COMMUNITY REDEVELOPMENT AGENCY AGENDA
June 27, 2022
5:00 p.m.
Council Chambers

The Public is invited to view our meetings on the City of Crestview Live stream 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 p.m. 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. Grant Reimbursement - Class 101
   - 5.2. Grant Reimbursement - Enzor Management
6. **Consent Agenda**
   - 6.1. Approval of the February 28, 2022 CRA Special Meeting Minutes
   - 6.2. Approval of the April 11, 2022 CRA Minutes
7. **Action Items**
   - 7.1. Budget Amendment Resolution
8. **CRA Director Report**
   - 8.1. Archway Sign
9. **City Manager / CRA Administrator Report**
10. **Comments from the Board**
11. **Comments from the Audience**
12. **Adjournment**

Florida Statute 286.0105. Notices of meetings and hearings must advise that a record is required to appeal. Each board, commission, or agency of this state or of any political subdivision thereof shall include in the notice of any meeting or hearing, if notice of the meeting or hearing is required, of such board, commission, or agency, conspicuously on such notice, the advice that, if a person decides to appeal any decision made by the board, agency, or commission 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 requirements of this section do not apply to the notice provided in s. 200.065(3). In accordance with Section 286.26, F.S., persons with disabilities needing special accommodations, please contact Maryanne Schrader, City Clerk at cityclerk@cityofcrestview.org or 850-628-1560 option 2 within 48 hours of the scheduled meeting.

CITY OF CRESTVIEW

Item # 5.1.

Staff Report

CRA MEETING DATE: June 27, 2022
TYPE OF AGENDA ITEM: Presentation

TO:	CRA Board
CC:	City Manager, City Clerk, Staff and Attorney
FROM:	Elizabeth Roy, CRA Director
DATE:	6/22/2022
SUBJECT:	Grant Reimbursement - Class 101

BACKGROUND:

Presentation only

DISCUSSION:

Item will be discussed during presentation.

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

Will be discussed.

RECOMMENDED ACTION

Discussion only.

Attachments

None

CITY OF CRESTVIEW

Item # 5.2.

Staff Report

CRA MEETING DATE: June 27, 2022
TYPE OF AGENDA ITEM: Presentation

TO:	CRA Board
CC:	City Manager, City Clerk, Staff and Attorney
FROM:	Elizabeth Roy, CRA Director
DATE:	6/22/2022
SUBJECT:	Grant Reimbursement - Enzor Management

BACKGROUND:
Information will be provided at the meeting.

DISCUSSION:
Presentation of the grant reimbursement information will be provided at the meeting,

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

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FINANCIAL IMPACT

RECOMMENDED ACTION

Discussion only.

Attachments

None

CITY OF CRESTVIEW

Item # 6.1.

Staff Report

CRA MEETING DATE: June 27, 2022
TYPE OF AGENDA ITEM: Action Item

TO:	CRA Board
CC:	City Manager, City Clerk, Staff and Attorney
FROM:	Maryanne Schrader
DATE:	5/11/2022
SUBJECT:	Approval of the February 28, 2022 CRA Special Meeting Minutes

BACKGROUND:

Routine approval of minutes.

DISCUSSION:

The minutes were provided to the Board members prior to the meeting.

GOALS & OBJECTIVES

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

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FINANCIAL IMPACT

n/a

RECOMMENDED ACTION

Motion is requested to approve the February 28, 2022 Special meeting minutes.

Attachments

1. 02282022 Special CRA Meeting Minutes Draft

Community Redevelopment Minutes - Draft
February 28, 2022
5:00 p.m.
Council Chambers

1. **Call to Order**
The Regular Meeting of the Crestview CRA was called to order at 5:00 p.m. by Chairman Nathan Boyles. Members present: Doug Capps, Andrew Rencich, Cynthia Brown, Joe Blocker, Shannon Hayes (arrived at 5:25 p.m.) Margareth Larose, and Linda Parker. Also present were City Manager Tim Bolduc, City Clerk Maryanne Schrader, CRA Director Elizabeth Roy, City Attorney Jon Holloway, and staff members.

2. **Pledge of Allegiance**
Chair Nathan Boyles led the Board in the Pledge of Allegiance.

3. **Open Policy Making and Legislative Session**

4. **Approve Agenda**
Motion by Board member Cynthia Brown and seconded by Board member Andrew Rencich to approve the agenda, as presented.

Roll Call: Joe Blocker, Margareth Larose-Pierre, Linda Parker, Andrew Rencich, Cynthia Brown, Doug Capps. All ayes. Motion carried.

5. **Presentations and Reports**
5.1. Mobility Implementation Update

City Manager Tim Bolduc went over the Master Plan for the improvements on Main Street stating they are about 60% complete. He went over the first section stating the 45-degree parking in front of the Courthouse will remain. He displayed the intersection beyond the Courthouse Terrace stating the intention is to make safety improvements. He said the intersection will have clear lines of sight and tree wells will be on the corners. The crosswalks will be ADA. Matrix will have to take consideration of every store front on Main Street. The elevations will be made to ensure accessibility. The stop signs will be located correctly. Ms. Roy has completed an inventory on pavers, etc. We will have bike racks, benches, trees, and flower beds. He mentioned that we need to discuss whether a contractor will be needed to maintain the plantings adding pavers, lighting and plants are needed to be successful.

CRA Director E. Roy added there will be five benches and a plantar, which depends on funding. City Manager T. Bolduc added our goal is to try to us other funding sources on the substantial improvement items instead of all CRA funding.

City Manager Tim Bolduc said he will bid out both phases at once. It will be bid for night work to minimize interruption, and alternatives bids will be done. They want to work positively with the area businesses adding each business will be addressed separately. He said all of the striping will be done, and he has met with the businesses regarding awnings.

Discussion ensued on food trucks and City Manager T. Bolduc said we have to decide the design based on our budget.

He said we will have the plans by the end of April to be able to go out for bid and hope to be in construction by the end of the year. He said we have $1.5 million set aside, and $1.5 m from the State.

5.2. Design Guidelines

CRA Director E. Roy went over the design guidelines, and the beautification and code compliance grant. She went over the color of the bricks, the awning colors, and guidelines for the store fronts. She added this will assist the businesses with the historical colors.

Discussion ensued.

City Manager Tim Bolduc recommended adopting the design guidelines with the option to appeal to the CRA Board. He suggested the CRA director to post on the guidelines and colors on the website and return to the Board with a color palette.

Motion by Board member Cynthia Brown and seconded by Board member Doug Capps to adopt a design guideline.

Roll Call: Joe Blocker, Shannon Hayes, Margareth Larose-Pierre, Linda Parker, Andrew Rencich, Cynthia Brown, Doug Capps. All ayes. Motion carried.

6. Consent Agenda

Nothing brought forward.

7. Action Items

7.1. Mobility Design Finalization

CRA Director E. Roy asked the board to decide on the color of the bicycle rack as a landmark.

Discussion ensued.

Motion by Board member Andrew Rencich and seconded by Board member Cynthia Brown to accept the yellow bike rack design.

Roll Call: Shannon Hayes, Margareth Larose-Pierre, Linda Parker, Andrew Rencich, Cynthia Brown, Doug Capps, Joe Blocker. All ayes. Motion carried.

Discussion ensued on the brick or stone paver selection.

Motion by Board member Cynthia Brown and seconded by Board member Margareth Larose-Pierre to choose the brick paver design.

Roll Call: Shannon Hayes, Margareth Larose-Pierre, Linda Parker, Andrew Rencich, Cynthia Brown, Doug Capps, Joe Blocker. All ayes. Motion carried.

8. CRA Director Report

CRA Director Elizabeth Roy provided a draft report stating it will be posted on the website and will provide hard copies.

9. City Manager / CRA Administrator Report

No further comments.

10. Comments from the Board

No further comments.

11. Comments from the Audience

No further comments.

12. Adjournment

Chair N. Boyles adjourned the meeting at 5:54 p.m.

Minutes approve this __ day of __, 2022.

Approved:

____

Nathan Boyles
Chair

____

Maryanne Schrader
City Clerk
Proper Notice having been duly given

CITY OF CRESTVIEW

Item # 6.2.

Staff Report

CRA MEETING DATE: June 27, 2022
TYPE OF AGENDA ITEM: Action Item

TO:	CRA Board
CC:	City Manager, City Clerk, Staff and Attorney
FROM:	Maryanne Schrader, City Clerk
DATE:	4/18/2022
SUBJECT:	Approval of the April 11, 2022 CRA Minutes

BACKGROUND:
Routine approval of minutes.

DISCUSSION:
The CRA Board has received the draft minutes prior to the meeting for review.

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

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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

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FINANCIAL IMPACT

n/a

RECOMMENDED ACTION

Staff requests a motion to approve the April 11, 2022 minutes.

Attachments

1. 04112022 Community Redevelopment Agency Minutes- Draft

Community Redevelopment Minutes - Draft
April 11, 2022
5:00 p.m.
Council Chambers

1. **Call to Order**

   The Regular Meeting of the Crestview CRA was called to order at 5:00 p.m. by Vice-Chair Margareth Larose. Members present: Doug Capps, Andrew Rencich, Cynthia Brown, Joe Blocker, Shannon Hayes, Margareth Larose, and Linda Parker. Also present were City Manager Tim Bolduc, City Clerk Maryanne Schrader, CRA Director Elizabeth Roy, City Attorney Jon Holloway, and staff members. Chair Nathan Boyles was excused.

2. **Pledge of Allegiance**

   Board Member Shannon Hayes led the Board in the Pledge of Allegiance.

3. **Open Policy Making and Legislative Session**

4. **Approve Agenda**

   Chair Dr. Larose requested action.

   Motion by Board Member Shannon Hayes and seconded by Board Member Joe Blocker to approve the Consent Agenda.

   Roll Call: Joe Blocker, Shannon Hayes, Linda Parker, Andrew Rencich, Cynthia Brown, Doug Capps. All ayes. Motion carried.

5. **Presentations and Reports**

6. **Consent Agenda**

   6.1. Approval of minutes from January 24, 2022

   Chair Dr. Larose requested action.

   Motion by Board Member Andrew Rencich and seconded by Board Member Doug Capps to approve the minutes of January 24, 2022.

   Roll Call: Joe Blocker, Shannon Hayes, Linda Parker, Andrew Rencich, Cynthia Brown, Doug Capps
   Ayes: None Nays: All ayes. Motion carried.

7. **Action Items** – Nothing brought forward.

8. **CRA Director Report**

   8.1. Annual Report

   CRA Director Elizabeth Roy stated the fiscal year ends on September 30, and the annual report must be filed by March 31st of each year. She stated the report was filed and sent to county officials and posted on the CRA page of the City's website.

   CRA Director Elizabeth Roy explained the CRA receives the taxable amount of the millage rate at about $250,000. She went over the items in the report that was distributed to the members. She mentioned the Strategic Plan is based on the Mobility Study, which is included in the report, as well as the financial report and 2021 accomplishments. She included a slogan that she prepared, The CRA is “A Community Realizing a Dream.”

In response to Board member S. Hayes, only two people have asked to see the report in the last five years.

Board member Joe Blocker about the schedule, and CRA Director Elizabeth Roy stated the Matrix is working on the design plan. As soon as the state approves it, we will go out for bid.

City Manager Tim Bolduc added it will go out some time mid-summer, as we are looking at the timing as it relates to the Christmas parade. The work will also depend on events in the October through December time frame. He added the selected construction company will need to give access to the businesses and schedule night work only. CRA Director E. Roy added Matrix is aware of the brick program, as well.

In response to Board member J. Blocker, CRA Director E. Roy replied she is keeping a list of who wants to purchase bricks, adding it is a Main Street program.

City Manager Tim Bolduc said Ms. Roy will be the liaison for the facilitation. Ms. Roy said Public Hearings will be held to inform the public and get their input.

8.2. Downtown Designs

To make the process easier, CRA Director E. Roy has developed presentation boards with brick colors and color swatches from paint vendors in the Crestview area. Those businesses seeking color advice will be able to come to the CRA office to view the boards and obtain information about the color matches, as well as being on the website. She displayed the brick colors and paint swatches.

Board member J. Blocker mentioned the back side of the signs on Main Street, and City Manager Tim Bolduc replied, the options for the signs adding we will have the sign people bring back ideas. He stated it can be added to the budget cycle.

CRA Director E. Roy also mentioned the lighting for the arch in the historic sign.

The Board concurred.

8.3. Asbestos Grant Information

CRA Director E. Roy said we have not received many grant applications this year. However, Ms. Phyllis Enzor has submitted her application. Ms. Roy explained Ms. Enzor is working on redevelopment of property located at 501 South Main Street. She explained that asbestos was discovered in the front wall. The amount of the grant is $4,567.50.

CRA Director E. Roy added she plans to go door-to-door to introduce herself to the Main Street businesses.

<u>9. City Manager / CRA Administrator Report</u>

City Manager Tim Bolduc said he is getting ready for the July 4th event; however, they are $5,000 short of full funding. He said the event meets with the CRA mission, so he asked that he be permitted to use CRA money for the event. The Board agreed for the CRA to fund the event.

<u>10. Comments from the Board</u>

<u>11. Comments from the Audience</u>

Bill Parker expressed his appreciation for the Board's work.

12. Adjournment

The meeting was adjourned by Vice-Chair M. Larose at 5:26 p.m.

Minutes approved this __ day of __, 2022.

____

Dr. Margareth Larose
Vice Chair

Attest:

____

Maryanne Schrader
City Clerk
Proper notice having been duly given

CITY OF CRESTVIEW

Item # 7.1.

Staff Report

CRA MEETING DATE: June 27, 2022
TYPE OF AGENDA ITEM: Resolution

TO:	CRA Board
CC:	City Manager, City Clerk, Staff and Attorney
FROM:	Elizabeth Roy, CRA Director
DATE:	6/22/2022
SUBJECT:	Budget Amendment Resolution

BACKGROUND:

Revenues have changed in the CRA budget due to an increase in the projected Cash-Carry forward and a decrease in the projected County Tax Funds.

DISCUSSION:

The difference in the funding amounts is $73,342.
The increase in funding has been distributed in the attached manner to better served the needs in the CRA Budget.

GOALS & OBJECTIVES

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

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FINANCIAL IMPACT

There is an increase in the CRA budget of $73,342.

RECOMMENDED ACTION

Staff respectfully requests the CRA Board approve Resolution CRA 2022-01 and send to City Council for final approval.

Attachments

1. amendment cra

RESOLUTION:

A RESOLUTION OF THE CRA BOARD OF THE CITY OF CRESTVIEW, FLORIDA, AMENDING THE CRA BUDGET FOR FISCAL YEAR 2022 TO BETTER REFLECT REVENUES AND EXPENDITURES, PROVIDING FOR APPROVAL BY THE CITY COUNCIL OF THE CITY OF CRESTVIEW, AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, There was a change in the projected revenues and cash-carry forward for the Crestview Community Redevelopment Agency budget, and

WHEREAS, Those changes must be reflected in the Budget for the Fiscal Year 2022, as attached as Exhibit A.

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

PASSED AND ADOPTED IN REGULAR SESSION THIS 27th OF June, 2022.

CITY OF CRESTVIEW, FLORIDA

Nathan Boyles, CRA Chair

Attest:

Maryanne Schrader, City Clerk

Exhibit A

FUND:			DEPARTMENT:		
EXPENSE BUDGET ACCOUNT NUMBER	ACCOUNT DESCRIPTION		CURRENT BUDGET AMOUNT	INC/DECREASE AMOUNT	REVISED BUDGET AMOUNT
670-0311-511-31.01	legal fees		5,000	(2,000)	3,000
670-0311-511-45-00	insurance		1,700	1,100	2,800
670-0311-511-51-00	Supplies		500	400	900
670-0311-511-52-00	Operating supplies		1,000	2,300	3,300
670-0311-511-52-03	Marketing		19,500	(1,301)	18,199
670-0311-511-54-00	Dues and Subscriptions		1,500	400	1,900
670-0311-511-64-00	Equipment		2,000	(1,200)	800
670-0311-511-63-00	Improvements		507,977	73,643	581,620
			LINE ITEM TOTAL---------	73,342	

REVENUE BUDGET ACCOUNT NUMBER	ACCOUNT DESCRIPTION		CURRENT BUDGET AMOUNT	INC/DECREASE AMOUNT	REVISED BUDGET AMOUNT
670-0000-330-0000	County Tif		89,355	(4,169)	85,186
670-0000-330-0000	Cash Carry Forward		831,677	77,511	909,188
			LINE ITEM TOTAL---------	73,342	
				0	

COMMENTS/EXPLANATION: increase in Cash Carry Forward, and decrease in County projected TIF Funds redistributed to better serve the needs in the CRA Budget.