the CRA board approve the additional \$590.34 for the grant to Hideaway Pizza.

A brief discussion ensued.

Chairman Boyles asked for action by Board.

A motion made by Mr. Hayes to approve the increase of the Façade Grant for Hideaway Pizza from \$2272.16 to \$2862.50. Seconded by Mr. Blocker with all yeas the request was approved by unanimous consent.

8. CRA Director Report

Ms. Roy, CRA Director introduced the new Main Street Executive Director, Ms. Dawn Hyatt to the Board and presented the CRA Report 2020 that shows the finances, grants and projects that were completed. She then unveiled the mock-up of the Ben Holley Memorial to the Board.

9. City Manager/CRA Administrator Report

10. Comments from Audience

11. Comments from the Board

Vice Chairman Dr. Margareth Pierre-Larose invited the new Main Street Director to visit the Florida A& M Pharmacy school and indicated that she could hold the Main Street meeting there.

12. Adjournment

This meeting was adjourned by Chairman Boyles at 5:26 p.m.

Elizabeth M. Roy
CRA Director

Nathan Boyles
Chairman

Minutes approve this ____ day of ____, 2021.



Staff Report

CRA MEETING DATE: September 13, 2021

TYPE OF AGENDA ITEM: Resolution

TO: CRA Board
CC: City Manager, City Clerk, Staff and Attorney
FROM: Elizabeth Roy, City Clerk
DATE: 9/9/2021
SUBJECT: Resolution CRA 21-01 2021-2022 Budget

BACKGROUND:

The Tentative Budget for the City of Crestview is set for adoption on September 14, 2021.

That tentative budget includes revenue and expenditures for the CRA in the amount of \$1,336,627.00.

DISCUSSION:

The estimated revenue that will be received in 2021-22 is \$504,950.

- \$162,395 in Okaloosa County TIF funds
- \$89,555 in City of Crestview TIF funds
- \$3,000 in projected interest
- \$250,000 in State Grant monies for the renovation of the Bush House

The remaining \$831,677 is expected carryforward funds from 2020-2021.

The Final Budget for the City of Crestview will be adopted on September 27, 2021 in a public hearing.

The CRA budget will be included in the Final adoption hearing of the City Council on that date.

The CRA Board should approve the CRA budget prior to this hearing.

Any changes or amendments to the budget based on carryforward funds or projects will be presented to the CRA Board at the regular meeting on October 11, 2021.

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. Establish a revitalization task force to address economic and physical Revitalization
2. Maintain and Strengthen the Façade Grant Program

3. 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 and realign downtown streets for efficiency/eliminate dangerous intersections

Market the District

1. Build and develop an active marketing and branding program
2. Promote CRA district on website and all social media platforms
3. Clearly identify “Historic Downtown Crestview” and direct visitors and locals to the district
4. Develop “Gateways to Crestview”
5. Develop a cohesive “family” of wayfinding signs to the district

Enhance Public and Private partnerships

1. Re-emphasize and incentivize the Crestview Main Street Program
2. Refocus the Historic Preservation Board
3. Enhance the SR 85 Bridge

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
3. Eliminate informality of enforcement of regulations

Expand Activity in the District

1. Promote Arts in the downtown and entire CRA district

Economic Development in the District

1. Amend Comprehensive plan to mixed use for downtown district
2. Develop a commercial incentive program to encourage new development, economic activities and job creation

Connectivity

1. Develop an access road from Industrial Drive to Twin Hills Park
2. Develop a Bike path/pedestrian trail link to between downtown and Twin Hills Park
3. Connect Industrial Drive to Twin Hills park with new entrance

FINANCIAL IMPACT

The Adoption of the budget is required by Florida Statutes, in conjunction with the adoption of the final budget for the City of Crestview. The proposed budget for revenues and expenses is \$1,336,627.00. Line items in the budget will be finalized during the discussion of the attached Resolution and Budget.

RECOMMENDED ACTION

Staff respectfully requests that the CRA Board approve resolution CRA 21-01 2022 Budget

Attachments

1. 2022 Preliminary Crestview CRA Budget

RESOLUTION:

RESOLUTION CRA 21-01

**A RESOLUTION OF THE COMMUNITY REDEVELOPMENT AGENCY
OF THE CITY OF CRESTVIEW, FLORIDA, ADOPTING A BUDGET
FOR THE FISCAL YEAR 2022, BEGINNING ON OCTOBER 1, 2021
AND ENDING ON SEPTEMBER 30, 2022, AND PROVIDING FOR AN
EFFECTIVE DATE.**

WHEREAS, the Community Redevelopment Agency of the City of Crestview is required each year to adopt a budget for each fiscal year; and

WHEREAS, any amendments to the budget may be accomplished by the Community Redevelopment Agency by a formal Resolution;

NOW THEREFORE, BE IT RESOLVED THE COMMUNITY REDEVELOPMENT AGENCY OF THE CITY OF CRESTVIEW, FLORIDA THAT:

Section 1: The Crestview Community Redevelopment Agency hereby approves and adopts the budget for its Fiscal Year 2022 attached hereto as Exhibit A.

Section 2: The Budget approved and adopted by this Resolution shall be effective October 1, 2021.

T

PASSED AND ADOPTED IN REGULAR SESSION THIS 13th OF September , 2021

Crestview Community Redevelopment Agency

Nathan Boyles, Chairman

Elizabeth Roy, CRA Director



CRESTVIEW COMMUNITY REDEVELOPMENT AGENCY 2021- 2022 BUDGET

	2021 Budget	2022 Prelim
2021-2022 Beginning Balance (estimated)	\$ 927,107.00	\$ 831,677.00
Operational Revenue (estimated)		
TIF Funds - County	\$ 78,000.00	\$ 89,555.00
TIF Funds - City	\$ 155,000.00	\$ 162,395.00
Interest	\$ 4,080.00	\$ 3,000.00
Miscellaneous Income GRANT transfer	\$ 100.00	\$ 250,000.00
Total Projected Revenue for 2020-2021	\$ 1,164,287.00	\$ 1,336,627.00

Operating Expenses		
ENGINEERING FEES		
Matrix 31-03	\$ 140,000.00	\$ 380,000.00
CONTRACTUAL SERVICES		
Mainstreet 34-00	\$ 50,000.00	\$ 50,000.00
Downtown water 44-00	\$ 1,200.00	\$ 3,000.00
Legal Fees 31-01	\$ 5,000.00	\$ 5,000.00
Personnel Expenses	\$ -	\$ 36,000.00
ADMINISTRATIVE EXPENSES		
Travel/Per Diem 40-00	\$ 1,000.00	\$ 2,050.00
phone/equipment		\$ 2,500.00
Insurance	\$ 1,503.00	\$ 1,700.00
Printing 47-00	\$ 100.00	\$ 100.00
Office Supplies 51-00	\$ 400.00	\$ 500.00
Operating Supplies 52-00	\$ 1,800.00	\$ 1,000.00
uniform		\$ 300.00
Audit fees 32-00	\$ 5,000.00	\$ 5,000.00
Marketing 52-03	\$ 10,000.00	\$ 20,000.00
Dues and Subscriptions 54-00	\$ 1,050.00	\$ 1,500.00
Training 56-00	\$ 500.00	\$ 1,000.00

Program Services			
Downtown Improvements and upgrades	63-00	\$ 257,600.00	\$ 157,977.00
Bush House	63-00	\$ -	\$ 350,000.00
Grants	82-00	\$ 113,000.00	\$ 300,000.00
Other Expenses/Transfers		\$ -	
Cost Allocation		\$ 39,000.00	\$ 19,000.00
Total Projected Expenses for 2021-2022		\$ 1,164,287.00	\$ 1,336,627.00
		\$ -	



Staff Report

CRA MEETING DATE: September 13, 2021

TYPE OF AGENDA ITEM: Action Item

TO: CRA Board
CC: City Manager, City Clerk, Staff and Attorney
FROM: Elizabeth Roy, City Clerk
DATE: 9/9/2021
SUBJECT: Approval of Facade Grant Award to Gordon Martial Arts

BACKGROUND:

At the February 22nd CRA Board meeting, the Board gave approval for an up to \$10,000 Facade Grant to Gordon Martial Arts Studio in conjunction with their total renovation of the building on Oakdale Avenue.

DISCUSSION:

The renovation has been completed and the studio is now open for business again.
Other improvements to Oakdale Avenue have been made by the CRA implementation.
Attached is the facade grant application and invoices for the improvements to the building.
Total cost for the Facade improvements was \$23,633 and the grant reimbursement would be \$10,000.

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. Establish a revitalization task force to address economic and physical Revitalization
2. Maintain and Strengthen the Façade Grant Program
3. 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

Market the District

Enhance Public and Private partnerships

Enhance the Aesthetics of the District

1. Develop design guidelines for facades, signage, landscaping , access and parking
2. Eliminate informality of enforcement of regulations

Expand Activity in the District

Economic Development in the District

1. Amend Comprehensive plan to mixed use for downtown district
2. Develop a commercial incentive program to encourage new development, economic activities and job creation

Connectivity

FINANCIAL IMPACT

The \$10,000 is included in the Grant program budget for the current fiscal year.

RECOMMENDED ACTION

Staff respectfully requests approval of the Facade Grant reimbursement for Gordon Martial Arts in the amount of \$10,000.

Attachments

1. Facade grant Final Documents



Crestview Community Redevelopment Agency

Façade Improvement Grant Application

198 Wilson St N. Crestview, FL 32536

850-682-1560



I. Applicant/ Owner/ Property Information

Applicant Name: Thomas Gordon

Primary Phone #: 8506820720 Alternate Phone #: 8506825214

Applicant Mailing Address: 3182 E James Lee Blvd

City: Crestview State: FL Zip Code: 32539

Business Name: Gordon Martial Art Building Name (if applicable): _____

Building Street Address: 130 West Oakdale Ave

Building Owner Name (if different): _____

Tax I.D. Number of Property (if known): 17-3N-23-2490-0068-0070

- If the business is a partnership, attach a sheet listing name, address, and telephone number of each partner.
- If the business is a corporation, attach a sheet listing name, address, and telephone number of each shareholder and officer who owns any portion of the corporate stock. Publicly held companies are exempt.

II. Description of Façade Improvement

Please provide a brief description of the planned façade improvement: (attach sheets as necessary)

This is part of a complete renovation of the martial art school. This grant application is for
Awnings, paint, gutters, Brick Replacement and overall appearance approvals

- Attach a drawing or rendering of the planned façade improvements, as well as any additional descriptive material.
- Attach a photo of the building façade in its current condition

III. Cost of the Façade Improvements

Please provide cost estimates for the planned façade improvements. If any improvement cost exceeds \$7,500 then provide three (3) bid estimates and list preferred bid amount below. Please attached any Quotes received.

Improvement:	<u>Awnings</u>	Cost: \$	<u>\$7440</u>
Improvement:	<u>Awning</u>	Cost: \$	<u>\$2080</u>
Improvement:	<u>Awning</u>	Cost: \$	<u>\$1670</u>
Improvement:	<u>Paint / Painting</u>	Cost: \$	<u>\$2370/ \$6600</u>
Improvement:	<u>Bricks Gutters</u>	Cost: \$	<u>\$2473/\$1000</u>
Total Projected Cost: \$			<u>23,633</u>

IV. Applicant's Acknowledgements

Please read and initial all of the following:

TG

The undersigned applicant agrees to utilize any grant funds received in strict conformance with the guidelines set forth by the Community Redevelopment Agency.

TG

All Grant applications must receive approval by the CRA Board before any construction can commence. No grants will be awarded on an application if work has been started or completed.

TG

All grant applications for historical buildings/properties within the CRA District must receive approval from the Historic Preservation Board (HPB) before any construction can commence. No applications will receive this approval if work has been started or completed.

TG

All approved applicants will be required to present proper permitting and/or zoning changes from the Community Development Services Department prior to receiving grant funds.

TG

All applicants that are awarded a grant understand that when submitting for reimbursement detailed receipts must be presented for auditing requirements—NO EXCEPTIONS.

TG

Only commercial properties located within the Community Redevelopment Area (CRA) are eligible for this grant.

V. Checklist

- ☐ List all of business owners including name, address and telephone number.
- ☐ Drawings or renderings of the planned improvements, as well as any additional descriptive material.
- ☐ Photographs of the façade in its current condition.
- ☐ Itemized list of costs or estimates from a licensed contractor.
Three bids for each item exceeding \$7,500 _____ (applicable) X (non-applicable)

VI. Applicant's Signature

Thomas Gordon

Applicant's Name (Printed)



Applicant's Signature

09-02-2021

Date of Signature

* Your signature indicates agreement to abide by all referenced guidelines within this application. Return application to the CRA Director /City Clerk at address listed on front page of application. You may direct any questions regarding your application to the CRA Office at 850-689-1560.

VII. Approval Status

☐ Application was approved

Date of Approval: _____ Awarded Funds: \$ _____

☐ Application was not approved

Reason: _____

☐ Application incomplete

Items needed for incomplete application: _____

VIII. Final Inspection and Funding

Date of Final Inspection: _____

Inspected By: _____

___ Passed inspection

Date funds requested: _____ Date funds distributed: _____ Check #: _____

Signature of fund recipient: _____ Date: _____

___ Did not pass inspection Reason: _____

GUTTERGIRL SOUTH OF FL, INC.

Invoice

Invoice No: 280
Date: 08/02/2021

Bill To: Tom Gordon
130 W Oakdale Ave
Crestview, FL, 32536

10028 Via Grande
Navarre, FL, 32566
Kandee@gutterglovesouthoffl.net
www.guttergirlsoffline.com
850.710.3275

Description	Quantity	Rate	Amount
7" Gutters 4x5 Downspouts 50' gutter. 2 downspouts. 18' high.	1	\$1,000.00	\$1,000.00

Payment Instructions

You can always send check without service fees to address listed on invoice. Thank you

Subtotal	\$1,000.00
Total	\$1,000.00
Paid	\$0.00

BALANCE DUE \$1,000.00

Design Your Awning
403 Brents Loop
Scott, LA 70583

Invoice

Date	Invoice #
5/25/2021	2021-4419

Bill To	Ship To
Thomas Gordon 3182 E James Lee Blvd Crestview, FL 32539 tgordon@gordinmartialarts.com	Thomas Gordon 3182 E James Lee Blvd Crestview, FL 32539 850-305-9546

Due Date	Terms	Rep
6/25/2021	Shipping Date	KLC

Item Code	Description	Quantity	Amount
Metal Classic xSHIPPING & HANDLING	Classic Style Awning (Black - Smith Scrolls) / 77" Wide Ship To : No charge	1	1,670.00 0.00

Thank you for your business. Please call us at 1-800-283-8053 with any questions.			Total	\$1,670.00
Phone #	Fax #	Web Site	Payments/Credits	-\$1,670.00
337-277-8053		www.DesignYourAwning.com	Job Total Balance	\$0.00

Design Your Awning
403 Brents Loop
Scott, LA 70583

Invoice

Date	Invoice #
7/1/2021	2021-4488

PAID
08/04/2021

Bill To	Ship To
Thomas Gordon 3182 E James Lee Blvd Crestview, FL 32539 tgordon@gordonmartialarts.com	Thomas Gordon 3182 E James Lee Blvd Crestview, FL 32539 850-305-9546

Due Date	Terms	Rep
8/5/2021	Shipping Date	KLC

Item Code	Description	Quantity	Amount
Metal Classic	Classic Style Awning (Black - Smith Scrolls) / 96" Wide	1	2,080.00
Metal Classic	Classic Style Awning (Black - Smith Scrolls) / 86" Wide	4	7,440.00
xSHIPPING & HANDLING	Ship To : FL 32539		380.00

Thank you for your business. Please call us at 1-800-283-8053 with any questions.			Total	\$9,900.00
Phone #	Fax #	Web Site	Payments/Credits	-\$9,900.00
337-277-8053		www.DesignYourAwning.com	Job Total Balance	\$0.00

GORDON AIR CONDITIONING
3182 E JAMES LEE BLVD
CRESTVIEW, FL 32539 5315

CONSOLIDATED STATEMENT OF COMMERCIAL ACCOUNT
STATEMENT DATE: 04/30/21
CUSTOMER NUMBER : 5048-7826-5



								NET AMOUNT DUE (INCLUDES CURRENT DUE & PAST DUE)
JOB#	JOB NAME	TOTAL BALANCE	CURRENT DUE (PAYABLE BY DUE DATE)	TOTAL PAST DUE (PAY IMMEDIATELY)	PAST DUE 1-30 DAYS	PAST DUE 31-60 DAYS	PAST DUE 61-90 DAYS	PAST DUE OVER 90 DAYS
01	GORDON AIR CONDITIONING	2,370.08	2,047.88	322.20	322.20	0.00	0.00	0.00
TOTAL BALANCE AS OF 04/30/21		2,370.08	2,047.88	322.20	322.20	0.00	0.00	0.00

SEE INCLUDED PAGES FOR TRANSACTION DETAIL AND OTHER INFORMATION BY JOB



STATEMENT OF COMMERCIAL ACCOUNT

STATEMENT DATE: 04/30/21

PAGE: 1

CUSTOMER NUMBER : 5048-7826-5

GORDON AIR CONDITIONING
3182 E JAMES LEE BLVD
CRESTVIEW, FL 32539 5315

THE SHERWIN-WILLIAMS CO.
ACCOUNTS RECEIVABLE DEPT.
574 S MAIN ST
CRESTVIEW, FL 32536 4250

DUE DATE
05/20/2021

PLEASE PAY
\$2,370.08

JOB NUMBER: 01
JOB NAME: GORDON AIR CONDITIONING
PAYMENT TERMS: NET 20TH PROX

IF YOU HAVE ANY QUESTIONS CONCERNING YOUR ACCOUNT, PLEASE CALL 850-683-1886

ACCOUNT SUMMARY

PAST DUE AMOUNTS MUST BE PAID IMMEDIATELY

PREVIOUS BALANCE:	\$665.97	CURRENT DUE:	\$2,047.88
CURRENT MONTH CHARGES:	\$2,047.88	PAST DUE 1-30 DAYS:	\$322.20
CURRENT MONTH PAYMENTS:	\$0.00	PAST DUE 31-60 DAYS:	\$0.00
CURRENT MONTH STORE CREDITS:	\$343.77-	PAST DUE 61-90 DAYS:	\$0.00
CURRENT MONTH OTHER DEBITS:	\$0.00	PAST DUE OVER 90 DAYS:	\$0.00
CURRENT MONTH OTHER CREDITS:	\$0.00	NET AMOUNT DUE:	\$2,370.08
ACCOUNT BALANCE	\$2,370.08		

REMITTANCE ADVICE

CUSTOMER NO.

PAGE 1

5048-7826-5

JOB NUMBER : 01

702319 / 00185

GORDON AIR CONDITIONING
3182 E JAMES LEE BLVD
CRESTVIEW, FL 32539 5315

PLEASE RETURN THIS REMITTANCE ADVICE WITH
YOUR PAYMENT IN THE ENCLOSED ENVELOPE

THANK YOU FOR YOUR PAYMENT

NET AMOUNT DUE: \$2,370.08

AMOUNT PAID	
CHECK NO.	

ACCOUNT DETAIL

DATE	TYPE	STORE	REF NO	P.O. NUMBER/JOB DESC	AMOUNT	SUBTOTAL	REF NO	AMOUNT	PLEASE CHECKMARK ITEMS PAID IN FULL OR ENTER AMOUNT PAID
04/07/2021	CREDIT MEMO	702319	51718		\$53.50-		51718	\$53.50-	
04/13/2021	CREDIT MEMO	702319	52864		\$125.54-		52864	\$125.54-	
04/26/2021	CREDIT MEMO	702319	81465	MARTIAL ARTS	\$164.73-		81465	\$164.73-	
						\$343.77-			
03/20/2021	CHARGE	702319	47773	GMA	\$121.10		47773	\$121.10	
03/30/2021	CHARGE	702319	77307	SAMPLE	\$9.09		77307	\$9.09	
03/31/2021	CHARGE	702319	77505	MARTIAL ARTS BLD	\$171.20		77505	\$171.20	
03/31/2021	CHARGE	702319	77497	MARTIAL ARTS BLD	\$364.58		77497	\$364.58	
						\$665.97			
04/07/2021	CHARGE	702319	51700	MARTIAL ARTS BLDG	\$251.08		51700	\$251.08	
04/09/2021	CHARGE	702319	79139	MARTIAL ARTS BUILDING	\$243.06		79139	\$243.06	
04/21/2021	CHARGE	702319	80756	MARTIAL ARTS	\$196.84		80756	\$196.84	
04/22/2021	CHARGE	702319	80996	MARTIAL ARTS	\$160.50		80996	\$160.50	
04/26/2021	CHARGE	702319	55164	MARTIAL ARTS	\$338.54		55164	\$338.54	
04/27/2021	CHARGE	702319	55305		\$353.34		55305	\$353.34	
04/27/2021	CHARGE	702319	55313		\$9.25		55313	\$9.25	
04/29/2021	CHARGE	702319	55875		\$353.34		55875	\$353.34	
04/29/2021	CHARGE	702319	55883		\$117.75		55883	\$117.75	
04/30/2021	CHARGE	702319	56089	MARTIAL ARTS	\$24.18		56089	\$24.18	
						\$2,047.88			

771252

TO
Tom Gordon

IP TO
yellow River Painting

ESS Gordon Martial Arts

5090 Gilmore Rd.

CITY, STATE, ZIP

CITY, STATE, ZIP
Holt, FL. 32564

DATE _____

[illegible]

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102 Bulldog Rd Freeport, FL 32439 (850) 664-2253

ALL MATERIALS SHALL BE CONSIDERED ACCEPTED AFTER THE BUYER OR HIS AGENT HAS HAD REASONABLE OPPORTUNITY FOR INSPECTION. INSTALLED MATERIAL
CONSTITUTES TOTAL ACCEPTANCE OF THE MATERIAL BY THE BUYER OR CONSIGNEE.



Staff Report

CRA MEETING DATE: September 13, 2021

TYPE OF AGENDA ITEM: Action Item

TO: CRA Board
CC: City Manager, City Clerk, Staff and Attorney
FROM: Elizabeth Roy
DATE: 9/9/2021
SUBJECT: Approval of content for CRA/Main Street Contract

BACKGROUND:

The current agreement with Main Street Association expires September 30, 2021,

DISCUSSION:

The CRA Director has been working with the Main Street Director to outline the deliverables for the next two (2) years from the Crestview Main Street Association and the CRA obligations to same.

Items to be included in the agreement are as follows:

Financial

1. CRA will fund the MSCA with \$50,000 paid bi-annually, for MSCA to use as needed, except that 15% (\$7500) be ear-marked for marketing to include promotions of CRA district businesses/events.
2. MSCA will provide an annual budget prior to the beginning of the Fiscal year of the CRA (10/1)
3. MSCA will provide a copy of the monthly budget report to the CRA director.

MSCA deliverables

1. Marketing/promotion of CRA district businesses.
2. Promote CRA Grant Programs to businesses in the CRA District
3. 4 main events in the Main Street area to include: Fall Festival, Christmas Parade, New Years and July 4th.
4. Other events as determined by the MSCA board
5. Assist the City of Crestview and CRA with additional events as requested.
6. Bi-monthly reports/updates on the MSCA activities
7. Provide event insurance for Main Street Events
8. Provide any licenses/certifications needed for all Main street events.
9. Contact with CRA Director and Administrator (city manager) on status of all events, etc.

City of Crestview/CRA deliverables (in addition to financial support)

1. Public Services/police/fire aid for all main street events
2. CRA/City will aid in the promotion of all Main Street Events.

3. CRA/City will work with MSCA on logistics for all Main Street Events. Some events may require extra charges.

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. Establish a revitalization task force to address economic and physical Revitalization
2. Maintain and Strengthen the Façade Grant Program
3. 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. Build and develop an active marketing and branding program
2. Promote CRA district on website and all social media platforms
3. Clearly identify “Historic Downtown Crestview” and direct visitors and locals to the district
4. Develop “Gateways to Crestview”
5. Develop a cohesive “family” of wayfinding signs to the district

Enhance Public and Private partnerships

1. Re-emphasize and incentivize the Crestview Main Street Program
2. Refocus the Historic Preservation Board
3. Enhance the SR 85 Bridge

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
3. Eliminate informality of enforcement of regulations

Expand Activity in the District

1. Promote Arts in the downtown and entire CRA district

Economic Development in the District

1. Amend Comprehensive plan to mixed use for downtown district
2. Develop a commercial incentive program to encourage new development, economic activities and job creation

Connectivity

1. Develop an access road from Industrial Drive to Twin Hills Park
2. Develop a Bike path/pedestrian trail link to between downtown and Twin Hills Park
3. Connect Industrial Drive to Twin Hills park with new entrance

FINANCIAL IMPACT

Any Financial impact for the CRA is included in the 2021-2022 Budget

RECOMMENDED ACTION

Staff respectfully requests that the CRA Board approve the proposed agreement contact and allow the CRA Director, City Manager and CRA attorney to draft and execute the agreement with the Crestview Main Street Association.

Attachments

1. 2021.2022 MOA

City of Crestview

Community Redevelopment Agency



Office of the City Clerk/CRA Director
P. O. Box 1209, Crestview, Florida 32536
Phone # (850) 682-1560 Fax # (850) 682-8077
Email: cityclerk@cityofcrestview.org

Items for memorandum of agreement between Crestview
Community Redevelopment Association (CRA) and Main Street
Crestview Association (MSCA):

1. Financial

- a. CRA will fund the MSCA with \$50,000 paid bi-annually, for MSCA to use as needed, except that 15% (\$7500) be ear marked for marketing to include promotions of CRA district businesses/events.
- b. MSCA will provide an annual budget prior to the beginning of the Fiscal year of the CRA (10/1)
- c. MSCA will provide a copy of the monthly budget report to the CRA director.

2. MSCA deliverables

- a. Marketing/promotion of CRA district businesses.
- b. Promote CRA Grant Programs to businesses in the CRA District
- c. 4 main events in the Main Street area to include:
 - i. Fall Festival, Christmas Parade, New Years and July 4th.
- d. Other events as determined by the MSCA board
- e. Assist the City of Crestview and CRA with additional events as requested.
- f. Bi-monthly reports/updates on the MSCA activities
- g. Provide event insurance for Main Street Events
- h. Provide any licenses/certifications needed for all Main street events.

- i. Contact with CRA Director and Administrator (city manager) on status of all events, etc.
- 3. City of Crestview/CRA deliverables (in addition to financial support)
 - a. Public Services/police/fire aid for all main street events
 - b. CRA/City will aid in the promotion of all Main Street Events.
 - c. CRA/City will work with MSCA on logistics for all Main Street Events. Some events may require extra charges.



Staff Report

CRA MEETING DATE: September 13, 2021

TYPE OF AGENDA ITEM: Presentation

TO: CRA Board
CC: City Manager, City Clerk, Staff and Attorney
FROM:
DATE: 9/9/2021
SUBJECT: Upcoming Main Street Events

BACKGROUND:

The Crestview Main Street Association has several events planned for the remainder of 2021.

DISCUSSION:

Scheduled events:

- October 30th Fall Festival
- November 11th Veterans Day Parade and ceremony
- November 14th Christmas Market
- December 4th Christmas Parade
- December 31st New Year's Eve Celebration

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

Market the District

Enhance Public and Private partnerships

1. Re-emphasize and incentivize the Crestview Main Street Program

Expand Activity in the District

1. Promote Arts in the downtown and entire CRA district

Economic Development in the District

FINANCIAL IMPACT

The Financial impacts from these events are included in the CRA and City of Crestview Budgets

RECOMMENDED ACTION

No action needed, information only.

Attachments

None