



CITY OF CRESTVIEW
COMMUNITY
REDEVELOPMENT
AGENCY



COMMUNITY REDEVELOPMENT AGENCY AGENDA
Special Meeting
August 8, 2022
5:30 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 - Enzor Management
- 6. Consent Agenda**
- 7. Action Items**
 - 7.1. Change order for the Bush House Renovations
 - 7.2. Budget Approval for CRA 2022-2023
- 8. CRA Director Report**
- 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 option2 within 48 hours of the scheduled meeting.



Staff Report

CRA MEETING DATE: August 8, 2022

TYPE OF AGENDA ITEM: Presentation

TO: CRA Board
CC: City Manager, City Clerk, Staff and Attorney
FROM: Elizabeth Roy, CRA Director
DATE: 8/2/2022
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:

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

RECOMMENDED ACTION

Presentation of check

Attachments

None



Staff Report

CRA MEETING DATE: August 8, 2022

TYPE OF AGENDA ITEM: Action Item

TO: CRA Board
CC: City Manager, City Clerk, Staff and Attorney
FROM: Elizabeth Roy, CRA Director
DATE: 8/3/2022
SUBJECT: Change order for the Bush House Renovations

BACKGROUND:

The internal and exterior building renovations on the Bush House are now complete. Work is progressing on the landscaping and other exterior features.

DISCUSSION:

The original statement of work quote for the renovation was \$329,890.

During the construction, other areas were determined to have to be addressed to make the renovations complete and safe for future use.

The costs for those required changes (which have been completed) are included in the attached change order. The total cost for these changes was \$43,700.

The original budget for renovations in the 2022 Budget was \$350,000.

During the budget amendment process, the overall improvements to the CRA budget were increased by approximately \$73,000 and \$25,000 of that was added to the Bush House budget. It was expected that costs for the renovation would increase, and also the costs of the landscaping, etc.

The CRA would like to request the change order from Triple R construction for \$43,700 be approved. The other exterior costs would be covered by the funds in the downtown beautification line item of the 2022 budget. The contractor has also donated several antique items to the Bush House at no cost.

GOALS & OBJECTIVES

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FINANCIAL IMPACT

The additional funds needed for the change order were added to the Bush House budget in the 6/27/2022 amendment. There are sufficient funds in the beautification budget to cover any additional exterior costs.

RECOMMENDED ACTION

Staff respectfully requests that the CRA Board approve Change Order #1 from Triple R Construction, Inc.

Attachments

1. Triple R Change Order
2. Reno contract (1)

CHANGE ORDER FORM

Project: **City of Crestview**
Bush House Renovation

CHANGE ORDER NO. 1

DATE OF ISSUANCE: 7/14/22

CONTRACTOR: Triple R. Construction
Inc.

EFFECTIVE DATE: 7/14/22

The following changes are hereby made to the Contract Documents

Triple R. Construction Inc.
8010 Sleepy Bay Blvd.
Navarre, Fl. 32566

850-936-5094 Office
850-585-7682 Cell

July 14, 2022

Project: Bush House, Crestview, Fl. 32536
198 N. Wilson St.

CHANGE ORDER #1
REQUIRED CHANGES 1-7

1. Extensive additional work for Front Porch
 - A. Jacking up building Second Floor 3" to level.
 - B. All Framing Floor system replaced.
 - C. Brick Column's replaced w/ 6x6 treated & brackets.
 - D. Second Floor Beams re-built with LVL's.
 - E. All 1x4 T&G Ceiling replaced with plywood sub-structure.
 - F. Add Bricks under Porch – 3 sides.
 - G. Pour new footings for columns.

\$12,000.00
2. Excessive sanding to re-finish floors to see Hart/Pine flooring.

\$8,000.00
3. Removed Aluminum Storm Windows, cleaned, painted inside and out to match colors of wood windows.

\$3,000.00
4. Re- install existing two column's with lights at front walk with concrete footings.

\$1,500.00
5. Jack up & rebuild two Ceiling Beams in display areas.

\$1,500.00
6. Additional Floor Prep for Engineered Wood flooring in display area.

\$2,000.00
7. Over- all price increases due to supply & labor increases not projected at the time of bidding.
EX. 1. Custom Doors
2. Plumbing
3. HVAC
4. Labor

\$10,000.00

Subtotal \$38,000.00
15% overhead/profit \$5,700.00
Total 43,700.00

CHANGES ORDERED:

- I. GENERAL This change order is necessary to cover changes in the work to be performed under this Contract. The General Conditions, Supplementary Conditions, Specifications and all parts of the Project Manual listed in Article 1, Definitions, of the General Conditions apply to and govern all work under this change order.

Change Order No. 1

- II. REQUIRED CHANGES: See attached sheet

- III. JUSTIFICATION: 1. PORCH WOOD TOTALLY ROTTED

2. EXCESSIVE GLUE & PAINT ON OLD FLOORS

3. WINDOWS CORRODED & DIDN'T FIT WITH COALS WANTED TO REMOVE
TO SAVE ON ELECTRICAL COST

4. WANTED TO USE EXISTING COLUMNS SOMEWHERE ON BUILDING

5. BEAMS WERE FIN TO BECOME TO LIFT BY HAND

6. ENLARGED FLOORING NEED BETTER SUB-STRUCTURE TO BE INSTALLED

7. ALL COSTS HAVE GONE UP CONSIDERABLY

- IV. PAYMENT: 43,700.00

V. APPROVAL AND CHANGE AUTHORIZATION: _____

Acknowledgments:

The aforementioned change, and work affected thereby, is subject to all provisions of the original contract not specifically changed by this Change Order; and,

It is expressly understood and agreed that the approval of the Change Order shall have no effect on the original contract other than matters expressly provided herein.

Change Order Request by: Triple B. Construction Inc.

Change(s) Ordered by: Triple B. Construction Inc.

RECOMMENDED BY:

[Signature]
(Engineer)

ACCEPTED BY:

(Contractor)

X By: [Signature] _____
(Authorized Signature) (Date)

(Authorized Signature) (Date)

President
(Title)

OWNER
(Title)

APPROVED BY:

City of Crestview, Florida
(Owner)

By: _____
(Authorized Signature) (Date)

END OF SECTION

TRIPLE R CONSTRUCTION, INC

8010 Sleepy Bay Blvd.
Navarre, Fl. 32566

Invoice

Date	Invoice #
7/14/2022	2-2238

Bill To:
City of Crestview 198 N. Wilson St. Crestview, Fl, 323536

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
1	Extensive additional work for Front Porch A. Jacking up building second floor 3" to level B. All Framing Floor system replaced C. Brick Column's replaced w 6x6 treated & brackets D. Second Floor Beams re-built with LVL's E. All 1x4 T&G Ceiling replaced with plywood sub structure F. Add Bricks under Porch - 3 sides G. Pour new footings for columns.	12,000.00	12,000.00
1	Excessive sanding to re-finish floors to see Hart/Pine Flooring	8,000.00	8,000.00
1	Removed Aluminum Storm Windows, cleaned, painted inside and out to match colors of wood windows.	3,000.00	3,000.00
1	Re-install existing two column's with lights at front walk with concrete footings.	1,500.00	1,500.00
1	Jack-up & rebuild two Ceiling Beams in display areas.	1,500.00	1,500.00
1	Additional Floor Prep for Engineered Wood flooring in display area.	2,000.00	2,000.00
1	Over-all Price increases due to supply & labor increases not projected at the time of bidding. EX. 1. Custom Doors 2. Plumbing 3. HVAC 4. Labor	10,000.00	10,000.00
		Total	

Phone #	Fax #	E-mail
850 585 7682	850 936 1022	rick.tre@gmail.com

TRIPLE R CONSTRUCTION, INC

8010 Sleepy Bay Blvd.
Navarre, Fl. 32566

Invoice

Date	Invoice #
7/14/2022	2-2238

Bill To
City of Crestview 198 N. Wilson St. Crestview, Fl. 323536

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
1	15% Overhead/Profit	5,700.00	5,700.00
Total			\$43,700.00

Phone #	Fax #	E-mail
850 585 7682	850 936 1022	rick.trc@gmail.com



City of Crestview, Cultural Services Division

RENOVATION OF THE BUSH HOUSE ***Crestview's Future History Museum***

This project incorporates the Scope of Work and the Contractor's Notes and bid below:

SCOPE OF WORK

Brian Hughes

City of Crestview, Cultural Services Division, Parks & Recreation Department

Direct: 850.398.5459, hughesb@cityofcrestview.org

First draft: 17 Sept. 2021

Final version: 28 Sept. 2021 (with revisions from 8 Oct. 2021)

NOTE: After discussions with Fire Marshal Rodney Lancaster, original staircase will remain where it is and WILL NOT be removed. A new staircase WILL NOT be constructed from the kitchen. 8 Oct. 2021

In 1925, L&N Railroad supervisor of tracks Lorenza Bush built his family a handsome white clapboard house on the corner of Wilson Street and then-Chestnut Avenue (now Martin Luther King Jr. Avenue), just south of the tracks he supervised. The Bush House reflects the lifestyle of an important railway official and includes two former front parlours, a dining room, large kitchen, and three spacious upstairs former bedrooms.

Over the years, repairs and renovations have altered some of the downstairs spaces, producing a large back room, a sort of "tacked-on" bathroom on the back of the house, and a partially enclosed rear porch. Fluorescent strip lighting has been added to almost every room, with electrical conduit snaking up the walls and across the ceilings. Sheetrock covers heart pine wallboard while industrial carpeting conceals varnished heart pine floors.

The challenge is to restore some of the home's original stately, solid middle class graciousness while also converting it into a showplace for telling Crestview's rich history. To help achieve these goals, the City of Crestview seeks to partner with a contractor who will share our vision of a restored, welcoming early 20th-century home and public museum house through implementation of this Scope of Work.

EXTERIOR REPAIRS

- Repair north and south front porch columns that are bowing outward.
- Shore up porch, fix sagging ceiling, which produces noticeable slope in front upstairs room.
- Strip and repaint walls and trim.
- Remove current handicap ramp (city Public Services could do this) and build new ramp on north side of porch

- Replace outside pipe handrails with decorative ironwork rails
- Restore balcony on front of house under its existing canopy
- Fix leaks in roof

INTERIOR REPAIRS

THROUGHOUT HOUSE:

- Remove all fluorescent light fixtures; replace with period-style ceiling fans and lamps
- Remove all electrical conduit on walls on ceilings. Rewire to conceal electrical.
- Remove carpet and refinish hardwood floors as needed.
- Remove sheetrock, restore wood walls and ceilings except as noted in room-by-room survey
- Remove gas-powered HVAC units downstairs and upstairs. Replace with electric and place heat-pump outside.
- Remove bulky ductwork as discussed.
- Remove Masonite blocking fireplaces; install electric fires, at least in front parlours and dining room.
- Window repair as discussed. Make windows functional where possible.
- Install smoke detectors/alarms per code
- Install security cameras in first-floor rooms and upstairs hall (CITY)
- Museum display cases to be fabricated by city staff CITY

FRONT HALL:

- ~~Remove staircase to open up hall for displays. Replace with staircase heading up from back hall by kitchen as discussed.~~
- ~~Install new ceiling above where stairway currently is. (BMH 8 Oct 21)~~
- Remove ductwork as discussed.
- Install 10-inch triple-crown molding in opened up hallway
- Replace heavy-duty front door with period accurate heavy door.

SOUTH FRONT PARLOUR:

- Fix damaged brick mantle.
- Install electric outlet and wall mount for widescreen TV over mantle.
- Install 10-inch triple-crown molding in room

NORTH FRONT PARLOUR:

- Install 10-inch triple-crown molding
- Wallpaper this room in vintage style per consultation with Historic Preservation Board.
- Repair or replace French door hardware as necessary.

DINING ROOM:

- Remove mirror tiles on walls
- Repair hole in ceiling
- Wallpaper this room in vintage style per consultation with Historic Preservation Board.
- Replace "office style" door to hallway with period-correct wooden door with window(s)

KITCHEN:

- Fix hole and damage to ceiling
- Remove metal cabinetry and replace with more period accurate wooden cabinets
- Retain but refinish existing hutch
- ~~Create access to new stairway to second floor from hallway area (BMH 8 Oct 21)~~

~~• Create new bathroom against rear wall where fridge currently is. Relocate fridge.~~

- Remove linoleum; lay tile floor
- Install new countertop (granite, Corian, etc.)
- Replace most appliances. Add dishwasher.

LARGE BACK ROOM:

NOTE: This will be the main exhibition room.

- Shore up sagging structure across southwest section of room
- Fix leaning fireplace
- Convert current HVAC room to closet after new HVAC is moved outside.
- Install TV Mount and electrical outlet above fireplace
- Make entrance to room from front hallway a double-wide doorway
- Install ceiling crown moulding. Doesn't need to be 10" triple crown but should look nice.
- Address problem of odd walls in northwest corner of room where previously there were other rooms.
- Strip linoleum; install hardwood flooring or Pergo-style composite floor (cypress or pine)
- Consider building a display wall running west to east down center of room as far as kitchen hallways; leave back section open
- Put two strips of track lighting on ceiling running west to east to illuminate side wall displays and center displays or display wall, if constructed.

CURRENT HALL BATHROOM:

- ~~• Much of current hall bathroom will be taken up by new staircase rising up from kitchen hallway~~
- ~~• Turn remaining bathroom space into storage closet, including under stairs. (BMH 8 Oct 21)~~
- Renovate to meet ADA requirements

ALL MAIN UPSTAIRS ROOMS:

- Install minisplits for heat and cooling instead of tying into central HVAC.
- Retain closets

UPSTAIRS HALLWAY:

- Retain access to rear (west side) attic/closet.
- Add pull-down attic stairs to facilitate access to main attic for inspections, etc.

UPSTAIRS NORTH ROOM:

- Remove bathroom fixtures and wall between north room.
- Remove HVAC and walls around it.
- ~~• Could be divided into two rooms, down center of windows. If so, add another door to hallway for northwest room. (BMH 8 Oct 21)~~

UPSTAIRS SOUTH ROOM:

- Install shelving for archives on north wall and around northwest corner
- Retain closet

UPSTAIRS FRONT ROOM:

- Correct east-leaning "slope" over porch by shoring up porch.
- Fix ceiling
- Restore balcony and balcony doors

CONTRACTOR'S NOTES & BID

Rick Rausch
TRIPLE R CONSTRUCTION, INC
8010 Sleepy Bay Blvd
Navarre, Fl. 32566
850-585-7682

City of Crestview
Brian Hughes
Bush House, Wilson St.

Proposal for the refurbishing of the Bush house as per Scope of Work Dated
28 Sept 2021 with some comments

Exterior Paint is lead based so removing is very costly. Price includes pressure
washing and repaint. Old layers of paint will still show.

Concrete hand-cap ramp to be removed by others (city). New wood ramp Included
Exterior rails to be wood not iron
Flooring to be refinished as best as possible after carpet and vinyl removal. Flooring will be mixed and
matched I believe as the building has been remodeled many times

Removal of drywall ceilings is preferred if the wood ceiling are salvageable and painted or
sealed.

Front porch ceiling and flooring to be removed, repaired and replaced with all structural
members repaired or replaced.

Fireplace leveling might be caused by structural problems. After inspections of floor
joists, repairs will be discussed. Some dollars have been included, but only inspection
will tell us.

Price for the scope plus above descriptions: \$ 329,890.00

Thank you for considering my company

Rick Rausch
CGC 1508724
10/17/21

Projected starting date: 12/1/21

Projected completion date: 4/30/22

Consultant Contact:

City Contact: Brian Hughes, Cultural Services
Division, 850.398.5459,
hughesb@cityofcrestview.org
City Hall, 198 Wilson St. N, Crestview FL 32536

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year below:

CITY OF CRESTVIEW, FLORIDA

ATTEST:


Elizabeth M. Roy
City Clerk

By: 
JB Whitten
Mayor

Date: 11/9/21

For Triple R Construction, Inc.

By: 
Rick Pirtvold

Date: 10/26/21



Staff Report

CRA MEETING DATE: August 8, 2022

TYPE OF AGENDA ITEM: Resolution

TO: CRA Board
CC: City Manager, City Clerk, Staff and Attorney
FROM: Elizabeth Roy, CRA Director
DATE: 8/3/2022
SUBJECT: Budget Approval for CRA 2022-2023

BACKGROUND:

The CRA Budget for the fiscal year 2023 is complete.

The tentative budget includes revenues and expenditures in the amount of \$809,760.

DISCUSSION:

The CRA budget is included in the City of Crestview Budget forms, but must be approved by the CRA Board prior to the public hearings for the City of Crestview Budget.

The public hearings for the City of Crestview Budget will be held in September.

The CRA budget was presented as shown at the July 20th Budget workshop;

No changes were suggested to the budget at that time.

The estimated revenue that will be received in 2022-2023 is \$309,760.

- \$110,058 in Okaloosa County TIF Funds
- \$196,702 in City of Crestview TIF Funds
- \$3,000 in projected interest.

The remaining \$500,000 is expected to carry forward funds from the 2021-2022 budget year.

The CRA staff will continue to seek grants throughout the year.

Any changes to the budget will be presented as amendments during the year after October 1, 2022.

GOALS & OBJECTIVES

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1. Establish a revitalization task force to address economic and physical Revitalization
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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 \$809,760.00. Line items in the budget will be finalized during the discussion of the attached Resolution and Budget.

RECOMMENDED ACTION

Staff respectfully requests adoption of CRA Resolution 2022-02.

Attachments

1. 2023 Crestview CRA Budget

RESOLUTION:

RESOLUTION CRA 2022-02

**A RESOLUTION OF THE COMMUNITY REDEVELOPMENT AGENCY
OF THE CITY OF CRESTVIEW, FLORIDA, ADOPTING A BUDGET
FOR THE FISCAL YEAR 2023, BEGINNING ON OCTOBER 1, 2022
AND ENDING ON SEPTEMBER 30, 2023, 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 the next 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 2023, attached hereto.

Section 2: The Budget approved and adopted by this Resolution shall be effective October 1.2022.

PASSED AND ADOPTED IN REGULAR SESSION THIS 8th DAY OF AUGUST,2022.

Crestview Community Redevelopment Agency

Nathan Boyles,

Chairman

Elizabeth Roy, CRA Director



CRESTVIEW COMMUNITY REDEVELOPMENT AGENCY 2022-2023 BUDGET

Adopted Budget

2022-2023 Beginning Balance (estimated)	\$ 500,000.00
Operational Revenue (estimated)	
TIF Funds - County	\$ 110,058.00
TIF Funds - City	\$ 196,702.00
Interest	\$ 3,000.00
Miscellaneous Income GRANT transfer	\$ -
Total Projected Revenue for 2020-2021	\$ 809,760.00

Operating Expenses		
CONTRACTUAL SERVICES		
Mainstreet	34-00	\$ 50,000.00
Downtown water	44-00	\$ 1,500.00
Auditing Fees	32-00	\$ 6,000.00
Legal Fees	31-01	\$ 5,000.00
Personnel Expenses	34-00	\$ 36,000.00
ADMINISTRATIVE EXPENSES		
Travel/Per Diem	40-00	\$ 2,050.00
phone/equipment	41-00	\$ 650.00

Insurance		\$ 1,846.00
Printing	47-00	\$ 100.00
Office Supplies	51-00	\$ 750.00
Operating Supplies	52-00	\$ 1,800.00
uniform	52-01	\$ 300.00
Marketing	52-03	\$ 14,627.00
Fireworks, new Years	52-03	\$ 15,000.00
Newspaper ad	52-03	\$ 500.00
Dues and Subscriptions	54-00	\$ 2,000.00
Equipment	64-00	\$ 2,000.00
Training	56-00	\$ 1,000.00
Program Services		
Downtown Improvements and upgrades	63-00	\$ 302,000.00
Bush House	63-00	\$ 12,637.00
Grants	82-00	\$ 335,000.00
Other Expenses/Transfers		\$ -
Cost Allocation		\$ 19,000.00
Total Projected Expenses for 2022-2023		\$ 809,760.00